

*****REVISED*****

AGENDA

SANTA CRUZ METRO BOARD OF DIRECTORS REGULAR MEETING OF FEBRUARY 22, 2013

8:00 AM



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

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

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

*Leslie R. White, General Manager / Secretary of the Board
Leslyn K. Syren, District Counsel*

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

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

AMERICANS WITH DISABILITIES ACT

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

**REVISED AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF FEBRUARY 22, 2013
PAGE 2 OF 4**

MEETING LOCATION:
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET, 4TH FLOOR
WATSONVILLE, CALIFORNIA

8:00 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

**THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING WILL BE INTERRUPTED BRIEFLY AT 10:00 A.M.
TO HOLD THE ANNUAL MEETING OF THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION**

SECTION I: OPEN SESSION

1. CALL TO ORDER
2. ROLL CALL
3. ANNOUNCEMENTS
 - 3-1. Amy Weiss will be available for Spanish language interpretation during "Oral Communications" and for any other agenda item for which these services are needed.
 - 3-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.
 - 3-3. We'd like to thank TAQUERIA LIDIA for our refreshments today. TAQUERIA LIDIA is located in the Watsonville Transit Center here in Watsonville, where they serve a variety of authentic Mexican dishes.
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 Oral and Written Communications on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.
- 4-1. MEMORANDUM IN SUPPORT OF VERONICA ELSEA AND DEFICIENCIES FOR THE SIGHT-IMPAIRED ON METRO'S WEBSITE AND SMART CARD PROCUREMENT PROCEDURE.
D. Norman Hagen, Chair, Metro Advisory Committee, Santa Cruz, California
5. LABOR ORGANIZATION COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

REVISED AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF FEBRUARY 22, 2013
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CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one 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.

- 7-1. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION: RICARDO YEPEZ V. SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (BEFORE THE WORKERS' COMPENSATION APPEALS BOARD)
Submitted by Leslyn K. Syren, District Counsel
- 7-2. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT AMENDMENT WITH THE LAW OFFICES OF MARIE F. SANG FOR LEGAL SERVICES IN THE AREA OF WORKERS' COMPENSATION EXTENDING THE CONTRACT FOR TWO MONTHS
Submitted by Erron Alvey, Purchasing Agent
- 7-3. CONSIDERATION OF AWARD OF CONTRACT WITH SJB GLOBALNET, INC. FOR VOICE OVER INTERNET PROTOCOL (VOIP) SYSTEM SUPPORT SERVICES IN AN AMOUNT NOT TO EXCEED \$125,000
Submitted by Erron Alvey, Purchasing Agent
- 7-4. ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS
Submitted by Sherri Escobedo, Administrative Assistant
- 7-5. ACCESSIBLE SERVICES REPORT FOR DECEMBER 2012
Submitted by John Daugherty, Accessible Services Coordinator
- 7-6. SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR DECEMBER 2012
Submitted by Erich Friedrich, Senior Transportation Planner

REGULAR AGENDA

- 8. CONSIDERATION OF APPOINTING DIRECTORS TO THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION
Presented by Leslie R. White, Chief Executive Officer, SCCIC
- 9. PRESENTATION OF EMPLOYEE ANNIVERSARIES
Presented by Daniel Dodge, Chair
- 10. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF BRENT FOUSE AS A TRANSIT SUPERVISOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Presented by Daniel Dodge, Chair

REVISED AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF FEBRUARY 22, 2013
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11. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF JOSE POLANCO AS A BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Presented by Daniel Dodge, Chair
12. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF KENNETH TICHENOR AS A BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Presented by Daniel Dodge, Chair
13. CONSIDERATION OF APPOINTMENT OF ROSEANN MARQUEZ TO THE METRO ADVISORY COMMITTEE FOR A TERM ENDING FEBRUARY 21, 2015
Presented by Leslie R. White, General Manager
14. **CONSIDERATION OF CONTINUING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES, AND FACILITIES AND TO PROVIDE THE OPPORTUNITY FOR METRO STAFF TO PARTICIPATE IN THE PROGRAM**
Presented by Les White, General Manager
15. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ISSUE AN RFP FOR A CONSULTANT TO PRODUCE A SHORT-RANGE TRANSIT PLAN (2014-2018)**
Presented by Leslie R. White, General Manager
16. ORAL REPORT REGARDING REQUEST FROM **PROJECT 418** FOR DANCING BUS OPERATORS
Presented by Daniel Dodge, Board Chair
17. ORAL ANNOUNCEMENT
The next regularly scheduled Board meeting will be held Friday, March 8, 2013 at 8:00 a.m. at the Santa Cruz METRO Offices, 110 Vernon Street, Santa Cruz, California.
18. ADJOURNMENT
Adjourn to the next Board of Directors meeting.

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

RECEIVED

2013 FEB 1 PM 3 01
2013 FEB 1 PM 3 01

Friday, Jan. 25, 2013
525 Cedar Dr.
Watsonville, CA 95076-3535

To: Metropolitan Transit District
Board of Directors
110 Vernon ST.
Santa Cruz, CA 95060

Board Members:

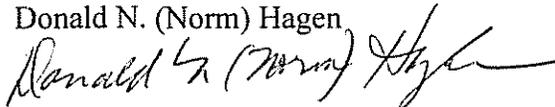
It is my pleasure to announce that the MAC committee members at our December meeting heard the presentation of Veronica Elsea of the R.T.C. Pedestrian and Safety Group and her recommendations concerning the problems faced by people with sight problems with the Smart Card procurement process and the difficulties that they have with Metro's present web site.

The MAC members wholly support her requests for improvement of this process and removing the difficulties she and others have.

I know that our administration is presently looking into these situations and the MAC members want to thank our Administration for their efforts to eradicate these difficulties.

Sincerely

Donald N. (Norm) Hagen



Metropolitan Advisory Committee, Chair

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: February 22, 2013

TO: Board of Directors

FROM: Leslyn Syren, District Counsel 

SUBJECT: Notification Of Action Taken In Closed Session Regarding The Following:
Ricardo Yopez v. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)

1. Settlement of Ricardo Yopez v. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)

On April 13, 2012, in closed session the Board authorized settlement in this matter in the sum of \$32,000.00 through a Compromise and Release. The following Directors authorized the settlement: Alejo, Bryant, Bustichi, Dodge, Graves, Hinkle, Lane and Leopold. Directors Pirie, Robinson and Stone were absent. Pursuant to this direction, an executed Compromise and Release was filed at the Worker's Compensation Appeals Board and the Award Approving the Compromise and Release was signed by the Administrative Law Judge on February 11, 2013. Mr. Yopez is not authorized to return to employment as a result of the settlement.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 22, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Agent

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A CONTRACT AMENDMENT WITH THE LAW OFFICES OF MARIE F. SANG FOR LEGAL SERVICES IN THE AREA OF WORKERS' COMPENSATION EXTENDING THE CONTRACT FOR TWO MONTHS

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to enter into a two-month contract extension with the Law Offices of Marie F. Sang for Legal Services in the area of Workers' Compensation.

II. SUMMARY OF ISSUES

- Santa Cruz METRO requires representation and litigation of Worker's Compensation claims on an as needed basis.
- Santa Cruz METRO has a contract with the Law Offices of Marie F. Sang for Legal Services in the area of Workers' Compensation.
- The current contract approved by the Board of Directors will expire on February 28, 2013.
- Due to a large number of law firms responding to the Request for Proposals (RFP) issued to obtain a new contract, staff needs more time to thoroughly evaluate, interview top ranked firms, and recommend an award.
- The Law Offices of Marie F. Sang has agreed to the two-month extension and requested no changes for the new contract period.

III. DISCUSSION

Santa Cruz METRO has a contract with the Law Offices of Marie F. Sang for Legal Services in the area of Workers' Compensation that is due to expire on February 28, 2013. An RFP to obtain a new contract was issued on December 19, 2012 and was mailed to twenty firms. On January 29, 2013, nine proposals were received. Staff comprised of Leslyn Syren, Santa Cruz METRO Counsel, Robyn Slater, Human Resources Manager, and Pat Aviles, Assistant Human Resources Manager, have reviewed the proposals and determined that more time is needed to evaluate references and prepare a short list for oral presentations and interviews.

Santa Cruz METRO requested that the Law Offices of Marie F. Sang consider extending the current contract through April 30, 2013, with no changes to the existing terms and conditions, and it was granted.

Staff recommends that the Board of Directors authorize the General Manager to sign a contract amendment on behalf of Santa Cruz METRO, extending the term of the contract by two-months. Robyn Slater, Human Resources Manager will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

No additional funds are requested at this time.

V. ATTACHMENTS

Attachment A: Response Letter from Law Offices of Marie F. Sang

Attachment B: Contract Amendment with Law Offices of Marie F. Sang

Attachment A

MARIE F. SANG *

* Certified Specialist,
Workers' Compensation Law
The State Bar of California
Board of Legal Specialization

LAW OFFICES OF
MARIE F. SANG
1875 S. WINCHESTER BOULEVARD
SUITE 201
CAMPBELL, CA 95008

Telephone (408) 866-7974
Facsimile (408) 866-1797

February 13, 2013

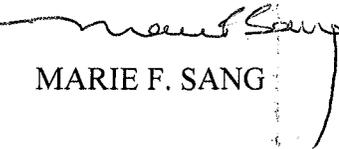
Attention: Erron Alvey - Purchasing Agent
Santa Cruz Metropolitan Transit District
110 Vernon Street,
Santa Cruz, CA 95060

**RE: SANTA CRUZ METRO CONTACT No. 08-11 FOR LEGAL SERVICES IN
THE AREA OF WORKERS' COMPENSATION**

Dear Ms. Alvey:

In response to your February 12, 2013 letter, please consider this letter my intent to extend the contract for the new term through April 30, 2013 under the same terms of reimbursement.

Very truly yours,


MARIE F. SANG

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7-2.a1

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 08-11 FOR LEGAL SERVICES IN THE AREA OF WORKERS' COMPENSATION

This Third Amendment to Contract No. 08-11 for Legal Services in the area of Workers' Compensation is made effective March 1, 2013 between the Santa Cruz Metropolitan Transit District ("Santa Cruz METRO"), a political subdivision of the State of California and The Law Offices of Marie F. Sang ("Contractor").

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Legal Services in the area of Workers' Compensation ("Contract") on March 1, 2008.
- 1.2 On February 22, 2013, the Santa Cruz METRO Board of Directors approved a two-month extension of the contract to allow additional time needed to establish a new contract for these services.

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

II. TERM

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

This Contract shall continue through April 30, 2013.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Signed on _____

Santa Cruz METRO
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
The Law Offices of Marie F. Sang

By _____
Marie F. Sang
Owner

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 22, 2013

TO: Board of Directors

FROM: Erron Alvey, Purchasing Agent

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH SJB GLOBALNET, INC. FOR VOICE OVER INTERNET PROTOCOL (VOIP) SYSTEM SUPPORT SERVICES IN AN AMOUNT NOT TO EXCEED \$125,000

I. RECOMMENDED ACTION

Authorize the General Manager to execute a contract with SJB GlobalNET, Inc. for VOIP System Support Services in an amount not to exceed \$125,000 and designate Frank Cheng, IT & Project Manager, as Contract Administrator.

II. SUMMARY OF ISSUES

- In 2009, Santa Cruz METRO upgraded the telephone system to a more technologically sophisticated VOIP system. This system requires advanced, ongoing support from an HP/3Com specialist.
- A formal request for proposals was conducted to solicit proposals from qualified firms.
- One firm submitted a proposal for Santa Cruz METRO's review.
- A two-member evaluation committee comprised of Santa Cruz METRO staff reviewed and evaluated the proposals and is recommending a contract award to SJB GlobalNET, Inc.

III. DISCUSSION

In 2009, Santa Cruz METRO upgraded the telephone system to a more technologically sophisticated VOIP system in order to effectively communicate and leverage information technology resources. This system has a unique infrastructure, different from our other IT systems. This system requires advanced, ongoing support from an HP/3Com specialist. Until recently, only a certified HP/3Com VOIP technician could provide these services. SJB GlobalNET, Inc. held this certification and has supported the system informally (without a negotiated contract).

On August 21, 2012 Santa Cruz METRO Request for Proposal No. 13-03 was mailed to twenty one (21) firms, was legally advertised, a notice was posted on Santa Cruz METRO's web site

and GovDelivery was used to send the notice to subscribers. On September 21, 2012, one proposal was received and opened. A survey was conducted as to why firms receiving the RFP did not submit proposals and the consensus was that they were not located closely enough to accommodate the required response times. A two-member evaluation committee comprised of Frank Cheng, IT & Project Manager, and Isaac Holly, Assistant IT Manager, have reviewed and evaluated the proposals.

The evaluation committee used the following criteria as contained in the Request for Proposals:

Criteria	Priority
Qualifications and Experience	1
Price	2
Technical Approach	3
References	4

The evaluation committee is recommending that a five-year contract be established with SJB GlobalNET, Inc. for VOIP System Support Services in an amount not to exceed \$125,000 with Frank Cheng, IT & Project Manager, to serve as the Contract Administrator. SJB GlobalNET, Inc. is a local firm from the city of Santa Cruz. Contractor will provide all services meeting all Santa Cruz METRO specifications and requirements of the contract, and the Contract Administrator will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS

Funds to support contract are included in the IT Department FY13 & FY14 Out Repair Equipment budget.

V. ATTACHMENTS

Attachment A: Contract with SJB GlobalNET, Inc.

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

Attachment A

PROFESSIONAL SERVICES CONTRACT FOR SUPPORT OF VOIP SYSTEM AND ASSOCIATED INFRASTRUCTURE (13-03)

THIS CONTRACT is made effective on March 1, 2013 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("Santa Cruz METRO"), and SJB GLOBALNET, INC. ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

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

1.02 Santa Cruz METRO's Need for Support of VOIP System and Associated Infrastructure

Santa Cruz METRO has the need for Support of VOIP System and Associated Infrastructure. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated August 21, 2012, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Proposal

Contractor is a firm/individual qualified to provide Support of VOIP System and Associated Infrastructure and whose principal place of business is 877 Cedar Street, Suite 150-E, Santa Cruz, California 95060. Pursuant to the Request for Proposals by Santa Cruz METRO, Contractor submitted a proposal for Support of VOIP System and Associated Infrastructure, which is attached hereto and incorporated herein by reference as Exhibit B

1.04 Selection of Contractor and Intent of Contract

On February 6, 2013, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Support of VOIP System and Associated Infrastructure described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

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

A. Exhibit A

Santa Cruz Metropolitan Transit District's "Request for Proposals" dated August 21, 2012.

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Support of VOIP System and Associated Infrastructure, signed by Contractor and dated September 21, 2012.

2.02 Conflicts

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

2.03 Recitals

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

3. DEFINITIONS

3.01 General

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

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

3.01.02 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued August 21, 2012.

3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued August 21, 2012.

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

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

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed five (5) years and shall commence upon the execution of the contract by Santa Cruz METRO.

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO as set forth in Exhibit B, section 5.1.7 – Fee proposal. These

rates shall be a firm fixed price for years one and two of the Contract. Annual rate increases for each subsequent year will be limited to the annual percentage change in the Consumer Price Index for the San Francisco/Oakland/San Jose area, and are subject to notification and prior written approval by Santa Cruz METRO. Upon approval, the rate will be subject to the adjustment at the commencement of each subsequent year.

The basis for computing the adjustment is the Consumer Price Index for All Urban Consumers (base year 1982-84 = 100) for San Francisco-Oakland-San Jose published by the Department of Labor, Bureau of Labor Statistics ("Index"), which is in effect on the date of the commencement of the contract term ("Beginning Index"). If the Index has increased over the Beginning Index, the rate increase shall be determined by the percentage increase in the Index for the yearly period. Any approved adjustment to the rates must be included in an amendment to the contract stating the new rate.

Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Contractor's written invoice for said work. Contractor understands and agrees that if he/she exceeds the \$125,000 maximum amount payable under this contract, that it does so at its own risk.

5.03 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract. Telephone call expenses shall show the nature of the call and identify location and individual called. Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

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

Santa Cruz METRO

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060
Attention: General Manager

CONTRACTOR

SJB GlobalNET, Inc.
877 Cedar Street
Suite 150-E
Santa Cruz, CA 95060
(888) 483-0938

Attention: Sean Brender, Chief Executive Officer

7. **AUTHORITY**

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

Signed on _____

SANTA CRUZ METRO – SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR –

By _____
Sean Brender
Chief Executive Officer

Approved as to Form:

Leslyn Syren
Santa Cruz METRO Counsel



**Santa Cruz County Regional
Transportation Commission**

MINUTES

**Thursday, January 24, 2013
9:00 a.m.**

**Watsonville City Council Chambers
275 Main St. Suite 400
Watsonville, CA 95076**

1. Roll call

The meeting was called to order at 9:06 a.m.

Members present:

Aileen Loe (ex-officio)
Don Lane
Eduardo Montesino
Neal Coonerty
John Leopold
Dene Bustichi
Lynn Robinson

Dennis Norton
Randy Johnson
Greg Caput
Zach Friend
Bruce McPherson
Ron Graves

Staff present:

George Dondero
Karena Pushnik
Yesenia Parra

Luis Mendez
Rachel Moriconi
Jason Laning

2. Oral communications

None

3. Additions or deletions to consent and regular agendas

None

**CONSENT AGENDA
(Graves, Leopold) Unanimous**

MINUTES

4. Approved draft minutes of the December 6, 2012 Regional Transportation Commission meeting
5. Accepted draft minutes of the December 10, 2012 Bicycle Committee meeting
6. Accepted draft minutes of the December 20, 2012 Interagency Technical Advisory Committee (ITAC) meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

No consent items

BUDGET AND EXPENDITURES ITEMS

7. Accepted status report on Transportation Development Act (TDA) revenues
8. Approved Proposition 1B Transit Security Funds for Santa Cruz METRO (Resolution 10-13)
9. Approved proposed amendments to the Fiscal Year (FY) 2012-13 Budget and Work Program (Resolution 11-13)

ADMINISTRATION ITEMS

10. Approved extension of the Watsonville Office Lease contract (Resolution 12-13)
11. Approved reappointment of representative to the Coast Rail Coordinating Council (CRCC)

INFORMATION/OTHER ITEMS

12. Accepted monthly meeting schedule
13. Accepted correspondence log
14. Accepted letters from RTC committees and staff to other agencies
 - a. Letter to Deborah Lynch, Caltrans Bicycle Transportation Account Coordinator, to certify 2012 City of Watsonville Trails and Bicycle Master Plan

- b. Letter to Christopher J. Murphy, Director of the California Office of Traffic Safety, in support of the County of Santa Cruz Health Services Agency 2014 OTS grant
15. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
16. Accepted information items
- a. Eileen Goodwin, "Reflections on the Recent Local Tax Elections," posted to ACEC California E-update website, December 2012
 - b. Robert Phipps, "Alive at 55: Lowering the Voter Threshold for Local Transportation Taxes," posted to ACEC California E-update website, December 2012
 - c. Gary Richards, "Bay Area transportation officials support lowering sales tax threshold to 55 percent," San Jose Mercury News, January 7, 2013
 - d. Sentinel Editorial Board, "Editorial: Taxing for transit," Santa Cruz Sentinel, January 8, 2013
 - e. Sarah Rohrs, "Solano transportation needs may get funded through new state bill," Vallejo Times-Herald, January 9, 2013

REGULAR AGENDA

17. Commissioner reports – oral reports

None

18. Welcome new Commissioners – oral report

Executive Director George Dondero welcomed new Commissioners Dennis Norton, Zach Friend, and Bruce McPherson. He said a two-hour orientation session for Commissioners will be arranged once the transit board appoints its representatives. He said there are two vacancies on the Budget and Administration/Personnel Committee, and asked that those interested in serving on the committee speak with Chair Coonerty, who will make appointments to the committee.

19. Director's report – oral report

Executive Director George Dondero said he spent the previous week in Washington DC, where he met with staff members of U.S. Representative Anna Eshoo, U.S. Senator Barbara Boxer, and U.S. Senator Dianne Feinstein; U.S. Representative Sam Farr and members of his staff; and Federal Railroad Administration officials. Mr. Dondero said he attended the Transportation Research Board Annual Meeting where he presented a paper, which he co-authored, on the development of the Sustainable Transportation Analysis & Rating System (STARS). He also attended committee meetings on health in transportation and sustainability, and presentations on complete streets, rail

corridors sharing right-of-way with trails, and sustainability. He said RTC staff recently hosted a second meeting with representatives from Caltrans, the Resource Conservation District, the Coastal Commission and numerous other state and federal water resource agencies to collaboratively work on a project at Scott Creek regarding bridge replacement and habitat restoration. Mr. Dondero said he and Deputy Director Luis Mendez met with staff from Iowa Pacific Holdings on Wednesday, January 23rd, to discuss property management.

Commissioners expressed appreciation for the Scott Creek project meeting, asked that Mr. Dondero make available his STARS paper that he presented at the TRB Annual Meeting, expressed appreciation for staff's efforts regarding rail property management, and discussed the 55% voter threshold proposal for transportation funding legislation.

20. Caltrans report and consider action items

Aileen Loe of Caltrans thanked Commissioner Coonerty and Executive Director George Dondero for organizing the meetings for the Scott Creek project. She said the Highway 9 grind-and-replace project was completed during the previous week. She announced that Caltrans is now accepting applications for the Transportation Planning Grant Program, which are due by the end of April. She reported that the California Transportation Commission has allocated funds for a guardrail and crash cushion project for approximately 9 miles between Santa Cruz and Waddell Creek.

Commissioner Caput asked for an update on State funding of the Safe Routes to Schools program. Ms. Loe said the program remains very popular and that the funding is subject to some reconfiguration due to MAP-21 implementation. Commissioner Robinson expressed gratitude for the median barrier project recently completed in Santa Cruz and for recent clean ups by Caltrans at problem areas around the County.

21. Highway 1 Soquel/Morrissey Auxiliary Lane project update

RTC Resident Engineer Bruce Shewchuk said there was unusually heavy rain in December, which resulted in less construction activity during that period. He said construction efforts are proceeding on the northbound retaining wall, with the final pour scheduled for next week. He said the weather outlook for January has been positive, which has resulted in efforts to make up time lost during December. He explained that the next steps include finishing the northbound retaining wall and construction of the new auxiliary lanes, after which traffic will be diverted to the new lanes while the center column of the La Fonda Overcrossing is removed and rebuilt. He said the project is in the low 50% range for completion and is making significant progress.

In response to a question from Commissioner Coonerty, Mr. Shewchuk affirmed that the expected completion date for the project is still within the

initially anticipated time frame. Deputy Director Luis Mendez clarified that completion of the La Fonda Avenue Overcrossing is projected for early summer, with completion of the entire project, including installation of landscaping, anticipated for late summer. Commissioner Coonerty said that discussion of the Contract Change Order Ad-Hoc Committee composition would be moved to the next meeting.

22. Draft 2013 Legislative Program and Legislative Updates

Senior Transportation Planner Rachel Moriconi presented staff's proposed State and Federal Legislative Programs for 2013. She said there are very few changes from last year, and that the focus areas remain similar to past years: to preserve funds dedicated to transportation and generate new, more stable revenue sources. She said key issues in 2013 will include implementation of the federal transportation bill at the state and federal level; the next federal transportation act; and state initiatives that could result in increased funding for transportation projects, including: proposals for cap-and-trade revenues, a new state transportation bond initiative, a statewide vehicle license fee, and lowering the voter threshold for local transportation ballot measures to 55%.

Commissioners discussed what it would mean to support legislation allowing the County of Santa Cruz to pursue a sales tax measure in unincorporated areas of the county; the parameters for how cap-and-trade revenues can be used; and possible consequences of state implementation of MAP-21, including how it might affect funding for Safe Routes to Schools programs and bicycle programs.

Commissioner Leopold moved and Commissioner Lane seconded to approve staff's recommended State and Federal Legislative Programs for 2013, to assist in analyzing the transportation impacts of legislative activities. The motion passed unanimously.

23. Article 8 Transportation Development Act (TDA) Allocation Claim from the City of Santa Cruz

Senior Transportation Planner Karena Pushnik presented the City of Santa Cruz's Article 8 TDA Allocation Claim. She said the funds requested would be used for three projects: \$20,000 for annual restriping of the city's 30 miles of bikeways, maintenance of bikeways, and minor improvements; \$1,000 to develop bicycle parking facilities at high use areas in the public right of way; and \$150,000 for Phase 2 of the West Cliff Drive path paving project, to include paving and minor widening of the multi-use path from Lighthouse Field to Almar Avenue.

Responding to a question from Commissioner Johnson, Chris Schneiter, City of Santa Cruz Department of Public Works, said that the multi-use path on West Cliff Drive would be widened where possible in order to relieve congestion between pedestrians and bicyclists. Commissioner Robinson expressed

appreciation for Phase 1 of the West Cliff Drive path paving project and said she looked forward to implementation of Phase 2.

Commissioner Lane moved and Commissioner Leopold seconded to approve the City of Santa Cruz's Article 8 Transportation Development Act Allocation Claim. A roll call vote was taken, and the motion (Resolution 13-13) passed unanimously, with Commissioners Norton, Lane, Johnson, Montesino, Caput, Coonerty, Friend, Leopold, and McPherson voting "aye."

24. Review of items to be discussed in closed session

Commissioner Coonerty said that negotiations for lease of rail property within the Santa Cruz right of way and labor negotiations would be discussed in closed session.

25. Oral and written communications regarding closed session

None. Commissioners adjourned to closed session at 9:54 a.m.

CLOSED SESSION

26. Conference with Real Property Negotiator pursuant to Government Code 54956.8 for lease of Santa Cruz Branch Rail Line property within the Santa Cruz wye

Agency Negotiator: George Dondero and Luis Pavel Mendez
Negotiating Parties: SCCRTC, City of Santa Cruz
Under Negotiation: Price and Terms

27. Conference with Real Property Negotiator pursuant to Government Code 54956.8 for lease of Santa Cruz Branch Rail Line property within the Santa Cruz wye

Agency Negotiator: George Dondero and Luis Pavel Mendez
Negotiating Parties: SCCRTC, Golden Gate Railroad Museum
Under Negotiation: Price and Terms

28. Conference with Labor Negotiators pursuant to Government Code 54957.6

Commission Negotiators: Yesenia Parra and George Dondero

Bargaining Units: RTC Association of Middle-Management and Community of RTC Employees

OPEN SESSION

29. Report on closed session

Commissioners returned to open session at 11:08 a.m. and there was no report on closed session.

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

No agenda items this month

31. Meeting adjourned at 11:09 a.m. Next meetings

The next RTC meeting is scheduled for Thursday, February 7, 2013 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street Santa Cruz, CA.

The next Transportation Policy Workshop meeting is scheduled for Thursday, February 21 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Jason Laning, Staff

Attendees:

Bruce Shewchuk
Chris Schneiter
Virginia Johnson
Rahn Garcia

Parsons Brinckerhoff
City of Santa Cruz Department of Public Works
Supervisor McPherson's Office
County Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 22, 2013
TO: Board of Directors
FROM: John Daugherty, METRO Accessible Services Coordinator
SUBJECT: ACCESSIBLE SERVICES REPORT FOR DECEMBER 2012

I. RECOMMENDED ACTION

This report is informational only. No action required.

II. SUMMARY OF ISSUES

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

III. DISCUSSION

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

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

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

regarding Mobility Training and accessibility; 5) Works with Department Managers to ensure compliance with METRO's accessibility program and policies.

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

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

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A.1: Accessible Services Coordinator (ASC) Activity Tracking Report for December 2012

Prepared by: John Daugherty, METRO Accessible Services Coordinator
Date Prepared: February 15, 2013

Attachment A

Accessible Services Coordinator (ASC) Activity Tracking Report for December 2012

What is Mobility Training?

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

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

There was progress with 12 trainees:

- Three persons successfully completed their Mobility Training: One woman completed her Boarding/Disembarking training with her service dog, one man completed his Route Training and one woman completed her Route Training after her school counselor reactivated her training. Follow up contacts and file updates pending.
- One person was a new referral: She requested assistance to overcome barriers between her home and nearest bus stops. ASC completed first meeting and opened file.
- Another person completed her next Route Training.
- Another person requested Route Training from a new starting point and to a new destination. The ASC set Route Training tentatively during January.
- Another person phoned the ASC with questions to follow up her successful Route Training.

Attachment A

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

Training Overview for December 2012:

- Amount of time dedicated to training sessions and follow up activity: At least 38 hours
- Tracking of scheduled appointments vs. cancelled:
Seven appointments scheduled, no appointment cancelled

Highlights of Other Activity - Outreach performed in the community:

- December 4 Presentation at Via Pacifica Gardens, Aptos
- December 11 Elderly and Disabled Transportation Advisory Committee meeting
- December 12 Presentation at East Cliff Village Apartments, Live Oak
- December 13 Commission on Disabilities meeting

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

The total audience for December meetings was at least 47 persons. Questions on METRO service varied. Information was provided during meetings and follow up phone calls.

Requests from the community and METRO staff:

- There were at least 28 individual contacts in person and/or over the phone. Most contacts regarded the status of training and follow up from meetings.
- The ASC introduced himself and his duties during December 14 in house orientation meeting with new bus operators.
- The ASC revised his training handout and contacted public participants to set up two Americans with Disabilities Act (ADA) classroom sessions for new operators on January 2 and January 7, 2013.
- The ASC was out of office, on vacation, from December 15 2012 through January 1, 2013.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 22, 2013
TO: Board of Directors
FROM: Erich Friedrich, Sr. Transportation Planner
**SUBJECT: SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR
DECEMBER 2012**

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Total ridership for the month of December 2012 was 341,935 which is a increase of 36,818 riders or 12.07% versus December 2011. System Daily Averages for December include:
 - 13,676 riders per Weekday, a gain of 17.03%
 - 7,663 riders per Saturday, a gain of 2.73%
 - 6007 riders per Sunday, a loss of 0.61%
- Highway 17 Express ridership for the month of December 2012 was 22,353, which is a decrease of 344 riders, or 1.52%, from December 2011. Daily averages include:
 - 877 riders per Weekday, a gain of 5.73%
 - 478 riders per Saturday, a loss of 19.97%
 - 484 riders per Sunday, a loss of 29.38%
- UCSC students and staff/faculty generated 130,555 rides in December 2012, a gain of 55.25%. Total revenue derived from UCSC was \$168,289.46, a 58.4% increase from December 2011.
- Overall, system wide ridership experienced a increase of 0.10% from FY 2012 to FY 2013 in part due to restored service and increase weekend demand at UCSC.

III. DISCUSSION

In the twenty (20) weekdays, five (5) Saturdays, and five (5) Sundays of December 2012, Santa Cruz METRO's total ridership was 341,935 riders. This was a gain from the previous year, increasing by 36,818 riders or 12.07%. This is the third consecutive month of increased ridership.

Attachment A shows that during December 2012, Santa Cruz METRO averaged 13,676 riders per Weekday. This was a gain from the previous December of 17.03% which is most likely due to restored service and increased enrollment at UCSC. Saturdays experienced a gain of 2.73% while Sundays experienced a small loss of 0.61%.

Attachment A also shows Highway 17 Express total ridership at 22,353riders, this was a slight loss from the previous year, decreasing by 344 riders or simply 1.52%.

FY13 average weekday ridership on the Highway 17 Express was 877 riders per weekday, a 5.73% increase per weekday. Simultaneously Highway 17 Express has seen significant ridership decreases of 19.97% on Saturdays and 29.38% Sundays. These variations in ridership could possibly be due to heavy rains and lower seasonal holiday travels.

Attachment B shows UCSC ridership increase over December 2011, as enrollment continues to increase. In December 2012, UCSC generated 130,555 rides between students and staff/faculty. This accounts for over 38% of Santa Cruz METRO's total ridership count. On school term service days, UCSC ridership increased 10.05% while Weekdays experienced gains of 60.78% and Weekends experienced a 71.56% increase in ridership. Total revenue derived from UCSC in December 2012 was \$168,289.46, a 58.4% increase over December 2011. This increase is due to have three (3) extra school term days in December 2012.

Attachment C depicts Weekday, Saturday, and Sunday ridership by route. Many of Santa Cruz METRO's main-lines routes including the Route 91X Santa Cruz/Watsonville Express and the Route 16 UCSC via Laurel East are well ridden as overall ridership is experiencing a loss over the previous year. Overall, system wide ridership YTD increased slightly by 0.10% mainly due to restored service and a balanced amount of UCSC school term service days. In general, ridership on a typical school term service day is double versus a non-school term service day. Therefore, having nine school term service days in December 2012 greatly impacted the ridership numbers in this reporting horizon. Additionally, with the recent enhancements in service, ridership levels on expanded/restored routes will take time to attract new riders. However there is optimism in demand for transit service as December was the third consecutive month with increased ridership.

IV. FINANCIAL CONSIDERATIONS.

Revenue derived from passenger fares and passes is reflected in the FY13 Revenue.

V. ATTACHMENTS

Attachment A: Monthly Ridership Summary

Attachment B: UCSC Ridership Summary

Attachment C: Ridership by Route

Date Prepared: February 15, 2013

Monthly Ridership Summary

DECEMBER 01, 2012 - DECEMBER 31, 2012

Calendar Operating Days

	This Year	Last Year
Weekdays	20	22
Saturdays	5	4
Sundays	5	3

Bikes and Mobility Devices

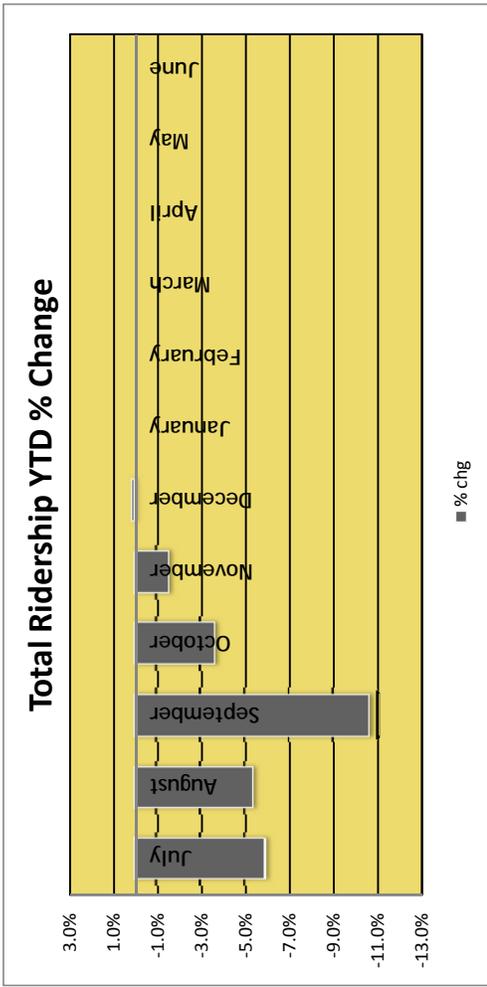
	This Year	Last Year
Bikes	10,804	11,866
Mobility Dev.	1,306	1,811

Monthly System Totals

	Monthly Totals		
	This Year	Last Year	% Change
Local Fixed Route	319,582	282,420	37,162 13.16%
AMTRAK/Highway 17 Express	22,353	22,697	-344 -1.52%
System Total	341,935	305,117	36,818 12.07%

System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	% Change	This Year	Last Year	% Change	This Year	Last Year	% Change
Local Fixed Route	12,802	10,859	1,943 17.89%	7,185	6,862	323 4.71%	5,523	5,358	165 3.08%
AMTRAK/Highway 17 Express	877	830	48 5.73%	478	598	-119 -19.97%	484	686	-201 -29.38%
System Total	13,679	11,689	1,991 17.03%	7,663	7,459	204 2.73%	6,007	6,044	-37 -0.61%



UCSC Ridership Summary

DECEMBER 01, 2012 - DECEMBER 31, 2012

Calendar Operating Days

	This Year	Last Year
School Term Days	9	6
Weekdays	20	22
Weekend Days	10	8

UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$156,253.19	\$95,807.08	\$60,446.11	63.1%
Staff Billing	\$12,036.27	\$10,407.79	\$1,628.48	15.6%
Route 20D Service	\$2,403.68	\$1,676.16	\$727.52	43.4%
Total	\$168,289.46	\$106,214.87	\$62,074.59	58.4%

UCSC Monthly System Totals

	Monthly Totals			
	This Year	Last Year	% Change	
Students	120,939	75,677	45,262	59.81%
Staff & Faculty	9,316	8,221	1,095	13.32%
Total	130,255	83,898	46,357	55.25%

Year to Date Totals

	This Year	Last Year	Difference	% Change
Students	903,504	801,559	101,945	12.72%
Staff & Faculty	77,123	66,056	11,067	16.75%
Total	980,627	867,615	113,012	13.03%

UCSC Service

	METRO	UCSC	Proportion
Service Hours	14,273	2,622	18.4%
Ridership	341,953	130,255	38.1%

UCSC System Daily Averages

	School Term Days			
	This Year	Last Year	% Change	
Students	10,188	9,245	943	10.20%
Staff & Faculty	558	520	38	7.32%
Total	10,746	9,765	981	10.05%

Weekdays

	This Year	Last Year	Difference	% Change
Students	4,908	2,962	1,946	65.68%
Staff & Faculty	407	343	63	18.47%
Total	5,315	3,306	2,009	60.78%

Weekend Days

	This Year	Last Year	Difference	% Change
Students	2,278	1,313	965	73.46%
Staff & Faculty	118	83	36	41.62%
Total	2,396	1,396	999	71.56%

ATTACHMENT C

Ridership by Route

DECEMBER 01, 2012 - DECEMBER 31, 2012								
Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	13,899	695	1,460	292	1,098	220	16,457
15	UCSC via Laurel West	17,973	899					17,973
16	UCSC via Laurel East	39,905	1,995	6,680	1,336	4,292	858	50,877
19	UCSC via Lower Bay	18,362	918	3,392	678	2,518	504	24,272
3	Mission/Beach	2,398	120	201	40	160	32	2,759
4	Harvey West/Emeline	3,545	177	171	34	210	42	3,926
8	Emeline	98	5					98
12A	UCSC East Side District	553	28					553
20	UCSC via West Side	10,241	512	2,278	456	1,681	336	14,200
20D	UCSC via West Side Supp.	5,880	294					5,880
30	Graham Hill/Scotts Valley	558	28					558
33	Lompico SLV/Felton Faire	183	9					183
34	South Felton	95	5					95
35/35A	Santa Cruz/Scotts Valley/SLV	25,671	1,284	3,946	789	3,134	627	32,751
40	Davenport/North Coast	1,109	55	43	9	36	7	1,188
41	Bonny Doon	1,071	54	58	12	32	6	1,161
42	Davenport/Bonny Doon	131	7	65	13	51	10	247
54	Capitola/Aptos/La Selva Beach	146	7	77	15	67	13	290
55	Rio Del Mar	2,094	105					2,094
56	La Selva Beach	275	14					275
66	Live Oak via 17th	10,496	525	2,123	425	1,622	324	14,241
68	Like Oak via Broadway/Portola	7,107	355	1,401	280	906	181	9,414
69A	Capitola Road/Watsonville	14,764	738	2,940	588	2,415	483	20,119
69W	Cap. Road/Cabrillo/Watsonville	16,538	827	2,895	579	2,419	484	21,852
71	Santa Cruz to Watsonville	43,178	2,159	7,149	1,430	5,924	1,185	56,251
72	Corralitos	2,175	109					2,175
74	Ohlone Parkway/Rolling Hills	1,069	53	168	34	131	26	1,368
75	Green Valley Road	3,524	176	697	139	745	149	4,966
77	Civic Plaza / Pajaro	226	11					226
79	East Lake	1,417	71	179	36	175	35	1,771
91x	Santa Cruz/Watsonville Express	11,362	568					11,362
Hwy 17	AMTRAK/Hwy 17 Express	17,540	877	2,392	478	2,421	484	22,353
Monthly Total		273,583	13,679	38,315	7,663	30,037	6,007	341,935
Previous Year		257,148	11,689	29,837	7,459	18,132	6,044	305,117
% Change		6.39%	17.03%	28.41%	2.73%	65.66%	-0.61%	12.07%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 22, 2013

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF APPOINTING MEMBERS TO THE BOARD OF DIRECTORS OF THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION

I. RECOMMENDED ACTION

That the Board of Directors appoint members to the Board of Directors of the Santa Cruz Civic Improvement Corporation.

II. SUMMARY OF ISSUES

- The Santa Cruz Civic Improvement Corporation (the Corporation) was formed July 30, 1986 by the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) in conformity with Section 5110 et. seq. of the California Corporations Code. The Corporation is a 501(c)(3), non-profit, benefit corporation organized for the sole purpose of providing financial assistance to Santa Cruz METRO for the construction and acquisition of major capital facilities.
- The Corporation has not provided financial assistance to Santa Cruz METRO since June of 1994 but it is available for use if needed.
- All powers of the Corporation shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be controlled by, the Board of Directors.
- Directors shall be appointed by the Board of Directors of the Santa Cruz Metropolitan Transit District.
- Each Director shall hold office for a term of two (2) years from the date of appointment.
- The authorized number of Directors shall be five (5) until changed by amendment of the Articles of Incorporation or by amendment of the Bylaws.
- The current SCCIC Directors are Dene Bustichi and John Leopold.

III. DISCUSSION

At today's meeting, the Board of Directors will appoint additional members to the SCCIC.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Pages 2-3 of SCCIC Bylaws

Prepared by: Anthony Tapiz, Administrative Services Coordinator
Date Prepared: February 19, 2013

another in the County of Santa Cruz. Any such change shall be noted by the Secretary opposite this section, but shall not be considered an amendment to these Bylaws.

Section 1.05: Seal: The corporate seal of the Corporation shall set forth the name of the Corporation and shall have inscribed thereon the words “Incorporated 1986.”

ARTICLE II

No Members

Section 2.01: No Members: Pursuant to Section 5310 of the Nonprofit Public Benefit Corporation Law the bylaws of a nonprofit corporation may provide that the corporation shall have no members. The Corporation shall have no members.

ARTICLE III

Directors

Section 3.01: Powers: Subject to limitation of the Articles of Incorporation of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to the duties of Directors as prescribed by these Bylaws, all powers of the Corporation shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be controlled by, the Board of Directors. No Director shall be responsible for any error in judgment or for anything that he or she may do or refrain from doing in good faith. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Directors shall have the following powers, to wit:

- a) To select and remove all the other officers, agents and employees of the Corporation, prescribe such powers and duties for them as may not be inconsistent with law or the Articles of Incorporation or Bylaws, fix their compensation and require from them security for faithful service;
- b) To conduct, manage and control the affairs and business of the Corporation and to make such rules and regulations therefor not inconsistent with law or the Articles of Incorporation or Bylaws, as they may deem best; and
- c) To borrow money and incur indebtedness for the purposes of the Corporation, and to cause to be executed and delivered therefor, in the name of the Corporation, promissory notes, bonds, certificates of participation, debentures, deeds of trust, mortgages, pledges, hypothecation or other evidences of debt and securities therefor.

Section 3.02: Number and Qualification of Directors: The authorized number of Directors shall be five (5) until changed by amendment of the Articles of Incorporation or by amendment of the Bylaws.

Section 3.03: Selection and Term of Office: The initial Directors shall be appointed by the Board of Directors of the Santa Cruz Metropolitan Transit District; provided, however, that pending such appointment, the incorporator of the Corporation, in accordance with Section 5134 of the Nonprofit Public Benefit Corporation Law of the State of California, may designate such Directors, subject to ratification by the Directors of the Santa Cruz Metropolitan Transit District (hereinafter referred to as "District"). Except as hereinafter provided, each Director shall hold office for a term of two (2) years from the date of appointment. Unless a vacancy in the office occurs as herein provided, the Director appointed shall hold office until the expiration of his/her term and until a successor has been designated and has accepted the office. The members of the Board of Directors of the District may, with or without cause, remove any Director from office.

Section 3.04: Vacancies: Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any Director may resign effective upon giving written notice to the President, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective.

A vacancy or vacancies in the Board of Directors shall be deemed to exist in case of death, resignation, or removal of any Director, the end of their term on the Santa Cruz METRO Board of Directors, or if the authorized number of Directors is increased.

Vacancies in the Board shall be filled in the same manner as the Director whose office is vacant was selected. Each Director so selected shall hold office until the expiration of the term of the replaced Director and until a successor has been selected and has accepted the office.

Section 3.05: Organization and Annual Meetings: The Board of Directors shall hold an annual meeting for the purpose of organization, selection of Directors and officers, and the transaction of other business. Annual meetings of the Board shall be held on the fourth Friday of February provided, however, should said day fall upon a holiday observed by the Corporation at its principal office, then said meeting shall be held at the same time on the next day thereafter ensuing which is a full business day. The meetings shall be held in the same venue as the Santa Cruz METRO Board of Directors meeting.

Section 3.06: Regular Meetings: The Board of Directors by resolution may provide for the holding of regular meetings and may fix the time and place of holding such meetings.

Section 3.07: Special Meetings, Notice Waiver: A special meeting of the Board of Directors shall be held whenever called by the President or by a majority of the Directors. Written notice of each such meeting shall be delivered personally or by telegram to each Director at least twenty-four (24) hours before the time of such meeting and to each local newspaper of general circulation, radio, or television station who has requested such notices in writing. The call and written notice shall signify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Board of Directors.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 22, 2013

TO: Board of Directors

FROM: Robyn Slater, Human Resources Manager

SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

Prepared by: Sherri Escobedo, Administrative Assistant
Date Prepared: February 22, 2013

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



EMPLOYEE LONGEVITY AWARDS

CERTIFICATE OF APPRECIATION – 20 YEARS

The Board of Directors proudly presents this Certificate of Appreciation for the completion of 15 years of service between 1993 and 2013 to:

Samuel Garcia

Lead Mechanic

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

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

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
BRENT FOUSE AS TRANSIT SUPERVISOR
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Brent Fouse to serve in the position initially of Vehicle Service Worker I, subsequently promoting him to Bus Operator, subsequently promoting him to Transit Supervisor, and

WHEREAS, Brent Fouse served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of November 12, 1998 to January 28, 2013, and

WHEREAS, Brent Fouse provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Brent Fouse served the Santa Cruz Metropolitan Transit District with distinction, and

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

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

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

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

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

PASSED AND ADOPTED this 22nd day of February 2013 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

DANIEL DODGE
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

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

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

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
JOSE POLANCO AS BUS OPERATOR
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Jose Polanco to serve in the position of Bus Operator, and

WHEREAS, Jose Polanco served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of January 13, 1998 to January 31, 2013, and

WHEREAS, Jose Polanco provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Jose Polanco served the Santa Cruz Metropolitan Transit District with distinction, and

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

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

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

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

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

PASSED AND ADOPTED this 22nd day of February 2013 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

DANIEL DODGE
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
KENNETH A. TICHENOR AS BUS OPERATOR
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

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

WHEREAS, Kenneth A. Tichenor served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of June 26, 2001 to January 30, 2013, and

WHEREAS, Kenneth A. Tichenor provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Kenneth A. Tichenor served the Santa Cruz Metropolitan Transit District with distinction, and

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

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

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Kenneth A. Tichenor.

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

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

PASSED AND ADOPTED this 22nd day of February 2013 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

DANIEL DODGE
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 22, 2013
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: CONSIDERATION OF APPOINTMENT OF ROSEANN MARQUEZ TO THE METRO ADVISORY COMMITTEE (MAC) BY DIRECTOR DEBORAH LANE

I. RECOMMENDED ACTION

The purpose of this staff report is to request Board Approval of the re-appointment of Roseann Marquez to the Metro Advisory Committee (MAC) as the appointment of Director Lynn Robinson.

II. SUMMARY OF ISSUES

- Rseann Marquez currently serves on the Metro Advisory Committee (MAC) as an appointment by Director Donald "Norm" Hagen.
- Director Lane is nominating Roseann Marquez for re-appointment to the MAC.
- Pursuant to Section 3.2 of the MAC Bylaws the appointment of Roseann Marquez would be eligible for a term that concludes on February 21, 2015.

III. DISCUSSION

On December 19, 2003, after a significant amount of discussion and multiple meetings, the Board approved the creation of a new Metro Advisory Committee (MAC) that replaced the METRO Users Group (MUG), and the Board approved the structure of the new committee. Application Forms were used to solicit interested persons to participate on MAC.

The Board of Directors appointed the individuals that they wanted to serve as members of the MAC. Each member of the Board provided the name of the individual that they wanted to nominate and the Board of Directors then confirmed the individuals. In the past few years there have been vacancies on the MAC that have resulted from the resignations of some members. A committee such as the MAC is most effective when it is comprised of a full compliment of Members.

Director Lane has indicated that she would like the Board of Directors to consider the nomination of Roseann Marquez to serve another term as a member of the MAC.

IV. FINANCIAL CONSIDERATIONS

Funds to support the membership of Roseann Marquez on the MAC are provided for in the FY 2013 METRO operating Budget.

V. ATTACHMENTS

None.

Prepared by: Sherri Escobedo, Administrative Assistant
Date: Prepared: February 22, 2013

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 22, 2013

TO: Board of Directors

FROM: Leslie R. White, General Manager

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

I. RECOMMENDED ACTION

That the Board of Directors approve METRO continuing to be a sponsor of the Leadership Santa Cruz County Program, providing information regarding public transit services and facilities to the class Members, and providing buses on March 29, 2013, April 19, 2013, and June 07, 2013 for tours of various facilities and activities

II. SUMMARY OF ISSUES

- The Leadership Santa Cruz County (LSCC) program provides information regarding activities throughout the County for classes of approximately 25 to 50 individuals annually.
- In 2005 the METRO Board of Directors approved METRO becoming a sponsor of the LSCC program by providing information regarding services and facilities and by providing a bus to tour various facilities and view activities. The Board has continued the sponsorship of LSCC in 2006, 2007, 2008, 2009, 2010, 2011 and 2012.
- The LSCC staff has requested that METRO continue to be a sponsor of the program by providing information to members of the class and by providing a bus for a tour of various facilities on March 29 2013, April 19, 2013, and June 07, 2013.
- Prior to 2005 METRO had not participated in providing information to the LSCC classes nor sponsored the program. In 2007/2008 a Member of the METRO staff took advantage of the LSCC by participating in the program. In 2008/2009 two additional METRO staff members participated in the program, in 2010/2011 there were two METRO staff member participating in the program, and in 2011/2012 there were three METRO staff members participating in the program. Currently there are three METRO staff members participating in the program. The program

is provided to METRO staff members at no cost in exchange for the bus service that METRO has provided through its sponsorship.

- The cost of becoming a sponsor of LSCC would be the cost of providing the buses for the facilities tours on March 29, 2013, April 19, 2013 and June 07, 2013. The estimated cost for providing the buses for the LSCC tours is approximately \$3,000.
- Staff recommends that the Board of Directors approve the request from Leadership Santa Cruz County staff.

III. DISCUSSION

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

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

Prior to 2005 METRO had not participated in providing information to the LSCC classes nor sponsored the program. In 2007/2008 a Member of the METRO staff took advantage of the LSCC by participating in the program. In 2008/2009 two additional METRO staff members participated in the program, in 2010/2011 there were two METRO staff member participating in the program, and in 2011/2012 there were three METRO staff members participating in the program. Currently, there are three METRO staff members participating in the program. Based on the experiences of participating staff members, METRO intends to send additional staff members to the program as staff time permits. The program is provided to METRO staff members at no cost in exchange for the bus service that METRO has provided through its sponsorship.

Staff recommends that the Board of Directors approve the request to continue sponsorship of Leadership Santa Cruz County, including the provision of buses for tours of facilities and activities on March 29, 2013, April 19, 2013, and June 07, 2013.

IV. FINANCIAL CONSIDERATIONS

The cost of becoming a sponsor of Leadership Santa Cruz County program through providing buses for the facilities tours would be approximately \$3,000 plus presentation materials.

V. ATTACHMENTS

Attachment A: Letter from David Vincent, February 12, 2013



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ADP

February 12, 2013

Corporate Sponsors

Bay Federal Credit Union

Big Creek

Driscoll's

Dominican Hospital

Graniterock

Mount Hermon

Santa Cruz Association of Realtors

Sutter Maternity & Surgery Center

Seaside Company

UC Santa Cruz

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

Dear Mr. White:

The purpose of this letter is to request the help of the SCMTD for this year's Leadership Santa Cruz County Class. As you know, both SCMTD and LSCC have benefited from a strong partnership over the years. Emerging leaders throughout the county have a better opportunity to understand just how their community works by visiting unfamiliar areas by bus and SCMTD benefits by having employees participate in the class at no cost. Everyone in the class better understands what SCMTD provides in terms of services and community outreach. This year three SCMTD employees are benefiting from their participation in Class 28.

Once again LSCC will need to transport the class to various parts of the county as part of their learning experience. As you have seen in the past, it is extremely helpful when the class can travel as a group so that they can learn while in transit and also discuss their experiences amongst themselves. Specifically, it would be of tremendous help if SCMTD could supply the transportation needs for approximately 40 students on the following dates:

- Pajaro Valley Day – March 29, 2013.
- Agriculture Day – April 19, 2013.
- Environment & Industry Day – June 7, 2013.

Thank you for your consideration of this request. LSCC is proud to have you as a partner.

Sincerely,

David Vincent, Executive Director
Leadership Santa Cruz County

Leadership Santa Cruz County www.leadershipscc.org

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 22, 2013

TO: Board of Directors

FROM: Tove Beatty, Grants/Legislative Analyst
Erich Friedrich, Senior Transportation Planner
Claire Fliesler, Acting Junior Transportation Planner

SUBJECT: CONSIDERATION AND AUTHORIZATION OF GENERAL MANAGER TO ISSUE AN RFP FOR A CONSULTANT TO PRODUCE A SHORT-RANGE TRANSIT PLAN (2014-2018)

I. RECOMMENDED ACTION

That the Board of Directors consider and authorize the General Manager to issue an RFP for a consultant to produce a Short –Range Transit Plan (2014-2108).

II. SUMMARY OF ISSUES

- The current Short-Range Transit Plan (SRTP) expired on December 31, 2012.
- New legislation, AB1706, requires transit agencies to have a five (5) year SRTP in place in order to replace rolling stock on a regular schedule, among other issues.
- Santa Cruz METRO has a need to create an SRTP in part to comply with AB1706.
- Along with the Santa Cruz County Regional Transportation Commission (SCCRTC), Santa Cruz METRO applied for and was *not* awarded a Caltrans' planning grant for this purpose.
- As a result of not receiving funding, Santa Cruz METRO must proceed with a "transit-only" SRTP in order to fulfill state mandates. The estimated consultant cost is between \$120,000 - \$130,000 *total* over the period of METRO's FY13 and FY14 budgets.
- Upon Board approval, the scope of the plan will include but is not limited to: surveys of current planning and data and analysis; financial planning (including sustainability); service planning (including surveying); capital needs/growth planning; ongoing public awareness campaign (PR) planning and clear recommendations/next steps for implementation.
- Also included in each chapter of the plan will be any legally required Title VI analysis as recommended by governing FTA standards.
- The study has a planning horizon of five (5) years, with some analysis and projections of financial and capital needs over the next ten (10) years.
- The recommended scope of work and schedule for the proposed SRTP (2014-2018) are in Attachment A to this report.

III. DISCUSSION

The current Short-Range Transit Plan (SRTP) expired on December 31, 2012. This SRTP was delivered in 2008 and was only partially implemented based on the Board's preference regarding the recommendations made. A new SRTP is overdue and needed for the period 1/1/14 – 12/31/18.

New legislation, AB1706, which addresses the issue of bus axle weights and which was signed by the Governor in September 2012, requires transit agencies to have SRTPs which include transit asset management plans for the replacement of District assets such as rolling stock. The proposed SRTP is a five (5) year plan which addresses, among other things, this requirement.

Along with the Santa Cruz County Regional Transportation Commission (SCCRTC), Santa Cruz METRO applied for and was *not* awarded a Caltrans' planning grant for this purpose. As a result of not receiving funding, Santa Cruz METRO must proceed with a "transit-only" SRTP in order to fulfill state mandates and partially address findings in the 2010 State Triennial Performance Audit regarding short-range, collaborative planning. These findings include recommendations to extensively partner with other providers. This was done with SCCRTC during the grant proposal process. When the grant was not awarded, the resulting expense for an SRTP which addresses all audit findings is more than Santa Cruz METRO can reasonably and feasibly bear in regard to this now required planning document.

The estimated consultant cost is between \$120,000 - \$130,000 *total* over the period of METRO's FY13 and FY14 budgets and is not currently included in the Board approved budget.

The scope of a "transit-only" SRTP, upon Board approval, will include but is not necessarily limited to: surveys of planning data and analysis (using data collected in recent studies such as Watsonville and the on-board transit study); financial planning (including sustainability); service planning; capital needs/growth planning (i.e. transit asset planning); ongoing public awareness campaign planning (PR) and clear recommendations/next steps for implementation. Also included in each relevant chapter of the SRTP will be any legally required Title VI discussion as recommended by governing FTA standards.

The study has a planning horizon of five (5) years (2014-2018), with some analysis and projections of financial and capital needs over the next ten (10) years, simply because these needs tend to straddle more than a five (5) year period and warrant providing the Board with necessary information about capital needs well in advance for planning purposes.

The recommended scope of work and schedule for the proposed SRTP (2014-2018) are included as Attachment A to this report.

IV. FINANCIAL CONSIDERATIONS

The anticipated cost to contract a consultant for the SRTP (2014-2018) is between \$120,000 - \$130,000 total over the period of the FY13 and FY14 budgets, and is currently not included in the Board approved budget.

V. ATTACHMENTS

Attachment A: Proposed Specifications, Scope of Work and Schedule for Santa Cruz METRO SRTP (2014 -2018)

ATTACHMENT A

SPECIFICATIONS FOR SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SHORT-RANGE TRANSIT PLAN (2014-2018) (W/ LIMITED 10-YEAR-HORIZON PROJECTIONS/RECOMMENDATIONS)

1. INTRODUCTION:

The Santa Cruz Metropolitan Transit District (METRO) is requesting proposals from qualified firms to undertake the following activities related to the Short Range Transit Plan (2014-2018) (w/ limited 10-year-horizon projections/recommendations), hereafter referred to as The Plan.

METRO staff will work with a consultant to create The Plan, which will include transit-specific and realistic recommendations for improved service (i.e. including both service and operations planning elements) within the cities, municipalities and surrounding rural areas within Santa Cruz County and METRO's service area. This includes the Highway 17 Express service to the San Jose area, as well as links to Amtrak and Monterey-Salinas Transit's services.

Various surveying methods will be developed along with METRO staff and used to gather input from a statistically relevant sample of stakeholders who represent the demographics of the METRO service area inasmuch as possible and including but not limited to:

- Riders;
- METRO Operations and Paratransit Staff: Drivers; manager(s); transit supervisors; customer service; paratransit management, intake, training and dispatch staff;
- Other METRO Staff: General Manager, Planning, Budgeting and Finance, Capital Project Manager(s); Grants and Legislation;
- METRO Board members;
- Other local paratransit providers: Community Bridges (Lift Line), and others in the area;
- County and labor union leaders; and,
- Vendors at transit stations.

The finished Plan will include the analysis of survey data collected along with existing survey data from, but not limited to, recent studies such as METRO's Watsonville Transit Planning Study (2011), the County of Santa Cruz's Soquel Corridor Plan (ongoing) and the On-Board Transit Survey (OBTS) conducted by the Santa Cruz County Regional Transportation Commission (SCRTC) along with METRO as a partner (2012). In addition, The Plan will take into consideration the implementation of 2012 California Assembly Bill (AB) 1706 in relation to bus axle weight limits and its impact on METRO's ability to maintain the fixed-route fleet in a state of good repair while switching over to clean-air buses to meet the requirements of the 2006 "Greenhouse Gas Law," AB32 and the related Senate Bill (SB) 375. The impact of the AB1706 legislation will be felt by natural-gas-fueled and other alternatively-fueled transit agencies. METRO's Legislative Analyst staff may assist the consultant in this aspect of The Plan, as this may not be the only legislative matter needing inclusion in The Plan depending on the political climate at the time of The Plan and any anticipated and/or real related impacts on infrastructure such as public transportation funding.

Elements of The Plan will include analysis and practical recommendations in the areas of operations/service, finance/sustainability, capital activities' planning (i.e. including but not limited to construction of the new Operations Building and other capital activities during the period of The Plan), public relations (publications,

ATTACHMENT A

website, bus and station signage, etc.) and transit asset management, which is required by new legislation. Most aspects of the SRTP must also consider FTA regulations under Title VI of the Civil Rights Act, and this is included on the project timeline. Transit asset management includes but is not limited to planning for the long-term maintenance of fleet vehicles and assets such as buildings and facilities, transit centers and bus stops, all to be included in the financial/sustainability planning elements. The planning included in the final document will be projected to the end of the planning period (12/31/18) and briefly extended to a 10-year planning horizon inasmuch as it is possible in certain areas as reflected on the timeline under Item 3 below.

The finished Plan will be presented to the METRO Board of Directors by December 2013 at the latest and requires a 30-day public comment period, also included on the proposed timeline. Other entities such as cities, municipalities and other stakeholders included in The Plan will be invited to attend the presentation to the METRO Board when the date and time become available.

2. BACKGROUND

Located on the Central Coast of California, METRO is a special municipal district which serves the County of Santa Cruz and some surrounding areas, encompassing approximately 445.2 square miles with an average population density of 589/persons per square mile and total population of 262,382. The population is concentrated in two urban areas (Santa Cruz and Watsonville), with unincorporated and rural areas in-between. From the farthest north county, hugging the California coast up to Davenport and stretching inland to cover the rural areas of the San Lorenzo Valley (population 23,970) and Freedom/Corralitos to the south (5,396) to the urban cities and municipalities of Scotts Valley (11,580), Santa Cruz (64,863), Watsonville (58,520), Capitola (9,918) and areas such as Aptos (30,598), Live Oak (17,158), Soquel (15,490) and the unincorporated, rural areas (24,529) (www.dof.ca.gov), this is a unique part of the state.

Three coastal mountain ranges and a slew of growth-regulating measures inhibit the area's expansion into larger urbanized areas. The area's growth in the ten years since the 2000 Census has been approximately 14%. Urban development in the county lies primarily along the bay coastal plains and foothills between the city of Santa Cruz (north) and city of Watsonville (south), with the urban areas serving as both employment and housing centers in need of a healthy public transit system, ideally with broad, technologically well-coordinated and sufficient geographic coverage at needed frequencies to ensure passenger satisfaction.

METRO currently operates 33 fixed-transit routes and ADA-mandated, door-to-door paratransit service called ParaCruz. Service was reduced following service cuts in 2010 and 2011 due to the economy. The agency is funded through a permanent dedicated half-cent sales tax, federal, state and other bonds, funds and grants revenue and has an annual budget of \$36-\$40 million. METRO employs over 300 people and provides between 5.8 – 6 million rides per year.

In late March 2012, a service restoration of approximately 8% was implemented, with more service planned in future bids, along with a service changes and improvements, as increased revenues so far continue to allow for this. Currently, the peak pullout at this time is 80 buses serving four transit centers, and an inter-city commuter express to Santa Clara County (Highway 17 Express), connecting to train (Amtrak), VTA light-rail and other transportation modalities in adjacent counties (such as Monterey-Salinas Transit to the south). The last Short-Range Transit Plan was prepared in 2008--since then, other relevant service studies have been performed and implemented. Further description of the service area, copies of recent transit studies and surveys, and service data will be provided to the selected consultant for The Plan at the project kick-off.

3. PROJECT TIMELINE – See next page.

ATTACHMENT A

4. PROJECT DESCRIPTION BY TASK NUMBER (on Project Timeline, Item #3 above)

TASK 1: SCMTD Board of Directors' Approval

On February 22, 2013, Santa Cruz METRO (METRO) Staff will prepare a presentation and report to the Board of Directors including this Scope of Work and Timeline for approval to release a Request for Proposals from qualified firms to perform the work outlined herein. If approved, consultants' proposals will be scored, vetted and a selection made by committee.

TASK 2: Award Contract

Once approved, on or about March 1, 2013, this RFP will be released, with intent to award a contract after reviewing proposals, which are due on or about April 1, 2013. A contract will be awarded by April 26, 2013.

TASK 3: Survey of Current Planning and Data Analysis

At a kick-off meeting on or about May 1, 2013, METRO Staff will provide the Consultant with existing current studies and data for the Consultant to review for the SRTP. The Consultant will review existing conditions, as well as determine a statistically relevant sample size for service-area-wide passenger and other stakeholder surveying by June 15, 2013 that represents the demographics of METRO's entire service area. The Consultant will plan and conduct at least five (5) outreach meetings to community stakeholders, one in each of the County's five (5) Supervisorial Districts. The Consultant will interview other stakeholders such as Board members, members of other appointed and elected boards, councils and committees county-wide, staff members, etc. The end product will be the applicable draft chapter(s) and appendices of assembled data and input, to be submitted for review by approximately August 30, 2013.

TASK 4: Five-to-Ten (5-10) Year Financial/Sustainability Planning

The Consultant shall compile and research transportation revenue trends and projections in relation to sales tax, legislation at both the state and federal level, and the agency's financial history. The Consultant shall meet with applicable staff to go over financial records (audits and budgets) as well as existing projections. The consultant shall prepare a five-year plan with ten-year projections in a draft chapter for review by approximately August 15, 2013.

TASK 5: Five-to-Ten (5-10) Year Service Planning

The Consultant will work with Planning and other staff to assess service development alternatives, and will work with the General Manager if needed. The Consultant and staff will make and review recommendations (Title VI review, pros/cons), which shall be presented in a draft chapter including both financially constrained and other five-year service plans with ten-year projections for review by 7/31/12.

ATTACHMENT A

TASK 6: Five-to-Ten (5-10) Year Capital Needs/Growth Planning

The Consultant will work with Planning, Grants and other applicable staff to assess capital needs and growth/development alternatives, and will work with the General Manager if needed. The Consultant will work with staff to make and review recommendations (including Title VI, pros/cons), which shall be presented in a draft chapter including both financially constrained and other five-year capital growth plans with ten-year projections for review by approximately September 15, 2013.

TASK 7: Ongoing “Public Awareness” (PR) Planning

The Consultant will work with Planning, Grants, IT and other applicable staff to assess ongoing “public awareness” efforts (i.e. *Headways* magazine, METRO’s website, and look at other feasible PR additions and alternatives. The Consultant will work with staff to make and review recommendations (including Title VI, pros/cons), which shall be presented in a draft chapter for review by approximately September 15, 2013.

TASK 8: Recommendations/Next Steps

The Consultant will compile all recommendations made in previous draft chapters and prepare a draft chapter and timeline for implementation of all recommendations for review by approximately October 15, 2013.

TASK 9: Final SRTP Adopted and Implemented

The Consultant shall deliver the Administrative Draft of the SRTP to METRO on approximately November 1, 2013 for review. Following revisions and a 30-day Public Comment Period (11/10/13 – 12/10/13), the final report shall be presented to METRO’s Board of Directors in December 2013, for review of The Plan, public comments and consideration of adoption and implementation on January 1, 2014.