

AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF NOVEMBER 18, 2011
9:00 AM



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

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

*Chair Ellen Pirie, County of Santa Cruz
Vice-Chair Lynn Robinson, City of Santa Cruz*

*Director Margarita Alejo, City of Watsonville
Director Hilary Bryant, City of Santa Cruz
Director Dean Bustichi, City of Scotts Valley
Director Daniel Dodge, City of Watsonville
Director Ron Graves, City of Capitola
Director Donald Hagen, County of Santa Cruz
Director Michelle Hinkle, County of Santa Cruz
Director John Leopold, County of Santa Cruz
Director Mark Stone, County of Santa Cruz
Ex-Officio Director Donna Blitzer, UC Santa Cruz*


*Leslie R. White, General Manager / Secretary of the Board
Margaret Gallagher, District Counsel*

**WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CALIFORNIA**

INTERPRETATION SERVICES / SERVICIOS DE TRADUCCIÓN

Spanish language translation is available on an as needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Traducción al español está disponible de forma según sea necesario. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.

AMERICANS WITH DISABILITIES ACT

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

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

**CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA**

9:00 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1.0 ROLL CALL

2.0 ORAL ANNOUNCEMENT: AMY WEISS WILL BE AVAILABLE FOR SPANISH LANGUAGE INTERPRETATION DURING "ORAL COMMUNICATIONS" AND FOR ANY OTHER AGENDA ITEM FOR WHICH THESE SERVICES ARE NEEDED. TODAY'S MEETING IS BEING BROADCAST BY COMMUNITY TELEVISION OF SANTA CRUZ.

3.0 ORAL AND WRITTEN COMMUNICATIONS

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

- A. Catherine O'Kelly
- B. Carol & Cliff Bernie

- RE: Metro windfall
- RE: Service to Big Basin

4.0 LABOR ORGANIZATION COMMUNICATIONS

5.0 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

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CONSENT AGENDA

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

- 6-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF JULY 2011**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-2. ACCEPT AND FILE ACCESSIBLE SERVICES REPORT FOR MONTH OF AUGUST & SEPTEMBER 2011**
Submitted by: John A. Daugherty, Accessible Services Coordinator
- 6-3. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF SEPTEMBER 2011**
Submitted by: April Warnock, Paratransit Superintendent
- 6-4. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR SEPTEMBER 2011**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-5. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR NOVEMBER 2011**
Submitted by: Tom Hiltner, Grants/Legislative Analyst
- 6-6. ACCEPT AND FILE STATUS REPORT OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES**
Submitted by: Tove Beatty, Grants/Legislative Analyst
- 6-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH CLASSIC GRAPHICS**
Submitted by: Erron Alvey, Acting Purchasing Agent
- 6-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH DOC AUTO**
Submitted by: Erron Alvey, Acting Purchasing Agent
- 6-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH SPECIALIZED AUTO**
Submitted by: Erron Alvey, Acting Purchasing Agent
- 6-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH FRICKE PARKS PRESS**
Submitted by: Erron Alvey, Acting Purchasing Agent

REGULAR AGENDA

- 7.0 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**
Presented by: Ellen Pirie, Chair
- 8.0 CONSIDERATION OF ESTABLISHING A MINIMUM AGE LIMIT OF 6 YEARS OLD FOR CHILDREN TO RIDE METRO SERVICE UNACCOMPANIED**
Presented by: Ciro Aguirre, Operations Manager

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- 9.0 ACCEPT THE PROPOSED CHANGES TO THE TITLE VI REGULATIONS (49 CFR PART 21) AS SUBMITTED ON THE TITLE VI CIRCULAR AND ABSTAIN FROM COMMENTING ON SAID CHANGESACCEPT THE PROPOSED CHANGES TO THE U.S. DEPARTMENT OF TRANSPORTATION'S TITLE VI REGULATIONS (49 CFR PART 21) AS SUBMITTED ON THE TITLE VI CIRCULAR AND ABSTAIN FROM COMMENTING ON SAID CHANGES**
Presented by: Leslie R. White, General Manager
- 10.0 CONSIDERATION OF TERM EXPIRATIONS AND VACANCIES ON THE METRO ADVISORY COMMITTEE (MAC)**
Presented by: Leslie R. White, General Manager
- 11.0 MONTHLY BUDGET STATUS REPORTS FOR JULY 2011 AND APPROVAL OF BUDGET TRANSFERS**
Presented by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 12.0 CONSIDERATION OF APPROVAL OF THE 2012 FEDERAL LEGISLATIVE ADVOCACY PROGRAM**
Presented by: Leslie R. White, General Manager
- 13.0 CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH CAPITALEdge ADVOCACY, LLC FOR FEDERAL LEGISLATIVE SERVICES**
Presented by: Leslie R. White, General Manager
- 14.0 CONSIDERATION OF APPROVAL OF THE 2012 STATE LEGISLATIVE ADVOCACY PROGRAM**
Presented by: Leslie R. White, General Manager
- 15.0 CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH SHAW YODER ANTWHI FOR STATE LEGISLATIVE SERVICES**
Presented by: Leslie R. White, General Manager
- 16.0 CONSIDERATION OF INCREASING FLEET MAINTENANCE STAFFING LEVELS BY TWO MECHANICS TO ADDRESS BUS WARRANTY EXPIRATION AND LARGER FLEET DEPLOYMENT**
Presented by: Leslie R. White, General Manager
- 17.0 CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR 2ND LNG TANK PURCHASE**
Presented by: Frank Cheng, MB Project Manager/IT Manager
- 18.0 ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, DECEMBER 16, 2011 AT 9:00 A.M. AT THE SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER ST., SANTA CRUZ**
Presented by: Ellen Pirie, Chair
- 19.0 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:** District Counsel

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20.0 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 Existing Litigation: Tort Claim of the Heirs of Salvador Chipres for Wrongful Death and by the Estate of Salvador Chipres
- b Existing Litigation: Claim of Joe Costanza

SECTION III: RECONVENE TO OPEN SESSION

21.0 REPORT OF CLOSED SESSION

22.0 ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED BOARD MEETING ON FRIDAY, DECEMBER 16, 2011 AT 9:00 A.M. AT THE SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER ST., SANTA CRUZ.

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmttd.com subject to staff's ability to post the document before the meeting.

From: [Catherine O'Kelly](#)
To: [Tony Tapiz](#)
Subject: Metro windfall
Date: Thursday, October 27, 2011 10:54:51 AM

Dear Metro Board of Directors:

I read that the Metro District has received new funding. I also read that you plan to purchase new buses with that money. I would hope that the new buses you buy will be smaller ones, more suited to travel in the San Lorenzo Valley corridor.

I also would hope that you would *decrease* the fares, and return the fares to where they were before the egregious fare hike you just approved. To pay \$2.00 to ride a bus a few blocks, or a few miles, is asking too much. You are serving *low income people* primarily. It is wrong to ask them to pay so much money to ride a bus. I see youngsters hitchhiking in the valley, if anything happens to one of our young people as a result of your raising the bus fares, you will be held accountable.

Thanks for listening,
Catherine O'Kelly
Scotts Valley, CA

November 4, 2011

My husband and I are avid
bikers and love taking the Metro
bus from Downtown to Big Basin.
I understand that this service to The
Area has been discontinued. We
are hoping that you will reconsider
reinstating the bus service in
the spring.

Thank you.

Carol & Cliff Bernie

SANTA CRUZ METRO
ADMIN DEPARTMENT

2011 NOV 8 AM 3 01

RECEIVED

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

DATE: 07/01/11 THRU 07/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
39828	07/05/11	2,921.78 R605	AAA NORTHERN CALIFORNIA			40788	ANAYA CLAIM	2,921.78	
39829	07/05/11	55.90 667	CITY OF SCOTT'S VALLEY			40860	3/15-5/15 SVTC	55.90	
39830	07/05/11	1,740.00 E645	OLANDER, JOY			40879	COURSE MATERIAL	90.00	
					0	40880	RESERCH AND EVAL II	1,650.00	
39831	07/05/11	859.73 149	SANTA CRUZ SENTINEL			40831	DEC FISCAL EMER	189.23	
						40832	BIRD ABATE IFB	181.78	
						40834	WROUGHT IRON FEN,1FB	187.74	
						40835	31-DAY PASS	98.34	
						40847	40 KW GENERATOR 1FB	202.64	
						40912	PC CRDS/ADM	90.02	
39832	07/05/11	90.02 001251	VERIZON BUSINESS SERVICES, INC.		7	40912	6/10-6/24 BOD MTG	100.00	
39834	07/11/11	100.00 B030	ALEJO, MARGARITA			41012	ELEC/TIRE CAROUSEL	861.41	
39835	07/11/11	861.41 763	ALEXANDER ELECTRIC			41015	W/C BROKER FEE	10,000.00	
39836	07/11/11	10,000.00 1114	ALLIANT INSURANCE SERVICES			40789	STEAM CLEANER/MMF	1,561.46	
39837	07/11/11	1,561.46 192	ALWAYS UNDER PRESSURE			40853	JULY PAGERS	45.60	
39838	07/11/11	259.68 002861	AMERICAN MESSAGING SVCS, LLC			40854	JULY PAGERS	214.08	
						40906	SCHWARTZ CLAIM	127.64	
39839	07/11/11	127.64 R606	ANN SCHWARTZ			40850	PHONES	4,203.08	
39840	07/11/11	4,203.08 001	AT&T			40923	EMPLOYEE REIMBURSE	54.68	
39841	07/11/11	54.68 E438	AVILES, PATRICIA			40844	ANN MAINT RENEWAL	3,300.00	
39842	07/11/11	3,300.00 351	BEI CORPORATION			40855	BLUEPRINTS	181.11	
39843	07/11/11	181.11 034	BLUEPRINT EXPRESS		7	40904	INVEST. SERVICE	772.50	
39844	07/11/11	2,497.50 001365	BORTNICK, ROBERT S. & ASSOC.		7	40905	INVEST. SERVICE	1,725.00	
						40913	6/10/11 BOD MTG	50.00	
39845	07/11/11	50.00 B028	BRYANT, HILARY		7	40914	6/10-6/24 BOD MTG	100.00	
39846	07/11/11	100.00 B018	BUSTICHI, DENE			41009	2011-2012 LIABILITY	398,957.00	
39847	07/11/11	475,703.00 588	CALTIP			41010	2011-2012 PHY DAMAGE	76,746.00	
						39170	CR OFFICE SUPPLY/IT	-284.70	
39848	07/11/11	3,003.40 002627	CDW GOVERNMENT, INC.			41011	HASTUS (ARRA)	3,288.10	
						40861	LNG 6/16/11	9,251.41	
39849	07/11/11	9,251.41 001124	CLEAN ENERGY			40795	WINDOWS/WTC	300.00	
39850	07/11/11	300.00 002448	CLEAR VIEW, LLC		0	40924	BOD MTG 5/13/11	38.63	
39851	07/11/11	38.63 002063	COSTCO			41014	W/C 7/11-7/12	84,346.00	
39852	07/11/11	84,346.00 858	CSAC EXCESS INSURANCE AUTHORITY			40950	OUT RPR	17,693.36	
39853	07/11/11	17,693.36 504	CUMMINS WEST, INC.			40796	REV VEH PTS	1,045.46	
39854	07/11/11	1,045.46 001000	DAIMLER BUSES N. AMERICA INC.			40862	REV VEH PTS	1,790.33	
39855	07/11/11	1,790.33 480	DIESEL MARINE ELECTRIC, INC.			40797	REV VEH PTS	7,568.01	
39856	07/11/11	7,568.01 002624	DIGITAL RECORDERS			40664	OUT RPR REV VEH/PT	35.00	
39857	07/11/11	783.81 001329	DOC AUTO LLC			40798	REV VEH RPR-OUT	71.57	
						40799	REV VEH RPR-OUT	523.92	
						40926	REV VEH OUT	35.00	
						40927	REV VEH OUT	118.32	
39858	07/11/11	50.00 B029	DODGE, DANIEL		7	40915	6/24/11 BOD MTG	50.00	
39859	07/11/11	61.60 002388	DOGHERRA S			40925	REV VEH OUT	61.60	
39860	07/11/11	500.00 002862	ECOLOGICAL CONCERNS INC.		7	41013	HABITAT MAINT	500.00	
39861	07/11/11	6,971.00 432	EXPRESS EMPLOYMENT PROS			40800	FAC TEMP W/E 6/12/11	720.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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39862	07/11/11	32.91 372	FEDERAL EXPRESS		40801	FAC TEMP W/E 6/12/11	900.00		
39863	07/11/11	2,359.26 447	FERRIS HOIST & REPAIR, INC.		40802	FAC TEMP W/E 6/12/11	928.00		
39864	07/11/11	468.93 001039	GRAFFITI REMOVAL, INC.		40803	FAC TEMP W/E 6/12/11	928.00		
39865	07/11/11	323.62 282	GRAINGER		40863	FAC TEMP W/E 6/19/11	812.00		
39866	07/11/11	100.00 B023	GRAVES, RON		40864	FAC TEMP W/E 6/19/11	928.00		
39867	07/11/11	49.00 E650	H. DEAN BROWN		40865	FAC TEMP W/E 6/19/11	855.00		
39868	07/11/11	50.00 B021	HAGEN, DONALD N.	7	40866	FAC TEMP W/E 6/19/11	900.00		
39869	07/11/11	50.00 B006	HINKLE, MICHELLE	7	40787	CREATIVE PT FED EXP	32.91		
39870	07/11/11	412.30 001209	IKON FINANCIAL SERVICES		40804	LIFT RPR/MMF	527.50		
39871	07/11/11	1,900.00 002974	KAGEL, JOHN		40951	LIFT RPR/MMF	971.76		
39872	07/11/11	90.00 002971	JOHNSON ELECTRONICS		40952	LIFT RPR/MMF	860.00		
39873	07/11/11	43.69 074	KENVILLE LOCKSMITHS	7	40955	REV VEH PTS	468.93		
39874	07/11/11	29.95 001403	KIPLINGER'S RETIREMENT REPORT		40805	SAFETY SUPP	185.27		
39875	07/11/11	1,952.00 852	LAW OFFICES OF MARIE F. SANG	7	40868	BUS STOP IMP	138.35		
39876	07/11/11	50.00 B026	LEOPOLD, JOHN	7	40916	6/10-6/24 BOD MTG	100.00		
39877	07/11/11	236.01 880	LEXISNEXIS		40936	DMV/CDL	39.00		
39878	07/11/11	19,513.70 001059	LNI CUSTOM MANUFACTURING, INC.		40937	DMV/VTI	10.00		
39879	07/11/11	20,377.00 001303	MAINTSTAR		40917	6/10/11 BOD MTG	50.00		
39880	07/11/11	744.29 001145	MANAGED HEALTH NETWORK		40918	6/10-6/24 BOD MTG	50.00		
					41016	6/18/11-7/17/11 COPY	260.00		
					41017	6/18/11-7/17/11 COPY	152.30		
					40949	ARBITRATION SERV	1,900.00		
					40809	SVCE/VERNON-CIRCUT	90.00		
					40810	RPR & MAINT	43.69		
					40908	RETIRE 8/11-8/12	29.95		
					40819	WORK COMP FEE/FAC	448.00		
					40821	W/C/ ATTORNEY FEE	1,504.00		
					40919	6/10/11 BOD MTG	50.00		
					40811	EMPLOY LAW DESKKB	236.01		
					40869	BUS SHELTER	19,513.70		
					40935	OFFICE EQUIP/SUPPORT	20,377.00		
					40985	JULY 11 MHN	10.52		
					40986	JULY 11 MHN	26.30		
					40987	JULY 11 MHN	15.78		
					40988	JULY 11 MHN	10.52		
					40989	JULY 11 MHN	13.15		
					40990	JULY 11 MHN	10.52		
					40991	JULY 11 MHN	28.93		
					40992	JULY 11 MHN	134.13		
					40993	JULY 11 MHN	42.08		
					40994	JULY 11 MHN	357.68		
					40995	JULY 11 MHN	94.68		
					40957	CLEANING SUPP	65.70		
39881	07/11/11	65.70 001052	MID VALLEY SUPPLY		40875	UNIF & LAUNDRY	27.18		
39882	07/11/11	311.24 041	MISSION UNIFORM		40876	UNIF & LAUNDRY	178.72		
					40877	UNIF & LAUNDRY	59.25		

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39883	07/11/11	17.52 001711	17.52	MOHAWK MFG. & SUPPLY CO.		40909	UNIF & LAUND	46.09	
39884	07/11/11	199.52 001454	199.52	MONTEREY BAY SYSTEMS		40812	REV VEH PTS	17.52	
39885	07/11/11	10,248.45 001063	10,248.45	NEW FLYER INDUSTRIES LIMITED		40873	4/1-6/30 COPIER/FLT	199.52	
						40813	REV VEH PTS	2,217.21	
						40814	REV VEH PTS	5,542.87	
						40870	REV VEH PTS	1,486.89	
						40871	REV VEH PTS	730.74	
						40872	REV VEH PTS	247.75	
						40878	REV VEH PTS	22.99	
39886	07/11/11	3,468.83 002952	3,468.83	OLYMPIAN	7	40867	FLT DIESEL 6/1-6/15	3,439.49	
						40881	PROPANE/FLT	29.34	
39887	07/11/11	1,153.00 009	1,153.00	PACIFIC GAS & ELECTRIC		9001547	1122 RIVER ST	1,153.00	
39888	07/11/11	1,533.14 043	1,533.14	PALACE ART & OFFICE SUPPLY		40816	OFFICE SUPP	1,097.19	
						40929	OFFICE SUPPLY	198.74	
						40930	OFFICE SUPPLY	231.20	
						40931	OFFICE SUPPLY	6.01	
39889	07/11/11	887.00 950	887.00	PARADISE LANDSCAPE INC	0	40958	JUNE MAINT	887.00	
39890	07/11/11	333.00 481	333.00	PIED PIPER EXTERMINATORS, INC.		40882	JUNE PEST CTRL	48.50	
						40883	JUNE PEST CTRL	183.00	
						40884	JUNE PEST CTRL	53.00	
						40885	JUNE PEST CTRL	48.50	
39891	07/11/11	100.00 B024	100.00	PIRIE, ELLEN	7	40920	6/10-6/24 BOD MTG	100.00	
39892	07/11/11	1,530.66 187	1,530.66	POLAR RADIATOR SERVICE INC		40959	REV VEH OUT RPR	1,530.66	
39893	07/11/11	228.06 002927	228.06	PRAXAIR DISTRIBUTION, INC.		40815	REV VEH PTS	228.06	
39894	07/11/11	38,603.29 002939	38,603.29	PREFERRED BENEFIT		40996	JULY 11 PB	251.72	
						40997	JULY 11 PB	817.27	
						40998	JULY 11 PB	714.43	
						40999	JULY 11 PB	447.55	
						41000	JULY 11 PB	555.14	
						41001	JULY 11 PB	247.53	
						41002	JULY 11 PB	1,444.02	
						41003	JULY 11 PB	4,968.53	
						41004	JULY 11 PB	1,609.53	
						41005	JULY 11 PB	14,533.89	
						41006	JULY 11 PB	3,870.82	
						41007	JULY 11 PB	927.88	
						41008	JULY 11 PB	8,214.98	
39895	07/11/11	2,473.39 107A	2,473.39	PROBUILD		40886	BUS STOP IMP	27.88	
						40887	BUS STOP IMP	14.77	
						40888	BUS STOP IMP	197.03	
						40889	BUS STOP IMP	1,013.36	
						40890	BUS STOP IMP	14.77	
						40891	BUS STOP IMP	47.27	
						40892	BUS STOP IMP	1,123.22	
						40893	RPRS & MAINT	35.09	
39896	07/11/11	1,833.60 001071	1,833.60	QQUEST SOFTWARE SYSTEMS, INC.		40894	TIME CLOCK	1,833.60	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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39897	07/11/11	595.53 001153		REPUBLIC ELEVATOR COMPANY		40817	ELEVATOR RPR/MMF	198.58	
39898	07/11/11	7,128.67 001098		ROBERT HALF MANAGEMENT RESOURCE		40960	JUNE MAINT/PAC-MMF-V	396.95	
						40806	TEMP/FIN W/E 6/9/11	913.50	
						40807	TEMP/FIN W/E 06/21/11	91.35	
						40808	TEMP/FIN W/E 6/3/11	832.00	
						40938	TEMP/FIN W/E 6/10/11	1,069.25	
						40939	TEMP/FIN W/E 6/21/11	1,098.50	
						40940	TEMP/FIN W/E 6/10/11	730.80	
						40941	TEMP/FIN W/E 6/21/11	1,275.09	
						40956	TEMP/FIN W/E 062711	1,118.18	
39899	07/11/11	100.00 B022		ROBINSON, LYNN MARIE	7	40921	6/10-6/24 BOD MTG	100.00	
39900	07/11/11	27,560.93 966		S.C. FUELS	0	40836	LNG 6/11/11	27,560.93	
39901	07/11/11	1,888.95 001379		SAFETY-KLEEN		40841	HAZ WASTE DISP	1,888.95	
39902	07/11/11	1,342.44 018		SALINAS VALLEY FORD SALES		40818	REV VEH PTS	1,289.22	
						40961	REV VEH PTS	53.22	
39903	07/11/11	99.59 002713		SANTA CRUZ AUTO TECH, INC.		40856	REV VEH PTS	99.59	VOIDED
39903	07/15/11	-99.59 002713		SANTA CRUZ AUTO TECH, INC.		40856	REV VEH PTS	-99.59	**VOID
39904	07/11/11	1,145.85 135		SANTA CRUZ AUTO PARTS, INC.		40791	REV VEH PTS	71.12	
						40792	REV VEH PTS	19.70	
						40793	REV VEH PTS	155.02	
						40794	REV VEH PTS	19.93	
						40857	SMALL TOOLS	866.19	
						40858	REV VEH PTS	10.35	
39905	07/11/11	38,556.93 002917		SANTA CRUZ METRO TRANSIT DIST		40942	REV VEH PTS	3.54	
						40943	6/15/11 W/C FUND	1,198.19	
						40944	6/15 W/C FUND	883.83	
						40945	6/15 W/C FUND	1,018.07	
						40946	6/15 W/C FUND	12,275.95	
						40947	6/15 W/C FUND	1,846.03	
						40948	6/15 W/C FUND	15,668.93	
39906	07/11/11	6,273.80 079		SANTA CRUZ MUNICIPAL UTILITIES		40822	5/13-6/13 PACIFIC	88.51	
						40823	5/13-6/13 1200B RIV.	906.32	
						40824	5/13-6/13 MMF	1,203.37	
						40825	BUS STOP BINS	502.56	
						40826	5/13-6/13 MMF	48.53	
						40827	5/13-6/13 VERNON	52.99	
						40828	5/13-6/13 VERNON	450.29	
						40829	5/13-6/13 1200A RIV.	2,623.21	
						40830	5/13-6/13 PACIFIC	398.02	
39907	07/11/11	8,529.04 001232		SPECIALIZED AUTO AND		40837	OUT RPR REV VEH	3,294.71	
						40838	OUT RPR-REV VEH	1,908.81	
						40839	OUT RPR-REV VEH	2,508.53	
39908	07/11/11	6,246.63 002871		STATE ELECTRIC GENERATOR		40932	REV VEH OUT	816.99	
						40790	METRO CTR/LIGHTS	5,271.45	
						40851	RPR TICKET MACH/MALL	697.68	

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39909	07/11/11	50.00 B017	50.00	STONE, MARK	7	40852	LIGHTING/ADM BOARDRM	277.50	
39910	07/11/11	49.00 E621	49.00	TABAG, SERGIO		40922	6/24/11 BOD MTG	50.00	
39911	07/11/11	300.00 001165	300.00	THANH N. VU MD	7	40842	CDL REIMBURSE	39.00	
						40843	VTT REIMBURSE	10.00	
						40840	EMPLOYEE EXAM	75.00	
						40897	EMPLOYEE EXAM	75.00	
						40898	EMPLOYEE EXAM	75.00	
						41018	EMPLOYEE EXAM	75.00	
39912	07/11/11	737.18 002954	737.18	TIRE DISTRIBUTION SYSTEMS	7	40895	TIRES & TUBES	130.55	
						40896	TIRES & TUBES	351.48	
						40933	TIRES & TUBES	102.94	
						40934	TIRES & TUBES	152.21	
39913	07/11/11	119.97 007	119.97	UNITED PARCEL SERVICE		40899	FRT OUT/FLT	62.44	
						40962	FRT OUT/FLT	57.53	
39914	07/11/11	1,355.60 002829	1,355.60	VALLEY POWER SYSTEMS, INC.		40845	REV VEH PTS	880.22	
						40846	REV VEH PTS	95.40	
						40900	REV VEH PTS	99.37	
						40963	REV VEH PTS	422.20	
						40964	REV VEH PTS	446.10	
						40965	REV VEH PTS	1,694.53	
						40966	DBL ORD CR	-1,508.99	
						40967	DBL ORD CM	-375.97	
						40968	DBL ORD CM	-397.26	
39915	07/11/11	54.43 434B	54.43	VERIZON CALIFORNIA		40907	MT. BIEWLASKI	54.43	
39916	07/11/11	1,595.00 001353	1,595.00	VISION COMMUNICATIONS		40969	JUNE MAINT	1,595.00	
39917	07/11/11	11,110.00 001043	11,110.00	VISION SERVICE PLAN		40972	JULY 11 VSP	55.00	
						40973	JULY 11 VSP	247.50	
						40974	JULY 11 VSP	165.00	
						40975	JULY 11 VSP	137.50	
						40976	JULY 11 VSP	137.50	
						40977	JULY 11 VSP	110.00	
						40978	JULY 11 VSP	302.50	
						40979	JULY 11 VSP	1,430.00	
						40980	JULY 11 VSP	440.00	
						40981	JULY 11 VSP	3,980.90	
						40982	JULY 11 VSP	990.00	
						40983	JULY 11 VSP	336.60	
						40984	JULY 11 VSP	2,777.50	
39918	07/11/11	1,250.40 001506	1,250.40	WESTERN STATES OIL CO., INC.		40848	LUBE/FLT	1,250.40	
39919	07/11/11	60.78 147	60.78	ZEE MEDICAL SERVICE CO.		40849	SAFETY SUPP	17.83	
						40970	SAFETY SUPP	22.13	
						40971	SAFETY SUPP	20.82	
39920	07/11/11	1,145.62 148	1,145.62	ZEP MANUFACTURING COMPANY		40901	REV VEH PTS	1,145.62	
39921	07/18/11	351.44 001934	351.44	ALDRAN CHEMICAL, INC		41059	CLEANING SUPP	351.44	
39922	07/18/11	481.25 001128	481.25	ALWAYS TOWING & RECOVERY, INC		41091	OUT-REV VEH	481.25	
39923	07/18/11	26,016.97 001264	26,016.97	ANDREWS INTERNATIONAL INC		41092	5/30-6/26 SECURITY	26,016.97	

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39924	07/18/11	011	774.00	BEWLEYS CLEANING	7	41019	CUSTODIAL SERV	774.00	
39925	07/18/11	002189	26.67	BUS & EQUIPMENT		41020	REV VEH PTS	26.67	
39926	07/18/11	001346	2,950.99	CITY OF SANTA CRUZ		41081	COOP RTL MGT	1,656.04	
						41082	PARK DEF FEE	584.44	
						41083	PARK DEF FEE	637.50	
						41132	JUNE LANDFILL	58.57	
						41133	JUNE LANDFILL	14.44	
39927	07/18/11	130	1,110.25	CITY OF WATSONVILLE UTILITIES		41093	CONTAINER/WTC	793.96	
						41094	6/1-7/1 WTC	43.66	
						41095	5/25-6/23 WTC	218.49	
						41096	5/25-6/23 WTC	34.67	
						41097	5/25-6/23 WTC	19.47	
39928	07/18/11	909	3,474.10	CLASSIC GRAPHICS		41103	OUT RPR #9801	3,474.10	
39929	07/18/11	001124	37,982.85	CLEAN ENERGY		41055	LNG 6/22/11	9,743.76	
						41056	LNG 6/28/11	8,357.26	
						41057	LNG 6/25/11	10,397.17	
						41058	LNG 6/19/11	9,484.66	
39930	07/18/11	E614	49.00	COLWELL, ARLAN		41039	CDL	39.00	
						41040	VTT	10.00	
39931	07/18/11	367	668.00	COMMUNITY TELEVISION OF		41044	VIDEO PROD/METRO CUT	300.00	
						41098	4/22/11 BOD MTG	184.00	
						41099	5/27/11 BOD MTG	184.00	
39932	07/18/11	001329	106.57	DOC AUTO LLC		41021	REV VEH RPR OUT	71.57	
						41022	REV VEH RPR OUT	35.00	
39933	07/18/11	002388	141.00	DOGHERRA'S	7	41023	REV VEH RPR OUT	141.00	
39934	07/18/11	432	3,431.00	EXPRESS EMPLOYMENT PROS		41050	FAC TEMP W/E 6/26/11	900.00	
						41051	FAC TEMP W/E 6/26/11	675.00	
						41052	FAC TEMP W/E 6/26/11	928.00	
						41053	FAC TEMP W/E 6/26/11	928.00	
39935	07/18/11	001097	337.96	GREENWASTE RECOVERY, INC.		41107	JUNE GARB/GRN VALLEY	18.25	
						41108	JUNE/SVTC	230.01	
39936	07/18/11	166	508.58	HOSE SHOP, THE		41109	JUNE/MT. HERMON	89.70	
						41047	REV VEH PTS	378.22	
						41048	REV VEH PTS	4.86	
39937	07/18/11	001209	387.72	IKON FINANCIAL SERVICES		41049	REV VEH PTS	125.50	
						41024	EQUIP RENT	167.00	
39938	07/18/11	215	90.59	IKON OFFICE SOLUTIONS		41025	OUT-RPR EQUIP	220.72	
39939	07/18/11	852	1,696.00	LAW OFFICES OF MARIE F. SANG	7	41038	RPR/EQUIP OUT	90.59	
						41110	W/C FEE/PT	576.00	
						41111	W/C FEE/OPS	528.00	
						41112	W/C/ FEE/OPS	96.00	
39940	07/18/11	062	283.81	LEXIS PUBLISHING		41113	W/C FEE/OPS	496.00	
						41114	LEGAL REF	233.81	
39941	07/18/11	002976	1,550.00	LONGNECKER, LLOYD	7	41115	LEGAL REF	50.00	
39942	07/18/11	041	33.41	MISSION UNIFORM		41139	TEMP/FIN W/E 7/8	1,550.00	
						41026	UNIF & LAUNDRY	33.41	

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39943	07/18/11	3,807.45 002951	MOORE & ASSOCIATES, INC.	41041	WATS TRAN PLAN STUDY	3,807.45			
39944	07/18/11	222.87 887	NEOPOST, INC	41116	MTG EXP	222.87			
39945	07/18/11	283.99 001063	NEW FLYER INDUSTRIES LIMITED	41064	REV VEH PTS	55.10			
				41065	REV VEH PTS	228.89			
39946	07/18/11	67.02 004	NORTH BAY FORD LINC-MERCURY	41027	REV VEH RPR	67.02			
39947	07/18/11	14,842.00 001176	NORTHSTAR, INC.	41054	JUNE MAINT	14,842.00			
39948	07/18/11	22,343.67 002952	OLYMPIAN	41100	6/16-6/30 FUEL/FLT	2,410.75			
				41101	REV VEH FUEL/PT	9,850.31			
				41102	REV VEH FUEL/PT	10,082.61			
39949	07/18/11	2,834.21 009	PACIFIC GAS & ELECTRIC	41122	5/26-7/7 SVTC	2,834.21			
39950	07/18/11	1,676.00 002947	PEDALERS EXPRESS	41119	INTEROFFICE MAIL/MAY	838.00			
				41120	OFFICE MAIL JUNE	838.00			
39951	07/18/11	147.83 001221	PITNEY BOWES-RESERVE ACCOUNT	41045	METER RENT 7/1-9/30	147.83			
39952	07/18/11	39.41 107A	PROBUILD	41028	PRPS & MAINT	39.41			
39953	07/18/11	1,779.00 002961	RAMOS HOME CONCEPTS FURNISHING	41029	OFFICE SUPPLIES	1,779.00			
39954	07/18/11	2,571.19 001098	ROBERT HALF MANAGEMENT RESOURCE	41042	TEMP/FIN W/E 6/24/11	1,218.00			
				41043	TEMP/FIN W/E 6/24/11	91.35			
				41130	TEMP/FIN W/E 7/1 RTL	1,097.60			
				41131	TEMP/FIN W/E 7/1 RTL	164.24			
39955	07/18/11	26,156.88 966	S.C. FUELS	41084	DIESEL	26,156.88			
39956	07/18/11	303.84 001379	SAFETY-KLEEN	41121	HAZ WASTE DISP	303.84			
39957	07/18/11	16.32 135	SANTA CRUZ AUTO PARTS, INC.	41030	REV VEH PTS	27.16			
39958	07/18/11	100,431.17 002917	SANTA CRUZ METRO TRANSIT DIST	41140	CREDIT RTN PTS	-10.84			
				41031	W/C RESERVE	32,544.63			
				41089	W/C RESERVE	51,875.01			
				41123	W/C RESERVE	336.38			
				41124	W/C RESERVE	-6,956.25			
				41125	W/C RESERVE	1,029.76			
				41126	W/C RESERVE	27.50			
				41127	W/C RESERVE	7,936.40			
				41128	W/C RESERVE	13,001.28			
				41129	W/C RESERVE	636.46			
39959	07/18/11	6,563.83 977	SANTA CRUZ TRANSPORTATION, LLC	41032	CONTRACT PT JUNE 11	6,563.83			
39960	07/18/11	1,535.24 002459	SCOTT'S VALLEY WATER DISTRICT	41085	SVTC 4/07-6/6/11	1,535.24			
39961	07/18/11	210.00 001121	SILENT PARTNER SECURITY SYS.	41086	7/1-9/30/11 SERV.	210.00			
39962	07/18/11	551.87 001232	SPECIALIZED AUTO AND	41033	REV VEH OUT	275.99			
				41034	REV VEH OUT	137.94			
39963	07/18/11	379.49 001789	SPRINT	41035	REV VEH OUT	137.94			
39963	07/25/11	-379.49 001789	SPRINT	41134	TVM WIRELESS	379.49			VOIDED
39964	07/18/11	1,632.38 002245	STAPLES ADVANTAGE	41135	OFFICE SUPPLY	816.19			**VOID
				41138	OFFICE SUPPLY	816.19			
39965	07/18/11	279.57 002871	STATE ELECTRIC GENERATOR	41104	RPR & MAINT	279.57			
39966	07/18/11	334.33 001040	TERRYBERRY CO., LLC	41037	PHILLIPS/PEN	91.77			
				41136	EMPLOYEE INCENT	151.43			
				41137	EMPLOYEE INCENT.	91.13			

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39967	07/18/11	75.00 001165	THANH N. VU MD	7	41036	EMPLOYEE EXAM	75.00		
39968	07/18/11	323.19 002675	THOMSON REUTERS BARCLAYS		41141	WEST INFORMATION	323.19		
39969	07/18/11	1,112.21 001038	TWINVISION NA INC.		41087	REV VEH PTS	1,112.21		
39970	07/18/11	3,952.10 057	U.S. BANK		41144	424604455645971	3,952.10		
39971	07/18/11	37.19 007	UNITED PARCEL SERVICE		41088	FRT OUT/FLT	37.19		
39972	07/18/11	7,258.09 001083	WATSONVILLE TRANSPORTATION, INC		41046	BILL HRS 6/1-6/30/11	7,258.09		
39973	07/18/11	70.00 682	WEISS, AMY L.	7	41142	INTERPRET BOD 6/24	70.00		
39974	07/25/11	444.70 020	ADT SECURITY SERVICES INC.		41249	AUG ALARM	107.57		
					41250	AUG ALARMS	71.74		
					41251	AUG ALARMS	47.53		
					41252	AUG ALARMS	72.68		
					41253	AUG ALARMS	51.94		
					41254	AUG ALARMS	93.24		
39975	07/25/11	1,787.00 382	AIRTEC SERVICE		41203	HEAT EXCHANGER/METRO	1,787.00		
39976	07/25/11	202.00 001093	ALERE TOXICOLOGY SERVICES, INC		41090	PROF SERV/HR	202.00		
39977	07/25/11	481.91 001	AT&T		41206	REPEATER/OPS	84.83		
					41207	REPEATER/OPS	305.35		
					41208	OPS PHONE	91.73		
39978	07/25/11	1.72 876	ATCHISON, BARISON, CONDOTTI &	7	41262	REAL PROP ACQUISITION	1.72		
39979	07/25/11	67.55 M033	BAILLEY, NEIL	0	41229	SUPPLEMENTAL HEALTH	67.55		
39980	07/25/11	2,974.13 001356	BRENCO OPERATING-TEXAS, LP	7	41061	REV VEH PTS	2,974.13		
39981	07/25/11	5,810.69 001844	BRINKS INCORPORATED		41209	JUNE 1200B SERV	2,040.44		
					41210	JUNE 1200B SERV	3,770.25		
39982	07/25/11	527,471.83 502	CA PUBLIC EMPLOYEES'		41211	CALPER/MED	527,471.83		
39983	07/25/11	67.55 M022	CAPELLA, KATHLEEN	0	41241	SUPP. HEALTH	67.55		
39984	07/25/11	5,000.00 002346	CHANEY, CAROLYN & ASSOC., INC.		41187	LEGAL SERVICE	5,000.00		
39985	07/25/11	1,144.00 001346	CITY OF SANTA CRUZ		41196	BUS STORAGE M/C CONS	1,144.00		
39986	07/25/11	38,722.95 504	CUMMINS WEST, INC.		41212	REV VEH PTS	3,222.95		
					41264	4/1/11-4/1/16	35,500.00		
39987	07/25/11	33.78 M039	DAVILA, ANA MARIA	0	41230	SUPP. HEALTH	33.78		
39988	07/25/11	1,402.63 002624	DIGITAL RECORDERS		41213	REV VEH PTS/NON-TAX	1,402.63		
39989	07/25/11	3,656.00 432	EXPRESS EMPLOYMENT PROS		41265	FAC TEMP W/E 7/1	900.00		
					41266	FAC TEMP W/E 7/1	900.00		
					41267	FAC TEMP W/E 7/1	928.00		
					41268	FAC TEMP W/E 7/1	928.00		
39990	07/25/11	33.78 M040	GARBEZ, LINDA	0	41231	SUPP. HEALTH	33.78		
39991	07/25/11	33.78 M100	GARCIA, HELEN	0	41232	SUPP. HEALTH	33.78		
39992	07/25/11	150.87 647	GFI GENFARE		41214	PARTS & SUPPLIES	150.87		
39993	07/25/11	2,195.87 117	GILLIG LLC		40874	REV VEH PTS	46.35		
					40911	CREDIT MEMO	-46.35		
					40953	REV VEH PTS	352.11		
					40954	CR #4726364	-352.11		
					41060	REV VEH PTS	2,195.87		
39994	07/25/11	67.55 M041	GOUVEIA, ROBERT	0	41233	SUPP. HEALTH	67.55		
39995	07/25/11	237.86 282	GRAINGER		41105	PTS & SUPPLY	5.72		
					41106	RPRS & MAINT	232.14		

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39996	07/25/11	001097	598.80	GREENWASTE RECOVERY, INC.		41146	JULY-SEPT FREEDOM	54.75	
						41147	JULY-SEPT FREEDOM	54.75	
						41148	JULY-SEPT SOQUEL	54.75	
						41149	JULY-SEPT SOQUEL	54.75	
						41150	JULY-SEPT AIRPORT	108.12	
						41151	JULY-SEPT HWY 17	162.18	
						41152	JULY-SEPT LOMOND	54.75	
						41153	JULY-SEPT BIG BASIN	54.75	
39997	07/25/11	E530	170.91	GUIZAR, LISETH		41190	PARK FOR TRAINING	8.75	
						41191	EMPLOYEE TRAVEL	71.91	
						41192	PARK /TRAINING	12.00	
						41193	EMPLOYEE MILEAGE	78.25	
39998	07/25/11	M081	87.87	HALL, JAMES	0	41234	SUPP HEALTH	87.87	
39999	07/25/11	002117	3,470.85	IULIANO	7	41201	RENT/115 DUBOIS	3,470.85	
40000	07/25/11	110	2,905.16	JESSICA GROCERY STORE, INC.		41199	CUSTODIAL SERVICE	2,905.16	
40001	07/25/11	405	186.76	JOHN'S ELECTRIC MOTOR SVC	7	41155	RPRS & MAINT	186.76	
40002	07/25/11	M061	229.03	KAMEDA, TERRY	0	41242	SUPP. HEALTH	229.03	
40003	07/25/11	039	23.66	KINKO'S INC.		41145	TVM SIGNS	23.66	
40004	07/25/11	001119	1,710.38	MACERICH PARTNERSHIP LP	7	41202	RENT/CAPITOLA MALL	1,710.38	
40005	07/25/11	041	470.90	MISSION UNIFORM		41062	UNIF & LAUNDRY	59.25	
						41063	UNIF & LAUNDRY	176.20	
						41156	UNIF & LAUND	59.25	
						41157	UNIF & LAUND	176.20	
40006	07/25/11	001711	236.20	MOHAWK MFG. & SUPPLY CO.		41159	REV VEH PTS	236.20	
40007	07/25/11	001063	193.22	NEW FLYER INDUSTRIES LIMITED		41160	REV VEH PTS	193.22	
40008	07/25/11	002721	2,854.39	NEXTEL COMMUNICATIONS/SPRINT		41177	TELECOMMUNICATION	2,854.39	
40009	07/25/11	001176	84.70	NORTHSTAR, INC.		41117	OUT RPR EQUIP	60.83	
						41118	OUT RPR EQUIP	23.87	
40010	07/25/11	M050	33.78	O'MARA, KATHLEEN	0	41235	SUPP. HEALTH	33.78	
40011	07/25/11	364	1,868.00	OVERHEAD DOOR CO. OF SALINAS		41161	DOOR RPR/PTS	1,868.00	
40012	07/25/11	009	19,262.91	PACIFIC GAS & ELECTRIC		41067	1122 RIVER 5/27-6/27	2,139.91	
						41068	115 DUBOIS 5/27-6/27	15.39	
						41069	VERNON 5/27-6/27	6,138.85	
						41070	1217 RIVER 5/27-6/27	52.66	
						41071	115 DUBOIS 5/27-6/23	8.21	
						41072	PACIFIC 6/2-7/1	2,613.58	
						41073	1122 RIVER 5/27-6/27	73.81	
						41074	1200 RIVER 5/27-6/27	1,274.77	
						41075	MMF 5/27-6/27	6,932.35	
						41219	6/9-7/7 SVTC	13.38	
40013	07/25/11	043	401.34	PALACE ART & OFFICE SUPPLY		41076	OFFICE SUPP	401.34	
40014	07/25/11	M057	252.22	PARHAM, WALLACE	0	41243	SUPP. HEALTH	252.22	
40015	07/25/11	M109	33.78	PEREZ, CHERYL		41236	SUPP. HEALTH	33.78	
40016	07/25/11	M064	177.45	PETERS, TERRIE	0	41244	SUPP. HEALTH	177.45	
40017	07/25/11	M070	33.78	PICARELLA, FRANCIS	0	41245	SUPP. HEALTH	33.78	
40018	07/25/11	481	311.00	PIED PIPER EXTERMINATORS, INC.		41162	JULY PEST	241.00	

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

DATE: 07/01/11 THRU 07/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
40019	07/25/11	252.22 M058	POTEETE, BEVERLY	0	41256	JULY PEST CTRL	70.00		
40020	07/25/11	321.75 001071	QQUEST SOFTWARE SYSTEMS, INC.	0	41246	SUPP. HEALTH	252.22		
40021	07/25/11	1,001.56 001098	ROBERT HALF MANAGEMENT RESOURCE	0	41269	TIME CLOCK MODULE	321.75		
40022	07/25/11	67.55 M085	ROSSI, DENISE	0	41228	TEMP/FIN W/E 7/8 RTL	1,001.56		
40023	07/25/11	33.78 M030	ROWE, RUBY	0	41237	SUPP HEALTH	67.55		
40024	07/25/11	367.52 135	SANTA CRUZ AUTO PARTS, INC.	0	41238	SUPP. HEALTH	33.78		
					41169	REV VEH PTS/TAX ADJ	3.12		
					41170	REV VEH PTS	107.36		
					41171	REV VEH PTS	32.48		
					41172	REV VEH PTS	12.43		
					41173	REV VEH PTS	112.54		
					41189	REV VEH PTS	99.59		
40025	07/25/11	20,000.00 002917	SANTA CRUZ METRO TRANSIT DIST	0	41188	C&R AWARD W/C RESERV	20,000.00		
40026	07/25/11	191.51 788	SCMTD PETTY CASH - FINANCE	0	41194	PETTY CASH/FIN	191.51		
40027	07/25/11	49.00 E622	SELLS, MARY	0	41174	DMV	39.00		
					41175	VTT	10.00		
40028	07/25/11	26,360.00 002960	SHELF PLUS	0	41270	TIRE CAROUSEL	26,360.00		
40029	07/25/11	160.87 M010	SHORT, SLOAN	0	41247	SUPP. HEALTH	160.87		
40030	07/25/11	12,461.74 001075	SOQUEL III ASSOCIATES	7	41200	RENT/RESEARCH PARK	12,461.74		
40031	07/25/11	154.17 001976	SPORTWORKS NORTHWEST, INC.	0	41176	REV VEH PTS	154.17		
40032	07/25/11	3,567.00 080	STATE BOARD OF EQUALIZATION	0	41272	APR-JUN USE TAX	3,567.00		
40033	07/25/11	609.94 080A	STATE BOARD OF EQUALIZATION	0	41271	APR-JUNE 11 FUEL TAX	609.94		
40034	07/25/11	875.00 R607	THE VENTURA FAMILY REV. TRUST	0	41184	CLAIM #11-0014	875.00		
40035	07/25/11	3,699.18 R604	THOMAS, CYNTHIA	7	41276	SEIU AGREEMENT	3,699.18		
40036	07/25/11	197.10 002675	THOMSON REUTERS BARCLAYS	0	41197	SUBSCRIPTION CHG	197.10		
40037	07/25/11	2,931.34 002954	TIRE DISTRIBUTION SYSTEMS	7	41179	TIRES & TUBES	348.59		
					41178	TIRES & TUBES	588.22		
					41180	TIRES & TUBES	1,388.39		
					41223	TIRES & TUBES	606.14		
40038	07/25/11	33.78 M086	TOLINE, DONALD	0	41239	SUPP. HEALTH	33.78		
40039	07/25/11	355.45 170	TOWNSEND'S AUTO PARTS	0	41224	REV VEH PTS	355.45		
40040	07/25/11	731.00 475	TRAPEZE SOFTWARE GROUP, INC.	0	41227	PASS-CERT 8/1-10/31	731.00		
40041	07/25/11	47.62 001038	TWINVISION NA INC.	0	41257	REV VEH PTS	47.62		
40042	07/25/11	38.26 007	UNITED PARCEL SERVICE	0	41181	FREIGHT OUT	38.26		
40043	07/25/11	10.96 946	UNITED SITE SERVICES	0	41182	FENCE RENTAL	10.96		
40044	07/25/11	1,675.04 002829	VALLEY POWER SYSTEMS, INC.	0	41183	REV VEH PTS	1,675.04		
40045	07/25/11	229.03 M076	VONWAL, YVETTE	0	41248	SUPP. HEALTH	229.03		
40046	07/25/11	330.02 002028	WESTCOAST LEGAL SERVICE	7	41185	RECORDS FEE	238.72		
					41186	RECORDS FEE	91.30		
40047	07/25/11	33.78 M088	YAGI, RANDY	0	41240	SUPP. HEALTH	33.78		
TOTAL		1,855,317.23	ACCOUNTS PAYABLE			TOTAL CHECKS	221	1,855,317.23	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011
TO: Board of Directors
FROM: John Daugherty, METRO Accessible Services Coordinator
SUBJECT: ACCESSIBLE SERVICES REPORTS FOR AUGUST AND SEPTEMBER 2011

I. RECOMMENDED ACTION

This report is informational only. No action required.

II. SUMMARY OF ISSUES

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

III. DISCUSSION

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

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

Under direction, the Accessible Services Coordinator: 1) Organizes, supervises, coordinates and provides METRO services to the older adult and disability communities; 2) Organizes, directs and coordinates the activities and operation of METRO's Mobility Training function; 3) Promotes and provides Mobility Training

and outreach services; 4) Acts as information source to staff, Management, funding sources, clients, community agencies and organizations, and the general public regarding Mobility Training and accessibility; 5) Works with Department Managers to ensure compliance with METRO's accessibility program and policies.

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

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

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A.1: Accessible Services Coordinator (ASC) Activity Tracking Report for August 2011

Attachment A.2: ASC Activity Tracking Report for September 2011

Attachment A.1

Accessible Services Coordinator (ASC) Activity Tracking Report for August 2011

What is Mobility Training?

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

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

There was progress with training 21 individuals:

- **Eight individuals were new referrals:** Six persons were referred by the Eligibility Coordinator and received phone calls from the ASC. Assessment of their needs is not complete. Two persons referred themselves for trip planning and orientation to Metro services. Their files were opened.
- **Training with nine individuals is almost complete:** August activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.
- **Training for four individuals is ongoing:** All persons have been assessed. The number of training sessions needed to complete training is unknown.

Attachment A.1

Training Overview:

- Amount of time dedicated to training sessions and follow up activity: 46 hours
- Tracking of scheduled appointments vs. cancelled:
Two appointments scheduled, no appointments cancelled

Highlights of Other Activity - Outreach performed in the community:

- August 1 presentation at East Cliff Village Apartments
- August 9 Elderly and Disabled Transportation Advisory Committee meeting
- August 16 Seniors Commission meeting
- August 18 Commission on Disabilities meeting
- August 31 Pedestrian Safety Work Group meeting

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

The total audience for August meetings is 59 persons. Questions on METRO service varied. Information was provided during meetings and follow up phone calls.

Requests from the community:

- There were at least 30 individual contacts in person and/or over the phone. Most contacts regarded the status of training (setting up sessions or cancelling sessions).
- There were also contacts because persons asked for trip planning assistance with METRO service.
- There were also contacts to prepare for and follow up outreach activity.

Attachment A.2

Accessible Services Coordinator (ASC) Activity Tracking Report for September 2011

What is Mobility Training?

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

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

There was progress with training 27 individuals:

- **14 individuals were new referrals:** Nine persons were referred by the Eligibility Coordinator and received phone calls from the ASC. Assessment of their needs is not complete. Three persons were referred by a school counselor and METRO staff. Two persons referred themselves for trip planning and Boarding/Disembarking training. Their files are open.
- **Training with one new referral was successfully completed.** The training included route training between UCSC and Downtown Santa Cruz.
- **Training with 13 individuals is almost complete:** August activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

Attachment A.2

Training Overview:

- Amount of time dedicated to training sessions and follow up activity: 50 hours
- Tracking of scheduled appointments vs. cancelled:
Four appointments scheduled, no appointments cancelled

Highlights of Other Activity - Outreach performed in the community:

- September 21 UCSC Transit Orientation
- September 30 Pedestrian Safety Work Group meeting

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

The total audience for September meetings was five persons. Questions on METRO service varied. Information was provided during meetings and follow up phone calls.

Requests from the community and METRO staff:

- There were at least 27 individual contacts in person and/or over the phone. Most contacts regarded the status of training (setting up sessions or cancelling sessions).
- There were also contacts because persons asked for trip planning assistance with METRO service.
- There were also contacts to prepare for and follow up outreach activity.
- After a September 7 METRO staff meeting regarding new customer service training for METRO ParaCruz reservationists a training packet was assembled and distributed for review.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011
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 A1: On-time Performance Chart displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”. The monthly Customer Service Reports summary is included.
- Attachment B1: Report of ParaCruz’ operating statistics. Performance Averages and Performance Goals are reflected in the Comparative Operating Statistics Table in order to establish and compare actual performance measures, as performance is a critical indicator as to ParaCruz’ efficiency.
- Attachments C and D: ParaCruz Performance Charts displaying trends in rider-ship and mileage spanning a period of three years.
- Attachment E: Current calendar year’s statistical information on the number of ParaCruz in-person eligibility assessments, including a comparison to past years, since implementation in August of 2002.

III. DISCUSSION

From August 2011 to September 2011, ParaCruz rides increased by 729 rides. This increase does trend with the previous two years, both of which experienced an increase in the number of rides from the month of August to the month of September. The number of rides in September 2011 increased 191 over the number of rides in September 2010.

Call Center statistics are available only on a monthly basis at this time, reflecting that we experienced problems with the phone system attributed to wiring issues that have been identified. Corrective measures have been taken, but the disruption to the system makes cumulative data unavailable at this time.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

- Attachment A1:** ParaCruz On-time Performance Chart
- Attachment B1:** Comparative Operating Statistics Table
- Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Year to Date Mileage Chart
- Attachment E:** Eligibility Chart

ATTACHMENT A

Board of Directors
Board Meeting November 18, 2011

ParaCruz On-time Performance Report		
	Sep 2010	Sep 2011
Total pick ups	8508	8699
Percent in “ready window”	96.65%	94.29%
1 to 5 minutes late	1.47%	2.13%
6 to 10 minutes late	.82%	1.59%
11 to 15 minutes late	.55%	.77%
16 to 20 minutes late	.19%	.51%
21 to 25 minutes late	.11%	.30%
26 to 30 minutes late	.15%	.20%
31 to 35 minutes late	.02%	.10%
36 to 40 minutes late	.01%	.09%
41 or more minutes late (excessively late/missed trips)	.02%	.02%
Total beyond “ready window”	3.35%	5.71%

During the month of September 2011, ParaCruz received sixteen (16) Customer Service Reports. Four (4) of the reports were valid complaints, five (5) of the reports were not valid, two (2) reports were unverifiable, and five (5) of the reports were compliments.

ATTACHMENT B

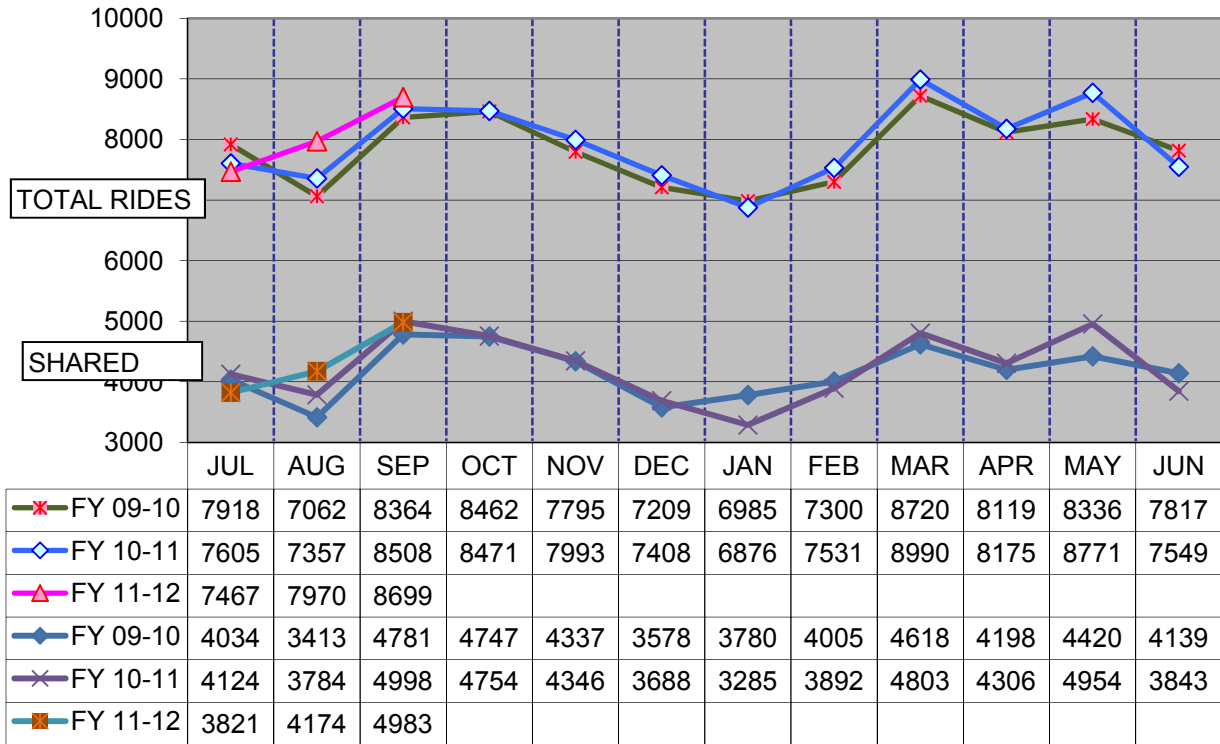
Board of Directors
Board Meeting November 18, 2011

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through September 2011.

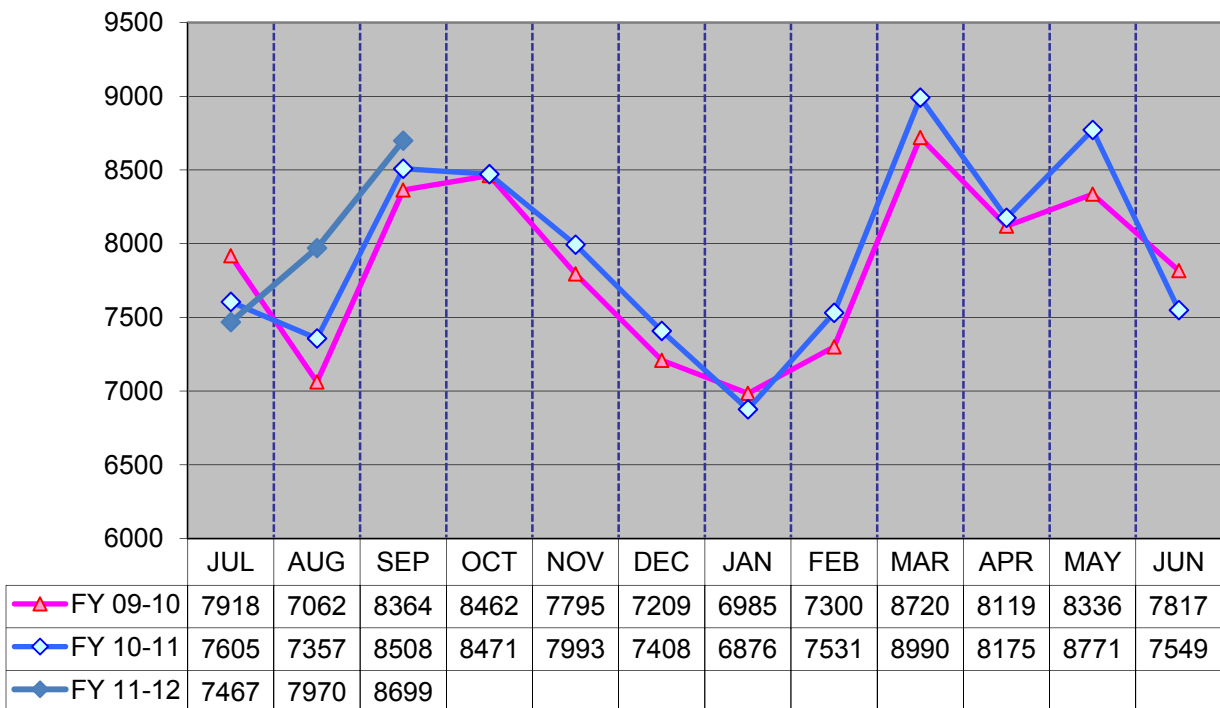
	Sept 10	Sept 11	Fiscal 10-11	Fiscal 11-12	Performance Averages	Performance Goals
Requested	8830	9153	24,305	25,039	8566	
Performed	8364	8699	23,467	24,136	7392	
Cancels	16.18%	17.39%	16.52%	16.82%	18.40%	
No Shows	3.34%	3.2%	2.33%	3.0%	2.45%	Less than 3%
Total miles	53,020	57,774	154,075	163,395	53,584	
Av trip miles	5.16	4.88	5.03	4.88	4.88	
Within ready window	95.36%	94.29%	96.35%	94.79%	95.04%	92.00% or better
Excessively late/missed trips	1	3	8	10	2.42	Zero (0)
Call center volume	N/A	6461	17,345	18,053	N/A	
Call average seconds to answer	N/A	27.8	2 min: 45 secs	27.52	N/A	Less than 2 minutes
Hold times less than 2 minutes	N/A	94.88%	92.41%	95.38%	N/A	Greater than 90%
Distinct riders	835	799	1177	1083	795	
Most frequent rider	48 rides	52 rides	190 rides	141 rides	54 rides	
Shared rides	67.1%	68.3%	63.4%	64.3%	62.26%	Greater than 60%
Passengers per rev hour	2.04	2.07	2.21	2.03	2.02	Greater than 1.6 passengers/hour
Rides by supplemental providers	15.11%	17.96%	9.03%	10.89%	10.11%	No more than 25%
Vendor cost per ride	\$21.42	\$21.02	\$21.14	\$20.38	\$21.48	
ParaCruz driver cost per ride (estimated)	\$22.85	\$23.91	\$27.06	\$23.67	\$23.08	
Rides < 10 miles	69.73%	67.01%	68.9%	69.15%	68.75%	
Rides > 10	30.27%	32.99%	31.1%	30.85%	31.24%	

ATTACHMENT C

TOTAL RIDES vs. SHARED RIDES

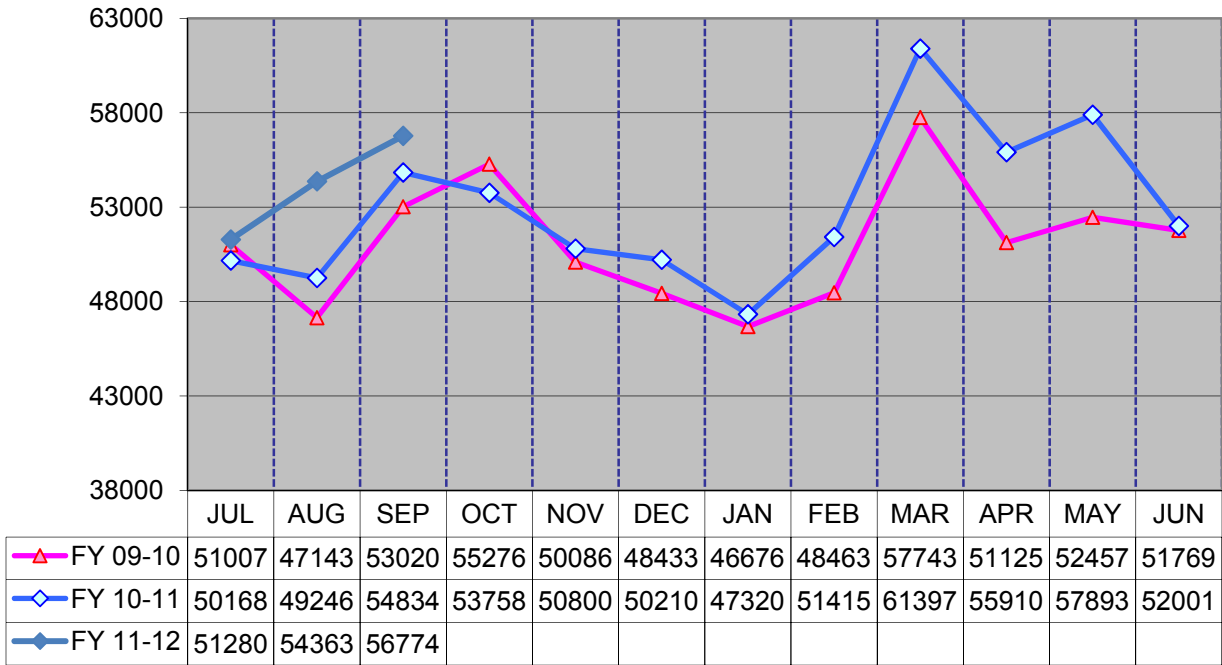


NUMBER OF RIDES COMPARISON CHART

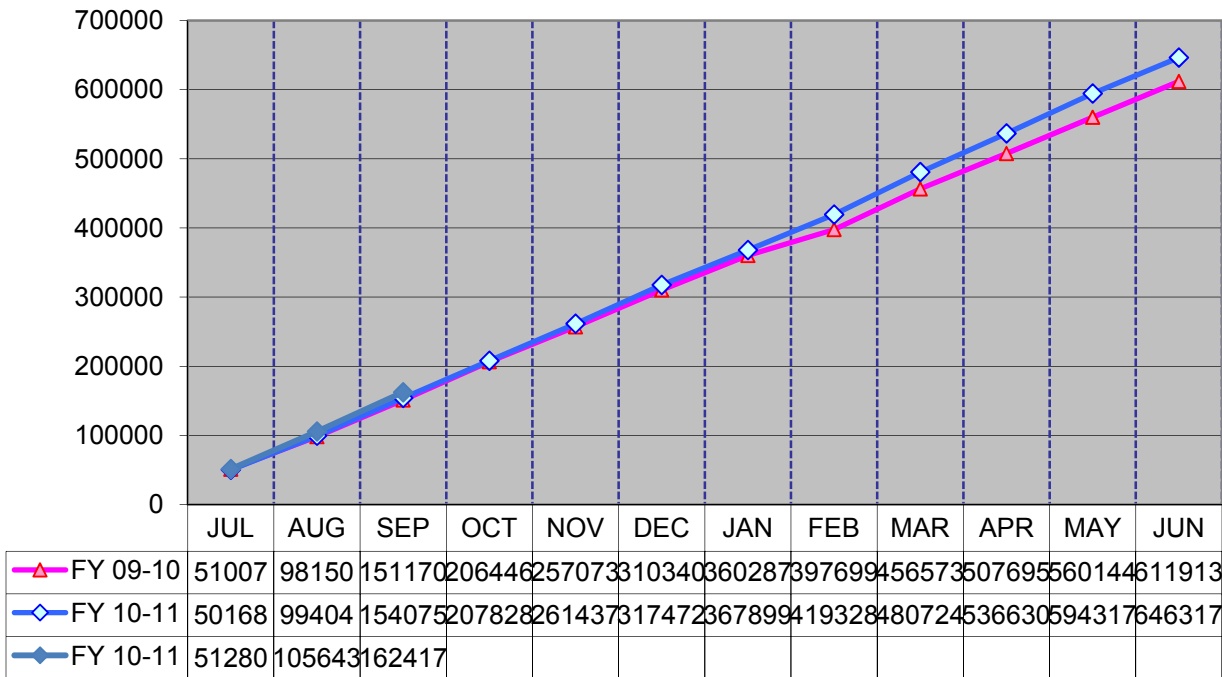


ATTACHMENT D

MILEAGE COMPARISON



YEAR TO DATE MILEAGE COMPARISON CHART



ATTACHMENT E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
SEPTEMBER 2010	55	4	9	1	1	70
OCTOBER 2010	58	1	10	2	0	71
NOVEMBER 2010	45	0	4	5	1	55
DECEMBER 2010	32	0	7	5	0	44
JANUARY 2011	43	3	4	4	0	54
FEBRUARY 2011	41	2	14	4	0	61
MARCH 2011	43	3	5	7	0	58
APRIL 2011	44	0	3	4	0	51
MAY 2011	49	1	4	2	0	56
JUNE 2011	48	0	4	0	0	52
JULY 2011	54	0	0	1	0	55
AUGUST 2011	66	0	3	0	1	70
SEPTEMBER 2011	48	0	7	2	0	57

NUMBER OF ELIGIBLE RIDERS	
YEAR	ACTIVE
2006	5315
2007	4820
2008	4895
2009	5291
2010	3314

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011
TO: Board of Directors
FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager
SUBJECT: SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR SEPTEMBER 2011

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Total ridership for the month of September 2011 was 455,055, which is a decrease of 4,705 riders or 1.02% versus September 2010. System Daily Averages for September include:
 - 17,429 riders per Weekday, a loss of 0.57% (100 riders)
 - 9,290 riders per Saturday, a loss of 7.20% (720 riders)
 - 8,616 riders per Sunday, a gain of 1.12 % (96 riders)
- Highway 17 Express ridership for the month of September 2011 was 29,086, which is a increase of 8,352 riders, or 40.28%, from September 2010. Daily averages include:
 - 1,093 riders per Weekday, a gain of 39.59% (310 riders)
 - 641 riders per Saturday, a gain of 63.94% (250 riders)
 - 622 riders per Sunday, a gain of 27.42% (134 riders)
- UCSC students and staff/faculty generated 170,196 rides in September 2011, a gain of 4.74%. Revenue generated from UCSC was \$215,468.14, a 7.63% increase from September 2010.
- Overall, system wide ridership experienced a small YTD decrease in part due to a service reduction that was implemented on September 15, 2011 which resulted in 8.2% less service than in the prior year.

III. DISCUSSION

In the twenty-two (22) weekdays, four (4) Saturdays, and four (4) Sundays of September 2011, Santa Cruz METRO's total ridership was 455,055 riders. This was a loss from the previous year, decreasing by 4,705 riders or 1.02%. The month over month loss in ridership was expected considering that transit service available to the public is 8.2% less than in September 2010. FY12 YTD ridership is almost flat, with a slight loss of 1.09% over FY11.

Attachment A shows that during September 2011, Santa Cruz METRO averaged 17,429 riders per Weekday. This was a loss from the previous September of 0.57% which is most likely due to recently implemented service reductions. Weekends experienced a loss of 7.20% and a gain of 1.12% on Saturdays and Sundays respectively, as late summer weather altered commute habits.

Attachment A also shows Highway 17 Express total ridership at 29,086 riders. This was a gain from the previous year, increasing by 8,352 riders or simply 40.28%.

FY12 average weekday ridership on the Highway 17 Express was 1,093 riders per weekday, a 39.59% increase per weekday in FY11. Simultaneously Highway 17 Express has seen gains of 63.94% in riders on Saturdays and 27.42% in riders on Sundays. These variations in ridership could possibly be due to higher gas prices leading to changing commute patterns, and weekend travel demands from UCSC students and tourism. Also these increases are inflated in part due to undercounts in the FY11 Highway 17 Express ridership figures. FY11 ridership figures were artificially low due to farebox programming problems. This now leads to artificially high ridership increases when FY11 and FY12 figures are compared. The programming issue was resolved with the installation of the new GFI Odyssey fareboxes in December 2010.

Attachment B shows UCSC ridership increase over September 2010, mainly due to more staff and faculty riding transit. In September 2011, UCSC generated 170,196 rides between students and staff/faculty. This accounts for more than one third of Santa Cruz METRO's total ridership count. On School Term Days, ridership decreased 3.87% while Weekdays saw a increase of 5.43% and Weekends saw a gain of 0.98% in ridership. Total revenue derived from UCSC in September 2011 was \$215,468.14, a 7.63% increase from September 2010.

Attachment C depicts Weekday, Saturday, and Sunday ridership by route. Many of Santa Cruz METRO's main-lines service are well ridden while overall ridership remains flat. Overall, system wide ridership experienced a small YTD decrease in part due to a service reduction that was implemented on September 15, 2011 which resulted in 8.2% less service than in the prior year.

IV. FINANCIAL CONSIDERATIONS.

Revenue derived from passenger fares and passes is reflected in the FY12 Revenue.

V. ATTACHMENTS

Attachment A: Monthly Ridership Summary

Attachment B: UCSC Ridership Summary

Attachment C: Ridership by Route

Prepared by: Erich Friedrich, Jr. Transportation Planner.
Date Prepared: November 9, 2011

Monthly Ridership Summary

SEPTEMBER 01, 2011 - SEPTEMBER 30, 2011

Calendar Operating Days

	This Year	Last Year
Weekdays	22	22
Saturdays	4	4
Sundays	4	4

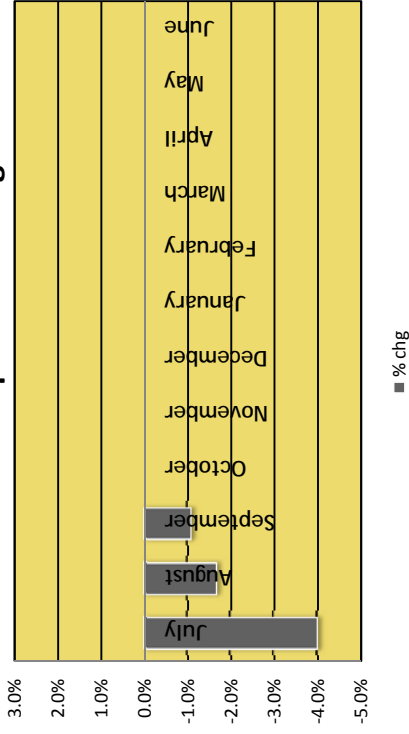
Monthly System Totals

	Monthly Totals		
	This Year	Last Year	Difference % Change
Local Fixed Route	425,969	439,026	-13,057 -2.97%
AMTRAK/Highway 17 Express	29,086	20,734	8,352 40.28%
System Total	455,055	459,760	-4,705 -1.02%

System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference % Change	This Year	Last Year	Difference % Change	This Year	Last Year	Difference % Change
Local Fixed Route	16,336	16,746	-410 -2.45%	8,649	9,619	-970 -10.09%	7,995	8,033	-38 -0.47%
AMTRAK/Highway 17 Express	1,093	783	310 39.59%	641	391	250 63.94%	622	488	134 27.42%
System Total	17,429	17,529	-100 -0.57%	9,290	10,010	-720 -7.20%	8,616	8,521	96 1.12%

Total Ridership YTD % Change



	Year to Date Totals		
	This Year	Last Year	Difference % Change
Local Fixed Route	1,014,340	1,041,817	-27,477 -2.64%
AMTRAK/Highway 17 Express	82,943	67,589	15,354 22.72%
System Total	1,097,283	1,109,406	-12,123 -1.09%

UCSC Ridership Summary

SEPTEMBER 01, 2011 -SEPTEMBER 30, 2011

Calendar Operating Days

	This Year	Last Year
School Term Days	10	9
Weekdays	22	22
Weekend Days	8	8

UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$196,952.89	\$183,733.09	\$13,219.80	7.20%
Staff Billing	\$18,515.25	\$16,468.14	\$2,047.11	12.43%
Night Owl Service	\$0.00	\$0.00	\$0.00	N/A
Route 20D Service	\$0.00	\$0.00	\$0.00	N/A
Total	\$215,468.14	\$200,201.23	\$15,266.91	7.63%

UCSC Monthly System Totals

	Monthly Totals			Year to Date Totals		
	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	155,571	149,134	4.32%	241,845	236,521	2.25%
Staff & Faculty	14,625	13,367	9.41%	42,433	38,318	10.74%
Total	170,196	162,501	4.74%	284,278	274,839	3.43%

UCSC System Daily Averages

	School Term Days			Weekdays			Weekend Days		
	This Year	Last Year	% Change	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	11,815	12,368	-4.47%	5,954	5,677	4.88%	3,072	3,029	1.41%
Staff & Faculty	660	608	8.48%	612	550	11.15%	147	158	-7.21%
Total	12,475	12,976	-3.87%	6,566	6,228	5.43%	3,218	3,187	0.98%

Attachment C
Ridership by Route

SEPTEMBER 01, 2011 - SEPTEMBER 30, 2011								
Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	21,542	979	1,717	429	1,302	326	24,561
15	UCSC via Laurel West	23,817	1,083					23,817
16	UCSC via Laurel East	59,922	2,724	6,389	1,597	5,920	1,480	72,231
19	UCSC via Lower Bay	21,836	993	3,210	803	3,247	812	28,293
3	Mission/Beach	3,107	141					3,107
4	Harvey West/Emeline	4,713	214	34	9	63	16	4,810
8	Emeline	173	8					173
12A	UCSC East Side District	540	25					540
20	UCSC via West Side	15,344	697	2,331	583	2,365	591	20,040
20D	UCSC via West Side Supp.	4,909	223					4,909
30	Graham Hill/Scotts Valley	715	33					715
33	Lompico SLV/Felton Faire	360	16					360
34	South Felton	57	3					57
35/35A	Santa Cruz/Scotts Valley/SLV	33,253	1,512	3,971	993	3,440	860	40,664
40	Davenport/North Coast	1,652	75	42	11	113	28	1,807
41	Bonny Doon	2,221	101	46	12	41	10	2,308
42	Davenport/Bonny Doon	205	9	79	20	104	26	388
54	Capitola/Aptos/La Selva Beach	250	11	67	17	38	10	355
55	Rio Del Mar	4,539	206					4,539
56	La Selva Beach	499	23					499
66	Live Oak via 17th	12,359	562	2,056	514	1,593	398	16,008
68	Like Oak via Broadway/Portola	7,707	350	693	173	633	158	9,033
69	Capitola Road	3,639	165	31	8	16	4	3,686
69A	Cap. Road/Cabrillo/Watsonville	18,709	850	2,234	559	2,052	513	22,995
69N	Capitola Road/Cabrillo Night	974	44					974
69W	Capitola Road/Watsonville	26,027	1,183	2,734	684	2,291	573	31,052
71	Santa Cruz to Watsonville	70,574	3,208	7,946	1,987	7,626	1,907	86,146
72	Corralitos	3,520	160					3,520
74	Ohlone Parkway/Rolling Hills	2,617	119					2,617
75	Green Valley Road	6,268	285	1,016	254	1,135	284	8,419
79	East Lake	2,468	112					2,468
91x	Santa Cruz/Watsonville Express	4,878	222					4,878
Hwy 17	AMTRAK/Hwy 17 Express	24,036	1,093	2,564	641	2,486	622	29,086
Monthly Total		383,430	17,429	37,160	9,290	34,465	8,616	455,055
Previous Year		385,637	17,529	40,041	10,010	34,082	8,521	459,760
% Change		-0.57%	-0.57%	-7.20%	-7.20%	1.12%	1.12%	-1.02%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

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

SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR NOVEMBER 2011

I. RECOMMENDED ACTION

This report is for informational purposes only. Active grants and grant proposals are current as of November 10, 2011. No action is required.

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 25% of its FY12 operating revenue and nearly 80% of its FY12 capital funding.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Santa Cruz METRO has active grant awards totaling \$44,944,006.
- Items in **bold** on Attachments A and B depict changes from last month's report.
- Santa Cruz METRO staff is developing new operating and capital projects for approximately \$12,047,369 in grant program funding.

III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 25% of its FY12 operating revenue and over 80% of its FY12 capital funding. Programs such as the Transportation Development Act (TDA) and the Federal Transit Administration (FTA) urbanized area program annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

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

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

IV. FINANCIAL CONSIDERATIONS

Active grant awards for operating and capital projects total \$44,944,006 with an unspent balance of \$25,771,512. Changes from October's amounts result from a new grant award in the Proposition 1B program for \$427,000 in the State and Local Partnership Program (SLPP) for half of the local match to the FTA's State of Good Repair grant for 11 New Flyer CNG buses and from the drawdown of project progress payments.

Current grant applications request \$12,047,369, a decrease of approximately \$271,000 from October resulting from the successful award of \$427,000 in SLPP funds moving from Grant Applications into Active Grants and the addition of a new Caltrans rural operating assistance allocation of \$156,312 for which Santa Cruz METRO will submit its application next month. Santa Cruz METRO staff is pursuing new discretionary grant applications for revenue vehicle replacements in the California Energy Commission's AB 118 program.

V. ATTACHMENTS

Attachment A: Santa Cruz METRO Active Grants Status Report as of November 10, 2011

Attachment B: Santa Cruz METRO Grant Applications as of November 10, 2011

Attachment A

Santa Cruz METRO Active Grants as of November 10, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
1	Smartcard Farebox; ParaCruz Vans; IT Upgrades; Operating Assistance	Upgrade dispatch, scheduling and customer information software; purchase 27 replacement paratransit vans; purchase new fareboxes with magnetic card readers; operating assistance.	\$ 4,909,939	\$ 519,218	Federal Transit Administration (FTA) 5307 American Recovery and Reinvestment Act (ARRA) funds	Project funding from ARRA through FTA urbanized area formula program. Santa Cruz METRO has received and installed fareboxes and ticket vending machines; has accepted paratransit vans and expects to complete the Giro/Hastus roll-out by early 2012.
2	Smartcard Farebox	Purchase new fareboxes with magnetic card readers.	\$ 475,000	\$ -	FTA 5309 Bus and Bus Facilities Program	Fareboxes installed, this grant was closed out at 9/30/11.
3	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ 476,189	Caltrans from State Transportation Improvement Program (STIP)	Construction projects started 5/27/11. This project is on schedule.
4	CT Transit Planning - Watsonville	18-month transit planning study of Watsonville service as subrecipient of MPO (AMBAG).	\$ 100,000	\$ 48,505	Caltrans (FTA 5304)	Outreach meetings with transit stakeholders are NGOs is completed. Second round of surveys is complete. Report is being drafted. This project is on task and on scheduled for delivery by 3/31/12.
5	County of Santa Cruz Prop 84 Challenge Grant	Discretionary grant proposals for planning/zoning of unincorporated areas (Live Oak, Soquel Dr. corridor) w/ County of Santa Cruz; and sustainable growth communities grant w/ AMBAG. All need METRO as a partner.	\$ 10,000	\$ 10,000	Funding from Proposition 84 Planning Grants from the State of California Strategic Growth Council.	County received \$500K for Prop. 84 Sustainable Communities Planning Grant Program for a project entitled "The Santa Cruz County Sustainable Community and Transit Corridors Plan" on December 6, 2010. Notification of award 6/3/11. Discussion of an RFP for a consultant will begin in November and the selection process complete by December 2012.

Attachment A

Santa Cruz METRO Active Grants as of November 10, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
6	AMBAG Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$ 10,000	\$ 10,000	AMBAG sub-award.	Participating in development of Sustainable Communities Strategies, awaiting letter of award from AMBAG at 10/14/11, expect MOU within 60 days per AMBAG.
7	SCCRTC Caltrans Small Urban Transit Planning Grant	Discretionary grant.	\$ 8,204	\$ 8,204	State of California	Grant awarded July 2011; METRO to participate with RTC on on-board ridership survey to inform RTP update; budget is final and MOU is being reviewed by METRO by 11/20/11.
8	Section 5309 Bus/Facilities State of Good Repair	Discretionary, competitive grant program.	\$ 2,814,538	\$ 2,814,538	FTA Section 5309	New grant to finance capital projects: ~42 mobile data terminals for ParaCruz and approximately 4-5 new CNG buses. Will be programmed into MTIP on January 2012.
9	MBUAPCD AB2766 FY 12 Grant	Discretionary Grant	\$ 160,000	\$ 160,000	MBUAPCD (Air District)	Conversion of non-revenue vehicles (staff/supervisor vehicles and forklift) to alternative fuel path. Award notification in August 2011. Santa Cruz METRO's project was recommended for award.

Attachment A

Santa Cruz METRO
Active Grants as of November 10, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
10	Proposition 1B - State and Local Partnership Program	Proposition 1B Formula Funds	\$ 427,000	\$ 427,000	State of California FY11-12; of \$5,060,000 available, requested \$427,000 as part of match for State of Good Repair grant (capital bus purchase) to be matched 50/50 with local sales tax revenues. Request allocated on 10/27/11 by CTC. Waiting for contract from Caltrans DMT.	Requires 50% local sales tax match.
11	Comprehensive Security & Surveillance (LMR)	Continue LMR upgrade.	\$ 440,505	\$ 26,374	FY09 CTSGP funds from Cal EMA	Day Wireless work on \$530,000 contract halted pending FCC license approval. Extension approved 10/28/11. Grant expires 9/30/12. \$ Grant Balance as of 11/8/11.
12	Comprehensive Security & Surveillance: CCTV; LMR; EG	Continue video surveillance, LMR upgrade and install emergency generator.	\$ 440,505	\$ 440,476	FY10 CTSGP funds from Cal EMA	Generator relocation contract approved 10/14/11 with State Electric Generator for \$17,412. \$ Grant Balance as of 11/8/11. Expires 3/31/13.

Attachment A

Santa Cruz METRO Active Grants as of November 10, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
13	FY10 Discretionary Bus/Facilities Program	Purchase 11 new CNG replacement buses from FTA discretionary grant program.	\$ 4,830,600	\$ 4,830,600	FTA 5309 Bus & Bus Facilities/State of Good Repair Program	BOD authorized the purchase of 11 New Flyer low-floor 40' CNG Buses. METRO will match FTA funds with SLPP funds and local sales tax. Bus manufacture scheduled with current wheelchair securement design. \$ Grant Balance 11/8/11.
14	FY11 FTA Operating Assistance	Operating Assistance 7/1/10 - 6/30/11	\$ 4,727,487	\$ 4,727,487	FTA FY11 5307 urbanized area formula funds + STIC	Grant contract executed 8/22/11. METRO will draw the funds after the FY11 financial audit concludes in December.
15	FY11 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 156,312	\$ 156,312	Caltrans (FTA 5311)	METRO executed grant on 7/27/11.
16	FY12 TDA Operating Assistance	FY12 Transportation Development Act (TDA) revenue for public transit operations.	\$ 5,244,963	\$ 3,933,722	SCCRTC	RTC paid the first quarter's amount on 9/1/11.
17	FY12 STA Funds	FY12 State Transit Assistance (STA) operating revenue for public transit.	\$ 2,851,031	\$ 2,284,272	SCCRTC	The RTC will pay STA to METRO quarterly. Received first STA payment of \$566,759 on 11/3/11.
18	FY09 Operating/MetroBase const.	Operating Assistance and MetroBase construction funding.	\$ 4,753,504	\$ 1,108,062	FTA 5307 urbanized area formula funds and Small Transit Intensive Cities (STIC) funds, both now for operating assistance.	FY09 transit operations are complete. Remaining funds for MetroBase construction. No expiration. \$ Grant Balance 11/8/11.

Santa Cruz METRO
Active Grants as of November 10, 2011

Attachment A

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
19	FY11 AB2766	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ 200,000	AB2766 Monterey Bay Unified Air Pollution Control District (Air District) AB 2766 Motor Vehicle Emissions Reduction Program	Raymundo Engineering completed CNG tank bid specifications. METRO received one Tank bid for approximately \$300,000 from Chart, significantly under budget est. of \$700K. Expires 2/11/13. \$ Grant Balance 11/8/11.
20	MetroBase Development	MetroBase design and construction.	\$ 9,540,751	\$ 2,689,152	FY08, FY09, FY10 Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA) through Caltrans	AAA Fencing is installing Maintenance Bldg. perimeter fence. METRO contracted w/Nationwide Bird Control 10/14/11 for \$34,000 for bird control at Maintenance Building; w/Coats construction on 10/28/11 for \$64,750 to install methane sensors. Raymundo Engineering completed CNG tank bid specifications and the Tank bid for approximately \$300,000 from Chart is significantly under budget est. of \$700K. Tank delivery is anticipated in Spring 2012. METRO received its FY10 allocation of \$2,491,923 on 10/24/11 and Caltrans approved all METRO projects for obligation by 4/24/12. Expires 6/30/15. \$ Grant Balance 11/8/11.

Santa Cruz METRO

Active Grants as of November 10, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
21	Pacific Station Land	Purchase Greyhound property for Pacific Station (Metro Center) renovation	\$ 1,457,667	\$ 15,401	FY05 FTA 5309 Bus and Bus Facilities program - legislative earmark.	METRO awarded wrought iron fence contract to AA Fencing on 10/28/11 for \$22,669, significantly under budget estimate of \$35,000. Completion anticipated by 2/28/12. \$ Grant balance as of 11/8/11.
22	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 396,000	FY06 FTA 5309 Bus and Bus Facilities program - legislative earmark.	The FTA will begin monitoring progress on Metro Center Design/Engineering in 2012 since the first grant (2006) has aged more than 5 years without implementation. No expiration.
23	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 490,000	FY08 FTA 5309 Bus and Bus Facilities program - legislative earmark.	The FTA will begin monitoring progress on Metro Center Design/Engineering in 2012 since the first grant (2006) has aged more than 5 years without implementation. No expiration.
Total			\$ 44,944,006	\$ 25,771,512		

Attachment A

Attachment B

Santa Cruz METRO Grant Applications as of November 10, 2011

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
1	TBD	California Energy Commission AB118 Program	Implementation plan; then grants	unknown	CEC	AB118 grants to be announced in summer; plus rebates on purchase of CNG buses (looking into for last 5 purchased through VTA).
2	11/30/2011	EPA Technical Assistance Program	0	Technical Assistance Only	Applied to EPA for Building Blocks for Sustainable Communities and Smart Growth Implementation technical assistance program for re-evaluation of the Pacific Station project going forward. LOI submitted 10/24/11. Must be invited to apply.	0
3	12/15/2011	FY12 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 156,312	Caltrans (FTA 5311)	Simplified application due 12/15/11.
4	3/15/2012	FY12 Transit Security Projects	TBD	\$ 440,505	FY11 CTSGP funds from Cal EMA	The State Controller's Office provided an allocation estimate of \$440,505 to Santa Cruz METRO for FY12. METRO staff will complete video surveillance installations and implement other as-yet-undefined transit security projects.

Attachment B

Santa Cruz METRO Grant Applications as of November 10, 2011

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
5	3/15/2011	FY11 Transit Security Project	Santa Cruz METRO security fencing and video surveillance projects	\$ 440,505	FY11 CTSGP funds from Cal EMA	Application submitted 3/11/11. Modification request submitted 11/7/11 to remove security fencing and shift all funds to the video surveillance project. Funds anticipated in Spring 2012. Expiration 3/31/14.
6	6/1/2011	FY11 PTMISEA	FY11 Public Transportation Modernization Improvement and Service Enhancement Activity (PTMISEA) funding for the MetroBase Operations Building.	\$ 11,010,047	FY11 PTMISEA funds from Caltrans Division of Mass Transit	State Controller's Office estimated FY11 allocation to Santa Cruz METRO is \$11,010,047. Santa Cruz METRO staff is working with CTA and State Legislators to allocate the bond revenue now and to appropriate remaining PTMISEA funds in the FY13 State Budget.
Total				\$	12,047,369	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

FROM: Tove Beatty, Grants/Legislative Analyst

SUBJECT: STATUS REPORTS OF PROPOSED FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES

I. RECOMMENDED ACTION

That the Board of Directors accept and file the status reports of proposed Federal and State legislation and current legislative issues through November 9, 2011.

II. SUMMARY OF ISSUES

- Status reports on Congress's, the State Assembly's and Senate's legislative issues are provided monthly to inform the Board of the status of Federal and State legislation of interest to Santa Cruz METRO.
- This month's State and Federal reports reflect pertinent legislative activities which occurred October 22, 2011 – November 9, 2011.
- The bipartisan debt reduction commission created has met and is tasked with the specification of the second round of cuts of mandatory budget cuts, or pre-determined cuts will be triggered by November 23rd.
- Congress passed the eighth extension of SAFETEA-LU, through March 31st, 2012. House Transportation and Infrastructure Committee Chair John Mica (R-FL) says this is the final extension and a new act must be passed. Senator Boxer agrees. This extension is linked to the gas tax—if it expires, so does the tax.
- The Senate Environment and Public Works Committee released its version of S. 1381 or MAP-21, the two-year new surface transportation act, after a unanimous vote out of Chair Boxer's (D-CA) committee. Still to come in the Senate are the transit, rail and safety titles, as well as the release of the Finance Committee's plan to offset the additional \$12 billion needed in financing.
- The House Committee on Transportation and Infrastructure, chaired by John Mica (R-FL) is now rumored to be considering a two-year act instead of a six-year act, due to the issue of funding offsets as required by House Republicans. The House bill has not been released yet for markup.
- House Speaker Boehner (R-OH) has stated that a possible funding mechanism would be to funnel income from offshore and other drilling permits and leases into transportation funding, an idea that is more than a little uncomfortable for most Democrats.

- The California Legislature will reconvene on January 4, 2012. Please see Attachment D for the final wrap-up of all bills signed and/or vetoed by the Governor by October 9, 2011, the last day to do so.
- In September, the State held its first bond sale since spring 2010 in order to meet California's cash flow needs. A second bond sale was held last week, ostensibly to finance Proposition 1B job-creating projects via the PTMISEA bond program, such as our Operations Building. Santa Cruz METRO is awaiting news of the possible release of funds by the California Transportation Commission as early as December, with checks being cut by March 2012.

III. DISCUSSION

Status reports on Federal House of Representatives' and Senate's proposed legislation and related issues at the state level are provided monthly to inform the Board of the status of legislation of interest to Santa Cruz METRO. The purpose of this report is to inform the Board of Directors of the current status of pending legislation which may be of interest to or have an eventual impact on Santa Cruz METRO and/or the transit industry. The Federal and State Legislation Status Reports are updated monthly for this purpose.

This month's State and Federal reports reflect pertinent legislative activities which occurred October 22, 2011 – November 9, 2011. Following the debt ceiling vote, discussion began about appropriations bills and since no one could agree on how to proceed—with one large omnibus package or several small “mini-buses” (more likely)—there has been a spree of Continuing Resolutions and extensions to fund government, including SAFETEA-LU through March 31, 2012. Close focus is now on the bipartisan debt reduction commission, which is tasked with the specification of the second round of budget cuts or mandatory cuts will be triggered by November 23rd. Their recommendations should be released by November 18th, to give time for review and release of the document.

As mentioned, on September 13th, Congress passed the eighth extension of SAFETEA-LU, through March 31, 2012. House Transportation and Infrastructure Committee Chair John Mica (R-FL) says this is the final extension and a new act must be passed. This extension is linked to the gas tax—if it expires, so does the tax. However, no House bill has yet been released. However, the Senate Environment and Public Works Committee released its version of S. 1381 or MAP-21, the new two-year surface transportation act, after a unanimous vote out of Chair Boxer's (D-CA) committee. So far, funding is at current levels, indexed for inflation in year two. Still to come in the Senate are the transit, rail and safety titles, all of which come out of different committees, as well as the release of the Finance Committee's plan to offset the additional \$12 billion needed in financing for MAP-21.

The House Committee on Transportation and Infrastructure, chaired by John Mica (R-FL) is now rumored to be considering a two-year act instead of a six-year act, due to the issue of funding offsets as required by House Republicans and the so-called “Ryan Budget,” though many House GOP-ers are also trying to get out of the “no new taxes” pledge signed at the request of Grover Norquist, as long as a decade ago by some Republicans. This could be an interesting development in the House. House Speaker Boehner (R-OH) has stated that a possible funding

mechanism would be to funnel income from offshore and other drilling permits and leases into transportation funding, an idea that is more than a little uncomfortable for most Democrats.

The California Legislature will reconvene on January 4, 2012. Please see Attachment D for the final wrap-up of all bills signed and/or vetoed by the Governor by October 9, 2011, the last day to do so. In September, the State held its first bond sale since spring 2010 in order to meet California's cash flow needs. A second bond sale was held last week, ostensibly to finance Proposition 1B job-creating projects via the PTMISEA bond program, such as our Operations Building. Santa Cruz METRO is awaiting news of the possible release of \$11 million in funds to Santa Cruz METRO by the California Transportation Commission as early as December, with checks being cut by March 2012.

Pertinent state issues and legislation that were introduced in this session and which have been vetted by CTA are identified on **Attachments C and D**.

IV. FINANCIAL CONSIDERATIONS

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

The extension of SAFETEA-LU's authorization through March 31, 2012 secures transportation funding and the related gas tax until then. Transportation advocates are watching both Barbara Boxer's bill (with funding at current levels, indexed for inflation), and for the House to address funding shortfalls in the Highway Trust Fund. It is possible they will propose a two-year bill instead of the six-year bill Chair Mica was seeking. Appropriations bills in the House are being watched closely, and government is funded through the date of this Board meeting via a Continuing Resolution at the level set in the debt-ceiling negotiations (\$1.043 trillion) since a FY12 federal budget was not passed by the end of the federal fiscal year at September 30, 2011.

Santa Cruz METRO also received its FY10 PTMISEA allocation of \$2.49 million, and is expecting word by December as to whether or not the additional required bond funding (approximately \$11 million) for the Operations Building project will be approved and released by early 2012.

V. ATTACHMENTS

- Attachment A:** Federal Legislative Issues and Status Report, November 9, 2011
- Attachment B:** Federal House and Senate Bills Status Report, November 9, 2011
- Attachment C:** State of California Legislative Issues and Status Report, November 9, 2011
- Attachment D:** State of California Assembly and Senate Bills Status Report, November 9, 2011

ATTACHMENT A

Federal Legislative Issues and Status Report November 9, 2011

Current Legislative Issues

FY12 Federal Budget

Update at 11/9/11: With the focus on deficit reduction, and about nine (9) days out from the “Super Committee’s” recommendations for an additional \$1.5 trillion in budget cuts (their proposal will be analyzed and then released on November 23rd, 2011), Congress is focused on the delivery of any news at all from the Committee. In the House, Republicans are working on counter-proposals that would provide savings/cuts in the \$3 trillion range. A FY12 budget or any portion thereof will have to wait until this deadline and the “big reveal.”

Update at 10/21/11: Unable to pass one large omnibus spending bill, the Senate is working on what are called “mini-buses” at the time of this report (passed to them piecemeal by the House), taking spending section by section. Congress has passed a Continuing Resolution (CR) funding the government through November 18th at the level agreed to in the debt ceiling vote (\$1.043 trillion).

Long Term Surface Transportation Act (S. 1381 or MAP-21) and S. 1648

Update at 11/9/11: The big news this week is the release of the Senate Environment and Public Works Committee’s version of S 1813, otherwise known as MAP-21, Senator Boxer’s two-year surface transportation bill, which voted unanimously out of committee (18-0) on November 9th, 2011. Still in the works for this skeleton of a bill are the transit (Banking, Housing and Urban Affairs Committee), safety and rail (Commerce, Science and Surface Transportation Committee) and the locating of \$12 billion in financial offsets (Finance Committee) to fund the bill. Having only seen the outline of the highway portion of the bill, transit advocates are anxiously awaiting the release of the transit title from the Banking Committee. MAP-21 is funded at current rates, indexed for inflation over two years, and will include the consolidation of programs, most likely reducing the number of programs by over half of what currently exists.

On the House side, Chair Mica (R-FL) of the Transportation and Infrastructure Committee has not released his six-year bill, as it is becoming clearer that the financing does not exist. Despite Speaker Boehner’s stated desire to “drill, baby, drill” and use the money from permits and leases to finance a long-term surface transportation act, Santa Cruz METRO’s Washington DC political advocate (Carolyn Chaney) says that it is not enough to finance a longer term act. The House may now begin to reconsider a two-year bill. In addition, many are waiting for the news on what the Super Committee will recommend regarding debt reduction and budget cuts or whether the triggered cuts set at the time the debt ceiling was raised will be enacted.

Update at 10/21/11: On 9/13/11, the House passed the eighth extension of SAFETEA-LU through March 31st, 2012. House Chair Mica says that this is the final extension and a new act must be passed by the time this extension expires. This extension is also tied to the gas tax expiration—in other words, a greater incentive than any to get a new act passed.

ATTACHMENT A

The NAT GAS (New Alternative Transportation to Give Americans Solutions) Act (HR1380)

Updates at 11/9/11 and 10/21/11: We have heard that natural gas advocates expect this tax to expire, then reinstated as part of another bill in the new year. The scuttlebutt is that it will, at that time, be a retroactive credit and cover quarters that may have lapsed since the tax credit expired. This is much like what Santa Cruz METRO experienced last year. This bill is sitting in the Subcommittee on Energy and Power of the Committee on Energy and Commerce and the House Science, Space and Technology Committee.

Update at 4/13/11: Santa Cruz METRO's Alternative Fuel Tax Credit for CNG fuel (50 cents per gallon equivalent tax credit) has now been rolled into the NAT GAS Act (HR1380). This bill extends the credit through 2016. The bill has bipartisan support.

House Resolution 5 (H.R. 5)

Update at 11/9/11 and 10/21/11: We are still monitoring potential effects of HR5, which will probably be seen after the FY12 budget, whether in one large omnibus bill or several smaller mini-bus bills, is authorized and appropriations commence within the next few weeks. How funds are appropriated will indicate the potential impact of HR5.

Update at 1/18/11: In a secret caucus held on January 4th, House GOP members held an unrecorded vote on a proposed Rules package. Passed in this package was H.R. 5, a separation of the authorization and appropriations processes in regard to infrastructure (such as transit) funding. What this means to transit is that, for the first time in decades, the transparency of the authorization process driving the appropriations process is lost.

American Infrastructure Investment Fund Act of 2011 (S 936)

Update at 11/9/11, 10/21/11, 10/5/11, 8/16/11: No change at this time. Upstaged by the President's Jobs Bill.

Update at 5/19/11: Senators Rockefeller (D-WV) and Lautenberg (D-NJ) introduced this act to create a \$5 billion fund to drive private investment in transportation infrastructure. This allows better leveraging of federal funds for infrastructure investments, using a variety of means (loans, loans guarantees) to encourage private, regional, state and federal investment and authorizes \$5 billion a year for 2012 and 2013. It is intended to also provide states with greater flexibility for the types of projects they may fund with federal dollars.

ATTACHMENT B

**Santa Cruz METRO
Federal House and Senate Bills
Status Report
November 9, 2011**

Federal Bills House	Subject	Introduced	Status
S1381: MAP-21 (Moving Ahead for Progress in the 21st Century = New name for long-term surface transportation act) (Mica-R-FL; Boxer, D-CA)	<p>Because of time spent on the debt ceiling issue, as well as time lost on other legislation such as the FAA reauthorization bill (due in part to the insertion of some anti-Labor provisions), on September 13th, the House passed the eighth extension of SAFETEA-LU through March 31, 2012. Senator Boxer has released the highway markup of MAP-21 at November 9th, 2011, which was passed unanimously out of committee (18-0). Still in the works are the transit, rail and safety titles as well as the Banking Committee's recommendations for an additional \$12 billion to fund the two-year act. A long-term act is not expected until next year as we are still waiting for the House to release their proposed legislation.</p>	<p>Marked up and released from Senate EPW Committee 11/9/11</p>	<p>Extensions were passed through 11/18/11 for the entire government, and 3/31/12 for SAFETEA-LU. What remains to be seen is whether the House releases a two- or six-year bill and whether or not consensus can be reached with the Senate on this and other appropriations bills needing to be finished by the end of session.</p>
Federal Budget FY12	<p>The budget is being considered in "mini-buses" which are in lieu of one large spending bill, which would be called an omnibus. The CR to fund government at FY11 levels (with a few tweaks) expires on 11/18/11. The debt ceiling vote increased the debt limit by \$2.4 trillion in 10 years. These cuts are backloaded, so may not immediately occur and may be impacted by future Congresses. The 12-member bipartisan panel tasked with an additional \$1.5 trillion in cuts over 10 years began meeting in early September--if they don't reach agreement, certain triggered cuts across the board will go into effect by November 23, 2011. Before the FY12 budget is acted on, the Super Committee's recommendations must be released and/or the triggered cuts enacted.</p>	<p>Week of 4/4/11</p>	<p>The Senate version of transportation funding keeps FY12 spending at current levels, with a bump in FY13 for inflation. Continue to expect the rest of the FY12 budget battle to fire up leading into the November 23rd deadline for the Super Committee's recommendations. Once these are released, the battle lines will be drawn for budgeting and appropriations.</p>
HR 1380: New Alternative Transportation to Give Americans Solutions Act (NAT GAS Act) (Sullivan, R-OK)	<p>Promotes the use of natural gas as fuel with an emphasis on heavy-duty and fleet vehicles, and includes various credits and incentives to promote production and use of such vehicles and fueling stations/pumps and discretionary/competitive grants for development of new technologies re: natural gas vehicles.</p>	<p>4/6/2011</p>	<p>Natural gas advocates believe that this tax credit will expire and then be reinstated. Stay tuned. 4/6/11: Referred to House Energy & Commerce Committee's subcommittee on Energy and Power and the House Committee on Science, Space and Technology.</p>

ATTACHMENT B

**Santa Cruz METRO
Federal House and Senate Bills
Status Report
November 9, 2011**

Federal Bills	Subject	Introduced	Status
S936: American Infrastructure Investment Fund Act of 2011 (Rockefeller, D-WV)	Creates \$5 billion fund to drive private investment in transportation infrastructure in 2012 and 2013, creates leveraging ability at both federal and state levels for transportation projects.	5/10/2011	Easily upstaged by the President's Jobs Bill. Introduced in Senate Science, Commerce and Transportation Committee on 5/10/11, read twice @ 8/16/11.
S1660: American Jobs Act of 2011 (Reid, D-NV)	The legislation includes the following job-creating provisions: payroll tax exemption for previously unemployed workers; employer credit of \$1,000 for every new employee that works at least a year; closing of various tax loopholes, creation of small-business loan programs, and provisions to convert tax credit bonds to Build America Bonds. For transportation, the bill includes a transfer of \$19.5 billion from the General Fund to the HTF to finance infrastructure job-creating projects and halts the repayments that the HTF makes to the General fund for tax-exempt users of the highway program (including transit). The bill extends some unemployment benefits, and extends expiring health care provisions. The bill is financed by various IRS code adjustments and changes designed to raise \$9 billion, tightens standards and credits for biofuels (raising \$24 billion); some basically incompressible changes to the Economic Substance Doctrine (\$5 billion) and a reduction in the Medicare Improvement Fund worth \$8 billion.	9/12/2011	This is the President's "Jobs Bill" which is in the process of being debated section by section. The whole bill cannot be passed as is. However, many components are things that the GOP has agreed with in the past and now that the GOP Presidential "primary season" has been moved up to January, it may behoove the party to actually enact at least some parts of the legislation.
S1648: A bill to Terminate the Transportation Enhancements Program (Paul, R-KY)	This legislation is, as it is titled, a bill to terminate the Transportation Enhancements (TE) program, which funds things like bicycle and pedestrian related projects, etc., and redirect the funding to "emergency infrastructure repairs" that enhance "roads and bridges." Co-sponsored by Senate Minority Leader Mitch McConnell (R-KY), who says, "Kentuckians are tired of financing every turtle tunnel and solar panel company, and not using the funds to repair our bridges and roads."	10/3/2011	In Senate Environment and Public Works Committee; Senator John McCain (R-AZ) also picked this up and ran with it in October, railing against bike paths through national parks, etc. His amendment was canned.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

FROM: Erron Alvey, Acting Purchasing Agent

SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH CLASSIC GRAPHICS FOR VEHICLE BODY REPAIR AND PAINT SERVICES FOR AN AMOUNT NOT TO EXCEED \$200,000

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to enter into a one-year contract extension with Classic Graphics for vehicle body repair and paint services for an amount not to exceed \$200,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Classic Graphics of Newark, California for vehicle body repair and paint services. METRO has a need for these outside services which are beyond the current capability of our Maintenance facility.
- This contract was established on January 1, 2008 for a two-year period with three optional one-year extensions.
- The current contract approved by the Board of Directors will expire on December 31, 2011.
- Classic Graphics has requested the 2.2% CPI increase to their hourly rates allowed in the contract for the new contract period.

III. DISCUSSION

Santa Cruz METRO has a contract with Classic Graphics for vehicle body repair and paint services that is due to expire on December 31, 2011. Over the past four years, the response time and quality of service provided by Classic Graphics has been excellent. Classic Graphics has reviewed the contract, has offered to renew the contract for an additional one-year period, and has requested the 2.2% CPI increase to their hourly rates allowed in the contract for the new contract period. The new hourly rate will be \$51.10.

Staff recommends that the Board of Directors authorize the General Manager to execute a one-year contract extension with Classic Graphics for an amount not to exceed \$200,000 with Robert Cotter continuing to serve as the Contract Administrator.

IV. FINANCIAL CONSIDERATIONS

Funds to support this contract are included in the Fleet Maintenance FY12 Outside Vehicle Repair budget.

V. ATTACHMENTS

Attachment A: Letter from Classic Graphics

Attachment B: Contract Amendment with Classic Graphics

Prepared By: Erron Alvey, Acting Purchasing Agent
Date Prepared: November 10, 2011

Attachment A

T&J LEWIS, INC

CLASSIC GRAPHICS COMPLETE PAINTING & BODY REPAIRS

Phone
(510)744-2190

7969 Enterprise Drive
Newark, California 94560

Fax
(510)713-8541

November 8, 2011

Ms. Erron Alvey
Santa Cruz Metro
110 Vernon Street
Santa Cruz, CA 95060

Re: Santa Cruz METRO Contract No. 08-10 for Vehicle Body Repair and Paint Services

Dear Erron,

We were pleased to receive your letter of intent to extend the contract for an additional one-year period.

We sincerely appreciate the opportunity to be of service to Santa Cruz Metro, it is a pleasure to work with everyone there.

Please accept this letter as our acknowledgment of receiving your letter and accepting the offer to extend the contract for an additional one-year period.

As indicated in your letter this is an option year so we may be allowed to increase our rates to the current CPI of 2.2% for the San Francisco, Oakland and San Jose area; we would like to exercise that option.

However, we wanted to bring an error of ours to your attention. We haven't been charging the current contract labor rate of \$50.00; we have been charging \$45.00 per hour, therefore if the invoices were reviewed with the contract or at any time, it might cause some confusion. We would like to use the current contract labor rate of \$50.00 to coincide with the CPI to bring it to \$51.10 for the one-year extension.

6-7.a1

The Transit Buses were invoiced at the incorrect amount too. The CPI of 2.2% has been added to the contract amount for them.

Transit Buses would be charged as follows:

24ft Bus: \$2,733.85

35ft Bus: \$3,321.50

40ft Bus: \$3,628.10

If you have any questions, comments or concerns, please do not hesitate to contact our office.

We look forward to having the opportunity to be of service to Santa Cruz Metro for another extension of an additional one-year to our contract.

Sincerely,

A handwritten signature in cursive script that reads "Tracy Lewis".

Tracy S. Lewis
President
T&J LEWIS INC.
DbA CLASSIC GRAPHICS

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT FOR VEHICLE BODY REPAIR AND PAINT SERVICES

This Third Amendment to the Contract for vehicle body repair and paint services is made effective January 1, 2012 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“METRO”) and Classic Graphics (“Contractor”).

1. RECITALS

- 1.1 METRO and Contractor entered into a Contract for vehicle body repair and paint services (“Contract”) on January 1, 2008.
- 1.2 On January 1, 2011, Santa Cruz METRO extended the contract term to December 30, 2011.
- 1.2 The Contract allows for the extension upon mutual written consent.

Therefore, METRO and Contractor amend the Contract as follows:

2. TERM

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

This Contract shall continue through December 31, 2012. This Contract may be mutually extended by agreement of both parties.

3. REMAINING TERMS AND CONDITIONS

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

4. AUTHORITY

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

SIGNATURES ON NEXT PAGE

6-7.b1

Signed on _____

METRO
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
CLASSIC GRAPHICS

By _____
Tracy S. Lewis
President

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

FROM: Erron Alvey, Acting Purchasing Agent

SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH DOC AUTO, LLC FOR VEHICLE MAINTENANCE SERVICES FOR PARACRUZ FOR AN AMOUNT NOT TO EXCEED \$94,000 FOR THE NEW CONTRACT PERIOD

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to enter into a one-year contract extension with Doc Auto, LLC for vehicle maintenance services for ParaCruz for an amount not to exceed \$94,000 for the new contract period.

II. SUMMARY OF ISSUES

- Santa Cruz METRO's ParaCruz Division requires the services of a qualified licensed and insured automotive repair company to make repairs and perform maintenance services when required by ParaCruz.
- Santa Cruz METRO has a contract with Doc Auto, LLC for vehicle maintenance services for ParaCruz. This contract was established on January 1, 2010 for a one-year period with four optional one-year extensions.
- The current contract approved by the Board of Directors will expire on December 31, 2011.
- Doc Auto, LLC has reviewed the contract and is willing to extend the contract for one additional year with no changes to the contract terms and conditions.

III. DISCUSSION

Santa Cruz METRO has a contract with Doc Auto, LLC for vehicle maintenance services for ParaCruz that is due to expire on December 31, 2011. Over the past year, the quality of service provided by Doc Auto, LLC has been excellent. Doc Auto, LLC has reviewed the contract and is willing to extend the contract for one additional year with no changes to the contract terms and conditions.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Doc Auto, LLC for an amount not to exceed \$94,000 for the new contract period, with April Warnock, Paratransit Superintendent, continuing to serve as the Contract Administrator. Staff

further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO.

IV. FINANCIAL CONSIDERATIONS

Funds to support this contract are included in the ParaCruz FY12 Outside Repair budget.

V. ATTACHMENTS

Attachment A: Letter from Doc Auto, LLC.

Attachment B: Contract Amendment with Doc Auto, LLC

Prepared By: Erron Alvey, Acting Purchasing Agent
Date Prepared: November 10, 2011

Attachment A



Ken Potts
908 Ocean St.
Santa Cruz, CA, 95060
November 4, 2011

Dave Moreau
Training/Road Response Manager
METRO ParaCruz
2880 Research Park Drive,
Suite 160
Soquel, CA 95073

Dear Dave:

I would like to thank Metro ParaCruz for the service and repair opportunity in 2011. The support you and your team provided was outstanding and it was a pleasure serving. I look forward to continuing in 2012 under the same terms and conditions outlined in the original contract.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Potts", is positioned below the word "Sincerely,".

Ken Potts
CEO
Doc Auto LLC

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 10-12 FOR VEHICLE MAINTENANCE SERVICES

This Third Amendment to Contract No. 10-12 for Vehicle Maintenance Services is made effective January 1, 2011, between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and Doc Auto LLC (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for vehicle maintenance services (“Contract”) on January 1, 2010.
- 1.2 The Contract allows for the extension upon mutual written consent

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

II. TERM

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

This contract shall continue through December 31, 2012. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

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

METRO shall compensate Contractor in an amount not to exceed \$94,000 under this amendment for a new contract total of \$188,000.

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

- 5.1 Article 7 is amended to include the following language

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

Attachment B

Signed on _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
Doc Auto LLC

By _____
Kenneth M. Potts
Managing Member

Approved as to Form:

Margaret R. Gallagher
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

FROM: Erron Alvey, Acting Purchasing Agent

SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH SPECIALIZED AUTO AND FLEET SERVICES FOR VEHICLE MAINTENANCE SERVICES FOR PARACRUZ FOR AN AMOUNT NOT TO EXCEED \$80,000 FOR THE NEW CONTRACT PERIOD

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to enter into a one-year contract extension with Specialized Auto and Fleet Services for vehicle maintenance services for ParaCruz for an amount not to exceed \$80,000 for the new contract period.

II. SUMMARY OF ISSUES

- Santa Cruz METRO's ParaCruz Division requires the services of a qualified licensed and insured automotive repair company to make repairs and perform maintenance services when required by ParaCruz.
- Santa Cruz METRO has a contract with Specialized Auto and Fleet Services for vehicle maintenance services for ParaCruz. This contract was established on January 1, 2010 for a one-year period with four optional one-year extensions.
- The current contract approved by the Board of Directors will expire on December 31, 2011.
- Specialized Auto and Fleet Services has reviewed the contract and is willing to extend the contract for one additional year with no changes to the contract terms and conditions.

III. DISCUSSION

Santa Cruz METRO has a contract with Specialized Auto and Fleet Services for vehicle maintenance services for ParaCruz that is due to expire on December 31, 2011. Over the past year, the quality of service provided by Specialized Auto and Fleet Services has been excellent. Specialized Auto and Fleet Services has reviewed the contract and is willing to extend the contract for one additional year with no changes to the contract terms and conditions.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Specialized Auto and Fleet Services for an amount not to exceed \$80,000 for the new contract period with April Warnock, Paratransit Superintendent, continuing to serve as the

contract Administrator. Staff further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO.

IV. FINANCIAL CONSIDERATIONS

Funds to support this contract are included in the ParaCruz FY12 Outside Repair budget.

V. ATTACHMENTS

Attachment A: Letter from Specialized Auto and Fleet Services

Attachment B: Contract Amendment with Specialized Auto and Fleet Services

Prepared By: Erron Alvey, Acting Purchasing Agent
Date Prepared: November 10, 2011

Attachment A

October 24, 2011

Erron Alvey
Acting purchasing agent
Santa Cruz Metro ParaCruz
110 Vernon Street
Santa Cruz, CA 95060

Dear Erron Alvey

In response to your letter regarding extending the vehicle maintenance contract between Metro ParaCruz and Specialized Auto and Fleet Services, we would like to extend the agreement. We agree to all existing terms and conditions as is and agree to extend for another year through 12/31/12.

Thank you



Robert Emmert
Specialized Auto and Fleet Services
2114 Freedom Blvd
Freedom, CA 95019
831-724-4777

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 10-12 FOR VEHICLE MAINTENANCE SERVICES

This Third Amendment to Contract No. 10-12 for Vehicle Maintenance Services is made effective January 1, 2012, between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and SPECIALIZED AUTO & FLEET (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for vehicle maintenance services (“Contract”) on January 1, 2010.
- 1.2 The Contract allows for the extension upon mutual written consent

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

II. TERM

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

This contract shall continue through December 31, 2012. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

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

Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$80,000 under this amendment for a new contract total of \$160,000.

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

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

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

Attachment B

Signed on _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
Specialized Auto & Fleet

By _____
Robert G. Emmert
Secretary

Approved as to Form:

Margaret R. Gallagher
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

FROM: Erron Alvey, Acting Purchasing Agent

SUBJECT: CONSIDERATION OF CONTRACT RENEWAL FOR PRINTING OF HEADWAYS WITH FRICKE-PARKS PRESS, INC. FOR AN AMOUNT NOT TO EXCEED \$30,000

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to enter into a one-year contract extension with Fricke-Parks Press, Inc. for the printing of Headways for an amount not to exceed \$30,000.00 and designate Harlan Glatt, Senior Database Administrator as Contract Administrator.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Fricke-Parks Press, Inc. for the printing of Headways.
- The current contract will expire on December 31, 2011.
- Fricke-Parks Press, Inc. has requested no pricing changes for the new contract period.
- Fricke-Parks Press, Inc. has performed its duties very well under this contract and therefore, a contract extension is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with Fricke-Parks Press, Inc. for the printing of Headways that is due to expire on December 31, 2011. Over the past year, the quality of service provided by Fricke-Parks Press, Inc. has been excellent. Fricke-Parks Press, Inc. has reviewed the contract and has requested a one-year contract extension under the same rates of compensation.

Staff recommends that the Board of Directors authorize the General Manager to enter into a one-year contract extension with Fricke-Parks Press, Inc. for the printing of Headways for an amount not to exceed \$30,000.

IV. FINANCIAL CONSIDERATIONS

Funds to support this contract are included in the Customer Service FY12 Printing budget.

V. ATTACHMENTS

Attachment A: Letter from Fricke-Parks Press, Inc.

Attachment B: Contract Amendment

Prepared By: Erron Alvey, Purchasing Agent
Date Prepared: November 10, 2011

Attachment A



FRICKE-PARKS
P R E S S
WEB OFFSET • COMMERCIAL • BINDERY

October 26, 2011

Erron Alvey
Acting Purchasing Agent
Santa Cruz Metropolitan Transit District-Metro
110 Vernon Street
Santa Cruz, Ca. 95060

This letter is to inform you that it is the intend of FRICKE-PARKS PRESS Inc. to extend the current contract for the printing of HEADWYAS 08-12 PO # 2800700-C with the Santa Cruz Metropolitan Transit District.

This period will extend from January 1, 2012 through December 31, 2012.

FRICKE-PARKS PRESS will NOT make any modifications to the price during this 1 year period. The current pricing will be honored for the 1 year stated above.

Thank you for the opportunity to continue to be your printer on your HEADWAYS.

Sincerely,

Carlos Armenta
Sales Manager
Fricke-Parks Press
33250 Transit Ave.
Union City, Ca. 94587

Regards,

Dave Brown
President

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOURTH AMENDMENT TO CONTRACT NO. 08-12 FOR PRINTING OF HEADWAYS

This Fourth Amendment to Contract No. 08-12 for Printing of Headways is made effective January 1, 2012 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and Fricke Parks Press, Inc.(“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Printing of Headways (“Contract”) on January 1, 2008.
- 1.2 The Contract allows for the extension upon mutual written consent.
- 1.3 Contractor has requested no increase in the rate of compensation.

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

II. TERM

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

This Contract shall continue through December 31, 2012. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

- 3.1 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Contractor understands and agrees that if he/she exceeds the \$30,000 maximum amount payable under this contract, that it does so at its own risk.

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

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

SIGNATURES ON NEXT PAGE

6-10.b1

Signed on _____

METRO - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR – FRICKE- PARKS PRESS, INC.

By _____
Robert C. Parks
Chairman

Approved as to Form:

Margaret R. Gallagher
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

FROM: Robyn Slater, Human Resources Manager

SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

Prepared by: Sherri Escobedo, Administrative Assistant
Date Prepared: November 18, 2011



EMPLOYEE LONGEVITY AWARDS

CERTIFICATE OF APPRECIATION – 30 YEARS

The Board of Directors proudly presents this Certificate of Appreciation for the completion of 30 years of service between 1981 and 2011 to:

Dorice Ann

Bus Operator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: November 18, 2011

TO: Board of Directors

FROM: Ciro Aguirre, Operations Manager

SUBJECT: CONSIDERATION OF ESTABLISHING A MINIMUM AGE LIMIT OF 6 YEARS OLD FOR CHILDREN TO RIDE METRO SERVICE UNACCOMPANIED

I. RECOMMENDED ACTION

Consideration of Establishing a Minimum Age Limit (6 years of age) for Children to Ride METRO Service Unaccompanied

II. SUMMARY OF ISSUES

- Santa Cruz METRO has not officially designated an age that a child can ride the fixed route buses unaccompanied. Although METRO Staff reported that if a child under the age of six years old was riding the bus unaccompanied, law enforcement would be contacted.
- The *California Vehicle Code §27360* requires that children under six (6) years of age or weighing under 60 pounds must travel in an approved child car seat.
- METRO Staff contacted the Pajaro Valley Unified School District regarding their bus service for students.
- METRO Staff contacted other transit agencies in the Bay Area to determine their minimum age requirement, if any, for a child to ride on fixed route service and paratransit service alone.
- METRO Staff researched the minimum age requirement for children to travel alone on major airlines.
- It is recommended that the Board of Directors establish a minimum age of 6 years old for children to ride METRO service unaccompanied.

III. DISCUSSION

METRO Staff contacted the Pajaro Valley Unified School District to discuss the bus service they provide to their students. Children must be enrolled in a school within the District in order to ride on the school district's buses. Children must be five years old to enroll in Elementary School, which begins with Kindergarten. Therefore, the minimum age to ride the school bus is five years old.

METRO Staff contacted other transit agencies in the Bay Area to determine if each agency has a minimum age requirement for children to ride the fixed route service alone. Monterey Salinas Transit requires children to be six years of age to ride the fixed route buses unaccompanied by another individual. Valley Transit Authority (VTA) has set the minimum age at five years of age to ride their fixed route service alone. In addition, VTA stated that they do not have a minimum age limit for children to ride their paratransit service alone. SamTrans stated that the minimum age to ride either the paratransit service or the fixed route service is five years of age.

AC Transit stated that there is no minimum age requirement to ride their fixed route buses, however, to obtain a Youth Pass an individual must be between five and eighteen years of age. East Bay Paratransit, the paratransit service for AC Transit requires all children who are under six years old, or who weigh less than sixty pounds to travel in a child safety seat in order to comply with California State Law. Parents or guardians must provide their own child safety seat and take it with them when they exit the vehicle. East Bay Paratransit will not carry a child without a child safety seat. In addition, children under the age of five who are eligible paratransit riders must travel with a parent or personal care attendant.

The Department of Transportation (DOT) does not have any regulations concerning travel by “unaccompanied minors,” but each airline has specific procedures to protect the well-being of children flying alone. Most U.S. airlines require children to be at least five years of age to fly solo. The airlines also require children (ages 5-7) flying alone to travel pursuant to special “unaccompanied minor” procedures. In addition, most airlines will only accept children (ages 5-7) for nonstop flights and direct or ‘through’ flights.

Children under the age of six are not sophisticated enough to travel alone. Traveling alone on a bus or plane requires a certain level of cognitive functioning. For example, the child may need to add money for his/her bus fare. By age five, most children are beginning to develop a sense of independence, as they are given more responsibilities when they begin their formal education, however a five year old may not be able to read and understand a simple written itinerary.

By the age of six, most children know their home address and phone number. In order to protect the well-being of children traveling alone on METRO’s service, it is recommended that the Board of Directors establish a minimum age requirement of six years of age for children to ride METRO’s service unaccompanied.

IV. FINANCIAL CONSIDERATIONS

THERE ARE NO FINANCIAL CONSIDERATIONS AT THIS TIME

V. ATTACHMENTS

NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: November 18, 2011

TO: Board of Directors

FROM: Leslie White, General Manager

SUBJECT: ACCEPT THE PROPOSED CHANGES TO THE U.S. DEPARTMENT OF TRANSPORTATION'S TITLE VI REGULATIONS (49CFR PART 21) AS SUBMITTED ON THE TITLE VI CIRCULAR AND ABSTAIN FROM COMMENTING ON SAID CHANGES

I. RECOMMENDED ACTION

Accept the Proposed Changes to the U.S. Department of Transportation's Title VI Regulations (49CFR Part 21) as Submitted on the Title VI Circular and Abstain from Commenting on Said Changes.

II. SUMMARY OF ISSUES

- METRO Staff and Managers reviewed the proposed changes to the Federal Transit Administration's (FTA's) Title VI Regulations (*49CFR Part 21*).
- METRO Staff provided a summary of the proposed changes to METRO Managers and the Grants/Legislative Analysts and asked for their comments.
- FTA is proposing to remove most references to Environmental Justice (EJ) from the Title VI Circular in order to clarify the statutory and regulatory requirements for compliance with Title VI.
- Recipients will be required to submit with their Title VI Program, a copy of the Board Resolution, Meeting Minutes, or similar documentation that the governing entity has approved the program.
- Recipients with an annual operating budget of \$10 million or more will be required to meet the more extensive reporting requirements, as outlined on *Attachment A*.
- It is recommended that the Board of Directors accept the proposed changes to FTA's Title VI Regulations and abstain from commenting on these changes.

III. DISCUSSION

On September 29, 2011, the Federal Transit Administration (FTA) published the Title VI Proposed Circular in the Federal Register. The FTA is inviting the public to comment on the Proposed Circular. Any comments must be submitted by December 2, 2011. METRO Staff provided a summary of the proposed changes to METRO Managers and the Grants/Legislative Analysts on October 12, 2011 and asked for their comments, if

any. At this time, management suggests that METRO refrain from submitting comments to FTA

A summary of the proposed modifications which are of a substantial nature are as follows:

- 1) FTA is proposing to remove most references to Environmental Justice (EJ) from the Title VI Circular in order to clarify the statutory and regulatory requirements for compliance with Title VI;
- 2) Recipients will be required to submit their Title VI Program, a copy of the Board Resolution, Meeting Minutes, or similar documentation that the governing entity has approved the program;
- 3) Recipients with an annual operating budget of \$10 million or more will be required to meet the more extensive reporting requirements, as outlined on *Attachment A*.

FTA is proposing to remove most references to Environmental Justice (EJ) from the Title VI Circular in order to clarify the statutory and regulatory requirements for compliance with Title VI. In addition to the proposed revised Circular, FTA has also published, in this issue of the Federal Register, a notice of availability and request for comments for a new proposed EJ Circular 4703.1, "Environmental Justice Policy Guidance for Federal Transit Administration Recipients" (*Attachment B*). **However, according to FTA, this Circular does not contain any new requirements, policies or directions.** FTA initiated a comprehensive management review of the agency's core guidance to grantees in these and other areas of civil rights responsibilities. Based on the review, FTA determined a need to clarify and distinguish what grantees should do to comply with Title VI regulations; and, separately, what grantees should do to facilitate FTA's implementation of Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority and Low-Income Populations."

In addition, FTA is proposing to amend the Circular Requirements section by including a requirement that a recipient's Board of Directors or appropriate governing entity approve the Title VI Program before the recipient submits it to FTA every three years. FTA anticipates such a requirement will greatly improve the quality of Title VI Programs that FTA receives. Further, FTA expects this requirement will add clarity and transparency to implementation of the Title VI Program at the local level. **Recipients will be required to submit, with the Title VI Program, a copy of the Board Resolution, Meeting Minutes, or similar documentation as evidence that the Board of Directors or appropriate governing entity has approved the program.**

Currently, the Title VI Program includes the following elements:

- a. Requirement to Provide an Annual Title VI Certification and Assurance;
- b. Requirement to Develop Title VI Complaint Procedures;

- c. Requirement to Record Title VI Investigations, Complaints, and Lawsuits;
- d. Requirement to Provide Meaningful Access to Limited English Proficient (LEP) Persons;
 - 1. Develop a Language Implementation Plan.
- e. Requirement to Notify Beneficiaries of Protection Under Title VI;
- f. Requirement to Provide Additional Information Upon Request;
- g. Requirement to Prepare and Submit a Title VI Program;
- h. Guidance on Conducting Analysis of Construction Projects;
- i. Guidance on Promoting Inclusive Public Participation.

In the existing Circular, recipients are classified into two categories: (1) recipients that provide service to geographic areas with a population of 200,000 people or more under 49 U.S.C. §5307 – “Large Urbanized Areas;” or (2) recipients that serve geographic areas with a population under 200,000. Santa Cruz METRO has identified itself as a recipient that serves fewer than 200,000. FTA believes that this has created some confusion for recipients with populations over 200,000, that do not receive funds under §5307.

To eliminate this confusion, **FTA proposes that providers of public transit with an annual operating budget of \$10 million per year in three of the last five consecutive years as reported to the NTD, will be subjected to the following: (1) set system-wide standards and policies; (2) collect demographic data; (3) conduct service and fare equity analyses; and (4) monitor their transit service.** Approximately 97% of public transportation passengers ride on transit systems with annual operating budgets of \$10 million or more. In addition, these transit providers will be required to update their Title VI Programs to include service standards and policies, demographic and other data, including data related to monitoring their service. **Transit providers with an annual operating budget of \$10 million or more will be required to meet the more extensive reporting requirements, as outlined on the Proposed Title VI Circular (Attachment A).** FTA purposes to release a list in the final Circular of those recipients that do not meet the current threshold of providing service to large urbanized areas, but that will meet this new threshold (i.e., Operating budget of \$10 million or greater). FTA seeks comment on this new threshold, and when it should take effect.

At this time, Staff is recommending that the Board of Directors accept the proposed changes to FTA’s Title VI Regulations and abstain from submitting comments on the proposed changes.

IV. FINANCIAL CONSIDERATIONS

Funds to support this change will need to be added to the FY-2012 budget. Santa Cruz METRO will need to update its existing Title VI Program to include service standards and policies, demographic and other data, including data related to service monitoring. Additional funds will be needed to conduct service and fare equity analyses and to

monitor Santa Cruz METRO's transit services every three years. At this time, the exact costs associated with service monitoring and conducting fare equity analyses is unknown.

V. ATTACHMENTS

Attachment A: Title VI; Proposed Circular

Attachment B: Environmental Justice; Proposed Circular

guidance is derived is also included. This list is not meant to be exhaustive, but does include the authorities relevant to the consideration of EJ principles in the transportation context. Last is a list of references, including **Federal Register** notice and other citations as appropriate to enable readers to view the source documents.

III. Conclusion

Included in the proposed Circular in a few places are examples, such as the example in Chapter II regarding defining the area of analysis for a plan or project, and the example in Chapter VI regarding differences between an EJ analysis and a Title VI analysis. FTA seeks comment on whether more examples would be helpful, and if so, what types of examples would provide the most clarity for grantees.

Issued in Washington, DC this 26th day of September 2011

Peter M. Rogoff,
Administrator

[FR Doc 2011-25123 Filed 9-28-11; 8:45 am]

BILLING CODE 4910-57-P

DEPARTMENT OF TRANSPORTATION

Federal Transit Administration

[Docket No. FTA-2011-0054]

Title VI; Proposed Circular

AGENCY: Federal Transit Administration (FTA), DOT.

ACTION: Notice of availability of proposed Circular and request for comments.

SUMMARY: The Federal Transit Administration (FTA) has placed in the docket and on its Web site, proposed guidance in the form of a Circular to assist grantees in complying with Title VI of the Civil Rights Act of 1964. The purpose of this Circular is to provide recipients of FTA financial assistance with instructions and guidance necessary to carry out the U.S. Department of Transportation's Title VI regulations (49 CFR part 21). FTA is updating its Title VI Circular to clarify requirements for compliance. By this notice, FTA invites public comment on the proposed Circular.

DATES: Comments must be submitted by December 2, 2011. Late-filed comments will be considered to the extent practicable.

Public Meetings: FTA and PolicyLink will co-sponsor a series of Information Sessions regarding FTA's proposed revisions to the Title VI Circular and proposed Environmental Justice

Circular (see docket FTA-2011-0055 for more information on the proposed Environmental Justice Circular). The meetings listed below will provide a forum for FTA staff to make oral presentations about the two proposed Circulars and allow attendees an opportunity to ask clarifying questions. Additionally, the sessions are intended to encourage interested parties and stakeholders to submit their comments directly to the official docket per the instructions found in the ADDRESSES section of this notice

These Information Sessions will take place as follows: Kansas City, MO on Tuesday, October 18, 2011 from 6-9 p.m.; Boston, MA on Tuesday, November 1, 2011 from 6-9 p.m.; Detroit, MI on Wednesday, November 9, 2011 from 6-9 p.m.; the San Francisco Bay Area on Monday, November 14, 2011 from 6-9 p.m.; and Atlanta, GA on Thursday, November 17, 2011 from 6-9 p.m. All locations will be ADA- and transit-accessible.

For details about the exact location of each Information Session (*i.e.*, site name and address), please visit <http://www.fta.dot.gov/FTAInformationSessions>

In consideration of the comfort and safety of all attendees and the maximum seating capacity of meeting rooms, FTA requests RSVPs for the Information Sessions. To RSVP, please visit <http://www.FTAInformationSessions.com>. At the same Web link, persons with disabilities may request a reasonable accommodation.

ADDRESSES: Please submit your comments by only one of the following methods, identifying your submission by docket number FTA-2011-0054. All electronic submissions must be made to the U.S. Government electronic site at <http://www.regulations.gov>.

(1) **Federal eRulemaking Portal:** Go to <http://www.regulations.gov> and follow the online instructions for submitting comments.

(2) **Mail:** Docket Management Facility: U.S. Department of Transportation, 1200 New Jersey Avenue, SE, West Building, Ground Floor, Room W12-140, Washington, DC 20590-0001.

(3) **Hand Delivery or Courier:** West Building Ground Floor, Room W12-140, 1200 New Jersey Avenue, SE, between 9 a.m. and 5 p.m. Eastern time, Monday through Friday, except Federal holidays.

(4) **Fax:** 202-493-2251.

Instructions: You must include the agency name (Federal Transit Administration) and Docket number (FTA-2011-0054) for this notice at the beginning of your comments. Submit two copies of your comments if you submit them by mail. For confirmation

that FTA received your comments, include a self-addressed stamped postcard. Note that all comments received will be posted without change to <http://www.regulations.gov> including any personal information provided and will be available to Internet users. You may review DOT's complete Privacy Act Statement published in the **Federal Register** on April 11, 2000 (65 FR 19477). **Docket:** For access to the docket to read background documents and comments received, go to <http://www.regulations.gov> at any time or to the U.S. Department of Transportation, 1200 New Jersey Ave., SE., Docket Operations, M-30, West Building Ground Floor, Room W12-140, Washington, DC 20590 between 9 a.m. and 5 p.m., Monday through Friday, except Federal holidays.

FOR FURTHER INFORMATION CONTACT: For program questions, Amber Ontiveros, Office of Civil Rights, Federal Transit Administration, 1200 New Jersey Ave., SE., Room E54-422, Washington, DC 20590, phone: (202) 366-4018, fax: (202) 366-3809, or e-mail, Amber.Ontiveros@dot.gov. For legal questions, Bonnie Graves, Office of Chief Counsel, same address, room E56-306, phone: (202) 366-4011, or e-mail, Bonnie.Graves@dot.gov.

SUPPLEMENTARY INFORMATION:

Table of Contents

- I. Overview
- II Chapter-by-Chapter Analysis
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 - B Chapter II—Program Overview
 - C Chapter III—General Requirements and Guidelines
 - D Chapter IV—Requirements and Guidelines for Transit Providers
 - E Chapter V—Requirements for States
 - F Chapter VI—Requirements for Metropolitan Planning Organizations
 - G Chapter VII—Effectuating Compliance With DOT Title VI Regulations
 - H Chapter VIII—Compliance Reviews
 - I Chapter IX—Complaints
 - J Appendices

I. Overview

FTA is updating its Title VI Circular, last revised in 2007, to clarify what recipients must do to comply with the U.S. Department of Transportation (DOT) Title VI regulations. This notice provides a summary of proposed changes to FTA Circular 4702 1A, "Title VI and Title VI-Dependent Guidelines for FTA Recipients." The final Circular, when adopted, will supersede the existing Circular.

The proposed Circular would incorporate lessons learned from triennial reviews, discretionary Title VI compliance reviews, and a

comprehensive review of every Title VI Program submitted to FTA. In these reviews, FTA found some problems, several of them related to ambiguous language in the existing Circular. The proposed Circular reorganizes, clarifies, and provides examples of the information that must be included in a Title VI Program.

The existing Title VI Circular contains many references to environmental justice (EJ). Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," was signed by President Clinton on February 11, 1994. Subsequent to issuance of the Executive Order, DOT issued an Order for implementing the Executive Order on environmental justice. The DOT Order (Order 5610.2, "Order to Address Environmental Justice in Minority Populations and Low-Income Populations," 62 FR 18377, Apr. 15, 1997) describes the process the Department and its modal administrations (including FTA) will use to incorporate EJ principles into programs, policies and activities; the DOT Order does not provide guidance for FTA grantees on what is expected regarding integrating EJ principles into the public transportation decisionmaking process. FTA has not previously published separate and distinct EJ guidance for its grantees, but instead has included environmental justice concepts in its Title VI Circular (Circular 4702.1A).

Several instances of Title VI and EJ issues raised by FTA grantees led FTA to initiate a comprehensive management review of the agency's core guidance to grantees in these and other areas of civil rights responsibilities for public transportation. Based on that review, FTA determined a need to clarify and distinguish what grantees should do to comply with Title VI regulations; and, separately, what grantees should do to facilitate FTA's implementation of Executive Order 12898.

Therefore, FTA is proposing to remove most references to environmental justice from the Title VI Circular in order to clarify the statutory and regulatory requirements for compliance with Title VI. In addition to the proposed revised Circular, FTA has also published, in this issue of the *Federal Register*, a notice of availability and request for comments for a new proposed EJ Circular 4703.1, "Environmental Justice Policy Guidance for Federal Transit Administration Recipients" (Docket number FTA-2011-0055). The EJ Circular is designed to provide grantees with a distinct

framework to assist them as they integrate principles of environmental justice into their public transportation decisionmaking processes, from planning through project development, operation and maintenance. FTA expects the additional clarification provided by both Circulars will provide grantees the guidance and direction they need to properly incorporate both Title VI and environmental justice into their public transportation decisionmaking. FTA encourages commenters to review both notices and provide comments on both documents.

This notice provides a summary of the proposed changes to the Title VI Circular. The proposed Circular itself is not included in this notice; instead, an electronic version may be found on FTA's Web site, at <http://www.fta.dot.gov>, and in the docket, at <http://www.regulations.gov>. Paper copies of the proposed Circular may be obtained by contacting FTA's Administrative Services Help Desk, at (202) 366-4865. FTA seeks comment on the proposed Circular.

Readers familiar with the existing FTA Circular 4702.1A will notice a number of changes to the proposed Circular. For example, we have changed the name of the Circular to "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," removing the "Title VI-Dependent" in the existing title as it refers to the EJ provisions in the existing Circular, and adding "requirements" to reflect inclusion of required actions to ensure compliance with DOT Title VI regulations. We propose retaining "guidance" in the title as the Circular includes actions that FTA encourages or recommends. In addition, we propose changing the format to make this Circular consistent with the style of other Circulars FTA has recently updated. At the same time, we have tried to maintain some consistency with the previous document; for example, most of the chapters still cover the same or similar subject matter. We discuss substantive changes in content in the chapter-by-chapter analysis.

One important change made throughout the proposed Circular is that we have, where applicable, included the text of the DOT Title VI regulation that applies to the requirement. The existing Circular often cites the regulation, but does not quote or summarize the text, which leaves readers wondering what the rule really says. We believe it will be helpful for recipients to see the text or a summary of the regulation so they understand the nexus between the regulation and the requirements in the Circular.

II. Chapter-by-Chapter Analysis

A. Chapter I—Introduction and Background

Chapter I of the existing Circular is entitled, "How to Use This Circular." The content of this chapter has been eliminated or moved to other chapters as appropriate. Chapter I of the proposed Circular is an introductory chapter and covers general information about FTA and how to contact us, briefly reviews the authorizing legislation for FTA programs generally, provides information about FTA's posting of grant opportunities on Grants.gov, includes definitions applicable to Title VI, and provides a brief history of environmental justice and Title VI. Where applicable, we have used the same definitions found in rulemakings, other Circulars, and DOI Orders to ensure consistency. Importantly, we have restored the term "primary recipient," which is found in the DOT Title VI regulations and FTA's 1988 circular but is not in the existing Title VI Circular. A primary recipient is a recipient that extends Federal financial assistance to a subrecipient. We also propose using the term "recipient" to mean any recipient, whether a direct recipient, a designated recipient, a primary recipient, or a subrecipient. We have also included a definition of "provider of public transportation" or "transit provider," to mean any entity that provides public transportation, whether a State, local or regional entity, and inclusive of public and private entities. This term is used exclusively in Chapter IV. We have restored the definition of "minority transit route," a term removed during the last Circular revision. We have added some flexibility to the definition, allowing recipients to base the determination on route mileage, demographics, or ridership. Finally, there is a section describing environmental justice that references the proposed EJ Circular that FTA is developing concurrently with the proposed changes to the Title VI Circular. This section provides a permanent cross-reference to that guidance. FTA seeks comment on the content of Chapter I.

B. Chapter II—Program Overview

We propose amending some of the content of this chapter. As previously stated, definitions have been moved to Chapter I. This chapter starts with program objectives and is followed by statutory and regulatory authority, as well as additional authority for the policies, requirements and recommendations stated in the Circular.

Consistent with our goal of separating Title VI and EJ and developing the EJ Circular, we propose removing both the reference to DOT's Order on Environmental Justice and the objective related to addressing EJ principles from this chapter. We propose moving the "determination of deficiencies" subsection in the Reporting Requirements section and the Determinations section to Chapter VIII, Compliance Reviews.

In the existing Reporting Requirements section, as well as in other places throughout the existing Circular, there is a statement that recipients are required to submit Title VI Programs every three years, or every four years in the case of metropolitan planning organizations (MPOs) that are direct recipients of FTA funds. We propose amending the reporting requirement so that all recipients are required to submit a Title VI Program every three years. We propose amending the Reporting Requirements section further by including a requirement that a recipient's board of directors or appropriate governing entity approve the Title VI Program before the recipient submits it to FTA. We anticipate such a requirement will greatly improve the quality of Title VI Programs that FTA receives. Further, we expect this requirement will add clarity and transparency to implementation of the Title VI Program at the local level. Recipients will be required to submit, with the Title VI Program, a copy of the Board resolution, meeting minutes, or similar documentation as evidence that the board of directors or appropriate governing entity has approved the program. FTA seeks comment on the content of Chapter II.

C. Chapter III—General Requirements and Guidelines

Chapter III in the existing Circular is "Requirements for Applicants." We propose eliminating the one-page chapter dedicated to applicants, and consolidating this information into what is the existing Chapter IV. Proposed Chapter III thus has the same name as the existing Chapter IV: "General Requirements and Guidelines." The proposed Chapter III includes content from the existing Chapters III and IV.

We added the regulatory reference for the requirement to provide Title VI assurances, but otherwise the text remains substantially the same as the similar section in existing Chapter IV. The information for applicants has not changed, except that we added one sentence at the end related to first-time applicants. This information is required under U.S. Department of Justice (DOJ)

regulations. We have also removed references to environmental justice.

We propose keeping much of the content of the existing Chapter IV in this chapter, but it has been reformatted to provide more clarity. Proposed Chapters III, IV, V and VI, which describe the specific requirements for different types of recipients' Title VI Programs, follow the same format. They start with an introduction and some general information. Following that is the requirement to prepare and submit a Title VI Program. The section describing the Title VI Program, in each chapter, cites the regulation and includes the regulatory text or a summary of the regulatory text. It provides information on Board or other governing entity approval of the Title VI Program. It then lists the elements required in the Title VI Program for that type of recipient. The sections following the Title VI Program submission requirements describe in more detail what FTA expects, and provide direction to enable recipients to comply.

For example, Chapter III provides the list of elements that must be in every recipient's (and subrecipient's) Title VI Program. The first item on the list is "a copy of the recipient's Title VI notice to the public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Include a list of locations where the notice is posted." The next section in that chapter is, "Requirements to Notify Beneficiaries of Protection under Title VI." This section cites the regulation and provides information regarding what must be included in a Title VI notice. This section also clarifies the existing requirement by describing how documents should be disseminated, when documents must be translated, and notes that a subrecipient may adopt the primary recipient's Title VI notice. Thus, the detailed description for each required element is presented in a format that clarifies the existing requirements. In addition, we have provided samples of required documents in the Appendices.

Since the proposed Chapter III applies to all recipients, we include in this chapter information on how to upload a Title VI Program to FTA's Transportation Electronic Award Management (TEAM) system. The Title VI Program must be uploaded to TEAM no fewer than thirty calendar days prior to the date of expiration of the previously approved Title VI Program. This is a new requirement, but FTA has previously asked for voluntary submission of revised Title VI Programs

thirty days in advance of expiration of the previously approved Title VI Program. This section also notes how the status of a recipient's Title VI Program will be noted in TEAM. The four status determinations are "approval," "conditional approval," "pending" and "expired." We propose removing the "eliminating redundancy" subsection in the existing Circular, as we have determined that recipients must include all required information in each Title VI Program submission.

We propose continuing the reporting requirement exemption for the University Transportation Center Program, National Research and Technology Program, Over the Road Bus Accessibility Program and Public Transportation on Indian Reservations program. We have also included a new provision that FTA may exempt a recipient, upon receipt of a request for waiver submitted to the Director of the Office for Civil Rights, from the requirement to submit a Title VI Program, or from some elements of the Title VI Program. There may be unique situations that justify the application of this exemption. The absence of the requirement to submit a Title VI Program does not obviate the underlying obligations to comply with Title VI.

We propose including more information in several of the sections describing existing Title VI Program elements in order to clarify the requirements. For example, we provide significantly more information in the public participation section, while still allowing wide latitude for recipients to determine how, when, and how often to engage in public participation activities, and which specific measures are most appropriate. We have referenced the public participation requirements of 49 U.S.C. 5307(c) and 5307(d)(1)(I) as well as the joint FTA/FHWA (Federal Highway Administration) planning regulations at 23 CFR part 450. This section also cross-references the proposed EJ Circular being developed concurrently with the proposed revisions to the Title VI Circular.

The section that addresses the existing requirement for a Language Implementation Plan for Limited English Proficient (LEP) persons now contains a summary of the DOT LEP guidance. Specifically, we propose including a description of the four factor analysis, information on how to develop a Language Implementation Plan, and a summary of the "safe harbor" provision.

We propose restoring the requirement, found in the regulations but not the existing Circular, that a recipient may not, on the grounds of race, color, or national origin, "deny a person the

opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program." As part of the Title VI Program, for non-elected transit planning, advisory, or similar decisionmaking body, recipients shall provide a table depicting the racial breakdown of the membership of those bodies, and a description of the efforts made to encourage participation of minorities on such decisionmaking bodies.

We propose moving the topics, "Providing Assistance to Subrecipients" and "Monitoring Subrecipients," found in the Requirements for States chapter of the existing Circular, to this chapter, as these are existing requirements that are applicable to all recipients that pass funds through to subrecipients, not just States. The requirement to collect Title VI Programs from subrecipients is a new requirement for transit providers that pass funds through to subrecipients; but we would note that anytime a recipient passes funds through to a subrecipient, the entity passing funds through is responsible for ensuring their subrecipients are complying with all Federal requirements, not just Title VI. Collecting and reviewing a subrecipient's Title VI Program will assist the primary recipient/transit provider in ensuring the subrecipient is in compliance. The language in these sections is substantially similar to the language in the existing Circular.

Finally, we have removed the section, "Guidance on Conducting an Analysis of Construction Projects" and inserted in its place, "Determination of Site or Location of Facilities." The language in the existing Circular addresses environmental justice concepts as incorporated into National Environmental Policy Act (NEPA) documentation, and we have moved this analysis to the EJ Circular. We propose revising this section so that it cites the DOT Title VI regulation and describes the requirements related to siting facilities. Recipients must complete a Title VI analysis during project development to determine if the project will have disparate impacts on the basis of race, color, or national origin. If it will have such impacts, the recipient may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less adverse impact on members of a group protected under Title VI.

FTA seeks comment on the content and format of Chapter III.

D Chapter IV—Requirements and Guidelines for Transit Providers

Proposed Chapter IV covers much of the information that is in the existing Chapter V. Consistent with our desire to have the chapters follow the same format, this chapter starts with an introduction, includes a description as to which entities it applies, and then describes the requirement to prepare and submit a Title VI Program, followed by specific information related to each of the elements contained in the Title VI Program.

In the existing Circular, Chapter V applies to "recipients that provide service to geographic areas with a population of 200,000 people or greater under 49 U.S.C. 5307." This sentence has created some confusion as to whether recipients in areas with populations over 200,000 but that do not receive funds under 49 U.S.C. 5307 are required to comply with this chapter. In order to eliminate this confusion, we propose a new threshold: Any provider of public transportation, whether a State, regional or local entity, and inclusive of public and private entities, that has an annual operating budget of less than \$10 million per year in three of the last five fiscal years as reported to the National Transit Database (NTD) will only be required to set system-wide standards and policies. Providers of public transportation (also referred to as transit providers) with an annual operating budget of \$10 million or more in three of the last five consecutive years as reported to the NTD; transit providers with an annual operating budget of less than \$10 million but that receive \$3 million or more in New Starts, Small Starts or other discretionary capital funds; and transit providers that have been placed in this category at the discretion of the Director of the Office of Civil Rights in consultation with the FTA Administrator, will be required to set system-wide standards and policies, collect and report demographic data, conduct service and fare equity analyses, and monitor their transit service.

Approximately 97% of public transportation passengers ride on transit systems with annual operating budgets of \$10 million or more. This threshold ensures that small transit providers, whether in a large city or a rural area, are not subject to the more comprehensive reporting requirements, while larger providers, regardless of geographic location, will be subject to the comprehensive reporting requirements. The proposed change in threshold will cause some transit

providers who previously were not required to collect and report demographic data, conduct service and fare equity analyses, and monitor their transit service, to begin to do so. It will also allow some small transit providers in large urbanized areas who were collecting and reporting data, conducting service and fare equity analyses, and monitoring their transit service to stop doing so once the revised Circular takes effect. We selected \$3 million in discretionary transit capital grants as the second threshold for comprehensive reporting as that would be a significant amount of funds for a transit provider with an annual operating budget of less than \$10 million, and would justify the increased reporting requirement. Finally, we propose to allow the Director of the Office of Civil Rights, in consultation with the FTA Administrator, to require a recipient to submit a more comprehensive Title VI Program, as when a small transit provider has a one-time or ongoing issue, likely related to a complaint or otherwise compliance-related.

We propose that the annual operating budget is inclusive of all funds, whether Federal, State, local or other, and will be based on NTD data, recognizing that NTD data has an approximate two-year lag in producing final data. Therefore, we propose "looking back" to fiscal years 2006–2010 to determine whether a transit provider meets the \$10 million or more annual operating budget in three of the last five fiscal years as of the effective date of the Circular. In the *Federal Register* notice announcing the availability of the final Circular, we intend to provide a list of recipients that do not meet the current threshold of providing service in large urbanized areas but that will meet this new threshold. FTA proposes that transit providers who have not been required to set system-wide standards and policies, collect and report data, conduct service and fare equity analyses, and monitor their transit service under the existing FTA Circular 4702.1A, would be required to conduct service and fare equity analyses for major changes in transportation service or fare changes between the effective date of the Circular and their next Title VI Program submission. In addition, these transit providers would be required to update their current Title VI Programs to include service standards and policies, demographic and other data, including data related to monitoring their service. After the final Circular effective date, FTA will contact transit providers that are subject to these requirements for the

first time and provide technical assistance, as needed. FTA will provide an appropriate amount of time for these providers to submit the updated program. Beginning in FY 2015, FTA will publish, in its annual apportionment notice, new transit providers that meet the threshold, as well as transit providers that no longer meet the threshold. FTA seeks comment on this new threshold, and when it should take effect.

We propose that small transit providers—those with annual operating budgets of less than \$10 million—will be required to set system-wide standards and policies, and include these standards and policies in their Title VI Programs. This is a new requirement. We expect that most transit providers already have standards and policies for areas such as vehicle load, vehicle assignment, transit amenities, *etc.*, and that reporting them in the Title VI Program would not be burdensome.

Transit providers with total annual operating budgets of \$10 million or more or that otherwise meet the threshold described above will need to include in their Title VI Programs all of the following: their system-wide standards and policies; a demographic analysis of the transit provider's passengers; data regarding customer demographics and travel patterns; results of the provider's monitoring program; a description of the public engagement process for setting the major service change policy and disparate impact policy; results of any equity analyses conducted since the last Title VI Program submission; and a copy of board meeting minutes or a resolution demonstrating the board's consideration and awareness of any equity analyses completed.

We propose revising the description of the existing requirement to set system-wide service standards and policies. First, as in other areas, we have included the relevant text of DOT's Title VI regulations to more clearly link the regulation with the requirement in the Circular. We propose removing the "transit security" policy, as a transit provider's security policy may be impacted by considerable outside factors that are not within the control of the transit provider. We propose blending the requirements in one section that covers both standards and policies, rather than listing them separately. The standards and policies for vehicle load, vehicle headway, on-time performance, service availability, transit amenities and vehicle assignment remain substantially the same. In the existing Circular, FTA

recommends that recipients report on these standards and policies, and allows recipients to report on other standards and policies. In contrast to the existing Circular, we propose recipients will be required to report on these specific standards and policies, rather than selecting different measures on which to report. However, in practice, this is not a significant change, since most transit providers report on these standards and policies, and do not select other standards or policies on which to report.

The existing Circular allows transit providers to choose among options for demographic data collection, service monitoring, and service and fare equity analyses. These options were added during the last revision of the Circular in 2007, to "reduce administrative burdens by giving recipients and subrecipients greater flexibility to meet requirements through procedures that best match their resources needs, and standard practices." (72 FR 18732, 18735, Apr. 13, 2007) In reality, providing options, including the option to develop a local alternative, has created confusion and inconsistency. Therefore, we propose removing the options and providing one method of compliance for each of these areas. By eliminating options we make it clear to recipients what is required for compliance, and we streamline the Title VI Program review process. FTA seeks comment on this proposal.

The requirement to collect and report demographic data applies only to transit providers with an annual operating budget of \$10 million or more or that otherwise meet the threshold as stated above. The existing Circular allows three different options for collecting and reporting demographic data: Option A is developing demographic and service profile maps and charts; Option B is conducting customer surveys; and Option C is a locally developed alternative. We propose eliminating the locally developed alternative and requiring both options A and B, but with a simplified and streamlined customer survey data requirement. In the existing Circular, transit providers are required to collect data on travel time, number of transfers, overall cost of the trip, as well as how people rate the quality of service. We propose instead that transit providers collect data on travel patterns, such as trip purpose and frequency of use.

The requirement to monitor transit service applies only to transit providers with an annual operating budget of \$10 million or more or that otherwise meet the threshold as stated above. The existing Circular allows four different options for monitoring service: Option

A is a level of service methodology; Option B is a quality of service methodology; Option C is an analysis of customer surveys, and Option D is a locally developed alternative. We propose removing the options and having one means of complying with the requirement to monitor transit service—a slightly modified Option A as the sole means of compliance, as most transit providers currently choose Option A and this Option provides sufficient information to ensure service is being provided in a nondiscriminatory manner. The one addition to this method of monitoring is an evaluation of policies related to transit amenities. As in the existing Circular, transit providers must monitor their transit service against the system-wide standards and policies set by the transit provider. At a minimum, such monitoring will occur every three years and the transit provider will submit the results as part of its Title VI Program. Prior to submitting the information to FTA, we propose that transit providers will be required to brief their board of directors or appropriate governing entity regarding the results of the monitoring program, and include a copy of the board meeting minutes, resolution, or other appropriate documentation demonstrating the board's consideration of the monitoring program.

The requirement to perform service and fare equity analyses applies only to transit providers with an annual operating budget of \$10 million or more or that otherwise meet the threshold stated above. The existing Circular allows two options for evaluating service and fare changes: Option A, which outlines a specific procedure, and Option B, a locally developed alternative. We propose removing the option for a locally developed alternative and having one means of complying with the requirement to perform service and fare equity analyses. The proposed process for evaluating service and fare changes is more rigorous than what is required in the existing Circular. We propose that each transit provider to which this section applies will: Describe in its service equity analysis its policy for a major service change; describe how the public was engaged in the development of the major service change policy; describe the datasets the provider will use in the service change analysis; prepare maps; analyze the effects of proposed service changes; and analyze the effects of proposed fare changes. In addition, as in the existing Circular, the transit provider will assess the alternatives available for people affected

by the fare increase or decrease or major service change, including reductions or increases in service. Finally, the transit provider will determine if the proposals would have the effect of disproportionately excluding or adversely affecting people on the basis of race, color, or national origin, or would have a disproportionately high and adverse effect on minority or low-income riders.

Finally, this chapter states when a transit provider will be required to perform a fare and service analyses for New Starts, Small Starts, and other new fixed guideway capital projects: prior to entering into a Full Funding Grant Agreement or Project Construction Grant Agreement, and updated immediately prior to start of revenue operations.

FTA seeks comment on the content and format of Chapter IV.

E. Chapter V—Requirements for States

This chapter addresses requirements for States that administer FTA programs. As in the existing Circular, States must submit a Title VI Program. This chapter clarifies that States are responsible for including in their Title VI Program the information required from all recipients in Chapter III, and that States providing public transportation are responsible for the reporting requirements for providers of public transportation in Chapter IV. For clarity, we have included as required elements in the Title VI Program all of the elements under the "Planning" section in the existing Circular, as well as the elements listed for the Title VI Program in the existing Circular. We also propose cross-referencing information related to Title VI that FTA and FHWA jointly assess and evaluate during the planning certification reviews. As in the existing Circular, States are responsible for monitoring their subrecipients, whether those are planning subrecipients or transit provider subrecipients. The description of this requirement has been removed from the State requirements chapter, and placed in Chapter III since it applies to all primary recipients. As in Chapter III, we propose removing the "eliminating redundancy" subsection in the existing Circular, as we have determined that recipients must include all required information in each Title VI Program submission. FTA seeks comment on the content and format of Chapter V.

F. Chapter VI—Requirements for Metropolitan Planning Organizations

The proposed chapter VI equates to the chapter VII in the existing Circular.

While MPOs are required, in the existing Circular, to submit a Title VI Program, the chapter is not clear that the information listed is supposed to be included in the Title VI Program, along with the requirements for all recipients. Therefore, we have included the specific requirements that MPOs shall include in their Title VI Programs. Since an MPO may fulfill several roles, including planning entity, designated recipient, direct recipient of FTA funds, and a primary recipient that passes funds through to subrecipients, we have clarified the Title VI reporting requirements for each of these roles. We also propose cross-referencing information related to Title VI that FTA and FHWA jointly assess and evaluate during the planning certification reviews. Finally, since the MPO may have subrecipients, we include the same requirement that applies to States in the existing Circular: that the MPO prepare and maintain information regarding how it passes funds through to subrecipients in a nondiscriminatory manner. FTA seeks comment on the content and format of Chapter VI.

G. Chapter VII—Effecting Compliance With DOT Title VI Regulations

This chapter is Chapter X in the existing Circular. FTA believes it makes sense from a flow and format point of view to move this chapter up, followed by compliance reviews in Chapter VIII and complaints in Chapter IX. This chapter largely tracks the DOT Title VI regulation at 49 CFR 21.13 and 21.15. The only substantive change to this chapter is the addition of the language from 49 CFR 21.13(c) and (d): termination or refusal to grant or to continue to grant Federal financial assistance; and other means authorized by law. FTA seeks comment on the content and format of this chapter.

H. Chapter VIII—Compliance Reviews

Chapter VIII, Compliance Reviews, is substantially similar to the existing Chapter VII of the same name. We propose removing from the list of criteria, "the length of time since the last compliance review," as in practice FTA has not used this criterion. As in other chapters, we use the word "recipient" to include subrecipients. In Section 6, we propose removing the opportunity for recipients to review and comment on a draft compliance review. This is consistent with changes we are making in other civil rights processes. We proposed removing the compliance review flow chart, as it is unnecessary once the process is streamlined. FTA seeks comment on the content and format of this chapter.

I. Chapter IX—Complaints

The proposed Chapter IX contains most of the same content that is in the existing Chapter IX. We propose removing the "letter of resolution" in Section 4 as it is duplicative of the "letter of finding" issued when a recipient is found to be noncompliant with the DOT Title VI regulations. We also propose removing the appeals process, as it is not required by the regulation and removing it will assist with more efficient administration of the Title VI Program. We have added information relating to when a complaint will be administratively closed. FTA seeks comment on the content of this chapter.

J. Appendices

The proposed appendices are intended as tools to assist recipients in their compliance efforts. We propose adding nearly 40 pages of appendices in order to provide more clarity and examples of what should be included in a Title VI Program and the type of analysis that recipients should conduct. To begin, in Appendix A we propose using checklists for the elements recipients must include in their Title VI Programs instead of tables. Recipients can literally "check the box" as they assemble the elements of their Title VI Program.

Appendices B, C and D contain sample procedures and forms that recipients may use as provided, or that they may modify. Appendix B contains a sample Title VI Notice to the public. Appendix C contains a sample Title VI complaint procedure, and Appendix D contains a sample Title VI Complaint Form. All of these documents are "vital documents" for LEP purposes, and each appendix provides information about providing the information in other languages as appropriate.

Appendix E provides a sample form recipients may use for tracking transit-related Title VI investigations, lawsuits and complaints. Appendix F contains a sample table depicting the racial breakdown of the membership of various non-elected decisionmaking bodies.

Appendix G contains samples for reporting service standards (vehicle load, vehicle headway, on-time performance, service availability) and Appendix H contains samples for reporting service policies (vehicle assignment and transit amenities). For the service standards for vehicle load and vehicle headway, we have provided two methods of expressing the standard: in writing and in table format. Recipients should provide both the

written description and the table when they submit the information in their Title VI Program. The service standards for on-time performance and service available, as well as the service policies, require a written explanation only.

Appendix I provides sample demographic and service profile maps and charts. Appendix J provides information on reporting the requirement to monitor transit service. The appendix provides tables and maps as examples of how to assess the performance of service on minority and non-minority transit routes for each of the recipient's service standards and service policies. In addition, this appendix provides a sample methodology to determine the minority and/or low-income populations served by each bus and rail line and provides a framework for comparison. The appendix provides sample tables and written explanations for each of the service standards and policies. These tables are examples of what recipients should submit with their Title VI Programs. Unless requested to verify the information, FTA does not need the raw data generated through the monitoring process.

Appendix K provides checklists for a major service change policy, the analysis, the considerations for a service equity analysis, and considerations for a fare equity analysis. Use of these checklists will assist transit providers in ensuring they have met the requirements of analyzing major service changes and fare changes.

Appendix L provides information on the various types of recipients and the reporting requirements for each type of recipient. There are five flow charts that provide a pictorial representation of the reporting requirements. Appendix M is Chapter VI of the EJ Circular: Understanding the Similarities and Differences Between Title VI and Environmental Justice. Finally, Appendix N contains the same content as Appendix D in the current Circular. This appendix provides technical assistance resources for Title VI and Limited English Proficiency.

FTA seeks comment on the appendices and seeks suggestions for other resources that should be included.

Issued in Washington, DC this 26th day of September, 2011.

Peter Rogoff,
Administrator.

[FR Doc 2011-25122 Filed 9-28-11; 8:45 am]

BILLING CODE 4910-57-P

DEPARTMENT OF TRANSPORTATION

National Highway Traffic Safety Administration

Reports, Forms and Recordkeeping Requirements Agency Information Collection Activity Under OMB Review

AGENCY: National Highway Traffic Safety Administration, DOT

ACTION: Notice.

SUMMARY: In compliance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*), this notice announces that the Information Collection Request (ICR) abstracted below has been forwarded to the Office of Management and Budget (OMB) for review and comment. The ICR describes the nature of the information collections and their expected burden. The **Federal Register** Notice with a 60-day comment period was published on June 24, 2011 [76 FR 37189].

DATES: Comments must be submitted on or before October 31, 2011.

FOR FURTHER INFORMATION CONTACT:

Andrea Noel, National Highway Traffic Safety Administration, Office of Defects Investigation, 202-493-0210, 1200 New Jersey Avenue, SE., W48-221, Washington, DC 20590.

SUPPLEMENTARY INFORMATION:

National Highway Traffic Safety Administration

Title: Consumer Complaint
OMB Number: 2127-0042.

Type of Request: Extension of a currently approved collection.

Affected Public: Individuals and households

Abstract

Under 49 U.S.C. 30166(e), NHTSA reasonably may require a manufacturer of a motor vehicle or motor vehicle equipment to keep records, and a manufacturer, distributor, or dealer to make reports, to enable (NHTSA) to decide whether the manufacturer, distributor or dealer has complied or is complying with this chapter or a regulation prescribed under this chapter.

49 U.S.C. 30118(c) requires manufacturers to notify NHTSA and owners, purchasers, and dealers if the manufacturer (1) learn that any vehicle or equipment manufactured by it contains a defect and decides in good faith that the defect relates to motor vehicle safety, or (2) decides in good faith that the vehicle or equipment does not comply with an applicable Federal motor vehicle safety standard. The only way for the agency to decide if and

when a manufacturer learned of a safety-related defect or decided in good faith that some products did not comply with an applicable Federal motor vehicle safety standard is for the agency to have access to the information available to the manufacturer.

Affected Public: Business or other-for-profit, individuals or households.

Estimated Total Annual Burden: 33,590.

Estimated Number of Respondents: 869.

ADDRESSES: Send comments, within 30 days, to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725-17th Street, NW, Washington, DC 20503, Attention NHTSA Desk Officer.

Comments are invited on: Whether the proposed collection of information is necessary for the proper performance of the functions of the Department, including whether the information will have practical utility; the accuracy of the Department's estimate of the burden of the proposed information collection; ways to enhance the quality, utility and clarity of the information to be collected; and ways to minimize the burden of the collection of information on respondents, including the use of automated collection techniques or other forms of information technology.

A Comment to OMB is most effective if OMB receives it within 30 days of publication.

Issued in Washington, DC, on September 26, 2011

Frank S. Borris,

Director, Office of Defects Investigation,
Office of Enforcement

[FR Doc 2011-25110 Filed 9-28-11; 8:45 am]

BILLING CODE 4910-59-P

DEPARTMENT OF TRANSPORTATION

Surface Transportation Board

[Docket No. AB 32 (Sub-No. 104X); Docket No. AB 355 (Sub-No. 40X)]

Boston & Maine Corporation— Abandonment Exemptions—in Rockingham, NH; Springfield Terminal Railway Company—Discontinuance of Service Exemptions—in Rockingham, NH

Boston & Maine Corporation (B&M) and Springfield Terminal Railway Company (ST) (collectively, applicants) have jointly filed a verified notice of exemption under 49 CFR part 1152 subpart F—*Exempt Abandonments and Discontinuances of Service* for B&M to abandon and ST to discontinue service over approximately 10 miles of railroad

regulations implementing Section 106 of the National Historic Preservation Act (36 CFR part 800); the regulations implementing section 7 of the Endangered Species Act (50 CFR part 402); Section 4(f) of the Dept. of Transportation Act (23 CFR part 774); and Executive Orders 12898 on environmental justice, 11988 on floodplain management, and 11990 on wetlands.

Scoping

FTA and Sound Transit invite comments from interested individuals, organizations, tribes and agencies. Comments are welcome regarding the preliminary statement of purpose and need; the alternatives to be evaluated in the EIS; and any significant environmental issues related to the alternatives. Suggested reasonable alternatives that meet the project purpose and need will be seriously considered.

To assist the public during scoping, Sound Transit has prepared an Environmental Scoping Information Report describing the project, its planning history, the potential alternatives and station locations, the potential impact areas to be evaluated, summary of results from the Alternative Analysis (AA), and the preliminary EIS schedule. You may request a copy of it from Roger Iwata, Sound Transit, 401 S. Jackson Street, Seattle, WA 98104-2826, Telephone: (206) 689-4904, or e-mail: roger.iwata@soundtransit.org. It is also available at <http://www.soundtransit.org/NCTP>.

Following the close of the comment period, Sound Transit will publish a summary report documenting the public and agency comments it has received. In late 2011 or early 2012, the Sound Transit Board is expected to consider a motion confirming the purpose and need for the project, the scope of environmental review, and the alternatives to be considered in the draft EIS, possibly including identification of a locally-preferred alternative.

Paperwork Reduction

The Paperwork Reduction Act seeks, in part, to minimize the cost to the taxpayer of the creation, collection, maintenance, use, dissemination, and disposition of information consistent with this goal and with principles of economy and efficiency in government, it is FTA policy to limit insofar as possible distribution of complete printed sets of environmental documents. Accordingly, unless a specific request for a complete printed set of environmental documents is received (preferably in advance of

printing), Sound Transit will distribute only the executive summary of the environmental document together with a Compact Disc of the complete environmental document. A complete printed set of the environmental document will be available for review at the grantee's offices and elsewhere; an electronic copy of the complete environmental document will also be available on Sound Transit's web page.

Issued on: September 19, 2011.

Linda Gehrke,

Acting Regional Administrator, Region 10.

[FR Doc. 2011-25050 Filed 9-28-11; 8:45 am]

BILLING CODE P

DEPARTMENT OF TRANSPORTATION

Federal Transit Administration

[Docket FTA-2011-0055]

Environmental Justice; Proposed Circular

AGENCY: Federal Transit Administration (FTA), DOT.

ACTION: Notice of availability of proposed circular and request for comments.

SUMMARY: The Federal Transit Administration (FTA) has placed in the docket and on its Web site, proposed guidance in the form of a Circular on incorporating environmental justice principles into plans, projects, and activities that receive funding from FTA. This proposed guidance provides recommendations to State Departments of Transportation, Metropolitan Planning Organizations, public transportation providers, and other recipients of FTA funds on how to fully engage environmental justice populations in the public transportation decisionmaking process; how to determine whether environmental justice populations would be subjected to disproportionately high and adverse human health or environmental effects as a result of a transportation plan, project, or activity; and how to avoid, minimize, or mitigate these effects. By this notice, FTA invites public comment on this proposed Circular.

DATES: Comments must be submitted by December 2, 2011. Late-filed comments will be considered to the extent practicable.

Public Meetings: FTA and PolicyLink will co-sponsor a series of Information Sessions regarding FTA's proposed Environmental Justice Circular and proposed revisions to the Title VI Circular (see docket FTA-2011-0054 for more information on the proposed

revisions to the Title VI Circular). The meetings listed below will provide a forum for FTA staff to make oral presentations about the two proposed Circulars and allow attendees an opportunity to ask clarifying questions. Additionally, the sessions are intended to encourage interested parties and stakeholders to submit their comments directly to the official docket per the instructions found in the ADDRESSES section of this notice.

These Information Sessions will take place as follows: Kansas City, MO on Tuesday, October 18, 2011 from 6-9 p.m.; Boston, MA on Tuesday, November 1, 2011 from 6-9 p.m.; Detroit, MI on Wednesday, November 9, 2011 from 6-9 p.m.; the San Francisco Bay Area on Monday, November 14, 2011 from 6-9 p.m.; and Atlanta, GA on Thursday, November 17, 2011 from 6-9 p.m.. All locations will be ADA- and transit-accessible.

For details about the exact location of each Information Session (*i.e.*, site name and address), please visit <http://www.fta.dot.gov/FTAINformationSessions>.

In consideration of the comfort and safety of all attendees and the maximum seating capacity of meeting rooms, FTA requests RSVPs for the Information Sessions. To RSVP, please visit <http://www.FTAINformationSessions.com>. At the same Web link, persons with disabilities may request a reasonable accommodation.

ADDRESSES: You may submit comments to DOT Docket ID Number FTA-2011-0055 by any of the following methods:

Federal eRulemaking Portal: Go to <http://www.regulations.gov> and follow the online instructions for submitting comments.

Mail: Docket Management Facility: U.S. Department of Transportation, 1200 New Jersey Avenue, SE., West Building, Ground Floor, Room W12-140, Washington, DC 20590-0001.

Hand Delivery or Courier: West Building Ground Floor, Room W12-140, 1200 New Jersey Avenue, SE., between 9 a.m. and 5 p.m. Eastern time, Monday through Friday, except Federal holidays.

Fax: 202-493-2251.

Instructions: You must include the agency name (Federal Transit Administration) and Docket number (FTA-2011-0055) for this notice at the beginning of your comments. You should submit two copies of your comments if you submit them by mail. If you wish to receive confirmation that FTA received your comments, you must include a self-addressed stamped postcard. Note that all comments received will be posted without change

to <http://www.regulations.gov> including any personal information provided and will be available to Internet users. You may review DOT's complete Privacy Act Statement published in the **Federal Register** on April 11, 2000 (65 FR 19477). *Docket:* For access to the docket to read background documents and comments received, go to <http://www.regulations.gov> at any time or to the U.S. Department of Transportation, 1200 New Jersey Ave., SE., Docket Operations, M-30, West Building Ground Floor, Room W12-140, Washington, DC 20590 between 9 a.m. and 5 p.m., Monday through Friday, except Federal holidays.

FOR FURTHER INFORMATION CONTACT: For program questions, Amber Ontiveros, Office of Civil Rights, Federal Transit Administration, 1200 New Jersey Ave., SE., Room E54-422, Washington, DC 20590, phone: (202) 366-4018, fax: (202) 366-3809, or e-mail, Amber.Ontiveros@dot.gov. For legal questions, Bonnie Graves, Office of Chief Counsel, same address, room E56-306, phone: (202) 366-4011, or e-mail, Bonnie.Graves@dot.gov.

SUPPLEMENTARY INFORMATION:

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I. Introduction

Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," was signed by President Clinton on February 11, 1994. Subsequent to issuance of the Executive Order, the U.S. Department of Transportation (DOT) issued an Order for implementing the Executive Order on environmental justice (EJ). The DOT Order (Order 5610.2, "Order to Address Environmental Justice in Minority Populations and Low-Income Populations," 62 FR 18377, Apr. 15, 1997) describes the process the

Department and its modal administrations (including FTA) will use to incorporate EJ principles into programs, policies and activities; the DOT Order does not provide guidance for FTA grantees on what is expected regarding integrating EJ principles into the public transportation decisionmaking process. FTA has not previously published separate and distinct guidance for its grantees, but instead has included environmental justice concepts in its Title VI Circular (Circular 4702.1A).

Several instances of Title VI and EJ issues raised by FTA grantees led FTA to initiate a comprehensive management review of the agency's core guidance to grantees in these and other areas of civil rights responsibilities for public transportation. Based on that review, FTA determined a need to clarify and distinguish what grantees should do to comply with Title VI regulations; and, separately, what grantees should do to facilitate FTA's implementation of Executive Order 12898.

Therefore, FTA is proposing a new Circular 4703.1, "Environmental Justice Policy Guidance for Federal Transit Administration Recipients," in order to provide grantees with a distinct framework to assist them as they integrate principles of environmental justice into their public transportation decisionmaking processes, from planning through project development, operation and maintenance. The Circular does not contain any new requirements, policies or directives. In addition to the EJ Circular, FTA has also published, in this issue of the **Federal Register**, a notice of availability and request for comment for proposed revisions to FTA's Title VI Circular (Docket number FTA-2011-0054). The Title VI Circular removes most references to environmental justice in order to clarify the statutory and regulatory requirements for compliance with Title VI. FTA expects that the additional clarification provided by both documents will provide grantees the guidance they need to properly incorporate both Title VI and environmental justice into their public transportation decisionmaking. FTA encourages commenters to review both notices and provide comments on both documents.

This notice provides a summary of the proposed Circular. The Circular itself is not included in this notice; an electronic version may be found on FTA's Web site, at <http://www.fta.dot.gov>, and in the docket at <http://www.regulations.gov>. Paper copies of the Circular may be obtained by contacting FTA's Administrative

Services Help Desk, at (202) 366-4865. FTA seeks comment on the proposed Circular.

II. Chapter-by-Chapter Analysis

A. Chapter I—Environmental Justice and Public Transportation

Chapter I of the proposed Circular is an introductory chapter. It provides a brief background of the Executive Order and describes the purpose of the Circular. Importantly, this chapter also states what this Circular is not—the Circular does not contain any new requirements, policies or directions. This chapter contains the principles of environmental justice as derived from the U.S. DOT's Order on environmental justice, and describes broadly when an EJ analysis will be conducted and the elements of that analysis. Some terms necessary to explain the EJ analysis are defined; for ease of reference, FTA has defined "minority populations and/or low-income populations" as "EJ populations." The chapter ends with a summary of what will be discussed in subsequent chapters.

B. Chapter II—Tools and Techniques for Conducting an Environmental Justice Analysis

This chapter is designed to provide tools to assist grantees as they conduct environmental justice analyses of their plans, programs, projects and activities. The chapter begins with an overview of a proposed framework for conducting an EJ analysis. As described in the framework, there are three steps for conducting an EJ analysis: (1) Determine whether there are any EJ populations potentially impacted by the activity; (2) if one or more EJ populations are present, consider the potential effects of the activity on the EJ populations; and (3) determine if any disproportionately high and adverse human health and environmental effects can be avoided, minimized or mitigated.

After describing the basic framework, the chapter then discusses in more detail some of the elements of the analysis. First are thresholds: when is an EJ population present? The Council on Environmental Quality (CEQ) issued guidance to Federal agencies on environmental justice under environmental laws ("Environmental Justice, Guidance under the National Environmental Policy Act," Dec. 10, 1997) that suggested thresholds for minority populations; FTA proposes adapting this guidance to apply to both minority populations and low-income populations for consistency, and to apply these thresholds to all EJ analyses.

FTA seeks comment on the recommended thresholds.

Next is proposed guidance on preparing a residential demographic profile. This section provides information on data sources, including how grantees can use available data. This section also discusses how to determine the geographic area for analysis, which will depend on the planning area or the impact area of the project. The next section, benefits and burdens analysis, describes how an analysis will need to be scaled depending on the level of planning (e.g., Statewide, regional, corridor-level, etc.) or the size of the project or activity. This section provides suggestions on the types of metrics to use when evaluating the benefits and burdens of public transportation projects and activities. This section also clarifies that when a plan or project will serve a predominantly minority area, it is still necessary to analyze the effects on low-income populations, since minority populations and low-income populations do not necessarily overlap. Finally, this chapter proposes a list of factors to consider when determining whether disproportionately high and adverse human health or environmental impacts exist.

C. Chapter III—Achieving Meaningful Public Engagement With Environmental Justice Populations

Chapter III proposes recommended strategies and techniques for ensuring that EJ populations are not just at the public transportation decisionmaking table, but have a voice in the decisionmaking process. This chapter first suggests identifying the members of a community, as doing so will assist grantees in developing successful communications and outreach strategies. Building relationships with community-based organizations, environmental justice networks, and others can assist grantees in developing these strategies. Traditional public outreach typically involves public hearings required by Federal, State or local law for certain transportation decisions. This chapter proposes recommendations on making this process more inclusive and user-friendly, including consideration of location, timing, format and accessibility.

This chapter also describes non-traditional outreach strategies that may result in greater participation by EJ populations. Some of these proposed strategies include informal group meetings, traditional and non-traditional media, as well as digital media. Additional strategies to increase

involvement of EJ populations include direct mail campaigns, community-led events, partnerships with community-based organizations and leaders, citizen advisory committees, and public engagement teams. This chapter recognizes that public engagement is not a one-size-fits-all approach. A grantee should scale its public engagement efforts to the impacts of the plan, project or activity, as well as to the resources available to the grantee; most importantly, the grantee will determine, based on a number of factors, which public engagement strategies will likely be effective at engaging the local EJ populations. FTA seeks comment on whether there are additional non-traditional outreach strategies that should be included in this guidance.

D. Chapter IV—Integrating Principles of Environmental Justice in Transportation Planning and Service Delivery

This chapter proposes guidance on incorporating EJ principles into Statewide, metropolitan and local planning processes. Many of the strategies described in this chapter apply not only to the required Statewide and metropolitan planning processes, but also to planning activities undertaken by transit providers and other local entities with public transportation planning and service-delivery responsibilities. This chapter builds on the residential demographic profile described in Chapter II and describes specific planning tools for developing these profiles. The chapter briefly outlines the Statewide and metropolitan planning public engagement requirements in the joint FHWA/FTA planning regulations, and proposes strategies to achieve public participation in planning activities. Each plan, whether Statewide, metropolitan, or local, should encompass the goals and visions for future transportation for a region or area. This chapter explains why it is important to develop those goals and visions with input from EJ populations.

Since public transportation providers and other local entities often engage in some level of planning, this chapter addresses those planning activities, such as planning for service reductions or restructuring. This chapter provides some sample questions to guide the discussion with the public to inform planning officials on how well current operation, management, and maintenance of facilities and services serve the needs of communities, with particular attention to the parity between EJ and non-EJ populations. This chapter recommends that public transportation providers and planning

officials maintain a regular and open dialogue with EJ populations regarding the effectiveness of the plan, and to identify trends in public transportation for future plans.

E. Chapter V—Incorporating Environmental Justice Principles Into the NEPA Process

This chapter provides grantees with a road map for incorporating environmental justice analysis into the National Environmental Policy Act (NEPA) process. Federal agencies are required to consider the effects of Federally-funded projects on the environment; if FTA determines there is a disproportionately high and adverse human health or environmental effect on an EJ population, the EJ analysis will be part of the NEPA document. This chapter describes how a grantee can incorporate EJ principles into its analysis of the environmental impacts of a proposed project by defining the project impact area, identifying alternatives, identifying adverse environmental effects, identifying project benefits, and identifying mitigation measures and enhancements. Finally, this chapter provides guidance related to projects that qualify as categorical exclusions and information related to NEPA-specific public engagement strategies.

F. Chapter VI—Understanding the Differences and Similarities Between Title VI and Environmental Justice

As stated previously, FTA has observed that the public, grantees, and FTA staff have sometimes considered environmental justice and Title VI to be interchangeable—they are not. This chapter outlines the source of environmental justice—Executive Order 12898—and the source of Title VI—the Civil Rights Act of 1964—and then describes, in table format, the key differences between the two. This chapter cautions recipients that an EJ analysis will not satisfy Title VI requirements, and a Title VI analysis likely will not satisfy EJ, since Title VI does not include low-income populations. Finally, this chapter includes an example of a project and describes the type of analyses required for that project.

G. Appendix—Definitions, Authorities and References

The appendix includes a comprehensive list of definitions, most of which are in either the DOT Order on environmental justice or the FHWA/FTA planning regulations, and included in this document for ease of reference. A list of authorities from which this

guidance is derived is also included. This list is not meant to be exhaustive, but does include the authorities relevant to the consideration of EJ principles in the transportation context. Last is a list of references, including **Federal Register** notice and other citations as appropriate to enable readers to view the source documents.

III. Conclusion

Included in the proposed Circular in a few places are examples, such as the example in Chapter II regarding defining the area of analysis for a plan or project, and the example in Chapter VI regarding differences between an EJ analysis and a Title VI analysis. FTA seeks comment on whether more examples would be helpful, and if so, what types of examples would provide the most clarity for grantees.

Issued in Washington, DC this 26th day of September 2011.

Peter M. Rogoff,
Administrator

[FR Doc 2011-25123 Filed 9-28-11; 8:45 am]
BILLING CODE 4910-57-P

DEPARTMENT OF TRANSPORTATION

Federal Transit Administration

[Docket No. FTA-2011-0054]

Title VI; Proposed Circular

AGENCY: Federal Transit Administration (FTA), DOT.

ACTION: Notice of availability of proposed Circular and request for comments

SUMMARY: The Federal Transit Administration (FTA) has placed in the docket and on its Web site, proposed guidance in the form of a Circular to assist grantees in complying with Title VI of the Civil Rights Act of 1964. The purpose of this Circular is to provide recipients of FTA financial assistance with instructions and guidance necessary to carry out the U.S. Department of Transportation's Title VI regulations (49 CFR part 21). FTA is updating its Title VI Circular to clarify requirements for compliance. By this notice, FTA invites public comment on the proposed Circular.

DATES: Comments must be submitted by December 2, 2011. Late-filed comments will be considered to the extent practicable.

Public Meetings: FTA and PolicyLink will co-sponsor a series of Information Sessions regarding FTA's proposed revisions to the Title VI Circular and proposed Environmental Justice

Circular (see docket FTA-2011-0055 for more information on the proposed Environmental Justice Circular). The meetings listed below will provide a forum for FTA staff to make oral presentations about the two proposed Circulars and allow attendees an opportunity to ask clarifying questions. Additionally, the sessions are intended to encourage interested parties and stakeholders to submit their comments directly to the official docket per the instructions found in the ADDRESSES section of this notice.

These Information Sessions will take place as follows: Kansas City, MO on Tuesday, October 18, 2011 from 6-9 p.m.; Boston, MA on Tuesday, November 1, 2011 from 6-9 p.m.; Detroit, MI on Wednesday, November 9, 2011 from 6-9 p.m.; the San Francisco Bay Area on Monday, November 14, 2011 from 6-9 p.m.; and Atlanta, GA on Thursday, November 17, 2011 from 6-9 p.m. All locations will be ADA- and transit-accessible.

For details about the exact location of each Information Session (i.e., site name and address), please visit <http://www.fta.dot.gov/FTAInformationSessions>.

In consideration of the comfort and safety of all attendees and the maximum seating capacity of meeting rooms, FTA requests RSVPs for the Information Sessions. To RSVP, please visit <http://www.FTAInformationSessions.com>. At the same Web link, persons with disabilities may request a reasonable accommodation.

ADDRESSES: Please submit your comments by only one of the following methods, identifying your submission by docket number FTA-2011-0054. All electronic submissions must be made to the U.S. Government electronic site at <http://www.regulations.gov>.

(1) **Federal eRulemaking Portal:** Go to <http://www.regulations.gov> and follow the online instructions for submitting comments.

(2) **Mail:** Docket Management Facility: U.S. Department of Transportation, 1200 New Jersey Avenue, SE., West Building, Ground Floor, Room W12-140, Washington, DC 20590-0001.

(3) **Hand Delivery or Courier:** West Building Ground Floor, Room W12-140, 1200 New Jersey Avenue, SE, between 9 a.m. and 5 p.m. Eastern time, Monday through Friday, except Federal holidays.

(4) **Fax:** 202-493-2251.

Instructions: You must include the agency name (Federal Transit Administration) and Docket number (FTA-2011-0054) for this notice at the beginning of your comments. Submit two copies of your comments if you submit them by mail. For confirmation

that FTA received your comments, include a self-addressed stamped postcard. Note that all comments received will be posted without change to <http://www.regulations.gov> including any personal information provided and will be available to Internet users. You may review DOT's complete Privacy Act Statement published in the **Federal Register** on April 11, 2000 (65 FR 19477). **Docket:** For access to the docket to read background documents and comments received, go to <http://www.regulations.gov> at any time or to the U.S. Department of Transportation, 1200 New Jersey Ave., SE., Docket Operations, M-30, West Building Ground Floor, Room W12-140, Washington, DC 20590 between 9 a.m. and 5 p.m., Monday through Friday, except Federal holidays.

FOR FURTHER INFORMATION CONTACT: For program questions, Amber Ontiveros, Office of Civil Rights, Federal Transit Administration, 1200 New Jersey Ave., SE., Room E54-422, Washington, DC 20590, phone: (202) 366-4018, fax: (202) 366-3809, or e-mail, Amber.Ontiveros@dot.gov. For legal questions, Bonnie Graves, Office of Chief Counsel, same address, room E56-306, phone: (202) 366-4011, or e-mail, Bonnie.Graves@dot.gov.

SUPPLEMENTARY INFORMATION:

Table of Contents

- I. Overview
- II. Chapter-by-Chapter Analysis
 - A. Chapter I—Introduction and Background
 - B. Chapter II—Program Overview
 - C. Chapter III—General Requirements and Guidelines
 - D. Chapter IV—Requirements and Guidelines for Transit Providers
 - E. Chapter V—Requirements for States
 - F. Chapter VI—Requirements for Metropolitan Planning Organizations
 - G. Chapter VII—Effectuating Compliance With DOT Title VI Regulations
 - H. Chapter VIII—Compliance Reviews
 - I. Chapter IX—Complaints
 - J. Appendices

I. Overview

FTA is updating its Title VI Circular, last revised in 2007, to clarify what recipients must do to comply with the U.S. Department of Transportation (DOT) Title VI regulations. This notice provides a summary of proposed changes to FTA Circular 4702.1A, "Title VI and Title VI-Dependent Guidelines for FTA Recipients." The final Circular, when adopted, will supersede the existing Circular.

The proposed Circular would incorporate lessons learned from triennial reviews, discretionary Title VI compliance reviews, and a

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF TERM EXPIRATIONS AND VACANCIES ON THE METRO ADVISORY COMMITTEE (MAC).

I. RECOMMENDED ACTION

That the Board of Directors review the term expirations and vacancies on the METRO Advisory Committee and direct staff to prepare the necessary report for appointments and reappointments for consideration on December 16, 2011.

II. SUMMARY OF ISSUES

- The METRO Advisory Committee (MAC) consists of 11 Members who are nominated and appointed by the Board of Directors.
- Currently, three Members of the MAC hold terms that will expire on December 31, 2011. All of the Members are eligible for reappointment to another two-year term.
- Currently, there are three vacancies on the MAC.
- Staff recommends that the Board of Directors instruct staff to prepare the necessary Staff Report to provide for MAC appointments at the December 16, 2011 Board Meeting.

III. DISCUSSION

For many years two citizen advisory committees served METRO. The METRO Accessible Transit Services Forum (MASTF) addressed issues of accessibility on the fixed route service, paratransit service, and facilities. The METRO Users Group focused on the overall service that was provided, the information distribution and marketing programs, and advised the Board on other matters that were referred to it for consideration.

On December 19, 2003, after a significant amount of discussion and multiple meetings the Board approved the creation of a new METRO Advisory Committee (MAC) that would replace MUG. The Board approved the structure of the new committee and directed staff to prepare necessary modifications to the MAC Bylaws to reflect the decisions that were made with respect to committee size and structure. Subsequently, the MASTF disbanded.

In the time that has passed since the Board took action with respect to the formation of the MAC the Committee has met on a regular basis commencing with the first meeting that took place on

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

April 21, 2004. The Committee attendance has been good and the discussions have been productive. The Committee has been working on many issues and has presented the General Manager and the Board with recommendations for the improvement of service to riders.

The terms of the Members of the MAC listed on Attachment A expire December 31, 2011. Additionally the current vacancies on the MAC are listed on Attachment A. In accordance with Article III of the Adopted MAC Bylaws all of the Members of the MAC listed on Attachment A are eligible for appointment to another two-year term. Staff recommends that the Board of Directors instruct the staff to prepare the Staff Report necessary to provide for the Board to make appointments and reappointments on December 16, 2011.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the 2011/2012 METRO Operating Budget to support the activities of the METRO Advisory Committee

V. ATTACHMENTS

Attachment A: MAC Members with Expiring Terms and MAC Vacancies.

Attachment B: MAC Bylaws

Attachment A

Current MAC Members Whose Terms Expire December 31, 2011

- Naomi Gunther (Director Rotkin/Bryant Nominee)
- Dennis Papadopulo (Director Hinkle Nominee)
- Charlotte Walker (Director Robinson Nominee)
- Vacant (Director Leopold Nominee)
- Vacant (Director Pirie Nominee)
- Vacant (Director Stone Nominee)

Attachment B

Drafted for 9/26/03
Revised for 10/24/03
Revised for 12/19/03
Amended/Adopted 12/19/03
Amended/ Adopted 7/23/04
Amended/Adopted 6/23/06
Amended/Adopted 4/27/07
Amended/Adopted 5/25/07

BYLAWS FOR THE METRO ADVISORY COMMITTEE

Article I GENERAL PROVISIONS

§1.1 Purpose

These Bylaws govern the proceedings of the METRO Advisory Committee (MAC), an advisory committee established by the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO).

§1.2 Construction of Bylaws

As used in these Bylaws, “Committee” means the METRO Advisory Committee. These Bylaws shall govern the Committee’s proceedings to the extent they are not inconsistent with METRO Regulations or California or United States Statutes. These Bylaws become effective upon approval by the METRO Board of Directors

§1.3 Definitions

- a. As used in these Bylaws, “chair” means the Chair of the Committee.
- b. As used in these Bylaws, “vice chair” means the Vice Chair of the Committee.
- c. As used in these Bylaws “staff” means staff members that are assigned to support the Committee by the METRO Secretary/General Manager.

Attachment B

Article II DUTIES AND AUTHORITY

§2.1 Duties

It shall be the duty of the Committee to provide advice to the Board of Directors on matters of METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board. The Committee may also address issues which members or the public raise with respect to the quantity and quality of services provided by METRO.

§2.2 Limitations on Authority

The sole jurisdiction and authority of the Committee is to serve in an advisory capacity to the Board of Directors. It shall not have any authority to take actions that bind METRO or the Board of Directors with the exception that the Committee may design informational signs to be placed on the inside of buses and that the Committee may design and distribute an informational brochure to increase the public's knowledge of the operation and existence of the Committee. Communications by the Committee shall be to and through the Board of Directors. No individual member of the Committee shall be entitled to compensation from METRO, with the exception that Members of the Committee shall receive three (3) system-wide day passes for each monthly meeting that they attend, and any reimbursement for travel or other expenses shall receive specific prior authorization by the Board of Directors.

Article III MEMBERSHIP

§3.1 Membership

The Committee shall be composed of 11 members appointed by the Board of Directors as follows:

Each member of the METRO Board of Directors shall nominate 1 individual to serve as members of the METRO Advisory Committee. Appointments to the METRO Advisory Committee shall be made by the METRO Board of Directors.

All members shall be residents of the County of Santa Cruz. When making its appointments, the Board shall strive to balance the membership to reflect the ethnic, gender, and geographic diversity of the County. At least 4 of the individuals appointed to

Attachment B

the Committee shall be persons with disabilities as evidenced by possession of a METRO Discount Photo Identification Card. No member of the Board of Directors or other elected public official shall be appointed to the Committee. No employee of METRO or any agency that provides funding to, or contracts with, METRO shall be appointed to the Committee. However, individuals that have been selected to participate on the ADA Appeals Panel, to participate in the Bus Operator Sensitivity Training, or who are employed by the University of California, Santa Cruz in departments other than the Transportation and Parking Services (TAPS), or in the offices that directly supervise TAPS, shall be exempt from the financial/contracting prohibition for Committee members outlined in this section.

§3.2 Members' Terms

The term of membership of each Committee member shall be two years, commencing with the date of appointment by the METRO Board. Members may be re-appointed for additional terms as approved by the METRO Board of Directors.

§3.3 Absences

If a member accumulates total absences from Committee Meetings of four, without excuse, and two, with excuse, in any twelve-month period, the position shall automatically be declared vacant. In the event of a known absence to an upcoming MAC Meeting it is expected of the MAC Member(s) that they will contact the Santa Cruz Metropolitan Transit District Front Office Administration Staff by telephone as soon as the occurring absence is known and no later than 12:00PM (noon) on the day of the meeting and that failure to make said contact will constitute an unexcused absence unless circumstances restrict such contact. The member of the Board of Directors that nominated such Committee member shall be notified of the vacancy so that they can nominate a successor to be appointed to fill the remainder of that Committee member's term.

§3.4 Vacancies

The member of the Board of Directors who nominated the original member shall nominate a replacement candidate to fill a position on the Committee that is declared vacant. The appointment of the replacement member shall be made by the Board of Directors.

Attachment B

Article IV OFFICERS

§4.1 Chair and Vice Chair

The Committee shall elect from its membership a Chair and a Vice Chair at its first meeting of the calendar year, to serve for a one-year term. The chair shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The Vice Chair shall perform the duties of the Chair when the Chair is absent. In the event of a vacancy in the chair's position, the vice chair shall succeed as chair for the balance of the Chair's term and the Committee shall elect a successor to fill the vacancy in the Vice Chair's position as provided below. In the event of a vacancy in the Vice Chair's position, the Committee shall elect a successor from its membership to fill the Vice Chair's position for the remainder of the vice chair's term.

§4.2 Staff Support

The Secretary/General Manager of METRO shall make arrangements to furnish clerical services to prepare and distribute the Committee's agendas, notices, minutes, correspondence and other materials. The METRO staff assigned to support the committee shall maintain a record of all proceedings of the Committee as required by law and shall perform other support duties to the committee as assigned by the Secretary/General Manager. The minutes of each meeting, when approved by the Committee, shall be transmitted to the METRO Board of Directors.

Article V MEETINGS

§5.1 Regular Meetings

Regular meetings of the Committee shall be held on the third Wednesday of each month. Whenever a regular meeting falls on a holiday observed by METRO, the meeting shall be held on another day or canceled at the direction of the Committee. A rescheduled regular meeting shall be designated a regular meeting.

§5.2 Special Meetings

The Chair may call a special meeting. The meeting shall be called and noticed as provided in Section 5.3 below.

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§5.3 Calling and Noticing of Meetings

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The Secretary/General Manager and METRO Counsel shall be given notice of all meetings.

§5.4 Quorum; Vote

The presence of 6 members shall constitute a quorum for the transaction of business. However, when there are vacancies on the Committee the quorum shall be reduced to a majority of the number of Members appointed to the Committee, with the provision that a quorum shall never be less than four (4) Members. All official acts of the Committee shall require the affirmative vote of the majority of members present, providing that a quorum is maintained at all times.

§5.5 Thirty Minute Rule

If a quorum has not been established within thirty minutes of the noticed starting time for the meeting the meeting shall be cancelled.

§5.6 Matters Not Listed On the Agenda Requiring Committee Action

Except as provided below, a matter requiring Committee action shall be listed on the posted agenda before the Committee may act upon it. The Committee may take action on items not appearing on the posted agenda under any of the following conditions:

- a. Upon a determination by an affirmative vote of the Committee that an emergency exists, as defined in Section 54956.5 of the Government Code.
- b. Upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the members are present, a unanimous vote of those members present, there is a need to take immediate action and the need to take action came to the attention of the Committee subsequent to the agenda being posted.

§5.7 Time Limits for Speakers

Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written

Attachment B

statements, petitions or other documents to complement his or her presentation. Public presentations that have been scheduled prior to the meeting with the Committee Chair shall not be subject to the time limits contained in this section.

§5.8 Impertinence; Disturbance of Meeting

Any person making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The Chair may order any person removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the Chair may direct the meeting room cleared when deemed necessary to maintain order.

§5.9 Access to Public Records Distributed at Meeting

Writings which are public records and which are distributed during a Committee meeting shall be made available for public inspection at the meeting if prepared by the METRO staff or a member of the Committee, or after the meeting if prepared by some other person.

Article VI AGENDAS AND MEETING NOTICES

§6.1 Agenda Format

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item. The agenda may include recommendations for Committee action as appropriate.

§6.2 Public Communications

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Committee on matters of interest to the public either before or during the Committee's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the Committee, under the agenda item heading "Oral/Written Communications". The Committee shall not act upon an item that is not listed on the agenda except as provided under Section 5.8. Each notice for a special meeting shall provide an opportunity for members of the public to directly address

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the Committee concerning any item that has been described in the notice for the meeting before or during consideration of that item.

§6.3 Agenda Preparation

The METRO Staff assigned to the Committee shall prepare the agenda for each meeting in consultation with the Chair. Material intended for placement on the agenda shall be delivered to the secretary on or before 12:00 Noon on the date established as the agenda deadline for the forthcoming meeting. The METRO Staff, in consultation with the chair, may withhold placement on the agenda of any matter that is not timely received, lacks sufficient information or is in need of staff review and report prior to Committee consideration.

§6.4 Agenda Posting and Delivery

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the METRO Staff at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the METRO Staff at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The agenda together with supporting documents shall be transmitted to each Committee member, the Secretary/General Manager and the METRO Counsel at least five days before each regular meeting and at least 24 hours before each special meeting.

§6.5 Meeting Notices

The METRO Staff shall transmit notices of every regular meeting at least one week prior to the date set for the meeting to each person who has filed a written request with METRO for such notice as provided in Section 54954.1 of the Government Code. The notice shall be mailed at least one week prior to the date set for the meeting. Notice of special meetings called less than seven days prior to the date set for the meeting shall be given as soon as is practical.

Article VII MISCELLANEOUS

§7.1 Adoption and Amendment of Bylaws

These Bylaws shall be effective upon approval by the METRO Board of Directors.

Attachment B

§7.2 Committee Process

The intent of the Committee shall be to provide consensus based advice and recommendations to the METRO Board of Directors.

Approved by Board of Directors: May 25, 2007

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011
TO: Board of Directors
FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager
SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF JULY 31, 2011 AND APPROVAL OF BUDGET TRANSFERS FOR JULY 2011

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports year to date as of July 31, 2011 and approve the budget transfers for July 2011

II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of July 31, 2011 were \$98K or 6 % over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of July 31, 2011 were \$270K or 8 % under budget.
- **Capital Budget** spending year to date through July 2011 was \$78K or 1% of the Capital budget.

III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's FY12 operating and capital budgets versus actual expenditures year to date.

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

A. Operating Revenue

Operating Revenues year to date as of July 31, 2011 were \$98K or 6 % over the amount budgeted. Revenue variances are primarily due to lower than anticipated Passenger Fares and higher than anticipated Other Revenue (Advertising Income and Rent Income – SC Pacific Station) and Sales Tax Revenue.

- **Passenger Fares** are under budget due to a decrease in ridership. Total ridership was down 4.51% vs. the same period last year.
- **Advertising Income** is over budget due to more advertising than expected year to date as of July 31, 2011.
- **Rent Income - SC Pacific Station** is over budget due to additional rent revenue from Greyhound (\$2K/month).
- **Sales Tax Revenue** is over budget due to higher than anticipated receipts year to date through July 2011.

B. Consolidated Operating Expenses

Consolidated Operating Expenses year to date as of July 31, 2011 were \$270K or 8 % under budget. Personnel Expenses, Services, Mobile Materials & Supplies, Casualty & Liability and Miscellaneous Expenses all contributed to the variance.

- **Total Personnel Expenses** are below budget due to vacant funded positions and extended leaves.
- The majority of the variance in **Services** is due to **Prof & Tech Fees** and **Repair – Rev Vehicle** costs. Prof & Tech Fees are under budget due to straight lining of the budget throughout the fiscal year and actual activity, primarily labor negotiations and recruitments, which will happen later in the year. Repair - Rev Vehicle is over budget due to van modifications on 21 vans in Paracruz.
- **Mobile Materials & Supplies** are under budget due to lower than anticipated prices of fuel and inability to anticipate when vehicle parts will be needed, while the budget is straight lined.
- **Casualty & Liability** is under budget mostly due to less than anticipated settlement costs year to date as of June 31, 2011.
- **Miscellaneous** expenses are under budget due to cost cutting measures in all departments.

C. Capital Budget

Capital Budget spending year to date through July 2011 was \$78K or 1% of the Capital budget. Of this, \$11K or 2 % has been spent on the Bus Stop Improvements project and \$67K or 58 % has been spent on the Replacement of Fleet & Facilities Maintenance Software.

IV. FINANCIAL CONSIDERATIONS

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

Attachment A: FY12 Operating Revenue & Expenses Year to Date as of 07/31/11

Attachment B: FY12 Capital Budget Reports for the month ending – 07/31/11

Attachment C: FY12 Budget Transfers for the month ending – 07/31/11

Prepared by: Kristina Mihaylova, Financial Analyst

Date Prepared: November 09, 2011

Attachment A

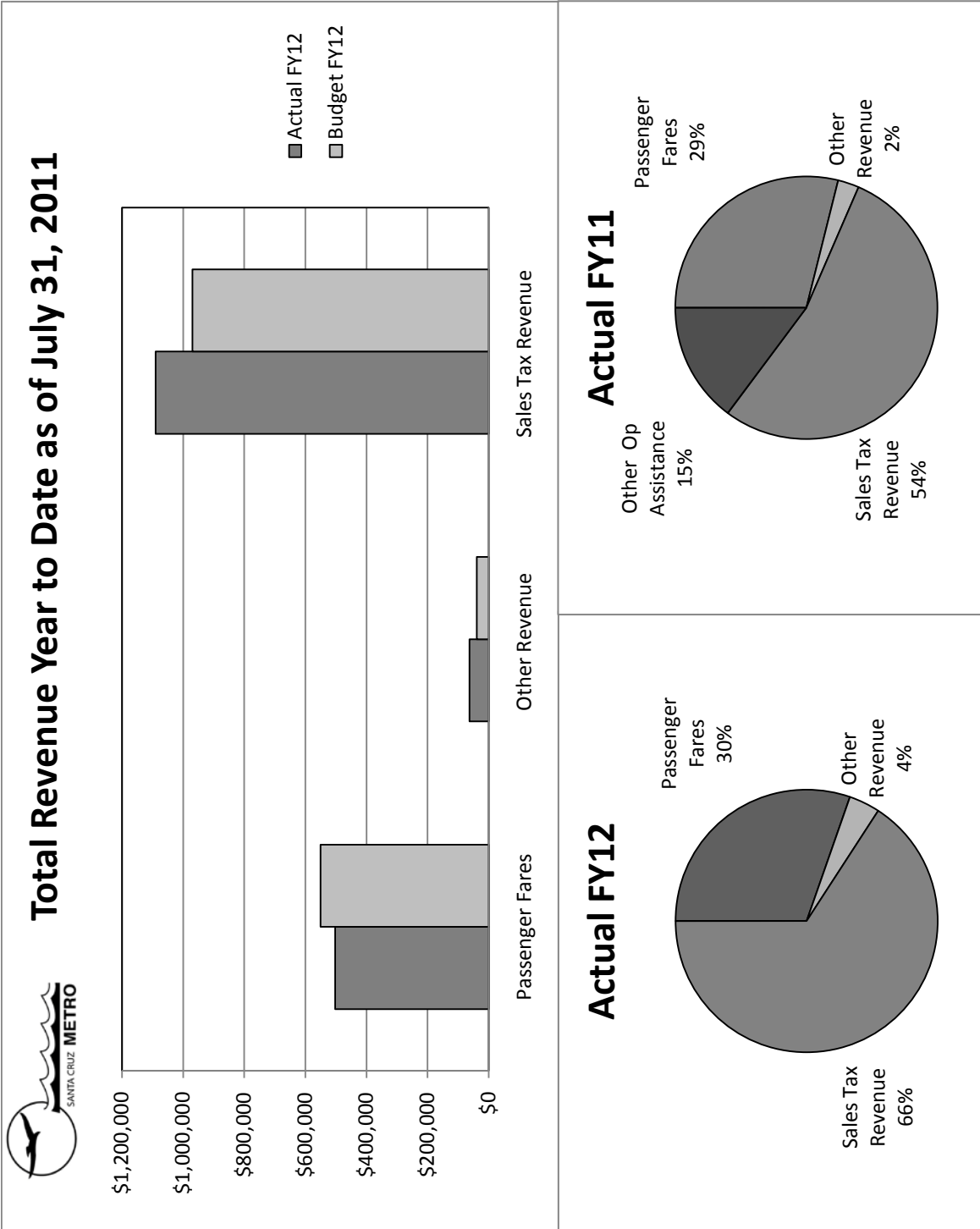


FY12

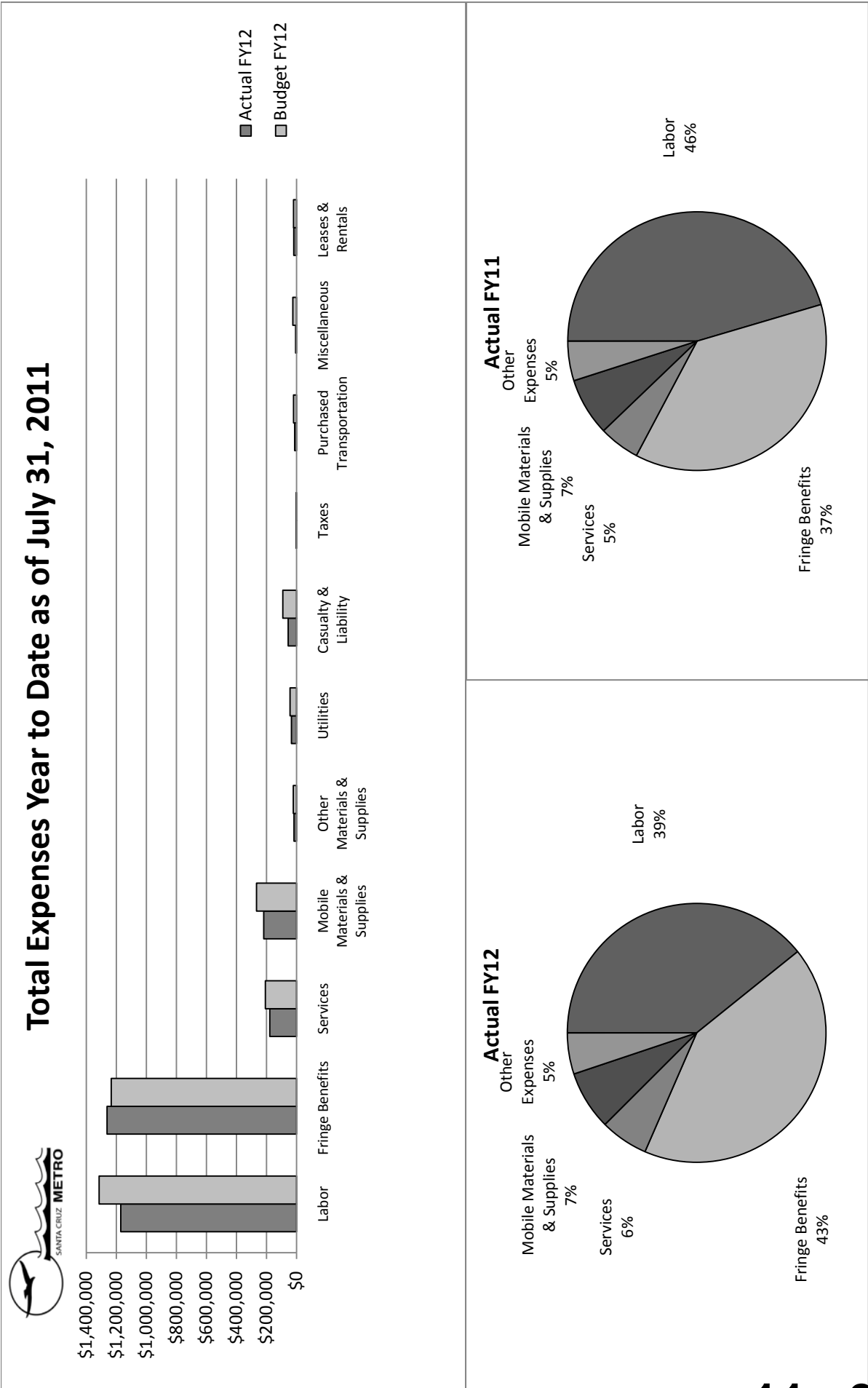
Operating Revenue & Expenses Year to Date as of July 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	Actual FY11	\$ Var	% Var
Revenue:						
Passenger Fares	\$ 502,770	\$ 550,122	\$ (47,352)	\$ 527,473	\$ (24,703)	-5%
Other Revenue	\$ 63,253	\$ 39,058	\$ 24,194	\$ 47,403	\$ 15,849	33%
Sales Tax Revenue	\$ 1,090,400	\$ 969,229	\$ 121,171	\$ 980,300	\$ 110,100	11%
Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Federal Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ -	\$ -	\$ 270,000	\$ (270,000)	-100%
STA - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
STIC - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 1,656,423	\$ 1,558,410	\$ 98,013	\$ 1,825,177	\$ (168,754)	-9%
Expenses:						
Labor	\$ 1,170,053	\$ 1,314,915	\$ (144,861)	\$ 1,288,068	\$ (118,014)	-9%
Fringe Benefits	\$ 1,262,503	\$ 1,233,741	\$ 28,762	\$ 1,058,886	\$ 203,618	19%
Services	\$ 178,323	\$ 208,866	\$ (30,543)	\$ 144,109	\$ 34,214	24%
Mobile Materials & Supplies	\$ 219,057	\$ 267,500	\$ (48,443)	\$ 204,324	\$ 14,734	7%
Other Materials & Supplies	\$ 17,685	\$ 22,508	\$ (4,823)	\$ 3,282	\$ 14,403	439%
Utilities	\$ 34,822	\$ 44,583	\$ (9,761)	\$ 26,896	\$ 7,926	29%
Casualty & Liability	\$ 56,343	\$ 91,275	\$ (34,932)	\$ 50,404	\$ 5,939	12%
Taxes	\$ 3,834	\$ 4,208	\$ (374)	\$ 3,834	\$ -	0%
Purchased Transportation	\$ 13,656	\$ 20,833	\$ (7,177)	\$ 15,372	\$ (1,716)	-11%
Miscellaneous	\$ 7,516	\$ 24,816	\$ (17,301)	\$ 8,878	\$ (1,363)	-15%
Leases & Rentals	\$ 19,673	\$ 20,364	\$ (691)	\$ 31,550	\$ (11,877)	-38%
Total Expenses	\$ 2,983,465	\$ 3,253,610	\$ (270,145)	\$ 2,835,603	\$ 147,862	5%
Operating Income (Loss)	\$ (1,327,042)			\$ (1,010,427)		

Attachment A



Attachment A





Percent of Year Elapsed - 8%

FY12
Operating Revenue
Year to Date as of July 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
Passenger Fares						
Passenger Fares	\$ 280,976	\$ 326,640	-14%	\$ 300,167	\$ (19,190)	-6%
Paratransit Fares	\$ 18,033	\$ 19,651	-8%	\$ 19,005	\$ (972)	-5%
Special Transit Fares	\$ 74,313	\$ 83,184	-11%	\$ 88,481	\$ (14,169)	-16%
Highway 17 Fares	\$ 102,838	\$ 70,499	46%	\$ 75,075	\$ 27,763	37%
Highway 17 Payments	\$ 26,611	\$ 50,148	-47%	\$ 44,745	\$ (18,135)	-41%
Subtotal Passenger Revenue	\$ 502,770	\$ 550,122	-9%	\$ 527,473	\$ (24,703)	-5%

Other Revenue						
Commissions	\$ -	\$ 467	-100%	\$ 55	\$ (55)	-100%
Advertising Income	\$ 38,619	\$ 16,667	132%	\$ 23,038	\$ 15,581	68%
Rent Income - SC Pacific Station	\$ 9,056	\$ 7,083	28%	\$ 7,520	\$ 1,536	20%
Rent Income - Watsonville TC	\$ 3,698	\$ 3,333	11%	\$ 2,910	\$ 787	27%
Interest Income	\$ 11,067	\$ 10,000	11%	\$ 13,819	\$ (2,752)	-20%
Other Non-Transp Revenue	\$ 813	\$ 1,508	-46%	\$ 61	\$ 752	1233%
Subtotal Other Revenue	\$ 63,253	\$ 39,058	62%	\$ 47,403	\$ 15,849	33%

Sales Tax Revenue	\$ 1,090,400	\$ 969,229	13%	\$ 980,300	\$ 110,100	11%
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Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
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Federal Op Assistance						
FTA Sec 5307 - Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
Subtotal Federal Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%



FY12
Operating Revenue
Year to Date as of July 31, 2011

Percent of Year Elapsed - 8%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
Other Op Assistance/Funding						
AMBAG Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	0%	\$ 270,000	\$ (270,000)	-100%
Subtotal Other Op Assistance/Funding	\$ -	\$ -	0%	\$ 270,000	\$ (270,000)	-100%
STA - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
STIC -Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfers (to)/from Reserves	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 1,656,423	\$ 1,558,410	6%	\$ 1,825,177	\$ (168,754)	-9%
Total Operating Expenses	\$ 2,983,465			\$ 2,835,603		
Variance	\$ (1,327,042)			\$ (1,010,426)		



FY12
Consolidated Operating Expenses
Year to Date as of July 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
Labor						
501011 Bus Operator Pay	\$ 540,836	\$ 638,120	-15%	\$ 611,478	\$ (70,642)	-12%
501013 Bus Operator Overtime	\$ 132,170	\$ 126,584	4%	\$ 110,969	\$ 21,201	19%
501021 Other Salaries	\$ 469,345	\$ 521,195	-10%	\$ 537,094	\$ (67,748)	-13%
501023 Other Overtime	\$ 27,702	\$ 29,016	-5%	\$ 28,527	\$ (825)	-3%
Total Labor -	\$ 1,170,053	\$ 1,314,915	-11%	\$ 1,288,068	\$ (118,014)	-9%
Fringe Benefits						
502011 Medicare/Soc. Sec.	\$ 17,741	\$ 20,440	-13%	\$ 19,085	\$ (1,344)	-7%
502021 Retirement	\$ 210,469	\$ 241,766	-13%	\$ 184,684	\$ 25,786	14%
502031 Medical Insurance	\$ 531,089	\$ 558,958	-5%	\$ 453,351	\$ 77,738	17%
502041 Dental Insurance	\$ 37,928	\$ 39,301	-3%	\$ 32,451	\$ 5,477	17%
502045 Vision Insurance	\$ 10,914	\$ 10,817	1%	\$ 11,024	\$ (110)	-1%
502051 Life Insurance	\$ 3,508	\$ 3,714	-6%	\$ 3,746	\$ (238)	-6%
502060 State Disability	\$ 16,367	\$ 15,771	4%	\$ 16,545	\$ (177)	-1%
502061 Disability Insurance	\$ 10,025	\$ 19,025	-47%	\$ 17,250	\$ (7,225)	-42%
502071 State Unemp. Ins	\$ (51)	\$ 6,485	-101%	\$ 398	\$ (450)	-113%
502081 Worker's Comp Ins	\$ 150,259	\$ 75,000	100%	\$ 62,990	\$ 87,269	139%
502083 Worker's Comp IBNR	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 12,311	\$ 24,856	-50%	\$ 13,588	\$ (1,277)	-9%
502103 Floating Holiday	\$ 3,607	\$ 5,942	-39%	\$ 2,467	\$ 1,140	46%
502109 Sick Leave	\$ 44,360	\$ 72,146	-39%	\$ 49,639	\$ (5,279)	-11%
502111 Annual Leave	\$ 193,106	\$ 122,387	58%	\$ 167,064	\$ 26,042	16%
502121 Other Paid Absence	\$ 12,536	\$ 9,997	25%	\$ 17,479	\$ (4,943)	-28%
502251 Physical Exams	\$ 675	\$ 1,176	-43%	\$ -	\$ 675	100%
502253 Driver Lic Renewal	\$ 147	\$ 389	-62%	\$ 88	\$ 59	67%
502999 Other Fringe Benefits	\$ 7,513	\$ 5,573	35%	\$ 7,038	\$ 475	7%
Total Fringe Benefits -	\$ 1,262,503	\$ 1,233,741	2%	\$ 1,058,886	\$ 203,618	19%
Total Personnel Expenses -	\$ 2,432,557	\$ 2,548,656	-5%	\$ 2,346,954	\$ 85,603	4%



FY12
Consolidated Operating Expenses
Year to Date as of July 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
Services						
503011 Acctg & Audit Fees	\$ 2,400	\$ 2,500	-4%	\$ 2,000	\$ 400	20%
503012 Admin & Bank Fees	\$ 8,765	\$ 7,917	11%	\$ 2,613	\$ 6,152	235%
503031 Prof & Tech Fees	\$ 7,784	\$ 18,518	-58%	\$ 9,551	\$ (1,768)	-19%
503032 Legislative Services	\$ 7,500	\$ 7,500	0%	\$ 7,500	\$ -	0%
503033 Legal Services	\$ -	\$ 4,583	-100%	\$ 863	\$ (863)	-100%
503034 Pre-Employ Exams	\$ 370	\$ 627	-41%	\$ 151	\$ 219	145%
503041 Temp Help	\$ 21,827	\$ 23,000	-5%	\$ 16,410	\$ 5,417	33%
503161 Custodial Services	\$ 4,427	\$ 6,042	-27%	\$ 5,201	\$ (774)	-15%
503162 Uniform & Laundry	\$ 1,655	\$ 1,875	-12%	\$ 1,371	\$ 284	21%
503171 Security Services	\$ 28,749	\$ 33,250	-14%	\$ 28,090	\$ 659	2%
503221 Classified/Legal Ads	\$ 1,458	\$ 1,862	-22%	\$ 1,060	\$ 398	38%
503222 Legal Advertising	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ -	0%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 1,660	\$ 8,333	-80%	\$ 1,750	\$ (90)	-5%
503352 Repair - Equipment	\$ 36,165	\$ 50,776	-29%	\$ 27,400	\$ 8,765	32%
503353 Repair - Rev Vehicle	\$ 54,139	\$ 35,833	51%	\$ 37,384	\$ 16,754	45%
503354 Repair - Non Rev Vehic	\$ -	\$ 2,083	-100%	\$ 153	\$ (153)	-100%
503363 Haz Mat Disposal	\$ 1,425	\$ 4,167	-66%	\$ 2,612	\$ (1,187)	-45%
Total Services -	\$ 178,323	\$ 208,866	-15%	\$ 144,109	\$ 34,214	24%

Mobile Materials & Supplies						
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
504011 Fuels & Lube Non Rev	\$ 4,674	\$ 5,833	-20%	\$ 4,986	\$ (312)	-6%
504012 Fuels & Lube Rev Veh	\$ 168,190	\$ 187,917	-10%	\$ 160,548	\$ 7,642	5%
504021 Tires & Tubes	\$ 11,977	\$ 20,833	-43%	\$ 9,494	\$ 2,482	26%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 34,217	\$ 52,917	-35%	\$ 29,296	\$ 4,921	17%
Total Mobile Materials & Supplies -	\$ 219,057	\$ 267,500	-18%	\$ 204,324	\$ 14,734	7%



FY12
Consolidated Operating Expenses
Year to Date as of July 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
Other Materials & Supplies						
504205 Freight Out	\$ 186	\$ 208	(22) -11%	\$ 153	\$ 34	22%
504211 Postage & Mailing	\$ 334	\$ 1,319	(985) -75%	\$ 99	\$ 236	239%
504214 Promotional Items	\$ -	\$ -	0%	\$ -	\$ -	0%
504215 Printing	\$ -	\$ 3,363	(3,363) -100%	\$ 978	\$ (978)	-100%
504217 Photo Supply/Processin	\$ -	\$ 325	(325) -100%	\$ (10)	\$ 10	-100%
504311 Office Supplies	\$ 9,161	\$ 6,535	2,627 40%	\$ (188)	\$ 9,349	-4980%
504315 Safety Supplies	\$ 561	\$ 1,692	(1,131) -67%	\$ 101	\$ 460	457%
504317 Cleaning Supplies	\$ 2,312	\$ 3,175	(863) -27%	\$ 1,933	\$ 379	20%
504409 Repair/Maint Supplies	\$ 2,567	\$ 3,333	(767) -23%	\$ 13	\$ 2,553	19462%
504421 Non-Inventory Parts	\$ 2,386	\$ 1,583	803 51%	\$ 174	\$ 2,213	1275%
504511 Small Tools	\$ 178	\$ 725	(547) -75%	\$ 30	\$ 147	485%
504515 Employee Tool Rplcmt	\$ -	\$ 250	(250) -100%	\$ -	\$ -	0%
Total Other Materials & Supplies -	\$ 17,685	\$ 22,508	(4,823) -21%	\$ 3,282	\$ 14,403	439%
Utilities						
505011 Gas & Electric	\$ 17,293	\$ 19,500	(2,207) -11%	\$ 12,590	\$ 4,702	37%
505021 Water & Garbage	\$ 10,672	\$ 12,500	(1,828) -15%	\$ 9,990	\$ 682	7%
505031 Telecommunications	\$ 6,857	\$ 12,583	(5,726) -46%	\$ 4,316	\$ 2,541	59%
Total Utilities -	\$ 34,822	\$ 44,583	(9,761) -22%	\$ 26,896	\$ 7,926	29%
Casualty & Liability						
506011 Insurance - Property	\$ 6,095	\$ 9,583	(3,489) -36%	\$ 7,972	\$ (1,878)	-24%
506015 Insurance - PL & PD	\$ 39,515	\$ 43,775	(4,260) -10%	\$ 36,531	\$ 2,985	8%
506021 Insurance - Other	\$ -	\$ -	0%	\$ -	\$ -	0%
506123 Settlement Costs	\$ 10,808	\$ 37,917	(27,109) -71%	\$ 24,967	\$ (14,159)	-57%
506127 Repairs - Dist Prop	\$ (75)	\$ -	(75) 100%	\$ (19,066)	\$ 18,991	-100%
Total Casualty & Liability -	\$ 56,343	\$ 91,275	(34,932) -38%	\$ 50,404	\$ 5,939	12%
Taxes						
507051 Fuel Tax	\$ 956	\$ 1,167	(211) -18%	\$ 956	\$ -	0%
507201 Licenses & permits	\$ -	\$ 1,375	(1,375) -100%	\$ -	\$ -	0%
507999 Other Taxes	\$ 2,878	\$ 1,667	1,211 73%	\$ 2,878	\$ -	0%
Total Taxes -	\$ 3,834	\$ 4,208	(374) -9%	\$ 3,834	\$ -	0%



FY12
Consolidated Operating Expenses
Year to Date as of July 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY11	\$ Var	% Var
Purchased Transportation						
503406 Contr/Paratrans	\$ 13,656	\$ 20,833	-34%	\$ 15,372	\$ (1,716)	-11%
Total Purchased Transportation -	\$ 13,656	\$ 20,833	-34%	\$ 15,372	\$ (1,716)	-11%
Miscellaneous						
509011 Dues & Subscriptions	\$ 5,249	\$ 6,762	-22%	\$ 6,505	\$ (1,257)	-19%
509085 Advertising - Rev Produ	-	-	0%	-	-	0%
509101 Emp Incentive Prog	-	2,961	-100%	-	-	0%
509121 Employee Training	\$ 2,057	\$ 5,519	-63%	\$ 380	\$ 1,677	442%
509123 Travel	\$ 100	\$ 7,787	-99%	\$ 1,832	\$ (1,732)	-95%
509125 Local Meeting Exp	\$ 107	\$ 717	-85%	\$ 207	\$ (100)	-48%
509127 Board Director Fees	-	\$ 1,050	-100%	-	-	0%
509150 Contributions	-	\$ 21	-100%	-	-	0%
509197 Sales Tax Expense	-	-	0%	-	-	0%
509198 Cash Over/Short	\$ 3	-	100%	\$ (45)	\$ 48	-107%
Total Misc -	\$ 7,516	\$ 24,816	-70%	\$ 8,878	\$ (1,363)	-15%
Leases & Rentals						
512011 Facility Rentals	\$ 17,643	\$ 18,625	-5%	\$ 30,894	\$ (13,251)	-43%
512061 Equipment Rentals	\$ 2,030	\$ 1,739	17%	\$ 656	\$ 1,374	209%
Total Leases & Rentals -	\$ 19,673	\$ 20,364	-3%	\$ 31,550	\$ (11,877)	-38%
Total Non-Personnel Expenses -	\$ 550,908	\$ 704,955	-22%	\$ 488,649	\$ 62,258	13%
TOTAL OPERATING EXPENSE -	\$ 2,983,465	\$ 3,253,610	-8%	\$ 2,835,603	\$ 147,862	5%

** does not include depreciation



FY12
CAPITAL BUDGET
For the month ending - July 31, 2011

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
State of Good Repair (FTA, RES. RET. EARN.)	\$ -	\$ 5,820,000	\$ 5,820,000	0%
2nd CNG Tank (STIC, MBUAPCD, RES. RET. EARN.)	\$ -	\$ 1,561,070	\$ 1,561,070	0%
MetroBase Maintenance Facility (PTMISEA, SAKATA)	\$ -	\$ 400,000	\$ 400,000	0%
Purchase 27 ParaCruz Vehicles (FTA-ARRA)	\$ -	\$ 975,000	\$ 975,000	0%
Transit Mgmt. Info. Technology (FTA-ARRA)	\$ 185	\$ 845,000	\$ 844,815	0%
Bus Stop Improvements (STIP)	\$ 10,774	\$ 500,000	\$ 489,226	2%
425 Front Street Purchase (FTA, STA)	\$ -	\$ 40,000	\$ 40,000	0%
Land Mobile Radio Project - (LMR) (STATE-1B)	\$ -	\$ 790,000	\$ 790,000	0%
Video Surveillance Project - (CCTV) (STATE-1B)	\$ -	\$ 150,000	\$ 150,000	0%
Emergency Generator Relocation (OHS-1B)	\$ -	\$ 20,000	\$ 20,000	0%
Subtotal Grant Funded Projects	\$ 10,959	\$ 11,101,070	\$ 11,090,111	0%
<u>IT Projects</u>				
HR Software Upgrade (STA)	\$ 139	\$ 125,000	\$ 124,861	0%
Replace Fleet & Facilities Maintenance Software (STA)	\$ 66,799	\$ 115,000	\$ 48,201	58%
Automated Purchasing System Software (STA)	\$ -	\$ 40,000	\$ 40,000	0%
Subtotal IT Projects	\$ 66,938	\$ 280,000	\$ 213,062	24%
<u>Facilities Repair & Improvements</u>				
Operations Bldg. Repairs (RES. RET. EARN.)	\$ -	\$ 200,000	\$ 200,000	0%
MetroCenter Repairs (RES. RET. EARN.)	\$ -	\$ 200,000	\$ 200,000	0%
MTC Lane Four Shelter Replacement (STA)	\$ -	\$ 75,000	\$ 75,000	0%
Repair, Reseal, Restripe (Sinkholes) - Ops (STA)	\$ -	\$ 10,000	\$ 10,000	0%
Subtotal Facilities Repairs & Improvements Projects	\$ -	\$ 485,000	\$ 485,000	0%



FY12
CAPITAL BUDGET
For the month ending - July 31, 2011

<u>Revenue Vehicle Replacement</u>	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
Replace WiFi on Highway 17 buses	\$ - \$	60,000 \$	60,000	0%
Subtotal Revenue Vehicle Replacements	\$ - \$	60,000 \$	60,000	0%
<u>Non-Revenue Vehicle Replacement</u>				
NONE	\$ - \$	- \$	-	0%
Subtotal Non-Revenue Vehicle Replacements	\$ - \$	- \$	-	0%
<u>Maint Equipment</u>				
Automatic Refrigerant Recovery Recycling & Re-Charging Unit	\$ - \$	4,000 \$	4,000	0%
Subtotal Non-Revenue Vehicle Replacements	\$ - \$	4,000 \$	4,000	0%
<u>Office Equipment</u>				
Fire Safe Filing Cabinets (STA)	\$ - \$	8,000 \$	8,000	0%
Subtotal Office Equipment	\$ - \$	8,000 \$	8,000	0%
<u>Misc</u>				
Use of Reserves to balance Operating Budget in FY12	\$ - \$	1,000,000 \$	1,000,000	0%
Subtotal Misc.	\$ - \$	1,000,000 \$	1,000,000	0%



FY12
CAPITAL BUDGET
For the month ending - July 31, 2011

	YTD Actual	FY12 Budget	Remaining Budget	% Spent YTD
TOTAL CAPITAL PROJECTS	\$ 77,897	\$ 12,938,070	\$ 12,860,173	1%
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 185	\$ 7,793,662	\$ 7,793,477	0%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 25,000	\$ 25,000	0%
State - PTMISEA (1B)	\$ -	\$ 375,000	\$ 375,000	0%
State - Security Bond Funds (1B)	\$ -	\$ 960,000	\$ 960,000	0%
State Transit Assistance (STA) Carryover-Prior Yrs	\$ 66,938	\$ 442,000	\$ 375,062	15%
State - MBUAPCD **	\$ -	\$ 200,000	\$ 200,000	0%
State - STIP **	\$ 10,774	\$ 500,000	\$ 489,226	2%
Local - Reserved Retained Earnings	\$ -	\$ 2,507,873	\$ 2,507,873	0%
Local Operating Match	\$ -	\$ 134,535	\$ 134,535	0%
TOTAL CAPITAL FUNDING	\$ 77,897	\$ 12,938,070	\$ 12,860,173	1%

Attachment C

FY 12 BUDGET LINE ITEM TRANSFERS For the month ending - July 31, 2011

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # FY12-7			
TRANSFER FROM:	503225-1300	Graphic Services	\$ (2,000)
TRANSFER TO:	503352-1300	Repair - Equipment	\$ 2,000
REASON:	To pay the Maintenance Agreement for new copier.		
TRANSFER # FY12-8			
TRANSFER FROM:	503225-1300	Graphic Services	\$ (300)
TRANSFER TO:	509125-1300	Local Meeting Exp	\$ 300
REASON:	To pay invoice 1538 to Community TV for video production of service cuts.		
TRANSFER # FY12-9			
TRANSFER FROM:	503161-2200	Custodial Services	\$ (400)
	501021-2200	Other Salaries	
TRANSFER TO:	503041-2200	Temp Help	\$ 400
REASON:	To cover extra help needed to August 2011.		
TRANSFER # FY12-11			
TRANSFER FROM:	505011-2200	Gas & Electric	\$ (50,000)
TRANSFER TO:	503041-2200	Temp Help	\$ 50,000
REASON:	To cover temp help needed for Bus Improvements Project.		
TRANSFER # FY12-12			
TRANSFER FROM:	503352-1500	Repair - Equipment	\$ (1,000)
TRANSFER TO:	504311-1500	Office Supplies	\$ 1,000
REASON:	Move the budget for card stock to correct account.		

Attachment C

FY 12 BUDGET LINE ITEM TRANSFERS For the month ending - July 31, 2011

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # FY12-15			
TRANSFER FROM:	501021-1200	Other Salaries	\$ (100)
TRANSFER TO:	503041-1200	Temp Help	\$ 100
REASON:	To cover temp help expenses due to a vacant position in Finance (purchasing agent).		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: CONSIDERATION OF APPROVAL OF THE 2012 FEDERAL LEGISLATIVE ADVOCACY PROGRAM

I. RECOMMENDED ACTION

That the Board of Directors adopt the proposed METRO 2012 Federal Legislative Advocacy Program attached to this staff report.

II. SUMMARY OF ISSUES

- Elected officials at the federal level support the goals established by the METRO Board of Directors when the Legislative Program is presented to them early in the legislative process.
- In 2012, the second session of the 112th Congress will appropriate transit funds for Federal FY 2013. The FY 2013 Transportation Appropriations Bill will require an Authorization action in order to become law as legislative action will occur after the September 30, 2009 expiration of the SAFETEA-LU Authorization Bill.
- As costs related to federally mandated, complementary paratransit service continue to rise, staff recommends that METRO continue to advocate for funding at the federal level to assist in offsetting these expenses.
- Transit financing needs will continue to increase in future years. In order maximize the federal capital and operating formula find that we receive Staff recommends that METRO advocate for the transit program funding levels to increase to a level beyond the last the full authorized level of \$10.3 billion in 2009 to a new level of \$12 billion in 2013 as envisioned by the Senate version of a new authorization bill entitled Moving Ahead for Progress in the 21st Century (MAP-21).
- The current SAFETEA-LU Authorization Bill expired on September 30, 2009. Staff has participated actively with the American Public Transportation Association Authorization Task Force to develop recommendations for a new Authorization Bill. Staff recommends that METRO urge Members of Congress to enact a new Authorization Bill as soon as possible that embodies the recommendations developed by the APTA Authorization Task Force.
- The Alternative Fuel Tax Credit currently expires December 31 2011. This funding source provided \$800,000 to METRO in the past year. As the METRO fleet becomes increasingly powered by CNG this funding source will increase. It is recommended that METRO advocate for the extension of the Alternative Fuel Tax Credit for a

minimum of two years to coincide with the authority envisioned in the MAP-21 legislation.

III. DISCUSSION

In 2012, Congress will appropriate funds for federal FY 2013. The federal formula funds that METRO receives to offset operating and capital expenses are derived from the annual appropriations bill. The FY 2013 Transportation Appropriations Bill will require an Authorization action in order to become law as the current SAFETEA-LU Authorization Bill has expired.

It is likely that federally mandated ADA Paratransit costs will increase in future years. Staff recommends that METRO advocate for supplemental federal capital and operating funds to assist in supporting the costs of the ADA-mandated complimentary Paratransit.

The current SAFETEA-LU Authorization Bill expired on September 30, 2009. Staff has participated actively with the American Public Transportation Association Authorization Task Force and has developed recommendations for a new Authorization Bill. Staff recommends that METRO urge Members of Congress to enact the MAP-21 Authorization Bill as soon as possible with a funding level of no less than \$12 billion/year in the transit program.

Staff recommends that METRO advocate that any Authorization Bill extension or additional stimulus bill must include the provisions supporting the Small Transit Intensive Cities (STIC) funding program.

The Alternative Fuel Tax Credit currently expires December 31 2011. This funding source provided \$800,000 to METRO in the past year. As the METRO fleet becomes increasingly powered by CNG this funding source will increase. It is recommended that METRO advocate for the extension of the Alternative Fuel Tax Credit for a minimum of two years to coincide with the authority envisioned in the MAP-21 legislation sponsored by Senator Barbara Boxer (D-CA).

In order to effectively advocate for the goals contained in the proposed 2012 Federal Legislative Program, it will take the concerted efforts of members of the Board of Directors, staff, other community leaders and citizens to communicate our needs to our members of Congress as well as the continued efforts of Carolyn Chaney and Associates in Washington DC.

IV. FINANCIAL CONSIDERATIONS

Funding necessary for travel to Washington, DC and other APTA Legislative Committee meetings is included in the 2011/2012 METRO operating budget. Additionally, funds necessary to support the services of contracted legislative advocates are included in the METRO budget.

V. ATTACHMENTS

Attachment A: Proposed Santa Cruz Metropolitan Transit District 2012 Federal Legislative Program.

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT 2012 FEDERAL LEGISLATIVE PROGRAM

Federal Goals:

1. Support the appropriation of federal transit funds at the maximum amount provided in the current Authorization Extension Bill and any successor legislation. Resist efforts to single out specific states for lower transit funding levels.
2. Advocate for the passage of the MAP-21 Authorization Bill that encompasses the provisions outlined and adopted by the American Public Transportation Association, including the extension of the Small Transit Intensive Cities Program (STIC).
3. Support efforts to obtain funding for operating and capital costs to meet the increasing service requirements of ADA Paratransit (ParaCruz).
4. Advocate for passage of the FY 2013 Transportation Appropriations Bill in a timely manner, and in no case later than October 1, 2012.
5. Advocate for the extension of the Alternative Fuel Tax Credit which has provided approximately \$800,000 annually in funds to METRO which will increase with the increased fuel usage as the CNG fleet expands.
6. Advocate for the enactment of an Infrastructure Investment/Jobs Bill that would provide approximately \$50 billion in transit funds over the next 10 years.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

FROM: Erron Alvey, Acting Purchasing Agent

SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH CAPITALEDGE ADVOCACY, LLC FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES FOR AN AMOUNT NOT TO EXCEED \$64,000

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to enter into a one-year contract extension with CapitalEdge Advocacy, LLC for federal legislative representative services for an amount not to exceed \$64,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO requires the services of a federal legislative representative to represent and advocate before the U.S. Congress and the U.S. Department of Transportation, the positions and policies of Santa Cruz METRO.
- Santa Cruz METRO has a contract with CapitalEdge Advocacy, LLC for federal legislative representative services.
- This contract was established on February 1, 2011 for a one-year period with four optional one-year extensions.
- The current contract approved by the Board of Directors will expire on January 31, 2012.
- CapitalEdge Advocacy, LLC has requested an extension of the contract without any changes to the terms and conditions for the new contract period.
- CapitalEdge Advocacy, LLC has performed its duties very well under this contract and therefore, a one-year contract extension is recommended.

III. DISCUSSION

Santa Cruz METRO requires the services of a federal legislative representative to represent and advocate before the Congress and the U.S. Department of Transportation, the positions and policies of Santa Cruz METRO. Other required services include: represent Santa Cruz METRO before the various legislative committees in Washington D.C., as directed; monitor transportation committees and other committees as appropriate; represent the Santa Cruz METRO before such committees as directed; represent the Santa Cruz METRO when directed, before State Departments, Agencies, and regulatory bodies that impact the polices and programs

of the Santa Cruz METRO; advise the Santa Cruz METRO on legislative strategy; serve as an advisor to management and the Board of Directors; provide information relative to the legislative hearings which may have an impact on the policies and programs of Santa Cruz METRO; closely monitor and manage legislative issues and/or bills which Santa Cruz METRO has identified as high priority items; provide assistance to the Santa Cruz METRO in drafting proposed testimony before the Congress and present such testimony when requested; coordinate advocacy efforts with the Santa Cruz METRO's Board of Directors and staff; undertake such other assignments upon which Santa Cruz METRO and consultant mutually agree; prepare written/oral reports, at least monthly, summarizing its activities on behalf of Santa Cruz METRO; comply with all Federal and State laws and regulations relating to the activities of lobbyists; and shall provide necessary documentation to support the filing of all required Federal and State forms related to legislative assistant or lobbying services.

Santa Cruz METRO has a contract with CapitalEdge Advocacy, LLC for federal legislative representative services that is due to expire on December 31, 2011. Over the past year, the quality of service provided by CapitalEdge Advocacy, LLC has been excellent. CapitalEdge Advocacy, LLC has requested an extension of the contract without any changes to the terms and conditions for the new contract period.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with CapitalEdge Advocacy, LLC for an amount not to exceed \$64,000 with General Manager Les White continuing to serve as the Contract Administrator. Staff further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO.

IV. FINANCIAL CONSIDERATIONS

Funds to support this contract are included in the Administration Department's FY12 Legislative Services budget.

V. ATTACHMENTS

Attachment A: Letter from CapitalEdge Advocacy, LLC

Attachment B: Contract Amendment with CapitalEdge Advocacy, LLC

Prepared By: Erron Alvey, Acting Purchasing Agent
Date Prepared: November 10, 2011

Attachment A



November 3, 2011

Mr. Leslie R. White
General Manager
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

Dear Les:

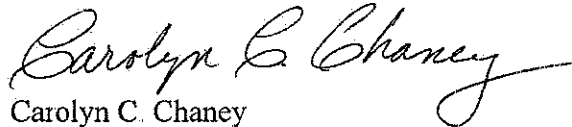
Please consider this a formal request to extend for twelve months the contract (No. 11-09) between CapitalEdge Advocacy LLC and the Santa Cruz Metropolitan Transit District, beginning on February 1, 2012. We do not propose any modifications to our current agreement.

As you know, Congress continues its torturous journey toward a long-term reauthorization of federal transportation programs. The critical question of how to fund the vital transportation infrastructure needs of the nation still remains and the specter of an upcoming election year may cloud discussions. However, we believe that serious negotiations are ongoing and we will continue to ensure that METRO priorities -- such as the protection and growth of the Small Transit Intensive Cities (STIC) program -- are considered.

In addition, we will continue to seek opportunities outside of the reauthorization process for initiatives such as bus purchases to meet state clean fuel fleet mandates, the extension of the alternative fuels tax credit, and maintaining and enhancing ParaCruz services.

It continues to be a pleasure serving you, your staff, and the METRO Board, and we look forward to continuing this relationship. We are happy to answer any questions you might have about the contract at your convenience.

Sincerely,



Carolyn C. Chaney
President

cc: Erron Alvey, Acting Purchasing Agent

1212 New York Ave., NW Suite 250
Washington, DC 20005
202.842.4930
202.842.5051 fax
www.capitaledge.com

13.a1

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 11-09 FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES

This First Amendment to Contract No. 11-09 for federal legislative representative services is made effective February 1, 2012 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and CapitalEdge Advocacy, LLC (“Contractor”).

I. RECITALS

1.1 Santa Cruz METRO and Contractor entered into a Contract for federal legislative representative services (“Contract”) on February 1, 2011.

1.2 The Contract allows for the extension upon mutual written consent.

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

II. TERM

2.1 Article 3.02 is amended to include the following language:

This contract shall continue through January 31, 2012. 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. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Signed on _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR – CAPITALEdge ADVOCACY, LLC

By _____
Carolyn C. Chaney
President

APPROVED AS TO FORM:

Margaret R. Gallagher
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011
TO: Board of Directors
FROM: Leslie R. White, General Manager
**SUBJECT: CONSIDERATION OF APPROVAL OF 2012 STATE LEGISLATIVE
ADVOCACY PROGRAM**

I. RECOMMENDED ACTION

That the Board of Directors adopt the proposed METRO 2012 State Legislative Advocacy Program attached to this Staff Report.

II. SUMMARY OF ISSUES

- Elected officials at the State level continue to actively support the goals established by the METRO Board of Directors when the legislative program is presented to them early in the legislative process.
- On November 7, 2006 the voters of California approved, among other measures, Propositions 1A, 1B, and 1C. These measures provide protection for transportation funds, and authorize the sale of general obligation bonds, over the next 10 years, to provide funds for transportation investments. However, the poor condition of the State Budget has made it increasingly difficult to sell the bonds and when the State has sold bonds they have not used the proceeds to fund the public transit program in a timely manner.
- In order for METRO to proceed to implement the Operations Building portion of the MetroBase Project it will be necessary for the bonds for transit eligible projects to continue to be sold on a predictable basis, and for the Santa Cruz County Regional Transportation Commission (SCCRTC) to continue to pass funds under the State Transit Assistance Formula (STA) and the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) through to METRO.
- METRO will continue to incur additional costs to provide the mandated ADA complimentary paratransit service. The state has yet to provide specific funding programs to address this need.
- The reliance of UCSC, Cabrillo College, and some K-12 systems on METRO services makes it important to advocate for exploration of “cross function” funding opportunities.
- On November 2, 2010 the voters of California approved Proposition 22 to provide protections for local government and transit funds. Over the past four years the California Governor and Legislature have diverted funds from public transit to the

State General Fund. The result of these diversions has been a loss to METRO of \$31 million in state funding. Despite favorable rulings from state courts it is now apparent that the funds diverted from METRO by the State will never be repaid.

- In 2010 the California Legislature repealed the sales tax on gasoline and replaced it with a per gallon tax. This action allowed the state to avoid complying with the court decision requiring the sales tax on gas revenues be spent on transportation. The Legislature also retained the sales tax on diesel fuel and used a portion of the revenues to support the State Transit Assistance (STA) Program.

III. DISCUSSION

The 2011 California State Legislature will convene in January 2012. On November 7, 2006 the voters of California approved Propositions 1A, 1B, and 1C. These measures provided protection for transportation funds, and authorized the sale of general obligation bonds to provide funds for transportation investments. The PTMISEA program is being administered by the Mass Transit Division of Caltrans. The State Controller's Office has estimated that METRO will receive approximately \$27 million when all of the PTMISEA bonds are sold. The state currently owes METRO approximately \$16 million in PTMISEA Bond funds. METRO has applied for the full amount of the PTMISEA allocation for facility construction. Recently it has been difficult for the State to sell bonds for this program due to the condition of the State Budget. In order for METRO to proceed to implement the Operations Building portion of the MetroBase Project it will be necessary for the bonds for transit eligible projects to continue to be sold on a predictable basis, and for the Santa Cruz County Regional Transportation Commission (SCCRTC) to continue to pass funds to METRO under the provisions of the Expenditure Plan adopted by the Legislature in 2010.

It is likely that future years will see cost increases in the area of ADA-Mandated complimentary paratransit service. Currently, the State does not have a funding program to assist transit agencies in addressing this need. Staff recommends that METRO advocate for State consideration of operating and capital funding measures that would support the complementary paratransit needs.

In prior years, METRO has explored the possibility of acquiring subpoena authority so that the Office of District Counsel can ensure witness participation. Staff recommends that the 2010 Legislative Program once again address this issue and explore the possibility of initiating legislation which would grant the subpoena authority to METRO.

Service provided by METRO is relied upon by UCSC, Cabrillo College, and some of the K-12 school districts in Santa Cruz County. Currently, there is no mechanism or incentive at the State level for coordination of funding for transportation between the education functions and the transportation functions. Staff recommends that METRO advocate for the exploration of "cross function" funding opportunities.

Over the past four years the Governor and the Legislature have diverted significant amounts of funds from the Public Transportation Account to the General Fund. The result of these diversions is a loss of funding to METRO of approximately \$31 million. Despite receiving favorable

decisions from the state courts it is unlikely that the funds diverted from Transit systems by the state will ever be repaid. In order to avoid compliance with the orders of the court the Governor and Legislature repealed the state sales tax on gasoline in 2010. The Legislature then replaced the sales tax on gasoline with a “per gallon” tax that was described as the “Gas Tax Swap”. As a part of this action the Legislature dedicated a portion of the remaining sales tax on diesel fuel revenues to the State Transit Assistance (STA) Program. It is important that METRO advocate for a continuation of the dedication of the revenues from the sales tax on diesel fuel to be used for the State Transit Assistance Program.

The California State Vehicle Code establishes that the maximum weight limit for transit bus axles is 20,500 lbs. All transit buses in production today exceed the maximum weight limit. The fixed route buses operated by METRO average 27,000 lbs at the rear axle. The California Transit Association will sponsor legislation in 2012 to amend Vehicle Code section 35554 to raise the gross axle weight limit for transit buses, and to take into account the safety ratings incorporating axles, suspension, and tires which are together rated at a much higher weight. Staff recommends that METRO support the efforts of the California Transit Association to amend Vehicle Code section 35554 to provide for the weight of axles on transit buses as they are currently produced.

The specific legislative goals recommended by staff are attached to this Staff Report.

IV. FINANCIAL CONSIDERATIONS

Funds for the State Legislative Advocacy activities, including travel to Sacramento and the contract with Joshua W. Shaw, are included in the adopted 2011/2012 METRO Operating Budget.

V. ATTACHMENTS

Attachment A: Proposed 2012 Santa Cruz Metropolitan Transit District Legislative Program.

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT 2012 STATE LEGISLATIVE PROGRAM

State Goals:

1. Support legislation and actions necessary to protect funding sources and funding levels for transit operating assistance and capital assistance at the FY 2011 level at a minimum.
2. Support the introduction and passage of legislation designed to enact additional sources of transit operating and capital assistance.
3. Support efforts to obtain operating and capital funds to meet the increasing service requirements of ADA Para transit.
4. Explore the possibility of using state education funds for the development, construction, and operation of off-campus park and ride facilities as well as public transit services at campuses in the University of California system.
5. Explore the possibility of requesting legislation to grant the SCMTD the authority to issue subpoenas.
6. Support efforts to improve communication and funding for public schools (K-12) and community college/university transportation needs.
7. Support the actions taken by the Legislature, through the FY 2011 Budget process, that ensures that the state provides PTMISEA funds in accordance with the Expenditure Plan adopted by the Legislature. Advocate that the sale of the bonds authorized by the voters will continue to be sold in a timely manner that will support the expenditures outlined in the adopted Expenditure Plan.
8. Support legislation that will amend State Vehicle Code 35554 to raise the gross axle weight limits for transit buses to take into account buses currently in production and to take into account safety ratings incorporating axles, suspension, and tires, which are together rated at a much higher weight.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

FROM: Erron Alvey, Acting Purchasing Agent

SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH SHAW YODER ANTWIH, INC. FOR STATE LEGISLATIVE REPRESENTATIVE SERVICES FOR AN AMOUNT NOT TO EXCEED \$30,000

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to enter into a one-year contract extension with Shaw Yoder Antwih, Inc. for state legislative representative services for an amount not to exceed \$30,000.

II. SUMMARY OF ISSUES

- METRO has utilized the services of a Legislative Advocacy Firm in Sacramento for many years. The Legislative Advocacy service has been invaluable in representing METRO's interests in key meetings when METRO personnel are not available to attend.
- Santa Cruz METRO has a contract with Shaw Yoder Antwih, Inc. for state legislative representative services.
- This contract was established on January 1, 2011 for a one-year period with four optional one-year extensions.
- The current contract approved by the Board of Directors will expire on December 31, 2011.
- Shaw Yoder Antwih, Inc. has requested no changes for the new contract period.
- Shaw Yoder Antwih, Inc. has performed its duties very well under this contract and therefore, a one-year contract extension with no changes is recommended.

III. DISCUSSION

Santa Cruz METRO has a contract with Shaw Yoder Antwih, Inc. for state legislative representative services that is due to expire on December 31, 2011. Over the past year, the quality of service provided by Shaw Yoder Antwih, Inc. has been excellent. Shaw Yoder Antwih, Inc. has reviewed the contract and requested no changes.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Shaw Yoder Antwih, Inc. for an amount not to exceed \$30,000 with General Manager Les

White continuing to serve as the Contract Administrator. Staff further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO.

IV. FINANCIAL CONSIDERATIONS

Funds to support this contract are included in the Administration FY12 Legislative Services budget.

V. ATTACHMENTS

Attachment A: Letter from Shaw Yoder Antwih, Inc.

Attachment B: Contract Amendment with Shaw Yoder Antwih, Inc.

Prepared By: Erron Alvey, Acting Purchasing Agent
Date Prepared: November 10, 2011

Attachment A



SHAW/YODER/ANTWIH, inc.
LEGISLATIVE ADVOCACY • ASSOCIATION MANAGEMENT

November 8, 2011

Erron Alvey
Acting Purchasing Agent
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

Re: District Contract No. 11-08 for State Legislative Services

Dear Ms. Alvey:

I received your correspondence offering a first amendment to the contract between METRO and my firm for State Legislative Services. On behalf of Shaw / Yoder / Antwih, Inc., we would be pleased to enter into a first one-year extension of the original contract, for the period from January 1, 2012 to December 31, 2012. We are quite satisfied with all current terms and conditions, and propose no changes.

Thank you for this opportunity to continue our service to METRO.

Sincerely,

A handwritten signature in cursive script that reads "Joshua W. Shaw".

Joshua W. Shaw
Partner

Cc: Leslie R. White, General Manager, METRO
Paul J. Yoder, Partner, SYA
Andrew K. Antwih, Partner, SYA
Dodie Wishek, Bookkeeper, SYA

Tel: 916.446.4656 Fax: 916.446.4318
1415 L Street, Suite 200
Sacramento, CA 95814

15.a1

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 11-08 FOR STATE LEGISLATIVE SERVICES

This First Amendment to Contract No. 11-08 for State Legislative Services is made effective January 1, 2011 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”) and Shaw/Yoder/Antwih, Inc. (“Contractor”).

I. RECITALS

1.1 Santa Cruz METRO and Contractor entered into a Contract for State Legislative Services (“Contract”) on January 1, 2011.

1.2 The Contract allows for the extension upon mutual written consent.

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

II. TERM

2.1 Article 4.01 is amended to include the following language:

This Contract shall continue through December 31, 2012. 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. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Attachment B

Signed on _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
SHAW/YODER/ANTWIH, INC.

By _____
Joshua W. Shaw
Partner

Approved as to Form:

Margaret R. Gallagher
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF INCREASING FLEET MAINTENANCE STAFFING LEVELS BY TWO MECHANICS TO ADDRESS BUS WARRANTY EXPIRATION AND LARGER FLEET DEPLOYMENT

I. RECOMMENDED ACTION

That the Board of Directors consider raising the Fleet Maintenance staffing level by two mechanics to address the expiration of bus warranties and larger fleet deployment.

II. SUMMARY OF ISSUES

- The FY 12 METRO Operating Budget funds 16 mechanic positions in the Fleet Maintenance Division of the Maintenance Department.
- In surveying other California transit systems, with a combined diesel/CNG fleet, the bus/mechanic ratio runs from 4.5 to 6.5 with the average being 5.5.
- The 16 mechanic level was established when the active fleet was anticipated to be 92 buses supporting a 72 bus peak requirement. This would have established 5.7 buses per mechanic level of support.
- The 40 John Deere repowered buses and the 5 recently received Highway 17 buses have experienced a “higher than normal” level of required maintenance. As the difficulties are the result of the engine manufactures production the engine warranties cover the parts and labor for the repairs. However, the higher failure level has required METRO to deploy a 109 bus fleet rather than the 92 buses that were anticipated in the budget.
- The FY 12 funding level provides maintenance support of one mechanic for each 6.8 buses (109/16).
- The repair of the John Deere and Cummins engines has been carried out by 2 mechanics from Valley Power under the warranty provisions of the purchase agreements. The Valley Power mechanics will not be available after the warranties expire.
- The 40 John Deere engines will be off warranty in 2013 and on-going repairs will need to be performed by METRO staff.
- It is anticipated that the service adjustments next year will require the deployment of additional buses to meet the service requirements to address overloads and pass-bys.

- To achieve a mechanic/bus level that is closer to the California average, and addresses the buses coming off warranty I am proposing to add two mechanics effective March 1, 2012. The addition of these mechanics will bring the bus/mechanic ratio to 6.0.

III. DISCUSSION

At the October 28, 2012 Board of Directors Meeting concern was expressed regarding the level of Mechanics in the Fleet Maintenance Division of the Maintenance Department. The staffing level of mechanics has diminished in the past years as individuals have retired. Replacing mechanics has proven to be more time consuming than anticipated. In addition to retirements some Mechanics have been on leaves that has further exacerbated the personnel shortage. Adding to the difficult situation is the higher than normal maintenance required for the John Deere and last five Cummins engines. Problems with these engines have been covered by warranties that will expire in 2013. After that time METRO will be required to perform the maintenance activities on these engines, even though the required parts should continue to be covered by warranties until the problems are resolved.

When other transit system operating mixed diesel/CNG fleets were surveyed it was found that the ratio of buses per mechanic varied between 4.5 and 6.5 with the average at 5.5. METRO is currently at 6.8.

It was anticipated that METRO would deploy a lower level of buses in FY12. However, overloading and pass-bys has made it necessary for METRO to use the entire fleet of 109 fixed route buses. This “higher-than-expected” fleet use is over taxing the existing complement of mechanics at METRO.

Staff recommends that the Board of Directors approve increasing the authorized level of mechanics to 18 effective March 1, 2012.

IV. FINANCIAL CONSIDERATIONS

The cost of the additional of two mechanics would be approximately \$180,000 annually and would require \$60,000 for the remainder of FY12.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 18, 2011

TO: Board of Directors

FROM: Erron Alvey, Acting Purchasing Agent

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH CHART INC. FOR PURCHASE OF A 15,000 GALLON VERTICAL LNG STORAGE TANK FOR AN AMOUNT NOT TO EXCEED \$290,022.50

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract with - Chart Inc, for purchase of a 15,000 gallon vertical LNG storage tank for an amount not to exceed \$290,022.50 and designate Frank Cheng, Project Manager & IT Manager as Contract Administrator.

II. SUMMARY OF ISSUES

- Santa Cruz METRO needs to expand the LNG fueling capacities as Santa Cruz METRO's fleet of CNG powered buses continues to increase. This will also create a buffer from short or missed fuel deliveries and insure meeting our fleet pullout levels.
- A competitive procurement was conducted to solicit bids from qualified firms.
- Two firms submitted bids for Santa Cruz METRO's review.
- Staff and Engineering Contractor have reviewed all submitted bids.

III. DISCUSSION

Santa Cruz METRO is in need to expand the CNG fueling capacities as Santa Cruz METRO's fleet of CNG powered buses continues to increase. Currently the fueling station at 1200B River Street has only one storage tank for LNG fuel. This facility was designed for expansion and a second tank. A second fuel tank is needed to insure adequate supply of LNG fuel for the increase in daily fueling requirements to the CNG bus fleet and to insure supply should any delivery problems arise.

On October 3, 2011, Santa Cruz METRO Invitation for Bid No. 12-17 was mailed to eighteen firms, was legally advertised, and a notice was posted on Santa Cruz METRO's web site. On November 3, 2011 bids were received and opened from two firms. A list of firms and a summary of the bids received are provided in Attachment A. Staff comprised of (Frank Cheng, Project Manager & IT Manager and Lloyd Longnecker, Retired Purchasing Manager) and James Dong of Raymundo Engineering (engineering firm hired to provide plans and specifications for this project) have reviewed all submitted bids. James Dong has recommended award to Chart,

Inc. as they have taken no exceptions to the technical requirements for the LNG tank based on his review of their bid and his discussions with Mr. Kevin Jirak, Chart's Product Manager. It should be noted that Chart, Inc. was the firm that provided the first LNG storage tank at Santa Cruz METRO's fueling station. The cost of the second tank is lower than the first tank purchased.

Staff recommends that the Board of Directors authorize the General Manager to sign a contract with Chart Inc, for purchase of a 15,000 gallon vertical LNG storage tank for an amount not to exceed \$290,022.50. Contractor will provide all equipment and materials meeting all Santa Cruz METRO specifications and requirements of the contract, and the Contract Administrator will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

Funds to support contract are included in the Metro Base PTMISEA budget.

V. ATTACHMENTS

Attachment A: List of Bidders and Bid Summary

Attachment B: Contract with Chart Inc,

Prepared By: Erron Alvey, Acting Purchasing Agent
Date Prepared: November 10, 2011

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

Attachment A

Bid Results for IFB No. 12-17 For 15,000 Gallon Vertical LNG Storage Tank

Opened November 3, 2011 at 2:00 PM

Bidder	Unit Price	Tax	Extended
Chart Inc. of New Prague, MN			
1. Tank	\$248,500	\$21,122.50	\$269,622.50
2. Freight Charges	\$10,400		\$10,400
3. Optional additional year of warranty	\$10,000		\$10,000
Total Base Bid (Items 1 and 2)			\$280,022.50
Prentex Alloy Fabricators of Dallas, TX			
1. Tank	\$585,000	\$49,725	\$634,725
2. Freight Charges	\$23,500		\$23,500
3. Optional additional year of warranty	Included		
Total Base Bid (Items 1 and 2)			\$657,975

Attachment B

CONTRACT FOR PROCUREMENT OF ONE 15,000 GALLON, VERTICAL LNG STORAGE TANK (12-17)

THIS CONTRACT is made effective on November 18, 2011 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("Santa Cruz METRO "), and CHART, INC. ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

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

1.02 Santa Cruz METRO's Need for one 15,000 Gallon, Vertical LNG Storage Tank

Santa Cruz METRO requires the purchase of one 15,000 Gallon, Vertical LNG Storage Tank to be used for standard purposes. In order to obtain said one 15,000 Gallon, Vertical LNG Storage Tank, Santa Cruz METRO issued an Invitation for Bids, dated October 3, 2011 setting forth specifications for such one 15,000 Gallon, Vertical LNG Storage Tank. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Bid Form

Contractor is a supplier of one 15,000 Gallon, Vertical LNG Storage Tank desired by Santa Cruz METRO and whose principal place of business is 407 7th Street NW, New Prague, Minnesota. Pursuant to the Invitation for Bids by Santa Cruz METRO, Contractor submitted a bid for Provision of said one 15,000 Gallon, Vertical LNG Storage Tank, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On November 18, 2011, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said one 15,000 Gallon, Vertical LNG Storage Tank. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "contractor" and "supplier" are synonymous.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

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

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids" dated October 3, 2011 including Addendum No. 1 dated October 20, 2011..

b) Exhibit B (Bid Form)

Contractor's Bid Form to Santa Cruz METRO for one 15,000 Gallon, Vertical LNG Storage Tank, signed by Contractor and dated November 3, 2011.

2.02 Conflicts

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

2.03 Recitals

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

3. TIME OF PERFORMANCE

3.01 General

Contractor shall perform work under this Contract at such times to enable it to meet the time schedules specified in the Specifications Section of the IFB. The Contractor shall not be responsible for delays caused by force majeure events described in Section 2 of the General Conditions of the Contract.

3.02 Term

The term of this Contract commences on the execution of the contract and shall remain in force for a one (1) year period thereafter. Santa Cruz METRO and

Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

4. COMPENSATION

4.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor as identified in the Bid Form, Exhibit B, not to exceed \$290,022.50 for satisfactory completion of all work under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if he/she exceeds the \$290,022.50 maximum amount payable under this contract, that it does so at its own risk.

4.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the contract. Telephone call expenses shall show the nature of the call and identify location and individual called.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this contract; and (4) necessary for performance of the services. No expenses shall be paid by Santa Cruz METRO unless specifically allowed by this contract.

5. NOTICES

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

Santa Cruz METRO

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

Attention: General Manager

CONTRACTOR

Chart, Inc.
407 7th Street NW
New Prague MN 56071

Attention: Kevin Jirak

6. AUTHORITY

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

Signed on _____

SANTA CRUZ METRO—SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR – CHART INC.

By _____
Roger W. Hansen
Vice President-General Manager, Bulk Gas Products

Approved as to Form:

Margaret Rose Gallagher
Santa Cruz METRO Counsel