



# AGENDA

## BOARD OF DIRECTORS REGULAR MEETING

OCTOBER 24, 2014 – 9:00 AM

SANTA CRUZ CITY COUNCIL CHAMBERS

809 CENTER STREET

SANTA CRUZ, CA 95060

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

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/CEO  
Leslyn K. Syren, District Counsel*

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### **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:**  
**SANTA CRUZ CITY COUNCIL CHAMBERS**  
**809 CENTER ST, SANTA CRUZ, CA 95060**

**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. CONSIDERATION OF REJECTING TORT CLAIM**

Liseth Guizar, Security & Risk Administrator

**7-2. ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF OCTOBER 10, 2014**

Alex Clifford, CEO

**7-3. ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION MEETING MINUTES REFLECTING VOTING RESULTS FROM SANTA CRUZ METRO APPOINTEES**

Alex Clifford, CEO

**7-4. ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR AUGUST 2014**

April Warnock, Paratransit Superintendent

**7-5. ACCEPT AND FILE SANTA CRUZ METRO'S SYSTEM RIDERSHIP REPORT FOR AUGUST 2014**

Carolyn Derwing, Schedule Analyst

**7-6. ACCEPT AND FILE STATUS REPORT FOR ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR OCTOBER 2014**

Thomas Hiltner, Grants/Legislative Analyst

**7-7. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR THIRD PARTY ADMINISTRATION OF WORKERS' COMPENSATION CLAIMS**

Erron Alvey, Purchasing Manager

**7-8. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A ONE-YEAR CONTRACT EXTENSION WITH B+U, LLP FOR CONCEPTUAL REDESIGN OF THE WATSONVILLE TRANSIT CENTER**

Liseth Guizar, Security & Risk Administrator

**7-9. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT RENEWAL, EXERCISING THE FOURTH AND FINAL OPTION WITH SHAW/YODER/ANTWIH, INC., FOR STATE LEGISLATIVE REPRESENTATIVE SERVICES, IN AN AMOUNT NOT TO EXCEED \$30,000**

Angela Aitken, Finance Manager

**7-10. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT RENEWAL, EXERCISING THE FOURTH AND FINAL OPTION WITH CAPITAL EDGE ADVOCACY, INC. FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES, IN AN AMOUNT NOT TO EXCEED \$64,000**

Angela Aitken, Finance Manager



- 7-11. CONSIDER A CONTRACT AMENDMENT WITH GROUP 4 ARCHITECTS RESEARCH + PLANNING TO ADD SERVICES FOR THE PACIFIC STATION REDESIGN PROJECT**  
Thomas Hiltner, Grants/Legislative Analyst
  
- 7-12. REPORT OUT THE 2014 SUMMER STUDENT DISCOUNTED FARE PILOT PROGRAM FOR K-12 STUDENTS**  
Erich Friedrich, Sr. Transit Planner
  
- 7-13. CONSIDERATION OF RESOLUTION TO ESTABLISH THE BOARD OF DIRECTORS MEETING SCHEDULE AND LOCATIONS FOR 2015**  
Alex Clifford, CEO
  
- 7-14. CONSIDERATION OF AN AMENDMENT TO THE MANAGEMENT COMPENSATION PLAN ADDING SECTION XI. RELOCATION EXPENSES**  
Alex Clifford, CEO

**REGULAR AGENDA**

- 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**  
Robyn Slater, HR Manager
  
- 9. CONSIDERATION OF PROVIDING DISCOUNT OR GROUP BUS PASSES TO FACILITATE TRANSPORTATION NEEDS FOR CHRONICALLY HOMELESS PERSONS UNDER THE 180/180 PROGRAM**  
Ciro Aguirre, Manager of Operations
  
- 10. RECEIVE A PRESENTATION ON THE STATUS OF PACIFIC STATION REDESIGN**  
Claire Fliesler, Grants/Legislative Analyst & Thomas Hiltner, Grants/Legislative Analyst
  
- 11. PUBLIC HEARING TO DISCUSS POSSIBLE OPTIONS FOR THE ROUTE 6**  
Carolyn Derwing, Schedule Analyst  
**PUBLIC HEARING TO TAKE PLACE AT 9:00AM.**
  
- 12. CONSIDERATION OF CAPITOLA MALL TRANSIT CENTER RELOCATION TO ALTERNATE SITE WITHIN CAPITOLA MALL**  
Ciro Aguirre, Manager of Operations
  
- 13. ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2014; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES**  
Angela Aitken, Finance Manager
  
- 14. CEO TO GIVE ORAL REPORT**  
Alex Clifford, CEO



- 15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**  
Leslyn K. Syren, District Counsel
  
- 16. ANNOUNCEMENT OF NEXT MEETING: FRIDAY, NOVEMBER 14, 2014 AT 9:00 AM AT THE WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN ST, WATSONVILLE, CA**  
Chair Dene Bustichi
  
- 17. ADJOURNMENT**

**SECTION II: CLOSED SESSION**

- 1. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS**  
Title: District Counsel

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

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Claim # 14-0012

10-3-2014

Santa Cruz Metropolitan Transit District

110 Vernon Street

Santa Cruz CA 95060

To whom this may concern:

On June 18, 2014 I Maria Elena Hernandez sustained an injury while riding on your bus transportation system. The bus driver made a sudden stop to avoid hitting a pedestrian. The impact of that sudden stop caused injury to my right shoulder and neck due to a sudden jolt toward the metal pole. I felt a sharp pain on my right shoulder and neck which caused immediate swelling.

The bus driver asked the passengers whether or not anyone was hurt and I informed him that I was injured. The driver then asked if I needed an ambulance in which case I said yes. He then stated that, "How can I have been injured if no one else was injured". This made me feel that the bus driver was unconcern about my injuries. I told him I needed the medical attention and this was due to his driving. The ambulance was not called at the time of the accident; he waited until he drove to the bus transfer which seemed like a long wait, before I received any medical treatment. He made the decision to continue dropping off and picking up passengers. Instead of getting me the treatment I needed.

The MST is my main source of transportation. I depend on this system for daily transport. It sadden me that bus driver responded to my injuries in such an uncaring manner. With that said, I now have anxiety when I ride the MST. I continue to use this means of transportation for all my medical appointments and other things I need to do to support myself.

Since this accident I have accrued over \$10,000 dollars worth of medical bills. I have developed anxiety about riding the MST which I have to continue to use as means of transportation.

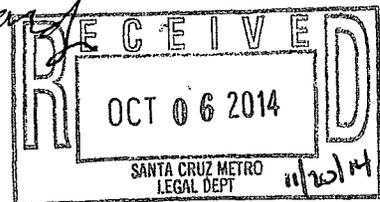
I hope that you can understand the extent of the problem this accident has caused my life. I hope you can make things right by taking care of paying all my accrued medical bills and any future ones.

Thank you

Maria Elena Hernandez

*Maria E. Hernandez*

*Enclosed are copies of most of my medical bills.*



SC 06-14-12

7-1.1

# GOVERNMENT TORT CLAIM

## RECOMMENDED ACTION

TO: Board of Directors

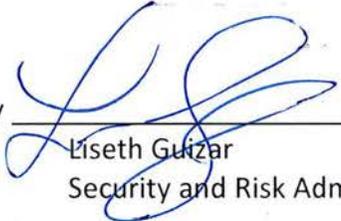
FROM: District Counsel

RE: Claim of: Hernandez, Maria  
Date of Incident: 6/18/2014

Received: 10/6/2014 Claim #: 14-0012  
Occurrence Report No.: SC 06-14-12

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

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

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

Date: 10/16/14

I, Eriko Dryer, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of October 24, 2014.

By \_\_\_\_\_  
Temporary Administrative Assistant

Date: \_\_\_\_\_

Attachment(s)

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014

**TO:** Board of Directors

**FROM:** Alex Clifford, CEO 

**SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OCTOBER 10, 2014**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the minutes for the Santa Cruz METRO Board of Directors meetings of October 10, 2014.**

## II. SUMMARY OF ISSUES

- Staff is providing minutes from the Santa Cruz METRO Board of Directors meeting of October 10, 2014
- Each meeting, staff will provide minutes from previous Santa Cruz METRO Board of Directors meetings.

## III. DISCUSSION

The Board requested that staff include in the Board Packet minutes for previous Santa Cruz METRO Board of Directors 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 Board of Directors Meeting of October 10, 2014

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A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on Friday, October 10, 2014 at the Santa Cruz METRO Administrative Offices, located at 110 Vernon Street, in Santa Cruz, California.

## SECTION I: OPEN SESSION

### 1. CALL TO ORDER

Vice Chair Robinson called the meeting to order at 8:33 a.m.

### 2. ROLL CALL

The following Directors were present:

Director Hilary Bryant	<input checked="" type="checkbox"/>
Director Dene Bustichi	<input checked="" type="checkbox"/>
Director Karina Cervantez	<input checked="" type="checkbox"/>
Director Daniel Dodge	<input type="checkbox"/>
Director Zach Friend	<input checked="" type="checkbox"/>
Director Ron Graves	<input checked="" type="checkbox"/>
Director Michelle Hinkle	<input checked="" type="checkbox"/>
Director Deborah Lane	<input checked="" type="checkbox"/>
Director John Leopold	<input checked="" type="checkbox"/>
Director Bruce McPherson	<input checked="" type="checkbox"/>
Director Lynn Robinson	<input checked="" type="checkbox"/>
Ex-Officio Director Donna Blitzer	<input checked="" type="checkbox"/>

#### STAFF PRESENT

Alex Clifford, CEO

Leslyn K. Syren, District Counsel

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

Angela Aitken, Santa Cruz METRO

April Warnock, Santa Cruz METRO

Carolyn Derwing, SEA / Santa Cruz METRO

Daniel Zaragoza, Santa Cruz METRO

Suzanne Silva, Santa Cruz METRO

Debbie Kinslow, Santa Cruz METRO

Erron Alvey, Santa Cruz METRO

George Dondero, Santa Cruz County RTC

# Attachment A

Minutes– Board of Directors  
October 10, 2014  
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### 3. ANNOUNCEMENTS

None

### 4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Vice Chair Robinson opened the room for announcements.

Liseth Guizar reminded the Board about the company picnic and shared the event artwork, designed by Bus Operator , Crystal Clark. Director Lane showed the artwork on a t-shirt. Vice-Chair Robinson encouraged attendance to the picnic and thanked the artist for her “stunning design” on behalf of the Board.

Director Leopold arrived at 8:37.

Public comment: None.

### 5. LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino requested staff relief vehicles be washed. He expressed concern about liability issues as Operators were reporting they could not see out of the windows.

Mr. Montesino also stated they were experiencing contract issues that made it very difficult for employees to come back to work.

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

Mr. Clifford called attention to a revision to the agenda due to a spelling error.

## CONSENT AGENDA

#### 7-1. NOTICE OF ACTION TAKEN IN CLOSED SESSION

#### 7-2. ACCEPT AND FILE MINUTES OF BOARD OF DIRECTORS MEETING OF SEPTEMBER 26, 2014

Director Graves stated item 7-2 indicated he was present during the September 26<sup>th</sup> Board meeting when he was not. He asked staff to make the correction.

Public comment: None.

**ACTION: MOTION: LEOPOLD SECOND: HINKLE**

**APPROVED CONSENT AGENDA WITH THE CAVEAT THAT STAFF ADJUSTS THE MINUTES TO REFLECT DIRECTOR GRAVES’S ABSENCE.**

**MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ AND DODGE ABSENT.**

# Attachment A

## REGULAR AGENDA

### 8. ORAL REPORT ON FEDERAL LEGISLATIVE UPDATE FROM CAPITAL EDGE

After an introduction by the CEO, Chris Giglio with Capital Edge gave an oral report updating the Board on Federal Legislation. His report highlighted the following:

- The Highway Trust Fund would run out of money soon. Congress infused this with \$20M, which carries over until May 2015.
- MAP21 is set to expire and there was discussion over reauthorization of the bill
- Increase in gas tax – favored by both Republican and Democrat parties
- STIC was level funded but Congressman Farr was working to double the amount
- MAP21 was made into a formula then available funding was cut in half
- There was a threat to tax exemption on municipal bonds
- The Marketplace Fairness Act - collection of taxes from primarily online, out of state, purchases

Ex-Officio Blitzer arrived at 8:41am.

Chair Bustichi thanked Mr. Giglio for his report and for his service to Santa Cruz METRO. He asked for insight on the progress of the Bus Coalition. Mr. Giglio stated the coalition had been successful but were getting pushback from Congress.

Chair Bustichi asked if there would be new funding for alternate fuel vehicles. Mr. Giglio stated there was nothing significant at that time.

Director Cervantez arrived at 8:48am.

Director Leopold asked if there was a preference to fund CNG buses versus electric buses. Mr. Giglio replied that he did not see a preference at this time. He stated most districts were going with CNG.

Vice-Chair Robinson thanked Mr. Giglio and acknowledged his and his company's service.

### 9. ORAL REPORT ON STATE LEGISLATIVE UPDATE FROM SHAW/YODER/ANTWIH, INC.

Josh Shaw with Shaw/Yoder/Antwih, Inc. gave an oral report updating the Board on State Legislation. His report highlighted the following:

- Senator Monning sponsored the bill (sb1236 ) which passed – allowed Santa Cruz METRO employees and contracted security officers to issue citations. Mr. Shaw stated this was becoming a statewide measure.
- State bill (Assembly Bill No. 1720) passed – gave a 1 year reprieve to work with federal partners to set a better policy on maximum weight of buses
- Cap & Trade – 60% slated to go back to transportation

Chair Bustichi asked if the Air Resources Board (ARB) was tied to air quality and would that affect accessibility to funding. Mr. Shaw stated the money was short term in R&D but he

# Attachment A

expected in the long term, the money would go to transit districts.

Director McPherson stated there were special funds for rail service and asked if there was special funding for other agencies. Mr. Shaw said 5% of Cap and Trade was to improve greenhouse emissions. He believed increasing ridership in specific corridors might qualify for that funding, under Affordable Housing. There was a push for integrative connectivity for which he believed Highway 17 could qualify. Mr. Shaw stated he would work with staff towards that opportunity.

Vice-Chair Robinson thanked Mr. Shaw and acknowledged his and his company's service.

Mr. Shaw thanked the Board and thanked Mr. Eduardo Montesino and Les White for their help with setting the meeting with Assemblymember Alejo.

## 10. BUDGET WORKSHOP III OF VIII

Mr. Clifford and Staff reviewed slides that addressed questions from the previous workshop and introduced new information which included:

- Service snapshot
- Definitions of Key Performance Indicators
- Overview of Farebox Recovery Ratio
- Performance Indicators by Route & Service Type
- ParaCruz Performance Indicators
- Presentation of Peer Data
- Developing Service Guidelines

In order of appearance, those who presented were Angela Aitken, Finance Manager; Thomas Hiltner, Grants/Legislative Analyst; Robyn Slater, HR Manager; Erich Friedrich, Sr. Transit Planner; Carolyn Derwing, Schedule Analyst; April Warnock, Paratransit Superintendent; and Debbie Kinslow, Assistant Finance Manager.

Questions and comments were raised as follows:

Slide 10.4: Director Leopold asked what percentage of the wages were cash-outs. Ms. Aitken replied the payouts in FY13 were \$450K.

Director McPherson asked if there was any indication when payouts would happen. Ms. Aitken replied the agreement stated employees could take a payout at any time. She acknowledged there was a time when several long-term employees retired at the same time, which contributed to an increase of withdrawals during FY13.

Vice Chair Robinson asked if Ms. Aitken what the amount was for the 28 extra employees. Ms. Aitken replied it was approximately \$2M for the additional employees. Vice-Chair Robinson also asked for a breakdown of the other amounts. Ms. Aitken responded that COLA's were approximately \$.5M and longevity was approximately \$350K.

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Director Friend asked if the cash-outs were capped. Ms. Aitken replied they were not.

Director Leopold asked for confirmation on the year when there was the large group of retirees. Ms. Slater replied she would get back to the Board with that information.

Slide 10.6: Director Leopold said that the figures looked like they had good odds. He thanked Mr. Hiltner for his work.

Slide 10.8: Director McPherson asked how many Highway 17 passengers there were per day. Mr. Friedrich replied that there were approximately 1,200.

Slide 10.10: Director Leopold asked how the equation was weighted. He used the San Lorenzo Valley as an example and stated the PPH may be lower but they still deserved service. Mr. Friedrich acknowledged this as a good question as some service had higher service hours, but with fewer passengers lowered the Passenger Per Hour figure. He acknowledged the need to talk about policies and guidelines, as a District, to determine how much service to allocate to those regions.

Chair Bustichi asked how this information compared to other agencies. Mr. Friedrich replied that they would cover that later in the presentation.

Slide 10.17: Director Leopold commented that intercity service had routes that are more efficient in comparison.

Chair Bustichi asked if the data included return hours on Highway 17. Mr. Friedrich and Ms. Derwing said the data did not include deadhead hours.

Slide 10.22: Mr. Montesino questioned why post employee benefits were included in ParaCruz comparisons but not Fixed Route. Ms. Kinslow replied they were required to include the data as per the requirement of NTD. Fixed Route was not based upon NTD information and did not have the same requirements.

Director Friend asked what made the large increase in KPI. Ms. Warnock replied that the contributing factors included general liability, cost of fuel, fringe benefits and vehicle repair. Director Friend asked why it was higher than other areas of METRO.

Director Leopold suggested that as ParaCruz fleet was a gas powered versus a CNG powered fleet that may contribute to the discrepancy.

Mr. Clifford stated he would bring back to the Board information of the different components that distinguished Fixed Route to ParaCruz.

Slide 10.23: Chair Bustichi asked what the average distance was for ParaCruz. Ms. Warnock answered that it was a little over 5 miles. Chair Bustichi confirmed for five miles of service the

# Attachment A

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cost was \$57.

Slide 10.29: Chair Bustichi asked if they considered Watsonville to Santa Cruz a Commuter Route or just Highway 17. Mr. Friedrich confirmed it was just Highway 17.

Slide 10.32: Director Bryant asked which of the agencies have commuter data. Mr. Friedrich replied that MST and Empire have commuter routes.

Slide 10.33: Director Leopold asked for clarification on the Akron data; how was it both not costly and heavily subsidized? Mr. Friedrich replied that their fare structure might be very low or they may be carrying fewer passengers.

Slide 10.35: Mr. Montesino asked for confirmation on the difference between curb-to-curb and door-to-door service. Ms. Warnock stated curb-to-curb was assistance from the curbside, which is the ADA minimum. Door-to-door was assistance from door of departure through door of destination.

Director Leopold asked what the hours of operation were for BTM in Texas. Ms. Warnock answered they operate from 5am to 5pm.

Chair Bustichi confirmed that WTA in Washington offered free rides on Fixed Route to those who qualify.

Slide 10.45: Director McPherson stated that they had to have some process of promoting METRO to increase service. Ms. Derwing acknowledged there was a need for a greater marketing focus.

Directors Lane, Hinkle and Leopold thanked Staff for their thorough and clear presentation.

Director Cervantez observed a drop in grant money and questioned what the sources of revenue were for the peer agencies in comparison. Mr. Hiltner replied that he would bring that information back to the Board.

Director McPherson asked Mr. Giglio and Mr. Shaw if they saw other transit districts facing the same problems. Mr. Shaw replied that the data was accurate and very similar to all districts. Mr. Giglio stated METRO was doing better on STIC than peers but nationally, all agencies were dealing with the same questions.

Public comment:

Mr. Montesino stated Santa Cruz METRO had invested a lot in service. He acknowledged the Board had difficult decisions ahead but urged them to keep in mind the company was a unique apple.

# Attachment A

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George Dondero, Executive Director of SCCRTC, thanked Mr. Clifford and Staff for a good presentation. He stated there was a grant to increase marketing, in which Santa Cruz METRO was included. He stated RTC was more than half way through the Rail Feasibility Study and would be presenting the findings in their December meeting.

Vice-Chair Robinson acknowledged the Board must have conversations about the budget deficit. She stated riding on a Santa Cruz METRO bus is a good experience and they wanted to keep the service the best it could be. She thanked Mr. Clifford and Staff for a job well done.

**11. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Ms. Syren reviewed the Closed Session items.

Public comment: None

**12. ANNOUNCEMENT OF NEXT MEETING: FRIDAY, OCTOBER 24, 2014 AT 9:00 AM, SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER ST, SANTA CRUZ, CA**

Vice-Chair Robinson announced the following meeting.

**13. ADJOURNMENT**

Meeting adjourned at 10:59am.

Respectfully submitted by Eriko K. Dreyer, Temporary Administrative Assistant.

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager *ASC*  
**SUBJECT:** **ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL  
TRANSPORTATION COMMISSION MEETING MINUTES REFLECTING  
VOTING RESULTS FROM SANTA CRUZ METRO APPOINTEES**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the minutes 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 Santa Cruz County Regional Transportation Commission. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

## IV. FINANCIAL CONSIDERATIONS

N/A

## V. ATTACHMENTS

- Attachment A:** Minutes of the September 4, 2014 Regular SCCRTC Meeting  
**Attachment B:** Minutes of the September 10, 2014 Traffic Operations Systems (TOS) Oversight Committee Meeting  
**Attachment C:** Minutes of the September 11, 2014 Budget and Administration / Personnel Committee Meeting

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# Attachment A



## Santa Cruz County Regional Transportation Commission

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### Minutes

**Thursday, September 4, 2014  
9:00 a.m.**

**County Board of Supervisors Chambers  
701 Ocean Street, 5<sup>th</sup> Floor  
Santa Cruz, CA**

1. Roll call

The meeting was called to order at 9:00 a.m.

Members present:

Aileen Loe (ex-officio)	Dennis Norton
Randy Johnson	Greg Caput
Andy Schiffrin (alt.)	Zach Friend
John Leopold	Gine Johnson (alt.)
Dene Bustichi	Lynn Robinson

Staff present:

George Dondero	Luis Mendez
Jason Laning	Rachel Moriconi
Ginger Dykaar	Karena Pushnik

2. Oral communications

**Charles Huddleston**, resident of Santa Cruz County, suggested that the RTC provide motorcycles equipped with fire extinguishers to local fire departments along Highway 17 so they can reach incidents along Highway 17 more quickly.

3. Additions or deletions to consent and regular agendas

A handout for Item 17 was distributed and Item 18 was pulled from the agenda and deferred to a later meeting.

**CONSENT AGENDA**

Commissioner Norton moved and Commission Alternate Schiffrin seconded the consent agenda. The motion passed unanimously, with Commissioners Norton, R. Johnson, Caput, Schiffrin, Friend, Leopold, G. Johnson, Bustichi, and Robinson voting "aye."

**MINUTES**

4. Approved draft minutes of the August 7, 2014 Regional Transportation Commission meeting
5. Accepted draft minutes of the August 5, 2014 Elderly and Disabled Transportation Advisory Committee meeting
6. Accepted draft minutes of the August 11, 2014 Bicycle Advisory Committee meeting

**POLICY ITEMS**

*No consent items*

**PROJECTS and PLANNING ITEMS**

*No consent items*

**BUDGET AND EXPENDITURES ITEMS**

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

**ADMINISTRATION ITEMS**

8. Approved Railroad Crossing Agreement for Pacific Avenue in Santa Cruz

**INFORMATION/OTHER ITEMS**

9. Accepted monthly meeting schedule
10. Accepted correspondence log
11. Accepted letters from RTC committees and staff to other agencies
  - a. August 3, 2014 letter to City of Santa Cruz Water Department regarding North Coast Pipeline Rehabilitation Project
  - b. August 14, 2014 letter to California State Coastal Conservancy regarding Twin Lakes Beachfront Improvement Project
  - c. August 14, 2014 letter from RTC Bicycle Committee regarding Appreciation for Rail Trail project

- d. August 14, 2014 letter to City of Watsonville regarding Main Street Improvements
  - e. August 18, 2014 letter to County of Santa Cruz regarding Draft Sustainable County Plan
  - f. August 18, 2014 letter to City of Scotts Valley regarding Mitigated Negative Declaration for proposed 1440 Center project
12. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
13. Accept information items - *none*

## REGULAR AGENDA

14. Commissioner reports – oral reports

Commissioner Randy Johnson communicated that he recently attended memorial services for Paul McGrath, who passed away on August 3<sup>rd</sup>.

15. Director's report – oral report

Executive Director George Dondero reported that the Commissioner retreat, held on August 21<sup>st</sup>, was a huge success, and thanked Commissioners for their participation.

16. Caltrans report and consider action items

Aileen Loe, Caltrans, announced the publication of the second edition of The Mile Marker, which is a Caltrans publication intended to provide transparent accounting of Caltrans' performance.

17. Passenger Rail Study: Goals, Evaluation Metrics, and Scenarios

Senior Transportation Planner Rachel Moriconi presented the report. Steve Crosley, Fehr and Peers, then presented PowerPoint slides regarding potential goals, evaluation metrics, and scenarios for the Passenger Rail Study.

Commissioners discussed: the feasibility of potential station locations; the possibility of having different station lists for each type of potential rail service; the need to compare the cost effectiveness of rail service along the corridor with other potential forms of transportation; comparison with past rail studies; comparison with VTA and SMART; and the need for cost-per-user data.

**Kem Akol**, RTC Bicycle Advisory Committee member, asked that cost considerations be prioritized, and that the least expensive improvements to the rail corridor be implemented first.

# Attachment A

**Brian Peoples**, Aptos resident, said that the RTC should focus on outreach to farmers, and should make extra outreach efforts to those who reside along the rail corridor.

**Charles Huddleston**, resident of Santa Cruz County, said the study should consider potential increases in tourist revenues if the rail corridor is connected to train service from Los Angeles. He also said that passengers should be able to bring their bicycles on trains.

**Piet Canin**, Ecology Action, thanked RTC staff for pursuing the Passenger Rail Study, and for holding a public workshop.

**Reed Searle**, Santa Cruz PRT, said that the study is a service for future generations, and asked that the study consider Personal Rapid Transit.

**Georgia Schuttish**, a Seabright resident, said that she and her husband recently visited Belgium, and suggested that the RTC consider that country's electric train service as a model to follow. She also said it would be great to have a train stop in Seabright.

Commission Alternate Schiffrin moved and Commissioner Norton seconded to approve the goals and objectives, an evaluation framework, station locations, and service scenarios for analysis in the Passenger Rail Study for the Santa Cruz Branch Rail Line. The motion passed unanimously, with Commissioners Norton, R. Johnson, Caput, Schiffrin, Friend, Leopold, G. Johnson, Bustichi, and Robinson voting "aye."

Commissioners Bustichi, Robinson, and Commission Alternate Virginia Johnson left the meeting.

18. Pedestrian Safety Work Group's Pedestrian/Motorist Brochure – *pulled from agenda, moved to next meeting*
19. Adjourned to special meeting of the Service Authority for Freeway Emergencies at 10:09 a.m.
20. Next meetings

The next RTC meeting is scheduled for Thursday, October 2, 2014 at 9:00 a.m. at the County Board of Supervisors Chambers, 701 Ocean Street, 5<sup>th</sup> Floor, Santa Cruz, CA.

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

Respectfully submitted,

Jason Laning, Staff

**Attendees**

James Swofford  
Charles Huddleston  
Brian Peoples  
Chris Schneiter  
Reed Searle  
Heather Adamson  
Thomas Hiltner  
Kem Akol  
Brian Hawkins  
Piet Canin  
Georgia Schuttish

Golden Gate Railroad Museum  
Santa Cruz County resident  
Aptos resident  
City of Santa Cruz  
Santa Cruz PRT  
AMBAG  
Santa Cruz METRO  
RTC Bicycle Advisory Committee  
CHP  
Ecology Action  
Seabright resident

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# Attachment B

JOINT MEETING OF  
SANTA CRUZ COUNTY TRAFFIC OPERATIONS SYSTEMS (TOS) OVERSIGHT COMMITTEE  
AND  
SAFE ON 17 TASK FORCE

**DRAFT MINUTES**

Wednesday, September 10, 2014

10:00am-12:00pm

**Santa Cruz County Regional Transportation Commission  
1523 Pacific Ave, Santa Cruz**

**TOS Oversight Committee and Safe on 17 Task Force Meeting Participants**

Captain Les Bishop, San Jose CHP

Lt Brian Hawkins, Santa Cruz CHP

Marshall Ballard, VTA

Officer D.J.Sarabia, San Jose CHP

Arthur De La Cerda, Caltrans D4 Maintenance

Pedro Alcazar, Caltrans D4 Maintenance

Bertha Roman, Caltrans D5

Russell Ellingworth, Caltrans D5 Maintenance

Christopher Cook, Caltrans D5

Jarrett Winter, Santa Clara County Fire Department

Ramin Bolourchian, Caltrans D4 TMC

Mitchell Nelson, representing Supervisor Ken Yeager, Santa Clara County Board of Supervisors

Bruce McPherson, Santa Cruz County Board of Supervisors

Kelly McClendon, Caltrans D5, Planning

Brandy Rider, Caltrans D5, Planning

Earl Sherman, Caltrans D4

Officer Brad Sadek, Santa Cruz CHP

John Leopold, Santa Cruz County District Supervisor

Bernard Walik, Caltrans D4

Devin Porr, Caltrans D5

Nick Saleh, Caltrans D4

Jacques Van Zeventer, Caltrans D5 (teleconference)

Colin Jones, Caltrans D5 (teleconference)

Kim Schultz, Santa Cruz County Regional Transportation Commission

Amy Naranjo, Santa Cruz County Regional Transportation Commission

Luis Mendez, Santa Cruz County Regional Transportation Commission

Ginger Dykaar, Santa Cruz County Regional Transportation Commission

# Attachment B

1. **Introductions** – Introductions were made.
2. **Additions or Deletions to the Agenda** – none.
3. **Reviewed and Accepted Minutes of the March 12, 2014 Joint TOS Oversight Committee and Safe on 17 Meeting**
4. **Received Information Items**

Amy Naranjo presented the Freeway Service Patrol (FSP) Program Update. Ladd's Towing is the tow operator for FSP for Hwy 1 and 17 from September 2013 through July 2017. Matching funds for FSP service on Highway 1 and 17 for FY 13/14 have been secured from RSTP funds. During FY 13/14, there were 1,944 hours of FSP service with 792 assists on Highway 17 and on Highway 1, there were 1,746 hours of FSP service with 721 assists.

Amy Naranjo presented the 511 update. RTC staff is developing a 511 website "Cruz 511" to provide traffic condition and multimodal transportation information that is tailored to Santa Cruz County residents and visitors. The website will include traffic condition information using Caltrans QuickMap as well as multimodal, rideshare and emergency information. Quickmap provides information on planned construction projects one week ahead of time.

Ginger Dykaar presented information on the 2013 Safe on 17 Annual Report. The 2013 Safe on 17 Annual Report reviews the work done by the CHP, Caltrans, RTC and other stakeholders to continue to improve safety on Highway 17. The total number of collisions in 2013 tied with 2009 for the lowest on record since 1996. Copies of the report are available on the RTC website ([www.sccrtc.org](http://www.sccrtc.org)).

Articles/Public Feedback – The majority of articles of significance to Hwy 17 in the news were about the big-rig collision near Lexington reservoir on July 10, 2014. In the articles, members of the public expressed concern about the continued use of Hwy 17 for trucks especially during commute hours. Caltrans response to this concern has been that there are no other alternative routes for trucks to travel between SC and the South Bay.

5. **Received Update on California Highway Patrol Safe on 17 Program Statistics and Public Information Efforts**

Captain Bishop with San Jose CHP stated that San Jose CHP will work on distributing the hours for extra enforcement throughout the year. June was a banner month with 984 citations. Officer Sadek of Santa Cruz CHP stated that collision stats and citations for 2014 are on par with previous years.

# Attachment B

CHP San Jose and CHP Santa Cruz incorporate the message of safety on highway 17 in all of their public affairs activities, whether it is recruiting booths or information tables, senior or teen driver training classes.

Ginger Dykaar discussed the extra enforcement hours. Santa Cruz CHP extra enforcement hours are distributed fairly evenly throughout the months of the year. San Jose CHP extra enforcement hours were concentrated in the spring of this year with about 2/3 of the total hours for the year during the month of June. She emphasized the importance for having a thought out plan for how best to use these extra resources for minimizing the number of collisions on highway 17.

## **6. Received Major Incident Review**

San Jose CHP Captain Bishop reviewed the big-rig incident on Hwy 17 near Lexington Reservoir. He complemented his lieutenant and Caltrans for working together to set up a contraflow so that at least one lane of traffic was available in each direction during this incident.

## **7. Received Caltrans District 5 Highway 17 Project Update**

Bertha Roman from CT D5 presented the Laurel Curve Shoulder Widening Update –The shoulder in the NB direction, north of the intersection with Laurel Rd will be widened and a retaining wall constructed in order to increase site distance and to allow more time for steering correction around this curve. The radius of the curve will stay the same. The majority of the work will occur during the day but there will not be any lane closures during the daytime. Work should be completed within one year.

Brandy Rider and Kelly McClendon presented the Access Management Study that has begun for the Hwy 17 corridor from the City of Scotts Valley to Summit Rd. The plan will identify issues related to access, mobility and safety, develop potential improvements and assess feasibility of implementation. An executive steering committee as well as a technical advisory committee will be formed to provide input throughout the development of the plan. The plan will be developed over an 18 month to two year period. The end result of the plan will be a number of alternative packages at various different scales that address access, mobility and safety of the Hwy 17 corridor. Caltrans D4 may be interested in being included on this effort as well as VTA.

Commissioner John Leopold asked to make sure that the public was involved at the early stages of the project as well as the middle and end and Ms. Rider assured him that would be the case.

Summit Slide Repair - Construction has been completed and the project will be finalized once plants have been established.

## **8. Received Caltrans District 4 Highway 17 Project Update**

# Attachment B

Nick Saleh, Principal Engineer from D4, presented the project update for Santa Clara County side of Hwy 17. There are no major active projects currently for Hwy 17 on the Santa Clara County side. Nick mentioned that good alternate routes to Hwy 17 are not available, as was evident during the big-rig collision on July 10, 2014. There will be highway safety improvement projects on Hwy 9 and Hwy 152 in order to address the safety issues on these alternate routes. Hwy 17 may be affected as traffic is diverted from Hwy 9 and 152.

Caltrans staff stated that the Hwy 85 ramp metering project is schedule to be ready by the end of 2014 or early 2015 which may impact Hwy 17. Marshall Ballard, VTA, is actively seeking funds for additional ramp metering projects on the Santa Clara County side of Hwy 17.

Jarrett Winter from Santa Clara Fire Dept asked about plans for tree trimming on the Santa Clara county side of Hwy 17. Earl Sherman, Caltrans D4, said that maintenance crews have been addressing the trees as a way to reduce the fuel sources that are close to the highway but there are only short windows when trees can be trimmed since work needs to be done during the daytime. Contact information will be exchanged between Jarrett and Earl.

## 9. Received Traffic Operations Systems Updates

Traffic Management Center (TMC) Update - Ramin Bolourchian stated that if anyone sees any problems with the changeable message signs (CMSs), to please contact the TMC.

Communications Update - Ginger Dykaar stated that she worked with Nicole Stewart from CHP dispatch to evaluate the response times for the CMSs relative to the start of the incidents. For all of these incidents, the CMSs were turned on within 30 minutes of the initial call received from the CHP communicating that there was an incident. There was one incident on Hwy 17 NB where the CMS on Hwy 1 near 41<sup>st</sup> Ave did not turn on likely due to it not being operational.

Equipment Update- Jacques Van Zeventer stated that Caltrans D5 has a project to install closed circuit television cameras (CCTVs) on Hwy 1 between Soquel/Morrissey and Freedom. Not all cameras will appear on Caltrans main website as a live traffic feed due to bandwidth constraints, but they all will be available on the Caltrans Quickmap as images that are refreshed every 2 minutes. Eight cameras are scheduled to be on Quickmap by early 2015. A smaller subset of live streaming videos from the CCTVs may not be available until later in 2015. Funding to maintain the TOS equipment is extremely limited. Jacques will investigate whether Motor Vehicle Detection Systems (MVDSs) are operational between Freedom Blvd and Watsonville.

QuickMap Update - Jacques Van Zeventer discussed Caltrans "QuickMap." Caltrans Quickmap is a traffic map page that contains real-time traffic speed data, lane closures,

# Attachment B



CHP incidents, CCTV images and CMS sign messages. He also reported that there is a link available with planned lane closures for motorist who live in an area or commute through an area where construction will take place. He suggests that truckers use this data so that they know what road closures may occur in the future.

## 10. Received Additional Items

Ginger Dykaar stated that the current contract with CHP for extra enforcement goes through June 2015. RTC staff will be discussing with MTC and the RTC a possible three-year extension to the contract.

## 11. Approved Next Meeting Date

Joint Safe on 17 Task Force & TOS Oversight Committee Meeting – Wednesday, March 11, 2014 10:00 to 12:00 at San Jose CHP, 2020 Junction Ave, San Jose, CA 95131.

Respectively submitted by

  
\_\_\_\_\_  
Ginger Dykaar

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# Attachment C



**Santa Cruz County Regional  
Transportation Commission  
Budget and Administration/Personnel  
Committee**

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## MINUTES

**Thursday, September 11, 2014  
3:00 pm**

RTC Conference Room  
1523 Pacific Avenue, Santa Cruz

### Members Present

Commissioner Alternate Andy Schiffrin      Commissioner Alternate Patrick Mulhearn  
Commissioner John Leopold                      Commissioner Alternate Tony Gregorio  
Commissioner Eduardo Montesino              Commissioner Bruce McPherson

### RTC Staff

George Dondero  
Luis Mendez  
Yesenia Parra

Meeting called to order at 3:05 pm.

1. Introductions-self introductions were made.
2. Additions or changes to consent and regular agenda-None
3. Oral communications-None

### **CONSENT AGENDA**

Commissioner Leopold moved and Commissioner Montesino seconded the consent agenda. The motion passed unanimously, with Commissioners Leopold, Montesino and McPherson, and Commissioner Alternates Schiffrin, Mulhearn and Gregorio voting "aye."

4. Approved minutes of the June 12, 2014 meeting
5. Accepted fourth quarter FY2013-14 warrants and credit card reports

# Attachment C

6. Accepted TDA report

## REGULAR AGENDA

7. Monterey Bay Sanctuary Scenic Trail Network-Private funding and volunteer labor considerations

Executive Director George Dondero presented the staff report. Stephen Slade, Deputy Director of the Land Trust of Santa Cruz County discussed the Land and Trail campaign, which will begin in about 1 year and the contributions already.

Commissioners discussed: The need to pursue donated labor from construction companies and design engineers for example; the rail trail work group membership; the possibility for the RTC establishing a non-profit entity to accept donations; recommendation to talk to the Community Action Board to get information on how volunteer labor is recruited and used.

Commissioner Leopold moved and Commissioner McPherson seconded to receive the staff report and direct staff to finalize private partnership agreements as amended and bring back recommendations to the RTC; and pursue and resolve any outstanding issues related to volunteer labor and bring back recommendations to the B&A/P for final review prior to submittal to the RTC for action .

Motion passed unanimously with Commissioners Montesino, McPherson, Leopold and Commissioner Alternates, Mulhearn, Gregorio and Schiffrin voting "aye."

8. Proposed Amendments to the Fiscal Year (FY) 2014-15 Budget and Work Program  
Luis Pavel Mendez presented the report.

Commissioners discussed the TDA and RTC reserve funds.

Commissioner Leopold moved and Commissioner McPherson seconded to approve the proposed amended fiscal year (FY) 2014-15 Budget and Work Program and Authorize the Executive Director to adjust Transportation Development Act (TDA) and State Transit Assistance (STA) revenue payments to recipients consistent with the amended FY 2014-15 RTC budget.

Motion passed unanimously with Commissioners Montesino, McPherson, Leopold and Commissioner Alternates, Mulhearn, Gregorio and Schiffrin voting "aye."

9. Review of Items to be Discussed in Closed Session

# Attachment C

Commissioners adjourned to closed session at 3:57 p.m.

## **CLOSED SESSION**

10. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8. Property: 1523 Pacific Ave., Santa Cruz, CA 95060

Agency Negotiator: George Dondero, Luis Mendez, Yesenia Parra

Negotiation Parties: Louis Rittenhouse

Under Negotiation: Lease Price and Terms

There was nothing to report from the closed session.

11. Commissioners reconvened to open session at 4:11 p.m. and there was no closed session report.

12. The meeting adjourned at 4:12 p.m. Next meetings

The next Budget and Administration/Personnel Committee meeting is scheduled for Thursday, November 13, 2014 at 3:00 p.m. in the RTC conference room, 1523 Pacific Ave, Santa Cruz, CA

Respectfully submitted,

Yesenia Parra  
Administrative Services Officer

### **Attendees**

Stephen Slade  
Piet Canin

Land Trust of Santa Cruz County  
Friends of the Rail Trail (FORT)

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** April Warnock, Paratransit Superintendent  
**SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR AUGUST 2014**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

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

## III. DISCUSSION/BACKGROUND

Comparing August 2013 statistics to August 2014, ParaCruz rides decreased by 74 rides, a very slight change in number of rides.

Comparing July 2014 statistics to August 2014, ParaCruz rides decreased by 599 single trips. As displayed in Attachment C, these numbers are completely, inexplicably contrary to the historical trend-line.

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

- Not applicable.

## V. COORDINATION

This staff report has been coordinated with statistics provided by the Finance and Fleet Departments. Additional data was provided by the Eligibility Coordinator.

**VI. FINANCIAL CONSIDERATIONS** *AA*

There are no financial considerations for this report.

**VII. ATTACHMENTS**

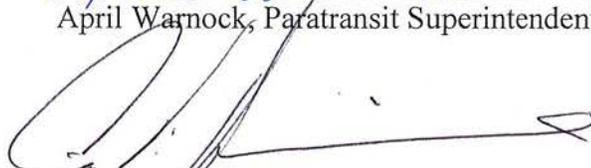
- Attachment A:** ParaCruz On-time Performance Chart
- Attachment B:** Comparative Operating Statistics Tables
- Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Year to Date Mileage Chart
- Attachment E:** Eligibility Chart

Board of Directors  
Board Meeting of October 24, 2014

Prepared By: April Warnock, Paratransit Superintendent  
Date Prepared: October 15, 2014

**APPROVED:**

*April Warnock 10/15/14*  
April Warnock, Paratransit Superintendent

  
Ciro Aguirre, Operations Manager

  
Alex Clifford, CEO/General Manager

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# Attachment A

Board of Directors  
Board Meeting October 24, 2014

<b>ParaCruz On-time Performance Report</b>		
	<b>August 2013</b>	<b>August 2014</b>
Total pick ups	7546	7472
<b>Percent in “ready window”</b>	<b>95.27%</b>	<b>92.45%</b>
1 to 5 minutes late	2.03%	3.08%
6 to 10 minutes late	1.25%	1.99%
11 to 15 minutes late	.65%	1.10%
16 to 20 minutes late	.30%	.51%
21 to 25 minutes late	.19%	.44%
26 to 30 minutes late	.13%	.20%
31 to 35 minutes late	.07%	.08%
36 to 40 minutes late	.11%	.09%
41 or more minutes late (excessively late/missed trips)	.05%	.05%
<b>Total beyond “ready window”</b>	<b>4.73%</b>	<b>7.55%</b>

During the month of August 2014, ParaCruz received six (6) Customer Service Reports. Two (2) complaints were regarding late pick-ups, and were valid. Four (4) reports were not verifiable or valid. In March of 2014, METRO ParaCruz received an upgrade to their scheduling software, Trapeze. The upgrade was needed to prepare Trapeze for the installation of Mobile Data Computers (MDC's) in May. July was the first full month of real-time data entered by Operators into the MDC's. Differing from the manually entered data, the new system provides more accurate figures which result in a shift in the data being gathered and compiled. As shown in the chart above, the 'on-time' statistics reflected utilizing the 'real-time' equipment reflects a lower level of 'on time' performance than previously realized. Analysis of the differences in the data will be forthcoming.

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# Attachment B

Board of Directors  
Board Meeting October 24, 2014

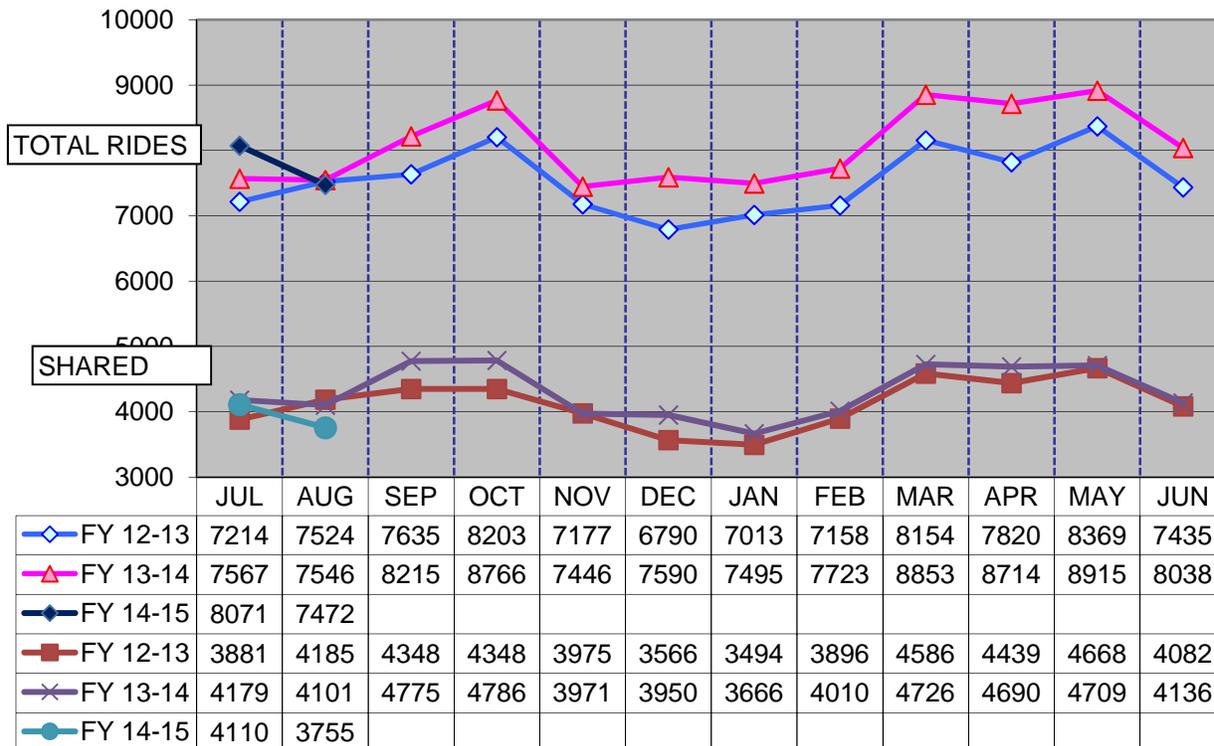
## Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through August 2014.

	<b>Aug 13</b>	<b>Aug 14</b>	<b>Fiscal 13-14</b>	<b>Fiscal 14-15</b>	<b>Performance Averages</b>	<b>Performance Goals</b>
Requested	7912	7783	16,005	16,106	8622	
Performed	7546	7472	15,113	15,543	8108	
Cancels	18.24%	18.66%	18.33%	18.86%	19.73%	
No Shows	2.79%	3.06%	2.91%	3.09%	3.02%	Less than 3%
Total miles	54,278	58,154	108,156	117,108	58,450	
Av trip miles	4.87	5.56	4.91	5.42	5.00	
Within ready window	95.27%	92.45%	95.47%	91.41%	94.25%	92.00% or better
Excessively late/missed trips	2	4	3	6	3.17	Zero (0)
Call center volume	N/A	5815	N/A	11,864	N/A	VOIP being UPDATED
Hold times less than 2 minutes	N/A	96.5%	N/A	96.7%	N/A	Greater than 90%
Distinct riders	782	776	1013	995	805	
Most frequent rider	53 rides	57 rides	97 rides	113 rides	56 rides	
Shared rides	65.4%	61.5%	65.4%	62.4%	64.47%	Greater than 60%
Passengers per rev hour	1.94	1.85	1.95	1.89	1.99	Greater than 1.6 passengers/hour
Rides by supplemental providers	9.59%	4.90%	11.10%	5.37%	7.93%	No more than 25%
Vendor cost per ride	\$23.02	\$28.52	\$23.19	\$25.41	\$24.27	
ParaCruz driver cost per ride (estimated)	\$33.10	\$32.18	\$30.59	\$32.26	\$29.58	
Rides < 10 miles	64.51%	63.58%	64.97%	63.31%	63.22%	
Rides > 10	35.49%	36.42%	35.03%	36.69%	36.78%	
Denied Rides	N/A	0	N/A	0	0	Zero

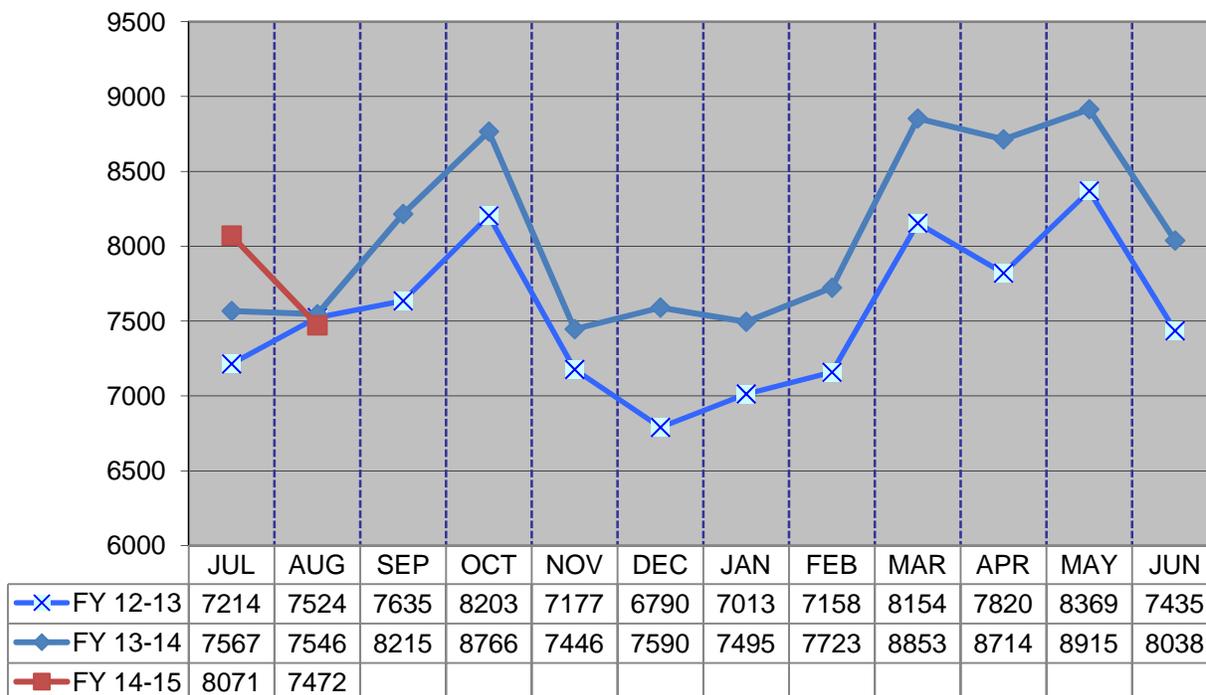
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# Attachment C

## TOTAL RIDES vs. SHARED RIDES



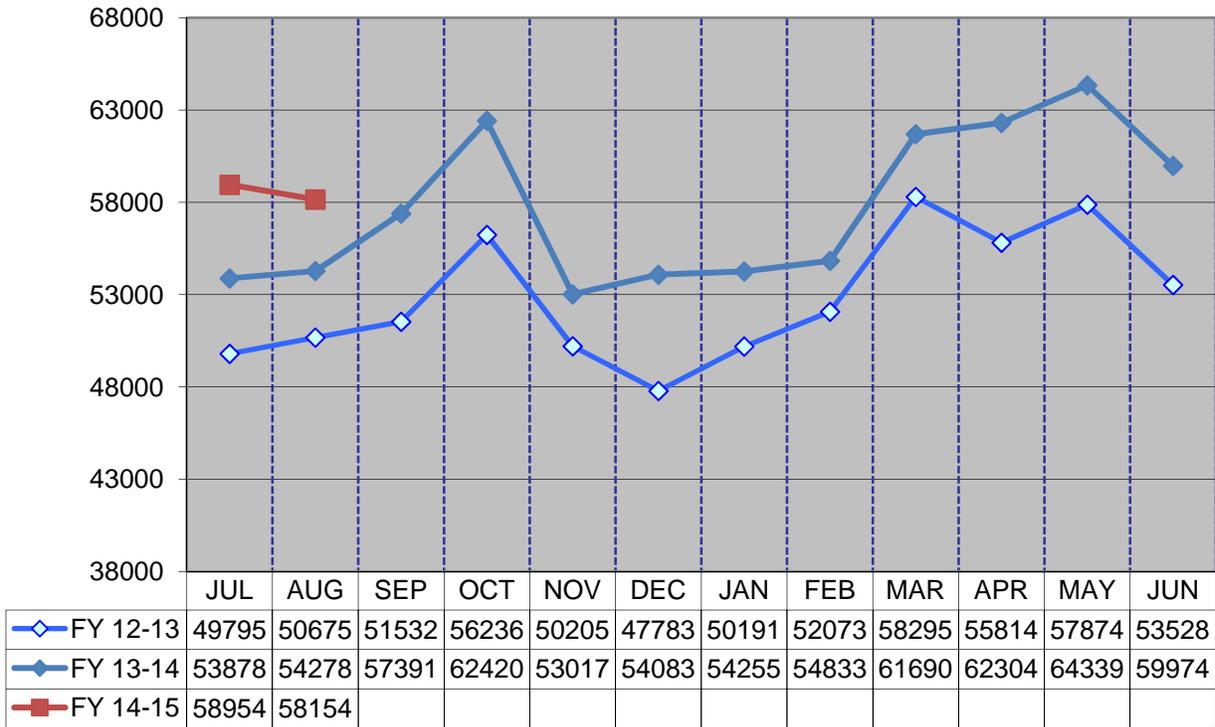
## NUMBER OF RIDES COMPARISON CHART



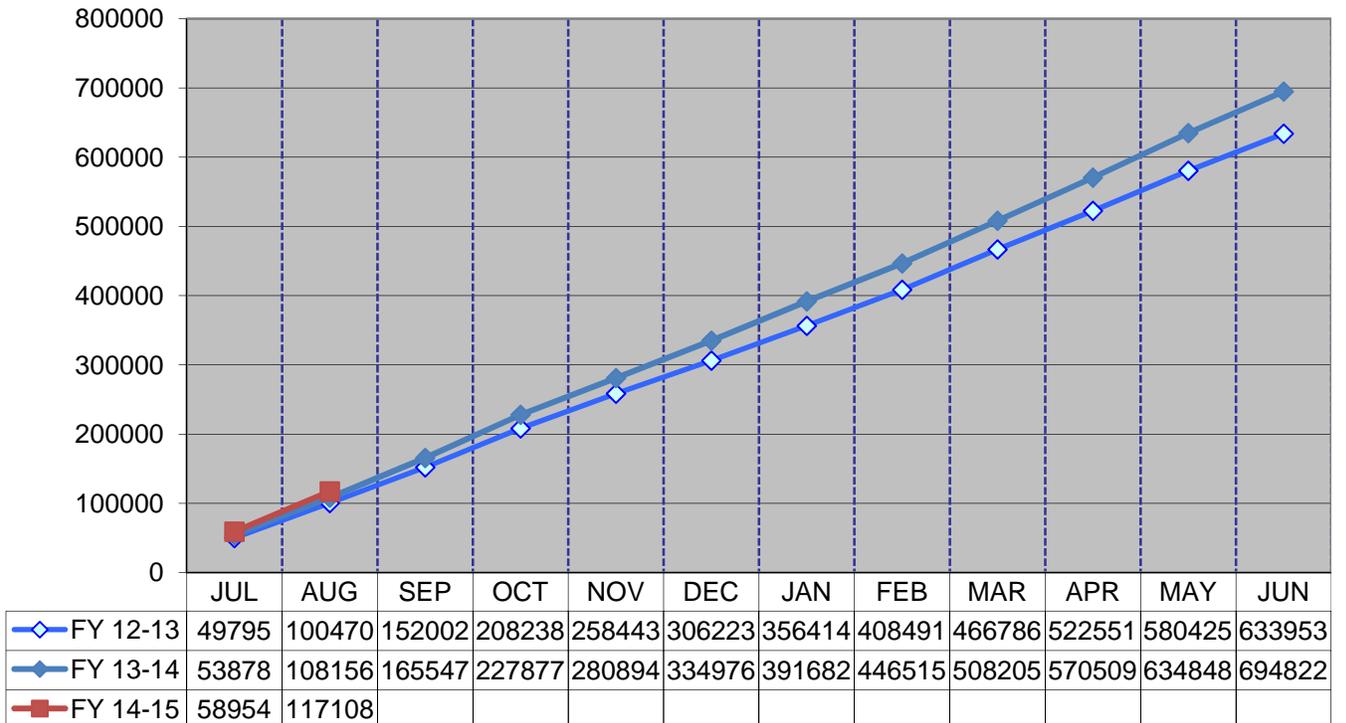
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# Attachment D

## MILEAGE COMPARISON



## YEAR TO DATE MILEAGE COMPARISON CHART



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# Attachment E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED	RESTRICTED	TEMPORARY	DENIED	TOTAL
		CONDITIONAL	TRIP BY TRIP			
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
JULY 2014	32	3	3	2	1	41
AUGUST 2014	52	6	4	0	0	62

Number of Eligible Riders for the month of August 2014 = 3366

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** Carolyn Derwing, Schedule Analyst/Acting Planner  
**SUBJECT:** ACCEPT AND FILE SANTA CRUZ METRO'S SYSTEM RIDERSHIP REPORTS FOR AUGUST 2014

## I. RECOMMENDED ACTION

**This report is for information 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 month of August 2014.
- System wide ridership was up 2% from August 2013.
- Hwy 17 Express was down 2% from August 2013.
- UCSC ridership was up 6% from August 2013.
- Average ridership was up a consistent 4% for weekdays, Saturdays and Sundays in August 2014 as compared to August 2013.

## III. DISCUSSION/BACKGROUND

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

- A. Attachment "A" shows system-wide ridership statistics for August 2014 and compares them to the totals for August 2013. System-wide, August 2014 ridership is up 2% from the August 2013 ridership. There was a 2% decrease in Hwy 17 ridership that could be mostly attributed to the fact that there was one less weekday in August this year than last year – weekday ridership tends to be quite a bit higher than weekend ridership. This makes the system wide increase of 2% seem even more substantial.

This Report also compares "year to date" totals for FY2015 as compared to FY2014. Overall ridership for FY 2015 is up 3% compared to the same time period in FY 2014. This includes a 3% increase in local ridership as well as a 2% increase in Highway 17 ridership.

- B. Attachment "B" shows UCSC ridership statistics for August 2014 and compares them to the totals for August 2013. During the summer months, when UCSC is not in regular session, UCSC ridership drops dramatically. However, UCSC ridership was up 6% in August 2014 as compared to August 2013. Most of this increase has been attributed to an increase in summer school enrollment. Even during the low month of August, UCSC still accounted for 21% of METRO's total ridership.

This Report also compares UCSC "year to date" totals for FY2015 as compared to FY2014. Overall, UCSC ridership for FY 2015 is up 14% as compared to FY 2014. Once again, this increase has been attributed to an increase in summer school enrollment.

- C. Attachment "C" shows Weekday, Saturday and Sunday ridership by route. Overall, weekday ridership was down by 1% from last year but that can be attributed to the fact that there was one less weekday in August of 2014 than August 2013. The average weekday ridership was up 4%. Even though the overall Sunday ridership is up 29% that jump is mostly due to the fact that there was one additional Sunday in August 2014 than August 2013. The average Sunday ridership is up 4%, which also matches the average increase in ridership for Saturdays and weekdays. The Routes with the highest ridership for the month of August were the Route 71, the Route 35/35A and the Route 16. These three routes accounted for over 40% of all ridership for the month of August.

#### IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY2015 Revenue.

#### V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

#### VI. ATTACHMENTS

- Attachment A:** Monthly Ridership Summary for August 2014  
**Attachment B:** Monthly UCSC Ridership Summary for August 2014  
**Attachment C:** Monthly Ridership By Route Report for August 2014

Prepared By: Carolyn Derwing, Schedule Analyst/Acting Planner  
Date Prepared: October 10, 2014

APPROVED:

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

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

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# Monthly Ridership Summary

AUGUST 01, 2014 - AUGUST 31, 2014

## Calendar Operating Days

	This Year	Last Year
Weekdays	21	22
Saturdays	5	5
Sundays	5	4

## Bikes and Mobility Devices

	This Year	Last Year
Bikes	16,618	16,136
Mobility Dev.	2,221	2,316

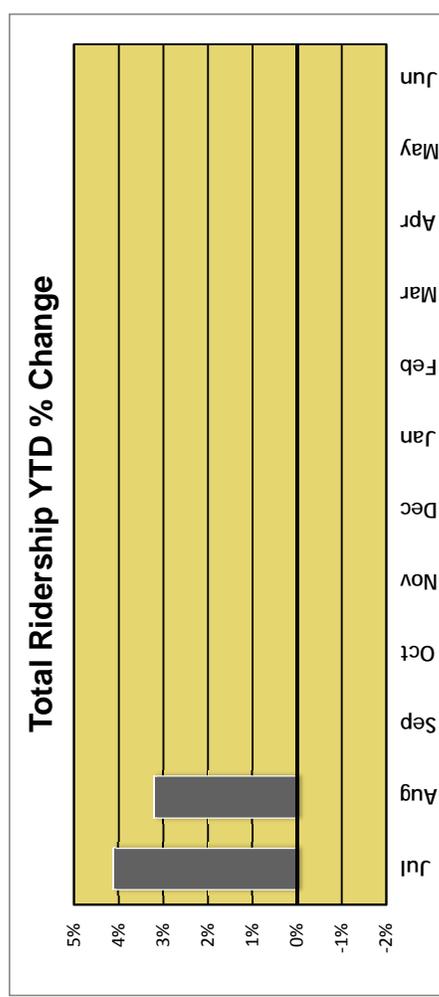
## Monthly System Totals

	Monthly Totals		
	This Year	Last Year	Difference
Local Fixed Route	285,545	277,782	7,763
AMTRAK/Highway 17 Express	30,131	30,745	-614
<b>System Total</b>	<b>315,676</b>	<b>308,527</b>	<b>7,149</b>

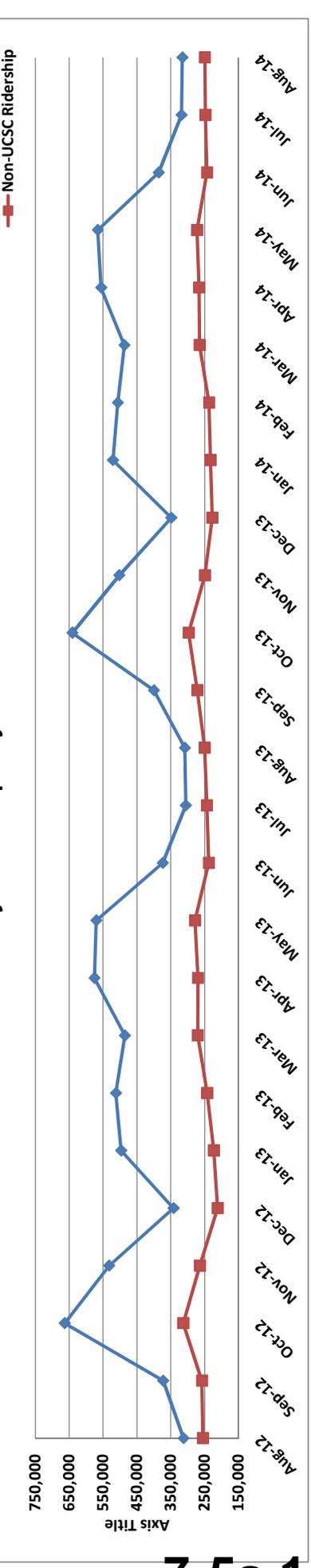
	Year to Date Totals		
	This Year	Last Year	% Change
Local Fixed Route	574,084	555,467	3%
AMTRAK/Highway 17 Express	60,035	58,934	2%
<b>System Total</b>	<b>634,119</b>	<b>614,401</b>	<b>3%</b>

## System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	% Change	This Year	Last Year	% Change	This Year	Last Year	% Change
Local Fixed Route	10,692	10,208	5%	6,308	6,073	4%	5,894	5,713	3%
AMTRAK/Highway 17 Express	1,101	1,128	-2%	709	666	6%	695	651	7%
<b>System Total</b>	<b>11,793</b>	<b>11,335</b>	<b>4%</b>	<b>7,017</b>	<b>6,739</b>	<b>4%</b>	<b>6,589</b>	<b>6,363</b>	<b>4%</b>



## Monthly Ridership - System Totals



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# UCSC Ridership Summary

AUGUST 01, 2014 - AUGUST 31, 2014

## Calendar Operating Days

	This Year	Last Year
School Term Days	0	0
Weekdays	21	22
Weekend Days	10	9

## UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$69,599.06	\$59,705.90	\$9,893.16	17%
Staff Billing	\$17,811.55	\$15,575.06	\$2,236.49	14%
Route 20D Service	\$0.00	\$0.00	\$0.00	0%
<b>Total</b>	<b>\$87,410.61</b>	<b>\$75,280.96</b>	<b>\$12,129.65</b>	<b>16%</b>

## UCSC Monthly System Totals

	Monthly Totals		
	This Year	Last Year	% Change
Students	52,607	50,386	4%
Staff & Faculty	13,463	11,855	14%
<b>Total</b>	<b>66,070</b>	<b>62,241</b>	<b>6%</b>

## Year to Date Totals

	This Year	Last Year	Difference	% Change
Students	109,643	96,611	13,032	13%
Staff & Faculty	27,173	23,931	3,242	14%
<b>Total</b>	<b>136,816</b>	<b>120,542</b>	<b>16,274</b>	<b>14%</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	0	0	0	0%	2,125	1,844	280	15%	798	628	171	27%
Staff & Faculty	0	0	0	0%	564	477	87	18%	161	160	1	1%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>2,689</b>	<b>2,322</b>	<b>367</b>	<b>16%</b>	<b>960</b>	<b>788</b>	<b>172</b>	<b>22%</b>

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# Attachment C

## Ridership by Route

AUGUST 01, 2014 - AUGUST 31, 2014

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	6,882	328	575	115	551	110	8,008
15	UCSC via Laurel West							0
16	UCSC via Laurel East	25,874	1,232	2,644	529	2,230	446	30,748
19	UCSC via Lower Bay	18,358	874	1,733	347	1,691	338	21,782
3	Mission/Beach	3,564	170	252	50	223	45	4,039
4/4W	Harvey West/Emeline	4,372	208	135	27	118	24	4,625
6	Broadway/Frederick	378	18					378
8	Emeline	168	8					168
12A	UCSC East Side District							0
20	UCSC via West Side	10,250	488	1,115	223	1,058	212	12,423
20D	UCSC via West Side Supp.							0
30	Graham Hill/Scotts Valley	432	21					432
33	Lompico SLV/Felton Faire	64	16					64
34	South Felton	27	7					27
35/35A	Santa Cruz/Scotts Valley/SLV	25,765	1,227	4,526	905	3,800	760	34,091
40	Davenport/North Coast	1,178	56	74	15	104	21	1,356
41	Bonny Doon	1,057	50	60	12	62	12	1,179
42	Davenport/Bonny Doon	233	11	35	7	51	10	319
54	Capitola/Aptos/La Selva Beach	170	8	84	17	71	14	325
55	Rio Del Mar	2,153	103					2,153
56	La Selva Beach	316	15					316
66/66N	Live Oak via 17th	10,108	481	1,870	374	1,845	369	13,823
68	Like Oak via Broadway/Portola	7,417	353	1,268	254	1,056	211	9,741
69A	Capitola Road/Watsonville	16,760	798	3,117	623	2,803	561	22,680
69W	Cap. Road/Cabrillo/Watsonville	18,355	874	3,600	720	3,139	628	25,094
71	Santa Cruz to Watsonville	44,854	2,136	8,621	1,724	8,711	1,742	62,186
72	Corralitos	3,452	164					3,452
74	Ohlone Parkway/Rolling Hills	1,822	87	325	65	260	52	2,407
75	Green Valley Road	5,567	265	1,248	250	1,459	292	8,274
77	Civic Plaza / Pajaro	685	33					685
79	East Lake	1,872	89	258	52	236	47	2,366
91x	Santa Cruz/Watsonville Express	12,404	591					12,404
Hwy 17	AMTRAK/Hwy 17 Express	23,113	1,101	3,543	709	3,475	695	30,131
<b>Monthly Total</b>		<b>247,650</b>	<b>11,793</b>	<b>35,083</b>	<b>7,017</b>	<b>32,943</b>	<b>6,589</b>	<b>315,676</b>
<b>Previous Year</b>		<b>249,378</b>	<b>11,335</b>	<b>33,697</b>	<b>6,739</b>	<b>25,452</b>	<b>6,363</b>	<b>308,527</b>
<b>% Change</b>		<b>-1%</b>	<b>4%</b>	<b>4%</b>	<b>4%</b>	<b>29%</b>	<b>4%</b>	<b>2%</b>

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** Thomas Hiltner, Grants/Legislative Analyst  
**SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR OCTOBER 2014**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding 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 \$37,661,687
- Santa Cruz METRO staff is developing new applications totaling \$7,332,866 for new projects.

## III. DISCUSSION

Santa Cruz METRO relies upon grant funding 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 \$37,661,687 a decrease of approximately \$5.8 million from September due to the FY14 FTA urbanized area formula funds moving from the application page to the active grants list.

The unspent balance of active grants is \$25,750,775 increased by approximately \$2.5 million by the addition of the executed FY14 FTA formula grant (above) less ongoing spending of for MetroBase, Pacific Station and Operating expenses.

Current grant applications request \$7,332,866 decreased by approximately \$12 million due to the FY14 FTA formula application moving to active grants and the two applications for “Ladders of Opportunities” grants not receiving awards.

#### **V. ATTACHMENTS**

**Attachment A:** Santa Cruz METRO Active Grants Status Report as of October 16, 2014

**Attachment B:** Santa Cruz METRO Grant Applications as of October 16, 2014

Board of Directors  
Board Meeting of October 24, 2014

Prepared By: Thomas Hiltner, Grants/Legislative Analyst  
Date Prepared: October 16, 2014

**APPROVED:**

  
\_\_\_\_\_  
Department Manager

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

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Santa Cruz METRO  
Active Grants as of September 16, 2014

## Attachment A

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
12	2014 Surface Transportation Improvement Program (STIP) Expiration: 2/20/15	ParaCruz Van Replacements	\$ 345,000	\$ 345,000	\$ 86,000	Caltrans executed a Program Supplement with METRO for \$345,000 on 9/25/14 for ParaCruz van Replacements. METRO must obligate funds with a purchase contract by 2/20/15. Procurement is initiating a buy from the State contract. \$ Balance as of 10/16/14.
13	FY15 TDA/STA Operating Assistance Expiration: None	FY15 TDA/STA Operating Assistance.	\$ 9,067,527	\$ 7,473,125	\$ 7,473,125	RTC Resolution approved TDA/STA claim on 5/1/14 for operating revenue. RTC paid the first quarter revenue from TDA account. \$ Grant Balance as of 10/16/14.
14	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	Grant was awarded 5/28/14. Project will kick-off January 2015. \$ Grant Balance as of 10/16/14.
15	FY15 Caltrans FTA 5304 Planning Grant pass-through to METRO. Expiration: unknown	METRO assistance to RTC User-Oriented Transit Travel Planning Project.	\$ 4,338	\$ 4,338	\$ -	RTC Project Manager has not initiated the project. METRO to be reimbursed \$4,338 for up to 100 staff hours. \$ Grant Balance as of 10/16/14.
16	FY14 FTA 5307 Urbanized Area Formula Funds Grant Executed 9/26/14	FY14 Urban Operating Assistance	\$ 5,478,097	\$ 5,478,097	\$ 5,478,097	Grant executed 9/26/14. Staff will determine drawdown schedule next week.
		<b>Total</b>	<b>\$ 37,661,687</b>	<b>\$ 25,750,775</b>	<b>\$ 10,923,349</b>	

# Attachment A

Santa Cruz METRO  
Active Grants as of September 16, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
8	Pacific Station Design Engineering FTA 5309 Expiration: 9/30/15	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 279,448	\$ 69,862	Group 4 and METRO completed the third round of public outreach. Staff will present project update to the BOD on 10/24/14. Final presentation for BOD selection of a preferred alternative tentatively scheduled for January 2015. Expires 9/30/15. Grant Balance as of 6/30/14.
9	FY14 FTA 5304 Planning Internship Expiration: 8/31/16	Hire a student intern to gain experience in public transit planning.	\$ 40,281	\$ 34,917	\$ 4,524	Caltrans awarded Internship grant 8/13/13 for \$40,281. METRO is recruiting 2 more interns to complete the project. \$ Grant Balance as of 10/16/14.
10	FY14 Caltrans FTA 5304 Planning Grant Expiration: unknown	METRO assistance to RTC Passenger Rail Study .	\$ 18,000	\$ 16,270	\$ -	RTC pass-through from Caltrans \$250,000 feasibility study. At the 9/4/14 RTC meeting, Fehr & Peers presented scenarios and metrics for evaluation. RTC staff completed initial public outreach. Final report by 6/15/15. \$ Grant Balance as of 10/16/14.
11	2014 Regional Surface Transportation Program (RSTP) Expiration: 6/30/15	Mainline Routes Run-Time Recalibration	\$ 30,000	\$ 15,385	\$ -	Project began on 3/17/14. Planning will conduct 2nd round of surveys in October and recommend changes to the board in January. \$ Grant Balance as of 10/16/14.

Santa Cruz METRO  
Active Grants as of September 16, 2014

Attachment A

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
5	FY 11/12 Proposition 1B - State and Local Partnership Program (SLPP) Expiration: 12/1/15	CTC	\$ 5,812,000	\$ 3,171,876	\$ 3,171,876	CTC approved \$5.812 M allocation 8/22/12 for construction of Judy K. Souza Operations Building. Lewis C. Nelson is installing retaining walls, grading the operating tarmac to prepare concrete surface. Grant Balance as of 10/16/14.
6	FY10 - 13 PTMISEA funds (Public Transportation Modernization, Infrastructure and Service Enhancement Act) Expiration: 6/30/17	MetroBase development, Judy K. Souza Operations Facility	\$ 12,010,147	\$ 8,112,051	\$ -	PTMISEA funds through FY13 are for the MetroBase phase II project Funds are also used to support the temporary operating facility. \$ Grant Balance as of 10/16/14.
7	Pacific Station Design Engineering FTA 5309 Expiration: None	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 114,909	\$ 28,727	Group 4 and METRO completed the third round of public outreach. Staff will present project update to the BOD on 10/24/14. Final presentation for BOD selection of a preferred alternative tentatively scheduled for January 2015. Expires 9/30/15. Grant Balance as of 6/30/14.

# Attachment A

Santa Cruz METRO  
Active Grants as of September 16, 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	\$ 285,839	\$ -	Received FY13 advance payment on 10/29/13. The project needs exceed the funds available, and the project is on hold while the team assesses security needs and reprioritizes the list of projects. \$ Grant Balance as of 10/16/14.
2	FY12 Transit Security Projects Expiration: 3/31/15	Land Mobile Radio system	\$ 440,505	\$ 342,295	\$ -	Day Wireless is under contract to install land-mobile radio system by 2/4/15. Grant Expires 3/31/15. \$ Grant Balance as of 10/16/14.
3	FTA 5309 State Good Repair grant for Buses and Mobile Data Computers Expiration: None	Purchase 6 new CNG replacement buses; purchase 42 Mobile Data Computers for ParaCruz	\$ 2,814,538	\$ 2,477	\$ 79,551	Buses and MDCs Delivered and Paid. Remaining tasks include GPS completion, outstanding Trapeze invoice, Buy America Review and modesty panels on the 6 New Flyer buses. Remaining balance of approximately \$27,000 will be used for spare parts. The Project will be completed no later than 12/31/14. \$ Grant Balance as of 10/16/14
4	FY11 MBUAPCD AB2766 Expiration: 2/11/16	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ -	\$ -	Grant expended. METRO Staff is seeking direction for the Air District to close this project.

# Attachment B

Santa Cruz METRO  
Applications as of September 16, 2014

#	Application Date	Grant	Description	\$ Grant	Local Share	Funding Source	Status of Award
1	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Joint project w/Monterey Salinas Transit to study feasibility of operating Buses on Highway 1 road shoulder, subject to Board approval. Grant Min: \$50k, Max: \$500k. \$8.3M statewide	\$ 150,000	\$ 19,434	FY15 FTA 5304	METRO, AMBAG, RTC, MST are finalizing the Scope of Work for the applications due 10/31/14.
2	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Study feasibility of operating Bus Rapid Transit (BRT) on the RTC Rail right-of-way, subject to Board approval. Grant Min: \$50k, Max: \$500k. \$8.3M statewide	\$ 200,000	\$ 25,912	FY15 FTA 5304	METRO is working with RTC staff to develop a Scope of Work for the application due 10/31/14
3	7/14/2014	FY15 PTMISEA Award/Payment Anticipated: December 2014 Anticipated Expiration: 6/30/17	Funds allocated to Pacific Station subject to Board approval.	\$ 5,875,978	-	Proposition 1B	Caltrans notified METRO that the advance payments will be disbursed in December and that METRO will receive ~ \$55,000 more from Caltrans unspent overhead withheld in previous cycles.

# Attachment B

Santa Cruz METRO  
Applications as of September 16, 2014

#	Application Date	Grant	Description	\$ Grant	Local Share	Funding Source	Status of Award
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 agreement as of 10/16/14.
5	3/15/2014	2013 FTA 5339 Formula Funds Award Anticipated: September 2014	Rolling Stock	\$ 454,116	\$ 112,981	FTA 5339/Caltrans	As of 10/16/14, Caltrans has not awarded the grant.
6	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 to be submitted. This will be a lump-sum advance payment prior to project initiation.
			Total	\$ 7,332,866	\$ 433,439		

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** Erron Alvey, Purchasing Manager  
**SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR THIRD PARTY ADMINISTRATION OF WORKERS' COMPENSATION CLAIMS**

## I. RECOMMENDED ACTION

**Authorize the Purchasing Manager to issue a formal Request for Proposals for Third Party Administration of Workers' Compensation Claims.**

## II. SUMMARY

- Santa Cruz METRO is a self-insured employer. Retention for Workers' Compensation insurance is \$350,000; thereafter, excess coverage is provided through a contract with CSAC Excess Insurance Authority. Santa Cruz METRO has relied on the services of an outside vendor to administer Workers' Compensation Claims (otherwise known as a third party administrator, or TPA).
- The contract in place with the current TPA, Athens Administrators, will expire on April 18, 2015, and by the terms of the contract can no longer be renewed.

## III. DISCUSSION

Santa Cruz METRO uses the services of an outside vendor to administer its Workers' Compensation Claims. The use of a TPA has provided increased cost effectiveness, greater control over its claims programs, and increased loss control management. The contract currently in place for this service is with Athens Administrators, and is due to expire on April 18, 2015. This contract has been in effect since April 19, 2010, and all options to extend the term of the contract have been exhausted.

Staff is recommending the issuance of a formal Request for Proposals for a Workers' Compensation TPA.

## IV. FINANCIAL CONSIDERATIONS

This action will authorize the initiation of a procurement estimated to have a resulting contract with a value of approximately \$570,000 over a five-year period. Funds for TPA services are planned for and included in the Fringe and Labor Operating Budget each fiscal year.

**V. ALTERNATIVES**

Do not use a TPA to handle Workers' Compensation claims and administer all claims in-house, using Santa Cruz METRO staff. While some of the overhead to manage the TPA may be reduced by bringing the Workers' Compensation claims administration function in house, the ability to manage the claims reporting as mandated by the State of California and control costs would be significantly reduced. Staff does not recommend this option.

**VI. ATTACHMENTS**

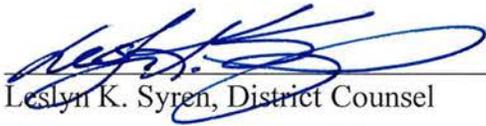
**Attachment A:** Authorizing Resolution

Prepared By: Joan Jeffries, Administrative Assistant  
Date Prepared: October 14, 2014

**APPROVED:**



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



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



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

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# 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 AUTHORIZING THE PURCHASING MANAGER TO SOLICIT PROPOSALS FOR THIRD PARTY ADMINISTRATION OF WORKERS' COMPENSATION CLAIMS

**WHEREAS**, the Santa Cruz Metropolitan Transit District has a need for Third Party Administration of Workers' Compensation Claims;

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AS FOLLOWS:**

**THAT**, the Purchasing Manager is authorized to issue a Request for Proposals for the services and/or supplies described above; and

**THAT**, the RFP is approved for release pursuant to the provisions of the Santa Cruz Metropolitan Transit District's Procurement Policy.

**PASSED AND ADOPTED** this 24<sup>th</sup> day of October, 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 K. SYREN  
District Counsel

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** Liseth Guizar, Security and Risk Administrator  
**SUBJECT:** **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A ONE-YEAR CONTRACT EXTENSION WITH B+U, LLP FOR CONCEPTUAL REDESIGN OF THE WATSONVILLE TRANSIT CENTER.**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the CEO to execute a contract extension with B+U, LLP from 12/18/14 through 12/17/15 for the Watsonville Transit Center conceptual redesign project.**

## II. SUMMARY

- Santa Cruz METRO awarded a contract on 8/23/13 with B+U, LLP (B+U) to produce conceptual designs for renovating the Watsonville Transit Center.
- The B+U contract expires on 12/17/14.
- The conceptual design project for the Watsonville Transit Center is not complete due to additional design services approved by the Board on 4/25/14.
- The contract amendment is for time only, and the contract amendment has no other changes.
- B+U, LLP has performed its duties in accordance with the scope of work for this contract, and staff recommends that the Board authorize a one-year contract extension with B+U until 12/17/15.

## III. DISCUSSION/BACKGROUND

Santa Cruz METRO awarded a contract on 8/23/13 to B+U, LLP (B+U) to furnish conceptual designs for the renovation of the Watsonville Transit Center. After reviewing site options for transit operations, B+U determined that the current footprint would support only the existing level of service supplied by Santa Cruz METRO, Monterey-Salinas Transit and Greyhound at the multi-modal transit center, but it could not accommodate additional transit needs anticipated over the 40-year life of the renovation project.

B+U explored opportunities to expand the site and identified adjacent parcels which could be added to the project. Staff presented the expanded site opportunities to the

Board and to the Watsonville City Council, and on 4/25/14 the Board approved an amendment to the B+U contract to add design services for an expanded site as well as the existing site. The preliminary work leading to approval of an expanded site option and the additional design work extended the schedule to complete the design project.

B+U has just launched the first round of public outreach to review designs produced for the existing and expanded site scenarios and will not complete the scope of work prior to contract expiration on 12/17/14. Outstanding work includes producing design alternatives through 60% completion, conducting a second round of public outreach and recommending a preferred alternative for Board consideration.

Staff recommends that the Board of Directors authorize the CEO to execute a one-year contract extension with B+U. B+U has adequately performed the contract scope of work to this point, and a contract extension will enable B+U to deliver a recommended site alternative and complete the project in early 2015. This contract amendment is for time only to extend the project performance period until 12/17/15 and does not change any other terms or conditions of the contract. Thomas Hiltner, Grants/Legislative Analyst, will continue to serve as the Contract Administrator and will ensure contract compliance.

#### IV. FINANCIAL CONSIDERATIONS/IMPACT

The Board approved the initial B+U contract on 9/27/13 for a not-to-exceed total of \$160,000. On 8/22/14, the Board approved a contract amendment to add \$25,329 for additional design services on an expanded site which incorporated adjacent parcels, increasing the contract not-to-exceed total to \$185,329. No additional funds are required for this contract amendment.

This contract is fully funded in the FY 15 Capital Budget.

#### V. ALTERNATIVES CONSIDERED

- Do not extend this contract. Staff does not recommend this option, as Santa Cruz METRO does not have in-house staff trained or certified to perform this work.

#### VI. ATTACHMENTS

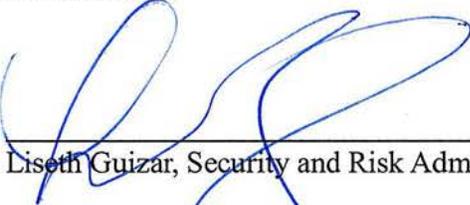
**Attachment A:** Renewal letter from B+U, LLP

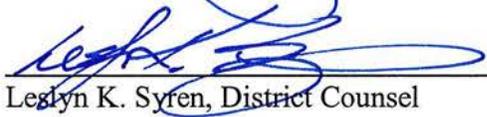
**Attachment B:** Amendment to the Contract with B+U, LLP

Prepared By: Liseth Guizar, Security and Risk Administrator  
Thomas Hiltner, Grants/Legislative Analyst

Date Prepared: October 17, 2014

**APPROVED:**

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

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

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

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# Attachment A

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

Letter of Intent to extend the Contract for the new term Watsonville Transit Center located at 475 Rodriguez Street, Watsonville, California 95076.

DATE: 9/25/2014

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

The following is an Letter of Intent to extend the Contract for the new term for the services provided by B+U to the Santa Cruz Metro for the Watsonville Transit Center Conceptual Design currently set to expire December 18th, 2014. Under article 4.01 (Term): "Santa Cruz METRO and Consultant may extend the term of this Contract at any time for any reason upon mutual written consent." B+U concurs with Santa Cruz METRO's proposal of an Amendment to this Contract to extend the agreement from December 18, 2014 through December 17, 2015 sent via email to B+U 9/19/2014. There are no modifications to the contract besides the already approved and signed ASR #1, signed and dated by Santa Cruz Metro on 9/10/14 (copy, attached). B+U reserves the right to finish services before the December 17th, 2015 date, but will not go beyond the date to provide services.

CONTRACTOR –  
Offered By:



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 : 9/25/2014

Santa Cruz METRO – SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

---

Alex Clifford  
CEO/General Manager

---

Signed on

# Attachment A

## Baumgartner + Uru (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)

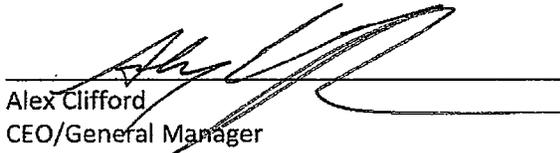


Scott Uriu  
Principal & Partner  
B+U, llp  
California Architect License  
C-29372



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

Signed on  
Santa Cruz METRO – SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



9/10/14

Alex Clifford  
CEO/General Manager

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# Attachment B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 13-24 FOR WATSONVILLE TRANSIT CENTER CONCEPTUAL DESIGN SERVICES

This First Amendment to Contract No. 13-24 for Watsonville Transit Center Conceptual Design Services is made effective October 27, 2014 between the Santa Cruz Metropolitan Transit District ("Santa Cruz METRO"), a political subdivision of the State of California, and B+U, LLP ("Consultant").

### I. RECITALS

- 1.1 Santa Cruz METRO and Consultant entered into a Contract for Watsonville Transit Center Conceptual Design Services ("Contract") on December 18, 2013.
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 Santa Cruz METRO and Consultant desire to amend the Contract to extend the Contract term, to incorporate an approved Add Service Request, and to increase the Contract total not-to-exceed amount.

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

### II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from December 18, 2013 to December 17, 2015.

Santa Cruz METRO and Consultant may extend the term of this Contract at any time for any reason upon mutual written consent.

### III. SCOPE OF WORK

- 3.1 Exhibit A, Part III. Specifications, Section 4. Scope of Work shall be amended to incorporate Consultant's Revised Add Service Request dated June 18, 2014, Attachment A to this First Amendment.

### IV. COMPENSATION

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

Santa Cruz METRO shall compensate Consultant in an amount not to exceed \$25,329 under the terms of this First Amendment.

The new Contract total not-to-exceed amount is \$185,329. Consultant understands and agrees that if he/she exceeds the \$185,329 maximum amount payable under this Contract, it does so at its own risk.

# Attachment B

## V. REMAINING TERMS AND CONDITIONS

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

## VI. AUTHORITY

6.1 Article 7 is amended to include the following language:

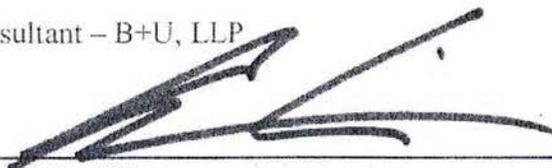
Each party has full power to enter into and perform this First Amendment to the Contract and the person signing this First Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this First Amendment to the Contract, understands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

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

Santa Cruz METRO – SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Consultant – B+U, LLP

By   
\_\_\_\_\_  
Scott Uriu, AIA  
Principal & Partner

Approved as to Form:

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014

**TO:** Board of Directors

**FROM:** Angela Aitken, Finance Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT RENEWAL, EXERCISING THE FOURTH AND FINAL OPTION WITH SHAW/YODER/ANTWIH, INC., FOR STATE LEGISLATIVE REPRESENTATIVE SERVICES, IN AN AMOUNT NOT TO EXCEED \$30,000**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the CEO to execute a one-year contract extension, exercising the fourth and final option with Shaw/Yoder/Antwih, Inc., for State Legislative Representative Services, in an amount not to exceed \$30,000.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Shaw/Yoder/Antwih, Inc. for State Legislative Representative Services.
- The current contract approved by the Board of Directors will expire on December 31, 2014.
- Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Shaw/Yoder/Antwih, Inc. for an amount not to exceed \$30,000.
- Staff further recommends that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of Santa Cruz METRO.

## III. DISCUSSION/BACKGROUND

Santa Cruz METRO has utilized the services of a legislative advocacy firm in Sacramento for many years. The legislative advocacy service has been invaluable in representing Santa Cruz METRO's interests in key State Legislative meetings when Santa Cruz METRO personnel are not available to attend.

Santa Cruz METRO has a current contract with Shaw/Yoder/Antwih, Inc. for State Legislative Representative Services. This contract was established on January 1, 2011 for a one-year period, with four (4) optional one-year extensions. The current contract approved by the Board of Directors will expire on December 31, 2014.

Shaw/Yoder/Antwih, Inc. is satisfied with all current terms and conditions, and proposes no changes for the new contract period. Shaw/Yoder/Antwih, Inc. has performed the duties required of this contract superbly and therefore, a one-year contract extension with no changes is recommended. Alex Clifford, Santa Cruz METRO's CEO, will continue as the Contract Administrator and will ensure contract compliance.

Staff recommends that Santa Cruz METRO exercise the fourth and final option for a one-year contract extension with Shaw/Yoder/Antwih, Inc. for an amount not to exceed \$30,000.

Staff further recommends that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of Santa Cruz METRO.

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

This contract amendment is for an additional \$30,000. The new contract total not to exceed will be \$150,000.

This is a one-year contract, and the fourth and final one-year extension.

The required funding in the amount of \$30,000 is included in the FY15 Administration Operating budget within the Professional Technical Fees (503031) account.

Since this is a multi-year contract, the Administration department has been accountable for budgeting the cost in multiple years, including any option exercised.

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

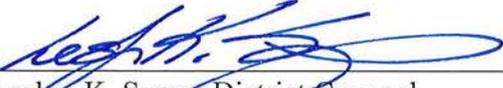
- No alternatives. This is an extension of a current contract.

#### **VI. ATTACHMENTS**

**Attachment A:** Renewal letter from Shaw/Yoder/Antwih, Inc. – 09/16/14

**Attachment B:** Fourth Contract Amendment with Shaw/Yoder/Antwih, Inc.

**APPROVED:**



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Leslyn K. Syren, District Counsel



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Alex Clifford, CEO/General Manager

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# Attachment A



SHAW/YODER/ANTWIH, INC.  
LEGISLATIVE ADVOCACY • ASSOCIATION MANAGEMENT

September 16, 2014

Erron Alvey  
Purchasing Manager  
Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060

Re: Santa Cruz METRO Contract No. 11-08 for State Legislative Representative Services

Dear Ms. Alvey:

I received your correspondence offering an amendment to the contract between METRO and my firm for State Legislative Representative Services. On behalf of Shaw / Yoder / Antwih, Inc., we would be pleased to enter into a one-year extension of the original contract, for the period from January 1, 2015 to December 31, 2015. We are satisfied with all current terms and conditions, and propose no changes.

Thank you for this opportunity to continue our service to METRO.

Sincerely,

  
Joshua W. Shaw  
Partner

Cc: Alex Clifford, General Manager, METRO  
Paul J. Yoder, Partner, SYAi  
Andrew K. Antwih, Partner, SYAi  
Alison Turner, Controller, SYAi  
Dodie Wishek, Bookkeeper, SYAi

TEL: 916.446.4656  
FAX: 916.446.4318  
1415 L STREET, SUITE 1000  
SACRAMENTO, CA 95814

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# Attachment B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOURTH AMENDMENT TO CONTRACT NO. 11-08 FOR STATE LEGISLATIVE REPRESENTATIVE SERVICES

This Fourth Amendment to Contract No. 11-08 for State Legislative Representative Services is made effective January 1, 2015 between the Santa Cruz Metropolitan Transit District ("Santa Cruz METRO"), a political subdivision of the State of California, and Shaw/Yoder/Antwih, Inc. ("Contractor").

### I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for State Legislative Representative Services ("Contract") on January 1, 2011.
- 1.2 The Contract allows for extension upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to extend the Contract term and to increase the Contract total not-to-exceed amount.

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

### II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from January 1, 2011 to December 31, 2015.

Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

### III. COMPENSATION

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

Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$30,000 under the terms of this Fourth Amendment.

The new Contract total not-to-exceed amount is \$150,000. Contractor understands and agrees that if he/she exceeds the \$150,000 maximum amount payable under this Contract, it does so at its own risk.

### IV. REMAINING TERMS AND CONDITIONS

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

# Attachment B

## V. AUTHORITY

5.1 Article 7 is amended to include the following language:

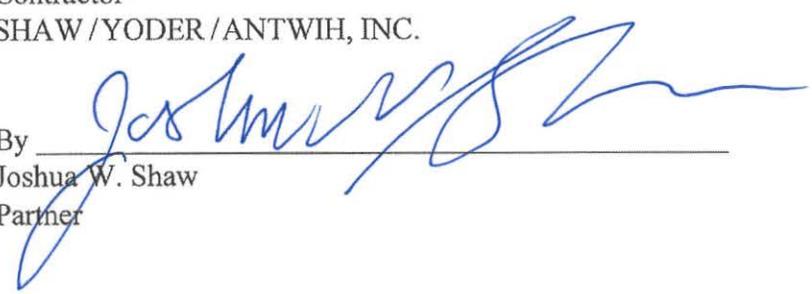
Each party has full power to enter into and perform this Fourth Amendment to the Contract and the person signing this Fourth Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Fourth Amendment to the Contract,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

Signed on October 20, 2014

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

Contractor –  
SHAW / YODER / ANTWIH, INC.

By   
\_\_\_\_\_  
Joshua W. Shaw  
Partner

Approved as to Form:

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014

**TO:** Board of Directors

**FROM:** Angela Aitken, Finance Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT RENEWAL, EXERCISING THE FOURTH AND FINAL OPTION WITH CAPITAL EDGE ADVOCACY, INC. FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES, IN AN AMOUNT NOT TO EXCEED \$64,000**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize the CEO to execute a one-year contract extension, exercising the fourth and final option with Capital Edge Advocacy Inc., for Federal Legislative Representative Services, in an amount not to exceed \$64,000.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO has a contract with Capital Edge Advocacy Inc. for Federal Legislative Representative Services.
- The current contract approved by the Board of Directors will expire on January 31, 2015.
- Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Capital Edge Advocacy Inc. for an amount not to exceed \$64,000.
- Staff further recommends that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of Santa Cruz METRO.

## III. DISCUSSION/BACKGROUND

Santa Cruz METRO has utilized the services of a Federal Legislative advocacy firm to represent the positions and policies of Santa Cruz METRO before Congress and the U.S. Department of Transportation. Other required services include:

- Represent Santa Cruz METRO before various legislative committees in Washington D.C.
- Monitor transportation committees and other committees as appropriate
- Represent Santa Cruz METRO before such committees as directed

- Represent Santa Cruz METRO, when directed, before State Departments, Agencies, and regulatory bodies that impact the policies and programs of Santa Cruz METRO
- Advise Santa Cruz METRO on legislative strategy
- Serve as an advisor to management and the Board of Directors
- Provide information relative to legislative hearings which may have an impact on the policies and programs of Santa Cruz METRO
- Closely monitor and manage legislative issues and/or bills that Santa Cruz METRO has identified as high priority
- Provide assistance to Santa Cruz METRO in drafting proposed testimony before Congress and present such testimony when requested
- Coordinate advocacy efforts with Santa Cruz METRO's Board of Directors and staff
- Undertake such other assignments upon which Santa Cruz METRO and consultant mutually agree
- Prepare written/oral reports, at least monthly, summarizing its activities on behalf of Santa Cruz METRO
- Comply with all Federal and State laws and regulations relating to the activities of lobbyists
- Provide necessary documentation to support the filing of all required Federal and State forms related to legislative assistant or lobbying services.

Santa Cruz METRO has a current contract with Capital Edge Advocacy Inc. for Federal Legislative Representative Services. This contract was established on January 1, 2011 for a one-year period, with four (4) optional one-year extensions. The current contract approved by the Board of Directors will expire on January 31, 2015.

Capital Edge Advocacy Inc. is satisfied with all current terms and conditions, and proposes no changes for the new contract period. Capital Edge Advocacy Inc. has performed the duties required of this contract superbly and therefore, a one-year contract extension with no changes is recommended. Alex Clifford, Santa Cruz METRO's CEO will continue as the Contract Administrator and will ensure contract compliance.

Staff recommends that Santa Cruz METRO exercise the fourth and final option for a one-year contract extension with Capital Edge Advocacy Inc. for an amount not to exceed \$64,000.

Staff further recommends that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of Santa Cruz METRO.

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

This contract amendment is for an additional \$64,000. The new contract total not to exceed will be \$320,000.

This is a one-year contract, and the fourth and final one-year extension.

The required funding in the amount of \$64,000 is included in the FY15 Administration Operating budget within the Professional Technical Fees (503031) account.

Since this is a multi-year contract, the Administration department has been accountable for budgeting the cost in multiple years, including any option exercised.

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

- No alternatives. This is an extension of a current contract.

#### **VI. ATTACHMENTS**

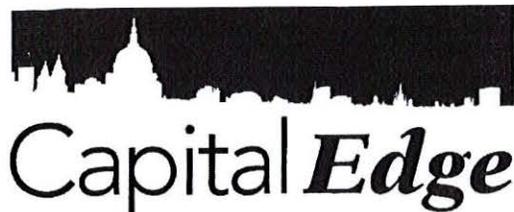
**Attachment A:** Renewal letter from Capital Edge Advocacy Inc. – 09/18/14

**Attachment B:** Fourth Contract Amendment with Capital Edge Advocacy Inc.

**APPROVED:**

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

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



## Attachment A

September 18, 2014

Ms. Erron Alvey  
Purchasing Manager  
Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060

Dear Ms. Alvey:

Please consider this a formal request to extend for twelve months our contract (No. 11-09) with the Santa Cruz Metropolitan Transit District, beginning on February 1, 2015. We do not propose any modifications to our current terms and conditions.

Transportation matters remain a priority in Washington, DC and we continue to believe that METRO will play an important role in shaping the next federal surface transportation reauthorization bill. The agency has traditionally been a leader in protecting the interests of properties serving smaller urbanized areas, and we hope to continue our work in areas such as the restoration of bus funding that was cut from the 2012 MAP-21 law and growth of the Small Transit Intensive Cities (STIC) program.

In addition, we continue to promote other legislation that will impact METRO, such as the extension of the alternative fuels tax credit, as well as provide timely information and guidance on pertinent grant opportunities and federal regulatory actions.

As always, it has been a pleasure serving the METRO staff and Board of Directors over the past year. I have particularly enjoyed getting to know Mr. Clifford and look forward to his continued leadership and direction. Thank you for your consideration, and I am happy to answer any questions about our services at your convenience.

Sincerely,

Christopher F. Giglio  
President

1212 New York Ave., NW Suite 250  
Washington, DC 20005  
202.842.4930  
202.842.5051 fax  
[www.capitaledge.com](http://www.capitaledge.com)

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# Attachment B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOURTH AMENDMENT TO CONTRACT NO. 11-09 FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES

This Fourth Amendment to Contract No. 11-09 for Federal Legislative Representative Services is made effective February 1, 2015 between the Santa Cruz Metropolitan Transit District ("Santa Cruz METRO"), a political subdivision of the State of California, and Capital Edge Advocacy Inc. ("Contractor").

### I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Federal Legislative Representative Services ("Contract") on February 1, 2011.
- 1.2 The Contract allows for extension upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to extend the Contract term and to increase the Contract total not-to-exceed amount.

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

### II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from February 1, 2011 to January 31, 2016.

Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

### III. COMPENSATION

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

Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$64,000 under the terms of this Fourth Amendment.

The new Contract total not-to-exceed amount is \$320,000. Contractor understands and agrees that if he/she exceeds the \$320,000 maximum amount payable under this Contract, it does so at its own risk.

### IV. REMAINING TERMS AND CONDITIONS

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

# Attachment B

## V. AUTHORITY

5.1 Article 7 is amended to include the following language:

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

Signed on October 20, 2014

Santa Cruz METRO  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

---

Alex Clifford  
CEO/General Manager

Contractor -  
CAPITAL EDGE ADVOCACY INC.

By Christopher F. Giglio  
Christopher F. Giglio  
President

Approved as to Form:

---

Leslyn Syren  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014

**TO:** Board of Directors

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

**SUBJECT: CONSIDER A CONTRACT AMENDMENT WITH GROUP 4 ARCHITECTS RESEARCH + PLANNING TO ADD SERVICES FOR THE PACIFIC STATION REDESIGN PROJECT.**

## I. RECOMMENDED ACTION

**That the Board authorize the CEO to execute a contract amendment in the amount of \$37,111 with Group 4 Architects Research + Planning to produce alternative designs through 100% completion for an expanded site at Pacific Station.**

## II. SUMMARY OF ISSUES

- Approval of this recommendation will continue conceptual design alternatives for Pacific Station on both the existing site and on an expanded site through 100% completion, at which point staff will request that the Board select a preferred design for the existing or the expanded site option at Pacific Station.
- The Board awarded a contract to Group 4 Architecture, Research + Planning, Inc. (Group 4) on June 28, 2013 to produce alternative designs for the redevelopment of Pacific Station.
- On June 27, the Board amended the Group 4 contract to add design services on both the existing site and on an expanded site through 60% design completion.
- If the Board desires to continue design work on both the existing and expanded sites through 100% completion, Santa Cruz METRO will need to add \$37,111 to Group contract for the additional work.
- Federal Transit Administration grants pay 80% of design costs, and funds are available in the FY15 capital budget for the additional design services presented in this staff report.
- Staff recommends that the Board authorize the CEO to execute a contract amendment with Group 4 to continue developing alternative designs for the existing and expanded sites through 100% design completion for Pacific Station.

### III. DISCUSSION/BACKGROUND

The Board of Directors awarded a contract to Group 4 Architecture, Research + Planning (Group 4) on 6/28/13 to produce alternative designs for the redevelopment of Pacific Station. The project goals are to accommodate transit service growth, enhance passenger amenities and create a transit-oriented mixed-use development to complement the development of downtown Santa Cruz.

Initial transit planning indicated that the existing Pacific Station footprint was too small to incorporate the desired saw-tooth pattern bus berths and accommodate future growth. Joining the adjacent parcel owned by the Non-Profits' Insurance Alliance of California (NIAC) to the existing property would add enough area to achieve the project goals. Alternative designs on both the existing and an expanded footprint would yield more options from which the Board can select a preferred option in December.

On 6/27/14, the Board authorized an amendment to Group 4's contract to add design services for both site options through 60% design completion with direction to return to the Board for authorization to continue to 100%. The design project is now at the 60% completion point, and staff will present a project status update in a separate agenda item at today's Board meeting.

If the Board desires, Group 4 can continue developing Pacific Station design alternatives for both the existing site and an expanded site options through 100% design completion. At that point, Group 4 will have refined three alternatives on each of the two site options and will present to the Board plan views, elevations, 3-D massing graphics, design renditions and a scope of development financial proforma for each alternative. The 100% conceptual design completion does not include any engineering documents.

In order to continue design Pacific Station work on both the existing and an expanded site, staff will need to incorporate an "Add Service Request" into the scope of work and the Group 4 contract will need an amendment to add \$37,111 for the additional work.

Staff recommends that the Board authorize the CEO to amend Group 4's contract to add \$37,111 for additional architectural services to produce alternatives through 100% design completion on both the current and an expanded footprint. Staff also recommends adding \$7,422 to the FY15 capital Budget for the local match on the Pacific Station Redesign project.

### IV. FINANCIAL CONSIDERATIONS/IMPACT

Santa Cruz METRO will need to add \$37,111 to the Group 4 contract not to exceed amount. A Federal Transit Administration grant pays 80% (\$29,689) of design costs. The 20% local match (\$7,422) will need to be added to the FY15 Capital Budget from Capital Cash Reserves. The following table shows the cost of the additional service request.

**Group 4**  
**Current and Additional Services**  
**Total Cost, Federal and Local Shares**

Item	Additional Cost	Total Cost	Federal 80%	Local Cash 20%
Initial Contract	\$ -	\$ 632,508	\$ 506,006	\$ 126,502
ASR #1 & #2	\$ 19,667	\$ 652,175	\$ 521,740	\$ 130,435
ASR #3a (60%)	\$ 131,715	\$ 783,890	\$ 627,112	\$ 156,778
ASR #3b (100%)	\$ 37,111	\$ 821,001	\$ 656,801	\$ 164,200

**IV. ALTERNATIVES CONSIDERED**

The alternative to continue design work on both sites would be to commit to *only* the existing site or *only* the expanded site to continue the conceptual design process through 100% completion. The Board would be asked to select a preferred design to move into the engineering phase from fewer options. This option has no cost.

**VI. ATTACHMENTS**

**Attachment A:** Pacific Station Redesign Add Service Request #3b (100%)

Prepared By: Thomas Hiltner, Grants/Legislative Analyst  
Date Prepared: October 17, 2014

**APPROVED:**

A handwritten signature in blue ink, appearing to read "Leslyn K. Syren", written over a horizontal line.

Leslyn K. Syren, District Counsel

A handwritten signature in blue ink, appearing to read "Alex Clifford", written over a horizontal line.

Alex Clifford, CEO/General Manager

# Attachment A



**GROUP 4**

20 October 2014

ARCHITECTURE  
RESEARCH +  
PLANNING, INC

211 LINDEN AVENUE  
SO. SAN FRANCISCO

CA 94080 USA

T: 650-871-0709

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www.g4arch.com

Thomas Hiltner  
SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT  
110 Vernon Street  
Santa Cruz, CA 95060

**PROJECT NAME:**  
Santa Cruz METRO Pacific Station

**SCOPE SUMMARY:**  
Task 6: An optional ASR 003 b. will include developing two site options to the 100% Conceptual Design levels.

ASR 003 b. option includes the services of project consultants and subconsultants in the disciplines of: transportation engineering, architecture, housing design specialist, parking design specialist, landscape/urban design specialist, finance/economist.

## ADD SERVICE REQUEST

**CLIENT CONTR #:**

**ADD SERVICE #:** 003 b

**BILLING TYPE:** Time & Material

**PROJECT #:**  
13428-01

**GROUP 4 PHASE #:**  
I-0110

COMPANY	DATED	EST. HOURS	RATE	FEE (NTE)	10%	EXTENSION
Marck Thomas & Company	02.10.14	37	\$125	\$4,600	\$460	\$5,060
Merrill Morris and Partners	02.10.14	18	\$125	\$2,200	\$220	\$2,420
Mack 5	02.10.14	51	\$125	\$6,400	\$640	\$7,040
Van Meter						
Williams Pollack	02.10.14	10	\$125	\$1,200	\$120	\$1,320
Watry Design	02.10.14	10	\$125	\$1,200	\$120	\$1,320
Group 4	02.10.14	136	\$137	\$18,600		\$18,600
<b>DESIGN FEE SUB-TOTAL:</b>						<b>\$35,760</b>

JILL EYRES  
ARCHITECT

ANDREA GIFFORD  
ARCHITECT

JONATHAN HARTMAN  
ARCHITECT

PAUL JAMTGAARD  
ARCHITECT

WILLIAM LIM  
ARCHITECT



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** Erich R. Friedrich, Senior Transportation Planner  
**SUBJECT: REPORT OUT THE 2014 SUMMER STUDENT DISCOUNTED FARE PILOT PROGRAM FOR K-12 STUDENTS**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file a report on the 2014 Summer Student Discount Fare Pilot Program.**

## II. SUMMARY OF ISSUES

- The 2014 Summer Student Discount Fare Pilot Program resulted in a net increase of 4,493 transit riders, yet a net decrease in passenger revenue by \$31,328.

## III. DISCUSSION/BACKGROUND

On June 27, 2014 the Board of Directors approved a pilot fare program giving discounted \$1.00 one way rides to K-12 students with valid student identification. The pilot program began on July 1, 2014 and concluded on September 30, 2014. The rationale for the pilot program was to test an incentive for K-12 students to use transit throughout the summer; a time when many students have extracurricular activities. There was no amendment to Santa Cruz METRO's current fare ordinance, as the pilot program was established by a separate resolution that expired on September 30, 2014.

Since the Summer Student Discount Fare Pilot Program has expired, Santa Cruz METRO Staff is now reporting on the financial and ridership impacts on the transit system. The program facilitated 40,314 K-12 student rides in total. In the same time period, Santa Cruz METRO's base fare ridership dropped by 35,821. Given that ridership in the other fare categories (excluding UCSC, Senior/Disabled discount fares, and base fare) remained flat, Santa Cruz METRO Staff concluded that the program led to a shift in riders from the base fare to the K-12 discount with a small net gain of 4,493 rides.

	Base Fare	K-12 Disc
Summer 2013	245,994	N/A
Summer 2014	210,173	40,314
Change	-35,821	40,314
	<b>Net Gain</b>	<b>4,493</b>

The decrease of base fare revenue of \$35,821, balanced with the gain of K-12 discounted rider revenue of \$4,493 leads to a net loss of \$31,328. Santa Cruz METRO Staff concludes that the benefits of increased ridership did not keep pace the losses in passenger revenue. In order for the program to be revenue neutral, K-12 discount riders would need to outpace losses in base fare riders by a 2:1 ratio.

There could be several reasons why ridership did not increase enough to make the program at least revenue neutral. Santa Cruz METRO staff believes that the lack of a marketing function to promote the K-12 discount fare beyond the current transit riders was a main reason the program was subpar. Also, the timing of the program was off beat to the traditional start of summer for students, which is late May to mid June. The program did not start until July 1<sup>st</sup>, which means that Santa Cruz METRO could have missed an opportunity to time the program to start as students began summer break.

#### **IV. ALTERNATIVES**

- None

#### **V. COORDINATION**

This Staff Report has been coordinated with Planning, Legal, Finance, Operations, and Administration Departments.

#### **VI. FINANCIAL CONSIDERATIONS**

The cost for the summer student discount fare pilot program was approximately \$31,328 in lower passenger revenue. This accounts for the decrease of base fare revenue of \$35,821, and the gain of K-12 discounted rider revenue of \$4,493 totaling the net loss of \$31,328 in passenger revenue.

#### **VII. ATTACHMENTS**

**Attachment A:** None

Prepared By: Erich R. Friedrich, Senior Transportation Planner  
Date Prepared: October 15, 2014

**APPROVED:**

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

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

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO  
**SUBJECT: CONSIDERATION OF RESOLUTION TO ESTABLISH THE BOARD OF DIRECTORS MEETING SCHEDULE AND LOCATIONS FOR 2015**

## I. RECOMMENDED ACTION

**That the Board of Directors approve a resolution to establish the Board of Directors meeting schedule and locations for 2015.**

## II. SUMMARY OF ISSUES

- Staff recommends that the Board approve the following meeting dates, times and locations:

January 9, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
January 23, 2015	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
February 13, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
February 27, 2015	9:00 a.m. Watsonville City Council Chambers, 275 Main St., Watsonville
March 13, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
March 27, 2015	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
April 10, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
April 24, 2015	9:00 a.m. Watsonville City Council Chambers, 275 Main St., Watsonville
May 8, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
May 22, 2015	9:00 a.m. Capitola City Council Chambers, 420 Capitola Ave., Capitola
June 12, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
June 26, 2015	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
August 14, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
August 28, 2015	9:00 a.m. Scotts Valley City Council Chambers, 1 Civic Center Dr., Scotts Valley
September 11, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
September 25, 2015	9:00 a.m. Watsonville City Council Chambers, 275 Main St., Watsonville
October 9, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
October 23, 2015	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
November 13, 2015	9:00 a.m. Watsonville City Council Chambers, 275 Main St., Watsonville
December 11, 2015	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz

### **III. DISCUSSION/BACKGROUND**

Annually, the Board of Directors approves a schedule of meeting dates, times and locations for the following year. The Board of Directors meeting schedule typically calls for regular meetings on the second and fourth Friday of each month. There are some modifications of the dates annually depending on when holidays occur. The second Friday meetings are held at Santa Cruz METRO's Administrative Offices, and the fourth Friday meetings are alternately held at the Santa Cruz City Council Chambers or the Watsonville City Council Chambers; with one meeting held at the Capitola City Council Chambers, and one meeting held at the Scotts Valley City Council Chambers.

This staff report was created in coordination with the Santa Cruz METRO Administration Department, City of Santa Cruz, City of Watsonville, City of Capitola, and City of Scotts Valley Offices.

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

The following, outlines the elements of the above recommendation:

1. **Fiscal impact**
  - No charges for use of facilities.

### **V. ALTERNATIVES CONSIDERED**

- The Board could suggest alternate locations to hold the meetings.

### **VI. ATTACHMENTS**

**Attachment A:** Resolution for the Board of Directors Meeting Schedule – 2015

**APPROVED:**



---

Alex Clifford, CEO/General Manager

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# 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: \_\_\_\_\_

### **A RESOLUTION OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS ESTABLISHING THE DATE, TIME AND LOCATION OF BOARD MEETINGS FOR 2015**

**WHEREAS**, on May 23, 2014, the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) adopted Resolution No. 69-2-1, amending the Bylaws of the Santa Cruz METRO Board of Directors; and

**WHEREAS**, Paragraph 1.01 (a) & Paragraph 1.01(b) of the Bylaws requires that the regular meeting schedule shall be published for the upcoming year and approved by the Board of Directors during October of each year; and

**WHEREAS**, this schedule shall include the date, location and commencement time for each regular meeting of the Board of Directors and shall be posted on Santa Cruz METRO's website, and official bulletin board throughout the year; and

**WHEREAS**, the Board of Directors may establish the time for commencement and duration of its meetings as necessary through resolution;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, that the following schedule for its 2015 meetings shall be as follows:

January 9, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
January 23, 2015	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
February 13, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
February 27, 2015	9:00 a.m. Watsonville City Council Chambers, 275 Main St., Watsonville
March 13, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
March 27, 2015	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
April 10, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
April 24, 2015	9:00 a.m. Watsonville City Council Chambers, 275 Main St., Watsonville

Resolution No.

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May 8, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
May 22, 2015	9:00 a.m. Capitola City Council Chambers, 420 Capitola Ave., Capitola
June 12, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
June 26, 2015	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
August 14, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
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October 9, 2015	8:30 a.m. Administrative Offices, 110 Vernon St., Santa Cruz
October 23, 2015	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
November 13, 2015	9:00 a.m. Watsonville City Council Chambers, 275 Main St., Watsonville
December 11, 2015	9:00 a.m. Santa Cruz City Council Chambers, 809 Center St., Santa Cruz

**PASSED AND ADOPTED** this 24th day of October 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 K. SYREN  
District Counsel

**7-13a.2**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: CONSIDERATION OF AN AMENDMENT TO THE MANAGEMENT COMPENSATION PLAN ADDING SECTION XI. RELOCATION EXPENSES**

## I. RECOMMENDED ACTION

**Authorize the CEO/General Manager the authority to negotiate relocation packages for recruitments of all Exempt positions in the Management Compensation Plan, not to exceed: 1. (a) \$15,000 moving expense cash payment; AND (b) two round-trip airline ticket reimbursements for the candidate of choice only; AND (c) \$5,000 cash payments for temporary housing. 2. Direct the CEO/General Manager to provide a written report to the Board relative to the outcome of all negotiated relocation packages at the next available Board meeting following the finalization of a successful recruitment.**

## II. SUMMARY OF ISSUES

- Some exempt management positions are difficult to recruit locally and may require a relocation package to complete the successful recruitment
- The recruiter for the current vacant Maintenance Manager position has suggested that a relocation package could be important to a successful recruitment
- Providing the CEO/General Manager the authority to negotiate such packages on a case-by-case basis may help expedite recruitments
- If approved, the CEO/General Manager will use discretion in negotiating such relocation packages, not to exceed the limits set in this report

## III. DISCUSSION/BACKGROUND

Santa Cruz METRO (METRO) does not currently provide the CEO the authority to negotiate relocation packages. Absent such authority, the CEO will need to negotiate a potential relocation package with prospective prevailing candidates and then seek Board approval at the next available METRO Board meeting. An obvious consequence of this process might be the loss of the prevailing candidate during the period of time it may take to achieve Board approval.

METRO has been recruiting a Maintenance Manager now for several months. After one round of applications, METRO has been unsuccessful in identifying a candidate of choice. In addition to this unfavorable outcome, the METRO Board has expressed concern about a

protracted and costly interim engagement of a contracted Maintenance Manager. In an effort to redouble our recruitment effort, in August the CEO directed the Human Resources Department to work with the Purchasing Department to solicit bids from transit recruiters. Following a bid evaluation, KL2 Connects, LLC was awarded the contract in early October. The recruiter has indicated that having the ability to offer a relocation package may assist in identifying potential candidates outside the immediate region.

The CEO is requesting that the Board consider providing him ongoing authority to negotiate relocation packages with potential Exempt Management candidates, not to exceed: (a) \$15,000 moving expense cash payment; and (b) two round-trip airline ticket reimbursements for the candidate of choice only; and (c) \$5,000 cash payment for temporary housing.

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

Assuming there is one Exempt Management recruitment a year; and that the recruitment resulted in the candidate of choice relocating from outside the immediate region; and further assuming that the relocation package is negotiated to the maximum authority requested; the cumulative estimated annual cost of the relocation package would be approximately \$22,000/year (airline ticket assumption at \$1K per roundtrip).

The CEO is proposing that the funding of relocation packages negotiated in FY15 be covered by salary savings in the Administration budget (1100) Other Salaries (501021) account. The salary savings and associated benefits savings in FY15 result from the favorable variance that has accrued as a result of the vacant Assistant General Manager position. The CEO will be responsible for budgeting relocation expenses in future year budgets.

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

- Do nothing. The CEO does not recommend this alternative as the delay in obtaining Board approval may result in the loss of a choice candidate.
- Provide further limitations on the total relocation package authority. The CEO recommends the limits stated in this report as they are based on a discussion with the recruiter who has provided his expertise and counsel based on nationwide recruitments.

#### **VI. ATTACHMENTS**

**Attachment A:** Draft of the Revised Management Compensation Plan

Prepared by: Alex Clifford, CEO/General Manager  
Leslyn K. Syren, District Counsel

**APPROVED:**



---

Leslyn K. Syren, District Counsel



---

Alex Clifford, CEO/General Manager

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

MANAGEMENT COMPENSATION PLAN

**JULY 1, 2014 – JUNE 30, 2016**

# Attachment A



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**XII. EXHIBIT A**  
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 **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 coverages 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,

# Attachment A



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 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. 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.

**Reimbursable expenses** include tuition, fees, meals and books. For courses **requiring overnight travel** employees 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.

## XI. RELOCATION EXPENSES FOR THE RECRUITMENT OF MANAGEMENT POSITIONS

The CEO/General Manager is authorized to negotiate the compensation packages of all Management Employees at the time of hire, including, the authority to provide relocation packages for those management positions when in the discretion and determination of the CEO/GM they are necessary to recruit the most qualified applicant for a vacant Management position. In no case shall the CEO/GM's authority exceed: 1) a cash payment not to exceed \$15,000 for moving expenses; and (b) two round-trip airfare reimbursements for use by the candidate of choice only; and (c) a cash payment not to exceed \$5,000 for temporary housing.

Whenever the CEO/General Manager exercises the authority granted under this section, he/she shall report the expenditure to the Board of Directors at the first available Board meeting following the finalization of a successful recruitment.

# Attachment A

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 A

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

# Attachment A

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

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

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

# Attachment A

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 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

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**EMPLOYEE LONGEVITY AWARDS TO BE PRESENTED AT THE  
BOARD MEETING ON OCTOBER 24, 2014**

**For October 2014**

**CERTIFICATE OF APPRECIATION FOR 10 YEARS**

Esmeralda Arias	Reservationist
Paul Q. Comancho	Dispatcher
Bonita J. Cramer	Clerk III
Miguel Jr. Escarcega	Van Operator
Alma R. Gutierrez	Van Operator
Alicia S. Hernandez	Van Operator
Louise M. Keller	Dispatcher/Scheduler
Virginia A. Lee	Van Operator
Robert P. Maldonado	Bus Operator
Ramona E. Nance	Van Operator
Luis A. Rocha	Fleet Maintenance Mechanic I
Brenda E. Roman	Van Operator
Daniel L. Zaragoza	Asst. Paratransit Superintendant
Israel Zaragoza	Van Operator

**CERTIFICATE OF APPRECIATION FOR 15 YEARS**

Miguel A. Escarcega	Vehicle Service Worker II
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**CERTIFICATE OF APPRECIATION FOR 30 YEARS**

Dennis R. Baldwin	Bus Operator
Mario R. Espinoza	Bus Operator
Ascencion G. Sanchez	Bus Operator

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014

**TO:** Board of Directors

**FROM:** Ciro Aguirre, Manager of Operations

**SUBJECT: CONSIDERATION OF PROVIDING DISCOUNT OR GROUP BUS PASSES TO FACILITATE TRANSPORTATION NEEDS FOR CHRONICALLY HOMELESS PERSONS UNDER THE 180/180 PROGRAM**

## I. RECOMMENDED ACTION

**That the Board of Directors consider providing discount or group bus passes to subsidize transportation needs of Homeless persons under the 180/180 program.**

## II. SUMMARY OF ISSUES

- May 09, 2014, Mr. Phil Kramer, Director for the 180/180 Homeless project made a presentation to Santa Cruz METRO (SC METRO) Board of Directors
- Mr. Kramer requests the Board to consider assisting the project by providing funding for 5 Move-in Kits valued at \$3,000 each
- Additional request made of SC METRO Board to provide bus passes for the program participants
- SC METRO Board has asked staff to research the issue and provide a report at a subsequent meeting

## III. DISCUSSION/BACKGROUND

During the May 09, 2014, Santa Cruz METRO (SC METRO) Board of Directors meeting, Mr. Phil Kramer, Director for the 180/180 Homeless Project provided a presentation describing the severity of homelessness amongst veterans, persons with disabilities, families, transition age youth, and unaccompanied children throughout Santa Cruz County (see Attachment A).

Mr. Kramer expressed that the 180/180 effort is based on a concept that makes both a 180 degree change in housing the homeless, but also a 180 degree system change in the services, and programs that are working with the problems surrounding the issue of homelessness. It was explained by Mr. Kramer that the 180/180 - Housing First Program was designed to provide people who are homeless with permanent housing right away, then offering other services as needed.

The Board was asked to consider two proposals; the first was to obtain help from SC METRO to fund five (5) move-in kits valued at \$3,000 each. The second; was a request

to provide free bus passes for the program participants. Program participants' only mode of transportation was SC METRO.

The SC METRO Board of Directors acknowledged Mr. Kramer's efforts at attempting to address such a serious countywide issue through the 180/180 project, but explained that a monetary contribution to subsidize the move-in kits had implications of a gift of public funds.

Regarding the request to have SC METRO provide free bus passes, the Board requested that SC METRO staff research the issue further and report back at a subsequent Board meeting.

The following is being provided relative to the request put forward by Mr. Kramer.

**SC METRO Free Bus Passes:**

The issuance of free bus passes is controlled by SC METRO Policy AR-4004, Bus Passes – Issuance of Free Passes (AR-4004) as adopted by the SC METRO Board of Directors in 1993 with the most recent revision completed in January 23, 2004. Section 3 – Issuance of Free Bus Passes establishes the criteria by which free SC METRO bus passes may be issued (see Attachment B).

Specific to Mr. Kramer's request to have SC METRO supply the 180/180 Project with free bus passes for the Housing First Program, Section 3.02 of AR-4004 states the following:

“The Santa Cruz Metropolitan Transit District may grant requests for discounted rates or donations of tickets and passes for use by recipients of services provided by emergency services agencies, provided the requests conform with the following criteria and procedures:

- a. The agency requesting the tickets and passes must be a non-profit organization which provides emergency services to the local community as defined below:
  1. Agency must be registered by the State of California as a private non-profit agency.
  2. Agency must supply services to Santa Cruz County residents who are receiving services as a direct result of a bonafide emergency.
- b. The Organization must submit a letter of request to the District outlining the nature of the transportation emergency, the reasons for the request, who will use the tickets and/or passes, and the number of tickets and/or passes required.
- c. The tickets and/or passes may only be used by the organization's clients in conjunction with the receipt of emergency services, for the purposes specified in the letter of request.
- d. The monetary value of the donated tickets and/or passes may not exceed \$300 over a one-year period. If the organization wishes to obtain additional tickets and/or passes or extend the program beyond one year, the District may develop a

service contract with the organization to meet its long-term needs at an adjusted rate.”

SC METRO’s Legal Department has opined that the 180/180 organization does not meet the criteria in AR-4004 for issuance of free bus passes.

**SC METRO Group Pass Contract and Bus Pass Bulk Purchases:**

A part of SC METRO’s Fare Ordinance 84-2-1, Group Pass Contract Rates, and Bulk Bus Pass Agreements are available allowing for the purchase of bus passes at a discounted rate. Currently, a variety of Agencies, Non-profits, and Employers hold agreements with SC METRO for purchasing bus passes in bulk at a discount. The discounts are offered in increments of 10%, 15%, and 20% depending on the number of passes purchased.

Mr. Kramer’s organization could qualify for purchases of Group/ Bulk Bus Passes if his organization was willing to enter into an agreement with SC METRO for purchasing discounted bus passes similar to what other agencies, non-profits, and employers are performing. Staff is recommending that Mr. Kramer enter into a Group or Bulk Bus Pass Agreement with SC METRO in order to purchase bus passes at a discounted rate.

**IV. ALTERNATIVES**

- Refer Mr. Kramer to Santa Cruz County Health/Social Services or other participants for consideration of partnering in the Bulk Purchase Discounts.

**V. COORDINATION**

This Staff Report has been coordinated with SC METRO Legal Department and the Ticket and Pass Specialist.

**VI. FINANCIAL CONSIDERATIONS**

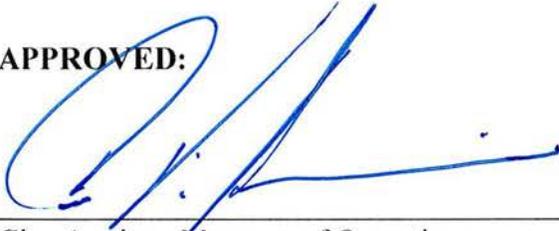
The Group/Bulk Bus Pass purchasing agreements allow for various qualifying entities to purchase Bus Passes at a discount. The reduction in revenue due to these discounts have been taken into consideration as they are part of the agreed to Fare Ordinance and Resolution

- **FISCAL IMPACT:**  
Addition of entity/s to Group/Bulk Pass purchases would result in a greater number of passes being sold albeit at a discount to regular fare, but would add to SC METRO’s revenue stream.

**VII. ATTACHMENTS**

- Attachment A:** 180/180 Presentation, Phil Kramer, Director
- Attachment B:** AR-4004 Bus Passes -- Issuance of Free Passes
- Attachment C:** Bus Pass Bulk Purchase Discount Rates

**APPROVED:**



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Ciro Aguirre, Manager of Operations



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Alex Clifford, CEO/General Manager

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# Presentation to Santa Cruz METRO

Phil Kramer, Director  
180/180

**180** 

**180** 

**MAKING A 180 DEGREE TURN  
TO HOUSE 180 CHRONICALLY  
HOMELESS MEN AND WOMEN  
IN SANTA CRUZ COUNTY BY JULY 2014**

QuickTime™ and a  
decompressor  
are needed to see this picture.

- Permanent homes for 100,000 homeless men, women and families by July 2014
- 236 participating communities

**95,000** people housed



# Snapshot of Santa Cruz County

- 3,536 people experiencing homelessness
- 82% of the population is unsheltered
- 72% of the homeless population were living in the county when they became homeless
- 68% have at least one disabling condition

Source: Applied Survey Research, 2013 Santa Cruz County Homeless Point-In-Time Homeless Census and Survey



# Snapshot of Santa Cruz County

- 11% are veterans
- 15% are persons in families
- 989 (or 28%) are chronically homeless
- 37% are under 25 years old
- Transition Age Youth & unaccompanied children represent almost 27% of the county's homeless population... and are one of the fastest growing homeless sub-populations in the county

Source: Applied Survey Research, 2013 Santa Cruz County Homeless Point-In-Time Homeless Census and Survey



**Chronic homelessness is long term or repeated homelessness coupled with a disabling condition:**

- **Diagnosable substance abuse disorder**
- **Serious mental illness**
- **Developmental disability**
- **Chronic physical illness or disability**



# Outreach / Vulnerability Index

180/180 uses a research tool called the Vulnerability Index survey to identify the most vulnerable (at risk) homeless residents

QuickTime™ and a decompressor are needed to see this picture.

Dr. Jim O'Connell  
- Boston Health Care for the Homeless



# Profile of our most vulnerable homeless neighbors

- 70% male / 30% female
- Average Age: 50
- Oldest: 78
- Youngest: 19
- 12% veterans
- Average number of years living in the Santa Cruz County area: 19
- Average number of years homeless: 9



## Profile of our most vulnerable

- 51% have been to the emergency room three or more times in past 3 months
- 72% received treatment for mental health issues
- 63% have a permanent physical disability
- 54% have a serious brain injury or head trauma
- 59% have been the victim of a violent attack since becoming homeless



# Homeless Deaths in Santa Cruz

- 37 people died while homeless in Santa Cruz County in 2013
- The average number of homeless deaths per year over the preceding ten years (2002-2012) was 34
- The average age at death for homeless individuals in Santa Cruz County is ~ 50



# “Million-Dollar Murray”

by MALCOM GLADWELL

Hospitals + Jail + Ambulance  
+ Substance-abuse treatment  
+ Doctors’ fees + other expenses  
estimate \$100,000 / year x 10 years  
**= \$1,000,000**

*“It cost us one million dollars not to do  
something about Murray”*



# Housing First & Permanent Supportive Housing



# Housing First

QuickTime™ and a decompressor are needed to see this picture.

Housing First is an approach that centers on providing people who are homeless with permanent housing right away, and then offering other services as needed.



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QuickTime™ and a decompressor are needed to see this picture.

# Permanent Supportive Housing

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QuickTime™ and a decompressor are needed to see this picture.



# How Permanent Supportive Housing works

Professional Case Managers link clients to primary care, behavioral health care, and substance abuse treatment using a Housing First approach.

...connecting participants with supportive services that help increase housing retention by addressing substance abuse, mental illness and chronic health issues.



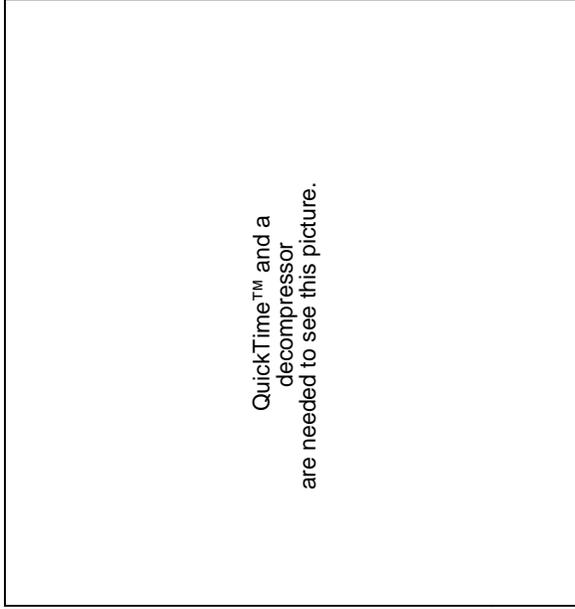
**Permanent  
Supportive Housing  
saves lives  
and saves money**



# Permanent Supportive Housing is cost effective

QuickTime™ and a  
decompressor  
are needed to see this picture.





Heather Bullock, chair of UCSC psychology department, is collaborating with Lois MacGillivray, a Catholic nun, to study the 180/180 campaign.

**“We really want to dig deeper,” Bullock says... “We want to understand what combination of services along with housing really helps support people.”**



# *“From Downtown Streets to Permanent Homes”*

180/180 is leading a 100-  
day initiative to identify and  
house “visible, vulnerable  
and high impact” homeless  
individuals living in the  
downtown commercial  
centers of Santa Cruz &  
Watsonville

<p>County of Santa Cruz; Board of Supervisors, Human Services Dept., Mental Health Dept., HPHP, Dept of Probation, City of Santa Cruz City of Watsonville SCPD Watsonville PD Downtown Outreach Encompass Homeless Services Center Pajaro Valley Shelter PV Loaves &amp; Fishes Teen Challenge Grace Harbor Salvation Army Veterans Administration Housing Authority SC Business Council</p>
--



## “100 Day Dash”

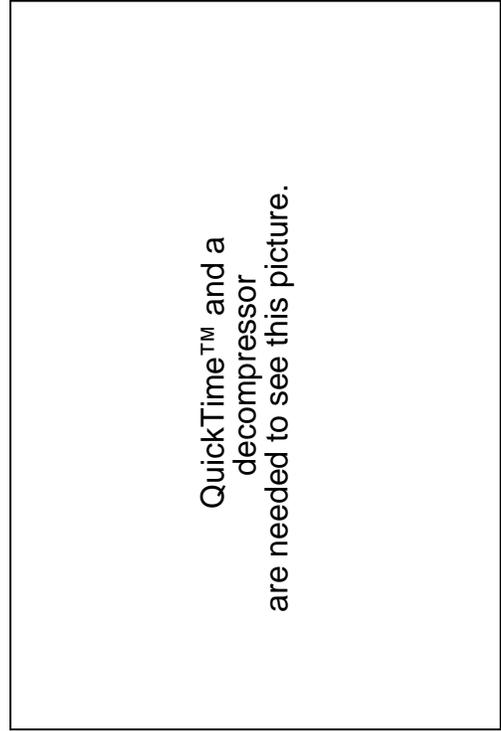
We have a goal to house 37 individuals (25 in Santa Cruz + 12 in Watsonville). We’ve surveyed 175, prioritized 76 and housed 10 so far, with another 41 on a pathway to housing, including 8 Veterans connected with VA services, for a total of 51.





# How this affects METRO

- Riders / Customers
- Culture & Environment
- Community Partner



# How METRO can help

- Move in kits
  - Security deposits, furniture, essential household items
- Bus Passes
  - The only means of transportation for many of our most vulnerable homeless neighbors





# Thank You

[www.180santacruz.org](http://www.180santacruz.org)

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**Attachment B**  
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Regulation Number: AR-4004

Computer Title: freepass.doc

Effective Date: January 1, 1993

Pages: 3

**TITLE: BUS PASSES - ISSUANCE OF FREE PASSES**

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Procedure History

<b>REVISION DATE</b>	<b>SUMMARY OF REVISION</b>	<b>APPROVED</b>
12/5/95	Revise format without content change	SG
7/19/96	Limits on student passes	SG
2/24/98	Clarify language	MD
04/24/03	New title without content change	LW
08/22/03	Increase in pass allowance to reflect fare increase	LW
01/23/04	Clarify language: Add language to allow bus passes for claimants and potential claimants	ER

---

**I. POLICY**

1.01 The Board of Directors or the General Manager of the Santa Cruz Metropolitan Transit District are authorized to issue free passes only in accordance with the following Regulation and the District Fare Ordinance.

**II. APPLICABILITY**

2.01 This regulation is applicable to all District employees, retirees, current and former members of the Board of Directors and their spouses.

**III. ISSUANCE OF FREE BUS PASSES**

3.01 Free bus passes may be issued by the Board of Directors or the General Manager in the following circumstances:

- a. Day or monthly passes may be issued to claimants, potential claimants and bus passengers who sustain injuries on the buses or, in District facilities if it is in the District's best interests.

# Attachment B

## Issuance of Free Passes

### Page 2

- b. Monthly passes may be issued to persons who perform an act which directly benefits the District;
- c. Monthly passes may be issued as an award for a contest sponsored by the District;
- d. A monthly and/or weekly pass valid for no longer than one month may be issued to students participating in educational programs, which promote good will and friendship with other countries. A limit of \$3,000 per organization per calendar year is established for the value of passes issued to students with a District limit of \$10,000 to all organizations per year, except that an organization that has not previously requested passes during the year may request ten passes or less once the \$10,000 limit has been reached;
- e. An annual pass shall be issued upon request to all employees who retire from the District under the provisions of the Public Employee Retirement System with five or more years served in District employment and their spouses;
- f. An annual pass shall be issued upon request to the spouse of a deceased employee or Board of Directors' member who dies while in the service of the Santa Cruz Metropolitan Transit District;
- g. An annual pass shall be issued upon request to former Board Members who serve at least four years on the District's Board of Directors and their spouses;
- h. Passes may be provided to out-of-District participants in Transit meetings or conferences held in or near the Santa Cruz Metropolitan Transit District;
- i. Monthly passes may be issued to persons who supervise school children (K-12) traveling to and from school on weekdays on District buses. The school shall be responsible for certifying the need for such passes or tickets and for distribution.

3.02 The Santa Cruz Metropolitan Transit District may grant requests for discounted rates or donation of tickets and passes for use by recipients of services provided by emergency services agencies, provided the requests conform with the following criteria and procedures:

- a. The agency requesting the tickets and passes must be a non-profit organization which provides emergency services to the local community as defined below:
  - 1. Agency must be registered by the State of California as a private non-profit agency.

# Attachment B

## Issuance of Free Passes

Page 3

2. Agency must supply services to Santa Cruz County residents who are receiving services as a direct result of a bonafide emergency.
    - b. The organization must submit a letter of request to the District outlining the nature of the transportation emergency, the reasons for the request, who will use the tickets and/or passes, and the number of tickets and/or passes required.
    - c. The tickets and/or passes may only be used by the organization's clients in conjunction with the receipt of emergency services, for the purposes specified in the letter of request.
    - d. The monetary value of the donated tickets and/or passes may not exceed \$300 over a one-year period. If the organization wishes to obtain additional tickets and/or passes or extend the program beyond one year, the District may develop a service contract with the organization to meet its long-term needs, at an adjusted rate.
- 3.03 Annual passes shall be issued to each member of the Board of Directors, District employee and members of their immediate family (spouse, unmarried equivalent to spouse, and children under the age of 18 years who reside within the household and/or other approved person in accordance with an approved Labor Agreement).
- 3.04 For the purpose of fare payment, an annual pass shall be considered the same as a monthly pass for fixed route service.

## **IV. ENFORCEMENT**

- 4.01 Any District employee who violates this regulation shall be disciplined up to and including termination.

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# Attachment C

## Santa Cruz METRO Group and Bulk Pass Discount

### **Bulk Purchase Discounts available:**

#### 1-Day Pass

20% for purchases of over 100

Regular rate: \$6.00 per pass

Bulk purchase rate: \$4.80 per pass

#### 31-Day Adult Pass

10% for purchases of 12-50

Regular rates: \$65.00 per pass

Bulk purchase rate: \$58.50 per pass

15% for purchases of 51-100

Regular rate: \$65.00 per pass

Bulk purchase rate: \$55.25 per pass

20% for purchases over 100

Regular rate: \$65.00 per pass

Bulk purchase rate: \$52.00 per pass

#### Agencies purchasing bus passes at the bulk discount rate:

- Santa Cruz County Health Services Agency, 1-Day Passes
- Santa Cruz County Human Services Dept., 1-Day and 31-Day Passes
- Cabrillo College, 31-Day Passes Adult
- Dominican Hospital, 1-Day Passes
- State of CA Corrections & Rehabilitation, 1-Day Passes
- Santa Cruz City Schools, 31-Day Adult Passes
- Santa Cruz County Office of Education, 31-Day Adult Passes

#### Non-profits purchasing bus passes at the bulk discount rate:

- Homeless Services Center, 1- Day Passes
- Valley Churches United Missions, 1-Day Passes
- Janus of Santa Cruz , 1-Day Passes
- Encompass Community Services (Si Se Puede, S.C. Residential Recovery, Community Support Services, Alto Counseling) 1-Day and 31-Day Passes
- Resurrection Church 1-Day Passes

#### Employer Bus Passes (minimum purchase 200 passes):

- County of Santa Cruz, 1-Day Pass, special encoding restricts use of bus pass to Monday thru Friday only and states on bus pass “1D County Emp”, cost: \$5.50 per, pass by agreement.
- Dominican Hospital Dignity Health, 1-Day Pass, cost: \$5.50 per pass, by agreement.

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014

**TO:** Board of Directors

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

**SUBJECT: RECEIVE A PRESENTATION ON THE STATUS OF PACIFIC STATION REDESIGN.**

## I. RECOMMENDED ACTION

**Receive a presentation and status update on the redesign of Pacific Station. No action required.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO and the City of Santa Cruz are working together with Group 4 Architecture, Research + Planning (Group 4) to redesign Pacific Station.
- The goals of the redesign project are to meet the transportation needs of the community, create a vibrant, transit-oriented development which fits the urban design of downtown Santa Cruz and serve as a catalyst for redevelopment of the south end of Pacific Avenue.
- Since project initiation, the project team has completed three rounds of public outreach and reached 60% completion of conceptual design alternatives.
- Today's presentation details the project status.

## III. DISCUSSION

Santa Cruz METRO partnered with the City of Santa Cruz (City) to implement the expansion and redevelopment of Pacific Station. As the project owner, Santa Cruz METRO has the ultimate responsibility and final decision-making authority on the project. The City has a strong interest in the design and function of Pacific Station because of its substantial role in the redevelopment of Pacific Avenue south of Cathcart Street. The City's Economic Development Department is working closely with Santa Cruz METRO in the design process to ensure that Pacific Station enhances the downtown experience and serves as a catalyst for further redevelopment and revitalization along Pacific Avenue.

The project partnership ensures that Pacific Station meets mutually beneficial objectives to redevelop and revitalize the south end of Pacific Avenue. Santa Cruz METRO's

primary objective, of course, is to create a safe, efficient public transit center which meets the transportation needs of the community. The design and land use objectives are to create a vibrant, transit-oriented, mixed-use development which integrates well into the urban design of downtown Santa Cruz, creates a safe, positive place, enhances the vitality of downtown by creating a mix of accessible urban amenities serving residents, students and tourists. Pacific Station is being developed as a collaborative venture intended to spur further redevelopment of Pacific Avenue.

On June 28, 2013, the Board awarded a contract to Group 4 Architecture, Research + Planning (Group 4) to produce alternative designs for the redevelopment of Pacific Station. Since project initiation, Group 4, Santa Cruz METRO and the City of Santa Cruz have waged a comprehensive outreach campaign consisting of formally advertised public meetings, focus groups, stakeholder meetings, technical input meetings, social media outreach, presentations to MAC, E&D TAC, the Bicycle Committee, the Chamber of Commerce Community Affairs Committee, the Downtown Commission as well as informal solicitation of comments and advertising at farmers markets, the Pacific Station operating tarmac and First Friday. Public outreach garnered over 750 comments on the project.

Through the iterative public outreach process, feasibility analysis and development of optimal transit operating configurations, Group 4 has narrowed the design options to three alternatives within the existing site and three within an expanded site incorporating the adjacent NIAC parcel. The designs stand at 60% completion and Group 4 will carry select alternatives through 100% design completion depending upon Board direction.

At this time, it is appropriate to present a project update. Staff recommends that the Board of Directors receive a presentation from Group 4 on the Pacific Station redesign.

#### **IV. ALTERNATIVES**

N/A

#### **V. FINANCIAL CONSIDERATIONS**

AA

The Federal Transit Administration awarded two grants in 2006 and 2008 which provided \$396,000 and \$490,000, respectively, for Pacific Station redesign. These grants will pay 80% (\$886,000) of total project costs with Santa Cruz METRO contributing 20% (\$221,500) for a total project value of \$1,107,500.

On June 27, 2014, the Board of Directors approved a contract amendment for Group 4 to perform additional design options which included an expanded site incorporating the adjacent NIAC parcel. The current Group 4 contract not-to-exceed amount is \$783,890. The FY14 and FY15 Capital Budgets fully fund the Group 4 contract.

Through 9/30/14, Santa Cruz METRO has spent \$404,000 on preliminary design phase of the project.

**VII. NEXT STEPS**

The anticipated project schedule to complete Pacific Station redevelopment (assuming full funding) would be as follows:

<i>Date</i>	<i>Milestone</i>
10/24/14	Board Consideration of continued design on expanded site
12/19/14	Preferred Design selected
12/31/15	Construction Contract ready to bid
3/23/16	Construction Contract Award
9/30/18	Construction Complete; Pacific Station re-opens

**VI. ATTACHMENTS**

None

Prepared By: Thomas Hiltner, Grants/Legislative Analyst  
Date Prepared: October 17, 2014

**APPROVED:**

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

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** Carolyn Derwing, Schedule Analyst/Acting Planner  
**SUBJECT: PUBLIC HEARING TO DISCUSS POSSIBLE OPTIONS FOR THE ROUTE 6**

## I. RECOMMENDED ACTION

**That the Board consider discontinuing the Route 6 effective December 18, 2014.**

## II. SUMMARY OF ISSUES

- Service to the area of Frederick Street and Gault Street by the Route 6 was discontinued in 2002. Service to the same area by the Route 65 was discontinued in 2004.
- In 2013, residents of the La Posada Retirement Community petitioned Santa Cruz Metro to reinstate bus service to the Frederick & Gault area.
- On June 28, 2013, the Board approved the reinstatement of the Route 6 on a one year trial basis.
- METRO was able to acquire funding for this one year trial from the Santa Cruz County Regional Transportation Commission (SCCRTC).
- The new Route 6 began operating on September 12, 2013 with the start of the Fall Bid.
- As of September 2014, the Route 6 has been in operation for one year.
- The service productivity does not meet the Board set minimum threshold.

## III. DISCUSSION/BACKGROUND

Prior to 2002, the Route 6 provided hourly service between the hours of 6:50am and 6:50pm. At that time, the Route 6 departed the Santa Cruz Metro Center and served Broadway, Seabright, the Twin Lakes area and then Frederick & Gault before returning to the Santa Cruz Metro Center. This rendition of the Route 6 averaged 8.3 passengers per trip and the service was discontinued in 2002 due to low ridership and because most of the area along the Route 6 was covered by other service such as the Routes 12, 65 and 68.

In 2004 the Route 65, which had been providing service to the La Posada area, was also cut. The Route 65 operated from approximately 6:40am to 6:40pm and provided hourly service in both the inbound and outbound direction between the Santa Cruz Metro Center and the Capitola Mall. At the time the Route 65 was cut, it was averaging 10.9 passengers per trip. The Route 65 was cut due to lower ridership and the availability of

other routes that serviced similar areas such as the Routes 66, 68 and 69 at a time when funding was an issue.

In 2013, Santa Cruz METRO received a petition from the residents of the La Posada Retirement Community requesting the reinstatement of transit service in the Frederick & Gault area of Santa Cruz. La Posada is located at 609 Frederick Street, approximately one block from Soquel Avenue. In April of 2013, Santa Cruz METRO staff met with over 20 residents of La Posada to discuss the challenges that they experienced accessing the bus stops along Soquel. The residents expressed many concerns including poor sidewalk conditions and the short length of time given by the traffic light at Soquel & Frederick to allow pedestrians to cross Soquel Avenue. A lack of a safe path of travel was the primary reason why La Posada residents were requesting the return of METRO bus service directly to the Frederick & Gault area.

On June 28, 2013, the METRO Board voted to reinstate the Route 6 on a one year trial basis. At that time, a minimum threshold of eight riders per trip was set. The Board also directed staff to continue to pursue other options including capital improvements along the Frederick Street corridor. This one year trial was later funded by the Santa Cruz County Regional Transportation Commission.

On July 23, 2014, a group composed of METRO employees, City of Santa Cruz Public Works employees, the Mayor of Santa Cruz and residents of La Posada met to conduct an on-site examination of the physical obstacles that exist between La Posada and the bus stops along Soquel Avenue. (See Attachment "A" for a detailed overview of the walk.) As of this date, several of the issues have been mitigated by the City. The City is still following up on the timing of the pedestrian crossing at Soquel & Frederick.

METRO has been working to resolve the following infrastructure improvements:

- Sidewalk repairs – METRO has been working with the City to improve the path of travel along both Frederick and Soquel.
- Construction – METRO has been working with the City to mitigate issues caused by construction along Frederick.
- Tree trimming – METRO has been working with the City to notify property owners regarding the necessity to trim trees and other vegetation that is either blocking street lights or could block the path of travel along Frederick.
- Moving of Bus Shelter – METRO staff is reviewing the La Posada resident's request to move the Inbound bus stop closer to the intersection of Soquel & Frederick.
- Improving signal phasing – METRO staff will be working with the City to explore modifications to the signal at Frederick & Soquel to provide dedicated phasing for pedestrians. If such phasing is possible, and if the city is amenable to this modification, staff may return at a later date with a recommendation to fund the modification, provided that it is not cost prohibitive.
- METRO suggested that residents work with La Posada management to better utilize their van service.

It is now one year since the METRO began the “one-year trial” with the Route 6. Over the past twelve months the Route 6 has been averaging 1.9 – 3.1 passengers per trip.

METRO would like the Board to consider discontinuing the Route 6 effective December 18, 2014, with the beginning of the Winter Bid. Residents in the Frederick & Gault area would still be able to access METRO fixed route on Soquel Avenue, which is located one block from Gault Street. Routes 66, 69A, 69W and Route 71 all service the area of Soquel & Frederick. These four routes run at various levels of frequency, depending on the time of day, but in general they provide between five and seven trips per hour in each direction along Soquel.

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

The only cost associated with discontinuing the Route 6 is the cost of deactivating the bus stops along Gault, Frederick & Broadway. There would actually be costs saving associated with discontinuing the Route 6 as in FY15, the cost of the Route 6 is already reflected in the METRO budget.

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

- A. Maintain the current Route 6 service. This option would maintain the current service to the Frederick & Gault area. The Route 6 would continue to run weekdays from 10:25AM until 5:25PM with one hour frequency.

To maintain the current schedule of the Route 6 would cost METRO approximately \$130,000 per year. For the first year of this service, the Regional Transportation Commission (RTC) provided funds to pay for a one year trial. In FY15, this cost is reflected as a METRO cost.

- B. Expand service to the Frederick & Gault area by adjusting the routing of the Route 68. Currently the Route 68 runs 7 days a week between the Santa Cruz Metro Center and the Capitola Mall. During the week, this route runs from approximately 6:15AM until 6:30PM. On the weekends, this service runs from approximately 8:15AM until 6:30PM. On both weekdays and weekends the Route 68 operates with 1 hour frequency in both directions. Currently, the Route 68 goes as far as the intersection of Broadway & Seabright, which is about four blocks from Frederick & Gault. In order to cover the Frederick & Gault area the Route 68 would need to add an extra loop into each trip of the Route 68. The routing would cover an additional area of Seabright, right on Gault, right on Frederick and then right on Broadway. This additional distance and stops would add approximately 10 minutes of running time into each trip of the Route 68. The additional running time necessitates changes to the current interlining of the system. Most of the costs for this service adjustment are a result of changes to the interlining. This additional running time would also affect some connections to other routes in the both Santa Cruz and the Capitola Mall.

The cost for expanding service on the Route 68 would be approximately \$210,000 per year. This cost includes fuel and maintenance for one additional bus and the wages and benefits for two additional operators needed to perform the work. For FY15 \$130,000 is already reflected in the budget to cover the Route 6 – fuel and maintenance for one additional vehicle and wages and benefits for one additional operator. An additional annual cost of approximately \$80,000 would be needed to reflect the cost of a second operator.

If this is the option preferred by the Board, staff would recommend holding an additional Public Hearing. A second public hearing would allow current passengers of the Route 68 to express any concerns that they may have regarding adding 10 minutes travel time to those trips and the complications caused by missed connections. As mentioned earlier, coverage of the Frederick & Gault area would impact the running time of the Route 68 as well as affect some connections in both Santa Cruz and the Capitola Mall.

## VI. ATTACHMENTS

- Attachment A:** Summary of La Posada Site Visit – Revised August 27, 2014
- Attachment B:** Ridership Summary for Route 6
- Attachment C:** Map of Alternative Routing for Route 68
- Attachment D:** List of METRO Unmet Service Needs
- Attachment E:** METRO FY14 Ridership Report

Prepared By: Carolyn Derwing, Schedule Analyst/Acting Planner

Date Prepared: October 15, 2014

APPROVED:



Leslyn Syren, District Counsel



Alex Clifford, CEO

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# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### MEMORANDUM

**TO:** Alex Clifford  
CEO / General Manager

**FROM:** Carolyn Derwing  
Schedule Analyst/Acting Planner

**DATE:** July 28, 2014 (Revised August 27, 2014)

**SUBJECT:** Summary of La Posada Visit: Observations of Obstacles between La Posada and METRO Bus Stops on Soquel Avenue

The La Posada Retirement Community is located at 609 Frederick Street; one block from Soquel Avenue. La Posada residents have stated that the presence of many obstacles along Frederick Street prevent them from accessing the METRO bus stops along Soquel Avenue. In addition, many residents of La Posada require the use of public transportation to carry out the basic tasks of everyday life. The residents would like to see this inaccessibility issue resolved so that they can more easily utilize the METRO bus system.

On July 23, 2014, a group composed of METRO employees, City of Santa Cruz employees and residents of La Posada met to conduct an in-person examination of the physical obstacles that exist between La Posada and the METRO bus stops on Soquel Avenue. In attendance were Sara Schiffrin (along with one other La Posada resident), Lynn Robinson (Santa Cruz Mayor), Alex Clifford (METRO), Carolyn Derwing (METRO), Andy Bullington (Santa Cruz) and Nathan Nguyen (Santa Cruz). The goal of the group was to walk the path of travel between La Posada and the METRO bus stops, identify any specific obstacles and see if any, or all, of these issues could be resolved.



Figure 1

It was decided that the group would walk to the outbound bus stop on Soquel and then proceed to the inbound bus stop. Ms. Schiffrin led the group and, upon departing La Posada, chose to cross Frederick Street at an uncontrolled crosswalk located at Frederick and Gault (see Figure 1). The pedestrian crossing sign was faded and the flashing beacon was not working. (The City replaced the sign and

# Attachment A



Figure 2



Figure 3



Figure 4

repaired the flashing beacon on 7/28.) The group then proceeded up the sidewalk located along the east side of Frederick Street. There is currently some new construction located mid-block in the area of 710 Frederick (see Figure 2). There are several areas that are difficult to navigate as a result of this construction. However, part of the construction will involve replacing the sidewalk and many of these issues will be resolved. Ms. Schiffrin did express some concern about the numerous driveway approaches along Frederick.

As the group was approaching the corner of Soquel and Frederick, Ms. Schiffrin chose to short cut the corner by walking behind the Valero gas station. She expressed concern about crossing the multiple entrances to the gas station as it is a popular business. She stated that most residents choose to walk behind the gas station rather than in front of it. There are two entrances to the Valero gas station located off of Soquel and one entrance located off of Frederick. Ms. Schiffrin again expressed concern about the number of parking lots and parking lot driveways in the area. Ms. Schiffrin requested that the outbound bus stop, east of Frederick in front of the Redwood Condominiums located at 1505 Soquel Avenue, be moved to the west side of Frederick in front of Mackenzie's Chocolates at 1492 Soquel Ave.

After leaving the outbound bus stop, the group continued on to the inbound stop on the north side of Soquel. As the group was crossing Soquel at the traffic light, Ms. Schiffrin stated that there are some issues with the timing of the pedestrian crossing. She said that if a pedestrian is walking at a slower pace, the light does not allow enough time to cross the street. The Santa Cruz City representatives said that they would have someone look into the crosswalk timing. Ms. Schiffrin was also concerned that the cars traveling north on Frederick and turning left onto Soquel are using the same light sequence to turn left as the pedestrians who are crossing the street. She states that many times cars will cross in front of her when they see that she is walking at a slow pace. Ms. Schiffrin would like pedestrians to have their own light to cross the street so that they are not competing with cars making left hand turns. Ms. Schiffrin also pointed out an issue with the access to the curb cut at Frederick and Soquel. There are a couple of

# Attachment A



Figure 5



Figure 6



Figure 7

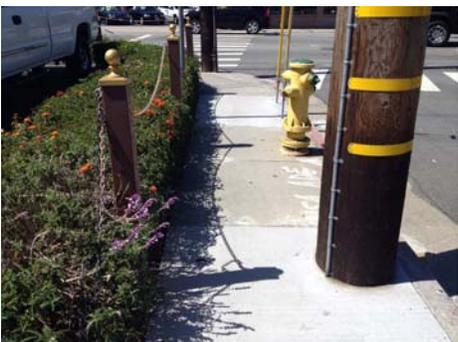


Figure 8

roughs spots that make it difficult for wheelchairs users to easily access the ramp going up to the sidewalk on the north side of Soquel (see Figure 3). The Santa Cruz City representatives thought that they could make sure this problem was resolved. (This issue was fixed by the City on 8/2.)

As the group continued to walk along the north side of Soquel towards the inbound METRO bus stop, there is a lifted sidewalk that does create a trip and fall hazard (see Figure 4). It is located in front of “Built In Distributors” (BID) located at 1521 Soquel Avenue. The Santa Cruz City representatives stated that sidewalk repairs are the responsibility of the adjacent property owner. METRO requested that the City notify the property owners to remedy the lifted sidewalk issue.

Ms. Schiffrin requested that the inbound METRO bus stop currently located just east of San Juan Ave be moved to a location that is closer to the traffic signal at Soquel and Frederick. She suggested moving it just west of Frederick in front of Soquel Auto Sales located at 1505 Soquel Avenue.

Walking back down the west side of Frederick Street on the return trip to La Posada there were some additional hazards present. A relatively new PG&E pole and support wire has been installed mid-block. The cement was broken up to install the pole and it has been replaced with asphalt (see Figure 5). The Santa Cruz City representatives said that they would contact PG&E and have them remove the asphalt and properly complete the project with cement. There is a second area of the sidewalk that is dug up and is currently covered with plywood (see Figure 6). This is a temporary problem and it is anticipated that this particular repair will be completed in the near future. (This repair has been completed – exact date is unknown.)

Along the west side sidewalk of Frederick, Ms. Schiffrin pointed out several areas where telephone poles were located part-way into the sidewalk (see Figures 7, 8 and 9). Ms. Schiffrin stated that they were not wide enough to allow wheelchair users who operate electric wheelchairs to pass through. The Santa Cruz City representatives stated that the width of the sidewalk is

# Attachment A



Figure 9



Figure 10



Figure 11

ADA compliant. There is also one hedge that will need to be monitored so that its growth does not impede pedestrians or wheelchair users (see Figure 10).

Finally, once arriving back in the area of La Posada it was apparent that the tree located at the corner of Gault and Frederick needs to be trimmed (see Figure 11). The overgrown canopy not only blocks the light standard above, it also creates a line of sight obstruction for on-coming drivers if a pedestrian enters the unprotected crosswalk crossing Frederick. The Santa Cruz City representatives said that they will notify La Posada to trim the tree.

**Conclusions:** The La Posada Retirement Community is located one block from Soquel. It is believed that many of the issues that currently exist that may make travel difficult between La Posada and both the inbound and outbound METRO bus stops on Soquel can be remedied. Along the east side of Frederick, the sidewalk will be repaired with the completion of the new construction. However, since it is necessary to cross Frederick at an uncontrolled intersection in order to proceed up the east side of Frederick, this is not the recommended path of travel. It is recommended that residents of La Posada walk up the west side of Frederick Street and cross Frederick Street at the traffic light to access the outbound METRO bus stop.

As for the west side of Frederick Street, there are currently two areas that do need some repair. PG&E has installed a new support pole and it has left an incomplete repair to the sidewalk. This issue will be remedied when PG&E reinstalls cement to the area around the new support pole. There is a second sidewalk repair that will be completed in the near future (this repair has been completed).

Ms Schiffrin did express some concern about the width of the sidewalks in a couple of areas. However, the sidewalks appear to meet ADA requirements. There is one hedge that will need to be monitored so that its growth does not impede pedestrians or wheelchair users.

There are two issues with the pedestrian crossing of Soquel at Frederick. The timing of the light needs to be

# Attachment A

investigated to see if it should allow more time for pedestrians to cross Soquel. The area approaching the ramp curb cut also needs to be smoothed out (this repair has been completed).

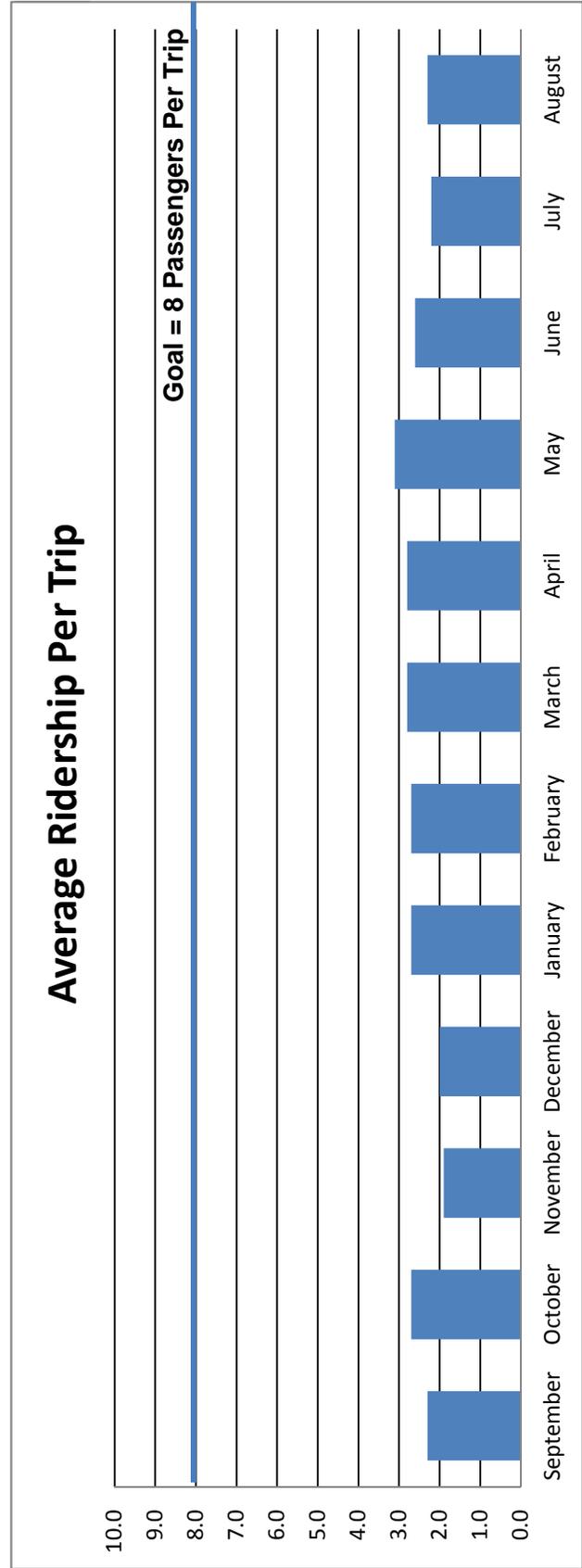
Ms. Schiffrin did express concern about the large number of driveways that cross the sidewalk between La Posada and the METRO bus stops. Unfortunately, driveways and automobile access are considered a normal part of living in an urban environment.

There was a suggestion that both the inbound and outbound METRO bus stop be moved to make them more accessible. METRO can investigate both of these possibilities. It may be possible for the inbound bus stop to be relocated west of Frederick Street, but it appears that there is not enough room to move the outbound bus stop to the suggested location.

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Route 6 Ridership Summary: September 2013 - August 2014

Month	Monthly Ridership	Average Daily Ridership	Daily Ridership Goal*	Average Riders Per Trip	Ridership Per Trip Goal	% of Goal Reached
September	241	18.5	64	2.3	8	29%
October	492	21.4	64	2.7	8	34%
November	294	15.5	64	1.9	8	24%
December	333	15.9	64	2.0	8	25%
January	451	21.5	64	2.7	8	34%
February	425	21.3	64	2.7	8	34%
March	471	22.4	64	2.8	8	35%
April	485	22.0	64	2.8	8	35%
May	525	25.0	64	3.1	8	39%
June	430	20.5	64	2.6	8	33%
July	391	17.8	64	2.2	8	28%
August	378	18.0	64	2.3	8	29%



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# Attachment D

## Santa Cruz METRO Unmet Service Needs

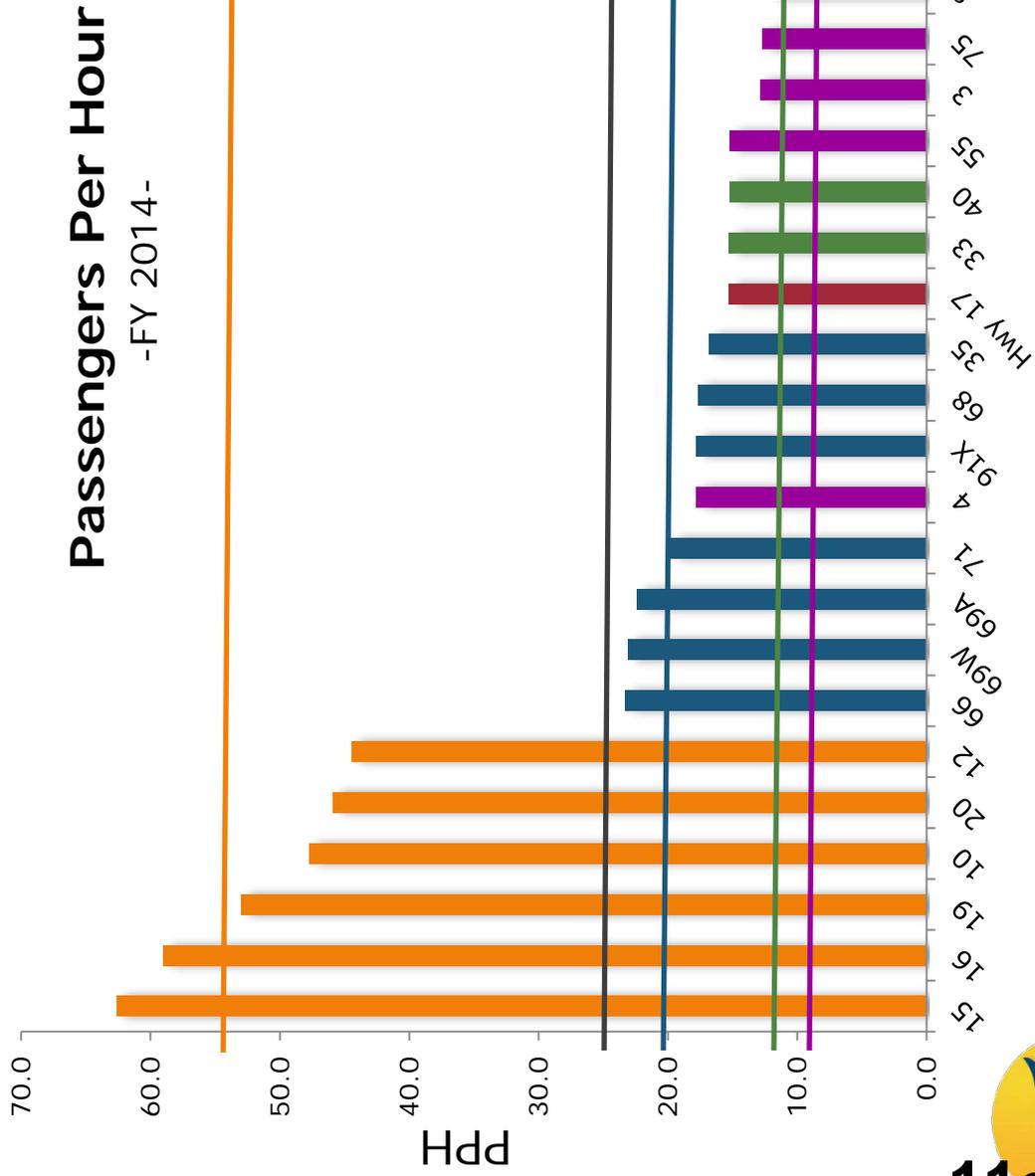
Priority	Service Need	Area	Service Type	Description
H	Increase Weekend UCSC service	UCSC	UCSC	Increase student population living on campus that uses transit on weekends to get into town causes capacity delays
H	Increase Live Oak Service - specifically Route 66 (frequency and span)	Live Oak	Intercity	Densely populated area with transit friendly land uses, need better service to increase ridership
H	Reinstate the short Route 69s	Live Oak/Santa Cruz	Intercity	Densely populated area with transit friendly land uses, need better service to increase ridership
H	Cap Mall to/from Cabrillo	Cabrillo	Intercity	Link needed between two top transit destinations in the county
H	Increase UCSC run times	UCSC	UCSC	UCSC is consistently at capacity, especially at peak times, should consider headways based schedule
H	Rt 4 / 8 split	Local Santa Cruz	Local	Rt. 4 has convoluted routing while Rt. 8 only operates once a day. Creates direct service to Harvey West and Emeline
H	Increase Hwy 17 weekend (especially Sundays)	Highway 17 Express	Commuter	Weekend ridership increases justify the need to increase frequency, UCSC students use service to capacity to return to school on Sundays
H	Review and enhance connections	System Wide	All	Enhance connections to make passenger trips simple, easier, faster
M	Mission St. Service	Local Santa Cruz	Local	Mission is a major arterial with transit supportive land uses, needs more service
M	UCSC to Almar	UCSC	UCSC	Almar Shopping Center is a major destination for UCSC students
M	Rt 55 improvement	Capitola / Mid County	Local	Rt 55 needs run time and possible routing adjustment to better service Capitola and Aptos
M	Later 69's	Live Oak / Cabrillo / Watsonville	Intercity	Many transit riders are working later or have odd hours and need later service to support
M	Later 91X's	Santa Cruz / Cabrillo/ Watsonville	Intercity	Many transit riders are working later or have odd hours and need later service to support
M	Increase Weekday UCSC service	UCSC	UCSC	UCSC is consistently at capacity, especially at peak times, should consider headways based schedule
M	Fix evening Rt 35/35A	SLV	Rural Intercity	Many transit riders are working later or have odd hours and need consistent frequency in later service to support

# Attachment D

## Santa Cruz METRO Unmet Service Needs

<b>M</b>	Earlier weekend intercity service	Santa Cruz / Cabrillo/ Watsonville	Intercity	Weekend workers need transit to get them to work earlier
<b>M</b>	Enhance Capitola Service	Capitola / Mid County	Local	Service cuts have made remaining service ineffective and inefficient, need to review and enhance
<b>M</b>	Boulder Creek Circulator	SLV	Local	Local circulator needed to feed a "boulder creek only" Rt 35. Allows the 35 to serve Scotts Valley Drive bidirectional
<b>M</b>	Bidirectional Service on Scotts Valley Drive	Scotts Valley	Local / Intercity	Increased development and transit friendly land uses and road design leads to a need to establish frequent service bidirectional
<b>L</b>	SLV Express	SLV	Rural Intercity	Need of a commuter option for transit riders to get between SLV and Santa Cruz faster
<b>L</b>	Better event planning	System Wide	All	METRO should be more responsive and supportive of special events held throughout the county
<b>L</b>	Hwy 17's direct to Boardwalk on weekends	Highway 17 Express	Commuter	The Boardwalk is the top tourist destination in the County, direct service could help abate major weekend traffic issues
<b>L</b>	Move :45 departures (4, 66, 71, 91X)	Santa Cruz / Live Oak / Cabrillo / Watsonville	Intercity	Too many routes depart SCMC at :45. need to redistribute departure times
<b>L</b>	Waddell Creek weekday	North Coast	Rural	Waddell Creek is a major tourist destination
<b>L</b>	Increase service on Bear Creek Rd.	SLV	Rural Intercity	Lowest served variant of the Rt 35

# Performance by Route



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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** Ciro Aguirre, Manager of Operations  
**SUBJECT: CONSIDERATION OF CAPITOLA MALL TRANSIT CENTER  
RELOCATION TO ALTERNATE SITE WITHIN CAPITOLA MALL**

## I. RECOMMENDED ACTION

**That the Board of Directors approve the proposed Negotiating and Operating Principles relative to the proposed relocation of the Bus Transit Facility at the Capitola Mall.**

## II. SUMMARY OF ISSUES

- The Macerich Company, owner/operator of the Capitola Mall, is proposing building improvements to the Capitola Mall
- Major building and aesthetic improvements are being proposed to the Capitola Mall façade facing 41<sup>st</sup> Ave
- The City of Capitola is in support of the proposed improvements and is partially funding the project
- As part of these improvements, the proposal includes relocation of the Capitola Mall Transit Center to an alternate location within the Capitola Mall complex

In July 2013 discussion was held between representatives of the City of Capitola and Santa Cruz METRO (SC METRO) staff regarding renewed interest by the Macerich Company, owner/operator of the Capitola Mall (Mall) to make building and aesthetic improvements to the Mall. The Macerich Company conveyed to representatives of the City of Capitola that the improvements were extensive and would require relocation of the Capitola Mall Transit Center serviced by SC METRO from its current location in front of the Mall.

Santa Cruz METRO staff has expressed to representatives of the City of Capitola, and the Macerich Company, that SC METRO may not be opposed to the relocation as long as certain negotiating principles are met which are as follows:

- An agreement that ensures that SC METRO receives a like property easement in exchange for the one we currently have.
- An agreement that Includes language establishing, without question, SC METRO's right to be on Mall property in perpetuity.
- The alternate Transit Center site location is not to be outside of the Mall footprint and within similar proximity to the main Mall building structure as the current Transit Center, including a Mall entrance.

- The design is to include adequate safe ingress and egress for buses to and from the Transit Center.
- The Transit Center is to be of sufficient size to accommodate six buses simultaneously.
- Shelter and lighting design to meet with SC METRO's approval and to be similar or better quality as the current shelters.
- Design of an aesthetically pleasing and inviting safe Mall entrance from the Transit Center into the Mall.
- Design of an aesthetically pleasing and inviting safe Transit Center entrance from inside the Mall to the Transit Center.
- Transit Center design to meet with all ADA accessibility requirements.
- Provide a designated restroom facility for SC METRO Operators within close proximity to the newly proposed Transit Center entrance approved by SC METRO.
- SC METRO will not be expected to fund any part of the relocation and improvements proposed.

Review of the current Transit Center site, and potential alternate sites was performed by SC METRO staff, representatives of the City of Capitola, and Macerich Company (see Attachment A).

Alternative Site Considerations were as follows:

- Improve current Transit Center (site A)
- Access to the food court (site B)
- New access between Macy's and Kohl's (Site C)

Site C between Macy's and Kohl's was selected for further design and plan development since it had the greatest potential of meeting the principles noted above.

Sound analysis was conducted by SC METRO staff to determine noise impact to the surrounding areas of the Mall and the neighborhood across Clares Street. Three buses were positioned at the proposed Transit Center Site C, simultaneously performing external announcements, with engines idling, and the ramp deployment alarms activated. Sound readings taken at various locations reflected sound peak levels below the maximum allowable 85 decibels at all locations (see Attachment B).

Photos and artist renditions of three (3) perspectives of Site C depict potential improvements envisioned and establish a preliminary reference basis to design from (see Perspective Photos and Renditions: Attachments C - E).

The Engineering firm Bowman and Williams was contracted to perform preliminary site evaluation and submit draft design plans for the selected site. The design plan draft reflects configuration of proposed Transit Center footprint, bus parking areas, pedestrian landings, and proposed entrance to the Mall from the Transit Center (see Attachment F).

The SC METRO staff and UTU representatives have reviewed and submitted comments and suggestions regarding the proposed site design to Bowman and Williams, City of

Capitola, and the Macerich Company regarding options to consider for ingress and egress of the proposed site.

A presentation of the projects status is scheduled to be performed by City of Capitola staff at the November, 2014 Capitola City Council meeting.

### **III. ALTERNATIVES**

- Direct staff to discontinue any further site development and have the Transit Center remain at its current site. - Improvements to the Capitola Mall are needed in order to enhance the community's shopping experience and provide a more modern shopping environment. Although the current Transit Center serves SC METRO well, it does not lend itself to the modernization of the Capitola Mall in the manner proposed by the Macerich Company.
- Consider an alternate site - SC METRO staff recommends supporting continued plan design of Site C for the proposed relocation of the Capitola Mall Transit Center as long as negotiating principles are met. The commitment by the Macerich Company and City of Capitola to ensure a more modern, updated Transit Center with convenient access to the Mall by transit riders would serve the community well, be of benefit to the Capitola Mall with its modernization plans, and would provide positive branding of METRO.

### **IV. COORDINATION**

This Staff Report has been coordinated with the City of Capitola, Macerich Company, the SC METRO Legal, Planning, and Operations departments.

### **V. FINANCIAL CONSIDERATIONS**

The following, outlines the elements of the recommendation:

#### **1. AMOUNT OF RECOMMENDATION**

There are no Capital costs to SC METRO regarding the relocation of the Transit Center.

#### **2. SOURCE OF FUNDING CHARGE**

Funding of the Capitola Mall Transit Center relocation will be provided by:

- The Macerich Company – Owner/Operator of the Capitola Mall
- City of Capitola

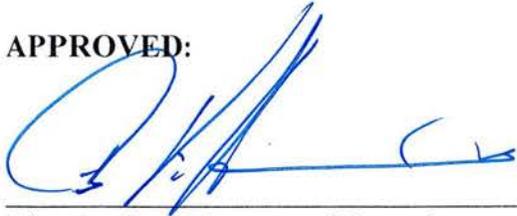
**3. FISCAL IMPACT:**

Ingress and egress to and from the proposed transit center will be performed from Clares Street, a change to current routing, requiring SC METRO's Planning Department to determine schedule time adjustments that will be required to the various routes. It is anticipated that adjustments to the schedules will result in minimal to moderate cost to SC METRO.

**VI. ATTACHMENTS**

- Attachment A:** Capitola Mall Site Location Map
- Attachment B:** Capitola Mall Site C Sound Analysis
- Attachment C:** Capitola Mall Site C Photo and Artist Rendition of Perspective 1
- Attachment D:** Capitola Mall Site C Photo and Artist Rendition of Perspective 2
- Attachment E:** Capitola Mall Site C Photo and Artist Rendition of Perspective 3
- Attachment F:** Bowman and Williams Site C Draft Design Plan

**APPROVED:**



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Ciro Aguirre, Manager of Operations

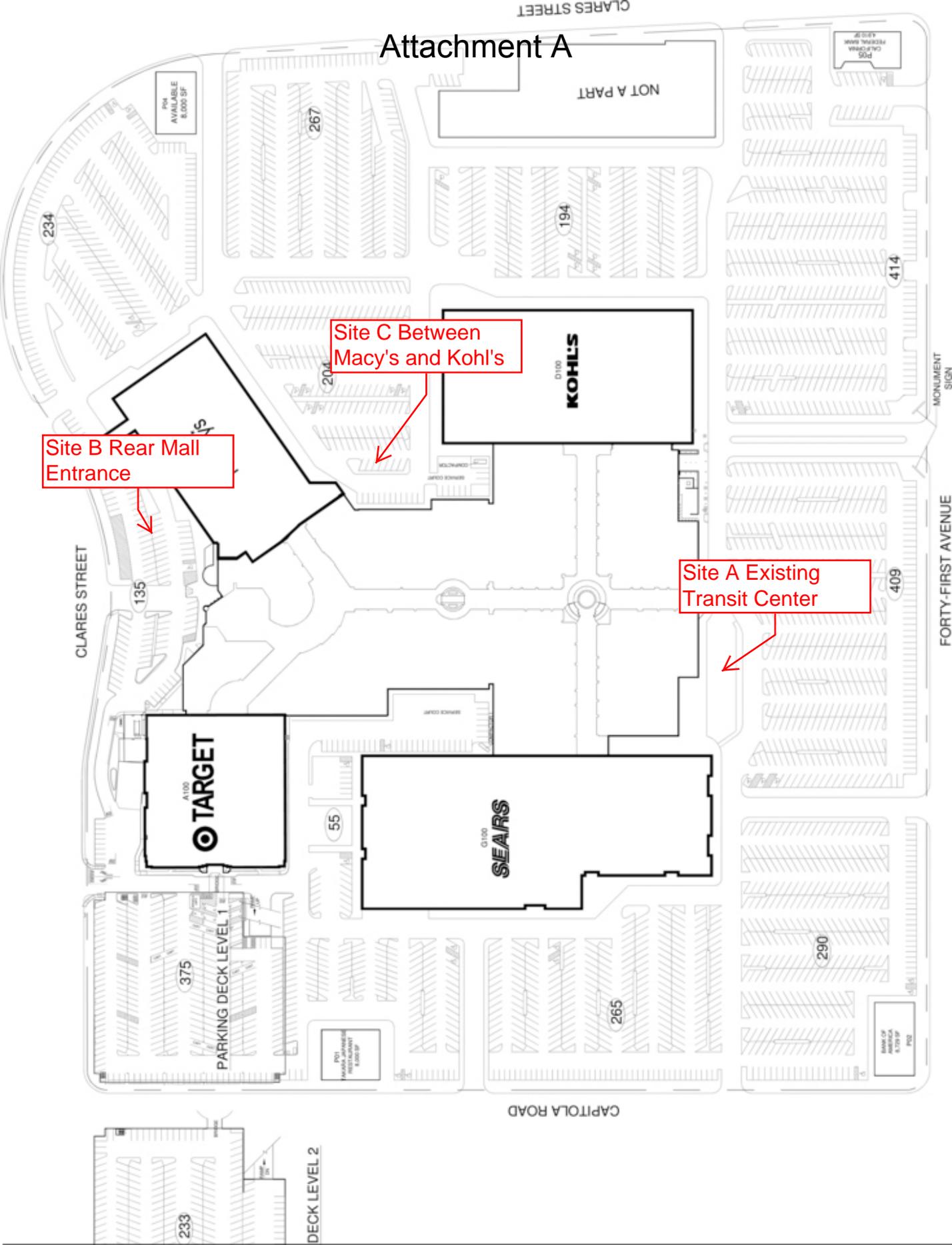


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Alex Clifford, CEO/General Manager

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# Attachment A



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# Attachment B

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**BUS DIVISION**  
**SAFETY AND TRAINING**

Date: September 15, 2014  
To: Ciro Aguirre, Manager of Operations  
From: Frank Bauer, Safety & Training Coordinator  
Subject: Capitola Mall Lot #4 Transit Center Sound Checks

**Conditions:** September 15, 2014 1:00 PM – 3:00 PM  
Sky: clear, no fog Ground: dry  
Temperature: Mid 70's  
Decimeter: Greenlee Model 93-20, calibrated 9/15/14  
Decimeter held 5' above ground, at 45° with microphone up

**Areas tested:** **Zone 1:** Sidewalk on Clares St southbound immediately west of the Target logo mounted high on the building.

**Zone 2:** 50' west of zone 1, at sound wall separating Clares St from Sommerfeld Ave residences.

**Zone 3:** North / center perimeter of parking lot 4.

**Zone 4:** MACYS entrance at parking lot 4.

**Zone 5:** KOHL'S emergency exit door to parking lot 4.

**Zone 6:** South / center of parking lot 4.

# Attachment B

## Results:

- Zone 1:** Ambient: 58-60 dB  
All vehicles listed were moving in direction indicated  
Bus 1202 northbound: 74 dB  
Bus 1203 southbound: 68 dB  
Bus 1203 southbound with air dryer release: 70 dB  
VW SUV southbound: 80 dB  
Toyota Prius southbound: 72 dB  
Ford Ranger northbound: 75 dB  
Toyota Camry southbound: 72 dB  
Toyota Tundra southbound: 75 dB
- Zone 2:** Ambient: 48-50 dB  
All vehicles listed were moving in direction indicated  
Bus 1202 northbound: 65 dB  
Bus 1203 northbound: 64 dB  
Ford pickup northbound: 70 dB  
18 wheel dump truck northbound: 70 dB  
Small dog barking about 100' away: 70 dB  
Dodge Ram diesel pickup northbound: 68 dB  
Cluster of cars moving both north and southbound: 62 dB
- Zone 3:** Ambient: 56 dB  
3 buses idling, announcing & 1 kneel alarm: 62-64 dB
- Zone 4:** Ambient: 52 dB  
3 buses idling, announcing & 1 kneel alarm: 65-68 dB  
Air dryer release: 70 dB  
Seagulls: 64 dB
- Zone 5:** Ambient: 52 dB  
3 buses idling, announcing & 1 kneel alarm: 69-72 dB
- Zone 6:** Ambient: 50 dB  
3 buses idling, announcing & 1 kneel alarm: 70-74 dB

## Attachment B



Location of the 3 buses used for the sound check at Capitola Mall Lot 4 as scene from the MACYS entrance.

# Attachment B



Capitola Mall sound check zone locations

Attachment C  
Photo: Perspective 1



12c.1

Santa Cruz Metro - Capitola Transit Center  
Site C: Rendering 1 - Original

Attachment C  
Artist Rendition: Perspective 1



12c.2

Santa Cruz Metro - Capitola Transit Center  
Site C: Rendering 1

Rendering by Antonea Colon

Attachment D  
Photo: Perspective 2



12d.1

Santa Cruz Metro - Capitola Mall Transit Center  
Site C - Rendering Original

Attachment D  
Artist Rendition: Perspective 2



12d.2

Santa Cruz Metro - Capitola Mall Transit Center  
Site C - Rendering

Attachment E  
Photo: Perspective 3



12e.1

Santa Cruz Metro - Capitola Transit Center  
Site C: Rendering 2, Original

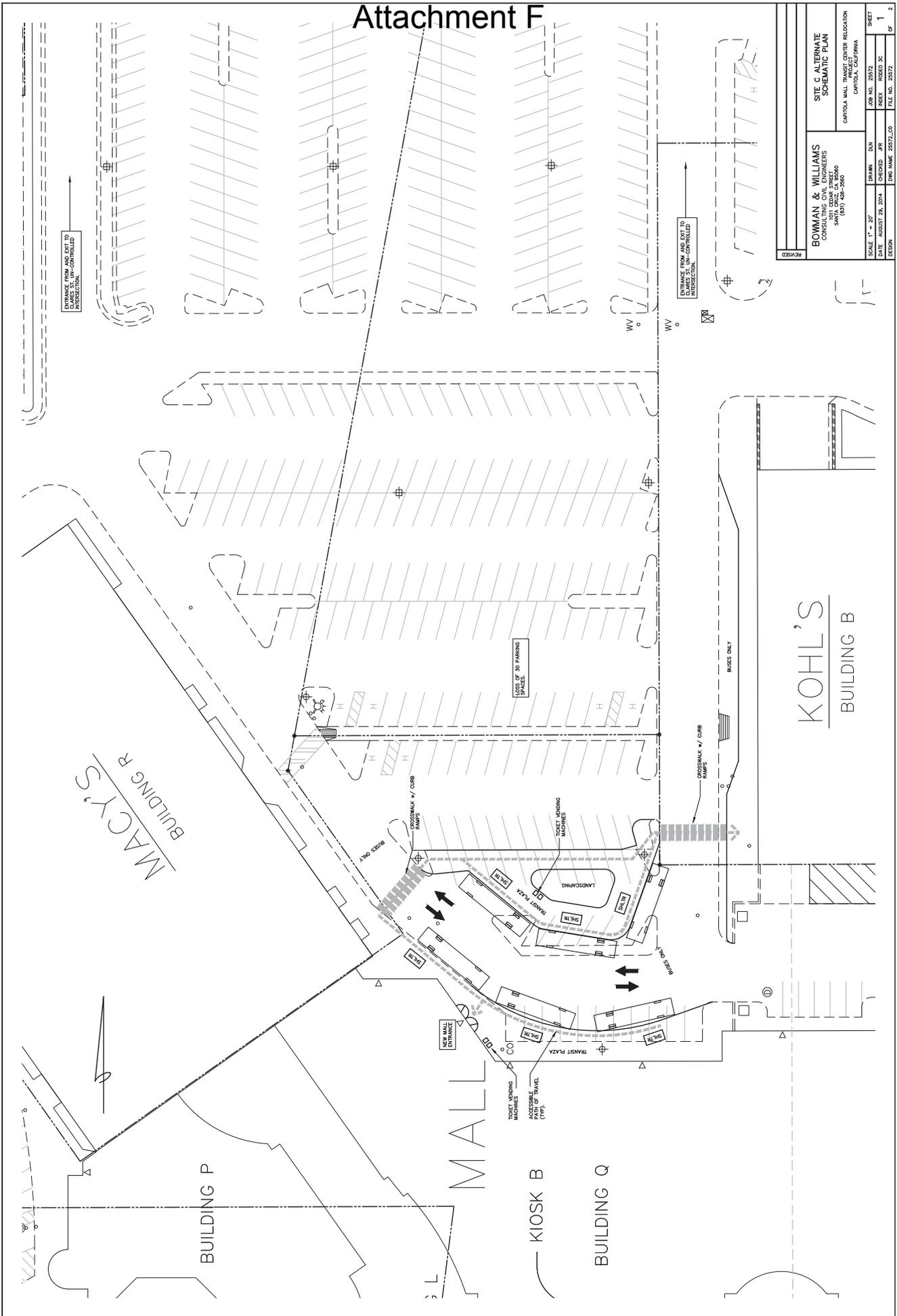
# Attachment E Artist Rendition: Perspective 3



12e.2

Santa Cruz Metro - Capitola Transit Center  
Site C: Rendering 2, Original

# Attachment F

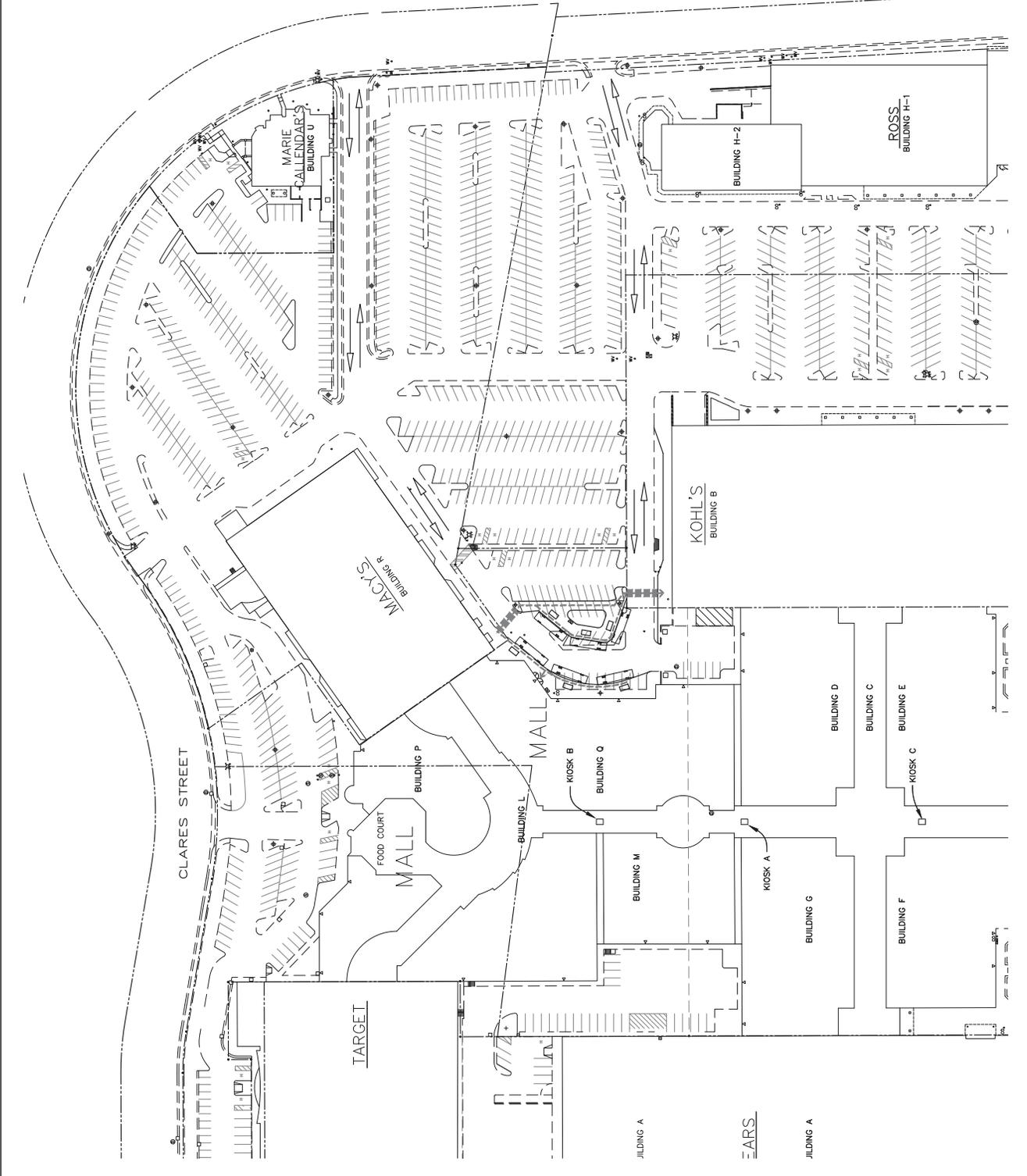


<b>BOWMAN &amp; WILLIAMS</b> CONSULTING CIVIL ENGINEERS 601 GERRY STREET SUITE 200 (818) 428-2600		<b>DRAWN</b> DAN DATE AUGUST 29, 2014 1700 NAME 25572-03		<b>JOB NO.</b> 25572 <b>PROJECT NO.</b> 25572-03 <b>FILE NO.</b> 25572-03	
<b>REVISIONS</b>		<b>SCALE</b> 1" = 20' DATE AUGUST 29, 2014 1700 NAME 25572-03		<b>SHEET</b> 1 <b>OF</b> 2	
<b>SITE &amp; ALTERNATE SCHEMATIC PLAN</b> CAPITOLA MALL TRANSIT CENTER RELOCATION CAPITOLA, CALIFORNIA					

# Attachment F

LEFT AND RIGHT TURNS, IN AND OUT, AT THIS INTERSECTION EXCEPT STOP SIGN FROM MALL

LEFT AND RIGHT TURNS, IN AND OUT, AT THIS INTERSECTION EXCEPT STOP SIGN FROM MALL



REVISION	DATE	BY	CHKD	FILE NO.
	AUGUST 29, 2014	JR	JR	25572.00
DESIGN				
DRAWN: DJM				
COR. NO. 25572				
INDEX: R05D 3C				
SHEET 2 OF 2				
BUS ROUTING MAP				
CAPITOLA MALL TRANSIT CENTER				
SITUATE IN				
CAPITOLA, CALIFORNIA				
BOWMAN & WILLIAMS				
CONSULTING ENGINEERS				
3401 CEDAR STREET				
SAN JOSE, CALIFORNIA 95131				
(408) 461-2600				

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** October 24, 2014  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT:** **ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2014; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the fiscal year end monthly budget status reports year to date as of June 30, 2014 and adopt the schedule of reserve accounts.**

## II. SUMMARY OF ISSUES

- The attached preliminary monthly FY14 Operating Revenue and Expense reports (**Attachment A**), and FY14 Capital Budget spending report (**Attachment B**) represent the status of the FY14 Operating and Capital Budgets, as of June 30, 2014, the end of the fiscal year. The numbers presented in these reports are preliminary, and could change if there are any accounting adjustments as a result of the final audit due later this calendar year.
- The Schedule of Reserve Account Balances (**Attachment C**) was prepared using the preliminary monthly operating revenue and expense reports, and the preliminary monthly capital budget report.
- The final audited financial statements will be presented to the Board at the conclusion of the audit.
- Staff recommends that the Board of Directors accept and file the attached year-end budget status reports as of fiscal year end June 30, 2014 and adopt the Schedule of Reserve Account balances.

## III. DISCUSSION/BACKGROUND

- An analysis of Santa Cruz METRO's budget status is prepared monthly in order to inform the Board of Directors regarding Santa Cruz METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue and expense reports represent the preliminary status of Santa Cruz METRO's FY14 fiscal year-end budget as of June 30, 2014.
- The fiscal year has elapsed **100%**

**A. Operating Revenues**

**Operating Revenues** reported in **Attachment A** are (\$467,068) or -1% under the amount we expected to receive for the fiscal year, based on the revised budget adopted by the Board in February 2014. Revenue variances are due to:

- **Passenger Fares** are (\$272,233) or -3% under budget for the year. Overall ridership declined – while the budget predicted a slight increase in ridership.
- **Other Revenue** is \$35,724 or 7% over budget for the year, with Advertising income as the primary variance.
  - **Advertising Income** is \$41,166 or 17% over budget for the year as advertising in FY14 exceeded expectations. Advertising revenues are not very predictable, and are typically tied to current economic conditions. April through June was very active for advertising.
- **Sales Tax Revenue** is only slightly under budget by (\$176,958) or -1%.
- **Sales Tax Revenue – SLPP Backfill for Metrobase** is slightly under budget by \$187,239 or 7% as less sales tax funds were required to be used in the capital budget as the local share / match for the Judy K. Souza Operations Facility. See the corresponding explanation for **STA – Op Assistance - SLPP Backfill** below.
- **Federal Op Assistance** is \$45,121 or 1% over budget for the year with the Medicare Subsidy as the primary variance.
  - **Medicare Subsidy** is \$45,121 or 60% over budget. The amount budgeted was only an estimate and was based on the amount received last fiscal year. This subsidy is contingent upon retirees receiving medical benefits, that are Medicare eligible, and is ultimately determined by Medicare.
- **Other Op Assistance** is (\$52,187) or -88% under budget for the year with AMBAG Funding as the primary variance.
  - **AMBAG Funding** is (\$52,187) or -88% under budget for the year 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.
- **STA – Op Assistance** is \$198,718 or 7% over budget. The State Controller's budget estimate was used, while actual cash receipts came in higher.

- **STA – Op Assistance - SLPP Backfill** is (\$187,239) or -7% under budget. The STA Operating Assistance –SLPP Backfill fund was used to “backfill” the budget gap when sales tax funds were required to be used in the capital budget as the local share / match for the Judy K Souza Operations Facility; project spending was slower than anticipated, due to project delays. See the corresponding explanation for **Sales Tax Revenue – SLPP Backfill for Metrobase** above.
- **Fuel Tax Credit** is \$50,287 or 19% over budget for the year due to higher-than-anticipated receipt of tax credits for alternative fuel usage in the last 2 quarters of calendar year 2013. The fuel tax credit provision of the American Taxpayer Relief Act that provided this revenue expired on 12/31/13, and has not been renewed.
- **Transfers (to)/from Reserves** is (\$295,541) or -28% under budget due to overall operating expenses coming in lower than budget, which resulted in less funds needed from (Cash) Reserves to balance the budget.

#### **B. Operating Expenses**

Total preliminary operating expenses reported in **Attachment A** are under budget by (\$1,717,068) or -4% for the year. Personnel Expenses, Services, Mobile Materials & Supplies, Other Materials & Supplies, Utilities, Casualty & Liability, and Miscellaneous (Expenses) all contributed to the variance.

- **Total Personnel Expense** is (\$1,483,781) or -4% under budget due to vacant funded positions, and employees on extended leaves. Budget savings from vacant funded positions and employees on extended leaves were anticipated and estimated at (\$1,250,000), in February 2014, when the Revised FY14 Operating Budget was adopted. Actual savings are higher than previously estimated primarily due to less than anticipated expenses for retirement, medical insurance, and worker’s comp insurance.
- **Services** are (\$155,123) or -6% under budget. The primary accounts contributing to the variance are Prof & Tech Fees, Legal Services, Temp Help, and Repairs - Equipment:
  - **Prof & Tech Fees** is (\$189,206) or -47% under budget primarily due to less than anticipated expenses in the following departments:
    - Admin: Only \$74K of the \$100K budgeted for the Short Range Transit Plan (SRTP) Study was spent;
    - Finance: \$ 60K was budgeted but not spent, for a Payroll Process Evaluation and Consultant for Financial Software; funds have been carried over to the next fiscal year;

- **Risk Management**: \$50K anticipated expenses for professional consultants are budgeted, but only spent, if needed.
  - **Legal Services** is (\$118,400) or -95% under budget. Outside legal expense is budgeted, but only spent if needed.
  - **Temp Help** is \$247,008 or 100% over budget. Temporary Help is normally not budgeted. Temp Help expenses are tied to vacant funded positions and extended leaves and are offset by savings in Personnel Expenses.
  - **Repair-Equipment** is (\$60,349) or -11% under budget primarily due to fewer than anticipated repairs to CNG related equipment in department Facilities Maintenance.
- **Mobile Materials & Supplies** are \$103,282 or 3% over budget. The primary accounts contributing to the variance are Tires & Tubes, and Rev Vehicle Parts:
  - **Tires & Tubes** - is \$27,023 or 11% over budget due to the cyclical nature of tire and tube replacements in department Fleet Maintenance.
  - **Rev Vehicle Parts** - is \$64,092 or 7% over budget primarily due to the annual inventory adjustment in department Fleet Maintenance.
- **Other Materials & Supplies** are \$39,684 or -10% under budget primarily due to savings in Printing, Office Supplies, Repairs / Maint Supplies, and Non-Inventory Parts:
  - **Printing** is (\$44,469) or -54% under budget due to less than anticipated spending for printing of tickets and passes in department Facilities Maintenance.
  - **Office Supplies** are under budget by (\$12,108) or -18% as fewer office supplies needed to be purchased.
  - **Repairs/Maint Supplies** are under budget by (\$10,230) or -8% as fewer repairs were required than anticipated.
  - **Non-Inventory Parts** is \$20,036 or 198% over budget due to the increased use of non-inventory parts or “shop consumables” in the Fleet and Facilities Maintenance departments.
- **Utilities** are (\$110,250) or -19% under budget 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 in December 2013 by Santa Cruz METRO staff in conjunction with PG&E. The accounts were all reviewed and switched to the most advantageous rate schedules available for the specific type of usage, with annual savings estimated at approximately \$15K.

- **Casualty & Liability** is \$117,058 or 17% over budget; major variances include:
  - **Property Insurance** is (\$38,385) or -38% under budget due to switching property insurance carriers and consolidating all properties to a single policy rather than two.
  - **Settlement Costs** is \$178,975 or 119% over budget primarily due to the annual year-end adjusting entry to the Operating – Liability Insurance Reserve account. The amount of the adjustment this year was \$142K, and was based on the 5-year rolling average of outstanding claims at year end.
  - **Repairs to District Property** is (\$25,538) or 100% under budget. This is an unbudgeted line item. Funds listed here represent funds collected from outside parties for repairs to Santa Cruz METRO's property and vehicles.
- **Purchased Transportation** is (\$36,968) or -15% under budget due to hiring three (3) Paratransit Operators this fiscal year, which reduced the need for purchased transportation.
- **Misc.** is (\$100,622) or -29% under budget primarily due to Employee Training and BOD Travel:
  - **Employee Training** is (\$80,843) or -63% under budget due to less than anticipated tuition expenses in the Finance and District Counsel departments.
  - **BOD Travel** is (\$11,597) or -74% under budget due to less than anticipated BOD travel expenses for the year.

**C. Non-Operating Expenses**

Non-Operating Expenses for the year were \$4,982,279. Non-operating expenses are non-cash accounting entries that Santa Cruz METRO is required to book. These entries are not presented in these financial reports:

- **Incurred but not Reported (IBNR) Worker's Compensation Losses** – Santa Cruz METRO is self-insured up to \$350,000 for workers' compensation claims. The annual accounting entry for the workers' compensation IBNR was \$197,420. Governmental Accounting Standards Board (GASB) Statement #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and estimated unreported worker's compensation claims. The liability amount was calculated by Bickmore in the May 2013 report, as part of an Actuarial Review of the Self-Insured Worker's Compensation Program, which is updated every three (3) years.

- The amount of the FY14 annual accounting entry for the liability for retiree “other post employment benefits” (OPEB) was \$4,465,144. Santa Cruz METRO was required to adopt **GASB Statement 45** the accounting standard requiring government entities to report their liability for retiree other-than-pension post-employment benefits with the FY09 reporting cycle. Briefly, benefits include subsidized medical, dental, vision and life insurance coverage for eligible retirees. GASB 45 requires Santa Cruz METRO to accrue a liability on its financial statements for the Annual Required Contribution (ARC) less the pay-as-you-go-cost. The OPEB liability was calculated by Bickmore in the “Actuarial Report on GASB 45 Retiree Benefit Valuation” dated April 2014. This actuarial study is required to be updated every two (2) years, or whenever plan changes cause a material change in accrual costs and / or liabilities.
- Annual **Depreciation** of district funded capital assets was \$319,715.

These non-cash accounting entries will be included as part of the Audited Financial Statements, although they are not included with this report.

#### **D. Capital Improvement Program**

Preliminary expenses for the FY14 Capital Budget **Attachment B** total \$12,321,109 or 38% of the amount budgeted for the year. These capital improvement projects were funded with a combination of Federal, State and Local funds. Cash Reserves provided funding to the Capital Budget this year in the amount of \$817,880.

- \$7,310,422 was spent on the **MetroBase Judy K. Souza Operations Facility**
- \$3,394,160 was spent on the **State of Good Repair #2** project
- \$389,427 was spent on the **2<sup>nd</sup> LNG Tank** (project complete)
- \$405,495 was spent on the **Video Surveillance and Land Mobile Radio Project (LMR)** projects
- \$121,999 was spent on the grant funded **Bus Stop Improvements** project (project complete)
- \$383,061 was spent on the **Pacific Station Conceptual Design** project
- \$66,436 has been spent on the **Watsonville Transit Center Conceptual Design** project
- \$119,564 was spent on **Bus Stop Repairs** throughout the County
- \$56,053 was spent to replace the **Wi-Fi on Highway 17 Buses** (project complete)
- \$68,991 was spent on replacing **2 Supervisor Vehicles** (project complete)

Some of the capital projects are multi-year projects and will be carried over to FY15, including:

- MetroBase Judy K. Souza Operations Facility
- State of Good Repair #2
- Pacific Station Conceptual Design
- Watsonville Transit Center Conceptual Design
- Land Mobile Radio (LMR)
- MetroCenter (Pacific Station) Repairs
- Re-paint Scotts Valley Transit Center
- Supervisor Vehicle Replacement
- Ticket Vending Machine

**E. Schedule of Reserve Account Balances**

The preliminary Schedule of Reserves Account Balances is reported on **Attachment C**. A breakdown of each of the reserves as of June 30, 2014 is as follows:

- **Operating / Capital Reserve:** Balance \$9,878,920; *there is no Board adopted minimum balance for this reserve.* The amount in the Operating / Capital Reserve fund is an estimate and is what remains in the General Fund at the County Treasury after all other reserve balances are deducted. In FY14, \$1,584,864 was used; \$766,984 was required to balance the Operating Budget, while \$817,880 was used to fund capital projects in the Capital Budget.
- **Operating – GASB 45 – OPEB Liability:** Balance \$0; *there is no Board adopted minimum balance for this reserve.* The Actuarial Accrued Liability (AAL) is currently estimated at \$72,397,782. Briefly, this liability is related to other post-employment medical, dental, vision and life insurance coverage benefits (OPEB) for eligible retirees.
- **Operating – Cash Flow Reserve:** Balance \$2,511,102; *currently funded at 36% of the Board adopted minimum balance.* The purpose of the Operating – Cash Flow Reserve is to cover revenue shortfalls and respond to unforeseen events (fiscal, natural disaster or emergency.) At fiscal year end, the adopted minimum balance is \$7,010,000; this amount represents funding two month's payroll and accounts payable. The Government Finance Officers Association (GFOA) Best Practice recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months (16 percent) of regular general fund operating revenues or regular general fund operating expenditures.
- **Operating – Workers Compensation Reserve:** Balance \$2,091,581; *currently funded at 63% of the Board adopted minimum balance.* The long-

term portion of workers compensation liability as of 06/30/14 is \$3,323,327, as per the Actuarial Review of the Self-Insured Santa Cruz Metropolitan Transit District Workers' Compensation Program dated 05/15/13.

- **Operating – Liability Insurance Reserve:** Balance \$700,757; *currently funded at 99% of the Board adopted minimum balance.* To minimize volatility effective 06/30/13, the minimum balance in the reserve account is equal to the Self Insured Retention (SIR), \$250,000 plus the 5-year rolling average of outstanding claims at year end, which was \$459,978, as of the end of FY14, for a total minimum balance of \$709,978.
- **Operating – Carryover from Previous Year:** Balance \$0; *currently no Board adopted minimum balance.* In FY14, the remaining balance of \$309,859 was used in conjunction with Operating / Capital Reserves in the amount of \$766,984 to bridge the operating budget gap of \$1,076,843.

The balances provided in the Schedule of Reserve Account Balances are still preliminary pending completion of the financial audit later this calendar year. If the Schedule of Reserve Account Balances changes significantly following the final audit, it will be brought back to the Board.

Staff recommends that the Board accept and adopt the:

- FY14 Operating Revenue & Expenses Year to Date as of 06/30/14 (**Attachment A**)
- FY14 Capital Budget Report for the month ending 06/30/14 (**Attachment B**)
- FY14 Preliminary Schedule of Reserve Account Balances - 06/30/14 (unaudited) (**Attachment C**)

#### IV. FINANCIAL CONSIDERATIONS/IMPACT

The FY14 preliminary operating budget loss was \$1,076,843, compared to the \$1,372,384 budgeted. Funds from the **Carryover from Previous Year Reserve** fund in the amount of \$309,859, and \$766,984 from the **Operating / Capital Reserve** fund were used to bridge the budget gap. Overall operating expenses came in lower than budget, which resulted in less funds needed from the (Cash) Reserve funds to balance the budget.

The FY14 Operating Budget is a balanced budget; however, it is not a structurally balanced budget. This means that recurring expenses continue to exceed recurring revenues. For a variety of reasons, true structural balance may not be possible at a given time. In such a case, using reserves to balance the budget may be considered, but only in the context of a plan to return to structural balance, replenish fund balances, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken.

The Operating and Capital Reserves (Non-Restricted Reserved Retained Earnings) account is defined as the excess of revenues over expenses. The Operating and Capital Reserves account has been accumulated to guard against service disruption in the event of unexpected shortfalls, unpredicted one-time expenditures, and to provide stability and flexibility to respond to unexpected adversity and/or opportunities. If revenues exceed expenses in a given fiscal year, those revenues will be used to lower the Operating and Capital Reserve account contribution to the budget, and replenish the Operating and Capital Reserves accounts.

The Government Finance Officers Association (GFOA) recommends adopting policies aimed at achieving and maintaining a structurally balanced budget and reserve accounts. The policies should include parameters for achieving and maintaining structural balance where recurring revenues are equal to recurring expenditures in adopted budgets. Further, the plan should be clear about the time period over which returning to structural balance, replenishing reserves, and remediating the negative impacts of balancing action are to occur.

Additionally, Board adopted minimum reserve account balances are not being maintained at their desired levels, which is another indication that the organization is not maintaining a structurally balanced budget. Operating Cash Flow Reserve and Operating Workers Compensation Reserve accounts are underfunded from what the Board has set as minimum adopted balances. It should be noted that reserve levels are not a perfect measure of structural balance, but are a good and readily available measure.

To assist in addressing and potentially resolving the structural balance challenges expressed above, a '**Structural Deficit Workshop**' plan with eight (8) subsequent monthly presentations was rolled out in August 2014 to Santa Cruz METRO's Board of Directors and the public. Some of the topics to be reviewed and discussed are:

- Defining the Challenges
- Review System Performance Indicators & Peer Data
- Board Feedback on their Philosophies on Various Topics
- Unmet Needs & Other Revenue Sources
- Problem Solving Scenarios & Public Process

Finally, Finance will be working on draft financial policies for the Board to consider that aim to improve long-term fiscal health and manage budget uncertainty.

## V. ALTERNATIVES CONSIDERED

- There are no alternatives to consider.

**VI. ATTACHMENTS**

- Attachment A:** FY14 Operating Revenue and Expenses – Year to Date as of 06/30/14  
**Attachment B:** FY14 Capital Budget - for the month ending – 06/30/14  
**Attachment C:** FY14 Schedule of Reserve Account Balances – 06/30/14 (unaudited)

Board of Directors  
Board Meeting of October 24, 2014

Prepared By: Debbie Kinslow, Assistant Finance Manager  
Date Prepared: October, 15, 2014

**APPROVED:**

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

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

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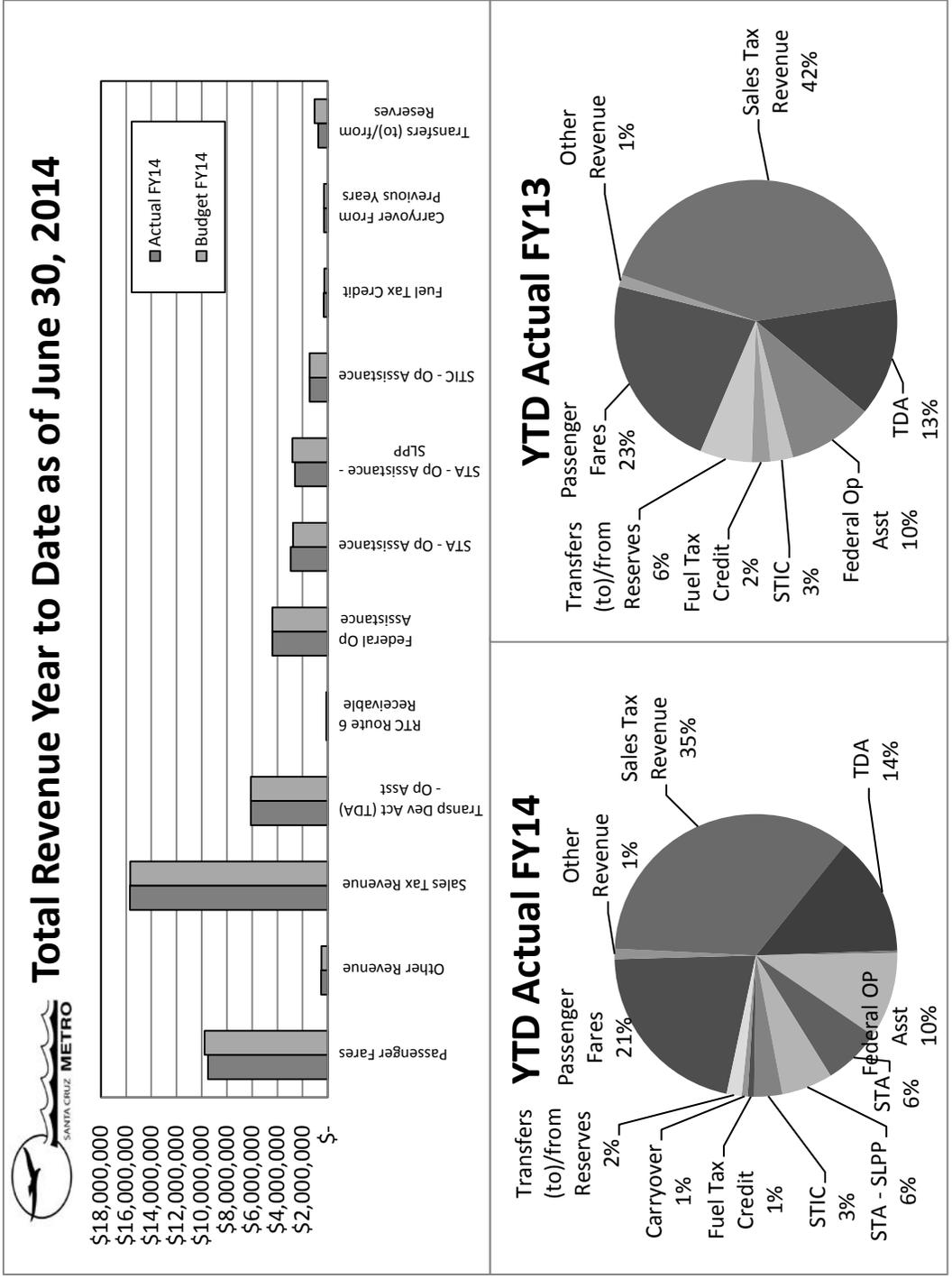


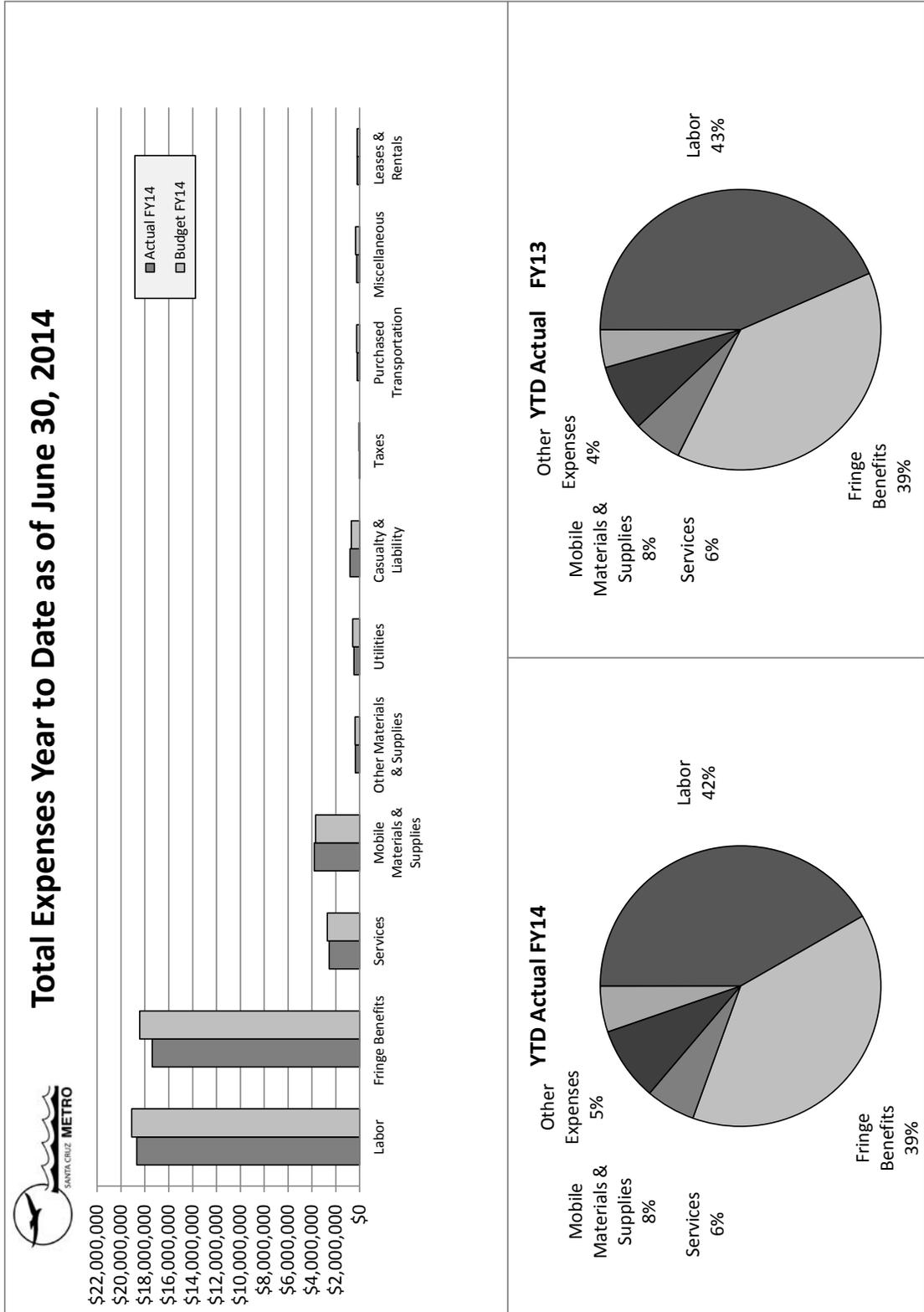
## FY14

### Operating Revenue & Expenses Year to Date as of June 30, 2014

	Year to Date			YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	%	\$ Var	%	
Revenue:					Actual FY13		
Passenger Fares	\$ 9,511,611	\$ 9,783,844	\$ (272,233)	-3%	\$ 9,204,063	\$ 307,548	3%
Other Revenue	\$ 535,484	\$ 499,760	\$ 35,724	7%	\$ 541,777	\$ (6,293)	-1%
Sales Tax Revenue	\$ 18,297,933	\$ 18,474,890	\$ (176,958)	-1%	\$ 17,250,072	\$ 1,047,861	6%
<i>SLPP Backfill for Metro Base</i>	\$ (2,612,760)	\$ (2,800,000)	\$ 187,239	-7%	\$ -	\$ (2,612,760)	100%
Transp Dev Act (TDA) - Op Asst	\$ 6,114,316	\$ 6,114,316	\$ -	0%	\$ 5,507,038	\$ 607,278	11%
RTC Route 6 One-Time Funding	\$ 130,000	\$ 130,000	\$ -	0%	\$ -	\$ 130,000	100%
Federal Op Assistance	\$ 4,395,919	\$ 4,350,798	\$ 45,121	1%	\$ 3,953,726	\$ 442,193	11%
Other Op Assistance/Funding	\$ 7,094	\$ 59,281	\$ (52,187)	-88%	\$ 10,572	\$ (3,478)	-33%
STA - Op Assistance	\$ 2,953,083	\$ 2,754,365	\$ 198,718	7%	\$ -	\$ 2,953,083	100%
STA - Op Assistance - SLPP Backfill	\$ 2,612,761	\$ 2,800,000	\$ (187,239)	-7%	\$ -	\$ 2,612,761	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%	\$ 868,001	\$ (547,714)	-63%
Carryover from Previous Years	\$ 309,859	\$ 309,859	\$ -	0%	\$ -	\$ 309,859	100%
Transfers (to)/ from Reserves	\$ 766,984	\$ 1,062,525	\$ (295,541)	-28%	\$ 2,408,721	\$ (1,641,737)	-68%
<b>Total Revenue</b>	<b>\$ 44,786,254</b>	<b>\$ 45,253,322</b>	<b>\$ (467,068)</b>	<b>-1%</b>	<b>\$ 40,801,065</b>	<b>\$ 3,985,187</b>	<b>10%</b>
<b>Expenses:</b>							
Labor	\$ 18,682,879	\$ 19,102,315	\$ (419,436)	-2%	\$ 17,725,635	\$ 957,244	5%
Fringe Benefits	\$ 17,379,353	\$ 18,443,698	\$ (1,064,345)	-6%	\$ 15,871,494	\$ 1,507,859	10%
Services	\$ 2,547,777	\$ 2,702,900	\$ (155,123)	-6%	\$ 2,291,967	\$ 255,810	11%
Mobile Materials & Supplies	\$ 3,808,474	\$ 3,705,193	\$ 103,282	3%	\$ 3,134,533	\$ 673,941	22%
Other Materials & Supplies	\$ 359,431	\$ 399,115	\$ (39,684)	-10%	\$ 376,961	\$ (17,530)	-5%
Utilities	\$ 481,051	\$ 591,300	\$ (110,250)	-19%	\$ 518,567	\$ (37,517)	-7%
Casualty & Liability	\$ 817,808	\$ 700,750	\$ 117,058	17%	\$ 186,736	\$ 631,072	338%
Taxes	\$ 40,673	\$ 49,600	\$ (8,927)	-18%	\$ 40,530	\$ 143	0%
Purchased Transportation	\$ 213,032	\$ 250,000	\$ (36,968)	-15%	\$ 185,874	\$ 27,158	15%
Miscellaneous	\$ 248,528	\$ 349,151	\$ (100,622)	-29%	\$ 239,989	\$ 8,539	4%
Leases & Rentals	\$ 207,247	\$ 209,300	\$ (2,053)	-1%	\$ 228,779	\$ (21,532)	-9%
<b>Total Expenses</b>	<b>\$ 44,786,254</b>	<b>\$ 46,503,322</b>	<b>\$ (1,717,068)</b>	<b>-4%</b>	<b>\$ 40,801,065</b>	<b>\$ 3,985,189</b>	<b>10%</b>
<b>Operating Income (Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* The difference between the total Revenue and Expenses Budget is \$1,250,000 - the amount of anticipated savings from Labor and Fringe Benefits, presented in the Revised FY14 Budget, adopted in February 2014.







**FY14**  
**Operating Revenue**  
**Year to Date as of June 30, 2014**

Percent of Year Elapsed - 100%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
<b>Passenger Fares</b>						
Passenger Fares	\$ 3,850,237	\$ 4,126,659	-7%	\$ 3,849,089	\$ 1,148	0%
Paratransit Fares	\$ 327,498	\$ 314,364	4%	\$ 304,536	\$ 22,962	8%
Special Transit Fares - Contract	\$ 3,336,122	\$ 3,308,391	1%	\$ 3,249,049	\$ 87,073	3%
Highway 17 Fares	\$ 1,500,202	\$ 1,592,430	-6%	\$ 1,471,122	\$ 29,080	2%
Highway 17 Payments	\$ 497,552	\$ 442,000	13%	\$ 330,265	\$ 167,287	51%
<b>Subtotal Passenger Revenue</b>	<b>\$ 9,511,611</b>	<b>\$ 9,783,844</b>	<b>-3%</b>	<b>\$ 9,204,061</b>	<b>\$ 307,550</b>	<b>3%</b>
<b>Other Revenue</b>						
Commissions	\$ 2,848	\$ 5,600	-49%	\$ 2,557	\$ 291	11%
Advertising Income	\$ 281,391	\$ 240,225	17%	\$ 300,422	\$ (19,031)	-6%
Rent Income - SC Pacific Station	\$ 103,313	\$ 108,131	-4%	\$ 102,388	\$ 925	1%
Rent Income - Watsonville TC	\$ 55,828	\$ 52,804	6%	\$ 44,118	\$ 11,710	27%
Interest Income	\$ 74,639	\$ 75,000	0%	\$ 84,503	\$ (9,864)	-12%
Other Non-Transp Revenue	\$ 17,466	\$ 18,000	-3%	\$ 7,788	\$ 9,678	124%
<b>Subtotal Other Revenue</b>	<b>\$ 535,484</b>	<b>\$ 499,760</b>	<b>7%</b>	<b>\$ 541,777</b>	<b>\$ (6,293)</b>	<b>-1%</b>
<b>Sales Tax Revenue</b>	<b>\$ 18,297,933</b>	<b>\$ 18,474,890</b>	<b>-1%</b>	<b>\$ 17,250,072</b>	<b>\$ 1,047,861</b>	<b>6%</b>
<b>**Less: Matching funds for SLPP Ca</b>	<b>\$ (2,612,760)</b>	<b>\$ (2,800,000)</b>	<b>-7%</b>	<b>\$ -</b>	<b>\$ (2,612,760)</b>	<b>100%</b>
<b>Subtotal Sales Tax Revenue</b>	<b>\$ 15,685,172</b>	<b>\$ 15,674,891</b>	<b>0%</b>	<b>\$ 17,250,072</b>	<b>\$ (1,564,900)</b>	<b>-9%</b>
<b>Transp Dev Act (TDA) - Op Asst</b>	<b>\$ 6,114,316</b>	<b>\$ 6,114,316</b>	<b>0%</b>	<b>\$ 5,507,038</b>	<b>\$ 607,278</b>	<b>11%</b>
RTC Route 6 One-Time Funding	\$ 130,000	\$ 130,000	0%	\$ -	\$ 130,000	100%
<b>Subtotal TDA Op Assistance</b>	<b>\$ 6,244,316</b>	<b>\$ 6,244,316</b>	<b>0%</b>	<b>\$ 5,507,038</b>	<b>\$ 737,278</b>	<b>13%</b>
<b>Federal Op Assistance</b>						
FTA Sec 5307 - Op Asst	\$ 4,068,224	\$ 4,068,224	0%	\$ 3,695,976	\$ 372,248	10%
FTA Sec 5311 - Rural Op Asst	\$ 207,574	\$ 207,574	0%	\$ 156,312	\$ 51,262	33%
Medicare Subsidy	\$ 120,121	\$ 75,000	60%	\$ 101,438	\$ 18,683	18%
<b>Subtotal Federal Op Assistance</b>	<b>\$ 4,395,919</b>	<b>\$ 4,350,798</b>	<b>1%</b>	<b>\$ 3,953,726</b>	<b>\$ 442,193</b>	<b>11%</b>
<b>Other Op Assistance/Funding</b>						
AMBAG Funding	\$ 7,094	\$ 59,281	-88%	\$ 10,572	\$ (3,478)	-33%
Other Op Assistance/Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Subtotal Other Op Assistance/Funding</b>	<b>\$ 7,094</b>	<b>\$ 59,281</b>	<b>-88%</b>	<b>\$ 10,572</b>	<b>\$ (3,478)</b>	<b>-33%</b>
<b>STA - Op Assistance</b>	<b>\$ 2,953,083</b>	<b>\$ 2,754,365</b>	<b>7%</b>	<b>\$ -</b>	<b>\$ 2,953,083</b>	<b>100%</b>
<b>STA - Op Assistance - SLPP Backfill</b>	<b>\$ 2,612,761</b>	<b>\$ 2,800,000</b>	<b>-7%</b>	<b>\$ -</b>	<b>\$ 2,612,761</b>	<b>100%</b>
<b>STIC - Op Assistance</b>	<b>\$ 1,443,685</b>	<b>\$ 1,443,685</b>	<b>0%</b>	<b>\$ 1,057,097</b>	<b>\$ 386,588</b>	<b>37%</b>
<b>Fuel Tax Credit</b>	<b>\$ 320,287</b>	<b>\$ 270,000</b>	<b>19%</b>	<b>\$ 868,001</b>	<b>\$ (547,714)</b>	<b>-63%</b>



**FY14**  
**Operating Revenue**  
**Year to Date as of June 30, 2014**

	100%		Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	FY13	\$ Var	% Var			
Percent of Year Elapsed -	\$ 309,859	\$ 309,859	\$ -	0%		\$ 309,859	100%			
Carryover from Previous Years	\$ 309,859	\$ 309,859	\$ -	0%		\$ 309,859	100%			
Transfers (to)/ from Reserves	\$ 766,984	\$ 1,062,525	\$ (295,541)	-28%	\$ 2,408,721	\$ (1,641,737)	-68%			
<b>Total Revenue</b>	<b>\$ 44,786,254</b>	<b>\$ 45,253,322</b>	<b>\$ (467,068)</b>	<b>-1%</b>	<b>\$ 40,801,065</b>	<b>\$ 932,569</b>	<b>10%</b>			
<b>Total Operating Expenses</b>	<b>\$ 44,786,254</b>				<b>\$ 40,801,065</b>					
<b>Variance</b>	<b>-</b>				<b>\$ -</b>					

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



**FY14**  
**Consolidated Operating Expenses**  
**Year to Date as of June 30, 2014**

Year to Date

	<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	\$ 8,915,342	\$ 9,069,150	\$ (153,808)	-2%	\$ 8,205,567	\$ 709,775	9%
501013 Bus Operator Overtime	\$ 2,051,847	\$ 2,050,600	\$ 1,247	0%	\$ 1,981,381	\$ 70,466	4%
501021 Other Salaries	\$ 7,007,828	\$ 7,521,699	\$ (513,870)	-7%	\$ 6,873,140	\$ 134,688	2%
501023 Other Overtime	\$ 707,861	\$ 460,866	\$ 246,995	54%	\$ 665,547	\$ 42,314	6%
<b>Total Labor -</b>	<b>\$ 18,682,879</b>	<b>\$ 19,102,315</b>	<b>\$ (419,436)</b>	<b>-2%</b>	<b>\$ 17,725,635</b>	<b>\$ 957,244</b>	<b>5%</b>

**Fringe Benefits**

502011 Medicare/Soc. Sec.	\$ 288,038	\$ 330,831	\$ (42,793)	-13%	\$ 267,427	\$ 20,611	8%
502021 Retirement	\$ 3,541,673	\$ 3,844,367	\$ (302,694)	-8%	\$ 3,051,264	\$ 490,409	16%
502031 Medical Insurance	\$ 7,713,956	\$ 7,980,489	\$ (266,533)	-3%	\$ 7,046,018	\$ 667,938	9%
502041 Dental Insurance	\$ 525,098	\$ 535,023	\$ (9,925)	-2%	\$ 516,047	\$ 9,051	2%
502045 Vision Insurance	\$ 133,500	\$ 132,992	\$ 508	0%	\$ 124,834	\$ 8,666	7%
502051 Life Insurance	\$ 46,905	\$ 46,995	\$ (90)	0%	\$ 46,900	\$ 5	0%
502060 State Disability	\$ 210,959	\$ 220,290	\$ (9,331)	-4%	\$ 198,596	\$ 12,363	6%
502061 Disability Insurance	\$ 127,534	\$ 141,433	\$ (13,899)	-10%	\$ 120,895	\$ 6,639	5%
502071 State Unemp. Ins	\$ 81,788	\$ 78,638	\$ 3,150	4%	\$ 88,130	\$ (6,342)	-7%
502081 Worker's Comp Ins	\$ 888,406	\$ 1,325,000	\$ (436,594)	-33%	\$ 970,441	\$ (82,035)	-8%
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 473,355	\$ 610,203	\$ (136,848)	-22%	\$ 377,267	\$ 96,088	25%
502103 Floating Holiday	\$ 101,502	\$ 83,738	\$ 17,763	21%	\$ 92,000	\$ 9,502	10%
502109 Sick Leave	\$ 737,646	\$ 966,051	\$ (228,406)	-24%	\$ 651,612	\$ 86,034	13%
502111 Annual Leave	\$ 2,249,067	\$ 1,910,273	\$ 338,794	18%	\$ 2,062,733	\$ 186,334	9%
502121 Other Paid Absence	\$ 190,522	\$ 142,954	\$ 47,568	33%	\$ 181,461	\$ 9,061	5%
502251 Physical Exams	\$ 9,300	\$ 14,110	\$ (4,810)	-34%	\$ 5,790	\$ 3,510	61%
502253 Driver Lic Renewal	\$ 3,128	\$ 4,656	\$ (1,528)	-33%	\$ 2,853	\$ 275	10%
502999 Other Fringe Benefits	\$ 56,974	\$ 75,654	\$ (18,680)	-25%	\$ 67,226	\$ (10,252)	-15%
<b>Total Fringe Benefits -</b>	<b>\$ 17,379,353</b>	<b>\$ 18,443,698</b>	<b>\$ (1,064,345)</b>	<b>-6%</b>	<b>\$ 15,871,494</b>	<b>\$ 1,507,859</b>	<b>10%</b>

<b>Total Personnel Expenses -</b>	<b>\$ 36,062,232</b>	<b>\$ 37,546,013</b>	<b>\$ (1,483,781)</b>	<b>-4%</b>	<b>\$ 33,597,129</b>	<b>\$ 2,465,103</b>	<b>7%</b>
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# Attachment A



## FY14 Consolidated Operating Expenses Year to Date as of June 30, 2014

Year to Date

	Actual	Budget	\$ Var	% Var	FY13	\$ Var	% Var
<b>Services</b>							
503011 Acctg & Audit Fees	\$ 75,011	\$ 80,250	\$ (5,239)	-7%	\$ 75,241	\$ (230)	0%
503012 Admin & Bank Fees	\$ 330,343	\$ 330,054	\$ 289	0%	\$ 282,608	\$ 47,735	17%
503031 Prof & Tech Fees	\$ 209,398	\$ 398,604	\$ (189,206)	-47%	\$ 144,221	\$ 65,177	45%
503032 Legislative Services	\$ 91,960	\$ 105,000	\$ (13,040)	-12%	\$ 90,000	\$ 1,960	2%
503033 Legal Services	\$ 6,600	\$ 125,000	\$ (118,400)	-95%	\$ 158	\$ 6,442	4077%
503034 Pre-Employ Exams	\$ 7,220	\$ 10,475	\$ (3,255)	-31%	\$ 10,050	\$ (2,830)	-28%
503041 Temp Help	\$ 247,008	\$ -	\$ 247,008	100%	\$ 157,684	\$ 89,324	57%
503161 Custodial Services	\$ 75,944	\$ 76,500	\$ (556)	-1%	\$ 81,367	\$ (5,423)	-7%
503162 Uniform & Laundry	\$ 24,182	\$ 23,700	\$ 482	2%	\$ 18,152	\$ 6,030	33%
503171 Security Services	\$ 525,581	\$ 534,272	\$ (8,691)	-2%	\$ 446,738	\$ 78,843	18%
503221 Classified/Legal Ads	\$ 9,066	\$ 16,100	\$ (7,034)	-44%	\$ 11,612	\$ (2,546)	-22%
503222 Legal Advertising	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 5,000	\$ (5,000)	-100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 55,342	\$ 58,000	\$ (2,658)	-5%	\$ 91,063	\$ (35,721)	-39%
503352 Repair - Equipment	\$ 467,596	\$ 527,945	\$ (60,349)	-11%	\$ 420,580	\$ 47,016	11%
503353 Repair - Rev Vehicle	\$ 378,868	\$ 354,000	\$ 24,868	7%	\$ 402,123	\$ (23,255)	-6%
503354 Repair - Non Rev Vehic	\$ 14,747	\$ 17,000	\$ (2,253)	-13%	\$ 12,353	\$ 2,394	19%
503363 Haz Mat Disposal	\$ 28,910	\$ 41,000	\$ (12,090)	-29%	\$ 48,017	\$ (19,107)	-40%
<b>Total Services -</b>	<b>\$ 2,547,777</b>	<b>\$ 2,702,900</b>	<b>\$ (155,123)</b>	<b>-6%</b>	<b>\$ 2,291,967</b>	<b>\$ 255,810</b>	<b>11%</b>

	Actual	Budget	\$ Var	% Var	FY13	\$ Var	% Var
<b>Mobile Materials &amp; Supplies</b>							
504011 Fuels & Lube Non Rev	\$ 84,952	\$ 88,100	\$ (3,148)	-4%	\$ 78,582	\$ 6,370	8%
504012 Fuels & Lube Rev Veh	\$ 2,463,390	\$ 2,448,076	\$ 15,314	1%	\$ 2,204,052	\$ 259,338	12%
504021 Tires & Tubes	\$ 272,023	\$ 245,000	\$ 27,023	11%	\$ 244,224	\$ 27,799	11%
504161 Other Mobile Supplies	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 988,109	\$ 924,017	\$ 64,092	7%	\$ 607,674	\$ 380,435	63%
<b>Total Mobile Materials &amp; Supplies -</b>	<b>\$ 3,808,474</b>	<b>\$ 3,705,193</b>	<b>\$ 103,282</b>	<b>3%</b>	<b>\$ 3,134,533</b>	<b>\$ 673,942</b>	<b>22%</b>



**FY14**  
**Consolidated Operating Expenses**  
**Year to Date as of June 30, 2014**

Year to Date

	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY13</u>	<u>\$ Var</u>	<u>% Var</u>
<b>Other Materials &amp; Supplies</b>							
504205 Freight Out	\$ 2,467	\$ 2,601	\$ (134)	-5%	2,606	\$ (139)	-5%
504211 Postage & Mailing	\$ 6,888	\$ 13,250	\$ (6,362)	-48%	10,831	\$ (3,943)	-36%
504214 Promotional Items	\$ 197	\$ 1,200	\$ (1,003)	-84%	1,298	\$ (1,101)	-85%
504215 Printing	\$ 37,981	\$ 82,450	\$ (44,469)	-54%	57,366	\$ (19,385)	-34%
504217 Photo Supply/Processir	\$ 3,018	\$ 3,600	\$ (582)	-16%	1,893	\$ 1,125	59%
504311 Office Supplies	\$ 56,836	\$ 68,944	\$ (12,108)	-18%	77,083	\$ (20,247)	-26%
504315 Safety Supplies	\$ 31,934	\$ 19,400	\$ 12,534	65%	29,792	\$ 2,142	7%
504317 Cleaning Supplies	\$ 53,467	\$ 52,270	\$ 1,197	2%	58,962	\$ (5,495)	-9%
504409 Repair/Maint Supplies	\$ 113,070	\$ 123,300	\$ (10,230)	-8%	108,858	\$ 4,212	4%
504417 Tenant Repairs	\$ 17,868	\$ 10,000	\$ 7,868	79%	-	\$ 17,868	100%
504421 Non-Inventory Parts	\$ 30,136	\$ 10,100	\$ 20,036	198%	16,407	\$ 13,729	84%
504511 Small Tools	\$ 4,787	\$ 9,000	\$ (4,213)	-47%	7,864	\$ (3,077)	-39%
504515 Employee Tool Rplcmt	\$ 783	\$ 3,000	\$ (2,217)	-74%	4,002	\$ (3,219)	-80%
<b>Total Other Materials &amp; Supplies -</b>	<b>\$ 359,431</b>	<b>\$ 399,115</b>	<b>\$ (39,684)</b>	<b>-10%</b>	<b>376,962</b>	<b>\$ (17,531)</b>	<b>-5%</b>
<b>Utilities</b>							
505011 Gas & Electric	\$ 251,121	\$ 304,000	\$ (52,879)	-17%	280,334	\$ (29,213)	-10%
505021 Water & Garbage	\$ 122,922	\$ 155,200	\$ (32,278)	-21%	131,430	\$ (8,508)	-6%
505031 Telecommunications	\$ 107,008	\$ 132,100	\$ (25,093)	-19%	106,803	\$ 205	0%
<b>Total Utilities -</b>	<b>\$ 481,051</b>	<b>\$ 591,300</b>	<b>\$ (110,250)</b>	<b>-19%</b>	<b>518,567</b>	<b>\$ (37,517)</b>	<b>-7%</b>
<b>Casualty &amp; Liability</b>							
506011 Insurance - Property	\$ 61,615	\$ 100,000	\$ (38,385)	-38%	95,067	\$ (33,452)	-35%
506015 Insurance - PL & PD	\$ 452,695	\$ 450,000	\$ 2,695	1%	429,060	\$ 23,635	6%
506021 Insurance - Other	\$ 61	\$ 750	\$ (689)	-92%	711	\$ (650)	-91%
506123 Settlement Costs	\$ 328,975	\$ 150,000	\$ 178,975	119%	(302,967)	\$ 631,942	-209%
506127 Repairs - Dist Prop	\$ (25,538)	\$ -	\$ (25,538)	100%	(35,135)	\$ 9,597	-27%
<b>Total Casualty &amp; Liability -</b>	<b>\$ 817,808</b>	<b>\$ 700,750</b>	<b>\$ 117,058</b>	<b>17%</b>	<b>186,736</b>	<b>\$ 631,072</b>	<b>338%</b>



**FY14**  
**Consolidated Operating Expenses**  
**Year to Date as of June 30, 2014**

Year to Date

	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY13</u>	<u>\$ Var</u>	<u>% Var</u>
<b>Taxes</b>							
507051 Fuel Tax	\$ 15,630	\$ 14,000	\$ 1,630	12%	\$ 15,140	\$ 490	3%
507201 Licenses & permits	\$ 15,351	\$ 17,600	\$ (2,249)	-13%	\$ 12,673	\$ 2,678	21%
507999 Other Taxes	\$ 9,693	\$ 18,000	\$ (8,307)	-46%	\$ 12,718	\$ (3,025)	-24%
<b>Total Taxes -</b>	<b>\$ 40,673</b>	<b>\$ 49,600</b>	<b>\$ (8,927)</b>	<b>-18%</b>	<b>\$ 40,531</b>	<b>\$ 142</b>	<b>0%</b>
<b>Purchased Transportation</b>							
503406 Contr/Paratrans	\$ 213,032	\$ 250,000	\$ (36,968)	-15%	\$ 185,874	\$ 27,158	15%
<b>Total Purchased Transportation -</b>	<b>\$ 213,032</b>	<b>\$ 250,000</b>	<b>\$ (36,968)</b>	<b>-15%</b>	<b>\$ 185,874</b>	<b>\$ 27,158</b>	<b>15%</b>
<b>Miscellaneous</b>							
509011 Dues & Subscriptions	\$ 69,744	\$ 68,285	\$ 1,459	2%	\$ 65,092	\$ 4,652	7%
509081 Advertising - Dist Prom	\$ 4,023	\$ 14,000	\$ (9,977)	-71%	\$ 2,302	\$ 1,721	75%
509101 Emp Incentive Prog	\$ 8,946	\$ 13,500	\$ (4,554)	-34%	\$ 5,659	\$ 3,287	58%
509121 Employee Training	\$ 47,257	\$ 128,100	\$ (80,843)	-63%	\$ 71,613	\$ (24,356)	-34%
509122 BOD Travel	\$ 4,103	\$ 15,700	\$ (11,597)	-74%	\$ -	\$ 4,103	100%
509123 Travel	\$ 99,456	\$ 91,866	\$ 7,590	8%	\$ 79,365	\$ 20,091	25%
509125 Local Meeting Exp	\$ 5,403	\$ 5,100	\$ 303	6%	\$ 5,980	\$ (578)	-10%
509127 Board Director Fees	\$ 8,800	\$ 12,600	\$ (3,800)	-30%	\$ 8,550	\$ 250	3%
509150 Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
509197 Sales Tax Expense	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
509198 Cash Over/Short	\$ 796	\$ -	\$ 796	100%	\$ 1,427	\$ (631)	-44%
<b>Total Miscellaneous</b>	<b>\$ 248,528</b>	<b>\$ 349,151</b>	<b>\$ (100,622)</b>	<b>-29%</b>	<b>\$ 239,988</b>	<b>\$ 8,540</b>	<b>4%</b>
<b>Leases &amp; Rentals</b>							
512011 Facility Rentals	\$ 182,652	\$ 185,000	\$ (2,348)	-1%	\$ 204,666	\$ (22,014)	-11%
512061 Equipment Rentals	\$ 24,595	\$ 24,300	\$ 295	1%	\$ 24,114	\$ 481	2%
<b>Total Leases &amp; Rentals -</b>	<b>\$ 207,247</b>	<b>\$ 209,300</b>	<b>\$ (2,053)</b>	<b>-1%</b>	<b>\$ 228,780</b>	<b>\$ (21,533)</b>	<b>-9%</b>
<b>Total Non-Personnel Expenses -</b>	<b>\$ 8,724,023</b>	<b>\$ 8,957,309</b>	<b>\$ (233,287)</b>	<b>-3%</b>	<b>\$ 7,203,938</b>	<b>\$ 1,520,085</b>	<b>21%</b>
<b>TOTAL OPERATING EXPENSE -</b>	<b>\$ 44,786,254</b>	<b>\$ 46,503,322</b>	<b>\$ (1,717,068)</b>	<b>-4%</b>	<b>\$ 40,801,065</b>	<b>\$ 3,985,189</b>	<b>10%</b>

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

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**FY14**  
**CAPITAL BUDGET**  
*For the month ending - June 30, 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)	\$ 4,163,598	\$ 17,618,156	\$ 13,454,558	24%
MetroBase Project - Operations Bldg. (SLPP)	\$ 2,612,761	\$ 5,800,000	\$ 3,187,239	45%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 534,063	\$ 863,917	\$ 329,854	62%
State of Good Repair #2 - 6 Buses, 44 MDCs (FTA, RES. RET. EARN.)	\$ 3,394,160	\$ 3,491,010	\$ 96,850	97%
2nd LNG Tank (MBUAPCD, PTMISEA)	\$ 389,427	\$ 969,381	\$ 579,954	40%
Video Surveillance Project - CCTV (STATE-1B)	\$ 298,492	\$ 665,841	\$ 367,349	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.)	\$ 383,061	\$ 632,508	\$ 249,447	61%
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.)	\$ 66,436	\$ 160,000	\$ 93,564	42%
<b>Subtotal Grant Funded Projects</b>	<b>\$ 12,075,401</b>	<b>\$ 31,268,835</b>	<b>\$ 19,193,434</b>	<b>39%</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 - June 30, 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)	\$ 68,991	\$ 83,500	\$ 14,509	83%
Subtotal Non-Revenue Vehicle Replacements	\$ 68,991	\$ 149,500	\$ 80,509	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>\$ 12,321,109</b>	<b>\$ 32,263,335</b>	<b>\$ 19,942,226</b>	<b>38%</b>



**FY14**  
**CAPITAL BUDGET**  
*For the month ending - June 30, 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	\$ 3,109,728	\$ 3,823,151	\$ 713,423	81%
Other Fed - Sakata / Lawsuit proceeds	\$ 505,933	\$ 1,335,000	\$ 829,067	38%
State - PTMISEA (1B)	\$ 1,968,394	\$ 12,840,000	\$ 10,871,606	15%
State - Security Bond Funds (1B)	\$ 405,495	\$ 1,106,346	\$ 700,851	37%
State Transit Assistance (STA)	\$ 2,778,919	\$ 5,516,606	\$ 2,737,687	50%
State - MBUAPCD	\$ -	\$ 104,062	\$ 104,062	0%
State - STIP	\$ 121,999	\$ 257,300	\$ 135,301	47%
State - SLPP	\$ 2,612,761	\$ 5,800,000	\$ 3,187,239	45%
Local - Reserved Retained Earnings	\$ 817,880	\$ 1,470,870	\$ 652,990	56%
Local Operating Match	\$ -	\$ 10,000	\$ 10,000	0%
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 12,321,109</b>	<b>\$ 32,263,335</b>	<b>\$ 19,942,226</b>	<b>38%</b>

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