

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA
MARCH 14, 2008 (Second Friday of Each Month)
SCMTD ENCINAL CONFERENCE ROOM
370 ENCINAL STREET, SUITE 100
SANTA CRUZ, CALIFORNIA
9:00 a.m. – 11:00 a.m.

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

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

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

CONSENT AGENDA

- 5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF FEBRUARY 2008
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2008
- 5-3. CONSIDERATION OF TORT CLAIMS:
DENY THE CLAIM OF ESPERANSA BELMONTES, CLAIM #08-0008
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR MARCH 19, 2008 AND MINUTES OF JANUARY 16, 2008
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF DECEMBER 2007
- 5-6. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR NOVEMBER 2007
- 5-7. ACCEPT AND FILE JANUARY 2008 RIDERSHIP REPORT
- 5-8. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT

- 5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH BROWN, ARMSTRONG, ET AL FOR FINANCIAL AND TAX AUDIT SERVICES
- 5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH MISSION LINEN AND UNIFORM SERVICE FOR UNIFORM, FLAT GOODS AND LAUNDRY SERVICES
- 5-11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH AIRTECH SERVICE FOR HVAC MAINTENANCE SERVICES
- 5-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT FOR THE PROPERTY LOCATED AT 370 ENCINAL STREET
- 5-13. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION REGARDING: SETTLEMENT WITH THE PRINTERY AND AUTHORIZATION TO PURCHASE PROPERTIES LOCATED AT 1211 AND 1217 RIVER STREET, SANTA CRUZ
- 5-14. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION REGARDING: SETTLEMENT WITH ARNTZ BUILDERS, INC.
- 5-15. CONSIDERATION OF APPROVAL OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 2009 TDA & STA CLAIMS

REGULAR AGENDA

- 6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chair Beautz
THIS PRESENTATION WILL TAKE PLACE AT THE MARCH 28, 2008 BOARD MEETING
- 7. **PUBLIC HEARING:** CONSIDERATION OF REVISIONS TO METRO'S PARACRUZ PARATRANSIT PLAN REGARDING SAME DAY SERVICE
Presented By: Wally Brondstatter, Acting Paratransit Superintendent
PUBLIC HEARING WILL TAKE PLACE AT THE MARCH 28, 2008 BOARD MEETING
- 8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH GIRO, INC. FOR THE PURCHASE OF HASTUS ATP RUN TIME ANALYSIS PROGRAM
Presented By: Tom Stickel, Maintenance Manager
- 9. CONSIDERATION OF AUTHORIZATION TO ADD PROPERTY INSURANCE COVERAGE TO THE RECENTLY COMPLETED AND OCCUPIED "1200 RIVER STREET BUILDING B" PROPERTY FOR FY08
Presented By: Angela Aitken, Finance Manager
ACTION REQUESTED AT THE MARCH 14, 2008 BOARD MEETING

10. CONSIDERATION OF TORT CLAIMS:
DENY THE REQUEST OF JOHN KUHRYS TO FILE A LATE CLAIM AND DENY THE CLAIM AS UNTIMELY
Presented By: Margaret Gallagher, District Counsel
ACTION REQUESTED AT THE MARCH 14, 2008 BOARD MEETING
11. CONSIDERATION OF APPROVAL OF CHANGES TO THE PAYROLL SPECIALIST CLASS SPECIFICATION
Presented By: Robyn Slater, Human Resources manager
ACTION REQUESTED AT THE MARCH 14, 2008 BOARD MEETING
12. ORAL ANNOUNCEMENT: SPECIAL MEETING TO BE HELD AT 9:00 A.M. ON MARCH 21, 2008 AT 370 ENCINAL STREET
Presented By: Vice Chair Bustichi
ACTION REQUESTED AT THE MARCH 14, 2008 BOARD MEETING

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NOTICE TO PUBLIC

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

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

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

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Encinal Conference Room is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Cindi Thomas at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting.

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 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 02/01/08 THRU 02/29/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
24642	02/01/08	18.70	002069 A TOOL SHED, INC.		16922	EQUIP RENTAL	18.70	
24643	02/01/08	150.00	001162 A&S METALS		17258	OUT RPR REV VEH	150.00	
24644	02/01/08	285.00	020 ADT SECURITY SERVICES INC.		17125	12/01-2/29 SEC/RIVER	285.00	
24645	02/01/08	875.73	001934 ALDRAN CHEMICAL, INC		17259	CLEANING SUPPLIES	875.73	
24646	02/01/08	23.85	294 ANDY'S AUTO SUPPLY	0	16906	PARTS & SUPPLIES	23.85	
24647	02/01/08	2,758.76	856 ANGI INTERNATIONAL LLC		16977	REPAIRS/MAINTENANCE	640.72	
					16978	REPAIRS/MAINTENANCE	1,092.49	
					16979	REPAIRS/MAINTENANCE	350.05	
					17201	REPAIRS/MAINTENANCE	675.50	
24648	02/01/08	1,160.53	395 APPLIED GRAPHICS, INC.		17135	PRINTING/OPS	1,160.53	
24649	02/01/08	220.00	247 AUTOMATIC DOOR SYSTEMS, INC.		16913	DOOR REPAIR	220.00	
24650	02/01/08	5,723.30	059 BATTERIES USA, INC.		17192	REV VEH PARTS	3,372.18	
					17193	REV VEH PARTS	2,351.12	
24651	02/01/08	1,817.95	001230 CAPITOL CLUTCH & BRAKE, INC.		17168	REV VEH PARTS	1,817.95	
24652	02/01/08	900.00	983 CENTRAL MAINTENANCE COMPANY		17223	JAN JANITORIAL/PT	900.00	
24653	02/01/08	50.30	667 CITY OF SCOTTS VALLEY		17151	11/15-1/15 KINGS VLG	50.30	
24654	02/01/08	1,913.84	130 CITY OF WATSONVILLE UTILITIES		17141	RODRIGUEZ-CONTAINER	1,403.08	
					17142	11/5-1/4 RODRIGUEZ	406.62	
					17143	11/5-1/4 RODRIGUEZ	65.64	
					17144	11/5-1/4 RODRIGUEZ	38.50	
24655	02/01/08	1,506.33	909 CLASSIC GRAPHICS		16910	OUT RPR REV VEH	1,506.33	
24656	02/01/08	127.00	075 COAST PAPER & SUPPLY INC.		17003	PARTS & SUPPLIES	127.00	
24657	02/01/08	325.93	002870 COLE SUPPLY COMPANY, INC.		16976	CLEANING SUPPLIES	325.93	
24658	02/01/08	1,329.12	163 COMMUNITY PRINTERS, INC.		17096	PRINTING/PT	1,329.12	
24659	02/01/08	34.20	002063 COSTCO		16917	LOCAL MTG EXP	14.19	
					16927	PHOTO PROCESS/OPS	8.47	
					16928	PHOTO PROCESS/OPS	11.54	
24660	02/01/08	1,327.26	001000 DAIMLER CHRYSLER		16879	REV VEH PARTS	1,327.26	
24661	02/01/08	42,150.74	800 DELTA DENTAL PLAN		17276	FEB DENTAL	42,150.74	
24662	02/01/08	69,785.61	001316 DEVCO OIL		17271	1/16-1/27 FLT FUEL	69,785.61	
24663	02/01/08	2,486.82	480 DIESEL MARINE ELECTRIC, INC.		16925	REV VEH PARTS	2,486.82	
24664	02/01/08	1,100.00	002624 DIGITAL RECORDERS		16880	REV VEH PARTS	800.00	
					16986	REV VEH PARTS	100.00	
					16987	REV VEH PARTS	100.00	
					16988	REV VEH PARTS	100.00	
24665	02/01/08	3,743.89	085 DIXON & SON TIRE, INC.		16971	TIRES & TUBES	1,430.15	
					16972	TIRES & TUBES	207.43	
					16973	TIRES & TUBES	449.68	
					16974	TIRES & TUBES	752.63	
					16975	TIRES & TUBES	400.05	
					17101	OUT RPR REV VEH	18.00	
					17102	TIRES & TUBES	485.95	
24666	02/01/08	100.52	001020 EMED COMPANY		16969	SAFETY SUPPLIES	100.52	
24667	02/01/08	75.00	001492 EVERGREEN OIL INC.		16998	HAZ WASTE DISP	75.00	
24668	02/01/08	1,668.19	432 EXPRESS PERSONNEL SERVICES		17235	TEMP/OPS W/E 1/13	1,668.19	
24669	02/01/08	1,342.25	282 GRAINGER		16911	REPAIRS/MAINTENANCE	673.57	
					16967	CLEANING SUPPLIES	180.85	
					16980	REPAIRS/MAINTENANCE	487.83	
24670	02/01/08	71,746.33	001035 HARRIS & ASSOCIATES		17133	12/1-12/31 PROF SVCS	71,746.33	
24671	02/01/08	1,548.39	002116 HINSHAW, EDWARD & BARBARA	7	17124	JAN/FEB 08 RENT ADJ	1,548.39	

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24672	02/01/08	2,340.33	166	HOSE SHOP, THE		16908	PARTS & SUPPLIES	400.72	
						16909	PARTS/SUPPLY/SM TOOL	384.10	
						16920	REPAIRS/MAINTENANCE	1,555.51	
24673	02/01/08	489.83	878	KELLY SERVICES, INC.		17126	TEMP/MTC W/E 1/6	11.43	
						17127	TEMP/MTC W/E 12/02	478.40	
24674	02/01/08	2.76	039	KINKO'S INC.		17178	SEPT PRINTING/RISK	2.76	
24675	02/01/08	59.67	579	LAB SAFETY SUPPLY, INC.		17134	SAFETY SUPPLIES/OPS	59.67	
24676	02/01/08	616.88	107A	LUMBERMENS		16886	REPAIRS/MAINTENANCE	-10.14	
						16918	REPAIRS/MAINTENANCE	71.21	
						16949	REPAIRS/MAINTENANCE	-20.30	
						16950	REPAIRS/MAINTENANCE	104.15	
						16951	REPAIRS/MAINTENANCE	24.74	
						16952	REPAIRS/MAINTENANCE	6.21	
						16960	REPAIRS/MAINTENANCE	194.18	
						16961	REPAIRS/MAINTENANCE	85.68	
						16962	REPAIRS/MAINTENANCE	17.54	
						16963	REPAIRS/MAINTENANCE	20.60	
						16964	REPAIRS/MAINTENANCE	123.01	
24677	02/01/08	832.00	001145	MANAGED HEALTH NETWORK		17175	FEB EAP PREMIUM	832.00	
24678	02/01/08	34.00	E428	MCDONALD, KEVIN		17245	DMV FEES	34.00	
24679	02/01/08	67.27	001052	MID VALLEY SUPPLY		16997	CLEANING SUPPLIES	67.27	
24680	02/01/08	612.34	041	MISSION UNIFORM		16945	UNIF/LAUNDRY/FLT	129.35	
						16946	UNIF/LAUNDRY/FLT	44.78	
						16947	UNIF/LAUNDRY/FLT	56.17	
						16948	UNIF/LAUNDRY/FLT	281.69	
						16958	UNIF/LAUNDRY/FAC	100.35	
24681	02/01/08	394.51	288	MUNCIE TRANSIT SUPPLY		16899	REV VEH PARTS	394.51	
24682	02/01/08	151.90	887	NEOPOST, INC		17130	OFFICE SUPPLIES/ADM	151.90	
24683	02/01/08	5,647.79	001063	NEW FLYER INDUSTRIES LIMITED		16882	REV VEH PARTS	1,962.60	
						16989	REV VEH PARTS	124.50	
						17169	REV VEH PARTS	242.88	
						17170	REV VEH PARTS	115.22	
						17171	REV VEH PARTS	397.24	
						17172	REV VEH PARTS	157.35	
						17173	REV VEH PARTS	789.03	
						17174	REV VEH PARTS	121.10	
						17234	REV VEH PARTS	1,737.87	
24684	02/01/08	389.92	001627	NEW PIG CORPORATION		16907	PARTS & SUPPLIES	389.92	
24685	02/01/08	99.94	004	NORTH BAY FORD LINC-MERCURY		16923	REV VEH PARTS	56.34	
						16955	REV VEH PARTS	43.60	
24686	02/01/08	133.84	043	PALACE ART & OFFICE SUPPLY		16871	OFFICE SUPPLIES/ADM	32.21	
						16872	OFFICE SUPPLIES/ADM	3.19	
						16873	OFFICE SUPPLIES/ADM	4.76	
						16890	OFFICE SUPPLIES/FAC	66.83	
						17128	OFFICE SUPPLIES/HRD	26.85	
24687	02/01/08	42.32	882	PRINT SHOP SANTA CRUZ	7	17107	PRINTING/OPS	42.32	
24688	02/01/08	1,014.77	001379	SAFETY-KLEEN SYSTEMS, INC.		16981	HAZ WASTE DISP	107.42	
						16982	HAZ WASTE DISP	907.35	
24689	02/01/08	220.07	135	SANTA CRUZ AUTO PARTS, INC.		16876	PARTS & SUPPLIES	35.12	
						16881	CREDIT MEMO	-15.35	

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					16885	OTH MOB SUPPLIES	117.70	
					16943	REV VEH PARTS	34.89	
					16956	CLEANING SUPPLIES	22.89	
					17206	REV VEH PARTS	24.82	
24690	02/01/08	9.67	SANTA CRUZ ELECTRONICS, INC.		17138	OFFICE SUPPLIES/IT	9.67	
24691	02/01/08	484.10	SBC		17246	JAN REPEATERS/OPS	398.96	
					17247	JAN REPEATERS/OPS	85.14	
24692	02/01/08	2,500.00	SHAW & YODER, INC.		17277	DEC LEGISLATIVE SVCS	2,500.00	
24693	02/01/08	112.19	SPORTWORKS NORTHWEST, INC.		16883	REV VEH PARTS	112.19	
24694	02/01/08	3,732.58	STANDARD INSURANCE COMPANY		17274	FEB LIFE/AD&D INS	3,732.58	
24695	02/01/08	47,591.00	THE MECHANICS BANK		17180	DEC RETAINAGE/MB	47,591.00	
24696	02/01/08	516.05	THYSSENKRUPP ELEVATOR		17161	JAN-MAR 08 MAINT	516.05	
24697	02/01/08	424.81	TIFCO INDUSTRIES		16985	EMP TOOL/PARTS/SUPP	424.81	
24698	02/01/08	10.83	UNITED SITE SERVICES		17241	FENCE RENT/DUBOIS	10.83	
24699	02/01/08	146,708.42	VALLEY POWER SYSTEMS, INC.		16900	REV VEH PARTS	774.56	
					16901	CORE CREDIT	-10,488.70	
					16914	CREDIT MEMO	-208.52	
					16990	REV VEH PARTS	1,886.02	
					17273	ENG REPOWER	154,745.06	
24700	02/01/08	53.21	VERIZON CALIFORNIA		17257	MT BIEWLASKI	53.21	
24701	02/01/08	11,190.18	VISION SERVICE PLAN		17275	FEB VISION INS	11,190.18	
24702	02/01/08	500.00	WEBER, HAYES & ASSOCIATES		17132	SITE INSPECT/RIVER	500.00	
24703	02/01/08	428,319.00	WEST BAY BUILDERS, INC.		17179	CONST SVC MB-12/31	428,319.00	
24704	02/01/08	379.21	WESTERN STATES OIL CO., INC.		16991	FUEL LUBE/FLT	379.21	
24705	02/01/08	5,275.65	WILSON, GEORGE H., INC.		17159	INSTALL SEWER PUMP	4,140.65	
					17160	SUMP PUMP INSTALL	1,135.00	
24706	02/01/08	516.00	WORKIN.COM, INC.		16902	1/9-2/8 JOB POST	248.00	
					16903	1/11-2/10 JOB POST	268.00	
24707	02/01/08	136.49	ZEE MEDICAL SERVICE CO.		17158	SAFETY SUPPLIES	136.49	
24709	02/08/08	342.89	A.L. LEASE COMPANY, INC.		17376	REPAIRS/MAINTENANCE	342.89	
24710	02/08/08	43.50	ALL PURE WATER	0	17429	OFFICE SUPPLIES	43.50	
24711	02/08/08	5,438.60	AMERICAN BUSINESS SYSTEMS, INC		17370	SOFTWARE SUPP/UPGRD	5,438.60	
24712	02/08/08	176.43	AMERICAN MESSAGING SVCS, LLC		17352	FEB PAGERS	176.43	
24713	02/08/08	11.88	ANDY'S AUTO SUPPLY	0	16884	PARTS & SUPPLIES	11.88	
24714	02/08/08	1,151.46	ANGI INTERNATIONAL LLC		17314	REPAIRS/MAINTENANCE	98.92	
					17315	REPAIRS/MAINTENANCE	1,052.54	
24715	02/08/08	5,829.34	AT&T CWBO BILLING		17371	CUSTOM WORK/MB	5,829.34	
24716	02/08/08	2,302.02	AT&T/MCI		17307	JAN PHONES	1,766.73	
					17400	DEC PHONES/PT	492.69	
					17433	DEC PHONES/PT	42.60	
24717	02/08/08	9,848.86	BAY COUNTIES PITCOCK PETROLEUM		17386	FUEL & LUBE	9,848.86	
24718	02/08/08	100.00	BEAUTZ, JAN	7	17283	JAN BOARD MTGS	100.00	
24719	02/08/08	407.57	BUS & EQUIPMENT		17087	REV VEH PARTS	104.34	
					17204	REV VEH PARTS	95.75	
					17205	REV VEH PARTS	207.48	
24720	02/08/08	100.00	BUSTICHI, DENE	7	17284	JAN BOARD MTGS	100.00	
24721	02/08/08	100.00	CABRILLO COLLEGE		17137	FINGERPRINTING	100.00	
24722	02/08/08	180.85	CARLON'S FIRE EXTINGUISHER		17382	SPRINKLER CONTRACT	180.85	
24723	02/08/08	1,391.73	CATTO'S GRAPHICS, INC.		17420	BUS DECALS	1,391.73	
24724	02/08/08	266.80	CENTRAL EQUIPMENT SERVICE CO.		17377	REPAIRS/MAINTENANCE	266.80	

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24725	02/08/08	510.27	172	CENTRAL WELDER'S SUPPLY, INC.		17150	SAFETY SUPPLIES	510.27	
24726	02/08/08	5,700.18	739	CENTURY CHEVROLET		17088	REV VEH PARTS	218.82	
						17090	REPLACE TRANSMISSION	2,740.68	
						17091	REPLACE TRANSMISSION	2,740.68	
24727	02/08/08	100.00	B014	CITY OF WATSONVILLE		17292	JAN BOARD MTGS	100.00	
24728	02/08/08	39.78	002063	COSTCO		17095	OFFICE SUPPLIES/PT	29.66	
						17104	PHOTO PROCESS/OPS	2.86	
						17105	PHOTO PROCESS/OPS	4.73	
						17106	PHOTO PROCESS/OPS	2.53	
24729	02/08/08	190.94	002814	CREATIVE BUS SALES, INC.		17394	REV VEH PARTS	190.94	
24730	02/08/08	2,264.76	001000	DAIMLER CHRYSLER		17194	REV VEH PARTS	2,264.76	
24731	02/08/08	3,754.86	085	DIXON & SON TIRE, INC.		16992	TIRES & TUBES	2,156.19	
						16993	TIRES & TUBES	899.34	
						16994	TIRES & TUBES	408.62	
						17103	TIRES & TUBES	290.71	
24732	02/08/08	158.00	001492	EVERGREEN OIL INC.		17152	HAZ WASTE DISP	158.00	
24733	02/08/08	930.00	432	EXPRESS PERSONNEL SERVICES		17373	TEMP/OPS W/E 1/20	930.00	
24734	02/08/08	72.38	372	FEDERAL EXPRESS		17384	CORE RETURN	72.38	
24735	02/08/08	331.94	647	GFI GENFARE		17149	REV VEH PARTS	331.94	
24736	02/08/08	1,817.67	117	GILLIG CORPORATION		17146	REV VEH PARTS	99.82	
						17147	REV VEH PARTS	1,645.27	
						17148	OTH MOB SUPPLIES	72.58	
24737	02/08/08	380.00	632	GOVERNMENT FINANCE OFFICERS		17176	OFFICE SUPPLIES/FIN	51.00	
						17177	OFFICE SUPPLIES/FIN	329.00	
24738	02/08/08	354.39	282	GRAINGER		17154	REPAIRS/MAINTENANCE	354.39	
24739	02/08/08	100.00	B021	HAGEN, DONALD N.	7	17285	JAN BOARD MTGS	100.00	
24740	02/08/08	50.00	B006	HINKLE, MICHELLE	7	17286	JAN BOARD MTGS	50.00	
24741	02/08/08	121.18	166	HOSE SHOP, THE		17361	REPAIRS/MAINTENANCE	1.66	
						17362	PARTS & SUPPLIES	27.20	
						17414	REPAIRS/MAINTENANCE	92.32	
24742	02/08/08	1,162.48	001163	INNERWORKINGS, INC		17324	ONE DAY PASS COUPONS	1,162.48	
24743	02/08/08	1,560.00	878	KELLY SERVICES, INC.		17295	TEMP/MTC W/E 1/6	1,560.00	
24744	02/08/08	14.65	074	KENVILLE LOCKSMITHS	7	17303	PARTS & SUPPLIES	14.65	
24745	02/08/08	60.66	107A	LUMBERMENS		16983	REPAIRS/MAINTENANCE	54.18	
						16984	REPAIRS/MAINTENANCE	11.70	
						17312	CREDIT MEMO	-5.22	
24746	02/08/08	1,846.96	001358	MARINA MOTOR COMPANY		17092	REV VEH PARTS-CREDIT	-191.46	
						17093	REV VEH PARTS	380.63	
						17094	OUT RPR REV VEH	220.00	
						17207	REV VEH PARTS	155.66	
						17208	OUT RPR REV VEH	1,282.13	
24747	02/08/08	10.00	E428	MCDONALD, KEVIN		17308	DMV FEES	10.00	
24748	02/08/08	285.14	001052	MID VALLEY SUPPLY		17416	CLEANING SUPPLIES	273.42	
						17417	CLEANING SUPPLIES	11.72	
24749	02/08/08	1,185.91	041	MISSION UNIFORM		16889	UNIF/LAUNDRY/FAC	97.14	
						17075	UNIF/LAUNDRY/FLT	40.15	
						17076	UNIF/LAUNDRY/FLT	56.17	
						17077	UNIF/LAUNDRY/FLT	512.78	
						17078	UNIF/LAUNDRY/FLT	299.31	
						17079	UNIF/LAUNDRY	129.35	

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
24750	02/08/08	1,929.47	001063	NEW FLYER INDUSTRIES LIMITED		17100	UNIF/LAUNDRY/PT	51.01	
						17195	REV VEH PARTS	623.58	
						17263	REV VEH PARTS	268.44	
						17264	REV VEH PARTS	388.84	
						17265	REV VEH PARTS	9.80	
						17266	REV VEH PARTS	155.91	
						17267	REV VEH PARTS	482.90	
24751	02/08/08	100.00	B020	NICOL, KIRBY	7	17287	JAN BOARD MTGS	100.00	
24752	02/08/08	163.89	004	NORTH BAY FORD LINC-MERCURY		17082	REV VEH PARTS	91.84	
						17089	REV VEH PARTS	72.05	
24753	02/08/08	15,420.98	009	PACIFIC GAS & ELECTRIC		17278	12/29-01/26 ENCINAL	3,113.54	
						17279	12/28-01/26 DUBOIS	117.20	
						17280	12/28-01/28 DUBOIS	164.85	
						17281	12/28-01/28 DUBOIS	14.98	
						17354	12/28-1/25 VERNON	1,490.43	
						17355	12/28-1/25 RIVER	449.76	
						17366	12/28-01/25 RIVER	2,071.58	
						17401	12/28-1/26 DUBOIS	7,998.64	
24754	02/08/08	983.70	043	PALACE ART & OFFICE SUPPLY		17001	OFFICE SUPPLIES/FLT	330.53	
						17002	OFFICE SUPPLIES/FLT	7.92	
						17129	OFFICE SUPPLIES/MTC	14.08	
						17131	OFFICE SUPPLIES/ADM	402.19	
						17136	OFFICE SUPPLIES/OPS	228.98	
24755	02/08/08	36,550.00	001136	PARVUS CORPORATION		17434	HWY 17 WIFI	2,120.00	
						17435	HWY 17 WIFI	34,430.00	
24756	02/08/08	15.00	T152	PINI, JOHN		17344	5 PT CONV. COUPONS	15.00	
24757	02/08/08	136.65	061	REGISTER PAJARONIAN		16916	PUB NOTICE ADM 1/10	136.65	
24758	02/08/08	100.00	B011	REILLY, EMILY	7	17288	JAN BOARD MTGS	100.00	
24759	02/08/08	15,000.00	R512	RICHARD CASEY AND BILL CASEY		17436	PG&E FOR 110 VERNON	15,000.00	
24760	02/08/08	100.00	B015	ROTKIN, MIKE	7	17289	JAN BOARD MTGS	100.00	
24761	02/08/08	2,562.92	018	SALINAS VALLEY FORD SALES		17081	REV VEH PARTS	2,528.35	
						17196	REV VEH PARTS	34.57	
24763	02/08/08	769.66	002713	SANTA CRUZ AUTO TECH, INC.		17209	OUT RPR REV VEH	113.34	
						17210	OUT RPR REV VEH	49.00	
						17211	OUT RPR REV VEH	55.44	
						17212	OUT RPR REV VEH	55.44	
						17213	OUT RPR REV VEH	55.44	
						17214	OUT RPR REV VEH	49.00	
						17215	OUT RPR REV VEH	49.00	
						17216	OUT RPR REV VEH	49.00	
						17217	OUT RPR REV VEH	49.00	
						17218	OUT RPR REV VEH	49.00	
						17219	OUT RPR REV VEH	49.00	
						17220	OUT RPR REV VEH	49.00	
						17221	OUT RPR REV VEH	49.00	
						17222	OUT RPR REV VEH	49.00	
24764	02/08/08	606.44	135	SANTA CRUZ AUTO PARTS, INC.		17084	REV VEH PARTS	474.19	
						17085	REV VEH PARTS	68.69	
						17086	REV VEH PARTS	40.00	
						17165	PARTS & SUPPLIES	23.56	

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24765	02/08/08	7,742.56	079	SANTA CRUZ MUNICIPAL UTILITIES		17337	12/28-1/23 PACIFIC	2,390.87	
						17338	12/28-1/23 PACIFIC	83.72	
						17339	12/19-1/22 RIVER	136.34	
						17340	12/19-1/22 VERNON	395.01	
						17341	12/19-1/22 VERNON	87.25	
						17342	12/19-1/22 GOLF CLUB	931.80	
						17343	12/19-1/22 DUBOIS	110.75	
						17345	12/19-1/22 DUBOIS	366.83	
						17367	12/19-01/22 RIVER	2,292.96	
						17368	12/19-01/22 ENCINAL	817.64	
						17369	12/19-1/22 ENCINAL	129.39	
24766	02/08/08	246.00	957	SECURITY SHORING & STEEL PLT		17153	11/28-12/27 RENTAL	246.00	
24767	02/08/08	100.00	B012	SPENCE, PAT	7	17290	JAN BOARD MTGS	100.00	
24768	02/08/08	100.00	B017	STONE, MARK	7	17291	JAN BOARD MTGS	100.00	
24769	02/08/08	1,460.00	001857	SWRCB FEES		16995	STORM WATER/RIVER	730.00	
						16996	STORM WATER/GOLF CLB	730.00	
24770	02/08/08	2,707.41	002805	TELEPATH CORPORATION		17162	FEB MAINT/REPAIRS	2,707.41	
24771	02/08/08	66.00	E235	THOMAS, RUSSELL		17372	DMV FEES	66.00	
24772	02/08/08	1,963.64	002504	TIFCO INDUSTRIES		17163	PARTS & SUPPLIES	92.08	
						17164	PARTS & SUPPLIES	1,698.42	
						17228	PARTS & SUPPLIES	87.28	
						17229	PARTS & SUPPLIES	85.86	
24773	02/08/08	4,194.60	057	U.S. BANK		17437	4246044555645971	50.00	
						17438	4246044555645971	977.37	
						17439	4246044555645971	76.13	
						17440	4246044555645971	1,252.49	
						17441	4246044555645971	1,838.61	
24774	02/08/08	154,903.39	002829	VALLEY POWER SYSTEMS, INC.		17080	REV VEH PARTS	158.33	
						17331	ENG REPOWER	154,745.06	
24775	02/08/08	14.63	221	VEHICLE MAINTENANCE PROGRAM		17233	REV VEH PARTS	14.63	
24776	02/08/08	1,975.00	002654	VNA OF SANTA CRUZ	7	17123	FLU SHOTS	1,975.00	
24777	02/08/08	51.00	436	WEST PAYMENT CENTER		17326	CA 08 CIVIL PRACTICE	51.00	
24778	02/08/08	436.08	042	WFCB-OSH COMMERCIAL SERVICES		17378	REPAIRS/MAINTENANCE	-5.48	
						17379	OFFICE SUPPLIES	21.64	
						17380	OFFICE SUPPLIES	54.11	
						17381	SMALL TOOL	365.81	
24779	02/08/08	204.31	147	ZEE MEDICAL SERVICE CO.		17304	SAFETY SUPPLIES	78.93	
						17305	SAFETY SUPPLIES	14.16	
						17427	SAFETY SUPPLIES	37.22	
						17428	SAFETY SUPPLIES	74.00	
24780	02/15/08	1,933.58	382	AIRTEC SERVICE		17200	REPAIRS/MAINTENANCE	1,933.58	
24781	02/15/08	700.00	001016	ALLARD'S SEPTIC SERVICE	7	17350	HAZ WASTE DISP	350.00	
						17351	HAZ WASTE DISP	350.00	
24782	02/15/08	684,691.20	948	ARNTZ BUILDERS, INC.		17528	CONST SVC MB TO 9/30	684,691.20	
24783	02/15/08	17,255.01	941	ASSURANT EMPLOYEE BENEFITS		17479	FEB LTD INS	17,255.01	
24784	02/15/08	1,467.59	001A	AT&T/MCI		17541	DEC PHONES/IT	1,467.59	
24785	02/15/08	219.00	001856	BAY COMMUNICATIONS	7	17418	OFFICE SUPPLIES/FAC	162.75	
						17449	OUT REPAIR EQUIP	56.25	
24786	02/15/08	1,545.97	664	BAY COUNTIES PITCOCK PETROLEUM		17320	FUEL & LUBE/FLT	1,545.97	
24787	02/15/08	4,000.00	R515	BOES, JUDITH S.		17547	SETTLEMENT/RISK	4,000.00	

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24788	02/15/08	25.80	R514	CALLEJAS, LETICIA		17500	IWC VIOLATION	25.80	
24789	02/15/08	126.69	002898	CEB		17538	CA TORT GUIDE 4TH ED	126.69	
24790	02/15/08	25.30	001346	CITY OF SANTA CRUZ		17493	JAN LANDFILL	25.30	
24791	02/15/08	125.00	002448	CLEAR VIEW, LLC	0	17506	WINDOWS/RESEARCH PRK	125.00	
24792	02/15/08	3,406.36	075	COAST PAPER & SUPPLY INC.		17230	CLEANING SUPPLIES	140.68	
						17318	CLEANING SUPPLIES	3,265.68	
24793	02/15/08	21.45	002063	COSTCO		17242	PHOTO PROCESS/OPS	8.36	
						17243	PHOTO PROCESS/OPS	8.36	
						17244	PHOTO PROCESS/OPS	4.73	
24794	02/15/08	133.56	001000	DAIMLER CHRYSLER		17499	REV VEH PARTS	133.56	
24795	02/15/08	661.19	001206	DELTA GLASS	7	17145	REV VEH PARTS	661.19	
24796	02/15/08	26,040.72	001316	DEVCO OIL		17387	1/28-1/31 FLT FUEL	26,040.72	
24797	02/15/08	6,226.75	085	DIXON & SON TIRE, INC.		17197	TIRES & TUBES	2,874.92	
						17198	TIRES & TUBES	1,349.01	
						17199	TIRES & TUBES	1,600.21	
						17202	TIRES & TUBES	96.90	
						17203	TIRES & TUBES	193.81	
						17395	TIRE\$ & TUBES	96.90	
						17521	OUT RPR REV VEH	15.00	
24798	02/15/08	345.00	916	DOCTORS ON DUTY		17452	DRUG TEST	25.00	
						17453	DRUG TEST	30.00	
						17454	DRUG TEST	25.00	
						17455	DRUG TEST	30.00	
						17456	DRUG TEST	25.00	
						17457	DRUG TEST	30.00	
						17458	DRUG TEST	25.00	
						17459	DRUG TEST	30.00	
						17460	DRUG TEST	25.00	
						17461	DRUG TEST	100.00	
24799	02/15/08	60.00	001492	EVERGREEN OIL INC.		17256	HAZ WASTE DISP	60.00	
24800	02/15/08	651.00	432	EXPRESS PERSONNEL SERVICES		17522	TEMP/OPS W/E 1/27	651.00	
24801	02/15/08	470.37	647	GFI GENFARE		17301	REV VEH PARTS	470.37	
24802	02/15/08	193.09	117	GILLIG CORPORATION		17323	REV VEH PARTS	193.09	
24803	02/15/08	427.47	001097	GREENWASTE RECOVERY, INC.		17491	JAN MT HERM/KINGS	57.60	
						17492	JAN 246 KINGS VLG	165.76	
						17517	JAN RESEARCH PARK	204.11	
24804	02/15/08	120.00	T154	HASTINGS, RAE		17503	40 PT PRE-PAID COUP	120.00	
24805	02/15/08	532.14	166	HOSE SHOP, THE		17363	PARTS & SUPPLIES	119.84	
						17364	PARTS & SUPPLIES	24.88	
						17365	PARTS/SUPPLIES/TOOLS	387.42	
24806	02/15/08	177.25	215	IKON OFFICE SOLUTIONS		17530	12/19-1/18 MAINT/ADM	177.25	
24807	02/15/08	186.53	001163	INNERWORKINGS, INC		17507	OFFICE SUPPLIES/FLT	186.53	
24808	02/15/08	92.79	1117	KELLEY'S SERVICE INC.		17167	REV VEH PARTS	92.79	
24809	02/15/08	395.43	074	KENVILLE LOCKSMITHS	7	17330	REPAIRS/MAINTENANCE	395.43	
24810	02/15/08	892.70	167	KEYSTON BROTHERS		17260	OTH MOB SUPPLIES	892.70	
24811	02/15/08	673.12	002240	KLEEN-RITE	7	17255	REPAIRS/MAINTENANCE	673.12	
24812	02/15/08	73.50	001093	KROLL LABORATORY SPECIALISTS		17282	DEC/JAN DRUG TESTS	73.50	
24813	02/15/08	352.00	852	LAW OFFICES OF MARIE F. SANG	7	17293	WORKERS COMP CLAIM	176.00	
						17294	WORKERS COMP CLAIM	176.00	
24814	02/15/08	1,081.27	107A	LUMBERMENS		17139	REPAIRS/MAINTENANCE	157.00	

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						17188	REPAIRS/MAINTENANCE	573.43	
						17189	REPAIRS/MAINTENANCE	4.29	
						17190	REPAIRS/MAINTENANCE	26.35	
						17191	REPAIRS/MAINTENANCE	110.41	
						17225	PARTS & SUPPLIES	117.14	
						17226	REPAIRS/MAINTENANCE	92.65	
						17404	REPAIRS/MAINTENANCE	440.98	
						17405	CREDIT MEMO	-440.98	
24815	02/15/08	34.88	001358	MARINA MOTOR COMPANY		17393	REV VEH PARTS	34.88	
24816	02/15/08	650.00	764	MERCURY METALS		17397	OUT RPR REV VEH	650.00	
24817	02/15/08	159.50	001052	MID VALLEY SUPPLY		17183	CLEANING SUPPLIES	159.50	
24818	02/15/08	575.61	041	MISSION UNIFORM		17140	UNIF/LAUNDRY/FAC	95.43	
						17184	UNIF & LAUNDRY/FLT	114.41	
						17185	UNIF & LAUNDRY/FLT	27.91	
						17186	UNIF/LAUNDRY/FLT	56.17	
						17187	UNIF/LAUNDRY/FLT	281.69	
24819	02/15/08	36.89	288	MUNCIE TRANSIT SUPPLY		17262	PARTS & SUPPLIES	36.89	
24820	02/15/08	90.00	T153	MURPHY, CATHERINE		17478	30 PT PRE-PAID COUP	90.00	
24821	02/15/08	3,893.41	001063	NEW FLYER INDUSTRIES LIMITED		17322	REV VEH PARTS	101.88	
						17431	REV VEH PARTS	3,523.09	
						17432	REV VEH PARTS	268.44	
24822	02/15/08	1,631.13	002721	NEXTEL COMMUNICATIONS		17544	1/4-2/3 PHONES/PT	1,631.13	
24823	02/15/08	477.84	004	NORTH BAY FORD LINC-MERCURY		17231	REV VEH PARTS	477.84	
24824	02/15/08	20,068.83	009	PACIFIC GAS & ELECTRIC		17470	1/4-1/30 PACIFIC	1,957.69	
						17498	JAN CNG	16,391.03	
						17545	12/11-2/5 KINGS VLG	1,720.11	
24825	02/15/08	478.80	043	PALACE ART & OFFICE SUPPLY		17248	OFFICE SUPPLIES/HRD	348.87	
						17272	CREDIT MEMO	-59.65	
						17325	OFFICE SUPPLIES/MTC	75.98	
						17542	OFFICE SUPPLIES/IT	113.60	
24826	02/15/08	375.00	001142	PHYSICIANS MEDICAL GROUP		17236	MEDICAL EXAM	75.00	
						17237	MEDICAL EXAM	75.00	
						17238	MEDICAL EXAM	75.00	
						17239	MEDICAL EXAM	75.00	
						17240	MEDICAL EXAM	75.00	
24827	02/15/08	644.00	481	PIED PIPER EXTERMINATORS, INC.		17227	JAN PEST CONTROL	183.00	
						17336	JAN PEST CONTROL	241.00	
						17423	PEST CONTROL	70.00	
						17424	JAN PEST CONTROL	53.00	
						17425	JAN PEST CONTROL	48.50	
						17426	JAN PEST CONTROL	48.50	
24828	02/15/08	23,017.38	904	RNL DESIGN		14274	SVCS THRU 7/31 MB	21,968.61	
						14275	SVCS THRU 7/31 MB	1,048.77	
24829	02/15/08	225.32	045	ROYAL WHOLESALE ELECTRIC		17349	REPAIRS/MAINTENANCE	225.32	
24830	02/15/08	740.31	135	SANTA CRUZ AUTO PARTS, INC.		17166	REV VEH PARTS	677.04	
						17181	REV VEH PARTS	9.39	
						17182	SMALL TOOL	36.48	
						17224	PARTS & SUPPLIES	17.40	
24831	02/15/08	3,269.00	002700	SANTA CRUZ COUNTY		17494	HEALTH PERMIT/ENC	257.00	
						17495	HEALTH PERMIT/RIVER	476.00	

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24832	02/15/08	125.18	848	SANTA CRUZ ELECTRONICS, INC.		17496	HEALTH PERMIT/GOLF	2,536.00	
						17121	COMPUTER SUPPLIES/IT	44.23	
						17122	COMPUTER SUPPLIES/IT	80.95	
24833	02/15/08	132.00	001523	SANTA CRUZ MEDICAL CLINIC	7	17328	MEDICAL EXAM	66.00	
						17329	MEDICAL EXAM	66.00	
24834	02/15/08	423.18	079	SANTA CRUZ MUNICIPAL UTILITIES		17516	12/1-1/30 RESEARCH	423.18	
24835	02/15/08	2,500.00	002267	SHAW & YODER, INC.		17549	JAN LEGISLATIVE SVCS	2,500.00	
24836	02/15/08	120.23	E239	SLATER, ROBYN		16139	EMP TRAVEL/SLATER	36.97	
						16140	LOCAL MTG EXP	49.11	
						16141	EMP TRAVEL/SLATER	10.00	
						17502	2/6 EMP TRAVEL	24.15	
24837	02/15/08	3,480.00	002067	SOIL CONTROL		17155	SOIL SAMPLES	1,160.00	
						17156	SOIL SAMPLES	1,160.00	
						17157	SOIL SAMPLES	1,160.00	
24838	02/15/08	416.64	170	TOWNSEND'S AUTO PARTS		17249	REV VEH PARTS/SUPPLY	276.54	
						17250	REV VEH PARTS	140.10	
24839	02/15/08	33,612.73	982	TRANSPORTATION MANAGEMENT		17548	HASTUS OPTIMIZATION	33,612.73	
24840	02/15/08	135.21	007	UNITED PARCEL SERVICE		17462	FRT OUT/FLT	69.21	
						17546	FRT OUT/FLT	66.00	
24841	02/15/08	2,000.00	002873	USPS-HASLER		17481	POSTAGE/PT	2,000.00	
24842	02/15/08	14,458.09	002829	VALLEY POWER SYSTEMS, INC.		17232	REV VEH PARTS	614.71	
						17268	REMAN TRANSMISSION	12,267.53	
						17269	REV VEH PARTS	502.74	
						17270	REV VEH PARTS	1,027.56	
						17357	REV VEH PARTS	40.59	
						17536	OUT REP REV VEH	1,354.56	
						17537	OUT REP REV VEH	-1,349.60	
24843	02/15/08	25.80	R513	VEST, DOUG		17501	IWC VIOLATION	25.80	
24844	02/15/08	76,076.80	948A	WESTAMERICA BANK TRUST DEPT		17529	SEPT RETAINAGE	76,076.80	
24845	02/22/08	665.57	002069	A TOOL SHED, INC.		17319	EQUIP RENTAL	105.57	
						17375	EQUIP RENTAL	560.00	
24846	02/22/08	517.50	001128	ALWAYS TOWING & RECOVERY, INC		17476	TOW 9822	517.50	
24847	02/22/08	63.03	M033	BAILEY, NEIL	0	17696	MED PYMT SUPP	63.03	
24848	02/22/08	8.62	M068	BASS, BETTY	0	17717	MED PYMT SUPP	8.62	
24849	02/22/08	130.16	002363	BATTERIES PLUS		17261	PARTS & SUPPLIES	130.16	
24850	02/22/08	7,650.11	059	BATTERIES USA, INC.		17621	REV VEH PARTS	7,053.36	
						17622	REV VEH PARTS	596.75	
24851	02/22/08	56.25	001856	BAY COMMUNICATIONS	7	17419	OUT RPR EQUIP	56.25	
24852	02/22/08	2,592.65	664	BAY COUNTIES PITCOCK PETROLEUM		17617	FUEL & LUBE	2,592.65	
24853	02/22/08	59.18	123	BAY PHOTO LAB		17519	PHOTO SUPPLY/PROCESS	15.14	
						17520	PHOTO SUPPLY/PROCESS	44.04	
24854	02/22/08	1,555.00	478	BEE CLENE	0	17316	CARPET/ENCINAL	745.00	
						17317	CARPET/RESEARCH PRK	435.00	
						17448	CARPET/RIVER	375.00	
24855	02/22/08	51.75	001047	BOBBY'S PIT STOP		17596	SMOG CHECK # 107	51.75	
24856	02/22/08	3.78	M072	BRIDINGER, CHRIS	0	17726	MED PYMT SUPP	3.78	
24857	02/22/08	18.27	M078	BRIDINGER, DENISE	0	17697	MED PYMT SUPP	18.27	
24858	02/22/08	59.68	001112	BRINKS AWARDS & SIGNS	7	17534	PLATE/PLAQUE/ADM	59.68	
24859	02/22/08	18.27	M079	BROGDON, ROY		17698	MED PYMT SUPP	18.27	
24860	02/22/08	189.44	002189	BUS & EQUIPMENT		17390	REV VEH PARTS	95.93	

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24861	02/22/08	13,283.00	694	CALIFORNIA TRANSIT ASSOC.		17561	REV VEH PARTS	93.51	
24862	02/22/08	161.22	M022	CAPELLA, KATHLEEN	0	17743	MEMBERSHIP DUES 2008	13,283.00	
24863	02/22/08	9.13	M080	CARR, DALE	0	17718	MED PYMT SUPP	161.22	
24864	02/22/08	80.62	M073	CENTER, DOUG	0	17699	MED PYMT SUPP	9.13	
24865	02/22/08	1,229.29	172	CENTRAL WELDER'S SUPPLY, INC.		17727	MED PYMT SUPP	80.62	
						17321	PARTS & SUPPLIES	41.29	
						17471	LEASE RENEWAL	1,188.00	
24866	02/22/08	382.93	739	CENTURY CHEVROLET		17443	REV VEH PARTS	382.93	
24867	02/22/08	31.51	M036	CERVANTES, GLORIA	0	17700	MED PYMT SUPP	31.51	
24868	02/22/08	260.00	796	CHALK'S TRUCK PARTS, INC.		17565	SMALL TOOLS	260.00	
24869	02/22/08	5,000.00	002346	CHANEY, CAROLYN & ASSOC., INC.		17572	FEB LEGISLATIVE SVCS	5,000.00	
24870	02/22/08	110.25	001113	CLARKE, SUSAN	7	17679	EXT BUS ANNOUNC/AUD	110.25	
24871	02/22/08	93,943.33	002569	COMERICA BANK		17306	WORK COMP FUND	93,943.33	
24872	02/22/08	287.98	508	COMPLETE COACH WORKS		17389	REV VEH PARTS	287.98	
24873	02/22/08	47.15	002063	COSTCO		17523	PHOTO PROCESS/OPS	12.86	
						17524	PHOTO PROCESS/OPS	7.86	
						17525	PHOTO PROCESS/OPS	10.33	
						17526	PHOTO PROCESS/OPS	6.93	
						17527	PHOTO PROCESS/OPS	9.17	
24874	02/22/08	35.18	M116	CRAMBLETT, LAWRENCE		17728	MED PYMT SUPP	35.18	
24875	02/22/08	80.62	M092	CRAWFORD, TERRI	0	17729	MED PYMT SUPP	80.62	
24876	02/22/08	494.18	504	CUMMINS WEST, INC.		16942	CORE CREDIT	-1,281.66	
						17356	REV VEH PARTS	1,775.84	
24877	02/22/08	385.31	001000	DAIMLER CHRYSLER		17388	REV VEH PARTS	23.05	
						17467	REV VEH PARTS	285.90	
						17511	REV VEH PARTS	76.36	
24878	02/22/08	31.51	M039	DAVILA, ANA MARIA	0	17701	MED PYMT SUPP	31.51	
24879	02/22/08	92,073.14	001316	DEVCO OIL		17651	2/1-2/15 FUEL/FLT	92,073.14	
24880	02/22/08	575.05	480	DIESEL MARINE ELECTRIC, INC.		17302	REV VEH PARTS	575.05	
24881	02/22/08	2,723.39	085	DIXON & SON TIRE, INC.		17296	TIRES & TUBES	15.00	
						17297	TIRES & TUBES	1,003.50	
						17298	TIRES & TUBES	408.62	
						17299	TIRES & TUBES	899.34	
						17300	TIRES & TUBES	396.93	
24882	02/22/08	66.00	002388	DOGHERRA'S	7	17518	TOW CHEVY VAN	66.00	
24883	02/22/08	80.62	M096	DRAKE, JUDITH	0	17730	MED PYMT SUPP	80.62	
24884	02/22/08	4,290.30	001492	EVERGREEN OIL INC.		17421	HAZ WASTE DISP	3,207.33	
						17422	HAZ WASTE DISP	1,082.97	
24885	02/22/08	80.62	M098	FAUCI, SUSAN	0	17731	MED PYMT SUPP	80.62	
24886	02/22/08	518.62	447	FERRIS HOIST & REPAIR, INC.		17430	HOIST REPAIR	518.62	
24887	02/22/08	80.62	M099	FIKE, LOUIS	0	17732	MED PYMT SUPP	80.62	
24888	02/22/08	94.61	M074	GABRIELE, BERNARD	0	17733	MED PYMT SUPP	94.61	
24889	02/22/08	31.51	M040	GARBEZ, LINDA	0	17702	MED PYMT SUPP	31.51	
24890	02/22/08	63.03	M100	GARCIA, SANTIAGO	0	17703	MED PYMT SUPP	63.03	
24891	02/22/08	1,001.21	647	GFI GENFARE		17512	REV VEH PARTS	1,001.21	
24892	02/22/08	4,714.48	117	GILLIG CORPORATION		17450	REV VEH PARTS	3,428.60	
						17465	OTH MOB SUPPLIES	115.44	
						17466	OTH MOB SUPPLIES	115.44	
						17510	REV VEH PARTS	179.03	
						17618	REV VEH PARTS	875.97	

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24893	02/22/08	80.62	M101	GOES, ALAN	0	17734	MED PYMT SUPP	80.62	
24894	02/22/08	63.03	M041	GOUVEIA, ROBERT	0	17704	MED PYMT SUPP	63.03	
24895	02/22/08	187.75	282	GRAINGER		17415	REPAIRS/MAINTENANCE	187.75	
24896	02/22/08	61.53	546	GRANITEROCK COMPANY		17615	REPAIRS/MAINTENANCE	61.53	
24897	02/22/08	100.00	E530	GUIZAR, LISETH		17540	2/27 EMP. TRAVEL	100.00	
24898	02/22/08	63.03	M081	HALL, JAMES	0	17705	MED PYMT SUPP	63.03	
24899	02/22/08	89.87	510A	HASLER, INC.		17559	3/1-3/31 RENTAL/ADM	48.83	
						17631	3/1-3/31 RENTAL/PT	41.04	
24900	02/22/08	31.45	M082	HINDIN, LENORE	0	17706	MED PYMT SUPP	31.45	
24901	02/22/08	29,000.00	002116	HINSHAW, EDWARD & BARBARA	7	17555	RENT/ENCINAL STREET	29,000.00	
24902	02/22/08	23.72	M043	HOLODNICK, JAMES	0	17707	MED PYMT SUPP	23.72	
24903	02/22/08	383.07	166	HOSE SHOP, THE		17409	REPAIRS/MAINTENANCE	123.76	
						17410	REPAIRS/MAINTENANCE	51.60	
						17411	PARTS & SUPPLIES	39.06	
						17412	PARTS & SUPPLIES	5.95	
						17413	REPAIRS/MAINTENANCE	101.59	
						17665	REPAIRS/MAINTENANCE	45.60	
						17667	PARTS & SUPPLIES	15.51	
24904	02/22/08	35.18	M075	HOWARD, CAROL	0	17735	MED PYMT SUPP	35.18	
24905	02/22/08	15,308.20	002117	IULIANO	7	17556	RENT/111 DUBOIS	12,036.59	
						17557	RENT/115 DUBOIS	3,271.61	
24906	02/22/08	80.62	M069	JACOBS, KENNETH	0	17719	MED PYMT SUPP	80.62	
24907	02/22/08	2,706.85	110	JESSICA GROCERY STORE, INC.		17558	CUSTODIAN SERVICES	2,706.85	
24908	02/22/08	80.62	M104	JUSSEL, PETE	0	17736	MED PYMT SUPP	80.62	
24909	02/22/08	188.90	M061	KAMEDA, TERRY	0	17720	MED PYMT SUPP	188.90	
24910	02/22/08	227.13	074	KENVILLE LOCKSMITHS	7	17408	REPAIRS/MAINTENANCE	227.13	
24911	02/22/08	108.70	001050	LADD INDUSTRIES		17385	PARTS & SUPPLIES	64.76	
						17508	PARTS & SUPPLIES	43.94	
24912	02/22/08	502.00	852	LAW OFFICES OF MARIE F. SANG	7	17451	WORKERS COMP CLAIM	502.00	
24913	02/22/08	163.73	107A	LUMBERMENS		17252	REPAIRS/MAINTENANCE	34.17	
						17253	REPAIRS/MAINTENANCE	24.40	
						17254	REPAIRS/MAINTENANCE	31.23	
						17310	REPAIRS/MAINTENANCE	18.05	
						17311	REPAIRS/MAINTENANCE	67.26	
						17346	REPAIRS/MAINTENANCE	2.33	
						17347	REPAIRS/MAINTENANCE	23.41	
						17348	CREDIT MEMO	-78.11	
						17406	REPAIRS/MAINTENANCE	29.28	
						17447	REPAIRS/MAINTENANCE	11.71	
24914	02/22/08	1,407.05	001119	MACERICH PARTNERSHIP LP	7	17554	RENT/CAPITOLA MALL	1,407.05	
24915	02/22/08	39.00	E303	MCGLAZE, GILLIAN		17552	DMV FEES	39.00	
24916	02/22/08	698.66	764	MERCURY METALS		17398	OUT RPR REV VEH	349.33	
						17399	OUT RPR REV VEH	349.33	
24917	02/22/08	2,043.65	001052	MID VALLEY SUPPLY		17660	CLEANING SUPPLIES	2,043.65	
24918	02/22/08	80.62	M108	MILLER, FOREST	0	17737	MED PYMT SUPP	80.62	
24919	02/22/08	853.19	041	MISSION UNIFORM		17309	UNIF & LAUNDRY	97.14	
						17332	UNIF & LAUNDRY	128.32	
						17333	UNIF & LAUNDRY	279.38	
						17334	UNIF & LAUNDRY	56.17	
						17335	UNIF/LAUNDRY	27.91	

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						17396	UNIF/LAUNDRY	52.37	
						17475	UNIF/LAUNDRY/FAC	122.62	
						17590	UNIF/LAUNDRY/FAC	22.32	
						17591	UNIF/LAUNDRY/FAC	22.32	
						17592	UNIF/LAUNDRY/FAC	22.32	
						17593	UNIF/LAUNDRY/FAC	22.32	
24920	02/22/08	237.75	819	MONEY SYSTEMS TECHNOLOGY, INC.		17360	REV VEH PARTS	237.75	
24921	02/22/08	591.76	288	MUNCIE TRANSIT SUPPLY		17571	REV VEH PARTS	591.76	
24922	02/22/08	27,856.40	002891	NCLN20, INC.		17678	JAN SECURITY	27,856.40	
24923	02/22/08	866.98	001063	NEW FLYER INDUSTRIES LIMITED		17570	REV VEH PARTS	113.80	
						17623	REV VEH PARTS	531.50	
						17626	REV VEH PARTS	221.68	
24924	02/22/08	5,077.01	002721	NEXTEL COMMUNICATIONS		17624	12/26-1/25 PHONE/OPS	2,343.08	
						17625	11/26-12/25 PHONES	2,733.93	
24925	02/22/08	441.65	004	NORTH BAY FORD LINC-MERCURY		17468	REV VEH PARTS	84.03	
						17480	REV VEH PARTS	357.62	
24926	02/22/08	31.51	M050	O'MARA, KATHLEEN	0	17708	MED PYMT SUPP	31.51	
24927	02/22/08	1,266.53	009	PACIFIC GAS & ELECTRIC		17630	1/11-2/8 RESEARCH	1,266.53	
24928	02/22/08	329.33	043	PALACE ART & OFFICE SUPPLY		17327	OFFICE SUPPLY/LGL	42.58	
						17469	OFFICE SUPPLIES/FAC	247.33	
						17531	OFFICE SUPPLIES/ADM	28.37	
						17532	OFFICE SUPPLIES/ADM	11.05	
24929	02/22/08	952.00	950	PARADISE LANDSCAPE INC	0	17374	FEB MAINTENANCE	887.00	
						17616	LANDSCAPE MAINT	65.00	
24930	02/22/08	160.74	M057	PARHAM, WALLACE	0	17721	MED PYMT SUPP	160.74	
24931	02/22/08	18.27	M051	PENDRAGON, LINDA	0	17709	MED PYMT SUPP	18.27	
24932	02/22/08	33.95	M109	PEREZ, CHERYL		17710	MED PYMT SUPP	33.95	
24933	02/22/08	125.58	M064	PETERS, TERRIE	0	17722	MED PYMT SUPP	125.58	
24934	02/22/08	80.62	M070	PICARELLA, FRANCIS	0	17723	MED PYMT SUPP	80.62	
24935	02/22/08	80.62	M117	POLANCO, ANDRES		17738	MED PYMT SUPP	80.62	
24936	02/22/08	90.00	187	POLAR RADIATOR SERVICE INC		17383	OUT RPR REV VEH	90.00	
24937	02/22/08	160.74	M058	POTEETE, BEVERLY	0	17724	MED PYMT SUPP	160.74	
24938	02/22/08	300.63	061	REGISTER PAJARONIAN		17560	PUB NOTICE ADM 2/6	300.63	
24939	02/22/08	108.28	M005	ROSS, EMERY	0	17716	MED PYMT SUPP	108.28	
24940	02/22/08	63.03	M085	ROSSI, DENISE	0	17711	MED PYMT SUPP	63.03	
24941	02/22/08	31.51	M030	ROWE, RUBY		17712	MED PYMT SUPP	31.51	
24942	02/22/08	118.42	001379	SAFETY-KLEEN SYSTEMS, INC.		17562	HAZ WASTE DISP	118.42	
24943	02/22/08	277.80	018	SALINAS VALLEY FORD SALES		17358	REV VEH PARTS	31.20	
						17359	REV VEH PARTS	246.60	
24944	02/22/08	532.41	135	SANTA CRUZ AUTO PARTS, INC.		17251	REV VEH PARTS	42.10	
						17391	REV VEH PARTS	68.64	
						17392	REV VEH PARTS	14.07	
						17402	REV VEH PARTS	77.86	
						17403	REV VEH PARTS	65.70	
						17442	REV VEH PARTS	55.22	
						17472	PARTS & SUPPLIES	28.01	
						17473	PARTS & SUPPLIES	31.89	
						17474	SMALL TOOLS	148.92	
24945	02/22/08	194.24	848	SANTA CRUZ ELECTRONICS, INC.		17543	OFFICE SUPPLY/IT	194.24	
24946	02/22/08	2,778.22	977	SANTA CRUZ TRANSPORTATION, LLC	7	17444	JAN PT SVCS	2,778.22	

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24947	02/22/08	339.55	001	SBC		17676	FEB REPEATERS/OPS	339.55	
24948	02/22/08	246.00	957	SECURITY SHORING & STEEL PLT		17563	12/28-1/27 RENTAL	246.00	
24949	02/22/08	30.00	880	SEISINT, INC.		17477	PROF/TECH SVC/RISK	30.00	
24950	02/22/08	144.73	M010	SHORT, SLOAN	0	17725	MED PYMT SUPP	144.73	
24951	02/22/08	80.62	M112	SILVA, EDUARDO	0	17739	MED PYMT SUPP	80.62	
24952	02/22/08	100.00	B016	SKILLICORN, DALE	7	17745	FEB BOARD MTGS	100.00	
24953	02/22/08	63.03	M054	SLOAN, FRANCIS	0	17713	MED PYMT SUPP	63.03	
24954	02/22/08	55.00	115	SNAP-ON INDUSTRIAL		17463	OUT REPAIR EQUIP	55.00	
24955	02/22/08	11,651.11	001075	SOQUEL III ASSOCIATES	7	17553	RENT/RESEARCH PARK	11,651.11	
24956	02/22/08	1,005.00	080	STATE BOARD OF EQUALIZATION		17746	JAN USE TAX PREPAY	1,005.00	
24957	02/22/08	202.70	104	STATE STEEL COMPANY	0	17489	REPAIRS/MAINTENANCE	202.70	
24958	02/22/08	1,930.57	002607	STAVELEY SERVICES FLUIDS		17464	OUT RPR REV VEH	1,930.57	
24959	02/22/08	13,192.63	001648	STEVE'S UNION SERVICE		17446	JAN FUEL/PT	13,192.63	
24960	02/22/08	132.07	002504	TIFCO INDUSTRIES		17569	PARTS & SUPPLIES	21.34	
						17595	PARTS & SUPPLIES	110.73	
24961	02/22/08	31.51	M086	TOLINE, DONALD	0	17714	MED PYMT SUPP	31.51	
24962	02/22/08	26,292.86	001161	UNICARS HONDA		17407	HONDA HYBRID	26,292.86	
24963	02/22/08	10.83	946	UNITED SITE SERVICES		17677	FENCE RENT/DUBOIS	10.83	
24964	02/22/08	461,377.92	002829	VALLEY POWER SYSTEMS, INC.		17504	REMAN TRANS/FRT	97.32	
						17513	REV VEH PARTS	36.58	
						17514	REV VEH PARTS	134.42	
						17619	REV VEH PARTS	113.16	
						17635	REPOWER # 2308	153,665.48	
						17636	REPOWER # 2234	153,665.48	
						17637	REPOWER # 2302	153,665.48	
24965	02/22/08	50.25	M076	VONWAL, YVETTE	0	17740	MED PYMT SUPP	50.25	
24966	02/22/08	2,061.34	001083	WATSONVILLE TRANSPORTATION, INC		17445	JAN PT SVCS	2,061.34	
24967	02/22/08	70.00	682	WEISS, AMY L.	7	17535	JAN INTERPRETER	70.00	
24968	02/22/08	156.52	436	WEST PAYMENT CENTER		17539	JAN ACCESS CHARGES	156.52	
24969	02/22/08	802.90	001506	WESTERN STATES OIL CO., INC.		17353	FUEL & LUBE	802.90	
24970	02/22/08	80.04	E495	WHITE, LES		17628	1/24-1/30 EMP TRAVEL	80.04	
24971	02/22/08	35.18	M115	WILLIAMS, CHRIS	0	17741	MED PYMT SUPP	35.18	
24972	02/22/08	244.43	186	WILSON, GEORGE H., INC.		17313	REPAIRS/MAINTENANCE	244.43	
24973	02/22/08	268.00	915	WORKIN.COM, INC.		17605	2/08-3/08 JOB POST	268.00	
24974	02/22/08	31.51	M088	YAGI, RANDY	0	17715	MED PYMT SUPP	31.51	
24975	02/22/08	549.47	553	YELLOW FREIGHT SYSTEM, INC.		17675	FRT OUT-FLT	549.47	
24976	02/29/08	38.50	002069	A TOOL SHED, INC.		17490	EQUIP RENTAL	38.50	
24977	02/29/08	330.54	020	ADT SECURITY SERVICES INC.		17766	MARCH SECURITY	79.40	
						17767	MARCH SECURITY	61.10	
						17768	MARCH SECURITY	40.48	
						17769	MARCH SECURITY	58.67	
						17770	MARCH SECURITY	44.23	
						17771	MARCH SECURITY	46.66	
24978	02/29/08	59.27	294	ANDY'S AUTO SUPPLY	0	17568	PARTS & SUPPLIES	59.27	
24979	02/29/08	3,288.75	876	ATCHISON, BARISONE, CONDOTTI &	7	17762	LEGAL SVCS/MB	0.75	
						17763	LEGAL SVCS/425 FRONT	2,203.50	
						17764	LEGAL SVCS/RIVER ST	1,084.50	
24980	02/29/08	100.00	B003	BEAUTZ, JAN	7	17829	FEB BOARD MTGS	100.00	
24981	02/29/08	575.00	478	BEE CLENE	0	17594	CARPET/VERNON	575.00	
24982	02/29/08	51.75	001047	BOBBY'S PIT STOP		17668	SMOG CHECK # 104	51.75	

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24983	02/29/08	10.00	E219	BOOTON, MICHAEL		17792	DMV FEES	10.00	
24984	02/29/08	249.02	144	BOSS MANUFACTURING CO.		17790	SAFETY SUPPLIES	249.02	
24985	02/29/08	89.00	002035	BOWMAN & WILLIAMS		17661	12/26-1/25 CHINA GRD	89.00	
24986	02/29/08	100.00	B018	BUSTICHI, DENE	7	17830	FEB BOARD MTGS	100.00	
24987	02/29/08	421,830.76	502	CA PUBLIC EMPLOYEES'		17759	MAR MEDICAL INS	421,830.76	
24988	02/29/08	1,316.34	002287	CALIFORNIA SERVICE EMPLOYEES		17760	MAR MEDICAL	1,316.34	
24989	02/29/08	437.49	739	CENTURY CHEVROLET		17586	REV VEH PARTS	437.49	
24990	02/29/08	10.34	130	CITY OF WATSONVILLE UTILITIES		17801	1/1-2/1 RODRIGUEZ	10.34	
24991	02/29/08	100.00	B014	CITY OF WATSONVILLE		17838	FEB BOARD MTGS	100.00	
24992	02/29/08	159.65	075	COAST PAPER & SUPPLY INC.		17564	CLEANING SUPPLIES	83.85	
						17782	PARTS & SUPPLIES	75.80	
24993	02/29/08	20.37	002063	COSTCO		17533	LOCAL MTG EXP	15.20	
						17895	PHOTO PROCESS/RISK	5.17	
24994	02/29/08	3,888.26	001048	CRUZ CAR WASH		17863	VEH WASH/NOV	737.32	
						17864	VEH WASH/DEC	1,197.64	
						17865	VEH WASH/JAN	1,953.30	
24995	02/29/08	853.44	001000	DAIMLER CHRYSLER		17776	REV VEH PARTS	517.43	
						17777	REV VEH PARTS	336.01	
24996	02/29/08	56.96	002389	DARCO PRINTING	7	17652	OFFICE SUPPLIES/ORS	56.96	
24997	02/29/08	41,524.44	800	DELTA DENTAL PLAN		17894	MARCH DENTAL	41,524.44	
24998	02/29/08	5,358.74	085	DIXON & SON TIRE, INC.		17597	TIRES & TUBES	449.68	
						17598	TIRES & TUBES	829.73	
						17599	TIRES & TUBES	250.88	
						17600	TIRES & TUBES	1,600.21	
						17601	TIRES & TUBES	396.93	
						17602	TIRES & TUBES	250.88	
						17603	TIRES & TUBES	508.00	
						17604	TIRES & TUBES	224.83	
						17632	TIRES & TUBES	101.68	
						17633	TIRES & TUBES	639.36	
						17861	TIRES & TUBES	106.56	
24999	02/29/08	24,000.00	550	EARTHWORKS	0	17744	GRADE/PAVE RIVER ST	24,000.00	
25000	02/29/08	500.00	002862	ECOLOGICAL CONCERNS INC.		17761	WATER DRAINAGE/MB	500.00	
25001	02/29/08	183.06	372	FEDERAL EXPRESS		17840	JAN MAIL/ADM	23.06	
						17841	JAN MAIL/ADM	20.61	
						17842	JAN MAIL/HRD	32.91	
						17843	JAN MAIL/ADM	28.68	
						17844	JAN MAIL/ADM	24.56	
						17845	JAN MAIL/ADM	28.68	
						17846	JAN MAIL/ADM	24.56	
25002	02/29/08	67.30	E397	GALLAGHER, MARGARET		17839	2/10-2/12 EMP TRAVEL	67.30	
25003	02/29/08	616.10	647	GFI GENFARE		17780	REV VEH PARTS	524.52	
						17793	REV VEH PARTS	91.58	
25004	02/29/08	1,165.46	282	GRAINGER		17649	SAFETY SUPPLIES	720.66	
						17650	CLEANING SUPPLIES	13.35	
						17773	REPAIRS/MAINTENANCE	69.01	
						17774	CLEANING SUPPLIES	67.54	
						17775	REV VEH PARTS	294.90	
25005	02/29/08	155.85	546	GRANITEROCK COMPANY		17826	REPAIRS/MAINTENANCE	155.85	
25006	02/29/08	100.00	B021	HAGEN, DONALD N.	7	17831	FEB BOARD MTGS	100.00	

5-11-14

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

DATE: 02/01/08 THRU 02/29/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
25007	02/29/08	50.00	B006	HINKLE, MICHELLE	7	17832	FEB BOARD MTGS	50.00	
25008	02/29/08	644.83	166	HOSE SHOP, THE		17662	REPAIRS/MAINTENANCE	274.97	
						17663	CREDIT MEMO	-136.47	
						17664	REPAIRS/MAINTENANCE	360.83	
						17666	PARTS & SUPPLIES	145.50	
25009	02/29/08	751.89	215	IKON OFFICE SOLUTIONS		17887	10/1-12/31 MAINT/OPS	575.72	
						17900	1/18-2/19 MAINT/ADM	176.17	
25010	02/29/08	418.68	001132	INLINE TRANSLATION SVCS, INC.		17858	TRANSLATION SVCS	418.68	
25011	02/29/08	772.03	039	KINKO'S INC.		17754	DEC PRINTING/MTC	772.03	
25012	02/29/08	1,072.00	852	LAW OFFICERS OF MARIE F. SANG	7	17551	WORKERS COMP CLAIM	1,072.00	
25013	02/29/08	34.00	E513	LEON, RAFAEL		17807	DMV FEES	34.00	
25014	02/29/08	225.00	002119	LEWIS TREE SERVICE, INC.		17648	OUT RPR BLDG & IMP	225.00	
25015	02/29/08	146.41	107A	LUMBERMENS		17482	REPAIRS/MAINTENANCE	62.64	
						17483	CREDIT MEMO	-18.54	
						17484	REPAIRS/MAINTENANCE	57.58	
						17505	REPAIRS/MAINTENANCE	9.62	
						17610	REPAIRS/MAINTENANCE	35.11	
25016	02/29/08	832.00	001145	MANAGED HEALTH NETWORK		17893	MAR EAP PREMIUM	832.00	
25017	02/29/08	710.98	001358	MARINA MOTOR COMPANY		17509	OUT RPR OTH VEH	710.98	
25018	02/29/08	115.55	001052	MID VALLEY SUPPLY		17659	CLEANING SUPPLIES	115.55	
25019	02/29/08	825.77	225	MISSION PRINTERS	7	17755	PRINT BUS PASSES	825.77	
25020	02/29/08	706.83	041	MISSION UNIFORM		17485	UNIF/LAUNDRY/FLT	55.59	
						17486	UNIF/LAUNDRY/FLT	330.02	
						17487	UNIF/LAUNDRY/FLT	54.05	
						17488	UNIF/LAUNDRY/FLT	170.03	
						17589	UNIF/LAUNDRY/FAC	97.14	
25021	02/29/08	191.90	001454	MONTEREY BAY OFFICE PRODUCTS		17789	OUT RPR EQUIP	191.90	
25022	02/29/08	55.12	288	MUNCIE TRANSIT SUPPLY		17778	REV VEH PARTS	55.12	
25023	02/29/08	2,964.18	001063	NEW FLYER INDUSTRIES LIMITED		17783	REV VEH PARTS	444.92	
						17784	REV VEH PARTS	1,680.62	
						17785	REV VEH PARTS	95.64	
						17786	REV VEH PARTS	8.40	
						17787	REV VEH PARTS	343.20	
						17788	REV VEH PARTS	391.40	
25024	02/29/08	100.00	B020	NICOL, KIRBY	7	17833	FEB BOARD MTGS	100.00	
25025	02/29/08	151.26	161	OCEAN CHEVROLET		17566	OUT RPR OTH VEH	151.26	
25026	02/29/08	46,637.50	001080	OCTAGON RISK SERVICES, INC.		17758	MAR-MAY WC ADM FEE	46,637.50	
25027	02/29/08	25,387.15	009B	PACIFIC GAS & ELECTRIC		17742	138 GOLF CLUB	25,387.15	
25028	02/29/08	1,528.81	872	PACIFIC MATERIAL HANDLING SOL.		17672	OUT RPR EQUIP	1,528.81	
25029	02/29/08	1,438.19	M109	PEREZ, CHERYL		17809	RET SUPP PAYMENT ADJ	1,438.19	
25030	02/29/08	450.00	001142	PHYSICIANS MEDICAL GROUP		17634	MEDICAL EXAM	75.00	
						17670	MEDICAL EXAM	75.00	
						17692	MEDICAL EXAM	75.00	
						17693	MEDICAL EXAM	75.00	
						17694	MEDICAL EXAM	75.00	
						17695	MEDICAL EXAM	75.00	
25031	02/29/08	651.00	156	PRINT GALLERY, THE		17756	PRINT ROUTE STICKERS	651.00	
25032	02/29/08	3,508.76	R517	REDLAND INSURANCE COMPANY		17898	SETTLEMENT/RISK	3,508.76	
25033	02/29/08	100.00	B011	REILLY, EMILY	7	17834	FEB BOARD MTGS	100.00	
25034	02/29/08	123,381.91	904	RNL DESIGN		17747	PROF SVC THRU 10/07	26,182.86	

5-1.15

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

DATE: 02/01/08 THRU 02/29/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						17748	REIMB/EXP THRU 10/07	2,319.21	
						17749	REIMB/EXP THRU 11/07	3,837.03	
						17750	PROF SVCS THRU 11/07	31,193.85	
						17751	REIMB/EXP THRU 12/07	2,461.41	
						17752	PROF SVCS THRU 12/07	57,387.55	
25035	02/29/08	50.00	B015	ROTKIN, MIKE	7	17835	FEB BOARD MTGS	50.00	
25036	02/29/08	602.35	018	SALINAS VALLEY FORD SALES		17497	REV VEH PARTS	602.35	
25038	02/29/08	3,740.57	002713	SANTA CRUZ AUTO TECH, INC.		17573	OUT RPR REV VEH	50.15	
						17574	OUT RPR REV VEH	50.15	
						17575	OUT RPR REV VEH	50.15	
						17576	OUT RPR REV VEH	50.15	
						17577	OUT RPR REV VEH	56.60	
						17578	OUT RPR REV VEH	56.60	
						17579	OUT RPR REV VEH	50.15	
						17580	OUT RPR REV VEH	50.15	
						17581	OUT RPR REV VEH	50.15	
						17582	OUT RPR REV VEH	50.15	
						17583	OUT RPR REV VEH	50.15	
						17584	OUT RPR REV VEH	50.15	
						17585	OUT RPR REV VEH	50.15	
25039	02/29/08	111.68	135	SANTA CRUZ AUTO PARTS, INC.		17822	OUT RPR OTH VEH	3,075.72	
						17515	REV VEH PARTS	53.86	
						17567	PARTS & SUPPLIES	8.01	
						17587	CREDIT MEMO	-459.69	
						17588	REV VEH PARTS	107.23	
						17606	SAFETY SUPPLIES	46.87	
						17607	PARTS & SUPPLIES	288.26	
						17608	PARTS & SUPPLIES	18.61	
						17609	REV VEH PARTS	48.53	
25040	02/29/08	7,950.00	001167	SANTA CRUZ METRO TRANSIT DIST		17866	1217 TENANT DEPOSITS	7,950.00	
25041	02/29/08	66.00	001523	SANTA CRUZ MEDICAL CLINIC	7	17627	MEDICAL EXAM/HRD	66.00	
25042	02/29/08	23,435.16	174	SAYLOR & HILL COMPANY		17899	2/08-2/09 1200 RIVER	23,435.16	
25043	02/29/08	72.14	001	SBC		17828	FEB REPEATERS/OPS	72.14	
25044	02/29/08	100.00	B012	SPENCE, PAT	7	17836	FEB BOARD MTGS	100.00	
25045	02/29/08	869.70	R516	STATE FARM INSURANCE		17897	SETTLEMENT/RISK	869.70	
25046	02/29/08	1,600.00	001168	STEWART, DENNIS		17901	1217 RIVER STREET	1,600.00	
25047	02/29/08	100.00	B017	STONE, MARK	7	17837	FEB BOARD MTGS	100.00	
25048	02/29/08	309.44	002504	TIFCO INDUSTRIES		17869	PARTS & SUPPLIES	309.44	
25049	02/29/08	474.81	M086	TOLINE, DONALD	0	17808	RET SUPP PAYMENT ADJ	474.81	
25050	02/29/08	6,149.29	002829	VALLEY POWER SYSTEMS, INC.		17620	REV VEH PARTS	114.00	
						17638	FUEL & LUBE	320.29	
						17639	REV VEH PARTS	190.09	
						17640	REV VEH PARTS	3,456.44	
						17641	PARTS & SUPPLIES	82.68	
						17791	OUT RPR REV VEH	1,985.79	
						17870	CREDIT MEMO	-844.36	
						17871	REV VEH PARTS	844.36	
25051	02/29/08	53.21	434B	VERIZON CALIFORNIA		17886	MT BIEWLASKI	53.21	
25052	02/29/08	100.92	434	VERIZON WIRELESS	0	17856	2 WIRELESS PC CARDS	100.92	
25053	02/29/08	10,871.22	001043	VISION SERVICE PLAN		17852	MAR VISION INS	10,871.22	

5-1-16

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

DATE: 02/01/08 THRU 02/29/08

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
25054	02/29/08	70.00	682	WEISS, AMY L.	7	17753	DEC INTERPRETER	70.00	
25055	02/29/08	708.00	915	WORKIN.COM. INC.		17810	3 JOB POSTINGS	708.00	
25056	02/29/08	229.69	147	ZEE MEDICAL SERVICE CO.		17799	SAFETY SUPPLIES	229.69	
TOTAL		3,757,692.98		COAST COMMERCIAL BANK			TOTAL CHECKS	412	3,757,692.98

5-1.17

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28, 2008
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORTS FOR JANUARY 2008.

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors accept and file the budget status reports for January 2008.

II. SUMMARY OF ISSUES

- **Operating Revenues** for the month of January were \$365K or 18 % over the amount of revenues expected.
- **Consolidated Operating Expenses** for the month of January 2008 were \$47K or 1% under budget.
- **Capital Budget** spending for the month of January 2008 was \$9,116K or 25% of the Capital budget.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue, expense and capital reports represent the status of the District's FY08 operating and capital budgets versus actual expenditures for the month.

The fiscal year has elapsed **58%**.

5-2.1

A. Operating Revenue

For the month of January 2008 revenues were \$365K or 18 % over the amount of revenues expected. Revenue variances are explained in the notes at the end of the revenue report.

B. Operating Expense by Department

Total Operating Expenses by Department for the month of January 2008 were \$47K, or 1% under budget; 4% above where we were in FY07. Majority of the variance is due to lower than anticipated fuel, settlement and training costs.

C. Consolidated Operating Expenses

Consolidated Operating Expenses for the month of January 2008 were \$47K or 1% under budget. Majority of the variance is due to Personnel Expenses, Admin & Bank Fees, Prof & Tech Fees, Repair-Bldg & Impr, Fuels & Lube Rev Veh, Repair/Maint Supplies, Utilities, Settlement Costs and Employee Training. Further explanation of these accounts is contained in the notes following the report.

D. Capital Budget

A total of \$9,116K or 25% has been expended in the Capital Budget YTD. Of this, \$2,574K or 25% has been spent of the MetroBase line item, \$3,998K or 57% has been spent of the 110 Vernon Purchase & Renovation line item, and \$1,392K or 20% has been spent on the CNG Bus Conversions.

IV. FINANCIAL CONSIDERATIONS

None

IV. ATTACHMENTS

- Attachment A:** FY08 Operating Revenue for the month ending – 01/31/08
 FY08 Operating Expenses by Department for the month ending – 01/31/08
 FY08 Consolidated Operating Expenses for the month ending – 01/31/08
 FY08 Capital Budget Reports for the month ending – 01/31/08

FY2008
Operating Revenue
For the month ending - January 31, 2007

Revenue Source	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual		\$ Var	% Var	
									FY08	FY07			
Passenger Fares	\$ 268,110	\$ 287,507	\$ (19,397)	-7%	\$ 2,036,046	\$ 2,012,549	\$ 23,497	1%	\$ 2,036,046	\$ 1,943,908	\$ 92,138	5%	
Paratransit Fares	\$ 19,206	\$ 20,800	\$ (1,594)	-8%	\$ 133,959	\$ 145,600	\$ (11,641)	-8%	\$ 133,959	\$ 130,257	\$ 3,702	3%	
Special Transit Fares	\$ 465,575	\$ 235,271	\$ 230,304	98%	\$ 1,544,490	\$ 1,646,897	\$ (102,407)	-6%	\$ 1,544,490	\$ 1,387,553	\$ 156,937	11%	
Highway 17 Fares	\$ 68,405	\$ 70,310	\$ (1,905)	-3%	\$ 473,271	\$ 492,170	\$ (18,899)	-4%	\$ 473,271	\$ 465,396	\$ 7,875	2%	
Highway 17 Payments	\$ 47,566	\$ 38,544	\$ 9,022	23%	\$ 287,293	\$ 269,808	\$ 17,485	6%	\$ 287,293	\$ 268,412	\$ 18,881	7%	
Subtotal Passenger Revenue	\$ 868,862	\$ 652,432	\$ 216,430	33%	\$ 4,475,059	\$ 4,567,024	\$ (91,965)	-2%	\$ 4,475,059	\$ 4,195,526	\$ 279,533	7%	1
Commissions	\$ 555	\$ 500	\$ 55	11%	\$ 3,242	\$ 3,500	\$ (258)	-7%	\$ 3,242	\$ 3,599	\$ (357)	-10%	
Advertising Income	\$ 21,784	\$ 12,083	\$ 9,701	80%	\$ 172,245	\$ 84,581	\$ 87,664	104%	\$ 172,245	\$ 135,971	\$ 36,274	27%	2
Rent Income - SC Pacific Station	\$ 6,514	\$ 7,087	\$ (573)	-8%	\$ 44,912	\$ 49,609	\$ (4,697)	-9%	\$ 44,912	\$ 48,983	\$ (4,071)	-8%	
Rent Income - Watsonville TC	\$ 4,926	\$ 4,124	\$ 802	19%	\$ 24,925	\$ 28,868	\$ (3,943)	-14%	\$ 24,925	\$ 28,567	\$ (3,642)	-13%	
Rent Income - General	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ 4,800	\$ (4,800)	-100%	
Interest Income	\$ 95,659	\$ 89,667	\$ 5,992	7%	\$ 646,570	\$ 627,669	\$ 18,901	3%	\$ 646,570	\$ 786,811	\$ (140,241)	-18%	3
Other Non-Transp Revenue	\$ 54,468	\$ 23,583	\$ 30,885	131%	\$ 123,642	\$ 165,081	\$ (41,439)	-25%	\$ 123,642	\$ 248,028	\$ (124,386)	-50%	4
Sales Tax Revenue	\$ 1,324,400	\$ 1,222,715	\$ 101,685	8%	\$ 10,177,957	\$ 10,034,939	\$ 143,018	1%	\$ 10,177,957	\$ 10,236,871	\$ (58,914)	-1%	5
Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	\$ -	0%	\$ 3,181,018	\$ 3,231,018	\$ (50,000)	-2%	\$ 3,181,018	\$ 3,082,917	\$ 98,101	3%	
FTA Sec 5307 - Op Asst	\$ -	\$ -	\$ -	0%	\$ 3,153,552	\$ 3,877,000	\$ (723,448)	-19%	\$ 3,153,552	\$ -	\$ 3,153,552	0%	
Repay FTA Advance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	\$ -	0%	\$ 149,335	\$ 298,670	\$ (149,335)	-50%	\$ 149,335	\$ 168,582	\$ (19,247)	-11%	
Transfer from Capital/Proj Mgr	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
Subtotal Revenue	\$ 2,377,168	\$ 2,012,191	\$ 364,977	18%	\$ 22,152,457	\$ 22,967,959	\$ (815,502)	-4%	\$ 22,152,457	\$ 18,940,655	\$ 3,211,802	17%	
One-Time Revenue													
Carryover from Previous Year	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
Transfer from Insurance Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
FTA Sec 5317 - New Freedom	\$ 17,785	\$ -	\$ 17,785	0%	\$ 17,785	\$ -	\$ 17,785	0%	\$ 17,785	\$ -	\$ 17,785	0%	6
AMBAG Funding	\$ -	\$ -	\$ -	0%	\$ (3,169)	\$ -	\$ (3,169)	0%	\$ (3,169)	\$ -	\$ (3,169)	0%	
Subtotal One-Time Revenue	\$ 17,785	\$ -	\$ 17,785	0%	\$ 14,616	\$ -	\$ 14,616	0%	\$ 14,616	\$ -	\$ 14,616	0%	
Total Operating Revenue	\$ 2,394,953	\$ 2,012,191	\$ 382,762	19%	\$ 22,167,073	\$ 22,967,959	\$ (800,886)	-3%	\$ 22,167,073	\$ 18,940,655	\$ 3,226,418	17%	
Total Operating Expenses	\$ -				\$ 8,048,780				\$ 8,048,780	\$ 19,048,502			
Variance	\$ 2,394,953				\$ 14,118,293				\$ 14,118,293	\$ (107,847)			

Current Period Notes:

- 1) Passenger Revenue is over budget due to straight lining of the budget, use of accrual basis, and increase in rider ship (students being back to school).
- 2) Advertising Income is over budget due to more ad revenue than budgeted.
- 3) Interest Income is over budget due to the straight lining of the budget.
- 4) Other Non-Transp Revenue is over budget due to UTU PERS reimbursement from the County.
- 5) Sales Tax Revenue is over budget due to the qtrly true-up from the State. YTD Year over year, we are 1% behind of FY07 collections.
- 6) FTA Sec 5317 - New Freedom is a new grant for Paracruz.

5-2.01

Attachment A

FY2008
Operating Expenses by Department
For the month ending - January 31, 2008

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual FY08	FY07	\$ Var	% Var	
Departmental Personnel Expenses													
700 - SCCIC	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
1100 - Administration	\$ 86,134	\$ 86,009	\$ 125	0%	\$ 525,781	\$ 602,063	\$ (76,282)	-13%	\$ 525,781	\$ 516,528	\$ 9,253	2%	
1200 - Finance	\$ 49,045	\$ 51,760	\$ (2,715)	-5%	\$ 314,083	\$ 362,320	\$ (48,237)	-13%	\$ 314,083	\$ 277,200	\$ 36,883	13%	
1300 - Customer Service	\$ 36,210	\$ 43,127	\$ (6,917)	-16%	\$ 230,976	\$ 301,889	\$ (70,913)	-23%	\$ 230,976	\$ 226,592	\$ 4,384	2%	
1400 - Human Resources	\$ 57,313	\$ 49,317	\$ 7,996	16%	\$ 294,110	\$ 345,219	\$ (51,109)	-15%	\$ 294,110	\$ 211,111	\$ 82,999	39%	
1500 - Information Technology	\$ 41,691	\$ 41,121	\$ 570	1%	\$ 282,032	\$ 287,847	\$ (5,815)	-2%	\$ 282,032	\$ 262,890	\$ 19,142	7%	
1700 - District Counsel	\$ 37,416	\$ 38,234	\$ (818)	-2%	\$ 230,196	\$ 267,638	\$ (37,442)	-14%	\$ 230,196	\$ 219,186	\$ 11,010	5%	
1800 - Risk Management	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
2200 - Facilities Maintenance	\$ 81,102	\$ 85,692	\$ (4,590)	-5%	\$ 505,991	\$ 599,844	\$ (93,853)	-16%	\$ 505,991	\$ 535,284	\$ (29,293)	-5%	
3100 - Paratransit Program	\$ 288,489	\$ 251,796	\$ 36,693	15%	\$ 1,628,881	\$ 1,762,572	\$ (133,691)	-8%	\$ 1,628,881	\$ 1,543,000	\$ 85,881	6%	
3200 - Operations	\$ 170,677	\$ 178,655	\$ (7,978)	-4%	\$ 1,122,063	\$ 1,250,585	\$ (128,522)	-10%	\$ 1,122,063	\$ 1,159,897	\$ (37,834)	-3%	
3300 - Bus Operators	\$ 1,223,524	\$ 1,153,142	\$ 70,382	6%	\$ 7,301,735	\$ 8,071,994	\$ (770,259)	-10%	\$ 7,301,735	\$ 7,302,768	\$ (1,033)	0%	
4100 - Fleet Maintenance	\$ 349,376	\$ 347,444	\$ 1,932	1%	\$ 2,262,237	\$ 2,432,108	\$ (169,871)	-7%	\$ 2,262,237	\$ 2,056,262	\$ 205,975	10%	
9001 - Cobra Benefits	\$ (8,051)	\$ -	\$ (8,051)	0%	\$ (2,929)	\$ -	\$ (2,929)	0%	\$ (2,929)	\$ 248	\$ (3,177)	-1281%	
9005 - Retired Employee Benefits	\$ 131,356	\$ 144,500	\$ (13,144)	-9%	\$ 850,071	\$ 1,011,500	\$ (161,429)	-16%	\$ 850,071	\$ 860,514	\$ (10,443)	-1%	
Additional Operating Programs	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
Subtotal Personnel Expenses	\$ 2,544,282	\$ 2,470,797	\$ 73,485	3%	\$ 15,545,227	\$ 17,295,579	\$ (1,750,352)	-10%	\$ 15,545,227	\$ 15,171,480	\$ 373,747	2%	
Departmental Non-Personnel Expenses													
700 - SCCIC	\$ 0	\$ 21	\$ (21)	-100%	\$ 260	\$ 273	\$ (13)	-5%	\$ 260	\$ 280	\$ (20)	-7%	
1100 - Administration	\$ 49,517	\$ 74,753	\$ (25,236)	-34%	\$ 381,040	\$ 525,935	\$ (144,895)	-28%	\$ 381,040	\$ 388,938	\$ (7,898)	-2%	
1200 - Finance	\$ 81,116	\$ 68,287	\$ 12,829	19%	\$ 431,592	\$ 478,009	\$ (46,417)	-10%	\$ 431,592	\$ 332,066	\$ 99,526	30%	
1300 - Customer Service	\$ 5,834	\$ 9,726	\$ (3,892)	-40%	\$ 45,437	\$ 68,082	\$ (22,645)	-33%	\$ 45,437	\$ 40,752	\$ 4,685	11%	
1400 - Human Resources	\$ 7,297	\$ 8,131	\$ (834)	-10%	\$ 21,527	\$ 56,917	\$ (35,390)	-62%	\$ 21,527	\$ 62,483	\$ (40,956)	-66%	
1500 - Information Technology	\$ 42,255	\$ 83,268	\$ (41,013)	-49%	\$ 127,048	\$ 162,896	\$ (35,848)	-22%	\$ 127,048	\$ 92,665	\$ 34,383	37%	
1700 - District Counsel	\$ 1,633	\$ 1,512	\$ 121	8%	\$ 12,972	\$ 10,584	\$ 2,388	23%	\$ 12,972	\$ 8,682	\$ 4,290	49%	
1800 - Risk Management	\$ 3,031	\$ 20,656	\$ (17,625)	-85%	\$ 18,158	\$ 144,592	\$ (126,434)	-87%	\$ 18,158	\$ 79,366	\$ (61,208)	-77%	
2200 - Facilities Maintenance	\$ 74,283	\$ 44,532	\$ 29,751	67%	\$ 297,473	\$ 311,724	\$ (14,251)	-5%	\$ 297,473	\$ 215,712	\$ 81,761	38%	
3100 - Paratransit Program	\$ 5,773	\$ 64,048	\$ (58,275)	-91%	\$ 463,306	\$ 448,336	\$ 14,970	3%	\$ 463,306	\$ 343,346	\$ 119,960	35%	
3200 - Operations	\$ 56,586	\$ 53,692	\$ 2,894	5%	\$ 314,221	\$ 375,844	\$ (61,623)	-16%	\$ 314,221	\$ 309,811	\$ 4,410	1%	
3300 - Bus Operators	\$ 0	\$ 500	\$ (500)	-100%	\$ 4,793	\$ 5,000	\$ (207)	-4%	\$ 4,793	\$ 2,568	\$ 2,225	87%	
4100 - Fleet Maintenance	\$ 332,317	\$ 403,205	\$ (70,888)	-18%	\$ 2,209,963	\$ 2,822,435	\$ (612,472)	-22%	\$ 2,209,963	\$ 2,000,355	\$ 209,608	10%	
9001 - Cobra Benefits	\$ 0	\$ -	\$ -	0%	\$ 1,094	\$ -	\$ 1,094	0%	\$ 1,094	\$ -	\$ 1,094	0%	
9005 - Retired Employee Benefits	\$ 0	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
Additional Operating Programs	\$ 0	\$ -	\$ -	0%	\$ (575)	\$ -	\$ (575)	0%	\$ (575)	\$ -	\$ (575)	0%	
Subtotal Non-Personnel Expenses	\$ 711,606	\$ 832,331	\$ (120,725)	-15%	\$ 4,328,309	\$ 5,410,627	\$ (1,082,318)	-20%	\$ 4,328,309	\$ 3,877,024	\$ 451,285	12%	

5-2.02

FY2008
Operating Expenses by Department
For the month ending - January 31, 2008

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes	
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual		\$ Var	% Var		
									FY08	FY07				
Total Departmental Expenses														
700 - SCCIC	\$ -	\$ 21	\$ (21)	-100%	\$ 260	\$ 273	\$ (13)	-5%	\$ 260	\$ 280	\$ (20)	-7%		
1100 - Administration	\$ 135,651	\$ 160,762	\$ (25,111)	-16%	\$ 906,821	\$ 1,127,998	\$ (221,177)	-20%	\$ 906,821	\$ 905,466	\$ 1,355	0%	1	
1200 - Finance	\$ 130,161	\$ 120,047	\$ 10,114	8%	\$ 745,675	\$ 840,329	\$ (94,654)	-11%	\$ 745,675	\$ 609,266	\$ 136,409	22%	2	
1300 - Customer Service	\$ 42,044	\$ 52,853	\$ (10,809)	-20%	\$ 276,413	\$ 369,971	\$ (93,558)	-25%	\$ 276,413	\$ 267,344	\$ 9,069	3%		
1400 - Human Resources	\$ 64,610	\$ 57,448	\$ 7,162	12%	\$ 315,637	\$ 402,136	\$ (86,499)	-22%	\$ 315,637	\$ 273,594	\$ 42,043	15%		
1500 - Information Technology	\$ 83,946	\$ 124,389	\$ (40,443)	-33%	\$ 409,080	\$ 450,743	\$ (41,663)	-9%	\$ 409,080	\$ 355,555	\$ 53,525	15%	3	
1700 - District Counsel	\$ 39,049	\$ 39,746	\$ (697)	-2%	\$ 243,168	\$ 278,222	\$ (35,054)	-13%	\$ 243,168	\$ 227,868	\$ 15,300	7%		
1800 - Risk Management	\$ 3,031	\$ 20,656	\$ (17,625)	-85%	\$ 18,158	\$ 144,592	\$ (126,434)	-87%	\$ 18,158	\$ 79,366	\$ (61,208)	-77%	4	
2200 - Facilities Maintenance	\$ 155,385	\$ 130,224	\$ 25,161	19%	\$ 803,464	\$ 911,568	\$ (108,104)	-12%	\$ 803,464	\$ 750,996	\$ 52,468	7%	5	
3100 - Paratransit Program	\$ 346,226	\$ 315,844	\$ 30,382	10%	\$ 2,092,187	\$ 2,210,908	\$ (118,721)	-5%	\$ 2,092,187	\$ 1,886,346	\$ 205,841	11%	6	
3200 - Operations	\$ 227,263	\$ 232,347	\$ (5,084)	-2%	\$ 1,436,284	\$ 1,626,429	\$ (190,145)	-12%	\$ 1,436,284	\$ 1,469,708	\$ (33,424)	-2%		
3300 - Bus Operators	\$ 1,223,524	\$ 1,153,642	\$ 69,882	6%	\$ 7,306,528	\$ 8,076,994	\$ (770,466)	-10%	\$ 7,306,528	\$ 7,305,336	\$ 1,192	0%	7	
4100 - Fleet Maintenance	\$ 681,693	\$ 750,649	\$ (68,956)	-9%	\$ 4,472,200	\$ 5,254,543	\$ (782,343)	-15%	\$ 4,472,200	\$ 4,056,617	\$ 415,583	10%	8	
9001 - Cobra Benefits	\$ (8,051)	\$ -	\$ (8,051)	0%	\$ (1,835)	\$ -	\$ (1,835)	0%	\$ (1,835)	\$ 248	\$ (2,083)	-840%		
9005 - Retired Employee Benefits	\$ 131,356	\$ 144,500	\$ (13,144)	-9%	\$ 850,071	\$ 1,011,500	\$ (161,429)	-16%	\$ 850,071	\$ 860,514	\$ (10,443)	-1%		
Additional Operating Programs			\$ -	0%	\$ (575)	\$ -	\$ (575)	0%	\$ (575)	\$ -	\$ (575)	0%		
Total Operating Expenses	\$ 3,255,888	\$ 3,303,128	\$ (47,240)	-1%	\$ 19,873,536	\$ 22,706,206	\$ (2,832,670)	-12%	\$ 19,873,536	\$ 19,048,504	\$ 825,032	4%		

Current Period Notes:

- 1) **Administration** is under budget due an annual contract paid for in FY07 and Labor negotiations not starting until the March 2008 time frame.
- 2) **Finance** is over budget due to qtrly expenditures incurred in the month of January 2008 (Sales Tax Admin Fees) .
- 3) **Information Technology** is under budget due to increased budget for Hastus training, in this department, expected to be spent in the next 2 months.
- 4) **Risk Management** is under budget due to below budgeted settlement costs.
- 5) **Facilities Maintenance** is over budget due to once a year expenditures incurred and the budget spread by 12 months.
- 6) **Paratransit Program** is over budget due to higher payroll costs (termination payoff). YTD Paratransit is \$118K under budget.
- 7) **Bus Operators** is over budget due to employees working on MLK day in January.
- 8) **Fleet Maintenance** is under budget due to fuel expenses lower than anticipated.

5-2.03

FY2008
Consolidated Operating Expenses
For the month ending - January 31, 2008

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	FY08 Actual	FY07	\$ Var	% Var	
LABOR													
501011 Bus Operator Pay	\$ 669,077	\$ 687,597	\$ (18,520)	-3%	\$ 4,279,179	\$ 4,813,179	\$ (534,000)	-11%	\$ 4,279,179	\$ 4,178,823	\$ 100,356	2%	
501013 Bus Operator Overtime	\$ 161,157	\$ 102,083	\$ 59,074	58%	\$ 753,235	\$ 714,581	\$ 38,654	5%	\$ 753,235	\$ 773,130	\$ (19,895)	-3%	
501021 Other Salaries	\$ 522,050	\$ 541,357	\$ (19,307)	-4%	\$ 3,443,617	\$ 3,789,499	\$ (345,882)	-9%	\$ 3,443,617	\$ 3,200,022	\$ 243,595	8%	
501023 Other Overtime	\$ 32,340	\$ 19,684	\$ 12,656	64%	\$ 173,928	\$ 137,788	\$ 36,140	26%	\$ 173,928	\$ 157,327	\$ 16,601	11%	
Total Labor -	\$ 1,384,624	\$ 1,350,721	\$ 33,903	3%	\$ 8,649,959	\$ 9,455,047	\$ (805,088)	-9%	\$ 8,649,959	\$ 8,309,302	\$ 340,657	4%	
FRINGE BENEFITS													
502011 Medicare/Soc. Sec.	\$ 19,972	\$ 20,139	\$ (167)	-1%	\$ 119,897	\$ 140,973	\$ (21,076)	-15%	\$ 119,897	\$ 110,377	\$ 9,520	9%	
502021 Retirement	\$ 184,959	\$ 185,973	\$ (1,014)	-1%	\$ 1,174,824	\$ 1,301,811	\$ (126,987)	-10%	\$ 1,174,824	\$ 1,045,931	\$ 128,893	12%	
502031 Medical Insurance	\$ 408,542	\$ 438,530	\$ (29,988)	-7%	\$ 2,656,393	\$ 3,069,710	\$ (413,317)	-13%	\$ 2,656,393	\$ 2,658,453	\$ (2,060)	0%	
502041 Dental Insurance	\$ 40,678	\$ 40,928	\$ (250)	-1%	\$ 269,788	\$ 286,495	\$ (16,707)	-6%	\$ 269,788	\$ 296,891	\$ (27,103)	-9%	
502045 Vision Insurance	\$ 10,681	\$ 11,336	\$ (655)	-6%	\$ 75,926	\$ 79,351	\$ (3,425)	-4%	\$ 75,926	\$ 85,686	\$ (9,760)	-11%	
502051 Life Insurance	\$ 3,479	\$ 4,414	\$ (935)	-21%	\$ 23,227	\$ 30,898	\$ (7,671)	-25%	\$ 23,227	\$ 27,484	\$ (4,257)	-15%	
502060 State Disability	\$ 15,379	\$ 30,599	\$ (15,220)	-50%	\$ 69,487	\$ 214,193	\$ (144,706)	-68%	\$ 69,487	\$ 99,559	\$ (30,072)	-30%	
502061 Disability Insurance	\$ 17,076	\$ 15,926	\$ 1,150	7%	\$ 119,131	\$ 111,482	\$ 7,649	7%	\$ 119,131	\$ 105,983	\$ 13,148	12%	
502071 State Unemp. Ins	\$ 27,482	\$ 8,019	\$ 19,463	243%	\$ 47,926	\$ 56,133	\$ (8,207)	-15%	\$ 47,926	\$ 46,618	\$ 1,308	3%	
502081 Worker's Comp Ins	\$ 104,013	\$ 116,390	\$ (12,377)	-11%	\$ 629,117	\$ 814,730	\$ (185,613)	-23%	\$ 629,117	\$ 627,718	\$ 1,399	0%	
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
502101 Holiday Pay	\$ 70,498	\$ 28,652	\$ 41,846	146%	\$ 249,880	\$ 200,564	\$ 49,316	25%	\$ 249,880	\$ 247,090	\$ 2,790	1%	
502103 Floating Holiday	\$ 1,501	\$ 5,467	\$ (3,966)	-73%	\$ 15,020	\$ 38,269	\$ (23,249)	-61%	\$ 15,020	\$ 16,438	\$ (1,418)	-9%	
502109 Sick Leave	\$ 53,794	\$ 63,400	\$ (9,606)	-15%	\$ 326,534	\$ 443,800	\$ (117,266)	-26%	\$ 326,534	\$ 264,182	\$ 62,352	24%	
502111 Annual Leave	\$ 169,786	\$ 125,133	\$ 44,653	36%	\$ 982,205	\$ 875,931	\$ 106,274	12%	\$ 982,205	\$ 1,048,779	\$ (66,574)	-6%	
502121 Other Paid Absence	\$ 18,575	\$ 13,692	\$ 4,883	36%	\$ 69,267	\$ 95,843	\$ (26,576)	-28%	\$ 69,267	\$ 102,882	\$ (33,615)	-33%	
502251 Physical Exams	\$ 1,233	\$ 3,019	\$ (1,786)	-59%	\$ 3,603	\$ 21,133	\$ (17,530)	-83%	\$ 3,603	\$ 4,553	\$ (950)	-21%	
502253 Driver Lic Renewal	\$ 98	\$ 433	\$ (335)	-77%	\$ 864	\$ 3,031	\$ (2,167)	-71%	\$ 864	\$ 1,275	\$ (411)	-32%	
502999 Other Fringe Benefits	\$ 11,912	\$ 8,027	\$ 3,885	48%	\$ 63,270	\$ 56,189	\$ 7,081	13%	\$ 63,270	\$ 72,279	\$ (9,009)	-12%	
Total Fringe Benefits -	\$ 1,159,658	\$ 1,120,077	\$ 39,581	4%	\$ 6,896,359	\$ 7,840,536	\$ (944,177)	-12%	\$ 6,896,359	\$ 6,862,178	\$ 34,181	0%	
Total Personnel Expenses -	\$ 2,544,282	\$ 2,470,798	\$ 73,484	3%	\$ 15,546,318	\$ 17,295,583	\$ (1,749,265)	-10%	\$ 15,546,318	\$ 15,171,480	\$ 374,838	2%	1

5-2.04

FY2008
Consolidated Operating Expenses
For the month ending - January 31, 2008

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	Actual FY08	FY07	\$ Var	% Var	
SERVICES													
503011 Acctg & Audit Fees	\$ -	\$ 8,333	\$ (8,333)	-100%	\$ 38,665	\$ 58,457	\$ (19,792)	-34%	\$ 38,665	\$ 35,875	\$ 2,790	8%	
503012 Admin & Bank Fees	\$ 41,397	\$ 19,669	\$ 21,728	110%	\$ 86,348	\$ 137,683	\$ (51,335)	-37%	\$ 86,348	\$ 76,650	\$ 9,698	13%	2
503031 Prof & Tech Fees	\$ 12,397	\$ 32,126	\$ (19,729)	-61%	\$ 88,309	\$ 224,882	\$ (136,573)	-61%	\$ 88,309	\$ 117,187	\$ (28,878)	-25%	3
503032 Legislative Services	\$ 10,000	\$ 8,084	\$ 1,916	24%	\$ 52,970	\$ 56,588	\$ (3,618)	-6%	\$ 52,970	\$ 50,775	\$ 2,195	4%	
503033 Legal Services	\$ -	\$ 4,306	\$ (4,306)	-100%	\$ 1,259	\$ 30,142	\$ (28,883)	-96%	\$ 1,259	\$ 1,120	\$ 139	12%	
503034 Pre-Employ Exams	\$ 1,021	\$ 2,083	\$ (1,062)	-51%	\$ 6,107	\$ 14,581	\$ (8,474)	-58%	\$ 6,107	\$ 11,568	\$ (5,461)	-47%	
503041 Temp Help	\$ 7,799	\$ 1,375	\$ 6,424	467%	\$ 74,401	\$ 9,625	\$ 64,776	673%	\$ 74,401	\$ 20,349	\$ 54,052	266%	4
503161 Custodial Services	\$ 6,330	\$ 6,120	\$ 210	3%	\$ 39,004	\$ 42,840	\$ (3,836)	-9%	\$ 39,004	\$ 37,553	\$ 1,451	4%	
503162 Uniform & Laundry	\$ 3,373	\$ 3,743	\$ (370)	-10%	\$ 23,520	\$ 26,201	\$ (2,681)	-10%	\$ 23,520	\$ 21,778	\$ 1,742	8%	
503171 Security Services	\$ 28,635	\$ 36,994	\$ (8,359)	-23%	\$ 193,347	\$ 258,958	\$ (65,611)	-25%	\$ 193,347	\$ 221,352	\$ (28,005)	-13%	5
503221 Classified/Legal Ads	\$ 1,969	\$ 2,383	\$ (414)	-17%	\$ 8,130	\$ 16,681	\$ (8,551)	-51%	\$ 8,130	\$ 10,639	\$ (2,509)	-24%	
503222 Legal Advertising	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	
503225 Graphic Services	\$ -	\$ 1,717	\$ (1,717)	-100%	\$ -	\$ 12,019	\$ (12,019)	-100%	\$ -	\$ 15,810	\$ (15,810)	-100%	
503351 Repair - Bldg & Impr	\$ 18,375	\$ 3,542	\$ 14,833	419%	\$ 56,034	\$ 24,794	\$ 31,240	126%	\$ 56,034	\$ 27,838	\$ 28,196	101%	6
503352 Repair - Equipment	\$ 26,087	\$ 26,236	\$ (149)	-1%	\$ 104,461	\$ 183,652	\$ (79,191)	-43%	\$ 104,461	\$ 92,108	\$ 12,353	13%	
503353 Repair - Rev Vehicle	\$ 14,973	\$ 24,255	\$ (9,282)	-38%	\$ 157,477	\$ 169,785	\$ (12,308)	-7%	\$ 157,477	\$ 133,829	\$ 23,648	18%	
503354 Repair - Non Rev Vehicle	\$ 97	\$ 4,652	\$ (4,555)	-98%	\$ 13,407	\$ 32,564	\$ (19,157)	-59%	\$ 13,407	\$ 20,337	\$ (6,930)	-34%	
503363 Haz Mat Disposal	\$ 7,093	\$ 2,042	\$ 5,051	247%	\$ 21,079	\$ 14,294	\$ 6,785	47%	\$ 21,079	\$ 18,602	\$ 2,477	13%	7
Total Services -	\$ 179,546	\$ 187,660	\$ (8,114)	-4%	\$ 964,518	\$ 1,313,746	\$ (349,228)	-27%	\$ 964,518	\$ 913,370	\$ 51,148	6%	
MOBILE MATERIALS AND SUPPLIES													
504011 Fuels & Lube Non Rev Veh	\$ 20,036	\$ 10,226	\$ 9,810	96%	\$ 90,534	\$ 71,582	\$ 18,952	26%	\$ 90,534	\$ 57,976	\$ 32,558	56%	8
504012 Fuels & Lube Rev Veh	\$ 197,780	\$ 269,649	\$ (71,869)	-27%	\$ 1,291,877	\$ 1,887,543	\$ (595,666)	-32%	\$ 1,291,877	\$ 1,151,138	\$ 140,739	12%	9
504021 Tires & Tubes	\$ 16,434	\$ 18,700	\$ (2,266)	-12%	\$ 109,282	\$ 130,900	\$ (21,618)	-17%	\$ 109,282	\$ 85,353	\$ 23,929	28%	
504161 Other Mobile Supplies	\$ 1,087	\$ 667	\$ 420	63%	\$ 4,372	\$ 4,669	\$ (297)	-6%	\$ 4,372	\$ 4,841	\$ (469)	-10%	
504191 Rev Vehicle Parts	\$ 64,897	\$ 56,800	\$ 8,097	14%	\$ 421,373	\$ 397,600	\$ 23,773	6%	\$ 421,373	\$ 366,522	\$ 54,851	15%	10
Total Mobile Materials & Supplies -	\$ 300,234	\$ 356,042	\$ (55,808)	-16%	\$ 1,917,438	\$ 2,492,294	\$ (574,856)	-23%	\$ 1,917,438	\$ 1,665,830	\$ 251,608	15%	

5-2.05

FY2008
Consolidated Operating Expenses
For the month ending - January 31, 2008

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	FY08	FY07	\$ Var	% Var	
OTHER MATERIALS & SUPPLIES													
504205 Freight Out	\$ 747	\$ 412	\$ 335	81%	\$ 2,234	\$ 2,884	\$ (650)	-23%	\$ 2,234	\$ 1,281	\$ 953	74%	
504211 Postage & Mailing	\$ 247	\$ 1,867	\$ (1,620)	-87%	\$ 7,955	\$ 13,069	\$ (5,114)	-39%	\$ 7,955	\$ 7,341	\$ 614	8%	
504214 Promotional Items	\$ -	\$ 2	\$ (2)	-100%	\$ -	\$ 14	\$ (14)	-100%	\$ -	\$ -	\$ -	0%	
504215 Printing	\$ 4,022	\$ 7,401	\$ (3,379)	-46%	\$ 31,262	\$ 51,807	\$ (20,545)	-40%	\$ 31,262	\$ 18,244	\$ 13,018	71%	
504217 Photo Supply/Processing	\$ 35	\$ 754	\$ (719)	-95%	\$ 2,912	\$ 5,277	\$ (2,365)	-45%	\$ 2,912	\$ 4,566	\$ (1,654)	-36%	
504311 Office Supplies	\$ 4,093	\$ 7,184	\$ (3,091)	-43%	\$ 46,690	\$ 50,288	\$ (3,598)	-7%	\$ 46,690	\$ 38,157	\$ 8,533	22%	
504315 Safety Supplies	\$ 1,329	\$ 1,521	\$ (192)	-13%	\$ 18,462	\$ 10,647	\$ 7,815	73%	\$ 18,462	\$ 7,210	\$ 11,252	156%	
504317 Cleaning Supplies	\$ 9,509	\$ 4,090	\$ 5,419	132%	\$ 33,196	\$ 28,630	\$ 4,566	16%	\$ 33,196	\$ 18,721	\$ 14,475	77%	11
504409 Repair/Maint Supplies	\$ 13,725	\$ 3,750	\$ 9,975	266%	\$ 35,253	\$ 26,250	\$ 9,003	34%	\$ 35,253	\$ 25,969	\$ 9,284	36%	12
504421 Non-Inventory Parts	\$ 4,371	\$ 3,605	\$ 766	21%	\$ 27,540	\$ 25,235	\$ 2,305	9%	\$ 27,540	\$ 17,294	\$ 10,246	59%	
504511 Small Tools	\$ 987	\$ 824	\$ 163	20%	\$ 6,054	\$ 5,768	\$ 286	5%	\$ 6,054	\$ 4,412	\$ 1,642	37%	
504515 Employee Tool Rplcmt	\$ 195	\$ 215	\$ (20)	-9%	\$ 704	\$ 1,505	\$ (801)	-53%	\$ 704	\$ 722	\$ (18)	-2%	
Total Other Materials & Supplies -	\$ 39,260	\$ 31,625	\$ 7,635	24%	\$ 212,262	\$ 221,374	\$ (9,112)	-4%	\$ 212,262	\$ 143,917	\$ 68,345	47%	
UTILITIES													
505011 Gas & Electric	\$ 19,948	\$ 15,151	\$ 4,797	32%	\$ 122,984	\$ 106,057	\$ 16,927	16%	\$ 122,984	\$ 98,203	\$ 24,781	25%	
505021 Water & Garbage	\$ 11,975	\$ 9,274	\$ 2,701	29%	\$ 69,471	\$ 64,918	\$ 4,553	7%	\$ 69,471	\$ 53,314	\$ 16,157	30%	
505031 Telecommunications	\$ 12,190	\$ 8,021	\$ 4,169	52%	\$ 55,083	\$ 56,147	\$ (1,064)	-2%	\$ 55,083	\$ 41,091	\$ 13,992	34%	
Total Utilities -	\$ 44,113	\$ 32,446	\$ 11,667	36%	\$ 247,538	\$ 227,122	\$ 20,416	9%	\$ 247,538	\$ 192,608	\$ 54,930	29%	13
CASUALTY & LIABILITY													
506011 Insurance - Property	\$ 3,885	\$ 4,678	\$ (793)	-17%	\$ 23,734	\$ 32,746	\$ (9,012)	-28%	\$ 23,734	\$ 19,570	\$ 4,164	21%	
506015 Insurance - PL & PD	\$ 34,362	\$ 35,000	\$ (638)	-2%	\$ 240,533	\$ 245,000	\$ (4,467)	-2%	\$ 240,533	\$ 294,755	\$ (54,222)	-18%	
506021 Insurance - Other	\$ -	\$ 151	\$ (151)	-100%	\$ 1,007	\$ 1,057	\$ (50)	-5%	\$ 1,007	\$ 415	\$ 592	143%	
506123 Settlement Costs	\$ 2,807	\$ 12,500	\$ (9,693)	-78%	\$ 17,627	\$ 87,500	\$ (69,873)	-80%	\$ 17,627	\$ 57,342	\$ (39,715)	-69%	14
506127 Repairs - Dist Prop	\$ 390	\$ -	\$ 390	0%	\$ (7,124)	\$ -	\$ (7,124)	0%	\$ (7,124)	\$ (104,007)	\$ 96,883	-93%	
Total Casualty & Liability -	\$ 41,444	\$ 52,329	\$ (10,885)	-21%	\$ 275,777	\$ 366,303	\$ (90,526)	-25%	\$ 275,777	\$ 268,075	\$ 7,702	3%	
TAXES													
507051 Fuel Tax	\$ (677)	\$ 888	\$ (1,565)	-176%	\$ 3,355	\$ 6,216	\$ (2,861)	-46%	\$ 3,355	\$ 7,601	\$ (4,246)	-56%	
507201 Licenses & permits	\$ 2,734	\$ 980	\$ 1,754	179%	\$ 6,840	\$ 6,860	\$ (20)	0%	\$ 6,840	\$ 7,268	\$ (428)	-6%	
507999 Other Taxes	\$ 1,280	\$ 2,058	\$ (778)	-38%	\$ 13,315	\$ 14,406	\$ (1,091)	-8%	\$ 13,315	\$ 17,139	\$ (3,824)	-22%	
Total Utilities -	\$ 3,337	\$ 3,926	\$ (589)	-15%	\$ 23,510	\$ 27,482	\$ (3,972)	-14%	\$ 23,510	\$ 32,008	\$ (8,498)	-27%	

5-2.96

FY2008
Consolidated Operating Expenses
For the month ending - January 31, 2008

	Current Period				Year to Date				YTD Year Over Year Comparison				Notes
	Actual	Budget	\$ Var	% Var	Actual	Budget	\$ Var	% Var	FY08	FY07	\$ Var	% Var	
PURCHASED TRANSPORTATION													
503406 Contr/Paratrans	\$ 12,832	\$ 16,667	\$ (3,835)	-23%	\$ 183,202	\$ 116,669	\$ 66,533	57%	\$ 183,202	\$ 96,982	\$ 86,220	89%	
Total Purchased Transportation -	\$ 12,832	\$ 16,667	\$ (3,835)	-23%	\$ 183,202	\$ 116,669	\$ 66,533	57%	\$ 183,202	\$ 96,982	\$ 86,220	89%	15
MISC													
509011 Dues & Subscriptions	\$ 792	\$ 4,768	\$ (3,976)	-83%	\$ 9,959	\$ 33,376	\$ (23,417)	-70%	\$ 9,959	\$ 58,277	\$ (48,318)	-83%	
509085 Advertising - Rev Product	\$ -	\$ 1,250	\$ (1,250)	-100%	\$ -	\$ 8,750	\$ (8,750)	-100%	\$ -	\$ -	\$ -	0%	
509101 Emp Incentive Prog	\$ -	\$ 2,135	\$ (2,135)	-100%	\$ 11,446	\$ 11,956	\$ (510)	-4%	\$ 11,446	\$ 294	\$ 11,152	3793%	
509121 Employee Training	\$ 23,523	\$ 71,625	\$ (48,102)	-67%	\$ 36,131	\$ 81,375	\$ (45,244)	-56%	\$ 36,131	\$ 19,591	\$ 16,540	84%	16
509123 Travel	\$ 3,054	\$ 4,348	\$ (1,294)	-30%	\$ 17,042	\$ 30,436	\$ (13,394)	-44%	\$ 17,042	\$ 6,952	\$ 10,090	145%	
509125 Local Meeting Exp	\$ 577	\$ 529	\$ 48	9%	\$ 2,037	\$ 3,703	\$ (1,666)	-45%	\$ 2,037	\$ 4,028	\$ (1,991)	-49%	
509127 Board Director Fees	\$ 1,050	\$ 1,100	\$ (50)	-5%	\$ 7,800	\$ 7,700	\$ 100	1%	\$ 7,800	\$ 6,750	\$ 1,050	16%	
509150 Contributions	\$ -	\$ 54	\$ (54)	-100%	\$ 98	\$ 378	\$ (280)	-74%	\$ 98	\$ 240	\$ (142)	-59%	
509197 Sales Tax Expense	\$ -	\$ -	\$ -	0%	\$ (52)	\$ -	\$ (52)	0%	\$ (52)	\$ (701)	\$ 649	-93%	
509198 Cash Over/Short	\$ 719	\$ -	\$ 719	0%	\$ 791	\$ -	\$ 791	0%	\$ 791	\$ (8,301)	\$ 9,092	-110%	
Total Misc -	\$ 29,715	\$ 85,809	\$ (56,094)	-65%	\$ 85,252	\$ 177,674	\$ (92,422)	-52%	\$ 85,252	\$ 87,130	\$ (1,878)	-2%	
LEASES & RENTALS													
512011 Facility Rentals	\$ 58,156	\$ 59,559	\$ (1,403)	-2%	\$ 403,333	\$ 416,915	\$ (13,582)	-3%	\$ 403,333	\$ 438,951	\$ (35,618)	-8%	
512061 Equipment Rentals	\$ 2,971	\$ 6,273	\$ (3,302)	-53%	\$ 14,390	\$ 43,911	\$ (29,521)	-67%	\$ 14,390	\$ 38,151	\$ (23,761)	-62%	
Total Leases & Rentals -	\$ 61,127	\$ 65,832	\$ (4,705)	-7%	\$ 417,723	\$ 460,826	\$ (43,103)	-9%	\$ 417,723	\$ 477,102	\$ (59,379)	-12%	
Total Non-Personnel Expenses -	\$ 711,608	\$ 832,336	\$ (120,728)	-15%	\$ 4,327,220	\$ 5,403,490	\$ (1,076,270)	-20%	\$ 4,327,220	\$ 3,877,022	\$ 450,198	12%	
TOTAL OPERATING EXPENSE -	\$ 3,255,890	\$ 3,303,134	\$ (47,244)	-1%	\$ 19,873,538	\$ 22,699,073	\$ (2,825,535)	-12%	\$ 19,873,538	\$ 19,048,502	\$ 825,036	4%	

Current Period Notes:

- 1) **Total Personnel Expenses** are over budget due to termination payoff in ParaCruz and higher holiday pay rates in Bus Operators.
- 2) **Admin & Bank Fees** is over budget due to qtrly Sales Tax Admin Fees paid in January 2008.
- 3) **Prof & Tech Fees** are below budget. Negotiations for the year will not start until the March 2008 time frame.
- 4) **Temp Help** is over budget due to vacancies and work loads. This item is only budgeted in Admin.
- 5) **Security Services** are under budget due to the budget being straight lined and not knowing when additional security will be needed throughout the year.
- 6) **Repair - Bldg & Impr** is over budget due to one time expenditures incurred in the month of January 2008, such as backflows and sewer pumps.
- 7) **Haz Mat Disposal** is over budget due to qtrly expenses and the budget being straight lined.

5-2.07

FY2008
Consolidated Operating Expenses
For the month ending - January 31, 2008

	Current Period				Year to Date				YTD Year Over Year Comparison					
	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY08</u>	<u>Actual</u>	<u>FY07</u>	<u>\$ Var</u>	<u>% Var</u>	<u>Notes</u>
8) Fuels & Lube Non Rev Veh	is over budget due to bulk fuel and lubricants purchased (initial fill for the new service building).													
9) Fuels & Lube Rev Veh	is under budget. The budget was built on anticipating increased fuel prices for the year.													
10) Rev Vehicle Parts	is due to bulk purchase of bus batteries and delayed invoices paid in January 2008.													
11) Cleaning Supplies	is over budget due to bulk purchases at the beginnig of the year.													
12) Repair/Maint Supplies	is over budget due to once a year expenditures incurred in January 2008 (CNG station repair parts and Hose shop).													
13) Utilities	are over budget due to increased costs and the budget being straight lined.													
14) Settlement Costs	is under budget due to below budgeted settlement costs.													
15) Contr/Paratrans	is under budget. Less than budgeted rides were needed for the month.													
16) Employee Training	is under budget due to increased budget for Hastus training expected to be spent in the next 2 months.													

5-2.08

FY2008
CAPITAL BUDGET
For the month ending - January 31, 2008

	<u>YTD Actual</u>	<u>FY08 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
MetroBase	\$ 2,573,959	\$ 10,300,000	\$ 7,726,041	25%
Purchase 1217 River Street	\$ 30,000	\$ 1,237,500	\$ 1,207,500	2%
Purchase 1211 River Street	\$ 778,588	\$ 775,000	\$ (3,588)	100%
CNG Bus Conversions (40 Buses)	\$ 1,391,626	\$ 6,800,000	\$ 5,408,374	20%
Local Bus Replacement (8)	\$ -	\$ 3,400,000	\$ 3,400,000	0%
Pacific Station Project	\$ 7,217	\$ 2,729,494	\$ 2,722,277	0%
H17 Bus Replacement (5)	\$ -	\$ 2,262,000	\$ 2,262,000	0%
Hwy 17 Wireless (Air District)	\$ 36,550	\$ 42,500	\$ 5,950	86%
Transmission	\$ 12,268	\$ 15,000	\$ 2,732	82%
Subtotal Grant Funded Projects	\$ 4,830,208	\$ 27,561,494	\$ 22,731,286	18%
<u>District Funded Projects</u>				
<u>IT Projects</u>				
ATP - Hastus Run Time Analysis Program - IT/OPS	\$ -	\$ 40,000	\$ 40,000	0%
Qquest Time Clocks	\$ -	\$ 9,000	\$ 9,000	0%
ABS Financial System & Modules	\$ -	\$ 8,000	\$ 8,000	0%
ABS Laser Printer & Software for Checks	\$ 2,940	\$ 7,200	\$ 4,260	41%
Laptops (2) Fleet & Finance	\$ 4,598	\$ 4,000	\$ (598)	115%
FAS - Fixed Asset Mgmt. Software	\$ 3,191	\$ 4,000	\$ 809	80%
Web Access Control Appliance	\$ 3,275	\$ 3,000	\$ (275)	109%
Printer - Ops	\$ 1,665	\$ 1,800	\$ 135	93%
<u>Facilities Repair & Improvements</u>				
Bus Stop Improvements (20 total)	\$ -	\$ 164,251	\$ 164,251	0%
Bus Stop Improvements (China Grade Turnout) **	\$ 5,600	\$ 121,000	\$ 115,400	5%
Bus Shelters - LNI	\$ 42,371	\$ 45,000	\$ 2,629	94%
2-way Radio & Telephone Recording System (Exacom System)	\$ -	\$ 30,000	\$ 30,000	0%
Reseal Operations Facility Roof	\$ -	\$ 25,600	\$ 25,600	0%
ParaCruz Vehicle Hoist	\$ -	\$ 17,500	\$ 17,500	0%
Replace HVAC at ParaCruz Facility	\$ -	\$ 14,500	\$ 14,500	0%
Repair Parking Lots (Greyhound, Soquel Park & Ride)	\$ 2,500	\$ 5,000	\$ 2,500	50%
Repair Sidewalks & Bus Lanes (Pacific Station)	\$ 4,480	\$ 5,000	\$ 520	90%
Cubicle Walls (ParaCruz)	\$ -	\$ 10,000	\$ 10,000	0%
Digital ID Card Processing Equip. for Pacific Station	\$ -	\$ 15,000	\$ 15,000	0%
Replace Toilets at Pacific Station & (1) Waterless	\$ -	\$ 9,600	\$ 9,600	0%
Bus Operators Lockers	\$ -	\$ 4,800	\$ 4,800	0%
Two-way Radio Portable Radio Hand-paks (4)	\$ -	\$ 3,500	\$ 3,500	0%
Coin Machine Replacement - Pacific Station	\$ -	\$ 5,000	\$ 5,000	0%
Money Counting Program - OPS	\$ -	\$ 2,500	\$ 2,500	0%

5-2.09

FY2008
CAPITAL BUDGET
For the month ending - January 31, 2008

	<u>YTD Actual</u>	<u>FY08 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Revenue Vehicle Replacement</u>				
Purchase ParaCruz Vans (3)	\$ 106,024	\$ 216,303	\$ 110,279	49%
Rebuild Bus Engines (16 remaining) 1998 Fleet	\$ 41,698	\$ 168,000	\$ 126,302	25%
New John Deere Engines (2)	\$ 40,526	\$ 76,435	\$ 35,909	53%
<u>Non-Revenue Vehicle Replacement</u>				
ParaCruz Staff Car	\$ -	\$ 20,000	\$ 20,000	0%
Facility Service Body Truck (2)	\$ -	\$ 60,000	\$ 60,000	0%
Pickup for Fleet (2)	\$ -	\$ 35,000	\$ 35,000	0%
Hybrid - Admin	\$ 26,293	\$ 30,500	\$ 4,207	86%
Supervisor Vehicle	\$ -	\$ 29,500	\$ 29,500	0%
Shuttle Van	\$ -	\$ 27,500	\$ 27,500	0%
<u>Maint Equipment</u>				
Replace Repeater - Davenport	\$ -	\$ 15,000	\$ 15,000	0%
Wire Welder	\$ 1,649	\$ 2,039	\$ 390	81%
Forklift (Purchased from Casey Printing)	\$ 1,250	\$ 1,250	\$ -	100%
<u>Admin</u>				
Purchase & Renovation of Vernon Bldg	\$ 3,997,564	\$ 6,964,902	\$ 2,967,338	57%
Subtotal District Funded Projects	\$ 4,285,625	\$ 8,201,680	\$ 3,916,055	52%
TOTAL CAPITAL PROJECTS	\$ 9,115,833	\$ 35,763,174	\$ 26,647,341	25%

5-2.01D

FY2008
CAPITAL BUDGET
For the month ending - January 31, 2008

	<u>YTD Actual</u>	<u>FY08 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 1,383,460	\$ 3,798,527	\$ 2,415,067	36%
State/Other Capital Grants	\$ 1,435,393	\$ 12,919,865	\$ 11,484,472	11%
AB 3090	\$ -	\$ 6,363,000	\$ 6,363,000	0%
STA Funding (Current Year & Prior Year Deferred)	\$ 6,141,980	\$ 7,087,337	\$ 945,357	87%
Alternative Fuel Conversion Fund	\$ -	\$ 462,000	\$ 462,000	0%
Bus Stop Improvement Reserves	\$ -	\$ 100,000	\$ 100,000	0%
District Reserves	\$ 155,000	\$ 5,032,445	\$ 4,877,445	3%
TOTAL CAPITAL FUNDING	\$ 9,115,833	\$ 35,763,174	\$ 26,647,341	25%

5-2.011

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Belmontes, Esperansa Received: 02/13/08 Claim #: 08-0008
Date of Incident: 12/28/07 Occurrence Report No.: SC 12-07-22

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 3-05-08

I, Cindi Thomas, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of March 28, 2008.

By _____
Cindi Thomas
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # ~~SC 12-07-22~~
08-0008

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: ESPERANZA BELEMONTES

Claimant's Address/Post Office Box: _____

Claimant's Phone Number: _____

2. Address to which notices are to be sent: _____

3. Occurrence: SC 12-07-22

Date: 12/28/07 Time: around 10AM Place: WATSONVILLE

Circumstances of occurrence or transaction giving rise to claim:
Bus driver was preventing an accident and had to press brakes so hard that I flew out of my seat

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Teeth got damaged and they are painful. Head aches since and back pain

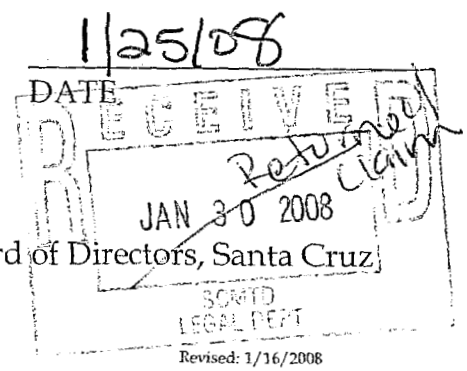
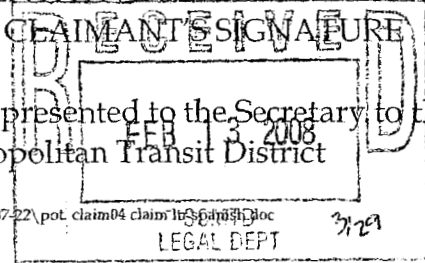
5. Name or names of public employees or employees causing injury, damage, or loss, if known: Don't know names

6. Amount claimed now \$?
Estimated amount of future loss, if known \$?
TOTAL \$ 200005,000

7. Basis of above computations: _____

Esperanza Belmontes
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

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



5-3.2



METRO Advisory Committee

6:00 pm

March 19, 2008

920 Pacific Avenue

Santa Cruz, California

1. Roll Call
2. Agenda Additions/Deletions
3. Oral/Written Communication
4. Consideration of Minutes of February 2008
5. Ridership Report for December 2007
6. ParaCruz Operations Status Report for November 2007
7. Discussion of MAC Orientation Procedure and Creating a Guideline Manual
8. Discussion of Creating a Planned Schedule of Events for the 2008 MAC Meetings
9. Distribution of MAC Vouchers
10. Communications to METRO General Manager
11. Communications to METRO Board of Directors
12. Items for Next Meeting Agenda
13. Adjournment

Next Meeting: Wednesday, April 16, 2008 @ 6:00 pm
Santa Cruz Metro Center Conference Room

5-4.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes - METRO Advisory Committee (MAC)

January 16, 2008

A Regular Meeting of the METRO Advisory Committee (MAC) met on Wednesday, January 16, 2008 at the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz, CA.

Chair Robert Yount called the meeting to order at 6:02 p.m.

1. ROLL CALL:

MEMBERS PRESENT

Heidi Curry
Naomi Gunther, Vice Chair
Mara Murphy
Dennis Papadopulo
Stuart Rosenstein
Dave Williams
Robert Yount, Chair

MEMBERS ABSENT

None, all present

STAFF PRESENT

Ciro Aguirre, Operations Manager
Mary Ferrick, Base Superintendent
April Warnock, Acting Paratransit Superint.

VISITORS PRESENT

Steve Prince, UTU

2. AGENDA ADDITIONS/DELETIONS

None

3. ORAL/WRITTEN COMMUNICATION

Mara Murphy described a recent experience she had on a METRO bus and how she had used the online "Tell Us" customer service report to file a complaint. Ms. Murphy inquired as to how METRO addresses complaints. Ciro Aguirre explained the process of addressing complaints received by METRO and that because complaints cover such a wide spectrum that each complaint needs to be considered unique to a situation. Mr. Aguirre reported that the METRO operators are considered to be the "captain of the ship" and if they feel that an event warrants action that the operator will contact dispatch. Dispatch will then determine the proper required action. Mr. Aguirre reported that in his professional opinion that 99% percent of the time METRO operators handle situations with courtesy and good customer service skills.

4. CONSIDERATION OF MINUTES OF DECEMBER 19, 2007

ACTION: MOTION: DENNIS PAPADOPULO SECOND: MARA MURPHY

ACCEPT AND FILE MINUTES OF THE DECEMBER 2007 MEETING AS PRESENTED.

Motion passed unanimously with all members being present.

5-4.2

5. **RIDERSHIP REPORT FOR NOVEMBER 2007**

The Ridership Report for November 2007 was unavailable due to a change in the timing of when it is presented to the METRO Board of Directors for approval. From this time going forward the MAC Agenda will show the Ridership Report of three (3) months prior of the MAC meeting.

6. **PARACRUZ OPERATIONS STATUS REPORT FOR SEPTEMBER 2007**

Chair Robert Yount reported that the number of Rides by Supplemental Providers in September 2007 was twice the amount of 2006 and that the change was due to operators being on vacation. April Warnock reported that new operators have been hired and some operators have returned from leave, which will change the numbers for October 2007.

Naomi Gunther asked why there was such a large difference in the Excessively Late/Missed Trips from 2006 and 2007. April Warnock reported that there is an error in the data and that the situation will be corrected.

Mara Murphy requested that the yearly total of complaints be included in the ParaCruz Operations Status Report.

7. **ELECTION OF OFFICERS**

Chair Robert Yount opened up the meeting to nominations of officers.

Stuart Rosenstein nominated Naomi Gunther for the position of Chair.

**ACTION: MOTION: STUART ROSENSTEIN SECOND: HEIDI CURRY
ELECT NAOMI GUNTHER AS CHAIR OF MAC**

Motion passed with Naomi Gunther abstaining and all members being present.

Newly elected Chair Naomi Gunther presided over the remainder of the meeting.

Stuart Rosenstein nominated Mara Murphy for the position of Vice Chair.

**ACTION: MOTION: STUART ROSENSTEIN SECOND: DENNIS PAPADOPULO
ELECT MARA MURPHY AS VICE CHAIR OF MAC**

Motion passed unanimously with all members being present.

8. **DISCUSSION OF MAC ORIENTATION PROCEDURE AND CREATING A GUIDELINE MANUAL**

Robert Yount displayed a mock-up binder of the proposed MAC Member Manual format.

Robert Yount reported that at a previous MAC meeting it was suggested that the manual include a brief description of the purpose of MAC. Heidi Curry suggested adding a paragraph on the history of MAC. Stuart Rosenstein suggested adding information explaining the relationship between MAC and the METRO Board of Directors. Chair Naomi Gunther suggested adding a paragraph describing the guidelines for selecting people for MAC membership.

Stuart Rosenstein suggested that the United Transportation Union (UTU), Local 23 Labor Agreement be included in the manual. Chair Naomi Gunther suggested that a current copy of *Headways* be included in the manual.

Dave Williams asked if the acronym list included in the manual could include brief descriptions of the function of the organizations on the list. Robert Yount stated that he would revise the list for MAC specific purposes.

9. DISCUSSION OF CREATING A PLANNED SCHEDULE OF EVENTS FOR THE 2008 MAC MEETINGS

Vice Chair Mara Murphy suggested that a discussion on creating outreach to young people in order to inspire them to use the METRO system be the special topic for the March 19, 2008 MAC Meeting.

Chair Naomi Gunther suggested that a tour of METRO's facilities be conducted in lieu of a MAC Meeting on June 18, 2008.

Stuart Rosenstein suggested that a discussion on promotion and advertising of METRO to encourage community ridership be the special topic of the September 17, 2008 MAC Meeting.

Robert Yount reported that at a previous MAC Meeting it was suggested that the November 19, 2008 MAC Meeting be held at the Watsonville City Council Chambers.

10. DISTRIBUTION OF MAC VOUCHERS

Ciro Aguirre distributed METRO transit ride vouchers to the MAC Members at this time.

11. COMMUNICATIONS TO METRO GENERAL MANAGER

METRO Staff to arrange an evening bus tour of METRO facilities for MAC Members on June 20, 2008.

METRO Staff to arrange to have the November 19, 2008 MAC meeting at the Watsonville City Council Chambers.

METRO Staff to provide MAC Members with binders including the following:

- ▶ 2008 MAC Meeting Schedule
- ▶ List of current MAC Members

- ▶ MAC Membership Contact Information Roster
- ▶ MAC Bylaws
- ▶ List of Common Transit Acronyms with Descriptions (Robert Yount will create this list)
- ▶ METRO FY08 Final Budget Report
- ▶ METRO Five (5) Year Plan
- ▶ List of METRO Facilities and Functions
- ▶ UTU Labor Agreement (Fixed Route and ParaCruz)
- ▶ Current Headways

METRO Staff to display MAC information on buses and provide MAC brochures at Transit Centers.

12. COMMUNICATIONS TO METRO BOARD OF DIRECTORS

Advise MAC on the status of new member selection for MAC vacancies

Consider joint meetings with MAC

Advise MAC on possible issues to discuss and/or make recommendations on

13. ITEMS FOR NEXT MEETING AGENDA

- Discussion of Creating a Planned Schedule of Events for the 2008 MAC Meetings
- Discussion of MAC Orientation Procedure and Creating a Guideline Manual

ADJOURN

There being no further business, Chair Naomi Gunther thanked everyone for participating and adjourned the meeting at 7:49 p.m.

Respectfully submitted,

DALE HAMILTON
Administrative Assistant

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28th, 2008
TO: Board of Directors
FROM: Wally Brondstatter, Acting Paratransit Superintendent
SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT

I. RECOMMENDED ACTION

This report is for information only- no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004.
- Operating Statistics and customer feedback information reported are for the month of December 2007.
- A breakdown of pick-up times beyond the ready window is included.

III. DISCUSSION

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 began direct operation of ADA paratransit service (METRO ParaCruz) beginning November 1, 2004. This service had been delivered under contract since 1992.

There has been discussion regarding ParaCruz on-time performance. It was noted that most statistical data continues to show improvement, the reported percentage of pick ups performed within the "ready window" has remained relatively consistent, hovering at roughly 90%. Staff was requested to provide a break down the pick-ups beyond the "ready window".

The table below displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”.

	December 2006	December 2007
Total pick ups	6533	6699
Percent in “ready window”	92.28%	94.48%
1 to 5 minutes late	2.68%	2.42%
6 to 10 minutes late	2.05%	1.09%
11 to 15 minutes late	1.18%	.73%
16 to 20 minutes late	.46%	.42%
21 to 25 minutes late	.41%	.24%
26 to 30 minutes late	.26%	.18%
31 to 35 minutes late	.08%	.06%
36 to 40 minutes late	.06%	.07%
41 or more minutes late (excessively late/missed trips)	.14%	.01%
Total beyond “ready window”	7.32%	5.52%

During the month of December 2007, ParaCruz received thirteen (13) service complaints and three (3) compliments. Eleven (11.5) of the complaints were found to be “not valid”. One (1) of the one and a half (1.5) valid service complaints was regarding a ‘no-show’ ride booked by a third party, the half (.5) of a two-fold complaint was regarding a late ride.

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

	December 06	December 07	Fiscal 06-07	Fiscal 07-08
Requested	6823	7360	46,734	47,152
Performed	5829	6699	41,360	43,828
Cancels	21.37%	18.06%	18.92%	16.27%
No Shows	3.68%	2.72%	2.94%	2.46%
Total miles	39,704	45,769	286,162	288,980
Av trip miles	4.85	5.15	5.06	5.15
Within ready window	92.45%	94.48%	90.29%	93.68%
Excessively late/missed trips	7	1	94	17
Call center volume	5077	5683	35,225	36,154
Call average seconds to answer	23	34	24	30
Hold times less than 2 minutes	95%	96%	95%	96%
Distinct riders	720	737	1,374	1,413
Most frequent rider	58 rides	58 rides	262 rides	282 rides
Shared rides	63.7%	65.6%	66.7%	65.1%
Passengers per rev hour	1.77	2.45	1.72	2.46
Rides by supplemental providers	6.91%	8.28%	8.00%	18.18%
Vendor cost per ride	\$24.36	\$23.12	\$23.19	\$23.00
ParaCruz driver cost per ride (estimated)	\$26.28	\$23.97	\$25.27	\$23.96
Rides < 10 miles	82.99%	71.56%	81.87%	78.39%
Rides > 10	17.01%	28.44%	18.13%	21.61%

IV. FINANCIAL CONSIDERATIONS

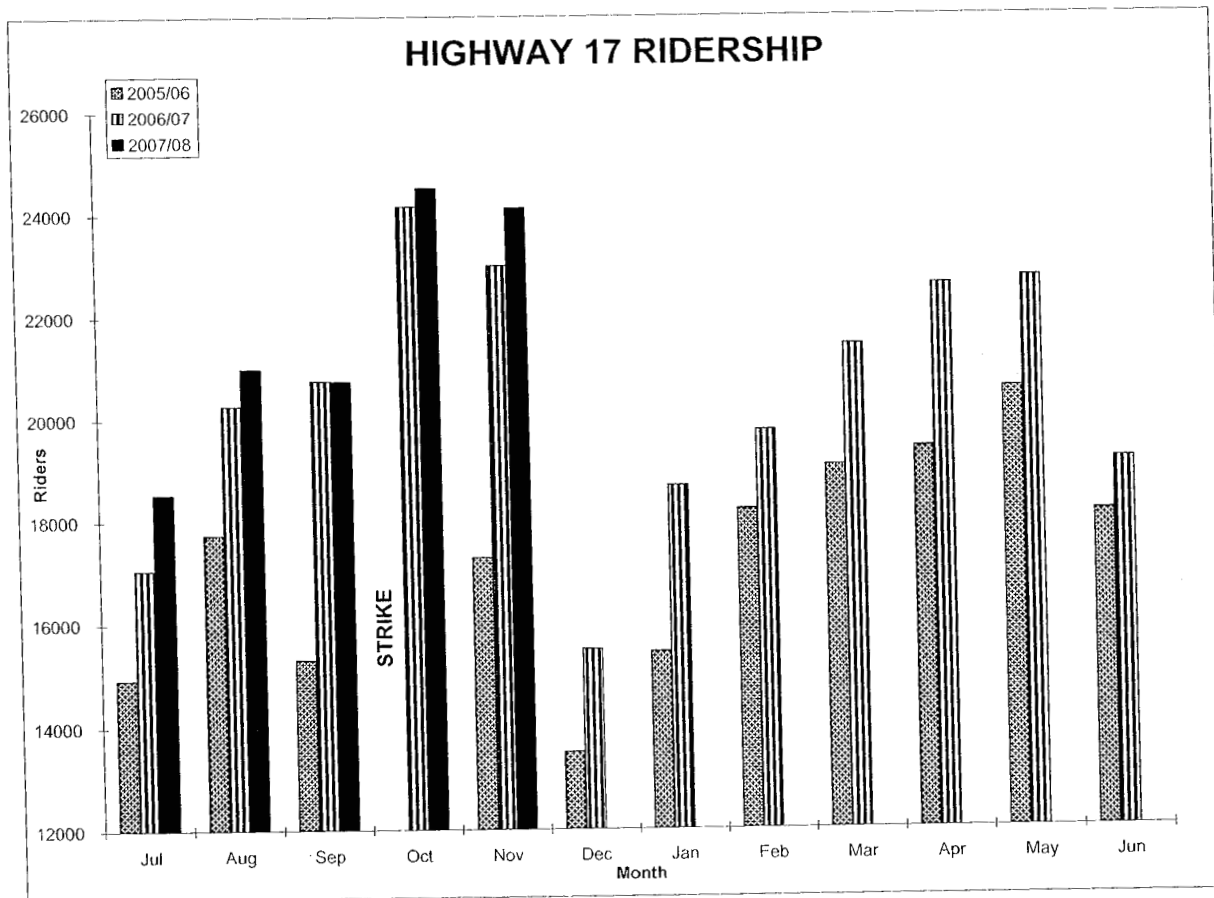
NONE

V. ATTACHMENTS

NONE

HIGHWAY 17 - NOVEMBER 2007

	NOVEMBER			YTD		
	This Year	Last Year	%	This Year	Last Year	%
FINANCIAL						
Cost	\$ 139,624	\$ 129,607	7.7%	\$ 710,166	\$ 668,693	6.2%
Farebox	\$ 81,534	\$ 75,914	7.4%	\$ 355,212	\$ 348,516	1.9%
Operating Deficit	\$ 44,936	\$ 50,277	(10.6%)	\$ 296,936	\$ 289,267	2.7%
Santa Clara Subsidy	\$ 22,468	\$ 25,138	(10.6%)	\$ 148,468	\$ 144,634	2.7%
METRO Subsidy	\$ 22,468	\$ 25,138	(10.6%)	\$ 148,468	\$ 144,634	2.7%
San Jose State Subsidy	\$ 2,762	\$ 2,638	4.7%	\$ 9,313	\$ 8,341	11.6%
AMTRAK Subsidy	\$ 10,392	\$ 779	1233.9%	\$ 48,705	\$ 22,569	115.8%
STATISTICS						
Passengers	24,113	22,998	4.8%	108,866	105,208	3.5%
Revenue Miles	39,594	39,594	0.0%	207,289	205,145	1.0%
Revenue Hours	1,485	1,485	0.0%	7,773	7,693	1.0%
Passengers/Day	804	767	4.8%	712	688	3.5%
Passengers/Weekday	992	972	2.0%	839	845	(0.6%)
Passengers/Weekend	428	356	20.2%	414	344	20.4%
PRODUCTIVITY						
Cost/Passenger	\$ 5.79	\$ 5.64	2.7%	\$6.52	\$6.36	2.6%
Revenue/Passenger	\$ 3.38	\$ 3.30	2.4%	\$3.26	\$3.31	(1.5%)
Subsidy/Passenger	\$ 1.98	\$ 2.30	(14.0%)	\$2.81	\$2.83	(0.6%)
Passengers/Mile	0.61	0.58	4.8%	0.53	0.51	2.4%
Passengers/Hour	16.24	15.49	4.8%	14.01	13.68	2.4%
Recovery Ratio	58.4%	58.6%	(0.3%)	50.0%	52.1%	(4.0%)



**Santa Cruz METRO
January 2008 Ridership Report**

ROUTE	Miles	Hours	Passes/ Free Rides	UC Student	UC Staff Faculty	Full Fare	Day Pass	Cash S/D Riders	S/D Day Pass	Cabrillo	Total Ridership	Passengers Per Mile	Passengers Per Hour	W/C	Bike
10	5,297.98	444.00	1,057	27,218	2,010	949	7	54	5	30	31,365	5.92	70.64	27	595
13	1,868.64	159.80	378	12,605	667	283	5	10	1	15	13,984	7.48	87.51	1	259
15	6,490.58	545.50	958	43,036	1,944	1,271	8	47	4	65	47,391	7.30	86.88	4	814
16	15,290.57	1,262.15	2,289	82,745	3,862	3,534	30	139	12	121	92,862	6.07	73.57	20	1,801
19	5,728.62	423.69	1,000	23,459	1,164	850	8	63	9	27	26,631	4.65	62.85	5	505
3	2,386.02	172.89	1,318	509	103	786	18	143	22	78	3,151	1.32	18.23	8	79
4	1,485.86	153.99	3,508	445	99	563	11	285	48	62	5,400	3.63	35.07	48	123
7	1,094.10	98.01	558	89	31	72	1	51	11	24	886	0.81	9.04	3	11
9	455.32	24.15	233	10	29	62	1	18	2	2	362	0.80	14.99	-	6
12A	223.79	16.15	14	915	138	41	-	1	1	3	1,119	5.00	69.29	-	32
20	6,320.80	421.12	1,223	19,684	1,030	1,178	21	79	12	137	23,581	3.73	56.00	12	445
27	1,194.76	102.00	48	4,718	258	93	-	3	2	1	5,125	4.29	50.25	1	139
31	2,238.22	115.14	877	63	81	584	11	15	1	21	1,716	0.77	14.90	3	85
32	750.58	44.46	150	13	3	235	-	2	1	6	442	0.59	9.94	1	9
33	423.81	19.55	107	-	-	72	-	-	-	1	210	0.50	10.74	-	2
34	237.32	15.01	144	1	-	95	-	1	-	-	246	1.04	16.39	-	1
35	38,227.11	1,918.02	19,905	1,276	471	12,334	261	1,036	136	408	36,560	0.96	19.06	53	1,335
40	2,453.94	99.69	589	42	3	596	14	55	11	4	1,334	0.54	13.38	1	38
41	3,070.31	127.50	521	364	56	578	9	20	1	12	1,599	0.52	12.54	2	84
42	3,389.16	125.76	392	140	37	346	-	46	3	19	1,004	0.30	7.98	1	69
53	1,169.28	82.59	542	6	10	271	12	59	6	9	929	0.79	11.25	49	44
54	2,059.83	119.49	316	26	9	251	6	38	1	4	666	0.32	5.57	-	9
55	2,832.06	192.51	1,247	15	20	660	25	113	15	271	2,400	0.85	12.47	18	52
56	2,211.09	97.65	390	8	7	254	8	34	2	95	807	0.36	8.26	1	12
66	6,533.46	563.11	6,637	1,504	440	5,676	129	645	50	139	15,623	2.39	27.74	116	369
68	5,029.56	411.26	4,660	1,438	287	3,069	92	343	35	87	10,181	2.02	24.76	65	237
68N	1,852.50	132.99	771	469	43	886	-	58	-	19	2,281	1.23	17.15	17	59
69	3,494.25	315.80	3,913	1,181	294	2,894	57	345	40	79	8,986	2.57	28.45	47	246
69A	14,571.99	783.69	8,329	1,169	510	9,192	153	961	122	154	21,487	1.47	27.42	183	629
69N	1,742.90	139.99	834	406	94	755	2	46	1	46	2,206	1.27	15.76	9	125
69W	14,177.46	790.50	8,894	1,554	482	8,843	119	810	78	803	22,156	1.56	28.03	126	757
70	2,590.29	212.99	2,053	233	70	1,164	13	111	18	652	4,480	1.73	21.03	18	127
71	49,033.04	2,804.90	23,260	2,338	1,063	24,005	348	2,755	190	2,292	58,336	1.19	20.80	246	2,254
72	5,523.08	267.06	1,012	18	36	1,327	37	254	20	33	2,827	0.51	10.59	19	39
74	3,402.08	197.76	710	3	26	1,306	14	206	15	26	2,395	0.70	12.11	13	32
75	6,586.20	397.50	1,848	11	37	2,610	52	396	50	78	5,266	0.80	13.25	29	110
76	1,892.23	99.75	349	1	10	328	8	74	5	-	811	0.43	8.13	6	9
79	1,647.73	96.24	988	18	34	553	19	213	51	10	1,956	1.19	20.32	59	29
88	798.48	80.01	331	6	1	15	-	2	-	3	5,040	6.31	62.99	-	-
91	5,640.42	233.70	1,416	93	133	1,318	52	79	13	350	3,639	0.65	15.57	5	203
UC Supplemental	1,127.84	69.75	35	5,663	229	100	-	3	-	4	6,048	5.36	86.71	-	67
Unknown			80	7	1	-	-	-	-	17	149			-	-
TOTAL	232,543.26	14,377.82	103,884	233,499	15,822	89,999	1,551	9,613	994	6,207	473,637	2.04	32.94	1,216	11,841

ROUTE	Monthly Pass	MTA/SC Day Pass	CalTrain	Full Fare	17 Day Pass	S/D Riders	METRO	ECO Pass	RIDERSHIP	Passengers Per Mile	Passengers Per Hour	W/C	Bike		
17	45,680.90	1,482.78	9,048	38	47	8,935	118	1,149	6,028	186	20,537	0.45	13.85	37	963

Night Owl	3,848.00
TOTAL	3,848.00

January Ridership	498,022
January Revenue	\$ 209,735.98

5-7.1

**Santa Cruz METRO
January 2007 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC			S/D		W/C		S/D		Cabrillo	Bike	Passes/ Free Rides
			Student	Faculty	Day Pass	Riders	Day Pass	Riders	Day Pass	Riders				
10	\$ 1,897.22	33,540	29,380	2,027	13	66	28	12	38	671	966			
13	\$ 556.90	14,859	13,490	676	3	25	5	-	14	242	328			
15	\$ 2,139.67	46,376	41,398	2,366	19	43	13	7	50	904	1,249			
16	\$ 6,551.40	101,545	90,328	4,172	27	202	45	25	176	1,838	2,772			
19	\$ 1,872.46	30,189	26,447	1,430	10	118	11	12	79	528	1,031			
3B	\$ 1,365.88	2,637	361	140	29	72	13	13	37	79	1,198			
4	\$ 1,365.27	4,402	369	71	15	275	52	43	18	85	2,741			
7	\$ 347.23	992	81	22	3	41	8	10	21	21	630			
9	\$ 287.27	394	22	26	6	8	-	1	5	4	167			
12A	\$ 44.55	1,206	1,033	129	1	2	-	1	3	20	13			
20	\$ 2,061.29	23,326	19,628	1,100	17	104	2	2	33	450	1,210			
31	\$ 1,415.83	1,895	90	49	5	21	4	1	18	92	799			
32	\$ 275.82	352	10	12	1	2	-	-	2	9	158			
33	\$ 211.30	433	-	-	-	-	-	-	-	-	273			
34	\$ 237.71	228	-	-	-	-	-	-	-	-	72			
35	\$ 25,367.35	36,421	922	393	225	861	14	194	225	1,112	18,708			
40	\$ 1,372.06	1,484	47	9	44	87	-	6	2	46	616			
41	\$ 994.57	1,562	264	90	15	38	-	3	24	84	571			
42	\$ 838.12	1,084	127	15	2	62	-	5	13	85	383			
53	\$ 485.22	717	9	6	6	69	33	4	14	21	355			
54	\$ 451.69	757	20	11	3	38	4	3	8	21	417			
55	\$ 1,374.89	2,517	20	21	16	137	46	24	222	66	1,350			
56	\$ 581.26	918	7	4	2	57	13	8	82	34	425			
66	\$ 10,232.85	16,400	2,656	448	100	611	112	75	122	398	6,486			
68	\$ 6,117.59	10,678	1,871	309	88	314	77	42	77	210	4,500			
68N	\$ 1,531.36	2,271	496	88	-	37	9	1	9	89	681			
69	\$ 6,353.21	10,978	1,490	384	68	422	65	37	73	329	4,857			
69A	\$ 17,742.77	22,811	1,480	530	142	1,091	218	110	130	707	8,645			
69N	\$ 1,221.33	2,250	396	128	-	61	15	1	50	112	848			
69W	\$ 16,356.49	22,609	1,707	576	144	855	165	108	732	676	8,833			
70	\$ 2,088.88	3,801	164	56	19	121	32	19	536	124	1,658			
71	\$ 47,128.75	58,375	2,187	1,249	400	2,576	230	243	1,778	2,174	21,658			
72	\$ 3,151.70	3,576	8	45	38	228	17	22	90	91	1,330			
74	\$ 2,238.11	2,092	5	4	17	145	12	9	8	17	559			
75	\$ 5,713.07	6,298	10	52	43	363	42	43	55	103	2,362			
76	\$ 663.72	708	4	11	8	52	2	13	1	19	249			
79	\$ 1,526.75	1,716	5	24	41	156	69	63	20	20	728			
88	\$ 63.25	4,222	2	3	-	1	1	-	-	8	58			
91	\$ 3,221.43	4,405	404	115	82	63	4	7	278	198	1,537			
UC Supplemental	\$ 390.26	12,139	11,310	382	1	13	1	1	8	155	196			
Unknown	\$ 38.18	269	78	28	-	-	17	-	18	28	103			
TOTAL	\$177,864.86	493,432	248,336	17,201	1,654	9,438	1,379	1,168	5,070	11,860	101,729			

ROUTE	REVENUE	RIDERSHIP	VTA/SC Day Pass	CalTrain	17 Day Pass	S/D Riders	W/C	METRO	EDC Pass	Bike	Monthly Pass
17	\$ 40,012.72	18,673	18	66	141	1,102	29	4,716	99	668	8,429

RIDERSHIP	
Night Owl	3,972
TOTAL	3,972

January Ridership	516,077
January Revenue	\$218,274.69

5-7.2

BUS OPERATOR LIFT TEST *PULL-OUT*

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER/HIGHWAY 17 - 40'	7	1	6	3	3	3	100%
FLYER/LOW FLOOR - 40'	12	2	10	7	3	7	100%
FLYER/LOW FLOOR - 35'	18	3	15	12	3	12	100%
FLYER/HIGH FLOOR - 35'	13	1	12	3	9	3	100%
GILLIG/SAM TRANS - 40'	10	2	8	4	4	4	100%
DIESEL CONVERSION - 35'	15	4	11	9	2	9	100%
DIESEL CONVERSION - 40'	14	3	11	9	2	9	100%
ORION/HIGHWAY 17 - 40'	11	5	6	5	1	5	100%
GOSHEN	2	0	2	1	1	1	100%
TROLLEY	1	0	1	0	1	0	100%
CNG NEW FLYER - 40'	10	4	6	4	2	4	100%

5-7.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF JANUARY 2008

BUS #	DATE	DAY	REASON
2230LF	3-Jan	Thursday	Kneel does not beep.
2208LF	4-Jan	Friday	No alarm for kneel up/down.
9822LF	12-Jan	Saturday	No Klaxxon for raising and lowering.
9829LF	12-Jan	Saturday	Wheelchair and kneel "Beep".
9801LF	13-Jan	Sunday	Kneel switch broken.
8050LF	14-Jan	Monday	Kneel comes up.
2232LF	14-Jan	Monday	Kneel won't stay down.
8102LF	14-Jan	Monday	Kneel fails to stay down all the way. Lift fails to slow.
2305LF	15-Jan	Tuesday	Kneel bottom not working.
2216LF	15-Jan	Tuesday	Kneel takes a long time to raise.
2236LF	15-Jan	Tuesday	Kneel not staying down. Refilling while buttons on lower.
9838LF	16-Jan	Wednesday	At times when bus in kneel position, it won't raise up. Also, it sounds like it has an exhaust leak; and, sometimes the yeild light turns on at the rear of bus.
2236LF	16-Jan	Wednesday	Write up #2. Kneel not staying down.
2303LF	16-Jan	Wednesday	Kneel alarm inoperable.
2236LF	17-Jan	Thursday	Kneel is not staying down.
8102LF	18-Jan	Friday	Kneel doesn't stay deployed.
9816LF	18-Jan	Friday	Button cover for kneel fell off.
9804LF	21-Jan	Monday	Sometimes when raising bus from kneel position, it doesn't beep and also when deploying the ramp or stowing, it doesn't beep.
8080LF	22-Jan	Tuesday	Bus will not stay in kneel position.
8077LF	22-Jan	Tuesday	Have to turn off bus for a minute for kneel to raise back up.
2204CG	24-Jan	Thursday	Inside ramp platform minor cosmetic damage
2207CG	25-Jan	Friday	Audio beeps are very low or can't hear at all when using Kneel & Ramp
9805LF	26-Jan	Saturday	Lift ramp will not raise more than 10"
9827LF	28-Jan	Monday	Ramp won't deploy
2236CN	29-Jan	Tuesday	Bus does not stay kneeled
8102F	29-Jan	Tuesday	Kneel comes up too quickly, does not stay down
2406GO	29-Jan	Tuesday	Hydraulic fluid is leaking from the W/C lift. Fluid is on the inside deck & mounting plate. Missing a screw at yellow step plate on inboard portion of W/C ramp. Rubber bumper from missing screw is attached.

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

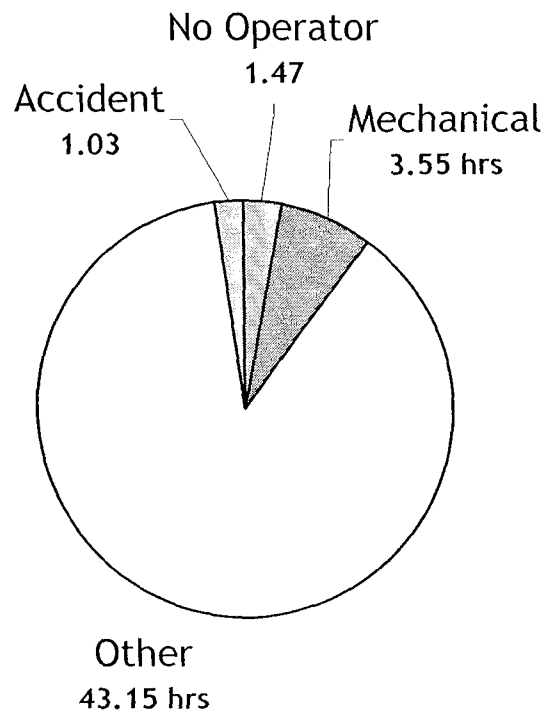
Note: Lift operating problems that cause delays of less than 30 minutes.

5-7.4

Dropped Service for FY 2008

	FY 2005/06		FY 2006/07		FY 2007/08	
	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles
July	0	0	5.00	96.88	5.53	90.97
August	213.92	3,575.86	15.02	276.46	4.93	110.45
September	140.97	2,336.50	11.30	160.72	9.00	191.05
October	STRIKE	STRIKE	37.52	540.19	9.52	122.24
November	113.77	1,780.56	37.55	477.48	3.32	45.89
December	95.61	1,659.66	6.08	143.84	18.97	241.87
January	16.52	286.31	12.24	188.23	49.20	453.86
February	39.22	579.38	13.07	88.59		
March	21.38	380.68	7.13	133.30		
April	62.57	986.08	4.85	43.67		
May	33.47	551.00	16.00	241.42		
June	20.20	267.47	62.19	802.29		
TOTAL	757.62	12,403.50	227.95	3,193.06	100.47	1,256.33

Dropped Service Breakdown for January 2008



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28, 2008
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager
SUBJECT: CONSIDERATION OF METROBASE STATUS REPORT

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Service Building work
 - Arntz Builders completing punch-list items.
 - Offload pump has been repaired and facility accepting LNG deliveries.
 - Arntz Builders installed seismic restraints for bus wash tank.
 - METRO has substantial completion of site and is currently using it for fueling and bus washing.
- Maintenance Building
 - West Bay Builders continuing site work on 120 Golf Club Drive property
 - Storm Sewer connection work continuing on Golf Club Drive.
 - METRO has received the PG&E complete package.

III. DISCUSSION

Arntz Builders is completing punch-list items to finalize Service & Fueling Building. Northstar, a subcontractor of Arntz Builders, has received and installed the offload pump for the LNG system. Clean Energy is providing the LNG deliveries. Clean Energy has made several deliveries. With these new deliveries, METRO has been able to fast-fuel fuel the CNG buses. On top of fueling, the bus washer area has been open. Arntz Builders completed installing the seismic restraints for bus wash tank. METRO has substantial completion of site.

West Bay Builders is continuing work on Golf Club Drive for storm and sewer work. West Bay Builders is also continuing site work, steel framing, and roofing on 120 Golf Club Drive property. Once roofing is complete, further work inside the building should not be hindered by the weather that has occurred this rainy season. In regards to electrical, METRO has received the PG&E complete package that includes the final electrical drawing and contract for work.

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

5-8.1

New updates on the MetroBase Project:

- Arntz working on punch list items.
- West Bay Builders continuing site work on 120 Golf Club Drive property.
- METRO received PG&E complete package for 120 Golf Club Drive property.

Previous information regarding the MetroBase Project:

A. Service & Fueling Building (IFB 05-12)

- Substantial completion
- Arntz working on punch-list items.
- Received Caltrans Encroachment Permit. Work completed.
- Department of Fish&Game approved work on outfall construction completed.
- Concrete Driven Piles completed end of May 2006.
- Arntz Builders providing training to METRO employees.
- Public Outreach Newsletter sent to areas possibly affected by construction.
- Notice to Proceed issue effective January 9, 2006 with 365 calendar day construction period.

B. Maintenance Building (IFB 06-01)

- On November 20, 2006, METRO received signed copies of IFB 06-01 from West Bay Builders including agreement to Labor Harmony provisions included in award letter.
- IFB 06-01 Maintenance Building awarded to West Bay Builders for \$15,195,000 contingent upon Labor Harmony provision in award letter.
- Tilt-up panels installed, West Bay Builders working on steel joists.
- RNL contract modified for added Maintenance Building scope
- Harris & Associates contract modified for added Maintenance Building scope.
- Weekly Construction Meetings.

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment: NONE

5-8.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28, 2008
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDER AMENDING CONTRACT WITH BROWN ARMSTRONG PAULDEN MCCOWN STARBUCK THORNBURGH & KEETER ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Brown Armstrong Paulden McCown Starbuck Thornburgh & Keeter Accountancy Corporation for financial audit and tax services to extend the term of the contract for one (1) additional year.

II. SUMMARY OF ISSUES

- The District has a contract with Brown Armstrong Paulden McCown Starbuck Thornburgh & Keeter Accountancy Corporation for financial audit and tax services.
- At the option of the District, this contract may be renewed for two (2) additional one-year terms under the same terms and conditions.
- District staff recommends that the Board of Directors authorize the General Manager to execute an amendment to the contract with Brown Armstrong Paulden McCown Starbuck Thornburgh & Keeter Accountancy Corporation for financial audit and tax services to extend the contract one (1) additional year.

III. DISCUSSION

The District's current contract with Brown Armstrong Paulden McCown Starbuck Thornburgh & Keeter Accountancy Corporation (Contractor) for financial audit and tax services is due to expire on April 30, 2008. Contractor has provided good service under this contract. An extension of the contract would be advantageous to the District. Section 4.01 of the contract allows the District the option to renew the contract under the same terms and conditions for two (2) additional one-year terms. On the Contractor's original proposal, pricing for the first and second option years was provided. Contractor had proposed the same rate for all three years. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Brown Armstrong Paulden McCown Starbuck Thornburgh & Keeter Accountancy Corporation to extend the contract one (1) additional year for an amount not to exceed \$39,750.

5-9.1

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Finance department's budget for this amendment.

V. ATTACHMENTS

Attachment A: Contract Amendment

5-9.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO PROFESSIONAL SERVICES CONTRACT FOR FINANCIAL AUDIT AND TAX SERVICES (06-20)

This First Amendment to Professional Services Contract for Financial Audit and Tax Services is made effective May 1, 2008 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and BROWN ARMSTRONG PAULDEN MCCOWN STARBUCK THORNBURGH & KEETER ACCOUNTANCY CORPORATION ("Contractor").

I. RECITALS

- 1.1 District and Contractor entered into a Contract for Financial Audit and Tax Services ("Contract") on March 1, 2007.
- 1.2 The purpose of this First Amendment is to extend the agreement for a one-year period, pursuant to the provisions of paragraph 4 of the Contract, which allows for two additional one-year terms upon mutual written consent. This fully executed Amendment constitutes mutual written consent.

Therefore, District and Contractor amend the Contract as follows:

II. SPECIFICATION CHANGES

- 2.1 Paragraph 4.01 is amended to read as follows:

The term of this contract will be extended through April 30, 2009.

III. COMPENSATION

- 3.1 District agrees to compensate Contractor for Financial Audit and Tax Services at the rates quoted for the first option year as provided in Contractor's original proposal:

District Financial Audit Services, First Option Year: \$39,500.00

Preparation of Federal and State Tax Returns for Santa Cruz Civic Improvement Project,
First Option Year: \$250.00

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

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

Signed on _____

DISTRICT - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR - BROWN ARMSTRONG PAULDEN MCCOWN STARBUCK
THORNBURGH & KEETER ACCOUNTANCY CORPORATION

By _____
Steven R. Starbuck
Principal

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-9.92²

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28, 2008
TO: Board of Directors
FROM: Tom Stickel, Manager of Maintenance
SUBJECT: CONSIDERATION OF CONTRACT RENEWAL FOR UNIFORMS, FLAT GOODS AND LAUNDRY SERVICE WITH MISSION LINEN & UNIFORM SERVICE

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Mission Linen & Uniform Service to extend the term of the contract for one (1) additional year.

II. SUMMARY OF ISSUES

- The District has a contract with Mission Linen & Uniform Service for uniform and laundry service.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms under the same terms and conditions.
- Mission Linen & Uniform Service has indicated that they are interested in extending the contract one additional year to April 20, 2009.

III. DISCUSSION

The District's current contract with Mission Linen & Uniform Service for uniform and laundry service is due to expire on April 20, 2008. Mission Linen & Uniform Service has provided good service under this contract. An extension of the contract would be advantageous to the District. Section 3.02 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Mission Linen & Uniform Service has also reviewed the contract and has indicated their desire to extend the contract with no rate increases for the next contract period. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Mission Linen & Uniform Service to extend the contract one (1) additional year.

IV. FINANCIAL CONSIDERATIONS

Funding for this contract is contained in the Operating Budgets for Fleet Maintenance, Facilities and ParaCruz. This contract has an annual value of \$40,000.

5-10.1

V. ATTACHMENTS

Attachment A: Letter from Mission Linen and Uniform Supply

Attachment B: Contract Amendment

5-10.2

Attachment A



RECEIVED
2008 FEB 29 AM 11:45

SANTA CRUZ METRO
TRANSIT DISTRICT

February 27, 2008

Lloyd Longnecker
Santa Cruz Metropolitan Transit District
110 Vernon Street, Suite B
Santa Cruz, Ca 95060

Dear Sir:

In response to your letter, Mission Linen & Uniform would like to extend the contract for an additional one year period. At this time we see no need to change any of the language of the existing terms of the current agreement.

Sincerely,

Fred Kostner
General Manager
831 424-1707

5-10.a1

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FOURTH AMENDMENT TO CONTRACT NO. 03-12
FOR UNIFORMS, FLAT GOODS, AND LAUNDRY SERVICES**

This Fourth Amendment to Contract No. 03-12 for Uniforms, flat goods, and laundry services is made effective April 21, 2008 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Mission Linen And Uniform Service ("Contractor").

I. RECITALS

1.1 District and Contractor entered into a Contract for Uniforms, flat goods, and laundry services ("Contract") on April 21, 2004.

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

Therefore, District and Contractor amend the Contract as follows:

II. TERM

2.1 Article 3.02 is amended to include the following language:

This Contract shall continue through April 20, 2009. This Contract may be mutually extended by agreement of both parties.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

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

SIGNATURES ON NEXT PAGE

5-10.61

Signed on _____

DISTRICT - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR - MISSION LINEN AND UNIFORM SERVICE

By _____
Fred Kostner
General Manager

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-10.62²

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28, 2008

TO: Board of Directors

FROM: Tom Stickel, Manager of Maintenance

SUBJECT: CONSIDERATION OF CONTRACT RENEWAL FOR SCHEDULED AND NON-SCHEDULED SERVICE ON HVAC SYSTEMS WITH AIRTEC SERVICE

I. RECOMMENDED ACTION

District Staff recommends that the Board of Directors authorize the General Manager to enter into a one-year contract extension with Airtec Service for scheduled and non-scheduled services on HVAC systems located at eight District facilities.

II. SUMMARY OF ISSUES

- The District has a contract with Airtec Service for scheduled and non-scheduled service on HVAC systems.
- At the District's option, this contract may be renewed for four (4) additional one-year terms.
- Airtec Service has indicated that they are interested in extending the contract term through April 30, 2009 with a increase in compensation equal to the annual percentage change in the Consumers Price Index for the San Francisco-Oakland-San Jose area.
- It is requested that the Board of Directors authorize the General Manager to execute an amendment to the contract to extend the contract term with Airtec Service for one additional year with a 3.8% increase in the rate of compensation.

III. DISCUSSION

The District currently has a contract with Airtec Service for scheduled and non-scheduled service on HVAC systems. The contract is due to expire on April 30, 2008. Terms of the contract allow the District the option to renew the contract for four (4) additional one-year terms. Any increase in compensation in the option years is limited to the annual percentage change in the Consumers Price Index for the San Francisco-Oakland-San Jose area. Airtec Service has indicated that they are interested in extending the contract for one additional year. District Staff recommends that the Board of Directors authorize the General Manager to enter into a one-year contract extension with Airtec Service for scheduled and non-scheduled service on HVAC systems with a 3.8% increase in the rate of compensation.

5-11.1

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Facilities Maintenance operating budget for this amendment. This contract has a annual value of \$7,200.

V. ATTACHMENTS

Attachment A: Letter from Airtec Service

Attachment B: Contract Amendment

Attachment **A**



RECEIVED

2008 MAR -5 PM 1:38

SANTA CRUZ METRO
TRANSIT DISTRICT

March 4, 2008

Santa Cruz Metropolitan
Transit District
110 Vernon St , Suite B
Santa Cruz, CA 95060

Attn: Lloyd Longnecker

Re: Contract No 05-18 HVAC Service

Lloyd,

In response to your letter dated February 15, 2008, it is the intent of Airtec Service to extend the contract terms in accordance with district proposal as described. We look forward to reviewing the amended contract.

Sincerely,

A handwritten signature in black ink, appearing to read "David Olson", written over a large, loopy flourish.

David Olson
President

SALES ■ SERVICE ■ DESIGN ■ MAINTENANCE

5-11.a1

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO CONTRACT NO. 05-18
FOR SCHEDULED AND NON-SCHEDULED SERVICE ON HVAC SYSTEMS**

This Second Amendment to Contract No. 05-18 for scheduled and non-scheduled service on HVAC systems is made effective May 1, 2008 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("District") and AIRTEC SERVICE("Contractor").

I. RECITALS

- 1.1 District and Contractor entered into a Contract for scheduled and non-scheduled service on HVAC systems ("Contract") on May 1, 2006.
- 1.2 The Contract allows for the extension upon mutual written consent.
- 1.3 Contractor requests a rate increase for the new contract period.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is amended as follows:

This Contract shall continue through April 30, 2009. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

- 3.1 Effective May 1, 2008, the quarterly rate will be increased from \$1,726.78 to \$1,792.40 which is the annual percentage change in the consumers price index for the San Francisco-Oakland-San Jose area (3.8%).

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Signed on _____

DISTRICT - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR - AIRTEC SERVICE

By _____
David Olson
President

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-11.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28, 2008

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

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

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District has an existing lease with Edward and Barbara Hinshaw for the lease of the property located 370 Encinal Street for the METRO Administration offices and Maintenance facilities.
- The lease term expires on January 14, 2009 but provides an option to extend the Lease for an additional one-year term under the same terms and conditions as the original lease term, except rent.
- The Lease requires a written notice within 180 days of the expiration of the term, or by July 14, 2008.
- The landlords have consented to an extension of the Lease to January 14, 2010, pending the approval of the METRO Board of Directors.

III. DISCUSSION

Santa Cruz METRO's Administration office and Maintenance facilities and offices are located at 370 Encinal Street. The property has been leased from Edward and Barbara Hinshaw for these purposes since January 15, 1999. The current Lease Amendment is attached as Attachment A for the Board's reference. The current lease extension expires on January 14, 2009 with an option to extend the Lease for an additional one-year term. The Lease includes 18,855 square feet of office and warehouse space.

METRO wishes to exercise its option to extend the Lease an additional year beginning January 15, 2009 to January 14, 2010. The Landlords have consented to METRO's offer to do so. Pending Board approval, it was agreed to extend the term for the additional year, beginning January 15, 2009 and expiring on January 14, 2010. Monthly rent for the current term is

\$29,000.00. The extension period would set the rent at \$30,000.00, which has already been approved by the Board.

IV. FINANCIAL CONSIDERATIONS

Currently monthly rent is \$29,000.00 for the 370 Encinal building. The new rent commencing on January 15, 2009 would be set at \$30,000.00, and has already been approved.

V. ATTACHMENTS

- Attachment A:** Current executed Second Amendment and Extension
Attachment B: Proposed Third Amendment and Extension

**SECOND AMENDMENT TO COMMERCIAL LEASE
AND EXTENSION**

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

1. **RECITALS:** This **LEASE EXTENSION** is made with reference to the following facts and objectives:
 - a. **LANDLORD** and **TENANT** entered into a written lease dated January 15, 1999 ("**the Lease**"), for the real property, which is situated at 370 Encinal Street, Suite 100, Santa Cruz, Santa Cruz County, California.
 - b. The parties signed a First Amendment extending the current **Lease** to January 14, 2008, with an option to extend the Lease for an additional 2 years, to January 14, 2010.
 - c. The parties desire to change the extension period of **the Lease** from a two-year period to two (2) one-year periods. The parties desire at this time to extend the lease for a one-year period through January 14, 2009.
2. **EXTENSION OF TERM:** Tenant shall have two options to extend the term of the lease, each for a one-year period, beginning January 15, 2008 under the same terms and conditions of the Lease by providing Landlord with a six month written notice. Tenant and Landlord hereto agree to a one-year extension of the lease, to January 14, 2009.
3. **RENT:** Rent shall be set forth as follows:
 - January 15, 2006 - January 14, 2007 - \$26,500.00
 - January 15, 2007 - January 14, 2008 - \$28,000.00
 - January 15, 2008 - January 14, 2009 - \$29,000.00 (if applicable)
 - January 15, 2009 - January 14, 2010 - \$30,000.00 (if applicable)
4. **NOTICE:** All notices, statements, demands, or requests or disagreements by either party to the other, shall be in writing and shall be sufficiently given and served upon the other party or sent by mail postage prepaid and addressed as follows:

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

Edward and Barbara Hinshaw
12901 Saratoga Avenue
Saratoga, CA 95070

**SECOND AMENDMENT TO COMMERCIAL LEASE
AND EXTENSION**

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

LANDLORD:

Edward and Barbara Hinshaw

TENANT:

Santa Cruz Metropolitan Transit District

BY: 

Edward A. Hinshaw - Owner

BY: 

Leslie White, General Manager

BY: 

Barbara N. Hinshaw - Owner

Approved as to form:

BY: 

Margaret Gallagher
District Counsel

**THIRD AMENDMENT TO COMMERCIAL LEASE
AND EXTENSION**

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

1. **RECITALS:** This **LEASE EXTENSION** is made with reference to the following facts and objectives:
 - a. **LANDLORD** and **TENANT** entered into a written lease dated January 15, 1999 ("**the Lease**"), for the real property, which is situated at 370 Encinal Street, Suite 100, Santa Cruz, Santa Cruz County, California.
 - b. The parties signed a First Amendment extending the current **Lease** to January 14, 2008, with an option to extend the Lease for an additional 2 years, to January 14, 2010.
 - c. The parties signed a Second Amendment to change the extension period of **the Lease** from a two-year period to two (2) one-year periods and extended the lease for a one-year period through January 14, 2009.
 - d. The parties now desire to extend the Lease for an additional year, to January 14, 2010.
2. **EXTENSION OF TERM:** Tenant and Landlord hereto agree to an additional one-year extension of the lease, to January 14, 2010. Tenant shall have no additional options to extend the term of the lease after January 14, 2010.
3. **RENT:** Rent shall be set forth as follows:

January 15, 2008 - January 14, 2009 - \$29,000.00
January 15, 2009 - January 14, 2010 - \$30,000.00

4. **NOTICE:** All notices, statements, demands, or requests or disagreements by either party to the other, shall be in writing and shall be sufficiently given and served upon the other party or sent by mail postage prepaid and addressed as follows:

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

Edward and Barbara Hinshaw
12901 Saratoga Avenue
Saratoga, CA 95070

**THIRD AMENDMENT TO COMMERCIAL LEASE
AND EXTENSION**

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

LANDLORD:

Edward and Barbara Hinshaw

TENANT:

Santa Cruz Metropolitan Transit District

BY: _____
Edward A. Hinshaw - Owner

BY: _____
Leslie White, General Manager

BY: _____
Barbara N. Hinshaw - Owner

Approved as to form:

BY: _____
Margaret Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: March 28, 2008

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification Of Action Taken In Closed Session Regarding The Following Issues On The Dates Indicated:

1. Settlement with The Printery for PG&E costs paid for METRO during METRO's tenancy at 110 Vernon Street;
2. Authorization of Purchase of Property located at 1211 River Street; and
3. Authorization of Purchase of Property located at 1217 River Street

1. Settlement with The Printery

On January 25, 2008 in closed session the Board of Directors authorized a full and final settlement in the amount of \$15,000.00 to The Printery for reimbursement for past PG&E costs paid by The Printery for METRO's actual usage. The following METRO Directors authorized the settlement: Beautz, Bustichi, Hagen, Hinkle, Nicol, Reilly, Rotkin, Spence, Stone and Tavantzis. Director Skillicorn was absent. Pursuant to this direction, a Settlement and Release was signed by the owners of The Printery to release all liability of METRO in this matter and a check was paid to The Printery by METRO in the sum of \$15,000.00 on February 8, 2008.

2. Authorization to Purchase Property located at 1211 River Street, Santa Cruz, CA

On June 8, 2007 in closed session the Board of Directors authorized the General Manager to engage in acquisition negotiations and to purchase the property for a sum not to exceed \$775,500.00 for the property located at 1211 River Street in Santa Cruz.

The following METRO Directors authorized the settlement: Beautz, Hagen, Hinkle, Nicol, Reilly, Rotkin, Skillicorn, Spence, Stone and Tavantzis. Director Bustichi was absent.

Pursuant to this direction, the property has been purchased by METRO for the purchase amount of \$775,000.00. The Deed was recorded in Santa Cruz County on January 31, 2008.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

3. Authorization to Purchase Property located at 1217 River Street, Santa Cruz, CA

On June 8, 2007 in closed session the Board of Directors authorized the General Manager to engage in acquisition negotiations and to purchase the property for a sum not to exceed \$1,237,500.00 for the property located at 1217 River Street in Santa Cruz.

The following METRO Directors authorized the settlement: Beautz, Hagen, Hinkle, Nicol, Reilly, Rotkin, Skillicorn, Spence, Stone and Tavantzis. Director Bustichi was absent.

Pursuant to this direction, the property has been purchased by METRO for the purchase amount of \$1,237,500.00. The Deed was recorded in Santa Cruz County on February 29, 2008.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: March 28, 2008

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification Of Actions Taken In Closed Session Regarding Settlement with Arntz Builders Inc. regarding Construction Contract Disputes

Settlement with Arntz Builders Inc.

On December 14, 2007, in closed session you authorized a settlement of the construction contract disputes that arose between Arntz Builders Inc. and the Santa Cruz Metropolitan Transit District (METRO) with regard to the bus wash and fueling station project. The specific terms of the settlement included execution of the following Change Orders:

1. Contract Change Order #10 previously approved in open session by the Board of Directors in the amount of \$363,054.00.
2. Contract Change Order #11 includes deletion of the wash curtain (-\$4,300), reimbursement for engineering costs (-\$5,000) and diesel pipe support, which was performed by others (-\$2,541).
3. Contract Change Order #12 assessed delay damages against METRO in the amount of \$350,000.
4. Contract Change Order #13 required Arntz to relocate the final rinse arch and to take other mitigation measures on the bus wash to allow access to the wash reclaim room and prevent over spraying.
5. Contract Change Order #14 requires Arntz to increase the warranty for the bus wash floor to two years for all time and materials for any repairs.

The following directors authorized the settlement: Jan Beautz, Dene Bustichi, Donald Hagen Michelle Hinkle, Kirby Nicol, Mike Rotkin, Dale Skillicorn, Pat Spence, Mark Stone and Marcela Tavantzis. Director Reilly was absent from this part of the meeting.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28, 2008
TO: Board of Directors
FROM: Mark Dorfman, Assistant General Manager
SUBJECT: CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 2009 TDA AND STA CLAIMS

I. RECOMMENDED ACTION

Adopt resolutions authorizing staff to submit claims to the Santa Cruz County Regional Transportation Commission for FY 2009 Transportation Development Act (TDA) and State Transit Assistance (STA) funds.

II. SUMMARY OF ISSUES

- METRO will claim \$6,362,037 in TDA funds and \$5,881,242 in STA funds for Santa Cruz County transit operations and capital improvements for FY 2009 based upon TDA and STA revenue estimates for the coming fiscal year.
- The TDA revenue will fund METRO operating costs and STA funds will be used for capital improvements.
- The TDA/STA funding estimate may change upon adoption of the California FY 2009 budget in July. If the amount changes, SCMTD will submit an amended claim.

III. DISCUSSION

The claim for TDA funds is based upon the District's share of the revenue projected to accrue to the Santa Cruz County Regional Transportation Commission (SCCRTC) from ¼ cent of the state sales tax collected in Santa Cruz County. The STA claim is based upon funding projected to accrue to the SCCRTC from a portion of the state sales tax collected on motor fuels. METRO's allocation of the estimated revenues is \$6,362,037 in TDA funds and \$5,881,242 in STA funds.

Under existing law (PUC Section 99314.6), STA funds cannot be allocated for operating purposes unless the operator meets a set of efficiency standards relating to cost per revenue mile or cost per revenue vehicle hour. The SCMTD will claim the funds for capital improvements, including MetroBase, since the District cannot meet the qualifying criteria to utilize the money for operations in FY 2009.

Since California's statewide budget for FY 2009 will not be approved before July 2008, the amount of STA and TDA funds actually available for allocation to transit operators may change.

5-15.1

If the final budget amount of STA and/or TDA funds available for Santa Cruz County changes, the SCMTD will amend its claim to the SCCRTC.

IV. FINANCIAL CONSIDERATIONS

If the SCCRTC approves these claims, METRO will use \$6,362,037 in TDA revenue for FY 2009 operations and \$5,881,242 in STA funds for METRO's Capital Budget.

V. ATTACHMENTS

Attachment A: Resolution Authorizing Submittal of FY 2009 STA Claim

Attachment B: Resolution Authorizing Submittal of FY 2009 TDA Claim

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

Attachment **A**

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A CLAIM TO THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
FOR STATE TRANSIT ASSISTANCE FUNDS**

WHEREAS, the State Controller is authorized under Section 99313 of the Public Utilities Code to allocate State Transit Assistance (STA) funds to regional transportation planning agencies and county transportation commissions; and

WHEREAS, in accordance with the Sections 99313 and 99314 et al of the Public Utilities Code, the Santa Cruz Metropolitan Transit District is authorized to submit a claim for STA operating funds to the Santa Cruz County Regional Transportation Commission; and

WHEREAS, the Santa Cruz Metropolitan Transit District's proposed expenditures are in conformity with the Regional Transportation Plan; and

WHEREAS, the level of passenger fares and charges is sufficient to enable the Santa Cruz Metropolitan Transit District to meet the fare revenue requirements of Public Utilities Code Section 99268.2(b); and

WHEREAS, the Santa Cruz Metropolitan Transit District is not precluded by any contract entered into on or after June 28, 1979, from employing part-time drivers or from contracting with common carriers of persons operating under a franchise or license; and

WHEREAS, the sum of the Santa Cruz Metropolitan Transit District's allocations from the State Transit Assistance fund and from the Local Transportation Fund does not exceed the amount the Santa Cruz Metropolitan Transit District is eligible to receive during Fiscal Year 2009. Such funding, however, shall not relieve the Santa Cruz Metropolitan Transit District of its responsibility pursuant to Section 6735 of the California Code of Regulations, Title 21, Chapter 3 (21 CCR §6735); and

WHEREAS, the Santa Cruz Metropolitan Transit District has made a reasonable effort to implement the productivity improvements recommended pursuant to Public Utilities Code Section 99244; and

5-15.91

Resolution No. _____

Page 2

WHEREAS, the Santa Cruz Metropolitan Transit District is making full use of federal funds available under the Intermodal Surface Transportation Efficiency Act of the 21st Century, as amended:

NOW, THEREFORE, BE IT RESOLVED, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit a claim of up to \$5,881,242 in State Transit Assistance funds for FY 2009.

PASSED AND ADOPTED this 28th day of March, 2008 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
JAN BEAUTZ
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

5-15.02

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

Attachment **B**

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A CLAIM TO THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
FOR TRANSPORTATION DEVELOPMENT ACT FUNDS**

WHEREAS, in accordance with Article 1, Section 99210 of the Public Utilities Code the Santa Cruz Metropolitan Transit District is a transit operator; and

WHEREAS, in accordance with Article 1, Section 99214 of the Public Utilities Code the Santa Cruz County Regional Transportation Commission is the Transportation Planning Agency for Santa Cruz County; and

WHEREAS, in accordance with Article 4, Section 99260(a) of the Public Utilities Code, claims may be filed with the transportation planning agency by transit operators for the support of public transportation systems; and

WHEREAS, in accordance with Title 21, Chapter 3, Section 6655 of the California Code of Regulations (21 CCR §6655), the Transportation Planning Agency issues instruction to the County Auditor for payment to claimants,

NOW, THEREFORE, BE IT RESOLVED, that the General Manager of the Santa Cruz Metropolitan Transit District is authorized to submit a claim of up to \$6,362,037 to the Santa Cruz County Regional Transportation Commission for Transportation Development Act funds in Fiscal Year 2009.

5-15.61

Resolution No. _____

Page 2

PASSED AND ADOPTED this 28th day of March 2008, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

JAN BEAUTZ
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

5-15.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28, 2008
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

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION**

TEN YEARS

Carolyn Derwing, Schedule Analyst (Continued from February)
Juan I. Flores, Bus Operator (Continued from February)
Michael I. Miller, Bus Operator (Continued from February)
Jose G. Polanco, Bus Operator (Continued from February)

FIFTEEN YEARS

Samuel G. Garcia, FM Lead Mechanic

TWENTY YEARS

Pete N. Legorreta, Transit Supervisor (Continued from February)

TWENTY-FIVE YEARS

None

THIRTY YEARS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28, 2008

TO: Board of Directors

FROM: Wally Brondstatter, Acting Paratransit Administrator

SUBJECT: NOTICE OF PUBLIC HEARING FOR RECEIVING PUBLIC INPUT TO METRO'S PARACRUZ PARATRANSIT PLAN REGARDING SAME DAY SERVICE CHANGE AND CONSIDERATION OF APPROVAL OF METRO STAFF RECOMMENDATION REGARDING SAME DAY SERVICE CHANGES.

I. RECOMMENDED ACTION

That the Board of Directors hold a Public Hearing for receiving public input on the same day service changes policy in the ParaCruz Paratransit Plan, and that the Board of Directors approve the recommendations of METRO staff regarding same day service changes.

II. SUMMARY OF ISSUES

- On January 7, 2008, a ParaCruz passenger experienced a problem with the Same Day Service Changes Policy in effect at ParaCruz.
- The rider booked a trip to the dentist and upon arriving at the destination there was a sign at the location stating that the office had relocated approximately .3 of a mile.
- This incident occurred due to the fact that the existing policy at ParaCruz did not allow for same day changes.
- As a result of this incident staff implemented revisions to allow same-day changes to occur and was directed by the Board of Directors to solicit input from both the METRO Advisory Committee (MAC) and the Elderly and Disabled Technical Advisory Committee (E&D TAC) on these changes.
- Staff was further directed to bring the input back and to hold a Public Hearing on these changes.

III. DISCUSSION

At the January Board Meeting, Director Bustichi presented information regarding an incident that occurred on January 7, 2008 with a ParaCruz passenger. In this incident, the passenger scheduled a trip to her dentist's office. When the passenger arrived at the

destination, a sign on the door of the dentist's office advised that they had moved their office approximately .3 of a mile. The passenger requested to be taken to the alternate location or returned to her place of residence. ParaCruz was unable to comply with either request because the existing policy in effect at ParaCruz categorizes this type of occurrence as a Same Day Service Change.

The ParaCruz Customer Guide states:

“METRO ParaCruz cannot change pickup times or pick-up/drop off locations or your seating type on the day of your ride.”

This incident prompted an investigation and a review of the ParaCruz policy. The investigation revealed that the policy has been too strictly interpreted and applied as it relates to same day service change.

At the January 25, 2008 Board Meeting staff presented the Board of Directors with a procedure to deal with this issue in the future. Since this new procedure would involve changes to the Paratransit Plan, staff proposed that the changes be submitted to the METRO Advisory Committee (MAC) and the Elderly and Disabled Technical Advisory Committee (E&D TAC) for their input. At the March 28, 2008 Board Meeting, a Public Hearing will be held on the changes proposed by staff to make any revision necessary to the Paratransit Plan and the ParaCruz Customer Guide.

On February 12, 2008, METRO staff met with E&D TAC to review the proposal for revisions to the Same Day Service Change Policy. Attachment A to this Staff Report contains a letter with the comments received from the E&D TAC. A summary of their recommendations follows:

- METRO ParaCruz dispatchers be given the flexibility to determine the best scenario/means to solve problems that arise with same day change requests.
- No additional surcharge be incurred by the passenger.
- METRO consider allowing same day service, on a space available basis.
- The METRO ParaCruz guide spell out the existing practice that METRO ParaCruz passengers will not be left stranded.

On February 20, 2008, the MAC considered the proposal and they offered the following recommendations (Attachment B):

- Managers be authorized to approve same day modifications to Paratransit trips.

7.2

- An advisory statement be added to the ParaCruz Customer Guide to remind clients to verify their destination prior to the date of travel.
- That the Board of Directors approve the staff proposal to incorporate necessary revisions to the ParaCruz Customer Guide regarding same day service changes.

Staff is recommending that the Board of Directors adopt the same day change procedure whereby a Manager will be contacted by the ParaCruz Dispatcher who will then make a decision regarding any changes to the destination address. This might include returning the passenger to their starting location or revising the destination address with the consent of their emergency contact. There will be no additional charges to the rider as a result of these changes. Staff is not recommending at this time to broaden the definition of same-day changes, but merely to allow for necessary changes when the destination address is incorrect. Since this was implemented in January, this approach has been well received, and it has not been financially detrimental to the service. This change has satisfactorily addressed the same day change issue. Staff continues to recommend that the decision be made at the managerial level to add a level of consistency to the decisions on this important issue.

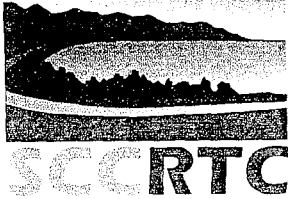
At the Public Hearing on March 28, 2008, staff recommends that the Board accept comments on the above proposed changes to the Paratransit Plan and the ParaCruz Customer Service Guide, and that if no further issues that arise with the proposal, that the Board of Directors adopt the recommendation as a permanent fix. Further staff recommends that these changes be monitored for six months and should financial or operational implications arise as a result, they will be reviewed.

IV. FINANCIAL CONSIDERATIONS

Since these events happen infrequently, it is estimated that there is no significant financial impact to the ParaCruz Budget.

V. ATTACHMENTS

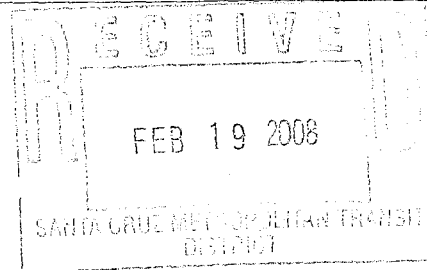
- Attachment A:** Input from Elderly and Disabled Transportation Advisory Committee (E&D TAC)
- Attachment B:** Input from Metro Advisory Committee (MAC)



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 15, 2008

Santa Cruz Metropolitan Transit District
Board of Directors
370 Encinal Street, Suite 100
Santa Cruz, CA 95060



RE: METRO Request for Input on ParaCruz Same Day Service Change Policy

Dear Chair Beautz:

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

At their February 12 meeting, the E/D TAC approved the following motions relative to the Santa Cruz Metropolitan Transit District's request for input on changes to the Same Day Service Change policy:

- The E/D TAC recommends that METRO ParaCruz dispatchers be given the flexibility to determine the best scenario/means to solve problems that arise with same day change requests.
- The E/D TAC recommends that no additional surcharge be incurred by the passenger for the dispatcher's solution.
- The E/D TAC recommends that the METRO consider allowing some same day service, on a space available basis.
- The E/D TAC recommends the METRO ParaCruz Customer Guide spell out the existing practice that METRO ParaCruz passengers will not be left stranded.

Metro subcontractor employee Sharon Barbour and I abstained on all motions. Thank you for requesting input from the Elderly & Disabled Transportation Advisory Committee on this important issue.

Sincerely,

A. John Daugherty, Chair
Elderly and Disabled Transportation Advisory Committee

cc: Les White, General Manager, Metro
Ciro Aquirre, Operations Manager, Metro
Naomi Gunther, Chair, MAC
Tony Campos, Chair, SCCRTC

7.21

\\Rtc\serv\internal\NE&DTAC\OUTREACH\2008\02-15ParaCruzPolicies.doc

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

M E M O R A N D U M

Date: March 28, 2008
To: Board of Directors
From: Naomi Gunther, MAC Chair
Subject: Metro Advisory Committee Recommendations

On February 20, 2008 the Metro Advisory Committee met and made the following recommendations regarding modifications to ParaCruz Same Day Service:

1. MAC RECOMMENDS THAT MANAGERS BE AUTHORIZED TO APPROVE SAME DAY MODIFICATIONS TO PARATRANSIT TRIPS
2. MAC RECOMMENDS THAT METRO STAFF ADD AN ADVISORY STATEMENT TO THE PARACRUZ CUSTOMER GUIDE TO REMIND CLIENTS TO VERIFY THEIR DESTINATION PRIOR TO THE DATE OF TRAVEL
3. MAC RECOMMENDS THAT THE BOARD OF DIRECTORS APPROVE STAFF PROPOSAL TO INCORPORATE NECESSARY REVISIONS TO PARACRUZ CUSTOMER GUIDE REGARDING SAME DAY SERVICE CHANGES, AND RECOMMEND STAFF PROPOSAL THAT METRO HOLD A PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS ON THE REVISIONS

The Members of the MAC appreciate your consideration of our recommendations.

7.61

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 28, 2008

TO: Board of Directors

FROM: Tom Stickel, Manager of Maintenance

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ISSUE A CONTRACT WITH GIRO, INC. FOR THE PURCHASE OF THE HASTUS-ATP RUN TIME ANALYSIS PROGRAM

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to issue a Contract in an amount not to exceed \$40,000 for the purchase of the HASTUS-ATP Run Time Analysis Program in accordance with the Procurement by Noncompetitive Proposals Requirements under the Federal Transit Administration Circular 4220.1E.

II. SUMMARY OF ISSUES

- Giro, Inc. (Giro) is the software developer of the program HASTUS used by METRO to develop the driver runs, or schedules.
- District requires the addition of the HASTUS-ATP software module which is a run time analysis tool.
- The ATP software module is only available from Giro, Inc. who is the developer of the HASTUS software program.
- District staff recommends that the Board of Directors authorize the General Manager to issue a Contract in an amount not to exceed \$40,000 for the purchase of the HASTUS-ATP Run Time Analysis Program in accordance with the Procurement by Noncompetitive Proposals Requirements under the Federal Transit Administration Circular 4220.1E.

III. DISCUSSION

Giro, Inc. is the software developer of the program HASTUS used by METRO to put together driver runs or schedules. The software was upgraded in 2006 to handle the requirements necessary to comply with the Industrial Welfare Commission Wage Order 9 (IWC).

The HASTUS-ATP module will assist the District in building run times by analyzing observed values and comparing them with current planned values. The observed times can be input from other systems such as hand-held computers and automatic vehicle location systems. Among the many features of the HASTUS-ATP include: display of current HASTUS-Vehicle run times and run time periods; run time profiles that show the effect of smoothing; automatic calculations and interactive graphical tools to adjust run times (in minutes or in seconds) and run time period

boundaries; and calculation of averages, standard deviations, as well as the number of observed run times outside of District-defined tolerances.

Giro, Inc. is the developer of the HASTUS software program. The requested software upgrade is not available from any other source. The quoted price for the upgrade from Giro (Attachment A) is \$37,390. In accordance with Federal Transit Administration Circular 4220.1E requirements for noncompetitive proposals, District staff contacted Giro, Inc. to request copies of other quotations for the HASTUS ATP module provided to other transit agencies in order to determine that the quotation received by METRO is fair and reasonable. Copies of other transit agency quotations were received and analysis showed that the quotation received for METRO is fair and reasonable.

It is therefore recommended that the Board of Directors authorize the General Manager to issue a contract with Giro, Inc. for the purchase of the HASTUS-ATP Module for an amount not to exceed \$40,000.

IV. FINANCIAL CONSIDERATIONS

Funding for this purchase is included in the Capital Budget.

V. ATTACHMENTS

Attachment A: Giro Proposal for *HASTUS-ATP Module*



June 29, 2006

Mr. Harlan Glatt
Senior Database Administrator
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060
USA

Subject: Estimate for the addition of *HASTUS-ATP* to current *HASTUS* installation

Dear Mr. Glatt:

GIRO Inc. is pleased to submit to Santa Cruz Metropolitan Transit District (SCMTD) the following estimate for the enhancement of your current *HASTUS* installation with the addition of *HASTUS-ATP* for run time analysis in either 2007 or 2008. A short document outlining current *HASTUS-ATP* module characteristics and functionalities is attached. A cost summary pertaining to the addition of *HASTUS-ATP* is included on page 2. No customization is planned for this project.

Scope of work – *HASTUS-ATP* addition

To estimate the extent of services required for the *HASTUS-ATP* addition, we took into account the following elements:

- Project management: work required by the Project Manager to organize and supervise the project team.
- Specifications defining precisely how *HASTUS-ATP* will be implemented and configured. The current proposal considers that run time data are provided as described in the *ATP-Rider* Measurement Input Interface document attached and included in the standard *HASTUS* documentation.
- Configuration where relevant variables are initialized and adjustments are made as needed.
- Testing prior to delivery where all features would be tested using a representative set of SCMTD data.
- Training sessions where your staff will be taught how to use the new module. Training is planned on-site with your *HASTUS* installation and uses a hands-on methodology. This proposal includes two days of training.
- Implementation support: time our staff will spend answering functional questions and advising users on how to use the application most effectively in your context.

... /2

75, rue de Port-Royal Est
Bureau 500
Montréal (Québec)
Canada H3L 3T1

+1 514 383 0404
+1 514 383 4971
www.giro.ca
info@giro.ca

8.01

Project planning

Work would start in Montréal after receiving your formal order with the signed amended license. It is estimated that a period of four months will be required to complete the project after formal approval is received.

It is assumed that collected run time data will be available in the current *ATP-Rider* Measurement Input Interface format (attached).

Cost information

The estimated costs include license, expenses, and associated services to bring the new modules into production at SCMTD. Estimated license fees are based on the current peak number of vehicles which is assumed to be eighty (80), as specified in your *HASTUS* license. A 20% discount on license fees for *HASTUS-ATP* is factored in because this is an addition to the base scheduling modules suite currently installed. Pricing includes a standard three-month warranty on the new module. The number of users within SCMTD has no impact on *HASTUS* license fees.

The following table provides the cost information for the new module.

Cost summary

Description	<i>HASTUS-ATP</i> (2007 estimated pricing)	<i>HASTUS-ATP</i> (2008 estimated pricing)
License (80 peak vehicles)	\$ 6,500	\$ 6,690
Work and services	\$27,550	\$28,500
Expenses	\$ 2,100	\$ 2,200
Total	\$36,150	\$37,390

Table 1 – Cost estimate for *HASTUS-ATP* addition Year 2007 and 2008

Conditions

Costs are expressed in US dollars and do not include taxes or duties that may apply and for which SCMTD would be responsible. Your current *HASTUS* license would be amended to include the *HASTUS-ATP* module.

Maintenance

The cost of the maintenance agreement will be revised on acceptance to reflect the addition of the new module. For year 2007, the addition of *HASTUS-ATP* would cause an increase of approximately \$1,125 US to the yearly cost of the maintenance agreement. This price does not include optional modification days.

Mr. Glatt

-3-

2006-06-29

We hope this estimate will be to your satisfaction. Please let us know in advance when you wish to proceed with the addition of *HASTUS-ATP*. If you have any question, do not hesitate to contact the undersigned.

Yours truly,

François Carignan
Senior Account Manager
francois.carignan@giro.ca

FC/HTP
ENCL.

8.93

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 14, 2008
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: **CONSIDERATION OF AUTHORIZATION TO ADD PROPERTY INSURANCE COVERAGE TO THE RECENTLY COMPLETED AND OCCUPIED "1200 RIVER STREET BUILDING B" PROPERTY FOR FY08**

ACTION REQUESTED AT THE MARCH 14, 2008 BOARD MEETING

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize adding property insurance coverage to the recently completed "1200 River Street Building B" property with Lexington Insurance Company.

II. SUMMARY OF ISSUES

- The District carries property insurance on all its owned facilities and on leased facilities in accordance with lease agreements, as well as on building contents.
- This would be a new insurance policy for the recently completed and occupied MetroBase Service and Fueling Facility.
- The annual premium is \$23,435. for a policy with Lexington Insurance Company.

III. DISCUSSION

Saylor & Hill, the District's property insurance broker, has arranged for property insurance coverage with Lexington Insurance Company. The district received only one bid from our broker, due to the amount of coverage (\$9,000,000) and the nature of the operation at this facility. Lexington Insurance Company is rated A+, XV by Best, and is a non-admitted carrier. (A non-admitted carrier means the carrier is not licensed by the State of California, and is not subject to the financial solvency regulation and enforcement that applies to California licensed insurers.) A representative from CalTIP was consulted regarding the use of a non-admitted carrier to provide insurance. The district was advised that this is not an issue as they are an AM Best A+ rated company. The representative also stated that other pools routinely use non-admitted carriers as part of their coverage, and they would have no problem utilizing Lexington Insurance Company for this coverage. The type of coverage is risk coverage, which includes buildings and contents, employee tools, electronic data processing equipment, offsite storage locations, and other equipment with a \$5,000 deductible. It excludes earthquake and flood. The District carries flood insurance on 1200 River Street, under a separate policy, and is currently in the process of gathering the required documentation for obtaining a quote for this property.

With the recent completion and occupancy of the 1200 River Street Building B property, it is necessary to add property insurance coverage at an additional cost of \$23,435. Staff recommends that the Board authorize coverage for 1200 River Street Building B with Lexington Insurance Company.

IV. FINANCIAL CONSIDERATIONS

The insurance cost will be funded through the FY08 final budget.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: March 14, 2008
TO: Board of Directors
FROM: Margaret Gallagher, District Counsel
SUBJECT: CONSIDERATION OF ALLOWING CLAIMANT JOHN KUHRY TO FILE A LATE CLAIM

ACTION REQUESTED AT THE MARCH 14, 2008 BOARD MEETING

I. RECOMMENDED ACTION

Deny the Claim filed by John Kuhry as untimely and Deny Claimant John Kuhry's Request to File a Late Claim

II. SUMMARY OF ISSUES

- On January 30, 2008, Claimant John Kuhry filed a claim (Attachment A) against Santa Cruz METRO for damages he sustained to his vehicle's bumper when he ran over a METRO bus stop sign that had fallen.
- During the investigation it was learned that the sign was replaced on July 24, 2007, which means that the claimant had to submit his claim to METRO on or before January 22, 2008 in order to be timely.
- The claimant is asking permission to file his claim now, although he missed the 6-month claim-filing statute deadline (Attachment B).
- Santa Cruz METRO has not accepted liability for Mr. Kuhry's alleged loss as METRO did not cause the sign to fall nor was it aware of the condition of the sign at the time Mr. Kuhry sustained the damages to his vehicle.

III. DISCUSSION

John Kuhry (hereinafter Claimant) filed a claim on January 30, 2008, for an incident that occurred during the month of July 2007. Claimant asserts that a METRO bus stop sign had fallen onto the parking lot at Kim's Salon and that it remained displaced for 2-3 weeks. Claimant explains that he ran over the sign while driving his vehicle and the vehicle's bumper was damaged (Attachment A). The exact date of the incident is not determinable at this point in time. Claimant alleged in his claim that he sustained \$1500+/- in damages to repair his vehicle.

METRO staff investigated this matter and determined that the bus stop sign was replaced on July 24, 2007. Therefore, Claimant's damages arose on or before July 24, 2007. The six-month claim filing statute would have expired at the latest, on January 22, 2008. Claimant filed his claim on January 30, 2008. METRO staff returned the claim as untimely. Claimant stated that he could

not locate METRO's administrative offices during the months that he was intending to file a claim. Claimant has now submitted a request to be relieved of the late claim statutes. California state law requires that claims related to damage of personal property, such as Claimant's car, must be filed with Santa Cruz METRO no later than six months after the date of the alleged incident giving rise to the damages (Government Code Section 911.2(a)).

If a potential claimant misses the deadline, the California Tort Claims Act incorporates an important procedural mechanism under which the failure to present a claim within the 6-month period allowed by law may be excused on a showing of special circumstances (Government Code Sections 911.4, 911.6, 911.8, 912.2, 946.6). A claimant may present an application for leave to present a late claim "within a reasonable time not to exceed one year after the accrual of the cause of action" (Government Code Section 911.4(b)). The statutory grounds for the application are mistake, inadvertence, surprise or excusable neglect, minority, physical or mental incapacity and/or death. The application requires a two-step analysis. First the applicant must state one of the grounds for relief in Government Code Section 911.6(b). Second, the applicant must determine the date of accrual of the cause of action and, in relation to that date, state that the applicant filed the application "within a reasonable time not to exceed one year" (Government Code Section 911.4(b)).

Claimant's request to file a late claim does not comply with the statutory requirements. He merely asks that he be allowed to file a late claim. In conversations with Claimant, he reported that he did not know how to get in touch with METRO. The California Supreme Court has defined "excusable neglect" as "neglect that might have been the act or omission of a reasonably prudent person under the same or similar circumstances" (Ebersol v. Cowan (1983) 35 C3d 427, 197 CR 601). Thus, "excusable neglect" is something of a misnomer, because the claimant must have acted reasonably, not negligently. The theme of the numerous cases distinguishing excusable from inexcusable neglect is that the former occurs when the claimant is reasonably trying to comply with the procedural requirements and deadlines necessary to pursue a claim and fails only because of some acceptable mistake. Inexcusable neglect occurs when the claimant's failure to present a timely claim results from the claimant's lack of diligence. Thus, unless the claimant shows that his or her failure resulted despite diligence, even a court does not have discretion to grant the claimant relief. Claimant did not exercise diligence in the pursuit of his claim against METRO. Therefore, the claim statutes cannot be waived on his behalf.

IV. FINANCIAL CONSIDERATIONS

If METRO accepts, Claimant's late claim and accepts liability for his loss, it would cost METRO approximately \$1500.00 to reimburse him for his car repairs.

V. ATTACHMENTS

Attachment A: Claim and Invoice for car repairs

Attachment B: Hand-written request to file late claim

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Claim # 08-0007

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: JOHN J. KUHR

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

Claimant's Phone Number: [REDACTED]

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

3. Occurrence: TRANSIT SIGN IN DRIVE WAY HIT BY MY CAR
DAMAGED BUMPER LIGHT, UNDER PLASTIC PARTS

Date: AUG 7 2007 Time: 7:30 AM Place: KIMS SALON PARKING LOT

Circumstances of occurrence or transaction giving rise to claim: SIGN WAS KNOCKED
OVER AT A 45-60° TILT TOWARD DRIVE WAY, FOR APPROX
3-4 WEEKS. (TOWARD E. OF LOT ENTRANCE)

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as
is known: SEE REPAIR ESTIMATE

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

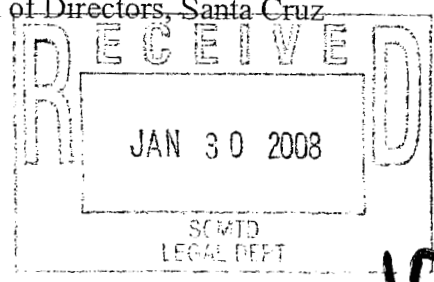
6. Amount claimed now	\$ <u>1500.00</u>
Estimated amount of future loss, if known	\$ _____
TOTAL	\$ _____

7. Basis of above computations: _____

John J. Kuhry
CLAIMANT'S SIGNATURE (or Company
Representative or Parent of Minor Claimant)

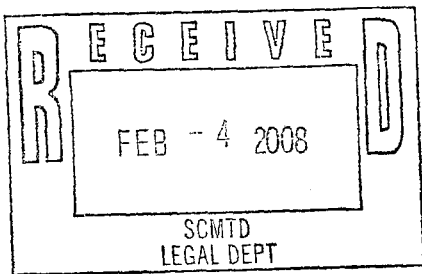
30 JAN 2008
DATE

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



10.01

Date: 1/31/2008 11:37 AM
 Estimate ID: 116
 Estimate Version: 0
 Preliminary
 Profile ID: westons auto



WESTONS AUTO

1298 Fair Avenue, Santa Cruz, CA 95060
 (831) 458-2267
 Fax: (831) 536-1099

Damage Assessed By: Robert Weston

Deductible: UNKNOWN

Owner: John Kuhry
 Telephone: Home Phone: [REDACTED]

Mitchell Service: 910626

Description: 2005 Ford Focus ZX3 SE
 Body Style: 2D HB
 VIN: 3FAFP31NX5R104400
 Options: AIR CONDITIONING, POWER WINDOWS, POWER DOOR LOCKS, AUTOMATIC TRANSMISSION

Drive Train: 2.0L Inj 4 Cyl 4A FWD

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	008091	BDY	OVERHAUL	FRT BUMPER ASSY			2.1 #
2	005869	BDY	REMOVE/REPLACE	FRT BUMPER COVER	6S4Z 17D957 DA	259.78	INC #
3	AUTO	REF	REFINISH	FRT BUMPER COVER			C 2.5
4	005659	BDY	REMOVE/REPLACE	L FRONT COMBINATION LAMP ASSEMBLY	7S4Z 13008 D	189.33	INC #
5	AUTO	BDY	CHECK/ADJUST	HEADLAMPS			0.4
6	005981	BDY	REMOVE/REPLACE	AIR CLEANER ASSEMBLY	4S4Z 9600 BA	371.30	0.5
7	936014		ADD'L COST	FLEX ADDITIVE		5.00 *	
8	AUTO	REF	ADD'L OPR	CLEAR COAT			1.0
9	AUTO		ADD'L COST	PAINT/MATERIALS		101.50 *	
10	AUTO		ADD'L COST	HAZARDOUS WASTE DISPOSAL		5.00 *	

* - Judgment Item
 # - Labor Note Applies
 C - Included in Clear Coat Calc

I. Labor Subtotals						II. Part Replacement Summary		
	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals			Amount
Body	3.0	55.00	0.00	0.00	165.00	Taxable Parts		820.41
Refinish	3.5	55.00	0.00	0.00	192.50	Sales Tax @ 8.500%		69.73
Non-Taxable Labor					357.50	Total Replacement Parts Amount		890.14
Labor Summary	6.5				357.50			

ESTIMATE RECALL NUMBER: 01/31/2008 11:37:34 116

Mitchell Data Version: DEC_07_A
 UltraMate Version: 6.0.028

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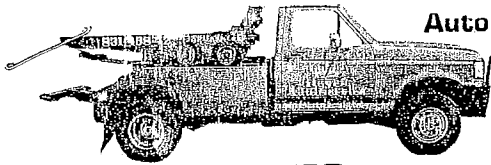
10.02

II. Additional Costs			Amount	IV. Adjustments		Amount
Taxable Costs			106.50	Customer Responsibility		0.00
Sales Tax	@	8.500%	9.05			
Non-Taxable Costs			5.00			
Total Additional Costs			120.55			
				I. Total Labor:		357.50
				II. Total Replacement Parts:		890.14
				III. Total Additional Costs:		120.55
				Gross Total:		1,368.19
				IV. Total Adjustments:		0.00
				Net Total:		1,368.19

This is a preliminary estimate.
Additional changes to the estimate may be required for the actual repair.

X _____

10.23



Auto Repair • Foreign & Domestic • Mecanica en General • Servicio de Grúa

**REYES
AUTO SERVICE**

217 McPherson Ave. Santa Cruz, CA.
(831)458-4235

AUTO REPAIR ORDER

NAME Don
 ADDRESS _____
 CITY, STATE San Jose Cal 95060

QUAN.	PART NO.	NAME OF PART	PRICE	CUSTOMER'S INFORMATION			
				DATE <u>8-24-07</u>	CUSTOMER'S ORDER NO <u>I</u>	WHEN PROMISED _____	PHONE _____
				YEAR • MAKE • MODEL <u>2004 Ford Focus</u>	SERIAL NO _____	MOTOR NO <u>4001</u>	WRITTEN BY _____
				LICENSE NO _____	ODOMETER _____		
				<input type="checkbox"/> LUBE <input type="checkbox"/> OIL CHANGE <input type="checkbox"/> FLUSH TRANS. <input type="checkbox"/> FLUSH DIFF. <input type="checkbox"/> WASH <input type="checkbox"/> POLISH			
		<u>1 New Fog Ligh.</u>					
		<u>Fix Bumper and Paint</u>					
		<u>Re-Do PSH</u>					
				<u>Sub. Air Filter 500</u>			
				GAS, OIL & GREASE		ACCESSORIES	
				GALS. GAS		LABOR ONLY	
				QTS. OIL		PARTS	
				LBS. GREASE		ACCESSORIES	
				TOTAL GAS OIL & GREASE		GAS, OIL, & GREASE	
				<input type="checkbox"/> RETAIN PARTS		MISC. MERCHANDISE	
				<input type="checkbox"/> DESTROY PARTS		SUBLET REPAIRS	
					TOTAL ACCESSORIES	TAX	
ESTIMATE AMOUNT • PARTS & LABOR ▶ <u>500</u>				AUTHORIZED BY _____		TOTAL <u>500</u>	

I HEREBY AUTHORIZE THE ABOVE REPAIR WORK TO BE DONE ALONG WITH THE NECESSARY MATERIAL, AND HEREBY GRANT YOU AND/OR YOUR EMPLOYEES PERMISSION TO OPERATE THE CAR, TRUCK OR VEHICLE HEREIN DESCRIBED ON STREETS, HIGHWAYS OR ELSEWHERE FOR THE PURPOSE OF TESTING AND/OR INSPECTION. AN EXPRESS MECHANIC'S LIEN IS HEREBY ACKNOWLEDGED ON ABOVE CAR, TRUCK OR VEHICLE TO SECURE THE AMOUNT OF REPAIRS THERETO.

YOU ARE ENTITLED TO A PRICE ESTIMATE FOR THE REPAIRS YOU HAVE AUTHORIZED. THE REPAIR PRICE MAY BE LESS THAN THE ESTIMATE, BUT WILL NOT EXCEED THE ESTIMATE WITHOUT YOUR PERMISSION. YOUR SIGNATURE WILL INDICATE YOUR ESTIMATE SELECTION.

TEARDOWN ESTIMATE - I UNDERSTAND THAT MY CAR WILL BE REASSEMBLED WITHIN _____ DAYS OF THE DATE SHOWN IF I CHOOSE NOT TO AUTHORIZE THE SERVICES RECOMMENDED.

- 1 I request an estimate in writing before you begin repairs _____
- 2 I agree proceed with repairs but call me before continuing if the price will exceed \$ _____
- 3 I do not want an estimate _____

AUTO REPAIR ORDER

10.24

FEB 18, 2008

JOHN KUHRY DATE

[REDACTED]

SANTA CRUZ, CA 95060

[REDACTED]

SANTA CRUZ METROPOLITAN TRANSIT SYSTEM
MARGARET GALLAGHER
DISTRICT COUNSEL

Attachment **B**

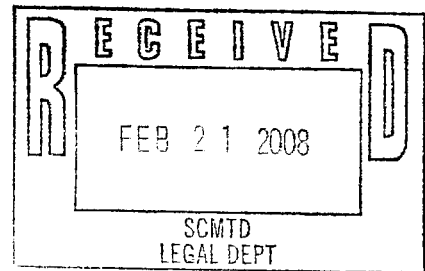
REF: MISC 08-01

DEAR MARGARET GALLAGHER

PER YOUR LETTER OF 13 FEB. 2008, I REQUEST
THE TRANSIT SYSTEM FOR LEAVE TO PRESENT
A LATE CLAIM.

Sincerely,
John Kuhry

cc: FILE



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 14, 2008
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager
SUBJECT: **CONSIDERATION OF MODIFICATION TO THE PAYROLL SPECIALIST CLASS SPECIFICATIONS (JOB DESCRIPTION).**

ACTION REQUESTED AT THE MARCH 14, 2008 BOARD MEETING

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve changes to the Payroll Specialist class specification which modernize the position description and add more details regarding the tasks performed in this position.

II. SUMMARY OF ISSUES

- The most recent Payroll Specialist retired after working in that capacity for approximately 19 years.
- The class specification has not been updated since 1990.
- The position does not have any references to changes in technology and lacks details on the tasks required.

III. DISCUSSION

As a result of the retirement of the employee working in this the class specification the position was reviewed to determine if changes were needed before the recruitment process began. In reviewing the position, Management added more detailed information on the tasks required to successfully function in this capacity. Information regarding the need for computer skills were also added, since many of the functions of this position are now input into an electronic payroll system.

The position has been changed to allow the Payroll Specialist to assist other departments within Operations on a temporary basis during vacations or during periods of recruitment.

Management provided the revised class specifications to SEIU Local 521 for review. SEIU Local 521 has approved the class specification as attached.

IV. FINANCIAL CONSIDERATIONS

There is no cost associated with this change.

V. ATTACHMENTS

Attachment A: Proposed class specifications for the Payroll Specialist.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PAYROLL SPECIALIST

Attachment **A**

DEFINITION

This position is responsible for coordinating and processing employees' payroll activities timely and accurately. Under limited general supervision, the Payroll Specialist performs the timekeeping and payroll functions for the Fixed Route department; may assist other departments in Operations as needed for vacation and position vacancies; develops and maintains computerized and manual record keeping systems and procedures for timekeeping requirements; prepares and maintains statistical records and reports; and performs other related duties as assigned.

EXAMPLES OF DUTIES

Maintains payroll records and files, processes and audits electronic timekeeping system and calculates payroll for employees within Operations.

Computes and verifies payroll, deductions, and other payroll functions in compliance with labor contract provisions.

Ensures that internal controls relating to payroll are identified and that all payroll activities are in compliance with the internal control procedures.

Verifies accuracy of payroll systems and payroll related reports.

Uses spreadsheets and other electronic programs to track and report absences, vacations, overtime, and a variety of other leaves or payroll categories.

Coordinates with other METRO departments for adherence to policies or procedures.

Reviews daily schedule and bid change documents to update timekeeping records for payroll processing.

Compiles timekeeping and payroll data and prepares various statistical and informational management reports.

Codes information for entry into computer records, develops, prepares, distributes, maintains and files a variety of reports, records, and documentation related to payroll and timekeeping.

Identify, develop, and implement procedural and payroll system improvements.

Prepares requested documents for internal, external and governmental auditors as required.

Responds to questions and researches payroll related problems; provides information to Management upon request departmental personnel regarding payroll and labor contract application.

Utilizes METRO computer hardware and software programs to process payroll, compile data and prepare reports.

Prepares logs and summaries of occupational illnesses and injuries and verifies that all workers' compensation forms are completed correctly prior to submission to Human Resources Department.

Performs other clerical duties to assist the Operations Department.

EMPLOYMENT STANDARDS

Knowledge of:

- Financial accounting terminology and methods, including general bookkeeping practices and procedures.
- Standard office administrative practices and procedures, including record keeping systems and the operation of common office equipment such as typewriters, calculators, copy machines, facsimiles, and computer hardware and common software including Microsoft Office and Excel.
- Principles and practices of employee payroll and related records and reports.
- Mathematical calculations used in calculating payroll such as addition, subtraction, multiplication and division.
- Excellent customer service skills.

Skill to:

- Thorough knowledge of payroll practices including how to research and answer payroll issues.
- Strong organizational and analytical skills.
- Reliable and detail oriented
- Excellent written and verbal communications skills.
- Computer skills
- Strong problem solving and customer service skills.

Ability to:

- Work independently with limited supervision
- Meets critical deadlines.
- Provide critical thought process to standard operating procedures and contractual language
- Research issues and report findings
- Perform automated payroll data entry
- Perform mathematical calculations quickly and accurately.
- Maintain confidentiality in personnel and payroll related matters.

11.a2

- Establish and maintain effective working relationships with those contacted in the course of work.
- Interact professionally with third parties and employees
- Interpret and apply labor contract provisions relating to payroll and benefits.
- Design, prepare and compile reports and information.
- Independently organize and prioritize work assignments and meet deadlines.
- Operate 10 key by touch, calculator, typewriter, computer, and other standard office equipment.

Training and Experience

Education equivalent to completion of the 12th grade and two (2) years of progressively responsible bookkeeping or financial record keeping requiring use of discretion and judgment. 1 year of Payroll experience highly desirable but not required.

Course work and/or experience equivalent to 1 year in computer software programs, including word-processing, database, and spreadsheets are required (for example Microsoft office).

11.a3