



# AGENDA

## BOARD OF DIRECTORS REGULAR MEETING

**AUGUST 22, 2014 – 9:00 AM**

**SCOTTS VALLEY CITY COUNCIL CHAMBERS**

**1 CIVIC DRIVE**

**SCOTTS VALLEY, CA 95066**

**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](http://WWW.SCMTD.COM) AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO’S ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA

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

*Alex Clifford, CEO*

*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 the 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 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 the Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.*



**MEETING LOCATION:**  
**SCOTTS VALLEY CITY COUNCIL CHAMBERS**  
**1 CIVIC DRIVE, SCOTTS VALLEY, CA 95066**

**9:00 AM**

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

**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.

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

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

**5. LABOR ORGANIZATION COMMUNICATIONS**

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



**CONSENT AGENDA**

*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. ACCEPT AND FILE PRELIMINARY APPROVED CHECKS JOURNAL DETAIL FOR THE MONTH OF MAY 2014**  
Angela Aitken, Finance Manager
- 7-2. MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF MAY 2014**  
Angela Aitken, Finance Manager
- 7-3. APPROVAL TO CHANGE THE MONTHLY SUBMITTAL OF THE ACCESSIBLE SERVICES REPORT TO SUBMITTAL ON A QUARTERLY BASIS AND ACCEPT AND FILE MONTHLY ACCESSIBLE SERVICES REPORT FOR APRIL, MAY AND JUNE 2014**  
John Daugherty, Access Services Coordinator
- 7-4. ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING MAY 21, 2014**  
Alex Clifford, CEO
- 7-5. ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION MEETING MINUTES REFLECTING VOTING RESULTS FROM SANTA CRUZ METRO APPOINTEES**  
Alex Clifford, CEO
- 7-6. ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR MAY AND JUNE 2014**  
April Warnock, Paratransit Superintendent
- 7-7. ACCEPT AND FILE STATUS REPORT FOR ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR AUGUST 2014**  
Thomas Hiltner, Grants/Legislative Analyst
- 7-8. CONSIDER ADOPTING A RESOLUTION AUTHORIZING THE CEO TO EXECUTE ACTIONS NECESSARY TO RECEIVE PUBLIC TRANSPORTATION, MODERNIZATION, IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT FOR THE EXPANSION AND RENOVATION OF PACIFIC STATION**  
Thomas Hiltner, Grants/Legislative Analyst
- 7-9. ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR APRIL, MAY & JUNE 2014**  
Carolyn Derwing, Schedule Analyst
- 7-10. CONSIDER A CONTRACT AMENDMENT FOR B+U ARCHITECTS TO ADD FUNDS FOR ADDITIONAL DESIGN SERVICES**  
Liseth Guizar, Security & Risk Administrator



- 7-11. CONSIDERATION OF REJECTION OF BID RECEIVED FROM TIBER PAINTING AND AWARD OF CONTRACT WITH A PLUS PAINTING FOR EXTERIOR PAINTING OF THE CAVALLARO TRANSIT CENTER IN AN AMOUNT NOT TO EXCEED \$36,200**  
Erron Alvey, Purchasing Manager
- 7-12. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH DOC AUTO TO INCREASE THE CONTRACT NOT-TO-EXCEED AMOUNT BY \$32,760 FOR PARACRUZ VEHICLE MAINTENANCE SERVICES**  
Erron Alvey, Purchasing Manager
- 7-13. NOTIFICATION OF REVISED PROCESS AND THE NAMES OF THE PARTICIPANTS SELECTED FOR LEADERSHIP SANTA CRUZ COUNTY, CLASS #30**  
Robyn Slater, HR Manager, Acting Facilities Manager
- 7-14. CLASS SPECIFICATION AND REPRESENTATION CHANGE FOR THE ADMINISTRATIVE COORDINATOR POSITION**  
Robyn Slater, HR Manager, Acting Facilities Manager
- 7-15. CONSIDERATION OF A REQUEST TO PROVIDE SERVICE TO THE SANTA CRUZ FOLLIES ON SEPTEMBER 12, 2014 AT A COST OF APPROXIMATELY \$238.75**  
Ciro Aguirre, Manager of Operations
- 7-16. UPDATE: SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PASSENGER RAIL STUDY**  
Erich Friedrich, Sr. Transit Planner

**REGULAR AGENDA**

- 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**  
Dene Bustichi, Board Chair
- 9. CONSIDERATION OF PROVIDING SUPPORT FOR A METRO/UTU23/SEIU521 PICNIC TO BE HELD OCTOBER 25, 2014 AT THE HARVEY WEST PARK**  
Liseth Guizar, Security & Risk Administrator
- 10. ORAL REPORT FROM THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION MEETING IN CLEVELAND THAT WAS ATTENDED BY DIRECTOR DANIEL DODGE**  
Director Daniel Dodge
- 11. CEO TO GIVE ORAL REPORT**  
Alex Clifford, CEO
- 12. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**  
Leslyn K. Syren, District Counsel



- 13. ANNOUNCEMENT OF NEXT MEETING: FRIDAY SEPTEMBER 12, 8:30 AM, SANTA CRUZ METRO ADMINISTRATIVE OFFICES, 110 VERNON STREET, SANTA CRUZ**  
Dene Bustichi, Board Chair
  
- 14. ADJOURNMENT**  
Adjourn to the next Board of Directors meeting.

**CLOSED SESSION**

- 1. CONFERENCE WITH LEGAL COUNSEL (Government Code Subdivision (A) OF Section 54956.9) – EXISTING LITIGATION**  
Kathryn Lichti v. Daniel Joseph Garcia, et al; Superior Court Case NO. CV178054  
Agency Negotiator: Leslyn K. Syren, District Counsel

---

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

- THIS PAGE INTENTIONALLY LEFT BLANK -



# ADDENDUM TO AGENDA

BOARD OF DIRECTORS

REGULAR MEETING

AUGUST 22, 2014 – 9:00 AM

SCOTTS VALLEY CITY COUNCIL CHAMBERS

1 CIVIC DRIVE, SCOTTS VALLEY, CA 95066

**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](http://WWW.SCMTD.COM) AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO’S ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA

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

*Alex Clifford, CEO*

*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 the 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 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 the Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.*

**MEETING LOCATION:**



**SCOTTS VALLEY CITY COUNCIL CHAMBERS  
1 CIVIC DRIVE, SCOTTS VALLEY, CA 95066**

**9:00 AM**

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

**SECTION I: OPEN SESSION**

**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.*

**7-17. CONSIDERATION OF PROVIDING LIMITED SERVICE TO THE 2014 SANTA CRUZ COUNTY FAIR  
GROUNDS IN EXCHANGE FOR FAIR VENDOR SPACE**

**REGULAR AGENDA**

---

*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.scmttd.com](http://www.scmttd.com) subject to staff's ability to post the document before the meeting.*

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

DATE: 05/01/14 THRU 05/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49231	05/05/14	189.68 294	ANDY'S AUTO SUPPLY	0	58835	INVENTORY PARTS	136.96		
49232	05/05/14	8,750.00 001348	ATHENS INSURANCE SERVICE, INC.		58839	RPR VEH #1116 PC	52.72		
49233	05/05/14	52.26 002689	B & B SMALL ENGINE CORP		58821	MAY 14 FEES	8,750.00		
49234	05/05/14	100.06 001112	BRINKS AWARDS & SIGNS	7	58841	INVENTORY ITEMS	52.26		
					58879	TITLE PLATE	32.63		
					58894	SIGNS & HOLDERS	32.63		
					58895	PLATE	34.80		
49235	05/05/14	50.00 B028	BRYANT, HILARY	7	58798	BOD MEET 4/11/14	50.00		
49236	05/05/14	100.00 B018	BUSTICHI, DENE	7	58799	BOD MEET 4/11-4/25	100.00		
49237	05/05/14	50.00 B033	CERVANTEZ, KARINA		58800	BOD MEET 4/25/14	50.00		
49238	05/05/14	46.92 130	CITY OF WATSONVILLE UTILITIES		58829	3/10-4/14 WTC FIRESV	46.92		
49239	05/05/14	5,663.84 909	CLASSIC GRAPHICS		58844	RPR VEH #9821	3,860.00		
					58850	DECAL KIT VEH #1402	424.13		
					58883	RPR VEH #2405 PC	935.55		
					58884	RPR VEH #2405 PC	444.16		
					58842	LNG 4/1/14	11,553.07		
					58843	LNG 4/3/14	11,119.95		
49240	05/05/14	33,624.68 001124	CLEAN ENERGY		58845	PARTS SBF COLD END	10,951.66		
					58822	TRAVEL REIMBURSEMENT	2,047.99		
49241	05/05/14	2,047.99 T254	CLIFFORD, ALEXANDER		58868	INVENTORY ORDER	110.03		
49242	05/05/14	110.03 003116	CUMMINS PACIFIC LLP		58848	RPR VEH #1111 PC	2,895.04		
49243	05/05/14	4,229.21 001329	DOC AUTO LLC		58882	RPR VEH #1115 PC	1,334.17		
					58801	BOD MEET 4/22-4/25	100.00		
49244	05/05/14	100.00 B029	DODGE, DANIEL	7	58863	4/1-4/15 FUEL	2,714.97		
49245	05/05/14	2,714.97 002952	FLYERS ENERGY LLC		58802	BOD MEET 4/11-4/25	100.00		
49246	05/05/14	100.00 B032	FRIEND, ZACHARIAH		58898	APR 14 SHREDDING	97.50		
49247	05/05/14	97.50 003096	GOODWILL INDUSTRIES OF SILICON		58857	INVENTORY ORDER	659.51		
49248	05/05/14	659.51 001039	GRAFFITI REMOVAL, INC.		58846	50" LADDER FLEET	472.35		
49249	05/05/14	472.35 282	GRAINGER		58869	RPR & MAINT	26.13		
49250	05/05/14	26.13 546	GRANITEROCK COMPANY		58803	BOD MEET 4/11-4/25	100.00		
49251	05/05/14	100.00 B023	GRAVES, RON	7	58896	REIMBURSEMENT	6.51		
49252	05/05/14	6.51 T257	GUERRERO, DEBRA		58804	BOD MEET 4/11/14	50.00		
49253	05/05/14	50.00 B026	LEOPOLD, JOHN	7	58878	SHELF DIVIDERS	4.50		
49254	05/05/14	4.50 003137	LYON GROUP HOLDINGS LLP		58805	BOD MEET 4/11/14	50.00		
49255	05/05/14	50.00 B031	MCPHERSON, BRUCE		58824	UNIFORMS	54.68		
49256	05/05/14	366.52 041	MISSION UNIFORM		58836	UNIFORMS	241.39		
					58837	UNIFORMS	70.45		
					58818	1/1-3/31 SVC-TAX	17.73		
49257	05/05/14	17.73 001454	MONTEREY BAY SYSTEMS		58860	INVENTORY ORDER	62.84		
49258	05/05/14	62.84 288	MUNCIE TRANSIT SUPPLY		58808	INVENTORY PARTS	943.72		
49259	05/05/14	23,043.54 001063	NEW FLYER IND. CANADA ULC DBA		58867	INVENTORY PARTS	97.89		
					58871	INVENTORY PARTS	1,322.44		
					58872	INVENTORY PARTS	3,914.38		
					58873	INVENTORY ORDER	7,503.41		
					58874	INVENTORY PARTS	438.11		
					58875	INVENTORY PARTS	18.53		
					58886	INVENTORY ORDER	370.92		
					58887	INVENTORY PARTS	2,873.56		
					58888	INVENTORY PARTS	5,387.63		
					58889	INVENTORY PARTS	2.46		

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

DATE: 05/01/14 THRU 05/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49260	05/05/14	7,395.62 004		NORTH BAY FORD LINC-MERCURY		58890	CNG FITTINGS	114.96	
49261	05/05/14	1,873.68 003115		OFFICE TEAM		58891	CNG FITTINGS	55.53	
49262	05/05/14	2,441.91 364		OVERHEAD DOOR CO. OF SALINAS		58849	RPR VEH #2603 PC	7,395.62	
49263	05/05/14	360.98 043		PALACE ART & OFFICE SUPPLY		58855	TEMP W/E 4/18/14	1,873.68	
49264	05/05/14	12,224.98 003086		PAPE MACHINERY INC		58840	PREV MAINT	2,441.91	
49265	05/05/14	320.00 003097		PHILLIPS-ANDERSON IC		58861	OFFICE SUPPLIES	38.63	
49266	05/05/14	288.38 002927		PRAXAIR DISTRIBUTION, INC.		58862	OFFICE SUPPLIES	43.65	
49267	05/05/14	87.00 019		RAYNE OF SANTA CRUZ, INC.		58892	OFFICE SUPPLIES	252.62	
49268	05/05/14	158.86 003024		RICOH USA, INC		58893	OFFICE SUPPLIES	26.08	
49269	05/05/14	50.00 B022		ROBINSON, LYNN MARIE	7	58866	INVENTORY ORDER	80.87	
49270	05/05/14	2,472.36 001379		SAFETY-KLEEN INC		58870	REMAN CNG COMP BLOCK	12,144.11	
49271	05/05/14	4,239.68 018		SALINAS VALLEY FORD SALES INC		58834	3/27/14 TESTING	320.00	
49272	05/05/14	235.62 135		SANTA CRUZ AUTO PARTS, INC.		58823	WELDING CYLINDERS	288.38	
49273	05/05/14	8,185.70 079		SANTA CRUZ MUNICIPAL UTILITIES		58897	SALT	87.00	
49274	05/05/14	4,315.00 556		SKYLIGHT PLACE, THE		3/19-4/18 IMAGES ADM		158.86	
49275	05/05/14	5.62 115		SNAP-ON INDUSTRIAL		BOD MEET 4/11/14		50.00	
49276	05/05/14	158.57 001075		SOQUEL III ASSOCIATES		PARTS WASHER SUPPLIE		2,595.99	
49277	05/05/14	1,387.88 001232		SPECIALIZED AUTO AND		CREDIT NOTE		-123.63	
49278	05/05/14	14.68 104		STATE STEEL COMPANY		INVENTORY ORDER		4,239.68	
49279	05/05/14	355.00 003148		THOMSON REUTERS BARCLAYS CODE		CORE CREDIT		-17.40	
49280	05/05/14	1,821.93 221		VEHICLE MAINTENANCE PROG INC		CORE CREDIT		-17.40	
49281	05/05/14	54.90 434B		VERIZON CALIFORNIA		INVENTORY ITEMS		260.52	
49282	05/05/14	950.25 434		VERIZON WIRELESS		CORE CREDIT		-17.40	
49283	05/05/14	252.44 001353		VISION COMMUNICATIONS		WINDSHIELD RPR		27.30	
49284	05/05/14	150.00 001165		VU, THANH DR. MD		INVENTORY ITEMS		260.52	
49285	05/05/14	1,021.43 003128		ZEP VEHICLE CARE INC.		CORE CREDIT		-17.40	
49286	05/05/14	795.00 E659		BAYER, LORRAINE		CORE CREDIT		-17.40	
49287	05/07/14	500.00 T258		BAND BOOSTERS OF SANTA CRUZ		WINDSHIELD RPR		27.30	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	
						CORE CREDIT		-17.40	
						CORE CREDIT		-17.40	
						INVENTORY ITEMS		260.52	

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

DATE: 05/01/14 THRU 05/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49288	05/12/14	30.24 002861		HWY 17 CELEBRATION		59020	MAY 14 PAGERS	30.24	
49289	05/12/14	1,063.34 294		AMERICAN MESSAGING SVCS, LLC	0	58942	INVENTORY PARTS	382.28	
				ANDY'S AUTO SUPPLY		58993	RPR VEH #1126 PC	64.99	
						58994	WIX FILTER	16.56	
						59028	RPR VEH #1120 PC	193.84	
						59029	BATTERY VEH #1125 PC	93.47	
						59049	RPR VEH #1126 PC	238.46	
						59050	FUEL FILTER	10.71	
						59051	INVENTORY PARTS	63.03	
49290	05/12/14	359.85 002689		B & B SMALL ENGINE CORP		58908	YARD VAC PARTS	147.68	
						58950	LEAF BLOWER VSM'S	162.31	
						58995	WHEEL	37.23	
						58997	SPARK PLUG	3.22	
						59027	FILTER OIL	9.41	
49291	05/12/14	30.00 E956		BELO, SANDRA		59004	DMV REIMBURSEMENT	30.00	
49292	05/12/14	215.83 001356		BRENCO OPERATING-TEXAS, LP		58372	CREDIT NOTE	-11,030.90	
						58501	INVENTORY PARTS	50.43	
						58671	INVENTORY ORDER	1,560.06	
						58859	INVENTORY PARTS	8,646.47	
						58986	WIRE IGNITION	989.77	
49293	05/12/14	40.78 001112		BRINKS AWARDS & SIGNS	7	58931	BADGES	40.78	
49294	05/12/14	870.46 002929		CHEVROLET OF WATSONVILLE LLC	7	59013	RPR VEH #803	870.46	
49295	05/12/14	1,039.18 130		CITY OF WATSONVILLE UTILITIES		58975	3/17-4/21 WTC	348.00	
						58976	3/17-4/21 WTC WATER	26.40	
						58977	APR 14 WTC WASTE	664.78	
49296	05/12/14	1,739.15 909		CLASSIC GRAPHICS		58938	RPR BUS #1001	1,739.15	
49297	05/12/14	67,588.53 001124		CLEAN ENERGY		58912	LNG 4/11/14	11,337.09	
						58913	LNG 4/6/14	11,455.12	
						58914	LNG 4/9/14	11,658.11	
						59024	LNG 3/23/14	12,275.65	
						59041	LNG 4/14/14	11,014.89	
						59042	LNG 4/16/14	9,847.67	
49298	05/12/14	2,890.00 003034		COASTAL LANDSCAPING INC. DBA		58991	APR 14 LANDSCAPING	2,890.00	
49299	05/12/14	200.00 367		COMMUNITY TELEVISION OF		59008	BOD MEETING 3/28/14	200.00	
49300	05/12/14	1,486.59 R651		CSAA INSURANCE EXCHANGE		58945	CL #14-0003	1,486.59	
49301	05/12/14	2,891.96 003116		CUMMINS PACIFIC LLP		58960	INVENTORY ORDER	1,368.39	
						58969	INVENTORY ORDER	1,030.93	
						59044	INSITE SOFTWARE UPDA	492.64	
49302	05/12/14	1,455.50 002949		DEANE INDUSTRIAL MACHINING		58909	10 MANIFOLDS	1,370.00	
						59000	SURFACE MANIFOLD	85.50	
49303	05/12/14	1,495.31 480		DIESEL MARINE ELECTRIC, INC.		58920	INVENTORY ORDER	1,495.31	
49304	05/12/14	2,420.85 001329		DOC AUTO LLC		59048	RPR VEH #1119 PC	2,420.85	
49305	05/12/14	115.49 001172		FERGUSON ENTERPRISES INC. #795		59045	FAC STOCK ITEMS	115.49	
49306	05/12/14	720.00 447		FERRIS HOIST & REPAIR, INC.		59032	WASH BAY LIFT RPR	720.00	
49307	05/12/14	63.68 959		FIRST ADVANTAGE OCCUPATIONAL		59016	APR 14 SVC	63.68	
49308	05/12/14	3,171.27 002295		FIRST ALARM		59003	APR 14 SECURITY HW	3,171.27	
49309	05/12/14	11,870.62 002952		FLYERS ENERGY LLC		58940	4/1-4/15 FUEL PC	11,870.62	
49310	05/12/14	375.11 001189		GARY KENVILLE LOCKSMITH	7	59030	PARTS ROOM LOCK RPR	375.11	
49311	05/12/14	1,567.57 282		GRAINGER		58992	PAINT	111.06	

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

DATE: 05/01/14 THRU 05/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49312	05/12/14	182.23 546	GRANITEROCK COMPANY		58996	DRAIN CLEANING CABLE	157.74		
49313	05/12/14	180.73 E530	GUIZAR, LISETH		59034	UTILITY CART	289.87		
49314	05/12/14	611.74 166	HOSE SHOP, THE INC		59035	INVENTORY SUPPLY	350.40		
49315	05/12/14	1,430.60 878	KELLY SERVICES, INC.		59036	INVENTORY SUPPLY	106.05		
49316	05/12/14	157.10 003059	MAILFINANCE INC		59037	LAMPS	542.61		
49317	05/12/14	25,363.68 003017	MANSFIELD OIL CO OF GAINSVILLE		59038	HAMMER HANDLE	9.84		
49318	05/12/14	2,730.39 001052	MID VALLEY SUPPLY INC.		59056	AGG BASE	124.68		
49319	05/12/14	691.83 041	MISSION UNIFORM		58957	AGG BASE	57.55		
49320	05/12/14	101.70 288	MUNCIE TRANSIT SUPPLY		58946	TRAVEL REIMBURSEMENT	180.73		
49321	05/12/14	41.00 E337	NANCE, RAMONA		58910	SPRAY NOZZLES	21.99		
49322	05/12/14	9,956.51 001063	NEW FLYER IND. CANADA ULC DBA		58911	ELBOW VEH #9811	11.81		
49323	05/12/14	4,077.15 004	NORTH BAY FORD LINC-MERCURY		58958	HOSES	397.30		
49324	05/12/14	2,240.04 003115	OFFICE TEAM		59031	HOSES	180.64		
49325	05/12/14	6,519.62 009	PACIFIC GAS & ELECTRIC		59019	TEMP W/E 4/27/14	1,430.60		
					59010	4/28-5/27 LEASE ADM	157.10		
					58949	DIESEL 4/15/14	25,363.68		
					58734	CLEANING SUP CREDIT	-390.59		
					58739	CLEANING SUPPLY	22.84		
					58922	CLEANING SUPPLY	3,098.14		
					58900	UNIFORMS	13.51		
					58916	UNIFORMS	70.45		
					58917	UNIFORMS	241.37		
					58918	UNIFORMS	54.68		
					59025	UNIFORMS	241.37		
					59026	UNIFORMS	70.45		
					58959	INVENTORY ITEMS	60.14		
					59043	INVENTORY PARTS	41.56		
					58979	DMV REIMBURSEMENT	41.00		
					58970	INVENTORY ORDER	1.73		
					58971	INVENTORY ORDER	5,396.30		
					58972	INVENTORY ORDER	158.88		
					58973	INVENTORY ORDER	225.78		
					58974	INVENTORY ORDER	153.26		
					58987	DECALS	611.00		
					58988	INVENTORY ORDER	620.24		
					58989	INVENTORY ORDER	72.88		
					58998	INVENTORY PARTS	18.12		
					58999	INVENTORY PARTS	832.69		
					59005	SGR2 NF PARTS	1,865.63		
					58919	RPR VEH #712	714.39		
					58923	RPR VEH #710	76.22		
					58929	INVENTORY PARTS	1,096.14		
					58936	RPR VEH #2404 PC	447.60		
					58937	INVENTORY PARTS	1,547.80		
					58939	RPR VEH #1111 PC	195.00		
					59014	TEMP W/E 4/25/14	2,240.04		
					59006	3/27-4/25 1217 RIVER	-24.27		
					59007	3/27-4/25 1217 RIVER	142.27		
					59012	3/26-4/24 1122 RIVER	1,426.18		
					59021	3/26-4/24 1200 RIVER	119.14		

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

DATE: 05/01/14 THRU 05/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49326	05/12/14	1,474.53 043		PALACE ART & OFFICE SUPPLY		59022	3/26-4/24 GOLF CLUB	4,856.30	
						58915	OFFICE SUPPLIES	581.38	
						58930	OFFICE SUPPLIES	-13.59	
						58932	OFFICE SUPPLIES	15.92	
						58933	OFFICE SUPPLIES	245.71	
						58934	OFFICE SUPPLIES	290.16	
						58947	OFFICE SUPPLIES	50.41	
						58954	OFFICE SUPPLIES	43.48	
						58955	OFFICE SUPPLIES	199.72	
						59033	OFFICE SUPPLIES	61.34	
49327	05/12/14	219.45 050		PITNEY BOWES INC.		59039	6/14-5/15 EQUIP MAIN	126.35	
						59040	6/14-5/15 EQUIP MAIN	93.10	
49328	05/12/14	670.29 001149		PREFERRED PLUMBING, INC.		58944	RPR DRAIN VERNON	670.29	
49329	05/12/14	275.14 882		PRINT SHOP SANTA CRUZ	7	58985	BUSINESS CARDS	134.85	
						59011	BUSINESS CARDS	140.29	
49330	05/12/14	601.20 003020		QUEST DIAGNOSTIC INC.		59015	DOT DRUG TESTS	601.20	
49331	05/12/14	801.87 215		RICOH USA, INC.		58984	4/18-5/17 IMAGES	388.62	
						58990	4/18-5/17 LEASE OPS	413.25	
49332	05/12/14	1,997.56 002094		RICON CORPORATION		58952	INVENTORY PARTS	1,196.35	
						58953	INVENTORY ORDER	801.21	
49333	05/12/14	531.79 001286		SAFE-CARD ID SERVICES, INC		58983	COLOR FILM RIBBON	531.79	
49334	05/12/14	2,252.81 018		SALINAS VALLEY FORD SALES INC		58921	INVENTORY ORDER	473.93	
						59046	INVENTORY ORDER	1,778.88	
49335	05/12/14	2,141.00 002700		SANTA CRUZ COUNTY ENVIROMENTAL		58941	6/14-5/15 PERMIT	2,141.00	
49336	05/12/14	198.30 079		SANTA CRUZ MUNICIPAL UTILITIES		58982	3/15-4/16 PARACRUZ	198.30	
49337	05/12/14	175.89 002459		SCOTT'S VALLEY WATER DISTRICT		59023	2/4-4/4 WATER SVTC	175.89	
49338	05/12/14	1,176.34 001232		SPECIALIZED AUTO AND		59001	RPR VEH #2406	1,176.34	
49339	05/12/14	642.51 001976		SPORTWORKS NORTHWEST, INC.		58507	CREDIT NOTE	-98.00	
						58935	INVENTORY ORDER	740.51	
49340	05/12/14	14.68 104		STATE STEEL COMPANY	0	59047	STEEL FABRICATION	14.68	
49341	05/12/14	135.00 002541		TINO'S PLUMBING	7	58951	WTC BACKFLOW REPAIR	135.00	
49342	05/12/14	15,496.16 002954		GCR TIRES & SERVICE	7	58901	TIRES	666.71	
						58902	TIRES	256.19	
						58903	TIRES	343.54	
						58904	TIRES	1,141.89	
						58905	TIRES	848.54	
						58906	TIRES	166.68	
						58907	TIRES	27.50	
						58924	TIRES	1,258.63	
						58925	TIRES	1,141.89	
						58926	TIRES	973.87	
						58927	TIRES	1,969.50	
						58928	TIRES	424.27	
						58961	TIRES	977.73	
						58962	TIRES	424.27	
						58963	TIRES	239.30	
						58964	TIRES	307.28	
						58965	TIRES	2,283.78	
						58966	TIRES	977.73	
						58967	TIRES	480.70	

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

DATE: 05/01/14 THRU 05/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49343	05/12/14	78.36 007	78.36	UNITED PARCEL SERVICE		58968	TIRES	586.16	
49344	05/12/14	29.37 946	78.36	UNITED SITE SERVICES OF CA INC		58981	FREIGHT	78.36	
49345	05/12/14	11,979.32 001043	29.37	VISION SERVICE PLAN		58948	4/23-5/20 FENCE RENT	29.37	
49346	05/12/14	75.00 001165	11,979.32	VU, THANH DR. MD	7	58943	MAY 14 VISION PLAN	11,979.32	
49347	05/12/14	70.00 682	75.00	WEISS, AMY L.	7	59002	DMV EXAM	75.00	
49348	05/12/14	638.00 915	70.00	WORKIN.COM, INC.		59009	BOD MEETING INTERPRE	70.00	
49349	05/12/14	57.00 E329	319.00	ZARAGOZA, DANIEL		59017	JOB PLACEMENT AD	319.00	
49350	05/08/14	20,000.00 E957	319.00	CLIFFORD, ALEX		59018	JOB PLACEMENT AD	319.00	
49351	05/19/14	67.32 002941	57.00	TEMP HOUSING PER 13B		58980	FINGERPRINTING REIMB	57.00	
49352	05/19/14	27,877.00 003068	20,000.00	AA SAFE & SECURITY CO		59054	TEMP HOUSING PER 13B	20,000.00	MANUAL
49353	05/19/14	5,341.23 001D	67.32	AMERICAN ASPHALT REPAIR &		59059	KEYS	67.32	
49354	05/19/14	937.68 003105	15,390.00	AT&T		59097	BUS STOP IMPROVEMENT	15,390.00	
49355	05/19/14	874.00 478	12,487.00	BEE CLENE INC		59098	BUS STOP IMPROVEMENT	12,487.00	
49356	05/19/14	774.00 011	4,882.56	BEWLEYS CLEANING		59079	3/19-4/18 CALNET2	4,882.56	
49357	05/19/14	68.61 001356	279.70	BRENCO OPERATING-TEXAS, LP		59134	3/19-4/18 CALNET2	279.70	
49358	05/19/14	7,187.65 001844	178.97	BRINKS INCORPORATED		59135	3/19-4/18 CALNET2	178.97	
49359	05/19/14	9.34 001346	937.68	CITY OF SANTA CRUZ-FINANCE		59080	3/24-4/23 WIFI BUSES	937.68	
49360	05/19/14	4,317.15 909	874.00	CLASSIC GRAPHICS		59131	CARPET CLEANING	874.00	
49361	05/19/14	223.68 001124	774.00	CLEAN ENERGY	0	59124	APR 14 CUSTODIAL SVC	774.00	
49362	05/19/14	400.00 003012	68.61	COLON, ANTONIA ELENA	7	59063	INVENTORY ORDER	68.61	
49363	05/19/14	12.57 003116	4,138.13	CUMMINS PACIFIC LLP		59065	APR 1200B SERVICE	4,138.13	
49364	05/19/14	999.00 432	3,049.52	EXPRESS SERVICES INC.		59066	APR 1200B SERVICE	3,049.52	
49365	05/19/14	9.78 959	9.34	FIRST ADVANTAGE OCCUPATIONAL		59064	LANDFILL	9.34	
49366	05/19/14	60.00 002295	4,317.15	FIRST ALARM		59130	RPR VEH #9804	4,317.15	
49367	05/19/14	233.64 001302	223.68	GARDA CL WEST, INC.		59104	PARTS FOR SBF	223.68	
49368	05/19/14	15,895.66 001745	400.00	HARTFORD LIFE AND ACCIDENT INS		59092	SVTC PAINTING PROJ	400.00	
49369	05/19/14	12,575.19 002979	12.57	HUNT & SONS, INC.	07	59132	INVENTORY ORDER	12.57	
49370	05/19/14	747.85 003144	999.00	INSIGHT DIRECT USA INC		59090	TEMP W/E 5/4/14	999.00	
49371	05/19/14	38.58 003140	9.78	J&J COIN CHANGER SERVICE LLC		59095	DOT DRUG TEST	9.78	
49372	05/19/14	3,018.58 110	60.00	JESSICA GROCERY STORE, INC.		59102	APR 14 DISPATCH PC	60.00	
49373	05/19/14	2,146.17 405	233.64	JOHN'S ELECTRIC MOTOR SVC		59099	MAY 14 SVC	233.64	
49374	05/19/14	1,539.16 878	11,437.47	KELLY SERVICES, INC.		59100	MAY 14 LTD	11,437.47	
49375	05/19/14	938.19 039	4,458.19	KINKO'S INC.		59107	BULK OIL & COOLANT	4,458.19	
49376	05/19/14	50.00 880	9,529.50	LEXISNEXIS INC		59074	BULK OIL & COOLANT	9,529.50	
49377	05/19/14	1,214.91 511	747.85	LUMINATOR HOLDING LP		59055	RPR PYRAMID ACCEPTOR	747.85	
49378	05/19/14	25,542.55 003017	38.58	MANSFIELD OIL CO OF GAINSVILLE		59093	MAY 14 CUSTODIAL SVC	38.58	
49379	05/19/14	41.00 E048	3,018.58	MARTINEZ, MARK		59071	LANDA PRESS WASH RPR	3,018.58	
49380	05/19/14	179.74 003147	2,146.17	MASON DYNAMICS INC	7	59056	TEMP W/E 4/27/14	2,146.17	
49381	05/19/14	7,201.49 764	1,539.16	MERCURY METALS DBA		59058	REPRINT IG HEADWAY	1,539.16	
49382	05/19/14	13.51 041	938.19	MISSION UNIFORMS		59115	APR 14 SERVICES	938.19	
49383	05/19/14	46.29 001178	50.00	N/S CORPORATION		59060	RPR LUMINATOR CTRL	50.00	
			1,214.91			59060	RPR LUMINATOR CTRL	1,214.91	
			25,542.55			59103	DIESEL 4/26/14	25,542.55	
			41.00			59117	DMV REIMBURSEMENT	41.00	
			179.74			59062	RPR VEH #908	179.74	
			7,201.49			59136	FABRICATED ENG MOUNT	7,201.49	
			13.51			59133	UNIFORMS	13.51	
			46.29			59108	BUS WASHER WAND ASSY	46.29	

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

DATE: 05/01/14 THRU 05/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49384	05/19/14	14,994.06 001063		NEW FLYER IND. CANADA ULC DBA		59078	LNG FITTINGS	7.33	
						59081	LNG FITTINGS	262.58	
						59082	INVENTORY PARTS	128.59	
						59083	INVENTORY PARTS	663.94	
						59084	DECALS	4,374.85	
						59085	DECALS	6,383.69	
						59086	INVENTORY PARTS	197.18	
						59087	INVENTORY PARTS	0.48	
						59088	INVENTORY PARTS	281.88	
						59089	INVENTORY PARTS	18.06	
						59091	BRACKET SUPPORT	1,090.73	
						59119	CNG FITTINGS	67.51	
						59120	INVENTORY PARTS	100.29	
						59121	INVENTORY ORDER	143.17	
						59122	INVENTORY PARTS	183.60	
						59126	INVENTORY ORDER	203.33	
						59127	INVENTORY ORDER	368.15	
						59128	INVENTORY ORDER	43.46	
						59129	SPECIAL TOOLS	475.24	
49385	05/19/14	109.98 002721		NEXTEL COMMUNICATIONS/SPRINT		59118	3/26-4/25TVM WIRELES	109.98	
49386	05/19/14	7,952.96 009		PACIFIC GAS & ELECTRIC		59112	3/26-4/24 DUBOIS	1,786.04	
						59113	4/1-4/30 PACIFIC ISL	2,270.34	
						59114	3/27-4/25 VERNON	3,896.58	
						59073	OFFICE SUPPLIES	123.68	
						59116	OFFICE SUPPLIES	1,145.79	
49387	05/19/14	1,479.14 043		PALACE ART & OFFICE SUPPLY		59123	OFFICE SUPPLIES	209.67	
						59110	INVENTORY PARTS	3,474.81	
						59070	APR 14 PRST WTC	70.00	
						59101	MAY 14 DENTAL	45,043.40	
						59125	PROPERTY RECEIPT	64.16	
49388	05/19/14	3,474.81 003086		PAPE MACHINERY INC		59068	4/26-5/25 RENT/IMAGE	459.85	
49389	05/19/14	70.00 481		PIED PIPER EXTERMINATORS, INC.		59075	PROF SVCS THRU 3/31	62,188.75	
49390	05/19/14	45,043.40 002939		PREFERRED BENEFIT	7	59077	5/1/14 STATEMENT	2,231.83	
49391	05/19/14	64.16 882		PRINT SHOP SANTA CRUZ		59105	GEAR OIL	87.82	
49392	05/19/14	459.85 215		RICOH USA, INC.		59072	FINGERPRINTING	30.00	
49393	05/19/14	62,188.75 904		RNL/INTERPLAN, INC. A CA CORP		59096	W/C PREFUND	27,679.00	
49394	05/19/14	2,231.83 107A		SAN LORENZO LUMBER & HOME CTR		59069	AIR FILTERS	457.07	
49395	05/19/14	87.82 135		SANTA CRUZ AUTO PARTS, INC.		59111	AIR FILTERS	457.07	
49396	05/19/14	30.00 345		SANTA CRUZ COUNTY OFFICE OF		59076	2/28-3/28 MB ENG SVC	75,361.94	
49397	05/19/14	27,679.00 002917		SANTA CRUZ METRO TRANSIT W/C		59057	FREIGHT	49.10	
49398	05/19/14	914.14 001800		THERMO KING OF SALINAS, INC		59109	BULK AUTO TRANS OIL	1,400.40	
						59094	JOB PLACEMENT AD	319.00	
49399	05/19/14	75,361.94 003044		TRC ENGINEERS, INC.		59061	INVENTORY PARTS	194.83	
49400	05/19/14	49.10 007		UNITED PARCEL SERVICE		59147	LIGHT BULLB	154.64	
49401	05/19/14	1,400.40 001506		WESTERN STATES OIL CO.		59152	A/C RPR VERNON	310.00	
49402	05/19/14	319.00 915		WORKIN.COM, INC.		59194	TOW BUS 1001	525.00	
49403	05/19/14	194.83 871		YARDER MANUFACTURING COMPANY		59163	INVENTORY PARTS	104.35	
49404	05/26/14	154.64 003151		ABC BUS INC		59201	GAS CAN	13.91	
49405	05/26/14	3,193.44 382		AIRTEC SERVICE		59224	5/5-6/4 REPEATERS	307.91	
49406	05/26/14	525.00 001128		ALWAYS TOWING & RECOVERY, INC	0				
49407	05/26/14	118.26 294		ANDY'S AUTO SUPPLY					
49408	05/26/14	307.91 001G		AT&T					

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

DATE: 05/01/14 THRU 05/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49409	05/26/14	12.12 002689	12.12	B & B SMALL ENGINE CORP		59160	BLADE	12.12	
49410	05/26/14	1,272.37 059	1,272.37	BATTERIES USA, INC.		59241	BATTERIES	1,272.37	
49411	05/26/14	8,400.00 926	8,400.00	BICKMORE		59230	OPEB ACTUARIAL	8,400.00	
49412	05/26/14	270.00 002035	270.00	BOWMAN & WILLIAMS INC		59170	SVC THRU 3/31/14	270.00	
49413	05/26/14	5,000.00 001324	5,000.00	CAPITALEGE ADVOCACY, INC.		59196	MAY 14 LEGISLATE SVC	5,000.00	
49414	05/26/14	1,839.41 003081	1,839.41	CAPITOLA MALL LLC	7	59237	JUNE 14 RENT	1,839.41	
49415	05/26/14	48,523.98 001124	48,523.98	CLEAN ENERGY		59180	LNG 4/19/14	11,612.07	
						59181	LNG 4/22/14	11,676.99	
						59188	LNG 4/24/14	10,392.92	
						59189	APR 14 MAINT SBF	14,842.00	
49416	05/26/14	169.65 075	169.65	COAST PAPER & SUPPLY INC.		59153	CLEARING AGENT	169.65	
49417	05/26/14	55.11 002063	55.11	COSTCO		59145	KX-TG433SK ANSWER SV	55.11	
49418	05/26/14	223.40 003116	223.40	CUMMINS PACIFIC LLP		59179	INVENTORY PARTS	210.83	
						59226	INVENTORY ORDER	12.57	
49419	05/26/14	288.19 001501	288.19	D & G SANITATION		59200	ADA PORTABLE WASHER	288.19	
49420	05/26/14	138.00 001329	138.00	DOC AUTO LLC		59158	RPR VEH #1126 PC	138.00	
49421	05/26/14	30.00 003155	30.00	FASIRAK VIOLATION PROCESSING		59213	FASIRAK TOLL	30.00	
49422	05/26/14	857.63 447	857.63	FERRIS HOIST & REPAIR, INC.		59154	RPR LIFT #4	857.63	
49423	05/26/14	51,512.28 002295	51,512.28	FIRST ALARM		59240	APR 14 SECURITY SVC	40,465.24	
49424	05/26/14	1,444.39 002962	1,444.39	FIS		59243	APR 14 SECURITY OPS	11,047.04	
49425	05/26/14	19,266.46 002952	19,266.46	FLYERS ENERGY LLC		59139	APR 14 MERCHANT FEES	1,444.39	
49426	05/26/14	20.03 647	20.03	GENFARE A DIV OF SPX CORP		59162	4/15-4/30 FUEL PC	15,342.71	
49427	05/26/14	92.22 282	92.22	GRAINGER		59199	4/15-4/30 FUEL NONRE	3,923.75	
						59221	INVENTORY ORDER	20.03	
						59167	RECYCLE BIN	8.61	
49428	05/26/14	536.29 001097	536.29	GREENWASTE RECOVERY, INC.		59202	FAC STOCK ITEMS	83.61	
						59156	APR 14 SVTC	306.80	
						59232	APR 14 GARBAGE PC	229.49	
49429	05/26/14	85.93 E530	85.93	GUIZAR, LISETH		59209	HWY 17 EXP EVENT	85.93	
49430	05/26/14	30.71 166	30.71	HOSE SHOP, THE INC		59168	NON INVENTORY PARTS	30.71	
49431	05/26/14	4,000.00 002117	4,000.00	IULIANO #2 LLC	7	59207	JUN 14 RENT	4,000.00	
49432	05/26/14	4,123.64 878	4,123.64	KELLY SERVICES, INC.		59210	TEMP W/E 5/4/14	1,535.56	
						59235	TEMP W/E 5/4/14	1,985.94	
						59242	TEMP W/E 5/11/14	602.14	
49433	05/26/14	9,310.00 003066	9,310.00	KIM FAMILY ENTERPRISES LLP	7	59205	JUN 14 RENT NNN PARK	9,310.00	
49434	05/26/14	1,664.35 852	1,664.35	LAW OFFICES OF MARIE F. SANG		59144	CL# 2009210082	80.00	
						59182	CL #1989102352	160.00	
						59183	CL #9210149,9219306	304.00	
						59184	CL #2009210082	448.35	
						59185	CL #5105939,7164812	192.00	
						59186	CL #2010223492	240.00	
						59187	CL #2010226708	240.00	
49435	05/26/14	10.00 E410	10.00	LONA, SERGIO GONZALEZ		59225	DMV REIMBURSEMENT	10.00	
49436	05/26/14	386.34 041	386.34	MISSION UNIFORM		59141	UNIFORMS	13.51	
						59149	GLOVES FOR VSW	47.50	
						59150	MMF UNIFORMS	241.37	
						59151	SBF TOWELS MATS	70.45	
						59204	UNIFORMS	13.51	
49437	05/26/14	553.28 003061	553.28	NEOFUNDS BY NEOPOST DBA		59212	****-****-****-1598	553.28	
49438	05/26/14	7,270.47 001063	7,270.47	NEW FLYER IND. CANADA ULC DBA		59164	CNG FITTINGS	669.98	

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

DATE: 05/01/14 THRU 05/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49439	05/26/14	004	236.01	NORTH BAY FORD LINC-MERCURY		59171	CNG FITTINGS	4.22	
49440	05/26/14	003115	770.83	OFFICE TEAM		59172	INVENTORY PARTS	315.54	
49441	05/26/14	009	3,251.49	PACIFIC GAS & ELECTRIC		59173	INVENTORY PARTS	1,379.39	
49442	05/26/14	043	230.79	PALACE ART & OFFICE SUPPLY		59174	INVENTORY ORDER	42.27	
49443	05/26/14	002947	1,058.00	PEDALERS EXPRESS	7	59175	INVENTORY ORDER	201.00	
49444	05/26/14	002927	203.95	PRAXAIR DISTRIBUTION, INC.		59176	INVENTORY PARTS	30.56	
49445	05/26/14	E660	201.00	PRESTON, NATHANIEL		59177	INVENTORY PARTS	634.71	
49446	05/26/14	001153	413.62	REPUBLIC ELEVATOR COMPANY INC		59214	INVENTORY ORDER	610.04	
49447	05/26/14	002917	9,741.38	SANTA CRUZ METRO TRANSIT W/C		59215	INVENTORY ORDER	141.85	
49448	05/26/14	977	15,507.55	SANTA CRUZ TRANSPORTATION, LLC		59216	INVENTORY PARTS	136.21	
49449	05/26/14	957	264.00	SECURITY SHORING & STEEL PLT		59217	CNG FITTINGS	5.31	
49450	05/26/14	001075	13,000.17	SOQUEL III ASSOCIATES	7	59218	INVENTORY PARTS	224.04	
49451	05/26/14	003142	82.85	THE TOOL WAREHOUSE		59219	INVENTORY PARTS	993.86	
49452	05/26/14	002675	407.63	THOMSON REUTERS BARCLAYS		59220	INVENTORY PARTS	56.02	
49453	05/26/14	002954	4,732.61	GCR TIRES & SERVICE	7	59222	INVENTORY PARTS	56.42	
49454	05/26/14	001190	95.00	TRANSIT TALENT.COM LLC	7	59159	CREDIT CORE	-81.57	
49455	05/26/14	007	50.50	UNITED PARCEL SERVICE		59165	RPR VEH #708	317.58	
49456	05/26/14	434	793.28	VERIZON WIRELESS	0	59211	TEMP W/E 5/2/14	770.83	
49457	05/26/14	001353	1,754.50	VISION COMMUNICATIONS		59228	4/4-5/5 SVTC	53.86	
49458	05/26/14	001165	167.16	VU, THANH DR. MD	7	59229	3/26-4/24 WTC SV PNR	2,458.19	
49459	05/26/14	003074	3,500.00	WAVE CREST DEVELOPMENT INC.	7	59233	4/9-5/8 ELEC PC	739.44	
49460	05/26/14	002028	115.68	WESTCOAST LEGAL SERVICE		59198	OFFICE SUPPLIES	225.53	
49461	05/26/14	009	3,112.07	PACIFIC GAS & ELECTRIC		59195	APR 14 COURIER SVC	1,058.00	
49462	05/26/14	003058	279,599.87	LEWIS C NELSON AND SONS INC		59166	WELDING GAS & SUPPLY	203.95	
49463	05/26/14	M022	83.66	CAPELLA, KATHLEEN		59223	ASE CERTIFICATION	201.00	
49464	05/26/14	M039	41.83	DAVILA, ANA MARIA	0	59161	MAY14 ELEVATOR MAINT	413.62	
						59203	5/1-5/15 REPLENISHME	9,741.38	
						59140	APR 14 TRANSPORTATIO	15,507.55	
						59236	MUD PLATES 3/24-4/23	264.00	
						59155	JUN 14 RENT	13,000.17	
						59208	SMALL TOOLS	82.85	
						59190	APR 14 SERVICE	407.63	
						59191	TIRES	224.68	
						59192	TIRES	208.88	
						59193	TIRES	1,444.32	
						59143	JOB POSTING	2,854.73	
						59234	FREIGHT	95.00	
						59227	4/2-5/1 PUSH 2 TALK	50.50	
						59231	4/2-5/1 PUSH2TALK PC	331.52	
						59157	MAY 14 MAINTENANCE	461.76	
						59142	DMV EXAM	1,754.50	
						59148	DMV EXAM	92.16	
						59206	JUN 14 RENT	75.00	
						59239	RECORDS CV177707	3,500.00	
						59244	GUYWIRE PERMIT MBOPS	115.68	
						59245	CONST MBTHRU 4/25/14	3,112.07	
						59253	JUN 14 RETIREE SUPP	279,599.87	
						59246	JUN 14 RETIREE SUPP	83.66	

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

DATE: 05/01/14 THRU 05/31/14

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	CHECK VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49465	05/26/14	83.66	M041	GOUVEIA, ROBERT	0	59247	JUN 14 RETIREE SUPP	83.66	
49466	05/26/14	41.83	M109	PEREZ, CHERYL		59248	JUN 14 RETIREE SUPP	41.83	
49467	05/26/14	83.66	M085	ROSSI, DENISE	0	59249	JUN 14 RETIREE SUPP	83.66	
49468	05/26/14	41.83	M030	ROWE, RUBY		59250	JUN 14 RETIREE SUPP	41.83	
49469	05/26/14	41.83	M054	SLOAN, SUZANNE	0	59251	JUN 14 RETIREE SUPP	41.83	
49470	05/26/14	41.83	M088	YAGI, RANDY	0	59252	JUN 14 RETIREE SUPP	41.83	
49471M05/27/14		240.00	616	BROWN ARMSTRONG CPA CPE		59370	CPA CPE	240.00	MANUAL
TOTAL		1,231,083.70		ACCOUNTS PAYABLE			TOTAL CHECKS	241	1,231,083.70

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT:** MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF  
MAY 31, 2014

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the monthly budget status reports year to date as of May 31, 2014**

## II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of May 31, 2014 were \$214K under the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of May 31, 2014 were \$1.8M or 4% under budget.
- **Capital Budget** spending year to date through May 31, 2014 was \$11M or 33% of the Capital budget.

## III. DISCUSSION/BACKGROUND

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's Revised FY14 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **92%**.

### A. Operating Revenue

Operating Revenues year to date as of May 31, 2014 were \$214K under the amount budgeted.

- **Total Passenger Fares** are under budget by 2% or \$209K. It is presumed that passengers may be utilizing fare media such as the 30 day pass more often than in previous years in order to experience an average cost savings for each ride.

- **Other Op Assistance/Funding** is under budget due to delays in the AMBAG Transit Planning Internship Grant Project. The original intern began work mid-December but was terminated, and not replaced until the beginning of March.
- **Fuel Tax Credit** is over budget by \$50K due to higher-than-anticipated receipt of tax credits for alternative fuel usage in the last 2 quarters of calendar year 2013.

**B. Consolidated Operating Expenses**

Consolidated Operating Expenses year to date as of May 31, 2014 were \$1.8M or 4% under budget. Personnel Expenses, Services, Casualty & Liability, Utilities, and Miscellaneous Expenses all contributed to the favorable variance.

- **Total Personnel Expenses** are under budget due to vacant funded positions and extended leaves by \$1.3M.
- **Services** are under budget primarily due to less than anticipated Prof & Tech Fees, as well as Legal Services, and Repair – Equipment expenses by \$142K.
- **Casualty & Liability** expenses are under budget due to cost savings experienced by a change in the property insurance carrier by \$91K.
- **Utilities** are under budget by \$103K, due to additional funding added in the FY14 budget revision in February based on actual utility charges through October 2013; since that analysis, actual charges have come in under budget. The agency is also benefitting from decreased electricity rates due to an energy audit performed by Santa Cruz METRO staff in conjunction with PG&E in December 2013. The accounts were all reviewed and changed to the most advantageous rate schedules available for the specific type of usage, with annual savings estimated at approximately \$15K.
- **Miscellaneous Expenses** are under budget by \$86K primarily due to less than anticipated Employee Training expenses.

**C. Capital Budget**

Capital Budget spending year to date through May 31, 2014 was \$11M or 33% of the total Capital Budget.

The MetroBase Project spending includes:

- \$3.6M spent on the MetroBase Project – FY11 Allocation Operations Bldg (Sakata, STA, PTMISEA)

- \$2.2M spent on the MetroBase Project – Operations Bldg (SLPP)

Other Projects include:

- \$3.3M spent on the State of Good Repair #2 Project – Purchase of 6 Buses, 44 MDCs (FTA, RES. RET. EARNINGS)
- \$394K spent on the 2<sup>nd</sup> LNG Tank Project (MBUAPCD, PTMISEA)
- \$381K spent on the Pacific Station/Metro Center – Conceptual Design Project (FTA, STA, RES. RET. EARN.)
- \$298K spent on the Video Surveillance Project – CCTV (STATE-1B)

#### IV. ALTERNATIVES

- N/A

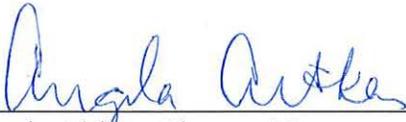
#### V. ATTACHMENTS

- Attachment A:** FY14 Operating Revenue & Expenses Year to Date as of 5/31/14  
**Attachment B:** FY14 Capital Budget Report for the month ending 5/31/14  
**Attachment C:** FY14 Capital Budget Revisions Approved through May 2014

Board of Directors  
Board Meeting of August 22, 2014

Prepared By: Lorraine Bayer, Accountant II  
Date Prepared: July 30, 2014

**APPROVED:**

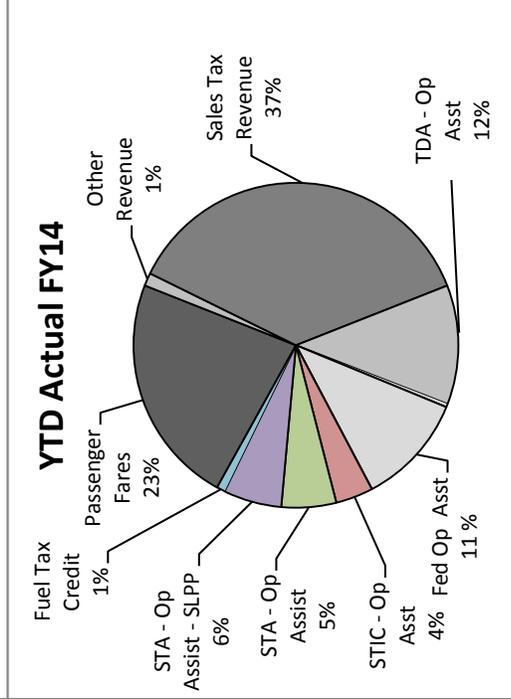
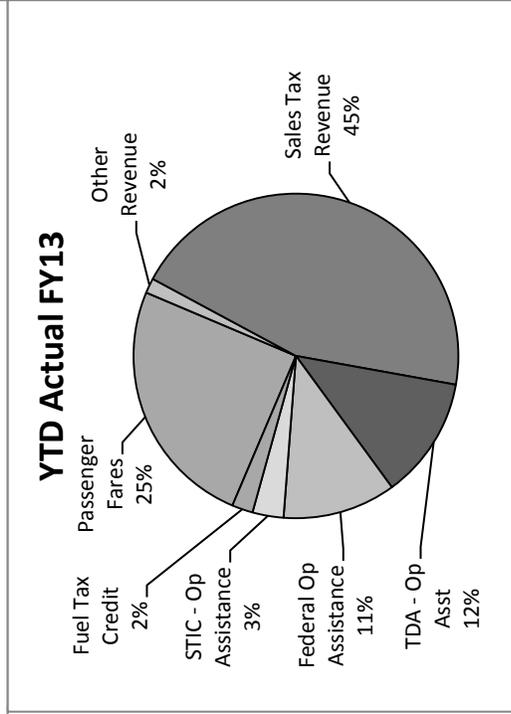
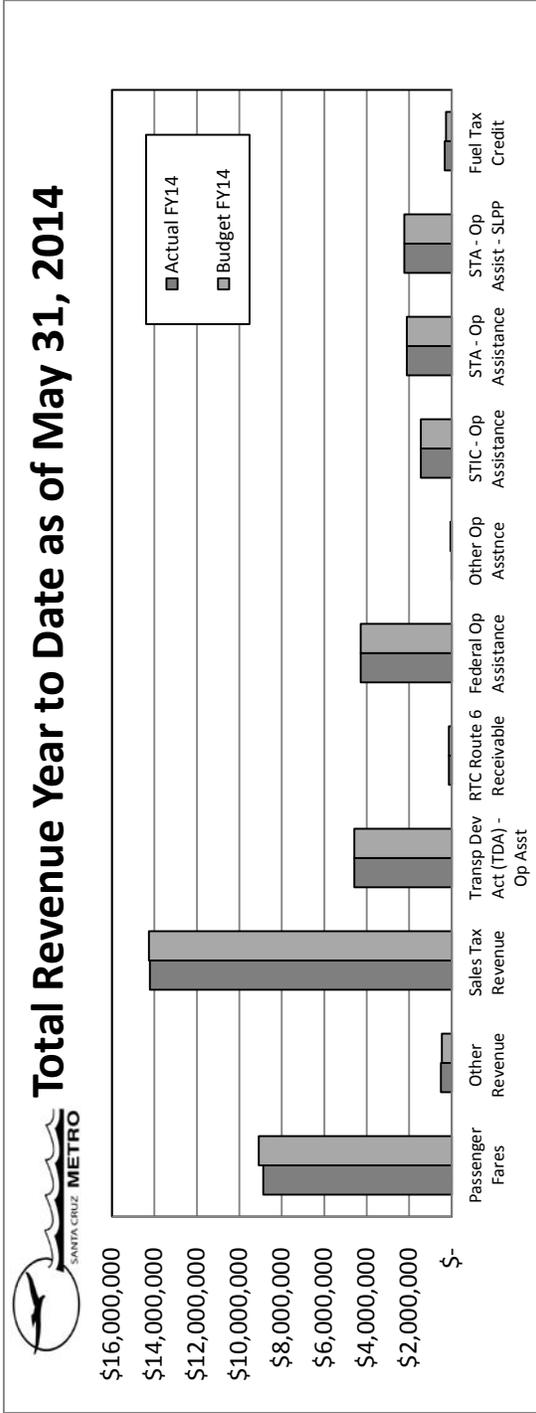
  
\_\_\_\_\_  
Angela Aitken, Finance Manager

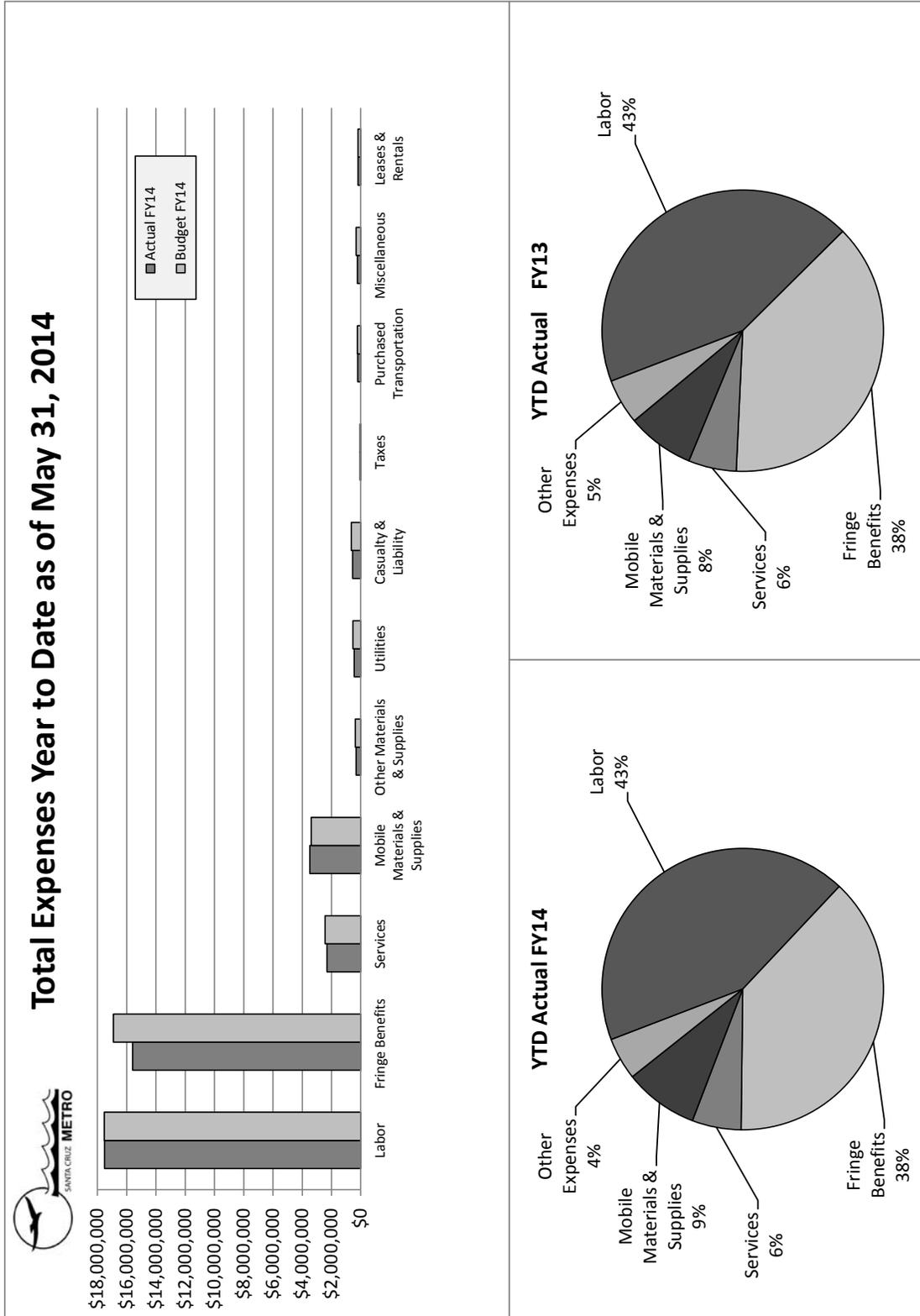
  
\_\_\_\_\_  
Alex Clifford, CEO



**FY14**  
**Operating Revenue & Expenses**  
**Year to Date as of May 31, 2014**

Revenue:	Year to Date			YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual FY13	\$ Var	% Var
Passenger Fares	\$ 8,877,693	\$ 9,086,555	\$ (208,862)	-2%	\$ 8,555,422	\$ 322,272	4%
Other Revenue	\$ 499,726	\$ 458,113	\$ 41,612	9%	\$ 497,330	\$ 2,396	0%
Sales Tax Revenue	\$ 14,211,581	\$ 14,256,851	\$ (45,270)	0%	\$ 15,398,805	\$ (1,187,224)	-8%
Transp Dev Act (TDA) - Op Asst	\$ 4,588,183	\$ 4,588,183	\$ -	0%	\$ 4,153,708	\$ 434,475	10%
RTC Route 6 One-Time Funding	\$ 130,000	\$ 130,000	\$ -	0%	\$ -	\$ 130,000	100%
Federal Op Assistance	\$ 4,276,096	\$ 4,275,798	\$ 298	0%	\$ 3,852,288	\$ 423,808	11%
Other Op Assistance/Funding	\$ 2,313	\$ 54,341	\$ (52,028)	-96%	\$ 10,572	\$ (8,259)	-78%
STA - Op Assistance	\$ 2,107,226	\$ 2,107,226	\$ -	0%	\$ -	\$ 2,107,226	100%
STA - Op Assistance - SLPP Backfill	\$ 2,235,325	\$ 2,235,325	\$ -	0%	\$ -	\$ 2,235,325	100%
STIC - Op Assistance	\$ 1,443,685	\$ 1,443,685	\$ -	0%	\$ 1,057,097	\$ 386,588	37%
Fuel Tax Credit	\$ 320,287	\$ 270,000	\$ 50,287	19%	\$ 711,014	\$ (390,727)	-55%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 38,692,115</b>	<b>\$ 38,906,077</b>	<b>\$ (213,962)</b>	<b>-1%</b>	<b>\$ 34,236,236</b>	<b>\$ 4,455,879</b>	<b>13%</b>
<b>Expenses:</b>							
Labor	\$ 17,513,132	\$ 17,535,424	\$ (22,291)	0%	\$ 16,486,919	\$ 1,026,213	6%
Fringe Benefits	\$ 15,598,392	\$ 16,907,070	\$ (1,308,678)	-8%	\$ 14,512,320	\$ 1,086,072	7%
Services	\$ 2,302,650	\$ 2,444,634	\$ (141,983)	-6%	\$ 2,092,583	\$ 210,067	10%
Mobile Materials & Supplies	\$ 3,474,601	\$ 3,396,427	\$ 78,174	2%	\$ 2,933,756	\$ 540,845	18%
Other Materials & Supplies	\$ 320,576	\$ 368,689	\$ (48,113)	-13%	\$ 357,160	\$ (36,584)	-10%
Utilities	\$ 439,036	\$ 542,025	\$ (102,989)	-19%	\$ 469,539	\$ (30,503)	-6%
Casualty & Liability	\$ 551,749	\$ 642,417	\$ (90,667)	-14%	\$ 505,172	\$ 46,577	9%
Taxes	\$ 36,152	\$ 45,642	\$ (9,490)	-21%	\$ 40,179	\$ (4,027)	-10%
Purchased Transportation	\$ 208,334	\$ 229,167	\$ (20,833)	-9%	\$ 163,662	\$ 44,672	27%
Miscellaneous	\$ 233,484	\$ 319,960	\$ (86,476)	-27%	\$ 214,220	\$ 19,264	9%
Leases & Rentals	\$ 190,595	\$ 191,858	\$ (1,263)	-1%	\$ 226,625	\$ (36,030)	-16%
<b>Total Expenses</b>	<b>\$ 40,868,702</b>	<b>\$ 42,623,311</b>	<b>\$ (1,754,609)</b>	<b>-4%</b>	<b>\$ 38,002,134</b>	<b>\$ 2,866,568</b>	<b>8%</b>
<b>Operating Income (Loss)</b>	<b>\$ (2,176,587)</b>				<b>\$ (3,765,898)</b>		







**FY14**  
**Operating Revenue**  
**Year to Date as of May 31, 2014**

Percent of Year Elapsed - 92%

	Year to Date		YTD Year Over Year Comparison	
	Actual	Budget	FY13	FY14
		\$ Var	\$ Var	% Var
<b>Passenger Fares</b>				
Passenger Fares	\$ 3,609,112	\$ 3,814,657	\$ 3,558,073	\$ 51,039 1%
Paratransit Fares	\$ 298,246	\$ 287,331	\$ 278,348	\$ 19,898 7%
Special Transit Fares - Contract	\$ 3,135,812	\$ 3,124,734	\$ 3,068,686	\$ 67,126 2%
Highway 17 Fares	\$ 1,378,257	\$ 1,475,720	\$ 1,363,303	\$ 14,954 1%
Highway 17 Payments	\$ 456,266	\$ 384,112	\$ 287,011	\$ 169,255 59%
<b>Subtotal Passenger Revenue</b>	<b>\$ 8,877,693</b>	<b>\$ 9,086,555</b>	<b>\$ 8,555,422</b>	<b>\$ 322,272 4%</b>

<b>Other Revenue</b>				
		\$ Var	\$ Var	% Var
Commissions	\$ 2,848	\$ 5,133	\$ 2,557	\$ 291 11%
Advertising Income	\$ 266,726	\$ 220,206	\$ 264,515	\$ 2,211 1%
Rent Income - SC Pacific Station	\$ 94,357	\$ 99,120	\$ 94,350	\$ 6 0%
Rent Income - Watsonville TC	\$ 51,143	\$ 48,404	\$ 39,554	\$ 11,589 29%
Interest Income	\$ 67,770	\$ 68,750	\$ 78,730	\$ (10,960) -14%
Other Non-Transp Revenue	\$ 16,882	\$ 16,500	\$ 17,623	\$ (741) -4%
<b>Subtotal Other Revenue</b>	<b>\$ 499,726</b>	<b>\$ 458,113</b>	<b>\$ 497,330</b>	<b>\$ 2,396 0%</b>

<b>Sales Tax Revenue</b>				
		\$ Var	\$ Var	% Var
Sales Tax Revenue	\$ 16,446,906	\$ 16,492,176	\$ 15,398,805	\$ 1,048,101 7%
<b>**Less: Matching funds for SLPP Capital</b>	<b>\$ (2,235,325)</b>	<b>\$ (2,235,325)</b>	<b>\$ -</b>	<b>\$ (2,235,325) 100%</b>
<b>Subtotal Sales Tax Revenue</b>	<b>\$ 14,211,581</b>	<b>\$ 14,256,851</b>	<b>\$ 15,398,805</b>	<b>\$ (1,187,224) -8%</b>

<b>Transp Dev Act (TDA) - Op Asst</b>				
		\$ Var	\$ Var	% Var
RTC Route 6 One-Time Funding	\$ 130,000	\$ 130,000	\$ -	\$ 130,000 100%
<b>Subtotal TDA Op Assistance</b>	<b>\$ 4,718,183</b>	<b>\$ 4,718,183</b>	<b>\$ 4,153,708</b>	<b>\$ 564,475 14%</b>

<b>Federal Op Assistance</b>				
		\$ Var	\$ Var	% Var
FTA Sec 5307 - Op Asst	\$ 4,068,224	\$ 4,068,224	\$ 3,695,976	\$ 372,248 10%
FTA Sec 5311 - Rural Op Asst	\$ 207,574	\$ 207,574	\$ 156,312	\$ 51,262 33%
Medicare Subsidy	\$ 298	\$ -	\$ -	\$ 298 100%
<b>Subtotal Federal Op Assistance</b>	<b>\$ 4,276,096</b>	<b>\$ 4,275,798</b>	<b>\$ 3,852,288</b>	<b>\$ 423,808 11%</b>



**FY14**  
**Operating Revenue**  
**Year to Date as of May 31, 2014**

Percent of Year Elapsed - 92%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
<b>Other Op Assistance/Funding</b>						
AMBAG Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ 2,313	\$ 54,341	-96%	\$ 10,572	\$ (8,259)	-78%
<b>Subtotal Other Op Assistance/Funding</b>	<b>\$ 2,313</b>	<b>\$ 54,341</b>	<b>-96%</b>	<b>\$ 10,572</b>	<b>\$ (8,259)</b>	<b>-78%</b>
<b>STA - Op Assistance</b>	\$ 2,107,226	\$ 2,107,226	0%	\$ -	\$ 2,107,226	100%
<b>STA - Op Assistance - SLPP Backfill</b>	\$ 2,235,325	\$ 2,235,325	0%	\$ -	\$ 2,235,325	100%
<b>STIC - Op Assistance</b>	\$ 1,443,685	\$ 1,443,685	0%	\$ 1,057,097	\$ 386,588	37%
<b>Fuel Tax Credit</b>	\$ 320,287	\$ 270,000	19%	\$ 711,014	\$ (390,727)	-55%
<b>Transfers (to)/ from Reserves</b>	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 38,692,115</b>	<b>\$ 38,906,077</b>	<b>-1%</b>	<b>\$ 34,236,236</b>	<b>\$ 4,455,879</b>	<b>13%</b>
<b>Total Operating Expenses</b>	<b>\$ 40,868,702</b>			<b>\$ 38,002,134</b>		
<b>Variance</b>	<b>\$ (2,176,587)</b>			<b>\$ (3,765,898)</b>		

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



**FY14**  
**Consolidated Operating Expenses**  
**Year to Date as of May 31, 2014**

	Year to Date		YTD Year Over Year Comparison				
	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY13</u>	<u>\$ Var</u>	<u>% Var</u>
501011 Bus Operator Pay	\$ 8,197,156	\$ 8,313,386	\$ (116,230)	-1%	\$ 7,576,482	\$ 620,674	8%
501013 Bus Operator Overtime	\$ 1,927,155	\$ 1,879,717	\$ 47,439	3%	\$ 1,816,449	\$ 110,706	6%
501021 Other Salaries	\$ 6,735,081	\$ 6,919,861	\$ (184,780)	-3%	\$ 6,500,509	\$ 234,572	4%
501023 Other Overtime	\$ 653,740	\$ 422,461	\$ 231,280	55%	\$ 593,478	\$ 60,262	10%
<b>Total Labor -</b>	<b>\$ 17,513,132</b>	<b>\$ 17,535,424</b>	<b>\$ (22,291)</b>	<b>0%</b>	<b>\$ 16,486,919</b>	<b>\$ 1,026,213</b>	<b>6%</b>

<b>Fringe Benefits</b>							
502011 Medicare/Soc. Sec.	\$ 262,467	\$ 303,583	\$ (41,116)	-14%	\$ 246,769	\$ 15,697	6%
502021 Retirement	\$ 3,294,720	\$ 3,524,009	\$ (229,290)	-7%	\$ 2,829,915	\$ 464,804	16%
502031 Medical Insurance	\$ 7,125,889	\$ 7,315,448	\$ (189,559)	-3%	\$ 6,449,318	\$ 676,571	10%
502041 Dental Insurance	\$ 488,944	\$ 490,438	\$ (1,493)	0%	\$ 474,092	\$ 14,852	3%
502045 Vision Insurance	\$ 124,174	\$ 121,909	\$ 2,265	2%	\$ 114,987	\$ 9,187	8%
502051 Life Insurance	\$ 43,552	\$ 43,079	\$ 473	1%	\$ 43,406	\$ 146	0%
502060 State Disability	\$ 195,079	\$ 201,933	\$ (6,853)	-3%	\$ 182,610	\$ 12,470	7%
502061 Disability Insurance	\$ 119,244	\$ 129,647	\$ (10,403)	-8%	\$ 111,058	\$ 8,186	7%
502071 State Unemp. Ins	\$ 83,278	\$ 72,085	\$ 11,193	16%	\$ 88,099	\$ (4,821)	-5%
502081 Worker's Comp Ins	\$ 872,687	\$ 1,214,583	\$ (341,896)	-28%	\$ 918,476	\$ (45,789)	-5%
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 453,515	\$ 559,356	\$ (105,841)	-19%	\$ 356,400	\$ 97,116	27%
502103 Floating Holiday	\$ 34,293	\$ 76,763	\$ (42,469)	-55%	\$ 33,574	\$ 719	2%
502109 Sick Leave	\$ 524,875	\$ 885,553	\$ (360,678)	-41%	\$ 575,667	\$ (50,792)	-9%
502111 Annual Leave	\$ 1,729,287	\$ 1,751,092	\$ (21,804)	-1%	\$ 1,854,603	\$ (125,316)	-7%
502121 Other Paid Absence	\$ 180,933	\$ 131,041	\$ 49,892	38%	\$ 161,700	\$ 19,233	12%
502251 Physical Exams	\$ 8,625	\$ 12,934	\$ (4,309)	-33%	\$ 5,340	\$ 3,285	62%
502253 Driver Lic Renewal	\$ 2,914	\$ 4,268	\$ (1,354)	-32%	\$ 2,775	\$ 139	5%
502999 Other Fringe Benefits	\$ 53,915	\$ 69,350	\$ (15,434)	-22%	\$ 63,531	\$ (9,616)	-15%
<b>Total Fringe Benefits -</b>	<b>\$ 15,598,392</b>	<b>\$ 16,907,070</b>	<b>\$ (1,308,678)</b>	<b>-8%</b>	<b>\$ 14,512,320</b>	<b>\$ 1,086,072</b>	<b>7%</b>

<b>Total Personnel Expenses -</b>	<b>\$ 33,111,524</b>	<b>\$ 34,442,494</b>	<b>\$ (1,330,969)</b>	<b>-4%</b>	<b>\$ 30,999,239</b>	<b>\$ 2,112,285</b>	<b>7%</b>
-----------------------------------	----------------------	----------------------	-----------------------	------------	----------------------	---------------------	-----------



**FY14**  
**Consolidated Operating Expenses**  
**Year to Date as of May 31, 2014**

	Year to Date			YTD Year Over Year Comparison			
	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY13</u>	<u>\$ Var</u>	<u>% Var</u>
<b>Services</b>							
503011 Acctg & Audit Fees	\$ 75,011	\$ 80,250	\$ (5,239)	-7%	\$ 72,541	\$ 2,470	3%
503012 Admin & Bank Fees	\$ 268,665	\$ 267,837	\$ 828	0%	\$ 234,425	\$ 34,240	15%
503031 Prof & Tech Fees	\$ 187,158	\$ 360,387	\$ (173,229)	-48%	\$ 118,024	\$ 69,134	59%
503032 Legislative Services	\$ 84,460	\$ 96,250	\$ (11,790)	-12%	\$ 82,500	\$ 1,960	2%
503033 Legal Services	\$ 20,745	\$ 114,583	\$ (93,838)	-82%	\$ 158	\$ 20,587	13038%
503034 Pre-Employ Exams	\$ 6,802	\$ 9,602	\$ (2,800)	-29%	\$ 8,937	\$ (2,135)	-24%
503041 Temp Help	\$ 211,193	\$ -	\$ 211,193	100%	\$ 153,160	\$ 58,034	38%
503161 Custodial Services	\$ 70,098	\$ 70,125	\$ (27)	0%	\$ 74,642	\$ (4,543)	-6%
503162 Uniform & Laundry	\$ 22,667	\$ 21,725	\$ 942	4%	\$ 17,171	\$ 5,496	32%
503171 Security Services	\$ 482,066	\$ 489,749	\$ (7,683)	-2%	\$ 409,957	\$ 72,109	18%
503221 Classified/Legal Ads	\$ 8,193	\$ 14,758	\$ (6,565)	-44%	\$ 10,300	\$ (2,107)	-20%
503222 Legal Advertising	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 4,583	\$ (4,583)	-100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 49,382	\$ 53,167	\$ (3,784)	-7%	\$ 86,279	\$ (36,897)	-43%
503352 Repair - Equipment	\$ 415,672	\$ 483,950	\$ (68,277)	-14%	\$ 382,587	\$ 33,085	9%
503353 Repair - Rev Vehicle	\$ 357,930	\$ 324,500	\$ 33,430	10%	\$ 384,567	\$ (26,638)	-7%
503354 Repair - Non Rev Vehit	\$ 14,528	\$ 15,583	\$ (1,056)	-7%	\$ 11,807	\$ 2,721	23%
503363 Haz Mat Disposal	\$ 28,080	\$ 37,583	\$ (9,503)	-25%	\$ 45,527	\$ (17,447)	-38%
<b>Total Services -</b>	<b>\$ 2,302,650</b>	<b>\$ 2,444,634</b>	<b>\$ (141,983)</b>	<b>-6%</b>	<b>\$ 2,092,583</b>	<b>\$ 210,067</b>	<b>10%</b>

<b>Mobile Materials &amp; Supplies</b>							
504011 Fuels & Lube Non Rev	\$ 76,589	\$ 80,758	\$ (4,170)	-5%	\$ 71,797	\$ 4,792	7%
504012 Fuels & Lube Rev Veh	\$ 2,268,286	\$ 2,244,070	\$ 24,216	1%	\$ 2,014,577	\$ 253,709	13%
504021 Tires & Tubes	\$ 243,042	\$ 224,583	\$ 18,459	8%	\$ 223,580	\$ 19,463	9%
504161 Other Mobile Supplies	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 886,684	\$ 847,016	\$ 39,669	5%	\$ 623,802	\$ 262,882	42%
<b>Total Mobile Materials &amp; Supplies -</b>	<b>\$ 3,474,601</b>	<b>\$ 3,396,427</b>	<b>\$ 78,174</b>	<b>2%</b>	<b>\$ 2,933,756</b>	<b>\$ 540,845</b>	<b>18%</b>



**FY14**  
**Consolidated Operating Expenses**  
**Year to Date as of May 31, 2014**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
<b>Other Materials &amp; Supplies</b>						
504205 Freight Out	\$ 2,270	\$ 2,384	(114)	2,412	\$ (142)	-6%
504211 Postage & Mailing	\$ 6,539	\$ 12,146	(5,607)	10,430	\$ (3,891)	-37%
504214 Promotional Items	\$ 177	\$ 1,100	(923)	1,249	\$ (1,073)	-86%
504215 Printing	\$ 29,638	\$ 78,412	(48,775)	53,573	\$ (23,935)	-45%
504217 Photo Supply/Processii	\$ 3,018	\$ 3,300	(282)	1,893	\$ 1,125	59%
504311 Office Supplies	\$ 50,405	\$ 63,199	(12,794)	72,799	\$ (22,394)	-31%
504315 Safety Supplies	\$ 22,870	\$ 17,783	5,087	29,450	\$ (6,580)	-22%
504317 Cleaning Supplies	\$ 53,467	\$ 47,914	5,552	56,332	\$ (2,865)	-5%
504409 Repair/Maint Supplies	\$ 102,283	\$ 113,025	(10,742)	104,933	\$ (2,649)	-3%
504417 Tenant Repairs	\$ 16,672	\$ 9,167	7,505	-	\$ 16,672	100%
504421 Non-Inventory Parts	\$ 27,921	\$ 9,258	18,663	14,106	\$ 13,815	98%
504511 Small Tools	\$ 4,533	\$ 8,250	(3,717)	7,807	\$ (3,274)	-42%
504515 Employee Tool Rplcmt	\$ 783	\$ 2,750	(1,967)	2,176	\$ (1,393)	-64%
<b>Total Other Materials &amp; Supplies -</b>	<b>\$ 320,576</b>	<b>\$ 368,689</b>	<b>(48,113)</b>	<b>357,160</b>	<b>\$ (36,584)</b>	<b>-10%</b>
<b>Utilities</b>						
505011 Gas & Electric	\$ 228,342	\$ 278,667	(50,325)	254,153	\$ (25,811)	-10%
505021 Water & Garbage	\$ 112,890	\$ 142,267	(29,377)	119,446	\$ (6,556)	-5%
505031 Telecommunications	\$ 97,805	\$ 121,092	(23,287)	95,941	\$ 1,864	2%
<b>Total Utilities -</b>	<b>\$ 439,036</b>	<b>\$ 542,025</b>	<b>(102,989)</b>	<b>469,539</b>	<b>\$ (30,503)</b>	<b>-6%</b>
<b>Casualty &amp; Liability</b>						
506011 Insurance - Property	\$ 57,904	\$ 91,667	(33,763)	90,445	\$ (32,541)	-36%
506015 Insurance - PL & PD	\$ 415,625	\$ 412,500	3,125	391,205	\$ 24,420	6%
506021 Insurance - Other	\$ 61	\$ 750	(689)	711	\$ (650)	-91%
506123 Settlement Costs	\$ 102,570	\$ 137,500	(34,930)	57,808	\$ 44,762	77%
506127 Repairs - Dist Prop	\$ (24,411)	\$ -	(24,411)	(34,997)	\$ 10,586	-30%
<b>Total Casualty &amp; Liability -</b>	<b>\$ 551,749</b>	<b>\$ 642,417</b>	<b>(90,667)</b>	<b>505,172</b>	<b>\$ 46,577</b>	<b>9%</b>
<b>Taxes</b>						
507051 Fuel Tax	\$ 14,089	\$ 12,833	1,256	13,528	\$ 561	4%
507201 Licenses & permits	\$ 12,370	\$ 16,308	(3,939)	13,933	\$ (1,563)	-11%
507999 Other Taxes	\$ 9,693	\$ 16,500	(6,807)	12,718	\$ (3,025)	-24%
<b>Total Taxes -</b>	<b>\$ 36,152</b>	<b>\$ 45,642</b>	<b>(9,490)</b>	<b>40,179</b>	<b>\$ (4,027)</b>	<b>-10%</b>



**FY14**  
**Consolidated Operating Expenses**  
**Year to Date as of May 31, 2014**

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	FY13	\$ Var	% Var	
<b>Purchased Transportation</b>								
503406 Contr/Paratrans	\$ 208,334	\$ 229,167	\$ (20,833)	-9%	\$ 163,662	\$ 44,672	27%	
<b>Total Purchased Transportation -</b>	<b>\$ 208,334</b>	<b>\$ 229,167</b>	<b>\$ (20,833)</b>	<b>-9%</b>	<b>\$ 163,662</b>	<b>\$ 44,672</b>	<b>27%</b>	
<b>Miscellaneous</b>								
509011 Dues & Subscriptions	\$ 64,943	\$ 62,595	\$ 2,348	4%	\$ 59,216	\$ 5,726	10%	
509081 Advertising - Dist Prom	\$ 4,023	\$ 12,833	\$ (8,810)	-69%	\$ 2,292	\$ 1,731	75%	
509101 Emp Incentive Prog	\$ 8,269	\$ 12,375	\$ (4,106)	-33%	\$ 5,634	\$ 2,635	47%	
509121 Employee Training	\$ 45,307	\$ 117,425	\$ (72,118)	-61%	\$ 50,494	\$ (5,188)	-10%	
509122 BOD Travel	\$ 2,614	\$ 14,392	\$ (11,778)	-82%	\$ -	\$ 2,614	100%	
509123 Travel	\$ 94,704	\$ 84,211	\$ 10,493	12%	\$ 82,640	\$ 12,064	15%	
509125 Local Meeting Exp	\$ 4,853	\$ 4,675	\$ 178	4%	\$ 5,202	\$ (349)	-7%	
509127 Board Director Fees	\$ 8,200	\$ 11,455	\$ (3,255)	-28%	\$ 7,650	\$ 550	7%	
509150 Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
509197 Sales Tax Expense	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
509198 Cash Over/Short	\$ 572	\$ -	\$ 572	100%	\$ 1,091	\$ (519)	-48%	
<b>Total Miscellaneous</b>	<b>\$ 233,484</b>	<b>\$ 319,960</b>	<b>\$ (86,476)</b>	<b>-27%</b>	<b>\$ 214,220</b>	<b>\$ 19,264</b>	<b>9%</b>	
<b>Leases &amp; Rentals</b>								
512011 Facility Rentals	\$ 167,812	\$ 169,583	\$ (1,771)	-1%	\$ 204,876	\$ (37,064)	-18%	
512061 Equipment Rentals	\$ 22,783	\$ 22,275	\$ 508	2%	\$ 21,750	\$ 1,034	5%	
<b>Total Leases &amp; Rentals -</b>	<b>\$ 190,595</b>	<b>\$ 191,858</b>	<b>\$ (1,263)</b>	<b>-1%</b>	<b>\$ 226,625</b>	<b>\$ (36,030)</b>	<b>-16%</b>	
<b>Total Non-Personnel Expenses -</b>	<b>\$ 7,757,177</b>	<b>\$ 8,180,817</b>	<b>\$ (423,640)</b>	<b>-5%</b>	<b>\$ 7,002,896</b>	<b>\$ 754,281</b>	<b>11%</b>	
<b>TOTAL OPERATING EXPENSE -</b>	<b>\$ 40,868,702</b>	<b>\$ 42,623,311</b>	<b>\$ (1,754,609)</b>	<b>-4%</b>	<b>\$ 38,002,134</b>	<b>\$ 2,866,568</b>	<b>8%</b>	

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

- THIS PAGE INTENTIONALLY LEFT BLANK -



**FY14**  
**CAPITAL BUDGET**  
*For the month ending - May 31, 2014*

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Grant-Funded Projects</u></b>				
MetroBase Project - FY11 Allocation Operations Bldg. (SAKATA, STA, PTMISEA)	\$ 3,584,274	\$ 17,618,156	\$ 14,033,882	20%
MetroBase Project - Operations Bldg. (SLPP)	\$ 2,235,325	\$ 5,800,000	\$ 3,564,675	39%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 8,797	\$ 863,917	\$ 855,120	1%
State of Good Repair #2 - 6 Buses, 44 MDCs (FTA, RES. RET. EARN.)	\$ 3,282,991	\$ 3,491,010	\$ 208,019	94%
2nd LNG Tank (MBUAPCD, PTMISEA)	\$ 394,114	\$ 969,381	\$ 575,267	41%
Video Surveillance Project - CCTV (STATE-1B)	\$ 297,592	\$ 665,841	\$ 368,249	45%
Land Mobile Radio Project - LMR (STATE-1B)	\$ 107,003	\$ 440,505	\$ 333,502	24%
Bus Stop Improvements (STIP)	\$ 121,999	\$ 257,300	\$ 135,301	47%
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	\$ -	\$ 137,717	\$ 137,717	0%
Pacific Station/MetroCenter - Conceptual Design (FTA, STA, RES. RET. EARN.)	\$ 381,241	\$ 632,508	\$ 251,267	60%
Pacific Station/MetroCenter - MOU City of SC (FTA, STA, RES. RET. EARN.)	\$ 4,401	\$ 232,500	\$ 228,099	2%
Watsonville Transit Center - Conceptual Design (STA, RES. RET. EARN.)	\$ 56,515	\$ 160,000	\$ 103,485	35%
<b>Subtotal Grant Funded Projects</b>	<b>\$ 10,474,252</b>	<b>\$ 31,268,835</b>	<b>\$ 20,794,583</b>	<b>33%</b>
<b><u>IT Projects</u></b>				
Automated Purchasing System Software - Puridium (STA)	\$ -	\$ 40,000	\$ 40,000	0%
<b>Subtotal IT Projects</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>0%</b>
<b><u>Facilities Repair &amp; Improvements</u></b>				
MetroCenter Repairs (RES. RET. EARN., STA)	\$ -	\$ 286,000	\$ 286,000	0%
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 119,564	\$ 163,000	\$ 43,436	73%
WTC Renovations & Repairs (STA)	\$ -	\$ 39,000	\$ 39,000	0%
Repaint SVT (STA)	\$ 1,100	\$ 45,000	\$ 43,900	2%
Heaters for Customer Service Booth - Pac Station (STA)	\$ -	\$ 7,500	\$ 7,500	0%
Interactive White Board - ParaCruz (STA)	\$ -	\$ 3,500	\$ 3,500	0%
<b>Subtotal Facilities Repairs &amp; Improvements Projects</b>	<b>\$ 120,664</b>	<b>\$ 544,000</b>	<b>\$ 423,336</b>	<b>22%</b>



**FY14  
CAPITAL BUDGET  
For the month ending - May 31, 2014**

	YTD Actual	FY14 Budget	Remaining Budget	% Spent YTD
<b><u>Revenue Vehicle Replacement</u></b>				
Replace WiFi on Highway 17 buses (STA)	\$ 56,053	\$ 65,000	\$ 8,947	86%
Subtotal Revenue Vehicle Replacements	\$ 56,053	\$ 65,000	\$ 8,947	86%
<b><u>Non-Revenue Vehicle Replacement</u></b>				
Replace 3 Relief Vehicles (STA)	\$ -	\$ 66,000	\$ 66,000	0%
Replace 2 Supervisor Vehicles-SUV (STA)	\$ 68,985	\$ 83,500	\$ 14,515	83%
Subtotal Non-Revenue Vehicle Replacements	\$ 68,985	\$ 149,500	\$ 80,515	46%
<b><u>Fleet &amp; Maintenance Equipment</u></b>				
Small Vehicle Lift - Fleet (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Torque Wrench Calibration Tool (STA)	\$ -	\$ 3,000	\$ 3,000	0%
Subtotal Fleet & Maintenance Equipment	\$ -	\$ 28,000	\$ 28,000	0%
<b><u>Office Equipment</u></b>				
Replace two (2) Photocopier/Scanners (STA)	\$ -	\$ 52,000	\$ 52,000	0%
Subtotal Office Equipment	\$ -	\$ 52,000	\$ 52,000	0%
<b><u>Misc</u></b>				
Ticket Vending Machine (1) (STA)	\$ -	\$ 36,000	\$ 36,000	0%
Ticket Vending Machine-SLV (1) (RES. RET. EARN.)	\$ -	\$ 80,000	\$ 80,000	0%
Subtotal Misc.	\$ -	\$ 116,000	\$ 116,000	0%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 10,719,954</b>	<b>\$ 32,263,335</b>	<b>\$ 21,543,381</b>	<b>33%</b>



**FY14**  
**CAPITAL BUDGET**  
*For the month ending - May 31, 2014*

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>CAPITAL FUNDING</u></b>				
Federal Capital Grants	\$ 3,016,002	\$ 3,823,151	\$ 807,149	79%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 1,335,000	\$ 1,335,000	0%
State - PTMISEA (1B)	\$ 1,751,860	\$ 12,840,000	\$ 11,088,140	14%
State - Security Bond Funds (1B)	\$ 404,595	\$ 1,106,346	\$ 701,751	37%
State Transit Assistance (STA)	\$ 2,427,992	\$ 5,516,606	\$ 3,088,614	44%
State - MBUAPCD	\$ -	\$ 104,062	\$ 104,062	0%
State - STIP	\$ 121,999	\$ 257,300	\$ 135,301	47%
State - SLPP	\$ 2,235,325	\$ 5,800,000	\$ 3,564,675	39%
Local - Reserved Retained Earnings	\$ 762,181	\$ 1,470,870	\$ 708,689	52%
Local Operating Match	\$ -	\$ 10,000	\$ 10,000	0%
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 10,719,954</b>	<b>\$ 32,263,335</b>	<b>\$ 21,543,381</b>	<b>33%</b>

# Attachment C

## FY14 REVISED FINAL CAPITAL BUDGET REVISIONS APPROVED THROUGH MAY 2014

FY14 FINAL CAPITAL BUDGET ADOPTED JUNE 28, 2013:			\$ 30,839,342
CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Add: Increase funding to <u>Pacific Station Conceptual Design</u> Project  <b>Reason:</b> BOD awarded a contract to Group 4 Architecture, Research + Planning, Inc. on <b>June 28, 2013</b>	FTA RESERVES	\$ 459,590 \$ 114,898	
Add: <u>State of Good Repair #2</u> - 6 Buses, 44 MDCs  <b>Reason:</b> BOD approved the purchase of a 6th New Flyer bus on <b>August 23, 2013</b>	RESERVES	\$ 100,000	
Add: <u>Ticket Vending Machine</u> for SLV  <b>Reason:</b> BOD approved funding for a 6th TVM for the residents of San Lorenzo Valley on <b>September 13, 2013</b>	RESERVES	\$ 80,000	
Add: Establish funding for <u>Pacific Station/MetroCenter - MOU City of SC</u> project for amendment to the MOU with the City of Santa Cruz for project management services on the Pacific Station/MetroCenter - Conceptual Design project  <b>Reason:</b> BOD approved funding an amendment to the MOU with funds from FTA grant # CA-04-0102 in the amount of \$186,000 and cash reserves in the amount of \$46,500 on <b>September 27, 2013</b>	FTA RESERVES	\$ 186,000 \$ 46,500	
Add: Increase funding for <u>Watsonville Transit Center - Conceptual Design</u>  <b>Reason:</b> BOD awarded a contract to B+U, LLP and approved additional funding of \$130K from cash reserves on <b>September 27, 2013</b>	RESERVES	\$ 130,000	
Transfer funds from: <u>Replace Supervisor Vehicle - SUV project - to Non-Revenue Vehicle Replacement</u> project  <b>Reason:</b> Additional funds are required to augment the MBUAPCD Non-Revenue Vehicle Replacement grant for the purchase and replacement of a service body truck with a new CNG service body truck - Requested internally <b>December 11, 2013</b>	STA STA	\$ (6,500) \$ 6,500	
Increase: <u>Video Surveillance</u> project  <b>Reason:</b> To account for FY13 allocation of \$440,505 received in October 2013	STATE BONDS - 1B	\$ 440,505	

# Attachment C

## FY14 REVISED FINAL CAPITAL BUDGET REVISIONS APPROVED THROUGH MAY 2014

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Eliminate: <u>HR Software Upgrade - iVantage</u>	STA	\$ (10,000)	
<b>Reason:</b> Project completed at the end of FY13, funds remaining will be re-deposited to the STA Capital account			
Reduce: <u>Metro Center Repairs</u>	STA	\$ (14,000)	
<b>Reason:</b> Repairs to the Café Lena portion of this project completed in FY13			
Reduce: <u>WTC Renovations &amp; Repairs</u>	STA	\$ (6,000)	
<b>Reason:</b> Repairs to the automatic doors portion of this project were completed in FY13			
Reduce: <u>Wi-Fi on Highway 17 buses</u>	STA	\$ (100,000)	
<b>Reason:</b> Project completed in FY14			
Eliminate: <u>Vehicle Diagnostic Code Scanner Program &amp; PC</u>	STA	\$ (3,500)	
<b>Reason:</b> Equipment purchased in FY13			
<b>TOTAL APPROVED AND PROPOSED CAPITAL BUDGET REVISIONS YTD:</b>			
	FTA	\$ 645,590	
	STA	\$ (133,500)	
	STATE BONDS - 1B	\$ 440,505	
	RESERVES	\$ 471,398	
			<b>\$ 1,423,993</b>
<b>FY14 REVISED FINAL CAPITAL BUDGET AS OF MAY 2014:</b>			<b>\$ 32,263,335</b>

- THIS PAGE INTENTIONALLY LEFT BLANK -

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014

**TO:** Board of Directors

**FROM:** John Daugherty, METRO Accessible Services Coordinator  
April Warnock, Paratransit Superintendent, METRO

**SUBJECT: APPROVAL TO CHANGE THE MONTHLY SUBMITTAL OF THE ACCESSIBLE SERVICES REPORT (ASC) REPORT TO SUBMITTAL ON A QUARTERLY BASIS AND ACCEPT AND FILE THE ACCESSIBLE SERVICES REPORTS FOR THE MONTHS OF APRIL, MAY AND JUNE 2014**

## I. RECOMMENDED ACTION

- 1) That the Board of Directors approve to change the monthly submittal of the Accessible Services Report (ASC) report to submittal on a quarterly basis.
- 2) To accept and file the Accessible Services Reports for the months of April, May and June 2014

## II. SUMMARY OF ISSUES

- Staff recommends changing the submittal of the monthly ASC report to submittal on a quarterly basis. Data reviewed in the ASC report is not time sensitive, and consolidation of three months of information is an appropriate amount of material for one report.
- These Accessible Services Reports track activity of METRO's Accessible Services Coordinator (ASC) for the months of April, May and June 2014.
- The ASC provides ongoing outreach to the disability and senior/older adult communities to promote METRO bus use and accessibility. ASC services include METRO's Mobility Training program and group orientations using METRO services and outreach to community groups.
- The ASC participates in METRO staff training and policy review regarding accessibility.
- The ASC represents METRO on Outside Committees and Commissions.

## III. DISCUSSION/BACKGROUND

### **The ASC's daily responsibilities are broken out into four categories as follows:**

1. Mobility training that is customized support to allow access to METRO services.
2. Community outreach to promote METRO bus use and accessibility.
3. Participation in METRO staff training and policy review regarding accessibility.
4. Provides METRO representation on outside Committees and Commissions.

### **1. Mobility Training that is customized support to allow access to METRO services 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. An Assessment typically takes two to four hours.

- **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. Trip planning sessions typically take one to four hours.
  - **Boarding/Disembarking Training:** Practice to board, be secured, and disembark (get off) METRO buses. This training is requested by persons using walkers, wheelchairs, scooters and service animals. The ASC coordinates the training session with the Operations Department to arrange working with an operator and an 'out of service' fixed route bus. Boarding/Disembarking Training typically 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.
- 2. Ongoing community outreach to promote METRO bus use and accessibility includes:**
- Set up and carry out class and group orientation to ride the bus: The ASC works with teachers, counselors, activity coordinators, and residents who request orientations for groups. After being introduced to Metro services by the ASC, the ASC facilitates groups in setting up field trips to ride buses together, receiving orientations at various destinations, including the Santa Cruz METRO Center and the Capitola Mall. The ASC provides guidance in obtaining Discount Fare Cards and other tools to encourage bus use.
  - The ASC regularly attends meetings – such as the Santa Cruz County Seniors Commission and Commission on Disabilities – where transportation issues affecting older adults and people with disabilities are discussed and acted upon.
  - The ASC is also invited to speak to other community groups to promote METRO and its accessibility. ASC time spent for each meeting may include preparation such as Agenda review, research on meeting topics, and assembling handouts. After attending the meeting, follow up activity may include reports on the meeting, individual information requests and referrals for Mobility training and further outreach.
- 3. Participation in METRO staff training and policy review regarding accessibility includes:**
- The ASC assists in specialized training sessions with newly hired Operators, for example, the 'Securement Testing' and ADA Accessibility for new Operators.

**4. Provides METRO representation on outside Committees and Commissions**

- The Santa Cruz County Regional Transportation Commission (SCCRTC) and METRO have appointed the ASC to the Elderly and Disabled Transportation Advisory Commission (E&D TAC) and he also sits on the E&D TAC Pedestrian Safety Work Group (PSWG) committee.
- The ASC attends regular committee and commission meetings, such as the Santa Cruz County Commission on Disabilities and the Elderly and Disabled Transportation Advisory Committee as a Santa Cruz METRO Representative. This includes all sub-committees of these committees/commissions.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

The April 29, 2014 Boarding/Disembarking Training took three hours, at an approximate fixed route operator cost (\$51 X 3 hours) of \$153 plus the marginal cost for the bus.

It is not uncommon for one or two community representatives to assist in Securement Testing. In exchange for their assistance with the May 8, 2014 Securement Testing, each person was offered one 31day pass. The value of the day pass is \$32.00 per pass.

The ASC provided a total of 18 day passes to 18 field trip participants and two day passes to one trainee, to complete route training sessions and class field trips during the months of April, May and June 2014. The value of a day pass is \$6.00 each; total amount for day passes was \$120.00.

**V. ATTACHMENTS**

- Attachment A:** Accessible Services Report for April 2014  
**Attachment B:** Accessible Services Report for May 2014  
**Attachment C:** Accessible Services Report for June 2014

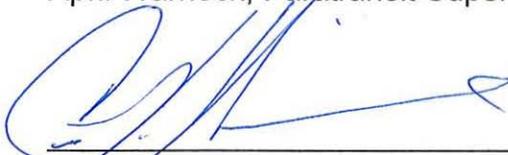
Board of Directors  
Board Meeting of August 22, 2014

Prepared By: John Daugherty, METRO Accessible Services Coordinator  
April Warnock, Paratransit Superintendent, METRO

Date Prepared: August 14, 2014

**APPROVED:**

  
\_\_\_\_\_  
April Warnock, Paratransit Superintendent

  
\_\_\_\_\_  
Ciro Aguirre, Operations Manager

  
\_\_\_\_\_  
Alex Clifford, CEO/General Manager

# Attachment A

Board of Directors  
Board Meeting of August 22, 2014

## Accessible Services Report for April 2014

*NOTE: TR is a generic reference for "Trainee" and the associated number is a unique identifier for each new trainee. This method is used in order to respect the confidentiality of the trainees.*

### **Mobility training that is customized support to allow access for METRO services**

- April 21 - One couple, Mrs. TR2 and Mr. TR3, were new referrals by a Customer Service Representative Adela Bates: On April 21 the ASC checked accessible paths between their home and bus stops on Main Street and South Green Valley Road, answered their question on METRO services and provided trip planning assistance (11:30 a.m. to 2:30 p.m.). The ASC round trip travel time between Santa Cruz Metro and Watsonville was approximately two hours. Total time for the referral, April 21 visit and written summary was approximately eight hours.
- April 21 & 23 - TR4 completed his next two Route Training sessions on April 21 and April 23, from 1 to 5 p.m. both days. TR4 travelled on Route 71 and Route 69W between his home in Watsonville and 4630 Soquel Drive where he is receiving job search assistance. The ASC rode with him between the Main at Green Valley and Soquel Drive at Main Street bus stops. Total time for the training sessions, their written summaries and follow up contacts was 14 hours.
- April 29 - One trainee (TR1) successfully completed April 29 Boarding/Disembarking Training: The ASC, one bus operator and Low Floor bus worked with TR1 and his wheelchair at Alianza Elementary (Charter) School in Watsonville. Counselor JoAnne McIntire, who referred him for training, was also present. The training session, including transporting the ASC between Santa Cruz Metro and Watsonville, took three hours (11:30-2:30).

TR1's school schedule did not allow training at an alternate site. He will attend Watsonville High School this fall. He can now board and get off buses safely and he anticipates riding in Watsonville with classmates and other friends.

Total time to set up the training session, the training session itself and its written summary was approximately seven hours.

- During April the ASC spoke with TR5, who asked to resume Route Training in May. Contact and file update with TR5 took approximately three hours.
- During April the ASC closed two files: TR8 told the ASC on April 24 that he needed no further Route Training assistance. TR9 had not requested Route Training or trip planning since the ASC spoke with him in March. File update and closure took approximately six hours.

# Attachment A

Board of Directors  
Board Meeting of August 22, 2014

- The ASC reviewed files for these trainees:
  - Since her March assessment, TR 11 had not requested Route Training assistance.
  - The ASC sent texts and left phone messages with TR12 and TR14 to confirm that they successfully completed Route Training.
  - Since successful Route Training last year, TR13 asked the ASC to keep her file open.
  - The ASC kept files open for TR15 since Route Training last year and TR16 since their first meeting last year so that he could check their progress this summer to learn if further assistance was needed.

File updates for these trainees took approximately 18 hours. The ASC expects to identify these trainees' needs this summer and then resume or close out their training activity.

- The amount of time dedicated to training sessions and follow up activity for all activities noted above is approximately 56 hours. The ASC will continue to work with his supervisor to categorize and track this activity in greater detail in future reports.
- Tracking of scheduled appointments vs. cancelled:  
Appointments scheduled on April 7, April 13, April 15, April 17 and April 22.  
No appointments cancelled.

## **Community outreach to promote METRO bus use and accessibility**

- April 8 - Pajaro Valley High School Life Skills Class orientation, Watsonville: Workability Counselor Ramona T. Lopez coordinated the audience of 16 persons- Special Education teacher Michael Schultz, students and aides- introduced to METRO services (9:00 a.m.-11:00). The ASC's travel time to and from Watsonville was approximately two and one half hours.
- April 10 - Commission on Disabilities meeting, Santa Cruz: ASC listens and discusses Agenda topics including appointment of Commissioner Ernestina Saldana to represent the Commission regarding the METRO Short Range Transit Plan with Commission Chair Peter Heylin and seven other participants (12:30-2:30 p.m.). The travel time for the ASC to and from this meeting was 30 minutes.

# Attachment A

Board of Directors  
Board Meeting of August 22, 2014

- April 16 - Santa Cruz High School Life Skills Class orientation: The ASC worked with Special Education Teacher Matt McCarley so that 16 participants including Mr. Carley, students and aides were introduced to METRO services. In follow up on April 21 Mr. McCarley requested a May bus field trip with his class to allow the students to experience METRO (8:30-10:30 A.M.). Travel time for the ASC between METRO Center and Santa Cruz High School was approximately 30 minutes.
- April 22 - Rolling Hills Middle School Life Skills Class orientation, Watsonville: Workability Counselor Ramona T. Lopez coordinated 16 participants including students, their teacher, aides and herself to be introduced to the ASC and his talk on METRO services (10:30 A.M.-12:30 P.M.). Travel time for the ASC between Metro Center and Rolling Hills Middle School was approximately three hours.
- April 24 - Headways Photo Shoot at La Posada, Santa Cruz: Coordinated by Customer Service Supervisor Maria Granados Boyce, METRO Assistant Paratransit Superintendent Daniel Zaragoza, the ASC, La Posada Activity Coordinator Kayla Green and La Posada residents (over 15 total participants), We worked together to shoot pictures for use in METRO's Headways timetable (1:00 p.m. to 2:30 P.M.). Travel time for the ASC between Metro Center and La Posada was approximately one hour.
- Throughout April, the ASC communicated with approximately 43 individuals in person and/or over the phone. Most contacts regarded outreach, meeting preparation, training and information requests.
- One former trainee made one of those information requests: She had successfully completed Route Training years ago. She reported to the ASC in April that her March 13-June 18, 2014 Large Print Headways was not large print. The ASC reported the problem and the Large Print Headways were reprinted and redistributed during May. The ASC thanked her for catching the problem so METRO could fix it.

## **Participation in METRO staff training and policy review regarding accessibility**

- None

# Attachment A

Board of Directors  
Board Meeting of August 22, 2014

## **Provides METRO representation on outside Committees and Commissions.**

- April 8 – Elderly & Disabled Transportation Advisory Committee (E&D TAC) meeting: ASC participates on behalf of Santa Cruz METRO as an E&D TAC member. (1:30-4:00p.m.). The travel time for the ASC between Metro Center and the meeting was 30 minutes.

# Attachment B

Board of Directors  
Board Meeting of August 22, 2014

## Accessible Services Report for May 2014

*Note: TR is a generic reference for "Trainee" and the associated number is a unique identifier for each new trainee. This method is used in order to respect the confidentiality of the trainees.*

### **Mobility training that is customized support to allow access for METRO services**

- May 14 - One trainee (TR14) successfully completed his Route Training: TR14 told the ASC on May 14 that he is riding the bus two or three times each week to Cabrillo College classes and other destinations. The contact concluded ASC activity to find out TR14's status. The ASC followed up by updating his file and sending an email to the TR14 to congratulate him and offer further support to use Metro services, if needed. Total time spent was six hours.
- May 20 - TR4 completed his next Route Training session on May 20. We used Routes 91X, 71 and 69W to travel between his home in Watsonville and 4630 Soquel Drive where he is receiving job search assistance, Bus stops at Main at Green Valley and Soquel at Daubenbiss were used(10:00 a.m. to 2:30 p.m.). Total time spent including the training session, its written summary and follow up contacts was seven hours.
- May 21 -TR17 was referred by her mother: The ASC met them on May 21 in Scotts Valley. We discussed how the young adult, who lives with an invisible disability, could ask bus operators and other passengers for their assistance so that she gets a seat before the bus leaves the bus stop (1:00 to 3:00 p.m.). Travel time for the ASC between Santa Cruz Metro and Scotts Valley was approximately 70 minutes.

The ASC sent follow up email to TR17 on May 22 and had one follow up conversation. Total time for the referral, meeting, research on trainee disability, follow up email and conversation was six hours.

- The ASC reviewed files for these trainees:
  - TR1's counselor told the ASC that he may request Route Training before the next school year.
  - The ASC checked the file for Mrs. TR2 and Mr. TR3 to be thorough.

Total time spent for file updates was six hours. The ASC will contact these trainees during the summer to find out if further assistance is needed and then resume or close out their training activity.

# Attachment B

Board of Directors  
Board Meeting of August 22, 2014

- The amount of time dedicated to training sessions and follow up activity all activities noted above is approximately 25 hours. The ASC will continue to work with his supervisor to categorize and track this activity in greater detail in future reports.
- Tracking of scheduled appointments vs. cancelled:  
Appointments scheduled on May 14, May 15 and May 19.  
No appointments cancelled.

## **Community outreach to promote METRO bus use and accessibility**

- May 1 - Workability Class outreach, Aptos High School: After setting up the outreach with Workability Counselor Brenda Kruller at Aptos High School, the ASC met six students, Special Education teacher Tim Cecy and Ms. Kruller for orientation at Santa Cruz METRO Center. Several students obtained their Discount Fare Cards. The ASC gave a tour of the Metro Center and answered Discount Fare and METRO service questions (11:00 a.m.-12:00 p.m.).
- May 9 - Santa Cruz High School Life Skills Class field trip: Special Education teacher Matt McCarley, six students, including one student using his wheelchair, and one aide, concluded their April 16 orientation with a bus field trip. We met at the Santa Cruz METRO Center and several students obtained their Discount Fare ID Cards. We rode Route 69A to the King's Plaza bus stop in Capitola. The ASC answered questions about how to be safe while riding the bus. The ASC then showed group the safest path to their return trip bus stop (8:30 a.m. to 12:00 p.m.). The ASC rode back to Metro Center separately from the field trip group in one 30 minute bus ride.
- Throughout May the ASC communicated with approximately 33 individuals in person and/or over the phone. Most contacts regarded outreach follow up, training and information requests.

## **Participation in METRO staff training and policy review regarding accessibility**

- May 8 - New Bus Operators Securement Testing at Metro Center and various sites in Santa Cruz: The ASC and two community volunteers shared their wheelchairs and their experience with METRO staff to test new bus operators.

# Attachment B

Board of Directors  
Board Meeting of August 22, 2014

The training was coordinated by METRO Safety and Training Coordinator Frank Bauer and Transit Supervisor Sharon Toline and included two buses to test nine operators on their skills to secure mobility devices (10:00 a.m. to 3:00 p.m.). The Securement Testing began and concluded at the Santa Cruz Metro Center.

## **Provides METRO representation on outside Committees and Commissions.**

- May 6 - Pedestrian Safety Work Group (PSWG) meeting, Santa Cruz: The ASC listened and discussed Agenda items including a PSWG brochure and other outreach activities with PSWG Chair Veronica Elsea and two other participants. The Pedestrian Safety Work Group is a subcommittee of the Elderly and Disabled Transportation Advisory Committee (10:00 a.m. to 12:00 p.m.). Travel time for the ASC between Santa Cruz Metro and the meeting was 30 minutes.

- THIS PAGE INTENTIONALLY LEFT BLANK -

# Attachment C

Board of Directors  
Board Meeting of August 22, 2014

## Accessible Services Report for June 2014

*Note: TR is a generic reference for "Trainee" and the associated number is a unique identifier for each new trainee. This method is used in order to respect the confidentiality of the trainees.*

### **Mobility training that is customized support to allow access for METRO services**

- June 9 - One trainee (TR18), a college student, successfully completed her Route Training: She was a new referral by METRO ParaCruz Eligibility Coordinator Eileen Wagley. The ASC met TR18 for a June 9 Assessment and one Route Training session using Route 69W to travel round trip between Capitola Road at 30<sup>th</sup> Avenue and Soquel Avenue at Benito and Soquel Avenue at Poplar bus stops. (11:00 a.m. to 2:30 p.m.).

June 13 -The second Route Training session with TR18 was one round trip that included buses serving Routes 69W, 19, 20 and 69A. TR18 and the ASC travelled from Capitola Road at 30<sup>th</sup> Avenue to the Santa Cruz METRO Center and the Boardwalk bus stops. TR18 asked questions about METRO service and checked her trip planning with the ASC to another destination using the Highway 17 Express (11:30 a.m. to 3:00 p.m.). The ASC round trip travel time between Metro Center and Capitola Road at 30<sup>th</sup> Avenue was approximately one hour.

Total time spent for the referral, training sessions and their written summaries was 13 hours.

- June 26 -TR19 referred herself during the ASC's June 26 presentation to the Foster Grandparents in Live Oak. Her Assessment was set up for July. Total time for the referral and its written summary and phone contact was three hours
- One former trainee, who completed successful Boarding /Disembarking Training last year, contacted the ASC during June to tell him that she had boarded one Low Floor bus with her wheelchair successfully. Total time for contact and file update was three hours.
- The amount of time dedicated to training sessions and follow up activity all activities noted above is approximately 19 hours. The ASC will continue to work with his supervisor to categorize and track this activity in greater detail in future reports.
- Tracking of scheduled appointments vs. cancelled:  
Appointments scheduled on June 5, June 9 and June 26.  
No appointments cancelled.

# Attachment C

Board of Directors  
Board Meeting of August 22, 2014

## **Community outreach to promote METRO bus use and accessibility**

- June 2- Soquel High School Day Class Field Trip: The ASC began the orientation with his talk to the class on March 24. The June 2 class field trip included six students, three aides and Special Education teacher Cecelia Roddy. They successfully travelled round trip between Soquel High School and the Boardwalk Bowl. They rode Routes 71, 19 and 20 buses and used Soquel Drive at Daubenbiss and Boardwalk bus stops. These were the first METRO bus trips for one student using his wheelchair and assisted by an aide (9:00 a.m. to 12:30 p.m.). The ASC travel time around this field trip, including round trips between Santa Cruz Metro Center and Soquel Village and between Santa Cruz Metro and the Boardwalk Bowl was two hours.
- June 12 -Director Barbara Salata requested the presentation to Senior Outreach in Soquel. Approximately 20 people welcomed the ASC for his presentation. The follow up email correspondence between Ms. Salata and the ASC is attached with Ms. Salata's permission (9:30-11:30). The round trip travel time for the ASC between Santa Cruz Metro and Soquel was approximately 90 minutes.
- June 12 - Commission on Disabilities meeting, Santa Cruz: The ASC listened and discussed Agenda items including the status of County disaster preparedness with Chair Ernestina Saldana and seven other participants (12:30-2:45 p.m.). The round trip travel time for the ASC between Santa Cruz Metro and this meeting was 30 minutes.
- June 26 - Presentation to Foster Grandparents, Live Oak: The ASC was invited by Coordinator Chris Greenwood. Approximately 50 people heard the ASC's presentation, including approximately eight persons receiving Spanish translation over headphones. The ASC mixed with the group during lunch. TR19 referred herself for an Assessment (9:30 a.m.-12:30 p.m.). The round trip travel time for the ASC between Santa Cruz Metro Center and this meeting was one hour.
- Throughout June the ASC communicated with approximately 34 individuals in person and/or over the phone. Most contacts regarded outreach and meeting follow up.

# Attachment C

Board of Directors  
Board Meeting of August 22, 2014

## **Participation in METRO staff training and policy review regarding accessibility**

- None

## **Provides METRO representation on outside Committees and Commissions.**

- June 10 - Pedestrian Safety Work Group (PSWG) meeting and Elderly and Disabled Transportation Advisory Committee (E&D TAC) meeting, were held in Watsonville. These two meetings were in the same conference room, one meeting after the other meeting. The ASC listened and discussed Agenda items including a draft PSWG brochure and the Transportation Development Act (TDA) Triennial Performance Audit with 10 other participants, including PSWG Chair Veronica Elsea and E&D TAC Chair Michael Molesky (1:00 to 4:00). ASC travel time between Santa Cruz Metro Center and Watsonville was approximately two hours
- June 30- Pedestrian Safety Work Group (PSWG) meeting was held in Santa Cruz: The ASC and several other participants worked further on the draft PSWG brochure discussed June 10 (12:30-2:45 p.m.). ASC round trip travel time between Santa Cruz Metro Center and the meeting site was 30 minutes.

- THIS PAGE INTENTIONALLY LEFT BLANK -

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014

**TO:** Board of Directors

**FROM:** Alex Clifford, CEO

**SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF MAY 21, 2014**

## **I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the minutes for the METRO Advisory Committee (MAC) meeting of May 21, 2014.**

## **II. SUMMARY OF ISSUES**

- Staff is providing minutes from MAC meeting of May 21, 2014.
- Each month staff will provide the minutes from the previous MAC meetings.

## **III. DISCUSSION**

The Board requested that staff include in the Board Packet minutes for previous MAC meetings. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

## **IV. ATTACHMENTS**

**Attachment A:** Draft Minutes for the MAC meeting of May 21, 2014

Prepared By: Eriko K Dreyer, Pro Tem Administrative Services Coordinator  
Date Prepared: August 18, 2014

- THIS PAGE INTENTIONALLY LEFT BLANK -

# MINUTES

MAC MEETING OF  
MAY 21, 2014



The METRO Advisory Committee (MAC) met on Wednesday, May 21, 2014 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

## 1. CALL TO ORDER

Chair, Veronica Elsea, called the meeting to order at 6:01 p.m.

### ROLL CALL

#### MEMBERS PRESENT

Len Burns  
Veronica Elsea, Chair  
Naomi Gunther  
Donald "Norm" Hagen  
Niconia Keesaw  
Donald Peattie  
Charlotte Walker

#### MEMBERS ABSENT

James Anastas

#### STAFF PRESENT

Alex Clifford, CEO/General Manager

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

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager  
Robert Cotter, Maintenance Manager  
Claire Fliesler, Jr. Transit Planner  
Anna Marie Gouveia, Fixed Route Superintendent  
Ernestina Saldana, Candidate for MAC  
April Warnock, Paratransit Superintendent

## 2. AGENDA ADDITIONS/DELETION

Mr. Hagen requested a vote to appoint the MAC representative to the Bus Stop Advisory Committee (BSAC). Chair Elsea put the addition of this item to the Committee and all were in favor. Chair Elsea added this item to the agenda making it 10a.

## 3. ORAL/WRITTEN COMMUNICATION

Chair Elsea hearing no communication moved on to the regular agenda.

Charlotte Walker arrived at 6:07 p.m.

# Attachment A

## REGULAR AGENDA

### 4. ELECT VICE-CHAIR

Ernestina Saldana, a member of the public, requested a stay of vote until she has been formerly appointed to MAC, as she would like to put herself forth for the position. Ms. Keesaw nominated Ms. Gunther. Mr. Hagen suggested Ms. Keesaw to the position but Ms. Keesaw declined. Mr. Peattie seconded the nomination of Ms. Gunther. Chair Elsea asked the Committee for a vote to postpone election of Vice-Chair. With no ayes, Ms. Saldana withdrew her bid. Chair Elsea asked the Committee to vote for Ms. Gunther as Vice-Chair.

**ACTION: MOTION: NICONA KEESAW SECOND: DON PEATTIE**

**APPROVE TO APPOINT NAOMI GUNTHER AS THE VICE-CHAIR OF MAC.**

**MOTION PASSED UNANIMOUSLY WITH JAMES ANASTAS BEING ABSENT.**

### 5. ACCEPT & FILE PARACRUZ OPERATIONS STATUS REPORTS FOR DECEMBER 2013, JANUARY 2014, AND FEBRUARY 2014

April Warnock, addressed the Committee stating that ParaCruz's numbers are starting to increase. Ms. Warnock further stated that there have been five new drivers added and they are at full compliment.

**ACTION: MOTION: LEN BURNS SECOND: NORM HAGEN**

**APPROVE TO FILE PARACRUZ OPERATIONS STATUS REPORTS FOR DECEMBER 2013, JANUARY 2014, AND FEBRUARY 2014**

**MOTION PASSED UNANIMOUSLY WITH JAMES ANASTAS BEING ABSENT.**

### 6. ACCEPT & FILE SYSTEM RIDERSHIP REPORT FOR JANUARY 2014, FEBRUARY 2014, AND MARCH 2014

Mr. Hagen referenced a meeting he had with Erich Friedrich, Sr. Transit Planner with Santa Cruz METRO. In this meeting, Mr. Hagen stated that he brought up his concern with route 79 and suggested consideration of alternate routes to link route 79 and route 72. He also wanted to commend Santa Cruz METRO's staff on their accessibility and responsiveness.

**ACTION: MOTION: LEN BURNS SECOND: CHARLOTTE WALKER**

**APPROVE TO FILE RIDERSHIP REPORT FOR JANUARY 2014, FEBRUARY 2014, AND MARCH 2014**

**MOTION PASSED UNANIMOUSLY WITH JAMES ANASTAS BEING ABSENT.**

# Attachment A

## 7. ACCEPT & FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR FEBRUARY 2014, MARCH 2014, AND APRIL 2014

Claire Fliesler addressed the Committee, stating that there has been progress on several grants submitted by Santa Cruz METRO including two smaller buses to add to routes 33 and 34 and addition of a sidewalk in front of San Lorenzo Valley High School between the bus stop and the traffic light.

**ACTION:**            **MOTION: LEN BURNS**            **SECOND: NAOMI GUNTHER, VICE-CHAIR**

**APPROVE TO FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR FEBRUARY 2014, MARCH 2014, AND APRIL 2014**

**MOTION PASSED UNANIMOUSLY WITH JAMES ANASTAS BEING ABSENT.**

## 8. ACCEPT AND FILE WEBSITE ACCESSIBILITY RFP

Ms. Fliesler stated that they are in a confidential stage of the process. She further stated that Santa Cruz METRO was currently performing reference checks on potential auditors and web designers that would ensure Santa Cruz METRO's web site availability to people with sight impairment.

**ACTION:**            **MOTION: NORM HAGEN**            **SECOND: LEN BURNS**

**APPROVE TO FILE WEBSITE ACCESSIBILITY RFP**

**MOTION PASSED UNANIMOUSLY WITH JAMES ANASTAS BEING ABSENT.**

## 9. DISCUSSION OF TICKET VENDING MACHINE (TVM) STATUS

Ciro Aguirre stated that there was progress in working with GFI on enhancing the vending machines. He further stated that Maria Granados-Boyce, Customer Service Supervisor, was working diligently on this in hopes to broaden functionality. Mr. Aguirre admitted that the process was slow, but that there was movement.

## 10. DISCUSSION OF BUS STOPS

Robert Cotter responded to the Committee's previous concerns with bus stop conditions and locations as follows:

- a. Highway 236 at Ridge Outbound (OB) – requested gravel to be installed in holes/ruts – METRO Facilities has a current campaign for SLV & Big Basin hole and rut repair, campaign to be completed by June 2014
- b. Highway 236 at Jamison Creek Inbound (IB) – requested gravel to be installed in holes/ruts – Same as above
- c. Soquel at Cotton OB – requested a refuse container – Green Waste replaced missing refuse container, May 1, 2014
- d. Soquel at 41st Ave. IB – requested a light and a cross walk – This stop to be upgraded with a shelter with solar light, refuse container by Soquel Creek Water District. Cross walk was not in the plans from the County at this time, current cross walk was located at the light for 41stst Ave. Projected completion end of September 2014

## Attachment A

- e. Green Valley at Airport IB – requested bus stop to be completed– Currently METRO was working with County on permit process. METRO would request a capitol project funding so this bus stop can be completed, cost estimate \$25,000.00. No completion date at this time.
- f. Freedom at Mariner (Aptos High School) OB– request curb be cut for bus ramp deployment – METRO Staff would cut asphalt curb and remove 10’ section to allow bus to deploy the ramp, completion date June 30 2014.
- g. Freedom at Old Court House (Crestview) IB – possible ADA issues – At this time, METRO could replace shelter with a short side to allow more access between shelter and curb
- h. Freedom at Burger King (Crestview) OB – possible bus stop improvement and shelter – This bus stop would require encroachment permit from shopping center owner to allow enough room to install a bus shelter pad
- i. Airport Blvd at Freedom Center IB & OB – Possible upgrade of shelters with lights – County to make improvements to the OB stop at which time we would request them to install a new shelter. METRO could offer upgrade IB shelter as part of project involvement.
- j. District wide graffiti abatement – on going issues – Currently METRO Facilities staff was involved in graffiti abatement program, daily involvement

Ms. Saldana asked if these upgrades would include putting a trash container at the stop on 41<sup>st</sup>. Mr. Cotter replied in the affirmative; that it was part of the upgrade for that stop.

Mr. Peattie inquired if the bus stop at Pasatiempo on the outbound 17 route could be covered. Mr. Cotter replied that he would investigate and suggested that the Planning Department may have a better idea of the order and timeframe of bus stop improvements.

Vice-Chair Gunter requested information about the status of the program that would look to eliminate certain bus stops in order to improve cleanliness. She asked what the steps are that would determine which stops are kept and which are being closed. She asked for MAC to be kept in mind during these planning stages as she would be very interested in when that starts to be discussed. Mr. Burns also expressed concern with the whole project. Ms. Fliesler replied that what the Committee was referencing was part of a Short-Range Transit Plan in recognition to improve on-time performance. When the plan takes shape, MAC was one of the Committees who would be asked participate.

Ms. Walker referenced the Santa Cruz Fair bus route and asked if studies were done to establish the numbers of passengers and if it warranted additional times. She suggested that a better advertising campaign might be needed. She further suggested that adding advertising on the buses might help. Mr. Hagen agreed and stated that bus advertising may increase the ridership to the FAIR throughout the whole county. Mr. Aguirre stated planning for the event takes place in June and that during the June meeting, the Committee should pose the suggestions to Maria Granados Boyce at that time.

The Committee requested the addition of the Santa Cruz County Fair Service be added to the following meeting’s agenda.

### **10a. ELECTION OF MAC MEMBER TO BUS STOP ADVISORY COMMITTEE (BSAC)**

Mr. Cotter addressed the Committee to describe BSAC. This committee meets once a month and discusses improvements, amenities and issues concerning bus stops.

Chair Elsea asks if the MAC committee member would have a right to vote on the issues discussed at BSAC. Mr. Cotter replied yes. Chair Elsea requested that BSAC Agenda be included as a recurring MAC agenda item.

## Attachment A

Chair Elsea asked the committee those interested in being the MAC representative to BSAC to speak. Mr. Burns, Mr. Hagen, and Ms. Keesaw wanted to be considered. Chair Elsea suggested having one voting member and one alternate. Mr. Cotter welcomed the idea and said that those who are interested may attend the meeting, with the idea that MAC gets one vote.

Chair Elsea opened for appeals from the candidates. Mr. Hagen, Ms. Keesaw, and Mr. Burns appealed to the committee respectively. As there were multiple candidates, Ms. Walker posed a suggestion to have a secret ballot and all present agreed.

The results of the vote had Mr. Burns in the majority with Ms. Keesaw and Mr. Hagen tied for second. To address both the tie with voting and the candidates desire to be a part of BSAC Chair Elsea suggested there be a 2<sup>nd</sup> and 3<sup>rd</sup> alternate. All present agreed.

Results of the vote for primary and alternate MAC representatives to BSAC were as follows: first – Len Burns, 1<sup>st</sup> Alternate – Nicon Keesaw, 2<sup>nd</sup> Alternate – Norm Hagen.

Ms. Walker asked for confirmation that the BSAC agenda and items discussed at the BSAC meetings would be added to the MAC agenda. Angela Aitken confirmed that it would be added.

Chair Elsea asked for confirmation where and when it would be held and Mr. Cotter replied that it was held on the last Thursday of the month at 9:00 a.m. at the Santa Cruz METRO Administrative Offices, 110 Vernon Street.

### **11. DISCUSSION OF CALL STOP ANNOUNCEMENTS**

Mr. Aguirre asked the committee if there were issues with the bus operators' announcements.

Mr. Burns said that the issue was still happening but with less frequency. He said he would continue to track how that was progressing.

Chair Elsea said that it was better than it was; however there was still a problem when a bus was parked with their engines off. She stated that she had not noticed any trouble on the Greyhound side of the station.

Vice-Chair Gunther requested a change in title of this item as she thought this topic would include how each stop was being announced while en-route. She has noticed that there were wrong announcements in Lane 4, which was confusing to new or general riders. Mr. Hagen suggested that this may be due to signage; not only errors made by sound, but visuals as well. Vice-Chair Gunther followed up saying that riders often have to wait for the bus driver to verbally announce and tell you where the bus was headed.

Mr. Aguirre asked if the experience in asking drivers questions was positive.

Vice-Chair Gunther said the experience was very positive with one exception; she gave a correction to an Operator and could tell that they were not pleased with her suggestion.

Mr. Aguirre encouraged the Committee that any time there was an issue to take the drivers' information by their Patch # on their shoulder so that can be tracked and corrected.

Ms. White and Mr. Peattie commented on the bus operators on 17 who go beyond their call of duty to help the customers.

# Attachment A

Ms. Saldana said there was confusion traveling in Watsonville and she was not always able to distinguish a bus number. She mentioned that it would be easier if there were a customer service in Watsonville where a person can go and ask questions about routes and file complaints in person. She also commented she was particularly concerned that the customer service currently in place was not bilingual.

Chair Elsea moved to add Customer Service in Watsonville to the next agenda.

## **12. UPDATE ON PACIFIC STATION REDESIGN PROJECT**

Ms. Fliesler gave a project update on the new METRO Center construction plans to the Committee. She stated that the biggest challenge was in assigning designated stops. She explained that they have completed the first round in public outreach where 65 people were polled. Reactions were encouraging; people were excited and had very positive feelings about reinvigorating downtown. Ms. Fliesler stated that the draft of the market study shows what METRO was hoping to accomplish with the renovation was feasible. The goal was to add parking, housing, and retail spaces. She stated that in August they would be bringing back with information that was more detailed.

Mr. Burns and Chair Elsea also expressed interest in working with Ms. Fliesler to see if there were any “gotchas” that could be perceived from the visually impaired and may have been overlooked by the architects and engineers. Ms. Fliesler welcomed a meeting to establish a way to communicate that information with Chair Elsea.

Vice-Chair Gunther questioned if there were any changes that could be made now. She suggested the addition of the internet, addition of a post office box, or a machine where one could buy stamps. Mr. Peattie responded that he knows there were difficulties to have Wi-Fi but agrees that there was an immediate interest in setting up access to the internet in the station in addition to the buses.

## **13. DISCUSSION OF UNUSED FRONT SEATS**

Vice-Chair Gunther questioned the staff present as to the seats, which have been locked, stating that the posting on the seat mentioned a safety issue.

Mr. Aguirre presented and passed out a copy of a service bulletin from New Flyer. The bulletin describes why New Flyer requested the transit districts for which they supply buses to secure these front seats. Mr. Aguirre also commented that of the options that were given to lock these seats, Santa Cruz METRO selected an option that would be secure but could be easily reversed. He stated that New Flyer was working on a solution that may include a new barrier so the seats could be in use again.

Chair Elsea posed questions to Mr. Aguirre including the size of the rows behind this seat particularly in reference to space for guide dogs. Vice-Chair Gunther responded that the new buses have very spacious second seats now. Anna Marie Gouveia also responded by saying that in this second seat, there was no support beam to contend with so the entire space under the seat would also be available to dogs.

Vice-Chair Gunther mentioned a problem with people using the seat as a perch or just sitting on it as if it were still a seat. She stated that this was particularly true on the UCSC buses, which were frequently standing room only. Mr. Peattie, Mr. Hagen, and Ms. White said they have also seen riders “sitting” on these locked seats.

Chair Elsea requested that the Committee continue to be updated on this issue as changes come in.

## **14. COMMUNICATIONS TO THE SANTA CRUZ METRO CEO/GENERAL MANAGER**

**7-4a.6**

# Attachment A

Mr. Hagen thanked Alex Clifford for attending the MAC meeting and welcomed him to Santa Cruz METRO.

Mr. Clifford spoke to the Committee stating it was a pleasure to be there and he was glad to be a part of the property. He stated he would like to work with Chair Elsea about having a standing agenda item for him to give a presentation to the Committee on a quarterly basis.

The members of the Committee extended their thanks to Mr. Clifford.

## 15. COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

Mr. Hagen acknowledged that 52% of the riders were from UCSC and would like to see a program to solicit riders from the universities in the area to become a part of the Committee. He further stated that as advisors to the Board, he would like to establish a way to bring MAC issues to the Board. He suggested to perhaps having a MAC representative at the Board meetings.

Chair Elsea reminded Mr. Hagen that communications between the Committee and the Board was issue driven. She posed that they come up with a strategy to address this issue.

Chair Elsea requested a meeting with staff to review MAC attendance in order to ensure there was active participation in the Committee. She asked to add the attendance report to the next agenda. Ms. Aitken replied that tracking attendance was Santa Cruz METRO Administration's responsibility and that she would work with admin staff to examine the attendance record and how that might affect the Committee with reference to the By-Laws.

## 16. DISTRIBUTION OF VOUCHERS

Mr. Aguirre distributed vouchers to the attendees

## 17. ITEMS FOR NEXT MEETING AGENDA

Chair Elsea confirmed the addition of the following items to the June 18 meeting:

- BSAC Report Out
- Customer Service & City Host in Watsonville
- Santa Cruz County Fair Service
- Identification Announcements
- Presentation from CEO once a quarter

## 18. ADJOURNMENT

Chair Elsea adjourned the meeting at 7:59 p.m.

- THIS PAGE INTENTIONALLY LEFT BLANK -

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 20, 2014  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the voting results from appointees to the Santa Cruz County Regional Transportation Commission (SCCRTC).**

## II. SUMMARY OF ISSUES

- Per the action taken by the Board of Directors, staff is providing the minutes from the most recent meetings of the SCCRTC.
- Each month staff will provide the minutes from the previous SCCRTC meetings.

## III. DISCUSSION

The Board requested that staff include in the Board Packet information relating to the voting results from the appointees to the SCCRTC. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

## IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

## V. ATTACHMENTS

- Attachment A:** Minutes of the June 5, 2014 Regular SCCRTC Meeting  
**Attachment B:** Minutes of the June 10, 2014 SCCRTC Elderly & Disabled Transportation Advisory Committee  
**Attachment C:** Minutes of the June 26, 2014 SCCRTC Transportation Policy Workshop

Prepared By: Eriko K Dreyer, Pro Tem Administrative Services Coordinator  
Date Prepared: August 15, 2014

- THIS PAGE INTENTIONALLY LEFT BLANK -

# Attachment A



## Santa Cruz County Regional Transportation Commission

---

### Minutes

Thursday, June 5, 2014

Watsonville City Council Chambers  
275 Main Street, Suite 400  
Watsonville, CA

1. Roll call

The meeting was called to order at 9:04 a.m.

Members present:

Aileen Loe (ex-officio)	Don Lane
Randy Johnson	Eduardo Montesino
Greg Caput	Neal Coonerty
Zach Friend	Bruce McPherson
Daniel Dodge	Lynn Robinson

Staff present:

George Dondero	Luis Mendez
Jason Laning	Yesenia Parra
Rachel Moriconi	Daniel Nikuna

2. Oral communications

**Brian Peoples**, Aptos resident, said that technology companies in silicon valley use express bus service, and train travel is not as prevalent there. He also said that train travel in Europe is not as common as many believe.

3. Additions or deletions to consent and regular agendas

Add-on pages were distributed for Item 21.

Commissioner Caput asked to discuss Item 21 from the May 1<sup>st</sup> RTC meeting, and agreed to discuss the matter at a later time.

**CONSENT AGENDA**

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

**MINUTES**

4. Approved draft minutes of the May 1, 2014 Regional Transportation Commission meeting
5. Approved draft minutes of the May 15, 2014 Transportation Policy Workshop meeting
6. Accepted draft minutes for the April 7, 2014 Bicycle Committee meeting

**POLICY ITEMS**

*No consent items*

**PROJECTS and PLANNING ITEMS**

7. Accepted 2014 Regional Transportation Improvement Program (RTIP) document (*as amended through May 1, 2014 RTC meeting*) (document enclosed separately for Commissioners and available on RTC website)

**BUDGET AND EXPENDITURES ITEMS**

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

**ADMINISTRATION ITEMS**

9. Approved reappointments of members to the Elderly and Disabled Transportation Advisory Committee
10. Approved temporary extension of RTC current lease

**INFORMATION/OTHER ITEMS**

11. Accepted monthly meeting schedule
12. Accepted correspondence log
13. Accepted letters from RTC committees and staff to other agencies
  - a. Letter to Caltrans, Division of Local Assistance, MS-1 in support for the City of Watsonville's ATP "Rail Trail Walker Street" Project.

- b. Letter to Caltrans, Division of Local Assistance, MS-1 in support for the City of Scotts Valley's ATP grant funding application.
- 14. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
- 15. Accepted information items
  - a. Jason Hoppin, "Awards coming in for Santa Cruz County trail plan," Santa Cruz Sentinel, May 8, 2014.
  - b. Caltrans California Freight Mobility Plan Public Meetings
  - c. Active Transportation Program applications submitted by agencies in Santa Cruz County

## REGULAR AGENDA

- 16. Commissioner reports – oral reports

None

- 17. Director's report – oral report

Executive Director George Dondero reminded Commissioners to save the date for the Steam Train event on July 11<sup>th</sup>. He said that an RTC board retreat has been scheduled for August 21, and will be facilitated by Gary Merrill. He presented a certificate of appreciation to Deputy Director Luis Mendez for 20 years of service to the RTC. Commissioners expressed appreciation for Deputy Director Mendez's service to the Commission.

- 18. Caltrans report and consider action items

Chair Montesino congratulated Caltrans for its work on Highway 1 in Aptos.

Aileen Loe, Caltrans District 5, congratulated the RTC for being awarded two planning grants, one in partnership with Caltrans and one in partnership with AMBAG. She said that in recent national rankings, California ranked as the 9<sup>th</sup> most bike-friendly state. She also distributed a handout for the California Freight Mobility Program.

- 19. Transportation Development Act (TDA) Fiscal Years 2010-2012 Triennial Performance Audits

Deputy Director Luis Mendez presented his report and introduced Derek Wong.

Derek Wong, PMC, presented an overview of the TDA FY2010-12 Triennial Performance Audit.

Commissioners discussed: the details of what is needed for METRO's reporting requirement to the RTC; who is allowed to vote on TDA claims; the criteria used to analyze the efficiency of the RTC's Commute Solutions program, and a request for qualitative analysis; the number of names in the Commute Solutions contact database; and the budget for the Commute Solutions program.

**Brian Peoples**, Aptos resident, asked if the performance audit included research into whether all public comments received by staff were distributed to Commissioners. He claimed that some comments were missing from the handout for Item 21.

Deputy Director Luis Mendez explained that consistent with RTC policy all comments received before noon on the day before the meeting were distributed as a handout to Commissioners at the meeting.

Commissioner Robinson moved and Commissioner Coonerty seconded to:

1. Accept the fiscal year (FY) 2009-10 to 2011-12 triennial performance audit reports of the RTC and the Santa Cruz County operators;
2. Direct staff to work with the Budget and Administration/Personnel (B&A/P) Committee and the Elderly and Disabled Transportation Advisory Committee (E&D TAC) to develop responses to the recommendations in the RTC triennial performance audit; and
3. Request that the Santa Cruz Metropolitan Transit District (Santa Cruz METRO), Community Bridges and the Volunteer Center provide responses to the recommendations in the triennial performance audit of the Santa Cruz County operators.

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

## 20. State and federal legislative updates

Senior Transportation Planner Rachel Moriconi presented her report.

Commissioners discussed possible redirection of vehicle weight fees, the possibility of changing to a mileage-based vehicle fee, and Assembly Bill 2199.

## 21. 2014 Train to Christmas Town operating plan and license

Deputy Director Luis Mendez presented his report.

Commissioners discussed: the parking location; whether the agreement has the flexibility to be modified or canceled at a later date; the rationale for approving a multi-year deal; the amount of revenue the Commission receives for the operation; communications with businesses in the local area regarding the train operation; pricing for the train operation; the anticipated ridership numbers; and the possibility of granting only a two-year license instead of staff's recommendation.

**Brian Peoples**, Aptos resident, said he supports granting a two-year contract. He said that Iowa Pacific has not reached ridership requirements, and asked the Commission to follow the example of Kirkland, Washington, where tracks were removed in order to build a trail in their place. He said the RTC should ask the CTC if it would have to return \$11 million if it removed the tracks.

**Maria Esther Rodriguez**, City of Watsonville Department of Public Works, said that a letter was sent to the Commission explaining that their Lee Road trail project will begin construction in the same area as the previous year's boarding area for the Train to Christmas Town operation.

**Rosemary Sarka**, Roaring Camp/Big Trees Railroad, said that Roaring Camp has been very supportive of the RTC's purchase of the rail line, and that they can coexist nicely with Iowa Pacific. She said they plan to work together on July 11<sup>th</sup> for a steam engine demonstration run.

**Lowell Hurst**, Watsonville City Councilmember, said that the Train to Christmas Town operation brings joy, jobs, economic opportunities, and a chance to view the Watsonville slough environment.

Commissioner Coonerty moved, and Commissioner Dodge seconded to:

1. Approve the passenger rail service operating plan (Attachment 1) for Train to Christmas Town operations out of Watsonville through 2015;
2. Approve a passenger service license for Santa Cruz & Monterey Bay Railway (SC&MB) Railway to operate Train to Christmas Town from milepost 2.1 to milepost 8.6 on the Santa Cruz Branch Rail Line through the 2015 holiday season; and
3. Direct RTC staff to return to the August 7, 2014 RTC meeting with a passenger rail service operating plan through 2021 with a more defined oversight function for the RTC.

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

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

# Attachment A

*No agenda items this month*

23. Next meetings – The meeting adjourned at 10:48 a.m.

The next RTC meeting is scheduled for Thursday, August 7, 2014 at 9:00 a.m. at the Scotts Valley City Council Chambers, 1 Civic Center Drive, Scotts Valley, CA.

A special meeting of the Transportation Policy Workshop meeting is scheduled for Thursday, June 26, 2014 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Jason Laning, Staff

Attendees:

Brian Peoples	Aptos resident
Derek Wong	PMC
Maria Esther Rodriguez	City of Watsonville Department of Public Works
Rosemary Sarka	Roaring Camp/Big Trees Railroad
Lowell Hurst	Watsonville City Councilmember

S:\RTC\TC2014\TC0614\2014-06-05-rtc-agenda.docx



# Attachment B

## Santa Cruz County Regional Transportation Commission

### Elderly & Disabled Transportation Advisory Committee

---

#### Minutes – Draft

Tuesday, June 10, 2014

Regional Transportation Commission Office  
275 Main St Ste 450, Watsonville CA 95076

1. **Call to Order** at 1:42 pm

2. **Introductions**

***Members Present:***

Hal Anjo, Potential Bus Rider  
Kirk Ance, CTSA Lift Line  
Lisa Berkowitz, CTSA  
Debbi Brooks, Soc. Serv. Provider-Persons of  
Limited Means  
John Daugherty, Metro Transit  
Veronica Elsea, 3<sup>rd</sup> District  
Sally French, Soc. Serv. Provider-Disabled (HOPE)  
Clay Kempf, Social Service Provider  
Michael Molesky, Social Service Provider  
Disabled

***Alternates Present:***

April Warnock, Metro ParaCruz

***Excused Absences:***

Sharon Barbour, 5<sup>th</sup> District  
Patti Lou Shevlin, 1<sup>st</sup> District

***Others Present:***

***RTC Staff Present:***

Grace Blakeslee  
Cathy Judd  
Karena Pushnik

3. **Oral Communications**

The following information was discussed or announced:

- Recognition of Open Streets Capitola event
- Upcoming Metro meeting/agenda and Short Range Transit Plan
- RTC awarded Caltrans Transit Planning Grant for User Oriented Transit Travel Planning under the Commute Solutions program
- Steam Train and Passenger Rail Study
- Senior Center Without Walls brochure

4. **Additions or deletions to consent and regular agenda**

No Item #9 on the June E&D TAC agenda

## Attachment B CONSENT AGENDA

*Action: The motion (Daugherty/Berkowitz) - - to approve the consent agenda as amended - - carries.*

*Ayes: Michael Molesky, John Daugherty, Lisa Berkowitz, Debbi Brooks, Sally French, Kirk Ance, Clay Kempf, Hal Anjo, Veronica Elsea*

*Nays: None*

*Abstain: None*

5. Approved minutes from April 8, 2014 meeting
  - Amend draft minutes, Item #1: Introductions, from April 8, 2014 meeting; from Mike Molesky to Michael Molesky.
6. Received Transportation Development Act (TDA) Revenues Report as of May 2014
7. Received RTC Highlights through May 2014
8. Approved recommendation of Norm Hagen for District 4 Member
9. This item deleted
10. Information items
  - a. Seniors Without Walls
  - b. Monterey Bay Scenic Sanctuary Trail Awards: American Planning Association and California Parks & Greenways
11. Received Agency Updates
  - a. Volunteer Center
    - 3<sup>rd</sup> Quarter TDA Report
  - b. Community Bridges (Consolidated Transportation Services Agency)
    - 2nd Quarter TDA Report
  - c. Santa Cruz Metropolitan Transit District (Metro)
    - February 2014 ParaCruz Report
    - March 2014 Accessible Services Report
    - Consideration of Issuing a Formal Request for Proposals Supplemental ParaCruz Services
    - Past Metro Reports
  - d. Santa Cruz County Regional Transportation Commission
  - e. Private Operators

## REGULAR AGENDA

12. Approve August Meeting Date Change to August 5, 2014

*Action: The motion (Anjo/Elsea) to approve the date change for the August 2014 E&D TAC meeting from August 12 to August 5 -- carries.*

## Attachment B

*Ayes: Kirk Ance, Debbi Brooks, Sally French, Lisa Berkowitz, Clay Kempf, Hal Anjo, John Daugherty, Michael Molesky, Veronica Elsea*  
*Nays: None*  
*Abstain: None*

### 13. Receive List of Active Transportation Plan Grants Submitted

- a. Letter supporting Scotts Valley Application for Active Transportation Program funding

Grace Blakeslee, RTC Transportation Planner, provided an overview of the Active Transportation Plan Grants submitted to Caltrans. Caltrans will notify award winners in August and Ms. Blakeslee will seek input regarding project ideas from members at the April 2014 E&D TAC meeting.

### 14. Review Transportation Development Act Triennial Performance Audit

Grace Blakeslee, RTC Planner, discussed the Triennial Performance Audit review for the Regional Transportation Commission, METRO, Community Bridges, and the Volunteer Center. E&D TAC discussed Triennial Performance Audit recommendation to, "enhance recruitment efforts to fill vacant position on the Elderly & Disabled Transportation Advisory Committee." The Committee discussed recruitment and outreach strategies. Ms. Blakeslee will investigate provisions for transportation assistance to meetings for members, contact agencies representing seniors and disabled individuals and prepare and distribute outreach materials.

The Committee discussed the value of measuring the return on investment of providing service or of not providing service of meeting community transit service needs recognizing measuring the value for money can be challenging.

*Action: The motion (Elsea/Daugherty) to send a letter to the RTC regarding the Triennial Performance Audit to 1) recommend new committee member recruitment strategies, and; 2) request inclusion of E&D TAC's role in covering pedestrian issues in Triennial Performance Audit discussion, and 3) recommend that all transit providers include a measure of the value of investment.-- carries.*

*Ayes: Lisa Berkowitz, Hal Anjo, Clay Kempf*  
*Nays: Michael Molesky*  
*Abstain: Debbi Brooks, John Daugherty, Veronica Elsea, Clay Kempf, Sally French, Kirk Ance*

*Action: The motion (Elsea/Anjo) to reconsider the last motion and remove Item 3, -- carries.*

*Ayes: Sally French, Lisa Berkowitz, John Daugherty, Debbi Brooks, Hal Anjo, Veronica Elsea, Michael Molesky*  
*Nays: Clay Kempf*  
*Abstain: Kirk Ance*

*Action: The motion (Kempf/Elsea) to include in the letter to RTC regarding the Triennial Performance Audit an acknowledgement that only CTSA is being asked to report on return on investment performance measures, that such measures have value not just for the CTSA, but also for all providers of specialized transportation, and recognize that it is important, but challenging to develop return on investment performance measures, quantitative or qualitative.-- carries.*

- THIS PAGE INTENTIONALLY LEFT BLANK -

# Attachment C



## Santa Cruz County Regional Transportation Commission Transportation Policy Workshop

---

### Minutes

Thursday, June 26, 2014

SCCRTC Conference Room  
1523 Pacific Ave  
Santa Cruz, CA

1. Introductions

Chair Leopold called the meeting to order at 9:00 a.m.

Members present:

Aileen Loe (ex-officio)	Dennis Norton
Don Lane	Randy Johnson
Eduardo Montesino	Greg Caput
Andy Schiffrin (alt.)	Patrick Mulhearn (alt.)
John Leopold	Bruce McPherson
Dene Bustichi	Lynn Robinson

Staff present:

George Dondero	Luis Mendez
Jason Laning	Yesenia Parra
Grace Blakeslee	Karena Pushnik
Ginger Dykaar	Cory Caletti
Rachel Moriconi	Brianna Goodman

2. Oral communications

**Jack Nelson**, Campaign for Sensible Transportation, said that he wrote an editorial that was recently published in the Santa Cruz Sentinel in support of Citizens Climate Lobby's proposal for a carbon tax in order to address climate-change problems.

Senior Transportation Planner Rachel Moriconi said that at yesterday's California Transportation Commission (CTC) meeting the CTC approved allocation for the construction phase of Nelson Road, an extension request for the City of Capitola's Park Avenue sidewalk gap-filling project, and an extension request from the City of Santa Cruz for the Murray Street bridge retrofit project.

# Attachment C

**Hans Phillips**, local businessperson, said that the RTC should look at the challenges from past budgets before passing a new budget.

**Paul McGrath**, Ridespring, presented a petition with 104 signatures asking for an independent investigation of the RTC's carpool incentive program, and presented a handout regarding the program.

Commissioners discussed the appropriateness of having security present at the meeting.

**Arbor**, Santa Cruz resident, said that RTC Commissioners should be arrested, that Paul McGrath's methods worked well at Cabrillo College, and that the RTC should be investigated.

**Doug Erickson**, Santa Cruz New Tech Meet Up, said that programs should have measurable results.

### 3. Additions or deletions to consent and regular agendas

Handouts were distributed for Items 7, 9, and 11. Executive Director George Dondero said that staff recommends pulling Item 4 from the consent agenda and moving it to the end of the meeting. Chair Leopold said that Item 4 would become Item 15.1.

Commissioner Johnson asked to pull Item 5 from the consent agenda and move it to the regular agenda. Item 5 was moved to the regular agenda to become Item 11.1.

## CONSENT AGENDA

Commissioner Montesino moved and Commission Alternate Schiffrin seconded the consent agenda. The motion passed unanimously, with Commissioners Norton, Lane, Johnson, Montesino, Caput, Schiffrin, Mulhearn, Leopold, McPherson, Bustichi, and Robinson voting "aye."

4. Approve Highway 1 Auxiliary Lanes Project Budget and Legal Counsel (Resolution) – *moved to Regular Agenda Item 15.1*
5. Approve recommendation to direct staff to propose design standards to guide implementation of the Monterey Bay Sanctuary Scenic Trail (MBSST) Network Master Plan – *moved to Regular Agenda Item 11.1*
6. Approved Easement Exchange with the La Selva Beach Improvement Association

## REGULAR AGENDA

# Attachment C

Commission Alternate Schiffrin requested that Item 8 be postponed to a later meeting. Chair Leopold said it would be decided later if it seemed there wouldn't be enough time.

Commissioner Johnson moved and Commissioner Bustichi seconded to postpone consideration of Item 7 to a later meeting. The motion failed to pass, with Commissioners Norton, Bustichi, Caput, Mulhearn and Johnson voting "aye," and Commissioners Schiffrin, McPherson, Montesino, Lane, Robinson, and Leopold voting "no."

7. **9:15 a.m. Public Hearing** – Adoption of the 2014 Santa Cruz County Regional Transportation Plan (RTP) and Corresponding Environmental Documents

Executive Director George Dondero introduced the 2014 Regional Transportation Plan (RTP). Transportation Planner Ginger Dykaar presented her report on the 2014 RTP. Transportation Planner Grace Blakeslee presented her report on the Environmental Impact Report (EIR).

Commissioners discussed: whether the RTC needed to certify the EIR; that the a carpool incentive program is not included in the RTP; whether cities and other local jurisdictions need to adopt the EIR; the need to consider economic vitality and transit interconnectivity in the RTP; the need for more pages devoted to transit in the next RTP; and data from Santa Cruz METRO that would be helpful for the next RTP.

**Jack Nelson**, Campaign for Sensible Transportation, thanked the Commission for receiving public input during the RTP process, and said he is happy that it addresses sustainability. He said he is disappointed that there isn't a clear conclusion that sustainability will be adequately addressed.

**Paul McGrath**, Ridespring, said that the RTC's carpooling incentive program, shutdown his program, Ridespring. He said that the public needs to understand why the carpool incentive program failed before it can support the current RTP. He invited the RTC to cohost a public event with him in order to discuss the issue.

Commission Alternate Mulhearn left the meeting.

**Brian Peoples**, Aptos resident, said there is a data gap regarding train service. He claimed that Les White said that the RTC's pursuit of rail service will negatively impact Santa Cruz METRO's ability to develop express bus service.

Commissioners discussed: the timeline for adopting the RTP; the consequences of not adopting the RTP; that the RTP reflects the will of the majority of Commissioners; that bus rapid transit may not be possible without HOV lanes; that the Highway 1 HOV lane project would not be possible at this time even if

# Attachment C

the entire RTP were devoted to it; the viability of passenger rail service; and the need to simplify transportation planning.

Commissioner Alternate Schiffrin moved and Commissioner Montesino seconded to approve the resolution adopting the Findings, Statement of Overriding Considerations, and Mitigation Monitoring and Reporting Program as required by CEQA Guidelines and adopt the 2014 Santa Cruz County Regional Transportation Plan.

The motion passed (**Resolution 33-14** and **Resolution 34-14**), with Commissioners Norton, Schiffrin, McPherson, Montesino, Caput, Lane, Robinson, and Leopold voting "aye" and Commissioners Johnson and Bustichi voting "no."

8. Travel Time and Travel Time Reliability for Highway 1 – *moved to next meeting*

Commissioner Alternate Schiffrin moved and Commissioner Montesino seconded to postpone Item 8 to the next meeting. The motion passed unanimously, with Commissioners Norton, Lane, Johnson, Montesino, Caput, Schiffrin, Leopold, McPherson, Bustichi, and Robinson voting "aye."

9. Passenger Rail Study: Goals, Evaluation Framework, and Service Scenarios

Senior Transportation Planner Rachel Moriconi presented her report regarding the goals and evaluation framework for the passenger rail study.

Senior Transportation Planner Karena Pushnik presented her report regarding stations and service scenarios, and the public outreach plan for the passenger rail study.

Commissioners discussed: consulting with and getting peer review from other agencies that have done similar rail studies; the importance of including safety as a main feature of the study; the possibility of studying alternative forms of transportation and new rail technologies along the rail right-of-way; the need to study noise and parking demand around potential stations; impact on bus ridership; funding sources; potential for tourist ridership; connecting with METRO transit service; the need to support economic opportunities; the possibility of a 17<sup>th</sup> street station; the number of areas where the rail trail will have to disconnect from the rail right-of-way due to passenger rail service; and the possibility of needing additional track.

**Brian Peoples**, Aptos resident, said that a baseline alternative analysis is needed. He said the likelihood of putting in duplicate trestles in Aptos and Capitola is low, and that rail service would increase costs for widening Highway 1.

**Marilyn O'Rourke**, Aptos resident, asked if the viability of the tracks would be studied. She said that if the tracks are updated, then the possibility for transporting hazardous materials would become a concern. She requested that

# Attachment C

her homeowner group be included in any passenger rail study group or task force.

**Jack Nelson**, Campaign for Sensible Transportation, said that alternative transportation options should be included in the passenger rail study, including a possible trolley bus along the rail corridor that could run on an asphalt roadway next to the rail tracks.

## 10. State Budget Update

Due to limited time, Senior Transportation Planner Rachel Moriconi said that her report was included in the packet and she would be available to answer any questions.

## 11. Rail Motorcar Excursion on Santa Cruz Branch Rail Line

Deputy Director Luis Pavel Mendez presented his report.

Commissioner McPherson left the meeting.

Commissioner Norton moved and Commissioner Montesino seconded to approve a rail motorcar excursion on the Santa Cruz Branch Rail Line for July 19, 2014 organized by the North American Railcar Operators Association (NARCOA) with the Santa Cruz & Monterey Bay (SC&MB) Railway for a fee of \$500.00.

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

### 11.1 Recommendation to direct staff to propose design standards to guide implementation of the Monterey Bay Sanctuary Scenic Trail (MBSST) Network Master Plan – *moved from consent agenda*

Commission Alternate Schiffrin moved and Commissioner Norton seconded to direct staff to return to the Commission by June 2015 with proposed design standards to guide implementation of the Monterey Bay Sanctuary Scenic Trail (MBSST) Network Master Plan.

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

Commissioner McPherson returned to the meeting.

## 12. Review of items to be discussed in closed session

Chair Leopold said that issues related to anticipated litigation would be discussed in closed session.

Commissioners adjourned to closed session at 11:25 a.m.

# Attachment C

## CLOSED SESSION

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

## OPEN SESSION

15. Report on closed session

Commissioners reconvened to open session at 11:50 a.m. and there was no closed session report.

- 15.1 Approve Highway 1 Auxiliary Lanes Project Budget and Legal Counsel – *moved from consent agenda*

Deputy Director Luis Pavel Mendez presented his report.

Commissioner Lane moved and Commissioner Schiffrin seconded to:

1. Amend the fiscal year (FY) 2014-15 budget for the Highway 1 Auxiliary Lanes Project as shown on Exhibit A of Attachment 1; and
2. Authorize the Executive Director to retain C. Patrick Stoll (Attachment 2) as RTC legal counsel for potential litigation in connection with the Highway 1 Soquel to Morrissey Auxiliary Lanes project.

The motion passed (**Resolution 35-15**), with Commissioners Norton, Lane, Montesino, Caput, Schiffrin, Leopold, McPherson, Bustichi, and Robinson voting "aye," and Commissioner Johnson voting "no."

16. Meeting adjourned at 11:55 a.m. Next meetings

The next SCCRTC meeting is scheduled for Thursday, August 7, 2014 at 9:00 a.m. at the Scotts Valley City Council Chambers, 1 Civic Center Drive, Scotts Valley, CA.

The next meeting of the Transportation Policy Workshop is scheduled for Thursday, September 18, 2014 at 9:00 am at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

# Attachment C

Respectfully submitted,

Jason Laning, Staff

Attendees:

Brooke Miller	County Counsel
Jack Nelson	Campaign for Sensible Transportation
Ryan Birdseye	Rincon Consulting
Arbor	Santa Cruz resident
Doug Erickson	Santa Cruz New Tech Meet UP
Hans Phillips	Local resident
Paul McGrath	RideSpring
Alex Clifford	Santa Cruz METRO
Maury Twomey	AMBAG
Brian Peoples	Aptos resident
Marilyn O'Rourke	Aptos resident

S:\TPW\TPW 2014\0614 special mtg\2014-06-26-tpw-agenda.docx

- THIS PAGE INTENTIONALLY LEFT BLANK -

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014  
**TO:** Board of Directors  
**FROM:** April Warnock, Paratransit Superintendent  
**SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR MAY AND JUNE 2014**

## I. RECOMMENDED ACTION

**That METRO's Board of Directors accept and file the Metro ParaCruz Operations Status Report for May and June 2014.**

## II. SUMMARY OF ISSUES

- Summary review of monthly operational statistics for ParaCruz.
- Summary of monthly operational information about ParaCruz.

## III. DISCUSSION/BACKGROUND

Comparing May 2013 statistics to May 2014, ParaCruz rides increased by 546 rides.

Comparing June 2013 to June 2014, ParaCruz rides increased by 603 rides.  
As displayed in Attachment C, these numbers follow the historical trend-line.

Comparing April 2014 to May 2014, number of monthly rides performed increased by 201 rides. Comparing May 2014 to June 2014, monthly rides decreased by 877 rides.

Mobile Data Computers (MDC's) were installed in ParaCruz vehicles in mid-May. Staff and Operator training was completed, and a two week testing period began. The Staff and Operators started utilizing the MDC's fully a week before the end of the testing period. In mid-June, the vendor returned to fine tune the system.

Daniel Zaragoza, Paratransit Assistant Superintendent successfully completed Leadership Santa Cruz County's ten month program in June.

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Santa Cruz Metropolitan Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.

**IV. ALTERNATIVES**

N/A

**V. COORDINATION**

This staff report has been coordinated with statistics provided by the Finance and Fleet Departments.

**VI. FINANCIAL CONSIDERATIONS**

There are no financial considerations for this report.

**VII. ATTACHMENTS**

- Attachment A:** ParaCruz On-time Performance Chart
- Attachment B1&2:** Comparative Operating Statistics Tables
- Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Year to Date Mileage Chart
- Attachment E:** Eligibility Chart

Board of Directors  
Board Meeting of August 22, 2014

Prepared By: April Warnock, Paratransit Superintendent  
Date Prepared: August 11, 2014

**APPROVED:**

  
\_\_\_\_\_  
April Warnock, Paratransit Superintendent

  
\_\_\_\_\_  
Ciro Aguirre, Operations Manager

  
\_\_\_\_\_  
Alex Clifford, CEO/General Manager

- THIS PAGE INTENTIONALLY LEFT BLANK -

# ATTACHMENT A

Board of Directors  
Board Meeting August 22, 2014

<b>ParaCruz On-time Performance Report</b>		
	<b>May 2013</b>	<b>May 2014</b>
Total pick ups	8369	8915
<b>Percent in ready window</b>	<b>95.01%</b>	<b>93.31%</b>
1 to 5 minutes late	1.97%	2.66%
6 to 10 minutes late	1.19%	1.79%
11 to 15 minutes late	.78%	.89%
16 to 20 minutes late	.43%	.61%
21 to 25 minutes late	.19%	.22%
26 to 30 minutes late	.22%	.25%
31 to 35 minutes late	.10%	.15%
36 to 40 minutes late	.08%	.07%
41 or more minutes late (excessively late/missed trips)	.04%	.06%
<b>Total beyond "ready window"</b>	<b>4.99%</b>	<b>6.69%</b>

During the month of May 2014, ParaCruz received four (4) Customer Service Reports. One complaint was not valid; one (1) report was valid. One (1) report was not verifiable. One (1) report was a compliment.

<b>ParaCruz On-time Performance Report</b>		
	<b>June 2013</b>	<b>June 2014</b>
Total pick ups	7435	8038
<b>Percent in ready window</b>	<b>94.89%</b>	<b>92.61%</b>
1 to 5 minutes late	1.71%	2.96%
6 to 10 minutes late	1.43%	1.82%
11 to 15 minutes late	.86%	.89%
16 to 20 minutes late	.56%	.56%
21 to 25 minutes late	.24%	.18%
26 to 30 minutes late	.16%	.12%
31 to 35 minutes late	.08%	.10%
36 to 40 minutes late	.03%	.02%
41 or more minutes late (excessively late/missed trips)	.04%	.01%
<b>Total beyond "ready window"</b>	<b>5.11%</b>	<b>7.39%</b>

During the month of June 2014, ParaCruz received three (3) Customer Service Reports. Two (2) reports were valid. One (1) report was a compliment.

# ATTACHMENT B1

Board of Directors  
Board Meeting August 22, 2014

## Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through May 2014.

	May 13	May 14	Fiscal 12-13	Fiscal 13-14	Performance Averages	Performance Goals
Requested	8947	9490	89,874	94,943	8574	
Performed	8369	8915	83,057	88,810	8022	
Cancel	18.71%	19.92%	19.12%	19.69%	19.60%	
No Shows	3.03%	3.15%	3.21%	2.97%	2.99%	Less than 3%
Total miles	57,874	64,339	580,425	634,848	57,168	
Av trip miles	4.75	4.92	4.79	4.78	4.89	
Within ready window	95.82%	93.31%	95.82%	95.07%	95.03%	92.00% or better
Excessively late/missed trips	3	5	16	32	2.92	Zero (0)
Call center volume	6081	5615	62,987	N/A	N/A	VOIP being UPDATED
Hold times less than 2 minutes	96.4%	97.1%	95.6%	N/A	N/A	Greater than 90%
Distinct riders	842	852	1766	1845	803	
Most frequent rider	48 rides	61 rides	383 rides	474 rides	55 rides	
Shared rides	66.7%	65.5%	65.1%	64.5%	65.18%	Greater than 60%
Passengers per rev hour	1.98	2.01	1.94	1.98	1.99	Greater than 1.6 passengers/hour
Rides by supplemental providers	16.07%	5.52%	8.50%	9.48%	9.71%	No more than 25%
Vendor cost per ride	\$21.92	\$24.07	\$21.87	\$24.02	\$23.70	
ParaCruz driver cost per ride (estimated)	\$28.67	\$30.71	\$29.39	\$30.69	\$29.15	
Rides < 10 miles	66.12%	62.19%	67.19%	63.21%	63.37%	
Rides > 10	33.88%	37.81%	32.81%	36.79%	36.63%	
Denied Rides	N/A	N/A	N/A	0	0	Zero

# ATTACHMENT B2

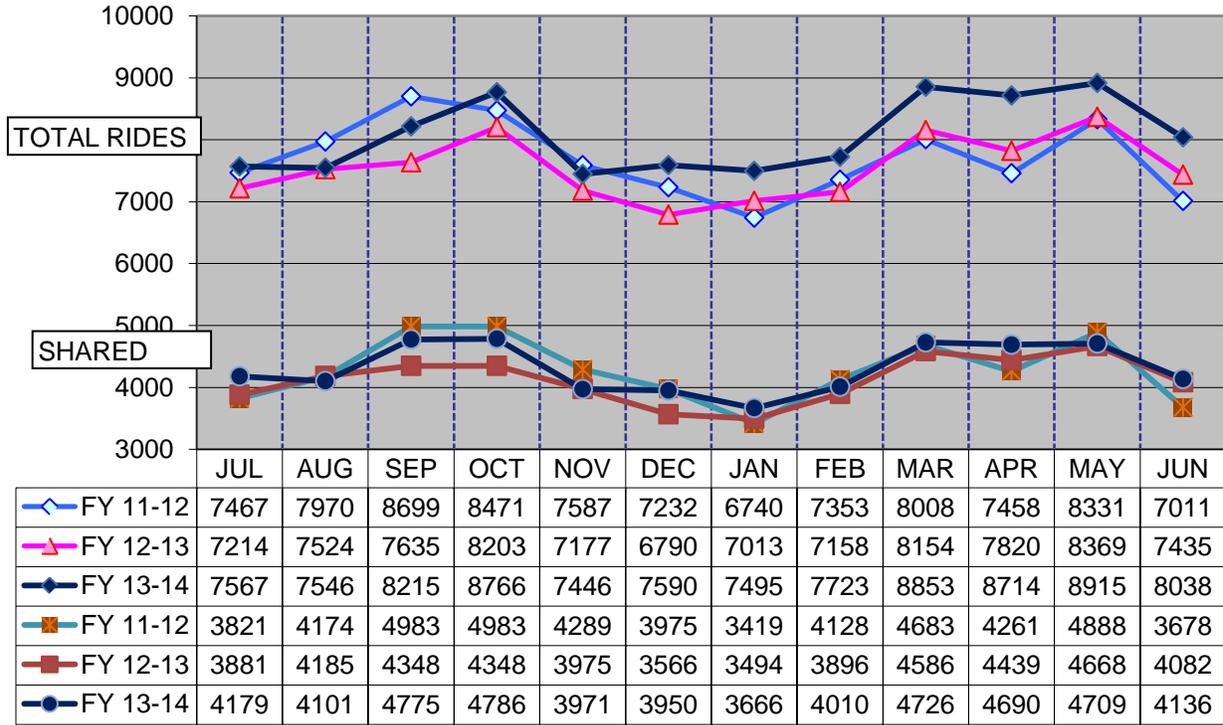
Board of Directors  
Board Meeting August 22, 2014

## Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through June 2014.

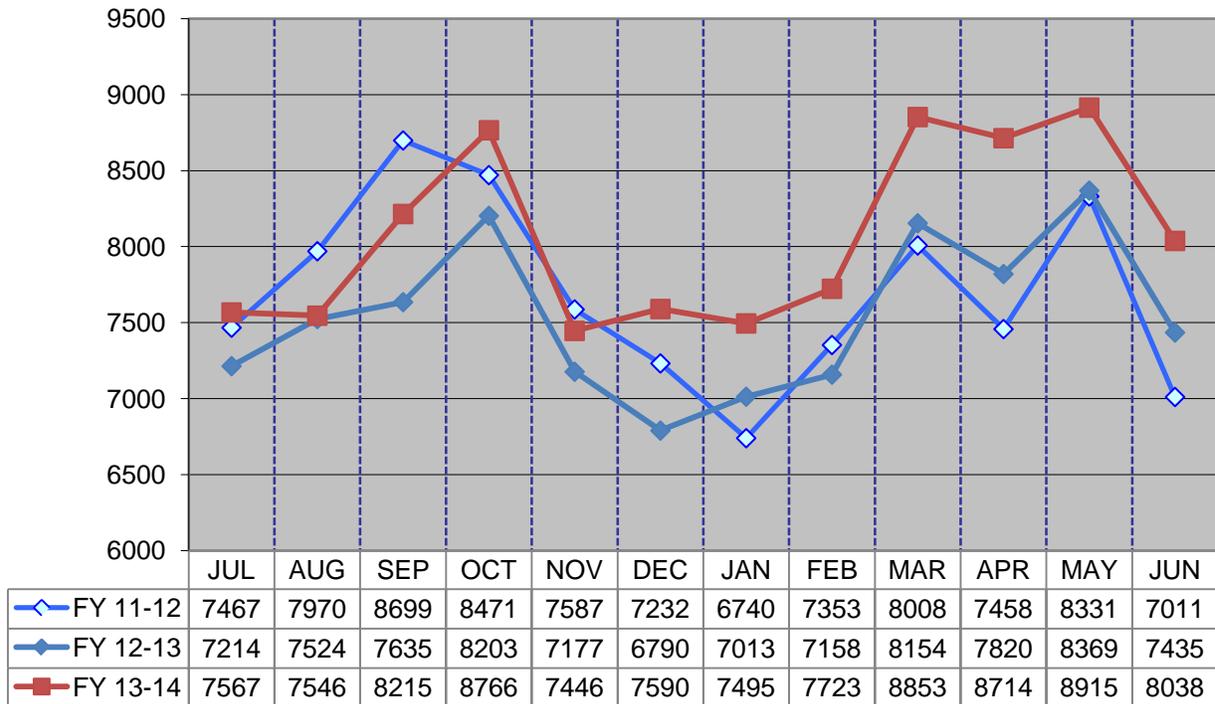
	Jun 13	Jun 14	Fiscal 12-13	Fiscal 13-14	Performance Averages	Performance Goals
Requested	7949	8414	97,823	85,453	8613	
Performed	7435	8038	90,492	79,895	8072	
Cancel	18.69%	19.13%	19.09%	19.67%	19.64%	
No Shows	3.41%	3.39%	3.22%	2.95%	2.99%	Less than 3%
Total miles	53,528	59,974	633,953	570,502	57,705	
Av trip miles	5.06	5.31	4.81	4.77	4.91	
Within ready window	95.75%	92.61%	95.75%	95.26%	94.76%	92.00% or better
Excessively late/missed trips	3	3	19	27	2.90	Zero (0)
Call center volume	6097	5541	69,084	N/A	N/A	VOIP being UPDATED
Hold times less than 2 minutes	94.5%	96.8	95.5%	N/A	N/A	Greater than 90%
Distinct riders	794	818	1875	1780	805	
Most frequent rider	51 rides	55 rides	3411 rides	440 rides	55 rides	
Shared rides	65.9%	63.5%	65.2%	64.4%	64.98%	Greater than 60%
Passengers per rev hour	1.93	1.97	1.94	1.98	2.0	Greater than 1.6 passengers/hour
Rides by supplemental providers	12.39%	2.45%	8.82%	8.90%	8.89%	No more than 25%
Vendor cost per ride	\$22.22	\$23.85	\$21.91	\$24.02	\$23.84	
ParaCruz driver cost per ride (estimated)	\$28.67	\$30.47	\$29.42	\$30.48	\$29.30	
Rides < 10 miles	67.91%	62.42%	67.00%	63.14%	63.16%	
Rides > 10	35.09%	37.58%	33.00%	36.86%	36.84%	
Denied Rides	0	0	0	0	0	Zero

# ATTACHMENT C

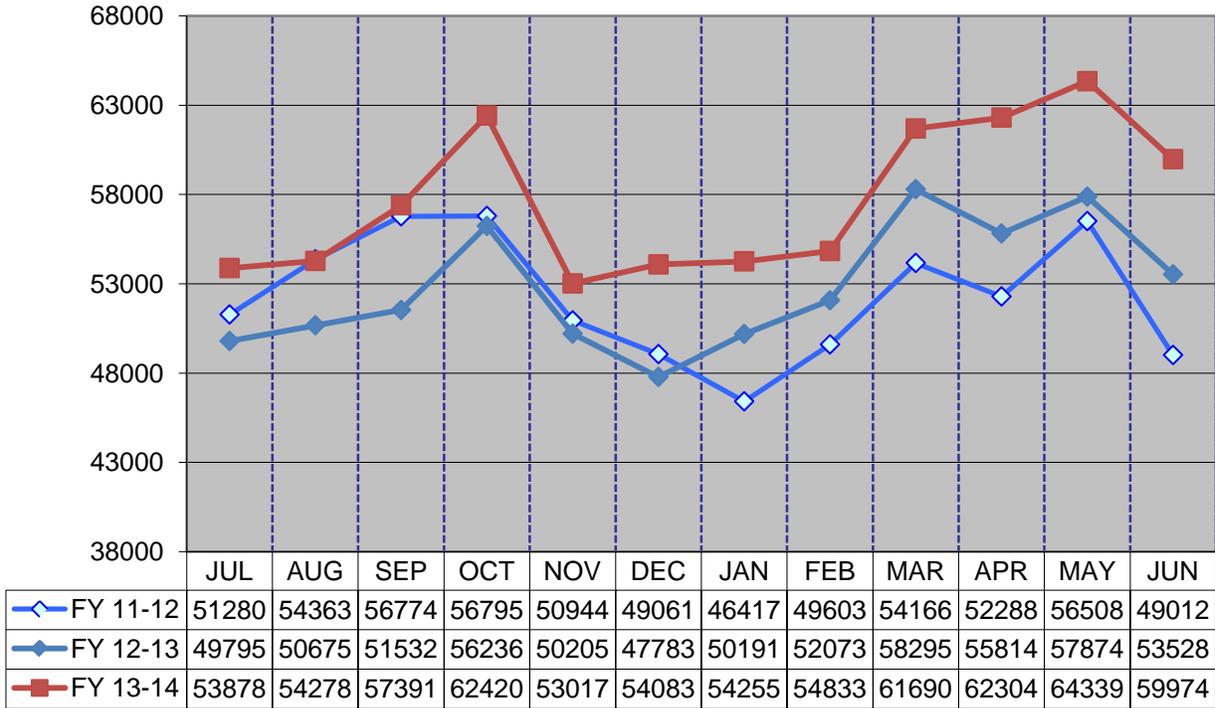
## TOTAL RIDES vs. SHARED RIDES



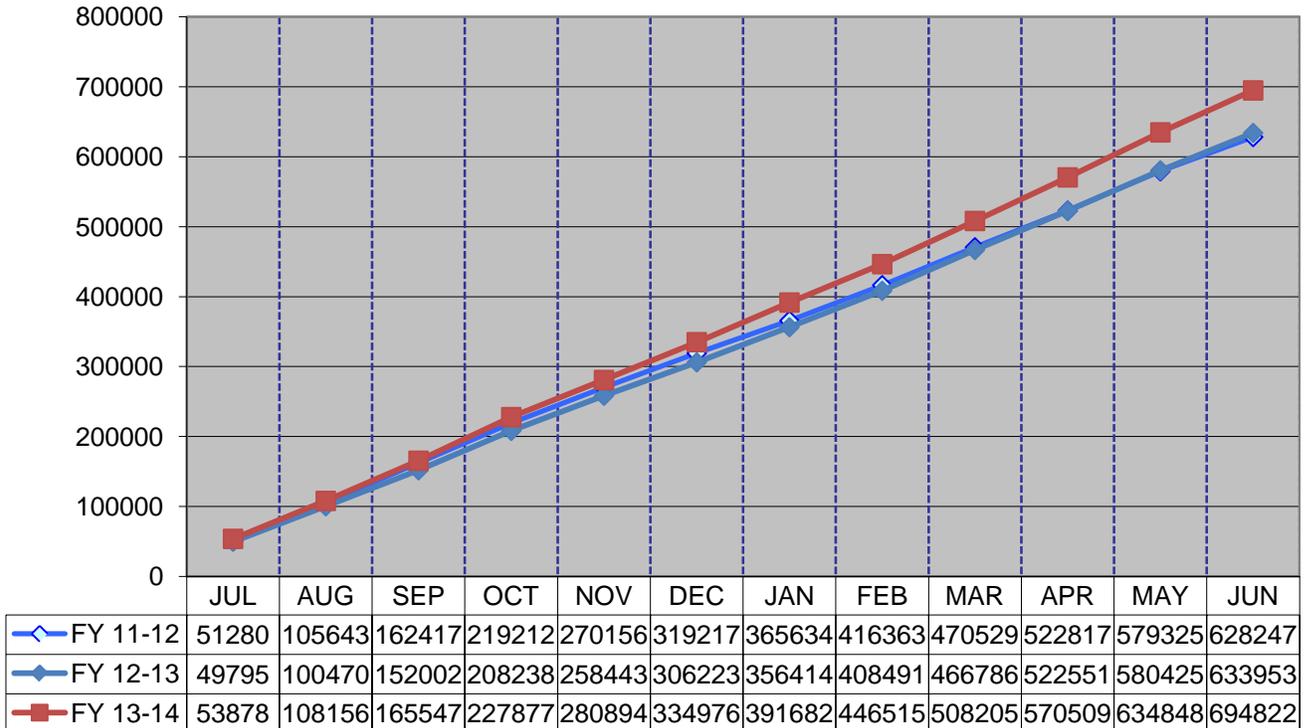
## NUMBER OF RIDES COMPARISON CHART



### MILEAGE COMPARISON



### YEAR TO DATE MILEAGE COMPARISON CHART



## ATTACHMENT E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED	RESTRICTED	TEMPORARY	DENIED	TOTAL
		CONDITIONAL	TRIP BY TRIP			
JULY 2013	44	0	3	1	0	48
AUGUST 2013	56	0	5	3	0	64
SEPTEMBER 2013	62	0	4	2	0	68
OCTOBER 2013	59	0	0	1	0	60
NOVEMBER 2013	41	0	2	3	0	46
DECEMBER 2013	44	0	5	1	0	50
JANUARY 2014	60	0	2	8	0	70
FEBRUARY 2014	36	0	2	2	1	41
MARCH 2014	52	0	2	4	0	58
APRIL 2014	56	0	3	1	0	60
MAY 2014	27	2	2	1	1	33
JUNE 2014	45	1	3	5	1	55

Number of Eligible Riders for the month of May 2014 = 3298

Number of Eligible Riders for the month of June 2014= 3361

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014  
**TO:** Board of Directors  
**FROM:** Thomas Hiltner, Grants/Legislative Analyst  
**SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR AUGUST 2014**

## I. RECOMMENDED ACTION

**This report is for informational purposes only. Active grants and grant proposals are current as of August 12, 2014. No action is required.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 30% of its FY15 operating revenue and 96% of its FY15 capital budget.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Santa Cruz METRO has active grant awards totaling \$49,819,209.
- Santa Cruz METRO staff is developing new applications totaling \$16,217,991 for new projects.

## III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 30% of its FY15 operating revenue and 96% of its FY15 capital funding. Transportation Development Act (TDA), State Transit Assistance (STA) and the Federal Transit Administration (FTA) annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

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

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

Active grant awards for operating and capital projects total \$49,819,209, a decrease of approximately \$660,000 from June due to closure of the FY12 Air District grant (\$160,000) for non-revenue vehicles and the Bus Stop Improvement Program grant (\$500,000). No new grants have been awarded since last month. The unspent balance of active grants is \$23,613,038, a decrease of approximately \$6.4 million since June due to final payments on TDA and STA grants for completed operating assistance.

Current grant applications request \$18,678,741 in new funds, an increase of approximately \$5.9 million since June to the addition of the FTA “Ladders of Opportunity” grants (\$6.3 million) and removal of applications which did not get funded (\$350,000). Grants staff currently is pursuing one new grant opportunity.

#### **V. ATTACHMENTS**

**Attachment A:** Santa Cruz METRO Active Grants Status Report as of August 12, 2014

**Attachment B:** Santa Cruz METRO Grant Applications as of August 12, 2014

Board of Directors  
Board Meeting of August 22, 2014

Prepared By: Thomas Hiltner, Grants/Legislative Analyst  
Date Prepared: August 12, 2014

**APPROVED:**

  
\_\_\_\_\_  
Leslyn K. Syren, District Counsel

  
\_\_\_\_\_  
Alex Clifford, CEO/General Manager

- THIS PAGE INTENTIONALLY LEFT BLANK -

# Attachment A

Santa Cruz METRO  
Active Grants as of August 12, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
1	FY13 Transit Security Projects Expiration: 3/31/16	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 440,505	\$ -	Received FY13 advance payment on 10/29/13. These funds will be drawn after spending the FY12 funds for the same project. \$ Grant Balance as of 8/12/14.
2	FY12 Transit Security Projects Expiration: 3/31/15	Land Mobile Radio system	\$ 440,505	\$ 339,759	\$ -	Day Wireless has a contract for \$927,300 to install land-mobile radio system by 2/4/15. Grant Expires 3/31/15. \$ Grant Balance as of 8/12/14.
3	SGR Buses and MDCs Expiration: None	Purchase 5 new CNG replacement buses; purchase 42 Mobile Data Computers for ParaCruz	\$ 2,814,538	\$ 126,767	\$ 576,472	Buses and MDCs Delivered and Paid. Unliquidated balance will be used for new bus spare parts. Project completion and grant closure anticipated by 12/31/14. \$ Grant Balance as of 8/12/14
4	FY11 MBUAPCD AB2766 Expiration: 2/11/16	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ -	\$ -	Grant expended. Final report due by 2/11/16. Remaining 29 diesel buses must be replaced by 2/11/16. \$ Grant Balance as of 8/12/14.
5	FY 11/12 Proposition 1B - State and Local Partnership Program Expiration: 12/11/15	CTC	\$ 5,812,000	\$ 3,340,761	\$ 5,812,000	CTC approved \$5.812 M allocation 8/22/12 for Judy K. Souza Operations Building. Lewis C. Nelson contractor has poured the first and second floors and connected underground utilities. Grant Balance as of 8/12/14.

# Attachment A

Santa Cruz METRO  
Active Grants as of August 12, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
6	FY08,09,10,11 PTMISEA funds Expiration: 6/30/18	MetroBase development.	\$ 20,558,730	\$ 9,072,198	\$ -	CTC approved \$5.812 M allocation 8/22/12 for Judy K. Souza Operations Building. Lewis C. Nelson contractor has poured the first and second floors and connected underground utilities. Grant Balance as of 8/12/14.
7	Pacific Station Design Engineering Expiration: None	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 114,587	\$ 99,000	Group 4 contract is now \$783,890 with 6/27/14 G4 contract amendment for added design work incorporating the NIAC property. Funds remaining after completion of conceptual design will be used in the engineering phase. Grant Balance as of 8/12/14.
8	Pacific Station Design Engineering. Expiration: None	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 279,948	\$ 122,500	Group 4 contract is now \$783,890 with 6/27/14 G4 contract amendment for added design work incorporating the NIAC property. Funds remaining after completion of conceptual design will be used in the engineering phase. Grant Balance as of 8/12/14.
9	FY14 TDA/STA Operating Assistance. Expiration: None	LTF Operating assistance from 1/4c sales tax.	\$ 8,863,800	\$ -	\$ 8,863,800	SCCRTC paid FY14 4th Quarter TDA + STA. Santa Cruz METRO received all FY14 TDA and STA revenue, 100% for operating revenue. \$ Grant Balance as of 8/12/14.

# Attachment A

Santa Cruz METRO  
Active Grants as of August 12, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
10	FY14 Planning Internship Expiration: 8/31/16	Hire a student intern to gain experience in public transit planning.	\$ 40,281	\$ 34,917	\$ 5,219	Caltrans awarded Internship grant 8/13/13 for \$40,281. METRO is recruiting 2 more interns to replace the incumbent. \$ Grant Balance as of 8/12/14.
11	County of Santa Cruz Prop 84 Challenge Grant Expiration: unknown	Planning in unincorporated areas for sustainable growth. METRO partners as transit provider.	\$ 10,000	\$ 10,000	-	Santa Cruz County passed-through \$10,000 to METRO on 6/3/11 for participation in the project. The County is the lead agency and has not yet initiated this grant \$ Grant Balance as of 8/12/14.
12	AMBAG Sustainable Communities Planning Grant Expiration: unknown	Discretionary grant sub-award.	\$ 10,000	\$ 10,000	-	Planning staff participated in the initial development of Sustainable Communities Strategies. AMBAG is the lead agency and has not advance the project since mid-2013. \$ Grant Balance as of 8/12/14.
13	FY14 Caltrans FTA 5304 Planning Grant Expiration: unknown	METRO assistance to SCCRTC Passenger Rail Study	\$ 18,000	\$ 18,000	-	SCCRTC pass-through from Caltrans \$250,000 grant project. Consultant kickoff meeting held 6/4/14. METRO submitted its first invoice to the SCCRTC on 7/25/14 and anticipates payment by 9/1/14. \$ Grant Balance as of 8/12/14.
14	FY13 Rural Operating Assistance Expiration: 3/31/14	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 207,574	\$ 207,574	\$ 277,267	FY13 Rural Operating Project is complete. Request for reimbursement submitted 3/17/14.

# Attachment A

Santa Cruz METRO  
Active Grants as of August 12, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
15	2014 RSTPx Expiration: 6/30/15	Mainline Routes Run-Time Recalibration	\$ 30,000	\$ 30,000	\$ -	Executed agreement w/SCCRTC to proceed on 3/17/14. Time-point surveys completed. Reimbursement request submitted but not yet paid. \$ Grant Balance as of 8/12/14.
16	2014 STIP Expiration: TBD	ParaCruz Van Replacements	\$ 345,000	\$ 345,000	\$ -	<b>SCCRTC Allocated \$345,000 on 1/9/14 for ParaCruz Replacements. METRO submitted allocation request 6/17/14 for CTC allocation in September. \$ Balance as of 8/12/14.</b>
17	FY15 TDA/STA Operating Assistance Expiration: None	FY15 TDA/STA Operating Assistance.	\$ 9,067,527	\$ 9,067,527	\$ 9,067,527	SCCRTC Resolution approved claim 5/1/14 for 100% operating revenue. First quarter not yet completed. \$ Grant Balance as of 8/12/14.
18	Feasibility Study of Downtown Circulator (Santa Cruz) Expiration: 6/30/17	Grant for a consultant feasibility study of downtown circulator with consideration of electric buses in Santa Cruz.	\$ 74,749	\$ 74,749	\$ 9,684	Received Notice of Grant Award 5/28/14. \$ Grant Balance as of 8/12/14.
		<b>Total</b>	<b>\$ 49,819,209</b>	<b>\$ 23,512,292</b>	<b>\$ 24,833,469</b>	

Santa Cruz METRO  
Applications as of August 12, 2014

#	Application Date	Grant	Description	\$ Grant	Local Share	Funding Source	Status of Award
1	8/4/2014	FY13 FTA "Ladders of Opportunity" Award Anticipated: Fall 2014	CNG Bus Replacements	\$ 2,460,750	\$ 434,250	unobligated FY13 FTA 5309 funds	Application submitted 8/1/14
2	8/4/2014	FY13 FTA "Ladders of Opportunity" Award Anticipated: Fall 2014	Upgrade Fare System, AVL/APCs	\$ 3,757,028	\$ 751,406	unobligated FY13 FTA 5309 funds	Application submitted 8/1/14.
3	7/14/2014	FY15 PTMISEA Award Anticipated: June 2014 Anticipated Expiration: 6/30/15	Construction Projects at Santa Cruz METRO	\$ 5,875,978	\$ -	FTA 5311	Allocation request submitted 7/14/14.
4	5/12/2014	FY14 FTA 5311 Rural Area formula Operating Assistance Award Anticipated: September 2014	Operate Rural Service in Santa Cruz County	\$ 212,267	\$ 275,112	FTA 5311	Application submitted to Caltrans 5/12/14. No contract as of 8/12/14.
5	6/30/2014	FY14 FTA Urbanized Area Formula Funds Award Anticipated: September 2014	FY14 Urban Operating Assistance	\$ 5,478,097	\$ 5,478,097	FTA 5307	Applications submitted 6/30/14. Final revision is complete with award anticipated before 9/30/14.
6	3/15/2014	2013 FTA 5339 Formula Funds Award Anticipated: September 2014	Rolling Stock	\$ 454,116	\$ 112,981	FTA 5339/Caltrans	Application submitted 3/15/14.
7	1/15/2014	FY14 Transit Security Projects Award Anticipated: October 2014	Comprehensive Security and Surveillance	\$ 440,505	\$ -	FY14 CTSGP funds from Cal-OES	Received Notice of Project Eligibility on 1/27/14. Financial Management Forms Workbook is due after award. This will be a lump-sum advance payment prior to project initiation.
			Total	\$ 18,678,741	\$ 7,051,846		

7-7b.1

- THIS PAGE INTENTIONALLY LEFT BLANK -

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014

**TO:** Board of Directors

**FROM:** Thomas Hiltner, Grants/Legislative Analyst

**SUBJECT: CONSIDER ADOPTING A RESOLUTION AUTHORIZING THE CEO TO EXECUTE ACTIONS NECESSARY TO RECEIVE PUBLIC TRANSPORTATION, MODERNIZATION, IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT FOR THE EXPANSION AND RENOVATION OF PACIFIC STATION**

## I. RECOMMENDED ACTION

**That the Board of Directors adopt a resolution authorizing the CEO to execute any actions necessary to obtain Public Transportation, Modernization, Improvement and Service Enhancement Account (PTMISEA) funds for the expansion and renovation of Pacific Station**

## II. SUMMARY OF ISSUES

- Proposition 1B of 2006 established \$3.6 Billion for the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA).
- The FY15 California budget appropriated the final distribution of PTMISEA funds statewide, with an estimated allocation of \$5,875,978 to Santa Cruz METRO.
- PTMISEA Guidelines require that a recipient agency adopt a new authorizing resolution when the agency's Chief Executive Officer changes.
- Staff recommends that the Board adopt the attached resolution authorizing Alex Clifford, CEO/General Manager to execute all agreements and actions necessary to receive PTMISEA funds on behalf of Santa Cruz METRO.

## III. DISCUSSION

In November, 2006, California voters approved the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006 (Bond Act), balloted as Proposition 1B. Proposition 1B and its enabling legislation, SB 88, established the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) to fund public transportation improvement projects in California. SB 88 authorized \$3.6 billion from the sale of bonds to fund the PTMISEA program.

The State Controller's Office allocates PTMISEA funds to regional transportation planning agencies and public transit operators according to the same distribution as State Transit Assistance (STA) funds. The Santa Cruz County Regional Transportation Commission and Santa Cruz METRO are the eligible recipients in Santa Cruz County, and the SCCRTC agreed in 2007 to pass its allocation of PTMISEA funds to Santa Cruz METRO. The SCCRTC's share of PTMISEA funds will flow directly to Santa Cruz METRO from the California Department of Transportation (Caltrans).

This is the final allocation of funds from the PTMISEA program. An estimated \$5,875,978 has been allocated to Santa Cruz County by the State Controller's Office from the FY15 California State Budget appropriation. These funds require no local share and are paid in advance, enabling Santa Cruz METRO to implement a capital project without drawing any money from its capital reserves. In addition, Santa Cruz METRO can earn interest on the advance, increasing the amount ultimately available for the project.

In previous years, Santa Cruz METRO committed all of the PTMISEA funds to MetroBase construction, and these funds assisted construction of the Bus Fueling and Washing Facility, the Maintenance Facility and now construction of the Judy K. Souza Operating Facility (Operations Facility). Because the Operations Facility has been fully funded with restricted capital funds and previous years' PTMISEA allocations, this final estimated appropriation of \$5,875,978 can be delegated to other projects. Pacific Station redesign has progressed to the point where it is ideally positioned to obligate and spend the PTMISEA funds within the program timeline. These funds would be used to advance the project into the Engineering, right-of-way acquisition or construction phases, depending on the needs of the preferred design for renovation.

Caltrans administers the California's PTMISEA program as per AB1072 and AB672, the PTMISEA implementing legislation. According to the Guidelines and direction from Caltrans, Santa Cruz METRO must adopt a new authorizing resolution with a change in the agency's Chief Executive Officer

Staff recommends the Board of Directors adopt the attached resolution authorizing the Alex Clifford, CEO/General Manager, to execute agreements and actions necessary to receive funds from the Public Transportation Modernization Improvement and Service Enhance Account program.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

The financial impact of receiving these program funds is significantly positive. Santa Cruz METRO will receive an estimated \$5,875,978 for capital improvement projects from the FY15 PTMISEA program distribution. These funds require no local share and are paid in advance. Santa Cruz METRO can earn interest on the advance payment and move the Pacific Station Renovation project forward without using its Capital Reserves.

## V. ALTERNATIVES CONSIDERED

- Do not request an allocation of 2015 PTMISEA funds.
  - This option is not recommended because a formula distribution of State Bond Funds has already been established.
  - This is the last year of the PTMISEA Bond Program, and if an allocation is not requested, these funds will be lost to Santa Cruz METRO.
- Request an allocation of funds next year
  - Requesting an allocation next year will delay Pacific Station renovation. Conceptual design of Pacific Station will be completed in January 2015, and the project will be ready to move into engineering design, right-of-way acquisition and construction. The Prop 1B Bond Office would likely not pay an allocation submitted next year until August or September 2015, and a project phase cannot begin before an agreement is executed.
  - A request next year will reduce potential interest earnings if PTMISEA funds are requested next year rather than now.
  - Obtaining the advance of PTMISEA funds next year increases the risk of funds becoming unavailable in the future.

## VI. ATTACHMENTS

**Attachment A:** Resolution authoring Alex Clifford, CEO/General Manager, to execute agreements and take actions necessary to receive funds from the Public Transportation Modernization Improvement and Service Enhancement Account program.

Board of Directors  
Board Meeting of August 22, 2014

Prepared By: Thomas Hiltner, Grants/Legislative Analyst  
Date Prepared: August 12, 2014

**APPROVED:**



---

Leslyn K. Syren, District Counsel



---

Alex Clifford, CEO/General Manager

# Attachment A

## 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:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AUTHORIZING ALEX CLIFFORD, CEO/GENERAL MANAGER, TO  
EXECUTE ALL ACTIONS NECESSARY TO RECEIVE FUNDS FROM THE  
2015 CALIFORNIA PUBLIC TRANSPORTATION, MODERNIZATION,  
IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT FOR PACIFIC  
STATION EXPANSION AND RENOVATION**

**WHEREAS**, California voters approved the Highway Safety, Traffic Reduction, Air quality, and Port Security Bond Act of 2006 (Bond Act) on November, 2006 as Proposition 1B; and

**WHEREAS**, the Bond Act and its enabling legislation in Senate Bill 88, Statutes of 2007 created the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) with \$3.6 Billion to be funded by Bond sales; and

**WHEREAS**, SB 88 added to the California Government Code Sections 8879.55 and 8879.56 which authorize the State Controller's Office to allocate PTMISEA funds to eligible regional transportation agencies and designate the California Department of Transportation as the administrative agency for implementing and monitoring the PTMISEA and to establish Guidelines therefore; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District is a direct recipient of designated funds to transit operators from the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA), and the Santa Cruz County Regional Transportation Commission (SCCRTC) is the eligible recipient for the Regional Transportation Planning Agency's portion of the allocation to Santa Cruz County and an eligible project sponsor; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District proposes to use all the FY15 PTMISEA funds allocated to Santa Cruz County according to the formula in Public Utilities Code Sections 99313 and 99314 for Pacific Station expansion and renovation, a capital project in conformance with the PTMISEA Guidelines and listed in the SCCRTC Regional Transportation Plan;

# Attachment A

Resolution No. \_\_\_\_\_

Page 2

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby agrees to comply with all conditions and requirements set forth in the PTMISEA Certification and Assurances and in the applicable statutes, regulations and guidelines for the Public Transportation Modernization Improvement and Service Enhancement Account program.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby authorizes Alex Clifford, CEO/General Manager to enter into agreements and execute any documents necessary to receive funding from the California Public Transportation Modernization Improvement and Service Enhancement Account program.

**PASSED AND ADOPTED** this 22<sup>nd</sup> Day of August 2014 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
DENE BUSTICHI  
Board Chair

**ATTEST** \_\_\_\_\_  
ALEX CLIFFORD  
CEO/General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
LESLYN SYREN  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014  
**TO:** Board of Directors  
**FROM:** Carolyn Derwing, Schedule Analyst/Acting Planner  
**SUBJECT: ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS FOR THE MONTHS OF APRIL, MAY AND JUNE 2014**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- This report contains Ridership Summaries and Ridership Statistics for Santa Cruz METRO fixed route bus service for the months of April, May and June 2014.
- Overall, year to date ridership totals for 2014 are down slightly, by less than 1%, as compared to 2013.
- Year to date ridership totals for Hwy 17 Express shows an increase of 4.4% as compared to 2013.
- The total Santa Cruz METRO system ridership for FY2014 was 5,514,200 - a decrease of 0.33% from FY2013.
- Year to date ridership totals for UCSC are down slightly, by less than 1%, as compared to last year.
- UCSC student and staff ridership represents approximately 45% of Santa Cruz METRO's overall ridership in the months of April, May and June.
- Routes between Santa Cruz and Watsonville represent approximately 25% of Santa Cruz METRO's overall ridership for the months of April and May and 31% in June when UCSC's academic year ended.

## III. DISCUSSION/BACKGROUND

Ridership reports are prepared monthly in order to keep the Board of Directors apprised of Santa Cruz METRO's ridership statistics. The attached Ridership Summaries and Ridership by Route reports reflect ridership figures for Santa Cruz METRO fixed route bus service for the months of April, May and June 2014.

### A. Monthly Ridership Summaries

2014 monthly ridership was down 3.44% for April, down 0.79% for May and up 3.23% for June compared to the same months in 2013. Even though the monthly ridership did fluctuate quite a bit, overall, year to date ridership totals are just down slightly (less than 1%) from the previous year. The total Santa Cruz METRO system

ridership for FY2014 was 5,514,200. For FY2013 the total system ridership was 5,532,281. These totals represent a very slight decrease of 0.33% in overall system ridership for FY2014.

**B. UCSC Ridership Summaries**

UCSC ridership represented approximately 45% of Santa Cruz METRO's total ridership for the months of April, May and June. Overall, year to date UCSC ridership for FY2014 is down slightly by 0.14% as compared to FY2013.

**C. Ridership by Route**

UCSC School Term service was operating through June 12, 2014. With the end of the academic year, when School Term service ends, UCSC ridership drops significantly. During the months when UCSC was in session (April and May), the top three routes in terms of total ridership were the Route 16, the Route 71 and the Route 15. In June, when UCSC was not in session for most of the month, the Route 71 was the route with the highest ridership followed by the Route 16 and then the Route 35/35A. Routes that provide service between Santa Cruz and Watsonville (Routes 69A, 69W, 71 and 91X) represent approximately 25% of the total ridership for the months of April and May. That percentage increased to 31% in June when UCSC was no longer in session.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

Revenue derived from passenger fares and passes is reflected in the FY2014 Revenue.

**V. ALTERNATIVES CONSIDERED**

- There are no alternatives to consider

**VI. ATTACHMENTS**

<b>Attachment A1, A2 and A3:</b>	Monthly Ridership Summaries for April, May and June, 2014
<b>Attachment B1, B2 and B3:</b>	Monthly UCSC Ridership Summaries for April, May and June, 2014.
<b>Attachment C1, C2 and C3:</b>	Monthly Ridership By Route Reports for April, May and June, 2014.

Prepared By: Carolyn Derwing, Schedule Analyst/Acting Planner  
Date Prepared: August 13, 2014

APPROVED:

  
\_\_\_\_\_  
Leslyn Syren, District Counsel

  
\_\_\_\_\_  
Alex Clifford, CEO

- THIS PAGE INTENTIONALLY LEFT BLANK -

# Monthly Ridership Summary

APRIL 01, 2014 - APRIL 30, 2014

## Calendar Operating Days

	This Year	Last Year
Weekdays	22	22
Saturdays	4	4
Sundays	4	4

## Bikes and Mobility Devices

	This Year	Last Year
Bikes	19,598	20,452
Mobility Dev.	2,369	1,962

## Monthly System Totals

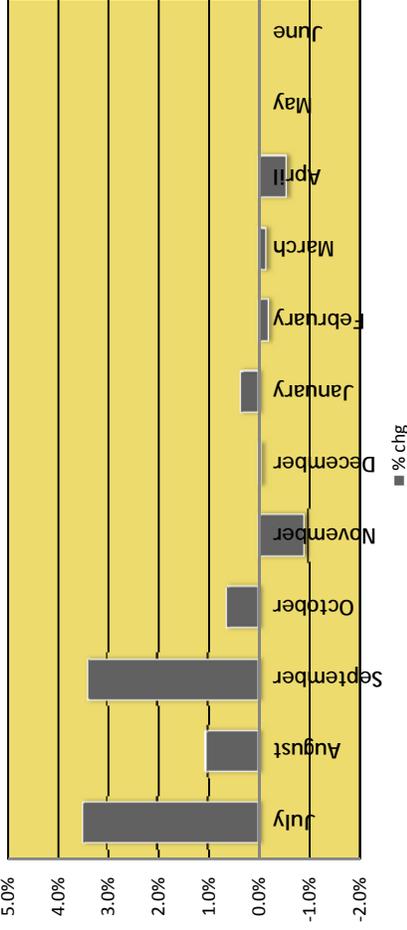
	This Year	Last Year	Difference	% Change
Local Fixed Route	522,438	542,291	-19,853	-3.66%
AMTRAK/Highway 17 Express	33,296	33,215	81	0.24%
<b>System Total</b>	<b>555,734</b>	<b>575,506</b>	<b>-19,772</b>	<b>-3.44%</b>

## System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change	
Local Fixed Route	19,927	20,851	-924	-4.43%	278	278	0	0.00%	
AMTRAK/Highway 17 Express	1,222	1,217	4	0.37%	34	34	0	0.00%	
<b>System Total</b>	<b>21,149</b>	<b>22,068</b>	<b>-919</b>	<b>-4.17%</b>	<b>312</b>	<b>312</b>	<b>0</b>	<b>0.00%</b>	

	This Year	Last Year	Difference	% Change
Local Fixed Route	4,256,868	4,297,204	-40,336	-0.94%
AMTRAK/Highway 17 Express	305,777	291,340	14,437	4.96%
<b>System Total</b>	<b>4,562,645</b>	<b>4,588,544</b>	<b>-25,899</b>	<b>-0.56%</b>

## Total Ridership YTD % Change



- THIS PAGE INTENTIONALLY LEFT BLANK -

# Monthly Ridership Summary

MAY 01, 2014 - MAY 31, 2014

## Calendar Operating Days

	This Year	Last Year
Weekdays	22	23
Saturdays	5	4
Sundays	4	4

## Bikes and Mobility Devices

	This Year	Last Year
Bikes	20,736	21,347
Mobility Dev.	2,350	2,104

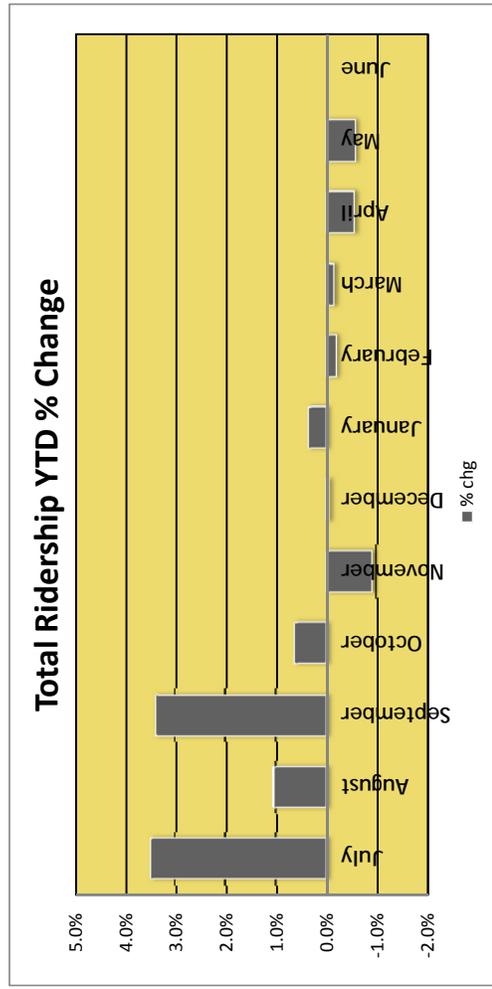
## Monthly System Totals

	Monthly Totals		
	This Year	Last Year	Difference
Local Fixed Route	532,066	536,163	-4,097
AMTRAK/Highway 17 Express	33,797	34,227	-430
<b>System Total</b>	<b>565,863</b>	<b>570,390</b>	<b>-4,527</b>

	Year to Date Totals		
	This Year	Last Year	Difference
Local Fixed Route	4,788,934	4,833,247	-44,313
AMTRAK/Highway 17 Express	339,574	325,393	14,181
<b>System Total</b>	<b>5,128,508</b>	<b>5,158,640</b>	<b>-30,132</b>

## System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference	This Year	Last Year	Difference	This Year	Last Year	Difference
Local Fixed Route	19,939	19,801	137	11,968	11,236	733	9,192	8,948	244
AMTRAK/Highway 17 Express	1,187	1,191	-4	861	825	36	847	884	-37
<b>System Total</b>	<b>21,125</b>	<b>20,992</b>	<b>133</b>	<b>12,829</b>	<b>12,061</b>	<b>768</b>	<b>10,039</b>	<b>9,832</b>	<b>207</b>



- THIS PAGE INTENTIONALLY LEFT BLANK -

# Monthly Ridership Summary

JUNE 01, 2014 - JUNE 30, 2014

## Calendar Operating Days

	This Year	Last Year
Weekdays	21	20
Saturdays	4	5
Sundays	5	5

## Bikes and Mobility Devices

	This Year	Last Year
Bikes	17,239	16,559
Mobility Dev.	2,112	2,023

## Monthly System Totals

	This Year	Last Year	Difference	% Change
Local Fixed Route	356,928	346,210	10,718	3.10%
AMTRAK/Highway 17 Express	28,764	27,431	1,333	4.86%
<b>System Total</b>	<b>385,692</b>	<b>373,641</b>	<b>12,051</b>	<b>3.23%</b>

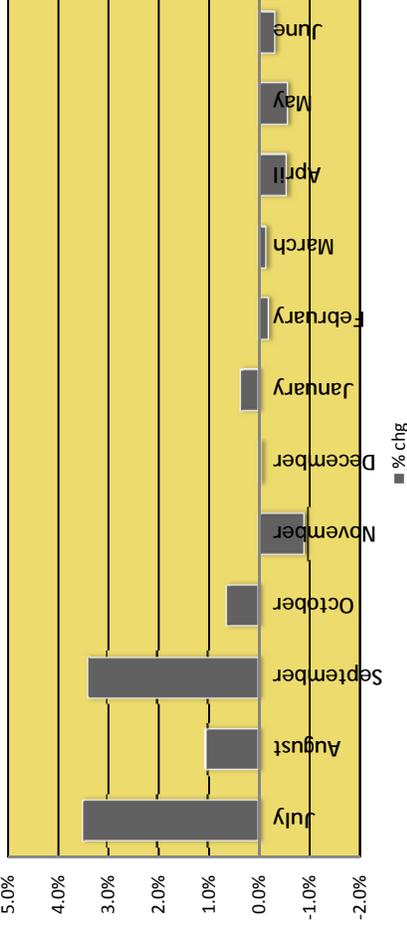
	This Year	Last Year	Difference	% Change
Local Fixed Route	5,145,862	5,179,457	-33,595	-0.65%
AMTRAK/Highway 17 Express	368,338	352,824	15,514	4.40%
<b>System Total</b>	<b>5,514,200</b>	<b>5,532,281</b>	<b>-18,081</b>	<b>-0.33%</b>

## System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change	
Local Fixed Route	15,231	13,490	1,740	12.90%	7,629	8,169	-539	-6.60%	
AMTRAK/Highway 17 Express	1,056	1,027	29	2.83%	760	710	49	6.91%	
<b>System Total</b>	<b>16,287</b>	<b>14,517</b>	<b>1,770</b>	<b>12.19%</b>	<b>8,389</b>	<b>8,879</b>	<b>-490</b>	<b>-5.52%</b>	

	Saturday			Sunday		
	This Year	Last Year	Difference	% Change	This Year	Last Year
Local Fixed Route	7,314	7,113	202	2.83%	7,314	7,113
AMTRAK/Highway 17 Express	709	667	42	6.26%	709	667
<b>System Total</b>	<b>8,023</b>	<b>7,780</b>	<b>243</b>	<b>3.13%</b>	<b>8,023</b>	<b>7,780</b>

## Total Ridership YTD % Change



- THIS PAGE INTENTIONALLY LEFT BLANK -

# UCSC Ridership Summary

APRIL 01, 2014 - APRIL 30, 2014

Calendar Operating Days		UCSC Revenue			
	This Year	Last Year	\$ Difference	% Change	
School Term Days	22	22			
Weekdays	22	22			
Weekend Days	8	8			
<b>Total</b>	<b>\$363,126.46</b>	<b>\$376,919.04</b>	<b>-\$13,792.58</b>	<b>-3.7%</b>	
Student Billing	\$19,089.57	\$17,644.84	\$1,444.73	8.2%	
Staff Billing	\$8,583.75	\$3,675.06	\$4,908.69	133.6%	
Route 20D Service	\$390,799.78	\$398,238.94	-\$7,439.16	-1.9%	

UCSC Monthly System Totals		Year to Date Totals			
	This Year	Last Year	Difference	% Change	
Students	274,472	291,975	-17,503	-5.99%	
Staff & Faculty	14,429	13,677	752	5.50%	
<b>Total</b>	<b>288,901</b>	<b>305,652</b>	<b>-16,751</b>	<b>-5.48%</b>	

UCSC System Daily Averages		School Term Days				Weekdays				Weekend Days			
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change	
Students	10,536	11,378	-842	-7.40%	10,536	11,378	-842	-7.40%	5,335	5,207	128	2.46%	
Staff & Faculty	592	561	31	5.50%	592	561	31	5.50%	176	167	10	5.39%	
<b>Total</b>	<b>11,128</b>	<b>11,939</b>	<b>-811</b>	<b>-6.79%</b>	<b>11,128</b>	<b>11,939</b>	<b>-811</b>	<b>-6.79%</b>	<b>5,511</b>	<b>5,374</b>	<b>137</b>	<b>2.55%</b>	

- THIS PAGE INTENTIONALLY LEFT BLANK -

# UCSC Ridership Summary

MAY 01, 2014 - MAY 31, 2014

## Calendar Operating Days

	This Year	Last Year	This Year	Last Year	\$ Difference	% Change
School Term Days	21	22	\$362,446.43	\$358,714.76	\$3,731.67	1.0%
Weekdays	22	23	\$18,463.79	\$17,983.35	\$480.44	2.7%
Weekend Days	9	8	\$5,480.14	\$3,464.68	\$2,015.46	58.2%
<b>Total</b>			<b>\$386,390.36</b>	<b>\$380,162.79</b>	<b>\$6,227.57</b>	<b>1.6%</b>

## UCSC Revenue

## UCSC Monthly System Totals

	Monthly Totals			Year to Date Totals		
	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	279,099	277,643	1.456	2,185,573	2,194,820	-0.42%
Staff & Faculty	13,998	13,919	79	141,455	142,511	-0.74%
<b>Total</b>	<b>293,097</b>	<b>291,562</b>	<b>1,535</b>	<b>2,327,028</b>	<b>2,337,331</b>	<b>-0.44%</b>

## UCSC System Daily Averages

	School Term Days			Weekdays			Weekend Days		
	This Year	Last Year	% Change	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	10,991	10,833	158	10,491	10,362	129	5,365	4,922	443
Staff & Faculty	594	574	20	567	549	18	170	164	7
<b>Total</b>	<b>11,585</b>	<b>11,407</b>	<b>178</b>	<b>11,058</b>	<b>10,911</b>	<b>147</b>	<b>5,535</b>	<b>5,086</b>	<b>449</b>

7-9b2.1

- THIS PAGE INTENTIONALLY LEFT BLANK -

# UCSC Ridership Summary

JUNE 01, 2014 - JUNE 30, 2014

## Calendar Operating Days

	This Year	Last Year		This Year	Last Year	\$ Difference	% Change
School Term Days	9	9		\$178,132.67	\$161,009.04	\$17,123.63	10.6%
Weekdays	21	20		\$16,016.24	\$14,638.36	\$1,377.88	9.4%
Weekend Days	9	10		\$3,915.99	\$2,494.63	\$1,421.36	57.0%
<b>Total</b>				<b>\$198,064.90</b>	<b>\$178,142.03</b>	<b>\$19,922.87</b>	<b>11.2%</b>

## UCSC Revenue

## UCSC Monthly System Totals

	Monthly Totals			Year to Date Totals		
	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	130,647	124,650	4.81%	2,316,220	2,319,470	-0.14%
Staff & Faculty	12,106	11,342	6.74%	153,561	153,853	-0.19%
<b>Total</b>	<b>142,753</b>	<b>135,992</b>	<b>4.97%</b>	<b>2,469,781</b>	<b>2,473,323</b>	<b>-0.14%</b>

## UCSC System Daily Averages

	School Term Days			Weekdays			Weekend Days		
	This Year	Last Year	% Change	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	9,135	8,175	11.74%	5,172	4,953	4.42%	2,449	2,559	-4.30%
Staff & Faculty	537	474	13.29%	509	485	4.95%	158	165	-4.24%
<b>Total</b>	<b>9,672</b>	<b>8,649</b>	<b>11.83%</b>	<b>5,681</b>	<b>5,438</b>	<b>4.47%</b>	<b>2,607</b>	<b>2,724</b>	<b>-4.30%</b>

- THIS PAGE INTENTIONALLY LEFT BLANK -

# Attachment C1

## Ridership by Route

APRIL 01, 2014 - APRIL 30, 2014								
Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	31,164	1,417	2,130	533	2,067	517	35,361
15	UCSC via Laurel West	49,343	2,243					49,343
16	UCSC via Laurel East	91,049	4,139	12,260	3,065	8,369	2,092	111,678
19	UCSC via Lower Bay	34,866	1,585	6,540	1,635	5,464	1,366	46,870
3	Mission/Beach	3,310	150	270	68	339	85	3,919
4/4W	Harvey West/Emeline	3,984	181	106	27	103	26	4,193
6	Broadway/Frederick	485	22					485
8	Emeline	176	8					176
12A	UCSC East Side District	1,227	56					1,227
20	UCSC via West Side	20,548	934	4,039	1,010	3,217	804	27,804
20D	UCSC via West Side Supp.	15,251	693					15,251
30	Graham Hill/Scotts Valley	588	27					588
33	Lompico SLV/Felton Faire	289	13					289
34	South Felton	62	3					62
35/35A	Santa Cruz/Scotts Valley/SLV	30,608	1,391	3,667	917	2,808	702	37,083
40	Davenport/North Coast	1,807	82	86	22	78	20	1,971
41	Bonny Doon	1,662	76	51	13	41	10	1,754
42	Davenport/Bonny Doon	249	11	33	8	39	10	321
54	Capitola/Aptos/La Selva Beach	161	7	71	18	61	15	293
55	Rio Del Mar	3,706	168					3,706
56	La Selva Beach	342	16					342
66/66N	Live Oak via 17th	12,541	570	1,892	473	1,429	357	15,862
68	Like Oak via Broadway/Portola	8,971	408	1,227	307	1,027	257	11,225
69A	Capitola Road/Watsonville	17,745	807	2,822	706	2,093	523	22,660
69W	Cap. Road/Cabrillo/Watsonville	22,343	1,016	3,458	865	2,373	593	28,174
71	Santa Cruz to Watsonville	52,691	2,395	7,160	1,790	6,157	1,539	66,008
72	Corralitos	3,544	161					3,544
74	Ohlone Parkway/Rolling Hills	2,190	100	193	48	176	44	2,559
75	Green Valley Road	5,299	241	947	237	840	210	7,086
77	Civic Plaza / Pajaro	648	29					648
79	East Lake	1,862	85	228	57	182	46	2,272
91x	Santa Cruz/Watsonville Express	19,684	895					19,684
Hwy 17	AMTRAK/Hwy 17 Express	26,876	1,222	3,241	810	3,179	795	33,296
<b>Monthly Total</b>		<b>465,271</b>	<b>21,149</b>	<b>50,421</b>	<b>12,605</b>	<b>40,042</b>	<b>10,011</b>	<b>555,734</b>
<b>Previous Year</b>		<b>485,499</b>	<b>22,068</b>	<b>49,173</b>	<b>12,293</b>	<b>40,834</b>	<b>10,209</b>	<b>575,506</b>
<b>% Change</b>		<b>-4.17%</b>	<b>-4.17%</b>	<b>2.54%</b>	<b>2.54%</b>	<b>-1.94%</b>	<b>-1.94%</b>	<b>-3.44%</b>

- THIS PAGE INTENTIONALLY LEFT BLANK -

# Attachment C2

## Ridership by Route

MAY 01, 2014 - MAY 31, 2014

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	30,165	1,371	2,704	541	1,806	452	34,675
15	UCSC via Laurel West	48,986	2,333					48,986
16	UCSC via Laurel East	92,546	4,207	15,179	3,036	8,569	2,142	116,294
19	UCSC via Lower Bay	35,700	1,623	8,992	1,798	4,760	1,190	49,452
3	Mission/Beach	3,455	157	261	52	180	45	3,896
4/4W	Harvey West/Emeline	3,982	181	128	26	142	36	4,252
6	Broadway/Frederick	525	24					525
8	Emeline	107	5					107
12A	UCSC East Side District	982	47					982
20	UCSC via West Side	17,981	817	5,153	1,031	2,803	701	25,937
20D	UCSC via West Side Supp.	16,556	788					16,556
30	Graham Hill/Scotts Valley	715	33					715
33	Lompico SLV/Felton Faire	362	17					362
34	South Felton	84	4					84
35/35A	Santa Cruz/Scotts Valley/SLV	31,154	1,416	4,978	996	3,020	755	39,152
40	Davenport/North Coast	1,921	87	134	27	113	28	2,168
41	Bonny Doon	1,834	83	69	14	44	11	1,947
42	Davenport/Bonny Doon	242	11	59	12	44	11	345
54	Capitola/Aptos/La Selva Beach	170	8	70	14	49	12	289
55	Rio Del Mar	3,556	162					3,556
56	La Selva Beach	330	15					330
66/66N	Live Oak via 17th	12,314	560	2,211	442	1,462	366	15,987
68	Like Oak via Broadway/Portola	8,550	389	1,569	314	974	244	11,093
69A	Capitola Road/Watsonville	17,385	790	3,361	672	2,137	534	22,883
69W	Cap. Road/Cabrillo/Watsonville	22,610	1,028	4,083	817	2,662	666	29,355
71	Santa Cruz to Watsonville	52,033	2,365	9,166	1,833	6,634	1,659	67,833
72	Corralitos	3,270	149					3,270
74	Ohlone Parkway/Rolling Hills	2,144	97	293	59	194	49	2,631
75	Green Valley Road	4,809	219	1,141	228	1,016	254	6,966
77	Civic Plaza / Pajaro	594	27					594
79	East Lake	1,969	90	289	58	158	40	2,416
91x	Santa Cruz/Watsonville Express	18,428	838					18,428
Hwy 17	AMTRAK/Hwy 17 Express	26,106	1,187	4,304	861	3,387	847	33,797
<b>Monthly Total</b>		<b>461,565</b>	<b>20,980</b>	<b>64,144</b>	<b>12,829</b>	<b>40,154</b>	<b>10,039</b>	<b>565,863</b>
<b>Previous Year</b>		<b>482,821</b>	<b>21,946</b>	<b>48,243</b>	<b>12,061</b>	<b>39,326</b>	<b>9,832</b>	<b>570,390</b>
<b>% Change</b>		<b>-4.40%</b>	<b>-4.40%</b>	<b>32.96%</b>	<b>6.37%</b>	<b>2.11%</b>	<b>2.11%</b>	<b>-0.79%</b>

- THIS PAGE INTENTIONALLY LEFT BLANK -

# Attachment C3

## Ridership by Route

JUNE 01, 2014 - JUNE 30, 2014								
Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	15,066	717	1,074	269	1,477	295	17,617
15	UCSC via Laurel West	15,965	1,774					15,965
16	UCSC via Laurel East	47,795	2,276	4,922	1,231	6,168	1,234	58,885
19	UCSC via Lower Bay	24,154	1,150	2,646	662	3,943	789	30,743
3	Mission/Beach	3,191	152	184	46	204	41	3,579
4/4W	Harvey West/Emeline	4,137	197	94	24	120	24	4,351
6	Broadway/Frederick	430	20					430
8	Emeline	144	7					144
12A	UCSC East Side District	505	56					505
20	UCSC via West Side	12,068	575	1,851	463	2,265	453	16,184
20D	UCSC via West Side Supp.	5,893	655					5,893
30	Graham Hill/Scotts Valley	543	26					543
33	Lompico SLV/Felton Faire	109	12					109
34	South Felton	31	3					31
35/35A	Santa Cruz/Scotts Valley/SLV	27,218	1,296	3,747	937	3,574	715	34,539
40	Davenport/North Coast	1,391	66	74	19	141	28	1,606
41	Bonny Doon	1,399	67	35	9	55	11	1,489
42	Davenport/Bonny Doon	231	11	40	10	40	8	311
54	Capitola/Aptos/La Selva Beach	123	6	70	18	56	11	249
55	Rio Del Mar	2,837	135					2,837
56	La Selva Beach	404	19					404
66/66N	Live Oak via 17th	10,891	519	1,707	427	1,837	367	14,435
68	Like Oak via Broadway/Portola	7,463	355	1,043	261	1,098	220	9,604
69A	Capitola Road/Watsonville	16,918	806	2,255	564	2,615	523	21,788
69W	Cap. Road/Cabrillo/Watsonville	19,592	933	2,751	688	2,991	598	25,334
71	Santa Cruz to Watsonville	45,476	2,166	6,748	1,687	8,359	1,672	60,583
72	Corralitos	3,129	149					3,129
74	Ohlone Parkway/Rolling Hills	1,630	78	203	51	254	51	2,087
75	Green Valley Road	4,957	236	819	205	1,189	238	6,965
77	Civic Plaza / Pajaro	512	24					512
79	East Lake	1,868	89	254	64	186	37	2,308
91x	Santa Cruz/Watsonville Express	13,769	656					13,769
Hwy 17	AMTRAK/Hwy 17 Express	22,181	1,056	3,038	760	3,545	709	28,764
<b>Monthly Total</b>		<b>312,020</b>	<b>14,858</b>	<b>33,555</b>	<b>8,389</b>	<b>40,117</b>	<b>8,023</b>	<b>385,692</b>
<b>Previous Year</b>		<b>290,346</b>	<b>14,517</b>	<b>44,395</b>	<b>8,879</b>	<b>38,900</b>	<b>7,780</b>	<b>373,641</b>
<b>% Change</b>		<b>7.46%</b>	<b>2.35%</b>	<b>-24.42%</b>	<b>-5.52%</b>	<b>3.13%</b>	<b>3.13%</b>	<b>3.23%</b>

- THIS PAGE INTENTIONALLY LEFT BLANK -

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014  
**TO:** Board of Directors  
**FROM:** Liseth Guizar, Security and Risk Administrator  
**SUBJECT: CONSIDER A CONTRACT AMENDMENT FOR B+U ARCHITECTS TO ADD FUNDS FOR ADDITIONAL DESIGN SERVICES.**

## I. RECOMMENDED ACTION

**Authorize the CEO to execute an “Add Service Request” to the B+ U contract to produce additional designs for an expanded site at Watsonville Transit Center through 60% design completion.**

## II. SUMMARY OF ISSUES

- The Board awarded a contract to B + U Architects. (B + U) on September 23, 2013 to produce alternative designs for the redevelopment of Watsonville Transit Center.
- On April 25, 2014, the Board of Directors approved the exploration of additional options for improvements beyond the current footprint and approved an amount not to exceed \$30,000 from capital reserves for the add service request on the condition that the Watsonville City Council approves moving forward with the exploration of the expansion.
- On May 13, 2014, the Watsonville City Council approved considering all site options to produce the best transit center for the Watsonville community.
- If the Board desires additional designs related to an expanded footprint, Santa Cruz METRO will need to amend B + U's contract to add funding for the additional design work. The cost to perform the additional design alternatives is \$25,329.
- Approval of this recommendation will result in alternative conceptual designs for both the existing site and an expanded site through 60% completion, at which point staff will return to the Board for further direction to carry the design to 100% completion using either the existing or the expanded site option at Watsonville Transit Center.
- Staff recommends that the Board authorize an Add Service Request to produce alternative designs for the existing and an expanded Watsonville Transit Center for the Board to consider in selecting a preferred option to move through engineering, right of way (as needed) and construction phases.

### **III. DISCUSSION**

Watsonville Transit Center opened in the renovated Crocker Bank building in 1995 and will require renovation to improve its fit and function in downtown Watsonville. On September 13, 2013, the Santa Cruz METRO Board of Directors awarded a contract to B+U, LLP (B+U) an architecture firm in Southern California, to produce alternative conceptual designs from which the Board can select for the transit center renovation.

In their initial analysis, B+U determined that the current footprint of the transit center limits future service expansion, as any renovations would only increase bus bay capacity by two bus bays. B+U proposed that Santa Cruz METRO explore expanding the project footprint into the adjacent parcels to increase bus bay capacity which, in turn, would yield more design options for the Board's consideration.

On April 25, 2014, Santa Cruz METRO staff presented a progress report on the Watsonville Transit Center renovation to the Board and requested that the Board approve the exploration of additional options for improvements beyond the current footprint. Directing B + U to produce additional design options using an expanded site will entail more work in the disciplines of architecture, financial analysis, environmental impact review and landscape design and will require a contract amendment. The additional design work will cost \$25,329.

The Board approved exploration of a footprint expansion and allocated an amount not to exceed \$30,000 from capital reserves for the add service request on the condition that the Watsonville City Council approves moving forward with the exploration of the expansion.

Staff presented the site expansion option to the Watsonville City Council on May 13, 2014 to garner the level of support for a larger transit center in downtown. The City of Watsonville City Council approved considering all site options to produce the best transit center for the Watsonville community.

Staff recommends that the Board approve an Add Service Request to the B + U contract to perform additional design work and amend the B + U contract accordingly. This additional work will provide more options from which to choose the final project alternative.

### **IV. ALTERNATIVES**

Alternatives for moving forward with the Watsonville Transit Center design are:

- Do nothing. This option does not allow design consideration for potential future transit service growth, limits the bus operating configuration and reduces the area for complementary mixed-use development. This option is not recommended and would result in an evaluation of major improvements to the existing facility and likely a costly rehabilitation.

- Add services to B + U's contract to continue alternative designs on the existing and an expanded site. This option would give the Board additional designs from which to select a preferred design and requires an additional \$25,329 for the B+U contract.

**V. COORDINATION**

This Staff Report has been coordinated with the Purchasing Department, the Legal Department and B + U.

**IV. FINANCIAL CONSIDERATIONS**

The following table shows the cost of the additional design work:

<b>B+U Current and Additional Services Total Cost</b>		
<b>Item</b>	<b>Added Cost</b>	<b>Total Cost</b>
Current Contract	\$ -	\$ 158,124
<i>Add additional design for expanded site</i>	<i>\$ 25,329</i>	<i>\$ 183,453</i>

**VI. ATTACHMENTS**

**Attachment A:** Watsonville Transit Center Redesign Contract Amendment #3a (60%)

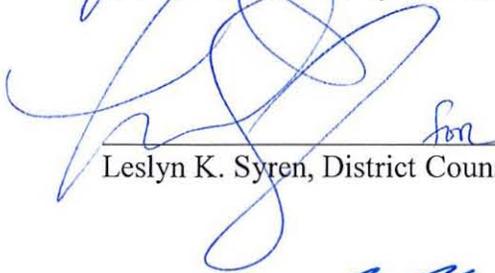
Board of Directors  
Board Meeting of August 22, 2014

Prepared By: Liseth Guizar, Security and Risk Administrator  
Tom Hiltner, Grants/Legislative Analyst  
Date Prepared: August 13, 2014

**APPROVED:**



\_\_\_\_\_  
Liseth Guizar, Security and Risk Administrator



\_\_\_\_\_  
Leslyn K. Syren, District Counsel



\_\_\_\_\_  
Alex Clifford, CEO/General Manager

## Baumgartner + Uriu (B+U, llp)

**Add Service Request for Conceptual Design Service for the Watsonville Transit Center located at 475 Rodriguez Street, Watsonville, California 95076.**

DATE: *Revised Add Service June 18th, 2014*  
Add Service Request May 19th, 2014  
Original agreement September 23rd, 2013

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

THE FOLLOWING is an add service request to the services provided by B+U to the Santa Cruz Metro for the Watsonville Transit Center Conceptual Design based on discussions from the meeting on 3/13/2014. The Add Service includes a scenario increase where the property site size expands the right of way onto the adjacent parcels to the Southwest of the property - this is visually sketched out in the attached SK-001 drawing. Option A is part of the original scope of services, exploration of Option B with its new Tarmac and building relationships is the increase in services. In option A the site is roughly 54,000 sf in size in option B the site is increased to 73,000 sf and increase the amount of exploration involved addressing tarmac layout, building design, safety, capacity and passenger handling, along with new adjacency issues with revised boundaries. The work will include exploration of up to 3 options using the additional properties indicated in the scope increase sketch (SK-001 option B). The increase in scope (35% in size) effects Architectural design and coordination and Transpiration Engineering as the following;

An Add Service Request of \$25,329 and effect to the overall fees as follows:

	Fee 9/23/2013	Revised Fee 6/18/2014
Design Lead Architect: B+U, llp	\$54,925.00	\$71,775.00
Executive Architect: Adamson Associates, Inc	\$21,255.00	\$23,650.00
Transportation Engineering: ARUP	\$30,000.00	\$36,084.00
Community Outreach: Circlepoint	\$19,970.00	\$19,970.00
Cost Consulting: Davis Langdon (AECOM)	\$8,250.00	\$8,250.00
Structural Engineering: Thornton Tomasetti	\$2,000.00	\$2,000.00
MEP: WSP USA	\$8,250.00	\$8,250.00
Estimated travel B+U	\$4,524.80	\$4,524.80
Estimated travel Adamson	\$3,281.60	\$3,281.60
Estimated printing/deliverables	\$5,667.20	\$5,667.20
TOTAL	\$158,123.60	\$183,452.60

The Additional Time Requested will be estimated at 8 weeks, per the attached revised Schedule 05-19-2014.

CONTRACTOR –  
Offered By:

# Attachment A

## Baumgartner + Uriu (B+U, llp)



Scott Uriu  
Principal & Partner  
B+U, llp  
California Architect License  
C-29372



Herwig Baumgartner  
Principal & Partner  
B+U, llp  
California Architect License  
C-29794

Signed on  
Santa Cruz METRO – SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

---

Alex Clifford  
CEO/General Manager

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Manager

**SUBJECT: CONSIDERATION OF REJECTION OF BID RECEIVED FROM TIBER PAINTING AND AWARD OF CONTRACT WITH A PLUS PAINTING FOR EXTERIOR PAINTING OF THE CAVALLARO TRANSIT CENTER IN AN AMOUNT NOT TO EXCEED \$36,200**

## I. RECOMMENDED ACTIONS

- 1) Authorize the Purchasing Manager to reject the bid received from Tiber Painting.
- 2) Authorize the CEO to execute a contract with A Plus Painting for Exterior Painting of the Cavallaro Transit Center in an amount not to exceed \$36,200, and designate Robyn D. Slater, Human Resources Manager and Interim Facilities Maintenance Manager, as Contract Administrator.

## II. SUMMARY

- Santa Cruz METRO has a need for exterior painting of the Cavallaro Transit Center.
- A competitive procurement was conducted to solicit bids from qualified firms, and ten (10) firms submitted bids for Santa Cruz METRO's review.
- The contractor that submitted the lowest bid has been found to be non-responsible, as they do not have the previous experience required to meet the minimum solicitation requirements.
- As provided in the terms and conditions of the IFB, Santa Cruz METRO may accept or reject any or all bids received at its discretion.
- Staff has reviewed all submitted bids, and is recommending that the Board of Directors 1) authorize the rejection of one bid for non-responsibility, and 2) authorize the execution of a contract with A Plus Painting.

## III. DISCUSSION/BACKGROUND

The Cavallaro Transit Center has not been painted since it was built in 1994. The City of Scotts Valley has requested that it be repainted, and has selected a warmer color scheme to update the look of the Transit Center, and to have it fit in better with the aesthetic of the surrounding City-owned buildings. Santa Cruz METRO's Board of Directors authorized the issuance of a formal Invitation for Bids ("IFB") for this purpose on February 28, 2014.

On May 30, 2014, Santa Cruz METRO legally advertised and distributed IFB No. 14-05 to forty-six (46) firms and nine (9) builders' exchanges, posted notice on its website, and sent email notices to all GovDelivery subscribers. On June 27, 2014, bids were received and opened from ten (10) firms. A list of firms and a summary of the bids received are provided in Attachment A.

Upon reviewing all submitted bids, staff determined that the bidder who had submitted the lowest bid, Tiber Painting, was non-responsible, as they had only been in business since February of this year and did not meet the minimum solicitation requirements—specifically, the requirement to have successfully completed no less than three (3) public works projects in the State of California of similar scope, size, and complexity as this project. A Plus Painting has been determined to be the lowest responsible bidder, whose bid is responsive to all the requirements of the IFB.

Staff is recommending two actions: 1) that the Board of Directors authorize the Purchasing Manager to reject the bid received from Tiber Painting due to non-responsibility; and 2) that the Board of Directors authorize the CEO to execute a ninety-day contract on behalf of Santa Cruz METRO with A Plus Painting for Exterior Painting of the Cavallaro Transit Center in an amount not to exceed \$36,200.

Contractor will provide all equipment and materials meeting all Santa Cruz METRO's specifications and requirements of the contract. Robyn D. Slater, Human Resources Manager and Interim Facilities Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

Funds to support this contract are included in the FY15 Capital Budget, account 514010-932601, funded by State Transit Assistance ("STA").

#### **V. ALTERNATIVES CONSIDERED**

- Do not award a contract. The Board of Directors could decide not to award this contract and direct the CEO to have in-house staff perform this work. This is not the recommended action due to staffing restrictions and the desire of the City of Scotts Valley to have this project completed as soon as possible. Awarding a contract for this work is a better option, as it assures that the Transit Center will be repainted in a timely manner.

#### **VI. ATTACHMENTS**

**Attachment A:** Summary of Bids Received  
**Attachment B:** Contract with A Plus Painting

**Note: The IFB along with its Exhibits and any Addendums are available for review at the Purchasing Office of Santa Cruz METRO.**

Prepared By: Joan Jeffries, Administrative Assistant  
Date Prepared: August 12, 2014

**APPROVED:**



\_\_\_\_\_  
Robyn D. Slater, Human Resources Manager and Interim Facilities Maintenance Manager



\_\_\_\_\_  
Leslyn K. Syren, District Counsel



\_\_\_\_\_  
Alex Clifford, CEO/General Manager

- THIS PAGE INTENTIONALLY LEFT BLANK -



**Bid Results for IFB No. 14-05**

**Exterior Painting of the Cavallaro Transit Center**

**Opened June 27, 2014 at 2:00 PM**

<b>BIDDER</b>	<b>AMOUNT BID</b>	<b>Optional Services</b>
Tiber Painting, Mountain View, CA	\$7,908	\$6,584
A Plus Painting, Roseville, CA	\$8,700	\$27,490
Color Chart Inc., San Bruno, CA	\$17,000	\$12,000
Ultra Painting, Santa Cruz, CA	\$19,980	\$25,065
Athens Painting & Decorating, Pittsburg, CA	\$26,000	\$17,000
Northern California Painting, Penryn, CA	\$27,000	\$18,000
Fix Painting Company, Woodland Hills, CA	\$39,600	\$15,800
On Point Construction, Burlingame, CA	\$41,180	\$14,880
AK Builders, Sacramento, CA	\$42,300	\$1,000
Everlast Builders, Inc., Canyon Country, CA	\$70,000	\$7,900

- THIS PAGE INTENTIONALLY LEFT BLANK -

## **CONTRACT FOR EXTERIOR PAINTING OF THE CAVALLARO TRANSIT CENTER No. 14-05**

THIS CONTRACT is made effective on August 25, 2014 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and A PLUS PAINTING ("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 Exterior Painting of the Cavallaro Transit Center

Santa Cruz METRO requires Exterior Painting of the Cavallaro Transit Center. In order to obtain said Exterior Painting of the Cavallaro Transit Center, Santa Cruz METRO issued an Invitation for Bids, dated May 30, 2014, setting forth specifications for Exterior Painting of the Cavallaro Transit Center. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.03 Contractor's Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is 108 Morella Court, Roseville, California 95747. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for Provision of said Exterior Painting of the Cavallaro Transit Center, which is attached hereto and incorporated herein by reference as Exhibit B.

#### 1.04 Selection of Contractor and Intent of Contract

On August 5, 2014, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Exterior Painting of the Cavallaro Transit Center, located at 246 Kings Village Drive, Scotts Valley CA 95066. The purpose of this Contract is to set forth the provisions of this procurement.

#### 1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "Contractor" and "supplier" are synonymous.

Santa Cruz METRO and Contractor agree as follows:

### **2. INCORPORATED DOCUMENTS AND APPLICABLE LAW**

#### 2.01 Documents Incorporated in This Contract

The documents 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 Part III, Section 13.14 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids No. 14-05" dated May 30, 2014, including Addendum numbers 1 and 2.

b) Exhibit B (Bid Form)

Contractor's submitted bid to Santa Cruz METRO for Exterior Painting of the Cavallaro Transit Center as signed by Contractor.

## 2.02 Conflicts

In the event of conflict between requirements contained in different components of the Contract Documents, provisions set forth in Part VI (FTA Requirements for Construction Contracts) shall prevail over all other provisions. Provisions set forth in Parts I (Instructions to Bidders), III (General Conditions of the Contract) and V (Sample Contract) shall prevail over all remaining Contract Documents. In resolving other conflicting requirements among the Contract Documents, the order of precedence shall be as follows: 1. Change Orders, 2. Addenda or Letters of Clarification, 3. Part IV (Special Conditions of the Contract), and 4. Part VII (Construction Specifications).

## 2.03 Recitals

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

## 3. TIME OF PERFORMANCE

### 3.01 General

The Work under this Contract shall be completed in thirty seven (37) calendar days after the date of commencement specified in the Notice to Proceed, unless modified by the parties under Part III, subsection 10.13 of the General Conditions to the Contract or terminated pursuant to Part III, Section 2.

### 3.02 Term

The term of this Contract shall commence upon the execution of the Contract by Santa Cruz METRO and shall remain in force for ninety (90) calendar days after the date of commencement specified in the Notice to Proceed. Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

### 3.03 Acceptance of Terms

Execution of this document shall be deemed as acceptance of all of the terms and conditions as set forth herein and those contained in the Instructions to Bidders, the General Conditions, the Special Conditions, the FTA Requirements for Construction Contracts, the Specifications

for Work and all attachments and addenda, which are incorporated herein by reference as integral parts of this Contract.

#### 4. SCOPE OF WORK

- 4.01 Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services, including Optional work and services, as specified in and in full accordance with the Invitation for Bids (IFB) No. 14-05 dated May 30, 2014 for Exterior Painting of the Cavallaro Transit Center. The Contractor shall provide a complete project in conformance with the intent specified herein and as provided for and set forth in the IFB.
- 4.02 Contractor and Santa Cruz METRO agree to comply with and fulfill all obligations, promises, covenants and conditions imposed upon each of them in the Contract Documents. All of said Work done under this Contract shall be performed to the satisfaction of Santa Cruz METRO or its representative, who shall have the right to reject any and all materials and supplies furnished by Contractor which do not strictly comply with the requirements contained herein, together with the right to require Contractor to replace any and all Work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the Contract Documents.

#### 5. COMPENSATION

##### 5.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor the amount of \$36,190, as identified in the Bid Form, Exhibit B, for satisfactory completion of all Work, including Optional Metal Fixtures and all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit, and all other costs incidental to the performance of the services specified under this Contract, under the terms and provisions of this Contract, within thirty (30) days thereof. Contractor understands and agrees that if they exceed the \$36,190 maximum amount payable under this Contract, they do so at their own risk.

##### 5.02 Release of Claims

Payment by Santa Cruz METRO of undisputed contract amounts is contingent upon Contractor furnishing Santa Cruz METRO with a Release of All Claims against Santa Cruz METRO arising by virtue of the part of the Contract related to those amounts.

##### 5.03 Retention of progress payments

Santa Cruz METRO will retain five (5%) percent of the contract price from each progress payment made pursuant to the Contract through the completion of the Contract. The retention shall be released, with the exception of 150 percent (150%) of any disputed amount, within 60 days after the date of completion of the Work. Pursuant to Section 22300 of the Public Contract Code, Contractor may substitute a deposit of securities in lieu of Santa Cruz METRO withholding any monies to ensure Contractor's performance under the Contract, or alternatively, request that Santa Cruz METRO make payment of retentions earned directly to an escrow agent at the expense of Contractor. The provisions of Public Contract Code Section 22300 are incorporated herein by reference as though set forth in full, and shall govern the

substitution of securities and/or escrow account. If a Stop Notice is filed, Santa Cruz METRO will retain 125% of the amount set forth in the Stop Notice from the next progress payment made to Contractor.

## 5.04 Change in Contract Price

### 5.04.01 General

- A. The Contract price constitutes the total compensation payable to Contractor for performing the Work. All duties, responsibilities, and obligations assigned to or undertaken by Contractor to perform the Work shall be at Contractor's expense without change in the Contract price.
- B. The Contract price may only be changed by a change order. Any request for an increase in the Contract price shall be based on written notice delivered by the Contractor to the Contract Administrator promptly and shall state the general nature of the request.
- C. The value of any Work covered by a change order or of any request for an increase or decrease in the Contract price shall be determined by mutual acceptance of a lump sum.

## 5.05 Change of Contract Time

### 5.05.01 General

- A. The Contract time may only be changed by a change order. Any request for an extension of the Contract time shall be based on written notice delivered by the Contractor to the Contract Administrator promptly and shall state the general nature of the request. No request for an adjustment in the Contract time will be valid if not submitted in accordance with the requirements of this Article.

The Contract time will only be extended when a delay occurs which impacts a controlling item of Work as shown on the work schedules. Time extensions will be allowed only if the cause is beyond the control and without the fault or negligence of the Contractor. Time extensions will also be allowed when Santa Cruz METRO-caused delays to a controlling item of Work and Contractor-caused delays to a controlling item of Work occur concurrently. The Contractor will be notified if the Contract Administrator determines that a time extension is not justified.

### 5.05.02 Extensions of Time for Delay Due to Excusable Inclement Weather

- A. The Contract time will be extended for as many days in excess of the average number of days of excusable inclement weather
- B. Should the Contractor prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather, prevents work from beginning at the usual starting time and the crew is dismissed as a result thereof, the Contractor will be entitled to a 1-day extension whether or not conditions

change thereafter during said day and the major portion of the day could be considered to be suitable for such construction operations.

## 5.06 Waivers and Releases

Contractor is required to provide unconditional waivers and releases of stop notices in accordance with California Civil Code §3262(d)(2). Santa Cruz METRO agrees to pay Contractor within 30 days after receipt of an undisputed and properly submitted payment request from Contractor. If Santa Cruz METRO fails to make such payments in a timely manner, Santa Cruz METRO shall pay interest to Contractor equivalent to the legal rate set forth in Subdivision (a) of Section 685.010 of the Code of Civil Procedure. For purposes of this section, "progress payment" includes all payments due Contractor, except that portion of the final payment designated by the Contract as retention earnings. Any payment request determined not to be a proper payment request suitable for payment shall be returned to Contractor as soon as practicable, but not later than seven days after receipt. A request returned pursuant to this paragraph shall be accompanied by a written explanation of why the payment request is not proper. The number of days available to Santa Cruz METRO to make a payment without incurring interest pursuant to this section shall be reduced by the number of days by which Santa Cruz METRO exceeds the seven-day return requirement set forth above. A payment request shall be considered properly executed if funds are available for payment of the payment request and payment is not delayed due to an audit inquiry by Santa Cruz METRO's financial officer.

## 6. NOTICES

All notices under this Contract shall be in writing and shall be effective when received, if delivered by hand, or three (3) days after posting, if sent by registered mail, return 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: CEO/General Manager

CONTRACTOR

A Plus Painting  
108 Morella Court  
Roseville, CA 95747

Attention: Michael Dovgan  
[apluspaintingca@gmail.com](mailto:apluspaintingca@gmail.com)  
(916) 410-7573

7. ENTIRE AGREEMENT

7.01 This Contract represents the entire agreement of the parties with respect to the subject matter hereof, and all such agreements entered into prior hereto are revoked and superseded by this Contract, and no representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

7.02 This Contract may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Contract shall be void and of no effect.

8. 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 it. 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

\_\_\_\_\_  
Alex Clifford  
CEO/General Manager

Contractor – A PLUS PAINTING

By   
Michael Dovgan  
Owner

Approved as to Form:

\_\_\_\_\_  
Leslyn Syren  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH DOC AUTO LLC TO INCREASE THE CONTRACT NOT-TO-EXCEED AMOUNT BY \$32,760 FOR PARACRUZ VEHICLE MAINTENANCE SERVICES**

## I. RECOMMENDED ACTION

**Authorize the CEO to execute a Contract Amendment with Doc Auto LLC to increase the Contract not-to-exceed amount by \$32,760 for ParaCruz Vehicle Maintenance Services, and ratify the expenditure of \$7,760.**

## II. SUMMARY

- Santa Cruz METRO has a Contract with Doc Auto LLC for ParaCruz Vehicle Maintenance and Repair Services.
- The Contract spending has exceeded the not-to-exceed amount by \$7,760.
- The Contract expires on December 31, 2014 and Santa Cruz METRO will continue to require these overflow services during the remaining term; therefore, a Contract Amendment to increase the not-to-exceed value by \$7,760 to cover funds expended, plus \$25,000 for future need, for a total amendment value of \$32,760 is recommended.

## III. DISCUSSION/BACKGROUND

Santa Cruz METRO has a Contract with Doc Auto LLC for ParaCruz Vehicle Maintenance Services. This Contract was established on January 1, 2010 and will expire on December 31, 2014. The Fleet Maintenance Department requires this Contract for overflow maintenance and repair services for the ParaCruz vehicle fleet. The cost of repairs in the amount of \$7,760 were incurred before the Contract Administrator caught that spending had exceeded the Contract value. At that time staff was directed to stop using this Contract until approval for additional funding could be obtained. Additional funds in the amount of \$25,000 are being requested to reinstate use of this Contract through its term.

Staff recommends that Santa Cruz METRO increase the Contract total not-to-exceed amount by \$32,760. Staff further recommends that the Board of Directors authorize the CEO to execute a

Contract Amendment on behalf of Santa Cruz METRO. Mike Stange, Interim Fleet Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

A request to start a new procurement will be brought to the Board at their second meeting in September.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

This Contract currently has a total not to exceed of \$228,000. Additional funds in an amount of \$32,760 are requested for approval at this time. The new Contract total not-to-exceed would be \$260,760.

Funds to support this Contract Amendment are included in the Fleet Maintenance FY15 Operating Budget, 503354 & 503353 Outside Repair accounts.

#### **V. ALTERNATIVES CONSIDERED**

- Do not ratify the actions of Fleet Maintenance in regard to the Contract over run.
- Do not authorize that additional funding be allocated to this Contract for future use.

#### **VI. ATTACHMENTS**

**Attachment A:** Contract Amendment with Doc Auto LLC

Prepared By: Erron Alvey, Purchasing Manager  
Date Prepared: August 11, 2014

**APPROVED:**

  
\_\_\_\_\_  
Mike Stange, Interim Fleet Maintenance Manager

  
\_\_\_\_\_  
Leslyn K. Syren, District Counsel

  
\_\_\_\_\_  
Alex Clifford, CEO/General Manager

- THIS PAGE INTENTIONALLY LEFT BLANK -

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SIXTH AMENDMENT TO CONTRACT NO. 10-12 FOR PARACRUZ VEHICLE MAINTENANCE SERVICES**

This Sixth Amendment to Contract No. 10-12 for ParaCruz Vehicle Maintenance Services is made effective August 25, 2014 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Doc Auto LLC (“Contractor”).

### **I. RECITALS**

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for ParaCruz Vehicle Maintenance Services (“Contract”) on January 1, 2010.
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to increase the Contract not-to-exceed amount.

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

### **II. COMPENSATION**

- 2.1 Article 5.01 is amended to include the following language:

Santa Cruz METRO shall compensate Contractor in an additional amount not to exceed \$32,760 under the terms of this Sixth Amendment.

The new Contract total not-to-exceed amount is \$260,760. Contractor understands and agrees that if they exceed the \$260,760 maximum amount payable under this Contract, they do so at their own risk.

### **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 Article 7 is amended to include the following language:

Each party has full power to enter into and perform this Sixth Amendment to the Contract and the person signing this Sixth Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further

# Attachment A

acknowledges that it has read this Sixth Amendment to the Contract, understands it, and agrees to be bound by it.

Signed on \_\_\_\_\_

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Alex Clifford  
CEO/General Manager

Contractor –  
DOC AUTO LLC

By \_\_\_\_\_  
Kenneth M. Potts  
Chief Executive Officer

Approved as to Form:

\_\_\_\_\_  
Leslyn Syren  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO  
**SUBJECT:** NOTIFICATION OF REVISED PROCESS AND THE NAMES OF THE PARTICIPANTS SELECTED FOR LEADERSHIP SANTA CRUZ COUNTY, CLASS #30

## I. RECOMMENDED ACTION

**Informational Item intended to be responsive to a prior Board request.**

## II. SUMMARY OF ISSUES

- Leadership Santa Cruz County (LSCC) provides an opportunity to become familiar with the politics, public resources, and economics of Santa Cruz County. It is also an excellent opportunity to network with leaders from local businesses and governmental agencies.
- The class meets monthly from August to June.
- Santa Cruz METRO sponsors LSCC by providing a bus and driver for 3 monthly meetings.
- As a sponsor, up to three employees from Santa Cruz METRO can participate in a class free of charge.
- Last year the Board of Directors directed staff to have a process of selection of members be brought back to the Board.
- Santa Cruz METRO staff prepared and distributed an application form to management staff.
- Two application forms were received and both applicants were selected as participants in the class.

## III. DISCUSSION/BACKGROUND

Leadership Santa Cruz County (LSCC) has been providing information regarding the history of, and detailed information on, the government and economics of Santa Cruz County for 30 years. A similar leadership training model is used in the neighboring counties of Santa Clara and Monterey.

Participants in the program attend a two day orientation in August. The rest of the program year, September through June requires attendance one Friday per month. Transportation for most of the meetings can be coordinated between participants. However, there are three dates when, for various reasons, driving personal vehicles is not feasible due to the difficulty in finding the location and the concern that individual

drivers may not arrive at the correct destination, when visiting several locations in one day it is more efficient to park one vehicle rather than wait for several vehicles to drive park.

For several years, LSCC has requested Santa Cruz METRO sponsor the program by providing a bus and driver for three days. As a sponsor Santa Cruz METRO can enroll up to three participants for each class. Santa Cruz METRO was not charged a fee for the participants.

At the Board meeting on February 28, 2014 staff was directed to return to the Board with a selection process. Staff created an open ended application form for employees interested in attending LSCC. Santa Cruz METRO employees completed the application and submitted it for review by the CEO, Alex Clifford.

The mission statement for LSCC is to “Educate, Motivate, and increase the awareness of individuals in Leadership roles in Santa Cruz County, enabling them to address the issues, needs and opportunities facing the county now and in the future.” Positions of past participants of LSCC, both at Santa Cruz METRO and other agencies and corporations were reviewed. Based on this review, the CEO limited the applications to Management level employees who could best benefit Santa Cruz METRO by participating in this expanded networking opportunity. The networking opportunity and relationships could benefit Santa Cruz METRO in various business engagements and potentially in support of various Santa Cruz METRO projects and initiatives. Applications were then provided to management staff at Santa Cruz METRO. There were two respondents, Erron Alvey, Purchasing Manager, and Anna Maria Gouveia, Fixed Route Superintendent. It was determined that both applicants would benefit from the experience and be able to provide information about Santa Cruz METRO to other LSCC participants.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

No fee is being charged for participation in this program. There is the cost of the wages and benefits for the participants enrolled which has already been budgeted in FY15. A staff report will be prepared at a later date by the Operations Manager requesting the use of buses which will have a monetary consideration attached. The estimated cost of the Bus Operators and marginal cost of the use of a bus for one day is \$1,550.

#### **V. ALTERNATIVES CONSIDERED**

- Don't authorize any Santa Cruz METRO employee's attendance for this program. This alternative is not recommended by staff. This is an excellent opportunity to:
  1. Promote Santa Cruz METRO and its value to the community.
  2. Network with governmental and business leaders within the community.

- Expand the participant pool to include staff level employees of Santa Cruz METRO employees.  
This alternative is not recommended by staff. Based on a review of LSCC alumni this program is geared towards individuals currently in a leadership role.

## **VI. ATTACHMENTS**

**Attachment A:** Leadership Santa Cruz County Application Erron Alvey,  
Purchasing Manager

**Attachment B:** Leadership Santa Cruz County Application Anna Marie Gouveia,  
Fixed Route Superintendent

Board of Directors  
Board Meeting of August 22, 2014

Prepared By: Robyn D. Slater, Human Resources Manager, Acting Maintenance Manager  
Date Prepared: August 14, 2014

**APPROVED:**



\_\_\_\_\_  
Robyn D. Slater, Human Resources Manager, Acting Maintenance Manager



\_\_\_\_\_  
Alex Clifford, CEO/General Manager

**LEADERSHIP SANTA CRUZ  
APPLICATION FORM  
DUE DATE: AUGUST 8, 2014**

Name: ERRON ALVEY

Date: 08/07/14

Position: PURCHASING MANAGER

Department: 1900

**(completed form should be returned to Robyn Slater)**

Leadership Santa Cruz (<http://www.leadershipsantacruzcounty.org>) provides participants with information regarding businesses/governmental agencies/industries within Santa Cruz County. It is an opportunity to form relationships with individuals that can help you in your position within Santa Cruz METRO and promote Santa Cruz METRO and public transportation.

Please explain why you should be selected as one of the participants from Santa Cruz METRO. Include information regarding your understanding of the Leadership Santa Cruz County program, why you are interested in participating, and how you will benefit from attending the program.

Your response will be evaluated to determine if you would benefit, in your position, from participating in this program, as well as your ability to communicate information about Santa Cruz METRO to other participants of Leadership Santa Cruz County.

**ERRON ALVEY:**

**I should be selected as I am in a new management position at Santa Cruz METRO and have not previously participated in this program. As the Purchasing Manager I am the main contracting official, and Santa Cruz METRO's Board of Directors has asked that we continue to focus on business development within our own community. Leadership Santa Cruz will provide a direct connection to this community via group events that both educate and foster networking relationships. I hope to meet people who help me to learn more about the complexities of doing business in this somewhat isolated (from San Jose and San Francisco) and unique coastal region.**

- THIS PAGE INTENTIONALLY LEFT BLANK -

**LEADERSHIP SANTA CRUZ  
APPLICATION FORM  
DUE DATE: AUGUST 8, 2014**

Name: Anna Marie Gouveia

Date: 08/08/2014

Position: Fixed Route Superintendent

Department: OPS - 3200

**(Completed form should be returned to Robyn Slater)**

Leadership Santa Cruz (<http://www.leadershipsantacruzcounty.org>) provides participants with information regarding businesses/governmental agencies/industries within Santa Cruz County. It is an opportunity to form relationships with individuals that can help you in your position within Santa Cruz METRO and promote Santa Cruz METRO and public transportation.

Please explain why you should be selected as one of the participants from Santa Cruz METRO. Include information regarding your understanding of the Leadership Santa Cruz County program, why you are interested in participating, and how you will benefit from attending the program.

Your response will be evaluated to determine if you would benefit, in your position, from participating in this program, as well as your ability to communicate information about Santa Cruz METRO to other participants of Leadership Santa Cruz County.

**My career at METRO began in 1987 as a Fixed Route Operator. In 2006 I was promoted to Transit Supervisor, and in 2012 worked on an interim basis as the Safety and Training Coordinator. Recently, in 2014 I was offered the opportunity to fill the position of Fixed Route Superintendent.**

**I believe that in my current position, more than ever, my ability to establish contacts throughout Santa Cruz County will be critical in carrying out the various responsibilities that my new position will entail. I realized that as a Transit Supervisor, my interaction with representatives from other agencies was performed on a more spontaneous aspect such as reporting to the scene of an accident and interacting with responding police or emergency personnel. In my current position, I realize I will be required to interact on a more personal and consistent basis in order to establish the communication and rapport needed to carry out my various responsibilities.**

**My position will now require that I plan and set the stage as to how, on a day-to-day basis, Fixed Route will be a viable resource to our community. I will also be responsible in creating and establishing the delivery our service in an efficient and reliable manner.**

## Attachment B

**Additionally, I look forward in working with other representatives throughout our community on how Fixed Route will perform services when called upon during certain events or emergencies. Success in this arena will involve a more global approach encompassing the community as a whole from County to Local City Jurisdictions.**

**Leadership Santa Cruz County, I believe, will provide me, not only with historical and current information of our community, but will also provide me with an opportunity to establish valuable contacts from a variety of public, private, for profit, and non-profit representatives, and to represent METRO in a manner that currently eludes some people. It is this representation mode and establishment of contacts that will allow me to perform in a more efficient and collaborative manner with others in the service of our community, benefiting METRO as a whole.**

Thank you  
Anna Marie Gouveia

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014  
**TO:** Board of Directors  
**FROM:** Robyn D. Slater, Human Resources Manager, Acting Maintenance Manager  
**SUBJECT:** **CLASS SPECIFICATION AND REPRESENTATION CHANGE FOR THE ADMINISTRATIVE COORDINATOR POSITION**

## I. RECOMMENDED ACTION

**That the Board of Directors approve a class specification change and move of the existing Administrative Services Coordinator position to the Management Compensation Plan and amendments to the Management Compensation Plan.**

## II. SUMMARY OF ISSUES

- Over the past few months the needs of the organization were reviewed which resulted in the suggested changes to the class specification, including the title.
- After discussion with SEIU 521 Representatives, it was agreed that the Executive Assistant position and be included within Santa Cruz METRO Management Compensation Plan.
- Staff recommends the Board of Directors approve the revised, attached Class Specification, and changes to the Management Compensation Plan including the inclusion of the revised position.

## III. DISCUSSION/BACKGROUND

The Executive Assistant position has been filled by a temporary employee for several months. During that time CEO, Alex Clifford, evaluated the needs of the organization and his needs for secretarial support. Meetings with the SEIU 521 Representatives, included conversations regarding the needs of the Administrative department and the organization. After several discussions, an agreement was reached between Mr. Clifford and SEIU, that this position can be moved to be included in the Management Compensation Plan.

At that time Mr. Clifford communicated with HR Manager, Robyn Slater who drafted the attached Executive Assistant job classification and reviewed the wage scale. The current wage scale was appropriate to the new position.

Staff would recommend the Board approve the revised class specification at this time to allow for the recruitment and selection of a new Executive Assistant. As part of the

change, staff also recommends that the changes to the Management Compensation Plan, including the inclusion of the Executive Assistant position, be authorized.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

The required funding in the amount of \$129,795 is included in the FY15 current fiscal year's Administration Operating Budget. Several accounts are used when budgeting staff which includes wages, benefits, retirement, and payments for state disability insurance.

#### **V. ALTERNATIVES CONSIDERED**

- The Board could decide to maintain the current class specification and representational status.
- Accept the changes to the class specification but maintain the position's current representational status.

#### **VI. ATTACHMENTS**

- Attachment A:** Executive Assistant Class Specification  
**Attachment B:** Revised Management Compensation Plan

Board of Directors  
Board Meeting of August 22, 2014

Prepared By: Robyn Slater, HR Manager  
Date Prepared: August 15, 2014

**APPROVED:**

  
\_\_\_\_\_  
Robyn Slater, HR Manager

  
\_\_\_\_\_  
Alex Clifford, CEO/General Manager

- THIS PAGE INTENTIONALLY LEFT BLANK -



## EXECUTIVE ASSISTANT

### DEFINITION

Under minimal direction, performs a variety of administrative support functions related to the activities and operations of Santa Cruz METRO's administrative office; serves as recording secretary to the Board of Directors; and performs related work as required. Acts as a representative for Santa Cruz METRO at various internal and public functions. Supervises, assigns, monitors, and evaluates the work of the departmental clerical staff.

### EXAMPLES OF DUTIES

Functions as an executive administrator to the CEO/General Manager and Assistant General Manager/Chief Operating Officer (COO) relieving them of administrative details; independently researches and prepares reports and confidential documents and correspondence.

Maintains appointment calendar for the CEO/General Manager and Assistant General Manager or COO; schedules appointments and meetings and assists in the design of presentations for meetings.

Proof reads and edits outgoing business correspondence.

Composes public and confidential business correspondence on behalf of the CEO/General manager from minimal information or written drafts.

Takes minutes at Board meetings, takes and transcribes notes from oral presentations, meetings and machine dictation.

Coordinates all aspects of the Board agenda and Board reports process. Prepares the monthly Board and committee meeting agendas in accordance with the CEO/General Manager's item review and selection; coordinates the preparation and delivery of board packets and the rolling agenda.

Monitors Board actions including the coordination for executing contracts, publishing resolutions and ordinances, advising management and staff of Board actions, and carrying out legally required procedures.

Responsible for the coordination of research projects, data collection, and the development of reports on behalf of the CEO/General Manager.

With minimal direction creates Power Point presentations on behalf of the CEO/General Manager.

# Attachment A

Supervises, trains, assigns and monitors the work of the departmental clerical staff and evaluates performance.

Represents the CEO/General Manager at various meetings, as assigned. Coordinates and staffs various Santa Cruz METRO team meetings.

Develops, maintains and updates complex manual and automated record keeping systems.

Establishes procedures for departmental clerical staff including incoming and outgoing mail, screening calls, and maintaining files and records.

Coordinates all business travel arrangements for Santa Cruz METRO.

Prepares estimates of office supplies and equipment for use in the preparation of the department's budget; tracks budget expenditures; assists in researching and recommending office equipment.

Coordinates and executes special projects and assignments.

Operates a variety of office and business machines including computer equipment.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Office procedures and practices including filing and preparation of business correspondence, forms, and reports.
- Proper business English usage, spelling, grammar and punctuation.
- Principles and practices of supervision and training.
- In-depth knowledge of Microsoft Office Suite and other standard office software systems.

### **Ability to:**

- Exercise extreme discretion when working with confidential and/or sensitive material and topics.
- Maintain composure in stressful situations, communicating with the public, Board members and staff in a calm, respectful manner.
- Type at a corrected rate of 55 words per minute.
- Operate standard office equipment, including electronic typewriter, computer, photocopier, calculator, and transcribing machine.
- Compose clear, concise reports and correspondence using proper formatting, English grammar, punctuation and spelling.
- Effectively communicate both orally and in writing.
- Take minutes and record discussion and actions at meetings and public hearings.
- Perform varied, difficult secretarial work requiring accuracy and speed.
- Establish and maintain effective working relationships with the public, Santa Cruz METRO employees and others.
- Work independently in the absence of specific instructions.
- Research, locate, compile and summarize data.

# Attachment A

- Coordinate complex, administrative, and legally required functions with District Counsel.

## **Training and Experience**

Any combination of training and experience equivalent to:

- Five years responsible executive reporting level administrative/secretarial experience.
- A four year undergraduate degree preferred.

## **Special Requirements**

Must possess and maintain a valid driver's license. Must be able to operate a vehicle.

## **Physical Requirements**

While performing the duties of this job the employee is frequently required to sit, use hands to finger, handle or feel objects or controls, key and use a computer mouse. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 10 pounds is required. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

DRAFT

- THIS PAGE INTENTIONALLY LEFT BLANK -



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

MANAGEMENT COMPENSATION PLAN

**JULY 1, 2014 – JUNE 30, 2016**



## TABLE OF CONTENTS

<b>I. MANAGEMENT POSITIONS</b>	<b>1</b>
<b>II. PROBATIONARY STATUS</b>	<b>1</b>
<b>III. SALARY PLAN</b>	<b>1</b>
A. Management Salary Schedules	1
B. Longevity	1
C. Supplemental Cash Payment	1
<b>IV. HEALTH &amp; WELFARE BENEFITS</b>	<b>1</b>
A. Medical Insurance	1
B. Dental Insurance	1
C. Vision Insurance	1
D. Life and AD&D Insurance	1
E. Survivor's Benefits	1
F. Retirement Benefits	1
G. State Disability Insurance	2
H. Long Term Disability Insurance	2
I. Deferred Compensation Plan	2
J. Industrial Injury	2
K. Continuation of Insurance During an Unpaid Leave of Absence	2
L. Principal Domestic Partner Coverages	2
<b>V. HOLIDAYS</b>	<b>2</b>
<b>VI. PAID LEAVES</b>	<b>3</b>
A. Annual Leave	3
B. Sick Leave	3
C. Administrative Leave	3
D. Personal Leave	3
E. Bereavement Leave	3
F. Hospice and Critical Care Leave	4
G. Paid Birth/Adoptive Leave	4
H. Jury Duty	4
I. Paid Military Leave	4
<b>VII. UNPAID LEAVES OF ABSENCE</b>	<b>4</b>
A. Maternity/Childcare Leave	4
B. FMLA / CFRA	4
<b>VIII. EXEMPT MANAGEMENT PROVISION</b>	<b>4</b>
<b>IX. OTHER BENEFITS</b>	<b>4</b>
A. Training	4
B. Mileage reimbursement	5
C. On Call duty	5
D. Communication Allowance	5
<b>X. LAYOFF</b>	<b>5</b>
A. Insurance	5
B. Severance Pay	5
<b>XI. EXHIBIT A</b>	
A. Management Compensation Tables	



## I. MANAGEMENT POSITIONS

An employee in a regular budgeted management position identified in Exhibit A is engaged in developing, implementing or recommending policy and in affecting employer-employee relations, and shall receive salary-wages and benefits as provided in this plan. Non-exempt employees will be paid in accordance with the Fair Labor Standards Act (FLSA)

## II. PROBATIONARY STATUS

An employee shall serve a probationary period for twelve (12) months following the date of appointment or promotion to a regular budgeted management position.

## III. SALARY PLAN

### A. Management salary schedules are listed in Exhibit A

### B. Longevity

Santa Cruz METRO shall compensate an employee with longevity increments as follows:

- 5.0% of the base salary after ten years continuous service.
- An additional 5.0% of the base salary after fifteen years continuous service.

### C. Supplemental Cash Payment

In the payroll period of June 21, 2012, employees covered by the Management Compensation plan will receive a \$1,750 supplemental cash taxable payment.

## IV. HEALTH & WELFARE BENEFITS

### A. Medical Insurance

Santa Cruz METRO shall provide medical insurance coverage for an employee, retiree and eligible dependents under the provisions of CalPERS. Santa Cruz METRO shall pay premiums at a level sufficient to cover the cost of the basic monthly medical insurance premiums for HMO plans offered in Santa Cruz County by the CalPERS medical program. Santa Cruz METRO will continue to offer the H-Care Plan (IRC Section 125 pre-tax medical reimbursement plan) as allowed by the County of Santa Cruz. The amount Santa Cruz METRO pays towards medical premiums for retirees will be consistent with the premium participation amount specified in the Management Compensation Plan in effect at the time of the individual's retirement or the amount stated in Santa Cruz METRO's contract with CalPERS, whichever is greater. Qualifying individuals who retired prior to July 1st 2005 shall continue to receive supplemental premium payments in accordance with Santa Cruz METRO's Retiree supplemental Premium Participation Plan adopted August 25th, 2006.

An employee who declines participation in Santa Cruz METRO's medical insurance program and produces satisfactory evidence of other medical insurance coverage shall be paid \$300 for each full three calendar month quarter beginning January 1 of each year while in active service and in which Santa Cruz METRO paid coverage would have been provided had Santa Cruz METRO's medical program been elected.



## **B. Dental Insurance**

Santa Cruz METRO shall provide paid dental insurance coverage for an employee and eligible dependents.

## **C. Vision Insurance**

Santa Cruz METRO shall provide paid vision insurance coverage for an employee and eligible dependents.

## **D. Life and AD&D Insurance**

An employee shall be entitled to a \$50,000 term life and AD&D insurance policy paid by Santa Cruz METRO plus \$150,000 in optional supplementary life and AD&D insurance paid by the employee.

## **E. Survivor's Benefits**

Upon the death of a covered employee, who is on Santa Cruz METRO's payroll and has dependents covered under Santa Cruz METRO's medical, vision and dental plans, Santa Cruz METRO's share of coverage of the eligible dependents shall continue for twenty-six (26) consecutive pay periods.

## **F. Retirement Benefits**

An employee shall be enrolled in the Public Employees Retirement System (PERS) including the third level 1959 Survivors benefit as allowed by PERS. The Employee shall pay the "employee share" of PERS up to a maximum of eight percent.

Dental, vision, and life insurance plan coverage shall be provided by Santa Cruz METRO for an employee retired under the provisions of PERS and the employee's dependents until the retired employee reaches age 65. To qualify for this benefit, the retired employee shall have been an employee of Santa Cruz METRO for the equivalent of ten (10) full-time years immediately prior to the date of retirement and reached the age of 50 years.

## **G. State Disability Insurance**

Santa Cruz METRO shall provide paid coverage for an employee for State Disability Insurance.

## **H. Long Term Disability Insurance**

Santa Cruz METRO shall provide for a long term disability insurance plan (LTD). The plan shall provide for monthly payments to an eligible employee of up to \$10,000 per month. The plan shall start LTD one year and one month after month of hire.

## **I. Deferred Compensation Plan**

Santa Cruz METRO shall provide a deferred compensation plan to an employee.

## **J. Industrial Injury**

An employee shall be entitled to workers compensation insurance to be provided by Santa Cruz METRO.



## **K. Continuation of Insurance during an Unpaid Leave of Absence**

An employee who is on an unpaid leave of absence exceeding one hundred eighty (180) calendar days must pay the total monthly premiums in advance to continue medical, dental and vision insurance coverage. Failure of an employee to make advance payments for insurance coverage shall result in the employee and any dependent(s) being dropped from the plans.

## **L. Principal Domestic Partner Coverages**

Santa Cruz METRO medical, dental and vision insurance coverage may be extended to an employee's principal domestic partner (PDP) while the employee's own coverages are being paid by Santa Cruz METRO. In the absence of the PERS Medical Program allowing for PDP coverage, reimbursement of monthly premiums may be made to an individual medical plan to a maximum of \$185.

## **V. HOLIDAYS**

An employee shall be entitled to the following holidays with pay:

Thanksgiving Day  
Christmas Day  
New Year's Day

Effective July 1, 2012 an employee shall also be entitled to the following holidays with pay:

Labor Day  
Independence Day  
Memorial Day

Effective July 1, 2013 an employee shall also be entitled to the following holidays with pay:

Martin Luther King Jr. Day  
Employee's Birthday

For an employee's birthday falling on February twenty-ninth (29<sup>th</sup>), the twenty-eighth (28<sup>th</sup>) day of February will be observed as the employee's birthday in years other than leap years. If an employee's birthday falls on the same day as a paid holiday the employee will be allowed to take the day off and receive the regular hourly rate for the holiday and the equivalent number of hours at the regular hourly rate for their birthday holiday, or, have the equivalent number of hours at the regular hourly rate for their birthday holiday added to his/her annual leave accrual.

In addition to the above-specified days, an employee may choose any (11) eleven additional days as floating holidays or when working a partial year, a prorated number of days as determined by the [CEO/General Manager](#). An employee shall be compensated for any unused floating holiday time at the end of the fiscal year at the employee's regular rate of pay, not to exceed the total of eighty-eight (88) [hours](#), when combined with Administrative Leave.



An employee shall be entitled to receive any special non-recurring holiday designated as an official State holiday by the Governor of the State of California or as an official national holiday by the President of the United States, subject to the approval of the Board of Directors.

Upon departure from Santa Cruz METRO for any reason, an employee shall be compensated for any unused holiday time at the employee's hourly rate.

**VI. PAID LEAVES**

**A. Annual Leave**

An employee shall accrue annual leave at the following rates:

- a. for the first five years of employment.....ten (10) days/year
- b. between five and nine years of employment.....eighteen (18) days/year
- c. after nine years of employment.....twenty-three (23) days/year

Upon approval of the [CEO/General Manager](#) an employee shall be permitted to take a minimum of two weeks annual leave each calendar year.

An employee shall accrue the pro-rata portion of annual leave for which he/she is entitled for each pay period or major fraction thereof, for which he/she is in paid status.

An employee may not carryover into the next fiscal year more than (3) three times the annual allotted time. Annual leave accumulated beyond two hundred (200) hours shall upon two (2) weeks advance written request of the employee, be paid to the employee based on the employee's current base hourly rate. Payment shall be made in the subsequent pay period.

Upon departure from Santa Cruz METRO for any reason, an employee shall be compensated for any unused annual leave at the employee's regular rate.

**B. Sick Leave**

An employee shall be entitled to sick leave with pay at the rate of one day for each month of employment. Sick leave shall mean personal illness or physical incapacity caused by factors over which the employee has no reasonable immediate control, or the illness of a member of the immediate family of such employee which illness requires his/her personal care and attention. Immediate family shall include the parent, spouse, and children, brother, or sister of the employee.

An employee who has accumulated sick leave above 120 days (960 hours) may elect to receive a cash payment of 25% of the accrued sick leave above 120 days in lieu of retaining excess sick leave credits. Any sick leave accrued beyond a balance of 96 hours may, at the option of the employee, be converted to annual leave. All unused sick leave accrued shall be paid to an employee who retires immediately upon leaving Santa Cruz METRO under the provisions of PERS.

**C. Administrative Leave**

An **exempt** employee shall be entitled to eighty (80) hours of administrative leave each year in lieu of overtime or when working a partial year, a prorated amount as determined by the [CEO/General Manager](#). Upon approval of the [CEO/General Manager](#), time worked in excess of



eighty (80) hours in a pay period may be saved and taken as time off in another pay period when the extra hours are earned through participation in unusual, lengthy activities which require the presence of the employee in meetings, hearings, or negotiations.

Administrative leave not taken during the fiscal year is lost. Upon the approval of the CEO/General Manager, an employee may elect to convert up to eighty (80) hours of Administrative Leave to a bonus payout. In no case will the Administrative Leave and the Floating Holiday amount paid to the employee total more than eighty-eight (88) hours.

#### **D. Personal Leave**

An employee shall be entitled to use forty (40) hours per year of personal leave, chargeable to accumulated sick leave.

#### **E. Bereavement Leave**

An employee shall be granted a leave with pay in the event of the death of any member of the employee's family. The leave shall be for a period of three (3) working days, five (5) working days if travel is required in excess of 350 miles. The family member is defined as spouse, parent, grandparent, sister, brother, child, grandchild, foster parent, stepparent, foster child, stepchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, nieces, nephews, aunt, uncle, or any person living in the immediate household of the employee.

#### **F. Hospice and Critical Care Leave**

An employee shall be granted necessary leaves up to four (4) months for the care of a critically ill family member with appropriate verification. An employee shall be paid for these absences from his/her sick leave or annual leave accruals.

#### **G. Paid Birth/Adoptive Leave**

An employee is entitled to forty (40) hours leave with pay at or about the time of the birth of the employee's child or at the time of adopting a child. The paid leave shall be within two months of the birth or adoption or at the employee's option at the expiration of State Disability Insurance payments.

#### **H. Jury Duty**

An employee required to report for jury duty (except for Grand jury) or to answer a subpoena, as a witness shall be granted leave with full pay until released by the court. An employee shall have court-paid per diems deducted from his/her daily pay during jury duty assignment.

#### **I. Paid Military Leave**

An employee in permanent status who is required to attend summer military training exercises as part of his/her military reserve obligation, shall be granted paid military leave not to exceed thirty (30) working days annually.

## **VII. UNPAID LEAVES OF ABSENCE**

#### **A. Maternity/Childcare Leave**

Maternity/childcare leave shall be granted for a maximum period of twelve (12) months. If an employee does not have a sufficient paid leave balance to cover the period of absence, an unpaid leave of absence shall be granted.



## **B. FMLA / CFRA**

Santa Cruz METRO will comply with the Family Medical Leave Act and the California Family Rights Act, as amended. ~~Generally~~ These Acts provide for up to twelve (12) weeks (480 hours) leave for a serious health condition of the employee or an eligible family member and the employee has worked 1,250 hours in the twelve month period preceding the leave. Accrued sick leave must be used before any unpaid leave. This FMLA/CFRA leave will run concurrently with any other absence due to an employee's serious health condition.

## **VIII. EXEMPT MANAGEMENT PROVISION**

An employee who has exhausted all leave accruals shall not have his/her salary reduced by being absent from work on an authorized absence of less than one full day.

## **IX. OTHER BENEFITS**

### **A. Training**

An employee shall be authorized to attend transit seminars and workshops, and to visit other properties as part of his/her ongoing job duties, and shall be compensated for receipted expenses incurred in so doing.

An employee may request release time and reimbursement of expenses for course work relevant to the employee's current duties and area of responsibility.

~~Expenses, which may be reimbursed,~~ Reimbursable expenses include tuition, fees, meals and books. For courses, ~~which -requiring overnight travel e-an overnight stay out-of-town, the employees may receive a pro-rata meal allowances of \$20 per diem at the discretion of the General Manager. as specified in the Travel Policy.~~ shall refer to Santa Cruz METRO's Travel Policy.

Reimbursement will be made for academic or professional credentials, certifications, and/or degrees for courses directly related to the employee's current position, specific job tasks and areas of responsibility.

Approval of release time and reimbursement of expenses is at the discretion of the CEO/General Manager and subject to the demonstrated cost-benefit ratio of the training and the current workload of the employee.

### **B. Mileage reimbursement**

If Santa Cruz METRO requires an employee to use the employee's private insured automobile to conduct Santa Cruz METRO business, the employee shall be reimbursed for automobile expenses at the rate established annually by the IRS.



## **C. On Call duty**

If an employee is required to be on call, they shall be offered access to a Santa Cruz METRO vehicle in order to provide for home to work transportation. "On call" shall be defined as the requirement for the employee to report to work after or before normal duty hours to perform the functions, which cannot otherwise be performed during regular duty hours. When an employee is assigned such duties on a regular basis, he/she may be assigned a car for home to work transportation on a regular basis. If such work is assigned on a periodic or occasional basis, the assignment of a car for home to work transportation shall be on an as-needed basis only, as approved by the [CEO/General Manager](#). The staff car assigned on an on-call basis to an employee shall be used to provide transportation only between the home and the work place. It shall not be used to make intermediate stops or for any other personal use. During normal duty hours, staff cars are similarly restricted for use only for official business of Santa Cruz METRO, or for transportation between the facilities of Santa Cruz METRO.

Non-exempt employees will be paid in accordance with FLSA regulations.

## **D. Communication Allowance**

When approved by the [CEO/General Manager](#), an employee may receive a communication allowance of \$75 each two-week pay period. An employee on approved Santa Cruz METRO travel with the [CEO/General Manager's](#) approval, may be reimbursed for eligible roaming and long distance charges.

## **X. LAYOFF**

### **A. Insurance**

An employee separated from Santa Cruz METRO service as a result of layoff shall have his/her insurance benefits paid by Santa Cruz METRO at the same level while employed for a period of ninety (90) days from the date of separation.

### **B. Severance Pay**

An employee laid off shall be given a severance payment equal to eight (8) hours at the base hourly rate for each 2,080 hours of active service, up to a maximum of eighty (80) hours severance pay.

# Attachment B

Exhibit A

## MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/19/2014  
Corrected - 06/17/13  
Updated - 03/28/14  
Updated - 08/22/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	84.54	88.76	93.20	97.86	102.75	107.90
District Counsel	65.08	68.33	71.75	75.34	79.10	83.07
Assistant General Manager	56.33	59.15	62.11	65.22	68.48	71.91
Operations Manager	51.21	53.77	56.47	59.29	62.26	65.37
Maintenance Manager	51.21	53.77	56.47	59.29	62.26	65.37
Finance Manager	51.21	53.77	56.47	59.29	62.26	65.37
Human Resources Manager	46.13	48.43	50.86	53.41	56.07	58.87
Information Technology Manager	46.13	48.43	50.86	53.41	56.07	58.87
Planning & Marketing Manager	46.13	48.43	50.86	53.41	56.07	58.87
Purchasing Manager**	46.13	48.43	50.86	53.41	56.07	58.87
Senior Database Administrator	41.24	43.31	45.47	47.75	50.12	52.63
Asst. Manager of Information Technology *	41.24	43.31	45.47	47.75	50.12	52.63
Assistant Finance Manager	38.54	40.46	42.48	44.60	46.84	49.18
Assistant HR Manager	38.54	40.46	42.48	44.60	46.84	49.18
Fixed Route Superintendent	38.54	40.46	42.48	44.60	46.84	49.18
Paratransit Superintendent	38.54	40.46	42.48	44.60	46.84	49.18
Project Manager	38.54	40.46	42.48	44.60	46.84	49.18
Facilities Maintenance Manager	37.45	39.33	41.29	43.35	45.53	47.80
Database Administrator (alternately staffed/Sr. Db Admin)	35.62	37.41	39.28	41.24	43.31	45.47
Security and Risk Administrator ***	35.62	37.41	39.28	41.24	43.31	45.47
Asst. Paratransit Superintendent	32.20	33.81	35.50	37.28	39.14	41.10
Executive Administrative Assistant *****	30.17	31.68	33.26	34.92	36.68	38.52

\*\*\*\*\*  
\* Asst Manager of Information Technology position added as per Board Action March 11, 2011

\*\* Purchasing Manager position added as per Board Action June 28, 2013

\*\*\* Security and Risk Administrator position added per Board Action September 13, 2013

\*\*\*\* CEO/General Manager title / salary change per Board Action March 28, 2014

\*\*\*\*\* Added Executive Administrative Assistant per BOD Action Aug 22, 2014

# Attachment B

Exhibit A

## MANAGEMENT MONTHLY SALARY SCHEDULE

Effective 06/19/2014  
Corrected - 06/17/13  
Updated - 03/28/14  
Updated - 08/22/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	14,654	15,385	16,155	16,962	17,810	18,703
District Counsel	11,281	11,844	12,437	13,059	13,711	14,399
Assistant General Manager	9,764	10,253	10,766	11,305	11,870	12,464
Operations Manager	8,876	9,320	9,788	10,277	10,792	11,331
Maintenance Manager	8,876	9,320	9,788	10,277	10,792	11,331
Finance Manager	8,876	9,320	9,788	10,277	10,792	11,331
Human Resources Manager	7,996	8,395	8,816	9,258	9,719	10,204
Information Technology Manager	7,996	8,395	8,816	9,258	9,719	10,204
Planning & Marketing Manager	7,996	8,395	8,816	9,258	9,719	10,204
Purchasing Manager**	7,996	8,395	8,816	9,258	9,719	10,204
Senior Database Administrator	7,148	7,507	7,881	8,277	8,687	9,123
Asst. Manager of Information Technology *	7,148	7,507	7,881	8,277	8,687	9,123
Assistant Finance Manager	6,680	7,013	7,363	7,731	8,119	8,525
Assistant HR Manager	6,680	7,013	7,363	7,731	8,119	8,525
Fixed Route Superintendent	6,680	7,013	7,363	7,731	8,119	8,525
Paratransit Superintendent	6,680	7,013	7,363	7,731	8,119	8,525
Project Manager	6,680	7,013	7,363	7,731	8,119	8,525
Facilities Maintenance Manager	6,491	6,817	7,157	7,514	7,892	8,285
Database Administrator (alternately staffed/Sr. Db Admin)	6,174	6,484	6,809	7,148	7,507	7,881
Security and Risk Administrator ***	6,174	6,484	6,809	7,148	7,507	7,881
Asst. Paratransit Superintendent	5,581	5,860	6,153	6,462	6,784	7,124
Executive Administrative Assistant *****	5,229	5,491	5,765	6,053	6,358	6,677

\*\*\*\*\*  
\* Asst Manager of Information Technology position added as per Board Action March 11, 2011

\*\* Purchasing Manager position added as per Board Action June 28, 2013

\*\*\* Security and Risk Administrator position added per Board Action September 13, 2013

\*\*\*\* CEO/General Manager title / salary change per Board Action March 28, 2014

\*\*\*\*\* Added Executive Administrative Assistant per BOD Action Aug 22, 2014

**7-14b.11**

# Attachment B

Exhibit A

## MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/18/15  
Updated - 06/17/14  
Updated - 08/22/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	86.23	90.54	95.06	99.82	104.81	110.06
District Counsel	66.38	69.70	73.19	76.85	80.68	84.73
Assistant General Manager	57.46	60.33	63.35	66.52	69.85	73.35
Operations Manager	52.23	54.85	57.60	60.48	63.51	66.68
Maintenance Manager	52.23	54.85	57.60	60.48	63.51	66.68
Finance Manager	52.23	54.85	57.60	60.48	63.51	66.68
Human Resources Manager	47.05	49.40	51.88	54.48	57.19	60.05
Information Technology Manager	47.05	49.40	51.88	54.48	57.19	60.05
Planning & Marketing Manager	47.05	49.40	51.88	54.48	57.19	60.05
Purchasing Manager**	47.05	49.40	51.88	54.48	57.19	60.05
Senior Database Administrator	42.06	44.18	46.38	48.71	51.12	53.68
Asst. Manager of Information Technology *	42.06	44.18	46.38	48.71	51.12	53.68
Assistant Finance Manager	39.31	41.27	43.33	45.49	47.78	50.16
Assistant HR Manager	39.31	41.27	43.33	45.49	47.78	50.16
Fixed Route Superintendent	39.31	41.27	43.33	45.49	47.78	50.16
Paratransit Superintendent	39.31	41.27	43.33	45.49	47.78	50.16
Project Manager	39.31	41.27	43.33	45.49	47.78	50.16
Facilities Maintenance Manager	38.20	40.12	42.12	44.22	46.44	48.76
Database Administrator (alternately staffed/Sr. Db Admin)	36.33	38.16	40.07	42.06	44.18	46.38
Security and Risk Administrator ***	36.33	38.16	40.07	42.06	44.18	46.38
Asst. Paratransit Superintendent	32.84	34.49	36.21	38.03	39.92	41.92
Executive Administrative Assistant *****	30.77	32.31	33.93	35.62	37.41	39.29

\*\*\*\*\*

\* Asst Manager of Information Technology position added as per Board Action March 11, 2011

\*\* Purchasing Manager position added as per Board Action June 28, 2013

\*\*\* Security and Risk Administrator position added per Board Action September 13, 2013

\*\*\*\* CEO/General Manager title / salary change per Board Action March 28, 2014

\*\*\*\*\* Added Executive Administrative Assistant per BOD Action Aug 22, 2014

**7-14b.12**

# Attachment B

Exhibit A

## MANAGEMENT MONTHLY SALARY SCHEDULE

Effective 06/18/15  
Updated - 06/17/14  
Updated - 08/22/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	14,947	15,694	16,477	17,302	18,167	19,077
District Counsel	11,506	12,081	12,686	13,321	13,985	14,687
Assistant General Manager	9,960	10,457	10,981	11,530	12,107	12,714
Operations Manager	9,053	9,507	9,984	10,483	11,008	11,558
Maintenance Manager	9,053	9,507	9,984	10,483	11,008	11,558
Finance Manager	9,053	9,507	9,984	10,483	11,008	11,558
Human Resources Manager	8,155	8,563	8,993	9,443	9,913	10,409
Information Technology Manager	8,155	8,563	8,993	9,443	9,913	10,409
Planning & Marketing Manager	8,155	8,563	8,993	9,443	9,913	10,409
Purchasing Manager**	8,155	8,563	8,993	9,443	9,913	10,409
Senior Database Administrator	7,290	7,658	8,039	8,443	8,861	9,305
Asst. Manager of Information Technology *	7,290	7,658	8,039	8,443	8,861	9,305
Assistant Finance Manager	6,814	7,153	7,511	7,885	8,282	8,694
Assistant HR Manager	6,814	7,153	7,511	7,885	8,282	8,694
Fixed Route Superintendent	6,814	7,153	7,511	7,885	8,282	8,694
Paratransit Superintendent	6,814	7,153	7,511	7,885	8,282	8,694
Project Manager	6,814	7,153	7,511	7,885	8,282	8,694
Facilities Maintenance Manager	6,621	6,954	7,301	7,665	8,050	8,452
Database Administrator (alternately staffed/Sr. Db Admin)	6,297	6,614	6,945	7,290	7,658	8,039
Security and Risk Administrator ***	6,297	6,614	6,945	7,290	7,658	8,039
Asst. Paratransit Superintendent	5,692	5,978	6,276	6,592	6,919	7,266
Executive Administrative Assistant *****	5,333	5,600	5,881	6,174	6,484	6,810

\*\*\*\*\*  
\* Asst Manager of Information Technology position added as per Board Action March 11, 2011

\*\* Purchasing Manager position added as per Board Action June 28, 2013

\*\*\* Security and Risk Administrator position added per Board Action September 13, 2013

\*\*\*\* CEO/General Manager title / salary change per Board Action March 28, 2014

\*\*\*\*\* Added Executive Administrative Assistant per BOD Action Aug 22, 2014

**7-14b.13**

- THIS PAGE INTENTIONALLY LEFT BLANK -

# SANTA CRUZ SC METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014  
**TO:** Board of Directors  
**FROM:** Ciro Aguirre, Manager of Operations  
**SUBJECT: CONSIDERATION OF A REQUEST TO PROVIDE SERVICE TO THE SANTA CRUZ FOLLIES ON SEPTEMBER 12, 2014 AT A COST OF APPROXIMATELY \$238.75**

## I. RECOMMENDED ACTION

**That the Board of Directors consider the request to provide service to the Santa Cruz Follies on September 12, 2014, at a cost of approximately \$238.75**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO (SC METRO) has received a request from Linda Minton of the Mid-County Senior Center to provide bus service to the Santa Cruz Follies on September 12, 2014
- The request is for one Fixed Route bus and one ParaCruz vehicle for the September 12 matinee performance of the Santa Cruz Follies.
- Round trip Service is to be provided from the Mid-County Senior Center located at 829 Bay Avenue, Capitola to the Santa Cruz Civic Auditorium located at 307 Church Street, Santa Cruz.
- In order to comply with the Charter Regulations issued by the Federal Transit Administration (FTA), SC METRO is required to formally become a sponsor of the Santa Cruz Follies and will be providing the service as a public transit promotional activity.
- SC METRO provided this service to the Santa Cruz Follies in 2011 and 2012. Service was not provided in 2013.

## III. DISCUSSION/BACKGROUND

Santa Cruz SC METRO receives requests from groups, individuals and agencies for special services on a regular basis. Many of the requests are accompanied by an offer to pay the cost of the requested service. SC METRO is prohibited from providing these services on a paid basis by the Charter Regulations issued by the FTA. Additionally, SC METRO is prohibited by these regulations from providing free services unless such services promote the use of SC METRO, and are part of an activity that SC SC METRO is sponsoring.

SC METRO has received a request from Linda Minton, Director of the Mid-County Senior Center to provide bus service to the 2014 Santa Cruz Follies. The Santa Cruz

Follies are scheduled to be performing on September 10 through September 13, 2014. The request is for round-trip service specifically for the September 12 matinee performance starting at 1:00 PM, and will require one Fixed Route bus, and may require the use of one ParaCruz vehicle in the event that carrying capacity is exceeded on the Fixed Route bus or if passengers with mobility devices exceed two. It is expected that five hours will be required to perform the round trip service. The bus or buses will be traveling between the Mid-County Senior Center and the Santa Cruz Auditorium. SC METRO provided this service in 2011 and 2012. In 2013 the service was requested by Ms. Minton, but the request was submitted with insufficient time for SC METRO Board consideration so service was not provided.

SC METRO will need to become a formal sponsor of the Santa Cruz Follies in order to meet the requirements of the FTA Charter regulations. The Board will need to make this sponsorship a part of an action approving the service request. Passengers need not be affiliated with the Mid-county Senior Center in order to utilize this bus service, it will be “open door service” and available to anyone requesting to use it.

In 2012 when SC METRO provided bus service to this event, the Fixed Route bus was filled to capacity, but there were no passengers that required the use of the ParaCruz vehicle.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

Fixed Route Operator Average Hourly Rate = \$28.19 x 5 hours = \$140.95

Paratransit Operator Average Hourly Rate = \$19.56 x 5 hours = \$ 97.80

Total cost of requested service = \$238.75 plus marginal costing for bus.

Funding to support this request, if approved, will be 100% from operating funds at a cost of approximately \$238.75.

#### **V. ALTERNATIVES CONSIDERED**

- Do not sponsor the Santa Cruz Follies and do not provide the requested bus service to this event.
- Sponsor the Santa Cruz Follies, but only provide a Fixed Route bus, and not a ParaCruz vehicle.
- Sponsor the Santa Cruz Follies, but only provide a ParaCruz vehicle, and not a Fixed Route vehicle.

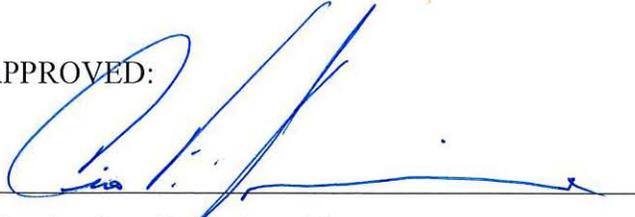
#### **VI. ATTACHMENTS**

Service Request: Linda Minton, Mid County Senior Center, June 30, 2014

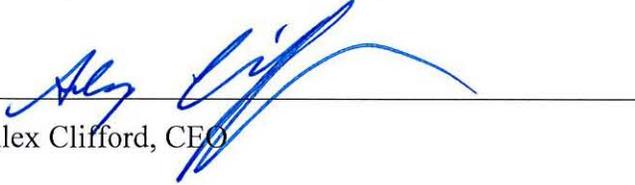
Prepared By: Carolyn Derwing, Schedule Analyst/Acting Planner

Date Prepared: August 11, 2014

APPROVED:



Ciro Aguirre, Operations Manager



Alex Clifford, CEO

- THIS PAGE INTENTIONALLY LEFT BLANK -

# Attachment A

**To:** Carolyn Derwing  
**Subject:** Mid County Senior Center

Hi Carolyn,

This letter is to confirm my phone calls of June 17th and today, June 30th. On behalf of The Mid-County Senior Center at 829 Bay Avenue, Capitola, I am requesting the donation of a 25 passenger bus to transport seniors from our Center to the SCO Follies show at the Civic Center in Santa Cruz on Friday, September 12th for the matinee show at 1:00pm and returning to our Center afterwards. This would enable seniors who don't drive or don't have access to other transportation to attend this celebrated event. Two years ago you were very gracious in providing this service to us and extremely helpful in coordinating the arrangements with me. I ask that the SCMetro Board once again show their generosity by granting this request. Last year we did not make the request far enough in advance to benefit from your kindness and many seniors were disappointed and not able to attend on their own. I look forward to hearing from you and hopefully working with you once again this year. My home phone is 476-4739, cell is 252-4739 or you can reach me at the Center (476-4711) on Mondays and Thursdays between 11:00am and 1:30pm. Thanks for your consideration and assistance!

Sincerely,

Linda Minton, First Vice President, Mid-County Senior Center

Linda Minton  
[mintonl@mahalo-nui.com](mailto:mintonl@mahalo-nui.com)  
[postmaster@mahalo-nui.com](mailto:postmaster@mahalo-nui.com)

- THIS PAGE INTENTIONALLY LEFT BLANK -

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2041  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO  
**SUBJECT: UPDATE: SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PASSENGER RAIL STUDY**

## I. RECOMMENDED ACTION

**Authorize the CEO to communicate to the Santa Cruz County Regional Transportation Commission that Santa Cruz METRO wishes to comment on the draft consultant's report when it becomes available.**

## II. SUMMARY OF ISSUES

- The Santa Cruz County Regional Transportation Commission (RTC) requests that Santa Cruz METRO comment on their draft proposed goals and objectives, evaluation metrics and station and service scenarios
- The RTC has received a transit planning grant from the California Department of Transportation (Caltrans) to study the feasibility of passenger rail service on the Santa Cruz Branch Rail Line
- Santa Cruz METRO is receiving up to \$18,000 from the grant to advise the consultants (Fehr and Peers) and RTC throughout development of the study on bus related interfaces
- On September 4, 2014 the RTC Board will determine three to five service scenarios to undergo detailed evaluation
- The RTC will be seeking input from the Santa Cruz METRO Board of Directors, members of the public, rail transit agencies, and community stakeholders at several points during development of the study

## III. DISCUSSION/BACKGROUND

The Regional Transportation Commission (RTC) received a transit planning grant from the California Department of Transportation (Caltrans) to study the feasibility of passenger rail service on the Santa Cruz Branch Rail Line. Santa Cruz METRO is receiving up to \$18,000 from the grant to advise the consultants (Fehr and Peers) and RTC throughout development of the study on bus related interfaces. The study will include technical analysis of three to five service scenarios, including ridership projections, capital and operating cost estimates, evaluation of benefits, connectivity to other bus and rail service in the region and if found feasible in the short and/or long term recommendations for service implementation and funding

The RTC will be seeking input from the Santa Cruz METRO Board of Directors, members of the public, rail transit agencies, and community stakeholders at several points during development of the study.

As an initial step in development of the study, the RTC will identify up to five passenger rail service scenarios to undergo detailed analysis and will refine goals, objectives, and performance measures used to evaluate those scenarios. Draft goals, evaluation measures, and service scenarios have been developed based on input received from members of the public, technical stakeholders, community leaders, RTC board members, as well as common transit industry standards. Approximately 2,000 members of the community have provided input through an online survey and community meeting this summer.

The CEO is recommending that it may be premature for the METRO Board to comment on the RTC's study goals and objectives, evaluation metrics and station and services scenarios. The CEO will continue to work with METRO's Planning staff to ensure that METRO's bus interests are communicated throughout the study process and that the future report accurately reflects the service and costs impacts to METRO bus service based on the various station scenarios that might be developed and recommended.

It should also be noted that several METRO Board members sit on the RTC Board and they will have the opportunity to review and comment more directly on the areas discussed in this report.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

The RTC is the lead agency on the Passenger Rail Study and is the direct recipient of the Caltrans Transit Planning Grant. Santa Cruz METRO is receiving up to \$18,000 from the grant to advise the consultants (Fehr and Peers) and RTC throughout development of the study on bus related interfaces. The CEO has assigned Planning staff to this project and their time is carefully logged and invoiced to RTC for reimbursement.

#### **V. ALTERNATIVES CONSIDERED**

The Board could request this item to be added to the next Santa Cruz METRO Board meeting agenda to review the RTC request in greater detail and to offer comments in the three requested areas.

However, the RTC is scheduled to hear this matter at their September 4, 2014 meeting and the next Santa Cruz METRO Board meeting is scheduled for September 12, 2014.

#### **VI. NEXT STEPS**

- Receive periodic updates on the progress of the study and METRO's involvement in bus interfaces
- Return to the Board when the draft study is ready for review and comment

Prepared By: Erich R. Friedrich, Senior Transportation Planner

Date Prepared: August 15, 2014

**APPROVED:**



---

Leslyn Syren, District Counsel



---

Alex Clifford, CEO/General Manager

- THIS PAGE INTENTIONALLY LEFT BLANK -

# Santa Cruz County Passenger Rail Study



# DRAFT Project Goals & Objectives

## WHICH DRAFT GOALS & OBJECTIVES DO YOU THINK ARE MOST IMPORTANT?

Transportation Alternatives/Choices

**GOAL 1:** Provide a convenient, competitive and accessible, travel option

Sustainability

**GOAL 2:** Enhance communities & the environment, support economic vitality.

Cost Effectiveness

**GOAL 3:** Develop a rail system that is cost effective and financially feasible

<b>More Options</b>	Provide additional and competitive travel options to address the current and future needs of the community (including employment, school, visitor, shopping, recreational, neighborhood and other daily trips)
<b>Ridership</b>	Increase the number of people using transit
<b>Faster Travel Times</b>	Reduce how long it takes to get places
<b>Transit Connections</b>	Connect to the existing (Metro) bus transit system
<b>Reliability</b>	Make it easier to predict how long it will take to get places (Improve reliability of transit travel times)
<b>Bike &amp; Walk Connections</b>	Ensure connectivity to sidewalks, bike lanes and Monterey Bay Sanctuary Scenic Trail or Rail-Trail)
<b>Non-Drivers</b>	Expand options for seniors, children, people with disabilities, low-income, and those who cannot or do not drive
<b>Visitors</b>	Expand options for visitors and tourists to reduce traffic congestion

<b>Reduce Traffic</b>	Reduce the number of cars on Highway 1 and local roads
<b>Climate</b>	Reduce fuel consumption, greenhouse gas emissions, and air pollution
<b>Other Car Impacts</b>	Reduce need for parking, road expansion and other land use effects of cars (preserve open space and reduce sprawl in other areas)
<b>Economy</b>	Support access to jobs, shopping, tourist, and other economic activity centers/opportunities
<b>Revitalization</b>	Stimulate sustainable development and revitalization of areas near some stations
<b>Serve Major Destinations</b>	Locate stations in areas with high concentrations of housing, jobs, services, visitors and activities
<b>Minimize Impacts</b>	Minimize negative impacts of trains on neighborhoods, adjacent property owners, and the environment (including traffic, noise, parking, construction, etc)
<b>Safety</b>	Provide safety measure to avoid conflicts between trains & cars, bicyclists or pedestrians
<b>Consistency</b>	Ensure consistency with local, regional, state, and federal plans and policies

<b>Cost to Benefit (Cost Effectiveness)</b>	Develop a rail system that is cost effective
<b>Cost per Rider</b>	Generate sufficient ridership to minimize per rider and system costs
<b>Existing Resources</b>	Optimize use of existing infrastructure
<b>Efficiencies</b>	Maximize operational efficiencies, build partnerships with public and private agencies, groups and interests
<b>Funding Options</b>	Identify service options that are competitive for local, state, federal funding sources
<b>Financially Feasible</b>	Develop a system that keeps operating and capital costs to a minimum



- THIS PAGE INTENTIONALLY LEFT BLANK -

**Table 1 - Proposed Evaluation Criteria**

Goal	Evaluation Measure	Evaluation Criteria	Methodology/Definition	Type of Analysis*	Possible Source
<b>Provide a convenient, competitive and accessible, travel option</b>	Transit Operations and Performance	Travel time	Train travel time vs. auto travel time for specified origin/destination pairs	Quantitative	LTK Train Ops/Travel Demand Model
		Equity analysis	Boardings per service mile or service hour	Quantitative	Ridership + Model/Service Plan
	Connectivity/Quality of access	Quality of access	Serves low income/disadvantaged populations	Qualitative	Travel Demand Model/Census/Stations/GIS
		Transit Connectivity	Number of households accessible within a 15-minute walk from a station	Quantitative	Travel Demand Model/Census/Stations/GIS
		Support/promote economic vitality	Convenient, direct pedestrian/bicycle access between stations and adjacent land uses	Qualitative	Service Scenarios/Stations
		Traffic Impacts	Connectivity to local, regional, and state (intercity rail) transit services (e.g. METRO, Capitol Corridor, state rail, Hwy 17 Express bus)	Qualitative	Service Scenarios/Stations/Transit Routes
		Environmental Benefits	Economic benefits (ex. access to jobs and services, redevelopment and infill, attract visitors)	Qualitative	Order of magnitude estimate based on Service Scenarios/Stations
<b>Enhance communities, the environment, and support economic vitality</b>	Livability and Commercial Vitality	Support/promote economic vitality	Number of jobs accessible within a 15-minute walk from a station	Quantitative	Travel Demand Model/Census/Stations/GIS
		Traffic Impacts	Potential for traffic impacts at grade crossings, stations, etc.	Qualitative	Order of magnitude estimate; Service Scenarios/Stations
	Neighborhood & Environmental Impacts	Environmental Benefits	Reduced VMT and greenhouse gas emissions	Quantitative	Order of magnitude estimate; Ridership + Model/EMFAC Estimates
		Noise & Vibration	Noise/vibration impacts along corridor	Qualitative	Service Scenarios/Stations
		Parking	Parking demand and potential impact on areas near stations if not sufficient parking at station; land needed for park-and-ride/parking lots.	Qualitative	Service Scenarios/Stations
	Construction Impacts	Minimize impacts to homes/local businesses	Construction period length/intensity	Qualitative	Construction Estimate
		Capital cost	Total construction cost (includes design, construction, construction management, right-of-way, vehicles, support facilities-stations, parking, crossings, safety features, track improvements, sidings, etc.; and assume trail present)	Quantitative	Cost Estimate
<b>Develop a rail system that is cost effective and financially feasible</b>	Capital and operating costs	Operating and maintenance (O&M)	O&M cost per service mile or service hour	Quantitative	LTK Train Ops/Cost Estimate
		Service efficiency and Cost effectiveness	Farebox recovery ratio (percent of operating costs paid for by passenger fares)	Quantitative	LTK Train Ops/Revenue Estimate
	Funding Competitiveness	Service efficiency and Cost effectiveness	Annualized/life cycle cost per trip (annualized capital cost over useful life + O&M ÷ annual trips)	Quantitative	LTK Train Ops/Revenue Estimate
		Funding potential of scenario	Ability to compete for local, state, federal funding sources (but not compete with METRO buses) for capital and O&M	Qualitative	Funding Plan

\*Quantitative or qualitative analysis would result in a high, medium, or low ranking for each criterion for alternatives analysis

Table 2 - Criteria to be Addressed in Definition of Project/Alternatives

Evaluation Measure		Criteria	Methodology/Definition	Type of Analysis	Possible Source	Way to Address in Study
Transit Operations and Performance	Travel Time	Travel time and speed		Quantitative	LTK Train Ops	Include alternative travel time/speed data in description of each alternative
	Reliability	Travel time reliability		Qualitative	Highway 1 data, SC METRO, industry best practices for rail OTP	Include discussion of auto, bus, and rail reliability
	Ridership	Ridership (number of boardings)		Quantitative	Ridership+ Model	Include alternative ridership data in description of each alternative
Connectivity/Quality of access	Local Transit	Impact on METRO bus system - Will this help or hurt METRO?		Qualitative	N/A	Covered under system connectivity and funding potential. Text will discuss where new bus connections would be needed and potential resource reallocation on parallel/redundant routes.
	Non-Motorized	Connectivity with rail trail, any impacts on planned rail trail and trail users		Qualitative	Rail Trail plans	Include discussion of connectivity to trail and potential issues (sidings, stations) in project description
Capital and operating costs	Service Efficiency and Cost Effectiveness	Operating expense per unlinked passenger trip		Quantitative	LTK Train Ops/Cost Estimate	Evaluation criteria captured with farebox recovery but will be described in description of each alternative
		Subsidy per passenger		Quantitative	LTK Train Ops/Cost Estimate	Evaluation criteria captured with farebox recovery but will be described in description of each alternative
Neighborhood & Environmental Impacts	Safety	Avoid model conflicts, especially at railroad crossings. Ensure no increase in risk/transportation related fatalities and injuries. (e.g. train-car; train-bike/ped risk)		Qualitative	N/A	While this is a major issue of concern it would not differentiate between alternatives and text will include discussion of issues and how they can be addressed
Sustainable Communities	Regional, state, and federal goals	Ability to advance Regional Transportation Plan, local, state, and federal goals		Qualitative	Applicable regional, state, and federal goals	Include discussion of ability to meet goals in project description



TABLE 1 – TIERED STATION LIST

ID	Station Name	Station Type			Approximate Location	Notes/Alternative Location
		Primary	Secondary	Tertiary		
1	Davenport			X	Highway 1/ROW	
2	<b>Westside Santa Cruz</b>	<b>X</b>			Natural Bridges/ROW	Shaffer Rd.; Natural Bridges Dr.; Swift St.; Almar Ave.
3	<b>Bay St./California (UC East)</b>	<b>ST</b>	<b>X</b>		Bay St./California St.	Potentially primary during UCSC School term only
4	<b>Downtown Santa Cruz</b>	<b>X</b>			Pacific Ave/Center St (Depot Park)	Possible future connection to Hwy 17 Express Bus
5	Santa Cruz Boardwalk			X	Leibrandt Ave./ROW	Potentially weekend-only
6	Seabright		X		Seabright Ave./ROW	
7	Harbor/7th Avenue			X	7th Ave./ROW	
8	17th Avenue		X		17th Ave./ROW	
9	<b>41st Avenue (Pleasure Pt &amp; Capitola Mall)</b>	<b>X</b>			41st Ave./ROW	
10	Jewell Box (Jade St Park/Cliff Dr.)			X	Nova Dr. / 47th Avenue	Cliff Dr. / 49th Avenue
11	Capitola Village/Depot Hill		X		Monterey Ave./Park Ave.	
12	<b>New Brighton/Cabrillo</b>	<b>X</b>			New Brighton Rd./Cabrillo College Dr.	Park Ave. / Coronado St.
13	Seacliff Village			X	State Park Dr.	
14	Aptos Village		X		Soquel Dr. / Aptos Creek Rd.	Trout Gulch Rd. /ROW
15	Seascape			X	Seascape Blvd./Rio del Mar Blvd.	Clubhouse Dr. / Sumner Ave.
16	La Selva/Manresa St. Beach			X	San Andreas Rd./ROW	
17	Ohlone			X	Ohlone Parkway	Potential park-and-ride
18	Downtown Watsonville		X		W. Beach St./Walker St.	
19	<b>Pajaro</b>	<b>X</b>			Salinas Rd./Railroad Ave.	Connection to other regional rail systems

Fehr & Peers, 2014  
ST= school term

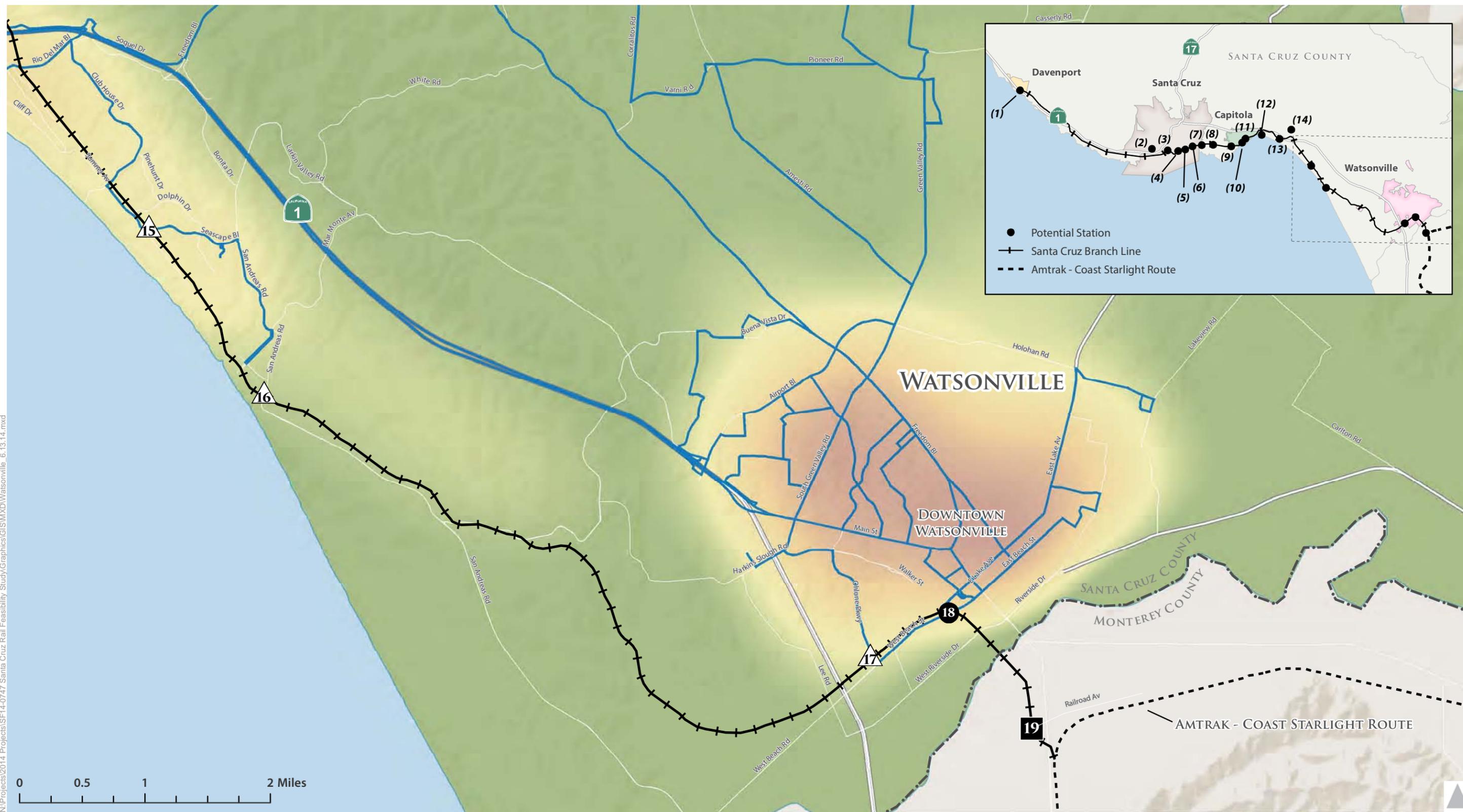


N:\Projects\2014 Projects\SF14-0747 Santa Cruz Rail Feasibility Study\Graphics\GIS\MXD\SantaCruz\_6\_13\_14.mxd



\* Transit Likelihood is a variable that captures population per acre, jobs per acre, land use diversity, street intersection density, and number of zero car households per census block group.

Figure 1  
Transit Likelihood and Stations Map - Santa Cruz



N:\Projects\2014 Projects\SF14-0747 Santa Cruz Rail Feasibility Study\Graphics\GIS\MXD\Watsonville\_6.13.14.mxd



\* Transit Likelihood is a variable that captures population per acre, jobs per acre, land use diversity, street intersection density, and number of zero car households per census block group.

Figure 2  
Transit Likelihood and Stations Map - Watsonville

- THIS PAGE INTENTIONALLY LEFT BLANK -



**TABLE 2 – SERVICE SCENARIOS INITIALLY CONSIDERED**

ID	Scenario	Service Type	Service Spans	# of Stations	Preliminary Stations	Investment Levels	Connections
A	Santa Cruz ←→ Watsonville	Express	<ul style="list-style-type: none"> <li>▪ Weekday</li> <li>▪ Weekend</li> </ul>	5-6	Westside Santa Cruz (2) <b>Bay Street/California-seasonal (3)</b> Downtown Santa Cruz (4) 41st Ave. (9) New Brighton/Cabrillo (12) Downtown Watsonville (18)	Medium	<ul style="list-style-type: none"> <li>▪ San Jose Diridon via Highway 17 Express</li> <li>▪ Local Buses</li> </ul>
B	Santa Cruz ←→Capitola	Limited Express	<ul style="list-style-type: none"> <li>▪ Weekend only</li> </ul>	6-8	Westside Santa Cruz (2) Downtown Santa Cruz (4) Boardwalk (5) Seabright (6) 17th Ave. (8) 41st Ave. (9) Capitola Village (11)	Low	<ul style="list-style-type: none"> <li>▪ San Jose Diridon via Highway 17 Express</li> <li>▪ Local Buses</li> </ul>
C	Santa Cruz ←→ Aptos	Limited Express	<ul style="list-style-type: none"> <li>▪ Weekday Peak</li> <li>▪ Seasonal Weekends</li> </ul>	6-8	Westside Santa Cruz (2) <b>Bay Street/California-seasonal (3)</b> Downtown Santa Cruz (4) 17th Ave. (8) 41st Ave. (9) Capitola Village (11) New Brighton/Cabrillo (12) Aptos Village (14)	Medium	<ul style="list-style-type: none"> <li>▪ San Jose Diridon via Highway 17 Express</li> <li>▪ Local Buses</li> </ul>



TABLE 2 – SERVICE SCENARIOS INITIALLY CONSIDERED

ID	Scenario	Service Type	Service Spans	# of Stations	Preliminary Stations	Investment Levels	Connections
D	Santa Cruz ←→ Watsonville (Limited)	Limited Express	<ul style="list-style-type: none"> <li>▪ Weekday Peak</li> <li>▪ Seasonal Weekends</li> </ul>	4-8	Westside Santa Cruz (2) <b>Bay Street/California-seasonal (3)</b> Downtown Santa Cruz (4) 41st Ave. (9) New Brighton/Cabrillo (12) Watsonville (18) + Potential to add Boardwalk (5), Seacliff (13) and Seascapes (15) weekend only	Medium	<ul style="list-style-type: none"> <li>▪ San Jose Diridon via Highway 17 Express</li> <li>▪ Local Buses</li> </ul>
E	Santa Cruz ←→ Cabrillo (Local)	Expanded Local	<ul style="list-style-type: none"> <li>▪ Weekday</li> <li>▪ Weekends</li> </ul>	6-8	Westside Santa Cruz (2) <b>Bay Street/California-seasonal (3)</b> Downtown Santa Cruz (4) Seabright (6) 17th Ave. (8) 41st Ave. (9) Capitola Village (11) New Brighton/Cabrillo (12)	Medium	<ul style="list-style-type: none"> <li>▪ San Jose Diridon via Highway 17 Express</li> <li>▪ Local Buses</li> </ul>



TABLE 2 – SERVICE SCENARIOS INITIALLY CONSIDERED

ID	Scenario	Service Type	Service Spans	# of Stations	Preliminary Stations	Investment Levels	Connections
F	Santa Cruz ←→ Seascape	Expanded Local	<ul style="list-style-type: none"> <li>▪ Weekday</li> <li>▪ Seasonal Weekends</li> </ul>	8-10	Westside Santa Cruz (2) <b>Bay Street/California-seasonal (3)</b> Downtown Santa Cruz (4) Seabright (6) 17th Ave. (8) 41st Ave. (9) Capitola Village (11) New Brighton/Cabrillo (12) Aptos Village (14) Seascape (15)	Medium	<ul style="list-style-type: none"> <li>▪ San Jose Diridon via Highway 17 Express</li> <li>▪ Local Bus</li> </ul>
G	Santa Cruz ←→ Watsonville	Expanded Local	<ul style="list-style-type: none"> <li>▪ Weekday</li> <li>▪ 10+ Weekends</li> </ul>		Westside Santa Cruz (2) <b>Bay Street/California-seasonal (3)</b> Downtown Santa Cruz (4) Seabright (6) 17th Ave. (8) 41st Ave. (9) Capitola Village (11) New Brighton/Cabrillo (12) Aptos Village (14) Downtown Watsonville (18)	High	<ul style="list-style-type: none"> <li>▪ San Jose Diridon via Highway 17 Express</li> <li>▪ Local Bus</li> </ul>



TABLE 2 – SERVICE SCENARIOS INITIALLY CONSIDERED

ID	Scenario	Service Type	Service Spans	# of Stations	Preliminary Stations	Investment Levels	Connections
H	Santa Cruz ←→ Watsonville (Peak)	Expanded Local	<ul style="list-style-type: none"> <li>▪ Weekday Peak</li> <li>▪ Seasonal Weekends</li> </ul>	10+	Westside Santa Cruz (2) <b>Bay Street/California-seasonal (3)</b> Downtown Santa Cruz (4) Boardwalk (5 weekend only) Seabright (6) 17th Ave. (8) 41st Ave. (9) Capitola Village (11) New Brighton/Cabrillo (12) Aptos Village (14) Downtown Watsonville (18)	High	<ul style="list-style-type: none"> <li>▪ San Jose Diridon via Highway 17 Express</li> <li>▪ Local Bus</li> </ul>



TABLE 2 – SERVICE SCENARIOS INITIALLY CONSIDERED

ID	Scenario	Service Type	Service Spans	# of Stations	Preliminary Stations	Investment Levels	Connections
I	Davenport ←→ Pajaro (Full ROW)	Future Conditional: Includes stations to be added in-step with future demographic and economic growth	<ul style="list-style-type: none"> <li>Weekday Peak</li> </ul>	11+	All stations between Davenport and Pajaro (primary and secondary)	High	<ul style="list-style-type: none"> <li>San Jose Diridon via Highway 17 Express</li> <li>Future Bay Area regional (HSR at Gilroy and Capital Corridor/ Amtrak Coast Starlight at Pajaro)</li> </ul>
J	Santa Cruz ←→ San Jose (via Pajaro)	Future Conditional	<ul style="list-style-type: none"> <li>Weekday Peak</li> </ul>	11+	All stations between Santa Cruz and Pajaro (primary and secondary)	High	<ul style="list-style-type: none"> <li>Future Bay Area regional (HSR/Caltrain at Gilroy, Capital Corridor/ Amtrak Coast Starlight at Pajaro, other regional systems connecting at San Jose Diridon)</li> </ul>

Source: Fehr & Peers, 2014



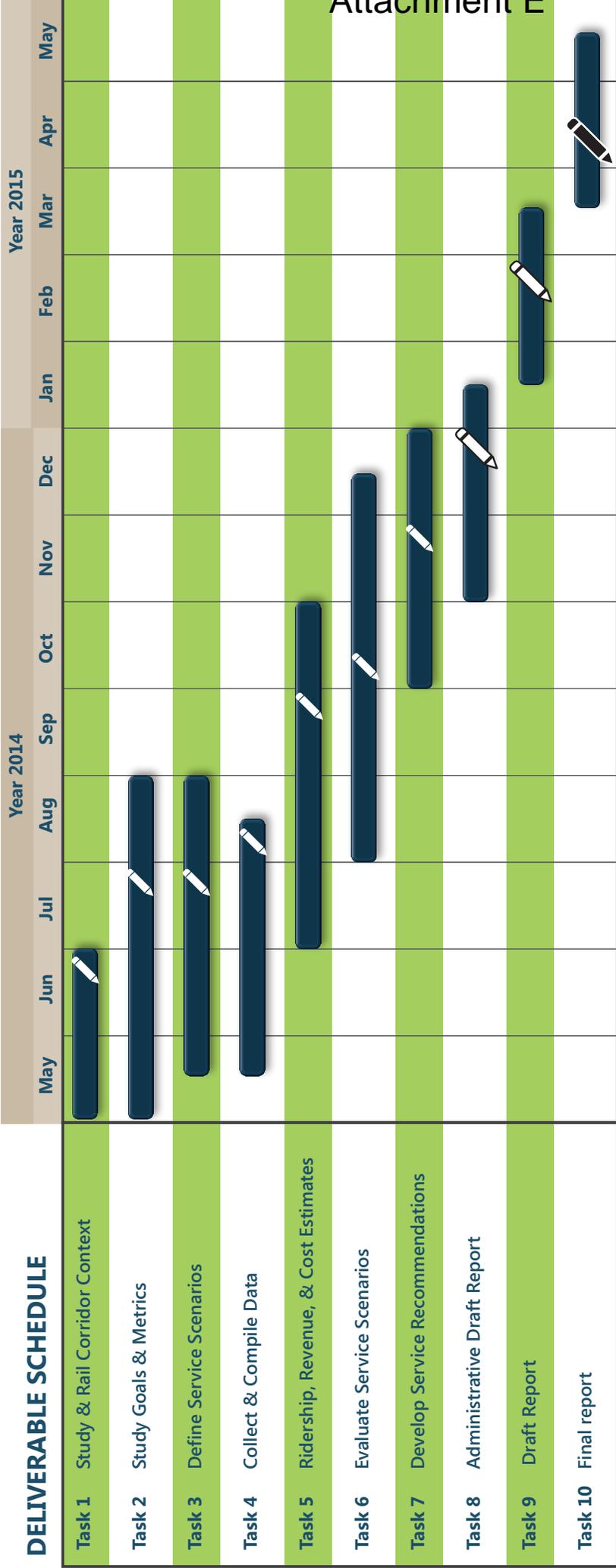
The following five scenarios recommended for detailed analysis represent a representative range of possible service scenarios from low to high cost and near-term to long-term (Table 4):

- Santa Cruz ↔ Capitola – weekend only service to primary stations (plus Boardwalk)
- Santa Cruz ↔ Watsonville – peak weekday commute + seasonal weekends to primary stations (potential for peak direction service)
- Santa Cruz ↔ Cabrillo – seven day service to primary and secondary stations (near-term)
- Santa Cruz ↔ Watsonville – seven day service to primary and secondary stations (long-term)
- Santa Cruz ↔ Pajaro – service connecting to Capitol Corridor/Amtrak at Pajaro to test potential for ridership demand with regional rail accessibility

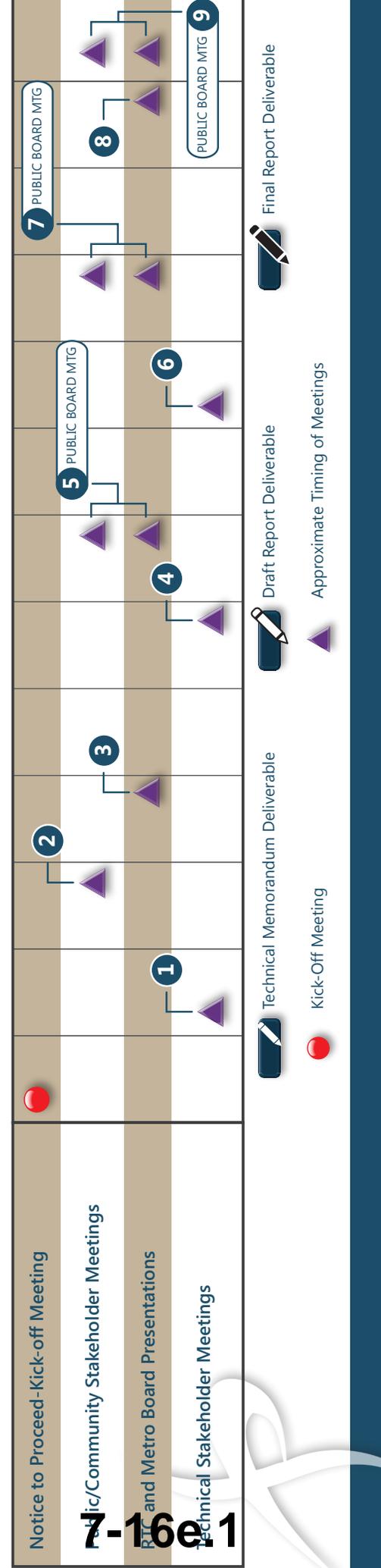
Service hours, the presence of freight, and vehicle types are among other factors to be analyzed in later phases of this Study. The scenarios recommended for further study will be evaluated in Task 5 based on a series of evaluation measures, including

- 1) Transit Operations and Performance
- 2) Connectivity and Quality of Access
- 3) Livability and Commercial Vitality
- 4) Sustainable Communities
- 5) Neighborhood & Environmental Impacts
- 6) Construction Impacts
- 7) Capital and Operating Costs
- 8) Funding Competiveness

For a detailed list of potential performance measures, please see the separate Task 3 memorandum on this topic.



### MEETING SCHEDULE - CONSULTANTS ATTENDING



- THIS PAGE INTENTIONALLY LEFT BLANK -

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014

**TO:** Board of Directors

**FROM:** Ciro Aguirre, Manager of Operations

**SUBJECT: CONSIDERATION OF PROVIDING LIMITED SERVICE TO THE 2014 SANTA CRUZ COUNTY FAIR GROUNDS IN EXCHANGE FOR FAIR VENDOR SPACE.**

## I. RECOMMENDED ACTION

**That the Board of Director approve the request for providing Fixed Route and Paratransit service to the 2014 Santa Cruz County Fair.**

## II. SUMMARY OF ISSUES

- Santa Cruz County Fair commences Tuesday, September 09, 2014, and continues through Sunday, September 14, 2014.
- Santa Cruz METRO proposes service be provided on a limited basis for Tuesday, September 09, Senior Day, and on Saturday/Sunday, September 13, and 14.
- Santa Cruz METRO proposes providing Fixed Route and Paratransit service in exchange for vendor space at the Fair.
- Bus, Paratransit Operators, Customer Service personnel, and members of the Metro Advisory Committee (MAC) will staff the appropriated space and provide METRO information to Fair patrons.
- Cost for extending Fixed Route and Paratransit service to the Fair estimated at approximately \$1,500.

Staff recommends that the Board of Directors approve the request for provision of extending Open Door Route 79 /County Fair Service.

## III. DISCUSSION/BACKGROUND

Since 2010, Santa Cruz METRO (SC METRO) has provided Open Door service to the Santa Cruz County Fair by extending the route 79 for a three (3) day period also providing access to the Fair grounds by SC METRO's Paratransit service. SC METRO has contacted Ms. Lynne Grossi, Director of the Santa Cruz County Fair in order to coordinate these services for Tuesday, September 09, Saturday and Sunday, September 13, and 14, 2014 (see Attachment A).

Due to fiscal challenges the Fair is experiencing, SC METRO proposed offering the services in exchange for vendor space at the Fair. Ms. Grossi has agreed to a reduced section of vendor space that will accommodate SC METRO staff and one Paratransit

Vehicle for demonstration purposes. The demonstration of a Fixed Route Vehicle will not be allowed this year due to space constraints.

Santa Cruz METRO staff has reviewed this proposal and considers this option an opportunity to perform outreach to the community, and to have METRO represented at this year's fair. Bus and Paratransit Operators, Customer Service staff and Metro Advisory Committee members will be scheduled to represent and promote SC METRO to the community attending the Fair.

Information regarding Fixed Route and ParaCruz services will be provided to interested parties. Anticipated costs for providing both Fixed Route and Paratransit service to the fair is approximately \$1,500 plus marginal Bus and Paratransit vehicle costs.

Staff recommends that the Board of Directors approve the request for provision of Fixed Route service to the 2014 Santa Cruz County Fair in exchange for vendor space, and on the basis that such service provides the base line of access to Paratransit that would not otherwise exist.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

The required funding in the amount of \$1,500 is included in the FY15 current fiscal year's Operations budget 3300 within the Bus Operator Pay (501011) account.

#### **V. ALTERNATIVES CONSIDERED**

- Do not provide Fixed Route and Paratransit Service to Fair.
- Provide only Paratransit Service not Fixed Route.
- Provide only Fixed Route Service not Paratransit.

#### **VI. ATTACHMENTS**

**Attachment A:** Bus Stop to the County Fair

Board of Directors  
Board Meeting of August 22, 2014

Prepared By:           Ciro Aguirre, Manager of Operations  
Date Prepared:        August 19, 2014

**APPROVED:**



---

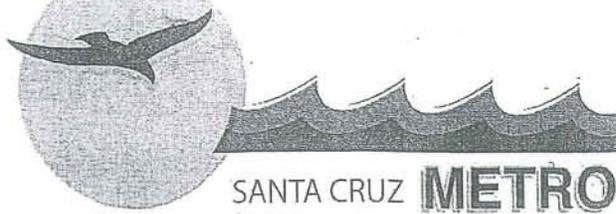
Ciro Aguirre, Manager of Operations



---

Alex Clifford, CEO/General Manager

- THIS PAGE INTENTIONALLY LEFT BLANK -



# BUS STOP TO THE COUNTY FAIR



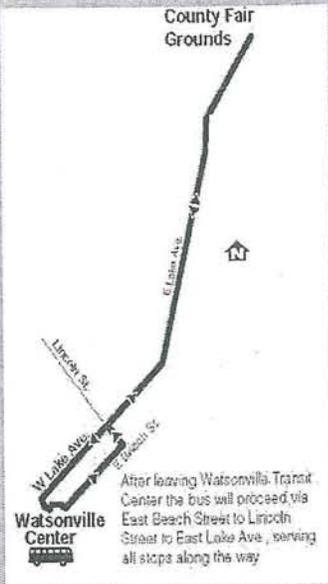
## Santa Cruz County Fair Schedule—Route 79 County Fair

### Tuesday September 9<sup>th</sup>

Departs WTC:	Departs Fairgrounds:	Arrives WTC:
12:00p	12:25p	12:45a
1:00p	1:25p	1:45p
2:00p	2:25p	2:45p
3:00p	3:25p	3:45p
4:00p	4:25p	4:45p
5:00p	5:25p	5:45p
6:00p	6:25p	6:45p
7:00p	7:25p	7:45p
8:00p	8:25p	8:45p
9:00p	9:25p	9:45p
10:00p	10:30p	10:50p

### Saturday, September 13<sup>th</sup> and Sunday September 14<sup>th</sup>

Departs WTC:	Departs Fairgrounds:	Arrives WTC:
10:00a	10:25a	10:45a
11:00a	11:25a	11:45a
12:00p	12:25p	12:45a
1:00p	1:25p	1:45p
2:00p	2:25p	2:45p
3:00p	3:25p	3:45p
4:00p	4:25p	4:45p
5:00p	5:25p	5:45p
6:00p	6:25p	6:45p
7:00p	7:25p	7:45p
8:00p	8:25p	8:45p
9:00p	9:25p	9:45p
10:00p	10:25p	10:45p
11:00p	11:30p	11:50p



For more information call:  
 Customer Service  
 Monday—Friday  
 7:00am—6:00pm  
 (831) 425-8600  
 www.scmtd.com

Regular Fares apply - all METRO Passes accepted.

METRO ParaCruz will run concurrent with Fair Schedule  
 Call 425-4664 for a reservation on ParaCruz

7-17a.1

- THIS PAGE INTENTIONALLY LEFT BLANK -

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014  
**TO:** Board of Directors  
**FROM:** Robyn Slater, Human Resources Manager  
**SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors recognize the anniversaries of those Santa Cruz METRO 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: Eriko K. Dreyer, Pro Tem Administrative Services Coordinator  
Date Prepared: August 18, 2014

- THIS PAGE INTENTIONALLY LEFT BLANK -



**EMPLOYEE LONGEVITY AWARDS TO BE PRESENTED AT THE  
BOARD MEETING ON AUGUST 22, 2014**

**For July & August**

**CERTIFICATE OF APPRECIATION FOR 10 YEARS**

Ellyn L. Peterson

Benefits Administrator

---

**CERTIFICATE OF APPRECIATION FOR 15 YEARS**

Salvador Calderon

Bus Operator

Jose Herrera

Bus Operator

Chris Kane

Custodian Service Worker

Mark Martinez

Bus Operator

Eduardo Montesino

Bus Operator

Richard Orozco

Bus Operator

Douglas Vest

Bus Operator

Elizabeth Woodridge-Sisson

Bus Operator

---

**CERTIFICATE OF APPRECIATION FOR 25 YEARS**

John A. Daugherty

Access Services Coordinator

Sergio Lona-Gonzalez

Bus Operator

---

**CERTIFICATE OF APPRECIATION FOR 30 YEARS**

Issac E. Glenn

Bus Operator

- THIS PAGE INTENTIONALLY LEFT BLANK -

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** August 22, 2014  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO  
**SUBJECT: CONSIDERATION OF PROVIDING SUPPORT FOR ANNUAL METRO/UTU23/SEIU521 PICNICS**

## I. RECOMMENDED ACTION

**That the Board of Directors approve support for annual picnics sponsored by METRO/UTU23/SEIU521**

## II. SUMMARY OF ISSUES

- For the past two years, Santa Cruz METRO has co-sponsored a Fall picnic with the Unions and employees.
- The Fall picnic serves the purpose of improving employee relations and staff morale.
- Santa Cruz METRO and the Unions would like your support to hold the picnic on an annual basis.
- If this action is approved, this year the picnic will take place on October 11, 2014 from 11:00AM to 4:00PM at Harvey West Park in Santa Cruz and it will authorize staff to participate in this event annually going forward as long as METRO's cost of the event has been approved by the Board in the annual budget.
- It is anticipated that Santa Cruz METRO's support would be up to \$5,000.

## III. DISCUSSION/BACKGROUND

For many years, Santa Cruz METRO sponsored a Fall picnic for Board Members, staff and their families with the purpose of maintaining interdepartmental contacts and improving morale. In 1997, budget constraints forced the cessation of the Fall picnic and shortly after that, the cancellation of the annual Holiday party. In 2012, the Board of Directors approved the reinstatement of the Fall picnic and allocated funds to provide financial support.

For the past two years, Santa Cruz METRO, in collaboration with the Unions, has held successful two successful Fall picnics in which staff, family members and Board members enjoy family-friendly activities and food prepared by Santa Cruz METRO staff

who volunteer at the event. The picnic has provided an opportunity to establish lines of communication between Santa Cruz METRO staff members, management and Board Members.

I recommend that the Board of Directors approve an amount of approximately \$5,000 to support a METRO Fall picnic on October 11, 2014, and to continue to support the Fall picnics on an annual basis.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

This action will authorize up to \$5,000 for the Fall 2014 picnic and provide support for this picnic on an annual basis. In the past two years, Santa Cruz METRO staff has been provided with a \$5,000 budget.

The picnic funds are budgeted under account number 509101- Employee Incentive Program with \$6,900 budgeted for Employee Picnic & Holiday Party. METRO's financial participation will not exceed \$5,000. Funding for future picnics will be included in Santa Cruz METRO's budget on an annual basis.

#### **V. ALTERNATIVES CONSIDERED**

- The Board of Directors can choose to not support the Fall picnic. This is not recommended. As described in the Discussion section of this report, the CEO supports this event as a morale boosting event.

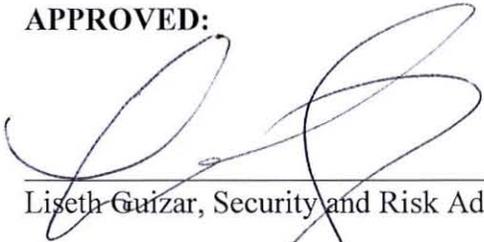
#### **VI. ATTACHMENTS**

**Attachment A:** None

Board of Directors  
Board Meeting of August 22, 2014

Prepared By: Liseth Guizar, Security and Risk Administrator  
Date Prepared: August 13, 2014

**APPROVED:**



---

Liseth Guizar, Security and Risk Administrator



---

Alex Clifford, CEO/General Manager

- THIS PAGE INTENTIONALLY LEFT BLANK -