



**AGENDA
BOARD OF DIRECTORS
REGULAR MEETING
MAY 8, 2015 – 8:30 AM
SANTA CRUZ METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

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

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz Metro’s Administrative offices at 110 Vernon Street, Santa Cruz, California.

This document has been created with accessibility in mind. With the exception of certain 3rd party and hand-written attachments and minutes from the previous meeting, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmttd.com

BOARD ROSTER

Director Ed Bottorff	City of Capitola
Director Dene Bustichi, Chair	City of Scotts Valley
Director Karina Cervantez	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Zach Friend	County of Santa Cruz
Vacant	County of Santa Cruz
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin, Vice Chair	County of Santa Cruz
Ex-Officio Director Donna Blitzer	UC Santa Cruz
Alex Clifford	METRO CEO/General Manager
Leslyn K. Syren	METRO District Counsel

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

Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with the Executive Assistant 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 Executive Assistant, 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.

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 ROLL CALL

3 ANNOUNCEMENTS

4 COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

5 COMMUNICATIONS FROM MAC TO THE BOARD OF DIRECTORS

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.

- 7-01 RECOMMENDED ACTION ON TORT CLAIMS**
Liseth Guizar, Safety, Security and Risk Manager
- 7-02 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF APRIL 10, 2015**
Alex Clifford, CEO/General Manager
- 7-03 ACCEPT AND FILE ACCESSIBLE SERVICES REPORTS FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH 2015**
April Warnock, Paratransit Superintendent
- 7-04 ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS FOR THE MONTH OF FEBRUARY 2015**
Carolyn Derwing, Schedule Analyst/Acting Planner
- 7-05 CONSIDERATION OF METROBASE MONTHLY CHANGE REPORT**
Andrew Kreck, Project Manager, Hill International
- 7-06 CONSIDERATION OF ADOPTING A RESOLUTION RELEASING AND RELINQUISHING METRO'S POTENTIAL INTEREST OR OWNERSHIP IN THE PROPERTY LOCATED AT 102 CRESPI COURT**
Leslyn Syren, District Counsel
- 7-07 ADOPTION OF CHAPTER 2 TO TITLE III OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE ESTABLISHING NOTICE REQUIREMENTS AND PROCEDURES FOR PUBLIC HEARING AND PUBLIC COMMENTS**
Leslyn Syren, District Counsel

REGULAR AGENDA

- 8 **QUARTERLY STATE LEGISLATIVE UPDATE**
[Josh Shaw, Shaw/Yoder/Antwih, Inc.](#)
- 9 **QUARTERLY FEDERAL LEGISLATIVE UPDATE**
[Chris Giglio, Capital Edge](#)
- 10 **CONSIDERATION OF ADOPTION OF A RESOLUTION DECLARING A FISCAL EMERGENCY PURSUANT TO CEQA**
[Leslyn Syren, District Counsel](#)
- 11 **AUTHORIZATION TO PROCEED WITH A REQUEST FOR PROPOSALS TO SECURE A PROFESSIONAL SERVICES CONTRACT TO DEVELOP A SYSTEMWIDE BUS SERVICE RESTRUCTURING PLAN**
[Alex Clifford, CEO](#)
- 12 **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE CONTRACT CHANGE ORDER(S) WITH LEWIS C. NELSON AND SONS, INC.**
[Andrew Kreck, Project Manager, Hill International](#)
- 13 **DELEGATION OF AUTHORITY TO METROBASE OPERATIONS CONSTRUCTION AD HOC COMMITTEE FOR CHANGE ORDERS THAT EXCEED THE CEO/GENERAL MANAGER'S AUTHORITY OF \$50,000 TO NOT EXCEED \$100,000**
[Alex Clifford, CEO](#)
- 14 **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION WITH RNL DESIGN, INC. FOR ARCHITECT AND ENGINEERING SERVICES THROUGH DECEMBER 30, 2015, INCREASING THE CONTRACT TOTAL BY \$252,766**
[Andrew Kreck, Project Manager, Hill International](#)
- 15 **REVISED METROBASE PHASE II (OPERATIONS BUILDING) LIFE OF PROJECT BUDGET AND CAPITAL RESOURCE ALLOCATION PLAN**
[Alex Clifford, CEO/General Manager](#)
- 16 **CONSIDERATION OF AWARD OF CONTRACT TO FIRST ALARM SECURITY & PATROL, INC. FOR SECURITY GUARD SERVICES NOT TO EXCEED \$1,830,000**
[Liseth Guizar, Safety, Security and Risk Manager](#)
- 17 **CEO TO GIVE ORAL REPORT**
[Alex Clifford, CEO/General Manager](#)
- 18 **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
[Leslyn Syren, District Counsel](#)

- 19 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MAY 22, 2015 AT 9:00 AM,
CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVENUE,
CAPITOLA**
Chair Dene Bustichi

- 20 ADJOURNMENT**

SECTION II: CLOSED SESSION AGENDA

- 21 CLOSED SESSION ITEMS**
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to subdivision (c) of Section 54956.9 (1 case)

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.scmted.com subject to staff's ability to post the document before the meeting.

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DATE: May 08, 2015
TO: Board of Directors
FROM: Liseth Guizar, Safety, Security and Risk Manager
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Reject the Attached Claims for the Month of April, 2015

II. SUMMARY

- This staff report provides the Board with recommendations on claims submitted to the Santa Cruz Metropolitan Transit District (METRO).

III. DISCUSSION/BACKGROUND

METRO's Risk Department received three claims for the month of April 2015, for money or damages. All claims are investigated and evaluated. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)).

Staff has attached a recommendation with each claim.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

Within the 45-day period, the Board of Directors may take the following actions:

- Reject the claim entirely;
- Allow it in full;
- Allow it in part and reject the balance;
- Compromise it, if the liability or amount due is disputed (Govt C §912.4(a)); or
- Do nothing, and allow the claim to be denied by operation of law (Govt C §912.4(c))

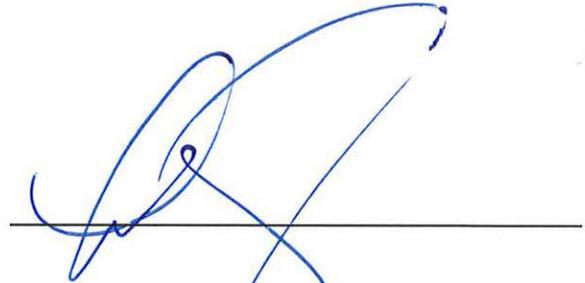
VI. ATTACHMENTS

Attachment A: Claims of Kellinger, Selena; Jiang, Shan; & Niven, Rebecca

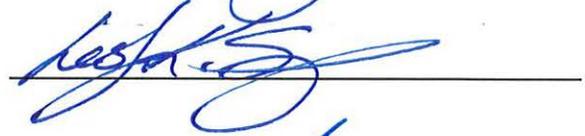
Attachment B: Recommended Actions

VII. APPROVALS:

Liseth Guizar
Safety, Security and Risk Manager



Approved as to form:
Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager



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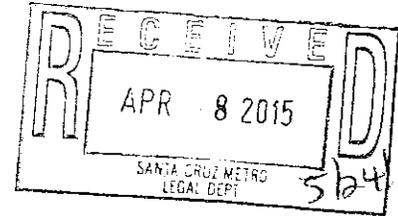
SCMT-01511

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # _____ 15-0083
(To be completed by METRO staff)



Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Selena

Claimant's Legal Last Name: Kellinaer

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

Gender: M or F



Claimant Name: Selena Kellinge

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: March 10, 2015

Time of Incident/Accident: 11:00 AM AM PM

Location of Incident/Accident

Street/City: Highway 17

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

On March 10, 2015 my vehicle was rear ended on Highway 17 by a Santa Cruz transit bus.

- ① Damage = 2 quotes = \$9,749.81
 - ② Storage fees: \$95/per day starting from March 10, 2015: \$2850/month
Storage to May 10, 2015 = \$5,700
 - ③ Loss of use - rental car: \$41 per day = \$1230.00 per month
rental to May 10, 2015 = \$2460.00
- Car is being stored at auto repair body shop at \$95 per day until claim is paid, starting on March 10, 2015

If paid by April 20, 2015
Total claim = \$15,189.81

If paid by/up to May 10, 2015
CLAM = \$17,909.81



Claimant Name: Selena Kellinger

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

[Empty rectangular box for listing employee names]

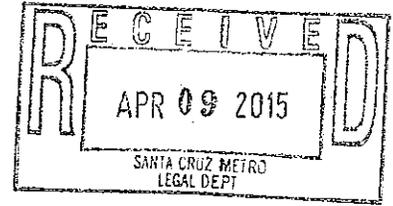
If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ _____

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

For car damage only.
 I am owner/registered owner of car, but not driver or injured person.
 injury is separate claim/person.
 Less than \$25,000 Civil Case

Claimant: Selena Kellinger Selena Kellinger Date: April 7, 2015
 Signature/Print Name

Attorney or Representative: none Date: _____
 Signature/Print Name



Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # 15-0004
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Shan

Claimant's Legal Last Name: Jiang

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

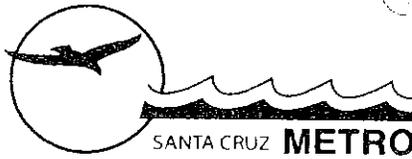
IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

Gender: M or F



Claimant Name: Shan Jiang

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 03/04/2015

Time of Incident/Accident: 9:30 AM PM

Location of Incident/Accident

Street/City: Santa Cruz Metro Centre (Pacific Station)
920 Pacific Avenue, Santa Cruz, CA, 95060

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

In the morning of March 4th, I took the 8:30 A.M. HWY-17 bus from Diridon Station to Santa Cruz Metro Centre; I was sitting in the middle of the bus, on the right side by the window. When the bus pulled into the bus stop, it came to a full stop, so I stood up. Before I could grab a handle to keep my balance, the bus lurched forward and as a result, I fell heavily onto the arm of a seat, causing severe pain around my genital area. It turned out that the fall cause a deep wound near my genital area and it was bleeding for the rest of the day. I managed to see my ~~the~~ doctor the next day and got 3 stitches. Unfortunately, I ~~had~~ had to take the whole week off work.

In my opinion, the bus company failed to hire qualified employee to keep passengers safe or give warning when there might be danger, which caused my injury and suffering.

They would take their responsibility for my loss, and try to improve their service.



Claimant Name: Shan Jiang

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

[Empty rectangular box for listing employee names]

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ 1,000

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

Claimant: Shan Jiang
Signature/Print Name

Date: 04/06/2015

Attorney or Representative: _____
Signature/Print Name

Date: _____



Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # _____
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: REBECCA ALLEN

Claimant's Legal Last Name: NIVEN

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

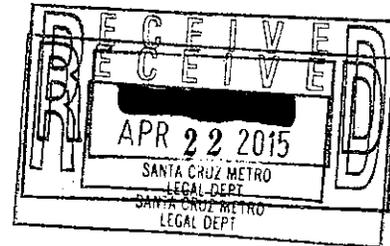
IF YES, please provide the following information:

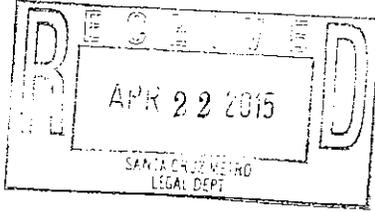
Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

Gender: M or F





Claimant Name: NIVEN
REBECCA

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: MARCH 20, 2015

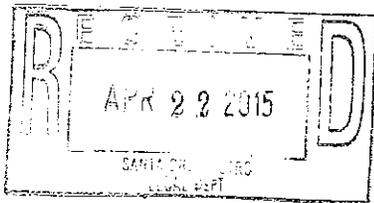
Time of Incident/Accident: 6:20 AM PM

Location of Incident/Accident

Street/City: SOQUEL AVE, SANTA CRUZ

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

SUBARU, GOING WEST ON SOQUEL, WAS STOPPED BEHIND METRO BUS WHICH WAS AT LIGHT AT CORNER OF FRONT ST. SUBARU ENTERED "LEFT TURN ONLY" LANE TO PASS BUS. AS SUBARU RE-ENTERED RIGHT LANE TO GO FORWARD, WEST, AROUND BUS THROUGH INTERSECTION, THE BUS STARTED FORWARD. BUSES' LEFT FRONT HIT & SCRAPED SUBARU'S BACK RT. FENDER.



Claimant Name: REBECCA A. NIVEN

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

[Empty rectangular box for listing employee names]

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ 1600.05

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

REBECCA A. NIVEN

Claimant:

Rebecca A. Niven
Signature/Print Name

Date: 4-21-15

Attorney or Representative:

Signature/Print Name

Date: _____

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Attachment B
GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: Safety, Security and Risk Manager

RE: Claim of: Kellinger, Selena
Date of Incident: 3/10/15

Received: 4/8/2015 Claim #: 15-0003
Occurrence Report No.: SC 03-15-10

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
Safety, Security and Risk Manager

Date: 4/10/15

I, Gina Pye, 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 May 8, 2015.

By _____
Executive Assistant to CEO

Date: _____

Attachment(s)

Attachment B
GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: Safety, Security and Risk Manager

RE: Claim of: Jiang, Shan
Date of Incident: 3/4/15

Received: 4/9/2015 Claim #: 15-0004
Occurrence Report No.: MISC 15-01

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
Safety, Security and Risk Manager

Date: _____

I, Gina Pye, 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 May 8, 2015.

By _____
Executive Assistant to CEO

Date: _____

Attachment(s)

Attachment B

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

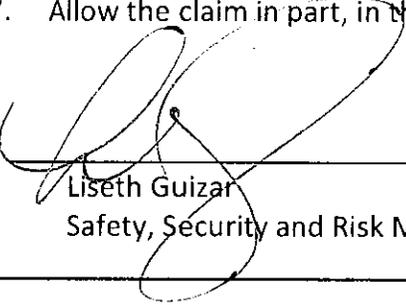
FROM: Liseth Guizar, Safety, Security and Risk Manager

RE: Claim of: Niven, Rebecca
Date of Incident: 3/20/15

Received: 4/22/15 Claim #: 15-0005
Occurrence Report No.: SC 0315-14

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
Safety, Security and Risk Manager

Date: 4/27/15

I, Gina Pye, 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 boardmeetingdate.

By _____
Executive Assistant to CEO

Date: _____

Attachment(s)

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DATE: March 27, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO
**SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD
OF DIRECTORS MEETING OF APRIL 10, 2015**

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of April 10, 2015

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of April 10, 2015.
- Each meeting, staff will provide minutes from the previous METRO Board of Directors meeting

III. DISCUSSION/BACKGROUND

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

None.

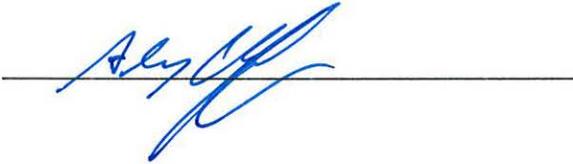
VI. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meeting of 4/10/15

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
REGULAR MEETING
APRIL 10, 2015 – 8:30AM
SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CA 95060
AND, CONTINUED TO
6:30PM
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA 95076**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, April 10, 2015, at the Santa Cruz City Council Chambers at 809 Center Street in Santa Cruz, CA.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California.

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SECTION I: OPEN SESSION

- 1 CALL TO ORDER at 8:34A by Chair Bustichi**

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

Ex-Officio Director Donna Blitzer	UC Santa Cruz
Director Ed Bottorff	City of Capitola
Director Dene Bustichi, Chair	City of Scotts Valley
Director Cynthia Chase	City of Santa Cruz
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz

The following Directors were absent:

Director Karina Cervantez	City of Watsonville
Director Jimmy Dutra	City of Watsonville
Director Zach Friend	County of Santa Cruz

DRAFT

7-02A.1

Attachment A

Board of Directors Meeting Minutes
April 10, 2015
Page 2 of 10

STAFF PRESENT:

Alex Clifford, CEO
Leslyn Syren, General Counsel

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

Heather Adamson, AMBAG	Rosemary Orlandi, Riders
Ciro Aguirre, METRO	Javier Pererz, SC County Students
Angela Aitken, METRO	Attending SJSU
Kristin Quiroz Bayona, Citizen	Peter Pethoe, Beach Hill Area
Elise Casby, Public Interest	Rex Resa, Cabrillo College Stroke
Carol Childers, Meals On Wheels	Center, Student Senator
Jeanette Cosentino, COD, 5 th Dist	Gloria Rovay, Riders
Andrew Dyer, Hwy 17 Express Riders	Ernestina Saldana,
Dennis Ether, Project Pollinate	Ernestina_Saldana@hotmail.com
Daryl Gerwin, La Posada	Susan Sanford, Self & Public
Dru Glover, Project Pollinate	Frank D. Sant, Valley Churches
Norm Hagen, Self	Sarah Schaffer, La Posada
Samantha Hamilton, City on a Hill Press	Emily Watson, Satellite Dialysis
Thomas Hoffmann, ParaCruz	Susan Weber, Self
Cyndi Javis, Meals on Wheels	Daniel Zaragoza, METRO

3 ANNOUNCEMENTS

Chair Bustichi announced that sign-in sheets are available at both the front and back of the Chambers. Attendees are not required to sign-in; however, if they do, they need sign-in only once.

Chair Bustichi introduced Liseth Guizar and noted her availability for Spanish Language Interpretation as needed. Liseth introduced herself and offered her interpretation services. Carlos Landaverry, translator, arrived at 8:40A and took over for Liseth.

This meeting is being televised by Community Television of Santa Cruz County, Channel 26. This morning's technician will be Peter McGettigan. Note: CTV was available at 8:40A.

Today's Court Reporter is Lisa McMillan.

Chair Bustichi announced that additional public comments were distributed to Board members and available for public review at the sign-in table.

Chair Bustichi cautioned the Board Members and assembly that no decisions regarding today's discussions will be made until the Public Hearing continues this evening in Watsonville at 6:30P.

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7-02A.2

Attachment A

4 COMMUNICATIONS TO THE BOARD OF DIRECTORS

Chair Bustichi opened the floor to public comment. Hearing none, the meeting continued to the next agenda item.

5 COMMUNICATION FROM THE MAC TO THE BOARD OF DIRECTORS

Chair Bustichi opened the floor to public comment. Hearing none, Vice Chair Rotkin noted the MAC documentation contained within today's Board packet.

Vice Chair Rotkin also noted the current open Board At-Large position. He suggested any interested parties apply to the Santa Cruz County Board of Supervisors.

6 LABOR ORGANIZATION COMMUNICATIONS

Chair Bustichi opened the floor to public comment. Hearing none, the meeting continued to the next agenda item.

7 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

8-01 CONSIDERATION OF TORT CLAIMS

8-02 ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF FEBRUARY 2015

8-03 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF MARCH 27, 2015

8-04 CONSIDERATION OF CONTRACT AWARDS FOR VEHICLE REPAIR AND MAINTENANCE SERVICES NOT TO EXCEED \$152,000

8-05 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION WITH MANSFIELD OIL COMPANY FOR PURCHASE OF DIESEL FUEL, INCREASING THE CONTRACT TOTAL BY \$600,000

8-06 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION WITH BRIDGESTONE AMERICAS TIRE OPERATIONS, LLC FOR PURCHASE OF REVENUE AND NON-REVENUE TIRES, INCREASING THE CONTRACT TOTAL BY \$320,347

8-07 CONSIDERATION OF AWARD OF CONTRACT AWARD WITH SANTA CRUZ TRANSPORTATION, LLC FOR SUPPLEMENTAL PARATRANSIT SERVICES NOT TO EXCEED \$400,000

8-08 CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE

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7-02A.3

Attachment A

8-09 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT CHANGE ORDER WITH LEWIS C. NELSON AND SONS, INC. IN THE AMOUNT OF \$56,000

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED.

MOTION: DIRECTOR ROTKIN

SECONDED: DIRECTOR LEOPOLD

MOTION PASSED WITH 7 AYES (Directors Bottorff, Bustichi, Chase, Lane, Leopold, McPherson and Rotkin). Directors Cervantez, Dutra and Friend were absent.

REGULAR AGENDA

9 YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF FEBRUARY 28, 2015

Angela Aitken, Finance Manager provided commentary to the presentation.

Director McPherson asked if we were approaching the sales tax budget goals. Ms. Aitken provided an update on the budget versus actual to date and the theory in place when the budget was established.

Director Rotkin noted that METRO riders are smart in determining the best discounted passenger fare. Ms. Aitken agreed and noted that the budget had been based on full fares.

Chair Bustichi opened the floor to public comment.

Jeanette Cosentino, member of the Commission on Disabilities, asked why the 6% rate had been assumed in budget projections. Finance Manager Aitken responded that at the time the budget was prepared, all indicators presumed an upward moving economy of 5.5 to 6.5%.

ACTION: MOTION TO ACCEPT THE MONTHLY FINANCIAL REPORT AS OF FEBRUARY 28, 2015 AS PRESENTED.

MOTION: DIRECTOR ROTKIN

SECONDED: DIRECTOR LANE

MOTION PASSED WITH 7 AYES (Directors Bottorff, Bustichi, Chase, Lane, Leopold, McPherson and Rotkin). Directors Cervantez, Dutra and Friend were absent.

Chair Bustichi announced the meeting/public hearing would continue at 6:30P in Watsonville and reiterated that public hearing decisions will not be made until that meeting

Board Meeting recessed at 8:47A to segue to the Public Hearing.

10 PUBLIC HEARING: CONSIDERATION OF FARE RESTRUCTURING OF HIGHWAY 17 EXPRESS AND PARACRUZ SERVICE AND FARE CHANGES

Chair Dene Bustichi reconvened the meeting at 9:00A and welcomed the assembly to the Public Hearing. Chair Bustichi reminded everyone that this is a long process with many significant challenges and potential cuts. He then outlined the parameters for the speakers, noting the 3 minute time limit and reminded the speakers that they are entitled

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7-02A.4

Attachment A

to speak to one agenda item one time. The final results will be discussed at tonight's continued session in Watsonville.

CEO Clifford outlined the structural deficit process and history noting that it is not possible to fix the structural deficit in one year.

Vice Chair Rotkin shared comments he'd heard from Highway 17 riders who feel they subsidize other riders. He wanted to be clear that the fare paid is subsidized above and beyond the fare paid. CEO Clifford added VTA and other partners additionally subsidize the cost.

Director Leopold asked how TDA and other funding differed from agency to agency. CEO Clifford responded that the majority of other peers contract out some portion of their services, which seems to result in lower costs. METRO contracts out only overflow ParaCruz services.

Responding to Director McPherson's question regarding ParaCruz's higher costs over Fixed Route, CEO Clifford responded that METRO provides service beyond the ADA minimum which affects costs.

General Counsel Syren spoke regarding the objective of ADA Paratransit and history of the law providing complementary Paratransit services. METRO is asking to adhere to the federal minimum standards; federal law does not require a service greater than Fixed Route. She further asked that the assembly keep in mind that Paratransit services can be cut beyond federal requirements if they represent an undue financial burden.

Regarding the Highway 17 proposals, Erich Friedrich, Sr. Transportation Planner, said METRO was working with SJSU's Transportation Coordinator and received many comments from their student population. As such, METRO was sensitive to the economic thresholds and had reduced the proposal to a more palatable fare.

Director Rotkin suggested METRO speak with UCSC's students, rather than their administration, to see if we can gain any traction there. Mr. Friedrich added that discussions have been ongoing with Cabrillo's student body and administration.

In her narrative regarding ParaCruz, April Warnock, ParaCruz Superintendent, noted that none of our peer agencies offer a day pass.

Director Rotkin urged attendees to pick up and mail the postcards at the back of the Chambers to lobby your representative in support of federal transportation funds.

CEO Clifford summed up the final slide/recommendations and emphasized these are difficult decisions which will take multiple years to resolve. He added that METRO staff was on hand to answer any questions from the board and/or public.

Chair Bustichi opened the floor to public comment and reminded the speakers that they each had one opportunity to speak to one agenda item.

The public comment transcript is available upon request from METRO's Administrative offices at 110 Vernon Street, Santa Cruz, CA 95060.

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7-02A.5

Attachment A

Hearing no other public speakers, Chair Bustichi thanked everyone for attending and for providing their input in a civil manner. He welcomed everyone to this evening's continued meeting at 6:30P at the Watsonville City Chambers and reminded everyone that those who spoke this morning will not have an opportunity to speak in Watsonville regarding the same topic.

Director Rotkin thanked everyone for testifying. Responding to the comment regarding capital projects, he clarified that specific grants are used to fund capital projects. He'd like the public to understand the economic demographics of Santa Cruz County: 38% of Fixed Route passengers earn less than \$10K/year; 72% earn less than \$30K/year; and, 8% earn over \$60K/year. Unfortunately, the next step may be to reduce Fixed Route services.

Director Leopold expressed his appreciation to the speakers and the assembly noting the difficulty in scheduling a time that works for everyone. The meeting in Watsonville is scheduled to accommodate work hours. Service cuts are taken very seriously as 82% of transit users do not have a car. METRO has worked to use capital funds to keep service on the road. Sales tax is a primary source of funding.

12 RECESS TO 6:30P AT WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE

Chair Dene Bustichi recessed the meeting at 11:02A to reconvene at 6:30P at the Watsonville City Council Chambers, 275 Main Street, in Watsonville.

13 Chair Bustichi called the meeting to order at 6:34P at the Watsonville City Council Chambers, 275 Main Street, in Watsonville.

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

Director Ed Bottorff	City of Capitola
Director Dene Bustichi, Chair	City of Scotts Valley
Director Karina Cervantez	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz

The following Directors were absent:

Ex-Officio Director Donna Blitzer	UC Santa Cruz
Director Zach Friend	County of Santa Cruz

STAFF PRESENT:

Alex Clifford, CEO
Leslyn Syren, General Counsel

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Attachment A

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

Heather Adamson, AMBAG	Rosario Mendoza Munoz, SC COD
Angela Aitken, METRO	Guadalupe Ortiz, Self
Greg Caput, SC County Supervisor	Becky Obsborn, Kirk Osborn
Felipa de Leon, SC COD	Kirk Osborn, Self
Carolyn Derwing, METRO/SEA	Brenda Roman, UTU
Patricia Goevara, SC COD	Ernestina Saldana, SC COD
Norm Hagen, Self	Susan Sanford, Self & Disabled Community
Alicia Hernandez, UTU	Dan Stevenson, UTU
Felipe Hernandez, City Council	Dan Thorpe, Self
Thomas Hiltner, METRO	Mario Torres, UTU
Clay Kempf, Seniors Monterey Bay ADRC	Miriam Villalobos, SC COD
Sergio Lona, UTU	
Maira Magana, CCIL	

Chair Bustichi announced that Spanish translation headsets are available outside the translator's booth. Users: Please tune them to Channel 11 and return when you leave. Director Cervantez translated in Spanish. Carlos Landaverri arrived shortly thereafter and assumed the translation responsibilities.

Chair Bustichi announced that copies of slightly revised slides 23 and 25 were available at the back of the room and at each Board Member's seat. Noted revisions were made to improve clarity.

15 PUBLIC HEARING: CONSIDERATION OF FARE RESTRUCTURING OF HIGHWAY 17 EXPRESS AND PARACRUZ SERVICE AND FARE CHANGES, CONTINUED

Chair Dene Bustichi continued the Public Hearing at 6:40P and turned the proceedings over to CEO Clifford who provided a brief history of the structural deficit process and outlined METRO's various outreach efforts through media, written communication, etc. He emphasized that recurring expenses exceed recurring revenues.

Angela Aitken, Finance Manager, Erich Friedrich, Sr. Transportation Planner, and April Warnock, ParaTransit Superintendent, provided narration to accompany the presentation.

CEO Clifford and Director Rotkin continued the morning discussion regarding Highway 17 passenger input. Director Rotkin pointed out that METRO subsidizes approximately 50%; none of the lines are profitable. CEO Clifford clarified the fare box revenue includes subsidies from the Joint Powers Agreement (JPA).

General Counsel Syren briefed the assembly on the ADA Paratransit service history, noting the importance of understanding that Paratransit was never established as a comprehensive transportation system. Rather it is a safety net established by federal law. Paratransit

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7-02A.7

Attachment A

services can be cut below the federal minimums if it can be established that the services are expensive to provide.

Director McPherson and Ms. Warnock discussed various options to the non-school term service to/from the Lompico area; e.g., reduced service at various days/times. Ms. Warnock offered to provide options and cost information at a future meeting.

CEO Clifford stressed that Paratransit is a costly operation. METRO remains sensitive to the public's needs and a lot of work remains.

Director Rotkin reiterated that most of our riders do not have other options. He repeated the statistics quoted earlier in the day: 38% of Fixed Route passengers earn less than \$10K/year; 72% earn less than \$30K/year; and, 8% earn over \$60K/year. Director Leopold added that 82% do not own cars.

Director Leopold and Ms. Warnock discussed ParaCruz will call returns, same day rides, no shows and the re-education of our passengers.

Chair Bustichi polled the assembly to determine how many had been at the morning session and would like to speak in the evening session. Given the small number and with Board approval, they would be allowed to comment again. Chair Bustichi opened the floor to public comment at 7:25P.

The public comment transcript is available upon request from METRO's Administrative offices at 110 Vernon Street, Santa Cruz, CA 95060.

Hearing no further comment, Chair Bustichi closed the public hearing at 7:54P.

Director Lane requested answers to the questions raised by Mr. Eduardo Montesino during the public comment period regarding changes to the presentations over the course of the public meetings/hearings. CEO Clifford replied that METRO responded to public input and adjusted the Hwy 17 proposals accordingly. He added that staff would return to the board with more detailed information in the near future.

The Board Members and staff engaged in a series of questions, answers and suggestions regarding the proposed recommendations.

ACTION: MOTION TO ACCEPT PROPOSED RECOMMENDATIONS 1 THROUGH 6 AS PRESENTED:

- 1. INCREASE HIGHWAY 17 BASE FARE FROM \$5.00 TO \$7.00**
- 2. INCREASE HIGHWAY 17 ONE-WAY DISCOUNT FROM \$2.50 TO \$3.50**
- 3. INCREASE HIGHWAY 17 DAY PASS FROM \$10.00 TO \$14.00**
- 4. DELETE HIGHWAY 17 5-DAY PASS**
- 5. CREATE NEW HIGHWAY 17 15-RIDE BUS PASS - \$94.50**
- 6. INCREASE HIGHWAY 17 31-DAY PASS FROM \$113.00 TO \$145.00**

MOTION: DIRECTOR ROTKIN

SECONDED: DIRECTOR McPHERSON

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Dutra, Lane, Leopold, McPherson and Rotkin). Director Friend was absent.

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7-02A.8

Attachment A

ACTION: MOTION TO ACCEPT PROPOSED RECOMMENDATION 7 AS PRESENTED (ALIGN PARATRANSIT SERVICE WITH FIXED ROUTE SERVICE), DEFERRING ROUTE 33 AND 34 CHANGES TO MAY

MOTION: DIRECTOR LANE

SECONDED: DIRECTOR BOTTORFF

MOTION PASSED WITH 8 AYES (Directors Bottorff, Bustichi, Chase, Dutra, Lane, Leopold, McPherson and Rotkin) AND 1 NO (Director Cervantez). Director Friend was absent.

ACTION: MOTION TO DELAY DECISION REGARDING PROPOSED RECOMMENDATION 8 (ALIGN NON-SCHOOL TERM PARATRANSIT SERVICE WITH FIXED ROUTE SERVICE), AND TO DIRECT METRO STAFF TO INVESTIGATE FEASIBILITY AND COST SAVINGS OF SERVICE REDUCTIONS. REQUESTED INFORMATION TO BE PRESENTED AT THE MAY 8TH BOARD MEETING.

MOTION: DIRECTOR ROTKIN

SECONDED: DIRECTOR McPHERSON

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Dutra, Lane, Leopold, McPherson and Rotkin). Director Friend was absent.

ACTION: MOTION TO ACCEPT PROPOSED RECOMMENDATION 9 AS PRESENTED (INACTIVATE PARATRANSIT SERVICE ON MEMORIAL DAY, FOURTH OF JULY AND LABOR DAY):

MOTION: DIRECTOR ROTKIN

SECONDED: DIRECTOR BOTTORFF

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Dutra, Lane, Leopold, McPherson and Rotkin). Director Friend was absent.

Discussion among the Board and METRO staff continued regarding proposed recommendations 10 through 13 as they relate to the entire system, various pricing scenarios, impacts to agency and passengers, etc. General consensus among the Board was that \$16 was too expensive for a one-way trip. The realities of the structural deficit are harsh but the philosophy should be consistent.

Director Leopold suggested METRO work with the SCCRTC to pass a sales tax measure.

ACTION: MOTION TO DELAY THE ACCEPTANCE OF PROPOSED RECOMMENDATIONS 10 THROUGH 13 AS PRESENTED UNTIL THE MAY 8TH BOARD MEETING:

10. INSTITUTE A PREMIUM PARATRANSIT FARE FOR SAME DAY RIDES

**11. INSTITUTE A PREMIUM PARATRANSIT FARE FOR WILL CALL RETURNS
INSTITUTE A PREMIUM PARATRANSIT FARE FOR PICK-UPS/DROP-OFFS UP
TO 1 MILE OUTSIDE THE CURRENT SERVICE AREA**

**12. INSTITUTE A PREMIUM PARATRANSIT FARE FOR "NO-SHOW"
RE-DISPATCHING A VEHICLE**

MOTION REQUESTING METRO STAFF RETURN TO THE MAY 8TH BOARD MEETING WITH NEW, LESS PUNITIVE PROPOSALS FOR THE PARATRANSIT PREMIUM FARES TO INCLUDE A MAP REFLECTING THE CURRENT LEVELS OF SERVICE AND PROPOSED NEW SERVICE.

MOTION: DIRECTOR DUTRA

SECONDED: DIRECTOR ROTKIN

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Dutra, Lane, Leopold, McPherson and Rotkin). Director Friend was absent.

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Attachment A

Board of Directors Meeting Minutes
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ACTION: MOTION TO ACCEPT PROPOSED RECOMMENDATION 14 AS MODIFIED: INSTITUTE A PARATRANSIT FIXED ROUTE EQUIVALENT FARE OF \$4.00 BASE FARE FOR FIRST FIXED ROUTE BUS EQUIVALENT PLUS \$2.00 ADDITIONAL FOR A FIXED ROUTE EQUIVALENT OF TWO MORE FIXED ROUTE BUSES FOR A MAXIMUM CHARGE OF \$6 ONE WAY.

MOTION: DIRECTOR LANE

SECONDED: DIRECTOR ROTKIN

MOTION PASSED WITH 9 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Dutra, Lane, Leopold, McPherson and Rotkin). Director Friend was absent.

16 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MAY 8, 2015 AT 8:30AM, METRO ADMIN OFFICES, 110 VERNON STREET, SANTA CRUZ

17 Chair Bustichi adjourned the meeting at 9:10P

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

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7-02A.10



DATE: May 8, 2015
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: ACCEPT AND FILE THE ACCESSIBLE SERVICES REPORTS FOR THE MONTHS OF JANUARY, FEBRUARY AND MARCH 2015

I. RECOMMENDED ACTION

To accept and file the Accessible Services Reports for the months of January, February and March 2015.

II. SUMMARY OF ISSUES

- These Accessible Services Reports track activity of Santa Cruz Metropolitan Transit District's (METRO) Accessible Services Program (ASP) for the months of January, February and March 2015.
- The Accessible Services Coordinator (ASC) provides ongoing outreach to the disability and senior/older adult communities to promote METRO bus use and accessibility. ASC services included in METRO's Accessible Services Program are group orientations using METRO services and outreach to community groups.
- The ASC participates in METRO staff training and policy review regarding accessibility.
- The ASC represents METRO on outside Committees and Commissions.

III. DISCUSSION/BACKGROUND

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

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

1. **Mobility Training that is customized support to allow access to METRO services can include:**

- **An Assessment:** The ASC meets the trainee to assess the trainee's capabilities to use METRO's service. They discuss the trainee's experience using public transit and set goals for training sessions. An assessment typically takes two to four hours.
- **Trip Planning:** Practice to use bus route schedules, maps, online resources and other tools to plan ahead for trips on METRO fixed route and METRO

ParaCruz services. All mobility training includes some trip planning. Trip planning sessions typically take one to four hours.

- **Boarding/Alighting Training:** Practice to board, be secured, and alight (get off) METRO buses. This training is requested by persons using walkers, wheelchairs, scooters and service animals. The ASC coordinates the training session with the Operations Department to arrange working with an operator and an 'out of service' fixed route bus. Boarding/alighting training typically lasts three to five hours.
- **Route Training:** Practice using METRO buses to travel to destinations chosen by trainees. The training session includes practice on handling fares, bus riding rules and emergency situations. One training session can take two to eight hours. One or two sessions to learn one destination is typical. The number of training sessions varies with each trainee.

2. Ongoing community outreach to promote METRO bus use and accessibility includes:

- Set up and carry out class and group orientation to ride the bus: The ASC works with teachers, counselors, activity coordinators, and residents who request orientations for groups. After being introduced to METRO services by the ASC, the ASC facilitates groups in setting up field trips to ride buses together, receiving orientations at various destinations, including the Santa Cruz METRO Center and the Capitola Mall. The ASC provides guidance in obtaining Discount Fare Cards and other tools to encourage bus use.
- The ASC regularly attends meetings – such as the Santa Cruz County Seniors Commission and Commission on Disabilities – where transportation issues affecting older adults and people with disabilities are discussed and acted upon.
- The ASC is also invited to speak to other community groups to promote METRO and its accessibility. ASC time spent for each meeting may include preparation such as agenda review, research on meeting topics, and assembling handouts. After attending the meeting, follow up activity may include reports on the meeting, individual information requests and referrals for mobility training and further outreach.

3. Participation in METRO staff training and policy review regarding accessibility includes:

- The ASC assists in specialized training sessions with newly hired Operators; for example, the 'Securement Testing' for new Operators.

4. Provides METRO representation on outside Committees and Commissions

- The ASC attends regular committee and commission meetings, such as the Santa Cruz County Commission on Disabilities and the Elderly and Disabled

Transportation Advisory Committee, as a METRO Representative. This includes all sub-committees of the committees/commissions.

IV. FINANCIAL CONSIDERATIONS/IMPACT

On January 12th, 2 one-day passes were provided for participation in route training. On March 10th, 1 one-day pass was provided for participation in route training. Total cost of day passes provided was \$18.

V. ATTACHMENTS

- Attachment A:** Accessible Services Program Report for January 2015
- Attachment B:** Accessible Services Program Report for February 2015
- Attachment C:** Accessible Services Program Report for March 2015

VI. APPROVALS:

April Warnock,
Paratransit Superintendent



Ciro Aguirre, COO



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

Board Meeting of May 8, 2015

Accessible Services Program Report for January 2015

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

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

- January 9- TR36 is referred (1 hour) and a route check for route 55 was completed to prepare for an assessment scheduled with TR36 on January 12 (2 hours).
- January 12- TR36 met with the ASC for an assessment and route training session at the State Park Drive and Sea Ridge bus stop to travel the route 55 bus from that bus stop to the inbound bus stop at Cabrillo College. (2 hours). ASC travel time between Santa Cruz Metro and State Park Drive was 1 ½ hours.
- January 15- The ASC meets TR29 at Hearts and Hands to discuss how route training can continue (1 hour). ASC travel time was 1 hour.
- The ASC met and phoned TR7 to set up a route training session (1 ½ hours).
- January 27- TR37 is referred by the Eligibility Coordinator and depends on a Personal Care Attendant (PCA) for assistance while travelling. The PCA requested route training and trip planning assistance (3 hours). The written summary for TR37 was completed (2 hours).
- January 27- TR38 is referred by a Customer Service Representative. TR38 and the ASC rode route 69A from Pacific Station to the bus stop at Soquel and Pine and then walked to TR38's residence. Discussion focused on transportation options (1 ¾ hours). ASC travel time back to the Metro Center was 15 minutes.
- January 30 - The ASC exchanged phone calls and left message to set up a route training session with TR29 (3 hours).
- January 28 - The written summary for TR36 was completed (3 ½ hours).
- Total time for Mobility Training and related activities noted above was approximately 24 hours.
- Tracking of scheduled appointments vs. cancelled: Appointments scheduled and attended on January 15, January 18 and January 27. Two additional appointments cancelled on January 12 and January 15.

Attachment A

Board Meeting of May 8, 2015

Community outreach to promote METRO bus use and accessibility

- January 15- Presentation for eleven Paloma Del Mar residents in Freedom. Presentation included information on how to ride METRO fixed route bus service, METRO's discount fares, connections to Pinto Lake Park and doctors' offices and ParaCruz service (2 hours). ASC round trip travel time between Santa Cruz Metro and Paloma Del Mar (2 hours).
- Throughout January, the ASC communicated with approximately 33 individuals in person and/or over the phone. Most contacts regarded outreach; referrals, training, trip planning, and information requests.

Staff training and policy review regarding accessibility

- None.

Provides METRO representation on outside Committees and Commissions.

- January 6- The Elderly and Disabled Transportation Advisory Committee (E&D TAC) received a presentation on past Safe Streets events and finalized the score for the Lift Line grant application for 5310 funds. There were seven Committee members present, including selected Chair Ms. Elsea, as well as staff person Ms. Blakeslee and four guests (3 hours). The ASC travel time between 110 Vernon Street and the RTC offices was one hour.
- January 8- The Santa Cruz County Commission on Disabilities met at the RTC offices. Commissioners received the ASC announcement of the January 23 METRO Board Public Hearing on possible changes to Routes 6 and 68, an update on County disaster planning and a proposal for an accessible playground in Live Oak (2 hours). Besides the ASC, there were seven other Commissioners, including Chair Ms. Saldana, along with Coordinator Ms. Thuerwachter and seven guests present. The ASC travel time between 110 Vernon Street and the RTC offices was one hour.
- January 13- The Pedestrian Safety Work Group (PSWG) met at the RTC offices. Five PSWG members, including Chair Ms. Elsea, discussed outreach progress (2 hours). The ASC travel time between 110 Vernon Street and the RTC offices was 1 hour.

Attachment B

Board Meeting of May 8, 2015

Accessible Services Program Report for February 2015

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

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

- February 2- TR13 contacted, declined further training (30 minutes) File was closed (3 ½ hours)
- February 12- The ASC met TR7 to discuss a route training (2 hours).
- February 17- Counselor Mr. Balas confirmed that TR33 and TR34 had obtained Discount Fare ID cards and would make contact if additional training was needed. (2 hours).
- February 25- TR39 is referred (2 hours) and February 27 the ASC provided route training for TR39, a round trip between Santa Cruz Metro Center and Watsonville City Council Chambers (4 hours). Two trips on Route 91X buses began and ended at the Santa Cruz Metro Center, so there was no ASC travel time.
- February 27 - The ASC had phone call exchange with TR29 to set up next Route Training (2 hours).
- The ASC closed files for TR5 and TR36 (2 hours)
- Total time for Mobility Training and related activities noted above was approximately 18 hours.
- Tracking of scheduled appointments vs. cancelled: Appointment scheduled and attended on February 25. No appointments cancelled.

Community outreach to promote METRO bus use and accessibility

- None.
- Throughout February, the ASC communicated with approximately 29 individuals in person and/or over the phone. Most contacts regarded training activity and meeting follow up.

Staff training and policy review regarding accessibility

- February 9- The ASC conducted an Americans with Disabilities Act (ADA) overview and sensitivity training with the class of seven fixed route operator

Attachment B

Board Meeting of May 8, 2015

trainees. The ADA training was assisted by Supervisor Ms. Toline and four community members (2 ½ hours). Since the class training occurred at Pacific Station, there was no ASC travel time.

Provides METRO representation on outside Committees and Commissions.

- February 10- The Elderly and Disabled Transportation Advisory Committee (E&D TAC) met at the Regional Transportation Commission (RTC) offices- Committee members received the METRO staff presentation regarding the Structural Deficit Workshop information related to paratransit services. Committee members approved sending a letter to METRO with recommendations including that paratransit service reductions and fare increases be considered last to close METRO's budget deficit. There were 14 Committee members and alternate members present, including Chair Mr. Molesky, as well as RTC staff liaison Ms. Blakeslee, three other RTC staff and eight guests (3 hours). ASC travel time between Santa Cruz Metro and the RTC offices was 30 minutes.
- February 12-- The Santa Cruz County Commission on Disabilities met at the RTC offices. METRO staff presented the Structural Deficit Workshop related to paratransit services. Commissioners voted to advised Santa Cruz County Supervisors and METRO: 1) The Commission opposed paratransit service changes and fare increases while changes to fixed route bus service were not considered; 2) Committee recommended METRO use easily accessible meeting sites when METRO Board discusses and acts upon paratransit and fixed route changes affecting the disability community. Besides the ASC, there were seven other Commissioners, including Chair Ms. Saldana, along with Coordinator Ms. Thuerwachter and seven guests present. (2 hours). ASC travel time between Santa Cruz Metro and the RTC offices was 30 minutes.
- February 17- The Pedestrian Safety Work Group (PSWG) met at the RTC offices. Four PSWG members, including Chair Ms. Elsea, discussed Public Works project prioritization and the status of PSWG projects Two RTC staff were present. (1 ¾ hours). ASC travel time between Santa Cruz Metro and the RTC offices was 30 minutes.
- February 17-The Santa Cruz County Seniors Commission met at the County Government Center at 701 Ocean Street in Room 418. Commissioners received ASC's announcement of upcoming public meetings where METRO staff would present and receive input on possible solutions for their structural deficit. (1 hour). There were six Commissioners, including Chair Ms. McKibbin, along with Coordinator Ms. Thuerwachter, the ASC and two other guests present. The ASC travel time between Santa Cruz Metro and 701 Ocean Street was ½ hour.

Attachment C

Board Meeting of May 8, 2015

Accessible Services Program Report for March 2015

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

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

- March 3 - The ASC spoke with TR38 regarding her proposed trip to an Aptos destination. TR38 declined to set up future route training (2 hours).
- March 6- TR29 meets ASC at the Hearts and Hands facility to discuss future route training, (1 ½ hours). ASC round trip travel time was 1 ¼ hours.
- March 6 - The ASC spoke with TR39 regarding route planning to a new destination. TR39 requested work on that destination in the future (2 hours).
- March 10- TR29 completes route training between the Hearts and Hands facility and Santa Cruz Metro Center, a bank and King's Plaza in Capitola. Routes 71, 68 and 66 are utilized. (7 ½ hours). ASC travel time between Santa Cruz Metro TR29's residence was 1 ½ hours. By March 12- ASC completes TR29 written summary and updates file (2 hours).
- March 20 - The ASC spoke; exchanged emails with TR4 to confirm results of route training last June. TR4 was traveling successfully between destinations. TR4 requested trip planning assistance to an Aptos destination. File closed (5 hours).
- March 24 – TR7 sets up and cancels route training scheduled for March 5, March 12 and March 24 (3 ¼ hours).
- March 26 - The ASC contacts counselor working with TR30. TR30 continues to ride the bus successfully. File closed (3 hours).
- Total time for Mobility Training and related activities noted above was approximately 29 hours.
- Tracking of scheduled appointments vs. cancelled: Appointment scheduled on March 5, March 6 and March 20. Appointments cancelled on March 5, March 11 and March 24.

Community outreach to promote METRO bus use and accessibility

- None.

Attachment C

Board Meeting of May 8, 2015

- Throughout March, the ASC communicated with approximately 24 individuals in person and/or over the phone. Most contacts regarded outreach, and meeting and training follow up.

Staff training and policy review regarding accessibility

- March 18- The ASC helped coordinate with Training Coordinator Mr. Bauer and Supervisor Ms. Toline securement testing for six new fixed route Operators. The ASC and one community member participated in the testing with two METRO buses at the Santa Cruz Metro Center (3 hours).

Provides METRO representation on outside Committees and Commissions.

- March 12- The Santa Cruz County Commission on Disabilities met at the RTC offices in Santa Cruz. The ASC handed out METRO “Notice of Public Hearings to Consider Proposals for Fare Restructure & Changes to Paratransit” brochures listing proposals the METRO Board would consider at two public hearings on April 10. The ASC encouraged those present to attend the public hearings and/or send METRO their comments. Commissioner Ms. de Leon asked for and received remaining brochures. She indicated she would distribute them at Independence Square (2 hours). There were seven Commissioners present, including Chair Ms. Saldana as well as Coordinator Ms. Thuerwachter and four guests. ASC travel time between Metro Center and the RTC offices was ½ hour.
- March 17- The Santa Cruz County Seniors Commission met at the Greater Santa Cruz Community Foundation offices in Aptos. The ASC distributed the METRO “Notice of Public Hearings to Consider Proposals for Fare Restructure & Changes to Paratransit” brochure and reviewed METRO’s extensive outreach. After discussion Commissioners approved a letter to be sent to the S.C. County Board of Supervisors and copied to METRO with three recommendations. The recommendations addressed consideration of providing free bus rides for low income seniors and persons with disabilities; restoration of bus service between Santa Cruz Metro Center and Capitola Mall picking up passengers at La Posada; and reinstatement of bus ride transfers. There were seven Commissioners, including Chair Ms. McKibbin present. Also attending were Commission staff Ms. Thuerwachter, five guests (2 hours). ASC travel time between Santa Cruz Metro and the Community Foundation in Aptos was 1 ¾ hours.



DATE: May 8, 2015
TO: Board of Directors
FROM: Carolyn Derwing, Schedule Analyst/Acting Planner
**SUBJECT: ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP
REPORTS FOR THE MONTH OF FEBRUARY 2015**

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains Ridership Summaries and Ridership Statistics for Santa Cruz Metropolitan Transit District's (METRO) fixed route bus service for the month of February 2015.
- System-wide ridership was up 5.4% in February 2015 compared to the same month in 2014.
- Year-to-date ridership totals for local fixed route service are up by 3.9% as compared to 2014.
- Year-to-date ridership totals for the Highway 17 Express are up 4.3% as compared to 2014.
- Year-to-date ridership totals for UCSC are up by 7.7% as compared to 2014.

III. DISCUSSION/BACKGROUND

Ridership reports are prepared monthly in order to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends. The attached Ridership Summaries and Ridership by Route report reflect ridership statistics for METRO's fixed route bus service for the month of February 2015.

Attachment "A" shows system-wide ridership statistics for February 2015 and compares them to February 2014. System-wide, February 2015 ridership was up 5.4% as compared to the same month in 2014. Local fixed route service was up 5.3% as compared to February 2014. Highway 17 Express service saw an increase of 8.1% in February 2015 as compared to February 2014. This is the fifth month in a row with ridership increases from the previous year. Most of these increases are reflected in Hwy 17 and UCSC ridership with the rest of the ridership remaining much more constant.

This report also compares year-to-date totals for FY15 as compared to FY14. By the end of February, overall ridership for FY15 is up 3.9% compared to the same time period in FY14. Local fixed route is up by 3.9% for FY15 and Highway 17 is up 4.3% for FY15.

Attachment "B" shows UCSC ridership statistics for the month of February 2015 and compares them to the same month in 2014. UCSC experienced an increase in ridership of 6.0% for the month of February. UCSC averages for school term days, weekdays and weekends were all up for the fourth straight month. This is the fifth month in a row with UCSC ridership increases from the previous year.

This report also compares UCSC year-to-date totals for FY15 as compared to FY14. By the end of February 2015, UCSC ridership was up 7.7% as compared to February 2014.

Attachment "C" shows weekday, Saturday and Sunday, ridership by route for the month of February 2015. Overall, monthly ridership was up 5.4% in February 2015 as compared to the same month in the previous year. The routes with the highest ridership for the month of February were the Route 16, the Route 71 and the Route 15. In February, the top three routes accounted for approximately 41% of all ridership.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY15 revenue. While year to date system-wide ridership is up, net passenger fare revenues are down when compared to budget. The adopted FY15 passenger fares budget was based on the FY14 passenger fares budget, plus a 3% increase, because actual year to date revenues were not yet available.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A:	Monthly Ridership Summary for February 2015
Attachment B:	Monthly UCSC Ridership Summary for February 2015
Attachment C:	Monthly Ridership by Route Report for February 2015

Prepared By: Carolyn Derwing, Schedule Analyst/Acting Planner

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Monthly Ridership Summary

FEBRUARY 02, 2015 - FEBRUARY 28, 2015

Calendar Operating Days

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

Bikes and Mobility Devices

	This Year	Last Year*
Bikes	17,616	16,157
Mobility Dev.	1,987	1,932

Monthly System Totals

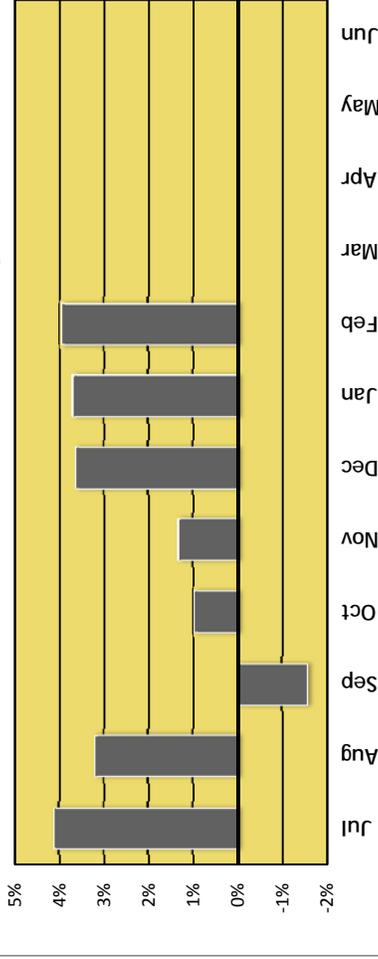
	Monthly Totals		
	This Year	Last Year*	% Change
Local Fixed Route	503,029	477,856	5.3%
AMTRAK/Highway 17 Express	31,102	28,784	8.1%
System Total	534,131	506,640	5.4%

System Daily Averages

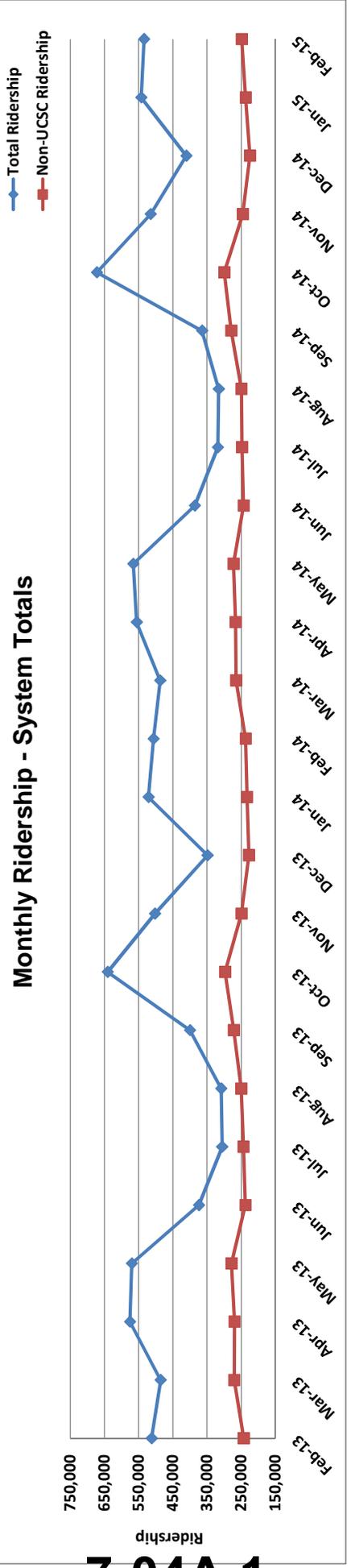
	Weekdays			Saturday			Sunday		
	This Year	Last Year*	% Change	This Year	Last Year*	% Change	This Year	Last Year*	% Change
Local Fixed Route	21,117	20,259	4.2%	11,309	10,210	10.8%	8,863	7,958	11.4%
AMTRAK/Highway 17 Express	1,239	1,164	6.5%	802	710	13.0%	779	668	16.5%
System Total	22,356	21,423	4.4%	12,111	10,919	10.9%	9,642	8,626	11.8%

Attachment A

Total Ridership YTD % Change



Monthly Ridership - System Totals



7-04A.1

*previous year statistics have been updated since last year's ridership report was produced

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Ridership by Route

Attachment C

FEBRUARY 02, 2015 - FEBRUARY 28, 2015

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	30,258	1,513	2,301	575	2,009	502	34,568
15	UCSC via Laurel West	49,200	2,460					49,200
16	UCSC via Laurel East	88,699	4,435	11,982	2,996	8,349	2,087	109,030
19	UCSC via Lower Bay	33,976	1,699	6,790	1,698	5,117	1,279	45,883
3	Mission/Beach	3,013	151	238	60	185	46	3,436
4/4W	Harvey West/Emeline	3,295	165	186	47	154	39	3,635
6	Broadway/Frederick	504	25					504
8	Emeline	101	5					101
12A	UCSC East Side District	1,144	60					1,144
20	UCSC via West Side	18,690	935	3,997	999	3,186	797	25,873
20D	UCSC via West Side Supp.	16,168	851					16,168
30	Graham Hill/Scotts Valley	671	34					671
33	Lompico SLV/Felton Faire	318	18					318
34	South Felton	59	3					59
35/35A	Santa Cruz/Scotts Valley/SLV	28,096	1,405	3,247	812	2,704	676	34,047
40	Davenport/North Coast	1,538	77	38	10	44	11	1,620
41	Bonny Doon	1,403	70	46	12	43	11	1,492
42	Davenport/Bonny Doon	211	11	28	7	53	13	292
54	Capitola/Aptos/La Selva Beach	163	8	76	19	47	12	286
55	Rio Del Mar	3,414	171					3,414
56	La Selva Beach	449	22					449
66/66N	Live Oak via 17th	11,238	562	1,691	423	1,407	352	14,336
68	Like Oak via Broadway/Portola	7,926	396	1,258	315	886	222	10,070
69A	Capitola Road/Watsonville	16,341	817	2,638	660	2,160	540	21,139
69W	Cap. Road/Cabrillo/Watsonville	21,567	1,078	3,046	762	2,417	604	27,030
71	Santa Cruz to Watsonville	50,591	2,530	6,381	1,595	5,617	1,404	62,589
72	Corralitos	2,856	143					2,856
74	Ohlone Parkway/Rolling Hills	2,022	101	196	49	140	35	2,358
75	Green Valley Road	4,592	230	916	229	768	192	6,276
77	Civic Plaza / Pajaro	903	45					903
79	East Lake	2,013	101	182	46	165	41	2,360
91x	Santa Cruz/Watsonville Express	20,922	1,046					20,922
Hwy 17	AMTRAK/Hwy 17 Express	24,781	1,239	3,206	802	3,115	779	31,102
Monthly Total		447,122	22,356	48,443	12,111	38,566	9,642	534,131
Previous Year*		428,458	21,423	43,677	10,919	34,505	8,626	506,640
% Change		4.4%	4.4%	10.9%	10.9%	11.8%	11.8%	5.4%

*Previous year statistics have been updated since last year's ridership report was produced

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DATE: May 8, 2015

TO: Board of Directors

FROM: Andrew Kreck, Project Manager

SUBJECT: CONSIDERATION OF METROBASE MONTHLY CHANGE REPORT

I. RECOMMENDED ACTION

Accept and file the MetroBase Monthly Change Report.

II. DISCUSSION/BACKGROUND

The Santa Cruz Metropolitan Transit District (METRO) has a contract with Lewis C. Nelson and Sons, Inc. for the construction of the Judy K. Souza Operations Building.

Per the Board's request, the Project Manager is to provide a monthly summary of change orders. Since the report to the Board on March 27, 2015, the following two (2) Change Orders have been executed.

Change Order Number	Description	Increase in Contract Time (Days)	Increase in Contract Amount
7 Supplemental 1	Pile cutoffs	16	\$0
36	Dwarf Wall and 6-Inch Sill Curb	-0-	\$6,712
Totals		16	\$6,712

III. FINANCIAL CONSIDERATIONS/IMPACT

See attached.

IV. ATTACHMENTS

Attachment A: Executed Change Orders table

Prepared by: Andrew Kreck, Project Manager, Hill International

V. APPROVALS:

Andrew Kreck, Project Manager



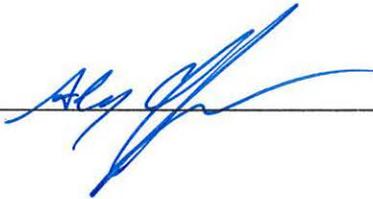
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

Executed Change Orders

Contract No. 12-23

Original Contract Amount: \$13,572,000.00
Original Contract Time (Days): 668

Revised Contract Amount: \$14,137,943.68
Revised Contract Time (Days): 779

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
001	5/16/13	Site improvements at 135 Dubois	\$ 200,586.00	-0-	Board/Les White
002	6/4/13	Extend completion date by 49 days	\$ -	49	Board/Les White
003	6/4/13	Additional site improvements at 135 Dubois	\$ 36,369.00	-0-	Les White
004	6/4/13	Demolish concrete sound wall; Provide Pile Driving Notification	\$ 17,297.00	-0-	Les White
005	6/4/13	Demolish CPU planter wall, trees, shrubs, and chain link fencing	\$ 8,905.00	-0-	Les White
006	7/25/13	Expose tops of overdriven piles	\$ 2,324.00	-0-	Les White
007	8/7/13	Cut off prestressed concrete piles 54 ft. long or less	\$ 50,000.00	-0-	Les White
007 S1	4/21/15	Cut off prestressed concrete piles 54 ft. long or less	\$ -	16	Board/Alex Clifford
008	9/26/13	Cut off prestressed concrete piles longer than 54 ft. to achieve correct elevation	\$ 26,000.00	-0-	Les White
009	9/26/13	Provide labor, equipment, and materials to modify pile caps	\$ 18,994.00	-0-	Les White
010	9/15/14	Fire Service Backflow Preventor (FD #17)	\$ 10,621.00	-0-	Alex Clifford
011	2/25/14	Weather & Misc. Delay	\$ -	13	Board/Alex Clifford
012	11/20/14	Differing site condition encountered during parking lot demolition.	\$ 49,777.00	-0-	Alex Clifford
013	11/20/14	Modification of parking deck storm drain piping at grid lines E/1 on ground floor	\$ 1,920.00	-0-	Alex Clifford
014	3/17/15	Add battery backups/delete over head coils	\$ -	-0-	Alex Clifford
015	12/8/14	Partnering sessions (METRO's one half share of cost)	\$ 10,000.00	-0-	Alex Clifford
016	1/6/15	Furnishing and installing of epoxy-coated rebar dowels	\$ 3,798.68	-0-	Alex Clifford
017	1/14/15	Additional vehicular PCC pavement	\$ 15,182.00	-0-	Alex Clifford
031	3/17/15	Pile Redesign	\$ 62,942.00	12	Board/Alex Clifford
032	3/17/15	Pile Cap Redesign	\$ 31,717.00	21	Board/Alex Clifford
033	3/17/15	Additional Sitework	\$ 12,799.00	-0-	Alex Clifford
036	4/8/15	Dwarf Wall & 6 Inch Sill Curb	\$ 6,712.00	-0-	Alex Clifford

Totals: \$565,943.68 111

7-05A.1

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DATE: May 8, 2015

TO: Board of Directors

FROM: Leslyn Syren, District Counsel

SUBJECT: CONSIDERATION OF ADOPTING A RESOLUTION RELEASING AND RELINQUISHING METRO'S POTENTIAL INTEREST OR OWNERSHIP IN THE PROPERTY LOCATED AT 102 CRESPI COURT

I. RECOMMENDED ACTION

Approve METRO's adoption of the attached Resolution which releases METRO's potential interest in the property located at 102 Crespi Court.

- A property owner has requested that METRO formally release any interest or ownership in his property. City of Santa Cruz records show an easement for a bus stop that was never constructed or utilized by METRO.
- This easement was not recorded. It is not anticipated that the property will ever be used as a bus stop.
- Staff recommends that the Board of Directors adopt a Resolution releasing METRO's interest in the subject property.

II. DISCUSSION/BACKGROUND

John Koster owns the property located at 102 Crespi Court, Santa Cruz, California. The address has two parcels, APN: 002-112-57 and APN: 002-112-58. It was believed that the property originally had an easement that was intended for a bus stop, however, the bus stop was never constructed. In 1998, a permit was issued to construct a fence on the property and METRO approved the project. The property owner has requested a Quitclaim Deed from METRO, relinquishing METRO's right to title or easement on the property.

METRO's Senior Transportation Planner, Erich Friedrich investigated this issue with regard to possible additional stops in the Swift Street/Grandview Street area and did not find that METRO has a need for retaining easement on the property for a future bus stop. As a consequence, METRO's interest is surplus and it is in the best interest of METRO to release this interest and end its liability, if any, for this property.

Also, after further investigation regarding the easement by METRO staff and City staff, it was determined that METRO did not obtain a recorded easement deed on the property, and therefore, no actual Quitclaim Deed is necessary for METRO to release its interest in the property.

Staff recommends adopting the attached Resolution to relinquish any property interest or ownership METRO may have in APN:002-112-57 and APN:002-12-58.

III. FINANCIAL CONSIDERATIONS/IMPACT

None.

IV. ALTERNATIVES CONSIDERED

- Do not adopt the Resolution. This is not recommended as the owner of the property needs clear title and it is in METRO's best interest to release any and all interest in the property for liability reasons.

V. ATTACHMENTS

Attachment A: A Resolution releasing and relinquishing any potential interest in the property located at 102 Crespi Court, Santa Cruz, CA.

Prepared By: Rebecca J. Daniel, Paralegal

VI. APPROVALS:

Leslyn K. Syren, District Counsel



Alex Clifford, CEO



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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: _____

RELEASE AND RELINQUISH ANY POTENTIAL INTEREST OR OWNERSHIP IN THE PROPERTY LOCATED AT 102 CRESPI COURT, SANTA CRUZ, CALIFORNIA

WHEREAS, John Koster, the property owner for the property located at 102 Crespi Court in Santa Cruz, California (APN: 002-112-57 and APN: 002-112-58) has requested that Santa Cruz METRO release any interest in his property that previously had an easement for a bus stop that was never constructed.;

WHEREAS, Santa Cruz METRO has determined that it has no need for retaining an easement on the said property as METRO has no plans to place a future bus stop at that location;

WHEREAS, further investigation by Santa Cruz METRO staff and City staff determined that METRO never obtained a recorded easement on the property, and therefore, no actual Quitclaim Deed is necessary for METRO to release its interest in the property;

WHEREAS, it is in the best interest of Santa Cruz METRO to release any potential interest in the property for liability reasons;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby releases and relinquishes any potential interest or ownership in the property located at 102 Crespi Court, Santa Cruz, California; APN: 002-112-57 and APN: 002-112-58.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on May 8, 2015 by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

DENE BUSTICHI
Board Chair

7-06A.1

Attachment A

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel



DATE: May 8, 2015
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel
SUBJECT: **ADOPTION OF CHAPTER 2 TO TITLE III OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE ESTABLISHING NOTICE REQUIREMENTS AND PROCEDURES FOR PUBLIC HEARING AND PUBLIC COMMENTS**

I. RECOMMENDED ACTION

Adopt Chapter 2 to Title III of the Santa Cruz METRO Administrative Code.

II. SUMMARY

- Santa Cruz METRO is required to have a policy regarding the setting, holding and receipt of public comments during a public hearing.
- Santa Cruz METRO has created an Administrative Code to codify certain actions taken by the Board of Directors. This action will place the Board's policy regarding public hearings in the Administrative Code, providing greater access by the public to the Board's policies.

III. DISCUSSION/BACKGROUND

In 1996, the Board adopted a regulation regarding its process for holding public hearings. In 2008, the regulation was amended to provide that all notices of public hearing were to be noticed in both English and Spanish.

The proposed revisions to the policy provide greater clarity to staff regarding when a public hearing needs to be held, details regarding the method of posting/publishing the public hearing, and a process for capturing and reporting public comments received prior to the public hearing.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The required funding for public hearing notices is included in the FY15 current fiscal year's Administration Operating budget within the Classified/Legal Ads (503221) account. Each budget year this is a funded expense within this account.

V. ALTERNATIVES CONSIDERED

- Do nothing is an alternative, but staff does not recommend this action as the prior policy was outdated.

ATTACHMENTS

Attachment A: Proposed Chapter 2 to Title III of the Santa Cruz METRO Administrative Code.

Prepared By: Rickie-Ann Kegley, Paralegal
Leslyn K. Syren, District Counsel

VI. APPROVALS:

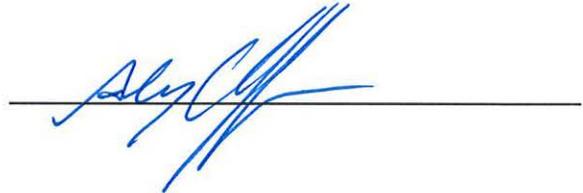
Approved as to form and content:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ADMINISTRATIVE CODE

TITLE III – FARES AND ROUTES

CHAPTER 2

NOTICE REQUIREMENTS AND PROCEDURES FOR PUBLIC HEARINGS AND PUBLIC COMMENTS ON ORDINANCES AND RESOLUTIONS

BY THE BOARD OF DIRECTORS

(This chapter replaces AR-1012)

Table of Contents

Article I	Policy
Article II	Applicability
Article III	Procedures
Article IV	Public Comments
Article V	Public Hearing Rules of Conduct

Appendices

Article I

Policy

All public hearings before the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) shall be conducted in accordance with this regulation.

Article II

Applicability

§3.2.201 This policy shall apply to all Santa Cruz METRO employees.

Attachment A

- §3.2.202** A public hearing will be held before the Santa Cruz METRO Board of Directors before they take action on any of the following items:
- A. A change in 25% or more to the Service of any route. For purposes of this section “Service” shall mean the mileage, hours of service, or span of service;
 - B. A change in Santa Cruz METRO fares;
 - C. Modification of the Paratransit Service ;
 - D. Adoption of any action taken relating to the adoption of any plan, environmental document, property acquisition, resolution, eminent domain resolution or other action relating to a project or property where such public hearing is required by state, federal or local law;
 - E. Adoption of the Annual Budget;
 - F. Adoption of an Ordinance; and
 - G. When required by Federal, State, local law or Santa Cruz METRO Admin Code.

§3.2.203 The Board of Directors shall set a public hearing by adoption of a Resolution establishing the date, time for, and place for the public hearing in advance of publishing the notice of hearing pursuant to this Chapter.

Article III

Procedures

§3.2.301 Notice of a public hearing shall be published in newspaper(s) of general circulation throughout the County of Santa Cruz, **or** posted in at least three separate public places by Santa Cruz METRO upon written request from the CEO/GM when authorized by the Board of Directors. The public hearing notices shall be published in English and Spanish. Hearings shall be set as provided in the Resolution adopted by the Board so that the hearing may be held at a regular meeting of the Board, as designated on the yearly Board Meeting calendar, unless an alternative meeting date or location is specifically authorized by the Resolution setting the hearing.

§3.2.302 CEO/GM shall investigate all applicable requirements for posting of public hearing notices and shall take those actions necessary to ensure that all

Attachment A

public hearings are properly noticed sufficiently in advance of the date of consideration by the Board of Directors.

- §3.2.303** Determination on whether the hearing shall be noticed in one or more newspapers shall be determined by the CEO/GM based on the nature of the issue on which the hearing is being held and any specific hearing notice requirements. Otherwise, hearings shall be sufficiently noticed by posting in at least three separate public places
- §3.2.304** CEO/GM shall direct the preparation of and provide to the selected newspaper the Hearing Notice, both in English and Spanish, using the “*Public Hearing Template Form*” and submit it with the completed “*Public Hearing Request Form* at least 5 business days prior to publication date, which provides sufficient time for translation and submittal to publication. Both forms are available in the Public Forms folder at **F:\Public Forms\Admin**, and are attached to this regulation.
- §3.2.305** Unless otherwise provided by law, all notices of public hearing shall be: (a) advertised in a newspaper of general circulation, or (b) posted in at least three public places at least 15 days prior to the hearing.
- §3.2.306** No ordinance, resolution or motion shall have any validity or effect unless passed by the affirmative votes of a majority of the Directors (*PUC §98133*).

Article IV

Public Comments

- §3.2.401** Upon the adoption of a Board Resolution setting a public hearing, staff shall begin to solicit public comments related to the topic of the public hearing. The CEO/General Manager shall establish an email address and/or website drop box for the receipt of electronic written comments. In addition, written comments may be submitted to the CEO/General Manager. All such written comments shall be provided to the Board of Directors at the time of the hearing.
- §3.2.402** If public workshops are held by staff regarding the topic of the public hearing, oral comments shall be compiled and provided to the Board of Directors at the time of the public hearing.
- §3.2.403** Public comments and written comments received at the time of the hearing shall be considered by the Board of Directors at the time made and included

Attachment A

in the minutes of the hearing, in addition to comments made by Board members in consideration of the item before them.

Article V

Public Hearing Rules of Conduct

§3.2.501 The following rules of conduct shall be observed: during all public hearings:

- Each person addressing the Board may, but is not required to, give his or her name and address in an audible tone of voice for the record.
- Requests to address the Board may be submitted on cards at the time of the hearing and provided to the Board Chair for purposes of calling upon members of the public to address the Board. Staff shall assist in distributing these cards and provide assistance when necessary in the completion of such cards. Nothing in this section is intended to limit public participation during such hearings and comments may be made without the execution of such a card.
- The Chair of the Board of Directors may, depending on the circumstances, limit the total amount of time allocated for public testimony on particular issues and/or for each individual speaker. However, any restrictions placed on public testimony shall be reasonable and not an effort to suppress expression merely because of the content of the speaker's view.
- All remarks shall be addressed to the Board of Directors as a body and not to any member thereof. No person, other than the Chair and the person having the floor shall be permitted to enter into any discussion either directly or through a member of the Board without permission of the Chair. No question shall be asked of a Board Member except through the Chair. Additionally, any person may submit written materials to the Board of Directors for its consideration.

§3.2.502 If any public hearing requirement contained in this regulation conflicts with applicable federal, state or local laws or Santa Cruz METRO's Bylaws, the applicable law and/or the Bylaws shall control.

§3.2.503 All of METRO's subrecipients must comply with this policy and adopt procedures consistent with this policy.

Attachment A

§3.2.504 Ordinances

No ordinance may be adopted by the Board of Directors until a public hearing has been held on the ordinance which hearing shall be noticed pursuant to this Chapter. The Board of Directors shall not adopt an ordinance on the day of its introduction.

Appendix A Public Hearing Request Form

Appendix B Public Hearing Notice Template

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Appendix A

Public Hearing Notice Request Form

(Page 1 of 2)

Date Stamp:

TO: CEO/General Manager

FROM: _____

ISSUE TO BE PRESENTED AT HEARING / BOARD REPORT TITLE:

1. The Public Hearing will take place on: _____, at the _____

2. Are there any specific hearing Notice Requirements? **Yes** **No**

If yes, please identify specific hearing notice requirements:

3. Is this Hearing regarding an Ordinance? **(check one box)**

Yes. The Hearing Notice must be posted in a newspaper of general circulation (*see #4 below*), **OR** posted in at least three (3) public places (*see #5 below*).

No.

4. HEARING NOTICE REQUESTED:

* Final Ad/Hearing Notice (*English version*) to be submitted to the Administrative Office **at least 5 business days prior to publication date**. (This provides sufficient time for translation and submittal to publication).

* Please only complete the first 2 columns. The Administrative Office will complete the remainder of the chart.

Publication	Issue Date: 15 calendar days prior to BOD mtg.	Ad Size	Contact	Cost per Ad	Total Cost
SC Sentinel					
Reg-Pajaronian					
La Ganga					

Appendix A

Public Hearing Request Form

(Page 2 of 2)

5. Do you want the Hearing Notice posted in any public places? **Yes** **No**

If yes, please identify them:

1. Santa Cruz Metro Center Date to be posted: _____
2. Watsonville Transit Center Date to be posted: _____
3. Scotts Valley Transit Center Date to be posted: _____

Manager's Signature: _____ **Date:** _____

Print Name and Title: _____

cc: Legal Department, Admin. Department

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DATE: May 8, 2015
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: CONSIDERATION OF ADOPTION OF A RESOLUTION DECLARING A FISCAL EMERGENCY PURSUANT TO CEQA

I. RECOMMENDED ACTION

That the Board of Directors approve a Resolution establishing a fiscal emergency.

II. SUMMARY

- The Board has been and will be considering service reductions in an effort to control a structural deficit in its FY16 & FY17 budgets.
- Normally, a reduction in transit service requires an evaluation of the potential environmental impacts of such service reductions. However, the California Environmental Quality Act (CEQA) provides a statutory exemption for the reduction or elimination of existing transit service as a result of a declared fiscal emergency caused by failure of agency revenues to sufficiently fund programs and facilities.
- Pursuant to California Public Resources Code §21080.32(2) “fiscal emergency,” when applied to a publicly owned transit agency, means that the agency is projected to have negative working capital within one year from the date that the agency makes the finding.
- A declaration of fiscal emergency does not by itself implement service changes or reductions, but is made solely for purposes of applying a CEQA exemption to such service changes or reduction if and when approved by the Board of Directors.
- The Board of Directors held a public hearing on April 10, 2015, after several months of discussion and public outreach with regard to the agency’s presentations regarding a structural deficit it will face in its FY16 & FY17 budgets. Public comments have been sought during these forums, and staff and the Board of Director’s have provided responses and feedback to suggestions made by the public at these meetings.
- In order to comply with this exemption, Santa Cruz METRO must make a specific finding that there is a fiscal emergency.

III. DISCUSSION/BACKGROUND

The Board will be asked in the coming months to consider several proposals by staff to reduce or in some cases, eliminate service, currently provided by Santa Cruz METRO. In order to prepare the Board and the public of these potentially necessary actions, Santa Cruz METRO has presented to the Board and the community, several workshops regarding the structural deficit faced by the agency. The structural deficit, as defined by these presentations, is when recurring expenses exceed recurring revenue. A public hearing was held on April 10, 2015 at 9:00am in the Santa Cruz City Council Chambers, and then at 6:30pm at the Watsonville City Council Chambers. In addition to the ongoing discussions regarding the structural deficit, the public hearing focused on several proposals to increase fares for the Highway 17 commuter service and realignment of ParaCruz services and fees.¹

The service reductions that may be proposed in the coming months are the direct result of Santa Cruz METRO's financial situation. The structural deficit will be eliminated over the course of the next few years through multiple options ranging from potential new revenue, service cuts, operating efficiencies, fare increases and sales tax initiatives.

A reduction in transit service normally requires an evaluation of the potential environmental impacts of such reductions; however, CEQA provides a statutory exemption for the reduction or elimination of existing transit service as result of a declared fiscal emergency. As a result, adopting the resolution following these public hearings and discussions is necessary to effectuate the exemption; it does not implement any service changes or reductions. Those will only be implemented by a separate action of the Board.

Attached to this staff report is a Resolution of Declaration of Fiscal Emergency to be used in the event of future service reduction. As Exhibit 1 to the Resolution is the financial analysis to support Santa Cruz METRO's cash position. These projections result in a negative working capital figure to support the finding of fiscal emergency.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The finding of fiscal emergency is necessary in order to timely implement future services changes. Without service changes, it is anticipated that the projected

¹ Both of these services are not subject to CEQA review, but had been discussed in the setting of the public hearing regarding both the structural deficit and related cuts to these services.

budget deficit for FY16 & FY17 will not enable the agency to meet its operating expenses by mid FY17.

V. ALTERNATIVES CONSIDERED

- Do nothing and require that all future service reductions have a CEQA analysis completed prior to implementation. Staff does not recommend this option as it may significantly delay the implementation of future services changes.

VI. ATTACHMENTS

Attachment A: Resolution of Declaration of Fiscal Emergency;
Exhibit 1: CEQA - Fiscal Emergency Analysis

Prepared By: Debbie Kinslow, Assistant Finance Manager
Leslyn K. Syren, District Counsel

VII. APPROVALS:

Angela Aitken, Finance Manager



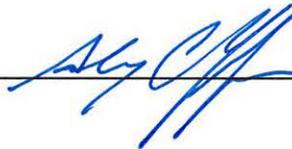
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted: _____

DECLARATION OF FISCAL EMERGENCY FOR THE FY16 & FY17 BUDGETS

WHEREAS, Santa Cruz METRO's Board of Directors is considering service reductions in an effort to control a structural deficit in its FY16 & FY17 budgets;

WHEREAS, the California Environmental Quality Act (CEQA) provides a statutory exemption for the reduction or elimination of existing transit services as a result of a declared fiscal emergency caused by failure of agency revenues to sufficiently fund programs and facilities;

WHEREAS, in order to claim this exemption, Santa Cruz METRO must make a specific finding that there is a fiscal emergency;

WHEREAS, pursuant to California Public Resources Code §21080.32(2) "fiscal emergency," when applied to a publicly owned transit agency, means that the agency is projected to have a negative working capital within one year from the date that the agency makes the finding;

WHEREAS, the Board of Directors held a public hearing on April 10, 2015, after several months of discussion and public outreach with regard to Santa Cruz METRO's presentations regarding a structural deficit it will face in its FY16 & FY17 budgets;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that Santa Cruz METRO hereby declares a fiscal emergency for its FY16 & FY17 budgets. The finding of fiscal emergency is necessary in order to timely implement future service changes. Without service changes, it is anticipated that the projected budget deficit for FY16 & FY17 will not enable Santa Cruz METRO to meet its operating expenses which include employee wages and fringe benefits.

Attachment A

Resolution No. _____

BE IT FURTHER RESOLVED that any future service changes necessary to balance the budget for FY16 & FY17 is exempt from the mandates of CEQA.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on May 8, 2015, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

DENE BUSTICHI
Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

Exhibit 1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT DETERMINATION OF FISCAL EMERGENCY

At June 30, 2014:

Cash and cash equivalents	\$ 20,728,169
Sales tax and other receivables	\$ 6,695,540
Subtotal	\$ 27,423,709
Accounts Payable and accrued liabilities	\$ (1,804,808)
Accrued payroll and employee benefits	\$ (3,796,393)
Other accrued liabilities	\$ (451,732)
Security deposits	\$ (16,584)
Subtotal	\$ (6,069,517)
Subtotal Working Capital	\$ 21,354,192
Less restricted reserves:	
Cash flow reserve	\$ (2,511,102)
Operating - Workers Compensation Reserve	\$ (2,091,581)
Operating - Liability Insurance Reserve	(700,757)
Operating - Carryover from Previous Years	\$ -
Net Assets Required to offset FY15, FY16 and FY17 deficits	\$ (15,295,521)
Capital Reserves committed to Capital projects in FY15 and FY16	\$ (2,008,741)
Funds available at June 30, 2014	\$ (1,253,510)
Estimated retirement from reserves at June 30, 2014	\$ -
Estimated unrestricted cash position at June 30, 2014	\$ (1,253,510)
Estimated revenue shortfall in FY16	\$ -
Estimated unrestricted cash position at June 30, 2015	\$ (1,253,510)

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DATE: May 8, 2015

TO: Board of Directors

FROM: Alex Clifford, CEO/General Manager

SUBJECT: AUTHORIZATION TO PROCEED WITH A REQUEST FOR PROPOSALS TO SECURE A PROFESSIONAL SERVICES CONTRACT TO DEVELOP A SYSTEMWIDE BUS SERVICE RESTRUCTURING PLAN

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to proceed with the development of a Request for Proposals (RFP) to secure a professional services contractor to provide the agency assistance in the development of a systemwide service restructuring plan.

II. SUMMARY

- The CEO proposes that the Board authorize the issuance of an RFP for a systemwide service restructuring professional services contract.
- Santa Cruz Metropolitan Transit District (METRO) last implemented a systemwide restructuring about 15 years ago.
- METRO is challenged by a fiscal structural deficit in FY17, estimated to require over \$5 million in one-time money (reserves) in order to achieve a balanced budget.
- The current estimate of reserves indicates that there will not be sufficient reserves to balance the budget in FY17.
- METRO's structural deficit is further compounded by the continued use of all State Transit Assistance (STA) and the federal Small Transit Intensive Cities (STIC) capital eligible funds in the operating budget, amounting to over \$4M a year.
- METRO has identified an estimated state-of-good-repair need of over \$200 million within the next ten years.
- In order to mitigate such significant financial challenges, METRO will need to consider significantly reducing revenue service hours.
- Due to the 15 year lapse in a periodic systemwide review, METRO also needs to review all routes for current use and productivity.
- \$100,000 will be budgeted in FY16 for this professional services contract.

III. DISCUSSION/BACKGROUND

The Board has been reviewing the organization's structural deficit since August 2014. The CEO has proposed that the interpretation of the structural deficit is not limited to the use of one-time money (reserves) to balance the operating budget, but also includes the use of all capital eligible STA and STIC funds in the operating budget since 2011. Achieving a state-of-good-repair will require the commitment of every capital eligible dollar possible, and then some. However, regardless of the inclusion of STA and STIC in the structural deficit interpretation, the immediate need is to resolve the use of reserves in operations. The current FY17 budget proposes a need for over \$5 million in reserves to balance the budget. The current projection is that there will not be sufficient reserves to do so. Absent a large commitment from State and Federal funding sources, METRO will need to consider significantly reducing service hours to achieving a balanced budget without the use of reserves and capital eligible dollars.

There is an immediate need to engage the services of a systemwide restructuring expert to assist METRO in evaluating current bus services and to provide the Board with a tiered set of recommended service reductions that will assist in resolving the structural deficit. Additionally, METRO has not implemented a systemwide restructuring in about 15 years. Over that period of time it is possible that there have been shifts in land use and travel patterns that may have impacted boarding and destination hubs throughout the county. A systemwide restructuring will provide recommendations for the Board to consider relative to adjustments in existing service that will address these potential shifts in boarding and destination hubs.

Over the course of 15 years, many modifications were made to the bus routes in the system. Over time and in the absence of a periodic systemwide review, the system can get out of balance as a result of these changes. Finally, a systemwide restructuring can also be used as a tool to comprehensively review runtime and layover time across the system, and to make adjustments related to changed land use and customer travel patterns.

The CEO proposes a process that will start as soon as possible and conclude no later than April 2016, prior to the June bid and in time for inclusion in the FY17 budget. The process, as currently envisioned, would include:

- Several public meetings throughout the process and across the county to receive input and feedback from the public on such concepts as modifications to current routes, service productivity, unmet needs and service reductions.
- Meetings with bus operators, supervisors and scheduling and planning staff to receive feedback on runtime, layover and other system concerns.
- Regular reports to the full Board in open session.

- A Board Ad Hoc Committee or Subcommittee that will meet regularly to assist in guiding the professional services contractor and staff through the process. The Board might also consider adding one or more ex-officio members to the committee such as someone from the METRO Advisory Committee.
- A METRO staff technical committee that will meet more frequently with the contractor.
- Public hearing(s)

IV. FINANCIAL CONSIDERATIONS/IMPACT

\$100,000 for this professional services contract is currently budgeted in the FY16 proposed budget. The FY16/17 budget will be presented to the Board on May 22, 2015 for adoption at the June 26, 2015 meeting. While the RFP process will be expedited, it is unlikely there will be an award and significant expenditures in the current fiscal year. If invoices are received in the current fiscal year, staff proposes to pay those invoices with FY15 favorable budget variance.

V. ALTERNATIVES CONSIDERED

- The Board could decline to solicit proposals via an RFP and instead ask METRO staff to perform the systemwide restructuring function. The CEO does not recommend this because this project will require a significant number of hours. Once the contractor is on board, METRO staff will be required to actively participate in guiding and assisting the process, which will consume considerable staff hours, while concurrently maintaining normal workloads.
- The Board could decline to consider a systemwide restructuring at this time. The CEO does not recommend this action since there is an impending fiscal crisis and no other operational resources have been identified at this time. The structural deficit is of such magnitude that the CEO believes service reductions are likely and inevitable.

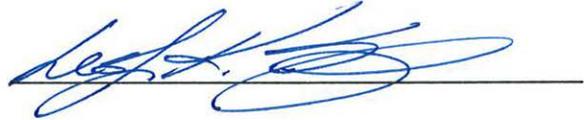
VI. ATTACHMENTS

None

Prepared By: Alex Clifford, CEO/General Manager
Tom Hiltner, Acting Planning and Development Manager
Erich Friedrich, Senior Transit Planner

VII. APPROVALS:

Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





DATE: May 8, 2015
TO: Board of Directors
FROM: Andrew Kreck, Project Manager
**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE
CONTRACT CHANGE ORDER(S) WITH LEWIS C. NELSON AND
SONS, INC.**

I. RECOMMENDED ACTION

Authorize the CEO to negotiate and execute Contract Change Order(s) with Lewis C. Nelson and Sons, Inc. for Construction of the Judy K. Souza Operations Facility, Parking Structure and Related Site Work.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has contracted with Lewis C. Nelson and Sons, Inc. for the construction of the Judy K. Souza Operations Building.
- Lewis C. Nelson and Sons, Inc. has submitted a Change Order request for additional costs related to the Designer Initiated Buy America Manufactured Product Substitution.

III. DISCUSSION/BACKGROUND

Construction of the Judy K. Souza Operations Building Project commenced on January 14, 2013, with an original duration of 668 calendar days, and a completion date of November 13, 2014. Previously executed Contract Change Orders have extended the project duration by 111 calendar days, thereby extending the completion date to March 4, 2015.

Change Order Request 73 – Steel, iron and manufactured products are subject to Buy America requirements for FTA-funded projects. The Operations Building is designed with a rain screen system that incorporates Fiber Cement Panel (FRC) panels. The FRC panels are considered a "manufactured product", therefore are required to be produced in the United States. The Designer has issued Architect Supplemental Instructions, ASI 034, to replace the non-compliant FRC panels with a Buy America compliant product.

The proposed change has the potential of affecting the project's critical path schedule by 60 calendar days. These delays are not considered compensable due to concurrent Contractor schedule delays.

With submission of Change Order Request 73, the Contractor has proposed total cost impacts of \$739,811. These costs include the original bid price of \$508,160 plus \$231,651 in additional effort and materials. The contractor is proposing a net increase in contract value of \$231,651.

The Project Manager's estimate differs from the Contractor's proposal in that the original bid item is to be deleted and the costs of all efforts and materials of the substituted product is estimated at \$400,000. This results in an estimated net decrease in contract value of <-\$108,160>.

All elements of the potential change require negotiations. Through the negotiation process, it may be necessary to issue incremental change orders to keep the project progressing. Summary of Change Order Request (COR):

COR Number	Description	Days	Category	Potential Amount
73	Buy America FRC Substitution	60	Non-compensable	<-\$108,160> to \$231,651
Total Days		60	Total Amount	<-\$108,160> to \$231,651

The number of days and costs associated with this Contract Change Order exceeds the CEO's authority. Therefore, staff recommends that the Board of Directors authorize the CEO to enter into negotiations with Lewis C. Nelson and Sons, Inc. and provide authority to execute Contract Change Order(s) to resolve this Buy America substitution and associated contract time extension on behalf of METRO up to an additional 60 days. Andrew Kreck, Hill International Project Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funding for the Judy K. Souza Operations Building component of the MetroBase Project are available with the funds METRO has secured for the Project and exist within contingency funds available within the budget for this Contract.

V. ALTERNATIVES CONSIDERED

Do not approve this request. This alternative is not recommended since the request needs to be resolved to determine the project schedule, and delaying resolution will result in claims made by Lewis C. Nelson and Sons, Inc. at the end of the Project.

VI. ATTACHMENTS

None.

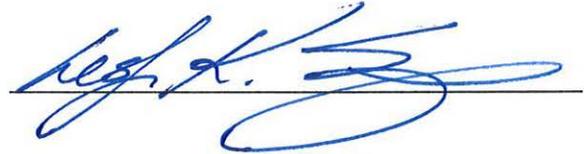
Prepared by Andrew Kreck, Project Manager, Hill International

VII. APPROVALS:

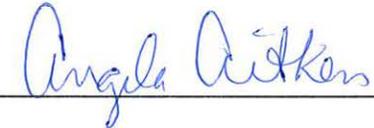
Andrew Kreck, Project Manager
Hill International



Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





DATE: May 8, 2015

TO: Board of Directors

FROM: Alex Clifford, CEO/General Manager

**SUBJECT: DELEGATION OF AUTHORITY TO METROBASE OPERATIONS
CONSTRUCTION AD HOC COMMITTEE FOR CHANGE ORDERS
THAT EXCEED THE CEO/GENERAL MANAGER'S AUTHORITY
OF \$50,000 TO NOT EXCEED \$100,000**

I. RECOMMENDED ACTION

That the Board of Directors approve a Resolution delegating authority to its Ad Hoc Committee to Approve Change Orders over \$50,000 but not to exceed \$100,000

II. SUMMARY

- On February 27, 2015, an Ad Hoc Committee of Board members was established to oversee the Judy K. Souza Operations Facility Construction Phase of the Metrobase Project.
- In order to timely approve change orders, the Ad Hoc Committee should be delegated authority to approve project change orders related to the Judy K. Souza Operations Facility that fall in a range of value over \$50,000, but do not exceed \$100,000.

III. DISCUSSION/BACKGROUND

When the Board awarded the contract for the construction of the Judy K. Souza Operations Facility they delegated authority to the CEO/General Manager to approve change orders up to a value of \$50,000. Change orders that are above the delegated amount are required to be approved by the full Board of Directors at one of their regular meetings. Periodic reports are then provided to the Board regarding the project budget, including the value of all change orders to date.

At its February 27, 2015 meeting, the Board established an Ad Hoc Committee to oversee this project, charged with providing oversight and direction to staff. Following the meeting, the Board Chair established a committee comprised of Chair Dene Bustichi, Director Ed Bottorff, and Director Don Lane.

Given the complexity of the project and the need to approve change orders in a timely fashion, the Committee requests that the full Board delegate authority to the Ad Hoc Committee to approve change orders that exceed the CEO/GM's authority (\$50,000) but do not exceed \$100,000. This authority is capped pursuant to the Board's Procurement Policy as a percentage of the overall contract amount, and the delegated authority will not exceed these amounts.

Moreover, the full Board will continue to receive monthly reports regarding project expenditures, including, any change orders that have been approved. In addition, since there will be no Board meetings in the month of July, delegation of authority for change orders will assist in avoiding delays when the Board is not scheduled to meet.

Staff recommends that the Board of Directors adopt the proposed Resolution delegating authority as provided above to the Ad Hoc Committee.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The required funding for this item is included in the Life of Project Budget for the Judy K. Souza Operations Facility Project. This delegation of authority does not add any funds to this budget item.

V. ALTERNATIVES CONSIDERED

- The Board may do nothing to change the current delegations of authority, however, it is contemplated that the failure to delegate authority to the Ad Hoc Committee may result in delays in the project's progress

VI. ATTACHMENTS

Attachment A: Resolution Delegating Authority to the Board's Ad Hoc Committee to Approve Change Orders

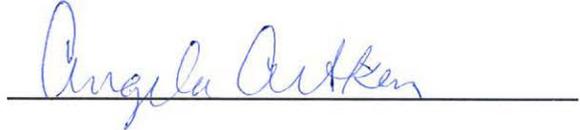
Prepared By: Rebecca Daniel, Paralegal
Leslyn K. Syren, District Counsel

VII. APPROVALS:

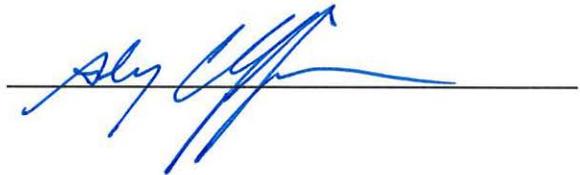
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



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: _____

DELEGATION OF AUTHORITY TO METROBASE OPERATIONS CONSTRUCTION AD HOC COMMITTEE FOR CHANGE ORDERS THAT EXCEED THE CEO/GENERAL MANAGER'S AUTHORITY OF \$50,000 TO NOT EXCEED \$100,000

WHEREAS, when Santa Cruz METRO's Board of Directors awarded the contract for the Judy K. Souza Operations Facility (Project), they delegated authority to the CEO/GM to approve change orders up to a value of \$50,000, but any change orders above the delegated amount required approval by the full Board of Directors at one of their regular meetings;

WHEREAS, on February 27, 2015, the Board established an Ad Hoc Committee to oversee the Project, providing oversight and direction to staff;

WHEREAS, given the complexity of the Project and the need to approve change orders in a timely fashion, staff recommends delegating authority to the Ad Hoc Committee for change orders related to the Project that fall in a range of value over \$50,000, but do not exceed \$100,000.

WHEREAS, there are no Board meetings during the month of July, delegation of authority for change orders will assist in avoiding delays when the Board is not scheduled to meet;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that delegation of authority is hereby granted to the MetroBase Operations Construction Ad Hoc Committee for approval of change orders for the Project that fall in a range of value over \$50,000, but do not exceed \$100,000.

BE IT FURTHER RESOLVED that any change orders that exceed \$100,000. will require approval from the full Board of Directors at one of their regular meetings.

Attachment A

Resolution No. _____

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on May 8, 2015, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSTAIN: DIRECTORS –

ABSENT: DIRECTORS –

DENE BUSTICHI
Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel



DATE: May 8, 2015
TO: Board of Directors
FROM: Andrew Kreck, Project Manager
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION WITH RNL DESIGN, INC. FOR ARCHITECT AND ENGINEERING SERVICES THROUGH DECEMBER 30, 2015, INCREASING THE CONTRACT TOTAL BY \$252,766

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a sixth contract amendment with RNL Design, Inc. for Architect and Engineering Services to extend the contract through December 30, 2015, increasing the contract total by \$252,766 to a not to exceed amount of \$1,414,977.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a contract with RNL Design, Inc. for Architect and Engineering Services that is due to expire on June 30, 2015.
- The anticipated completion date of the new Judy K. Souza Operations Building is now estimated to be early this Fall.
- Staff recommends extending the contract with RNL Design, Inc. by six (6) months, through December 30, 2015, and increasing the contract not-to-exceed amount by \$252,766.

III. DISCUSSION/BACKGROUND

METRO entered into a contract with RNL Design, Inc. on March 19, 2012 for Architect and Engineering services to complete the plans, specifications and drawings for the new Operations Facility and related site work. This contract will expire on June 30, 2015. Due to approved and pending Change Orders involving time extension claims with the primary construction contractor, Lewis C. Nelson and Sons, Inc., the completion date of the new Judy K. Souza Operations Building is now estimated to be sometime in early Fall.

Staff recommends that the Board of Directors authorize the CEO to execute a six-month extension to the contract with RNL Design, Inc. for Architect and Engineering Services to extend the term of the contract to December 30, 2015 and increase funds in an amount of \$252,766 to increase contract authority. Andrew Kreck, Project Manager, will continue to serve as the Contract Administrator and ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This contract has a total not to exceed of \$1,162,211. Additional funds in an amount of \$252,766 are requested to increase the contract authority at this time. The new contract total not to exceed would be \$1,414,977.

Funds to support this Contract Amendment are included in the MetroBase Phase II Project Budget.

V. ALTERNATIVES CONSIDERED

- Do not extend this contract by six months. Staff does not recommend this option, as the services of an Architect-Engineer firm are critical to the successful completion of the new Operations Facility; slated to be completed early this Fall.

VI. ATTACHMENTS

Attachment A: Contract Amendment with RNL Design, Inc.

Prepared By: Andrew Kreck, Project Manager
Erron Alvey, Purchasing Manager
Joan Jeffries, Administrative Assistant

VII. APPROVALS:

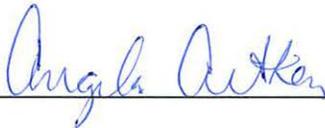
Andrew Kreck, Project Manager



Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SIXTH AMENDMENT TO CONTRACT NO. 12-25 FOR ARCHITECT AND ENGINEERING SERVICES

This Sixth Amendment to Contract No. 12-25 for Architect and Engineering Services is made effective May 11, 2015 between the Santa Cruz Metropolitan Transit District ("Santa Cruz METRO"), a political subdivision of the State of California, and RNL Design, Inc. ("Architect-Engineer").

I. RECITALS

- 1.1 Santa Cruz METRO and Architect-Engineer entered into a Contract for Architect and Engineering Services ("Contract") on March 19, 2012. The purpose of the Contract is to review and update the current plans, drawings and specifications for the construction of the new Judy K. Souza Operations Facility, Parking Structure and related site work ("Project").
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 Santa Cruz METRO and Architect-Engineer 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 Architect-Engineer 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 March 19, 2012 to December 30, 2015.

Santa Cruz METRO and Architect-Engineer 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:

Under the terms of the Sixth Amendment, Santa Cruz METRO shall compensate Architect-Engineer in an amount not to exceed \$252,766, as set forth in Architect-Engineer's Additional Service and Fee Extension Proposal dated April 24, 2015 (Attachment A to the Sixth Amendment).

The new Contract total not-to-exceed amount is \$1,414,977. Architect-Engineer understands and agrees that if they exceed the \$1,414,977 maximum amount payable under this Contract, they do so at their own risk.

Attachment A

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.

V. AUTHORITY

5.1 Article 7 is amended to include the following language:

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Architect-Engineer –
RNL DESIGN, INC.

Edward L. Carfagno, Associate Principal

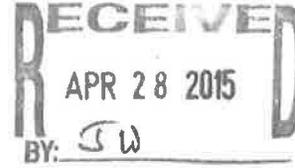


Approved as to Form:

Leslyn Syren, District Counsel



Attachment A



24 April 2015

Mr. Andrew Kreck, Project Manager
Santa Cruz METRO
138 Golf Club Drive
Santa Cruz, CA 95060

Project: Santa Cruz Metropolitan Transit District Operations Building
RNL Project No. 6040.1569.19

Subject: Extended Additional Service Accounts and Projected Construction Administration
Fees to Cover Extended Construction Schedule

Dear Mr. Kreck:

As you know, the initial Completion of Construction date of 23 January 2015 has been extended to a projected one of 31 October 2015; hence the submission of this proposal to request additional fees to cover our team's Construction Administration efforts during this extension as well as addressing outstanding fees due for approved additional services that exceeded their approved budgets due to ongoing issues in the field. Since the recently approved Amendment No. 5 provided fees for the January 2015 through the end of March 2015 portion of the extension, the time frame we are addressing in this request is from the first of April 2015 through and including 30 October 2015. For the sake of clarity, this proposal replaces to one on this subject forwarded to you on 3 March 2015.

While the Construction Administration services addressed in this request will be a continuation of the standard effort during Construction as described in our Professional Services Agreement dated 19 March 2012, we have added Jesse Reyes as a representative of RNL at the site three days per week to work closely with your team in resolving issues efficiently and helping to get the Contractor back on track. We have indicated his hourly rate of \$55 / Hr, his travel and housing expenses and the weeks he will be on site in the Fee Proposal Matrix attached to this letter. We will support Jesse from our office by also responding to RFI's, submittals and helping him to resolve issues in the field and / or with the Construction Documents. We also anticipate conducting monthly reviews with you and your team to monitor how the work is going and if there are ways to make it better.

As noted in the attached Fee Matrix, the fees we are requesting to cover the extended Construction Schedule are as follows:

RNL	: \$ 79,729
Consultants	: \$ 62,350
Sub-Total	: \$ 142,079
Expenses	: \$ 39,449
Total	: \$ 181,428

LOS ANGELES
333 SOUTH GRAND AVENUE
SUITE 1480
LOS ANGELES CA 90071
T 213 955 9775
F 866 390 2616

ABU DHABI
DENVER
PHOENIX
WASHINGTON DC

Attachment A

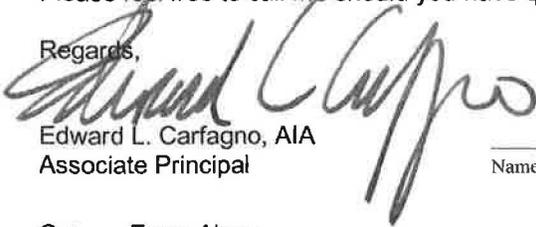
Mr. Andrew Kreck
Santa Cruz Metropolitan Transit District
Extended Added Service and Projected Construction Fees
24 April 2015

In addition, we have listed fees due for approved Additional Services where, due to conditions in the field, the effort required to resolve them was greater than that anticipated. Again, as noted in the attached Matrix, the total requested for this Extended Additional Services is **\$71,338**, yielding a total claim of **\$ 252,766**. We will continue to invoice you on a monthly basis for the above as defined in our Professional Services Agreement.

Please indicate your agreement with this proposal by signing in the space provided below and return one copy to this office while retaining the other for your records.

Please feel free to call me should you have questions concerning the above.

Regards,



Edward L. Carfagno, AIA
Associate Principal

Name

Date

Cc: Erron Alvey
Debra Rinde

File: 6040.1569.19/CF1.2

04.01.2015		RNL Projected Hours / Site Trips / Costs												10.30.2015									
		Apr		May		Jun		Jul		Aug		Sep		Oct		7							
ELC	Trips	6	8	6	6	10	0	4	4	4	10	4	2	2	10	4	2	4	10	4	10	4	10
MW	Trips	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
J. Reyes	Trips	24	24	24	24	24	16	0	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24

	Flight	Lodging	Rental Car	Food	Personal Car Park	Total / Trip
Ed Trips	: \$ 450	\$ 113	\$ 76	\$ 15	\$ 44	= \$ 698
Jesse Trips	: \$ 450	\$ 306	\$ 238	\$ 150	\$ 101	= \$ 1,245

[1 Trip = 3 days]

Hrs	TRIPS	RATE/Hr	SUB TOTAL	TOTAL	Mark-Up @ 8%	TOTAL FEE	TOTAL EXP
154	10	\$ 185	\$ 6,979	\$ 28,490		\$ 28,490	\$ 6,979
140		\$ 125	\$ -	\$ 17,500		\$ 17,500	\$ -
568	26	\$ 55	\$ 32,370	\$ 31,240	\$ 2,499	\$ 33,739	\$ 32,370
862	36	\$ 46	\$ 39,349	\$ 77,230	\$ 2,499	\$ 79,729	\$ 39,349

CONSULTANTS' PROJECTED FEES		TOTAL PROJECTED FEE REQUEST
Mesiti-Miller	\$ 30,000	RNL \$ 79,729
Jacobs	\$ 30,000	Consultants \$ 62,350
J. L. Janaki	\$ 950	Sub-Total \$ 142,079
TEECOM	\$ 1,400	Expenses \$ 39,349
Total	\$ 62,350	TOTAL PROJECTED FEE \$ 181,428

EXTENDED ADDITIONAL SERVICES		TOTAL FEE REVISION REQUEST
Resolve Contractor Errors	\$ 6,195	Total Projected Fee \$ 181,428
Mesiti-Miller	\$ 52,931	Extended Add'l Services \$ 71,338
Sub-Total	\$ 59,126	TOTAL REQUEST \$ 252,766

AMENDMENT No. 5	
Amendment No. 5	\$ 50,000
Total	\$ 50,000

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DATE: May 8, 2015

TO: Board of Directors

FROM: Alex Clifford, CEO/General Manager

**SUBJECT: REVISED METROBASE PHASE II (OPERATIONS BUILDING) LIFE OF
PROJECT BUDGET AND CAPITAL RESOURCE ALLOCATION PLAN**

I. RECOMMENDED ACTION

That the Board of Directors approve: (a) Revising the MetroBase Phase II Operations Building Life of Project budget from \$24,732,549 to \$24,603,596; (b) Revise the Funding Source Plan as reflected in Table 2 of this report; (c) Add \$646,033 into the Funding Source Plan from the California Transit Security Grant Program; AND (d) Revise the Capital Restricted Reserve Account as reflected in Table 4 of this report.

II. SUMMARY

- On September 26, 2014 the METRO Board of Directors approved a Life of Project (LOP) budget for MetroBase Phase II (Operations Building) in the amount of \$24,732,549
- Additional adjustments to the LOP are now recommended as follows:
 - Removal of the reference in the LOP budget to the Second LNG Storage Tank since that project was included in MetroBase Phase I. This results in a reduction in the LOP of \$814,000.
 - Addition of \$211,429 in other contracted professional services, city planning fees, FedEx/UPS and utilities expenses that were inadvertently excluded from the original Board report, or have accrued since September 2014. No impact to the LOP budget is proposed since this cost is offset by reallocation of a portion of the furniture budget line item and the remainder was absorbed in savings from the TRC contract.
 - Addition of \$646,033 of Prop 1B California Transit Security Grant Program (CTSGP – Cal OES) funds to support various security improvements/upgrades as described in this report (Table 2).
 - Addition of new proposed expenses in the amount of \$170,254 (Table 4).
 - Addition of a radio tower atop the Operations Building and relocation of existing radio equipment currently located at Dubois to be funded by the CTSGP – Cal OES grant as a part of the systemwide conversion to digital Land Mobile Radio project.
 - Removal of \$41,000 in miscellaneous MetroBase Phase I expenses from the MetroBase Phase II project and expensed against the Restricted Capital Reserve account.

- The result of the recommended changes is a decrease in Board approved LOP budget from \$24,732,549 to \$24,603,596 and a Capital Restricted Reserve account that decreases from \$1,342,942 to \$1,262,928.
- The CEO recommends approval of the revised LOP budget, Capital Resource Plan and revised Capital Restricted Reserve account balance.

III. DISCUSSION/BACKGROUND

Table 1 reflects the September 26, 2014 Funding Source Plan and removes the MetroBase Phase I second LNG Storage Tank at the Fueling and Service facility.

The amount reflected in the Funds Available for the Operations Building line correlates to **Attachment A** which is the current Board approved LOP budget for Operations Building, less the expenses associated with the Second LNG Storage Tank.

Table 1 – Operations Building Funding Source Plan (September 26, 2014)

Funding Source	Total Available	Expended Life to Date (through 4/24/15)	Balance Remaining
FY09 STIC*	\$ 1,108,062	\$ 1,108,062	-
FY10 PTMISEA	1,000,000	1,000,000	-
FY13 SLPP	5,812,000	4,083,583	1,728,417
Sales tax match to SLPP*	5,812,000	4,083,583	1,728,417
FY 11 – 13 PTMISEA	11,010,047	4,315,689	6,694,358
Sakata Lane Funds	1,333,382	597,974	735,408
TOTAL	\$ 26,075,491	\$ 15,188,891	\$ 10,886,600
Capital Restricted Reserve (9/26/14)	(1,342,942)		
Subtotal before removing LNG 2nd Storage Tank	\$24,732,549		
<i>LNG 2nd Storage Tank project – MetroBase Phase I</i>	<i>(814,000)</i>		
Funds Available for the Operations Building (9/26/14)	\$ 23,918,549		

NOTE: Funds listed in order of priority spending

* With the exception of the FY09 STIC funds (expended) and the sales tax match for the SLPP funds, all other funds are capital restricted and could not be used in the operating fund. SLPP requires a dollar-for-dollar match, so METRO would not be able to use the SLPP without a matching source.

Table 2 reflects the proposed revised Funding Source Plan. The amount reflected in the Revised Funds Available for the Operations Building line correlates to **Attachment B** and reflects the proposed revised LOP.

Table 2 – Operations Building Funding Source Plan (Revised)

Funding Source	Total Available	Expended Life to Date (through 4/24/15)	Balance Remaining
FY09 STIC*	\$ 1,108,062	\$ 1,108,062	\$ -
FY10 PTMISEA**	543,377	543,377	-
FY13 SLPP	5,812,000	4,083,583	1,728,417
Sales tax match to SLPP*	5,812,000	4,083,583	1,728,417
FY 11 – 13 PTMISEA	10,652,670	3,958,312	6,694,358
CTSGP - Cal OES Funds (FY12 - 14) <i>See Table 3</i>	646,033		646,033
Sakata Lane Funds	1,333,382	597,974	735,408
TOTAL	\$ 25,907,524	\$ 14,374,891	\$ 11,532,633
Capital Restricted Reserve Less New Additions	(1,303,928)		
Revised Funds Available for the Operations Building (Revised LOP)	\$ 24,603,596		

NOTE: Funds listed in order of priority spending

* With the exception of the FY09 STIC funds (expended) and the sales tax match for the SLPP funds, all other funds are capital restricted and could not be used in the operating fund. SLPP requires a dollar-for-dollar match, so METRO would not be able to use the SLPP without a matching source.

** Reduced from September 26, 2014 by the \$814,000 expended on LNG Second Storage Tank

Table 3 reflects the programming of the CTSGP - Cal OES grant funding that is proposed to be added to the Operations Building project and programmed for security measures. Some of these security projects are new and some are revised security projects from existing contracts.

Table 3 – CTSGP – Cal OES Grant Funding Allocation

Total Cost	New or Revised Security Projects	Previously Programmed Funds Displaced by CTSGP – Cal OES Grant Funds (see Table 4)
\$ 150,000	Land Mobile Radio Tower & Equipment Relocation	\$ -
172,000	Security Cameras	-
56,000	Security Cameras Conduit	-
113,033	Security Fencing	21,240
45,000	Security Gates	15,000
110,000	Building Access Control	95,000
\$ 646,033	Total CTSGP – Cal OES Funded	\$ 131,240

Table 4 reflects \$131,240 in previously programmed funds from Table 3 that were displaced by the addition of the CTSGP – Cal OES grant funds and the proposed reprogramming of those funds to the Operations Building project and the Capital Restricted Reserve account.

Table 4 – Additions/Modifications and Capital Restricted Reserve (Revised)

\$ 131,240*	Displaced Funds Balance from Table 3
(45,000)	Conversion of the inefficient metal halide lights in the bus parking lot to efficient LED lighting (after \$5K credit)
(60,254)	Harvey West Security Patrol from July 1, 2014 – January 31, 2016
(15,000)	Procore Software for project records tracking
(50,000)	Other contracts and misc. ongoing expenses through project completion
(\$ 170,254)	Total Proposed Additions/Modifications
(\$ 39,014)	Shortfall - Displaced Funds less proposed Additions/Modifications
(\$ 39,014)	Additional Funds required to Increase LOP Budget for Additions/Modifications
\$1,342,942	Capital Restricted Reserve account: September 26, 2014
\$1,303,928	Preliminary Balance
(41,000)	Misc. MetroBase Phase I expenses not previously identified in LOP Budget
\$1,262,928	Capital Restricted Reserve account: Revised – May 8, 2015

* PTMISEA FY11 – 13 grant funds

Additional Information about the Proposed Revisions/Additions:

- The upgrading of the bus parking area lighting from inefficient halide lights to LED lights at an estimated cost of \$45,000.
- The addition of \$60,254, to be funded from the Sakata funds, for the Harvey West Security Patrol. This expense was booked as an operating expense in FY15. This action will move the expense to a capital expense retroactive to July 1, 2014. This particular shared expense contract is a direct result of the Operations Building project and should have been charged to this capital project instead of the operating budget.
- Procore software was purchased in the amount of \$15,000 in an effort to ensure that all documents and emails related to the project are properly tracked in one location.
- \$50,000 is proposed to be added to the project to cover other contracts and miscellaneous ongoing expenses through project completion.
- The September 26, 2014 Board report inadvertently omitted \$41,000 in miscellaneous MetroBase Phase I expenses. Those expenses are proposed to be expensed against the Capital Restricted Reserve account.
- The September 26, 2014 Board report inadvertently omitted \$211,429 in other contracted professional services, city planning fees, FedEx/UPS and utilities expenses. However, the 9/26/14 LOP budget is unchanged by this

addition because these costs were absorbed by the project's furniture budget and savings in the TRC contract. The furniture budget was originally programmed to include other furniture procurements at both the Vernon St. and Golf Dr. facilities. This approach was revised since the CEO has determined that for auditing purposes, the Operations Building budget should be limited to the Operations Building.

- The September 26, 2014 Board action included in the approved LOP budget \$300,000 for added services related to peer reviews, hazardous materials remediation, shoring review and various architectural reviews. This was identified in the report as an estimate only since the invoices had not yet been received. By Board action on this same date (5/8/15) relative to another agenda item, it is proposed that the Board use this line item to fund the Sixth Amendment to the RNL, Inc. contract. This action does not change the original LOP budget.
- An electronic security gate was added to the main entrance and controlled building access is proposed to be included in the Operations Building project using CTSGP – Cal OES grant funds.
- Security cameras and their associated conduit were not originally included in the project specifications and are proposed to be included in the Operations Building project using CTSGP – Cal OES grant funds.
- A radio tower atop the Operations Building was not originally included in the project specifications and is proposed to be included in the Operations Building project using CTSGP – Cal OES grant funds.
- Property line fencing was recently recommended for upgrade by our Safety and Security Manager and such upgrades are proposed to be included in the Operations Building project using CTSGP – Cal OES grant funds.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The fiscal impact of these actions, as reflected in this Board report, is as follows:

- The Operations Building project Life of Project (LOP) budget decreases from \$24,732,549 to \$24,603,596.
- The Second LNG Storage Tank is removed from the Phase II project as it was completed under MetroBase Phase I.
- \$41,000 in miscellaneous MetroBase Phase I expenses are removed from the MetroBase Phase II budget and expensed against the Capital Restricted Reserve account.
- \$646,033 in CTSGP – Cal OES funds are added to the Operations Building project for various security measures identified in this Board report. The result of doing so displaces funds from other approved funding sources and reinvests those displaced funds in upgrades to the bus parking lot lighting, Harvey West Security Patrol through January 31, 2016 and Procore software.

- \$50,000 is proposed to be added to the project to cover miscellaneous contracts and ongoing expenses through project completion. This new expense is partially expensed against the displaced funds and partially expenses against the Capital Restricted Reserve account.
- Various other expenses, in the approximate amount of \$211,429, not previously identified in the September 26, 2014 Board report are added and absorbed within the September 26, 2014 Board approved LOP budget.
- The placeholder of \$300,000 from the September 26, 2014 Board approved LOP budget for Added Services is assigned to the RNL, Inc. contract amendment. \$50,000 was approved by Board action on March 27, 2015 and an additional contract amendment in the amount of \$252,766 is proposed for the May 8, 2015 Board meeting. The remaining \$2,766 will be taken out of the PM/Design contingency budget.
- The Capital Restricted Reserve account balance is decreased from \$1,342,942 to \$1,262,928.

V. ALTERNATIVES CONSIDERED

- The Board could decline to approve the various proposed revisions. This is not recommended since the security upgrades and other recommended adjustments will serve to enhance the overall security of the facility and provide more efficient lighting of the bus parking lot.
- The Board could review the various proposals and choose a subset of those to approve.

VI. ATTACHMENTS

Attachment A: Original Life of Project budget detail

Attachment B: Proposed revised Life of Project budget detail

Prepared By: Alex Clifford, CEO/General Manager
Debbie Kinslow, Assistant Finance Manager
Erron Alvey, Purchasing Manager
Tom Hiltner, Acting Planning & Development Manager

VII. APPROVALS:

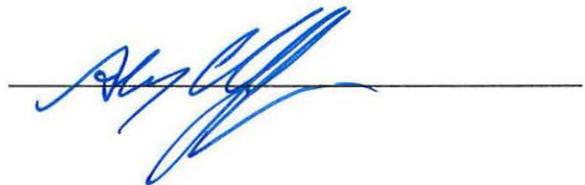
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Original Life of Project Budget Detail

Attachment A

Construction Contract	Original Budget	Budget Amendment(s)	Revised Budget
Lewis C. Nelson and Sons Inc. Prime Construction Contract	\$13,572,000.00		\$13,572,000.00
Construction Contract Contingency	\$1,377,258.20	\$200,586.00	\$1,577,844.20

SC Metro Project Management	Original Budget	Budget Amendment(s)	Revised Budget
Project Manager Budget FY13& FY14	\$400,000.00		\$194,234.00
Remaining Budget \$205,766 reallocated to Hill 12-2014		(\$205,766.00)	
Administrative Specialist Budget FY13& FY14	\$215,000.00		\$160,438.00
Remaining Budget \$54,562 reallocated to Hill 12-2014		(\$54,562.00)	
Project Manager and Admin. Specialist FY15	0.00	307,500.00	\$307,500.00

Consultant Costs	Original Budget	Budget Amendment(s)	Revised Budget
#15-04 Hill International, Inc:	\$1,500,000.00	\$1,092,382.00	\$2,592,382.00
#12-34 TRC Construction Management	\$1,495,440.00		\$1,387,446.00
TRC Amendment 1 03-2013		\$19,400.00	
TRC Amendment 2 09-2013		\$4,660.00	
\$132,054 reallocated to Hill 12-2014		(\$132,054.00)	
RNL Design Original contract 03-2012	\$800,000.00		\$1,414,977.00
RNL Amendment 1 05-2012		\$39,118.00	
RNL Amendment 2 03-2013		\$136,255.00	
RNL Amendment 3 12-2014		\$100,243.00	
RNL Amendment 4 02-2015		\$36,595.00	
RNL Amendment 5 04-2015		\$50,000.00	
RNL Amendment 6 05-2015 [Proposed 05-2015]		\$252,766.00	
Consultant Design Support Services FY 15	0.00	\$300,000.00	\$0.00
RNL Amendment 5 03-2015		(\$50,000.00)	
RNL Amendment 6 05-2015 [Proposed 05-2015]		(\$250,000.00)	
Consultant Project Management FY 15	0.00	\$700,000.00	\$0.00
\$700,000 Reallocated to Hill 12-2014		(\$700,000.00)	
Contingency 10% (Design, and PM) [Construction Contingency accounted above: \$1,622,368-\$1,377,258.20]	0.00	\$245,109.80	\$61,727.80
RNL Amendment 1 05-2012		(\$39,118.00)	
RNL Amendment 3 12-2014		(\$100,243.00)	
RNL Amendment 4 02-2015		(\$36,595.00)	
TRC Amendment 2 09-2013		(\$4,660.00)	
RNL Amendment 6 05-2015 [Proposed 05-2015]		(\$2,766.00)	
Contracted professional services not included in 09/2014 Board Report	0.00	\$150,000.00	\$150,000.00

Additional Costs and Services	Original Budget	Budget Amendment(s)	Revised Budget
2nd LNG Tank Project [Removed because it is Phase 1; 04/01/2015]	0.00	\$814,000.00	\$814,000.00
4VSW's hired 3/4/13 –through 2015	0.00	\$1,000,000.00	\$1,000,000.00
Dubois temp. facility and related ongoing costs	0.00	\$1,200,000.00	\$1,200,000.00
Furniture and cubicles for new facility	0.00	\$300,000.00	\$150,000.00
Reallocation for professional services not included in 09/2014 BR.		(\$150,000.00)	
Inside and outside counsel expenses	0.00	\$150,000.00	\$150,000.00

Totals	9/26/14 Budget Minus 2nd LNG Tank	\$23,918,549
	Original 9/26/2014 Budget	\$24,732,549
	2nd LNG Tank	(\$814,000)

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Proposed Revised Life of Project Budget Detail

Attachment B

Construction Contract	Original Budget	Budget Amendment(s)	Revised Budget
Lewis C. Nelson and Sons Inc. Prime Construction Contract	\$13,572,000.00		\$13,572,000.00
Construction Contract Contingency	\$1,377,258.20	\$200,586.00	\$1,770,637.20
Security cameras conduit; 04/10/2015 BR	0.00	\$56,000.00	
Security fencing (\$113,033 - \$21,240)	0.00	\$91,793.00	
Security gates (\$45,000-\$15,000)	0.00	\$30,000.00	
Building access control (\$110,000-\$95,000)	0.00	\$15,000.00	

SC Metro Project Management	Original Budget	Budget Amendment(s)	Revised Budget
Project Manager Budget FY13& FY14	\$400,000.00		\$194,234.00
Remaining Budget \$205,766 reallocated to Hill 12-2014		(\$205,766.00)	
Administrative Specialist Budget FY13& FY14	\$215,000.00		\$160,438.00
Remaining Budget \$54,562 reallocated to Hill 12-2014		(\$54,562.00)	
Project Manager and Admin. Specialist FY15	0.00	307,500.00	\$307,500.00

Consultant Costs	Original Budget	Budget Amendment(s)	Revised Budget
#15-04 Hill International, Inc:	\$1,500,000.00	\$1,092,382.00	\$2,592,382.00
#12-34 TRC Construction Management	\$1,495,440.00		\$1,387,446.00
TRC Amendment 1 03-2013		\$19,400.00	
TRC Amendment 2 09-2013		\$4,660.00	
\$132,054 reallocated to Hill 12-2014		(\$132,054.00)	
RNL Design Original contract 03-2012	\$800,000.00		\$1,414,977.00
RNL Amendment 1 05-2012		\$39,118.00	
RNL Amendment 2 03-2013		\$136,255.00	
RNL Amendment 3 12-2014		\$100,243.00	
RNL Amendment 4 02-2015		\$36,595.00	
RNL Amendment 5 04-2015		\$50,000.00	
RNL Amendment 6 05-2015 [Proposed 05-2015]		\$252,766.00	
Consultant Design Support Services FY 15	0.00	\$300,000.00	\$0.00
RNL Amendment 5 03-2015		(\$50,000.00)	
RNL Amendment 6 05-2015 [Proposed 05-2015]		(\$250,000.00)	
Consultant Project Management FY 15	0.00	\$700,000.00	\$0.00
\$700,000 Reallocated to Hill 12-2014		(\$700,000.00)	
Contingency 10% (Design, and PM)	0.00	\$245,109.80	\$61,727.80
[Construction Contingency accounted above: \$1,622,368-\$1,377,258.20]			
RNL Amendment 1 05-2012		(\$39,118.00)	
RNL Amendment 3 12-2014		(\$100,243.00)	
RNL Amendment 4 02-2015		(\$36,595.00)	
TRC Amendment 2 09-2013		(\$4,660.00)	
RNL Amendment 6 05-2015 [Proposed 05-2015]		(\$2,766.00)	
Contracted professional services not included in 09/2014 Board Report	0.00	\$150,000.00	\$150,000.00

Additional Costs and Services	Original Budget	Budget Amendment(s)	Revised Budget
4VSW's hired 3/4/13 –through 2015	0.00	\$1,000,000.00	\$1,000,000.00
Dubois temporary facility and related ongoing costs	0.00	\$1,200,000.00	\$1,200,000.00
Harvey West Security	0.00	\$60,254.00	\$60,254.00
Furniture and cubicles for new facility	0.00	\$300,000.00	\$150,000.00
Reallocation for professional services not included in 09/2014 BR.		(\$150,000.00)	
Inside and outside counsel expenses	0.00	\$150,000.00	\$150,000.00
Land mobile radio tower & equipment relocation	0.00	\$150,000.00	\$150,000.00
Security cameras	0.00	\$172,000.00	\$172,000.00
LED light conversion	0.00	\$45,000.00	\$45,000.00
Procore software	0.00	\$15,000.00	\$15,000.00
Other project expenses	0.00	\$50,000.00	\$50,000.00

Life of Project Total

05/08/2015 Budget Original \$24,603,596

09/26/2014 Budget Difference \$24,732,549

15B.1

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DATE: May 8, 2015
TO: Board of Directors
FROM: Liseth Guizar, Safety, Security & Risk Manager
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO FIRST ALARM SECURITY & PATROL, INC. FOR SECURITY GUARD SERVICES NOT TO EXCEED \$1,830,000

I. RECOMMENDED ACTION

That the Board authorize the CEO to execute a contract with First Alarm Security & Patrol, Inc. for Security Guard Services in an amount not to exceed \$1,830,000 for a 3-year period.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Security Guard Services.
- A formal request for proposals was conducted to solicit proposals from qualified firms. Nine firms submitted proposals for METRO's review.
- A three-member evaluation team comprised of METRO staff reviewed and evaluated the proposals, and is recommending an award to First Alarm Security & Patrol, Inc.

III. DISCUSSION/BACKGROUND

METRO currently utilizes contracted security services for protection at select METRO facilities. These services are crucial in order to ensure the safety of the public, METRO employees, and to protect METRO property. Some of the services provide by the security guards include conducting foot patrols at transit facilities, providing protection of METRO employees during Ticket Vending Machine revenue retrieval, conducting fare box vault processing services, and performing other duties as requested. First Alarm Security & Patrol, Inc. is METRO's current provider for these services; however, this contract will expire on May 31, 2015.

The current contract with First Alarm Security & Patrol, Inc. has an option to renew for two additional one 1- year terms. However, the current contract is problematic. During the term of the existing contract, several changes were made which resulted in separate agreements within the contract. Examples of these separate contracts include the additional guard services at the Dubois facility and the collaborative neighborhood patrol agreement with the Harvey West Business Association. In addition, financial changes were made to the original contract,

resulting in an increased not-to-exceed amount. Bringing all services into one contract will simplify the contract, ending all separate agreements within the contract.

In September 2014, the Board authorized staff to issue a Request for Proposals for Security Guard Services. On February 19, 2015, METRO legally advertised and distributed Request for Proposals (RFP) No. 15-07 to forty (40) firms, posted notice on its website, and sent email notices to all GovDelivery subscribers. On March 19, 2015, proposals were received and opened from nine (9) firms. A list of these firms is provided in Attachment A. A 3-member evaluation team comprised of METRO staff has reviewed and evaluated the proposals.

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

Evaluation Criteria	Points
Qualifications of the Firm	30
Staffing and Personnel Qualifications	40
Demonstrated Understanding of Scope of Work	15
Cost	15
Total Points Possible	100

The evaluation team is recommending that the Board of Directors authorize the CEO to execute a 3-year contract on behalf of METRO, with two 1-year options to extend, with First Alarm Security & Patrol, Inc. for Security Guard Services in an amount not to exceed \$1,830,000. Contractor will provide all services meeting all METRO's specifications and requirements of the contract. Liseth Guizar, Safety, Security & Risk Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funds to support this contract are included in the Risk Management Department FY16 Operating Budget under Security Services (503171) in the amount of \$450K. This amount includes Vaulting Security Services for \$57K and Transit Center Security Services for \$393K. The FY16 MetroBase Capital Budget includes \$99K for DuBois Security Services in the amount of \$77K and Harvey West Security Services in the amount of \$22K. The Safety, Security and Risk Manager will be responsible for budgeting and monitoring the Operating and Capital financial aspects of this contract in FY16, FY17 and FY18.

V. ALTERNATIVES CONSIDERED

- Do nothing. This option is not recommended as the current security services contract is set to expire on May 31, 2015. Failure to renew the contract will result in termination of security services at all facilities beginning on June 1, 2015.
- Renew the existing contract on an annual basis. This option is not recommended. The current contract has sustained numerous changes to its original form.

VI. ATTACHMENTS

Attachment A: List of Responding Firms

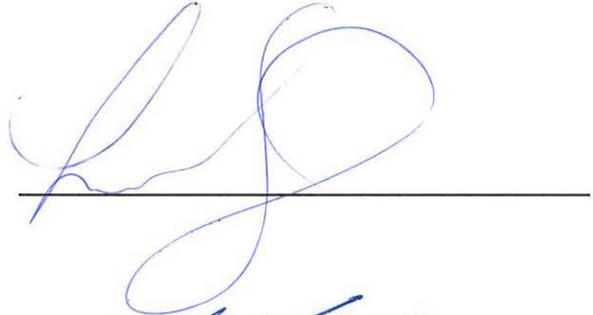
Attachment B: Contract with First Alarm Security & Patrol, Inc.

Note: A full copy of the Contract is available on request.

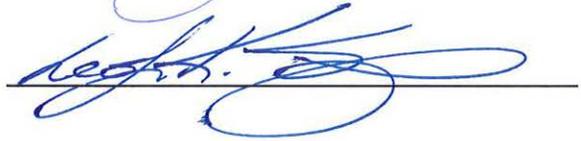
Prepared By: Liseth Guizar Safety, Security & Risk Manager
Joan Jeffries, Administrative Assistant

VII. APPROVALS:

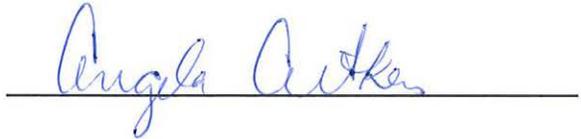
Liseth Guizar,
Safety, Security & Risk Manager



Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A



Responding Firms for RFP No. 15-07

Security Guard Services

Received March 19, 2015 by 5:00 PM

ABC Security Service Inc.	Oakland	CA
AlliedBarton Security Services	San Jose	CA
Blacktalon	Napa	CA
First Alarm Security & Patrol, Inc.	San Jose	CA
National Security Industries	San Jose	CA
Professional Security Consultants, Inc.	Los Angeles	CA
Security Crime Prevention, LLC	Watsonville	CA
U.S. Security Associates, Inc.	San Jose	CA
World Private Security, Inc.	Northridge	CA

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Attachment B

PROFESSIONAL SERVICES CONTRACT FOR SECURITY GUARD SERVICES (15-07)

THIS CONTRACT is made effective on June 1, 2015 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and FIRST ALARM SECURITY & PATROL, INC. ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

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

1.02 Santa Cruz METRO's Need for Security Guard Services

Santa Cruz METRO has the need for Security Guard Services. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated February 19, 2015, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Proposal

Contractor is a firm/individual qualified to provide Security Guard Services and whose principal place of business is 1731 Technology Drive #800, San Jose, California 95110. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Security Guard Services, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On April 23, 2015, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Security Guard Services described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

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

A. Exhibit A

Santa Cruz METRO's "Request for Proposals" dated February 19, 2015, including Addendum No. 1 dated March 9, 2015 and Addendum No. 2 dated March 31, 2015.

Attachment B

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Security Guard Services, signed by Contractor and dated March 19, 2015.

2.02 Conflicts

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

2.03 Recitals

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

3. DEFINITIONS

3.01 General

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

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

3.01.02 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued February 19, 2015.

3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued February 19, 2015.

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

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

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed **three (3)** years and shall commence upon the execution of the Contract by Santa Cruz METRO.

At the option of Santa Cruz METRO, this Contract agreement may be renewed for **two (2)** additional one (1) year terms upon mutual written consent.

Attachment B

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Contractor's written invoice for said work. Contractor understands and agrees that if they exceed the \$1,830,000 maximum amount payable under this Contract, they do so at their own risk.

5.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

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

Santa Cruz METRO

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

Attention: Alex Clifford, CEO

CONTRACTOR

First Alarm Security & Patrol, Inc.
1731 Technology Drive #800
San Jose, CA 95110

Attention: Teresa Huerta Larkin
tlarkin@firstalarm.com
(408) 550-2422

Attachment B

7. **AUTHORITY**

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Contractor –
FIRST ALARM SECURITY & PATROL, INC.

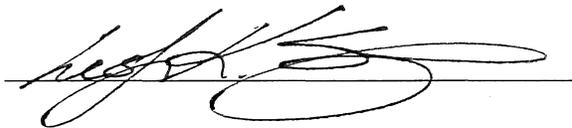
Teresa Huerta Larkin, Chief Administrative Officer

Teresa Huerta
Larkin

Digitally signed by Teresa Huerta Larkin
DN: cn=Teresa Huerta Larkin, o=First Alarm
Security & Patrol, Inc. dba First Security
Services, ou=Administration,
email=tlarkin@firstalarm.com, c=US
Date: 2015.04.27 15:33:03 -07'00'

Approved as to Form:

Leslyn Syren, District Counsel

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