



# AGENDA

## BOARD OF DIRECTORS REGULAR MEETING

MAY 9, 2014 – 8:30 AM

SANTA CRUZ METRO ADMINISTRATIVE OFFICES  
110 VERNON STREET  
SANTA CRUZ, CA 95060

**MISSION STATEMENT:** “To provide a public transportation service that enhances personal mobility and creates a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean and courteous transit service.”

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

*Alex Clifford, CEO/General Manager*  
*Leslyn K. Syren, District Counsel*

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

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### **AMERICANS WITH DISABILITIES ACT**

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**MEETING LOCATION:**  
**SANTA CRUZ METRO ADMINISTRATIVE OFFICES**  
**110 VERNON STREET, SANTA CRUZ, CA**

**8:30 AM**

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

**SECTION I: OPEN SESSION**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. ANNOUNCEMENTS**

**4. COMMUNICATIONS TO THE BOARD OF DIRECTORS**

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

**5. LABOR ORGANIZATION COMMUNICATIONS**

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

**CONSENT AGENDA**

**7. CONSENT AGENDA**

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



**REGULAR AGENDA**

- 8. CONSIDERATION OF AUTHORIZING AND FUNDING ADDITIONAL POSITIONS IN FY14**  
Leslyn Syren, District Counsel  
Ciro Aguirre, Operations Manager  
Bob Cotter, Maintenance Manager  
Erron Alvey, Purchasing Manager
  
- 9. CONSIDER OPENING A 45-DAY PUBLIC COMMENT PERIOD FROM 5/13/14 – 6/26/14 WITH A PUBLIC HEARING ON 6/27/14 TO OBTAIN PUBLIC INPUT ON SANTA CRUZ METRO'S PROPOSED FFY15-FFY17 DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL**  
Angela Aitken, Finance Manager/DBE Liaison Officer
  
- 10. CONSIDERATION OF PROVISION OF A BUS AND OPERATOR TO SUPPORT THE UNITED TRANSPORTATION UNION LOCAL 23 SENIOR DINNER SCHEDULED TO BE HELD JUNE 21, 2014**  
Ciro Aguirre, Operations Manager
  
- 11. FROM DOWNTOWN STREETS TO PERMANENT HOUSING**  
Presented by Philip Kramer, Project Director of the 180/180 Project
  
- 12. PUBLIC HEARING TO ACCEPT PROPOSED SUMMER 2014 SERVICE CHANGES**  
Carolyn Derwing, Schedule Analyst/Acting Planner
  
- 13. ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MAY 23, 9:00 AM, CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVENUE, CAPITOLA**  
Dene Bustichi, Board Chair
  
- 14. ADJOURNMENT**  
Adjourn to the next Board of Directors meeting.

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

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 9, 2014

**TO:** Board of Directors

**FROM:** Leslyn Syren, District Counsel  
Ciro Aguirre, Operations Manager  
Bob Cotter, Maintenance Manager  
Erron Alvey, Purchasing Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING AND FUNDING ADDITIONAL POSITIONS IN FY14**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize and fund additional position in FY14 for the Operations, Fleet and Purchasing Departments.**

## II. SUMMARY OF ISSUES

- The Operations Department would like to reinstate funding for one (1) Administrative Assistant position to the FY14 budget
- The Customer Service Department would like to reinstate funding for (1) Customer Service Representative position to the FY14 budget
- The Fleet Department would like to add one (1) Upholster I position to the FY14 budget
- The Purchasing Department would like to add one (1) Admin Clerk I position to the FY14 budget
- Reinstating the Administrative Assistant position and the Customer Service Representative positions, adding the Admin Clerk I position, and adding the Upholsterer I position to the FY14 budget, would be funded with FY14 budget savings.

## III. DISCUSSION

During FY14, the need for the following positions has become evident:

- Administrative Assistant in Operations
- Customer Service Representative in Customer Service

- Upholster I in Fleet
- Admin Clerk I in Purchasing

Currently, the Administrative Assistant in Operations and the Customer Service Representative positions are not funded. The Upholster I and the Admin Clerk I positions are not authorized nor funded.

### **Administrative Assistant and Customer Service Representative**

Shortly after the recession began to affect funding availability at Santa Cruz METRO in 2008, the Operations Administrative Assistant position was unfunded due to a decrease in Operator and Supervisor staffing levels and a resulting reduction of fixed route service. As the economy has improved, fixed route service has been reinstated. Currently, Operator and Supervisor staffing have reached pre-recession levels, and the need for this additional support position is required in order to meet increased administrative demands at Operations, related to document processing, inter-departmental support, new-hire and ongoing training requirements. Likewise, staff seeks funding to restore one (1) of the authorized, but currently unfunded Customer Service Representative positions, to increase the total number of authorized/funded positions to a total of four (4) Customer Service Representative positions. It is anticipated that the additional position will be used to staff the Watsonville Transit Center, which currently has no Customer Service Representative present.

Funding for the Administrative Assistant position for the remainder of FY14 will come from personnel savings from unfilled positions in the Operations department during FY14, in the amount of \$18,400.

Funding for the Customer Service Representative position for the remainder of FY14, will come from personnel savings within unfilled positions in the Operations department, via a budget transfer to the Customer Service department, in the amount of \$9,400.

### **Upholsterer I**

The current Upholsterer II is the only position at Santa Cruz METRO that performs a unique set of tasks for Santa Cruz METRO. Having an upholsterer in-house saves time and money. Unfortunately, due to limited staff, the Upholsterer II performs other tasks which are important to the functioning of the Fleet Department, such as assisting with the pick-up of vehicles that are being repaired by outside vendors. The new Upholsterer I would be able to perform the tasks done by the Upholsterer II that can be learned in a short amount of time, and also learn the highly skilled upholstering duties, so there is some redundancy to this task.

Authorization for this Upholsterer I position in FY14 is needed for the scheduled start date of May 22, 2014 through the end of FY14. Savings in the Admin department from not hiring an Assistant General Manager in FY14 will fund this position, via a budget transfer to the Fleet department in the amount of \$8,400.

**Admin Clerk I**

The Parts division of the Purchasing Department has taken on many new functions in the past two years which take time away from the Parts staff's ability to perform administrative tasks. These functions include, but are not limited to, centralized receiving, management of all Facilities Maintenance materials and supplies inventory, management of the MSDS Program, management of bus pass stock and related supplies for Customer Service, and forklift assistance with revenue collection at the Fueling Station. As a result of this and the increased data entry needs of Santa Cruz METRO's software programs, there are administrative duties which would be more efficiently performed by an administrative position rather than a Parts professional. Also, due to reporting limitations of MaintStar (Fleet & Facilities software system), Parts staff track and report out inventory actions manually using spreadsheets, a time intensive task. Even if the MaintStar software is replaced, administrative tasks have increased sufficiently to require an administrative position. This position will also be available to assist procurement staff when needed.

Authorization for this Admin Clerk I position in FY14 is needed for October 14, 2013, through the end of FY14. Savings in the Admin department from not hiring an Assistant General Manager in FY14 will fund this position, via a budget transfer to the Purchasing department in the amount of \$35,800.

Staff recommends the following in the FY14 budget:

- funding of an Administrative Assistant position in Operations Department, through savings within the FY14 Operations department budget, in the amount of \$18,400
- funding of a Customer Service Representative in the Customer Service Department, through a budget transfer of savings in the FY14 Operations department budget, in the amount of \$9,400
- authorization of an Upholsterer I in the Fleet Department, and funding of the Upholsterer I position, through a budget transfer of savings in the FY14 Admin department budget, in the amount of \$8,400
- authorization of an Admin Clerk I in the Purchasing Department, and funding of the Admin Clerk I position, through a budget transfer of savings in the FY14 Admin department budget, in the amount of \$35,800

**IV. FINANCIAL CONSIDERATIONS**

Reinstating the Administrative Assistant position, restoring the Customer Service Representative position, adding the Upholsterer I position, and adding the Admin Clerk I positions to the FY14 budget, will be funded in FY14 with budget savings of \$72,000.

- Attachment A:** Administrative Assistant Position Description
- Attachment B:** Upholster I Position Description
- Attachment C:** Admin Clerk I Position Description
- Attachment D:** Customer Service Representative Position Description

# Attachment A



## ADMINISTRATIVE ASSISTANT

### DEFINITION

Under general supervision, performs difficult and responsible administrative duties and support functions for a department, and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

An incumbent in this class is expected to understand department procedures, policies, and functions in order to interpret, transmit and apply them to a variety of situations; relieve management of administrative detail; have access to information handled by management and is expected to know what is confidential and the extent to which it is confidential; exercise independent judgment within established systems and procedures; prioritize and accurately complete work in a timely manner with minimal supervision.

### EXAMPLES OF DUTIES

In addition to the duties described in the Administrative Clerk class specification:

Type correspondence, reports, margin notes, general instructions or machine transcription using a typewriter or computer.

Prepare and assist in the preparation of correspondence, reports, budget documents, manuals, minutes, agendas and other written material by gathering information and source documents, researching information, contacting staff and management within the District and other agencies, compiling and organizing content, selecting formats, editing, proofreading and coordinating the clerical work of others.

Prepare, monitor, and process a variety of transactions including purchase requisitions, budget requests and transfers, expenditure claims and personnel/payroll actions.

Answer telephone calls and provide information and resolve routine problems, schedule meetings, maintain appointment calendars, greet visitors and make travel arrangements.

Maintain and update complex record keeping systems.

Provide administrative services at meetings and for committees.

Coordinate and execute special projects and assignments.

# Attachment A

## EMPLOYMENT STANDARDS

### Knowledge of:

- Standard office procedures and practices.
- Business correspondence, formats, report writing and proper business English usage, punctuation, grammar and spelling.
- Complex filing systems.
- Training principles and practices.

### Ability to:

- Type competently and proficiently.
- Operate standard office equipment including electronic typewriter, computer, photocopier, calculator, and transcribing machine.
- Proficiently utilize standard office software systems and be able to learn new systems.
- Independently perform varied and difficult administrative work involving independent judgment, requiring accuracy and speed, often, under pressure.
- Interpret and apply regulations, policies and procedures applicable to the department.
- Be courteous and exercise tact and discretion in dealing with the public and co-workers, particularly when handling confidential or sensitive information in person or by telephone.
- Proofread, develop and compose correspondence using proper formatting, English grammar, punctuation and spelling.
- Research data and prepare narrative and statistical reports, maintain accurate records, make routine arithmetical calculations, and monitor departmental expenditures.
- Establish and maintain effective and co-operative working relationships with co-workers and the public.
- Interpret and apply labor contract provisions including payroll and employee benefit administration.
- Coordinate workload of several projects concurrently.

### Training and Experience

Any combination of training and experience equivalent to:

Four years responsible office clerical experience OR two years responsible administrative experience. Education equivalent to completion of a one year Certificate of Proficiency in secretarial studies from a California Community college may be substituted for one year of the required administrative experience or two years of the required office clerical experience.

Possession of a valid Drivers license or the ability to get one prior to employment may be required for some departments.

## **Attachment B**

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

## **UPHOLSTERER I**

### **DEFINITION**

Under supervision, performs skilled upholstery repairs to seat cushions, backrest, and flooring; assists with general body repairs and replaces and repairs window and glass for District buses, automobiles, trucks and other District equipment, performs other duties as required.

### **EXAMPLES OF DUTIES**

Performs a variety of skilled tasks in the maintenance of and upholstery repairs to buses, automobiles, trucks and other District equipment.

Operates power sewing machine and other related upholstery equipment and tools.

Develops patterns for seat cushions, backrest & flooring.

Cuts and installs upholstery for seats and backrests, flooring materials and glass.

Repairs and replaces seat springs and cushions.

Repairs and installs windows and glass on District vehicles.

Sews and fastens upholstery materials and welting for District vehicles.

Performs pickup and delivery functions to satellite facilities.

Removes and installs windows and glass on District vehicles.

Assists with minor body repairs as assigned.

Assists with final preparation and detailing of District vehicles.

Recommends the purchase of tools, supplies, materials and equipment needed for upholstery and glass repairs.

Maintains clean working area.

Maintains District-owned property, tools and equipment provided.

May perform emergency road service calls and operate buses for maintenance purposes.

Maintains written records of repairs on work orders.

Utilizes District computer hardware and software in the performance of job duties.

# Attachment B

Performs other related duties as assigned.

## EMPLOYMENT STANDARDS

### Knowledge of:

- Basic upholstery principles and practices.
- Safe mechanical work practices.

### Ability to:

- Operate a power sewing machine and other tools and equipment used in the repair and maintenance of District vehicles.
- Read and comprehend technical manuals.
- Read and legibly write English.
- Work shifts weekdays, nights and weekends.
- Understand and follow oral and written instructions.
- Work well with others.
- Learn and effectively use the District's computer hardware and software.
- Physical stamina to operate mechanical and servicing equipment.

### Training and Experience

Any combination of training and experience equivalent to:

One year full-time experience as an upholsterer.

OR

Completion of a suitable upholstery apprenticeship program.

### Special Requirements

Possession of a valid Class 2 driver's license or ability to obtain one.

Must possess or obtain the tools necessary to perform the duties of the position.

Safe driving record.

Availability for emergency or call-back duty 24 hours a day, seven days a week.

# Attachment C



## ADMINISTRATIVE CLERK I

### DEFINITION

Under supervision, performs a variety of administrative clerical duties including telephone and public reception, typing, transcribing, filing, general office work and other related duties as requires.

### EXAMPLES OF DUTIES

Greets public and refers them to appropriate official and departmental staff.

Answers telephone and assists the public by referring them to the appropriate personnel, answering inquires on administrative matters and giving out standard forms.

Types reports, memoranda, record, contracts, letters specifications, minutes, agendas, documents, statistical and other data from rough drafts, and/or transcribing machine as assigned. Corrects grammar, punctuation, spelling and proofreads copy.

Provides employment applications and other materials to the public.

Develops, maintains and updates general administrative files.

Operates standard office equipment, such as typewriter, photocopy machine, postage meter, microfilm reader, microfiche reader and word processing and transcription equipment.

Distributes agendas and other materials.

Utilizes District computer software and terminals in performing job tasks.

Prepares and distributes inter-office mail.

Handles confidential materials, records, files and other privileged information.

Drive District vehicles to transport District officials and pickup or deliver materials, correspondence or documents.

Performs office duties as directed.

### **In addition, the Level I Clerk position may also:**

Assist in information retrieval from files and library reference material.

Register District vehicles and maintains appropriate records and files.

Performs administrative duties associated with Board and employee travel, conferences and training seminars.

Arranges for meetings and performs details related to meeting preparation.

# Attachment C

Act as key operator for District copy machines and maintain necessary records.

Maintain Department petty cash fund.

Inventory and requisition office supplies.

Assist the department supervisor and Administrative Clerk II in execution of general clerical duties as assigned.

Provide vacation or other temporary relief as required.

Process financial transactions, using standard District purchasing and payment authorization forms.

Update and maintain District's forms file.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Office procedures and practices including correspondence, composition, reports and filing.
- Correct spelling, grammar and punctuation.

### **Ability to:**

- Act in a courteous and effective manner when dealing with the public both by telephone and in person.
- Maintain confidentiality of materials, records, files and other privileged information.
- Type finished copy form rough draft, or machine transcription.
- Accurately maintain files and records.
- Perform a variety of difficult clerical work under pressure.
- Establish and maintain cooperative relationships with public and other contacted in course of work.
- Type at a corrected rate of 50 words per minute from clear copy.
- Work independently.
- Coordinate workload of several projects concurrently.
- Learn and effectively use the District's computer hardware and software.
- Use standard office equipment.

### **Training and Experience**

Any combination of training and experience equivalent to:

Two years full-time clerical experience including typing, filing, public reception and general office work. Secretarial business education may be substituted for up to six months of the required work experience. Possession of a valid California driver's license or ability to obtain one.

# Attachment D



## CUSTOMER SERVICE REPRESENTATIVE

### DEFINITION

Under supervision, provides transit information to the public; operates public information booths; answers telephone information requests; and performs related duties as assigned.

### EXAMPLES OF DUTIES

Receives and answers public information requests.

Receives and records verbal service complaints and service improvement requests.

Monitors movement of transit vehicles through the Metro Center and other transit center.

Provides transit information to the public in a variety of locations including Metro Center, information booths, on-board transit vehicles, schools, businesses, and other public locations.

Coordinates and performs transit ridership surveys, time adherence checks, and other surveys as required.

Verifies money counts from change machines and booth sales.

Refers administrative telephone calls to the District Administrative Office.

Sells transit tickets and passes and accounts for revenues collected.

Maintains on-going departmental programs.

Assists in photo I.D. program.

Conducts school presentations and other public presentations as assigned.

Assists in Ano Nuevo and other special projects related to public information and marketing.

May utilize District hardware and software in the performance of job duties.

May translate English materials into Spanish and vice versa, and may provide bilingual telephone services.

May conduct telephone surveys.

# Attachment D

May perform general office duties including typing and filing and routine administrative details.

Performs other related duties as assigned.

## EMPLOYMENT STANDARDS

### Knowledge of:

- General office procedures.
- Conversational knowledge of Spanish preferred.

### Ability to:

- Speak publicly.
- Learn transit system routing and scheduling.
- Convey information in a clear and intelligible manner.
- Have excellent public relations.
- Perform with minimum instruction.
- Handle conflict situations in a tactful manner.
- Understand inquiries and respond to them quickly.
- Make change and handle ticket sales functions, and prepare deposits.
- Type.

### Training and Experience

Any combination of training and experience equivalent to:

Six months as a Customer Service Trainee. To be employed as a Customer Service Trainee, the applicant must meet the following additional requirement; One year of full-time public information, customer service or office experience including telephone or switchboard work.

### Special Requirements

Possession of a valid California driver's license or ability to obtain one.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 9, 2014

**TO:** Board of Directors

**FROM:** Angela Aitken, Finance Manager/DBE Liaison Officer

**SUBJECT: CONSIDER OPENING A 45-DAY PUBLIC COMMENT PERIOD FROM 5/13/14 – 6/27/14 WITH A PUBLIC HEARING ON 6/27/14 TO OBTAIN PUBLIC INPUT ON SANTA CRUZ METRO’S PROPOSED FFY15 – FFY17 DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize a 45-day Public Comment Period from 5/13/14 – 6/27/14 and a Public Hearing on 6/27/14 to receive public comments on Santa Cruz METRO’s proposed DBE Goal for FFY15 – FFY17.**

## II. SUMMARY OF ISSUES

- As a recipient of federal funds, Santa Cruz METRO is required to comply with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR 26), which states that grantees must establish and implement a Disadvantaged Business Enterprise (DBE) program and set a DBE participation goal.
- In previous years, the FTA requires a new goal calculation every three years.
- Staff proposes a goal of 1.5% for DBE participation for FFY15-FFY17 (Attachment A).
- Santa Cruz METRO’s Public Notice announcing its proposed DBE Goal for FFY15-FFY17 will be published in the Santa Cruz Sentinel and the Watsonville Pajaronian in English and Spanish (Attachments B and C).
- Staff requests the Board of Directors to schedule a 45-day public comment period from 5/13/14 through 6/27/14 to accept comments on the proposed goal.
- Staff further requests the Board of Directors schedule a Public Hearing on 6/27/14 to receive comments on Santa Cruz METRO’s proposed DBE goal.

## III. DISCUSSION

As a recipient of more than \$250,000 annually in FTA funds, Santa Cruz METRO is required to comply with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR 26), which states that recipients must establish and implement a Disadvantaged Business Enterprise (DBE) program and set a DBE participation goal. A DBE firm is a for-profit “small business concern” that is at

least 51 percent woman- or racial minority owned. Santa Cruz METRO will receive approximately \$5 million in federal financial assistance in FY12 from the Federal Transit Administration (FTA) and is therefore required to have a DBE program and submit a goal for DBE participation in its federally funded projects.

The Department of Transportation established the DBE program in 1980 to ensure that firms competing for federally funded contracts are not subject to unlawful discrimination and to mend the impact of previous discrimination. The DBE program seeks to increase the opportunities for small, minority and women-owned businesses to participate in federally funded projects by “leveling the playing field” so that they can compete fairly for federally funded contracts. As a recipient of federal funds through the Federal Transit Administration (FTA) funds, Santa Cruz METRO follows the guidance established by the FTA in its DBE program.

Santa Cruz METRO’s policy is to ensure that DBEs have an equal opportunity to receive and participate in FTA-assisted contracts. Santa Cruz METRO is prohibited from excluding any person from participating in, denying any person the benefits of, or otherwise discriminating against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, national origin, disability or sexual orientation.

Prior to 2012, the FTA required that recipients calculate a new DBE goal annually. Beginning with FFY12, recipients were required to calculate and submit a new DBE goal once every *three* years. The goal currently under consideration is for federal fiscal years 2015 - 2017 (FFY15-FFY17). The FFY12-FFY14 goal of 1.54% expires on 9/30/14.

Santa Cruz METRO Staff used a methodology published in 49 CFR 26.45 to establish the FFY15-FFY17 DBE goal. This methodology enables Santa Cruz METRO to start with a goal from previous DBE participation, goals of another agency or to calculate one based upon data on the number of DBE vendors relative to all vendors within the same market area. This initial goal would then be modified to adjust for differences between the base year and the current contracting opportunities. Santa Cruz METRO proposes a goal of 1.5% for the FFY15-FFY17 period based upon the methodology described in Attachment A.

Santa Cruz METRO staff used the Preliminary FY15 Operating and Capital Budget to establish the FFY15-FFY17 DBE goal. If funding and contract opportunities change significantly during the three-year period, Santa Cruz METRO can modify the goal and submit an update to the FTA.

Santa Cruz METRO staff proposes a FFY15-FFY17 goal of 1.5%. This goal falls within the range of previous DBE goals and is reasonable based upon current contract opportunities and DBE vendor availability in the market area.

### **Outreach/Public Comment Period**

Santa Cruz METRO will disseminate Public Notices in Spanish (Attachment B) and English (Attachment C) which announce the proposed DBE goal for FFY15-FFY17 and request comments. The notices will be published in the Santa Cruz Sentinel and in the Watsonville Pajaronian and will be posted at Santa Cruz METRO's transit centers and at the Administration Building. The notices will give notice of the Public Comment period from 5/13/14 through 6/27/14, give direction for submitting comments and announce the Public Hearing to be held at the Board meeting of 6/27/14.

Santa Cruz METRO's DBE Goal for FFY15-FFY17 and supporting information regarding Santa Cruz METRO's DBE Program will be available for public inspection at Santa Cruz METRO's Administrative Offices, the Santa Cruz Central Branch Library, 224 Church Street, Santa Cruz, CA 95060 and the Watsonville Main Library, 275 Main Street, Watsonville, CA 95076 through June 27, 2014.

Staff recommends that Board of Directors open a public comment period of 5/13/14 – 6/27/14 and set a Public Hearing on the proposed DBE goal for FFY15-FFY17 on 6/27/14 at the Santa Cruz City Council Chambers to consider public input in adopting the DBE goal for FFY15-FFY17 period. This meeting will be televised and a Spanish Interpreter will be available.

### **IV. FINANCIAL CONSIDERATIONS**

Staff anticipates that the public circulation documents and public notices on the proposed DBE goal will cost less than \$500. Adopting the DBE goal for FFY15-FFY17 has no significant financial impact; however, contracts funded with FTA assistance will be monitored for DBE goal achievement.

### **V. ATTACHMENTS**

**Attachment A:** FFY15 – FFY17 DBE Goal Methodology

**Attachment B:** Public Notice: Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2015 - 2017 (FFY15 – FFY17) in Spanish

**Attachment C:** Public Notice: Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2015 - 2017 (FFY15 – FFY17) in English

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# Attachment A



## **Methodology For Calculating the Proposed DBE Goal for Federal Fiscal Year 2015 – Federal Fiscal Year 2017 (FFY15-FFY17)**

Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is proposing an overall Disadvantaged Business Enterprise (DBE) goal of 1.5% for U.S. Department of Transportation, Federal Transit Administration (FTA) assisted contracts in federal fiscal years 2015 – 2017 (FFY15-FFY17). The FTA requires that any recipient of more than \$250,000 in FTA funds annually must have a DBE goal. Santa Cruz METRO will receive approximately \$5.7 million in FTA funding in FFY15 and will set a DBE goal as it has for more than 20 years.

The FTA shifted from a requirement to calculate annually the DBE goal to calculating it every three years. Santa Cruz METRO complied with the requirement to calculate an annual goal through FFY11 and produced a three-year goal beginning with the FFY12-FFY14 period. This year, Santa Cruz METRO is setting the goal for the three-year FFY15-FFY17 period and will submit it to the FTA by 8/1/14. Because the budgets beyond FY15 are uncertain at this time due to changes in federal funding support when the current surface transportation act expires on 10/1/14 and because of changes in Santa Cruz METRO's contracting opportunities year-to-year, staff calculated the three-year DBE goal based upon the known FY15 budget. Santa Cruz METRO will adjust its DBE goal, if necessary, when future budgets are known if the contracting opportunities change.

### Step 1: Base Goal

The Code of Federal Regulations, Title 49 Section 26 (49 CFR 26) describes several methods to calculate a DBE goal and also allows the recipient to develop its own rational, justifiable methodology. The method staff chose to obtain a goal for FFY15-FFY17 goal was to begin with the goal set in the last three-year period, FFY12-FFY14, and adjust it based upon differences in contracting opportunities between the two base years, FY12 versus FY15. This approach assumes that changes in contracting opportunities between FFY12 and FFY15 have a greater impact on the anticipated level of DBE participation than do changes in the proportion of DBE vendors relative to all vendors in the marketplace. Staff used the FFY12-FFY14 goal of 1.54% for the first step in arriving at an anticipated rate of participation for the final goal.

### Step 2: Adjustments

In order to adjust the goal to accommodate budgetary changes, staff compared the contracting opportunities in the FY12 with those in the FY15 budget. The FY15 budget has less contracting and subcontract opportunities in construction because the contracting

# Attachment A

for the Judy K. Souza Operating Facility was a factor in the FY12. For FY15, while there is major funding for the Operating Facility, there are no longer contracting opportunities. This lack of large construction contracting opportunities justified rounding the FY12 goal down to 1.5% from its previous goal of 1.54%.

To further adjust Santa Cruz METRO's preliminary DBE goal, staff looked at the DBE goals from other agencies in the surrounding areas, especially the goal of Monterey-Salinas Transit (MST) because it is also a small transit operator in the same market area, which had a goal of 2.5%. The City of Santa Cruz has a goal of 2.85% on one road construction project, but non-transit entities are not required to set a goal for remaining procurements.

Santa Cruz County has a goal of 2% on the Calabazas Road construction contract and 3% on the Empire Grade construction contract. Monterey County has a goal of 6.05% on the Salinas Road construction project. Road projects tend to have subcontractors in different fields, giving more contracting opportunities than smaller procurements for goods and services typical on Santa Cruz METRO's contracts. Keep in mind that individual construction contracts vary widely in cost, scope and complexity, which explains the variation from 2% to 6.05% for contract goals in the same market area.

A comparison with MST's goal is even more relevant because it is also a small transit operator in the same market area as Santa Cruz METRO. MST set a goal of 2.5% for the FFY12-FFY14 period, and its budget and contracting opportunities merit further consideration in order to understand the difference. In contrast to Santa Cruz METRO, MST contracts out its entire paratransit operation, which provides both mandatory ADA complementary transit service and demand response service in areas with low ridership. MST has a paratransit department cost of \$5.8 in a total annual budget of \$30.3 million; Santa Cruz METRO's ParaCruz department cost is \$5.4 million in a budget of \$45.3 million. Paratransit costs at MST are a much higher percentage of the entire budget. More importantly in this comparison of the paratransit portion of the budget, however, MST contracts its entire paratransit service to outside vendors; Santa Cruz METRO operates more than 95% of its paratransit service in-house. This portion of Santa Cruz METRO's budget has no contract opportunities; Santa Cruz METRO therefore has only \$250,000 worth of contract transportation versus \$5.8 million at MST; a significant difference.

In addition to the contrast between paratransit contracting, MST also contracts its facilities maintenance while Santa Cruz METRO's Facilities Maintenance Department performs the equivalent service in-house. In this area again, MST contracts a higher portion of its budget than Santa Cruz METRO: \$880,508 versus \$224,245.

In these two areas of contract opportunities alone, paratransit service and facilities maintenance, MST contracts out 21% of its budget while Santa Cruz METRO contracts out only 0.9% of its budget.

# Attachment A

Santa Cruz METRO  
FFY15-FFY17 DBE Goal  
Page 3

Another highly significant difference between MST and Santa Cruz METRO is in the revenue side of the equation. Only federal revenue is considered in setting the DBE goal; state revenue, which funds security projects and MetroBase construction, is not considered. On the revenue side, MST has a much higher proportion of federal funds than what Santa Cruz METRO factors into the DBE calculation: MST's federal share of total revenue is 32%; Santa Cruz METRO's is only 11%. The contrast in federal revenue as a proportion of the total budget between MST and Santa Cruz METRO justifies setting a goal lower than MST's 2.5%

Yet another comparison justifies Santa Cruz METRO's proposed goal of 1.5%: Santa Cruz METRO set its previous five DBE goals in a range from 1.32% to 1.73%. With the adjusted rate hitting the mid-point between five preceding goals, the proposed goal of 1.5% is reasonable and rational for FFY15-FFY17.

## The Proposed Goal

Given the three factors considered, Santa Cruz METRO's goal falling within the range of most highway construction contracts in the market area, 1.5% versus 2% for most highway contracts and 6.05% for a single contract, the significantly *disproportionate* budgetary factors between Santa Cruz METRO and MST and the internal comparison with Santa Cruz METRO's own goals, Santa Cruz METRO's DBE goal of 1.5% is justified. With these considerations, **Santa Cruz METRO proposes a goal of 1.5% DBE participation for the FFY15-FFY17 period.**

If approved by the Board of Directors, Santa Cruz METRO will establish a DBE goal of 1.5% for FFY15-FFY17. Santa Cruz METRO's proposed DBE goal statement (Attachments B and C) and the supporting methodology (Attachment A) are available for public inspection May 13, 2014 through June 27, 2014 at Santa Cruz METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, on Santa Cruz METRO's website [www.scmttd.com](http://www.scmttd.com), at the Santa Cruz Central Branch Library, 224 Church Street, Santa Cruz, CA 95060 and at the Watsonville Main Library, 275 Main Street, Watsonville, CA 95076.

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# Attachment B



## **AVISO AL PÚBLICO**

### **EMPRESA DE NEGOCIOS EN DESVENTAJA** **META PARA AÑOS FISCALES FEDERALES 2012-2014 (FFY15-FFY17)**

Se hace saber que el Distrito de Tránsito Metropolitano de Santa Cruz, (Santa Cruz METRO) propone una meta conjunta para la Empresa de Negocios en Desventaja (DBE) de **1.5%** para los contratos de asistencia del Departamento de Transporte de EE.UU. (U.S. DOT) para FFY15-FFY17. Este objetivo se ha creado basándose en la información actualmente disponible. Como parte de este programa, Santa Cruz METRO debe establecer una meta para participación de DBE en todos los contratos nuevos que son elegibles de ser financiados con fondos federales. Una empresa DBE se define como una “empresa pequeña” con fines de lucro que es al menos el 51 por ciento de propiedad y controlada por uno o mas individuales con desventaja social y económica. Empresas DBE de California están calificadas como tales a través del Programa de Certificación Unido de California (UCP).

Es la póliza del Santa Cruz METRO de prohibir la discriminación por motivos de raza, color, sexo, origen nacional, discapacidad, y/u orientación sexual en la concesión y administración de contratos asistidos del DOT. Es la intención del Santa Cruz METRO de crear una igualdad de condiciones en la que DBEs pueden competir en condiciones justas para contratos asistidos de DOT.

La base lógica de este objetivo y la información relativa apoyando el programa DBE del Santa Cruz METRO estará disponible para inspección pública en las oficinas administrativas de Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060. Estos documentos estarán disponibles para inspección de las 8 am a las 5 pm, lunes a viernes, desde el 13 de mayo, 2014 hasta el 27 de junio, 2014 en la dirección arriba indicada, en el sitio web de METRO [www.scmttd.com](http://www.scmttd.com) y en la Biblioteca Central de Santa Cruz, 224 Church Street, Santa Cruz, CA 95060 y la Biblioteca Principal de Watsonville, 275 Main Street, Watsonville, CA 95076, durante las horas regulares de las bibliotecas.

Santa Cruz METRO y la Administración Federal de Tránsito aceptarán comentarios por escrito sobre el objetivo propuesto de DBE del Santa Cruz METRO y su razón de ser por 45 días a partir de la fecha de esta notificación. Los comentarios deben ser sometidos a Angela Aitken, oficial de enlace de DBE en la dirección arriba indicada, o por correo electrónico: [DBE@scmttd.com](mailto:DBE@scmttd.com) o a la Administración Federal de Tránsito, Oficina de Derechos Civiles, Región IX, 201 Mission Street, Suite 1650, San Francisco, CA 94105.

Santa Cruz METRO tendrá una Audiencia Pública sobre su meta del FFY15-FFY17 de DBE a las 9:00 am el 27 de junio, 2011 en las Salas de Consejo de la Ciudad de Santa Cruz en 809 Center Street, Santa Cruz, CA 95060. Miembros del público podrán dirigirse a la Junta Directiva del Santa Cruz METRO en esta sesión.

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# Attachment C



## **PUBLIC NOTICE**

### **DISADVANTAGED BUSINESS ENTERPRISE**

#### **GOAL FOR FEDERAL FISCAL YEARS 2015-2017 (FFY15-FFY17)**

Notice is hereby given that the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is proposing a Disadvantaged Business Enterprise (DBE) goal of **1.5%** for U.S. Department of Transportation assisted contracts for FFY15-FFY17. This goal has been set based upon information currently available. As part of this program, Santa Cruz METRO must establish a goal for DBE participation in procurements to be federally funded. A DBE firm is defined as a for-profit “small business concern” that is at least 51 percent owned and controlled by one or more socially and economically disadvantaged individuals. California DBE firms are certified as such through the California United Certification Program (UCP).

It is the policy of Santa Cruz METRO to ensure nondiscrimination on the basis of race, color, sex, national origin, disability and/or sexual orientation in the award and administration of DOT-assisted contracts. It is the intention of Santa Cruz METRO to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

The rationale for this goal and supporting information regarding Santa Cruz METRO’s DBE Program will be available for public inspection at Santa Cruz METRO’s Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060. These documents are available for inspection from 8 am to 5 pm, Monday through Friday, from 5/13/14 through 6/27/14 at the above address, on METRO’s website [www.scmtd.com](http://www.scmtd.com) and at the Santa Cruz Central Branch Library, 224 Church Street, Santa Cruz, CA 95060 and the Watsonville Main Library, 275 Main Street, Watsonville, CA 95076, during regular library hours.

Santa Cruz METRO and the Federal Transit Administration will accept written comments on Santa Cruz METRO’s proposed DBE goal and its rationale for 45 days from the date of this notice. Comments should be submitted to Angela Aitken, DBE Liaison Officer, at the address listed above, or by email: [DBE@scmtd.com](mailto:DBE@scmtd.com) or to the Federal Transit Administration, Civil Rights Office, Region IX, 201 Mission Street, Suite 1650, San Francisco, CA 94105.

Santa Cruz METRO will hold a Public Hearing on its FFY15-FFY17 DBE goal at 9:00 am on June 27, 2014 at the Santa Cruz City Council Chambers at 809 Center Street, Santa Cruz, CA 95060. Members of the public may address Santa Cruz METRO’s Board of Directors at this meeting.

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**DATE:** May 09, 2014

**TO:** Board of Directors

**FROM:** Ciro Aguirre, Operations Manager

**SUBJECT: CONSIDERATION OF PROVISION OF A BUS AND OPERATOR TO SUPPORT THE UNITED TRANSPORTATION UNION LOCAL 23 SENIOR DINNER SCHEDULED TO BE HELD JUNE 21, 2014.**

## **I. RECOMMENDED ACTION**

**That the Board of Directors approve becoming a Sponsor of the United Transportation Union Senior Dinner scheduled to be held on June 21, 2014 by providing a bus and operator for the event.**

## **II. SUMMARY OF ISSUES**

- For many years the United Transportation Union Local 23 (UTU 23) has sponsored a Dinner for Senior Citizens in Santa Cruz County.
- Eduardo Montesino, Chair, UTU 23 has informed METRO that the UTU 23 will sponsor the Senior Dinner this year and has scheduled the event to be held on June 21, 2014. The location for the event is the Santa Cruz Senior Center on Market Street which does not lend itself to convenient access by users of public transit. Therefore, UTU 23 has requested that METRO become a Senior Dinner Sponsor by providing a bus and driver to assist riders in attending the event.
- In prior years METRO has been a Sponsor of the Senior Dinner and has provided a bus and operator to provide transportation services for senior citizens who would like to attend the senior dinner, but do not have transportation services available.
- By becoming a Sponsor of the UTU Senior Dinner METRO improves the relations with the senior riders of the system and provides a valuable benefit to citizens who rely on public transit.
- METRO staff recommends that the Board of Directors approve the provision of a bus and operator to assist UTU 23 in the provision of the Senior Dinner.

## **III. DISCUSSION**

For many years the United Transportation Union Local 23 (UTU 23) has sponsored a Dinner for Senior Citizens in Santa Cruz County.

Eduardo Montesino, Chair, UTU 23 has informed METRO that the UTU 23 will sponsor the Senior Dinner this year and has scheduled the event to be held on June 21, 2014. The location for

the event is the Santa Cruz Senior Center on Market Street which does not lend itself to convenient access by users of public transit. In prior years METRO has provided a bus and operator to provide transportation services for senior citizens who would like to attend the senior dinner, but do not have transportation services available.

By becoming a Sponsor of the UTU Senior Dinner METRO improves the relations with the senior riders of the system and provides a valuable benefit to citizens who rely on public transit services.

METRO staff recommends that the Board of Directors approve METRO becoming a Sponsor of the UTU Senior Dinner.

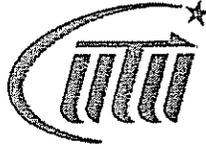
#### **IV. FINANCIAL CONSIDERATIONS**

The provision of a bus and operator to support the UTU 23 Senior Dinner would cost approximately \$800.00. Funds to support this event are available in the FY 2014 METRO Operating Budget.

#### **V. ATTACHMENTS**

Attachment A: April 16, 2014 Letter from UTU 23 Chair Eduardo Montesino

# Attachment A



Eduardo Montesino  
Chairperson UTU/SMART local 0023  
165 Dubois st  
Santa Cruz, CA 95060

Cell: (831)-247-9699  
Business: 831-423-0319  
E-mail: montesino@att.net

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April 16, 2014

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

Dear Mr. White,

The United Transportation Union/SMART, Local 23 will be holding its annual Senior Luncheon this year on June 21, 2014.

In the past, the Union honored our senior riders in the community by sponsoring a free luncheon with entertainment. The Santa Cruz Metro has participated as a supporter by allowing us the use of a bus, with specific routing that picks seniors up all over the county.

The United Transportation Union/SMART, Local 23 would like to request the same level of service as in previous years. The Union will highlight the Metro's participation, both on our flyers and in the Newspaper ads, as a sponsoring partner at this event.

We would like to thank you in advance for your consideration of this request in honoring the senior riders of our community.

Thank you,

Eduardo Montesino  
UTU/SMART local 0023

Cc Alex Clifford CEO/ General Manager  
Cc Board of Directors



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**DATE:** May 9, 2014  
**TO:** Board of Directors  
**FROM:** Carolyn Derwing, Schedule Analyst/Acting Planner  
**SUBJECT: PUBLIC HEARING TO ACCEPT PROPOSED SUMMER 2014 SERVICE CHANGES**

## **I. RECOMMENDED ACTION**

**That the Board of Directors review and accept the proposed service changes for the Summer 2014 Bid.**

## **II. SUMMARY OF ISSUES**

- On March 13, 2014, Santa Cruz METRO posted “Notice of Public Hearing for Proposed Summer 2014 Service Changes”.
- Santa Cruz METRO’s Summer Bid begins June 19, 2014.
- Traditionally summer bids have minimal service changes, most changes involve the suspension of school term service and minor routing changes to avoid beach traffic.
- Santa Cruz METRO Staff is proposing three further service changes to improve service:
  - Re-routing the Route 74.
  - Re-naming and re-routing the trips of the current Route 74 that serve Pajaro Valley High School. The new trips will be designated as the Route 74S.
  - Re-routing the Route 77.
- Santa Cruz METRO staff recommends that the Board of Directors review and accept the proposed service changes for the Summer 2014 bid. These changes would be implemented on June 19, 2014.

## **III. DISCUSSION**

Santa Cruz METRO has the opportunity to make service changes four times per year with the start of a new “bid” cycle. Any service changes must be approved in advance of a new bid in order to make various staff and printing deadlines. The Summer Bid begins June 19, 2014, and Santa Cruz METRO Staff is finalizing proposed service changes now. This Board Meeting is serving as a public hearing as the proposed changes are sizeable enough that a public hearing is required.

Traditionally, summer bids have a set of routine minimal service changes that have been standard for many years. These standard changes include:

- Suspending all UC Santa Cruz and San Lorenzo Valley school term service with the conclusion of the academic school year.
- Re-routing the weekend Route 68 onto Broadway between Ocean St. and Front St. to avoid beach traffic.
- Beginning the daily 11:45PM trip of the Route 71 from Santa Cruz to Watsonville, at the Boardwalk at 11:35PM. This service was approved by the Board at the January 24, 2014 Board Meeting.

In addition to the standard service changes, Santa Cruz METRO staff is proposing three additional changes based upon input from UTU Local 23 and in a continuing effort to improve service. The first is the re-routing of the Route 74. This new routing expands service on Green Valley Road. See Attachment A for the updated runtime tables and map.

Secondly, Santa Cruz METRO Staff is proposing the creation of a new route called the Route 74S. This route takes the two trips of the current Route 74 that serve Pajaro Valley High School and designates them as the Route 74S. The routing for these two trips has been altered to more efficiently take students from neighborhoods to Pajaro Valley High School and back again. The routing of the Route 74 and the Route 74S is similar enough to demonstrate that these routes are related but different enough to make it difficult to clearly represent on one map. The new designation of “S” to signify “School” is being used in a similar manner to the designations used with the 69A and the 69W. See Attachment B for the updated runtime table and map.

Finally, Santa Cruz METRO Staff is proposing to re-route the Route 77. This route is currently underutilized. In an effort to improve ridership routing has been adjusted to extend service to Watsonville High School, Crestview Center and along Freedom Boulevard. See Attachment C for the updated runtime table and map.

In summary, Santa Cruz METRO Staff is finalizing service changes for the Summer Bid. Some of the changes are standard summer changes. However, there are three additional changes to service that are being proposed. The changes include the re-routing of Routes 74 and 77 and designating the trips that serve Pajaro Valley High School as the Route 74S. The trips of the Route 74S have also been re-routed slightly to help improve service to students who ride the bus to and from Pajaro Valley High School. Staff recommends that the Board of Directors accept the proposed changes for the Summer Bid, which begins June 19, 2014.

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

The proposed routing and runtime changes were designed to be cost neutral changes (other than the cost of printing new stickers and posters). The proposed service changes fit into the basic footprint of the current service.

**V. ATTACHMENTS**

**Attachment A:** Route 74 Proposed Runtime Tables and Map

**Attachment B:** Route 74S Proposed Runtime Table and Map

**Attachment C:** Route 77 Proposed Runtime Table and Map

Prepared By: Carolyn Derwing, Schedule Analyst/Acting Planner  
Erich R. Friedrich, Sr. Transportation Planner

Date Prepared: May 2, 2014

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# Attachment A

## Route 74

WTC	Green Valley & Main	Neilson & Watsonville Hospital	Airport & Freedom Center	Green Valley & Main	WTC
A	B	C	D	B	A
<b>MONDAY - FRIDAY</b>					
6:10 AM	6:20 AM	6:24 AM	6:36 AM	6:46 AM	6:56 AM
8:10 AM	8:20 AM	8:24 AM	8:36 AM	8:46 AM	8:56 AM
9:10 AM	9:20 AM	9:24 AM	9:36 AM	9:46 AM	9:56 AM
10:10 AM	10:20 AM	10:24 AM	10:36 AM	10:46 AM	10:56 AM
11:10 AM	11:20 AM	11:24 AM	11:36 AM	11:46 AM	11:56 AM
<b>12:10 PM</b>	<b>12:20 PM</b>	<b>12:24 PM</b>	<b>12:36 PM</b>	<b>12:46 PM</b>	<b>12:56 PM</b>
<b>1:10 PM</b>	<b>1:20 PM</b>	<b>1:24 PM</b>	<b>1:36 PM</b>	<b>1:46 PM</b>	<b>1:56 PM</b>
<b>2:10 PM</b>	<b>2:20 PM</b>	<b>2:24 PM</b>	<b>2:36 PM</b>	<b>2:46 PM</b>	<b>2:56 PM</b>
<b>4:10 PM</b>	<b>4:20 PM</b>	<b>4:24 PM</b>	<b>4:36 PM</b>	<b>4:46 PM</b>	<b>4:56 PM</b>
<b>5:10 PM</b>	<b>5:20 PM</b>	<b>5:24 PM</b>	<b>5:36 PM</b>	<b>5:46 PM</b>	<b>5:56 PM</b>
<b>6:10 PM</b>	<b>6:20 PM</b>	<b>6:24 PM</b>	<b>6:36 PM</b>	<b>6:46 PM</b>	<b>6:56 PM</b>

WTC	Green Valley & Main	Neilson & Watsonville Hospital	Airport & Freedom Center	Green Valley & Main	WTC
A	B	C	D	B	A
<b>SATURDAY - SUNDAY</b>					
6:45 AM	6:55 AM	6:59 AM	7:11 AM	7:21 AM	7:31 AM
7:45 AM	7:55 AM	7:59 AM	8:11 AM	8:21 AM	8:31 AM
8:45 AM	8:55 AM	8:59 AM	9:11 AM	9:21 AM	9:31 AM
9:45 AM	9:55 AM	9:59 AM	10:11 AM	10:21 AM	10:31 AM
10:45 AM	10:55 AM	10:59 AM	11:11 AM	11:21 AM	11:31 AM
11:45 AM	11:55 AM	11:59 AM	<b>12:11 AM</b>	<b>12:21 AM</b>	<b>12:31 AM</b>
<b>12:45 PM</b>	<b>12:55 PM</b>	<b>12:59 PM</b>	<b>1:11 PM</b>	<b>1:21 PM</b>	<b>1:31 PM</b>
<b>1:45 PM</b>	<b>1:55 PM</b>	<b>1:59 PM</b>	<b>2:11 PM</b>	<b>2:21 PM</b>	<b>2:31 PM</b>
<b>2:45 PM</b>	<b>2:55 PM</b>	<b>2:59 PM</b>	<b>3:11 PM</b>	<b>3:21 PM</b>	<b>3:31 PM</b>
<b>3:45 PM</b>	<b>3:55 PM</b>	<b>3:59 PM</b>	<b>4:11 PM</b>	<b>4:21 PM</b>	<b>4:31 PM</b>
<b>4:45 PM</b>	<b>4:55 PM</b>	<b>4:59 PM</b>	<b>5:11 PM</b>	<b>5:21 PM</b>	<b>5:31 PM</b>
<b>5:45 PM</b>	<b>5:55 PM</b>	<b>5:59 PM</b>	<b>6:11 PM</b>	<b>6:21 PM</b>	<b>6:31 PM</b>
<b>6:45 PM</b>	<b>6:55 PM</b>	<b>6:59 PM</b>	<b>7:11 PM</b>	<b>7:21 PM</b>	<b>7:31 PM</b>

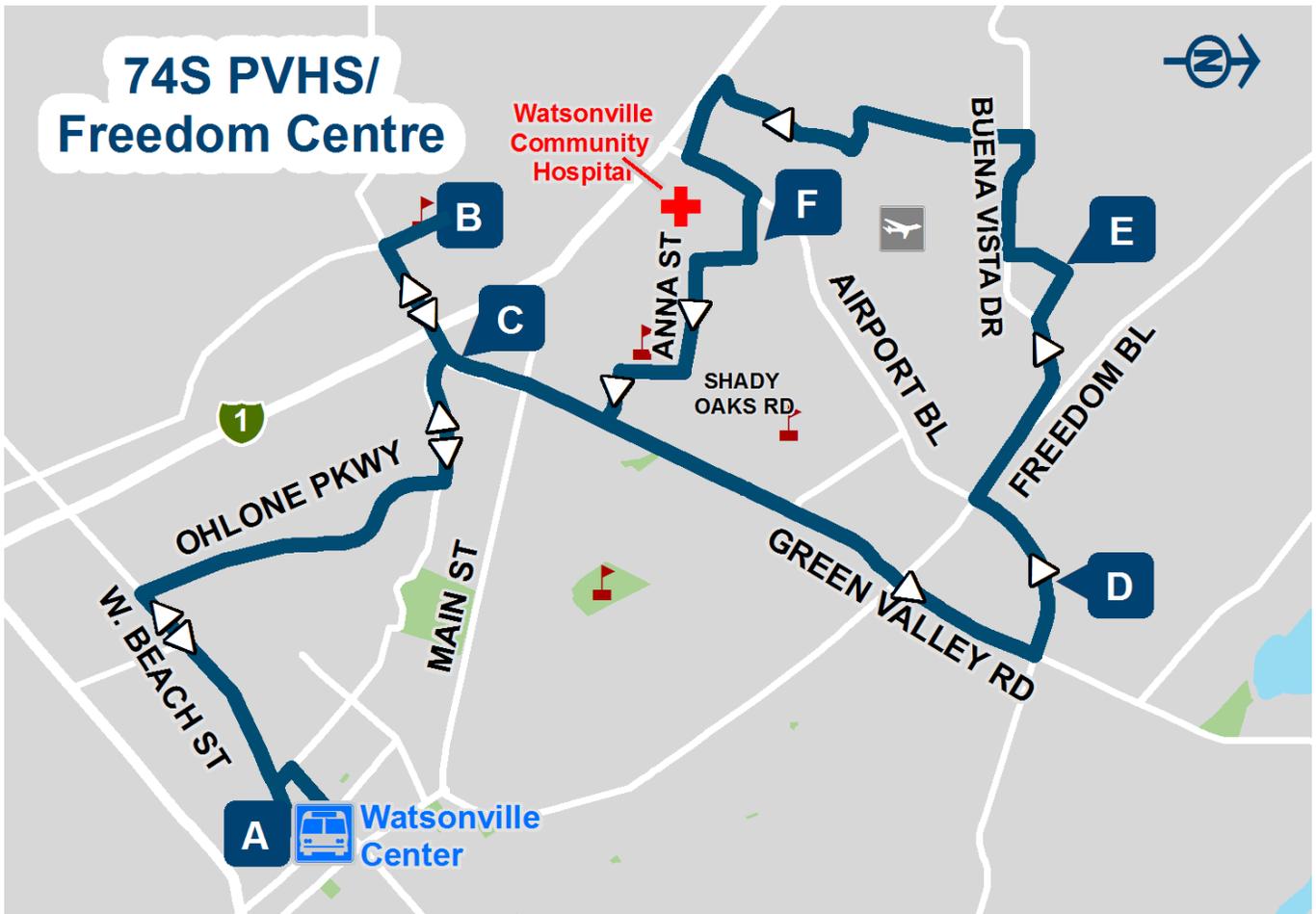
# Attachment A



# Attachment B

## Route 74S

WTC	Pajaro HS	Green Valley & Main	Airport & Freedom Center	Bowker & Buena Vista	Neilson & Watsonville Hospital	Pajaro HS	Green Valley & Main	WTC
A	B	C	D	E	F	B	C	A
<b>MONDAY - FRIDAY</b>								
7:00 AM	---	7:08 AM	7:18 AM	7:21 AM	7:27 AM	7:40 AM		8:02 AM
3:10 PM	3:20 PM	3:24 AM	3:34 PM	3:37 AM	3:43 AM	---	3:48 PM	4:02 PM



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# Attachment C

## Route 77

Watsonville TC	Watsonville Civic Plaza	Salinas Rd & Bishop	Watsonville High School	Crestview Center	Watsonville TC
A	B	C	D	E	A
<b>MONDAY - FRIDAY</b>					
6:30 AM	6:32 AM	6:37 AM	6:42 AM	6:50 AM	7:05 AM
7:30 AM	7:32 AM	7:37 AM	7:42 AM	7:50 AM	8:05 AM
8:30 AM	8:32 AM	8:37 AM	8:42 AM	8:50 AM	9:05 AM
9:30 AM	9:32 AM	9:37 AM	9:42 AM	9:50 AM	10:05 AM
10:30 AM	10:32 AM	10:37 AM	10:42 AM	10:50 AM	11:05 AM
11:30 AM	11:32 AM	11:37 AM	11:42 AM	11:50 AM	12:05 PM
<b>12:30 PM</b>	<b>12:32 PM</b>	<b>12:37 PM</b>	<b>12:42 PM</b>	<b>12:50 PM</b>	<b>1:05 PM</b>
<b>1:30 PM</b>	<b>1:32 PM</b>	<b>1:37 PM</b>	<b>1:42 PM</b>	<b>1:50 PM</b>	<b>2:05 PM</b>
<b>2:30 PM</b>	<b>2:32 PM</b>	<b>2:37 PM</b>	<b>2:42 PM</b>	<b>2:50 PM</b>	<b>3:05 PM</b>
<b>3:30 PM</b>	<b>3:32 PM</b>	<b>3:37 PM</b>	<b>3:42 PM</b>	<b>3:50 PM</b>	<b>4:05 PM</b>
<b>4:30 PM</b>	<b>4:32 PM</b>	<b>4:37 PM</b>	<b>4:42 PM</b>	<b>4:50 PM</b>	<b>5:05 PM</b>
<b>5:30 PM</b>	<b>5:32 PM</b>	<b>5:37 PM</b>	<b>5:42 PM</b>	<b>5:50 PM</b>	<b>6:05 PM</b>
<b>6:30 PM</b>	<b>6:32 PM</b>	<b>6:37 PM</b>	<b>6:42 PM</b>	<b>6:50 PM</b>	<b>7:05 PM</b>

