



AGENDA

**BOARD OF DIRECTORS
REGULAR MEETING OF
FEBRUARY 28, 2014
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, CALIFORNIA

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

*Les White, General Manager
Leslyn Syren, District Counsel*

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

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



AMERICANS WITH DISABILITIES ACT

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



MEETING LOCATION:
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA

9:00 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING WILL BE INTERRUPTED BRIEFLY AT 9:30 A.M. TO HOLD THE ANNUAL MEETING OF THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION

SECTION I: OPEN SESSION

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ANNOUNCEMENTS**
 - 3-1. Today's meeting is being broadcast by Community Television of Santa Cruz County.
 - 3-2. Amy Weiss will be available for Spanish language interpretation during "Oral Communications" and for any other agenda item for which these services are needed.
4. **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
Leslyn Syren, District Counsel
5. **COMMUNICATIONS REGARDING CLOSED SESSION**

SECTION II: CLOSED SESSION

1. **PUBLIC EMPLOYEE APPOINTMENT**
(Pursuant to Government Code Section 54957e)

TITLE: GENERAL MANAGER



SECTION III: RECONVENE TO OPEN SESSION

- 6. REPORT OF CLOSED SESSION**
Leslyn Syren, District Counsel

7. COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

- 7-1. CORRESPONDENCE REGARDING APPRECIATION FOR PREVIEW OF NEW TRANSIT BUSES**
Michael Molesky, Chair Elderly and Disabled Transportation Advisory Committee

- 7-2. CORRESPONDENCE REGARDING BUS SERVICE TO FREDERICK STREET RESIDENTS AND BUSINESSES**
Michael Molesky, Chair Elderly and Disabled Transportation Advisory Committee

8. LABOR ORGANIZATION COMMUNICATIONS

9. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

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

- 10-1. APPROVAL OF MINUTES OF REGULAR BOARD OF DIRECTORS MEETING OF DECEMBER 13, 2013**
- 10-2. APPROVAL OF MINUTES OF REGULAR BOARD OF DIRECTORS MEETINGS OF JANUARY 2014**
- 10-3. APPROVAL OF MINUTES OF REGULAR BOARD OF DIRECTORS MEETING OF FEBRUARY 14, 2014**
- 10-4. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF DECEMBER 2013**
- 10-5. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF DECEMBER 31, 2013**
- 10-6. CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR PAINTING THE EXTERIOR OF THE BART CAVALLERO TRANSIT CENTER**



- 10-7. **CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES AT THE WATSONVILLE TRANSIT CENTER**
- 10-8. **CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR CHIP SEAL APPLICATION ON THE PARKING LOT NEXT TO THE TEMPORARY OPERATIONS FACILITY**
- 10-9. **CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF ANTHONY DAVID CORTES, #14-0001**
- 10-10. **ACCESSIBLE SERVICES REPORT FOR DECEMBER 2013**
- 10-11. **ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR JANUARY 9, 2014**
- 10-12. **STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR FEBRUARY 2014**
- 10-13. **CONSIDERATION OF METROBASE STATUS REPORT**
- 10-14. **METRO PARACRUZ OPERATIONS STATUS REPORT FOR DECEMBER 2013**
- 10-15. **SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR JANUARY 2014**

REGULAR AGENDA

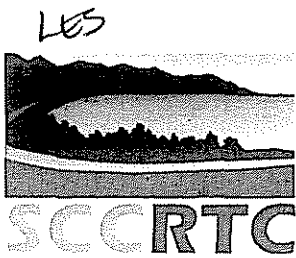
- 11. **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**
Robyn Slater, Human Resources Manager
- 12. **CONSIDERATION OF RESOLUTIONS OF APPRECIATION FOR THE SERVICES OF THOMAS PHILLIPS, MANUEL RAMIREZ, AND KEVIN MCDONALD**
Dene Bustichi, Board Chair
- 13. **CONSIDERATION OF AWARD OF CONTRACT WITH CLEAN ENERGY FOR MAINTENANCE SERVICES OF SANTA CRUZ METRO'S LCNG FUELING STATION IN AN AMOUNT NOT TO EXCEED \$950,000**
Erron Alvey, Purchasing Manager
- 14. **CONSIDERATION OF AMENDMENTS TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BYLAWS**
Leslyn Syren, District Counsel
- 15. **CONSIDERATION OF LEGISLATION TO ADD TO ENABLING STATUTES THE AUTHORITY TO ISSUE CITATIONS**
Liseth Guizar, Security and Risk Administrator



16. **CONSIDERATION OF A REQUEST BY DIRECTOR DODGE TO APPROVE HIS ATTENDANCE AT THE AMERICAN PUBLIC TRANSIT ASSOCIATION'S ANNUAL MEETING IN WASHINGTON, D.C. ON MARCH 9 THROUGH MARCH 11, 2014**
Oral Presentation
Leslyn Syren, District Counsel
17. **CONSIDERATION OF CONTINUING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES, AND FACILITIES AND TO PROVIDE THE OPPORTUNITY FOR METRO STAFF TO PARTICIPATE IN THE PROGRAM**
Les White, General Manager
18. **CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR CONSULTANT SERVICES, FOR A FIVE-YEAR PERIOD, TO ASSESS AND MONITOR SANTA CRUZ METRO'S WEBSITE FOR ADA COMPLIANCE IN AN AMOUNT NOT TO EXCEED \$30,000**
Erron Alvey, Purchasing Manager
19. **ORAL REPORT OF THE RECRUITMENT TASK FORCE**
Daniel Dodge, Director
20. **ANNOUNCEMENT OF NEXT MEETING: FRIDAY MARCH 14, 8:30 AM, SANTA CRUZ METRO ADMINISTRATIVE OFFICES, 110 VERNON STREET, SANTA CRUZ**
Dene Bustichi, Board Chair
21. **ADJOURNMENT**
Adjourn to the next Board of Directors meeting.

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

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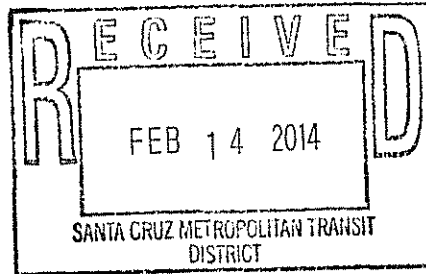


SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

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

February 13, 2014

Dene Bustichi, Chair
Santa Cruz Metropolitan Transit District
701 Ocean Street, 5th Floor
Santa Cruz, CA 95060



RE: Appreciation for Preview of the New Transit Buses

Dear Chair Bustichi and members of the Metro Board:

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

At their February 11, 2014 meeting, the E&D TAC:

Approved a motion to send a letter to the Santa Cruz Metropolitan Transit District to express appreciation for the opportunity to take a test ride on the new Metro buses. E&D TAC members greatly appreciated features of the new vehicles including the low floor, wide entry and isles, and ease for securing wheelchairs.

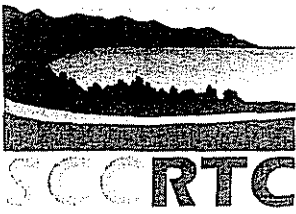
Thank you for offering this opportunity to members of the E&D TAC.

Sincerely,

Michael Molesky, Chair
Elderly and Disabled Transportation Advisory Committee

cc: Metro Board of Directors
Les White, General Manager

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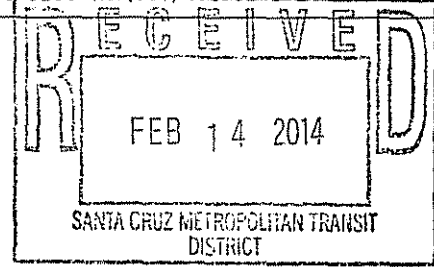


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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@scrtc.org

February 13, 2014

Dene Bustichi, Chair
Santa Cruz Metropolitan Transit District
701 Ocean Street, 5th Floor
Santa Cruz, CA 95060



RE: Bus Service to Frederick Street Residents and Businesses

Dear Chair Bustichi and members of the Metro Board:

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

At their February 11, 2014 meeting, the E&D TAC:

Approved a motion to send a letter to the Santa Cruz Metropolitan Transit District endorsing La Posada resident's proposal to make the Route 6 shuttle permanent and to include a stop on Frederick Street on the Route 68 to allow senior residents, apartment dwellers, people visiting churches and medical offices transit access to not only downtown Santa Cruz, but also to the Capitola Mall and other points along the way.

Thank you for your consideration.

Sincerely,

Michael Molesky, Chair
Elderly and Disabled Transportation Advisory Committee

cc: Metro Board of Directors
Les White, General Manager
Neal Coonerty, County Supervisor

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7-2.1

MINUTES

BOARD OF DIRECTORS
DECEMBER 13, 2013



A meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on December 13, 2013 at the Santa Cruz METRO Administrative Offices, located at 110 Vernon Street, in Santa Cruz, California.

1. CALL TO ORDER

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

2. ROLL CALL

The following Directors were present:

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

STAFF PRESENT

Anthony Tapiz, Recording Secretary
Leslie R. White, Secretary to the Board/General Manager
Leslyn K. Syren, District Counsel

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

| | |
|---|-------------------------|
| Valeria Erdogan, Stanford Children's Health | Ciro Aguirre, SC METRO |
| Debbie Kinslow, SC METRO | Robert Cotter, SC METRO |
| Angela Aitken, SC METRO | Carolyn Derwing, SEA |
| Liseth Guizar, SC METRO | Erron Alvey, SC METRO |

3. ANNOUNCEMENTS

None.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Valeria Erdogan of Stanford Children’s Health announced the opening of a clinic in Capitola, and requested some assistance in adding a bus stop closer to the clinic.

5. LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino thanked Hilary Bryant for her service as Mayor of Santa Cruz and congratulated Lynn Robinson well.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

- 7-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF SEPTEMBER 2013
- 7-2. MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF SEPTEMBER 30, 2013
- 7-3. CONSIDERATION OF DECLARING ONE (1) 1984 GILLIG BUS, ONE (1) LOT OF SURPLUS GILLIG BUS PARTS, AND ONE (1) 1998 NEW FLYER BUS AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION
- 7-4. CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT’S FORESEEABLE NEEDS
- 7-5. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT EXTENDING THE CURRENT LEASE FOR THE PROPERTY LOCATED AT 115 DUBOIS STREET TO DECEMBER 31, 2015
- 7-6. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DOC AUTO, LLC FOR VEHICLE MAINTENANCE SERVICES FOR PARACRUZ IN AN AMOUNT NOT TO EXCEED \$20,000
- 7-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH SPECIALIZED AUTO & FLEET SERVICES INC. FOR VEHICLE MAINTENANCE SERVICES FOR PARACRUZ VEHICLES IN AN AMOUNT NOT TO EXCEED \$20,000
- 7-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH MIDWEST MOTOR SUPPLY DBA KIMBALL MIDWEST FOR THE PURCHASE OF FASTENERS AND ELECTRICAL TERMINALS IN AN AMOUNT NOT TO EXCEED \$30,000

- 7-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH VISION SERVICE PLAN FOR EMPLOYEE VISION CARE SERVICES TO ALLOW A PER ENROLLEE RATE INCREASE
- 7-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DAY WIRELESS SYSTEMS FOR THE LAND MOBILE RADIO SYSTEM UPGRADE PROJECT IN AN AMOUNT NOT TO EXCEED \$150,000
- 7-11. CONSIDERATION OF INFORMATION REGARDING DROPPED FIXED ROUTE SERVICE IN THE FIRST SIX MONTHS OF 2013
- 7-12. APPROVAL OF MINUTES OF NOVEMBER 15, 2013 BOARD OF DIRECTORS MEETING
- 7-13. ACCEPT & FILE MINUTES FROM METRO ADVISORY COMMITTEE MEETING OF OCTOBER 16, 2013
- 7-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH GIRO, INC. TO THE HASTUS MAINTENANCE AND SUPPORT CONTRACT IN THE AMOUNT OF \$76,253 FOR THE 2014 CALENDAR YEAR.
- 7-15. CONSIDERATION OF METROBASE STATUS REPORT

Director Lane requested that Item 7-11 be pulled and discussed on the regular agenda. Vice Chair Bustichi added Item 7-11 to the regular agenda as Item 8a.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR LEOPOLD

APPROVE CONSENT AGENDA AS AMENDED.

MOTION PASSED UNANIMOUSLY.

REGULAR AGENDA

- 8a. CONSIDERATION OF INFORMATION REGARDING DROPPED FIXED ROUTE SERVICE IN THE FIRST SIX MONTHS OF 2013

Director Lane thanked Les White for the report on Dropped Service. There was a discussion on using social media to alert ridership of impending Dropped Service. Director Lane asked that the Board be notified when a “perfect storm” occurs.

DIRECTOR FRIEND ARRIVED.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DEBORAH LANE

ACCEPT AND FILE REPORT ON DROPPED SERVICE.

- 8. METROBASE CURRENT STATUS VISUAL PRESENTATION

Frank Cheng gave a presentation on the status of the Judy K. Souza Operations Facility. Mr. Cheng declared that the project was on schedule and under budget.

NO ACTION TAKEN.

9. REVIEW AND CONSIDER ADMINISTRATIVE DRAFT OF THE 2013 SHORT RANGE TRANSIT PLAN

Director Lane asked that this item be tabled until the next Board meeting in January. Vice Chair Bustichi and Director Leopold suggested that the Board hear the presentation. Chair Dodge asked for clarification of what was being done today. Les White described the process and advised that the Board may set the length of the public comment period. Erich Friedrich presented the Draft 2013 Short Range Transit Plan. There was a discussion of the transit needs in Live Oak.

Erich Friedrich initiated a discussion regarding access versus efficiency in SC METRO fixed route service. There was a discussion regarding service to Cabrillo College.

DIRECTOR FRIEND LEFT.

Director Alejo said she was concerned about people who are not as “tech-savvy.” Erich Friedrich described the next steps in the process.

DIRECTOR MCPHERSON LEFT.

Director Lane suggested that seniors be encouraged to ride fixed-route. Director Leopold said that political opinions have no place in the document, and asked that offensive comments be struck from page 83 of the document. There was a discussion about what information should be in the document. There was a discussion about the length of the Public Comment Period. Teagan Speiser, SCCRTC, said that the RTC would be preparing comments on the SRTP, and she said that the plan only looked at transit. Ms. Speiser asked for a more “complete streets” view of how to get riders to transit corridors, and said that the plan was good.

Ernestina Saldaña thanked Les White for his service. Ms. Saldaña said that because of transfers, it was too difficult for Watsonville residents to get to 110 Vernon Street on transit and that Mid-County needs more service. Ms. Saldana stated that ParaCruz service must be equal in quality to fixed-route, and noted that none of her comments were included in the SRTP. Ms. Saldana urged more access for the public.

Eduardo Montesino, UTU, said that the plan was good, but needed some improvement. Manny Martinez, PSA, said that traffic patterns in Santa Cruz would make much of the plan difficult. Carolyn Derwing, SEA, said the plan was a vast improvement over the last plan, and that here are some challenging suggestions that need to be worked out. Les White asked if the Board wanted to hear from Nelson-Nygaard. Director Leopold suggested that the Board be given the phone number in case they wanted to contact Neslon-Nygaard. There was a discussion about the ninety-day comment period and inclusion of the addendum. Director Lane asked for clarification on the publication date.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR GRAVES

DIRECT STAFF TO IMPLEMENT A 90 DAY COMMENT PERIOD FOR THE SHORT RANGE TRANSIT PLAN WITH ADDENDUM OF COMMENTS FROM THE BOARD OF DIRECTORS.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS FRIEND AND MCPHERSON ABSENT.

10. ORAL REPORT OF THE RECRUITMENT TASK FORCE

Chair Dodge announced that a tentative schedule was set, comments were being solicited by Recruitment Task Force members, and that a brochure would be brought before the Task Force. Mr. Dodge said that recruitment advertisements would be posted December 16, and that the deadline for resumes is January 13, 2014. Chair Dodge asked that all Task Force comments be directed to Mr. Wurtzberger. Vice Chair Bustichi announced that Robyn Slater would distribute a timeline of the process. Director Graves said it would have been nice to see the profile prior to giving it to the recruiter, and that had the Directors seen the profile, they would have been better able to scrutinize the profile prior to the phone call with Mr. Wurtzberger. Director Leopold suggested that the profile be shared with the rest of the Board. Lynn Robinson suggested pushing back the recruitment date. Carolyn Derwing, SEA President, requested a role for SEIU in the hiring process for the General Manager.

11. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslyn Syren, District Counsel, announced that the board would have a conference with legal counsel regarding existing litigation of Sylvia Jimenez v. Santa Cruz Metropolitan Transit District, and conduct public employee performance evaluations for the General Manager and the District Counsel.

12. COMMUNICATIONS REGARDING CLOSED SESSION

None.

13. REPORT OF CLOSED SESSION

Leslyn Syren announced that there was nothing to report.

14. ANNOUNCEMENT OF NEXT MEETING

Vice Chair Bustichi announced that the next regularly scheduled Board meeting will be held Friday, January 14, 2014 at 8:30 a.m. at the Santa Cruz METRO Administrative Offices located at 110 Vernon Street, in Santa Cruz.

15. ADJOURNMENT

There being no more business, Vice Chair Bustichi adjourned to the next regularly scheduled meeting at 11:15 AM.

Respectfully submitted,



ANTHONY TAPIZ
Recording Secretary

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MINUTES

BOARD OF DIRECTORS

JANUARY 10, 2014



A meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on January 10, 2014 at the Santa Cruz METRO Administrative Offices, located at 110 Vernon Street, in Santa Cruz, California.

1. CALL TO ORDER

Vice Chair Bustichi called the meeting to order at 8:30 a.m.

2. ROLL CALL

The following Directors were present:

- Director Hilary Bryant
- Director Dene Bustichi
- Director Karina Cervantez
- Director Daniel Dodge
- Director Zach Friend
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- Director Bruce McPherson
- Director Lynn Robinson
- Ex-Officio Director Donna Blitzer

DRAFT

STAFF PRESENT

- Anthony Tapiz, Recording Secretary
- Leslie R. White, Secretary to the Board/General Manager
- Leslyn K. Syren, District Counsel

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

- Debbie Kinslow, SC METRO
- Angela Aitken, SC METRO
- Robert Cotter, SC METRO
- April Warnock, ParaCruz
- Erron Alvey, SC METRO

3. ANNOUNCEMENTS

Vice Chair Bustichi welcome Director Cervantez. Director Cervantez noted how important public transportation is.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Donald N. Hagen, Metro Advisory Committee, requested a sincere effort on Public Outreach with regard to the Short Range Transit Plan, and repeated his request that MAC have a role in the recruitment process.

5. LABOR ORGANIZATION COMMUNICATIONS

None.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

7-1. NOTICE OF ACTION TAKEN IN CLOSED SESSION

7-2. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF TAMMY BABITZKE, #13-0020; REJECT THE CLAIM OF GLEN LILLEY, #13-0021

7-3. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONFIDENTIALITY AGREEMENT WITH APPLE, INC. TO ASSIST IN INITIAL DISCUSSION TO GATHER TRANSIT INFORMATION FOR APPLE MAPS SOFTWARE APPLICATION

7-4. CONSIDERATION OF EXECUTIVE MANAGEMENT COMPENSATION FOR GENERAL MANAGER AND DISTRICT COUNSEL

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR MCPHERSON

APPROVE CONSENT AGENDA AS PRESENTED.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS BRYANT AND GRAVES BEING ABSENT.

REGULAR AGENDA

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

Les White presented the staff report. Chair Dodge nominated the following slate of officers: Ron Graves, Hilary Bryant and Karina Cervantez for RTC Alternate Commissioners; Daniel Dodge, Dene Bustichi and Lynn Robinson for RTC Commissioner; Lynn Robinson for Vice Chair; and Dene Bustichi for Chair.

NO ACTION TAKEN.

9. ORAL REPORT OF THE RECRUITMENT TASK FORCE

Director Dodge reported that the recruitment process was moving forward. Carolyn Derwing repeated her request that the Unions have a role in the selection of the General Manager.

NO ACTION TAKEN.

10. ANNOUNCEMENT OF NEXT MEETING

Vice Chair Bustichi announced the next regularly scheduled meeting on Friday, January 24, at 9:00 am, in the Santa Cruz City Council Chambers, located at 809 Center Street, in Santa Cruz.

11. ADJOURNMENT

There being no more business, Vice Chair Bustichi adjourned to the next regularly scheduled meeting at 8:46 AM.

Respectfully submitted,



ANTHONY TAPIZ
Recording Secretary

DRAFT

MINUTES

BOARD OF DIRECTORS

JANUARY 24, 2014



A Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on January 24, 2014 at the Santa Cruz City Council Chambers, 809 Center Street, in Santa Cruz, California.

1. CALL TO ORDER / ROLL CALL

Chair Dodge called the meeting to order at 9:03 a.m.

The following Directors were present:

| | |
|-----------------------------------|-------------------------------------|
| Director Hilary Bryant | <input checked="" type="checkbox"/> |
| Director Dene Bustichi | <input checked="" type="checkbox"/> |
| Director Karina Cervantez | <input type="checkbox"/> |
| Director Daniel Dodge | <input checked="" type="checkbox"/> |
| Director Zach Friend | <input checked="" type="checkbox"/> |
| Director Ron Graves | <input checked="" type="checkbox"/> |
| Director Michelle Hinkle | <input checked="" type="checkbox"/> |
| Director Deborah Lane | <input checked="" type="checkbox"/> |
| Director John Leopold | <input type="checkbox"/> |
| Director Bruce McPherson | <input checked="" type="checkbox"/> |
| Director Lynn Robinson | <input checked="" type="checkbox"/> |
| Ex-Officio Director Donna Blitzer | <input type="checkbox"/> |

STAFF PRESENT

Anthony Tapiz, Recording Secretary
Leslie R. White, Secretary to the Board/General Manager
Leslyn K. Syren, District Counsel

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

| | |
|--------------------------|---------------------------|
| Debbie Kinslow, SC METRO | Thomas Hiltner, SC METRO |
| April Warnock, Paracruz | Claire Fliesler, SC METRO |
| Will Regan, VMU | Amy Weiss, Interpreter |
| Robyn Slater, SC METRO | Erron Alvey, SC METRO |
| Carolyn Derwing, SEA | Angela Aitken, SC METRO |
| Norm Hagen, MAC | Grant Wilson |

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

Chair Dodge proposed the slate of officers for 2014.

ACTION: MOTION: DIRECTOR FRIEND SECOND: BRYANT

ELECT RON GRAVES, HILARY BRYANT AND KARINA CERVANTEZ FOR 1ST, 2ND, AND 3RD RTC ALTERNATE COMMISSIONERS, RESPECTIVELY; ELECT DANIEL DODGE, DENE BUSTICHI AND LYNN ROBINSON FOR RTC COMMISSIONER; ELECT LYNN ROBINSON FOR VICE CHAIR; AND ELECT DENE BUSTICHI FOR CHAIR.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ AND LEOPOLD BEING ABSENT.

Director Dodge passed the gavel to Chair Bustichi. Chair Bustichi thanked Director Dodge for his service as Chair of the Board.

3. ANNOUNCEMENTS

Amy Weiss, Spanish interpreter, announced that she was available for Spanish language translation during the meeting.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Ciro Aguirre, Manager of Operations, announced that the newest addition to the Santa Cruz METRO fleet was on site for review and demonstration. Chair Bustichi noted the MAC vacancies and asked for the specifications for MAC appointees.

5. LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino, UTU Local 23, thanked Director Dodge for his service and welcomed Dene Bustichi as Chair, and Lynn Robinson as Vice Chair. Manny Martinez, PSA, welcomed the new Board Officers and opined that it was to be a challenging year. Carolyn Derwing, SEA, thanked Director Dodge, and said she looked forward to the year of change.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

7-1. STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR JANUARY 2014

7-2. ACCESSIBLE SERVICES REPORTS FOR OCTOBER AND NOVEMBER 2013

7-3. ACCEPT AND FILE DRAFT REPORT RELATED TO THE 2013 TRIENNIAL REVIEW AND RESPONSE TO THE SAME

- 7-4. MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF OCTOBER 31, 2013
- 7-5. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE
- 7-6. SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR DECEMBER 2013
- 7-7. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF OCTOBER 2013
- 7-8. METROBASE STATUS REPORT
- 7-9. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR INDUSTRIAL WASTE DISPOSAL SERVICES
- 7-10. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR A BIOLOGICAL MONITOR FOR OUTFALL CONSTRUCTION

Director Dodge asked about the need for a biological monitor.

- 7-11. REQUEST AUTHORIZATION TO USE THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CONTRACT FOR THE PURCHASE OF A CNG UTILITY BODY SERVICE TRUCK FOR THE FLEET MAINTENANCE DEPARTMENT IN THE AMOUNT OF \$106,991
- 7-12. METRO PARACRUZ OPERATIONS STATUS REPORT–OCTOBER & NOVEMBER 2013

ACTION: MOTION: DIRECTOR BRYANT SECOND: DIRECTOR HINKLE

APPROVE CONSENT AGENDA AS AMENDED.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, LEOPOLD AND MCPHERSON BEING ABSENT.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Chair Bustichi presented a Certificate of Appreciation and a 10 year Service Pin for the completion of 10 years of service between 2004 and 2014 to Gustavo Cortes-Bus Operator, Bonnie Farris-Bus Operator, Daniel Garcia-Bus Operator, Todd Mitchell-Bus Operator, and April Warnock-Paratransit Superintendent.

Chair Bustichi presented a Certificate of Appreciation for the completion of 15 years of service between 1999 and 2014 to Brenda Malphrus-Bus Operator, and Jukka Naukkarinen-Bus Operator.

NO ACTION TAKEN.

DIRECTOR MCPHERSON ARRIVED.

9. CONSIDERATION OF APPOINTMENT OF D. NORMAN HAGEN TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2015

Tony Tapiz presented the staff report. Les White noted that Director McPherson was nominating Mr. Hagen.

ACTION: MOTION: DIRECTOR MCPHERSON SECOND: ROBINSON

APPOINT D. NORMAN HAGEN TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2015.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ AND LEOPOLD BEING ABSENT.

10. RECEIVE A REPORT ON THE STATUS OF PACIFIC STATION REDESIGN

Claire Fliesler gave a presentation on the status of the Pacific Station redesign. Director McPherson asked if there was a cost estimate for renovations. Katherine Donovan, City of Santa Cruz, said the goal in having the Library as part of the project is to see whether a new facility can be provided at the same cost as the Library renovations as currently proposed. Chair Bustichi cautioned against going down paths that were not viable. Mr. Bustichi also noted the issue of security at Pacific Station, and asked about the status of proposed legislation for citation powers for METRO security. Les White said that the ability to cite would alleviate the many calls that tie up the police, and it is simply changing the messenger. Mr. White said that most problems at the transit centers are not caused by the homeless, but the message of targeting the homeless resonated in Sacramento despite this. Mr. White said the ultimate goal is to make Santa Cruz METRO facilities a good experience of the system. There was a discussion of safety concerns expressed in the public comments.

ACTION: MOTION: ROBINSON SECOND: DODGE

ACCEPT AND FILE REPORT ON THE STATUS OF PACIFIC STATION DESIGN.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ AND LEOPOLD BEING ABSENT.

11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE CITY OF WATSONVILLE TO INSTALL A FIBER OPTIC CABLE CONNECTION AND PAY FOR THE ASSOCIATED COSTS

Liseth Guizar presented the staff report. Ms. Guizar said that the Watsonville Police could utilize the transit center and have access to the surveillance system. Ms. Guizar noted that the security concerns at Watsonville transit Center would be reduced due to the police presence. Ms. Guizar said that the internet capabilities at the transit center were substandard, but that the City of Watsonville was currently engaged in an upgrade to fiber-optic connections, and she requested funds to pay for Santa Cruz METRO's share of the upgrade (\$80,000). Carolyn Derwing noted that a Electronic Surveillance policy should be in place before allowing another agency to have access to Santa Cruz METRO surveillance systems.

ACTION: MOTION: FRIEND SECOND: DODGE

AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE CITY OF WATSONVILLE TO INSTALL A FIBER OPTIC CABLE CONNECTION AND PAY FOR THE ASSOCIATED COSTS

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ AND LEOPOLD BEING ABSENT.

12. ORAL REPORT OF THE RECRUITMENT TASK FORCE

Director Dodge said that there were 45 applicants, and that the pool would be narrowed down via phone interviews. Bonnie Morr stated that the unions participated in the hiring of Les White and that it was a positive process.

NO ACTION TAKEN.

13. ANNOUNCEMENT OF NEXT MEETING

Chair Bustichi announced that the next regularly scheduled Board meeting will be held Friday, February 14, 2014 at 8:30 a.m. at the Santa Cruz METRO Administrative Offices, 110 Vernon Street, Santa Cruz.

14. ADJOURNMENT

There being no more business, Chair Bustichi adjourned to the next regularly scheduled meeting at 10:14 AM.

Respectfully submitted,



ANTHONY TAPIZ
Recording Secretary

DRAFT

MINUTES

BOARD OF DIRECTORS

FEBRUARY 14, 2014



A meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on February 14, 2014 at the Santa Cruz METRO Administrative Offices, located at 110 Vernon Street, in Santa Cruz, California.

1. CALL TO ORDER

Vice Chair Robinson called the meeting to order at 8:35 a.m.

2. ROLL CALL

The following Directors were present:

- Director Hilary Bryant
- Director Dene Bustichi
- Director Karina Cervantez
- Director Daniel Dodge
- Director Zach Friend
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- Director Bruce McPherson
- Director Lynn Robinson
- Ex-Officio Director Donna Blitzer

DRAFT

STAFF PRESENT

- Anthony Tapiz, Recording Secretary
- Leslie R. White, Secretary to the Board/General Manager
- Leslyn K. Syren, District Counsel

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

- Anna Gouveia, SC METRO Operations
- Debbie Kinslow, SC METRO
- Robert Cotter, SC METRO
- April Warnock, SC METRO ParaCruz
- Ciro Aguirre, SC METRO
- Erron Alvey, SC METRO
- Angela Aitken, SC METRO

3. ANNOUNCEMENTS

Vice Chair Robinson wished a Happy Valentines Day to everyone.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Director Dodge thanked METRO staff for removing the kiosk at the Watsonville Transit Center. Director Dodge stated that compliments have been received on the improvement.

5. LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino, United Transportation Union (UTU) Local 23, wished everyone a Happy Valentine's Day.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

- 7-1. NOTICE OF ACTION TAKEN IN CLOSED SESSION
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF NOVEMBER 2013
- 7-3. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF NOVEMBER 30, 2013
- 7-4. ACCEPT AND FILE FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORT FOR YEAR ENDED JUNE 30, 2013
- 7-5. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT AMENDMENT WITH AMERICAN ASPHALT REPAIR & RESURFACING CO., INC. TO EXTEND THE CONTRACT THROUGH APRIL 30, 2014
- 7-6. REQUEST AUTHORIZATION TO USE THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CONTRACT FOR THE PURCHASE OF THREE EACH COMPACT SEDANS IN AN AMOUNT NOT TO EXCEED \$60,000
- 7-7. CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR FURNISHING OF UNIFORMS, FLAT GOODS, AND LAUNDRY SERVICES

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR GRAVES

APPROVE CONSENT AGENDA AS PRESENTED.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS BUSTICHI AND ALVEY BEING ABSENT.

REGULAR AGENDA

8. CONSIDERATION OF AWARD OF CONTRACT WITH FLYERS ENERGY, LLC FOR PURCHASE OF OFF-SITE FUELING SERVICES IN AN AMOUNT NOT TO EXCEED \$1,020,000

Erron Alvey presented the staff report. Les White noted that it is a three-year contract. Director Leopold noted that the per-gallon cost is not listed and asked about fuel-cost protection. Erron Alvey described the details of the contract related to a rack rate for fuel and noted that the costs would be included in the contract. Les White noted that a successful campaign to replace gas or diesel vehicles with CNG-fueled vehicles would negate the need for this contract of this size.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR BRYANT

AUTHORIZE THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH FLYERS ENERGY, LLC FOR PURCHASE OF OFF-SITE FUELING SERVICES IN AN AMOUNT NOT TO EXCEED \$1,020,000

MOTION PASSED UNANIMOUSLY WITH DIRECTORS BUSTICHI AND HINKLE BEING ABSENT

9. CONSIDERATION OF A RESOLUTION APPROVING THE FY14 REVISED BUDGET

Angela Aitken presented the staff report. There was a discussion of declining advertising revenue. Angela Aitken stated that the budget will increase by about \$300,000. There was a discussion about overtime costs in the Administration Department. There was a discussion about operating revenues.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR GRAVES

APPROVE A RESOLUTION APPROVING THE FY14 REVISED BUDGET

MOTION PASSED UNANIMOUSLY WITH DIRECTORS BUSTICHI AND HINKLE BEING ABSENT

10. CONSIDER APPROVAL OF A CLASS SPECIFICATION CHANGE OF THE SECRETARY, GENERAL MANAGER POSITION

Robyn Slater presented the staff report.

ACTION: MOTION: DIRECTOR MCPHERSON SECOND: DIRECTOR DODGE

APPROVE THE REVISED CLASS SPECIFICATION (JOB DESCRIPTION) OF THE SECRETARY GENERAL MANAGER

MOTION PASSED UNANIMOUSLY WITH DIRECTORS BUSTICHI AND HINKLE BEING ABSENT

11. CONSIDERATION OF NEW FLYER TECHNICAL SERVICE INFORMATION BULLETIN – DISABLING FRONT-FACING FLIP-UP SEATS

Ciro Aguirre presented the Technical Service Information Bulletin and the problems associated with the flip-up seats. There was a discussion about the impact on the District fleet. There was a discussion about District compliance with the Americans with Disabilities Act. Director Lane requested that District Counsel verify ADA compliance with the Office of Civil Rights. There was a discussion about the timeline of events since the TSIB was published. Eduardo Montesino, UTU Local 23, expressed the need for better communication about the situation. Manny Martinez, Professional Supervisors Association, noted the unique nature of Santa Cruz METRO riders and urged better cooperation in getting the word out in an effective manner. Director Lane applauded Robert Cotter and the Fleet Maintenance Department for their efforts to alleviate the situation. Mr. Martinez noted that the flip-up seats are often unavailable due to mobility devices.

NO ACTION TAKEN

12. ORAL REPORT OF THE RECRUITMENT TASK FORCE

Director Dodge said a substantial number of candidates had applied for the General Manager position. Review of candidates on Feb 19. Interviews on Monday the 24th. Public meet and greet on Feb 25 at 110 Vernon Street, times to be announced.

NO ACTION TAKEN

13. ANNOUNCEMENT OF NEXT MEETING:

Vice Chair Robinson announced the next regularly scheduled meeting on Friday, February 28, at 9:00 am, in the Watsonville City Council Chambers, located at 275 Main Street, in Watsonville.

14. ADJOURNMENT

There being no more business, Vice Chair Robinson adjourned to the next regularly scheduled meeting at 9:47 AM.

Respectfully submitted,



ANTHONY TAPIZ
Recording Secretary

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

DATE: 12/01/13 THRU 12/31/13

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------|--------------|----------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 47654 | 12/04/13 | | 130 | -1,230.06 | CITY OF WATSONVILLE UTILITIES | | 55733 | OCT13 SOLIDWASTE WTC | -954.54 | **VOID |
| 47865 | 12/02/13 | | 001D | 85.54 | AT&T | | 55734 | 9/23-10/21 WATER WTC | -249.12 | |
| 47866 | 12/02/13 | | 059 | 5,050.35 | BATTERIES USA, INC. | | 55735 | 9/23-10/21 WATER WTC | -26.40 | |
| 47867 | 12/02/13 | | 088 | 406.88 | BRULIN & COMPANY INC. | | 56196 | 11/7-12/6 REPEATERS | 85.54 | |
| 47868 | 12/02/13 | | E441 | 97.56 | CASTILLO, ANTONIO | | 56169 | BATTERIES | 5,050.35 | |
| 47869 | 12/02/13 | | 002109 | 1,050.00 | CITY OF SANTA CRUZ/PARKING | | 56191 | BAC ZAP ACID REMOVER | 406.88 | |
| 47870 | 12/02/13 | | 130 | 46.92 | CITY OF WATSONVILLE UTILITIES | | 56203 | TRAVEL REIMBURSEMENT | 97.56 | |
| 47871 | 12/02/13 | | 002063 | 648.92 | COSTCO | | 56199 | 1/14-6/14 PARK PERMI | 1,050.00 | |
| 47872 | 12/02/13 | | E185 | 94.59 | DANIEL, REBECCA | | 56180 | 10/14-11/12 FIRE WTC | 46.92 | |
| 47873 | 12/02/13 | | 282 | 156.39 | GRAINGER | | 56212 | SECURITY HP NOTEBOOK | 648.92 | |
| 47874 | 12/02/13 | | 001745 | 14,697.36 | HARTFORD LIFE AND ACCIDENT INS | | 56218 | TRAVEL REIMBURSEMENT | 94.59 | |
| 47875 | 12/02/13 | | E921 | 88.73 | KEGLEY,RICKIE-ANN | | 56170 | WALL PLATES | 9.78 | |
| 47876 | 12/02/13 | | 003066 | 8,885.00 | KIM FAMILY ENTERPRISES LLP | | 56171 | CLEANING SUPPLY | 146.61 | |
| 47877 | 12/02/13 | | 001145 | 716.04 | MANAGED HEALTH NETWORK | | 56214 | DEC 13 LIFE AD&D | 4,165.27 | |
| 47878 | 12/02/13 | | E466 | 50.00 | MITCHELL, LISA | | 56215 | DEC 13 LTD BENEFITS | 10,532.09 | |
| 47879 | 12/02/13 | | 001063 | 450.89 | NEW FLYER IND. CANADA ULC DBA | | 56217 | TRAVEL REIMBURSEMENT | 88.73 | |
| 47880 | 12/02/13 | | 188 | 35.00 | PACIFIC BUS MUSEUM | | 56201 | DEC 13 RENT NNN PARK | 8,885.00 | |
| 47881 | 12/02/13 | | 043 | 300.32 | PALACE ART & OFFICE SUPPLY | | 56216 | DEC 13 EAP PREMIUM | 716.04 | |
| 47882 | 12/02/13 | | 481 | 403.00 | PIED PIPER EXTERMINATORS, INC. | | 56221 | DMV REIMBURSEMENT | 50.00 | |
| 47883 | 12/02/13 | | 001374 | 50.00 | SANTA CRUZ COUNTY SHERIFF | | 56174 | VALVE | 55.51 | |
| 47884 | 12/02/13 | | 002459 | 89.86 | SCOTT'S VALLEY WATER DISTRICT | | 56175 | FITTING TEE JIC-5 | 17.04 | |
| 47885 | 12/02/13 | | 115 | 196.05 | SNAP-ON INDUSTRIAL | | 56176 | MIRROR ARM | 95.89 | |
| 47886 | 12/02/13 | | 002675 | 135.00 | THOMSON REUTERS BARCLAYS | | 56177 | EXHAUST CLAMP | 34.20 | |
| 47887 | 12/02/13 | | 002954 | 2,451.20 | TIRE DISTRIBUTION SYSTEMS, LLC 7 | | 56181 | WASHER PUMP ASSY | 122.73 | |
| 47888 | 12/02/13 | | 170 | 296.66 | TOWNSEND'S AUTO PARTS | | 56182 | VALVE SEAL KIT | 54.91 | |
| 47889 | 12/02/13 | | 003044 | 52,171.50 | TRC ENGINEERS, INC. | | 56192 | VALVE QUICK RELEASE | 13.88 | |
| 47890 | 12/02/13 | | 434 | 471.76 | VERIZON WIRELESS | | 56194 | CABLE RELEASE 80" | 41.75 | |
| 47891 | 12/02/13 | | 001043 | 11,479.85 | VISION SERVICE PLAN | 0 | 56195 | GLASS TOP | 14.98 | |
| 47892 | 12/02/13 | | 001165 | 450.00 | VU, THANH DR. MD | 7 | 56168 | 1YR MEMBERSHIP RENEW | 35.00 | |
| | | | | | | | 56202 | OFFICE SUPPLIES | 292.17 | |
| | | | | | | | 56211 | OFFICE SUPPLIES | 8.15 | |
| | | | | | | | 56186 | NOV13 PEST WTC | 70.00 | |
| | | | | | | | 56187 | NOV 13 PEST CAPELENA | 48.50 | |
| | | | | | | | 56188 | NOV13 PEST METROMKT | 48.50 | |
| | | | | | | | 56189 | NOV 13 PEST BETTYS | 53.00 | |
| | | | | | | | 56190 | NOV 13 PEST VERNON | 183.00 | |
| | | | | | | | 56197 | CASE# WWS130221 | 50.00 | |
| | | | | | | | 56172 | 7/15-9/15 SEWER SVTC | 89.86 | |
| | | | | | | | 56173 | SHOP TOOLS | 136.62 | |
| | | | | | | | 56167 | T19 RENEWAL | 59.43 | |
| | | | | | | | 56183 | TIRES | 135.00 | |
| | | | | | | | 56184 | TIRES | 1,115.06 | |
| | | | | | | | 56185 | TIRES | 982.41 | |
| | | | | | | | 56198 | TIRES PARACRUZ | 190.31 | |
| | | | | | | | 56219 | TIRES PARACRUZ | 163.42 | |
| | | | | | | | 56213 | LOW PARTS INVENTORY | 296.66 | |
| | | | | | | | 56166 | 9/28-10/25 MB ENG SV | 52,171.50 | |
| | | | | | | | 56220 | 11/2-12/1 P2T PC | 471.76 | |
| | | | | | | | 56205 | DEC 13 VISION PLAN | 11,479.85 | |
| | | | | | | | | DMV EXAM | 75.00 | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 12/01/13 THRU 12/31/13

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|--------------|------------|--------------|-------------------|--------------------------------|--------------|-------------|---------------|-------------------------|--------------------|---------|
| 47893 | 12/02/13 | 3,500.00 | 003074 | WAVE CREST DEVELOPMENT INC. | 56206 | | | DMV EXAM | 75.00 | |
| 47894 | 12/02/13 | 24.00 | E329 | ZARAGOZA, DANIEL | 56207 | | | DMV EXAM | 75.00 | |
| 47895 | 12/02/13 | 10,124.84 | 079 | SANTA CRUZ MUNICIPAL UTILITIES | 56208 | | | DMV EXAM | 75.00 | |
| | | | | | 56210 | | | DMV EXAM | 75.00 | |
| | | | | | 56200 | | | DEC 13 RENT | 3,500.00 | |
| | | | | | 56222 | | | TRAVEL REIMBURSEMENT | 24.00 | |
| | | | | | 56240 | | | 10/10-11/8 165 DUBOI | 565.00 | |
| | | | | | 56241 | | | 10/10-11/8 VERNON IR | 204.63 | |
| | | | | | 56242 | | | 10/10-11/8 VERNON | 458.68 | |
| | | | | | 56243 | | | 10/10-11/8 CED/WALNU | 647.75 | |
| | | | | | 56244 | | | 10/10-11/8 GOLF CLUB | 213.55 | |
| | | | | | 56245 | | | 10/10-11/8 GOLF CLUB | 1,250.30 | |
| | | | | | 56246 | | | 10/10-11/8 1200RIVER | 3,865.84 | |
| | | | | | 56247 | | | 10/10-11/8 121RIVER | 137.97 | |
| | | | | | 56248 | | | 10/10-11/8 920PACIFI | 2,684.35 | |
| | | | | | 56249 | | | 10/10-11/8 PACIF ISL | 96.77 | |
| | | | | | 55733 | | | OCT13 SOLIDWASTE WTC | 954.54 | |
| | | | | | 55734 | | | 9/23-10/21 WATER WTC | 249.12 | |
| | | | | | 55735 | | | 9/23-10/21 WATER WTC | 26.40 | |
| | | | | | 56300 | | | O-RINGS | 71.23 | |
| | | | | | 56330 | | | HVAC ORTLY MAINT | 2,825.82 | |
| | | | | | 56308 | | | OIL ANALYSIS | 2,450.22 | |
| | | | | | 56321 | | | DEC 13 PAGERS | 30.21 | |
| | | | | | 56272 | | | MECHANICAL PPC BOND | 62.02 | |
| | | | | | 56286 | | | DEC 13 TEA FEE | 8,750.00 | |
| | | | | | 56224 | | | 9/13-9/14 ERISA EXT | 61.00 | |
| | | | | | 56235 | | | SPARK PLUGS | 2,927.34 | |
| | | | | | 56285 | | | LEGAL PUBLICATIONS | 134.03 | |
| | | | | | 56236 | | | SOLID WASTE WTC | 954.54 | |
| | | | | | 56237 | | | 10/21-11/18 WTC | 254.33 | |
| | | | | | 56238 | | | 10/21-11/18 WTC | 30.38 | |
| | | | | | 56301 | | | LNG 11/9/13 | 10,895.83 | |
| | | | | | 56302 | | | LNG 11/12/13 | 10,944.56 | |
| | | | | | 56303 | | | LNG 11/7/13 | 10,649.99 | |
| | | | | | 56304 | | | LNG 11/5/13 | 10,729.72 | |
| | | | | | 56306 | | | SBF COLD END PUMPS | 4,008.24 | |
| | | | | | 56233 | | | LOW PRODUCT INV | 285.92 | |
| | | | | | 56296 | | | LOW PRODUCT INV | 5,896.33 | |
| | | | | | 56297 | | | COIL IGNITION | 1,603.33 | |
| | | | | | 56307 | | | RPR BUS #2223 | 161.50 | |
| | | | | | 56225 | | | RPR VAN #1122 PC | 1,378.35 | |
| | | | | | 56277 | | | BUS OPERATOR SCORING | 234.00 | |
| | | | | | 56262 | | | TEMP W/E 11/17/13 | 948.68 | |
| | | | | | 56275 | | | TEMP W/E 11/17/13 | 768.00 | |
| | | | | | 56279 | | | TEMP W/E 11/24/13 | 978.00 | |
| | | | | | 56311 | | | TEMP W/E 11/17/13 | 960.00 | |
| | | | | | 56312 | | | DOT DRUG TESTS | 85.24 | |
| | | | | | 56310 | | | NOV 13 SECURITY HWES | 3,171.27 | |
| | | | | | 56250 | | | TRAVEL REIMBURSEMENT | 111.16 | |
| 47896 | 12/02/13 | 1,230.06 | 130 | CITY OF WATSONVILLE UTILITIES | | | | | | |
| 47897 | 12/09/13 | 71.23 | 001188 | AGILITY FUEL SYSTEMS CORP | | | | | | |
| 47898 | 12/09/13 | 2,825.82 | 382 | AIRTEC SERVICE | | | | | | |
| 47899 | 12/09/13 | 2,450.22 | 002607 | ALS LABORATORY GROUP INC. | | | | | | |
| 47900 | 12/09/13 | 30.21 | 002861 | AMERICAN MESSAGING SVCS, LLC | | | | | | |
| 47901 | 12/09/13 | 62.02 | 003019 | AMERICAN REPROGRAPHICS CO LLC | | | | | | |
| 47902 | 12/09/13 | 8,750.00 | 001348 | ATHENS INSURANCE SERVICE, INC. | | | | | | |
| 47903 | 12/09/13 | 61.00 | 174 | BARNEY & BARNEY LLC | | | | | | |
| 47904 | 12/09/13 | 2,927.34 | 001356 | BRENCO OPERATING-TEXAS, LP | | | | | | |
| 47905 | 12/09/13 | 134.03 | 002898 | CEB CONTINUING EDUCATION OF | | | | | | |
| 47906 | 12/09/13 | 1,239.25 | 130 | CITY OF WATSONVILLE UTILITIES | | | | | | |
| 47907 | 12/09/13 | 47,228.34 | 001124 | CLEAN ENERGY | | | | | | |
| 47908 | 12/09/13 | 7,785.58 | 003116 | CUMMINS PACIFIC LLP | | | | | | |
| 47909 | 12/09/13 | 161.50 | 002949 | DEANE INDUSTRIAL MACHINING | | | | | | |
| 47910 | 12/09/13 | 1,378.35 | 001329 | DOC AUTO LLC | | | | | | |
| 47911 | 12/09/13 | 234.00 | 298 | ERGOMETRICS& APPLIED PERSONNEL | | | | | | |
| 47912 | 12/09/13 | 3,654.68 | 432 | EXPRESS SERVICES INC. | | | | | | |
| 47913 | 12/09/13 | 85.24 | 959 | FIRST ADVANTAGE OCCUPATIONAL | | | | | | |
| 47914 | 12/09/13 | 3,171.27 | 002295 | FIRST ALARM | | | | | | |
| 47915 | 12/09/13 | 111.16 | E675 | FLEISLER, CLAIRE | | | | | | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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|--------------|------------|------------------|--------------------------------|-------------|-------------|---------------|-------------------------|--------------------|---------|
| 47916 | 12/09/13 | 13,023.73 002952 | FLYERS ENERGY LLC | | | 56256 | 11/1-11/15 FUEL PC | 9,966.64 | |
| 47917 | 12/09/13 | 50.00 E508 | GILBERT, MARTIN | | | 56298 | 11/1-11/15 FUEL | 3,057.09 | |
| 47918 | 12/09/13 | 439.48 117 | GILLIG LLC | | | 56251 | DMV REIMBURSEMENT | 50.00 | |
| 47919 | 12/09/13 | 113.75 003096 | GOODWILL INDUSTRIES OF SILICON | | | 56295 | BELT, NOTCHED VEE | 439.48 | |
| 47920 | 12/09/13 | 281.08 282 | GRAINGER | | | 56231 | NOV 13 SHRED SERVICE | 97.50 | |
| 47921 | 12/09/13 | 262.32 166 | HOSE SHOP, THE INC | | | 56268 | NOV 13 SHREDDING PC | 16.25 | |
| 47922 | 12/09/13 | 5,487.26 878 | KELLY SERVICES, INC. | | | 56266 | OFFICE SUPPLIES PC | 281.08 | |
| 47923 | 12/09/13 | 443.05 001233 | KIMBALL MIDWEST | | | 56305 | PARTS FOR FLEET | 262.32 | |
| 47924 | 12/09/13 | 130.00 002990 | KISMET | | 7 | 56282 | TEMP W/E 11/10/13 | 2,778.90 | |
| 47925 | 12/09/13 | 382.58 002240 | KLEEN-RITE PRESSURE WASHERS | | 7 | 56289 | TEMP W/E 11/03/13 | 2,708.36 | |
| 47926 | 12/09/13 | 24,934.04 003017 | MANSFIELD OIL CO OF GAINSVILLE | | | 56239 | HARDWARE FOR SHOP | 443.05 | |
| 47927 | 12/09/13 | 10.00 E933 | MATA, IGNACIO | | | 56267 | FIRST AID CERTIFICAT | 130.00 | |
| 47928 | 12/09/13 | 10.00 E931 | MENDOZA-GARCIA, LIZETTE | | | 56322 | PRESSURE WASHER | 382.58 | |
| 47929 | 12/09/13 | 36.86 041 | MISSION UNIFORM | | | 56232 | DIESEL 11/13/13 | 24,934.04 | |
| 47930 | 12/09/13 | 98.34 001454 | MONTEREY BAY SYSTEMS | | | 56271 | DMV REIMBURSEMENT | 10.00 | |
| 47931 | 12/09/13 | 10.00 E937 | MONTESINOS-ZARATE, JUAN | | | 56254 | DMV REIMBURSEMENT | 10.00 | |
| 47932 | 12/09/13 | 49.00 001896 | NATIONAL BUSINESS INSTITUTE | | | 56226 | UNIFORMS PC | 18.92 | |
| 47933 | 12/09/13 | 12,162.92 002626 | NELSON\NYGAARD INC | | 7 | 56309 | UNIFORMS | 17.94 | |
| 47934 | 12/09/13 | 18,417.11 001063 | NEW FLYER IND. CANADA ULC DBA | | | 56263 | OFFICE SUPPLIES | 98.34 | |
| 47935 | 12/09/13 | 159.84 003115 | OFFICE TEAM | | | 56252 | DMV REIMBURSEMENT | 10.00 | |
| 47936 | 12/09/13 | 12,460.24 009 | PACIFIC GAS & ELECTRIC | | | 56320 | ETHICS FOR PARALEGAL | 49.00 | |
| 47937 | 12/09/13 | | | | | 56280 | SVCS THRU 10/31/13 | 12,162.92 | |
| 47938 | 12/09/13 | | | | | 56227 | LOW INV PARTS | 2,667.05 | |
| 47939 | 12/09/13 | | | | | 56228 | LOW INV PARTS | 3,149.30 | |
| 47940 | 12/09/13 | | | | | 56229 | CLIPBOARD INVENTORY | 839.75 | |
| 47941 | 12/09/13 | | | | | 56234 | CLIPBOARD INV PARTS | 11,651.36 | |
| 47942 | 12/09/13 | | | | | 56293 | BRACKET | 109.65 | |
| 47943 | 12/09/13 | | | | | 56283 | TEMP W/E 11/22/13 | 159.84 | |
| 47944 | 12/09/13 | | | | | 56257 | 10/24-11/22 VERNON | 4,679.03 | |
| 47945 | 12/09/13 | | | | | 56258 | 10/23-11/21 1200 RIV | 1,657.82 | |
| 47946 | 12/09/13 | | | | | 56259 | 10/24-11/22 1200 RIV | 145.43 | |
| 47947 | 12/09/13 | | | | | 56260 | 10/23-11/22 GOLFCLUB | 5,744.82 | |
| 47948 | 12/09/13 | | | | | 56273 | 10/24-11/22 1217RIVE | 233.14 | |
| | | | | | | 56253 | DMV REIMBURSEMENT | 10.00 | |
| | | | | | | 56284 | DEC 13 DELTA DENTAL | 42,874.80 | |
| | | | | | | 56261 | RPR & MAINT | 690.23 | |
| | | | | | | 56288 | DOT DRUG TESTS | 225.45 | |
| | | | | | | 56313 | DOT DRUG TESTS | 275.55 | |
| | | | | | | 56264 | 10/19-11/18 IMAGE AD | 221.03 | |
| | | | | | | 56314 | TEMP W/E 11/08/13 | 1,440.00 | |
| | | | | | | 56315 | TEMP W/E 11/1/13 | 1,440.00 | |
| | | | | | | 56316 | TEMP W/E 11/15/13 | 960.00 | |
| | | | | | | 56278 | FINGERPRINTING | 105.00 | |
| | | | | | | 56274 | OFFICE SUPPLIES | 86.55 | |
| | | | | | | 56276 | W/C RESERVE | 38,539.91 | |
| | | | | | | 56270 | 9/14-11/15 PARACRUZ | 350.70 | |
| | | | | | | 56265 | RPR TYPEWRITER | 195.00 | |
| | | | | | | 56291 | TIRES | 643.30 | |
| | | | | | | 56292 | TIRES | 424.27 | |
| | | | | | | 56318 | TIRES PARACRUZ | 1,340.73 | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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|--------------|------------|------------------|------------------------------|-------------|-------------|----------------------|-------------------------|--------------------|---------|
| 47949 | 12/09/13 | 59.16 007 | UNITED PARCEL SERVICE | | 56281 | FREIGHT | 59.16 | | |
| 47950 | 12/09/13 | 40.00 E432 | VALDEZ, RUBEN | | 56269 | DMV REIMBURSEMENT | 40.00 | | |
| 47951 | 12/09/13 | 1,611.12 221 | VEHICLE MAINTENANCE PROG INC | | 56294 | FLEETGUARD FILTER | 903.96 | | |
| | | | | | 56319 | FILTER LUB | 707.16 | | |
| 47952 | 12/09/13 | 54.90 434B | VERIZON CALIFORNIA | | 56317 | 11/16-12/15 MT BIEWL | 54.90 | | |
| 47953 | 12/09/13 | 950.25 434 | VERIZON WIRELESS | | 56255 | 10/13-11/12 WIFI BUS | 950.25 | | |
| 47954 | 12/09/13 | 150.00 001165 | VU, THANH DR. MD | | 56223 | DMV EXAM | 75.00 | | |
| | | | | | 56290 | DMV EXAMS | 75.00 | | |
| 47955 | 12/09/13 | 315.00 915 | WORKIN.COM, INC. | | 56287 | JOB PLACEMENT AD | 315.00 | | |
| 47956 | 12/16/13 | 70.00 001088 | ADVANCED MECHANICAL SERVICES | | 56429 | BACKFLOW TEST DUBOIS | 70.00 | | |
| 47957 | 12/16/13 | 2,797.00 382 | AIRTEC SERVICE | | 56398 | HVAC RPR VERNON | 2,797.00 | | |
| 47958 | 12/16/13 | 830.00 001016 | ALLARD'S SEPTIC SERVICE | | 56327 | GREASE P/U 920 PACIF | 465.00 | | |
| | | | | | 56328 | GREASE P/U WTC | 365.00 | | |
| 47959 | 12/16/13 | 141.63 192 | ALWAYS UNDER PRESSURE | | 56377 | PUMP OIL | 141.63 | | |
| 47960 | 12/16/13 | 5,325.25 001D | AT&T | | 56324 | 10/19-11/18 CALNET2 | 4,866.58 | | |
| | | | | | 56335 | 10/19-11/18 CEMENT | 178.97 | | |
| 47961 | 12/16/13 | 938.68 003105 | AT&T MOBILITY | | 56336 | 10/29-11/18 SKYLINE | 279.70 | | |
| 47962 | 12/16/13 | 93.65 002689 | B & B SMALL ENGINE CORP | | 56325 | 10/24-11/23 WIFI BUS | 938.68 | | |
| 47963 | 12/16/13 | 846.30 059 | BATTERIES USA, INC. | | 56340 | FILTERS VEH #903 | 93.65 | | |
| 47964 | 12/16/13 | 10.00 E936 | BIBRIESCA, EDUARDO | | 56428 | BATTERIES AGM 12VOLT | 846.30 | | |
| 47965 | 12/16/13 | 1,796.88 002034 | CARLON'S FIRE EXTINGUISHER | | 56424 | DMV REIMBURSEMENT | 10.00 | | |
| | | | | | 56378 | FIRE EXT SVC VERNON | 211.00 | | |
| | | | | | 56379 | FIRE EXT SVC 1200B R | 137.50 | | |
| | | | | | 56380 | FIRE EXT SVC PARACRU | 87.00 | | |
| | | | | | 56381 | FIRE EXT SVC WTC | 127.00 | | |
| | | | | | 56382 | FIRE EXT SVC PACIFIC | 187.00 | | |
| | | | | | 56383 | FIRE EXT SVC SVTC | 55.00 | | |
| | | | | | 56384 | FIRE EXT SVC VERNON | 256.41 | | |
| | | | | | 56385 | FIRE EXT SVC GOLFCU | 570.00 | | |
| | | | | | 56386 | FIRE EXT SVC DUBOIS | 165.97 | | |
| 47966 | 12/16/13 | 5,786.02 002627 | CDW GOVERNMENT, INC. | | 56440 | HP VCX IPT SVR PHONE | 5,786.02 | | |
| 47967 | 12/16/13 | 54.24 001346 | CITY OF SANTA CRUZ-FINANCE | | 56426 | LANDFILL | 54.24 | | |
| 47968 | 12/16/13 | 2,954.69 909 | CLASSIC GRAPHICS | | 56343 | RPR BUS #9828 | 2,954.69 | | |
| 47969 | 12/16/13 | 18,291.15 001124 | CLEAN ENERGY | | 56395 | LNG 11/14/13 | 9,376.47 | | |
| | | | | | 56396 | LNG 11/16/13 | 8,914.68 | | |
| 47970 | 12/16/13 | 173.13 075 | COAST PAPER & SUPPLY INC. | | 56354 | CLEANING SUPPLIES | 173.13 | | |
| 47971 | 12/16/13 | 1,031.34 003116 | CUMMINS PACIFIC LLP | | 56358 | CLIPBOARD INVENTORY | 1,031.34 | | |
| 47972 | 12/16/13 | 565.59 002946 | DAY WIRELESS SYSTEMS | | 56439 | SCANNER V# 1401,1402 | 565.59 | | |
| 47973 | 12/16/13 | 1,090.00 002949 | DEANE INDUSTRIAL MACHINING | | 56333 | EXHAUST MANIFOLD | 1,090.00 | | |
| 47974 | 12/16/13 | 2,808.73 001329 | DOC AUTO LLC | | 56347 | RPR VEH #1125 PC | 938.38 | | |
| | | | | | 56388 | RPR VEH #1112 PC | 1,099.22 | | |
| | | | | | 56389 | RPR VEH #1112 PC | 771.13 | | |
| 47975 | 12/16/13 | 5,622.00 432 | EXPRESS SERVICES INC. | | 56331 | TEMP W/E 11/24/13 | 816.00 | | |
| | | | | | 56366 | TEMP W/E 12/1/13 | 576.00 | | |
| | | | | | 56431 | TEMP W/E 11/24/13 | 990.00 | | |
| | | | | | 56432 | TEMP W/E 11/24/13 | 720.00 | | |
| | | | | | 56433 | TEMP W/E 11/17/13 | 990.00 | | |
| | | | | | 56434 | TEMP W/E 12/1/13 | 990.00 | | |
| | | | | | 56435 | TEMP W/E 12/1/13 | 540.00 | | |
| 47976 | 12/16/13 | 233.64 001302 | GARDA CL WEST, INC. | | 56364 | DEC 13 SERVICES | 233.64 | | |

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| 47977 | 12/16/13 | 822.14 117 | GILLIG LLC | | 56360 | LOW PROD INVENTORY | 478.32 | | |
| 47978 | 12/16/13 | 32.89 546 | GRANITEROCK COMPANY | | 56361 | SHOCK ABSORBER | 343.82 | | |
| 47979 | 12/16/13 | 145,089.16 003106 | GROUP 4 ARCHITECTURE, RESEARCH | | 56326 | GRAVEL | 32.89 | | |
| | | | | | 56415 | 8/17-9/13 SERVICES | 45,181.91 | | |
| | | | | | 56416 | 9/14-10/11 SERVICES | 90,521.99 | | |
| | | | | | 56417 | 10/11 REIM EXP PACIF | 3,222.49 | | |
| | | | | | 56418 | 9/20 REIMB EXP PACIF | 6,162.77 | | |
| 47980 | 12/16/13 | 40.00 E932 | HERNANDEZ, DAVID | | 56420 | DMV REIMBURSEMENT | 40.00 | | |
| 47981 | 12/16/13 | 648.72 878 | KELLY SERVICES, INC. | | 56422 | TEMP W/E 11/24/13 | 648.72 | | |
| 47982 | 12/16/13 | 49.52 036 | KELLY-MOORE PAINT CO., INC. | | 56355 | PAINT SUPPLIES | 49.52 | | |
| 47983 | 12/16/13 | 1,729.15 039 | KINKO'S INC. | | 56332 | 2013 TRANSIT POSTERS | 660.62 | | |
| | | | | | 56350 | HEADWAYS LG PRINT | 945.86 | | |
| | | | | | 56356 | VETERANS DAY PROMO | 122.67 | | |
| 47984 | 12/16/13 | 195.49 E635 | KINSLOW, DEBBIE | | 56437 | TRAVEL REIMBURSEMENT | 195.49 | | |
| 47985 | 12/16/13 | 1,034,132.52 003058 | LEWIS C NELSON AND SONS INC | | 56410 | CONST MB THRU 10/25 | 629,172.03 | | |
| | | | | | 56438 | CONST MB THRU 11/25 | 404,960.49 | | |
| 47986 | 12/16/13 | 50.00 880 | LEXISNEXIS INC | | 56403 | NOV 13 SERVICES | 50.00 | | |
| 47987 | 12/16/13 | 10.00 E934 | LOPEZ, JOHNNY | | 56365 | DMV REIMBURSEMENT | 10.00 | | |
| 47988 | 12/16/13 | 10.00 E939 | MADRIGAL, EDGARDO | | 56323 | DMV REIMBURSEMENT | 10.00 | | |
| 47989 | 12/16/13 | 1,293.86 001052 | MID VALLEY SUPPLY INC. | | 56344 | LOW PROD INVENTORY | 1,293.86 | | |
| 47990 | 12/16/13 | 290.91 041 | MISSION UNIFORM | | 56351 | UNIFORMS | 66.74 | | |
| | | | | | 56352 | UNIFORMS | 187.18 | | |
| | | | | | 56399 | UNIFORMS PARACRUZ | 18.92 | | |
| | | | | | 56405 | UNIFORMS | 18.07 | | |
| 47991 | 12/16/13 | 500.00 003061 | NEOFUNDS BY NEOPOST DBA | | 56441 | 7900-0440-7096-1598 | 500.00 | | |
| 47992 | 12/16/13 | 1,673.41 001063 | NEW FLYER IND. CANADA ULC DBA | | 56387 | KIT RAD ROD | 781.48 | | |
| | | | | | 56391 | BATTERY HOLD DOWN | 56.01 | | |
| | | | | | 56407 | ROLLER SR1782 BUS | 835.92 | | |
| 47993 | 12/16/13 | 109.98 002721 | NEXTEL COMMUNICATIONS/SPRINT | | 56334 | 10/26-11/25 TVM WIRE | 109.98 | | |
| 47994 | 12/16/13 | 649.86 004 | NORTH BAY FORD LINC-MERCURY | | 56345 | RPR VEH #1110 PC | 370.43 | | |
| | | | | | 56346 | RPR VEH #1105 PC | 279.43 | | |
| 47995 | 12/16/13 | 94.83 161 | OCEAN CHEVROLET INC | | 56353 | MOTOR OIL | 94.83 | | |
| 47996 | 12/16/13 | 466.33 003115 | OFFICE TEAM | | 56430 | TEMP W/E 11/29/13 | 466.33 | | |
| 47997 | 12/16/13 | 4,834.05 009 | PACIFIC GAS & ELECTRIC | | 56400 | 10/29-11/26 PACIFIC | 2,888.12 | | |
| | | | | | 56401 | 10/23-11/21 DUBOIS | 1,931.11 | | |
| | | | | | 56427 | 11/25-12/3 SVTC | 14.82 | | |
| 47998 | 12/16/13 | 899.85 043 | PALACE ART & OFFICE SUPPLY | | 56338 | OFFICE SUPPLIES | 306.87 | | |
| | | | | | 56339 | OFFICE SUPPLIES | 270.57 | | |
| | | | | | 56357 | OFFICE SUPPLIES | 214.93 | | |
| | | | | | 56392 | OFFICE SUPPLIES | 57.05 | | |
| | | | | | 56393 | OFFICE SUPPLIES | 15.14 | | |
| | | | | | 56394 | OFFICE SUPPLIES | 35.29 | | |
| | | | | | 56402 | NOV 13 COURIER SVC | 1,058.00 | | |
| 47999 | 12/16/13 | 1,058.00 002947 | PEDALERS EXPRESS | | 56397 | SALT | 108.75 | | |
| 48000 | 12/16/13 | 108.75 019 | RAYNE OF SANTA CRUZ, INC. | | 56406 | 11/18-12/17 LEASE | 899.67 | | |
| 48001 | 12/16/13 | 1,288.29 215 | RICOH USA, INC. | | 56425 | 11/18-12/17 LEASE PC | 388.62 | | |
| | | | | | 56359 | PENDANT KIT | 1,162.12 | | |
| 48002 | 12/16/13 | 1,162.12 002094 | RICON CORPORATION | | 56341 | CEILING SENSOR | 94.60 | | |
| 48003 | 12/16/13 | 1,75.07 045 | ROYAL WHOLESALE ELECTRIC | | 56342 | BREAKER, BUSBAR SVTC | 64.16 | | |
| | | | | | 56363 | FREIGHT | 16.31 | | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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| 48004 | 12/16/13 | 528.07 001286 | SAFE-CARD ID SERVICES, INC | 56436 | | | COLOR FILM RIBBONS | 528.07 | |
| 48005 | 12/16/13 | 2,489.90 001379 | SAFETY-KLEEN INC | 56390 | | | PARTS WASHER | 2,489.90 | |
| 48006 | 12/16/13 | 859.00 002910 | SAGE SOFTWARE, INC. | 56404 | | | 1/2/14-1/3/15 SAGE | 859.00 | |
| 48007 | 12/16/13 | 64.29 135 | SANTA CRUZ AUTO PARTS, INC. | 56337 | | | MISC PARTS | 40.36 | |
| 48008 | 12/16/13 | 205.36 149 | SANTA CRUZ SENTINEL | 56348 | | | SPARK PLUG | 23.93 | |
| 48009 | 12/16/13 | 163.87 122 | SCMTD PETTY CASH - OPS | 56421 | 0 | | LEGAL ADVERTISING | 205.36 | |
| 48010 | 12/16/13 | 7,944.00 412 | SIMME LLC | 56409 | | | PETTY CASH REIMBURSE | 163.87 | VOIDED |
| 48011 | 12/16/13 | 8,028.00 001277 | SJB GLOBALNET, INC. | 56408 | | | BUS STOP IMPROVEMENT | 7,944.00 | |
| 48012 | 12/16/13 | 9.15 115 | SNAP-ON INDUSTRIAL | 56412 | | | DEC 13 BLOCK TIME | 1,500.00 | |
| 48013 | 12/16/13 | 9,015.01 002954 | TIRE DISTRIBUTION SYSTEMS, LLC | 56413 | | | NOV 13 BLOCK TIME | 1,500.00 | |
| | | | | 56414 | | | HP SOFTWARE SUPPORT | 5,028.00 | |
| | | | | 56362 | | | TOOL REPLACEMENT JH | 9.15 | |
| | | | | 56329 | | | TIRES | 1,253.23 | |
| | | | | 56330 | | | TIRES | 557.53 | |
| | | | | 56367 | | | TIRES PARA CRUZ | 156.44 | |
| | | | | 56368 | | | TIRES | 1,258.63 | |
| | | | | 56369 | | | TIRES | 1,252.10 | |
| | | | | 56370 | | | TIRES | 163.42 | |
| | | | | 56371 | | | TIRES | 512.37 | |
| | | | | 56372 | | | TIRES | 1,672.57 | |
| | | | | 56373 | | | TIRES | 434.42 | |
| | | | | 56374 | | | TIRES | 1,258.63 | |
| | | | | 56375 | | | TIRES | 495.67 | |
| 48014 | 12/16/13 | 69.34 007 | UNITED PARCEL SERVICE | 56419 | | | FREIGHT | 39.07 | |
| 48015 | 12/16/13 | 142.92 002829 | VALLEY POWER SYSTEMS, INC. | 56423 | | | FREIGHT | 30.27 | |
| 48016 | 12/16/13 | 75.00 001165 | VU, THANH DR. MD | 56376 | | | LOW PROD INVENTORY | 142.92 | |
| 48017 | 12/20/13 | 300.00 382 | AIRTEC SERVICE | 56349 | 7 | | DMV EXAM | 75.00 | |
| 48018 | 12/20/13 | 100.00 B030 | ALEJO, MARGARITA | 56522 | | | RPR HVAC VERNON | 300.00 | |
| 48019 | 12/20/13 | 48.94 003019 | AMERICAN REPROGRAPHICS CO LLC | 56633 | 7 | | BOD MEETING 12/13/13 | 50.00 | |
| 48020 | 12/20/13 | 189.23 294 | ANDY'S AUTO SUPPLY | 56642 | | | BOD MEETING 11/15/13 | 50.00 | |
| 48021 | 12/20/13 | 307.91 001D | AT&T | 56444 | | | PG&E PLANS | 10.88 | |
| 48022 | 12/20/13 | 72.00 002689 | B & B SMALL ENGINE CORP | 56445 | | | COORDINATION DRAWING | 38.06 | |
| 48023 | 12/20/13 | 399.00 478 | BEE CLENE INC | 56549 | 0 | | ANTIFREEZE | 189.23 | |
| 48024 | 12/20/13 | 774.00 011 | BEWLEYS CLEANING | 56543 | | | 12/5-1/4 REPEATERS | 307.91 | |
| 48025 | 12/20/13 | 144.10 001112 | BRINKS AWARDS & SIGNS | 56551 | | | OIL & SPARK PLUGS | 72.00 | |
| 48026 | 12/20/13 | 6,412.58 001844 | BRINKS INCORPORATED | 56559 | 0 | | CARPET CLEAN VERNON | 399.00 | |
| 48027 | 12/20/13 | 100.00 B028 | BRYANT, HILARY | 56562 | 7 | | NOV13 CUSTODIAL PC | 774.00 | |
| 48028 | 12/20/13 | 150.00 B018 | BUSTICHI, DENE | 56496 | 7 | | BADGES PC | 116.91 | |
| 48029 | 12/20/13 | 673,426.13 502 | CA PUBLIC EMPLOYEES' | 56512 | | | ELEVATOR SIGN | 27.19 | |
| 48030 | 12/20/13 | 576.97 914 | CALTRONICS BUSINESS SYSTEMS | 56580 | | | NOV13 1200B SERVICE | 3,952.74 | |
| 48031 | 12/20/13 | 5,000.00 001324 | CAPITALEDDGE ADVOCACY, INC. | 56581 | 7 | | NOV 13 1200B SERVICE | 2,459.84 | |
| 48032 | 12/20/13 | 1,795.25 003081 | CAPITOLA MALL LLC | 56634 | | | BOD MEETING 12/13/13 | 50.00 | |
| | | | | 56643 | | | BOD MEETING 11/15/13 | 50.00 | |
| | | | | 56635 | | | BOD MEETING 12/13/13 | 50.00 | |
| | | | | 56644 | | | BOD MEET 11/8 11/15 | 100.00 | |
| | | | | 56632 | | | JAN 14 MEDICAL INS | 673,426.13 | |
| | | | | 56448 | | | OFFICE SUPPLIES | 181.86 | |
| | | | | 56449 | | | OFFICE SUPPLIES | 395.11 | |
| | | | | 56526 | | | DEC 13 SERVICES | 5,000.00 | |
| | | | | 56563 | | | JAN 14 RENT | 1,795.25 | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 12/01/13 THRU 12/31/13

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------|--------------|----------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 48033 | 12/20/13 | 383.62 | 001159 | | CATTO'S GRAPHICS, INC. | | 56516 | DECAL NUMBERS | 81.56 | |
| 48034 | 12/20/13 | 853.41 | E312 | | CHENG, FRANK | | 56561 | BUS STICKERS | 302.06 | |
| 48035 | 12/20/13 | 3,039.68 | 001346 | | CITY OF SANTA CRUZ-FINANCE | | 56460 | TRAVEL REIMBURSEMENT | 853.41 | |
| 48036 | 12/20/13 | 25.00 | 001911 | | CITY OF SANTA CRUZ POLICE | | 55831 | FY14 STORMWATER/LEVY | 3,039.68 | |
| 48037 | 12/20/13 | 4,207.13 | 909 | | CLASSIC GRAPHICS | | 56589 | ALARM REGISTER VERN | 25.00 | |
| 48038 | 12/20/13 | 62,540.47 | 001124 | | CLEAN ENERGY | | 56521 | RPR BUS #9821 | 4,207.13 | |
| | | | | | | | 56468 | LNG 11/19/13 | 9,665.50 | |
| | | | | | | | 56469 | LNG 11/29/13 | 9,504.91 | |
| | | | | | | | 56470 | LNG 11/26/13 | 10,335.48 | |
| | | | | | | | 56471 | LNG 11/21/13 | 9,333.28 | |
| | | | | | | | 56472 | LNG 11/23/13 | 8,859.30 | |
| | | | | | | | 56550 | NOV 13 SBF MAINT | 14,842.00 | |
| 48039 | 12/20/13 | 2,890.00 | 003034 | | COASTAL LANDSCAPING INC. DBA | | 56456 | NOV 13 LANDSCAPE | 2,890.00 | |
| 48040 | 12/20/13 | 875.00 | 003012 | | COLON, ANTONIA ELENA | 07 | 56450 | PHOTOS CAPITOLA MALL | 875.00 | |
| 48041 | 12/20/13 | 200.00 | 367 | | COMMUNITY TELEVISION OF | | 56570 | BOARD MEETING 11/15 | 200.00 | |
| 48042 | 12/20/13 | 3,154.93 | 002814 | | CREATIVE BUS SALES, INC. | | 56299 | CREDIT NOTE | -555.70 | |
| | | | | | | | 56461 | RPR BUS #2309 | 4,493.51 | |
| | | | | | | | 56462 | CREDIT MEMO | -782.88 | |
| 48043 | 12/20/13 | 19,719.59 | 003116 | | CUMMINS PACIFIC LLP | | 56509 | SENSOR | 217.97 | |
| | | | | | | | 56552 | AIR VALVE, SENSOR | 987.84 | |
| | | | | | | | 56553 | LOW INVENTORY PARTS | 3,650.43 | |
| | | | | | | | 56607 | ENGINE REPAIR | 14,863.35 | |
| 48044 | 12/20/13 | 95.35 | 002389 | | DARCO PRINTING | 7 | 56537 | OFFICE SUPPLIES | 95.35 | |
| 48045 | 12/20/13 | 884.01 | 900 | | DEPARTMENT OF TOXIC SUBSTANCE | | 56588 | 4/1-9/30 GREYHOUND | 884.01 | |
| 48046 | 12/20/13 | 24,161.16 | 002104 | | DEPT OF INDUSTRIAL RELATIONS-SIP | | 56614 | FY14 ASSESSMENT | 24,161.16 | |
| 48047 | 12/20/13 | 139.90 | 001329 | | DOC AUTO LLC | | 56498 | SMOG VEH #207 | 49.95 | |
| | | | | | | | 56514 | SMOG VEH #2405 PC | 89.95 | |
| 48048 | 12/20/13 | 150.00 | B029 | | DODGE, DANIEL | 7 | 56636 | BOD MEETING 12/13/13 | 50.00 | |
| | | | | | | | 56645 | BOD MEET 11/8 11/15 | 100.00 | |
| 48049 | 12/20/13 | 55.00 | 298 | | ERGOMETRICS& APPLIED PERSONNEL | | 56617 | BUS OPERATOR TESTING | 30.00 | |
| 48050 | 12/20/13 | 120.00 | 003097 | | EXPRESS EMPLOYMENT PROFESSIONA | | 56618 | BUS OPERATOR TESTING | 25.00 | |
| 48051 | 12/20/13 | 2,967.00 | 432 | | EXPRESS SERVICES INC. | | 56615 | PRE EMPLOY TESTING | 120.00 | |
| | | | | | | | 56544 | TEMP W/E 12/8/13 | 990.00 | |
| | | | | | | | 56566 | TEMP W/E 12/8/13 | 1,077.00 | |
| | | | | | | | 56606 | TEMP W/E 12/8/13 | 900.00 | |
| | | | | | | | 56610 | FREIGHT | 23.08 | |
| 48052 | 12/20/13 | 23.08 | 372 | | FEDERAL EXPRESS | | 56616 | DOT DRUG TEST | 62.68 | |
| 48053 | 12/20/13 | 62.68 | 959 | | FIRST ADVANTAGE OCCUPATIONAL | | 56487 | NOV 13 SERVICES | 37,613.03 | |
| 48054 | 12/20/13 | 37,748.03 | 002295 | | FIRST ALARM | | 56495 | NOV 13 SERVICES | 135.00 | |
| 48055 | 12/20/13 | 974.74 | 002962 | | FIS | | 56508 | NOV 13 MERCHANT FEES | 974.74 | |
| 48056 | 12/20/13 | 12,693.04 | 002952 | | FLYERS ENERGY LLC | | 56467 | 11/15-11/30 FUEL PC | 9,494.42 | |
| 48057 | 12/20/13 | 5,032.95 | 912 | | FOLGER GRAPHICS | | 56554 | 11/15-11/30 FUEL | 3,198.62 | |
| 48058 | 12/20/13 | 100.00 | B032 | | FRIEND, ZACHARIAH | | 56493 | 2013 HEADWAYS | 5,032.95 | |
| | | | | | | | 56637 | BOD MEETING 12/13/13 | 50.00 | |
| | | | | | | | 56646 | BOD MEETING 11/15/13 | 50.00 | |
| 48059 | 12/20/13 | 353.71 | 117 | | GILLIG LLC | | 56483 | BAS SENSOR | 353.71 | |
| 48060 | 12/20/13 | 372,756.99 | 003033 | | GP STRATEGIES CORPORATION | | 56473 | SVCS THRU 12/12/13 | 306,325.64 | VOIDED |
| | | | | | | | 56507 | RETENTION RELEASE | 66,431.35 | |
| 48060 | 12/30/13 | -372,756.99 | 003033 | | GP STRATEGIES CORPORATION | | 56473 | SVCS THRU 12/12/13 | -306,325.64 | **VOID |
| | | | | | | | 56507 | RETENTION RELEASE | -66,431.35 | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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|--------------|------------|------------------|--------------------------------|-------------|-------------|---------------|-------------------------|--------------------|---------|
| 48061 | 12/20/13 | 3,040.92 282 | GRAINGER | | | 56523 | LAMP | 50.14 | |
| | | | | | | 56555 | JANITORIAL SUPPLIES | 221.26 | |
| | | | | | | 56598 | LUBRICANT | 489.38 | |
| | | | | | | 56599 | WALL SWITCHES | 62.67 | |
| | | | | | | 56600 | LAMP LINER, GLOVES | 1,495.86 | |
| | | | | | | 56601 | MIRROR LEVELS | 18.01 | |
| | | | | | | 56602 | BALLAST LAMP INV | 72.92 | |
| | | | | | | 56603 | VACUUM BAGS LOW PROD | 266.45 | |
| | | | | | | 56604 | PC RESTROOM VENT | 305.50 | |
| | | | | | | 56605 | LOCK BOX | 58.73 | |
| 48062 | 12/20/13 | 100.00 B023 | GRAVES, RON | | 7 | 56638 | BOD MEETING 12/13/13 | 50.00 | |
| | | | | | | 56647 | BOD MEETING 11/15/13 | 50.00 | |
| 48063 | 12/20/13 | 480.76 001097 | GREENWASTE RECOVERY, INC. | | | 56451 | OCT 13 SVTC | 240.38 | |
| | | | | | | 56452 | NOV 13 SVTC | 240.38 | |
| 48064 | 12/20/13 | 58.13 E605 | HERRERA, OSCAR | | | 56568 | OFFICE SUPPLIES | 58.13 | |
| 48065 | 12/20/13 | 24.79 166 | HOSE SHOP, THE INC | | | 56501 | NON INVENTORY PARTS | 24.79 | |
| 48066 | 12/20/13 | 1,802.13 002979 | HUNT & SONS, INC. | | | 56502 | COOLANT | 1,802.13 | |
| 48067 | 12/20/13 | 608.97 003122 | INDUSTRIAL SAFETY SUPPLY CO | | | 56560 | RUBBER RAIN BOOTS | 608.97 | |
| 48068 | 12/20/13 | 4,000.00 002117 | IULIANO #2 LLC | | 7 | 56479 | JAN 13 RENT | 4,000.00 | |
| 48069 | 12/20/13 | 2,969.32 110 | JESSICA GROCERY STORE, INC. | | | 56565 | DEC 13 CUSTODIAL SVC | 2,969.32 | |
| 48070 | 12/20/13 | 1,297.44 878 | KELLY SERVICES, INC. | | | 56558 | TEMP W/E 12/8/13 | 810.90 | |
| | | | | | | 56582 | TEMP W/E 12/1/13 | 486.54 | |
| 48071 | 12/20/13 | 50.00 E516 | KROVETZ, MARC | | | 56506 | DMV REIMBURSEMENT | 50.00 | |
| 48072 | 12/20/13 | 624.00 852 | LAW OFFICES OF MARIE F. SANG | | 7 | 56619 | CL#12004272,12000460 | 224.00 | |
| | | | | | | 56620 | CL# 2010226708 | 64.00 | |
| 48073 | 12/20/13 | 150.00 B026 | LEOPOLD, JOHN | | 7 | 56621 | CL# 199103213 | 336.00 | |
| 48074 | 12/20/13 | 50.00 E410 | LONA, SERGIO GONZALEZ | | | 56639 | BOD MEETING 12/13/13 | 50.00 | |
| 48075 | 12/20/13 | 157.10 003059 | MAILFINANCE INC | | | 56648 | BOD MEET 11/8 11/15 | 100.00 | |
| 48076 | 12/20/13 | 25,143.42 003017 | MANSFIELD OIL CO OF GAINSVILLE | | | 56569 | OFFICE SUPPLIES | 50.00 | |
| 48077 | 12/20/13 | 100.00 B031 | MCPHERSON, BRUCE | | | 56571 | 11/28-12/27 LEASE | 157.10 | |
| | | | | | | 56466 | DIESEL 11/27/13 | 25,143.42 | |
| 48078 | 12/20/13 | 60.29 001342 | MCW ASSOCIATES, INC. | | | 56640 | BOD MEETING 12/13/13 | 50.00 | |
| 48079 | 12/20/13 | 261.87 001052 | MID VALLEY SUPPLY INC. | | | 56649 | BOD MEETING 11/15/13 | 50.00 | |
| 48080 | 12/20/13 | 483.00 002926 | MIL-RAM TECHNOLOGY, INC. | | | 56539 | NOV 13 SERVICES | 60.29 | |
| 48081 | 12/20/13 | 726.16 041 | MISSION UNIFORM | | | 56547 | SOAP | 261.87 | |
| | | | | | | 56463 | NITRO CALIBRATION KI | 483.00 | |
| | | | | | | 56491 | UNIFORMS | 14.00 | |
| | | | | | | 56518 | UNIFORMS | 96.00 | |
| | | | | | | 56519 | UNIFORMS | 209.71 | |
| | | | | | | 56520 | UNIFORMS | 66.74 | |
| | | | | | | 56590 | UNIFORMS | 14.00 | |
| | | | | | | 56593 | UNIFORMS | 66.74 | |
| | | | | | | 56594 | UNIFORMS | 209.71 | |
| | | | | | | 56595 | UNIFORMS | 49.26 | |
| | | | | | | 56453 | SCREW | 26.07 | |
| | | | | | | 56454 | GASKET | 54.22 | |
| 48082 | 12/20/13 | 6,420.32 001063 | NEW FLYER IND. CANADA ULC DBA | | | 56464 | INV PARTS | 1,768.83 | |
| | | | | | | 56480 | INV ORDER | 62.11 | |
| | | | | | | 56481 | INV ORDER | 48.05 | |
| | | | | | | 56482 | INV ORDER | 40.06 | |

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| 48083 | 12/20/13 | 1,233.75 004 | | NORTH BAY FORD LINC-MERCURY | | 56499 | INVENTORY ORDER | 3,428.56 | |
| | | | | | | 56500 | EXHAUST TUBES | 973.38 | |
| | | | | | | 56608 | CORD | 9.52 | |
| | | | | | | 56609 | CORD | 9.52 | |
| | | | | | | 56476 | RPR VEH# 1114 PC | 1,104.18 | |
| | | | | | | 56574 | RPR VEH #1105 PC | 8.81 | |
| | | | | | | 56575 | RPR VEH #1122 PC | 40.21 | |
| | | | | | | 56576 | RPR VEH #0002 | 62.93 | |
| | | | | | | 56577 | INVENTORY ITEMS | 17.62 | |
| 48084 | 12/20/13 | 2,220.00 E645 | | OLANDER, JOY | | 56442 | TUITION REIMBURSEMENT | 2,220.00 | |
| 48085 | 12/20/13 | 2,651.03 009 | | PACIFIC GAS & ELECTRIC | | 56465 | 12/2-12/4 SV&WTC PAU | 2,651.03 | |
| 48086 | 12/20/13 | 513.23 043 | | PALACE ART & OFFICE SUPPLY | | 56492 | OFFICE SUPPLIES | 13.04 | |
| | | | | | | 56527 | OFFICE SUPPLIES | 489.11 | |
| | | | | | | 56579 | OFFICE SUPPLIES | 11.08 | |
| 48087 | 12/20/13 | 3,913.57 003086 | | PAPE MACHINERY INC | | 56578 | LOW PRODUCT INVENTOR | 3,913.57 | |
| 48088 | 12/20/13 | 146.82 050 | | PITNEY BOWES INC. | | 56478 | 1/14-3/14 POST RENT | 146.82 | |
| 48089 | 12/20/13 | 440.45 882 | | PRINT SHOP SANTA CRUZ | 7 | 56490 | BUS CARDS WILLIS | 75.04 | |
| | | | | | | 56503 | BUSINESS CARD COTTER | 96.79 | |
| | | | | | | 56525 | BUSINESS CARD GUIZAR | 96.79 | |
| | | | | | | 56591 | BUSINESS CARD WAGLEY | 75.04 | |
| | | | | | | 56592 | CARDS DAUGHERTY | 96.79 | |
| 48090 | 12/20/13 | 413.62 001153 | | REPUBLIC ELEVATOR COMPANY INC | | 56548 | DEC13 ELEV MAINT | 413.62 | |
| 48091 | 12/20/13 | 266.44 215 | | RICOH USA, INC. | | 56494 | 11/26-12/25 IMAGES | 266.44 | |
| 48092 | 12/20/13 | 32,975.06 904 | | RNL/INTERPLAN, INC. A CA CORP | | 56443 | SVCS THRU 11/30/13 | 32,975.06 | |
| 48093 | 12/20/13 | 5,000.00 R539 | | ROBERT MARIN & | | 56488 | FELTON FAIRE 2014 | 5,000.00 | |
| 48094 | 12/20/13 | 150.00 B022 | | ROBINSON, LYNN MARIE | 7 | 56641 | BOD MEETING 12/13/13 | 50.00 | |
| | | | | | | 56650 | BOD MEET 11/8 11/15 | 100.00 | |
| 48095 | 12/20/13 | 250.00 003084 | | SALA BROTHERS WATER TRUCKING | | 56446 | WATERSPRAY 165 DUBOI | 250.00 | |
| 48096 | 12/20/13 | 1,947.15 018 | | SALINAS VALLEY FORD SALES INC | | 56513 | INV ORDER | 1,947.15 | |
| 48097 | 12/20/13 | 488.11 135 | | SANTA CRUZ AUTO PARTS, INC. | | 56475 | RPR VEH # 0712 | 59.14 | |
| | | | | | | 56477 | GLASS BEAD | 82.63 | |
| | | | | | | 56497 | INV PARTS | 41.12 | |
| | | | | | | 56504 | RPR VEH #0401 | 103.75 | |
| | | | | | | 56535 | OIL FILTERS | 13.25 | |
| | | | | | | 56545 | BEARING | 126.82 | |
| | | | | | | 56596 | RPR VEH #203 PC | 8.70 | |
| | | | | | | 56597 | INVENTORY PARTS | 52.70 | |
| 48098 | 12/20/13 | 9.53 848 | | SANTA CRUZ ELECTRONICS, INC. | | 56536 | DPDT RPR & MAINT | 9.53 | |
| 48099 | 12/20/13 | 45,163.72 002917 | | SANTA CRUZ METRO TRANSIT W/C | | 56612 | 12/1-12/15 W/C RESE | 22,085.82 | |
| | | | | | | 56613 | 11/16-11/30 W/C RESE | 23,077.90 | |
| 48100 | 12/20/13 | 89.61 973 | | SANTA CRUZ NISSAN DODGE VOLKS | | 56474 | RPR VEH# 1126 PC | 89.61 | |
| 48101 | 12/20/13 | 19,915.38 977 | | SANTA CRUZ TRANSPORTATION, LLP | | 56538 | NOV 13 SERVICES | 19,915.38 | |
| 48102 | 12/20/13 | 116.26 E622 | | SELIS, MARY | | 56567 | OFFICE SUPPLIES | 116.26 | |
| 48103 | 12/20/13 | 2,500.00 002267 | | SHAW / YODER / ANTWIH, INC. | | 56524 | DEC 13 LEGISLATE SVC | 2,500.00 | |
| 48104 | 12/20/13 | 4,500.00 001277 | | SJB GLOBALNET, INC. | | 56484 | AUG 13 SERVICES | 1,500.00 | |
| | | | | | | 56485 | JULY 13 SERVICES | 1,500.00 | |
| | | | | | | 56486 | JUN 13 SERVICES | 1,500.00 | |
| 48105 | 12/20/13 | 12,990.84 001075 | | SOQUEL III ASSOCIATES | 7 | 56486 | JAN 14 RENT | 1,500.00 | |
| 48106 | 12/20/13 | 1,391.00 001976 | | SPORTWORKS NORTHWEST, INC. | | 56455 | BIKE RACK PARTS | 12,990.84 | |
| | | | | | | 56556 | LOW PRODUCT INV | 856.00 | |

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|----------------|------------|-------------------|--------------|----------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 48107 | 12/20/13 | 384.56 002675 | | THOMSON REUTERS BARCLAYS | | 56489 | NOV 13 SERVICES | 384.56 | |
| 48108 | 12/20/13 | 14,307.70 002954 | | TIRE DISTRIBUTION SYSTEMS, LLC 7 | | 56457 | TIRES | 478.60 | |
| | | | | | | 56458 | TIRES | 977.73 | |
| | | | | | | 56459 | TIRES | 27.50 | |
| | | | | | | 56510 | TIRES | 2,648.09 | |
| | | | | | | 56511 | TIRES | 1,115.06 | |
| | | | | | | 56528 | TIRES | 1,672.57 | |
| | | | | | | 56529 | TIRES | 1,046.06 | |
| | | | | | | 56530 | TIRES | 1,258.63 | |
| | | | | | | 56531 | TIRES | 2,933.17 | |
| | | | | | | 56532 | TIRES PC | 201.84 | |
| | | | | | | 56533 | TIRES | 833.39 | |
| | | | | | | 56534 | TIRES | 1,115.06 | |
| 48109 | 12/20/13 | 117.00 003010 | | TOYOTA MATERIAL HANDLING | | 56517 | SVC FORKLIFT #704 | 117.00 | |
| 48110 | 12/20/13 | 421.21 003037 | | TYCO INTEGRATED SECURITY | 7 | 56583 | JAN 14 SVTC | 54.49 | |
| | | | | | | 56584 | JAN 14 WTC | 59.54 | |
| | | | | | | 56585 | JAN 14 GOLF CLUB | 112.77 | |
| | | | | | | 56586 | JAN 14 GOLF CLUB | 114.56 | |
| | | | | | | 56587 | JAN 14 PACIFIC AVE | 79.85 | |
| 48111 | 12/20/13 | 3,743.49 057 | | U. S. BANK | | 56540 | ****-****-****-4048 | 2,041.70 | |
| | | | | | | 56541 | ****-****-****-4249 | 694.00 | |
| | | | | | | 56542 | ****-****-****-8502 | 1,007.79 | |
| 48112 | 12/20/13 | 45.84 007 | | UNITED PARCEL SERVICE | | 56611 | FREIGHT | 45.84 | |
| 48113 | 12/20/13 | 10.88 946 | | UNITED SITE SERVICES OF CA INC | | 56622 | 12/4-12/31 FENCE REN | 10.88 | |
| 48114 | 12/20/13 | 190.31 002829 | | VALLEY POWER SYSTEMS, INC. | | 56557 | JOHN DEERE SOFTWARE | 190.31 | |
| 48115 | 12/20/13 | 339.34 434 | | VERIZON WIRELESS | 0 | 56447 | 11/2-12/1 FLEET/FAC | 339.34 | |
| 48116 | 12/20/13 | 10.00 E940 | | VIDAL, ROMEO | | 56505 | DMV REIMBURSEMENT | 10.00 | |
| 48117 | 12/20/13 | 2,048.13 001353 | | VISION COMMUNICATIONS | | 56546 | DEC 13 SVC AGREEMENT | 1,754.50 | |
| | | | | | | 56573 | 10/9-11/7 2WAY RADIO | 293.63 | |
| 48118 | 12/20/13 | 675.00 001165 | | VU, THANH DR. MD | 7 | 56623 | DMV EXAM | 75.00 | |
| | | | | | | 56624 | DMV EXAM | 75.00 | |
| | | | | | | 56625 | DMV EXAM | 75.00 | |
| | | | | | | 56626 | DMV EXAM | 75.00 | |
| | | | | | | 56627 | DMV EXAM | 75.00 | |
| | | | | | | 56628 | DMV EXAM | 75.00 | |
| | | | | | | 56629 | DMV EXAM | 75.00 | |
| | | | | | | 56630 | DMV EXAM | 75.00 | |
| | | | | | | 56631 | DMV EXAM | 75.00 | |
| 48119 | 12/20/13 | 70.00 682 | | WEISS, AMY L. | 7 | 56631 | DMV EXAM | 75.00 | |
| 48120 | 12/20/13 | 1,345.89 001506 | | WESTERN STATES OIL CO. | | 56572 | BOD MEETING 11/15/13 | 70.00 | |
| 48121M12/12/13 | | 306,325.64 003033 | | GP STRATEGIES CORPORATION | | 56515 | BULK TRANS FLUID | 1,345.89 | |
| | | | | GP STRATEGIES CORPORATION | | 56651 | SVCS THRU 12/12/13 | 306,325.64 | VOIDED |
| | | | | GP STRATEGIES CORPORATION | | 56651 | SVCS THRU 12/12/13 | -306,325.64 | **VOID |
| 48122M12/12/13 | | 66,431.35 003033 | | GP STRATEGIES CORPORATION | | 56652 | RETENTION RELEASE | 66,431.35 | VOIDED |
| 48122M12/30/13 | | -66,431.35 003033 | | GP STRATEGIES CORPORATION | | 56652 | RETENTION RELEASE | -66,431.35 | **VOID |
| 48123 | 12/30/13 | 66,431.35 003033 | | GP STRATEGIES CORPORATION | | 56652 | RETENTION RELEASE | 66,431.35 | |
| 48124 | 12/30/13 | 306,325.64 003033 | | GP STRATEGIES CORPORATION | | 56651 | SVCS THRU 12/12/13 | 306,325.64 | |

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 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 12/01/13 THRU 12/31/13

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK VENDOR | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------|-------------------|-------------|---------------|-------------------------|--------------------|--------------|
| 48125 | 12/30/13 | 1,005.50 | 003022 | CAFE AMIGO | | 56684 | DEPOSIT/PROPERTY INS | 405.51 | |
| 48126 | 12/30/13 | 83.66 | M022 | CAPELLA, KATHLEEN | 0 | 56685 | NOV 13 CUSTODIAL SVC | 599.99 | |
| 48127 | 12/30/13 | 41.83 | M039 | DAVILA, ANA MARIA | 0 | 56689 | JAN 14 RETIREE SUPP | 83.66 | |
| 48128 | 12/30/13 | 83.66 | M041 | GOUVEIA, ROBERT | 0 | 56677 | JAN 14 RETIREE SUPP | 41.83 | |
| 48129 | 12/30/13 | 41.83 | M109 | PEREZ, CHERYL | 0 | 56678 | JAN 14 RETIREE SUPP | 83.66 | |
| 48130 | 12/30/13 | 83.66 | M085 | ROSSI, DENISE | 0 | 56679 | JAN 14 RETIREE SUPP | 41.83 | |
| 48131 | 12/30/13 | 41.83 | M030 | ROWE, RUBY | 0 | 56680 | JAN 14 RETIREE SUPP | 83.66 | |
| 48132 | 12/30/13 | 41.83 | M054 | SLOAN, SUZANNE | 0 | 56681 | JAN 14 RETIREE SUPP | 41.83 | |
| 48133 | 12/30/13 | 41.83 | M088 | YAGI, RANDY | 0 | 56682 | JAN 14 RETIREE SUPP | 41.83 | |
| TOTAL | | 3,116,570.48 | | ACCOUNTS PAYABLE | | | TOTAL CHECKS | 273 | 3,116,570.48 |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF
DECEMBER 31, 2013**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports year to date as of December 31, 2013

II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of December 31, 2013 were \$368K or 2% over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of December 31, 2013 were \$951K or 4% under budget.
- **Capital Budget** spending year to date through December 31, 2013 was \$5,941K or 19% 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 FY14 operating and capital budgets versus actual expenditures year to date.

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

A. Operating Revenue

Operating Revenues year to date as of December 31, 2013 were \$368K or 2% over the amount budgeted. Revenue variances are primarily due to higher-than-anticipated Passenger Fares, Sales Tax Revenue, and Fuel Tax Credit.

- **Passenger Fares** are over budget primarily due to increased Highway 17 and UCSC ridership, as well as increased billable hours for weekdays for Highway 17, resulting in higher Highway 17 payments.
- **Sales Tax Revenue** is over budget due to higher-than-anticipated receipts year to date as of December 31, 2013.
- **TDA Op Assistance** is over budget due to higher apportionments received from the Santa Cruz Regional Transportation Commission (RTC) year to date as of December 31 2013. The increase is reflected in the FY14 Revised Operating Budget adopted in February 2014. (The anticipated one-time **RTC Route 6 Receivable** in the amount of \$130K, as budgeted for FY14, was received from RTC in December 2013, as well).
- **Fuel Tax Credit** is over budget due to higher than anticipated credit for alternative fuel usage for the first quarter in FY14.

B. Consolidated Operating Expenses

Consolidated Operating Expenses year to date as of December 31, 2013 were \$951K or 4% under budget. Personnel Expenses, Services, Mobile Materials & Supplies, Purchased Transportation, and Miscellaneous expenses all contributed to the variance.

- **Total Personnel Expenses** are under budget due to vacant funded positions and extended leaves.
- **Services** are under budget primarily due to less than anticipated Prof & Tech Fees, as well as Repair – Rev Vehicles, and Repair – Equipment expenses.
- **Mobile Materials & Supplies** are over budget primarily due to a higher than anticipated need for Revenue Vehicle Parts.

- **Purchased Transportation** is over budget due to the increased need of subcontractor services to meet Paratransit demand due to personnel shortages (van operators on extended leave of absence, as well as vacant positions).
- **Miscellaneous Expenses** is under budget primarily due to Employee Training expenses that will be incurred later in the year, while the budget was straight lined.

C. Capital Budget

Capital Budget spending year to date through December 31, 2013 was \$5,941K or 19% of the total Capital Budget.

The MetroBase Project spending includes:

- \$2,305K spent on the MetroBase Project – FY11 Allocation Operations Bldg (Sakata, STA, PTMISEA)
- \$1,497K spent on the MetroBase Project – Operations Bldg (SLPP)

Other Projects:

- \$1,050K spent on the State of Good Repair #2 Project – 6 Buses, 42 MDCs (FTA, RES. RET. EARNINGS)
- \$389K spent on the 2nd LNG Tank Project (MBUAPCD, STA)
- \$275K spent on the Pacific Station/MetroCenter – Conceptual Design Project (FTA, STA)
- \$110K spent on Bus Stop Improvements (STIP) and \$120K spent on Bus Stop Repairs/Improvements (RES. RET. EARN.)

IV. FINANCIAL CONSIDERATIONS

As of December 31, 2013, there is an Operating income (budget surplus) of \$652,687 due to the receipt of quarterly and yearly funds, such as the TDA Op Assistance for the 2nd quarter in FY14, the Fuel Tax Credit for the 1st quarter in FY14, as well as the yearly Federal and STIC Op Assistance for FY14.

- Attachment A:** FY14 Operating Revenue & Expenses Year to Date as of 12/31/13
Attachment B: FY14 Capital Budget Report for the month ending 12/31/13
Attachment C: FY14 Capital Budget Revisions Approved through December 2013

Prepared by: Kristina Mihaylova, Sr. Financial Analyst

Date Prepared: February 18, 2014

Attachment A

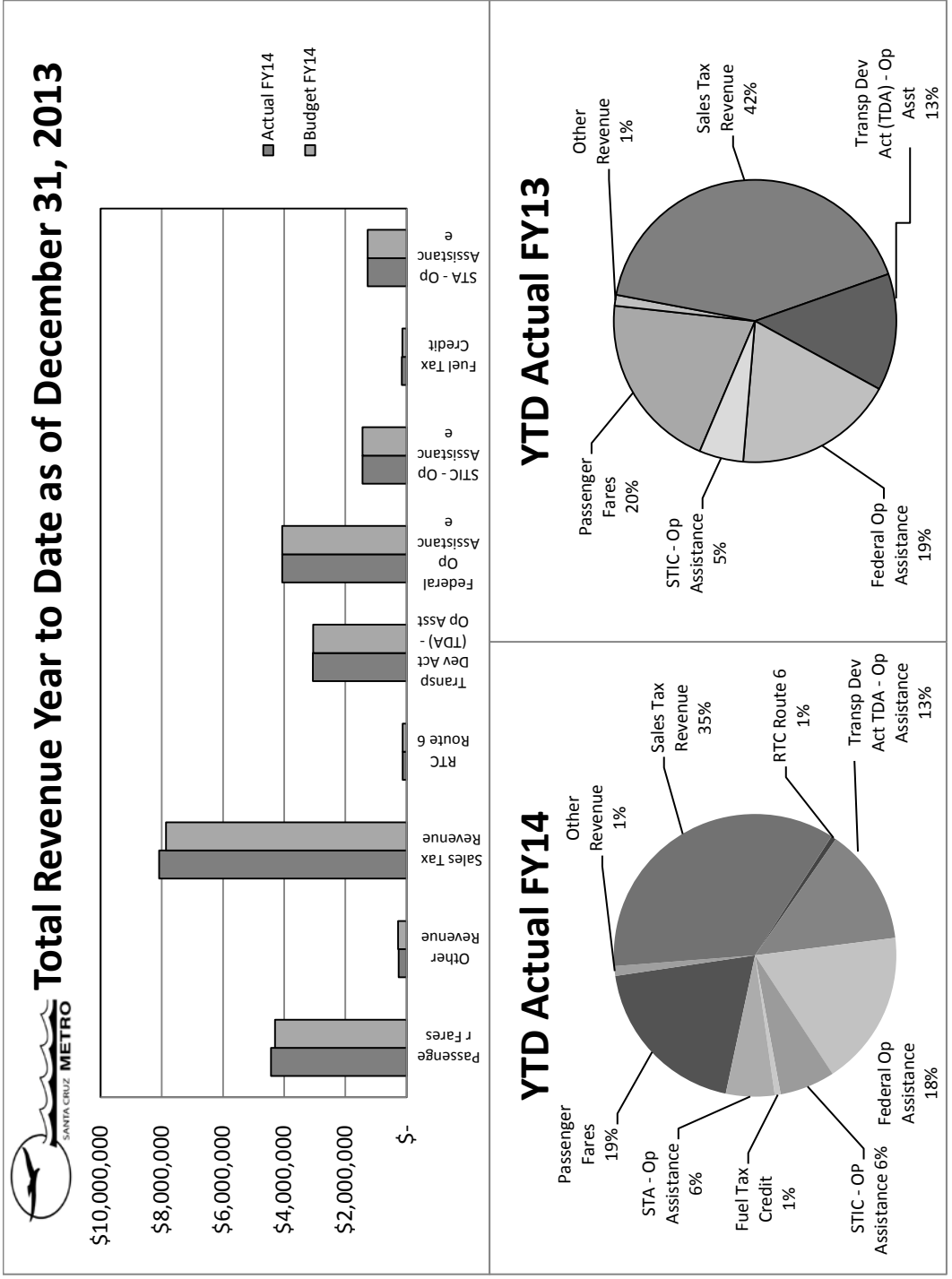


FY14

Operating Revenue & Expenses Year to Date as of December 31, 2013

| | Year to Date | | | YTD Year Over Year Comparison | | | |
|--------------------------------|----------------------|----------------------|---------------------|-------------------------------|----------------------|---------------------|-------------|
| | Actual | Budget | \$ Var | % Var | Actual FY13 | \$ Var | % Var |
| Revenue: | | | | | | | |
| Passenger Fares | \$ 4,429,396 | \$ 4,295,756 | \$ 133,641 | 3% | \$ 4,265,115 | \$ 164,281 | 4% |
| Other Revenue | \$ 255,098 | \$ 274,880 | \$ (19,782) | -7% | \$ 260,283 | \$ (5,185) | -2% |
| Sales Tax Revenue | \$ 8,088,820 | \$ 7,860,676 | \$ 228,144 | 3% | \$ 8,730,869 | \$ (642,049) | -7% |
| Transp Dev Act (TDA) - Op Asst | \$ 3,062,051 | \$ 3,052,266 | \$ 9,785 | 0% | \$ 2,800,379 | \$ 261,672 | 9% |
| RTC Route 6 Receivable | \$ 130,000 | \$ 130,000 | - | 0% | - | \$ 130,000 | 100% |
| Federal Op Assistance | \$ 4,068,409 | \$ 4,068,224 | \$ 185 | 0% | \$ 3,852,288 | \$ 216,121 | 6% |
| Other Op Assistance/Funding | \$ 1,015 | \$ 5,000 | \$ (3,985) | -80% | - | \$ 1,015 | 100% |
| STA - Op Assistance | \$ 1,275,103 | \$ 1,275,103 | - | 0% | - | \$ 1,275,103 | 100% |
| STIC - Op Assistance | \$ 1,443,685 | \$ 1,443,685 | - | 0% | \$ 1,057,097 | \$ 386,588 | 37% |
| Fuel Tax Credit | \$ 154,803 | \$ 135,000 | \$ 19,803 | 15% | - | \$ 154,803 | 100% |
| Transfers (to)/ from Reserves | \$ - | \$ - | - | 0% | - | - | 0% |
| Total Revenue | \$ 22,908,379 | \$ 22,540,589 | \$ 367,791 | 2% | \$ 20,966,030 | \$ 1,942,349 | 9% |
| Expenses: | | | | | | | |
| Labor | \$ 9,493,621 | \$ 9,742,289 | \$ (248,668) | -3% | \$ 8,676,637 | \$ 816,984 | 9% |
| Fringe Benefits | \$ 8,583,885 | \$ 9,328,674 | \$ (744,789) | -8% | \$ 7,963,340 | \$ 620,545 | 8% |
| Services | \$ 1,200,432 | \$ 1,253,550 | \$ (53,118) | -4% | \$ 1,158,485 | \$ 41,947 | 4% |
| Mobile Materials & Supplies | \$ 1,809,631 | \$ 1,635,096 | \$ 174,534 | 11% | \$ 1,468,139 | \$ 341,492 | 23% |
| Other Materials & Supplies | \$ 157,117 | \$ 183,157 | \$ (26,041) | -14% | \$ 168,907 | \$ (11,791) | -7% |
| Utilities | \$ 276,331 | \$ 263,875 | \$ 12,456 | 5% | \$ 266,195 | \$ 10,135 | 4% |
| Casualty & Liability | \$ 330,042 | \$ 350,750 | \$ (20,708) | -6% | \$ 235,947 | \$ 94,095 | 40% |
| Taxes | \$ 16,091 | \$ 25,850 | \$ (9,759) | -38% | \$ 17,823 | \$ (1,732) | -10% |
| Purchased Transportation | \$ 151,167 | \$ 125,000 | \$ 26,167 | 21% | \$ 68,080 | \$ 83,088 | 122% |
| Miscellaneous | \$ 134,909 | \$ 170,069 | \$ (35,161) | -21% | \$ 93,751 | \$ 41,158 | 44% |
| Leases & Rentals | \$ 102,468 | \$ 128,650 | \$ (26,182) | -20% | \$ 115,052 | \$ (12,585) | -11% |
| Total Expenses | \$ 22,255,693 | \$ 23,206,963 | \$ (951,268) | -4% | \$ 20,232,356 | \$ 2,023,337 | 10% |
| Operating Income (Loss) | \$ 652,687 | \$ 652,687 | \$ 652,687 | 100% | \$ 733,674 | \$ 733,674 | 100% |

Attachment A



YTD Actual FY14



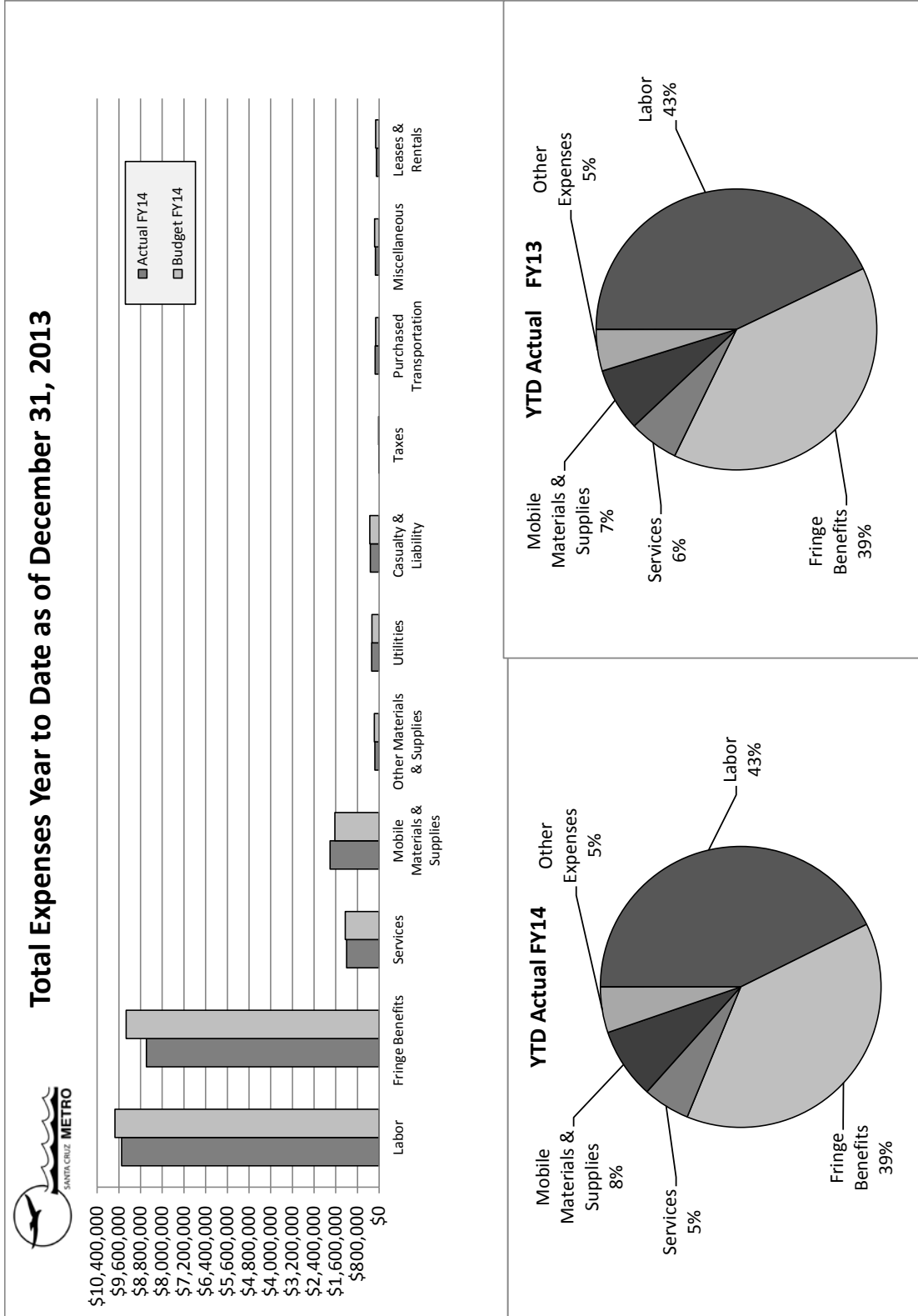
| Category | Percentage |
|------------------------------------|------------|
| Passenger Fares | 19% |
| STA - Op Assistance | 6% |
| Fuel Tax Credit | 1% |
| STIC - OP Assistance | 6% |
| Federal Op Assistance | 18% |
| Transp Dev Act TDA - Op Assistance | 13% |
| Other Revenue | 1% |
| Sales Tax Revenue | 35% |
| RTC Route 6 | 1% |

YTD Actual FY13



| Category | Percentage |
|--------------------------------|------------|
| Other Revenue | 1% |
| Passenger Fares | 20% |
| STIC - Op Assistance | 5% |
| Federal Op Assistance | 19% |
| Transp Dev Act (TDA) - Op Asst | 13% |
| Sales Tax Revenue | 42% |

Attachment A





FY14 Operating Revenue Year to Date as of December 31, 2013

Percent of Year Elapsed - 50%

| | Year to Date | | | YTD Year Over Year Comparison | | |
|-----------------------------------|---------------------|---------------------|-----------|-------------------------------|-------------------|-----------|
| | Actual | Budget | % Var | FY13 | \$ Var | % Var |
| Passenger Fares | | | | | | |
| Passenger Fares | \$ 1,978,646 | \$ 2,038,067 | -3% | \$ 1,963,972 | \$ 14,674 | 1% |
| Paratransit Fares | \$ 163,272 | \$ 139,080 | 17% | \$ 148,205 | \$ 15,067 | 10% |
| Special Transit Fares - Contract | \$ 1,297,241 | \$ 1,218,241 | 6% | \$ 1,287,335 | \$ 9,906 | 1% |
| Highway 17 Fares | \$ 735,278 | \$ 802,391 | -8% | \$ 732,249 | \$ 3,029 | 0% |
| Highway 17 Payments | \$ 254,959 | \$ 97,976 | 160% | \$ 133,354 | \$ 121,605 | 91% |
| Subtotal Passenger Revenue | \$ 4,429,396 | \$ 4,295,756 | 3% | \$ 4,265,115 | \$ 164,281 | 4% |

| Other Revenue | | | | | | |
|----------------------------------|-------------------|-------------------|------------|-------------------|-------------------|------------|
| Commissions | \$ 1,292 | \$ 2,800 | -54% | \$ 1,749 | \$ (457) | -26% |
| Advertising Income | \$ 131,828 | \$ 132,612 | -1% | \$ 135,917 | \$ (4,089) | -3% |
| Rent Income - SC Pacific Station | \$ 49,667 | \$ 54,066 | -8% | \$ 43,325 | \$ 6,342 | 15% |
| Rent Income - Watsonville TC | \$ 27,717 | \$ 26,402 | 5% | \$ 21,051 | \$ 6,665 | 32% |
| Interest Income | \$ 34,685 | \$ 50,000 | -31% | \$ 46,536 | \$ (11,851) | -25% |
| Other Non-Transp Revenue | \$ 9,910 | \$ 9,000 | 10% | \$ 11,705 | \$ (1,795) | -15% |
| Subtotal Other Revenue | \$ 255,098 | \$ 274,880 | -7% | \$ 260,283 | \$ (5,185) | -2% |

| | | | | | | |
|--|-----------------------|-----------------------|-----------|---------------------|-----------------------|-------------|
| Sales Tax Revenue | \$ 9,363,923 | \$ 9,135,779 | 2% | \$ 8,730,869 | \$ 633,054 | 7% |
| **Less: Matching funds for SLPP Capital | \$ (1,275,103) | \$ (1,275,103) | 0% | \$ - | \$ (1,275,103) | 100% |
| Subtotal Sales Tax Revenue | \$ 8,088,820 | \$ 7,860,676 | 3% | \$ 8,730,869 | \$ (642,049) | -7% |

| | | | | | | |
|---------------------------------------|--------------|--------------|----|--------------|------------|------|
| Transp Dev Act (TDA) - Op Asst | \$ 3,062,051 | \$ 3,052,266 | 0% | \$ 2,800,379 | \$ 261,672 | 9% |
| RTC Route 6 Receivable | \$ 130,000 | \$ 130,000 | 0% | \$ - | \$ 130,000 | 100% |

| Federal Op Assistance | | | | | | |
|---------------------------------------|---------------------|---------------------|-----------|---------------------|-------------------|-----------|
| FTA Sec 5307 - Op Asst | \$ 4,068,224 | \$ 4,068,224 | 0% | \$ 3,695,976 | \$ 372,248 | 10% |
| FTA Sec 5311 - Rural Op Asst | \$ - | \$ - | 0% | \$ 156,312 | \$ (156,312) | -100% |
| Medicare Subsidy | \$ 185 | \$ - | 100% | \$ - | \$ 185 | 100% |
| Subtotal Federal Op Assistance | \$ 4,068,409 | \$ 4,068,224 | 0% | \$ 3,852,288 | \$ 216,121 | 6% |

| Other Op Assistance/Funding | | | | | | |
|---|-----------------|-----------------|-------------|-------------|-----------------|-------------|
| AMBAG Funding | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Other Op Assistance/Funding | \$ 1,015 | \$ 5,000 | -80% | \$ - | \$ 1,015 | 100% |
| FTA Sec 5309 - ARRA Op Asst | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Subtotal Other Op Assistance/Funding | \$ 1,015 | \$ 5,000 | -80% | \$ - | \$ 1,015 | 100% |

Attachment A



FY14

Operating Revenue

Year to Date as of December 31, 2013

Percent of Year Elapsed - 50%

| | Year to Date | | | YTD Year Over Year Comparison | | |
|--------------------------------------|----------------------|----------------------|-----------|-------------------------------|---------------------|-----------|
| | Actual | Budget | % Var | FY13 | \$ Var | % Var |
| STA - Op Assistance | \$ 1,275,103 | \$ 1,275,103 | 0% | \$ - | \$ 1,275,103 | 100% |
| STIC - Op Assistance | \$ 1,443,685 | \$ 1,443,685 | 0% | \$ 1,057,097 | \$ 386,588 | 37% |
| Fuel Tax Credit | \$ 154,803 | \$ 135,000 | 15% | \$ - | \$ 154,803 | 100% |
| Transfers (to)/ from Reserves | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Total Revenue | <u>\$ 22,908,379</u> | <u>\$ 22,540,589</u> | <u>2%</u> | <u>\$ 20,966,030</u> | <u>\$ 1,942,349</u> | <u>9%</u> |
| Total Operating Expenses | <u>\$ 22,255,693</u> | | | <u>\$ 20,232,356</u> | | |
| Variance | <u>\$ 652,687</u> | | | <u>\$ 733,674</u> | | |

** The SLPP capital grant requires a 50% local match with sales tax from the operating budget.

10-5a.5



FY14
Consolidated Operating Expenses
Year to Date as of December 31, 2013

| | Current Period | | Year to Date | | YTD Year Over Year Comparison | | |
|------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------------------|-------------------|-----------|
| | Actual | Budget | Actual | Budget | FY13 | \$ Var | % Var |
| 501011 Bus Operator Pay | \$ 690,893 | \$ 4,278,801 | \$ 4,597,467 | \$ (318,666) | \$ 3,979,494 | \$ 299,307 | 8% |
| 501013 Bus Operator Overtime | \$ 156,998 | \$ 1,073,109 | \$ 1,040,587 | \$ 32,522 | \$ 816,638 | \$ 256,471 | 31% |
| 501021 Other Salaries | \$ 499,499 | \$ 3,764,393 | \$ 3,879,011 | \$ (114,618) | \$ 3,604,196 | \$ 160,197 | 4% |
| 501023 Other Overtime | \$ 56,695 | \$ 377,318 | \$ 225,224 | \$ 152,094 | \$ 276,309 | \$ 101,009 | 37% |
| Total Labor - | \$ 1,404,085 | \$ 9,493,621 | \$ 9,742,289 | \$ (248,668) | \$ 8,676,637 | \$ 816,984 | 9% |

Fringe Benefits

| | | | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|-----------|
| 502011 Medicare/Soc. Sec. | \$ 23,268 | \$ 143,988 | \$ 168,341 | \$ (24,353) | \$ 131,889 | \$ 12,099 | 9% |
| 502021 Retirement | \$ 298,705 | \$ 1,784,955 | \$ 1,934,653 | \$ (149,699) | \$ 1,521,635 | \$ 263,320 | 17% |
| 502031 Medical Insurance | \$ 635,768 | \$ 3,767,925 | \$ 4,048,361 | \$ (280,436) | \$ 3,359,883 | \$ 408,042 | 12% |
| 502041 Dental Insurance | \$ 42,360 | \$ 270,349 | \$ 280,544 | \$ (10,195) | \$ 257,873 | \$ 12,476 | 5% |
| 502045 Vision Insurance | \$ 11,374 | \$ 66,530 | \$ 70,109 | \$ (3,579) | \$ 61,565 | \$ 4,965 | 8% |
| 502051 Life Insurance | \$ 4,165 | \$ 22,750 | \$ 24,785 | \$ (2,035) | \$ 22,037 | \$ 713 | 3% |
| 502060 State Disability | \$ 16,229 | \$ 103,366 | \$ 115,707 | \$ (12,341) | \$ 92,847 | \$ 10,519 | 11% |
| 502061 Disability Insurance | \$ 10,532 | \$ 62,808 | \$ 74,034 | \$ (11,226) | \$ 59,082 | \$ 3,726 | 6% |
| 502071 State Unemp. Ins | \$ 24,342 | \$ 28,830 | \$ 47,969 | \$ (19,139) | \$ 28,183 | \$ 647 | 2% |
| 502081 Worker's Comp Ins | \$ 102,908 | \$ 540,511 | \$ 650,000 | \$ (109,490) | \$ 664,439 | \$ (123,928) | -19% |
| 502083 Worker's Comp IBNR | \$ - | \$ - | \$ - | \$ 0% | \$ - | \$ - | 0% |
| 502101 Holiday Pay | \$ 136,066 | \$ 322,489 | \$ 307,626 | \$ 14,864 | \$ 248,821 | \$ 73,668 | 30% |
| 502103 Floating Holiday | \$ 9,191 | \$ 24,754 | \$ 40,873 | \$ (16,119) | \$ 25,750 | \$ (996) | -4% |
| 502109 Sick Leave | \$ 42,453 | \$ 279,842 | \$ 486,684 | \$ (206,842) | \$ 303,807 | \$ (23,964) | -8% |
| 502111 Annual Leave | \$ 212,481 | \$ 1,043,648 | \$ 960,028 | \$ 83,619 | \$ 1,062,127 | \$ (18,479) | -2% |
| 502121 Other Paid Absence | \$ 14,649 | \$ 81,000 | \$ 72,069 | \$ 8,931 | \$ 82,953 | \$ (1,953) | -2% |
| 502251 Physical Exams | \$ 1,500 | \$ 5,175 | \$ 7,055 | \$ (1,880) | \$ 3,150 | \$ 2,025 | 64% |
| 502253 Driver Lic Renewal | \$ 391 | \$ 1,681 | \$ 2,328 | \$ (647) | \$ 2,025 | \$ (344) | -17% |
| 502999 Other Fringe Benefits | \$ 5,261 | \$ 33,284 | \$ 37,507 | \$ (4,223) | \$ 35,276 | \$ (1,991) | -6% |
| Total Fringe Benefits - | \$ 1,591,644 | \$ 8,583,885 | \$ 9,328,674 | \$ (744,789) | \$ 7,963,340 | \$ 620,545 | 8% |

| | | | | | | | |
|-----------------------------------|---------------------|----------------------|----------------------|---------------------|----------------------|---------------------|-----------|
| Total Personnel Expenses - | \$ 2,995,729 | \$ 18,077,505 | \$ 19,070,963 | \$ (993,456) | \$ 16,639,977 | \$ 1,437,528 | 9% |
|-----------------------------------|---------------------|----------------------|----------------------|---------------------|----------------------|---------------------|-----------|

10-5a.6



FY14
Consolidated Operating Expenses
Year to Date as of December 31, 2013

Attachment A

| | Current Period | | Year to Date | | YTD Year Over Year Comparison | | |
|---------------------------------|----------------|--------------|--------------|--------------|-------------------------------|-------------|-------|
| | Actual | Budget | Actual | Budget | FY13 | \$ Var | % Var |
| Services | | | | | | | |
| 503011 Acctg & Audit Fees | \$ - | \$ 38,000 | \$ 35,050 | \$ 38,000 | \$ (2,950) | \$ - | -8% |
| 503012 Admin & Bank Fees | \$ 60,471 | \$ 165,001 | \$ 165,439 | \$ 165,001 | \$ 439 | \$ 18,863 | 0% |
| 503031 Prof & Tech Fees | \$ 3,275 | \$ 169,302 | \$ 99,793 | \$ 169,302 | \$ (69,509) | \$ 22,856 | -41% |
| 503032 Legislative Services | \$ 9,460 | \$ 52,500 | \$ 46,960 | \$ 52,500 | \$ (5,540) | \$ 1,960 | -11% |
| 503033 Legal Services | \$ - | \$ 27,500 | \$ 14,349 | \$ 27,500 | \$ (13,151) | \$ 14,191 | -48% |
| 503034 Pre-Employ Exams | \$ 95 | \$ 5,238 | \$ 3,432 | \$ 5,238 | \$ (1,805) | \$ (2,937) | -34% |
| 503041 Temp Help | \$ 20,551 | \$ - | \$ 111,653 | \$ - | \$ 111,653 | \$ 106 | 100% |
| 503161 Custodial Services | \$ 7,494 | \$ 38,250 | \$ 40,296 | \$ 38,250 | \$ 2,046 | \$ (948) | 5% |
| 503162 Uniform & Laundry | \$ 1,555 | \$ 10,600 | \$ 13,356 | \$ 10,600 | \$ 2,755 | \$ 3,339 | 26% |
| 503171 Security Services | \$ 45,318 | \$ 234,636 | \$ 262,062 | \$ 234,636 | \$ 27,426 | \$ 42,809 | 12% |
| 503221 Classified/Legal Ads | \$ 1,107 | \$ 8,050 | \$ 3,300 | \$ 8,050 | \$ (4,750) | \$ (3,297) | -59% |
| 503222 Legal Advertising | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 503225 Graphic Services | \$ - | \$ 2,500 | \$ - | \$ 2,500 | \$ (2,500) | \$ - | -100% |
| 503351 Repair - Bldg & Impr | \$ 4,344 | \$ 34,000 | \$ 24,912 | \$ 34,000 | \$ (9,088) | \$ (18,125) | -27% |
| 503352 Repair - Equipment | \$ 31,232 | \$ 263,973 | \$ 227,544 | \$ 263,973 | \$ (36,429) | \$ 43,003 | -14% |
| 503353 Repair - Rev Vehicle | \$ 28,947 | \$ 175,000 | \$ 138,231 | \$ 175,000 | \$ (36,769) | \$ (63,198) | -21% |
| 503354 Repair - Non Rev Vehicle | \$ 1,444 | \$ 8,500 | \$ 4,826 | \$ 8,500 | \$ (3,674) | \$ 143 | -43% |
| 503363 Haz Mat Disposal | \$ 4,891 | \$ 20,500 | \$ 9,230 | \$ 20,500 | \$ (11,270) | \$ (16,067) | -55% |
| Total Services - | \$ 220,184 | \$ 1,253,550 | \$ 1,200,432 | \$ 1,253,550 | \$ (53,119) | \$ 41,947 | -4% |

| Mobile Materials & Supplies | | | | | | | |
|--|------------|--------------|--------------|--------------|------------|------------|-------|
| | Actual | Budget | Actual | Budget | FY13 | \$ Var | % Var |
| 504011 Fuels & Lube Non Rev Veh | \$ 6,250 | \$ 44,050 | \$ 41,824 | \$ 44,050 | \$ (2,226) | \$ 5,338 | -5% |
| 504012 Fuels & Lube Rev Veh | \$ 191,675 | \$ 1,166,538 | \$ 1,198,885 | \$ 1,166,538 | \$ 32,347 | \$ 155,606 | 3% |
| 504021 Tires & Tubes | \$ 22,560 | \$ 102,500 | \$ 129,867 | \$ 102,500 | \$ 27,367 | \$ 18,539 | 27% |
| 504161 Other Mobile Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| 504191 Rev Vehicle Parts | \$ 53,058 | \$ 322,008 | \$ 439,055 | \$ 322,008 | \$ 117,046 | \$ 162,009 | 36% |
| Total Mobile Materials & Supplies - | \$ 273,543 | \$ 1,635,096 | \$ 1,809,631 | \$ 1,635,096 | \$ 174,534 | \$ 341,492 | 11% |

10-5a.7



FY14
Consolidated Operating Expenses
Year to Date as of December 31, 2013

Attachment A

| | Current Period | | Year to Date | | YTD Year Over Year Comparison | | |
|---|-------------------|-------------------|-------------------|--------------------|-------------------------------|--------------------|-------------|
| | Actual | Budget | Actual | Budget | FY13 | \$ Var | % Var |
| Other Materials & Supplies | | | | | | | |
| 504205 Freight Out | \$ 326 | \$ 1,176 | \$ 1,301 | \$ 892 | \$ 892 | \$ 284 | 32% |
| 504211 Postage & Mailing | \$ 619 | \$ 3,007 | \$ 6,625 | \$ 3,887 | \$ 3,887 | \$ (880) | -23% |
| 504214 Promotional Items | \$ - | \$ 177 | \$ 500 | \$ 1,249 | \$ 1,249 | \$ (1,073) | -86% |
| 504215 Printing | \$ 2,372 | \$ 16,913 | \$ 48,825 | \$ 21,522 | \$ 21,522 | \$ (4,609) | -21% |
| 504217 Photo Supply/Processing | \$ 447 | \$ 2,011 | \$ 1,800 | \$ 626 | \$ 626 | \$ 1,386 | 221% |
| 504311 Office Supplies | \$ 5,700 | \$ 27,876 | \$ 33,722 | \$ 36,146 | \$ 36,146 | \$ (8,270) | -23% |
| 504315 Safety Supplies | \$ 945 | \$ 11,676 | \$ 9,700 | \$ 15,020 | \$ 15,020 | \$ (3,344) | -22% |
| 504317 Cleaning Supplies | \$ 3,598 | \$ 25,202 | \$ 26,135 | \$ 24,932 | \$ 24,932 | \$ 270 | 1% |
| 504409 Repair/Maint Supplies | \$ 3,298 | \$ 52,613 | \$ 43,500 | \$ 54,554 | \$ 54,554 | \$ (1,942) | -4% |
| 504421 Non-Inventory Parts | \$ 3,493 | \$ 12,735 | \$ 5,050 | \$ 3,541 | \$ 3,541 | \$ 9,194 | 260% |
| 504511 Small Tools | \$ 59 | \$ 3,362 | \$ 4,500 | \$ 5,082 | \$ 5,082 | \$ (1,720) | -34% |
| 504515 Employee Tool Rplcmt | \$ 139 | \$ 369 | \$ 1,500 | \$ 1,456 | \$ 1,456 | \$ (1,087) | -75% |
| Total Other Materials & Supplies - | \$ 20,997 | \$ 157,117 | \$ 183,157 | \$ 168,907 | \$ 168,907 | \$ (11,791) | -7% |
| Utilities | | | | | | | |
| 505011 Gas & Electric | \$ 23,325 | \$ 137,234 | \$ 128,275 | \$ 8,959 | \$ 149,673 | \$ (12,439) | -8% |
| 505021 Water & Garbage | \$ 21,692 | \$ 83,587 | \$ 60,600 | \$ 22,987 | \$ 64,450 | \$ 19,137 | 30% |
| 505031 Telecommunications | \$ 9,832 | \$ 55,510 | \$ 75,000 | \$ (19,490) | \$ 52,072 | \$ 3,437 | 7% |
| Total Utilities - | \$ 54,848 | \$ 276,331 | \$ 263,875 | \$ 12,456 | \$ 266,195 | \$ 10,135 | 4% |
| Casualty & Liability | | | | | | | |
| 506011 Insurance - Property | \$ 4,923 | \$ 36,455 | \$ 50,000 | \$ (13,545) | \$ 48,578 | \$ (12,122) | -25% |
| 506015 Insurance - PL & PD | \$ 37,856 | \$ 227,133 | \$ 225,000 | \$ 2,133 | \$ 212,010 | \$ 15,123 | 7% |
| 506021 Insurance - Other | \$ - | \$ 61 | \$ 750 | \$ (689) | \$ 711 | \$ (650) | -91% |
| 506123 Settlement Costs | \$ 60,000 | \$ 85,755 | \$ 75,000 | \$ 10,755 | \$ (12,955) | \$ 98,710 | -762% |
| 506127 Repairs - Dist Prop | \$ - | \$ (19,362) | \$ - | \$ (19,362) | \$ (12,396) | \$ (6,966) | 56% |
| Total Casualty & Liability - | \$ 102,779 | \$ 330,042 | \$ 350,750 | \$ (20,708) | \$ 235,947 | \$ 94,095 | 40% |
| Taxes | | | | | | | |
| 507051 Fuel Tax | \$ 1,620 | \$ 7,809 | \$ 7,000 | \$ 809 | \$ 7,273 | \$ 536 | 7% |
| 507201 Licenses & permits | \$ - | \$ 3,478 | \$ 9,850 | \$ (6,372) | \$ 3,958 | \$ (480) | -12% |
| 507999 Other Taxes | \$ - | \$ 4,804 | \$ 9,000 | \$ (4,196) | \$ 6,592 | \$ (1,788) | -27% |
| Total Taxes - | \$ 1,620 | \$ 16,091 | \$ 25,850 | \$ (9,759) | \$ 17,823 | \$ (1,732) | -10% |

10-5a.8



FY14
Consolidated Operating Expenses
Year to Date as of December 31, 2013

Attachment A

| | Current Period | | Year to Date | | YTD Year Over Year Comparison | | |
|---|---------------------|----------------------|----------------------|---------------------|-------------------------------|---------------------|-------------|
| | Actual | Budget | Actual | Budget | FY13 | \$ Var | % Var |
| Purchased Transportation | | | | | | | |
| 503406 Contr/Paratrans | \$ 18,000 | \$ 151,167 | \$ 125,000 | \$ 26,167 | 21% | \$ 83,088 | 122% |
| <i>Total Purchased Transportation -</i> | <i>\$ 18,000</i> | <i>\$ 151,167</i> | <i>\$ 125,000</i> | <i>\$ 26,167</i> | <i>21%</i> | <i>\$ 83,088</i> | <i>122%</i> |
| Miscellaneous | | | | | | | |
| 509011 Dues & Subscriptions | \$ 5,506 | \$ 37,767 | \$ 33,813 | \$ 3,955 | 12% | \$ 5,634 | 18% |
| 509081 Advertising - Dist Promo | - | \$ 4,023 | \$ 7,000 | \$ (2,977) | -43% | \$ 2,888 | 254% |
| 509101 Emp Incentive Prog | - | \$ 5,484 | \$ 6,750 | \$ (1,266) | -19% | \$ 356 | 7% |
| 509121 Employee Training | \$ 5,027 | \$ 33,848 | \$ 64,050 | \$ (30,202) | -47% | \$ 23,708 | 43% |
| 509123 Travel | \$ 7,238 | \$ 48,159 | \$ 50,180 | \$ (2,021) | -4% | \$ 10,141 | 98% |
| 509125 Local Meeting Exp | \$ 59 | \$ 2,105 | \$ 2,550 | \$ (445) | -17% | \$ (156) | -7% |
| 509127 Board Director Fees | \$ 600 | \$ 3,750 | \$ 5,727 | \$ (1,977) | -35% | \$ (700) | -16% |
| 509150 Contributions | - | - | - | - | 0% | - | 0% |
| 509197 Sales Tax Expense | - | - | - | - | 0% | - | 0% |
| 509198 Cash Over/Short | \$ (40) | \$ (229) | \$ - | \$ (229) | 100% | \$ 661 | -135% |
| <i>Total Misc -</i> | <i>\$ 18,389</i> | <i>\$ 134,909</i> | <i>\$ 170,069</i> | <i>\$ (35,161)</i> | <i>-21%</i> | <i>\$ 41,158</i> | <i>44%</i> |
| Leases & Rentals | | | | | | | |
| 512011 Facility Rentals | \$ 14,786 | \$ 88,449 | \$ 115,200 | \$ (26,751) | -23% | \$ (20,091) | -19% |
| 512061 Equipment Rentals | \$ 1,438 | \$ 14,019 | \$ 13,450 | \$ 569 | 4% | \$ 7,506 | 115% |
| <i>Total Leases & Rentals -</i> | <i>\$ 16,224</i> | <i>\$ 102,468</i> | <i>\$ 128,650</i> | <i>\$ (26,182)</i> | <i>-20%</i> | <i>\$ (12,585)</i> | <i>-11%</i> |
| Total Non-Personnel Expenses - | \$ 726,583 | \$ 4,178,187 | \$ 4,135,998 | \$ 42,189 | 1% | \$ 585,808 | 16% |
| TOTAL OPERATING EXPENSE - | \$ 3,722,312 | \$ 22,255,693 | \$ 23,206,962 | \$ (951,269) | -4% | \$ 2,023,337 | 10% |

10-5a.9

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



FY14
CAPITAL BUDGET
For the month ending - December 31, 2013

| | <u>YTD Actual</u> | <u>FY14 Budget</u> | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|---|---------------------|----------------------|-------------------------|--------------------|
| <u>Grant-Funded Projects</u> | | | | |
| MetroBase Project - FY11 Allocation Operations Bldg. (SAKATA, STA, PTMISEA) | \$ 2,305,091 | \$ 17,618,156 | \$ 15,313,065 | 13% |
| MetroBase Project - Operations Bldg. (SLPP) | \$ 1,497,352 | \$ 5,800,000 | \$ 4,302,648 | 26% |
| MetroBase Project - FY10 Allocation (PTMISEA) | \$ 5,786 | \$ 863,917 | \$ 858,131 | 1% |
| State of Good Repair #2 - 6 Buses, 42 MDCs (FTA, RES. RET. EARN.) | \$ 1,050,312 | \$ 3,491,010 | \$ 2,440,698 | 30% |
| 2nd LNG Tank (MBUAPCD, PTMISEA) | \$ 389,427 | \$ 969,381 | \$ 579,954 | 40% |
| Video Surveillance Project - CCTV (STATE-1B) | \$ 3,571 | \$ 225,336 | \$ 221,765 | 2% |
| Land Mobile Radio Project - LMR (STATE-1B) | \$ 90,746 | \$ 440,505 | \$ 349,759 | 21% |
| Bus Stop Improvements (STIP) | \$ 109,571 | \$ 257,300 | \$ 147,729 | 43% |
| Non-Revenue Vehicle Replacement (MBUAPCD, STA) | \$ - | \$ 137,717 | \$ 137,717 | 0% |
| Pacific Station/MetroCenter - Conceptual Design (FTA, STA) | \$ 274,602 | \$ 632,508 | \$ 357,906 | 43% |
| Pacific Station/MetroCenter - MOU City of SC (FTA, RES. RET. EARN.) | \$ - | \$ 232,500 | \$ 232,500 | 0% |
| Watsonville Transit Center - Conceptual Design (STA, RES. RET. EARN.) | \$ - | \$ 160,000 | \$ 160,000 | 0% |
| Subtotal Grant Funded Projects | \$ 5,726,458 | \$ 30,828,330 | \$ 25,101,872 | 19% |
| <u>IT Projects</u> | | | | |
| Automated Purchasing System Software - Puridium (STA) | \$ - | \$ 40,000 | \$ 40,000 | 0% |
| HR Software Upgrade - iVantage (STA) | \$ - | \$ 10,000 | \$ 10,000 | 0% |
| Subtotal IT Projects | \$ - | \$ 50,000 | \$ 50,000 | 0% |
| <u>Facilities Repair & Improvements</u> | | | | |
| MetroCenter Repairs (RES. RET. EARN., STA) | \$ - | \$ 300,000 | \$ 300,000 | 0% |
| Bus Stop Repairs / Improvements (RES. RET. EARN.) | \$ 119,564 | \$ 163,000 | \$ 43,436 | 73% |
| WTC Renovations & Repairs (STA) | \$ - | \$ 45,000 | \$ 45,000 | 0% |
| Repaint SVT (STA) | \$ 700 | \$ 45,000 | \$ 44,300 | 2% |
| Heaters for Customer Service Booth - Pac Station (STA) | \$ - | \$ 7,500 | \$ 7,500 | 0% |
| Interactive White Board - ParaCruz (STA) | \$ - | \$ 3,500 | \$ 3,500 | 0% |
| Subtotal Facilities Repairs & Improvements Projects | \$ 120,264 | \$ 564,000 | \$ 443,736 | 21% |

Attachment B



FY14 CAPITAL BUDGET For the month ending - December 31, 2013

| | <u>YTD Actual</u> | <u>FY14 Budget</u> | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|---|---------------------|----------------------|-------------------------|--------------------|
| <u>Revenue Vehicle Replacement</u> | | | | |
| Replace WiFi on Highway 17 buses (STA) | \$ 56,053 | \$ 165,000 | \$ 108,947 | 34% |
| Subtotal Revenue Vehicle Replacements | \$ 56,053 | \$ 165,000 | \$ 108,947 | 34% |
| <u>Non-Revenue Vehicle Replacement</u> | | | | |
| Replace 3 Relief Vehicles (STA) | \$ - | \$ 66,000 | \$ 66,000 | 0% |
| Replace 2 Supervisor Vehicles-SUV (STA) | \$ 37,951 | \$ 83,500 | \$ 45,549 | 45% |
| Subtotal Non-Revenue Vehicle Replacements | \$ 37,951 | \$ 149,500 | \$ 111,549 | 25% |
| <u>Fleet & Maintenance Equipment</u> | | | | |
| Small Vehicle Lift - Fleet (STA) | \$ - | \$ 25,000 | \$ 25,000 | 0% |
| Vehicle Diagnostic Code Scanner Program & PC - PC (STA) | \$ - | \$ 3,500 | \$ 3,500 | 0% |
| Torque Wrench Calibration Tool (STA) | \$ - | \$ 3,000 | \$ 3,000 | 0% |
| Subtotal Fleet & Maintenance Equipment | \$ - | \$ 31,500 | \$ 31,500 | 0% |
| <u>Office Equipment</u> | | | | |
| Replace two (2) Photocopier/Scanners (STA) | \$ - | \$ 52,000 | \$ 52,000 | 0% |
| Subtotal Office Equipment | \$ - | \$ 52,000 | \$ 52,000 | 0% |
| <u>Misc</u> | | | | |
| Ticket Vending Machine (1) (STA) | \$ - | \$ 36,000 | \$ 36,000 | 0% |
| Ticket Vending Machine-SLV (1) (RES. RET. EARN.) | \$ - | \$ 80,000 | \$ 80,000 | 0% |
| Subtotal Misc. | \$ - | \$ 116,000 | \$ 116,000 | 0% |
| TOTAL CAPITAL PROJECTS | \$ 5,940,726 | \$ 31,956,330 | \$ 26,015,604 | 19% |



FY14
CAPITAL BUDGET
For the month ending - December 31, 2013

| | <u>YTD Actual</u> | <u>FY14 Budget</u> | <u>Remaining Budget</u> | <u>% Spent YTD</u> |
|---|---------------------|----------------------|-------------------------|--------------------|
| <u>CAPITAL FUNDING</u> | | | | |
| Federal Capital Grants | \$ 1,091,441 | \$ 3,823,151 | \$ 2,731,710 | 29% |
| Other Fed - Sakata / Lawsuit proceeds | \$ - | \$ 1,335,000 | \$ 1,335,000 | 0% |
| State - PTMISEA (1B) | \$ 1,202,952 | \$ 12,840,000 | \$ 11,637,048 | 9% |
| State - Security Bond Funds (1B) | \$ 94,317 | \$ 665,841 | \$ 571,524 | 14% |
| State Transit Assistance (STA) | \$ 149,624 | \$ 693,604 | \$ 543,980 | 22% |
| State Transit Assistance (STA) - SLPP Backfill ** | \$ 1,497,352 | \$ 4,956,502 | \$ 3,459,150 | 30% |
| State - MBUAPCD | \$ - | \$ 104,062 | \$ 104,062 | 0% |
| State - STIP | \$ 109,571 | \$ 257,300 | \$ 147,729 | 43% |
| State - SLPP | \$ 1,497,352 | \$ 5,800,000 | \$ 4,302,648 | 26% |
| Local - Reserved Retained Earnings | \$ 298,117 | \$ 1,470,870 | \$ 1,172,753 | 20% |
| Local Operating Match | \$ - | \$ 10,000 | \$ 10,000 | 0% |
| TOTAL CAPITAL FUNDING | \$ 5,940,726 | \$ 31,956,330 | \$ 26,015,604 | 19% |

** The SLPP capital grant requires a 50% local match with sales tax from the operating budget.

Attachment C

FY14 FINAL CAPITAL BUDGET REVISIONS APPROVED THROUGH DECEMBER 2013

| FY14 FINAL CAPITAL BUDGET ADOPTED JUNE 28, 2013: | | | | \$ 30,839,342 |
|--|----------|---------------------|-----------|----------------------|
| CAPITAL PROJECT | SOURCE | AMOUNT | TOTAL | |
| Add: Increase funding to Pacific Station Conceptual Design Project | FTA | \$ 459,590 | | |
| | RESERVES | \$ 114,898 | | |
| Reason: BOD awarded a contract to Group 4 Architecture, Research + Planning, Inc. on June 28, 2013 | | | | |
| Add: State of Good Repair #2 - 6 Buses, 42 MDC's | RESERVES | \$ 100,000 | | |
| Reason: BOD approved the purchase of a 6th New Flyer bus on August 23, 2013 | | | | |
| Add: Ticket Vending Machine for SLV | RESERVES | \$ 80,000 | | |
| Reason: BOD approved funding for a 6th TVM for the residents of San Lorenzo Valley on September 13, 2013 | | | | |
| Add: Amendment to the MOU with the City of Santa Cruz for project management services at Pacific Station | FTA | \$ 186,000 | | |
| | RESERVES | \$ 46,500 | | |
| Reason: BOD approved funding an amendment to the MOU with funds from FTA grant # CA-04-0102 in the amount of \$186,000 and cash reserves in the amount of \$46,500 on September 27, 2013 | | | | |
| Add: Increase funding for Watsonville Transit Center - Design Project | RESERVES | \$ 130,000 | | |
| Reason: BOD awarded a contract to B+U, LLP and approved additional funding of \$130K from cash reserves on September 27, 2013 | | | | |
| Transfer funds from: Replace Supervisor Vehicle - SUV project - to Non-Revenue Vehicle Replacement project | STA | \$ (6,500) | | |
| Reason: Additional funds are required to augment the MBUAPCD Non-Revenue Vehicle Replacement grant for the purchase and replacement of a service body truck with a new CNG service body truck - Requested internally December 11, 2013 | | | | |
| Transfer funds from: Replace Supervisor Vehicle - SUV project - to Non-Revenue Vehicle Replacement project | STA | \$ 6,500 | | |
| Reason: Additional funds are required to augment the MBUAPCD Non-Revenue Vehicle Replacement grant for the purchase and replacement of a service body truck with a new CNG service body truck - Requested internally December 11, 2013 | | | | |
| TOTAL PROPOSED CAPITAL BUDGET REVISIONS YTD: | FTA | \$ 645,590 | | |
| | RESERVES | \$ 471,398 | \$ | 1,116,988 |
| | STA | \$ - | | |
| | | \$ 1,116,988 | | |
| FY14 REVISED CAPITAL BUDGET AS OF DECEMBER 2013: | | | | \$ 31,956,330 |

10-5c.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR PAINTING THE EXTERIOR OF THE BART CAVALLERO TRANSIT CENTER

I. RECOMMENDED ACTION

Authorize the Purchasing Manager to issue a formal Invitation for Bids for Painting the Exterior of the Bart Cavallero Transit Center.

II. SUMMARY OF ISSUES

- The Bart Cavallero Transit Center has not been painted since it was built in 1994.
- The City of Scotts Valley has requested warmer colors when repainting.
- Due to staffing restrictions this work cannot be done in-house.

III. DISCUSSION

The Bart Cavallero Transit Center is in need of exterior painting for maintenance reasons. The City of Scotts Valley has selected a warmer color scheme to update the look and fit in better with the aesthetic of the surrounding City-owned buildings.

Facilities staff recently completed other projects and need to focus on bus stop and building maintenance at this time. Bob Cotter, Maintenance Manager requested that, due to time constraints, this project be put out to bid.

Staff is recommending the issuance of a formal Invitation for Bids for Painting the Exterior of the Bart Cavallero Transit Center.

IV. FINANCIAL CONSIDERATIONS

Funds to support a resulting contract in the amount of \$45,000 are included in the FY 14 Capital Budget.

V. ATTACHMENTS

Attachment A: Authorizing Resolution

Attachment A

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

Resolution No. _____

RESOLUTION AUTHORIZING THE PURCHASING MANAGER TO SOLICIT BIDS FOR PAINTING THE EXTERIOR OF THE BART CAVALLERO TRANSIT CENTER

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for painting the exterior of the Bart Cavallero Transit Center;

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AS FOLLOWS:

THAT, the Purchasing Manager is authorized to issue an Invitation for Bids for the services and/or supplies described above; and

THAT, the IFB is approved for release pursuant to the provisions of the Santa Cruz Metropolitan Transit District's Procurement Policy.

PASSED AND ADOPTED this 28th day of February, 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
DANIEL DODGE
Board Chair

ATTEST: _____
LESLIE R. WHITE
Secretary/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

10-6a.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES FOR THE WATSONVILLE TRANSIT CENTER

I. RECOMMENDED ACTION

Authorize the Purchasing Manager to issue a formal Request for Proposals for Janitorial Services for the Watsonville Transit Center.

II. SUMMARY OF ISSUES

- Janitorial Services at the Watsonville Transit Center are currently provided by a tenant via services agreement with that tenant..
- Due to planned remodel and restructuring, it is desirable to find a contractor to perform these services who is not a tenant of the Watsonville Transit Center.
- A cost analysis has been performed by the Maintenance Manager and it was determined that it is not cost effective to bring these services in-house at this time.

III. DISCUSSION

Currently the Janitorial Services at the Watsonville Transit Center are provided by a tenant as part of a separate agreement with that tenant. Santa Cruz METRO is currently planning for a remodel and restructuring of tenant spaces, as such Santa Cruz METRO has assessed the needs with regard to these services and believes that it would be advantageous to find a separate contractor to provide these services, rather than the current arrangement of contracting with a tenant of the Watsonville Transit Center. As such, Request for Proposals for Janitorial Services is necessary to replace the current services, and to provide a competitive basis for this procurement.

A cost analysis has been performed by Robert Cotter, Maintenance Manager, and it was determined that it is not cost effective to bring these services in-house at this time due to the distance staff would have to travel from all other facilities.

Staff is recommending the issuance of a formal Request for Proposals for Janitorial Services for the Watsonville Transit Center.

IV. FINANCIAL CONSIDERATIONS

Funds to support a resulting contract are included in the Facilities Maintenance FY14 Operating Budget and planned for the FY15 budget.

V. ATTACHMENTS

Attachment A: Authorizing Resolution

Attachment A

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

Resolution No. _____

RESOLUTION AUTHORIZING THE PURCHASING MANAGER TO SOLICIT PROPOSALS FOR JANITORIAL SERVICES FOR THE WATSONVILLE TRANSIT CENTER

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for janitorial services for the Watsonville Transit Center;

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AS FOLLOWS:

THAT, the Purchasing Manager is authorized to issue a Request for Proposals for the services and/or supplies described above; and

THAT, the RFP is approved for release pursuant to the provisions of the Santa Cruz Metropolitan Transit District's Procurement Policy.

PASSED AND ADOPTED this 28th day of February, 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
DENE BUSTICHI
Board Chair

ATTEST: _____
LESLIE R. WHITE
Secretary/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

10-7a.1

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR CHIP SEAL APPLICATION ON THE PARKING LOT NEXT TO THE TEMPORARY OPERATIONS FACILITY

I. RECOMMENDED ACTION

Authorize the Purchasing Manager to issue a formal Invitation for Bids for Chip Seal Application on the parking lot next to the temporary Operations Facility.

II. SUMMARY OF ISSUES

- The parking lot next to the temporary Operations Facility has had ongoing issues related to the large amount of dust that the cooling fans on Santa Cruz METRO's buses are blowing around when driving on the lot.
- An application of chip seal has been recommended to remedy the issues.

III. DISCUSSION

The parking lot next to the temporary Operations Facility on DuBois is comprised of rock aggregate and dirt. Santa Cruz METRO has received ongoing air quality complaints from neighbors and staff related to the large amount of dust that the cooling fans on Santa Cruz METRO's buses are blowing around when driving on the lot. The composition and slope of the lot is also difficult for staff to traverse when walking in the lot.

Staff has contracted a water truck to spray the lot on a regular schedule, and had a wax-based oil product applied several times. These methods only reduced dirt particles in the air for a short time and have not been an effective solution. A semi-permanent chip seal application has been recommended to remedy the issues, and will be removed upon completion of the lease.

Staff is recommending the issuance of a formal Invitation for Bids for Chip Seal Application on the Parking Lot next to the temporary Operations Facility.

IV. FINANCIAL CONSIDERATIONS

Funds to support a resulting contract are included in the MetroBase budget.

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

Resolution No. _____

**RESOLUTION AUTHORIZING THE PURCHASING MANAGER
TO SOLICIT BIDS FOR CHIP SEAL APPLICATION ON THE PARKING LOT NEXT TO
THE TEMPORARY OPERATIONS FACILITY**

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for chip seal application on the dirt lots next to the temporary operations location at 165 Dubois Street;

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AS FOLLOWS:

THAT, the Purchasing Manager is authorized to issue an Invitation for Bids for the services and/or supplies described above; and

THAT, the IFB is approved for release pursuant to the provisions of the Santa Cruz Metropolitan Transit District's Procurement Policy.

PASSED AND ADOPTED this 28th day of February, 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
DENE BUSTICHI
Board Chair

ATTEST: _____
LESLIE R. WHITE
Secretary/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Cortes, Anthony David Received: 2/11/2014 Claim #: 14-0001
Date of Incident: 1/10/2014 Occurrence Report No.: SC 01-14-06

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

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

By _____

Liseth Guizar
Security and Risk Administrator

Date: _____

2/21/14

I, Anthony Tapiz, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of February 28, 2014.

By _____

Anthony Tapiz
RECORDING SECRETARY

Date: _____

Attachment(s)



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

CLAIM FOR DAMAGES

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

Claim # ~~6114 06~~ Bus 2810 14-0001
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Anthony David Cortes

Claimant's Legal Last Name: Cortes

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

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

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

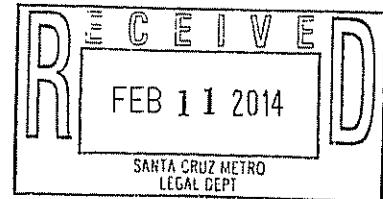
IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

Gender: M or F





Claimant Name: Anthony D Corte

CLAIM FOR DAMAGES

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

Date of Incident/Accident: 1-10-14

Time of Incident/Accident: 8pm AM PM

Location of Incident/Accident

Street/City: 4/st & light before Hwy 1 eastbound

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

We were both stopped at the light before Hwy 1 headed eastbound on 4th St. We then proceeded straight thru the light which I was going South on Hwy 1 & the bus was in the second lane from right going straight. Somehow when went across the light the bus made contact with the driver's side of car. There were a couple of minor chips on back door and broke drivers side view mirror. Police arrived & so did Bus drivers Supervisor.



Claimant Name: Anthony D Cortes

CLAIM FOR DAMAGES

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

Bus 2870

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ 2,500

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

Claimant: Anthony Cortes Anthony Cortes Date: 2/8/14
Signature/Print Name

Attorney or Representative: _____ Date: _____
Signature/Print Name

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014
TO: Board of Directors
FROM: John Daugherty, METRO Accessible Services Coordinator
SUBJECT: ACCESSIBLE SERVICES REPORT FOR DECEMBER 2013

I. RECOMMENDED ACTION

This report is informational only. No action required.

II. SUMMARY OF ISSUES

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

III. DISCUSSION

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

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

Under direction, the Accessible Services Coordinator: 1) Organizes, supervises, coordinates and provides METRO services to the older adult and disability communities; 2) Organizes, directs and coordinates the activities and operation of METRO's Mobility Training function; 3) Promotes and provides Mobility Training and outreach services; 4) Acts as information source to staff, Management, funding sources, clients, community agencies and organizations, and the general public regarding Mobility Training and accessibility; 5) Works with Department Managers to ensure compliance with METRO's accessibility program and policies.

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

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

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Accessible Services Coordinator (ASC) Activity Tracking Report for December 2013

Prepared by: John Daugherty, METRO Accessible Services Coordinator
Date Prepared: February 20, 2014

Attachment A

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

What is Mobility Training?

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

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

There was progress with 18 trainees:

- One person was a new referral from her Orthopedic Impairment Specialist. Her Assessment was cancelled due to illness and reset for January. The ASC opened her file.
- Another person requested his first Route Training, which was completed.
- Another person practiced boarding her wheelchair backwards during December 11 Independence Square presentation.
- Another person met ASC at Pacific Station to discuss recent bus rides and to offer assistance with operator training.

Attachment A

- Training with 14 persons is almost complete: December activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

Training Overview for December 2013:

- Amount of time dedicated to training sessions and follow up activity: At least 42 hours
- Tracking of scheduled appointments vs. cancelled:
Three appointments scheduled, one appointment cancelled

Highlights of Other Activity - Outreach performed in the community:

- December 10 Elderly & Disabled Transportation Advisory Committee meeting
- December 11 Presentation at Independence Square in Watsonville
- December 13 Outreach at Farmers' Market in Watsonville

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 December meetings was at least 48 persons. Questions on METRO service varied. Information was provided during meetings and follow up emails and phone calls.

Requests from the community and METRO staff:

- There were at least 24 individual contacts in person and/or over the phone. Most contacts regarded outreach and follow up from meetings.
- ASC activity before, during and after the December 11 Independence Square presentation included coordinating one operator and demonstration bus and follow up conversations with participants.
- The ASC was out of office, on vacation, from December 16, 2013 through January 1, 2014.



Santa Cruz County Regional Transportation Commission

Minutes

Thursday, January 9, 2014

**Santa Cruz City Council Chambers
809 Center St.
Santa Cruz CA 95060**

1. Roll call

The meeting was called to order at 9:01 a.m.

Members present:

| | |
|-------------------------|---------------------|
| Aileen Loe (ex-officio) | Dennis Norton |
| Don Lane | Randy Johnson |
| Eduardo Montesino | Greg Caput |
| Neal Coonerty | Zach Friend |
| John Leopold | Bruce McPherson |
| Dene Bustichi | Daniel Dodge (alt.) |
| Lynn Robinson | |

Staff present:

| | |
|----------------|-------------|
| George Dondero | Luis Mendez |
| Jason Laning | Kim Shultz |
| Cory Caletti | |

2. Oral communications - none

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

CONSENT AGENDA

Commissioner Leopold moved and Commissioner Lane seconded the consent agenda. The motion passed unanimously, with Commissioners Norton, Lane, Johnson, Montesino, Caput, Coonerty, Friend, Leopold, McPherson, Bustichi, Dodge, and Robinson voting "aye."

MINUTES

4. Approved draft minutes of the December 5, 2013 Regional Transportation Commission meeting

5. Accepted draft minutes of the December 10, 2013 Elderly and Disabled Transportation Advisory Committee meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

6. Approved 2014 Caltrans Planning Grant Applications (**Resolution 15-14**)

BUDGET AND EXPENDITURES ITEMS

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

ADMINISTRATION ITEMS

No consent items

INFORMATION/OTHER ITEMS

8. Accepted monthly meeting schedule
9. Accepted correspondence log
10. Accepted letters from RTC committees and staff to other agencies
 - a. December 10, 2013 letter from Elderly and Disabled Transportation Advisory Committee to Santa Cruz Metropolitan Transit District Board of Directors regarding short range transit plan comments
11. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
12. Accepted information items - *none*

REGULAR AGENDA

13. Consider rescinding prior motion to elect chair and vice-chair for 2014 and newly elect chair and vice-chair for 2014

Executive Director George Dondero presented his staff report. Commissioners discussed the precedence of previous elections for chair and vice-chair, the precedence for rescinding a prior motion, and other issues related to the election of chair and vice-chair.

Commissioner Coonerty moved and Commissioner Norton seconded to rescind the prior motion to elect Commissioner Eduardo Montesino Chair and

Commissioner Zach Friend Vice-Chair of the RTC for 2014. The motion passed, with Commissioners Norton, Lane, Montesino, Caput, Coonerty, Friend, and Leopold voting "aye," and Commissioners Johnson, McPherson, Bustichi, Dodge, and Robinson voting "no."

Commissioner Coonerty moved and Commissioner Norton seconded to elect Commissioner Eduardo Montesino Chair and Commissioner John Leopold Vice-Chair of the RTC for 2014. The motion passed, with Commissioners Norton, Lane, Montesino, Caput, Coonerty, Friend, Leopold, McPherson, and Dodge voting "aye," and Commissioners Johnson, Bustichi, and Robinson voting "no."

14. Commissioner reports – oral reports

None

15. Director's report – oral report

Executive Director George Dondero discussed Governor Brown's state budget outline for fiscal year (FY) 2014-15. Commissioners discussed the possibility of cap and trade revenues being made available for city and county transportation projects.

16. Caltrans report and consider action items

Aileen Loe, Caltrans, presented the District Director's report. Commissioners discussed the Safe Routes to School program.

17. Presentation from City of Santa Cruz Public Works – oral report

Chris Schneiter, City of Santa Cruz Assistant Public Works Director, reported on current projects, including construction at Soquel Avenue and Park Avenue, and the Arana Gulch project. He said that blogs are available for each project on the City of Santa Cruz's website, where each features information on the projects and weekly construction updates. Commissioners discussed possible completion dates.

William Menchine, alternate member of the RTC's Bicycle Committee, thanked the City of Santa Cruz for using project blogs on its website to keep the public informed on construction progress. He said that it is sometimes difficult to find information for other projects in the county.

18. Highway 1 Soquel/Morrissey Auxiliary Lane project update

Senior Transportation Planner Kim Shultz presented his staff report.

Bruce Shewchuk, RTC resident engineer, said that all punch-list items have been completed, and that one final work item remaining includes planting mitigation trees and shrubs.

Commissioners discussed the maintenance agreement with the groundskeeping contractor; the party responsible for erosion maintenance; the status of change orders; and future plans for the Highway 1 corridor. Commissioner Bustichi requested a copy of the change order log, RFI log and punch list.

Commissioner McPherson moved and Commissioner Friend seconded to authorize the Executive Director to amend the agreement with the City of Santa Cruz increasing the contract value by \$14,880 to implement a 2 year maintenance program to ensure the establishment of mitigation planting in response to the removal of mature heritage trees, for a total of \$51,380.

The motion passed unanimously, with Commissioners Norton, Lane, Johnson, Montesino, Caput, Coonerty, Friend, Leopold, McPherson, Bustichi, Dodge, and Robinson voting "aye."

19. Review of items to be discussed in closed session

Executive Director George Dondero said that issues related to anticipated litigation would be discussed in closed session.

Commissioners adjourned to closed session at 9:45 a.m.

CLOSED SESSION

20. Conference with legal counsel—anticipated litigation. Significant Exposure to Litigation to be considered for two cases pursuant to Government Code Section 54956.9 (d)(2).

21. Conference with legal counsel—anticipated litigation. Initiation of litigation to be considered for one case pursuant to Government Code Section 54956.9 (d)(4).

OPEN SESSION

22. Report on closed session

Commissioners reconvened to open session at 10:55 a.m. and there was no closed session report.

23. Adjourn to special meeting of the Service Authority for Freeway Emergencies

No agenda items this month

24. Meeting adjourned at 10:55 a.m. Next meetings

The next RTC meeting is scheduled for Thursday, February 6, 2014 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main Street, Suite 400, Watsonville, CA.

The next Transportation Policy Workshop meeting is scheduled for Thursday, February 20, 2014 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Jason Laning, Staff

Attendees:

Les White
William Menchine
Chris Schneiter
Bruce Shewchuk

Santa Cruz METRO
Alternate member of RTC Bicycle Committee
City of Santa Cruz, Department of Public Works
Parsons Brinckerhoff

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR FEBRUARY 2014

I. RECOMMENDED ACTION

This report is for informational purposes only. Active grants and grant proposals are current as of February 20, 2014. No action is required.

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 33% of its FY14 operating revenue and 96% of its FY14 capital budget.
- 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 \$47,280,347
- Santa Cruz METRO staff is developing new applications totaling \$969,110 for new projects.

III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 33% of its FY14 operating revenue and 96% of its FY14 capital funding. Transportation Development Act (TDA), State Transit Assistance (STA) and the Federal Transit Administration (FTA) annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

This staff report is to apprise the Board of Directors of active grants funding current projects and proposed grants for new projects and ongoing operating costs. **Attachment A** lists all of Santa Cruz METRO's active grants with the award amount, the remaining balance and the status of the projects funded by the grant. **Attachment B** lists Santa Cruz METRO's open grant applications with a brief description, source and status of proposed funds.

IV. FINANCIAL CONSIDERATIONS

Active grant awards for operating and capital projects total \$47,280,347; no new grants have been awarded since last month. The unspent balance of active grants is \$27,752,711, a decrease of approximately \$2.57 million due primarily from progress payments drawn for completed work on MetroBase construction, and payments for two new buses.

Current grant applications request \$969,110 in new funds, an increase of approximately \$665,000 since last month. Staff is submitting new grant applications for non-revenue and paratransit vehicles and a transit security grant.

V. ATTACHMENTS

Attachment A: Santa Cruz METRO Active Grants Status Report as of February 20, 2014

Attachment B: Santa Cruz METRO Grant Applications as of February 20, 2014

Attachment A

Santa Cruz METRO
Active Grants as of February 19, 2014

| # | Grant | Description | \$ Grant Awarded | \$ Grant Balance | Funding Source | Grant Status |
|---|--------------------------------------|---|------------------|-------------------|--|--|
| 1 | FY13 Transit Security Projects | Video Surveillance and Lighting at remaining METRO Facilities | \$ 440,505 | \$ 440,505 | FY13 CTSGP funds from Cal EMA | Received FY13 advance payment on 10/29/13. |
| 2 | FY12 Transit Security Projects | Land Mobile Radio system | \$ 440,505 | \$ 440,505 | FY12 CTSGP funds from Cal EMA | Day Wireless contract amended on 6/14/13 to add \$150,000 for repeater sites and contingency. Total contract value now \$820,000. Expires 3/31/15. \$ Grant Balance as of 2/19/14. |
| 3 | FY11 Transit Security Project | Santa Cruz METRO video surveillance projects | \$ 440,505 | \$ 139,614 | FY11 CTSGP funds from Cal EMA | Ojo completed camera installations at Pacific Station. Further projects are beyond the scope of work in the amended Ojo contract, and METRO will re-bid further installations. Expires 3/31/14. \$ Grant Balance as of 2/19/14. |
| 4 | Bus Stop Improvements | Improve bus stops in Santa Cruz METRO service area | \$ 500,000 | \$ 6,100 | Caltrans State Transportation Improvement Program (STIP) | American Asphalt submitted photos, work completion lists and a final report to comply with the contract requirements. METRO will pay the |
| 5 | FY11 5309 Bus/Facilities SGR Program | CNG Replacement buses and ParaCruz mobile data terminals. | \$ 2,814,538 | \$ 251,940 | FTA 5309 SGR | Santa Cruz METRO received all buses and paid for 4 after acceptance. Trapeze completed software installation to support 42 |

10-12a.1

Attachment A

Santa Cruz METRO
Active Grants as of February 19, 2014

| # | Grant | Description | \$ Grant Awarded | \$ Grant Balance | Funding Source | Grant Status |
|----|---|--|------------------|------------------|---|---|
| 6 | FY12 MBUAPCD AB2766 Grant | Discretionary Grant | \$ 160,000 | \$ 100,994 | MBUAPCD (Air District) | METRO will purchase a new model year factory-built CNG F-550 utility body truck. MBUAPCD approved a grant extension until 6/22/14 for accepting and invoicing for the truck. \$ Grant Balance as of 2/19/14. |
| 7 | FY11 MBUAPCD AB2766 | MetroBase construction of second L/CNG storage tank. | \$ 200,000 | \$ - | Air District AB 2766 Grant | Grant expended. Final report due by 2/11/16. Remaining 29 diesel buses must be replaced by 2/11/16. \$ Grant Balance as of 2/19/14. |
| 8 | FY 11/12 Proposition 1B - State and Local Partnership Program | CTC | \$ 5,812,000 | \$ 4,573,438 | CTC - SLPP | CTC approved \$5.812 M allocation 8/22/12 for Judy K. Souza Operations Building. METRO submitted a third reimbursement request to Caltrans. Grant Balance as of 2/19/14. |
| 9 | FY08,09,10,11 PTMISEA funds | MetroBase development. | \$ 20,558,730 | \$ 13,108,901 | FY08, FY09, FY10, FY11 Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA) | Lewis C. Nelson & Sons construction contractor has built 1st floor support. Funds being drawn simultaneously with SLPP grant. \$ Grant Balance as of 2/19/14. |
| 10 | Pacific Station Design Engineering | Contract architectural and engineering services for Pacific Station expansion and renovation | \$ 396,000 | \$ 111,484 | FY06 FTA 5309 CA-04-0021. | Group 4 + \$632,508 contract. The project Team is preparing Round #2 outreach for the week of 2/24-2/28. \$ Grant Balance as of 2/19/14. No expiration. |
| 11 | Pacific Station Design Engineering | Contract architectural and engineering services for Pacific Station expansion and renovation | \$ 490,000 | \$ 306,732 | FY08 FTA 5309 CA-04-0102. | Group 4 + \$632,508 contract. The project Team is preparing Round #2 outreach for the week of 2/24-2/28. \$ Grant Balance as of 2/19/14. No expiration. |

10-12a.2

Attachment A

Santa Cruz METRO
Active Grants as of February 19, 2014

| # | Grant | Description | \$ Grant Awarded | \$ Grant Balance | Funding Source | Grant Status |
|----|---|--|------------------|------------------|--|---|
| 12 | FY14 TDA/STA Operating Assistance | LTF Operating assistance from 1/4c sales tax. | \$ 8,863,800 | \$ 5,043,787 | TDA | SCCRTC paid FY14 2nd Quarter TDA + supplemental FY13 distribution on 11/26/13. Balance as of 2/19/14. |
| 13 | FY14 Caltrans Planning Grants | Caltrans | \$ 40,281 | \$ 39,266 | FTA 5304/Caltrans | Caltrans awarded Internship grant 8/13/13 for \$40,281. Recruitment completed for replacement intern. |
| 14 | County of Santa Cruz Prop 84 Challenge Grant | Planning/zoning in unincorporated areas to achieve sustainable growth. METRO partners as transit provider. | \$ 10,000 | \$ 10,000 | California Proposition 84 Planning Grant | Santa Cruz METRO awarded \$10,000 on 6/3/11 as partner. No progress. |
| 15 | AMBAG Sustainable Communities Planning Grant | Discretionary grant sub-award. | \$ 10,000 | \$ 10,000 | AMBAG sub-award. | 4/8/13: Planning has been participating in development of Sustainable Communities Strategies. |
| 16 | FY14 Caltrans FTA 5304 Planning Grant SCCRTC Passenger Rail Study | METRO participation pertaining to feeder bus service in the SCCRTC passenger rail study . | \$ 9,000 | \$ 9,000 | SCCRTC pass-through | Caltrans awarded SCCRTC \$250,000 to conduct a passenger rail study in Santa Cruz County. Grant has not kicked off. |
| 17 | FY13 Rural Operating Assistance | Operating assistance for public transit service in rural areas of Santa Cruz County. | \$ 207,574 | \$ 207,574 | Caltrans (FTA 5311) | Caltrans executed contract on 10/11/13. Project complete and a request for re-imbursement is in process. |
| 18 | 2014 RSTP/STIP Cycle | Mainline Routes Run-Time Recalibration | \$ 30,000 | \$ 30,000 | CTC/SCCRTC | SCCRTC Allocated \$30,000 on 1/9/14 for Runtime Recalibration. Balance as of 2/19/14. |
| 19 | 2014 RSTP/STIP Cycle | ParaCruz Van Replacements | \$ 345,000 | \$ 345,000 | CTC/SCCRTC | SCCRTC Allocated \$345,000 on 1/9/14 for ParaCruz Replacements. Balance as of 2/19/14. |

10-12a.3

Santa Cruz METRO
Active Grants as of February 19, 2014

| # | Grant | Description | \$ Grant Awarded | \$ Grant Balance | Funding Source | Grant Status |
|----|---------------------------------|--|----------------------|----------------------|------------------|---|
| 20 | FY13 Urban Operating Assistance | Formula based operating assistance for public transit service in Santa Cruz and Watsonville. | \$ 5,511,909 | \$ - | FTA Section 5307 | FTA executed this grant on 12/8/13. METRO has drawn down all funds and the grant is closed. This grant will be removed from the active grants list. |
| | | Total | \$ 47,280,347 | \$ 25,174,840 | | |

Santa Cruz METRO
Grant Applications as of February 20, 2014

| # | Application Date | Grant | Description | \$ Grant | Funding Source | Status of Award |
|----|------------------|--------------------------------|---|------------|-------------------------------|--|
| 21 | 2/15/2014 | FY14 Caltrans Planning Grants | Caltrans | \$ 74,489 | FTA 5304/Caltrans | Application for Downtown Circulator Feasibility Study. |
| 22 | 3/15/2014 | 2013 FTA 5339 Formula Funds | Rolling Stock | \$ 454,116 | FTA 5339/Caltrans | Caltrans call for Projects 1/15/14. |
| 23 | 1/15/2014 | FY14 Transit Security Projects | Comprehensive Security and Surveillance | \$ 440,505 | FY14 CTSGP funds from Cal EMA | Submitted and Received Notice of Project Eligibility. |
| 24 | 3/10/2014 | 2014 FTA Research Funds | Rolling Stock | TBD | FTA | FTA FR Notice 1/9/14. Application under development. |
| | | | Total | \$ 969,110 | | |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager & I.T. Manager
SUBJECT: CONSIDERATION OF METROBASE STATUS REPORT

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Judy K. Souza Operations Building
 - Lewis C. Nelson working on the parking deck.
- Second LNG tank Installation Project
 - GP Strategies finalizing close out items.

III. DISCUSSION

Judy K. Souza Operations Building

Lewis C. Nelson (LCN) working on the parking deck. Extensive amounts of scaffolds are placed to place form work and placing the rebar before concrete pour. TRC Solutions has continued inspections on the job site to verify compliance with the specifications. Construction meetings are held to coordinate all the subcontractors for efficiency on the project.

Second LNG tank Installation Project

GP Strategies finalizing close out items. GP has provided the previous PLC device with the new programming.

Previous project status:

- Judy K. Souza Operations Building
 - Lewis C. Nelson completed concrete slab work for the ground floor.
 - Lewis C. Nelson will commence building the parking deck.
- Second LNG tank Installation Project
 - GP Strategies currently working on fine tuning and the PLC controller and close out items.

IV. FINANCIAL CONSIDERATIONS

Funds for the Judy K. Souza Operations Building component and the Second LNG tank Installation component of the MetroBase Project are available with the funds METRO has secured for the Project.

| | | |
|--|------------------------|-------------------|
| Judy K. Souza Operations Construction Budget | <u>\$17,600,000.00</u> | |
| Prime Contractor – Lewis C. Nelson & Sons | \$13,572,000.00 | 668 calendar days |
| Current Change Order Total | \$360,475.00 | 49 calendar days |
| | <u>\$13,932,475.00</u> | 717 calendar days |
| | | |
| LNG Installation Budget | <u>\$1,110,802.00</u> | |
| Engineering – Raymundo Engineering | \$62,462.40 | |
| LNG Tank – United Industries | \$311,731.00 | |
| LNG Installation – GP Strategies | \$576,336.00 | |
| Current Change Order Total | \$87,977.56 | |
| | <u>\$1,038,506.96</u> | |

V. ATTACHMENTS

Attachment A: None

Prepared By: Frank L. Cheng, Project Manager & I.T. Manager

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT–DECEMBER 2013

I. RECOMMENDED ACTION

This report is for information only - no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004. This service had been delivered under contract since 1992.
- Discussion of ParaCruz Operations Status Report.
- Attachment A: On-time Performance Chart displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”. The monthly Customer Service Reports summary is included.
- Attachment B: Report of ParaCruz’ operating statistics. Performance Averages and Performance Goals are reflected in the Comparative Operating Statistics Table in order to establish and compare actual performance measures, as performance is a critical indicator as to ParaCruz’ efficiency.
- Attachments C 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

Comparing December 2012 to December 2013, ParaCruz rides increased by 800 rides. It is interesting to note, however, that December of 2012 had the fewest rides performed for any month in FY 12-13.

Comparing November 2013 to December 2013, ParaCruz rides increased by 144 rides. This slight increase in ridership reverses the trend seen in the ride numbers for the past two years.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

Attachment A: ParaCruz On-time Performance Chart

Attachment B: 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 February 28, 2014

| ParaCruz On-time Performance Report | | |
|--|----------------------|----------------------|
| | December 2012 | December 2013 |
| Total pick ups | 6790 | 7590 |
| Percent in “ready window” | 96.80% | 95.31% |
| 1 to 5 minutes late | 1.28% | 1.83% |
| 6 to 10 minutes late | .98% | 1.34% |
| 11 to 15 minutes late | .44% | .70% |
| 16 to 20 minutes late | .22% | .43% |
| 21 to 25 minutes late | .10% | .14% |
| 26 to 30 minutes late | .13% | .09% |
| 31 to 35 minutes late | .03% | .08% |
| 36 to 40 minutes late | .06% | .04% |
| 41 or more minutes late (excessively late/missed trips) | .01% | .03% |
| Total beyond “ready window” | 3.20% | 4.69% |

During the month of December 2013, ParaCruz received two (2) Customer Service Reports. One (1) report was not valid. One (1) report was a compliment.

ATTACHMENT B

Board of Directors
Board Meeting February 28, 2014

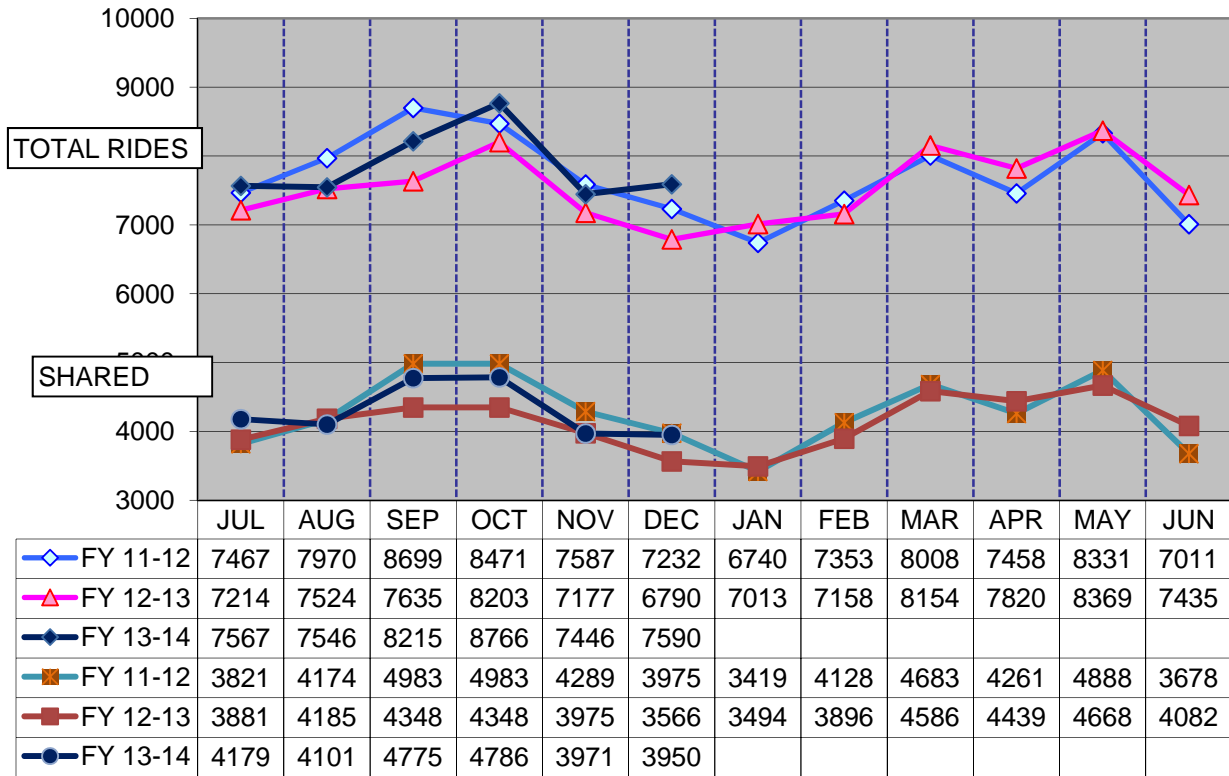
Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through December 2013.

| | Dec 12 | Dec 13 | Fiscal 12-13 | Fiscal 13-14 | Performance Averages | Performance Goals |
|---|---------------|---------------|---------------------|---------------------|-----------------------------|----------------------------------|
| Requested | 7616 | 8318 | 48,365 | 50,417 | 8323 | |
| Performed | 6790 | 7590 | 44,543 | 47,110 | 7756 | |
| Cancels | 21.82% | 21.56% | 19.19% | 19.31% | 19.16% | |
| No Shows | 3.90% | 3.37% | 3.34% | 2.88% | 2.99% | Less than 3% |
| Total miles | 47,783 | 54,083 | 306,223 | 334,976 | 55,237 | |
| Av trip miles | 4.77 | 5.0 | 4.65 | 5.0 | 4.94 | |
| Within ready window | 96.80% | 95.31% | 95.85% | 95.19% | 95.35% | 92.00% or better |
| Excessively late/missed trips | 1 | 2 | 7 | 11 | 1.92 | Zero (0) |
| Call center volume | 5151 | N/A | 34,564 | N/A | N/A | VOIP being UPDATED |
| Hold times less than 2 minutes | 95.5% | N/A | 95.72% | N/A | N/A | Greater than 90% |
| Distinct riders | 767 | 788 | 1404 | 1469 | 791 | |
| Most frequent rider | 48 rides | 57 rides | 213 rides | 285 rides | 52 rides | |
| Shared rides | 62.7% | 63.1% | 65.2% | 64.9% | 65.29% | Greater than 60% |
| Passengers per rev hour | 1.88 | 2.0 | 1.94 | 2.03 | 1.98 | Greater than 1.6 passengers/hour |
| Rides by supplemental providers | 4.12% | 9.86% | 6.91% | 12.91% | 11.64% | No more than 25% |
| Vendor cost per ride | \$20.42 | \$22.30 | \$21.61 | \$23.97 | \$22.87 | |
| ParaCruz driver cost per ride (estimated) | \$30.84 | \$26.46 | \$28.16 | \$30.15 | \$29.28 | |
| Rides < 10 miles | 69.19% | 63.33% | 67.85% | 64.04% | 65.20% | |
| Rides > 10 | 30.81% | 36.67% | 32.15% | 35.96% | 34.80% | |
| Denied Rides | N/A | 0 | N/A | 0 | 0 | Zero |

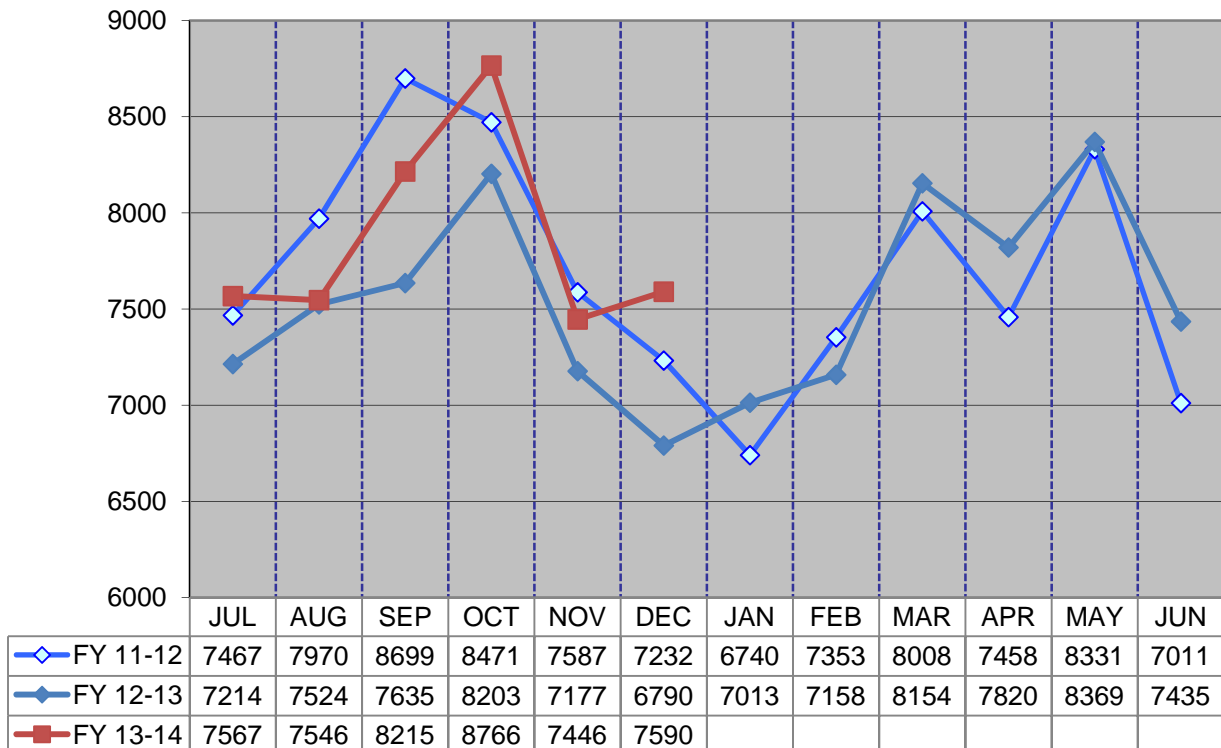
10-14b.1

ATTACHMENT C

TOTAL RIDES vs. SHARED RIDES

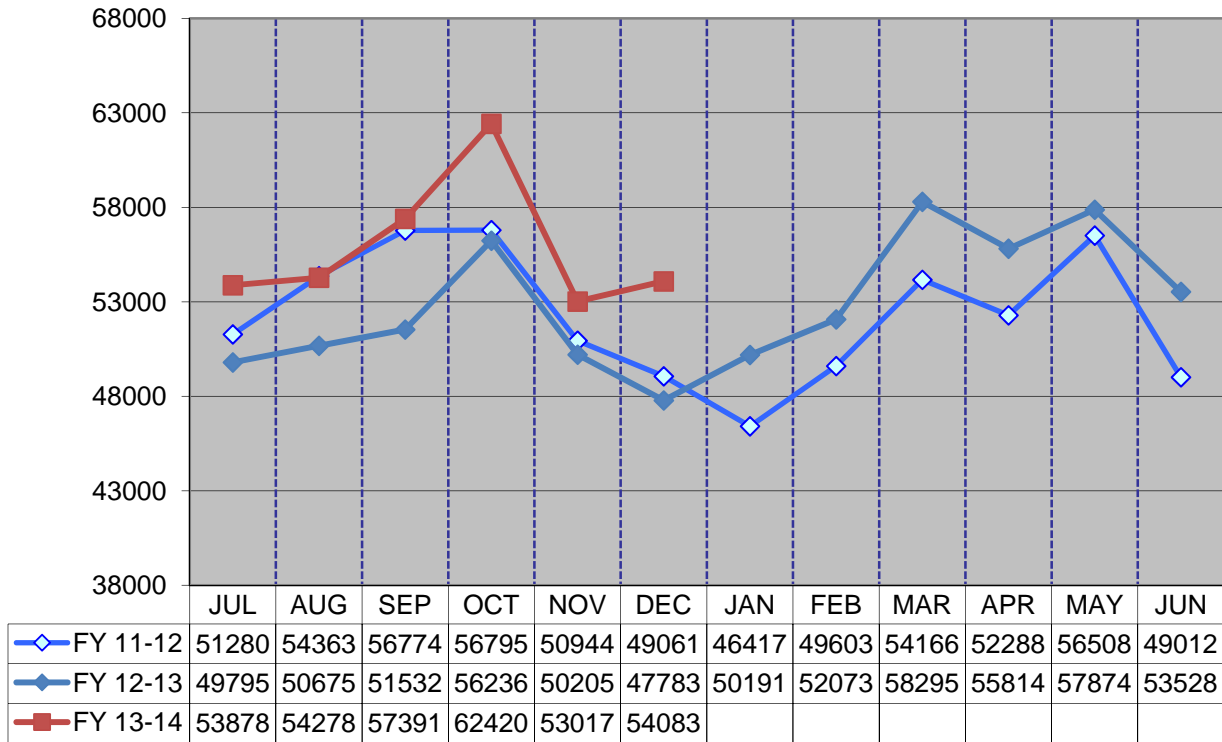


NUMBER OF RIDES COMPARISON CHART

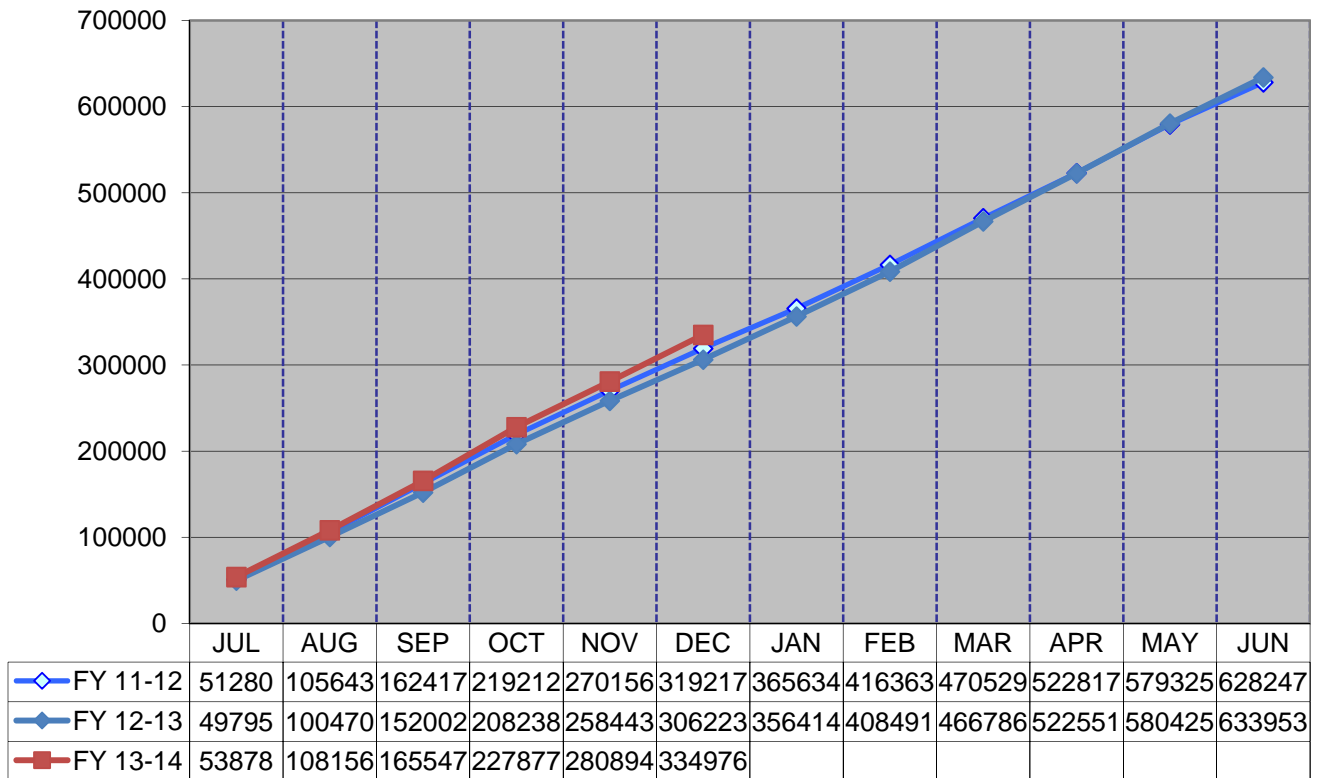


ATTACHMENT D

MILEAGE COMPARISON



YEAR TO DATE MILEAGE COMPARISON CHART



ATTACHMENT E

| MONTHLY ASSESSMENTS | | | | | | |
|---------------------|--------------|-------------|--------------|-----------|--------|-------|
| | UNRESTRICTED | RESTRICTED | RESTRICTED | TEMPORARY | DENIED | TOTAL |
| | | CONDITIONAL | TRIP BY TRIP | | | |
| JANUARY 2013 | 58 | 0 | 5 | 3 | 0 | 66 |
| FEBRUARY 2013 | 41 | 0 | 4 | 0 | 0 | 45 |
| MARCH 2013 | 58 | 0 | 8 | 0 | 0 | 66 |
| APRIL 2013 | 42 | 0 | 2 | 3 | 0 | 47 |
| MAY 2013 | 66 | 0 | 3 | 4 | 1 | 74 |
| JUNE 2013 | 58 | 0 | 2 | 1 | 0 | 61 |
| JULY 2013 | 44 | 0 | 3 | 1 | 0 | 48 |
| AUGUST 2013 | 56 | 0 | 5 | 3 | 0 | 64 |
| SEPTEMBER 2013 | 62 | 0 | 4 | 2 | 0 | 68 |
| OCTOBER 2013 | 59 | 0 | 0 | 1 | 0 | 60 |
| NOVEMBER 2013 | 41 | 0 | 2 | 3 | 0 | 46 |
| DECEMBER 2014 | 44 | 0 | 5 | 1 | 0 | 50 |

Number of Eligible Riders for the month of December 2013 = 3112

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014
TO: Board of Directors
FROM: Erich Friedrich, Sr. Transportation Planner
SUBJECT: SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR JANUARY 2014

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Total ridership for the month of January 2014 was 508,898 which is an increase of 12,096 riders or 2.43% versus January 2013. System Daily Averages for January include:
 - 18,546 riders per Weekday, a gain of 2.62%
 - 11,192 riders per Saturday, a gain of 1.44%
 - 9,395 riders per Sunday, a gain of 1.5%
- Highway 17 Express ridership for the month of January 2014 was 28,456, which is an increase of 833 riders, or 3.2%, from January 2013. Daily averages include:
 - 983 riders per Weekday, a gain of 1.12%
 - 752 riders per Saturday, a gain of 33.38%
 - 712 riders per Sunday, a loss of 4.04%
- UCSC students and staff/faculty generated 287,831 rides in January 2014, a gain of 5.05%. Total revenue derived from UCSC was \$383,864.42, a 7.9% increase from January 2013.
- Overall, system wide ridership is statistically flat from FY 2013 to FY 2014.

III. DISCUSSION

In the twenty-three (23) weekdays, four (4) Saturdays, and four (4) Sundays of January 2014, Santa Cruz METRO's total ridership was 508,898 riders. This was a gain from the previous year, increasing by 12,096 riders or 2.43%. Ridership has increased in eight of the past ten months.

Attachment A shows that during January 2014, Santa Cruz METRO averaged 18,546 riders per Weekday. This was a gain from the previous January of 2.62% which is most likely warmer than usual weather and increased UCSC ridership. Both Saturdays and Sundays experienced gains of 1.44% and 1.5% respectively.

Attachment A also shows Highway 17 Express total ridership at 28,456 riders; this was an increase from the previous year, gaining 883 riders or 3.2%.

FY14 average weekday ridership on the Highway 17 Express was 983riders per weekday, a 1.12% increase per weekday. Simultaneously Highway 17 Express has seen significant ridership increases of 33.38% on Saturdays and a loss of 4.04% Sundays.

Attachment B shows UCSC ridership increase over January 2014, as enrollment remains flat. In January 2014, UCSC generated 287,831 rides between students and staff/faculty. This accounts for over 52% of Santa Cruz METRO's total ridership count. On school term service days, UCSC ridership increased 6.46% while overall Weekdays also experienced a gain of 5.81% and Weekends experienced a small increase of 0.85%. Total revenue derived from UCSC in January 2014 was \$383,864.42, a 7.9% increase over January 2013.

Attachment C depicts Weekday, Saturday, and Sunday ridership by route. Overall, system wide ridership Year-To-Date is statistically flat mainly due to a counter balance between lack luster ridership in local circulator service and the increases in ridership on the Highway 17 Express and UCSC. On-time performance and increased travel time due to severe traffic along Santa Cruz METRO's main corridors is also a contributing factor in the flattening of ridership levels in FY 2014.

IV. FINANCIAL CONSIDERATIONS.

Revenue derived from passenger fares and passes is reflected in the FY14 Revenue.

V. ATTACHMENTS

Attachment A: Monthly Ridership Summary

Attachment B: UCSC Ridership Summary

Attachment C: Ridership by Route

Date Prepared: February 21, 2014

Monthly Ridership Summary

JANUARY 01, 2014 - JANUARY 31, 2014

Calendar Operating Days

| | This Year | Last Year |
|-----------|-----------|-----------|
| Weekdays | 23 | 23 |
| Saturdays | 4 | 4 |
| Sundays | 4 | 4 |

Bikes and Mobility Devices

| | This Year | Last Year |
|---------------|-----------|-----------|
| Bikes | 15,079 | 14,571 |
| Mobility Dev. | 2,156 | 1,629 |

Monthly System Totals

| | Monthly Totals | | |
|---------------------------|----------------|----------------|---------------|
| | This Year | Last Year | Difference |
| Local Fixed Route | 480,442 | 469,229 | 11,213 |
| AMTRAK/Highway 17 Express | 28,456 | 27,573 | 883 |
| System Total | 508,898 | 496,802 | 12,096 |

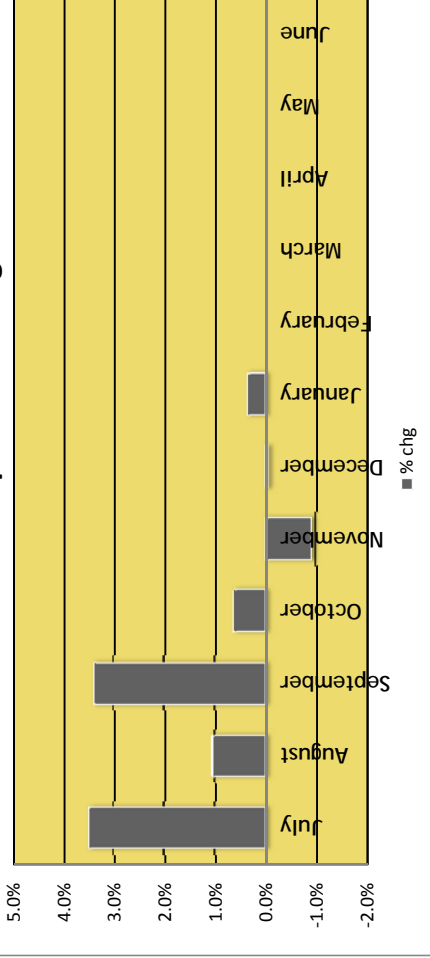
| | Year to Date Totals | | |
|--|---------------------|------------------|---------------|
| | This Year | Last Year | Difference |
| | 2,812,969 | 2,815,995 | -3,026 |
| | 212,704 | 199,008 | 13,696 |
| | 3,025,673 | 3,015,003 | 10,670 |

System Daily Averages

| | Weekdays | | | Saturday | | | Sunday | | |
|---------------------------|---------------|---------------|------------|---------------|---------------|------------|--------------|--------------|------------|
| | This Year | Last Year | Difference | This Year | Last Year | Difference | This Year | Last Year | Difference |
| Local Fixed Route | 17,563 | 17,100 | 463 | 10,439 | 10,469 | -30 | 8,682 | 8,513 | 169 |
| AMTRAK/Highway 17 Express | 983 | 972 | 11 | 752 | 564 | 188 | 712 | 742 | -30 |
| System Total | 18,546 | 18,072 | 474 | 11,192 | 11,033 | 159 | 9,395 | 9,256 | 139 |

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Total Ridership YTD % Change



UCSC Ridership Summary

JANUARY 01, 2014 - JANUARY 31, 2014

Calendar Operating Days

| | This Year | Last Year | UCSC Revenue | |
|------------------|-----------|-----------|---------------------|---------------------|
| | | | This Year | Last Year |
| School Term Days | 18 | 18 | \$363,462.50 | \$338,059.55 |
| Weekdays | 23 | 23 | \$17,324.69 | \$15,929.07 |
| Weekend Days | 8 | 8 | \$3,077.24 | \$1,870.79 |
| Total | | | \$383,864.42 | \$355,859.41 |
| | | | \$25,402.95 | \$1,395.62 |
| | | | | 7.5% |
| | | | | 8.8% |
| | | | | 64.5% |
| | | | | 7.9% |

UCSC Monthly System Totals

| | Monthly Totals | | | Year to Date Totals | | | | |
|-----------------|----------------|----------------|---------------|---------------------|------------------|------------------|---------------|--------------|
| | This Year | Last Year | Difference | % Change | This Year | Last Year | Difference | % Change |
| Students | 274,734 | 261,689 | 13,045 | 4.98% | 1,167,237 | 1,119,625 | 47,612 | 4.25% |
| Staff & Faculty | 13,097 | 12,293 | 804 | 6.54% | 86,691 | 76,340 | 10,351 | 13.56% |
| Total | 287,831 | 273,982 | 13,849 | 5.05% | 1,253,928 | 1,195,965 | 57,963 | 4.85% |

UCSC System Daily Averages

| | School Term Days | | | Weekdays | | | Weekend Days | | | | | |
|-----------------|------------------|---------------|------------|--------------|---------------|---------------|--------------|--------------|--------------|--------------|------------|--------------|
| | This Year | Last Year | Difference | % Change | This Year | Last Year | Difference | % Change | This Year | Last Year | Difference | % Change |
| Students | 12,641 | 11,908 | 733 | 6.16% | 10,158 | 9,609 | 549 | 5.71% | 5,137 | 5,085 | 52 | 1.03% |
| Staff & Faculty | 616 | 544 | 72 | 13.18% | 521 | 484 | 38 | 7.80% | 139 | 146 | -7 | -5.38% |
| Total | 13,256 | 12,451 | 805 | 6.46% | 10,679 | 10,093 | 587 | 5.81% | 5,276 | 5,232 | 44 | 0.85% |

10-15b.1

Ridership by Route

JANUARY 01, 2014 - JANUARY 31, 2014

| Route | Corridor | Weekday Ridership | Weekday Average | Saturday Ridership | Saturday Average | Sunday Ridership | Sunday Average | Monthly Ridership |
|----------------------|--------------------------------|-------------------|-----------------|--------------------|------------------|------------------|----------------|-------------------|
| 10 | UCSC via High St. | 31,497 | 1,369 | 2,043 | 511 | 2,115 | 529 | 35,655 |
| 15 | UCSC via Laurel West | 50,525 | 2,197 | | | | | 50,525 |
| 16 | UCSC via Laurel East | 87,820 | 3,818 | 10,538 | 2,635 | 8,225 | 2,056 | 106,583 |
| 19 | UCSC via Lower Bay | 35,994 | 1,565 | 6,201 | 1,550 | 5,577 | 1,394 | 47,772 |
| 3 | Mission/Beach | 3,222 | 140 | 187 | 47 | 169 | 42 | 3,578 |
| 4/4W | Harvey West/Emeline | 4,280 | 186 | 100 | 25 | 124 | 31 | 4,504 |
| 6 | Broadway/Frederick | 446 | 19 | | | | | 446 |
| 8 | Emeline | 167 | 7 | | | | | 167 |
| 12A | UCSC East Side District | 1,274 | 55 | | | | | 1,274 |
| 20 | UCSC via West Side | 20,719 | 901 | 3,727 | 932 | 2,895 | 724 | 27,341 |
| 20D | UCSC via West Side Supp. | 5,198 | 226 | | | | | 5,198 |
| 30 | Graham Hill/Scotts Valley | 545 | 24 | | | | | 545 |
| 33 | Lompico SLV/Felton Faire | 292 | 13 | | | | | 292 |
| 34 | South Felton | 78 | 3 | | | | | 78 |
| 35/35A | Santa Cruz/Scotts Valley/SLV | 28,305 | 1,231 | 3,395 | 849 | 2,674 | 669 | 34,374 |
| 40 | Davenport/North Coast | 1,076 | 47 | 14 | 4 | 20 | 5 | 1,110 |
| 41 | Bonny Doon | 1,377 | 60 | 68 | 17 | 42 | 11 | 1,487 |
| 42 | Davenport/Bonny Doon | 219 | 10 | 46 | 12 | 58 | 15 | 323 |
| 54 | Capitola/Aptos/La Selva Beach | 143 | 6 | 51 | 13 | 44 | 11 | 238 |
| 55 | Rio Del Mar | 2,774 | 121 | | | | | 2,774 |
| 56 | La Selva Beach | 247 | 11 | | | | | 247 |
| 66/66N | Live Oak via 17th | 11,326 | 492 | 1,759 | 440 | 1,340 | 335 | 14,425 |
| 68 | Like Oak via Broadway/Portola | 8,442 | 367 | 1,190 | 298 | 879 | 220 | 10,511 |
| 69A | Capitola Road/Watsonville | 16,255 | 707 | 2,574 | 644 | 1,961 | 490 | 20,790 |
| 69W | Cap. Road/Cabrillo/Watsonville | 20,149 | 876 | 2,965 | 741 | 2,364 | 591 | 25,478 |
| 71 | Santa Cruz to Watsonville | 47,141 | 2,050 | 5,793 | 1,448 | 5,405 | 1,351 | 58,339 |
| 72 | Corralitos | 2,573 | 112 | | | | | 2,573 |
| 74 | Ohlone Parkway/Rolling Hills | 1,560 | 68 | 167 | 42 | 109 | 27 | 1,836 |
| 75 | Green Valley Road | 4,200 | 183 | 758 | 190 | 601 | 150 | 5,559 |
| 77 | Civic Plaza / Pajaro | 334 | 15 | | | | | 334 |
| 79 | East Lake | 1,698 | 74 | 181 | 45 | 127 | 32 | 2,006 |
| 91x | Santa Cruz/Watsonville Express | 14,080 | 612 | | | | | 14,080 |
| Hwy 17 | AMTRAK/Hwy 17 Express | 22,598 | 983 | 3,009 | 752 | 2,849 | 712 | 28,456 |
| Monthly Total | | 426,554 | 18,546 | 44,766 | 11,192 | 37,578 | 9,395 | 508,898 |
| Previous Year | | 415,649 | 18,072 | 44,131 | 11,033 | 37,022 | 9,256 | 496,802 |
| % Change | | 2.62% | 2.62% | 1.44% | 1.44% | 1.50% | 1.50% | 2.43% |

10-15c.1

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014
TO: Board of Directors
FROM: Robyn Slater, Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

Prepared by: Tony Tapiz, Administrative Services Coordinator
Date Prepared: February 24, 2014

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

EMPLOYEE RECOGNITION

TEN YEARS

Frank Cheng

Julio Currea

Gustavo Munguia

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
THOMAS C. PHILLIPS AS BUS OPERATOR
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Thomas C. Phillips to serve in the position of Bus Operator, and

WHEREAS, Thomas C. Phillips served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of May 16, 1996 to December 28, 2013, and

WHEREAS, Thomas C. Phillips provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Thomas C. Phillips served the Santa Cruz Metropolitan Transit District with distinction, and

WHEREAS, the service provided to the residents of Santa Cruz County by Thomas C. Phillips resulted in reliable, quality public transportation being available in the most difficult of times, and

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

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Thomas C. Phillips.

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

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

PASSED AND ADOPTED this 24th day of January 2014 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

FGNG'BWSVÆJ K
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
MANUEL H. RAMIREZ AS BUS OPERATOR
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Manuel H. Ramirez to serve in the position of Bus Operator, and

WHEREAS, Manuel H. Ramirez served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of May 16, 1996 to December 31, 2013, and

WHEREAS, Manuel H. Ramirez provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Manuel H. Ramirez served the Santa Cruz Metropolitan Transit District with distinction, and

WHEREAS, the service provided to the residents of Santa Cruz County by Manuel H. Ramirez resulted in reliable, quality public transportation being available in the most difficult of times, and

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

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Manuel H. Ramirez.

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

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

PASSED AND ADOPTED this 24th day of January 2014 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
***** F GP G'DWUVÆJ K'
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

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

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

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
KEVIN P. MCDONALD AS BUS OPERATOR
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Kevin P. McDonald to serve in the position of Bus Operator, and

WHEREAS, Kevin P. McDonald served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of November 3, 2005 to December 20, 2013, and

WHEREAS, Kevin P. McDonald provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Kevin P. McDonald served the Santa Cruz Metropolitan Transit District with distinction, and

WHEREAS, the service provided to the residents of Santa Cruz County by Kevin P. McDonald resulted in reliable, quality public transportation being available in the most difficult of times, and

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

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Kevin P. McDonald.

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

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

PASSED AND ADOPTED this 24th day of January 2014 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
*****F GP G'DWUVÆJ K'
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH CLEAN ENERGY FOR MAINTENANCE SERVICES FOR SANTA CRUZ METRO'S LCNG FUELING STATION IN AN AMOUNT NOT TO EXCEED \$950,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract with Clean Energy for Maintenance Services for Santa Cruz METRO's LCNG Fueling Station in an amount not to exceed \$950,000 and designate Robert Cotter, Maintenance Manager, as Contract Administrator.

II. SUMMARY OF ISSUES

- Santa Cruz METRO requires the professional services of a technically skilled and licensed LNG General Repair and Installer to maintain its LCNG fueling station.
- A formal request for proposals was conducted to solicit proposals from qualified firms.
- One firm submitted a proposal for Santa Cruz METRO's review.
- Staff has reviewed and evaluated the proposal, and is recommending that the Board of Directors authorize a contract with Clean Energy.

III. DISCUSSION

Santa Cruz METRO requires the professional services of a technically skilled and licensed LNG General Repair and Installer to maintain its LCNG fueling station. On December 11, 2013, Santa Cruz METRO legally advertised and distributed a Request for Proposals (RFP No. 14-02) to six firms and seven builders' exchanges, posted notice on its website, and sent email notices to all GovDelivery subscribers. On February 10, 2014, a single proposal was received and opened from Clean Energy. Staff has reviewed and evaluated the proposal submitted by Clean Energy, and has determined that it is responsive to all the requirements of the RFP.

Staff is recommending that a two-year contract with three one-year options to extend be established with Clean Energy for Maintenance Services for Santa Cruz METRO's LCNG Fueling Station in an amount not to exceed \$950,000. Robert Cotter, Maintenance Manager, will

serve as the Contract Administrator. Contractor will provide all services meeting all Santa Cruz METRO's 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 Facilities Maintenance FY14 Outside Repair operating budget, and planned for the FY15 and FY16 operating budgets.

V. ATTACHMENTS

Attachment A: Contract with Clean Energy

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

Attachment A

PROFESSIONAL SERVICES CONTRACT FOR MAINTENANCE SERVICES FOR LCNG FUELING STATION (14-02)

THIS CONTRACT is made effective on April 1, 2014 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and CLEAN ENERGY (“Contractor”).

1. RECITALS

1.01 Santa Cruz METRO’s Primary Objective

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

1.02 Santa Cruz METRO’s Need for Maintenance Services for LCNG Fueling Station

Santa Cruz METRO has the need for Maintenance Services for its LCNG Fueling Station. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated December 11, 2013, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor’s Proposal

Contractor is a firm/individual qualified to provide Maintenance Services for LCNG Fueling Station and whose principal place of business is 4675 MacArthur Court, Suite 800, Newport Beach, California 92660. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Maintenance Services for LCNG Fueling Station, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On February 21, 2014, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Maintenance Services for LCNG Fueling Station described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

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

A. Exhibit A

Santa Cruz METRO’s “Request for Proposals” dated December 11, 2013, including Addendum No. 1 dated January 24, 2014.

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Maintenance Services for LCNG Fueling Station, signed by Contractor and dated February 10, 2014.

2.02 Conflicts

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

2.03 Recitals

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

3. DEFINITIONS

3.01 General

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

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

3.01.02 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued December 11, 2013.

3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued December 11, 2013.

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

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

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed **two (2)** years and shall commence upon the execution of the Contract by Santa Cruz METRO.

At the option of Santa Cruz METRO, this Contract agreement may be renewed for **three (3)** additional one (1) year terms upon mutual written consent.

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO shall compensate Contractor \$14,842 per month. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Contractor's written invoice for said work. Contractor understands and agrees that if he/she exceeds the \$950,000 maximum amount payable under this Contract, that it does so at its own risk.

5.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

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

Santa Cruz METRO

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

Attention: General Manager

CONTRACTOR

Clean Energy
4675 MacArthur Court, Suite 800
Newport Beach, CA 92660

Attention: Doug Cameron
dcameron@cleanenergyfuels.com
(415) 385-9812

7. **AUTHORITY**

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

Contractor –
CLEAN ENERGY

By _____
Peter Grace
Senior Vice President, Sales & Finance

Approved as to Form:

Leslyn Syren
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014

TO: Board of Directors

FROM: Leslyn K. Syren, District Counsel

SUBJECT: CONSIDERATION OF AMENDMENTS TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BYLAWS

I. RECOMMENDED ACTION

Adopt a Resolution Amending METRO's Bylaws.

II. SUMMARY OF ISSUES

- On November 15, 2013, the Board of Directors determined that it was in Santa Cruz METRO's best interest to revise the Bylaws.
- The District's Bylaws at sections 5.06 and 5.07 provide for the Compensation and Reimbursement of Directors when engaged in Santa Cruz METRO business.
- This Amendment to the Bylaws clarifies the reimbursement process for Director expenses, allows for Travel advances and revises the Expense List.
- This Amendment adds Section 5.08 which provides that direct communication between members of the Board and staff be directed and facilitated by the General Manager or District Counsel.

III. DISCUSSION

The discussion of Director reimbursement for expenses was presented at the November 15, 2013 Board of Directors meeting. Based on direction provided at that meeting, the attached amendments are presented for approval by the Board of Directors.

When traveling on Santa Cruz METRO business, Board members have several pre-paid expenses, such as, conference fees, airfare and lodging. Additional expenses for meals, ground transportation and other incidental expenses are reimbursed upon submission of the appropriate receipts for these expenses.

California Government Code section 53232.2 provides that a local agency must adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member to receive reimbursement of expenses related to meals, lodging, and other actual and necessary expenses. Absent the adoption of such policy, reimbursement rates are set by the IRS definition of reasonable rates.

Since Santa Cruz METRO's Bylaws provide for Board members reimbursement, an amendment to the Bylaws is necessary to incorporate current practices, as authorized by the Board. An amendment to the Bylaws is necessary to conform to the practice of providing travel advances when requested by a Board member. The Bylaws now specify that reimbursement for travel and expenses must be accompanied by the submission of receipts verifying the expenditure.

In addition, a new section has been added to the Bylaws expressing a policy for Board member communications with Santa Cruz METRO staff by requiring that all inquiries be directed to either the General Manager or the District Counsel, as appropriate. This policy will assist management with the allocation of staff time and priorities at Santa Cruz METRO.

In sum, the suggested revisions comport with the current practices utilized by the Finance Department. Staff recommends adopting the language in a Resolution set forth in Attachment A, along with a revised Exhibit B to the Bylaws, setting forth allowable expenses.

IV. FINANCIAL CONSIDERATIONS

NONE.

V. ATTACHMENTS

Attachment A: Bylaws Resolution showing "Proposed Revisions" of sections 5.06 and 5.07 and the addition of section 5.08

Attachment B: "Proposed" Revised Exhibit B to the same

ATTACHMENT A

RESOLUTION NO. _____
Amended 1-21-83, 6-16-89, 8-21-92,
4-15-94, 4-21-95, 4-27-97, 9-18-98,
4-16-99, 11-19-99, 6-16-00, 6-08-01,
6-15-01, 9-21-01, 02-15-02, 06-21-02,
09-27-02, 10-10-03, 12-19-03, 09-24-04,
12-17-04; 02-24-06; 02-23-07; 05-25-07;
05-23-08; 08-28-09; 01-22-10, 6-25-10,
11-19-10, 05-13-11 and 01-11-13
On the Motion of Director: _____
Duly Seconded by Director: _____

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS ESTABLISHING AMENDMENT TO THE BYLAWS RELATED TO DIRECTOR COMPENSATION AND REIMBURSEMENT

The following amendments are made to section 5.06 and 5.07 of the Santa Cruz Metropolitan Transit District Board of Directors Bylaws:

V. DIRECTORS

5.06 Director Compensation and Reimbursement

- (a) Each Director shall receive compensation of \$50, up to a maximum of \$~~200~~~~100~~ per month and their actual and necessary expenses, for performance of official METRO duties which shall include the following activities:
- i) Attendance at meetings of the Board of Directors;
 - ii) Attendance at meetings, as a District committee member, of a committee appointed by the Chair of the Board or the Board itself;
 - iii) Attendance at Advisory Committee meetings, as a METRO Director;
 - iv) Attendance at meetings, as a METRO Director, of the American Public Transit Association; and
 - v) Attendance at meetings, as a METRO Director, of the California Transit Association.

~~v)~~(b) Unless authorized by the Board of Directors in advance, attendance at meetings of the American Public Transit Association and the California Transit Association shall be limited to the Board Chair and Vice-Chair.

ATTACHMENT A

~~(b)~~(c) In addition to the meetings set forth above, each Director may receive reimbursement for the actual and necessary expenses incurred for the following METRO Official Duties:

- i) Attendance at meetings with State and Federal legislators and/or government officials re METRO business;
- ii) Attendance at meetings with official METRO visitors and/or perspective METRO employees; and/or
- iii) Participation at required educational and training meetings or seminars.

~~(d)~~ Each Director shall be reimbursed for actual and necessary expenses incurred in the performance of official METRO duties. Reimbursement rates for travel, meals, and other actual and necessary expenses shall be in accordance with the reasonable reimbursement rates set forth in Exhibit B. Notwithstanding the foregoing, Directors shall not receive reimbursement for any costs incurred for lodging accommodations or for airline flights as those expenses shall only be booked and directly paid by METRO's Administrative Services Coordinator.

~~(e)~~(e) A Director may receive a travel advance, when approved by either the Board Chair or the Vice-Chair, up to \$100.00 per each full day of travel or attendance at any of the events listed in section (a) above. Verification of the actual use of these funds shall comply with Section 5.07 below. A reduced advance may be permitted for partial days, as determined by the Board Chair or Vice-Chair.

~~(d)~~(f) The Board of Directors in a public meeting shall approve all expenses that do not fall within the reimbursable rates set forth in Exhibit B before the expense is incurred.

5.07 Reimbursement Process and Expense Report Form

(a) The General Manager shall designate a staff member to~~METRO's Administrative Services Coordinator shall~~ schedule all conferences, lodging accommodations and transportation (including the scheduling of a METRO vehicle for in-state travel) for a Director and will obtain the best rate available at the time of booking. In no event shall the lodging costs exceed the maximum group rate published by the conference or activity sponsor provided that lodging at the group rate is available to the Director at the time of booking. If the group rate is not available, the ~~Administrator Services Coordinator~~ designated staff member shall use comparable lodging that is consistent with those rates.

ATTACHMENT A

- (b) Directors shall utilize METRO vehicles in the performance of official METRO duties in state when approved by the Board of Directors, possible. If a METRO vehicle is available but the Director prefers to utilize his/her own vehicle, no mileage reimbursement shall be allowed.
- (c) The ~~Administrative Services Coordinator~~ designated staff member shall provide each Director with an Expense Report form to be filed with METRO for reimbursement of the actual and necessary expenses incurred on behalf of METRO in the performance of official duties or at a Director's request. The expense reports shall document that expenses meet the existing policy for expenditure of public resources. Directors shall submit expense reports within a reasonable time after incurring the expense but in no event later than four weeks after the expense has been incurred. The receipts documenting each expense shall accompany all reports. The Chair, or Vice-Chair of the Board shall review the reports and insure compliance. Under no circumstances shall expenses be paid or reimbursed to a Director that are not allowed including any expenditures for spouses, friends, or others not specifically authorized by this policy to incur reimbursable expenses.
- ~~(e)~~(d) Directors who have received advances, per §5.06(e), shall reconcile the advance payment with receipts obtained during travel. If the travel advance was inadequate to cover all valid expenses, the Director shall be reimbursed for all additional amounts. If the travel advance exceeds the verified expenses incurred, the Director shall reimburse METRO for the excess funds received.
- ~~(d)~~(e) Directors shall provide brief reports about the meetings attended at the expense of METRO at the next regular meeting of the Board of Directors.
- ~~(e)~~(f) All documents related to reimbursable agency expenditures are public record subject to disclosure under the California Public Records Act.

5.08 Communications with Santa Cruz METRO staff members

All communication between members of the Board of Directors and the staff of Santa Cruz METRO shall be coordinated by the General Manager or District Counsel. In no event shall a Board Member assign work to a staff member without the approval of the General Manager or District Counsel.

ATTACHMENT B

| Reimbursable | Rates |
|---|-----------------------|
| Transportation: | |
| Airporter (e.g. shuttle) | Actual |
| Bridge tolls | Actual |
| Cab, per person, per trip | Actual |
| Parking at airport, per day | Actual |
| Parking at hotel, conference center, per day | Actual |
| Personal vehicle mileage to/from airport/conference, per mile | IRS Publication 463* |
| Public transportation (e.g. bus, subway), per trip/Daypass | Actual |
| Rental Car (includes insurance) per day | Actual |
| Baggage Fees | Actual |
| Meals: | |
| Breakfast | Not to exceed 20.00 |
| Lunch | Not to exceed \$25.00 |
| Dinner | Not to exceed \$50.00 |
| Tips for meals (15% maximum) | |
| Personal Items: | |
| Personal calls, one call per day | |
| | |
| Not Reimbursable | |
| Transportation: | |
| Baggage Claims | |
| Cab (personal) | |
| Tips to cabs | |
| Tips for luggage handling | |
| Ticket upgrades/early check-in | |
| Meals: | |
| Alcoholic Beverages | |
| Meals for others (e.g. spouses, personal guests) | |
| Meals upon return to Santa Cruz County | |
| Snacks | |
| Personal Items: | |
| Housekeeping tips | |
| Clothes cleaning | |
| Clothing | |
| Entertainment (e.g. in-room pay movies, video rentals) | |
| Hair care | |
| Personal items (e.g. toothpaste) | |
| Shoeshine | |
| Souvenirs/Gifts | |
| Trip Insurance | |
| Lodging: | |
| Other than self (e.g. spouse, personal guests) | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014
TO: Board of Directors
FROM: Liseth Guizar, Security and Risk Administrator
SUBJECT: CONSIDERATION OF LEGISLATION TO ADD TO ENABLING STATUTES THE AUTHORITY TO ISSUE CITATIONS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- On November 15, 2014, Santa Cruz METRO's Board of Directors approved the 2014 State Legislative Advocacy program, which included a recommendation to advocate for the inclusion of legislative language to provide Santa Cruz METRO security and designated employees with the authority to issue citations.
- Santa Cruz METRO staff reached out to local law enforcement agencies and obtained letters from local police chiefs in support of the legislation.
- On February 18, 2014, Santa Cruz METRO staff, along with Director Daniel Dodge, met with State Senator Bill Monning to request that he present the legislation on behalf of Santa Cruz METRO.
- State Senator Bill Monning agreed to carry the legislation, which would add to the enabling statutes the authority to issue citations.
- Santa Cruz METRO is reaching out to local advocacy groups to ensure that the citation authority does not disproportionately affect disadvantaged populations.

III. DISCUSSION

The Santa Cruz METRO deals with a myriad of behavioral issues at its transit centers, bus stops and on its buses and has been working collaboratively with local law enforcement agencies to come up with ways to address behavioral issues while also mitigating the burden on law enforcement. Penal Code Section 640 delineates prohibited acts on public transportation systems which are considered infractions punishable by specific fines. Currently, when such prohibited acts occur, security personnel detain the problematic individual(s) and summon local law enforcement agencies for assistance, which then cites the individual(s) for the prohibited acts.

In order to address the behavioral issues while at the same time mitigating the burden on law enforcement, Santa Cruz METRO's Board of Directors approved the State Legislative Advocacy activities, which included a recommendation to advocate for the inclusion of legislative language

to provide Santa Cruz METRO security and designated employees with the authority to issue citations.

Santa Cruz METRO staff reached out to local law enforcement agencies on this issue and explained the purpose of the enabling legislation. The Chiefs from the Capitola Police Department, Scotts Valley Police Department, Watsonville Police Department and the Santa Cruz Police Department all agreed with our legislative efforts and signed letters in support of the legislation stating that the authority to issues citations will be a reasonable complement to law enforcement's efforts in ensuring safe, reliable public transportation service for all it's citizens.

On February 18, 2014, Santa Cruz METRO Staff and Director Daniel Dodge met with State Senator Bill Monning to discuss adding to the enabling statutes to grant this authority. One concern which was brought up by Senator Monning was whether authorizing Santa Cruz METRO security to issue citations would disproportionately affect the homeless population of Santa Cruz County.

Santa Cruz METRO staff met with Monica Martinez, Director of the Homeless Services Center, and is scheduled to meet with representatives from other advocacy groups to collaborate on this effort. A suggestion was offered to form an advisory committee that includes representatives from mental health advocates, youth advocates, homeless advocates and an at large representative to review the citations and determine whether there are groups which are being disproportionately affected by the issuance of citations. Santa Cruz METRO will continue to reach out to the advocacy groups to discuss ways to mitigate the impact on disadvantaged populations.

On February 20, 2014, State Senator Bill Monning introduced Senate Bill 1236 to amend Section 98120 to the Public Utilities Code, authorizing the board of directors of the district to adopt ordinances that prohibit certain activities with respect to the district's operation. In the meantime, Santa Cruz METRO will continue to work with local advocacy groups to ensure that, if the bill is passed, the citations program functions in a fair and efficient manner.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Senate Bill SB 1236
Attachment B: Letters of Support

Attachment A

SENATE BILL

No. 1236

Introduced by Senator Monning

February 20, 2014

An act to add Section 98120 to the Public Utilities Code, relating to transit.

LEGISLATIVE COUNSEL'S DIGEST

SB 1236, as introduced, Monning. Santa Cruz Metropolitan Transit District.

Existing law provides for the creation of the Santa Cruz Metropolitan Transit District, governed by a board of directors, with specified powers and duties related to the operation of public transit services serving the County of Santa Cruz.

This bill would authorize the board of directors of the district to adopt ordinances that prohibit certain activities with respect to the district's operation, including the giving of false information to a district employee or contracted security officer engaged in the enforcement of ordinances or state law, otherwise obstructing the issuance of a citation, unauthorized operation or interference with transit facilities or property, and related matters. The bill would also authorize the adoption of an ordinance that specifies the conditions under which bicycles may be carried. The bill would authorize district employees or contracted security officers to enforce these and other related provisions, as specified. The bill would authorize the board to provide that a violation of the ordinances is an infraction, with maximum specified fines and community service time. By providing for the creation of a new crime, this bill would thereby impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: yes.

The people of the State of California do enact as follows:

- P2 1 SECTION 1.
 Section 98120 is added to the *Public Utilities*
 2 *Code*, to read:
 3 98120.
 (a) The board of directors may adopt ordinances that
 4 do any of the following:
 5 (1) Prohibit persons from knowingly giving false information
 6 to a district employee, or contracted security officer, engaged in
 7 the enforcement of district ordinances or state law, or otherwise
 8 obstructing the issuance of a citation for violation of district
 9 ordinances or state law.
 10 (2) Prohibit unauthorized operation of, interference with, entry
 11 into, climbing upon, attaching to, or loitering on or in, transit
 12 facilities or other transit property.

15a.1

Attachment A

13 (3) Prohibit the removal, displacement, injury, destruction, or
14 obstruction of any district structure or fixture.

15 (4) Specify conditions under which a passenger may board a
16 district vehicle with a bicycle and where the bicycle may be stowed.

17 (b) The board may provide that a violation of any ordinance
18 adopted pursuant to subdivision (a) is an infraction punishable by
19 a fine not exceeding seventy-five dollars (\$75), and that a violation
20 by a person after the second conviction is punishable by a fine not
21 to exceed two hundred fifty dollars (\$250) and by community
22 service for a total time not to exceed 48 hours over a period not to
23 exceed 30 days that do not conflict with the violator's hours of
24 school attendance or employment.

25 (c) This section does not prohibit any person from engaging in
26 activities that are protected under the laws of the United States or
27 of California, including, but not limited to, picketing,
28 demonstrating, or distributing handbills.

29 (d) A district employee, or contracted security officer, may
30 enforce any ordinance adopted pursuant to this section as provided
31 in subdivision (e) of Section 830.7 of the Penal Code and may
32 enforce violations of Sections 640 and 640.5 of the Penal Code
33 when so authorized by an ordinance adopted by the board.

P3 1 (e) Nothing in this section shall affect any rights or immunities
2 conferred pursuant to Section 836.5 of the Penal Code.

3 SEC. 2.

4 No reimbursement is required by this act pursuant to
5 Section 6 of Article XIII B of the California Constitution because
6 the only costs that may be incurred by a local agency or school
7 district will be incurred because this act creates a new crime or
8 infraction, eliminates a crime or infraction, or changes the penalty
9 for a crime or infraction, within the meaning of Section 17556 of
10 the Government Code, or changes the definition of a crime within
11 the meaning of Section 6 of Article XIII B of the California
Constitution.

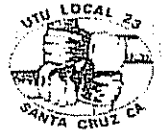
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99

15a.2

Attachment B

United Transportation Union
Local 23



January 16, 2014

Santa Cruz Metro Board of Directors,

On behalf of the UTU 23 membership, I wish to convey our support for the proposed amendment to the Public Utilities Code (addition of Section 98120). We agree that Metro's authorized security personnel should be empowered to enforce these specific sections of the Penal Code, with the ability to issue citations for the destructive or dangerous behaviors described therein.

We are working toward a common goal to improve service and to build and maintain a relationship of trust and support with our community. This requires the ability to provide a safe and orderly passenger experience in the transit centers and in the buses, and the proposed amendment is an important step in that direction.

Thank you for taking these comments into consideration, and for all of your efforts in this matter. Please let me know if UTU Local 23 can be of any further assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Eduardo Montesino". The signature is fluid and cursive, with a prominent loop at the end.

Eduardo Montesino, Chair
United Transportation Union, Local 23

Attachment B

January 23, 2014



SERVICE EMPLOYEES
INTERNATIONAL UNION
CTW-CLC

SAN JOSE H.Q.
2302 Zanker Road
San Jose, CA 95131
Phone: 408-678-3300
Fax: 408-954-1538

BAKERSFIELD
1001 17th Street
Bakersfield, CA 93301
Phone: 661-321-4160
Fax: 661-325-7814

FRESNO
5228 E Pine Avenue
Fresno, CA 93727
Phone: 559-447-2560
Fax: 559-261-9308

HANFORD
101 N Irwin St , Suite 205
Hanford, CA 93230
Phone: 559-587-1521
Fax: 559-587-1524

SALINAS
334 Monterey Street
Salinas, CA 93901
Phone: 831-784-2560
Fax: 831-757-1863

SAN CARLOS
981 Industrial Rd , Suite A
San Carlos, CA 94070
Phone: 650-801-3500
Fax: 650-595-1930

SANTA CRUZ
517B Mission Street
Santa Cruz, CA 95060
Phone: 831-824-9255
Fax: 831-459-0756

VISALIA
1811 W Sunnyside Avenue
Visalia, CA 93277
Phone: 559-635-3720
Fax: 559-733-5006

www.seiu521.org

Santa Cruz Metro Board of Directors,

On behalf of SEIU 521 Professional Supervisors Association (PSA), Salaried Employees Association (SEA), and Vehicle Maintenance Unit (VMU), we wish to convey our support for the proposed amendment to the Public Utilities Code (addition of Section 98120) We agree that Metro's authorized security personnel should be empowered to enforce these specific sections of the Penal Code, with the ability to issue citations for the destructive or dangerous behavior described therein

We are working toward a common goal to improve service and to build and maintain a relationship of trust and support with our community This requires the ability to provide a safe and orderly passenger experience in the transit center and in the buses, and the proposed amendment is an important step in that direction

Thank you for taking these comments into consideration, and for all of your efforts in this matter Please let us know if SEIU Local 521 can be of any further assistance

Sincerely,

Manuel Martinez, Chair PSA

Carolyn Derwing, President SEA

Michael William Regan, President VMU

15b.2

Attachment B



RUDY ESCALANTE
CHIEF OF POLICE

422 CAPITOLA AVENUE
CAPITOLA, CALIFORNIA 95010
TELEPHONE (831) 475-4242
FAX (831) 479-8881

January 27, 2014

Santa Cruz METRO Board of Directors,

The Santa Cruz Metropolitan Transit District has, for many years, worked collaboratively with local law enforcement agencies to reduce crime in the areas in which it operates, particularly in the cities of Santa Cruz, Watsonville, Capitola and Scotts Valley, where its transit centers are located. It is my understanding that on November 15, 2013, the Santa Cruz Metropolitan Transit District's Board of Directors adopted as part of its 2014 Legislative Program a request of the legislature to augment METRO's ability to adopt ordinances which will empower authorized personnel to issue citations for specific behaviors.

I am pleased to inform you that the Capitola Police Department supports this effort as a reasonable complement to our efforts in ensuring safe and reliable public transit service for all citizens. Please let me know how our department may be of assistance in your effort.

Sincerely,

Rudy Escalante
Chief of Police

15b.3

Attachment B



SCOTTS VALLEY POLICE DEPARTMENT

ONE CIVIC CENTER DRIVE • SCOTTS VALLEY, CALIFORNIA 95066 • PHONE (831) 440-5670 • FAX (831) 438-6930

CHIEF OF POLICE
JOHN P. WEISS

January 28, 2014

Santa Cruz METRO Board of Directors.

The Santa Cruz Metropolitan Transit District has, for many years, worked collaboratively with local law enforcement agencies to reduce crime in the areas in which it operates, particularly in the cities of Santa Cruz, Watsonville, Capitola and Scotts Valley, where its transit centers are located. It is my understanding that on November 15, 2013, the Santa Cruz Metropolitan Transit District's Board of Directors adopted as part of its 2014 Legislative Program a request of the legislature to augment METRO's ability to adopt ordinances which will empower authorized personnel to issue citations for specific behaviors.

I am pleased to inform you that the Scotts Valley Police Department supports this effort as a reasonable complement to our efforts in ensuring safe and reliable public transit services for all citizens. Please let me know how our department may be of assistance in your effort.

Sincerely,

SCOTTS VALLEY POLICE DEPARTMENT

A handwritten signature in black ink that reads "John P. Weiss".

John P. Weiss
Chief of Police

JPW:ccl

15b.4

Attachment B

Watsonville Police Department

215 Union Street, P. O. Box 1930

Watsonville, California 95077

Telephone: 831.768.3300

Fax : 831.724.3335

Email: police@cityofwatsonville.org



MANNY SOLANO
CHIEF OF POLICE

January 29, 2014

Santa Cruz METRO Board of Directors,

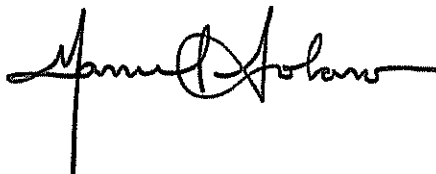
The Santa Cruz Metropolitan Transit District has, for many years, worked collaboratively with local law enforcement agencies to reduce crime in the areas in which it operates, particularly at the Watsonville Transit Center.

In fact, I began my career as a Santa Cruz Transit Center Security Officer in the early 1980's and worked the grand opening of the Santa Cruz Metro Center.

It is my understanding that on November 15, 2013, the Santa Cruz Metropolitan Transit District's Board of Directors adopted as part of its 2014 Legislative Program a request of the legislature to augment METRO's ability to adopt ordinances which will empower authorized personnel to issue citations for specific behaviors.

The Watsonville Police Department supports this effort as a reasonable complement to our efforts in ensuring safe and reliable public transit service for all citizens. Please let me know how our department may be of assistance in your effort to better public safety while reducing our overtaxed police services.

Sincerely,



MANNY SOLANO

CHIEF OF POLICE

Manny.Solano@cityofwatsonville.org

Direct Line: (831) 768-3301

Attachment B



P O L I C E D E P A R T M E N T

155 Center Street, Santa Cruz, CA 95060 • (831) 420-5810 • Fax (831) 420-5811
Kevin Vogel, Chief of Police

January 30, 2014

Santa Cruz METRO Board of Directors,

The Santa Cruz Metropolitan Transit District has, for many years, worked collaboratively with local law enforcement agencies to reduce crime in the areas in which it operates, particularly in the cities of Santa Cruz, Watsonville, Capitola and Scotts Valley, where its transit centers are located. It is my understanding that on November 15, 2013, the Santa Cruz Metropolitan Transit District's Board of Directors adopted as part of its 2014 Legislative Program a request of the legislature to augment METRO's ability to adopt ordinances which will empower authorized personnel to issue citations for specific behaviors

I am pleased to inform you that the Santa Cruz Police Department supports this effort as a reasonable complement to our efforts in ensuring safe and reliable public transit service for all citizens. Please let me know how our departments may be of assistance in your effort

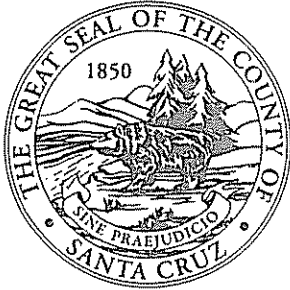
Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Vogel", with a long horizontal line extending to the right.

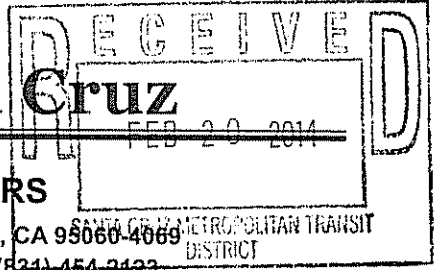
Kevin Vogel
Chief of Police

15b.6

Attachment B



County of Santa Cruz



BOARD OF SUPERVISORS

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

JOHN LEOPOLD
FIRST DISTRICT

ZACH FRIEND
SECOND DISTRICT

NEAL COONERTY
THIRD DISTRICT

GREG CAPUT
FOURTH DISTRICT

BRUCE MCPHERSON
FIFTH DISTRICT

February 18, 2014

Senator Bill Monning
State Capitol, Room 4066
Sacramento, CA 95814

Dear Senator ~~Monning~~: *B. 11*

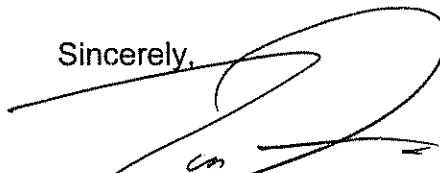
I am writing in support of the Santa Cruz Metropolitan Transit District's (METRO) request for legislation that would grant them authority to designate specific staff members and security personnel to issue citations onsite for particular actions.

For many years METRO has worked collaboratively with local law enforcement agencies to reduce crime in the areas in which it operates, particularly in the cities of Santa Cruz, Watsonville, Capitola and Scotts Valley where its transit centers are located. The proposed legislation will provide a reasonable complement to their efforts to ensure safe and reliable public transit service for all citizens.

As a former Crime Analyst with the Santa Cruz Police Department, I am aware of the issues that face METRO's transit centers, particularly at the downtown Santa Cruz Pacific Station. I am also aware of the law enforcement resources that are expended when officers respond to calls at these facilities to issue citations on minor behavioral infractions. Since this burden on local law enforcement can be mitigated by this new tool, I appreciate METRO's work on this legislative effort.

Augmenting METRO's ability to adopt ordinances to empower authorized personnel to issue citations for specific behaviors will lead to safer transportation while using fewer resources. For these reasons, I support this legislative proposal not only as a member of the Santa Cruz County Board of Supervisors, but also as a sitting member of the METRO Board of Directors. I encourage you to support METRO's proposal as well. Please feel free to contact me if you would like to discuss the matter further.

Sincerely,


ZACH FRIEND, Supervisor
Second District

ZF:ted

cc: Leslie R. White, General Manager, Santa Cruz Metropolitan Transit District

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF CONTINUING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES, AND FACILITIES AND TO PROVIDE THE OPPORTUNITY FOR METRO STAFF TO PARTICIPATE IN THE PROGRAM.

I. RECOMMENDED ACTION

That the Board of Directors approve METRO continuing to be a sponsor of the Leadership Santa Cruz County Program, providing information regarding public transit services and facilities to the class Members, and providing buses on April 4, 2014, April 25, 2014, and June 6, 2014 for tours of various facilities and activities.

II. SUMMARY OF ISSUES

- The Leadership Santa Cruz County program provides information regarding activities throughout the County for classes of approximately 25 to 50 individuals annually.
- In 2005 the Board of Directors approved METRO becoming a sponsor of the Leadership Santa Cruz County Program by providing information regarding services and facilities, and by providing a bus to tour various facilities and view activities. The Board has continued the sponsorship of Leadership Santa Cruz County in 2006, 2007, 2008, 2009, 2010, 2011, 2012, and 2013.
- The Leadership Santa Cruz County staff has requested that METRO continue to be a sponsor of the program by providing information to members of the class and by providing a bus for a tour of various facilities on April 4, 2014, April 25, 2014, and June 6, 2014.
- Prior to 2005 METRO had not participated in providing information to the Leadership Santa Cruz County classes nor sponsored the program. From the 2007/2008 class forward Members of the METRO staff have taken advantage of the Leadership Santa Cruz County by participating in the program. Currently, three METRO Staff Members are participating in the program. The program is provided to METRO staff members at no cost in exchange for the Sponsorship and bus service that METRO has provided through its sponsorship.
- The cost of becoming a sponsor of Leadership Santa Cruz County would be the cost of providing the buses for the facilities tours. The estimated cost for providing the buses for the Leadership Santa Cruz County tours is approximately \$3,500.

- Staff recommends that the Board of Directors approve the request from Leadership Santa Cruz County staff and sponsor the program by providing the requested bus services.

III. DISCUSSION

The Leadership Santa Cruz County Program provides information about, and orientation to, various programs and facilities annually for approximately 25 to 50 individuals from the community. Many of these individuals hold key leadership positions in the community.

In 2005 METRO received a request for program sponsorship from Gary W. Smith, Executive Director of Leadership Santa Cruz County. The requested sponsorship was in the form of providing a bus for a tour of facilities, and a presentation by METRO of information about the system, services, facilities and projects. The Board of Directors approved the sponsorship request and the event was very successful. METRO has continued to be a sponsor of the program in 2006, 2007, 2008, 2009, 2010, 2011, 2012, and 2013. Leadership Santa Cruz County has requested that METRO continue to be a sponsor of the program by providing support, including bus service on three different days, for programs this year. A copy of the request letter from the Leadership Santa Cruz County Executive Director David Vincent is attached to this Staff Report. Participating in the Leadership Santa Cruz County program provides an opportunity to orient individuals regarding the benefits of a strong public transit system.

Prior to 2005 METRO had not participated in providing information to the Leadership Santa Cruz County classes nor sponsored the program. Beginning in 2007/2008 Members of the METRO staff took advantage of the Leadership Santa Cruz County by participating in the program and has found it to be very beneficial. Currently, three METRO staff members are participating in the program. Based on the experiences of participating staff members, METRO intends to send additional staff members to the program. The program is provided to METRO staff members at no cost in exchange for the bus service that METRO provides through its sponsorship

Staff recommends that the Board of Directors approve the request to continue sponsorship of Leadership Santa Cruz County, including the provision of buses for tours of facilities and activities as requested by the Leadership Santa Cruz County Executive Director.

IV. FINANCIAL CONSIDERATIONS

The cost of becoming a sponsor of the Leadership Santa Cruz County program through providing buses for facilities tours would be approximately \$3,500 plus presentation materials.

V. ATTACHMENTS

Attachment A: Letter from David Vincent, February 4, 2014.

Attachment A



February 4, 2014

Corporate Sponsors

Bay Federal Credit Union

Big Creek Lumber

Canyon View Investment

Driscoll's

Dominican Hospital

First Alarm

Graniterock

Martinelli's

Mount Hermon

New Leaf Markets

Palo Alto Medical Foundation

Pacific Gas & Electric

SCC Association of Realtors

Santa Cruz County Bank

Seaside Company

UC Santa Cruz

Chamber Sponsors

Aptos

Capitola – Soquel

Pajaro Valley

San Lorenzo

Scotts Valley

Santa Cruz

Les White
General Manager
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

Dear Mr. White:

The purpose of this letter is to request the help of the SCMTD for this year's Leadership Santa Cruz County – Class 29. As you know, both SCMTD and LSCC have benefited from a strong partnership over the years. Emerging leaders throughout the county have a better opportunity to understand just how their community works by visiting unfamiliar areas by bus and SCMTD benefits by having employees participate in the class at no cost. Everyone in the class better understands what SCMTD provides in terms of services and community outreach. This year three SCMTD employees are benefiting from their participation in Class 29.

Once again LSCC will need to transport the class to various parts of the county as part of their learning experience. As you have seen in the past, it is extremely helpful when the class can travel as a group so that they can learn while in transit and also discuss their experiences amongst themselves. Specifically, it would be of tremendous help if SCMTD could supply the transportation needs for approximately 44 students on the following dates:

- Pajaro Valley Day – April 4, 2014
- Agriculture Day – April 25, 2014.
- Environment & Industry Day – June 6, 2014

Thank you for your consideration of this request. LSCC appreciates the partnership it has shared with METRO over the years.

Sincerely,

David Vincent, Executive Director
Leadership Santa Cruz County

Leadership Santa Cruz County www.leadershipscc.org

Executive Director: Dave Vincent - 210 View Court, Aptos, CA 95003
Phone & Fax: (831)662-3881 E-Mail: lscdirector@gmail.com

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 28, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR CONSULTANT SERVICES, FOR A FIVE-YEAR PERIOD, TO ASSESS AND MONITOR SANTA CRUZ METRO'S WEBSITE FOR ADA COMPLIANCE IN AN AMOUNT NOT TO EXCEED \$30,000

I. RECOMMENDED ACTION

Authorize the Purchasing Manager to issue a formal Request for Proposals for Consultant Services to Assess and Monitor Santa Cruz METRO's Website for ADA Compliance for a period of five years. The resulting contract amount should be a not to exceed limit of \$30,000.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has been made aware of possible accessibility issues for persons with disabilities on its website.
- Santa Cruz METRO is currently in the process of implementing a website revision that will address these issues.
- Contracting with a specialized consultant to review the revision and assess the overall site to ensure comprehensive ADA compliance is recommended.

III. DISCUSSION

Santa Cruz METRO has received an ADA complaint regarding the difficulties that exist with the website for those who access it with assistive technology. Santa Cruz METRO is currently in the process of upgrading underlying software, and revising the website design in a manner that will address the concerns of the complaint. However, contracting with a specialized consultant to assess the current website, inform METRO of currently accepted best practices, and review the emerging design revisions to ensure comprehensive ADA compliance is recommended. This consultant would also provide ongoing monitoring and assistance for a period of five years.

Staff is recommending the issuance of a formal Request for Proposals for Consultant Services to Assess and Monitor Santa Cruz METRO's Website for ADA Compliance.

IV. FINANCIAL CONSIDERATIONS

Funds to support a resulting contract will be planned for the IT Operating Budget over the next five years.

V. ATTACHMENTS

Attachment A: Authorizing Resolution

Attachment A

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

Resolution No. _____

**RESOLUTION AUTHORIZING THE PURCHASING MANAGER
TO SOLICIT PROPOSALS FOR CONSULTANT SERVICES TO ASSESS AND
MONITOR SANTA CRUZ METRO'S WEBSITE FOR ADA COMPLIANCE
FOR A PERIOD OF FIVE YEARS**

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for consultant services to assess and monitor Santa Cruz METRO's website for ADA compliance;

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ
METROPOLITAN TRANSIT DISTRICT AS FOLLOWS:**

THAT, the Purchasing Manager is authorized to issue a Request for Proposals for the services and/or supplies described above; and

THAT, the RFP is approved for release pursuant to the provisions of the Santa Cruz Metropolitan Transit District's Procurement Policy.

PASSED AND ADOPTED this 28th day of February, 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
DENE BUSTICHI
Board Chair

ATTEST: _____
LESLIE R. WHITE
Secretary/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel