



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
APRIL 22, 2016 – 8:30 AM
WATSONVILLE CITY CHAMBERS
275 MAIN STREET
WATSONVILLE, CA 95076**

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.

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BOARD ROSTER

Director Ed Bottorff	City of Capitola
Director Dene Bustichi	City of Scotts Valley
Director Karina Cervantez	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra, Vice Chair	City of Watsonville
Director Zach Friend	County of Santa Cruz
Director Norm Hagen	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, 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

- 3-1. Spanish language interpretation will be available during "Oral Communications" and for any other agenda item for which these services are needed.
- 3-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.

4 BOARD OF DIRECTORS COMMENTS

5 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.

- 5.1 Mr. Ahmed Saba's Letter to the Board Dated 3/21/16
- 5.2 Bike Santa Cruz County Letter Dated 4/13/16

6 WRITTEN COMMUNICATIONS FROM MAC (if applicable)

7 LABOR ORGANIZATION COMMUNICATIONS

8 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.

9-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF MARCH 2016

[Angela Aitken, Finance Manager](#)

9-02 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORTS AS OF DECEMBER 31, 2015 AND JANUARY 31, 2016

[Angela Aitken, Finance Manager](#)

9-03 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF MARCH 25, 2016

[Alex Clifford, CEO/General Manager](#)

9-04 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF ACTIVE GRANTS, GRANT APPLICATIONS AND OPPORTUNITIES FOR JANUARY – MARCH 2016

[Barrow Emerson, Planning & Development Manager](#)

9-05 ACCEPT AND APPROVE: CONSIDERATION OF COMPLIMENTARY BUS PASSES BEING ISSUED AS A COMPONENT OF A MARKETING PROGRAM INTENDED TO ATTRACT NEW CUSTOMERS TO THE METRO SYSTEM

[Barrow Emerson, Planning & Development Manager](#)

9-06 ACCEPT AND APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION REGARDING PARTICIPATION IN A USER-ORIENTED TRANSIT TRAVEL PLANNING PROJECT

[Barrow Emerson, Planning & Development Manager](#)

9-07 ACCEPT AND FILE: CONSIDERATION OF METROBASE MONTHLY CHANGE ORDER REPORT

[Andrew Kreck, Project Manager, Hill International](#)

9-08 ACCEPT AND APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO CONTRACT WEST ROOFING, INC. FOR SANTA CRUZ METRO ADMINISTRATION BUILDING ROOF REPLACEMENT NOT TO EXCEED \$102,400

[Al Pierce, Maintenance Manager](#)

9-09 ACCEPT AND APPROVE: TRANSFER AUTHORIZATION AND FUNDING FROM A FACILITIES MAINTENANCE WORKER I POSITION TO A CUSTODIAL SERVICE WORKER I POSITION IN THE FY16 BUDGET

[Al Pierce, Maintenance Manager](#)

9-10 ACCEPT AND APPROVE: CONSIDERATION OF DECLARING THREE (3) NEW FLYER BUSES AND ONE (1) FORD FOCUS AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

[Angela Aitken, Finance Manager](#)

REGULAR AGENDA

10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR MICHELLE FITZPATRICK, BRUCE RHODES AND DAVID VALDEZ

[Chair Mike Rotkin](#)

11 ACCEPT AND APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO EAST BAY TIRE COMPANY FOR PURCHASE, DELIVERY AND SERVICING OF METRO'S REVENUE AND NON-REVENUE TIRES NOT TO EXCEED \$272,023

[Al Pierce, Maintenance Manager](#)

12 ACCEPT AND FILE: CONSIDERATION OF APPROVAL OF A RESOLUTION SETTING FORTH THE CONDITIONS OF OFFERING A RETIREMENT AND SEPARATION INCENTIVE PROGRAM TO EMPLOYEES OF METRO

[Alex Clifford, CEO/General Manager](#)

13 APPROVE AND ADOPT: CONSIDERATION OF ADOPTION OF A RESOLUTION DECLARING A FISCAL EMERGENCY PURSUANT TO CEQA

[Angela Aitken, Finance Manager](#)

14 ACCEPT AND APPROVE: UPDATE ON THE COMPREHENSIVE OPERATIONAL ANALYSIS (COA) AND RESOLUTION OPENING A 30-DAY PUBLIC COMMENT PERIOD SETTING A PUBLIC HEARING FOR MAY 26 AND MAY 27, 2016

[Barrow Emerson, Planning & Development Manager](#)

15 ACCEPT: ORAL QUARTERLY REPORT OF STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES

[Alex Clifford, CEO/General Manager](#)

16 CEO TO GIVE ORAL REPORT

[Alex Clifford, CEO/General Manager](#)

17 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MAY 13, 2016 AT 8:30 AM, SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ

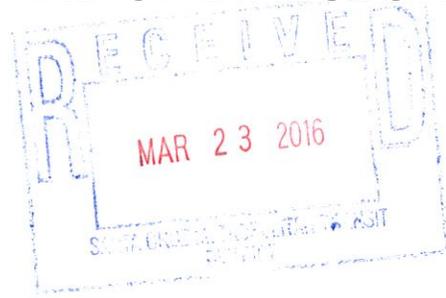
[Chair Mike Rotkin](#)

18 ADJOURNMENT

[Chair Mike Rotkin](#)

COMMUNICATIONS TO THE BOARD OF DIRECTORS

Ahmed Saba
Metro Mart
920 Pacific Ave #14
Santa Cruz, CA 95060



Dear Board of directors of the Santa Cruz Metropolitan Transit District

I have been tenant in the downtown center since 2009. My lease expired last month. I submitted a proposal for new lease with a fair market value rent. The proposal was accepted and approved by the board and I appreciate that. Since then I have been giving a draft of the lease, but I'm still waiting for my new lease to be completed so I can be able to pay the new lower rent and I can use the rest to upgrade the store. Please sign my lease as soon as possible so I don't have to pay another month of a high rent and I can focus on the improvement of the business. Thank you for accepting my proposal to renew my lease.

I really appreciate your attention to this matter. I will do my best to be part of the customer service of the metro center.

Very truly yours

AHMED SABA

 Ahmed Saba 3/21/16

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COMMUNICATIONS TO THE BOARD OF DIRECTORS



April 13th, 2016

Dear state and local leaders,

I am writing to express Bike Santa Cruz County's dismay and frustration at the recently announced cuts to Metro service. Many Santa Cruz County residents, especially those who cannot afford the costs of car ownership, use a combination of bicycles and transit to access daily destinations like jobs, schools, and services. Buses allow people who use bikes as their primary mode of transportation to travel longer distances across the county. The proposed service cuts will leave our most vulnerable residents with fewer options for their essential daily transportation.

Bike Santa Cruz County promotes bicycling for short daily trips. Increased bike trips takes cars off the road, which decreases traffic congestion and improves air quality as well as benefitting the health and wallets of cyclists themselves. Bicycling works perfectly in conjunction with a comprehensive transit network to allow longer trips. The combination of bikes and transit allows more people to get around without the private automobile.

Investing in alternative transportation will result in a more efficient and functional transportation future. Road space is a precious commodity in Santa Cruz County, and the space required by 60 people in cars is drastically greater than the space needed for 60 people in a bus or on bikes. Cuts to Metro service will mean more single-occupancy vehicle trips, and will exacerbate our traffic problems.

Please do everything in your power to prioritize transit at the state and local level. State and federal funds should be directed to transit operations, and local leaders should look for ways to minimize service cuts and maintain essential commuting routes. Everyone in Santa Cruz County has a right to transportation, and investing in transit will help ensure an equitable, efficient, and environmentally friendly transportation future.

Sincerely,

Amelia Conlen
Executive Director

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DATE: April 22, 2016
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF MARCH 2016**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of March 2016.

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of March 2016.
- The Finance Department is submitting the check journal for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

This preliminary approved Check Journal Detail provides the Board with a listing of the vendors and amounts paid out on a monthly cash flow basis (Operating and Capital expenses).

All invoices submitted for the month of March 2016 have been processed, checks issued and signed by the Finance Manager.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None. The check journal is a presentation of invoices paid in March 2016 for purposes of Board review, agency disclosure, accountability and transparency.

V. ALTERNATIVES CONSIDERED

N/A

VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of March 2016

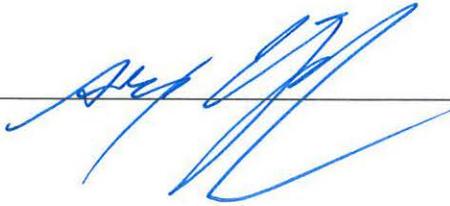
Prepared By: Holly Riley, Senior Accounting Technician

VII. APPROVALS:

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

DATE 04/01/16 09:28

PAGE 1

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

DATE: 03/01/16 THRU 03/31/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55324M03/01/16		237.50 001272		CITY OF SANTA CRUZ - PLANNING		70430	STAIR #2 PERMIT MB	237.50	MANUAL
55325M03/01/16		166,653.37 003058		STAIR #2 PERMIT MB LEWIS C NELSON AND SONS INC		70431	CONST MB THRU 1/31	166,653.37	MANUAL
55326 03/07/16		1,558.13 003151		CONST MB THRU 1/31 ABC BUS INC		70473	INVENTORY ORDER	1,336.54	
55327 03/07/16		1,131.41 192		ALWAYS UNDER PRESSURE		70474	INVENTORY ORDER	221.59	
55328 03/07/16		396.15 294		ANDY'S AUTO SUPPLY	0	70456	RPR PARTS WASHER	432.86	
55329 03/07/16		138.62 002689		B & B SMALL ENGINE CORP		70457	RPR STEAM CLEANER	698.55	
55330 03/07/16		239.14 002363		BATTERIES PLUS #314		70451	RPR VEH #9951	201.08	
55331 03/07/16		150.00 B034		BOTTORFF, EDWARD A.		70452	RPR VEH #2603 PC	85.29	
55332 03/07/16		365.00 002035		BATTERIES PLUS #314 BOWMAN & WILLIAMS INC		70471	INVENTORY ORDER	109.78	
55333 03/07/16		50.00 B018		BUSTICHI, DENE		70428	SHARPEN CHAIN	138.62	
55334 03/07/16		234.42 C101		BUSTICHI, DENE		70400	BATTERIES	56.53	
55335 03/07/16		592.64 914		CALTRONICS BUSINESS SYSTEMS		70401	BATTERIES	182.61	
55336 03/07/16		1,564.59 001324		CAPITALEGGE ADVOCACY, INC.		70435	FEB 16 BOD MEETINGS	150.00	
55337 03/07/16		10.00 003265		CAPPO MONTEREY BAY		70397	OCT 15 GRNVLY BUS ST	85.00	
55338 03/07/16		81.56 001159		CATTO'S GRAPHICS, INC.		70398	DEC 15 GRNVLY BUS ST	195.00	
55339 03/07/16		218.58 002898		CEB CONTINUING EDUCATION OF		70399	JAN 16 GRNVLY BUS ST	85.00	
55340 03/07/16		100.00 B033		CERVANTEZ, KARINA		70436	FEB 16 BOD MEETINGS	50.00	
55341 03/07/16		100.00 B035		CHASE, CYNTHIA		70403	TRAVEL REIMBURSEMENT	234.42	
55342 03/07/16		258.50 003102		CLEVER DEVICES LTD		70434	2015 EXPENSES	1,564.59	
55343 03/07/16		769.16 E957		CLIFFORD, ALEX		70493	PURCH ACADEMY 3/17	10.00	
55344 03/07/16		1,208.95 075		COAST PAPER & SUPPLY INC.		70447	DECALS VEH#1503 1504	81.56	
55345 03/07/16		11,102.00 003034		COASTAL LANDSCAPING INC. DBA		70419	CA TORT LIABILITY	218.58	
55346 03/07/16		40.00 003120		CSMFO MEMBERSHIP		70437	FEB 16 BOD MEETINGS	100.00	
55347 03/07/16		1,906.65 003116		CUMMINS PACIFIC LLP		70438	FEB 16 BOD MEETINGS	100.00	
55348 03/07/16		40.00 003262		DEPARTMENT OF MOTOR VEHICLES		70478	RPR VEH #2309	258.50	
55349 03/07/16		974.94 480		DIESEL MARINE ELECTRIC, INC.		70404	TRAVEL REIMBURSEMENT	769.16	
55350 03/07/16		89.95 001329		DOC AUTO LLC		70409	INVENTORY ORDER	251.21	
55351 03/07/16		50.00 B036		DUTRA, JAMES MICHAEL		70426	CUSTODIAL SUPPLIES	957.74	
55352 03/07/16		39,547.52 002295		FIRST ALARM		70453	TREE REMOVAL TRIMMIN	11,102.00	
55353 03/07/16		1,963.58 002952		FLYERS ENERGY LLC		70405	SEASCAPE EVENT 3/17	40.00	
55354 03/07/16		50.00 B032		FRIEND, ZACHARIAH		70421	INVENTORY ORDER	1,963.20	
						70479	INVENTORY ORDER	-1,940.73	
						70480	CREDIT	-56.55	
						70481	CREDIT	20.00	
						70413	DUPLICATE TITLE 1501	20.00	
						70414	DUPLICATE TITLE 1502	20.00	
						70465	INVENTORY ORDER	974.94	
						70460	RPR VEH #1101 PC	89.95	
						70439	FEB 16 BOD MEETINGS	50.00	
						70491	JAN 16 SECURITY	39,547.52	
						70463	2/1-2/15 FUEL	1,963.58	
						70440	FEB 16 BOD MEETINGS	50.00	

Attachment A

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

DATE: 03/01/16 THRU 03/31/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55355	03/07/16	253.96 001302	GARDA CL WEST, INC.	7	70396	MAR 16 SERVICE		253.96	
55356	03/07/16	1,575.92 002954	GCR TIRES & SERVICE		70448	TIRES		168.00	
					70449	TIRES PC		156.14	
					70450	TIRES		1,251.78	
55357	03/07/16	217.86 117	GILLIG LLC		70477	INVENTORY ORDER		217.86	
55358	03/07/16	165.24 282	GRAINGER		70458	INVENTORY ORDER		2.57	
					70459	NON INVENTORY PARTS		12.16	
55359	03/07/16	50.00 B039	HAGEN, DONALD N JR		70461	NON INVENTORY ORDER		150.51	
55360	03/07/16	16.89 166	HOSE SHOP, THE INC		70441	FEB 16 BOD MEETINGS		50.00	
55361	03/07/16	89.00 001400	KIPLINGER LETTER		70429	NON INVENTORY ORDER		16.89	
55362	03/07/16	100.00 B037	LANE, DONALD STEVEN		70446	4/1/16 RENEWAL		89.00	
55363	03/07/16	50.00 B026	LEOPOLD, JOHN	7	70442	FEB 16 BOD MEETINGS		100.00	
55364	03/07/16	50.00 B031	MCPHERSON, BRUCE		70443	FEB 16 BOD MEETINGS		50.00	
55365	03/07/16	4,016.78 001063	NEW FLYER IND. CANADA ULC DBA		70444	FEB 16 BOD MEETINGS		50.00	
					70420	INVENTORY ORDER		26.26	
					70483	INVENTORY ORDER		3,990.52	
55366	03/07/16	389.79 004	NORTH BAY FORD LINC-MERCURY		70418	RPR VEH #1401		328.35	
					70464	RPR VEH #1104 PC		61.44	
55367	03/07/16	1,107.15 003115	OFFICE TEAM		70432	TEMP W/E 2/19/16		1,107.15	
55368	03/07/16	9,823.03 009	PACIFIC GAS & ELECTRIC		70484	1/25-2/23 1200 RIVER		2,122.07	
					70489	10/28-1/27 1200RIVER		7,700.96	
55369	03/07/16	94.82 043	PALACE ART & OFFICE SUPPLY		70415	OFFICE SUPPLIES		69.48	
					70416	OFFICE SUPPLIES		-7.83	
					70422	OFFICE SUPPLIES		21.21	
					70423	OFFICE SUPPLIES		11.96	
55370	03/07/16	50.00 B038	ROTKIN, MICHAEL E		70445	FEB 16 BOD MEETINGS		50.00	
55371	03/07/16	97.19 107A	SAN LORENZO LUMBER & HOME CTR		70466	LIGHTS DUBOIS		43.82	
					70467	MMF STEAM CLEANER		14.37	
					70468	VERNON OFFICE ADMIN		8.50	
					70469	LOCKS IT DESK		26.58	
					70470	SMC SHELVING		3.92	
55372	03/07/16	55.10 135	SANTA CRUZ AUTO PARTS, INC.		70412	INVENTORY PARTS		55.10	
55373	03/07/16	541.21 079	SANTA CRUZ MUNICIPAL UTILITIES		70407	1/7-2/5 1200 RIVER		23.02	
					70490	1/13-2/11 PARACRUZ		518.19	
55374	03/07/16	422.80 149	SANTA CRUZ SENTINEL	0	70433	JAN 16 LEGAL ADS		422.80	
55375	03/07/16	15.39 115	SNAP-ON INDUSTRIAL		70482	RPR TAP/DIE KIT		15.39	
55376	03/07/16	3,848.13 002871	STATE ELECTRIC GENERATOR		70427	SPACE HEATER WIRING		3,848.13	
55377	03/07/16	2,564.00 001857	SWRCB FEES		70485	2016WATER PERMIT OPS		1,282.00	
					70486	2016WATER PERMIT GOL		1,282.00	
					70410	LAUNDRY SERVICE		69.01	
55378	03/07/16	340.81 003152	UNIFIRST CORPORATION		70411	LAUNDRY SERVICE		203.72	
					70424	LAUNDRY SERVICE		14.19	
					70425	LAUNDRY SERVICE		6.99	
					70454	LAUNDRY SERVICE		40.42	
					70455	LAUNDRY SERVICE		6.48	
55379	03/07/16	30.02 007	UNITED PARCEL SERVICE		70472	FREIGHT		30.02	

Attachment A

DATE 04/01/16 09:28

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

PAGE 3

DATE: 03/01/16 THRU 03/31/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55380	03/07/16	221	1,082.10	VEHICLE MAINTENANCE PROG INC		70417	INVENTORY PARTS	1,082.10	
55381	03/07/16	434B	57.85	VERIZON CALIFORNIA	0	70402	2/16-3/15 SKY-RIVER	57.85	
55382	03/07/16	434	1,438.89	VERIZON WIRELESS		70475	1/13-2/12 BUS WIFI	950.25	
						70492	1/2-2/1 P2T PARACRUZ	488.64	
55383	03/07/16	001506	2,673.25	WESTERN STATES OIL CO.		70462	BULK OIL	2,673.25	
55384	03/07/16	003128	1,061.78	ZEP VEHICLE CARE INC.		70476	BUS WASHER SUPPLIES	1,061.78	
55385	03/07/16	003066	7,225.00	KIM FAMILY ENTERPRISES LLP		70508	MAR16 RENT REMAINDER	7,225.00	MANUAL
55386	03/14/16	003151	334.26	MAR16 RENT REMAINDER					
				ABC BUS INC		70498	DIESEL NOZZLE RPR	42.48	
						70533	INVENTORY ORDER	291.78	
55387	03/14/16	003062	395.00	ABSOLUTE AUTO GLASS INC		70552	RPR VEH #2402 PC	395.00	
55388	03/14/16	382	192.00	AIRTEC SERVICE INC.		70606	HVAC RPR PC	192.00	
55389	03/14/16	E437	52.91	AITKEN, ANGELA		70539	MEETING REIMBURSEMENT	52.91	
55390	03/14/16	001128	1,050.00	ALWAYS TOWING & RECOVERY, INC		70527	TOWING VEH #1203	525.00	
						70528	TOWING VEH #9825	525.00	
55391	03/14/16	002861	32.25	AMERICAN MESSAGING SVCS, LLC		70532	MAR 16 PAGER RENT	32.25	
55392	03/14/16	854	1,305.00	AMERICAN SEATING COMPANY		70536	SEAT INSERTS	1,305.00	
55393	03/14/16	294	429.26	ANDY'S AUTO SUPPLY	0	70535	INVENTORY ORDER	176.31	
						70594	INVENTORY ORDER	36.91	
						70598	CREDIT	-11.03	
						70599	INVENTORY ORDER	193.00	
55394	03/14/16	003105	957.23	AT&T MOBILITY		70579	1/24-2/23 WIFI BUSES	957.23	
55395	03/14/16	001348	4,511.91	ATHENS INSURANCE SERVICE, INC.		70503	MAR 16 TPA FEE	4,511.91	
55396	03/14/16	002689	10.79	B & B SMALL ENGINE CORP		70572	INVENTORY ORDER	10.79	
55397	03/14/16	001112	65.25	BRINKS AWARDS & SIGNS	7	70573	NAME PLATES	65.25	
55398	03/14/16	002929	81.34	CHEVROLET OF WATSONVILLE LLC	7	70553	RPR VEH #2800 PC	81.34	
55399	03/14/16	130	1,043.97	CITY OF WATSONVILLE UTILITIES		70576	2/19 WASTE WTC	757.12	
						70577	1/20-2/16 WATER WTC	257.49	
						70578	1/20-2/16 WATER WTC	29.36	
55400	03/14/16	001124	14,842.00	CLEAN ENERGY		70591	JAN 16 MAINTENANCE	14,842.00	
55401	03/14/16	003102	382.48	CLEVER DEVICES LTD		70585	INVENTORY ORDER	382.48	
55402	03/14/16	002063	34.98	COSTCO		70567	BOD MEETING SUPPLIES	34.98	
55403	03/14/16	002946	2,126.25	DAY WIRELESS SYSTEMS		70526	FEB 16 MAINTENANCE	2,126.25	
55404	03/14/16	001172	23.04	FERGUSON ENTERPRISES INC. #795		70590	RPR SINK WTC	23.04	
55405	03/14/16	447	3,364.27	FERRIS HOIST & REPAIR, INC.		70564	BAY 3 ROTARY LIFT	755.00	
						70589	RPR BAY #3	2,609.27	
55406	03/14/16	002295	14,407.75	FIRST ALARM		70518	JAN 16 SECURITY DUBO	11,236.48	
						70519	JAN 16 SECURITY HW	3,171.27	
55407	03/14/16	002952	30.87	FLYERS ENERGY LLC		70537	PROPANE	30.87	
55408	03/14/16	001039	583.83	GRAFFITI REMOVAL, INC.		70546	INVENTORY ORDER	583.83	
55409	03/14/16	282	329.55	GRAINGER		70601	STOCK ORDER	66.57	
						70602	STOCK ORDER	43.27	
						70603	NON INVENTORY ITEM	8.72	
						70604	NON INVENTORY ITEMS	210.99	
55410	03/14/16	003178	133,404.80	HILL INTERNATIONAL INC		70568	JAN 16 MB PROJ MGMT	133,404.80	

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55411	03/14/16	166	951.70	HOSE SHOP, THE INC		70494	INVENTORY ORDER	434.48	
55412	03/14/16	405	302.21	JOHN'S ELECTRIC MOTOR SVC	7	70495	NON INVENTORY ORDER	517.22	
55413	03/14/16	036	475.40	KELLY-MOORE PAINT CO., INC.		70570	REBUILD STEAM CLEAN	302.21	
55414	03/14/16	216	2,111.80	LABOR READY, INC.		70521	PAINT PARKING LOT MB	475.40	
						70512	TEMP W/E 2/12/16	935.80	
						70516	TEMP W/E 2/19/16	235.20	
						70517	TEMP W/E 2/19/16	940.80	
55415	03/14/16	003195	600.00	LANDAVERY, CARLOS G.		70569	11/13-2/26 INTERPRET	600.00	
55416	03/14/16	003059	157.10	MAILFINANCE INC		70566	2/28-3/27 LEASE ADM	157.10	
55417	03/14/16	001145	715.50	MANAGED HEALTH NETWORK		70541	MAR 16 EAP PREMIUM	715.50	
55418	03/14/16	003017	10,076.04	MANSFIELD OIL CO OF GAINSVILLE		70529	DIESEL 2/11/16	10,076.04	
55419	03/14/16	003249	169.75	MAXIMUM OIL SERVICE LLC		70571	NON HAZARDOUS WASTE	169.75	
55420	03/14/16	001063	1,648.22	NEW FLYER IND. CANADA ULC DBA		70548	INVENTORY ORDER	1,529.55	
						70549	RPR VEH #2805	74.10	
						70550	RPR VEH #2220	44.57	
55421	03/14/16	003115	6,290.85	OFFICE TEAM		70502	TEMP W/E 2/19/16	792.00	
						70504	TEMP W/E 2/26/16	1,361.25	
						70510	TEMP W/E 2/19/16	897.60	
						70511	TEMP W/E 2/12/16	1,122.00	
						70514	TEMP W/E 2/12/16	996.00	
						70520	TEMP W/E 2/26/16	1,122.00	
55422	03/14/16	009	17,418.85	PACIFIC GAS & ELECTRIC		70499	1/26-2/24 VERNON	4,486.50	
						70500	1/26-2/24 GOLF	6,398.96	
						70501	1/26-2/24 I200RIVER	136.40	
						70581	12/23-1/24 DUBOIS	2,071.51	
						70582	1/25-2/23 DUBOIS	1,973.79	
						70583	1/28-2/28 PACIFIC	2,351.69	
55423	03/14/16	043	1,429.57	PALACE ART & OFFICE SUPPLY		70506	OFFICE SUPPLIES	111.28	
						70507	OFFICE SUPPLIES	36.40	
						70509	OFFICE SUPPLIES	445.01	
						70515	OFFICE SUPPLIES	754.81	
						70574	OFFICE SUPPLIES	43.49	
						70613	OFFICE SUPPLIES	38.58	
55424	03/14/16	002947	1,058.00	PEDALERS EXPRESS		70505	FEB 16 COURIER SVC	1,058.00	
55425	03/14/16	481	75.50	PIED PIPER EXTERMINATORS, INC.	7	70586	FEB 16 PEST WTC	75.50	
55426	03/14/16	050	146.82	PITNEY BOWES INC. RENTAL PMT		70614	4/1-6/30 POSTAGE CS	146.82	
55427	03/14/16	002939	40,921.60	PREFERRED BENEFIT		70540	MAR 16 DENTAL	40,921.60	
55428	03/14/16	003024	381.13	RICOH USA, INC CA		70513	11/12-2/11IMAGES OPS	199.12	
						70610	11/14-2/13 IMAGES PC	182.01	
55429	03/14/16	018	693.55	SALINAS VALLEY FORD SALES INC		70595	INVENTORY ORDER	554.49	
						70596	INVENTORY ORDER	139.06	
55430	03/14/16	107A	3.41	SAN LORENZO LUMBER & HOME CTR		70597	INVENTORY ORDER	3.41	
55431	03/14/16	135	31.96	SANTA CRUZ AUTO PARTS, INC.		70597	INVENTORY PARTS	31.96	
55432	03/14/16	002917	104,950.89	SANTA CRUZ METRO TRANSIT W/C		70543	RPLC REIMB CK 019484	503.95	
						70544	PREFUND/COMP RELEASE	85,000.00	
						70545	2/16-2/29 W/C REPLEN	19,446.94	

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55433	03/14/16	793.93 973		SANTA CRUZ NISSAN DODGE VOLKS		70554	RPR VEH #1127 PC	39.29	
55434	03/14/16	40.00 001292		SANTA CRUZ RECORDS MNGMT INC		70600	RPR VEH #1124 PC	754.64	
55435	03/14/16	191.36 002459		SCOTT'S VALLEY WATER DISTRICT		70611	FEB 16 SHREDDING PC	40.00	
55436	03/14/16	264.00 957		SECURITY SHORING & STEEL PLT		70496	12/4-2/3 FIRE SVTC	45.70	
55437	03/14/16	652.51 003242		THE JANEK CORPORATION		70497	12/4-2/3 WATER SVTC	144.56	
55438	03/14/16	547.25 003037		TYCO INTEGRATED SECURITY		70584	1/30-2/29 WATER SVT	1.10	
55439	03/14/16	352.17 003152		UNIFIRST CORPORATION		70522	1/5-2/4 MUD PLATES	264.00	
55440	03/14/16	84.23 007		UNITED PARCEL SERVICE		70563	RPR OF BUS SIGNS	652.51	
55441	03/14/16	2,000.00 002873		USPS-HASLER		70580	1/22-4/30 1200A RIV	547.25	
55442	03/14/16	169.86 003125		VALIN CORPORATION		70538	LAUNDRY SERVICE	203.72	
55443	03/14/16	9,402.96 002829		VALLEY POWER SYSTEMS, INC.		70587	LAUNDRY SERVICE	6.48	
55444	03/14/16					70588	LAUNDRY SERVICE	40.42	
55445	03/14/16					70592	LAUNDRY SERVICE	18.56	
55446	03/14/16					70605	LAUNDRY SERVICE	69.01	
55447	03/14/16					70607	LAUNDRY SERVICE	6.99	
55448	03/14/16					70608	LAUNDRY SERVICE	6.99	
55449	03/14/16					70547	FREIGHT	84.23	
55450	03/14/16					70612	TMS 191952	2,000.00	
55451	03/14/16					70565	PARTS WASHER FILTER	169.86	
55452	03/14/16					70523	INVENTORY ORDER	2,679.68	
55453	03/14/16					70524	INVENTORY ORDER	195.80	
55454	03/14/16					70525	INVENTORY ORDER	61.48	
55455	03/14/16					70534	JOHN DEERE SOFTWARE	190.31	
55456	03/14/16					70556	INVENTORY ORDER	339.95	
55457	03/14/16					70557	INVENTORY ORDER	155.23	
55458	03/14/16					70558	INVENTORY ORDER	1,224.84	
55459	03/14/16					70559	INVENTORY ORDER	190.67	
55460	03/14/16					70560	INVENTORY ORDER	228.53	
55461	03/14/16					70561	INVENTORY ORDER	3,075.03	
55462	03/14/16					70562	INVENTORY ORDER	1,061.44	
55463	03/14/16					70531	INVENTORY ORDER	26.46	
55464	03/14/16					70542	MAR 16 VISION	10,832.08	
55465	03/14/16					70530	DMV EXAM	75.00	
55466	03/14/16					70609	DMV EXAM	75.00	
55467	03/14/16					70628	RPR BACKFLOW VERNON	28.25	
55468	03/14/16					70684	INVENTORY ORDER	13.34	
55469	03/14/16					70629	HVAC VERNON CONF RM	1,713.00	
55470	03/14/16					70637	GREASE WTC	375.00	
55471	03/14/16					70638	GREASE PACIFIC	375.00	
55472	03/14/16					70639	RPR STEAM CLEANER	206.50	
55473	03/14/16					70694	INVENTORY ORDER	196.32	
55474	03/14/16					70695	RPR VEH #2800 PC	92.88	
55475	03/14/16					70618	1/19-2/18 CALNET3	3,999.76	
55476	03/14/16					70625	1/19-2/18 CEMENT	165.95	
55477	03/14/16					70627	1/19-2/18 SKYLINE	282.87	
55478	03/14/16					70732	1/19-2/18 CALNET2	127.09	

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55454	03/21/16	3,305.00 002035		BOWMAN & WILLIAMS INC		70772	DEC 15 FIRE EGRESS	3,305.00	
55455	03/21/16	5,763.09 001356		BRENCO OPERATING-TEXAS, LP		70690	INVENTORY ORDER	5,763.09	
55456	03/21/16	13,347.54 001844		BRINKS INCORPORATED		70634	JAN 16 1200B SERVICE	4,220.90	
						70635	JAN 16 1200B SERVICE	2,578.80	
						70671	FEB 16 1200B SERVICE	4,220.90	
						70672	FEB 16 1200B SERVICE	2,326.94	
55457	03/21/16	808,872.58 502		CA PUBLIC EMPLOYEES'		70668	APR 16 MEDICAL	808,872.58	
55458	03/21/16	101.62 M022		CAPELLA, KATHLEEN	0	70762	APR 16 RETIREE SUPP	101.62	
55459	03/21/16	5,250.00 001324		CAPITALEGE ADVOCACY, INC.		70730	MAR 16 LEGISLATE SVC	5,250.00	
55460	03/21/16	1,943.59 003081		CAPITOLA MALL LLC	7	70753	APR 16 RENT	1,943.59	
55461	03/21/16	84.39 002627		CDW GOVERNMENT, INC.		70619	OFFICE SUPPLIES	84.39	
55462	03/21/16	141.10 002929		CHEVROLET OF WATSONVILLE LLC	7	70685	RPR VEH #206	141.10	
55463	03/21/16	5,990.40 909		CLASSIC GRAPHICS		70688	RPR VEH #2236	2,074.50	
						70689	RPR VEH #2236	3,915.90	
55464	03/21/16	95,781.71 001124		CLEAN ENERGY		70715	LNG 2/24/16	8,722.40	
						70716	LNG 2/22/16	9,666.02	
						70717	LNG 2/19/16	8,355.33	
						70718	LNG 2/17/16	8,649.20	
						70719	LNG 2/15/16	9,242.01	
						70720	LNG 2/12/16	8,140.77	
						70721	LNG 2/10/16	8,360.41	
						70722	LNG 2/8/16	8,530.22	
						70723	LNG 2/5/16	7,874.36	
						70724	LNG 2/3/16	9,224.72	
						70725	LNG 2/1/16	9,016.27	
55465	03/21/16	1,909.40 003116		CUMMINS PACIFIC LLP		70700	FLUID LEVEL SENSOR	797.68	
						70701	INVENTORY ORDER	1,111.72	
55466	03/21/16	50.91 M039		DAVILA, ANA MARIA	0	70756	APR 16 RETIREE SUPP	50.91	
55467	03/21/16	2,816.96 002949		DEANE INDUSTRIAL MACHINING		70680	OUTSIDE RPR	1,315.74	
						70686	RPR VEH #1305	199.50	
						70687	RPR VEH #2809	1,301.72	
55468	03/21/16	1,412.39 900		DEPARTMENT OF TOXIC SUBSTANCE		70632	7/15-12/15 425FRONT	1,412.39	
55469	03/21/16	125.82 432		EXPRESS SERVICES INC.		70669	TEMP W/E 2/21/16	40.50	
						70670	TEMP W/E 2/28/16	85.32	
55470	03/21/16	81.74 959		FIRST ADVANTAGE OCCUPATIONAL		70705	DOT DRUG TESTING	81.74	
55471	03/21/16	37,056.74 002295		FIRST ALARM		70681	FEB 16 SECURITY PAC	37,056.74	
55472	03/21/16	6,239.39 002952		FLYERS ENERGY LLC		70633	2/1-2/15 FUEL PC	6,239.39	
55473	03/21/16	13,891.89 002954		GCR TIRES & SERVICE	7	70651	TIRE FLAT REPAIR	18.00	
						70652	TIRES PC	468.39	
						70653	TIRES PC	306.93	
						70654	TIRES PC	468.39	
						70655	TIRES	501.79	
						70656	TIRES	2,503.54	
						70657	TIRES	1,505.35	
						70658	TIRES	1,251.78	
						70659	TIRES	2,372.52	

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55474	03/21/16					70660	TIRES	1,036.92	
55475	03/21/16					70661	TIRES	1,251.78	
						70662	TIRES	1,020.24	
						70663	TIRES	1,186.26	
55474	03/21/16	M041	101.62	GOUVEIA, ROBERT	0	70757	APR 16 RETIREE SUPP	101.62	
55475	03/21/16	282	458.86	GRAINGER		70733	STOCK ORDER	86.16	
						70735	STOCK ORDER	211.72	
						70736	CREDIT	-37.09	
						70737	STOCK ORDER	153.57	
						70738	PARTITION BRACKETS	44.50	
55476	03/21/16	546	102.77	GRANITEROCK COMPANY		70640	DRAIN ROCK DUBOIS	102.77	
55477	03/21/16	01097	272.85	GREENWASTE RECOVERY, INC.		70641	FEB 16 WASTE SVTC	19.74	
						70773	FEB 16 WASTE SVTC	253.11	
55478	03/21/16	003109	514.00	HANSON BRIDGETT LLP		70727	MATTER 032117.000002	157.50	
						70728	MATTER 032117.000003	356.50	
55479	03/21/16	001745	30,575.89	HARTFORD LIFE AND ACCIDENT INS		70664	MAR 16 LTD	11,371.85	
						70665	MAR 16 AD&D	4,328.58	
						70666	FEB 16 LTD	11,339.27	
						70667	FEB 16 AD&D	3,536.19	
						70702	NON INVENTORY ORDER	64.66	
55480	03/21/16	166	64.66	HOSE SHOP, THE INC		70713	BUS OP WAGE REPORT	250.00	
55481	03/21/16	001196	250.00	JOHN A. DASH & ASSOCIATES		70682	BUS ADVERTISEMENT	95.78	
55482	03/21/16	039	95.78	KINKO'S INC.		70766	TEMP W/E 3/4/16	940.80	
55483	03/21/16	216	1,881.60	LABOR READY, INC.		70767	TEMP W/E 2/26/16	940.80	
						70743	BUS WASHER ARM	406.59	
55484	03/21/16	001178	406.59	N/S CORPORATION		70740	***-***-***-1598	200.00	
55485	03/21/16	003061	200.00	NEOFUNDS BY NEOPOST DBA		70647	INVENTORY ORDER	162.76	
55486	03/21/16	001063	1,517.34	NEW FLYER IND. CANADA ULC DBA		70649	INVENTORY ORDER	46.20	
						70650	INVENTORY ORDER	1,308.38	
55487	03/21/16	002721	109.98	NEXTEL COMMUNICATIONS/SPRINT		70624	1/26-2/25TVM WIRELES	109.98	
55488	03/21/16	003115	4,344.04	OFFICE TEAM		70620	TEMP W/E 2/26/16	990.00	
						70622	TEMP W/E 2/19/16	796.80	
						70623	TEMP W/E 2/26/16	743.89	
						70755	TEMP W/E 3/4/16	915.75	
						70765	TEMP W/E 3/4/16	897.60	
55489	03/21/16	009	5,965.62	PACIFIC GAS & ELECTRIC		70630	1/28-2/28 1200A RIV	3,123.96	
						70631	2/3-3/3 SVTC TENANT	59.23	
						70746	2/4-3/4 SVT PNR WTC	2,782.43	
55490	03/21/16	043	4,893.19	PALACE ART & OFFICE SUPPLY		70673	OFFICE SUPPLIES	36.98	
						70714	OFFICE SUPPLIES	505.45	
						70764	2 SOFAS 4 CHAIRS	4,350.76	
55491	03/21/16	M109	50.91	PEREZ, CHERYL		70758	APR 16 RETIREE SUPP	50.91	
55492	03/21/16	481	550.50	PIED PIPER EXTERMINATORS, INC.		70747	MAR 16 PEST METROMKT	53.50	
						70748	MAR 16 PEST OPS	248.50	
						70749	MAR 16 PEST BETTYS	58.00	
						70750	MAR 16 PEST VERNON	190.50	

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55493	03/21/16	3,325.26 187		POLAR RADIATOR SERVICE INC		70751	RPR VEH #2216	2,510.88	
55494	03/21/16	2,062.99 882		PRINT SHOP SANTA CRUZ	7	70752	RADIATOR RPR	814.38	
55495	03/21/16	150.30 003020		QUEST DIAGNOSTIC INC.		70770	FORMS	1,906.39	
55496	03/21/16	7,787.29 883		RCR FABRICATION AND DESIGN		70621	BUSINESS CARDS	156.60	
55497	03/21/16	444.94 001153		REPUBLIC ELEVATOR COMPANY INC		70636	DOT DRUG TESTS	150.30	
55498	03/21/16	266.43 215		RICOH USA, INC. TX		70734	HANDRAIL MB JKS	7,787.29	
55499	03/21/16	101.62 M085		ROSSI, DENISE	0	70693	MAR 16 MAINTENANCE	444.94	
55500	03/21/16	50.91 M030		ROWE, RUBY		70759	2/26-3/25 RENT C/S	266.43	
55501	03/21/16	23.79 107A		SAN LORENZO LUMBER & HOME CTR		70760	APR 16 RETIREE SUPP	101.62	
55502	03/21/16	91.93 135		SANTA CRUZ AUTO PARTS, INC.		70706	APR 16 RETIREE SUPP	50.91	
55503	03/21/16	11,965.77 002917		SANTA CRUZ METRO TRANSIT W/C		70696	INVENTORY ORDER PC	23.79	
55504	03/21/16	2,500.00 002267		SHAW / YODER / ANTIWIH, INC.		70697	INVENTORY ORDER PC	14.90	
55505	03/21/16	13,904.12 001075		SOQUEL III ASSOCIATES	7	70698	INVENTORY PARTS	27.88	
55506	03/21/16	795.50 001976		SPORTWORKS NORTHWEST, INC.		70699	INVENTORY PARTS	10.85	
55507	03/21/16	9,384.20 982		TRANSPORTATION MANAGEMENT		70648	INVENTORY PARTS PC	38.30	
55508	03/21/16	3,774.99 003037		TYCO INTEGRATED SECURITY		70741	3/1-3/15 W/C REPLNI	11,965.77	
55509	03/21/16	9,035.52 057		U.S. BANK		70729	MAR 16 LEGISLATE SVC	2,500.00	
55510	03/21/16	335.62 003152		UNIFIRST CORPORATION		70754	APR 16 RENT	13,904.12	
55511	03/21/16	2,791.18 002829		VALLEY POWER SYSTEMS, INC.		70646	INVENTORY ORDER	613.50	
55512	03/21/16	63.26 434B		VERIZON CALIFORNIA	0	70648	RPR VEH #1305	182.00	
55513	03/21/16	164.59 434		VERIZON WIRELESS	7	70741	FEB 16 COA	9,384.20	
55514	03/21/16	600.00 001165		VU, THANH DR. MD		70742	4/1-6/30 ALARM SVT	172.47	
						70744	4/1-6/30 ALARM PACIF	253.12	
						70745	4/1-6/30 ALARM WTC	183.25	
						70768	INSTALL ALARM	3,166.15	
						70615	***-***-***-5056	3,246.95	
						70616	***-***-***-6490	1,648.71	
						70617	***-***-***-0811	4,139.86	
						70703	LAUNDRY SERVICE OPS	69.01	
						70704	LAUNDRY SERVICE GOLF	205.52	
						70710	CUSTODIAL SUPPLIES	40.42	
						70711	MATS DUBOIS	6.48	
						70769	LAUNDRY SERVICE	14.19	
						70642	CREDIT	-135.94	
						70643	INVENTORY ORDER	3,063.06	
						70644	CREDIT	-135.94	
						70626	2/13-3/12 SKY-OCEAN	63.26	
						70771	2/2-3/1 PUSH2TALK	164.59	
						70674	DMV EXAM	75.00	
						70675	DMV EXAM	75.00	
						70676	DMV EXAM	75.00	
						70677	DMV EXAM	75.00	
						70678	DMV EXAM	75.00	
						70679	DMV EXAM	75.00	
						70691	DMV EXAM	75.00	
						70692	DMV EXAM	75.00	

Attachment A

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

DATE: 03/01/16 THRU 03/31/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55515	03/21/16	8,702.96 003223	8,702.96	WELLER TRUCK PARTS		70731	RPR BUS #9821	8,702.96	
55516	03/21/16	122.76 002291	122.76	WINCHESTER AUTO		70645	INVENTORY ORDER	122.76	
55517	03/21/16	50.91 M088	50.91	YAGI, RANDY	0	70761	APR 16 RETIREE SUPP	50.91	
55518	03/21/16	331.23 147	331.23	ZEE MEDICAL SERVICE CO.		70707	RESTOCK KIT 1200 RIV	55.68	
						70708	RESTOCK KIT MMF	169.62	
						70709	RESTOCK KIT VERNON	105.93	
55519	03/28/16	181.86 002069	181.86	A TOOL SHED, INC.		70812	BUS WASHER	181.86	
55520	03/28/16	360.05 003151	360.05	ABC BUS INC		70820	INVENTORY ORDER	360.05	
55521	03/28/16	50.00 001088	50.00	ADVANCED MECHANICAL SERVICES	7	70791	BACKFLOW TEST VERNON	50.00	
55522	03/28/16	787.50 001128	787.50	ALWAYS TOWING & RECOVERY, INC		70799	RPR VEH #2802	787.50	
55523	03/28/16	184.56 294	184.56	ANDY'S AUTO SUPPLY	0	70850	INVENTORY ORDER	45.78	
						70851	CREDIT	-81.74	
						70852	INVENTORY ORDER	76.71	
55524	03/28/16	8,540.29 001D	8,540.29	AT&T		70853	INVENTORY ORDER	143.81	
						70817	UPGRADE TL&REPEATER	7,681.54	
						70818	1/10-2/9 FINAL BILL	858.75	
55525	03/28/16	6.42 002689	6.42	B & B SMALL ENGINE CORP		70848	STEAM CLEANER FILTER	6.42	
55526	03/28/16	66.63 003199	66.63	B & H FOTO & ELECTRONICS CORP		70776	TV MOUNT CEO CONF RM	66.63	
55527	03/28/16	210.00 003248	210.00	BAY ALARM COMPANY		70870	4/1-7/1 MONITOR FEE	210.00	
55528	03/28/16	293.96 914	293.96	CALTRONICS BUSINESS SYSTEMS		70813	OFFICE SUPPLIES	281.66	
						70814	OFFICE SUPPLIES	12.30	
55529	03/28/16	167.05 002929	167.05	CHEVROLET OF WATSONVILLE LLC	7	70819	RPR VEH #401	167.05	
55530	03/28/16	25.50 001346	25.50	CITY OF SANTA CRUZ-FINANCE		70789	LANDFILL DUBOIS	25.50	
55531	03/28/16	65.00 001228	65.00	CITY OF WATSONVILLE		70788	2/26/16 BOD MEETING	65.00	
55532	03/28/16	998.31 003256	998.31	COMCAST HOLDINGS CORPORATION		70777	464 PSA TV SPOTS	998.31	
55533	03/28/16	4,565.02 003116	4,565.02	CUMMINS PACIFIC LLP		70801	RPR VEH #2808	211.84	
						70806	TRANSMISSION FLUID	1,902.19	
						70821	INVENTORY ORDER	124.76	
						70823	INVENTORY ORDER	271.79	
						70824	FLUID LEVEL SENSOR	88.65	
						70869	RPR VEH #2809	1,965.79	
55534	03/28/16	675.00 002949	675.00	DEANE INDUSTRIAL MACHINING		70864	EXHAUST MANIFOLD	675.00	
55535	03/28/16	111.00 002567	111.00	DEPARTMENT OF JUSTICE		70829	FEB16 FINGERPRINTING	111.00	
55536	03/28/16	4,941.59 480	4,941.59	DIESEL MARINE ELECTRIC, INC.		70797	INVENTORY ORDER	4,941.59	
55537	03/28/16	1,098.40 001329	1,098.40	DOC AUTO LLC		70810	RPR VEH #2603 PC	1,098.40	
55538	03/28/16	1,145.00 916	1,145.00	DOCTORS ON DUTY MEDICAL CLINIC		70843	DOT DRUG TEST	1,145.00	
55539	03/28/16	55.00 002388	55.00	DOGHERRA'S INC.		70779	TOWING VEH #1124 PC	55.00	
55540	03/28/16	7,500.00 003267	7,500.00	ENO TRANSPORTATION FOUNDATION		70775	TUITION SR EXEC PROG	7,500.00	
55541	03/28/16	292.15 432	292.15	EXPRESS SERVICES INC.		70882	TEMP W/E 3/13/16	120.02	
						70883	TEMP W/E 3/6/16	172.13	
55542	03/28/16	306.00 002956	306.00	FELTON COMMUNITY HALL		70881	5/4/16 OPEN HOUSE	306.00	
55543	03/28/16	6,116.70 002952	6,116.70	FLYERS ENERGY LLC		70849	2/15-2/29 FUEL PC	6,116.70	
55544	03/28/16	418.94 647	418.94	GENFARE A DIV OF SPX CORP		70822	FAREBOX HANDLE ASSEL	418.94	
55545	03/28/16	586.52 282	586.52	GRAINGER		70828	NON INVENTORY ORDER	168.65	
						70839	INVENTORY ORDER	417.87	
55546	03/28/16	553.93 166	553.93	HOSE SHOP, THE INC		70825	NON INVENTORY PARTS	435.00	

Attachment A

DATE 04/01/16 09:28

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

PAGE 10

DATE: 03/01/16 THRU 03/31/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55547	03/28/16	19,185.08 002979		HUNT & SONS, INC.		70859	RPR BAY 3 & 4	103.53	
55548	03/28/16	1,601.06 001233		KIMBALL MIDWEST		70859	RPR STEAM CLEANER WT	15.40	
						70802	INVENTORY ORDER	2,450.63	
						70803	INVENTORY ORDER	16,734.45	
						70555	CREDIT	-18.60	
						70807	NON INVENTORY ITEMS	1,436.78	
						70808	NON INVENTORY ITEMS	58.95	
						70809	NON INVENTORY ORDER	123.93	
						70815	CL#2001103388 103414	99.00	
						70830	CL #2010223492	214.50	
						70844	CL #2010226708	412.50	
						70845	#2005105939 7164812	330.00	
						70886	FEB 16 SERVICE	50.00	
						70816	APR 16 EAP	711.00	
						70792	DIESEL 2/29/16	10,308.15	
						70857	INVENTORY ORDER	2,600.41	
						70847	INDOOR BULLETIN BRD	1,920.15	
						70787	RPR VEH #2216	357.55	
						70781	RPR VEH #9804	1,944.27	
						70782	INVENTORY ORDER	7.00	
						70783	INVENTORY ORDER	1,869.01	
						70784	INVENTORY ORDER	229.07	
						70785	INVENTORY ORDER	86.79	
						70786	INVENTORY ORDER	129.92	
						70863	INVENTORY ORDER	448.28	
						70865	INVENTORY ORDER	115.93	
						70842	TEMP W/E 3/11/16	977.63	
						70867	TEMP W/E 3/11/16	1,188.00	
						70868	TEMP W/E 3/4/16	1,188.00	
						70826	OFFICE SUPPLIES	10.86	
						70838	OFFICE SUPPLIES	669.28	
						70841	OFFICE CHAIRS PC	2,813.36	
						70856	OFFICE SUPPLIES	648.53	
						70774	TRAVEL REIMBURSEMENT	1,004.28	
						70831	RPR MAIN BACKFLOW	1,017.00	
						70832	RPR MAIN BACKFLOW	635.66	
						70880	LEGAL AD	399.00	
						70778	CREATE 15 SEC PSA	700.00	
						70790	HAZARDOUS WASTE	2,446.38	
						70833	MMF LIGHT SWITCH	6.72	
						70834	RPR IRRIG PIPE SVT	33.39	
						70860	LANDSCAPING TOOLS	43.04	
						70793	INVENTORY ORDER	118.54	
						70794	INVENTORY ORDER PC	31.96	
						70795	INVENTORY ORDER	118.84	
						70796	CREDIT	-118.84	
55550	03/28/16	50.00 880		LEXISNEXIS RISK SOLUTIONS					
55551	03/28/16	711.00 001145		MANAGED HEALTH NETWORK					
55552	03/28/16	10,308.15 003017		MANSFIELD OIL CO OF GAINSVILLE					
55553	03/28/16	2,600.41 001052		MID VALLEY SUPPLY INC.					
55554	03/28/16	1,920.15 001802		NATIONAL BUSINESS FURNITURE,					
55555	03/28/16	357.55 003083		NATIONAL BUS SALES AND LEASING					
55556	03/28/16	4,714.34 001063		NEW FLYER IND. CANADA ULC DBA					
55557	03/28/16	115.93 004		NORTH BAY FORD LINC-MERCURY					
55558	03/28/16	3,353.63 003115		OFFICE TEAM					
55559	03/28/16	4,142.03 043		PALACE ART & OFFICE SUPPLY					
55560	03/28/16	1,004.28 E962		PIERCE, AL					
55561	03/28/16	1,652.66 001149		PREFERRED PLUMBING, INC.					
55562	03/28/16	399.00 061		REGISTER PAJARONIAN LLC					
55563	03/28/16	700.00 003255		RIGO TORKOS DEB TORKOS MEDIA					
55564	03/28/16	2,446.38 001379		SAFETY-KLEEN INC					
55565	03/28/16	83.15 107A		SAN LORENZO LUMBER & HOME CTR					
55566	03/28/16	288.29 135		SANTA CRUZ AUTO PARTS, INC.					

Attachment A

DATE 04/01/16 09:28

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

PAGE 11

DATE: 03/01/16 THRU 03/31/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55567	03/28/16	25.55 848		SANTA CRUZ ELECTRONICS, INC.		70798	TOOLS FOR SHOP	19.31	
55568	03/28/16	5,902.11 079		SANTA CRUZ MUNICIPAL UTILITIES		70827	INVENTORY ORDER	118.48	
						70837	OFFICE SUPPLIES	25.55	
						70871	2/6-3/7 IRR1 1200A	26.99	
						70872	2/6-3/7OCEAN BUSSTOP	907.53	
						70873	2/6-3/7 IRR1 GOLF	71.10	
						70874	2/6-3/7 PACIFIC ISL	64.77	
						70875	2/6-3/7 1200B RIVER	2,369.84	
						70876	2/6-3/7 W/S/G GOLF	1,313.51	
						70877	2/6-3/7 W/S/G VERNON	532.03	
						70878	2/6-3/7 IRRIG VERNON	71.10	
						70879	2/6-3/7 W/S/G DUBOIS	545.24	
55569	03/28/16	80.00 001292		SANTA CRUZ RECORDS MNGMT INC		70811	MAR 16 SHRED DUBOIS	80.00	
55570	03/28/16	264.00 957		SECURITY SHORING & STEEL P/LT		70846	2/4-3/4 MUD PLATES	264.00	
55571	03/28/16	3,000.00 001277		SJB GLOBALNET, INC.		70835	FEB 16 VOIP SUPPORT	1,500.00	
						70836	MAR 16 VOIP SUPPORT	1,500.00	
55572	03/28/16	90.21 001976		SPORTWORKS NORTHWEST, INC.		70780	RPR VEH #1305	90.21	
55573	03/28/16	129.91 001040		TERRYBERRY CO., LLC		70800	LONGEVITY AWARD EA	129.91	
55574	03/28/16	514.32 002675		THOMSON REUTERS BARCLAYS WEST		70884	FEB 16 SERVICES	411.00	
55575	03/28/16	328.88 003152		UNIFIRST CORPORATION		70885	2/5-3/4 SERVICES	103.32	
						70840	LAUNDRY SERVICE	6.99	
						70854	LAUNDRY SERVICE	205.98	
						70855	LAUNDRY SERVICE	69.01	
						70861	MATS DUBOIS	6.48	
						70862	CUSTODIAL SUPPLIES V	40.42	
55576	03/28/16	47.44 007		UNITED PARCEL SERVICE		70866	FREIGHT	47.44	
55577	03/28/16	2,547.84 002829		VALLEY POWER SYSTEMS, INC.		70804	RPR VEH #9820	81.91	
						70805	RPR VEH #9820	2,465.93	
55578	03/28/16	23,848.70 003058		LEWIS C NELSON AND SONS INC		70487	CORRECTION	-166,653.37	
						70488	CORRECTION	166,653.37	
						70887	CONST MB THRU 2/29	23,848.70	
TOTAL		1,944,130.89		ACCOUNTS PAYABLE		TOTAL CHECKS	255	1,944,130.89	

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Year to Date Monthly Financial Report as of December 31, 2015

Santa Cruz METRO Board of Directors

April 22, 2016

Angela Aitken, Finance Manager

FY16 Operating Revenue and Expenses For the Month Ending December 31, 2015

50% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$2,702	\$2,541	\$161
Operating Expenses:			
Labor - Regular	\$1,370	\$1,472	\$102
Labor - Overtime	\$194	\$202	\$8
Fringe Benefits	\$1,663	\$1,716	\$53
Non-Personnel Expenses	\$673	\$777	\$104
Total Operating Expenses:	\$3,900	\$4,167	\$267
Operating Budget Favorable/ (Unfavorable):			\$428

9-02-2015



FY16 Operating Revenue and Expenses Year to Date as of December 31, 2015

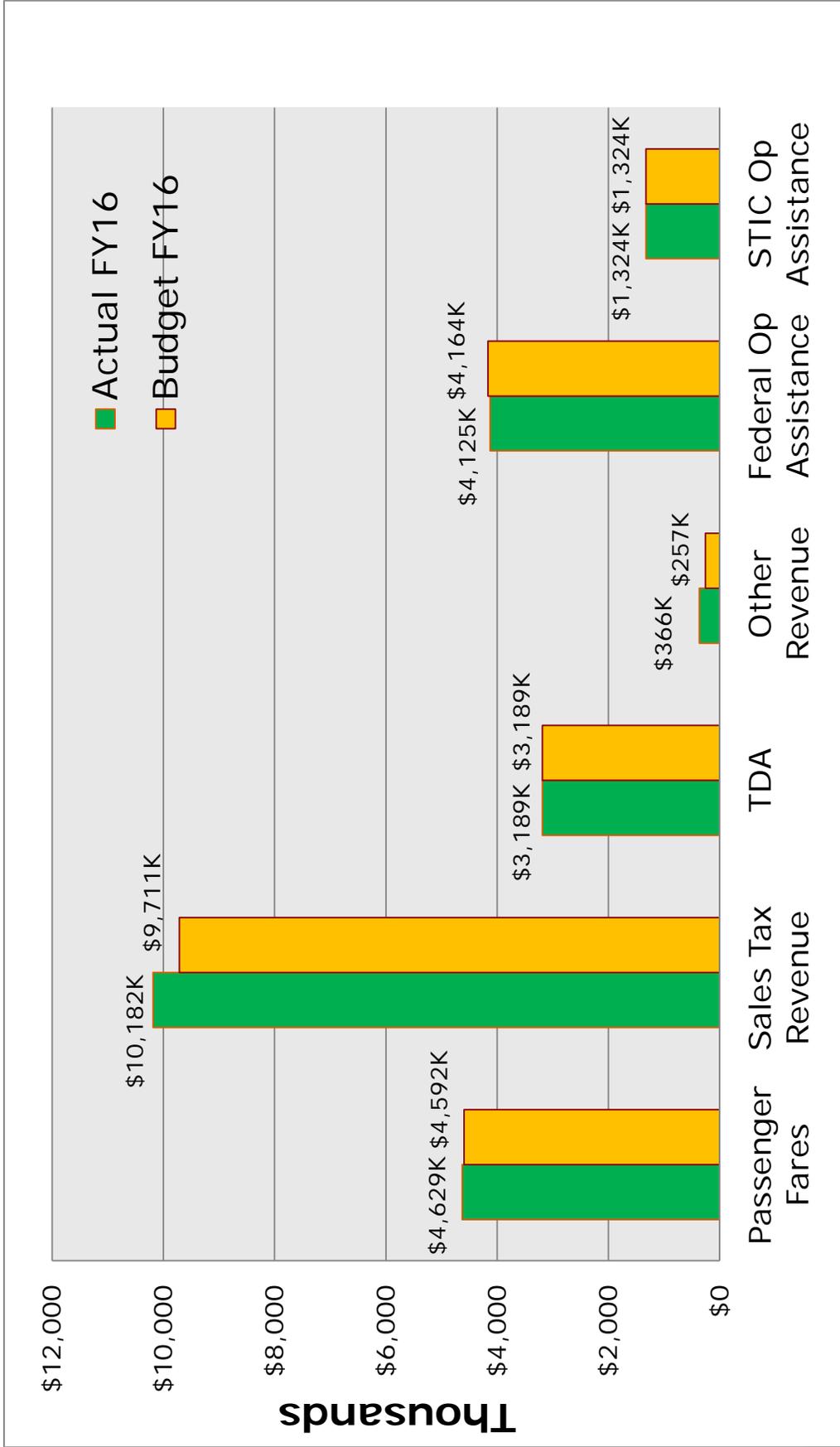
50% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$23,815	\$23,237	\$578
Operating Expenses:			
Labor - Regular	\$8,252	\$8,833	\$581
Labor - Overtime	\$1,364	\$1,209	(\$155)
Fringe Benefits	\$9,416	\$10,298	\$882
Non-Personnel Expenses	\$4,234	\$4,455	\$221
Total Operating Expenses:	\$23,266	\$24,795	\$1,529
Operating Budget Favorable/ (Unfavorable):			\$2,107

9-02-3

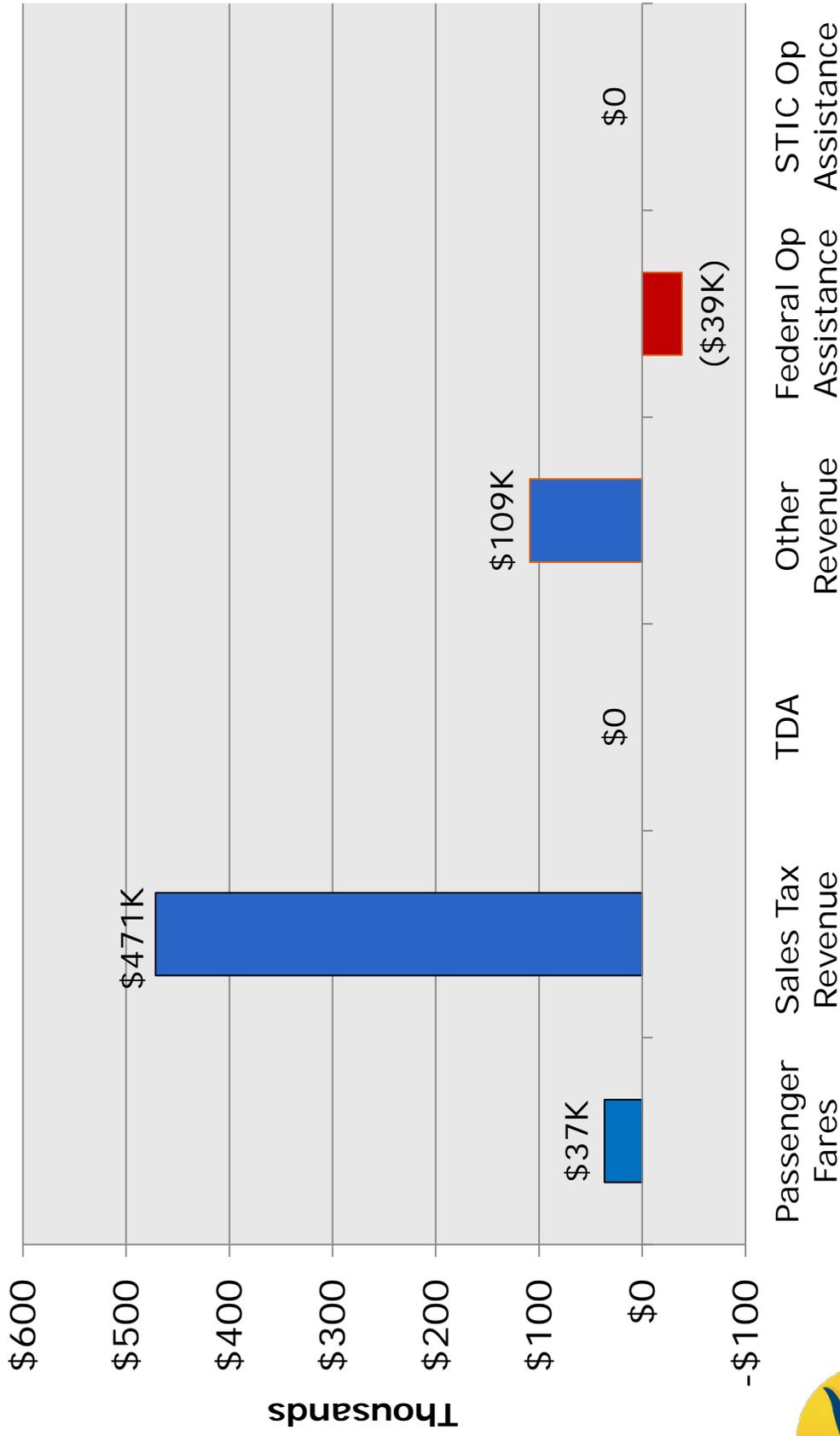


FY16 Operating Revenue by Major Funding Source
Year to Date as of December 31, 2015
50% of Fiscal Year Elapsed



Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of December 31, 2015

50% of Fiscal Year Elapsed

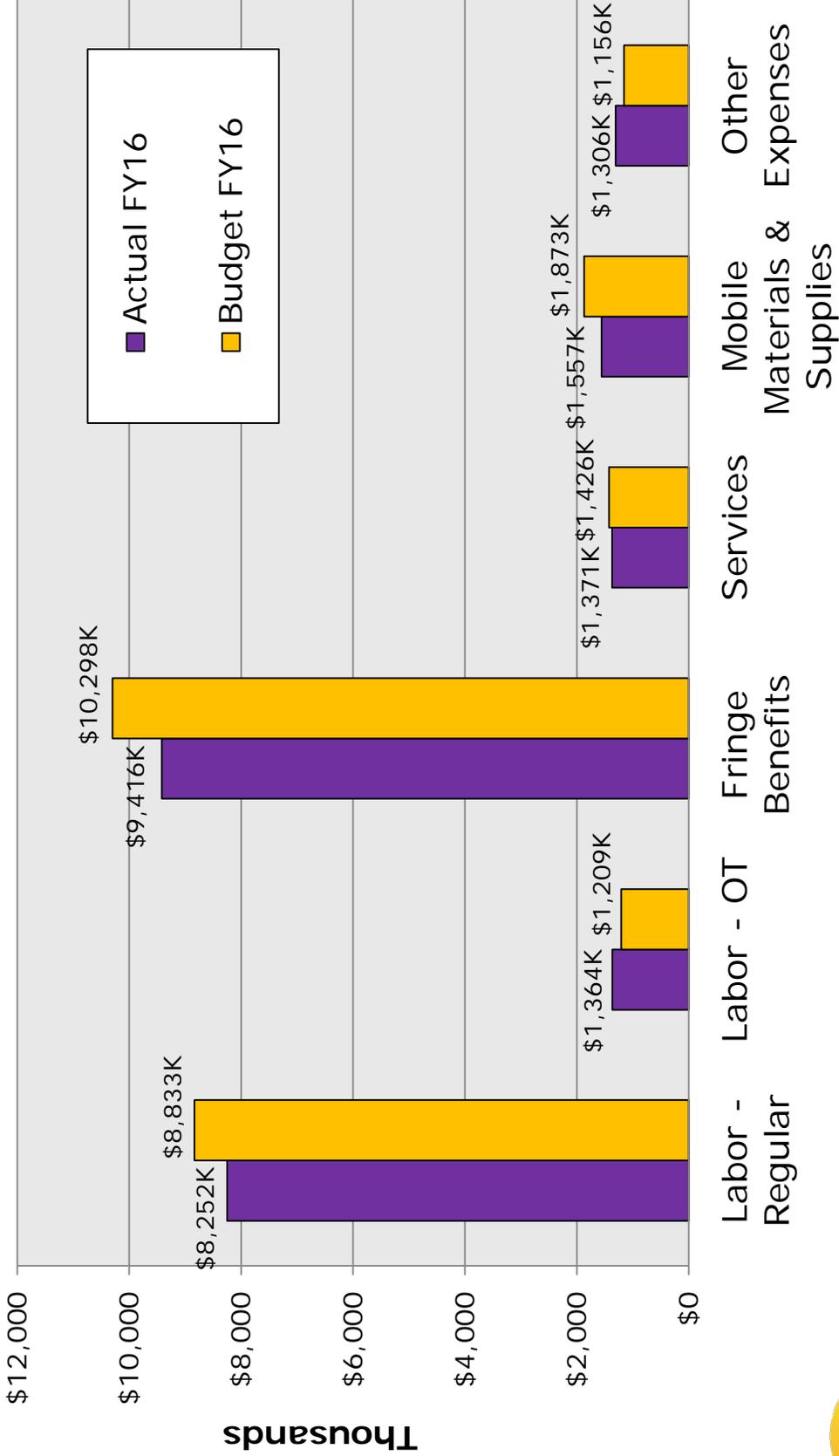


9-02-5



FY16 Operating Expenses by Major Expense Category Year to Date as of December 31, 2015

50% of Fiscal Year Elapsed

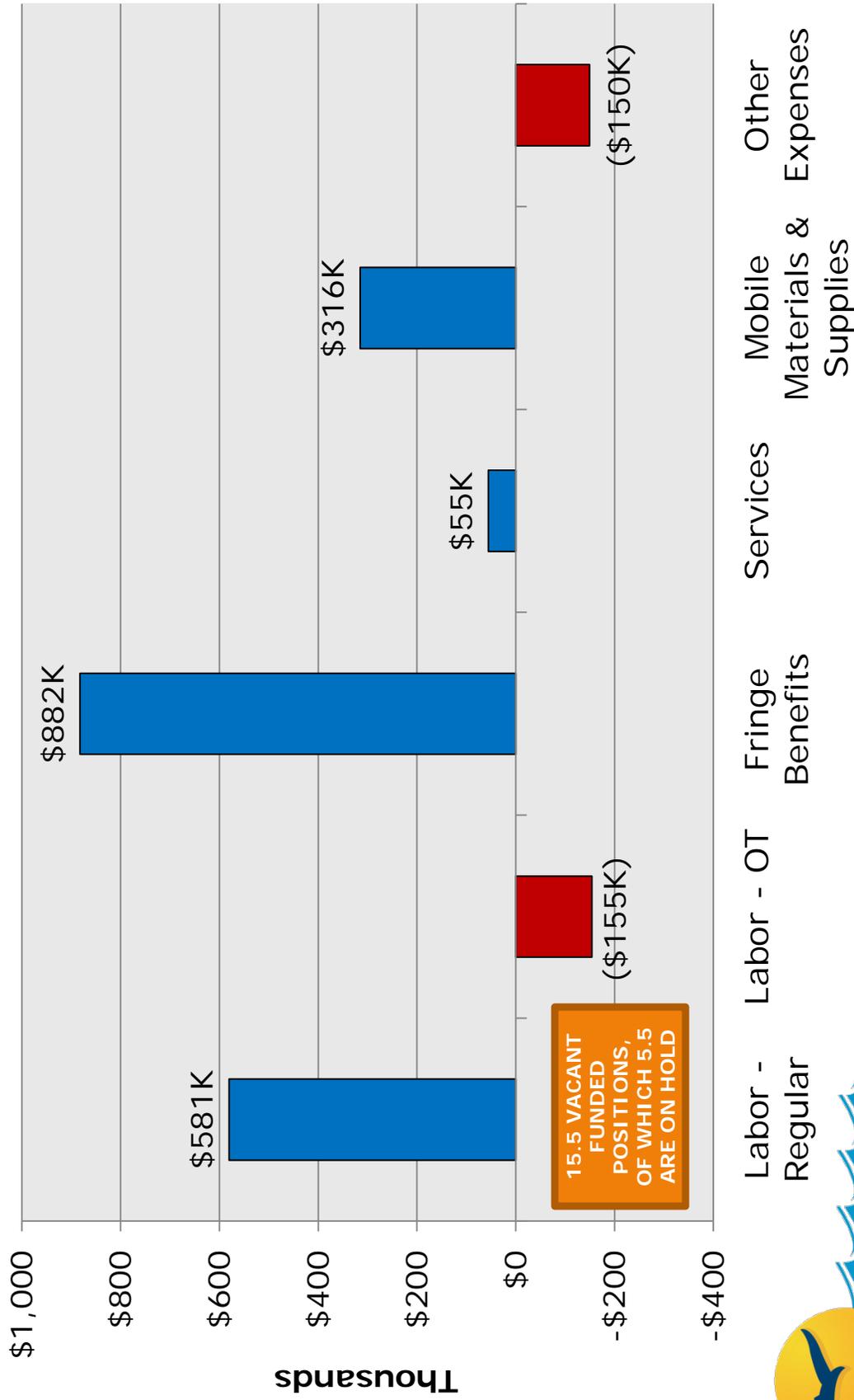


9-02-6



Favorable/(Unfavorable) Expense Variance to Budget Year to Date as of December 31, 2015

50% of Fiscal Year Elapsed

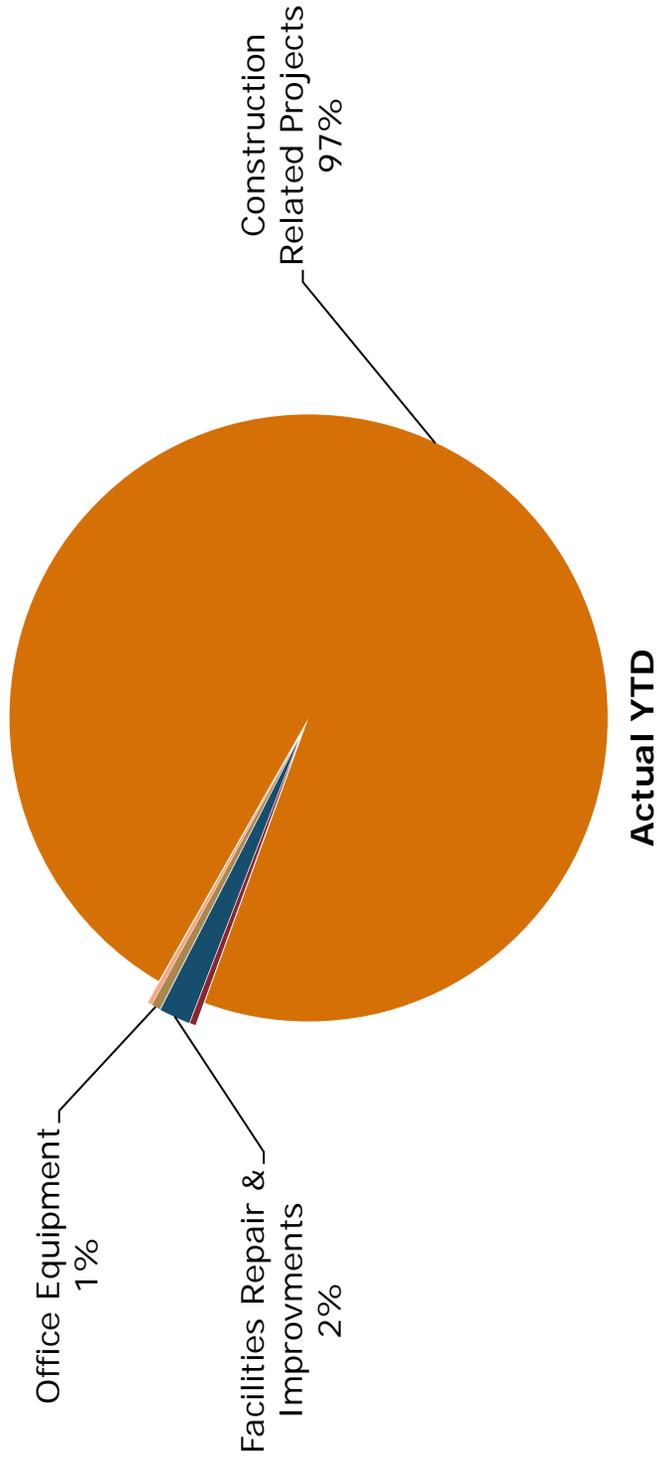


FY16 Capital Budget

Spending Year to Date as of December 31, 2015

50% of Fiscal Year Elapsed

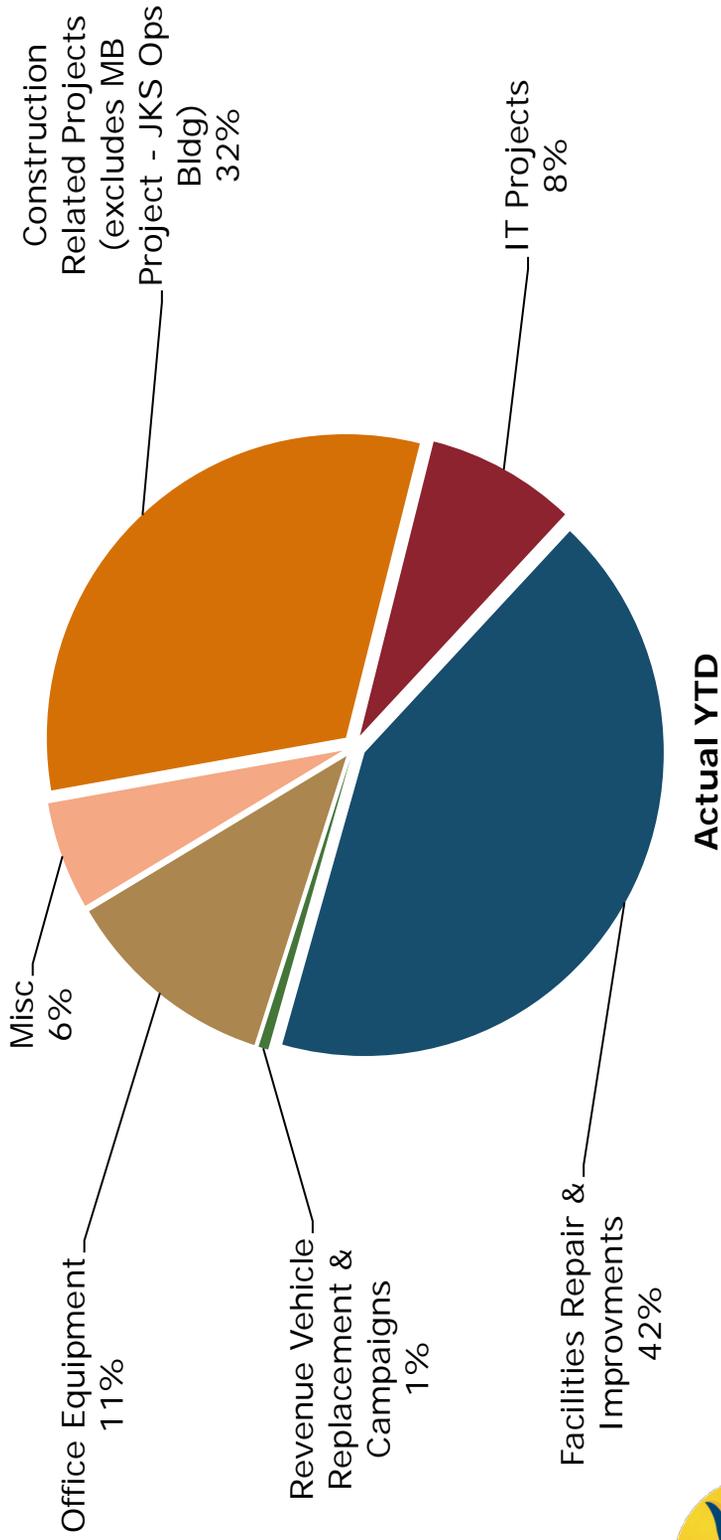
	Actual YTD	Total FY16 Budget	% Spent YTD
Total Capital Projects:	\$5,857,092	\$12,301,528	48%



FY16 Capital Budget - Excludes MetroBase Project - JKS Ops Bldg. Spending Year to Date as of December 31, 2015

50% of Fiscal Year Elapsed

	Actual YTD	Total FY16 Budget	% Spent YTD
Total Capital Projects:	\$232,146	\$2,520,495	9%



9-02-9



MetroBase Phase II Operations Building

Life of Project

Budget Adopted January 22, 2016

Spending as of April 5, 2016

9-02-10



MetroBase Phase II - Life of Project Spending as of April 5, 2016

\$ In Thousands	Budget	Actual	Remaining	% Spent
LCN – Prime Construction Contract	\$13,572	\$13,364	\$208	98%
Construction Contract Contingency	\$2,325	\$2,149	\$175	92%
In-House Project Management	\$653	\$640	\$13	98%
Consultant Costs (Hill Int'l., TRC and RNL)	\$6,269	\$5,636	\$633	90%
Non-Construction Contingencies	\$150	\$0	\$150	0%
Contracted Professional Services – prior to 9/26/14	\$150	\$150	\$0	100%
Additional Cost and Services (VSWs, Security, Dubois, etc.)	\$3,293	\$2,313	\$980	70%
Total:	\$26,412	\$24,253	\$2,159	92%

9-02-11

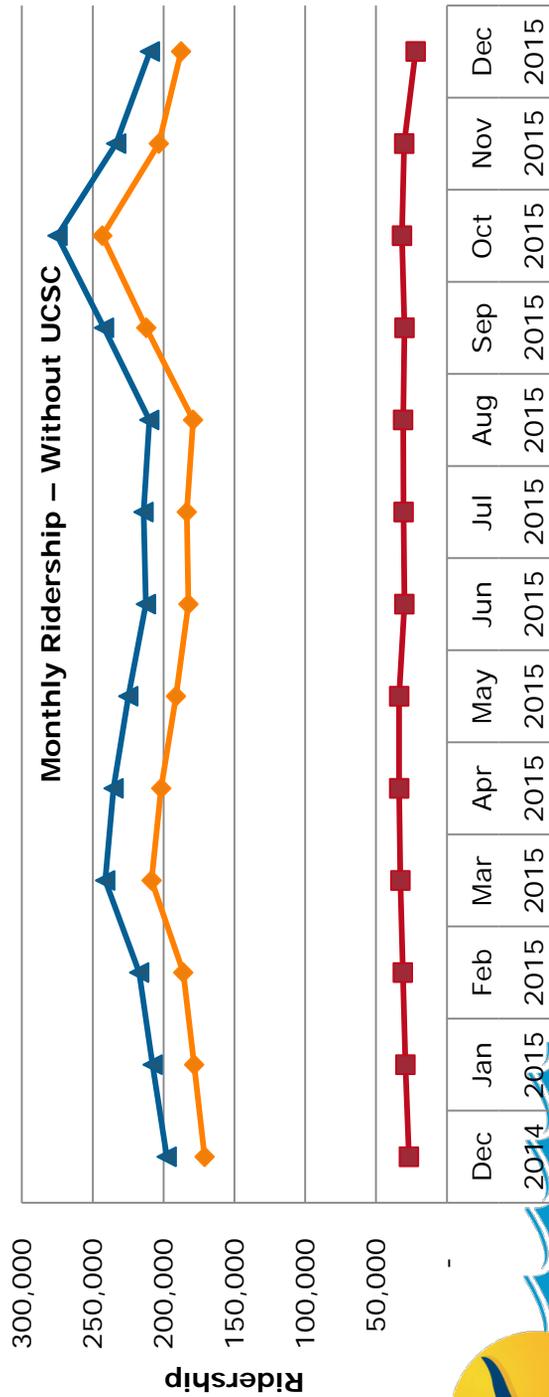
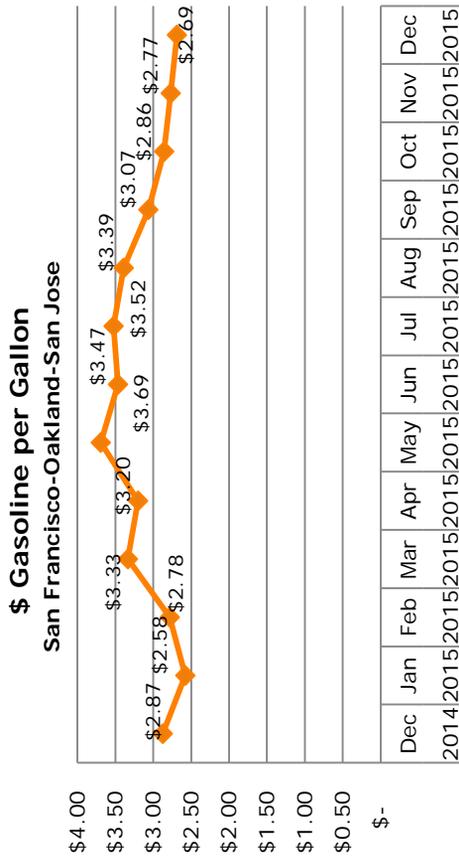
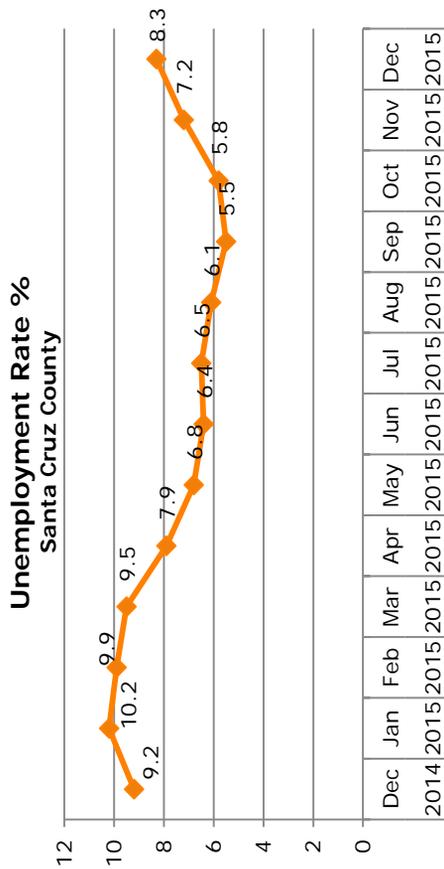


Additional Information

9-02.12



Additional Information



9-02-13



Questions

9-02.14





Year to Date Monthly Financial Report as of January 31, 2016

Santa Cruz METRO Board of Directors

April 22, 2016

Angela Aitken, Finance Manager

FY16 Operating Revenue and Expenses For the Month Ending January 31, 2016

58% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$2,776	\$2,975	(\$199)
Operating Expenses:			
Labor - Regular	\$1,319	\$1,472	\$153
Labor - Overtime	\$227	\$202	(\$25)
Fringe Benefits	\$1,677	\$1,716	\$39
Non-Personnel Expenses	\$540	\$715	\$175
Total Operating Expenses:	\$3,763	\$4,105	\$342
Operating Budget Favorable/ (Unfavorable):			\$143

9-02-16



FY16 Operating Revenue and Expenses Year to Date as of January 31, 2016

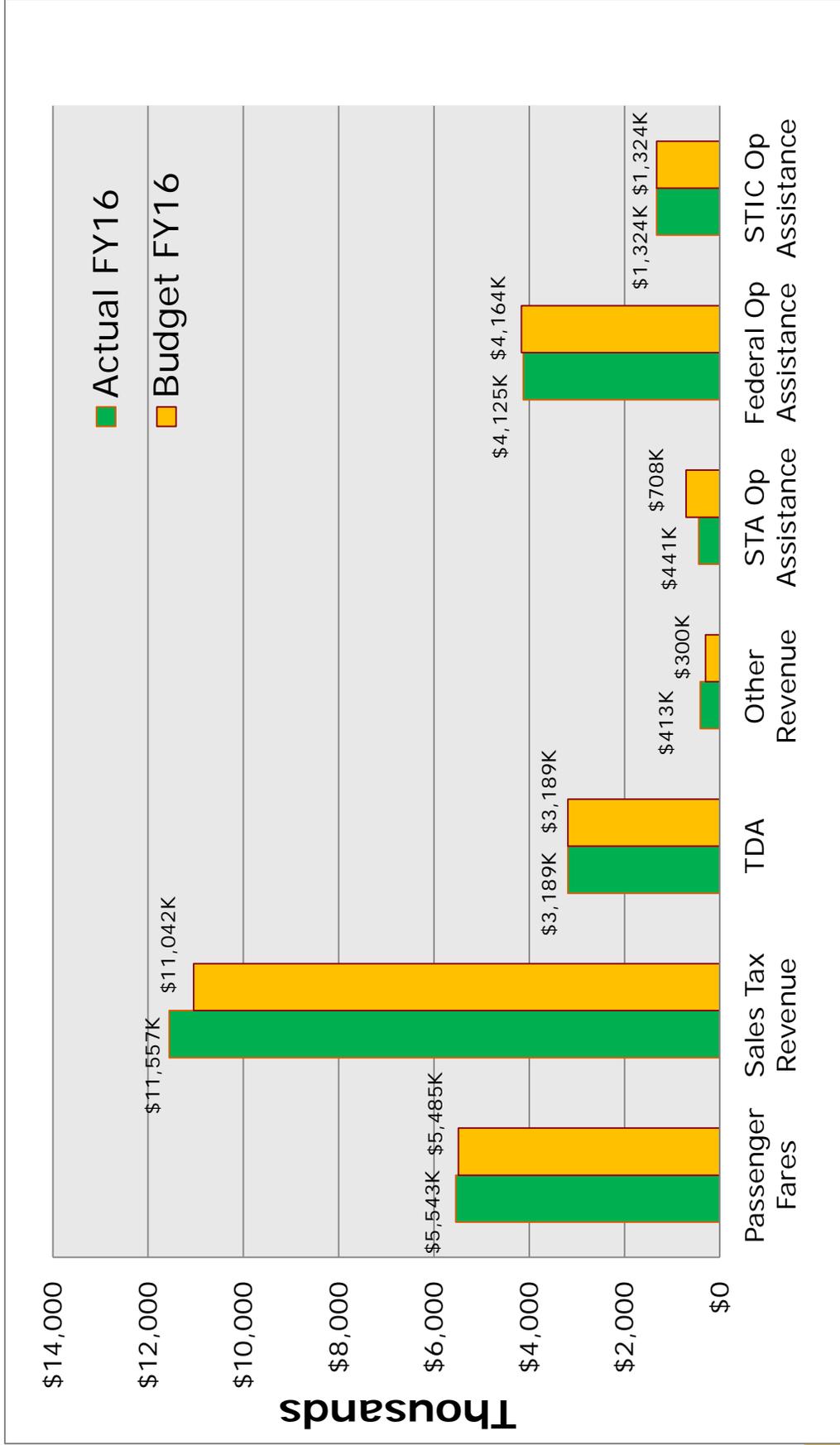
58% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$26,592	\$26,212	\$380
Operating Expenses:			
Labor - Regular	\$9,571	\$10,305	\$734
Labor - Overtime	\$1,591	\$1,411	(\$180)
Fringe Benefits	\$11,093	\$12,015	\$922
Non-Personnel Expenses	\$4,775	\$5,169	\$394
Total Operating Expenses:	\$27,030	\$28,900	\$1,870
Operating Budget Favorable/ (Unfavorable):			\$2,250

9-02-17



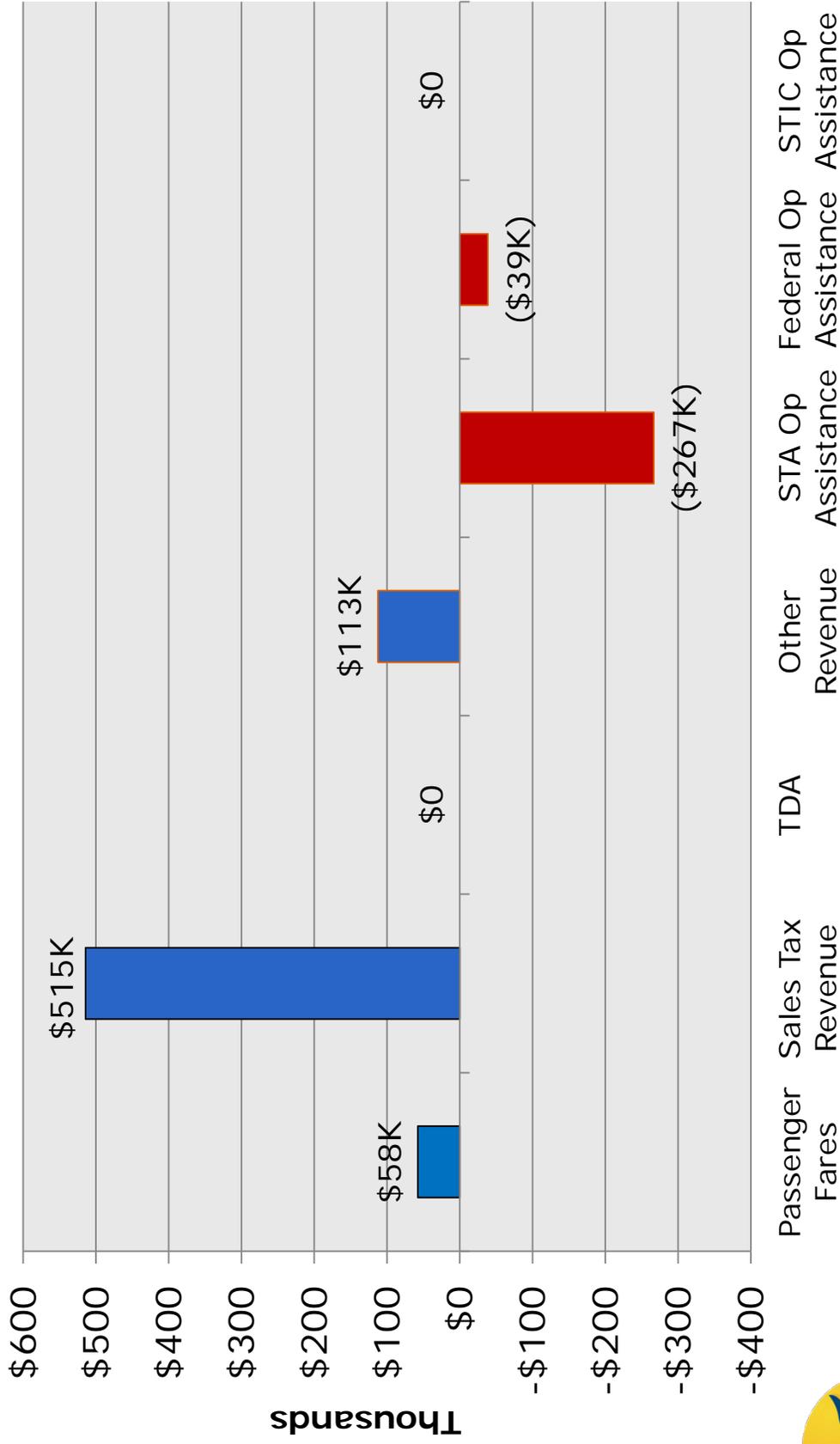
FY16 Operating Revenue by Major Funding Source Year to Date as of January 31, 2016 58% of Fiscal Year Elapsed



Favorable/(Unfavorable) Revenue Variance to Budget

Year to Date as of January 31, 2016

58% of Fiscal Year Elapsed

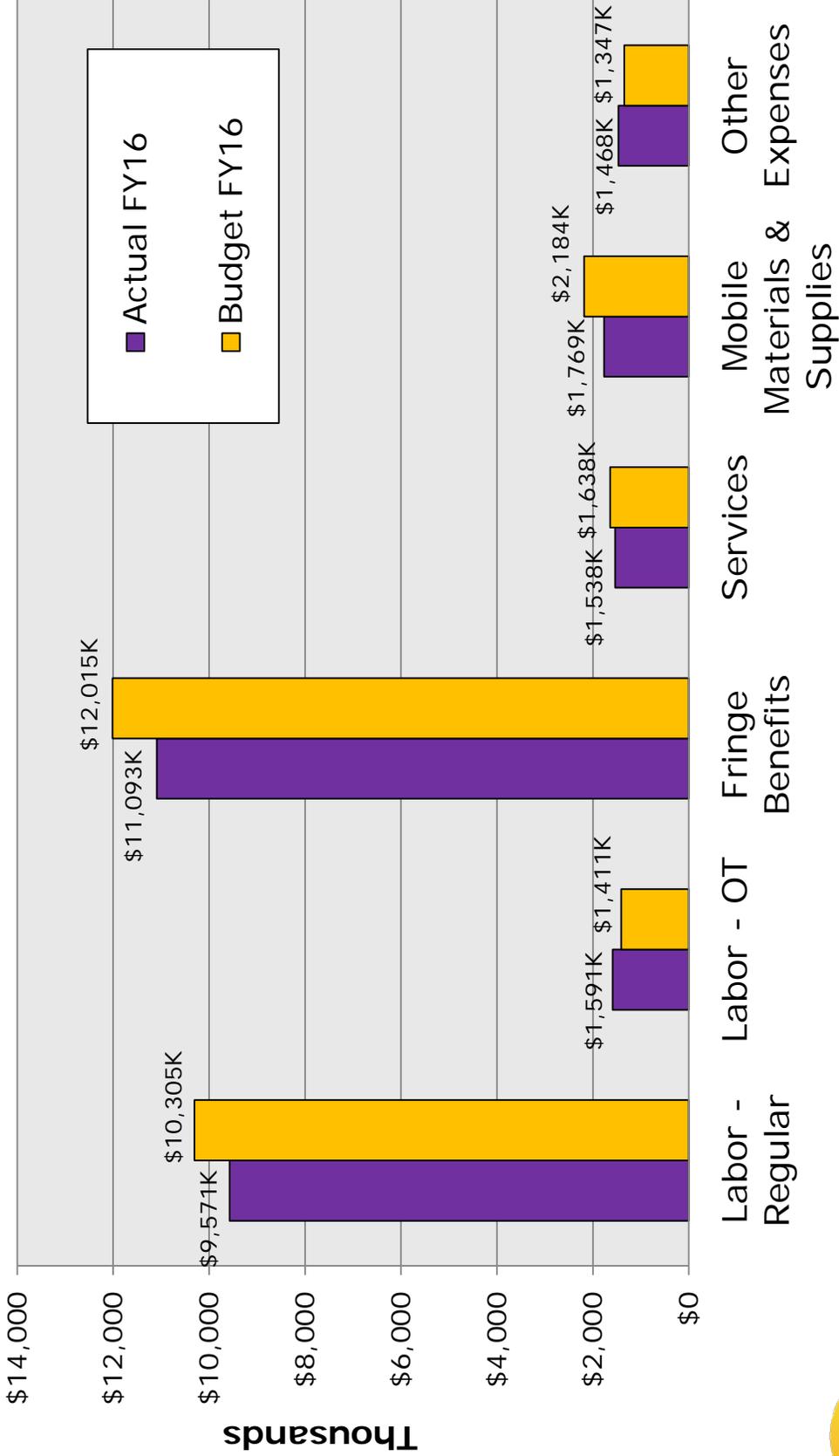


9-20-19



FY16 Operating Expenses by Major Expense Category Year to Date as of January 31, 2016

58% of Fiscal Year Elapsed



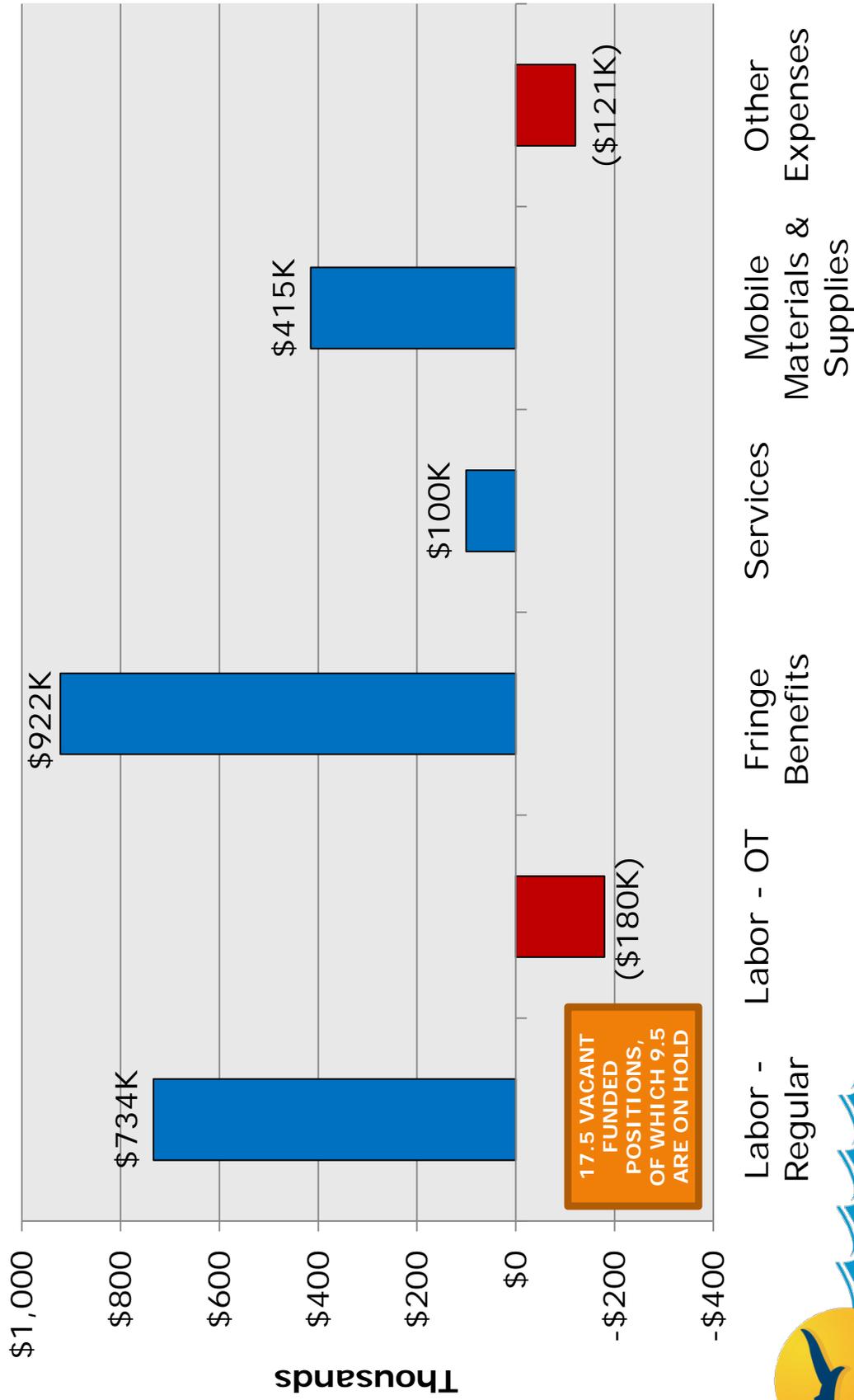
9-02-20



SANTA CRUZ METRO

Favorable/(Unfavorable) Expense Variance to Budget Year to Date as of January 31, 2016

58% of Fiscal Year Elapsed



9-02-21

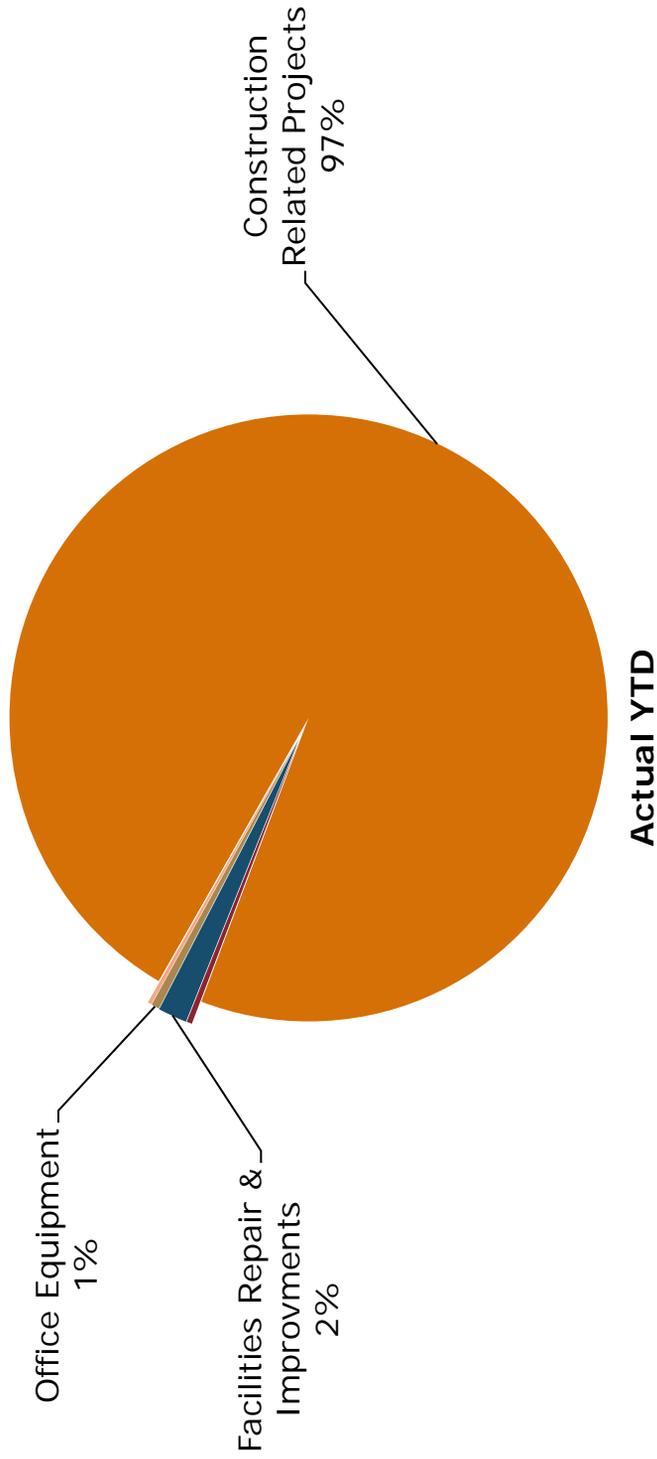


FY16 Capital Budget

Spending Year to Date as of January 31, 2016

58% of Fiscal Year Elapsed

	Actual YTD	Total FY16 Budget	% Spent YTD
Total Capital Projects:	\$6,344,999	\$12,301,528	52%

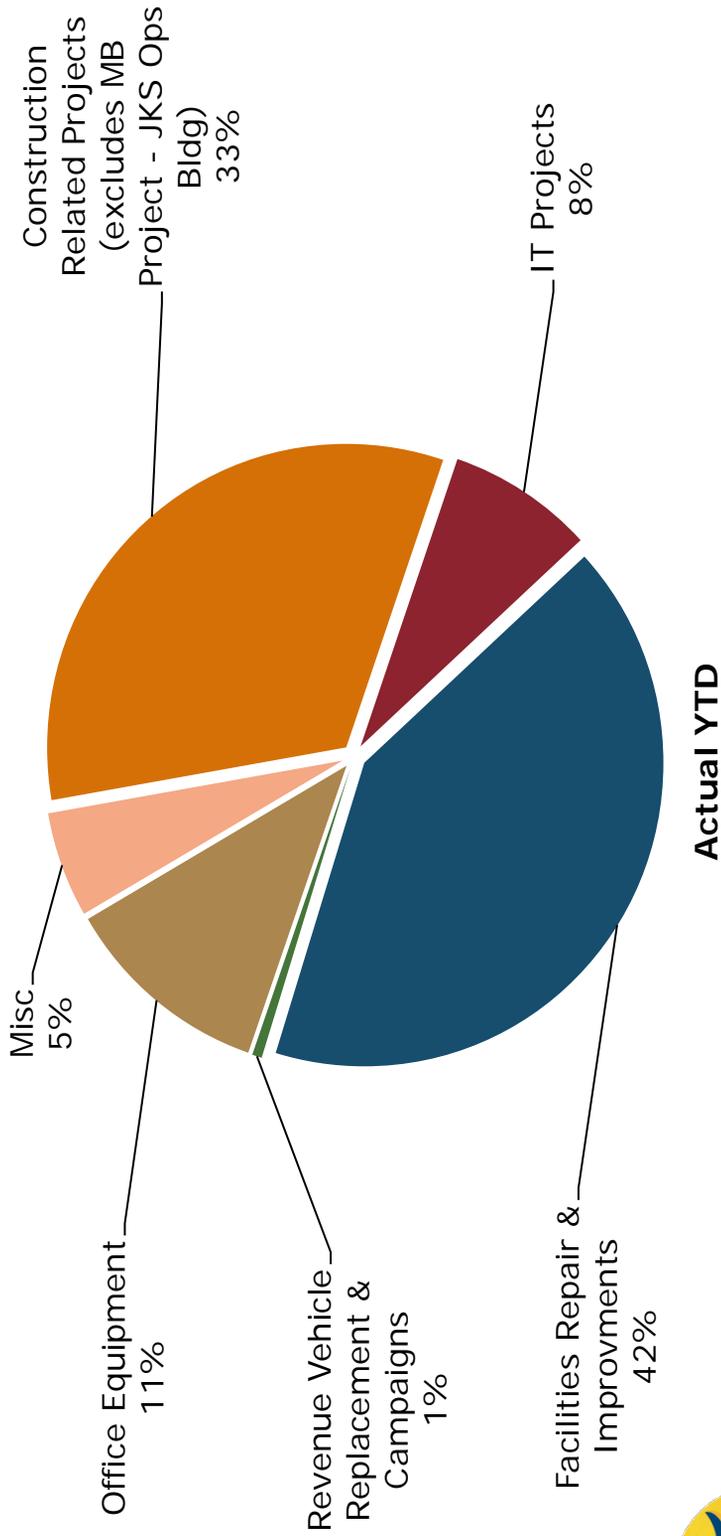


9-02-22

FY16 Capital Budget - Excludes MetroBase Project - JKS Ops Bldg.

Spending Year to Date as of January 31, 2016
58% of Fiscal Year Elapsed

	Actual YTD	Total FY16 Budget	% Spent YTD
Total Capital Projects:	\$236,716	\$2,520,495	9%



9-02-23



MetroBase Phase II Operations Building

Life of Project

Budget Adopted January 22, 2016

Spending as of April 5, 2016

9-02.24



MetroBase Phase II - Life of Project

Spending as of April 5, 2016

\$ In Thousands	Budget	Actual	Remaining	% Spent
LCN – Prime Construction Contract	\$13,572	\$13,364	\$208	98%
Construction Contract Contingency	\$2,325	\$2,149	\$175	92%
In-House Project Management	\$653	\$640	\$13	98%
Consultant Costs (Hill Int'l., TRC and RNL)	\$6,269	\$5,636	\$633	90%
Non-Construction Contingencies	\$150	\$0	\$150	0%
Contracted Professional Services – prior to 9/26/14	\$150	\$150	\$0	100%
Additional Cost and Services (VSWs, Security, Dubois, etc.)	\$3,293	\$2,313	\$980	70%
Total:	\$26,412	\$24,253	\$2,159	92%

9-02-25

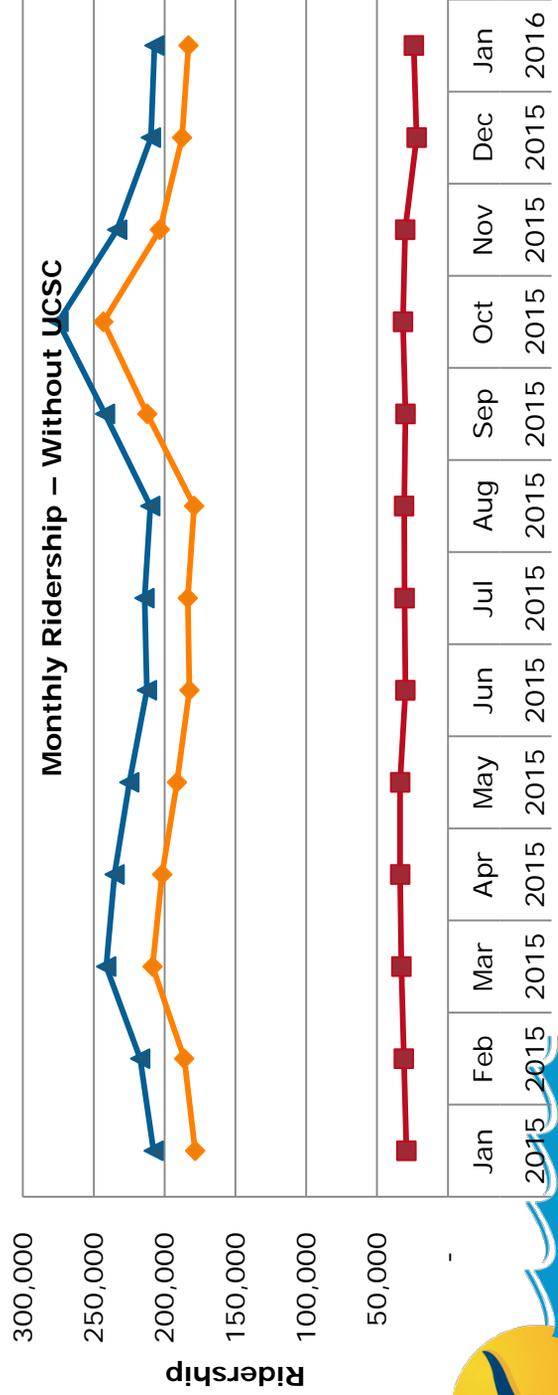
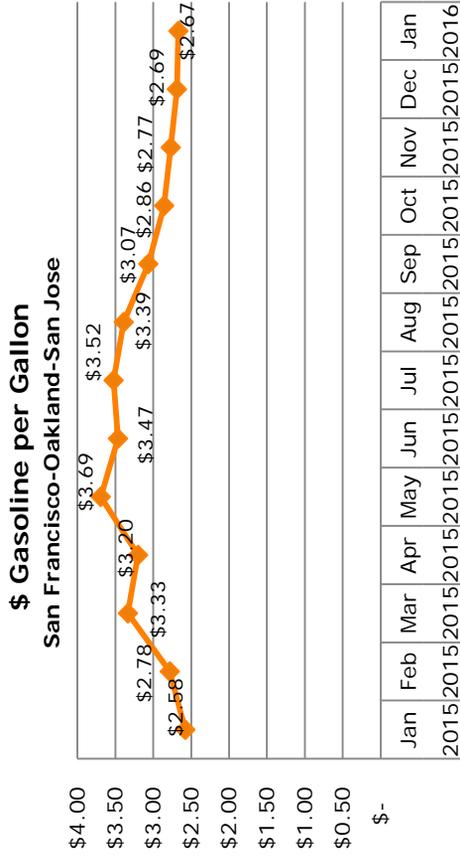
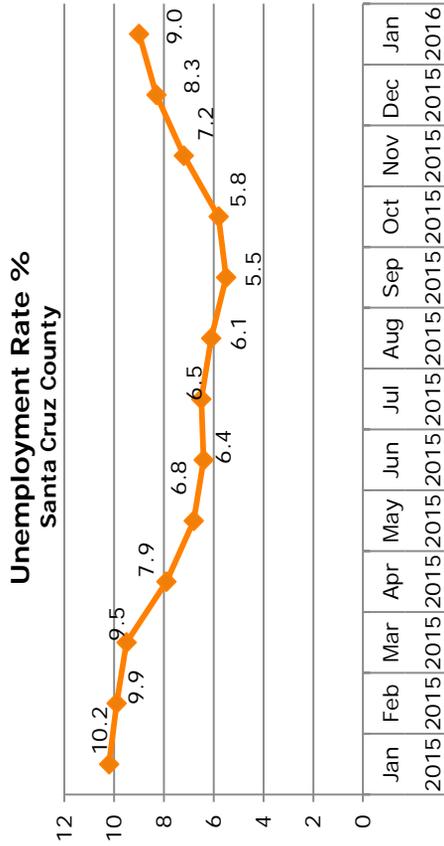


Additional Information

9-02.26



Additional Information



9-02-27



Questions

9-02.28





DATE: April 22, 2016
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD
OF DIRECTORS MEETING OF MARCH 25, 2016**

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 March 25, 2016

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of March 25, 2016.
- 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

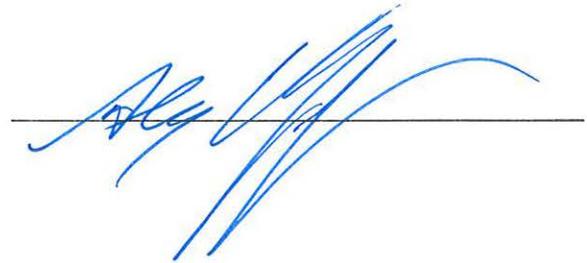
VI. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meeting of March 25, 2016

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) BOARD OF DIRECTORS AGENDA MEETING MINUTES MARCH 25, 2016 – 8:30 AM SANTA CRUZ CITY CHAMBERS 809 CENTER STREET SANTA CRUZ, CA 95060

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, March 25, 2016 at the Santa Cruz City Chambers, 809 Center Street, 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.

This document has been created with accessibility in mind. With the exception certain 3rd party and other attachments, 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

SECTION I: OPEN SESSION

- 1 CALL TO ORDER at 8:30AM by Chair Rotkin.**

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

Director Ed Bottorff	City of Capitola
Director Karina Cervantez	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra, Vice Chair	City of Watsonville
Director Zach Friend	County of Santa Cruz
Director Norm Hagen	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, Chair	County of Santa Cruz
Ex-Officio Director Donna Blitzer	UC Santa Cruz

The following Director was absent:
Director Dene Bustichi

City of Scotts Valley

STAFF PRESENT:
Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO Special Counsel

DRAFT

9-03A.1

Attachment A

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

Daniel De Momer, my brother,
students & Aptos Res ___ C ___
Larry dePage, bus rider
Cele Grover, bus rider
Ofelia Gomez, the Consultant
Carl Hiller, CC
Michelle Hollingshead, CC

Debbie Kinslow, METRO
Elizabeth M., bus rider
Robyn Slater, METRO
Clayton White, bus rider
Elizabeth A. Woody, #8 rider
Lupe M. _____, #91X rider

SECTION I: OPEN SESSION

3 ANNOUNCEMENTS

Chair Rotkin welcomed Julie Sherman, Esq. Senior Counsel with Hanson Bridgett. Ms. Sherman filled in for Leslyn Syren, METRO's General Counsel.

Chair Rotkin announced the following:

Spanish language interpretation will be available during "Oral Communications" and for any other agenda item for which these services are needed. – Carlos Landaverry

Today's meeting is being broadcast by Community Television of Santa Cruz County and today's technician is Renee Sheets

We will open the public hearing at 9:00AM or as soon thereafter as thereafter the matter can be heard regarding consideration of proposed modifications to METRO's Title VI program regulation and system-wide service standards.

The following information has been distributed to the Board Members:

- Updated org chart
- Updated COA Talking Points & FAQs
- Historic and in process Photos of the new Judy K Souza Operations Facility

4 BOARD OF DIRECTORS COMMENTS

Director Dutra thanked Director Bottorff and Mr. Eduardo Montesino for their support with the Cabrillo Student ballot initiative.

5 COMMUNICATIONS TO THE BOARD OF DIRECTORS

In response to requests for public comment:

Elyse, member of the public, expressed her concerns regarding changes in public service and the wealth distribution in the US.

Board Chair Rotkin noted that any decisions regarding changes in service will be made by the Board, after careful evaluation of any suggestions provided by the CEO and METRO staff.

6 WRITTEN COMMUNICATIONS FROM MAC (if applicable)

Having none, the meeting proceeded to the next agenda item.

7 LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino, UTU representative, distributed two handouts (see attached) to the Board Members regarding past and present five year program plans. He asked that the Board give careful consideration to funding capital projects versus reserves.

8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Chair Rotkin announced the following items were distributed to Board Members and are available at the back of the room for public viewing:

- Item 5.3: 3/24/16 letter from Oscar Arroyo, La Selva Beach After-School Program & Summer Camp Letter – Letter received 3/24/16 (after issuance of board packet)
- Item 12: (Consideration of a \$17,000 Separation Incentive Upon Departure from Santa Cruz METRO) Additional Attachment A which represents a deviation of the timeline. METRO is asking the Board to approve the agenda item as written with the modification noted in Attachment A
- News Clips: Media articles of interest

CONSENT AGENDA

9-01 ACCEPT AND FILE: RECOMMENDED ACTION ON TORT CLAIMS

9-02 ACCEPT AND FILE: PRELIMINARY CHECK JOURNAL DETAIL FOR THE MONTH OF FEBRUARY 2016

9-03 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS REGULAR MEETING OF FEBRUARY 26, 2016

9-04 ACCEPT AND FILE: MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF JANUARY 20, 2016

9-05 ACCEPT AND FILE: MONTHLY UPDATE OF METROBASE CHANGE ORDERS

9-06 APPROVAL REQUESTED: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR RESEALING AND RESTRIPING OF PARKING LOTS AT SANTA CRUZ METRO FACILITIES

9-07 APPROVAL REQUESTED: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR PAINTING THE EXTERIOR OF WATSONVILLE TRANSIT CENTER

9-08 APPROVAL REQUESTED: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR ROOF SECTION REPAIR AT PACIFIC STATION

9-09 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF NOVEMBER 30, 2015

9-10 APPROVAL REQUESTED: APPROVAL OF FY17 AND FY18 PRELIMINARY OPERATING BUDGETS AND FY17 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES

9-11 APPROVAL REQUESTED: CONSIDERATION OF RESOLUTION APPROVING THE FY16 REVISED CAPITAL BUDGET

9-12 INFORMATION ONLY: ORAL UPDATE REGARDING THE JUDY K. SOUZA OPERATIONS FACILITY

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR LANE

MOTION PASSED WITH 10 AYES (Directors Bottorff, Cervantez, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.) Director Bustichi was absent.

REGULAR AGENDA

10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR GEORGE CAWALING, JASON LOGIUDICE, RODNEY VAN DINE AND CHRISTOPHER WALSH

Chair Rotkin read the names, positions and tenure of the employees being recognized, while Vice Chair Dutra distributed the awards.

George Cawaling, Receiving Parts Clerk, 30 years of service with METRO: Mr. Cawaling expressed his appreciation and thanked the Board.

Jason LoGuidice, Lead Mechanic, 15 years of service with METRO: Mr. LoGuidice thanked the Assembly and said he is looking forward to another 15 years with METRO.

Rodney VanDine, Bus Operator, 10 years of service with METRO: Thanked the Board for the recognition and said it's a pleasure to serve his own community.

Christopher Walsh, Bus Operator, 10 years of service with METRO: thanked the Board and the District personnel for the recognition.

Chair Rotkin thanked the gentlemen for the service they each provide to the community.

11 PUBLIC HEARING OPENED AT 8:50AM TO CONSIDER THE PROPOSED MODIFICATIONS TO METRO'S TITLE VI PROGRAM REGULATION AND SYSTEM-WIDE SERVICE STANDARDS

Ms. Sherman thanked the Board Members for their warm welcome. She explained that every FTA grantee is required to have service standards and a service policy in place. METRO last updated their program in 2012. The proposed modifications are very minor; e.g., updated employee titles, board meeting frequency and a minor update to the complaint procedure. The program has been run very well, receiving no complaints in the last three years. Title VI considerations will be part of the proposed service modifications.

Chair Rotkin added that Title VI sets standards to ensure disadvantaged communities are not adversely affected. He opened the floor to public comment.

Several members of the public stated they would save their comments for the agenda item related to potential service modifications.

The public hearing was closed at 9:00AM.

ACTION: MOTION TO ACCEPT THE PROPOSED MODIFICATIONS TO METRO'S TITLE VI PROGRAM REGULATION AND SYSTEM-WIDE SERVICE STANDARDS AS PRESENTED

MOTION: DIRECTOR DUTRA

SECOND: DIRECTOR HAGEN

MOTION PASSED WITH 10 AYES (Directors Bottorff, Cervantez, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.) Director Bustichi was absent.

12 APPROVAL REQUESTED: CONSIDERATION OF A \$17,000 SEPARATION INCENTIVE UPON DEPARTURE FROM SANTA CRUZ METRO

CEO Clifford explained that METRO, in an attempt to reduce layoffs, is proposing offering a separation incentive to employees who voluntarily resign. Mr. Montesino approached METRO with concerns regarding the timeline outlined in the board packet distributed on March 21st. As a result, we are asking the Board to approve the original staff report with the inclusion of Attachment A which extends the timeline for implementation of the proposed separation incentive.

Public comments:

Frank Sant related his experience with the USPS where his final separation pay amount was lower than anticipated after taxes were deducted.

Dana Bagshaw, METRO supporter, asked if the incentive was open to all positions or drivers only.

Chair Rotkin responded that the program would be available to all METRO employees.

ACTION: MOTION TO APPROVE THE \$17,000 SEPARATION INCENTIVE UPON DEPARTURE FROM SANTA CRUZ METRO WITH THE INCLUSION OF ATTACHMENT A AS PRESENTED.

MOTION: DIRECTOR LANE

SECOND: DIRECTOR BOTTORFF

MOTION PASSED WITH 10 AYES (Directors Bottorff, Cervantez, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.) Director Bustichi was absent.

13 ACCEPT AND FILE: UPDATE ON THE COMPREHENSIVE OPERATIONAL ANALYSIS

Mr. Barrow, CEO Clifford and Chair Rotkin emphasized an initial proposal is being presented today and will differ from the final proposal to be presented in June 2016. This is an extensive process with multiple opportunities for public input. No decisions are being made by the Board today. This effort is being undertaken to resolve METRO's \$6.5M structural deficit. As of today, we are still over \$1M short of our financial target; we are continuing to identify more savings opportunities to resolve the structural deficit.

The assembly was directed to www.SCMetroForward.com for up to date information and as a venue to provide input.

Barrow Emerson, Planning and Development Manager, introduced Kristina Svensk and William Chow of Transportation Management and Design, Inc. (TMD). Mr. Chow reiterated this is an initial draft of service modifications. He referred attendees to Attachment A for detailed explanations of the proposed cuts by route with proposed change, reason, hours and potential ridership loss. Attachment B contains four maps of Santa Cruz County.

Director Leopold encouraged TMD to keep the County Clinic on Freedom Boulevard in mind when considering changes.

Chair Rotkin noted that the COA Ad Hoc Committee recommended that no further cuts be made to ParaCruz. And, the proposal makes no assumptions regarding the outcome of a potential ballot measure in November.

Mr. Emerson thanked TMD for their efforts and presentation. He noted the initial proposal is to cut 25% of the 225,000 hours of service/3.8M miles of service or 25,000 hours/1M miles of service. There are currently 160 Operators in place. Industry standards recommend 120.

This initial proposal provides for \$5.5M in savings. Another proposal will be presented in April to bridge the \$1M gap by identifying other reductions and alternatives such as: working with UCSC, Highway 17 partners, Unions, etc. Dates for the decision making process are as follows:

- 3/25/16 Present initial service reduction proposal to Board
- 4/22/16 Present revised service reduction proposal to Board & Open 30-day Public Comment Period
- 5/26/16 Present final service reduction proposal, which incorporates public comment to date, to Board with an evening public hearing in Watsonville
- 5/27/16 Continue public hearing and presentation of final service reduction proposal to Board in Santa Cruz & Close Public Comment Period
- 6/24/16 Board adopts reduced service network, taking into consideration all public input received, with annual budget
- 9/8/16 Reduced service network begins

Mr. Emerson noted that all public input will be documented in its entirety; e.g., Court reporters, translators, etc. will be present at public hearings.

Cabrillo College Student Senate approved adding a ballot measure self-assessing students. This benefits METRO, the students and addresses environmental issues in the County.

See www.SCMetroForward.com to submit comments, etc.

Director Lane noted that the presentation did not address why METRO is cutting so much. He requested CEO Clifford reiterate for the benefit of those in attendance.

CEO Clifford referred to the COA document available at the back of the room. Any interested party may obtain a copy by contacting METRO's Administrative office whereupon the document will be emailed or mailed via USPS to them. The basic problem is that METRO's recurring revenues do not match recurring expenses. Due to a number of factors over the past few years (2008 economic downturn, lower than anticipated sales tax revenue, etc.), we have balanced the budget with reserve, STA and STIC funds. The reserves are now running out and we do not have them to backfill the budget.

Director McPherson added METRO was surprised by the State's abrupt announcement that we would be receiving \$1.1M less than anticipated due to lower gas tax dollars and changes in the program.

Chair Rotkin opened the floor to public comment:

Brian Peoples, TrainNow.org, disagrees with RTC's rail plan and has registered as opposing the upcoming tax measure. However, he does support continuing METRO service.

Eli Chance, Santa Cruz County Health Service Agency advocate for clients, requested consideration for essential service to health services such as Route 77 in Watsonville and Routes 4 and 35.

Director Leopold asked Ms. Chance to expand on her comments. Ms. Chance responded that Route 35 would be used for more potential service and any changes to Route 77 could impact access for seniors to the health clinic.

Eduardo Montesino, UTU representative, asked management and the Board to consider implementing furloughs. Would like to see facts and figures. There is a potential impact to 40 drivers and 3 mechanics.

Holly Fors____, Rio Del Mar to UCSC commuter: Traffic is a daily issue for her and has caused her to change her patterns; e.g., shopping and dining in Watsonville rather than 41st Avenue. She would love to see increased bus service as a means to reduce traffic congestion.

Leilani Salinas, south county resident and daily rider of the 91X and 69A to UCSC: Changes would add 1.5 hours to her commute. She asked how do you determine who is a student and who is a staffer at UCSC. She asked the Board to re-examine travel time for route 71 and METRO's administrative staff budget.

Chair Rotkin responded that METRO's staff ratio is comparatively lower than peer agencies and reminded the Assembly that the budget is an open document, available for public review.

Clayton White, resident whose only mode of transportation is via bus: Acknowledges the major cuts but realizes that people need to be able to get to their jobs.

Michelle Hollington, coffee maker at ____ Connection: The bus is her life blood and she would like to see more done for the disabled.

Cole Hiller, rider of local and Highway 17 buses: He would be unable to get around if the cuts happen.

Pat Mahoe, lifetime county resident: Understands METRO has no money. Increased taxes affect those who need it the most. Suggested we hire a consultant to access available wealth in the community for the poor.

James Baron, Cypress student, speaking on behalf of SLV High School students who were unable to attend expressed concern regarding service changes impacting school tardiness.

Chair Rotkin responded that METRO is taking into consideration school bell times if and when schedule changes are suggested.

Victor Chago, Pajaro Valley resident: expressed concern regarding Board "make-up". Only two are from South County.

Chair Rotkin responded that the Board "make-up" is representative of the entire county.

Roxanne VandeVeer, born and raised in Santa Cruz County: Route 91 provided access to education/Cabrillo where she received her AA and transferred to UCLA. She asked the Board to keep in mind that Cabrillo is a big part of the community. As it is now,

routes to Cabrillo are often overcrowded during finals week and students have to wait for the next bus.

Unnamed woman, Watsonville to Santa Cruz commuter: Cutting services will affect many and make it more difficult. It currently takes her two hours to get to work on time. When she was taking the bus to San Jose State, passengers often had to wait for next bus.

Mrs. Gomez, retiree, COD and senior citizen representative: Takes the 69A and 74 for medical care as do many others who can't afford to pay ParaCruz rates.

Steve Allen, UCSC worker, intentionally moved to Live Oak 20 years ago so he could take the bus to work (routes 66, 71 and 10). Approximately 50% of his co-workers ride the bus to work. The proposed cuts would not allow him to get to work. He suggested that UCSC survey their employees regarding potential impacts.

Don Henning, bus rider since 1999, does not own a car: Routes 35, 91X, 71, 68 and 4 will impact him as he returned as a full time student recently.

Maurice Chevalier, Cabrillo student: Yesterday's ballot measure seemed to be the result of a decision made by two people: one student and Mr. Emerson. There was no research behind the impact to students. This was not an effective method. Buses are completely full of Cabrillo students.

Chair Rotkin referenced the UCSC system wherein all students pay a fee. This money subsidizes all routes. Cabrillo's fee would be similar and would allow students to ride anywhere in the system by showing their ID card. Students would have some say in the routes/system cuts.

Vice Chair Dutra added that UCSC is at the table now and we want to bring Cabrillo to the table. Yesterday's Cabrillo action was to allow the students to "giving them the right to vote".

Christopher Michael, student: UCSC gets 10 buses per hour; Cabrillo gets half that. Charging \$20 would be okay. Changing route 35 to accommodate route 4 wouldn't work; 4 is its own route. Route 91 is a fast, convenient route for students; don't discontinue it. Would like to see a discount for route 71; it's the same amount of time and distance as the Highway 17 route.

Director McPherson asked what the cost of the UCSC fee is.

Mr. Emerson answered UCSC students pay approximately \$120 per quarter. We are proposing Cabrillo's fee at \$40 per semester.

Director Leopold added that UCSC parking costs approximately \$700 per year versus \$40 at Cabrillo. Additionally, state law prohibits raising the parking fee at Cabrillo.

Lupe, present on behalf of Paracruz: Increased ParaCruz fees were proposed in September. She paid \$16 today to get back to Cabrillo versus \$4 via Fixed Route. With the new fee, all students will have to pay \$40 whether driving or parking. Consider impact on route 77 to Pajaro and health services on Freedom Blvd.

Amy Peeler, Chief of Clinic Services at County of Santa Cruz Health Services Agency: Asked that the board consider ridership and social equity. The ACA has increased access to medical care. Use of county-wide health service agencies could increase.

Christine Bakanoff, the September cuts continue to affect her. Please reinstate route 72 and ParaCruz so she can attend church services.

Tod Kennedy, Bike Santa Cruz County youth coordinator, present on his own behalf: Rode METRO as a child, moved to Bonny Doon in 1994 and took bus to Santa Cruz in the morning. Many young people use the bus to get to school. Many at-risk students would be adversely affected by the proposed cuts. Asked the board to consider historically under-resourced communities and first time Cabrillo students. He thinks of the bus as a "limousine full of friends he hasn't met yet".

Dennis Atwell, Cabrillo instructor: METRO should be considered vital community service for funding. He recommended the board think outside the box and consider a mix of transportation options; e.g., smaller shuttle buses. Are buses underutilized during the day?

Female UCSC student: Takes the 35 or 4 to get to the Emeline medical complex. Heard about the possible changes from a driver. UCSC is increasing the number of freshmen admitted; changing the 35 and 4 doesn't seem logical. Requested ease of access to information.

Ernestina Saldana, resident of Brommer, Portola, 30th Avenue area, rider of 66 and 68. Hopes to see Board meet with the disabled community. Proposed changes to Live Oak service could impact low income residents.

Felipa Leon, Watsonville resident: Rides all Watsonville routes. Asked Directors Hagen, Dutra and Cervantez to help save the buses in Watsonville. 72, 74 and 69A are important.

Frank Sant, takes 35 and Highway 17 buses: Would like to see early morning and late 35 routes. Elderly people need a bus system; referenced a recent article in the Santa Cruz Sentinel.

Jane Gallagher, Seacliff resident, neighbor of Director Friend. Is a public transit supporter of routes 55, 54, 71, 69W, 35 and 56. Her employer accommodates the bus schedule. Recommended adding a few more minutes to the 71 and 69 connection times and a 5:30P route 54 option for workers. Also, consider basic, easier to clean seats as a cost saving measure.

Michael, new 71 and 91X rider: Requested that the cuts be matched with efficiencies. Please increase the number of bicycle racks.

Chair Rotkin responded that there is no legal way to get more than three bicycle racks per bus.

Dan deMottter, Aptos resident, representing his disabled brother and Cypress School: Asked if some routes can be combined or use two buses in opposite directions.

Chair Rotkin responded that there is standing room only on the UCSC buses.

Gary Peterson, Live Oak Resident: Doesn't understand how hiring consultants to collect data and cutting costs go hand in hand.

Elise Casby, 4, 16, 19, 15 and 71 rider: A public bus company is more than a financial equation; people count on it for transportation. We need more riders.

Adain Warrant, Cabrillo student, Watsonville resident, 77 and 71 rider: Experiences high ridership on 71. Doesn't want to be stranded when the bike racks are full; cutting the buses will increase the anger of riders on Freedom Blvd. Works in Bonny Doon.

Julie Butterfield, Cabrillo worker: Praised bus operators. Wants to see less cars on the road. 91X, 66 and 68 are full. Weekend service is important.

Chair Rotkin thanked everyone for their comments.

Director Friend complimented the public on their respectful, helpful input. The Board recognizes the impact of these decisions. He wants to ensure that service connectivity and overall service is maintained for those who need it; e.g., 77 to the health clinics in the Freedom corridor. Other options such as vans or smaller buses will also be investigated.

Director Chase: There are many more opportunities scheduled for input in both Spanish and English throughout the community representing an invitation allowing the public to tell the Board how these potential changes will impact you, the public.

Director Leopold noted that the Board members represent and consider the entire community to minimize any service impact. Monies spent on facilities are not taken from Operating funds. Cabrillo and UCSC have interesting dynamics: UCSC discourages cars on campus and 75% of their students and staff live on the West Side. Cabrillo's parking fee is limited by state law.

Director Bottorff departed at 11:30AM

Director Dutra thanked the public for the respectful conversation. Does not want to take away access to education; will re-examine the 91X as many students have no other way to get to Cabrillo. The Student Senate vote was 8-4. Reminded the assembly that we still need to locate an additional \$1.1M.

Director Lane noted Board Members continue to lobby for restored state and federal funding. He invited all attendees to support the ballot measure the RTC is planning to put forward in November with a portion allocated to transportation. METRO is also in discussion with UCSC regarding additional contributions.

Director Cervantez relayed her experiences with the 91X and 69W. The reality is it takes 45-60 minutes, not the 30 minutes scheduled, during peak hours. This adds to the burden on 71. 69A is a critical route for health services.

Director McPherson said the Board is aware of health and safety aspects and wants to retain as much service as possible. He cited a case for buses in his district where buses are safer than biking or walking along extended portions of Highway 9. Cabrillo is an example of a multi-faceted approach to improve transportation services in Santa Cruz County.

Director Hagen expressed concerns over duplicate route service; e.g., 77, 72, 74, and 79. He wants to ensure that all of Watsonville continues to be served.

Chair Rotkin summarized that METRO staff will continue to collect public input, work with the consultants and locate money-saving efficiencies.

Director Lane departed at 11:50AM.

ACTION: MOTION TO: A) ACCEPT THE COA UPDATE AND PUBLIC COMMENTS AS PRESENTED; B) DIRECT STAFF TO HOLD PARACRUZ HARMLESS FROM ANY FIXED ROUTE SYSTEM CHANGES AS RECOMMENDED BY THE COA AD HOC COMMITTEE; and, C) MAKE NO ASSUMPTIONS ABOUT THE SUCCESS OR OTHERWISE OF THE UPCOMING SALES TAX MEASURE OR CABRILLO STUDENT SENATE VOTE

MOTION: DIRECTOR McPHERSON

SECOND: CHAIR ROTKIN

MOTION PASSED WITH 8 AYES (Directors Cervantez, Chase, Dutra, Friend, Hagen, Leopold, McPherson and Rotkin.) Directors Bottorff, Bustichi and Lane were absent.

DRAFT

9-03A.10

14 APPROVAL REQUESTED: CONSIDERATION OF A RESOLUTION TO ESTABLISH THE REVISED BOARD OF DIRECTORS MEETING SCHEDULE & LOCATIONS FOR THE CALENDAR YEAR 2016
Alex Clifford, CEO/General Manager

ACTION: MOTION TO ACCEPT THE RESOLUTION TO ESTABLISH THE REVISED BOARD OF DIRECTORS MEETING SCHEDULE & LOCATIONS FOR THE CALENDAR YEAR 2016 AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR HAGEN

MOTION PASSED WITH 8 AYES (Directors Cervantez, Chase, Dutra, Friend, Hagen, Leopold, McPherson and Rotkin.) Directors Bottorff, Bustichi and Lane were absent.

15 CEO TO GIVE ORAL REPORT

Alex Clifford, CEO/General Manager, spoke regarding the recent CTA Executive Committee meeting and outcome. In an attempt to restore the \$1.1M METRO recently lost, the Executive Committee convinced the CTA Board to advocate in favor of legislation and create a vetting process for STA proposed changes. There are a number of agencies across the State onboard with this proposal. Josh Shaw is looking for a sponsor. Mr. Clifford will keep the Board informed.

16 ORAL ANNOUNCEMENT OF NEXT MEETING: FRIDAY, APRIL 22, 2016 AT 8:30 AM, WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE

17 ADJOURNMENT

Chair Rotkin announced the next meeting as above.

Meeting adjourned at 11:55AM by Chair Rotkin.

Respectfully submitted,

Gina Pye
Executive Assistant

Bus Transportation 2016

Five Year Public Transit Disincentive Program for the Santa Cruz Metropolitan Transit District

- STIC(small transit intensive cities) funding transfer more than \$1,000,000 out of operations budget to Capital reserves
- Fuel Tax Credit more than \$600,000 transfer to Capital reserves
- STA(State Transportation Assistance) program transfer more than \$300,000 to Capital reserves

It's a Five year face out of using these sources of funding for bus service to community (**disvaluing passengers**)

Five Year Public Transit Disincentive Program

- Cutting bus service more than 30% in September 2016
 - Cut 91X express bus
 - Cut some Aptos service
 - Cut some Boulder Creek service
 - Cut routes in Watsonville
 - Cut route frequency in UCSC
 - Cut service in Live Oak and Capitola
 - Cut bus stops
- Cut 40 driver positions and 3 Mechanic positions
- Sale Space where Santa Cruz Metro Center currently is located on Pacific Ave.
- Move away from servicing Rural routes and only service corridors like Soquel Dr.
- Hiring more Administration Staff (Planning, IT)

What's to come next year and following years under this plan?

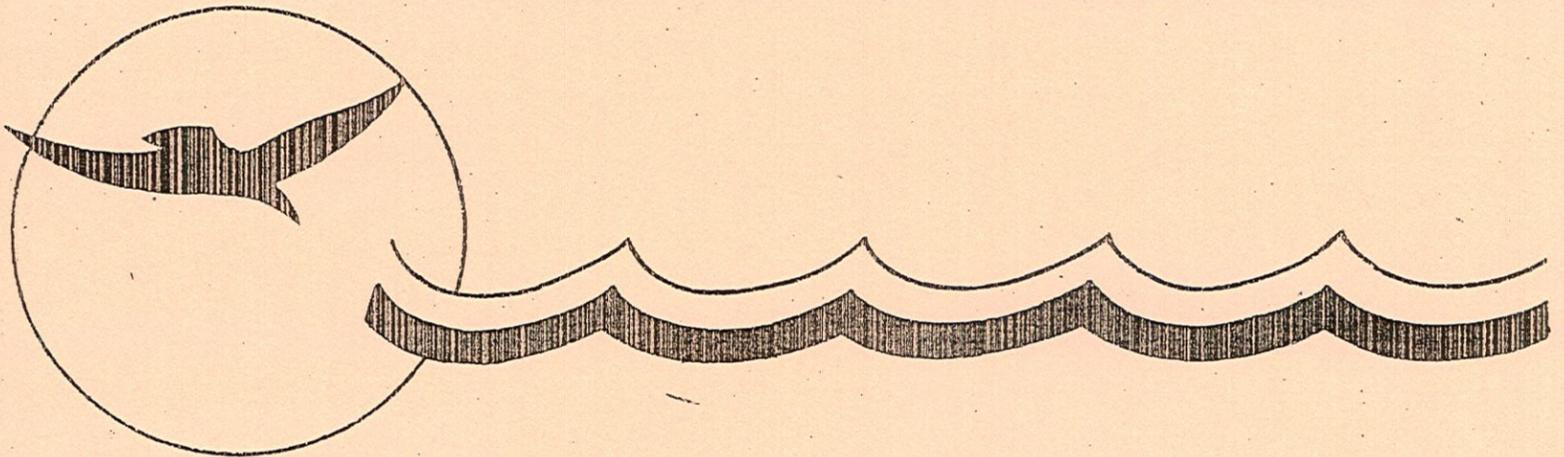
- More bus service cuts
- Increase fares
- Cutting wages to employees
- Contracting out bus service

It's all about priorities do Board of Directors value bus service or keeping money in reserves.

TRANSPORTATION...

**WE'VE DONE IT BETTER
SINCE 1970**

**AND THIS MAY ONLY BE
THE BEGINNING**



**Five Year Public Transit
Improvement Program
for the
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT**

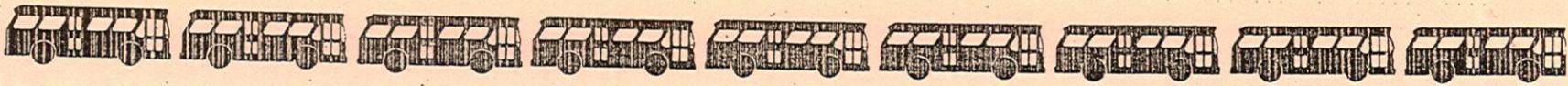


WHAT IS THE TRANSIT DISTRICT?

The Santa Cruz Metropolitan Transit District was formed in 1968 to provide public transportation in the Santa Cruz, Capitola and Live Oak areas. Since that time the District boundaries have been expanded to include Aptos, Rio Del Mar, La Selva Beach, Freedom, Watsonville, Scotts Valley, the San Lorenzo Valley, and Corralitos.

The Transit District is governed by an appointed Board of Directors. Five Directors are appointed by the County Board of Supervisors; three are appointed by the City Council of Santa Cruz; and one Director is appointed from each of the cities of Capitola, Scotts Valley, and Watsonville. The Directors are appointed for four year terms.

Board meetings are held on the third Friday of every month at the Santa Cruz City Hall Council Chambers, at 8:30 a.m. The public is welcome to attend.

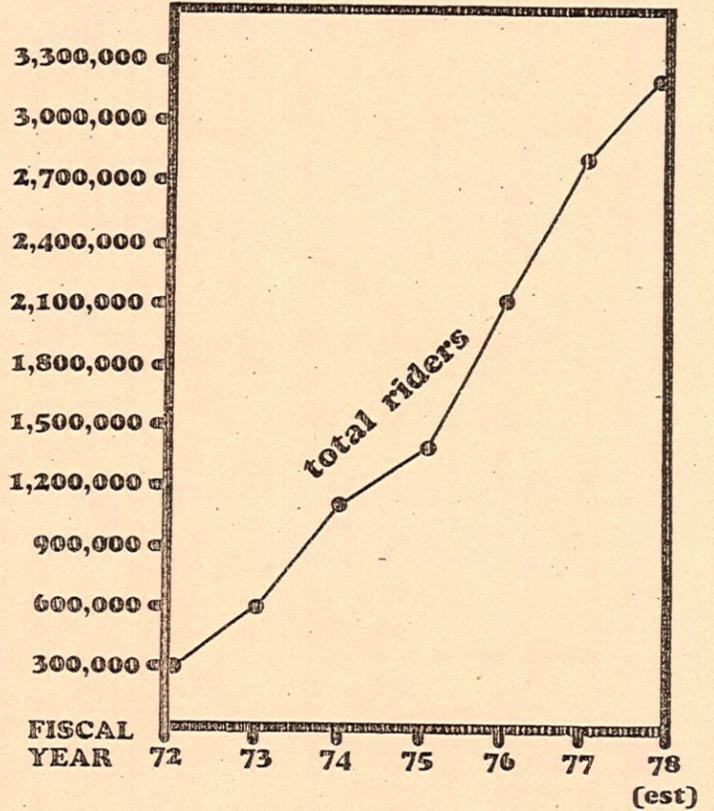


TRANSIT DISTRICT INCREASES SERVICE BY 600% SINCE 1970

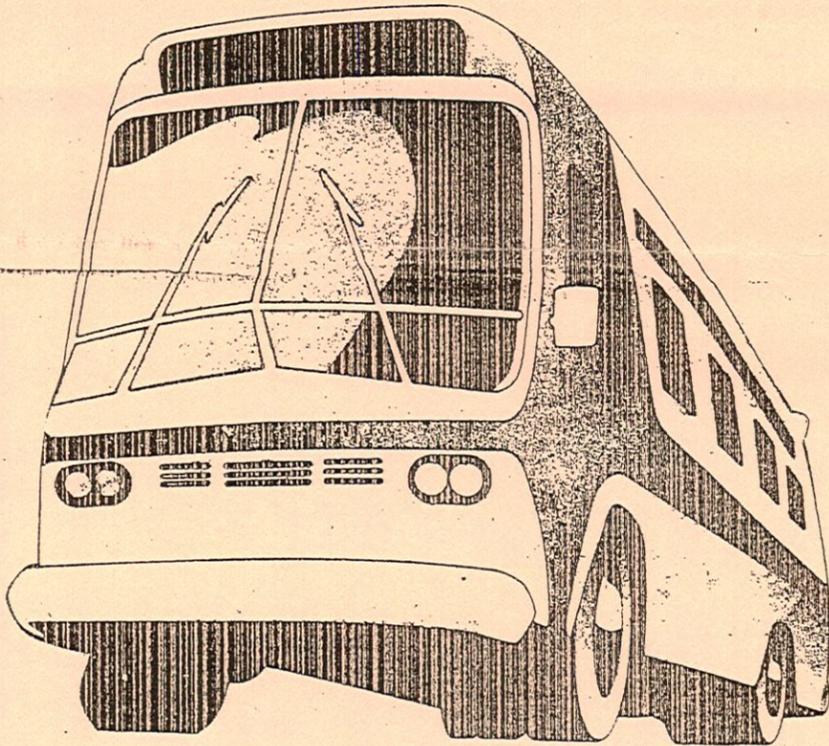
- Expanded service from six old-model buses to 41 modern new buses
- Began bus service to Watsonville, Freedom, Aptos, Scotts Valley, San Lorenzo Valley, and Corralitos, previously unserved by public transit
- Substantially expanded bus service in Santa Cruz, Live Oak, and Capitola
- Provided more frequent and improved service in all areas of the County
- Initiated ten night routes to serve all areas of the County
- Initiated local express service
- Placed signs at all bus stops, installed several hundred bus benches, and installed 30 bus shelters
- Opened transit information booth in downtown Santa Cruz Transit Center
- Created all-day pass for bus riders and developed other passenger incentives
- Began integration of school and transit service
- Initiated transit discount program so that elderly and handicapped persons may ride for reduced fares
- Increased daily riders from 500 to 17,000 per day (including transfers)

These public services were added using all available local, state, and federal funding for public transit. Additional new revenue will be required to fund future expansion of the bus system.

ANNUAL REVENUE PASSENGERS 1972 to 1978



Transit ridership has dramatically risen since the Transit District began operating in 1970. Ridership has increased tenfold, from 300,000 in 1972 to over 3 million riders per year.



1978-79 PLANNED PROGRAMS

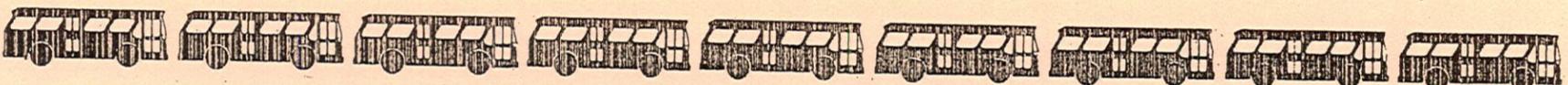
(Assuming passage of the Transit District's 1/2¢ sales tax, Measure G, and federal funding is obtained for bus purchase.)

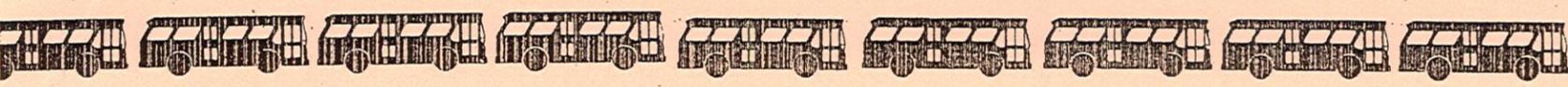
- Continuation of existing services
- Express bus service
- 15 to 30 minute service in most areas
- Evening service
- Bus routes to rural areas
- Purchase of 22 new buses, with passenger lifts
- Bus shelter construction
- Bus stop improvements
- Reduction of bus step height to make boarding easier for elderly and handicapped passengers
- Purchase of land for park-and-ride lots
- Design of new Santa Cruz Transit Center
- Continued coordination with other agencies to better serve the handicapped

FIVE YEAR IMPROVEMENT PROGRAM

These programs have been planned to start during the five-year period ending in 1983, provided that the Transit District's 1/2¢ sales tax, Measure G, is approved and federal funding is obtained for bus purchase and facility construction.

- Continuation of current level of service
- Express bus service
- Summer recreational bus routes
- Buses every thirty minutes on all Watsonville routes, the Scotts Valley route, and the LaSelva Beach route
- Buses every fifteen minutes on eleven additional routes serving Santa Cruz, Capitola, Aptos, Watsonville, Freedom, mid-County, and San Lorenzo Valley
- Night service on eight additional routes serving Santa Cruz residential areas, Live Oak, mid-County, Watsonville, Freedom, Aptos, and Scotts Valley
- New bus service to rural areas
- Purchase of 51 buses to operate the improved service
- Integration of transit and school bus service
- Purchase and development of park-and-ride lots
- Construction of passenger terminal in downtown Santa Cruz
- Construction of passenger terminal in downtown Watsonville
- Bus stop improvements
- Construction of 60 bus shelters
- Construction of administration and operations facility
- Construction of bus maintenance facility





WHAT WILL THE FIVE YEAR PLAN COST?

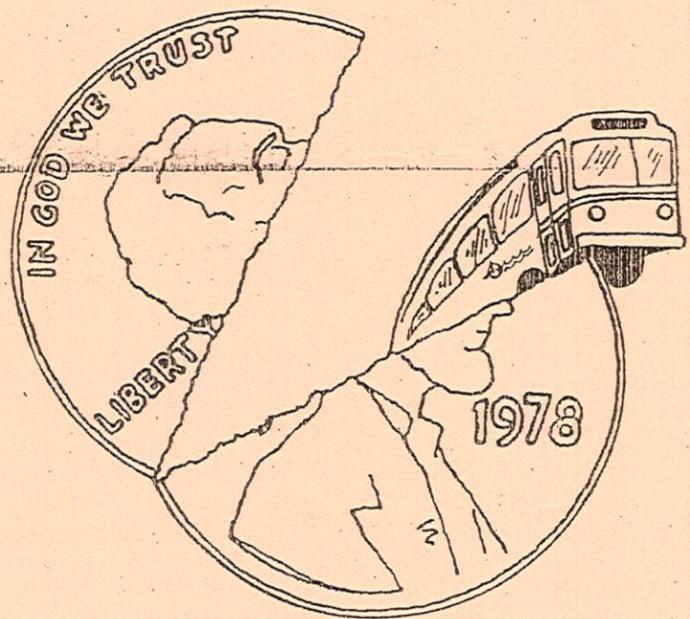
The estimated total budget for the five-year plan is approximately \$46,000,000.

AND LOOK AT ALL THESE BENEFITS!

- Continued operation and maintenance of the existing fleet of 42 buses
- Expansion of the bus fleet to 93 buses, construction of the necessary additional maintenance and storage facilities for the bus fleet, and the cost of operating and maintaining the additional buses
- This means over 50,000 daily bus riders at the current level of bus use, and a capacity for many more daily riders
- Less pollution from automobile use
- Less automobile congestion
- Less parking problems
- More employment, and educational, social and recreational opportunities for citizens of Santa Cruz County
- Maintenance of the economic strength of our downtown areas

WHERE WILL THIS MONEY COME FROM?

- \$ 3.9 million from passenger fares
- \$ 8.6 million from funds available through State law (funds used to finance the operation and maintenance of the existing system)
- \$ 2.5 million from Federal operating assistance grants
- \$ 8.0 million from yet to be approved Federal capital grants
- \$ 3.1 million from approved Federal grants
- \$18.1 million from the (proposed) half-cent sales tax *
- \$ 1.6 million from non-transportation revenues
- \$46 million total



* The Transit District will conduct a 1/2¢ sales tax election, June 6th. \$18.1 million over the next five years in sales tax revenue for the Transit District will be provided if Measure G, on the June 6 ballot is approved. Measure G states:

"SHALL ORDINANCE No. 78-3-1 BE ENACTED BY THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT DISCONTINUING THE PROPERTY TAX AND IMPOSING A RETAIL TRANSACTIONS AND USE TAX (SALES AND USE TAX) AT THE RATE OF ONE-HALF OF ONE PERCENT (1/2 OF 1%) WITHIN THE DISTRICT FOR THE CONTINUED OPERATION AND DEVELOPMENT OF THE TRANSIT SERVICE WITHIN THE DISTRICT?"

Measure G will totally eliminate the Transit District's property tax and change the basis of transit support in Santa Cruz County from property tax to a 1/2¢ sales tax. The funds received by the District will be used to make the improvements described in this report.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT IS EFFICIENT!

TRANSIT SYSTEM	COST PER PASSENGER
Santa Cruz Metropolitan Transit District	\$.59
Pacific Grove Transit74
Salinas Transit System91
Monterey Peninsula Transit	1.10

SUPPORT EFFICIENCY! SUPPORT TRANSIT!

THE TRANSIT DISTRICT'S PRESENT SYSTEM

ROUTES:

All day	30
Weekend	30
Night	10

FLEET SIZE:

53-passenger buses	5
45-passenger buses	21
41-passenger buses	6
25-33 passenger buses	10

MILEAGE:

Route Miles	436
Total Monthly Miles	181,000

RIDERSHIP:

1977	3.1 million
March, 1978	303,000
Weekday	17,000*

*Including transfers

SOURCES OF FUNDS:

- Fares
- State Funds
- Property tax*
- Federal Grants

* This property tax will be eliminated by State law if the half-cent sales tax, Measure G, is approved by the voters on June 6th.

FUNDING RESTRICTIONS:

- State and federal funds are vital to continued operations
- To obtain State and federal funds, the SCMTD must provide local matching funds
- Lacking state and/or local funding, federal grants will cease. (The federal money has already been allocated to transit, so if Santa Cruz does not use it, another transit system will.)

For information on the present system, routes, and schedules, call;

From Santa Cruz, San Lorenzo Valley, Scotts Valley, Capitola, Soquel 425-8600

From Watsonville, Freedom, Aptos 688-8600

Please let us know how you feel about public transportation in Santa Cruz County. Write to:

SCMTD
111 Union Street
Santa Cruz, CA 95060

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DATE: April 22, 2016
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: ACCEPT AND FILE QUARTERLY STATUS REPORT OF ACTIVE GRANTS, GRANT APPLICATIONS AND OPPORTUNITIES FOR JANUARY – MARCH 2016

I. RECOMMENDED ACTION

That the Board of Directors receive and file this status report on grants and applications. This is for information only. No action is required

II. SUMMARY

- Santa Cruz Metropolitan Transit District's (METRO) Final FY16 budget shows approximately 30% of its operating revenue and about 94% of its capital budget derived from grants.
- A list of METRO's active grants (Attachment A), grant applications (Attachment B) and a grant-funding outlook (Attachment C) are provided quarterly in order to apprise the Board of the status of grants funding.
- METRO has active grant awards totaling \$36,146,880.
- METRO staff is processing applications totaling \$22,167,560 for new grants.
- No action is required; this report is for information only.

III. DISCUSSION/BACKGROUND

METRO relies upon grant funding for more than 30% of its FY16 operating revenue and 94% of its FY16 capital funding. The State of California and the Federal Transit Administration (FTA) annually allocate funds by formula while others, such as the California Energy Commission and Caltrans, award discretionary planning grants based upon merit. METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

This staff report is to apprise the Board of Directors of active grants funding for current projects, applications for new funds and foreseeable opportunities for future grants. Attachment A lists all of METRO's active grants with the award amount, the remaining balance and the status of the projects funded by the grant. Attachment B lists METRO's open grant applications with a brief description, source and status of proposed projects. Attachment C is a list of future grant opportunities anticipated to arise based upon previous grant-seeking

experience, new programs and pending legislation which could produce future grant opportunities.

The planned fixed-route service contraction for FY17 puts METRO at a disadvantage in competing for California Cap and Trade funds, which currently are the only source of new funding to support public transit. The Cap and Trade programs adhere to a rigid requirement that proposed projects increase public transit ridership by deploying new or expanded route services. Obviously, METRO cannot put forth a qualifying proposal during the same year in which it implements a major service reduction.

Another factor which hampers METRO's ability to score discretionary grant funds in the Cap and Trade programs is the requirement to spend up to 50% of grant funds in disadvantaged communities, of which Santa Cruz County has but one. The official, rigid definition of a disadvantaged community for the purposes of the Cap and Trade programs, combined with the relative affluence of coastal communities, virtually excludes METRO's ability to fund essential infrastructure and transit service throughout the County from this ample source of transit funding.

METRO staff and the California Transit Association (CTA) are proposing corrective legislation and modifications to several Cap and Trade program guidelines to rectify some of limitations on METRO's fair and equitable participation. Implementing these revisions will improve METRO's competitiveness for these discretionary funds.

Currently, federal grants offer better opportunities to compete for discretionary funds. METRO submitted an application in November to the Federal Transit Administration (FTA) for electric buses, and the FTA just announced another round of funding for buses and bus facilities due in May. Staff will submit another application to maintain facilities in a state of good repair and for electric buses.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Active grant awards (Attachment A) for operating and capital projects total \$36,146,880, a decrease of approximately \$1.5 million from the last report due to closeout of the FY15 STA/TDA grant.

The unspent balance of active grants is \$13,807,187, a decrease of approximately \$3.5 million from January 2016 due to drawdowns during the last three months of project progress payments. Please see Attachment A.

Current grant applications request \$22,167,560, an increase of approximately \$14 million due to the addition of two applications for electric buses and the

addition of two new bus on shoulder applications to Caltrans. Please see Attachment B.

Attachment C lists grant funding sources from which METRO can reasonably anticipate future grant solicitations. The current funding environment heavily favors low- and zero-emission buses and sustainable communities' strategies, especially in areas serving disadvantaged communities. METRO will explore all opportunities to assemble competitive proposals for new solicitations

V. ALTERNATIVES CONSIDERED

This is for information only and there are no alternatives to consider.

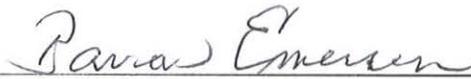
VI. ATTACHMENTS

Attachment A:	METRO Active Grants as of April 12, 2016
Attachment B:	METRO Grant Applications as of April 12, 2016
Attachment C:	METRO Future Grant Opportunities as seen in April 2016

Prepared by: Thomas Hiltner, Grants/Legislative Analyst

VII. APPROVALS:

Barrow Emerson, Planning
and Development Manager



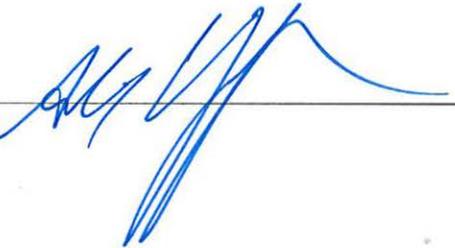
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

Santa Cruz METRO Active Grants as of April 2016

#	Project Description	Funding Source	\$ Grant	Local Match Source	\$ Grant Balance	Local Match Balance	Project Balance	Project Status/ Legislation
1	Comprehensive Security and Surveillance: CCTV, Lighting, fences, generators at any facility	FY13 Prop 1B California Transit Security Grant Program (CTSGBP) from Cal-OES Expires 3/16/17	\$ 440,505	\$ -	\$ 204,832	\$ -	\$ 204,832	Extension granted 3/7/16 for new deadline of 3/31/17. \$ Grant Balance 4/12/16
2	Comprehensive Security and Surveillance: CCTV, Lighting, fences, generators at any facility	FY14 Prop 1B California Transit Security Grant Program (CTSGBP) from Cal-OES Expires 3/16/17	\$ 440,505	\$ -	\$ 440,505	None	\$ 440,505	Received Payment 10/2015 and project is active. \$ Grant Balance 4/12/16
3	Comprehensive Security and Surveillance: CCTV, Lighting, fences, generators at any facility	FY15 Prop 1B California Transit Security Grant Program (CTSGBP) from Cal-OES Expires 3/16/18	\$ 440,505	\$ -	\$ 440,505	None	\$ 440,505	Received Payment 10/2015 and project is active. \$ Grant Balance 4/12/16
4	MetroBase: Judy K. Souza Operations Facility construction	Proposition 1B State and Local Partnership Program (SLPP) California Transportation Commission Expires 12/1/15	\$ 5,812,000	\$ 5,812,000	\$ -	None	\$ -	All SLPP grant funds have been expended and reimbursement requested. Building completion scheduled for March. METRO will close the grant upon building acceptance. \$ Grant Balance 4/12/16.
				Sales Tax		Sales Tax		

Attachment A

Santa Cruz METRO Active Grants as of April 2016

#	Project Description	Funding Source	\$ Grant	Local Match Source	\$ Grant Balance	Local Match Balance	Project Balance	Project Status/ Legislation
5	MetroBase development, Judy K. Souza Operations Facility	FY10 - 13 Public Transportation, Modernization, Infrastructure and Service Enhancement Act (PTMISEA) Expires: 6/30/20	\$ 12,010,147	-	\$ 1,349,169	-	\$ 1,349,169	The PTMISEA funds allocated to METRO from FY08 through FY13 are for the MetroBase JKS Operations Facility and the temporary operating facility. \$ Grant Balance as of 3/7/16.
6	Pacific Station right-of-way acquisition and Construction	FY15 Public Transportation, Modernization, Infrastructure and Service Enhancement Act (PTMISEA) Expires: 6/30/20	\$ 5,949,126	-	\$ 5,374,126	None	\$ 5,374,126	Corrective Action Plan and new allocation request(s) needed for the transfer of \$575,000 to MetroBase and the reallocation of FY15 PTMISEA funds to other projects. \$ Grant Balance 3/5/16
7	Pacific Station expansion and renovation architectural services	FY06 FTA 5309 CA-04-0021 No Expiration	\$ 396,000	99,000	\$ 104,912	26,228	\$ 131,141	Group 4 delivered the Conceptual Design Report 8/14/15. Group 4 under contract to design alternate tarmac for operations on Front Street. \$ Grant Balance as of 3/7/16.
8	Pacific Station expansion and renovation architectural services	FY08 FTA 5309 CA-04-0102 No Expiration	\$ 490,000	122,500	\$ 53,913	13,478	\$ 67,391	Group 4 delivered the Conceptual Design Report 8/14/15. Group 4 under contract to design alternate tarmac for operations on Front Street. \$ Grant Balance as of 3/7/16.
9	Provide student internships in public transit planning.	FY14 FTA 5304 Planning Grant AMBAG OWP WE 673 Expires 12/31/16	\$ 40,281	5,219	\$ 12,978	1,682	\$ 14,659	Caltrans awarded Internship grant 8/13/13 for \$40,281. Six-month extension granted February 2016. \$ Grant Balance as of 3/5/16.

Attachment A

Santa Cruz METRO Active Grants as of April 2016

#	Project Description	Funding Source	\$ Grant	Local Match Source	\$ Grant Balance	Local Match Balance	Project Balance	Project Status/ Legislation
10	ParaCruz Van Replacements	SCCRTC Surface Transportation Improvement Program (STIP) Expires 2/21/18	\$ 345,000	\$ 86,000	\$ 251,484	\$ 86,000	\$ 337,484	Procurement contracted 4 ParaCruz vehicles. Four have been delivered. Need invoices for the final two. \$ Balance as of 4/12/16.
11	FY16 Operating Assistance.	SCCRTC Transportation Development Act (TDA); 1/4¢ Sales Tax No expiration	\$ 6,377,491	Reserves	\$ 3,188,744	Reserves	\$ 3,188,744	RTC paid 2nd Qtr. TDA payment. \$ Grant Balance as of 4/12/16.
12	FY16 Operating Assistance.	SCCRTC State Transit Assistance (STA) Diesel Fuel Sales Tax revenue No expiration	\$ 2,832,152	Fare revenue	\$ 1,887,601	Sales Tax	\$ 1,887,601	RTC paid STA 2nd quarter, which is low due to statewide revenue below anticipated level and due to new formula. \$ Grant Balance as of 4/12/16.
13	FY15 Rural Operating Assistance	FTA 5311 Expires 6/30/16	\$ 177,787	\$ 143,708	\$ 177,787	Sales Tax	\$ 321,495	Caltrans sent Standard Agreement in March and METRO will request reimbursement and close the grant. \$ Grant Balance as of 4/12/16.
14	Comprehensive Operational Analysis Evaluate entire route network with recommendation to restructure	FY14 FTA 5304/Caltrans Expires 6/30/17	\$ 74,749	\$ 96,056	\$ -	Sales Tax	\$ 14,179	COA contract awarded to TMD 8/2015. TMD will present \$6.7 million service reduction proposal to the BOD 4/25/16. \$ Grant Balance as of 4/12/16.

Attachment A

Santa Cruz METRO Active Grants as of April 2016

#	Project Description	Funding Source	\$ Grant	Local Match Source	\$ Grant Balance	Local Match Balance	Project Balance	Project Status/ Legislation
15	Purchase One ParaCruz Expansion Van for Elderly/Disabled program beyond ADA requirements.	FY15 Caltrans FTA 5310 Elderly & Handicapped mobility program Expires: 3/1/26	\$ 63,000	-	\$ 63,000	-	\$ 63,000	Contract executed w/Caltrans 3/15/16.
16	Roof Repairs; Parking Lots resurface; Painting WTC	FY15 Caltrans FTA 5339 Formula Allocation Expires 9/30/18	\$ 257,632	64,408 Toll Credits	\$ 257,632	64,408	\$ 322,040	Caltrans funded 4 priority projects of 11 for emergency roof repairs, parking lot resurfacing and WTC repainting. Grant Program now shown as two pieces: 4 funded projects in Active Grants; 7 projects remaining on the application list to be funded by Caltrans. \$ Grant Balance as of 4/12/16.
		Total	\$ 36,146,880	Reserves 6,428,891	\$ 13,807,187	Reserves 349,683	\$ 14,156,870	

Attachment B

Santa Cruz METRO Applications as of April 2016

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
1	FY16 Urbanized Area transit operating assistance	FY16 FTA 5307 Urbanized Area Operating Assistance Formula Application: 6/30/16	\$ 12,572,272	\$ 6,286,136	\$ 6,286,136	Application in progress.
					Sales Tax	
	FY16 Rural area operating assistance	FY16 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 4/15/17	\$ 305,132	\$ 168,738	\$ 136,394	Application in progress.
3	Comprehensive Security and Surveillance CCTV, Lighting, fences, generators at any facility	FY16 CA Transit Security Grant Program (CTSGBP) funds from Cal-OES Application: 1/15/16 Award: 9/30/16	\$ 440,505	\$ 440,505	Sales Tax	Application submitted. Notice of project eligibility anticipated 6/30/16 with disbursement to follow by 9/30/16. \$ Grant Balance as of 1/5/16.
4	Electric Buses Up to six electric buses and charging infrastructure for H17 Express	FY16 FTA 5302 Low and No-emission bus program \$22.5 Million Nationwide Application due: 11/23/2015 Award: 9/30/16	\$ 7,136,590	\$ 6,146,489	None 990,101	METRO submitted application 11/23/15. Lo No grant to be matched with LCTOP, PTMISEA, HVIP voucher combination.
					PTMISEA/LCTOP/ HVIP	

9-04B.1

Santa Cruz METRO
Applications as of April 2016

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
5	One electric bus for Watsonville Disadvantaged Community	FY16 Cap & Trade Low Carbon Transit Operations Program Formula Application: 2/1/16 Award: 6/30/16	\$ 1,066,608	\$ 709,392	\$ 357,216	METRO will receive its xferred FY15 allocation from MST plus the FY16 Allocation for a new project. Application due 2/1/16.
6	Non-Revenue Vehicles, Facilities Repair, Equipment	FTA FY15 5339 Formula Allocation Application: 7/3/15 Award: 3/30/16	\$ 823,984	\$ 659,187	Reserves; PTMISEA; Voucher 164,797	Application Submitted.
7	Transit Signal Prioritization Feasibility Study in collaboration with City, UCSC to evaluate bus activation of traffic controllers to give travel time advantage to transit.	Caltrans FTA 5304 Sustainable Communities Planning Grant Application: 12/31/15 Award: 7/31/16	\$ 189,384	\$ 167,662	Reserves 21,722	METRO submitted grant application 12/29/15.
					Staff Labor	

Attachment B

Santa Cruz METRO Applications as of April 2016

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
8	Provide student internships to study facilities, route interlining and urban area boundaries for rural service areas only.	2016 - 2017 Caltrans FTA 5304 Application: 12/31/15 Award: 6/30/16	\$ 56,478	\$ 50,000	\$ 6,478	Application submitted to Caltrans 12/30/15.
9	Bus on Shoulder Feasibility Study. METRO is the project lead and applicant for a partnership with MST, Caltrans, CHP.	Caltrans FTA 5304 Sustainable Communities Planning Grant Application: 12/31/15 Award: 6/30/16	\$ 257,562	\$ 228,020	Staff Labor 29,542	Application submitted 12/17/15.
10	Collaborate with MST, Caltrans, CHP to study bus operations on state highway shoulders to give travel time advantage to transit.	FY16 FHwA Planning FundsBus on Shoulder Feasibility Study Application: 12/31/15 Award: 6/30/16	\$ 74,021	\$ 64,942	Reserves/Staff Labor 9,079	Application submitted 12/30/15.
11	Continue access and infrastructure upgrades to bus stops system-wide.	Caltrans 2016 Active Transportation Program Application: 6/1/2016	\$ 300,000	\$ 300,000	Reserves	Staff is evaluating project qualifications.

9-04B.3

Attachment B

Santa Cruz METRO Applications as of April 2016

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
12	Electric Buses Up to six BYD electric buses and charging infrastructure.	FY16 FTA 5339 discretionary grant cycle Low and No-emission bus component. \$55 Million nationwide. Application due: 5/15/2016 Award: 9/30/16	\$ 7,136,590	\$ 6,146,489	\$ 990,101	Previous LoNo application will be revised.
13	Facilities state of good repair and rolling stock.	FY16 FTA 5339 discretionary grant cycle \$100 Million nationwide. Application due: 5/15/2016 Award: 9/30/16	\$ 1,000,000	\$ 800,000	PTMISEA/LCTOP/ HVIP 200,000	Staff to identify projects by mid-April.
		Total	\$ 31,359,126	\$ 22,167,560	PTMISEA/ Reserves	

9-04B.4

**Santa Cruz METRO
Future Grant Opportunities as seen April 2016**

#	Proposed Project	Funding Source	\$ Grant Request	Local Match Amount/Source	Project Status/ Legislation	Stakeholders Supporters
1	Electric Buses for AMTRAK Bus Feeder network from Santa Cruz to San Jose	FY17 Transit & Intercity Rail Capital Program Application: 4/5/2017	\$ 8,000,000	\$ -	Competitive program; ~\$100 million statewide. NOFA January '17. Requires new/expanded transit service and disadvantaged community service.	SCCRTC; TAMC; MST; Caltrans; AMBAG; MBUAPCD; CARB
2	Discounts for electric bus purchase	CARB Heavy-duty zero-emission Vehicle Incentive Program (HVIP) Application: Continuous	~\$100,000 per new electric bus	\$ - None	Solicitation is open. Requires committed funds for bus purchase.	SCCRTC; AMBAG; Legislative Coalition
3	Comprehensive Security and Surveillance to purchase CCTV, lighting, fences at all METRO facilities	FY17 Proposition 1B California Transit Security Program(CTSGP) Fixed Formula to METRO Application: 3/15/2017	\$ 440,505	\$ - None	Project solicitation in January 2017. This is the final installment from the Prop 1B CTSGP of 2006.	Santa Cruz County Public Works; Santa Cruz Police Department;

**Santa Cruz METRO
Future Grant Opportunities as seen April 2016**

#	Proposed Project	Funding Source	\$ Grant Request	Local Match Amount/Source	Project Status/ Legislation	Stakeholders Supporters
4	ADA access & bus stop improvements in Rural Area only.	Caltrans 5311(f) Rural discretionary Program Application: 4/15/2017	\$150,000 - \$250,000	\$37,500 - \$62,500	Propose revised Caltrans Urban Area Service Boundary to allow SLV qualification.	SCCRTC; AMBAG; District 5 Supervisor; CTA; STA
5	Affordable housing, Pacific Station or Watsonville; Expanded transit service w/electric buses	Cap & Trade: Affordable Housing and Sustainable Communities Program (AHSC); \$150 Million Statewide Proposal: Jan '17 Application: Jun '17	\$1,000,000 - \$8,000,000	Reserves \$ -	Form partnership w/affordable housing non-profit. Requires new/expanded transit service.	Watsonville City Council; Santa Cruz Economic Development Department; Chamber of Commerce; Planning, Public Works; Jimmy Dutra; METRO BOD; AMBAG; RTC; County Economic Development
6	Non-revenue sedans, charging stations and TBD.	AB2766 - Vehicle registration fees Application: 6/4/16	~ \$400,000 maximum request	None \$ -	Applications due 6/25/16.	METRO BOD; Air District; Assemblymen Stone; AMBAG

**Santa Cruz METRO
Future Grant Opportunities as seen April 2016**

#	Proposed Project	Funding Source	\$ Grant Request	Local Match Amount/Source	Project Status/ Legislation	Stakeholders Supporters
7	FY17 Urbanized Area transit operating assistance	FY17 FTA 5307 Urbanized Area Operating Assistance Formula Application: 2/28/17	~\$6,200,000	~6,200,000	Submit when total FY17 apportionment is known.	BOD; Finance; CEO
8	FY17 Rural area operating assistance	FY17 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 4/15/17	~\$200,000	Sales Tax ~\$161,664	Submit when total FY17 apportionment is known.	BOD; Finance; CEO
9	Purchase electric buses and associated charging infrastructure for revenue service.	California Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program Application: 9/30/16	\$2,000,000 - \$5,000,000	Unknown Sales Tax TBD	Monitor	MBUAPCD; AMBAG; SCCRTC; CTA; Resource Conservation District of Santa Cruz County; CARB; Santa Cruz County Public Works; Legislative Coalition

**Santa Cruz METRO
Future Grant Opportunities as seen April 2016**

#	Proposed Project	Funding Source	\$ Grant Request	Local Match Amount/Source	Project Status/ Legislation	Stakeholders Supporters
10	Purchase electric buses and associated charging infrastructure for revenue service.	SB 862 Low Carbon Transit Operations Program, \$25 Million Statewide Application: 11/1/2016	\$ 750,000	Unknown	METRO apportionment based upon statewide allocation of \$100 million. Application due 11/1/16.	SCCRTC; TAMC; MST; Caltrans; AMBAG; MBUAPCD; CARB
11	Purchase electric buses and charging infrastructure for H17 Express.	Transit Inter-city Rail Capital Program \$25 - \$50 Million Statewide Application : 3/1/17	\$ 8,250,000	TBD	Application open in Oct 2016	Caltrans; MST; TAMC; SCCRTC; CTA; VTA
12	Pacific Station renovation	FY17 US DOT TIGER program \$500 Million Nationwide Pre-Proposal: 3/4/2017 Application: 6/5/2017	\$ 12,000,000	Reserves; Partnership; AHSC	Nationwide budget est. ~\$500 million	City of Santa Cruz Planning and Public Works; Downtown Business Association; Greyhound; Pacific Station Tenants; Federal Transit Administration; Chamber of Commerce



DATE: April 22, 2016
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Manager
SUBJECT: CONSIDERATION OF COMPLIMENTARY BUS PASSES BEING ISSUED AS A COMPONENT OF A MARKETING PROGRAM INTENDED TO ATTRACT NEW CUSTOMERS TO THE METRO SYSTEM

I. RECOMMENDED ACTION

That the Board of Directors Adopt a Resolution that Allows Complimentary Bus Passes in Conjunction with METRO Marketing Programs that Target Attracting New Customers to the METRO system

II. SUMMARY

- Currently, Santa Cruz Metropolitan Transit District (METRO) provides complimentary passes for Board members, employees, and employees' dependents.
- Additionally, complimentary passes are provided for a variety of cases, including educational programs, school chaperones, recipients of emergency services, and out-of-District participants in transit meetings and conferences in METRO's service area.
- Currently, the policy does not permit issuance of complimentary passes as a marketing incentive to attract new customers to the system.
- Staff recommends that the Board approve:
 - An amendment of the complimentary bus pass policy, Chapter 5 of Title III (formerly AR-4004), to permit issuance of complimentary passes for marketing purposes (Exhibit A).

III. DISCUSSION/BACKGROUND

Transit agencies often have marketing programs that include complimentary passes. It is common for many agencies to issue a limited number of complimentary bus passes to individuals who do not currently ride transit, but have been identified through marketing research as people who may be likely to become regular transit patrons.

Current METRO policy AR-4004, however, does not permit the issuance of bus passes for marketing purposes. This action would codify this policy in METRO's Admin Code and add § 3.5.301, (j) to the policy.

If this policy is accepted, METRO's first complimentary bus marketing program will be in collaboration with the Santa Cruz County Regional Transportation Commission (SCCRTC). The RTC was recently awarded an FTA 5304 Transit Planning for Sustainable Communities grant to perform an individualized marketing pilot project, known as the User-Oriented Transit Planning Project, which empowers solo automobile drivers to switch to sustainable transportation modes including transit, walking, and biking. Pending Board approval, METRO would serve in an advisory role to the project. In addition, RTC has requested up to 400 complimentary bus passes to distribute to select program participants as an incentive to try transit. The regulations of the Sustainable Communities grant do not permit the use of grant funds to purchase bus passes.

Staff recommends that the Board codify the issuance of complimentary bus passes and approve the Resolution Adopting the Amended Code regarding the Issuance of Complimentary Bus Passes (Attachment A).

FINANCIAL CONSIDERATIONS/IMPACT

The financial impact of issuance of incentive bus passes should be negligible since issuance of complimentary passes through various marketing programs would be limited to attracting new customers to the METRO system.

IV. ALTERNATIVES CONSIDERED

- Make no changes to the existing policy regarding issuance of free bus passes.
 - Staff does not recommend this option. Complimentary bus passes would be used judiciously to attract non-riders to try transit with the goal of attracting new customers.

V. ATTACHMENTS

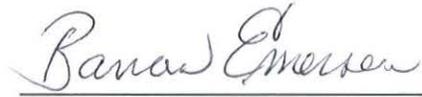
Attachment A: Resolution Adopting the Amended Policy regarding the Issuance of Complimentary Bus Passes

Exhibit A: METRO's Amended Issuance of Complimentary Bus Passes Policy

Prepared by: Pete Rasmussen, Transportation Planner

VI. APPROVALS:

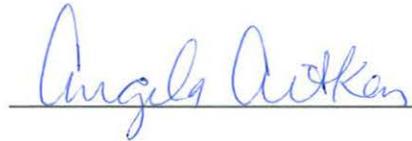
Barrow Emerson
Planning & Development Manager



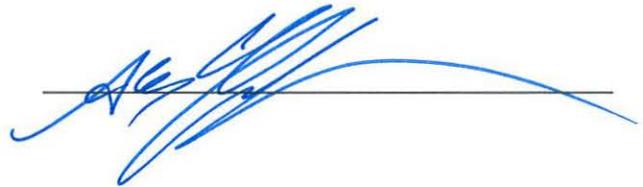
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A



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:

ADOPTION OF AMENDED POLICY REGARDING THE ISSUANCE OF COMPLIMENTARY BUS PASSES

WHEREAS, on December 5, 1995, the Santa Cruz Metropolitan Transit District (METRO) adopted a policy for the Issuance of Complimentary Bus Passes; and

WHEREAS, METRO currently provides complimentary passes for Board Members, employees, employees' dependants, as well as educational programs, school chaperones, recipients of emergency services and visiting transit employees from other transit agencies who are attending transit conferences; and

WHEREAS, this body has determined that it wishes to amend its policy regarding the Issuance of Complimentary Bus Passes, to allow for the issuance of complimentary passes as a marketing incentive to attract new customers to the METRO system;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby resolves, determines and orders as follows:

1. The Bus Passes - Issuance of Complimentary Bus Passes policy previously adopted on December 5, 1995 and amended on January 23, 2004, is hereby rescinded.
2. The Issuance of Complimentary Bus Passes attached and labeled "Exhibit A" is hereby adopted.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on April 22, 2016, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

Attachment A

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

MIKE ROTKIN
Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

Attachment A

**EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RESOLUTION NO. _____**

ISSUANCE OF COMPLIMENTARY BUS PASSES

(Attached)

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Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ADMINISTRATIVE CODE

TITLE III - FARES AND ROUTES

CHAPTER 5

ISSUANCE OF COMPLIMENTARY BUS PASSES

(This chapter replaces AR-4004 pursuant to Resolution No. _____)

Table of Contents:

Article I	General Requirements
Article II	Purpose and Applicability
Article III	Issuance of Complimentary Bus Passes
Article IV	Enforcement
Article V	

Article 1

General Requirements

§3.5.101 The Board of Directors or the CEO/General Manager of the Santa Cruz Metropolitan Transit District (METRO) is authorized to issue complimentary passes only in accordance with the following Policy and the METRO Fare Ordinance.

Article II

Purpose and Applicability

§3.5.201 This Policy is applicable to all METRO employees, retirees, current and former members of the Board of Directors and their spouses.

Article III

Issuance of Complimentary Bus Passes

§3.5.301 Complimentary bus passes may be issued by the Board of Directors or the CEO/General Manager in the following circumstances:

Exhibit A

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

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

Exhibit A

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

§3.5.303 Annual passes shall be issued to each member of the Board of Directors, METRO employee and members of their immediate family (spouse, unmarried equivalent to spouse, and children under the age of 18 years who reside within the household and/or other approved person in accordance with an approved Labor Agreement).

§3.5.304 For the purpose of fare payment, an annual pass shall be considered the same as a monthly pass for fixed route service.

Article IV

Issuance of Complimentary Bus Passes

§3.5.401 Any METRO employee who violates this regulation shall be disciplined up to and including termination.

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DATE: April 22, 2016
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Manager
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION REGARDING PARTICIPATION IN A USER-ORIENTED TRANSIT TRAVEL PLANNING PROJECT

I. RECOMMENDED ACTION

That the Board of Directors Authorize the CEO to execute a Memorandum of Understanding (MOU) between Santa Cruz Metropolitan Transit District and the Santa Cruz County Regional Transportation Commission regarding the User-Oriented Transit Travel Planning Project

II. SUMMARY

- The Santa Cruz County Regional Transportation Commission (SCCRTC) was awarded an FTA 5304 Transit Planning for Sustainable Communities grant to perform an individualized marketing pilot project, known as the User-Oriented Transit Planning Project, which empowers solo automobile drivers to switch to sustainable transportation modes including transit, walking and biking.
- Pending Board approval, Santa Cruz Metropolitan Transit District (METRO) would serve in an advisory role to the project, and would be compensated up to \$10,000 on a reimbursement basis for staff time and expenses incurred through project participation.
- The draft MOU stipulates that METRO would provide up to 400 complimentary day passes, at METRO's discretion, to be distributed to targeted non-riders as an incentive to try transit. As METRO does not currently possess the authority to issue incentive passes according to METRO's Code (formerly AR-4004), which governs the issuance of bus passes, a separate agenda item requests Board approval of an amendment to these provisions to grant authority to issue complimentary bus passes for marketing purposes, subject to certain limitations.
- Staff recommends that the Board authorize the CEO to execute an MOU between Santa Cruz Metropolitan Transit District and the Santa Cruz County Regional Transportation Commission regarding SCCRTC's User-Oriented Transit Travel Planning Project.

III. DISCUSSION/BACKGROUND

The User-Oriented Transit Travel Planning Project will plan, develop and test an individualized marketing program that provides education and incentives to solo drivers to make the switch to more sustainable travel modes, with a particular emphasis on attracting new transit riders. The project will be targeted to workplaces and neighborhoods that are near bus stops served by METRO's most frequent service, with the aim of attracting new METRO bus riders. The result will be a toolkit that can be used to market to potential new customers throughout the county in the future.

IV. FINANCIAL CONSIDERATIONS/IMPACT

METRO would be compensated up to \$10,000 on a reimbursement basis for staff time and expenses incurred through project participation. METRO's issuance of up to 400 complimentary METRO Day Passes represents a minor potential lost farebox revenue; however, the project will specifically target and select individuals who are not currently riding METRO, so it is unlikely that farebox revenue will be lost. If the project succeeds in attracting new customers who subsequently purchase bus fares on their own, there would be a net positive financial impact to farebox revenue.

V. ALTERNATIVES CONSIDERED

Do not authorize the CEO to execute the MOU.

- Staff does not recommend this option. RTC received a grant to conduct a marketing program designed to attract new METRO riders, which benefits METRO. METRO, in turn, must contribute a reasonable investment of staff time, for which METRO will be compensated, and a small grant of bus passes to individuals who are not currently customers.

VI. ATTACHMENTS

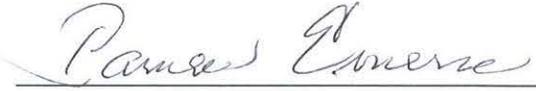
Attachment A: Draft Memorandum of Understanding between METRO and RTC

Attachment B: User-Oriented Transit Planning Project Scope of Work

Prepared by: Pete Rasmussen, Transportation Planner

VII. APPROVALS:

Barrow Emerson
Planning & Development Manager



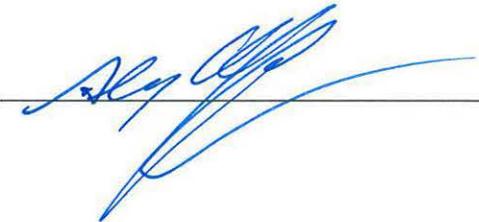
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

**AGREEMENT BETWEEN THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND
THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
REGARDING USER ORIENTED TRANSIT PLANNING PROJECT**

WHEREAS, the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) and the Santa Cruz County Regional Transportation Commission (SCCRTC) have a cooperative working relationship planning and implementing transportation projects and programs in Santa Cruz County;

WHEREAS, the California Department of Transportation (Caltrans) Transit Planning for Sustainable Communities Grant Program intends to fund studies on transit issues having statewide or multiregional significance to assist in reducing congestion;

WHEREAS, Caltrans has awarded SCCRTC an FTA 5304 Transit Planning for Sustainable Communities grant in the amount of \$150,000 for a User Oriented Transit Planning Project;

WHEREAS, the User Oriented Transit Planning Project will plan, develop and test an individualized marketing program for Santa Cruz County that empowers solo-drivers to switch modes with a special emphasis on attracting new transit riders;

WHEREAS, the SCCRTC funds and operates Santa Cruz County's Cruz 511 services which provide traveler information and trip planning assistance;

WHEREAS, Santa Cruz METRO is the public bus transit service provider in Santa Cruz County;

WHEREAS, individualized marketing of transportation options is a strategy to shift automobile trips to trips by transit, bicycle and walking;

NOW, THEREFORE, the parties hereto agree as follows:

1. SCCRTC is the lead agency responsible for implementing and managing the User Oriented Transit Planning Project. The SCCRTC shall act as a liaison between stakeholders, project consultant, and Caltrans. SCCRTC is also responsible for development and implementation of the public outreach plan for this project. Additionally, SCCRTC will be responsible for managing the contractual and administrative aspects of agreements with the project consultant and Caltrans.
2. Santa Cruz METRO will serve in an advisory role, participating in project activities including, but not limited to, the review of the pilot testing materials and supplies, selecting of pilot testing locations, input on project approach, participation in stakeholder meetings, and review of technical analysis and the draft plan.
3. Santa Cruz METRO will provide SCCRTC with route and schedule information and, at METRO's discretion, up to 400 free daily transit passes to distribute to participants expressing interest in taking transit in direct response to User Oriented transit Planning Project outreach activities.

Attachment A

4. This Agreement is effective on April 8, 2016, or as soon thereafter as it is executed by both parties, and shall remain in force until June 30, 2017, unless extended by mutual consent of both parties in a written agreement. Either party hereto may terminate this Agreement, at any time, by giving 60 days written notice to the other party.
5. SCCRTC shall distribute up to \$10,000 of the FTA5304 grant funds to Santa Cruz METRO for its participation in implementation of this project on a reimbursement basis. Any additional expenses incurred by Santa Cruz METRO as part of its participation in this study shall be treated as in-kind contributions and match.
6. The required 11.47% local match required by the grant will be provided by SCCRTC local funds (\$19,434). Santa Cruz METRO is not required to provide a portion of the grant required local match.
7. Santa Cruz METRO shall submit invoices to the SCCRTC on a quarterly basis. The first quarter invoice shall cover all allowable costs incurred prior to June 30, 2016. Subsequent invoices shall cover work completed on a quarterly basis beginning July 1, 2016.
8. Santa Cruz METRO invoices submitted to SCCRTC shall identify the task completed, consistent with the task numbers identified in the Caltrans grant and summarized in Exhibit 1, the total cost per task, and the total staff hours worked for each task. SCCRTC shall remit payments to Santa Cruz METRO within 30 days after receipt of payment from Caltrans for project development activities or 30 days after the receipt of Santa Cruz METRO's invoice, whichever is later.
9. This Agreement constitutes the entire agreement and understanding between SCCRTC and Santa Cruz METRO and supersedes any prior or contemporaneous agreement, or understandings, if any. Any changes or modifications shall be accomplished by a written amendment to this Agreement executed by the duly authorized representatives of the parties.
10. In the event of a dispute arising out of the performance of this Agreement, both of the parties may send a written notice of dispute to the other party. Within seven working days of receipt of such notice, the notified party shall respond and agree to a meeting for the purpose of negotiating a settlement or procedure for settlement of the dispute.
11. SCCRTC and Santa Cruz METRO shall defend, indemnify and hold one another and their respective officers, employees, and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent acts or omissions or willful misconduct of their respective officers, agents, or employees.
12. Each party to this Agreement shall maintain books, accounts, records and data related to this Agreement in accordance with federal and state requirements and shall maintain those books, accounts, records and data for three (3) years after termination of this Agreement. For the duration of this Agreement, and for a period of three (3) years thereafter, either party's representatives and representatives of the California Department

Attachment A

of Transportation and the Auditor General of the State of California shall have the right to examine these books, accounts, records, data and other information relevant to this Agreement for the purpose of auditing and verifying statements, invoices, bills and revenues pursuant to this Agreement.

Any notice to be given to the parties hereunder shall be addressed as follows (until notice of a different address is given to the parties):

- a. Santa Cruz Metropolitan Transit District
CEO/General Manager
110 Vernon Street
Santa Cruz, CA 95060

- b. Santa Cruz County Regional Transportation Commission
Executive Director
1523 Pacific Avenue
Santa Cruz, CA 95060

In witness whereof, the parties hereto have executed this Agreement as set forth below:

Santa Cruz County Regional Transportation Commission

George Dondero
Executive Director

Date

Approved as to Form

T. Brooke Miller
SCCRTC Legal Counsel

Date

Santa Cruz Metropolitan Transit District

Alex Clifford
CEO/General Manager

Date

Attachment A

Approved as to Form

Leslyn Syren
Santa Cruz METRO Legal Counsel

Date

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Attachment B

SCOPE OF WORK:

User-Oriented Transit Travel Planning Project

INTRODUCTION:

The Santa Cruz County Regional Transportation Commission (RTC) in partnership with Santa Cruz Metropolitan Transit District (Metro,) will conduct a User-Oriented Transit Travel Planning project to plan, develop and test an individualized marketing and research program for Santa Cruz County that empowers solo-drivers to switch modes with a special emphasis on attracting new transit riders. The result will be a toolkit that can be used to implement such programs in Santa Cruz County and in other California communities seeking to meet their SB 375 greenhouse gas and vehicle miles traveled reduction targets.

In the transportation context, individualized marketing (also called personal travel planning) identifies people who are interested, able and willing to make changes in their travel behavior, and provides them with the information, tools and encouragement that they need to make changes. This project develops and conducts pilot testing of individualized marketing programs at workplaces and in neighborhoods in Santa Cruz County that are near bus stops or High Quality Transit Corridors with the aim of attracting new Metro bus riders.

This project starts by reviewing the results of successful individualized marketing projects in Europe, Australia and the US (now many hundred) to determine the most suitable components to apply to the local context, environment and transportation system. Following this review, an individualized marketing program tailored to the Santa Cruz County region will be developed and pilot tested at employment centers and households in targeted neighborhoods. Analysis of the pilot test will be used to draft a toolkit for fully implementing individualized marketing in the Santa Cruz County region, and in other California communities.

Located on California's Central Coast, Santa Cruz County forms the northern coast of the Monterey Bay, covers 607 square miles and has a population of 266,662. The County is divided into four regions: the largely undeveloped "north coast," the urbanized areas of Santa Cruz, Live Oak, Soquel, Capitola and Aptos, the mountain communities of the San Lorenzo Valley, and the agricultural heartland of "south county" and Watsonville. Significant economic activity in Santa Cruz County is generated by the agriculture, tourism, government, education and technology sectors.

Most travel within the county is between people's homes and jobs, schools, shopping and recreation centers and average per capita vehicle miles traveled in Santa Cruz County is 15.3 miles per person per day. While the project study area encompasses all of Santa Cruz County, the primary focus is to attract new transit riders who live or work in the more urbanized areas of the county near High Quality Transit Corridors or in close proximity to major Metro bus stops.

Santa Cruz METRO operates transit service on 33 fixed-route bus lines as well as demand-responsive ADA paratransit service. Metro serves Santa Cruz County, and operates regional express service to San Jose. Total system ridership was 5.1 million

Attachment B

riders in FY 2012, with the most heavily used routes being the routes serving UCSC campus (Routes 16, 19, and 10), Route 35/35A serving the San Lorenzo Valley, mainline routes to Watsonville and Cabrillo College (Routes 71 and 69W), and the Highway 17 Express.

RESPONSIBLE PARTIES:

Santa Cruz County Regional Transportation Commission (RTC) and Santa Cruz Metropolitan Transit District (Metro) will be responsible for completing tasks required for the User-Oriented Transit Travel Planning Project, with RTC serving as lead agency. RTC will seek a consultant to assist with data collection, methodology and analysis of results of the pilot test.

OBJECTIVES:

- Tools and designs for effective and customized outreach techniques for increasing use of alternative modes, especially transit
- Test effective and customized outreach techniques for increasing use of alternative modes locally
- Identify populations (neighborhoods, employers, demographics) most likely to switch to transit
- Increase the number of new transit riders
- Achieve regional mode split goals to reduce single occupancy vehicle travel by 8%

1. Project Initiation

Task 1.1 Project Kick-off Meeting

Hold meeting with Caltrans to review grant application, procedures and expectations, roles and responsibilities, objectives, workplan, and schedule.

Task 1.2 Staff Coordination

Prepare and execute the Memorandum of Understanding between partners RTC and Metro. Report on project status to partner agencies, staff and boards. Hold partner meetings at key junctures to discuss schedule and budget, task progress and assignments, new information, opportunities and constraints.

Task 1.3 Procure Consultant Services

Develop and circulate RFP and conduct selection process to procure consultant to assist with methodology, data collection and analysis.

- **Responsible Party: RTC, Metro, consultant**

Task	Deliverable
<i>1.1</i>	<i>Agenda and meeting notes</i>
<i>1.2</i>	<i>Meeting notes and MOU</i>
<i>1.3</i>	<i>Procurement procedures used and executed third-party contract</i>

2. Background Research

Task 2.1 Research individual marketing programs

Identify strategies and lessons learned in the implementation of individualized marketing programs in other communities. Research current best practices, tools, materials and

Attachment B

techniques for individualized marketing programs that have resulted in successful mode shifts. Identify cost-effective evaluation and monitoring techniques.

- **Responsible Party:** RTC

Task	Deliverable
2.1	<i>Document best practices, tools, materials and evaluation methods for individualized transportation marketing programs</i>

3. Develop User-Oriented Transit Travel Planning Pilot Testing

Task 3.1 Components for pilot testing

Evaluate the suitability of adapting various elements of existing individualized marketing programs in other communities to the local context and select program components for pilot testing.

Task 3.2 Data collection and methodology

Develop methodology, surveys and outreach collateral to obtain high quality data about user needs and preferences and generate leads.

Task 3.3 Materials and supplies

Develop transportation resource request forms and highly relevant materials for each mode or workplace. Kits to fulfill requests may include maps, trip plans and diaries, contact info and other applicable materials. Produce materials as needed. Postage and off the shelf materials may also be purchased and customized for use in this pilot testing.

Task 3.4 Management systems

Develop business operations systems for fulfilling and tracking requests, delivering materials and following up with participants in this pilot test.

- **Responsible Party:** RTC, Metro

Task	Deliverable
3.1	<i>Document most suitable components</i>
3.2	<i>Surveys, methodology and outreach collateral</i>
3.3	<i>Request forms, info kits, postage and direct mail pieces</i>
3.4	<i>Business operations systems for tracking, fulfillment, follow-up during pilot testing</i>

4. Conduct User-Oriented Transit Travel Planning pilot testing

Attachment B

Task 4.1 Select pilot testing locations at workplaces and targeted neighborhoods

Contact employers to coordinate at workplaces, and purchase mailing lists for neighborhood based programs.

Task 4.2 Conduct pilot testing

Field test individualized transportation marketing programs in targeted neighborhoods and at workplaces and collect before, during and after data.

Task 4.3 Analyze pilot testing

Compile and analyze results of pilot testing programs in terms of: resource requirements, participation rates, time, costs and outcomes including both positive and adverse effects.

- **Responsible Party: RTC, Metro**

Task	Deliverable
<i>4.1</i>	<i>List of pilot testing workplaces, and mailing lists</i>
<i>4.2</i>	<i>Metrics of participation, orders filled, modes chosen</i>
<i>4.3</i>	<i>Analysis and findings of pilot program</i>

5. User-Oriented Transit Travel Planning Toolkit Development

Task 5.1 Draft User-Oriented Transit Travel Planning Report and Toolkit

Prepare a draft report on findings of pilot testing including research, methodology, materials and techniques used, and outcomes. Prepare a draft toolkit for conducting a full-scale individualized transit marketing program in Santa Cruz County.

Task 5.2 Final User-Oriented Plan Transit Travel Planning Report and Toolkit

Make final revisions to Report and User-Oriented Transit Travel Planning Toolkit. Prepare and present recommendations and next steps for implementing an individualized transit marketing program in Santa Cruz County.

- **Responsible Party: RTC, Metro**

Task	Deliverable
<i>5.1</i>	<i>Draft User-Oriented Transit Travel Planning Report and Toolkit</i>
<i>5.2</i>	<i>Final User-Oriented Transit Travel Planning Report and Toolkit</i>

6. Public Participation

Task 6.1 Develop Stakeholder Committee

- Develop stakeholder committee including representatives from partner agencies, technical experts and representatives from employers, neighborhoods and diverse communities

Task 6.2 Stakeholder meeting #1

Attachment B

- Stakeholders to provide input on pilot test components such as locations selected, draft materials and strategies to be used

Task 6.3 Stakeholder meeting #2

- Stakeholders provide input on results of pilot test

Task 6.4 Agency meetings #1 (RTC and Metro advisory committees and boards)

- RTC and Metro boards, as well as the advisory committees of partner agencies, provide input on project findings and draft toolkit

Task 6.5 Agency meetings #2 (RTC and Metro boards)

- RTC and Metro adopt Toolkit

Task	Deliverable
6.1	<i>List of stakeholder committee members</i>
6.2	<i>Meeting notes</i>
6.3	<i>Meeting notes</i>
6.4	<i>Meeting minutes</i>
6.5	<i>Meeting minutes</i>

7. Fiscal Management

Task 7.1 Invoicing

Prepare and submit quarterly invoices to Caltrans

Task 7.2 Quarterly Reports

Prepare and submit quarterly progress reports to Caltrans

Task 7.3 Final project report

Deliver final project report to Caltrans and submit materials required to close out project

- **Responsible Party: RTC**
(Metro to submit quarterly invoices and progress reports to RTC for inclusion in RTC's reports to Caltrans)

Task	Deliverable
7.1	<i>Quarterly invoices</i>
7.2	<i>Quarterly progress reports</i>
7.3	<i>Final report and close out materials</i>

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DATE: April 22, 2016
TO: Board of Directors
FROM: Andrew Kreck, Project Manager, Hill International
SUBJECT: CONSIDERATION OF METROBASE MONTHLY CHANGE ORDER REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept and file the MetroBase Monthly Change Order 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 last Report to the Board on March 25, 2016, METRO has issued 3 new unilateral change orders to Lewis C. Nelson and Sons, Inc.

III. FINANCIAL CONSIDERATIONS/IMPACT

Since the last Board Meeting on March 25, 2016, 3 unilateral change orders have been issued to Lewis C. Nelson and Sons, Inc., totaling \$34,841. Funds for these change orders are included in the MetroBase LOP Budget.

Total CEO CCO Authority NTE (Cap)	\$1,641,562
History:	
CEO CCOs Approved through 3/25/2016 Board Report	\$1,396,000
Additional COOs Approved through 4/22/2016 Board Report	\$34,841
New CEO CCO Cumulative Amount Approved	\$1,430,841
CEO CCO Authority Remaining	\$210,721

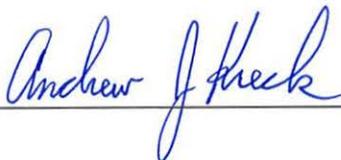
IV. ATTACHMENTS

Attachment A: Executed Change Orders Table

Prepared by: Joan Jeffries, Administrative Assistant

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	Revised Contract Amount:	\$15,727,768.17
Original Contract Time (Days):	668	Revised Contract Time (Days):	1096
Total Construction Contingency:	\$2,324,773.20	Contingency Remaining:	\$169,005.03

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
007.S2	11/16/15	Pile Cutoff (Time Related Overhead)	\$ 24,208.00	-0-	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
018	6/16/15	Aluminum Brake Metal	\$ 28,280.50	deferred	Alex Clifford
018.S1	11/16/15	Aluminum Brake Metal	\$ -	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
019	6/26/15	CalTrans Encroachment Permit	\$ 23,523.00	deferred	Alex Clifford
019.S1	11/16/15	CalTrans Encroachment Permit	\$ -	-0-	Ad Hoc/Alex Clifford
020	6/16/15	Relocate Firewall - Door Louvers and FSDs	\$ (803.00)	deferred	Alex Clifford
020.S1	11/16/15	Relocate Firewall - Door Louvers and FSDs	\$ -	-0-	Ad Hoc/Alex Clifford
021	11/16/15	Room A303 and Room A404 Changes	\$ (858.00)	-0-	Ad Hoc/Alex Clifford
022	6/16/15	Elevator Penthouse	\$ 23,870.00	deferred	Alex Clifford
022.S1	11/16/15	Elevator Penthouse	\$ -	-0-	Ad Hoc/Alex Clifford
023	5/4/15	Stair Gate	\$ 4,446.00	-0-	Alex Clifford
024	11/16/15	Transformer Enclosure	\$ 17,034.00	-0-	Ad Hoc/Alex Clifford
025	6/16/15	Illuminated Handrail	\$ 21,668.00	deferred	Alex Clifford
025.S1	11/16/15	Illuminated Handrail	\$ -	-0-	Ad Hoc/Alex Clifford
026	6/16/15	Plumbing Changes	\$ 6,740.00	deferred	Alex Clifford
026.S1	11/16/15	Plumbing Changes	\$ -	-0-	Ad Hoc/Alex Clifford
027	6/8/15	Security Camera Conduits	\$ 55,616.00	deferred	Board/Alex Clifford
027.S1	11/16/15	Added Security Camera Infrastructure (Conduits)	\$ -	-0-	Ad Hoc/Alex Clifford
028	6/8/15	Future Car Charging Conduits	\$ 21,399.00	deferred	Alex Clifford
028.S1	11/16/15	Future Car Charging Conduits	\$ -	-0-	Ad Hoc/Alex Clifford
029	6/16/15	Contaminated Soil Abatement	\$ 32,011.00	deferred	Alex Clifford
029.S1	11/16/15	Contaminated Soil Abatement	\$ -	-0-	Ad Hoc/Alex Clifford
030	6/16/15	HVAC Revisions - Split System	\$ 14,385.00	deferred	Alex Clifford
030.S1	11/16/15	HVAC Revisions - Split System	\$ -	-0-	Ad Hoc/Alex Clifford
031	3/17/15	Pile Redesign	\$ 62,942.00	12	Board/Alex Clifford
031.S1	11/16/15	Pile Redesign (Time Related Overhead)	\$ 18,156.00	-0-	Board/Alex Clifford
032	3/17/15	Pile Cap Redesign	\$ 31,717.00	21	Board/Alex Clifford
032.S1	11/16/15	Pile Redesign (Time Related Overhead)	\$ 31,773.00	-0-	Board/Alex Clifford
033	3/17/15	Additional Sitework	\$ 12,799.00	-0-	Alex Clifford
035	6/16/15	Provide Cut Metal Letters	\$ 19,467.00	deferred	Alex Clifford
035.S1	11/16/15	Provide Cut Metal Letters	\$ -	-0-	Ad Hoc/Alex Clifford
036	4/8/15	Dwarf Wall & 6 Inch Sill Curb	\$ 6,712.00	-0-	Alex Clifford
037	11/16/15	Added Site Lighting	\$ 30,573.00	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
038	11/16/15	Spec 02823 Powder Coating Delta 005 & Orsogril	\$ 16,045.00	-0-	Ad Hoc/Alex Clifford
039.S1	7/10/15	Buy America FRC Panels	\$ -	deferred	Alex Clifford
039.S2	11/16/15	Buy America FRC Panels (Cost Over Run)	\$ 299,929.00	179	Board/Alex Clifford
039.S3	3/24/16	FRC Panel Modifications [Final Costs]	\$ 36,143.00	-0-	Alex Clifford
040	6/16/15	Added Motor Operated Solar Shades	\$ 20,199.00	deferred	Alex Clifford
040.S1	11/16/15	Added Motor Operated Solar Shades	\$ -	-0-	Ad Hoc/Alex Clifford
041	11/16/15	Shift Parking Lot and Add Steel Handrail	\$ 8,246.00	-0-	Ad Hoc/Alex Clifford
042	11/16/15	Add Beams on Top of Wall	\$ 10,724.00	-0-	Ad Hoc/Alex Clifford
043	6/16/15	PG&E Gas and Electric Substructures	\$ 2,499.00	deferred	Alex Clifford
043.S1	11/16/15	PG&E Gas and Electric Substructures	\$ -	-0-	Ad Hoc/Alex Clifford
044	11/16/15	P-3 Sump Pump	\$ 21,091.00	-0-	Ad Hoc/Alex Clifford
045	11/16/15	Type E Wall at First Floor Column E/6	\$ 4,041.00	-0-	Ad Hoc/Alex Clifford
046	11/16/15	Monitor, Rack and UPS Changes	\$ 9,181.00	-0-	Ad Hoc/Alex Clifford
047	7/7/15	Concrete Backfill at Waterline in River Street	\$ 28,444.00	deferred	Alex Clifford
047.S1	11/16/15	Concrete Backfill at Waterline in River Street	\$ -	-0-	Ad Hoc/Alex Clifford
048	6/25/15	Boulder Removal	\$ 632.00	deferred	Alex Clifford
048.S1	11/16/15	Boulder Removal	\$ -	-0-	Ad Hoc/Alex Clifford
049	11/16/15	Relocate Gas and Water Vaults	\$ 16,350.00	-0-	Ad Hoc/Alex Clifford
051	6/16/15	Delete Fixture Type DD at Transformer Enc.	\$ (905.00)	deferred	Alex Clifford
051.S1	11/16/15	Delete Fixture Type DD at Transformer Enc.	\$ -	-0-	Ad Hoc/Alex Clifford
052	6/16/15	Relocate Fixture Type WE	\$ 352.00	deferred	Alex Clifford
052.S1	11/16/15	Relocate Fixture Type WE	\$ -	-0-	Ad Hoc/Alex Clifford
053	7/6/15	Delete Grout Bed	\$ (2,382.00)	deferred	Alex Clifford
053.S1	11/16/15	Delete Grout Bed	\$ -	-0-	Ad Hoc/Alex Clifford
053.S2	3/3/16	Correct Shower Slope to 2%	\$ 7,113.00	deferred	Alex Clifford
054	7/10/15	Edge of Slab Revision	\$ 1,297.00	deferred	Alex Clifford
054.S1	11/16/15	Edge of Slab Revision	\$ -	-0-	Ad Hoc/Alex Clifford
055	11/16/15	Underground Conduit	\$ (2,969.01)	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
056	11/16/15	Pre-Action Dry Pipe Fire Suppression System	\$ 24,460.00	-0-	Ad Hoc/Alex Clifford
057	11/16/15	Delta 5 Door and Borrowed Light Changes	\$ 5,470.00	-0-	Ad Hoc/Alex Clifford
058	11/16/15	Demolish Fencing and CMU Wall	\$ 3,035.00	-0-	Ad Hoc/Alex Clifford
059	11/16/15	Revise Wall from 8in to 12in on South Side of Building Entrance	\$ 5,000.00	-0-	Ad Hoc/Alex Clifford
060	11/16/15	Revised Striping Plan	\$ 5,774.00	-0-	Ad Hoc/Alex Clifford
061	1/12/16	Remove Logs and Debris	\$ 4,535.00	-0-	Alex Clifford
061.S1	4/1/16	Remove Rocks 50% Settlement	\$ 6,447.00	-0-	Alex Clifford
062	7/30/15	Chain Link Fence on Retaining Wall	\$ 2,234.00	deferred	Alex Clifford
062.S1	11/16/15	Chain Link Fence on Retaining Wall	\$ -	-0-	Ad Hoc/Alex Clifford
063	11/16/15	PG&E Gas Houseline	\$ 3,568.00	-0-	Ad Hoc/Alex Clifford
064	11/16/15	Roof Screen Detail and End Treatments	\$ 1,444.00	-0-	Ad Hoc/Alex Clifford
065	11/16/15	LED Substitution and Two 30 Foot Poles	\$ 30,585.00	-0-	Ad Hoc/Alex Clifford
066	11/16/15	Electrical Conduit across the Driveway Entrance	\$ 7,706.00	-0-	Ad Hoc/Alex Clifford
067	11/16/15	Install 6in Storm Drain to Connection	\$ 1,163.00	-0-	Ad Hoc/Alex Clifford
068	11/16/15	Install Parapet Gap Closure	\$ 2,195.00	-0-	Ad Hoc/Alex Clifford
069	11/16/15	Add Impervious Material Beneath Line 7 Sub-Drain	\$ 3,646.00	-0-	Ad Hoc/Alex Clifford
070	11/16/15	Revisions to architectural louvers	\$ 8,792.00	-0-	Ad Hoc/Alex Clifford
071	11/16/15	Caulk 2" gap at CMU wall in electrical room A104	\$ 4,389.00	-0-	Ad Hoc/Alex Clifford
072	11/16/15	Revise Installed CMU Clips in the Elevator Shaft	\$ 2,824.00	-0-	Ad Hoc/Alex Clifford
073	11/16/15	Parapet Detail Revisions	\$ 12,993.00	-0-	Ad Hoc/Alex Clifford
074	11/16/15	Added Security Fence	\$ 20,881.00	-0-	Ad Hoc/Alex Clifford
075	11/16/15	Added Ledger	\$ 5,252.00	-0-	Ad Hoc/Alex Clifford
076	11/16/15	Balcony Railing	\$ 9,699.00	-0-	Ad Hoc/Alex Clifford
077	11/16/15	Expansion anchors	\$ 4,015.00	-0-	Ad Hoc/Alex Clifford
078	11/16/15	Generator Room Scupper	\$ 1,678.00	-0-	Ad Hoc/Alex Clifford
079	11/16/15	Door and Hardware Revisions	\$ 5,517.00	-0-	Ad Hoc/Alex Clifford
080	11/16/15	¼" x 4" Galvanized Flat-bar to Curtain Wall Support Brackets	\$ 2,186.00	-0-	Ad Hoc/Alex Clifford
081	11/16/15	Barbed Wire	\$ 8,555.00	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
082	11/16/15	Provide 2" gap at crash wall and moment frame intersection	\$ 10,184.00	-0-	Ad Hoc/Alex Clifford
083	11/16/15	Provide Specified Dowels at Housekeeping Pads	\$ 1,134.00	-0-	Ad Hoc/Alex Clifford
084	11/16/15	Weather days January - May 2015	\$ -	6	Ad Hoc/Alex Clifford
085	11/16/15	Additional steel - submittal review comments 05511	\$ 10,399.00	-0-	Ad Hoc/Alex Clifford
086	11/16/15	Dewatering	\$ 5,126.00	-0-	Ad Hoc/Alex Clifford
087	11/16/15	ADA Path Modification	\$ 19,552.00	-0-	Ad Hoc/Alex Clifford
088	11/16/15	Stair Tread Nosing	\$ 815.00	-0-	Ad Hoc/Alex Clifford
089	11/16/15	Demolish Existing Concrete Foundation/Slab per FD-47	\$ 1,368.00	-0-	Ad Hoc/Alex Clifford
090	11/30/15	Slope in Bathroom - Ardex Material	\$ 13,087.00	-0-	Alex Clifford
091	11/16/15	Excavate PG&E box per FD-64	\$ 672.00	-0-	Ad Hoc/Alex Clifford
092	11/16/15	Revisions to Room Names, Widen Ramp, Add Door and Sidelight per FD-50 & RFQ-27	\$ 4,388.00	-0-	Ad Hoc/Alex Clifford
096	11/16/15	Antenna Infrastructure	\$ 19,751.00	deferred	Ad Hoc/Alex Clifford
097	11/16/15	Provide Electrical Conduit at Bike Canopy	\$ 1,680.00	-0-	Ad Hoc/Alex Clifford
098	1/8/16	Outfall Construction	\$ 24,002.00	-0-	Alex Clifford
099	11/16/15	RFQ 36 Framing	\$ 28,535.00	deferred	Ad Hoc/Alex Clifford
100	11/16/15	RFQ 36 - Framing, Glazing, Fire Protection, Mechanical, Plumbing, Insulation, Floor Revisions	\$ 42,442.00	deferred	Ad Hoc/Alex Clifford
101	11/16/15	Relocation of HP-20 per RFI #349	\$ 1,473.00	-0-	Ad Hoc/Alex Clifford
102	11/16/15	Mechanical Platform Steel Posts per RFIs #256 and #356.R1	\$ 1,299.00	-0-	Ad Hoc/Alex Clifford
103	11/16/15	Provide and Install Conduit at Card Reader Pedestal per FD-16	\$ 540.00	deferred	Ad Hoc/Alex Clifford
104	11/16/15	Traffic Coating Above Electrical Room A104	\$ 6,347.00	-0-	Ad Hoc/Alex Clifford
106	11/16/15	Relocate Piping for Fixture "FF" at B-4	\$ 1,987.00	-0-	Ad Hoc/Alex Clifford
107	11/16/15	Revise Walls & Add Telecom Outlets at 1st & 2nd Floors	\$ 11,450.00	-0-	Ad Hoc/Alex Clifford
108	11/16/15	Quiet Rock at Restrooms per FD-73 & ASI-60	\$ 8,056.00	-0-	Ad Hoc/Alex Clifford
109	11/16/15	Add Temporary Enclosure at W-6 Window	\$ 500.00	-0-	Ad Hoc/Alex Clifford
110	11/16/15	Add Water Heater Condensate Plenum Drains	\$ 1,919.00	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
111	11/16/15	Provide and Install Shaftliner at Elevator Fronts	\$ 2,013.00	-0-	Ad Hoc/Alex Clifford
112	11/16/15	Add Horizontal Window Mullions at Curtain Walls W5, W17, and W18	\$ 6,737.00	-0-	Ad Hoc/Alex Clifford
113	11/16/15	Repaint Bus Parking Blue and Yellow	\$ 8,545.00	-0-	Ad Hoc/Alex Clifford
114	11/16/15	Geo H. Wilson's Added Engineering, Labor, and Material Costs for Delta 5 Revisions	\$ 3,607.00	-0-	Ad Hoc/Alex Clifford
115	11/16/15	Add 6" Bed Gravel for Outfall	\$ 1,635.00	-0-	Ad Hoc/Alex Clifford
116	11/16/15	Bus Parking Lot - Revised Striping and Added Lighting	\$ 2,577.00	-0-	Ad Hoc/Alex Clifford
117	11/16/15	Revise Canopy Roof Parapet Plywood to Densdeck Prime	\$ 1,714.00	-0-	Ad Hoc/Alex Clifford
118	11/16/15	Extend Guardrail @ Bike Canopy	\$ 4,599.00	-0-	Ad Hoc/Alex Clifford
119	1/12/16	Delay Pricing Increase (Cookson)	\$ 8,443.00	-0-	Alex Clifford
120	11/16/15	Added 2 Each Polycarbonate Panels Work due to revision at Stairway #1 Column Spacing	\$ 5,000.00	-0-	Ad Hoc/Alex Clifford
121	11/16/15	Provide and install 25 LF of Curb per RFI 93.R1	\$ 3,969.00	-0-	Ad Hoc/Alex Clifford
122	11/16/15	Lower ACT to Avoid Condensate Pump	\$ 6,562.00	-0-	Ad Hoc/Alex Clifford
123	11/16/15	X-Ray Concrete Roof Beams at Antenna Tower	\$ 1,930.00	-0-	Ad Hoc/Alex Clifford
124	11/16/15	Additional Work at Pile Caps	\$ 5,657.00	-0-	Alex Clifford
125	11/16/15	Relocation of Stormwater Riser at Stair #1	\$ 1,472.00	-0-	Ad Hoc/Alex Clifford
125.S1	2/9/16	Relocation of Fire Riser at Stair #1	\$ 2,898.00	deferred	Alex Clifford
126	11/17/15	Neutral Wires for Six Heat Pumps	\$ 2,069.00	-0-	Alex Clifford
128	11/16/15	Window waterproofing & flashing revision	\$ 49,455.00	-0-	Alex Clifford
129	11/16/15	Parking Deck Level Hose Vault Locations	\$ 2,402.00	-0-	Ad Hoc/Alex Clifford
130	11/16/15	Sinks in Breakrooms A416 and A308	\$ 270.00	-0-	Ad Hoc/Alex Clifford
131	11/16/15	Weather Days Dec 2014	\$ -	38	Ad Hoc/Alex Clifford
132	2/16/16	Revisions to North Sidewalk	\$ 11,462.00	-0-	Alex Clifford
133	12/4/15	Add Pony Wall in Dispatch Room A303	\$ 2,418.00	deferred	Alex Clifford
134	12/4/15	Shroud Above CRAC	\$ 2,608.00	deferred	Alex Clifford
135	12/4/15	Modify Deck Drainage	\$ 6,731.00	deferred	Alex Clifford
135.S1	2/9/16	Modify Deck Drainage	\$ (3,886.00)	deferred	Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
136	12/4/15	Mechanical Platform Chemical Treatment Modifications	\$ 12,718.00	-0-	Alex Clifford
137	12/24/15	ADA Ramp, Door Infill, Cut Wall	\$ 42,216.00	deferred	Alex Clifford
137.S1	1/26/16	Additional ADA Curb Ramp	\$ 11,003.00	deferred	Alex Clifford
138	1/8/16	Cut Metal Letters	\$ 10,413.00	deferred	Alex Clifford
139	12/16/15	Light Switch Exchange in Elevator Machine Room	\$ 498.00	deferred	Alex Clifford
140	12/29/15	Contract Extension	\$ -	94	Board/Alex Clifford
141	12/24/15	Stair 1 Drains	\$ 12,582.00	deferred	Alex Clifford
142	1/8/16	Caulking at Bike Canopy / Crash Wall	\$ 973.00	deferred	Alex Clifford
143	12/18/15	Handicap Toilet Grab Bar Changes	\$ 835.00	deferred	Alex Clifford
144	2/3/16	Wheel Stop ADA Striping Relocate EV Conduits	\$ 9,869.00	deferred	Alex Clifford
146	1/6/16	Waterproof First Floor Balcony Break Out Area	\$ 7,659.00	deferred	Alex Clifford
147	3/24/16	Descope Sheet Linoleum Flooring	\$ (7,749.00)	deferred	Alex Clifford
148	1/6/16	Water Intrusion Consultant Review	\$ 5,239.00	-0-	Alex Clifford
149	1/8/16	Interior Signage	\$ 2,486.00	deferred	Alex Clifford
150	1/8/16	Cover Exposed Conduit in A321	\$ 2,503.00	deferred	Alex Clifford
151	1/12/16	Delete Fire Shutters and Ceiling Changes	\$ (10,774.00)	deferred	Alex Clifford
152	1/8/16	Stair #1 Roof Drain/Scupper	\$ 6,454.00	deferred	Alex Clifford
153	1/8/16	Revise Heat Pump Wiring	\$ 9,077.00	deferred	Alex Clifford
154	1/19/16	Panic Hardware	\$ 14,133.00	deferred	Alex Clifford
155	1/19/16	Remove Red Concrete	\$ 1,092.00	-0-	Alex Clifford
156	1/19/16	Roof Curb Extensions	\$ 2,785.00	-0-	Alex Clifford
157	1/19/16	Wind Load Clips	\$ 3,580.00	-0-	Alex Clifford
158	1/22/16	Concrete Pavement Joint Layout	\$ 1,110.00	-0-	Alex Clifford
159	1/26/16	Generator Steps	\$ 566.00	-0-	Alex Clifford
160	1/22/16	Elevator Company Remobilization	\$ 2,500.00	deferred	Alex Clifford
161	2/2/16	Door A501 Modifications	\$ 7,418.00	deferred	Alex Clifford
162	1/26/16	Revisions to Counter Tops	\$ 896.00	-0-	Alex Clifford
163	1/26/16	Revisions to Ardex at Breakout Room	\$ 3,737.00	deferred	Alex Clifford
164	2/16/16	Relocate Fire Extinguisher Cabinets	\$ 1,827.00	deferred	Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
165	2/25/16	Exterior Mock Up 50% Share	\$ 5,491.00	-0-	Alex Clifford
167	2/25/16	3 Rows of Bathroom Tile	\$ 3,225.00	deferred	Alex Clifford
168	2/25/16	Handrail Modifications and Cane Detection (Steel)	\$ 4,047.00	deferred	Alex Clifford
168.S1	3/3/16	Handrail Modifications and Cane Detection (Aluminum)	\$ 9,097.00	deferred	Alex Clifford
169	2/25/16	Cane 2 Head Clearance and Cane Detection	\$ 13,164.00	deferred	Alex Clifford

Totals: \$ 2,155,768.17 428

BOLD entries indicate those added since the last report.



DATE: April 22, 2016
TO: Board of Directors
FROM: Al Pierce, Maintenance Manager
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO CONTRACT WEST ROOFING, INC. FOR SANTA CRUZ METRO ADMINISTRATION BUILDING ROOF REPLACEMENT NOT TO EXCEED \$102,400.00

I. RECOMMENDED ACTION

That the Board of Directors Authorize the CEO to Execute a Contract with Contract West Roofing, Inc. for Santa Cruz METRO Administration Building Roof Replacement in an Amount Not to Exceed \$102,400.00

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for roof replacement at the Administration building located at 110 Vernon Street, Santa Cruz, CA 95060.
- A competitive procurement was conducted to solicit bids from qualified firms. Seven (7) firms submitted bids for METRO's review.
- Staff has reviewed all submitted bids and is recommending that the Board of Directors authorize a contract with Contract West Roofing, Inc. in an amount not to exceed \$102,400 for base and optional work.

III. DISCUSSION/BACKGROUND

The roof of the METRO Administration building has been leaking for several years. METRO maintenance staff and a local roofing contractor have attempted patching the roof; but, each patch job has proven to be inadequate and insufficient, as the leaks persist. It has been determined that the roof is beyond its useful life.

In January, 2016, the Board authorized staff to issue an Invitation for Bids for METRO's Administration Building Roof Replacement. On February 9, 2016, METRO legally advertised and distributed Invitation for Bids (IFB) No. 16-05 to thirty-one (31) firms and ten (10) builders' exchanges, posted notice on its website, and sent email notices to all GovDelivery subscribers. On March 22, 2016, bids were received and opened from seven (7) firms. A list of firms and a summary of the bids received are provided in Attachment A. Staff comprised of Al Pierce, Maintenance Manager, Scott Barnes, Facilities Maintenance Supervisor, Erron Alvey, Purchasing Manager, and Alex Strudley, Purchasing Assistant, reviewed all submitted bids. Contract West Roofing, Inc.

has been determined to be the lowest responsible bidder, whose bid is responsive to all requirements of the IFB. Based on the bids received, it is recommended that optional work included in the bid be awarded at this time.

Staff recommends that the Board of Directors authorize the CEO to execute a contract on behalf of METRO with Contract West Roofing, Inc. for METRO's Administration Building Roof Replacement in an amount not to exceed \$102,400.00. Contractor will provide all equipment and materials meeting all METRO's specifications and requirements of the contract. Al Pierce, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The base value of the contract is \$102,400.00. Funds to support this contract are included in the Facilities FY16 Capital Budget in Account # 220022-514010.

Funding for this project consists of FTA 5339 Capital Grant and 25% Local Match Capital funding.

V. ALTERNATIVES CONSIDERED

- Do not replace the roof and continue patching leaks. This is likely to result in further interior and structural damage to the building.

VI. ATTACHMENTS

Attachment A: Summary of Bids Received

Attachment B: Contract with Contract West Roofing, Inc.

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

Prepared By: Alex Strudley, Purchasing Assistant

VII. APPROVALS:

Al Pierce, Maintenance Manager



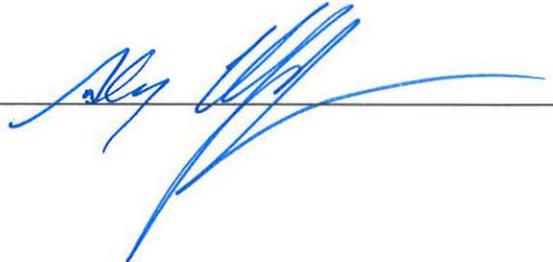
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A



Bid Results for IFB No. 16-05

Santa Cruz METRO Administration Building Roof Replacement

Opened March 22, 2016 at 2:00 PM

BIDDER	BASE BID AMOUNT	OPTION BID AMOUNT
Andy's Roofing Company, Inc.	\$119,900.00	\$136,200.00
Centimark	\$110,026.00	Not Submitted
Contract West Roofing, Inc.	\$92,800.00	\$102,400.00
Joseph Murphy Construction, Inc.	\$122,900.00	\$151,200.00
Moriarty's Roofing	\$142,000.00	Not Submitted
Scudder Roofing Company	\$106,960.00	\$142,080.00
Stronger Building Services	\$125,000.00	\$165,000.00

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Attachment B

CONTRACT FOR SANTA CRUZ METRO ADMINISTRATION BUILDING ROOF REPLACEMENT No. 16-05

THIS CONTRACT is made effective on April 27, 2016 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and **Contract West Roofing, Incorporated.** ("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 Santa Cruz METRO Administration Building Roof Replacement

Santa Cruz METRO requires Santa Cruz METRO Administration Building Roof Replacement. In order to obtain said Santa Cruz METRO Administration Building Roof Replacement, Santa Cruz METRO issued an Invitation for Bids, dated February 9, 2016, setting forth specifications for Santa Cruz METRO Administration Building Roof Replacement. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is 6914 S.3000 E. St. STE 202F, Salt Lake City, UT, 84121. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for Provision of said Santa Cruz METRO Administration Building Roof Replacement, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On March 22, 2016, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Santa Cruz METRO Administration Building Roof Replacement, located at 110 Vernon Street, Santa Cruz, CA 95060. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

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

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a

Attachment B

complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Part III, Section 13.14 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids No. 16-05" dated February 9, 2016, including Addendum numbers 1 of 1.

b) Exhibit B (Bid Form)

Contractor's submitted bid to Santa Cruz METRO for Santa Cruz METRO Administration Building Roof Replacement as signed by Contractor.

2.02 Conflicts

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

2.03 Recitals

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

3. TIME OF PERFORMANCE

3.01 General

The work under this Contract shall be completed 45 calendar days after the date of commencement specified in the Notice to Proceed, unless modified by the parties under Part III, subsection 13.14 of the General Conditions to the Contract or terminated pursuant to Part III, Section 2.

3.02 Term

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

3.03 Acceptance of Terms

Execution of this document shall be deemed as acceptance of all of the terms and conditions as set forth herein and those contained in the Instructions to Bidders, the General Conditions, the Special Conditions, the FTA Requirements for Construction Contracts, the Specifications for Work and all attachments and addenda, which are incorporated herein by reference as integral parts of this Contract.

4. SCOPE OF WORK

4.01 Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services as specified in and in full accordance with the Invitation for Bids (IFB) No. 16-05 dated February 9, 2016 for Santa Cruz METRO Administration

Attachment B

Building Roof Replacement. The Contractor shall provide a complete project in conformance with the intent shown on the drawings and specified herein and as provided for and set forth in the IFB.

- 4.02 Contractor and Santa Cruz METRO agree to comply with and fulfill all obligations, promises, covenants and conditions imposed upon each of them in the Contract Documents. All of said work done under this Contract shall be performed to the satisfaction of Santa Cruz METRO or its representative, who shall have the right to reject any and all materials and supplies furnished by Contractor which do not strictly comply with the requirements contained herein, together with the right to require Contractor to replace any and all work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the Contract Documents.

5. COMPENSATION

5.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor \$102,400.00 as identified in the Bid Form in Addendum, Exhibit B, not to exceed \$102,400.00, for satisfactory completion of all work, including all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit and all other costs incidental to the performance of the services specified under this Contract, under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if they exceed the \$102,400.00 maximum amount payable under this Contract, they do so at their own risk.

5.02 Release of Claims

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

5.03 Retention of progress payments

Santa Cruz METRO will retain five (5%) percent of the contract price from each progress payment made pursuant to the Contract through the completion of the Contract. The retention shall be released, with the exception of 150 percent (150%) of any disputed amount, within 60 days after the date of completion of the work. Pursuant to Section 22300 of the Public Contract Code, Contractor may substitute a deposit of securities in lieu of Santa Cruz METRO withholding any monies to ensure Contractor's performance under the Contract, or alternatively, request that Santa Cruz METRO make payment of retentions earned directly to an escrow agent at the expense of Contractor. The provisions of Public Contract Code Section 22300 are incorporated herein by reference as though set forth in full, and shall govern the substitution of securities and/or escrow account. If a Stop Notice is filed, Santa Cruz METRO will retain 125% of the amount set forth in the Stop Notice from the next progress payment made to Contractor.

5.04 Change in Contract Price

5.04.01 General

- A. The Contract price constitutes the total compensation payable to Contractor for performing the work. All duties, responsibilities, and obligations assigned to or undertaken by Contractor to perform the work shall be at Contractor's expense without change in the Contract price.
- B. The Contract price may only be changed by a change order. Any request for an increase in the Contract price shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the

Attachment B

occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the amount of the request with supporting data shall be delivered within 45 days after the date of the occurrence, unless the Contract Administrator allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the amount requested covers all amounts (direct, indirect, and consequential) to which the Contractor is entitled as a result of the occurrence of the event. No request for an adjustment in the Contract price will be valid if not submitted in accordance with this Article.

- C. The value of any work covered by a change order or of any request for an increase or decrease in the Contract price shall be determined in one of the following ways:
 - 1. Where the work involved is covered by unit prices contained in the Contract documents, by application of unit prices to the quantities of the items involved; or
 - 2. By mutual acceptance of a lump sum, which may include an allowance for overhead and profit not necessarily in accordance with Article 5.04.04; or
 - 3. On the basis of the cost of work (determined as provided in Articles 5.04.02 and 5.04.03) plus a Contractor's fee for overhead and profit (determined as provided in Article 5.04.04).

5.04.02 Cost of Work (Based on Time and Materials)

- A. General: The term "cost of work" means the sum of all costs necessarily incurred and paid by Contractor for labor, materials, and equipment in the proper performance of work. Except as otherwise may be agreed to in writing by Santa Cruz METRO, such costs shall be in amounts no higher than those prevailing in the locality of the project.
- B. Labor: The cost of labor used in performing work by Contractor, a subcontractor, or other forces, will be the sum of the following:
 - 1. The actual wages paid plus any employer payments to or on behalf of workers for fringe benefits, including health and welfare, pension, vacation, and similar purposes. The cost of labor may include the wages paid to foremen when it is determined by the Contract Administrator that the services of foremen do not constitute a part of the overhead allowance.
 - 2. There will be added to the actual wages, as defined above, a percentage set forth in the latest "Labor Surcharge and Equipment Rental Rates" in use by the California State Department of Transportation which is in effect on the date upon which the work is accomplished. This percentage shall constitute full compensation for all payments imposed by State and Federal laws including, but not limited to, workers' compensation insurance and Social Security payments.
 - 3. The amount paid for subsistence and travel required by collective bargaining agreements.
 - 4. For equipment operators, payment for the actual cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the work, or in the absence of such labor, established by collective bargaining agreements for the type of workers and location of the extra work, whether or not the operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein in accordance with the provisions of subsection 2 of Article 5.04.02 B herein, which surcharge shall constitute

Attachment B

full compensation for payments imposed by State and Federal laws, and all other payments made to on behalf of workers other than actual wages.

- C. Materials: The cost of materials used in performing work will be the cost to the purchaser, whether Contractor or subcontractor, from the supplier thereof, except as the following are applicable:
1. Trade discounts available to the purchaser shall be credited to Santa Cruz METRO notwithstanding the fact that such discounts may not have been taken by Contractor.
 2. For materials secured by other than a direct purchase and direct billing to the purchaser, the cost shall be deemed to be the price paid to the actual supplier as determined by the Contract Administrator. Markup, except for actual costs incurred in the handling of such materials, will not be allowed.
 3. Payment for materials from sources owned wholly or in part by the purchaser shall not exceed the price paid by the purchaser for similar materials from said sources on extra work items or the current wholesale price for such materials delivered to the work site, whichever price is lower.
 4. If, in the opinion of the Contract Administrator, the cost of material is excessive, or the Contractor does not furnish satisfactory evidence of the cost of such material, then the cost shall be deemed to be the lowest current wholesale price for the quantity concerned delivered to the work site, less trade discount. Santa Cruz METRO reserves the right to furnish materials for the extra work and no claim shall be made by the Contractor for costs and profit on such materials.
- D. Equipment: The Contractor will be paid for the use of equipment at the rental rate listed for such equipment specified in the current edition of the Department of Transportation publication entitled "Labor Surcharge and Equipment Rental Rates" which is in effect on the date upon which the work is accomplished. Such rental rates will be used to compute payments for equipment whether the equipment is under the Contractor's control through direct ownership, leasing, renting, or another method of acquisition. The rental rate to be applied for use of each item of equipment shall be the rate resulting in the least total cost to Santa Cruz METRO for the total period of use. If it is deemed necessary by the Contractor to use equipment not listed in the foregoing publication, the Contract Administrator will establish an equitable rental rate for the equipment. The Contractor may furnish cost data that might assist the Contract Administrator in the establishment of the rental rate.
1. The rental rates paid, as above provided, shall include the cost of fuel, oil, lubrication supplies, small tools, necessary attachments, repairs and maintenance of all kinds, depreciation, storage, insurance, and all incidentals. Operators of equipment will be separately paid for as provided in subsection 4 of Article 5.04.02 B.
 2. All equipment shall be in good working condition and suitable for the purpose for which the equipment is to be used.
 3. Before construction equipment is used on the extra work, Contractor shall plainly stencil or stamp an identifying number thereon at a conspicuous location, and shall furnish to the Contract Administrator, in duplicate, a description of the equipment and its identifying number.
 4. Unless otherwise specified, manufacturer's ratings and manufacturer-approved modifications shall be used to classify equipment for the determination of applicable

Attachment B

rental rates. Equipment which has no direct power unit shall be powered by a unit of at least the minimum rating recommended by the manufacturer.

5. Individual pieces of equipment or tools having a replacement value of \$500 or less, whether or not consumed by use, shall be considered to be small tools and no payment will be made therefore.

- E. Owner-Operated Equipment: When owner-operated equipment is used to perform work and is to be paid for as extra work, Contractor will be paid for the equipment and operator as follows:

Payment for the equipment will be made in accordance with the provisions in Article 5.04.02 D, "Equipment."

Payment for the cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the project, or, in the absence of such other workers, at the rates for such labor established by collective bargaining agreement for type of worker and location of the work, whether or not the owner-operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein, in accordance with the provisions in subsection 2 of Article 5.04.02 B, "Labor."

To the direct cost of equipment rental and labor, computed as provided herein, will be added the markup for equipment rental and labor as provided in Article 5.04.04, "Contractor's Fee."

- F. Equipment Time: The rental time to be paid for equipment on the work shall be the time the equipment is in productive operation on the work being performed and shall include the time required to move the equipment to the new location and return it to the original location or to another location requiring no more time than that required to return it to its original location; except that moving time will not be paid if the equipment is used on other than the extra work. Loading and transporting costs will be allowed, in lieu of moving time, when the equipment is moved by means other than its own power. No payment will be made for loading and transporting costs when the equipment is used at the site of the extra work on other than the extra work. The following shall be used in computing the rental time of equipment on the work:

1. When hourly rates are listed, any part of an hour less than 30 minutes of operation shall be considered to be ½-hour of operation, and any part of an hour in excess of 30 minutes will be considered 1-hour of operation.
2. When daily rates are listed, operation for any part of a day less than 4 hours shall be considered to be ½-day of operation.
3. Rental time will not be allowed while equipment is inoperative due to breakdowns or Contractor-caused delays.

- G. Cost of Work Documentation: The Contractor shall furnish the Contract Administrator Daily Extra Work Reports on a daily basis covering the direct costs of labor and materials and charges for equipment whether furnished by Contractor, subcontractor, or other forces. Santa Cruz METRO will provide the Daily Extra Work Report forms to Contractor. The Contractor or an authorized agent shall sign each Daily Extra Work Report. The Daily Extra Work Report shall provide names and classifications of workers and hours worked; size, type, and identification number of equipment; and the hours operated. Copies of certified payrolls and statement of fringe benefit shall substantiate labor charges. Valid copies of vendor's invoices shall substantiate material charges.

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The Contract Administrator will make any necessary adjustments. When these reports are agreed upon and signed by both parties, they shall become the basis of payment for the work performed, but shall not preclude subsequent adjustment based on a later audit.

The Contractor shall inform the Contract Administrator when extra work will begin so that the Santa Cruz METRO inspector can concur with the Daily Extra Work Reports. Failure to conform to these requirements may impact the Contractor's ability to receive proper compensation.

5.04.03 Special Services

Special services are defined as that work characterized by extraordinary complexity, sophistication, or innovations, or a combination of the foregoing attributes that are unique to the construction industry. The following may be considered by the Contract Administrator in making estimates for payment for special services:

- A. When the Contract Administrator and the Contractor, by agreement, determine that a special service is required which cannot be performed by the forces of the Contractor or those of any of its subcontractors, the special service may be performed by an entity especially skilled in the work to be performed. After validation of invoices and determination of market values by the Contract Administrator, invoices for special services based upon the current fair market value thereof may be accepted without complete itemization of labor, material, and equipment rental costs.
- B. When Contractor is required to perform work necessitating special fabrication or machining process in a fabrication or a machine shop facility away from the jobsite, the charges for that portion of the work performed at the offsite facility may, by agreement, be accepted as a special service and accordingly, the invoices for the work may be accepted without detailed itemization.
- C. All invoices for special services will be adjusted by deducting all trade discounts offered or available, whether the discounts were taken or not. In lieu of the allowances for overhead and profit on labor, materials, and equipment specified in Article 5.04.04 herein, a single allowance of ten (10) percent will be added to invoices for special services.

5.04.04 Contractor's Fee

- A. Work ordered on the basis of time and materials will be paid for at the actual and necessary cost as determined by the Contract Administrator, plus allowances for overhead and profit, which allowances shall constitute the "Contractor's Fee," except as provided in subparagraph B of this Article. For extra work involving a combination of increases and decreases in the work, the actual necessary cost will be the arithmetic sum of the additive and deductive costs. The allowance for overhead and profit shall include compensation for superintendence, bond and insurance premiums, taxes, all field and home office expenses, and all other items of expense or cost not included in the cost of labor, materials, or equipment provided for under Articles 5.04.02 B, C, D, and E herein. The allowance for overhead and profit will be made in accordance with the following schedule:

Actual Necessary Cost	Overhead and Profit Allowance
Labor	33 percent
Materials.....	15 percent
Equipment	15 percent

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- B. Labor, materials, and equipment may be furnished by the Contractor or by the subcontractor on behalf of the Contractor. When a subcontractor performs all or any part of the extra work, the allowance specified in subparagraph A of Article 5.04.04 shall only be applied to the labor, materials, and equipment costs of the subcontractors, to which the Contractor may add 5 percent of the subcontractor's total cost for the extra work. Regardless of the number of hierarchal tiers of subcontractors, the 5 percent increase above the subcontractor's total cost, which includes the allowances for overhead and profit specified herein, may be applied one time only for each separate work transaction.

5.04.05 Compensation for Time Extensions

Adjustments in compensation for time extension will be allowed only for causes in Article 5.05.01 B.1 through Article 5.05.01 B.3 computed in accordance with Article 5.04 and the following. No adjustments in compensation will be allowed when Santa Cruz METRO-caused delays to a controlling item of work and Contractor-caused delays to a controlling item of work occur concurrently or for causes in Article 5.05.01 B.4 through Article 5.05.01 B.5.

Compensation for idle time of equipment will be determined in accordance with the provisions in Article 5.04.02.F and Section 8-1.09 of the State Specifications.

5.05 Change of Contract Time

5.05.01 General

- A. The Contract time may only be changed by a change order. Any request for an extension of the Contract time shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the extent of the request with supporting data shall be delivered within 45 days after the date of such occurrence, unless the Contract Administrator allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the adjustment requested is the entire adjustment to which the Contractor has reason to believe it is entitled as a result of the occurrence of said event. No request for an adjustment in the Contract time will be valid if not submitted in accordance with the requirements of this Article.

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

- B. The Contract time will be extended in an amount equal to time lost due to delays beyond the control of the Contractor if a request is made therefore as provided in this Article. An extension of Contract time will only be granted for days on which the Contractor is prevented from proceeding with at least 75 percent of the normal labor and equipment force actually engaged on the said work, by said occurrences or conditions resulting immediately therefrom which impact a controlling item of work as determined by the Contract Administrator. Such delays shall include:

Attachment B

1. Changes.
2. Failure of Santa Cruz METRO to furnish access, right of way, completed facilities of related projects, drawings, materials, equipment, or services for which Santa Cruz METRO is responsible.
3. Survey error by Santa Cruz METRO.
4. Occurrences of a severe and unusual nature including, but not restricted to, acts of God, fires, other force majeure events, and excusable inclement weather. A force majeure event includes an earthquake, flood, cloudburst, cyclone or other cataclysmic phenomena of nature beyond the power of the Contractor to foresee or to make preparation in defense against, but does not include ordinary inclement weather. Excusable inclement weather is any weather condition, the duration of which varies in excess of the average conditions expected, which is unusual for the particular time and place where the work is to be performed, or which could not have been reasonably anticipated by the Contractor, as determined from U.S. Weather Bureau records for the preceding 3-year period or as provided for in the Special Provisions.
5. Act of the public enemy, act of another governmental entity, public utility, epidemic, quarantine restriction, freight embargo, strike, or labor dispute. A delay to a subcontractor or supplier due to the above circumstances will be taken into consideration for extensions to the time of completion.

5.05.02 Extensions of Time for Delay Due to Excusable Inclement Weather

- A. The Contract time will be extended for as many days in excess of the average number of days of excusable inclement weather, as defined in Article 5.05.01 B.5, as the Contractor is specifically required under the Special Provisions to suspend construction operations, or as many days as the Contractor is prevented by excusable inclement weather, or conditions resulting immediately therefrom, from proceeding with at least 75 percent of the normal labor and equipment force engaged on critical items of work as shown on the schedule.
- B. Should the Contractor prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather, prevents work from beginning at the usual starting time and the crew is dismissed as a result thereof, the Contractor will be entitled to a 1-day extension whether or not conditions change thereafter during said day and the major portion of the day could be considered to be suitable for such construction operations.
- C. The Contractor shall base the construction schedule upon the inclusion of the number of days of excusable inclement weather specified in the Article titled "Excusable Inclement Weather Delays," of the Special Provisions. No extension of the Contract time due to excusable inclement weather will be considered until after the said aggregate total number of days of excusable inclement weather has been reached; however, no reduction in Contract time would be made if said number of days of excusable inclement weather is not reached.

5.06 Changed Site Conditions

If any work involves digging trenches or other excavations below the surface, Contractor shall promptly, and before the following conditions are disturbed, notify Santa Cruz METRO in writing of any:

Attachment B

- A. Material that Contractor believes may be a regulated material which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
- B. Subsurface or latent physical conditions at the site differing from those indicated in this Contract.
- C. Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

Santa Cruz METRO will promptly investigate the condition and if it finds that the conditions do materially so differ, or do involve regulated material, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the work, Santa Cruz METRO will issue a change order under the procedures described in this Contract. For regulated materials, Santa Cruz METRO reserves the right to use other forces for exploratory work to identify and determine the extent of such material and for removing regulated material from such areas.

In the event that a dispute arises between Santa Cruz METRO and the Contractor on whether the conditions materially differ or on the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by this Contract but shall proceed with all work to be performed under the Contract. The Contractor shall retain any and all rights provided either by this Contract or by law, which pertain to the resolution of disputes and protests between the contracting parties.

5.07 Waivers and Releases

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

6. NOTICES

All notices under this Contract shall be in writing and shall be effective when received, if delivered by hand, or three (3) days after posting, if sent by registered mail, return receipt requested, to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

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

Attention: Alex Clifford, CEO/General Manager

9-08B.10

Attachment B

CONTRACTOR

Contract West Roofing Incorporated
6914 S. 3000 E. STE 202F
Salt Lake City, UT 84121

Attention: Dean Hamilton, President

7. ENTIRE AGREEMENT

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

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

8. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by scanned image as an attachment to electronic mail. Such scanned signature must be treated in all respects as having the same effect as an original signature. Each party further agrees that this Contract may be executed in two or more counterparts, all of which constitute one and the same instrument.

9. 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.

SIGNATURES ON NEXT PAGE

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Attachment B

Signed on April 27, 2016

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Contractor –
CONTRACT WEST ROOFING INCORPORATED

Dean Hamilton, President



Approved as to Form:

Leslyn Syren, District Counsel





DATE: April 22, 2016
TO: Board of Directors
FROM: Al Pierce, Maintenance Manager
SUBJECT: TRANSFER AUTHORIZATION AND FUNDING FROM A FACILITIES MAINTENANCE WORKER I POSITION TO A CUSTODIAL SERVICE WORKER I POSITION IN THE FY16 BUDGET

I. RECOMMENDED ACTION

That the Board of Directors approve transferring authorization and funding from a Facilities Maintenance Worker I position to a Custodial Service Worker I position in the FY16 Operating budget

II. SUMMARY

- In January 2015, the Facilities Maintenance Department canceled outside contracts and began cleaning the Watsonville Transit Center and the ParaCruz facility by Facilities staff.
- One additional Custodial Service Worker I was hired.
- After reviewing the current Facilities Maintenance staffing and the workload, it was determined that the Facilities Maintenance Department needs one additional Custodial Service Worker I to clean all Santa Cruz Metropolitan Transit District (METRO) facilities.
- There is a Facilities Maintenance Worker I position that is authorized and funded, but currently vacant.
- Staff recommends that the Board approve transferring authorization and funding from a Facilities Maintenance Worker I position to a Custodial Service Worker I position in the Facilities Maintenance FY16 Operating budget.

III. DISCUSSION/BACKGROUND

In January 2015 custodial staff took on the additional responsibilities of cleaning and maintaining the Watsonville Transit Center and ParaCruz operating facility. One Custodial Service Worker I position was added.

The Facilities Maintenance Department furnishes custodial support for all eight METRO facilities from Scotts Valley to Watsonville. Many of these facilities are open daily to the public for 18 to 20 hours, the maintenance facility operates 24/7 on weekdays, one shift on weekends and the new Judy K. Souza operations building is open 22 ½ hours per day, 7 days per week.

Under the current staffing level for the Custodial Service Workers there is not enough hours to clean the facilities and still allow for contractual leaves (vacations, holidays etc.). Overtime is currently being used to cover shifts when custodians take time off. In the past year overtime was manageable in the 6 to 8 percent range. During the holidays overtime increased to 10 percent. Overtime is now at 15 percent, exceeding reasonable limits. An additional Custodial Service Worker I position is necessary to meet current custodial needs.

With the move to the new Judy K. Souza building and routine maintenance of the METRO Center complete, it was determined that the vacant budgeted Facilities Maintenance Worker I position could be unauthorized and unfunded in the FY16 Operating budget. This authorization and corresponding funds can be reallocated to authorize and fund the Custodial Service Worker I position.

Staff recommends that the Board approve transferring authorization and funding from the vacant Facilities Maintenance Worker I position to a Custodial Service Worker I position in the Facilities Maintenance FY16 Operating budget.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The required authorization and funding needed for the Custodial Service Worker I position, in the amount of \$48,455 is included in the FY16 current fiscal year's Facilities Operating budget. Savings resulting from this conversion will be approximately \$3,000 in FY16 and \$16,000 in FY17. Overtime will also be reduced to a manageable 6 to 8 percent range instead of 15 percent, which is where it is today.

V. ALTERNATIVES CONSIDERED

Staff considered doing nothing, but this is not recommended as it will result in the continued excessive overtime costs to cover custodial shifts.

Prepared By: Al Pierce, Maintenance Manager

VI. APPROVALS:

Al Pierce, Maintenance 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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DATE: April 22, 2016
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: CONSIDERATION OF DECLARING THREE (3) NEW FLYER BUSES AND ONE (1) FORD FOCUS AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

I. RECOMMENDED ACTION

That the Board of Directors approve a resolution declaring three New Flyer buses and one Ford Focus as ready for disposal or auction and direct the CEO to dispose of the surplus items in conformance with METRO's Administrative Policy Number AP-2020 - Fixed Assets and Inventoried Items.

II. SUMMARY

- In accordance with Santa Cruz Metropolitan Transit District's (METRO) policy on disposal of fixed assets, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- Three (3) New Flyer buses and one (1) Ford Focus driver relief vehicle have all exceeded their useful life and are no longer needed by METRO.
- Staff recommends that the Board of Directors approve the resolution for the disposal or auction of excess property (Attachment A) and declare the items listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

III. DISCUSSION/BACKGROUND

The following equipment identified in the Excess Vehicle & Equipment Listing (Exhibit A) has surpassed its useful life expectancy.

- The buses are 14 years old, with significant defects that are not cost effective to repair, coupled with CNG tanks that expire at the end of this year. The costs to repair the buses outweigh their value; therefore, the vehicles are recommended for disposal. The buses are fully depreciated, so there is no financial obligation to a granting agency with regard to the recommended disposals.
- The 2007 Ford Focus driver relief vehicle is 9 years old with 147,000 miles; it has a bad engine and transmission. It is fully depreciated, so there is no financial obligation to a granting agency with regard to the recommended disposal.

FTA Spare Ratio: The FTA requires METRO to maintain a maximum allowed ratio of twenty percent (20%) Fixed Route spare buses to peak run assigned buses. The exceptions are the Highway 17 buses which are considered “Commuter type” and not subject to the 20% spare ratio. For example, if 100 buses are assigned to fixed route at peak runs, the maximum amount of spare buses would be 20 buses, for a total of 120 buses.

In December of 2014 METRO had a spare ratio of 37.5% which was inconsistent with FTA requirements. The FTA made a finding about this in the 2013 Triennial Audit. The three buses going to auction in this report are at the end of their life expectancy, which reduces METRO’s spare ratio to 25%.

Disposal of these assets has been coordinated with management and staff in processing them for disposal and auction if appropriate.

Staff recommends that the Board of Directors approve a resolution (Attachment A) and declare the items listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The combined estimated gross market value of the buses is less than \$15,000; they have reached the end of their useful life and are in poor condition. The driver relief vehicle is also at the end of its useful life, has been deemed obsolete and is fully depreciated; so there is no financial impact as a result of these disposals.

Any revenue generated from the sale of these vehicles and equipment will be recorded as income in the current fiscal year’s operating budget to ‘Gain / Loss Disposal on Assets’ budget account 407090-100.

V. ALTERNATIVES CONSIDERED

- Store the vehicles - This alternative is not recommended because the buses have exceeded their useful life, they are cost prohibitive to repair and the reduction in our fleet will help to improve the agency’s rolling stock ‘spare ratio calculation.’
- Store the driver relief vehicle - This alternative is not recommended because the vehicle is obsolete and has exceeded its useful life.

VI. ATTACHMENTS

Attachment A: Resolution to Approve for the Disposal or Auction of Excess Property

Exhibit A: Excess Vehicle & Equipment Listing – as of April 22, 2016

Prepared By: Debbie Kinslow, Assistant Finance Manager
Al Pierce, Maintenance Manager

VII. APPROVALS:

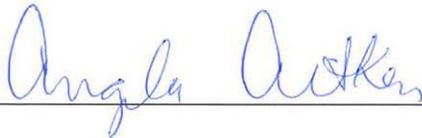
Angela Aitken, Finance Manager



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:

RESOLUTION TO APPROVE FOR THE DISPOSAL OR AUCTION OF EXCESS PROPERTY PURSUANT TO TITLE 49 OF THE CODE OF FEDERAL REGULATIONS, PART 24 (49CFR 24)

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO), receives federal financial assistance from the Federal Transit Administration (FTA) to acquire real property; and

WHEREAS, all real property, equipment and supplies, rolling stock, and facilities purchased or constructed for project purposes must be managed, used, and disposed of in accordance with applicable laws and regulations; and

WHEREAS, the FTA prescribes the method and delivers guidance to public transit operators to comply with grant management requirements in accordance with the regulations in *Title 49 Code of Federal Regulations, part 24 (49CFR 24)* and FTA Circular 5010.1D; and

WHEREAS, the fair market value of each property item is less than \$5,000; and

WHEREAS, METRO has determined that it is necessary to either dispose of the property, and/or to place the items up for auction;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby resolves, determines and orders as follows:

1. The following real property assets are declared excess property on the Excess Vehicle & Equipment Listing as of 4/22/16, "Exhibit A" and may be disposed of or auctioned as such:
 - a. "Three (3) CNG New Flyer Buses, vehicle nos. 2201, 2205 and 2208"; and

Attachment A

b. "2007 Ford Focus, vehicle no. 706";

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on April 22, 2016, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

MIKE ROTKIN
Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

Attachment A

EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RESOLUTION NO. _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 4/22/16

(Attached)

Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT										
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 4/22/16										
Vehicle or Asset Tag #	Description	Acquisition Date	Cost	Accumulated Depreciation	Net Book Value	Est. Market Value	Reason for Disposal	Condition	VIN / SN	License #
2201	2002 NEW FLYER-CNG	7/1/2002	\$ 358,011	\$ 358,011	\$0	\$ 4,900	CNG TANK EXPIRE	POOR	5FYC2LP092U024047	1133345
2205	2002 NEW FLYER-CNG	7/25/2002	\$ 358,011	\$ 358,011	\$0	\$ 4,900	CNG TANK EXPIRE	POOR	5FYC2LP002U024051	1133349
2208	2002 NEW FLYER-CNG	7/25/2002	\$ 358,011	\$ 358,011	\$0	\$ 4,900	END USEFUL LIFE	POOR	5FYC2LP062U024054	1139302
706	2007 FORD FOCUS	10/1/2006	\$ 14,015	\$ 14,015	\$0	-	ENGINE & TRANS	OBSOLETE	1FAHP34N37W183476	E-1263660



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

MICHELLE FITZPATRICK
BUS OPERATOR

FOR THE COMPLETION OF **20 YEARS OF SERVICE**
BETWEEN 1996 AND 2016

GIVEN THIS 22ND DAY OF APRIL 2016

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL-MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

BRUCE RHODES
FLEET MAINTENANCE SUPERVISOR

FOR THE COMPLETION OF **15 YEARS OF SERVICE**
BETWEEN 2001 AND 2016.

GIVEN THIS 22ND DAY OF APRIL 2016

CHAIR, BOARD OF DIRECTORS

CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

DAVID VALDEZ
VEHICLE SERVICE TECHNICIAN

FOR THE COMPLETION OF **20** YEARS OF SERVICE
BETWEEN 1996 AND 2016

GIVEN THIS 22ND DAY OF APRIL 2016

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER

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DATE: April 22, 2016
TO: Board of Directors
FROM: Al Pierce, Maintenance Manager
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO EAST BAY TIRE COMPANY FOR PURCHASE, DELIVERY AND SERVICING OF METRO'S REVENUE AND NON-REVENUE TIRES NOT TO EXCEED \$272,023

I. RECOMMENDED ACTION

- 1) That the Board of Directors authorize the CEO to execute a contract with East Bay Tire Company for Purchase, Delivery and Servicing of METRO's Revenue and Non-Revenue Tires in an amount not to exceed \$272,023 for a one-year period, with options to extend the contract for a total term of five years.**
- 2) That the Board of Directors authorize the CEO to execute future amendments with East Bay Tire Company for the options to extend, increasing the contract total for each option year as required, not to exceed a total value of \$1,360,115 for the full five years.**

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Purchase, Delivery and Servicing of METRO's Revenue and Non-Revenue Tires.
- A formal request for proposals was conducted to solicit proposals from qualified firms. Three (3) 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 East Bay Tire Company.

III. DISCUSSION/BACKGROUND

METRO's fleet of buses, ParaCruz and non-revenue vehicles operate with approximately 1,000 tires of various sizes. METRO's Maintenance Department contracts with a qualified tire service company for the purchase, dismounting, mounting and balancing for all METRO tire needs.

Bridgestone Americas Tire Operations, LLC is METRO's current provider for these services; however, this contract will expire on May 12, 2016, with no further options to renew.

On October 23, 2015, the Board authorized staff to issue a Request for Proposals for Purchase, Delivery and Servicing of METRO's Revenue and Non-Revenue Tires. On March 14, 2016, METRO legally advertised and distributed Request for Proposals (RFP) No. 16-14 to fourteen (14) firms, posted notice on its website, and sent email notices to all GovDelivery subscribers. On April 4, 2016, proposals were received and opened from three (3) firms. A list of these firms is provided in Attachment A. A three-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
1. Contractor's qualifications and recent experience	30
2. Understanding of and technical approach to scope of work	30
3. Quality of relevant experience of offeror's key staff	20
4. Experience with government agencies	15
5. References	15
6. Cost Proposal	30
TOTAL POINTS POSSIBLE	140

Staff is recommending the following actions: 1) that the Board of Directors authorize the CEO to execute a one (1) year contract on behalf of METRO with East Bay Tire Company for Purchase, Delivery and Servicing of METRO's Revenue and Non-Revenue Tires in an amount not to exceed \$272,023; and 2) that the Board of Directors authorize the CEO to execute four (4) future contract extensions with East Bay Tire Company (for four additional one-year options), for a total anticipated contract value not to exceed \$1,360,115 and a total term not to exceed five years.

Contractor will provide all services meeting all METRO's specifications and requirements of the contract. Al Pierce, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The base value of the contract is \$272,023 for the first year. Should all four options be exercised, the total five-year value of the contract is anticipated to be approximately \$1,360,115. Funds to support this contract are included in the Fleet Maintenance FY16 & FY17 Tires & Tubes (504021) Operating Budgets.

The Maintenance Department's annual budgets will include a total of \$1,088,000 for the optional four years (FY18 through FY21).

V. ALTERNATIVES CONSIDERED

- Perform the tire service in-house. METRO has limited space within the maintenance shop for large tire changing equipment and lacks storage area for new tire inventory. This alternative also requires a large capital funding outlay for equipment and tire inventory.
- Lease tires from a tire manufacturer. The same capital equipment cost and tire inventory space restrictions apply to this alternative.

VI. ATTACHMENTS

Attachment A: List of Responding Firms

Attachment B: Contract with East Bay Tire Company

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

Prepared By: Alex Strudley, Purchasing Assistant
Joan Jeffries, Administrative Assistant
Al Pierce, Maintenance Manager

VII. APPROVALS:

Al Pierce, Maintenance 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. 16-14

Purchase, Delivery and Servicing of METRO's Revenue and Non-Revenue Tires

Received by April 4, 2016 at 5:00 PM

PROPOSER	HEADQUARTERS
Dixon and Sons Tires	Watsonville, CA
East Bay Tire Company	Fairfield, CA
GCR Tires & Service (a division of Bridgestone Americas Tire Operations, LLC)	Nashville, TN

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Attachment B

PROFESSIONAL SERVICES CONTRACT FOR PURCHASE, DELIVERY AND SERVICING OF METRO'S REVENUE AND NON-REVENUE TIRES (16-14)

THIS CONTRACT is made effective on May 13, 2016 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and EAST BAY TIRE COMPANY ("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 Purchase, Delivery and Servicing of METRO'S Revenue and Non-Revenue Tires

Santa Cruz METRO has the need for Purchase, Delivery and Servicing of METRO'S Revenue and Non-Revenue Tires. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated March 14, 2016, 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 Purchase, Delivery and Servicing of METRO'S Revenue and Non-Revenue Tires and whose principal place of business is 2200 Huntington Drive, Unit C, Fairfield, CA 94533. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Purchase, Delivery and Servicing of METRO'S Revenue and Non-Revenue Tires, which is attached hereto and incorporated herein by reference as Exhibit B

1.04 Selection of Contractor and Intent of Contract

On April 5, 2016, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Purchase, Delivery and Servicing of METRO'S Revenue and Non-Revenue Tires 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.

Attachment B

A. Exhibit A

Santa Cruz METRO's "Request for Proposals" dated March 14, 2016, including Addendum No. 1 dated March 30, 2016.

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Purchase, Delivery and Servicing of METRO'S Revenue and Non-Revenue Tires, signed by Contractor and dated April 4, 2016.

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 11.14 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 March 14, 2016.

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 March 14, 2016.

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 **one (1)** year and shall commence upon the execution of the Contract by Santa Cruz METRO.

Attachment B

At the option of Santa Cruz METRO, this Contract agreement may be renewed for four (4) additional one (1) year terms upon mutual written consent.

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 \$272,023.00 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

East Bay Tire Company
330 Griffin Street
Salinas, CA 93901

Attention: Jonathan Oser

Attachment B

7. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by scanned image as an attachment to electronic mail. Such scanned signature must be treated in all respects as having the same effect as an original signature. Each party further agrees that this Contract may be executed in two or more counterparts, all of which constitute one and the same instrument.

8. AUTHORITY

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

Signed on 4/13/16

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Contractor –
EAST BAY TIRE COMPANY

Jonathan Oser, Manager



Approved as to Form:

Leslyn Syren, District Counsel





DATE: April 22, 2016
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel
SUBJECT: CONSIDERATION OF APPROVAL OF A RESOLUTION SETTING FORTH THE CONDITIONS OF OFFERING A RETIREMENT AND SEPARATION INCENTIVE PROGRAM TO EMPLOYEES OF METRO

I. RECOMMENDED ACTION

That the Board of Directors Adopt a Resolution to Establish the Terms and Conditions of Offering a Retirement and/or Separation Incentive Program to METRO employees

II. SUMMARY

- At the March 25, 2016 meeting, the Board of Directors approved the concept of providing a retirement and/or separation incentive program to be offered to employees.
- After consideration of Santa Cruz Metropolitan Transit District's (METRO) requirements for future workforce needs, a proposal regarding the incentive program was provided to the Unions.
- This proposal is memorialized in the attached Resolution and more fully described in this staff report.

III. DISCUSSION/BACKGROUND

METRO is facing potential service cuts and workforce reductions as the result of ongoing efforts to solve a structural budget deficit. At the last meeting of the Board of Directors, on March 25, 2016, the Board considered offering both retirement and separation incentives to all employees of METRO. Staff is returning to the Board with this staff report and a Resolution (Attachment A) for adoption that establishes meaningful and necessary criteria on the retirement and/or separation incentive program for final approval prior to implementation.

In this regard, staff has met internally and with the Unions to determine how best to utilize the funding for this program while preserving workforce positions that will be needed going forward after service changes are implemented. Exhibit A to the Resolution is a draft proposed agreement between METRO and its Unions, delineating the terms upon which the incentive will be provided. Staff recommends that the incentive program be provided with limitations on eligibility as presented in this Exhibit A to the Resolution.

The incentive program provides two groups who are eligible for the incentive. The first tier is related to employees retiring from service. The second tier is related to employees who hold positions that are the subject of potential layoffs. Finally, if funds remain available, the incentive will be offered to employees who choose the separation incentive after receiving the notice of layoff. These layoff notices will not be sent to employees until sometime in May after further meet and confer efforts with the employees' Unions.

1 Retiring employees: \$17,000 incentive is available to all employees retiring from service between 3/28/16 and 9/7/16.

2 Positions subject to Potential Layoff:

- a. Employees holding positions in the classifications of Coach Operator, Paratransit Operator and Fleet Maintenance Mechanic I, II or III may elect to retire from employment with METRO (if eligible), or to accept the incentive to voluntarily resign from employment prior to being served with a layoff notice.
- b. The District may be forced to serve a notice of intended layoff to a second group of employees who may be eligible for this voluntary separation program, provided that there are available funds remaining in the incentive program.

3 Exclusions from eligibility in either groups:

- a. Probationary, Provisional or Temporary employees are not eligible for the incentive;
- b. Employees subject to disciplinary termination who may separate from employment in lieu of termination; and
- c. Employees who choose to accept the layoff instead of the separation incentive.

4 In the event that a meet and confer with the two Unions does not result in agreement with the Separation Incentive Program guidelines proposed by METRO, this program will revert to a retirement incentive program only, for retirees electing to retire during the incentive election period.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize up to \$1,139,000 (\$17,000 times 67 employees) to pay for the incentive program discussed in this report. These funds will come from

salary savings achieved during the FY 16 budget, which are the result of holding vacant several authorized and budgeted positions.

V. ALTERNATIVES CONSIDERED

Staff has considered several alternatives to the current proposal; including, a proposal to offer the incentive to all employees regardless of their eligibility for retirement or layoff. Given the potential that the funds related to this program may not get to the targeted employees, including those who may suffer job loss, staff has attempted to streamline the program to focus on those positions most susceptible to layoff (with regard to the separation incentive) and to those employees who elect to retire from the agency after acquiring the requisite number of years of service and/or age. In this way, METRO will achieve the greatest potential savings from this program.

VI. ATTACHMENTS

Attachment A: Resolution Approving the Implementation of a Retirement and/or Separation Incentive Program for Eligible Employees

Exhibit A: Retirement Incentive Offer

Prepared By: Leslyn K. Syren, District Counsel

VII. APPROVALS:

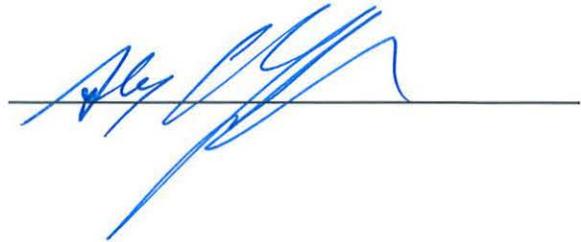
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager

OK for AA 4/18/16

Alex Clifford, CEO/General Manager



Attachment A



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

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

RESOLUTION APPROVING THE IMPLEMENTATION OF A RETIREMENT AND SEPARATION INCENTIVE PROGRAM FOR ELIGIBLE EMPLOYEES

WHEREAS, the District is facing potential service cuts and workforce reductions as the result of ongoing efforts to solve a structural budget deficit; and

WHEREAS, those District employees retiring from service with METRO between March 28, 2016 and September 7, 2016 will be eligible for a seventeen thousand (\$17,000.00) dollar retirement incentive; and

WHEREAS, District employees holding positions in the classifications of Coach Operator, Paratransit Operator and Fleet Maintenance Mechanic I, II and III may elect to retire from employment (if eligible) or to accept the incentive to voluntarily resign from their employment with METRO prior to receiving a layoff notice; and

WHEREAS, the District may be forced to serve a notice of intended layoff to a second group of employees who may be eligible for this voluntary separation program, provided that there are available funds remaining in the incentive program; and

WHEREAS, all probationary employees, provisional or temporary employees are not eligible for this incentive program; and

WHEREAS, those District employees who are subject to disciplinary termination who separate from employment in lieu of termination are not eligible for this incentive program; and

WHEREAS, this incentive program is not intended to replace any existing CalPERS retirement program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby resolves, determines and orders that:

Attachment A

1. The following Retirement Incentive and Voluntary Separation Program (April, 2016) "Exhibit A" is hereby adopted as an incentive program to save District funds and prevent additional layoffs.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on April 22, 2016, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

MIKE ROTKIN
Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

Attachment A

EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RESOLUTION NO. _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RETIREMENT INCENTIVE AND VOLUNTARY SEPARATION PROGRAM
(APRIL, 2016)

(Attached)

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Exhibit A

Santa Cruz Metropolitan Transit District

Retirement Incentive and Voluntary Separation Program (April, 2016)

This offer is not intended to replace any existing CalPERS retirement program, which will remain available during the Election Period for employees who choose to retire without accepting the offer and its requirements. No funds received by employees under this program shall constitute “salary” or “earnings” for purposes of retirement calculations.

Retirement Incentive Offer Summary:

Subject to the following terms and conditions, METRO will provide to eligible employees a retirement incentive as follows:

1. Retirement Incentive: For purposes of this program, retirement incentive shall mean a lump sum payment of \$17,000 provided under the limited term offer expressed herein to employees who elect to accept the offer and retire within the timeframe established as the “Election Period.”
2. Election Period: For purposes of this section, the “Election Period” shall be defined for purposes of this section as those employees who are eligible for retirement, as described in Paragraph 3 below, who may apply for the incentive program commencing on March 28, 2016. Such employees have until August 23, 2016 to file their application for retirement in order to avail themselves of the incentive program; the effective retirement date in such application must be before September 7, 2016.
3. Retirement Eligibility: To be eligible for this offer, employees holding Classic retirement benefits must be at least age 50 **and** have earned 5 years of service credits with CalPERS during the Election Period. Employees who are enrolled in a retirement as a “PEPRA” employee must meet other criteria applicable to this tier of retirement benefits and these employees should check with the Human Resources Department to determine their eligibility.
4. Older Worker Benefit Protection (OWBP) Act Waiver: As a condition of accepting this retirement incentive offer, an employee will be required to sign a waiver of his/her 45 day right of recession under the OWBP Act.
5. Waiver of Recall Rights to Employment: An employee electing to retire under the terms of this program shall forfeit any rights to recall to employment pursuant to

Exhibit A

the terms and conditions of a collective bargaining agreement or other Personnel Rules or Procedures.

6. Waiver of Rights to Re-employment at METRO: An employee retiring under the terms of this program shall have no further rights to re-employment with METRO and may not apply for any position with METRO for at least 365 days following their retirement separation under this program.

Separation Incentive Summary:

Subject to the following terms and conditions, METRO will provide to eligible employees a separation incentive as follows:

1. Separation Incentive: For purposes of this program, a separation incentive shall mean a lump sum payment of \$17,000 provided under the limited term offer expressed herein to employees who elect to accept the offer in lieu of layoff during the time frame established as the "Election Period."
2. Election Period: For purposes of this section, the "Election Period" shall be defined for purposes of this section as those employees who have received a layoff notice, as described in Paragraph 3 below, and who may apply for the incentive program commencing on a date agreed upon by the parties. Such employees have until August 23, 2016 to file their election to voluntarily separate in order to avail themselves of the incentive program; the effective separation date in such election notice must be before September 7, 2016.
3. Eligibility for Separation Incentive: During the Election Period, only those employees who have been provided a "Notice of Intended Layoff" shall be eligible for the voluntary separation incentive.
4. Expanded Eligibility for Qualified Positions: During the Election Period, any employee holding the position as a "Coach Operator," "Paratransit Operator" or "Fleet Maintenance Mechanic I, II or III" may elect to voluntarily separate under this program, regardless of the employee's receipt of a layoff notice.
5. Older Worker Benefit Protection (OWBP) Act Waiver: As a condition of accepting this separation incentive offer, an employee will be required to sign a waiver of his/her 45 day right of recession under the OWBP Act.

Exhibit A

6. Waiver of Recall Rights: An employee electing to separate under the terms of this program shall forfeit any rights to recall to employment pursuant to the terms and conditions of a collective bargaining agreement or any Personnel Rules or Procedures.
7. Waiver of Rights to Re-employment at METRO: An employee electing to voluntarily separate under the terms of this program shall have no further rights to re-employment with METRO and may not apply for any position with METRO for at least 365 days following their separation under this program.
8. Employees who choose to accept the layoff instead of the separation incentive are not eligible for the separation incentive.

Probationary, Provisional or Temporary Employees are ineligible for this program.

An employee who separates from employment, in lieu of termination, shall be ineligible for the program.

The forgoing terms and conditions for accepting the Retirement Incentive and Voluntary Separation Program have been reviewed and approved by the following:

For UTU/SMART, Local 23:

Dated: _____

For Santa Cruz METRO:

For SEIU, Local 521:

Dated: _____

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DATE: April 22, 2016
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 FY17 & FY18 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.
- 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 has been asked to consider 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 presented in the past several workshops regarding the structural deficit faced by the agency. The structural deficit, as defined by these presentations, is when recurring expenses exceed recurring revenues.

At this April Board Meeting, staff is requesting that the Board initiate a 30-day formal public comment period regarding proposed service cuts, which will culminate with formal public hearings convened by the Board on Thursday and Friday, May 26th and 27th, respectively.

The proposed service reductions 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 proposed 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 a result of a declared fiscal emergency. As a result, adopting the resolution allowing 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 budget deficit for FY17 & FY18 will not enable the agency to meet its operating expenses.

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

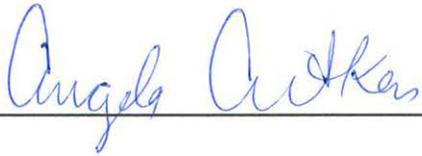
Attachment A: Resolution of Declaration of Fiscal Emergency

Exhibit A: CEQA - Fiscal Emergency Analysis

Prepared By: Kristina Mihaylova, Sr. Financial Analyst
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: _____

RESOLUTION DECLARING A FISCAL EMERGENCY FOR THE FY17 & FY18 BUDGETS

WHEREAS, Santa Cruz METRO's Board of Directors is considering service reductions in an effort to control a structural deficit in its FY17 & FY18 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 shall initiate a 30-day public comment period regarding a proposed service reduction in the coming months;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby resolves, determines and orders that Santa Cruz METRO hereby declares a fiscal emergency for its FY17 & FY18 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 FY17 & FY18 will not enable Santa Cruz METRO to meet its operating expenses which include employee wages and fringe benefits.

BE IT FURTHER RESOLVED that any future service changes necessary to balance the budget for FY17 & FY18 is exempt from the mandates of CEQA.

Attachment A

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on April 22, 2016, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

MIKE ROTKIN
Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

Attachment A



EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RESOLUTION NO. _____

CEQA – FISCAL EMERGENCY ANALYSIS

(Attached)

Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT DETERMINATION OF FISCAL EMERGENCY

At June 30, 2015:

Cash and cash equivalents	\$ 17,520,383
Sales tax and other receivables	\$ 6,993,415
Subtotal	\$ 24,513,798
Accounts Payable and accrued liabilities	\$ (1,987,300)
Accrued payroll and employee benefits	\$ (3,975,145)
Other accrued liabilities	\$ (415,507)
Security deposits	\$ (15,384)
Subtotal	\$ (6,393,336)
Subtotal Working Capital	\$ 18,120,462
Less restricted reserves:	
Cash flow reserve	\$ (3,000,000)
Operating - Workers Compensation Reserve	\$ (2,124,329)
Operating - Liability Insurance Reserve	(668,009)
Operating - Carryover from Previous Years	\$ -
Net Assets Required to offset FY16, FY17 and FY18 deficits	\$ (19,974,497)
Capital Reserves committed to Capital projects in FY16	\$ (803,053)
Funds available at June 30, 2015	\$ (8,449,426)
Estimated retirement from reserves at June 30, 2015	\$ -
Estimated unrestricted cash position at June 30, 2015	\$ (8,449,426)
Estimated revenue shortfall in FY16	\$ -
Estimated unrestricted cash position at June 30, 2016	\$ (8,449,426)



DATE: April 22, 2016
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Manager
**SUBJECT: UPDATE ON THE COMPREHENSIVE OPERATIONAL ANALYSIS (COA)
AND RESOLUTION OPENING A 30-DAY PUBLIC COMMENT
PERIOD SETTING A PUBLIC HEARING FOR MAY 26 AND 27, 2016**

I. RECOMMENDED ACTION

That the Board of Directors:

- A) Receive a Comprehensive Operational Analysis (COA) update, including modifications to the initial proposal for reductions to the METRO fixed-route service network, presented to the Board of Directors on March 25, 2016;**
- B) Accept the COA Ad Hoc Committee recommendations related to the FY17 and FY18 budget; and,**
- C) Adopt a Resolution to initiate a 30-day formal public comment period, which would culminate with a public hearing which would commence on May 26 and continue on May 27, 2016**

II. SUMMARY

- The Board received the COA initial proposal for a reduced fixed-route service network to meet the required operating budget savings target at its March 25, 2016 Board meeting.
- In response to input from the Board, public, and stakeholders, the project team has made some modifications and is continuing to make adjustments to service, while maintaining the same level of savings.
- This update was discussed on April 13, 2016 by the COA Ad Hoc Committee, which consists of four members of the Board.
- The project consultant (TMD, Inc.) has provided a draft report summarizing its work on the METRO COA.
- A presentation to the Board will include:
 - An updated proposal for a reduced fixed-route service network;
 - A status on the public outreach program;
 - The draft COA report; and,
 - The latest schedule for formal public meetings and Board meetings for the remainder of the COA process.

- Staff recommends that the Board receive and accept:
 - The COA Ad Hoc Committee recommendations related to the FY17 and FY18 budget, and,
 - The COA Ad Hoc Committee recommendation to initiate a formal 30-day public comment period, which would culminate with a public hearing which would commence at 5:00PM on May 26, 2016, at the Watsonville City Council Chambers and culminate on May 27, 2016, at the Santa Cruz City Council Chambers.

III. DISCUSSION/BACKGROUND

Service Reduction

In 2014, Santa Cruz Metropolitan Transit District (METRO) identified the systemic causes of a structural deficit resulting from recurring revenue failing to keep pace with recurring expenses (structural deficit). METRO has used its operating and capital reserves year-after-year to balance the operating budget and forecasts the full depletion of the remaining reserves in FY17. Aligning transit service costs with recurring revenue is necessary in order to provide effective, sustainable transit service throughout the county. The structural deficit has been identified as \$6.5 million and will require a combination of service and other expense reductions to resolve.

Through a combination of technical analysis by the consultant Transportation Management and Design, inc. (TMD), METRO staff and public input from an extensive outreach program, an initial service reduction proposal was developed, which attempted to meet the financial savings target while still maintaining a viable fixed-route service network that provides community mobility and geographic coverage. In the last month the project team has worked to address public and Board input on modifications on the initial proposal.

Over the course of the last month, the project team has continued to fine-tune the initial proposal, and at this Board meeting, staff will present a updated/modified draft service reduction proposal. This revised service network will include further refinements to routes and additional information on a UCSC proposal to support additional services, as well as discussions with METRO's Joint Powers Authority (JPA) partners on the Highway 17 Express services.

Staff requests that the Board initiate a 30-day formal public comment period, which will start with a public hearing convened by the Board on Thursday, May 26, 2016, at the Watsonville City Council Chambers and culminate on Friday, May 26, 2016, at the Santa Cruz City Council Chambers.

On June 24, 2016, the Board will consider and approve a final fixed-route service reduction plan in conjunction with the adoption of the FY17 and FY18 budget.

Attachment A is an updated spreadsheet summarizing the revised service changes by route and the rationale behind the modifications.

Attachment B is series of updated maps supporting Attachment A, which show the location of proposed modified and new routes, routes proposed for elimination, and proposed changes in frequency and span of service for remaining routes.

Attachment C is a list of the community meetings to provide public comment scheduled between May 2-13, 2016.

Attachment D is the Resolution to open a 30-day public comment period and to set a public hearing on May 26, 2016, to be continued on May 27, 2016.

FY17 and FY18 Preliminary Budget Assumptions

As a result of the proposed service reductions, the COA AD Hoc Committee at their April 13, 2016 meeting, endorsed the following preliminary staff recommendations to achieve the FY17 financial savings target of \$6.5 million:

- Reduce Fares Revenue - \$500K each year
- Unfund 43 Bus Operator positions as of September 7, 2016
- Unfund 3 FM Mechanic positions as of September 7, 2016
- Unfund 3 Van Operator positions as of September 7, 2016
- Unfund 4.5 vacant positions:
 - Schedule Analyst
 - Transit Surveyor
 - Transit Supervisor
 - Assistant Safety & Training Coordinator
 - Assistant Superintendent
- Cost of Separation Incentive - \$1.1M
- Potential Savings from Consumables - \$928K
- Sales Tax % change – 2.5% increase each year
- Transfer of STA to Capital Reserves - \$370K each year for FY17 and FY18 and the remainder stays in the Operating budget (estimate: \$1.48 million)
- STIC will remain in the Operating budget until a plan can be developed to move it back to the Capital budget (estimate: \$2.1 million)
- Increased Maintenance costs due to aging fleet - \$350K in FY17, \$388K in FY18

IV. FINANCIAL CONSIDERATIONS/IMPACT

The target for FY17 savings from reductions to the fixed-route service network and other expense reductions is \$6.5 million. The preliminary FY17 and FY18 budget assumptions, as noted in this report, will meet this target.

V. ALTERNATIVES CONSIDERED

Savings of less than \$6.5 million in fixed-route operating costs will not achieve the savings target and result in an unfunded and unresolved structural deficit.

VI. ATTACHMENTS

Attachment A: Route-by-route summary of proposed service changes

Attachment B: Maps showing locations of modified, new, and eliminated routes; along with service features including frequency and span of service

Attachment C: List of formal public comment meetings scheduled for May 2-13, 2016

Attachment D: Resolution to initiate a 30-day formal public comment period which would culminate with a public hearing which would commence on May 26, 2016 and continue on May 27, 2016

Prepared by: Barrow Emerson, Planning & Development Manager

VII. APPROVALS:

Barrow Emerson
Planning & Development Manager



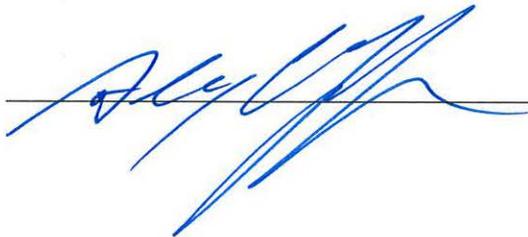
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Summary of Proposed Changes As of April 14, 2016

Santa Cruz Metropolitan Transit District Service Concept

San Lorenzo Valley

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
30	6:45A - 2:15P	2 trips			Service discontinued	Low ridership on route	-970	7,400
33	6:53A - 2:50P	2 trips	6:53A - 2:50P	2 trips	No change		0	-
34	7:25A - 3:30P	2 trips	7:25A - 3:30P	2 trips	No change		0	-
35	5:40A - 11:00P	30	6:30A - 10:00P	30 peak, 60 offpeak	Service past Mountain Store/ Country Club discontinued	Low ridership on outer segments, trip level ridership lower on weekends and midday compared to other parts of the network	-5,889	16,300
					Weekend/midday service reduced to be every 60 minutes On weekdays between 7:30A and 4:30P, service rerouted between Pasatiempo and Ocean St to cover Emeline Complex			
Total							-6,859	23,700



Davenport/Bonny Doon

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
40	6:40A - 3:25P	4 trips	6:40A - 5:25P	5 trips	Route restructured to serve Davenport with 5 weekday trips, 2 weekend trips; service west of Davenport discontinued (Cement Plant, Waddell Creek)	Weekday Route 40 service has decent ridership with passengers going to SCHS and Pacific School, low ridership west of Davenport; midday trip kept for Wednesday early release at Pacific School	108	-
41	5:50A - 5:30P	4 trips			Service discontinued	Low ridership, half of ridership occurs between Pacific Station and UCSC	-1,816	11,500
42	8:30P	1 trip			Service discontinued	Low ridership as combination of 40/41	-532	4,000
Total							-2,240	15,500

Attachment A

Santa Cruz Local / UCSC

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
3	6:50A - 5:50P	60	6:50A - 5:50P	60	No change		0	-
4	6:45A - 4:45P	60	7:45A - 4:45P	60	Service to Emeline discontinued; covered by Route 35 on weekdays before 5pm	Simplify operation of the service First trip carries 7 passengers, remaining trips average 17 passengers per trip	-716	10,710
					First trip discontinued			
8	7:35A	1 trip			Service discontinued	Low ridership (fewer than 5 passengers)	-166	1,400
10	6:50A - 7:20P	60 (30)	7:20A - 7:20P	60 (30)	First trip discontinued	Low ridership on first trip	-180	4,900
12	7:10A	(1 trip)			Service discontinued	Duplicates existing service along Routes 16, 68. Majority of boardings occur along Route 16 portion west of Pacific Station	-185	11,400
15	6:40A - 8:50P	(7-30)	6:37A - 8:37P	(15-30)	School year service reduced to be consistently every 30 minutes during day, 15 minutes peak	Many trips run on top of each other, supplemental service should be timed to new campus bell times	-2,541	-
16	6:25A - 11:15P	30 (15)	6:52A - 11:07P	30 (15)	First trip discontinued, consistent service over the school year	Less likelihood of bunching and overcrowding on specific vehicles	-539	6,100
					Headways reduced to be consistent 30 minutes during weekends	Weekend evening service has low ridership, UCSC runs campus shuttles between 6-11pm on weekends to provide connections to campus		
					Weekend service after 7pm to terminate at the base of campus using Meder/Western/High	Allows for one vehicle to be used instead of two during evenings		
19	7:30A - 11:30P	30	7:30A - 11:30P	30	Service changed to run school-year only	Low ridership during the summer, overlay of service on Routes 3, 15, 16	-1,938	64,500
20	7:20A - 10:20P	60 (extra)	7:20A - 10:20P	60	20D service shifted onto new Route 22	Route 22 proposed new alignment to serve Safeway	-1,783	-
22			7:20A - 5:20P	60	New number for 20D, connects UCSC to Delaware via Western, Mission, Fair/Almar	Provide new connection between UCSC and Safeway; reduces congestion around Pacific Collegiate School	1,639	-
Total							-6,409	100,810

Attachment A



Intercity

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
69A	6:45A - 6:00P	60			Service discontinued	69W is stronger route out of the semi-express services	-11,252	260,900
69W	6:20A - 8:50P	60	6:20A - 8:37P	30 peak, 60 offpeak	Peak service increased to every 30 minutes	Reduces overcrowding on peak trips with loss of 69A	3,115	-
					Evening service currently every 30 minutes reduced to every 60 minutes	Route 69W runs every hour during the day except after 6pm, when trips are run every 30 minutes.		
71	6:10A - 11:45P	15-30	6:10A - 11:10P	30	Frequency all days reduced to 30 minutes all day (currently 15 minutes peak, 30 midday)	Ridership per trip on peak vehicles between 20-25 passengers per trip, which can be absorbed into service every 30 minutes	-6,750	-
91X	5:55A - 5:45P	15-30			Service discontinued	Current service is duplicative of Route 69W between Cabrillo College and Watsonville, ridership is primarily college students (low summer ridership), can be shifted over to Route 69 service.	-10,223	215,800
Total							-25,110	476,700

Attachment A

Live Oak/Capitola/Rio del Mar/Aptos

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
54	5:35P	1 trip			Service discontinued	Low ridership (3-5 passengers per trip)	-676	2,800
55	7:30A – 4:30P	60			Service discontinued on Rio del Mar Blvd	Low ridership on segments east of Rio del Mar Beach	-426	8,700
56	8:00A – 1:55P	2 trips			Service discontinued	Low ridership (3-5 passengers per trip)	-508	1,100
66	6:45A - 10:00P	60	6:45A - 10:00P	60	No change		0	-
68	6:15A - 6:30P	60	6:15A - 9:15A, 2:15P - 5:15P	60 peak	Service reduced to run peak only	Provide additional service on Portola during peak periods, retain residential to UCSC connection (covers loss of Route 12)	-3,743	72,600
Total							-5,353	85,200

Attachment A



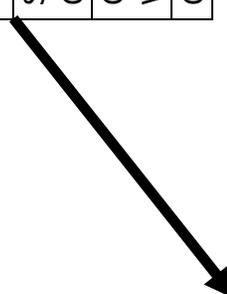
Watsonville Local

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Hours	Potential Ridership Loss
	Span	Freq	Span	Freq				
72	5:45A - 6:45P	60	6:45A - 5:45P	60	Alignment change south of Freedom Centre, serves Airport Blvd and Ohlone Parkway Service to Corralitos discontinued	Route to cover segments lost with Route 74 discontinuation: Ohlone Parkway, Airport Blvd, Social Security Office, Watsonville Community Hospital Less than 10 daily boardings on this segment	-116	2,800
74	6:10A - 6:10P	60			Service discontinued	Poor route design, low ridership on all segments, Ohlone Parkway segment covered by Route 72, Shady Oaks service within walking distance of Airport Blvd Service (69A, new 79) and Green Valley Road service (Route 75)	-4,053	12,300
75	5:15A - 7:15P	60	6:15A - 6:15P	60	Span reduced, first and last trips discontinued Weekday Span now 6:15A-6:15P Weekend Span now 8:15A-5:15P	Green Valley corridor has strong ridership compared to other Watsonville local routes, but early morning/late evening trips have low ridership	-1,359	8,700
77	6:30A - 6:30P	60			Service discontinued	Low ridership, service covered by MST in Pajaro Valley (free transfers to SCMetro), and Route 71 on Freedom Blvd.	-1,939	10,200
79	6:25A - 5:45P	60	7:25A - 5:45P	60	Weekend service discontinued First trip starts at 7:25AM	Low ridership on weekends	-966	-
Total							-8,433	34,000

Summary of Proposed Changes As of April 14, 2016

Summary of Changes by Area

Category	Annual Change		Potential Ridership Loss
	Hours	Percent	
Scotts Valley / San Lorenzo Valley	-6,859	12.6%	23,700
Davenport/Bonny Doon	-2,240	4.1%	15,500
UCSC / Santa Cruz Local	-6,409	11.8%	100,810
Intercity	-25,110	46.2%	476,700
Live Oak/Capitola/Rio del Mar/Aptos	-5,353	9.8%	85,200
Watsonville Local	-8,433	15.5%	34,000
Total	-54,404	100.0%	735,910



Category	Annual Change	
	Hours	Percent
Santa Cruz to Cabrillo College	-10,882	20.0%
Cabrillo College to Watsonville	-9,526	17.5%
City of Watsonville	-4,702	8.6%



Attachment A

Santa Cruz Metropolitan Transit District

Summary of Proposed Changes

As of April 14, 2016

SANTA CRUZ METRO PROPOSED NETWORK								
Route Number	Existing				Proposed			
	Weekday		Weekend		Weekday		Weekend	
	Frequency	Span	Frequency	Span	Frequency	Span	Frequency	Span
3	60	6:50A – 5:50P	120	9:50A – 5:50P	60	6:50A – 5:50P	120	9:50A – 5:50P
4	60	6:45A – 4:45P	120	8:45A – 4:45P	60	7:45A – 4:45P	120	8:45A – 4:45P
8	1 trip	7:35A						
10	30 school year 60 summer	6:50A – 7:20P	60	8:50A – 5:50P	30 school year 60 summer	7:20A – 7:20P	60	8:50A – 5:50P
12	1 trip	7:10A						
15	15–30 school year	6:37A – 8:37P			15–30 school year	6:37A – 8:37P		
16	15 school year 30 summer	6:52A – 11:07P	30	7:00A – 11:00P	15 school year 30 summer	6:52A – 11:07P	30	7:00A – 11:00P
19	30	7:30A – 11:30P	30	10:00A – 7:00P	30 school year	7:30A – 11:30P	30 school year	10:00A – 7:00P
20	60	7:20A – 10:20P	60	8:20A – 8:20P	60	7:20A – 10:20P	60	8:20A – 8:20P
22					60	6:50A – 5:50P		
30	2 trips	6:45A – 3:05P						
33	2 trips	6:53A – 2:50P			2 trips	6:53A – 2:50P		
34	2 trips	7:25A – 3:30P			2 trips	7:25A – 3:30P		
35	30	6:30A – 11:00P	30	8:00A – 8:00P	30 peak 60 off peak	6:30A – 10:00P	60	8:00A – 8:00P
40	4 trips	6:40A – 5:25P	2 trips	8:25A – 4:30P	5 trips	6:40A – 5:25P	2 trips	8:25A – 5:25P
41	4 trips	5:50A – 5:30P	1 trip	9:30A				
42	1 trip	8:30P	1 trip	6:00P				
54	1 trip	5:35P	3 trips	8:00A – 6:40P				
55	60	7:30A – 4:30P			60	7:30A – 4:30P		
56	2 trips	8:00A – 1:55P						
66	60	6:45A – 10:40P	60	6:45A – 10:40P	60	6:45A – 10:00P	60	6:45A – 10:00P
68	60	6:15A – 6:40P	60	8:15A – 6:30P	60	6:15A – 9:15A		

Attachment A

SANTA CRUZ METRO PROPOSED NETWORK								
Route Number	Existing				Proposed			
	Weekday		Weekend		Weekday		Weekend	
	Frequency	Span	Frequency	Span	Frequency	Span	Frequency	Span
						2:15P – 5:15P		
69A	60	6:45A – 6:50P	60	8:07A – 6:50P				
69W	60	6:20A – 8:37P	60	8:37A – 8:37P	30 peak 60 off peak	6:20A – 8:37P	60	6:20A – 8:37P
71	15 peak 30 off peak	6:10A – 11:10P	30	6:10A – 11:10P	30	6:10A – 11:10P	30	6:10A – 11:10P
72	60	6:45A – 5:45P			60	6:45A – 5:45P		
74	60	6:10A – 6:10P	60	6:45A – 6:45P				
75	60	5:15A – 7:15P	60	5:15A – 7:15P	60	6:15A – 6:15P	60	8:15A – 6:15P
77	60	6:30A – 6:30P						
79	60	7:00A – 6:00P	60	7:30A – 6:30P	60	7:25A – 5:45P		
91X	15–30	6:25A – 5:45P						
17	varies	4:45A – 10:45P	varies	4:45A – 10:45P	varies	4:45A – 10:45P	varies	4:45A – 10:45P

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Summary of Proposed Changes As of April 14, 2016

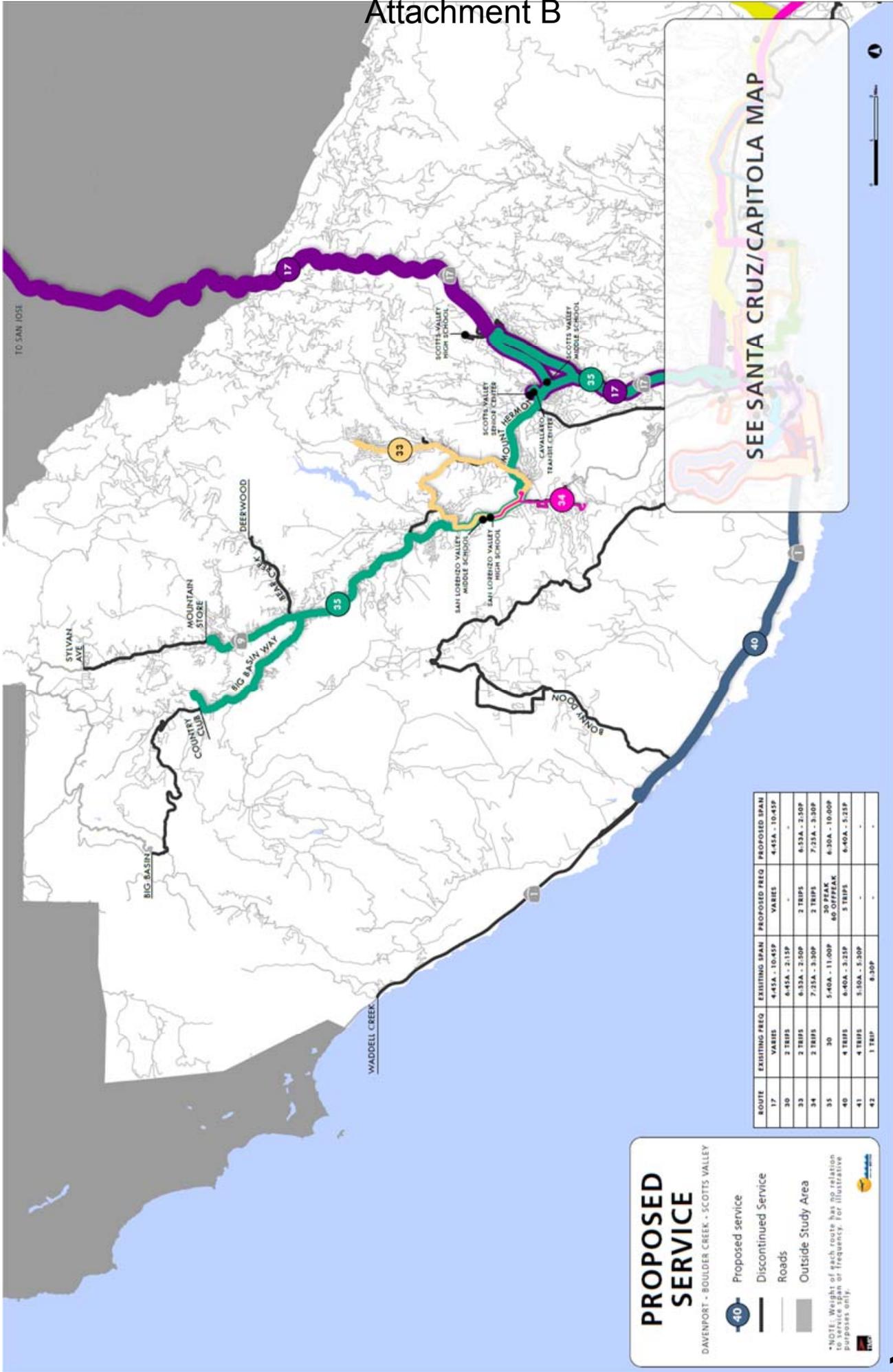
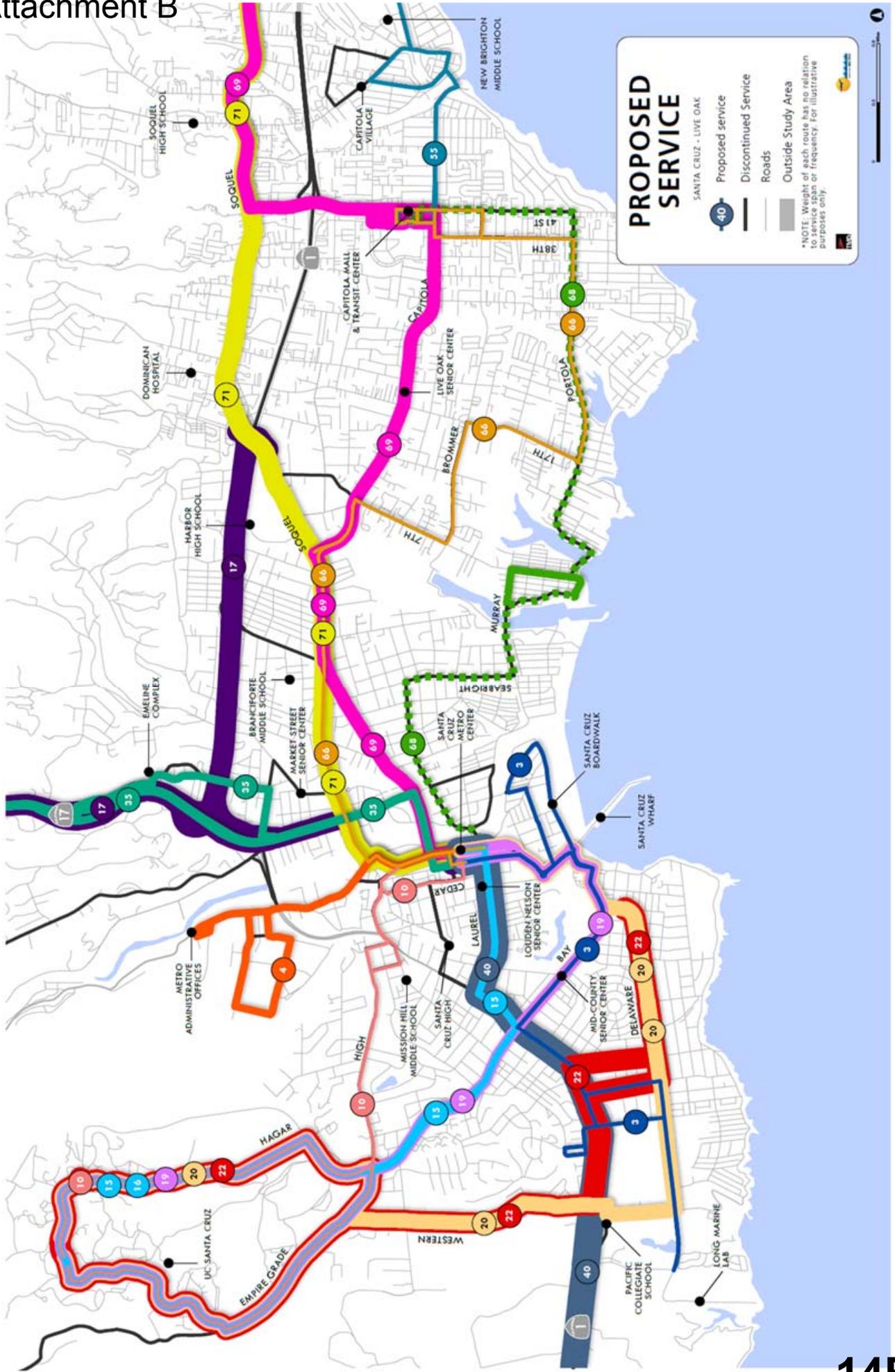


Figure 1: Proposed Service in North County (Davenport, Bonny Doon, San Lorenzo Valley)

Summary of Proposed Changes As of April 14, 2016

Attachment B



Summary of Proposed Changes As of April 14, 2016

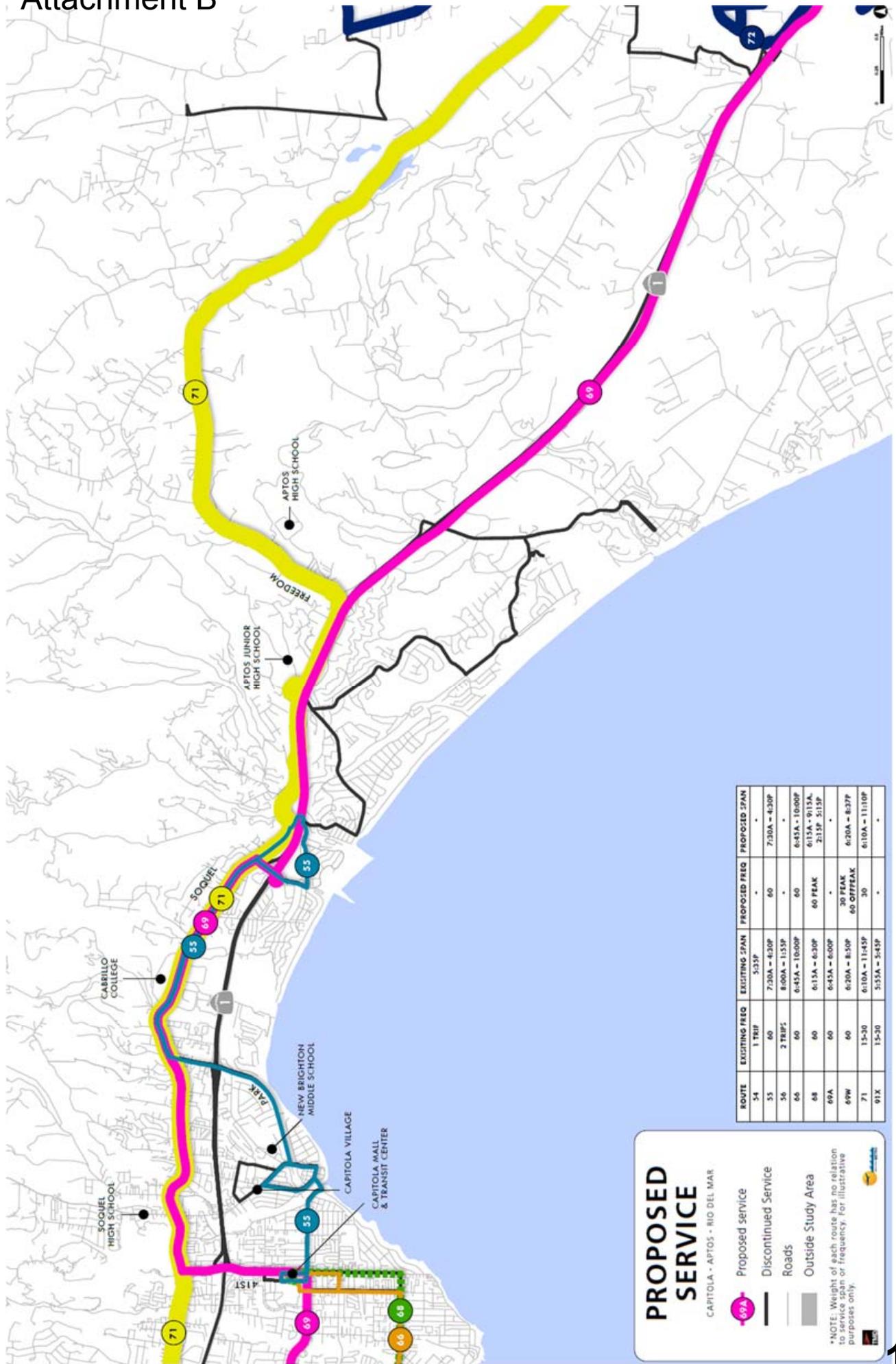


Figure 3: Proposed Service in Capitola and Mid-County (Aptos, Rio del Mar, La Selva)

Summary of Proposed Changes As of April 14, 2016

Attachment B

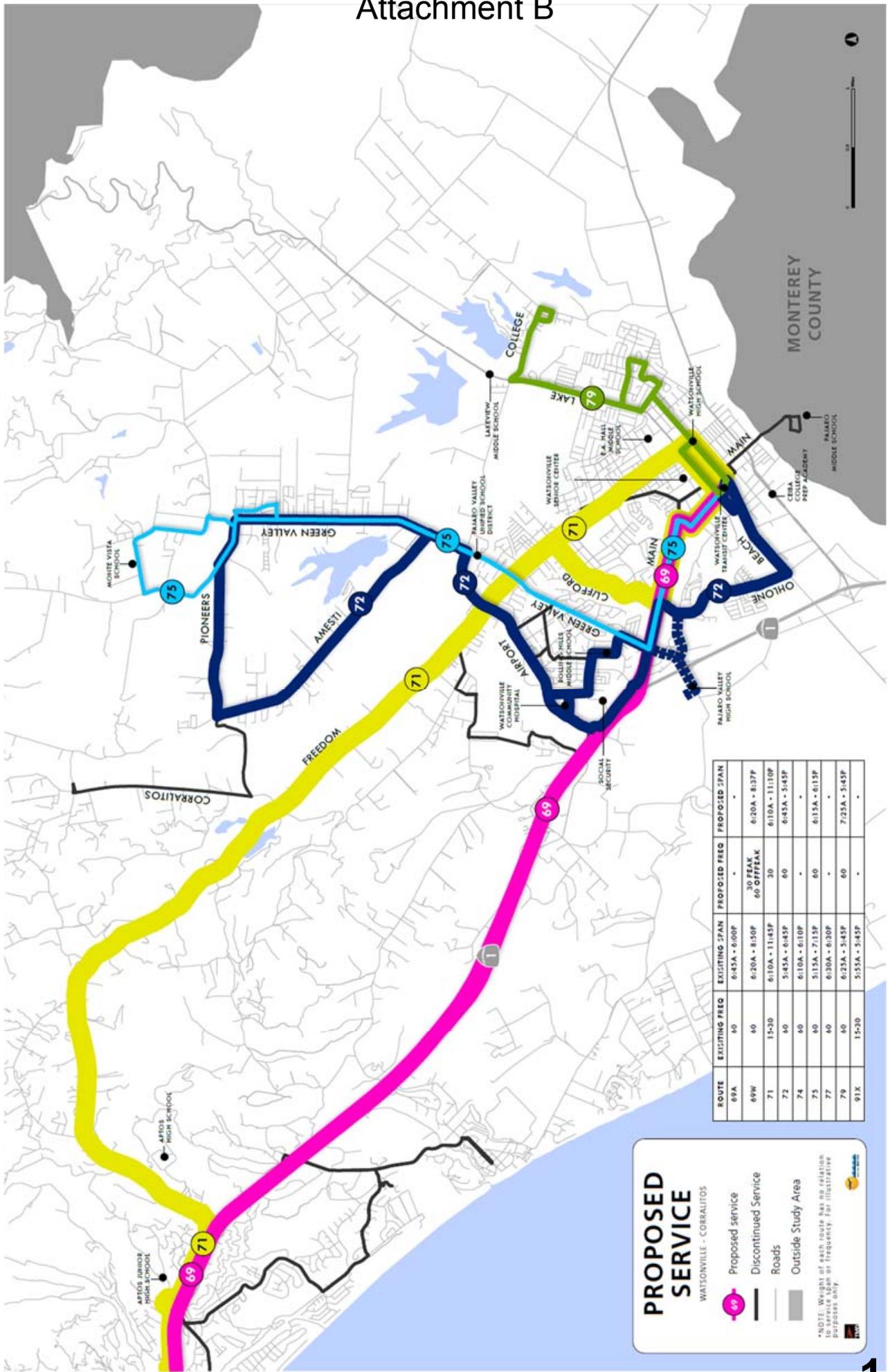


Figure 4: Proposed Service in Watsonville

METRO Public Meetings

Formal Public Comments

Aptos	May 2nd, 2016 3:00-8:00 pm	Community Foundation of Santa Cruz County 7807 Soquel Dr, Aptos CA 95003
Downtown Santa Cruz	May 3rd, 2016 3:00-8:00 pm	Louden Nelson Community Center 301 Center St, Santa Cruz CA 95060
Felton	May 4th, 2016 3:00-8:00 pm	Felton Community Hall 6191 Hwy 9, Felton CA 95018
Watsonville	May 5th, 2016 3:00-7:45 pm	Diabetes Health Center Pajaro Valley Health Trust 85 Neilson St, Watsonville CA 95076
Watsonville	May 9th, 2016 3:00-8:00 pm	Watsonville Public Library 275 Main St #100, Watsonville CA 95076
Boulder Creek	May 10th, 2016 3:00-8:00 pm	Boulder Creek Fire Hall 13230 CA-9, Boulder Creek CA 95006
Davenport	May 11th, 2016 3:00-8:00 pm	Davenport Volunteer Fire & Rescue, Co. 37 75 Marine View Ave, Davenport CA 95017
Live Oak	May 12th, 2016 3:00-8:00 pm	Simpkins Family Swim Center 979 17th Ave, Santa Cruz CA 95062
Bonny Doon	May 13th, 2016 4:00-8:00 pm	Bonny Doon Elementary 1492 Pine Flat Road, Santa Cruz CA 95060

If you are unable to attend please mail comments to:

METRO Administrative Offices

110 Vernon Street

Santa Cruz, CA 95060

Las reuniones públicas de METRO

Comentarios Públicos Formales

Aptos	2 de mayo, 2016 3:00-8:00 pm	Fundación de la Comunidad del Condado de Santa Cruz 7807 Soquel Dr, Aptos, CA 95003
Centro de Santa Cruz	3 de mayo, 2016 3:00-8:00 pm	Centro de la Comunidad Loudon Nelson 301 Center St, Santa Cruz, CA 95060
Felton	4 de mayo, 2016 3:00-8:00 pm	Salón de la Comunidad de Felton 6191 Hwy 9, Felton, CA 95018
Watsonville	5 de mayo, 2016 3:00-7:45 pm	Centro de Salud de Diabetes Confianza de Salud de Pajaro 85 Nielson St, Watsonville, CA 95076
Watsonville	9 de mayo, 2016 3:00-8:00 pm	Biblioteca Pública de Watsonville 275 Main St #100, Watsonville, CA 95076
Boulder Creek	10 de mayo, 2016 3:00-8:00 pm	Salón de Bomberos de Boulder Creek 13230 CA-9, Boulder Creek, CA 95006
Davenport	11 de mayo, 2016 3:00-8:00 pm	Bomberos y Rescate Voluntarios de Davenport, Co. 37 75 Marine View Ave, Davenport, CA 95017
Live Oak	12 de mayo, 2016 3:00-8:00 pm	Centro de Natación Familiar Simpkins 979 17th Ave, Santa Cruz, CA 95062
Bonny Doon	13 de mayo, 2016 4:00-8:00 pm	Escuela Primaria de Bonny Doon 1492 Pine Flat Road, Santa Cruz, CA 95060

Si no puede ir a estas juntas, por favor envíe sus comentarios a:

METRO Administrative Offices

110 Vernon Street

Santa Cruz, CA 95060

Attachment D



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

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

RESOLUTION TO OPEN A 30-DAY PUBLIC COMMENT PERIOD AND SET A PUBLIC HEARING FOR MAY 26 & MAY 27, 2016 TO DISCUSS PROPOSED SERVICE REDUCTIONS TO SANTA CRUZ METRO'S FIXED ROUTE BUS SERVICE

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) receives federal financial assistance from the Federal Transit Administration (FTA) for the provision of public transit service; and

WHEREAS, the District is currently faced with a structural deficit in that recurring operating expenses exceed recurring revenue; and

WHEREAS, the District's Board of Directors (Board) directed METRO staff to obtain public input and consider public recommendations prior to making service changes to METRO's Fixed Route bus service; and

WHEREAS, the Board directed METRO staff to hold public meetings throughout METRO's service area; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that:**

A Public Hearing shall be conducted on May 26, 2016 at 5:00pm, or as soon thereafter as the matter can be heard, at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA, and to continue at the hearing on May 27, 2016 at 8:30am, or as soon thereafter as the matter can be heard, at the Santa Cruz City Council Chambers, located at 809 Center Street, Santa Cruz, CA for purposes of discussing the proposed service reductions to METRO's fixed route bus service.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on April 22, 2016, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

Attachment D

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

MIKE ROTKIN
Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

Attachment D

EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RESOLUTION NO. _____

NOTICE OF PUBLIC HEARING TO DISCUSS PROPOSED MODIFICATIONS TO SANTA CRUZ METRO'S FIXED ROUTE BUS SERVICE

(Attached)

Attachment D

Notice is hereby given that a public hearing will be held by the Board of Directors of Santa Cruz METRO to continue to elicit public feedback regarding proposed service reductions. The proposal is intended to maintain a network of service within the service area with available resources.

At the hearing the Santa Cruz METRO Board of Directors will afford interested persons with an opportunity to be heard with respect to recommendations on the final service reduction proposal to the Board of Directors. Interested parties may address the Santa Cruz METRO Board of Directors orally or in writing at the public hearing. In addition, documents and written comments addressed to the Board of Directors will be received through 5:00PM on May 27, 2016 via USPS at the following address: Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060, via email at www.scmetroforward.com or via phone at 831.420.2586.

A public hearing will commence on Thursday, May 26, 2016 at 5:00PM or as soon thereafter as the matter can be heard, at the Watsonville City Council Chambers, 275 Main Street, Watsonville, and following an overnight adjournment, will reconvene at 8:30AM or as soon thereafter as the matter can be heard, on May 27, 2016 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

The METRO Board of Directors will take final board action on June 24, 2016. Spanish translation will be available at all Public Hearings.

Public Hearing Schedule:

**May 26, 2016 5:00P at Watsonville City Chambers, 275 Main Street, Watsonville, CA; and,
May 27, 2016 8:30A at Santa Cruz City Chambers, 809 Center Street, Santa Cruz, CA**

Attachment D

Se hace saber que una audiencia pública se llevará a cabo por la Junta Directiva de Santa Cruz METRO para seguir obteniendo la opinión pública en relación a reducciones de servicios propuestos. La propuesta esta destinada a mantener una red de servicio dentro del área de servicio con los recursos disponibles.

En la audiencia, la Junta Directiva de Santa Cruz METRO les proporcionará la oportunidad a las personas interesadas de ser oídos con respecto a las recomendaciones de la propuesta final de la reducción de servicio. Las personas interesadas pueden dirigirse a la Junta Directiva oralmente o por escrito en la audiencia pública. Además, los documentos y las observaciones por escrito dirigidos a la Junta Directiva serán recibidos hasta las 5:00PM el 27 de mayo del 2016 por correo a la siguiente dirección: Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060, por correo electrónico al: www.scmetroforward.com o por teléfono al: 831.420.2586.

Una audiencia pública comenzará el jueves 26 de mayo del 2016 a las 5:00PM o tan pronto como el asunto se pueda oír en la Sala del Concilio de la Ciudad de Watsonville, 275 Main Street, Watsonville, y tras un receso durante la noche, volverá a convocar a las 8:30AM o tan pronto como el asunto se pueda oír el 27 de mayo del 2016 en la Sala del Concilio de la Ciudad de Santa Cruz, 809 Center Street, Santa Cruz, CA.

La Junta Directiva de METRO tomará acción final el 24 de junio del 2016. Traducción en español será disponible en las Audiencias Públicas.

Horario de Audiencias Públicas:

26 de mayo del 2016 5:00P en la Sala del Concilio de la Ciudad de Watsonville, 275 Main Street, Watsonville, CA; y,

27 de mayo del 2016 8:30A en la Sala del Concilio de la Ciudad de Santa Cruz, 809 Center Street, Santa Cruz, CA.

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VERBAL PRESENTATION ONLY

QUARTERLY REPORT OF STATE
LEGISLATION AND CURRENT
LEGISLATIVE ISSUES

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VERBAL PRESENTATION ONLY

CEO REPORT

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