

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA  
OCTOBER 23, 2009 (Fourth Friday of Each Month)  
\*SANTA CRUZ CITY COUNCIL CHAMBERS\*  
\*809 CENTER STREET\*  
SANTA CRUZ, CALIFORNIA  
9:00 a.m. – 12:00 noon

**NOTE:** This meeting will be interrupted briefly at 10:00 a.m. To hold the annual meeting of the Santa Cruz Civic Improvement Corporation

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT [WWW.SCMTD.COM](http://WWW.SCMTD.COM) OR AT METRO'S ADMINISTRATIVE OFFICES LOCATED AT 370 ENCINAL STREET, SUITE 100, SANTA CRUZ, CA

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

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS
  - a. None
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

## CONSENT AGENDA

- 5-1. APPROVE PRELIMINARILY APPROVED CLAIMS FOR THE MONTHS OF JULY AND AUGUST 2009
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS FOR JULY AND AUGUST 2009
- 5-3. CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF COREY RAY HILLIARD, CLAIM #09-0020
- 5-4. ACCEPT AND FILE MAC AGENDA FOR OCTOBER 21, 2009 AND MINUTES OF AUGUST 19, 2009
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTHS OF JULY AND AUGUST 2009

- 5-6. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR AUGUST 2009
- 5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ MONTHLY SERVICE REPORT FOR THE MONTH OF AUGUST 2009
- 5-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR AUGUST 2009
- 5-9. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-10. APPROVE REGULAR BOARD MEETING MINUTES OF AUGUST 14 & 28 AND SEPTEMBER 11 & 25, 2009
- 5-11. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE SEPTEMBER 2009 MEETING(S)
- 5-12. CONSIDERATION OF APPROVAL OF CONTINUED EMPLOYMENT OF TEMPORARY HELP THROUGH EXPRESS EMPLOYMENT PROS FOR A TEMPORARY CUSTODIAL SERVICES WORKER FOR AN AMOUNT NOT TO EXCEED \$36,000
- 5-13. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH MANAGED HEALTH NETWORK, INC. FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES TO EXTEND THE TERM OF THE CONTRACT FOR ONE (1) ADDITIONAL YEAR
- 5-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE EXTENSION BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND EDWARD AND BARBARA HINSHAW FOR THE PROPERTY LOCATED AT 370 ENCINAL STREET, SUITE 100
- 5-15. NOTICE OF ACTION TAKEN IN CLOSED SESSION REGARDING SETTLEMENT IN MARTIN GILBERT VS. A TOOL SHED, ET AL.; CASE NO. SCV 159686
- 5-16. ACCEPT AND FILE REPORT ON ROUTE SCHEDULE ADHERENCE
- 5-17. CONSIDERATION OF REQUEST FOR TRANSIT SERVICE FROM WATSONVILLE TO GILROY
- 5-18. ACCEPT & FILE REPORT ON 2009 APTA ANNUAL CONFERENCE
- 5-19. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO INCREASE THE TOTAL AMOUNT OF THE PURCHASE ORDER WITH SPECIALIZED AUTO & FLEET FOR AUTOMOTIVE REPAIRS AND INSPECTION SERVICES IN AN AMOUNT NOT TO EXCEED \$54,000

## REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS  
Presented by: Chair Bustichi
7. CONSIDERATION OF A RESOLUTION OF REMEMBRANCE FOR METRO BUS OPERATOR RAYMOND MATTOS  
Presented by: Chair Bustichi
8. CONSIDERATION OF ADOPTION OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF MARK BAN AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Presented by: Chair Bustichi
9. CONSIDERATION OF ADOPTION OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF MICHAEL CLAYTON AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Presented by: Chair Bustichi
10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH PACIFIC BUS MUSEUM FOR THE DONATION OF TWO ANTIQUE BUSES  
Presented by: Leslie R. White, General Manager
11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH WALD, RUHNKE & DOST ARCHITECTS, LLP IN THE AMOUNT OF \$20,673.44 TO FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR 110 VERNON STREET, SANTA CRUZ, CA  
Presented By: Frank Cheng, MetroBase Project Manager
12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH RNL DESIGN, INC. IN THE AMOUNT OF \$11,226.00 TO PROVIDE GEOTECHNICAL CONSTRUCTION OBSERVATION AND TESTING SERVICES FOR THE MAINTENANCE BUILDING COMPONENT OF THE METROBASE  
Presented By: Frank Cheng, MetroBase Project Manager
13. CONSIDERATION OF APPROVAL OF ADMINISTRATIVE REGULATION REGARDING METRO'S "BICYCLES ON FIXED ROUTE BUSES POLICY"  
Presented By: Ciro Aguirre, Operations Manager  
Margaret Gallagher, District Counsel
14. CONSIDERATION OF SETTING PUBLIC COMMENT PERIOD AND A PUBLIC HEARING FOR REVIEW OF METRO'S PROPOSED TITLE VI PROGRAM REGULATION AND COMPLAINT PROCEDURE  
Presented By: Margaret Gallagher, District Counsel

15. ACCEPT & FILE REPORT ON STATUS OF HOMELESS SHELTER SHUTTLE  
Presented By:       Ciro Aguirre, Operations Manager
16. CONSIDERATION OF APPROVAL OF CLASS SPECIFICATION CHANGES FOR THE TRANSIT PLANNER SERIES  
Presented By:       Robyn Slater, Human Resources Manager
17. CONSIDERATION OF THE BOARD OF DIRECTORS MEETING SCHEDULE AND LOCATIONS FOR 2010  
Presented by:       Chair Bustichi
18. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 20, 2009 – WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE  
Presented by:       Chair Bustichi
19. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
20. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

**SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Pursuant to Government Code Section 54956.9(a))
  - a. Name of Case:       Joseph Blair vs. Santa Cruz Metropolitan Transit District
  - b. Name of Case:       Rosa Diaz vs. Santa Cruz Metropolitan Transit District  
(Before the Workers' Compensation Appeals Board)
  - c. Name of Case:       Dorothy Lanagan vs. Santa Cruz Metropolitan Transit District

**SECTION III: RECONVENE TO OPEN SESSION**

21. REPORT OF CLOSED SESSION

**ADJOURN**

**NOTICE TO PUBLIC**

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

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

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

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The City Council Chambers is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Cindi Thomas at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting. A Spanish Language Interpreter will be available during "Oral Communications" and for any other agenda item for which these services are needed. This meeting will be broadcast live by Community Television of Santa Cruz on Channel 26.

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

DATE: 07/01/09 THRU 07/31/09

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                    | VENDOR TRANS. TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|--------------------|---------------|-------------------------|--------------------|---------|
| 32249        | 07/28/09   | -1.00        | T186   | LOPEZ, MARK                    |                    | 26165         | CHANGE MACHINE/MTC      | -1.00              | **VOID  |
| 33163        | 07/06/09   | 863.72       | 001293 | A.L.E                          |                    | 27847         | OUT REPAIR/ BUS WASH    | 863.72             |         |
| 33164        | 07/06/09   | 16,262.80    | 941    | ASSURANT EMPLOYEE BENEFITS     |                    | 27791         | JULY LTD INS            | 16,262.80          |         |
| 33165        | 07/06/09   | 25.73        | 001112 | BRINKS AWARDS & SIGNS          | 7                  | 27822         | OFFICE SUPPLY/FIN       | 25.73              |         |
| 33166        | 07/06/09   | 100.00       | B018   | BUSTICHI, DENE                 | 7                  | 27833         | JUNE BOARD MTGS         | 100.00             |         |
| 33167        | 07/06/09   | 746.95       | 002627 | CDW GOVERNMENT, INC.           |                    | 27777         | LEXMARK PRINTER         | 568.46             |         |
|              |            |              |        |                                |                    | 27779         | OFFICE SUPPLY/IT        | 178.49             |         |
| 33168        | 07/06/09   | 100.00       | B014   | CITY OF WATSONVILLE            |                    | 27842         | JUNE BOARD MTGS         | 100.00             |         |
| 33169        | 07/06/09   | 14,354.91    | 001124 | CLEAN ENERGY                   |                    | 27683         | 6/16 LNG/FLT            | 6,954.36           |         |
|              |            |              |        |                                |                    | 27684         | 6/13 LNG/FLT            | 7,400.55           |         |
| 33170        | 07/06/09   | 355.93       | 002609 | CLEANSOURCE                    |                    | 27674         | CLEANING SUPPLIES       | 355.93             |         |
| 33171        | 07/06/09   | 300.00       | 002448 | CLEAR VIEW, LLC                | 0                  | 27812         | APR-JUN SVC             | 300.00             |         |
| 33172        | 07/06/09   | 55.00        | 001084 | CLUTCH COURIERS                |                    | 27849         | PROF/TECH/RISK          | 55.00              |         |
| 33173        | 07/06/09   | 7.89         | 002063 | COSTCO                         |                    | 27814         | PHOTO PROCESS/OPS       | 4.28               |         |
|              |            |              |        |                                |                    | 27815         | PHOTO PROCESS/OPS       | 1.88               |         |
|              |            |              |        |                                |                    | 27816         | PHOTO PROCESS/OPS       | 1.73               |         |
| 33174        | 07/06/09   | 40,526.30    | 800    | DELTA DENTAL PLAN              |                    | 27792         | JUL DENTAL INS          | 40,526.30          |         |
| 33175        | 07/06/09   | 220.53       | 085    | DIXON & SON TIRE, INC.         |                    | 27796         | JUN TIRES & TUBES       | 220.53             |         |
| 33176        | 07/06/09   | 419.00       | 001174 | ESRI                           |                    | 27775         | ARCVIEW MAINTENANCE     | 419.00             |         |
| 33177        | 07/06/09   | 3,295.75     | 001492 | EVERGREEN OIL INC.             |                    | 27747         | HAZ WASTE DISP          | 1,050.75           |         |
|              |            |              |        |                                |                    | 27748         | HAZ WASTE DISP          | 1,982.50           |         |
|              |            |              |        |                                |                    | 27749         | HAZ WASTE DISP          | 262.50             |         |
| 33178        | 07/06/09   | 44.00        | E882   | FERRICK, MARY                  |                    | 27823         | DMV FEES                | 44.00              |         |
| 33179        | 07/06/09   | 44.00        | E473   | FITZPATRICK, MICHELLE          |                    | 27818         | DMV FEES                | 44.00              |         |
| 33180        | 07/06/09   | 50.00        | B023   | GRAVES, RON                    |                    | 27834         | JUNE BOARD MTGS         | 50.00              |         |
| 33181        | 07/06/09   | 100.00       | B021   | HAGEN, DONALD N.               | 7                  | 27835         | JUNE BOARD MTGS         | 100.00             |         |
| 33182        | 07/06/09   | 50.00        | B006   | HINKLE, MICHELLE               | 7                  | 27836         | JUNE BOARD MTGS         | 50.00              |         |
| 33183        | 07/06/09   | 722.80       | 002826 | HOLIDAY MUFFLER SERVICE        |                    | 27797         | OUT RPR REV VEH         | 75.00              |         |
|              |            |              |        |                                |                    | 27798         | OUT RPR REV VEH         | 495.63             |         |
|              |            |              |        |                                |                    | 27799         | OUT RPR REV VEH         | 152.17             |         |
| 33184        | 07/06/09   | 252.48       | 215    | IKON OFFICE SOLUTIONS          |                    | 27829         | 5/19-6/18 MAINT/ADM     | 252.48             |         |
| 33185        | 07/06/09   | 89.00        | 001400 | KIPLINGER LETTER               |                    | 27771         | 7/09-6/10 RENEWAL       | 89.00              |         |
| 33186        | 07/06/09   | 821.60       | 001145 | MANAGED HEALTH NETWORK         |                    | 27793         | JUL EAP PREMIUM         | 821.60             |         |
| 33187        | 07/06/09   | 50.00        | B025   | MARTINEZ, EMILIO               | 7                  | 27837         | JUNE BOARD MTGS         | 50.00              |         |
| 33188        | 07/06/09   | 52.10        | 041    | MISSION UNIFORM                |                    | 27623         | UNIF/LAUNDRY/FLT        | 52.10              |         |
| 33189        | 07/06/09   | 85.00        | E045   | MONTESINO, EDUARDO             |                    | 27819         | MED EXAM RENEWAL        | 85.00              |         |
| 33190        | 07/06/09   | 1,556.66     | 002721 | NEXTEL COMMUNICATIONS          |                    | 27800         | MAY PHONES/PT           | 1,556.66           |         |
| 33191        | 07/06/09   | 85.00        | E064   | OROZCO, RICHARD                |                    | 27850         | MEDICAL EXAM            | 85.00              |         |
| 33192        | 07/06/09   | 106.18       | 043    | PALACE ART & OFFICE SUPPLY     |                    | 27640         | OFFICE SUPPLY/FIN       | 83.20              |         |
|              |            |              |        |                                |                    | 27772         | OFFICE SUPPLY/FIN       | 22.98              |         |
| 33193        | 07/06/09   | 50.00        | B024   | PIRIE, ELLEN                   | 7                  | 27838         | JUNE BOARD MTGS         | 50.00              |         |
| 33194        | 07/06/09   | 287.00       | 001149 | PREFERRED PLUMBING, INC.       |                    | 27774         | OUT RPR EQUIP           | 287.00             |         |
| 33195        | 07/06/09   | 230.12       | 107A   | PROBUILD                       |                    | 27663         | REPAIRS/MAINTENANCE     | 18.21              |         |
|              |            |              |        |                                |                    | 27706         | REV VEH PARTS           | 209.18             |         |
|              |            |              |        |                                |                    | 27746         | REPAIRS/MAINTENANCE     | 2.73               |         |
| 33196        | 07/06/09   | 508.52       | 001548 | QUILL CORPORATION              |                    | 27530         | CREDIT NOTE             | -34.48             |         |
|              |            |              |        |                                |                    | 27531         | OFFICE SUPPLIES         | 34.48              |         |
|              |            |              |        |                                |                    | 27828         | OFFICE SUPPLY/OPS       | 508.52             |         |
| 33197        | 07/06/09   | 273.00       | 001098 | ROBERT HALF MANAGMENT RESOURCE |                    | 27827         | TEMP/ADMIN W/E 6/19     | 273.00             |         |
| 33198        | 07/06/09   | 100.00       | B022   | ROBINSON, LYNN MARIE           |                    | 27839         | JUNE BOARD MTGS         | 100.00             |         |

5-1.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 33199        | 07/06/09   | 100.00       | B015   | ROTKIN, MIKE                   | 7           | 27840         | JUNE BOARD MTGS         | 100.00             |         |
| 33200        | 07/06/09   | 12,672.55    | 966    | S.C. FUELS                     | 0           | 27789         | 4/17 DIESEL/FLT         | 12,672.55          |         |
| 33201        | 07/06/09   | 8,433.96     | 001286 | SAFE-CARD ID SERVICES, INC     |             | 27778         | FARGO HDP5000           | 8,433.96           |         |
| 33202        | 07/06/09   | 1,026.02     | 001379 | SAFETY-KLEEN                   |             | 27750         | HAZ WASTE DISP          | 1,026.02           |         |
| 33203        | 07/06/09   | 238.49       | 001237 | SAN JOSE BLUEPRINT             |             | 27768         | DRAWINGS/SPECS MB       | 238.49             |         |
| 33204        | 07/06/09   | 142.90       | 135    | SANTA CRUZ AUTO PARTS, INC.    |             | 27710         | REV VEH PARTS           | 5.21               |         |
|              |            |              |        |                                |             | 27711         | SAFETY SUPPLIES         | 2.98               |         |
|              |            |              |        |                                |             | 27712         | REV VEH PARTS           | 44.71              |         |
|              |            |              |        |                                |             | 27795         | EMP TOOLS               | 90.00              |         |
| 33205        | 07/06/09   | 21.75        | 848    | SANTA CRUZ ELECTRONICS, INC.   |             | 27776         | OFFICE SUPPLY/IT        | 21.75              |         |
| 33206        | 07/06/09   | 6,514.00     | 079    | SANTA CRUZ MUNICIPAL UTILITIES |             | 27803         | 5/15-6/15 1200 RIVER    | 908.85             |         |
|              |            |              |        |                                |             | 27804         | 5/15-6/15 DUBOIS        | 387.32             |         |
|              |            |              |        |                                |             | 27805         | 5/15-6/15 CEDAR         | 916.22             |         |
|              |            |              |        |                                |             | 27806         | 5/15-6/15 VERNON        | 185.94             |         |
|              |            |              |        |                                |             | 27807         | 5/15-6/15 ENCINAL       | 183.13             |         |
|              |            |              |        |                                |             | 27808         | 5/15-6/15 VERNON        | 45.59              |         |
|              |            |              |        |                                |             | 27809         | 5/15-6/15 120 GOLF      | 1,094.93           |         |
|              |            |              |        |                                |             | 27810         | 5/15-6/15 1200 RIVER    | 2,669.88           |         |
|              |            |              |        |                                |             | 27811         | 5/15-6/15 111 DUBOIS    | 122.14             |         |
| 33207        | 07/06/09   | 2,500.00     | 002267 | SHAW / YODER / ANTWIH, INC.    |             | 27813         | JUN LEGISLATIVE SVCS    | 2,500.00           |         |
| 33208        | 07/06/09   | 65.00        | 299    | STANEK, RICHARD                | 7           | 27831         | TYPEWRITER REPAIR       | 65.00              |         |
| 33209        | 07/06/09   | 100.00       | B017   | STONE, MARK                    | 7           | 27841         | JUNE BOARD MTGS         | 100.00             |         |
| 33210        | 07/06/09   | 1,049.36     | 083    | THYSSENKRUPP ELEVATOR          |             | 27846         | OUT RPR/GOLF            | 1,049.36           |         |
| 33211        | 07/06/09   | 3,580.45     | 057    | U.S. BANK                      |             | 27843         | 4246044555645971        | 1,045.57           |         |
|              |            |              |        |                                |             | 27844         | 4246044555645971        | 425.50             |         |
|              |            |              |        |                                |             | 27845         | 4246044555645971        | 2,109.38           |         |
| 33212        | 07/06/09   | 2,000.00     | 002873 | USPS-HASLER                    |             | 27832         | POSTAGE FOR METER       | 2,000.00           |         |
| 33213        | 07/06/09   | 11,495.00    | 001043 | VISION SERVICE PLAN            |             | 27794         | JUL VISION INS          | 11,495.00          |         |
| 33214        | 07/06/09   | 110.00       | 186    | WILSON, GEORGE H., INC.        |             | 27830         | EMERGENCY REPAIR/IT     | 110.00             |         |
| 33215        | 07/13/09   | 1,707.12     | 001294 | ACCOUNTemps                    |             | 27919         | TEMP/FIN W/E 6/26       | 776.16             |         |
|              |            |              |        |                                |             | 27920         | TEMP/FIN W/E 6/19       | 930.96             |         |
| 33216        | 07/13/09   | 202.42       | 002861 | AMERICAN MESSAGING SVCS, LLC   |             | 27957         | JULY PAGERS             | 202.42             |         |
| 33217        | 07/13/09   | 28,119.89    | 001264 | ANDREWS INTERNATIONAL INC      |             | 27933         | 5/24 SECURITY           | 840.00             |         |
|              |            |              |        |                                |             | 27934         | 6/6-6/7 SECURITY        | 1,680.00           |         |
|              |            |              |        |                                |             | 27935         | 6/1-6/28 SECURITY       | 25,599.89          |         |
| 33218        | 07/13/09   | 133.71       | 001A   | AT&T                           |             | 27942         | JUNE PHONES/138 GOLF    | 133.71             |         |
| 33219        | 07/13/09   | 51.30        | 001D   | AT&T                           |             | 27902         | T1 LINE/GOLF            | 51.30              |         |
| 33220        | 07/13/09   | 4,323.78     | 001B   | AT&T/MCI                       |             | 27941         | JUNE PHONES             | 4,323.78           |         |
| 33221        | 07/13/09   | 435.00       | 478    | BEE CLENE                      | 0           | 27897         | CARPET/RESEARCH PARK    | 435.00             |         |
| 33222        | 07/13/09   | 774.00       | 011    | BEWLEYS CLEANING               | 7           | 27905         | JUNE JANITORIAL/PT      | 774.00             |         |
| 33223        | 07/13/09   | 16.43        | 001112 | BRINKS AWARDS & SIGNS          | 7           | 27904         | PLATE/E. BROWN          | 16.43              | VOIDED  |
| 33224        | 07/13/09   | 1,000.00     | 002338 | BURTON, DEBORAH LCSW LMFT      | 7           | 27848         | EMPLOYMENT EXAMS        | 1,000.00           |         |
| 33225        | 07/13/09   | 457,207.00   | 588B   | CALTIP                         |             | 27922         | 09-10 LIABILITY PRGM    | 385,642.00         |         |
|              |            |              |        |                                |             | 27923         | 09-10 PHYS DAMG PRGM    | 71,565.00          |         |
| 33226        | 07/13/09   | 1,717.35     | 002627 | CDW GOVERNMENT, INC.           |             | 27944         | OFFICE SUPPLY/IT        | 1,499.30           |         |
|              |            |              |        |                                |             | 27945         | OFFICE SUPPLY/IT        | 218.05             |         |
| 33227        | 07/13/09   | 189.55       | 002898 | CEB                            |             | 27790         | CA WORKERS UPDATE       | 189.55             |         |
| 33228        | 07/13/09   | 250.00       | 001113 | CLARKE, SUSAN                  | 7           | 27887         | EXT BUS ANNOUN/AUDIT    | 125.00             |         |
|              |            |              |        |                                |             | 27888         | EXT BUS ANNOUN/AUDIT    | 125.00             |         |
| 33229        | 07/13/09   | 19,419.35    | 001124 | CLEAN ENERGY                   |             | 27894         | 6/18 LNG/FLT            | 6,491.71           |         |

5-1.2

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

DATE: 07/01/09 THRU 07/31/09

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                    | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
|              |            |              |        |                                |             | 27895         | 6/20 LNG/FLT            | 6,008.94           |         |
|              |            |              |        |                                |             | 27896         | 6/23 LNG/FLT            | 6,918.70           |         |
| 33230        | 07/13/09   | 26.77        | 002063 | COSTCO                         |             | 27824         | PHOTO PROCESS/OPS       | 8.36               |         |
|              |            |              |        |                                |             | 27825         | PHOTO PROCESS/OPS       | 6.13               |         |
|              |            |              |        |                                |             | 27826         | PHOTO PROCESS/OPS       | 12.28              |         |
| 33231        | 07/13/09   | 1,225.00     | E638   | COTTER, ROBERT                 |             | 27928         | 6/8-6/28 RELOCATION     | 940.00             |         |
|              |            |              |        |                                |             | 27929         | 7/5 RELOCATION          | 285.00             |         |
| 33232        | 07/13/09   | 75.00        | 001025 | COUNTY OF SANTA CRUZ           |             | 27955         | JUNE LANDFILL           | 75.00              |         |
| 33233        | 07/13/09   | 172.15       | 085    | DIXON & SON TIRE, INC.         |             | 27863         | TIRES & TUBES           | 172.15             |         |
| 33234        | 07/13/09   | 1,485.00     | 432    | EXPRESS EMPLOYMENT PROS        |             | 27900         | TEMP/FAC W/E 6/21       | 990.00             |         |
|              |            |              |        |                                |             | 27956         | TEMP/FAC W/E 6/29       | 495.00             |         |
| 33235        | 07/13/09   | 1,680.00     | 647    | GFI GENFARE                    |             | 27949         | WEBINAR3/REVENUE SEC    | 945.00             |         |
|              |            |              |        |                                |             | 27950         | WEBINAR4/FARE STRUCT    | 735.00             |         |
| 33236        | 07/13/09   | 44.00        | E162   | GOUVEIA, ANNA                  |             | 27938         | DMV FEES                | 44.00              |         |
| 33237        | 07/13/09   | 1,024.28     | 282    | GRAINGER                       |             | 27898         | REPAIRS/MAINTENANCE     | 135.89             |         |
|              |            |              |        |                                |             | 27899         | REPAIRS/MAINTENANCE     | 888.39             |         |
|              |            |              |        |                                |             | 27960         | CLEANING SUPPLIES       | 212.14             |         |
|              |            |              |        |                                |             | 27961         | CREDIT NOTE             | -212.14            |         |
| 33238        | 07/13/09   | 85.00        | E447   | HEPTING, SHANE                 |             | 27924         | MEDICAL EXAM            | 85.00              |         |
| 33239        | 07/13/09   | 537.72       | 215    | IKON OFFICE SOLUTIONS          |             | 27931         | 3/30-6/23 MAINT/OPS     | 537.72             |         |
| 33240        | 07/13/09   | 13.00        | 074    | KENVILLE LOCKSMITHS            | 7           | 27759         | REPAIRS/MAINTENANCE     | 13.00              |         |
| 33241        | 07/13/09   | 2.55         | 039    | KINKO'S INC.                   |             | 27820         | OFFICE SUPPLY/LGL       | 1.02               |         |
|              |            |              |        |                                |             | 27821         | OFFICE SUPPLY/LGL       | 1.53               |         |
| 33242        | 07/13/09   | 269.50       | 001093 | KROLL LABORATORY SPECIALISTS   |             | 27939         | JUNE DRUG TESTS         | 269.50             |         |
| 33243        | 07/13/09   | 1,518.37     | R556   | LANGFORD, ALINA                |             | 27925         | SETTLEMENT/RISK         | 1,518.37           |         |
| 33244        | 07/13/09   | 50.00        | 880    | LEXISNEXIS                     |             | 27918         | JUNE ACCESS CHARGES     | 50.00              |         |
| 33245        | 07/13/09   | 572.00       | 764    | MERCURY METALS                 |             | 27886         | OUT RPR REV VEH         | 572.00             |         |
| 33246        | 07/13/09   | 406.88       | 041    | MISSION UNIFORM                |             | 27802         | UNIF/LAUNDRY/FAC        | 50.39              |         |
|              |            |              |        |                                |             | 27861         | UNIF/LAUNDRY/PT         | 34.97              |         |
|              |            |              |        |                                |             | 27889         | UNIF/LAUNDRY/FLT        | 95.23              |         |
|              |            |              |        |                                |             | 27890         | UNIF/LAUNDRY/FLT        | 151.53             |         |
|              |            |              |        |                                |             | 27891         | UNIF/LAUNDRY/FLT        | 49.73              |         |
|              |            |              |        |                                |             | 27892         | UNIF/LAUNDRY/FLT        | 25.03              |         |
| 33247        | 07/13/09   | 269.45       | 001454 | MONTEREY BAY OFFICE PRODUCTS   |             | 27952         | 4/1-6/30 MAINT/ADM      | 269.45             |         |
| 33248        | 07/13/09   | 129.69       | E639   | MORGAN, ANTOINETTE             |             | 27926         | OFFICE SUPPLY/OPS       | 129.69             |         |
| 33249        | 07/13/09   | 8,478.10     | 009    | PACIFIC GAS & ELECTRIC         |             | 27906         | 5/29-6/25 1200 RIVER    | 1,278.77           |         |
|              |            |              |        |                                |             | 27907         | 5/29-6/25 1122 RIVER    | 25.60              |         |
|              |            |              |        |                                |             | 27908         | 5/29-6/25 138 GOLF      | 2,672.66           |         |
|              |            |              |        |                                |             | 27909         | 5/29-6/25 115 DUBOIS    | 13.29              |         |
|              |            |              |        |                                |             | 27910         | 5/29-6/25 115 DUBOIS    | 8.10               |         |
|              |            |              |        |                                |             | 27911         | 5/29-6/25 111 DUBOIS    | 1,202.93           |         |
|              |            |              |        |                                |             | 27912         | 5/29-6/25 ENCINAL       | 3,145.33           |         |
|              |            |              |        |                                |             | 27913         | 5/29-6/25 115 DUBOIS    | 131.42             |         |
| 33250        | 07/13/09   | 272.66       | 043    | PALACE ART & OFFICE SUPPLY     |             | 27817         | OFFICE SUPPLY/OPS       | 272.66             |         |
| 33251        | 07/13/09   | 40.02        | 107A   | PROBUILD                       |             | 27801         | REPAIRS/MAINTENANCE     | 40.02              |         |
| 33252        | 07/13/09   | 16,617.63    | 966    | S.C. FUELS                     | 0           | 27893         | 6/17 DIESEL/FLT         | 16,617.63          |         |
| 33253        | 07/13/09   | 1,192.55     | 002713 | SANTA CRUZ AUTO TECH, INC.     |             | 27885         | OUT RPR REV VEH         | 1,192.55           |         |
| 33254        | 07/13/09   | 44.50        | 135    | SANTA CRUZ AUTO PARTS, INC.    |             | 27860         | REV VEH PARTS           | 44.50              |         |
| 33255        | 07/13/09   | 2,980.12     | 079    | SANTA CRUZ MUNICIPAL UTILITIES |             | 27914         | 5/15-6/16 PACIFIC       | 2,881.64           |         |
|              |            |              |        |                                |             | 27915         | 5/15-6/16 PACIFIC       | 98.48              |         |

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

DATE: 07/01/09 THRU 07/31/09

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                  | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 33256        | 07/13/09   | 42,366.00    | 174    | SAYLOR & HILL COMPANY        |             | 27921         | 09-10 PROPERTY INS      | 42,366.00          |         |
| 33257        | 07/13/09   | 178.55       | 570    | SCMTD PETTY CASH - CUST SVC  |             | 27940         | PETTY CASH/MTC          | 178.55             |         |
| 33258        | 07/13/09   | 312.75       | 788    | SCMTD PETTY CASH - FINANCE   |             | 27943         | PETTY CASH/FIN          | 312.75             |         |
| 33259        | 07/13/09   | 4,793.43     | 001232 | SPECIALIZED AUTO AND         |             | 27865         | OUT RPR REV VEH         | 462.19             |         |
|              |            |              |        |                              |             | 27866         | OUT RPR REV VEH         | 756.66             |         |
|              |            |              |        |                              |             | 27867         | OUT RPR REV VEH         | 508.76             |         |
|              |            |              |        |                              |             | 27868         | OUT RPR REV VEH         | 294.63             |         |
|              |            |              |        |                              |             | 27869         | OUT RPR REV VEH         | 307.28             |         |
|              |            |              |        |                              |             | 27870         | OUT RPR REV VEH         | 232.80             |         |
|              |            |              |        |                              |             | 27871         | OUT RPR REV VEH         | 511.36             |         |
|              |            |              |        |                              |             | 27872         | CREDIT NOTE             | -29.66             |         |
|              |            |              |        |                              |             | 27873         | OUT RPR REV VEH         | 44.45              |         |
|              |            |              |        |                              |             | 27874         | OUT RPR REV VEH         | 44.45              |         |
|              |            |              |        |                              |             | 27875         | OUT RPR REV VEH         | 44.45              |         |
|              |            |              |        |                              |             | 27876         | OUT RPR REV VEH         | 44.45              |         |
|              |            |              |        |                              |             | 27877         | OUT RPR REV VEH         | 44.45              |         |
|              |            |              |        |                              |             | 27878         | OUT RPR REV VEH         | 44.45              |         |
|              |            |              |        |                              |             | 27879         | OUT RPR REV VEH         | 44.45              |         |
|              |            |              |        |                              |             | 27880         | OUT RPR REV VEH         | 44.45              |         |
|              |            |              |        |                              |             | 27881         | OUT RPR REV VEH         | 44.45              |         |
|              |            |              |        |                              |             | 27882         | OUT RPR REV VEH         | 44.45              |         |
|              |            |              |        |                              |             | 27883         | OUT RPR REV VEH         | 161.91             |         |
|              |            |              |        |                              |             | 27884         | OUT RPR REV VEH         | 1,143.00           |         |
| 33260        | 07/13/09   | 315.33       | 001234 | SSI                          |             | 27948         | 4/1-6/30 SVCS/IT        | 315.33             |         |
| 33261        | 07/13/09   | 232.40       | 002871 | STATE ELECTRIC GENERATOR     |             | 27903         | SVC REPAIR/ PT          | 232.40             |         |
| 33262        | 07/13/09   | 10.96        | 946    | UNITED SITE SERVICES         |             | 27937         | 6/24-7/21 FENCE RENT    | 10.96              |         |
| 33263        | 07/13/09   | 54.08        | 434B   | VERIZON CALIFORNIA           |             | 27901         | MT BIEWLASKI            | 54.08              |         |
| 33264        | 07/13/09   | 6,161.11     | 001223 | WATSONVILLE CADILLAC. BUICK, |             | 27851         | REV VEH PARTS           | 311.09             |         |
|              |            |              |        |                              |             | 27852         | REV VEH PARTS           | 494.73             |         |
|              |            |              |        |                              |             | 27853         | REV VEH PARTS           | 210.01             |         |
|              |            |              |        |                              |             | 27854         | REV VEH PARTS           | 63.27              |         |
|              |            |              |        |                              |             | 27855         | REV VEH PARTS           | 362.35             |         |
|              |            |              |        |                              |             | 27856         | OUT RPR REV VEH         | 169.24             |         |
|              |            |              |        |                              |             | 27857         | OUT RPR REV VEH         | 786.69             |         |
|              |            |              |        |                              |             | 27858         | OUT RPR REV VEH         | 3,576.01           |         |
|              |            |              |        |                              |             | 27859         | CREDIT NOTE             | -75.26             |         |
|              |            |              |        |                              |             | 27916         | REV VEH PARTS           | 159.10             |         |
|              |            |              |        |                              |             | 27917         | REV VEH PARTS           | 103.88             |         |
| 33265        | 07/13/09   | 70.00        | 682    | WEISS, AMY L.                | 7           | 27951         | JUNE INTERPRETER        | 70.00              |         |
| 33266        | 07/13/09   | 180.48       | 042    | WFCB-OSH COMMERCIAL SERVICES |             | 27962         | CLOSING BILL            | 180.48             |         |
| 33267        | 07/20/09   | 195.75       | 001193 | AA GLASS SHOP                | 7           | 27976         | OUT RPR EQUIP           | 195.75             |         |
| 33268        | 07/20/09   | 709.89       | 020    | ADT SECURITY SERVICES INC.   |             | 27646         | JULY ALARMS             | 45.05              |         |
|              |            |              |        |                              |             | 27647         | JULY ALARMS             | 68.00              |         |
|              |            |              |        |                              |             | 27648         | JULY ALARMS             | 83.77              |         |
|              |            |              |        |                              |             | 27649         | JULY ALARMS             | 49.23              |         |
|              |            |              |        |                              |             | 27650         | JULY ALARMS             | 49.23              |         |
|              |            |              |        |                              |             | 27651         | JULY ALARMS             | 61.90              |         |
|              |            |              |        |                              |             | 28017         | CREDIT MEMO             | -7.87              |         |
|              |            |              |        |                              |             | 28018         | AUG ALARMS              | 45.05              |         |
|              |            |              |        |                              |             | 28019         | AUG ALARMS              | 83.77              |         |

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

DATE: 07/01/09 THRU 07/31/09

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                     | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|---------------------------------|-------------|---------------|-------------------------|--------------------|---------|
|              |            |              |        |                                 |             | 28020         | AUG ALARMS              | 49.23              |         |
|              |            |              |        |                                 |             | 28021         | AUG ALARMS              | 49.23              |         |
|              |            |              |        |                                 |             | 28022         | AUG ALARMS              | 65.30              |         |
|              |            |              |        |                                 |             | 28023         | AUG ALARMS              | 68.00              |         |
| 33269        | 07/20/09   | 12,000.00    | 1114   | ALLIANT INSURANCE SERVICES      |             | 28087         | BROKER FEE              | 12,000.00          |         |
| 33270        | 07/20/09   | 33,000.00    | 497B   | APTA                            |             | 28007         | 7/1-6/30 MEMBERSHIP     | 33,000.00          |         |
| 33271        | 07/20/09   | 3,771.12     | 001    | AT&T                            |             | 28015         | 12/4-6/25 1200 RIVER    | 794.39             |         |
|              |            |              |        |                                 |             | 28016         | 12/4-6/25 PARACRUZ      | 2,976.73           |         |
| 33272        | 07/20/09   | 487.50       | 876    | ATCHISON, BARISONE, CONDOTTI &  | 7           | 28004         | LEGAL SVCS/425 FRONT    | 487.50             |         |
| 33273        | 07/20/09   | 5,674.05     | 001276 | BANK OF MARIN                   |             | 28009         | APRIL RETAINAGE/MB      | 5,674.05           |         |
| 33274        | 07/20/09   | 178.00       | 001856 | BAY COMMUNICATIONS              | 7           | 28002         | EMERGENCY RPR/OPS       | 89.00              |         |
|              |            |              |        |                                 |             | 28003         | EMERGENCY RPR/OPS       | 89.00              |         |
| 33275        | 07/20/09   | 5,000.00     | 001365 | BORTNICK, ROBERT S. & ASSOC.    | 7           | 27936         | ADA CALL STOP SURVEY    | 5,000.00           |         |
| 33276        | 07/20/09   | 956.86       | 002189 | BUS & EQUIPMENT                 |             | 27994         | REV VEH PARTS           | 63.40              |         |
|              |            |              |        |                                 |             | 27996         | REV VEH PARTS           | 625.95             |         |
|              |            |              |        |                                 |             | 27997         | REV VEH PARTS           | 52.26              |         |
|              |            |              |        |                                 |             | 27998         | REV VEH PARTS           | 215.25             |         |
| 33277        | 07/20/09   | 154.00       | 014    | CABRILLO COLLEGE                |             | 27977         | JUNE FINGERPRINTING     | 154.00             |         |
| 33278        | 07/20/09   | 5,000.00     | 002346 | CHANEY, CAROLYN & ASSOC., INC.  |             | 27984         | JULY LEGISLATIVE SVC    | 5,000.00           |         |
| 33279        | 07/20/09   | 1,273.88     | 060A   | CITY OF SANTA CRUZ              |             | 27959         | COOP RETAIL MGT         | 1,273.88           |         |
| 33280        | 07/20/09   | 1,086.58     | 130    | CITY OF WATSONVILLE UTILITIES   |             | 28011         | 6/1-7/1 RODRIGUEZ       | 42.92              |         |
|              |            |              |        |                                 |             | 28051         | 5/27-6/26 RODRIGUEZ     | 32.44              |         |
|              |            |              |        |                                 |             | 28052         | 5/27-6/26 RODRIGUEZ     | 243.13             |         |
|              |            |              |        |                                 |             | 28053         | 5/27-6/26 RODRIGUEZ     | 46.31              |         |
|              |            |              |        |                                 |             | 28054         | CONTAINER/RODRIGUEZ     | 721.78             |         |
| 33281        | 07/20/09   | 250.00       | 001113 | CLARKE, SUSAN                   | 7           | 28032         | EXT BUS ANNOUN/AUDIT    | 125.00             |         |
|              |            |              |        |                                 |             | 28033         | EXT BUS ANNOUN/AUDIT    | 125.00             |         |
| 33282        | 07/20/09   | 18,677.83    | 001124 | CLEAN ENERGY                    |             | 28074         | 6/27 LNG/FLT            | 5,734.65           |         |
|              |            |              |        |                                 |             | 28075         | 6/30 LNG/FLT            | 6,725.77           |         |
|              |            |              |        |                                 |             | 28076         | 6/25 LNG/FLT            | 6,217.41           |         |
| 33283        | 07/20/09   | 1,000.00     | 001084 | CLUTCH COURIERS                 |             | 27986         | JUN INTEROFFICE MAIL    | 1,000.00           |         |
| 33284        | 07/20/09   | 413.54       | 002063 | COSTCO                          |             | 27932         | OFFICE SUPPLY/OPS       | 413.54             |         |
| 33285        | 07/20/09   | 100.00       | 128    | COSTCO WHOLESALE MEMBERSHIP     |             | 28005         | ANNUAL MEMBERSHIP       | 100.00             |         |
| 33286        | 07/20/09   | 5.16         | 418    | COUNTY OF SANTA CRUZ            |             | 28069         | JUNE CNG/FLT            | 5.16               |         |
| 33287        | 07/20/09   | 69,415.00    | 858    | CSAC EXCESS INSURANCE AUTHORITY |             | 28026         | EXCESS WORKERS COMP     | 69,415.00          |         |
| 33288        | 07/20/09   | 1,762.76     | 504    | CUMMINS WEST, INC.              |             | 28072         | REV VEH PARTS           | 1,719.42           |         |
|              |            |              |        |                                 |             | 28073         | REV VEH PARTS           | 43.34              |         |
| 33289        | 07/20/09   | 192.00       | 002567 | DEPARTMENT OF JUSTICE           |             | 27978         | JUNE FINGERPRINTING     | 192.00             |         |
| 33290        | 07/20/09   | 5,524.49     | 001316 | DEVCO OIL                       |             | 28070         | JUNE FUEL/FLT           | 5,524.49           |         |
| 33291        | 07/20/09   | 1,295.93     | 480    | DIESEL MARINE ELECTRIC, INC.    |             | 28077         | REV VEH PARTS           | 1,295.93           |         |
| 33292        | 07/20/09   | 613.21       | 085    | DIXON & SON TIRE, INC.          |             | 27862         | TIRES & TUBES           | 613.21             |         |
| 33293        | 07/20/09   | 700.00       | 916    | DOCTORS ON DUTY                 |             | 28034         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                 |             | 28035         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                 |             | 28036         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                 |             | 28037         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                 |             | 28038         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                 |             | 28039         | JUNE DRUG TEST          | 35.00              |         |
|              |            |              |        |                                 |             | 28040         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                 |             | 28041         | JUNE DRUG TEST          | 50.00              |         |
|              |            |              |        |                                 |             | 28042         | JUNE DRUG TEST          | 30.00              |         |

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

DATE: 07/01/09 THRU 07/31/09

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                    | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
|              |            |              |        |                                |             | 28043         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28044         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28045         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28046         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28047         | JULY DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28048         | JULY DRUG TEST          | 35.00              |         |
|              |            |              |        |                                |             | 28080         | JUNE DRUG TEST          | 35.00              |         |
|              |            |              |        |                                |             | 28081         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28082         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28083         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28084         | JUNE DRUG TEST          | 35.00              |         |
|              |            |              |        |                                |             | 28085         | JUNE DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28086         | JUNE DRUG TEST          | 30.00              |         |
| 33294        | 07/20/09   | 500.00       | 002862 | ECOLOGICAL CONCERNS INC.       |             | 27988         | WATER DRAINAGE/MB       | 500.00             |         |
| 33295        | 07/20/09   | 40.00        | E116   | ELLIOTT, EDWARD                |             | 28089         | DMV FEE                 | 40.00              |         |
| 33296        | 07/20/09   | 329.00       | 861    | EMPLOYER RESOURCE INSTITUTE    |             | 27982         | CAL/OSHA COMPLIANCE     | 329.00             |         |
| 33297        | 07/20/09   | 637.00       | 001492 | EVERGREEN OIL INC.             |             | 27954         | HAZ WASTE DISP          | 375.00             |         |
|              |            |              |        |                                |             | 28010         | HAZ WASTE DISP          | 262.00             |         |
| 33298        | 07/20/09   | 1,078.80     | 001097 | GREENWASTE RECOVERY, INC.      |             | 28055         | JUNE GARB/GRN VLY       | 17.78              |         |
|              |            |              |        |                                |             | 28056         | JUNE GARB/RESEARCH      | 213.75             |         |
|              |            |              |        |                                |             | 28057         | JUNE GARB/KINGS         | 182.28             |         |
|              |            |              |        |                                |             | 28058         | JUNE GARB/MT HERMON     | 78.25              |         |
|              |            |              |        |                                |             | 28059         | JULY-SEPT HWY 17        | 160.02             |         |
|              |            |              |        |                                |             | 28060         | JULY-SEPT HWY 17        | 53.34              |         |
|              |            |              |        |                                |             | 28061         | JULY-SEPT LOMOND        | 53.34              |         |
|              |            |              |        |                                |             | 28062         | JULY-SEPT FREEDOM       | 53.34              |         |
|              |            |              |        |                                |             | 28063         | JULY-SEPT FREEDOM       | 53.34              |         |
|              |            |              |        |                                |             | 28064         | JULY-SEPT SOQUEL        | 53.34              |         |
|              |            |              |        |                                |             | 28065         | JULY-SEPT SOQUEL        | 53.34              |         |
|              |            |              |        |                                |             | 28066         | JULY-SEPT AIRPORT       | 106.68             |         |
| 33299        | 07/20/09   | 72.27        | 510A   | HASLER, INC.                   |             | 28050         | 8/1-8/31 RENTAL/ADM     | 72.27              |         |
| 33300        | 07/20/09   | 80.68        | 166    | HOSE SHOP, THE                 |             | 28071         | REV VEH PARTS           | 80.68              |         |
| 33301        | 07/20/09   | 161.74       | 001454 | MONTEREY BAY OFFICE PRODUCTS   |             | 27992         | 7/1-9/30 MAINT/ADM      | 161.74             |         |
| 33302        | 07/20/09   | 54.15        | E295   | MOREAU, DAVID                  |             | 28079         | SHUTTLE VAN FUEL        | 54.15              |         |
| 33303        | 07/20/09   | 5,271.74     | 009    | PACIFIC GAS & ELECTRIC         |             | 27983         | 6/05-7/01 PACIFIC       | 2,369.57           |         |
|              |            |              |        |                                |             | 27989         | 05/29-6/25 RIVER/MB     | 200.53             |         |
|              |            |              |        |                                |             | 28012         | 5/29-6/25 VERNON        | 249.79             |         |
|              |            |              |        |                                |             | 28013         | 6/6-7/6 KINGS VLG       | 14.30              |         |
|              |            |              |        |                                |             | 28014         | 5/27-7/6 KINGS VLG      | 2,437.55           |         |
| 33304        | 07/20/09   | 887.00       | 950    | PARADISE LANDSCAPE INC         | 0           | 27958         | JULY MAINT              | 887.00             |         |
| 33305        | 07/20/09   | 574.00       | 481    | PIED PIPER EXTERMINATORS, INC. |             | 27965         | JUNE PEST CONTROL       | 53.00              |         |
|              |            |              |        |                                |             | 27966         | JUNE PEST CONTROL       | 48.50              |         |
|              |            |              |        |                                |             | 27967         | JUNE PEST CONTROL       | 241.00             |         |
|              |            |              |        |                                |             | 27968         | JUNE PEST CONTROL       | 48.50              |         |
|              |            |              |        |                                |             | 27981         | JUNE PEST CONTROL       | 183.00             |         |
| 33306        | 07/20/09   | 141.40       | 001071 | QQUEST SOFTWARE SYSTEMS, INC.  |             | 27930         | QQUEST TIMECARDS        | 141.40             |         |
| 33307        | 07/20/09   | 60.14        | 087    | RECOGNITION SERVICES           |             | 27987         | EMP INCENTIVE           | 60.14              |         |
| 33308        | 07/20/09   | 1,866.06     | 001098 | ROBERT HALF MANAGMENT RESOURCE |             | 27991         | TEMP/ADMIN W/E 6/26     | 387.66             |         |
|              |            |              |        |                                |             | 28006         | TEMP/FIN W/E 7/3/09     | 1,478.40           |         |
| 33309        | 07/20/09   | 210.77       | 079    | SANTA CRUZ MUNICIPAL UTILITIES |             | 27990         | 5/15-6/15 RIVER/MB      | 210.77             |         |

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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                     | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|---------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 33310        | 07/20/09   | 430.69       | 149    | SANTA CRUZ SENTINEL             | 0           | 27964         | CLASSIFIED ADS/FIN      | 196.72             |         |
|              |            |              |        |                                 |             | 27985         | CLASSIFIED ADS/ADM      | 233.97             |         |
| 33311        | 07/20/09   | 24.00        | 113    | SCMTD PETTY CASH - FLEET        |             | 27963         | PETTY CASH/FLEET        | 24.00              |         |
| 33312        | 07/20/09   | 165.00       | 001121 | SILENT PARTNER SECURITY SYS.    |             | 27953         | 7/1-9/30 VERNON         | 165.00             |         |
| 33313        | 07/20/09   | 21,665.79    | 001277 | SJB GLOBALNET, INC.             |             | 28088         | VOIP PROJECT            | 21,665.79          |         |
| 33314        | 07/20/09   | 948.63       | 001234 | SSI                             |             | 28078         | 4/1-6/30 SVCS/IT        | 948.63             |         |
| 33315        | 07/20/09   | 517.83       | 002871 | STATE ELECTRIC GENERATOR        |             | 27993         | A/C UNIT/ 1217 RIVER    | 517.83             |         |
| 33316        | 07/20/09   | 13,259.54    | 001648 | STEVE'S UNION SERVICE           |             | 27864         | JUNE FUEL & LUBE/PT     | 13,259.54          |         |
| 33317        | 07/20/09   | 110.00       | 002805 | TELEPATH CORPORATION            |             | 28027         | RELOCATE CAMERA         | 110.00             |         |
| 33318        | 07/20/09   | 2,046.25     | 001800 | THERMO KING OF SALINAS. INC     |             | 28024         | REV VEH PARTS           | 1,194.10           |         |
|              |            |              |        |                                 |             | 28025         | REV VEH PARTS           | 852.15             |         |
| 33319        | 07/20/09   | 70.69        | 007    | UNITED PARCEL SERVICE           |             | 28067         | FRT OUT/FLT             | 29.21              |         |
|              |            |              |        |                                 |             | 28068         | FRT OUT/FLT             | 41.48              |         |
| 33320        | 07/20/09   | 11,792.48    | 001083 | WATSONVILLE TRANSPORTATION, INC |             | 27999         | JUNE PT SERVICES        | 11,792.48          |         |
| 33321        | 07/20/09   | 46,733.00    | 002887 | WEST BAY BUILDERS, INC.         |             | 28008         | CONST SVC MB TO 4/28    | 46,733.00          |         |
| 33322        | 07/20/09   | 78.57        | 147    | ZEE MEDICAL SERVICE CO.         |             | 28000         | SAFETY SUPPLIES         | 52.78              |         |
|              |            |              |        |                                 |             | 28001         | SAFETY SUPPLIES         | 25.79              |         |
| 33323        | 07/27/09   | 310.00       | 001088 | ADVANCED MECHANICAL SERVICES    | 7           | 28210         | BACKFLOW TESTS          | 310.00             |         |
| 33324        | 07/27/09   | 85.08        | 001    | AT&T                            |             | 28235         | MT BIEWLASKI            | 85.08              |         |
| 33325        | 07/27/09   | 104.03       | 001A   | AT&T                            |             | 28208         | JUNE PHONES/GOLF        | 66.37              |         |
|              |            |              |        |                                 |             | 28209         | JUNE HR FAX             | 37.66              |         |
| 33326        | 07/27/09   | 56.06        | M033   | BAILEY, NEIL                    | 0           | 28090         | MED PYMT SUPP           | 56.06              |         |
| 33327        | 07/27/09   | 5,754.38     | 664    | BAY COUNTIES PITCOCK PETROLEUM  |             | 28222         | 7/8 FUEL & LUBE         | 5,754.38           |         |
| 33328        | 07/27/09   | 1,260.00     | 351    | BEI CORPORATION                 |             | 27946         | 9 AGENT FOR WINDOWS     | 280.00             |         |
|              |            |              |        |                                 |             | 27947         | MAINTENCE RENEWAL       | 980.00             |         |
| 33329        | 07/27/09   | 743.22       | 001287 | BLUE SHIELD OF CALIFORNIA       |             | 28126         | FED STIMULAS COBRA      | 743.22             |         |
| 33330        | 07/27/09   | 285.00       | 001365 | BORTNICK, ROBERT S. & ASSOC.    | 7           | 28203         | CLAIMS INVESTIGATION    | 285.00             |         |
| 33331        | 07/27/09   | 452,574.98   | 502    | CA PUBLIC EMPLOYEES'            |             | 28124         | AUG MED INS             | 452,574.98         |         |
| 33332        | 07/27/09   | 56.06        | M022   | CAPELLA, KATHLEEN               | 0           | 28103         | MED PYMT SUPP           | 56.06              |         |
| 33333        | 07/27/09   | 28.03        | M073   | CENTER, DOUG                    | 0           | 28110         | MED PYMT SUPP           | 28.03              |         |
| 33334        | 07/27/09   | 1,221.87     | 001346 | CITY OF SANTA CRUZ              |             | 28160         | PARK DEF FEES           | 573.60             |         |
|              |            |              |        |                                 |             | 28161         | PARK DEF FEES           | 637.50             |         |
|              |            |              |        |                                 |             | 28236         | JUNE LANDFILL           | 10.77              |         |
| 33335        | 07/27/09   | 18,686.83    | 001124 | CLEAN ENERGY                    |             | 28218         | 7/3 LNG FLT             | 9,571.60           |         |
|              |            |              |        |                                 |             | 28220         | 7/7 LNG/FLEET           | 9,115.23           |         |
| 33336        | 07/27/09   | 295.57       | 001266 | COMCAST                         |             | 28286         | DIGITAL VOICE/MB        | 295.57             |         |
| 33337        | 07/27/09   | 8,635.98     | 002569 | COMERICA BANK                   |             | 28130         | WORK COMP FUND          | 8,635.98           |         |
| 33338        | 07/27/09   | 68.82        | 002063 | COSTCO                          |             | 27970         | PHOTO PROCESS/OPS       | 8.74               |         |
|              |            |              |        |                                 |             | 27971         | PHOTO PROCESS/OPS       | 4.76               |         |
|              |            |              |        |                                 |             | 27972         | PHOTO PROCESS/OPS       | 2.17               |         |
|              |            |              |        |                                 |             | 27973         | PHOTO PROCESS/OPS       | 12.08              |         |
|              |            |              |        |                                 |             | 27974         | PHOTO PROCESS/OPS       | 5.55               |         |
|              |            |              |        |                                 |             | 27975         | PHOTO PROCESS/OPS       | 2.21               |         |
|              |            |              |        |                                 |             | 28119         | PHOTO PROCESS/OPS       | 10.83              |         |
|              |            |              |        |                                 |             | 28120         | PHOTO PROCESS/OPS       | 2.45               |         |
|              |            |              |        |                                 |             | 28121         | PHOTO PROCESS/OPS       | 14.33              |         |
|              |            |              |        |                                 |             | 28122         | PHOTO PROCESS/OPS       | 5.70               |         |
| 33339        | 07/27/09   | 28.03        | M092   | CRAWFORD, TERRI                 | 0           | 28111         | MED PYMT SUPP           | 28.03              |         |
| 33340        | 07/27/09   | 28.03        | M039   | DAVILA, ANA MARIA               | 0           | 28091         | MED PYMT SUPP           | 28.03              |         |
| 33341        | 07/27/09   | 2,894.31     | 001316 | DEVCO OIL                       |             | 28259         | 7/1-7/15 FUEL/FLT       | 2,894.31           |         |

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|--------------|------------|--------------|----------------------------------|--------------------|---------------|-------------------------|--------------------|---------|
| 33342        | 07/27/09   | 7,057.16     | 085 DIXON & SON TIRE, INC.       |                    | 28139         | JUNE TIRES/FLT          | 857.97             |         |
|              |            |              |                                  |                    | 28140         | JUNE TIRES/FLT          | 467.25             |         |
|              |            |              |                                  |                    | 28141         | JUNE TIRES/FLT          | 899.69             |         |
|              |            |              |                                  |                    | 28142         | MAY TIRES/FLT           | 2,079.01           |         |
|              |            |              |                                  |                    | 28143         | MAY TIRES/FLT           | 2,573.92           |         |
|              |            |              |                                  |                    | 28285         | MAY TIRES & TUBES       | 179.32             |         |
| 33343        | 07/27/09   | 312,279.09   | 001284 DMC CONSTRUCTION INC.     |                    | 28275         | CONST SVC MB TO 5/31    | 91,481.21          |         |
|              |            |              |                                  |                    | 28277         | CONST SVC MB TO 6/30    | 220,797.88         |         |
| 33344        | 07/27/09   | 28.03        | M096 DRAKE, JUDITH               | 0                  | 28112         | MED PYMT SUPP           | 28.03              |         |
| 33345        | 07/27/09   | 10.00        | E116 ELLIOTT, EDWARD             |                    | 28165         | DMV FEES                | 10.00              |         |
| 33346        | 07/27/09   | 1,980.00     | 432 EXPRESS EMPLOYMENT PROS      |                    | 28164         | TEMP/FAC W/E 7/5        | 990.00             |         |
|              |            |              |                                  |                    | 28234         | TEMP/FAC W/E 7-12       | 990.00             |         |
| 33347        | 07/27/09   | 28.03        | M099 FIKE, LOUIS                 | 0                  | 28113         | MED PYMT SUPP           | 28.03              |         |
| 33348        | 07/27/09   | 34,697.68    | 001295 FIRST NATIONAL BANK       |                    | 28276         | MAY RETAINAGE/MB        | 10,164.58          |         |
|              |            |              |                                  |                    | 28278         | JUNE RETAINAGE/MB       | 24,533.10          |         |
| 33349        | 07/27/09   | 67.46        | M074 GABRIELE, BERNARD           | 0                  | 28114         | MED PYMT SUPP           | 67.46              |         |
| 33350        | 07/27/09   | 28.03        | M040 GARBEZ, LINDA               | 0                  | 28092         | MED PYMT SUPP           | 28.03              |         |
| 33351        | 07/27/09   | 69.00        | E454 GARCIA, JULIO               |                    | 28127         | DMV FEES                | 69.00              |         |
| 33352        | 07/27/09   | 56.06        | M100 GARCIA, SANTIAGO            | 0                  | 28093         | MED PYMT SUPP           | 56.06              |         |
| 33353        | 07/27/09   | 46.81        | 117 GILLIG LLC                   |                    | 28147         | REV VEH PARTS           | 46.81              |         |
| 33354        | 07/27/09   | 28.03        | M101 GOES, ALAN                  | 0                  | 28115         | MED PYMT SUPP           | 28.03              |         |
| 33355        | 07/27/09   | 56.06        | M041 GOUVEIA, ROBERT             | 0                  | 28094         | MED PYMT SUPP           | 56.06              |         |
| 33356        | 07/27/09   | 388.15       | 282 GRAINGER                     |                    | 28257         | REV VEH PARTS           | 388.15             |         |
| 33357        | 07/27/09   | 52.34        | 546 GRANITEROCK COMPANY          |                    | 28288         | EMERGENCY REPAIR/OPS    | 52.34              |         |
| 33358        | 07/27/09   | 72.94        | M081 HALL, JAMES                 | 0                  | 28095         | MED PYMT SUPP           | 72.94              |         |
| 33359        | 07/27/09   | 64.00        | E468 HAMDANI, NOAH               |                    | 28167         | DMV FEES                | 64.00              |         |
| 33360        | 07/27/09   | 79,516.44    | 001035 HARRIS & ASSOCIATES       |                    | 28282         | PROF SVCS THRU 6/30     | 13,933.00          |         |
|              |            |              |                                  |                    | 28283         | PROF SVCS THRU 6/30     | 65,583.44          |         |
| 33361        | 07/27/09   | 30,000.00    | 002116 HINSHAW, EDWARD & BARBARA | 7                  | 28176         | 370 ENCINAL RENT        | 30,000.00          |         |
| 33362        | 07/27/09   | 77.25        | 166 HOSE SHOP, THE               |                    | 28246         | PARTS & SUPPLIES        | 77.25              |         |
| 33363        | 07/27/09   | 15,767.45    | 002117 IULIANO                   | 7                  | 28177         | 111 DUBOIS RENT         | 12,397.69          |         |
|              |            |              |                                  |                    | 28178         | 115 DUBOIS RENT         | 3,369.76           |         |
| 33364        | 07/27/09   | 69.00        | E449 JEHNING, KYM                |                    | 28170         | DMV FEES                | 69.00              |         |
| 33365        | 07/27/09   | 69.00        | E527 JENKINS-GLENN, JASIRI       |                    | 28166         | DMV FEES                | 69.00              |         |
| 33366        | 07/27/09   | 2,820.54     | 110 JESSICA GROCERY STORE, INC.  |                    | 28173         | CUSTODIAL SVCS          | 2,820.54           |         |
| 33367        | 07/27/09   | 28.03        | M104 JUSSEL, PETE                | 0                  | 28116         | MED PYMT SUPP           | 28.03              |         |
| 33368        | 07/27/09   | 246.99       | M061 KAMEDA, TERRY               | 0                  | 28104         | MED PYMT SUPP           | 246.99             |         |
| 33369        | 07/27/09   | 36.03        | 1117 KELLEY'S SERVICE INC.       |                    | 28148         | REV VEH PARTS           | 36.03              |         |
| 33370        | 07/27/09   | 1,029.03     | 001233 KIMBALL MIDWEST           |                    | 28131         | REV VEH PARTS           | 286.08             |         |
|              |            |              |                                  |                    | 28144         | REV VEH PARTS           | 406.80             |         |
|              |            |              |                                  |                    | 28145         | REV VEH PARTS           | 172.56             |         |
|              |            |              |                                  |                    | 28146         | REV VEH PARTS           | 163.59             |         |
| 33371        | 07/27/09   | 90.00        | 852 LAW OFFICES OF MARIE F. SANG | 7                  | 28049         | WORKERS COMP FEES       | 90.00              |         |
| 33372        | 07/27/09   | 1,645.13     | 001119 MACERICH PARTNERSHIP LP   | 7                  | 28175         | CAPITOLA MALL RENT      | 1,645.13           |         |
| 33373        | 07/27/09   | 22.02        | 001936 MCI                       |                    | 28245         | JUNE PHONES             | 22.02              |         |
| 33374        | 07/27/09   | 5.00         | E467 MESECK, MARGARITA           |                    | 28168         | DMV FEES                | 5.00               |         |
| 33375        | 07/27/09   | 977.57       | 225 MISSION PRINTERS             | 7                  | 28204         | PRINTING/MTC            | 977.57             |         |
| 33376        | 07/27/09   | 713.95       | 041 MISSION UNIFORM              |                    | 28132         | UNIF/LAUNDRY/FLT        | 95.23              |         |
|              |            |              |                                  |                    | 28133         | UNIF/LAUNDRY/FLT        | 31.98              |         |
|              |            |              |                                  |                    | 28134         | UNIF/LAUNDRY/FLT        | 151.53             |         |

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|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
|              |            |              |        |                                |             | 28135         | UNIF/LAUNDRY/FLT        | 50.83              |         |
|              |            |              |        |                                |             | 28149         | UNIF/LAUNDRY/FLT        | 151.53             |         |
|              |            |              |        |                                |             | 28150         | UNIF/LAUNDRY/FLT        | 95.23              |         |
|              |            |              |        |                                |             | 28151         | UNIF/LAUNDRY/FLT        | 49.55              |         |
|              |            |              |        |                                |             | 28152         | UNIF/LAUNDRY/FLT        | 31.98              |         |
|              |            |              |        |                                |             | 28153         | UNIF/LAUNDRY/FLT        | 23.92              |         |
|              |            |              |        |                                |             | 28154         | UNIF/LAUNDRY/FLT        | 32.17              |         |
| 33377        | 07/27/09   | 69.00        | E466   | MITCHELL, LISA                 |             | 28169         | DMV FEES                | 69.00              |         |
| 33378        | 07/27/09   | 552.46       | 001627 | NEW PIG CORPORATION            |             | 28240         | REPAIRS/MAINTENANCE     | 552.46             |         |
| 33379        | 07/27/09   | 1,496.48     | 002721 | NEXTEL COMMUNICATIONS          |             | 28280         | JUNE PHONES/PT          | 1,496.48           |         |
| 33380        | 07/27/09   | 5,714.57     | 001176 | NORTHSTAR, INC.                |             | 28211         | OUT RPR EQUIP           | 3,166.28           |         |
|              |            |              |        |                                |             | 28237         | OUT RPR EQUIP           | 2,548.29           |         |
| 33381        | 07/27/09   | 28.03        | M050   | O'MARA, KATHLEEN               | 0           | 28096         | MED PYMT SUPP           | 28.03              |         |
| 33382        | 07/27/09   | 50.00        | 002809 | PACIFIC PROPANE                |             | 28279         | JUNE EQUIP RENTAL/PT    | 50.00              |         |
| 33383        | 07/27/09   | 363.48       | 043    | PALACE ART & OFFICE SUPPLY     |             | 27969         | OFFICE SUPPLY/MTC       | 36.07              |         |
|              |            |              |        |                                |             | 28163         | OFFICE SUPPLIES/FAC     | 327.41             |         |
| 33384        | 07/27/09   | 217.29       | M057   | PARHAM, WALLACE                | 0           | 28105         | MED PYMT SUPP           | 217.29             |         |
| 33385        | 07/27/09   | 28.03        | M109   | PEREZ, CHERYL                  |             | 28097         | MED PYMT SUPP           | 28.03              |         |
| 33386        | 07/27/09   | 180.17       | M064   | PETERS, TERRIE                 | 0           | 28106         | MED PYMT SUPP           | 180.17             |         |
| 33387        | 07/27/09   | 34.00        | E480   | PHILLIPS, THOMAS               |             | 28172         | DMV FEE                 | 34.00              |         |
| 33388        | 07/27/09   | 28.03        | M070   | PICARELLA, FRANCIS             | 0           | 28107         | MED PYMT SUPP           | 28.03              |         |
| 33389        | 07/27/09   | 70.00        | 481    | PIED PIPER EXTERMINATORS, INC. |             | 28158         | JUNE SVC/WTC            | 70.00              |         |
| 33390        | 07/27/09   | 217.29       | M058   | POTEETE, BEVERLY               | 0           | 28108         | MED PYMT SUPP           | 217.29             |         |
| 33391        | 07/27/09   | 79.64        | 107A   | PROBUILD                       |             | 28162         | REPAIRS/MAINTENANCE     | 33.07              |         |
|              |            |              |        |                                |             | 28223         | REV VEH PARTS           | 46.57              |         |
| 33392        | 07/27/09   | 2,091.04     | 001098 | ROBERT HALF MANAGMENT RESOURCE |             | 28128         | TEMP/ADM W/E 7/3        | 218.40             |         |
|              |            |              |        |                                |             | 28205         | TEMP/FIN W/E 7/10       | 1,872.64           |         |
| 33393        | 07/27/09   | 56.06        | M085   | ROSSI, DENISE                  | 0           | 28098         | MED PYMT SUPP           | 56.06              |         |
| 33394        | 07/27/09   | 28.03        | M030   | ROWE, RUBY                     |             | 28099         | MED PYMT SUPP           | 28.03              |         |
| 33395        | 07/27/09   | 16,495.80    | 966    | S.C. FUELS                     | 0           | 28207         | 7/2 DIESEL/FLT          | 16,495.80          |         |
| 33396        | 07/27/09   | 3,648.08     | 018    | SALINAS VALLEY FORD SALES      |             | 28231         | REV VEH PARTS           | 3,648.08           |         |
| 33397        | 07/27/09   | 200.67       | 107    | SAN LORENZO LUMBER             |             | 28136         | PARTS & SUPPLIES        | 56.11              | VOIDED  |
|              |            |              |        |                                |             | 28137         | PARTS & SUPPLIES        | 125.89             |         |
|              |            |              |        |                                |             | 28138         | REV VEH PARTS           | 18.67              |         |
| 33398        | 07/27/09   | 91.80        | 135    | SANTA CRUZ AUTO PARTS, INC.    |             | 27995         | CREDIT MEMO             | -76.65             |         |
|              |            |              |        |                                |             | 28225         | REV VEH PARTS           | 31.38              |         |
|              |            |              |        |                                |             | 28226         | OTHER MOBILE SUPPLY     | 45.40              |         |
|              |            |              |        |                                |             | 28227         | REV VEH PARTS           | 12.79              |         |
|              |            |              |        |                                |             | 28228         | PARTS & SUPPLIES        | 13.90              |         |
|              |            |              |        |                                |             | 28229         | CLEANING SUPPLIES       | 61.20              |         |
|              |            |              |        |                                |             | 28268         | REV VEH PARTS           | 1.89               |         |
|              |            |              |        |                                |             | 28269         | REV VEH PARTS           | 1.89               |         |
| 33399        | 07/27/09   | 163.18       | 002459 | SCOTT'S VALLEY WATER DISTRICT  |             | 28159         | 4/7-6/8 KINS VLG        | 163.18             |         |
| 33400        | 07/27/09   | 156.17       | M010   | SHORT, SLOAN                   | 0           | 28109         | MED PYMT SUPP           | 156.17             |         |
| 33401        | 07/27/09   | 28.03        | M112   | SILVA, EDUARDO                 | 0           | 28117         | MED PYMT SUPP           | 28.03              |         |
| 33402        | 07/27/09   | 37,184.46    | 001277 | SJB GLOBALNET, INC.            |             | 28281         | VOIP PROJECT            | 37,184.46          |         |
| 33403        | 07/27/09   | 56.06        | M054   | SLOAN, FRANCIS                 | 0           | 28100         | MED PYMT SUPP           | 56.06              |         |
| 33404        | 07/27/09   | 175.00       | 115    | SNAP-ON INDUSTRIAL             |             | 28261         | OUT RPR EQUIP           | 175.00             |         |
| 33405        | 07/27/09   | 12,224.03    | 001075 | SOQUEL III ASSOCIATES          | 7           | 28174         | RESEARCH PARK RENT      | 12,224.03          |         |
| 33406        | 07/27/09   | 533.37       | 080A   | STATE BOARD OF EQUALIZATION    |             | 28123         | APR-JUN 09 FUEL TAX     | 533.37             |         |

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

DATE: 07/01/09 THRU 07/31/09

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                     | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|---------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 33407        | 07/27/09   | 26.28        | 104    | STATE STEEL COMPANY             | 0           | 28238         | OUT RPR EQUIP           | 26.28              |         |
| 33408        | 07/27/09   | 2,707.41     | 002805 | TELEPATH CORPORATION            |             | 28270         | JULY MAINT/REPAIRS      | 2,707.41           |         |
| 33409        | 07/27/09   | 518.64       | 001165 | THANH N. VU MD                  | 7           | 27979         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                 |             | 27980         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                 |             | 28028         | MEDICAL EXAM            | 75.00              |         |
|              |            |              |        |                                 |             | 28029         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                 |             | 28030         | MEDICAL EXAM            | 75.00              |         |
|              |            |              |        |                                 |             | 28031         | MEDICAL EXAM            | 92.16              |         |
| 33410        | 07/27/09   | 28.03        | M086   | TOLINE, DONALD                  | 0           | 28101         | MED PYMT SUPP           | 28.03              |         |
| 33411        | 07/27/09   | 95.71        | 007    | UNITED PARCEL SERVICE           |             | 28262         | FRT OUT/FLT             | 43.88              |         |
|              |            |              |        |                                 |             | 28263         | FRT OUT/FLT             | 51.83              |         |
| 33412        | 07/27/09   | 654.98       | 221    | VEHICLE MAINTENANCE PROGRAM     |             | 28260         | REV VEH PARTS           | 186.72             |         |
|              |            |              |        |                                 |             | 28274         | REV VEH PARTS           | 468.26             |         |
| 33413        | 07/27/09   | 598.07       | 001251 | VERIZON BUSINESS SERVICES, INC. |             | 28179         | JUNE PHONES             | 29.21              |         |
|              |            |              |        |                                 |             | 28180         | JUNE PHONES             | 52.96              |         |
|              |            |              |        |                                 |             | 28181         | MAY PHONES              | 1.71               |         |
|              |            |              |        |                                 |             | 28182         | JUNE PHONES             | 5.06               |         |
|              |            |              |        |                                 |             | 28183         | MAY PHONES              | 0.11               |         |
|              |            |              |        |                                 |             | 28184         | JUNE PHONES             | 75.64              |         |
|              |            |              |        |                                 |             | 28185         | JUNE PHONES             | 5.89               |         |
|              |            |              |        |                                 |             | 28186         | JUNE PHONES             | 53.41              |         |
|              |            |              |        |                                 |             | 28187         | JUNE PHONES             | 48.88              |         |
|              |            |              |        |                                 |             | 28188         | JUNE PHONES             | 6.22               |         |
|              |            |              |        |                                 |             | 28189         | JUNE PHONES             | 5.06               |         |
|              |            |              |        |                                 |             | 28190         | JUNE PHONES             | 6.03               |         |
|              |            |              |        |                                 |             | 28191         | JUNE PHONES             | 10.14              |         |
|              |            |              |        |                                 |             | 28192         | JUNE PHONES             | 5.86               |         |
|              |            |              |        |                                 |             | 28193         | JUNE PHONES             | 10.14              |         |
|              |            |              |        |                                 |             | 28194         | JUNE PHONES             | 5.06               |         |
|              |            |              |        |                                 |             | 28195         | JUNE PHONES             | 8.60               |         |
|              |            |              |        |                                 |             | 28196         | MAY PHONES              | 27.85              |         |
|              |            |              |        |                                 |             | 28197         | JUNE PHONES             | 17.37              |         |
|              |            |              |        |                                 |             | 28198         | JUNE PHONES             | 137.79             |         |
|              |            |              |        |                                 |             | 28199         | JUNE PHONES             | 21.89              |         |
|              |            |              |        |                                 |             | 28200         | JUNE PHONES             | 5.06               |         |
|              |            |              |        |                                 |             | 28201         | JUNE PHONES             | 51.93              |         |
|              |            |              |        |                                 |             | 28202         | JUNE PHONES             | 6.20               |         |
| 33414        | 07/27/09   | 217.29       | M076   | VONWAL, YVETTE                  | 0           | 28118         | MED PYMT SUPP           | 217.29             |         |
| 33415        | 07/27/09   | 64.00        | E448   | WALTER, KEVIN                   |             | 28171         | DMV FEES                | 64.00              |         |
| 33416        | 07/27/09   | 287.15       | 001223 | WATSONVILLE CADILLAC, BUICK,    |             | 27409         | REV VEH PARTS           | 63.16              |         |
|              |            |              |        |                                 |             | 27410         | REV VEH PARTS           | 223.99             |         |
| 33417        | 07/27/09   | 393.88       | 436    | WEST PAYMENT CENTER             |             | 28156         | CA CIVIL PROCEDURE      | 100.74             |         |
|              |            |              |        |                                 |             | 28157         | JUNE ACCESS CHARGES     | 293.14             |         |
| 33418        | 07/27/09   | 28.03        | M088   | YAGI, RANDY                     | 0           | 28102         | MED PYMT SUPP           | 28.03              |         |
| 33419        | 07/27/09   | 119.00       | E601   | ZAMUDO, ARTURO                  |             | 28287         | MED EXAM/DMV FEES       | 119.00             |         |
| 33420        | 07/24/09   | 500.00       | T197   | EDDIE LOZANO, NCAC, CADC II,    |             | 28289         | EMP EXAMS               | 500.00             | MANUAL  |
|              |            |              |        |                                 |             |               |                         |                    |         |
| 33478        | 07/30/09   | 1,135.00     | 080    | STATE BOARD OF EQUALIZATION     |             | 28428         | APR-JUN USE TAX         | 1,135.00           | MANUAL  |
|              |            |              |        |                                 |             |               |                         |                    |         |
| 33573        | 07/01/09   | 7,412.28     | 001239 | WALD, RUHNKE & DOST ARCHITECTS  |             | 28620         | JUN A&E SVCS/VERNON     | 7,412.28           | MANUAL  |

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

DATE: 07/01/09 THRU 07/31/09

| CHECK<br>NUMBER | CHECK<br>DATE | CHECK VENDOR<br>AMOUNT | VENDOR<br>NAME      | VENDOR TRANS.<br>TYPE NUMBER | TRANSACTION<br>DESCRIPTION | TRANSACTION<br>AMOUNT | COMMENT |
|-----------------|---------------|------------------------|---------------------|------------------------------|----------------------------|-----------------------|---------|
|                 |               |                        | JUN A&E SVCS/VERNON |                              |                            |                       |         |
| TOTAL           |               | 2,102,203.73           | ACCOUNTS PAYABLE    |                              | TOTAL CHECKS               | 261 2,102,203.73      |         |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 08/01/09 THRU 08/31/09

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                    | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 20575        | 08/27/09   | -41.06       | M115   | WILLIAMS, CHRIS                | 0           | 9000805       | MED PYMT SUPP           | -41.06             | **VOID  |
| 21062        | 08/12/09   | -24.22       | M039   | DAVILA, ANA MARIA              | 0           | 9000874       | MED PYMT SUPP           | -24.22             | **VOID  |
| 21561        | 08/12/09   | -24.22       | M088   | YAGI, RANDY                    | 0           | 9001005       | MED PYMT SUPP           | -24.22             | **VOID  |
| 25222        | 08/12/09   | -2,500.00    | 002267 | SHAW / YODER / ANTIWIH, INC.   |             | 18221         | FEB LEGISLATIVE SVCS    | -2,500.00          | **VOID  |
| 29034        | 08/05/09   | -10.00       | E385   | GLENN, ISSAC                   |             | 8517          | DMV/VTT FEES            | -10.00             | **VOID  |
| 29853        | 08/05/09   | -100.00      | 307    | SANTA CRUZ CHAMBER OF COMMERCE |             | 21235         | ANNUAL MEMBERSHIP       | -100.00            | **VOID  |
| 31461        | 08/27/09   | -28.03       | M069   | JACOBS, KENNETH                | 0           | 24486         | MED PYMT SUPP           | -28.03             | **VOID  |
| 31760        | 08/27/09   | -28.03       | M069   | JACOBS, KENNETH                | 0           | 25257         | MED PYMT SUPP           | -28.03             | **VOID  |
| 33223        | 08/05/09   | -16.43       | 001112 | BRINKS AWARDS & SIGNS          | 7           | 27904         | PLATE/E. BROWN          | -16.43             | **VOID  |
| 33397        | 08/05/09   | -200.67      | 107    | SAN LORENZO LUMBER             |             | 28136         | PARTS & SUPPLIES        | -56.11             | **VOID  |
|              |            |              |        |                                |             | 28137         | PARTS & SUPPLIES        | -125.89            |         |
| 33421        | 08/03/09   | 1,202.00     | 020    | ADT SECURITY SERVICES INC.     |             | 28138         | REV VEH PARTS           | -18.67             |         |
|              |            |              |        |                                |             | 28369         | CCTV/138 GOLF           | 112.00             |         |
|              |            |              |        |                                |             | 28370         | ALARM/138 GOLF          | 90.00              |         |
|              |            |              |        |                                |             | 28420         | 138 GOLF                | 600.00             |         |
|              |            |              |        |                                |             | 28421         | 138 GOLF                | 400.00             |         |
| 33422        | 08/03/09   | 43.06        | 510    | ASCOM HASLER LEASING           |             | 28336         | AUG EQUIP RENTAL/PC     | 43.06              |         |
| 33423        | 08/03/09   | 808.04       | 001    | AT&T                           |             | 28367         | REPEATERS/OPS           | 244.23             |         |
|              |            |              |        |                                |             | 28382         | JUNE PHONES/138 GOLF    | 563.81             |         |
| 33424        | 08/03/09   | 358.24       | 001D   | AT&T                           |             | 28375         | T1 LINE/GOLF            | 358.24             |         |
| 33425        | 08/03/09   | 239.93       | 002189 | BUS & EQUIPMENT                |             | 28330         | REV VEH PARTS           | 71.58              |         |
|              |            |              |        |                                |             | 28331         | REV VEH PARTS           | 168.35             |         |
| 33426        | 08/03/09   | 50.00        | B018   | BUSTICHI, DENE                 | 7           | 28344         | JULY BOARD MTG          | 50.00              |         |
| 33427        | 08/03/09   | 95.30        | 001346 | CITY OF SANTA CRUZ             |             | 28291         | POWER CHR/ KITE HILL    | 95.30              |         |
| 33428        | 08/03/09   | 50.00        | B014   | CITY OF WATSONVILLE            |             | 28349         | JULY BOARD MTG          | 50.00              |         |
| 33429        | 08/03/09   | 125.00       | 001113 | CLARKE, SUSAN                  | 7           | 28350         | EXT BUS ANNOUN/AUDIT    | 125.00             |         |
| 33430        | 08/03/09   | 24,664.43    | 001124 | CLEAN ENERGY                   |             | 28219         | 7/13 LNG/FLT            | 6,735.40           |         |
|              |            |              |        |                                |             | 28221         | 7/10 LNG/FLT            | 8,881.92           |         |
|              |            |              |        |                                |             | 28353         | 7/16 LNG/FLT            | 9,047.11           |         |
| 33431        | 08/03/09   | 184.00       | 367    | COMMUNITY TELEVISION OF        |             | 28290         | TV COVERAGE 6/26        | 184.00             |         |
| 33432        | 08/03/09   | 720.32       | 001048 | CRUZ CAR WASH                  |             | 28335         | OUT RPR REV VEH         | 720.32             |         |
| 33433        | 08/03/09   | 723.34       | 001000 | DAIMLER BUSES N. AMERICA INC.  |             | 28255         | REV VEH PARTS           | 546.34             |         |
|              |            |              |        |                                |             | 28404         | REV VEH PARTS           | 177.00             |         |
| 33434        | 08/03/09   | 139.50       | 002389 | DARCO PRINTING                 | 7           | 28391         | OFFICE SUPPLY/OPS       | 139.50             |         |
| 33435        | 08/03/09   | 69.24        | 157    | DELL MARKETING L.P.            |             | 28387         | OFFICE SUPPLY/IT        | 69.24              |         |
| 33436        | 08/03/09   | 39,367.47    | 800    | DELTA DENTAL PLAN              |             | 28416         | AUG DENTAL INS          | 39,367.47          |         |
| 33437        | 08/03/09   | 5,302.52     | 085    | DIXON & SON TIRE, INC.         |             | 28247         | JULY TIRES/FLT          | 424.55             |         |
|              |            |              |        |                                |             | 28248         | JULY TIRES/FLT          | 466.51             |         |
|              |            |              |        |                                |             | 28249         | JULY TIRES/FLT          | 693.00             |         |
|              |            |              |        |                                |             | 28250         | JULY TIRES/FLT          | 857.97             |         |
|              |            |              |        |                                |             | 28251         | JULY TIRES/FLT          | 175.97             |         |
|              |            |              |        |                                |             | 28252         | JULY TIRES/FLT          | 899.69             |         |
|              |            |              |        |                                |             | 28253         | JULY TIRES/FLT          | 185.72             |         |
|              |            |              |        |                                |             | 28254         | JULY TIRES/FLT          | 111.60             |         |
|              |            |              |        |                                |             | 28332         | JUL TIRES & TUBES/PC    | 344.29             |         |
|              |            |              |        |                                |             | 28333         | JUL TIRES & TUBES/PC    | 922.69             |         |
|              |            |              |        |                                |             | 28334         | JUL TIRES & TUBES/PC    | 220.53             |         |
| 33438        | 08/03/09   | 198.00       | 002388 | DOGHERRA'S                     | 7           | 28293         | OUT RPR REV VEH         | 88.00              |         |
|              |            |              |        |                                |             | 28294         | OUT RPR REV VEH         | 55.00              |         |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                  | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|------------------------------|-------------|---------------|-------------------------|--------------------|---------|
|              |            |              |        |                              |             | 28295         | OUT RPR REV VEH         | 55.00              |         |
| 33439        | 08/03/09   | 990.00       | 432    | EXPRESS EMPLOYMENT PROS      |             | 28379         | TEMP/FAC W/E 7/19       | 990.00             |         |
| 33440        | 08/03/09   | 148.58       | 372    | FEDERAL EXPRESS              |             | 28419         | JUN/JUL SHIPPING        | 148.58             |         |
| 33441        | 08/03/09   | 365.69       | E397   | GALLAGHER, MARGARET          |             | 28390         | 7/8-7/10 EMP TRAVEL     | 365.69             |         |
| 33442        | 08/03/09   | 4,413.79     | 647    | GFI GENFARE                  |             | 28396         | REV VEH PARTS           | 143.29             |         |
|              |            |              |        |                              |             | 28397         | CREDIT MEMO             | -143.29            |         |
|              |            |              |        |                              |             | 28398         | REV VEH PARTS           | 250.00             |         |
|              |            |              |        |                              |             | 28399         | REV VEH PARTS           | 155.97             |         |
|              |            |              |        |                              |             | 28400         | REV VEH PARTS           | 169.68             |         |
|              |            |              |        |                              |             | 28401         | REV VEH PARTS           | 123.54             |         |
|              |            |              |        |                              |             | 28402         | REV VEH PARTS           | 411.99             |         |
|              |            |              |        |                              |             | 28403         | REV VEH PARTS           | 712.49             |         |
|              |            |              |        |                              |             | 28407         | REV VEH PARTS           | 63.98              |         |
|              |            |              |        |                              |             | 28408         | REV VEH PARTS           | 35.00              |         |
|              |            |              |        |                              |             | 28409         | REV VEH PARTS           | 1,020.76           |         |
|              |            |              |        |                              |             | 28410         | REV VEH PARTS           | 1,551.92           |         |
|              |            |              |        |                              |             | 28411         | CREDIT MEMO             | -608.74            |         |
|              |            |              |        |                              |             | 28412         | REV VEH PARTS           | 176.87             |         |
|              |            |              |        |                              |             | 28413         | REV VEH PARTS           | 350.33             |         |
| 33443        | 08/03/09   | 1,358.85     | 117    | GILLIG LLC                   |             | 28258         | REV VEH PARTS/SUPPLY    | 1,358.85           |         |
| 33444        | 08/03/09   | 50.00        | B023   | GRAVES, RON                  |             | 28345         | JULY BOARD MTG          | 50.00              |         |
| 33445        | 08/03/09   | 50.00        | B021   | HAGEN, DONALD N.             | 7           | 28346         | JULY BOARD MTG          | 50.00              |         |
| 33446        | 08/03/09   | 71.75        | 166    | HOSE SHOP, THE               |             | 28206         | PARTS & SUPPLIES        | 71.75              |         |
| 33447        | 08/03/09   | 673.03       | 215    | IKON OFFICE SOLUTIONS        |             | 28351         | 4/09-6/09 RENTAL/PC     | 673.03             |         |
| 33448        | 08/03/09   | 569.18       | 036    | KELLY-MOORE PAINT CO., INC.  |             | 28239         | REPAIRS/MAINTENANCE     | 569.18             |         |
| 33449        | 08/03/09   | 319.10       | 579    | LAB SAFETY SUPPLY, INC.      |             | 28389         | OFFICE SUPPLY/IT        | 319.10             |         |
| 33450        | 08/03/09   | 315.00       | 852    | LAW OFFICES OF MARIE F. SANG | 7           | 28129         | WORKERS COMP CLAIM      | 315.00             |         |
| 33451        | 08/03/09   | 2,756.25     | 001217 | M3 ENVIRONMENTAL CONSULTING  |             | 28426         | INSPECT/1200 RIVER      | 2,756.25           |         |
| 33452        | 08/03/09   | 834.60       | 001145 | MANAGED HEALTH NETWORK       |             | 28418         | AUG EAP PREMIUM         | 834.60             |         |
| 33453        | 08/03/09   | 50.00        | B025   | MARTINEZ, EMILIO             | 7           | 28347         | JULY BOARD MTG          | 50.00              |         |
| 33454        | 08/03/09   | 1,712.21     | 764    | MERCURY METALS               |             | 28337         | OUT RPR REV VEH         | 572.00             |         |
|              |            |              |        |                              |             | 28338         | OUT RPR REV VEH         | 572.00             |         |
|              |            |              |        |                              |             | 28339         | OUT RPR REV VEH         | 568.21             |         |
| 33455        | 08/03/09   | 353.94       | 041    | MISSION UNIFORM              |             | 28241         | UNIF/LAUNDRY/FLT        | 141.22             |         |
|              |            |              |        |                              |             | 28242         | UNIF/LAUNDRY/FLT        | 69.85              |         |
|              |            |              |        |                              |             | 28243         | UNIF/LAUNDRY/FLT        | 51.17              |         |
|              |            |              |        |                              |             | 28244         | UNIF/LAUNDRY/FLT        | 26.91              |         |
|              |            |              |        |                              |             | 28322         | UNIF/LAUNDRY/PC         | 29.82              |         |
|              |            |              |        |                              |             | 28323         | UNIF/LAUNDRY/PC         | 34.97              |         |
| 33456        | 08/03/09   | 106.38       | 001711 | MOHAWK MFG. & SUPPLY CO.     |             | 28256         | REV VEH PARTS           | 106.38             |         |
| 33457        | 08/03/09   | 169.00       | 887    | NEOPOST, INC                 |             | 28427         | RATE CHANGE PROTECT     | 169.00             |         |
| 33458        | 08/03/09   | 41.97        | 004    | NORTH BAY FORD LINC-MERCURY  |             | 28321         | OUT RPR REV VEH         | 41.97              |         |
| 33459        | 08/03/09   | 1,009.24     | 009    | PACIFIC GAS & ELECTRIC       |             | 28371         | 6/12-7/10 RESEARCH      | 1,009.24           |         |
| 33460        | 08/03/09   | 647.75       | 043    | PALACE ART & OFFICE SUPPLY   |             | 28125         | OFFICE SUPPLY/HRD       | 176.70             |         |
|              |            |              |        |                              |             | 28329         | OFFICE SUPPLIES/PC      | 471.05             |         |
| 33461        | 08/03/09   | 15,851.54    | 904    | RNL DESIGN                   |             | 28422         | SVCS THRU 6/30 MB       | 585.28             |         |
|              |            |              |        |                              |             | 28423         | SVCS THRU 6/30 MB       | 9,167.51           |         |
|              |            |              |        |                              |             | 28424         | SVCS THRU 6/30 MB       | 5,711.25           |         |
|              |            |              |        |                              |             | 28425         | SVCS THRU 6/30 MB       | 387.50             |         |
| 33462        | 08/03/09   | 50.00        | B022   | ROBINSON, LYNN MARIE         |             | 28348         | JULY BOARD MTG          | 50.00              |         |

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|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 33463        | 08/03/09   | 14,321.77    | 966    | S.C. FUELS                     | 0           | 28213         | 7/16 DIESEL/FLT         | 14,321.77          |         |
| 33464        | 08/03/09   | 2,183.37     | 018    | SALINAS VALLEY FORD SALES      |             | 28405         | REV VEH PARTS           | 285.78             |         |
|              |            |              |        |                                |             | 28406         | REV VEH PARTS           | 1,897.59           |         |
| 33465        | 08/03/09   | 1,397.65     | 002713 | SANTA CRUZ AUTO TECH, INC.     |             | 28341         | OUT RPR REV VEH         | 734.13             |         |
|              |            |              |        |                                |             | 28342         | OUT RPR REV VEH         | 506.77             |         |
|              |            |              |        |                                |             | 28343         | OUT RPR REV VEH         | 156.75             |         |
| 33466        | 08/03/09   | 546.15       | 135    | SANTA CRUZ AUTO PARTS, INC.    |             | 28214         | REV VEH PARTS           | 31.88              |         |
|              |            |              |        |                                |             | 28224         | REV VEH PARTS           | 5.21               |         |
|              |            |              |        |                                |             | 28324         | REV VEH PARTS           | 23.64              |         |
|              |            |              |        |                                |             | 28325         | REV VEH PARTS           | 52.45              |         |
|              |            |              |        |                                |             | 28326         | REV VEH PARTS           | 192.52             |         |
|              |            |              |        |                                |             | 28327         | REV VEH PARTS           | 8.40               |         |
|              |            |              |        |                                |             | 28328         | REV VEH PARTS           | 232.05             |         |
| 33467        | 08/03/09   | 9,223.96     | 079    | SANTA CRUZ MUNICIPAL UTILITIES |             | 28355         | 6/17-7/14 PACIFIC       | 86.16              |         |
|              |            |              |        |                                |             | 28356         | 6/17-7/14 PACIFIC       | 2,638.01           |         |
|              |            |              |        |                                |             | 28357         | 6/16-7/14 VERNON        | 49.79              |         |
|              |            |              |        |                                |             | 28358         | 6/17-7/14 VERNON        | 132.23             |         |
|              |            |              |        |                                |             | 28359         | 6/16-7/14 1200 RIVER    | 2,776.66           |         |
|              |            |              |        |                                |             | 28360         | 6/16-7/14 1200 RIVER    | 811.68             |         |
|              |            |              |        |                                |             | 28361         | 6/16-7/14 DUBOIS        | 108.58             |         |
|              |            |              |        |                                |             | 28362         | 6/16-7/14 138 GOLF      | 1,105.89           |         |
|              |            |              |        |                                |             | 28363         | 6/16-7/14 BEACH ST      | 940.86             |         |
|              |            |              |        |                                |             | 28364         | 6/16-7/14 DUBOIS        | 397.76             |         |
|              |            |              |        |                                |             | 28365         | 6/16-7/14 ENCINAL       | 176.34             |         |
| 33468        | 08/03/09   | 4,838.96     | 001232 | SPECIALIZED AUTO AND           |             | 28297         | OUT RPR REV VEH         | 1,860.47           |         |
|              |            |              |        |                                |             | 28298         | OUT RPR REV VEH         | 242.88             |         |
|              |            |              |        |                                |             | 28299         | OUT RPR REV VEH         | 268.70             |         |
|              |            |              |        |                                |             | 28300         | OUT RPR REV VEH         | 218.25             |         |
|              |            |              |        |                                |             | 28301         | OUT RPR REV VEH         | 157.42             |         |
|              |            |              |        |                                |             | 28302         | OUT RPR REV VEH         | 284.03             |         |
|              |            |              |        |                                |             | 28303         | OUT RPR REV VEH         | 157.42             |         |
|              |            |              |        |                                |             | 28304         | OUT RPR REV VEH         | 313.10             |         |
|              |            |              |        |                                |             | 28305         | OUT RPR REV VEH         | 157.42             |         |
|              |            |              |        |                                |             | 28306         | OUT RPR REV VEH         | 121.08             |         |
|              |            |              |        |                                |             | 28307         | OUT RPR REV VEH         | 157.42             |         |
|              |            |              |        |                                |             | 28308         | OUT RPR REV VEH         | 343.50             |         |
|              |            |              |        |                                |             | 28309         | OUT RPR REV VEH         | 139.56             |         |
|              |            |              |        |                                |             | 28310         | OUT RPR REV VEH         | 258.26             |         |
|              |            |              |        |                                |             | 28311         | OUT RPR REV VEH         | 159.45             |         |
| 33469        | 08/03/09   | 315.33       | 001234 | SSI                            |             | 28384         | 8/1-8/31 SVCS           | 315.33             |         |
| 33470        | 08/03/09   | 171.87       | 170    | TOWNSEND'S AUTO PARTS          |             | 28230         | REV VEH PARTS           | 171.87             |         |
| 33471        | 08/03/09   | 45.56        | 007    | UNITED PARCEL SERVICE          |             | 28381         | FRT OUT/FLT             | 45.56              |         |
| 33472        | 08/03/09   | 1,366.42     | 221    | VEHICLE MAINTENANCE PROGRAM    |             | 28212         | REV VEH PARTS           | 1,366.42           |         |
| 33473        | 08/03/09   | 54.53        | 434B   | VERIZON CALIFORNIA             |             | 28376         | MT BIEWLASKI            | 54.53              |         |
| 33474        | 08/03/09   | 68.43        | 434    | VERIZON WIRELESS               | 0           | 28366         | PC CARDS/ADMIN          | 68.43              |         |
| 33475        | 08/03/09   | 11,577.50    | 001043 | VISION SERVICE PLAN            |             | 28417         | AUG VISION INS          | 11,577.50          |         |
| 33476        | 08/03/09   | 1,666.85     | 001223 | WATSONVILLE CADILLAC, BUICK,   |             | 28316         | REV VEH PARTS           | 238.35             |         |
|              |            |              |        |                                |             | 28317         | REV VEH PARTS           | 63.27              |         |
|              |            |              |        |                                |             | 28318         | REV VEH PARTS           | 156.33             |         |
|              |            |              |        |                                |             | 28319         | REV VEH PARTS           | 89.34              |         |

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| 33477        | 08/03/09   | 131.78       | ZEE MEDICAL SERVICE CO.        |             | 28320         | OUT RPR REV VEH         | 1,119.56           |         |
|              |            |              |                                |             | 28377         | SAFETY SUPPLIES         | 66.08              |         |
|              |            |              |                                |             | 28378         | SAFETY SUPPLIES         | 65.70              |         |
| 33479        | 08/10/09   | 1,717.04     | ABBOTT STREET RADIATOR, INC.   |             | 28498         | OUT RPR REV VEH         | 465.36             |         |
|              |            |              |                                |             | 28499         | OUT RPR REV VEH         | 1,251.68           |         |
| 33480        | 08/10/09   | 722.58       | AFV FLEET SERVICE              |             | 28439         | REV VEH PARTS           | 722.58             |         |
| 33481        | 08/10/09   | 204.92       | AMERICAN MESSAGING SVCS, LLC   |             | 28482         | AUG PAGERS              | 204.92             |         |
| 33482        | 08/10/09   | 243.88       | ANDY'S AUTO SUPPLY             | 0           | 28232         | REV VEH PARTS           | 8.69               |         |
|              |            |              |                                |             | 28233         | CREDIT MEMO             | -8.69              |         |
|              |            |              |                                |             | 28437         | REV VEH PARTS           | 124.83             |         |
|              |            |              |                                |             | 28454         | REV VEH PARTS           | 108.41             |         |
|              |            |              |                                |             | 28455         | PARTS & SUPPLIES        | 10.64              |         |
| 33483        | 08/10/09   | 18,391.79    | ASSURANT EMPLOYEE BENEFITS     |             | 28474         | AUG LTD INS             | 18,391.79          |         |
| 33484        | 08/10/09   | 179.71       | AT&T                           |             | 28535         | JULY PHONES/138 GOLF    | 179.71             |         |
| 33485        | 08/10/09   | 1,293.09     | AT&T/MCI                       |             | 28480         | JULY PHONES             | 1,293.09           |         |
| 33486        | 08/10/09   | 1,045.68     | CDW GOVERNMENT, INC.           |             | 28516         | OFFICE SUPPLY/IT        | 1,045.68           |         |
| 33487        | 08/10/09   | 250.00       | CLARKE, SUSAN                  | 7           | 28393         | EXT BUS ANNOUN/AUDIT    | 125.00             |         |
|              |            |              |                                |             | 28526         | EXT BUS ANNOUN/AUDIT    | 125.00             |         |
| 33488        | 08/10/09   | 4,110.14     | CLASSIC GRAPHICS               |             | 28505         | OUT RPR REV VEH         | 2,808.02           |         |
|              |            |              |                                |             | 28506         | OUT RPR REV VEH         | 1,302.12           |         |
| 33489        | 08/10/09   | 16,616.13    | CLEAN ENERGY                   |             | 28352         | 7/19 LNG/FLT            | 7,772.26           |         |
|              |            |              |                                |             | 28507         | 7/22 LNG/FLT            | 8,843.87           |         |
| 33490        | 08/10/09   | 93.86        | COSTCO                         |             | 28368         | LOCAL MTG EXP           | 12.67              |         |
|              |            |              |                                |             | 28392         | OFFICE SUPPLY/OPS       | 69.85              |         |
|              |            |              |                                |             | 28394         | PHOTO PROCESS/OPS       | 2.21               |         |
|              |            |              |                                |             | 28395         | PHOTO PROCESS/OPS       | 4.33               |         |
|              |            |              |                                |             | 28414         | PHOTO PROCESS/OPS       | 0.72               |         |
|              |            |              |                                |             | 28415         | PHOTO PROCESS/OPS       | 4.08               |         |
| 33491        | 08/10/09   | 688.51       | DAIMLER BUSES N. AMERICA INC.  |             | 28440         | REV VEH PARTS           | 22.40              |         |
|              |            |              |                                |             | 28441         | REV VEH PARTS           | 7.88               |         |
|              |            |              |                                |             | 28504         | REV VEH PARTS           | 658.23             |         |
| 33492        | 08/10/09   | 169.67       | DELL MARKETING L.P.            |             | 28388         | OFFICE SUPPLY/IT        | 169.67             |         |
| 33493        | 08/10/09   | 829.66       | DEVCO OIL                      |             | 28434         | SUPPLIES FOR GENSET     | 686.54             |         |
|              |            |              |                                |             | 28492         | PARTS & SUPPLIES        | 143.12             |         |
| 33494        | 08/10/09   | 3,692.34     | DIESEL MARINE ELECTRIC, INC.   |             | 28442         | REV VEH PARTS           | 3,692.34           |         |
| 33495        | 08/10/09   | 4,464.81     | DIXON & SON TIRE, INC.         |             | 28443         | JULY TIRES/FLT          | 99.00              |         |
|              |            |              |                                |             | 28444         | JULY TIRES/FLT          | 467.25             |         |
|              |            |              |                                |             | 28445         | JULY TIRES/FLT          | 1,715.95           |         |
|              |            |              |                                |             | 28446         | JULY TIRES/FLT          | 212.27             |         |
|              |            |              |                                |             | 28447         | JULY TIRES/FLT          | 33.00              |         |
|              |            |              |                                |             | 28448         | JULY TIRES/FLT          | 1,386.00           |         |
|              |            |              |                                |             | 28459         | JULY TIRES/PT           | 551.34             |         |
| 33496        | 08/10/09   | 211.00       | DOGHERRA'S                     | 7           | 28292         | OUT RPR REV VEH         | 88.00              |         |
|              |            |              |                                |             | 28296         | OUT RPR REV VEH         | 35.00              |         |
|              |            |              |                                |             | 28458         | OUT RPR REV VEH         | 88.00              |         |
| 33497        | 08/10/09   | 990.00       | EXPRESS EMPLOYMENT PROS        |             | 28481         | TEMP/FAC W/E 7/26       | 990.00             |         |
| 33498        | 08/10/09   | 4,208.15     | GREYHOUND LINES, INC.          |             | 28476         | JULY 09-DEC 09 RENT     | 4,208.15           |         |
| 33499        | 08/10/09   | 3,581.09     | HARTFORD LIFE AND ACCIDENT INS |             | 28475         | AUG LIFE/AD&D INS       | 3,581.09           |         |
| 33500        | 08/10/09   | 17.58        | HOSE SHOP, THE                 |             | 28436         | REPAIRS/MAINTENANCE     | 17.58              |         |
| 33501        | 08/10/09   | 151.20       | IKON FINANCIAL SERVICES        |             | 25445         | CREDIT MEMO             | -745.20            |         |

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|--------------|------------|--------------|--------|--------------------------------|--------------------|-------------------------|--------------------|---------|
|              |            |              |        |                                | 26139              | 4/1-6/30 LEASE/OPS      | 36.00              |         |
|              |            |              |        |                                | 27096              | 4/1-6/30 LEASE/OPS      | 36.00              |         |
|              |            |              |        |                                | 28473              | 7/1-9/30 LEASE/OPS      | 824.40             |         |
| 33502        | 08/10/09   | 239.16       | 215    | IKON OFFICE SOLUTIONS          | 28513              | 6/19-7/18 MAINT/ADM     | 239.16             |         |
| 33503        | 08/10/09   | 2,183.52     | 001233 | KIMBALL MIDWEST                | 28500              | PARTS & SUPPLIES        | 797.06             |         |
|              |            |              |        |                                | 28502              | PARTS & SUPPLIES        | 893.63             |         |
|              |            |              |        |                                | 28503              | PARTS & SUPPLIES        | 492.83             |         |
| 33504        | 08/10/09   | 572.00       | 764    | MERCURY METALS                 | 28340              | OUT RPR REV VEH         | 572.00             |         |
| 33505        | 08/10/09   | 289.15       | 041    | MISSION UNIFORM                | 28264              | UNIF/LAUNDRY/FLT        | 26.91              |         |
|              |            |              |        |                                | 28265              | UNIF/LAUNDRY/FLT        | 141.22             |         |
|              |            |              |        |                                | 28266              | UNIF/LAUNDRY/FLT        | 51.17              |         |
|              |            |              |        |                                | 28267              | UNIF/LAUNDRY/FLT        | 69.85              |         |
| 33506        | 08/10/09   | 67.23        | 288    | MUNCIE TRANSIT SUPPLY          | 28438              | REV VEH PARTS           | 67.23              |         |
| 33507        | 08/10/09   | 8,653.79     | 002721 | NEXTEL COMMUNICATIONS          | 28520              | JUNE PHONES/OPS         | 6,312.60           |         |
|              |            |              |        |                                | 28521              | JULY PHONES/OPS         | 2,341.19           |         |
| 33508        | 08/10/09   | 10,447.11    | 009    | PACIFIC GAS & ELECTRIC         | 28433              | 1122 RIVER/EXT DEF      | 730.09             |         |
|              |            |              |        |                                | 28484              | 6/26-7/27 1122 RIVER    | 24.75              |         |
|              |            |              |        |                                | 28485              | 6/26-7/27 138 GOLF      | 3,006.66           |         |
|              |            |              |        |                                | 28486              | 6/26-7/27 111 DUBOIS    | 1,473.56           |         |
|              |            |              |        |                                | 28487              | 6/26-7/27 115 DUBOIS    | 15.18              |         |
|              |            |              |        |                                | 28488              | 6/26-7/26 115 DUBOIS    | 9.25               |         |
|              |            |              |        |                                | 28489              | 6/26-7/27 ENCINAL       | 3,610.58           |         |
|              |            |              |        |                                | 28490              | 6/26-7/27 1200 RIVER    | 1,420.18           |         |
|              |            |              |        |                                | 28491              | 6/26-7/27 115 DUBOIS    | 156.86             |         |
| 33509        | 08/10/09   | 1,294.49     | 043    | PALACE ART & OFFICE SUPPLY     | 28284              | OFFICE SUPPLY/ADM       | 459.77             |         |
|              |            |              |        |                                | 28385              | OFFICE SUPPLY/IT        | 418.94             |         |
|              |            |              |        |                                | 28386              | OFFICE SUPPLY/IT        | 415.78             |         |
| 33510        | 08/10/09   | 10.00        | E480   | PHILLIPS, THOMAS               | 28537              | DMV FEES                | 10.00              |         |
| 33511        | 08/10/09   | 241.00       | 481    | PIED PIPER EXTERMINATORS, INC. | 28493              | JULY PEST CONTROL       | 241.00             |         |
| 33512        | 08/10/09   | 200.67       | 107A   | PROBUILD                       | 28517              | PARTS & SUPPLIES        | 56.11              |         |
|              |            |              |        |                                | 28518              | PARTS & SUPPLIES        | 125.89             |         |
|              |            |              |        |                                | 28519              | REV VEH PARTS           | 18.67              |         |
| 33513        | 08/10/09   | 70.00        | E463   | RAMOS, ROSALIO                 | 28510              | MEDICAL EXAM            | 70.00              |         |
| 33514        | 08/10/09   | 4,328.80     | 001098 | ROBERT HALF MANAGMENT RESOURCE | 28456              | TEMP/FIN W/E 7/24       | 1,576.96           |         |
|              |            |              |        |                                | 28472              | TEMP/FIN W/E 7/17       | 1,921.92           |         |
|              |            |              |        |                                | 28512              | TEMP/ADM W/E 7/3        | 229.32             |         |
|              |            |              |        |                                | 28514              | TEMP/ADM W/E 7/10       | 600.60             |         |
| 33515        | 08/10/09   | 65.00        | E359   | ROMAN, BRENDA                  | 28477              | MEDICAL EXAM            | 65.00              |         |
| 33516        | 08/10/09   | 1,115.86     | 001379 | SAFETY-KLEEN                   | 28511              | HAZ WASTE DISP          | 1,115.86           |         |
| 33517        | 08/10/09   | 94.21        | 135    | SANTA CRUZ AUTO PARTS, INC.    | 28215              | REV VEH PARTS           | 94.21              |         |
| 33518        | 08/10/09   | 100.00       | 307    | SANTA CRUZ CHAMBER OF COMMERCE | 21235              | ANNUAL MEMBERSHIP       | 100.00             |         |
| 33519        | 08/10/09   | 382.99       | 079    | SANTA CRUZ MUNICIPAL UTILITIES | 28483              | 5/22-7/21 RESEARCH      | 256.38             |         |
|              |            |              |        |                                | 28536              | 6/16-7/14 1217 RIVER    | 126.61             |         |
| 33520        | 08/10/09   | 1,686.75     | 001292 | SANTA CRUZ RECORDS MNGMT INC   | 28373              | SHRED SVCS              | 1,144.50           |         |
|              |            |              |        |                                | 28374              | SHRED SVCS              | 68.25              |         |
|              |            |              |        |                                | 28380              | SHRED SVCS              | 474.00             |         |
| 33521        | 08/10/09   | 1,233.93     | 001232 | SPECIALIZED AUTO AND           | 28312              | OUT RPR REV VEH         | 159.45             |         |
|              |            |              |        |                                | 28313              | OUT RPR REV VEH         | 159.45             |         |
|              |            |              |        |                                | 28314              | OUT RPR REV VEH         | 160.64             |         |
|              |            |              |        |                                | 28315              | OUT RPR REV VEH         | 159.45             |         |

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|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
|              |            |              |        |                                |             | 28460         | OUT RPR REV VEH         | 43.99              |         |
|              |            |              |        |                                |             | 28461         | OUT RPR REV VEH         | 43.99              |         |
|              |            |              |        |                                |             | 28462         | OUT RPR REV VEH         | 46.24              |         |
|              |            |              |        |                                |             | 28463         | OUT RPR REV VEH         | 55.04              |         |
|              |            |              |        |                                |             | 28464         | OUT RPR REV VEH         | 46.24              |         |
|              |            |              |        |                                |             | 28465         | OUT RPR REV VEH         | 46.24              |         |
|              |            |              |        |                                |             | 28466         | OUT RPR REV VEH         | 46.24              |         |
|              |            |              |        |                                |             | 28467         | OUT RPR REV VEH         | 46.24              |         |
|              |            |              |        |                                |             | 28468         | OUT RPR REV VEH         | 46.24              |         |
|              |            |              |        |                                |             | 28469         | OUT RPR REV VEH         | 43.99              |         |
|              |            |              |        |                                |             | 28470         | OUT RPR REV VEH         | 43.99              |         |
|              |            |              |        |                                |             | 28471         | OUT RPR REV VEH         | 86.50              |         |
| 33522        | 08/10/09   | 122.00       | 002675 | THOMSON-WEST BARCLAYS          |             | 28354         | PUBLIC SAFETY CODE      | 122.00             |         |
| 33523        | 08/10/09   | 10.96        | 946    | UNITED SITE SERVICES           |             | 28523         | 7/22-8/18 FENCE RENT    | 10.96              |         |
| 33524        | 08/10/09   | 87.49        | 147    | ZEE MEDICAL SERVICE CO.        |             | 28435         | SAFETY SUPPLIES         | 87.49              |         |
| 33525        | 08/17/09   | 24,465.82    | 001264 | ANDREWS INTERNATIONAL INC      |             | 28525         | 6/29-7/26 SECURITY      | 24,465.82          |         |
| 33526        | 08/17/09   | 526.50       | 876    | ATCHISON, BARISONE, CONDOTTI & | 7           | 28614         | LEGAL SVCS/425 FRONT    | 526.50             |         |
| 33527        | 08/17/09   | 774.00       | 011    | BEWLEYS CLEANING               | 7           | 28372         | JULY JANITORIAL/PC      | 774.00             |         |
| 33528        | 08/17/09   | 27.37        | R558   | BIDDLECOME, EDUARDO            |             | 28610         | IWC VIOLATION           | 27.37              |         |
| 33529        | 08/17/09   | 3,200.00     | 616    | BROWN ARMSTRONG                |             | 28572         | 09 AUDIT SVCS           | 3,200.00           |         |
| 33530        | 08/17/09   | 533.34       | 002189 | BUS & EQUIPMENT                |             | 28561         | REV VEH PARTS           | 106.00             |         |
|              |            |              |        |                                |             | 28562         | REV VEH PARTS           | 224.30             |         |
|              |            |              |        |                                |             | 28563         | REV VEH PARTS           | 203.04             |         |
| 33531        | 08/17/09   | 50.30        | 667    | CITY OF SCOTTS VALLEY          |             | 28543         | 5/15-7/15 KINS VLG      | 50.30              |         |
| 33532        | 08/17/09   | 1,104.75     | 130    | CITY OF WATSONVILLE UTILITIES  |             | 28582         | 6/26-7/29 WTC           | 261.30             |         |
|              |            |              |        |                                |             | 28583         | 6/26-7/29 WTC           | 46.31              |         |
|              |            |              |        |                                |             | 28584         | 7/1-8/1 WTC             | 42.92              |         |
|              |            |              |        |                                |             | 28585         | 6/26-7/29 WTC           | 32.44              |         |
|              |            |              |        |                                |             | 28586         | CONTAINER/WTC           | 721.78             |         |
| 33533        | 08/17/09   | 125.00       | 001113 | CLARKE, SUSAN                  | 7           | 28429         | EXT BUS ANNOUN/AUDIT    | 125.00             |         |
| 33534        | 08/17/09   | 17,453.16    | 001124 | CLEAN ENERGY                   |             | 28452         | 7/28 LNG/FLT            | 7,814.79           |         |
|              |            |              |        |                                |             | 28453         | 7/25 LNG/FLT            | 9,638.37           |         |
| 33535        | 08/17/09   | 4,854.00     | 001250 | COASTWIDE ENVIRONMENTAL TECH   |             | 28540         | HAZ MAT ABATEMENT       | 4,854.00           |         |
| 33536        | 08/17/09   | 19.03        | 002063 | COSTCO                         |             | 28430         | PHOTO PROCESS/OPS       | 7.08               |         |
|              |            |              |        |                                |             | 28431         | PHOTO PROCESS/OPS       | 2.54               |         |
|              |            |              |        |                                |             | 28432         | PHOTO PROCESS/OPS       | 9.41               |         |
| 33537        | 08/17/09   | 1,329.00     | E638   | COTTER, ROBERT                 |             | 28608         | RELOCATION FEES         | 855.00             |         |
|              |            |              |        |                                |             | 28609         | RELOCATION FEES         | 474.00             |         |
| 33538        | 08/17/09   | 24.22        | M039   | DAVILA, ANA MARIA              | 0           | 9000874       | MED PYMT SUPP           | 24.22              |         |
| 33539        | 08/17/09   | 1,078.50     | 085    | DIXON & SON TIRE, INC.         |             | 28508         | JULY TIRES/FLT          | 857.97             |         |
|              |            |              |        |                                |             | 28555         | JULY TIRES/PT           | 220.53             |         |
| 33540        | 08/17/09   | 380.00       | 916    | DOCTORS ON DUTY                |             | 28588         | JULY DRUG TEST          | 10.00              |         |
|              |            |              |        |                                |             | 28589         | JULY DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28590         | JULY DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28591         | JULY DRUG TEST          | 35.00              |         |
|              |            |              |        |                                |             | 28592         | JULY DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28593         | JULY DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28594         | JULY DRUG TEST          | 120.00             |         |
|              |            |              |        |                                |             | 28595         | JULY DRUG TEST          | 30.00              |         |
|              |            |              |        |                                |             | 28596         | JULY DRUG TEST          | 35.00              |         |

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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                    | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
|              |            |              |        |                                |             | 28597         | JULY DRUG TEST          | 30.00              |         |
| 33541        | 08/17/09   | 2,642.68     | R557   | DVBE                           |             | 28611         | SETTLEMENT/RISK         | 2,642.68           |         |
| 33542        | 08/17/09   | 75.00        | 001492 | EVERGREEN OIL INC.             |             | 28538         | HAZ WASTE DISP          | 75.00              |         |
| 33543        | 08/17/09   | 528.75       | 432    | EXPRESS EMPLOYMENT PROS        |             | 28551         | TEMP/FAC W/E 8/2        | 528.75             |         |
| 33544        | 08/17/09   | 21.08        | 001297 | FASTENAL COMPANY               |             | 28577         | REV VEH PARTS           | 21.08              |         |
| 33545        | 08/17/09   | 127.50       | 001298 | GALE, LAWRENCE A.              |             | 28615         | TAPING OF JULY MTG      | 127.50             |         |
| 33546        | 08/17/09   | 72.27        | 510A   | HASLER, INC.                   |             | 28613         | AUG RENTAL/ADM          | 72.27              |         |
| 33547        | 08/17/09   | 2,475.00     | 001262 | JABICO ENTERPRISES, LLC        | 7           | 28578         | PROF/TECH SVCS IT       | 2,475.00           |         |
| 33548        | 08/17/09   | 200.00       | 001196 | JOHN A. DASH & ASSOCIATES      |             | 28509         | BUS OP WAGE REPORT      | 200.00             |         |
| 33549        | 08/17/09   | 9.91         | 001233 | KIMBALL MIDWEST                |             | 28501         | PARTS & SUPPLIES        | 9.91               |         |
| 33550        | 08/17/09   | 38.00        | 001402 | KIPLINGER TAX LETTER           |             | 28457         | 9/09-9/10 SUBSCRIPT     | 38.00              |         |
| 33551        | 08/17/09   | 392.00       | 001093 | KROLL LABORATORY SPECIALISTS   |             | 28573         | JUNE/JULY DRUG TESTS    | 392.00             |         |
| 33552        | 08/17/09   | 269.50       | 001992 | LRP PUBLICATIONS               |             | 28155         | DISAB. COMPLIANCE       | 269.50             |         |
| 33553        | 08/17/09   | 211.45       | 001296 | MATTHEW BENDER & CO., INC.     |             | 28604         | CA PUB LABOR REL R20    | 211.45             |         |
| 33554        | 08/17/09   | 650.00       | 764    | MERCURY METALS                 |             | 28560         | REV VEH RPR             | 650.00             |         |
| 33555        | 08/17/09   | 289.22       | 041    | MISSION UNIFORM                |             | 28545         | UNIF/LAUNDRY/FAC        | 53.58              |         |
|              |            |              |        |                                |             | 28546         | UNIF/LAUNDRY/FAC        | 51.92              |         |
|              |            |              |        |                                |             | 28547         | UNIF/LAUNDRY/FAC        | 51.73              |         |
|              |            |              |        |                                |             | 28548         | UNIF/LAUNDRY/FAC        | 50.07              |         |
|              |            |              |        |                                |             | 28549         | UNIF/LAUNDRY/FAC        | 52.10              |         |
|              |            |              |        |                                |             | 28556         | UNIF/LAUNDRY/PT         | 29.82              |         |
| 33556        | 08/17/09   | 515.00       | 887    | NEOPOST, INC                   |             | 28616         | POSTAGE MAINT/ADM       | 515.00             |         |
| 33557        | 08/17/09   | 17,991.54    | 001176 | NORTHSTAR, INC.                |             | 28567         | PRESSURE RELIEF TEST    | 1,021.50           |         |
|              |            |              |        |                                |             | 28579         | EMERG RPR/FUEL STN      | 16,478.35          |         |
|              |            |              |        |                                |             | 28580         | EMERG RPR/FUEL STN      | 491.69             |         |
| 33558        | 08/17/09   | 2,415.77     | 009    | PACIFIC GAS & ELECTRIC         |             | 28566         | 6/26-7/27 1217 RIVER    | 131.53             |         |
|              |            |              |        |                                |             | 28571         | 7/2-7/30 PACIFIC        | 2,284.24           |         |
| 33559        | 08/17/09   | 383.14       | 043    | PALACE ART & OFFICE SUPPLY     |             | 28383         | OFFICE SUPPLY/HR        | 7.86               |         |
|              |            |              |        |                                |             | 28522         | OFFICE SUPPLY/OPS       | 375.28             |         |
| 33560        | 08/17/09   | 183.00       | 481    | PIED PIPER EXTERMINATORS, INC. |             | 28478         | JULY PEST CONTROL       | 183.00             |         |
| 33561        | 08/17/09   | 86.51        | 882    | PRINT SHOP SANTA CRUZ          | 7           | 28524         | OFFICE SUPPLY/OPS       | 86.51              |         |
| 33562        | 08/17/09   | 4.92         | 107A   | PROBUILD                       |             | 28479         | REPAIRS/MAINTENANCE     | 4.92               |         |
| 33563        | 08/17/09   | 378.00       | 001098 | ROBERT HALF MANAGMENT RESOURCE |             | 28541         | TEMP/ADM W/E 7/31       | 378.00             |         |
| 33564        | 08/17/09   | 5,000.00     | 002267 | SHAW / YODER / ANTWIH, INC.    |             | 18221         | FEB LEGISLATIVE SVCS    | 2,500.00           |         |
|              |            |              |        |                                |             | 28601         | JUL LEGISLATIVE SVCS    | 2,500.00           |         |
| 33565        | 08/17/09   | 350.10       | 001232 | SPECIALIZED AUTO AND           |             | 28557         | OUT RPR REV VEH         | 87.27              |         |
|              |            |              |        |                                |             | 28558         | OUT RPR REV VEH         | 262.83             |         |
| 33566        | 08/17/09   | 3,235.36     | 057    | U.S. BANK                      |             | 28617         | 4246044555645971        | 681.13             |         |
|              |            |              |        |                                |             | 28618         | 4246044555645971        | 149.26             |         |
|              |            |              |        |                                |             | 28619         | 4246044555645971        | 2,404.97           |         |
| 33567        | 08/17/09   | 70.00        | 682    | WEISS, AMY L.                  | 7           | 28515         | JULY INTERPRETER        | 70.00              |         |
| 33568        | 08/17/09   | 293.14       | 436    | WEST PAYMENT CENTER            |             | 28603         | JULY ACCESS CHARGES     | 293.14             |         |
| 33569        | 08/17/09   | 1,837.43     | 186    | WILSON, GEORGE H., INC.        |             | 28528         | JULY HVAC/SVTC          | 138.00             |         |
|              |            |              |        |                                |             | 28529         | JULY HVAC/VERNON        | 172.00             |         |
|              |            |              |        |                                |             | 28530         | JULY HVAC/WTC           | 283.00             |         |
|              |            |              |        |                                |             | 28531         | JULY HVAC/ENCINAL       | 316.00             |         |
|              |            |              |        |                                |             | 28532         | JULY HVAC/1200 RIVER    | 119.43             |         |
|              |            |              |        |                                |             | 28533         | JULY HVAC/RESEARCH      | 139.00             |         |
|              |            |              |        |                                |             | 28534         | JULY HVAC/DUBOIS        | 108.00             |         |
|              |            |              |        |                                |             | 28569         | JULY HVAC/138 GOLF      | 346.00             |         |

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|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
|              |            |              |        |                                |             | 28570         | JULY HVAC/PACIFIC       | 216.00             |         |
| 33570        | 08/17/09   | 295.00       | 915    | WORKIN.COM, INC.               |             | 28575         | PARATRANSIT JOB POST    | 295.00             |         |
| 33571        | 08/17/09   | 24.22        | M088   | YAGI, RANDY                    | 0           | 9001005       | MED PYMT SUPP           | 24.22              |         |
| 33572        | 08/17/09   | 105.56       | 147    | ZEE MEDICAL SERVICE CO.        |             | 28581         | SAFETY SUPPLIES         | 105.56             |         |
| 33574        | 08/24/09   | 59.88        | 001193 | AA GLASS SHOP                  | 7           | 28743         | REPAIRS/MAINTENANCE     | 59.88              |         |
| 33575        | 08/24/09   | 791.62       | 020    | ADT SECURITY SERVICES INC.     |             | 28706         | SEPT ALARMS             | 68.00              |         |
|              |            |              |        |                                |             | 28737         | 9/1-11/30 1200 RIVER    | 431.04             |         |
|              |            |              |        |                                |             | 28738         | SEPT ALARMS             | 49.23              |         |
|              |            |              |        |                                |             | 28739         | SEPT ALARMS             | 45.05              |         |
|              |            |              |        |                                |             | 28740         | SEPT ALARMS             | 65.30              |         |
|              |            |              |        |                                |             | 28741         | SEPT ALARMS             | 83.77              |         |
|              |            |              |        |                                |             | 28742         | SEPT ALARMS             | 49.23              |         |
| 33576        | 08/24/09   | 822.88       | 001088 | ADVANCED MECHANICAL SERVICES   | 7           | 28733         | BACKFLOW TESTS          | 270.00             |         |
|              |            |              |        |                                |             | 28744         | BACKFLOW TESTS          | 552.88             |         |
| 33577        | 08/24/09   | 101.21       | 294    | ANDY'S AUTO SUPPLY             | 0           | 28635         | REV VEH PARTS/SUPPLY    | 101.21             |         |
| 33578        | 08/24/09   | 310.90       | 001    | AT&T                           |             | 28730         | REPEATERS/OPS           | 310.90             |         |
| 33579        | 08/24/09   | 56.06        | M033   | BAILEY, NEIL                   | 0           | 28758         | MED PYMT SUPP           | 56.06              |         |
| 33580        | 08/24/09   | 371.66       | 001287 | BLUE SHIELD OF CALIFORNIA      |             | 28746         | FED COBRA STIMULUS      | 371.66             |         |
| 33581        | 08/24/09   | 31.21        | 001112 | BRINKS AWARDS & SIGNS          | 7           | 28564         | UNIF/LAUNDRY/DRIVERS    | 31.21              |         |
| 33582        | 08/24/09   | 460,369.44   | 502    | CA PUBLIC EMPLOYEES'           |             | 28705         | SEPT MED INS            | 460,369.44         |         |
| 33583        | 08/24/09   | 22.00        | 014    | CABRILLO COLLEGE               |             | 28699         | JULY FINGERPRINTING     | 22.00              |         |
| 33584        | 08/24/09   | 56.06        | M022   | CAPELLA, KATHLEEN              | 0           | 28771         | MED PYMT SUPP           | 56.06              |         |
| 33585        | 08/24/09   | 1,820.51     | 002627 | CDW GOVERNMENT, INC.           |             | 28666         | ANALOG GATEWAY MOD.     | 1,820.51           |         |
| 33586        | 08/24/09   | 28.03        | M073   | CENTER, DOUG                   | 0           | 28778         | MED PYMT SUPP           | 28.03              |         |
| 33587        | 08/24/09   | 5,000.00     | 002346 | CHANEY, CAROLYN & ASSOC., INC. |             | 28602         | AUG LEGISLATIVE SVCS    | 5,000.00           |         |
| 33588        | 08/24/09   | 4.67         | 001346 | CITY OF SANTA CRUZ             |             | 28665         | JULY LANDFILL           | 4.67               |         |
| 33589        | 08/24/09   | 1,495.04     | 909    | CLASSIC GRAPHICS               |             | 28644         | REV VEH REPAIR          | 832.17             |         |
|              |            |              |        |                                |             | 28645         | REV VEH PARTS           | 662.87             |         |
| 33590        | 08/24/09   | 799.18       | 002609 | CLEANSOURCE                    |             | 28552         | CLEANING SUPPLIES       | 799.18             |         |
| 33591        | 08/24/09   | 1,055.00     | 001084 | CLUTCH COURIERS                |             | 28542         | JUL INTEROFFICE MAIL    | 1,055.00           |         |
| 33592        | 08/24/09   | 554.53       | 002870 | COLE SUPPLY COMPANY, INC.      |             | 28732         | CLEANING SUPPLIES       | 554.53             |         |
| 33593        | 08/24/09   | 151.54       | 001266 | COMCAST                        |             | 28787         | DIGITAL VOICE/MB        | 151.54             |         |
| 33594        | 08/24/09   | 45,219.63    | 002569 | COMERICA BANK                  |             | 28574         | WORK COMP FUND          | 45,219.63          |         |
| 33595        | 08/24/09   | 173.64       | 002063 | COSTCO                         |             | 28598         | PHOTO PROCESS/OPS       | 5.20               |         |
|              |            |              |        |                                |             | 28599         | PHOTO PROCESS/OPS       | 5.20               |         |
|              |            |              |        |                                |             | 28600         | PHOTO PROCESS/OPS       | 0.44               |         |
|              |            |              |        |                                |             | 28698         | PHOTO PROCESS/OPS       | 7.41               |         |
|              |            |              |        |                                |             | 28748         | OFFICE SUPPLY/MTC       | 155.39             |         |
| 33596        | 08/24/09   | 28.03        | M092   | CRAWFORD, TERRI                | 0           | 28779         | MED PYMT SUPP           | 28.03              |         |
| 33597        | 08/24/09   | 1,188.00     | 001048 | CRUZ CAR WASH                  |             | 28553         | OUT RPR REV VEH         | 1,188.00           |         |
| 33598        | 08/24/09   | 1,834.83     | 504    | CUMMINS WEST, INC.             |             | 28641         | REV VEH PARTS           | 798.89             |         |
|              |            |              |        |                                |             | 28642         | REV VEH PARTS           | 1,035.94           |         |
| 33599        | 08/24/09   | 28.03        | M039   | DAVILA, ANA MARIA              | 0           | 28759         | MED PYMT SUPP           | 28.03              |         |
| 33600        | 08/24/09   | 32.00        | 002567 | DEPARTMENT OF JUSTICE          |             | 28673         | JULY FINGERPRINTS       | 32.00              |         |
| 33601        | 08/24/09   | 3,574.60     | 001316 | DEVCO OIL                      |             | 28643         | 7/15-7/30 FUEL/FLT      | 3,574.60           |         |
| 33602        | 08/24/09   | 28.03        | M096   | DRAKE, JUDITH                  | 0           | 28780         | MED PYMT SUPP           | 28.03              |         |
| 33603        | 08/24/09   | 500.00       | 002862 | ECOLOGICAL CONCERNS INC.       |             | 28539         | WATER DRAINAGE/MB       | 500.00             |         |
| 33604        | 08/24/09   | 439.04       | 001492 | EVERGREEN OIL INC.             |             | 28587         | HAZ WASTE DISP          | 439.04             |         |
| 33605        | 08/24/09   | 28.03        | M099   | FIKE, LOUIS                    | 0           | 28781         | MED PYMT SUPP           | 28.03              |         |
| 33606        | 08/24/09   | 67.46        | M074   | GABRIELE, BERNARD              | 0           | 28782         | MED PYMT SUPP           | 67.46              |         |

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|--------------|------------|--------------|--------|-----------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 33607        | 08/24/09   | 116.92       | E323   | GALE, TERRY                 |             | 28747         | PROF/TECH/IT            | 116.92             |         |
| 33608        | 08/24/09   | 28.03        | M040   | GARBEZ, LINDA               | 0           | 28760         | MED PYMT SUPP           | 28.03              |         |
| 33609        | 08/24/09   | 56.06        | M100   | GARCIA, SANTIAGO            | 0           | 28761         | MED PYMT SUPP           | 56.06              |         |
| 33610        | 08/24/09   | 28.03        | M101   | GOES, ALAN                  | 0           | 28783         | MED PYMT SUPP           | 28.03              |         |
| 33611        | 08/24/09   | 56.06        | M041   | GOUVEIA, ROBERT             | 0           | 28762         | MED PYMT SUPP           | 56.06              |         |
| 33612        | 08/24/09   | 492.06       | 001097 | GREENWASTE RECOVERY, INC.   |             | 28625         | JULY GARB/MT HERMON     | 78.25              |         |
|              |            |              |        |                             |             | 28626         | JULY GARB/RESEARCH      | 213.75             |         |
|              |            |              |        |                             |             | 28627         | JULY GARB/SVTC          | 182.28             |         |
|              |            |              |        |                             |             | 28629         | JULY GARB/GREEN VLY     | 17.78              |         |
| 33613        | 08/24/09   | 72.94        | M081   | HALL, JAMES                 | 0           | 28763         | MED PYMT SUPP           | 72.94              |         |
| 33614        | 08/24/09   | 94,426.96    | 001035 | HARRIS & ASSOCIATES         |             | 28751         | PROF SVCS THRU 7/31     | 17,449.81          |         |
|              |            |              |        |                             |             | 28752         | PROF SVCS THRU 7/31     | 76,977.15          |         |
| 33615        | 08/24/09   | 30,000.00    | 002116 | HINSHAW, EDWARD & BARBARA   | 7           | 28678         | ENCINAL RENT            | 30,000.00          |         |
| 33616        | 08/24/09   | 168.08       | 002826 | HOLIDAY MUFFLER SERVICE     |             | 28664         | OUT RPR REV VEH         | 168.08             |         |
| 33617        | 08/24/09   | 153.58       | 166    | HOSE SHOP, THE              |             | 28636         | PARTS & SUPPLY          | 59.14              |         |
|              |            |              |        |                             |             | 28640         | REV VEH PARTS           | 42.27              |         |
|              |            |              |        |                             |             | 28754         | REPAIRS/MAINTENANCE     | 3.79               |         |
|              |            |              |        |                             |             | 28755         | REPAIRS/MAINTENANCE     | 48.38              |         |
| 33618        | 08/24/09   | 860.40       | 001209 | IKON FINANCIAL SERVICES     |             | 28697         | 9/1-11/30 LEASE/OPS     | 860.40             |         |
| 33619        | 08/24/09   | 15,767.45    | 002117 | IULIANO                     | 7           | 28679         | 111 DUBOIS RENT         | 12,397.69          |         |
|              |            |              |        |                             |             | 28680         | 115 DUBOIS RENT         | 3,369.76           |         |
| 33620        | 08/24/09   | 2,820.54     | 110    | JESSICA GROCERY STORE, INC. |             | 28681         | CUSTODIAL SVCS          | 2,820.54           |         |
| 33621        | 08/24/09   | 28.03        | M104   | JUSSEL, PETE                | 0           | 28784         | MED PYMT SUPP           | 28.03              |         |
| 33622        | 08/24/09   | 246.99       | M061   | KAMEDA, TERRY               | 0           | 28772         | MED PYMT SUPP           | 246.99             |         |
| 33623        | 08/24/09   | 34.00        | E343   | LANAGAN, CHRISTOPHER S.     |             | 28757         | DMV FEES                | 34.00              |         |
| 33624        | 08/24/09   | 50.00        | 880    | LEXISNEXIS                  |             | 28607         | JULY ACCESS CHARGES     | 50.00              |         |
| 33625        | 08/24/09   | 1,645.13     | 001119 | MACERICH PARTNERSHIP LP     | 7           | 28677         | CAPITOLA MALL RENT      | 1,645.13           |         |
| 33626        | 08/24/09   | 250.47       | 001052 | MID VALLEY SUPPLY           |             | 28568         | CLEANING SUPPLIES       | 250.47             |         |
| 33627        | 08/24/09   | 895.82       | 041    | MISSION UNIFORM             |             | 28544         | UNIF/LAUNDRY/FAC        | 50.44              |         |
|              |            |              |        |                             |             | 28648         | UNIF/LAUNDRY/FLT        | 51.85              |         |
|              |            |              |        |                             |             | 28649         | UNIF/LAUNDRY/FLT        | 69.85              |         |
|              |            |              |        |                             |             | 28650         | UNIF/LAUNDRY/FLT        | 141.22             |         |
|              |            |              |        |                             |             | 28651         | UNIF/LAUNDRY/FLT        | 54.17              |         |
|              |            |              |        |                             |             | 28652         | UNIF/LAUNDRY/FLT        | 26.91              |         |
|              |            |              |        |                             |             | 28653         | UNIF/LAUNDRY/FLT        | 69.85              |         |
|              |            |              |        |                             |             | 28654         | UNIF/LAUNDRY/FLT        | 137.15             |         |
|              |            |              |        |                             |             | 28655         | UNIF/LAUNDRY/FLT        | 26.91              |         |
|              |            |              |        |                             |             | 28656         | UNIF/LAUNDRY/FLT        | 51.17              |         |
|              |            |              |        |                             |             | 28657         | UNIF/LAUNDRY/FLT        | 141.22             |         |
|              |            |              |        |                             |             | 28658         | UNIF/LAUNDRY/FLT        | 51.17              |         |
|              |            |              |        |                             |             | 28659         | UNIF/LAUNDRY/FLT        | 26.91              |         |
|              |            |              |        |                             |             | 28660         | CREDIT MEMO             | -3.00              |         |
| 33628        | 08/24/09   | 128.83       | 001220 | MONTEREY COUNTY PETROLEUM   |             | 28707         | FILTERS/REPAIR          | 128.83             |         |
| 33629        | 08/24/09   | 34.00        | E044   | NIED, KIMBERLY              |             | 28788         | DMV FEES                | 34.00              |         |
| 33630        | 08/24/09   | 28.03        | M050   | O'MARA, KATHLEEN            | 0           | 28764         | MED PYMT SUPP           | 28.03              |         |
| 33631        | 08/24/09   | 111.50       | 001002 | ORACLE CORPORATION          |             | 28669         | 6/1-8/31 SUPPORT/IT     | 111.50             |         |
| 33632        | 08/24/09   | 2,855.08     | 009    | PACIFIC GAS & ELECTRIC      |             | 28631         | 6/26-7/27 VERNON        | 338.53             |         |
|              |            |              |        |                             |             | 28632         | 7/7-8/5 KINGS VLG       | 13.84              |         |
|              |            |              |        |                             |             | 28633         | 6/25-8/5 KINGS VLG      | 2,502.71           |         |
| 33633        | 08/24/09   | 293.67       | 043    | PALACE ART & OFFICE SUPPLY  |             | 28554         | OFFICE SUPPLY/MTC       | 39.26              |         |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                    | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
|              |            |              |        |                                |             | 28565         | OFFICE SUPPLY/OPS       | 254.41             |         |
| 33634        | 08/24/09   | 897.00       | 950    | PARADISE LANDSCAPE INC         | 0           | 28630         | AUG MAINTENANCE         | 897.00             |         |
| 33635        | 08/24/09   | 217.29       | M057   | PARHAM, WALLACE                | 0           | 28773         | MED PYMT SUPP           | 217.29             |         |
| 33636        | 08/24/09   | 40.00        | E152   | PENA, LEONARDO                 |             | 28756         | DMV FEES                | 40.00              |         |
| 33637        | 08/24/09   | 28.03        | M109   | PEREZ, CHERYL                  |             | 28765         | MED PYMT SUPP           | 28.03              |         |
| 33638        | 08/24/09   | 180.17       | M064   | PETERS, TERRIE                 | 0           | 28774         | MED PYMT SUPP           | 180.17             |         |
| 33639        | 08/24/09   | 28.03        | M070   | PICARELLA, FRANCIS             | 0           | 28775         | MED PYMT SUPP           | 28.03              |         |
| 33640        | 08/24/09   | 217.29       | M058   | POTEETE, BEVERLY               | 0           | 28776         | MED PYMT SUPP           | 217.29             |         |
| 33641        | 08/24/09   | 829.75       | 107A   | PROBUILD                       |             | 28550         | REPAIRS/MAINTENANCE     | 35.38              |         |
|              |            |              |        |                                |             | 28634         | REPAIRS/MAINTENANCE     | 385.69             |         |
|              |            |              |        |                                |             | 28637         | SMALL TOOLS/FLT         | 125.90             |         |
|              |            |              |        |                                |             | 28638         | REV VEH PARTS           | 282.78             |         |
| 33642        | 08/24/09   | 4,460.98     | 001098 | ROBERT HALF MANAGMENT RESOURCE |             | 28671         | TEMP/FIN W/E 7/31       | 1,971.20           |         |
|              |            |              |        |                                |             | 28672         | TEMP/FIN W/E 8/07       | 1,934.24           |         |
|              |            |              |        |                                |             | 28750         | TEMP/ADM W/E 7/31       | 267.54             |         |
|              |            |              |        |                                |             | 28753         | TEMP/ADM W/E 8/7        | 288.00             |         |
|              |            |              |        |                                |             | 28767         | MED PYMT SUPP           | 28.03              |         |
| 33643        | 08/24/09   | 28.03        | M030   | ROWE, RUBY                     |             | 28639         | 7/25 DIESEL/FLT         | 11,741.89          |         |
| 33644        | 08/24/09   | 11,741.89    | 966    | S.C. FUELS                     | 0           | 28675         | SETTLEMENT/RISK         | 1,823.00           |         |
| 33645        | 08/24/09   | 1,823.00     | R559   | SANTA CLARA VALLEY             |             | 28606         | QUARTERLY COPY CHRQ     | 15.00              |         |
| 33646        | 08/24/09   | 15.00        | 001944 | SANTA CRUZ COUNTY LAW LIBRARY  |             | 28735         | SHRED SERVICES          | 563.75             |         |
| 33647        | 08/24/09   | 563.75       | 001292 | SANTA CRUZ RECORDS MNGMT INC   |             | 28622         | CLASSIFIED ADS/FIN      | 199.70             |         |
| 33648        | 08/24/09   | 399.40       | 149    | SANTA CRUZ SENTINEL            | 0           | 28623         | CLASSIFIED ADS/FIN      | 199.70             |         |
|              |            |              |        |                                |             | 28777         | MED PYMT SUPP           | 156.17             |         |
| 33649        | 08/24/09   | 156.17       | M010   | SHORT, SLOAN                   | 0           | 28785         | MED PYMT SUPP           | 28.03              |         |
| 33650        | 08/24/09   | 28.03        | M112   | SILVA, EDUARDO                 | 0           | 28768         | MED PYMT SUPP           | 56.06              |         |
| 33651        | 08/24/09   | 56.06        | M054   | SLOAN, FRANCIS                 | 0           | 28646         | EMP TOOL REPLACEMENT    | 105.31             |         |
| 33652        | 08/24/09   | 105.31       | 115    | SNAP-ON INDUSTRIAL             |             | 28676         | RESEARCH PARK RENT      | 12,224.03          |         |
| 33653        | 08/24/09   | 12,224.03    | 001075 | SOQUEL III ASSOCIATES          | 7           | 28668         | 9/1-9/30 MAINT/IT       | 315.99             |         |
| 33654        | 08/24/09   | 315.99       | 001234 | SSI                            |             | 28745         | JUL USE TAX PREPAY      | 359.00             |         |
| 33655        | 08/24/09   | 359.00       | 080    | STATE BOARD OF EQUALIZATION    |             | 28559         | JULY FUEL & LUBE        | 13,014.81          |         |
| 33656        | 08/24/09   | 13,014.81    | 001648 | STEVE'S UNION SERVICE          |             | 28683         | MEDICAL EXAM            | 75.00              |         |
| 33657        | 08/24/09   | 1,671.60     | 001165 | THANH N. VU MD                 | 7           | 28684         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                |             | 28685         | MEDICAL EXAM            | 75.00              |         |
|              |            |              |        |                                |             | 28686         | MEDICAL EXAM            | 75.00              |         |
|              |            |              |        |                                |             | 28687         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                |             | 28688         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                |             | 28689         | MEDICAL EXAM            | 75.00              |         |
|              |            |              |        |                                |             | 28690         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                |             | 28691         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                |             | 28692         | MEDICAL EXAM            | 75.00              |         |
|              |            |              |        |                                |             | 28693         | MEDICAL EXAM            | 75.00              |         |
|              |            |              |        |                                |             | 28694         | MEDICAL EXAM            | 75.00              |         |
|              |            |              |        |                                |             | 28695         | MEDICAL EXAM            | 150.00             |         |
|              |            |              |        |                                |             | 28696         | MEDICAL EXAM            | 75.00              |         |
|              |            |              |        |                                |             | 28700         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                |             | 28701         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                |             | 28702         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                |             | 28703         | MEDICAL EXAM            | 92.16              |         |
|              |            |              |        |                                |             | 28704         | MEDICAL EXAM            | 92.16              |         |

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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                     | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------|---------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 33658        | 08/24/09   | 28.03        | M086   | TOLINE, DONALD                  | 0           | 28769         | MED PYMT SUPP           | 28.03              |         |
| 33659        | 08/24/09   | 9,737.75     | 475    | TRAPEZE SOFTWARE GROUP, INC.    |             | 28670         | CONTRACT EXECUTION      | 9,737.75           |         |
| 33660        | 08/24/09   | 35.51        | 007    | UNITED PARCEL SERVICE           |             | 28647         | FRT OUT/FLT             | 35.51              |         |
| 33661        | 08/24/09   | 287.87       | 001251 | VERIZON BUSINESS SERVICES, INC. |             | 28708         | JULY PHONES             | 5.06               |         |
|              |            |              |        |                                 |             | 28709         | JULY PHONES             | 15.49              |         |
|              |            |              |        |                                 |             | 28710         | JULY PHONES             | 3.17               |         |
|              |            |              |        |                                 |             | 28711         | JULY PHONES             | 25.73              |         |
|              |            |              |        |                                 |             | 28712         | JULY PHONES             | 26.72              |         |
|              |            |              |        |                                 |             | 28713         | JULY PHONES             | 2.99               |         |
|              |            |              |        |                                 |             | 28714         | JULY PHONES             | 26.15              |         |
|              |            |              |        |                                 |             | 28715         | JULY PHONES             | 7.79               |         |
|              |            |              |        |                                 |             | 28716         | JULY PHONES             | 14.94              |         |
|              |            |              |        |                                 |             | 28717         | JULY PHONES             | 2.53               |         |
|              |            |              |        |                                 |             | 28718         | JULY PHONES             | 35.92              |         |
|              |            |              |        |                                 |             | 28719         | JULY PHONES             | 3.72               |         |
|              |            |              |        |                                 |             | 28720         | JULY PHONES             | 73.67              |         |
|              |            |              |        |                                 |             | 28721         | JULY PHONES             | 12.75              |         |
|              |            |              |        |                                 |             | 28722         | JULY PHONES             | 2.63               |         |
|              |            |              |        |                                 |             | 28723         | JULY PHONES             | 2.53               |         |
|              |            |              |        |                                 |             | 28724         | JULY PHONES             | 2.53               |         |
|              |            |              |        |                                 |             | 28725         | JULY PHONES             | 5.06               |         |
|              |            |              |        |                                 |             | 28726         | JULY PHONES             | 2.96               |         |
|              |            |              |        |                                 |             | 28727         | JULY PHONES             | 10.47              |         |
|              |            |              |        |                                 |             | 28728         | JULY PHONES             | 2.53               |         |
|              |            |              |        |                                 |             | 28729         | JULY PHONES             | 2.53               |         |
| 33662        | 08/24/09   | 217.29       | M076   | VONWAL, YVETTE                  | 0           | 28786         | MED PYMT SUPP           | 217.29             |         |
| 33663        | 08/24/09   | 1,000.00     | 162    | WASHINGTON LETTER ON TRANSPORT  |             | 28576         | 10/09-09/10 RENEWAL     | 1,000.00           |         |
| 33664        | 08/24/09   | 2,435.10     | 001506 | WESTERN STATES OIL CO., INC.    |             | 28612         | JUNE FUEL & LUBE        | 2,435.10           |         |
| 33665        | 08/24/09   | 28.03        | M088   | YAGI, RANDY                     | 0           | 28770         | MED PYMT SUPP           | 28.03              |         |
| 33666        | 08/24/09   | 221.19       | 147    | ZEE MEDICAL SERVICE CO.         |             | 28663         | SAFETY SUPPLIES         | 149.25             |         |
|              |            |              |        |                                 |             | 28731         | SAFETY SUPPLIES         | 71.94              |         |
| 33667        | 08/31/09   | 101.00       | 020    | ADT SECURITY SERVICES INC.      |             | 28736         | SEPT ALARMS             | 101.00             |         |
| 33668        | 08/31/09   | 726.56       | 001    | AT&T                            |             | 28794         | REPEATER/RIVER          | 85.08              |         |
|              |            |              |        |                                 |             | 28810         | AUG-SEPT PHONES/GOLF    | 641.48             |         |
| 33669        | 08/31/09   | 107.64       | 001A   | AT&T                            |             | 28799         | JULY PHONES/IT          | 68.84              |         |
|              |            |              |        |                                 |             | 28800         | JULY FAX/DUBOIS         | 38.80              |         |
| 33670        | 08/31/09   | 89.64        | 685    | BROOKS INTERNET SOFTWARE, INC.  |             | 28662         | OUT RPR EQUIP           | 89.64              |         |
| 33671        | 08/31/09   | 389.82       | 002627 | CDW GOVERNMENT, INC.            |             | 28667         | OFFICE SUPPLY/IT        | 389.82             |         |
| 33672        | 08/31/09   | 22.81        | 002063 | COSTCO                          |             | 28749         | LOCAL MTG EXP           | 22.81              |         |
| 33673        | 08/31/09   | 1,623.00     | 001219 | D&B POWER ASSOCIATES, INC       |             | 28661         | OUT RPR EQUIP           | 1,623.00           |         |
| 33674        | 08/31/09   | 43,217.34    | 800    | DELTA DENTAL PLAN               |             | 28836         | SEPT DENTAL INS         | 43,217.34          |         |
| 33675        | 08/31/09   | 742.50       | 432    | EXPRESS EMPLOYMENT PROS         |             | 28795         | TEMP/FAC W/E 8/9        | 742.50             |         |
| 33676        | 08/31/09   | 103.88       | 372    | FEDERAL EXPRESS                 |             | 28842         | AUG SHIPPING            | 103.88             |         |
| 33677        | 08/31/09   | 79.83        | 282    | GRAINGER                        |             | 28805         | PARTS & SUPPLIES        | 79.83              |         |
| 33678        | 08/31/09   | 375.00       | 852    | LAW OFFICES OF MARIE F. SANG    | 7           | 28792         | WORKERS COMP CLAIM      | 150.00             |         |
|              |            |              |        |                                 |             | 28793         | WORKERS COMP CLAIM      | 225.00             |         |
| 33679        | 08/31/09   | 44.00        | E528   | MCDONALD, JANIE                 |             | 28814         | DMV FEES                | 44.00              |         |
| 33680        | 08/31/09   | 22.02        | 001936 | MCI                             |             | 28834         | JULY PHONES             | 22.02              |         |
| 33681        | 08/31/09   | 52.10        | 041    | MISSION UNIFORM                 |             | 28734         | UNIF/LAUNDRY/FAC        | 52.10              |         |
| 33682        | 08/31/09   | 1,180.54     | 009    | PACIFIC GAS & ELECTRIC          |             | 28798         | 7/11-8/11 RESEARCH      | 1,180.54           |         |

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| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR | VENDOR NAME                    | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT      |
|--------------|------------|--------------|--------|--------------------------------|-------------|---------------|-------------------------|--------------------|--------------|
| 33683        | 08/31/09   | 455.98       | 043    | PALACE ART & OFFICE SUPPLY     |             | 28605         | OFFICE SUPPLY/LGL       | 8.75               |              |
|              |            |              |        |                                |             | 28624         | OFFICE SUPPLIES/FIN     | 411.36             |              |
|              |            |              |        |                                |             | 28682         | OFFICE SUPPLY/ADM       | 35.87              |              |
| 33684        | 08/31/09   | 85.19        | 950    | PARADISE LANDSCAPE INC         | 0           | 28809         | OUT RPR/SVTC            | 85.19              |              |
| 33685        | 08/31/09   | 220.00       | 481    | PIED PIPER EXTERMINATORS, INC. |             | 28801         | JULY PEST CONTROL       | 53.00              |              |
|              |            |              |        |                                |             | 28802         | JULY PEST CONTROL       | 70.00              |              |
|              |            |              |        |                                |             | 28803         | JULY PEST CONTROL       | 48.50              |              |
|              |            |              |        |                                |             | 28804         | JULY PEST CONTROL       | 48.50              |              |
| 33686        | 08/31/09   | 1,811.04     | 001098 | ROBERT HALF MANAGMENT RESOURCE |             | 28790         | TEMP/FIN W/E 8/14       | 1,811.04           |              |
| 33687        | 08/31/09   | 56.06        | M085   | ROSSI, DENISE                  | 0           | 28766         | MED PYMT SUPP           | 56.06              |              |
| 33688        | 08/31/09   | 50.00        | 960    | SANTA CRUZ COUNTY EAC          |             | 28815         | 9/17 SEMINAR            | 50.00              | VOIDED       |
| 33689        | 08/31/09   | 8,980.40     | 079    | SANTA CRUZ MUNICIPAL UTILITIES |             | 28818         | 7/15-8/13 120 GOLF      | 1,132.51           |              |
|              |            |              |        |                                |             | 28819         | 7/15-8/13 VERNON        | 62.36              |              |
|              |            |              |        |                                |             | 28820         | 7/15-8/13 111 DUBOIS    | 108.58             |              |
|              |            |              |        |                                |             | 28821         | 7/15-8/13 RIVER         | 1,311.43           |              |
|              |            |              |        |                                |             | 28822         | 7/15-8/13 RIVER         | 2,868.98           |              |
|              |            |              |        |                                |             | 28823         | 7/15-8/13 VERNON        | 132.75             |              |
|              |            |              |        |                                |             | 28824         | 7/15-8/13 111 DUBOIS    | 408.94             |              |
|              |            |              |        |                                |             | 28825         | 7/15-8/17 PACIFIC       | 98.48              |              |
|              |            |              |        |                                |             | 28826         | 7/15-8/17 PACIFIC       | 2,856.37           |              |
| 33690        | 08/31/09   | 47,943.25    | 001301 | SEDGWICK CMS HOLDINGS, INC.    |             | 28791         | 9/1-11/30 QUARTERLY     | 47,943.25          |              |
| 33691        | 08/31/09   | 2,500.00     | 002267 | SHAW / YODER / ANTWIH, INC.    |             | 28674         | AUG LEGISLATIVE SVCS    | 2,500.00           |              |
| 33692        | 08/31/09   | 59.55        | 007    | UNITED PARCEL SERVICE          |             | 28841         | FRT OUT/FLT             | 59.55              |              |
| 33693        | 08/31/09   | 54.53        | 434B   | VERIZON CALIFORNIA             |             | 28833         | MT BIEWLASKI            | 54.53              |              |
| 33694        | 08/31/09   | 90.02        | 434    | VERIZON WIRELESS               | 0           | 28812         | PC CARDS/ADMIN          | 90.02              |              |
| 33695        | 08/31/09   | 11,550.00    | 001043 | VISION SERVICE PLAN            |             | 28837         | SEPT VISION INS         | 11,550.00          |              |
| 33696        | 08/31/09   | 117.01       | E495   | WHITE, LES                     |             | 28816         | 7/20-7/22 EMP TRAVEL    | 117.01             |              |
| 33697        | 08/31/09   | 41.06        | M115   | WILLIAMS, CHRIS                | 0           | 9000805       | MED PYMT SUPP           | 41.06              |              |
| TOTAL        |            | 1,211,635.24 |        | ACCOUNTS PAYABLE               |             |               | TOTAL CHECKS            | 285                | 1,211,635.24 |

5-1.23

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009

**TO:** Board of Directors

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

**SUBJECT: MONTHLY BUDGET STATUS REPORTS FOR JULY 2009 AND AUGUST 2009.**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors accept and file the budget status reports for July 2009 and August 2009.**

## II. SUMMARY OF ISSUES

- **Operating Revenues** for the months of July and August 2009 were \$281K or 15 % under the amount of revenue expected for July 2009, and \$544K or 24 % under the amount of revenue expected for August 2009.
- **Consolidated Operating Expenses** for the month of July 2009 were \$468K or 14 % under budget and \$567K or 17 % under budget for the month of August 2009.
- **Capital Budget** spending year to date through July 2009 was \$117K or 1 % of the Capital budget and \$553K through August 2009 or 3 % of the Capital Budget.

## III. DISCUSSION

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

The fiscal year has elapsed 17%.

5-2.1

**A. Operating Revenue**

For the months of July and August 2009 revenues were \$281K or 15 % under the amount of revenue expected for July 2009, and \$544K or 24 % under the amount of revenue expected for August 2009. Revenue variances are explained in the notes at the end of the revenue report.

**B. Operating Expense by Department**

Total Operating Expenses by Department for the month of July 2009 were \$468K or 14 % under budget; 6 % over where we were in FY09. Total Operating Expense by Department for the month of August 2009 were \$567K or 17 % under budget; 4 % over where we were in FY09. Majority of the variance is due to lower than anticipated Personnel, Prof & Tech Fees, Fuel & Lube Rev Vehicles and Rev Vehicle Parts expenses.

**C. Consolidated Operating Expenses**

Consolidated Operating Expenses for the month of July 2009 were \$468K or 14 % under budget. For the month of August 2009 Consolidated Operating Expenses were \$567K or 17 % under budget. Personnel Expenses, Prof & Tech Fees, Fuels & Lube Rev Veh, Rev Vehicle Parts, and Settlement Costs all contributed to the variance. Further explanation of these accounts is contained in the notes following the report.

**D. Capital Budget**

Capital Budget spending year to date through July 2009 was \$117K or 1 % of the Capital budget and \$553K through August 2009 or 3 % of the Capital Budget. Of this, \$160K or 4 % has been spent of the MetroBase Maintenance Facility line item and \$371K or 15 % has been spent on the Purchase & Renovation of Vernon Bldg.

**IV. FINANCIAL CONSIDERATIONS**

Due to the severe economic downturn and the resulting significant decline in revenue, 15 % under the amount of revenue expected for July 2009, and 24 % under the amount of revenue expected for August 2009, staff is implementing cost - cutting strategies and diligently looking at different scenarios and options in order to close the budget gap. More information will be presented to the Board of Directors at the November 13<sup>th</sup> workshop meeting.

**IV. ATTACHMENTS**

- Attachment A:** FY10 Operating Revenue for the month ending – 07/31/09  
FY10 Operating Expenses by Department for the month ending – 07/31/09

5-2.2

FY10 Consolidated Operating Expenses for the month ending – 07/31/09  
FY10 Capital Budget Reports for the month ending – 07/31/09

**Attachment B:** FY10 Operating Revenue for the month ending – 08/31/09  
FY10 Operating Expenses by Department for the month ending – 08/31/09  
FY10 Consolidated Operating Expenses for the month ending – 08/31/09  
FY10 Capital Budget Reports for the month ending – 08/31/09

Prepared by: Kristina Mihaylova, Financial Analyst  
Date Prepared: October 15, 2009

5-2.3



**FY10**  
**Operating Revenue**  
**For the month ending - July 31, 2009**

Percent of Year Elapsed - 8%

| Revenue Source                      | Current Period        |                     |                     |             |          | Year to Date          |                     |                     |             |                       | YTD Year Over Year Comparison |                     |             |  |
|-------------------------------------|-----------------------|---------------------|---------------------|-------------|----------|-----------------------|---------------------|---------------------|-------------|-----------------------|-------------------------------|---------------------|-------------|--|
|                                     | Actual                | Budget              | \$ Var              | % Var       | Notes    | Actual                | Budget              | \$ Var              | % Var       | FY10                  | FY09                          | \$ Var              | % Var       |  |
| Passenger Fares                     | \$ 293,389            | \$ 323,390          | \$ (30,001)         | -9%         |          | \$ 293,389            | \$ 323,390          | \$ (30,001)         | -9%         | \$ 293,389            | \$ 320,485                    | \$ (27,096)         | -8%         |  |
| Paratransit Fares                   | \$ 20,627             | \$ 20,138           | \$ 489              | 2%          |          | \$ 20,627             | \$ 20,138           | \$ 489              | 2%          | \$ 20,627             | \$ 19,822                     | \$ 805              | 4%          |  |
| Special Transit Fares               | \$ 83,772             | \$ 89,714           | \$ (5,942)          | -7%         |          | \$ 83,772             | \$ 89,714           | \$ (5,942)          | -7%         | \$ 83,772             | \$ 87,473                     | \$ (3,701)          | -4%         |  |
| Highway 17 Fares                    | \$ 79,675             | \$ 83,486           | \$ (3,811)          | -5%         |          | \$ 79,675             | \$ 83,486           | \$ (3,811)          | -5%         | \$ 79,675             | \$ 80,687                     | \$ (1,012)          | -1%         |  |
| Highway 17 Payments                 | \$ 43,015             | \$ 40,102           | \$ 2,913            | 7%          |          | \$ 43,015             | \$ 40,102           | \$ 2,913            | 7%          | \$ 43,015             | \$ 40,600                     | \$ 2,415            | 6%          |  |
| <b>Subtotal Passenger Revenue</b>   | <b>\$ 520,478</b>     | <b>\$ 556,830</b>   | <b>\$ (36,352)</b>  | <b>-7%</b>  | <b>1</b> | <b>\$ 520,478</b>     | <b>\$ 556,830</b>   | <b>\$ (36,352)</b>  | <b>-7%</b>  | <b>\$ 520,478</b>     | <b>\$ 549,067</b>             | <b>\$ (28,589)</b>  | <b>-5%</b>  |  |
| Commissions                         | \$ -                  | \$ 458              | \$ (458)            | -100%       |          | \$ -                  | \$ 458              | \$ (458)            | -100%       | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| Advertising Income                  | \$ 25,768             | \$ 26,857           | \$ (1,089)          | -4%         |          | \$ 25,768             | \$ 26,857           | \$ (1,089)          | -4%         | \$ 25,768             | \$ 16,755                     | \$ 9,013            | 54%         |  |
| Rent Income - SC Pacific Station    | \$ 7,598              | \$ 7,492            | \$ 106              | 1%          |          | \$ 7,598              | \$ 7,492            | \$ 106              | 1%          | \$ 7,598              | \$ 7,378                      | \$ 220              | 3%          |  |
| Rent Income - Watsonville TC        | \$ 2,855              | \$ 3,904            | \$ (1,049)          | -27%        |          | \$ 2,855              | \$ 3,904            | \$ (1,049)          | -27%        | \$ 2,855              | \$ 4,167                      | \$ (1,312)          | -31%        |  |
| Rent Income - General               | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ 5,100                      | \$ (5,100)          | -100%       |  |
| Interest Income                     | \$ 19,220             | \$ 5,087            | \$ 14,133           | 278%        | 2        | \$ 19,220             | \$ 5,087            | \$ 14,133           | 278%        | \$ 19,220             | \$ 48,236                     | \$ (29,016)         | -60%        |  |
| Other Non-Transp Revenue            | \$ 57                 | \$ 485              | \$ (428)            | -88%        |          | \$ 57                 | \$ 485              | \$ (428)            | -88%        | \$ 57                 | \$ 118                        | \$ (61)             | -52%        |  |
| Sales Tax Revenue                   | \$ 1,002,200          | \$ 1,257,726        | \$ (255,526)        | -20%        | 3        | \$ 1,002,200          | \$ 1,257,726        | \$ (255,526)        | -20%        | \$ 1,002,200          | \$ 1,207,900                  | \$ (205,700)        | -17%        |  |
| Transp Dev Act (TDA) - Op Asst      | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| <b>Subtotal Other Revenue</b>       | <b>\$ 1,057,698</b>   | <b>\$ 1,302,009</b> | <b>\$ (244,311)</b> | <b>-19%</b> |          | <b>\$ 1,057,698</b>   | <b>\$ 1,302,009</b> | <b>\$ (244,311)</b> | <b>-19%</b> | <b>\$ 1,057,698</b>   | <b>\$ 1,289,654</b>           | <b>\$ (231,956)</b> | <b>-18%</b> |  |
| FTA Sec 5307 - Op Asst              | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| Repay FTA Advance                   | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| FTA Sec 5311 - Rural Op Asst        | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| Sec 5303 - AMBAG Funding            | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| FTA Sec 5317 - Op Assistance        | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| <b>Subtotal Grant Revenue</b>       | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>0%</b>   |          | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>0%</b>   | <b>\$ -</b>           | <b>\$ -</b>                   | <b>\$ -</b>         | <b>0%</b>   |  |
| <b>Subtotal Operating Revenue</b>   | <b>\$ 1,578,176</b>   | <b>\$ 1,858,839</b> | <b>\$ (280,663)</b> | <b>-15%</b> |          | <b>\$ 1,578,176</b>   | <b>\$ 1,858,839</b> | <b>\$ (280,663)</b> | <b>-15%</b> | <b>\$ 1,578,176</b>   | <b>\$ 1,838,721</b>           | <b>\$ (260,545)</b> | <b>-14%</b> |  |
| <b>Total Operating Expenses</b>     | <b>\$ 2,965,363</b>   |                     |                     |             |          | <b>\$ 2,965,363</b>   |                     |                     |             | <b>\$ 2,965,363</b>   | <b>\$ 2,810,307</b>           |                     |             |  |
| <b>Variance</b>                     | <b>\$ (1,387,187)</b> |                     |                     |             |          | <b>\$ (1,387,187)</b> |                     |                     |             | <b>\$ (1,387,187)</b> | <b>\$ (971,586)</b>           |                     |             |  |
| <b>One-Time Revenue</b>             |                       |                     |                     |             |          |                       |                     |                     |             |                       |                               |                     |             |  |
| Transfer (to)/from Capital Reserves | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| Transfer (to)/from Cash Flow Res    | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| Transfer (to)/from W/C Reserve      | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| Transfer (to)/from Liab Ins Res     | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| Carryover from Previous Year        | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                  | \$ -                          | \$ -                | 0%          |  |
| <b>Subtotal One-Time Revenue</b>    | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>0%</b>   |          | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>0%</b>   | <b>\$ -</b>           | <b>\$ -</b>                   | <b>\$ -</b>         | <b>0%</b>   |  |
| <b>Total Revenue</b>                | <b>\$ 1,578,176</b>   | <b>\$ 1,858,839</b> | <b>\$ (280,663)</b> | <b>-15%</b> |          | <b>\$ 1,578,176</b>   | <b>\$ 1,858,839</b> | <b>\$ (280,663)</b> | <b>-15%</b> | <b>\$ 1,578,176</b>   | <b>\$ 1,838,721</b>           | <b>\$ (260,545)</b> | <b>-14%</b> |  |
| <b>Total Operating Expenses</b>     | <b>\$ 2,965,363</b>   |                     |                     |             |          | <b>\$ 2,965,363</b>   |                     |                     |             | <b>\$ 2,965,363</b>   | <b>\$ 2,810,307</b>           |                     |             |  |
| <b>Variance</b>                     | <b>\$ (1,387,187)</b> |                     |                     |             |          | <b>\$ (1,387,187)</b> |                     |                     |             | <b>\$ (1,387,187)</b> | <b>\$ (971,586)</b>           |                     |             |  |

5-2.a1

Attachment A





**FY10**  
**Operating Revenue**  
*For the month ending - July 31, 2009*

Percent of Year Elapsed - 8%

| <u>Revenue Source</u> | <u>Actual</u> | <u>Current Period</u> |               |              |               | <u>Notes</u> | <u>Year to Date</u> |               |              | <u>YTD Year Over Year Comparison</u> |             |             |               |
|-----------------------|---------------|-----------------------|---------------|--------------|---------------|--------------|---------------------|---------------|--------------|--------------------------------------|-------------|-------------|---------------|
|                       |               | <u>Budget</u>         | <u>\$ Var</u> | <u>% Var</u> | <u>Actual</u> |              | <u>Budget</u>       | <u>\$ Var</u> | <u>% Var</u> | <u>Actual</u>                        | <u>FY10</u> | <u>FY09</u> | <u>\$ Var</u> |

Current Period Notes:

- 1) **Passenger Revenue** is under budget due to a decrease in ridership.
- 2) **Interest Income** is over budget due to revenue budgeted using County Treasury estimates, while a higher interest rate was actually paid.
- 3) **Sales Tax Revenue** is under budget due to less consumer discretionary spending and current economic conditions.

5-2-02



**FY10**  
**Operating Expenses by Department**  
**For the month ending - July 31, 2009**

|  | Current Period      |                     |                     |             |       | Year to Date        |                     |                     |             | YTD Year Over Year Comparison |                     |                  |            |  |
|--|---------------------|---------------------|---------------------|-------------|-------|---------------------|---------------------|---------------------|-------------|-------------------------------|---------------------|------------------|------------|--|
|  | Actual              | Budget              | \$ Var              | % Var       | Notes | Actual              | Budget              | \$ Var              | % Var       | FY10 Actual                   | FY09                | \$ Var           | % Var      |  |
| <b>Departmental Personnel Expenses</b>     |                     |                     |                     |             |       |                     |                     |                     |             |                               |                     |                  |            |  |
| 700 - SCCIC                                | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -             | 0%         |  |
| 1100 - Administration                      | \$ 68,472           | \$ 68,438           | \$ 34               | 0%          |       | \$ 68,472           | \$ 68,438           | \$ 34               | 0%          | \$ 68,472                     | \$ 89,380           | \$ (20,908)      | -23%       |  |
| 1200 - Finance                             | \$ 88,104           | \$ 97,142           | \$ (9,038)          | -9%         |       | \$ 88,104           | \$ 97,142           | \$ (9,038)          | -9%         | \$ 88,104                     | \$ 46,909           | \$ 41,195        | 88%        |  |
| 1300 - Customer Service                    | \$ 31,936           | \$ 39,070           | \$ (7,134)          | -18%        |       | \$ 31,936           | \$ 39,070           | \$ (7,134)          | -18%        | \$ 31,936                     | \$ 36,897           | \$ (4,961)       | -13%       |  |
| 1400 - Human Resources                     | \$ 50,655           | \$ 50,597           | \$ 58               | 0%          |       | \$ 50,655           | \$ 50,597           | \$ 58               | 0%          | \$ 50,655                     | \$ 48,701           | \$ 1,954         | 4%         |  |
| 1500 - Information Technology              | \$ 43,419           | \$ 44,061           | \$ (642)            | -1%         |       | \$ 43,419           | \$ 44,061           | \$ (642)            | -1%         | \$ 43,419                     | \$ 42,097           | \$ 1,322         | 3%         |  |
| 1700 - District Counsel                    | \$ 38,572           | \$ 39,205           | \$ (633)            | -2%         |       | \$ 38,572           | \$ 39,205           | \$ (633)            | -2%         | \$ 38,572                     | \$ 37,515           | \$ 1,057         | 3%         |  |
| 1800 - Risk Management                     | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -             | 0%         |  |
| 2200 - Facilities Maintenance              | \$ 80,613           | \$ 87,177           | \$ (6,564)          | -8%         |       | \$ 80,613           | \$ 87,177           | \$ (6,564)          | -8%         | \$ 80,613                     | \$ 75,440           | \$ 5,173         | 7%         |  |
| 3100 - Paratransit Program                 | \$ 271,027          | \$ 307,169          | \$ (36,142)         | -12%        |       | \$ 271,027          | \$ 307,169          | \$ (36,142)         | -12%        | \$ 271,027                    | \$ 289,193          | \$ (18,166)      | -6%        |  |
| 3200 - Operations                          | \$ 182,653          | \$ 178,997          | \$ 3,656            | 2%          |       | \$ 182,653          | \$ 178,997          | \$ 3,656            | 2%          | \$ 182,653                    | \$ 187,310          | \$ (4,657)       | -2%        |  |
| 3300 - Bus Operators                       | \$ 1,121,685        | \$ 1,195,056        | \$ (73,371)         | -6%         |       | \$ 1,121,685        | \$ 1,195,056        | \$ (73,371)         | -6%         | \$ 1,121,685                  | \$ 1,075,480        | \$ 46,205        | 4%         |  |
| 4100 - Fleet Maintenance                   | \$ 317,324          | \$ 324,746          | \$ (7,422)          | -2%         |       | \$ 317,324          | \$ 324,746          | \$ (7,422)          | -2%         | \$ 317,324                    | \$ 321,621          | \$ (4,297)       | -1%        |  |
| 9001 - Cobra Benefits                      | \$ 656              | \$ -                | \$ 656              | 100%        |       | \$ 656              | \$ -                | \$ 656              | 100%        | \$ 656                        | \$ 449              | \$ 207           | 46%        |  |
| 9005 - Retired Employee Benefits           | \$ 145,972          | \$ 180,037          | \$ (34,065)         | -19%        |       | \$ 145,972          | \$ 180,037          | \$ (34,065)         | -19%        | \$ 145,972                    | \$ 131,957          | \$ 14,015        | 11%        |  |
| 9014 - Operating Grants                    | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -             | 0%         |  |
| 110020 - Operating Grants                  | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -             | 0%         |  |
| 100 - New Flyer Parts Credit               | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -             | 0%         |  |
| <b>Subtotal Personnel Expenses</b>         | <b>\$ 2,441,088</b> | <b>\$ 2,611,695</b> | <b>\$ (170,607)</b> | <b>-7%</b>  |       | <b>\$ 2,441,088</b> | <b>\$ 2,611,695</b> | <b>\$ (170,607)</b> | <b>-7%</b>  | <b>\$ 2,441,088</b>           | <b>\$ 2,382,949</b> | <b>\$ 58,139</b> | <b>2%</b>  |  |
| <b>Departmental Non-Personnel Expenses</b> |                     |                     |                     |             |       |                     |                     |                     |             |                               |                     |                  |            |  |
| 700 - SCCIC                                | \$ -                | \$ 25               | \$ (25)             | -100%       |       | \$ -                | \$ 25               | \$ (25)             | -100%       | \$ -                          | \$ 20               | \$ (20)          | -100%      |  |
| 1100 - Administration                      | \$ 21,464           | \$ 33,147           | \$ (11,683)         | -35%        |       | \$ 21,464           | \$ 33,147           | \$ (11,683)         | -35%        | \$ 21,464                     | \$ 17,042           | \$ 4,422         | 26%        |  |
| 1200 - Finance                             | \$ 58,856           | \$ 58,315           | \$ 541              | 1%          |       | \$ 58,856           | \$ 58,315           | \$ 541              | 1%          | \$ 58,856                     | \$ 49,433           | \$ 9,423         | 19%        |  |
| 1300 - Customer Service                    | \$ 1,172            | \$ 4,930            | \$ (3,758)          | -76%        |       | \$ 1,172            | \$ 4,930            | \$ (3,758)          | -76%        | \$ 1,172                      | \$ 6,056            | \$ (4,884)       | -81%       |  |
| 1400 - Human Resources                     | \$ 2,325            | \$ 16,081           | \$ (13,756)         | -86%        |       | \$ 2,325            | \$ 16,081           | \$ (13,756)         | -86%        | \$ 2,325                      | \$ 1,349            | \$ 976           | 72%        |  |
| 1500 - Information Technology              | \$ 13,452           | \$ 21,317           | \$ (7,865)          | -37%        |       | \$ 13,452           | \$ 21,317           | \$ (7,865)          | -37%        | \$ 13,452                     | \$ 13,890           | \$ (438)         | -3%        |  |
| 1700 - District Counsel                    | \$ 1,029            | \$ 1,691            | \$ (662)            | -39%        |       | \$ 1,029            | \$ 1,691            | \$ (662)            | -39%        | \$ 1,029                      | \$ 1,269            | \$ (240)         | -19%       |  |
| 1800 - Risk Management                     | \$ 1,193            | \$ 20,833           | \$ (19,640)         | -94%        |       | \$ 1,193            | \$ 20,833           | \$ (19,640)         | -94%        | \$ 1,193                      | \$ 3,185            | \$ (1,992)       | -63%       |  |
| 2200 - Facilities Maintenance              | \$ 154,532          | \$ 157,578          | \$ (3,046)          | -2%         |       | \$ 154,532          | \$ 157,578          | \$ (3,046)          | -2%         | \$ 154,532                    | \$ 112,038          | \$ 42,494        | 38%        |  |
| 3100 - Paratransit Program                 | \$ 51,364           | \$ 74,437           | \$ (23,073)         | -31%        |       | \$ 51,364           | \$ 74,437           | \$ (23,073)         | -31%        | \$ 51,364                     | \$ 50,626           | \$ 738           | 1%         |  |
| 3200 - Operations                          | \$ 35,792           | \$ 42,438           | \$ (6,646)          | -16%        |       | \$ 35,792           | \$ 42,438           | \$ (6,646)          | -16%        | \$ 35,792                     | \$ 49,234           | \$ (13,442)      | -27%       |  |
| 3300 - Bus Operators                       | \$ -                | \$ 637              | \$ (637)            | -100%       |       | \$ -                | \$ 637              | \$ (637)            | -100%       | \$ -                          | \$ -                | \$ -             | 0%         |  |
| 4100 - Fleet Maintenance                   | \$ 183,095          | \$ 390,663          | \$ (207,568)        | -53%        |       | \$ 183,095          | \$ 390,663          | \$ (207,568)        | -53%        | \$ 183,095                    | \$ 294,917          | \$ (111,822)     | -38%       |  |
| 9001 - Cobra Benefits                      | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -             | 0%         |  |
| 9005 - Retired Employee Benefits           | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -             | 0%         |  |
| 9014 - Operating Grants                    | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -             | 0%         |  |
| 110020 - Operating Grants                  | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -             | 0%         |  |
| 100 - New Flyer Parts Credit               | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ (171,700)        | \$ 171,700       | -100%      |  |
| <b>Subtotal Non-Personnel Expenses</b>     | <b>\$ 524,274</b>   | <b>\$ 822,092</b>   | <b>\$ (297,818)</b> | <b>-36%</b> |       | <b>\$ 524,274</b>   | <b>\$ 822,092</b>   | <b>\$ (297,818)</b> | <b>-36%</b> | <b>\$ 524,274</b>             | <b>\$ 427,359</b>   | <b>\$ 96,915</b> | <b>23%</b> |  |

5-2.93



**FY10**  
**Operating Expenses by Department**  
**For the month ending - July 31, 2009**

|                                    | Current Period      |                     |                     |             | Notes | Year to Date        |                     |                     |             | YTD Year Over Year Comparison |                     |                     |                   |           |  |  |
|------------------------------------|---------------------|---------------------|---------------------|-------------|-------|---------------------|---------------------|---------------------|-------------|-------------------------------|---------------------|---------------------|-------------------|-----------|--|--|
|                                    | Actual              | Budget              | \$ Var              | % Var       |       | Actual              | Budget              | \$ Var              | % Var       | Actual<br>FY10                | FY09                | \$ Var              | % Var             |           |  |  |
| <b>Total Departmental Expenses</b> |                     |                     |                     |             |       |                     |                     |                     |             |                               |                     |                     |                   |           |  |  |
| 700 - SCCIC                        | \$ -                | \$ 25               | \$ (25)             | -100%       |       | \$ -                | \$ 25               | \$ (25)             | -100%       |                               | \$ -                | \$ 20               | \$ (20)           | -100%     |  |  |
| 1100 - Administration              | \$ 89,938           | \$ 101,585          | \$ (11,649)         | -11%        | 1     | \$ 89,938           | \$ 101,585          | \$ (11,649)         | -11%        |                               | \$ 89,938           | \$ 106,422          | \$ (16,486)       | -15%      |  |  |
| 1200 - Finance                     | \$ 146,960          | \$ 155,457          | \$ (8,497)          | -5%         |       | \$ 146,960          | \$ 155,457          | \$ (8,497)          | -5%         |                               | \$ 146,960          | \$ 96,342           | \$ 50,618         | 53%       |  |  |
| 1300 - Customer Service            | \$ 33,108           | \$ 44,000           | \$ (10,892)         | -25%        |       | \$ 33,108           | \$ 44,000           | \$ (10,892)         | -25%        |                               | \$ 33,108           | \$ 42,953           | \$ (9,845)        | -23%      |  |  |
| 1400 - Human Resources             | \$ 52,980           | \$ 66,678           | \$ (13,698)         | -21%        | 2     | \$ 52,980           | \$ 66,678           | \$ (13,698)         | -21%        |                               | \$ 52,980           | \$ 50,050           | \$ 2,930          | 6%        |  |  |
| 1500 - Information Technology      | \$ 56,871           | \$ 65,378           | \$ (8,507)          | -13%        |       | \$ 56,871           | \$ 65,378           | \$ (8,507)          | -13%        |                               | \$ 56,871           | \$ 55,987           | \$ 884            | 2%        |  |  |
| 1700 - District Counsel            | \$ 39,601           | \$ 40,896           | \$ (1,295)          | -3%         |       | \$ 39,601           | \$ 40,896           | \$ (1,295)          | -3%         |                               | \$ 39,601           | \$ 38,784           | \$ 817            | 2%        |  |  |
| 1800 - Risk Management             | \$ 1,193            | \$ 20,833           | \$ (19,640)         | -94%        | 3     | \$ 1,193            | \$ 20,833           | \$ (19,640)         | -94%        |                               | \$ 1,193            | \$ 3,185            | \$ (1,992)        | -63%      |  |  |
| 2200 - Facilities Maintenance      | \$ 235,145          | \$ 244,755          | \$ (9,610)          | -4%         |       | \$ 235,145          | \$ 244,755          | \$ (9,610)          | -4%         |                               | \$ 235,145          | \$ 187,478          | \$ 47,667         | 25%       |  |  |
| 3100 - Paratransit Program         | \$ 322,391          | \$ 381,606          | \$ (59,215)         | -16%        | 4     | \$ 322,391          | \$ 381,606          | \$ (59,215)         | -16%        |                               | \$ 322,391          | \$ 339,819          | \$ (17,428)       | -5%       |  |  |
| 3200 - Operations                  | \$ 218,445          | \$ 221,435          | \$ (2,990)          | -1%         |       | \$ 218,445          | \$ 221,435          | \$ (2,990)          | -1%         |                               | \$ 218,445          | \$ 236,544          | \$ (18,099)       | -8%       |  |  |
| 3300 - Bus Operators               | \$ 1,121,685        | \$ 1,195,693        | \$ (74,008)         | -6%         | 5     | \$ 1,121,685        | \$ 1,195,693        | \$ (74,008)         | -6%         |                               | \$ 1,121,685        | \$ 1,075,480        | \$ 46,205         | 4%        |  |  |
| 4100 - Fleet Maintenance           | \$ 500,419          | \$ 715,409          | \$ (214,990)        | -30%        | 6     | \$ 500,419          | \$ 715,409          | \$ (214,990)        | -30%        |                               | \$ 500,419          | \$ 616,538          | \$ (116,119)      | -19%      |  |  |
| 9001 - Cobra Benefits              | \$ 656              | \$ -                | \$ 656              | 100%        |       | \$ 656              | \$ -                | \$ 656              | 100%        |                               | \$ 656              | \$ 449              | \$ 207            | 46%       |  |  |
| 9005 - Retired Employee Benefits   | \$ 145,972          | \$ 180,037          | \$ (34,065)         | -19%        | 7     | \$ 145,972          | \$ 180,037          | \$ (34,065)         | -19%        |                               | \$ 145,972          | \$ 131,957          | \$ 14,015         | 11%       |  |  |
| 9014 - Operating Grants            | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          |                               | \$ -                | \$ -                | \$ -              | 0%        |  |  |
| 110020 - Operating Grants          | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          |                               | \$ -                | \$ -                | \$ -              | 0%        |  |  |
| 100 - New Flyer Parts Credit       | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          |                               | \$ -                | \$ (171,700)        | \$ 171,700        | -100%     |  |  |
| <b>Total Operating Expenses</b>    | <b>\$ 2,965,362</b> | <b>\$ 3,433,787</b> | <b>\$ (468,425)</b> | <b>-14%</b> |       | <b>\$ 2,965,362</b> | <b>\$ 3,433,787</b> | <b>\$ (468,425)</b> | <b>-14%</b> |                               | <b>\$ 2,965,362</b> | <b>\$ 2,810,308</b> | <b>\$ 155,054</b> | <b>6%</b> |  |  |

\*\* does not include depreciation

**Current Period Notes:**

- 1) **Administration** is under budget due to less than anticipated Prof & Tech Fees (cost cutting measures) and Travel expenses.
- 2) **Human Resources** is under budget due to Prof & Tech Fees straight-lined and less than anticipated Training expenses.
- 3) **Risk Management** is under budget due to below budgeted settlement costs paid in July 2009.
- 4) **Paratransit Program** is under budget due to vacant funded positions and extended leaves.
- 5) **Bus Operators** is under budget due to vacant funded positions and extended leaves.
- 6) **Fleet** is under budget due to lower than anticipated prices of fuel.
- 7) **Retired Employee Benefits** is under budget due to the budget being straight lined. Increase will happen towards the end of the year.

5-2.94



**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - July 31, 2009**

|                                   | Current Period      |                     |                     |             |          | Year to Date        |                     |                     |             | YTD Year Over Year Comparison |                     |                    |            |
|-----------------------------------|---------------------|---------------------|---------------------|-------------|----------|---------------------|---------------------|---------------------|-------------|-------------------------------|---------------------|--------------------|------------|
|                                   | Actual              | Budget              | \$ Var              | % Var       | Notes    | Actual              | Budget              | \$ Var              | % Var       | FY10 Actual                   | FY09                | \$ Var             | % Var      |
| <b>LABOR</b>                      |                     |                     |                     |             |          |                     |                     |                     |             |                               |                     |                    |            |
| 501011 Bus Operator Pay           | \$ 640,277          | \$ 678,293          | \$ (38,016)         | -6%         |          | \$ 640,277          | \$ 678,293          | \$ (38,016)         | -6%         | \$ 640,277                    | \$ 664,173          | \$ (23,896)        | -4%        |
| 501013 Bus Operator Overtime      | \$ 117,798          | \$ 111,733          | \$ 6,065            | 5%          |          | \$ 117,798          | \$ 111,733          | \$ 6,065            | 5%          | \$ 117,798                    | \$ 56,940           | \$ 60,858          | 107%       |
| 501021 Other Salaries             | \$ 555,427          | \$ 570,460          | \$ (15,033)         | -3%         |          | \$ 555,427          | \$ 570,460          | \$ (15,033)         | -3%         | \$ 555,427                    | \$ 522,030          | \$ 33,397          | 6%         |
| 501023 Other Overtime             | \$ 31,527           | \$ 32,279           | \$ (752)            | -2%         |          | \$ 31,527           | \$ 32,279           | \$ (752)            | -2%         | \$ 31,527                     | \$ 22,460           | \$ 9,067           | 40%        |
| <b>Total Labor -</b>              | <b>\$ 1,345,029</b> | <b>\$ 1,392,765</b> | <b>\$ (47,736)</b>  | <b>-3%</b>  |          | <b>\$ 1,345,029</b> | <b>\$ 1,392,765</b> | <b>\$ (47,736)</b>  | <b>-3%</b>  | <b>\$ 1,345,029</b>           | <b>\$ 1,265,603</b> | <b>\$ 79,426</b>   | <b>6%</b>  |
| <b>FRINGE BENEFITS</b>            |                     |                     |                     |             |          |                     |                     |                     |             |                               |                     |                    |            |
| 502011 Medicare/Soc. Sec.         | \$ 19,995           | \$ 21,577           | \$ (1,582)          | -7%         |          | \$ 19,995           | \$ 21,577           | \$ (1,582)          | -7%         | \$ 19,995                     | \$ 18,405           | \$ 1,590           | 9%         |
| 502021 Retirement                 | \$ 194,166          | \$ 199,902          | \$ (5,736)          | -3%         |          | \$ 194,166          | \$ 199,902          | \$ (5,736)          | -3%         | \$ 194,166                    | \$ 194,489          | \$ (323)           | 0%         |
| 502031 Medical Insurance          | \$ 446,607          | \$ 528,472          | \$ (81,865)         | -15%        |          | \$ 446,607          | \$ 528,472          | \$ (81,865)         | -15%        | \$ 446,607                    | \$ 413,028          | \$ 33,579          | 8%         |
| 502041 Dental Insurance           | \$ 40,033           | \$ 46,442           | \$ (6,409)          | -14%        |          | \$ 40,033           | \$ 46,442           | \$ (6,409)          | -14%        | \$ 40,033                     | \$ 40,672           | \$ (639)           | -2%        |
| 502045 Vision Insurance           | \$ 11,299           | \$ 12,057           | \$ (758)            | -6%         |          | \$ 11,299           | \$ 12,057           | \$ (758)            | -6%         | \$ 11,299                     | \$ 10,921           | \$ 378             | 3%         |
| 502051 Life Insurance             | \$ 3,556            | \$ 4,327            | \$ (771)            | -18%        |          | \$ 3,556            | \$ 4,327            | \$ (771)            | -18%        | \$ 3,556                      | \$ 7,554            | \$ (3,998)         | -53%       |
| 502060 State Disability           | \$ 17,429           | \$ 26,562           | \$ (9,133)          | -34%        |          | \$ 17,429           | \$ 26,562           | \$ (9,133)          | -34%        | \$ 17,429                     | \$ 11,729           | \$ 5,700           | 49%        |
| 502061 Disability Insurance       | \$ 16,263           | \$ 22,749           | \$ (6,486)          | -29%        |          | \$ 16,263           | \$ 22,749           | \$ (6,486)          | -29%        | \$ 16,263                     | \$ 17,165           | \$ (902)           | -5%        |
| 502071 State Unemp. Ins           | \$ 312              | \$ 4,434            | \$ (4,122)          | -93%        |          | \$ 312              | \$ 4,434            | \$ (4,122)          | -93%        | \$ 312                        | \$ 182              | \$ 130             | 71%        |
| 502081 Worker's Comp Ins          | \$ 57,295           | \$ 85,756           | \$ (28,461)         | -33%        |          | \$ 57,295           | \$ 85,756           | \$ (28,461)         | -33%        | \$ 57,295                     | \$ 76,420           | \$ (19,125)        | -25%       |
| 502083 Worker's Comp IBNR         | \$ -                | \$ -                | \$ -                | 0%          |          | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -               | 0%         |
| 502101 Holiday Pay                | \$ 18,446           | \$ 26,666           | \$ (8,220)          | -31%        |          | \$ 18,446           | \$ 26,666           | \$ (8,220)          | -31%        | \$ 18,446                     | \$ 24,497           | \$ (6,051)         | -25%       |
| 502103 Floating Holiday           | \$ 4,623            | \$ 6,042            | \$ (1,419)          | -23%        |          | \$ 4,623            | \$ 6,042            | \$ (1,419)          | -23%        | \$ 4,623                      | \$ 968              | \$ 3,655           | 378%       |
| 502109 Sick Leave                 | \$ 48,377           | \$ 77,938           | \$ (29,561)         | -38%        |          | \$ 48,377           | \$ 77,938           | \$ (29,561)         | -38%        | \$ 48,377                     | \$ 50,762           | \$ (2,385)         | -5%        |
| 502111 Annual Leave               | \$ 194,287          | \$ 131,432          | \$ 62,855           | 48%         |          | \$ 194,287          | \$ 131,432          | \$ 62,855           | 48%         | \$ 194,287                    | \$ 234,009          | \$ (39,722)        | -17%       |
| 502121 Other Paid Absence         | \$ 15,197           | \$ 10,657           | \$ 4,540            | 43%         |          | \$ 15,197           | \$ 10,657           | \$ 4,540            | 43%         | \$ 15,197                     | \$ 8,146            | \$ 7,051           | 87%        |
| 502251 Physical Exams             | \$ 334              | \$ 1,108            | \$ (774)            | -70%        |          | \$ 334              | \$ 1,108            | \$ (774)            | -70%        | \$ 334                        | \$ 75               | \$ 259             | 345%       |
| 502253 Driver Lic Renewal         | \$ 527              | \$ 367              | \$ 160              | 44%         |          | \$ 527              | \$ 367              | \$ 160              | 44%         | \$ 527                        | \$ 98               | \$ 429             | 438%       |
| 502999 Other Fringe Benefits      | \$ 7,312            | \$ 12,443           | \$ (5,131)          | -41%        |          | \$ 7,312            | \$ 12,443           | \$ (5,131)          | -41%        | \$ 7,312                      | \$ 8,226            | \$ (914)           | -11%       |
| <b>Total Fringe Benefits -</b>    | <b>\$ 1,096,058</b> | <b>\$ 1,218,931</b> | <b>\$ (122,873)</b> | <b>-10%</b> |          | <b>\$ 1,096,058</b> | <b>\$ 1,218,931</b> | <b>\$ (122,873)</b> | <b>-10%</b> | <b>\$ 1,096,058</b>           | <b>\$ 1,117,346</b> | <b>\$ (21,288)</b> | <b>-2%</b> |
| <b>Total Personnel Expenses -</b> | <b>\$ 2,441,087</b> | <b>\$ 2,611,696</b> | <b>\$ (170,609)</b> | <b>-7%</b>  | <b>1</b> | <b>\$ 2,441,087</b> | <b>\$ 2,611,696</b> | <b>\$ (170,609)</b> | <b>-7%</b>  | <b>\$ 2,441,087</b>           | <b>\$ 2,382,949</b> | <b>\$ 58,138</b>   | <b>2%</b>  |

5-2.95



**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - July 31, 2009**

|  | Current Period    |                   |                     |             |       | Year to Date      |                   |                     |             | YTD Year Over Year Comparison |                   |                  |            |
|--|-------------------|-------------------|---------------------|-------------|-------|-------------------|-------------------|---------------------|-------------|-------------------------------|-------------------|------------------|------------|
|  | Actual            | Budget            | \$ Var              | % Var       | Notes | Actual            | Budget            | \$ Var              | % Var       | FY10 Actual                   | FY09              | \$ Var           | % Var      |
| <b>SERVICES</b>                                |                   |                   |                     |             |       |                   |                   |                     |             |                               |                   |                  |            |
| 503011 Acctg & Audit Fees                      | \$ 3,200          | \$ 879            | \$ 2,321            | 264%        |       | \$ 3,200          | \$ 879            | \$ 2,321            | 264%        | \$ 3,200                      | \$ 2,000          | \$ 1,200         | 60%        |
| 503012 Admin & Bank Fees                       | \$ 1,282          | \$ 1,413          | \$ (131)            | -9%         |       | \$ 1,282          | \$ 1,413          | \$ (131)            | -9%         | \$ 1,282                      | \$ 648            | \$ 634           | 98%        |
| 503031 Prof & Tech Fees                        | \$ 7,307          | \$ 24,888         | \$ (17,581)         | -71%        | 2     | \$ 7,307          | \$ 24,888         | \$ (17,581)         | -71%        | \$ 7,307                      | \$ 675            | \$ 6,632         | 983%       |
| 503032 Legislative Services                    | \$ 7,500          | \$ 8,617          | \$ (1,117)          | -13%        |       | \$ 7,500          | \$ 8,617          | \$ (1,117)          | -13%        | \$ 7,500                      | \$ 7,500          | \$ -             | 0%         |
| 503033 Legal Services                          | \$ 1,125          | \$ 4,583          | \$ (3,458)          | -75%        |       | \$ 1,125          | \$ 4,583          | \$ (3,458)          | -75%        | \$ 1,125                      | \$ -              | \$ 1,125         | 100%       |
| 503034 Pre-Employ Exams                        | \$ 1,645          | \$ 1,037          | \$ 608              | 59%         |       | \$ 1,645          | \$ 1,037          | \$ 608              | 59%         | \$ 1,645                      | \$ 718            | \$ 927           | 129%       |
| 503041 Temp Help                               | \$ 13,033         | \$ -              | \$ 13,033           | 100%        | 3     | \$ 13,033         | \$ -              | \$ 13,033           | 100%        | \$ 13,033                     | \$ 13,862         | \$ (829)         | -6%        |
| 503161 Custodial Services                      | \$ 5,072          | \$ 5,508          | \$ (436)            | -8%         |       | \$ 5,072          | \$ 5,508          | \$ (436)            | -8%         | \$ 5,072                      | \$ 5,509          | \$ (437)         | -8%        |
| 503162 Uniform & Laundry                       | \$ 1,822          | \$ 3,668          | \$ (1,846)          | -50%        |       | \$ 1,822          | \$ 3,668          | \$ (1,846)          | -50%        | \$ 1,822                      | \$ 2,650          | \$ (828)         | -31%       |
| 503171 Security Services                       | \$ 29,426         | \$ 33,984         | \$ (4,558)          | -13%        |       | \$ 29,426         | \$ 33,984         | \$ (4,558)          | -13%        | \$ 29,426                     | \$ 29,164         | \$ 262           | 1%         |
| 503221 Classified/Legal Ads                    | \$ 694            | \$ 2,200          | \$ (1,506)          | -68%        |       | \$ 694            | \$ 2,200          | \$ (1,506)          | -68%        | \$ 694                        | \$ 1,708          | \$ (1,014)       | -59%       |
| 503222 Legal Advertising                       | \$ -              | \$ -              | \$ -                | 0%          |       | \$ -              | \$ -              | \$ -                | 0%          | \$ -                          | \$ -              | \$ -             | 0%         |
| 503225 Graphic Services                        | \$ -              | \$ 333            | \$ (333)            | -100%       |       | \$ -              | \$ 333            | \$ (333)            | -100%       | \$ -                          | \$ -              | \$ -             | 0%         |
| 503351 Repair - Bldg & Impr                    | \$ 3,617          | \$ 6,375          | \$ (2,758)          | -43%        |       | \$ 3,617          | \$ 6,375          | \$ (2,758)          | -43%        | \$ 3,617                      | \$ 7,761          | \$ (4,144)       | -53%       |
| 503352 Repair - Equipment                      | \$ 42,615         | \$ 50,871         | \$ (8,256)          | -16%        |       | \$ 42,615         | \$ 50,871         | \$ (8,256)          | -16%        | \$ 42,615                     | \$ 13,917         | \$ 28,698        | 206%       |
| 503353 Repair - Rev Vehicle                    | \$ 23,411         | \$ 36,442         | \$ (13,031)         | -36%        | 4     | \$ 23,411         | \$ 36,442         | \$ (13,031)         | -36%        | \$ 23,411                     | \$ 38,435         | \$ (15,024)      | -39%       |
| 503354 Repair - Non Rev Vehicle                | \$ -              | \$ 2,625          | \$ (2,625)          | -100%       |       | \$ -              | \$ 2,625          | \$ (2,625)          | -100%       | \$ -                          | \$ 4,395          | \$ (4,395)       | -100%      |
| 503363 Haz Mat Disposal                        | \$ 1,630          | \$ 2,083          | \$ (453)            | -22%        |       | \$ 1,630          | \$ 2,083          | \$ (453)            | -22%        | \$ 1,630                      | \$ 1,575          | \$ 55            | 3%         |
| <b>Total Services -</b>                        | <b>\$ 143,379</b> | <b>\$ 185,506</b> | <b>\$ (42,127)</b>  | <b>-23%</b> |       | <b>\$ 143,379</b> | <b>\$ 185,506</b> | <b>\$ (42,127)</b>  | <b>-23%</b> | <b>\$ 143,379</b>             | <b>\$ 130,517</b> | <b>\$ 12,862</b> | <b>10%</b> |
| <b>MOBILE MATERIALS AND SUPPLIES</b>           |                   |                   |                     |             |       |                   |                   |                     |             |                               |                   |                  |            |
| 504011 Fuels & Lube Non Rev Veh                | \$ 17,983         | \$ 17,283         | \$ 700              | 4%          |       | \$ 17,983         | \$ 17,283         | \$ 700              | 4%          | \$ 17,983                     | \$ 11,039         | \$ 6,944         | 63%        |
| 504012 Fuels & Lube Rev Veh                    | \$ 132,995        | \$ 270,417        | \$ (137,422)        | -51%        | 5     | \$ 132,995        | \$ 270,417        | \$ (137,422)        | -51%        | \$ 132,995                    | \$ 186,942        | \$ (53,947)      | -29%       |
| 504021 Tires & Tubes                           | \$ 10,846         | \$ 17,750         | \$ (6,904)          | -39%        |       | \$ 10,846         | \$ 17,750         | \$ (6,904)          | -39%        | \$ 10,846                     | \$ 19,557         | \$ (8,711)       | -45%       |
| 504161 Other Mobile Supplies                   | \$ 85             | \$ 858            | \$ (773)            | -90%        |       | \$ 85             | \$ 858            | \$ (773)            | -90%        | \$ 85                         | \$ 22             | \$ 63            | 286%       |
| 504191 Rev Vehicle Parts                       | \$ 27,316         | \$ 68,083         | \$ (40,767)         | -60%        | 6     | \$ 27,316         | \$ 68,083         | \$ (40,767)         | -60%        | \$ 27,316                     | \$ (120,812)      | \$ 148,128       | -123%      |
| <b>Total Mobile Materials &amp; Supplies -</b> | <b>\$ 189,225</b> | <b>\$ 374,391</b> | <b>\$ (185,166)</b> | <b>-49%</b> |       | <b>\$ 189,225</b> | <b>\$ 374,391</b> | <b>\$ (185,166)</b> | <b>-49%</b> | <b>\$ 189,225</b>             | <b>\$ 96,748</b>  | <b>\$ 92,477</b> | <b>96%</b> |

5-2.96



**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - July 31, 2009**

|   | Current Period   |                  |                    |             | Notes | Year to Date     |                  |                    |             | YTD Year Over Year Comparison |                  |                  |                    |             |
|---|------------------|------------------|--------------------|-------------|-------|------------------|------------------|--------------------|-------------|-------------------------------|------------------|------------------|--------------------|-------------|
|   | Actual           | Budget           | \$ Var             | % Var       |       | Actual           | Budget           | \$ Var             | % Var       | FY10 Actual                   | FY09             | \$ Var           | % Var              |             |
| <b>OTHER MATERIALS &amp; SUPPLIES</b>         |                  |                  |                    |             |       |                  |                  |                    |             |                               |                  |                  |                    |             |
| 504205 Freight Out                            | \$ 110           | \$ 300           | \$ (190)           | -63%        |       | \$ 110           | \$ 300           | \$ (190)           | -63%        |                               | \$ 110           | \$ 224           | \$ (114)           | -51%        |
| 504211 Postage & Mailing                      | \$ 2,318         | \$ 1,939         | \$ 379             | 20%         |       | \$ 2,318         | \$ 1,939         | \$ 379             | 20%         |                               | \$ 2,318         | \$ 193           | \$ 2,125           | 1101%       |
| 504214 Promotional Items                      | \$ -             | \$ -             | \$ -               | 0%          |       | \$ -             | \$ -             | \$ -               | 0%          |                               | \$ -             | \$ -             | \$ -               | 0%          |
| 504215 Printing                               | \$ -             | \$ 5,328         | \$ (5,328)         | -100%       |       | \$ -             | \$ 5,328         | \$ (5,328)         | -100%       |                               | \$ -             | \$ 7,443         | \$ (7,443)         | -100%       |
| 504217 Photo Supply/Processing                | \$ 99            | \$ 825           | \$ (726)           | -88%        |       | \$ 99            | \$ 825           | \$ (726)           | -88%        |                               | \$ 99            | \$ 124           | \$ (25)            | -20%        |
| 504311 Office Supplies                        | \$ 7,949         | \$ 7,353         | \$ 596             | 8%          |       | \$ 7,949         | \$ 7,353         | \$ 596             | 8%          |                               | \$ 7,949         | \$ 8,312         | \$ (363)           | -4%         |
| 504315 Safety Supplies                        | \$ 441           | \$ 2,792         | \$ (2,351)         | -84%        |       | \$ 441           | \$ 2,792         | \$ (2,351)         | -84%        |                               | \$ 441           | \$ 4,198         | \$ (3,757)         | -89%        |
| 504317 Cleaning Supplies                      | \$ 22            | \$ 4,933         | \$ (4,911)         | -100%       |       | \$ 22            | \$ 4,933         | \$ (4,911)         | -100%       |                               | \$ 22            | \$ 5,114         | \$ (5,092)         | -100%       |
| 504409 Repair/Maint Supplies                  | \$ 1,306         | \$ 4,775         | \$ (3,469)         | -73%        |       | \$ 1,306         | \$ 4,775         | \$ (3,469)         | -73%        |                               | \$ 1,306         | \$ 5,528         | \$ (4,222)         | -76%        |
| 504421 Non-Inventory Parts                    | \$ 3,020         | \$ 4,463         | \$ (1,443)         | -32%        |       | \$ 3,020         | \$ 4,463         | \$ (1,443)         | -32%        |                               | \$ 3,020         | \$ 3,443         | \$ (423)           | -12%        |
| 504511 Small Tools                            | \$ 142           | \$ 875           | \$ (733)           | -84%        |       | \$ 142           | \$ 875           | \$ (733)           | -84%        |                               | \$ 142           | \$ 971           | \$ (829)           | -85%        |
| 504515 Employee Tool Rplcmt                   | \$ -             | \$ 225           | \$ (225)           | -100%       |       | \$ -             | \$ 225           | \$ (225)           | -100%       |                               | \$ -             | \$ -             | \$ -               | 0%          |
| <b>Total Other Materials &amp; Supplies -</b> | <b>\$ 15,407</b> | <b>\$ 33,808</b> | <b>\$ (18,401)</b> | <b>-54%</b> |       | <b>\$ 15,407</b> | <b>\$ 33,808</b> | <b>\$ (18,401)</b> | <b>-54%</b> |                               | <b>\$ 15,407</b> | <b>\$ 35,550</b> | <b>\$ (20,143)</b> | <b>-57%</b> |
| <b>UTILITIES</b>                              |                  |                  |                    |             |       |                  |                  |                    |             |                               |                  |                  |                    |             |
| 505011 Gas & Electric                         | \$ 15,836        | \$ 19,101        | \$ (3,265)         | -17%        |       | \$ 15,836        | \$ 19,101        | \$ (3,265)         | -17%        |                               | \$ 15,836        | \$ 9,689         | \$ 6,147           | 63%         |
| 505021 Water & Garbage                        | \$ 10,773        | \$ 10,681        | \$ 92              | 1%          |       | \$ 10,773        | \$ 10,681        | \$ 92              | 1%          |                               | \$ 10,773        | \$ 11,260        | \$ (487)           | -4%         |
| 505031 Telecommunications                     | \$ 8,642         | \$ 12,298        | \$ (3,656)         | -30%        |       | \$ 8,642         | \$ 12,298        | \$ (3,656)         | -30%        |                               | \$ 8,642         | \$ 6,495         | \$ 2,147           | 33%         |
| <b>Total Utilities -</b>                      | <b>\$ 35,251</b> | <b>\$ 42,080</b> | <b>\$ (6,829)</b>  | <b>-16%</b> |       | <b>\$ 35,251</b> | <b>\$ 42,080</b> | <b>\$ (6,829)</b>  | <b>-16%</b> |                               | <b>\$ 35,251</b> | <b>\$ 27,444</b> | <b>\$ 7,807</b>    | <b>28%</b>  |
| <b>CASUALTY &amp; LIABILITY</b>               |                  |                  |                    |             |       |                  |                  |                    |             |                               |                  |                  |                    |             |
| 506011 Insurance - Property                   | \$ 8,389         | \$ 10,158        | \$ (1,769)         | -17%        |       | \$ 8,389         | \$ 10,158        | \$ (1,769)         | -17%        |                               | \$ 8,389         | \$ 5,912         | \$ 2,477           | 42%         |
| 506015 Insurance - PL & PD                    | \$ 38,101        | \$ 43,775        | \$ (5,674)         | -13%        |       | \$ 38,101        | \$ 43,775        | \$ (5,674)         | -13%        |                               | \$ 38,101        | \$ 40,526        | \$ (2,425)         | -6%         |
| 506021 Insurance - Other                      | \$ -             | \$ -             | \$ -               | 0%          |       | \$ -             | \$ -             | \$ -               | 0%          |                               | \$ -             | \$ -             | \$ -               | 0%          |
| 506123 Settlement Costs                       | \$ 27            | \$ 12,500        | \$ (12,473)        | -100%       | 7     | \$ 27            | \$ 12,500        | \$ (12,473)        | -100%       |                               | \$ 27            | \$ 3,185         | \$ (3,158)         | -99%        |
| 506127 Repairs - Dist Prop                    | \$ -             | \$ -             | \$ -               | 0%          |       | \$ -             | \$ -             | \$ -               | 0%          |                               | \$ -             | \$ 1,516         | \$ (1,516)         | -100%       |
| <b>Total Casualty &amp; Liability -</b>       | <b>\$ 46,517</b> | <b>\$ 66,433</b> | <b>\$ (19,916)</b> | <b>-30%</b> |       | <b>\$ 46,517</b> | <b>\$ 66,433</b> | <b>\$ (19,916)</b> | <b>-30%</b> |                               | <b>\$ 46,517</b> | <b>\$ 51,139</b> | <b>\$ (4,622)</b>  | <b>-9%</b>  |
| <b>TAXES</b>                                  |                  |                  |                    |             |       |                  |                  |                    |             |                               |                  |                  |                    |             |
| 507051 Fuel Tax                               | \$ 783           | \$ 1,209         | \$ (426)           | -35%        |       | \$ 783           | \$ 1,209         | \$ (426)           | -35%        |                               | \$ 783           | \$ 223           | \$ 560             | 251%        |
| 507201 Licenses & permits                     | \$ 5,187         | \$ 1,158         | \$ 4,029           | 348%        |       | \$ 5,187         | \$ 1,158         | \$ 4,029           | 348%        |                               | \$ 5,187         | \$ -             | \$ 5,187           | 100%        |
| 507999 Other Taxes                            | \$ 2,485         | \$ 4,142         | \$ (1,657)         | -40%        |       | \$ 2,485         | \$ 4,142         | \$ (1,657)         | -40%        |                               | \$ 2,485         | \$ 2,485         | \$ -               | 0%          |
| <b>Total Utilities -</b>                      | <b>\$ 8,455</b>  | <b>\$ 6,509</b>  | <b>\$ 1,946</b>    | <b>30%</b>  |       | <b>\$ 8,455</b>  | <b>\$ 6,509</b>  | <b>\$ 1,946</b>    | <b>30%</b>  |                               | <b>\$ 8,455</b>  | <b>\$ 2,708</b>  | <b>\$ 5,747</b>    | <b>212%</b> |

5-2.97



**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - July 31, 2009**

|  | Current Period      |                     |                     |             |       | Year to Date        |                     |                     |             | YTD Year Over Year Comparison |                     |                   |            |
|--|---------------------|---------------------|---------------------|-------------|-------|---------------------|---------------------|---------------------|-------------|-------------------------------|---------------------|-------------------|------------|
|  | Actual              | Budget              | \$ Var              | % Var       | Notes | Actual              | Budget              | \$ Var              | % Var       | FY10 Actual                   | FY09                | \$ Var            | % Var      |
| <b><u>PURCHASED TRANSPORTATION</u></b> |                     |                     |                     |             |       |                     |                     |                     |             |                               |                     |                   |            |
| 503406 Contr/Paratrans                 | \$ 15,744           | \$ 20,833           | \$ (5,089)          | -24%        |       | \$ 15,744           | \$ 20,833           | \$ (5,089)          | -24%        | \$ 15,744                     | \$ 6,346            | \$ 9,398          | 148%       |
| Total Purchased Transportation -       | \$ 15,744           | \$ 20,833           | \$ (5,089)          | -24%        |       | \$ 15,744           | \$ 20,833           | \$ (5,089)          | -24%        | \$ 15,744                     | \$ 6,346            | \$ 9,398          | 148%       |
| <b><u>MISC</u></b>                     |                     |                     |                     |             |       |                     |                     |                     |             |                               |                     |                   |            |
| 509011 Dues & Subscriptions            | \$ 5,853            | \$ 6,485            | \$ (632)            | -10%        |       | \$ 5,853            | \$ 6,485            | \$ (632)            | -10%        | \$ 5,853                      | \$ 6,353            | \$ (500)          | -8%        |
| 509085 Advertising - Rev Product       | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -              | 0%         |
| 509101 Emp Incentive Prog              | \$ 64               | \$ 2,883            | \$ (2,819)          | -98%        |       | \$ 64               | \$ 2,883            | \$ (2,819)          | -98%        | \$ 64                         | \$ 61               | \$ 3              | 5%         |
| 509121 Employee Training               | \$ 55               | \$ 10,939           | \$ (10,884)         | -99%        |       | \$ 55               | \$ 10,939           | \$ (10,884)         | -99%        | \$ 55                         | \$ 6,085            | \$ (6,030)        | -99%       |
| 509123 Travel                          | \$ 2,263            | \$ 7,231            | \$ (4,968)          | -69%        |       | \$ 2,263            | \$ 7,231            | \$ (4,968)          | -69%        | \$ 2,263                      | \$ 2,987            | \$ (724)          | -24%       |
| 509125 Local Meeting Exp               | \$ 140              | \$ 412              | \$ (272)            | -66%        |       | \$ 140              | \$ 412              | \$ (272)            | -66%        | \$ 140                        | \$ 217              | \$ (77)           | -35%       |
| 509127 Board Director Fees             | \$ 300              | \$ 1,100            | \$ (800)            | -73%        |       | \$ 300              | \$ 1,100            | \$ (800)            | -73%        | \$ 300                        | \$ 850              | \$ (550)          | -65%       |
| 509150 Contributions                   | \$ -                | \$ 54               | \$ (54)             | -100%       |       | \$ -                | \$ 54               | \$ (54)             | -100%       | \$ -                          | \$ -                | \$ -              | 0%         |
| 509197 Sales Tax Expense               | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -              | 0%         |
| 509198 Cash Over/Short                 | \$ (17)             | \$ 42               | \$ (59)             | -140%       |       | \$ (17)             | \$ 42               | \$ (59)             | -140%       | \$ (17)                       | \$ 8                | \$ (25)           | -313%      |
| Total Misc -                           | \$ 8,658            | \$ 29,146           | \$ (20,488)         | -70%        |       | \$ 8,658            | \$ 29,146           | \$ (20,488)         | -70%        | \$ 8,658                      | \$ 16,561           | \$ (7,903)        | -48%       |
| <b><u>LEASES &amp; RENTALS</u></b>     |                     |                     |                     |             |       |                     |                     |                     |             |                               |                     |                   |            |
| 512011 Facility Rentals                | \$ 60,338           | \$ 61,030           | \$ (692)            | -1%         |       | \$ 60,338           | \$ 61,030           | \$ (692)            | -1%         | \$ 60,338                     | \$ 58,146           | \$ 2,192          | 4%         |
| 512061 Equipment Rentals               | \$ 1,301            | \$ 2,355            | \$ (1,054)          | -45%        |       | \$ 1,301            | \$ 2,355            | \$ (1,054)          | -45%        | \$ 1,301                      | \$ 2,199            | \$ (898)          | -41%       |
| Total Leases & Rentals -               | \$ 61,639           | \$ 63,385           | \$ (1,746)          | -3%         |       | \$ 61,639           | \$ 63,385           | \$ (1,746)          | -3%         | \$ 61,639                     | \$ 60,345           | \$ 1,294          | 2%         |
| <b>Total Non-Personnel Expenses -</b>  | <b>\$ 524,275</b>   | <b>\$ 822,091</b>   | <b>\$ (297,816)</b> | <b>-36%</b> |       | <b>\$ 524,275</b>   | <b>\$ 822,091</b>   | <b>\$ (297,816)</b> | <b>-36%</b> | <b>\$ 524,275</b>             | <b>\$ 427,358</b>   | <b>\$ 96,917</b>  | <b>23%</b> |
| <b>TOTAL OPERATING EXPENSE -</b>       | <b>\$ 2,965,362</b> | <b>\$ 3,433,787</b> | <b>\$ (468,425)</b> | <b>-14%</b> |       | <b>\$ 2,965,362</b> | <b>\$ 3,433,787</b> | <b>\$ (468,425)</b> | <b>-14%</b> | <b>\$ 2,965,362</b>           | <b>\$ 2,810,307</b> | <b>\$ 155,055</b> | <b>6%</b>  |

\*\* does not include depreciation

**Current Period Notes:**

- 1) **Total Personnel Expenses** are below budget due to vacant funded positions and extended leaves.
- 2) **Prof & Tech Fees** are under budget due to cost cutting measures in place.
- 3) **Temp Help** is over budget due to vacant funded positions and extended leaves. (Expense is offset by savings in personnel expense.)
- 4) **Repair - Rev Vehicle** is under budget due to inability to anticipate when repair costs will be incurred.
- 5) **Fuels & Lube Rev Veh** is under budget due to lower than anticipated prices of fuel.
- 6) **Rev Veh Parts** is under budget due to cost cutting measures in place.
- 7) **Settlement costs** are under budget due to less than anticipated settlement costs for the month.

5-2.98



**FY2010  
CAPITAL BUDGET  
For the month ending - July 31, 2009**

|  | <u>YTD Actual</u> | <u>FY10 Budget</u>   | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|--|-------------------|----------------------|-------------------------|--------------------|
| <b><u>Grant-Funded Projects</u></b>                            |                   |                      |                         |                    |
| MetroBase Maintenance Facility                                 | \$ 88,422         | \$ 4,200,000         | \$ 4,111,578            | 2%                 |
| MetroBase Operations Facility                                  | \$ -              | \$ -                 | \$ -                    | 0%                 |
| Purchase Smartcard Farebox System (ARRA)                       | \$ -              | \$ 2,267,000         | \$ 2,267,000            | 0%                 |
| Purchase & Renovation of Vernon Bldg                           | \$ 17,450         | \$ 2,400,000         | \$ 2,382,550            | 1%                 |
| Pacific Station Project (TCRP)                                 | \$ 527            | \$ 2,100,000         | \$ 2,099,474            | 0%                 |
| Purchase 27 ParaCruz Vehicles (ARRA)                           | \$ -              | \$ 1,750,000         | \$ 1,750,000            | 0%                 |
| Transit Mgmt. Info. Technology (ARRA)                          | \$ -              | \$ 1,264,873         | \$ 1,264,873            | 0%                 |
| 2nd LNG Storage Tank & Process Equipment                       | \$ -              | \$ 1,000,000         | \$ 1,000,000            | 0%                 |
| Facilities Video Surveillance (OHS-1B)                         | \$ -              | \$ 220,000           | \$ 220,000              | 0%                 |
| Fleet Radios/Surveillance (OHS-1B)                             | \$ -              | \$ 202,457           | \$ 202,457              | 0%                 |
| Comprehensive Security & Surveillance Sys (OHS-1B)             | \$ -              | \$ 440,505           | \$ 440,505              | 0%                 |
| Trapeze Pass Interactive Voice Response System                 | \$ -              | \$ 91,141            | \$ 91,141               | 0%                 |
| <b>Subtotal Grant Funded Projects</b>                          | <b>\$ 106,399</b> | <b>\$ 15,935,976</b> | <b>\$ 15,829,578</b>    | <b>1%</b>          |
| <b><u>IT Projects</u></b>                                      |                   |                      |                         |                    |
| Replace Fleet & Facilities Maintenance Software                | \$ -              | \$ 470,000           | \$ 470,000              | 0%                 |
| HR Software Upgrade  | \$ -              | \$ 250,000           | \$ 250,000              | 0%                 |
| Upgrade District Phone System                                  | \$ -              | \$ 77,825            | \$ 77,825               | 0%                 |
| Microsoft Office 2007 Pro Upgrade                              | \$ -              | \$ 55,000            | \$ 55,000               | 0%                 |
| Trapeze Pass Customer Certification Software                   | \$ 9,737          | \$ 46,000            | \$ 36,263               | 21%                |
| Automated Purchasing System Software                           | \$ -              | \$ 40,000            | \$ 40,000               | 0%                 |
| Digital ID Card Processing Equipment                           | \$ -              | \$ 17,000            | \$ 17,000               | 0%                 |
| Upgrade GFI software to System 7 Version 2                     | \$ 735            | \$ 12,584            | \$ 11,849               | 6%                 |
| 3 Laptop PC's for ParaCruz                                     | \$ -              | \$ 6,000             | \$ 6,000                | 0%                 |
| 2 Laptop/Docking Stations for HR                               | \$ -              | \$ 4,500             | \$ 4,500                | 0%                 |
| <b>Subtotal IT Projects</b>                                    | <b>\$ 10,472</b>  | <b>\$ 978,909</b>    | <b>\$ 968,437</b>       | <b>1%</b>          |
| <b><u>Facilities Repair &amp; Improvements</u></b>             |                   |                      |                         |                    |
| MTC Lane Four Shelter Replacement                              | \$ -              | \$ 55,000            | \$ 55,000               | 0%                 |
| Replace Roof - Watsonville Transit Center Main Building        | \$ -              | \$ 55,000            | \$ 55,000               | 0%                 |
| Repair, Reseal, and Restripe - Greyhound Lot                   | \$ -              | \$ 24,000            | \$ 24,000               | 0%                 |
| Repair, Reseal, Restripe (Sinkholes) - Operations              | \$ -              | \$ 20,000            | \$ 20,000               | 0%                 |
| <b>Subtotal Facilities Repairs &amp; Improvements Projects</b> | <b>\$ -</b>       | <b>\$ 154,000</b>    | <b>\$ 154,000</b>       | <b>0%</b>          |

5-2-09





**FY2010  
CAPITAL BUDGET**  
For the month ending - July 31, 2009

|  | <u>YTD Actual</u> |         | <u>FY10 Budget</u> |    | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|--|-------------------|---------|--------------------|----|-------------------------|--------------------|
| <b><u>Revenue Vehicle Replacement</u></b>        |                   |         |                    |    |                         |                    |
| Highway 17 Buses (5) - VTA - (Measure A)         | \$                | -       | \$ 2,500,000       | \$ | 2,500,000               | 0%                 |
| <b>Subtotal Revenue Vehicle Replacements</b>     | \$                | -       | \$ 2,500,000       | \$ | 2,500,000               | 0%                 |
| <b><u>Non-Revenue Vehicle Replacement</u></b>    |                   |         |                    |    |                         |                    |
| NONE   | \$                | -       | \$ -               | \$ | -                       | 0%                 |
| <b>Subtotal Non-Revenue Vehicle Replacements</b> | \$                | -       | \$ -               | \$ | -                       | 0%                 |
| <b><u>Maint Equipment</u></b>                    |                   |         |                    |    |                         |                    |
| Cumming Engine Tool (Liner Indicator)            | \$                | -       | \$ 1,200           | \$ | 1,200                   | 0%                 |
| Cumming Engine Tool (Part # 3376915)             | \$                | -       | \$ 1,200           | \$ | 1,200                   | 0%                 |
| <b>Subtotal Non-Revenue Vehicle Replacements</b> | \$                | -       | \$ 2,400           | \$ | 2,400                   | 0%                 |
| <b><u>Office Equipment</u></b>                   |                   |         |                    |    |                         |                    |
| NONE   | \$                | -       | \$ -               | \$ | -                       | 0%                 |
| <b>Subtotal Office Equipment</b>                 | \$                | -       | \$ -               | \$ | -                       | 0%                 |
| <b>TOTAL CAPITAL PROJECTS</b>                    | \$                | 116,871 | \$ 19,571,285      | \$ | 19,454,415              | 1%                 |

5-2.a10



**FY2010  
CAPITAL BUDGET**  
*For the month ending - July 31, 2009*

|   | <u>YTD Actual</u> | <u>FY10 Budget</u>   | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|---|-------------------|----------------------|-------------------------|--------------------|
| <b><u>CAPITAL FUNDING</u></b>                 |                   |                      |                         |                    |
| Federal Capital Grants                        | \$ 88,422         | \$ 8,605,764         | \$ 8,517,341            | 1%                 |
| State/Other Capital Grants (Measure A - VTA)  | \$ -              | \$ 2,500,000         | \$ 2,500,000            | 0%                 |
| State/Other Capital Grants (TCRP)             | \$ 527            | \$ 682,017           | \$ 681,490              | 0%                 |
| State Security Bond Funds (1B)                | \$ -              | \$ 862,962           | \$ 862,962              | 0%                 |
| STA Funding (Prior Year)                      | \$ 10,472         | \$ 1,163,858         | \$ 1,153,386            | 1%                 |
| STA Funding (Current Year)                    | \$ -              | \$ -                 | \$ -                    | 0%                 |
| District Reserves (Lawsuit & Sakata Proceeds) | \$ -              | \$ 5,756,684         | \$ 5,756,685            | 0%                 |
| Capital Cash Reserves                         | \$ 17,450         | \$ -                 | \$ (17,450)             | 100%               |
| <b>TOTAL CAPITAL FUNDING</b>                  | <b>\$ 116,871</b> | <b>\$ 19,571,285</b> | <b>\$ 19,454,414</b>    | <b>1%</b>          |

5-2.911



**FY10**  
**Operating Revenue**  
*For the month ending - August 31, 2009*

Percent of Year Elapsed - 17%

| Revenue Source                      | Current Period        |                     |                     |             |          | Year to Date          |                     |                     |             | YTD Year Over Year Comparison |                       |                     |             |
|-------------------------------------|-----------------------|---------------------|---------------------|-------------|----------|-----------------------|---------------------|---------------------|-------------|-------------------------------|-----------------------|---------------------|-------------|
|                                     | Actual                | Budget              | \$ Var              | % Var       | Notes    | Actual                | Budget              | \$ Var              | % Var       | FY10 Actual                   | FY09 Actual           | \$ Var              | % Var       |
| Passenger Fares                     | \$ 256,924            | \$ 301,667          | \$ (44,743)         | -15%        |          | \$ 550,313            | \$ 625,057          | \$ (74,744)         | -12%        | \$ 550,313                    | \$ 619,444            | \$ (69,131)         | -11%        |
| Paratransit Fares                   | \$ 17,889             | \$ 18,416           | \$ (527)            | -3%         |          | \$ 38,516             | \$ 38,554           | \$ (38)             | 0%          | \$ 38,516                     | \$ 37,949             | \$ 567              | 1%          |
| Special Transit Fares               | \$ 67,182             | \$ 86,096           | \$ (18,914)         | -22%        |          | \$ 150,954            | \$ 175,810          | \$ (24,856)         | -14%        | \$ 150,954                    | \$ 171,419            | \$ (20,465)         | -12%        |
| Highway 17 Fares                    | \$ 82,581             | \$ 86,682           | \$ (4,101)          | -5%         |          | \$ 162,256            | \$ 170,168          | \$ (7,912)          | -5%         | \$ 162,256                    | \$ 164,466            | \$ (2,210)          | -1%         |
| Highway 17 Payments                 | \$ 38,091             | \$ 36,990           | \$ 1,101            | 3%          |          | \$ 81,106             | \$ 77,092           | \$ 4,014            | 5%          | \$ 81,106                     | \$ 78,049             | \$ 3,057            | 4%          |
| <b>Subtotal Passenger Revenue</b>   | <b>\$ 462,667</b>     | <b>\$ 529,851</b>   | <b>\$ (67,184)</b>  | <b>-13%</b> | <b>1</b> | <b>\$ 983,145</b>     | <b>\$ 1,086,681</b> | <b>\$ (103,536)</b> | <b>-10%</b> | <b>\$ 983,145</b>             | <b>\$ 1,071,327</b>   | <b>\$ (88,182)</b>  | <b>-8%</b>  |
|                                     |                       |                     |                     | 0%          |          |                       |                     |                     | 0%          |                               |                       |                     | 0%          |
| Commissions                         | \$ 1,318              | \$ 458              | \$ 860              | 188%        |          | \$ 1,318              | \$ 916              | \$ 402              | 44%         | \$ 1,318                      | \$ 47                 | \$ 1,271            | 2704%       |
| Advertising Income                  | \$ 41,862             | \$ 37,201           | \$ 4,661            | 13%         |          | \$ 67,630             | \$ 64,058           | \$ 3,572            | 6%          | \$ 67,630                     | \$ 25,855             | \$ 41,775           | 162%        |
| Rent Income - SC Pacific Station    | \$ 7,677              | \$ 7,601            | \$ 76               | 1%          |          | \$ 15,275             | \$ 15,093           | \$ 182              | 1%          | \$ 15,275                     | \$ 14,864             | \$ 411              | 3%          |
| Rent Income - Watsonville TC        | \$ 2,855              | \$ 3,904            | \$ (1,049)          | -27%        |          | \$ 5,710              | \$ 7,808            | \$ (2,098)          | -27%        | \$ 5,710                      | \$ 8,334              | \$ (2,624)          | -31%        |
| Rent Income - General               | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ 8,455              | \$ (8,455)          | -100%       |
| Interest Income                     | \$ 20,557             | \$ 4,822            | \$ 15,735           | 326%        | 2        | \$ 39,777             | \$ 9,909            | \$ 29,868           | 301%        | \$ 39,777                     | \$ 90,375             | \$ (50,598)         | -56%        |
| Other Non-Transp Revenue            | \$ 1,036              | \$ 485              | \$ 551              | 114%        |          | \$ 1,093              | \$ 970              | \$ 123              | 13%         | \$ 1,093                      | \$ 548                | \$ 545              | 99%         |
| Sales Tax Revenue                   | \$ 1,179,200          | \$ 1,676,933        | \$ (497,733)        | -30%        | 3        | \$ 2,181,400          | \$ 2,934,659        | \$ (753,259)        | -26%        | \$ 2,181,400                  | \$ 2,818,400          | \$ (637,000)        | -23%        |
| Transp Dev Act (TDA) - Op Asst      | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                  | \$ -                | 0%          |
| <b>Subtotal Other Revenue</b>       | <b>\$ 1,254,505</b>   | <b>\$ 1,731,404</b> | <b>\$ (476,899)</b> | <b>-28%</b> |          | <b>\$ 2,312,203</b>   | <b>\$ 3,033,413</b> | <b>\$ (721,210)</b> | <b>-24%</b> | <b>\$ 2,312,203</b>           | <b>\$ 2,966,878</b>   | <b>\$ (654,675)</b> | <b>-22%</b> |
|                                     |                       |                     |                     | 0%          |          |                       |                     |                     | 0%          |                               |                       |                     | 0%          |
| FTA Sec 5307 - Op Asst              | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                  | \$ -                | 0%          |
| Repay FTA Advance                   | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                  | \$ -                | 0%          |
| FTA Sec 5311 - Rural Op Asst        | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                  | \$ -                | 0%          |
| Sec 5303 - AMBAG Funding            | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                  | \$ -                | 0%          |
| FTA Sec 5317 - Op Assistance        | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                  | \$ -                | 0%          |
| <b>Subtotal Grant Revenue</b>       | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>0%</b>   |          | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>0%</b>   | <b>\$ -</b>                   | <b>\$ -</b>           | <b>\$ -</b>         | <b>0%</b>   |
| <b>Subtotal Operating Revenue</b>   | <b>\$ 1,717,172</b>   | <b>\$ 2,261,255</b> | <b>\$ (544,083)</b> | <b>-24%</b> |          | <b>\$ 3,295,348</b>   | <b>\$ 4,120,094</b> | <b>\$ (824,746)</b> | <b>-20%</b> | <b>\$ 3,295,348</b>           | <b>\$ 4,038,205</b>   | <b>\$ (742,857)</b> | <b>-18%</b> |
| <b>Total Operating Expenses</b>     | <b>\$ 2,856,242</b>   |                     |                     |             |          | <b>\$ 5,821,605</b>   |                     |                     |             | <b>\$ 5,821,605</b>           | <b>\$ 5,617,706</b>   |                     |             |
| <b>Variance</b>                     | <b>\$ (1,139,070)</b> |                     |                     |             |          | <b>\$ (2,526,257)</b> |                     |                     |             | <b>\$ (2,526,257)</b>         | <b>\$ (1,579,501)</b> |                     |             |
| <b>One-Time Revenue</b>             |                       |                     |                     |             |          |                       |                     |                     |             |                               |                       |                     |             |
| Transfer (to)/from Capital Reserves | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                  | \$ -                | 0%          |
| Transfer (to)/from Cash Flow Res    | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                  | \$ -                | 0%          |
| Transfer (to)/from W/C Reserve      | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                  | \$ -                | 0%          |
| Transfer (to)/from Liab Ins Res     | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                  | \$ -                | 0%          |
| Carryover from Previous Year        | \$ -                  | \$ -                | \$ -                | 0%          |          | \$ -                  | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                  | \$ -                | 0%          |
| <b>Subtotal One-Time Revenue</b>    | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>0%</b>   |          | <b>\$ -</b>           | <b>\$ -</b>         | <b>\$ -</b>         | <b>0%</b>   | <b>\$ -</b>                   | <b>\$ -</b>           | <b>\$ -</b>         | <b>0%</b>   |
| <b>Total Revenue</b>                | <b>\$ 1,717,172</b>   | <b>\$ 2,261,255</b> | <b>\$ (544,083)</b> | <b>-24%</b> |          | <b>\$ 3,295,348</b>   | <b>\$ 4,120,094</b> | <b>\$ (824,746)</b> | <b>-20%</b> | <b>\$ 3,295,348</b>           | <b>\$ 4,038,205</b>   | <b>\$ (742,857)</b> | <b>-18%</b> |
| <b>Total Operating Expenses</b>     | <b>\$ 2,856,242</b>   |                     |                     |             |          | <b>\$ 5,821,605</b>   |                     |                     |             | <b>\$ 5,821,605</b>           | <b>\$ 5,617,706</b>   |                     |             |
| <b>Variance</b>                     | <b>\$ (1,139,070)</b> |                     |                     |             |          | <b>\$ (2,526,257)</b> |                     |                     |             | <b>\$ (2,526,257)</b>         | <b>\$ (1,579,501)</b> |                     |             |

5-2.61

Attachment B



**FY10**  
**Operating Revenue**  
*For the month ending - August 31, 2009*

Percent of Year Elapsed - 17%

| <u>Revenue Source</u> | <u>Actual</u> | <u>Current Period</u> |               |              |               | <u>Notes</u> | <u>Year to Date</u> |               |              | <u>YTD Year Over Year Comparison</u> |             |             |               |
|-----------------------|---------------|-----------------------|---------------|--------------|---------------|--------------|---------------------|---------------|--------------|--------------------------------------|-------------|-------------|---------------|
|                       |               | <u>Budget</u>         | <u>\$ Var</u> | <u>% Var</u> | <u>Actual</u> |              | <u>Budget</u>       | <u>\$ Var</u> | <u>% Var</u> | <u>Actual</u>                        | <u>FY10</u> | <u>FY09</u> | <u>\$ Var</u> |

Current Period Notes:

- 1) **Passenger Revenue** is under budget due to a decrease in ridership.
- 2) **Interest Income** is over budget due to revenue budgeted using County Treasury estimates, while a higher interest rate was actually paid.
- 3) **Sales Tax Revenue** is under budget due to less consumer discretionary spending and current economic conditions.

5-2.62



**FY10**  
**Operating Expenses by Department**  
**For the month ending - August 31, 2009**

|  | Current Period      |                     |                     |             | Notes               | Year to Date        |                     |             |                     | YTD Year Over Year Comparison |                    |            |       |
|--|---------------------|---------------------|---------------------|-------------|---------------------|---------------------|---------------------|-------------|---------------------|-------------------------------|--------------------|------------|-------|
|  | Actual              | Budget              | \$ Var              | % Var       |                     | Actual              | Budget              | \$ Var      | % Var               | FY10 Actual                   | FY09               | \$ Var     | % Var |
| <b>Departmental Personnel Expenses</b>     |                     |                     |                     |             |                     |                     |                     |             |                     |                               |                    |            |       |
| 700 - SCCIC                                | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                          | \$ -               | 0%         |       |
| 1100 - Administration                      | \$ 62,093           | \$ 68,438           | \$ (6,345)          | -9%         | \$ 130,565          | \$ 136,876          | \$ (6,311)          | -5%         | \$ 130,565          | \$ 173,413                    | \$ (42,848)        | -25%       |       |
| 1200 - Finance                             | \$ 83,509           | \$ 97,142           | \$ (13,633)         | -14%        | \$ 171,613          | \$ 194,284          | \$ (22,671)         | -12%        | \$ 171,613          | \$ 90,690                     | \$ 80,923          | 89%        |       |
| 1300 - Customer Service                    | \$ 30,653           | \$ 39,070           | \$ (8,417)          | -22%        | \$ 62,589           | \$ 78,140           | \$ (15,551)         | -20%        | \$ 62,589           | \$ 71,290                     | \$ (8,701)         | -12%       |       |
| 1400 - Human Resources                     | \$ 45,781           | \$ 50,597           | \$ (4,816)          | -10%        | \$ 96,436           | \$ 101,194          | \$ (4,758)          | -5%         | \$ 96,436           | \$ 94,040                     | \$ 2,396           | 3%         |       |
| 1500 - Information Technology              | \$ 40,755           | \$ 44,061           | \$ (3,306)          | -8%         | \$ 84,174           | \$ 88,122           | \$ (3,948)          | -4%         | \$ 84,174           | \$ 80,866                     | \$ 3,308           | 4%         |       |
| 1700 - District Counsel                    | \$ 36,348           | \$ 39,205           | \$ (2,857)          | -7%         | \$ 74,920           | \$ 78,410           | \$ (3,490)          | -4%         | \$ 74,920           | \$ 68,812                     | \$ 6,108           | 9%         |       |
| 1800 - Risk Management                     | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                          | \$ -               | 0%         |       |
| 2200 - Facilities Maintenance              | \$ 77,253           | \$ 87,177           | \$ (9,924)          | -11%        | \$ 157,866          | \$ 174,354          | \$ (16,488)         | -9%         | \$ 157,866          | \$ 146,067                    | \$ 11,799          | 8%         |       |
| 3100 - Paratransit Program                 | \$ 254,518          | \$ 307,168          | \$ (52,650)         | -17%        | \$ 525,545          | \$ 614,337          | \$ (88,792)         | -14%        | \$ 525,545          | \$ 513,671                    | \$ 11,874          | 2%         |       |
| 3200 - Operations                          | \$ 165,597          | \$ 172,015          | \$ (6,418)          | -4%         | \$ 348,250          | \$ 351,012          | \$ (2,762)          | -1%         | \$ 348,250          | \$ 339,754                    | \$ 8,496           | 3%         |       |
| 3300 - Bus Operators                       | \$ 1,058,031        | \$ 1,195,055        | \$ (137,024)        | -11%        | \$ 2,179,716        | \$ 2,390,111        | \$ (210,395)        | -9%         | \$ 2,179,716        | \$ 2,096,007                  | \$ 83,709          | 4%         |       |
| 4100 - Fleet Maintenance                   | \$ 287,390          | \$ 324,746          | \$ (37,356)         | -12%        | \$ 604,714          | \$ 649,492          | \$ (44,778)         | -7%         | \$ 604,714          | \$ 623,190                    | \$ (18,476)        | -3%        |       |
| 9001 - Cobra Benefits                      | \$ 535              | \$ -                | \$ 535              | 100%        | \$ 1,191            | \$ -                | \$ 1,191            | 100%        | \$ 1,191            | \$ 836                        | \$ 355             | 42%        |       |
| 9005 - Retired Employee Benefits           | \$ 146,117          | \$ 180,037          | \$ (33,920)         | -19%        | \$ 292,089          | \$ 360,074          | \$ (67,985)         | -19%        | \$ 292,089          | \$ 209,866                    | \$ 82,223          | 39%        |       |
| 9014 - Operating Grants                    | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                          | \$ -               | 0%         |       |
| 110020 - Operating Grants                  | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                          | \$ -               | 0%         |       |
| 100 - New Flyer Parts Credit               | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                          | \$ -               | 0%         |       |
| <b>Subtotal Personnel Expenses</b>         | <b>\$ 2,288,580</b> | <b>\$ 2,604,711</b> | <b>\$ (316,131)</b> | <b>-12%</b> | <b>\$ 4,729,668</b> | <b>\$ 5,216,406</b> | <b>\$ (486,738)</b> | <b>-9%</b>  | <b>\$ 4,729,668</b> | <b>\$ 4,508,502</b>           | <b>\$ 221,166</b>  | <b>5%</b>  |       |
| <b>Departmental Non-Personnel Expenses</b> |                     |                     |                     |             |                     |                     |                     |             |                     |                               |                    |            |       |
| 700 - SCCIC                                | \$ -                | \$ 25               | \$ (25)             | -100%       | \$ -                | \$ 50               | \$ (50)             | -100%       | \$ -                | \$ 20                         | \$ (20)            | -100%      |       |
| 1100 - Administration                      | \$ 22,283           | \$ 32,146           | \$ (9,863)          | -31%        | \$ 43,747           | \$ 65,293           | \$ (21,546)         | -33%        | \$ 43,747           | \$ 32,412                     | \$ 11,335          | 35%        |       |
| 1200 - Finance                             | \$ 76,332           | \$ 78,400           | \$ (2,068)          | -3%         | \$ 135,188          | \$ 136,715          | \$ (1,527)          | -1%         | \$ 135,188          | \$ 116,363                    | \$ 18,825          | 16%        |       |
| 1300 - Customer Service                    | \$ 2,879            | \$ 4,930            | \$ (2,051)          | -42%        | \$ 4,051            | \$ 9,860            | \$ (5,809)          | -59%        | \$ 4,051            | \$ 8,811                      | \$ (4,760)         | -54%       |       |
| 1400 - Human Resources                     | \$ 2,681            | \$ 16,081           | \$ (13,400)         | -83%        | \$ 5,006            | \$ 32,162           | \$ (27,156)         | -84%        | \$ 5,006            | \$ 4,188                      | \$ 818             | 20%        |       |
| 1500 - Information Technology              | \$ 11,735           | \$ 15,117           | \$ (3,382)          | -22%        | \$ 25,187           | \$ 36,434           | \$ (11,247)         | -31%        | \$ 25,187           | \$ 17,431                     | \$ 7,756           | 44%        |       |
| 1700 - District Counsel                    | \$ 786              | \$ 1,691            | \$ (905)            | -54%        | \$ 1,815            | \$ 3,382            | \$ (1,567)          | -46%        | \$ 1,815            | \$ 1,898                      | \$ (83)            | -4%        |       |
| 1800 - Risk Management                     | \$ 8,217            | \$ 20,833           | \$ (12,616)         | -61%        | \$ 9,410            | \$ 41,666           | \$ (32,256)         | -77%        | \$ 9,410            | \$ 21,875                     | \$ (12,465)        | -57%       |       |
| 2200 - Facilities Maintenance              | \$ 159,800          | \$ 141,265          | \$ 18,535           | 13%         | \$ 314,332          | \$ 298,843          | \$ 15,489           | 5%          | \$ 314,332          | \$ 237,794                    | \$ 76,538          | 32%        |       |
| 3100 - Paratransit Program                 | \$ 46,437           | \$ 74,438           | \$ (28,001)         | -38%        | \$ 97,801           | \$ 148,875          | \$ (51,074)         | -34%        | \$ 97,801           | \$ 98,467                     | \$ (666)           | -1%        |       |
| 3200 - Operations                          | \$ 30,111           | \$ 42,438           | \$ (12,327)         | -29%        | \$ 65,903           | \$ 84,876           | \$ (18,973)         | -22%        | \$ 65,903           | \$ 96,193                     | \$ (30,290)        | -31%       |       |
| 3300 - Bus Operators                       | \$ 31               | \$ 638              | \$ (607)            | -95%        | \$ 31               | \$ 1,275            | \$ (1,244)          | -98%        | \$ 31               | \$ -                          | \$ 31              | 100%       |       |
| 4100 - Fleet Maintenance                   | \$ 206,371          | \$ 390,659          | \$ (184,288)        | -47%        | \$ 389,466          | \$ 781,322          | \$ (391,856)        | -50%        | \$ 389,466          | \$ 622,747                    | \$ (233,281)       | -37%       |       |
| 9001 - Cobra Benefits                      | \$ (1)              | \$ -                | \$ (1)              | 100%        | \$ (1)              | \$ -                | \$ (1)              | 100%        | \$ (1)              | \$ -                          | \$ (1)             | 100%       |       |
| 9005 - Retired Employee Benefits           | \$ -                | \$ 1                | \$ (1)              | -100%       | \$ -                | \$ 1                | \$ (1)              | -100%       | \$ -                | \$ -                          | \$ -               | 0%         |       |
| 9014 - Operating Grants                    | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ 11,543                     | \$ (11,543)        | -100%      |       |
| 110020 - Operating Grants                  | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                          | \$ -               | 0%         |       |
| 100 - New Flyer Parts Credit               | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ -                | \$ -                | 0%          | \$ -                | \$ (160,536)                  | \$ 160,536         | -100%      |       |
| <b>Subtotal Non-Personnel Expenses</b>     | <b>\$ 567,662</b>   | <b>\$ 818,662</b>   | <b>\$ (251,000)</b> | <b>-31%</b> | <b>\$ 1,091,936</b> | <b>\$ 1,640,754</b> | <b>\$ (548,818)</b> | <b>-33%</b> | <b>\$ 1,091,936</b> | <b>\$ 1,109,206</b>           | <b>\$ (17,270)</b> | <b>-2%</b> |       |

5-2.63



**FY10**  
**Operating Expenses by Department**  
*For the month ending - August 31, 2009*

|                                    | Current Period |              |              |       |       | Year to Date |              |                |       | YTD Year Over Year Comparison |              |              |       |
|------------------------------------|----------------|--------------|--------------|-------|-------|--------------|--------------|----------------|-------|-------------------------------|--------------|--------------|-------|
|                                    | Actual         | Budget       | \$ Var       | % Var | Notes | Actual       | Budget       | \$ Var         | % Var | FY10 Actual                   | FY09         | \$ Var       | % Var |
| <b>Total Departmental Expenses</b> |                |              |              |       |       |              |              |                |       |                               |              |              |       |
| 700 - SCCIC                        | \$ -           | \$ 25        | \$ (25)      | -100% |       | \$ -         | \$ 50        | \$ (50)        | -100% | \$ -                          | \$ 20        | \$ (20)      | -100% |
| 1100 - Administration              | \$ 84,376      | \$ 100,584   | \$ (16,208)  | -16%  | 1     | \$ 174,312   | \$ 202,169   | \$ (27,857)    | -14%  | \$ 174,312                    | \$ 205,825   | \$ (31,513)  | -15%  |
| 1200 - Finance                     | \$ 159,841     | \$ 175,542   | \$ (15,701)  | -9%   | 2     | \$ 306,801   | \$ 330,999   | \$ (24,198)    | -7%   | \$ 306,801                    | \$ 207,053   | \$ 99,748    | 48%   |
| 1300 - Customer Service            | \$ 33,532      | \$ 44,000    | \$ (10,468)  | -24%  |       | \$ 66,640    | \$ 88,000    | \$ (21,360)    | -24%  | \$ 66,640                     | \$ 80,101    | \$ (13,461)  | -17%  |
| 1400 - Human Resources             | \$ 48,462      | \$ 66,678    | \$ (18,216)  | -27%  | 3     | \$ 101,442   | \$ 133,356   | \$ (31,914)    | -24%  | \$ 101,442                    | \$ 98,228    | \$ 3,214     | 3%    |
| 1500 - Information Technology      | \$ 52,490      | \$ 59,178    | \$ (6,688)   | -11%  |       | \$ 109,361   | \$ 124,556   | \$ (15,195)    | -12%  | \$ 109,361                    | \$ 98,297    | \$ 11,064    | 11%   |
| 1700 - District Counsel            | \$ 37,134      | \$ 40,896    | \$ (3,762)   | -9%   |       | \$ 76,735    | \$ 81,792    | \$ (5,057)     | -6%   | \$ 76,735                     | \$ 70,710    | \$ 6,025     | 9%    |
| 1800 - Risk Management             | \$ 8,217       | \$ 20,833    | \$ (12,616)  | -61%  |       | \$ 9,410     | \$ 41,666    | \$ (32,256)    | -77%  | \$ 9,410                      | \$ 21,875    | \$ (12,465)  | -57%  |
| 2200 - Facilities Maintenance      | \$ 237,053     | \$ 228,442   | \$ 8,611     | 4%    |       | \$ 472,198   | \$ 473,197   | \$ (999)       | 0%    | \$ 472,198                    | \$ 383,861   | \$ 88,337    | 23%   |
| 3100 - Paratransit Program         | \$ 300,955     | \$ 381,606   | \$ (80,651)  | -21%  | 4     | \$ 623,346   | \$ 763,212   | \$ (139,866)   | -18%  | \$ 623,346                    | \$ 612,138   | \$ 11,208    | 2%    |
| 3200 - Operations                  | \$ 195,708     | \$ 214,453   | \$ (18,745)  | -9%   | 5     | \$ 414,153   | \$ 435,888   | \$ (21,735)    | -5%   | \$ 414,153                    | \$ 435,947   | \$ (21,794)  | -5%   |
| 3300 - Bus Operators               | \$ 1,058,062   | \$ 1,195,693 | \$ (137,631) | -12%  | 6     | \$ 2,179,747 | \$ 2,391,386 | \$ (211,639)   | -9%   | \$ 2,179,747                  | \$ 2,096,007 | \$ 83,740    | 4%    |
| 4100 - Fleet Maintenance           | \$ 493,761     | \$ 715,405   | \$ (221,644) | -31%  | 7     | \$ 994,180   | \$ 1,430,814 | \$ (436,634)   | -31%  | \$ 994,180                    | \$ 1,245,937 | \$ (251,757) | -20%  |
| 9001 - Cobra Benefits              | \$ 534         | \$ -         | \$ 534       | 100%  |       | \$ 1,190     | \$ -         | \$ 1,190       | 100%  | \$ 1,190                      | \$ 836       | \$ 354       | 42%   |
| 9005 - Retired Employee Benefits   | \$ 146,117     | \$ 180,038   | \$ (33,921)  | -19%  | 8     | \$ 292,089   | \$ 360,075   | \$ (67,986)    | -19%  | \$ 292,089                    | \$ 209,866   | \$ 82,223    | 39%   |
| 9014 - Operating Grants            | \$ -           | \$ -         | \$ -         | 0%    |       | \$ -         | \$ -         | \$ -           | 0%    | \$ -                          | \$ 11,543    | \$ (11,543)  | -100% |
| 110020 - Operating Grants          | \$ -           | \$ -         | \$ -         | 0%    |       | \$ -         | \$ -         | \$ -           | 0%    | \$ -                          | \$ -         | \$ -         | 0%    |
| 100 - New Flyer Parts Credit       | \$ -           | \$ -         | \$ -         | 0%    |       | \$ -         | \$ -         | \$ -           | 0%    | \$ -                          | \$ (160,536) | \$ 160,536   | -100% |
| <b>Total Operating Expenses</b>    | \$ 2,856,242   | \$ 3,423,373 | \$ (567,131) | -17%  |       | \$ 5,821,604 | \$ 6,857,160 | \$ (1,035,556) | -15%  | \$ 5,821,604                  | \$ 5,617,708 | \$ 203,896   | 4%    |

\*\* does not include depreciation

**Current Period Notes:**

- 1) **Administration** is under budget due to less than anticipated personnel expenses (unpaid leaves) and cost cutting measures in place (services, other materials and supplies).
- 2) **Finance** is under budget due to less than anticipated insurance expenses.
- 3) **Human Resources** is under budget due to Prof & Tech Fees straight-lined and less than anticipated Training expenses.
- 4) **Paratransit Program** is under budget due to vacant funded positions and extended leaves.
- 5) **Operations** is under budget due to vacant funded positions.
- 6) **Bus Operators** is under budget due to vacant funded positions and extended leaves.
- 7) **Fleet** is under budget due to lower than anticipated prices of fuel.
- 8) **Retired Employee Benefits** is under budget due to the budget being straight lined. Increase will happen towards the end of the year.

5-2164



**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - August 31, 2009**

|                                   | Current Period      |                     |                     |             |          | Year to Date        |                     |                     |             | YTD Year Over Year Comparison |                     |                   |           |
|-----------------------------------|---------------------|---------------------|---------------------|-------------|----------|---------------------|---------------------|---------------------|-------------|-------------------------------|---------------------|-------------------|-----------|
|                                   | Actual              | Budget              | \$ Var              | % Var       | Notes    | Actual              | Budget              | \$ Var              | % Var       | FY10                          | FY09                | \$ Var            | % Var     |
| <b>LABOR</b>                      |                     |                     |                     |             |          |                     |                     |                     |             |                               |                     |                   |           |
| 501011 Bus Operator Pay           | \$ 613,274          | \$ 678,293          | \$ (65,019)         | -10%        |          | \$ 1,253,551        | \$ 1,356,586        | \$ (103,035)        | -8%         | \$ 1,253,551                  | \$ 1,263,422        | \$ (9,871)        | -1%       |
| 501013 Bus Operator Overtime      | \$ 90,962           | \$ 111,733          | \$ (20,771)         | -19%        |          | \$ 208,760          | \$ 223,466          | \$ (14,706)         | -7%         | \$ 208,760                    | \$ 108,615          | \$ 100,145        | 92%       |
| 501021 Other Salaries             | \$ 527,715          | \$ 570,460          | \$ (42,745)         | -7%         |          | \$ 1,083,142        | \$ 1,140,920        | \$ (57,778)         | -5%         | \$ 1,083,142                  | \$ 992,926          | \$ 90,216         | 9%        |
| 501023 Other Overtime             | \$ 26,370           | \$ 25,297           | \$ 1,073            | 4%          |          | \$ 57,897           | \$ 57,576           | \$ 321              | 1%          | \$ 57,897                     | \$ 45,970           | \$ 11,927         | 26%       |
| <b>Total Labor -</b>              | <b>\$ 1,258,321</b> | <b>\$ 1,385,783</b> | <b>\$ (127,462)</b> | <b>-9%</b>  |          | <b>\$ 2,603,350</b> | <b>\$ 2,778,548</b> | <b>\$ (175,198)</b> | <b>-6%</b>  | <b>\$ 2,603,350</b>           | <b>\$ 2,410,933</b> | <b>\$ 192,417</b> | <b>8%</b> |
| <b>FRINGE BENEFITS</b>            |                     |                     |                     |             |          |                     |                     |                     |             |                               |                     |                   |           |
| 502011 Medicare/Soc. Sec.         | \$ 18,205           | \$ 21,577           | \$ (3,372)          | -16%        |          | \$ 38,200           | \$ 43,154           | \$ (4,954)          | -11%        | \$ 38,200                     | \$ 34,855           | \$ 3,345          | 10%       |
| 502021 Retirement                 | \$ 178,358          | \$ 199,902          | \$ (21,544)         | -11%        |          | \$ 372,524          | \$ 399,804          | \$ (27,280)         | -7%         | \$ 372,524                    | \$ 370,406          | \$ 2,118          | 1%        |
| 502031 Medical Insurance          | \$ 441,917          | \$ 528,472          | \$ (86,555)         | -16%        |          | \$ 888,524          | \$ 1,056,944        | \$ (168,420)        | -16%        | \$ 888,524                    | \$ 782,967          | \$ 105,557        | 13%       |
| 502041 Dental Insurance           | \$ 38,959           | \$ 46,442           | \$ (7,483)          | -16%        |          | \$ 78,992           | \$ 92,884           | \$ (13,892)         | -15%        | \$ 78,992                     | \$ 79,666           | \$ (674)          | -1%       |
| 502045 Vision Insurance           | \$ 11,465           | \$ 12,057           | \$ (592)            | -5%         |          | \$ 22,764           | \$ 24,114           | \$ (1,350)          | -6%         | \$ 22,764                     | \$ 22,192           | \$ 572            | 3%        |
| 502051 Life Insurance             | \$ 3,578            | \$ 4,327            | \$ (749)            | -17%        |          | \$ 7,134            | \$ 8,654            | \$ (1,520)          | -18%        | \$ 7,134                      | \$ 11,122           | \$ (3,988)        | -36%      |
| 502060 State Disability           | \$ 15,713           | \$ 26,562           | \$ (10,849)         | -41%        |          | \$ 33,142           | \$ 53,124           | \$ (19,982)         | -38%        | \$ 33,142                     | \$ 22,401           | \$ 10,741         | 48%       |
| 502061 Disability Insurance       | \$ 18,392           | \$ 22,749           | \$ (4,357)          | -19%        |          | \$ 34,655           | \$ 45,498           | \$ (10,843)         | -24%        | \$ 34,655                     | \$ 35,536           | \$ (881)          | -2%       |
| 502071 State Unemp. Ins           | \$ 400              | \$ 4,434            | \$ (4,034)          | -91%        |          | \$ 712              | \$ 8,868            | \$ (8,156)          | -92%        | \$ 712                        | \$ 331              | \$ 381            | 115%      |
| 502081 Worker's Comp Ins          | \$ 67,383           | \$ 85,756           | \$ (18,373)         | -21%        |          | \$ 124,678          | \$ 171,512          | \$ (46,834)         | -27%        | \$ 124,678                    | \$ 163,480          | \$ (38,802)       | -24%      |
| 502083 Worker's Comp IBNR         | \$ -                | \$ -                | \$ -                | 0%          |          | \$ -                | \$ -                | \$ -                | 0%          | \$ -                          | \$ -                | \$ -              | 0%        |
| 502101 Holiday Pay                | \$ 1,586            | \$ 26,666           | \$ (25,080)         | -94%        |          | \$ 20,032           | \$ 53,332           | \$ (33,300)         | -62%        | \$ 20,032                     | \$ 47,281           | \$ (27,249)       | -58%      |
| 502103 Floating Holiday           | \$ 2,557            | \$ 6,042            | \$ (3,485)          | -58%        |          | \$ 7,180            | \$ 12,084           | \$ (4,904)          | -41%        | \$ 7,180                      | \$ 2,053            | \$ 5,127          | 250%      |
| 502109 Sick Leave                 | \$ 56,057           | \$ 77,938           | \$ (21,881)         | -28%        |          | \$ 104,434          | \$ 155,876          | \$ (51,442)         | -33%        | \$ 104,434                    | \$ 104,474          | \$ (40)           | 0%        |
| 502111 Annual Leave               | \$ 156,832          | \$ 131,432          | \$ 25,400           | 19%         |          | \$ 351,119          | \$ 262,864          | \$ 88,255           | 34%         | \$ 351,119                    | \$ 389,364          | \$ (38,245)       | -10%      |
| 502121 Other Paid Absence         | \$ 11,239           | \$ 10,657           | \$ 582              | 5%          |          | \$ 26,436           | \$ 21,314           | \$ 5,122            | 24%         | \$ 26,436                     | \$ 17,066           | \$ 9,370          | 55%       |
| 502251 Physical Exams             | \$ 1,350            | \$ 1,108            | \$ 242              | 22%         |          | \$ 1,684            | \$ 2,216            | \$ (532)            | -24%        | \$ 1,684                      | \$ 770              | \$ 914            | 119%      |
| 502253 Driver Lic Renewal         | \$ 162              | \$ 367              | \$ (205)            | -56%        |          | \$ 689              | \$ 734              | \$ (45)             | -6%         | \$ 689                        | \$ 128              | \$ 561            | 438%      |
| 502999 Other Fringe Benefits      | \$ 6,108            | \$ 12,443           | \$ (6,335)          | -51%        |          | \$ 13,420           | \$ 24,886           | \$ (11,466)         | -46%        | \$ 13,420                     | \$ 13,477           | \$ (57)           | 0%        |
| <b>Total Fringe Benefits -</b>    | <b>\$ 1,030,261</b> | <b>\$ 1,218,931</b> | <b>\$ (188,670)</b> | <b>-15%</b> |          | <b>\$ 2,126,319</b> | <b>\$ 2,437,862</b> | <b>\$ (311,543)</b> | <b>-13%</b> | <b>\$ 2,126,319</b>           | <b>\$ 2,097,569</b> | <b>\$ 28,750</b>  | <b>1%</b> |
| <b>Total Personnel Expenses -</b> | <b>\$ 2,288,582</b> | <b>\$ 2,604,714</b> | <b>\$ (316,132)</b> | <b>-12%</b> | <b>1</b> | <b>\$ 4,729,669</b> | <b>\$ 5,216,410</b> | <b>\$ (486,741)</b> | <b>-9%</b>  | <b>\$ 4,729,669</b>           | <b>\$ 4,508,502</b> | <b>\$ 221,167</b> | <b>5%</b> |

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**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - August 31, 2009**

|  | Current Period    |                   |                     |             |       | Year to Date      |                   |                     |             | YTD Year Over Year Comparison |                   |                    |            |
|--|-------------------|-------------------|---------------------|-------------|-------|-------------------|-------------------|---------------------|-------------|-------------------------------|-------------------|--------------------|------------|
|  | Actual            | Budget            | \$ Var              | % Var       | Notes | Actual            | Budget            | \$ Var              | % Var       | FY10 Actual                   | FY09              | \$ Var             | % Var      |
| <b>SERVICES</b>                                |                   |                   |                     |             |       |                   |                   |                     |             |                               |                   |                    |            |
| 503011 Acctg & Audit Fees                      | \$ 18,500         | \$ 21,479         | \$ (2,979)          | -14%        |       | \$ 21,700         | \$ 22,358         | \$ (658)            | -3%         | \$ 21,700                     | \$ 22,000         | \$ (300)           | -1%        |
| 503012 Admin & Bank Fees                       | \$ 960            | \$ 1,413          | \$ (453)            | -32%        |       | \$ 2,242          | \$ 2,826          | \$ (584)            | -21%        | \$ 2,242                      | \$ 1,141          | \$ 1,101           | 96%        |
| 503031 Prof & Tech Fees                        | \$ 13,882         | \$ 25,988         | \$ (12,106)         | -47%        |       | \$ 21,189         | \$ 50,876         | \$ (29,687)         | -58%        | \$ 21,189                     | \$ 23,161         | \$ (1,972)         | -9%        |
| 503032 Legislative Services                    | \$ 7,500          | \$ 8,617          | \$ (1,117)          | -13%        |       | \$ 15,000         | \$ 17,234         | \$ (2,234)          | -13%        | \$ 15,000                     | \$ 15,000         | \$ -               | 0%         |
| 503033 Legal Services                          | \$ -              | \$ 4,583          | \$ (4,583)          | -100%       |       | \$ 1,125          | \$ 9,166          | \$ (8,041)          | -88%        | \$ 1,125                      | \$ -              | \$ 1,125           | 100%       |
| 503034 Pre-Employ Exams                        | \$ 1,103          | \$ 1,037          | \$ 66               | 6%          |       | \$ 2,748          | \$ 2,074          | \$ 674              | 32%         | \$ 2,748                      | \$ 1,505          | \$ 1,243           | 83%        |
| 503041 Temp Help                               | \$ 17,147         | \$ -              | \$ 17,147           | 100%        | 2     | \$ 30,180         | \$ -              | \$ 30,180           | 100%        | \$ 30,180                     | \$ 23,865         | \$ 6,315           | 26%        |
| 503161 Custodial Services                      | \$ 7,892          | \$ 5,508          | \$ 2,384            | 43%         |       | \$ 12,964         | \$ 11,016         | \$ 1,948            | 18%         | \$ 12,964                     | \$ 10,408         | \$ 2,556           | 25%        |
| 503162 Uniform & Laundry                       | \$ 1,437          | \$ 3,668          | \$ (2,231)          | -61%        |       | \$ 3,259          | \$ 7,336          | \$ (4,077)          | -56%        | \$ 3,259                      | \$ 5,791          | \$ (2,532)         | -44%       |
| 503171 Security Services                       | \$ 24,656         | \$ 33,804         | \$ (9,148)          | -27%        |       | \$ 54,082         | \$ 67,788         | \$ (13,706)         | -20%        | \$ 54,082                     | \$ 58,864         | \$ (4,782)         | -8%        |
| 503221 Classified/Legal Ads                    | \$ 750            | \$ 2,200          | \$ (1,450)          | -66%        |       | \$ 1,444          | \$ 4,400          | \$ (2,956)          | -67%        | \$ 1,444                      | \$ 3,644          | \$ (2,200)         | -60%       |
| 503222 Legal Advertising                       | \$ -              | \$ -              | \$ -                | 0%          |       | \$ -              | \$ -              | \$ -                | 0%          | \$ -                          | \$ -              | \$ -               | 0%         |
| 503225 Graphic Services                        | \$ -              | \$ 333            | \$ (333)            | -100%       |       | \$ -              | \$ 666            | \$ (666)            | -100%       | \$ -                          | \$ -              | \$ -               | 0%         |
| 503351 Repair - Bldg & Impr                    | \$ 6,836          | \$ 6,375          | \$ 461              | 7%          |       | \$ 10,453         | \$ 12,750         | \$ (2,297)          | -18%        | \$ 10,453                     | \$ 10,654         | \$ (201)           | -2%        |
| 503352 Repair - Equipment                      | \$ 47,821         | \$ 37,261         | \$ 10,560           | 28%         |       | \$ 90,436         | \$ 88,132         | \$ 2,304            | 3%          | \$ 90,436                     | \$ 34,073         | \$ 56,363          | 165%       |
| 503353 Repair - Rev Vehicle                    | \$ 36,212         | \$ 36,442         | \$ (230)            | -1%         |       | \$ 59,623         | \$ 72,684         | \$ (13,261)         | -18%        | \$ 59,623                     | \$ 102,861        | \$ (43,238)        | -42%       |
| 503354 Repair - Non Rev Vehicle                | \$ 7,153          | \$ 2,625          | \$ 4,528            | 172%        |       | \$ 7,153          | \$ 5,250          | \$ 1,903            | 36%         | \$ 7,153                      | \$ 7,921          | \$ (768)           | -10%       |
| 503363 Haz Mat Disposal                        | \$ 1,192          | \$ 2,083          | \$ (891)            | -43%        |       | \$ 2,822          | \$ 4,166          | \$ (1,344)          | -32%        | \$ 2,822                      | \$ 5,931          | \$ (3,109)         | -52%       |
| <b>Total Services -</b>                        | <b>\$ 193,041</b> | <b>\$ 193,416</b> | <b>\$ (375)</b>     | <b>0%</b>   |       | <b>\$ 336,420</b> | <b>\$ 378,922</b> | <b>\$ (42,502)</b>  | <b>-11%</b> | <b>\$ 336,420</b>             | <b>\$ 326,819</b> | <b>\$ 9,601</b>    | <b>3%</b>  |
| <b>MOBILE MATERIALS AND SUPPLIES</b>           |                   |                   |                     |             |       |                   |                   |                     |             |                               |                   |                    |            |
| 504011 Fuels & Lube Non Rev Veh                | \$ 6,831          | \$ 17,283         | \$ (10,452)         | -60%        |       | \$ 24,814         | \$ 34,566         | \$ (9,752)          | -28%        | \$ 24,814                     | \$ 24,241         | \$ 573             | 2%         |
| 504012 Fuels & Lube Rev Veh                    | \$ 103,402        | \$ 270,417        | \$ (167,015)        | -62%        | 3     | \$ 236,397        | \$ 540,834        | \$ (304,437)        | -56%        | \$ 236,397                    | \$ 389,934        | \$ (153,537)       | -39%       |
| 504021 Tires & Tubes                           | \$ 14,862         | \$ 17,750         | \$ (2,888)          | -16%        |       | \$ 25,708         | \$ 35,500         | \$ (9,792)          | -28%        | \$ 25,708                     | \$ 39,937         | \$ (14,229)        | -36%       |
| 504161 Other Mobile Supplies                   | \$ 45             | \$ 858            | \$ (813)            | -95%        |       | \$ 130            | \$ 1,716          | \$ (1,586)          | -92%        | \$ 130                        | \$ 1,674          | \$ (1,544)         | -92%       |
| 504191 Rev Vehicle Parts                       | \$ 53,936         | \$ 68,083         | \$ (14,147)         | -21%        | 4     | \$ 81,252         | \$ 136,166        | \$ (54,914)         | -40%        | \$ 81,252                     | \$ (75,183)       | \$ 156,435         | -208%      |
| <b>Total Mobile Materials &amp; Supplies -</b> | <b>\$ 179,076</b> | <b>\$ 374,391</b> | <b>\$ (195,315)</b> | <b>-52%</b> |       | <b>\$ 368,301</b> | <b>\$ 748,782</b> | <b>\$ (380,481)</b> | <b>-51%</b> | <b>\$ 368,301</b>             | <b>\$ 380,603</b> | <b>\$ (12,302)</b> | <b>-3%</b> |

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**FY10**  
**Consolidated Operating Expenses**  
**For the month ending - August 31, 2009**

|   | Current Period   |                  |                    |             |       | Year to Date     |                   |                    |             | YTD Year Over Year Comparison |                   |                    |             |
|---|------------------|------------------|--------------------|-------------|-------|------------------|-------------------|--------------------|-------------|-------------------------------|-------------------|--------------------|-------------|
|   | Actual           | Budget           | \$ Var             | % Var       | Notes | Actual           | Budget            | \$ Var             | % Var       | FY10 Actual                   | FY09              | \$ Var             | % Var       |
| <b><u>OTHER MATERIALS &amp; SUPPLIES</u></b>  |                  |                  |                    |             |       |                  |                   |                    |             |                               |                   |                    |             |
| 504205 Freight Out                            | \$ 87            | \$ 300           | \$ (213)           | -71%        |       | \$ 197           | \$ 600            | \$ (403)           | -67%        | \$ 197                        | \$ 535            | \$ (338)           | -63%        |
| 504211 Postage & Mailing                      | \$ 180           | \$ 1,939         | \$ (1,759)         | -91%        |       | \$ 2,498         | \$ 3,878          | \$ (1,380)         | -36%        | \$ 2,498                      | \$ 316            | \$ 2,182           | 691%        |
| 504214 Promotional Items                      | \$ -             | \$ -             | \$ -               | 0%          |       | \$ -             | \$ -              | \$ -               | 0%          | \$ -                          | \$ -              | \$ -               | 0%          |
| 504215 Printing                               | \$ 1,938         | \$ 5,328         | \$ (3,390)         | -64%        |       | \$ 1,938         | \$ 10,656         | \$ (8,718)         | -82%        | \$ 1,938                      | \$ 10,210         | \$ (8,272)         | -81%        |
| 504217 Photo Supply/Processing                | \$ (7)           | \$ 825           | \$ (832)           | -101%       |       | \$ 92            | \$ 1,650          | \$ (1,558)         | -94%        | \$ 92                         | \$ 269            | \$ (177)           | -66%        |
| 504311 Office Supplies                        | \$ 4,521         | \$ 7,353         | \$ (2,832)         | -39%        |       | \$ 12,470        | \$ 14,706         | \$ (2,236)         | -15%        | \$ 12,470                     | \$ 13,887         | \$ (1,417)         | -10%        |
| 504315 Safety Supplies                        | \$ 3,131         | \$ 2,792         | \$ 339             | 12%         |       | \$ 3,572         | \$ 5,584          | \$ (2,012)         | -36%        | \$ 3,572                      | \$ 4,541          | \$ (969)           | -21%        |
| 504317 Cleaning Supplies                      | \$ 3,835         | \$ 4,933         | \$ (1,098)         | -22%        |       | \$ 3,857         | \$ 9,866          | \$ (6,009)         | -61%        | \$ 3,857                      | \$ 8,248          | \$ (4,391)         | -53%        |
| 504409 Repair/Maint Supplies                  | \$ 3,858         | \$ 4,775         | \$ (917)           | -19%        |       | \$ 5,164         | \$ 9,550          | \$ (4,386)         | -46%        | \$ 5,164                      | \$ 12,163         | \$ (6,999)         | -58%        |
| 504421 Non-Inventory Parts                    | \$ 496           | \$ 4,462         | \$ (3,966)         | -89%        |       | \$ 3,516         | \$ 8,925          | \$ (5,409)         | -61%        | \$ 3,516                      | \$ 8,124          | \$ (4,608)         | -57%        |
| 504511 Small Tools                            | \$ 655           | \$ 875           | \$ (220)           | -25%        |       | \$ 797           | \$ 1,750          | \$ (953)           | -54%        | \$ 797                        | \$ 1,661          | \$ (864)           | -52%        |
| 504515 Employee Tool Rplcmt                   | \$ 624           | \$ 225           | \$ 399             | 177%        |       | \$ 624           | \$ 450            | \$ 174             | 39%         | \$ 624                        | \$ 397            | \$ 227             | 57%         |
| <b>Total Other Materials &amp; Supplies -</b> | <b>\$ 19,318</b> | <b>\$ 33,807</b> | <b>\$ (14,489)</b> | <b>-43%</b> |       | <b>\$ 34,725</b> | <b>\$ 67,615</b>  | <b>\$ (32,890)</b> | <b>-49%</b> | <b>\$ 34,725</b>              | <b>\$ 60,351</b>  | <b>\$ (25,626)</b> | <b>-42%</b> |
| <b><u>UTILITIES</u></b>                       |                  |                  |                    |             |       |                  |                   |                    |             |                               |                   |                    |             |
| 505011 Gas & Electric                         | \$ 15,054        | \$ 19,101        | \$ (4,047)         | -21%        |       | \$ 30,890        | \$ 38,202         | \$ (7,312)         | -19%        | \$ 30,890                     | \$ 26,134         | \$ 4,756           | 18%         |
| 505021 Water & Garbage                        | \$ 11,835        | \$ 10,681        | \$ 1,154           | 11%         |       | \$ 22,608        | \$ 21,362         | \$ 1,246           | 6%          | \$ 22,608                     | \$ 20,337         | \$ 2,271           | 11%         |
| 505031 Telecommunications                     | \$ 7,320         | \$ 12,298        | \$ (4,978)         | -40%        |       | \$ 15,962        | \$ 24,596         | \$ (8,634)         | -35%        | \$ 15,962                     | \$ 14,617         | \$ 1,345           | 9%          |
| <b>Total Utilities -</b>                      | <b>\$ 34,209</b> | <b>\$ 42,080</b> | <b>\$ (7,871)</b>  | <b>-19%</b> |       | <b>\$ 69,460</b> | <b>\$ 84,160</b>  | <b>\$ (14,700)</b> | <b>-17%</b> | <b>\$ 69,460</b>              | <b>\$ 61,088</b>  | <b>\$ 8,372</b>    | <b>14%</b>  |
| <b><u>CASUALTY &amp; LIABILITY</u></b>        |                  |                  |                    |             |       |                  |                   |                    |             |                               |                   |                    |             |
| 506011 Insurance - Property                   | \$ 8,389         | \$ 10,158        | \$ (1,769)         | -17%        |       | \$ 16,778        | \$ 20,316         | \$ (3,538)         | -17%        | \$ 16,778                     | \$ 11,824         | \$ 4,954           | 42%         |
| 506015 Insurance - PL & PD                    | \$ 38,101        | \$ 43,775        | \$ (5,674)         | -13%        |       | \$ 76,202        | \$ 87,550         | \$ (11,348)        | -13%        | \$ 76,202                     | \$ 81,052         | \$ (4,850)         | -6%         |
| 506021 Insurance - Other                      | \$ -             | \$ -             | \$ -               | 0%          |       | \$ -             | \$ -              | \$ -               | 0%          | \$ -                          | \$ -              | \$ -               | 0%          |
| 506123 Settlement Costs                       | \$ 5,692         | \$ 12,500        | \$ (6,808)         | -54%        |       | \$ 5,719         | \$ 25,000         | \$ (19,281)        | -77%        | \$ 5,719                      | \$ 21,705         | \$ (15,986)        | -74%        |
| 506127 Repairs - Dist Prop                    | \$ -             | \$ -             | \$ -               | 0%          |       | \$ -             | \$ -              | \$ -               | 0%          | \$ -                          | \$ 533            | \$ (533)           | -100%       |
| <b>Total Casualty &amp; Liability -</b>       | <b>\$ 52,182</b> | <b>\$ 66,433</b> | <b>\$ (14,251)</b> | <b>-21%</b> |       | <b>\$ 98,699</b> | <b>\$ 132,866</b> | <b>\$ (34,167)</b> | <b>-26%</b> | <b>\$ 98,699</b>              | <b>\$ 115,114</b> | <b>\$ (16,415)</b> | <b>-14%</b> |
| <b><u>TAXES</u></b>                           |                  |                  |                    |             |       |                  |                   |                    |             |                               |                   |                    |             |
| 507051 Fuel Tax                               | \$ 783           | \$ 1,209         | \$ (426)           | -35%        |       | \$ 1,566         | \$ 2,418          | \$ (852)           | -35%        | \$ 1,566                      | \$ 9,842          | \$ (8,276)         | -84%        |
| 507201 Licenses & permits                     | \$ 25            | \$ 1,158         | \$ (1,133)         | -98%        |       | \$ 5,212         | \$ 2,316          | \$ 2,896           | 125%        | \$ 5,212                      | \$ -              | \$ 5,212           | 100%        |
| 507999 Other Taxes                            | \$ -             | \$ -             | \$ -               | 0%          |       | \$ 2,485         | \$ 4,142          | \$ (1,657)         | -40%        | \$ 2,485                      | \$ 2,485          | \$ -               | 0%          |
| <b>Total Utilities -</b>                      | <b>\$ 808</b>    | <b>\$ 2,367</b>  | <b>\$ (1,559)</b>  | <b>-66%</b> |       | <b>\$ 9,263</b>  | <b>\$ 8,876</b>   | <b>\$ 387</b>      | <b>4%</b>   | <b>\$ 9,263</b>               | <b>\$ 12,327</b>  | <b>\$ (3,064)</b>  | <b>-25%</b> |

5-2.67



**FY10**  
**Consolidated Operating Expenses**  
 For the month ending - August 31, 2009

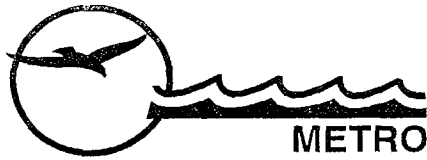
|  | Current Period      |                     |                     |             |       | Year to Date        |                     |                       |             | YTD Year Over Year Comparison |                     |                    |            |
|--|---------------------|---------------------|---------------------|-------------|-------|---------------------|---------------------|-----------------------|-------------|-------------------------------|---------------------|--------------------|------------|
|  | Actual              | Budget              | \$ Var              | % Var       | Notes | Actual              | Budget              | \$ Var                | % Var       | FY10                          | FY09                | \$ Var             | % Var      |
| <b><u>PURCHASED TRANSPORTATION</u></b> |                     |                     |                     |             |       |                     |                     |                       |             |                               |                     |                    |            |
| 503406 Contr/Paratrans                 | \$ 15,298           | \$ 20,833           | \$ (5,535)          | -27%        |       | \$ 31,042           | \$ 41,666           | \$ (10,624)           | -25%        | \$ 31,042                     | \$ 9,072            | \$ 21,970          | 242%       |
| Total Purchased Transportation -       | \$ 15,298           | \$ 20,833           | \$ (5,535)          | -27%        |       | \$ 31,042           | \$ 41,666           | \$ (10,624)           | -25%        | \$ 31,042                     | \$ 9,072            | \$ 21,970          | 242%       |
| <b><u>MISC</u></b>                     |                     |                     |                     |             |       |                     |                     |                       |             |                               |                     |                    |            |
| 509011 Dues & Subscriptions            | \$ 4,172            | \$ 5,485            | \$ (1,313)          | -24%        |       | \$ 10,025           | \$ 11,970           | \$ (1,945)            | -16%        | \$ 10,025                     | \$ 11,585           | \$ (1,560)         | -13%       |
| 509085 Advertising - Rev Product       | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                  | 0%          | \$ -                          | \$ -                | \$ -               | 0%         |
| 509101 Emp Incentive Prog              | \$ 279              | \$ 2,883            | \$ (2,604)          | -90%        |       | \$ 343              | \$ 5,766            | \$ (5,423)            | -94%        | \$ 343                        | \$ 106              | \$ 237             | 224%       |
| 509121 Employee Training               | \$ 1,208            | \$ 4,739            | \$ (3,531)          | -75%        |       | \$ 1,263            | \$ 15,678           | \$ (14,415)           | -92%        | \$ 1,263                      | \$ 6,355            | \$ (5,092)         | -80%       |
| 509123 Travel                          | \$ 6,347            | \$ 7,232            | \$ (885)            | -12%        |       | \$ 8,610            | \$ 14,463           | \$ (5,853)            | -40%        | \$ 8,610                      | \$ 4,206            | \$ 4,404           | 105%       |
| 509125 Local Meeting Exp               | \$ 207              | \$ 412              | \$ (205)            | -50%        |       | \$ 347              | \$ 824              | \$ (477)              | -58%        | \$ 347                        | \$ 422              | \$ (75)            | -18%       |
| 509127 Board Director Fees             | \$ 850              | \$ 1,100            | \$ (250)            | -23%        |       | \$ 1,150            | \$ 2,200            | \$ (1,050)            | -48%        | \$ 1,150                      | \$ 1,700            | \$ (550)           | -32%       |
| 509150 Contributions                   | \$ -                | \$ 54               | \$ (54)             | -100%       |       | \$ -                | \$ 108              | \$ (108)              | -100%       | \$ -                          | \$ -                | \$ -               | 0%         |
| 509197 Sales Tax Expense               | \$ -                | \$ -                | \$ -                | 0%          |       | \$ -                | \$ -                | \$ -                  | 0%          | \$ -                          | \$ -                | \$ -               | 0%         |
| 509198 Cash Over/Short                 | \$ (4)              | \$ 42               | \$ (46)             | -110%       |       | \$ (21)             | \$ 84               | \$ (105)              | -125%       | \$ (21)                       | \$ (258)            | \$ 237             | -92%       |
| Total Misc -                           | \$ 13,059           | \$ 21,947           | \$ (8,888)          | -40%        |       | \$ 21,717           | \$ 51,093           | \$ (29,376)           | -57%        | \$ 21,717                     | \$ 24,116           | \$ (2,399)         | -10%       |
| <b><u>LEASES &amp; RENTALS</u></b>     |                     |                     |                     |             |       |                     |                     |                       |             |                               |                     |                    |            |
| 512011 Facility Rentals                | \$ 60,338           | \$ 61,030           | \$ (692)            | -1%         |       | \$ 120,676          | \$ 122,060          | \$ (1,384)            | -1%         | \$ 120,676                    | \$ 116,292          | \$ 4,384           | 4%         |
| 512061 Equipment Rentals               | \$ 331              | \$ 2,355            | \$ (2,024)          | -86%        |       | \$ 1,632            | \$ 4,710            | \$ (3,078)            | -65%        | \$ 1,632                      | \$ 3,422            | \$ (1,790)         | -52%       |
| Total Leases & Rentals -               | \$ 60,669           | \$ 63,385           | \$ (2,716)          | -4%         |       | \$ 122,308          | \$ 126,770          | \$ (4,462)            | -4%         | \$ 122,308                    | \$ 119,714          | \$ 2,594           | 2%         |
| <b>Total Non-Personnel Expenses -</b>  | <b>\$ 567,660</b>   | <b>\$ 818,659</b>   | <b>\$ (250,999)</b> | <b>-31%</b> |       | <b>\$ 1,091,935</b> | <b>\$ 1,640,750</b> | <b>\$ (548,815)</b>   | <b>-33%</b> | <b>\$ 1,091,935</b>           | <b>\$ 1,109,204</b> | <b>\$ (17,269)</b> | <b>-2%</b> |
| <b>TOTAL OPERATING EXPENSE -</b>       | <b>\$ 2,856,242</b> | <b>\$ 3,423,373</b> | <b>\$ (567,131)</b> | <b>-17%</b> |       | <b>\$ 5,821,604</b> | <b>\$ 6,857,160</b> | <b>\$ (1,035,556)</b> | <b>-15%</b> | <b>\$ 5,821,604</b>           | <b>\$ 5,617,706</b> | <b>\$ 203,898</b>  | <b>4%</b>  |

\*\* does not include depreciation

**Current Period Notes:**

- 1) Total Personnel Expenses are below budget due to vacant funded positions and extended leaves.
- 2) Temp Help is over budget due to vacant funded positions and extended leaves. (Expense is offset by savings in personnel expense.)
- 3) Fuels & Lube Rev Veh is under budget due to lower than anticipated prices of fuel.
- 4) Rev Veh Parts is under budget due to cost cutting measures in place.

5-2.68



**FY2010  
CAPITAL BUDGET**

*For the month ending - August 31, 2009*

|  | <u>YTD Actual</u> |           | <u>FY10 Budget</u>   |           | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|--|-------------------|-----------|----------------------|-----------|-------------------------|--------------------|
| <b><u>Grant-Funded Projects</u></b>                            |                   |           |                      |           |                         |                    |
| MetroBase Maintenance Facility                                 | \$ 160,045        | \$        | \$ 4,200,000         | \$        | \$ 4,039,955            | 4%                 |
| MetroBase Operations Facility                                  | \$ -              | \$        | \$ -                 | \$        | \$ -                    | 0%                 |
| Purchase Smartcard Farebox System (ARRA)                       | \$ -              | \$        | \$ 2,267,000         | \$        | \$ 2,267,000            | 0%                 |
| Purchase & Renovation of Vernon Bldg                           | \$ 370,997        | \$        | \$ 2,400,000         | \$        | \$ 2,029,003            | 15%                |
| Pacific Station Project (TCRP)                                 | \$ 762            | \$        | \$ 2,100,000         | \$        | \$ 2,099,238            | 0%                 |
| Purchase 27 ParaCruz Vehicles (ARRA)                           | \$ -              | \$        | \$ 1,750,000         | \$        | \$ 1,750,000            | 0%                 |
| Transit Mgmt. Info. Technology (ARRA)                          | \$ -              | \$        | \$ 1,264,873         | \$        | \$ 1,264,873            | 0%                 |
| 2nd LNG Storage Tank & Process Equipment                       | \$ -              | \$        | \$ 1,000,000         | \$        | \$ 1,000,000            | 0%                 |
| Facilities Video Surveillance (OHS-1B)                         | \$ -              | \$        | \$ 220,000           | \$        | \$ 220,000              | 0%                 |
| Fleet Radios/Surveillance (OHS-1B)                             | \$ -              | \$        | \$ 202,457           | \$        | \$ 202,457              | 0%                 |
| Comprehensive Security & Surveillance Sys (OHS-1B)             | \$ -              | \$        | \$ 440,505           | \$        | \$ 440,505              | 0%                 |
| Trapeze Pass Interactive Voice Response System                 | \$ -              | \$        | \$ 91,141            | \$        | \$ 91,141               | 0%                 |
| <b>Subtotal Grant Funded Projects</b>                          | <b>\$ 531,804</b> | <b>\$</b> | <b>\$ 15,935,976</b> | <b>\$</b> | <b>\$ 15,404,172</b>    | <b>3%</b>          |
| <b><u>IT Projects</u></b>                                      |                   |           |                      |           |                         |                    |
| Replace Fleet & Facilities Maintenance Software                | \$ -              | \$        | \$ 470,000           | \$        | \$ 470,000              | 0%                 |
| HR Software Upgrade  | \$ -              | \$        | \$ 250,000           | \$        | \$ 250,000              | 0%                 |
| Upgrade District Phone System                                  | \$ 1,821          | \$        | \$ 77,825            | \$        | \$ 76,004               | 2%                 |
| Microsoft Office 2007 Pro Upgrade                              | \$ -              | \$        | \$ 55,000            | \$        | \$ 55,000               | 0%                 |
| Trapeze Pass Customer Certification Software                   | \$ 9,737          | \$        | \$ 46,000            | \$        | \$ 36,263               | 21%                |
| Automated Purchasing System Software                           | \$ -              | \$        | \$ 40,000            | \$        | \$ 40,000               | 0%                 |
| Digital ID Card Processing Equipment                           | \$ -              | \$        | \$ 17,000            | \$        | \$ 17,000               | 0%                 |
| Upgrade GFI software to System 7 Version 2                     | \$ 735            | \$        | \$ 12,584            | \$        | \$ 11,849               | 6%                 |
| 3 Laptop PC's for ParaCruz                                     | \$ 5,468          | \$        | \$ 6,000             | \$        | \$ 532                  | 91%                |
| 2 Laptop/Docking Stations for HR                               | \$ 3,645          | \$        | \$ 4,500             | \$        | \$ 855                  | 81%                |
| <b>Subtotal IT Projects</b>                                    | <b>\$ 21,406</b>  | <b>\$</b> | <b>\$ 978,909</b>    | <b>\$</b> | <b>\$ 957,503</b>       | <b>2%</b>          |
| <b><u>Facilities Repair &amp; Improvements</u></b>             |                   |           |                      |           |                         |                    |
| MTC Lane Four Shelter Replacement                              | \$ -              | \$        | \$ 55,000            | \$        | \$ 55,000               | 0%                 |
| Replace Roof - Watsonville Transit Center Main Building        | \$ -              | \$        | \$ 55,000            | \$        | \$ 55,000               | 0%                 |
| Repair, Reseal, and Restripe - Greyhound Lot                   | \$ -              | \$        | \$ 24,000            | \$        | \$ 24,000               | 0%                 |
| Repair, Reseal, Restripe (Sinkhoies) - Operations              | \$ -              | \$        | \$ 20,000            | \$        | \$ 20,000               | 0%                 |
| <b>Subtotal Facilities Repairs &amp; Improvements Projects</b> | <b>\$ -</b>       | <b>\$</b> | <b>\$ 154,000</b>    | <b>\$</b> | <b>\$ 154,000</b>       | <b>0%</b>          |

5-2.69



**FY2010**  
**CAPITAL BUDGET**  
*For the month ending - August 31, 2009*

|  | <u>YTD Actual</u> |                | <u>FY10 Budget</u>   |           | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|--|-------------------|----------------|----------------------|-----------|-------------------------|--------------------|
| <b><u>Revenue Vehicle Replacement</u></b>        |                   |                |                      |           |                         |                    |
| Highway 17 Buses (5) - VTA - (Measure A)         | \$                | -              | \$ 2,500,000         | \$        | 2,500,000               | 0%                 |
| <b>Subtotal Revenue Vehicle Replacements</b>     | <b>\$</b>         | <b>-</b>       | <b>\$ 2,500,000</b>  | <b>\$</b> | <b>2,500,000</b>        | <b>0%</b>          |
| <b><u>Non-Revenue Vehicle Replacement</u></b>    |                   |                |                      |           |                         |                    |
| NONE   | \$                | -              | \$ -                 | \$        | -                       | 0%                 |
| <b>Subtotal Non-Revenue Vehicle Replacements</b> | <b>\$</b>         | <b>-</b>       | <b>\$ -</b>          | <b>\$</b> | <b>-</b>                | <b>0%</b>          |
| <b><u>Maint Equipment</u></b>                    |                   |                |                      |           |                         |                    |
| Cumming Engine Tool (Liner Indicator)            | \$                | -              | \$ 1,200             | \$        | 1,200                   | 0%                 |
| Cumming Engine Tool (Part # 3376915)             | \$                | -              | \$ 1,200             | \$        | 1,200                   | 0%                 |
| <b>Subtotal Non-Revenue Vehicle Replacements</b> | <b>\$</b>         | <b>-</b>       | <b>\$ 2,400</b>      | <b>\$</b> | <b>2,400</b>            | <b>0%</b>          |
| <b><u>Office Equipment</u></b>                   |                   |                |                      |           |                         |                    |
| NONE   | \$                | -              | \$ -                 | \$        | -                       | 0%                 |
| <b>Subtotal Office Equipment</b>                 | <b>\$</b>         | <b>-</b>       | <b>\$ -</b>          | <b>\$</b> | <b>-</b>                | <b>0%</b>          |
| <b>TOTAL CAPITAL PROJECTS</b>                    | <b>\$</b>         | <b>553,210</b> | <b>\$ 19,571,285</b> | <b>\$</b> | <b>19,018,075</b>       | <b>3%</b>          |

5-2.610



**FY2010  
CAPITAL BUDGET**

*For the month ending - August 31, 2009*

|   | <u>YTD Actual</u> | <u>FY10 Budget</u>   | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|---|-------------------|----------------------|-------------------------|--------------------|
| <b><u>CAPITAL FUNDING</u></b>                 |                   |                      |                         |                    |
| Federal Capital Grants                        | \$ -              | \$ 8,605,764         | \$ 8,605,763            | 0%                 |
| State / PTMISEA 1B                            | \$ 160,045        | \$ 5,007,019         | \$ 4,846,973            | 3%                 |
| State/Other Capital Grants (Measure A - VTA)  | \$ -              | \$ 2,500,000         | \$ 2,500,000            | 0%                 |
| State/Other Capital Grants (TCRP)             | \$ 762            | \$ 682,017           | \$ 681,255              | 0%                 |
| State Security Bond Funds (1B)                | \$ -              | \$ 862,962           | \$ 862,962              | 0%                 |
| STA Funding (Prior Year)                      | \$ 21,406         | \$ 1,163,858         | \$ 1,142,452            | 2%                 |
| STA Funding (Current Year)                    | \$ -              | \$ -                 | \$ -                    | 0%                 |
| District Reserves (Lawsuit & Sakata Proceeds) | \$ -              | \$ 749,665           | \$ 749,666              | 0%                 |
| Capital Cash Reserves                         | \$ 370,997        | \$ -                 | \$ (370,997)            | 100%               |
| <b>TOTAL CAPITAL FUNDING</b>                  | <b>\$ 553,210</b> | <b>\$ 19,571,285</b> | <b>\$ 19,018,074</b>    | <b>3%</b>          |

5-2.611

# GOVERNMENT TORT CLAIM

## RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Hilliard, Corey Ray  
Date of Incident: 08/12/09

Received: 09/21/09 Claim #: 09-0020  
Occurrence Report No.: SC 08-09-05

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

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

By Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

Date: 9-22-09

---

I, Cindi Thomas, 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 23, 2009.

By \_\_\_\_\_  
Cindi Thomas  
RECORDING SECRETARY

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

MG/lg  
Attachment(s)

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # 09-0020

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: Corey Ray Hilliard

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

Claimant's Phone Number: [REDACTED]

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

3. Occurrence: BUS RAN OVER & DESTROYED PRO MODEL SKATE BOARD

Date: early sept Time: day Place: DOWN TOWN AREA

Circumstances of occurrence or transaction giving rise to claim: BUS RAN OVER MY SKATE BOARD, A PRO MODEL

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: BOARD WAS COMPLETELY DESTROYED, TRACKS, WHEELS ALL OF IT SMASHED

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

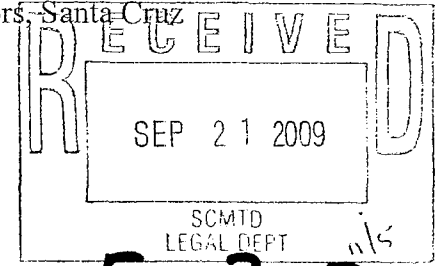
6. Amount claimed now ..... \$ 209.91  
Estimated amount of future loss, if known ..... \$ 0  
TOTAL ..... \$ 209.91

7. Basis of above computations: estimate from same store that I purchased skate board

[Signature]  
CLAIMANT'S SIGNATURE (or Company Representative or Parent of Minor Claimant)

sept 16 2009  
DATE

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



5-3.2



## **AGENDA**

**OCTOBER 21, 2009 - 6:00 PM  
PACIFIC STATION CONFERENCE ROOM  
920 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA**

- 1. ROLL CALL**
- 2. AGENDA ADDITIONS/DELETIONS**
- 3. ORAL/WRITTEN COMMUNICATION**
- 4. CONSIDERATION OF APPROVAL OF MINUTES OF SEPTEMBER 16, 2009**
- 5. ACCEPT AND FILE RIDERSHIP REPORT FOR JULY 2009**
- 6. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR JUNE 2009**
- 7. REPORT BY MAC REPRESENTATIVE OF OTHER TRANSIT RELATED MEETINGS**
- 8. DISCUSSION OF THE WEBSITE AND ROUTE MAP REDESIGN PROJECTS**
- 9. CONSIDERATION OF SIGNAGE FOR PARACRUZ PICK UP AND DROP OFF AREA AT THE WATSONVILLE TRANSIT CENTER**
- 10. DISTRIBUTION OF MAC VOUCHERS**
- 11. COMMUNICATIONS TO METRO GENERAL MANAGER**
- 12. COMMUNICATIONS TO METRO BOARD OF DIRECTORS**
- 13. ITEMS FOR NEXT MEETING AGENDA**
- 14. ADJOURNMENT**

*NEXT MEETING: WEDNESDAY, NOVEMBER 18, 2009, AT 6:00 PM  
PACIFIC STATION CONFERENCE ROOM*

5-4.1



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
REVISED**

**Minutes - METRO Advisory Committee (MAC)**

**August 19, 2009**

The METRO Advisory Committee (MAC) met on Wednesday, August 19, 2009 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

Chair Naomi Gunther called the meeting to order at 6:00 p.m.

**1. ROLL CALL:**

**MEMBERS PRESENT**

Naomi Gunther, Chair  
Dennis "Pop" Papadopulo  
Stuart Rosenstein  
Dave Williams  
Robert Yount, Vice Chair

**MEMBERS ABSENT**

Mara Murphy

**VISITORS PRESENT**

Harlan Glatt, Sr. Data Base Administrator  
Steve Prince, Bus Operator/UTU Rep.  
Charlotte Walker, Transit User

**STAFF PRESENT**

Ciro Aguirre, Operations Manager  
Mary Ferrick, Fixed Route Superint.  
Margaret Gallagher, District Counsel  
April Warnock, Paratransit Superint.

**3. ORAL/WRITTEN COMMUNICATION**

Written:

None.

Oral:

None.

**4. CONSIDERATION OF APPROVAL OF MINUTES OF JULY 15, 2009**

**ACTION: MOTION: DENNIS PAPADOPULO SECOND: ROBERT YOUNT**

**ACCEPT AND FILE MINUTES OF THE JULY 15, 2009 MEETING AS PRESENTED**

**Motion passed with Chair Naomi Gunther and Dave Williams abstaining and Mara Murphy being absent.**

**5. ACCEPT AND FILE RIDERSHIP REPORT FOR MAY 2009**

There was discussion regarding what "Dropped Service" is. "Dropped Service" is scheduled service that isn't run for a variety of reasons. It could be a natural disaster, mechanical problems, operator not available, etc. Examples of "Dropped Service" are:

5-4.2

1. The scheduled run up to Bonny Doon that couldn't get through due to the Lockheed fire.
2. If a bus breaks down another operator is needed to bring another bus to pick up the next run (requiring multiple operators to cover the one run). There may not be available operators at that particular time of the day to cover the run.

6. **ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR APRIL 2009**

Dave Williams wanted clarification of the percentage rate of cancels on the Comparative Operating Statistics Report. April Warnock stated that the report had a typo and it should be 16.71%.

Dave Williams asked if people are scheduling more trips per call, because he noticed the call volume decreased yet the number of trips was up. April Warnock said people are allowed to schedule up to 3 round trips per call. Ms. Warnock explained that in April of 2008 Para Cruz had more informational calls transitioning the dialysis clients and those rides are reflected in May 2008.

**ITEM #8 WAS TAKEN OUT OF ORDER**

8. **DISCUSSION OF REVISED ROUTE MAPS**

Harlan Glatt presented a screenshot image of a revised route map in full color and pointed out the details of the map.

Mr. Glatt reported he had been to E & D TAC and received some good feedback and would like MAC's comments before METRO launches the maps in the "Winter Service" publication in mid-December.

Vice Chair Robert Yount said the landmarks of the schools, parks and some water areas are really great. Stuart Rosenstein agreed. Mr. Yount said the inset is not obvious and would like wording that said see inset or a line that leads your eye to the inset.

Dave Williams said his vision is very restrictive **and** as a result the revised map is far more difficult for him to read than the previous map. He also stated the revised maps are far better than what METRO currently has and should be helpful for people that haven't ridden the bus or are new to the area.

Chair Naomi Gunther said the instructions on how to read the *Headways* should be revised to include information on how to read the revised maps. Also, it is extremely helpful to show the bus stops on the maps.

Stuart Rosenstein said he is having a hard time following the route line due to the color (orange) and the size of the landmarks on the color map. On the black and white copy there isn't enough contrast of the route line to distinguish the route. Also, the

representation of the bus for the Transit Center at the Capitola Mall and not the label is unclear.

There was discussion regarding cell phone friendliness, capability of enlarging the map, if the colors used for the maps were tested for color blindness, the size and lightness of the smaller circle, inset colors don't look consistent, familiar shapes from old map to new map, space restrictions, route 69 and 69N portrayed on one map and outreach to the public at METRO Center.

## **ITEM #11 WAS TAKEN OUT OF ORDER**

### **11. DISCUSSION OF THE WEBSITE REDESIGN PROJECT**

Harlan Glatt displayed a screenshot image of the development site and showed them different views of maps and schedules.

Mr. Glatt explained the tabs and calendars on the schedules, subscription service, on-line purchases for passes and a banner for advertising on the front page only.

## **#9 WAS TAKEN OUT OF ORDER**

### **9. DISCUSSION REGARDING SERVICE ANIMAL POLICY**

Margaret Gallagher said she wanted to give MAC the latest update on the Service Animal Policy and asked if MAC had any input.

Vice Chair Robert Yount had written comments that he gave to Ms. Gallagher.

## **#2 WAS TAKEN OUT OF ORDER**

### **2. AGENDA ADDITIONS/DELETIONS**

Ciro Aguirre reported on the Lockheed Fire: Thursday, August 13<sup>th</sup>. METRO was notified by Ken Hill of Cal Fire to begin evacuating some people that needed assistance. 911 calls came in requesting assistance evacuating people that were mobility impaired.

ParaCruz was put into a state of alert and began deploying vans to the identified areas and the residents that needed to be evacuated. A notice was placed at Fixed Route in the event that the fire dept. or office of emergency services needed deployment of fixed route buses to evacuate the area. ParaCruz did staff a van and 24 hr. operators round the clock at the Red Cross facility for the evacuation.

Friday, August 14<sup>th</sup>, April Warnock and Ciro Aguirre visited the command centers in Bonny Doon and Davenport for an updated briefing on the condition of the fire. METRO determined to stand down the Para Transit personnel and keep a 24 hr dispatching vigilance at the operation center. ParaCruz and Fixed Route made arrangements with

certain operators to be on a call back status at a moments notice. Vehicles were prepared and left on a ready stand by basis.

METRO received a call from UCSC to alert METRO of the proximity of the fire and wanted METRO to be prepared to evacuate about 1, 500 students. Arrangements were made for the location of the staging area at UCSC's Colleges 2 & 4 (eastside of the campus).

Ciro Aguirre reported that last night (Aug. 18, 2009) there was a 3-alarm fire at the Brookdale Lodge. The fire dept. blocked access through to route 36 35, which caused a significant delay in traffic and service from 6:17 pm to 10:30 pm. METRO was able to deploy two transporter vans to get through the detour on Alba Road and service about 50 people.

### **#13 WAS TAKEN OUT OF ORDER**

#### **13. DISTRIBUTION OF MAC VOUCHERS**

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

#### **14. COMMUNICATIONS TO METRO GENERAL MANAGER**

None

#### **15. COMMUNICATIONS TO METRO BOARD OF DIRECTORS**

None

#### **16. ITEMS FOR NEXT MEETING AGENDA**

- Discussion of Bus Operator Customer Service
- Discussion of the Website and Route Map Redesign Projects
- Consideration of Signage for ParaCruz Pick-up and Drop Off Area at the Watsonville Transit Center

### **ADJOURN**

There being no further business, Chair Naomi Gunther thanked everyone for participating and adjourned the meeting at 7:54 p.m.

Respectfully submitted,



KAREN BLIGHT  
Administrative Assistant

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23<sup>rd</sup>, 2009  
**TO:** Board of Directors  
**FROM:** April Warnock, Paratransit Superintendent  
**SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

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

## III. DISCUSSION

The ParaCruz Operational Status Reports are being submitted for two months, July and August, for this Board meeting. This action will bring the reporting month of the ParaCruz division concurrent to the reporting month for the fixed route division.

5-5.1

For the month of July, ParaCruz had a slightly higher level of on-time performance. This is due to number of rides this month being less than last month by 524 rides. The major cause for the difference in ride numbers is Cabrillo Stroke Center commencing their Summer Session, and a depressed economy in Santa Cruz County.

For the month of August, ParaCruz experienced a slightly higher of on-time performance than in July, again, due to the decreased number of rides performed. The monthly number of rides for August has not been so low since March of 2008, in which there were 7005 rides performed.

In the Comparative Operating Statistics Reports, call center figures are unavailable due to the district –wide installation of the VOIP telephone system.

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

NONE

#### **V. ATTACHMENTS**

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

5-5.2

# Attachment A

Board of Directors  
Board Meeting October 23<sup>rd</sup>, 2009

| <b>ParaCruz On-time Performance Report</b>                 |                  |                  |
|--|------------------|------------------|
|  | <b>July 2008</b> | <b>July 2009</b> |
| Total pick ups   | 7849             | 7918             |
| <b>Percent in "ready window"</b>                           | <b>93.22%</b>    | <b>95.29%</b>    |
| 1 to 5 minutes late  | .94%             | 1.79%            |
| 6 to 10 minutes late                                       | .51%             | 1.59%            |
| 11 to 15 minutes late                                      | .33%             | .61%             |
| 16 to 20 minutes late                                      | .13%             | .35%             |
| 21 to 25 minutes late                                      | .17%             | .16%             |
| 26 to 30 minutes late                                      | .06%             | .13%             |
| 31 to 35 minutes late                                      | .03%             | .04%             |
| 36 to 40 minutes late                                      | .03%             | .04%             |
| 41 or more minutes late<br>(excessively late/missed trips) | .05%             | .00%             |
| <b>Total beyond "ready window"</b>                         | <b>6.78%</b>     | <b>4.71%</b>     |

During the month of July 2009, ParaCruz received one (1) compliment and three (3) Customer Service complaints. The three (3) complaints were not valid.

5-5.a1

| <b>ParaCruz On-time Performance Report</b>                 |                    |                    |
|--|--------------------|--------------------|
|  | <b>August 2008</b> | <b>August 2009</b> |
| Total pick ups   | 7163               | 7062               |
| <b>Percent in "ready window"</b>                           | <b>92.91%</b>      | <b>96.62%</b>      |
| 1 to 5 minutes late  | 2.85%              | 1.52%              |
| 6 to 10 minutes late                                       | 2.02%              | .96%               |
| 11 to 15 minutes late                                      | 1.13%              | .47%               |
| 16 to 20 minutes late                                      | .60%               | .20%               |
| 21 to 25 minutes late                                      | .21%               | .16%               |
| 26 to 30 minutes late                                      | .14%               | .04%               |
| 31 to 35 minutes late                                      | .04%               | .00%               |
| 36 to 40 minutes late                                      | .06%               | .03%               |
| 41 or more minutes late<br>(excessively late/missed trips) | .04%               | .00%               |
| <b>Total beyond "ready window"</b>                         | <b>7.09%</b>       | <b>3.38%</b>       |

During the month of August 2009, ParaCruz received two (2) compliments and one (1) Customer Service complaints. The complaint was not valid.

5-5.92



**Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through July 2009.**

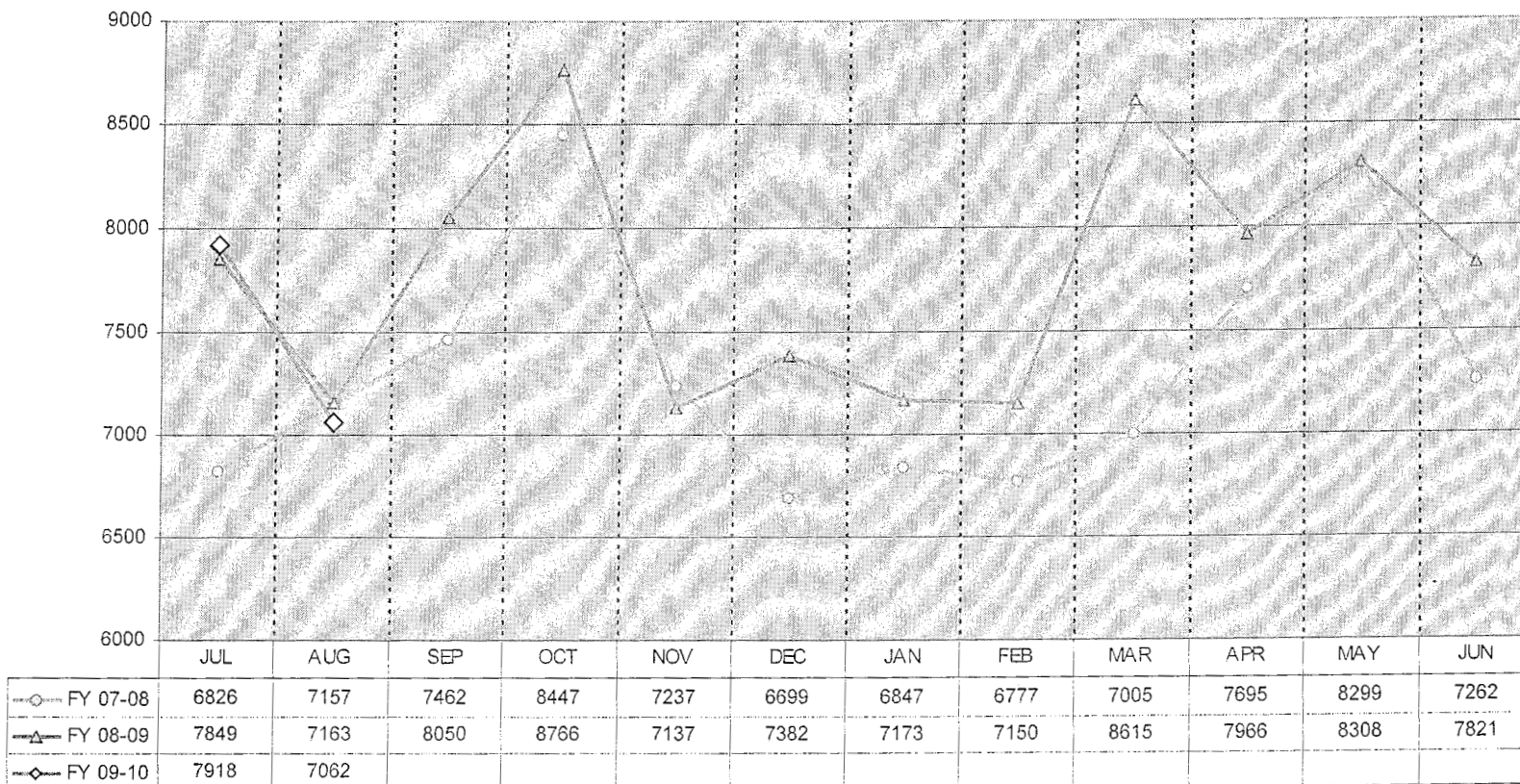
|   | July 08   | July 09   | Fiscal 08-09 | Fiscal 09-10 | Performance Averages | Performance Goals                |
|---|-----------|-----------|--------------|--------------|----------------------|----------------------------------|
| Requested                                 | 8312      | 8361      | 8312         | 8361         | 8381                 |                                  |
| Performed                                 | 7849      | 7918      | 7849         | 7918         | 7779                 |                                  |
| Cancels                                   | 16.55%    | 17.95%    | 16.55%       | 17.95%       | 18.03%               |                                  |
| No Shows                                  | 3.46%     | 2.38%     | 3.46%        | 2.38%        | 2.55%                | Less than 3%                     |
| Total miles                               | 51,320    | 51,007    | 51,320       | 51,007       | 53,055               |                                  |
| Av trip miles                             | 4.89      | 5.24      | 4.89         | 5.24         | 5.17                 |                                  |
| Within ready window                       | 93.22%    | 95.29%    | 93.22%       | 95.29%       | 94.20%               | 92.00% or better                 |
| Excessively late/missed trips             | 4         | 0         | 4            | 0            | 3.08                 | Zero (0)                         |
| Call center volume                        | Not Avail | Not Avail | Not Avail    | Not Avail    | N/A                  |                                  |
| Call average seconds to answer            | 28        | Not Avail | 28           | Not Avail    | N/A                  | Less than 2 minutes              |
| Hold times less than 2 minutes            | Not Avail | Not Avail | Not Avail    | Not Avail    | N/A                  | Greater than 90%                 |
| Distinct riders                           | 829       | 818       | 829          | 818          | 805                  |                                  |
| Most frequent rider                       | 87 rides  | 52 rides  | 87 rides     | 52 rides     | 52 rides             |                                  |
| Shared rides                              | 64.9%     | 60.4%     | 64.9%        | 60.4%        | 63.28%               | Greater than 60%                 |
| Passengers per rev hour                   | 2.09      | 2.01      | 2.09         | 2.01         | 2.10                 | Greater than 1.6 passengers/hour |
| Rides by supplemental providers           | 4.17%     | 7.62%     | 4.17%        | 7.62%        | 8.33%                | No more than 25%                 |
| Vendor cost per ride                      | \$19.84   | \$24.11   | \$19.84      | \$24.11      | \$23.69              |                                  |
| ParaCruz driver cost per ride (estimated) | \$20.97   | \$23.23   | \$20.97      | \$23.23      | \$24.29              |                                  |
| Rides < 10 miles                          | 70.06%    | 70.01%    | 70.06%       | 70.01%       | 70.50%               |                                  |
| Rides > 10                                | 29.94%    | 29.99%    | 29.94%       | 29.99%       | 29.50%               |                                  |

**Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through August 2009.**

|   | Aug 08   | Aug 09   | Fiscal 08-09 | Fiscal 09-10 | Performance Averages | Performance Goals                |
|---|----------|----------|--------------|--------------|----------------------|----------------------------------|
| Requested                                 | 7519     | 7495     | 15,832       | 15,554       | 8380                 |                                  |
| Performed                                 | 7163     | 7062     | 15,012       | 14,698       | 7771                 |                                  |
| Cancels                                   | 16.64%   | 17.85%   | 16.61%       | 17.99%       | 18.13%               |                                  |
| No Shows                                  | 3.36%    | 3.06%    | 3.41%        | 2.66%        | 2.53%                | Less than 3%                     |
| Total miles                               | 48,692   | 47,143   | 100,009      | 96,689       | 52,926               |                                  |
| Av trip miles                             | 5.25     | 5.63     | 5.06         | 5.38         | 5.21                 |                                  |
| Within ready window                       | 92.91%   | 96.62%   | 93.79%       | 95.84%       | 94.5%                | 92.00% or better                 |
| Excessively late/missed trips             | 3        | 1        | 7            | 1            | 2.92                 | Zero (0)                         |
| Call center volume                        | 6321     | N/A      | 12,433       | N/A          | N/A                  |                                  |
| Call average seconds to answer            | 30       | N/A      | 29           | N/A          | N/A                  | Less than 2 minutes              |
| Hold times less than 2 minutes            | 96%      | N/A      | 96%          | N/A          | N/A                  | Greater than 90%                 |
| Distinct riders                           | 769      | 741      | 799          | 983          | 803                  |                                  |
| Most frequent rider                       | 66 rides | 46 rides | 77 rides     | 93 rides     | 51 rides             |                                  |
| Shared rides                              | 58.9%    | 60.9%    | 61.9%        | 61.1%        | 63.44%               | Greater than 60%                 |
| Passengers per rev hour                   | 2.22     | 2.02     | 2.15         | 2.02         | 2.08                 | Greater than 1.6 passengers/hour |
| Rides by supplemental providers           | 4.34%    | 9.47%    | 5.10%        | 8.49%        | 8.76%                | No more than 25%                 |
| Vendor cost per ride                      | \$24.04  | \$23.87  | \$20.82      | \$24.26      | \$23.67              |                                  |
| ParaCruz driver cost per ride (estimated) | \$23.98  | \$24.41  | \$22.48      | \$23.79      | \$24.33              |                                  |
| Rides < 10 miles                          | 71.35%   | 66.57%   | 70.68%       | 68.38%       | 70.10%               |                                  |
| Rides > 10                                | 28.65%   | 33.43%   | 29.32%       | 31.62%       | 29.90%               |                                  |

5-5.62

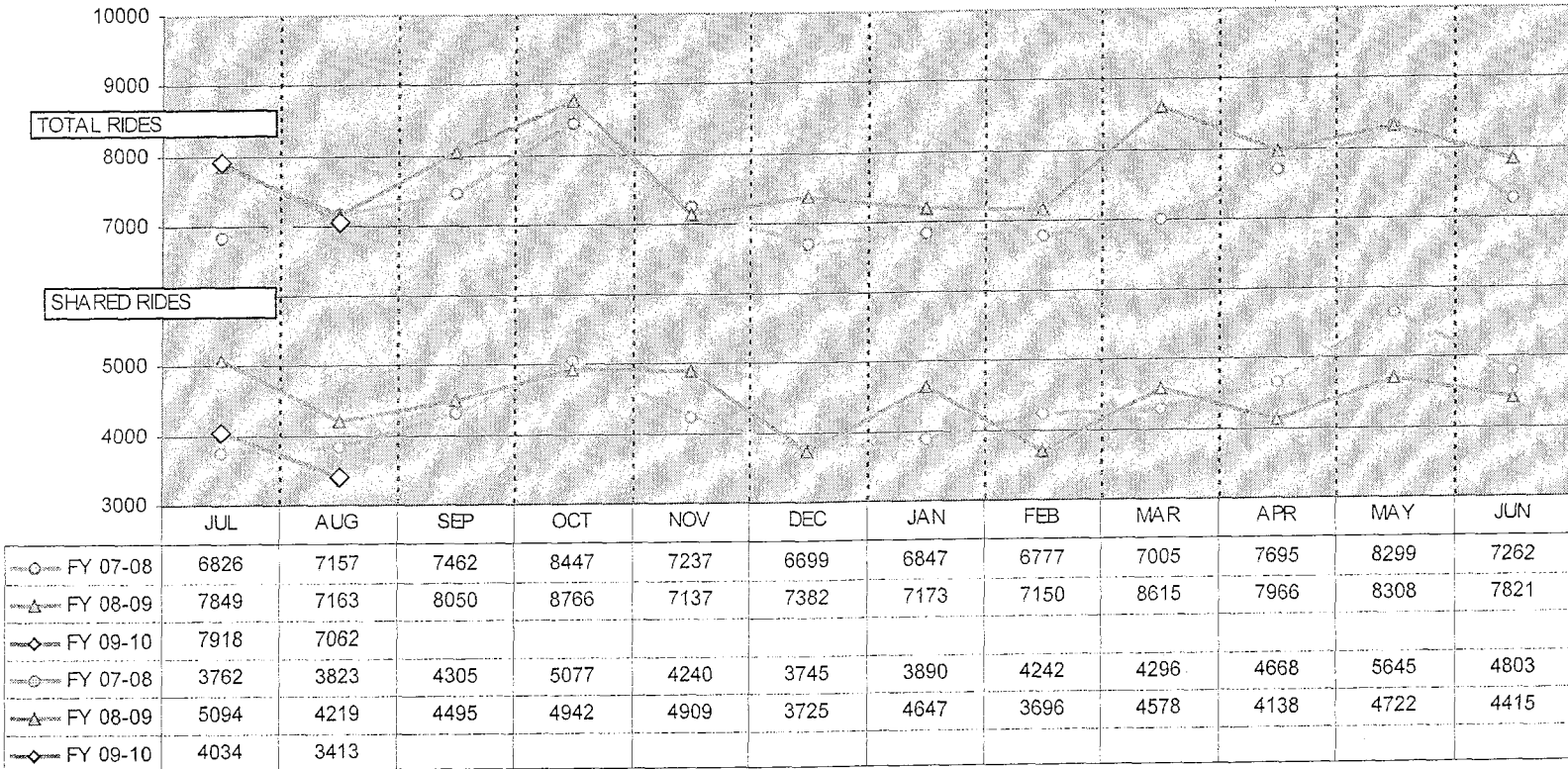
NUMBER OF RIDES COMPARISON CHART



5-5.c1

Attachment C

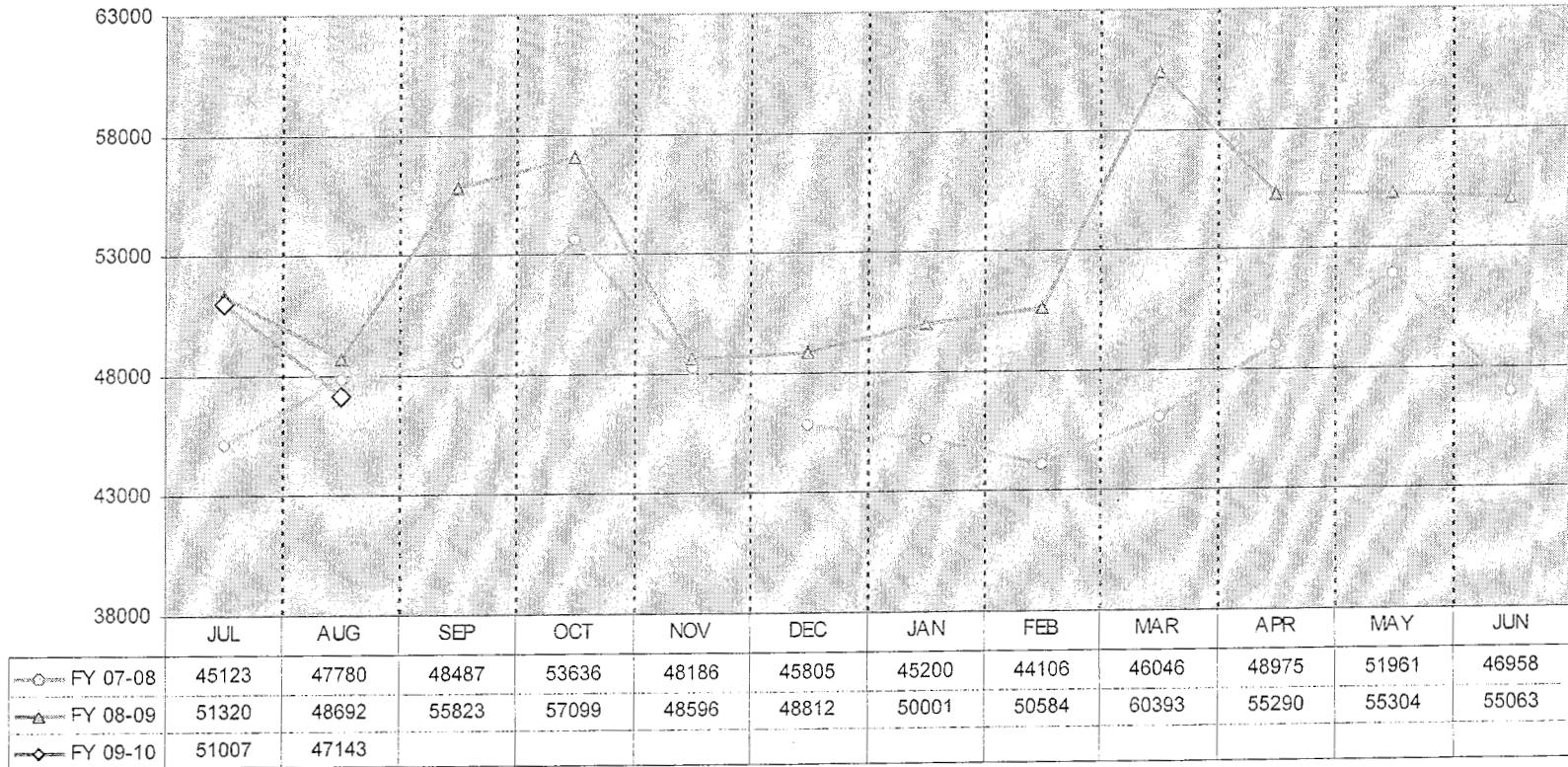
TOTAL vs. SHARED RIDES



5-5.d1

Attachment D

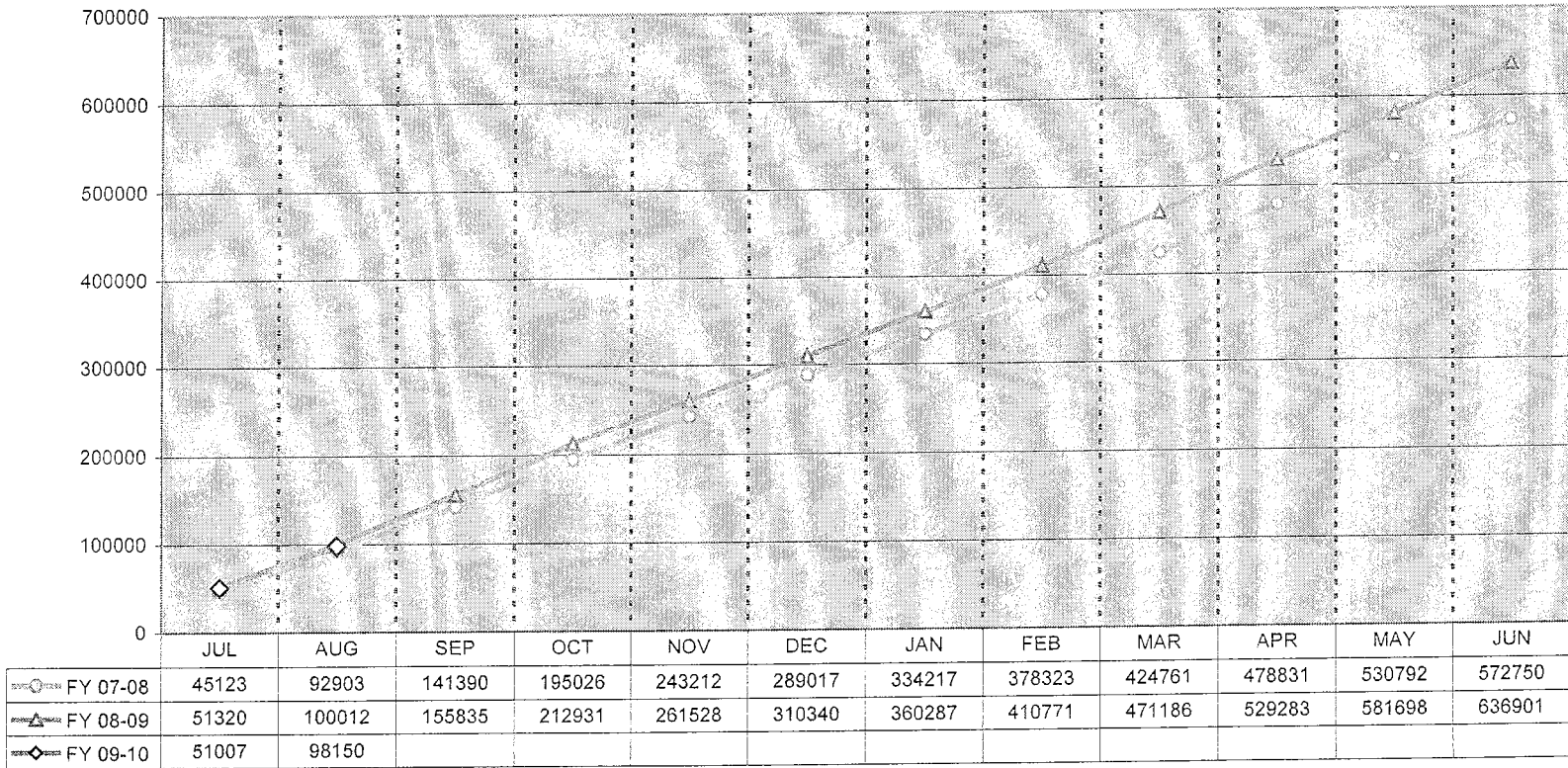
MILEAGE COMPARISON



5-5.e1

Attachment E

YEAR TO DATE MILEAGE COMPARISON

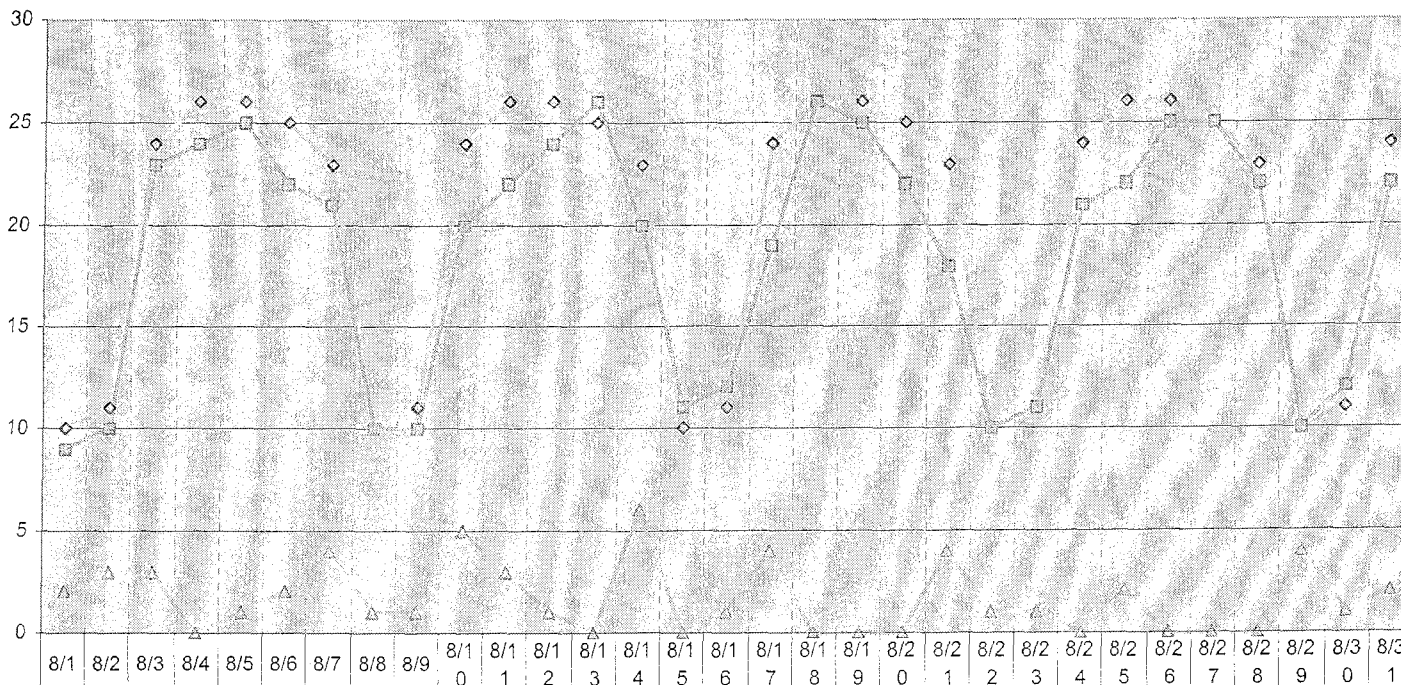


5-5.41

Attachment F



DAILY DRIVERS vs SUBCONTRACTORS - AUGUST 2009



|                | 8/1 | 8/2 | 8/3 | 8/4 | 8/5 | 8/6 | 8/7 | 8/8 | 8/9 | 8/10 | 8/11 | 8/12 | 8/13 | 8/14 | 8/15 | 8/16 | 8/17 | 8/18 | 8/19 | 8/20 | 8/21 | 8/22 | 8/23 | 8/24 | 8/25 | 8/26 | 8/27 | 8/28 | 8/29 | 8/30 | 8/31 |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| ◆ #PC SCHEDULE | 10  | 11  | 24  | 26  | 26  | 25  | 23  | 10  | 11  | 24   | 26   | 26   | 25   | 23   | 10   | 11   | 24   | 26   | 26   | 25   | 23   | 10   | 11   | 24   | 26   | 26   | 25   | 23   | 10   | 11   | 24   |
| ■ #PC ACTUAL   | 9   | 10  | 23  | 24  | 25  | 22  | 21  | 10  | 10  | 20   | 22   | 24   | 26   | 20   | 11   | 12   | 19   | 26   | 25   | 22   | 18   | 10   | 11   | 21   | 22   | 25   | 25   | 22   | 10   | 12   | 22   |
| ▲ #SUBCON      | 2.0 | 3.0 | 3.0 | 0.0 | 1.0 | 2.0 | 4.0 | 1.0 | 1.0 | 5.0  | 3.0  | 1.0  | 0.0  | 6.0  | 0.0  | 1.0  | 4.0  | 0.0  | 0.0  | 0.0  | 4.0  | 1.0  | 1.0  | 0.0  | 2.0  | 0.0  | 0.0  | 0.0  | 4.0  | 1.0  | 2.0  |

5-5.92




| OUT OF DATABASE        | UNRESTRICTED | RESTRICTED  | RESTRICTED   | TEMPORARY | VISITOR | DCSD | TOTAL      |
|------------------------|--------------|-------------|--------------|-----------|---------|------|------------|
|                        |              | CONDITIONAL | TRIP BY TRIP |           |         |      |            |
| 1/1/2005 to 12/31/2005 | 189          | 30          | 12           | 33        | 6       | 283  | <b>553</b> |
| 1/1/2006 to 12/31/2006 | 466          | 39          | 24           | 47        | 17      | 384  | <b>977</b> |
| 1/1/2007 to 12/31/2007 | 264          | 26          | 19           | 53        | 22      | 173  | <b>557</b> |
| 1/1/2008 to 12/31/2008 | 308          | 17          | 19           | 57        | 18      | 58   | <b>477</b> |

| INTO DATABASE          | UNRESTRICTED | RESTRICTED  | RESTRICTED   | TEMPORARY | VISITOR | TOTAL | DENIED |
|------------------------|--------------|-------------|--------------|-----------|---------|-------|--------|
|                        |              | CONDITIONAL | TRIP BY TRIP |           |         |       |        |
| 1/1/2005 to 12/31/2005 | 428          | 16          | 34           | 48        | 6       | 532   | 28     |
| 1/1/2006 to 12/31/2006 | 356          | 13          | 47           | 49        | 17      | 482   | 4      |
| 1/1/2007 to 12/31/2007 | 442          | 29          | 93           | 46        | 22      | 632   | 6      |
| 1/1/2008 to 12/31/2008 | 400          | 59          | 57           | 23        | 18      | 557   | 12     |

| MONTHLY ASSESSMENTS - 2009 |              |             |              |           |        |       |
|----------------------------|--------------|-------------|--------------|-----------|--------|-------|
|                            | UNRESTRICTED | RESTRICTED  | RESTRICTED   | TEMPORARY | DENIED | TOTAL |
|                            |              | CONDITIONAL | TRIP BY TRIP |           |        |       |
| JANUARY                    | 30           | 5           | 0            | 9         | 2      | 46    |
| FEBRUARY                   | 28           | 2           | 0            | 5         | 1      | 36    |
| MARCH                      | 40           | 3           | 3            | 4         | 0      | 50    |
| APRIL                      | 21           | 2           | 2            | 2         | 0      | 27    |
| MAY                        | 45           | 4           | 1            | 0         | 0      | 50    |
| JUNE                       | 44           | 9           | 1            | 0         | 2      | 56    |
| JULY                       | 36           | 5           | 5            | 1         | 0      | 47    |
| AUGUST                     | 28           | 4           | 5            | 3         | 1      | 41    |

| NUMBER OF ELIGIBLE RIDERS |        |
|---------------------------|--------|
| YEAR                      | ACTIVE |
| 2005                      | 5336   |
| 2006                      | 5315   |
| 2007                      | 4820   |
| 2008                      | 4895   |

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager & Acting Assistant General Manager   
**SUBJECT:** SANTA CRUZ METRO SYSTEM RIDERSHIP AND PERFORMANCE REPORT FOR AUGUST 2009

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- Total ridership for the month of August 2009 was 315,582. Which is a decrease of 26,869 riders or -7.8% versus August 2008, while FY10 YTD ridership is down 44,336 riders or -6.4% compared to FY09 YTD.
- The top three routes in terms of percent increase (with at least 700 riders) are: Route 56-Capitola /La Selva, Route 54-Capitola/Aptos/La Selva, and Route 42- Davenport /Bonny Doon.
- The top three routes in terms of percent decrease (with at least 700 riders) are: Route 41-Bonny Doon, Route 74-Ohlone Parkway/Rolling Hills, and Route 76-Corralitos/Buena.
- There were 32.77 hours of dropped service amounting to 894.57 miles of dropped service in August 2009.
- The Bus Operator Lift Test for August resulted in 100% of all lifts working properly on all pull-out buses. Five (5) buses reported issues with lifts while in service.

## III. DISCUSSION

In the twenty-one (21) weekdays, and ten (10) weekend days of August 2009, METRO's total ridership was 315,582 riders. This was a loss from the previous year, decreasing by 26,869 riders or -7.8%. Recall that gasoline prices in August 2008 were \$4.50 and beyond per gallon, while August 2009 gasoline averaged close to \$3.00 per gallon. This variance in price has decrease the demand for public transportation which most likely explains the drop in overall ridership. In addition, FY10 YTD ridership is down 44,336 riders or -6.4% compared to FY09 YTD.

Route 56 saw a strong increase from the previous August, gaining over 38% ridership increase from August 2008. The Route 54 from The Capitola Mall to Le Selva Beach and Route 42 to Davenport have also gained some significant ridership from August 2008. Routes 41, 74, and 76 have seen significant recessions and have contributed to poor ridership with a combining loss of 1,598 riders or -25.5% to these routes.

5-6.1

There were 32.77 dropped hours amounting to 894.57 miles of dropped service mostly due to the Lockheed Fire in mid-August.

In August 2009, the Bus Operator Lift Tests resulted in 100% of all pull out buses having properly functioning passenger lifts. During service, five (5) buses reported issues with the passenger lifts.

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

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

#### **V. ATTACHMENTS**

- Attachment A: August 2009 Ridership Report**
- Attachment B: August 2008 Ridership Report**
- Attachment C: FYTD % Change in Ridership**
- Attachment D: Route by Route Ridership**
- Attachment E: Dropped Service for FY10**
- Attachment F: Bus Operator Lift Test \*Pull-Out\***
- Attachment G: Passenger Lift Problems**

Prepared by: Erich Friedrich, Provisional Transit Planner; October 8, 2009.

5-6.2

Santa Cruz METRO  
August 2009 Ridership Report

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

August Ridership 315,582

Attachment A

5-6-9-1

## Santa Cruz METRO August 2008 Ridership Report

| ROUTE        | Miles             | Hours            | UC Student    | UC Staff Faculty | Full Fare    | Cash S/D Riders | S/D Day Pass | Passes/ Free Rides | Pacific Shores | Total Ridership | Passengers Per Mile | Passengers Per Hour | W/C            | Bike        |              |              |               |
|--------------|-------------------|------------------|---------------|------------------|--------------|-----------------|--------------|--------------------|----------------|-----------------|---------------------|---------------------|----------------|-------------|--------------|--------------|---------------|
| 10           | 5,237.28          | 438.33           | 8,524         | 2,873            | 19           | 1,437           | 98           | 57                 | 18             | 3               | 1,854               | 11                  | 14,894         | 2.84        | 33.98        | 28           | 953           |
| 16           | 10,343.49         | 827.84           | 15,924        | 4,831            | 71           | 3,590           | 130          | 165                | 42             | 25              | 4,122               | 14                  | 28,914         | 2.80        | 34.93        | 20           | 1705          |
| 19           | 4,075.61          | 310.42           | 4,652         | 1,378            | 27           | 1,168           | 46           | 79                 | 9              | 5               | 1,811               | 4                   | 9,179          | 2.25        | 29.57        | 11           | 546           |
| 3            | 2,386.02          | 172.89           | 212           | 142              | 9            | 731             | 73           | 160                | 36             | 63              | 1,568               | 101                 | 3,095          | 1.30        | 17.90        | 5            | 75            |
| 4            | 1,485.86          | 153.99           | 77            | 17               | 25           | 588             | 673          | 302                | 16             | 32              | 3,947               | 10                  | 5,687          | 3.83        | 36.93        | 31           | 110           |
| 7            | 1,094.10          | 98.01            | 43            | 32               | 14           | 140             | 46           | 74                 | 3              | 18              | 1,309               | 0                   | 1,679          | 1.53        | 17.13        | 16           | 13            |
| 9            | 455.32            | 24.15            | 6             | 13               | 1            | 52              | 5            | 18                 | 0              | 2               | 161                 | 0                   | 258            | 0.57        | 10.68        | 2            | 6             |
| 20           | 5,951.68          | 396.73           | 4,654         | 1,052            | 32           | 1,420           | 148          | 159                | 29             | 20              | 2,243               | 133                 | 9,890          | 1.66        | 24.93        | 20           | 589           |
| 31           | 2,238.22          | 115.14           | 29            | 43               | 20           | 633             | 30           | 22                 | 14             | 4               | 959                 | 1                   | 1,755          | 0.78        | 15.24        | 12           | 184           |
| 32           | 750.58            | 44.46            | 15            | 12               | 3            | 102             | 1            | 5                  | 0              | 0               | 144                 | 1                   | 283            | 0.38        | 6.37         | 0            | 10            |
| 33           | 124.65            | 5.75             | 2             | 5                | 0            | 52              | 10           | 3                  | 1              | 2               | 44                  | 0                   | 119            | 0.95        | 20.70        | 0            | 1             |
| 34           | 69.80             | 4.42             | 3             | 1                | 1            | 22              | 3            | 1                  | 0              | 0               | 29                  | 0                   | 60             | 0.86        | 13.57        | 0            | 1             |
| 35           | 38,328.20         | 1,922.96         | 318           | 446              | 217          | 17,722          | 950          | 1,390              | 320            | 183             | 18,070              | 10                  | 39,626         | 1.03        | 20.61        | 71           | 2861          |
| 40           | 2,521.78          | 102.52           | 78            | 10               | 2            | 597             | 7            | 93                 | 21             | 7               | 371                 | 4                   | 1,190          | 0.47        | 11.61        | 0            | 155           |
| 41           | 3,103.38          | 128.83           | 149           | 130              | 22           | 605             | 12           | 14                 | 10             | 14              | 343                 | 35                  | 1,334          | 0.43        | 10.35        | 1            | 190           |
| 42           | 3,501.81          | 130.01           | 85            | 36               | 11           | 596             | 7            | 50                 | 5              | 1               | 393                 | 12                  | 1,196          | 0.34        | 9.20         | 0            | 141           |
| 53           | 1,169.28          | 82.59            | 4             | 13               | 5            | 190             | 16           | 79                 | 9              | 1               | 472                 | 1                   | 790            | 0.68        | 9.57         | 37           | 41            |
| 54           | 2,217.30          | 128.49           | 10            | 11               | 6            | 342             | 21           | 51                 | 4              | 2               | 479                 | 0                   | 926            | 0.42        | 7.21         | 6            | 55            |
| 55           | 2,832.06          | 192.51           | 24            | 14               | 92           | 727             | 50           | 128                | 11             | 6               | 1,589               | 2                   | 2,643          | 0.93        | 13.73        | 36           | 101           |
| 56           | 2,211.09          | 97.65            | 0             | 0                | 36           | 235             | 18           | 64                 | 20             | 6               | 264                 | 0                   | 643            | 0.29        | 6.58         | 3            | 37            |
| 66           | 6,742.09          | 580.29           | 385           | 370              | 86           | 5,545           | 451          | 677                | 123            | 73              | 8,334               | 14                  | 16,058         | 2.38        | 27.67        | 197          | 533           |
| 68           | 5,126.50          | 423.04           | 347           | 320              | 54           | 3,503           | 257          | 357                | 82             | 39              | 5,663               | 7                   | 10,629         | 2.07        | 25.13        | 153          | 357           |
| 68N          | 1,914.25          | 137.42           | 85            | 80               | 8            | 1,003           | 36           | 62                 | 0              | 0               | 1,332               | 0                   | 2,606          | 1.36        | 18.96        | 31           | 128           |
| 69           | 3,507.44          | 316.79           | 367           | 319              | 59           | 3,263           | 253          | 375                | 61             | 48              | 4,300               | 18                  | 9,063          | 2.58        | 28.61        | 68           | 367           |
| 69A          | 15,029.86         | 807.34           | 380           | 443              | 157          | 11,171          | 1,275        | 1,392              | 128            | 137             | 10,125              | 14                  | 25,222         | 1.68        | 31.24        | 202          | 908           |
| 69N          | 1,742.90          | 139.99           | 112           | 47               | 20           | 1,014           | 39           | 58                 | 1              | 0               | 1,148               | 0                   | 2,439          | 1.40        | 17.42        | 23           | 98            |
| 69W          | 14,596.18         | 812.77           | 504           | 442              | 357          | 11,157          | 878          | 1,160              | 165            | 117             | 10,883              | 23                  | 25,686         | 1.76        | 31.60        | 151          | 1121          |
| 71           | 50,390.53         | 2,884.16         | 926           | 1,237            | 855          | 33,443          | 2,933        | 3,954              | 434            | 363             | 30,067              | 68                  | 74,280         | 1.47        | 25.75        | 434          | 3936          |
| 72           | 5,523.08          | 267.06           | 9             | 46               | 10           | 2,006           | 144          | 391                | 34             | 79              | 1,719               | 0                   | 4,438          | 0.80        | 16.62        | 21           | 89            |
| 74           | 3,402.08          | 197.76           | 2             | 36               | 6            | 1,996           | 139          | 338                | 11             | 22              | 1,005               | 0                   | 3,555          | 1.04        | 17.98        | 24           | 22            |
| 75           | 6,818.76          | 410.75           | 28            | 35               | 21           | 5,842           | 234          | 941                | 90             | 98              | 2,892               | 0                   | 10,181         | 1.49        | 24.79        | 74           | 202           |
| 76           | 2,102.48          | 110.83           | 2             | 7                | 4            | 560             | 51           | 162                | 14             | 13              | 553                 | 0                   | 1,366          | 0.65        | 12.33        | 9            | 31            |
| 79           | 1,647.72          | 96.24            | 3             | 16               | 12           | 805             | 90           | 262                | 27             | 52              | 810                 | 0                   | 2,077          | 1.26        | 21.58        | 75           | 9             |
| 91x          | 5,870.80          | 253.18           | 143           | 150              | 108          | 1,481           | 316          | 129                | 62             | 17              | 1,755               | 1                   | 4,162          | 0.71        | 16.44        | 2            | 278           |
| UC Supp.     | 1,289.19          | 5.25             | 2,321         | 422              | 7            | 224             | 9            | 18                 | 2              | 2               | 340                 | 3                   | 3,348          | 2.60        | 637.71       | 0            | 128           |
| Unknown      | -                 | -                | 1             | 2                | 0            | 2               | 0            | 1                  | 0              | 0               | 0                   | 0                   | 6              | -           | -            | -            | 0             |
| <b>TOTAL</b> | <b>215,801.39</b> | <b>12,820.56</b> | <b>40,424</b> | <b>15,031</b>    | <b>2,377</b> | <b>113,964</b>  | <b>9,449</b> | <b>13,191</b>      | <b>1,802</b>   | <b>1,454</b>    | <b>121,098</b>      | <b>487</b>          | <b>319,277</b> | <b>1.48</b> | <b>24.90</b> | <b>1,763</b> | <b>15,981</b> |

| ROUTE | VTA/SC Day Pass | ECO CalTrain Pass | Full Fare | S/D 17 Riders | Passes/ Free Rides | RIDERSHIP | Passengers Per Mile | Passengers Per Hour | W/C | Bike   |        |      |       |    |      |
|-------|-----------------|-------------------|-----------|---------------|--------------------|-----------|---------------------|---------------------|-----|--------|--------|------|-------|----|------|
| 17    | 44,821.01       | 1,450.98          | 18        | 93            | 297                | 10,330    | 1,385               | 1,555               | 153 | 12,352 | 26,183 | 0.58 | 18.05 | 76 | 1998 |

**August Ridership**      345,460

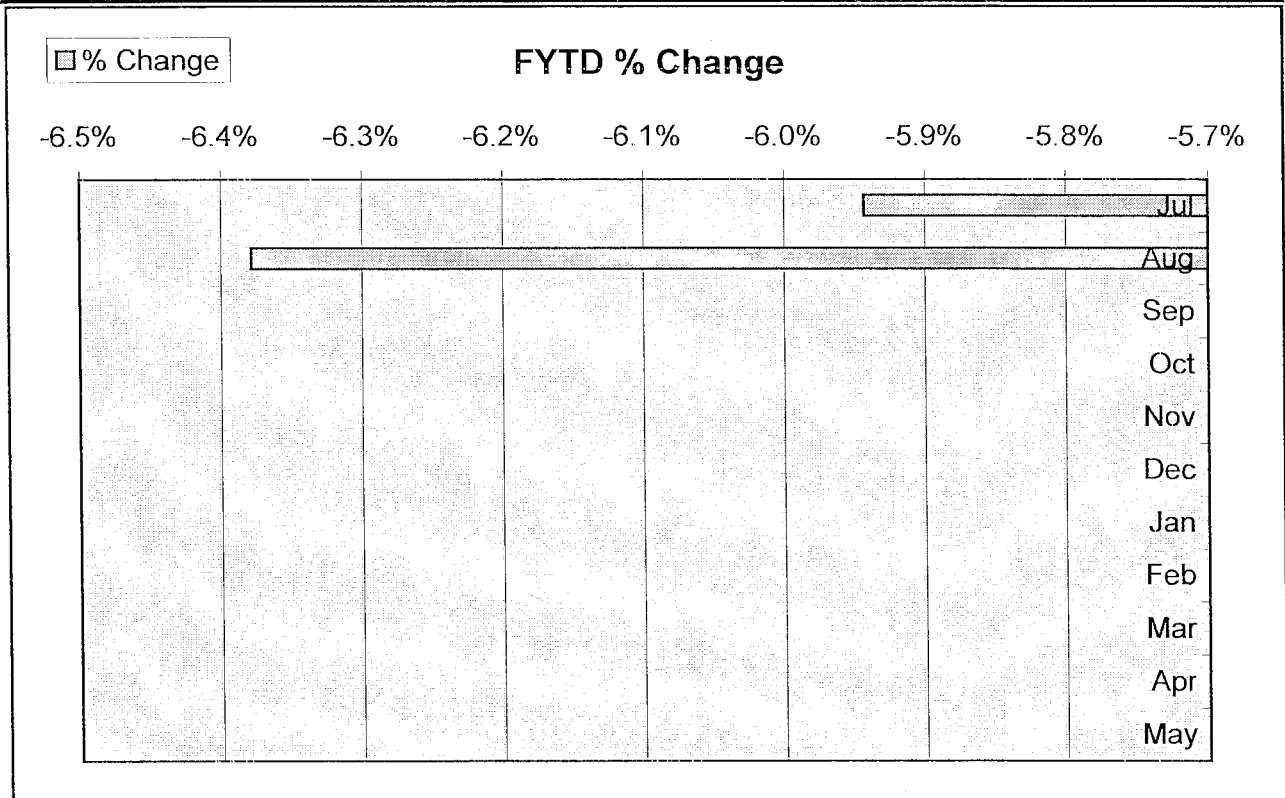
5-6.b1

Attachment B

**FYTD % Change in Ridership  
Through August 2009**

**Attachment C**

|     | FY10 YTD Ridership | FY09 YTD Ridership | % Change |
|-----|--------------------|--------------------|----------|
| Jul | 335,537            | 356,739            | -5.9%    |
| Aug | 650,763            | 695,099            | -6.4%    |
| Sep |                    |                    |          |
| Oct |                    |                    |          |
| Nov |                    |                    |          |
| Dec |                    |                    |          |
| Jan |                    |                    |          |
| Feb |                    |                    |          |
| Mar |                    |                    |          |
| Apr |                    |                    |          |
| May |                    |                    |          |
| Jun |                    |                    |          |



5-6.c1

## Route by Route Ridership

Attachment D

August 2009

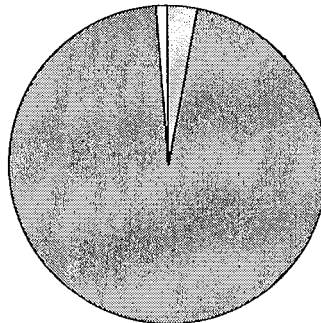
|               | Route | Destination                              | FY10<br>Riders | FY09<br>Riders | +/- from<br>last year | %            |
|---------------|-------|--|----------------|----------------|-----------------------|--------------|
| 1             | 56    | Capitola/La Selva                        | 890            | 643            | 247                   | 38.4%        |
| 2             | 34    | South Felton                             | 77             | 60             | 17                    | 28.3%        |
| 3             | 54    | Capitola/Aptos/La Selva                  | 999            | 926            | 73                    | 7.9%         |
| 4             | 42    | Davenport/Bonny Doon                     | 1,258          | 1,196          | 62                    | 5.2%         |
| 5             | 9     | Prospect Heights                         | 271            | 258            | 13                    | 5.0%         |
| 6             | 3     | Natural Bridges                          | 3,238          | 3,095          | 143                   | 4.6%         |
| 7             | 55    | Capitola/Rio Del Mar                     | 2,676          | 2,643          | 33                    | 1.2%         |
| 8             | 32    | Santa Cruz/Scotts Valley                 | 282            | 283            | -1                    | -0.4%        |
| 9             | 20    | University via Westside                  | 9,668          | 9,890          | -222                  | -2.2%        |
| 10            | 71    | Watsonville/Santa Cruz                   | 70,750         | 74,280         | -3,530                | -4.8%        |
| 11            | 69A   | Santa Cruz/Capitola/ Watsonville         | 23,685         | 25,222         | -1,537                | -6.1%        |
| 12            | 66    | Live Oak via 17th Avenue                 | 15,011         | 16,058         | -1,047                | -6.5%        |
| 13            | 19    | University via Lower Bay                 | 8,494          | 9,179          | -685                  | -7.5%        |
| 14            | 72    | Corralitos                               | 4,103          | 4,438          | -335                  | -7.5%        |
| 15            | 17    | Santa Cruz/San Jose                      | 24,127         | 26,183         | -2,056                | -7.9%        |
| 16            | 16    | University via Laurel East               | 26,495         | 28,914         | -2,419                | -8.4%        |
| 17            | 69    | Santa Cruz/Capitola                      | 8,294          | 9,063          | -769                  | -8.5%        |
| 18            | 35    | San Lorenzo Valley                       | 36,218         | 39,626         | -3,408                | -8.6%        |
| 19            | 69W   | Santa Cruz/Capitola/Cabrillo Watsonville | 23,397         | 25,686         | -2,289                | -8.9%        |
| 20            | 7     | Beach St                                 | 1,526          | 1,679          | -153                  | -9.1%        |
| 21            | 75    | Green Valley                             | 9,157          | 10,181         | -1,024                | -10.1%       |
| 22            | 79    | East Lake                                | 1,859          | 2,077          | -218                  | -10.5%       |
| 23            | 91    | Santa Cruz-Watsonville Express           | 3,704          | 4,162          | -458                  | -11.0%       |
| 24            | 69N   | Santa Cruz/Capitola Cabrillo Night       | 2,167          | 2,439          | -272                  | -11.2%       |
| 25            | 4     | Harvey West/Emeline                      | 5,002          | 5,687          | -685                  | -12.0%       |
| 26            | 10    | University via High St.                  | 13,061         | 14,894         | -1,833                | -12.3%       |
| 27            | 53    | Capitola/Dominican                       | 689            | 790            | -101                  | -12.8%       |
| 28            | 68    | Live Oak via Broadway/Portola            | 9,173          | 10,629         | -1,456                | -13.7%       |
| 29            | 40    | Davenport                                | 1,004          | 1,190          | -186                  | -15.6%       |
| 30            | 68N   | Beach/Broadway/Portola Night             | 2,130          | 2,606          | -476                  | -18.3%       |
| 31            | 41    | Bonny Doon                               | 1,015          | 1,334          | -319                  | -23.9%       |
| 32            | 74    | Ohlone Parkway/Rolling Hills             | 2,681          | 3,555          | -874                  | -24.6%       |
| 33            | 76    | Corralitos/Buena Vista                   | 961            | 1,366          | -405                  | -29.6%       |
| 34            | 33    | Lompico                                  | 74             | 108            | -34                   | -31.5%       |
| 36            | 88    | Armory                                   | 0              | 0              | 0                     | N/A          |
| 36            | Sup   | Route 20 Supplemental                    | 0              | 3,365          | -3,365                | N/A          |
| 37            | 12    | University/Eastside Direct               | 0              | 0              | 0                     | N/A          |
| 38            | N/O   | Night Owl                                | 0              | 0              | 0                     | N/A          |
| 39            | 15    | University via Laurel West               | 0              | 0              | 0                     | N/A          |
| 40            | 70    | Santa Cruz/Cabrillo                      | 356            | 0              | 356                   | N/A          |
| 41            | 27x   | University Express                       | 0              | 0              | 0                     | N/A          |
| 42            | 13    | University via Walnut                    | 0              | 0              | 0                     | N/A          |
| <b>TOTALS</b> |       |  | <b>315,582</b> | <b>345,460</b> | <b>-26,869</b>        | <b>-7.8%</b> |

5-6.d1

|              | FY07          |                 | FY08          |                 | FY09          |                 | FY10          |                 |
|--------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|
|              | Dropped Hours | Dropped Miles   | Dropped Hours | Dropped Miles   | Dropped Hours | Dropped Miles   | Dropped Hours | Dropped Miles   |
| July         | 5.02          | 96.88           | 5.53          | 90.97           | 81.53         | 1482.81         | 10.35         | 208.64          |
| August       | 15.02         | 276.46          | 4.93          | 110.45          | 1.13          | 23.95           | 32.77         | 894.57          |
| September    | 11.30         | 160.72          | 9.00          | 191.05          | 11.50         | 194.51          |               |                 |
| October      | 37.52         | 540.19          | 9.52          | 122.24          | 29.75         | 555.98          |               |                 |
| November     | 37.55         | 477.48          | 3.32          | 45.89           | 11.60         | 59.92           |               |                 |
| December     | 6.08          | 143.84          | 18.97         | 241.87          | 1.58          | 26.64           |               |                 |
| January      | 12.24         | 188.23          | 49.20         | 453.86          | 0.97          | 10.95           |               |                 |
| February     | 13.07         | 188.23          | 53.53         | 717.31          | 25.18         | 488.75          |               |                 |
| March        | 7.13          | 133.30          | 22.50         | 315.63          | 18.73         | 452.08          |               |                 |
| April        | 4.85          | 43.67           | 40.75         | 586.55          | 19.57         | 310.04          |               |                 |
| May          | 16.00         | 241.42          | 16.40         | 246.82          | 19.33         | 284.60          |               |                 |
| June         | 62.19         | 802.29          | 52.05         | 882.35          | 5.85          | 73.64           |               |                 |
| <b>TOTAL</b> | <b>227.96</b> | <b>3,292.71</b> | <b>285.70</b> | <b>4,004.99</b> | <b>226.74</b> | <b>3,963.85</b> | <b>43.12</b>  | <b>1,103.21</b> |

Dropped Service Breakdown for August 2009

Accident .33      Mechanical 1.00



PG&E Road Closure & Fires  
31.43 hrs



BUS OPERATOR LIFT TEST \*PULL-OUT\*

| 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/LOW FLOOR - 35'   | 18          | 3                    | 15                       | 7                | 8                 | 7                     | 100%                              |
| FLYER/LOW FLOOR - 40'   | 12          | 3                    | 9                        | 4                | 5                 | 4                     | 100%                              |
| FLYER/HIGHWAY 17 - 40'  | 7           | 0                    | 7                        | 0                | 7                 | 0                     | 100%                              |
| ORION/HIGHWAY 17 - 40'  | 11          | 4                    | 7                        | 6                | 1                 | 6                     | 100%                              |
| CNG/HIGHWAY 17 - 40'    | 5           | 1                    | 4                        | 2                | 2                 | 2                     | 100%                              |
| CNG NEW FLYER - 40'     | 18          | 4                    | 14                       | 13               | 1                 | 13                    | 100%                              |
| DIESEL CONVERSION - 35' | 15          | 4                    | 11                       | 11               | 0                 | 11                    | 100%                              |
| DIESEL CONVERSION - 40' | 14          | 2                    | 12                       | 9                | 3                 | 9                     | 100%                              |
| GILLIG/SAM TRANS - 40'  | 10          | 0                    | 10                       | 0                | 10                | 0                     | 0%                                |
| GOSHEN                  | 1           | 0                    | 1                        | 0                | 1                 | 0                     | 100%                              |
| TROLLEY                 | 1           | 0                    | 1                        | 0                | 1                 | 0                     | 100%                              |

5-6.f1

Attachment E

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## PASSENGER LIFT PROBLEMS

MONTH OF AUGUST 2009

Attachment **G**


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

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

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

5-6.91

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager & Acting Assistant General Manager   
**SUBJECT: UNIVERSITY OF CALIFORNIA – SANTA CRUZ  
MONTHLY SERVICE REPORT FOR THE MONTH OF AUGUST 2009**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- There were no (0) school-term days in both August 2009 and August 2008.
  - Revenue received from UCSC was \$55,315.01 versus \$71,020.75; a decrease of 22.1%
  - System-wide UCSC ridership decreased by 4.6% FYTD.
    - Total student ridership increased by 0.3% FYTD.
    - Total Faculty/Staff ridership decreased by 18.3% FYTD.
  - Average Student ridership per weekday decreased by 10.4%
  - Average Faculty/Staff ridership per weekday decreased by 22.8%

## III. DISCUSSION

For the month of August 2009, there were no (0) school-term days. However summer classes were in full session for most of the month.

UCSC Revenue in August 2009 decreased a total of \$15,705.74 or 22.1% under August 2008. This decrease was caused because the Summer Supplemental Route 20D, an experimental route that ran in August 2008, did not run in August 2009. The cancellation of this contracted service resulted in the loss of revenue. UCSC ridership for all METRO service in August 2009 was negative compared to August 2008, with an decrease of 4.6% FYTD. Monthly comparisons included a 10.4% decrease in Average Student ridership per weekday day and a 22.8% decrease in Average Faculty/ Staff ridership per weekday in August 2009 from August 2008.

Please see attached graphs that will depict average UCSC Student and Faculty/Staff ridership decreasing by 10.4% and 22.8% respectively.

5-7.1

**IV. FINANCIAL CONSIDERATIONS.**

Total revenue received as of August 2009 is negative \$18,539.91 or 13.64% FYTD over August 2008 actuals.

**V. ATTACHMENTS**

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

Prepared by: Erich Friedrich, Provisional Transit Planner; October 8, 2009.

5-7.2

## Total UCSC Monthly Revenue

| FY 09 UCSC Revenue   |                        |                      |                     |                     |                     |                        |                        |                |                     |
|----------------------|------------------------|----------------------|---------------------|---------------------|---------------------|------------------------|------------------------|----------------|---------------------|
| Date                 | Regular Student Bill   | Regular Staff Bill   | Night Owl Bill      | Supplemental Bill   | 27x                 | TOTAL                  | Last Year              | % Change       | \$ Change           |
| Jul-08               | \$ 40,787.95           | \$ 14,367.08         | -                   | \$ 9,719.80         | -                   | \$ 64,874.83           | \$ 48,944.00           | 32.5%          | \$ 15,930.83        |
| Aug-08               | \$ 43,773.78           | \$ 16,273.16         | -                   | \$ 10,973.81        | -                   | \$ 71,020.75           | \$ 55,280.33           | 28.5%          | \$ 15,740.42        |
| Sep-08               | \$ 151,871.29          | \$ 18,162.59         | \$ 3,763.96         | \$ 2,563.82         | \$ 2,007.46         | \$ 178,369.12          | \$ 126,441.28          | 41.1%          | \$ 51,927.84        |
| Oct-08               | \$ 408,791.24          | \$ 21,030.79         | \$ 13,538.41        | \$ 1,999.52         | \$ 5,435.42         | \$ 450,795.38          | \$ 373,239.85          | 20.8%          | \$ 77,555.53        |
| Nov-08               | \$ 274,825.68          | \$ 15,381.16         | \$ 10,512.74        | \$ 5,500.47         | \$ 3,989.36         | \$ 310,209.41          | \$ 278,625.33          | 11.3%          | \$ 31,584.08        |
| Dec-08               | \$ 129,527.31          | \$ 11,581.57         | \$ 4,892.43         | \$ 3,560.21         | \$ 2,118.85         | \$ 151,680.37          | \$ 144,450.71          | 5.0%           | \$ 7,229.66         |
| Jan-09               | \$ 324,761.80          | \$ 15,605.62         | \$ 11,679.83        | \$ 297.04           | \$ 3,803.13         | \$ 356,147.42          | \$ 291,196.34          | 22.3%          | \$ 64,951.08        |
| Feb-09               | \$ 313,712.45          | \$ 16,053.38         | \$ 12,788.37        | \$ 893.73           | \$ 4,582.22         | \$ 348,030.15          | \$ 316,841.16          | 9.8%           | \$ 31,188.99        |
| Mar-09               | \$ 256,439.79          | \$ 16,335.68         | \$ 7,795.60         | \$ 1,419.89         | \$ 4,529.94         | \$ 286,520.90          | \$ 248,308.68          | 15.4%          | \$ 38,212.22        |
| Apr-09               | \$ 337,553.59          | \$ 16,412.05         | \$ 13,858.64        | \$ 657.89           | \$ 6,013.28         | \$ 374,495.45          | \$ 344,270.47          | 8.8%           | \$ 30,224.98        |
| May-09               | \$ 300,396.54          | \$ 15,066.45         | \$ 12,869.92        | \$ 1,647.19         | \$ 6,425.82         | \$ 336,405.92          | \$ 323,061.52          | 4.1%           | \$ 13,344.40        |
| Jun-09               | \$ 136,348.98          | \$ 14,611.75         | \$ 4,245.33         | \$ 1,648.20         | \$ 3,218.69         | \$ 160,072.95          | \$ 155,257.04          | 3.1%           | \$ 4,815.91         |
| <b>FY 2009</b>       | <b>\$ 2,718,790.40</b> | <b>\$ 190,881.28</b> | <b>\$ 95,945.23</b> | <b>\$ 40,881.57</b> | <b>\$ 42,124.17</b> | <b>\$ 3,088,622.65</b> | <b>\$ 2,705,916.71</b> | <b>14.1%</b>   | <b>\$382,705.94</b> |
| FY 10 UCSC Revenue   |                        |                      |                     |                     |                     |                        |                        |                |                     |
| Date                 | Regular Student Bill   | Regular Staff Bill   | Night Owl Bill      | Supplemental Bill   | 27x                 | TOTAL                  | Last Year              | % Change       | \$ Change           |
| Jul-09               | \$48,734.00            | \$13,306.66          |                     |                     |                     | \$62,040.66            | \$ 64,874.83           | -4.4%          | -\$2,834.17         |
| Aug-09               | \$41,885.71            | \$13,429.30          |                     |                     |                     | \$55,315.01            | \$ 71,020.75           | -22.1%         | -\$15,705.74        |
| Sep-09               |                        |                      |                     |                     |                     |                        |                        |                |                     |
| Oct-09               |                        |                      |                     |                     |                     |                        |                        |                |                     |
| Nov-09               |                        |                      |                     |                     |                     |                        |                        |                |                     |
| Dec-09               |                        |                      |                     |                     |                     |                        |                        |                |                     |
| Jan-10               |                        |                      |                     |                     |                     |                        |                        |                |                     |
| Feb-10               |                        |                      |                     |                     |                     |                        |                        |                |                     |
| Mar-10               |                        |                      |                     |                     |                     |                        |                        |                |                     |
| Apr-10               |                        |                      |                     |                     |                     |                        |                        |                |                     |
| May-10               |                        |                      |                     |                     |                     |                        |                        |                |                     |
| Jun-10               |                        |                      |                     |                     |                     |                        |                        |                |                     |
| <b>FY 2010 Total</b> | <b>\$90,619.71</b>     | <b>\$26,735.96</b>   | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$117,355.67</b>    | <b>\$135,895.58</b>    | <b>-13.64%</b> | <b>-\$18,539.91</b> |

5-7.21

Attachment A



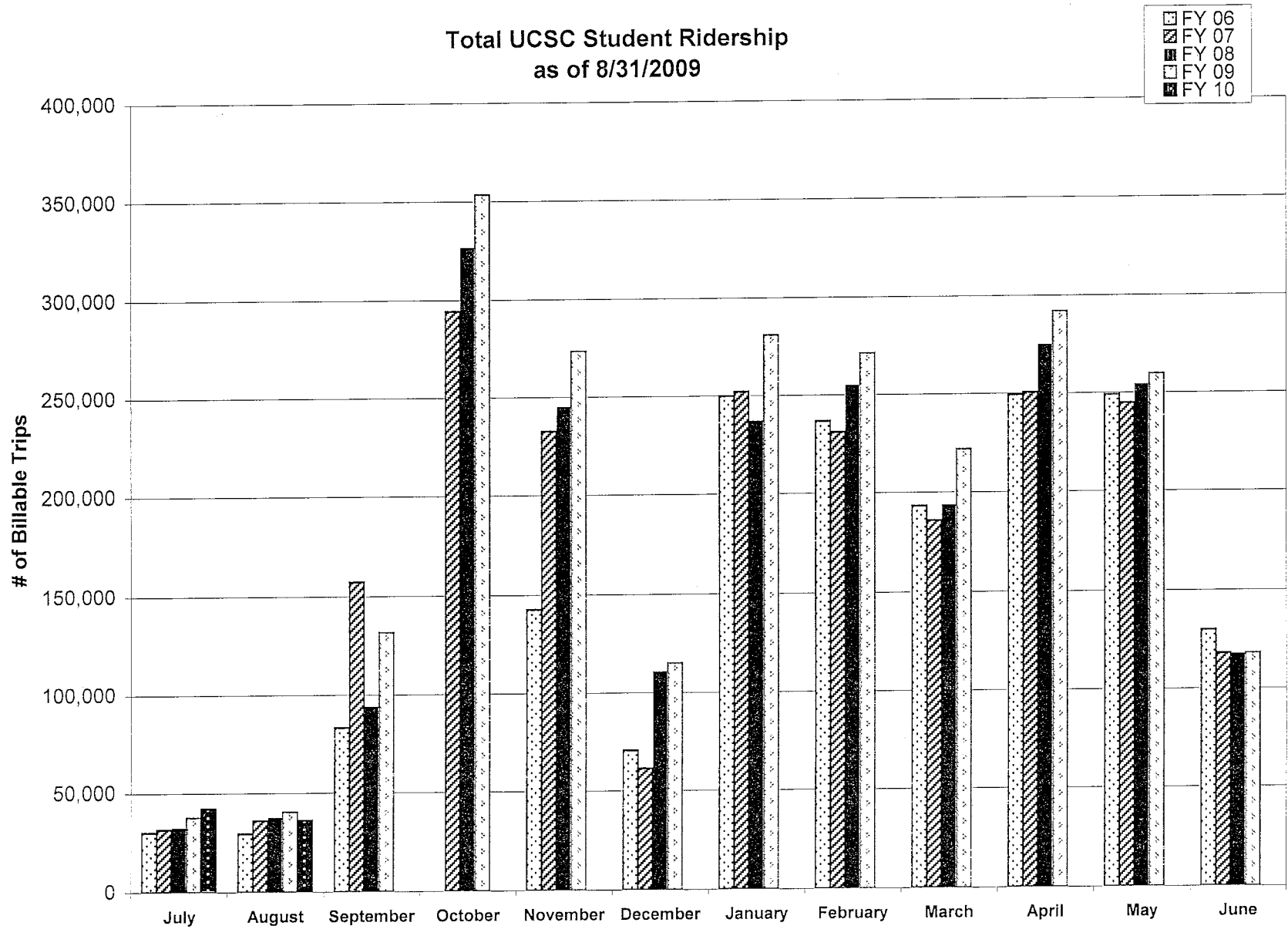
Monthly UCSC Ridership

| August 2009     | Student Ridership |               |               | Faculty/ Staff Ridership |               |               | Average Student Ridership<br>Per Week Day |                |               | Average Faculty/Staff<br>Ridership Per Weekday |              |               |
|-----------------|-------------------|---------------|---------------|--------------------------|---------------|---------------|---|----------------|---------------|--|--------------|---------------|
|                 | FY 10             | FY 09         | %             | FY 10                    | FY 09         | %             | FY 10                                     | FY 09          | %             | FY 10  | FY 09        | %             |
| Regular Service | 36,202            | 38,104        | -5.0%         | 11,607                   | 14,607        | -20.5%        | 1,723.9                                   | 1,814.5        | -5.0%         | 552.7  | 695.6        | -20.5%        |
| Supplemental    | 0                 | 2,315         | -100.0%       | 0                        | 421           | -100.0%       | 0.0                                       | 110.2          | -100.0%       | 0.0  | 20.0         | -100.0%       |
| Night Owl       | 0                 | 0             | N/A           | 0                        | 0             | N/A           | 0.0                                       | 0.0            | N/A           | 0.0  | 0.0          | N/A           |
| 27x             | 0                 | 0             | N/A           | 0                        | 0             | N/A           | 0.0                                       | 0.0            | N/A           | 0.0  | 0.0          | N/A           |
| <b>TOTAL</b>    | <b>36,202</b>     | <b>40,419</b> | <b>-10.4%</b> | <b>11,607</b>            | <b>15,028</b> | <b>-22.8%</b> | <b>1,723.9</b>                            | <b>1,924.7</b> | <b>-10.4%</b> | <b>552.7</b>                                   | <b>715.6</b> | <b>-22.8%</b> |

5-7.c1

Attachment C

5-7.d1

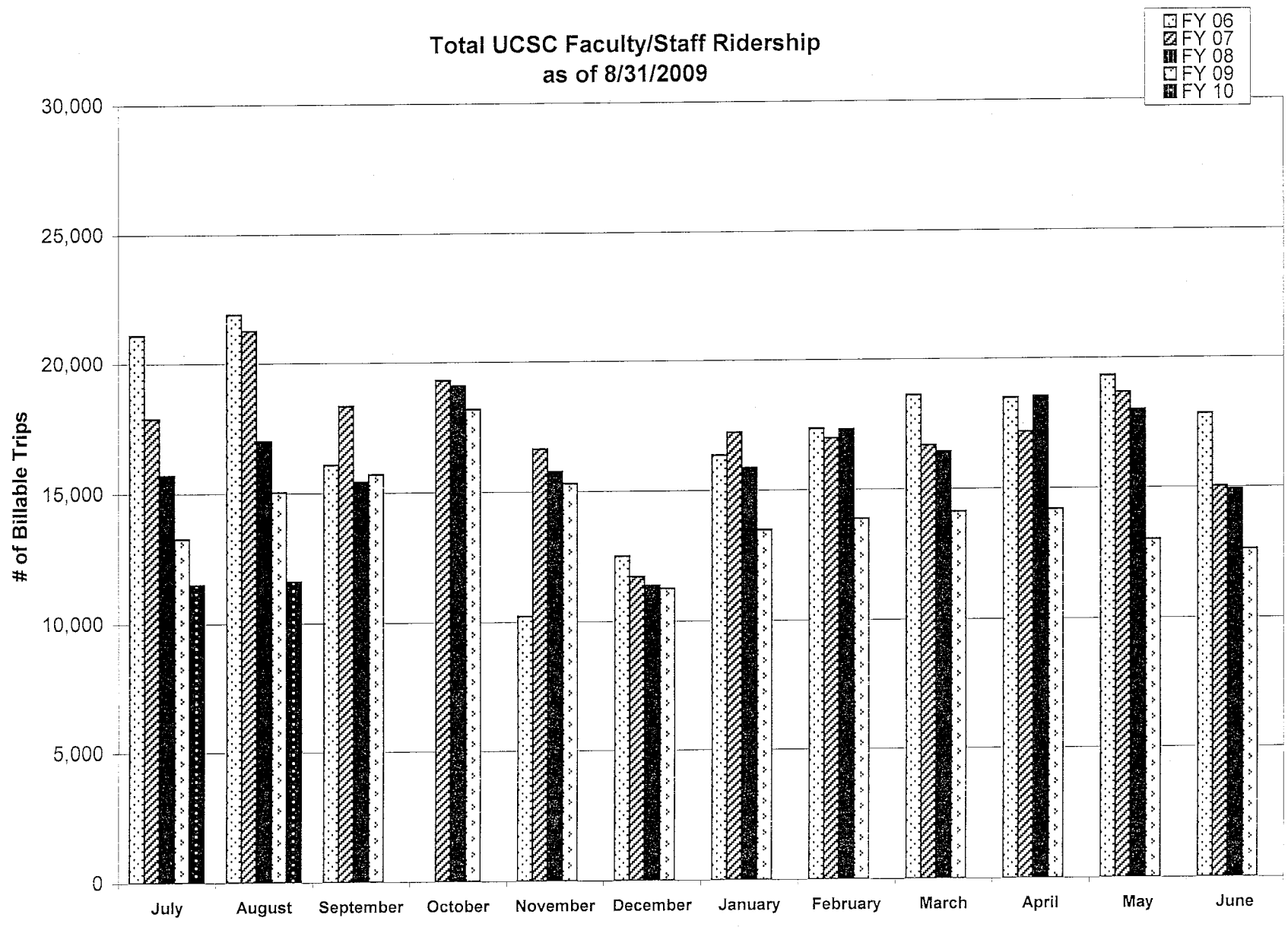


Attachment D



5-7.e1

### Total UCSC Faculty/Staff Ridership as of 8/31/2009



Attachment E

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager & Acting Assistant General Manager   
**SUBJECT:** HIGHWAY 17 EXPRESS SERVICE REPORT FOR AUGUST 2009

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- Total ridership for the month of August 2009 was 24,127. Which is an decrease of 2,056 riders or -7.85% from August 2008.
- FY10 average ridership per weekday was 873. This is a 9.8% decrease from FY09
- FY10 riders per revenue hour was 15.04 riders per hour, which is a 15.2% decrease from FY09.
- August 2009 Highway 17 Express operating costs was \$148,122.32 with August 2009 fare revenue at \$82,580.56 resulting in a 62.9% fare box recovery ratio.

## III. DISCUSSION

In the twenty-one (21) weekdays and ten (10) weekend days of August 2009, the Highway 17 Express total ridership was 24,127 riders. This was a loss from the previous year, decreasing by 2,056 riders or simply -7.85%.

FY10 average weekday ridership on the Highway 17 Express was 873 riders per weekday, a decrease from 968 riders per weekday in FY09. These decreases in ridership are most likely due to much lower gasoline prices in August 2009 than in August 2008 as well as an increase in unemployment in both Santa Clara and Santa Cruz counties.

The operating costs of the Highway 17 Express for August 2009 was \$148,122.32. Well over half (62.9%) of the operating costs were recovered in fare revenue totaling \$82,580.56 in August 2009. Please see attachments regarding these figures.

## IV. FINANCIAL CONSIDERATIONS.

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

5-8.1

**V. ATTACHMENTS**

- Attachment A: Highway 17 Express Operating Statistics Summary Fiscal Year 2010**  
**Attachment B: Highway 17 Express Revenue & Expenditure Summary**  
**Attachment C: Highway 17- Express Operating Statistics Summary Fiscal Year 2009**

Prepared by: Erich Friedrich, Provisional Transit Planner; October 8, 2009.

5-8.2

# HIGHWAY 17 EXPRESS OPERATING STATISTICS SUMMARY

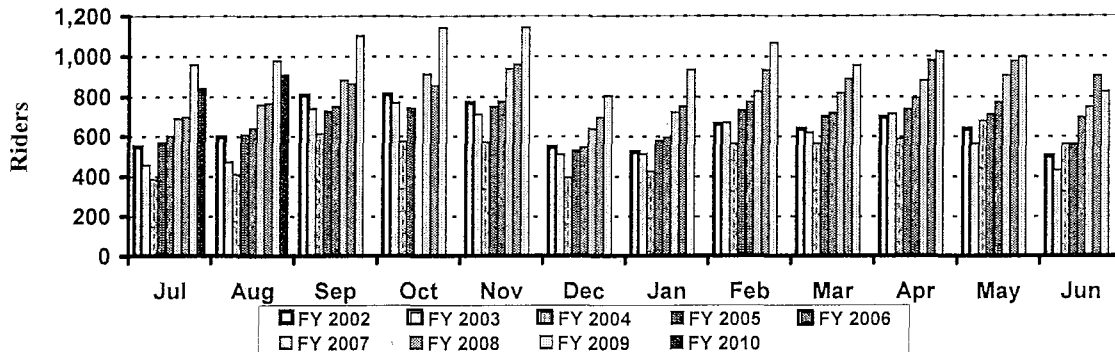
FISCAL YEAR 2010

| MONTHLY                 | Jul-2009 | Aug-2009 | Sep-2009 | Oct-2009 | Nov-2009 | Dec-2009 | Jan-2010 | Feb-2010 | Mar-2010 | Apr-2010 | May-2010 | Jun-2010 |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Total Ridership         | 23,566   | 24,127   |          |          |          |          |          |          |          |          |          |          |
| Avg. Weekday Ridership  | 842      | 908      |          |          |          |          |          |          |          |          |          |          |
| Avg. Saturday Ridership | 533      | 510      |          |          |          |          |          |          |          |          |          |          |
| Avg. Sunday Ridership   | 519      | 502      |          |          |          |          |          |          |          |          |          |          |
| Total Service Days      | 31       | 31       |          |          |          |          |          |          |          |          |          |          |
| Number of Weekdays      | 23       | 21       |          |          |          |          |          |          |          |          |          |          |
| Number of Saturdays     | 4        | 5        |          |          |          |          |          |          |          |          |          |          |
| Numbers of Sundays      | 4        | 5        |          |          |          |          |          |          |          |          |          |          |
| Revenue Hours           | 1,618    | 1,552    |          |          |          |          |          |          |          |          |          |          |

| QUARTERLY               | Q1 |  |  | Q2 |  |  | Q3 |  |  | Q4 |  |  |
|-------------------------|----|--|--|----|--|--|----|--|--|----|--|--|
| Total Ridership         |    |  |  |    |  |  |    |  |  |    |  |  |
| Avg. Weekday Ridership  |    |  |  |    |  |  |    |  |  |    |  |  |
| Avg. Saturday Ridership |    |  |  |    |  |  |    |  |  |    |  |  |
| Avg. Sunday Ridership   |    |  |  |    |  |  |    |  |  |    |  |  |
| Revenue Hours           |    |  |  |    |  |  |    |  |  |    |  |  |

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

HIGHWAY 17 EXPRESS  
Average Weekday Ridership History



FYTD COMPARISON  
2010 vs. 2009

|                      | FY 2010            | FY 2009            | Percent Change |
|----------------------|--------------------|--------------------|----------------|
|                      | Jul '09 to Jun '10 | Jul '08 to Jun '09 |                |
| # of Weekdays        | 44                 | 43                 | 2.3%           |
| Total Ridership      | 47,693             | 52,092             | -8.4%          |
| Avg. Wkday Ridership | 873                | 968                | -9.8%          |
| Avg Sat Ridership    | 520                | 554                | -6.2%          |
| Avg Sun Ridership    | 510                | 548                | -7.0%          |
| Revenue Hours        | 3,170              | 2,936              | 8.0%           |
| Riders Per Rev. Hour | 15.04              | 17.75              | -15.2%         |

5-8.01

Attachment A

**HIGHWAY 17 EXPRESS  
REVENUE & EXPENDITURE SUMMARY  
FISCAL YEAR 2010**

| PERIOD                | TOTAL COST * | REVENUE                |                  |                |             |                    |                  |               |               | RATIOS    |                        |                      |               | VTA COST SUMMARY |                  |              | JPA COST SUMMARY |                    |
|-----------------------|--------------|------------------------|------------------|----------------|-------------|--------------------|------------------|---------------|---------------|-----------|------------------------|----------------------|---------------|------------------|------------------|--------------|------------------|--------------------|
|                       |              | PASSENGER FARE REVENUE |                  |                |             |                    | ADDITIONAL FUNDS |               | TOTAL REVENUE | Ridership | Average Fare per Rider | Total Cost per Rider | Cost Recovery | Billed to VTA    | VTA Fare Revenue | VTA Net Cost | TOTAL JPA Cost   | JPA Cost per Rider |
|                       |              | FAREBOX                | SCMTD Pass Sales | VTA Pass Sales | VTA EcoPass | Total Fare Revenue | SJSU** Funded    | AMTRAK Funded |               |           |                        |                      |               |                  |                  |              |                  |                    |
| Jul '09               | \$155,343.40 | \$54,382.61            | \$14,362.50      | \$9,810.00     | \$1,120.00  | \$79,675.11        |                  | \$10,361.00   | \$90,036.11   | 23,566    | \$3.38                 | \$6.59               | 58.0%         | \$43,583.65      | \$10,930.00      | \$32,653.65  | \$65,307.29      | \$2.77             |
| Aug '09               | \$148,122.32 | \$57,058.06            | \$15,222.50      | \$9,360.00     | \$940.00    | \$82,580.56        | \$279.28         | \$10,361.00   | \$93,220.84   | 24,127    | \$3.42                 | \$6.14               | 62.9%         | \$37,750.74      | \$10,300.00      | \$27,450.74  | \$54,901.48      | \$2.28             |
| <b>FYTD 2010</b>      | \$303,465.72 | \$111,440.67           | \$29,585.00      | \$19,170.00    | \$2,060.00  | \$162,255.67       | \$279.28         | \$20,722.00   | \$183,256.95  | 47,693    | \$3.40                 | \$6.36               | 60.4%         | \$81,334.39      | \$21,230.00      | \$60,104.39  | \$120,208.77     | \$2.52             |
| <b>FYTD 2009</b>      | \$299,914.94 | \$103,659.52           | \$32,268.50      | \$26,010.00    | \$2,528.00  | \$164,466.02       | \$559.52         | \$20,089.50   | \$185,115.04  | 52,092    | \$3.16                 | \$5.76               | 61.7%         | \$85,937.96      | \$28,538.00      | \$57,399.96  | \$114,799.90     | \$2.20             |
| <b>Percent Change</b> | 1.2%         | 7.5%                   | -8.3%            | -26.3%         | -18.5%      | -1.3%              | -50.1%           | 3.1%          | -1.0%         | -8.4%     | 7.8%                   | 10.5%                | -2.2%         | -5.4%            | -25.6%           | 4.7%         | 4.7%             | 14.4%              |

|  |       |       |       |      |
|--|-------|-------|-------|------|
| FYTD 2009 Percent of Passenger Fare Revenues | 68.7% | 18.2% | 11.8% | 1.3% |
|--|-------|-------|-------|------|

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

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

5-8-61

Attachment B

# HIGHWAY 17 EXPRESS OPERATING STATISTICS SUMMARY

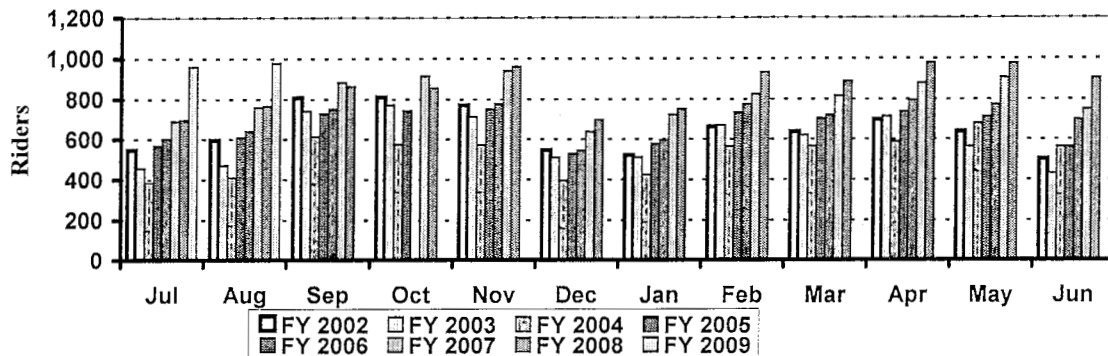
## FISCAL YEAR 2009

| MONTHLY                 | Jul-2008 | Aug-2008 | Sep-2008 | Oct-2008 | Nov-2008 | Dec-2008 | Jan-2009 | Feb-2009 | Mar-2009 | Apr-2009 | May-2009 | Jun-2009 |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Total Ridership         | 25,909   | 26,183   |          |          |          |          |          |          |          |          |          |          |
| Avg. Weekday Ridership  | 959      | 977      |          |          |          |          |          |          |          |          |          |          |
| Avg. Saturday Ridership | 540      | 566      |          |          |          |          |          |          |          |          |          |          |
| Avg. Sunday Ridership   | 531      | 565      |          |          |          |          |          |          |          |          |          |          |
| Total Service Days      | 31       | 31       |          |          |          |          |          |          |          |          |          |          |
| Number of Weekdays      | 22       | 21       |          |          |          |          |          |          |          |          |          |          |
| Number of Saturdays     | 4        | 5        |          |          |          |          |          |          |          |          |          |          |
| Numbers of Sundays      | 5        | 5        |          |          |          |          |          |          |          |          |          |          |
| Revenue Hours           | 1,483    | 1,449    |          |          |          |          |          |          |          |          |          |          |

| QUARTERLY               | Q1 |  |  | Q2 |  |  | Q3 |  |  | Q4 |  |  |
|-------------------------|----|--|--|----|--|--|----|--|--|----|--|--|
| Total Ridership         |    |  |  |    |  |  |    |  |  |    |  |  |
| Avg. Weekday Ridership  |    |  |  |    |  |  |    |  |  |    |  |  |
| Avg. Saturday Ridership |    |  |  |    |  |  |    |  |  |    |  |  |
| Avg. Sunday Ridership   |    |  |  |    |  |  |    |  |  |    |  |  |
| Revenue Hours           |    |  |  |    |  |  |    |  |  |    |  |  |

| FYTD                    | Jul-2008 | Aug-2008 | Sep-2008 | Oct-2008 | Nov-2008 | Dec-2008 | Jan-2009 | Feb-2009 | Mar-2009 | Apr-2009 | May-2009 | Jun-2009 |
|-------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Total Ridership         | 25,909   | 52,092   |          |          |          |          |          |          |          |          |          |          |
| Avg. Weekday Ridership  | 959      | 968      |          |          |          |          |          |          |          |          |          |          |
| Avg. Saturday Ridership | 540      | 554      |          |          |          |          |          |          |          |          |          |          |
| Avg. Sunday Ridership   | 531      | 548      |          |          |          |          |          |          |          |          |          |          |
| Revenue Hours           | 1,483    | 2,932    |          |          |          |          |          |          |          |          |          |          |

HIGHWAY 17 EXPRESS  
Average Weekday Ridership History



FYTD COMPARISON  
2009 vs. 2008

|                      | FY 2009 | FY 2008 | Percent Change |
|----------------------|---------|---------|----------------|
| # of Weekdays        | 43      | 44      | -2.3%          |
| Total Ridership      | 52,092  | 39,207  | 32.9%          |
| Avg. Wkday Ridership | 968     | 732     | 32.2%          |
| Avg Sat Ridership    | 554     | 385     | 44.0%          |
| Avg Sun Ridership    | 548     | 391     | 40.4%          |
| Revenue Hours        | 2,932   | 2,933   | 0.0%           |
| Riders Per Rev. Hour | 17.77   | 13.37   | 32.9%          |

5-8.c1

Attachment C

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009  
**TO:** Board of Directors  
**FROM:** Frank L. Cheng, Project Manager  
**SUBJECT:** CONSIDERATION OF METROBASE STATUS REPORT

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- Maintenance Building
  - West Bay is continuing with site work on 2<sup>nd</sup> half of site.
    - Chassis wash pit
    - Trash enclosure
    - Structural Steel / Roof Decking
    - Tilt-up panel Closure Strip
    - Concrete parking area
    - Sidewalk
    - Driveway
- Operations Building
  - RNL has repackaged the Operations Building.
  - Invitation For Bids(IFB) is pending State release of Proposition 1B Bond Funds.
- Vernon Administration Building
  - Current interior work consists of restrooms, lobby area, floors, walls, elevator, and exterior site work.
  - DMC is continuing site work for new area for the building lobby and elevator.
  - Temporary parking located at 1211 & 1217 River Street began demolition.

## III. DISCUSSION

West Bay Builders is continuing to work on second phase of the Maintenance Building. West Bay is continuing site work for the chassis wash pit, trash enclosure, structural steel, roof decking, tilt-up panel closure strips, concrete parking area, sidewalk, and driveway. Construction meetings are held weekly to maintain current project schedule.

5-9.1

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

DMC Construction is continuing interior and exterior site work. DMC has completed metal framing, door installations, plumbing, and HVAC system. Current interior work consists of restrooms, lobby area, floors, walls, and elevator. The exterior work continues with elevator work, access ramps, and generator concrete pad. Weekly construction meetings held to maintain current schedule. To assist in parking at 110 Vernon Street, on September 25, 2009, the Board of Directors approved work for a Parking Lot at 1211 & 1217 River Street. Work has commence and will complete in November.

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

New updates on the MetroBase Project:

- West Bay continuing work.
- DMC interior and exterior work continuing.
- 1211 & 1217 River Street Parking Lot work commence.

Previous information regarding the MetroBase Project:

- A. Maintenance Building (IFB 06-01)
  - West Bay working on 2<sup>nd</sup> half site work, and punch-list items for 1<sup>st</sup> half.
  - IFB 06-01 Maintenance Building awarded to West Bay Builders.
  - Weekly Construction Meetings.
- B. Operations Building
  - RNL Design Operations Building re-package complete.
  - Invitation For Bids is pending State release of Proposition 1B Bond Funds.
- C. Vernon Administration Building (IFB 09-10)
  - Wald, Ruhnke & Dost Architects completed bid set.
  - Invitation For Bids 09-10 due March 24, 2009.
  - On April 24, 2009, the Board of Directors approved a contract with DMC Construction, Inc. for the construction remodel of the building located at 110 Vernon Street, Santa Cruz for an amount not to exceed \$1,833,141.
  - Notice-to-Proceed for Vernon project is May 6, 2009.
  - Weekly Construction Meetings.

5-9.2



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

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

#### **V. ATTACHMENTS**

**Attachment A: None**

5-9.3

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

August 14, 2009

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, August 14, 2009 at the District's Administrative Office located at 370 Encinal Street in Santa Cruz, California.

Vice Chair Pirie called the meeting to order at 9:05 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Dene Bustichi  
Ron Graves  
Donald Hagen  
Michelle Hinkle  
Ellen Pirie  
Lynn Robinson  
Mike Rotkin  
Mark Stone  
Marcela Tavantzis

#### DIRECTORS ABSENT

Emilio Martinez  
Pat Spence  
Ex-Officio Donna Blitzer

#### STAFF PRESENT

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager / Acting AGM  
Frank Cheng, MetroBase Project Manager  
Bob Cotter, Maintenance Manager  
Margaret Gallagher, District Counsel

Shona Harper, Asst Paratransit Superintendent  
Debbie Kinslow, Asst Finance Manager  
Robyn Slater, Human Resources Manager  
April Warnock, Paratransit Superintendent  
Les White, General Manager

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

Bob Yount, MAC

### 2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

None.

Oral:

None.

5-10.1

3. **LABOR ORGANIZATION COMMUNICATIONS**

None.

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

None.

**CONSENT AGENDA**

5-1. **CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF STATE FARM INSURANCE, CLAIM #09-0017  
DENY THE CLAIM OF MARK WATSON, CLAIM #09-0018**

Vice Chair Pirie requested more information on Claim #09-0017 which Margaret Gallagher said would be included in the August 28<sup>th</sup> Board packet.

5-2. **ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR  
AUGUST 19, 2009 AND MINUTES OF JUNE 17, 2009**

No questions or comments.

5-3. **ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH  
OF MAY 2009**

No questions or comments.

5-4. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JUNE 2009**

No questions or comments.

5-5. **ACCEPT AND FILE RIDERSHIP REPORT FOR JUNE 2009**

5-6. **ACCEPT AND FILE PASSENGER LIFT REPORT FOR MAY 2009**

No questions or comments.

5-7. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ MONTHLY SERVICE  
REPORT FOR JUNE 2009**

No questions or comments.

5-10.2

5-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SPRING QUARTER 2009 SERVICE UPDATE

No questions or comments.

5-9. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT

No questions or comments.

5-10. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE JUNE 2009 MEETING(S)

No questions or comments.

5-11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH PAT PIRAS CONSULTING TO EXTEND THE CONTRACT THROUGH JUNE 30, 2010 FOR REVIEW OF THE ADA PARATRANSIT ELIGIBILITY PROCESS

No questions or comments.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:

This presentation will take place at the August 28, 2009 Board meeting.

7. PUBLIC HEARING: CONSIDERATION OF ADOPTING THE FINAL SHORT RANGE TRANSIT PLAN

Public Hearing will take place at the August 28, 2009 Board meeting.

No questions or comments.

8. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH WEST BAY BUILDERS, INC. EXTENDING THE CONTRACT EXPIRATION DATE FOR THE METROBASE MAINTENANCE BUILDING TO JULY 28, 2010, WHILE MAINTAINING THE CONSTRUCTION COMPLETION DATE OF AUGUST 28, 2009

**Summary:**

Frank Cheng reported that this contract needs to be extended six months to July 29, 2010 so METRO can continue to resolve and close out any outstanding cost issues and pay invoices that are submitted after the construction completion date of August 28, 2009, which will not change.

5-10.3

9. **CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH DMC CONSTRUCTION, INC. EXTENDING THE CONTRACT EXPIRATION DATE FOR THE METROBASE VERNON ADMINISTRATION BUILDING TO MARCH 11, 2010, WHILE MAINTAINING THE CONSTRUCTION COMPLETION DATE OF SEPTEMBER 11, 2009**

**Summary:**

Frank Cheng reported that this contract needs to be extended six months to March 11, 2010 so METRO can continue to resolve and close out any outstanding cost issues and pay invoices that are submitted after the construction completion date of September 11, 2009, which will not change.

10. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH PRIORITY ROOFING SOLUTIONS, INC. FOR ROOF REPLACEMENT AT THE WATSONVILLE TRANSIT CENTER**

**Discussion:**

Vice Chair Pirie asked why this roof was being replaced rather than repaired. Bob Cotter replied that repairs have been made for several years and now the roof is in poor condition and beyond its useful life. Mr. Cotter explained that the extent of the dry-rot damage will not be known until the old roofing material is removed. Extra funds have been set aside to cover these costs once they are determined.

11. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH TRAPEZE SOFTWARE GROUP, INC. FOR THE PURCHASE, INSTALLATION AND TRAINING OF THE TRAPEZE PASS-IVR ENHANCEMENT MODULE**

**Summary:**

Angela Aitken reported that the Interactive Voice Response (IVR) module is a voice-based interactive telephone response systems that will be used for paratransit scheduling. Clients will be able to schedule, confirm, and cancel trips over the phone without speaking to a person and then receive an automatic reminder call of upcoming trips which is currently being done each evening by ParaCruz Reservationists.

12. **CONSIDERATION OF VACANCIES ON THE METRO ADVISORY COMMITTEE**

**Summary:**

Les White reported that MAC was formed by the Board in 2003 and held its first meeting in April 2004. There are currently five vacant positions which have been vacant for some time with very few applicants, despite METRO's efforts to solicit new members including MAC information and an online application on METRO's website, and placing signs, brochures and other information in the buses, at transit centers and at the Administration Office. Mr. White stated that staff

5-10.4

recommends that the Board determine whether the continuation of MAC is of value and then take the appropriate action.

**Discussion:**

Bob Yount, MAC Chair, and several Directors spoke in favor of continuing MAC and suggested different recruitment options.

**13. CONSIDERATION OF THE BOARD OF DIRECTORS AGENDA FORMAT, MEETING SCHEDULE, AND STAFF REPORT FORMAT**

**Summary:**

Les White described the current two meetings per month structure which allows the Board to review items at the first meeting, which is primarily a work session, and gives staff time to provide any additional information that the Board may request prior to taking action at the more formal, televised second monthly meeting. In 1999, this structure replaced the prior Board Committee structure because concerns were raised that the Board members that were not on the committees were voting on issues they had not received a thorough briefing on. At that time, the Board did away with the committees, except ad hoc, and began meeting twice per month as they do now.

Mr. White said that the Staff Report format has evolved over time according to previous Board Members' desires and the current Agenda format was implemented by the Board in 2007 and agreed upon as being the most clear for the Members of the Board and the public to understand.

Recently, current Board Members have expressed concerns regarding the necessity of meeting twice per month, that the Agenda format is confusing, and that Staff Reports are redundant.

Mr. White explained that the Board Meetings, Agendas, and Staff Reports are to get information to the Board and the public and requested that the Board provide guidance to staff regarding any changes the Board would like to see.

**Discussion:**

There was a discussion about the current Agenda format being confusing and too much work for Staff because the Agenda for the first meeting contains items that will not be acted upon until the second meeting, but Staff is presenting it twice. Several Directors agreed that the first meeting is not necessary and should be scheduled as "tentative" and held on an as-needed basis when there is something time-sensitive that the Board needs to take action on or an important, complex, or controversial issue that requires additional discussion or input.

It was noted that if Board Members have questions about an item on the Agenda they can call Staff for information.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR GRAVES**

**Direct Staff to schedule two Board Meetings per month with the first meeting scheduled as “tentative” and being held only if necessary for items that are time-sensitive and require that the Board take action prior to the second meeting, or for important, complex, or controversial issues that require additional discussion or input from the Board.**

**Direct Staff to be liberal in determining whether the first meeting will be held or cancelled and in interpreting which items should be listed on the first meeting Agenda.**

**Discussion:**

Bob Yount stated that holding two meetings provides the public two opportunities to address the Board.

**Motion passed unanimously with Directors Martinez and Spence being absent.**

**Discussion:**

Director Tavantzis requested that the Author and Preparation Date be included on Staff Reports and asked if mailing the Agenda Packets would be less expense than having them delivered. Director Graves and Vice Chair Pirie stated that they would like to receive their packets earlier. Several Directors commented on the redundancy of the Staff Report format and requested that the Summary be much shorter.

**14. CONSIDERATION OF THE PROCESS AND SCHEDULE FOR THE RECRUITMENT AND SELECTION OF A GENERAL MANAGER TO REPLACE THE CURRENT GENERAL MANAGER**

**Summary:**

Les White reported that his Employment Agreement expires on December 31, 2010 at which time he plans to retire, but has some flexibility. Mr. White explained that the Board has initial decisions to make regarding the recruitment process for a new General Manager such as whether or not to use a professional recruiting firm, form a sub-committee, the level of involvement of the HR Department and current General Manager, and the length of the overlap of service when the new General Manager is hired.

**Discussion:**

The Board discussed the last recruitment process when Les White was hired in 1997 utilizing a professional recruiting firm and a sub committee.

Chair Bustichi requested a future Agenda item to form a Recruitment Committee and suggested that the overlap of the current and new General Managers include the month of March so they can attend the APTA Legislative Meeting together so the new GM can be introduced and associated with Les White who is highly respected in the legislative arena.

5-10.6

Director Tavantzis suggested obtaining the RFP's for Recruiting Firms from the Air District and the SCCRTC to use as templates for METRO's RFP.

**15. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR AUGUST 28, 2009 – WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE**

Vice Chair Pirie announced that the August 28, 2009 Board meeting would be held at the Watsonville City Council Chambers.

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

Margaret Gallagher reported that the Board would have a conference with its Labor Negotiators regarding UTU, Local 23, ParaCruz Division; a conference with its Real Property Negotiators regarding property located at 425 Front Street; and the Board would have a conference with its Legal Counsel regarding the Existing Litigation Workers Compensation case of Rita Gentry and one case of Anticipated Litigation.

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

None.

**SECTION II: CLOSED SESSION**

Vice Chair Pirie adjourned to Closed Session at 10:40 a.m. and reconvened to Open Session at 11:06 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**18. REPORT OF CLOSED SESSION**

Vice Chair Pirie reported that the Board took no reportable action in Closed Session.

**ADJOURN**

There being no further business, Vice Chair Pirie adjourned the meeting at 11:06 a.m.

Respectfully submitted,

CINDI THOMAS  
Administrative Services Coordinator

5-10.7



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

August 28, 2009

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, August 28, 2009 at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA.

Chair Bustichi called the meeting to order at 9:05 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Dene Bustichi  
Ron Graves  
Donald Hagen  
Michelle Hinkle  
Emilio Martinez  
Ellen Pirie  
Lynn Robinson  
Mike Rotkin  
Pat Spence  
Ex-Officio Donna Blitzer

#### DIRECTORS ABSENT

Mark Stone  
Marcela Tavantzis

#### STAFF PRESENT

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager / Acting AGM  
Frank Cheng, MetroBase Project Manager  
Bob Cotter, Maintenance Manager  
Mary Ferrick, Fixed Route Superintendent  
Terry Gale, IT Manager  
Margaret Gallagher, District Counsel

Harlan Glatt, Sr. Database Administrator  
Shona Harper, Asst Paratransit Superintendent  
Debbie Kinslow, Asst Finance Manager  
Robyn Slater, Human Resources Manager  
April Warnock, Paratransit Superintendent  
Les White, General Manager

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

Isaac Glenn, Bus Operator  
Douglas Grosjean, Bus Operator  
Carolyn Hamm, SEA

Sheldon Njaa, Facilities Maint. Supervisor  
Will Regan, VMU  
Amy Weiss, Spanish Interpreter

### 2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

- a. Angel Angeles Re: Service Request Petition

5-10.8

Oral:

None.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

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

None.

**CONSENT AGENDA**

- 5-1. CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF STATE FARM INSURANCE, CLAIM #09-0017  
DENY THE CLAIM OF MARK WATSON, CLAIM #09-0018
- 5-2. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR AUGUST 19, 2009 AND MINUTES OF JUNE 17, 2009
- 5-3. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF MAY 2009
- 5-4. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JUNE 2009
- 5-5. ACCEPT AND FILE RIDERSHIP REPORT FOR JUNE 2009
- 5-6. ACCEPT AND FILE PASSENGER LIFT REPORT FOR MAY 2009
- 5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ MONTHLY SERVICE REPORT FOR JUNE 2009
- 5-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SPRING QUARTER 2009 SERVICE UPDATE
- 5-9. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-10. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE JUNE 2009 MEETING(S)
- 5-11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH PAT PIRAS CONSULTING TO EXTEND THE CONTRACT THROUGH JUNE 30, 2010 FOR REVIEW OF THE ADA PARATRANSIT ELIGIBILITY PROCESS
- 5-12. APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 12 & 26 AND JULY 24, 2009

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

**Approve the Consent Agenda.**

**Motion passed with Director Graves abstaining on Item #5-12 and with Directors Stone and Tavantzis being absent.**

5-10.9

## REGULAR AGENDA

### 6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:

The following employees were presented with longevity awards for their years of service:

#### TWENTY YEARS

Nicholas J. Fallau, Fleet Maintenance Lead Mechanic

#### TWENTY-FIVE YEARS

Isaac E. Glenn, Bus Operator  
Douglas J. Grosjean, Bus Operator

### 7. PUBLIC HEARING: CONSIDERATION OF ADOPTING THE FINAL SHORT RANGE TRANSIT PLAN

#### Summary:

Angela Aitken reported that METRO contracted with Wilbur Smith Associates to develop a Short Range Transit Plan (SRTP). When Wilbur Smith Associates began the SRTP, METRO projected \$1 million per year to be available for additional service. With the economic climate changing drastically while the plan was being produced, there are no new funds on the horizon for expansion.

In July 2008, the draft was presented to the Board. The proposed plan included a new service delivery model: the Trunk and Feeder Service Option. There were concerns about whether there had been enough public input to warrant such a major change in METRO's fixed-route service. Staff was directed to develop a public outreach program and determine the feasibility of the proposed service model. Staff presented its findings to the Board in December 2008 recommending that the Trunk and Feeder Service Option be removed because it was such a drastic change making it unfeasible to implement within the five-year planning horizon of the SRTP.

The Board directed Staff to have Wilbur Smith revise the document and this is the final version of the SRTP that includes revisions requested by the Board to reflect that the trunk and feeder concept not be pursued within the five-year planning horizon of the SRTP and that no revisions be made to the current service delivery model. At the request of the Board, the final version also includes new information on the requirements necessary to successfully implement a trunk and feeder service option. *These revisions and new information are contained in Chapter 7: Addendum.*

The Board minutes of the Public Hearing will be attached to the final Short Range Transit Plan and a sticker will be attached inside the title page stating that the Public Hearing tape is available for review upon request.

**CHAIR BUSTICHI OPENED THE PUBLIC HEARING AT 9:22 A.M.**

5-10.10

There were no public comments.

**CHAIR BUSTICHI CLOSED THE PUBLIC HEARING AT 9:22 A.M.**

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

**Adopt the final Short Range Transit Plan grudgingly**

**Discussion:**

Director Rotkin explained that an SRTP is usually a very important planning document, but this one has little value due to the numerous quality issues and there are no funds to implement the recommendations contained in it.

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

8. **CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH WEST BAY BUILDERS, INC. EXTENDING THE CONTRACT EXPIRATION DATE FOR THE METROBASE MAINTENANCE BUILDING TO JULY 28, 2010, WHILE MAINTAINING THE CONSTRUCTION COMPLETION DATE OF AUGUST 28, 2009**

**Summary:**

Frank Cheng reported that this contract requires a six month extension to July 29, 2010 so METRO can continue to resolve and close out any outstanding cost issues and pay invoices that are submitted after the construction completion date of August 28, 2009, which will not change.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR PIRIE**

**Approve an amendment to the contract with West Bay Builders Inc. that extends the contract expiration date to July 28, 2010, while maintaining the construction completion date of August 28, 2009**

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

9. **CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH DMC CONSTRUCTION, INC. EXTENDING THE CONTRACT EXPIRATION DATE FOR THE METROBASE VERNON ADMINISTRATION BUILDING TO MARCH 11, 2010, WHILE MAINTAINING THE CONSTRUCTION COMPLETION DATE OF SEPTEMBER 11, 2009**

**Summary:**

Frank Cheng reported that this contract requires a six month extension to March 11, 2010 so METRO can continue to resolve and close out any outstanding cost issues and pay invoices that are submitted after the construction completion date of September 11, 2009, which will not change.

5-10.11

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR PIRIE**

**Approve an amendment to the contract with DMC Construction, Inc. that extends the contract expiration date to March 11, 2010, while maintaining the construction completion date of September 11, 2009**

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

**10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH PRIORITY ROOFING SOLUTIONS, INC. FOR ROOF REPLACEMENT AT THE WATSONVILLE TRANSIT CENTER**

**Discussion:**

Angela Aitken reported that the roof is in poor condition and beyond its useful life and explained that the extent of the dry-rot damage will not be known until the old roofing material is removed. Extra funds have been set aside to cover these costs once they are determined.

**ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR PIRIE**

**Authorize the General Manager to execute a contract with Priority Roofing Solutions, Inc. for roof replacement at the Watsonville Transit Center for an amount not to exceed \$45,200 and approve the following contract change order procedures:**

- 1. For any change order request from the contractor that exceeds \$10,000, Staff will review and present such request to the METRO's Board of Directors for approval.**
- 2. For any change order request from the contractor that is \$10,000 or less, approval of the change order will require review and approval from the following personnel: METRO's General Manager or the Finance Manager/Acting Assistant General Manager; and METRO's Maintenance Manager**

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

**11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH TRAPEZE SOFTWARE GROUP, INC. FOR THE PURCHASE, INSTALLATION AND TRAINING OF THE TRAPEZE PASS-IVR ENHANCEMENT MODULE**

**Summary:**

Angela Aitken reported that the Interactive Voice Response (IVR) module is a voice-based interactive telephone response systems that will be used for paratransit scheduling. Clients will be able to schedule, confirm, and cancel trips over the phone without speaking to a person and then receive an automatic reminder call of upcoming trips which is currently being done each evening by ParaCruz Reservationists.

**5-10.12**

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

**Authorize the General Manager to execute a contract amendment with Trapeze Software Group, Inc. for the purchase, installation and training of the Trapeze PASS-IVR enhancement module for an amount not to exceed \$89,707**

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

**12. CONSIDERATION OF VACANCIES ON THE METRO ADVISORY COMMITTEE**

**Summary:**

Les White reported that MAC was formed by the Board in 2003 and held its first meeting in April 2004. There are currently five vacant positions which have been vacant for some time with very few applicants, despite METRO's efforts to solicit new members.

**Discussion:**

Director Graves reported that he has advertised his vacancy locally in Capitola. Director Hagen reported that he had someone in mind to fill Director Tavantzis' vacancy.

**13. CONSIDERATION OF APPOINTMENT OF CHARLOTTE WALKER TO THE METRO ADVISORY COMMITTEE (MAC) NOMINATED BY DIRECTOR ROBINSON**

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

**Approve the appointment of Charlotte Walker to the Metro Advisory Committee (MAC) as the appointment of Director Lynn Robinson**

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

**14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH GIRO, INC. FOR THE PURCHASE OF THE HASTUS VERSION 2009 UPGRADE AND ADDITIONAL MODULES**

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

**Authorize the General Manager to execute an amendment to the existing Contract with Giro, Inc. for an amount not to exceed \$1,089,671 for the purchase of the HASTUS v2009 upgrade and new software modules, and approve the following contract change order procedures:**

- 1. For any change order request from the contractor that exceeds \$25,000, staff will review and present such request to the METRO's Board of Directors for approval.**

**5-10.13**

- 2. For any change order request from the contractor that is \$25,000 or less, approval of the change order will require review and approval from the following personnel: METRO’s General Manager or the Finance Manager/Acting Assistant General Manager; and METRO’s Contract Administrator

Motion passed unanimously with Directors Stone and Tavantzis being absent.

15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH MAINTSTAR, INC. FOR THE PURCHASE OF A FLEET/FACILITIES MANAGEMENT SOFTWARE SYSTEM

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON

Authorize the General Manager to execute a contract with MaintStar Inc. for purchase of a Fleet/Facilities Management Software System for an amount not to exceed \$285,000

Motion passed unanimously with Directors Stone and Tavantzis being absent.

16. CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT A GRANT APPLICATION AND SIGN NECESSARY AGREEMENTS FOR FEDERAL FUNDING IN THE AMERICAN RECOVERY AND REINVESTMENT ACT’S TRANSPORTATION INFRASTRUCTURE GENERATING ECONOMIC RECOVERY (TIGER) DISCRETIONARY GRANTS PROGRAM

ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR ROBINSON

Authorize the General Manager to submit an application to the Department of Transportation and to execute necessary agreements for grant funds from the ARRA TIGER Discretionary Grants Program

Motion passed unanimously with Directors Stone and Tavantzis being absent.

17. CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT A GRANT APPLICATION AND SIGN NECESSARY AGREEMENTS FOR FEDERAL FUNDING IN THE NEW FREEDOM PROGRAM

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON

Authorize the General Manager to submit applications to Caltrans and to execute necessary agreements for grant funds from the New Freedom Program

Motion passed unanimously with Directors Stone and Tavantzis being absent.

18. CONSIDERATION OF ADOPTING A RESOLUTION MODIFYING METRO’S BYLAWS TO REFLECT CHANGES OF THE BOARD OF DIRECTORS MEETING STRUCTURE

Summary:

5-10.14

Les White reported that at the August 14, 2009 meeting the Board had determined that the first meeting should no longer be a “work session” for the second meeting because it incorporates redundancy and does not make good use of Staff time.

The first monthly meetings will be scheduled as “tentative” and held on an as-needed basis when there is something time-sensitive that the Board needs to take action on or an important, complex, or controversial issue that requires additional discussion or input.

**Discussion:**

Director Rotkin stated that this would be experimental and may change again in the future. Also, once the first meeting is called, Staff can add additional items for action instead of waiting until the second meeting.

Director Hagen expressed concern about the potential for the second meetings to become too lengthy. Chair Bustichi stated he would keep that in mind because nobody wants to sit through long meetings.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR GRAVES**

**Adopt the Resolution modifying METRO’s Bylaws as set forth in Attachment A with proposed modifications**

**Motion passed with Director Hagen voting No and with Directors Martinez and Spence being absent.**

**ADJOURN**

There being no further business, Chair Bustichi adjourned the meeting at 10:15 a.m.

Respectfully submitted,

CINDI THOMAS  
Administrative Services Coordinator

5-10.15



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 11, 2009

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 11, 2009 at the District's Administrative Office located at 370 Encinal Street in Santa Cruz, California.

Vice Chair Pirie called the meeting to order at 9:01 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Dene Bustichi  
Ron Graves  
Michelle Hinkle  
Ellen Pirie  
Lynn Robinson  
Mike Rotkin  
Mark Stone (arrived after roll call)  
Marcela Tavantzis

#### DIRECTORS ABSENT

Donald Hagen  
Emilio Martinez  
Pat Spence  
Ex-Officio Donna Blitzer

#### STAFF PRESENT

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager / Acting AGM  
Frank Cheng, MetroBase Project Manager  
Bob Cotter, Maintenance Manager  
Margaret Gallagher, District Counsel

Shona Harper, Asst Paratransit Superintendent  
Debbie Kinslow, Asst Finance Manager  
Robyn Slater, Human Resources Manager  
April Warnock, Paratransit Superintendent  
Les White, General Manager

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

Sue Luna, SEA

Will Regan, VMU

### 2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

None.

Oral:

Director Graves announced that he would not be in attendance at the Board meeting on September 25, and said that he has chosen a MAC nominee and hopes that the Board will approve the appointment on September 25.

5-10.16

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

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

None.

**CONSENT AGENDA**

There were no items on the Consent Agenda.

**DIRECTOR STONE ARRIVED**

**REGULAR AGENDA**

**6. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AGREEMENT WITH MAXIM HEALTH SYSTEMS TO PROVIDE INFLUENZA VACCINATION SERVICES FOR METRO EMPLOYEES**

**Summary:**

Ciro Aguirre reported that the Visiting Nurses Association is no longer offering flu vaccination services. Mr. Aguirre said that Maxim Health Systems is able to provide the services.

**Discussion:**

Will Regan asked if the vaccinations could be held off until October so that the H1N1 vaccination could also be administered at the same time. Ciró Aguirre said that according to Maxim Health Systems, the H1N1 vaccination would not be available until January. Vice Chair Pirie asked if Mr. Aguirre was referring to the Swine Flu, and said that initially, the H1N1 vaccination would only be available for a targeted distribution. Director Tavantzis asked if the vaccinations would cost \$15 or \$25. Ciró Aguirre said that the shots would cost \$25 each. Director Robinson asked about indemnification. Margaret Gallagher said METRO is indemnified for anything Maxim provides. Director Robinson affirmed that METRO is not actually providing the shots.

**ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR HINKLE**

**Authorize the General Manager to execute an agreement with Maxim Health Systems to provide influenza vaccination services for METRO employees.**

**Motion passed unanimously with Directors Hagen, Martinez and Spence being absent.**

5-10.17

7. **ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, SEPTEMBER 25, 2009 AT 9:00 A.M. – SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER ST, SANTA CRUZ**

Vice Chair Pirie announced that the September 25, 2009 Board meeting would be held at the Santa Cruz City Council Chambers.

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

Margaret Gallagher said that the Board of Directors will conduct an Public Employee evaluation of the General Manager in closed session.

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

None.

**SECTION II: CLOSED SESSION**

Vice Chair Pirie adjourned to Closed Session at 9:10 a.m. and reconvened to Open Session at 10:40 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

10. **REPORT OF CLOSED SESSION**

Vice Chair Pirie reported that the Board took no reportable action in Closed Session.

**ADJOURN**

There being no further business, Vice Chair Pirie adjourned the meeting at 10:40 a.m.

Respectfully submitted,

ANTHONY TAPIZ  
Administrative Assistant

5-10.18

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 25, 2009

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 25, 2009 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California.

Chair Bustichi called the meeting to order at 9:02 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Dene Bustichi  
Michelle Hinkle  
Emilio Martinez (arrived after roll call)  
Ellen Pirie  
Lynn Robinson  
Pat Spence  
Mark Stone  
Marcela Tavantzis  
Ex-Officio Donna Blitzer

#### DIRECTORS ABSENT

Ron Graves  
Donald Hagen  
Mike Rotkin

#### STAFF PRESENT

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager  
Bob Cotter, Maintenance Manager  
Mary Ferrick, Fixed Route Superintendent  
Margaret Gallagher, District Counsel

Shona Harper, Asst Paratransit Superintendent  
Debbie Kinslow, Asst Finance Manager  
Robyn Slater, Human Resources Manager  
April Warnock, Paratransit Superintendent  
Les White, General Manager

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

Carolyn Hamm, SEA  
Manny Martinez, PSA  
Karena Pushnik, SCCRTC  
Will Regan, VMU

Amy Weiss, Spanish Interpreter  
Bob Yount, MAC

5-10.19

**2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS**

Written:

None.

Oral:

Mr. Michael Beeson, transit rider, read aloud his letter, which is attached to the file copy of these minutes, regarding the failure of the Highway 17 Express to adhere to published time schedules.

**3. LABOR ORGANIZATION COMMUNICATIONS**

Sandra Lipperd of UTU Local 23 spoke about the recent loss of Bus Operator Raymond Mattos, and expressed gratitude to the Transit Supervisors and managers Robyn Slater, Ciro Aguirre and Mary Ferrick for their supportive efforts.

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

None.

**CONSENT AGENDA**

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF JUNE 2009
- 5-2. CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF MADELINE ARIAS, CLAIM #09-0019
- 5-3. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR  
SEPTEMBER 16, 2009 AND MINUTES OF JULY 15, 2009
- 5-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH  
OF JUNE 2009
- 5-5. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR JULY 2009
- 5-6. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE  
FOR THE MONTH OF JULY 2009
- 5-7. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2009
- 5-8. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-9. ACCEPT AND FILE NINTH CIRCUIT COURT OF APPEALS DECISION IN GEORGE V.  
BART
- 5-10. CONSIDERATION OF LOWERING CPI INCREASES FOR ALL METRO TENANTS TO  
1% FOR THE CALENDAR YEAR OF 2010
- 5-11. CONSIDERATION OF APPROVAL OF REVISED BOARD MEMBER TRAVEL FOR FY10
- 5-12. CONSIDERATION OF APPROVAL OF CONTINUED EMPLOYMENT OF TEMPORARY  
HELP THROUGH ROBERT HALF INTERNATIONAL FOR TEMPORARY  
EMPLOYMENT STAFFING FOR THE GRANTS ANALYST POSITION FOR AN  
AMOUNT NOT TO EXCEED \$40,000

5-10.20

**5-13. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE AUGUST 2009 MEETING(S)**

**ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR ROBINSON**

Approve the Consent Agenda.

Motion passed unanimously with Directors Graves, Hagen, Martinez and Rotkin being absent.

**REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:**

The following employees were presented with longevity awards for their years of service:

**TEN YEARS**

Salvador Calderon, Bus Operator  
Jose Herrera, Bus Operator  
Chris Kane, Custodial Service Worker I  
Mark Martinez, Bus Operator  
Eduardo Montesino, Bus Operator  
Kimberly Nied, Bus Operator  
Richard Orozco, Bus Operator  
James Taylor, Bus Operator  
Douglas Vest, Bus Operator  
Elizabeth Woodbridge, Bus Operator

**FIFTEEN YEARS**

None

**TWENTY YEARS**

A. John Daugherty, Access Services Coordinator  
Sergio Lona-Gonzalez, Bus Operator

**TWENTY-FIVE YEARS**

None

**THIRTY YEARS**

Michael T. Steber, Bus Operator

Due to a bus operator shortage this month, the Board continued the awards presentations for all of the Bus Operators listed above to next month.

5-10.21

7. **CONSIDERATION OF THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORT FOR JUNE 30, 2009; DESIGNATION OF NET REDUCTION OF RESERVES IN THE AMOUNT OF: \$795,441 – CARRYOVER FROM PREVIOUS YEAR RESERVE AND \$462,000 – CAPITAL RESERVES AND THE REMAINDER OF REVENUE, IF ANY, FOR ALLOCATION TO CAPITAL FUNDING RESERVES; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES**

**Summary:**

Angela Aitken reported that the preliminary monthly revenue and expense report represents the status of the District's FY09 revised budget, as of June 30, 2009, the end of the fiscal year. The numbers in the report are preliminary, since all accounting adjustments have not yet been completed via the final audit due later this calendar year. The final Schedule of Reserve Account Balances (Attachment B) will be reported in the audited financial statements for the fiscal year. If the Schedule of Reserve Account Balances changes significantly following any audit adjustments, it will be brought back to the Board.

**DIRECTOR MARTINEZ ARRIVED**

**Discussion:**

There was a discussion about sales tax revenue projections, and another discussion about reallocating Bus Stop Improvement funds. Mr. White said that it was decided that it would be best to hold onto the reserve funds in case of major repairs instead of the upgrades METRO wanted to do.

**ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR SPENCE**

**Accept the fiscal year end monthly budget status report for June 30, 2009, and designate the transfer of \$795,441 from Carryover from Previous Year Reserves to balance the FY09 Operating budget; transfer \$462,000 from the Capital Alternative Fuel Conversion Fund Reserve to balance the FY09 Capital Budget; transfer \$400,000 from the Capital Bus Stop Improvement Reserve to the Capital Funding Reserve; designate the remainder of revenue, if any, for allocation to the Capital Funding Reserves; and adopt the attached Schedule of Reserve Account Balances.**

**Motion passed unanimously with Directors Graves, Hagen and Rotkin being absent.**

5-10.22

8. **CONSIDERATION OF APPOINTING D. CRAIG AGLER TO THE METRO ADVISORY COMMITTEE (MAC) BY DIRECTOR RON GRAVES TO FILL THE POSITION OF HEIDI CURRY**

**Summary:**

Les White reported that there is currently a vacancy on the Metro Advisory Committee (MAC) for an appointment by Director Ron Graves, who is nominating D. Craig Agler to be appointed to MAC.

**ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR ROBINSON**

**Approve the appointment of D. Craig Agler to the Metro Advisory Committee (MAC) as the appointment of Director Ron Graves.**

**Motion passed unanimously with Directors Graves, Hagen and Rotkin being absent.**

9. **CONSIDER APPROVAL OF CLASS SPECIFICATION CHANGE FROM SUPERVISOR OF REVENUE COLLECTIONS TO VAULT ROOM COORDINATOR**

**Summary:**

Robyn Slater reported that the job duties of the Supervisor of Revenue Collections changed as a result of management observation and audit findings. Management initiated a reclassification study as a result of job duty changes. Once the class specification was re-written a wage survey was conducted with no suggested adjustment to the wage scale. Staff met with SEIU union representatives, who agreed to the modifications.

**ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR TAVANTZIS**

**Approve the class specification change from Supervisor of Revenue Collections to Vault Room Coordinator.**

**Motion passed unanimously with Directors Graves, Hagen and Rotkin being absent.**

5-10.23



**10. CONSIDERATION OF APPROVAL OF NEW MEDICARE MANDATORY REPORTING REQUIREMENTS POLICY AND AUTHORIZATION TO APPOINT ACCOUNT MANAGER AND ACCOUNT DESIGNEES**

**Summary:**

Robyn Slater reported that a new reporting requirement was recently added to the Medicare, Medicaid and State Children's Health Insurance Program Extension Act of 2007 (MMSEA) that requires employers report certain workers' compensation, liability and no-fault claims to Centers for Medicare and Medicaid Services (CMS). METRO developed a policy in response to the new reporting requirements. METRO is required to register as a Responsible Reporting Entity (RRE) on the CMS website by September 30, 2009. METRO must also identify Account Designee(s) who will provide data on a quarterly basis to the CMS.

**Discussion:**

There was a discussion about the impact on METRO employees, the legality of Medicare's authority to mandate the changes, and how other agencies were implementing the requirements administratively.

**ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR ROBINSON**

**Approve the new policy titled: Medicare Mandatory Reporting Requirements Policy; authorize the Workers Compensation Third Party Administrator and HR personnel to act as Account Designees; and direct staff to set up informational meetings with all of the employee Union chapters.**

**Motion passed unanimously with Directors Graves, Hagen and Rotkin being absent.**

**11. CONSIDERATION OF AUTHORIZING THE WITHDRAWAL OF THE BID RECEIVED FROM REBER CONSTRUCTION COMPANY, INC. FOR DEMOLITION AND CONSTRUCTION OF A PARKING LOT AT 1217 RIVER STREET, SANTA CRUZ**

**Summary:**

Les White reported that on August 14, 2009, METRO's Notice of Invitation for Bid No. 10-07 was mailed to general contractor firms, was legally advertised, was published in trade journals, and a notice was posted on METRO's web site. On September 14, 2009, bids were received and opened from six firms. The apparent low bidder (Reber Construction Company, Inc.) requested to withdraw their bid due to a scale error on the drawings supplied with the bid documents. METRO asked the second, third and fourth low bidders if their submitted bids were in error due to the scale error on the drawing and was informed that they had all compensated for the error and their bids were accurate. Staff is recommending that the Board of Directors authorize the withdrawal of the bid received from Reber Construction Company, Inc.

5-10.24

**ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR PIRIE**

**Authorize the withdrawal of the bid received from Reber Construction Company, Inc. for the demolition and construction of a parking lot at 1217 River Street, Santa Cruz.**

**Motion passed unanimously with Directors Graves, Hagen and Rotkin being absent.**

12. **AUTHORIZE THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH PARC SERVICES, INC. FOR THE DEMOLITION AND CONSTRUCTION OF A PARKING LOT AT 1217 RIVER STREET, SANTA CRUZ FOR AN AMOUNT NOT TO EXCEED \$116,711 AND APPROVE CONTRACT CHANGE ORDER PROCEDURES**

**Summary:**

Les White reported that METRO purchased the properties located at 1211 and 1217 River Street for the purpose of adding property to the Golf Club Maintenance Facility. Before the Administration offices can be moved to the Vernon building, METRO needs parking spaces for Administration pool vehicles and Facilities Maintenance vehicles. The apparent low bidder requested a withdraw of their bid due to an error on the drawing scale of the submitted bid drawings.

Staff is recommending that if the METRO Board of Directors authorized the withdrawal of the Reber Construction Company, Inc. bid, that a contract be established with PARC Services, Inc. for demolition and construction of a parking lot at 1217 River Street, Santa Cruz for an amount not to exceed \$116,711. Staff is also recommending that the Board of Directors approve contract change order procedures as provided in this report.

**ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR PIRIE**

**Authorize the General Manager to execute a contract with PARC Services, Inc. for the demolition and construction of a parking lot at 1217 River Street, Santa Cruz for an amount not to exceed \$116,711 and approve contract change order procedures.**

**Motion passed unanimously with Directors Graves, Hagen and Rotkin being absent.**

13. **ORAL ANNOUNCEMENT: THE OCTOBER 9, 2009 BOARD OF DIRECTORS MEETING HAS BEEN CANCELLED. THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, OCTOBER 23, 2009 AT 9:00 A.M. – SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER ST, SANTA CRUZ**

Chair Bustichi announced that the October 9, 2009 Board meeting is cancelled, and that the October 23, 2009 Board meeting would be held at the Santa Cruz City Council Chambers.

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

Margaret Gallagher reported that Board would have a conference with its Legal Counsel regarding one case of whether to initiate litigation, and a conference with its Legal Counsel regarding the existing litigation claim of Joe Blair.

5-10.25

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

None.

**SECTION II: CLOSED SESSION**

Chair Bustichi adjourned to Closed Session at 9:55 a.m. and reconvened to Open Session at 10:03 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**16. REPORT OF CLOSED SESSION**

Margaret Gallagher reported that the Board authorized initiating litigation against Nationwide Auction Services, Inc.; and that the Board authorized rejecting the settlement offer of Joe Blair and litigating the case.

**ADJOURN**

There being no further business, Chair Bustichi adjourned the meeting at 10:03 a.m.

Respectfully submitted,

ANTHONY TAPIZ  
Administrative Assistant

5-10-26

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009  
**TO:** Board of Directors  
**FROM:** Leslie R. White, General Manager  
**SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

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

## III. DISCUSSION

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

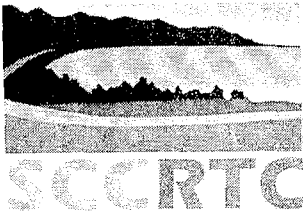
## IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

## V. ATTACHMENTS

**Attachment A:** Minutes of the September 3, 2009 Regular SCCRTC Meeting

5-11.1



## Santa Cruz County Regional Transportation Commission

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### MINUTES

Thursday  
September 3, 2009  
9:00 a.m.

Board of Supervisors Chambers  
701 Ocean St  
Santa Cruz CA 95060

1. Roll call

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

Members present:

|                         |                       |
|-------------------------|-----------------------|
| Dene Bustichi           | Kirby Nicol           |
| Gustavo Gonzalez (Alt)  | Ellen Pirie           |
| Neal Coonerty           | Antonio Rivas         |
| Randy Johnson           | Mark Stone            |
| Don Lane                | Michelle Hinkle (Alt) |
| John Leopold            | Ron Graves (Alt)      |
| Aileen Loe (ex officio) |                       |

Staff present:

|                |               |
|----------------|---------------|
| George Dondero | Luis Mendez   |
| Kim Shultz     | Yesenia Parra |
| Karena Pushnik | Gini Pineda   |

2. Oral communications

**Jean Brocklebank** asked that Item 14b be moved from the consent agenda to the regular agenda.

**Jack Nelson** referred to an article from the *Sentinel* about climate change problems in the arctic and said that the Commission needs to keep in mind climate change when making decisions.

3. Additions or deletions to consent and regular agendas – Item 14b was moved to the regular agenda and considered after Item 16.

5-11.a1

**CONSENT AGENDA (Pirie/Nicol)**

Approved unanimously as amended

**MINUTES**

4. Approved draft minutes of the August 6, 2009 regular SCCRTC meeting
5. Approved draft minutes of the August 20, 2009 Transportation Policy Workshop meeting
6. Accepted draft minutes of the August 10, 2009 Bicycle Committee meeting
7. Accepted draft minutes of the August 11, 2009 E&D TAC meeting

**POLICY ITEMS**

8. Approved FY 09 Section 5310 Scores for Community Bridges Vehicles and Equipment (Resolution 03-10)
9. Accepted Notice of Preparation (NOP) of a Supplemental Environmental Impact Report (SEIR) for the 2010 Monterey Bay Area Metropolitan Transportation Plan and Regional Transportation Plan

**BUDGET AND EXPENDITURES ITEMS**

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

**ADMINISTRATION ITEMS**

11. Approved Special Districts Risk Management Association (SDRMA) Board of Directors Election (Resolution 04-10)

**INFORMATION/OTHER ITEMS**

12. Accepted monthly meeting schedule
13. Accepted correspondence log
14. Accepted letters from SCCRTC committees and staff to other agencies
  - a. Letter to Ken Anderson, Scotts Valley Public Works, from Daniel Kostalec, Bicycle Committee, regarding Mt. Hermon Rd traffic loop detector
  - b. Letter to Bonnie Neely, California Coastal Commission, from John Daugherty, Elderly and Disabled Transportation Advisory Commission, regarding trail accessibility in Arana Gulch master plan – removed from consent agenda

5-11.92

- c. Letter to Mayor Cynthia Matthews and Santa Cruz City Council from Daniel Kostalec, Bicycle Committee, regarding access to San Lorenzo River Bike/Pedestrian path via Kennan St
15. Accepted miscellaneous written comments from the public on SCCRTC projects and transportation issues
16. Accepted information items

*No consent items*

#### **REGULAR AGENDA**

- 14.b Letter to Bonnie Neely, California Coastal Commission, from John Daugherty, Elderly and Disabled Transportation Advisory Commission, regarding trail accessibility in Arana Gulch master plan letter -formerly on consent agenda

**Jean Brocklebank** asked that the letter not be sent until the RTC has a public hearing and people have a chance to discuss the scope of the project.

Executive Director George Dondero stated that this project was part of a project list that was presented to the Commission and that the public was invited to a public hearing to address concerns on any project on the list. During discussion it was noted that the Arana Gulch master plan is a long ongoing project that has had several public hearings, and that funding was already appropriated by the Commission. It was noted that the City of Santa Cruz is the lead agency for the project.

The letter had already been sent and some Commissioners expressed interest in discussing the committees' role in submitting letters directly to other entities without going to the RTC for consideration.

Commissioner Pirie moved and Commissioner Coonerty seconded to accept the letter. The motion carried unanimously.

17. Commissioner reports- none
18. Director's report

Executive Director George Dondero said that the Budget and Administration/Personnel Committee meeting will be held on September 17, 2009 immediately after the Transportation Policy Workshop.

A presentation on the status of regional projects to the California Transportation Commission (CTC) at a special Town Hall meeting held in Monterey on August 27<sup>th</sup> was well received.

19. Caltrans report and consider action items

5-11.93

Aileen Loe, Caltrans District 5, presented updates to the construction report and congratulated the County for securing a Safe Routes to School grant for improvements at College Rd and Holohan Ave.

The state will be updating the California Transportation Plan which will address issues such as goods movement, climate change, stable funding and aging infrastructure. The state plan will integrate with and provide consistency and continuity for regional plans. Public hearings will be held in February or March.

Commissioner Stone asked that a presentation to better understand the connection between state and regional plans be added to a future agenda.

A letter was distributed responding to Commissioner Rivas' question from the August 6<sup>th</sup> RTC meeting about whether the Highway 129 Industrial Road Traffic Signal project would be completed prior to the beginning of the school year. It is anticipated to be completed by November 2009.

#### 20. Highway 1 Progress Report

Senior Planner Kim Shultz reported that the target date for Caltrans' and the Federal Highway Administration's approval and release of the Final Environmental Document (FED) for the Highway 1 Soquel/ Morrissey Auxiliary Lanes project is mid-September. Work is expected to begin on the final design phase in mid-October. RTC staff continues to meet with local agencies to review design details and traffic operation analysis for the Highway 1 HOV Lanes project. The next step for the HOV Lanes project is value analysis which consists of the engineering plans being scrutinized by a third party to reassess design engineering and make suggestions for superior design or cost savings.

**Jack Nelson** said that he is opposed to the project noting that climate change does not happen gradually when it has progressed past the tipping point.

**Charles Huddleston** asked the Commission to consider projections and assumptions saying that estimates for continued growth may not be accurate and the widening may not be needed.

**Ed Davidson** supports the widening and noted that waiting in traffic burns a lot of gas, contributing to air pollution.

**Bobbie Haver** said that she supports the project but is concerned about the Arana Gulch watershed and hopes that environmental issues will be mitigated.

Commissioner Johnson said that there are technical reports that deal with these issues.

**Peter Pethoe** said that the intersections at 41<sup>st</sup> Ave, Morrissey Blvd and Soquel Dr will still be problematic and that the money should be spent on rail.

5-11.94



**Toni Danzig** stated that the environmental review information she has seen does not include a reference to Arana Gulch.

#### 21. Santa Cruz Branch Rail Line Acquisition

Deputy Director Luis Mendez said that there is an agreement in principal with Union Pacific to acquire the Santa Cruz Branch Rail Line and that in order to be ready to purchase, if that is the Commission's decision, the funding must be in place. A revised draft uniform transit application for \$10.2 million in Proposition 116 funds and \$10 million in State Transportation Improvement Program (STIP) funds was presented to the Commission for approval. Review appraisal services are also recommended. It was noted that the cost for these services to be provided by Sierra West Valuation is \$30,000, not \$35,000 as stated in the staff report.

Commissioners discussed STIP funding and time frames and the proposed billing rate to process post-review depositions and public testimony.

Commissioner Leopold moved and Commissioner Lane seconded to approve the staff recommendations with the one change noted above.

**Charles Huddleston** urged the Commission to proceed with the purchase.

**Ed Davidson** said that the project is a boondoggle and that passenger rail will never exist on the line, resulting in the need to repay Proposition 116 funding.

**Libby Huyck** said that she is against the passenger rail project but supports acquiring the right-of-way for a bike trail. She suggested delaying the decision until 2030 when the freight contract expires. She questioned whether the waivers of Proposition 116 guidelines 9 and 33 will be allowed.

Commissioner Johnson asked for clarification regarding the availability of Proposition 116 funding without passenger rail. Luis Mendez said that this application is to use Proposition 116 funds for the preservation of the right-of-way which is allowed by the Proposition 116 statute.

**Allan McLean** said to get the right-of-way now.

**Jack Nelson** said that the Rails to Trails Conservancy website shows many safe trails within operating rail line right-of-ways.

**Peter Scott** said that he supported the acquisition and urged the Commission to consult the Rails to Trails Conservancy website.

**Bobbie Haver** said that as an interpreter at Wilder Ranch, she wants a rail trail to come to Wilder and bring visitors.

5-11.a5

**Carolyn Jett**, said that transportation decisions are often made without considering the needs of young people who cannot drive. She supported the right-of-way as a great place to cycle and brought a banner with 145 signatures supporting the rail trail.

**Batya Kagan** said that she has used a rail trail in Massachusetts that was very safe and increased tourism.

**Peter Pethoe** supported the rail line acquisition.

The motion to approve the staff recommendations that the Regional Transportation Commission (RTC):

1. Review and approve with revisions as appropriate the attached revised draft uniform transit application for \$10.2 million in Proposition 116 funds and \$10 million in State Transportation Improvement Program (STIP) funds for acquisition of the Santa Cruz Branch Rail Line right-of-way (ROW) for corridor preservation and rail line improvements;
2. Adopt a resolution authorizing the Executive Director to submit a Uniform Transit Application for \$10.2 million in Proposition 116 funds and \$10 million in STIP funds for acquisition of the Santa Cruz Branch Rail Line ROW for corridor preservation and rail line improvements;
3. Direct staff to seek letters of support from legislators, business groups, community groups, agencies and individuals in support of the above mentioned uniform transit application; and
4. Adopt a resolution authorizing the Executive Director to enter into an agreement with Sierra West Valuation for review appraisal services not to exceed \$30,000.

passed unanimously (Resolutions 05-10 and 06-10).

22. Review of items to be discussed in closed session

The Commission recessed into closed session at 10:17 am.

#### **CLOSED SESSION**

23. Conference with Real Property Negotiator for acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

Agency Negotiator: Kirk Trost, Miller Owen & Trost

Negotiation Parties: SCCRTC, Union Pacific

Under Negotiation: Price and Terms

#### **OPEN SESSION**

5-11.96

The Commission reconvened to open session at 12:05

- 24. Report on closed session - none
- 25. Adjourn to special meeting of the Service Authority for Freeway Emergencies
  - a. No agenda items this month
- 26. Next Meetings

The meeting adjourned at 12:06

The next Transportation Policy Workshop meeting is scheduled for Thursday, September 17, 2009 at 9:00 a.m. at the SCCRTC office, 1523 Pacific Ave, Santa Cruz, CA

The next SCCRTC meeting is scheduled for Thursday, October 1, 2009 at 9:00 a.m. at the Santa Cruz County Board of Supervisors Chambers, 701 Ocean St., 5<sup>th</sup> floor, Santa Cruz, CA

Respectfully submitted,

Gini Pineda, Staff

**ATTENDEES**

|                  |                                |
|------------------|--------------------------------|
| Jean Brocklebank |                                |
| Bill Burgel      |                                |
| Jack Nelson      |                                |
| John Presleigh   | Santa Cruz County Public Works |
| Bobbie Haver     | AGWA                           |
| Toni Danzig      | AGWA                           |
| Libby Huyck      |                                |
| Ed Davidson      |                                |
| Matt Goerz       | Amec Geomatrix                 |
| Susan Gallardo   | Amec Geomatrix                 |
| Peter Scott      |                                |
| Cliff Walters    |                                |
| Carolyn Jett     | People Power                   |
| Batya Kagan      |                                |
| Allan McLean     |                                |
| John Sears       |                                |
| Peter Pethoe     |                                |
| Robert Johnson   |                                |

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009

**TO:** Board of Directors

**FROM:** Robert Cotter, Manager of Maintenance

**SUBJECT: CONSIDERATION OF APPROVAL OF CONTINUED EMPLOYMENT OF TEMPORARY HELP THROUGH EXPRESS EMPLOYMENT PROS FOR A TEMPORARY CUSTODIAL SERVICES WORKER FOR AN AMOUNT NOT TO EXCEED \$36,000**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to execute a purchase order/contract with Express Employment Pros for a temporary custodial services worker at Metro Center for an amount not to exceed 36,000.**

## II. SUMMARY OF ISSUES

- Due to the untimely passing of a METRO custodial services worker in February of this year, METRO has hired a temporary custodial services worker for Metro Center since April 1, 2009.
- The total cost to retain the temporary employee will surpass \$25,000 limit requiring Board of Directors approval from payments made last fiscal year and projected payments for the current fiscal year.
- This temporary employment of a custodial service will terminate on October 29, 2009 when the duties of this position are absorbed by existing METRO staff.
- Staff is recommending that the Board of Directors allow the General Manager to execute a purchase order/contract with Express Employment Pros for continued temporary employment of a custodial services worker for an amount not to exceed \$36,000.

## III. DISCUSSION

In February of this year, a METRO custodial employee stationed at Metro Center passed away. METRO contacted personnel agencies for candidates to fulfill the duties of this position on an immediate basis. METRO selected a candidate from Express Employment Pros who has performed the duties of the position since April 1, 2009.

This temporary employment of a custodial service worker will terminate on October 29, 2009 when the duties of this position are absorbed by existing METRO staff.

5-12.1

As the total cost to retain the temporary employee is approaching the \$25,000 limit requiring board approval, staff is recommending that the Board of Directors allow the General Manager to execute a purchase order/contract with Express Employment Pros for temporary employment staffing for a custodial services worker for an amount not to exceed \$36,000.

**IV. FINANCIAL CONSIDERATIONS**

Funds to support this purchase order/contract are included in the Facilities Maintenance FY10 budget.

**V. ATTACHMENTS**

**None**

Prepared By: Lloyd Longnecker, Purchasing Agent  
Date Prepared: September 30, 2009

5-12.2

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009

**TO:** Board of Directors

**FROM:** Robyn Slater, Manager of Human Resources

**SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH MANAGED HEALTH NETWORK, INC. FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to execute an amendment to the contract with Managed Health Network, Inc. for Employee Assistance Program Services to extend the term of the contract for one (1) additional year.**

## II. SUMMARY OF ISSUES

- METRO established a two-year contract with MHN, Inc. for employee assistance program services on December 1, 2007.
- The contract will expire on November 30, 2009.
- The contract can be renewed for three (3) additional one-year terms.
- Staff recommends that the Board of Directors authorize the General Manager to execute an amendment to the contract with Managed Health Network, Inc. for employee assistance program services to extend the term of the contract for one (1) additional year.

## III. DISCUSSION

The Employee Assistance Program provides an opportunity for all METRO employees and their dependents to obtain confidential assistance in resolving personal and/or work-related issues. The Employee Assistance Program would provide confidential professional counseling, assessment and referral for METRO's employees and their dependents in an effort to address such problems relating to, but not limited to, marriage and family, psychological health, substance abuse, or financial difficulties.

On December 1, 2007, METRO established a two-year contract with Managed Health Network, Inc. for employee assistance program services. The contract will expire on November 30, 2009. The contract can be renewed for three (3) additional one-year terms. Managed Health Network has reviewed the contract and offered to extend the contract one additional year under the same terms of compensation.

5-13.1

Staff recommends that the Board of Directors authorize the General Manager to execute an amendment to the contract with Managed Health Network, Inc. for employee assistance program services to extend the term of the contract for one (1) additional year.

**IV. FINANCIAL CONSIDERATIONS**

Funding to support this contract is included in the Human Resources FY10 Operating Budget.

**V. ATTACHMENTS**

**Attachment A:** Letter from Managed Health Network, Inc.

**Attachment B:** Contract Amendment.

Prepared by: Lloyd Longnecker, Purchasing Agent  
Date Prepared: October 12, 2009

5-13.2



# Attachment A

August 3, 2009

Ms Robyn Slater  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
San Jose, CA 95060

Re: Santa Cruz Metropolitan Transit District, EAP Renewal, Group # 1626

Hello Robyn,

As you know, renewal time is upon us. The MHN Employee Assistance Program (EAP) services help Santa Cruz Metropolitan Transit District employees, their dependents and those in the household with workplace and personal issues and our Work & Life services include; Child and Elder Care, Daily Living, Financial, ID Theft, Legal referrals and or consultations.

For the renewal period effective December 1, 2009 through November 30, 2010, I am pleased to extend a renewal rate pass, thus the rate of \$2.60 per employee per month is proposed, with a 12-month rate guarantee.

The benefit design continues to include 3 EAP counseling sessions per individual, per incident, per benefit year and telephonic sessions as needed. It also includes 8 free training hours that can be used at any time throughout the contract year, Critical Incident Stress Management/Debriefing (up to 20 hours per incident), Employee and Supervisory Benefit Trainings, Unlimited Management Consultations, Job Performance and DOT/NSAP Referrals, and many other benefits.

I look forward to the opportunity to continue providing your employees with the MHN Employee Assistance Program and working with you. If I can answer any questions about this renewal or I may be of assistance, please don't hesitate to contact me.

Best Regards,

Bryan K. Hampton, Account Manager  
MHN, a Health Net Company  
Phone (818) 676-7699  
Cell (510) 374-9486  
Fax (877) 798-2687  
CA Insurance Lic # 0G24167

21281 Burbank Blvd.  
Woodland Hills, CA 91367  
Mailstop CA-900-03-32  
[bryan.k.hampton@mhn.com](mailto:bryan.k.hampton@mhn.com)



**Optional Program Enhancements\***

- **Enhanced vs Basic Online Member Services**
- **Motivational Coaching for Smoking Cessation**
- **Motivational Coaching for Weight Management**
- **Stress Management Program**
  
- **MHN Wellness Suite, bundled offering and includes;**
  1. **Smoking Cessation**
  2. **Stress Management**
  3. **Weight Management**
  
- **Caregiver Assistance**
- **Compliance Hotline**
- **Enhanced Work & Life Services (with or without Baby Kits)**
- **Family Assistance**
- **Nurseline**
- **Premium Financial Services**
- **Premium Identity Theft Recovery Services**
- **Premium Legal Services**
- **Return to Work Solutions**

\* Pricing available upon request



**Santa Cruz Metropolitan Transit District  
Dec 2007 - Dec 2008  
Employee Assistance Program  
Utilization Report**

5-13.a3

Santa Cruz Metropolitan Transit District  
 Dec 2007 - Dec 2008  
 Employee Assistance Program  
 Utilization Summary

| I. Number of Subscribers     |     |
|------------------------------|-----|
| Subscribers, Monthly Average | 322 |

| II. Call Activity           | Current Period<br>Oct 2008 - Dec 2008 | Year to Date<br>Dec 2007 - Dec 2008 | MHN Norm |
|-----------------------------|---------------------------------------|-------------------------------------|----------|
| Calls Received              | 28                                    | 63                                  |          |
| Annualized Utilization Rate | 35.11%                                | 18.06%                              | 6.97%    |

| III. EAP Case Activity      | Current Period<br>Oct 2008 - Dec 2008 | Year to Date<br>Dec 2007 - Dec 2008 | MHN Norm |
|-----------------------------|---------------------------------------|-------------------------------------|----------|
| Routine                     | 15                                    | 37                                  |          |
| Crisis                      | 0                                     | 0                                   |          |
| <b>Total</b>                | <b>15</b>                             | <b>37</b>                           |          |
| Annualized Utilization Rate | 18.81%                                | 10.61%                              | 3.72%    |

| IV. MHN National Survey Results                        | MHN Year to Date |
|--|------------------|
| Overall Experience with MHN - Responses Good and Above | 91%              |
| Participation Rate                                     | 22%              |

5-13.a4

Santa Cruz Metropolitan Transit District  
 Dec 2007 - Dec 2008  
 Employee Assistance Program  
 Utilization Summary

| <b>EAP Clinical Cases</b> | <b>Current Period<br/>Oct 2008 - Dec 2008</b> | <b>Year to Date<br/>Dec 2007 - Dec 2008</b> |
|---------------------------|---|---|
| Face To Face Cases        | 13  | 22  |
| Telephonic Cases          | 0   | 0   |
| <b>Total</b>              | <b>13</b>                                     | <b>22</b>                                   |

| <b>Employer Services</b>             | <b>Current Period<br/>Oct 2008 - Dec 2008</b> | <b>Year to Date<br/>Dec 2007 - Dec 2008</b> |
|--------------------------------------|---|---|
| Critical Incident Stress Debriefings | 0   | 0   |
| DOT                                  | 0   | 0   |
| Employee Orientation                 | 0   | 1   |
| Health Fair                          | 0   | 0   |
| Health Fair/Open Enrol               | 0   | 0   |
| Job Performance Referrals            | 0   | 0   |
| Management Consultations             | 0   | 1   |
| Management Workshops/Seminars        | 0   | 0   |
| Organizational Development           | 0   | 0   |
| Supervisor Orientation               | 0   | 1   |
| <b>Total</b>                         | <b>0</b>                                      | <b>3</b>                                    |

| <b>Health And Wellness</b>       | <b>Current Period<br/>Oct 2008 - Dec 2008</b> | <b>Year to Date<br/>Dec 2007 - Dec 2008</b> |
|----------------------------------|---|---|
| Smoking Cessation Coaching       | 0   | 0   |
| Stress Prevention And Management | 0   | 0   |
| Weight Management Coaching       | 0   | 0   |
| <b>Total</b>                     | <b>0</b>                                      | <b>0</b>                                    |

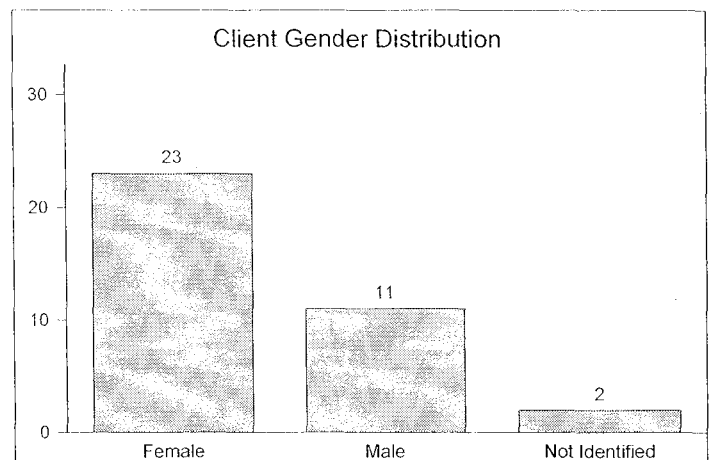
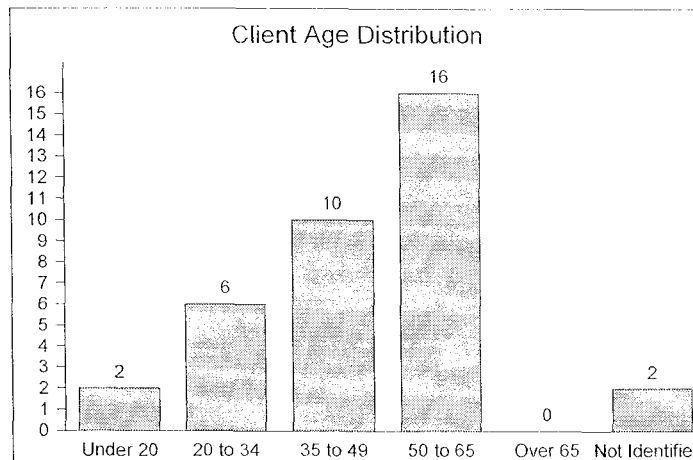
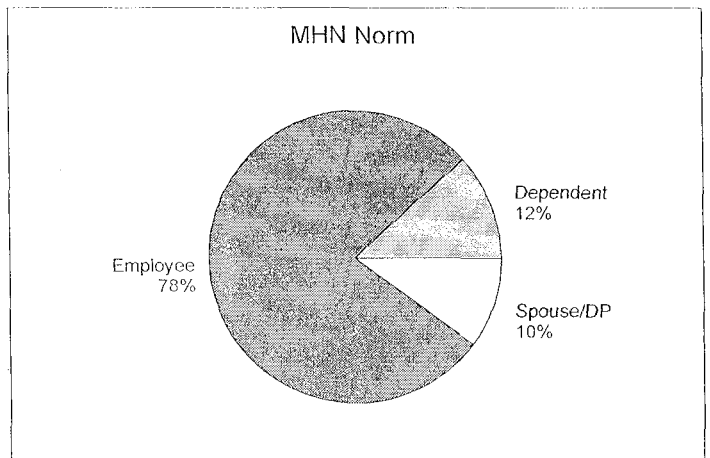
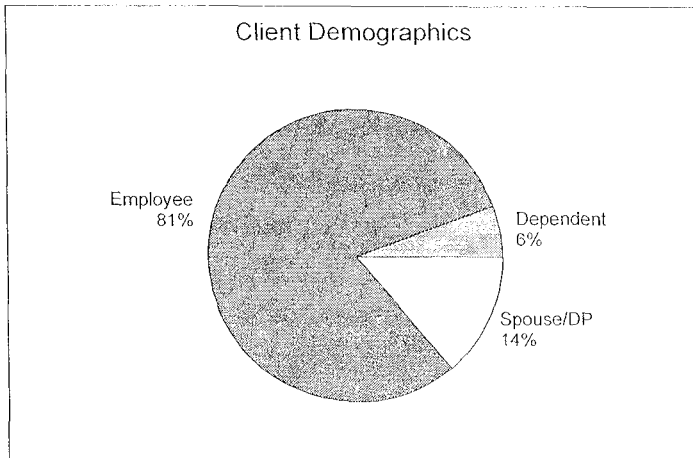
| <b>Life Management Services</b> | <b>Current Period<br/>Oct 2008 - Dec 2008</b> | <b>Year to Date<br/>Dec 2007 - Dec 2008</b> |
|---------------------------------|---|---|
| Adult/Elder Support Services    | 0   | 1   |
| Caregiver Assistance            | 0   | 0   |
| Child/Parenting                 | 0   | 0   |
| Daily Living                    | 0   | 0   |
| Family Check-In Services        | 0   | 0   |
| Financial Services              | 2   | 3   |
| Identity Theft                  | 0   | 0   |
| Legal Services                  | 0   | 8   |
| Nurseline                       | 0   | 0   |
| <b>Total</b>                    | <b>2</b>                                      | <b>12</b>                                   |

|                    |           |           |
|--------------------|-----------|-----------|
| <b>Grand Total</b> | <b>15</b> | <b>37</b> |
|--------------------|-----------|-----------|

5-13.95

Santa Cruz Metropolitan Transit District  
 Dec 2007 - Dec 2008  
 Employee Assistance Program  
 Member Case Demographics

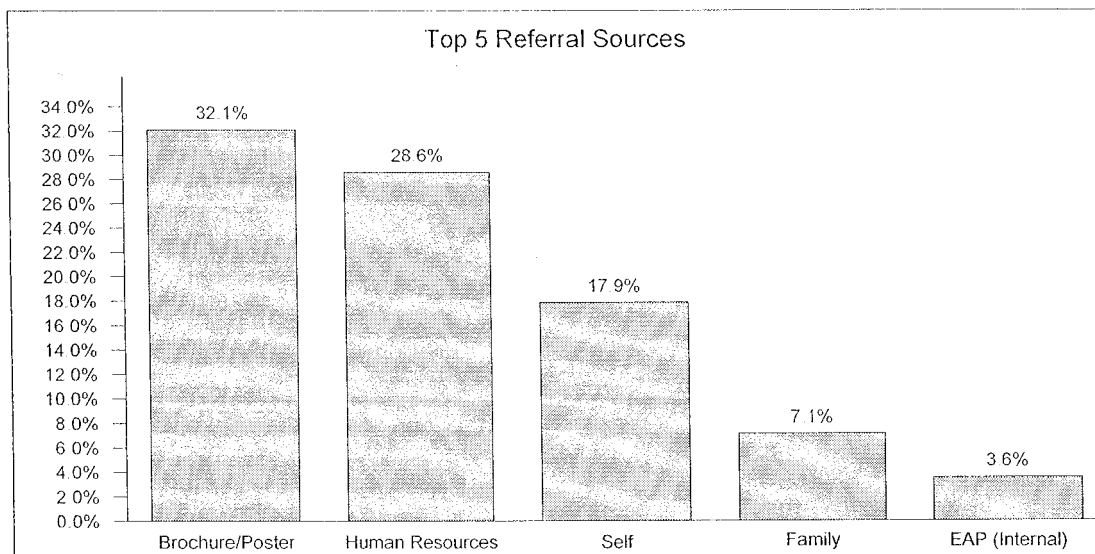
|                |                 | Santa Cruz Metropolitan Transit District |               |           |              |           |             | MHN Norm  |              |              |              |
|----------------|-----------------|--|---------------|-----------|--------------|-----------|-------------|-----------|--------------|--------------|--------------|
|                |                 | Employee                                 |               | Spouse/DP |              | Dependent |             | Total     | Employee     | Spouse/DP    | Dependent    |
|                |                 | Number                                   | % of Total    | Number    | % of Total   | Number    | % of Total  | Number    | % of Total   | % of Total   | % of Total   |
| Female         | Under 20        | 0  | 0.0%          | 0         | 0.0%         | 2         | 100.0%      | 2         | 0.8%         | 0.5%         | 81.9%        |
|                | 20 to 34        | 3  | 18.7%         | 0         | 0.0%         | 0         | 0.0%        | 3         | 24.9%        | 26.7%        | 16.1%        |
|                | 35 to 49        | 6  | 37.5%         | 2         | 40.0%        | 0         | 0.0%        | 8         | 46.6%        | 52.3%        | 0.9%         |
|                | 50 to 65        | 7  | 43.7%         | 3         | 60.0%        | 0         | 0.0%        | 10        | 26.8%        | 19.9%        | 0.9%         |
|                | Over 65         | 0  | 0.0%          | 0         | 0.0%         | 0         | 0.0%        | 0         | 0.9%         | 0.5%         | 0.2%         |
|                | <b>Subtotal</b> | <b>16</b>                                | <b>69.6%</b>  | <b>5</b>  | <b>21.7%</b> | <b>2</b>  | <b>8.7%</b> | <b>23</b> | <b>76.2%</b> | <b>12.8%</b> | <b>11.0%</b> |
| Male           | Under 20        | 0  | 0.0%          | 0         | 0.0%         | 0         | 0.0%        | 0         | 1.5%         | 1.8%         | 87.4%        |
|                | 20 to 34        | 3  | 27.3%         | 0         | 0.0%         | 0         | 0.0%        | 3         | 21.6%        | 16.1%        | 11.8%        |
|                | 35 to 49        | 2  | 18.2%         | 0         | 0.0%         | 0         | 0.0%        | 2         | 51.2%        | 48.9%        | 0.6%         |
|                | 50 to 65        | 6  | 54.5%         | 0         | 0.0%         | 0         | 0.0%        | 6         | 25.0%        | 31.0%        | 0.2%         |
|                | Over 65         | 0  | 0.0%          | 0         | 0.0%         | 0         | 0.0%        | 0         | 0.8%         | 2.2%         | 0.0%         |
|                | <b>Subtotal</b> | <b>11</b>                                | <b>100.0%</b> | <b>0</b>  | <b>0.0%</b>  | <b>0</b>  | <b>0.0%</b> | <b>11</b> | <b>79.2%</b> | <b>7.1%</b>  | <b>13.7%</b> |
| Not Identified | Not Identified  | 2  | 100.0%        | 0         | 0.0%         | 0         | 0.0%        | 2         | 100.0%       | 100.0%       | 100.0%       |
|                | <b>Subtotal</b> | <b>2</b>                                 | <b>100.0%</b> | <b>0</b>  | <b>0.0%</b>  | <b>0</b>  | <b>0.0%</b> | <b>2</b>  | <b>91.1%</b> | <b>3.0%</b>  | <b>5.9%</b>  |
| <b>Total</b>   |                 | <b>29</b>                                | <b>80.6%</b>  | <b>5</b>  | <b>13.9%</b> | <b>2</b>  | <b>5.6%</b> | <b>36</b> | <b>78.3%</b> | <b>10.1%</b> | <b>11.6%</b> |



5-13.ab

Santa Cruz Metropolitan Transit District  
 Dec 2007 - Dec 2008  
 Employee Assistance Program  
 Referral Source

| Referral Sources            | Assessments Completed | % of Total    |
|-----------------------------|-----------------------|---------------|
| Brochure/Poster             | 9                     | 32.1%         |
| Co-worker                   | 0                     | 0.0%          |
| DOT                         | 0                     | 0.0%          |
| Decision Power Coach        | 0                     | 0.0%          |
| E-mail                      | 0                     | 0.0%          |
| EAP (External)              | 0                     | 0.0%          |
| EAP (Internal)              | 1                     | 3.6%          |
| Family                      | 2                     | 7.1%          |
| Group Representative        | 0                     | 0.0%          |
| Home Mailing                | 0                     | 0.0%          |
| Human Resources             | 8                     | 28.6%         |
| MHN Screening Tool-By-Phone | 0                     | 0.0%          |
| MHN Screening Tool-On-Line  | 0                     | 0.0%          |
| MHN.com                     | 0                     | 0.0%          |
| Manager/Supervisor          | 1                     | 3.6%          |
| Medical Department          | 0                     | 0.0%          |
| Newsletter                  | 0                     | 0.0%          |
| Orientation                 | 0                     | 0.0%          |
| Primary Care Physician      | 0                     | 0.0%          |
| Provider                    | 0                     | 0.0%          |
| SHPS                        | 0                     | 0.0%          |
| Self                        | 5                     | 17.9%         |
| Union                       | 0                     | 0.0%          |
| Workshop                    | 0                     | 0.0%          |
| Declined to Answer          | 1                     | 3.6%          |
| Other                       | 1                     | 3.6%          |
| <b>Total</b>                | <b>28</b>             | <b>100.0%</b> |



5-13.a7

Santa Cruz Metropolitan Transit District  
 Dec 2007 - Dec 2008  
 Employee Assistance Program  
 Case Activity

| Services Provided        |                                  | Employee Number | Spouse/DP Number | Dependent Number | Total Number |
|--------------------------|----------------------------------|-----------------|------------------|------------------|--------------|
| EAP Clinical Cases       | Face To Face Cases               | 15              | 5                | 2                | 22           |
|                          | Telephonic Cases                 | 0               | 0                | 0                | 0            |
|                          | <b>Subtotal</b>                  | <b>15</b>       | <b>5</b>         | <b>2</b>         | <b>22</b>    |
| Health And Wellness      | Smoking Cessation Coaching       | 0               | 0                | 0                | 0            |
|                          | Stress Prevention And Management | 0               | 0                | 0                | 0            |
|                          | Weight Management Coaching       | 0               | 0                | 0                | 0            |
|                          | <b>Subtotal</b>                  | <b>0</b>        | <b>0</b>         | <b>0</b>         | <b>0</b>     |
| Life Management Services | Adult/Elder Support Services     | 1               | 0                | 0                | 1            |
|                          | Caregiver Assistance             | 0               | 0                | 0                | 0            |
|                          | Child/Parenting                  | 0               | 0                | 0                | 0            |
|                          | Daily Living                     | 0               | 0                | 0                | 0            |
|                          | Family Check - In Services       | 0               | 0                | 0                | 0            |
|                          | Financial Services               | 3               | 0                | 0                | 3            |
|                          | Identity Theft                   | 0               | 0                | 0                | 0            |
|                          | Legal Services                   | 8               | 0                | 0                | 8            |
|                          | Nurseline                        | 0               | 0                | 0                | 0            |
| <b>Subtotal</b>          | <b>12</b>                        | <b>0</b>        | <b>0</b>         | <b>12</b>        |              |
| <b>Total</b>             | <b>27</b>                        | <b>5</b>        | <b>2</b>         | <b>34</b>        |              |
| <b>Total By Percent</b>  | <b>79.4%</b>                     | <b>14.7%</b>    | <b>5.9%</b>      | <b>100.0%</b>    |              |

5-13.98

**Santa Cruz Metropolitan Transit District  
Dec 2007 - Dec 2008  
Employee Assistance Program  
Presenting Problem Summary - Year to Date**

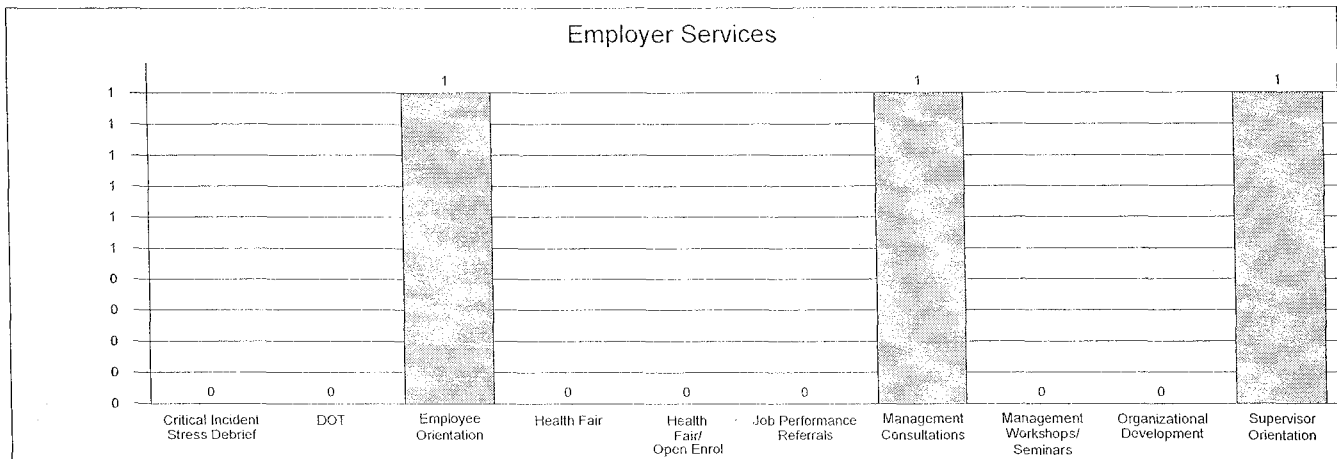
|                         |                                  | Employee        |               | Spouse/DP    |               | Dependent   |               | TOTAL       |               | MHN Norm      |
|-------------------------|----------------------------------|-----------------|---------------|--------------|---------------|-------------|---------------|-------------|---------------|---------------|
|                         |                                  | Number          | % of Total    | Number       | % of Total    | Number      | % of Total    | Number      | % of Total    | % of Total    |
| Job-Related             | Career-General                   | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.5%          |
|                         | DOT                              | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | Job Performance                  | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 1.1%          |
|                         | Training                         | 1               | 50.0%         | 0            | 0.0%          | 0           | 0.0%          | 1           | 3.6%          | 0.7%          |
|                         | Work Place Violence              | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.9%          |
|                         | Work Problems                    | 1               | 50.0%         | 0            | 0.0%          | 0           | 0.0%          | 1           | 3.6%          | 2.7%          |
|                         | <b>Subtotal</b>                  | <b>2</b>        | <b>9.1%</b>   | <b>0</b>     | <b>0.0%</b>   | <b>0</b>    | <b>0.0%</b>   | <b>2</b>    | <b>7.1%</b>   | <b>5.9%</b>   |
| Addictions              | Alcohol                          | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 1.3%          |
|                         | Court Ordered/DUI                | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | Drug                             | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.7%          |
|                         | Gambling                         | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.1%          |
|                         | Other                            | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.2%          |
|                         | Tobacco                          | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | <b>Subtotal</b>                  | <b>0</b>        | <b>0.0%</b>   | <b>0</b>     | <b>0.0%</b>   | <b>0</b>    | <b>0.0%</b>   | <b>0</b>    | <b>0.0%</b>   | <b>2.4%</b>   |
| Psychological/Emotional | ADD/ADHD                         | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.3%          |
|                         | Anger Management                 | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 2.0%          |
|                         | Anxiety                          | 1               | 16.7%         | 0            | 0.0%          | 0           | 0.0%          | 1           | 3.6%          | 3.5%          |
|                         | Autism                           | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | Depression/Mood                  | 1               | 16.7%         | 0            | 0.0%          | 1           | 50.0%         | 2           | 7.1%          | 7.7%          |
|                         | Eating Disorder                  | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.2%          |
|                         | Grief                            | 1               | 16.7%         | 0            | 0.0%          | 0           | 0.0%          | 1           | 3.6%          | 2.9%          |
|                         | Homicidal Concerns               | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | Other                            | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | Psych Testing Request            | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | Psychopharm                      | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | Psychotic Symptoms               | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | School/Educational               | 0               | 0.0%          | 0            | 0.0%          | 1           | 50.0%         | 1           | 3.6%          | 0.3%          |
|                         | Sexual Disorder                  | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.1%          |
|                         | Sexual/Physical Abuse            | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.4%          |
|                         | Stress                           | 3               | 50.0%         | 0            | 0.0%          | 0           | 0.0%          | 3           | 10.7%         | 8.5%          |
|                         | Suicidal Concerns                | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.4%          |
|                         | Violence-Other                   | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.2%          |
|                         | <b>Subtotal</b>                  | <b>6</b>        | <b>27.3%</b>  | <b>0</b>     | <b>0.0%</b>   | <b>2</b>    | <b>100.0%</b> | <b>8</b>    | <b>28.6%</b>  | <b>26.4%</b>  |
| Relationship            | Adolescent/Child                 | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 2.3%          |
|                         | Divorce                          | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 2.4%          |
|                         | Domestic Violence                | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.2%          |
|                         | Family                           | 0               | 0.0%          | 1            | 25.0%         | 0           | 0.0%          | 1           | 3.6%          | 11.4%         |
|                         | General                          | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 2.2%          |
|                         | Marital/Couple                   | 4               | 100.0%        | 3            | 75.0%         | 0           | 0.0%          | 7           | 25.0%         | 17.3%         |
|                         | Parenting Issues                 | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.6%          |
|                         | <b>Subtotal</b>                  | <b>4</b>        | <b>18.2%</b>  | <b>4</b>     | <b>100.0%</b> | <b>0</b>    | <b>0.0%</b>   | <b>8</b>    | <b>28.6%</b>  | <b>36.4%</b>  |
| Life Management Issues  | Caregiver Assistance             | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | Child Care                       | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.5%          |
|                         | Daily Living                     | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.4%          |
|                         | Elder Care                       | 1               | 11.1%         | 0            | 0.0%          | 0           | 0.0%          | 1           | 3.6%          | 0.6%          |
|                         | Family Check-in Services         | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | Financial                        | 1               | 11.1%         | 0            | 0.0%          | 0           | 0.0%          | 1           | 3.6%          | 4.3%          |
|                         | Identity Theft                   | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.1%          |
|                         | Legal                            | 7               | 77.8%         | 0            | 0.0%          | 0           | 0.0%          | 7           | 25.0%         | 20.3%         |
|                         | Nurseline                        | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         |                                  | <b>Subtotal</b> | <b>9</b>      | <b>40.9%</b> | <b>0</b>      | <b>0.0%</b> | <b>0</b>      | <b>0.0%</b> | <b>9</b>      | <b>32.1%</b>  |
| Health and Wellness     | Smoking Cessation Coaching       | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | Stress Prevention and Management | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.0%          |
|                         | Weight Management Coaching       | 0               | 0.0%          | 0            | 0.0%          | 0           | 0.0%          | 0           | 0.0%          | 0.1%          |
|                         | <b>Subtotal</b>                  | <b>0</b>        | <b>0.0%</b>   | <b>0</b>     | <b>0.0%</b>   | <b>0</b>    | <b>0.0%</b>   | <b>0</b>    | <b>0.0%</b>   | <b>0.1%</b>   |
| Other Problems          | Other/Declined To Answer         | 1               | 100.0%        | 0            | 0.0%          | 0           | 0.0%          | 1           | 3.6%          | 2.6%          |
|                         | <b>Subtotal</b>                  | <b>1</b>        | <b>4.5%</b>   | <b>0</b>     | <b>0.0%</b>   | <b>0</b>    | <b>0.0%</b>   | <b>1</b>    | <b>3.6%</b>   | <b>2.6%</b>   |
| <b>Total</b>            |                                  | <b>22</b>       | <b>100.0%</b> | <b>4</b>     | <b>100.0%</b> | <b>2</b>    | <b>100.0%</b> | <b>28</b>   | <b>100.0%</b> | <b>100.0%</b> |

5-13.09

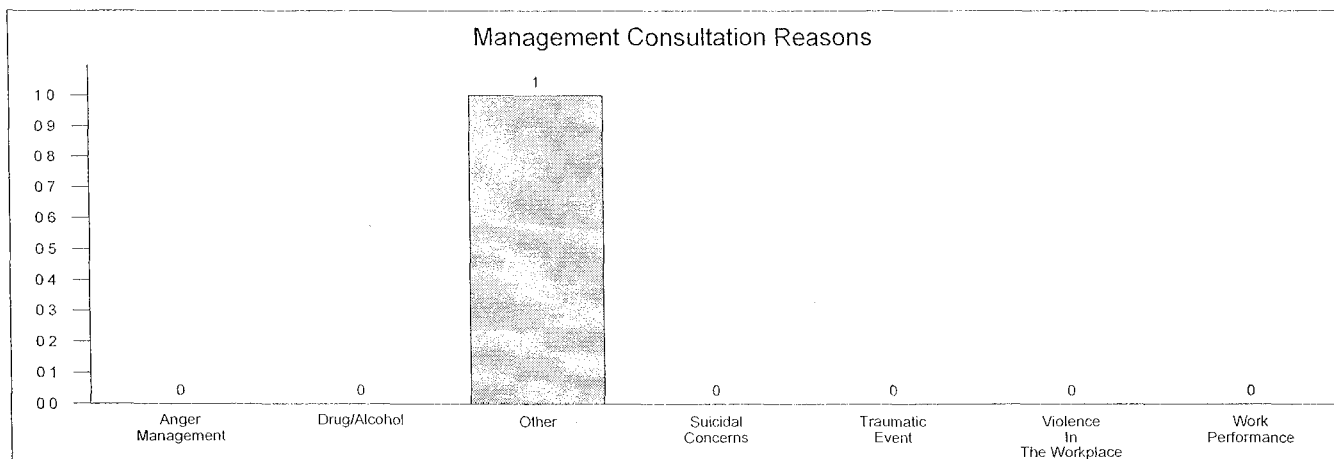


Santa Cruz Metropolitan Transit District  
 Dec 2007 - Dec 2008  
 Employee Assistance Program  
 Employer Services Management Consultations

| Employer Services                    | Number   |
|--------------------------------------|----------|
| Critical Incident Stress Debriefings | 0        |
| DOT                                  | 0        |
| Employee Orientation                 | 1        |
| Health Fair                          | 0        |
| Health Fair/Open Enrol               | 0        |
| Job Performance Referrals            | 0        |
| Management Consultations             | 1        |
| Management Workshops/Seminars        | 0        |
| Organizational Development           | 0        |
| Supervisor Orientation               | 1        |
| <b>Total</b>                         | <b>3</b> |



| Management Consultation Reasons | Number   |
|---------------------------------|----------|
| Drug/Alcohol                    | 0        |
| Suicidal Concerns               | 0        |
| Violence In The Workplace       | 0        |
| Work Performance                | 0        |
| Anger Management                | 0        |
| Traumatic Event                 | 0        |
| Other                           | 1        |
| <b>Total</b>                    | <b>1</b> |



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Santa Cruz Metropolitan Transit District  
Dec 2007 - Dec 2008  
Employee Assistance Program  
Web Utilization

| Web Sessions   | Year to Date<br>Dec 2007 - Dec 2008 | Annualized<br>Utilization % | Annualized Utilization<br>Norm % |
|----------------|-------------------------------------|-----------------------------|----------------------------------|
| # Web Sessions | 69                                  | 19.8%                       | 7.5%                             |

| Unique Registered Users Accessing Site            | Year to Date<br>Dec 2007 - Dec 2008 | Annualized<br>Utilization % | Annualized Utilization<br>Norm % |
|---|-------------------------------------|-----------------------------|----------------------------------|
| # Unique Registered Users Accessing Site          | 50                                  | 14.3%                       | 5.2%                             |
| Average # Web Sessions Per Unique Registered User | 1                                   | 0.4%                        | 0.0%                             |

| Page Views                     | Year to Date<br>Dec 2007 - Dec 2008 | Annualized<br>Utilization % | Annualized Utilization<br>Norm % |
|--------------------------------|-------------------------------------|-----------------------------|----------------------------------|
| # Page Views                   | 187                                 | 53.6%                       | 47.8%                            |
| Average Page Views Per Session | 3                                   | 0.8%                        | 0.0%                             |

| Page Views By Section                 | Year to Date<br>Dec 2007 - Dec 2008 | % of Total | Year to Date<br>Dec 2007 - Dec 2008 Norm |
|---------------------------------------|-------------------------------------|------------|--|
| # Page Views Home, Welcome and Footer | 0                                   | 0.0%       | 0.0%                                     |
| # Page Views Emotional Health         | 39                                  | 20.9%      | 38.8%                                    |
| # Page Views Wellness                 | 2                                   | 1.1%       | 14.6%                                    |
| # Page Views Family & Relationship    | 32                                  | 17.1%      | 26.2%                                    |
| # Page Views Work & Life              | 114                                 | 61.0%      | 20.4%                                    |
| # Page Views Manager's Toolkit        | 0                                   | 0.0%       | 0.0%                                     |
| Page Views: Total                     | 187                                 | 100.0%     | 100.0%                                   |

| Most Popular Topics                 |                 |   |   |  |
|-------------------------------------|-----------------|---|---|--|
| Year to Date<br>Dec 2007 - Dec 2008 | # of Page Views | Year to Date<br>Dec 2007 - Dec 2008<br>% of Total<br>Page Views | Year to Date<br>Dec 2007 - Dec 2008<br>Norm | Year to Date<br>Dec 2007 - Dec 2008<br>Norm % of Total<br>Page Views |
| Financial                           | 58              | 31.0%   | Financial                                   | 14.3%  |
| Legal                               | 56              | 29.9%   | Family and Parenting Skills                 | 11.4%  |
| Grief and Loss                      | 15              | 8.0%  | Depression                                  | 7.9%   |
| Succeeding at Work                  | 15              | 8.0%  | Stress                                      | 6.7%   |
| Anxiety                             | 8               | 4.3%  | Legal                                       | 6.1%   |
| Communicating Effectively           | 8               | 4.3%  | Alcohol and Drugs                           | 5.4%   |
| Depression                          | 6               | 3.2%  | General Health                              | 5.3%   |
| Family and Parenting Skills         | 5               | 2.7%  | Anxiety                                     | 5.2%   |
| Stress                              | 5               | 2.7%  | Fitness and Exercise                        | 5.2%   |
| Succeed at Work                     | 4               | 2.1%  | Succeeding at Work                          | 5.2%   |

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## EAP Report Glossary

### **Assessments**

An assessment is an electronic data collection tool that can be developed to capture any reportable information that is required. This information may be of a clinical or administrative nature.

### **Call Activity**

Calls Received: Number of inbound calls in which assistance was offered.

### **Case Activity**

Detail by member relationship of EAP Clinical cases and Life Management services on page two.

### **EAP Case Activity**

Routine: Number of routine cases accessing EAP services for which an authorization was created.

Crisis: Number of crisis cases accessing EAP services for which an authorization was created. Crisis defined as emergency, life threatening emergency, non-life threatening emergency, urgent.

### **EAP Clinical Cases**

Face-to-Face: Number of cases for which an authorization was created for EAP clinical services.

Telephonic: Number of cases for which an authorization was created for EAP telephonic services.

### **Employer Services**

CISD's/JPR's: Number of cases for which an authorization was created for a Job Performance Referral (JPR) or Critical Incident Stress Debriefing (CISD). Includes cases that did not result in an authorization of services.

Management Consults: Number of Management Consultation requests. Includes cases that did not result in an authorization of services.

Workshops / Organizational Development / Supervisor Orientation: Number of cases for which an authorization was created for Workshops, Organizational Development, or Supervisor Orientation.

Employee Orientation / Health Fairs: Number of Employee Orientations / Health Fairs conducted / attended.

### **Life Management**

All Categories: Life Management Services broken out by specific service type.

### **Management Consult Reasons**

Number of assessments by reason for Management Consult.

### **Member Demographics**

Number of enrollees by age and gender with an authorization for EAP services.

### **Presenting Problems**

Presenting problem details by member relationship, based on cases.

### **Referral Source**

Number of assessments by referral source.

### **Satisfaction Survey Results**

Survey data is based on MHN's national book of business.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FIRST AMENDMENT TO CONTRACT NO. 08-01  
FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES**

This First Amendment to Contract No. 08-01 for Employee Assistance Program Services is made effective December 1, 2006 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("METRO") and Claremont Behavioral Services. ("Contractor").

**I. RECITALS**

- 1.1 METRO and Contractor entered into a Contract for Employee Assistance Program Services ("Contract") on December 1, 2007.
- 1.2 The Contract allows for the extension upon mutual written consent.

Therefore, METRO and Contractor amend the Contract as follows:

**II. TERM**

- 2.1 Article 4.01 is amended to include the following language:

This contract shall continue through November 30, 2010. This Contract may be mutually extended by agreement of both parties.

**III. REMAINING TERMS AND CONDITIONS**

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

**IV. COMPENSATION**

- 4.1 METRO shall compensate Contractor at a rate not to exceed \$2.60 per employee per month for the new contract term.

**V. AUTHORITY**

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

SIGNATURES ON NEXT PAGE

Signed on \_\_\_\_\_

METRO  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

---

Leslie R. White  
General Manager

CONTRACTOR  
MANAGED HEALTH NETWORK, INC.

By \_\_\_\_\_

Steven J. Sell  
President

APPROVED AS TO FORM:

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Margaret R. Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE EXTENSION FOR THE PROPERTY LOCATED AT 370 ENCINAL STREET, SUITE 100.**

## I. RECOMMENDED ACTION

Authorize the General Manager to execute a Lease Extension between the Santa Cruz Metropolitan Transit District and Edward and Barbara Hinshaw for the property located at 370 Encinal Street, Suite 100.

## II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District has an existing lease for the property located at 370 Encinal Street for the METRO Administration offices and Maintenance facilities.
- Metro's Administrative staff is scheduled to move to the remodeled facility in December 2009.

## III. DISCUSSION

Santa Cruz METRO's Administration office and Maintenance facilities and offices are located at 370 Encinal Street. The property has been leased from Edward and Barbara Hinshaw for these purposes since January 15, 1999. The current lease extension expires on January 14, 2010.

METRO's plan was to move into the new building located at 110 Vernon Street during the first week of November, 2009. A few details on the Vernon Building remodel have delayed the move into December 2009. In order to safeguard against any further delays and to streamline the move and allow METRO ample time to prepare the Encinal Street building for the final move and clean up, it is recommended that METRO extend its lease on the Encinal building for an additional six weeks, to February 28, 2010.

The Landlords, Edward and Barbara Hinshaw have agreed orally to extend the lease on the same terms and conditions as the current Lease. The draft Extension is attached for the Board's review.

## IV. FINANCIAL CONSIDERATIONS

Currently monthly rent is \$30,000.00 for the 370 Encinal building. This is a daily rate of \$1,000.00. The additional rent for the extension, which is 45 days will be \$45,000.00

**V. ATTACHMENTS**

**Attachment A:** Proposed Extension

**FOURTH AMENDMENT TO COMMERCIAL LEASE  
AND EXTENSION**

**THIS FOURTH AMENDMENT TO COMMERCIAL LEASE AND EXTENSION** is effective upon execution between EDWARD A. HINSHAW and BARBARA N. HINSHAW, both individually, (hereinafter "Landlord") and SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, (hereinafter "Tenant") who agree as follows:

1. **RECITALS:** This **LEASE EXTENSION** is made with reference to the following facts and objectives:
  - a. **LANDLORD** and **TENANT** entered into a written lease dated January 15, 1999 ("**the Lease**"), for the real property, which is situated at 370 Encinal Street, Suite 100, Santa Cruz, Santa Cruz County, California.
  - b. The parties signed a First Amendment extending the current **Lease** to January 14, 2008, with an option to extend the Lease for an additional 2 years, to January 14, 2010.
  - c. The parties signed a Second Amendment to change the extension period of **the Lease** from a two-year period to two (2) one-year periods and extended the lease for a one-year period through January 14, 2009.
  - d. The parties signed a Third Amendment to extend **the Lease** for an additional year, to January 14, 2010.
  - e. Now the parties wish to extend **the Lease** for an additional 45 day period, to expire on February 28, 2010.
2. **EXTENSION OF TERM:** Tenant and Landlord hereto agree to an additional 45 day extension of the lease, to February 28, 2010.
3. **RENT:** Rent shall be \$1,000.00 per day for the extension period, and paid by Tenant to Landlord in one lump sum of \$45,000.00 on January 15, 2010.
4. **NOTICE:** All notices, statements, demands, or requests or disagreements by either party to the other, shall be in writing and shall be sufficiently given and served upon the other party or sent by mail postage prepaid and addressed as follows:

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

Edward and Barbara Hinshaw  
12901 Saratoga Avenue  
Saratoga, CA 95070



**FOURTH AMENDMENT TO COMMERCIAL LEASE  
AND EXTENSION**

5. **EFFECTIVENESS OF LEASE:** Except as set forth in this Amendment to Lease, all provisions of **the Lease**, shall remain unchanged and in full force and effect.
6. **AUTHORITY:** Each party has full power and authority to enter into and perform this Lease Extension and the person signing this Agreement on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Agreement, understands it, and agrees to be bound by it.

**LANDLORD:**  
Edward and Barbara Hinshaw

**TENANT:**  
Santa Cruz Metropolitan Transit District

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

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

BY: \_\_\_\_\_  
Edward A. Hinshaw - Owner

BY: \_\_\_\_\_  
Leslie White, General Manager

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

BY: \_\_\_\_\_  
Barbara N. Hinshaw - Owner

Approved as to form:

BY: \_\_\_\_\_  
Margaret Gallagher  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: October 23, 2009

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification Of Action Taken In Closed Session Regarding Settlement in  
Martin Gilbert vs. A Tool Shed, et al;  
Santa Cruz County Superior Court Case No. CV 159686

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### Settlement of Gilbert vs. A Tool Shed, et al; Case No. CV 159686

On June 12, 2009, in closed session the Board of Directors authorized a settlement in the amount of Fifty-Five thousand dollars (\$55,000.00), to be paid to METRO for reimbursement for workers' compensation costs paid by METRO on behalf of bus operator, Martin Gilbert. The accident occurred on April 19, 2006, in Santa Cruz, California involving METRO bus operator Martin Gilbert and Gonzalvo Esquivel, employee and driver of the truck and trailer owned by A Tool Shed. The following directors authorized the settlement: Bustichi, Hagen, Hinkle, Martinez, Pirie, Robinson, Rotkin, Stone and Tavantzis. There were no Directors that opposed the settlement. Directors Spence and Graves were absent.

Pursuant to this direction, METRO executed a release and \$55,000.00 was received by METRO for the full settlement in this matter. The Request for Dismissal with Prejudice was filed in Superior Court on September 21, 2009.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009

**TO:** Board of Directors

**FROM:** Ciro F. Aguirre, Manager of Operations

**SUBJECT: CONSIDERATION OF ISSUES RELATED TO LATE BUS SERVICE**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- METRO Board of Directors received a complaint regarding Highway 17 Express Service late departure from the METRO Transit Center.
- METRO staff investigated reason for the late service departure.
- Further review of complaints regarding schedule non-adherence for other routes was performed.
- Schedule delays for other METRO routes caused by natural incidents, accidents, traffic congestion, construction projects.

## III. DISCUSSION

On September 25, 2009 at the METRO Board of Director's meeting a concern was brought to the attention of the Board during Oral Communication, citing dissatisfaction of the Highway 17 Express Service by a customer. The issue brought forth by the rider expressed his frustration that the scheduled departure time from the Santa Cruz Metro Transit Center of 0620 hours bound for San Jose on Wednesday, September 23, 2009 did not take place until 0640 hours.

This delay of twenty (20) minutes caused the rider to arrive late at his place of employment, placing undue hardship on those who relied on his prompt attendance. His frustration was attributed to his understanding that the bus departed from the Operations Division and started its trip at the Metro Transit Center, and should not have been delayed in arriving at the Metro Transit Center promptly for its on-time departure.

Staff conducted an investigation into the reason for the delay experienced and found that on Wednesday, September 23, 2009 was the first day of line instruction for eight (8) new Operator Trainees. One of the Operator Trainees was assigned block 1705 with a line instructor and because trainees are evaluated during line instruction on all phases of their performance, the trainee exercised due diligence in performing the bus pre-trip inspection completely.

5-16.1

The care taken by the trainee to perform the pre-trip inspection thoroughly, extended beyond the normal amount of time allotted for this activity to take place. The bus departed the Operations Division late, and due to continued caution by the trainee while driving to the Metro Transit Center, a longer than expected travel time ensued. Consequently, the bus arrived late to the Metro Transit Center and departed late from the Center.

This reported instance prompted rescheduling of report time for all trainees by ten (10) minutes for subsequent days of line instruction in order to allow for proper training practices to take place without impacting service schedules.

A further review of schedule non-adherence complaints was performed spanning a one month period August through September 2009 and resulted in fifteen (15) complaints referencing schedule delays for a fifty-four (54) day service period on a variety of routes. Reasons were attributed to delays and detours due to fires, vehicular accidents, commute period congestion, and construction projects. Given the limited road options and high traffic congestion Santa Cruz County has, these disruptions in traffic flow added from twenty(20) to sixty (60) minutes to a specific bus trip.

During the 54 day period reviewed, METRO supervisory staff and operators were faced with forty-two (42) detours having to be implemented. These detours were monitored and service was delayed or rerouted, with some days experiencing multiple detours at various locations throughout the County, impacting scheduled delivery of service. In some instances, METRO staff was made aware of the detours, and planned for them, but for the most, METRO was not made aware and made same day adjustments, posting notices along the affected routes and apprising Customer Service as to the status of the detours as changes took place.

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


NONE

#### **V. ATTACHMENTS**

NONE

5-16.2

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager and Acting Assistant General Manager   
**SUBJECT: SERVICE REQUEST: WATSONVILLE/GILROY EXPRESS**

## I. RECOMMENDED ACTION

**That the Board of Directors deny the request from individuals signing a petition for transit service from Watsonville to Gilroy.**

## II. SUMMARY OF ISSUES

- A petition of over 500 signatures requesting transit service from Watsonville, CA to Gilroy, CA was submitted to the METRO Board of Directors on August 19, 2009.
- METRO Planning Staff performed a service cost assessment on a potential Express route to and from Gilroy, CA along the Highway 129/101 corridor.
- Each trip would be 22.3 miles and take approximately 48 minutes to complete per direction.
- Given the hourly cost of service, each trip would cost over \$74 per direction.
- Depending on the level of service per day, the annual costs is estimated between \$148,800 to \$346,936 per year.
- Given the current state of the operating budget, METRO can only provide this service by reallocating resources from other fixed route service in Santa Cruz County.
- Staff recommends that the Board of Directors deny the request for transit service from Watsonville to Gilroy.

## III. DISCUSSION

A petition of over 500 signatures requesting transit service from Watsonville, CA to Gilroy, CA was submitted to the METRO Board of Directors on August 19, 2009. METRO Planning Staff was directed to perform a service cost analysis on the impact of potentially providing the requested service.

The most cost effective service that can be provided along the Watsonville to Gilroy corridor would be to run an Express service closely modeled after the Highway 17 Express currently operated by METRO. This service would make several stops in downtown Watsonville before heading southbound along Highway 129 before turning northbound on Highway 101. Arriving in Gilroy, this service would make several stops before ending at the Caltrain Station Transit Center near downtown Gilroy.

5-17.1

METRO Planning and Scheduling Staff have estimated that this 22.3 mile trip would take approximately 48 minutes (0.8 hours) one way to complete. Given the current cost of operating service, which is calculated out at \$93 per hour, the cost of a one way trip is \$74.40. From this calculation, planning staff then calculated the cost of three different service levels ranging from 8 one way trips per weekday to 16 one way trips per weekday plus 6 one way trips per weekend day. The operating cost for this service would range from \$148,800 to \$348,936 per year.

To understand the true impact this service would have on the operating budget, planning staff derived a basic demand function in order to calculate an expected revenue for each level of service. Planning staff estimated that ridership for this service would be roughly 14 passengers per hour, which is roughly 80% of the passengers per hour of the Highway 17 Express. Planning also assumed a \$4.00 single ride base fare similar to Highway 17 Express along with a 30% farebox recovery ratio, which is a basic average between regular fixed route service and Highway 17 service. Using these assumptions, estimates, and calculations, revenue was derived ranging from \$26,880 to \$63,033.60 per year. This yields roughly 18%-20% of the cost to operate this service.

From this assessment, the ability for METRO to provide service along the Watsonville/Gilroy corridor via Highway 129/101 is only feasible with drastic service reductions to other fixed route service in Santa Cruz County. Unless new sources of significant operating revenue are discovered or major service reallocation is studied, planned, and implemented; Santa Cruz METRO simply does not have the resources to provide new service to Gilroy at this time.

Based on these conclusions, Staff recommends that the Board of Directors deny the requests for transit service from Watsonville to Gilroy.

Please see attached worksheet, which provides more details into the assessment of Express service from Watsonville to Gilroy.

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

The estimated operating cost for this service would range from \$148,800 to \$348,936 per year while incoming revenue would yield an estimated 18% to 20% cost recovery.

#### **V. ATTACHMENTS**

**Attachment A: Watsonville to Gilroy Service Assessment**

## Watsonville to Gilroy Service Assessment

| Estimates                   |         |
|-----------------------------|---------|
| Trip Length in Minutes      | 48      |
| Trip Length in Hours        | 0.8     |
| Cost per Hour               | \$93.00 |
| Passengers per Hour (PPH)   | 14      |
| Farebox Recover Ratio (FRR) | 0.3     |
| Single Fare                 | \$4.00  |
| Weekdays                    | 250     |
| Weekend Days                | 115     |

| Equations     |   |
|---------------|---|
| Cost          | Cost per Trip x Trips per Day x Days        |
| Revenue       | PPH x Annual Hours x Fare x FRR             |
| Subsidy       | Cost - Revenue                              |
| Cost per Trip | Cost per Hour x Trip Length in Hours        |
| Annual Hours  | Days x Trips per Day x Trip Length in Hours |

| Level 1 Service       | Cost    | \$148,800 |
|-----------------------|---------|-----------|
| (8 Trips per Weekday) | Revenue | \$26,880  |
|                       | Subsidy | \$121,920 |

| Conclusions: |                                 |
|--------------|---------------------------------|
| Cost:        | \$148,800 to \$348,936 per year |
| Revenue:     | \$26,880 to \$63,034 per year   |

| Level 2 Service           | Cost    | \$257,424 |
|---------------------------|---------|-----------|
| (12 Trips per Weekday)    | Revenue | \$46,502  |
| (4 Trips per Weekend Day) | Subsidy | \$210,922 |

| Level 3 Service           | Cost    | \$348,936 |
|---------------------------|---------|-----------|
| (16 Trips per Weekday)    | Revenue | \$63,034  |
| (6 Trips per Weekend Day) | Subsidy | \$285,902 |

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Attachment A

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009

**TO:** Board of Directors

**FROM:** Dene Bustichi, Chair  
Mike Rotkin, Board Director  
Angela Aitken, Finance Manager and Acting Asst General Manager  
Robyn Slater, Human Resources Manager

**SUBJECT: CONSIDERATION OF RECEIPT OF INFORMATION FROM THE ANNUAL MEETING OF THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION (APTA) OCTOBER 4-7, 2009**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file information from the Annual Meeting of the American Public Transportation Association (APTA) October 4-7, 2009.**

## II. SUMMARY OF ISSUES

- The American Public Transportation Association (APTA) held the 2009 Annual Meeting from October 4-7, 2009 in Orlando, Florida
- Board Director Dene Bustichi, Board Director Mike Rotkin, Finance Manager/Acting Asst General Manager Angela Aitken and Human Resources Manager Robyn Slater attended the APTA Annual Meeting representing Santa Cruz METRO
- As a part of the APTA Annual Meeting a number of committee meetings were held that we participated in which included the Legislative Committee, the Financial Management Committee, the Human Resources Committee, Policy and Planning Committee, the Small Operations Committee, the Bus and Paratransit CEO Committee and the General Membership sessions and forums
- We attended conference sessions addressing: surface transportation authorization and how the economy/recession is affecting all levels of funding and service to our customers. There were sessions on best practices for small operators related to technologies, alternative fuels, the changing workforce and leadership over the next 5-8 years and innovative marketing strategies. The development of public/private partnerships, steering agencies through turbulent times and issues related to "green" technology and global warming were prevalent topics
- Additionally we attended two presentations by Disney that covered Quality Service and Leadership Excellence

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### III. DISCUSSION

The American Public Transportation Association (APTA) held the 2009 Annual Meeting from October 4-7, 2009 in Orlando, Florida. Board Director Dene Bustichi, Board Director Mike Rotkin, Finance Manager/Acting Asst General Manager Angela Aitken and Human Resources Manager Robyn Slater attended the APTA Annual Meeting representing Santa Cruz METRO.

During the APTA Annual Meeting we attended, and participated in: a number of committee meetings which included the Legislative Committee, the Financial Management Committee, the Human Resources Committee, Policy and Planning Committee, the Small Operations Committee, the Bus and Paratransit CEO Committee and the General Membership sessions and forums that were held as a part of the Annual Meeting

We attended conference sessions addressing:

- Surface transportation authorization and how the economy/recession is affecting all levels of funding and service to our customers.
- Best practices for small operators related to technologies, alternative fuels, the changing workforce and leadership over the next 5-8 years and innovative marketing strategies
- The development of public/private partnerships, steering agencies through turbulent times
- Issues related to “green” technology and global warming

Additionally, we attended two presentations by Disney that covered Quality Service and Leadership Excellence. The Quality Services session tactic was “Pay attention to every detail of delivery”. A compass approach was used to illustrate what our customer’s Needs (N), Wants (W), Emotions (E), and Stereotype (S) would be. The “Common Purpose” of the system and the customer was reviewed as well as the Quality Standards that we should all have in place from an operating perspective as well as a customer perspective. The Leading Through Turbulent Times session focused on making tough decisions, having a plan, listening to the customer and responding in an appropriate manner for the situation. Goals, processes, procedures, expectations, and communication with employees as well as customers were all important topics addressed in a way that we can apply them within Santa Cruz METRO in the future.

We all found the program content and topics at the 2009 APTA Annual Meeting to be educational, relevant, and well presented. The Products and Services Showcase proved to be a wealth of information and ideas for us as Board Members and Managers to look forward to improving our system through processes, technology, and idea sharing with multiple organizations and vendors we had contact with. Santa Cruz METRO is not the only community experiencing transportation financing, technology, security and productivity challenges, as was shared by many others with similar situations. The networking that we all achieved allowed for extensive contacts with other professionals in transportation to be established with promising and forward thinking results.

5-18.2

**IV. FINANCIAL CONSIDERATIONS**

Funds to attend the Annual Meeting of the American Public Transportation Association (APTA) were provided for in the FY09 Operating Budget.

**V. ATTACHMENTS**

None

5-18.3

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009

**TO:** Board of Directors

**FROM:** Angela Aitken, Finance Manager  
Ciro Aguirre, Operations Manager  
April Warnock, Paratransit Superintendent

**SUBJECT: CONSIDERATION OF AMENDING THE PURCHASE ORDER WITH SPECIALIZED AUTO & FLEET IN AN AMOUNT NOT TO EXCEED \$54,000.**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to execute an amendments to increase the total amounts of the purchase orders with Specialized Auto & Fleet in an amount not to exceed \$54,000 for automotive repairs and inspection services.**

## II. SUMMARY OF ISSUES

- For fiscal year 2010, purchase order number 300100-P was established with Specialized Auto & Fleet for parts and labor to perform maintenance and repairs on ParaCruz Fleet vehicles with an annual encumbrance of \$24,000.
- Due to aging fleet and excessive accumulated mileage, ParaCruz maintenance personnel became dependent on Specialized Auto & Fleet for parts and repairs beyond the original budget estimates of the purchase order.
- METRO Staff is in the process of establishing an invitation for bids for parts and repairs on the ParaCruz fleet.
- Staff recommends that the Board of Directors authorize the General Manager to execute an amendment to increase the total amount of the purchase order with Specialized Auto & Fleet for automotive repairs and inspection services in an amount not to exceed \$54,000.

## III. DISCUSSION

Purchase order number 300100-P was established with Specialized Auto & Fleet for parts and labor to perform oil change service, A, B, C, & D service inspections on ParaCruz Fleet vehicles with an annual encumbrance of \$24,000. This purchase order also included repairs to vehicles in order to meet the service inspection requirements.

The ParaCruz mini-van fleet is based on the Chevrolet Venture Chassis that has exceeded it standard usage duty cycle requiring increased maintenance and repair for these vehicles. Efforts by ParaCruz maintenance personnel to keep the paratransit fleet operating and to also meet daily

5-19.1

pullout schedules forced a dependence on Specialized Auto & Fleet to make necessary fleet repairs beyond the original budget estimates of the purchase orders.

METRO Staff will be processing an invitation for bids for parts and labor to perform oil change services, service inspections, and repairs on ParaCruz Fleet vehicles. After review of the bids received, METRO Staff will be returning to the METRO Board for contract approval.

METRO Staff will also be processing an invitation for bids to replace the ParaCruz aging minivan fleet using American Recovery and Reinvestment Act funds.

Staff recommends that the Board of Directors authorize the General Manager to execute an amendment to increase the total amount of the purchase order with Specialized Auto & Fleet for automotive repairs and inspection services in an amount not to exceed \$54,000.

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

Funds to support these purchase orders are included in the ParaCruz FY10 Outside Repair-Revenue Vehicle budget (503353).

#### **V. ATTACHMENTS**

None

Prepared By: Lloyd Longnecker, Purchasing Agent  
Date Prepared: October 19, 2009

5-19.2

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009  
**TO:** Board of Directors  
**FROM:** Robyn Slater, Human Resources Manager  
**SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- None.

## III. DISCUSSION

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

## IV. FINANCIAL CONSIDERATIONS

None.

## V. ATTACHMENTS

**Attachment A:** Employee Recognition List

Prepared by: Karen Blight

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**EMPLOYEE RECOGNITION**

**TEN YEARS**

Salvador Calderon, Bus Operator (Continued from September)  
Jenna M. Glasky, Supervisor of Revenue Collections  
Jose Herrera, Bus Operator (Continued from September)  
Chris Kane, Custodial Service Worker I (Continued from September)  
Mark Martinez, Bus Operator (Continued from September)  
Eduardo Montesino, Bus Operator (Continued from September)  
Kimberly Nied, Bus Operator (Continued from September)  
Richard Orozco, Bus Operator (Continued from September)  
James Taylor, Bus Operator (Continued from September)  
Douglas Vest, Bus Operator (Continued from September)  
Elizabeth Woodbridge, Bus Operator (Continued from September)

**FIFTEEN YEARS**

None

**TWENTY YEARS**

Sergio Lona-Gonzalez, Bus Operator (Continued from September)  
Diane L. Meyer, Bus Operator

**TWENTY-FIVE YEARS**

None

**THIRTY YEARS**

Michael T. Steber, Bus Operator (Continued from September)

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  
APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF  
RAY MATTOS  
AS A BUS OPERATOR  
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**WHEREAS**, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the citizens of Santa Cruz County, and

**WHEREAS**, the provision of public transportation service requires a competent, dedicated workforce, and

**WHEREAS**, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Ray Mattos to serve in the position of Bus Operator, and

**WHEREAS**, Ray Mattos served as a member of the Operations Department, Fixed Route Division, of the Santa Cruz Metropolitan Transit District for the time period of June 26, 2001 to September 12, 2009, and

**WHEREAS**, Ray Mattos provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

**WHEREAS**, Ray Mattos served the Santa Cruz Metropolitan Transit District with distinction, and

**WHEREAS**, the service provided to the citizens of Santa Cruz County by Ray Mattos resulted in safe, reliable, quality public transportation being available in the most difficult of times, and

**WHEREAS**, during the time that Ray Mattos served in the position of Bus Operator, METRO expanded service, developed new facilities, purchased new equipment, improved ridership, and enhanced the alternative transportation options for the residents of Santa Cruz County, and

**WHEREAS**, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Ray Mattos and,

**WHEREAS**, Ray Mattos passed away on September 12, 2009.

**NOW, THEREFORE, BE IT RESOLVED**, that in recognition of service and commitment, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby posthumously commend Ray Mattos for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, METRO staff and all of the residents of Santa Cruz County.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be presented to the Family of Ray Mattos and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

**PASSED AND ADOPTED** this 23rd day of October 2009 by the following vote:

**AYES: Directors:**

**NOES: Directors:**

**ABSTAIN: Directors:**

**ABSENT: Directors:**

**APPROVED** \_\_\_\_\_

DENE BUSTICHI  
Board Chair

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

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

7.2



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 APPRECIATION FOR THE SERVICES OF  
MARK BAN AS BUS OPERATOR  
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**WHEREAS**, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the residents of Santa Cruz County, and

**WHEREAS**, the provision of public transportation service requires a competent, dedicated workforce, and

**WHEREAS**, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Mark Ban to serve in the position of Bus Operator, and

**WHEREAS**, Mark Ban served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of August 23, 1989 to July 1, 2009, and

**WHEREAS**, Mark Ban provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

**WHEREAS**, Mark Ban served the Santa Cruz Metropolitan Transit District with distinction, and

**WHEREAS**, the service provided to the residents of Santa Cruz County by Mark Ban resulted in reliable, quality public transportation being available in the most difficult of times, and

**WHEREAS**, during the time of Mark Ban's service, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to the challenges of the Loma Prieta Earthquake, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service, and

**WHEREAS**, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Mark Ban.

**NOW, THEREFORE, BE IT RESOLVED**, that upon his retirement as Bus Operator, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Mark Ban for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

**BE IT FURTHER RESOLVED**, that a copy of this resolution will be presented to Mark Ban, and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

8.1

**PASSED AND ADOPTED** this 23rd day of October 2009 by the following vote:

**AYES: Directors -**

**NOES: Directors -**

**ABSTAIN: Directors -**

**ABSENT: Directors -**

**APPROVED** \_\_\_\_\_

DENE BUSTICHI  
Board Chair

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

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

8.2

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 APPRECIATION FOR THE SERVICES OF  
MICHAEL CLAYTON AS BUS OPERATOR  
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**WHEREAS**, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the residents of Santa Cruz County, and

**WHEREAS**, the provision of public transportation service requires a competent, dedicated workforce, and

**WHEREAS**, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Michael Clayton to serve in the position of Bus Operator, and

**WHEREAS**, Michael Clayton served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of November 9, 1999 to August 9, 2009, and

**WHEREAS**, Michael Clayton provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

**WHEREAS**, Michael Clayton served the Santa Cruz Metropolitan Transit District with distinction, and

**WHEREAS**, the service provided to the residents of Santa Cruz County by Michael Clayton resulted in reliable, quality public transportation being available in the most difficult of times, and

**WHEREAS**, during the time of Michael Clayton's service, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service, and

**WHEREAS**, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Michael Clayton.

**NOW, THEREFORE, BE IT RESOLVED**, that upon his retirement as Bus Operator, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Michael Clayton for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

**BE IT FURTHER RESOLVED**, that a copy of this resolution will be presented to Michael Clayton, and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

**PASSED AND ADOPTED** this 23rd day of October 2009 by the following vote:

**AYES: Directors -**

**NOES: Directors -**

**ABSTAIN: Directors -**

**ABSENT: Directors -**

**APPROVED** \_\_\_\_\_

DENE BUSTICHI  
Board Chair

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

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

9.2

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009  
**TO:** Board of Directors  
**FROM:** Leslie R. White, General Manager  
**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH THE PACIFIC BUS MUSEUM FOR THE DONATION OF TWO ANTIQUE BUSES.**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to execute an Agreement with the Pacific Bus Museum for the donation of two antique buses currently owned by METRO.**

## II. SUMMARY OF ISSUES

- METRO currently owns two antiques buses. One bus is a 1951 30 foot General Motors bus that was originally owned and operated by the Santa Cruz Transit Company. The second bus is a 1976 35 foot General Motors bus that was owned and operated by the Santa Cruz Metropolitan Transit District.
- The two antiques buses were originally designated and restoration projects at METRO. However, METRO no longer has funds available to complete the restoration of the two vehicles.
- The Pacific Bus Museum has offered to accept the two METRO antique buses and to complete the restoration on them at their expense.
- The Pacific Bus Museum would preserve the Santa Cruz identity and make the buses available to METRO for special events should we desire to use them.
- Staff recommends that the Board of Directors donate the two METRO-owned antique buses and assorted parts to the Pacific Bus Museum.

## III. DISCUSSION

Currently METRO owns two buses that are classified as antique. One of the buses is a 1951 30 foot General Motors model that was originally operated in Santa Cruz by the private transit company that was in operation at the time. The bus changes owners many times and was ultimately donated to METRO in 2001. It was anticipated that this vehicle could be restored and used for special events and preserved for historical purposes. METRO has invested funds in beginning the restoration process. The second bus is a 1976 35 foot General Motors model that was purchased and operated by the Santa Cruz Metropolitan Transit District. This bus was retired in 1999 after METRO received accessible, low-floor, replacement buses. METRO

retained ownership of this vehicle with the intention of restoring it for historical purposes and envisioned using it at special events.

Unfortunately, the financial situation does not allow METRO to complete the restoration of the 1951 bus nor initiate the restoration of the 1976 bus. Both vehicles are good candidates for restoration.

The Pacific Bus Museum has offered to accept the donation of the two antique buses and the parts that METRO has. In exchange for the donation the Pacific Bus Museum will preserve the Santa Cruz paint design, complete the restoration, and credit METRO and Santa Cruz for providing the vehicles. Additionally, the Pacific bus Museum will make the vehicles available to METRO for special events should we want to do that. I have attached the letter from the Pacific Bus Museum to this Staff Report.

Given the financial situation at METRO, it is unlikely that we could complete the antique bus restoration anytime within the next 5-7 years. Therefore, staff recommends that the Board of Directors authorize the General Manager to execute an Agreement with the Pacific Bus Museum that would transfer ownership of the two antiques buses to the museum in exchange for the preservation of the Santa Cruz identity and recognition of the source of the buses. Additionally, that the Pacific Bus Museum would complete the restoration of the buses and make them reasonably available to METRO should we have a special event where the presence of the buses would be appropriate.

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

The donation of the buses and parts to the Pacific Bus Museum will relieve METRO of the financial responsibility for a restoration project that there is no funding available to support.

#### **V. ATTACHMENTS**

**Attachment A:** Letter from Ronald P. Medaglia, Pacific Bus Museum



# THE PACIFIC BUS MUSEUM

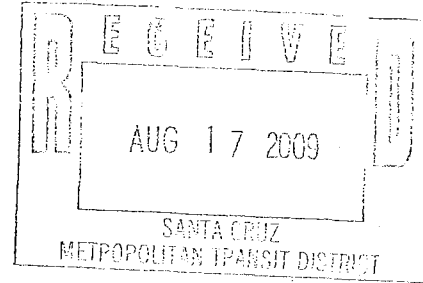
P.O. BOX 601105, SACRAMENTO, CA 95860-1105 WW

"PRESERVING YESTERDAY FOR TOMORROW"

August 14, 2009

Attachment **A**

Les White, General Manager  
Santa Cruz Metropolitan Transit District  
370 Encinal St., Suite 100  
Santa Cruz, CA 95060



Dear Mr. White,

The Pacific Bus Museum (PBM) is a California tax-exempt, non-profit 501(c)3 organization dedicated to preserving the history of bus transportation. Part of our preservation efforts include the acquisition of historically significant vehicles that are within our means to acquire. We have recently become aware that Santa Cruz Metro wanted to find good homes for two of its historical buses, a 1951 General Motors model TGH 3101 and a 1976 GM, model T6H4523N.

On July 15 PBM Vice-President, Tom Harris and myself inspected both buses along with a number of spare parts for the buses. We are interested in acquiring both buses and all spare parts as a donation to the Pacific Bus Museum. After a review by the PBM Board of Directors at the August 4, 2009 board meeting, the board voted to accept the donation of both the 1951 General Motors model TGH 3101 and the 1976 GM model T6H4523N along with all the spare parts for both buses.

Once the buses are donated they become the property of the PBM. We will offer Santa Cruz Metro the right of first refusal in the event a decision is made to sell one or both buses. The PBM will acknowledge Santa Cruz Metro's donation of these buses by letter and in our bi-monthly newsletter, "The Paddle". We expect both buses will retain their Santa Cruz Metro paint liveries. The PBM will affix signage to each bus recognizing their donation to the PBM by Santa Cruz Metro when the buses are displayed. Further, the museum will make the 1951 GM TGH 3101 available for use by Santa Cruz Metro for special events. Arrangements for use of this bus will be made by agreement of both the PBM and Santa Cruz Metro.

In conclusion the PBM is looking forward to accepting both buses as a donation from the Santa Cruz Metro. We will give them good homes.

Sincerely,

Ronald P. Medaglia  
President, Pacific Bus Museum

cc: RC  
Sec  
File

10.01

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009

**TO:** Board of Directors

**FROM:** Frank L. Cheng, Project Manager

**SUBJECT: CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH WALD, RUHNKE & DOST ARCHITECTS, LLP. IN THE AMOUNT OF \$20,673.44 FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR 110 VERNON STREET, SANTA CRUZ, CA.**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to execute an amendment to the contract with Wald, Ruhnke & Dost Architects, LLP in the amount of \$20,673.44 to for architectural and engineering services for 110 Vernon Street, Santa Cruz, CA.**

## II. SUMMARY OF ISSUES

- On October 10, 2008, the Board of Directors approved a contract with Wald, Runke & Dost, LLP (WR&D) for an amount of \$213,000.00 which includes \$4,000 for reimbursable for architectural services for the Vernon Administration Building component of the MetroBase Project.
- On April 24, 2009 the Board of Directors approved a contract with DMC Construction, Inc for the Vernon Administration Building.
- During the design and construction phase, extra meetings were necessary to analyze and implement unforeseen METRO requirements.

## III. DISCUSSION

On October 10, 2008, the Board of Directors approved a contract with WR&D for an amount of \$213,000.00 which includes \$4,000 for reimbursable for architectural services for the Vernon Administration Building component of the MetroBase Project. During this time, WR&D met with METRO staff to acquire more information on METRO needs for the Vernon Administration Building. Some items were not readily available to the architects and extra effort was required for the information.

On April 24, 2009 the Board of Directors approved a contract with DMC Construction, Inc for the Vernon Administration Building. During construction, many items arose after the demolition on the interior of the building and new issues had to be addressed.

Unforeseen and excluded items during the design and construction phase that required extra work and meetings are as follow:

- 1) Internet connectivity between Maintenance Building and Vernon Administration Building using fiber optics

11.1



- 2) Server room ceiling to minimize the area to keep low temperature
- 3) Interior design beyond the basic materials and finishes
- 4) Additional access control locations throughout the building
- 5) Unknown structural connections for additional lobby/elevator area
- 6) Unknown ductwork modifications from existing HVAC systems
- 7) Additional site visits and value engineering
- 8) Additional not-to-exceed \$1,000 for reimbursable expenses

Staff is recommending that the Board of Directors approve the following construction contract change order procedures that will apply to this construction contract:

1. For any change order request from the contractor that exceeds \$10,000, staff will review and present such request to the METRO's Board of Directors for approval.
2. For any change order request from the contractor that is \$10,000 or less, approval of the change order will require review and approval from the following three personnel:  
METRO's Construction Manager (Harris and Associates);  
METRO's Project Manager Frank Cheng; and  
Either the METRO's General Manager or the Finance Manager.

Staff has reviewed the request from WR&D, and recommends that the Board of Directors authorize the General Manager to execute an amendment to the contract of Wald, Ruhnke & Dost Architects, LLP in the amount of \$20,673.44 for architectural and engineering services for 110 Vernon Street, Santa Cruz, CA and approve of the contract change order procedures as presented in this report.

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

Funds for the construction of the Vernon Administration Building Component of the MetroBase Project are available within the funds the METRO has secured for the Project.

#### **V. ATTACHMENTS**

**Attachment A:** WR&D Letter requesting Out of Scope Services

**Change Order Request**  
**Wald, Ruhnke, & Dost Architects, LLP**

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|                       |   |                                    |
|-----------------------|---|------------------------------------|
| Project Name:         | Santa Cruz Metropolitan<br>Transit TI       | Architectural<br>Change Order # 2  |
| Project Address:      | 110 Vernon Street,<br>Santa Cruz            |                                    |
| Owner's Name:         | Santa Cruz Metropolitan<br>Transit District |                                    |
| Owner's Address:      | 110 Vernon Street,<br>Santa Cruz, CA 95060  |                                    |
| Contractor's Name:    | DMC Construction                            | Date of Issue: October 15,<br>2009 |
| Contractor's Address: | 2611 Garden Road<br>Monterey, CA 93940      | Architect's Project No:<br>08192   |

Contract for: Change for extra services as itemized below.

The work shall be carried out as additional services in accordance with the Architects agreement dated 10/3/08. All changes in Contract Sum or Contract Time are as included in this document.

|                     |
|---------------------|
| <b>Description:</b> |
|---------------------|

Design Phase

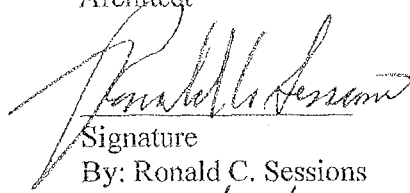
|   |          |
|---|----------|
| Interior design services beyond basic materials | \$5474   |
| Additional site visits and value engineering    | \$643    |
| Interior changes research and drafting          | \$3998   |
| Electrical and Mechanical Engineer changes      | \$3485   |
| Unused consultant fee credit (cost estimate)    | (\$2553) |
| Additional reimbursable expenses                | \$175    |
| Total Design Phase                              | \$11222  |

Construction Phase to 7/31/09

|  |        |
|--|--------|
| Alternate material research and selections       | \$2369 |
| Site review of special conditions                | \$1440 |
| Consultant extra services and changes            | \$3822 |
| Additional reimbursable expenses above allowance | \$821  |
| Added reimbursable budget                        | \$1000 |
| Total Construction Phase                         | \$9452 |

The total fee for this extra service including architectural, structural, electrical and mechanical consultants is \$20674.

*Note: It is not anticipated that this change will require a change in Contract Time.*

| Architect   | Contractor | Owner     |
|---|------------|-----------|
|  |            |           |
| Signature   | Signature  | Signature |
| By: Ronald C. Sessions  | By:        | By:       |
| Date: 10/15/09  | Date:      | Date:     |

11. a2

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009

**TO:** Board of Directors

**FROM:** Frank L. Cheng, Project Manager

**SUBJECT: CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH RNL DESIGN, INC. IN THE AMOUNT OF \$11,226.00 FOR THE SERVICES OF COTTON, SHIRES & ASSOCIATES TO PROVIDE GEOTECHNICAL CONSTRUCTION OBSERVATION AND TESTING FOR THE MAINTENANCE BUILDING COMPONENT OF THE METROBASE PROJECT.**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the General Manager to execute an amendment to the contract with RNL Design, Inc. in the amount of \$11,226.00 to provide geotechnical construction observation and testing services for the Maintenance Building Component of the MetroBase Project.**

## II. SUMMARY OF ISSUES

- On November 27, 2006, METRO began construction on the Maintenance Building.
- METRO requested RNL Design, Inc. for a quote for inspection services for soils testing anticipated for the building construction.
- On May 25, 2007, the Board of Directors approved a contract amendment of \$52,888.00 for Cotton, Shires & Associates for construction observation and geotechnical services for the Maintenance Building component of the MetroBase Project.
- On May 18, 2009, Cotton, Shires & Associates provided a letter outlining an additional scope of work to observe, test and provide consultation beyond the amount originally contemplated.

## III. DISCUSSION

On November 27, 2006, METRO began construction on the Maintenance Building for the MetroBase Project. METRO requested RNL Design, Inc. solicit quotes for inspection services for the anticipated soils foundation construction. Cotton, Shires & Associates performed the soils work for RNL Design team and have provided a preliminary budget estimate for geotechnical construction observation and testing services for METRO. During the construction of the second half of the Maintenance Building, the need for additional work arose.

The unanticipated soils work included the following:

- 1) Pavement section over existing Water Main
- 2) Backfill of an underground storage tank
- 3) Subdrain Design
- 4) Mitigation of pumping subgrade in the parking area

The out of scope work has been paid through existing contract. After calculating the upcoming site visits and testing, an amount of \$11,226.00 is needed to complete the project. Staff has reviewed the request, and recommends that the Board of Directors authorize the General Manager to execute an amendment to the contract of RNL Design, Inc. in the amount of \$11,226.00 to provide geotechnical construction observation and testing services for the Maintenance Building component of the MetroBase Project.

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

Funds for the construction of the Maintenance Building Component of the MetroBase Project are available within the funds the METRO has secured for the Project.

#### **V. ATTACHMENTS**

**Attachment A:** RNL Letter referencing Cotton, Shires & Associates Proposal to Extend Services

# Attachment A

24 September 2009

Mr. Frank Cheng  
MetroBase Project Manager  
Santa Cruz Metropolitan Transit District  
1217 River Street  
Santa Cruz, CA 95060

Project: Santa Cruz Metropolitan Transit District Maintenance Building  
RNL Project No. 6040.1569.08

Subject: Proposal to Extend Geotechnical Services – Site Visits

Dear Mr. Cheng:

As you may recall from our conversation last week at the site concerning the balance remaining in Amendment No. 10 to cover Cotton, Shires & Associates, Inc.'s [CS] requested site visits, the funds essentially had been exhausted, with enough remaining to support only a few more trips. Per my conversation today with David Schrier of that firm, the site visits last week consumed that balance and they will not be able to respond to requests from Harris for more site reviews until more fees have been approved by the SCMTD to pay for their services.

I have discussed the scope of work anticipated for Cotton Shires over the balance of construction for Phase 2 with Steve Kelly and Dave Tietz and they identified the trips below as the ones they will request CS make in order to provide proper inspection as the project nears completion. I have reviewed this list with David Schrier and have added his fee request to it to document the increase he needs to complete the work he will be requested to undertake. The list is as follows:

Days    Task

- 5    Review backfill of retaining walls at North and West Sides
- 3    Test sub-grade for rigid pavement
- 3    Test base rock for rigid pavement
- 2    Curb and gutter – Test compaction and base rock
- 13   Trips

Projected cost:

- 13 trips @ ½ day [4hrs ] / ea] = 52 Hrs @ \$95 / Hr =             \$4,940
- Vehicles: 13 round trips 40 mi / ea way @ \$.55 / mi.=             \$ 286
- Nuclear Density Gauge 1 per every 3<sup>rd</sup> day @ \$500 / day= \$2,500
- Sub Total     \$7,726
  
- Prepare Final Geotechnical Report at the conclusion of  
Construction     \$3,500
- Total of Claim     \$11,226

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12.91

Mr. Frank Cheng  
Santa Cruz Metropolitan Transit District  
Extend Geotechnical Site Visits  
24 September 2009  
Page 2

Please note that the cost of the Final Geotechnical Report has been listed in the above also as the sum set up in the Amendment No. 10 fee structure included this task, but the money was spent on site visits.

We have included as an attachment to this letter a copy of Cotton, Shires & Associates, Inc.'s letter of 18 May 2009 in which they describe tasks they were requested to undertake during construction on Phase 1 that had not been included in the scope of work they developed for their Amendment No. 10 fee. CS provided the requested inspections and was paid from the Amendment No. 10 budget in order to keep the project moving ahead, but the process used up the funds approved for other tasks planned previously for them.

Accordingly, we are suggesting that the sum of \$10,600 noted in the 18 May letter be replenished, which when added to an additional amount of \$626, will pay for the anticipated site visits and completion of the Final Geotechnical Report defined at the outset of this letter – a total of \$11,226. Assuming that Amendment No. 10 is adjusted to include the addition of the \$11,226, we will invoice you monthly for these services under that account as we have in the past as the work is completed.

You may indicate your approval of this request by signing in the signature line below and returning one original version of this letter to this office, while retaining the other for your records.

A prompt response to the above would be appreciated as we know that Harris is anxious to schedule CS' next site visit to keep the Contractor moving ahead.

Please do not hesitate to call me should you have questions concerning this matter.

Regards,

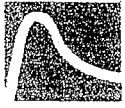
  
Edward Carragno, AIA  
Associate Principal

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Cc: Steve Kelly  
David Schrier  
Kevin Andrew  
Debra Rinde

File: 6040.1569.10/CF1.2



**COTTON, SHIRES & ASSOCIATES, INC.**  
CONSULTING ENGINEERS AND GEOLOGISTS

May 18, 2009

E0024E

By Email (Ed.Carfagno@RNLDESIGN.com) and Mail

Mr. Ed Carfagno  
RNL Design  
800 Wilshire Blvd., Suite 400  
Los Angeles, California 90017

**SUBJECT:** Unanticipated Scope of Work and Corresponding Costs  
**RE:** Santa Cruz Metropolitan Transit District (SCMTD) – Maintenance Facility  
Santa Cruz, California

**REFERENCES:** Cotton, Shires and Associates, Inc., Budget Status and Request for Additional Funds letter, dated April 27, 2009;

Cotton, Shires and Associates, Inc., Budget Estimate, Geotechnical Construction Observation and Testing Services letter, dated December 7, 2006; and

Cotton, Shires and Associates, Inc., Geotechnical Investigation report, Santa Cruz Metropolitan Transit District Service, Operations and Maintenance Facilities, Santa Cruz, California, dated April 8, 2004.

Dear Mr. Carfagno:

At your request, Cotton, Shires and Associates, Inc. (CSA) is providing you with this letter addressing the unanticipated scope of work and corresponding time-and-expenses costs that were required for us to observe, test and provide consultation for the SCMTD Maintenance Facility construction over the past year (May 2008 to May 2009). We have also included a discussion of instances where we were asked to provide observation and testing services, but the Contractor was either not ready or was not on site.

Unanticipated Scope of Work

Between January 27, 2009 and February 11, 2009, CSA provided consultation, prepared our January 30, 2009 Modified Pavement Section Over Existing Water Main letter, and attended a site meeting on February 11, 2009, all regarding a near-surface water main that needed to be protected. **Total CSA Fee ~ \$1,500**

Northern California Office  
330 Village Lane  
Los Gatos, CA 95030-7218  
(408) 354-5542 • Fax (408) 354-1852  
e-mail: losgatos@cottonshires.com

[www.cottonshires.com](http://www.cottonshires.com)

Central California Office  
6417 Dogtown Road  
San Andreas, CA 95249-9640  
(209) 736-4252 • Fax (209) 736-1212  
e-mail: cottonshires@starband.net

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Between March 18 and 31, 2009, CSA provided consultation, and observation and testing services for the backfill of an underground storage tank. Unanticipated services included 8 days of on-site observation and testing. Total CSA Fee ~ \$5,500.

Between April 16 and 22, 2009, CSA provided consultation and prepared an April 17 and April 22, 2009 RFI Regarding Subdrain Design and Phase I and II Construction letters, all regarding the unanticipated construction modification of an axial subdrain design. Total CSA Fee ~ \$1,500.

Between May 14 and 18, 2009, CSA provided consultation, observation and testing services for the mitigation of pumping subgrade in the parking area. Inspection and testing included 2 days of unanticipated on-site observation and testing. Total CSA Fee ~ \$1,500.

Site Visit Requested, But No Work Ready For Testing

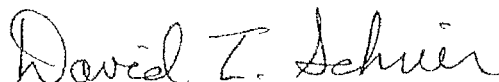
On May 23, 2008 and August 5, 2008, CSA was called to the site to perform observation and testing; however, the Contractor was not ready for testing or was not on site. Total CSA Fee ~ \$600.

The total unanticipated work outlined above amounted to approximately \$10,600 in time-and-expenses costs over the past year of construction.

We trust that this provides you with the information that you need at this time. If you have any questions, please don't hesitate to call.

Respectfully submitted,

COTTON, SHIRES AND ASSOCIATES, INC.



David T. Schrier  
Principal Geotechnical Engineer  
GE2334

POS:DTS:st

COTTON, SHIRES AND ASSOCIATES, INC.

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** October 23, 2009

**TO:** Board of Directors

**FROM:** ~~Ciro Aguirre~~, Manager of Operations  
Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF APPROVING THE BICYCLES ON FIXED ROUTE BUSES POLICY**

### I. RECOMMENDED ACTION

**Approve Administrative Regulation AR-4XXX DRAFT regarding METRO's "Bicycles on Fixed Route Buses Policy".**

### II. SUMMARY OF ISSUES

- METRO began carrying bicycles on its buses in the 1980's with rear-loading racks. Front-loading racks were purchased in 1995.
- In addition to folding bikes, up to two bicycles are allowed in the wheelchair securement area, if it is vacant, on the Highway 17 Express and on Routes 40, 41, and 42.
- The number of bicycles has increased, exceeding externally mounted three-position bicycle racks carrying capacity.
- METRO Staff has consolidated all the rules and regulations relating to METRO's Bikes on Buses Program into the Administrative Regulation AR-4XXX DRAFT for the Board of Directors review and consideration.
- METRO Staff reviewed the proposed Regulation with the Elderly and Disabled Transportation Advisory Committee (E&D TAC) and METRO's Advisory Committee (MAC). Both Committees reviewed the proposed Bicycles on Fixed Route Buses Policy and provided recommendations, some of which have been incorporated into the Policy.
- METRO Staff also met with the Santa Cruz County Regional Transportation Commission's Bicycle Committee to review the proposed Regulation. Some of their recommendations were also included in the Regulation.
- METRO Managers and Staff have reviewed the attached Bicycles on Buses Regulation and are requesting Board approval.

### III. DISCUSSION

METRO's Bikes on Buses Program was established to help accommodate the growing number of cyclists in Santa Cruz County who rely on public transit for a portion of their commute, or daily travel needs. Many of these individuals need their bicycle at both ends of their transit commute. Over the past several years, METRO has increased its ability to carry bicycles and, as a result, has increased ridership on its routes.

In October of 1995, METRO established its front-loading bike rack program. Initially, the program was limited to the Watsonville area and on other isolated routes. In September of 1996, the remainder of the system was outfitted with front-loading bike racks.

In November 1996, METRO considered whether to allow bicycles to be carried inside of the buses. A Bicycle Task Force was formed and recommended the implementation of a 9-month test program on Routes 40, 41 and 42, which would allow bicyclists to bring their bicycles inside the bus and secure them in the wheelchair securement area of the bus provided there is not a full-seated load, that no more than two bicycles be allowed inside the bus at the same time and that a person in a wheelchair would have priority over the bicycle. No action was taken on the recommendation of charging a \$0.25 fee for using the bike rack, since it was viewed as a deterrent to people actually using the program.

The Board of Directors approved a 9-month test program on Routes 40, 41 and 42, allowing bicycles inside the buses, provided that bicycles do not displace any individuals in wheelchairs.

In September 1997, Staff indicated that experience with the program was successful with no problems, and recommended that the Program become permanent. The METRO Accessible Services Task Force supported the program on Routes 40, 41 and 42 as long as it would never be extended to other routes in the system. The METRO Users Group voted unanimously to continue the program. In the Spring of 1998, Staff reported the results of the Bikes on Buses Program survey, which indicated that the program is highly successful and that the only problem at this time is lack of capacity for additional bikes.

In January 2000, METRO expanded its Bikes on Buses Program to include bikes inside Highway 17 Express buses when the exterior rack is full and the wheelchair securement area is not occupied by a wheelchair customer. To avoid a conflict between cyclists and wheelchair users, cyclists would only be allowed to bring their bikes inside the Highway 17 buses at the Scotts Valley Transit Center and the Caltrans Station in San Jose.

In November 2002, the Board approved a Grant Application to purchase new bike racks, which carry three instead of two bikes. METRO began installation of the three-position racks on its buses in the winter of 2006. Triple racks were installed on the remainder of the fleet in Spring of 2007.

In November 2007, the Folding Bike Program was implemented between the Monterey Bay Unified Air Pollution Control District and the Santa Cruz County Regional Transportation Commission (SCCRTC). The program was budgeted to subsidize the purchase of 140 folding bikes for Santa Cruz County area residents. The payout range of the subsidy is \$150 to \$200, depending on the price of the folding bike. Folding bicycles increase METRO's bike carrying capacity without any expense to the METRO, as folding bicycles are allowed inside all of the buses.

It was brought to METRO's attention in the Spring of 2008 that passengers on the Hwy 17 buses are sometimes forced to stand due to bicycles inside the Hwy 17 buses. The METRO Advisory Committee recommended that the Board consider revising the current policy to prohibit full-sized bicycles inside Hwy 17 buses after September 2008. Staff recommended that the Board defer from taking any action until Staff has an opportunity to explore possible alternatives and to receive public input on this issue.

Besides reviews of the proposed Policy with E&D TAC, MAC and the SCCRTC Bicycle Committee, Staff conducted a public outreach by providing a draft copy of the Policy to local cycling organizations (i.e. PeoplePower, SC County Cycling Club), and five local bicycle shops to allow members of the local cycling community an opportunity to express their concerns and suggestions. Please see *Attachment B* for a list of local businesses, committees and agencies that were contacted. Several members of the cycling community would like to see the current policy expanded to allow up to two bicycles inside buses on all routes. It was also suggested that once the policy is approved and implemented, that a brief procedure sheet be handed out to bicycle riders.

On June 3, 2009, a METRO Staff member attended the Norman Y. Mineta Transportation Policy Summit entitled "*Using Bicycles for the First and Last Mile of Transit Commutes.*" The common thread at the meeting was that transportation agencies need to spend additional funds on transit centers to increase bike storage, create secure bicycle storage, and consider implementing 'Bike Share' Programs in their communities to encourage more bicycle commuting. 'Bike Share' Programs are popular in Europe and are currently being tested in Portland, Oregon and Washington D.C.

In order to meet the demands of all commuters who depend on the bus to transport their bicycles during part of their trip, METRO increased its bicycle carrying capacity system-wide by 50% when it upgraded its bike racks to three-position racks in early 2007. In addition, METRO allows up to two cyclists to bring their bikes inside the bus on Routes 40, 41 and 42 and secure them in the wheelchair securement area, provided that there is not a full-seated load, and the bicycle does not displace any customers in wheelchairs. METRO currently allows up to two bikes to be brought inside the Highway 17 Express at Diridon Station (southbound), Cavallaro Station (northbound), or at Pasatiempo if the northbound trip does not serve Scotts Valley. METRO has the three-position racks on the majority of its fixed route buses, while most other transit systems have two-position racks.

The Bikes on Buses Program has been a success on the four affected routes. The number of bikes carried on most of these routes has increased over the past three years, as reflected on *Attachment C*. Route 40 carried 1,108 bikes in FY 2009, compared with 865 bikes in FY 2007. Route 41 had 2,586 bikes in FY 2009, compared with 1,567 bikes on board in FY 2007, representing an increase in cyclist ridership. Highway 17 Express carried 3,401 more bikes in FY 2009 than FY 2007.

The Bikes on Buses Program appears not to have had a negative impact on METRO's wheelchair customers riding the Highway 17 Express. For FY 2009, the Highway 17 Express had 756 wheelchair riders, compared to 461 wheelchair riders in FY 2007 (see *Attachment E*). METRO has not received any customer service complaints from wheelchair customers complaining about bicycles on buses in the last two years.

The SCCRTC's Bicycle Committee discussed the Bicycles on Buses Policy (*Attachment A*) at its April 13<sup>th</sup> and May 18, 2009 meetings. On June 9, 2009, the Bicycle Committee submitted a letter to METRO's Board of Directors recommending the implementation of a 6-month trial program, which expands the current Bikes on Buses program to include additional routes. The Bicycle Committee suggests that METRO Staff monitor the impacts of Bikes on Buses during this trial period to determine their impact on disabled riders. METRO Staff is aware that there are sometimes more bicycles than the buses can accommodate under the policies currently in affect. At this time, METRO Staff does not recommend expanding the current Bikes on Buses Program to all routes.

The Service Employees International Union (SEIU) Local 521 and the United Transportation Union (UTU) Local 23 have reviewed the Bicycles on Buses Policy. UTU suggested that the policy contain language, which states that Bus Operators are not required to assist with the loading and unloading of bicycles. This language has been added to Section 5.04. Management Staff also felt it was necessary to add Sections 5.01(c) and 5.02 (c), which state that the Bus Operators will kneel the buses for cyclists to load/unload their bicycles from the bike rack.

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

THERE ARE NO FINANCIAL CONSIDERATIONS AT THIS TIME

#### **V. ATTACHMENTS**

- A:** Bicycles on Fixed Route Buses Policy
- B:** Public Outreach Table
- C:** Bicycle Ridership by Route (FY 2007 - FY 2009)
- D:** Percentage of Bicycle Ridership by Route (FY 2007 – FY 2009)
- E:** Wheelchair Ridership by Route (FY 2007 - FY 2009)

**F:** Letter from SCCRTC Bicycle Committee to BOD, dated June 9, 2009

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-4XXX

Attachment **A**

Computer Title: bicfixrt.doc

Effective Date: October 23, 2009

Pages: 5

**TITLE: BICYCLES ON FIXED ROUTE BUSES**

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## Procedure History

**NEW POLICY**

**SUMMARY OF POLICY**

**APPROVED**

October 23, 2009

New Regulation

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## **I. POLICY**

- 1.01 The Santa Cruz Metropolitan Transit District (METRO) is committed to taking reasonable measures to ensure that all passengers may enjoy its public transportation services. To further its commitment to public service and to accommodate customers with bicycles, METRO has designed this policy to regulate bikes on buses and bike overloads on its fixed route service.
- 1.02 METRO will comply with the American with Disabilities Act (ADA) by requiring that priority be given to the elderly and individuals with disabilities for seating in the elderly and persons with disabilities seating area and the wheelchair securement area on all buses at all times.
- 1.03 METRO reserves the right to amend, modify, or delete this policy.
- 1.04 This Policy shall be maintained in English and Spanish.

## **II. APPLICABILITY**

- 2.01 This policy applies to METRO employees, its fare paying customers, passengers, and members of the public.

## **III. DEFINITIONS**

- 3.01 **"Cyclist"** means a person who rides a bicycle.
- 3.02 **"Fare Paying Customer"** means a person that pays cash, coin, or displays a valid ticket or pass to ride the bus.
- 3.03 **"Folding Bicycle"** is a type of bicycle that incorporates a number of hinges or joints, which may be lockable, that permit it to be folded into a more compact size (under 5 feet when folded).

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3.04 **“Bicycle”** for purposes of this regulation means a bicycle that has the following specifications:

- a) Wheelbase of 44” (111.8 cm) or less;
- b) Tire size 20” to 29” (50.8 to 73.7 cm);
- c) Tire width of 2.35” (6 cm) or less;
- d) Weight not to exceed 50 lbs.

#### **IV. STANDARDS**

4.01 METRO will transport bicycles on METRO’s fixed route service in accordance with this policy when accompanied by a fare-paying passenger for no additional fee.

4.02 Generally, each METRO bus can carry up to three (3) bicycles at a time on the front-mounted bike rack under the following circumstances:

- a) Bicycles may be loaded/unloaded on front bike racks at all posted stops on the fixed-route system.
- b) Use of the bike racks is on a first come, first served basis.
- c) Bicycles are not permitted inside buses, except as described below (See §4.05).
- d) Only single-rider, two-wheel bicycles are permitted on the METRO bike racks. Gas powered bicycles, tandem or three-wheel bicycles are not allowed.
- e) Bicycles that have been modified with extra tall handlebars, passenger back rests, or large cargo carriers, such as large baskets mounted to the handlebars or crates attached to a rear rack will not be allowed on bike racks.
- f) Due to weight issues, electric bicycles are allowed to be loaded on the bicycle rack if the battery is removed from the bike. The battery may be brought inside the bus if it is a dry cell battery encased in a sealed, protective case designed for such purpose by the manufacturer. All wet cell batteries are excluded from METRO vehicles, except those used in wheelchairs and mobility devices.
- g) No part of the bicycle may obstruct the Bus Operator’s vision. It is within the sole discretion of the Bus Operator to alert the cyclist that the bicycle is obstructing his/her view and the cyclist must arrange the bicycle in a manner that does not cause obstruction. If for any reason, that is not possible, the bicycle must be removed.
- h) Cargo holders mounted to the handlebars or on top of a rear rack must be removed before it is allowed on the rack.
- i) Front tire/side panniers must be removed before placing on the rack.



- j) Permanently mounted rear tire panniers are acceptable.
  - k) Any loose items should be removed from the bicycle to prevent loss.
- 4.03 Folding bicycles, less than 5 feet in length when folded, are allowed inside the bus as long as they can be folded and kept out of the aisle and must be controlled by the cyclist at all times. Folding bicycles are not allowed to be placed in the high luggage racks, or on bus seats.
- 4.04 METRO does not limit the number of folding bicycles that are allowed on buses, as long as conditions as noted in Section 4.03 are met. Notwithstanding, Sections 4.03 and 4.04, a METRO Bus Operator may, with the permission of Dispatch, deny a folding bike entry or ask that a folding bike be removed from the interior of the bus if conditions warrant (e.g. bus has full seated load with wheelchairs occupying securement areas with standees present, bike is muddy or it is unsafe to travel with the bike on board the bus).
- 4.05 METRO will allow up to two (2) cyclists to bring their bicycles inside certain designated buses as follows:
- a) On Highway 17 Express buses at Diridon Station (southbound), Cavallaro Station (northbound), or at Pasatiempo if the northbound trip does not serve Scotts Valley, when the exterior bike rack is full and when a wheelchair customer does not occupy the wheelchair securement area.
  - b) On Routes 40, 41, or 42 when the exterior bike rack is full and when a wheelchair customer does not occupy the wheelchair securement area.
  - c) A cyclist allowed to bring his/her bicycle inside the bus must use the front door on the bus and load/unload his/her bicycle with extreme caution. The cyclist is responsible to allow sufficient room for other customers to board/deboard the bus.
  - d) A cyclist must secure his/her bicycle in the wheelchair area using the straps provided by the Bus Operator.
  - e) When a wheelchair user wants to board the bus, the cyclist must immediately remove his/her bicycle from the wheelchair securement area and deboard the bus. Priority is given to individuals with disabilities and the elderly for seating in the wheelchair securement area. The cyclist may choose to remain with his/her bicycle and await the following bus, or may secure the bicycle and reboard the bus without it.
  - f) No bicycles will be permitted on board a bus if the bus is seated at full capacity. At the sole discretion of the Bus Operator, if additional seating is needed, a cyclist may be asked by the Bus Operator to remove his/her bicycle from the bus in order to board more passengers. The cyclist must comply with this request.

- g) METRO will not allow muddy bicycles inside buses at any time. It is within the sole discretion of the Bus Operator to determine whether a bike is muddy and cannot be allowed on board the bus.
- 4.06 METRO is not responsible for any loss or damages to or by bicycles that occur on METRO property, or buses.
- 4.07 Bicycles secured at a transit center must be in the bike racks only. Any bicycles secured to other METRO property will be removed by METRO.
- 4.08 Notwithstanding any provision of this regulation, if a Bus Operator determines that conditions are unsafe to transport bicycles in accordance with this regulation and he/she has the permission of the METRO Dispatcher, the Bus Operator may disallow the cyclist to board or to continue to travel on the bus with the bicycle inside the bus or on the bike rack.

## V. USE OF BIKE RACKS ON BUSES

- 5.01 METRO requires cyclists to follow these procedures when loading a bicycle onto the front-mounted bike rack:
- a) As the bus approaches, get your bicycle ready to load onto the bike rack. Remove any water bottles, pumps or loose items (bags, backpacks, etc.) that might fall off the bicycle while in transit. Remove any items that may interfere with the Bus Operators vision;
  - b) Tell the bus driver that you are loading your bicycle. Load from the curbside only. For your safety, do not step beyond the driver's side of the bus into the traffic lane when loading the bicycle;
  - c) The Bus Operator will kneel the bus for the cyclist to load his/her bicycle onto the bike rack.
  - d) Be careful and watch out for traffic as you load your bicycle;
  - e) Squeeze the center release pull to release and lower the bike rack. Pull down on the bike rack;
  - f) Load the outside slot first. Lift the bicycle onto the rack, fitting wheels into the slots. Each slot is labeled for front and rear wheels. The bicycle must fit securely in the rack to be transported; and
  - g) Raise and release the support arm over the top of the front tire. Make sure the support arm is resting as high as possible, even if it has to rest on a fender or on the frame of the bicycle.
- 5.02 METRO requires cyclists to follow these procedures when unloading a bicycle from the front-mounted bike rack:
- a) Be careful and watch out for traffic as you remove your bicycle;

- b) Tell the bus driver that you need to unload your bicycle when approaching your stop;
- c) The Bus Operator will kneel the bus for the cyclist to unload his/her bicycle from the bike rack.
- d) Exit through the front door of the bus, so the Bus Operator is aware that you need time to remove your bicycle;
- e) Raise the support arm off the tire. Move the support arm down, out of the way;
- f) Lift the bicycle out of the rack, being careful not to step beyond the driver's side of the bus into the traffic lane when unloading the bicycle;
- g) If there are no other bicycles left in the rack, fold up the bike rack; and
- h) Return to the curb with the bicycle and wait for the bus to leave before entering traffic.

5.03 The cyclist is solely responsible for his/her safety and the safe handling of his/her bicycle while boarding and deboarding the bus.

5.04 Bus Operators are not required to assist with the loading/unloading of bicycles.

## **VI. RECOVERY OF LOST BICYCLES**

6.01 Cyclists may claim lost bicycles through the Customer Service Office located at Pacific Station (formerly Santa Cruz METRO Center), 920 Pacific Avenue, Santa Cruz, CA. Lost bicycles can be claimed Monday through Friday during its regular business hours. Contact Customer Service at (831) 425-8600 for further information.

6.02 When claiming a lost bicycle, the cyclist must provide proper, current identification (i.e.: Driver's License, Identification Card, etc.) and a description of the bicycle.

## **VII. ADMINISTRATION OF REGULATION**

7.01 The Operations Manager or his/her designees are responsible for the following:

- a. Ensuring that this regulation is disseminated to all existing fixed route operators, transit supervisors and trainees.
- b. Ensuring that this regulation is disseminated to all new and future fixed route operators, transit supervisors and trainees
- c. Providing guidance, training and assistance to all employees, operators, and dispatchers who are responsible for implementing this policy.

7.02 METRO will integrate the Bicycles on Fixed Route Buses Policy into its Policies and Procedures.

**Public Outreach:**  
**Bicycles on Buses Policy**

**Attachment B**

| Agency/Organization   | Contact   | Correspondence   |
|---|---|--|
| <i>Metro Advisory Committee (MAC)</i>   |   | 4/15/09: Policy taken to MAC Meeting for review & comment.   |
| <i>Elderly &amp; Disabled Transportation Advisory Committee (E&amp;D TAC)</i> | Karena Pushnik<br><a href="mailto:kpushnik@scrtc.org">kpushnik@scrtc.org</a><br>SCCRTC<br>1523 Pacific Avenue<br>Santa Cruz, CA 95060<br>(831) 460-3210<br>(831) 460-3215 Fax | 4/16/09: Policy taken to E&D TAC Meeting for review & comment.   |
| <i>SCCRTC</i>   | Cory Caletti<br>Senior Trans. Planner/Bicycle Coordinator<br><a href="mailto:ccaletti@scrtc.org">ccaletti@scrtc.org</a>   | 5/18: Peg took <i>Bikes on Buses Policy</i> to May Meeting.<br>6/9/09: Letter from SCCRTC to BOD recommending a 6-month trial program on all routes. |

**Bicycle Ridership  
FY 07-09**

| FY 2007      |  |                |                |
|--------------|--|----------------|----------------|
| Route        | Destination                              | Bikes          | % of Ridership |
| 3            | Natural Bridges                          | 1,627          | 4.499%         |
| 4            | Harvey West/Emeline                      | 1,051          | 1.913%         |
| 7            | Beach St                                 | 169            | 1.116%         |
| 9            | Prospect Heights                         | 33             | 0.738%         |
| 10           | University via High St.                  | 8,146          | 2.666%         |
| 12           | University/Eastside Direct               | 281            | 2.987%         |
| 13           | University via Walnut                    | 2,244          | 1.949%         |
| 15           | University via Laurel West               | 9,164          | 2.434%         |
| 16           | University via Laurel East               | 23,390         | 2.584%         |
| 17           | Santa Cruz/San Jose                      | 14,218         | 5.812%         |
| 19           | University via Lower Bay                 | 6,863          | 2.535%         |
| 20           | University via Westside                  | 6,026          | 2.620%         |
| 27x          | University Express                       | N/A            | N/A            |
| 31           | Santa Cruz/Scotts Valley                 | 931            | 4.427%         |
| 32           | Santa Cruz/Scotts Valley                 | 218            | 4.441%         |
| 33           | Lompico                                  | 10             | 0.194%         |
| 34           | South Felton                             | 7              | 0.370%         |
| 35           | San Lorenzo Valley                       | 18,221         | 3.888%         |
| 40           | Davenport                                | 865            | 4.187%         |
| 41           | Bonny Doon                               | 1,567          | 8.366%         |
| 42           | Davenport/Bonny Doon                     | 1,713          | 12.006%        |
| 53           | Capitola/Dominican                       | 152            | 1.511%         |
| 54           | Capitola/Aptos/La Selva                  | 351            | 3.699%         |
| 55           | Capitola/Rio Del Mar                     | 926            | 2.370%         |
| 56           | Capitola/La Selva                        | 419            | 3.081%         |
| 66           | Live Oak via 17th Avenue                 | 5,037          | 2.580%         |
| 68           | Live Oak via Broadway/Portola            | 2,995          | 2.407%         |
| 68N          | Beach/Broadway/Portola Night             | 1,142          | 4.102%         |
| 69           | Santa Cruz/Capitola                      | 4,056          | 3.127%         |
| 69A          | Santa Cruz/Capitola/ Watsonville         | 8,690          | 3.078%         |
| 69N          | Santa Cruz/Capitola Cabrillo Night       | 1,621          | 4.951%         |
| 69V          | Santa Cruz/Capitola/Cabrillo Watsonville | 9,901          | 3.214%         |
| 70           | Santa Cruz/Cabrillo                      | 2,016          | 3.567%         |
| 71           | Watsonville/Santa Cruz                   | 31,998         | 3.829%         |
| 72           | Corralitos                               | 874            | 1.802%         |
| 74           | Ohlone Parkway/Rolling Hills             | 276            | 0.816%         |
| 75           | Green Valley                             | 1,522          | 1.594%         |
| 76           | Corralitos/Buena Vista                   | 189            | 1.638%         |
| 79           | East Lake                                | 174            | 0.752%         |
| 88           | Armory Shuttle                           | 23             | 0.115%         |
| 91           | Santa Cruz-Watsonville Express           | 2,988          | 4.879%         |
| <b>Total</b> |  | <b>172,074</b> | <b>3.123%</b>  |

| FY 2008      |  |                |                |
|--------------|--|----------------|----------------|
| Route        | Destination                              | Bikes          | % of Ridership |
| 3            | Natural Bridges                          | 793            | 1.958%         |
| 4            | Harvey West/Emeline                      | 1,392          | 2.342%         |
| 7            | Beach St                                 | 172            | 1.182%         |
| 9            | Prospect Heights                         | 78             | 1.982%         |
| 10           | University via High St.                  | 10,123         | 3.155%         |
| 12           | University/Eastside Direct               | 363            | 4.313%         |
| 13           | University via Walnut                    | 3,265          | 2.765%         |
| 15           | University via Laurel West               | 10,663         | 3.610%         |
| 16           | University via Laurel East               | 27,867         | 3.000%         |
| 17           | Santa Cruz/San Jose                      | 16,155         | 5.982%         |
| 19           | University via Lower Bay                 | 8,178          | 3.072%         |
| 20           | University via Westside                  | 6,929          | 2.658%         |
| 27x          | University Express                       | 1,571          | 3.784%         |
| 31           | Santa Cruz/Scotts Valley                 | 1,188          | 5.070%         |
| 32           | Santa Cruz/Scotts Valley                 | 146            | 2.642%         |
| 33           | Lompico                                  | 14             | 0.489%         |
| 34           | South Felton                             | 31             | 1.140%         |
| 35           | San Lorenzo Valley                       | 23,145         | 4.698%         |
| 40           | Davenport                                | 891            | 4.640%         |
| 41           | Bonny Doon                               | 1,937          | 9.514%         |
| 42           | Davenport/Bonny Doon                     | 1,441          | 10.225%        |
| 53           | Capitola/Dominican                       | 329            | 4.569%         |
| 54           | Capitola/Aptos/La Selva                  | 265            | 2.875%         |
| 55           | Capitola/Rio Del Mar                     | 868            | 2.336%         |
| 56           | Capitola/La Selva                        | 347            | 2.580%         |
| 66           | Live Oak via 17th Avenue                 | 5,359          | 2.732%         |
| 68           | Live Oak via Broadway/Portola            | 3,291          | 2.587%         |
| 68N          | Beach/Broadway/Portola Night             | 1,131          | 3.777%         |
| 69           | Santa Cruz/Capitola                      | 3,969          | 3.408%         |
| 69A          | Santa Cruz/Capitola/ Watsonville         | 9,346          | 3.250%         |
| 69N          | Santa Cruz/Capitola Cabrillo Night       | 1,758          | 5.566%         |
| 69V          | Santa Cruz/Capitola/Cabrillo Watsonville | 11,346         | 3.540%         |
| 70           | Santa Cruz/Cabrillo                      | 2,040          | 3.142%         |
| 71           | Watsonville/Santa Cruz                   | 38,346         | 4.387%         |
| 72           | Corralitos                               | 848            | 1.830%         |
| 74           | Ohlone Parkway/Rolling Hills             | 324            | 0.893%         |
| 75           | Green Valley                             | 1,617          | 1.767%         |
| 76           | Corralitos/Buena Vista                   | 199            | 1.852%         |
| 79           | East Lake                                | 216            | 0.867%         |
| 88           | Armory Shuttle                           | 7              | 0.035%         |
| 91           | Santa Cruz-Watsonville Express           | 3,291          | 5.492%         |
| <b>Total</b> |  | <b>201,359</b> | <b>3.476%</b>  |

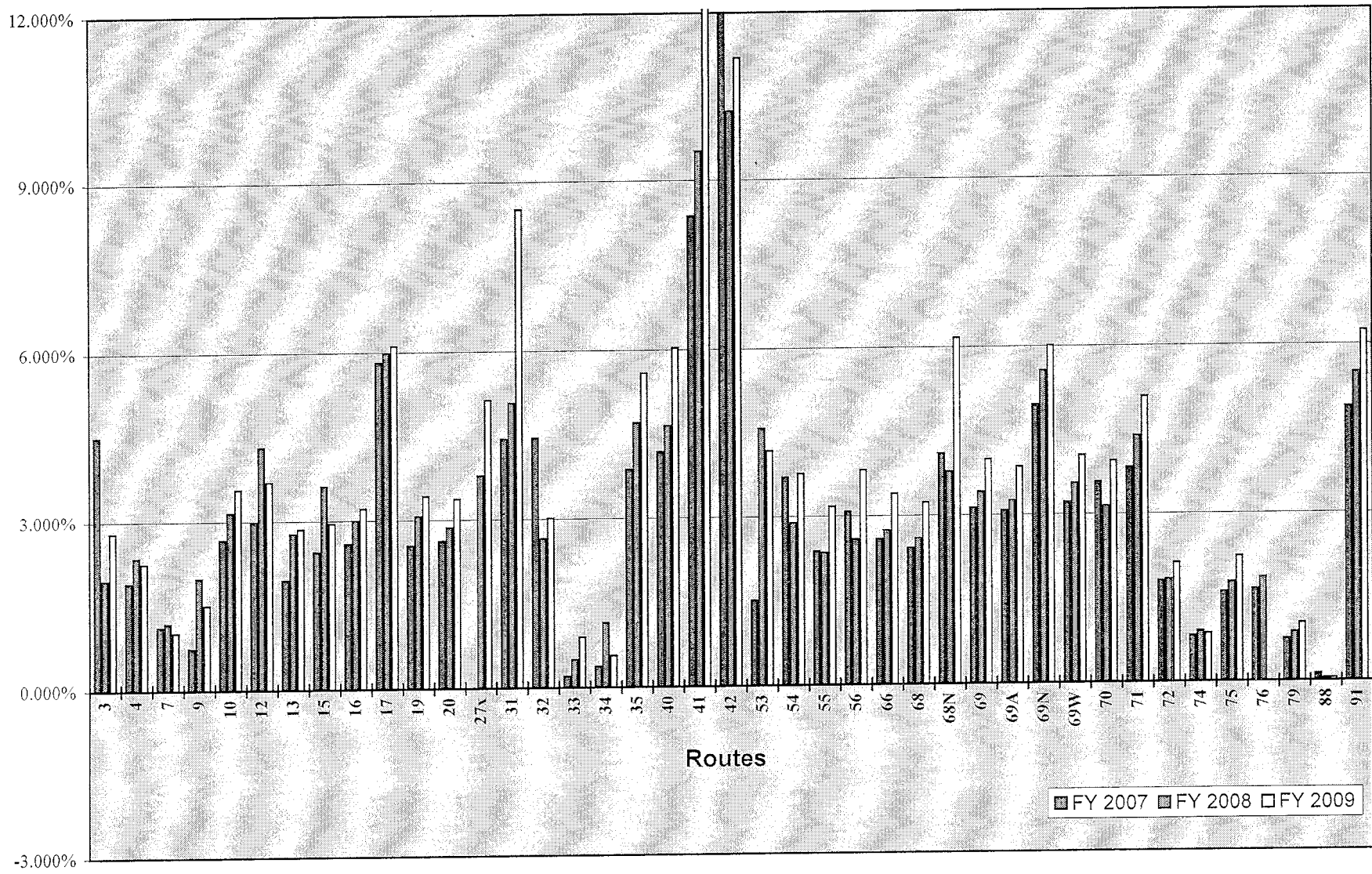
| FY 2009      |  |                |                |
|--------------|--|----------------|----------------|
| Route        | Destination                              | Bikes          | % of Ridership |
| 3            | Natural Bridges                          | 1,085          | 2.782%         |
| 4            | Harvey West/Emeline                      | 1,402          | 2.244%         |
| 7            | Beach St                                 | 153            | 1.015%         |
| 9            | Prospect Heights                         | 62             | 1.507%         |
| 10           | University via High St.                  | 12,642         | 3.558%         |
| 12           | University/Eastside Direct               | 414            | 3.891%         |
| 13           | University via Walnut                    | 3,775          | 2.849%         |
| 15           | University via Laurel West               | 13,090         | 2.944%         |
| 16           | University via Laurel East               | 32,481         | 3.216%         |
| 17           | Santa Cruz/San Jose                      | 17,619         | 6.109%         |
| 19           | University via Lower Bay                 | 10,220         | 3.422%         |
| 20           | University via Westside                  | 8,558          | 3.369%         |
| 27x          | University Express                       | 2,316          | 5.125%         |
| 31           | Santa Cruz/Scotts Valley                 | 1,788          | 8.509%         |
| 32           | Santa Cruz/Scotts Valley                 | 217            | 3.016%         |
| 33           | Lompico                                  | 38             | 0.889%         |
| 34           | South Felton                             | 14             | 0.557%         |
| 35           | San Lorenzo Valley                       | 27,221         | 5.576%         |
| 40           | Davenport                                | 1,108          | 6.037%         |
| 41           | Bonny Doon                               | 2,566          | 12.381%        |
| 42           | Davenport/Bonny Doon                     | 1,567          | 11.181%        |
| 53           | Capitola/Dominican                       | 339            | 4.175%         |
| 54           | Capitola/Aptos/La Selva                  | 435            | 3.760%         |
| 55           | Capitola/Rio Del Mar                     | 1,492          | 3.175%         |
| 56           | Capitola/La Selva                        | 563            | 3.816%         |
| 66           | Live Oak via 17th Avenue                 | 6,781          | 3.387%         |
| 68           | Live Oak via Broadway/Portola            | 4,186          | 3.230%         |
| 68N          | Beach/Broadway/Portola Night             | 1,856          | 6.163%         |
| 69           | Santa Cruz/Capitola                      | 4,696          | 3.991%         |
| 69A          | Santa Cruz/Capitola/ Watsonville         | 10,797         | 3.858%         |
| 69N          | Santa Cruz/Capitola Cabrillo Night       | 1,799          | 6.017%         |
| 69V          | Santa Cruz/Capitola/Cabrillo Watsonville | 13,056         | 4.052%         |
| 70           | Santa Cruz/Cabrillo                      | 3,109          | 3.946%         |
| 71           | Watsonville/Santa Cruz                   | 46,252         | 5.066%         |
| 72           | Corralitos                               | 1,053          | 2.113%         |
| 74           | Ohlone Parkway/Rolling Hills             | 335            | 0.854%         |
| 75           | Green Valley                             | 2,184          | 2.219%         |
| 76           | Corralitos/Buena Vista                   | 271            | 0.000%         |
| 79           | East Lake                                | 247            | 1.027%         |
| 88           | Armory Shuttle                           | 11             | 0.043%         |
| 91           | Santa Cruz-Watsonville Express           | 3,646          | 6.242%         |
| <b>Total</b> |  | <b>241,445</b> | <b>4.287%</b>  |

13.01

Approved

13.81

Bikes on Buses by Route



Attachment D

W/C Ridership  
FY 07-09

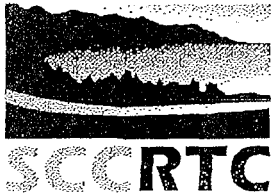
| FY 2007 |                              |        |                |
|---------|------------------------------|--------|----------------|
| Route   | Destination                  | W/C    | % of ridership |
| 3       | Natural Bridges              | 180    | 0.498%         |
| 4       | Harvey West/Emeline          | 760    | 1.383%         |
| 7       | Beach St                     | 88     | 0.581%         |
| 9       | Prospect Heights             | 5      | 0.112%         |
| 10      | University via High St.      | 277    | 0.091%         |
| 12      | University/Eastside Direct   | 1      | 0.011%         |
| 13      | University via Walnut        | 24     | 0.021%         |
| 15      | University via Laurel West   | 139    | 0.037%         |
| 16      | University via Laurel East   | 366    | 0.040%         |
| 17      | Santa Cruz/San Jose          | 461    | 0.188%         |
| 19      | University via Lower Bay     | 113    | 0.042%         |
| 20      | University via Westside      | 98     | 0.043%         |
| 27x     | University Express           | N/A    | N/A            |
| 31      | Santa Cruz/Scotts Valley     | 90     | 0.428%         |
| 32      | Santa Cruz/Scotts Valley     | 24     | 0.489%         |
| 33      | Lompico                      | 1      | 0.019%         |
| 34      | South Felton                 | 0      | 0.000%         |
| 35      | San Lorenzo Valley           | 599    | 0.127%         |
| 40      | Davenport                    | 8      | 0.039%         |
| 41      | Bonny Doon                   | 9      | 0.048%         |
| 42      | Davenport/Bonny Doon         | 17     | 0.119%         |
| 53      | Capitola/Dominican           | 353    | 3.509%         |
| 54      | Capitola/Aptos/La Selva      | 127    | 1.338%         |
| 55      | Capitola/Rio Del Mar         | 714    | 1.827%         |
| 56      | Capitola/La Selva            | 333    | 2.449%         |
| 66      | Live Oak via 17th Avenue     | 1,479  | 0.757%         |
| 68      | Live Oak via Broadway/Porto  | 825    | 0.663%         |
| 68N     | Beach/Broadway/Portola Nig   | 106    | 0.381%         |
| 69      | Santa Cruz/Capitola          | 910    | 0.702%         |
| 69A     | Santa Cruz/Capitola/ Watson  | 2,589  | 0.917%         |
| 69N     | Santa Cruz/Capitola Cabrillo | 284    | 0.867%         |
| 69W     | Santa Cruz/Capitola/Cabrillo | 2,396  | 0.778%         |
| 70      | Santa Cruz/Cabrillo          | 388    | 0.687%         |
| 71      | Watsonville/Santa Cruz       | 4,661  | 0.558%         |
| 72      | Corralitos                   | 218    | 0.449%         |
| 74      | Ohlone Parkway/Rolling Hill  | 204    | 0.603%         |
| 75      | Green Valley                 | 525    | 0.550%         |
| 76      | Corralitos/Buena Vista       | 142    | 1.376%         |
| 79      | East Lake                    | 912    | 3.941%         |
| 88      | Armory Shuttle               | 8      | 0.040%         |
| 91      | Santa Cruz-Watsonville Expr  | 128    | 0.209%         |
| Total   |                              | 20,562 | 0.375%         |

| FY 2008 |                              |        |                |
|---------|------------------------------|--------|----------------|
| Route   | Destination                  | W/C    | % of Ridership |
| 3       | Natural Bridges              | 193    | 0.476%         |
| 4       | Harvey West/Emeline          | 548    | 0.922%         |
| 7       | Beach St                     | 92     | 0.632%         |
| 9       | Prospect Heights             | 5      | 0.127%         |
| 10      | University via High St.      | 316    | 0.098%         |
| 12      | University/Eastside Direct   | 0      | 0.000%         |
| 13      | University via Walnut        | 19     | 0.016%         |
| 15      | University via Laurel West   | 16     | 0.055%         |
| 16      | University via Laurel East   | 237    | 0.026%         |
| 17      | Santa Cruz/San Jose          | 561    | 0.685%         |
| 19      | University via Lower Bay     | 101    | 0.038%         |
| 20      | University via Westside      | 127    | 0.052%         |
| 27x     | University Express           | 0      | 0.000%         |
| 31      | Santa Cruz/Scotts Valley     | 104    | 0.444%         |
| 32      | Santa Cruz/Scotts Valley     | 28     | 0.500%         |
| 33      | Lompico                      | 0      | 0.000%         |
| 34      | South Felton                 | 1      | 0.037%         |
| 35      | San Lorenzo Valley           | 812    | 0.165%         |
| 40      | Davenport                    | 8      | 0.042%         |
| 41      | Bonny Doon                   | 4      | 0.020%         |
| 42      | Davenport/Bonny Doon         | 13     | 0.092%         |
| 53      | Capitola/Dominican           | 513    | 4.569%         |
| 54      | Capitola/Aptos/La Selva      | 61     | 0.615%         |
| 55      | Capitola/Rio Del Mar         | 847    | 2.042%         |
| 56      | Capitola/La Selva            | 166    | 1.234%         |
| 66      | Live Oak via 17th Avenue     | 1,854  | 0.945%         |
| 68      | Live Oak via Broadway/Porto  | 1,012  | 0.795%         |
| 68N     | Beach/Broadway/Portola Nig   | 174    | 0.581%         |
| 69      | Santa Cruz/Capitola          | 710    | 0.610%         |
| 69A     | Santa Cruz/Capitola/ Watson  | 2,758  | 0.959%         |
| 69N     | Santa Cruz/Capitola Cabrillo | 254    | 0.803%         |
| 69W     | Santa Cruz/Capitola/Cabrillo | 2,191  | 0.684%         |
| 70      | Santa Cruz/Cabrillo          | 323    | 0.497%         |
| 71      | Watsonville/Santa Cruz       | 4,783  | 0.547%         |
| 72      | Corralitos                   | 286    | 0.617%         |
| 74      | Ohlone Parkway/Rolling Hills | 263    | 0.725%         |
| 75      | Green Valley                 | 706    | 0.771%         |
| 76      | Corralitos/Buena Vista       | 65     | 0.000%         |
| 79      | East Lake                    | 873    | 3.506%         |
| 88      | Armory Shuttle               | 2      | 0.010%         |
| 91      | Santa Cruz-Watsonville Expr  | 134    | 0.224%         |
| Total   |                              | 21,160 | 0.365%         |

| FY 2009 |                              |        |                |
|---------|------------------------------|--------|----------------|
| Route   | Destination                  | W/C    | % of Ridership |
| 3       | Natural Bridges              | 171    | 0.439%         |
| 4       | Harvey West/Emeline          | 570    | 0.912%         |
| 7       | Beach St                     | 103    | 0.683%         |
| 9       | Prospect Heights             | 11     | 0.270%         |
| 10      | University via High St.      | 358    | 0.101%         |
| 12      | University/Eastside Direct   | 0      | 0.000%         |
| 13      | University via Walnut        | 39     | 0.030%         |
| 15      | University via Laurel West   | 11     | 0.028%         |
| 16      | University via Laurel East   | 428    | 0.042%         |
| 17      | Santa Cruz/San Jose          | 756    | 1.004%         |
| 19      | University via Lower Bay     | 148    | 0.050%         |
| 20      | University via Westside      | 160    | 0.063%         |
| 27x     | University Express           | 11     | 0.024%         |
| 31      | Santa Cruz/Scotts Valley     | 122    | 0.579%         |
| 32      | Santa Cruz/Scotts Valley     | 17     | 0.238%         |
| 33      | Lompico                      | 0      | 0.000%         |
| 34      | South Felton                 | 3      | 0.124%         |
| 35      | San Lorenzo Valley           | 749    | 0.153%         |
| 40      | Davenport                    | 3      | 0.016%         |
| 41      | Bonny Doon                   | 13     | 0.062%         |
| 42      | Davenport/Bonny Doon         | 6      | 0.043%         |
| 53      | Capitola/Dominican           | 398    | 4.175%         |
| 54      | Capitola/Aptos/La Selva      | 141    | 1.221%         |
| 55      | Capitola/Rio Del Mar         | 1,049  | 2.231%         |
| 56      | Capitola/La Selva            | 201    | 1.367%         |
| 66      | Live Oak via 17th Avenue     | 1,899  | 0.948%         |
| 68      | Live Oak via Broadway/Porto  | 1,073  | 0.828%         |
| 68N     | Beach/Broadway/Portola N     | 180    | 0.598%         |
| 69      | Santa Cruz/Capitola          | 921    | 0.783%         |
| 69A     | Santa Cruz/Capitola/ Watson  | 2,808  | 1.004%         |
| 69N     | Santa Cruz/Capitola Cabrillo | 216    | 0.721%         |
| 69W     | Santa Cruz/Capitola/Cabrillo | 2,054  | 0.637%         |
| 70      | Santa Cruz/Cabrillo          | 443    | 0.558%         |
| 71      | Watsonville/Santa Cruz       | 5,400  | 0.594%         |
| 72      | Corralitos                   | 313    | 0.628%         |
| 74      | Ohlone Parkway/Rolling Hill  | 222    | 0.566%         |
| 75      | Green Valley                 | 749    | 0.760%         |
| 76      | Corralitos/Buena Vista       | 60     | 0.000%         |
| 79      | East Lake                    | 1,040  | 4.319%         |
| 88      | Armory Shuttle               | 67     | 0.262%         |
| 91      | Santa Cruz-Watsonville Expr  | 112    | 0.192%         |
| Total   |                              | 23,025 | 0.409%         |

13.e1

Attachment E



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

June 9, 2009

Dene Bustichi, Chair  
Santa Cruz Metro Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

|                   |                 |         |              |            |   |
|-------------------|-----------------|---------|--------------|------------|---|
| Post-it* Fax Note | 7671            | Date    | 6/9          | # of pages | 1 |
| To                | Peggy Galleshen | From    | Cory Caletti |            |   |
| Co./Dept          | SCMTD           | Co.     | SCCRTC       |            |   |
| Phone #           |                 | Phone # | 460 3200     |            |   |
| Fax #             | 460 3658        | Fax #   |              |            |   |

RE: SCMTD's Draft "Bicycles on Fixed Route Buses" Policy

Dear Chair Bustichi:

I am writing on behalf of the Santa Cruz County Regional Transportation Commission's Bicycle Committee to comment on the "Bicycles on Fixed Route Buses" policy. The Bicycle Committee discussed the draft policy at its April 13th, 2009 and May 18, 2009 meetings and made the comments and recommendations listed below.

The use of bicycles for the first and last mile of transit commutes is gaining national acceptance and proving to be an effective way of increasing transit ridership and reducing highway congestion. With this information in mind, the Bicycle Committee recommends the following policy changes.

1. Expand the policy by allowing bicycles inside buses on all long haul routes (i.e. Watsonville and San Lorenzo Valley routes). This change has great potential benefits as described above.
2. Allow bicycles inside the bus on all routes operating at night. Bicycling at night can be more dangerous and buses typically have excess capacity at night.
3. Allow bicycles to board inside Highway 17 Express buses at all stops.
4. Remove policy 4.9g regarding muddy bicycles. Bus drivers should not be put in the position of having to make this determination.

The Bicycle Committee recommends a phased approach to implementing these recommendations. We believe implementation of items 1, 2 and 4 for a six month trial run would be a reasonable approach. During the trial period special attention should be paid to all impacts of bicycles on buses, but most importantly to assess their impact on disabled users of the buses. Hopefully, results from the trial will be positive and further utilization of the transit system by bicycle commuters will be possible.

Please feel free to contact the Regional Transportation Commission's Bicycle Coordinator and staff to the Bicycle Committee, Cory Caletti, at (831) 460-3201 or by email at [ccaletti@sccrtc.org](mailto:ccaletti@sccrtc.org), for this and any other Bicycle Committee related matters.

Thank you for your consideration and commitment to promoting alternative transportation.

Sincerely,

Daniel Kostelec,  
Chair, SCCRTC Bicycle Committee

cc: Santa Cruz County Regional Transportation Commission  
Santa Cruz County Regional Transportation Commission's Bicycle Committee

\\R1cserv2\shared\Bike\Committee\CORR\2009\SCMTD Bike Policy.doc



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## STAFF REPORT

**DATE:** October 23, 2009

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF SETTING PUBLIC COMMENT PERIOD AND A PUBLIC HEARING FOR REVIEW OF METRO'S PROPOSED TITLE VI PROGRAM REGULATION AND COMPLAINT PROCEDURE**

### I. RECOMMENDED ACTION

**Set 45 day Public Comment Period beginning November 1, 2009, and Public Hearing for November 20, 2009, for review and consideration of METRO's proposed Title VI Program Regulation and Complaint Procedure**

### II. SUMMARY OF ISSUES

- Title VI of the Civil Rights Act of 1964, and its implementing regulations provide that no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance.
- As a recipient of Federal Transit Administration (FTA) Funds, METRO is required to ensure that its programs, policies, and activities comply with Department of Transportation (DOT) Title VI regulations.
- METRO Staff has consolidated all the federal requirements and regulations relating to Title VI of the Civil Rights Act of 1964 into METRO's proposed Title VI Program in order to ensure the public has the opportunity to review and consider the proposed Title VI Program Regulation before the METRO Board of Directors considers implementation.
- FTA encourages federal recipients to include within their Title VI Programs, age, sex and disability protected classifications. Because METRO has a separate ADA/504 Regulation, METRO staff has only included the age and sex classifications into the Title VI Program.
- The proposed Title VI Program includes information regarding METRO's assurance that Limited English Proficient (LEP) individuals will have access to METRO's programs, activities, and services.

### III. DISCUSSION

Title VI of the Civil Rights Act of 1964, and its implementing regulations provide that no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance. In addition, Title VI prohibits conduct that has a disproportionate effect on Limited English Proficient (LEP) persons because such conduct constitutes national origin discrimination. LEP persons are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

As a recipient of Federal Transit Administration (FTA) funds, METRO is required to ensure that its programs, policies, and activities comply with the Department of Transportation (DOT) Title VI regulations. In order to comply with these regulations, METRO's Title VI Program must meet the following criteria:

- 1) Provide an annual Title VI certification and assurance;
- 2) Develop Title VI Complaint procedures;
- 3) Record Title VI investigations, complaints and lawsuits;
- 4) Provide meaningful access to LEP persons;
- 5) Notify beneficiaries of protections under Title VI;
- 6) Provide additional information upon request; and
- 7) Submit a Title VI Program to FTA.

METRO's Title VI Program (*Attachment A*) establishes guidelines to effectively implement, monitor and ensure that METRO is in compliance with all FTA Title VI requirements and regulations under *49 CFR Part 21*.

Title VI and its implementing regulations require that METRO take responsible steps to ensure meaningful access to its benefits, services, information, and other important portions of its programs and activities for individuals who are LEP. According to the Department of Transportation (DOT), public transit is a key means of achieving mobility for many LEP persons. The 2000 Census for the County of Santa Cruz reported that more than 11 percent of LEP persons age 16 years and over reported use of public transit as their primary means of transportation to work, compared with about 4 percent of English speakers. Providing language assistance to persons with limited English proficiency in a competent and effective manner will help ensure that METRO services are safe, reliable, convenient, and accessible to those persons. These efforts may attract riders, who would otherwise be excluded from participating in the service because of language barriers, and will engender riders to continue using the system after they are proficient in English and/or have more transportation options. Leveling the playing

field for LEP persons may also help increase and retain ridership among METRO's broader immigrant communities in two important ways: (1) METRO will send a positive message to these individuals that their business is valued; and (2) It will assist METRO to identify the transportation needs of immigrant populations and ensure that METRO's routes, hours, and days of service are responsive to the needs of LEP persons. The languages spoken by the LEP individuals with whom METRO has frequent contact determine the languages into which "vital" documents should be translated.

During the public comment period, METRO will seek out and consider the viewpoints of minority, low-income and LEP populations in the course of conducting public outreach and involvement activities. METRO will provide oral language assistance and written translation of "vital" documents. Making LEP individuals aware of their rights and services is an important part of "meaningful access", as lack of awareness may effectively deny LEP individuals meaningful access. To accomplish this, METRO will post Notices about the Title VI public comment period and the public hearing in both English and Spanish at the transit centers. Additionally, METRO maintains bilingual staff to provide Spanish-speaking interpretation at its Administrative offices and within its Customer Service facility for basic transit questions and trip planning assistance. METRO's Paratransit service provides Spanish-speaking reservationists to assist Paratransit customers when scheduling a trip. In addition, METRO provides a Spanish interpreter at the first hour of at least one of its Board Meetings every month. If requested, upon notification 24-hours in advance, METRO will provide an interpreter for the entire meeting or any other regular Board Meeting.

All public hearings that require notification to the public shall be posted in English and Spanish. METRO will post a sign on its official bulletin board at its Administrative offices, which indicates that free language assistance is available, if requested in a timely manner. To ensure that low-income, minority and LEP individuals have meaningful access to meetings, METRO will hold at least one Board Meeting every month at a varying location throughout its geographic boundaries.

The proposed Title VI Program outlines the process for filing a complaint with METRO or the FTA Civil Rights Office. A Complaint must be filed within 180 days after the date of the alleged discrimination. A Complaint Form, which is included in the Title VI Regulation, can be used to file a Title VI Complaint with METRO. The Title VI Notice *and* Complaint Form will be made available in English and Spanish on METRO's website, at transit centers and at METRO's Administrative offices.

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

METRO staff anticipates that there will be costs associated with the outreach efforts to gather public comments but does not anticipate that it will be more than \$2500.

**V. ATTACHMENTS**

- A:** Title VI Program Regulation and Complaint Procedure (English)
- B:** Title VI Program Regulation and Complaint Procedure (Spanish)
- C:** Public Notice: Title VI Program Regulation and Complaint Procedure (English)
- D:** Public Notice: Title VI Program Regulation and Complaint Procedure (Spanish)

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1XXX

Attachment A

Computer Title: [get fromCindi]

Effective Date: [date GM signs]

Pages: 13

**TITLE: TITLE VI PROGRAM REGULATION & COMPLAINT  
PROCEDURE**

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Procedure History

**NEW POLICY**

**SUMMARY OF POLICY**

**APPROVED**

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## **I. POLICY**

- 1.01 The Santa Cruz Metropolitan Transit District (METRO) is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color, national origin, age, or sex. All persons, regardless of their citizenship, are covered under this regulation. In addition, METRO prohibits discrimination on the basis of race, color, national origin, age, or sex in its employment and business opportunities.
- 1.02 METRO will not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and/or this regulation.
- 1.03 As a Federal Transit Administration (FTA) fund recipient, METRO will ensure that its programs, policies and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.
- 1.04 METRO will ensure that the level and quality of its transportation service is provided without regard to race, color, national origin, age, or sex.
- 1.05 METRO will promote the full and fair participation of all affected populations in the transportation decision-making process.
- 1.06 METRO will prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- 1.07 METRO will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within METRO's service area.
- 1.08 METRO will ensure that Limited English Proficient (LEP) individuals have access to METRO's programs, activities, and services.

Attachment B

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1.09 This Regulation shall be maintained in English and Spanish.

## II. APPLICABILITY

- 2.01 This policy is applicable to all METRO employees, members of the public and all contractors hired by METRO.
- 2.02 Failure of a METRO employee to follow this policy and procedure shall subject such employee to disciplinary action up to and including employment termination.

## III. DEFINITIONS:

- 3.01 “**Adverse Effect**” means having a harmful or undesired effect.
- 3.02 “**Discrimination**” refers to any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub recipient, or contractor that results in disparate treatment, disparate impact, or perpetuates the effects of prior discrimination based on race, color, national origin, age, or sex.
- 3.03 “**Limited English Proficient (LEP) Persons**” are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.
- 3.04 “**Low-Income Population**” means any readily identifiable groups of low-income individuals who live in geographic proximity, and if circumstances warrant, geographically dispersed transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy, or activity.
- 3.05 “**Minority Individuals**” include the following:
- 1) American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
  - 2) Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.
  - 3) Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
  - 4) Hispanic or Latino, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
  - 5) Native Hawaiian and Other Pacific Islanders, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

- 3.06 **“National Origin”** means the particular nation in which a person was born, or where the person’s parents or ancestors were born.
- 3.07 **“Race”** means a group of people united or classified together on the basis of common history, nationality, or geographic distribution.
- 3.08 **“Recipient”** means one that has received or is receiving Federal financial assistance under the Acts. The term includes subrecipients of a recipient and subrecipients in FTA’s State administered programs.
- 3.09 **“Retaliation”** Any adverse action taken against another individual because of his/her participation in the complaint, investigation, or hearing relating to this policy or the provision of federal or state law.
- 3.10 **“Sex”** refers to the classification of an individual’s gender as either male, or female.
- 3.11 **“Vital Documents”** are documents that convey information that critically affects the ability of the customer to make informed decisions about his/her participation in the program. (e.g., public notices, consent forms, complaint forms, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, and notices informing customers of the availability of free language assistance).

#### **IV. GENERAL REQUIREMENTS AND GUIDELINES**

- 4.01 METRO will carry out its programs, activities, and services in compliance with Title VI of the Civil Rights Act of 1964. METRO or any of its employees will not, on the grounds of race, color, national origin, age, or sex, exclude any person from participating in, deny the benefits of, or subject him/her to discrimination under any of METRO’s programs, services, or activities.
- 4.02 METRO or any of its employees will not, on the grounds of race, color, national origin, age, or sex:
  - a) Provide any service, financial aid, or benefit that is different from that provided to others;
  - b) Subject an individual to segregation or separate treatment;
  - c) Restrict an individual in the enjoyment of any advantage or privilege enjoyed by others;
  - d) Deny any individual service, financial aid, or benefits under any of METRO’s programs, services, or activities;
  - e) Treat individuals differently in terms of whether they satisfy admission or eligibility requirements; and
  - f) Deny an individual the opportunity to participate as a member of a planning or advisory body.

- 4.03 METRO shall evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether these changes have a discriminatory impact on low-income and Limited English Proficient individuals. This applies to major service changes that affect 25% of service hours of a route.
- 4.04 METRO holds at least one Board Meeting every month at a varying location throughout its geographic boundaries (e.g., Scotts Valley, Watsonville and downtown Santa Cruz) to ensure that all individuals are afforded an opportunity to participate in METRO's transportation decisions.
- 4.05 In addition to all Title VI requirements, METRO provides a Spanish-speaking interpreter at the first hour of at least one of its regular Board Meetings every month, to ensure meaningful participation by persons with Limited English Proficiency. A Spanish-speaking interpreter can be obtained for any of its regular Board Meetings by contacting METRO's Administrative Services Coordinator at (831) 426-6080.
- 4.06 METRO's District Counsel or his/her designee will maintain a list (a minimum of four years in active status) of any Title VI investigations, complaints, or lawsuits filed which allege METRO discriminated against a person or group on the basis of race, color, national origin, age, or sex. This list will include:
- a) The date the investigation, complaint, or lawsuit was filed;
  - b) A summary of the allegation(s);
  - c) The status of the investigation, complaint, or lawsuit; and
  - d) Any actions, or corrective actions taken by METRO in response to the investigation, complaint, or lawsuit.
- 4.07 METRO will keep the public informed of the protections against discrimination afforded to them by Title VI and METRO's obligations under Title VI by posting this policy, or a *Title VI Policy Statement* (Attachment A), on METRO's website at [www.scmtd.com](http://www.scmtd.com), on transit center bulletin boards and on the official METRO bulletin board, located at METRO's Administrative offices. METRO's *Title VI Policy Statement* (Attachment A) will be posted in English and Spanish at all designated METRO facility locations.
- 4.08 METRO will take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs, activities and services for individuals who are Limited English Proficient (LEP).
- 4.09 METRO will provide information, upon request from FTA, in order to investigate Complaints of discrimination, or to resolve concerns about possible noncompliance with Title VI.
- 4.10 METRO will submit its Title VI Program to the FTA's regional civil rights officer once every three years to ensure compliance with Title VI Requirements.
- 4.11 METRO will ensure that minority and low-income individuals have meaningful access to METRO's programs, activities and services.



## **V. ENVIRONMENTAL JUSTICE REQUIREMENTS**

5.01 METRO shall integrate an environmental justice analysis into its National Environmental Protection Act (NEPA) documentation of construction projects. METRO is not required to conduct environmental justice analyses of projects where NEPA documentation is not required. METRO will consider preparing an environmental assessment (EA) or environmental impact statement (EIS) to integrate into its documents the following components:

- a) A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g., analysis of Census data, direct observation, or a public involvement process);
- b) A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations;
- c) A discussion of all positive effects of the project that would affect the identified minority and low-income populations, such as improvements in transit service, mobility, or accessibility;
- d) A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project;
- e) A discussion of the remaining effects, if any, and why further mitigation is not proposed; and
- f) For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas.

## **VI. LIMITED ENGLISH PROFICIENT (LEP) INDIVIDUALS AND PUBLIC PARTICIPATION REQUIREMENTS**

6.01 METRO will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. METRO's public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

- 6.02 METRO will ensure that individuals have access to its programs, activities and services by developing and carrying out the language plan herein. METRO will continually assess the language assistance needs of the population to be served.
- 6.03 METRO will use the following four factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals.
- a) Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service.
  - b) Frequency with which LEP individuals come into contact with METRO's programs, activities, and services.
  - c) Importance of the program, activity, or service provided by METRO to LEP individual's lives.
  - d) Resources needed to provide effective language assistance and costs.

**6.04 ORAL LANGUAGE ASSISTANCE**

- a) METRO maintains bilingual staff to provide Spanish-speaking interpretation at its Administrative offices and within its Customer Service facility for basic transit questions and trip planning assistance.
- b) METRO's paratransit service provides Spanish-speaking reservationists to assist paratransit customers when scheduling a trip. METRO's ParaCruz Guide is available in Spanish and in large-print Spanish on METRO's website at [www.scmtd.com](http://www.scmtd.com).
- c) METRO provides a Spanish-speaking interpreter at the first hour of at least one of its Board Meetings every month, which will be extended to the entire meeting if there is a need for such services.
- d) Upon notification 24-hours in advance, METRO will provide an interpreter at the first Board Meeting, if requested.

**6.05 NOTIFY LEP CUSTOMERS OF AVAILABILITY OF LANGUAGE ASSISTANCE SERVICES**

- a) METRO will post a sign on its official bulletin board at its Administrative offices, which indicates that free language assistance is available, if requested in a timely manner.

**6.06 TRANSLATION OF VITAL DOCUMENTS/WRITTEN LANGUAGE ASSISTANCE**

- a) All public hearings that require notification to the public shall be posted in English and Spanish.
  - b) METRO's *Title VI Policy Statement* (Attachment A) and *Complaint Form* (Attachment B) will be available in Spanish on METRO's website at [www.scintd.com](http://www.scintd.com), at Transit Centers, and on METRO's official bulletin board.
  - c) METRO's *Title VI Policy Statement* (Attachment A) and *Title VI Complaint Form* (Attachment B) have been translated into Spanish and will be posted at transit centers, in transit vehicles, and on the official METRO bulletin board at METRO's Administrative offices.
  - d) METRO's *Headways* is provided in English and Spanish.
  - e) METRO will post a copy of the Board of Directors Agenda in Spanish on the official METRO bulletin board, located at METRO's Administrative offices.
- 6.07 METRO will provide written translations of vital documents for each LEP group that constitutes a minimum of 5% of the service area population or consists of at least 1,000 people.
- 6.08 METRO will hold at least one Board Meeting every month at a varying location throughout its geographic boundaries to ensure that low-income, minority and LEP individuals have meaningful access to these meetings. These locations include Santa Cruz, Scotts Valley and Watsonville.

## VII. COMPLAINTS/LAWSUITS AND APPEALS

7.01 **How to File a Title VI Complaint with METRO:** Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, age, or sex, with respect to METRO's programs, activities, services, or other transit related benefits, may file a written Complaint with METRO. A Complaint may be filed by the individual or by a representative. A Complaint must be filed within 180 days after the date of the alleged discrimination, but complainants are encouraged to submit complaints as soon as possible. METRO will promptly investigate all Complaints filed under Title VI.

7.02 Complaint must include the following information:

- a) A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken.
  - b) A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the date, time and location of the incident. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.
- 7.03 A *Complaint Form* (Attachment B) can be used to file a Title VI complaint with METRO. A *Complaint Form* will be made in an accessible format upon request. A *Complaint Form* can be obtained at the following locations:

- a) At the Santa Cruz METRO website, [www.scmttd.com](http://www.scmttd.com);
  - b) By calling Santa Cruz METRO's Administrative Services Coordinator, or his/her designee at (831) 426-6080, (TDD 711 (TTY/voice)) a complaint form can be mailed.
- 7.04 If the Complaint is received by anyone besides METRO's General Manager, the individual in receipt of the Complaint shall forward it to the General Manager or his/her designee within 2 working days of receipt. The General Manager shall immediately provide a copy of the Complaint to the Chair of the Board of Directors and the METRO Manager responsible for the program, activity, or service that is identified as being out of compliance.
- 7.05 **METRO's Procedures For Investigating Complaints:** The METRO Manager responsible for the program, activity or service which is alleged to be out of compliance shall promptly investigate the alleged complaint and shall prepare a written response within 10 working days of his/her receipt of the complaint. The Manager may consult with appropriate METRO Staff in the preparation of his/her response to the complaint. The Manager shall forward his/her written response to the General Manager or his/her designee within the designated time frame.
- 7.06 The General Manager or his/her designee shall then speak (meeting or telephone conversation) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that his/her rights under Title VI have been violated. The General Manager or his/her designee shall review and consider the response prepared by the Manager identified in Section 7.05, all the information provided by the complainant and any other evidence available regarding the allegations of the complaint. The General Manager or his/her designee shall prepare a written report of his/her findings and if corrective action is required, a timetable for the completion of such action.
- 7.07 Within 20 working days following receipt of the initial complaint, the General Manager or his/her designee shall inform the complainant of his/her findings and any corrective action to be taken as a result of the complaint together with the timetable for completion of such action.
- 7.08 If the complainant is not satisfied with the findings and/or action of METRO's General Manager or his/her designee, then the complainant may file his/her Complaint with the Chair of the Board of Directors (see Section 7.09 below), or with the FTA's Office of Civil Rights (see Section 7.11 below).
- 7.09 If the complainant chooses to file his/her Complaint with the Chair of the Board of Directors, then the complaint and any supporting documentation should be submitted within 5 working days of his/her receipt of the results of the General Manager's investigation, with the Chair of the Board of Directors by providing it to the Administrative Services Coordinator, or his/her designee, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. Upon review of the file, the Chair of the Board shall notify the complainant of what actions, if any, will be taken as a result of the review by the Chair

within 10 working days of the Chair's notification that the complainant is not satisfied with the results of the General Manager's investigation. The decision of the Chair of METRO's Board of Directors shall be final.

7.10 Any timeline set forth herein may be extended by the General Manager upon a showing of good cause.

7.11 **How to File a Title VI Complaint with the FTA:** Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, age, or sex, with respect to METRO's programs, activities, or services, or other transit related benefits, may file a written Complaint with FTA. A Complaint may be filed by the individual or by a representative. A Complaint must be filed within 180 days after the date of the alleged discrimination. FTA will promptly investigate all Complaints filed under Title VI in accordance with DOT regulations *49 CFR §§21.11(b) and 21.11(c)*.

A. A Complaint must include the following information:

- 1) A Complaint must be in writing and signed and dated by the Complainant or his/her representative before any action can be taken.
- 2) A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the date, time and location of the incident. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.
- 3) **NOTE:** In cases where a Complainant is unable or incapable of providing a written statement, but wishes FTA or DOT to investigate alleged discrimination, a verbal Complaint of discrimination may be made to the FTA Director, Office of Civil Rights. If necessary, the Civil Rights Official will assist the person in converting the verbal Complaint into writing. All Complaints must, however, be signed by the Complainant or his/her representative.

FTA Civil Rights Office Address:

Federal Transit Administration Office of Civil Rights  
**Attn: Title VI Program Coordinator**  
**East Building, 5<sup>th</sup> Floor - TCR**  
**1200 New Jersey Avenue, S.E.**  
**Washington, DC 20590**

**TTY: 1-800-877-8339**  
**Voice: 1-866-377-8642**

FTA.ADAAssistance@dot.gov

- 7.12 Complaint Acceptance: Once a Complaint has been accepted, FTA will notify METRO that it has been subject to a Title VI Complaint and ask METRO to respond in writing to the Complainant's allegations. Once the Complainant agrees to release the Complaint to METRO, FTA will provide METRO with the Complaint. FTA may choose to close a Complaint if the Complainant does not agree to release the Complaint to METRO. FTA strives to complete a Title VI Complaint investigation within 180 days of the acceptance date of a Complaint.
- 7.13 Investigations: FTA will make a prompt investigation whenever a compliance review, report, Complaint or any other information indicates a possible failure to comply with Title VI Regulations. FTA's investigation will include a review of the pertinent practices and policies of METRO, the circumstances under which the possible noncompliance occurred, and other factors relevant to a determination as to whether METRO has failed to comply with Title VI regulations.
- 7.14 Following the investigation, FTA's Office of Civil Rights will transmit to the Complainant and METRO one of the following three letters based on its findings:
- a) Letter of Resolution: which explains the steps that METRO has taken or promises to take to come into compliance with Title VI.
  - b) Letter of Finding (Compliance): which explains that METRO is found to be in compliance with Title VI. This letter will include an explanation of why METRO was found to be in compliance, and provide notification of the Complainant's appeal rights.
  - c) Letter of Finding (Noncompliance): which explains that METRO is found to be in noncompliance. This letter will include each violation referenced, the applicable regulations, a brief description of proposed remedies, notice of the time limit on the conciliation process, the consequences for failure to achieve voluntary compliance, and an offer of assistance to METRO in devising a remedial plan for compliance.
- 7.15 Appeals Process: The letters of finding and resolution will offer the Complainant and METRO the opportunity to provide additional information that would lead FTA to reconsider its conclusions. FTA requests that the parties in the Complaint provide this additional information within 60 days of the date of the FTA letter of finding. FTA's Office of Civil Rights will respond to an appeal either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

## VIII. DEFICIENCIES WITH TITLE VI COMPLIANCE

- 8.01 Compliance Reviews will be conducted periodically by FTA, as part of its ongoing responsibility pursuant to its authority under *49 CFR §21.11(a)*.

- 8.02 If FTA determines that METRO is in noncompliance with Title VI, it will transmit a *Letter of Finding* that describes FTA's determination and requests that METRO voluntarily take corrective action(s) which FTA deems necessary and appropriate.
- 8.03 METRO will submit a remedial action plan including a list of planned corrective actions and, if necessary, sufficient reasons and justification for FTA to reconsider any of its findings or recommendations within 30 days of receipt of FTA's *Letter of Finding*.

## **IX. ADMINISTRATION OF REGULATION**

- 9.01 METRO will integrate the provisions within its Title VI Program into all programs, activities, and services provided by METRO's Fixed Route service, Paratransit service and METRO facilities.
- 9.02 METRO will integrate the Title VI Program into its policies and procedures.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



## **TITLE VI POLICY STATEMENT**

The Santa Cruz Metropolitan Transit District (METRO) is committed to providing public transportation in an environment that is free from discrimination on the basis of race, color, national origin, age, or sex. METRO operates its programs, activities and services without regard to race, color, national origin, age, or sex.

As a Federal Transit Administration (FTA) fund recipient, METRO will ensure that its programs, policies and activities comply with Title VI of the Civil Rights Act of 1964, as amended, and Department of Transportation regulations.

Any person who believes that he/she, has been subjected to discrimination on the basis of race, color, national origin, age, or sex, with respect to METRO's programs, activities, services, or other transit related benefits, may file a Title VI complaint. Complaints must be filed in writing and signed by the complainant, or a representative, and should include the complainants name, address, and telephone number or other means by which the complainant can be contacted. Complaints must be filed within 180 days of the date of the alleged discriminatory act.

To request additional information on METRO's non-discrimination obligations or to file a Title VI Complaint, please submit your request or complaint in writing to:

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

\*Complaint Forms can also be obtained on METRO's website [www.scmtd.com](http://www.scmtd.com)

Federal Transit Administration (FTA) Title VI Complaints may be filed directly to:  
Federal Transit Administration Office of Civil Rights  
Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor – TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590



**Santa Cruz Metropolitan Transit District  
TITLE VI DISCRIMINATION COMPLAINT FORM**

Complainant's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Violation: \_\_\_\_\_ Time of Violation: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Place of Violation: \_\_\_\_\_

Bus Number:\*\* \_\_\_\_\_ Bus Route:\*\* \_\_\_\_\_

Discrimination because of:  Race  Color  National Origin  
 Age  Sex

Please provide the name(s) of the METRO Directors, employees, and agents who allegedly discriminated against you, including their job titles (if known).

\_\_\_\_\_  
\_\_\_\_\_

Identify what METRO service, program, or activity did not comply with Title VI of the Civil Rights Act of 1964.

\_\_\_\_\_  
\_\_\_\_\_

Identify individuals by name, address and phone number that have information relating to the violation.

\_\_\_\_\_  
\_\_\_\_\_

Explain as clearly as possible what happened, how you feel you were discriminated against and who was involved. Please include how other individuals were treated differently from you.\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

\*You may use additional sheets of paper, if necessary. Attachment B

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Número de Reglamento: AR-1XXX

Título de Computadora: [get fromCindi]

Attachment B

Fecha Efectiva: [date GM signs]

Páginas: 13

**TÍTULO: REGLAMENTO DEL PROGRAMA Y DEL PROCEDIMIENTO DE QUEJAS DE TÍTULO VI**

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Historia de Procedimiento

**NUEVA POLÍTICA**

**RESUMEN DE LA POLÍTICA**

**APROBADO**

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## **I. POLÍTICA**

- 1.01 El Distrito de Tránsito Metropolitano de Santa Cruz (METRO) se compromete a garantizar que ninguna persona sea excluida de participar en, negársele los beneficios de, o sujeto a discriminación bajo cualquiera de sus programas, actividades o servicios sobre la base de raza, color, origen nacional, edad o sexo. Todas las personas, independientemente de su nacionalidad, están cubiertas por el presente Reglamento. Además, METRO prohíbe la discriminación por motivos de raza, color, origen nacional, edad o sexo en su empleo y oportunidades de negocio.
- 1.02 METRO no tolerará represalias contra un individuo por su participación en la afirmación de sus derechos conforme con el Título VI, o porque él / ella presentó una queja o participo en una investigación en virtud del Título VI, y / o el presente Reglamento.
- 1.03 Como recipientes de fondos de la Administración Federal de Tránsito (FTA), METRO asegurará que sus programas, políticas y actividades cumplan con los Reglamentos del Departamento de Transporte (DOT) del Título VI del Acta de Derechos Civiles de 1964.
- 1.04 METRO asegurará que el nivel y la calidad de su servicio de transporte se ofrezca sin distinción de raza, color, origen nacional, edad o sexo.
- 1.05 METRO promoverá la participación plena y equitativa de todas las poblaciones afectadas en el proceso de decisiones de transporte.
- 1.06 METRO impedirá la denegación, reducción o retraso en los beneficios relacionados con los programas y actividades que son de beneficio a las poblaciones minoritarias o de las poblaciones de bajos ingresos.
- 1.07 METRO hará esfuerzos de buena fe para lograr la justicia ambiental como parte de su misión identificando y abordando, según correspondan, efectos adversos desproporcionadamente altos a la salud humana o al ambiente resultando de sus

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programas, actividades y servicios en las poblaciones minoritarias y poblaciones de bajos ingresos dentro del área de servicio de METRO.

- 1.08 METRO asegurará que individuos con Proficiencia Limitada en Inglés (LEP) tengan acceso a los programas, actividades y servicios de METRO.
- 1.09 El presente Reglamento se mantendrán en inglés y español.

## II. APLICABILIDAD

- 2.01 Esta política es aplicable a todos los empleados de METRO, los miembros del público y de todos los contratistas empleados por METRO.
- 2.02 Falta de seguir esta política y procedimiento de un empleado de METRO objetará a dicho empleado a acción disciplinaria hasta e incluyendo terminación de empleo.

## III. DEFINICIONES:

- 3.01 “**Efecto Adverso**” significa tener un efecto perjudicial o no deseado.
- 3.02 “**Discriminación**” se refiere a cualquier acto u omisión, intencional o no intencional, en cualquier programa o actividad de un recipiente de ayuda federal, sub-receptor, o contratista, que resulte en el trato desigual, impacto desigual, o que perpetúa los efectos de previa discriminación basada en la raza, color, origen nacional, edad o sexo.
- 3.03 “**Personas de Proficiencia Limitada en Inglés (LEP)**” son personas para las que inglés no es su lengua materna y que tienen una capacidad limitada para hablar, entender, leer o escribir en inglés. Incluye a las personas que reportaron el Censo de EE.UU. que no hablan bien el idioma Inglés, o no hablan inglés en total.
- 3.04 “**Población de Bajos Ingresos**” se refiere a cualquier grupo fácilmente identificable de personas de bajos ingresos que viven en la proximidad geográfica, y si las circunstancias lo justifican, personas transeúntes dispersas geográficamente (como trabajadores emigrantes o Nativos Americanos) que serán igualmente afectados por una propuesta de programa, política, o actividad del DOT.
- 3.05 “**Individuos de las Minorías**” incluyen las siguientes:
  - 1) Indios Americanos y Nativos de Alaska, que se refiere a las personas con orígenes en cualquiera de los pueblos originarios de América del Norte y América del Sur (incluyendo América Central), y que mantiene afiliación tribal o de comunidad.
  - 2) Asiáticos, que se refiere a las personas con orígenes en cualquiera de los pueblos originales del Lejano Oriente, el sudeste Asiático o el subcontinente Indio.
  - 3) Afro-Americanos, que se refiere a las personas con orígenes en cualquiera de los grupos raciales Negros de África.

- 4) Hispanos o Latinos, que incluyen a personas de Cuba, México, Puerto Rico, Sudamérica o Centroamérica, o de cualquier otra cultura u origen española, independientemente de la raza.
  - 5) Nativos de Hawai y otras Islas del Pacífico, que se refiere a las personas con orígenes en cualquiera de las personas originarias de Hawai, Guam, Samoa u otras Islas del Pacífico.
- 3.06 **“Origen Nacional”** se refiere a la nación en particular en el que una persona nació o donde nacieron los padres o antecesores de la persona.
- 3.07 **“Raza”** es un grupo de personas unidas o clasificadas juntas en base de la historia común, la nacionalidad, o la distribución geográfica.
- 3.08 **“Recipiente”** es uno que ha recibido o está recibiendo asistencia financiera federal en virtud de las leyes. El término incluye a los sub-beneficiarios de un recipiente y los sub-beneficiarios en los programas administrados del Estado de FTA.
- 3.09 **“Represalia”** Cualquier acción adversa en contra de otro individuo a causa de su participación en la denuncia, la investigación, o audiencia relacionada con esta política o la disposición de la ley federal o estatal.
- 3.10 **“Sexo”** se refiere a la clasificación de género de un individuo ya sea masculino o femenino.
- 3.11 **“Documentos Vitales”** son documentos que transmiten la información que afecta gravemente la capacidad de los clientes al tomar decisiones informadas sobre su participación en el programa. (por ejemplo, avisos públicos, formularios de consentimiento, formularios de quejas, normas de elegibilidad, los anuncios relativos a la reducción, la denegación o cancelación de servicios o beneficios, el derecho a apelar, y las comunicaciones informando a los clientes de la disponibilidad de la asistencia lingüística gratuita).

#### IV. REQUISITOS Y DIRECTRICES GENERALES

- 4.01 METRO llevará a cabo sus programas, actividades y servicios de conformidad con el Título VI del Acta de Derechos Civiles de 1964. METRO o cualquiera de sus empleados no excluirá a ninguna persona de participar en, negar los beneficios de, ni sujetar a él / ella a discriminación en cualquiera de los programas, servicios o actividades de METRO por motivos de raza, color, origen nacional, edad o sexo.
- 4.02 METRO o cualquiera de sus empleados, no harán lo siguiente por motivos de raza, color, origen nacional, edad o sexo:
- a) Proporcionar cualquier servicio, ayuda financiera, o beneficio que es diferente de lo previsto para los demás;
  - b) Someter a una persona a segregación o tratamiento separado;

- c) Limitar a un individuo en el disfrute de cualquier ventaja o privilegio disfrutado por los demás;
  - d) Negar cualquier servicio individual, ayuda financiera, o beneficios en virtud de cualquiera de los programas, servicios o actividades de METRO;
  - e) Tratar a las personas de manera diferente en función de si cumplen los requisitos de admisión o de elegibilidad; y
  - f) Negar a una persona la oportunidad de participar como miembro de un órgano de planificación o consultivo.
- 4.03 METRO deberá evaluar el sistema de servicio a escala significativa y cambios en las tarifas y las mejoras propuestas en las etapas de planificación y programación para determinar si estos cambios tienen un efecto discriminatorio sobre los bajos ingresos y personas de Proficiencia Limitada en Inglés. Esto se aplica a cambios en los servicios principales que afectan a 25% de las horas de servicio de una ruta.
- 4.04 METRO celebra al menos una reunión de la Junta cada mes en lugares distintos a lo largo de sus fronteras geográficas (por ejemplo, Scotts Valley, Watsonville y el centro de Santa Cruz) para garantizar que todas las personas tengan la oportunidad de participar en las decisiones de transporte de METRO.
- 4.05 Además de todos los requisitos del Título VI, METRO proporciona un intérprete de español en la primera hora de al menos una de sus reuniones periódicas de la Junta cada mes, para asegurar una participación significativa de las personas con Proficiencia Limitada en Inglés. Puede obtener un intérprete de español para cualquiera de sus reuniones periódicas de la Junta poniéndose en contacto con el Coordinador de Servicios en la Administración de METRO al (831) 426-6080.
- 4.06 La Abogada del Distrito de METRO o su designado, mantendrá una lista (un mínimo de cuatro años en estado activo) de las investigaciones del Título VI, quejas o demandas presentadas que alegan que METRO discriminó contra una persona o grupo sobre la base de raza, color, origen nacional, edad o sexo. Esta lista incluye:
- a) La fecha que fue presentada la investigación, denuncia o querrela;
  - b) Un resumen de la denuncia (s);
  - c) El estado de la investigación, denuncia o querrela, y
  - d) Cualesquiera medidas o acciones correctivas adoptadas por METRO en respuesta a la investigación, denuncia o demanda.
- 4.07 METRO mantendrá informado al público de las protecciones contra la discriminación que les ofrece el Título VI y las obligaciones de METRO en el Título VI mediante la publicación de esta política, o *Declaración de política de Título VI (Anexo A)*, en la página web de METRO, [www.scmtd.com](http://www.scmtd.com), sobre los tableros de anuncios del Centro de Tránsito y en el tablón de anuncios oficial de METRO ubicado en las oficinas de Administración de METRO. *Declaración de política de Título VI de METRO (Anexo A)*

será publicada en inglés y español en todos los lugares de instalación designados de METRO.

- 4.08 METRO tomará las medidas responsables para garantizar un acceso significativo a los beneficios, servicios, información y otras partes importantes de sus programas, actividades y servicios para personas que son de Proficiencia Limitada en Inglés (LEP).
- 4.09 METRO proporcionará la información, a petición del FTA, a fin de investigar las denuncias de discriminación, o para resolver las preocupaciones acerca de posibles incumplimientos con el Título VI.
- 4.10 METRO presentará su Programa de Título VI al oficial de la región de derechos civiles del FTA, una vez cada tres años para garantizar el cumplimiento con los Requisitos de Título VI.
- 4.11 METRO asegurará que las minorías y las personas de bajos ingresos tengan acceso significativo a los programas, actividades y servicios METRO.

## **V. REQUISITOS DE JUSTICIA AMBIENTAL**

- 5.01 METRO deberá integrar un análisis de justicia ambiental en su documentación del Programa Nacional de Protección Ambiental (NEPA) de los proyectos de construcción. METRO no está obligado a realizar análisis de justicia ambiental en los proyectos donde la documentación de NEPA no es necesaria. METRO considerará la preparación de una evaluación ambiental (EA) o la declaración de impacto ambiental (EIS) para integrar en sus documentos los siguientes componentes:
  - a) Una descripción de la población minoritaria y de bajos ingresos dentro de las áreas de estudio afectadas por el proyecto, y una discusión sobre el método utilizado para identificar a esta población (por ejemplo, el análisis de los datos del Censo, la observación directa, o un proceso de participación pública);
  - b) Una discusión de todos los efectos adversos del proyecto, tanto durante como después de la construcción que afecte a las poblaciones minoritarias y de bajos ingresos identificados;
  - c) Una discusión de todos los efectos positivos del proyecto que afectaría a las poblaciones minoritarias y de bajos ingresos identificados, tales como mejoras en el servicio de tránsito, la movilidad o accesibilidad;
  - d) Una descripción de todas las acciones de mitigación y mejoramiento ambiental incorporado en el proyecto para abordar los efectos adversos, incluyendo pero no limitado a, todas las características especiales del programa de reubicación que van más allá de los requisitos de la Ley Uniforme de Reubicación y abordar los efectos adversos de la comunidad tales como el tema de separación o de la cohesión, y la sustitución de los recursos de la comunidad destruidos por el proyecto;

- e) Una discusión de los efectos restantes, si los hubiere, y por qué no es propuesta más mitigación, y
- f) Para los proyectos que atraviesan zonas predominantemente de minorías y de bajos ingresos y proyectos en zonas de predominantemente no-minorías y no-bajos ingresos, una comparación de las acciones de mitigación y mejoramiento del medio ambiente que afectan a zonas predominantemente de bajos ingresos y de minorías con las mitigaciones aplicadas en zonas predominantemente de no-minorías y de no-bajos ingresos.

## **VI. PERSONAS DE PROFICIENCIA LIMITADA EN INGLES (LEP) Y REQUISITOS DE PARTICIPACIÓN PÚBLICA**

6.01 METRO buscará y examinará los puntos de vista de la población de minorías, de bajos ingresos y de Proficiencia Limitada en Inglés (LEP) en el curso de la realización de actividades de divulgación y actividades de participación. La estrategia de participación pública de METRO ofrecerá oportunidades tempranas y continuas para que el público participe en la identificación de los impactos sociales, económicos y ambientales de las decisiones de transporte propuestas.

6.02 METRO asegurará que las personas tengan acceso a sus programas, actividades y servicios mediante el desarrollo y ejecución del plan de idioma en el mismo. METRO continuamente evaluará la necesidad de la asistencia lingüística de la población servida.

6.03 METRO utilizará los siguientes cuatro factores para determinar qué medidas deben llevarse a cabo para proporcionar un acceso razonable y significativo para las personas LEP.

- a) Idiomas susceptibles de ser encontrados y el número o la proporción de personas LEP en la población de servicios elegibles que podrían verse afectados por el programa, actividad o servicio.
- b) Frecuencia con la que los individuos con LEP entran en contacto con los programas, actividades y servicios de METRO.
- c) Importancia del programa, actividad o servicio prestado por METRO a las vidas individuales de los LEP.
- d) Los recursos necesarios para prestar asistencia eficaz de las lenguas y los costos.

### **6.04 ASISTENCIA DE LENGUAJE ORAL**

- a) METRO mantiene personal bilingüe para proporcionar interpretación a español en sus oficinas administrativas y en sus facilidades de Servicio al Cliente para las preguntas básicas de tránsito y asistencia para la planificación del viaje.

- b) Servicio de paratransito de METRO ofrece reservacionistas de habla hispana para ayudar a los clientes de paratransito al programar un viaje. La Guía de METRO ParaCruz está disponible en español y en gran impresión (español) en la página web de METRO en [www.scmttd.com](http://www.scmttd.com).
- c) METRO proporciona un intérprete de habla hispana en la primera hora de al menos una de sus Reuniones de la Junta cada mes, que se extenderá a toda la reunión, si hay una necesidad de tales servicios.
- d) Tras la notificación de 24 horas de antelación, METRO proporcionará un intérprete en la primera reunión de la Junta, si así lo solicita.

**6.05 NOTIFICAR A CLIENTES LEP DE LA DISPONIBILIDAD DE SERVICIOS DE ASISTENCIA DE LENGUAJE**

- a) METRO publicará un cartel en su tablón oficial de anuncios en sus oficinas administrativas indicando que la asistencia lingüística gratuita está disponible, si lo solicita en forma oportuna.

**6.06 TRADUCCIÓN DE DOCUMENTOS DE VITALES / ASISTENCIA DE LENGUA ESCRITA**

- a) Todas las audiencias públicas que requieren notificación al público serán publicadas en inglés y español.
- b) *Declaración de política de Título VI* de METRO (Anexo A) y *Formulario de Quejas* (Anexo B) estarán disponibles en español en el sitio web de METRO, [www.scmttd.com](http://www.scmttd.com), en los Centros de Tránsito y el tablón oficial de anuncios de METRO.
- c) *Declaración de política de Título VI* de METRO (Anexo A) y *Formulario de Quejas* (Anexo B) han sido traducidos al español y se publicarán en los centros de tránsito, en los vehículos de tránsito, y en el tablón oficial de anuncios en las oficinas de Administración de METRO.
- d) Headways de METRO se ofrece en inglés y español.
- e) METRO publicará una copia del Programa de la Junta de Directores en español en el tablón oficial de METRO, ubicado en las oficinas de Administración de METRO.

6.07 METRO proporcionará traducciones escritas de documentos vitales para cada grupo de LEP que constituye un mínimo del 5% de la población del área de servicio o se compone de al menos 1,000 personas.

6.08 METRO celebrará al menos una reunión de la Junta cada mes en lugares distintos a lo largo de sus fronteras geográficas para garantizar que personas de bajos recursos, minorías y LEP tengan acceso a estas juntas. Estos lugares incluyen Santa Cruz, Scotts Valley y Watsonville.



## VII. QUEJAS / JUICIOS Y APELACIONES

- 7.01 **Cómo presentar una queja de Título VI con METRO:** Cualquier persona que cree que él / ella, o como miembro de cualquier categoría específica de personas, ha sido objeto de discriminación por motivos de raza, color, origen nacional, edad o sexo, con respecto a los programas, actividades, servicios u otros beneficios de METRO relacionados con el tránsito, puede presentar una Queja por escrito con METRO. Una Queja puede ser presentada por el individuo o por un representante. Una Queja debe ser presentada dentro de 180 días después de la fecha de la supuesta discriminación, pero se les anima a los denunciantes presentar las quejas tan pronto como sea posible. METRO investigará de inmediato todas las Quejas presentadas en virtud del Título VI.
- 7.02 **La Queja debe incluir la siguiente información:**
- a) Una Queja debe ser por escrito y firmado y fechado por el Demandante o su representante antes de cualquier acción puede ser tomada.
  - b) Una Queja debe indicar por la medida posible, los hechos y circunstancias que rodearon la presunta discriminación, incluyendo la fecha, hora y lugar del incidente. La Queja deberá incluir una descripción del programa, actividad o servicio en el que ocurrió la presunta discriminación.
- 7.03 El *Formulario de Quejas* (Anexo B) se puede utilizar para presentar una Queja de Título VI de METRO. El *Formulario de Quejas* se hará en un formato accesible a petición. El *Formulario de Quejas* se puede obtener en los siguientes lugares:
- a) En la página web del METRO Santa Cruz, [www.scmttd.com](http://www.scmttd.com);
  - b) Llamando al Coordinador de Servicios Administrativos de Santa Cruz METRO, o su designado al (831) 426-6080, (TDD 711 (TTY / Voz)) un formulario de queja puede ser enviada por correo.
- 7.04 Si la Queja es recibida por alguien aparte del Gerente General de METRO, la persona en recepción de la Queja la remitirá al Gerente General o su designado dentro de 2 días hábiles de su recepción. El Gerente General proporcionará inmediatamente una copia de la Queja al Presidente de la Junta de Directores y al Administrador del METRO responsable por el programa, actividad o servicio que se identifica como fuera de cumplimiento.
- 7.05 **Procedimientos de METRO Para Investigar las Denuncias:** el Administrador del METRO responsable por el programa, actividad o servicio que se supone que esta fuera de cumplimiento investigará sin demora la supuesta denuncia y preparará una respuesta por escrito dentro de 10 días hábiles de su recepción de la reclamación. El Administrador puede consultar con el personal de METRO adecuada en la preparación de su respuesta a la queja. El Administrador remitirá su respuesta por escrito al Gerente General o su designado dentro del marco de tiempo designado.
- 7.06 El Gerente General o su designado deberá entonces hablar (en persona o conversación telefónica) con el demandante, en cuyo momento el demandante puede dar testimonio oral o por escrito en apoyo a la alegación de que sus derechos en virtud del Título VI han

sido violados. El Gerente General o su designado deberá revisar y considerar la respuesta preparada por el Administrador identificado en la Sección 7.05, toda la información proporcionada por el denunciante y cualquier otra evidencia disponible sobre los alegatos de la queja. El Gerente General o su designado deberá elaborar un informe escrito de sus conclusiones y si se requieren medidas correctivas, un calendario para la realización de dicha acción.

- 7.07 Dentro de 20 días hábiles siguientes a la recepción de la denuncia inicial, el Gerente General o su designado deberán informar al demandante de sus conclusiones y las medidas correctivas que deben adoptarse como consecuencia de la denuncia junto con el calendario para la realización de dicha acción.
- 7.08 Si el demandante no está satisfecho con los resultados y / o acción de Gerente General de METRO, o su designado, entonces el demandante puede presentar su Queja con el Presidente de la Junta Directiva (véase la sección 7.09 más adelante), o con la Oficina de Derechos Civiles del FTA (vea la sección 7.11 más adelante).
- 7.09 Si el demandante opta por presentar su Queja con el Presidente de la Junta de Directores, entonces la denuncia y la documentación justificativa debe presentarse dentro de los 5 días hábiles de su recepción de los resultados de la investigación del Gerente General, con el Presidente de la Junta de Directores, proporcionándole al Coordinador de Servicios Administrativos, o su designado, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. Tras examinar el expediente, el Presidente de la Junta notificará al denunciante de las acciones que, en su caso, se tomará como resultado de la revisión por el Presidente dentro de 10 días hábiles de la notificación del Presidente de que el denunciante no está satisfecho con los resultados de la investigación del Gerente General. La decisión del Presidente de la Junta Directiva de METRO será definitiva.
- 7.10 Cualquier plazo establecido en el presente documento podrá ser prorrogado por el Gerente General en una muestra de una buena causa.
- 7.11 **Cómo Presentar una Queja de Título VI con el FTA:** Cualquier persona que cree que él / ella, o como miembro de cualquier categoría específica de personas, ha sido objeto de discriminación por motivos de raza, color, origen nacional, edad, o el sexo, con respecto a los programas, actividades o servicios de METRO, o de otros beneficios conexos de tránsito, puede presentar una Queja por escrito al FTA. Una Queja puede ser presentada por el individuo o por un representante. Una Queja debe ser presentada dentro de 180 días después de la fecha de la supuesta discriminación. FTA investigará de inmediato todas las denuncias presentadas en virtud del Título VI, de conformidad con las regulaciones del DOT 49 CFR § § 21.11 (b) y 21.11 (c).
- A. **La Queja debe incluir la siguiente información:**
- 1) Una Queja debe ser por escrito y firmado y fechado por el demandante o su representante antes de que cualquier acción puede ser tomada.
  - 2) La Queja debe indicar, por la medida posible, los hechos y circunstancias que rodearon la presunta discriminación, incluyendo la fecha, hora y lugar del

incidente. La Queja deberá incluir una descripción del programa, actividad o servicio en el que ocurrió la presunta discriminación.

- 3) **NOTA:** En casos donde un demandante no puede o no es capaz de proporcionar una declaración por escrito, pero desea que el FTA o el DOT investigue la supuesta discriminación, una Queja verbal de la discriminación puede ser introducida al Director del FTA, Oficina de Derechos Civiles. Si es necesario, el Oficial de Derechos Civiles ayudará a la persona a convertir la queja verbal en escrito. Todas las quejas tienen que ser firmadas por el demandante o su representante.

Dirección de la Oficina de Derechos Civiles del FTA:

Federal Transit Administration Office of Civil Rights  
**Attn: Title VI Program Coordinator**  
**East Building, 5<sup>th</sup> Floor - TCR**  
**1200 New Jersey Avenue, S.E.**  
**Washington, DC 20590**

**TTY: 1-800-877-8339**

**Voice: 1-866-377-8642**

**[FTA.ADAAssistance@dot.gov](mailto:FTA.ADAAssistance@dot.gov)**

- 7.12 Aceptación de Quejas: Una vez que una Queja ha sido aceptada, el FTA notificará a METRO que ha sido objeto de una Queja de Título VI y le pedirá a METRO que responda por escrito a las alegaciones del Demandante. Una vez que el Demandante este de acuerdo de liberar la Queja al METRO, el FTA le dará la Queja a METRO. El FTA puede optar por cerrar una Queja si el Demandante no está de acuerdo en liberar la demanda al METRO. El FTA se esforzará para completar una investigación de una Queja de Título VI dentro de 180 días a partir de la fecha de aceptación de la Queja.
- 7.13 Investigaciones: El FTA hará una investigación rápida cada vez que una revisión de cumplimiento, informe, denuncia o cualquier otra información que indique un posible fracaso de cumplimiento con los Reglamentos del Título VI. La investigación del FTA incluirá una revisión de las prácticas pertinentes y las políticas de METRO, las circunstancias en que ocurrió el posible incumplimiento, y otros factores relevantes para una determinación en cuanto a si METRO ha dejado de cumplir con las regulaciones del Título VI.
- 7.14 Tras la investigación, la Oficina de Derechos Civiles del FTA transmitirá al Demandante y a METRO una de las siguientes tres cartas basadas en sus conclusiones:
- a) Carta de Resolución: explica los pasos que ha tomado METRO, o se compromete a tomar para entrar en cumplimiento con el Título VI.
  - b) Carta de Encuentro (Cumplimiento): explica que METRO se encuentra en cumplimiento con el Título VI. Esta carta incluirá una explicación de por qué METRO se encontró en el cumplimiento, y proporcionará una notificación al Demandante de sus derechos de apelación.

- c) Carta de Encuentro (Incumplimiento): explica que METRO se encuentra en incumplimiento. Esta carta incluirá cada violación de referencia, la normativa aplicable, una breve descripción de las soluciones propuestas, conocimiento del límite de tiempo en el proceso de conciliación, las consecuencias para el fracaso de lograr el cumplimiento voluntario, y una oferta de asistencia a METRO en la elaboración de un plan de rehabilitación para su cumplimiento.

7.15 Proceso de Apelación: Las cartas de encuentro y resoluciones ofrecerán al Demandante y a METRO la oportunidad de proporcionar información adicional que llevaría al FTA reconsiderar su conclusión. El FTA pide que las partes en la Queja proporcionen esta información adicional dentro de 60 días de la fecha de la carta de encuentro. La Oficina de Derechos Civiles del FTA responderá a una apelación, ya sea mediante la emisión de una carta de revisión de la resolución o conclusión a la parte apelante, o informando a la parte apelante de que la carta original de la resolución o la búsqueda sigue en vigor.

## VIII. DEFICIENCIAS DE CUMPLIMIENTO CON TÍTULO VI

- 8.01 Revisiones de Cumplimiento se llevarán a cabo periódicamente por el FTA, como parte de su responsabilidad permanente conforme con su autoridad en virtud de *49 CFR § 21.11 (a)*.
- 8.02 Si el FTA determina que METRO se encuentra en incumplimiento con el Título VI, se remitirá una *Carta de Encuentro* que describe la determinación del FTA y pide que METRO adopte voluntariamente medidas correctivas (s) que el FTA considera necesarias y apropiadas.
- 8.03 METRO presentará un plan de medidas correctivas, incluso una lista de acciones correctivas planeadas y, de ser necesario, las razones suficientes y justificadas para que el FTA reconsidere cualquier de sus conclusiones o recomendaciones en un plazo de 30 días de recibo de la *Carta de Encuentro* del FTA.

## IX. ADMINISTRACIÓN DEL REGLAMENTO

- 9.01 METRO integrará las disposiciones dentro de su Programa de Título VI en todos los programas, actividades y servicios prestados por el servicio de ruta fija de METRO, servicio de Paratrásito e instalaciones de METRO.
- 9.02 METRO integrará el programa del Título VI, en sus políticas y procedimientos.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



## DECLARACIÓN DE POLÍTICA DE TÍTULO VI

El Distrito de Tránsito Metropolitano de Santa Cruz (METRO) se compromete a proporcionar medios de transporte público en un ambiente libre de discriminación por motivos de raza, color, origen nacional, edad o sexo. METRO opera sus programas, actividades y servicios, sin distinción de raza, color, origen nacional, edad o sexo.

Como recipientes de fondos de la Administración Federal de Tránsito (FTA), METRO asegurará que sus programas, políticas y actividades cumplan con el Título VI del Acta de Derechos Civiles de 1964, según enmendada, y las regulaciones del Departamento de Transporte.

Cualquier persona que cree que él / ella, ha sido objeto de discriminación por motivos de raza, color, origen nacional, edad o sexo, con respecto a los programas, actividades, o servicios de METRO u otras prestaciones relacionadas con el tránsito, puede presentar una Queja de Título VI. Las quejas deberán presentarse por escrito y ser firmadas por el demandante, o un representante, y deberán incluir el nombre de los denunciados, dirección y número de teléfono u otro medio por el cual el demandante puede ser contactado. Las quejas deberán presentarse dentro de los 180 días de la fecha del presunto acto discriminatorio.

Para solicitar información adicional sobre las obligaciones sobre discriminación de METRO o para presentar una queja del Título VI, por favor envíe su solicitud o queja por escrito a:

**Santa Cruz Metropolitan Transit District**  
Attn: Gerente General  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

\*Formularios de Quejas también se pueden obtener por la página web de METRO en [www.scmtd.com](http://www.scmtd.com)

Quejas de Título VI de la Administración Federal de Tránsito (FTA) pueden ser presentadas directamente a:

Federal Transit Administration Office of Civil Rights  
Title VI Program Coordinator  
East Building, 5<sup>th</sup> - TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Anexo A

14.612

**Santa Cruz Metropolitan Transit District**  
**FORMULARIO DE QUEJAS DE DISCRIMINACIÓN DE TÍTULO VI**

Nombre del Demandante: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad / Estado / Código Postal: \_\_\_\_\_

Teléfono: \_\_\_\_\_ Dirección de E-mail: \_\_\_\_\_

Fecha de Violación: \_\_\_\_\_ Hora de Violación: \_\_\_\_\_

Fecha de la Queja: \_\_\_\_\_

Lugar de Violación: \_\_\_\_\_

Número de Autobús: \*\* \_\_\_\_\_ Ruta de Autobús: \*\* \_\_\_\_\_

Discriminación por motivo de:     Raza         Color         Origen Nacional  
    Edad         Sexo

Por favor, indique el nombre(s) de Directores, empleados o agentes de METRO que presuntamente han discriminado contra usted, incluyendo sus títulos de trabajo (si se conoce).

\_\_\_\_\_

\_\_\_\_\_

Identifique cual de los servicios, programas, o actividades de METRO no cumplen con el Título VI del Acta de Derechos Civiles de 1964.

\_\_\_\_\_

\_\_\_\_\_

Identifique a las personas por su nombre, dirección y número de teléfono que disponen de información relativa a la violación.

\_\_\_\_\_

\_\_\_\_\_

Explique lo más claramente posible lo que ocurrió, cómo siente que fue discriminado y quien estuvo involucrado. Favor de incluir cómo otras personas fueron tratadas de manera diferente a usted. \*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Firma del Demandante: \_\_\_\_\_ Fecha: \_\_\_\_\_

\* Puede usar hojas de papel adicionales si es necesario.

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**PUBLIC NOTICE**  
**TITLE VI PROGRAM REGULATION AND**  
**COMPLAINT PROCEDURE**

The Santa Cruz Metropolitan Transit District (METRO) is committed to providing public transportation in an environment that is free from discrimination on the basis of race, color, national origin, age, or sex. METRO operates its programs, activities and services without regard to race, color, national origin, age, or sex. As a Federal Transit Administration (FTA) fund recipient, METRO will ensure that its programs, policies, and activities comply with Title VI of the Civil Rights Act of 1964, as amended, and Department of Transportation regulations.

Notice is hereby given that METRO's proposed Title VI Program Regulation and Complaint Procedure will be available for public inspection at METRO's Administrative Offices, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060, from 8 am to 5 pm, Monday through Friday, for 45 days from November 1, 2009 through December 15, 2009. It is also available on METRO's website for review, [www.scmttd.com](http://www.scmttd.com).

METRO will accept written comments on METRO's Title VI Program Regulation and Complaint Procedure for 45 days from November 1, 2009 through December 15, 2009. Comments should be submitted to Les White, General Manager, at the address listed above, or by email: [lwhite@scmttd.com](mailto:lwhite@scmttd.com).

In addition, there will be a Public Hearing on METRO's proposed Title VI Program Regulation and Complaint Procedure at the Watsonville City Council Chambers at 275 Main Street, Fourth Floor, Watsonville, CA, on November 20, 2009 beginning at 9:00 am, where comments may be voiced.

The METRO Board of Directors will consider adoption of METRO's proposed Title VI Program Regulation and Complaint Procedure at the Santa Cruz City Council Chambers at 809 Center Street, Room 10, Santa Cruz, CA 95060, on December 18, 2009, beginning at 9:00 am.



**AVISO AL PÚBLICO**  
**REGLAMENTO DEL PROGRAMA Y**  
**PROCEDIMIENTO DE QUEJAS DE TÍTULO VI**

El Distrito de Tránsito Metropolitano de Santa Cruz (METRO) se compromete a proporcionar medios de transporte público en un ambiente libre de discriminación por motivos de raza, color, origen nacional, edad o sexo. METRO opera sus programas, actividades y servicios, sin distinción de raza, color, origen nacional, edad o sexo. Como recipientes de fondos de la Administración Federal de Tránsito (FTA), METRO asegurará que sus programas, políticas y actividades cumplan con el Título VI del Acta de Derechos Civiles de 1964, según enmendada, y las regulaciones del Departamento de Transporte.

Se hace saber que el propuesto Reglamento del Programa y Procedimiento de Quejas de Título VI de METRO estará disponible para inspección pública en las oficinas administrativas de METRO, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060, de 8am a 5pm, de lunes a viernes, por 45 días desde el 1 de noviembre de 2009 hasta el 15 de diciembre 2009. También está disponible en el sitio web de METRO para su revisión, [www.scmtd.com](http://www.scmtd.com).

METRO aceptará comentarios por escrito sobre el Reglamento del Programa y Procedimiento de Quejas de Título VI de METRO por 45 días desde el 1 de noviembre de 2009 hasta el 15 de diciembre 2009. Los comentarios deben ser presentados a Les White, Gerente General, a la dirección indicada anteriormente, o por correo electrónico: [lwhite@scmtd.com](mailto:lwhite@scmtd.com).

Además, habrá una audiencia pública sobre el propuesto Reglamento del Programa y Procedimiento de Quejas de Título VI de METRO en las Cámaras del Consejo de la Ciudad de Watsonville (Watsonville City Council Chambers) en 275 Main Street, Cuarto Piso, Watsonville, California, el 20 de noviembre 2009 a partir de las 9:00am, donde los comentarios pueden ser expresados.

La Junta Directiva de METRO considerará la aprobación del propuesto Reglamento del Programa y Procedimiento de Quejas de Título VI de METRO en las Cámaras del Consejo de la Ciudad de Santa Cruz (Santa Cruz City Council Chambers) en 809 Center Street, Room 10, Santa Cruz, CA 95060, el 18 de diciembre de 2009, comenzando a las 9:00am.



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009  
**TO:** Board of Directors  
**FROM:** Ciro F. Aguirre, Manager of Operations  
**SUBJECT:** CONSIDERATION OF ISSUES RELATED TO THE HOMELESS  
SHELTER BUS SERVICE

## I. RECOMMENDED ACTION

**That the Board of Directors consider the issues related to the Homeless Shelter Bus Service, and provide direction to staff regarding authorization for resumption of the service from November 15, 2009 through April 15, 2010.**

## II. SUMMARY OF ISSUES

- METRO has operated seasonal bus service to the Santa Cruz National Guard Armory from the METRO Transit Center, servicing the Santa Cruz Homeless Services Center (SCHSC).
- The SCHSC has expressed interest in resuming the service starting November 15, 2009 through April 15, 2010 (tentative).
- Duration of the service would be contingent on sufficient funding obtained by the SCHSC.
- METRO is prohibited from operating charter service under federal regulations and the District's enabling legislation. This service will be open door, require that the customer pay a fare, be promoted in the Headways and available to the general public.
- The anticipated costs of the November 2009 / April 2010 Armory service is \$50,912.
- METRO's Finance Department has reported that to date, the route guarantee balance from service rendered November 2008 through April 2009 in the amount of \$19,688.00 has not been paid.

## III. DISCUSSION

Each year since 2001 METRO has been providing bus service from the Metro Center, servicing the Santa Cruz Homeless Services Center (SCHSC) on Coral Street, ending at the Santa Cruz National Guard Armory at DeLaVeaga Park. This service has been performed on a daily basis during selected months, November through April and has been paid for through a route guarantee agreement between METRO and the SCHSC .

Mr. Douglas Loisel, Executive Director of the Homeless Services Center in September 2009 expressed interest in having the service resume on a daily basis for the period of November 15, 2009 through April 15, 2010. It was explained to Mr. Loisel that the conditions under which the service was previously established would still apply since METRO buses are not allowed to run charter service under federal regulations and the District's enabling legislation. The service would be open door, require that the customer pay a fare, and the route would be promoted in the METRO Headways and available for patronage by the general public.

Service for the period requested would consist of four (4) hours per day, seven (7) days per week (excluding Thanksgiving Day- Thursday, November 26, 2009, Christmas Day – Friday, December 25, 2009, and New Years Day – Friday, January 01, 2010). Providing this service is contingent on sufficient funding being available and may be suspended prior to the tentative termination date of April 15, 2010.

Further discussions were held with Mr. Loisel regarding the route guarantee balance pending in the amount of \$19,688 for services rendered from November 16, 2008 through April 15, 2009. Mr. Loisel advised that due to economic conditions, SCHSC experienced a decrease in available funding compromising the ability to pay the balance, but that additional grants may be forthcoming from which SCHSC would be able to settle the outstanding balance, and possibly fund the requested service. An extension to October 31, 2009 was agreed to for the balance owed.

Staff requests that the METRO Board of Directors consider the two issues SCHSC faces, uncertain availability of funding and the balance owed for the 2008/2009 route guarantee, and render a determination as to whether METRO will be providing the Homeless Shelter Bus Service for the 2009/2010 period.

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

The total cost to perform the aforementioned service would be \$50,912.  
This project is not funded in the Transit District's budget.  
Estimated daily riders = 151.  
Projected revenue = \$33,525..  
Projected deficit = \$17,387.  
Pending 2008/2009 route guarantee balance is \$19,688.

#### **V. ATTACHMENTS**

**Attachment A:** Estimated Costs Sheet  
**Attachment B:** METRO bus service for Homeless Shelter to Armory - Route Guarantee Balance Extension Agreement

# Attachment A

## 2008/2009 Estimated Costs for Route 88 Armory Bus Service November 15, 2008 – April 15, 2009

|                       |             |
|-----------------------|-------------|
| Projected Ridership   | 22,350      |
| Fare per Rider        | \$ 1.50     |
| Total Projected Fares | \$33,525.00 |

|                         |             |
|-------------------------|-------------|
| Total Projected Revenue | \$33,525.00 |
|-------------------------|-------------|

### Cost of Service

|                      |      |   |
|----------------------|------|---|
| Total Number of Days | *151 | * April 15 = 2 hours and Nov. 15 = 2<br>Hours combined = 1 day (included) |
|----------------------|------|---|

Holidays Excluded:  
Thanksgiving, November 22, 2007  
Christmas, December 25, 2007  
New Years, January 1, 2008

|                     |   |
|---------------------|---|
| Total Days Excluded | 3 |
|---------------------|---|

|                       |     |
|-----------------------|-----|
| Total Days of Service | 148 |
|-----------------------|-----|

|                           |              |                               |
|---------------------------|--------------|-------------------------------|
| Number of hour of Service | *592         | * 148 days x 4 hrs = 592 hrs. |
| Hourly Cost               | \$ 86.00     |                               |
| Route Cost                | *\$50,912.00 | * 592 x \$86.00 = \$50,912.   |

|                         |               |
|-------------------------|---------------|
| Cost per Day of Service | \$ 344.00/day |
|-------------------------|---------------|

|   |                     |
|---|---------------------|
| Total Cost                                | \$50,912.00         |
| Projected Revenue                         | <u>-\$33,525.00</u> |
| Projected Deficit<br>(SCHSC to subsidize) | \$17,387.00         |

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July 24, 2009

*Santa Cruz Metropolitan  
Transit District*

Santa Cruz Homeless Services Center  
115 Coral Street  
Santa Cruz, CA 95060  
Attn: Doug Loisel, Executive Director



**Attachment B**

Re: METRO bus service for Homeless Shelter to Armory

Dear Mr. Loisel:

This letter will confirm an agreement between the Santa Cruz Metropolitan Transit District (METRO) and the Santa Cruz Homeless Services Center (SCHSC) to allow the payment of \$19,688.00 which is owed by SCHSC to METRO to be due and payable on or before October 31, 2009.

As you are aware, METRO operated a shuttle service to the Santa Cruz National Guard Armory from the Homeless Shelter under contract with SCHSC. This service operated contingent on sufficient funding from the SCHSC. The cost for this service was \$52,688.00 for the period from November 15, 2008 through April 15, 2009 for 148 days of operation. After calculating the ridership and revenue collected during this period, the actual deficit owed by SCHSC is \$19,688.00.

METRO understands that the SCHSC is expecting additional funding in the fall that will pay for this deficit. This letter confirms that the Santa Cruz Homeless Services Center promises to pay to METRO for the outstanding costs for the Shuttle service from November 1, 2008 through April 15, 2009, the sum of \$19,688.00 on or before October 31, 2009. METRO will not charge interest or late charges if payment is made on or before October 31, 2009.

If you agree to the terms and conditions set forth in this letter, please sign below as indicated, and return the executed letter to METRO in the envelope enclosed. The extra copy of the letter is for your files.

Thank you for your anticipated cooperation.

Very truly yours,

Debbie Kinslow  
Assistant Finance Manager

On behalf of the Santa Cruz Homeless Services Center, I agree to pay METRO \$19,688.00 on or before October 31, 2009.

  
\_\_\_\_\_  
Doug Loisel, Executive Director

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117

METRO OnLine at <http://www.scmtd.com>

15. b1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009

**TO:** Board of Directors

**FROM:** Robyn D. Slater, Human Resources Manager

**SUBJECT: CONSIDERATION OF APPROVAL OF CLASS SPECIFICATIONS AND WAGE SCALES FOR THE NEWLY CREATED TRANSPORTATION PLANNER SERIES**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors approve the Class Specifications and wage scales for the newly created Transportation Planner Series**

## II. SUMMARY OF ISSUES

- In April 2009 the incumbent to the Transit Planner class specification retired.
- The Finance Manager initiated a reclass that restructured two existing class specifications and developed additional positions to create a series.
- METRO met with the union and reached agreement on the new and changed class specifications.
- A wage survey was conducted using the new class specifications.

## III. DISCUSSION

In April 2009 the Transit Planner for METRO retired after working in that class specification for approximately eight years. The Transit Planner function was transferred to Finance in November 2008. Upon review of the Transit Planner position, the Finance Manager worked with Human Resources to develop a series of Transit Planner positions of increasing responsibility. The new series allows METRO to hire at the level currently needed with an option to either add employees at different levels and/or provide for career enhancement opportunities within a specialized field.

The class specifications were provided to the Union in April 2009 and several meetings were held to review the class specifications and reach agreement. Attachment A provides the class specifications for all five positions in the series: Transportation Planning Aid, Junior Transportation Planner, Transportation Planner, Senior Transportation Planner and Transportation Planning Supervisor. The class specifications were reviewed to determine whether or not the specifications met the Fair Labor Standards Act requirements for exempt status (not eligible for overtime). Three of the five positions qualified as exempt, the Transportation Planner, Senior Transportation Planner and Transportation Planning Supervisor.

16.1

As part of the survey, the class specifications for the positions listed above were sent to 10 Transit Agencies throughout the state as well as the County and City of Santa Cruz. SEIU and METRO had previously agreed on these 12 agencies to be surveyed. The class specifications of the responding agencies were reviewed to determine if like positions were similar enough for the wage information to be included in the survey. If so, the wage scales were reviewed and ranked using the top step for comparison purposes.

As a result of the wage survey, wage scales were developed for all the class specifications. The separations between the wage scales mirrors the current SEIU represented Administrative series, which was recently adjusted (January 2007) and contains non-exempt and exempt class specifications.

Staff met with representatives of SEIU Local 521 and obtained concurrence of the class specifications and wage scales. SEIU did state they were surprised that three of the five positions are considered exempt. METRO provided SEIU with the website information used to determine exempt status. The SEIU Memorandum of Understanding specifies that exempt positions receive 40 hours of Administrative leave per fiscal year to compensate for additional work beyond 40 hours a week.

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

METRO intends to fund one position in the Transportation Planning series for FY09. There will be no fiscal impact since the existing Transit Planner position was funded at the top step and included a longevity bonus at the 15 year level (5% at 10 years of service an additional 5% at 15 years of service).

#### **V. ATTACHMENTS**

- Attachment A:** Revised Class Specification  
**Attachment B:** Salary range

Prepared By: Robyn D. Slater, Human Resources Manager  
Date Prepared: October 15, 2009

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## TRANSPORTATION PLANNING AIDE

### Attachment **A**

#### **DEFINITION**

Under close supervision, assists by gathering, assembling, organizing and analyzing planning data, acting as a resource for data used in related studies and assisting in the preparation and presentation of oral and written reports for policy development and implementation of service enhancement projects. May act as back-up for Transit Surveyor.

#### **Distinguishing Characteristics**

This is the first level Transportation Planner position. Incumbents work in support of the planning area and perform tasks of a defined scope. Work assignments are subject to detailed and frequent review. As incumbents' knowledge and skill increase, they may perform with some degree of independence, a full range of duties in relation to different transportation modes and their operational characteristics. Incumbents will gradually gain a thorough understanding of federal, state, regional and local planning practices as they relate to transportation. Over time incumbents will move towards demonstrating proficiency in performing and understanding state-of-the-art and emerging technologies, working as part of a team, and will eventually have responsibility for completing tasks on schedule and within budget. Incumbents receive detailed instruction and/or assistance as tasks are assigned and will become fully aware of operating procedures and policies.

Successful completion of tasks will require a person who is:

- An exceptional problem-solver; ready to identify a course of action and steps to meet expectations
- Focused on developing substantive materials and information.
- A good communicator: capable of working closely with team members expressing thoughts, identifying issues and solutions, and preparing written materials
- Flexible/adaptable: willing to tackle new subject areas conceptualize new solutions and/or methodologies to achieve results

#### **EXAMPLES OF DUTIES/FUNCTIONS:**

Duties/functions may include, but are not limited to, the following:

- Works with staff in collecting, analyzing, and evaluating factual data as it relates to the preparation of a variety of transit planning and service delivery studies covering a small geographic or limited service area including documentation of service performance, service analyses, recommendations for service enhancements and discussion of pertinent issues
- Extracts planning information from environmental impact documents, land use maps, aerial photographs and other planning records to conduct transportation and service delivery studies, including boarding and alighting, safety, and cost analysis
- Gathers and works towards analysis of technical, demographic, economic, and financial data used for assessing route and schedule changes, as well as related service enhancements

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- Assists in providing knowledge to the Grants division to develop capital funding strategies and assists in the preparation of a variety of written reports and required materials
- Assists in identifying potential areas for study and may participate in the preparation of cost analysis through tracking and preparation of maps, charts, tables, photographs, illustrations and other graphics for display or inclusion in reports
- Collects data, may develop and implement survey techniques and processes; may participate in field studies.
- Makes mathematical and statistical calculations for statistical charts, maps and other documents to accompany studies, reports and presentations
- Updates and maintains planning databases and directories
- Provides documents and other information for use in developing recommendations on development applications related to transportation service
- Collects information related to the development of consultants' scope of services and proposals for planning
- May perform the functions of the Transit Surveyor position and participate in field investigations
- Assists in the preparation of plans and projections of future transit, transportation, economic or demographic conditions and trends
- Analyzes and makes recommendations using transportation planning and statistical methods, modeling and budgeting and financial analyses
- Assists in the development of work plans and budget estimates for studies
- Assists in the development of capital programs and grant applications for transportation funds
- Gathers information and performs GIS work including data manipulation/conversion, spatial and statistical analysis, map-making, documentation, technical support and application development
- Assists in the data gathering and development of regional and jurisdictional service plans and cost proposals
- May analyze route and service performance to determine areas where transit service can be improved in terms of efficiency, productivity, and effectiveness
- Assists in the preparation of ridership, on-time performance, productivity, and other route and service measurement reports to the General Manager, Board of Directors and others as requested
- Provides data and other materials to assist in planning number of stops, length of route and runs per shift for routes according to union/management procedures and cost per mile/hour
- Assists in the preparation of written evaluations of proposed route, service, and schedule changes
- As part of the outreach team, gathers information for members of the public and representatives of community organizations regarding pending and evaluations of pending changes to routes and service changes.
- As a team member, answers inquiries and disseminates information for transportation planning reports, forecasts and related issues to the transportation system
- Assists in developing and responding orally and in writing to requests from the public, staff, governmental agencies, advisory committees and community groups for information regarding existing services and funding, suggested service adjustments and long-range planning issues
- Works with staff and provides information to prepare written and graphical information for oral presentations on transit and service-related issues to the Board of Directors, staff, service users, governmental agencies, advisory committees and community groups



- Performs related duties as required

## EMPLOYMENT STANDARDS

### Knowledge of:

- Basic aims, concepts, and principles of arithmetic
- Basic principles, practices and techniques of data collection, evaluation, surveying, transmitting and presenting information
- Basic map reading
- Report writing and proper Business English
- Cost analysis and modeling
- Research principles and techniques, data collection techniques and statistical principles and methods
- Basic budgeting and financial analysis concepts and practices
- Operation of common office equipment including personal computers and computer software common to the planning function (i.e., word processing, spreadsheet, modeling, mapping)
- Office procedures including maintenance of records

### Ability to:

- Prepare documentation material in a clear and concise manner
- Communicate, both orally and in writing, in a clear, concise, persuasive, and tactful manner to a wide variety of audiences
- Establish contacts and participate in a variety of outreach activities
- Effectively advocate and promote the use of public transit
- Establish and maintain effective working relationships with METRO staff, governmental officials, advisory committees and community groups using principles of good customer service
- Speak and write effectively
- Learn how to write letters, memorandums, board memorandums, planning and technical reports and fact sheets designed to be understood by all audiences, including the general public
- Collect, tabulate, read, analyze, understand and interpret scientific and technical journals, financial reports and legal documents
- Supply information to formulate an initial response to inquiries or complaints from customers, regulatory agencies, local government representatives, citizen groups or members of the business community
- Gather information to analyze transportation, budget and funding issues for immediate, short- and long-range service enhancements and capital requirements
- Prepare support data for written and oral discussion on the design and implementation of service changes
- Prepare and interpret maps and legal descriptions
- Learn how to prioritize projects based on specific established criteria
- Meet deadlines
- Learn the basic principles and practices of planning and zoning administration
- Learn applicable transportation planning software programs
- Design graphics/maps for publication studies using computer/drawing software
- Collect, organize and prepare planning data for presentations

- Collect and analyze issues and numerical measures associated with transportation planning projects, including estimates derived from computer models, engineering estimates of costs and benefits and public input
- Accurately perform simple computations
- Learn how to perform analysis and make recommendations based on findings in studies, field observation and public contacts
- Creatively develop and carry out research projects when specific instructions are given
- Keep abreast of current trends in the field

### Training and Experience

Education equivalent to a Bachelor's Degree from an accredited college or university with major coursework in City and Regional Planning, Urban Studies, Geography, Geographic Information Systems (GIS), Public Administration, Political Science, Business, Finance, Economics, or a closely related field.

OR

Three (3) years of recent, progressive and verifiable experience working with raw data files and ESRI GIS software to create and analyze spatial data, create high-quality maps and develop GIS based solutions/scheduling applications, Hastus and/or CAD/AVL.

### Special Requirements

Possession of a valid California driver's license or the ability to obtain one prior to employment. May need to work a flexible schedule during time periods when a back-up for the Transit Surveyor is needed.

### Physical Requirement

While performing the duties of this job the employee is frequently required to sit, talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls or drive a METRO vehicle; reach with hands and arms. The employee is regularly required to stand, walk, bend and twist, rotate and bend at the neck. Occasional lifting and overhead reaching is required; use of feet to apply pressure to pedals for driving. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## JR. TRANSPORTATION PLANNER

### DEFINITION

Under close supervision, assists in preparing policy development and implementation of service enhancement projects by participating in transit planning and service delivery studies by identifying issues, collecting, analyzing, and reporting data, acting as a resource for data used in related studies and assisting in the preparation and presentation of oral and written reports. May act as back-up for Transit Surveyor.

### Distinguishing Characteristics

This is an entry level Transportation Planner position. Incumbents may initially perform work in a training capacity, and as the incumbents knowledge and skill increase, may perform with some degree of independence, a full range of duties in relation to different transportation modes and their operational characteristics. Incumbents will gradually gain a thorough understanding of federal, state, regional and local planning practices, as they relate to transportation. Over time incumbents will move towards demonstrating proficiency performing and understanding of state-of-the-art and emerging technologies, working as part of a team, and will eventually have responsibility for completing tasks on schedule and within budget. Incumbents receive instruction or assistance as new and unusual situations arise and will become fully aware of operating procedures and policies.

Successful completion of tasks will require a person who is:

- An exceptional problem-solver; ready to identify a course of action and steps to meet expectations
- Focused on developing substantive materials and information.
- A good communicator: capable of working closely with team members in expressing thoughts, identifying issues and solutions and preparing written materials
- Flexible/adaptable: willing to tackle new subject areas and conceptualize new solutions and/or methodologies to achieve results

### EXAMPLES OF DUTIES/FUNCTIONS:

Duties/functions may include, but are not limited to, the following:

- Assists in the preparation of a variety of transit planning and service delivery studies covering a small geographic or limited service area, including documentation of service performance, service analyses, recommendations for service enhancements and discussion of pertinent issues
- Participates in conducting transportation and service delivery studies, including boarding and alighting, safety and cost analyses
- Gathers and analyzes technical, demographic, economic, and financial data used for assessing route and schedule changes, as well as related service enhancements
- Assists in providing knowledge to the Grants division to develop capital funding strategies and assists in the preparation of a variety of written reports

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- Monitors current service levels and assists in identifying potential areas for study; may participate in the preparation of cost analyses
- Collects data, may develop and implement survey techniques and processes; may participate in field studies
- Prepares statistical charts, maps, and other documents to accompany studies, reports and presentations
- Prepares planning reports, forecasts, and recommendations related to transportation system improvements, as a team member, or may individually perform portions under close supervision
- Monitors transit work or transportation policy
- Updates and maintains planning databases and directories
- Reviews and makes recommendations on development applications related to transportation service
- Participates in the development of consultants' scope of services and proposals for planning
- May perform the functions of the Transit Surveyor position and make field investigations
- Assists in the preparation of plans and projections of future transit, transportation, economic or demographic conditions and trends
- Analyzes and makes recommendations using transportation planning and statistical methods, modeling and budgeting and financial analyses
- Assists in the development of work plans and budget estimates for studies
- Assists in the development of capital programs and grant applications for transportation funds
- Gathers information and performs GIS work including data manipulation/conversion, spatial and statistical analysis, map-making, documentation, technical support and application development
- Assists in the development of regional and jurisdictional service plans and cost proposals
- Analyzes route and service performance to determine areas where transit service can be improved in terms of efficiency, productivity and effectiveness
- Assists in the preparation of ridership, on-time performance, productivity, and other route and service measurement reports to the General Manager, Board of Directors, and other as requested
- Assists in planning number of stops, length of route and runs per shift for routes according to union/management procedures and cost per mile/hour
- Assists in the preparation of written evaluations of proposed route, service and schedule changes
- As part of the outreach team, gathers information for members of the public and representatives of community organizations regarding pending and evaluations of pending changes to routes and service changes.
- Assists in developing and responding orally and in writing to requests from the public, staff, governmental agencies, advisory committees and community groups for information

regarding existing services and funding, suggested service adjustments and long-range planning issues

- Answers inquiries and disseminates information regarding issues related to transportation planning
- Prepares written and graphical information for oral presentations on transit and service-related issues to the Board of Directors, staff, service users, governmental agencies, advisory committees and community groups
- May act as METRO's liaison with cities, other local/regional agencies and community groups regarding transportation issues
- Performs related duties as required

## **EMPLOYMENT STANDARDS**

### Knowledge of:

- Basic aims, concepts, and principles of transportation planning and capital funding
- Basic principles, practices and techniques of data collection, evaluation, surveying, transmitting and presenting information
- Report writing and proper Business English
- Basic principles of traffic demand management
- Basic knowledge of attractions and locations that generate patronage
- Cost analysis and modeling
- Basic measures of transit effectiveness used to assess route performance
- How to survey
- Research and statistical methods
- Budgeting and financial analysis concepts and practices
- Computer software common to the planning function (i.e., word processing, spreadsheet, modeling, mapping)

### Ability to:

- Formulate an initial response to inquiries or complaints from customers, regulatory agencies, local government representatives, citizen groups or members of the business community
- Participate in the written and oral discussion on the design and implementation of service changes
- Prepare written technical reports and documentation material in a clear and concise manner
- Communicate, both orally and in writing, in a clear, concise, persuasive, and tactful manner to a wide variety of audiences
- Establish contacts and participate in a variety of outreach activities
- Effectively advocate and promote the use of public transit
- Organize and prepare presentations
- Establish and maintain effective working relationships with METRO staff, governmental officials, advisory committees and community groups using principles of good customer service

- Write letters, board, planning and technical reports and fact sheets designed to be understood by all audiences, including the general public
- Collect, tabulate, read, analyze, understand and interpret scientific and technical journals, financial reports and legal documents
- Collect and analyze issues and numerical measures associated with transportation planning projects, including estimates derived from computer models, engineering estimates of costs and benefits and public input
- Analyze transportation, budget, cost/benefit and funding issues and make initial oral and written recommendations for immediate, short- and long-range service enhancements and other related technical analysis for their impact on capital requirements
- Learn how to prioritize projects based on specific established criteria
- Creatively develop and carry out projects when specific concepts are provided
- Meet deadlines
- Design graphics/maps using computer/drawing software for publication studies
- Keep abreast of current trends in the field
- Perform analyses and make recommendations based on findings in studies, field observation and public contacts

### Training and Experience

Education equivalent to a Bachelor's Degree from an accredited college or university with major coursework in City and Regional Planning, Urban Studies, Geography, Geographic Information Systems (GIS), Public Administration, Political Science, Business, Finance, Economics, or a closely related field **and** recent, progressive and verifiable professional experience in a professional capacity working with raw data files, ESRI GIS software to create and analyze spatial data, create high-quality maps and develop GIS based solutions/scheduling applications, Hastus and/or CAD/AVL.

### Special Requirements

Possession of a valid California driver's license or the ability to obtain one prior to employment. May need to work a flexible schedule during time periods when a back-up for the Transit Surveyor is needed.

### Physical Requirement

While performing the duties of this job the employee is frequently required to sit, talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls or drive a METRO vehicle; reach with hands and arms. The employee is regularly required to stand, walk, bend and twist, rotate and bend at the neck. Occasional lifting and overhead reaching is required; use of feet to apply pressure to pedals for driving. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## TRANSPORTATION PLANNER

### DEFINITION

Under supervision, prepares policy development and implementation of service enhancement projects by participating in transit planning and service delivery studies that include the identification of issues, collection, analysis, and reporting of data, acting as a knowledge resource for planning data used in related studies and participating the preparation and presentation of oral and written reports. May act as back-up for Transit Surveyor.

### Distinguishing Characteristics

This is a journey level Transportation Planner. Incumbents must be able to perform a full range of duties in relation to different transportation modes and their operational characteristics and have a thorough understanding of federal, state, regional and local planning practices as they relate to transportation. This position requires an understanding of state-of-the-art and emerging technologies, working as part of a team and will have responsibility for completing tasks on schedule and within budget. Incumbents receive only occasional instruction or assistance as new and unusual situations arise and are fully aware of operating procedures and policies. Incumbents at this level may provide training and lead direction over other support staff. Successful completion of tasks will require a person who is:

- An exceptional problem-solver; ready to identify a course of action and steps to meet expectations
- Focused on developing substantive materials and information
- A good communicator: capable of working closely with team members expressing thoughts, identifying issues and solutions, and preparing written materials
- Flexible/adaptable: willing to tackle new subject areas and conceptualize new solutions and/or methodologies to achieve results

### EXAMPLES OF DUTIES/FUNCTIONS:

Duties/functions may include, but are not limited to, the following:

- Prepares a variety of transit planning and service delivery studies covering a small geographic or limited service area, including documentation of service performance, service analyses, recommendations for service enhancements and discussion of pertinent issues
- Conducts transportation and service delivery studies, including boarding and alighting, safety and cost analysis
- Analyzes technical, demographic, economic, and financial data used for assessing route and schedule changes, as well as related service enhancements
- Provides knowledge to the Grants division to develop capital funding strategies and prepares a variety of written reports

16.99

- Monitors current service levels and identifies potential areas for study; may prepare cost analyses
- Collects data, develops and implements survey techniques and processes; may participate in field studies
- Prepares statistical charts, maps, and other documents to accompany studies, reports and presentations
- Prepares planning reports, forecasts, and recommendations related to transportation system improvements
- Develops, interprets, monitors and writes transit documents or transportation policy
- Reviews and makes recommendations on development applications related to transportation service
- May perform the functions of the Transit Surveyor position and make field investigations
- Prepares plans and projections of future transit, transportation, economic or demographic conditions and trends
- May function as a project lead with other professional staff and consultants
- Develops work plans and budget estimates for studies
- Assists in the development of capital programs and grant applications for transportation funds
- Performs GIS work including data manipulation/conversion, spatial and statistical analysis, map-making, documentation, technical support and application development
- Assists in the development of regional and jurisdictional service plans and cost proposals
- Analyzes route and service performance to determine areas where transit service can be improved in terms of efficiency, productivity and effectiveness
- Prepares ridership, on-time performance, productivity, and other route and service measurement reports for the General Manager, Board of Directors and others as requested
- Assists in planning numbers of stops, length of route and runs per shift for routes according to union/management procedures and cost per mile/hour
- Prepares written evaluations of proposed route, service, and schedule changes
- As part of an outreach team, briefs members of the public and representatives of community organizations regarding pending and evaluations of and pending changes to routes and service changes as part of an outreach team
- Responds orally and in writing to requests from the public, staff, governmental agencies, advisory committees and community groups for information regarding existing services and funding, suggested service adjustments and long-range planning issues
- Prepares written and graphical information and may make oral presentations on transit and service related issues to the Board of Directors, staff, service users, governmental agencies, advisory committees and community groups
- Analyzes and makes recommendations using transportation planning and statistical methods, modeling, and budgeting and financial analyses



- May act as METRO's liaison with cities, other local/regional agencies and community groups regarding transportation issues
- Performs related duties as required

## EMPLOYMENT STANDARDS

### Knowledge of:

- Principles, concepts, goals and technical aspects of transportation planning and capital funding including traffic demand requirements
- Principles and practices of data collection and presentation
- Research and statistical methods
- Report writing and proper Business English
- Federal and State transportation funding program sources, processes and data reporting requirements
- Principles of traffic demand management
- Potential service enhancements
- Measures of transit effectiveness used to assess route performance
- Applicable federal, state and local laws governing transit operations including funding programs and data reporting requirements
- Physical, environmental, economic, aesthetic and social implications involved in transportation planning and transit-oriented development
- 
- Techniques for gathering, surveying, evaluating, and transmitting information
- Budgeting and financial analysis concepts and practices, including cost analysis and modeling
- Community interrelationships
- Computer software common to the planning function (i.e., word processing, spreadsheet, modeling, mapping) at the intermediate level
- Project management methods and techniques
- Working knowledge of attractions and locations that generate patronage

### Ability to:

- Formulate a response to inquiries or complaints from customers, regulatory agencies, local government representatives, citizen groups or members of the business community
- Prepare written technical reports and performance documentation material
- Communicate, both orally and in writing, in a clear, concise, persuasive, and tactful manner to a wide variety of audiences
- Effectively participate in a variety of outreach activities
- Effectively advocate and promote the use of public transit
- Establish and maintain effective working relationships with METRO staff, governmental officials, advisory committees and community groups using principles of good customer service
- 
- Write letters, memorandums, board, planning and technical reports and fact sheets designed to be understood by all audiences, including the general public

- Read, analyze, understand and interpret complex scientific and technical journals, financial reports and legal documents
- Analyze issues and numerical measures associated with transportation planning projects, including estimates derived from computer models, engineering estimates of costs and benefits and public input
- Analyze transportation, budget, and funding issues and make oral and written recommendations for immediate, short, and long-range service enhancements and capital requirements
- Conduct cost/benefit, impact and other related technical analyses
- Meet deadlines
- Design graphics/maps using computer/drawing software for publication studies
- Keep abreast of current trends in the field
- Perform analysis and make recommendations based on findings in studies, field observation and public contacts
- Design and implement service changes
- Prioritize projects based on established criteria
- Creatively develop and carry out projects when only general concepts are provided

### Training and Experience

Education equivalent to a Bachelor's Degree from an accredited college or university with major coursework in City and Regional Planning, Urban Studies, Geography, Geographic Information Systems (GIS), Public Administration, Political Science, Business, Finance, Economics, or a closely related field **and** two (2) years of increasingly responsible experience in Transportation Planning or systems analysis in a public transportation system **plus** a minimum of two (2) years of recent, progressive and verifiable professional experience in a professional capacity working with raw data files and ESRI GIS software to create and analyze spatial data, create high-quality maps and develop GIS based solutions/scheduling applications, Hastus and/or CAD/AVL.

Master's degree and American Institute of Certified Planners (AICP) or Professional Transportation Planner (PTP) certification desired.

### Special Requirements

Possession of a valid California driver's license or the ability to obtain one prior to employment. May need to work a flexible schedule during time periods when a back-up for the Transit Surveyor is needed.

### Physical Requirement

While performing the duties of this job the employee is frequently required to sit, talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls or drive a METRO vehicle; reach with hands and arms. The employee is regularly required to stand, walk, bend and twist, rotate and bend at the neck. Occasional lifting and overhead reaching is required; use of feet to apply pressure to pedals for driving. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## SR. TRANSPORTATION PLANNER

### DEFINITION

Under general supervision, participates in policy development and implementation of service enhancement projects by conducting transit planning and service delivery studies that include the identification of issues, collection, analysis, and reporting of data and the preparation and presentation of oral and written reports. May act as back-up for Transit Surveyor.

### Distinguishing Characteristics

This is an advanced journey level Transportation Planner. Incumbents must have familiarity with a range of transportation modes and their operational characteristics, a thorough understanding of federal, state, regional and local planning practices as they relate to transportation; an understanding of state-of-the-art and emerging technologies; and possess specialized, technical, or functional expertise within the area of assignment. The Sr. Transportation Planner works as part of a team; has responsibility for completing tasks on schedule and within budget and may exercise supervision over assigned subordinate staff. Incumbents are typically assigned significant responsibility and often exercise independent judgment in the performance of all duties. Successful completion of tasks will require a person who is:

- An exceptional problem-solver; ready to identify a course of action and steps required to meet expectations
- Focused on developing substantive materials and information
- A good communicator: capable of working closely with team members in expressing thoughts, identifying issues and solutions and preparing written materials
- Flexible/adaptable: willing to tackle new subject areas and conceptualize new solutions and/or methodologies to achieve results

### EXAMPLES OF DUTIES/FUNCTIONS:

Duties/functions may include, but are not limited to, the following:

- Prepares a variety of transit planning and service delivery studies covering a small geographic or limited service area, including documentation of service performance, service analyses, recommendations for service enhancements and discussion of pertinent issues
- Conducts transportation and service delivery studies including boarding and alighting, safety and cost analysis
- Analyzes technical, demographic, economic, and financial data used to assess route and schedule changes, as well as related service enhancements; and provides expertise to staff in the development of recommendations for change
- Provides expertise to the Grants division to develop capital funding strategies and prepares a variety of written reports

16.913

- Monitors current service levels and identifies potential areas for study; may prepare cost analyses
- Collects and/or supervises the collection of data, develops and implements survey techniques and processes and may supervise and participate in field studies
- Prepares statistical charts, maps, and other documents to accompany studies, reports, and presentations
- Develops, interprets, coordinates and monitors transit or transportation policy and planning work, including completion of complex written documents and reports
- Reviews and makes recommendations on development applications regarding bicycle, pedestrian, roadway and transit facilities
- Develops and evaluates consultants' scope of services and proposals for planning
- Prepares plans and projections of future transit, transportation, economic or demographic conditions and trends
- Analyzes and makes recommendations using advanced transportation planning and statistical methods, modeling and budgeting and financial analyses
- Develops work plans and budget estimates for studies
- Assists in the development of capital programs and grant applications for transportation funds
- Performs the full scope of GIS work, including data manipulation/conversion, complex spatial and statistical analysis, map-making, documentation, technical support and application development
- Assists in the development of regional and jurisdictional service plans and cost proposals
- Analyzes route and service performance to determine areas where transit service can be improved in terms of efficiency, productivity and effectiveness
- Prepares ridership, on-time performance, productivity and other route and service measurement reports for the General Manager, Board of Directors and others as requested
- Assists in planning numbers of stops, length of route and runs per shift for routes according to union/management procedures and cost per mile/hour
- May perform the functions of the Transit Surveyor position and make field investigations
- Responds orally and in writing to requests from the public, staff, governmental agencies, advisory committees and community groups for information regarding existing services and funding, suggested service adjustments, and long-range planning issues
- Makes oral presentations on transit and service-related issues to the Board of Directors, staff, service users, governmental agencies, advisory committees and community groups
- Provides liaison with cities, other local/regional agencies and community groups regarding transportation issues
- Prepares written evaluations of proposed route, service, and schedule changes
- As part of the outreach team, briefs members of the public and representatives of community organizations regarding pending and evaluations of pending changes to routes and service changes
- May provide work direction to staff and consultants on small contracts and monitor consultant contracts

- Functions as a project lead with other professional staff and consultants
- Performs related duties as required

## EMPLOYMENT STANDARDS

### Knowledge of:

- Principles, concepts, techniques and legal aspects of transportation planning, capital funding and traffic demand management
- Principles and practices of data collection and presentation
- Report writing and proper Business English
- 
- Potential service enhancements
- Measures of transit effectiveness used to assess route performance
- Applicable federal, state and local laws governing transit operations including funding sources and processes and program data reporting requirements
- Survey techniques
- Research and statistical methods
- Budgeting and financial analysis concepts and practices, including cost analysis and modeling
- Community interrelationships
- Computer software common to the planning function (i.e., word processing, spreadsheet, modeling) at the intermediate level
- Project management methods and techniques
- Working knowledge of attractions and locations that generate patronage

### Ability to:

- Respond to inquiries or complaints from customers, regulatory agencies, local government representatives, citizen groups or members of the business community
- Prepare written technical reports and performance documentation materials
- Communicate, both orally and in writing, in a clear, concise, persuasive, and tactful manner to a wide variety of audiences
- Effectively participate in a variety of outreach activities
- Effectively advocate and promote the use of public transit
- Establish and maintain effective working relationships with METRO staff, governmental officials, advisory committees and community groups, using principles of good customer service
- Write letters, memorandums, board, planning and technical reports, and fact sheets designed to be understood by all audiences, including the general public
- Read, analyze, and interpret scientific and technical journals, financial reports and legal documents
- Analyze transportation, budget, and funding issues and make oral and written recommendations for immediate, short- and long-range service enhancements and capital requirements
- Design and implement service changes
- Conduct cost/benefit, impact and other related technical analyses
- Meet deadlines

- Analyze issues and numerical measures associated with transportation planning projects, including estimates derived from computer models, engineering estimates of costs and benefits, and public input
- Keep abreast of current trends in the field
- Assist in estimating and administering budgets for studies and in managing planning projects
- Perform analysis and make recommendations based on findings in studies, field observation, and public contacts

### Training and Experience

Education equivalent to a Bachelor's Degree from an accredited college or university with major coursework in City and Regional Planning, Urban Studies, Geography, Geographic Information Systems (GIS), Public Administration, Political Science, Business, Finance, Economics, or a closely related field **and** Three (3) years of increasingly responsible experience in Transportation Planning or systems analysis in a public transportation system **plus** a minimum of two (2) years of recent, progressive and verifiable professional experience in a professional capacity working with raw data files and ESRI GIS software to create and analyze spatial data, create high-quality maps and develop GIS based solutions/scheduling applications, Hastus and/or CAD/AVL.

Master's degree and American Institute of Certified Planners (AICP) or Professional Transportation Planner (PTP) certification are desired.

### Special Requirements

Possession of a valid California driver's license or the ability to obtain one prior to employment. May need to work a flexible schedule during time periods when a back-up for the Transit Surveyor is needed.

### Physical Requirement

While performing the duties of this job the employee is frequently required to sit, talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls or drive a METRO vehicle; reach with hands and arms. The employee is regularly required to stand, walk, bend and twist, rotate and bend at the neck. Occasional lifting and overhead reaching is required; use of feet to apply pressure to pedals for driving. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## TRANSPORTATION PLANNING SUPERVISOR

### DEFINITION

Under general direction, plans, organizes, directs, and coordinates the activities and staff of the planning area in policy development and implementation of service enhancement projects by supervising and conducting transit planning and service delivery studies that include the identification of issues, collection, analysis, and reporting of data, and the preparation and presentation of oral and written reports. May act as back-up for Transit Surveyor.

### Distinguishing Characteristics

This position has full supervisory authority over the planning area. This position requires a familiarity with a range of transportation modes and their operational characteristics; a thorough understanding of federal, state, regional and local planning practices as they relate to transportation; an understanding of state-of-the-art and emerging technologies; and specialized, technical, or functional expertise within the area of transit planning. The position is responsible for supervision of the planning function; incumbent will have supervisory responsibility for completing tasks on schedule and within budget and will exercise supervision over assigned subordinate staff. Incumbent must exercise substantial judgment and initiative for planning and funding recommendations, is typically assigned significant responsibility and often exercises independent judgment in the performance of all duties. Successful completion of tasks will require a person who is:

- Able to supervise personnel and build and nurture solution-oriented employees
- An exceptional team player and problem-solver; ready to identify a course of action and steps required to meet expectations
- Focused on developing substantive materials and information
- An excellent communicator: capable of working closely with team members, expressing thoughts, identifying issues and solutions and preparing written materials
- Flexible/adaptable: willing to tackle new subject areas and conceptualize new solutions and/or methodologies to achieve results

### EXAMPLES OF DUTIES/FUNCTIONS:

Duties/functions may include, but are not limited to, the following:

- Supervises and directs personnel to prepare a variety of transit planning and service delivery studies covering a small geographic or limited service area including documentation of service performance, service analyses, recommendations for service enhancements, and discussion of pertinent issues
- Supervises the planning of the numbers of stops, length of route, and runs per shift for routes according to union/management procedures and cost per mile/hour
- Functions as a project lead with other professional staff and consultants. Supervises, trains, motivates, assigns, evaluates, counsels and disciplines staff

16.917

- Supervises transportation and service delivery studies including boarding and alighting, safety and cost analysis
- Provides work direction to staff and consultants on small contracts and monitors consultant contracts
- Directs technical, demographic, economic and financial data used for assessing route and schedule changes, as well as related service enhancements; provides expertise to staff in the development of recommendations for change
- Supervises the collection of data, develops and implements survey techniques and processes; may supervise and participate in field studies
- Provides expertise to the Grants division to develop capital funding strategies and reviews a variety of written reports
- Reviews and comments on statistical charts, maps, and other documents to accompany studies, reports and presentations
- Reviews and monitors transit or transportation policy and planning work including completion of complex written documents and reports
- Reviews and makes recommendations on development applications regarding bicycle, pedestrian, roadway and transit facilities
- Develops and evaluates consultants' scope of services and proposals for planning
- Supervises the preparation of plans and projections of future transit, transportation, economic or demographic conditions and trends
- Supervises and assists in the development of capital programs and grant applications for transportation funds
- Supervises, but is also able to perform the full scope of GIS work including data manipulation/conversion, complex spatial and statistical analysis, map-making, documentation, technical support and application development
- Participates in the development of regional and jurisdictional service plans and cost proposals
- Reviews and may present written and/or oral analysis on route and service performance to determine areas where transit service can be improved in terms of efficiency, productivity, and effectiveness. Reviews and may prepare written evaluations of proposed route, service, and schedule changes.
- Responds to and may be involved in field investigations.
- Reviews Federal, State and regional statutes, proposed legislation and regulations pertaining to area of responsibility
- Coordinates and provides oversight for the activities of individual projects
- Responds orally and in writing to requests from the public, staff, governmental agencies, advisory committees and community groups for information regarding existing services and funding, suggested service adjustments and long-range planning issues
- Makes oral presentations on transit and service-related issues to the Board of Directors, staff, service users, governmental agencies, advisory committees and community groups
- Provides liaison with cities, other local/regional agencies and community groups regarding transportation issues
- As part of the outreach team, briefs members of the public and representatives of community organizations regarding pending and evaluations of pending changes to routes and service changes
- Reviews and may present written and/or oral ridership, on-time performance, productivity, and other route and service measurement reports to the General Manager, Board of Directors and others as requested.
- Performs related duties as required



## EMPLOYMENT STANDARDS

### Knowledge of:

- Principles, legal aspects, techniques and concepts of transportation planning and capital funding
- Principles and practices of data collection and presentation
- Report writing and proper Business English
- Principles of traffic demand management
- Interdisciplinary practices and trends affecting transportation planning and analysis
- Potential service enhancements
- Measures of transit effectiveness used to assess route performance
- Applicable federal, state and local laws governing transit operations
- Survey techniques
- Research and statistical methods
- Budgeting and financial analysis concepts and practices including cost analysis and modeling
- Community interrelationships
- Principles and practices of organization, administration, fiscal and personnel management
- Computer software common to the planning function (i.e., word processing, spreadsheet, modeling) at the intermediate level
- Project management methods and techniques
- Transportation funding sources and processes
- Working knowledge of Federal and State transportation funding program data reporting requirements, planning principles, processes, procedures and regulations
- Working knowledge of attractions and locations that generate patronage

### Ability to:

- Prepare and present written technical reports and performance documentation materials
- Communicate, both orally and in writing, in a clear, concise, persuasive and tactful manner to a wide variety of audiences
- Effectively participate in a variety of outreach activities
- Effectively advocate and promote the use of public transit
- Establish and maintain effective working relationships with METRO staff, governmental officials, advisory committees and community groups. using principles of good customer service
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Write letters, board, planning and technical reports and fact sheets designed to be understood by all audiences, including the general public
- Respond to inquiries or complaints from customers, regulatory agencies, local government representatives, citizen groups or members of the business community
- Analyze transportation, budget and funding issues and make oral and written recommendations for immediate, short- and long-range service enhancements and capital requirements
- Read, analyze, and interpret scientific and technical journals, financial reports and legal documents

- Assist in estimating and administering budgets for studies and managing planning projects
- Plan, direct, select, supervise, train, motivate and evaluate the work of professional and technical personnel
- Evaluate and monitor consultant performance
- Oversee and conduct cost/benefit, impact and other related technical analyses
- Meet deadlines
- Prepare and coordinate budgets and schedules
- Execute major management program decisions in working with staff, consultants and member agency technical representatives
- Supervise the design and implementation of service changes
- Allocate and balance resources
- Successfully supervise multiple complex projects with aggressive schedules within various functional areas
- Interpret and apply laws, rules, regulations and labor contract provisions
- Keep abreast of current trends in the field
- Coordinate and analyze issues and numerical measures associated with transportation planning projects, including estimates derived from computer models, engineering estimates of costs and benefits and public input
- Supervise and perform analyses and make recommendations based on findings in studies, field observation and public contacts

### Training and Experience

Education equivalent to a Bachelor's Degree from an accredited college or university with major coursework in City and Regional Planning, Urban Studies, Geography, Geographic Information Systems (GIS), Public Administration, Political Science, Business, Finance, Economics, or a closely related field **and** six (6) years of progressively responsible professional experience in Transportation Planning or systems analysis in a public transportation system **plus** a minimum of three (3) years of recent, progressive and verifiable demonstrated supervisory experience in a professional capacity working with raw data files and ESRI GIS software to create and analyze spatial data, create high-quality maps and develop GIS-based solutions/scheduling applications, Hastus and/or CAD/AVL.

Master's degree and American Institute of Certified Planners (AICP) or Professional Transportation Planner (PTP) certification are desired.

### Special Requirements

Possession of a valid California driver's license or the ability to obtain one prior to employment.

### Physical Requirement

While performing the duties of this job, the employee is frequently required to sit, talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls or drive a METRO vehicle; or reach with hands and arms. The employee is regularly required to stand, walk, bend and twist, rotate and bend at the neck. Occasional lifting and overhead reaching is required; use of feet to apply pressure to pedals for driving. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

# Attachment B

## TRANSPORTATION PLANNING AIDE

October 2009

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 19.80  | 20.79  | 21.83  | 22.92  | 24.07  | 25.27  | 26.53   | 27.86   |

June 24,2010

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 20.39  | 21.41  | 22.48  | 23.61  | 24.79  | 26.03  | 27.33   | 28.70   |

June 23,2011

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 21.00  | 22.05  | 23.15  | 24.32  | 25.53  | 26.81  | 28.15   | 29.56   |

## JUNIOR TRANSPORTATION PLANNER

October 2009

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 20.79  | 21.83  | 22.92  | 24.07  | 25.27  | 26.53  | 27.86   | 29.25   |

June 24,2010

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 21.41  | 22.48  | 23.61  | 24.79  | 26.03  | 27.33  | 28.70   | 30.13   |

June 23,2011

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 22.05  | 23.15  | 24.32  | 25.53  | 26.81  | 28.15  | 29.56   | 31.03   |

## TRANSPORTATION PLANNER

October 2009

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 26.46  | 27.78  | 29.17  | 30.63  | 32.16  | 33.77  | 35.46   | 37.23   |

June 24,2010

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 27.25  | 28.61  | 30.05  | 31.55  | 33.12  | 34.78  | 36.52   | 38.35   |

June 23,2011

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 28.07  | 29.47  | 30.95  | 32.50  | 34.11  | 35.82  | 37.62   | 39.50   |

**SENIOR TRANSPORTATION PLANNER****October 2009**

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 27.78  | 29.17  | 30.63  | 32.16  | 33.77  | 35.46  | 37.23   | 39.09   |

**June 24, 2010**

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 28.61  | 30.05  | 31.55  | 33.12  | 34.78  | 36.52  | 38.35   | 40.26   |

**June 23, 2011**

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 29.47  | 30.95  | 32.50  | 34.11  | 35.82  | 37.62  | 39.50   | 41.47   |

**TRANSPORTATION PLANNING SUPERVISOR****October 2009**

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 29.17  | 30.63  | 32.16  | 33.77  | 35.46  | 37.23  | 39.09   | 41.04   |

**June 24, 2010**

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 30.05  | 31.55  | 33.12  | 34.78  | 36.52  | 38.35  | 40.26   | 42.27   |

**June 23, 2011**

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | 5% long | 5% long |
|--------|--------|--------|--------|--------|--------|---------|---------|
| 30.95  | 32.50  | 34.11  | 35.82  | 37.62  | 39.50  | 41.47   | 43.54   |

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 23, 2009  
**TO:** Board of Directors  
**FROM:** Dene Bustichi, Chair, Board of Directors  
**SUBJECT: CONSIDERATION OF THE BOARD OF DIRECTORS MEETING  
SCHEDULE AND LOCATIONS FOR 2010**

## I. RECOMMENDED ACTION

**That the Board of Directors approve the meeting dates and location schedule for 2010 that is attached to this Staff Report.**

## II. SUMMARY OF ISSUES

- Annually the Board of Directors approves a schedule of meeting dates and locations for the following year.
- The meeting schedule was modified by the actions taken by the Board of Directors on August 14, 2009. The Board meetings previously held on the second Friday of each month are now identified as “tentative” and will be held on an “as needed” basis. The regular meetings of the Board of Directors, held on the fourth Friday of each month, remain unchanged from the previous schedule. There are some modifications of the dates annually depending on what dates holidays occur.
- The Second Friday Board Meetings, when held, take place at the District’s Administrative Offices and fourth Friday meetings are held at the Santa Cruz City Council Chambers, except for the February, August, & November meetings, which are held at the Watsonville City Council Chambers, the May meeting, which is held at the Capitola City Council Chambers, and the July meeting, which is held at the Scotts Valley City Council Chambers.
- A proposed schedule of meeting dates and locations is attached to this Staff Report.

## III. DISCUSSION

Annually the Board of Directors approves a schedule of meeting dates and locations for the following year. The Board of Directors meeting schedule calls for meetings on an “as needed” basis the second Friday of each month, and regular meetings on the fourth Friday of each month. There are some modifications of the dates annually depending on what dates holidays occur.

The Second Friday Board Meetings, when held, take place at the District’s Administrative Offices. The Fourth Friday meetings are held at the Santa Cruz City Council Chambers, except

for the February, August, & November meetings, which are held at the Watsonville City Council Chambers, the May meeting, which is held at the Capitola City Council Chambers, and the July meeting, which is held at the Scotts Valley City Council Chambers.

A proposed schedule of meeting dates and locations is attached to this Staff Report.

**IV. FINANCIAL CONSIDERATIONS**

None.

**V. ATTACHMENTS**

**Attachment A:** Proposed 2010 Schedule of Meeting Dates and Locations for the Board of Directors.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## 2010 BOARD OF DIRECTORS MEETINGS - 9:00 a.m. 2<sup>nd</sup> and 4<sup>th</sup> Fridays of each month

Attachment **A**

### January Meetings

- ☞ January 08, 2010\* SCMTD Administrative Offices, 370 Encinal St., Santa Cruz, CA
- ☞ January 22, 2010 Santa Cruz City Council Chambers

Santa Cruz City Council  
Chambers  
809 Center St.  
Santa Cruz, CA

### February Meetings

- ☞ February 12, 2010\* SCMTD Administrative Offices
- ☞ February 26, 2010 Watsonville City Council Chambers

Watsonville City Council  
Chambers  
275 Main St.  
Watsonville, CA

### March Meetings

- ☞ March 12, 2010\* SCMTD Administrative Offices
- ☞ March 26, 2010 Santa Cruz City Council Chambers

### April Meetings

- ☞ April 09, 2010\* SCMTD Administrative Offices
- ☞ April 23, 2010 Santa Cruz City Council Chambers

### May Meetings

- ☞ May 14, 2010\* SCMTD Administrative Offices
- ☞ May 28, 2010 Capitola City Council Chambers

Capitola City Council  
Chambers  
420 Capitola Avenue  
Capitola, CA

### June Meetings

- ☞ June 11, 2010\* SCMTD Administrative Offices
- ☞ June 25, 2010 Santa Cruz City Council Chambers

### July Meetings

- ☞ July 09, 2010\* SCMTD Administrative Offices
- ☞ July 23, 2010 Scotts Valley City Council Chambers

Scotts Valley City Council  
Chambers  
One Civic Center Drive  
Scotts Valley, CA

### August Meetings

- ☞ August 13, 2010\* SCMTD Administrative Offices
- ☞ August 27, 2010 Watsonville City Council Chambers

### September Meetings

- ☞ September 10, 2010\* SCMTD Administrative Offices
- ☞ September 24, 2010 Santa Cruz City Council Chambers

### October Meetings

- ☞ October 08, 2010\* SCMTD Administrative Offices
- ☞ October 22, 2010 Santa Cruz City Council Chambers

### November Meetings

- ☞ November 12, 2010\* SCMTD Administrative Offices
- ☞ November 19, 2010 Watsonville City Council Chambers

*2<sup>nd</sup> meeting is scheduled for third Friday due to Thanksgiving Holiday*

### December Meetings

- ☞ December 10, 2010\* SCMTD Administrative Offices
- ☞ December 17, 2010 Santa Cruz City Council Chambers

*2<sup>nd</sup> meeting is scheduled for third Friday due to Christmas Holiday*

\*NOTE: The first meeting of each month is TENTATIVE and will be held on an as needed basis.

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