



# AGENDA

BOARD OF DIRECTORS REGULAR  
MEETING OF APRIL 25, 2014 - 9:00 AM  
WATSONVILLE CITY COUNCIL 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](http://WWW.SCMTD.COM) AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO'S ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA

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

*Leslie R. White, General Manager*  
*Leslyn K. Syren, District Counsel*

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

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



### **AMERICANS WITH DISABILITIES ACT**

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



**MEETING LOCATION:**  
**WATSONVILLE CITY COUNCIL CHAMBERS**  
**275 MAIN STREET**  
**WATSONVILLE, CA**

**9:00 AM**

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

**SECTION I: OPEN SESSION**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. ANNOUNCEMENTS**

**3-1.** Today's meeting is being broadcast by Community Television of Santa Cruz County.

**3-2.** Amy Weiss will be available for Spanish language interpretation during "Oral Communications" and for any other agenda item for which these services are needed.

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

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

**4-1. COMMUNICATON FROM NANCY HARDY**

**4-2. PETITION REGARDING WATSONVILLE SERVICE**

**5. LABOR ORGANIZATION COMMUNICATIONS**

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



**CONSENT AGENDA**

*All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one motion. All items removed will be considered later in the agenda. The Board Chair will allow public input prior to the approval of the Consent Agenda items.*

- 7-1. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS FOR THE MONTH OF FEBRUARY 2014**
- 7-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF FEBRUARY 28, 2014**
- 7-3. ACCEPT AND FILE MONTHLY ACCESSIBLE SERVICES REPORT FOR FEBRUARY 2014**
- 7-4. ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**
- 7-5. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR APRIL 2014**
- 7-6. ACCEPT AND FILE METROBASE STATUS REPORT FOR APRIL 2014**
- 7-7. ACCEPT AND FILE METRO PARACRUZ OPERATIONS STATUS REPORT FOR FEBRUARY 2014**
- 7-8. ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR MARCH 2014**
- 7-9. CONSIDERATION OF AWARD OF CONTRACT WITH ENVIRONMENTAL LOGISTICS INC. FOR INDUSTRIAL WASTE REMOVAL SERVICES AND INDUSTRIAL WASTE EMERGENCY RESPONSE SERVICES IN AN AMOUNT NOT TO EXCEED \$64,000**
- 7-10. CONSIDERATION OF REJECTING BIDS FROM ARAMARK UNIFORM & CAREER APPAREL, LLC AND G&K SERVICES, AND AWARD OF CONTRACT WITH UNIFIRST CORPORATION FOR UNIFORMS, FLAT GOODS, AND LAUNDRY SERVICE IN AN AMOUNT NOT TO EXCEED \$37,000**
- 7-11. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR SUPPLEMENTAL PARATRANSIT SERVICES**
- 7-12. CONSIDERATION OF APPROVAL OF SPONSORSHIP TO THE BAND BOOSTERS OF SANTA CRUZ HIGH SCHOOL**
- 7-13. CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S PROCUREMENT POLICY**



**REGULAR AGENDA**

- 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**  
Dene Bustichi, Board Chair
- 9. APPRECIATION RESOLUTION FOR MARGARITA ALEJO**  
Leslie R. White, General Manager
- 10. HONOR RESOLUTION FOR CAROLYN CHANEY**  
Leslie R. White, General Manager
- 11. APPRECIATION OF SHIRLEY HARDING**  
April Warnock, Paratransit Superintendent
- 12. RECEIVE A STATUS REPORT AND PRESENTATION ON THE WATSONVILLE TRANSIT CENTER RENOVATION**  
Thomas Hiltner, Grants/Legislative Analyst  
Liseth Guizar, Risk and Security Administrator
- 13. CONSIDERATION OF A REQUEST TO PROVIDE TRAVEL FINANCIAL SUPPORT TO ALLOW ME (DIRECTOR DANIEL DODGE) TO ACCEPT THE POSITION OF CHAIR OF THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION ENGAGEMENT AND MEMBERSHIP SUBCOMMITTEE**  
Daniel Dodge, Director
- 14. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**  
Leslyn K. Syren, District Counsel
- 15. ANNOUNCEMENT OF NEXT MEETING: FRIDAY MAY 9, 8:30 AM, SANTA CRUZ METRO ADMINISTRATIVE OFFICES, 110 VERNON STREET, SANTA CRUZ**  
Dene Bustichi, Board Chair
- 16. ADJOURNMENT**  
Adjourn to the next Board of Directors meeting.



**CLOSED SESSION**

**17. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code section 54956.8) –  
PROPERTY: 333 FRONT STREET**

Agency Negotiators: Leslyn K. Syren, District Counsel  
Leslie R. White, General Manager  
Negotiating Party: NIAC (owners)  
Under Negotiation: Price/Terms

**18. CONFERENCE WITH LABOR NEGOTIATORS (Government Code section 54957.6)**

Agency Representative: Robyn Slater, HR Manager  
Employee Organization: UTU (Fixed and ParaCruz)

**19. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code section 54957)**

Title: General Manager

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

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128 Tree Frog Lane  
Santa, Cruz, CA 95060  
April 7, 2014

Mr. Dene Bustichi, Board President and the Board of Directors of the Santa Cruz Metropolitan Transit District  
Santa Cruz, California 95060

Dear Mr. Bustichi and Members of the Board,

I would like to express the appreciation of the family of Lesley Wright for the Resolution of Appreciation and Remembrance presented on March 28, 2014. I appreciated the opportunity you gave to the public to make comments on her behalf. I learned how much impact Lesley had on her community and I will hold and share those memories with others.

I treasure the plaque you awarded in her honor. As her aunt, I was touched by the kindnesses you showed me. I have always been impressed by the caring qualities of the bus drivers and the Board's investment in serving the community was evident in your meeting.

Thank you again for your thoughtfulness.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Hardy". The signature is written in black ink and is positioned to the right of the typed name.

Nancy Hardy  
Lesley's Aunt

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Nosotros estamos pidiendo  
Ayuda para que nos nos quiten  
el servicio del bus. Los  
sábados y Domingos ya que  
no todos tenemos, en que transp  
portarnos. Este transfer es neces  
sario para Seniors y Handicat.

- 1- Julio Mejia 21) Andy B...
- 2- Lorraine Mejia 22) Rebecca Tait
- 3- M<sup>rs</sup> Concepcion Trujillo M. Patricia Hurtado
- 4- Wergama Belt
- 5- Erna Steele ELVIRA SANDOVAL
- 6- Rigoberto Lopez Estro Robles
- 7- Anthe Elena Villanar
- 8- Leopoldo Sandoval
- 9- Alfredo Ozuna Margarita Pardo
- 10- Eduardo Garcia Victoria Beroncin
- 11- Yaria Castro. Estro Robles
- 12- Rafael Romero
- 13- Oscar Romero
- 14- Marianne C. Regalado
- 15- Donald Hagen Ballina Calderon
- 16- Mrs Mary Hagen Stella Robles
- 17- Bill Meade
- 18- Ruth Vienna
- 19- Beverly Urbanic Carlota Tapia
20. Sonia Barovac Luisa Rangel

Adela Pardo  
Cecilia Pardo  
~~Amalia~~  
Roberto Jaime  
Angelita Vidal  
Josefina Vidal  
Pedro Suarez  
~~Lily Gonzalez~~  
~~ROSA ALBA~~  
Rosa Carra  
Paul Moreno  
Valencia  
Peggy Avalos  
Angelita Hernandez  
Andree Flores  
Gloria Betancourt  
Marein Madrid  
Dorothy Brenner  
Ema Sabla  
Alexandrina Rocha  
GILVARDO ROCHA  
Miguel Vasquez  
JOSE MAGDALENO M.  
Juan Mendez  
Hugo Flores  
Angel Diaz  
Jesus Magaña

Elia Dolz Rocha  
ma delos N Q  
Eva Chamblin  
Geo VAN Randall  
H. Fornillo Fornillo  
Cristina Ferrera  
Esther Herrera  
María E. Valdez  
Rojelio Valdez  
Bertha Valdez  
Eleva Magaña  
Epidio Magaña  
Catalina Marquez  
maria flores  
Anna M. Morales  
Cejestera V. Sosa  
Luis E. R. R. R.  
JOSÉ PÉREZ GARCIA  
John Andon  
Caterina Pena  
Jas. E. Martin  
Antonina Alvarez  
Lucia Mora  
Marta Cozmejo  
Jill Luis Cruz  
Eugenia Valero  
Bertha andrade

General Demerits  
Leticia Macias

Juan P.

Rodrigos

Immanuel

Refugio Palacios Campos

Ciriano Alvarez

Manuel Chavez

Jose Betancourt

Maria Moreno

Elyso

Edelmi

Ben Augo

Eugenio Garcia

NICANOR MORA

Maria Sainza  
Alicia Detrimidad

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

DATE: 02/01/14 THRU 02/28/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
48347	02/03/14	001128	1,050.00	ALWAYS TOWING & RECOVERY, INC		57139	EVIDENCE TOW	525.00	
48348	02/03/14	003068	104,092.45	AMERICAN ASPHALT REPAIR &		57140	EVIDENCE TOW RETURN	525.00	
48349	02/03/14	003019	29.57	AMERICAN REPROGRAPHICS CO LLC		57234	BSIP PROGRESS BILL 2	104,092.45	
48350	02/03/14	003130	440.00	ASSOCIATION CAREER NETWORK INC		57187	DEFERRED SUBMITTALS	29.57	
48351	02/03/14	001348	85.54	AT&T		57118	JOB PLACEMENT AD	440.00	
48352	02/03/14	001348	8,750.00	ATHENS INSURANCE SERVICE, INC.		57194	1/7-2/6 REPEATERS	85.54	
48353	02/03/14	001348	5,050.35	BATTERIES USA, INC.		57197	FEB 14 TPA FEES	8,750.00	
48354	02/03/14	003127	71.40	BISCO INDUSTRIES INC		57124	BATTERIES	71.40	
48355	02/03/14	001356	5,845.76	BRENCO OPERATING-TEXAS, LP		57113	RADIO LOCK BUSSR1782	5,845.76	
48356	02/03/14	T252	48.00	CHEN, YUN C/O SHUK CHAI TEI WAN		57132	SPARK PLUGS	48.00	
48357	02/03/14	002929	1,183.34	CHEVROLET OF WATSONVILLE LLC	7	57165	16 @ \$3.00/EA	1,183.34	
48358	02/03/14	001346	17.20	CITY OF SANTA CRUZ-FINANCE		57116	RPR VEH #803	17.20	
48359	02/03/14	130	46.92	CITY OF WATSONVILLE UTILITIES	7	57150	LANDFILL	46.92	
48360	02/03/14	001164	145.67	CLASSIC GLASS		57135	12/9-1/13 FIRE WTC	145.67	
48361	02/03/14	001124	44,461.92	CLEAN ENERGY		57163	GLASS DISPLAY SMC	10,005.30	
48362	02/03/14	003034	2,890.00	COASTAL LANDSCAPING INC. DBA		57164	LNG 1/6/14	10,841.16	
48363	02/03/14	002063	59.03	COSTCO		57166	LNG 1/3/14	8,773.46	
48364	02/03/14	001329	952.86	DOC AUTO LLC		57183	DEC 13 MAINT SBF	2,890.00	
48365	02/03/14	E948	70.00	DUTTON, MARY ANNE		57122	BOD MEETING 1/10/14	59.03	
48366	02/03/14	E947	70.00	ESTRADA, HERIBERTO		57151	DEC 13 LANDSCAPE	49.95	
48367	02/03/14	432	1,677.00	EXPRESS SERVICES INC.		57125	SMOG VEH #714	49.95	
48368	02/03/14	003077	58.46	FREEDMAN SEATING COMPANY		57175	SMOG VEH #705	663.11	
48369	02/03/14	E665	207.25	GARCIA, JUAN JOSE		57177	SMOG VEH #710	49.95	
48370	02/03/14	117	9.79	GILLIG LLC		57182	SMOG VEH #9950	89.95	
48371	02/03/14	002123	76,253.00	GIRO, INC.		57229	DMV REIMBURSEMENT	70.00	
48372	02/03/14	E944	70.00	GONZALEZ, FATIMA		57228	DMV REIMBURSEMENT	70.00	
48373	02/03/14	282	7.31	GRAINGER		57137	TEMP W/E 1/12/14	912.00	
48374	02/03/14	166	688.17	HOSE SHOP, THE INC		57201	TEMP W/E 1/12/14	765.00	
48375	02/03/14	002979	11,208.18	HUNT & SONS, INC.		57131	SEAT BELT RESTRAINT	58.46	
48376	02/03/14	878	793.73	KELLY SERVICES, INC.		57152	TUITION REIMBURSEMENT	207.25	
48377	02/03/14	003066	8,885.00	KIM FAMILY ENTERPRISES LLP		57114	12V BULB	9.79	
48378	02/03/14	E950	75.00	LOVENFOSSE, JEREMY		57155	2014 HASTUS MAINT	76,253.00	
48379	02/03/14	511	1,739.49	LUMINATOR HOLDING LP		57225	DMV REIMBURSEMENT	70.00	
48380	02/03/14	013	111.90	MCI SERVICE PARTS, INC.		57186	INVENTORY PARTS	7.31	
48381	02/03/14	001052	2,622.57	MID VALLEY SUPPLY INC.		57112	INVENTORY ORDER	688.17	
48382	02/03/14	041	505.65	MISSION UNIFORM		57117	FUELS OILS & LUBES	11,208.18	
						57200	TEMP W/E 1/12/14	793.73	
						57189	FEB 14 RENT NNN PARK	8,885.00	
						57231	DMV REIMBURSEMENT	75.00	
						57167	RPR FLASH BOARD	1,130.50	
						57168	RPR FLIP DOT CNTRL	424.87	
						57169	RPR REAR FLIPDOT BRD	184.12	
						57125	BULBS	111.90	
						57159	CLEANING INV SUPPLY	422.25	
						57172	CLEANING SUPPLIES	2,200.32	
						57142	UNIFORMS	49.26	
						57143	UNIFORMS	54.68	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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48383	02/03/14	477.55 001454		MONTEREY BAY SYSTEMS		57144	UNIFORMS	54.68	
48384	02/03/14	70.00 E946		MORILLO, RANDY JR		57156	UNIFORM	21.70	
48385	02/03/14	511,839.54 001063		NEW FLYER IND. CANADA ULC DBA		57215	UNIFORMS	13.51	
						57218	UNIFORMS	241.37	
						57222	UNIFORMS	70.45	
						57185	10/1-12/31 MAINT FLT	477.55	
						57227	DMV REIMBURSEMENT	70.00	
						57123	INVENTORY ORDER	1,976.12	
						57170	BUS #1303	509,385.76	
						57223	INVENTORY PARTS	132.99	
						57224	INVENTORY DECALS	344.67	
						57173	PARTS	57.95	
						57174	INVENTORY PARTS	201.76	
						57190	RPR VEH #1110 PC	591.08	
						57149	TEMP W/E 1/17/14	479.52	
						57153	TEMP W/E 1/17/14	269.73	
						57232	DMV REIMBURSEMENT	70.00	
						57171	OFFICE SUPPLIES	47.80	
						57181	OFFICE SUPPLIES	29.07	
						56989	CREDIT MEMO	-108.75	
						56990	CREDIT MEMO	-108.75	
						57129	CREDIT MEMO	-108.75	
						57130	CREDIT MEMO	-54.38	
						57133	INVENTORY ORDER	67.34	
						57178	INVENTORY PARTS	3,520.40	
						57121	DEC 13 SERVICES	1,058.00	
						57233	DMV REIMBURSEMENT	41.00	
						57195	JAN 14 PEST VERNON	183.00	
						57212	JAN14 PEST CAFE LENA	48.50	
						57213	JAN14 PEST METRO MKT	48.50	
						57214	JAN14 PEST BETTYS	53.00	
						57217	JAN 14 PEST OPS BLDG	241.00	
						57211	2WAY CLEANOUT	3,800.00	
						57196	1/25/14 STATEMENT	1,088.83	
						57184	JAN 14 ELEVATOR MAIN	413.62	
						57160	INVENTORY ORDER	433.96	
						57161	INVENTORY ORDER	2,995.04	
						57230	DMV REIMBURSEMENT	75.00	
						57158	LAMP	7.94	
						57179	INVENTORY PARTS	75.14	
						57219	INVENTORY PARTS	14.22	
						57220	IGN COIL VEH#1119 PC	53.94	
						57221	INVENTORY PARTS	53.16	
						57138	HEALTH PERMIT GOLF	1,195.00	
						57202	12/11-1/10 PACIFIC	96.77	
						57203	12/11-1/10 BUS STOP	647.75	
						57204	12/11-1/10 1200 RIVB	3,365.42	
						57205	12/11-1/10 GOLFCLUB	1,273.05	
						57206	12/11-1/10 VERNON	451.19	
						57207	12/11-1/10 VERN IRRI	48.53	

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48402	02/03/14	2,871.08 681	SCOTTS BODY SHOP CORP	7	57208	12/11-1/10 GOLF IRRI	48.53		
48403	02/03/14	264.00 957	SECURITY SHORING & STEEL PLT		57209	12/11-1/10 DUBOIS	496.77		
48404	02/03/14	160.00 E920	STRUDLEY, ALEX		57210	12/11-1/10 PACIFIC	2,482.75		
48405	02/03/14	3,582.00 001857	SWRCB FEES		57180	RPR VEH # 1122PC	2,871.08		
48406	02/03/14	16.70 E535	TAPIZ, ANTHONY		57157	11/24-12/23 MUDPLATE	264.00		
48407	02/03/14	93.84 366	TENNANT COMPANY		57154	TRAVEL ADVANCE	160.00		
48408	02/03/14	1,773.14 002954	TIRE DISTRIBUTION SYSTEMS, LLC	7	57128	2014 ANNUAL PERMIT	1,791.00		
48409	02/03/14	141.41 003010	TOYOTA MATERIAL HANDLING	7	57198	2014 PERMIT 1200 RIV	1,791.00		
48410	02/03/14	30.85 007	UNITED PARCEL SERVICE		57145	TRAVEL REIMBURSEMENT	-4.71		
48411	02/03/14	29.37 946	UNITED SITE SERVICES OF CA INC		57146	TRAVEL REIMBURSEMENT	-90.47		
48412	02/03/14	680.95 002829	VALLEY POWER SYSTEMS, INC.		57147	TRAVEL REIMBURSEMENT	111.88		
48413	02/03/14	950.25 434	VERIZON WIRELESS	0	57127	PARTS TEWANT MACH	93.84		
48414	02/03/14	1,754.50 001353	VISION COMMUNICATIONS		57109	TIRES	557.53		
48415	02/03/14	150.00 001165	VU, THANH DR. MD	7	57191	TIRES	626.05		
48416	02/03/14	3,500.00 003074	WAVE CREST DEVELOPMENT INC.		57192	TIRES	333.37		
48417	02/03/14	692.75 915	WORKIN.COM, INC.		57193	TIRES	256.19		
48418	02/03/14	70.00 E945	YI, TONY		57111	FORKLIFT GROUND STRA	141.41		
48419	02/03/14	982.62 003128	ZEP VEHICLE CARE INC.		57199	FREIGHT	30.85		
48420	02/10/14	362.56 788	SCMTD PETTY CASH - FINANCE		57108	1/1-1/28 FENCE RENTA	29.37		
48421	02/10/14	88.23 002689	PETTY CASH REIMBURSE		57110	TENSIONER	235.60		
48422	02/10/14	70.00 R647	BELO, SANDRA		57162	TENSIONER	445.35		
48423	02/10/14	1,548.00 011	BEWLEYS CLEANING	7	57136	12/13-1/12 WIFI BUS	950.25		
48424	02/10/14	3,571.50 002035	BOWMAN & WILLIAMS INC		57216	JAN 14 SERVICES	1,754.50		
48425	02/10/14	8,118.59 001356	BRENCO OPERATING-TEXAS, LP		57120	DMV EXAM	75.00		
48426	02/10/14	10.00 E023	CALDERON, FRANCISCO		57141	DMV EXAM	75.00		
48427	02/10/14	152.25 001159	CATTO'S GRAPHICS, INC.		57188	FEB 14 RENT	3,500.00		
48428	02/10/14	5,067.50 002627	CDW GOVERNMENT, INC.		57119	JOB PLACEMENT AD	692.75		
48429	02/10/14	11,730.36 001124	CLEAN ENERGY		57226	DMV REIMBURSEMENT	70.00		
48430	02/10/14	80.00 003136	CSMFO-MONTEREY BAY CHAPTER		57126	BUS WASHER SUPPLIES	982.62		
48431	02/10/14	5,613.00 003116	CUMMINS PACIFIC LLP		57324	PETTY CASH REIMBURSE	362.56	MANUAL	
48432	02/10/14	268.23 001329	DOC AUTO LLC		57256	GOAT GUARDS	74.61		
48433	02/10/14	77.92 372	FEDERAL EXPRESS		57261	FILTER	13.62		
48434	02/10/14	231.60 001172	FERGUSON ENTERPRISES INC. #795		57322	DMV REIMBURSEMENT	70.00		
					57301	JUL 13 CUST SVC PC	774.00		
					57302	DEC 13 CUST SVC PC	774.00		
					57332	SVCS THRU 12/14/13	3,571.50		
					57327	O2 SENSORS CUMMINS	8,118.59		
					57321	DMV REIMBURSEMENT	10.00		
					57325	OPS BLDG BANNER	152.25		
					57251	TRAPEZE MON & MDC	5,067.50		
					57288	LNG 1/11/14	11,730.36		
					57330	3/6/14 CSMFO MEETING	80.00		
					57278	INV ORDER	4,876.67		
					57280	HARNES WIRING	120.73		
					57328	TRAVEL&RPR VEH #2813	615.60		
					57292	"B" INSPECTION PC	121.19		
					57293	"B" INSPECTION PC	147.04		
					57238	FREIGHT	77.92		
					57258	FAUCETS	231.60		

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48435	02/10/14	3,171.27 002295	FIRST ALARM		57334	JAN 14 SECURITY HW	3,171.27		
48436	02/10/14	12,390.01 002952	FLYERS ENERGY LLC		57263	1/1-1/15 FUEL	3,044.91		
48437	02/10/14	675.16 117	GILLIG LLC		57287	1/1-1/15 FUEL PC	9,345.10		
48438	02/10/14	5.00 E944	GONZALEZ, FATIMA		57243	SHOCK ABSORBER	171.91		
48439	02/10/14	22,498.75 003106	GROUP 4 ARCHITECTURE, RESEARCH		57260	LIGHT BULB	331.34		
48440	02/10/14	404.93 166	HOSE SHOP, THE INC		57282	SHOCK ABSORBERS	171.91		
48441	02/10/14	1,520.00 852	LAW OFFICES OF MARIE F. SANG	7	57279	DMV REIMBURSEMENT	5.00		
48442	02/10/14	25,768.56 003017	MANSFIELD OIL CO OF GAINSVILLE		57247	11/16-12/13 EXP PACI	21,710.20		
48443	02/10/14	2,374.71 001052	MID VALLEY SUPPLY INC.		57248	12/13 REIMB EXP PAC	788.55		
48444	02/10/14	325.33 041	MISSION UNIFORM		57241	HOSES MISC	404.93		
48445	02/10/14	607.87 001454	MONTEREY BAY SYSTEMS		57298	CL# 2010226708	640.00		
48446	02/10/14	1,046.91 002540	MSC INDUSTRIAL SUPPLY CO INC.		57299	CL# 1999103213	192.00		
48447	02/10/14	11,146.19 001063	NEW FLYER IND. CANADA ULC DBA		57300	205105939 2007164812	688.00		
48448	02/10/14	109.98 002721	NEXTEL COMMUNICATIONS/SPRINT		57275	DIESEL 12/30/13	25,768.56		
48449	02/10/14	639.36 003115	OFFICE TEAM		57277	INV SUPPLY CLEANER	2,374.71		
48450	02/10/14	16,465.90 009	PACIFIC GAS & ELECTRIC		57253	UNIFORMS	13.51		
48451	02/10/14	359.91 043	PALACE ART & OFFICE SUPPLY		57294	UNIFORMS	241.37		
48452	02/10/14	1,388.71 003086	PAPE MACHINERY INC		57295	UNIFORMS	70.45		
48453	02/10/14	135.07 001240	PHOENIX INDUSTRIES INC		57265	1/1/14-3/31/14 SVC	607.87		
48454	02/10/14	1,500.00 050	PITNEY BOWES INC.		57237	OFFICE SUPPLIES	1,046.91		
48455	02/10/14	2,086.88 187	POLAR RADIATOR SERVICE INC		57284	INVENTORY ORDER	2,061.20		
48456	02/10/14	555.00 001149	PREFERRED PLUMBING, INC.		57285	INVENTORY ORDER	9,084.99		
48457	02/10/14	337.13 882	PRINT SHOP SANTA CRUZ		57335	12/26-1/25 TVM WIRE	109.98		
48458	02/10/14	108.75 019	RAYNE OF SANTA CRUZ, INC.		57239	TEMP W/E 1/24/14	639.36		
48459	02/10/14	196.10 003024	RICOH USA, INC		57245	12/25-1/24 1217 RIVE	157.44		
48460	02/10/14	413.25 215	RICOH USA, INC.		57246	12/25-1/24 1217 RIVE	51.92		
48461	02/10/14	147.69 135	SANTA CRUZ AUTO PARTS, INC.		57271	12/25-1/24 1200 RIV	170.50		
					57272	12/24-1/23 GOLF	5,536.03		
					57273	12/25-1/24 VERNON	4,438.12		
					57305	12/24-1/23 1122 RIV	1,521.54		
					57336	12/29-1/29 PAC ISLAN	2,563.14		
					57337	12/24-1/23 DUBOIS	2,027.21		
					57254	OFFICE SUPPLIES	89.04		
					57257	OFFICE SUPPLIES	48.29		
					57262	OFFICE SUPPLIES	154.62		
					57264	OFFICE SUPPLIES	27.30		
					57323	OFFICE SUPPLIES	40.66		
					57326	INVENTORY PARTS	1,388.71		
					57286	MECH HAND SOAP	135.07		
					57320	PREPAID POSTAGE	1,500.00		
					57281	RADIATOR BUS #2208	2,086.88		
					57249	RPR 4" SEWERLINE VEN	369.00		
					57250	TENANT RPR WTC LAMAN	186.00		
					57296	FUEL CARDS	337.13		
					57259	SALT	108.75		
					57240	12/19-1/18 IMAGES	196.10		
					57331	1/18-2/17 LEASE OPS	413.25		
					57255	REPLACED TOOL	4.67		
					57289	RPR VEH #1117 PC	61.70		
					57290	BRAKE FLUID	20.52		



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48462	02/10/14	528.83 079		SANTA CRUZ MUNICIPAL UTILITIES		57291	INV PARTS	78.20	
						57329	CREDIT NOTE	-17.40	
48463	02/10/14	89.86 002459		SCOTT'S VALLEY WATER DISTRICT		57236	12/11-1/10 1217 RIV	142.43	
48464	02/10/14	3,734.83 R562		STATE FARM MUTUAL AUTOMOBILE		57338	11/16-1/16 WATER PC	386.40	
48465	02/10/14	7,541.72 003121		THE MERCER GROUP		57270	9/15-11/15 SEWER SVT	89.86	
48466	02/10/14	78.03 002675		THOMSON REUTERS BARCLAYS		57235	SC 07-13-16	3,734.83	
48467	02/10/14	4,539.50 002954		TIRE DISTRIBUTION SYSTEMS, LLC 7		57266	GM RECRUITMENT	7,541.72	
						57303	12/5-1/4/14 SVC	78.03	
						57242	TIRES	478.60	
						57267	TIRES	2,230.10	
						57268	TIRES	495.28	
						57269	TIRES	835.49	
						57274	TIRES PARACRUZ	500.03	
48468	02/10/14	65,478.00 475		TRAPEZE SOFTWARE GROUP, INC.		57252	PASS MON INTERFACE	65,478.00	
48469	02/10/14	54.90 434B		VERIZON CALIFORNIA		57304	1/16-2/15 MT BIEWLAS	54.90	
48470	02/10/14	111.15 001353		VISION COMMUNICATIONS		57244	ANTENNA PORT	111.15	
48471	02/10/14	996.60 001165		VU, THANH DR. MD 7		57297	DMV EXAM	75.00	
						57306	DMV EXAM	92.16	
						57307	DMV EXAM	92.16	
						57308	DMV EXAM	92.16	
						57309	DMV EXAM	92.16	
						57310	DMV EXAM	92.16	
						57311	DMV EXAM	92.16	
						57312	DMV EXAM	92.16	
						57313	DMV EXAM	92.16	
						57314	DMV EXAM	92.16	
						57315	DMV EXAM	92.16	
48472	02/10/14	75.00 R648		ZACARIAS, HUGO		57333	DMV REIMBURSEMENT	75.00	
48473	02/10/14	996.22 148		ZEP SALES & SERVICE INC.		57276	GRAFFITI TOWELS	611.53	
						57283	GRAFFITI REMOVER	384.69	
48474M02/14/14		50.00 B028		BRYANT, HILARY 7		57390	8/9/13 BOD MEETING	50.00	MANUAL
48475M02/14/14		50.00 B032		8/9/13 BOD MEETING		57391	10/11/13 BOD MEETING	50.00	MANUAL
				FRIEND, ZACHARIAH		57428	9/14&9/28/12 BODMEET	100.00	
48476	02/17/14	100.00 B030		10/11/13 BOD MEETING	7	57409	IGNITION MODULE	158.22	
48477	02/17/14	9.68 192		ALEJO, MARGARITA		57410	CREDIT NOTE	-148.54	
				ALWAYS UNDER PRESSURE		57375	FEB 14 PAGER RENTAL	30.24	
48478	02/17/14	30.24 002861		AMERICAN MESSAGING SVCS, LLC		57444	REVISED DRAWINGS	33.41	
48479	02/17/14	33.41 003019		AMERICAN REPROGRAPHICS CO LLC		57438	12/19-1/19 CALNET 2	4,780.85	
48480	02/17/14	5,239.52 001D		AT&T		57457	12/19-1/18 SKYLINE	279.70	
						57458	12/19-1/18 CEMENT	178.97	
48481	02/17/14	938.68 003105		AT&T MOBILITY		57397	12/24-1/23 WIFI BUS	938.68	
48482	02/17/14	116.06 002363		BATTERIES PLUS #314		57446	BATTERY	116.06	
48483	02/17/14	774.00 011		BEWLEYS CLEANING		57443	JAN 14 CUSTODIAL SVC	774.00	
48484	02/17/14	9,126.04 001356		BRENCO OPERATING-TEXAS, LP 7		57369	FUEL INJECTORS	9,126.04	
48485	02/17/14	256.71 542		CAIG LABORATORIES INC.		57417	DEOXIT SPRAY	256.71	
48486	02/17/14	1,959.52 001324		CAPITALEGE ADVOCACY, INC.		57448	EXEC EXP FOR 2013	1,959.52	
48487	02/17/14	1,274.91 130		CITY OF WATSONVILLE UTILITIES		57424	12/16-1/21 WTC WATER	24.41	
						57425	12/16-1/21 WTC SEWER	295.96	

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48488	02/17/14	11,526.44 001124	CLEAN ENERGY		57426	12/16-1/16 WTC SOLID		954.54	
48489	02/17/14	2,890.00 003034	COASTAL LANDSCAPING INC. DBA		57436	LNG 01/14/14		11,526.44	
48490	02/17/14	235.18 002063	COSTCO		57431	JAN 14 LANDSCAPING		2,890.00	
48491	02/17/14	3,141.11 002814	CREATIVE BUS SALES, INC.		57462	2 MICROWAVES VERNON		220.48	
48492	02/17/14	4,121.03 003116	CUMMINS PACIFIC LLP		57377	1/24/14 BOD MEETING		14.70	
48493	02/17/14	2,280.78 001329	DOC AUTO LLC		57378	RPR VEH #1127 PC		674.16	
48494	02/17/14	41.00 E952	DOVE, WILLIAM THOMAS		57418	INVENTORY ORDER		275.39	
48495	02/17/14	28,419.69 954	DOWNTOWN FORD SALES		57419	INV ORDER PC		896.30	
48496	02/17/14	109.54 001020	EMEDCO INC.		57370	INV ITEMS PC		1,295.26	
48497	02/17/14	4,596.00 432	EXPRESS SERVICES INC.		57434	INVENTORY ORDER		4,121.03	
48498	02/17/14	12.00 E665	GARCIA, JUAN JOSE		57435	RPR VEH #1104		407.59	
48499	02/17/14	233.64 001302	GARDA CL WEST, INC.		57469	"B" INSPECTION #1108		147.04	
48500	02/17/14	73.95 117	GILLIG LLC		57364	DMV REIMBURSEMENT		41.00	
48501	02/17/14	113.75 003096	GOODWILL INDUSTRIES OF SILICON		57346	SUP VEH #1402		27,177.69	
48502	02/17/14	204.67 282	GRAINGER		57456	EXTSYR WARRANTY 1402		1,242.00	
48503	02/17/14	68,129.98 003106	GROUP 4 ARCHITECTURE, RESEARCH		57411	SAFETY TAPE		109.54	
48504	02/17/14	14,767.05 001745	HARTFORD LIFE AND ACCIDENT INS		57348	TEMP W/E 1/26/14		990.00	
48505	02/17/14	336.64 166	HOSE SHOP, THE INC		57366	TEMP W/E 2/2/14		960.00	
48506	02/17/14	2,807.05 110	JESSICA GROCERY STORE, INC.		57382	TEMP W/E 1/19/14		960.00	
48507	02/17/14	2,066.44 878	KELLY SERVICES, INC.		57383	TEMP W/E 1/26/14		990.00	
48508	02/17/14	2,347.18 001233	KIMBALL MIDWEST		57414	TEMP W/E 2/2/14		990.00	
48509	02/17/14	45.65 511	LUMINATOR HOLDING LP		57416	MEAL REIMBURSEMENT		12.00	
48510	02/17/14	157.10 003059	MAILFINANCE INC		57347	FEB 14 SERVICES		233.64	
48511	02/17/14	24,464.46 003017	MANSFIELD OIL CO OF GAINSVILLE		57367	INVENTORY PARTS		73.95	
48512	02/17/14	249.93 001052	MID VALLEY SUPPLY INC.		57399	JAN 14 SHRED SVCS		16.25	
48513	02/17/14	380.01 041	MISSION UNIFORM		57406	JAN 14 SHRED SVCS		97.50	
48514	02/17/14	517,825.67 001063	NEW FLYER IND. CANADA ULC DBA		57440	GRAFFITI REMOVER		107.92	
					57441	BIO HAZ BAGS		96.75	
					57444	12/14-1/10 EXP PACIF		68,129.98	
					57392	FEB 14 LIFE AD&D		3,580.08	
					57393	FEB 14 LTD COSTS		11,186.97	
					57403	HOSES NON INV		112.23	
					57404	HOSES NON INV		134.01	
					57405	HOSES NON INV		90.40	
					57455	FEB 14 CUSTODIAL SVC		2,807.05	
					57361	TEMP W/E 1/19/14		725.31	
					57362	TEMP W/E 1/26/14		684.25	
					57427	TEMP W/E 2/2/14		656.88	
					57349	INVENTORY PARTS		2,339.14	
					57350	CRIMP END BRUSH		8.04	
					57357	INVENTORY ORDER		45.65	
					57447	1/28-2/27 POST METER		157.10	
					57376	DIESEL 1/17/14		24,464.46	
					57430	CLEANING SUPPLIES		249.93	
					57402	UNIFORMS		13.51	
					57459	UNIFORMS		70.45	
					57460	UNIFORMS		241.37	
					57463	UNIFORMS		54.68	
					57342	BUS #1306		509,385.76	

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48515	02/17/14	9.90 E671		NOLEN, GREG		573511	INVENTORY ORDER	722.91	
48516	02/17/14	1,488.42 004		NORTH BAY FORD LINC-MERCURY		573512	INVENTORY PARTS	3.88	
48517	02/17/14	4,500.00 E391		NORTH, JEFFREY		57352	INVENTORY PARTS	62.04	
48518	02/17/14	799.20 003115		OFFICE TEAM		57353	INVENTORY ORDER	102.24	
48519	02/17/14	2,220.00 E645		OLANDER, JOY		57354	INVENTORY PARTS	623.15	
48520	02/17/14	2,876.16 009		PACIFIC GAS & ELECTRIC		57355	INVENTORY PARTS	84.35	
48521	02/17/14	525.20 043		PALACE ART & OFFICE SUPPLY		57356	LOW PROD INVENTORY	277.31	
48522	02/17/14	43,115.57 002939		PREFERRED BENEFIT	7	57421	INV PARTS	17.07	
48523	02/17/14	320.81 882		PRINT SHOP SANTA CRUZ		57422	INVENTORY PARTS	373.11	
48524	02/17/14	1,234.21 215		RICOH USA, INC.		57423	INVENTORY ORDER	266.46	
48525	02/17/14	31,719.16 904		RNL/INTERPLAN, INC. A CA CORP		57451	LIGHT ASSY	467.15	
48526	02/17/14	4,342.50 001098		ROBERT HALF MANAGEMENT RESOURCE		57452	INVENTORY ORDER	41.43	
48527	02/17/14	254.25 135		SANTA CRUZ AUTO PARTS, INC.		57453	INVENTORY ORDER	5,398.81	
48528	02/17/14	1,812.83 681		SCOTT'S BODY SHOP CORP	7	57415	MEAL REIMBURSEMENT	9.90	
48529	02/17/14	-1,812.83 681		SCOTT'S BODY SHOP CORP	7	57415	MEAL REIMBURSEMENT	9.90	
48530	02/17/14	192.34 001976		SPORTWORKS NORTHWEST, INC.		57464	INVENTORY PARTS	1,430.09	
48531	02/17/14	161.53 220		THE ED JONES COMPANY INC		57470	RPR VEH #1104 PC	58.33	
48532	02/17/14	460.12 001800		THERMO KING OF SALINAS, INC		57381	MEDICAL EQUIP REIMB	4,500.00	
48533	02/17/14	2,840.51 002954		TIRE DISTRIBUTION SYSTEMS, LLC		57339	TEMP W/E 1/31/14	799.20	
						57412	1/3-2/3 SVTC	48.81	
						57413	1/4-2/3 SVT WTC PNR	2,827.35	
						57400	OFFICE SUPPLIES	23.31	
						57401	OFFICE SUPPLIES	371.74	
						57439	OFFICE SUPPLIES	86.11	
						57461	OFFICE SUPPLIES	44.04	
						57379	FEB 14 DENTAL	43,115.57	
						57445	LABELS	320.81	
						57365	1/26-2/25 LEASE OPS	439.02	
						57471	12/18-1/17 RENT PC	388.62	
						57472	1/18-2/17 RENT PC	406.57	
						57341	PROF SVCS THRU 12/31	31,719.16	
						57386	TEMP W/E 12/27/13	480.00	
						57387	TEMP W/E 1/10/14	982.50	
						57388	TEMP W/E 1/17/14	1,440.00	
						57389	TEMP W/E 1/24/14	1,440.00	
						57372	BATTERIES	118.48	
						57374	CREDIT NOTE	-14.17	
						57437	INV PARTS	15.20	
						57465	OIL SEAL	39.72	
						57466	KLIK POLY NUTS	17.73	
						57467	FILTERS	61.39	
						57468	AIR FILTERS	15.90	
						57454	RPR VEH# 1105 PC	1,812.83	VOIDED
						57454	RPR VEH# 1105 PC	-1,812.83	**VOID
						57368	INVENTORY PARTS	192.34	
						57429	BANNER & BADGE CLIP	161.53	
						57358	RPR COMPRESSOR	460.12	
						57432	TIRES	869.24	
						57433	TIRES	1,252.10	
						57450	VEH #802 TIRES	719.17	

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48533	02/17/14	60,757.90 003044		TRC ENGINEERS, INC.		57343	11/23-12/27MB ENG SV	60,757.90	
48534	02/17/14	1,182.00 057		U.S. BANK		57473	****-****-****-8502	170.00	
						57474	****-****-****-6490	829.00	
						57475	****-****-****-4048	183.00	
48535	02/17/14	188.97 003082		ULINE INC		57363	OFFICE SUPPLIES	188.97	
48536	02/17/14	182.16 007		UNITED PARCEL SERVICE		57340	FREIGHT	81.37	
						57359	FREIGHT	94.21	
						57360	FREIGHT	6.58	
48537	02/17/14	11,287.23 001043		VISION SERVICE PLAN		57380	FEB 14 VISION PLAN	11,287.23	
48538	02/17/14	617.16 001165		VU, THANH DR. MD	7	57384	DMV EXAM	75.00	
						57385	DMV EXAM	92.16	
						57394	DMV EXAMS	75.00	
						57395	DMV EXAM	75.00	
						57396	DMV EXAM	75.00	
						57398	DMV EXAMS	75.00	
						57407	DMV EXAM	75.00	
						57408	DMV EXAM	75.00	
48539	02/17/14	70.00 682		WEISS, AMY L.	7	57449	1/24/14 BOD MEETING	70.00	
48540	02/17/14	93.75 002028		WESTCOAST LEGAL SERVICE	7	57442	CV 177707	93.75	
48541	02/24/14	875.00 001128		ALWAYS TOWING & RECOVERY, INC		57582	TOWING BUS #1005	875.00	
48542	02/24/14	618.55 192		ALWAYS UNDER PRESSURE		57535	IGNITION PRESSWASHER	340.82	
						57561	RPR LANDA PRESSWASH	277.73	
48543	02/24/14	149.03 294		ANDY'S AUTO SUPPLY	0	57528	GFI TVM FILTER	15.61	
						57529	BEARINGS VEH #711	54.27	
						57530	INVENTORY PARTS	79.15	
48544	02/24/14	307.00 001D		AT&T		57504	2/5-3/4 REPEATERS	307.00	
48545	02/24/14	147.44 002689		B & B SMALL ENGINE CORP		57629	RPR VEHICLE	147.44	
48546	02/24/14	97.40 002363		BATTERIES PLUS #314		57544	BATTERIES	97.40	
48547	02/24/14	50.00 B028		BRYANT, HILARY	7	57646	BOD MEETING 1/24	50.00	
48548	02/24/14	100.00 B018		BUSTICHI, DENE	7	57647	BOD MEET 1/10-1/24	100.00	
48549	02/24/14	687,479.58 502		CA PUBLIC EMPLOYEES'		57601	MAR 14 MEDICAL	687,479.58	
48550	02/24/14	75.00 E090		CALLEJAS, LETICIA		57569	DMV EXAM	75.00	
48551	02/24/14	471.98 914		CALTRONICS BUSINESS SYSTEMS		57637	OFFICE SUPPLIES	235.99	
						57638	OFFICE SUPPLIES	235.99	
48552	02/24/14	83.66 M022		CAPELLA, KATHLEEN	0	57617	MAR 14 RETIREE SUP	83.66	
48553	02/24/14	1,927.73 003081		CAPITOLA MALL LLC	7	57627	MAR14RENT JANFEB CPI	1,927.73	
48554	02/24/14	50.00 B033		CERVANTEZ, KARINA		57648	BOD MEET 1/10/14	50.00	
48555	02/24/14	63.84 002929		CHEVROLET OF WATSONVILLE LLC	7	57565	RPR VEH #803	63.84	
48556	02/24/14	25.80 001346		CITY OF SANTA CRUZ-FINANCE		57655	TRES TO LANDFILL	25.80	
48557	02/24/14	71,402.39 001124		CLEAN ENERGY		57486	JAN 14 MAINT	14,842.00	
						57487	LNG 1/25/14	11,928.35	
						57488	LNG 1/29/14	11,626.02	
						57537	LNG 1/18/14	11,631.95	
						57546	LNG 1/22/14	9,590.34	
						57547	LNG 1/20/14	11,783.73	
						57502	INVENTORY ORDER	1,189.00	
48558	02/24/14	1,189.00 003102		CLEVER DEVICES LTD		57523	TOWING CHG VEH #1005	658.79	
48559	02/24/14	11,320.91 003116		CUMMINS PACIFIC LLP		57550	INVENTORY ORDER	198.97	
						57553	TRANS REBUILT TR305	9,310.31	
						57554	FILTER KIT	526.96	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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48560	02/24/14	581.81 001138	DATALED TECHNOLOGIES, INC		57597	INVENTORY ORDER	24.18		
48561	02/24/14	41.83 M039	DAVILA, ANA MARIA	0	57598	INVENTORY ORDER	601.70		
48562	02/24/14	320.00 002567	DEPARTMENT OF JUSTICE		57495	INVENTORY ORDER	581.81		
48563	02/24/14	3,757.31 480	DIESEL MARINE ELECTRIC, INC.		57610	MAR 14 RETIREE SUP	41.83		
48564	02/24/14	3,934.99 001329	DOC AUTO LLC		57605	FINGERPRINTING	320.00		
					57624	INVENTORY ORDER	3,757.31		
					57527	RPR VEH #1109 PC	1,799.60		
					57545	RPR VEH #1106 PC	147.04		
					57559	RPR VEH #1118 PC	1,988.35		
					57649	BOD MEET 1/10-1/24	100.00		
					57583	RPR VEH #1110 PC	93.00		
					57574	PARAMTRANSIT TESTING	132.00		
					57606	DOT DRUG TESTS	237.19		
					57571	JAN 14 SECURITY SVC	39,710.28		
					57639	JAN 14 SECURITY DUB	10,972.72		
					57644	JAN 14 SERVICES PC	120.00		
					57485	1/16-1/31 FUEL	3,428.63		
					57506	1/16-1/31 FUEL PC	11,571.62		
					57505	LABOR TO RPR BRAKES	250.00		
					57650	BOD MEET 1/10-1/24	100.00		
					57489	KIT PAPER	228.38		
					57551	LAMP FOG BULB 12V	122.41		
					57596	INVENTORY ORDER	85.96		
					57611	MAR 14 RETIREE SUP	83.66		
					57524	NITRILE GLOVES	1,522.50		
					57525	HOSE HANGER	39.57		
					57526	WATER BARRIER BERM	489.38		
					57531	OUTLET COVER	42.02		
					57532	FIRE EXTINGUISHER	27.14		
					57533	V BELT	1.41		
					57619	OFFICE SUPPLIES	26.92		
					57620	CLEANING SUPPLIES	217.71		
					57621	FLOURESCENT TUBES	408.47		
					57586	JAN 14 WASTE SVTC	240.38		
					57633	JAN 14 WASTE PC	229.49		
					57603	44 MDT'S	100,819.95		
					57579	MANUAL VEH#1401 1402	195.45		
					57510	HOSES NON INVENTORY	8.77		
					57607	MAR 14 RENT	4,000.00		
					57625	TEMP W/E 2/9/14	793.73		
					57536	RPR & MAINT	160.45		
					57608	MAR 14 RENT NNN PARK	8,885.00		
					57600	FLEET HARDWARE	3,223.60		
					57630	PLANOGRAPH	103.81		
					57651	BOD MEET 1/10/14	50.00		
					57654	CONST MB THRU 1/25	570,087.32		
					57636	JAN 14 SERVICES	50.00		
					57632	3/7-6/6 LEASE PC	208.09		
					57645	BOD MEET 1/10-1/24	100.00		
					57585	GALVANIZED SHEET	183.23		
48577	02/24/14	469.87 001097	GREENWASTE RECOVERY, INC.						
48578	02/24/14	100,819.95 003104	GREYHAWK TECHNOLOGIES INC						
48579	02/24/14	195.45 002905	HELM, INC.						
48580	02/24/14	8.77 166	HOSE SHOP, THE INC						
48581	02/24/14	4,000.00 002117	IULIANO #2 LLC	7					
48582	02/24/14	793.73 878	KELLY SERVICES, INC.						
48583	02/24/14	160.45 036	KELLY-MOORE PAINT CO., INC.						
48584	02/24/14	8,885.00 003066	KIM FAMILY ENTERPRISES LLP						
48585	02/24/14	3,327.41 001233	KIMBALL MIDWEST						
48586	02/24/14	50.00 B026	LEOPOLD, JOHN	7					
48587	02/24/14	570,087.32 003058	LEWIS C NELSON AND SONS INC						
48588	02/24/14	50.00 880	LEXISNEXIS INC						
48589	02/24/14	208.09 003059	MAILFINANCE INC						
48590	02/24/14	100.00 B031	MCPHERSON, BRUCE						
48591	02/24/14	183.23 764	MERCURY METALS DBA						

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48592	02/24/14	855.33 001052	MID VALLEY SUPPLY INC.		57493	INV SUPPLY CLEANING	855.33		
48593	02/24/14	715.97 041	MISSION UNIFORM		57479	UNIFORM	70.45		
					57480	UNIFORMS	241.37		
					57508	UNIFORMS	21.70		
					57555	UNIFORMS	13.51		
					57587	UNIFORMS	241.37		
					57588	UNIFORMS	2.44		
					57589	UNIFORMS	70.45		
					57590	UNIFORMS	54.68		
48594	02/24/14	10.00 E106	MUNGIOLI, LARRY		57602	DMV REIMBURSEMENT	10.00		
48595	02/24/14	405.00 003061	NEOFUNDS BY NEOPOST DBA		57507	POSTAGE ADMIN	405.00		
48596	02/24/14	86.98 E631	NEVIN, JOHN		57570	RAIN GEAR	86.98		
48597	02/24/14	3,613.82 001063	NEW FLYER IND. CANADA ULC DBA		57494	SEAT DECAL	1,068.48		
					57496	INVENTORY ORDER	80.13		
					57497	INVENTORY ORDER	114.41		
					57498	INVENTORY ORDER	15.96		
					57499	INVENTORY ORDER	27.14		
					57500	INVENTORY ORDER	45.37		
					57501	INVENTORY ORDER	2,241.97		
					57548	INVENTORY ORDER	20.36		
48598	02/24/14	1,506.36 004	NORTH BAY FORD LINC-MERCURY		57490	RPR VEH #1117 PC	100.00		
					57491	RPR VEH # 1118 PC	165.00		
					57518	RPR VEH #1101	100.00		
					57534	INVENTORY PARTS	1,141.36		
48599	02/24/14	789.75 009	PACIFIC GAS & ELECTRIC		57580	1/8-2/6 PARACRUZ	789.75		
48600	02/24/14	1,447.22 043	PALACE ART & OFFICE SUPPLY		57576	OFFICE SUPPLIES	93.57		
					57577	OFFICE SUPPLIES	262.67		
					57618	OFFICE SUPPLIES	1,145.79		
					57622	OFFICE SUPPLIES	-54.81		
48601	02/24/14	27,653.24 003086	PAPE MACHINERY INC		57503	CREDIT NOTE	-108.75		
					57521	ENGINE REBUILT #2213	24,952.00		
					57522	INVENTORY ORDER	2,809.99		
48602	02/24/14	1,058.00 002947	PEDALERS EXPRESS		57522	INVENTORY ORDER	2,809.99		
48603	02/24/14	41.83 M109	PEREZ, CHERYL	7	57623	JAN 14 SERVICES	1,058.00		
48604	02/24/14	1,408.00 002927	PRAXAIR DISTRIBUTION, INC.		57612	MAR 14 RETIREE SUP	41.83		
48605	02/24/14	364.31 882	PRINT SHOP SANTA CRUZ	7	57595	YRLY LEASE WELD TANK	1,408.00		
48606	02/24/14	475.95 003020	QUEST DIAGNOSTIC INC.		57558	TIRE CONTROL CARD	364.31		
48607	02/24/14	413.62 001153	REPUBLIC ELEVATOR COMPANY INC		57575	DOT DRUG TESTS	475.95		
48608	02/24/14	970.18 002094	RICON CORPORATION		57492	FEB 14 SERVICE	413.62		
48609	02/24/14	1,440.00 001098	ROBERT HALF MANAGEMENT RESOURCE		57517	PENDANT KIT	970.18		
48610	02/24/14	50.00 B022	ROBINSON, LYNN MARIE	7	57604	TEMP W/E 1/31/14	1,440.00		
					57652	BOD MEET 1/10-1/24	100.00		
					57653	AUG MEETING 8/9/13	-50.00		
48611	02/24/14	83.66 M085	ROSSI, DENISE	0	57613	MAR 14 RETIREE SUP	83.66		
48612	02/24/14	41.83 M030	ROWE, RUBY		57614	MAR 14 RETIREE SUP	41.83		
48613	02/24/14	543.24 045	ROYAL WHOLESALE ELECTRIC		57593	WIRING WTC	235.05		
					57594	MISC ELEC PARTS WTC	308.19		
48614	02/24/14	500.00 003084	SALA BROTHERS WATER TRUCKING		57641	WATER SPRAY DUBOIS	500.00		
48615	02/24/14	409.01 018	SALINAS VALLEY FORD SALES INC		57519	INVENTORY ORDER	282.78		
					57568	INVENTORY ORDER	126.23		
48616	02/24/14	988.74 002713	SANTA CRUZ AUTO TECH, INC.		57584	RPR VEH #504	988.74		

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48617	02/24/14	814.17 135		SANTA CRUZ AUTO PARTS, INC.			INVENTORY PARTS	246.29	
						57476	INVENTORY PARTS	55.82	
						57477	INVENTORY PARTS	65.20	
						57478	INVENTORY PARTS	82.23	
						57562	INVENTORY ORDER	81.94	
						57563	CABLE TIES	16.39	
						57564	CABLE TIES	266.30	
						57599	MISC PARTS	22.57	
48618	02/24/14	22.57 848		SANTA CRUZ ELECTRONICS, INC.			RPR & MAINT	5,703.38	
48619	02/24/14	5,703.38 977		SANTA CRUZ TRANSPORTATION, LLC			JAN 14 SERVICES	264.00	
48620	02/24/14	264.00 957		SECURITY SHORING & STEEL PLT			12/24-1/23 MUDPLATES	121.76	
48621	02/24/14	121.76 445		SKC-WEST, INC.			THERMAL PAPER	41.83	
48622	02/24/14	41.83 M054		SLOAN, SUZANNE	0		MAR 14 RETIREE SUP	41.83	
48623	02/24/14	12,990.84 001075		SOQUEL III ASSOCIATES	7		MAR 14 RENT	12,990.84	
48624	02/24/14	1,948.14 003108		SOUND WAVES INSULATION INC			BLANKET ELBOW	433.43	
						57566	HEAT EXHAUST BLANKET	1,514.71	
48625	02/24/14	132.23 001040		TERRYBERRY CO., LLC			YRS OF SERVICE GIFT	132.23	
48626	02/24/14	384.56 002675		THOMSON REUTERS BARCLAYS			JAN 14 SERVICES	384.56	
48627	02/24/14	16,515.62 002954		TIRE DISTRIBUTION SYSTEMS, LLC 7			TIRES	626.05	
						57481	TIRES	478.60	
						57482	TIRES	343.54	
						57483	TIRES	43.50	
						57484	TIRES	43.50	
						57511	TIRES	2,230.10	
						57512	TIRES	131.36	
						57513	TIRES	977.73	
						57514	TIRES	434.42	
						57515	TIRES	500.03	
						57516	TIRES	12.00	
						57538	TIRES VEH #302	649.95	
						57539	TIRES	1,252.10	
						57540	TIRES	833.39	
						57541	TIRES	2,933.17	
						57542	TIRES	128.10	
						57543	TIRES	2,230.10	
						57591	TIRES	1,452.85	
						57592	TIRES	1,258.63	
48628	02/24/14	469.57 170		TOWNSEND'S AUTO PARTS			INVENTORY ORDER	469.57	
48629	02/24/14	954.65 003037		TYCO INTEGRATED SECURITY			3/1-5/31 1200 RIVERB	527.76	
						57567	MAR 14 ALARM SVTC	54.49	
						57657	MAR 14 ALARM WTC	62.82	
						57658	MAR 14 ALARM GOLFLU	114.56	
						57659	MAR 14 ALARM 138GOLF	112.77	
						57660	MAR 14 ALARM PACIFIC	82.25	
						57661	MAR 14 ALARM PACIFIC	67.77	
48630	02/24/14	67.77 007		UNITED PARCEL SERVICE			FREIGHT	29.37	
48631	02/24/14	29.37 946		UNITED SITE SERVICES OF CA INC	0		1/29-2/25 FENCE RENT	326.44	
48632	02/24/14	326.44 434		VERIZON WIRELESS			1/2-2/1 PTT FACIL	1,754.50	
48633	02/24/14	5,114.35 001353		VISION COMMUNICATIONS			FEB 14 RADIO MAINT	3,359.85	
						57642	TWO WAY RADIO 1301-6	75.00	
48634	02/24/14	300.00 001165		VU, THANH DR. MD	7		DMV EXAM	75.00	
						57509	DMV EXAM	75.00	
						57572	DMV EXAM	75.00	
						57573	DMV EXAM	75.00	

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48635	02/24/14	003074	3,500.00	WAVE CREST DEVELOPMENT INC.		57643	DMV EXAM	75.00	
48636	02/24/14	M088	41.83	YAGL, RANDY	0	57609	MAR 14 RENT	3,500.00	
48637	02/24/14	080C	0.00	STATE BOARD OF EQUALIZATION		57616	MAR 14 RETIREE SUP	41.83	
48637	02/24/14	080C	0.00	2013 HAZ WASTE TAX		57663	2013 HAZ WASTE TAX	4,591.00	VOIDED
48638	02/24/14	080C	0.00	STATE BOARD OF EQUALIZATION		57663	DISCOUNT TAKEN	-4,591.00	
48638	02/24/14	080C	4,591.00	2013 HAZ WASTE TAX		57663	2013 HAZ WASTE TAX	-4,591.00	**VOID
48639	02/24/14	681	1,812.83	STATE BOARD OF EQUALIZATION		57664	DISCOUNT TAKEN	4,591.00	
48639	02/24/14	681	1,812.83	2013 HAZ WASTE TAX		57664	2013 HAZ WASTE TAX	4,591.00	MANUAL
				SCOTT'S BODY SHOP CORP	7	57454	RPR VEH# 1105 PC	1,812.83	
TOTAL			3,593,152.69	ACCOUNTS PAYABLE			TOTAL CHECKS	295	3,593,152.69



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF  
FEBRUARY 28, 2014**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the monthly budget status reports year to date as of February 28, 2014**

## II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of February 28, 2014 were \$16K or 0% under the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of February 28, 2014 were \$1,482K or 5% under budget.
- **Capital Budget** spending year to date through February 28, 2014 was \$9,729K or 30% of the Capital budget.

## III. DISCUSSION

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

The fiscal year has elapsed **67%**.

**A. Operating Revenue**

Operating Revenues year to date as of February 28, 2014 were \$16K or 0% under the amount budgeted.

- **Passenger Fares** are under budget by 1%.
- **Sales Tax Revenue** is over budget due to higher-than-anticipated receipts year to date as of February 28, 2014.
- **Fuel Tax Credit** is over budget due to higher-than-anticipated receipt of tax credits for alternative fuel usage in the last 2 quarters of calendar year 2013.

**B. Consolidated Operating Expenses**

Consolidated Operating Expenses year to date as of February 28, 2014 were \$1,482K or 5% under budget. Personnel Expenses, Services, Other Materials & Supplies, Utilities, and Miscellaneous Expenses all contributed to the variance.

- **Total Personnel Expenses** are under budget due to vacant funded positions and extended leaves.
- **Services** are under budget primarily due to less than anticipated Prof & Tech Fees, as well as Legal Services, and Repair – Equipment expenses.
- **Other Materials & Supplies** are under budget primarily due to less than anticipated Printing costs.
- **Utilities** are under budget due to an energy audit performed by METRO staff resulting in decreased electricity rates.
- **Miscellaneous Expenses** are under budget primarily due to Employee Training expenses that will be incurred later in the year, while the budget was straight lined.

**C. Capital Budget**

Capital Budget spending year to date through February 28, 2014 was \$9,729K or 30% of the total Capital Budget.

The MetroBase Project spending includes:

- \$2,952K spent on the MetroBase Project – FY11 Allocation Operations Bldg (Sakata, STA, PTMISEA)
- \$1,968K spent on the MetroBase Project – Operations Bldg (SLPP)

Other Projects include:

- \$3,277K spent on the State of Good Repair #2 Project – 6 Buses, 44 MDCs (FTA, RES. RET. EARNINGS)
- \$349K spent on the Pacific Station/MetroCenter – Conceptual Design Project (FTA, STA, RES. RET. EARN.)
- \$297K spent on the Video Surveillance Project – CCTV (State-1B)

**IV. FINANCIAL CONSIDERATIONS**

As of February 28, 2014, there is an Operating loss (budget gap) of \$1,786K. This budget gap signifies an unsustainable budget year to date.

Small Transit Intensive Cities (STIC) Funds, Funds from Carryover from Previous Years, State Operating Assistance (STA), and Operating Reserves will be used in the listed order to bridge the budget gap at the end of the fiscal year, when the final amount of the Operating income/loss for the year is determined.

- Attachment A:** FY14 Operating Revenue & Expenses Year to Date as of 2/28/14  
**Attachment B:** FY14 Capital Budget Report for the month ending 2/28/14  
**Attachment C:** FY14 Capital Budget Revisions Approved through February 2014

Prepared by: Lorraine Bayer, Accountant II

Date Prepared: April 17, 2014

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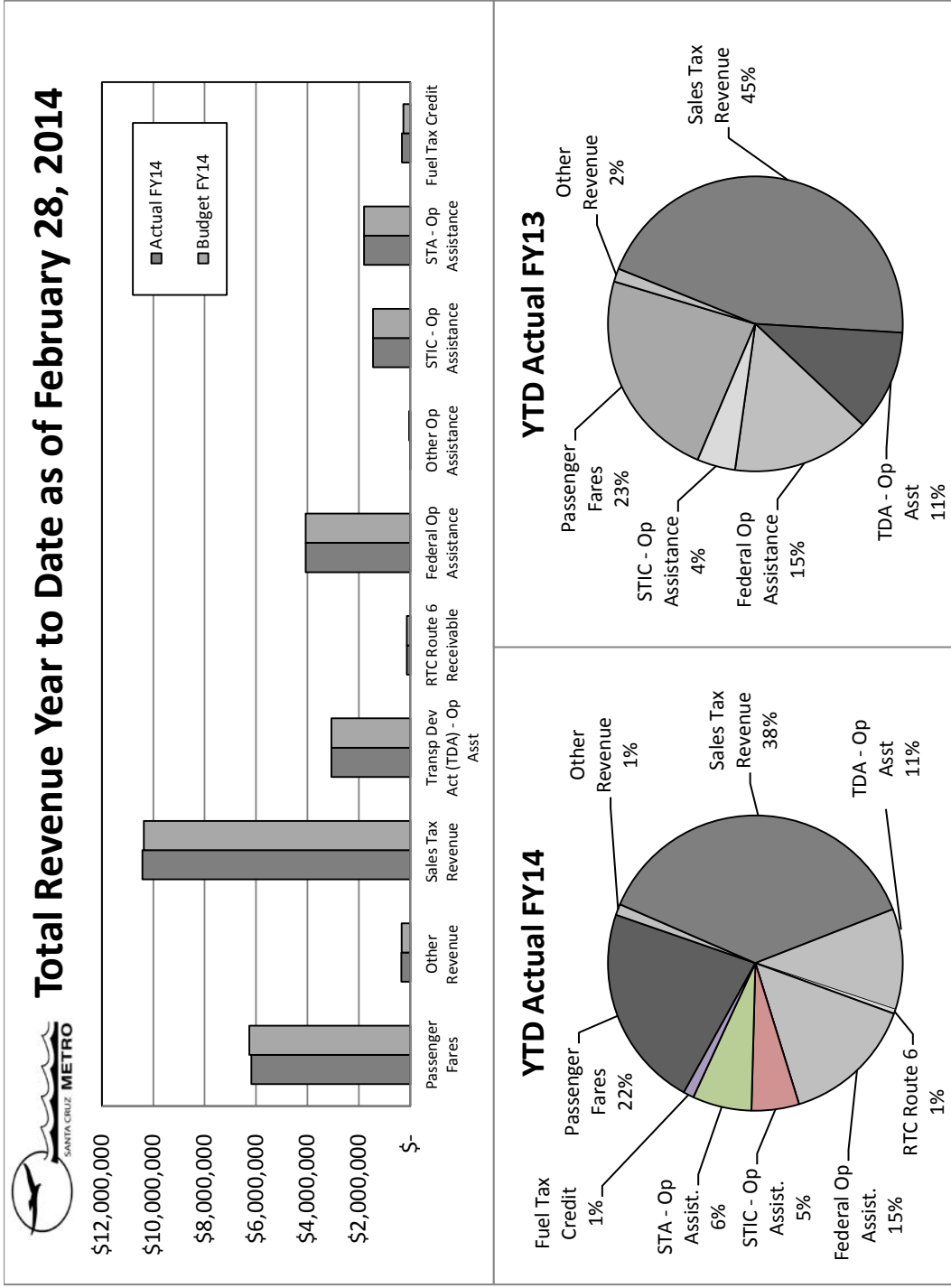
# Attachment A



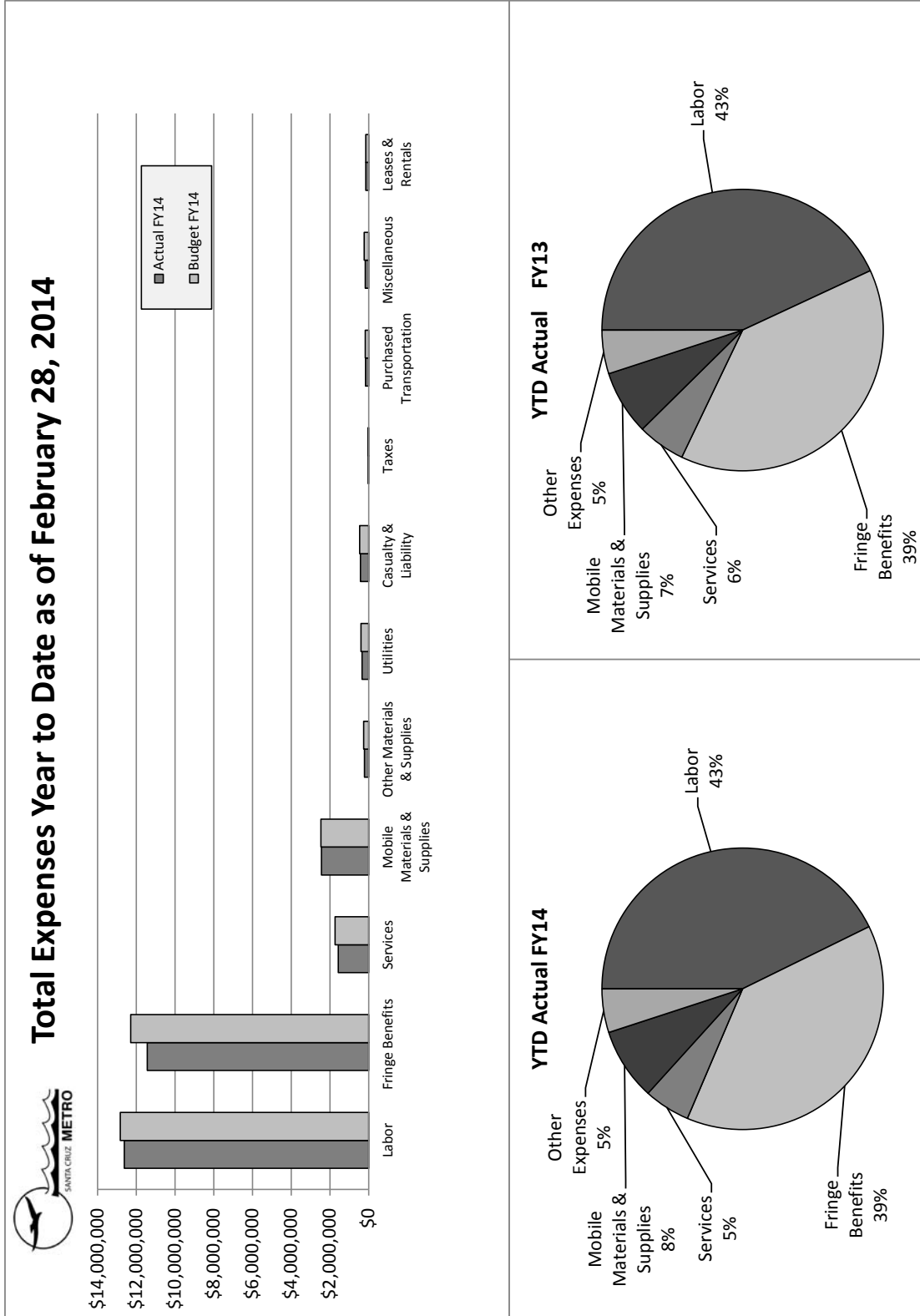
## FY14 Operating Revenue & Expenses Year to Date as of February 28, 2014

	Year to Date			YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	Actual	FY13	\$ Var	% Var
<b>Revenue:</b>								
Passenger Fares	\$ 6,176,904	\$ 6,259,446	\$ (82,542)	-1%	\$ 5,890,499	\$ 286,404	5%	
Other Revenue	\$ 338,263	\$ 333,173	\$ 5,089	2%	\$ 368,302	\$ (30,039)	-8%	
Sales Tax Revenue	\$ 10,421,626	\$ 10,372,276	\$ 49,349	0%	\$ 11,362,869	\$ (941,243)	-8%	
Transp Dev Act (TDA) - Op Asst	\$ 3,062,051	\$ 3,062,051	\$ -	0%	\$ 2,800,379	\$ 261,672	9%	
RTC Route 6 Receivable	\$ 130,000	\$ 130,000	\$ -	0%	\$ -	\$ 130,000	100%	
Federal Op Assistance	\$ 4,068,437	\$ 4,068,224	\$ 213	0%	\$ 3,852,288	\$ 216,149	6%	
Other Op Assistance/Funding	\$ 1,015	\$ 39,521	\$ (38,506)	-97%	\$ 572	\$ 443	77%	
STA - Op Assistance	\$ 1,797,398	\$ 1,797,398	\$ -	0%	\$ -	\$ 1,797,398	100%	
STIC - Op Assistance	\$ 1,443,685	\$ 1,443,685	\$ -	0%	\$ 1,057,097	\$ 386,588	37%	
Fuel Tax Credit	\$ 320,287	\$ 270,000	\$ 50,287	19%	\$ -	\$ 320,287	100%	
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
<b>Total Revenue</b>	<b>\$ 27,759,664</b>	<b>\$ 27,775,774</b>	<b>\$ (16,110)</b>	<b>0%</b>	<b>\$ 25,332,006</b>	<b>\$ 2,427,659</b>	<b>10%</b>	
<b>Expenses:</b>								
Labor	\$ 12,626,342	\$ 12,834,567	\$ (208,225)	-2%	\$ 11,752,646	\$ 873,696	7%	
Fringe Benefits	\$ 11,429,897	\$ 12,297,120	\$ (867,222)	-7%	\$ 10,644,196	\$ 785,701	7%	
Services	\$ 1,566,709	\$ 1,731,733	\$ (165,024)	-10%	\$ 1,499,321	\$ 67,389	4%	
Mobile Materials & Supplies	\$ 2,439,251	\$ 2,470,129	\$ (30,877)	-1%	\$ 2,012,354	\$ 426,898	21%	
Other Materials & Supplies	\$ 210,138	\$ 260,410	\$ (50,272)	-19%	\$ 225,153	\$ (15,015)	-7%	
Utilities	\$ 338,370	\$ 394,200	\$ (55,830)	-14%	\$ 355,548	\$ (17,177)	-5%	
Casualty & Liability	\$ 428,183	\$ 467,417	\$ (39,234)	-8%	\$ 357,383	\$ 70,799	20%	
Taxes	\$ 26,675	\$ 33,767	\$ (7,092)	-21%	\$ 32,390	\$ (5,716)	-18%	
Purchased Transportation	\$ 164,658	\$ 166,667	\$ (2,009)	-1%	\$ 91,258	\$ 73,400	80%	
Miscellaneous	\$ 173,964	\$ 232,385	\$ (58,422)	-25%	\$ 142,200	\$ 31,764	22%	
Leases & Rentals	\$ 141,799	\$ 139,533	\$ 2,266	2%	\$ 162,959	\$ (21,160)	-13%	
<b>Total Expenses</b>	<b>\$ 29,545,986</b>	<b>\$ 31,027,928</b>	<b>\$ (1,481,942)</b>	<b>-5%</b>	<b>\$ 27,275,407</b>	<b>\$ 2,270,579</b>	<b>8%</b>	
<b>Operating Income (Loss)</b>	<b>\$ (1,786,322)</b>	<b>\$ (1,786,322)</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ (1,943,400)</b>	<b>\$ (1,943,400)</b>	<b>0%</b>	

# Attachment A



# Attachment A



# Attachment A



## FY14 Operating Revenue Year to Date as of February 28, 2014

Percent of Year Elapsed - 67% YTD Year Over Year Comparison

	Actual	Budget	\$ Var	% Var	FY13	\$ Var	% Var
<b>Passenger Fares</b>							
Passenger Fares	\$ 2,606,112	\$ 2,756,651	\$ (150,539)	-5%	\$ 2,571,231	\$ 34,881	1%
Paratransit Fares	\$ 213,832	\$ 204,388	\$ 9,444	5%	\$ 197,998	\$ 15,834	8%
Special Transit Fares - Contract	\$ 2,047,795	\$ 2,010,123	\$ 37,672	2%	\$ 1,974,067	\$ 73,728	4%
Highway 17 Fares	\$ 962,659	\$ 1,045,143	\$ (82,484)	-8%	\$ 965,526	\$ (2,867)	0%
Highway 17 Payments	\$ 346,505	\$ 243,141	\$ 103,364	43%	\$ 181,677	\$ 164,829	91%
<b>Subtotal Passenger Revenue</b>	<b>\$ 6,176,904</b>	<b>\$ 6,259,446</b>	<b>\$ (82,542)</b>	<b>-1%</b>	<b>\$ 5,890,499</b>	<b>\$ 286,404</b>	<b>5%</b>

	Actual	Budget	\$ Var	% Var	FY13	\$ Var	% Var
<b>Other Revenue</b>							
Commissions	\$ 2,075	\$ 3,733	\$ (1,659)	-44%	\$ 2,077	\$ (2)	0%
Advertising Income	\$ 170,645	\$ 160,150	\$ 10,495	7%	\$ 196,811	\$ (26,166)	-13%
Rent Income - SC Pacific Station	\$ 67,489	\$ 72,087	\$ (4,598)	-6%	\$ 67,537	\$ (48)	0%
Rent Income - Watsonville TC	\$ 37,087	\$ 35,203	\$ 1,884	5%	\$ 27,861	\$ 9,226	33%
Interest Income	\$ 47,739	\$ 50,000	\$ (2,261)	-5%	\$ 59,759	\$ (12,020)	-20%
Other Non-Transp Revenue	\$ 13,228	\$ 12,000	\$ 1,228	10%	\$ 14,258	\$ (1,029)	-7%
<b>Subtotal Other Revenue</b>	<b>\$ 338,263</b>	<b>\$ 333,173</b>	<b>\$ 5,089</b>	<b>2%</b>	<b>\$ 368,302</b>	<b>\$ (30,039)</b>	<b>-8%</b>

<b>Sales Tax Revenue</b>	\$ 12,219,023	\$ 12,169,674	\$ 49,349	0%	\$ 11,362,869	\$ 856,154	8%
<b>**Less: Matching funds for SLPP Capital</b>	<b>\$ (1,797,398)</b>	<b>\$ (1,797,398)</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ (1,797,398)</b>	<b>100%</b>
<b>Subtotal Sales Tax Revenue</b>	<b>\$ 10,421,626</b>	<b>\$ 10,372,276</b>	<b>\$ 49,349</b>	<b>0%</b>	<b>\$ 11,362,869</b>	<b>\$ (941,243)</b>	<b>-8%</b>

<b>Transp Dev Act (TDA) - Op Asst</b>	\$ 3,062,051	\$ 3,062,051	\$ -	0%	\$ 2,800,379	\$ 261,672	9%
RTC Route 6 One-Time Funding	\$ 130,000	\$ 130,000	\$ -	0%	\$ -	\$ 130,000	100%

<b>Federal Op Assistance</b>							
FTA Sec 5307 - Op Asst	\$ 4,068,224	\$ 4,068,224	\$ -	0%	\$ 3,695,976	\$ 372,248	10%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	\$ -	0%	\$ 156,312	\$ (156,312)	-100%
Medicare Subsidy	\$ 213	\$ -	\$ 213	100%	\$ -	\$ 213	100%
<b>Subtotal Federal Op Assistance</b>	<b>\$ 4,068,437</b>	<b>\$ 4,068,224</b>	<b>\$ 213</b>	<b>0%</b>	<b>\$ 3,852,288</b>	<b>\$ 216,149</b>	<b>6%</b>

<b>Other Op Assistance/Funding</b>							
AMBAG Funding	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ 1,015	\$ 39,521	\$ (38,506)	-97%	\$ 572	\$ 443	77%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Subtotal Other Op Assistance/Funding</b>	<b>\$ 1,015</b>	<b>\$ 39,521</b>	<b>\$ (38,506)</b>	<b>-97%</b>	<b>\$ 572</b>	<b>\$ 443</b>	<b>77%</b>



# Attachment A



## FY14 Operating Revenue Year to Date as of February 28, 2014

	Percent of Year Elapsed - 67%		Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	% Var	FY13	\$ Var	% Var	
STA - Op Assistance	\$ 1,797,398	\$ 1,797,398	\$ -	0%	\$ -	\$ 1,797,398	100%	
STIC - Op Assistance	\$ 1,443,685	\$ 1,443,685	\$ -	0%	\$ 1,057,097	\$ 386,588	37%	
Fuel Tax Credit	\$ 320,287	\$ 270,000	\$ 50,287	19%	\$ -	\$ 320,287	100%	
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
<b>Total Revenue</b>	<b>\$ 27,759,664</b>	<b>\$ 27,775,774</b>	<b>\$ (16,110)</b>	<b>0%</b>	<b>\$ 25,332,006</b>	<b>\$ 2,427,659</b>	<b>10%</b>	
<b>Total Operating Expenses</b>	<b>\$ 29,545,986</b>				<b>\$ 27,275,407</b>			
<b>Variance</b>	<b>\$ (1,786,322)</b>				<b>\$ (1,943,400)</b>			

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



**FY14**  
**Consolidated Operating Expenses**  
**Year to Date as of February 28, 2014**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
501011 Bus Operator Pay	\$ 5,835,181	\$ 6,046,099	-3%	\$ 5,430,035	\$ 405,146	7%
501013 Bus Operator Overtime	\$ 1,375,191	\$ 1,367,067	1%	\$ 1,190,332	\$ 184,859	16%
501021 Other Salaries	\$ 4,929,262	\$ 5,114,158	-4%	\$ 4,737,582	\$ 191,681	4%
501023 Other Overtime	\$ 486,708	\$ 307,244	58%	\$ 394,697	\$ 92,011	23%
<b>Total Labor -</b>	<b>\$ 12,626,342</b>	<b>\$ 12,834,567</b>	<b>-2%</b>	<b>\$ 11,752,646</b>	<b>\$ 873,696</b>	<b>7%</b>

**Fringe Benefits**

502011 Medicare/Soc. Sec.	\$ 190,491	\$ 221,860	-14%	\$ 177,666	\$ 12,825	7%
502021 Retirement	\$ 2,380,810	\$ 2,562,913	-7%	\$ 2,041,637	\$ 339,173	17%
502031 Medical Insurance	\$ 5,092,095	\$ 5,320,326	-4%	\$ 4,597,789	\$ 494,306	11%
502041 Dental Insurance	\$ 355,012	\$ 356,682	0%	\$ 342,763	\$ 12,249	4%
502045 Vision Insurance	\$ 89,099	\$ 88,661	0%	\$ 83,060	\$ 6,039	7%
502051 Life Insurance	\$ 30,670	\$ 31,330	-2%	\$ 30,931	\$ (261)	-1%
502060 State Disability	\$ 139,310	\$ 146,860	-5%	\$ 128,327	\$ 10,983	9%
502061 Disability Insurance	\$ 85,323	\$ 94,289	-10%	\$ 79,755	\$ 5,569	7%
502071 State Unemp. Ins	\$ 80,389	\$ 52,425	53%	\$ 86,824	\$ (6,435)	-7%
502081 Worker's Comp Ins	\$ 706,425	\$ 883,333	-20%	\$ 791,954	\$ (85,529)	-11%
502083 Worker's Comp IBNR	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 400,245	\$ 406,804	-2%	\$ 307,464	\$ 92,780	30%
502103 Floating Holiday	\$ 27,739	\$ 55,827	-50%	\$ 28,880	\$ (1,141)	-4%
502109 Sick Leave	\$ 384,308	\$ 644,038	-40%	\$ 414,393	\$ (30,085)	-7%
502111 Annual Leave	\$ 1,300,933	\$ 1,273,521	2%	\$ 1,370,471	\$ (69,538)	-5%
502121 Other Paid Absence	\$ 115,938	\$ 95,303	22%	\$ 109,430	\$ 6,507	6%
502251 Physical Exams	\$ 7,200	\$ 9,407	-23%	\$ 3,825	\$ 3,375	88%
502253 Driver Lic Renewal	\$ 2,553	\$ 3,104	-18%	\$ 2,195	\$ 358	16%
502999 Other Fringe Benefits	\$ 41,358	\$ 50,436	-18%	\$ 46,832	\$ (5,474)	-12%
<b>Total Fringe Benefits -</b>	<b>\$ 11,429,897</b>	<b>\$ 12,297,120</b>	<b>-7%</b>	<b>\$ 10,644,196</b>	<b>\$ 785,701</b>	<b>7%</b>

**Total Personnel Expenses -** **\$ 24,056,239** **\$ 25,131,687** **-4%** **\$ 22,396,842** **\$ 1,659,397** **7%**



**FY14**  
**Consolidated Operating Expenses**  
**Year to Date as of February 28, 2014**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
<b>Services</b>						
503011 Acctg & Audit Fees	\$ 35,050	\$ 38,000	-8%	\$ 36,050	\$ (1,000)	-3%
503012 Admin & Bank Fees	\$ 186,464	\$ 185,336	1%	\$ 165,588	\$ 20,876	13%
503031 Prof & Tech Fees	\$ 123,223	\$ 245,736	-50%	\$ 86,531	\$ 36,691	42%
503032 Legislative Services	\$ 61,960	\$ 70,000	-11%	\$ 60,000	\$ 1,960	3%
503033 Legal Services	\$ 14,349	\$ 83,333	-83%	\$ 158	\$ 14,191	8987%
503034 Pre-Employ Exams	\$ 5,726	\$ 6,983	-18%	\$ 7,604	\$ (1,878)	-25%
503041 Temp Help	\$ 143,050	\$ -	100%	\$ 123,796	\$ 19,254	16%
503161 Custodial Services	\$ 51,787	\$ 51,000	2%	\$ 54,492	\$ (2,706)	-5%
503162 Uniform & Laundry	\$ 16,961	\$ 15,800	7%	\$ 13,219	\$ 3,742	28%
503171 Security Services	\$ 346,578	\$ 356,181	-3%	\$ 293,599	\$ 52,979	18%
503221 Classified/Legal Ads	\$ 5,425	\$ 10,733	-49%	\$ 8,281	\$ (2,856)	-34%
503222 Legal Advertising	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 3,333	-100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 32,102	\$ 38,667	-17%	\$ 55,067	\$ (22,965)	-42%
503352 Repair - Equipment	\$ 296,445	\$ 351,963	-16%	\$ 272,072	\$ 24,373	9%
503353 Repair - Rev Vehicle	\$ 220,081	\$ 236,000	-7%	\$ 281,907	\$ (61,825)	-22%
503354 Repair - Non Rev Vehic	\$ 13,888	\$ 11,333	23%	\$ 4,683	\$ 9,205	197%
503363 Haz Mat Disposal	\$ 13,621	\$ 27,333	-50%	\$ 36,274	\$ (22,653)	-62%
<b>Total Services -</b>	<b>\$ 1,566,709</b>	<b>\$ 1,731,733</b>	<b>-10%</b>	<b>\$ 1,499,321</b>	<b>\$ 67,389</b>	<b>4%</b>

<b>Mobile Materials &amp; Supplies</b>						
504011 Fuels & Lube Non Rev	\$ 54,601	\$ 58,733	-7%	\$ 48,744	\$ 5,857	12%
504012 Fuels & Lube Rev Veh	\$ 1,612,404	\$ 1,632,051	-1%	\$ 1,414,973	\$ 197,431	14%
504021 Tires & Tubes	\$ 179,829	\$ 163,333	10%	\$ 148,042	\$ 31,786	21%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 592,418	\$ 616,011	-4%	\$ 400,594	\$ 191,823	48%
<b>Total Mobile Materials &amp; Supplies -</b>	<b>\$ 2,439,251</b>	<b>\$ 2,470,129</b>	<b>-1%</b>	<b>\$ 2,012,354</b>	<b>\$ 426,898</b>	<b>21%</b>



**FY14**  
**Consolidated Operating Expenses**  
**Year to Date as of February 28, 2014**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
<b>Other Materials &amp; Supplies</b>						
504205 Freight Out	\$ 1,628	\$ 1,734	(106)	\$ 1,323	\$ 305	23%
504211 Postage & Mailing	\$ 4,990	\$ 8,833	(3,843)	\$ 5,043	\$ (53)	-1%
504214 Promotional Items	\$ 177	\$ 800	(623)	\$ 1,249	\$ (1,073)	-86%
504215 Printing	\$ 19,275	\$ 49,300	(30,025)	\$ 21,796	\$ (2,521)	-12%
504217 Photo Supply/Processil	\$ 2,486	\$ 2,400	86	\$ 886	\$ 1,601	181%
504311 Office Supplies	\$ 37,955	\$ 45,963	(8,008)	\$ 53,952	\$ (15,997)	-30%
504315 Safety Supplies	\$ 15,582	\$ 12,933	2,649	\$ 19,597	\$ (4,015)	-20%
504317 Cleaning Supplies	\$ 36,905	\$ 34,847	2,058	\$ 34,677	\$ 2,228	6%
504409 Repair/Maint Supplies	\$ 66,236	\$ 82,200	(15,964)	\$ 73,258	\$ (7,022)	-10%
504417 Tenant Repairs	\$ 376	\$ 6,667	(6,291)	\$ -	\$ 376	100%
504421 Non-Inventory Parts	\$ 20,670	\$ 6,733	13,937	\$ 5,024	\$ 15,646	311%
504511 Small Tools	\$ 3,490	\$ 6,000	(2,510)	\$ 6,734	\$ (3,244)	-48%
504515 Employee Tool Rplcmt	\$ 369	\$ 2,000	(1,631)	\$ 1,617	\$ (1,248)	-77%
<b>Total Other Materials &amp; Supplies -</b>	<b>\$ 210,138</b>	<b>\$ 260,410</b>	<b>(50,272)</b>	<b>\$ 225,153</b>	<b>\$ (15,015)</b>	<b>-7%</b>
<b>Utilities</b>						
505011 Gas & Electric	\$ 172,863	\$ 202,667	(29,804)	\$ 199,819	\$ (26,957)	-13%
505021 Water & Garbage	\$ 94,376	\$ 103,467	(9,091)	\$ 86,120	\$ 8,256	10%
505031 Telecommunications	\$ 71,131	\$ 88,067	(16,935)	\$ 69,608	\$ 1,523	2%
<b>Total Utilities -</b>	<b>\$ 338,370</b>	<b>\$ 394,200</b>	<b>(55,830)</b>	<b>\$ 355,548</b>	<b>\$ (17,177)</b>	<b>-5%</b>
<b>Casualty &amp; Liability</b>						
506011 Insurance - Property	\$ 45,035	\$ 66,667	(21,632)	\$ 65,794	\$ (20,759)	-32%
506015 Insurance - PL & PD	\$ 302,844	\$ 300,000	2,844	\$ 282,679	\$ 20,165	7%
506021 Insurance - Other	\$ 61	\$ 750	(689)	\$ 711	\$ (650)	-91%
506123 Settlement Costs	\$ 100,856	\$ 100,000	856	\$ 25,996	\$ 74,860	288%
506127 Repairs - Dist Prop	\$ (20,613)	\$ -	(20,613)	\$ (17,797)	\$ (2,816)	16%
<b>Total Casualty &amp; Liability -</b>	<b>\$ 428,183</b>	<b>\$ 467,417</b>	<b>(39,234)</b>	<b>\$ 357,383</b>	<b>\$ 70,799</b>	<b>20%</b>
<b>Taxes</b>						
507051 Fuel Tax	\$ 10,141	\$ 9,333	808	\$ 9,593	\$ 548	6%
507201 Licenses & permits	\$ 8,135	\$ 12,433	(4,298)	\$ 10,845	\$ (2,710)	-25%
507999 Other Taxes	\$ 8,398	\$ 12,000	(3,602)	\$ 11,953	\$ (3,555)	-30%
<b>Total Taxes -</b>	<b>\$ 26,675</b>	<b>\$ 33,767</b>	<b>(7,092)</b>	<b>\$ 32,390</b>	<b>\$ (5,716)</b>	<b>-18%</b>



**FY14**  
**Consolidated Operating Expenses**  
**Year to Date as of February 28, 2014**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
<b>Purchased Transportation</b>						
503406 Contr/Paratrans	\$ 164,658	\$ 166,667	(2,009) -1%	\$ 91,258	\$ 73,400	80%
<b>Total Purchased Transportation -</b>	<b>\$ 164,658</b>	<b>\$ 166,667</b>	<b>(2,009) -1%</b>	<b>\$ 91,258</b>	<b>\$ 73,400</b>	<b>80%</b>
<b>Miscellaneous</b>						
509011 Dues & Subscriptions	\$ 48,354	\$ 45,523	2,831 6%	\$ 43,019	\$ 5,335	12%
509081 Advertising - Dist Prom	\$ 4,023	\$ 9,333	(5,310) -57%	\$ 1,136	\$ 2,888	254%
509101 Emp Incentive Prog	\$ 5,708	\$ 9,000	(3,292) -37%	\$ 5,129	\$ 579	11%
509121 Employee Training	\$ 40,948	\$ 85,400	(44,452) -52%	\$ 37,480	\$ 3,467	9%
509122 BOD Travel	\$ 892	\$ 10,467	(9,575) -91%	\$ -	\$ 892	100%
509123 Travel	\$ 65,674	\$ 61,244	4,430 7%	\$ 45,401	\$ 20,273	45%
509125 Local Meeting Exp	\$ 3,074	\$ 3,400	(326) -10%	\$ 3,269	\$ (195)	-6%
509127 Board Director Fees	\$ 5,300	\$ 8,018	(2,718) -34%	\$ 5,750	\$ (450)	-8%
509150 Contributions	\$ -	\$ -	- 0%	\$ -	\$ -	0%
509197 Sales Tax Expense	\$ -	\$ -	- 0%	\$ -	\$ -	0%
509198 Cash Over/Short	\$ (9)	\$ -	(9) 100%	\$ 1,016	\$ (1,025)	-101%
<b>Total Misc -</b>	<b>\$ 173,964</b>	<b>\$ 232,385</b>	<b>(58,422) -25%</b>	<b>\$ 142,200</b>	<b>\$ 31,764</b>	<b>22%</b>
<b>Leases &amp; Rentals</b>						
512011 Facility Rentals	\$ 123,154	\$ 123,333	(180) 0%	\$ 150,057	\$ (26,903)	-18%
512061 Equipment Rentals	\$ 18,646	\$ 16,200	2,446 15%	\$ 12,902	\$ 5,743	45%
<b>Total Leases &amp; Rentals -</b>	<b>\$ 141,799</b>	<b>\$ 139,533</b>	<b>2,266 2%</b>	<b>\$ 162,959</b>	<b>\$ (21,160)</b>	<b>-13%</b>
<b>Total Non-Personnel Expenses -</b>	<b>\$ 5,489,747</b>	<b>\$ 5,896,241</b>	<b>(406,494) -7%</b>	<b>\$ 4,878,566</b>	<b>\$ 611,181</b>	<b>13%</b>
<b>TOTAL OPERATING EXPENSE -</b>	<b>\$ 29,545,986</b>	<b>\$ 31,027,928</b>	<b>(1,481,942) -5%</b>	<b>\$ 27,275,407</b>	<b>\$ 2,270,579</b>	<b>8%</b>

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

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**FY14**  
**CAPITAL BUDGET**  
*For the month ending - February 28, 2014*

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Grant-Funded Projects</u></b>				
MetroBase Project - FY11 Allocation Operations Bldg. (SAKATA, STA, PTMISEA)	\$ 2,951,757	\$ 17,618,156	\$ 14,666,399	17%
MetroBase Project - Operations Bldg. (SLPP)	\$ 1,967,954	\$ 5,800,000	\$ 3,832,046	34%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 5,786	\$ 863,917	\$ 858,131	1%
State of Good Repair #2 - 6 Buses, 42 MDCs (FTA, RES. RET. EARN.)	\$ 3,277,423	\$ 3,491,010	\$ 213,587	94%
2nd LNG Tank (MBUAPCD, PTMISEA)	\$ 389,427	\$ 969,381	\$ 579,954	40%
Video Surveillance Project - CCTV (STATE-1B)	\$ 297,007	\$ 665,841	\$ 368,834	45%
Land Mobile Radio Project - LMR (STATE-1B)	\$ 100,746	\$ 440,505	\$ 339,759	23%
Bus Stop Improvements (STIP)	\$ 109,571	\$ 257,300	\$ 147,729	43%
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	\$ -	\$ 137,717	\$ 137,717	0%
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	\$ 349,424	\$ 632,508	\$ 283,084	55%
Pacific Station/MetroCenter - MOU City of SC (FTA, STA, RES. RET. EARN.)	\$ 14,061	\$ 232,500	\$ 218,439	6%
Watsonville Transit Center - Conceptual Design (STA, RES. RET. EARN.)	\$ 23,194	\$ 160,000	\$ 136,806	14%
<b>Subtotal Grant Funded Projects</b>	<b>\$ 9,486,350</b>	<b>\$ 31,268,835</b>	<b>\$ 21,782,485</b>	<b>30%</b>
<b><u>IT Projects</u></b>				
Automated Purchasing System Software - Puridiom (STA)	\$ -	\$ 40,000	\$ 40,000	0%
<b>Subtotal IT Projects</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>0%</b>
<b><u>Facilities Repair &amp; Improvements</u></b>				
MetroCenter Repairs (RES. RET. EARN., STA)	\$ -	\$ 286,000	\$ 286,000	0%
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 119,564	\$ 163,000	\$ 43,436	73%
WTC Renovations & Repairs (STA)	\$ -	\$ 39,000	\$ 39,000	0%
Repaint SVT (STA)	\$ 700	\$ 45,000	\$ 44,300	2%
Heaters for Customer Service Booth - Pac Station (STA)	\$ -	\$ 7,500	\$ 7,500	0%
Interactive White Board - ParaCruz (STA)	\$ -	\$ 3,500	\$ 3,500	0%
<b>Subtotal Facilities Repairs &amp; Improvements Projects</b>	<b>\$ 120,264</b>	<b>\$ 544,000</b>	<b>\$ 423,736</b>	<b>22%</b>

# Attachment B



## FY14 CAPITAL BUDGET For the month ending - February 28, 2014

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>Revenue Vehicle Replacement</u></b>				
Replace WiFi on Highway 17 buses (STA)	\$ 56,053	\$ 65,000	\$ 8,947	86%
Subtotal Revenue Vehicle Replacements	\$ 56,053	\$ 65,000	\$ 8,947	86%
<b><u>Non-Revenue Vehicle Replacement</u></b>				
Replace 3 Relief Vehicles (STA)	\$ -	\$ 66,000	\$ 66,000	0%
Replace 2 Supervisor Vehicles-SUV (STA)	\$ 66,370	\$ 83,500	\$ 17,130	79%
Subtotal Non-Revenue Vehicle Replacements	\$ 66,370	\$ 149,500	\$ 83,130	44%
<b><u>Fleet &amp; Maintenance Equipment</u></b>				
Small Vehicle Lift - Fleet (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Torque Wrench Calibration Tool (STA)	\$ -	\$ 3,000	\$ 3,000	0%
Subtotal Fleet & Maintenance Equipment	\$ -	\$ 28,000	\$ 28,000	0%
<b><u>Office Equipment</u></b>				
Replace two (2) Photocopier/Scanners (STA)	\$ -	\$ 52,000	\$ 52,000	0%
Subtotal Office Equipment	\$ -	\$ 52,000	\$ 52,000	0%
<b><u>Misc</u></b>				
Ticket Vending Machine (1) (STA)	\$ -	\$ 36,000	\$ 36,000	0%
Ticket Vending Machine-SLV (1) (RES. RET. EARN.)	\$ -	\$ 80,000	\$ 80,000	0%
Subtotal Misc.	\$ -	\$ 116,000	\$ 116,000	0%
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 9,729,037</b>	<b>\$ 32,263,335</b>	<b>\$ 22,534,298</b>	<b>30%</b>





**FY14**  
**CAPITAL BUDGET**  
*For the month ending - February 28, 2014*

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<b><u>CAPITAL FUNDING</u></b>				
Federal Capital Grants	\$ 2,993,667	\$ 3,823,151	\$ 829,484	78%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 1,335,000	\$ 1,335,000	0%
State - PTMISEA (1B)	\$ 1,379,016	\$ 12,840,000	\$ 11,460,984	11%
State - Security Bond Funds (1B)	\$ 397,753	\$ 1,106,346	\$ 708,593	36%
State Transit Assistance (STA)	\$ 2,124,285	\$ 5,516,606	\$ 3,392,321	39%
State - MBUAPCD	\$ -	\$ 104,062	\$ 104,062	0%
State - STIP	\$ 109,571	\$ 257,300	\$ 147,729	43%
State - SLPP	\$ 1,967,954	\$ 5,800,000	\$ 3,832,046	34%
Local - Reserved Retained Earnings	\$ 756,791	\$ 1,470,870	\$ 714,079	51%
Local Operating Match	\$ -	\$ 10,000	\$ 10,000	0%
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 9,729,037</b>	<b>\$ 32,263,335</b>	<b>\$ 22,534,298</b>	<b>30%</b>

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# Attachment C

## FY14 PROPOSED REVISED FINAL CAPITAL BUDGET REVISIONS THROUGH FEBRUARY 2014

FY14 FINAL CAPITAL BUDGET ADOPTED JUNE 28, 2013:			\$ 30,839,342
CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Add: Increase funding to <u>Pacific Station Conceptual Design</u> Project	FTA	\$ 459,590	
	RESERVES	\$ 114,898	
<b>Reason:</b> BOD awarded a contract to Group 4 Architecture, Research + Planning, Inc. on <b>June 28, 2013</b>			
Add: <u>State of Good Repair #2</u> - 6 Buses, 42 MDC's	RESERVES	\$ 100,000	
<b>Reason:</b> BOD approved the purchase of a 6th New Flyer bus on <b>August 23, 2013</b>			
Add: <u>Ticket Vending Machine</u> for SLV	RESERVES	\$ 80,000	
<b>Reason:</b> BOD approved funding for a 6th TVM for the residents of San Lorenzo Valley on <b>September 13, 2013</b>			
Add: Establish funding for <u>Pacific Station/MetroCenter - MOU City of SC</u> project for amendment to the MOU with the City of Santa Cruz for project management services on the Pacific Station/MetroCenter - Conceptual Design project	FTA	\$ 186,000	
	RESERVES	\$ 46,500	
<b>Reason:</b> BOD approved funding an amendment to the MOU with funds from FTA grant # CA-04-0102 in the amount of \$186,000 and cash reserves in the amount of \$46,500 on <b>September 27, 2013</b>			
Add: Increase funding for <u>Watsonville Transit Center - Conceptual Design</u>	RESERVES	\$ 130,000	
<b>Reason:</b> BOD awarded a contract to B+U, LLP and approved additional funding of \$130K from cash reserves on <b>September 27, 2013</b>			
Transfer funds from: <u>Replace Supervisor Vehicle</u> - SUV project - to <u>Non-Revenue Vehicle Replacement</u> project	STA	\$ (6,500)	
	STA	\$ 6,500	
<b>Reason:</b> Additional funds are required to augment the MBUAPCD Non-Revenue Vehicle Replacement grant for the purchase and replacement of a service body truck with a new CNG service body truck - Requested internally <b>December 11, 2013</b>			
Increase: <u>Video Surveillance</u> project	STATE BONDS - 1B	\$ 440,505	
<b>Reason:</b> To account for FY13 allocation of \$440,505 received in October 2013			

# Attachment C

## FY14 PROPOSED REVISED FINAL CAPITAL BUDGET REVISIONS THROUGH FEBRUARY 2014

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014  
**TO:** Board of Directors  
**FROM:** John Daugherty, METRO Accessible Services Coordinator  
**SUBJECT:** ACCESSIBLE SERVICES REPORT FOR FEBRUARY 2014

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

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

## III. DISCUSSION

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

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

Under direction, the Accessible Services Coordinator: 1) Organizes, supervises, coordinates and provides METRO services to the older adult and disability communities; 2) Organizes, directs and coordinates the activities and operation of METRO's Mobility Training function; 3) Promotes and provides Mobility Training and outreach services; 4) Acts as information source to staff, Management, funding sources, clients, community agencies and organizations, and the general public regarding Mobility Training and accessibility; 5) Works with Department Managers to ensure compliance with METRO's accessibility program and policies.

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

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

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

None

#### **V. ATTACHMENTS**

**Attachment A:** Accessible Services Coordinator (ASC) Activity Tracking Report for February 2014

Prepared by: John Daugherty, METRO Accessible Services Coordinator  
Date Prepared: April 17, 2014

# Attachment A

## Accessible Services Coordinator (ASC) Activity Tracking Report for February 2014

### What is Mobility Training?

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

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

During February 2014 there was progress with 21 trainees:

- One person was a new referral: Counselor referred student for Route Training. Assessment appointment set.
- Ongoing training for five persons progressed: One person was assessed and successfully completed his first Route Training. Another person was assessed. His counselor cancelled his Boarding/Disembarking Training. Another person successfully completed her first Route Training. Another person cancelled his Route Training, but the ASC tracked his progress and answered his questions. The ASC answered scooter securement questions from another trainee.
- The ASC closed the training files or referral sheets for four persons: One person told the ASC that her bus rides were going well. Another person cancelled his Route Training; the ASC will check his interest for more training later this year. Two persons did not request further assistance.

## Attachment A

- Training with 11 persons is almost complete: February activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

### Training Overview for February 2014:

- Amount of time dedicated to training sessions and follow up activity: At least 66 hours
- Tracking of scheduled appointments vs. cancelled:  
Eight appointments scheduled, three appointment cancelled

### Highlights of Other Activity – Outreach/orientation performed in the community:

- February 5 Pedestrian Safety Work Group meeting
- February 11 Elderly & Disabled Transportation Advisory Committee meeting
- February 13 Commission on Disabilities meeting
- February 18 Seniors Commission meeting

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

The total audience for February outreach/orientation was at least 40 persons. Information was provided during meetings and follow up phone calls and emails.

### Requests from the community and METRO staff:

- There were at least 29 individual contacts in person and/or over the phone. Most contacts regarded training and outreach follow up.
- On February 6 the ASC followed up a conversation with a manager and emailed “Two Recommendations: New Flyer Notice” to his supervisor, two other managers and Union representatives:

“...From “Discussion” in the Board Report from Les on Dropped Service, December 13, 2013:

“...There is no level of service default that is acceptable to METRO personnel and the operations supervisors, in particular, work very hard to ensure that all service commitments are met. At this time METRO staff members are seeking ways to minimize dropped service as well as identify an “early warning” system that would inform passengers of service difficulties at the soonest possible time...”



# Attachment A

The removal of four seats in the priority seating areas of most METRO buses is a service difficulty because there are four fewer seats for seniors, persons living with disabilities and those passengers who need to sit sooner, rather than later, for their own safety.

Since the January 28 Action memo there is another service difficulty: driver and customer conflicts and customer complaints.

I recommend that the four different forward facing seats be designated as part of priority seating until the four out of service seats are returned to service.

One example: The forward facing seats behind the seats circled on Page 2 of 4 of the attached New Flyer Bulletin could be temporarily designated as priority seats.

Restoring the four priority seats would maintain ADA required seating and curb another liability.

I also recommend that future Action memos come out with public notification. That is part of the early warning system Les describes.

..."

- During the last week of February the ASC confirmed community member participation in the next Americans with Disabilities (ADA) Introduction Class for New Fixed Route Operators. Community members Felipa de Leon, Veronica Elsea, Norm Hagen and Niconia Keesaw agreed to share experiences and pointers during the March 11 ADA Introduction Class.

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014  
**TO:** Board of Directors  
**FROM:** Leslie R. White, General Manager  
**SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

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

## III. DISCUSSION

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

## IV. FINANCIAL CONSIDERATIONS

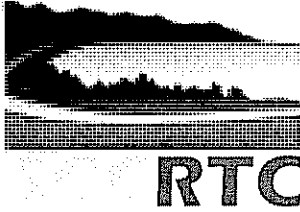
There is no cost impact from this action.

## V. ATTACHMENTS

**Attachment A:** Minutes of the March 6, 2014 Regular SCCRTC Meeting

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# Attachment A



## Santa Cruz County Regional Transportation Commission

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### MINUTES

**Thursday, March 6, 2014**

**County Board of Supervisors  
701 Ocean St.  
Santa Cruz CA 95060**

1. Roll call

The meeting was called to order at 9:05 a.m.

Members present:

Tim Gubbins (ex officio)	Dennis Norton
Don Lane	Randy Johnson
Eduardo Montesino	Greg Caput
Neal Coonerty	Zach Friend
John Leopold	Virginia Johnson (alt.)
Dene Bustichi	Daniel Dodge
Lynn Robinson	

Staff present:

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

2. Oral communications

**Lowell Hurst**, Watsonville City Councilmember, thanked the RTC for its work along the Highway 1 corridor, side roads, and the rail-trail project.

**Jack Nelson**, Santa Cruz resident, discussed a graph regarding carbon pollution's effect on future climate instability. He said that he became aware of the graph at a conference at UCSC regarding climate science and policy.

3. Additions or deletions to consent and regular agendas

Handouts for Items 21, 25, and 26 were distributed.

# Attachment A

Commissioner Coonerty pointed out a typographical error in the FY 2012-13 Fiscal Audit of the RTC, found on page 12-15 of the agenda packet, where the figure "57.2%" should instead be "5.72%."

## CONSENT AGENDA

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

## MINUTES

4. Approved draft minutes of the February 6, 2014 Regional Transportation Commission meeting
5. Accepted draft minutes of the February 10, 2014 Bicycle Committee meeting
6. Accepted draft minutes of the February 11, 2014 Elderly and Disabled Transportation Advisory Committee meeting
7. Accepted draft minutes of the February 13, 2014 Budget & Administration/ Personnel (B&A/P) Committee meeting
8. Accepted draft minutes of the February 20, 2014 Interagency Technical Advisory Committee (ITAC) meeting

## POLICY ITEMS

*No consent items*

## PROJECTS and PLANNING ITEMS

9. Approved City of Santa Cruz Article 8 Transportation Development Act allocation request (**Resolution 18-14**)

## BUDGET AND EXPENDITURES ITEMS

10. Accepted status report on Transportation Development Act (TDA) revenues
11. Approved Fiscal Year 2013-14 Budget and Work Program Amendments and Exchange of Regional Surface Transportation Program Funds (**Resolution 19-14**)
12. Accepted Fiscal Year 2012-13 Fiscal Audit of the RTC

## ADMINISTRATION ITEMS

# Attachment A

13. Approved appointment of members to the Elderly and Disabled Transportation Advisory Committee
14. Approved appointment of Commissioners to Budget & Administration/Personnel Committee

## INFORMATION/OTHER ITEMS

15. Accepted monthly meeting schedule
16. Accepted correspondence log
17. Accepted letters from RTC committees and staff to other agencies
  - a. January 24, 2014 letter from the RTC's Bicycle Committee to Office of Traffic Safety in support of County of Santa Cruz Health Services Agency 2014 Office of Traffic Safety grant
  - b. February 13, 2014 letter from the RTC's Elderly and Disabled Transportation Advisory Committee to Santa Cruz METRO in appreciation for preview of the new transit buses
  - c. February 13, 2014 letter from the RTC's Elderly and Disabled Transportation Advisory Committee to Santa Cruz METRO regarding bus service to Frederick Street residents and businesses
18. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
19. Accepted information items
  - a. Summary of California Transportation Infrastructure Priorities: Vision and Interim Recommendations Report
  - b. White House Fact Sheet: President Obama Lays Out Vision for 21<sup>st</sup> Century Transportation Infrastructure, February 26, 2014

## REGULAR AGENDA

20. Commissioner reports – oral reports – *none*
21. Director's report – oral report

Executive Director George Dondero presented his report, which was distributed as a handout.

Commissioners discussed a possible RTC Board retreat, and expressed a preference for the event to be held on April 17<sup>th</sup>. Commissioner Lane said he would like to participate in the passenger rail study.

# Attachment A

22. Caltrans report and consider action items

Tim Gubbins, Caltrans District 5 Director, presented his report. He said that Caltrans has published a document called "The Mile Marker," available on the Caltrans website, which presents Caltrans' message and mission, and describes 15 of their main goals.

23. **9:30 am Public Hearing** - Draft 2014 Regional Transportation Plan (RTP)

Transportation Planner Ginger Dykaar presented her report, which included a PowerPoint presentation about the Draft 2014 RTP.

Commissioners discussed access from southern Santa Cruz County to southern Santa Clara County, whether auxiliary lanes would be displaced by construction of HOV lanes, and data regarding vehicle use in the county.

A public hearing was held beginning at 9:46 a.m. to receive public comments. Chair Montesino said that each speaker would have three minutes to make their comments.

**Jack Nelson**, Santa Cruz resident, said he liked that the RTP addresses greenhouse gas (GHG) emissions and climate change, but said that it doesn't go far enough. He also said that AMBAG's GHG reduction targets are too low.

**Paul McGrath**, Ride Spring, discussed an article from the Santa Cruz Sentinel regarding the RTC's Cash for Carpools program. He said that the program did not work, achieving under 1% of its traffic reduction projections. He said that a stop-work order had been issued for the program.

Paul McGrath's comments exceeded the allotted time of three minutes, after which Chair Montesino asked Mr. McGrath to end his comments so that other members of the public could participate. Mr. McGrath then refused to end his comments, so Chair Montesino announced a 5-minute recess of the meeting at 9:52 a.m.

The meeting resumed at 10:00 a.m.

**Lowell Hurst**, Watsonville City Councilmember, encouraged the Commission to continue to look at all options to increase access between southern Santa Cruz County and Santa Clara County.

**Ron Swenson**, Executive Director of the International Institute of Sustainable Transportation, said that the Commission should investigate the possibility of incorporating solar energy and automated transportation networks into the transportation system.



# Attachment A

Commissioners discussed expanding transit service, reduction of greenhouse gas emissions, and whether the RTP's goals are realistic.

24. Draft 2035 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) and Draft Environmental Impact Report for the 2035 MTP/SCS and RTPs of Monterey, San Benito and Santa Cruz Counties

Heather Adamson, AMBAG, and project manager for MTP/SCS, presented her report, which included a PowerPoint presentation.

Commissioners discussed the appropriateness of considering alternatives that result in a greater negative environmental impact, and thanked AMBAG for its series of public workshops.

25. Update on the 2014 State Transportation Improvement Program (STIP)

Senior Transportation Planner Rachel Moriconi presented her report. She said that California Transportation Commission (CTC) staff recommendations were released and include State Transportation Improvement Program (STIP) funding for all of the projects proposed by the RTC as part of adoption of the 2014 Regional Transportation Improvement Program (RTIP). She said that due to funding constraints in the first three years of the STIP, CTC staff has recommended funding some new projects several years later than what was proposed by project sponsors. She said that CTC staff is willing to shift those projects to earlier years, if other projects are shifted to later years, and that RTC staff has worked with project sponsors to update project schedules and distributed a handout with recommended changes to the funding year for several projects.

Commissioners discussed the timelines of specific projects, and procedures for shortening project timelines.

Commissioner Lane moved and Commissioner Coonerty seconded to direct staff to work with the California Transportation Commission (CTC) to move projects between fiscal years, according to staff's recommendation as shown in the handout distributed to Commissioners. The motion passed unanimously with Commissioners Norton, Lane, R. Johnson, Montesino, Caput, Coonerty, Friend, Leopold, V. Johnson, Bustichi, Dodge, and Robinson voting "aye."

26. Santa Cruz Branch Rail Line Bridge Rehabilitation Project

Deputy Director Luis Pavel Mendez presented his report.

Commissioners discussed whether it would be possible to construct a pedestrian and bicycle overcrossing concurrently with bridge rehabilitation, and whether the Commission is qualified to make design decisions.

# Attachment A

Commissioner Friend moved and Commissioner Norton seconded to select "Enviro Green" as the paint color for the La Selva Beach railroad trestle, according to the recommendation of the La Selva Beach Improvement Association. The motion passed unanimously with Commissioners Norton, Lane, R. Johnson, Montesino, Caput, Coonerty, Friend, Leopold, V. Johnson, Bustichi, Dodge, and Robinson voting "aye."

## 27. Fiscal Year 2014-15 Proposed Budget and Exchange of Regional Surface Transportation Program Funds

Deputy Director Luis Pavel Mendez presented his report.

Commissioners discussed: the meaning of the phrase "carryover to be determined"; whether a line item for professional services includes METRO staff; the efficacy of the Rideshare program and the methods used for quantifying the success of the program; and the possibility of creating a committee that represents the concerns of commuters.

**Jack Nelson**, Santa Cruz resident, said that it's difficult to find hard evidence proving that adding additional highway lanes relieves highway congestion. He asked the Commission to consider ways to deal with commuter traffic congestion that don't involve adding additional lanes.

**Paul Elerick**, Campaign for Sensible Transportation, commended the RTC on its traffic study between the northern and southern areas of the county. He asked whether it is worth allocating funding towards highway projects in order to alleviate only 15 minutes of extra travel time during peak commuting hours.

**Lowell Hurst**, Watsonville City Councilmember, recommended that the Commission use common sense when allocating funding for highway projects.

Commissioners Lane and Bustichi left the meeting.

Commission Alternate Virginia Johnson and Commissioner Robinson seconded to approve the proposed FY 2014-15 budget (Exhibit A of Attachment 1); exchange federal Regional Surface Transportation Program (RSTP) funds for state RSTP Exchange funds as shown on budget page 14; amend the 2014 Regional Transportation Improvement Program (RTIP) to reflect the exchange of funds; and direct staff to return to the Commission at a later date with a proposal to form a commuter advocacy committee.

The motion passed unanimously (**Resolution 20-14**), with Commissioners Norton, R. Johnson, Montesino, Caput, Coonerty, Friend, Leopold, V. Johnson, Dodge, and Robinson voting "aye."

Commissioner Coonerty left the meeting.

## 28. Update on the 2014 Active Transportation Program (ATP)

# Attachment A

Senior Transportation Planner Rachel Moriconi presented her report.

Commissioners discussed the timeline and process for proposals for the 2014 Active Transportation Program.

29. Review of items to be discussed in closed session

Chair Montesino said that issues related to real property negotiation would be discussed in closed session.

Commissioners adjourned to closed session at 11:43 a.m.

## CLOSED SESSION

30. Conference with Real Property Negotiators Pursuant to Government Code Section 54956.8. Property: 1523 Pacific Ave. and 1101 Pacific Ave. Suite 320, Santa Cruz, CA.

Agency Negotiator: George Dondero, Luis Mendez, Yesenia Parra  
Negotiation Parties: Louis Rittenhouse and Steven Sheldon  
Under Negotiation: Lease Price and Terms

31. Report on closed session

Commissioners reconvened to open session at 11:58 a.m. and there was no closed session report.

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

*No agenda items this month*

33. Meeting adjourned at 11:58 a.m. Next meetings

The next RTC meeting is scheduled for Thursday, April 3, 2014 at 9:00 a.m. at the Board of Supervisors Chambers, 701 Ocean Street, 5<sup>th</sup> Floor, Santa Cruz, CA.

The next Transportation Policy Workshop meeting is scheduled for Thursday, March 20, 2014 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Jason Laning, Staff

# Attachment A

SCCRTC Agenda

March 6, 2014

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## Attendees:

Heather Adamson	AMBAG
Lowell Hurst	Watsonville City Councilmember
Jack Nelson	Santa Cruz resident
Paul McGrath	Ride Spring
Ron Swenson	International Institute of Sustainable Transportation
Paul Elerick	Campaign for Sensible Transportation
William Whitney	La Selva Beach resident
Jeff Allen	Kimley-Horn and Associates
Amy Weiss	Interpreter

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014  
**TO:** Board of Directors  
**FROM:** Thomas Hiltner, Grants/Legislative Analyst  
**SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR APRIL 2014**

## I. RECOMMENDED ACTION

**This report is for informational purposes only. Active grants and grant proposals are current as of April 17, 2014. No action is required.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 33% of its FY14 operating revenue and 96% of its FY14 capital budget.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Santa Cruz METRO has active grant awards totaling \$38,513,395.
- Santa Cruz METRO staff is developing new applications totaling \$15,914,734 for new projects.

## III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 33% of its FY14 operating revenue and 96% of its FY14 capital funding. Transportation Development Act (TDA), State Transit Assistance (STA) and the Federal Transit Administration (FTA) annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

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

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

Active grant awards for operating and capital projects total \$ 38,513,395, a decrease of approximately \$3.2 million due to completion of the FY11 transit security grant and the FY11 bus replacement grant. No new grants have been awarded since last month. The unspent balance of active grants is \$ 22,778,230, a decrease of approximately \$2.2 million due to progress payments drawn for completed work on current projects.

Current grant applications request \$15,914,734 in new funds, a decrease of approximately \$5 million due to removal of a \$5.5 million application for which METRO was determined to be ineligible combined with the addition of approximately \$500,000 in new applications. Grants staff currently has eight grant applications under development.

#### **V. ATTACHMENTS**

**Attachment A:** Santa Cruz METRO Active Grants Status Report as of April 17, 2014

**Attachment B:** Santa Cruz METRO Grant Applications as of April 17, 2014

# Attachment A

Santa Cruz METRO  
Active Grants as of April 17, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
1	FY13 Transit Security Projects	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 440,505	FY13 CTSGP funds from Cal EMA	Received FY13 advance payment on 10/29/13.
2	FY12 Transit Security Projects	Land Mobile Radio system	\$ 440,505	\$ 440,505	FY12 CTSGP funds from Cal EMA	<b>METRO executed a third amendment to the Day Wireless contract on 2/4/14 to add \$150,000 and extend the term until 2/4/15. Total contract value is now \$927,300. Expires 3/31/15. \$ Grant Balance as of 4/15/14.</b>
3	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ 37,309	Caltrans State Transportation Improvement Program (STIP)	American Asphalt cannot complete the work by the 5/27/14 grant expiration. METRO has paid for work completed plus the 5% retention and closed the contract. METRO is not pursuing a grant extension with Caltrans to complete the project. \$ Grant Balance as of 4/15/14.
4	FY12 MBUAPCD AB2766 Grant	Discretionary Grant	\$ 160,000	\$ 100,994	MBUAPCD (Air District)	Due to a price increase and excessive delay in manufacturing the F-550 CNG utility truck, Santa Cruz METRO is awaiting guidance from the MBUAPCD on the disposition of the remaining \$100,994. This grant expires 6/22/14. Grant Balance as of 4/15/14.
5	FY11 MBUAPCD AB2766	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ -	Air District AB 2766 Grant	Grant expended. Final report due by 2/11/16. Remaining 29 diesel buses must be replaced by 2/11/16. \$ Grant Balance as of 4/15/14.

Santa Cruz METRO  
Active Grants as of April 17, 2014

## Attachment A

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
6	FY 11/12 Proposition 1B - State and Local Partnership Program	CTC	\$ 5,812,000	\$ 3,844,046	CTC - SLPP	CTC approved \$5.812 M allocation 8/22/12 for Judy K. Souza Operations Building. Lewis C. Nelson contractor has poured the back half of the parking deck and is working on the front. Grant Balance as of 4/15/14.
7	FY08,09,10,11 PTMISEA funds	MetroBase development.	\$ 20,558,730	\$ 11,702,068	FY08, FY09, FY10, FY11 Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA)	Lewis C. Nelson contractor has poured the back half of the parking deck and is working on the front. \$ Grant Balance as of 4/15/14.
8	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 44,234	FY06 FTA 5309 CA-04-0021.	Group 4 + \$632,508 contract. Round #2 outreach is complete. G4 + on extended pause awaiting BOD decision on the extent of added design work to be performed for the NIAC property option. \$ Grant Balance as of 4/15/14. No expiration.
9	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 473,942	FY08 FTA 5309 CA-04-0102.	Group 4 + \$632,508 contract. Round #2 outreach is complete. G4 + on extended pause awaiting BOD decision on the extent of added design work to be performed for the NIAC property option. \$ Grant Balance as of 4/15/14. No expiration.



# Attachment A

Santa Cruz METRO  
Active Grants as of April 17, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
10	FY14 TDA/STA Operating Assistance	LTF Operating assistance from 1/4c sales tax.	\$ 8,863,800	\$ 5,043,787	TDA	SCCRTC paid FY14 2nd Quarter TDA + supplemental FY13 distribution on 11/26/13. Balance as of 4/15/14.
11	FY14 Planning Internship	Hire a student intern to gain experience in public transit planning.	\$ 40,281	\$ 39,266	AMBAG WE 673 FTA 5304/Caltrans pass-through	Caltrans awarded Internship grant 8/13/13 for \$40,281. Intern Justin is working in the Planning Department.
12	County of Santa Cruz Prop 84 Challenge Grant	Planning/zoning in unincorporated areas to achieve sustainable growth. METRO partners as transit provider.	\$ 10,000	\$ 10,000	California Proposition 84 Planning Grant	Santa Cruz METRO awarded \$10,000 on 6/3/11 as partner. No progress.
13	AMBAG Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$ 10,000	\$ 10,000	AMBAG sub-award.	4/8/13: Planning has been participating in development of Sustainable Communities Strategies.
14	FY14 Caltrans FTA 5304 Planning Grant SCCRTC Passenger Rail Study	METRO participation pertaining to feeder bus service in the SCCRTC passenger rail study.	\$ 9,000	\$ 9,000	SCCRTC pass-through	Caltrans awarded SCCRTC \$250,000 to conduct a passenger rail study in Santa Cruz County. Grant has not kicked off.
15	FY13 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 207,574	\$ 207,574	Caltrans (FTA 5311)	FY13 Rural Operating Project is complete. Request for reimbursement submitted 3/17/14.

# Attachment A

Santa Cruz METRO  
Active Grants as of April 17, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
16	2014 RSTPx	Mainline Routes Run-Time Recalibration	\$ 30,000	\$ 30,000	SCCRTC	Executed agreement w/SCCRTC to proceed on 3/17/14. Time-point surveys in progress with temporary labor. Balance as of 4/15/14.
17	2014 STIP Cycle	ParaCruz Van Replacements	\$ 345,000	\$ 345,000	CTC/SCCRTC	SCCRTC Allocated \$345,000 on 1/9/14 for ParaCruz Replacements. CTC allocation request anticipated in August with contract award in September. \$ Balance as of 4/15/14.
		<b>Total</b>	<b>\$ 38,513,395</b>	<b>\$ 22,778,230</b>		

# Attachment B

Santa Cruz METRO  
Grant Applications as of April 17, 2014

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
1	5/16/2014	FY14 FTA 5311(f) Rural Service	Rural Operating/Capital	TBD	FTA 5307	Applications due Caltrans 5/16/14.
2	6/30/2014	FY14 FTA Urban Formula Funds	Operating assistance for public transit service in urban areas of Santa Cruz County.	\$ 5,478,097	FTA 5307	Applications due 6/30/14.
3	5/21/2014	Active Transportation Program	Bus Stop Improvements? TBD	TBD	Caltrans	Applications due 5/21. METRO is developing an SLV bus stop improvement project for the application.
4	3/29/2014	FY15 TDA/STA Operating Assistance	5478096.706	\$ 9,067,527	TDA	Application submitted to SCCRTC in April Annual Report due for the May 1 Agenda.
5	6/27/2014	FY15 AB2766 Grants	TBD	\$ 400,000	MBUAPCD (Air District)	Application is due to MBUAPCD on 6/27/14. Project not yet defined.
6	3/15/2014	2013 FTA 5339 Formula Funds	Rolling Stock	\$ 454,116	FTA 5339/Caltrans	Application submitted.
7	2/15/2014	FY14 Caltrans Planning Grants	Caltrans	\$ 74,489	FTA 5304/Caltrans	METRO submitted a grant application for a Downtown Circulator Feasibility Study.
8	1/15/2014	FY14 Transit Security Projects	Comprehensive Security and Surveillance	\$ 440,505	FY14 CTSGP funds from Cal EMA	Received Notice of Project Eligibility. FMFW due 3/30/14
			Total	\$ 15,914,734		

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014  
**TO:** Board of Directors  
**FROM:** Frank L. Cheng, Project Manager & I.T. Manager  
**SUBJECT: CONSIDERATION OF METROBASE STATUS REPORT FOR APRIL 2014**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the MetroBase Status Report for April 2014.**

## II. SUMMARY OF ISSUES

- Judy K. Souza Operations Building
  - Lewis C. Nelson is working on the parking deck.
- Second LNG tank Installation Project
  - GP Strategies finalizing close out items.

## III. DISCUSSION

Judy K. Souza Operations Building

Lewis C. Nelson (LCN) is continuing work on the parking deck. Extensive amounts of scaffolds are placed to place form work and placing the rebar before concrete pour. The back half of the parking deck is complete and LCN is working on the front half. TRC Solutions has continued inspections on the job site to verify compliance with the specifications. Construction meetings are held to coordinate all the subcontractors for efficiency on the project.

Second LNG tank Installation Project

GP Strategies finalizing close out items. GP is continuing to work on the last close out item.

Previous project status:

- Judy K. Souza Operations Building
  - Lewis C. Nelson is working on the parking deck.
- Second LNG tank Installation Project
  - GP Strategies finalizing close out items.

#### IV. FINANCIAL CONSIDERATIONS

Funds for the Judy K. Souza Operations Building component and the Second LNG tank Installation component of the MetroBase Project are available with the funds METRO has secured for the Project.

Judy K. Souza Operations Construction Budget	<u>\$17,600,000.00</u>	
Prime Contractor – Lewis C. Nelson & Sons	\$13,572,000.00	668 calendar days
Current Change Order Total	\$360,475.00	49 calendar days
	<u>\$13,932,475.00</u>	717 calendar days
LNG Installation Budget	<u>\$1,110,802.00</u>	
Engineering – Raymundo Engineering	\$62,462.40	
LNG Tank – United Industries	\$311,731.00	
LNG Installation – GP Strategies	\$576,336.00	
Current Change Order Total	\$87,977.56	
	<u>\$1,038,506.96</u>	

#### V. ATTACHMENTS

**Attachment A:** None

Prepared By: Frank L. Cheng, Project Manager & I.T. Manager

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014

**TO:** Board of Directors

**FROM:** April Warnock, Paratransit Superintendent

**SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT FOR  
FEBRUARY 2014**

## I. RECOMMENDED ACTION

**This report is for information only - no action requested**

## II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004. This service had been delivered under contract since 1992.
- Discussion of ParaCruz Operations Status Report.
- Attachment A: On-time Performance Chart displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”. The monthly Customer Service Reports summary is included.
- Attachment B: Report of ParaCruz’ operating statistics. Performance Averages and Performance Goals are reflected in the Comparative Operating Statistics Table in order to establish and compare actual performance measures, as performance is a critical indicator as to ParaCruz’ efficiency.
- Attachments C and D: ParaCruz Performance Charts displaying trends in rider-ship and mileage spanning a period of three years.
- Attachment E: Current calendar year’s statistical information on the number of ParaCruz in-person eligibility assessments, including a comparison to past years, since implementation in August of 2002.

### **III. DISCUSSION**

Comparing February 2013 to February 2014, ParaCruz rides increased by 565 rides.

Comparing January 2013 to February 2014, ParaCruz rides increased by 228 rides. December 2013, January 2014, and February 2014, all show the highest number of rides performed for these three months in the last three years.

### **IV. FINANCIAL CONSIDERATIONS**

NONE

### **V. ATTACHMENTS**

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



# ATTACHMENT A

Board of Directors  
Board Meeting April 25, 2014

<b>ParaCruz On-time Performance Report</b>		
	<b>February 2013</b>	<b>February 2014</b>
Total pick ups	7158	7723
<b>Percent in “ready window”</b>	<b>95.66%</b>	<b>95.88%</b>
1 to 5 minutes late	1.98%	1.67%
6 to 10 minutes late	1.16%	1.09%
11 to 15 minutes late	.50%	.75%
16 to 20 minutes late	.35%	.31%
21 to 25 minutes late	.17%	.12%
26 to 30 minutes late	.08%	.13%
31 to 35 minutes late	.07%	.07%
36 to 40 minutes late	.01%	.09%
41 or more minutes late (excessively late/missed trips)	.01%	.01%
<b>Total beyond “ready window”</b>	<b>4.34%</b>	<b>4.12%</b>

During the month of February 2014, ParaCruz received four (4) Customer Service Reports. Two (2) reports were valid. Two (2) reports were not verifiable.

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## ATTACHMENT B

Board of Directors  
Board Meeting April 25, 2014

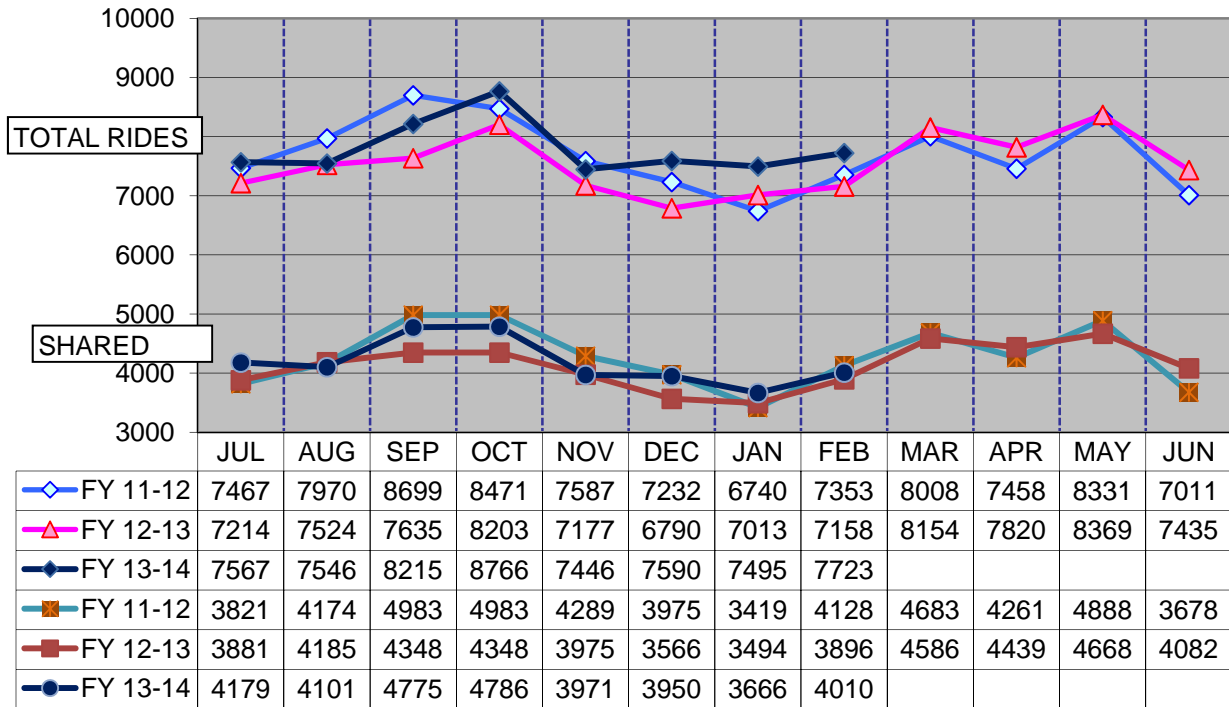
### Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through February 2014.

	<b>Feb 13</b>	<b>Feb 14</b>	<b>Fiscal 12-13</b>	<b>Fiscal 13-14</b>	<b>Performance Averages</b>	<b>Performance Goals</b>
Requested	7736	8297	63,688	66,685	8402	
Performed	7158	7723	58,714	62,328	7844	
Cancel	18.91%	20.60%	19.25%	19.52%	19.28%	
No Shows	3.17%	2.71%	3.33%	2.93%	2.95%	Less than 3%
Total miles	52,073	54,833	408,491	391,682	55,805	
Av trip miles	5.17	4.65	4.76	4.78	4.91	
Within ready window	95.66%	95.88%	95.97%	95.42%	95.41%	92.00% or better
Excessively late/missed trips	1	1	11	18	2.17	Zero (0)
Call center volume	5600	N/A	45,286	N/A	N/A	VOIP being UPDATED
Hold times less than 2 minutes	93.4%	N/A	95.3%	N/A	N/A	Greater than 90%
Distinct riders	764	794	1564	1627	799	
Most frequent rider	48 rides	55 rides	290 rides	367 rides	53 rides	
Shared rides	64.6%	63.0%	64.5%	64.1%	65.51%	Greater than 60%
Passengers per rev hour	1.96	1.94	1.93	1.96	1.98	Greater than 1.6 passengers/hour
Rides by supplemental providers	8.97%	4.04%	6.90%	10.64%	11.10%	No more than 25%
Vendor cost per ride	\$22.59	\$22.73	\$21.68	\$23.90	\$23.14	
ParaCruz driver cost per ride (estimated)	\$28.28	\$24.78	\$29.93	\$29.61	\$28.88	
Rides < 10 miles	66.21%	63.36%	67.62%	63.73%	64.51%	
Rides > 10	33.79%	36.64%	32.38%	36.27%	35.49%	
Denied Rides	N/A	0	N/A	0	0	Zero

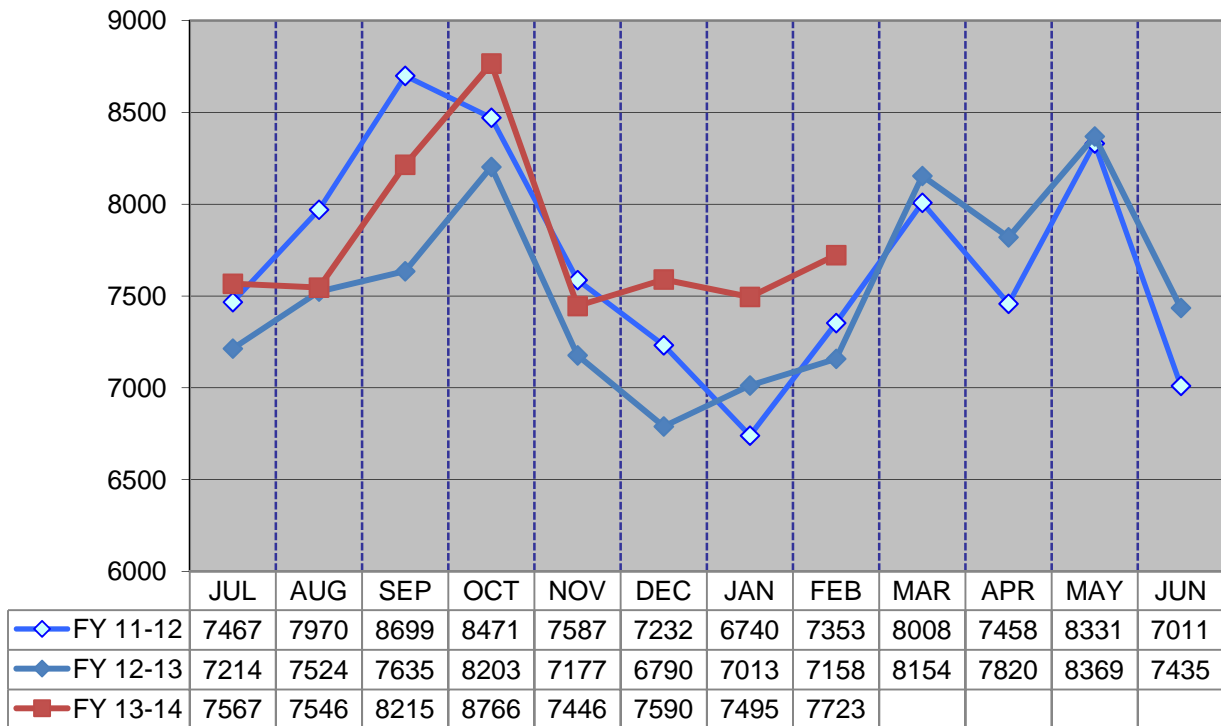
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# ATTACHMENT C

## TOTAL RIDES vs. SHARED RIDES



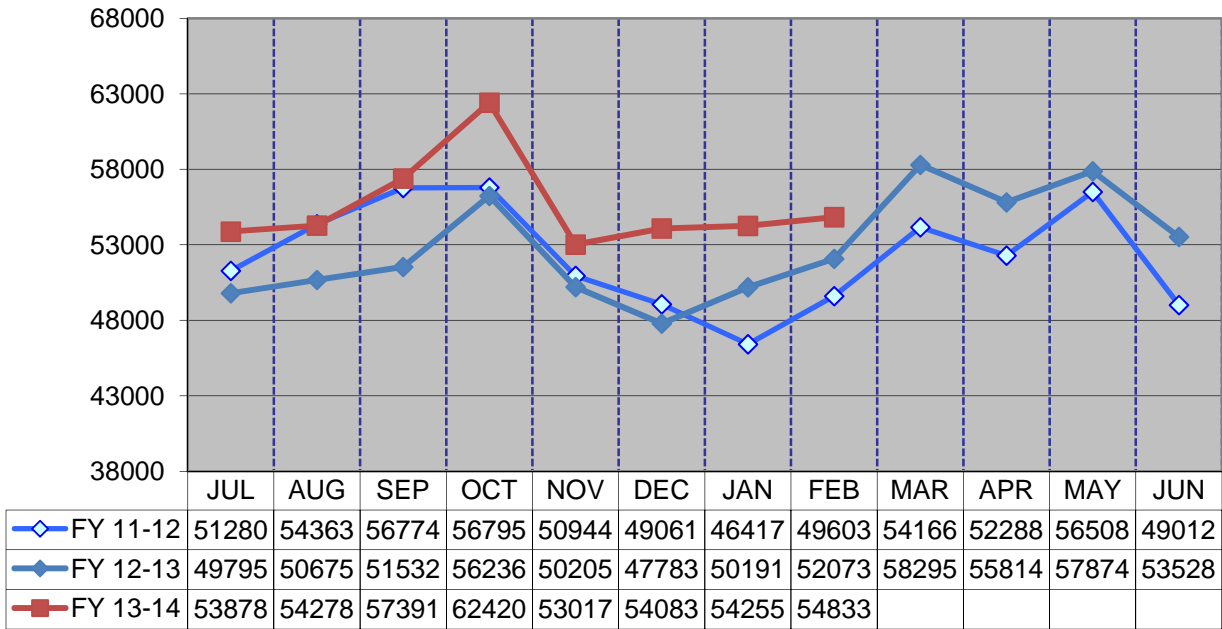
## NUMBER OF RIDES COMPARISON CHART



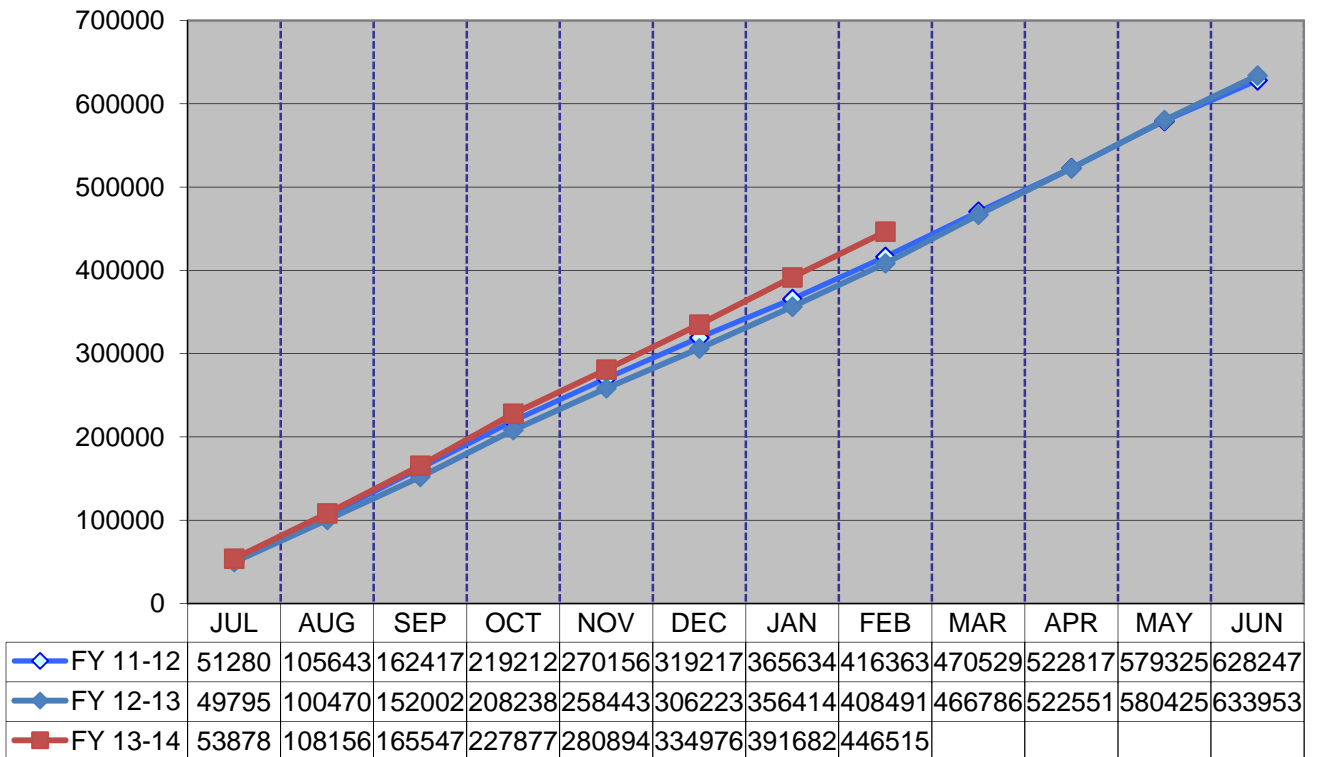
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# ATTACHMENT D

## MILEAGE COMPARISON



## YEAR TO DATE MILEAGE COMPARISON CHART



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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014  
**TO:** Board of Directors  
**FROM:** Carolyn Derwing, Schedule Analyst/Acting Planner  
**SUBJECT: SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR MARCH 2014**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- Total ridership for the month of March 2014 was 486,432 which is a slight increase of 0.14% versus March 2013. System Daily Averages for March include:
  - 19,383 riders per Weekday, a gain of 3.45%
  - 10,017 riders per Saturday, a loss of 0.47%
  - 8,794 riders per Sunday, a gain of 4.78%
- Highway 17 Express ridership for the month of March 2014 was 31,059, which is a increase of 5.12%, from March 2013. Daily averages include:
  - 1,122 riders per Weekday, a gain of 3.36%
  - 718 riders per Saturday, a gain of 5.34%
  - 782 riders per Sunday, a gain of 16.88%
- UCSC students and staff/faculty generated 222,320 rides in March 2014, an increase of 3.29%. Total revenue derived from UCSC was \$299,573.60, a 6.5% increase from March 2013.
- Overall, system wide ridership is statistically flat from FY 2013 to FY 2014.

## III. DISCUSSION

In the twenty-one (21) weekdays, five (5) Saturdays, and five (5) Sundays of March 2014, Santa Cruz METRO's total ridership was 486,432 riders. This was a slight gain from the previous year, increasing by 656 riders or 0.14%.

**Attachment A** shows that during March 2014, Santa Cruz METRO averaged 19,383 riders per Weekday. This was a gain from the previous March of 3.45%. Saturdays experienced a loss of 0.47% and Sundays experienced an increase of 4.78%.

**Attachment A** also shows Highway 17 Express total ridership at 31,059 riders; this was an increase of 1513 riders from the previous year, or 5.12%.

FY14 average weekday ridership on the Highway 17 Express was 1,122 riders per weekday, a 3.36% increase per weekday. Simultaneously Highway 17 Express has seen ridership increases of 5.34% on Saturdays and 16.88% Sundays.

**Attachment B** shows UCSC ridership increased over March 2014, as enrollment remains flat. In March 2014, UCSC generated 222,320 rides between students and staff/faculty. This accounts for over 45% of Santa Cruz METRO's total ridership count. On school term service days, UCSC ridership increased by 3.33%. Overall Weekdays experienced an increase of 3.12% and Weekends experienced an increase of 4.06%. Total revenue derived from UCSC in March 2014 was \$299,573.60, a 6.5% increase over March 2013. There was a significant increase in UCSC revenue for March 2014 as compared to March 2013 because of the amount of dropped service on UC routes that occurred in March of 2013. For example, 21 hours of service were dropped on the Route 20D last March due to a shortage of operators. This difference is most largely reflected in the 66.8% increase of revenues for the Route 20D for March 2014 as compared to March 2013.

**Attachment C** depicts Weekday, Saturday, and Sunday ridership by route. Overall, system wide ridership Year-To-Date is statistically flat.

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

Revenue derived from passenger fares and passes is reflected in the FY14 Revenue.

#### **V. ATTACHMENTS**

**Attachment A: Monthly Ridership Summary**

**Attachment B: UCSC Ridership Summary**

**Attachment C: Ridership by Route**

Date Prepared: April 18, 2014

# Monthly Ridership Summary

MARCH 01, 2014 - MARCH 31, 2014

## Calendar Operating Days

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

## Bikes and Mobility Devices

	This Year	Last Year
Bikes	17,323	15,881
Mobility Dev.	2,071	1,544

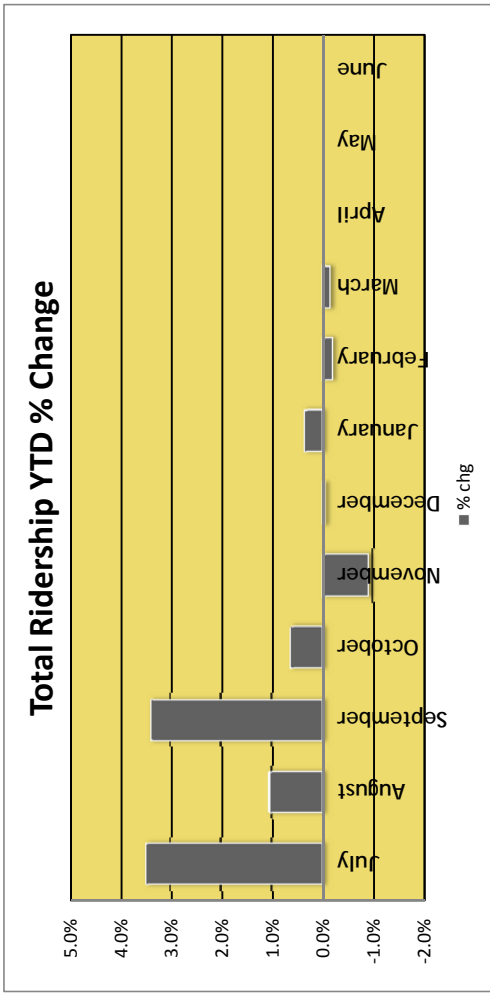
## Monthly System Totals

	This Year	Last Year	Difference	% Change
Local Fixed Route	455,373	456,230	-857	-0.19%
AMTRAK/Highway 17 Express	31,059	29,546	1,513	5.12%
<b>System Total</b>	<b>486,432</b>	<b>485,776</b>	<b>656</b>	<b>0.14%</b>

## System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change	
Local Fixed Route	18,261	17,652	609	3.45%	9,299	9,382	-84	-0.89%	
AMTRAK/Highway 17 Express	1,122	1,085	36	3.36%	718	682	36	5.34%	
<b>System Total</b>	<b>19,383</b>	<b>18,738</b>	<b>646</b>	<b>3.45%</b>	<b>10,017</b>	<b>10,064</b>	<b>-47</b>	<b>-0.47%</b>	

	This Year	Last Year	Difference	% Change
Year to Date Totals	3,734,430	3,754,913	-20,483	-0.55%
	272,481	258,125	14,356	5.56%
	4,006,911	4,013,038	-6,127	-0.15%



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# UCSC Ridership Summary

MAARCH 01, 2014 - MARCH 31, 2014

## Calendar Operating Days

	This Year	Last Year	
School Term Days	16	16	
Weekdays	21	21	
Weekend Days	10	10	
<b>Total</b>	<b>\$299,573.60</b>	<b>\$281,330.40</b>	<b>\$18,243.20 6.5%</b>

## UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$275,865.35	\$261,459.46	\$14,405.89	5.5%
Staff Billing	\$18,150.24	\$16,538.89	\$1,611.35	9.7%
Route 20D Service	\$5,558.01	\$3,332.05	\$2,225.96	66.8%
<b>Total</b>	<b>\$299,573.60</b>	<b>\$281,330.40</b>	<b>\$18,243.20</b>	<b>6.5%</b>

## UCSC Monthly System Totals

	Monthly Totals			Year to Date Totals				
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change
Students	208,595	202,433	6,162	3.04%	1,614,328	1,625,152	-10,824	-0.67%
Staff & Faculty	13,725	12,804	921	7.19%	113,001	101,787	11,214	11.02%
<b>Total</b>	<b>222,320</b>	<b>215,237</b>	<b>7,083</b>	<b>3.29%</b>	<b>1,727,329</b>	<b>1,726,939</b>	<b>390</b>	<b>0.02%</b>

## UCSC System Daily Averages

	School Term Days			Weekdays			Weekend Days					
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change
Students	10,175	9,872	303	3.07%	8,046	7,832	215	2.74%	3,962	3,797	165	4.35%
Staff & Faculty	611	566	45	7.96%	580	534	46	8.60%	154	158	-3	-2.78%
<b>Total</b>	<b>10,786</b>	<b>10,438</b>	<b>348</b>	<b>3.33%</b>	<b>8,627</b>	<b>8,366</b>	<b>261</b>	<b>3.12%</b>	<b>4,116</b>	<b>3,955</b>	<b>161</b>	<b>4.06%</b>

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# Attachment C

## Ridership by Route

MARCH 01, 2014 - MARCH 31, 2014

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	23,046	1,097	2,036	407	1,995	399	27,077
15	UCSC via Laurel West	34,150	2,134					34,150
16	UCSC via Laurel East	66,685	3,175	10,531	2,106	8,965	1,793	86,181
19	UCSC via Lower Bay	28,385	1,352	5,892	1,178	5,108	1,022	39,385
3	Mission/Beach	3,154	150	218	44	212	42	3,584
4/4W	Harvey West/Emeline	4,004	191	163	33	132	26	4,299
6	Broadway/Frederick	468	22					468
8	Emeline	167	8					167
12A	UCSC East Side District	1,025	64					1,025
20	UCSC via West Side	15,343	731	3,592	718	3,167	633	22,102
20D	UCSC via West Side Supp.	11,694	731					11,694
30	Graham Hill/Scotts Valley	557	27					557
33	Lompico SLV/Felton Faire	375	19					375
34	South Felton	53	3					53
35/35A	Santa Cruz/Scotts Valley/SLV	29,447	1,402	4,177	835	3,562	712	37,186
40	Davenport/North Coast	1,655	79	54	11	69	14	1,778
41	Bonny Doon	1,411	67	42	8	47	9	1,500
42	Davenport/Bonny Doon	202	10	42	8	66	13	310
54	Capitola/Aptos/La Selva Beach	153	7	68	14	50	10	271
55	Rio Del Mar	3,754	179					3,754
56	La Selva Beach	373	18					373
66/66N	Live Oak via 17th	11,766	560	2,112	422	1,730	346	15,608
68	Like Oak via Broadway/Portola	8,129	387	1,299	260	1,168	234	10,596
69A	Capitola Road/Watsonville	16,870	803	3,109	622	2,467	493	22,446
69W	Cap. Road/Cabrillo/Watsonville	22,533	1,073	3,584	717	3,085	617	29,202
71	Santa Cruz to Watsonville	51,080	2,432	7,873	1,575	6,935	1,387	65,888
72	Corralitos	2,903	138					2,903
74	Ohlone Parkway/Rolling Hills	1,917	91	259	52	158	32	2,334
75	Green Valley Road	4,680	223	1,163	233	979	196	6,822
77	Civic Plaza / Pajaro	577	27					577
79	East Lake	1,998	95	279	56	164	33	2,441
91x	Santa Cruz/Watsonville Express	20,267	965					20,267
Hwy 17	AMTRAK/Hwy 17 Express	23,555	1,122	3,592	718	3,912	782	31,059
<b>Monthly Total</b>		<b>392,376</b>	<b>18,685</b>	<b>50,085</b>	<b>10,017</b>	<b>43,971</b>	<b>8,794</b>	<b>486,432</b>
<b>Previous Year</b>		<b>393,488</b>	<b>18,738</b>	<b>50,322</b>	<b>10,064</b>	<b>41,966</b>	<b>8,393</b>	<b>485,776</b>
<b>% Change</b>		<b>-0.28%</b>	<b>-0.28%</b>	<b>-0.47%</b>	<b>-0.47%</b>	<b>4.78%</b>	<b>4.78%</b>	<b>0.14%</b>

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**DATE:** April 25, 2014

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Manager

**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH ENVIRONMENTAL LOGISTICS INC. FOR INDUSTRIAL WASTE REMOVAL SERVICES AND INDUSTRIAL WASTE EMERGENCY RESPONSE SERVICES IN AN AMOUNT NOT TO EXCEED \$64,000**

## **I. RECOMMENDED ACTION**

**Authorize the General Manager to execute a contract with Environmental Logistics Inc. for Industrial Waste Removal Services and Industrial Waste Emergency Response Services in an amount not to exceed \$64,000 and designate Robert Cotter, Maintenance Manager, as Contract Administrator.**

## **II. SUMMARY OF ISSUES**

- Santa Cruz METRO requires the services of a fully licensed and insured contractor to provide industrial waste removal/recycle/disposal services and industrial waste emergency response services.
- A formal request for proposals was conducted to solicit proposals from qualified firms.
- Two firms submitted proposals for Santa Cruz METRO's review.
- A four-member Evaluation Team comprised of Santa Cruz METRO staff reviewed and evaluated the proposals, and is recommending an award to Environmental Logistics Inc.

## **III. DISCUSSION**

Santa Cruz METRO requires the services of a fully licensed and insured contractor to provide industrial waste removal/recycle/disposal services and industrial waste emergency response services.

On February 13, 2014, Santa Cruz METRO legally advertised and distributed a Request for Proposals (RFP No. 14-06) to twenty-one firms, posted notice on its website, and sent email notices to all GovDelivery subscribers. On March 14, 2014, proposals were received and opened from two firms: Environmental Logistics Inc. from Hayward, California, and Hunter Consulting,

Inc. from Corona, California. A four-member Evaluation Team comprised of Santa Cruz METRO staff has reviewed and evaluated the proposals.

The Evaluation Team used the following criteria as contained in the Request for Proposals:

<b>EVALUATION CRITERIA</b>	<b>Points Possible</b>
Experience and capabilities in providing hazardous and non-hazardous waste recycling services.	20 Points
Experience and capabilities in providing hazardous and non-hazardous waste treatment, storage and disposal services.	20 Points
Fees relative to the services provided.	35 Points
Experience and capabilities in hazardous waste emergency response services.	10 Points
Record of violations related to hazardous or non-hazardous waste handling.	5 Points
Qualifications of Program Manager and technical personnel.	5 Points
Completeness and detail of the submitted Proposal.	5 Points
Results of reference verifications.	5 Points
<b>Total Points Possible</b>	<b>105 Points</b>

The Evaluation Team is recommending that a two-year contract with three one-year options to extend be established with Environmental Logistics Inc. for Industrial Waste Removal Services and Industrial Waste Emergency Response Services in an amount not to exceed \$64,000. Robert Cotter, Maintenance Manager, will serve as the Contract Administrator. Contractor will provide all services meeting all Santa Cruz METRO's specifications and requirements of the contract, and the Contract Administrator will ensure contract compliance.

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

Funds to support contract are included in the Facilities Maintenance FY14 Operating Budget, and planned for the FY15 Operating Budget.

#### **V. ATTACHMENTS**

**Attachment A:** Contract with Environmental Logistics Inc.

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

# Attachment A

## PROFESSIONAL SERVICES CONTRACT FOR INDUSTRIAL WASTE REMOVAL SERVICES AND INDUSTRIAL WASTE EMERGENCY RESPONSE SERVICES (14-06)

THIS CONTRACT is made effective on May 1, 2014 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and ENVIRONMENTAL LOGISTICS INC. ("Contractor").

### 1. RECITALS

#### 1.01 Santa Cruz METRO's Primary Objective

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

#### 1.02 Santa Cruz METRO's Need for Industrial Waste Removal Services

Santa Cruz METRO has the need for Industrial Waste Removal Services and Industrial Waste Emergency Response Services. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated February 13, 2014, 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 qualified to provide Industrial Waste Removal Services and Industrial Waste Emergency Response Services and whose principal place of business is 3200 Depot Road, Hayward, California 94545. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Industrial Waste Removal Services and Industrial Waste Emergency Response Services, which is attached hereto and incorporated herein by reference as Exhibit B

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

On April 17, 2014, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Industrial Waste Removal Services and Industrial Waste Emergency Response Services described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Contractor agree as follows:

### 2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

#### 2.01 Documents Incorporated in this Contract

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

##### A. Exhibit A

Santa Cruz METRO's "Request for Proposals" dated February 13, 2014.

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Industrial Waste Removal Services and Industrial Waste Emergency Response Services, signed by Contractor and dated March 14, 2014.

2.02 Conflicts

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

2.03 Recitals

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

3. DEFINITIONS

3.01 General

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

- 3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Section 13.14 of the General Conditions to the Contract.
- 3.01.02 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued February 13, 2014.
- 3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.
- 3.01.04 DAYS - Calendar days.
- 3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued February 13, 2014.
- 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 **two (2) years** and shall commence upon the execution of the Contract by Santa Cruz METRO.

At the option of Santa Cruz METRO, this Contract agreement may be renewed for three (3) 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 he/she exceeds the \$64,000 maximum amount payable under this Contract, that it does so at its 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: General Manager

CONTRACTOR

Environmental Logistics Inc.  
3200 Depot Road  
Hayward, CA 94545

Attention: Mark Grayson  
[mgrayson@environmentallogistics.org](mailto:mgrayson@environmentallogistics.org)  
(510) 670-9901

7. **AUTHORITY**

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

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

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Leslie R. White  
General Manager

Contractor –  
ENVIRONMENTAL LOGISTICS INC.

By \_\_\_\_\_  
Marcial Barragan  
General Manager

Approved as to Form:

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Manager

**SUBJECT: CONSIDERATION OF REJECTING BIDS FROM ARAMARK UNIFORM & CAREER APPAREL, LLC AND G&K SERVICES, AND AWARD OF CONTRACT WITH UNIFIRST CORPORATION FOR UNIFORMS, FLAT GOODS, AND LAUNDRY SERVICE IN AN AMOUNT NOT TO EXCEED \$37,000**

## I. RECOMMENDED ACTIONS

- 1) Authorize the Purchasing Manager to reject bids received from ARAMARK Uniform & Career Apparel, LLC and G&K Services.**
- 2) Authorize the General Manager to execute a contract with UniFirst Corporation for Uniforms, Flat Goods, and Laundry Service in an amount not to exceed \$37,000, and designate Robert Cotter, Maintenance Manager as Contract Administrator.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO requires the services of a contractor to furnish uniforms, flat goods, and laundry services.
- A competitive procurement was conducted to solicit bids from qualified firms.
- Five firms submitted bids for Santa Cruz METRO's review.
- Two of the bids received contained material exceptions and deviations, making them non-responsive to the specification and requirements of the Invitation for Bids ("IFB").
- As provided in the terms and conditions of the IFB, Santa Cruz METRO may accept or reject any or all bids received at its discretion.
- Staff has reviewed all submitted bids, and is recommending that the Board of Directors 1) authorize the rejection of two bids for non-responsiveness, and 2) authorize the execution of a contract with Unifirst Corporation.

## III. DISCUSSION

Santa Cruz METRO requires the services of a contractor to furnish uniforms, flat goods, and laundry services.

On March 1, 2014, Santa Cruz METRO legally advertised and distributed IFB No. 14-08 to twelve firms, posted notice on its website, and sent email notices to all GovDelivery subscribers. On April 1, 2014, bids were received and opened from five firms. A list of firms and a summary of the bids received are provided in Attachment A.

Upon reviewing all submitted bids, staff determined that two of the bids received were non-responsive due to material exceptions and deviations taken to the IFB requirements. The bid received from ARAMARK Uniform & Career Apparel, LLC included the deletion of Santa Cruz METRO's termination and indemnification clauses, rejection of the attorney's fees clause, and a statement that the bidder is not able to agree to the insurance requirements. The bid received from G&K Services included deletions and modifications to Santa Cruz METRO's termination clause, and the attachment of an addendum with bidder's own additional terms and conditions. Of the remaining bids, UniFirst Corporation has been determined to be the lowest responsible bidder whose bid is responsive to all the requirements of the IFB.

Staff is recommending two actions: 1) that the Board of Directors authorize the Purchasing Manager to reject the bids received from ARAMARK Uniform & Career Apparel, LLC and G&K Services due to non-responsiveness; and 2) that the Board of Directors authorize the General Manager to execute a two-year contract on behalf of Santa Cruz METRO, with three one-year options to extend, with UniFirst Corporation for Uniforms, Flat Goods, and Laundry Service in an amount not to exceed \$37,000.

Contractor will provide all equipment and materials meeting all Santa Cruz METRO's specifications and requirements of the contract. Robert Cotter, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

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

Funds to support this contract are included in the Facilities Maintenance, Fleet Maintenance, ParaCruz, and Purchasing FY14 Operating Budgets, and planned for the FY15 Operating Budgets.

#### **V. ATTACHMENTS**

- Attachment A:** List of bids received  
**Attachment B:** Contract with UniFirst Corporation

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



# Attachment A



## **Bid Results for IFB No. 14-08**

### **Uniforms, Flat Goods, and Laundry Service**

**Received April 1, 2014 at 2:00 PM**

AlSCO Inc.	San Jose, California	\$24,712.74
ARAMARK Uniform & Career Apparel, LLC	Burbank, California	\$15,458.24
G&K Services	Pittsburg, California	\$18,580.36
Mission Linen and Uniform	Salinas, California	\$20,838.38
UniFirst Corporation	San Jose, California	\$16,507.92

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# Attachment B

## CONTRACT FOR UNIFORMS, FLAT GOODS, AND LAUNDRY SERVICE (14-08)

THIS CONTRACT is made effective on May 1, 2014 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and UNIFIRST CORPORATION (“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 Uniforms, Flat Goods, and Laundry Service

Santa Cruz METRO requires the purchase of Uniforms, Flat Goods, and Laundry Service. In order to obtain said Uniforms, Flat Goods, and Laundry Service, Santa Cruz METRO issued an Invitation for Bids, dated March 3, 2014, setting forth specifications for such Uniforms, Flat Goods, and Laundry Service. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.03 Contractor’s Bid Form

Contractor is a supplier of Uniforms, Flat Goods, and Laundry Service desired by Santa Cruz METRO whose principal place of business is 2016 Zanker Road, San Jose, California 95131. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for Provision of said Uniforms, Flat Goods, and Laundry Service, which is attached hereto and incorporated herein by reference as Exhibit B.

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

On April 17, 2014, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Uniforms, Flat Goods, and Laundry Service. 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 listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties’ Contract, and it is a

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

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids" dated March 3, 2014.

b) Exhibit B (Bid Form)

Contractor's Bid Form to Santa Cruz METRO for Uniforms, Flat Goods, and Laundry Service, signed by Contractor and dated March 31, 2014.

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. TIME OF PERFORMANCE**

3.01 General

Contractor shall perform work under this Contract at such times to enable it to meet the time schedules specified in the Specifications Section of the IFB. The Contractor shall not be responsible for delays caused by force majeure events described in Section 3 of the General Conditions of the Contract.

3.02 Term

The term of this Contract commences on the execution of the Contract and shall remain in force for a two (2) year period thereafter. At the option of Santa Cruz METRO, this Contract may be renewed for three (3) additional one (1) year terms under the same conditions and prices. Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

**4. COMPENSATION**

4.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates as identified in the Bid Form, Exhibit B, and 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 he/she exceeds the \$37,000 maximum amount payable under this Contract, that it does so at its own risk.

4.02 Invoices

Contractor shall submit separate weekly invoices, with a purchase order number provided by Santa Cruz METRO, for each of the following five (5) service locations:

**Fleet Maintenance**  
138 Golf Club Drive  
Santa Cruz, CA 95060

**Facilities Maintenance**  
110 Vernon Street  
Santa Cruz, CA 95060

**Operations Facility**  
165 Dubois Street  
Santa Cruz, CA 95060  
(temporary location)

**Fueling and Washing Facility**  
1200 B River Street  
Santa Cruz, CA 95060

**ParaCruz**  
2880 Research Park Drive, Suite 160  
Soquel CA 95073

The invoices must be accompanied by a receiving document with the signature of the Santa Cruz METRO employee verifying receipt of the goods. Invoices shall indicate each employee's name, uniform items, number of changes per item, and charges.

A monthly statement shall be mailed to:

Santa Cruz METRO  
Accounts Payable  
110 Vernon Street  
Santa Cruz, CA 95060

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 services. No expenses shall be paid by Santa Cruz METRO unless specifically allowed by this Contract.

**5. NOTICES**

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

Santa Cruz METRO

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

Attention: General Manager

**CONTRACTOR**

UniFirst Corporation  
2016 Zanker Road  
San Jose, CA 95131

Attention: Anthony Bobeck  
[Anthony\\_Bobek@unifirst.com](mailto:Anthony_Bobek@unifirst.com)  
(408) 297-8101

**6. AUTHORITY**

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

SIGNATURES ON NEXT PAGE

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

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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Leslie R. White  
General Manager

Contractor –  
UNIFIRST CORPORATION

By \_\_\_\_\_  
Anthony Bobeck  
Branch Manager

Approved as to Form:

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Leslyn Syren  
District Counsel

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014  
**TO:** Board of Directors  
**FROM:** Erron Alvey, Purchasing Manager  
**SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR SUPPLEMENTAL PARATRANSIT SERVICES**

## I. RECOMMENDED ACTION

**Authorize the Purchasing Manager to issue a formal Request for Proposals for Supplemental Paratransit Services.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO requires the services of qualified contractors to provide supplemental paratransit services when there are overflow trips.
- Currently, only one firm is contracted for this service.
- Increases in ridership for ParaCruz have created a need to have additional back up transportation in order to ensure on-time performance.

## III. DISCUSSION

Santa Cruz METRO requires the services of qualified contractors to provide supplemental paratransit services when there are overflow trips. In the past, Santa Cruz METRO had two firms contracted to handle overflow trips, which ensured on time performance. However, only one firm responded when Santa Cruz METRO last issued a Request for Proposals for these services, in 2012, and since then only one firm has been under contract.

Increases in ridership for ParaCruz have created a need to have additional back up transportation. Therefore, Staff is recommending the issuance of a formal Request for Proposals for Supplemental Paratransit Services.

## IV. FINANCIAL CONSIDERATIONS

Funds to support a resulting contract are included in the FY14 ParaCruz Operating Budget, and planned for the FY15 Operating Budget.

## V. ATTACHMENTS

**Attachment A:** Authorizing Resolution

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# Attachment A

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

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

### **RESOLUTION AUTHORIZING THE PURCHASING MANAGER TO SOLICIT PROPOSALS FOR SUPPLEMENTAL PARATRANSIT SERVICES**

**WHEREAS**, the Santa Cruz Metropolitan Transit District has a need for Supplemental Paratransit Services;

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

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

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

**PASSED AND ADOPTED** this 25<sup>th</sup> day of April, 2014, by the following vote:

**AYES:** Directors –

**NOES:** Directors –

**ABSTAIN:** Directors –

**ABSENT:** Directors –

**APPROVED:** \_\_\_\_\_  
DANIEL DODGE  
Board Chair

**ATTEST:** \_\_\_\_\_  
LESLIE R. WHITE  
Secretary/General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
LESLYN K. SYREN  
District Counsel

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014

**TO:** Board of Directors

**FROM:** Liseth Guizar, Risk and Security Administrator

**SUBJECT: CONSIDERATION OF APPROVAL OF SPONSORSHIP TO THE BAND BOOSTERS OF SANTA CRUZ HIGH SCHOOL**

## I. RECOMMENDED ACTION

**Approve a sponsorship in the sum of \$500.00 to the Band Boosters of Santa Cruz High School for the Jazz Band performance at the Highway 17 Express Anniversary Celebration**

## II. SUMMARY OF ISSUES

- On May 9, 2014, Santa Cruz METRO will celebrate the 10 year anniversary of the Highway 17 Express Joint Powers Authority.
- Santa Cruz METRO invited the Santa Cruz High School Jazz Band to perform at the ceremony.
- Santa Cruz METRO staff requests that the Board approve a sponsorship of the Band Boosters of Santa Cruz High School in the sum of \$500

## III. DISCUSSION

In 2004, Santa Cruz METRO, along with Santa Clara Valley Transportation Authority (VTA), Caltrans, AMTRAK, and the Capital Corridor Joint Powers Authority signed a collaborative agreement to consolidate the Highway 17 Express bus service. On May 9, 2014, Santa Cruz METRO will be celebrating the 10 year anniversary of the Highway 17 Joint Powers Authority at a ceremony which will take place at Santa Cruz METRO's Pacific Station. Santa Cruz METRO invited the Santa Cruz High School Jazz Band to perform at the ceremony and would like thank the Band Boosters of Santa Cruz High School and the Jazz Band for attending the event by providing a sponsorship in the sum of \$500.

Santa Cruz METRO staff requests that the Board approve a sponsorship to the Band Boosters of Santa Cruz High School in the sum of \$500. If this donation is approved, Leslie R. White, General Manager, has agreed to donate an additional \$500 from his personal funds in support of the local school's music program.

**IV. FINANCIAL CONSIDERATIONS**

Funds to support this action are included in the FY14 Admin Operating Budget.

**V. ATTACHMENTS**

**None**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014  
**TO:** Board of Directors  
**FROM:** Leslyn K. Syren, District Counsel  
**SUBJECT: CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S  
PROCUREMENT POLICY**

## I. RECOMMENDED ACTION

**ADOPT RESOLUTION TO CREATE TITLE II – PROCUREMENT POLICY TO THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S ADMINISTRATIVE CODE**

## II. SUMMARY OF ISSUES

- The adoption of Title II to the Administrative Code will replace Administrative Regulations AR-1005, AR-1003 and AR-1027.
- Title II to the Administrative Code adds debarment procedures which would preclude unsatisfactory contractors from bidding or proposing on Santa Cruz METRO's solicitations for a specified time period.
- Following the April 11, 2014 Board of Directors meeting, this is brought back for final approval with the changes to the General Manager's authority to \$50,000.

## III. DISCUSSION

Since this is a change in direction for the District, the first section of the Administrative Code is Title II which will provide guidance for procurements in Chapter 1, which relates to the Solicitation and Award of Contracts. Separate Articles are established for each element of the policy, including a procurement code of conduct, solicitations, advertising, evaluation of solicitations, contract amendments and change orders, bid protests and debarment.

The Administrative Code will be the framework from which the General Manager will establish procedures which direct staff on all procurements for materials, supplies, public works and professional and non-professional services. These procedures will assist the District in achieving compliance with FTA's regulations and cure the deficiencies found in the recent Triennial Review.

Levels of authority are established in this Title, including, increasing the General Manager's authority to authorize solicitations and approve contracts up to \$50,000. This increase in authority will allow the District to more efficiently handle the requisition of supplies and services. The General Manager's authority will be aligned with the budgetary constraints set forth in the District's budget and expenditures will still be reported to the Board by the Finance Department.

Finally, the District will establish a due process procedure for debarring certain non-performing contractors from bidding or submitting proposals on solicitations where they have been found to be subject to debarment by the General Manager and the Board.

It is the intent of the Legal Department to continue to consolidate many of the current District policies into the Administrative Code, which will be available to the public on our website. It is hoped this will provide better access to Santa Cruz METRO policies as we move forward with this project.

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

No direct budgetary impact as the result of this action.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Adopting Title II to the Santa Cruz METRO Administrative Code and text of Title II (Exhibit A to the Resolution)



# Attachment A

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

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

On the Motion of Director \_\_\_\_\_

Duly seconded by Director \_\_\_\_\_

The following Resolution is Adopted:

### **A RESOLUTION ESTABLISHING TITLE II TO THE ADMINISTRATIVE CODE OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**WHEREAS**, the Santa Cruz Metropolitan Transit District was created pursuant to the "Santa Cruz Metropolitan Transit District Act of 1967" as codified in Public Utilities Code sections 9800 et seq; and

**WHEREAS**, Board of Directors of the Santa Cruz Metropolitan District may take all actions necessary for the proper administration of the affairs of the district; and

**WHEREAS**, the Board of Directors pursuant to its authority desires to establish an Administrative Code for the proper administration of procurement; and

**NOW THEREFORE, BE IT RESOLVED** by the Santa Cruz Metropolitan Transit District as follows:

Title II of the Administrative Code of Santa Cruz Metropolitan Transit District is adopted by the Board of Directors as set forth in Exhibit A to this Resolution.

**PASSED AND ADOPTED** at a regular meeting of the Santa Cruz Metropolitan Transit District, Santa Cruz, California, this 25<sup>th</sup> day of April 2014, by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_

DENE BUSTICHI  
Chair

# Attachment A

Resolution No.

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**ATTEST:**

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LESLIE R. WHITE  
CEO/General Manager

**APPROVED AS TO FORM:**

---

LESLYN K. SYREN  
District Counsel

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### ADMINISTRATIVE CODE

#### TITLE II – PROCUREMENT POLICY

##### CHAPTER 1

##### SOLICITATION AND AWARD OF CONTRACTS

(This Chapter replaces AR-1005, AR-1003 and AR-1027)

##### Table of Contents:

Article I	General Requirements
Article II	Santa Cruz METRO Code of Conduct
Article III	Contents of Solicitation Documents
Article IV	Solicitation Procedures
Article V	Evaluation of Bids and Proposals
Article VI	Awarding Procurements and Issuing Change Orders
Article VII	Bid/Proposal Protest Procedures
Article VIII	Debarment

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#### Article 1 General Requirements

##### § 1.101 Definitions

The following capitalized words and phrases whenever used in this Chapter shall be construed as defined below:

BOARD shall mean the Board of Directors of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

CONTRACT shall mean a written agreement, binding the parties thereto to legal obligations; including, without limitation, letter of agreement, memorandum of understanding, contract, contract change order, purchase order, or an amendment or supplemental agreement to any of the foregoing.

FTA shall mean the United States Department of Transportation, Federal Transit Administration.

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# Attachment A

GENERAL MANAGER shall mean the chief executive officer of Santa Cruz METRO appointed by the Board of Directors.

INVITATION FOR BIDS (IFB) shall mean a solicitation for submittal of bids for SUPPLIES, NONPROFESSIONAL SERVICES or PUBLIC WORKS.

NONPROFESSIONAL SERVICES shall mean and include services of a nonprofessional character of any type, description or variety, including, without limitation, landscape maintenance services, janitorial services, repair of office machines and equipment, and security guard services.

PROCUREMENT shall mean a CONTRACT for SUPPLIES, SERVICES, or PUBLIC WORKS.

PROFESSIONAL SERVICES shall mean and include professional services of any type or variety, including, without limitation, services rendered by accountants, actuaries, appraisers, architects, attorneys, consultants, doctors, and engineers.

PUBLIC WORKS shall mean a project for the erection, construction, alteration, repair or improvement of any kind. (*Public Contract Code §1101.*)

PURCHASE shall mean the acquisition, renting, or leasing of SUPPLIES.

“Santa Cruz METRO” shall mean the Santa Cruz Metropolitan Transit District as established and operated under Part 10, Division 10 of the *California Public Utilities Code*.

REQUEST FOR PROPOSAL (RFP) shall mean a solicitation for submittal of proposals for PROFESSIONAL SERVICES.

REQUEST FOR QUALIFICATIONS (RFQ) shall mean a solicitation for submittal of qualifications to perform PROFESSIONAL SERVICES.

SERVICES shall mean PROFESSIONAL or NONPROFESSIONAL SERVICES, or both, in accordance with the solicitation.

SUPPLIES shall mean and include personal property, goods, equipment and materials, including, without limitation, materials required for the maintenance and repair of any property of Santa Cruz METRO or of any other person or agency for which it is the duty of Santa Cruz METRO to maintain or repair.

## **§1.102 Administrative Procedures**

The GENERAL MANAGER shall approve administrative procedures to carry out the intent of this Chapter. The procedures shall establish a system for informal bidding or informal proposals when advertising for bids or proposals is not required. The procedures shall establish additional guidance for staff and the public with regard to

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**7-13a.4**

# Attachment A

Santa Cruz METRO's formal procurement requirements, as an addition to this Chapter.

## **§1.103 Unauthorized Procurement**

Any CONTRACT made contrary to the provisions of this Chapter shall be null and void unless the contrary action is waived or the CONTRACT is ratified by the BOARD upon a determination that it is in the best interest of Santa Cruz METRO to do so. Notwithstanding the foregoing, a CONTRACT for PROFESSIONAL or NONPROFESSIONAL SERVICES approved by the BOARD or GENERAL MANAGER shall not be void or voidable by either party to the CONTRACT or any third party due to failure to adhere to any solicitation procedure set forth in Article III of this Chapter, or the Procedures adopted by the GENERAL MANAGER.

## **§ 1.104 Splitting Procurement Prohibited**

Splitting or separating PROCUREMENTS into smaller units for the purpose of evading the provisions of this Chapter is prohibited. Splitting or separating a PROCUREMENT shall mean and include reducing the amount of any SUPPLIES, SERVICES, or PUBLIC WORKS to be furnished when there is reasonable knowledge that the same SUPPLIES, SERVICES, or PUBLIC WORKS will be additionally required within the same Santa Cruz METRO fiscal year, and when the primary purpose of splitting or separating the PROCUREMENT is to evade the purposes of this Chapter, including formally calling for bids or proposals.

## **§ 1.105 Collusion with Bidder or Proposer**

A Santa Cruz METRO officer or employee is prohibited from engaging in collusion with a bidder or proposer. Collusion includes, without limitation, knowingly doing any of the following:

- A. Aiding or assisting a bidder or proposer in securing a PROCUREMENT at a higher price than that proposed by any other bidder or proposer; or
- B. Favoring one bidder or proposer over another by giving or withholding information; or
- C. Willfully misleading any bidder or proposer as the character of the work or service to be performed or product to be supplied; or
- D. Accepting SUPPLIES, SERVICES, or PUBLIC WORKS that are inferior to that called for in the CONTRACT; or
- E. Falsely reporting the receipt of a greater amount or different kind of SUPPLIES, SERVICES or PUBLIC WORKS than has been actually received; or
- F. Intentionally acting or failing to act in relation to a bid/bidder or proposal/proposer by wrongfully favoring a bidder's or proposer's interest over Santa Cruz METRO's interests.

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# Attachment A

## § 1.106 Independent Price Determination

It is prohibited for a bidder or proposer to:

- A. Propose or bid prices that have not been arrived at independently without consultation, communication, or agreement with any other bidder, offeror or competitor for the purpose of restricting competition as to any matter relating to the prices bid or proposed; or
- B. Knowingly disclose any price bid or proposal to any other bidder, offeror, or to any competitor prior to opening of the bids or proposals, unless otherwise required by law; or
- C. Make or attempt to induce any other person, firm or other entity or association to submit or not to submit a bid or proposal for the purpose of restricting competition; or
- D. Knowingly be interested in more than one bid as the principal bidder; provided, however, subcontract bids to the principal bidders or proposers are excluded from this paragraph D.

In case of joint venture bids or proposals, the joint venture itself and each and every member of the joint venture shall, for purposes of the foregoing, be construed to be the person submitting the bid or proposal.

Any bid or proposal received or CONTRACT awarded where there was a violation of this section shall be null and void. Santa Cruz METRO shall dispose of the matter in that manner as if the bidder or proposer involved had failed to enter the CONTRACT after award.

## § 1.107 Compliance with Federal Law

Pursuant to California Government Code section 53702.2, a PROCUREMENT funded in full or in part pursuant to the terms of a federal grant or loan shall be advertised, prepared, awarded, performed, and administered in compliance with all applicable requirements of federal laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of federal financial assistance.

## § 1.108 Execution of Contracts

The GENERAL MANAGER shall institute control procedures for the execution of CONTRACTS as required herein. Santa Cruz METRO's DISTRICT COUNSEL shall approve the form and legality of all CONTRACTS prior to the execution thereof. If the GENERAL MANAGER will be unavailable to sign a CONTRACT, he/she or the BOARD may delegate such authority in writing to a named Santa Cruz METRO employee who shall be authorized to sign CONTRACTS on behalf of the GENERAL MANAGER. A copy of such authorization shall be filed with the Administrative Services Coordinator to be included in the Santa Cruz METRO official records.

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## § 1.109 Severance

If any provision or part of the Chapter conflicts with state or federal laws, regulations, or grant conditions applicable to Santa Cruz METRO PROCUREMENTS, or decisional law binding upon Santa Cruz METRO, the provision or part in conflict shall be deemed severed from this Chapter, and the remainder shall stay in full force and effect.

## Article II

### Santa Cruz METRO Code of Conduct

## § 1.201 Purpose And Applicability

- A. As a public entity and recipient of state, federal and local funds, Santa Cruz METRO must be vigilant in its protection of the public trust. Toward that end, employees, officers, and agents of Santa Cruz METRO must conduct themselves in a manner that will foster public confidence in the integrity of the procurement system. This section is intended to prescribe standards of conduct to ensure honesty and integrity in all Santa Cruz METRO procurements.
- B. The standards established herein shall apply to all activities associated with all procurements by METRO.

## § 1.202 Conflict of Interest

- A. No Santa Cruz METRO employee, officer, agent or his/her immediate family member, partner or organization that employs or is about to employ any of the foregoing individuals may participate in the selection, award, or administration of a Santa Cruz METRO contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those previously listed individuals has a financial or other interest in a firm/individual who may be selected and/or is selected for the award.
- C. Santa Cruz METRO employees, officers and agents are prohibited from making, participating in or in any way attempting to use their METRO employment or affiliation to influence a Santa Cruz METRO decision in which they know or have reason to know they have a financial interest or other interest in the firm/individual who may be selected and/or is selected for the award.
- D. Santa Cruz METRO employees, officers, and agents and their immediate families, their business partners and/or an organization that employs or is about to employ the employee, his/her immediate family and/or his/her business partner, shall not be financially interested in any Santa Cruz METRO contract made by them in their official capacity. They shall not be purchasers at any sale or vendors at any purchase made by them in their official capacity. The Santa Cruz METRO Board of Directors may void a contract made in violation of this section.
- E. Santa Cruz METRO employees, officers and agents shall be subject to the laws of the United States and the State of California concerning conflicts of interest. Anyone found to violate the standards established by such laws may be subject to statutory penalties or sanctions, criminal consequences and disciplinary

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action up to and including employment termination issued by Santa Cruz METRO.

- F. In a procurement in which a Santa Cruz METRO employee, officer and/or agent may have a conflict or potential conflict of interest, such individual(s) must promptly report the conflict in writing to the GENERAL MANAGER or designee so that appropriate action can be taken to assign the work to another employee to avoid the conflict of interest.
- G. In a procurement in which a vendor, contractor or consultant or a prospective vendor, contractor or consultant may have a conflict or potential conflict of interest, such individual or firm shall immediately report the nature of the conflict and the existence or potential existence of the conflict to Santa Cruz METRO's Purchasing Manager who shall in consultation with the Santa Cruz METRO General Manager and the Santa Cruz METRO District Counsel determine the appropriate action to be taken.
- H. Santa Cruz METRO's Purchasing Manager in consultation with the General Manager and the Santa Cruz METRO District Counsel is responsible to identify any real or apparent organizational conflict-of-interests that may exist in each procurement. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or sub-agreement may, without some restrictions on future activities result in an unfair competitive advantage to the third party contractor or sub-recipient or impair their objectivity in performing the contract work.

## § 1.203

### **Gifts and Gratuities**

- A. No Santa Cruz METRO employee, officer or agent shall solicit or accept gratuities, favors or anything of monetary value, including personal loans, from contractors, subcontractors, consultants, potential contractors, potential consultants, or potential subcontractors, except an unsolicited gift of nominal intrinsic value. Nominal intrinsic value for purposes of this section shall mean a value of less than \$25, within a twelve-month period from a single source.
- B. Invitations for business lunches, parties, or similar functions must be declined if received from bidders or other parties involved in a pending procurement. This policy is intended to avoid any situation, which may give an appearance of improper influence in Santa Cruz METRO procurement activities.

## § 1.204

### **Contacts with Vendor, Bidders and Proposers**

- A. Prior to the issuance of a procurement solicitation, informational and research contacts with prospective vendors may be made for the purpose of gathering data. However, in making such contacts, Santa Cruz METRO employees, officers, and agents shall avoid any commitment, or implication thereof, of a possible future award. Any such proposed contacts must be reported to the Santa Cruz METRO Purchasing Manager.
- b. Accordingly, requests for substantial complimentary services or supplies, which may imply an obligation on the part of Santa Cruz METRO, are prohibited. Requests for testing services, product samples, or demonstrations, or free trips to examine vendor products are prohibited.

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- C. Whenever a procurement is in progress (e.g., during the solicitation, evaluation, negotiation, and award phases) all contacts with potential contractors, consultants or vendors shall be made through the General Manager or the Purchasing Manager.

## **§ 1.205 Release and Use of Information**

- A. With the exception of formally advertised sealed bid procurements (i.e., Invitations for bid (IFB)) all cost and pricing information received by Santa Cruz METRO in negotiated procurements is to be treated as confidential, until the selection and award.
- B. All technical data received in response to Requests for Proposals (RFP), with the exception of data contained in any contracts awarded by Santa Cruz METRO shall be maintained in a confidential manner until the selection and award.
- C. No Santa Cruz METRO employee, officer, or agent shall use confidential information obtained through procurement for the actual or anticipated benefit of themselves, their relatives, persons with whom they have a common financial interest or any person.

## **Article III**

### **Contents of Solicitation Documents**

#### **§ 1.301 Bid Forms**

All formal bids shall be made on forms provided by Santa Cruz METRO. The execution of the forms by bidders shall be subject to procedures formulated by the GENERAL MANAGER and shall include controls over erasures, corrections, and interlineations.

#### **§ 1.302 Invitation for Bids (IFB)**

All IFBs shall at a minimum, include all of the following information:

- A. A description of the PUBLIC WORKS, NONPROFESSIONAL SERVICES or SUPPLIES required without use of brand or trade names except as authorized by state law or federal grant conditions. (Public Contract code §3400.)
- B. Time for performance or delivery.
- C. The time period that the bidder's offer must be held open for Santa Cruz METRO acceptance.
- D. Disadvantaged Business Enterprise goals and good faith efforts requirements if required by the terms of the federal grant.
- E. Criteria for CONTRACT award to the lowest responsive and responsible bidder.
- F. Date and time for bid submittal.
- G. Bid protest procedures as set forth in Article VII of this Chapter.
- H. For PUBLIC WORKS projects, the contractor licensing and subcontractor listing requirements, prevailing wage notification, the required bid security as set out in Section 1.305, and all statutorily required bonds.

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- I. Federal and/or state requirements, including contract clauses, certifications, and bonds (bid, maintenance, performance, and payment). For federally funded SUPPLY and NONPROFESSIONAL SERVICES CONTRACTS, Santa Cruz METRO may allow submittal of an irrevocable letter of credit or other negotiable instrument in-lieu of a bond.
- J. Santa Cruz METRO contract clauses.
- K. Notification that Santa Cruz METRO reserves the right to reject all bids and to waive minor irregularities in a bidder's bid.

Notwithstanding the foregoing, an RFP may be issued for NONPROFESSIONAL SERVICES if approved by the BOARD or GENERAL MANAGER.

## **§ 1.303 Request for Proposals (RFP)**

All REQUESTS FOR PROPOSALS shall include at a minimum all the following information:

- A. A description of the type of SERVICES required.
- B. Time for performance or length of service.
- C. The time period that the proposer's proposal must be held open for Santa Cruz METRO acceptance.
- D. The required work products and/or tasks.
- E. A request for a description of the firm's qualifications, size and prior experience in performing similar PROFESSIONAL SERVICES, unless a prior REQUEST FOR QUALIFICATIONS was issued to pre-qualify potential proposers.
- F. Disadvantaged business enterprise goals and good faith efforts requirements if required by the terms of a federal grant.
- G. Consultant selection criteria, weighting factors and selection process.
- H. Date and time for proposal submittal.
- I. Protest procedures as set out in Article VII of this Chapter.
- J. Federal and/or state contract clauses, certifications and insurance requirements.

Notwithstanding the foregoing, an RFQ may be issued for SERVICES if approved by the BOARD.

## **§ 1.304 Request for Qualifications (RFQ)**

An RFQ may be issued in order to pre-qualify proposers for a particular RFP or to establish a listing of pre-qualified proposers when several RFPs for separate CONTRACTS will be issued for the same discipline of PROFESSIONAL SERVICES. The listing of pre-qualified professionals shall be effective if approved by the GENERAL MANAGER, unless BOARD approval is required. The listing must be approved by the BOARD to be effective if: (i) any one CONTRACT would require BOARD approval as set forth in Section 1.603 or (ii) the list will be effective for more

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than three years. The RFQ shall, at a minimum, include or request all of the following information:

- A. Description of the type of PROFESSIONAL SERVICES required.
- B. Number of years that the firm has provided such services.
- C. Size of firm and, if applicable, a breakdown of number of employees by employment classification.
- D. Prior experience in performing desired PROFESSIONAL SERVICES, and, if applicable, same work products.
- E. Listing of references.

## **§ 1.305 Bid Security on Public Works Contracts**

For any PUBLIC WORKS CONTRACT, the solicitation documents shall require the bidder to submit with the bid as security one of the following:

- A. Cash; or
- B. Cashier's check or certified check made payable to Santa Cruz METRO; or
- C. Bidder's bond executed by an admitted surety insurer and made payable to Santa Cruz METRO.

The security shall be an amount determined by Santa Cruz METRO to be sufficient, but shall not exceed 10% of the bid amount.

If within twenty calendar days after CONTRACT award, the successful bidder fails to enter into the CONTRACT or, if applicable, provide all required insurance certificates and bonds, the bid security shall be forfeited in favor of Santa Cruz METRO. Upon good cause being shown, the GENERAL MANAGER in his/her discretion may extend the time for the bidder to enter the CONTRACT for a period not to exceed thirty (30) additional days.

Upon award to the lowest responsible bidder, the security of an unsuccessful bidder shall be returned no later than sixty (60) days after CONTRACT award. However, if a bid protest is timely filed, the security of unsuccessful bidders shall not be returned until the expiration of the bid validity period. The bid security of the successful bidder shall be returned after execution of the CONTRACT and receipt of the applicable insurance certificate and performance, payment and service disruption bonds. (Public CONTRACT Code §20322.)

## **Article IV Solicitation Procedures**

### **§ 1.401 Santa Cruz METRO's Current Needs**

Santa Cruz METRO staff may contract/purchase only for Santa Cruz METRO's current and reasonably expected public transportation needs and may not add

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quantities or options to its third party contracts solely to permit assignment to another party at any time.

## **§ 1.402 Approval of Solicitations**

For a PROCUREMENT expected to be awarded for an amount equal to or greater than the amount set out in Section 1.403 for a CONTRACT for PUBLIC WORKS, SUPPLIES, NONPROFESSIONAL SERVICES or PROFESSIONAL SERVICES, respectively, a written IFB or RFP must be prepared and thereafter authorized for issuance by either the BOARD or the GENERAL MANAGER or his/her designee prior to its release. BOARD approval for the release of the IFB or RFP is required if the resulting contract would require BOARD approval as set forth in Section 1.603 of this Chapter.

## **§ 1.403 Submittal of Sealed Bids and Proposals**

All bids/proposals for CONTRACTS expected to be awarded for an amount in excess of Ten Thousand Dollars (\$10,000) for PUBLIC WORKS, and Fifty Thousand Dollars (\$50,000) for SUPPLIES, NONPROFESSIONAL and PROFESSIONAL SERVICES shall be sealed, identified as a bid/proposal on the envelope, and shall be submitted to the GENERAL MANAGER or his/her designee at the place and time specified in the public notice inviting bids/proposals. The time specified in the public notice may be extended and notice of the extension may be given by addendum. Submittals received after the time shall not be accepted and shall be returned to the bidder or proposer unopened.

The GENERAL MANAGER shall issue procurement policies for the procurement of PUBLIC WORKS, SUPPLIES, NON-PROFESSIONAL and PROFESSIONAL SERVICES in excess of the amounts set forth above, which shall include provisions for procurement procedures that require a price or cost analysis/independent cost estimate and the acquisition of quotes, bids or proposals.

## **§ 1.406 Opening of Bids**

Bids shall be opened by the GENERAL MANAGER or his/her designee, in public, at the time and place designated in the notice inviting bids or any extension that may be given by addendum to the bid documents.

### **Article V**

#### **Evaluation of Bids and Proposals**

## **§ 1.501 Responsibility Factors**

In determining whether a bidder is responsible, consideration shall be given to each of the following factors:

- A. The ability, capacity and skill of the bidder to satisfactorily perform the CONTRACT;

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- B. The ability of the bidder to perform the CONTRACT within the time specified, without delay;
- C. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- D. The bidder possesses the required licenses/certifications and is not on any suspended or debarment list; and
- E. The quality of bidder's performance on previous CONTRACTS with Santa Cruz METRO.

## **§ 1.502 Responsiveness**

- A. A bid/proposal is responsive if the bidder/proposer submits all information and documents required by the IFB, RFP, or RFQ in the form and at the time required by the IFB, RFP or RFQ, and the bidder/proposer is offering to perform pursuant to the IFB, RFP, or RFQ requirements.
- B. The BOARD may adopt programs or procedures to promote the participation and use of minority, women-owned or disadvantaged business enterprises, and/or small business enterprises.

## **§ 1.503 Application of Responsibility Factors**

The BOARD or GENERAL MANAGER shall award CONTRACTS for PUBLIC WORKS, SUPPLIES, or NONPROFESSIONAL SERVICES to the lowest bidder submitting a responsive bid as provided by Section 1.601 of this Chapter, unless the BOARD or GENERAL MANAGER makes a finding that such bidder is not responsible based upon its failure to satisfy one or more of the criteria set forth in Section 1.501 of this Chapter.

## **§ 1.504 Evaluation of Professional Service Proposals**

Proposals for PROFESSIONAL SERVICES shall be evaluated based upon the criteria set out in the RFP. Santa Cruz METRO may reject any proposer that is nonresponsive or any proposal that is nonresponsive, it may waive any required information for all proposers, and it may waive minor irregularities in any proposal as provided in Section 1.608 of this Chapter.

## **§ 1.505 Noncompetitive and Sole Source Procurement**

A noncompetitive or sole source PROCUREMENT is the award of CONTRACT to only one source. An amendment to an existing CONTRACT to include PUBLIC WORKS, SUPPLIES, or SERVICES outside the scope of that CONTRACT is also deemed a sole source PROCUREMENT. Noncompetitive and sole source PROCUREMENTS are not permitted unless at least one of the following circumstances occurs:

- A. The BOARD or GENERAL MANAGER, as applicable, has determined that the PUBLIC WORKS, SUPPLIES, or SERVICES can be provided only by one firm and that efforts to seek competition would be futile. The GENERAL MANAGER may not delegate his/her authority to make such a determination. However, if the GENERAL MANAGER is unavailable and has delegated authority for execution of

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CONTRACTS, such delegation may also include his/her authority under this paragraph.

- B. For PROCUREMENT involving an expenditure in excess of Fifty Thousand Dollars (\$50,000) for SUPPLIES or Ten Thousand Dollars (\$10,000) for PUBLIC WORKS, upon four-fifths (4/5) vote of the BOARD if it finds that an emergency exists and that it is in the best interests of Santa Cruz METRO to suspend competitive bidding.
- C. Noncompetitive PROCUREMENT is otherwise authorized under applicable federal and state statutes and/or case law.

## **§ 1.506 Alternative Procurement Methods**

The GENERAL MANAGER may establish procedures for Santa Cruz METRO's participation in Joint Procurements, State and Local Government Purchasing Schedules or Contracts and use of existing contract rights for the purchase of SUPPLIES, MATERIALS or SERVICES.

### **Article VI**

#### **Awarding Procurements and Issuing Change Orders**

## **§1.601 Award to Lowest Responsive Bidder (IFB)**

CONTRACTS involving expenditures in excess of Ten Thousand Dollars (\$10,000) for PUBLIC WORKS and Fifty Thousand Dollars (\$50,000) for SUPPLIES, MATERIALS, and NONPROFESSIONAL SERVICES shall be awarded to the responsible bidder submitting the lowest responsive bid.

## **§1.602 Award of Contracts**

A CONTRACT for PROFESSIONAL SERVICES shall be awarded to the responsible firm whose proposal is deemed responsive and with the highest rank based on evaluation criteria. Neither the GENERAL MANAGER nor the BOARD is required to award the CONTRACT to the proposer offering the lowest price.

## **§ 1.603 Authority to Award Procurements Exceeding \$50,000**

Unless otherwise provided herein, all PROCUREMENTS involving an expenditure exceeding Fifty Thousand Dollars (\$50,000) shall be subject to award and/or approval by the BOARD. Said PROCUREMENTS shall be formal written CONTRACTS executed by the BOARD Chair and/or GENERAL MANAGER on behalf of Santa Cruz METRO as set out in the authorizing resolution.

## **§ 1.604 Authority to Award Procurements of \$50,000 or less**

Subject to the availability of funds and the procedures set forth in this Chapter, the GENERAL MANAGER is authorized to award and bind Santa Cruz METRO to

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PROCUREMENTS involving a total expenditure of Fifty Thousand Dollars (\$50,000) or less.

## **§ 1.605 Authority to Approve Amendments to SUPPLY and SERVICE CONTRACTS**

The GENERAL MANAGER is authorized to bind Santa Cruz METRO to amendments to BOARD approved SUPPLIES or SERVICE CONTRACTS provided that the sum of all such amendments for any single CONTRACT shall not exceed: \$50,000.

## **§ 1.606 Authority to Issue Change Orders for Public Works CONTRACTS**

Subject to the availability of funds, the GENERAL MANAGER is authorized to bind Santa Cruz METRO to change orders for work being performed under a PUBLIC WORKS CONTRACT provided that the change order meets all of the following requirements:

- A. For CONTRACTS originally awarded for a price of One-Hundred Thousand Dollars (\$100,000) or less, the GENERAL MANAGER shall have authority to issue change orders, provided that the sum of all such change orders does not exceed Fifty Thousand Dollars (\$50,000).
- B. For CONTRACTS originally awarded for a price of greater than One Hundred Thousand Dollars (\$100,000) but less than One Million Dollars (\$1,000,000) the GENERAL MANAGER shall have authority to issue change orders up to \$50,000, provided that the sum of all such change orders for any single CONTRACT shall not exceed ten percent (10%) of the original CONTRACT price.
- C. For CONTRACTS originally awarded for a price of Million Dollars (\$1,000,000) or more, the GENERAL MANAGER shall have the authority to issue change orders up to \$50,000, provided that the sum of all such change orders for any single CONTRACT shall not exceed the following percentages of the original CONTRACT amount: ten percent (10%) of the first Million Dollars, plus eight percent (8%) of the next Nine Million Dollars, plus six percent (6%) of the balance.
- D. Notwithstanding the foregoing, any single change order which exceeds Fifty Thousand Dollars (\$50,000) shall require BOARD approval.
- E. Notwithstanding the foregoing, the GENERAL MANAGER shall have authority to issue change orders in such sums as may reasonably be necessary if the GENERAL MANAGER determines a change order is required to:
  1. Prevent interruption of the work which would result in a substantial increase in cost to Santa Cruz METRO; or
  2. Protect the work, or equipment or materials to be used in the work, human safety, or the environment at or near the site of the work from substantial and immediate danger or injury; or
  3. Protect the work, or equipment or materials to be used in the work, or human safety or the environment at or near the work site where damage or

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injury has occurred from further or additional damage or injury or deterioration caused by man, nature or other source.

The GENERAL MANAGER shall report such action to the BOARD as soon as reasonably possible but in no event more than thirty (30) days after the action is taken.

## **§ 1.607 Delegation of Authority**

- A. Notwithstanding anything to the contrary herein, the BOARD may by resolution delegate authority to the GENERAL MANAGER to bind Santa Cruz METRO to a CONTRACT for any amount under the terms and conditions set forth in the resolution delegating such authority.
- B. The GENERAL MANAGER may delegate his or her power under Sections 1.604, 1.605, 1.606 and 1.607 A, to bind Santa Cruz METRO by CONTRACT. The delegation shall be made in writing and shall specifically designate the Santa Cruz METRO employee(s) who may act for the GENERAL MANAGER. Santa Cruz METRO employees who are authorized to act for the GENERAL MANAGER to bind Santa Cruz METRO by CONTRACT shall be bonded for the faithful performance of their duties in such amounts as the GENERAL MANAGER reasonably determines to be adequate. A copy of the written delegation shall be retained in Santa Cruz METRO's official files. Upon request, the Finance Manager shall certify the continuing validity of a written delegation made pursuant to this Section.

## **§ 1.608 Award in Case of Identical Bids**

The GENERAL MANAGER or the BOARD shall determine by lot which bid shall be accepted when two (2) or more responsible bidders submit responsive bids in the same amount. (*Government Code Section 53064.*)

## **§ 1.609 Rejection of Bids/Proposals; Waiver of Minor Irregularities**

The GENERAL MANAGER or the BOARD, as appropriate, may reject any and all bids or proposals and may waive minor irregularities in the bids or proposals. An irregularity in a bid or proposal may be waived if such waiver does not give the bidder/proposer an unfair advantage. If the GENERAL MANAGER or the BOARD rejects all bids or proposals, the GENERAL MANAGER or BOARD shall re-evaluate the cost estimates for the project. The project shall then either be abandoned, a new solicitation issued in the manner prescribed in Article IV. If a new solicitation is issued and the GENERAL MANAGER or BOARD again rejects all bids and proposals submitted, the GENERAL MANAGER or BOARD may proceed with the project using Santa Cruz METRO personnel, or issue another SOLICITATION.

## **§ 1.610 Alternative Award; Failure to Enter Into Contract**

If the bidder or proposer to whom the CONTRACT is awarded fails to enter into the CONTRACT as required, the GENERAL MANAGER or BOARD, as appropriate, may

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declare the award to that bidder or proposer a nullity and award the CONTRACT to the next lowest responsible and responsive bidder or proposer, or re-advertise.

## Article VII Bid/Proposal Protest Procedure

### § 1.701 Scope of Protest Procedure

METRO has established these Pre-Bid, Pre-Award and Post-Award Procurement Protest Policy and Procedures so that all procurement protests/disputes are filed, processed and resolved in a manner consistent with the requirements of the Federal Transit Administration (FTA) Circular (4220.1F) *Third Party Contracting Guidance*, dated November 1, 2008, which are on file at METRO's Administrative Offices, 110 Vernon Street, Santa Cruz, CA 95060, and available upon request.

### § 1.702 Types of Protests

There are three basic types of Protests pursuant to this regulation, based on the time in the procurement cycle when they occur:

- A. A pre-bid or solicitation phase Protest is received prior to the bid opening or proposal due date. Pre-bid protests are those based on the content of the initial Notice and/or solicitation published by METRO requesting bids from vendors or other interested parties.
- B. A pre-award Protest is a protest against making an award and is received after receipt of proposals or bids, but before award of a contract.
- C. A post-award Protest is a protest received after award of a contract. A post-award Protest must be received within 5 business days of the making of the award. A post-award Protest generally alleges a violation of applicable federal or state law and/or METRO policy or procedures relative to the seeking, evaluating and/or awarding of the contract.

### § 1.703 Protest Procedures

All Protests must be filed in writing with the METRO Administrative Offices, Finance Manager, Santa Cruz Metropolitan Transit District, 110 Vernon Street, Santa Cruz, CA 95060, or electronically at [financemanager@scmtd.com](mailto:financemanager@scmtd.com). No other location is acceptable.

- A. The protest must be in writing and set forth the specific grounds of the dispute and shall be fully supported with technical data, test results, or other pertinent information related to the subject being protested. The Protest shall include the name and contact information of the Protester, solicitation/contract number or description, and what remedy the Protester is seeking. The Protester is responsible for adhering to this regulation.
- B. A Protester must exhaust all of METRO's administrative remedies before pursuing a protest with the FTA.

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## § 1.704 Santa Cruz METRO's Response to Protest

- A. METRO's Finance Manager shall make a determination on the Protest generally within ten (10) working days from receipt of the Protest. The Decision of the Finance Manager must be in writing and shall include a response to each substantive issue raised in the Protest.
- B. Any Decision by the Finance Manager may be appealed to the Board of Directors. The Protester has the right within five (5) business days of receipt of the Finance Manager's Decision to file an appeal restating the basis of the Protest and the grounds of the appeal. In the appeal, the Protester is only permitted to raise information and issues previously provided in the Protest or discovered after the Protest was submitted to the Finance Manager for Decision and directly related to the grounds of the Protest. The Protester shall be provided with at least 72-hour notification of when the Board of Directors will hear the Appeal. The Protestor may appear, be represented and present evidence and testimony at the Appeal Hearing. The Board of Directors' decision shall constitute METRO's final administrative determination.

## § 1.705 Appeal of Santa Cruz METRO's Decision

- A. In the event that the Protester is not satisfied with METRO's Board of Directors' final administrative determination, he/she may proceed within 90 days of the final decision to State Court for judicial relief. The Superior Court of the State of California for the County of Santa Cruz is the appropriate judicial authority having the jurisdiction over Protest(s) and Appeal(s).
- B. At any time, the Protester may request reconsideration of METRO's Final Decision if data or information becomes available that was not previously known, or there has been an error of law or regulations.
- C. The Protester may withdraw its Protest or Appeal at any time before METRO issues a final decision.
- D. If METRO postpones the date of proposal submission because of a Protest or Appeal of the solicitation specifications, addenda, dates or any other issue relating to the procurement, METRO will notify, via addendum, all parties who are on record as having obtained a copy of the solicitation documents that a Protest/Appeal had been filed, and the due date for proposal submission shall be postponed until METRO has issued its final Decision.
- E. Reviews of Protests by FTA are limited to 1) METRO's failure to have or follow its protest procedures, or its failure to review a complaint or Protest; or 2) violations of Federal law or regulation.
- F. A Protest Appeal to the FTA must be filed in accordance with the provisions of FTA Circular 4220.1F. Any appeal to the FTA shall be made not later than five

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(5) working days after a final decision is rendered under METRO's protest procedure. Protest appeals should be filed with:

## **Federal Transit Administration**

Regional Administrator Region IX  
201 Mission Street, Suite 1650  
San Francisco, CA 94105-1839  
Telephone: (415) 744-3133  
Fax: (415) 744-2726

### **§ 1.706 Santa Cruz METRO's Responsibilities to FTA**

METRO's Finance Manager will notify the FTA when he/she receives a third party contract protest to which the FTA Circular (4220.1F) *Third Party Contracting Guidance* applies, and will keep the FTA informed about the status of the Protest including any appeals.

METRO's Finance Manager will provide the following information to FTA:

- A. Subjects: A list of Protests involving third party contracts and potential third party contracts that:
  1. Have a value exceeding \$100,000, or
  2. Involve controversial matter, irrespective of amount, or
  3. Involve a highly publicized matter, irrespective of amount.
- B. Details: The following information about each Protest:
  1. A brief description of the Protest,
  2. The basis of disagreement, and
  3. If open, how far the Protest has proceeded, or
  4. If resolved, the agreement or decision reached, and
  5. Whether an appeal has been taken or is likely to be taken.
- C. When and Where: METRO will provide this information:
  1. In its next quarterly Milestone Progress Report, and
  2. At its next Project Management Oversight review, if any.
- D. FTA Officials to Notify: When METRO's Board of Directors denies a bid Protest, and an appeal is likely to occur, METRO's Finance Manager will inform the FTA Regional Administrator for Region IX, or the FTA Associate Administrator for the program office administering a headquarters project directly about the likely appeal.

METRO's Finance Manager will disclose information about any third party procurement Protest to FTA upon request. FTA reserves the right to require METRO to provide copies of a particular Protest or all Protests, and any or all related supporting documents, as FTA may deem necessary.

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## Article VIII Debarment

### § 1.801 Scope of Debarment Procedure

This Article specifies procedures for Santa Cruz METRO's debarring potential bidders or proposers from award of a Santa Cruz METRO CONTRACT. The provisions set forth in 49 CFR Part 29 are hereby incorporated by reference. "Debarment" is defined as an action which excludes a firm from contracting directly with Santa Cruz METRO or participating as a subcontractor for a Santa Cruz METRO CONTRACT.

### § 1.802 Violations Subject to Debarment

A contractor who commits, based on information sufficient to support a reasonable belief, any of the following acts or omissions is subject to a Santa Cruz METRO debarment action:

- A. Any action set forth in 49 CFR Section 29.305; or
- B. Willful failure to perform or violation of any term or condition of a CONTRACT with Santa Cruz METRO, including violation of any federal or state statutory or regulatory provision.

### § 1.803 Debarment Procedures

- A. If a contractor is alleged to have committed any one of the violations set forth in Section 1.802, the GENERAL MANAGER shall give notice in writing by certified mail, return receipt requested, of the reasons for the proposed debarment. The notice shall contain the following information:
  - 1. That debarment is being considered;
  - 2. The reasons for the proposed debarment;
  - 3. Conduct or transaction(s) upon which the action is based;
  - 4. Potential effect of a debarment;
  - 5. Proposed scope of debarment;
  - 6. Proposed period of debarment; and
  - 7. Opportunity to contest proposed debarment.
- B. The contractor shall have thirty (30) days from the date of receipt of the notice of proposed debarment to submit any written objections. After consideration of the contractor's written response, the GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the time, date and place of a meeting with the GENERAL MANAGER, or designee, to discuss the proposed debarment.
- C. In actions not based upon a conviction or civil judgment, if the GENERAL MANAGER finds that the contractor's response raises a dispute over facts material to the proposed debarment, the contractor shall be afforded an

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opportunity to appear with a representative before the GENERAL MANAGER, or designee, submit evidence, present witnesses, and confront any witness Santa Cruz METRO presents.

- D. Within thirty (30) days after the meeting, the GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the final decision of the GENERAL MANAGER regarding the debarment. Within thirty (30) days after receipt of the GENERAL MANAGER's final decision, the contractor shall give the GENERAL MANAGER written notice of appeal of the debarment decision. Failure to submit a written notice of appeal shall constitute consent to the debarment and the GENERAL MANAGER's decision shall be final as of the date on the notice.
- E. If a written appeal is timely submitted, the GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the date, time and place of the BOARD meeting at which the appeal of the contractor shall be considered and the date the contractor must submit written comments for submittal to the BOARD. The BOARD's debarment agenda package shall be sent to the contractor at least five (5) days before the meeting.
- F. At the BOARD meeting in which the matter is scheduled to be heard, the BOARD may elect to receive and file the GENERAL MANAGER's decision, set the matter for hearing at a subsequent BOARD meeting, or hire an impartial hearing officer to conduct a hearing and prepare a written decision, including findings of fact.
- G. Within thirty (30) days after the BOARD meeting, the GENERAL MANAGER shall provide written notification of the BOARD's action via certified mail, return receipt requested, to the appellant. If the BOARD receives and accepts the GENERAL MANAGER's decision, the debarment decision shall be final as of the date of the written notice described in this part.
- H. If the BOARD elects to hold a hearing or to hire an impartial hearing officer to conduct a hearing, Santa Cruz METRO staff and the appellant may present evidence related to the appeal of the GENERAL MANAGER's decision at the hearing. At the beginning of the hearing, the BOARD Chair or hearing officer may announce time limits on testimony and any other procedural rules which, in their sole opinion, are reasonably necessary to preclude repetitious or irrelevant testimony. If either party arranges for the use of a court reporter to transcribe the hearing, the other party shall share the cost of transcribing the hearing if it requests a copy of the transcript.
- I. If an impartial hearing officer conducts the hearing, the GENERAL MANAGER shall provide written notice by certified mail, return receipt requested, of the selected hearing officer, the date, time and place of the BOARD meeting at which the hearing officer's recommendation will be considered for adoption, and the date that the contract must provide written comments for submittal to the BOARD. A copy of the BOARD of Directors' debarment agenda package shall be sent to the contractor at least five (5) days before the meeting.

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- J. In rendering its decision on the debarment, the BOARD may elect to receive and file the GENERAL MANAGER's decision, adopt the written recommendation and findings of fact prepared by the hearing officer, or adopt a separate decision. Santa Cruz METRO shall provide contractor with written notice of the BOARD's decision by certified mail, return receipt requested, within thirty (30) days after the BOARD meeting. All BOARD decisions are final as of the date on the written notice of the BOARD's action.

## **§ 1.804 General Manager's/Board of Directors' Decision**

- A. Debarment shall be imposed by the GENERAL MANAGER or BOARD only when it finds, based on a preponderance of the evidence, that the contract committed one of the violations referenced in Section 1.702 and that debarment is in the best interest of the public and the protection of Santa Cruz METRO. The seriousness of the contractor's acts or omissions and any mitigating factors shall be considered in making any debarment decision.
- B. Debarment constitutes debarment of all divisions or other organizational elements of the contractor, unless the debarment decision is limited by its terms to specific divisions, organizational elements or commodities.
- C. In imposing debarment, the GENERAL MANAGER or BOARD shall specify the scope and term of the debarment. Debarment shall not exceed three (3) years, unless circumstances warrant a longer period.
- D. In order to protect the interests of Santa Cruz METRO, the period of debarment may be extended, modified or suspended by the GENERAL MANAGER or BOARD after compliance with the procedures set forth in Section 1.803. Such actions may be initiated by Santa Cruz METRO or by the contractor after receipt of a written request, including documentation of the proposed modifications.

## **§ 1.805 Affect of Debarment on Submittal of Bids or Proposals**

If the GENERAL MANAGER or BOARD acts to debar a contractor, that contractor shall be precluded from submitting any bids or proposals for a PROCUREMENT as a prime contractor or subcontractor during the time of debarment, unless debarment is limited in scope and the contractor is authorized under the terms of the debarment to submit a bid or proposal for a particular CONTRACT.

A contractor that has been debarred or suspended by the federal government or the state shall be prohibited from submitting any bids or proposals for a federally-funded or State funded PROCUREMENT during the period of debarment or suspension.

If Santa Cruz METRO receives an unauthorized bid or proposal from a contractor debarred by Santa Cruz METRO and/or the federal or state governments, the bid or proposal shall be returned and such bid or proposal shall not be evaluated or considered in determining the lowest responsive and responsible bidder or the highest ranked proposer.

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014

**TO:** Board of Directors

**FROM:** Robyn Slater, Human Resources Manager

**SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

## **I. RECOMMENDED ACTION**

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

## **II. SUMMARY OF ISSUES**

- None.

## **III. DISCUSSION**

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

## **IV. FINANCIAL CONSIDERATIONS**

- None.

## **V. ATTACHMENTS**

**Attachment A:** Employee Recognition List

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# Attachment A



## EMPLOYEE LONGEVITY AWARDS

### **CERTIFICATE OF APPRECIATION – 10 YEARS**

*The Board of Directors proudly presents this Certificate of Appreciation and 10 year Service Pin for the completion of 10 years of service between 2004 and 2014 to:*

Juan Gallegos Belmares

Van Operator

### **CERTIFICATE OF APPRECIATION – 15 YEARS**

*The Board of Directors proudly presents this Certificate of Appreciation for the completion of 15 years of service between 1999 and 2014 to:*

Isaac Holly

Elmer Torres

Assistant Manager of Information Technology Services

Facilities Maintenance Worker II

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

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

**RESOLUTION OF APPRECIATION  
FOR THE SERVICES OF MARGARITA ALEJO AS A MEMBER OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS**

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

**WHEREAS**, the City of Watsonville, requiring strong representation, appointed Margarita Alejo as a member of the Board of Directors of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO); and

**WHEREAS**, Margarita Alejo served as a member of the Board of Directors from April 2011 through December 2013; and

**WHEREAS**, Margarita Alejo provided the Santa Cruz Metropolitan Transit District with strong leadership and insightful guidance during her terms of the office; and

**WHEREAS**, Margarita Alejo was a guiding force for the Santa Cruz Metropolitan Transit District during the construction of the MetroBase Project, the Pacific Station Redevelopment Project, the Watsonville Transit Center Redevelopment Project, the Watsonville Transit Plan development, and the Watsonville Service Restoration Project; and

**WHEREAS**, during the time that Margarita Alejo served on the Board of Directors, Santa Cruz METRO, replaced fixed route buses, purchased new ParaCruz vans, constructed critical phases of the MetroBase Project, acquired funding for major capital improvements, and responded to a severe economic downturn; and

**WHEREAS**, the quality of public transit service in Santa Cruz County was improved dramatically as a result of the dedication, commitment and efforts of Margarita Alejo;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Margarita Alejo for her efforts in the advancement of public transportation service in Santa Cruz County and expresses appreciation on behalf of itself, the Santa Cruz METRO staff and all of the residents of Santa Cruz County.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be sent to Margarita Alejo and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

**PASSED AND ADOPTED** this 25th day of April, 2014 by the following vote:

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

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**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**APPROVED:** \_\_\_\_\_

DENE BUSTICHI

Board Chair

**ATTEST:** \_\_\_\_\_

LESLIE R. WHITE

Secretary/General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
LESLYN K.SYREN

District Counsel

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

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

**A RESOLUTION OF  
APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF  
CAROLYN C. CHANEY AS A LEGISLATIVE ADVOCATE  
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**WHEREAS**, the Santa Cruz Metropolitan Transit District (METRO) was formed to provide public transportation to all of the citizens of Santa Cruz County, and

**WHEREAS**, the provision of public transportation service requires active advocacy with state and federal governments; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District, requiring expertise, experience, and dedication selected Carolyn C. Chaney, Capitol Edge Inc. to serve as the legislative advocate in Washington DC; and

**WHEREAS**, Carolyn C. Chaney effectively represented the Santa Cruz METRO in Washington DC; and

**WHEREAS**, Carolyn C. Chaney provided the Santa Cruz METRO with dedicated service and commitment; and

**WHEREAS**, Carolyn C. Chaney served the Santa Cruz METRO with distinction, and

**WHEREAS**, the effective advocacy provided by Carolyn C. Chaney resulted in safe, reliable, quality public transportation being improved in the most difficult of times, and

**WHEREAS**, during the time that Carolyn C. Chaney advocated for projects and services, Santa Cruz METRO received funds to support service, develop new facilities, purchase new equipment, and enhance the ParaCruz service. Additionally, METRO received funds from the Small Transit Intensive Cities that Carolyn developed and advocated for, received funds for the MetroBase Project, received funds for the development of the Pacific Station Project, received funds for a new fare collection system, including the smart card program, and received funds for the development of new scheduling systems; and

**WHEREAS**, the quality of life in Santa Cruz County, as well as in many other communities throughout the United States, was improved dramatically as a result of the exemplary service provided by Carolyn C. Chaney; and

**WHEREAS**, Carolyn C. Chaney passed away on March 27, 2014.

**NOW, THEREFORE, BE IT RESOLVED**, that in recognition of service and commitment, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby posthumously commend Carolyn C. Chaney for her efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, METRO staff and all of the citizens of Santa Cruz County.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be presented to the Family of Carolyn C. Chaney and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

**PASSED AND ADOPTED** this 25th day of April by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**APPROVED:** \_\_\_\_\_

DENE BUSTICHI  
Board Chair

**ATTEST:** \_\_\_\_\_

LESLIE R. WHITE  
Secretary/General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
LESLYN K. SYREN  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25<sup>th</sup>, 2014  
**TO:** Board of Directors  
**FROM:** April Warnock, Paratransit Superintendent  
**SUBJECT:** APPRECIATION OF SHIRLEY HARDING

## I. RECOMMENDED ACTION

**Approval of distributing twenty pre-paid coupons to ParaCruz rider Shirley Harding as a token of appreciation.**

## II. SUMMARY OF ISSUES

- On April 3<sup>rd</sup>, 2014, the Santa Cruz Sentinel and the San Jose Mercury News published an article about Shirley Harding, a ParaCruz client.
- Shirley Harding's hobby is sewing baby shirts, knitting hats and making blankets for hospitals and orphanages in Romania and Uganda.
- In the article, Ms. Harding says she knits with her morning coffee and while waiting for Metro ParaCruz to take her to her medical appointments.
- Metro ParaCruz would like to recognize Ms. Harding's caring generosity, and the positive reflection she cast on Metro ParaCruz in the newspaper articles.
- Metro ParaCruz would like to distribute twenty pre-paid coupons to Ms. Harding as a token of our appreciation.

## III. DISCUSSION

On April 3<sup>rd</sup>, 2014 the Santa Cruz Sentinel and the San Jose Mercury News published an article about Shirley Harding, a ParaCruz client since March of 2009. Ms. Harding uses ParaCruz to attend her medical appointments. Ms. Harding's hobby is sewing baby shirts, knitting hats, and making blankets for hospitals and orphanages in Romania and Uganda. Despite two recent back surgeries, she has managed to make 2,800 baby shirts in the past two years.

In the article, Ms. Harding says she knits with her morning coffee and while waiting for Metro ParaCruz to take her to her medical appointments.

Metro ParaCruz would like to recognize Ms. Harding's caring generosity and the positive reflection she cast on Metro ParaCruz by association in the newspaper articles. Metro ParaCruz would like to distribute twenty pre-paid coupons to Ms. Harding as a token of our appreciation.

**FINANCIAL IMPACT:**

Twenty pre-paid Metro ParaCruz coupons is \$80.00. Each coupon has a face value of four dollars.



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014

**TO:** Board of Directors

**FROM:** Liseth Guizar, Risk and Security Administrator  
Thomas Hiltner, Grants/Legislative Analyst

**SUBJECT: RECEIVE A STATUS REPORT AND PRESENTATION ON THE  
WATSONVILLE TRANSIT CENTER RENOVATION.**

## **I. RECOMMENDED ACTION**

**Receive a status report and presentation on the Watsonville Transit Center redesign.  
Indicate Board preference for subsequent design direction.**

## **II. SUMMARY OF ISSUES**

- Watsonville Transit Center is deteriorating and its state of disrepair detracts from the appearance and experience of downtown Watsonville.
- On September 27, 2013, the Board awarded a contract to B+U, LLP to produce alternative designs for the renovation of the Watsonville Transit Center.
- The design alternatives will range from the lowest cost, superficial renovation to a complete rebuilding with possible expansion of the transit center.
- Today's presentation shows the consultant's progress since the 1/9/14 kick-off meeting and requests Board direction for the conceptual design work to follow.

## **III. DISCUSSION**

Watsonville Transit Center opened in the renovated Crocker Bank building in 1995 and will require renovation to correct deterioration and to improve its fit and function in downtown Watsonville. The terminal building presents an imposing, stark façade lacking color and appeal and detracts from typical urban architecture in Watsonville. Its interior does not effectively use available space to provide quality amenities which would be expected with the level of activity at the transit center. The outdoor passenger waiting area was originally intended to be an active Mercado, but the available kiosks have difficulty attracting and sustaining appropriate tenants. Santa Cruz METRO recently removed two of the vacant kiosks to eliminate dark and potentially threatening spaces within the Mercado.

The Santa Cruz METRO Board of Directors awarded a contract to B+U, LLP, an architecture firm in Southern California, to produce alternative conceptual designs from which the Board can

select for the transit center renovation.. B+U and ARUP, the transit design sub-consultant have consulted with senior operations personnel at Santa Cruz METRO, assessed operating requirements and conducted traffic studies to develop alternative, more effective transit operating configurations within the current transit center footprint.

The City of Watsonville's Public Works Department is working closely with the consultants and Santa Cruz METRO staff to evaluate the operating alternatives and their impact on surrounding streets. The City of Watsonville's Planning Department recently joined the team effort to inform the urban design component of the project and guide its congruence with current short and long-range plans for Watsonville. At this point, the consultant has completed three "schemes" for bus operating alternatives and has presented different conceptual approaches to renovate the terminal

On 3/13/14, Santa Cruz METRO staff along with staff from the City of Watsonville Public Works and Planning Departments reviewed the consultant's work to date. At that meeting, B+U presented three conceptual "schemes" for redevelopment, which ranged from an interior renovation of the existing transit terminal building to reconstruction and realignment of the passenger terminal.

The conceptual designs using the existing parcel revealed that the bus bay capacity could only be increased by two bus bays. This could be problematic if Santa Cruz METRO decides to increase service in Watsonville within the next decade, as the transit center is currently at capacity and would have a difficult time accommodating more buses on the tarmac.

City of Watsonville and Santa Cruz METRO staff discussed with B+U the possibility of expanding the transit center by acquiring the properties adjacent to the transit center. B+U indicated that expanding the transit center into the adjacent parcels could increase bus bay capacity by 20 to 26 bus bays.

Exploring the expansion scenarios beyond the current footprint would require a revision to the scope of services of the current B+U contract. B+U will have to address the expanded tarmac layout, building design, safety, capacity and passenger handling, among other things. This additional work will increase the design costs by \$28,554.00.

Staff would appreciate hearing the Board's preferences within the range of alternatives in order to give focused guidance for the consultant to proceed. B+U will base its subsequent design effort on a more narrowly tailored range of options and take these products to the first round of public input in May. Staff recommends that the Board of Directors receive the presentation and provide staff direction.

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

The current amount allocated in the FY14 Capital Budget for the Watsonville Transit Center redesign project this project is \$160,000.00. If the Board of Directors wishes to explore

expansion of the transit center beyond the current footprint, an additional \$30,000.00 would be required from the capital budget.

Expanding the footprint of the transit center will enable Santa Cruz METRO to apply for construction-based grants, such as the Transportation Investment Generating Economic Recovery, or TIGER Discretionary Grant program. The TIGER program is a competitive grant with broad eligibility that allows multiple project sponsors at the state and local level. The TIGER program favors projects which are located within an economically distressed area and which will help spur new pedestrian-oriented development, support mixed-use projects, and reinforce development plans. Having a shovel-ready project along with the fact that the City of Watsonville has a concurrent Downtown Revitalization Project will make the Watsonville Transit Center grant proposal highly competitive.

#### **V. ATTACHMENTS**

**None**

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 25, 2014

**TO:** Board of Directors

**FROM:** Daniel Dodge, Director

**SUBJECT: CONSIDERATION OF A REQUEST TO PROVIDE TRAVEL FINANCIAL SUPPORT TO ALLOW ME (DIRECTOR DANIEL DODGE) TO ACCEPT THE POSITION OF CHAIR OF THE AMERICAN PUBLIC TRANSPORTATION ASSOCIATION ENGAGEMENT AND MEMBERSHIP SUBCOMMITTEE.**

## I. RECOMMENDED ACTION

**That the Board of Directors discuss and consider the travel financial support necessary to allow me (Director Daniel Dodge) to serve as the Chair of the APTA Transit Board Members Engagement and Membership Subcommittee.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO is an active member of the American Public Transportation Association (APTA).
- APTA has three (3) major components, transit professional members, transit business members, and transit governing board members.
- The transit governing board members have an Executive Council that is listed on an attachment to this report.
- I currently serve as the Vice-Chair of the Transit governing board Engagement and Membership Committee.
- The Engagement and Membership Committee works to help other board members become active on the Transit Board Members Committee and within APTA – taking their leadership skills to the national level.
- The current Chair of the Engagement and Membership Committee has notified me that he is no longer able to serve and has requested that I serve as Chair.
- Serving as the Chair of the Engagement and Membership would require my attendance at the APTA Legislative Conference, Board Workshop, and Annual Meeting, as well as other meetings that might be convened. Generally, the three meetings a year is sufficient.
- Depending on location APTA meetings typically cost approximately \$3,000 each including travel, per diem, lodging and registration making the commitment from METRO approximately \$9,000 annually.

### **III. DISCUSSION**

The Washington DC based American Public Transportation Association (APTA) represents the majority of transit agencies and suppliers in the United States and Canada. METRO has been an active participant in APTA, especially in the legislative area. The legislative advocacy provided by APTA has assisted in METRO receiving millions of dollars in funds for facilities, equipment, and operating support. APTA is generally separated into three groups; transit professional members, transit business members, and transit governing board members. The transit board members committee is managed by an Executive Council and by-laws. I have attached the Executive Council roster and the by-laws to this report.

I currently serve as the Vice-Chair of the Transit governing board Engagement and Membership Committee. The Engagement and Membership Committee works to help other board members become active on the Transit Board Members Committee and within APTA – taking their leadership skills to the national level. The current Chair of the Engagement and Membership Committee has notified me that he is no longer able to serve and has requested that I serve as Chair. Serving as the Chair of the Engagement and Membership would require my attendance at the APTA Legislative Conference, Board Workshop, and Annual Meeting, as well as other meetings that might be convened. Generally, the three meetings a year is sufficient.

Depending on location APTA meetings typically cost approximately \$3,000 each including travel, per diem, lodging, and registration, making the commitment from METRO approximately \$9,000 annually.

### **IV. FINANCIAL CONSIDERATIONS**

The financial travel support necessary for me to serve as Chair of the Transit Board Members Engagement and Membership Committee is estimated to be approximately \$9,000 annually.

### **V. ATTACHMENTS**

- Attachment A:** Transit Board Members Executive Council Roster
- Attachment B:** Transit Board Members By-Laws
- Attachment C:** Email from Ed Hildreth



# Attachment A

## AMERICAN PUBLIC TRANSPORTATION ASSOCIATION TRANSIT BOARD MEMBERS COMMITTEE EXECUTIVE COUNCIL ROSTER

April 14, 2014

<p><b>CHAIR</b>  <b>Frederick L. Daniels, Jr.</b>, treasurer and immediate past chairman, Metropolitan Atlanta Rapid Transit Authority          2424 Piedmont Road NE          Atlanta, GA 30324          Phone: c/o Rebbie Ellisor Taylor (404) 848-5044          work (404) 575-8282; work assistant Tanya Young (404) 575-8287; Fred's MARTA phone (404) 848-5086          E-mail: <a href="mailto:fdaniels@itsmarta.com">fdaniels@itsmarta.com</a>, <a href="mailto:rtaylor@itsmarta.com">rtaylor@itsmarta.com</a>, <a href="mailto:tanya.young@ctbatl.com">tanya.young@ctbatl.com</a>, <a href="mailto:fred.daniels@ctbatl.com">fred.daniels@ctbatl.com</a>  <i>Second one-year term expires 7/2014, then ineligible for another term in this office</i></p>	<p><b>REPRESENTATIVE REGION I</b>  <i>Connecticut, Maine, Vermont, New Hampshire, Massachusetts, New York, Rhode Island</i>  <b>David M. Stackrow, CPA</b>, chairman          Capital District Transportation Authority          110 Watervliet Ave., Albany, NY 12206          Phone: Wk (518) 274-9081, Cell (518) 281-9128          Home (518) 283-3170          E-mail: <a href="mailto:dstackrow@scottstackrow.com">dstackrow@scottstackrow.com</a> and Kathy Colbert : <a href="mailto:kathyc@cdta.org">kathyc@cdta.org</a>  <i>First two-year term expires 7/2014, then eligible for another two-year term</i></p>
<p><b>VICE CHAIR</b>  <b>Dr. Valarie J. McCall</b>, member, Board of Trustees          Greater Cleveland Regional Transit Authority          c/o Office of the Mayor, Cleveland City Hall          601 Lakeside Ave, Rm. 202, Cleveland, OH 44114          Phone: (216) 664-3544 Cell: (216) 857-7360          E-mail: <a href="mailto:vmccall@city.cleveland.oh.us">vmccall@city.cleveland.oh.us</a> and <a href="mailto:tanderson@city.cleveland.oh.us">tanderson@city.cleveland.oh.us</a> (Tracy Anderson) &amp; <a href="mailto:tburrage@gcrta.org">tburrage@gcrta.org</a> (Theresa Burrage)  <i>First one-year term expires 7/2014, then eligible for one more one-year term</i></p>	<p><b>REPRESENTATIVE REGION II</b>  <i>Virginia, New Jersey, Pennsylvania, Delaware, Maryland, West Virginia, Washington DC, North Carolina, South Carolina</i>  <b>Marcel C. Acosta</b>, board member          Washington Metropolitan Area Transit Authority          600 Fifth St. N.W., Washington, DC 20001          Phone: (202) 962-2690          E-mail: <a href="mailto:marcel.acosta@nctpc.gov">marcel.acosta@nctpc.gov</a> and <a href="mailto:lsequiera@wmata.com">lsequiera@wmata.com</a> (Loyda Sequeira-Castillo) and <a href="mailto:marcella.brown@nctpc.gov">marcella.brown@nctpc.gov</a>  <i>First two-year term expires 7/2014, then eligible for another two-year term</i></p>
<p><b>SECRETARY</b>  <b>Randall Chrisman</b>, board member          Dallas Area Rapid Transit          P.O. Box 660163          Dallas, TX 75266-7209          Phone: (214) 749-3347          E-mail: <a href="mailto:rdchrisman@dart.org">rdchrisman@dart.org</a> and <a href="mailto:njohnson@dart.org">njohnson@dart.org</a>          Nancy Johnson  <i>First one-year term expires 7/2014, then eligible for one more one-year term</i></p>	<p><b>REPRESENTATIVE REGION III</b>  <i>Tennessee, Kentucky, Georgia, Florida, Alabama, Arkansas, Mississippi, Louisiana, Puerto Rico, U.S. Virgin Islands</i>  <b>Andre Gibson</b>, board member          Memphis Area Transit Authority          1370 Levee Rd., Memphis, TN 38108          Phone: (901) 494-5908          E-mail: <a href="mailto:andregibson@gmail.com">andregibson@gmail.com</a> and <a href="mailto:leskridge@matatransit.com">leskridge@matatransit.com</a> (Linda Eskridge)  <i>First two-year term expires 7/2015, then eligible for one more two-year term</i></p>
<p><b>BOARDtalk EDITOR</b>  <b>Sharon McBride</b>, treasurer          Greater Peoria Mass Transit District          2105 NE Jefferson Ave.          Peoria, IL 61603          Phone: (309) 674-5854          E-mail: <a href="mailto:mcbride2413@sbcglobal.net">mcbride2413@sbcglobal.net</a></p>	<p><b>REPRESENTATIVE REGION IV</b>  <i>Ohio, Minnesota, Wisconsin, Illinois, Indiana, Michigan, North Dakota, South Dakota</i>  <b>Bonita Johnson</b>, board president          Toledo Area Regional Transit Authority          P.O. Box 792, 1127 W. Central Ave.          Toledo, OH 43697          Phone: (419) 283-0228          E-mail: <a href="mailto:beej40@juno.com">beej40@juno.com</a> and <a href="mailto:jgee@tarta.com">jgee@tarta.com</a>  <i>First two-year term expires 7/2015, then eligible for one more two-year term</i></p>

# Attachment A

<p><b>REPRESENTATIVE REGION V</b>  <i>Texas, Nebraska, Kansas, Oklahoma, Montana, Wyoming, Colorado, Utah, New Mexico, Iowa, Missouri</i>  <b>Jeff Walker</b>, secretary  Regional Transit District  1600 Blake Street, BLK 36  Denver, CO 80202-1399  Phone: (720) 626 0342 cell  <a href="mailto:Jeff.walker@rtd-denver.com">Jeff.walker@rtd-denver.com</a>, <a href="mailto:barbara.mcmanus@rtd-denver.com">barbara.mcmanus@rtd-denver.com</a>; <a href="mailto:paula.perdue@rtd.denver.com">paula.perdue@rtd.denver.com</a>  <i>First two-year term expires 7/2015, then eligible for one more two-year term</i></p>	<p><b>REPRESENTATIVE REGION VI</b>  <i>Oregon, Idaho, Nevada, Arizona, Washington, California, Alaska, Hawaii</i>  <b>Carol Herrera</b>, executive board member  Foothill Transit  100 S. Vincent Ave., Suite 200  West Covina, CA 91790  Phone: (626) 931-7204  E-mail: <a href="mailto:carolaherrera1963@gmail.com">carolaherrera1963@gmail.com</a> and Christina Lopez clopez@foothilltransit.org  <i>First two-year term expires 7/2014, then eligible for another two-year term</i></p>
<p><b>REPRESENTATIVE REGION VII</b>  <i>Canada</i></p> <p>Position is available.</p>	<p><b>EX-OFFICIO MEMBER</b>  <b>CHAIR, BOARD SUPPORT SUBCOMMITTEE</b>  <b>Beth Vidaurri</b>  manager of the executive office  Corpus Christi Regional Transportation Authority  5658 Bear Lane, Corpus Christi, TX 78405  Phone: (361) 289-3005  E-mail: <a href="mailto:bvidaurri@ccrta.org">bvidaurri@ccrta.org</a>  <i>First two-year term expires 7/2014, then eligible for another two-year term</i></p>
<p><b>LEGISLATIVE SUBCOMMITTEE CHAIR</b>  <b>Randall Chrisman</b>, <a href="mailto:rdchrisman@dart.org">rdchrisman@dart.org</a> and <a href="mailto:njohnson@dart.org">njohnson@dart.org</a> (Nancy Johnson)</p> <p><b>VICE CHAIR</b>  <b>Dr. Valarie J. McCall</b>, <a href="mailto:vmccall@city.cleveland.oh.us">vmccall@city.cleveland.oh.us</a> &amp; <a href="mailto:tanderson@city.cleveland.oh.us">tanderson@city.cleveland.oh.us</a> (Tracy Anderson) &amp; <a href="mailto:tburrage@gcrta.org">tburrage@gcrta.org</a> (Theresa Burrage)  <i>Appointed positions.</i></p>	<p><b>PROGRAM SUBCOMMITTEE CHAIR</b>  <b>Dr. Valarie J. McCall</b>, member, Board of Trustees  Greater Cleveland Regional Transit Authority  c/o Office of the Mayor, Cleveland City Hall  601 Lakeside Ave, Rm. 202, Cleveland, OH 44114  Phone: (216) 664-3544 Cell: (216) 857-7360  E-mail: <a href="mailto:vmccall@city.cleveland.oh.us">vmccall@city.cleveland.oh.us</a> and <a href="mailto:tanderson@city.cleveland.oh.us">tanderson@city.cleveland.oh.us</a> (Tracy Anderson) &amp; <a href="mailto:tburrage@gcrta.org">tburrage@gcrta.org</a> (Theresa Burrage)</p> <p><i>One-year term July, 2013 to July, 2014 as host of...</i>  <b>July 19-22, 2014 Transit Board Members Seminar &amp; Board Support Employee Development Workshop</b>  The Westin Cleveland Downtown, 777 Saint Clair Ave. NE, Cleveland OH 44114</p>



# Attachment A

<p><b>CHAIR, WORKING GROUP TO STRENGTHEN ROLES OF REGIONAL REPRESENTATIVES</b>  <b>Dr. Valarie J. McCall</b>,  E-mail: <a href="mailto:vmccall@city.cleveland.oh.us">vmccall@city.cleveland.oh.us</a> &amp; <a href="mailto:tanderson@city.cleveland.oh.us">tanderson@city.cleveland.oh.us</a> (Tracy Anderson) &amp; <a href="mailto:tburrage@gcrta.org">tburrage@gcrta.org</a> (Theresa Burrage)</p> <p><b>Members:</b>  All Regional ‘Reps’ (pages 2-3)</p>	<p><b>CHAIR, ADA SUBCOMMITTEE</b>  <b>Doug Lecato</b>, board member  Capital Area Transportation Authority  4615 Tranter St., Lansing, MI  Phone: (517) 420-3876  E-mail: <a href="mailto:lecato@acd.net">lecato@acd.net</a></p> <p><b>VICE CHAIR</b>  <b>Donna P. McNamee</b>, member, Board of Trustees  LAKETRAN  P. O. Box 158, Grand River, OH 44045  H: 5025 Willoughcroft Road, Willoughby, OH  Cell: (440) 669-6948  E-mail: <a href="mailto:dpmcnee@aol.com">dpmcnee@aol.com</a></p>
<p><b>CHAIR, WORKING GROUP TO REVISE THE TBM HANDBOOK</b>  <b>Crystal Lyons</b>, <a href="mailto:crystallyons11@gmail.com">crystallyons11@gmail.com</a></p> <p><b>Members:</b>  <b>M.P. Carter</b>, <a href="mailto:mccarter@matcu.com">mccarter@matcu.com</a>  <b>Dr. Valarie J. McCall</b>, <a href="mailto:vmccall@city.cleveland.oh.us">vmccall@city.cleveland.oh.us</a>  <b>Beth Vidaurri</b>, <a href="mailto:bvidaurri@ccrta.org">bvidaurri@ccrta.org</a></p>	<p><b>CHAIR, ENGAGEMENT &amp; MEMBERSHIP SUBCOMMITTEE</b></p> <p><b>Ed Hildreth</b>, vice chair  Intercity Transit  526 Pattison SE, P O Box 659  Olympia, WA 98507  Phone : (360) 943-9446  E-mail : <a href="mailto:foster6841@comcast.net">foster6841@comcast.net</a></p> <p><b>VICE CHAIR</b>  <b>Daniel Dodge, Sr.</b>, director  Santa Cruz Metropolitan Transit District  110 Vernon St., Santa Cruz, CA 95060  Phone: (831) 426-6080  E-mail: <a href="mailto:Daniel.dodge@cityofwatsonville.org">Daniel.dodge@cityofwatsonville.org</a></p>
<p><b>CHAIR, SMALL &amp; MID-SIZED SYSTEM SUBCOMMITTEE</b>  <b>Sharon McBride</b>, <a href="mailto:mcbride@bradley.edu">mcbride@bradley.edu</a></p> <p><b>Members:</b>  <b>Frederick Lanahan</b>, <a href="mailto:flanahan@frontier.com">flanahan@frontier.com</a>  <b>Howard Silver</b>, <a href="mailto:hsilver@bak.rr.com">hsilver@bak.rr.com</a>  <b>David Stackrow</b>, <a href="mailto:dstackrow@scottstackrow.com">dstackrow@scottstackrow.com</a> and <a href="mailto:kathyc@cdta.org">kathyc@cdta.org</a>  <b>Bernard Silverman</b>, <a href="mailto:bsilverman@sccoast.net">bsilverman@sccoast.net</a>  <b>Dr. John C. Spychalski</b>, <a href="mailto:jcs2@psu.edu">jcs2@psu.edu</a></p>	<p><b>CHAIR NOMINATING SUBCOMMITTEE</b>  <b>M.P. Carter</b>, <a href="mailto:mccarter176@hotmail.com">mccarter176@hotmail.com</a>  (901) 474-6711</p> <p><b>Members:</b>  <b>Crystal Lyons</b>, <a href="mailto:crystallyons11@gmail.com">crystallyons11@gmail.com</a>  <b>Maxine Wortham</b>, <a href="mailto:mwortham@pcceo.org">mwortham@pcceo.org</a>  <b>Howard Silver</b>, <a href="mailto:hsilver@bak.rr.com">hsilver@bak.rr.com</a></p>
	<p><b>APTA STAFF ADVISOR</b>  <b>Lynne Morsen</b>, senior program manager  American Public Transportation Association  1666 K Street N.W., Suite 1100  Washington, D.C. 20006  Tel: (202) 496-4853  E-mail: <a href="mailto:lmorsen@apta.com">lmorsen@apta.com</a></p>

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**Attachment B**  
*AMERICAN PUBLIC TRANSPORTATION ASSOCIATION*  
**TRANSIT BOARD MEMBERS COMMITTEE BYLAWS**  
June 2013

**ARTICLE I: NAME OF COMMITTEE AND PURPOSE OF GUIDELINES**

The name of this committee is the Transit Board Members Committee of the American Public Transportation Association (APTA.) The purpose of these guidelines is to set forth the objectives of the committee and to establish guidelines to assist the committee in achieving these objectives.

**ARTICLE II: COMMITTEE OBJECTIVES**

The objectives of the Transit Board Members Committee are to:

1. Aid the members of transit boards and commissions in carrying out their obligations as policy makers for public transportation systems in an efficient and effective manner.
2. Provide a forum through which the members of all transit boards and commissions may express their views on the policy and direction of APTA, to which it is expected and desired that APTA will expend every reasonable effort in implementation.
3. Guide and encourage the talents of the APTA staff to support and enhance the goals of the individual members of APTA and the boards that they represent.
4. Act as a spokesman and ombudsman for the interests of all properties represented by APTA in the functions of their boards; be responsible to the reasonable requests of transit system members for support in their local functions; and monitor and report on the fiscal responsibility of the operation of APTA.
5. Develop and implement strategies that promote members of the Transit Board Members Committee for key positions on the APTA Executive Committee, the APTA Board of Directors, and other policy groups of APTA.

**ARTICLE III: MEMBERSHIP**

- A. **Eligibility.** A transit board member or commissioner of either an APTA transit system member or an APTA government agency member in good standing is eligible for membership in the committee and is eligible to remain as a member while serving as a governing board member of the APTA member.
- B. **Procedure.** To join the committee, an eligible transit board member shall send a letter, fax, or e-mail requesting committee membership to the staff advisor of the transit board

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members committee. As a courtesy, transit board members should notify their board chair and/or CEO as to their intent to join the committee. This letter, fax or e-mail must include the mailing address, telephone number, fax number, and e-mail address to which communications pertaining to the committee are to be sent.

### ARTICLE IV: OFFICERS AND EXECUTIVE COUNCIL

- A. **Officers.** The officers of the committee shall include a chair, vice chair, secretary, and up to eight regional representatives (one from each of the eight APTA regions.)
- B. **Duties and Responsibilities.** The duties and responsibilities of each officer are:
1. **Chair.** The chair shall have overall responsibility for the committee subject to the APTA bylaws and the direction provided by the committee members. He/she shall preside at all committee meetings; create, rename or discontinue subcommittees and other working groups – except for the Board Support Subcommittee; appoint the chairs – except for the Board Support Subcommittee; and serve as an ex-officio member of all subcommittees and working groups. Through membership on the APTA Board of Directors in a designated position for the chair of the Transit Board Members Committee, the chair shall ensure that the interests of transit board members are communicated to the APTA Board of Directors and Executive Committee. Two other designated positions for the Transit Board Members (TBM) Committee chair are memberships on APTA’s Procurement Steering Committee and Diversity Council. For these two positions, the TBM Committee chair may take the seat or appoint another TBM Committee member to participate.
  2. **Vice Chair.** The vice chair shall, in the event of the absence, disability, or resignation of the chair, act for the chair and also carry out other responsibilities as may be assigned.
  3. **Secretary.** The secretary shall be responsible for keeping adequate minutes of all committee meetings. The secretary shall report on executive council actions at meetings of the committee.
  4. **Regional Representatives.** The regional representatives shall be responsible for representing before the committee the interests of transit board members serving transit systems in the APTA region they represent. They shall also be responsible for increasing the participation in committee activities of transit board members in the APTA region they represent.

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- C. **Eligibility.** All members of the Transit Board Members Committee, who have served at least one year as a transit system board member, shall be eligible for office and shall be eligible to continue in office while serving as a transit board member. Each regional representative must be a transit board member of a transit system located in the region he or she represents. A member elected to one of the offices or to the regional representative positions must be a policy maker/board member in good standing. No emeritus status membership shall apply.
- D. **Terms of Office.** The terms of office are as follows:
1. **The chair, vice chair, and secretary** shall serve one-year terms and shall be eligible for election to a second term. After serving two successive terms, each shall be ineligible for election to that office for two years.
  2. **Regional representatives** shall serve two-year terms and shall be eligible for election to a second term. After serving two successive terms, each shall be ineligible for election to that office for two years.
- E. **Executive Council.** The executive council for the committee shall be made up of all officers and ex-officio members. Ex-officio members are: the Immediate Past Chair of the Transit Board Members Committee and subcommittee chairs, including the Board Support Subcommittee Chair.
1. **Responsibilities.**
    - a. The executive council shall be responsible for planning the activities of the committee to ensure that its objectives are met and for recommending to the committee the creation of all subcommittees. The executive council shall meet at the call of the committee chair or upon the written request of any three members of the executive council at least 15 days prior to the requested meeting date.
    - b. The immediate past chair of the transit board members committee shall serve in an advisory capacity.
    - c. Subcommittees include:
      - **Engagement & Membership:** Develop outreach activities to increase committee membership.
      - **Program:** Help develop seminar and webinar programs and other educational activities.
      - **ADA:** Foster a greater understanding of the transportation needs of and resources for people with disabilities. Work with APTA's Access Committee.

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- Legislative: Help board members to become better advocates for public transportation. Coordinate with APTA's Legislative Committee and government affairs staff.
- Board Support: Professional development for clerks of the board and board support staff members of APTA member transit systems.
- Small & Mid-Sized Systems: Provide a forum for board members to identify study topics for the July seminar and webinars.
- Nominating: Agree on a slate to put forth for APTA Nominating Committee for APTA Board of Directors and Executive Committee positions.

### 2. Terms of Service for Ex-officio Members.

The immediate past chair of the Transit Board Members Committee shall serve until a successor is in place.

### ARTICLE V: COMMITTEE MEETINGS AND VOTING

- A. Meetings. The Committee shall meet at least three times year — at APTA's Legislative Conference, Transit Board Members Seminar, and Annual Meeting — upon the call of the committee chair or the written request of any three members of the Executive Council at least 15 days prior to the requested meeting date. To minimize travel expense, meetings shall be scheduled so as to coincide with major APTA conferences.
- B. Voting. Each transit system member of APTA may have one or more transit board members on the committee; each committee member may make and second motions and have the privilege of the floor. However, voting on matters brought before the committee shall be by transit system, with each transit system represented on the committee accorded one vote. Fractional votes may not be cast.

Where the results of any oral vote are questioned by any member of the committee, a roll call vote by transit system shall be taken. A majority (50 percent plus one) of the eligible votes at a meeting of the committee shall constitute a voting majority. No proxy votes shall be permitted.

### C. Voting Procedure for Election of Officers.

Candidates for the office will be invited to make a presentation of up to three minutes in length. After the candidates have spoken, questions will be taken from the floor. After the questions are over, the voting procedure shall be as follows:

- APTA staff will distribute ballots, one per transit system present.
- **Each transit system will have one vote.** The voting will not be weighted by system size. Each system will be allowed sufficient time to caucus and reach a decision.

## Attachment B

- The secretary (if not running for office), other elected officers not running for office, the chair of the Board Support Subcommittee, and APTA staff shall oversee the voting procedures and elections. This group shall collect the ballots and tally the results.
- **A majority of the casted ballots will constitute a winning candidate.** This is 50 percent plus one vote.

### ARTICLE VI: ELECTION OF OFFICERS AND VACANCIES

- A. **Elections.** Committee officers shall be elected by majority vote at a committee meeting held during the annual APTA Transit Board Members Seminar, usually in July. Voting for regional representatives shall be limited to transit systems within the respective region. Newly elected officers shall assume their duties at the conclusion of the APTA seminar at which they were elected and, subject to Article IV Section D, shall continue in office until their successors are elected.
- B. **Certification of Candidates.** APTA staff shall produce a list of all candidates who satisfy the eligibility requirements of Articles III A and IV C.
- C. **Vacancies.** In the event of a vacancy in the office of chair, the vice chair shall fill that vacancy. The secretary shall fill the vacancy in the office of vice chair. Vacancies in any other office, including the regional representatives, may be filled by the chair, and that person will serve until the next Transit Board Members Seminar at which an election will be held at the business meeting. In the absence of a chair and vice chair, the regional representatives will vote to appoint a chair who will serve until the next election.

Appointed members to the offices or to the regional representative positions will fill out the term until the next business/election meeting of the Transit Board Members Committee; their time in that appointed position does not count against any subsequent term (if that person chooses to run and is elected.)

- D. **Time Frame for Elections.** Candidates interested in running for office must announce their intentions at least one month (30 days) prior to the business/election meeting. Candidates must submit both a letter of intent and a letter of support from their board chair to the APTA committee staff advisor. At the business/election meeting, no nominations will be taken from the floor unless that individual has submitted his or her letters of intent and support 30 days prior to the meeting. If the candidate is the board chair, then no additional letter of support is necessary.
- E. **Suspension of Election Procedures.** Should events warrant, these or any procedures specifically described in the bylaws may be suspended by a two-thirds vote of those voting transit systems present.
- F. **Attendance Requirements.** In order to remain an officer of the committee, a member must attend at least two committee meetings a year unless excused by the chair, or in the case of the chair, by a motion of the executive council. The excuse shall be in writing.

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## ARTICLE VII: COMMUNICATIONS GUIDELINES

In the interest of effective communication within the committee and with all transit board members on matters related to the committee and its activities, the following guidelines shall be followed:

- A. **Committee Communications.** APTA will continue to maintain a roster of committee members and their preferred mailing addresses. The APTA staff advisor to the committee is responsible for maintaining the roster and mailing information at the request of the committee chair to all committee members.
  
- B. **Communications of Interest to All Transit Board Members.** A transit system may request by the adoption of a resolution that APTA send information of genuine interest related to the Transit Board Members Committee to a specifically designated employee (such as the transit board secretary) or a transit board member. The employee or transit board member so designated would have the responsibility for distributing this information to the system's transit board members. Upon receiving such a resolution, APTA will regularly e-mail information related to the Transit Board Members Committee to the specially designated employee or transit board member as well as to the designated correspondent. In the alternative, a transit system may direct APTA to continue with the designated correspondent system for mailing this type of information to transit board members. The designated correspondent, who is listed in the APTA Directory for each system, has the responsibility for distributing the information to the system's transit board members.

## ARTICLE VIII: MEETINGS — PROCESS AND PROCEDURES

*Roberts Rules of Order*, as revised, shall govern the conduct of all meetings of the Transit Board Members Committee.

## ARTICLE IX: AMENDMENTS/CONFLICT WITH APTA BYLAWS OR D.C. LAW

- A. **Amendments.** These bylaws may be amended at a committee meeting by a two-thirds vote (one vote per transit system) or by a mail ballot authorized by the executive council and approved by a two-thirds vote of those transit systems voting.
  
- B. **Conflict with APTA Bylaws or D.C. Law.** In the case of any conflict between these guidelines and either the APTA Bylaws or the laws of the District of Columbia pertaining to non-profit associations, the APTA Bylaws and laws of the District of Columbia shall prevail.



# Attachment C

From: "Ed Hildreth" <[foster6841@comcast.net](mailto:foster6841@comcast.net)>  
Date: Apr 19, 2014 9:27 AM  
Subject: position for engagement committee  
To: "Daniel Dodge" <[daniel.dodge@cityofwatsonville.org](mailto:daniel.dodge@cityofwatsonville.org)>  
Cc:

Because of changes at our transit system I am no longer Intercity Transits representative to APTA. As you are the vice-chair to the engagement committee I am asking if you would like to step forward as chair. I have not informed APTA about any of this but am waiting for a reply from you concerning your decision. If you were to accept I would then notify APTA that I am no longer the representative and ask for approval for your appointment.