



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA MEETING MINUTES*
NOVEMBER 15, 2019 – 9:00 AM
WATSONVILLE CITY CHAMBERS
275 MAIN STREET, WATSONVILLE, CA**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, November 15, 2019 at the Watsonville City Chamber, 275 Main Street, Watsonville, CA.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California. *Minutes are "summary" minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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SECTION I: OPEN SESSION

CALL TO ORDER at 9:05 AM by Chair Bottorff.

ROLL CALL: The following Directors were **present**, representing a quorum:

Director Ed Bottorff	City of Capitola	
Director Trina Coffman-Gomez	City of Watsonville	
Director Aurelio Gonzalez	City of Watsonville	
Director John Leopold	County of Santa Cruz	
Director Donna Lind	City of Scotts Valley	
Director Cynthia Mathews	City of Santa Cruz	
Director Donna Meyers	City of Santa Cruz	
Director Bruce McPherson	County of Santa Cruz	Arrived 9:12A
Director Larry Pageler	County of Santa Cruz	
Director Dan Rothwell	County of Santa Cruz	
Director Mike Rotkin	County of Santa Cruz	
Ex-Officio Dir. Alta Northcutt	Cabrillo College	Arrived 9:06A
Ex-Officio Dir. Stephen Preston	UCSC	Arrived 9:18A

Director Leopold was absent.

STAFF PRESENT:

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) WERE:

Susan Cavalieri
William Condon, AMBAG

Jessican Evans, Self
Marilyn Garrett, Health

Joan Jeffries, SEIU
Daniel Zaragoza, SCMTD

3 ANNOUNCEMENTS

Chair Bottorff introduced Mindy Esqueda and her Spanish Language interpretation services. Ms. Esqueda announced her services in Spanish for the assembly. Chair Bottorff also announced that Community Television of Santa Cruz County is televising the meeting with technician, Mr. Lynn Dunton. Today's City of Watsonville technician is Remi Rodriguez.

4 BOARD OF DIRECTORS COMMENTS

Hearing none, Chair Bottorff moved to the next agenda item

5 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Monica McGuirre, a resident of Corralitos, voiced her concerns about Wi-Fi on the buses and asked METRO to look at the EMFs, 5G and any ramifications.

Marilyn Garrett also voiced her concerns regarding the the AVL system on the buses. See attached documentation distributed at meeting.

Becky Taylor requested that the Route 3 schedule be revised to run every hour, rather than every three hours. She also requested that Wi-Fi be expanded to all the buses.

Director McPherson arrived 9:12A

6 WRITTEN COMMUNICATIONS FROM MAC

Having none, Chair Bottorff moved to the next agenda item.

7 LABOR ORGANIZATION COMMUNICATIONS

Hearing none, Chair Bottorff moved to the next item.

8 ADDITIONAL DOCUMENTATION

Agenda Item 9-14, Consideration of Approving the Authorization and Funding of a Purchasing Manager Position, staff report and attachments

Agenda Item 9-15, Consideration of Approving the Authorization and Funding of a Project Manager Position, staff report and attachments

Agenda Item 12B.1, METRO's Preliminary Outlook for Zero Emission Bus Purchases

News Clips were posted to the website and are available at the back of the room.

CONSENT AGENDA

9-01 RECOMMENDED ACTION ON TORT CLAIMS

9-02 ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF OCTOBER 2019

9-03 ACCEPT AND FILE THE MINUTES OF THE OCTOBER 25, 2019 BOARD OF DIRECTORS MEETING AND THE NOVEMBER 8, 2019 FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING

- 9-04 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS AND ACTIVE GRANTS FOR THE FIRST QUARTER OF FY20
- 9-05 ACCEPT AND FILE: METRO PARACRUZ OPERATIONS STATUS REPORT FOR JULY, AUGUST & SEPTEMBER 2019
- 9-06 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE FIRST QUARTER OF FY20
- 9-07 ACCEPT AND FILE: YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF SEPTEMBER 30, 2019
- 9-08 APPROVE: CONSIDERATION OF AWARDING A CONTRACT FOR PURCHASE OF A BUS YARD SWEEPER SCRUBBER, ACCESSORIES AND TRAILER FOR METRO FACILITIES
- 9-09 APPROVAL OF NEW CAPITAL PROJECTS AND UPDATED 10-YEAR UNFUNDED CAPITAL NEEDS LIST
- 9-10 APPROVE: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR MAINTENANCE FACILITIES PROJECT, PHASE I: ENGINEERING ANALYSIS
- 9-11 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT WITH GIRL, INC. FOR HASTUS SOFTWARE MAINTENANCE AND SUPPORT
- 9-12 APPROVE: CONSIDERATION OF APPOINTMENT OF JESSICA DE WIT AND REAPPOINTMENT OF JOSEPH MARTINEZ TO THE METRO ADVISORY COMMITTEE (MAC) FOR FOUR-YEAR TERMS ENDING DECEMBER 31, 2023
- 9-13 APPROVE: CONSIDERATION OF CHANGE IN DEPENDENT REQUIREMENTS FOR DENTAL AND VISION INSURANCE POLICIES
- 9-14 APPROVE: CONSIDERATION OF APPROVING THE AUTHORIZATION AND FUNDING OF A PURCHASING MANAGER POSITION – **PULLED FROM CONSENT BY CHAIR BOTTORFF TO BE COMBINED WITH 9-15 AND BECOME AGENDA ITEM 20A**
- 9-15 APPROVE: CONSIDERATION OF APPROVING THE AUTHORIZATION AND FUNDING OF A PROJECT MANAGER POSITION - PULLED FROM CONSENT BY CHAIR BOTTORFF TO BE COMBINED WITH 9-14 AND BECOME AGENDA ITEM 20A**

Ex-Officio Director Preston arrived 9:18AM

In response to several Directors' inquiries, Mr. Daniel Zaragoza, ParaCruz Operations Manager, will provide additional information by location in his next report.

Discussion among the Board and staff regarding the differences between ParaCruz and LiftLine ensued. The Board directed the CEO to elaborate on ParaCruz future plans, etc. at an upcoming meeting.

There was no public comment.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED WITH THE PULLING OF CONSENT ITEMS 9-14 & 9-15 TO BECOME AGENDA ITEMS 21A AND 21B, RESPECTIVELY.

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR McPHERSON

MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Director Leopold was absent.

REGULAR AGENDA

10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR

20 YEARS: Martin Gilbert, Marc Krovetz, Uriel Mendoza & Mark Saunders

35 YEARS: Gilberto Limas and Mario Espinoza

Vice Chair Rotkin read brief bios of the employees and congratulated them, while Chair Bottorff presented plaques to those present.

Uriel Mendoza accepted his plaque and provided Chair Bottorff with a letter from a satisfied customer. He invited the board members to ride the bus.

Mark Saunders accepted his plaque and thanked the assembly.

11 RESOLUTION OF APPRECIATION, RETIREE: KAREN BLIGHT

Chair Bottorff read the resolution and thanked Ms. Blight for her service in absentia.

ACTION: MOTION TO ACCEPT THE RESOLUTION AS PRESENTED.

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR COFFMAN-GOMEZ

MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Director Leopold was absent.

12 ORAL CEO UPDATE

CEO Clifford announced the December 2019 board meeting will be cancelled due to a lack of pressing agenda items. There were no objections from the board members.

New Hires:

- Jerry Ayala-Magana, Vehicle Service Worker I

Promotions:

- Juan Gastelum, Custodial Service Worker II, promoted from Custodial Service Worker I
- Maria Padilla, Sr. Customer Service Representation, promoted from Customer Service Rep.
- Michael Thorn, Lead Mechanic, promoted from Mechanic II
- Jose Valtierra, Transit Supervisor, promoted from Bus Operator

CEO Clifford provided commentary to the (attached) projected Preliminary Outlook for ZEB Bus Purchases slide and shared photos of the hydrogen-fueled MCI Coach that was presented at the CTA Annual Fall Conference this week. In response to Vice Chair Rotkin's question, CEO Clifford expanded on the anticipated infrastructure needs associated with the hydrogen-fueled buses. CEO Clifford will provide additional information about the hydrogen fueled buses to the board members separately.

Director McPherson applauded METRO's approach to our fleet options.

CEO Clifford has been elected to the CalACT Board of Directors by his industry peers, reelected to the CTA Executive Committee and appointed as a new member of the APTA Financial Committee.

He provided a brief update on various federal and state funding programs. The Board requested staff pen a letter to Congressman Panetta for his introduction of a bill supporting the purchase of electric buses.

Public comment:

Marilyn Garrett expressed her concerns regarding the new technology.

Monica McGuirre echoed Ms. Garrett's concerns. She also expressed her concerns about CNG being delivered from Michigan via diesel fuel vehicles.

13 CONSIDERATION OF AUTHORIZING THE TEMPORARY APPOINTMENT OF BARROW EMERSON AS "SPECIAL PLANNING AND DEVELOPMENT DIRECTOR"

CEO Clifford noted that today is Mr. Emerson's last day with METRO and highlighted his various achievements during his tenure. General Counsel Sherman explained the legal requirements necessary for Mr. Emerson to work with METRO as a Temporary Special Planning and Development Director.

Several Directors complimented Mr. Emerson for his presentations, achievements with METRO, and positive and calming public outreach, emphasizing the value he added and the future vision he provided. The positive public feedback during the trying times was greatly appreciated by all.

Public comment:

Jessica Owens thanked Barrow for his presentations at various other agencies.

Director Meyers departed at 10:28AM

ACTION: MOTION TO ACCEPT THE RESOLUTION AS PRESENTED.

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR GONZALEZ

MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Director Leopold was absent.

14 CONSIDERATION OF A RESOLUTION TO ESTABLISH THE BOARD OF DIRECTORS MEETING SCHEDULE & LOCATIONS FOR THE 2020 CALENDAR YEAR

Alex Clifford, CEO/General Manager, introduced the agenda item and provided commentary to the exhibits. After discussion among the Board Members, the motion below was made.

There was no public comment.

ACTION: MOTION TO ACCEPT THE RESOLUTION AND EXHIBIT A TO ESTABLISH THE BOARD OF DIRECTORS MEETING SCHEDULE AND LOCATIONS FOR THE 2020 CALENDAR YEAR; FURTHER REQUESTING THE BOARD MEMBERS TO HOLD THE SECOND FRIDAY FOR POTENTIAL COMMITTEE MEETINGS.

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR COFFMAN-GOMEZ

MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Lind, Mathews, McPherson, Pageler, Rothwell and Rotkin) Directors Leopold and Meyers were absent.

15 RECOMMENDATION TO APPROVE REVISIONS TO THE BYLAWS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BOARD OF DIRECTORS

Chair Bottorff approved the request to combine Agenda Items 15 and 16 as one.

16 APPROVE AMENDMENTS TO TITLE II OF THE ADMINISTRATIVE CODE: PROCUREMENT POLICY

Julie Sherman, General Counsel, spoke to the agenda items, highlighting the changes in both, resulting from Assembly Bill 1089, which made changes to METRO's enabling legislation.

In response to a suggestion to include only redline versions in the printed board packets, METRO staff will check with the individual Directors regarding their preference for the inclusion of clean and redline versions going forward.

Public comment:

Joan Jeffries thanked General Counsel Sherman for the procurement policy changes. She also suggested METRO wait to update the purchasing titles, pending the outcome of today's discussion. General Counsel Sherman agreed those changes should be held off for now and not included in today's recommended action.

ACTION: MOTION TO APPROVE THE REVISIONS TO THE BYLAWS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BOARD OF DIRECTORS AS PRESENTED AND THE PRESENTED AMENDMENTS AND CORRECTED PURCHASING TITLES TO TITLE II OF THE ADMINISTRATIVE CODE: PROCUREMENT POLICY

MOTION: DIRECTOR MATHEWS

SECOND: DIRECTOR McPHERSON

MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Lind, Mathews, McPherson, Pageler, Rothwell and Rotkin) Directors Leopold and Meyers were absent.

17 APPROVE THE CHANGES TO RESERVE FUND POLICY

Angela Aitken, CFO, provided commentary to the presentation and requested the Board approve the change in reserves from two to three months.

There was no public comment.

ACTION: MOTION TO APPROVE THE CHANGES TO THE RESERVE FUND POLICY AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR COFFMAN-GOMEZ

MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Lind, Mathews, McPherson, Pageler, Rothwell and Rotkin) Directors Leopold and Meyers were absent.

18 APPROVE: CONSIDERATION OF ACCEPTING THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE'S RECOMMENDATIONS REGARDING PENSION (UAL) AND RETIREE MEDICAL LIABILITIES (OPEB) AS PRESENTED

CFO Aitken spoke to the presentation and staff report and asked for approval to authorize the hiring of an actuarial (at an anticipated cost of approximately \$50,000) to analyze and develop a plan to begin paying down the retiree medical and pension liability and to establish an irrevocable trust to do so.

Director Coffman-Gomez thanked CFO Aitken for the information and looks forward to actuarial recommendations.

There was no public comment.

ACTION: MOTION TO ACCEPT THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE'S RECOMMENDATIONS REGARDING PENSION (UAL) AND RETIREE MEDICAL LIABILITIES (OPEB) AS PRESENTED

MOTION: DIRECTOR MATHEWS

SECOND: DIRECTOR COFFMAN-GOMEZ

MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Lind, Mathews, McPherson, Pageler, Rothwell and Rotkin) Directors Leopold and Meyers were absent.

19 CITY OF SANTA CRUZ DOWNTOWN BUS PASS ORAL PRESENTATION

Barrow Emerson, Planning and Development Director, introduced Claire Fliesler of the City of Santa Cruz who distributed a small brochure to the assembly (attached) and spoke about the conditions that led to the program and the program itself. The program has been extended to full and part time employees with a goal to reduce solo driving to less than 50%. A countywide expansion will be launching this spring. The City is currently looking for a park and ride location in Watsonville/Airport Boulevard area.

Director McPherson applauded the Parking District and City for implementing this program. He and Chair Bottorff suggested METRO write a letter commending their actions.

Director Coffman-Gomez suggested METRO promote this program on the buses. Ms. Fliesler will follow up with METRO and work with her marketing team to promote.

Director Meyers added that 18% of the targeted 4,000 downtown employees have joined the program.

Ex-Officio Director Northcutt inquired as to the emergency ride home program. Ms. Fliesler explained the program intention; i.e., to be used as a safety net under certain conditions, not typically used for quick rides around town.

Ms. Fliesler will provide Mr. Emerson with additional statistics to forward to the board members.

Public comment:

Monica McGuirre requested bike lanes be added to the program.

Jessica Evans, City of Santa Cruz resident, appreciates the program and looks forward to the countywide launch.

20 ORAL PACIFIC STATION UPDATE

Barrow Emerson, Planning and Development Director, provided a brief update on the status of Pacific Station.

Vice Chair Rotkin inquired as to the redevelopment funds, which may or may not be available to the City of Santa Cruz. Director Mathews said they remain hopeful, as this has not yet been finalized.

There was no public comment.

21A CONSIDERATION OF APPROVING THE AUTHORIZATION AND FUNDING OF A PURCHASING MANAGER POSITION – PULLED FROM CONSENT BY CHAIR BOTTORFF TO BE COMBINED WITH 9-15 AND BECOME AGENDA ITEM 21A

21B CONSIDERATION OF APPROVING THE AUTHORIZATION AND FUNDING OF A PROJECT MANAGER POSITION - PULLED FROM CONSENT BY CHAIR BOTTORFF TO BE COMBINED WITH 9-14 AND BECOME AGENDA ITEM 21B

CFO Aitken provided further clarification of the two agenda items (attached) at the request of the Board.

Director Gonzalez departed 11:12AM

Director Mathews thanked CFO Aitken for her clarification and asked if she anticipated any future needs for an external project manager for a specific project. CFO Aitken and CEO Clifford provided examples of present and future uses of external project managers.

ACTION: MOTION TO APPROVE THE AUTHORIZATION AND FUNDING OF THE PURCHASING MANAGER AND PROJECT MANAGER POSITIONS AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR MATHEWS

MOTION PASSED WITH 8 AYES (Directors Bottorff, Coffman-Gomez, Lind, Mathews, McPherson, Pageler, Rothwell and Rotkin) Directors Gonzalez, Leopold and Meyers were absent.

21 RESOLUTION CELEBRATING PARACRUZ' 15TH ANNIVERSARY

Daniel Zaragoza, Operations Manager, ParaCruz Division, thanked the Board for the resolution and said November 1, 2004 was ParaCruz's first day of service for METRO. This service provides the community with transportation to any venue, not just medical-related appointments. They strive to provide the best service to the community so people can continue to live independent lives.

There was no public comment,

ACTION: MOTION TO APPROVE THE RESOLUTION CELEBRATING PARACRUZ' 15TH ANNIVERSARY AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR McPHERSON

MOTION PASSED WITH 8 AYES (Directors Bottorff, Coffman-Gomez, Lind, Mathews, McPherson, Pageler, Rothwell and Rotkin) Directors Gonzalez, Leopold and Meyers were absent.

22 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, JANUARY 24, 2020 AT 9:00AM AT METRO'S ADMIN OFFICES, 110 VERNON STREET, SANTA CRUZ, CA

Chair Bottorff announced the next meeting as above.

Chair Bottorff adjourned the meeting at 11:20AM

Respectfully submitted,

Gina Pye, Executive Assistant

Attachment

*Santa Cruz Metropolitan
Transit District*



DATE: November 15, 2019
TO: Board of Directors
FROM: Angela Aitken, Chief Financial Officer
SUBJECT: CONSIDERATION OF APPROVING THE AUTHORIZATION AND FUNDING OF A PURCHASING MANAGER POSITION

I. RECOMMENDED ACTION

That the Board of Directors approve authorizing and funding a Purchasing Manager position and corresponding wage scale

II. SUMMARY

- In August of 2019, the Purchasing and Special Projects Director left our employment.
- The CEO has reorganized the reporting structure and placed the Purchasing Department has been placed under the Chief Financial Officer (CFO).
- After an evaluation of the Purchasing Department over the last few months, staff is requesting to replace the Purchasing and Special Projects Director position with a Purchasing Manager position to manage and coordinate the agency's purchasing and contracting needs as well as the parts, materials and handling area.
- Human Resources (HR) staff have worked with an outside agency to create a new Purchasing Manager position description and corresponding wage scale.
- Staff is recommending Board approval to adopt the new Purchasing Manager position description and wage scale.

III. DISCUSSION/BACKGROUND

In August of 2019, the Purchasing and Special Projects Director left our employment. At that time, the Chief Executive Officer (CEO) placed the reporting structure authority for the Purchasing Department with the CFO.

Over the past few months, the CFO has evaluated the Purchasing Department and all of its tasks. Going forward, staff is requesting to replace the Purchasing and Special Projects Director position with a Purchasing Manager position to manage and coordinate the agency's purchasing and contracting needs, as well as the parts, materials and handling area.

Attachment

HR has worked with Koff & Associates, an outside agency, to create a new Purchasing Manager position description and corresponding wage scale. Upon approval, an open recruitment will be undertaken to fill the Purchasing Manager position.

Koff & Associates presented a Total Compensation Study which reflected the comparison agency salaries and benefits. The seven labor market comparable agencies were:

- Central Contra Costa County Transit Authority
- City of Santa Cruz
- County of Santa Cruz
- Monterey- Salinas Transit District
- Riverside Transit Agency
- San Joaquin Regional Transit District
- Santa Barbara Metropolitan Transit District

Staff is recommending Board approval to adopt the new Purchasing Manager position description and wage scale.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funding for this position is in the FY20 & FY21 Purchasing Department Operating Budget.

V. ALTERNATIVES CONSIDERED

There are no viable alternatives to not having a Purchasing Manager.

VI. ATTACHMENTS

Attachment A: Purchasing Manager Position Description

Attachment B: Purchasing Manager Wage Scale

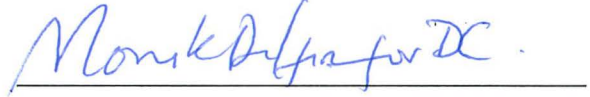
Prepared by: Angela Aitken, CFO
Dawn Crummié, HR Director

Attachment

Board of Directors
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VII. APPROVALS

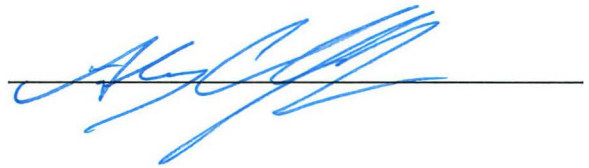
Dawn Crummié, HR Director



Approved as to fiscal impact:
Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager



Attachment

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Attachment

Class Code: OA119
FLSA Status: Exempt

Purchasing Manager Bargaining Unit: Management

DEFINITION:

Under general direction of the Chief Financial Officer (CFO), the Purchasing Manager plans, organizes, directs, develops, and coordinates the activities of the Purchasing department, including contracting and purchasing; ensures compliance with applicable Federal, State, and local laws and regulations; performs complex procurement activities; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Receives general direction from the CFO. Exercises general supervision over supervisory, technical, and administrative support staff as assigned. This is a “working” manager classification. This position is distinguished from support staff as the incumbent serves as the department head for Purchasing.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Manages the daily functions, operations, and activities of the Purchasing department; provides planning, support, training, and oversight of procurement process, contract management, vendor performance, and records retention for user departments.
- Provides for the selection, training, professional development, and work evaluation of department staff; authorizes discipline as required; and provides policy guidance and interpretation to staff.
- Develops and standardizes procurement policies, procedures, and methods to improve and continuously monitor the compliance, efficiency, and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the CFO.
- Directs, manages, coordinates, and administers the formal bid and procurement process, including development of invitation for Bids (IFBs), Request for Proposals (RFPs), Request for Quotations (RFQs), coordinating pre-bid meetings and bid openings, and contract negotiations.
- Ensures contract compliance with Federal, State and local requirements; evaluates all procurement activities for compliance with Santa Cruz METRO’s policies and procedures; may create and track Key Performance Indicators for the department.
- Reviews and approves contracts and purchase orders; maintains contact and negotiates with vendors; keeps informed of market conditions and new products; evaluates vendor performance.
- Oversees records retention and management, OSHA required documentation, and required notification distribution to employees.
- Assists in the Disadvantaged Business Enterprise (DBE) Program to help with compliance with various rules and regulations.
- Ensures the in-house procurement database and software are up-to-date.
- Confers with department representatives to determine purchasing needs, specifications, and areas of standardization.



Attachment

- Prepares technical and administrative reports, correspondence, written recommendations, and makes oral presentations to the Santa Cruz METRO Board of Directors, management, governmental officials, and other organizations or groups as needed.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of public agency procurement, including conducting and administrating formal bid or proposal processes.
- Principles and practices of contract administration related to professional services, materials, supplies, equipment, transit revenue vehicles, and construction.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of negotiated and qualification-based procurements; joint agency procurements; RFP/solicitation document requirements; scope of work/technical specification preparation, and terms and conditions.
- Disadvantaged Business Enterprise (DBE) Program requirements.
- Federal, State, and local laws and regulations and District policies and procedures applicable to local government procurement.
- Common office software systems at the advanced level.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Oversee and/or conduct the procurement process including contract negotiations, qualification - based procurements, IFBs, RFPs, and RFQs.
- Plan, organize, and direct the functions of the Purchasing department.
- Prepare administrative and complex technical reports, formal correspondence, written recommendations, oral presentations, and use computers and software programs.
- Prepare departmental budgets and projections of expenditure for capital budgets and proposed contracts.
- Direct, organize, and evaluate departmental programs and the performance of staff.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws and regulations and District policies and procedures related to the procurement process.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with employees, union representatives, Board members, stakeholders, elected and appointed officials, vendors, contractors, consultants, media representatives, and members of the public.



Attachment

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Training and Experience:

Bachelor's degree from an accredited college in business, finance, public administration, mathematics, or a closely related field, as well as completion of the NTI/FTA Procurement Training series, or the ability to complete the series within 12 months of hire.

AND

Four (4) years professional experience in public or private sector procurement, including two (2) years supervisory experience, preferably in a public agency. Familiarity with transit agency or transportation system activities and functions is highly desirable. Experience in a large public organization is preferred.

LICENSES AND CERTIFICATES:

A valid Class C driver license and safe driving record is required at the time of application. A valid Class C State driver license is required at the time of appointment and must be maintained throughout employment.

Desired certifications include: Certified Public Procurement Officer (CPPO)

SPECIAL REQUIREMENTS:

- Must be able to work extended hours as needed, often outside regular business hours as required by the CFO and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.
- Requires occasional travel.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 20 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.



Attachment

Work Environment:

The employee may work in an office, shop, construction site, or bus yard environment where the noise level may be loud. May require availability to work a flexible schedule.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass requisite background check.

*Adopted: XXXXX

*BOD Approved: 00-00-00

*Revised: 00-00-00

*Job Family: Professional -Purchasing

Attachment

MANAGEMENT HOURLY RATES SCHEDULE

	<u>Step 1.L</u>	<u>Step 1.LL</u>	<u>Step 2.L</u>	<u>Step 2.LL</u>	<u>Step 3.L</u>	<u>Step 3.LL</u>	<u>Step 4.L</u>	<u>Step 4.LL</u>	<u>Step 5.L</u>	<u>Step 5.LL</u>	<u>Step 6.L</u>	<u>Step 6.LL</u>
Effective 06/14/18 (FY19)												
CEO/General Manager	104.81	110.05	115.29	115.55	121.05	121.33	127.11	121.32	127.39	133.46	133.75	140.44
Chief Operations Officer	68.61	72.04	75.47	72.04	75.64	79.24	83.20	79.42	83.39	87.36	87.56	91.94
Maintenance Manager	53.62	56.30	58.98	56.30	59.12	61.94	65.03	62.07	65.17	68.27	68.43	71.85
Chief Financial Officer (CFO)	68.61	72.04	75.47	72.04	75.64	79.24	83.20	79.42	83.39	87.36	87.56	91.94
Planning and Development Director	58.49	61.41	64.33	61.41	64.48	67.55	70.92	67.70	71.09	74.48	74.64	78.37
Human Resources Director	64.35	67.57	70.79	67.57	70.95	74.33	78.05	74.50	78.23	81.96	82.14	86.25
Information Technology and Intelligent Transportation Systems Director	64.35	67.57	70.79	67.57	70.95	74.33	78.05	74.50	78.23	81.96	82.14	86.25
Marketing, Communications and Customer Service Director	47.06	49.41	51.76	49.41	51.88	54.35	57.06	54.47	57.19	59.91	60.05	62.91
Purchasing and Special Projects Director	47.06	49.41	51.76	49.41	51.88	54.35	57.06	54.47	57.19	59.91	60.05	62.91
Senior Database Administrator	51.29	53.85	56.41	53.85	56.54	59.23	62.20	59.37	62.34	65.31	65.46	68.58
Finance Deputy Director	51.45	54.02	56.59	54.02	56.72	59.42	62.40	59.56	62.54	65.52	65.67	68.80
Human Resources Deputy Director	48.28	50.69	53.10	50.69	53.22	55.75	58.54	55.88	58.67	61.46	61.60	64.68
Operations Manager - Fixed Route Division	42.16	44.27	46.38	44.27	46.48	48.69	51.12	48.80	51.24	53.68	53.80	56.49
Operations Manager - Paratransit Division	42.16	44.27	46.38	44.27	46.48	48.69	51.12	48.80	51.24	53.68	53.80	56.49
Assistant Maintenance Manager	40.22	42.23	44.24	42.23	44.34	46.45	48.78	46.56	48.89	51.22	51.33	53.77
Facilities Maintenance Manager	45.58	47.86	50.14	47.86	50.25	52.64	55.27	52.76	55.40	58.04	58.17	60.94
Database Administrator	44.60	46.83	49.06	46.83	49.17	51.51	54.09	51.63	54.21	56.79	56.92	59.63
Safety, Security and Risk Management Director	50.50	53.03	55.56	53.03	55.68	58.33	61.24	58.46	61.38	64.30	64.45	67.52
Assistant Operations Manager	31.62	33.20	34.78	33.20	34.86	36.52	38.34	36.60	38.43	40.26	40.35	42.27
Project Manager	31.62	33.20	34.78	33.20	34.86	36.52	38.34	36.60	38.43	40.26	40.35	42.27
Purchasing Manager	40.22	42.23	44.24	42.23	44.34	46.45	48.78	46.56	48.89	51.22	51.33	53.77
Executive Assistant	30.77	32.31	33.85	32.31	33.93	35.55	37.33	35.62	37.40	39.18	39.28	41.15

L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)

MANAGEMENT YEARLY SALARY SCHEDULE

Effective 06/14/18 (FY19)

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
CEO/General Manager	218,005	228,904	239,803	240,344	251,784	252,366	264,389	252,346	264,971	277,597	264,971	278,221	291,470	278,200	292,115	306,030
Chief Operations Officer	142,709	149,843	156,978	157,331	164,819	165,194	173,056	165,194	173,451	181,709	173,451	182,125	190,798	182,125	191,235	200,346
Maintenance Manager	111,530	117,104	122,678	122,949	128,835	129,106	135,262	129,106	135,554	142,002	135,554	142,334	149,115	142,334	149,448	156,562
Chief Financial Officer (CFO)	142,709	149,843	156,978	157,331	164,819	165,194	173,056	165,194	173,451	181,709	173,451	182,125	190,798	182,125	191,235	200,346
Planning and Development Director	121,659	127,733	133,806	134,118	140,504	140,816	147,514	140,816	147,867	154,918	147,867	155,251	162,635	155,251	163,010	170,768
Human Resources Director	133,848	140,546	147,243	147,576	154,606	154,960	162,344	154,960	162,718	170,477	162,718	170,851	178,984	170,851	179,400	187,949
Information Technology and Intelligent Transportation Systems Director	133,848	140,546	147,243	147,576	154,606	154,960	162,344	154,960	162,718	170,477	162,718	170,851	178,984	170,851	179,400	187,949
Marketing, Communications and Customer Service Director	97,885	102,773	107,661	107,910	113,048	113,298	118,685	113,298	118,955	124,613	118,955	124,904	130,853	124,904	131,144	137,384
Purchasing and Special Projects Director	97,885	102,773	107,661	107,910	113,048	113,298	118,685	113,298	118,955	124,613	118,955	124,904	130,853	124,904	131,144	137,384
Senior Database Administrator	106,683	112,008	117,333	117,603	123,198	123,490	129,376	123,490	129,667	135,845	129,667	136,157	142,646	136,157	142,958	149,760
Finance Deputy Director	107,016	112,362	117,707	117,978	123,594	123,885	129,792	123,885	130,083	136,282	130,083	136,594	143,104	136,594	143,416	150,238
Human Resources Deputy Director	100,422	105,435	110,448	110,698	115,960	116,230	121,763	116,230	122,034	127,837	122,034	128,128	134,222	128,128	134,534	140,941
Operations Manager - Fixed Route Division	87,693	92,082	96,470	96,678	101,275	101,504	106,330	101,504	106,579	111,654	106,579	111,904	117,229	111,904	117,499	123,094
Operations Manager - Paratransit Division	87,693	92,082	96,470	96,678	101,275	101,504	106,330	101,504	106,579	111,654	106,579	111,904	117,229	111,904	117,499	123,094
Assistant Maintenance Manager	83,658	87,838	92,019	92,227	96,616	96,845	101,462	96,845	101,691	106,538	101,691	106,766	111,842	106,766	112,112	117,458
Facilities Maintenance Manager	94,806	99,549	104,291	104,520	109,481	109,741	114,962	109,741	115,232	120,723	115,232	120,994	126,755	120,994	127,046	133,099
Database Administrator	92,768	97,406	102,045	102,274	107,141	107,390	112,507	107,390	112,757	118,123	112,757	118,394	124,030	118,394	124,322	130,250
Safety, Security and Risk Management Director	105,040	110,302	115,565	115,814	121,326	121,597	127,379	121,597	127,670	133,744	127,670	134,056	140,442	134,056	140,754	147,451
Assistant Operations Manager	65,770	69,056	72,342	72,509	75,962	76,128	79,747	76,128	79,934	83,741	79,934	83,928	87,922	83,928	88,130	92,331
Project Manager	65,770	69,056	72,342	72,509	75,962	76,128	79,747	76,128	79,934	83,741	79,934	83,928	87,922	83,928	88,130	92,331
Purchasing Manager	83,658	87,838	92,019	92,227	96,616	96,845	101,462	96,845	101,691	106,538	101,691	106,766	111,842	106,766	112,112	117,458
Executive Assistant	64,002	67,205	70,408	70,574	73,944	74,110	77,646	74,090	77,792	81,494	77,813	81,702	85,592	81,723	85,800	89,877

Attachment

MANAGEMENT MONTHLY SALARY SCHEDULE

Effective 06/14/18 (FY19)

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
CEO/General Manager	18,167	19,075	19,984	20,029	20,982	21,031	22,032	21,029	22,081	22,081	23,185	24,289	23,183	24,343	25,503
Chief Operations Officer	11,892	12,487	13,082	13,111	13,735	13,766	14,421	13,766	14,454	14,454	15,177	15,900	15,177	15,936	16,696
Maintenance Manager	9,294	9,759	10,223	10,248	10,736	10,759	11,272	10,759	11,296	11,296	11,861	12,426	11,861	12,454	13,047
Chief Financial Officer (CFO)	11,892	12,487	13,082	13,111	13,735	13,766	14,421	13,766	14,454	14,454	15,177	15,900	15,177	15,936	16,696
Planning and Development Director	10,138	10,644	11,151	11,177	11,709	11,735	12,293	11,735	12,322	12,322	12,938	13,553	12,938	13,584	14,231
Human Resources Director	11,154	11,712	12,270	12,298	12,884	12,913	13,529	12,913	13,560	13,560	14,238	14,915	14,238	14,950	15,662
Information Technology and Intelligent Transportation Systems Director	11,154	11,712	12,270	12,298	12,884	12,913	13,529	12,913	13,560	13,560	14,238	14,915	14,238	14,950	15,662
Marketing, Communications and Customer Service Director	8,157	8,564	8,972	8,993	9,421	9,442	9,890	9,442	9,913	9,913	10,384	10,904	10,384	10,929	11,449
Purchasing and Special Projects Director	8,157	8,564	8,972	8,993	9,421	9,442	9,890	9,442	9,913	9,913	10,384	10,904	10,384	10,929	11,449
Senior Database Administrator	8,890	9,334	9,778	9,800	10,267	10,291	10,781	10,291	10,806	10,806	11,346	11,887	11,346	11,913	12,480
Finance Deputy Director	8,918	9,364	9,809	9,832	10,300	10,324	10,816	10,324	10,840	10,840	11,383	11,925	11,383	11,951	12,520
Human Resources Deputy Director	8,369	8,786	9,204	9,225	9,663	9,686	10,147	9,686	10,170	10,170	10,653	11,185	10,653	11,211	11,745
Operations Manager - Fixed Route Division	7,308	7,674	8,039	8,057	8,440	8,459	8,861	8,459	8,882	8,882	9,305	9,769	9,325	9,792	10,258
Operations Manager - Paratransit Division	7,308	7,674	8,039	8,057	8,440	8,459	8,861	8,459	8,882	8,882	9,305	9,769	9,325	9,792	10,258
Assistant Maintenance Manager	6,972	7,320	7,668	7,686	8,051	8,070	8,455	8,070	8,474	8,474	8,878	9,320	8,897	9,343	9,788
Facilities Maintenance Manager	7,901	8,296	8,691	8,710	9,124	9,145	9,580	9,145	9,603	9,603	10,060	10,563	10,083	10,587	11,092
Database Administrator	7,731	8,117	8,504	8,523	8,928	8,949	9,376	8,949	9,396	9,396	9,844	10,336	9,866	10,360	10,854
Safety, Security and Risk Management Director	8,753	9,192	9,630	9,651	10,111	10,133	10,615	10,133	10,639	10,639	11,145	11,704	11,171	11,730	12,288
Assistant Operations Manager	5,481	5,755	6,029	6,042	6,330	6,344	6,646	6,344	6,661	6,661	6,994	7,327	6,994	7,344	7,694
Project Manager	5,481	5,755	6,029	6,042	6,330	6,344	6,646	6,344	6,661	6,661	6,994	7,327	6,994	7,344	7,694
Purchasing Manager	6,972	7,320	7,668	7,686	8,051	8,070	8,455	8,070	8,474	8,474	8,878	9,320	8,897	9,343	9,788
Executive Assistant	5,334	5,600	5,867	5,881	6,162	6,176	6,471	6,176	6,483	6,483	6,791	7,133	6,810	7,150	7,490

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*Santa Cruz Metropolitan
Transit District*

DATE: November 15, 2019
TO: Board of Directors
FROM: Angela Aitken, Chief Financial Officer
SUBJECT: CONSIDERATION OF APPROVING THE AUTHORIZATION AND FUNDING OF A PROJECT MANAGER POSITION



I. RECOMMENDED ACTION

That the Board of Directors approve authorizing and funding a Project Manager position and corresponding wage scale

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) has been awarded several grants for capital projects in the last few years from both the State of California and the Federal Transit Administration.
- Since there is no single Project Manager at METRO, the department heads have been designated as project managers and have been responsible for seeing projects through to completion.
- Due to the workload of our management team, staff is asking to create a Project Manager position to manage and coordinate with all departments on their operating and capital projects.
- On March 22, 2019, the Board of Directors (Board) approved a provisional Administrative Specialist to serve in the role of a Projects Coordinator until a job description and wage study could be completed for a possible permanent position.
- Staff is recommending Board approval to transition this provisional position into a management position of a Project Manager.

III. DISCUSSION/BACKGROUND

METRO has been very successful with grant awards for operating and capital projects. Operating grants have been awarded for staff time on projects and capital projects are typically revenue or non-revenue vehicles (transit buses, paratransit vehicles and support vehicles), facilities improvements, equipment, software and hardware upgrades. These projects have been historically assigned to the Manager of the corresponding department, who is then designated as the Project Manager for that project. Many of these grants have extensive administrative requirements such as regular reporting on budget, project milestones, formal procurement and closeout activities. Unfortunately, due to the lack of administrative staff in our individual departments, these duties often fall to Planning & Grants, Finance and/or Purchasing staff. Department managers also have

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difficulties meeting project milestones and have come up against expiring spending deadlines, which has put our funding at risk for our projects.

In order to try to address these needs, the Purchasing and Special Projects Director created a temporary position and brought in a provisional employee to begin assessing which tasks could be handled by a central coordinator.

On March 22, 2019, the Board approved a provisional Administrative Specialist position in order to keep the incumbent temporary employee, allow time to evaluate the needs of the agency, develop a job description and perform a wage survey.

Since August 2018, this temporary position has assisted with closing out ten grant-related projects.

Human Resources staff have worked with Koff & Associates, an outside agency, to create a new Project Manager position description and corresponding wage scale. Upon approval, an open recruitment will be undertaken to fill the Project Manager position.

Koff & Associates presented a Total Compensation Study which reflected the comparison agency salaries and benefits. Three comparable agencies out of the seven established comparable agencies were found for this position. The seven established labor market comparable agencies were:

- Central Contra Costa County Transit Authority
- City of Santa Cruz
- County of Santa Cruz
- Monterey- Salinas Transit District
- Riverside Transit Agency
- San Joaquin Regional Transit District
- Santa Barbara Metropolitan Transit District

Going forward, staff has determined that METRO is in need of a Project Manager who can focus and perform all aspects of project management, such as initiating goals, planning resources and time, executing and monitoring changes, as well as controlling and closing out a project. The Project Manager would be essential in being the single point of contact for the following:

- Integration of multiple areas for seamless processes
- Co-creating the scope of the project
- Monitoring and planning the time, cost and quality of the project

Attachment

- Liaison with procurement on all contract and purchasing items related to the project
- Able to manage the staffing, time and monetary resources dedicated to the project and communicate with all stakeholders within the project.

This position will provide the above items, as well as perform tasks on a case-by-case basis, which will directly move projects along, provide better oversight of expenditures, and ensure department managers stay on schedule in order to meet the required milestones of the project.

If approved, an open recruitment will be performed to fill the Project Manager position.

Staff recommends that the Board approve the Project Manager position.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funding for this position is in the FY20 & FY21 Purchasing Department Operating Budget.

V. ALTERNATIVES CONSIDERED

- Continue using department managers as project managers. this is not recommended. Department managers do not have the time nor staff to be project managers of these projects and meet the deadlines and administrative requirements of the corresponding grants.
- Augment administrative staff in the Facilities and Fleet Departments. This is not recommended. Although the Facilities and Fleet Departments have the largest number of projects, almost all other departments will have capital and/or projects at some point throughout the next few years. It would be better to centralize this function under a Project Manager position.

VI. ATTACHMENTS

Attachment A: Project Manager Job Description

Attachment B: Project Manager Wage Scale

Prepared by: Angela Aitken, CFO
Dawn Crummié, HR Director

Attachment

Board of Directors
November 15, 2019
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VII. APPROVALS

Dawn Crummié, HR Director



Approved as to fiscal impact:
Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager





Attachment

*Class Code: OA118
FLSA Status: Exempt*

Project Manager Bargaining Unit: Management

DEFINITION:

Under general direction of the Chief Financial Officer (CFO), the Project Manager plans, administers, organizes, directs, develops, monitors, evaluates, and coordinates the actions, activities, and contracts necessary for Santa Cruz METRO projects; ensures compliance with applicable Federal, State, and local laws and regulations; performs complex project management activities; works closely with internal and external stakeholders to coordinate timely and seamless service delivery of projects; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Receives general direction from the CFO. Exercises general supervision over technical and administrative agency staff as assigned. This is a “working” manager classification. This classification is distinguished from support staff as the incumbent is responsible for project management, including establishing project goals, analyzing problems, and recommending policy.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Directs, manages, and coordinates all phases of project management by leading the planning and implementation of projects, analyzing, implementing, and monitoring goals and objectives to achieve assigned priorities, performing project evaluations and assessments, and reporting out results.
- Provides planning, support, training, and oversight of project management process, contract management, vendor performance, and records retention for user departments.
- Facilitates and oversees the preparation of project specifications; works with subject matter experts and stakeholders to gather requirements and develop project tasks, deliverables, timelines, cost estimates, scope of work, resource allocation, and acquisition.
- Negotiates, prepares, and makes recommendations regarding change orders; implements project changes to achieve project goals and outputs.
- Creates and reviews Santa Cruz METRO project management policies and procedures to ensure changes are made in compliance with Federal, State, and local laws and regulations.
- Evaluates all project management activities for compliance with Federal, State, and local requirements and with Santa Cruz METRO’s policies and procedures; creates and tracks project management Key Performance Indicators.
- Assists in the Disadvantaged Business Enterprise (DBE) Program to help with compliance with project management rules and regulations.
- Serves as project manager on special projects that involve personnel from multiple departments within Santa Cruz METRO, as well as outside consultants and contractors; coordinates assigned work with that of other Santa Cruz METRO departments to set priorities and allocate resources and staff.



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- Creates, maintains, and executes a comprehensive Project Management Plan for each special project, relative to size and scope, including, but not limited to overall project objectives, schedule, roles and responsibilities, budget control, document control, and closeout procedures.
- Develops contract documents to secure design and engineering services for construction projects and obtain Right of Way acquisition and relocation services.
- Oversees the relocation of existing occupants of property necessary to be acquired for implementation of a project.
- Develops progress reports and reporting procedures that are routine within the construction industry and are meaningful measures of performance of the contractors carrying out the project; reports on project progress to all stakeholders.
- Participates in the evaluation of bids and recommends contract awards for actions necessary to implement the project.
- Prepares technical and administrative reports, correspondence, written recommendations, and makes oral presentations to the Santa Cruz METRO Board of Directors, management, governmental officials, and other organizations or groups as needed.
- Ensures that the project management database and software are up-to-date.
- Manages, trains, supervises, motivates, and evaluates the work of technical and clerical staff as assigned.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of public agency project management.
- Principles and practices of project management related to professional services, materials, supplies, equipment, transit revenue vehicles, and construction.
- Principles and practices of negotiated and qualification-based project management; joint agency project management; RFP/solicitation document requirements; scope of work/technical specification preparation, and terms and conditions.
- Disadvantaged Business Enterprise (DBE) Program requirements.
- Federal, State, and local laws and regulations and District policies and procedures applicable to local government project management.
- Thorough knowledge of regulations regarding development and construction of facilities.
- Working knowledge of the zoning and building codes of the City of Santa Cruz.
- Knowledge of construction management practices.
- Excellent project management, public relations, and written and oral communication skills.
- Common office software systems at the advanced level.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Oversee and/or conduct project management processes.
- Plan, organize and direct the functions of project management staff as assigned.
- Prepare administrative and complex technical reports, formal correspondence, written recommendations, oral presentations, and use computers and software programs.



Attachment

- Prepare project management budgets and projections of expenditure for capital budgets and proposed contracts by project, which must comply with local, state and federal requirements to maintain funding eligibility
- Direct, organize, and evaluate projects and the performance of assigned staff.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws and regulations and District policies and procedures related to the project management process.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with employees, union representatives, Board members, neighbors, property owners, stakeholders, elected and appointed officials, vendors, contractors, consultants, media representatives, other public agencies and members of the public.
- Prepare a process for managing change orders that is designed to minimize conflicts and maximize project schedule adherence while preserving amicable working relationships between all of the parties

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Training and Experience:

Bachelor's degree from an accredited college in business, finance, public administration, mathematics, or a closely related field, as well as completion of the Project Management Professional (PMP) Certification, or the ability to complete the series within 3 years of hire.

AND

Four (4) years professional experience in public or private sector general project management, managing contracts, schedules and funding in a public or private setting, including two (2) years supervisory experience, preferably in a public agency.

LICENSES AND CERTIFICATES:

A valid Class C driver license and safe driving record is required at the time of application. A valid Class C State driver license is required at the time of appointment and must be maintained throughout employment.

Desired certifications include Project Management Professional (PMP) Certification

SPECIAL REQUIREMENTS:

- Must be able to work extended hours as needed, often outside regular business hours as required by the CEO and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.
- Requires occasional travel.



Attachment

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 20 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Work Environment:

The employee may work in an office, shop, construction site, or bus yard environment where the noise level may be loud. May require availability to work a flexible schedule.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass requisite background check.

*Adopted: 00-00-00

*BOD Approved: 00-00-00

*Revised: 00-00-00

*Job Family: Professional –Project Management

Attachment

MANAGEMENT HOURLY RATES SCHEDULE

	<u>Step 1.L</u>	<u>Step 1.LL</u>	<u>Step 2.L</u>	<u>Step 2.LL</u>	<u>Step 3.L</u>	<u>Step 3.LL</u>	<u>Step 4.L</u>	<u>Step 4.LL</u>	<u>Step 5.L</u>	<u>Step 5.LL</u>	<u>Step 6.L</u>	<u>Step 6.LL</u>
Effective 06/14/18 (FY19)												
CEO/General Manager	104.81	110.05	115.29	115.55	121.05	121.33	127.11	121.32	127.39	133.46	133.75	140.44
Chief Operations Officer	68.61	72.04	75.47	75.64	79.24	79.42	83.20	79.42	83.39	87.36	87.56	91.94
Maintenance Manager	53.62	56.30	58.98	59.12	61.94	62.07	65.03	62.07	65.17	68.27	68.43	71.85
Chief Financial Officer (CFO)	68.61	72.04	75.47	75.64	79.24	79.42	83.20	79.42	83.39	87.36	87.56	91.94
Planning and Development Director	58.49	61.41	64.33	64.48	67.55	67.70	70.92	67.70	71.09	74.48	74.64	78.37
Human Resources Director	64.35	67.57	70.79	70.95	74.33	70.95	78.05	74.50	78.23	81.96	82.14	86.25
Information Technology and Intelligent Transportation Systems Director	64.35	67.57	70.79	70.95	74.33	70.95	78.05	74.50	78.23	81.96	82.14	86.25
Marketing, Communications and Customer Service Director	47.06	49.41	51.76	51.88	54.35	51.88	54.47	54.47	57.19	59.91	60.05	62.91
Purchasing and Special Projects Director	47.06	49.41	51.76	51.88	54.35	51.88	54.47	54.47	57.19	59.91	60.05	62.91
Senior Database Administrator	51.29	53.85	56.41	56.54	59.23	56.54	59.37	59.37	62.34	65.31	65.46	68.58
Finance Deputy Director	51.45	54.02	56.59	56.72	59.42	56.72	59.56	59.56	62.54	65.52	65.67	68.80
Human Resources Deputy Director	48.28	50.69	53.10	53.22	55.75	53.22	55.88	55.88	58.67	61.46	61.60	64.68
Operations Manager - Fixed Route Division	42.16	44.27	46.38	46.48	48.69	46.48	48.80	48.80	51.24	53.68	53.80	56.49
Operations Manager - Paratransit Division	42.16	44.27	46.38	46.48	48.69	46.48	48.80	48.80	51.24	53.68	53.80	56.49
Assistant Maintenance Manager	40.22	42.23	44.24	44.34	46.45	44.34	46.56	46.56	48.89	51.22	51.33	53.77
Facilities Maintenance Manager	45.58	47.86	50.14	47.86	50.25	52.64	55.27	52.76	55.40	58.04	58.17	60.94
Database Administrator	44.60	46.83	49.06	46.83	49.17	51.51	54.09	51.63	54.21	56.79	56.92	59.63
Safety, Security and Risk Management Director	50.50	53.03	55.56	53.03	55.68	58.33	61.24	58.46	61.38	64.30	64.45	67.52
Assistant Operations Manager	31.62	33.20	34.78	34.86	36.52	34.86	38.34	36.60	38.43	40.26	40.35	42.27
Project Manager	31.62	33.20	34.78	34.86	36.52	34.86	38.34	36.60	38.43	40.26	40.35	42.27
Purchasing Manager	40.22	42.23	44.24	44.34	46.45	44.34	46.56	46.56	48.89	51.22	51.33	53.77
Executive Assistant	30.77	32.31	33.85	33.93	35.55	33.93	37.33	35.62	37.40	39.18	39.28	41.15

L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)

MANAGEMENT YEARLY SALARY SCHEDULE

Effective 06/14/18 (FY19)

Title	Step 1	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
CEO/General Manager	218,005	228,904	239,803	240,344	251,784	240,344	252,366	264,389	252,346	264,971	277,597	264,971	278,221	291,470	278,200	292,115	306,030
Chief Operations Officer	142,709	149,843	156,978	157,331	164,819	167,331	165,194	173,056	165,194	173,451	181,709	173,451	182,125	190,798	182,125	191,235	200,346
Maintenance Manager	111,530	117,104	122,678	122,970	128,835	122,949	129,106	135,262	129,106	135,554	142,002	135,554	142,334	149,115	142,334	149,448	156,562
Chief Financial Officer (CFO)	142,709	149,843	156,978	157,331	164,819	157,331	165,194	173,056	165,194	173,451	181,709	173,451	182,125	190,798	182,125	191,235	200,346
Planning and Development Director	121,659	127,733	133,806	134,118	140,504	134,118	140,816	147,514	140,816	147,867	154,918	147,867	155,251	162,635	155,251	163,010	170,768
Human Resources Director	133,848	140,546	147,243	147,576	154,606	147,576	154,960	162,344	154,960	162,718	170,477	162,718	170,851	178,984	170,851	179,400	187,949
Information Technology and Intelligent Transportation Systems Director	133,848	140,546	147,243	147,576	154,606	147,576	154,960	162,344	154,960	162,718	170,477	162,718	170,851	178,984	170,851	179,400	187,949
Marketing, Communications and Customer Service Director	97,885	102,773	107,661	107,910	113,048	107,910	113,298	118,685	113,298	118,955	124,613	118,955	124,904	130,853	124,904	131,144	137,384
Purchasing and Special Projects Director	97,885	102,773	107,661	107,910	113,048	107,910	113,298	118,685	113,298	118,955	124,613	118,955	124,904	130,853	124,904	131,144	137,384
Senior Database Administrator	106,683	112,008	117,333	117,603	123,198	117,603	123,490	129,376	123,490	129,667	135,845	129,667	136,157	142,646	136,157	142,958	149,760
Finance Deputy Director	107,016	112,362	117,707	117,978	123,594	117,978	123,885	129,792	123,885	130,083	136,282	130,083	136,594	143,104	136,594	143,416	150,238
Human Resources Deputy Director	100,422	105,435	110,448	110,698	115,960	110,698	116,230	121,763	116,230	122,034	127,837	122,034	128,128	134,222	128,128	134,534	140,941
Operations Manager - Fixed Route Division	87,693	92,082	96,470	96,678	101,275	96,678	101,504	106,330	101,504	106,579	111,654	106,579	111,904	117,229	111,904	117,499	123,094
Operations Manager - Paratransit Division	87,693	92,082	96,470	96,678	101,275	96,678	101,504	106,330	101,504	106,579	111,654	106,579	111,904	117,229	111,904	117,499	123,094
Assistant Maintenance Manager	83,658	87,838	92,019	92,227	96,616	92,227	96,845	101,462	96,845	101,691	106,538	101,691	106,766	111,842	106,766	112,112	117,458
Facilities Maintenance Manager	94,806	99,549	104,291	99,549	109,481	104,520	109,741	114,962	109,741	115,232	120,723	115,232	120,994	126,755	120,994	127,046	133,099
Database Administrator	92,768	97,406	102,045	97,406	102,274	102,274	107,390	112,507	107,390	112,757	118,123	112,757	118,394	124,030	118,394	124,322	130,250
Safety, Security and Risk Management Director	105,040	110,302	115,565	110,302	115,814	115,814	121,597	127,379	121,597	127,670	133,744	127,670	134,056	140,442	134,056	140,754	147,451
Assistant Operations Manager	65,770	69,056	72,342	69,056	72,509	72,509	75,962	79,747	75,962	79,934	83,741	79,934	83,928	87,922	83,928	88,130	92,331
Project Manager	65,770	69,056	72,342	69,056	72,509	72,509	75,962	79,747	75,962	79,934	83,741	79,934	83,928	87,922	83,928	88,130	92,331
Purchasing Manager	83,658	87,838	92,019	87,838	92,227	92,227	96,845	101,462	96,845	101,691	106,538	101,691	106,766	111,842	106,766	112,112	117,458
Executive Assistant	64,002	67,205	70,408	67,205	70,574	70,574	73,944	77,646	73,944	77,792	81,494	77,792	81,702	85,592	81,723	85,800	89,877

MANAGEMENT MONTHLY SALARY SCHEDULE

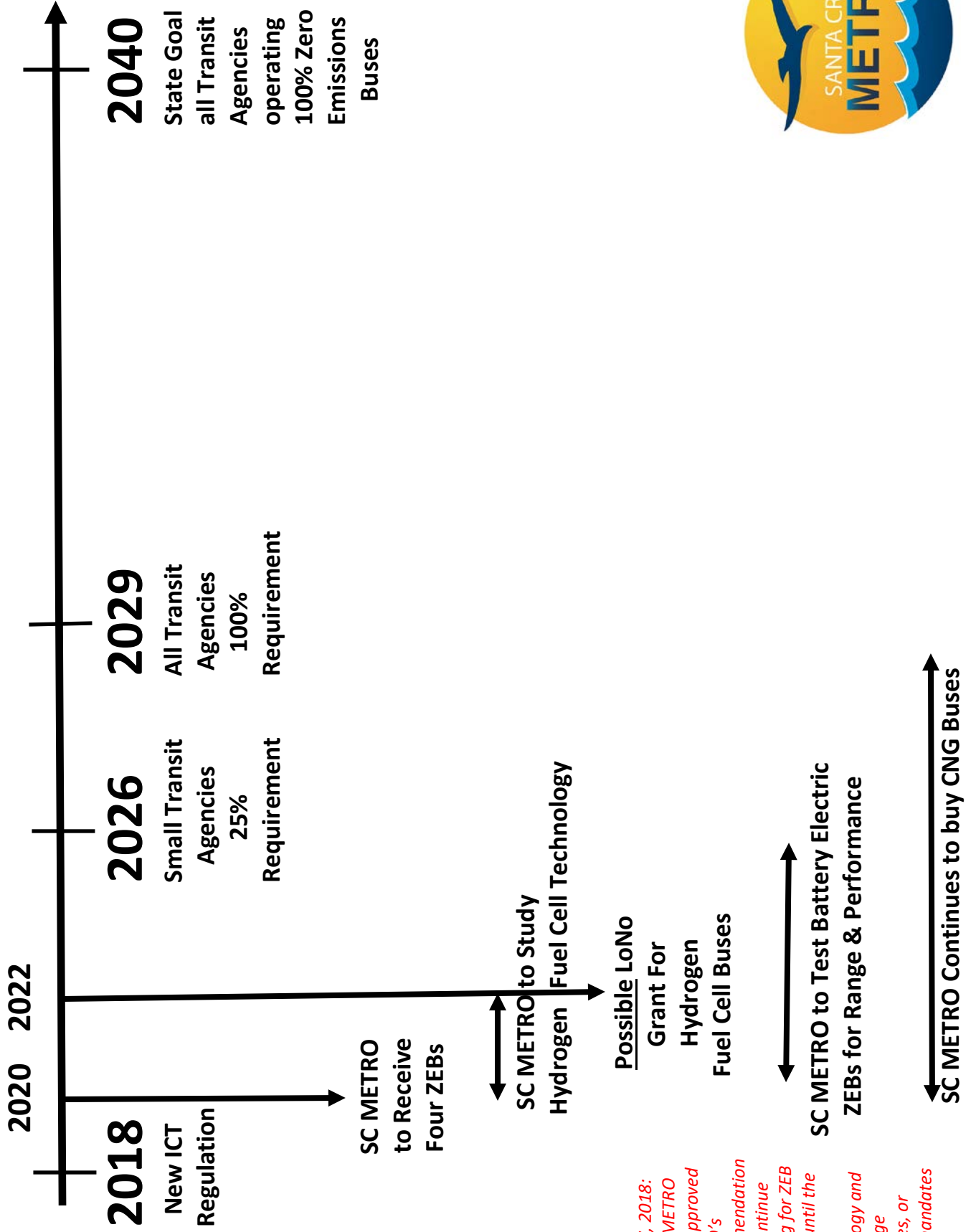
Effective 06/14/18 (FY19)

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
CEO/General Manager	18,167	19,075	19,984	20,029	20,982	21,031	22,032	21,029	22,081	22,081	23,185	24,289	23,183	24,343	25,503
Chief Operations Officer	11,892	12,487	13,082	13,111	13,735	13,766	14,421	13,766	14,454	14,454	15,177	15,900	15,177	15,936	16,696
Maintenance Manager	9,294	9,759	10,223	10,248	10,736	10,759	11,272	10,759	11,296	11,296	11,861	12,426	11,861	12,454	13,047
Chief Financial Officer (CFO)	11,892	12,487	13,082	13,111	13,735	13,766	14,421	13,766	14,454	14,454	15,177	15,900	15,177	15,936	16,696
Planning and Development Director	10,138	10,644	11,151	11,177	11,709	11,735	12,293	11,735	12,322	12,322	12,938	13,553	12,938	13,584	14,231
Human Resources Director	11,154	11,712	12,270	12,298	12,884	12,913	13,529	12,913	13,560	13,560	14,238	14,915	14,238	14,950	15,662
Information Technology and Intelligent Transportation Systems Director	11,154	11,712	12,270	12,298	12,884	12,913	13,529	12,913	13,560	13,560	14,238	14,915	14,238	14,950	15,662
Marketing, Communications and Customer Service Director	8,157	8,564	8,972	8,993	9,421	9,442	9,890	9,442	9,913	9,913	10,384	10,904	10,384	10,929	11,449
Purchasing and Special Projects Director	8,157	8,564	8,972	8,993	9,421	9,442	9,890	9,442	9,913	9,913	10,384	10,904	10,384	10,929	11,449
Senior Database Administrator	8,890	9,334	9,778	9,800	10,267	10,291	10,781	10,291	10,806	10,806	11,346	11,887	11,346	11,913	12,480
Finance Deputy Director	8,918	9,364	9,809	9,832	10,300	10,324	10,816	10,324	10,840	10,840	11,383	11,925	11,383	11,951	12,520
Human Resources Deputy Director	8,369	8,786	9,204	9,225	9,663	9,686	10,147	9,686	10,170	10,170	10,653	11,185	10,653	11,211	11,745
Operations Manager - Fixed Route Division	7,308	7,674	8,039	8,057	8,440	8,459	8,861	8,459	8,882	8,882	9,305	9,769	9,325	9,792	10,258
Operations Manager - Paratransit Division	7,308	7,674	8,039	8,057	8,440	8,459	8,861	8,459	8,882	8,882	9,305	9,769	9,325	9,792	10,258
Assistant Maintenance Manager	6,972	7,320	7,668	7,686	8,051	8,070	8,455	8,070	8,474	8,474	8,878	9,320	8,897	9,343	9,788
Facilities Maintenance Manager	7,901	8,296	8,691	8,710	9,124	9,145	9,580	9,145	9,603	9,603	10,060	10,563	10,083	10,587	11,092
Database Administrator	7,731	8,117	8,504	8,523	8,928	8,949	9,376	8,949	9,396	9,396	9,844	10,336	9,866	10,360	10,854
Safety, Security and Risk Management Director	8,753	9,192	9,630	9,651	10,111	10,133	10,615	10,133	10,639	10,639	11,145	11,704	11,171	11,730	12,288
Assistant Operations Manager	5,481	5,755	6,029	6,042	6,330	6,344	6,646	6,344	6,661	6,661	6,994	7,327	6,994	7,344	7,694
Project Manager	5,481	5,755	6,029	6,042	6,330	6,344	6,646	6,344	6,661	6,661	6,994	7,327	6,994	7,344	7,694
Purchasing Manager	6,972	7,320	7,668	7,686	8,051	8,070	8,455	8,070	8,474	8,474	8,878	9,320	8,897	9,343	9,788
Executive Assistant	5,334	5,600	5,867	5,881	6,162	6,176	6,471	6,176	6,483	6,483	6,791	7,133	6,810	7,150	7,490

Attachment

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SC METRO's Preliminary Outlook for Zero Emission Bus Purchases



*April 27, 2018:
The SC METRO Board approved the CEO's recommendation to discontinue applying for ZEB grants until the battery technology and bus range improves, or CARB mandates begin.*



Attachment

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CELL TOWER TSUNAMI TO HIT YOUR NEIGHBORHOOD SOON !

VERIZON has proposed to erect over 80 new cell facilities in Santa Cruz County. Local officials have admitted that the telecom industry plans to install more than 40 small cell antennas *per square mile* in our community, in front of our homes, in all of our neighborhoods.

With the collusion of federal, state, and local government, telecom corporations are permitted to violate our health and safety with ever-increasing levels of microwave radiation (EMF). Thousands of existing US cell towers violate federal emission limits, some by as much as 600%. Once installed, these towers are not monitored - the industry may broadcast at any level.

Thousands of peer-reviewed studies by scientists independent of the industry conclusively prove serious long-term health effects from current exposures to wireless technologies, **ESPECIALLY FOR CHILDREN. These include:**

- **Cancer**
- **Neurological Disorders including ADHD and ADD**
- **Heart Disease**
- **Sterility including permanent DNA damage**
- **Diabetes**
- **Tinnitus, Headaches and Insomnia**

New generation technology (4G and 5G) is EXPONENTIALLY MORE HARMFUL as it uses shorter microwaves and differently pulsed frequencies. We are being subjected to a dangerous experiment WITHOUT OUR INFORMED CONSENT!

Please join your neighbors in resisting this cell tower roll-out. It is up to us to protect ourselves, our children, and our environment. As a community we can turn the tide on this dangerous wave of EMF deployment!

Attachment

Santa Cruz City Council
Members Voice Mail:

NOTICE OF PUBLICATION OF ORDINANCE BY POSTING (ORDINANCE NO. 2019-11)



The City Council of the City of Santa Cruz having authorized the city clerk administrator, that the ordinance hereafter entitled and described, be published by posting copies thereof in three (3) prominent places in the City, to wit:

The City of Santa Cruz Website
www.cityofsantacruz.com
City Hall-809 Center Street
Central Branch Library-224 Church Street

NOTICE IS HEREBY GIVEN that copies of said ordinance were posted according to said order. (Original on file with city clerk.) Said ordinance was introduced on June 25th, 2019, and is entitled and described as follows:

**ORDINANCE NO. 2019-11
AN ORDINANCE OF THE CITY OF SANTA CRUZ ADDING CHAPTER 15.38 TO THE SANTA CRUZ MUNICIPAL CODE REGULATING SMALL CELL WIRELESS FACILITIES (46156)**

This ordinance adds Chapter 15.38 of the municipal code pertaining to small cell wireless facilities. PASSED FOR PUBLICATION on this 25th day of June, 2019, by the following vote: AYES: Councilmembers Meyers, Brown, Mathews; Vice Mayor Cummings; Mayor Watkins. NOES: Councilmembers Krohn, Glover. ABSENT: None. DISQUALIFIED: None. APPROVED: ss/Mayor Watkins. ATTEST: ss/Bonnie Bush, City Clerk-Administrator. This ordinance is scheduled for further consideration and final adoption at the Council meeting of August 13, 2019.

Chris Krohn 420-5022
Martin Watkins 5024
Donna Meyers 5026
Cynthia Mathews 5027
Sandy Brown 5028
Justin Cummings 5023
Drew Glover 5025

Agenda Item cont.

NOVEMBER 26, 2019

Action Strategies:

- Educating neighbors, schools, and businesses
- Lobbying local government officials

Go to www.mystreetmychoice - Santa Cruz link for a contact list of your local government representatives and express your concern!

Please use these resources to educate yourself and pass them on to friends and family:

www.mystreetmychoice.com - Santa Cruz link

www.mdsafetech.org

www.telecompowergrab.org

www.scientists4wiredtechnology.com

www.ehtrust.org - 5G Fact Sheet

www.americansforresponsibletech.org

RECEIVED AT 11/15/19 METRO BOARD MEETING

www.emfsafetynetwork.org

Did You Know?

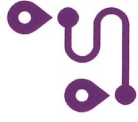
RECEIVED AT 11/15/19 METRO BOARD MEETING



Santa Cruz is a national leader in reducing single-occupant car trips by supporting and promoting other means of travel.



Santa Cruz has the second highest rate of bike commuting in the U.S.



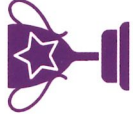
Since 2011, Santa Cruz has won more than \$21.5 million in competitive grants for projects to improve biking and walking, including the Branciforte Creek Bridge, Arana Gulch Multi-Use Path and projects to improve safe routes to schools.



The GO Santa Cruz program rewards you for taking alternative transportation!



If you bike, walk, bus or carpool, we'll give you great prizes just for rethinking your commute and logging your trips!



We'll also create special challenges to encourage you to try something new!



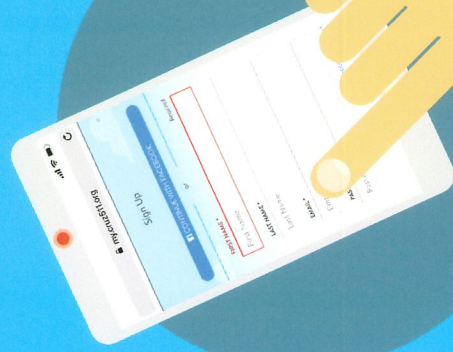
Emergency Ride Home

If you take an alternative mode of transportation to work and have an emergency come up, you are eligible to receive a ride home – no matter where you live.

Available to all downtown employees and accessed via Cruz511.



Attachment



To get started, you must sign up with our online platform, **Cruz511**, which offers trip logging, carpool matching, transit options, and bike and walk routing.

HERE'S HOW IT WORKS:

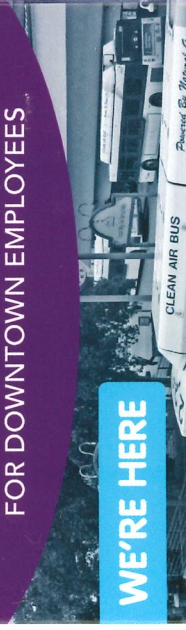
TRANSPORTATION OPTIONS FOR DOWNTOWN EMPLOYEES



Before you can receive program benefits, the City will verify that you have signed up for Cruz511 and that your employer is in the downtown parking district.



WE'RE HERE



TO GET



Work Downtown?



Want to Rethink Your Commute?

The expanded GO Santa Cruz program offers incentives to help downtown employees choose options other than driving to get to work. These include:

- **FREE** transit passes
- **FREE \$20** bike locker cards
- **Discounted JUMP**

Attachment

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