



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
AUGUST 25, 2017 – 9:00 AM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

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

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

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BOARD ROSTER

Director Ed Bottorff	City of Capitola
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Norm Hagen	County of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
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Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Vacant Ex-Officio Director	UC Santa Cruz
Ex-Officio Director Liber McKee	Cabrillo College
Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

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

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

AMERICANS WITH DISABILITIES ACT

The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the

agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact the Executive Assistant, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 ROLL CALL

3 ANNOUNCEMENTS

3-1. Spanish language interpretation will be available during "Oral Communications" and for any other agenda item for which these services are needed.

3-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.

4 FORMAL RECOGNITION OF DONNA BLITZER, EX-OFFICIO DIRECTOR

5 BOARD OF DIRECTORS COMMENTS

6 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 610-2-1, 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.

6.1 METRO Rider(s) Complimentary Communication

7 WRITTEN COMMUNICATIONS FROM MAC (if applicable)

8 LABOR ORGANIZATION COMMUNICATIONS

9 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.

10-01 RECOMMENDED ACTION ON TORT CLAIMS

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

10-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTHS OF JUNE AND JULY 2017

[Angela Aitken, Finance Manager](#)

10-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MAY 31, 2017

[Angela Aitken, Finance Manager](#)

10-04 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETINGS OF JUNE 23, 2017 AND AUGUST 4, 2017

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

10-05 ACCEPT AND FILE: MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF MAY 17, 2017

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

10-06 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 1ST QUARTER OF FY18

[Erron Alvey, Purchasing Manager](#)

10-07 ACCEPT AND FILE: METRO PARACRUZ OPERATIONS STATUS REPORT FOR APRIL, MAY AND JUNE 2017

[April Warnock, Paratransit Superintendent](#)

10-08 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE FOURTH QUARTER OF FY17

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

10-09 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE GRANTS AND FUTURE OPPORTUNITIES FOR APRIL – JUNE 2017

[Thomas Hiltner, Grants/Legislative Analyst](#)

10-10 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A TEN-MONTH EXTENSION AMENDMENT TO THE CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA SANTA CRUZ (UCSC) BEGINNING SEPTEMBER 1, 2017

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

10-11 APPROVE: CONSIDERATION OF APPROVAL OF AUDIT ENGAGEMENT LETTER WITH BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES FOR THE FISCAL YEAR ENDED JUNE 30, 2017

[Angela Aitken, Finance Manager](#)

10-12 APPROVE: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY18 WITH ZURICH AMERICAN INSURANCE COMPANY

[Angela Aitken, Finance Manager](#)

10-13 APPROVE: CONSIDERATION OF DECLARING OBSOLETE EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

[Angela Aitken, Finance Manager](#)

10-14 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3RD AMENDMENT EXTENDING THE CONTRACT WITH BOWMAN & WILLIAMS, INC. FOR GENERAL ON-CALL ENGINEERING SERVICES, INCREASING THE CONTRACT TOTAL BY \$155,000

[Eddie Benson, Maintenance Manager](#)

10-15 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3RD CONTRACT AMENDMENT WITH CLASSIC GRAPHICS TO INCREASE THE CONTRACT TOTAL BY \$135,000 FOR VEHICLE BODY REPAIR AND PAINTING SERVICES

[Eddie Benson, Maintenance Manager](#)

10-16 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO GOLDEN BAY FENCE PLUS IRON WORKS, INC. FOR CONSTRUCTION OF A SECURITY ENCLOSURE ON MECHANICAL PLATFORM NOT TO EXCEED \$111,947

[Eddie Benson, Maintenance Manager](#)

10-17 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO CATTO'S GRAPHICS, INC. FOR PRINTING OF BUS STOP STICKERS NOT TO EXCEED \$106,895

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

10-18 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO GARDA-WORLD CASH SERVICES FOR SECURE MOBILE VAULT SERVICING AND CURRENCY PROCESSING

[Angela Aitken, Finance Manager](#)

10-19 APPROVE: APPROVAL OF SEIU RECLASSIFICATION AND WAGE SURVEY RESULTS FOR PERSONNEL TECHNICIAN AND PARALEGAL WITH HR DUTIES

[Angela Aitken, Interim HR Manager and Finance Manager](#)

10-20 APPROVE: CONSIDERATION OF ADOPTING A RESOLUTION IN SUPPORT OF THE CONTINUED USE OF CRIMINAL BACKGROUND CHECK INFORMATION IN HIRING DECISIONS

Angela Aitken, Finance Manager and Interim HR Manager

10-21 REVISED AUTHORIZATION TO LEASE 64 PARKING SPACES AT THE SOQUEL PARK & RIDE LOT TO DOMINICAN HOSPITAL OR ITS DESIGNATED LEGAL ENTITY

Alex Clifford, CEO/General Manager

REGULAR AGENDA

11 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS TO EDUARDO BIDDLECOME, ANNA-MARIE GOUVEIA, RICKIE-ANN KEGLEY, KRISTINA MIHAYLOVA, CLINT NABOR, MARY SELLS, SERGIO TABAG, AND BYRON WATSON

Jimmy Dutra, Board Chair

12 RETIREE RESOLUTIONS OF APPRECIATION: EX-OFFICIO DIRECTOR, DONNA BLITZER AND EMPLOYEE RETIREE, SHAWN O'DONNELL

Jimmy Dutra, Board Chair

13 IN ABSENTIA PRESENTATION OF A PROCLAMATION HONORING DEBBIE MERRILL, REPRESENTATIVE FROM CONGRESSMAN FARR'S OFFICE

Alex Clifford, CEO/General Manager

14 PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS ON SANTA CRUZ METRO'S PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 1.93% FOR FEDERAL FISCAL YEARS 2018-2020 (FFY18-FFY20) AT THE METRO ADMIN OFFICES 110 VERNON STREET SANTA CRUZ AT 9:00AM OR AS SOON THEREAFTER THE MATTER CAN BE HEARD

Angela Aitken, DBE Liaison Officer and Finance Manager

15 ORAL REPORT: APTA BOARD MEMBER/BOARD SUPPORT CONFERENCE

Jimmy Dutra, Board Chair

16 APPROVE: UP TO \$3,000 LOCAL MATCH FOR THE WATSONVILLE TRANSIT CENTER MURAL

Jimmy Dutra, Board Chair

17 APPROVE: CREATION OF A LIFE OF PROJECT BUDGET AND RESOURCE ALLOCATION PLAN FOR THE ELECTRIC VEHICLE INFRASTRUCTURE PROJECT

Erron Alvey, Purchasing Manager

18 ACCEPT AND FILE: METRO SERVICE PLANNING STATUS REPORT – COMPREHENSIVE OPERATIONAL ANALYSIS ONE YEAR LATER

Barrow Emerson, Planning and Development Manager

19 APPROVE: CONSIDERATION OF ISSUING TWO FORMAL REQUESTS FOR PROPOSALS FOR A DOWNTOWN SANTA CRUZ TRANSIT OPERATIONS ANALYSIS AND PACIFIC STATION RECONFIGURATION LAYOUT CONCEPTS

Barrow Emerson, Planning and Development Manager

20 ACCEPT: THE BOARD AND CEO RESPONSES TO THE 2016-2017 GRAND JURY REPORT

Alex Clifford, CEO/General Manager

21 CEO ORAL REPORT

Alex Clifford, CEO/General Manager

22 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Julie Sherman, General Counsel

23 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, SEPTEMBER 22, 2017 AT 9:00 AM, SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ, CA

Jimmy Dutra, Board Chair

24 RECESS TO CLOSED SESSION

SECTION II: CLOSED SESSION

25 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code Section 54956.9 (d)(1)

Claimant: Bonnie Morr

Agency: Santa Cruz Metropolitan Transit District

Marie Sang, Attorney

26 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code Section 54956.9 (d)(1) – Parties: Lewis C. Nelson and Sons, Inc. and RNL Design, Inc.

SECTION III: RECONVENE TO OPEN SESSION

27 REPORT OF CLOSED SESSION ITEMS

Julie Sherman, General Counsel

28 ADJOURNMENT

Jimmy Dutra, Board Chair

COMMUNICATIONS TO THE BOARD OF DIRECTORS

From: Santa Cruz METRO [<mailto:noreply@scmtd.com>]

Sent: Thursday, June 29, 2017 3:52 PM

To: Alex Clifford

Subject: [CSV-0000000954] Great Service

Hello,

 wrote:

Hi All,

I just spent the past three weeks taking the Hwy 17 Express to and from work in Campbell, CA due to a problem with my CA Driver License that has now been resolved.

I would like to say thanks to the SC Metro system for being there for me while I worked on resolving my issue with the DMV. When it became apparent that I would have to take the 17 Express to get to work, I was apprehensive. I hadn't used the Metro system in 25 years and had never taken the Hwy 17 Express. I pictured myself doing a lot of waiting, enduring a slow trip over the hill, and getting home hours later than when I drive.

On the contrary, the ride was always comfortable and I never waited more than 10 minutes for a bus. It takes longer than me driving for sure, but not too much. Once on board I relaxed and took advantage of the WiFi. Always a nice ride.

The drivers who served my commute group were great. Two in particular. The man who took us over at 6:40am yesterday and the woman who picked us up at the Diridon Station at 4:45 and brought us home last night. I don't know either of their names, but they did most of the driving during my commute the past three weeks. Always friendly and helpful. Always safe, always on-time when traffic conditions allowed.

I have a week or so left on my monthly pass. I may try parking in Scotts Valley and catching the bus there and maybe make a habit of it. Round-trip would take maybe a half-hour more, but the economics and stress-free commute would more than make up for it. Who knew.

Best regards,

Jay

Your Phone - Include Area Code: 

Preferred method of contacting you: Email address entered above

Your Address:

Your City:

Your State:

Your Zip:

Nature of Comment: Compliment

Date of Incident: 3 weeks

COMMUNICATIONS TO THE BOARD OF DIRECTORS

Time of Incident: 6:40am & 4:50pm

Route: 17 - Amtrak Highway 17 Express

Choose location : On METRO Bus

Location - additional information:

Vehicle Number - If Known:

Direction of Travel: Inbound

Employee Name or Number - If Known:

Employee Position: Bus Operator

If Other, Please Describe:

COMMUNICATIONS TO THE BOARD OF DIRECTORS

Alex Clifford, CEO, SC Metro

August 7, 2017

Dear Sir,

I am a very happy, retired resident living and enjoying the Monterey Bay area and wish to convey my extreme satisfaction with the mass-transit system you are directly responsible for.

Having lived in Chicago, Atlanta and most recently LA, I appreciate the dedication and oversight you and your employees are providing to the residents of Santa Cruz.

The service is exceptionally reliable and efficient; plus, all the drivers I've encountered are helpful as well as friendly.

Most recently, I was on a #10 bus which broke down at Mission and Highlands on a particularly hot day : Within 5 minutes an air-conditioned bus arrived! Typical of the service.

Sincerely, a very grateful customer!!!

John [REDACTED]



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COMMUNICATIONS TO THE BOARD OF DIRECTORS

To: SANTA CRUZ METRO From: D [REDACTED] P [REDACTED]
Fax: 831-426-6117 Pages: 3
Phone: Date: 8.11.2017
Re: GREYHOUND/ DANIEL WILLIAMS CC:

Urgent For Review Please Comment Please Reply Please Recycle

Comments:

Hello,

I am sending this for two reasons.

1. To say THANK YOU TO DANIEL WILLIAMS he was the security guard on the night/morning of 8/7 -8/8/17 at the metro station. He was very kind and professional to my son and myself.
2. The Greyhound bus left us STRANDED out on the streets of Santa Cruz the bus was supposed to arrive at 1030pm on 8/7/2017 and did not arrive until 230 am 8/8/2017. It is a shame that a national bus company would treat customers this way and they not be held accountable. I am writing to Greyhound, the city of Oakland, the City of Santa Cruz and your metro station because it is in injustice that individual are treated this way to frequently!!!

Thank you,

D [REDACTED] P [REDACTED]
[REDACTED]

8.11.2017

6.1.4

COMMUNICATIONS TO THE BOARD OF DIRECTORS

Greyhound Lines, Inc,
350 N. St. Paul,
Dallas, TX 75201

Greyhound put me and my son's life in jeopardy on Monday August 7th the bus was supposed to arrive at 10:30 p.m. in Santa Cruz to return to Oakland by 12:30 a.m. couple hours later at 10 p.m. **we learn by Santa Cruz Metro security** that the bus was not going to arrive until 4:08 a.m. on Tuesday at the 8th of August I did not receive a text message I did not receive an email I did not receive a phone call from Greyhound as a paying customer I always get emails from Greyhound regarding book your next trip oh we love you oh take this survey oh we have a special. I did not get one email or one text message or one phone call that they had cancelled the service to come at 10:30 p.m. not one notification from Greyhound me and my sons lives were in Jeopardy out on the streets of Santa Cruz waiting for the bus **thank God for Santa Cruz Metro Security** who allowed us to stay at the bus stop and not make us go onto another random street!!!

When the bus finally did arrive at 2:30 a.m. we were cold we needed to use the restroom we were hungry we were tired we were sleepy and still not one word from Greyhound..... I called the Greyhound station in Oakland on San Pablo Avenue where I parked my car and spoke to someone named Jasmine and spoke to someone named Steve who were very unprofessional unconcerned cold-hearted and did not give one crap about my situation or the fact that my car was parked at the Greyhound station with the expiration time and they did not give a care or express and empathy that my car was at risk of being towed because Greyhound chose to cancel our return trip from Santa Cruz at 10:30 p.m. on August 7th

I would like to be reimbursed for the second half of my return trip from Santa Cruz to Oakland I would also like to be reimbursed for partial hotel stay at Red Lion in Oakland on Hegenberger Road I had a reservation there and I was not able to complete the entire reservation because I did not reach the Red Lion hotel until 4:30 a.m. closer to 5 a.m. which means half of my hotel stay was ruined as a result of Greyhound cancelling that 10:30 p.m. bus from Santa Cruz, jeopardizing Our Lives by being on the streets of Santa Cruz and I was not able to get to my hotel on time I am going to notify the city of Oakland I'm going to notify the city of Santa Cruz and I'm going to notify Santa Cruz Metro because at least they were helpful by allowing security to check on us and check the

6.1.5

COMMUNICATIONS TO THE BOARD OF DIRECTORS

bus schedule for us Daniel Williams was the security officer on duty that night /MORNINR and he needs to be commended for his polite, kind, Courteous, professional manner in which he helped us and watched over us.

To Greyhound management I would like to be reimbursed for the return trip that should have occurred at 10:30 p.m. on August 7th and I would like to be reimbursed for \$75 for half of my hotel stay that I was not able to stay in because your bus did not arrive as scheduled and left my son and I stranded on the streets of Santa Cruz for five hours!!!! I am thankful that my car did not get towed because I had already **called Oakland Police dispatch** you can check that out if you like and informed her of my situation and told her that if my car was not there that I was going to be calling in a crime and I was going to call Greyhound management out as the person or the authority that resulted in my car being towed which is a crime it was a crime and a crying shame that we were left out on the streets of Santa Cruz without any notification regarding the Greyhound bus being cancelled and rescheduled to pick us up whenever at your convenience.

D [REDACTED] F [REDACTED]

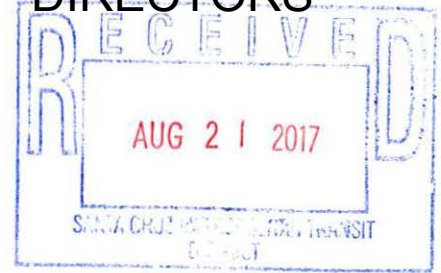
[REDACTED]

6.1.6

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COMMUNICATIONS TO THE BOARD OF DIRECTORS

D [REDACTED] C [REDACTED] [REDACTED]
[REDACTED]
[REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



To Santa Cruz Metro
RE Route 71 Today at 12:40 from Santa Cruz

I want to thank you for hiring the wonderful Driver who got me safely to the 41st Ave stop today so I could pick up my car at the Honda Place.

She was very professional when a fellow tried to scam her with an invalid ticket. She helped a man with his wheelchair with lightening speed and skill. She was clearly skilled at her work.

I think her shoulder patch said #470... Thank you all for the bus system and for hiring good people.

I have enormous respect for everyone who has the challenge of dealing with whoever walks in the door ... whether it is the ER or a City bus. Thanks again, [REDACTED]

PS I am [REDACTED] and am grateful for the \$ break as well.

Primum non nocere



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COMMUNICATIONS TO THE BOARD OF DIRECTORS

Stanley M. Sokolow

210 Highview Dr.

Santa Cruz, CA 95060

Phone & Fax: 831-425-3589

Email: stanleysokolow@gmail.com

August 21, 2017

Board of Directors
Santa Cruz Metropolitan Transit District (Metro)
110 Vernon St.
Santa Cruz, CA 95060

FOR: Item 10-21 on Consent Agenda of the August 25, 2017, regular meeting (lease of parking spaces to Dominican Hospital)

Dear Directors:

I'm writing to point out that if the park-and-ride lease is approved, you will be giving the Dominican Hospital employees a financial incentive not to ride Metro buses to work. The proposed lease is for 64 spaces at \$50/month/space. The cost of a 1-month Metro pass is \$65/month. You would be giving these 64 employees a \$15/month incentive not to ride the Metro.

The Metro needs more riders. I feel you should be coupling the parking space deal with an employee bus pass arrangement for all Dominican Hospital employees, as you have done with the colleges for student bus passes. This would give Metro the possibility of counter-balancing the loss of ridership due to cheap parking spaces with a potential ridership increase due to the bus pass arrangement. I am not aware that Dominican Hospital or its parent corporation (Dignity Health) has any bus pass arrangement with the Metro. The park-and-ride lot should be serving as a feeder of riders into Metro's bus system, not as a parking service for nearby businesses.

The recent Grand Jury report was critical of the Metro for not being more aggressive in marketing. Here's an opportunity to market Metro ridership.

Therefore, I urge you not to approve the parking space lease until Dominican Hospital agrees to a mandatory bus pass arrangement for all employees, including employees at other locations of Dignity Health in Metro's service area. Your financial staff can work out the appropriate terms so the Metro comes out ahead by giving the hospital this low-cost parking.

Sincerely,

Stanley Sokolow

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COMMUNICATIONS TO THE BOARD OF DIRECTORS

From: Rick Longinotti <longinotti@baymoon.com>

Date: August 21, 2017 at 8:49:14 PM PDT

To: Alex Clifford <aclifford@scmtd.com>, <dbauer@scmtd.com>, Barrow Emerson <BEmerison@scmtd.com>

Cc: <sensibletransportation@googlegroups.com>

Subject: Comment on an item in the Aug 25, 2017, meeting agenda of the Board

For the Board of Directors:

Dear Directors,

I have some recommendations for your proposed lease agreement with Dominican Hospital of the Soquel Park and Ride lot. These recommendations would align that agreement with our County's goals to foster alternatives to single occupant auto commutes:

1. Require that Dominican Hospital charge their employees for parking. Charging for parking has become a best practice as employers are realizing that subsidizing parking has public health and environmental consequences that harm the whole community.
2. Since the proposed lease terms are modeled on the price to park in Downtown Santa Cruz, provide that the lease price increase according to the increase in parking prices in Downtown Santa Cruz. FYI, the Santa Cruz Downtown Commission is considering a significant restructuring of prices at their September meeting.
3. Secure an agreement with Dominican Hospital to purchase bus passes in bulk for their employees.

Thank you for your consideration,

Rick Longinotti, Co-chair, Campaign for Sensible Transportation

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DATE: August 25, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Approve Staff Recommendations for Submitted Claims

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

METRO's Risk Department received two claims in July 2017 for money or damages. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)). See staff recommendations in paragraph VI.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

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

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

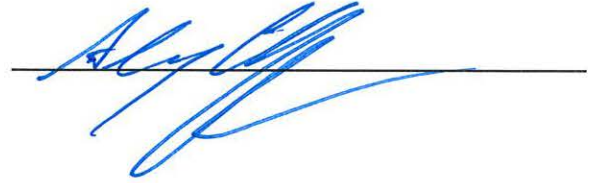
VI. DESCRIPTION OF CLAIMS

Claimant	Claim #	Description	Recommended Action
Flyers	17-0008	METRO van damages fuel nozzle and coupling	Reject
Rola, Alicia E.	17-0009	Alleges METRO bus forced her vehicle into median	Reject

Prepared by: Tom Szestowicki, Safety Specialist

VII. APPROVAL:

Alex Clifford, CEO/General Manager



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DATE: August 25, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTHS OF JUNE & JULY 2017**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the months of June & July 2017

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the months of June & July 2017.
- The Finance Department is submitting the check journal for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

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

All invoices submitted for the months of June & July 2017 have been processed, checks issued and signed by the Finance Manager.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None. The check journal is a presentation of invoices paid in June & July 2017 for purposes of Board review, agency disclosure, accountability and transparency.

V. ALTERNATIVES CONSIDERED

N/A

VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Months of June & July 2017

Prepared By: Holly Riley, Senior Accounting Technician

VII. APPROVALS:

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

DATE 07/05/17 15:30

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

PAGE 1

DATE: 06/01/17 THRU 06/30/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
59169	06/21/17	-14,853.27	001745	HARTFORD LIFE AND ACCIDENT INS		78237	MAY 17 LIFE/AD&D	-4,434.12	**VOID
59258	06/01/17	-325.00	265	SAN MATEO COUNTY TRANSIT DIST.		78238	MAY 17 LTD	-10,419.15	
59280	06/05/17	11.99	002941	AA SAFE & SECURITY CO		78329	2 TRAINING 6/5-6/9	-130.00	**VOID
59281	06/05/17	2,522.17	003151	ABC BUS INC		78330	3 TRAINING 6/12-6/16	-195.00	
59282	06/05/17	1,246.98	001D	AT&T		78520	PADLOCK WTC	11.99	
59283	06/05/17	695.49	003199	B & H FOTO & ELECTRONICS CORP		78457	INVENTORY ORDER	1,559.47	
59284	06/05/17	853.60	E1002	BERRELLEZA, PABLO		78477	INVENTORY ORDER	1.92	
59285	06/05/17	1,675.07	001356	BRENCO OPERATING-TEXAS, LP		78496	INVENTORY ORDER	12.84	
59286	06/05/17	2,290.94	914	CALTRONICS BUSINESS SYSTEMS		78501	INVENTORY ORDER	869.94	
59287	06/05/17	25.00	003265	CAPPO MONTEREY BAY		78502	INVENTORY ORDER	35.85	
59288	06/05/17	80.77	001346	CITY OF SANTA CRUZ-FINANCE		78503	INVENTORY ORDER	42.15	
59289	06/05/17	2,304.00	002109	CITY OF SANTA CRUZ/PARKING		78459	4/13-5/12POINT2POINT	1,246.98	
59290	06/05/17	77.10	667	CITY OF SCOTT'S VALLEY		78521	REMODEL C/S WTC	695.49	
59291	06/05/17	50.73	130	CITY OF WATSONVILLE UTILITIES		78514	TRAVEL REIMBURSEMENT	853.60	
59292	06/05/17	7,396.45	909	CLASSIC GRAPHICS		78504	INVENTORY ORDER	1,675.07	
59293	06/05/17	20,690.02	001124	CLEAN ENERGY		78522	OFFICE SUPPLIES	567.24	
59294	06/05/17	20,758.64	003116	CUMMINS PACIFIC LLP		78524	OFFICE SUPPLIES	954.84	
59295	06/05/17	2,307.50	002946	DAY WIRELESS SYSTEMS		78533	6/15 CHAPTER MEETING	25.00	
59296	06/05/17	797.67	002949	DEANE INDUSTRIAL MACHINING		78456	LANDFILL	80.77	
59297	06/05/17	3,525.58	003274	EAST BAY TIRE CO.		78525	JULY-DEC 17 PARKING	2,304.00	
59298	06/05/17	1,317.83	002962	FIS		78461	3/15-5/15 SEWER SVT	77.10	
59299	06/05/17	8,752.97	002952	FLYERS ENERGY LLC		78518	4/10-5/8 WATER WTC	50.73	
59300	06/05/17	57.40	003279	FRONTIER COMMUNICATIONS CORP		78499	REPAINT BUS #2229	5,823.55	
59301	06/05/17	486.28	117	GILLIG LLC		78500	RPR BUS #2229	1,572.90	
59302	06/05/17	876.12	282	GRAINGER		78539	LNG 5/2/17	10,384.47	
						78472	RPR VEH #2804	10,305.55	
						78473	CREDIT	75.34	
						78505	RPR VEH #2221	-75.34	
						78526	INVENTORY ORDER	2,945.69	
						78572	RPR VEH #2801	55.92	
						78478	RPR ROUTER MT BIELAW	17,757.03	
						78481	CYLINDER HEAD	2,307.50	
						78486	TIRES	797.67	
						78487	TIRES	85.00	
						78488	TIRES	499.61	
						78489	TIRES	967.17	
						78490	TIRES	988.72	
						78482	APR 17 MERCHANT FEES	985.08	
						78507	PROPANE	1,317.83	
						78508	5/1-5/15 FUEL PC	24.82	
						78455	5/16-6/15 SKY-RIVER	8,728.15	
						78509	INVENTORY ORDER	57.40	
						78535	REMODEL C/S WTC	486.28	
						78541	INVENTORY ORDER	667.95	
								75.37	

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59303	06/05/17	37,038.00 003109		HANSON BRIDGETT LLP		78542	INVENTORY ORDER	132.80	
						78511	APR 17 RETAINER	24,000.00	
						78512	M# 032117.006001	671.50	
						78513	M# 032117.000003	12,366.50	
59304	06/05/17	424.01 166		HOSE SHOP, THE INC		78530	INVENTORY ORDER	83.63	
						78531	INVENTORY ORDER	91.33	
						78543	INVENTORY ORDER	249.05	
59305	06/05/17	31,995.00 002117		IULIANO #2 LLC	7	78515	FENCE REPLACEMENT	31,995.00	
59306	06/05/17	1,241.65 1117		KELLEY'S SERVICE INC.		78551	INVENTORY ORDER	94.24	
						78552	INVENTORY ORDER	37.80	
						78553	CREDIT	-21.82	
						78554	INVENTORY ORDER	465.96	
						78558	RPR VEH #103	188.11	
						78559	INVENTORY ORDER	3.90	
						78560	RPR VEH #103	230.58	
						78561	INVENTORY ORDER	187.47	
						78562	INVENTORY ORDER	40.88	
						78563	INVENTORY ORDER	14.53	
59307	06/05/17	51.84 T307		MARQUEZ, MATTHEW		78516	TRAVEL REIMBURSEMENT	51.84	
59308	06/05/17	536.80 004		NORTH BAY FORD LINC-MERCURY		78497	RPR VEH #2604 PC	484.37	
						78545	RPR VEH #1401	52.43	
						78460	SAFETY GLASSES	79.44	
59309	06/05/17	79.44 002323		NORTHERN SAFETY CO., INC.		78454	RPR CAMERA WTC	2,061.71	
59310	06/05/17	2,061.71 002940		OJO TECHNOLOGY, INC.		78454	RPR CAMERA WTC	2,061.71	
59311	06/05/17	1,957.32 009		PACIFIC GAS & ELECTRIC		78570	4/25-5/23 1200B RIVE	1,957.32	
59312	06/05/17	337.68 043		PALACE ART & OFFICE SUPPLY		78483	OFFICE SUPPLIES	111.11	
						78544	OFFICE SUPPLIES	226.57	
59313	06/05/17	107.91 882		PRINT SHOP SANTA CRUZ	7	78492	BUSINESS CARDS	107.91	
59314	06/05/17	340.96 107A		PROBUILD COMPANY LLC		78519	REMODEL C/S WTC	52.11	
						78532	REMODEL C/S WTC	74.22	
						78534	REMODEL C/S WTC	126.23	
						78573	RPR RESTROOM	11.36	
						78574	REMODEL C/S WTC	77.04	
59315	06/05/17	226.08 019		RAYNE OF SANTA CRUZ, INC.		78536	SVC OSMOSIS SYSTEM	226.08	
59316	06/05/17	902.71 003024		RICOH USA, INC CA		78491	5/12-5/11/18LEASEOPS	902.71	
59317	06/05/17	126.84 135		SANTA CRUZ AUTO PARTS, INC.		78548	INVENTORY ORDER	60.98	
						78549	CREDIT	-17.36	
						78550	INVENTORY ORDER	44.06	
59318	06/05/17	68.74 848		SANTA CRUZ ELECTRONICS, INC.		78557	INVENTORY ORDER	39.16	
59319	06/05/17	9,232.26 079		SANTA CRUZ MUNICIPAL UTILITIES		78523	OFFICE SUPPLIES	68.74	
						78462	4/7-5/8 CEDAR-WALNUT	952.95	
						78463	4/7-5/8 GOLF IRRIG	9.70	
						78464	4/7-5/8 PACIFIC	4,012.25	
						78465	4/7-5/8 1200B RIVER	2,369.13	
						78466	4/7-5/8 GOLF CLUB	1,257.35	
						78467	4/7-5/8 VERNON	470.78	
						78468	4/7-5/8 VERNON IRRIG	10.70	

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59320	06/05/17	240.00 001292		SANTA CRUZ RECORDS MNGMT INC		78469	4/7-5/8 PACIFIC ISL	50.85	
59321	06/05/17	187.15 122		SCWTD PETTY CASH - OPS		78470	4/7-5/8 1200 RIV IRR	9.79	
59322	06/05/17	2,257.92 003292		SLINGSHOT CONNECTIONS LLP		78471	4/7-5/8 1200A RIVER	88.76	
59323	06/05/17	248.43 001976		SPORTWORKS NORTHWEST, INC.		78575	MAY 17 SHREDDING	240.00	
59324	06/05/17	2,099.06 003285		TRANSIT HOLDINGS INC		78576	REPLENISHMENT	187.15	
59325	06/05/17	338.46 003152		UNIFIRST CORPORATION		78567	TEMP W/E 4/23/17	846.72	
59326	06/05/17	27.11 007		UNITED PARCEL SERVICE		78569	TEMP W/E 5/21/17	1,411.20	
59327	06/05/17	5,012.54 002829		VALLEY POWER SYSTEMS, INC.		78506	INVENTORY ORDER	248.43	
59328	06/05/17	950.25 434		VERIZON WIRELESS	0	78475	INVENTORY ORDER	198.90	
59329	06/05/17	150.00 001165		VU, THANH DR. MD	7	78476	INVENTORY ORDER	466.92	
59330	06/05/17	1,492.50 676		WEBER, HAYES & ASSOCIATES INC		78498	INVENTORY ORDER	435.54	
59331	06/05/17	163.56 002291		WINCHESTER AUTO		78527	RPR VEH #1304	67.10	
59332	06/05/17	158.28 148		ZEP SALES & SERVICE INC.		78528	INVENTORY ORDER	835.01	
59333	06/01/17	260.00 265		SAN MATEO COUNTY TRANSIT DIST.		78529	INVENTORY ORDER	6.48	
59334	06/09/17	41.24 003151		ABC BUS INC		78537	MATS OPS	40.07	
59335	06/09/17	325.00 003089		ACTION AUTO GLASS DBA FOR		78538	CUSTODIAL SERVICES	207.50	
59336	06/09/17	30.29 002861		AMERICAN MESSAGING SVCS, LLC		78546	LAUNDRY SERVICE	69.77	
59337	06/09/17	4,010.43 001D		AT&T		78547	CUSTODIAL SUPPLIES	14.64	
59338	06/09/17	968.93 003105		AT&T MOBILITY		78555	LAUNDRY SERVICE	27.11	
59339	06/09/17	2,022.75 059		BATTERIES USA, INC.		78480	FREIGHT	1,862.55	
59340	06/09/17	1,765.69 001356		BRENCO OPERATING-TEXAS, LP		78479	INVENTORY ORDER	3,114.66	
59341	06/09/17	268.25 E916		BRUBECK, DELEE		78494	INVENTORY ORDER	56.40	
						78495	INVENTORY ORDER	251.43	
						78564	CREDIT	-136.25	
						78571	CREDIT	-136.25	
						78485	4/13-5/12 WIFI BUSES	950.25	
						78517	DMV EXAM	75.00	
						78568	DMV EXAM	75.00	
						78458	CAP INSP 425 FRONT	1,492.50	
						78556	INVENTORY ORDER	163.56	
						78476	PARTS WASHER SOAP	158.28	
						78565	6/5-6/9 HVAC608 TRAI	130.00	
						78566	6/12-6/16HVAC608 TRA	130.00	
						78676	INVENTORY ORDER	12.03	
						78677	INVENTORY ORDER	29.21	
						78768	RPR VEH #602	325.00	
						78806	MAY 17 PAGER RENTAL	30.29	
						78627	4/19-5/18 MAIN ACCT	3,414.30	
						78632	4/19-5/18 ELEV FIRE	151.93	
						78685	4/19-5/18 SKYLINE	279.96	
						78686	4/19-5/18 CEMENT PL	164.24	
						78716	4/24-5/23 WIFI BUSES	968.93	
						78785	BATTERIES	2,022.75	
						78678	INVENTORY ORDER	1,765.69	
						78758	WORKING LUNCH REIMB	268.25	

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59342	06/09/17	5,610.07 588	CALTIP	78688	MAY 17	CODE=5100		5,610.07	
59343	06/09/17	1,487.85 914	CALTRONICS BUSINESS SYSTEMS	78622	OFFICE SUPPLIES			618.03	
59344	06/09/17	2,267.33 002627	CDW GOVERNMENT, INC.	78623	OFFICE SUPPLIES			869.82	
59345	06/09/17	125.00 001228	CITY OF WATSONVILLE	78620	8 24" MONITORS			1,650.91	
59346	06/09/17	1,231.75 130	CITY OF WATSONVILLE UTILITIES	78621	REMODEL C/S WTC			616.42	
59347	06/09/17	10.00 841A	CITY OF WATSONVILLE PARADE	78764	5/19/17 BOD MEETING			125.00	
59348	06/09/17	6,473.55 909	CLASSIC GRAPHICS	78714	4/17-5/15 WATER WTC			387.55	
59349	06/09/17	55,769.41 001124	CLEAN ENERGY	78715	5/18 SOLID WASTE WTC			802.72	
				78718	4/17-5/15 WATER WTC			41.48	
				78807	4TH OF JULY PARADE			10.00	
				78690	RPR VEH #2223			6,473.55	
				78609	MAY 17 SERVICE			14,842.00	
				78639	LNG 5/10/17			10,384.47	
				78682	LNG 5/12/17			8,131.58	
				78683	LNG 5/16/17			10,474.20	
				78745	COLD END PUMP REBUIL			8,590.00	
				78746	ACTUATOR PNEUMATIC			710.36	
				78747	PRV 4500 PSI REBUILD			437.14	
				78748	INVENTORY ORDER			2,199.66	
59350	06/09/17	2,108.71 075	COAST PAPER & SUPPLY INC.	78602	CUSTODIAL SUPPLIES			117.72	
				78603	CUSTODIAL SUPPLIES			1,319.99	
				78604	CUSTODIAL SUPPLIES			56.68	
				78605	CUSTODIAL SUPPLIES			614.32	
				78611	CREDIT			-272.50	
				78617	INVENTORY ORDER			2,949.89	
				78640	INVENTORY ORDER			2,575.82	
				78641	INVENTORY ORDER			918.26	
				78642	INVENTORY ORDER			508.27	
				78643	CREDIT			-54.50	
				78730	RPR VEH #1209			110.20	
				78731	CREDIT			-75.34	
				78732	RPR VEH #1304			58.54	
				78733	RPR VEH #1209			108.85	
				78734	INVENTORY ORDER			658.31	
				78756	RPR VEH #2802			99.27	
59352	06/09/17	16,789.30 002946	DAY WIRELESS SYSTEMS	78684	BATTERY KITE HILL			14,663.05	
59353	06/09/17	1,099.14 002949	DEANE INDUSTRIAL MACHINING	78743	MAY 17 MAINTENANCE			2,126.25	
59354	06/09/17	5,428.75 480	DIESEL MARINE ELECTRIC, INC.	78738	CYLINDER HEAD			1,099.14	
59355	06/09/17	9,075.71 003274	EAST BAY TIRE CO.	78699	INVENTORY ORDER			4,796.55	
				78700	INVENTORY ORDER			632.20	
				78612	TIRES			750.76	
				78613	TIRES			187.81	
				78614	TIRES			1,460.54	
				78615	TIRES			483.59	
				78724	TIRES			375.38	
				78725	TIRES			187.81	

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						78726	TIRES	1,021.42	
						78735	TIRES	3,064.26	
						78736	TIRES	962.02	
						78737	TIRES	582.12	
59356	06/09/17		4,943.25	ENVIRONMENTAL LOGISTICS INC		78606	BUS WASH WATER	2,616.25	
						78607	BUS WASH WATER	2,327.00	
59357	06/09/17		5,832.46	EXPRESS SERVICES INC.		78624	TEMP W/E 5/21/17	1,215.00	
						78626	TEMP W/E 5/14/17	1,036.80	
						78649	TEMP W/E 5/14/17	708.75	
						78650	TEMP W/E 5/21/17	577.13	
						78762	TEMP W/E 5/14/17	992.78	
						78763	TEMP W/E 5/21/17	1,302.00	
						78719	HOT WATER HEATER	185.32	
59358	06/09/17		185.32	FERGUSON ENTERPRISES INC. #795		78796	5/1-5/15 FUEL	2,537.17	
59359	06/09/17		2,537.17	FLYERS ENERGY LLC		78717	JUN 17 SERVICES	273.04	
59360	06/09/17		273.04	GARDA CL WEST, INC.		78750	REMODEL C/S WTC	924.22	
59361	06/09/17		1,039.22	GARY KENVILLE LOCKSMITH	7	78751	REMODEL C/S WTC	115.00	
						78644	INVENTORY ORDER	1,217.22	
59362	06/09/17		1,367.21	GENFARE A DIV OF SPX CORP		78674	INVENTORY ORDER	149.99	
						78645	INVENTORY ORDER	174.71	
59363	06/09/17		2,236.46	GILLIG LLC		78675	INVENTORY ORDER	72.90	
						78740	INVENTORY ORDER	976.42	
						78757	INVENTORY ORDER	939.78	
						78779	RPR VEH #2236	72.65	
59364	06/09/17		655.54	GRAINGER		78633	CREDIT	-44.30	
						78634	REMODEL C/S WTC	34.27	
						78635	REMODEL C/S WTC	99.54	
						78694	PAINT SUPPLIES	31.07	
						78695	PAINT REMOVER	42.65	
						78696	LIGHT SUPPLIES	56.13	
						78723	PAINT SUPPLIES	63.29	
						78790	REMODEL C/S WTC	372.89	
59365	06/09/17		390.30	GRANITEROCK COMPANY		78594	REMODEL C/S WTC	55.66	
						78595	REMODEL C/S WTC	257.43	
59366	06/09/17		214.73	HOSE SHOP, THE INC		78752	REMODEL C/S WTC	77.21	
						78701	RPR VEH #2236	136.29	
59367	06/09/17		988.87	KELLEY'S SERVICE INC.		78720	HOSES SBF	78.44	
						78709	INVENTORY ORDER	25.22	
						78710	INVENTORY ORDER	230.81	
						78711	INVENTORY ORDER	192.23	
						78712	INVENTORY ORDER	120.84	
						78713	RPR VEH #1401	130.61	
						78766	CREDIT	-7.94	
						78767	CREDIT	-4.73	
						78770	INVENTORY ORDER	254.98	
						78771	NON INVENTORY ORDER	26.47	

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59368	06/09/17	1,992.80 039		KINKO'S INC.		78772	INVENTORY ORDER	7.94	
59369	06/09/17	360.00 003271		KJRB INC		78773	RPR VEH #908	43.26	
59370	06/09/17	297.00 852		LAW OFFICES OF MARIE F. SANG	7	78774	INVENTORY ORDER	4.73	
59371	06/09/17	326.47 003227		LOBNER, DON		78775	INVENTORY ORDER	39.38	
59372	06/09/17	157.36 003059		MAILFINANCE INC		78781	RPR VEH #2604 PC	352.64	
59373	06/09/17	686.25 001145		MANAGED HEALTH NETWORK		78782	CREDIT	-368.99	
59374	06/09/17	190.00 003249		MAXIMUM OIL SERVICE LLC		78783	RPR FLOOR JACK	-87.20	
59375	06/09/17	2,217.21 001052		MID VALLEY SUPPLY INC.		78784	NON INVENTORY ORDER	6.62	
59376	06/09/17	735.06 003343		NELL SHELDON NJAA		78797	RPR VEH #1109 PC	22.00	
59377	06/09/17	109.98 002721		NEXTEL COMMUNICATIONS/SPRINT		78655	LG PRINT HEADWAYS	1,904.71	
59378	06/09/17	192.11 003326		NIDAL HALABI & NADA ALGHARIB		78754	SIGNS FACILITIES	88.09	
59379	06/09/17	334.60 003218		NVB EQUIPMENT, INC.		78689	RPR VEH #1103 PC	360.00	
59380	06/09/17	14,054.16 009		PACIFIC GAS & ELECTRIC		78759	CL# 1999103213	297.00	
59381	06/09/17	775.58 023		PACIFIC TRUCK PARTS, INC.		78679	RPR FLOOR JACK	326.47	
59382	06/09/17	2,608.17 043		PALACE ART & OFFICE SUPPLY		78618	5/28-6/27 LEASE ADMI	157.36	
59383	06/09/17	1,640.00 002947		PEDALERS EXPRESS	7	78577	JUN 17 EAP	686.25	
59384	06/09/17	151.00 481		PIED PIPER EXTERMINATORS, INC.		78630	WASTE OIL PICK UP	190.00	
59385	06/09/17	700.00 187		POLAR RADIATOR SERVICE INC		78789	INVENTORY ORDER	192.11	
59386	06/09/17	38,373.60 002939		PREFERRED BENEFIT		78598	4/25-5/23 VERNON	5,321.05	
59387	06/09/17	1,773.40 107A		PROBUILD COMPANY LLC		78599	4/26-5/24 1200 RIVER	18.63	
						78600	4/26-5/24 GOLF	5,878.65	
						78749	4/28-5/29 PACIFIC	2,835.83	
						78680	INVENTORY ORDER	304.35	
						78704	INVENTORY ORDER	34.15	
						78705	INVENTORY ORDER	441.67	
						78706	CREDIT	-4.59	
						78610	OFFICE SUPPLIES	381.76	
						78693	OFFICE SUPPLIES	1,078.77	
						78739	OFFICE SUPPLIES	56.22	
						78787	OFFICE SUPPLIES	134.41	
						78795	REMODEL C/S WTC	906.44	
						78799	OFFICE SUPPLIES	23.41	
						78805	OFFICE SUPPLIES	27.16	
						78619	MAY 17 COURIER SVC	1,640.00	
						78596	MAY 17 PEST WTC	75.50	
						78597	APR 17 PEST WTC	75.50	
						78666	RPR VEH #1305	250.00	
						78667	RPR VEH #1303	250.00	
						78786	RPR VEH #1306	200.00	
						78741	JUN 17 DENTAL	38,373.60	
						78579	LOCKS OPS	17.93	
						78580	RPR LEAK BETTYS	21.73	

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78581						78581	REMODEL C/S WTC	3.72	
78582						78582	REMODEL C/S WTC	78.82	
78583						78583	REMODEL C/S WTC	148.20	
78584						78584	REMODEL C/S WTC	273.30	
78585						78585	REMODEL C/S WTC	164.26	
78586						78586	REMODEL C/S WTC	29.39	
78587						78587	REMODEL C/S WTC	9.59	
78588						78588	REMODEL C/S WTC	577.33	
78589						78589	REMODEL C/S WTC	11.16	
78590						78590	VERNON PARKING LOT	5.11	
78591						78591	VERNON PARKING LOT	14.07	
78592						78592	RPR FAUCET JESSICA'S	9.40	
78593						78593	STEP LADDER VERNON	95.91	
78788						78788	REMODEL C/S WTC	197.45	
78791						78791	REMODEL C/S WTC	57.91	
78792						78792	REMODEL C/S WTC	35.30	
78793						78793	INVENTORY ORDER	7.56	
78794						78794	REMODEL C/S WTC	15.26	
78608						78608	REMODEL C/S WTC	2.49	
78629						78629	ID CARD STOCK	348.76	
78681						78681	INVENTORY ORDER	138.16	
78707						78707	CREDIT	-42.32	
78708						78708	INVENTORY ORDER	69.46	
78776						78776	RPR VEH #908	42.32	
78777						78777	RPR VEH #802	110.74	
78625						78625	OFFICE SUPPLIES	22.52	
78761						78761	5/16-5/31 W/C REPLEN	32,590.69	
78804						78804	4/13-5/12 WATER PC	679.03	
78753						78753	4/29-5/31 WATER SVTC	67.12	
78638						78638	TECHNIC GRANT REVIEW	1,200.00	
78765						78765	JUN 17 LEGISLATE SVC	2,500.00	
78654						78654	TEMP W/E 5/28/17	1,128.96	
78658						78658	TOOL REPLACEMENT	58.99	
78659						78659	TOOL REPLACEMENT	481.23	
78755						78755	RPR ELECTRONIC ITEMS	705.25	
78727						78727	INVENTORY ORDER	1,398.83	
78728						78728	INVENTORY ORDER	337.96	
78646						78646	RPR VEH #9815	279.80	
78647						78647	RPR VEH #9815	51.31	
78648						78648	INVENTORY ORDER	297.86	
78656						78656	INVENTORY ORDER	1,446.15	
78657						78657	INVENTORY ORDER	574.98	
78660						78660	RPR VEH #9821	90.82	
78661						78661	RPR VEH #9821	1,040.40	
78662						78662	COACH DOWN SHOP TOOL	818.71	
78663						78663	INVENTORY ORDER	865.46	
59388	06/09/17		2.49	536			RIVERSIDE LIGHTING & ELECTRIC		
59389	06/09/17		348.76	001286			SAFE-CARD ID SERVICES, INC		
59390	06/09/17		318.36	135			SANTA CRUZ AUTO PARTS, INC.		
59391	06/09/17		22.52	848			SANTA CRUZ ELECTRONICS, INC.		
59392	06/09/17		32,590.69	002917			SANTA CRUZ METRO TRANSIT W/C		
59393	06/09/17		679.03	079			SANTA CRUZ MUNICIPAL UTILITIES		
59394	06/09/17		67.12	002459			SCOTT'S VALLEY WATER DISTRICT		
59395	06/09/17		1,200.00	003340			SELF MASTERY FOUNDATION INC		
59396	06/09/17		2,500.00	002267			SHAW / YODER / ANTIWIH, INC.		
59397	06/09/17		1,128.96	003292			SLINGSHOT CONNECTIONS LLP		
59398	06/09/17		540.22	115			SNAP-ON INDUSTRIAL		
59399	06/09/17		705.25	003242			THE JANEK CORPORATION		
59400	06/09/17		1,736.79	001800			THERMO KING OF SALINAS, INC		
59401	06/09/17		10,114.16	003285			TRANSIT HOLDINGS INC		

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59402	06/09/17	38.53 003082	ULINE INC	78628			OFFICE SUPPLIES	38.53	
59403	06/09/17	490.75 003152	UNIFIRST CORPORATION	78636			MATS OPS	6.48	
				78637			CUSTODIAL SUPPLIES	40.07	
				78651			CUSTODIAL SERVICE	6.99	
				78652			CUSTODIAL SUPPLIES	6.99	
				78653			CUSTODIAL SUPPLIES	6.99	
				78691			LAUNDRY SERVICE	14.64	
				78692			LAUNDRY SERVICE	14.64	
				78702			LAUNDRY SERVICE	249.67	
				78703			CUSTODIAL SUPPLIES	69.77	
				78721			MATS OPS	6.48	
				78722			CUSTODIAL SUPPLIES	40.07	
				78800			CUSTODIAL SUPPLIES	6.99	
				78801			CUSTODIAL SUPPLIES	6.99	
				78802			CUSTODIAL SUPPLIES	6.99	
				78803			CUSTODIAL SUPPLIES	6.99	
59404	06/09/17	94.38 007	UNITED PARCEL SERVICE	78742			FREIGHT	94.38	
59405	06/09/17	7,746.33 002829	VALLEY POWER SYSTEMS, INC.	78668			ENGINE REBUILD KIT	10.20	
				78669			ENGINE REBUILD KIT	3,018.31	
				78670			ENGINE REBUILD KIT	1,101.53	
59406	06/09/17	10,618.64 001043	VISION SERVICE PLAN	78671			INVENTORY ORDER	3,616.29	
59407	06/09/17	1,955.77 001506	WESTERN STATES OIL CO.	78578			JUN 17 VISION	10,618.64	
59408	06/09/17	457.98 002291	WINCHESTER AUTO	78673			INVENTORY ORDER	1,955.77	
59409	06/09/17	32.00 003290	WORKFORCEQA LLC	78665			INVENTORY ORDER	457.98	
59410	06/09/17	85.00 003347	ZORRA, FRANK	78760			APR17 DOT DRUG TESTS	32.00	
59411	06/09/17	155.35 E437	AITKEN, ANGELA	78729			RPR SEWING MACHINE	85.00	
				78808			LUNCH MEETINGS	133.56	
				78809			OFFICE SUPPLIES	21.79	
59412	06/19/17	2,133.08 003350	CALIF DEPT OF TRANSPORTATION	78810			NEW 5310 ESCROW ACCT	2,133.08	
59413	06/21/17	14,853.27 001745	HARTFORD LIFE AND ACCIDENT INS	78883			MAY 17 LTD	10,419.15	
				78884			MAY 17 LIFE AD&D	4,434.12	
59414	06/26/17	612.15 002941	AA SAFE & SECURITY CO	78816			REMODEL C/S WTC	166.70	
				78824			RPR DOOR PARACRUZ	307.29	
				78854			MMF EXTRA KEYS	138.16	
59415	06/26/17	1,308.59 003151	ABC BUS INC	78961			INVENTORY ORDER	179.69	
59416	06/26/17	1,575.00 003330	ACTION TOWING & ROAD SVC CORP	78962			INVENTORY ORDER	1,128.90	
				78953			TOWING VEH #1005	875.00	
				78954			TOWING VEH #1208	700.00	
59417	06/26/17	477.82 382	AIRTEC SERVICE INC.	78930			RPR HVAC GOLF	477.82	
59418	06/26/17	1,265.58 E437	AITKEN, ANGELA	78946			TRAVEL REIMBURSEMENT	1,265.58	
59419	06/26/17	16.93 002861	AMERICAN MESSAGING SVCS, LLC	78864			JUN 17 PAGER	16.93	

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59420	06/26/17	1,086.45 001D	AT&T	78903		MARCH 17 WTC-VERNON	1,086.45		
59421	06/26/17	4,784.83 001348	ATHENS INSURANCE SERVICE, INC.	78841		JUN 17 TEA FEES	4,784.83		
59422	06/26/17	2,842.70 059	BATTERIES USA, INC.	78976		BATTERIES	2,842.70		
59423	06/26/17	5,998.00 002035	BOWMAN & WILLIAMS INC	78853		GENERATOR MASTER PLA	950.00	VOIDED	
59423	06/27/17	-5,998.00 002035	BOWMAN & WILLIAMS INC	78904		MAY17 GENERATOR PROJ	5,048.00		**VOID
59424	06/26/17	6,642.80 001844	BRINKS INCORPORATED	78853		GENERATOR MASTER PLA	-950.00		
59425	06/26/17	341.28 002189	BUS & EQUIPMENT	78904		MAY17 GENERATOR PROJ	1,850.31		
59426	06/26/17	819,129.38 502	CA PUBLIC EMPLOYEES'	78925		MAY 17 1200B SERVICE	4,792.49		
59427	06/26/17	272.00 542	CAIG LABORATORIES INC.	78926		MAY 17 1200B SERVICE	341.28		
59428	06/26/17	102.49 M022	CAPELLA, KATHLEEN	78871		ADA SEAT BELT EXTEND	819,129.38		
59429	06/26/17	5,250.00 001324	CAPITALEDE ADVOCACY, INC.	78812		JUL 17 MEDICAL	272.00		
59430	06/26/17	2,152.42 001230	CAPITOL CLUTCH & BRAKE, INC.	78828		INVENTORY ORDER	102.49		
59431	06/26/17	1,444.69 001159	CATTO'S GRAPHICS, INC.	78849	0	JUL 17 RETIREE SUPP	5,250.00		
59432	06/26/17	278.36 002627	CDW GOVERNMENT, INC.	78859		JUN 17 LEGISLATE SVC	2,152.42		
59433	06/26/17	13,471.73 003320	CENTER FOR TRANSPORTATION AND	78835		INVENTORY ORDER	91.56		
59434	06/26/17	6,473.55 909	CLASSIC GRAPHICS	78823		REMODEL C/S WTC	1,320.43		
59435	06/26/17	1,517.99 003344	COAST COUNTIES TRUCK & EQUIP	78934		BUS ROUTE DECALS	32.70		
59436	06/26/17	487.25 003256	COMCAST HOLDINGS CORPORATION	78940		BUS STOP DECAL	278.36		
59437	06/26/17	265.50 367	COMMUNITY TELEVISION OF	78860		REMODEL C/S WTC	278.36		
59438	06/26/17	13.25 002063	COSTCO	78885		MAY 17 ELEC BUS SVC	13,471.73		
59439	06/26/17	13,375.99 003116	CUMMINS PACIFIC LLP	78872		RPR VEH #2227	6,473.55		
				78966		RPR VEH #2404 PC	1,517.99		
				78951		1 PSA SPOT	250.00		
				78952		131 PSA SPOTS	237.25		
				78858		5/19 BOD MEETING	265.50		
				78937		OFFICE SUPPLIES	13.25		
				78833		INVENTORY ORDER	2,216.61		
				78867		CREDIT	-272.50		
				78868		INVENTORY ORDER	17.07		
				78869		RPR BUS #1210	2,806.51		
				78870		RPR BUS #1005	8.68		
				78967		INVENTORY ORDER	2,247.96		
				78968		RPR VEH #2210	2,945.69		
				78969		INVENTORY ORDER	599.46		
				78907		RPR VEH #2801	2,806.51		
				78843	7	OFFICE SUPPLIES	219.96		
				78813	0	JUL 17 RETIREE SUPP	51.24		
				78814		UPGRADE FIRMWARE	1,125.00		
				78970		BUSES REPROGRAMMED	1,875.00		
				78838		RPR VEH #9801	2,932.34		
				78901		MAY 17 DOT DRUG TEST	827.50		
				78902		TIRES	483.59		
				78958		TIRES	140.93		
				78959		TIRES	1,126.15		
				78960		TIRES	435.98		
							268.48		

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59446	06/26/17	002953	700.00	EPICOR SOFTWARE CORP		78972	HCM UPGRADE	175.00	
59447	06/26/17	298	119.00	ERGOMETRICS& APPLIED PERSONNEL		78974	HCM UPGRADE	525.00	
59448	06/26/17	432	3,235.31	EXPRESS SERVICES INC.		78840	BUS OPERATOR TESTING	119.00	
						78851	TEMP W/E 5/28/17	1,302.00	
						78852	TEMP W/E 6/4/17	976.50	
						78949	TEMP W/E 6/4/17	389.81	
						78950	TEMP W/E 5/28/17	567.00	
59449	06/26/17	001172	6.17	FERGUSON ENTERPRISES INC. #795		78894	PRC SEAL KIT	6.17	
59450	06/26/17	002295	40,540.72	FIRST ALARM		78888	MAY 17 SECURITY ALL	39,725.72	
						78889	MAY 17 SECURITY OPS	800.00	
						78890	MAY 17 DISPATCH PC	15.00	
59451	06/26/17	002952	10,284.37	FLYERS ENERGY LLC		78873	5/16-5/31 FUEL	2,306.21	
						78963	5/16-5/31 FUEL PC	7,978.16	
59452	06/26/17	912	6,377.80	FOLGER GRAPHICS		78933	SPRING HEADWAYS	6,377.80	
59453	06/26/17	T308	32.25	FREDERICK, CATHERINE		78975	PARKING EXPENSE	32.25	
59454	06/26/17	001189	133.98	GARY KENVILLE LOCKSMITH	7	78855	KEYS VERNON	133.98	
59455	06/26/17	M041	51.24	GOUVEIA, ROBERT	0	78844	JUL 17 RETIREE SUPP	51.24	
59456	06/26/17	282	510.83	GRAINGER		78878	INVENTORY ORDER	41.53	
						78879	INVENTORY ORDER	61.21	
						78880	INVENTORY ORDER	408.09	
59457	06/26/17	001097	563.77	GREENWASTE RECOVERY, INC.		78817	MAY 17 WASTE MT HERM	20.27	
						78818	MAY 17 WASTE SVTC	259.94	
59458	06/26/17	002979	18,514.69	HUNT & SONS, INC.		78938	MAY 17 WASTE PC	283.56	
						78955	INVENTORY ORDER	3,784.93	
						78956	INVENTORY ORDER	12,437.11	
59459	06/26/17	003284	3,205.60	KEISH ENVIRONMENTAL PC CORP		78957	INVENTORY ORDER	2,292.65	
59460	06/26/17	1117	1,334.80	KELLEY'S SERVICE INC.		78874	MAY 17 OUTFALL MITIG	3,205.60	
						78875	RPR VEH #203 PC	3.80	
						78881	INVENTORY ORDER	1.47	
						78919	INVENTORY ORDER	437.36	
						78920	INVENTORY ORDER	881.92	
						78921	CREDIT	-881.92	
						78924	INVENTORY ORDER	779.90	
						78971	INVENTORY ORDER	74.47	
59461	06/26/17	036	194.17	KELLY-MOORE PAINT CO., INC.		78916	INVENTORY ORDER	37.80	
59462	06/26/17	039	706.71	KINKO'S INC.		78935	REMODEL C/S WTC	194.17	
59463	06/26/17	003017	15,394.79	MANSFIELD OIL CO OF GAINSVILLE		78965	2017 SUMMER POSTERS	706.71	
59464	06/26/17	001342	148.00	MCW ASSOCIATES, INC.		78943	DIESEL 5/30/17	15,394.79	
59465	06/26/17	003273	2,009.30	MGP XI REIT LLC		78811	MAY 17 SERVICES	148.00	
59466	06/26/17	001052	5,432.37	MID VALLEY SUPPLY INC.		78861	JULY 17 RENT	2,009.30	
						78932	CUSTODIAL SUPPLIES	5,306.47	
						78947	INVENTORY ORDER	125.90	
59467	06/26/17	003061	200.00	NEOFUNDS BY NEOPOST DBA		78947	*****-****-1598	200.00	
59468	06/26/17	003326	21.80	NIDAL HALABI & NADA ALGHARIB		78882	NAME PLATE	21.80	
59469	06/26/17	009	7,240.14	PACIFIC GAS & ELECTRIC		78822	4/28-5/29 1200A RIVE	3,832.88	
						78827	5/9-6/7 PARACRUZ	707.71	

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59470	06/26/17	206.73 023		PACIFIC TRUCK PARTS, INC.		78928	5/4-6/4 SVTC	67.12	
59471	06/26/17	1,013.19 043		PALACE ART & OFFICE SUPPLY		78929	5/4-6/4 ENR SVT WTC	2,632.43	
						78964	INVENTORY ORDER	206.73	
						78857	OFFICE SUPPLIES	795.53	
						78865	OFFICE SUPPLIES	42.68	
						78896	REMODEL C/S WTC	44.77	
						78897	REMODEL C/S WTC	108.89	
						78918	OFFICE SUPPLIES	21.32	
59472	06/26/17	51.24 M109		PEREZ, CHERYL		78845	JUL 17 RETIREE SUPP	51.24	
59473	06/26/17	537.00 481		PIED PIPER EXTERMINATORS, INC.		78893	JUN 17 PEST VERNON	190.50	
						78911	JUN17 PEST RIVER CRE	105.00	
						78912	JUN 17 PEST GOLF	67.50	
						78913	MAY 17 PEST BETTYS	58.00	
						78914	MAY 17 PEST METRO	53.50	
						78915	JUN 17 PEST RIV PARK	62.50	
						78931	REMODEL C/S WTC	652.86	
59474	06/26/17	652.86 358		POWR-FLITE		78819	REMODEL C/S WTC	87.25	
59475	06/26/17	317.76 107A		PROBUILD COMPANY LLC		78820	HELMET RACK OPS	24.37	
						78821	HELMET RACK OPS	8.48	
						78899	REMODEL C/S WTC	91.93	
						78900	REMODEL C/S WTC	36.43	
						78909	REMODEL C/S WTC	61.43	
						78910	DOOR STOP WTC	7.87	
59476	06/26/17	119.98 E969		PYE, GINA		78944	MEETING REIMBURSEMENT	119.98	
59477	06/26/17	200.40 003020		QUEST DIAGNOSTIC INC.		78839	MAY 17 DOT DRUG TEST	200.40	
59478	06/26/17	129.92 061		REGISTER PAJARONIAN LLC		78945	PUBLIC HEARING ADVER	129.92	
59479	06/26/17	593.25 001153		REPUBLIC ELEVATOR COMPANY INC		78891	JUN 17 MAINTENANCE	593.25	
59480	06/26/17	267.05 215		RICOH USA, INC. TX		78856	5/26-6/25 LEASE C/S	267.05	
59481	06/26/17	352.90 536		RIVERSIDE LIGHTING & ELECTRIC		78927	REMODEL C/S WTC	352.90	
59482	06/26/17	102.49 M085		ROSSI, DENISE	0	78846	JUL 17 RETIREE SUPP	102.49	
59483	06/26/17	51.24 M030		ROWE, RUBY		78847	JUL 17 RETIREE SUPP	51.24	
59484	06/26/17	517.16 001286		SAFE-CARD ID SERVICES, INC		78825	OFFICE SUPPLIES	517.16	
59485	06/26/17	2,600.85 001379		SAFETY-KLEEN INC		78917	HAZARDOUS WASTE	2,600.85	
59486	06/26/17	103.20 135		SANTA CRUZ AUTO PARTS, INC.		78876	INVENTORY ORDER	53.34	
						78877	SHOP TOOL	49.86	
59487	06/26/17	12,591.06 002917		SANTA CRUZ METRO TRANSIT W/C		78850	6/1-6/15 W/C REPLENI	12,591.06	
59488	06/26/17	40.00 001292		SANTA CRUZ RECORDS MNGMT INC		78942	JUN 17 SHREDDING PC	40.00	
59489	06/26/17	2,685.69 003292		SLINGSHOT CONNECTIONS LLP		78936	TEMP W/E 6/4/17	1,128.96	
						78939	TEMP W/E 6/11/17	1,556.73	
59490	06/26/17	15,487.21 001075		SOQUEL III ASSOCIATES	7	78815	JULY 17 RENT	15,487.21	
59491	06/26/17	307.05 003285		TRANSIT HOLDINGS INC		78832	INVENTORY ORDER	307.05	
59492	06/26/17	5,305.35 057		U.S. BANK		78886	*****-****-5056	3,054.51	
						78887	*****-****-4793	2,250.84	
59493	06/26/17	378.96 003152		UNIFIRST CORPORATION		78862	CUSTODIAL SUPPLIES	40.07	
						78863	MATS OPS	6.48	
						78905	MATS TOWELS	6.99	

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59494	06/26/17	007	127.28	UNITED PARCEL SERVICE		78922	LAUNDRY SERVICE	255.65	
59495	06/26/17	003200	224.00	UPS STORE #1128		78923	CUSTODIAL SUPPLIES	69.77	
59496	06/26/17	002829	2,859.14	VALLEY POWER SYSTEMS, INC.		78836	FREIGHT	103.79	
						78837	FREIGHT	23.49	
						78842	MAY17 FINGERPRINTING	224.00	
						78829	CREDIT	-136.25	
						78830	CREDIT	-408.75	
59497	06/26/17	434	1,418.59	VERIZON WIRELESS	0	78831	INVENTORY ORDER	3,404.14	
						78898	5/13-6/12 WIFI BUSES	888.96	
						78908	5/2-6/1 PUSH2TALK	220.75	
						78941	5/2-6/1 TELECOM PC	308.88	
						78826	DMV EXAM	75.00	
59498	06/26/17	001165	75.00	VU, THANH DR. MD	7	78892	MAY 17 SERVICE	275.00	
59499	06/26/17	003316	275.00	WATER TECH SPECIALTIES INC		78973	PACIFIC STAT DESIGN	2,998.75	
59500	06/26/17	676	2,998.75	WEBER, HAYES & ASSOCIATES INC		78848	JUL 17 RETIREE SUPP	51.24	
59501	06/26/17	M088	51.24	YAGI, RANDY	0	78906	REP FIRST AID PC	29.91	
59502	06/26/17	147	99.08	ZEE MEDICAL SERVICE CO.		78948	FIRST AID REPLENISH	69.17	
59503	06/26/17	003347	136.96	ZORRA, FRANK		78866	RPR SHOP SEWING MACH	136.96	
59504	06/26/17	003309	55,551.25	ALANIZ CONSTRUCTION INC		78977	PARKING LOT RESEAL	55,551.25	
59505	06/26/17	003351	29,204.26	MARSH USA INC		78978	7/1-7/1/18 INSURANCE	29,204.26	
TOTAL			1,616,650.01	ACCOUNTS PAYABLE		TOTAL CHECKS	229	1,616,650.01	

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
59506	07/03/17	1,023.00 002069	A TOOL SHED, INC.	79067			EQUIPMENT RENTAL	1,023.00	
59507	07/03/17	88.73 002941	AA SAFE & SECURITY CO	79047			VERNON KEYS	88.73	
59508	07/03/17	578.74 003151	ABC BUS INC	79021			INVENTORY ORDER	357.90	
				79025			INVENTORY ORDER	164.32	
				79026			INVENTORY ORDER	56.52	
59509	07/03/17	432.00 001088	ADVANCED MECHANICAL SERVICES	79074	7		ANNUAL CK BACKFLOW	432.00	
59510	07/03/17	306.56 192	ALWAYS UNDER PRESSURE	79066			RPR STEAM CLEAN WTC	306.56	
59511	07/03/17	1,307.88 001D	AT&T	79063			5/19-6/18 CEMENT	164.24	
				79100			APR17 P2P WTC-VERNON	571.82	
				79101			MAY17 P2P WTC-VERNON	571.82	
59512	07/03/17	780.49 003199	B & H FOTO & ELECTRONICS CORP	79001			REMODEL C/S WTC	85.00	
				79004			OFFICE SUPPLIES	695.49	
59513	07/03/17	180.00 002035	BOWMAN & WILLIAMS INC	79110			EV ENGINEERING	180.00	
59514	07/03/17	1,735.47 914	CALTRONICS BUSINESS SYSTEMS	78996			OFFICE SUPPLIES	234.35	
				78997			OFFICE SUPPLIES	463.44	
				78999			OFFICE SUPPLIES	1,037.68	
59515	07/03/17	980.00 002034	CARLON'S FIRE EXTINGUISHER	79072			RPR FIRE SPRINKLERS	980.00	
59516	07/03/17	5,415.12 002627	CDW GOVERNMENT, INC.	79003			OFFICE SUPPLIES	5,415.12	
59517	07/03/17	207.88 001346	CITY OF SANTA CRUZ-FINANCE	79073			LANDFILL	207.88	
59518	07/03/17	50.73 130	CITY OF WATSONVILLE UTILITIES	79102			5/8-6/14 FIRE WTC	50.73	
59519	07/03/17	56,107.05 001124	CLEAN ENERGY	78979			LNG 5/8/17	10,450.42	
				78980			LNG 5/18/17	9,952.05	
				78981			LNG 5/22/17	10,366.09	
				78982			LNG 5/24/17	9,405.05	
				78983			LNG 5/26/17	7,585.66	
				78984			LNG 5/30/17	8,347.78	
59520	07/03/17	1,049.09 E957	CLIFFORD, ALEX	78985			TRAVEL REIMBURSEMENT	1,049.09	
59521	07/03/17	2,890.00 003034	COASTAL LANDSCAPING INC. DBA	79065			JUN 17 LANDSCAPING	2,890.00	
59522	07/03/17	2,017.50 002872	COOPERATIVE PERSONNEL SERVICES	79049			CLASS & COMP STUDY	2,017.50	
59523	07/03/17	150.55 002063	COSTCO	79028			BOD MEETING 6/23/17	150.55	
59524	07/03/17	101.20 003116	CUMMINS PACIFIC LLP	79106			RPR VEH #2812	73.14	
				79107			RPR VEH #2812	28.06	
59525	07/03/17	256.00 002567	DEPARTMENT OF JUSTICE	79037			MAY17 FINGERPRINTING	256.00	
59526	07/03/17	2,567.79 003274	EAST BAY TIRE CO.	79075			TIRES	727.20	
				79076			TIRES	483.59	
				79077			TIRES	481.01	
				79105			TIRES	875.99	
59527	07/03/17	2,910.00 003153	ENVIRONMENTAL LOGISTICS INC	79064			BUS WASHER WATER	2,910.00	
59528	07/03/17	875.00 002953	EPICOR SOFTWARE CORP	78998			HCM UPGRADE	875.00	
59529	07/03/17	1,733.40 432	EXPRESS SERVICES INC.	79000			TEMP W/E 5/28/17	1,215.00	
				79002			TEMP W/E 6/4/17	518.40	
59530	07/03/17	130.53 001172	FERGUSON ENTERPRISES INC. #795	79071			RPR FAUCET JESSICA'S	130.53	
59531	07/03/17	1,405.13 002962	FIS	79041			MAY 17 MERCHANT FEES	1,405.13	
59532	07/03/17	2,432.57 002952	FLYERS ENERGY LLC	79036			PROPANE	29.48	
				79098			6/1-6/15 FUEL	2,403.09	
59533	07/03/17	195.37 003279	FRONTIER COMMUNICATIONS CORP	78995			6/13-7/12 SKY-OCEAN	195.37	

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59534	07/03/17	682.18 117	GILLIG LLC		79029	INVENTORY ORDER		347.51	
59535	07/03/17	401.78 282	GRAINGER		79030	INVENTORY ORDER		334.67	
59536	07/03/17	73,961.50 003109	HANSON BRIDGETT LLP		79055	INVENTORY ORDER		251.03	
					79057	FLUORESCENT LAMP		150.75	
					79059	MAY 17 RETAINER		24,000.00	
					79060	M# 032117.006001		197.50	
					79061	M# 032117.008001		1,534.50	
					79062	M# 032117.000003		48,229.50	
59537	07/03/17	14,683.80 001745	HARTFORD LIFE AND ACCIDENT INS		79078	JUN 17 LTD		10,247.92	
59538	07/03/17	465.01 166	HOSE SHOP, THE INC		79079	JUN 17 LIFE AD&D		4,435.88	
					79096	INVENTORY ORDER		410.11	
					79097	INVENTORY ORDER		45.13	
59539	07/03/17	1,118.32 1117	KELLEY'S SERVICE INC.		79103	INVENTORY ORDER		9.77	
					79032	INVENTORY ORDER		779.90	
					79084	INVENTORY ORDER		102.08	
					79085	CREDIT		-16.35	
					79086	RPR VEH #1201		6.49	
					79087	RPR VEH #1118 PC		54.95	
					79088	INVENTORY ORDER		207.60	
					79089	CREDIT		-16.35	
59540	07/03/17	69.39 167	KEYSTON BROTHERS		79108	INVENTORY ORDER		69.39	
59541	07/03/17	2,420.09 001233	KIMBALL MIDWEST		79031	NON INVENTORY ORDER		2,420.09	
59542	07/03/17	58.11 002240	KLEEN-RITE PRESSURE WASHERS	7	79048	RRP STEAM CLEAN WTC		58.11	
59543	07/03/17	686.25 001145	MANAGED HEALTH NETWORK		79081	JUL 17 EAP		686.25	
59544	07/03/17	9.64 003147	MASON DYNAMICS INC		79010	RPR VEH #908		37.85	
					79011	CREDIT		-28.21	
59545	07/03/17	1,650.00 001330	MAXIM HEALTH SYSTEMS, LLC		79109	55 FLU SHOTS		1,650.00	
59546	07/03/17	1,088.41 001178	N/S CORPORATION		78990	RPR BUS WASHER		297.09	
59547	07/03/17	242.03 004	NORTH BAY FORD LINC-MERCURY		79039	INVENTORY ORDER		791.32	
					78769	RPR VEH #2604 PC		-484.37	
					78780	RPR VEH #2604 PC		-392.40	
					78798	RPR VEH #2603 PC		840.00	
					79044	RPR VEH #1112 PC		278.80	
59548	07/03/17	43.43 043	PALACE ART & OFFICE SUPPLY		79104	OFFICE SUPPLIES		43.43	
59549	07/03/17	2,124.06 187	POLAR RADIATOR SERVICE INC		79051	RPR VEH #9815		2,124.06	
59550	07/03/17	182.89 107A	PROBUILD COMPANY LLC		79040	PARKING LOT REPAIR		16.30	
					79068	RPR PARTS WASHER		108.37	
					79069	RPR ELEVATOR LIGHTS		30.48	
59551	07/03/17	290.36 135	SANTA CRUZ AUTO PARTS, INC.		79070	RPR PLUG TABLE SAW		27.74	
					79082	INVENTORY ORDER		122.04	
					79083	INVENTORY ORDER		53.52	
59552	07/03/17	119.75 122	SCMTD PETTY CASH - OPS		78994	YEAR END REPLENISHME		114.80	
59553	07/03/17	233.71 788	SCMTD PETTY CASH - FINANCE		79111	YEAR END REPLENISHME		119.75	
59554	07/03/17	1,500.00 001277	SJB GLOBALNET, INC.		79056	JUN 17 AGREEMENT		233.71	
59555	07/03/17	1,411.20 003292	SLINGSHOT CONNECTIONS LLP		79058	TEMP W/E 6/18/17		1,500.00	
								1,411.20	

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59556	07/03/17	182.40 115	182.40	SNAP-ON INDUSTRIAL		79023	TOOL REPLACEMENT	182.40	
59557	07/03/17	821.77 001232	821.77	SPECIALIZED AUTO AND		79099	RPR VEH #2603 PC	821.77	
59558	07/03/17	572.62 001976	402.19	SPORTWORKS NORTHWEST, INC.		79022	INVENTORY ORDER	402.19	
59559	07/03/17	498.71 002245	170.43	STAPLES CONTRACT & COMM INC		79090	INVENTORY ORDER	170.43	
			384.20			78991	OFFICE SUPPLIES	384.20	
						78992	OFFICE SUPPLIES	113.34	
						78993	OFFICE SUPPLIES	1.17	
						79018	INVENTORY ORDER	1,536.96	
59560	07/03/17	7,360.53 003285	2,376.66	TRANSIT HOLDINGS INC		79019	INVENTORY ORDER	2,376.66	
						79020	INVENTORY ORDER	383.56	
						79024	INVENTORY ORDER	194.85	
						79091	RPR VEH #2813	64.83	
						79092	INVENTORY ORDER	1,269.49	
						79093	INVENTORY ORDER	578.15	
						79094	INVENTORY ORDER	886.81	
						79095	INVENTORY ORDER	69.22	
						79007	LAUNDRY SERVICE	14.64	
59561	07/03/17	661.35 003152	14.64	UNIFIRST CORPORATION		79008	LAUNDRY SERVICE	14.64	
						79009	CUSTODIAL SUPPLIES	6.99	
						79034	LAUNDRY SERVICE	208.63	
						79035	CUSTODIAL SUPPLIES	69.77	
						79038	CUSTODIAL SUPPLIES	6.99	
						79045	CUSTODIAL SUPPLIES	40.07	
						79046	MATS OPS	6.48	
						79053	LAUNDRY SERVICE	223.37	
						79054	CUSTODIAL SUPPLIES	69.77	
59562	07/03/17	20.46 007	20.46	UNITED PARCEL SERVICE		79027	FREIGHT	20.46	
59563	07/03/17	2,658.75 002829	60.40	VALLEY POWER SYSTEMS, INC.		79012	INVENTORY ORDER	60.40	
						79013	INVENTORY ORDER	3.54	
						79014	INVENTORY ORDER	2,332.20	
						79015	INVENTORY ORDER	373.83	
						79016	CREDIT	-136.25	
						79017	INVENTORY ORDER	25.03	
59564	07/03/17	10,085.04 001043	10,085.04	VISION SERVICE PLAN		79080	JULY 17 VISION	10,085.04	
59565	07/03/17	2,617.00 003237	2,617.00	WAREHOUSE DIRECT INTERIORS INC		78989	REMODEL C/S WTC	2,617.00	
59566	07/03/17	4,383.06 003223	8,723.06	WELLER TRUCK PARTS		79005	RPR BUS #2311	8,723.06	
						79006	CORE CREDIT VEH#2311	-4,340.00	
59567	07/03/17	3,216.80 001506	3,216.80	WESTERN STATES OIL CO.		79033	INVENTORY ORDER	3,216.80	
59568	07/03/17	531.48 148	531.48	ZEP SALES & SERVICE INC.		79050	INVENTORY ORDER	531.48	
59569	07/10/17	54.77 003151	54.77	ABC BUS INC		79144	INVENTORY ORDER	54.77	
59570	07/10/17	7,338.64 382	980.57	AIRTEC SERVICE INC.		79172	RPR HVAC VERNON	980.57	
						79173	RPR HVAC SVTC	242.00	
						79174	RPR HVAC GOLF	917.00	
						79175	RPR HVAC 1200B RIVER	207.00	
						79176	RPR HVAC OPS	2,921.93	
						79177	RPR HVAC WTC	392.00	

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59571	07/10/17	ALANIZ CONSTRUCTION INC	7,106.00			79178	RPR HVAC BAY 3 & 4	1,158.21	
						79179	SVC HVAC VERNON	132.00	
						79180	RPR HVAC PACIFIC	387.93	
						79042	DISTRIBUTION CORRECT	-55,551.25	
						79043	DISTRIBUTION CORRECT	55,551.25	
						79116	PARKING LOT RESEAL	1,045.00	
						79117	PARKING LOT RESEAL	6,061.00	
						79159	5/13-6/12 VERNON-PAC	1,246.98	VOIDED
						79171	5/24-6/23 WIFI BUSES	969.53	
						79159	5/13-6/12 VERNON-PAC	-1,246.98	**VOID
						79171	5/24-6/23 WIFI BUSES	-969.53	
						79193	BATTERIES	3,262.50	
						79113	MAY17 GENERATOR PROJ	5,998.00	
						79114	JUN17 GENERATOR PROJ	3,532.50	
						79115	JUN17 GENERATOR PROJ	1,747.50	
						79126	INVENTORY ORDER	1,779.32	
						79112	12/4 CORE ACADEMY	2,610.00	
						79153	5/1-5/1/18LIAB INSUR	406,047.00	
						79192	INVENTORY ORDER	2,316.34	
						79122	5/15-6/20 IRRIG WTC	46.38	
						79123	5/17-6/20 WATER WTC	80.35	
						79124	5/15-6/20 WATER WTC	435.50	
						79125	6/22 SOLID WASTE WTC	802.72	
						79120	BALL VALVE MAINTENAN	2,115.61	
						79130	JUN 17 MAINTENANCE	14,842.00	
						79186	LNG 6/1/17	7,259.75	
						79188	RPR VEH #1107 PC	16.81	
						79121	SOIL SURVEY 425FRONT	2,544.27	
						79129	TIRES	962.02	
						79141	TIRES	161.45	
						79142	TIRES	967.17	
						79189	TIRES	751.24	
						79190	TIRES	1,450.76	
						79191	TIRES	53.82	
						79143	6/1-6/15 FUEL PC	7,477.95	
						79163	INVENTORY ORDER	63.64	
						79164	REMODEL C/S WTC	124.30	
						79165	RPR VEH #908	28.82	
						79166	INVENTORY ORDER	14.04	
						79167	BAND STRAPS	51.83	
						79168	INVENTORY ORDER	31.61	
						79169	LEFT HAND THREAD TAP	53.36	
						79194	CABINET TABLE SAW	3,413.88	
						79195	PARKING LOT SVT	152.49	
						79156	INVENTORY ORDER	732.48	
						79148	INVENTORY ORDER	216.04	
59572	07/10/17	AT&T	2,216.51						
59572	07/10/17	AT&T	-2,216.51						
59573	07/10/17	BATTERIES USA, INC.	3,262.50						
59574	07/10/17	BOWMAN & WILLIAMS INC	11,278.00						
59575	07/10/17	BRENCO OPERATING-TEXAS, LP	1,779.32						
59576	07/10/17	CALPELRA	2,610.00						
59577	07/10/17	CALTIP	406,047.00						
59578	07/10/17	CAPITOL CLUTCH & BRAKE, INC.	2,316.34						
59579	07/10/17	CITY OF WATSONVILLE UTILITIES	1,364.95						
59580	07/10/17	CLEAN ENERGY	24,217.36						
59581	07/10/17	CREATIVE BUS SALES, INC.	16.81						
59582	07/10/17	DEPT OF TOXIC SUBSTANCES CTRL	2,544.27						
59583	07/10/17	EAST BAY TIRE CO.	4,346.46						
59584	07/10/17	FLYERS ENERGY LLC	7,477.95						
59585	07/10/17	GRAINGER	3,781.48						
59586	07/10/17	GRANITEROCK COMPANY	152.49						
59587	07/10/17	HOSE SHOP, THE INC	732.48						
59588	07/10/17	KELLEY'S SERVICE INC.	257.37						

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59589	07/10/17	001233	140.40	KIMBALL MIDWEST		79149	RPR VEH #1106 PC	15.70	
59590	07/10/17	003017	13,949.76	MANSFIELD OIL CO OF GAINSVILLE		79150	RPR VEH #1103 PC	25.63	
59591	07/10/17	009	2,008.72	PACIFIC GAS & ELECTRIC		79128	INVENTORY ORDER	354.60	
59592	07/10/17	107A	365.07	PROBUILD COMPANY LLC		79170	CREDIT	-214.20	
59593	07/10/17	003024	50.70	RICOH USA, INC CA		79187	DIESEL 6/19/17	13,949.76	
59594	07/10/17	045	144.40	ROYAL WHOLESAL ELECTRIC		79119	5/24-6/22 1200B RIV	2,008.72	
59595	07/10/17	079	9,167.27	SANTA CRUZ MUNICIPAL UTILITIES		79151	BOARD UP HOUSE RIVER	358.84	
						79152	RPR BUS WASHER	6.23	
						79145	3/24-6/23 FLEET	50.70	
						79155	LIGHT VERNON LOT	144.40	
						79131	5/9-6/7 1200A RIVER	76.49	
						79132	5/9-6/7 1200RIV IRR	31.37	
						79133	5/9-6/7 CEDAR WALNUT	952.95	
						79134	5/9-6/7 GOLF IRRIG	19.38	
						79135	5/9-6/7 PACIFIC IRR	50.85	
						79136	5/9-6/7 PACIFIC ISLA	3,483.22	
						79137	5/9-6/7 1200B RIVER	2,789.37	
						79138	5/9-6/7 GOLF CLUB	1,294.43	
						79139	5/9-6/7 VERNON	458.51	
						79140	5/9-6/7 VERNON IRRIG	10.70	
59596	07/10/17	001292	240.00	SANTA CRUZ RECORDS MNGMT INC		79154	JUN 17 SHREDDING	240.00	
59597	07/10/17	002459	103.84	SCOTT'S VALLEY WATER DISTRICT		79181	JUN 17 WATER SVT	103.84	
59598	07/10/17	002207	339.72	TY CUSTOM DESIGN	0	79158	BUS OPERATOR PATCHES	339.72	
59599	07/10/17	003152	415.52	UNIFIRST CORPORATION		79146	LAUNDRY SERVICE	284.56	
						79147	CUSTODIAL SUPPLIES	69.77	
						79160	CUSTODIAL SUPPLIES	40.07	
						79161	MATS OPS	6.48	
						79162	LAUNDRY SERVICE	14.64	
59600	07/10/17	002829	3,268.76	VALLEY POWER SYSTEMS, INC.		79182	INVENTORY ORDER	595.59	
						79183	INVENTORY ORDER	71.22	
						79184	INVENTORY ORDER	2,738.20	
						79185	CREDIT	-136.25	
59601	07/10/17	001165	75.00	VU, THANH DR. MD	7	79118	DMV EXAM	75.00	
59602	07/10/17	00186	1,500.00	WILSON, GEORGE H., INC.		79157	RPR FIRE SPRINKLER	1,500.00	
59603	07/10/17	001D	1,246.98	AT&T MOBILITY		79196	5/13-6/12 VERNON-PAC	1,246.98	
59604	07/10/17	003105	969.53	ALANIZ CONSTRUCTION INC		79197	5/24-6/23 WIF1 BUSES	969.53	
59606	07/10/17	003309	13,274.28	AMERICAN MESSAGING SVCS, LLC		79255	PARKING LOT RESEAL	9,206.00	
						79256	RETENTION RELEASE	4,068.28	
59607	07/13/17	002109	192.00	CITY OF SANTA CRUZ/PARKING		79265	JUL-DEC PARK PERMIT	192.00	
59608	07/17/17	002941	23.81	AA SAFE & SECURITY CO		79247	KEYS	23.81	
59609	07/17/17	00382	247.00	AIRTEC SERVICE INC.		79294	RPR HVAC PARACRUZ	247.00	
59610	07/17/17	002861	32.22	AMERICAN MESSAGING SVCS, LLC		79288	JUL 17 PAGER RENTAL	32.22	
59611	07/17/17	001D	2,288.39	AT&T		79217	MAY 17 WTC-VERNON	571.82	
						79267	5/19-6/18 OPS LINES	156.52	
						79268	5/19-6/18 CALNET3	1,560.05	
59612	07/17/17	003248	218.25	BAY ALARM COMPANY		79289	7/1-10/1 MONITOR VER	218.25	

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59613	07/17/17	1,125.00 002035	BOWMAN & WILLIAMS INC	79330	JUN17 EV ENGINEERING	1,125.00			
59614	07/17/17	2,000.00 616	BROWN ARMSTRONG	79296	FY17 AUDIT	2,000.00			
59615	07/17/17	4,474.41 588	CAL TIP	79324	JUN 17 CODE 5100	4,474.41			
59616	07/17/17	5,250.00 001324	CAPITALEGE ADVOCACY, INC.	79322	JUL 17 LEGISLATE SVC	5,250.00			
59617	07/17/17	1,669.53 001230	CAPITOL CLUTCH & BRAKE, INC.	79248	INVENTORY ORDER	1,669.53			
59618	07/17/17	6,473.55 909	CLASSIC GRAPHICS	79271	REPAINT VEH #2220	6,473.55			
59619	07/17/17	58,606.99 001124	CLEAN ENERGY	79226	LNG 6/19/17	11,165.82			
				79227	LNG 6/15/17	9,130.54			
				79228	LNG 6/13/17	10,937.82			
				79229	LNG 6/9/17	7,783.65			
				79230	LNG 6/7/17	9,554.42			
				79231	LNG 6/21/17	10,034.74			
59620	07/17/17	85.46 075	COAST PAPER & SUPPLY INC.	79281	CUSTODIAL SUPPLIES	85.46			
59621	07/17/17	5,730.46 003346	COMMUNITY HOSPITAL OF MONTEREY	79323	6AED UNITS W/CABINET	5,730.46			
59622	07/17/17	5,331.00 002872	COOPERATIVE PERSONNEL SERVICES	79264	CLASS & COMP STUDY	5,331.00			
59623	07/17/17	120.00 T309	COUSINS, DOROTHY	79283	30 TICKETS @\$4/EA	120.00			
59624	07/17/17	32,773.34 003116	CUMMINS PACIFIC LLP	79250	RPR VEH #1204	2,806.51			
				79251	RPR VEH #1208	19,899.78			
				79252	CREDIT	-350.00			
				79253	RPR VEH #1005	10,417.05			
59625	07/17/17	2,126.25 002946	DAY WIRELESS SYSTEMS	79342	JUN 17 MAINTENANCE	2,126.25			
59626	07/17/17	73.00 E1003	DELGADO, JOSE FERNANDO LUIS	79263	DMV REIMBURSEMENT	73.00			
59627	07/17/17	1,482.95 480	DIESEL MARINE ELECTRIC, INC.	79249	INVENTORY ORDER	507.40			
				79299	INVENTORY ORDER	975.55			
59628	07/17/17	206.14 001329	DOC AUTO LLC	79301	RPR VEH #1112 PC	206.14			
59629	07/17/17	33,600.00 550	EARTHWORKS PAVING INC	79291	135 DUBOIS REMEDIATI	33,600.00			
59630	07/17/17	3,064.26 003274	EAST BAY TIRE CO.	79232	TIRES	1,021.42			
				79270	TIRES	2,042.84			
59631	07/17/17	495.00 003324	EXPRESS FENCE LLP	79286	6/7-12/7 FENCE RENTA	495.00			
59632	07/17/17	921.38 432	EXPRESS SERVICES INC.	79259	TEMP W/E 6/25/17	354.38			
				79320	TEMP W/E 7/2/17	182.25			
				79345	TEMP W/E 6/11/17	384.75			
59633	07/17/17	40,541.46 002295	FIRST ALARM	79346	JUN 17 SECURITY SVC	39,741.46			
59634	07/17/17	2,028.16 002952	FLYERS ENERGY LLC	79237	JUN 17 SECURITY OPS	800.00			
59635	07/17/17	1,028.31 282	GRAINGER	79282	6/16-6/30 FUEL	2,028.16			
				79297	INVENTORY ORDER	727.13			
				79327	LED LIGHTING VERNON	128.53			
59636	07/17/17	15,187.30 001745	HARTFORD LIFE AND ACCIDENT INS	79314	JUL 17 LIFE AD&D	172.65			
				79315	JUL 17 LTD	4,820.43			
59637	07/17/17	120.04 166	HOSE SHOP, THE INC	79287	INVENTORY ORDER	37.98			
				79300	RPR VEH #2223	82.06			
59638	07/17/17	650.80 1117	KELLEY'S SERVICE INC.	79275	INVENTORY ORDER	43.60			
				79276	INVENTORY ORDER	211.60			
				79303	INVENTORY ORDER	81.30			
				79304	RPR VEH #908	138.96			

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59639	07/17/17	1,600.12 167		KEYSTON BROTHERS		79305	RPR VEH #908	23.24	
59640	07/17/17	450.00 003195		LANDAVERY, CARLOS G.		79306	INVENTORY ORDER	72.10	
59641	07/17/17	77.83 E993		LEONARD, CHRISTOPHER		79307	INVENTORY ORDER	80.00	
59642	07/17/17	157.36 003059		MAILFINANCE INC		79343	FABRIC FLEET	1,600.12	
59643	07/17/17	23.10 001052		MID VALLEY SUPPLY INC.		79261	BOD MEET INTERPRETAT	450.00	
59644	07/17/17	33.53 001178		N/S CORPORATION		79260	TRAVEL REIMBURSEMENT	77.83	
59645	07/17/17	449.60 003061		NEOFUNDS BY NEOPOST DBA		79328	6/28-7/27 LEASE ADM	157.36	
59646	07/17/17	109.98 002721		NEXTEL COMMUNICATIONS/SPRINT		79298	CUSTODIAL SUPPLIES	23.10	
59647	07/17/17	19,565.39 009		PACIFIC GAS & ELECTRIC		79245	RPR PRESSURE WASHER	33.53	
						79321	***-***-***-1598	449.60	
						79258	5/26-6/25 TVM WIRELE	109.98	
						79220	5/30-6/27 OPS	3,801.03	
						79221	5/30-6/27 PACIFIC	2,993.32	
						79238	5/25-6/23 1200B RIVE	16.96	
						79239	5/25-6/23 VERNON	6,303.39	
						79240	5/24-6/22 GOLF CLUB	6,384.71	
						79257	6/5-7/4 SVTC TENANT	65.98	
59648	07/17/17	2,666.62 023		PACIFIC TRUCK PARTS, INC.		79272	INVENTORY ORDER	2,638.13	
59649	07/17/17	115.50 481		PIED PIPER EXTERMINATORS, INC.		79274	INVENTORY ORDER	28.49	
59650	07/17/17	147.15 050		PITNEY BOWES INC. RENTAL PMT		79325	JUN 17 PEST METROMKT	55.50	
59651	07/17/17	39,070.70 002939		PREFERRED BENEFIT		79326	JUN 17 PEST BETTYS	60.00	
59652	07/17/17	369.51 882		PRINT SHOP SANTA CRUZ		79316	7/1-9/30 POST METER	147.15	
59653	07/17/17	353.79 107A		PROBUILD COMPANY LLC	7	79317	JUL 17 DENTAL	39,070.70	
						79224	4TH OF JULY STICKERS	369.51	
						79225	RPR BENCH WTC	55.60	
						79241	RPR BENCH WTC	82.77	
						79242	PAINTING SUPPLIES	45.77	
						79243	RPR BENCH	101.05	
						79244	RPR BUS WASHER	52.91	
						79234	RPR DESK WTC	15.69	
59654	07/17/17	444.63 135		SANTA CRUZ AUTO PARTS, INC.		79235	NON INV BULK ORDER	67.00	
						79236	INVENTORY ORDER	120.70	
						79254	INVENTORY ORDER	90.73	
						79308	INVENTORY ORDER	57.11	
						79309	INVENTORY ORDER	77.15	
						79262	INVENTORY ORDER	31.94	
59655	07/17/17	1,275.00 307		SANTA CRUZ CHAMBER OF COMMERCE		79269	FY18 MEMBERSHIP	1,275.00	
59656	07/17/17	296.95 848		SANTA CRUZ ELECTRONICS, INC.		79293	OFFICE SUPPLIES	296.95	
59657	07/17/17	466.51 079		SANTA CRUZ MUNICIPAL UTILITIES		79285	5/13-6/12 PARACRUZ	466.51	
59658	07/17/17	14.43 570		SCMTD PETTY CASH - CUST SVC		79302	OFFICE SUPPLIES	14.43	
59659	07/17/17	957.88 681		SCOTT'S BODY SHOP CORP	7	79218	RPR VEH #1102 PC	957.88	
59660	07/17/17	255.24 002459		SCOTT'S VALLEY WATER DISTRICT		79219	4/5-6/5 WATER SVTC	238.94	
						79318	4/5-6/5 FIRE SVTC	16.30	
59661	07/17/17	2,822.40 003292		SLINGSHOT CONNECTIONS LLP		79319	TEMP W/E 6/25/17	1,411.20	
59662	07/17/17	117.00 003010		TOYOTA MATERIAL HANDLING	7	79273	TEMP W/E 7/2/17	1,411.20	
							RPR VEH #704	117.00	

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59663	07/17/17	003037	1,245.83	TYCO INTEGRATED SECURITY		79310	7/1-9/30 PACIFIC	272.10	
						79311	6/1-8/31 1200B RIVER	591.33	
						79312	7/1-9/30 SVTC	185.41	
						79313	7/1-9/30 WTC	196.99	
						79198	LAUNDRY SERVICE	14.64	
						79199	LAUNDRY SERVICE	10.68	
						79200	LAUNDRY SERVICE	6.72	
						79201	LAUNDRY SERVICE	14.64	
						79202	LAUNDRY SERVICE	14.64	
						79203	LAUNDRY SERVICE	14.64	
						79204	LAUNDRY SERVICE	14.64	
						79205	MATS OPS	6.48	
						79206	MATS OPS	6.48	
						79207	MATS OPS	6.48	
						79208	MATS OPS	6.48	
						79209	MATS OPS	6.48	
						79210	MATS OPS	6.48	
						79211	CUSTODIAL SUPPLIES	40.07	
						79212	CUSTODIAL SUPPLIES	40.07	
						79213	CUSTODIAL SUPPLIES	40.07	
						79214	CUSTODIAL SUPPLIES	40.07	
						79215	CUSTODIAL SUPPLIES	40.07	
						79216	CUSTODIAL SUPPLIES	40.07	
						79246	CUSTODIAL SUPPLIES	6.99	
						79277	LAUNDRY SERVICE	207.08	
						79278	CUSTODIAL SUPPLIES	69.77	
						79279	MATS OPS	6.48	
						79280	CUSTODIAL SUPPLIES	40.07	
						79329	CUSTODIAL SUPPLIES	69.77	
						79331	LAUNDRY SERVICE	200.61	
						79332	CUSTODIAL SUPPLIES	69.77	
						79333	LAUNDRY SERVICE	210.25	
						79334	CUSTODIAL SUPPLIES	69.77	
						79335	LAUNDRY SERVICE	242.46	
						79336	CUSTODIAL SUPPLIES	69.77	
						79337	LAUNDRY SERVICE	200.52	
						79338	CUSTODIAL SUPPLIES	69.77	
						79339	LAUNDRY SERVICE	208.77	
						79340	CUSTODIAL SUPPLIES	69.77	
						79341	LAUNDRY SERVICE	255.67	
59666	07/17/17	007	40.67	UNITED PARCEL SERVICE		79292	FREIGHT	40.67	
59667	07/17/17	002829	382.77	VALLEY POWER SYSTEMS, INC.		79233	RPR VEH #2223	55.21	
						79344	INVENTORY ORDER	327.56	
59668	07/17/17	434	220.14	VERIZON WIRELESS	0	79290	6/2-7/1 PUSH2TALK	220.14	
59669	07/17/17	003321	2,841.22	YORK RISK SERVICES GROUP INC		79266	DEC 16 CODE 5099	2,841.22	
59670	07/24/17	003151	1,098.24	ABC BUS INC		79420	INVENTORY ORDER	1,098.24	

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59671	07/24/17	8,732.00 382	AIRTEC SERVICE INC.	79417		A/C UNIT WTC	8,732.00		
59672	07/24/17	2,771.00 001141	AMERICAN BUSINESS SYSTEMS, INC	79357		FY18 MAINTENANCE	2,771.00		
59673	07/24/17	35,029.00 497B	APTA	79472		FY18 MEMBERSHIP	35,029.00		
59674	07/24/17	571.80 001D	AT&T	79402		JUN17 P2P WTC-VERNON	571.80		
59675	07/24/17	795.00 E659	BAYER, LORRAINE	79416		5/19-6/18 CREDIT	-0.02		
59676	07/24/17	3,550.00 002035	BOWMAN & WILLIAMS INC	79470		CALCPA CONTINUE EDUC	795.00		
59677	07/24/17	7,272.01 001844	BRINKS INCORPORATED	79410		JUN17 EV CHARGING ST	3,550.00		
59678	07/24/17	820,194.93 502	CA PUBLIC EMPLOYEES'	79348		JUN 17 1200B SERVICE	4,296.38		
59679	07/24/17	58.00 014A	CABRILLO COLLEGE EXTENSION	79349		JUN 17 1200B SERVICE	2,975.63		
59680	07/24/17	102.49 M022	CAPELLA, KATHLEEN	79406		AUG 17 MEDICAL	820,194.93		
59681	07/24/17	81.75 001159	CATTO'S GRAPHICS, INC.	79447		SUPERVISOR CLASS	58.00		
59682	07/24/17	4,791.86 001346	CITY OF SANTA CRUZ-FINANCE	79438	0	AUG 17 RETIREE SUPP	102.49		
59683	07/24/17	8,997.47 909	CLASSIC GRAPHICS	79398		BUS STOP DECAL	81.75		
59684	07/24/17	1,578.03 003344	COAST COUNTIES TRUCK & EQUIP	79381		LANDFILL	11.55		
59685	07/24/17	23.98 075	COAST PAPER & SUPPLY INC.	79407		JUL PARKING DEF FEES	637.50		
59686	07/24/17	491.75 003256	COMCAST HOLDINGS CORPORATION	79408		JULY PARKING DEF FEE	660.34		
59687	07/24/17	236.00 367	COMMUNITY TELEVISION OF	79409		JUL 17 COOP MGMT	3,482.47		
59688	07/24/17	3,900.00 003353	COMMUNITY TRANSPORTATION ASSOC	79391		REPAIR #2304	6,473.55		
59689	07/24/17	759.00 002872	COOPERATIVE PERSONNEL SERVICES	79392		RPR VEH #1306	2,523.92		
59690	07/24/17	60.74 002814	CREATIVE BUS SALES, INC.	79394		RPR VEH #2403 PC	1,578.03		
59691	07/24/17	161,597.00 858	CSAC EXCESS INSURANCE AUTHORITY	79429		CUSTODIAL SUPPLIES	23.98		
59692	07/24/17	185.11 003116	CUMMINS PACIFIC LLP	79362		MAY 17 135 PSA SPOTS	241.75		
59693	07/24/17	51.24 M039	DAVILLA, ANA MARIA	79363		ONLINE PSA SPOT	250.00		
59694	07/24/17	-51.24 M039	DAVILLA, ANA MARIA	79475		6/23 BOD MEETING	236.00		
59695	07/24/17	1,318.07 002949	DEANE INDUSTRIAL MACHINING	79476		FY18 MEMBERSHIP	3,900.00		
59696	07/24/17	2,260.24 003274	EAST BAY TIRE CO.	79436		PRE-EMPLOY MATERIAL	759.00		
59697	07/24/17	9,984.99 002953	EPICOR SOFTWARE CORP	79473		RPR VEH #2604 PC	60.74		
59698	07/24/17	8.67 001172	FERGUSON ENTERPRISES INC. #795	79389		FY18 W/C INSURANCE	161,597.00		
59699	07/24/17	6,944.21 002952	FLYERS ENERGY LLC	79449		INVENTORY ORDER	24.67		
59700	07/24/17	277.70 001302	GARDA CL WEST, INC.	79453	0	RPR VEH #1210	160.44		
59701	07/24/17	3.90 117	GILLIG LLC	79437	0	AUG 17 RETIREE SUPP	51.24		VOIDED
59702	07/24/17	51.24 M041	GOUVEIA, ROBERT	79474		AUG 17 RETIREE SUPP	-51.24		**VOID

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59703	07/24/17	GRAINGER	510.13			79428	RPR PARTS WASHER	47.19	
						79430	INVENTORY ORDER	249.83	
						79431	INVENTORY ORDER	213.11	
59704	07/24/17	GREENWASTE RECOVERY, INC.	1,180.54			79372	7/1-9/30 SOQ-COTTON	69.27	
						79373	7/1-9/30 SOQ-COTTON	138.36	
						79374	7/1-9/30 FREEDOM	69.27	
						79375	7/1-9/30 FREEDOM	69.27	
						79376	7/1-9/30 17-BOULDER	207.81	
						79377	7/1-9/30 AIR-FREEDOM	138.54	
						79378	7/1-9/30 BIG BASIN	69.27	
						79379	7/1-9/30 LOMOND-HYW9	69.27	
						79380	JUN 17 MT HERMON	20.27	
						79384	JUN 17 SVTC	259.94	
						79385	7/1-9/30 GRN VALLEY	69.27	
59705	07/24/17	HARTFORD FLOOD INSURANCE CO	4,610.00			79433	9/1-8/31 FLOOD 1200B	4,610.00	
59706	07/24/17	HOSE SHOP, THE INC	667.84			79360	INVENTORY ORDER	108.34	
						79400	HOSE REEL	14.01	
						79401	INSTALL HOSE REEL	402.27	
						79427	RPR VEH #9820	143.22	
59707	07/24/17	INFINISOURCE, INC	3,120.00			79365	FY18 MAINT AGREEMENT	3,120.00	
59708	07/24/17	INSEGO NORTH AMERICA LLC	26,400.00			79432	FY18 SERVICE AGREEM	26,400.00	
59709	07/24/17	KAADY CHEMICAL CORP	579.03			79366	BUS WASH SOAP	839.30	
						79367	CREDIT	-260.27	
59710	07/24/17	KEISH ENVIRONMENTAL PC CORP	400.00			79413	JUN 17 OUTFALL	400.00	
59711	07/24/17	KELLEY'S SERVICE INC.	11.51			79418	OFFICE SUPPLIES	11.51	
59712	07/24/17	LANDAVERY, CARLOS G.	1,050.00			79446	NOV-DEC TRANSLATION	1,050.00	
59713	07/24/17	MAXIMUM OIL SERVICE LLC	230.00			79421	USED OIL PICK UP	230.00	
59714	07/24/17	MGP XI REIT LLC	2,009.30			79388	AUG 2017 RENT	2,009.30	
59715	07/24/17	MONTEREY BAY ECON PARTNERSHIP	5,000.00			79434	FY18 MEMBERSHIP	5,000.00	
59716	07/24/17	MSDS ONLINE INC.	3,649.00			79356	7/16-7/15/18 RENEWAL	3,649.00	
59717	07/24/17	NORTH BAY FORD LINC-MERCURY	1,187.33			79425	RPR VEH #1109 PC	1,187.33	
59718	07/24/17	OJO TECHNOLOGY, INC.	202.50			79414	RPR SERVER WTC	202.50	
59719	07/24/17	PIERCE, ALLEN S JR	2,690.09			79383	6/5-7/4 WTC SVT PNR	2,690.09	
59720	07/24/17	PEDALERS EXPRESS	1,690.00			79395	JUN 17 COURIER SVC	1,690.00	
59721	07/24/17	PEREZ, CHERYL	51.24			79439	AUG 17 RETIREE SUPP	51.24	
59722	07/24/17	PIERCE, ALLEN S JR	1,381.25			79478	MAY JUN CONSULTING	1,381.25	
59723	07/24/17	PROBUILD COMPANY LLC	16.39			79419	RPR PRESSURE WASHER	16.39	
59724	07/24/17	REPUBLIC ELEVATOR COMPANY INC	593.25			79405	JUL 17 MAINTENANCE	593.25	
59725	07/24/17	RICOH USA, INC CA	835.07			79415	4/1-6/30 IMAGES OPS	835.07	
59726	07/24/17	RICOH USA, INC. TX	267.05			79479	6/26-7/25 LEASE C/S	267.05	
59727	07/24/17	ROSSI, DENISE	102.49			79440	AUG 17 RETIREE SUPP	102.49	
59728	07/24/17	ROME, RUBY	51.24			79441	AUG 17 RETIREE SUPP	51.24	
59729	07/24/17	SANTA CRUZ SENTINEL	415.25			79480	MAY 17 LEGAL ADS	151.00	
						79481	JUN 17 LEGAL ADS	264.25	
59730	07/24/17	SHAW / YODER / ANTWIH, INC.	2,500.00			79477	JUL17 LEGISLATE SVC	2,500.00	
59731	07/24/17	SUB GLOBALNET, INC.	1,500.00			79423	JUL 17 SERVICES	1,500.00	

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DATE: 07/01/17 THRU 07/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
59732	07/24/17	2,372.58 003292		SLINGSHOT CONNECTIONS LLP		79364	TEMP W/E 7/9/17	961.38	
59733	07/24/17	15,487.21 001075		SOQUEL III ASSOCIATES	7	79471	TEMP W/E 7/16/17	1,411.20	
59734	07/24/17	298.25 080A		STATE BOARD OF EQUALIZATION		79387	AUG 2017 RENT	15,487.21	
59735	07/24/17	91.66 003285		TRANSIT HOLDINGS INC		79359	APR-JUN17 DIESEL TAX	298.25	
59736	07/24/17	51,751.00 475		TRAPEZE SOFTWARE GROUP, INC.		79361	INVENTORY ORDER	91.66	
						79350	FY18 PASS MON 42 VEH	15,160.00	
						79351	FY18 PASS IVR TO 400	4,680.00	
						79352	FY18 PASS IVR TO 400	5,288.00	
						79353	FY18 VOICE GENIE	4,315.00	
						79354	FY18 PASS-CERT	4,133.00	
						79355	FY18 PASS	18,175.00	
59737	07/24/17	1,174.66 003037		TYCO INTEGRATED SECURITY		79386	8/1-10/31 1200 RIVER	740.83	
59738	07/24/17	334.31 003152		UNIFIRST CORPORATION		79448	8/1-10/31 GOLF CLUB	433.83	
						79403	MATS TOWELS PC	6.99	
						79404	CUSTODIAL SUPPLIES	40.07	
						79426	MATS OPS	6.48	
						79435	LAUNDRY SERVICE	211.00	
						79454	CUSTODIAL SUPPLIES	69.77	
59739	07/24/17	71.93 007		UNITED PARCEL SERVICE		79454	FREIGHT	71.93	
59740	07/24/17	2,000.00 002873		USPS-HASLER		79396	TMS #191952	2,000.00	
59741	07/24/17	622.17 002829		VALLEY POWER SYSTEMS, INC.		79422	INVENTORY ORDER	622.17	
59742	07/24/17	309.08 434		VERIZON WIRELESS	0	79397	6/2-7/1 TELECOMM PC	309.08	
59743	07/24/17	1,125.00 001165		VU, THANH DR. MD	7	79455	DMV EXAM	75.00	
						79456	DMV EXAM	75.00	
						79457	DMV EXAM	75.00	
						79458	DMV EXAM	75.00	
						79459	DMV EXAM	75.00	
						79460	DMV EXAM	75.00	
						79461	DMV EXAM	75.00	
						79462	DMV EXAM	75.00	
						79463	DMV EXAM	75.00	
						79464	DMV EXAM	75.00	
						79465	DMV EXAM	75.00	
						79466	DMV EXAM	75.00	
						79467	DMV EXAM	75.00	
						79468	DMV EXAM	75.00	
						79469	DMV EXAM	75.00	
59744	07/24/17	275.00 003316		WATER TECH SPECIALTIES INC		79399	JUN 17 COOLING LOOP	275.00	
59745	07/24/17	4,382.32 003223		WELLER TRUCK PARTS		79370	TRANSMISSION	8,722.32	
						79371	CREDIT	-4,340.00	
59746	07/24/17	51.24 M088		YAGI, RANDY	0	79442	AUG 17 RETIREE SUPP	51.24	
59747	07/31/17	4,784.83 001348		ATHENS INSURANCE SERVICE, INC.		79560	JUL 17 TPA FEES	4,784.83	
59748	07/31/17	131.34 003199		B & H FOTO & ELECTRONICS CORP		79534	CEO CONF ROOM MIC	131.34	
59749	07/31/17	90.43 002363		BATTERIES PLUS #314		79508	BATTERIES	90.43	
59750	07/31/17	4,500.00 E659		BAYER, LORRAINE		79537	REIMBURSEMENT	4,500.00	
59751	07/31/17	1,765.46 001356		BRENCO OPERATING-TEXAS, LP		79540	INVENTORY ORDER	1,765.46	

Attachment A

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PAGE 12

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

DATE: 07/01/17 THRU 07/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
59752	07/31/17	81.75 001159	81.75	CATTO'S GRAPHICS, INC.		79496	BUS STOP DECALS	81.75	
59753	07/31/17	3,512.58 002627	2,690.74	CDW GOVERNMENT, INC.		79535	OFFICE SUPPLIES	2,690.74	
						79536	OFFICE SUPPLIES	821.84	
59754	07/31/17	28,116.51 001124	11,048.50	CLEAN ENERGY		79516	LNG 6/27/17	11,048.50	
						79517	LNG 6/29/17	9,222.39	
						79518	LNG 6/23/17	7,845.62	
59755	07/31/17	2,890.00 003034	2,890.00	COASTAL LANDSCAPING INC. DBA		79526	JUL 17 LANDSCAPING	2,890.00	
59756	07/31/17	390.95 003116	145.61	CUMMINS PACIFIC LLP		79495	RPR VEH #1201	145.61	
						79529	RPR VEH #2812	245.34	
59757	07/31/17	1,186.59 002949	1,186.59	DEANE INDUSTRIAL MACHINING		79543	CYLINDER HEAD	1,186.59	
59758	07/31/17	256.00 002567	256.00	DEPARTMENT OF JUSTICE		79556	JUN17 FINGERPRINTING	256.00	
59759	07/31/17	4,527.00 003210	4,527.00	DEPARTMENT OF FORESTRY & FIRE		79561	FY18 LOMA PRIETA	4,527.00	
59760	07/31/17	33,732.72 954	33,732.72	DOWNTOWN FORD SALES		79538	CARGO VAN VEH #1716	33,732.72	
59761	07/31/17	33.86 002952	33.86	FLYERS ENERGY LLC		79521	PROPANE	33.86	
59762	07/31/17	123.83 003279	66.43	FRONTIER COMMUNICATIONS CORP		79482	7/13-8/12 SKY-OCEAN	66.43	
						79549	7/16-8/15 SKY-RIVER	57.40	
59763	07/31/17	2,931.02 117	950.92	GILLIG LLC		79500	RPR VEH #2311	950.92	
						79527	INVENTORY ORDER	1,980.10	
59764	07/31/17	49.74 282	49.74	GRAINGER		79533	REUSABLE SPRAYER	49.74	
59765	07/31/17	283.56 001097	283.56	GREENWASTE RECOVERY, INC.		79545	JUN 17 WASTE PC	283.56	
59766	07/31/17	98.68 166	98.68	HOSE SHOP, THE INC		79514	STEAM RACK HOSE	98.68	
59767	07/31/17	4,811.50 002979	3,005.25	HUNT & SONS, INC.		79486	INVENTORY ORDER	3,005.25	
						79487	INVENTORY ORDER	1,806.25	
59768	07/31/17	2,488.07 001233	2,478.33	KIMBALL MIDWEST		79499	NON INVENTORY ORDER	2,478.33	
						79520	NON INVENTORY ORDER	9.74	
59769	07/31/17	589.00 003246	589.00	LAB ONE INC		79494	OIL SAMPLING SERVICE	589.00	
59770	07/31/17	233.00 001342	233.00	MCW ASSOCIATES, INC.		79546	JUN 17 SERVICES	233.00	
59771	07/31/17	3,313.22 905	3,313.22	MONTEREY SALINAS TRANSIT		79497	10/10-6/30 STUDY	3,313.22	
59772	07/31/17	11,378.95 004	11,378.95	NORTH BAY FORD LINC-MERCURY		79531	RPR VEH #1116 PC	11,378.95	
59773	07/31/17	829.71 009	829.71	PACIFIC GAS & ELECTRIC		79547	6/8-7/9 PARACRUZ	829.71	
59774	07/31/17	100.00 002809	100.00	PACIFIC PROPANE		79555	FY18 USER FEE	100.00	
59775	07/31/17	425.50 481	190.50	PIED PIPER EXTERMINATORS, INC.		79522	JUL 17 PEST VERNON	190.50	
						79523	JUL17 PEST GOLF CLUB	67.50	
						79524	JUL17 PEST RIV CREEK	105.00	
59776	07/31/17	468.70 882	62.50	PRINT SHOP SANTA CRUZ		79525	JUL17 PEST RIV PARK	62.50	
59777	07/31/17	81.04 107A	468.70	PROBUILD COMPANY LLC	7	79515	JR OP STICKERS	468.70	
						79504	CREDIT	-18.58	
59778	07/31/17	321.75 061	32.53	REGISTER PAJARONIAN LLC		79505	REMOVE COIN MACH WTC	32.53	
						79506	REMOVE COIN MACH WTC	45.68	
						79507	RPR RESTROOM DOOR WT	21.41	
59779	07/31/17	19.96 135	168.08	SANTA CRUZ AUTO PARTS, INC.		79552	PUBLIC NOTICE DBE	168.08	
59780	07/31/17	1,702.26 003292	153.67	SLINGSHOT CONNECTIONS LLP		79530	PUBLIC NOTICE DBE	153.67	
59781	07/31/17	446.38 002199	1,702.26	TACONY CORPORATION		79554	TEMP W/E 7/23/17	1,702.26	
59782	07/31/17	9,428.64 003285	446.38	TRANSIT HOLDINGS INC		79498	WET/DRY VACUUM	446.38	
						79488	INVENTORY ORDER	2,531.11	

Attachment A

DATE 08/01/17 09:10

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

PAGE 13

DATE: 07/01/17 THRU 07/31/17

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
59783	07/31/17	270.00 001190		TRANSIT TALENT.COM LLC		7	INVENTORY ORDER	1,765.46	
59784	07/31/17	89.81 003152		UNIFIRST CORPORATION			INVENTORY ORDER	234.46	
							INVENTORY ORDER	118.28	
							INVENTORY ORDER	466.92	
							RPR VEH #2803	310.93	
							INVENTORY ORDER	1,337.80	
							INVENTORY ORDER	330.08	
							CREDIT	-46.90	
							RPR VEH #2311	2,380.50	
							JOB RECRUITMENT	270.00	
							LAUNDRY SERVICE	14.64	
							LAUNDRY SERVICE	14.64	
							CUSTODIAL SUPPLIES	40.07	
							MATS	6.48	
							MAT TOWELS PC	6.99	
							MATS TOWELS PC	6.99	
							FREIGHT	57.81	
59785	07/31/17	57.81 007		UNITED PARCEL SERVICE			INVENTORY ORDER	57.81	
59786	07/31/17	3,230.03 002829		VALLEY POWER SYSTEMS, INC.			INVENTORY ORDER	3,230.03	
59787	07/31/17	2,342.15 221		VEHICLE MAINTENANCE PROG INC			INVENTORY ORDER	2,342.15	
59788	07/31/17	912.24 434		VERIZON WIRELESS		0	6/13-7/12 WIFI BUSES	912.24	
59789	07/31/17	150.00 001165		VU, THANH DR. MD		7	DMV EXAM	75.00	
							DMV EXAM	75.00	
59790	07/31/17	1,081.20 915		WORKIN.COM, INC.			JOB PLACEMENT AD	387.00	
							JOB PLACEMENT AD	694.20	
59791	07/31/17	87.84 147		ZEE MEDICAL SERVICE CO.			REPL FIRST AID KIT	87.84	
59792	07/31/17	765.54 003057		ZOOM IMAGING SOLUTIONS, INC.			7/23-7/22/17 IMAGES	765.54	
59793	07/28/17	654.00 080		STATE BOARD OF EQUALIZATION			APR-JUN 17 SALES TAX	654.00	
59794	07/31/17	12,838.18 057		U.S. BANK			****-****-****-4793	1,024.89	
							****-****-****-5056	11,813.29	
TOTAL		2,444,026.52		ACCOUNTS PAYABLE		289	TOTAL CHECKS	2,444,026.52	

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DATE: August 25, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL
REPORT AS OF MAY 31, 2017**

I. RECOMMENDED ACTION

**That the Board of Directors accept and file the Year to Date Monthly
Financial Report as of May 31, 2017**

II. SUMMARY OF ISSUES

- An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.
- This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of May 31, 2017."
- Staff recommends that the Board of Directors accept and file the attached report.

III. DISCUSSION/BACKGROUND

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of May 31, 2017. The fiscal year has elapsed 92%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of May 31, 2017

Slide 2

FY17 Operating Revenue and Expenses for the Month Ending May 31, 2017

- Operating Revenues for the month are unfavorable by \$85K
- Operating Expenses
 - Labor Regular - favorable by \$466K
 - Labor OT - unfavorable by \$192K
 - Fringe Benefits – unfavorable by \$383K
 - Non-Personnel - unfavorable by \$3K

- Total Operating Expenses – unfavorable by \$112K
- Total Budget to Actual Variance - unfavorable by \$197K

Slide 3

FY17 Operating Revenue and Expenses Year to Date as of May 31, 2017

- Operating Revenues Year to Date are unfavorable by \$517K
- Operating Expenses
 - Labor Regular - favorable by \$1,202K
 - Labor OT - unfavorable by \$1,752K
 - Fringe Benefits - favorable by \$1,010K
 - Non-Personnel - favorable by \$425K
- Total Operating Expenses –favorable by \$885K

Total Budget to Actual Variance - favorable by \$368K

Slide 4

FY17 Operating Revenue by Major Funding Source - Year to Date as of May 31, 2017

- Passenger Fares- actual is \$8,844K while budget is \$10,286K
- Sales Tax Revenue- actual is \$18,239K while budget is \$17,670K
- TDA- actual is \$5,130K while the budget is \$5,026K
- Other Revenue- actual is \$576K while budget is \$544K
- Fuel Tax Credit- actual is \$284K while the budget is \$0
- STA Op Assistance- actual is \$1,145K while the budget is \$1,127K
- STIC Op Assistance- actual is \$2,084K while the budget is \$2,125K
- Federal Op Assistance- actual is \$4,372K while the budget is \$4,414K

Slide 5

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of May 31, 2017

- Passenger Fares variance to budget is unfavorable by \$1,442K primarily due to:
 - Passenger Fares – Regular and Bulk Purchase (decrease in bulk purchases of discounted passes from Cabrillo College). Additionally system-wide ridership year to date as of May 31, 2017 decreased 8% year-over-year due to the service reduction implemented after September 8, 2016, as well as the severe weather conditions in January and February 2017.

- Special Transit Fares and the anticipated budgeted increase from the contract with Cabrillo College. The FY17 Special Transit Fares Budget currently includes \$944K for Cabrillo oriented services (12-month commitment from Cabrillo College). The funding commitment, however, was subsequently aligned with the school year, hence will cover a 10-month period of the 2016 – 17 school year (Fall and Winter semester).
- Decreased Highway 17 Ridership as a result of increased fares (in the fall of 2015); lower fuel prices; reduced on-time performance due to increased congestion, weather conditions, as well as the service reduction implemented September 8, 2016.
- Sales Tax Revenue variance to budget is favorable by \$569K due to higher than anticipated sales.
- TDA variance to budget is favorable by \$104K due to actual revenue above estimates for FY18.
- Other Revenue variance to budget is favorable by \$33K primarily due to:
 - Other Non-Transportation Revenue – SDI withholding error refund by the County of Santa Cruz, received in April 2017.
- Fuel Tax Credit variance to budget is favorable by \$284K as the total budget for Fuel Tax Credit is recorded at the end of the fiscal year. Fuel Tax Credit is transferred to Reserves.
- STA Op Assistance variance to budget is favorable by \$18K due to higher allocations.
- STIC Op Assistance variance to budget is unfavorable by \$42K due to lower allocations. Updated budget projections were available after the FY17 Final budget was finalized and were not captured in the final budget document.
- Federal Op Assistance variance to budget is unfavorable by \$42K due to lower allocations.

Slide 6

FY17 Operating Expenses by Major Expense Category Year to Date as of May 31, 2017

- Labor - Regular- actual is \$13,664K while budget is \$14,866K
- Labor – OT - actual is \$3,246K while budget is \$1,494K
- Fringe Benefits - actual is \$17,942K while budget is \$18,952K
- Services - actual is \$2,511K while budget is \$2,774K
- Mobile Materials & Supplies - actual is \$2,600K while budget is \$2,576K
- Other Expenses - actual is \$1,861K while budget is \$2,046K

Slide 7

FY17 Operating Expenses by Major Expense Category Year to Date as of May 31, 2017

- Labor – Regular variance to budget is favorable by \$1,202K due to:
 - 9 vacant funded positions, of which 3 are on hold
 - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$1,752K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$1,010K primarily due to vacant funded positions and extended unpaid leaves of absence.
- Services variance to budget is favorable \$263K due to Prof & Tech Fees and Repair – Rev Vehicle under budget.
- Mobile Materials & Supplies variance to budget is unfavorable by \$23K.
- Other Expenses are favorable by \$185K primarily due to lower Utilities (Telecommunications) and Miscellaneous expenses.

Slide 8

FY17 Capital Budget Spending Year to Date as of May 31, 2017

- Total Capital Projects spending year to date is \$1,805K; FY17 budget is \$16.3M
 - Construction Related Projects account for 82.3% of the spending

Slide 9

FY17 Capital Budget – Excludes MetroBase Project – JKS Ops Bldg. - Spending Year to Date as of May 31, 2017

- Total Capital Projects spending year to date is \$408K; FY17 budget without JKS Ops Bldg. is \$13.4M. Spending percentages are as follows:
 - Construction Related Projects (excluding-JKS Ops Bldg) are 21.6%
 - Facilities Projects are 46.0%
 - Revenue Vehicle Replacements are 26.9%
 - Misc Projects are 4.6%
 - IT Projects are 0.6%
 - Fleet Equipment is 0.3%

Slide 10

(Cover Sheet) – Metrobase Phase II Operations Building Life of Project – Budget Adopted March 24, 2017

Spending as of July 31, 2017

Slide 11

MetroBase Phase II - Life of Project - Spending as of July 31, 2017

- Total Project Budget is \$27.7M; spending is at \$26.8M; remaining is \$0.9M; project is 97% spent

Slide 12

(Cover Sheet) - Additional Information

Slide 13

Additional Information for the Month of May 2017

- Unemployment Rate % in Santa Cruz County is 5.2%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.14
- Monthly Ridership - Without UCSC (Highway 17 and Fixed Route) has increased slightly in May to approximately 220K riders.

Slide 14

FY17 Operating Expenses Year to Date as of June 30, 2017: Preliminary

- Operating Expenses
 - Labor Regular - favorable by \$1,290K
 - Labor OT - unfavorable by \$1,840K
 - Fringe Benefits - favorable by \$1,246K
 - Non-Personnel - favorable by \$669K
- Total Operating Expenses - favorable by \$1,365K

IV. FINANCIAL CONSIDERATIONS/IMPACT

Total Budget to Actual Variance for the month is unfavorable by \$197K and favorable by \$368, year to date.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider, as this is an accept and file Year to Date Monthly Financial Report.

VI. ATTACHMENTS

Attachment A: Year to Date Monthly Financial Report as of May 31, 2017
Presentation

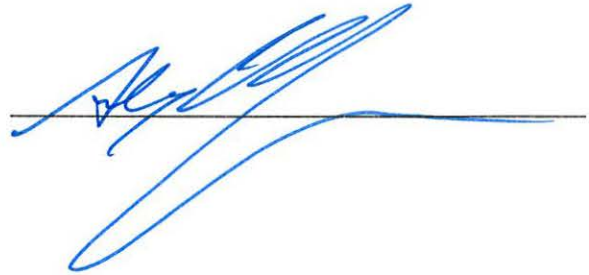
Prepared By: Kristina Mihaylova, Sr. Financial Analyst

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





Year to Date Monthly Financial Report as of May 31, 2017

Santa Cruz METRO Board of Directors

August 25, 2017

Angela Aitken, Finance Manager

FY17 Operating Revenue and Expenses

For the Month Ending May 31, 2017

92% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$3,018	\$3,103	(\$85)
Operating Expenses:			
Labor - Regular	\$885	\$1,351	\$466
Labor - Overtime	\$328	\$136	(\$192)
Fringe Benefits	\$2,106	\$1,723	(\$383)
Non-Personnel Expenses	\$652	\$649	(\$3)
Total Operating Expenses:	\$3,971	\$3,859	(\$112)
Operating Budget Favorable/ (Unfavorable):			(\$197)

10-03A.2



FY17 Operating Revenue and Expenses

Year to Date as of May 31, 2017

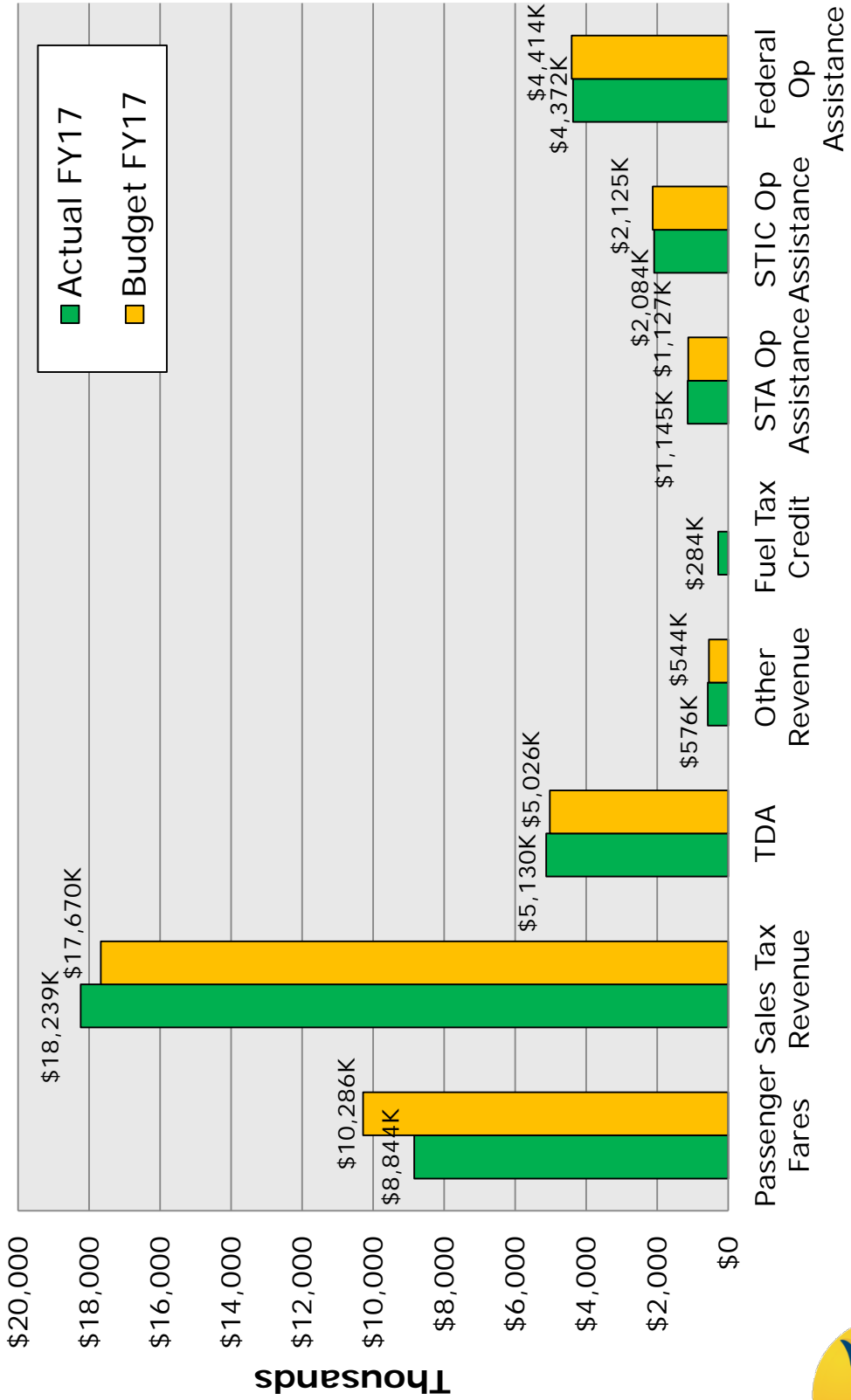
92% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
Operating Revenue:	\$40,674	\$41,191	(\$517)
Operating Expenses:			
Labor - Regular	\$13,664	\$14,866	\$1,202
Labor - Overtime	\$3,246	\$1,494	(\$1,752)
Fringe Benefits	\$17,942	\$18,952	\$1,010
Non-Personnel Expenses	\$6,971	\$7,396	\$425
Total Operating Expenses:	\$41,823	\$42,708	\$885
Operating Budget Favorable/ (Unfavorable):			\$368

10-03A.3

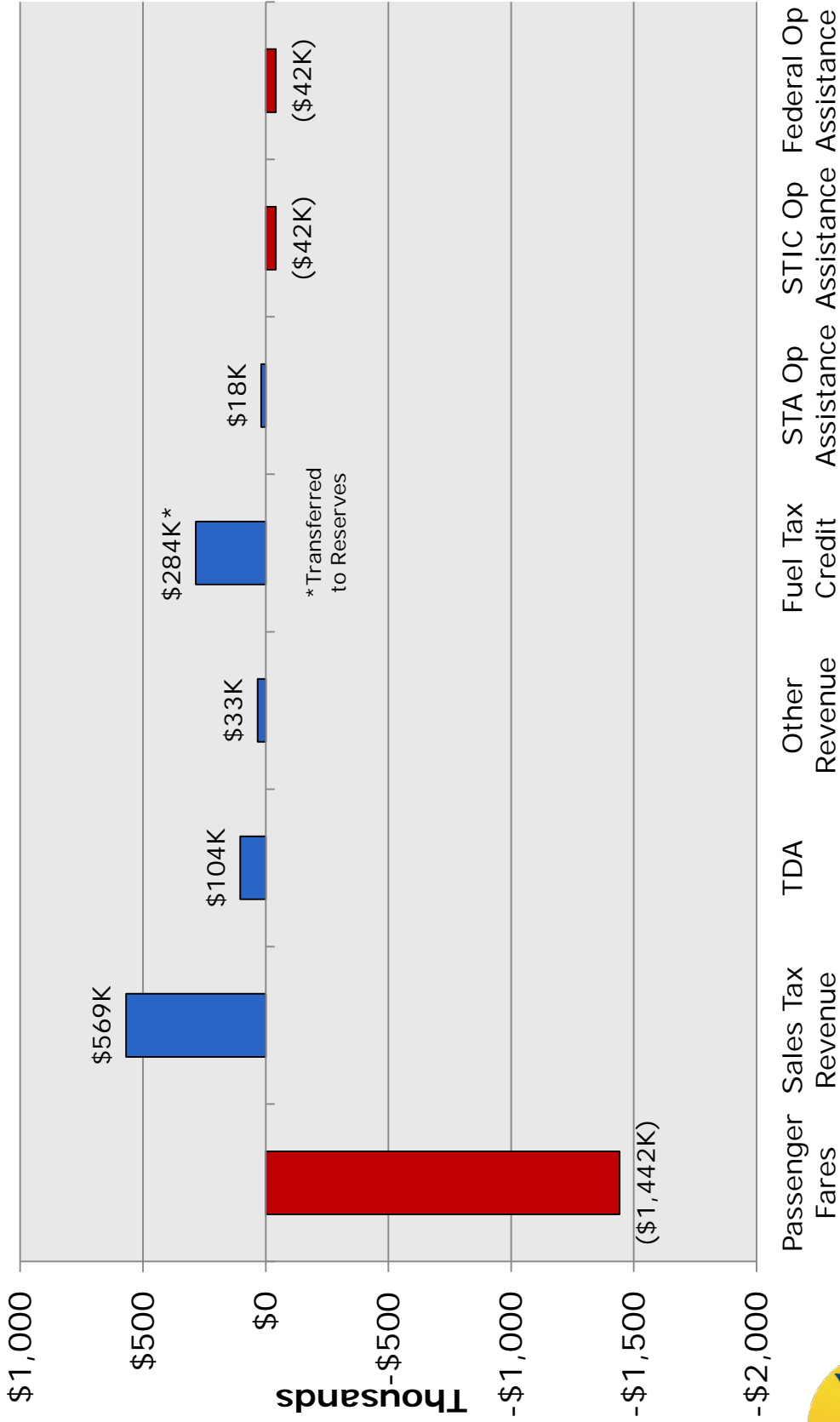


FY17 Operating Revenue by Major Funding Source
Year to Date as of May 31, 2017
 92% of Fiscal Year Elapsed



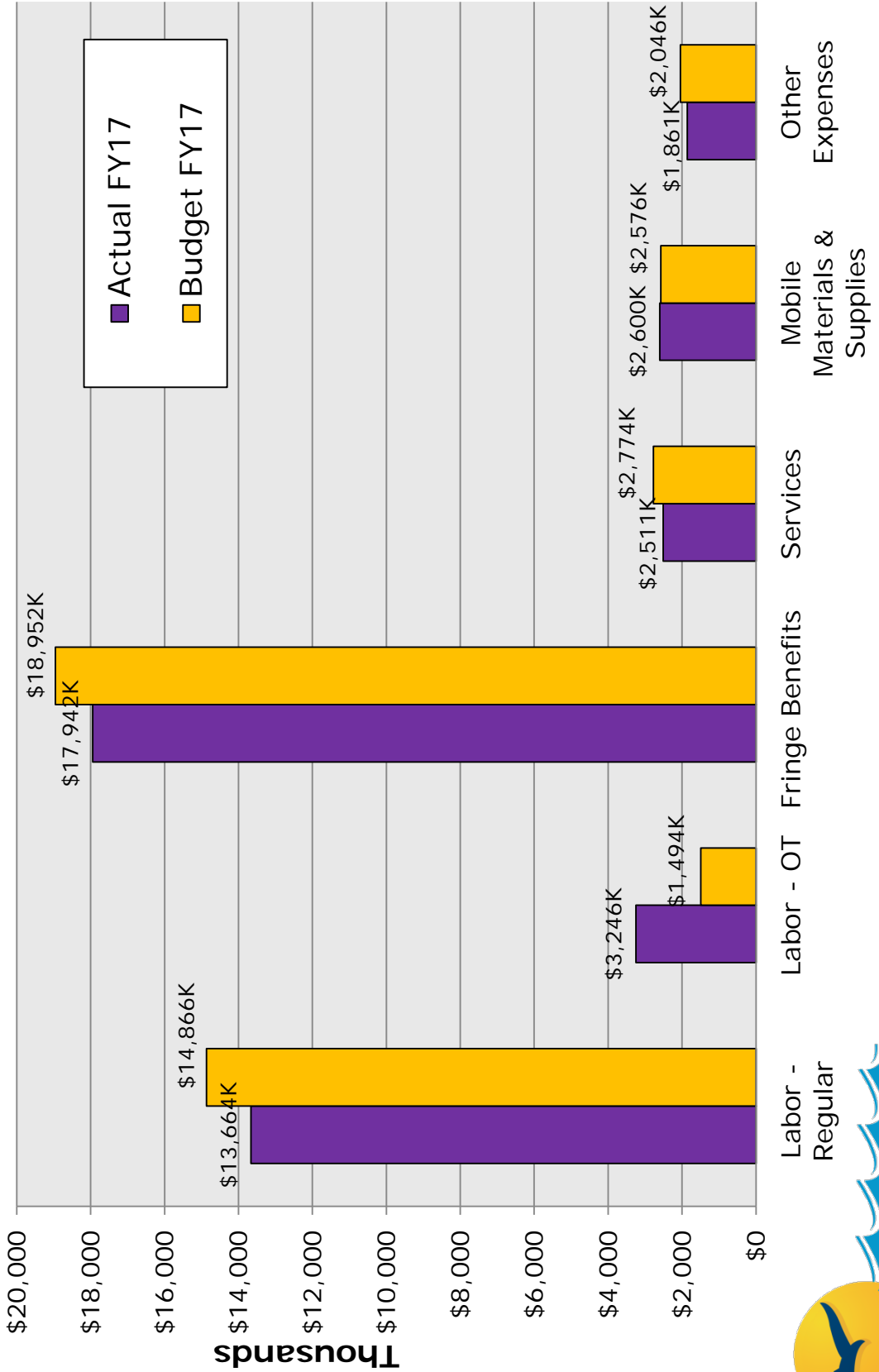
Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of May 31, 2017

92% of Fiscal Year Elapsed



FY17 Operating Expenses by Major Expense Category
Year to Date as of May 31, 2017

92% of Fiscal Year Elapsed

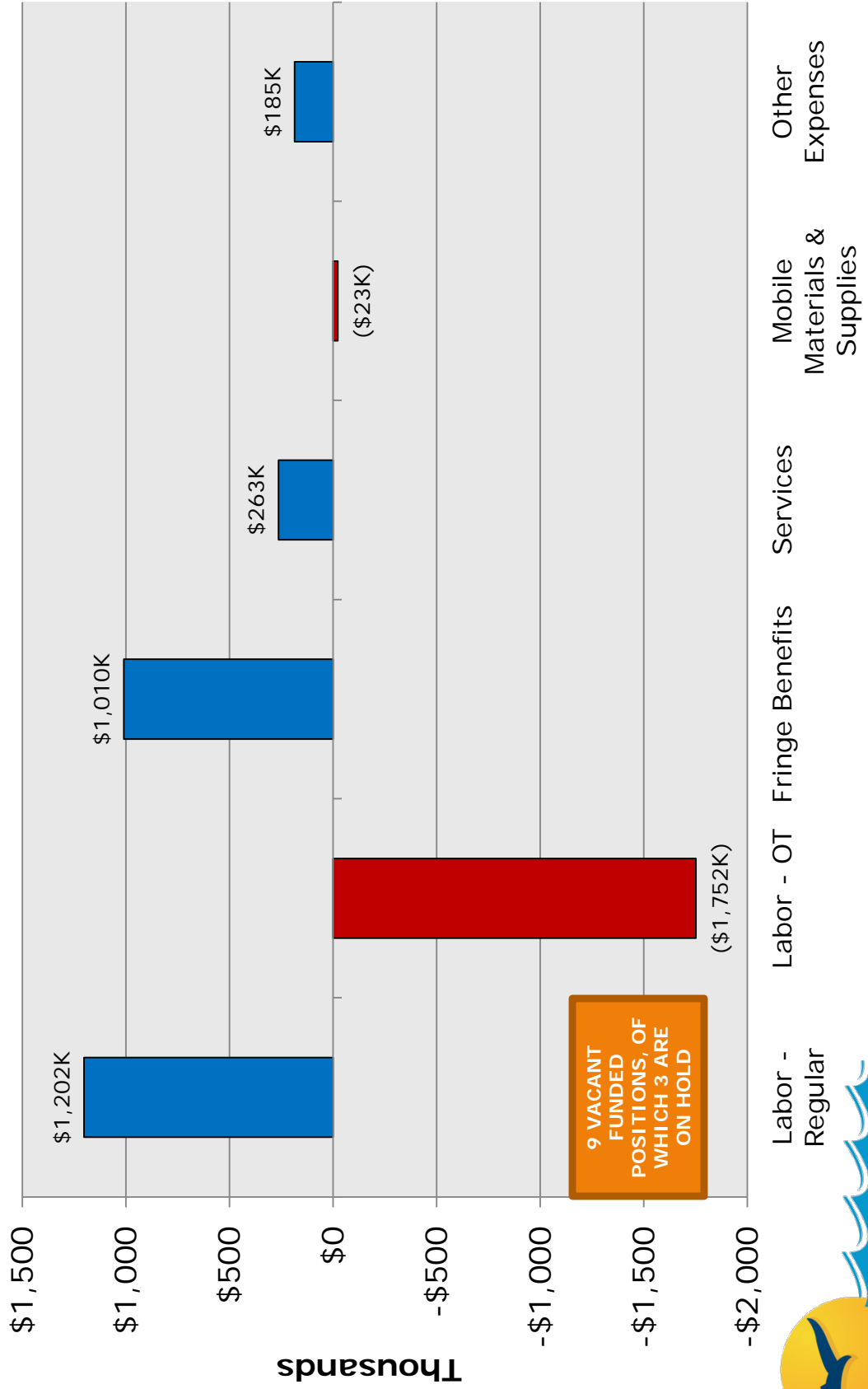


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Favorable/(Unfavorable) Expense Variance to Budget Year to Date as of May 31, 2017

92% of Fiscal Year Elapsed

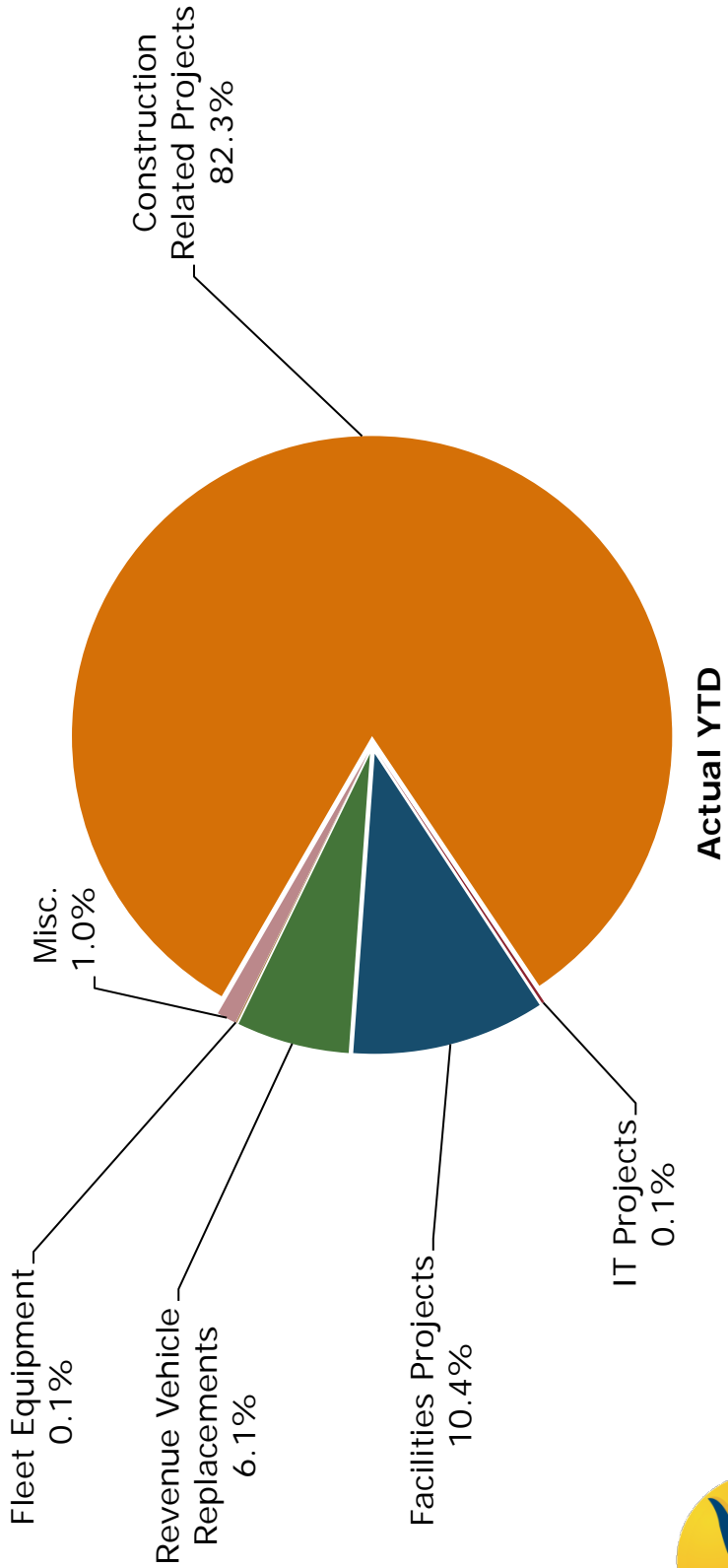


FY17 Capital Budget

Spending Year to Date as of May 31, 2017

92% of Fiscal Year Elapsed

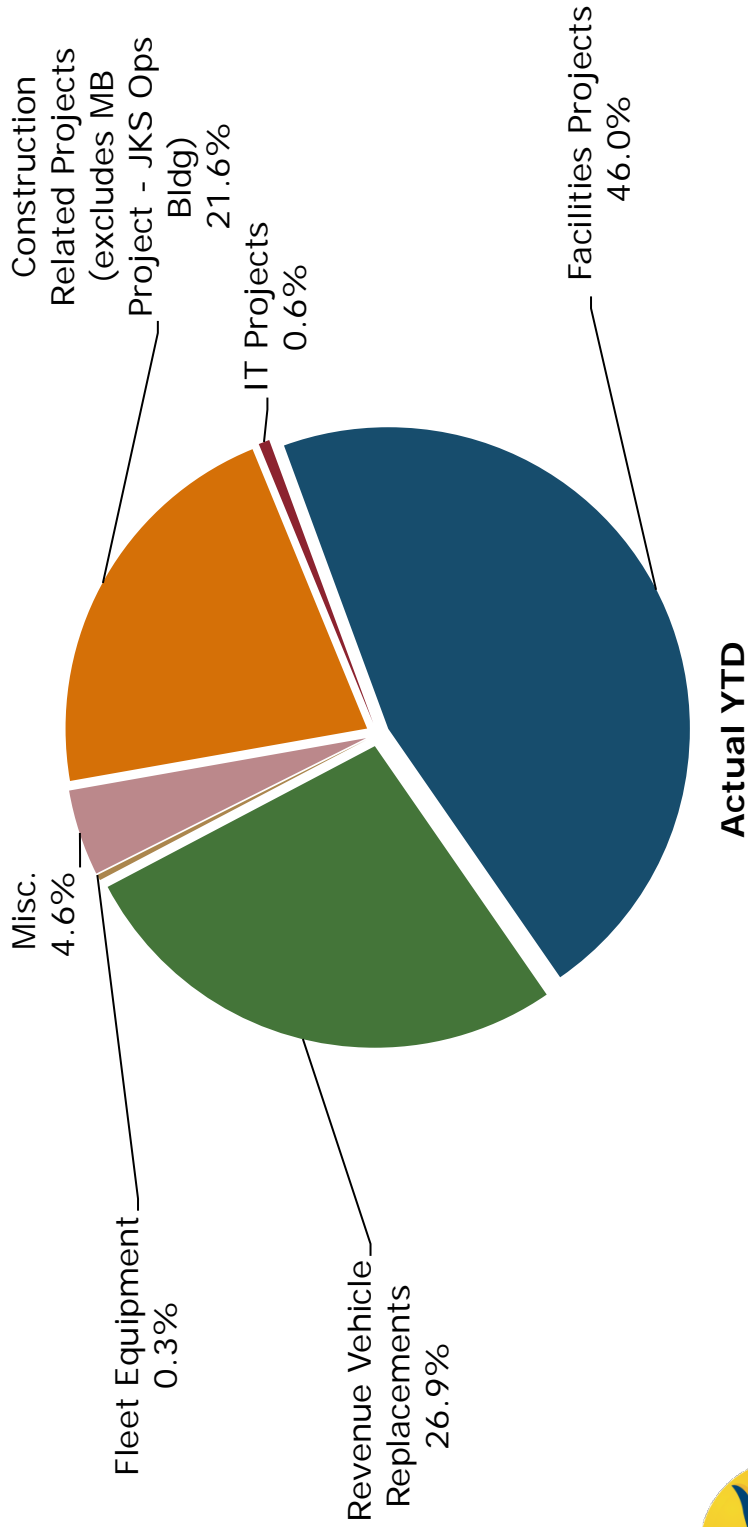
	Actual YTD	Total FY17 Budget	% Spent YTD
Total Capital Projects:	\$1,804,791	\$16,290,653	11%



FY17 Capital Budget - Excludes MetroBase Project - JKS Ops Bldg. Spending Year to Date as of May 31, 2017

92% of Fiscal Year Elapsed

	Actual YTD	Total FY17 Budget	% Spent YTD
Total Capital Projects:	\$407,989	\$13,420,653	3.0%



**MetroBase Phase II
Operations Building
Life of Project
Budget Adopted March 24, 2017
Spending as of July 31 2017**

MetroBase Phase II - Life of Project Spending as of July 31, 2017

Attachment A

\$ In Thousands	Budget	Actual	Remaining	% Spent
LCN – Prime Construction Contract	\$13,441	\$13,441	\$0	100%
Construction Contract Contingency	\$2,403	\$2,213	\$190	92%
In-House Project Management	\$653	\$650	\$3	100%
Consultant Costs (Hill Int'l., TRC and RNL)	\$6,902	\$6,879	\$23	100%
Non-Construction Contingencies	\$0	\$0	\$0	0%
Contracted Professional Services – prior to 9/26/14	\$150	\$150	\$0	100%
Additional Cost and Services (VSWs, Security, Dubois, etc.)	\$4,160	\$3,522	\$638	85%
Total:	\$27,708	\$26,854	\$854	97%

10-03A.11

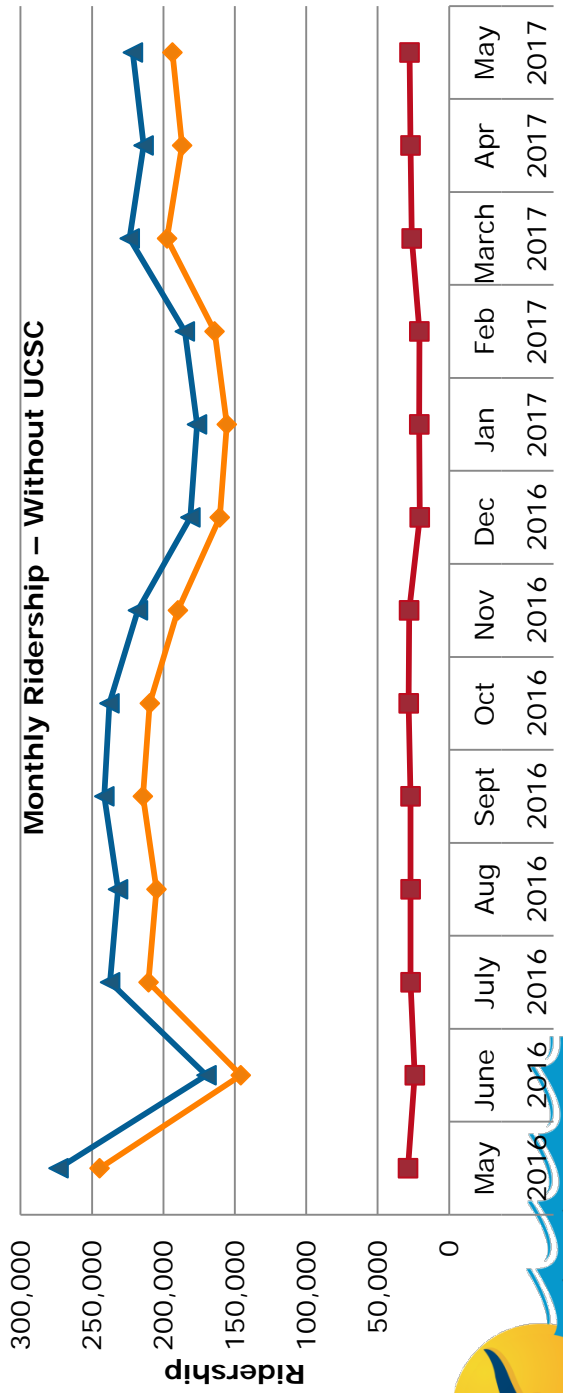
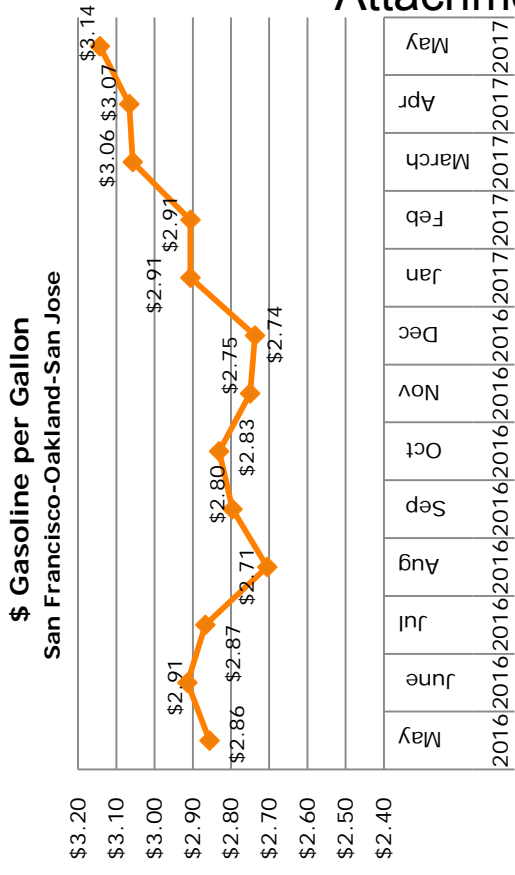
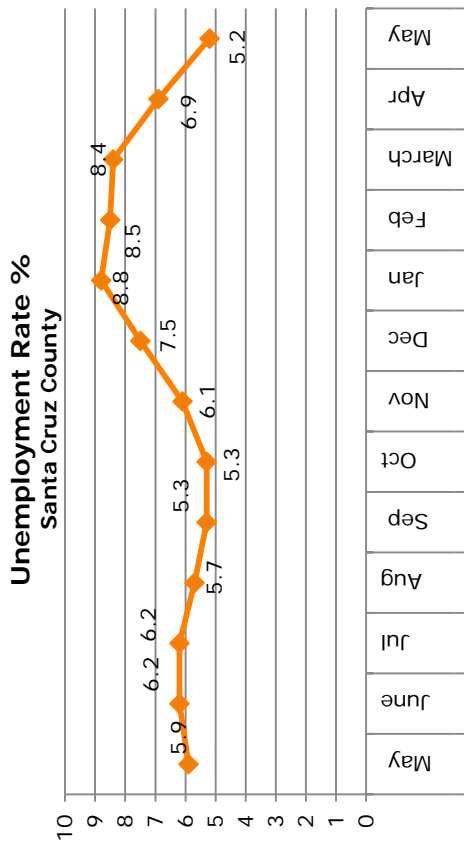


Additional Information

10-03A.12



Additional Information



FY17 Operating Expenses

Year to Date as of June 30, 2017: PRELIMINARY

100% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Operating Expenses:			
Labor - Regular	\$14,928	\$16,218	\$1,290
Labor - Overtime	\$3,470	\$1,630	(\$1,840)
Fringe Benefits	\$19,428	\$20,674	\$1,246
Non-Personnel Expenses	\$7,487	\$8,156	\$669
Total Operating Expenses:	\$45,313	\$46,678	\$1,365

Questions



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DATE: August 25, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETINGS OF JUNE 23, 2017 AND AUGUST 4, 2017

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meetings of June 23, 2017 and August 4, 2017

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meetings of June 23, 2017 and August 4, 2017.
- Each meeting, the Executive Assistant will provide minutes from the previous METRO Board of Directors meeting.

III. DISCUSSION/BACKGROUND

The Board requested that staff include, in the Board Packet, minutes for previous METRO Board of Directors meetings. Staff is enclosing the minutes from these meetings.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

None

VI. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meetings of June 23, 2017

Attachment B: Draft minutes for the Board of Directors Meetings of August 4, 2017

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA MEETING MINUTES
JUNE 23, 2017 – 9:00 AM
SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CA 95060**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, June 23, 2017 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA

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

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SECTION I: OPEN SESSION

- 1 **CALL TO ORDER at 9:02 AM by Chair Dutra.**

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

Director Ed Bottorff	City of Capitola
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra, Board Chair	City of Watsonville
Director Norm Hagen	County of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Bruce McPherson, Board Vice Chair	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Donna Blitzer	UC Santa Cruz
Ex Officio Director Liber McKee	Cabrillo College

Director Rios was absent.

STAFF PRESENT:

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

Attachment A

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

Angela Aitken, METRO
Joan Jeffries, SEIU-SEA

4 ANNOUNCEMENTS

Chair Dutra introduced Carlos Landaverry and his Spanish Language Interpretation services. He then announced that the meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Lynn Dunton.

5 BOARD OF DIRECTORS COMMENTS

Director Mathews requested CEO Clifford address the status of a possible Pacific Station project consultant contract. CEO Clifford said he would discuss during today's CEO Oral Report, Regular Agenda Item # 14. Chair Dutra added this topic will be fully addressed at the August 2017 Board Meeting.

Prompted by Director Rotkin, Ex-Officio Director Blitzer announced her retirement from UCSC and her retirement as a member of METRO's Board of Directors. She said UCSC values their partnership with METRO and Mr. Larry Pageler would be assuming her position until a permanent replacement can be named. Director Rotkin thanked her for her many years of dedicated service, recognizing her behind-the-scenes work done over the years.

Hearing no further comments, Chair Dutra moved to the next agenda item.

6 COMMUNICATIONS TO THE BOARD OF DIRECTORS

Ms. Erron Alvey, Purchasing Manager, invited Board Members and the public to participate with METRO in the Boulder Creek and Watsonville Fourth of July parades.

7 COMMUNICATIONS FROM MAC

Having none, Chair Dutra moved to the next item.

8 LABOR ORGANIZATION COMMUNICATIONS

Mr. Eduardo Montesino, representing UTU, thanked Ex-Officio Director Blitzer for her service.

9 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

9-01 RECOMMENDED ACTION ON TORT CLAIMS

9-02 ACCEPT AND FILE: PRELIMINARY CHECK JOURNAL DETAIL FOR THE MONTH OF MAY 2017

9-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF APRIL 30, 2017

9-04 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF MAY 19, 2017

Attachment A

- 9-05 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO ADVISORY COMMITTEE (MAC) MEETING OF FEBRUARY 15, 2017
- 9-06 APPROVE: RECOMMENDATION TO REFER SANTA CRUZ METRO BYLAWS TO THE PERSONNEL/HR STANDING COMMITTEE FOR REVIEW AND REVISION
- 9-07 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A THIRD AMENDMENT EXTENDING THE CONTRACT FOR TWO YEARS WITH VISION SERVICE PLAN FOR EMPLOYEE VISION CARE SERVICES, INCREASING THE CONTRACT TOTAL BY \$260,000
- 9-08 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 1ST AMENDMENT WITH CLEAN ENERGY TO INCREASE THE CONTRACT TOTAL BY \$300,000 FOR PURCHASE AND DELIVERY OF LIQUEFIED NATURAL GAS
- 9-09 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO CLEAN ENERGY FOR PURCHASE AND DELIVERY OF LIQUEFIED NATURAL GAS NOT TO EXCEED \$5,793,900
- 9-10 APPROVE: CONSIDERATION OF AUTHORIZATION TO USE THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CALIFORNIA MULTIPLE AWARD SCHEDULES (CMAS) CONTRACT FOR THE PURCHASE OF 1 AERIAL BOOM TRUCK IN AN AMOUNT NOT TO EXCEED \$97,514
- 9-11 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY17 REVISED CAPITAL BUDGET
- 9-12 APPROVE: APPROVING THE EMPLOYMENT PRACTICES LIABILITY (EPL) COVERAGE PROGRAM
- 9-13 APPROVE: RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY18
- 9-14 APPROVE: CONSIDERATION OF DECLARING ONE (1) 2003 PARATRANSIT CHEVY VENTURE VAN AND ONE (1) 2007 FORD FOCUS AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION
- 9-15 ACCEPT: A SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
- 9-16 ACCEPT: ACCEPT THE PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 1.93% FOR FEDERALLY FUNDED PROCUREMENTS FOR FFY18-FFY20 AND OPEN THE PUBLIC COMMENT PERIOD BEGINNING JUNE 23, 2017
- 9-17 APPROVE: RATIFICATION OF EXPENDITURES ABOVE THE APPROVED LIFE OF PROJECT AMOUNT FOR THE SANTA CRUZ METRO LAND MOBILE RADIO PROJECT AND CONFIRMATION OF PROJECT CLOSEOUT

Attachment A

- 9-18 APPROVE: CONSIDERATION OF AUTHORIZING THE TEMPORARY APPOINTMENT OF LESLYN SYREN AS SPECIAL COUNSEL
- 9-19 APPROVE: CONSIDER AUTHORIZING THE CEO/GM TO EXECUTE THE MASTER FUNDING AGREEMENT BETWEEN THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION AND THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOR MEASURE D FUNDING
- 9-20 PULLED FROM THE CONSENT AGENDA AND ADDRESSED IN CONJUNCTION WITH REGULAR AGENDA ITEM 12.** APPROVE: APPROVAL OF NEW CLASSIFICATION AND WAGE SCALE FOR MAINTENANCE SUPERINTENDENT

Director Leopold requested that Consent Agenda Item 9-20 be pulled and discussed with Regular Agenda Item 12, Final Adoption of the FY18 and FY19 Operating Budgets and Final FY18 Capital Budget. Chair Dutra concurred.

Director Mathews questioned the inclusion of a detailed check journal (Consent Agenda Item 9-02) in each monthly Board packet. She had never seen this with other organizations. Director Leopold said he's seen this done in his experience with Cabrillo, City of Scotts Valley and the Sanitation District. Ex-Officio Blitzer added the City of Scotts Valley also includes this information for purposes of transparency.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED, EXCEPT CONSENT AGENDA ITEM 9-20 WHICH WAS PULLED TO DISCUSS IN CONJUNCTION WITH REGULAR AGENDA ITEM 12

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR LIND

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell & Rotkin). Director Rios was absent.

REGULAR AGENDA

10 INTRODUCTION OF LEADERSHIP SANTA CRUZ GRADUATES

Chair Dutra introduced the graduates present: Joan Jeffries and Sharon Toline and asked them to share a bit about their experience. He also referenced a similar program, Focus Ag.

Joan Jeffries explained the Program and her experience in learning about the connections between the various organizations throughout Santa Cruz County.

Sharon Toline echoed Ms. Jeffries comments, citing the wonderful exposure to others in the community.

Director Lind said this is a valuable program, particularly with regard to the opportunity it affords to learn from local government agencies and businesses.

Director Mathews expressed her appreciation to METRO for investing in its employees. This is a great way to expose METRO to the community and foster interaction between public, private and non-profit sectors.

Finance Manager Aitken added that METRO contributes three buses as an in-kind contribution, which allows three METRO employees to participate annually.

Attachment A

11 INTRODUCTION OF BUS OPERATOR GRADUATES

COO Ciro Aguirre introduced those present. Six Fixed Route Operators: Joshua Chelise, Norma Flores, Cesar Medina, Matthew Montes, Vicki Trent, Jose Valtierra and two Paratransit Operators: Bryan Saucedo and Jose Carranco.

Director McPherson congratulated the graduates and reminded the assembly that 80% of our riders do not have an automobile.

Chair Dutra welcomed the Operators to METRO.

12 PUBLIC HEARING REGARDING THE FINAL ADOPTION OF SANTA CRUZ METRO'S FINAL FY18 AND FY19 OPERATING BUDGETS, FINAL FY18 CAPITAL BUDGET AND CONSENT AGENDA ITEM 9-20, APPROVAL OF NEW CLASSIFICATION AND WAGE SCALE FOR MAINTENANCE SUPERINTENDENT OPENED AT 9:23AM

Ms. Angela Aitken, Finance Manager, said today's public hearing is being held to adopt the Final FY18 and FY19 Operating Budgets and the Final FY18 Capital Budget. In METRO's efforts over the years to provide more transparency, the information provided to the Board and public has increased. She then proceeded to add commentary to the presentation, pages 12A.1 – 12A.27.

In response to Director Rotkin's request, Ms. Aitken explained the Federal funding source(s) and how METRO uses it. She noted that METRO falls into a particular category of public transit providers, which allows us to use 100% of these funds against our Operating expenses.

Director McPherson inquired as to staff's confidence in the projections. Ms. Aitken answered the full details are included in the Risk detail; she agreed it is a balancing act to predict future budgets with many unknown variables. CEO Clifford added this budget creates more flexible/fungible dollars to use against Federal and State grants, but is also dependent upon SB1 surviving any potential recall measure.

Director Mathews asked if Capital includes buses, equipment and facilities. Ms. Aitken responded yes; Capital covers anything over \$1K within infrastructure.

Ms. Aitken brought the assembly's attention to page 12A.15, which includes seven new hires as directed by the Board: four funded by Measure D, two funded by UCSC and one more Measure D funded Bus Operator as a result of the May 2017 Board action, which action highlights Measure D's funding of transit services.

Director Rotkin was happy to see that METRO is now projecting an increase in reserves and has identified a capital "want list". He thanked everyone for their efforts, including UCSC and Cabrillo. This represents an impressive improvement over past budgets.

Director McPherson agreed with Director Rotkin, noting METRO's foresight has allowed us to achieve this status today, particularly in light of the uncertainty with Federal and State funding.

Director Leopold spoke of the journey taken to understand the structural deficit, which has allowed METRO to come to terms with fiscal realities and make plans to acquire resources. He thanked everyone involved in contributing to the balanced budget: Operators, METRO staff, Board Members, Senator Monning, Asm. Stone and Caballero, etc.

Public comment:

Mr. Montesino said METRO is going down the correct, conservative path, but a few holes still exist in the weekend and late night service.

Attachment A

Board comments:

Director Leopold asked CEO Clifford to address the Maintenance Superintendent position, Consent Agenda Item 9-20. CEO Clifford said METRO is requesting Board approval to create a Maintenance Superintendent position today. This position is long overdue and mission critical. Maintenance Managers are difficult to recruit; ideally, we recruit from within whenever possible. The current vein of succession planning does not include a mid-level Superintendent to aid in this succession. If approved today, METRO will begin recruitment. He noted this position has been discussed previously in the March and May board materials as well as during the May 10th annual budget presentation to the union representatives where it was well received; i.e., questions were asked and answered. There are no issues surrounding this funded position in Department 4100, Fleet Maintenance.

Chair Dutra asked if there were any other known mission critical positions. CEO Clifford replied this position is at the forefront; a Marketing Manager position has been created and is as yet unfunded. This position should be placed ahead of that.

Director Rothwell inquired as to any consequences if the position isn't approved/funded. CEO Clifford noted that we currently have a limited number of superintendents who perform various administrative tasks and on-the-floor supervising. This inhibits our ability to have supervision on all shifts. The Superintendent position will help free up supervisors to cover shifts.

Director Bottorff voiced his support, adding it is nice to see this opportunity within the Maintenance Department.

Director Lind supports the position and strategy to ensure we locate the correct candidate. She added the City of Scotts Valley also finds it difficult to recruit outside the area.

Director Leopold agreed that this position has been on the table for some time. In the future as we look to expand, the Board has a responsibility to balance the needs of increased service and making sure we have the appropriate staffing. We want to keep the community engaged and supported.

Chair Dutra agreed with the other Directors, noting we need to continue thinking about services to the community.

ACTION: MOTION TO ADOPT SANTA CRUZ METRO'S FINAL FY18 AND FY19 OPERATING BUDGETS, THE FINAL FY18 CAPITAL BUDGET AND THE APPROVAL OF THE NEW CLASSIFICATION AND WAGE SCALE FOR A MAINTENANCE SUPERINTENDENT AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell & Rotkin). Director Rios was absent.

Public hearing closed at 10:05AM

13 ORAL METRO ADVISORY COMMITTEE (MAC) SEMI-ANNUAL REPORT

Michael Pisano, MAC Chair, thanked METRO for resolving the budget. MAC is currently recruiting to fill one open position. MAC is appreciative of the timeliness of the route notifications and suggests adding the next departure time to the notification. When METRO incorporates GPS technology, MAC would like the technology to include capacity information, if possible. He has been corresponding with Mr. Emerson regarding a potential stop at the Enterprise building in Scotts Valley. UCSC employees and students are currently using Uber and Lyft to go between the facilities. He believes METRO is a player in the new transit

Attachment A

corridors being developed. He wondered if there is a way to balance the cost of driving a car and parking downtown against the cost of riding METRO.

Director Rotkin said he was impressed by the issues the MAC addresses and their comments as referenced in their meeting minutes. They provide a useful service to the agency.

Director Leopold believes an Enterprise building stop represents a lost opportunity and offered his assistance to meet the need. He thanked Mr. Pisano for his leadership.

Director Lind, as a Scotts Valley Councilmember and METRO Board Member, is aware of the Enterprise building need and is supportive of this request.

Director Mathews said UCSC is considering a shuttle between the UCSC campus and the Enterprise Building.

CEO Clifford said METRO would complete the recruitment cycle and bring recommendations to the MAC Ad Hoc Committee.

There were no public comments.

16 **ACCEPT: CEO ORAL REPORT**

CEO Clifford reported that METRO staff is in the process of drafting a Rider Code of Conduct, which will be brought to the HR Personnel Standing Committee in the near future.

CEO Clifford invited the assembly to the June 27th, 12:00 noon, Customer Service ribbon cutting ceremony. Onsite parking is limited so METRO will be providing a shuttle service from the Civic Center Parking Garage on Second Street to the Transit Center beginning at 11:00AM.

CEO Clifford thanked Ex-Officio Director Blitzer for her years of service, noting she will return to the August meeting to be formally recognized. He will also forward the invitation to her retirement celebration on June 28th, from 5:00 – 7:00PM at the Blitzer Gallery.

Mr. Emerson will be providing a Pacific Station update to the Capital Projects Standing Committee and the full board at the August board meeting. Director Mathews requested that METRO actively engage the City of Santa Cruz. CEO Clifford agreed that would be the case.

Details of the Boulder Creek and Watsonville Fourth of July parade were verbally announced. Director Lind requested METRO's participation in the Scotts Valley celebration next year.

CEO Clifford reminded the assembly that there is no board meeting in July.

There were no public comments.

17 **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Julie Sherman, General Counsel, announced the items referenced below, which will be discussed in Closed Session. She anticipates no reportable action pertaining to the Pending Litigation (Agenda Item 18). As provided on the Agenda, depending on the Closed Session discussion on Agenda Item 19, the Board may consider potential action to amend the CEO/GM's Employment Agreement after reconvening to Open Session.

There were no public comments.

SECTION II: RECESSED TO CLOSED SESSION AT 10:23AM

10-04A.7

Attachment A

Board of Directors Meeting Minutes
June 23, 2017
Page 8 of 8

18 CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION

Government Code Section 54956.9 (d)(1) – Parties: Lewis C. Nelson and Sons, Inc. and RNL Design, Inc.

19 PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(B)(1), CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6

Agency Designated Representative:
Title/Unrepresented Employee:

Jimmy Dutra, Board Chair
Alex Clifford, CEO/General Manager

SECTION III: RECONVENED TO OPEN SESSION AT 11:48AM

General Counsel Sherman stated that the Board met in closed session to complete the CEO/General Manager's performance evaluation and confer with the Board's labor negotiator.

General Counsel Sherman then provided an oral summary of a proposed amendment to the CEO/General Manager's Employment Agreement and an accompanying Resolution, which Resolution was made available to the public following the Closed Session. Board Members Hagen, Mathews and Rotkin were selected to participate on the CEO Performance Evaluation Ad Hoc Committee.

CEO Clifford expressed his gratitude and said he is looking forward to continuing his relationship with METRO for an additional three years.

ACTION: MOTION TO APPROVE CERTAIN AMENDMENTS TO THE AGREEMENT AND THE ACCOMPANYING RESOLUTION.

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR ROTHWELL

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell & Rotkin). Director Rios was absent.

20 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, AUGUST 25, 2017 AT 9:00AM, SCOTTS VALLEY CITY COUNCIL CHAMBERS, ONE CIVIC CENTER DRIVE, SCOTTS VALLEY, CA

Chair Dutra announced the next meeting as above.

21 ADJOURNMENT

Chair Dutra adjourned the meeting at 11:51AM.

Respectfully submitted,

Gina Pye
Executive Assistant

10-04A.8

Attachment B



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA SPECIAL MEETING MINUTES
AUGUST 4, 2017 – 9:30 AM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

A special meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, August 4, 2017 at the METRO Admin offices, 110 Vernon Street, Santa Cruz, CA

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

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

SECTION I: OPEN SESSION

1 CALL TO ORDER at 9:30 AM by Chair Dutra.

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

Director Ed Bottorff	City of Capitola
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra, Board Chair	City of Watsonville
Director Norm Hagen	County of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Bruce McPherson, Board Vice Chair	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Vacant Ex-Officio Director	UC Santa Cruz
Ex Officio Director Liber McKee	Cabrillo College

Directors Chase, Leopold and McPherson were absent.

STAFF PRESENT:

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

10-04B.1

Attachment B

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

Angela Aitken, METRO
Marilyn Garrett, bus rider

Larry Pageler, UCSC
Becky Steinbruner, private citizen

3 ANNOUNCEMENTS

Having none, Chair Dutra moved to the next item.

4 BOARD OF DIRECTORS COMMENTS

Having none, Chair Dutra moved to the next item.

5 COMMUNICATIONS TO THE BOARD OF DIRECTORS

Becky Steinbruner, member of the public, expressed several concerns, including those listed below, about the relocation of the bus stop in Aptos Village (inbound route 71):

- 5% slope at stop with no resting platforms will cause problems with people who have mobility issues
- Final specifications from County were not given to METRO before it went out to bid
- Bus bay is narrow and could cause traffic issues
- Lost line of sight for cars
- Will lose bike lane because of bus stop bay
- Concerns over contaminated dirt hauled away from site

Marilyn Garrett, member of the public, echoed Ms. Steinbruner's concerns, distributed documents pertinent to her concerns and added comments regarding:

- Second-hand radiation use of cell phone usage on buses

Hearing no further comments, Chair Dutra moved to the next agenda item.

6 LABOR ORGANIZATION COMMUNICATIONS

Having none, Chair Dutra moved to the next item.

7 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None

8 CONSIDER ADOPTING A RESOLUTION WHICH AUTHORIZES THE CEO TO SUBMIT A GRANT APPLICATION AND EXECUTE AGREEMENTS TO RECEIVE FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION'S BUS AND BUS FACILITIES INFRASTRUCTURE INVESTMENT PROGRAM AND TO COMMIT LOCAL MATCHING FUNDS FOR THE FEDERAL GRANT

Tom Hiltner, Grants/Legislative Analyst, noted that METRO had secured funds for a 50% overmatch to the federal share of \$2.73 million to replace 9 buses at \$606k per bus. Staff requests approval to overmatch the grant amount to provide a competitive advantage to the grant application. The minimum required match is 15%, and the 50% overmatch is based upon successful grant applications in the 2014, 2015 and 2016 cycles. Staff recommends that the Board commit \$2.73 million for a total project of \$5.46 million to replace 9 of the oldest diesel buses (circa 1998) with 9 CNG buses.

Discussion among the board members and METRO staff continued with the Board suggesting METRO reach out to various legislators, local agencies and local cities to solicit their support for the grant funding effort.

Public comment:

Attachment B

to the relative short 6-7 month term of the project, the (used diesel) buses will be leased and configured to METRO's specific requirements.

Mr. Eduardo Montesino, UTU representative, said he was not made aware of the demo in advance and tied this to a lack of communication. Other concerns regarded the possible longer load time, lack of differential pay language within the labor agreement and possible issues with Operator reallocation. He believes METRO's HASTUS (payroll) software may require updating to process any differential pay.

Mr. Bartholomew voiced his support for the pilot program. He asked if the buses would be parked at UCSC or METRO and who will maintain them. He also voiced his concern regarding premium pay.

Mr. Emerson responded the buses will be parked at Judy K. Souza Operational facility and maintained jointly between the leasing company and METRO staff. METRO does not anticipate incurring any additional capital costs during this lease period.

ACTION: MOTION TO APPROVE METRO STAFF PROCEEDING WITH IMPLEMENTATION OF AN ARTICULATED BUS PILOT PROJECT WITH UCSC AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR BOTTORFF

MOTION PASSED WITH 8 AYES (Directors Bottorff, Dutra, Hagen, Lind, Mathews, Rios, Rothwell & Rotkin). Directors Chase, Leopold and McPherson were absent.

10 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

General Counsel, Julie Sherman, announced the two items to discuss in Closed Session:

- Conference with Legal Counsel – Existing Litigation
- Conference with Labor Negotiator

General Counsel Sherman did not anticipate an announcement after the Closed Session.

MEETING ADJOURNED TO CLOSED SESSION AT 10:30AM

MEETING RECONVENED TO GENERAL SESSION AT 11:53AM

General Counsel Sherman announced there was nothing to report from the Closed Session.

MEETING ADJOURNED AT 11:55AM

Respectfully submitted,

Donna Bauer
Administrative Assistant



DATE: August 25, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY
COMMITTEE (MAC) MEETING OF MAY 17, 2017**

I. RECOMMENDED ACTION

**Board of Directors accept and file the minutes for the METRO Advisory
Committee (MAC) meeting of May 17, 2017**

II. SUMMARY

- Staff is providing minutes from the MAC meeting of May 17, 2017.
- Each quarter the Administrative Assistant will provide the minutes from the previous MAC meeting.

III. DISCUSSION/BACKGROUND

The Board requested that staff include, in the Board packet, minutes from previous MAC meetings. Staff is enclosing the minutes from these meetings.

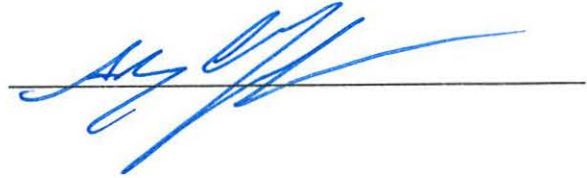
IV. ATTACHMENTS

Attachment A: Approved Minutes for the MAC meeting of May 17, 2017

Prepared By: Donna Bauer, Administrative Assistant

V. APPROVALS:

Alex Clifford, CEO/General Manager



MINUTES

MAC MEETING OF MAY 17, 2017



The METRO Advisory Committee (MAC) met on Wednesday, May 17, 2017 in the Judy K. Souza Operations Facility Training Room located at 1200 River Street in Santa Cruz, California.

1 CALL TO ORDER

Meeting was called to order at 6:30 PM

ROLL CALLMEMBERS PRESENT

Michael Pisano, Chair
Joseph Martinez, Vice Chair

Naomi Gunther
Becky Taylor

MEMBERS ABSENT

Donald Peattie - Excused
Ernestina Saldana – Resignation Accepted May 17, 2017
Veronica Elsea - Excused

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

Ciro Aguirre, METRO
Angela Aitken, METRO
Barrow Emerson, METRO
Anna Marie Gouveia, METRO
Daniel Zaragoza, METRO
Caroline Hawkins, METRO

Cat Steele, Member of Public
Brian Buhrow, Member of Public
Kevin Andrews, Member of Public

2 ORAL/WRITTEN COMMUNICATION

Ms. Steele, a member of the public, raised a concern with METRO's "Stay Connected" App. She mentioned that the App lets you know if a route is going to be late or dropped but the notification doesn't let you know if another bus is coming along. As a user of the bus, she has been stuck in San Jose a couple of times and had to wait for quite awhile before another bus came. She suggested putting a little more hope into the notifications so that the end user doesn't feel stranded.

Ms. Steele also recommended adding service to Broadway at night time. Buses go up Water Street and Soquel Drive. It is at least ½ - 1 mile from either of those locations to where she lives. She can deal with the inconvenience at this time of year by riding her bicycle but during January, February, and March, it is a challenge with the weather.

Mr. Burhow, a member of the public, introduced himself. He's been a member of the Santa Cruz community for 29 years and knows Ms. Gunther and Ms. Elsea. This is his first MAC meeting.

Mr. Andrews, a member of the public, introduced himself. He moved from Michigan to Santa Cruz about four months ago. He echoed Ms. Steele's concerns about the reduced text communications and also was concerned with staff shortages. He works at UCSC fulltime. The bus is his primary mode of transportation. He expressed that it would be very helpful to get more information when time gaps occur. He takes Route 10 every day and recalled a frustrating instance where there was a big staff shortage. It made him late for work and he had to find another bus to get there.

Ms. Gunther said she had received a couple of comments from two student riders about a particular Bus Operator who left the METRO Station before the bus was scheduled to leave.

Attachment A

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In one instance, people were left at several stops even though there were seats available. She requested one of the students file a report; he was doing so when she left work today. Ms. Gunther addressed Mr. Aguirre, Chief Operating Officer, and said if he needs any additional information, she would get the specifics of that incident. She raised the point that it is very difficult for people to plan trips if buses are leaving their time points early.

Mr. Burhow pointed out that when UCSC is in session, the bus runs fairly timely because it is impeded by students but when it's not in session, the buses race through the route. It may start on time but it ends early. Ms. Gunther said the most recent time it happened was today and school is definitely in session.

Ms. Taylor brought up the MAC vouchers that are distributed at the end of the meetings. She tried to use her voucher on a ParaCruz van twice and the Paratransit Operator didn't recognize the voucher and wouldn't accept it. Vice Chair Martinez said that had happened to him last month. He was supposed to go to the Santa Cruz Surgery Center. ParaCruz was 20 minutes late and then delayed again when the Paratransit Operator did not recognize the voucher. Vice Chair Martinez called Dispatch but that took even more time. Then the Paratransit Operator suggested that Vice Chair Martinez call the Surgery Center to see if the appointment could be pushed back. Vice Chair Martinez said it ended up being a frustrating situation. Mr. Andrews inquired if there was training to address the vouchers. Mr. Zaragoza, Assistant Superintendent of ParaCruz, said the Operators are trained on the vouchers but they don't see them that often. Mr. Zaragoza will distribute a memo with a copy of the voucher slip to the Paratransit Operators. Ms. Taylor added that when the Operator didn't accept her voucher, she ended up paying cash. Ms. Gunther recommended that Ms. Taylor have the Operator call Dispatch if that happens again; it may take longer but Dispatch should know that it is a valid form of payment. Mr. Zaragoza asked if she remembered the date of this incidence but she couldn't recall. Mr. Andrews added, "You should never ask someone to move their appointment." Mr. Zaragoza agreed.

Chair Pisano said that when he uses a voucher, the Bus Operator does look at it. It was questioned one time but the Bus Operator took the voucher. She was supposed to stamp and return it for the round trip but he forgot and didn't realize it until after leaving the bus. Ms. Gunther commented that the Bus Operator should have given him a Day Pass and then that would have worked on subsequent stops. Chair Pisano commented that he was not aware of that. He explained that he shows his voucher to the Bus Operator, he/she clips it, and returns it to him. On his return trip, he just shows it to the Bus Operator again. Ms. Gunther added the intention of the voucher is that if you need it for ParaCruz, Fixed Route or Hwy. 17, you need to follow that procedure. However, for Fixed Route versus Hwy. 17, you generally get a Day Pass.

Mr. Burhow said he has a CRUZ card that you can put up to 60 rides on. It works on all routes except Hwy. 17. As a convenience to the rider, has METRO ever considered allowing the use of that card on the Hwy. 17 buses? He understood there was a fare difference between the Fixed Route fares and Hwy. 17 but perhaps deduct two or three rides, depending on what the current rate is, to cover the extra cost of riding the Hwy. 17 bus. This way the rider only has to carry one card.

Ms. Gouveia, Fixed Route Operations Superintendent, asked Mr. Burhow if he was referring to the 15 Ride Pass. Mr. Burhow said he believed so but you can put up to 60 rides on it. Ms. Gouveia said that pass is designated for the Fixed Route only. If you get the Hwy. 17 pass, it costs more. That's why we also have a Cash Card. You can utilize the Cash Card on either the Fixed Routes or Hwy. 17. You won't get any savings, but it's better than having cash in your pocket.

10-05A.2

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Mr. Emerson, Planning and Development Manager, added that METRO is researching the technology to provide different products on the same card. At the moment, there are two solutions—having a Fixed Route or Hwy. 17 card with X number of rides or a cash-value card that will take the correct amount from either type of trip you take.

Mr. Burhow asked if there is a nonvisual way to check the current balance of the card. Ms. Gouveia replied that you can do that on every bus. Mr. Aguirre added it's best to ask the Bus Operator prior to waving the card because the Bus Operator has to change the programming of the fare box from taking money and reading cards to giving you the balance. Mr. Andrews thought that the TVM's also gave the balance. Chair Pisano and Ms. Gunther said they do if you can find that certain spot to wave the card in front of. Ms. Gunther added Ms. Elsea did a lot of work on that and recommended talking to her. Mr. Burhow said he'd contact Ms. Elsea.

Vice Chair Martinez was concerned about the width of the door to the new customer service booth in Watsonville. He tried it out and commented if his wheelchair had been any wider, he wouldn't have made it through. Mr. Aguirre said it is above the required ADA Standards with the opening designed for 38 inches.

Chair Pisano mentioned that he noticed a lot of people waiting at the Pasatiempo bus stop for either the Apple or Google buses. He was wondering if a public/private partnership could be developed between METRO and these companies to help fund improvements to this and other bus stops being used by multiple parties. Mr. Aguirre mentioned the Low Impact Design (LID) Project completed at the Cavallaro Transit Center in Scotts Valley. METRO has opted to keep the auxiliary or overflow parking area that was established across the street from the station, adjacent to the parking lot for the library. METRO will be working with the City of Scotts Valley to manage and maintain it. Part of the reason for doing that is because we have been in contact with Google and Apple, and that parking area is going to be designated for them at a price. METRO needs to identify and analyze which sites are being used (Pasatiempo, the downtown METRO Center, etc.) and then start negotiating the price for this usage.

Ms. Taylor asked if the bus shelter on Front Street near Trader Joe's and CVS could be removed because a lot of homeless people sit there for hours, smoke and wave the buses through. It's very uncomfortable to wait there for a bus. METRO employees pull up and tell people to please move on, but the homeless return. Mr. Aguirre said he'd look into it.

Vice Chair Martinez asked when METRO was going to move the shelter at the new bus stop on Freedom Boulevard in Watsonville. Mr. Emerson said once the cable company raises their wires we'll be able to get in there. The wires are currently are too close to the roof.

Chair Pisano inquired about putting a bus stop by the Park & Ride near the Quaker Meeting House on Rooney Street. The 91X inbound gets off on Morrissey by Rooney Street. Mr. Emerson suggested that he and Chair Pisano discuss after the meeting to get more details.

Chair Pisano also asked how First Fridays were going. He saw a lot of people at these events and was happy to see the METRO bus handing out M&M's and fun trinkets. He wondered if METRO has participated in other ones as well. Mr. Aguirre replied that the organizers of First Fridays were limiting participants to venues displaying pieces of art. Ms. Warnock, Customer Service and Paratransit Superintendent, sequestered the parking spots and moved a bus into them. There was a lot of excitement from customers. It seemed well received.

Ms. Bauer, Administrative Assistant, added that Ms. Warnock was not able to be at this evening's meeting but had dropped off some tchotchkes to hand out. Ms. Gunther was excited to see that METRO created tattoos and commented that they were incredibly fabulous and thanked METRO for making them. She was certain the kids were going to love them.

10-05A.3

Attachment A

2.1 Resignation Letter of Ernestina Saldana, MAC Member

Chair Pisano acknowledged the resignation of Ernestina Saldana (Attachment A) and praised her for the years of service and good will she invoked as a MAC Member.

3 ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF FEBRUARY 15, 2017

MOTION: ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF FEBRUARY 15, 2017

MOTION: GUNTHER

SECOND: TAYLOR

MOTION: CARRIED – UNANIMOUS

4 COMMUNICATIONS FROM METRO ADVISORY COMMITTEE

None

5 ORAL PRESENTATION OF SANTA CRUZ METRO'S DRAFT FINAL FY18 AND FY19 OPERATING BUDGETS, DRAFT FINAL FY19 CAPITAL BUDGET, AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 23, 2017

Ms. Aitken, Finance Manager, joined the MAC Members at the table to present the material that will go to the METRO Board of Directors on Friday, May 19, 2017. Ms. Taylor thought the Board of Directors meeting wasn't until the fourth Friday of the month. Ms. Aitken explained that METRO is required to have a 30 day public comment period between the May Board meeting and the time that the budget is adopted in June for the new fiscal year starting July 1, 2017. If May's Board meeting was held on the fourth Friday of May, that viewing period would fall shy of the 30 day requirement so the meeting was pulled up to May 19th. Ms. Aitken let everyone know that all of the materials she will be discussing are part of Friday's Board packet and available at METRO's website.

She began by stating that a Two Year Budget Plan and Five Year Budget Plan will be presented to the Board. We have balanced the first two years with the help of Measure D funds, SB1 money and cutting back on expenses. Chair Pisano asked when METRO will actually receive these funds. Ms. Aitken explained that the tax for Measure D started April 1, 2017 but it takes a couple of months to be processed from the state to the Regional Transportation Commission (RTC). The FY18 budget contains a full year of Measure D revenue. SB1 recently passed and will start in November 2017. That revenue should start coming in around January 2018 so six months of that money is attributed to FY18. FY19 will reflect a full year's worth of that funding.

Passenger fares are expected to stay steady. Mr. Emerson is looking at ways to increase ridership.

Over 50% of our revenue sources come from sales tax meaning the Measure D money as well as the sales tax passed in 1979. There is no sunset clause to the 1979 tax.

Chair Pisano added there are a lot of positives on the horizon with rail trail, Soquel and the widening of the Hwy. 1 corridor. There are big plans underway and most of these plans could benefit METRO, especially with Soquel going high density. If the county and city want to decrease car traffic, they have to increase bus traffic. One way to increase bus traffic is to have more ridership and more buses.

Ms. Taylor asked about the gas tax/SB1 money. Ms. Aitken explained that SB1 takes effect in November in the form of a 12¢ per gallon tax on gasoline and 20¢ per gallon tax on diesel. METRO won't see any money from that until January 2018 (FY18). There is some opposition

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to SB1 and is indicated in the risk slide. Since SB1 was signed into law, it is included in the budget.

Mr. Andrews said he moved to California in January and asked for clarification on Measure D. Mr. Emerson replied it is a half-cent county based tax passed in November 2016. Only Santa Cruz County voted for an additional half-cent sales tax on top of the approximately 9.0 - 9.5% sales tax that already exists. The tax is for 30 years to a variety of transportation projects and services. The bulk of the funds go to local street and road repairs, a certain amount of it goes to specialized transportation services, some of it goes to Hwy. 1 related projects and the rail trail. A total of \$500 million over 30 years is estimated to be generated for all of these uses. METRO only sees 16% of that which comes to about \$2.6 million each year. Chair Pisano added that it was won by a hard-fought, two-third vote.

Ms. Aitken continued with a discussion of the projected revenue sources for the next five years and gave a breakdown of the revenues needed to run the system.

Ms. Aitken segued into the five year projection for Operating Expenses. Being a service industry, almost 80% of the budget is labor and benefits. On the “Operating Deficit – 5 Year Projections” chart there is no deficit in the first two years but then a \$1.3 million deficit, \$2.3 million and \$2.4 million deficit in subsequent years.

Chair Pisano asked if METRO would consider merging with a local transit agency if the deficit continues to grow. Ms. Aitken replied, “Things would have to get pretty extreme before that would happen. For the next two years we have an opportunity to start working on this \$1.3 million and \$2.3 million deficit that we see coming down the pike. The rolling five year plan provides the public as well as the Board and MAC insight to what we see coming down the pike if nothing changed.”

Vice Chair Martinez inquired if METRO will ever do a bus route that goes directly from Santa Cruz to Monterey--like Monterey County does from their station to Santa Cruz. Mr. Emerson replied when routing between two distant places, the different entities get together and decide the smartest way to approach coverage to limit overlap. Monterey-Salinas Transit (MST) covers that service--just like we cover the route between Santa Cruz and San Jose.

Mr. Aguirre explained how to utilize a METRO transfer pass to go from Santa Cruz to the Presidio in Marina to Vice Chair Martinez.

Mr. Burhow asked, “Based on your projections, what percentage of the two year and five year budget projection is taken up with retirement payouts?” Ms. Aitken replied, “That is directly related to the number of employees and the number of retirees that we have; it’s a little less than 10% of the budget.”

Vice Chair Martinez asked, “How many retirements are you expecting this coming year?” Ms. Aitken said, “When the service reduction took place, METRO actively asked if people wanted to retire and offered an incentive for people to retire or leave, whichever they chose.” Mr. Andrews added, “Being new to Santa Cruz, METRO has some phenomenal Bus Operators; some of the best ones I’ve ever run into.” Ms. Steele agreed as well. Mr. Burhow noted that he is one of the long time users of the Hwy. 17 Express and it is much better than other systems. Mr. Burhow added, “It’s timely, the schedule is pretty generous, even on weekends. I particularly like that METRO runs it on holidays—Christmas, New Years. I think it is a good value for the money.”

Ms. Steele concurred adding, “I use the local routes and the Hwy. 17 bus every three weeks faithfully for medical appointments in San Francisco. I totally encourage people to use this amazing service.”

10-05A.5

Attachment A

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Ms. Taylor asked if METRO could renegotiate with Amtrak for more revenue. Ms. Aitken replied that METRO has an excellent relationship with Amtrak and a really good contract with them.

Ms. Aitken went on to discuss the Operating Reserves and showed a picture with five reserve buckets. The Board has directed a minimum amount that they'd like us to be at for each of these buckets. Chair Pisano asked if METRO's workers compensation was self insured. Ms. Aitken replied, "We are self-insured up to \$350,000 per incident." Chair Pisano asked, "Did that go up or down from last year?" Ms. Aitken thought it remained the same.

Chair Pisano inquired about the typical cost of a bus purchase. Mr. Emerson said, "CNG buses are almost \$600,000." Mr. Burhow inquired about the operating life span of a bus. Mr. Emerson replied that it's about 14 years. Ms. Aitken added, "The '98s are the oldest buses right now. We currently need to replace 61 buses."

Vice Chair Martinez asked if METRO had already budgeted for the new charging stations for the electric buses that METRO is getting. Mr. Emerson informed him that was included in the grant we received last year; the two charging stations—one in the yard and one external. Ms. Aitken mentioned that only awarded grant money is included in the budget.

Mr. Burhow asked if METRO was responsible for the maintenance of the METRO building downtown, this building (Judy K. Souza Operations Facility), and the yard? Ms. Aitken replied, "If we own the buildings, we are responsible for all maintenance and upkeep. Some items are in the capital projects that are being funded. Other capital projects, like the roof, are actually in the unfunded capital budget because those are things we know we have to do but we don't have the money today to do them."

Ms. Aitken added that Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) and Proposition 1B funding from the state were used to fund and build the Judy K. Souza Operations Facility.

Ms. Aitken concluded her presentation and told everyone to call her if they had any questions.

6 SERVICE PLANNING UPDATE

Mr. Emerson explained that this is a generic slot on the MAC agenda. He generally talks about ridership data from the past few months and then informs MAC of upcoming changes.

Mr. Emerson provided hard copies of the Ridership Report for the Third Quarter of FY17 (Attachment B) that is on the Board of Directors Agenda for this Friday's, May 19th, meeting. This item is also available online at the METRO website.

The other report Mr. Emerson handed out was the Summer 2017 Service Changes (Attachment C) noting METRO changes the bus service four times a year—spring, summer, fall and winter. The proposed changes for summer are minimal in the sense that we are neither adding nor cutting any significant amount of service. The majority of the adjustments occur due to school term services ending in the summer.

Mr. Burhow asked several questions regarding Amtrak and Caltrains schedules and ridership. Mr. Emerson responded, "Due to our financial arrangement with Amtrak, the very first thing we do when we build our Hwy. 17 schedule is we meet all of their trips. METRO does not meet Caltrain's individual trips for two reasons: (1) They don't pay us to do so; and, (2) we both run about 30 trips a day. The assumption is we will hit and miss with Caltrain some of the time." Mr. Emerson explained that METRO approached Caltrain about four months ago about becoming a financial partner so we could build our schedule around theirs but they were not interested.

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METRO's last survey indicated about 23-27% of our riders get on Caltrain. Amtrak is a smaller percentage and yet they want to make sure that we exist and they compensate us well. Chair Pisano added "And they want to encourage us to keep on going." Mr. Burhow had assumed more people got on Caltrain but commented that this is a significant number. Mr. Emerson suggested that people who ride the METRO buses should join with others and lobby Caltrain on behalf of METRO.

Ms. Steele said, "There is also a bus that gets you to the BART Fremont Train Station to get into the BART system." Mr. Emerson commented, "VTA has never asked us to coordinate those schedules. We do our best to build in plenty of time to make the connections." Mr. Burhow asked if METRO has ever reached out to VTA regarding a BART partnership revenue opportunity. Mr. Emerson replied that would be a matter for VTA because they run the bus to BART.

Mr. Emerson continued that overall METRO is not seeing the opportunity to increase service, routes or trips. We currently have a few routes with just a few riders (e.g. Routes 33, 34, 79 and 55). We put them in place last fall and are keeping an eye on them. We're also going to start advertising to the public this summer that these four routes are under scrutiny and if things don't pick up by winter, then we may have to reduce service on them. Going forward you won't see any significant service growth but any time we are able to, we may opt to reinvest those hours in our more productive corridors such as Route 71.

Mr. Burhow said that he read an article months ago with respect to VTA and they were talking about trimming routes with very low ridership. The author of the article suggested that one way to mitigate the pain of the cut would be to provide some kind of replacement voucher system where people who wanted to use that route could use Lyft, Uber or Paratransit as a replacement for the fixed route transit but not be required to adhere to the ADA requirements. Mr. Emerson agreed saying, "I've seen demonstration projects in the last couple of years regarding this issue. When we look at the types of things we can do over the next couple of years when it is cost inefficient to run a bus, we have to consider Uber and Lyft as a possibility but also meeting the legal ADA requirements.

Mr. Burhow shared one of his concerns as a fixed route transit rider. He is able to ride without declaring his disability. If he wants to ride ParaCruz, then he has to declare his disability, and then there are all these things that come into play. If you are going to cut service in places where the ridership is low, he hoped that METRO could do it in such a way that citizens, whether they are disabled or not, can avail themselves of the replacement service. Mr. Emerson replied, "That's the idea. We feel that we've got our service down to a place that any further cuts will break up our network. We want to have a solution if we do have to make service cuts."

Ms. Steele asked if there is some potential for funding to get Wi-Fi. She suggested that this could be a safety issue (getting stranded at a bus stop because the route is cut or the driver's not there). She was wondering if there is a county-run safety office that could address this. Mr. Emerson commented that if we have no service scheduled, theoretically we aren't leaving people stranded. However, that's not a bad idea for us to take under advisement.

Chair Pisano mentioned that he had three things to address before we run out of time. First, Alex Clifford, CEO/General Manager, advised him to ask Mr. Emerson to look into a bus stop at Scotts Valley Center (SVC). Mr. Emerson responded that SVC is on the planning calendar and we hope to have some proposals by winter.

The second item would allow UCSC bus passes on all inbound Hwy. 17 to Santa Cruz from Scotts Valley. Mr. Emerson said that we are trying to solve the Scotts Valley options/schedules but we have to be careful. We do have some ideas about routing. Now we have to cost it out.

10-05A.7

Attachment A

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The last thing regards the 35A going up to the Mountain Store. Is there a way to have the VTA meet up with the 35A at some point, like in Los Gatos on Hwy. 9 or somewhere farther up? It may be a low cost, approximately two hour alternative to get to San Jose. Mr. Emerson expressed concern about competing with ourselves over a \$5 or \$10 round trip and the extra operating expenses. Mr. Emerson responded that if we were to go further up Hwy. 9, we would be running our 35A longer and it couldn't get back to do the trips it does today.

Ms. Gunther suggested the last two agenda items (#7 and #8) be tabled for the next MAC meeting to allow adequate discussion. Ms. Gunther addressed Mr. Emerson and said she anticipates an impact on the ridership reports due to staff shortages. Mr. Emerson said that METRO is in the process of hiring Bus Operators to address the staff shortages.

Chair Pisano tabled Items 7 and 8 and Vice Chair Martinez concurred with moving these items to the August 16th meeting.

7 DISCUSS STAFFING SHORTAGES/DROPPED ROUTES

Chair Pisano moved this item to the August 16, 2017 meeting.

8 DISCUSS BUS OPERATORS – KNEELING BUSES

Chair Pisano moved this item to the August 16, 2017 meeting.

9 COMMUNICATIONS TO THE SANTA CRUZ METRO CEO

None

10 COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

None

11 ITEMS FOR NEXT MEETING AGENDA

- Service Update
- Bus Operators – Kneeling Buses
- Staffing Shortages/Dropped Routes
- Ms. Taylor asked to look at having the meeting at another location. Chair Pisano acknowledged that Ms. Bauer has been looking for other locations and asked for an update. Ms. Bauer said she had been in touch with Cruzio but they did not have anything available at this time. Most places want to charge a use fee or close their offices before the MAC meeting ends or are not available on the dates of the MAC meetings. Mr. Emerson asked Mr. Aguirre if we will have any meeting space at Pacific Station with the redesign. Mr. Aguirre responded that it is unknown at this time.

Ms. Gunther and Chair Pisano thanked the members of the public for attending the meeting, saying it was nice to have participants.

12 DISTRIBUTION OF VOUCHER

Distributed by Mr. Aguirre, COO

13 ADJOURNMENT

Meeting adjourned at 8:07 PM by Chair Pisano.

Respectfully submitted,

Donna Bauer
Administrative Assistant

10-05A.8

ATTACHMENT A

Donna Bauer

From: Ernestina Saldana [Ernestina_Saldana@hotmail.com]
Sent: Friday, April 28, 2017 1:22 PM
To: Donna Bauer
Cc: Veronica Elsea
Subject: Resignation from MAC appointment

Good afternoon Donna,

Dear Donna and Veronica,

I'm writing this email to inform you of my decision to resign from my appointment position at MAC effective immediately. My life has taken a turn that no longer allows me to continue volunteering at this advisory board.

I want to thank MAC and METRO staff in general for the opportunity to serve my community as an advisory member, and I want to thank both of you for your support during my tenure. I know you will be able to find a replacement for my seat soon and I'll like to point your attention to Felipa DeLeon, a Watsonville resident and bus user who has expressed her interest in serving in this advisory board and is currently helping METRO as a sensitivity trainer.

I will continue participating on and off, as the situation requires, as a community member.

Thanks for your support.

Sincerely,

Ernestina Saldana

DISTRIBUTED AT 5/17/17 MAC MEETING

*Santa Cruz Metropolitan
Transit District*



DATE: May 19, 2017
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Manager
SUBJECT: ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS FOR THE THIRD QUARTER OF FY17

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains ridership summaries and ridership by route for Santa Cruz Metropolitan Transit District (METRO) fixed route bus service for the third quarter (Q3) of FY17 (January 1 – March 31, 2017).
- Quarterly ridership reports are provided to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends.

III. DISCUSSION/BACKGROUND

Attachment A shows system-wide and college student ridership statistics for Q3 of FY17 and makes comparisons with ridership statistics from Q3 of FY16. This report also displays the use of regular fare and pass usage, as well as fare and pass usage by seniors and people with disabilities.

- FY17 Q3 system-wide ridership decreased 12.3%
Reason(s) that Fixed-Route quarterly ridership decreased include:
 - Service reduction implemented after September 8th, 2016 decreased weekday and weekend trips operated system-wide by 13% and 31%, respectively.
 - Last year had the highest Q3 system-wide ridership in the past 5 years and any decrease in ridership due to the service reduction would be particularly pronounced.
 - Significant ridership loss in Q3 was due to dropped and delayed trips resulting from weather induced road closures and forced detours, staff shortages, and mechanical issues. In Q3, 322 trips were canceled, comprising 2.2% of total scheduled revenue service.
 - Decreased Hwy 17 ridership contributed to overall system reduction; Hwy 17 comprises approximately 5% of Q3 ridership.

12-03.1

DISTRIBUTED AT 5/17/17 MAC MEETING

10-05A.10

- Decreased UCSC ridership contributed to overall system reduction; UCSC staff and students encompass approximately 57% of FY17 Q3 ridership.
- Hwy 17 quarterly ridership decreased 16.3%
 Reason(s) that Hwy 17 quarterly ridership decreased include:
 - Fare was increased in September 2015; weekday ridership has since declined every month, for 19 consecutive months.
 - Service reduction implemented in September 2016 decreased Hwy 17 trips approximately 9%.
 - Looking at average gas prices in California over the last 5 years, they have continued to remain relatively low since the fare increase in 2015; though the average gas prices in California increased 11% in Q3 of FY17 compared to Q3 FY16.
 - Inclement weather in February detrimentally affected Hwy 17 ridership. The Hwy 17 experienced partial and full lane closures over several days in the month of February and during this time 29 Hwy 17 trips were canceled. Over the entirety of Q3, 40 Hwy 17 revenue trips were canceled; this is 2% of all Hwy 17 scheduled trips for Q3.
- UCSC ridership decreased 8% in Q3 of FY17
 Reason(s) that quarterly UCSC ridership decreased include:
 - Service reduction implemented in September 2016 decreased overall trips on UCSC routes by 3%.
 - Staffing shortages resulted in several dropped trips on the UCSC routes. Throughout Q3, a total of 206 trips were dropped on UCSC routes; this encompassed 64% of total dropped trips and 2% of total scheduled UCSC trips in Q3.
 - Last year had the highest Q3 UCSC ridership in the past 5 years, accordingly any decrease in FY17 Q3 UCSC ridership would be particularly pronounced.
- Quarterly Discounted Pass and Cash Fare usage decreased 23.7% and 11.8%, respectively
 Reason(s) that quarterly discounted pass and cash fare usage decreased include:
 - Service reduction implemented after September 8th, 2016 decreased weekday and weekend trips operated system-wide by 13% and 31%, respectively.

- System-wide ridership decreased 12.3% due to factors mentioned previously, affecting overall discounted pass usage.
- FY16 Q3 had the highest system-wide ridership in the past 5 years, as such any drop in FY17 Q3 ridership would be particularly pronounced.
- Possible increased use of alternative transportation for seniors and people with disabilities, such as Lift Line.
- Quarterly Regular Pass and Cash Fare totals decreased 38.8% and 26%, respectively

Reason(s) that quarterly regular pass and cash fare usage decreased include:

- Service reduction implemented after September 8th decreased overall trips operated system-wide by 13%.
- System-wide ridership decreased 12.3% due to factors mentioned previously, affecting overall pass usage.
- Due to implementation of the Cabrillo Student Bus Pass Program in fall 2016 approximately 650 less passes were sold on campus and through their Ticket Vending Machine (TVM) this quarter. There were almost 80,000 Cabrillo boardings in Q3.
- Loss of discretionary riders after September 2016 service reduction; discretionary riders were likely a large portion of our pass usage in FY16.

Attachment B shows average ridership per trip for all weekday and weekend routes in Q3 of FY17. System-wide, there was an average of 25 riders per weekday trip and 31 riders per weekend trip.

- The weekday route with the highest ridership averages are the routes 16 and 20D.
 - Route 16 serves UCSC via Laurel East; route 20D serves UCSC via West Side as a supplement for 9 weekday trips on the route 20. The route 16 had the highest weekday ridership averages for Q1 through Q3 of FY17.
- The weekend route with the highest ridership average is the route 16ST
 - This route serves UCSC via Laurel East and is a supplemental route for which UCSC is billed monthly.
- The weekday routes with the lowest ridership averages are routes: 34, 33, and 79.

- This route 34 serves South Felton during the SLVUSD school term; the route 33 serves Lompico SLV/Felton Faire during the SLVUSD school term. Route 34 had the lowest weekday ridership average for Q1 through Q3 of FY17
- The weekend routes with the lowest ridership averages are routes 79 and 55.
 - The route 79 serves Watsonville Hospital and Pinto Lake; the route 55 services Rio Del Mar. Route 79 had the lowest weekend ridership average for Q2 through Q3 of FY17.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY17 operating budget.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A: Quarterly System Ridership Summary for FY17 Q3 (January 1 – March 31, 2017)

Attachment B: Quarterly Average Ridership by Route Report for FY17 Q3 (January 1 – March 31, 2017)

Prepared By: Cayla Hill, Administrative Specialist

VII. APPROVALS:

Barrow Emerson,
Planning and Development Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



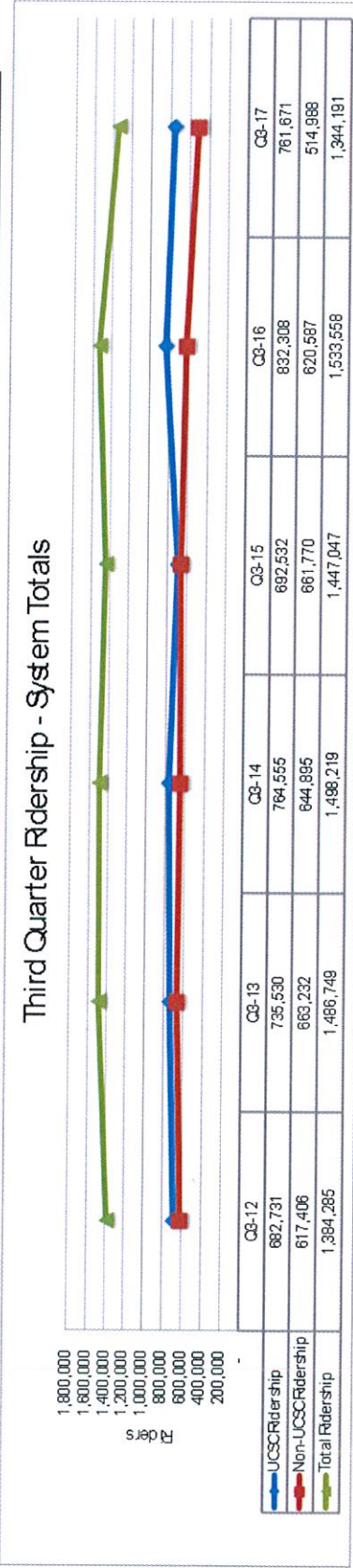
Quarterly System Ridership Summary

FY17 Q3 (January 1, 2017 - March 31, 2017)

Calendar Operating Days		Discounted Pass Usage (Senior/ Disabled)			Regular Pass Usage			
This Year	Last Year	Quarterly Totals (Q3)			This Year	Last Year	%Change	
		FY17 Q3	FY16 Q3	%Change				
Weekdays	64	94,867	124,368	-23.7%	Local Pass Usage	97,102	168,952	-42.5%
Weekends	25				Hwy 17 Pass Usage	24,480	32,431	-24.5%
UCSC School Days	53				Cruz Cash Usage	11,049	15,180	-27.2%
					Total Pass Usage	132,631	216,563	-38.8%

Discounted Cash Usage (Senior/ Disabled)				Regular Cash Usage			
This Year	Last Year	Quarterly Totals (Q3)		This Year	Last Year	%Change	
		FY17 Q3	FY16 Q3				%Change
Local Single Cash Fare	53,787	60,133	-10.6%	Local Single Cash Fare	167,976	234,277	-28%
Local Day Pass Cash Fare	3,562	4,897	-27%	Local Day Pass Cash Fare	3,562	5,730	-38%
Total Cash Usage	57,349	65,030	-11.8%	Hwy 17 Single Cash Fare	33,818	38,121	-11%
				Hwy 17 Day Pass Cash Fare	1,011	1,717	-41%
				Total Pass Usage	206,367	279,845	-26%

Quarterly System Totals				Quarterly Student Pass Totals			
This Year	Last Year	Quarterly Ridership Totals (Q3)		This Year	Last Year	%Change	
		FY17 Q3	FY16 Q3				%Change
Local Fixed Route	1,276,659	1,452,895	-12.1%	UCSC	761,671	832,327	-8%
Highway 17 Express	67,532	80,663	-16.3%	Cabrillo	79,979	N/A	N/A
System Total	1,344,191	1,533,558	-12.3%	Total	841,650	832,327	1%



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Quarterly Average Ridership by Route Report

Route	Corridor	Average Weekday Ridership per Trip *					Average Weekend Ridership per Trip *				
		Riders	UCSC Riders	Cabrillo Riders	Discount Fares and Passes	Regular Passes	Riders	UCSC Riders	Cabrillo Riders	Discount Fares and Passes	Regular Passes
UCSC											
10	UCSC via High St.	55	53	0	1	0	58	54	0	1	1
15	UCSC via Laurel West	51	50	0	0	0					
16	UCSC via Laurel East	58	55	0	0	1	74	70	0	1	1
16ST	UCSC via Laurel East Supp.						83	79	0	1	1
19	UCSC via Lower Bay	51	48	0	1	1	64	59	1	1	1
20	UCSC via West Side	47	41	1	1	2	64	58	1	1	1
20D	UCSC via West Side Supp.	58	57	0	0	0					
Intercity											
35/35A	Santa Cruz/Scotts Valley/SLV	16	1	1	3	5	19	1	1	3	4
69A	Capitola Road/Watsonville	26	2	2	4	5	24	3	1	4	3
69W	Cap. Road/Cabrillo/Watsonville	29	3	6	4	5	27	4	2	4	1
71	Santa Cruz to Watsonville	29	2	5	4	5	28	2	2	4	0
91X	Santa Cruz/Watsonville Express	30	2	14	3	4					
Rural											
33	Lompico SLV/Felton Faire	7	0	0	0	3					
34	South Felton	1	0	0	0	0					
40	Davenport/North Coast	21	1	0	1	11					
41	Bonny Doon	9	0	1	0	3					
42	Davenport/Bonny Doon	14	3	0	1	4	10	2	1	1	4
Local											
3	Mission/Beach	12	3	1	3	2	10	4	1	2	1
4	Harvey West/Emeline	19	2	1	3	4					
55	Rio Del Mar	14	0	6	2	2	7	0	1	2	1
66	Live Oak via 17th	15	2	1	3	2	13	2	1	3	2
68	Like Oak via Broadway/Portola	13	3	1	2	3	11	2	0	2	1
72	Watsonville Hospital/Pinto Lake	12	0	1	2	2	25	0	0	2	1
74S	PVHS/Watsonville Hospital	13	0	1	1	3					
75	Green Valley Road	16	0	1	3	2	13	0	0	2	1
79	Pajaro/East Lake	7	0	0	2	1	4	0	0	1	1
Highway 17											
Hwy 17	Hwy 17 Express	31	-	-	0	11	19	-	-	0	1
System-wide Avg. Riders per Trip		25	13	2	2	3	31	19	1	2	1

* These weekday and weekend ridership averages are based upon scheduled trips rather than actual trips.

9 Weeks of SJSU
10 Weeks of Cabrillo
10 Weeks of UCSC

Important Dates

May 25, 2017 – Service Changes. Updated Maps and Timetables available at www.scmtd.com
June 8, 2017 – Headways Bus Rider's Guide available on all Buses & Transit Centers
June 15, 2017 – Summer Service Changes take effect

*Routes not specifically mentioned below will **NOT** change.*

Highway 17 Express

Several trip run times have been adjusted to account for heavy summertime beach traffic

Weekdays: A new 10:10am trip departing from San Fernando & 7th has been added that will not serve Cavallaro Transit Center in Scotts Valley. The 11:40am and 1:35pm departures from San Fernando & 7th will no longer serve Cavallaro Transit Center. A 6:30pm "Friday-only" trip from Santa Cruz Metro Center will replace the 1:30pm "Friday-only" trip.

Weekends: To avoid heavy Ocean St beach traffic, southbound weekend Highway 17 Express trips to Santa Cruz Metro Center will not serve the Ocean & Water stop. Instead, the bus will enter downtown Santa Cruz via River St and serve the bus stop at River & Front (Stop ID 1457). This change is in effect for the Summer schedule only.

Route 3 – Mission / Beach

When construction is completed, two new stops will be added on McAllister Way - one outbound and one inbound - to serve the Coastal Biology Building.

Weekdays: Trips will depart Santa Cruz Metro Center at 22 after the hour. From 8:22am to 4:22pm, service will run every two hours; in addition, a trip will depart one hour earlier at 7:22am and one hour later, at 5:22pm.

Weekends: Routing will be altered to avoid weekend beach traffic. Inbound toward Santa Cruz Metro Center, this trip will turn left at the roundabout onto Pacific Ave rather than using Beach St to 3rd St. This change is in effect for the Summer schedule only.

Route 15 – UCSC via Laurel West

Weekdays: Will not run during the Summer schedule.

Route 16 – UCSC via Laurel East

Weekdays: School term "ST" trips will not run during the Summer schedule.

Route 20/20D – UCSC via Laurel West

Weekdays: School term "ST" trips will not run during the Summer schedule.

Route 33 – Lompico SLV / Felton Fair

Weekdays: Will not run until SLV schools are back in session August 28, 2017.

Route 34 – South Felton

Weekdays: Will not run until SLV schools are back in session August 28, 2017.

Route 35/35A – San Lorenzo Valley

Weekdays: School term "ST" trips will not run until SLV schools are back in session August 28, 2017.

Weekends: A new 7:30am Route 35A trip from Santa Cruz Metro Center to Mountain Store has been added. A new 8:30am Route 35 trip from Mountain Store to Santa Cruz Metro Center has been added.

Route 40 – Davenport / North Coast Beaches

Weekdays: The timepoint at Hwy 1 & Western Dr heading inbound toward Santa Cruz Metro Center, has been moved to Mission & Swift (Stop ID 2619).

Route 71 – Santa Cruz / Watsonville

Weekdays/Weekends: For the Summer schedule only, the 11:45pm departure from Santa Cruz Metro Center will go into service at 11:35pm at the Boardwalk stop at Cliff & Beach (Stop ID 1318).

Route 74S – PVHS / Watsonville Hospital

Weekdays: For the 3:10pm departure from Watsonville Transit Center, arrival times at timepoints beginning at Watsonville Hospital have changed.

Route 91X – Santa Cruz / Watsonville Commuter Express

Weekdays: School term "ST" trips will not run until August 28, 2017 when Cabrillo College is back in session. The last "ST" departure from Santa Cruz Metro Center will now depart 10 minutes later, at 5:35pm. "ST" trips departing from Watsonville Transit Center will have a consistent arrival at Cabrillo of 45 after the hour. The last departure from Watsonville Transit Center will now depart 10 minutes later, at 4:30pm.

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DATE: August 25, 2017
TO: Board of Directors
FROM: Erron Alvey, Purchasing Manager
**SUBJECT: ACCEPT AND FILE QUARTERLY PROCUREMENT REPORT FOR 1ST
QUARTER OF FY18**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Quarterly Procurement Report for the 1st quarter of FY18

II. SUMMARY

- This staff report provides the Board with a Quarterly Procurement Report for the 1st quarter of FY18, covering the months of July through September. It should have gone to the Board in June but was not ready at that time.
- Each quarter staff will provide a Quarterly Procurement Report listing anticipated procurements within the quarter.

III. DISCUSSION/BACKGROUND

Santa Cruz Metropolitan Transit District's (METRO) Purchasing Manager was directed by the previous District Counsel to obtain the Board of Directors' authority for issuance of each formal procurement. Current General Counsel has determined that this is not a requirement of the State or Federal government.

Discontinuing the practice has streamlined the procurement process; however, providing the Board of Directors an opportunity to review and comment on procurements before they were ready for award was valuable. In lieu of bringing the issuance of every single formal procurement to the Board, it was agreed a quarterly report would be submitted outlining anticipated upcoming procurements within the quarter.

This is the first such report. It is for the 1st quarter of FY18 and covers the months of July through September. (It should have gone to the Board in June but was not ready at that time.) The next report, for the 2nd quarter of FY18, will be submitted in September and will cover the months of October through December. A quarterly report will be submitted every three months thereafter.

Issuance authority for large contracts or special projects will still be brought to the Board of Directors individually.

IV. FINANCIAL CONSIDERATIONS/IMPACT

See attached.

V. ATTACHMENTS

Attachment A: FY18: 1st Quarter Anticipated Procurement Listing

Prepared by: Erron Alvey, Purchasing Manager
Joan Jeffries, Administrative Specialist

VI. APPROVALS:

Erron Alvey, Purchasing Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

Anticipated Procurement Listing

FY18: 1st Quarter

Month Anticipated to be Issued	Description	Department	Anticipated Value (life of contract)
Expiring Reoccurring Contracts			
July	Printing of Bus Stop Stickers	Planning	\$ 82,000
July	Annual Emergency Generator Load Bank Testing and Repair Services	Facilities	\$ 55,000
September	HVAC Maintenance Services	Facilities	\$ 180,000
September	Landscaping Maintenance and Services	Facilities	\$ 210,000
September	Vehicle Body Repair and Painting Services	Fleet	\$ 530,000
One-Off Contracts			
July	Consultant Services for Upgrade of METRO'S Video Surveillance System	Operations	\$ 25,000
September	Purchase & Installation of Generators	Facilities	\$ 150,000
September	Downtown Analysis of Bus Operations	Planning	\$ 40,000
September	Pacific Station Reconfiguration Layouts	Planning	\$ 40,000
September	Installation of Bollards and Pipe Protection	MetroBase	\$ 71,500
Vehicles			
August	5339:Purchase of Tow Tractor for Buses	Fleet	\$ 58,253

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DATE: August 25, 2017
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
**SUBJECT: ACCEPT AND FILE METRO PARACRUZ OPERATIONS STATUS
REPORT FOR APRIL, MAY AND JUNE 2017**

I. RECOMMENDED ACTION

That the Board of Directors accepts and file the quarterly METRO ParaCruz Operations Status Report for April, May and June 2017

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

This report provides informational data pertaining to ParaCruz Operational Status for the March, April and May 2017 quarter.

Comparing March 2017 statistics to April 2017, ParaCruz rides decreased by 799 rides.

Comparing April 2017 statistics to May 2017, ParaCruz rides increased by 236 rides.

Comparing May 2017 statistics to June 2017, ParaCruz rides decreased by 442.

Comparing the monthly statistics of FY16 to the monthly statistics of FY17:

- In April the number of ParaCruz rides decreased by 637.
- In May the number of ParaCruz rides decreased by 243.
- In June the number of ParaCruz rides decreased by 408.

For April / May 2017, the contractual agreement between Santa Cruz Metropolitan Transit District (METRO) and Santa Cruz Transportation (Taxi) expired. Previously, the business conditions and impending sale of Taxi were beginning to affect Taxi's ability to provide "overflow" service in a manner that was not acceptable to METRO, and did not meet Federal Transportation Administration (FTA) guidelines under the Americans with Disabilities Act (ADA).

METRO staff decided not to renew the contract with Taxi and proceed with having ParaCruz perform all rides with no overflow service from Taxi. This resulted in an increase in rides for April / May 2017.

The Federal Requirements a taxi company must adhere to in order to perform ADA Paratransit services are the same as what is mandated of METRO. These requirements are complicated, expensive and involve elements such as on-going training and drug and alcohol testing. Currently there are no taxicab companies in the Santa Cruz area that have the proper infrastructure or program in place to support ParaCruz in the manner that Taxi was capable of performing.

As a result of Taxi no longer being available to reliably provide overflow services, coupled with several retirements and resignations that reduced ParaCruz Operator staffing, on-time performance was impacted. METRO staff has taken steps to address this deficiency by hiring four Operators in November of 2016; three of which are performing revenue service at this time. An additional three Operators were recently hired in June 2017; they will complete training and be ready for revenue service by the end of August 2017. Recruitment is currently being performed for one additional Operator that was funded in FY18, which will fully staff the ParaCruz Operator ranks, and help to improve on-time performance.

In the near future, METRO staff will also be meeting and discussing with Santa Cruz Transportation and other Taxi representatives the need METRO has for overflow service, and explaining the mandated requirements for providing this service.

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

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial considerations for this report.

V. ALTERNATIVES CONSIDERED

Not applicable

VI. ATTACHMENTS

- Attachment A:** ParaCruz On-time Performance Charts for April, May, and June 2017
- Attachment B:** Comparative Operating Statistics Tables for April, May, and June 2017
- Attachment C:** Number of Rides Comparison Chart
- Attachment D:** Shared vs. Total Rides Chart
- Attachment E:** Mileage Comparison Chart
- Attachment F:** Monthly Eligibility Assessment

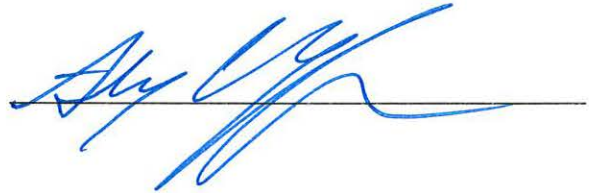
Prepared By: April Warnock, Paratransit Superintendent

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

Board Meeting August 25, 2017

ParaCruz On-time Performance Report

	April 2016	April 2017
Total pick ups	6,870	6,233
Percent in “ready window”	91.03%	82.02%
1 to 5 minutes late	4.06%	5.76%
6 to 10 minutes late	2.01%	4.22%
11 to 15 minutes late	1.02%	3.06%
16 to 20 minutes late	.86%	1.91%
21 to 25 minutes late	.58%	1.09%
26 to 30 minutes late	.22%	.80%
31 to 35 minutes late	.15%	.48%
36 to 40 minutes late	.04%	.22%
41 or more minutes late (excessively late/missed trips)	.04%	.43%
Total beyond “ready window”	8.97%	17.98%

During the month of April 2017, ParaCruz received seven (7) Customer Service Reports*. One (1) of the reports was valid (Booking error); three (3) of the reports were not valid (2 Alleged late rides (On time per GPS) and Rude Customer Service Representative (Recorded call)); three (3) reports complimented five (5) ParaCruz Operators.

*Customer Service Reports include all compliments, complaints, concerns and suggestions regarding ParaCruz staff and/or service. All Customer Service Reports are investigated and responded to by letter or by telephone call.

	May 2016	May 2017
Total pick ups	6,712	6,469
Percent in “ready window”	89.83%	80.89%
1 to 5 minutes late	4.47%	6.66%
6 to 10 minutes late	2.45%	4.10%
11 to 15 minutes late	1.46%	3.22%
16 to 20 minutes late	.51%	1.96%
21 to 25 minutes late	.58%	1.33%
26 to 30 minutes late	.47%	.73%
31 to 35 minutes late	.10%	.49%
36 to 40 minutes late	.09%	.29%
41 or more minutes late (excessively late/missed trips)	.06%	.32%
Total beyond “ready window”	10.17%	19.11%

During the month of May 2017, ParaCruz received two (2) Customer Service Reports. Both of the reports were valid (Late rides).

Attachment A

Board Meeting August 25, 2017

*Customer Service Reports include all compliments, complaints, concerns and suggestions regarding ParaCruz staff and/or service. All Customer Service Reports are investigated and responded to by letter or by telephone call.

	June 2016	June 2017
Total pick ups	6,435	6,027
Percent in "ready window"	89.88%	78.94%
1 to 5 minutes late	4.65%	5.61%
6 to 10 minutes late	2.30%	3.97%
11 to 15 minutes late	1.60%	3.03%
16 to 20 minutes late	.47%	2.37%
21 to 25 minutes late	.42%	1.38%
26 to 30 minutes late	.44%	1.07%
31 to 35 minutes late	.11%	.71%
36 to 40 minutes late	.06%	.42%
41 or more minutes late (excessively late/missed trips)	.08%	1.07%
Total beyond "ready window"	10.12%	19.62%

During the month of June 2017, ParaCruz received three (3) Customer Service Reports. Two of the reports were valid (Late rides). One (1) of the reports was a compliment for three Operators.

*Customer Service Reports include all compliments, complaints, concerns and suggestions regarding ParaCruz staff and/or service. All Customer Service Reports are investigated and responded to by letter or by telephone call.

Attachment B

Board Meeting August 25, 2017

Comparative Operating Statistics through April 2017.

	April 2016	April 2017	FY16	FY17	Performance Averages	Performance Goals
Requested	7,759	7,186	81,699	71,458	7,121	
Performed	6,870	6,233	72,621	62,620	6,212	
Cancel	20.78%	21.97%	21.33%	21.80%	22.2%	
No Shows	3.27%	3.58%	3.13%	3.47%	3.46%	Less than 3%
Total miles	53,328	50,549	577,260	511,270	50,861	
Av trip miles	5.70	6.10	5.77	6.05	6.01	
Within ready window	91.03%	82.02%	89.20%	84.51%	85.72%	92.00% or better
Call center volume	5,167	4,989	54,677	51,499	N/A	
Hold times less than 2 minutes	92.6%	92.3%	92.5%	92.1%	N/A	Greater than 90%
Distinct riders	750	687	1,748	1,646	712	
Most frequent rider	53 rides	58 rides	380 rides	358 rides	51 rides	
Shared rides	63.0%	68.9%	62.9%	65.0%	63.36%	Greater than 60%
Will Calls	276	199	6,143	3,112	N/A	
Passengers per rev hour	1.94	1.95	1.92	1.89	1.87	Greater than 1.6 passengers/hour
Rides by supplemental providers	.90%	2.18%	3.31%	5.82%	4.84%	No more than 25%
Vendor cost per ride	\$23.06	\$28.18	\$24.14	\$24.12	\$22.00	
Rides < 10 miles	65.95%	62.97%	65.72%	61.19%	65.27%	
Rides > 10	34.05%	36.91%	34.28%	38.81%	34.73%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	3	21	36	196	15.42	N/A
Excessively Long Trips	N/A	3	N/A	6	N/A	New Stat Jan 2017

Attachment B

Board Meeting August 25, 2017

Comparative Operating Statistics through May 2017.

	May 2016	May 2017	FY16	FY17	Performance Averages	Performance Goals
Requested	7,770	7,160	89,469	78,618	7,070	
Performed	6,712	6,469	79,333	69,089	6,192	
Cancel	23.0%	20.47%	21.48%	21.68%	21.99%	
No Shows	3.18%	2.79%	3.14%	3.41%	3.43%	Less than 3%
Total miles	53,267	52,001	630,528	563,270	50,756	
Av trip miles	5.79	6.05	5.77	5.77	6.03	
Within ready window	89.24%	80.89%	89.24%	84.11%	85.02%	92.00% or better
Call center volume	5,214	4,957	59,891	56,456	N/A	
Hold times less than 2 minutes	91.7%	91.6%	92.4%	91.7%	N/A	Greater than 90%
Distinct riders	759	712	1,811	1,706	708	
Most frequent rider	62 rides	52 rides	407 rides	384 rides	50 rides	
Shared rides	59.6%	67.9%	62.6%	65.2%	64.05%	Greater than 60%
Will Calls	273	186	5,542	3,016	N/A	
Passengers per rev hour	1.90	1.94	1.90	1.89	1.87	Greater than 1.6 passengers/hour
Rides < 10 miles	66.00%	63.09%	65.75%	61.37%	65.03%	
Rides > 10 miles	34.00%	36.91%	34.25%	38.63%	34.97%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	4	21	40	217	16.83	N/A
Excessively Long Trips	N/A	4	N/A	10	N/A	New Stat Jan 2017

Attachment B

Board Meeting August 25, 2017

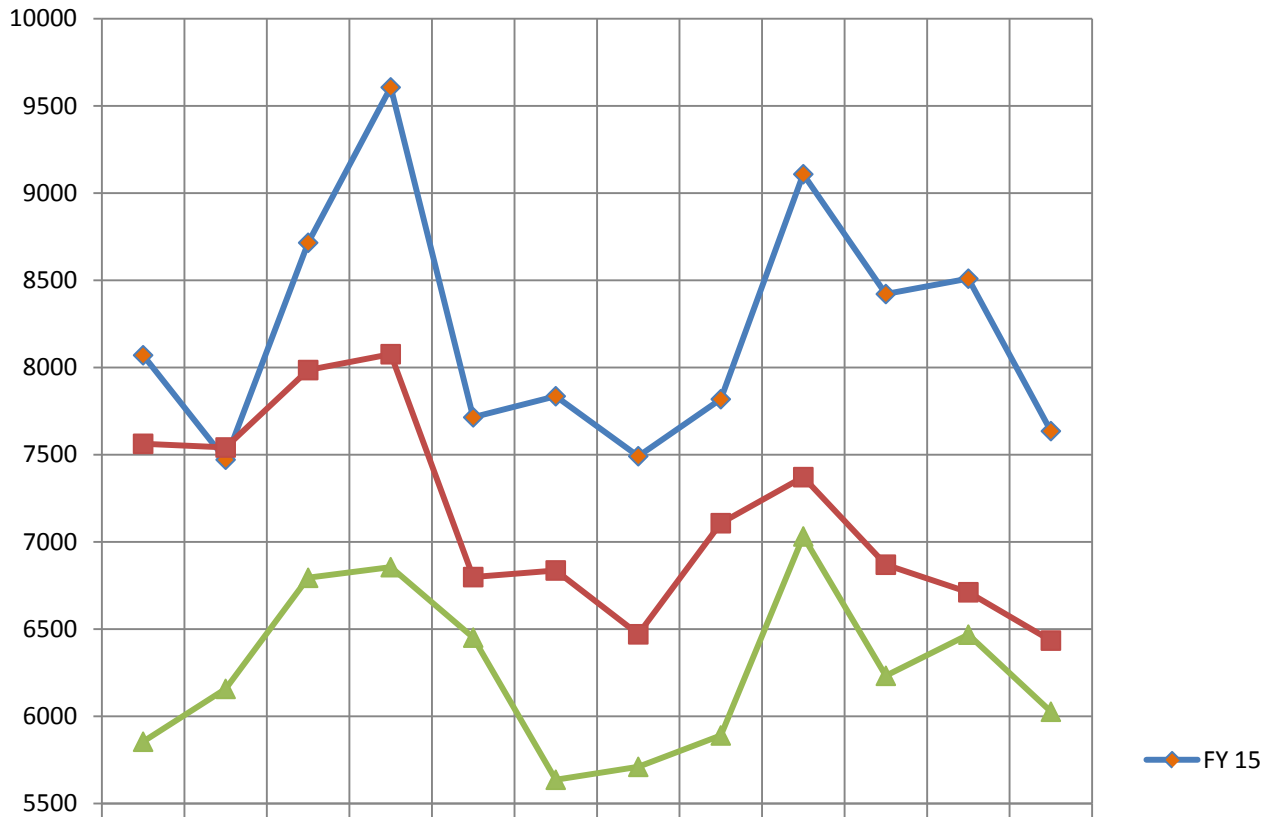
Comparative Operating Statistics through June 2017.

	June 2016	June 2017	FY16	FY17	Performance Averages	Performance Goals
Requested	7,168	6,658	96,637	85,276	7,028	
Performed	6,435	6,027	85,768	75,116	6,158	
Cancels	20.54%	20.65%	21.41%	21.60%	22.0%	
No Shows	3.75%	3.03%	3.18%	3.38%	3.37%	Less than 3%
Total miles	52,928	49,061	683,456	612,331	50,434	
Av trip miles	5.96	6.09	5.78	6.05	6.04	
Within ready window	89.88%	78.94%	89.29%	83.75%	84.11%	92.00% or better
Call center volume	5,410	4,809	65,301	61,265	N/A	
Hold times less than 2 minutes	91.7%	90.8%	92.3%	91.9%	N/A	Greater than 90%
Distinct riders	717	691	1,875	1,781	707	
Most frequent rider	44 rides	49 rides	428 rides	415 rides	50 rides	
Shared rides	61.3%	69.3%	62.5%	65.6%	64.72%	Greater than 60%
Will Calls	290	198	5,092	2,937	N/A	
Passengers per rev hour	1.85	1.99	1.85	1.90	1.88	Greater than 1.6 passengers/hour
Rides < 10 miles	64.88%	63.65%	65.68%	61.55%	64.93%	
Rides > 10	35.12%	36.35%	34.32%	38.45%	35.07%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	5	69	45	286	22.17	N/A
Excessively Long Trips	N/A	2	N/A	12	N/A	New Stat Jan 2017

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Attachment C

Number of Rides Comparison



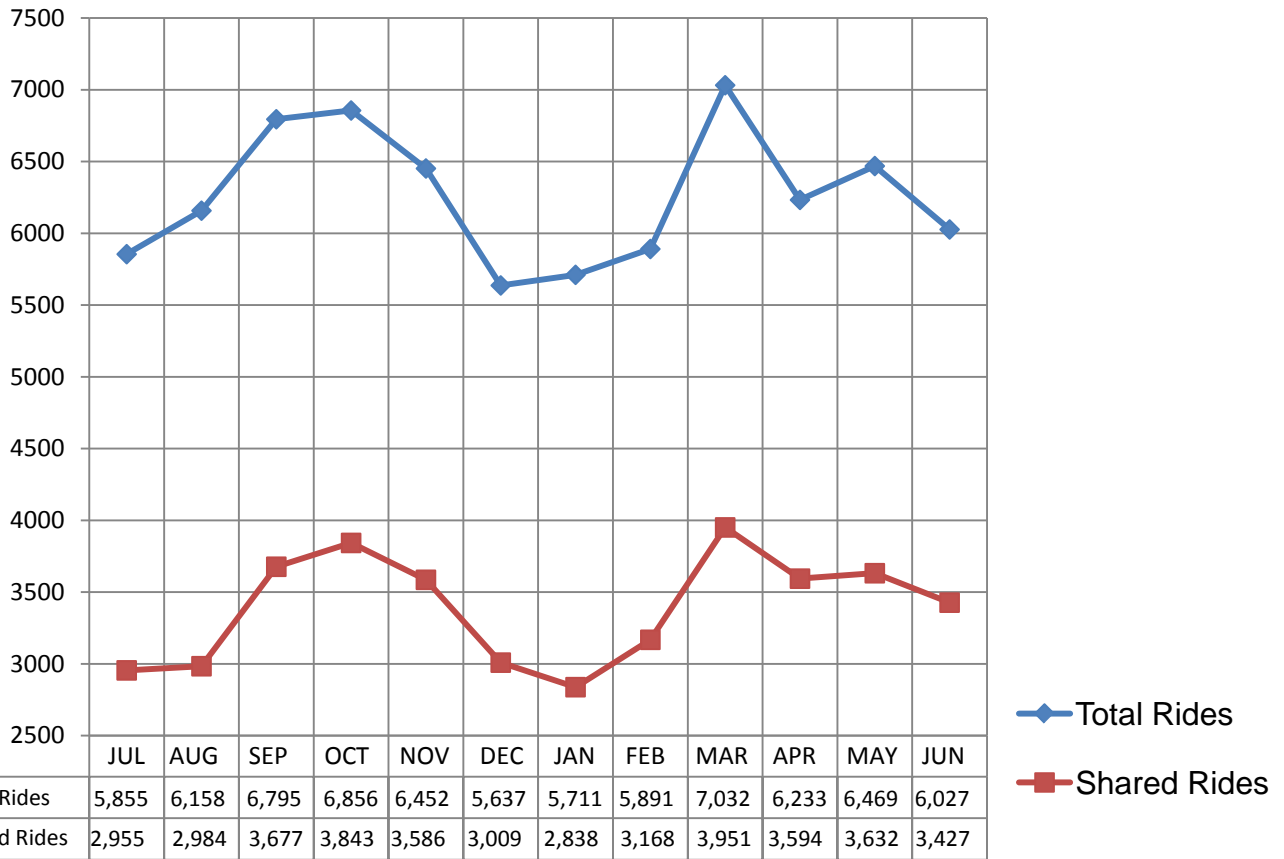
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 15	8,071	7,472	8,716	9,607	7,715	7,836	7,492	7,819	9,109	8,422	8,510	7,636
FY 16	7,563	7,542	7,986	8,077	6,799	6,837	6,471	7,108	7,372	6,870	6,712	6,435
FY 17	5,855	6,158	6,795	6,856	6,452	5,637	5,711	5,891	7,032	6,233	6,469	6,027

- ◆ FY 15
- FY 16
- ▲ FY 17

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Attachment D

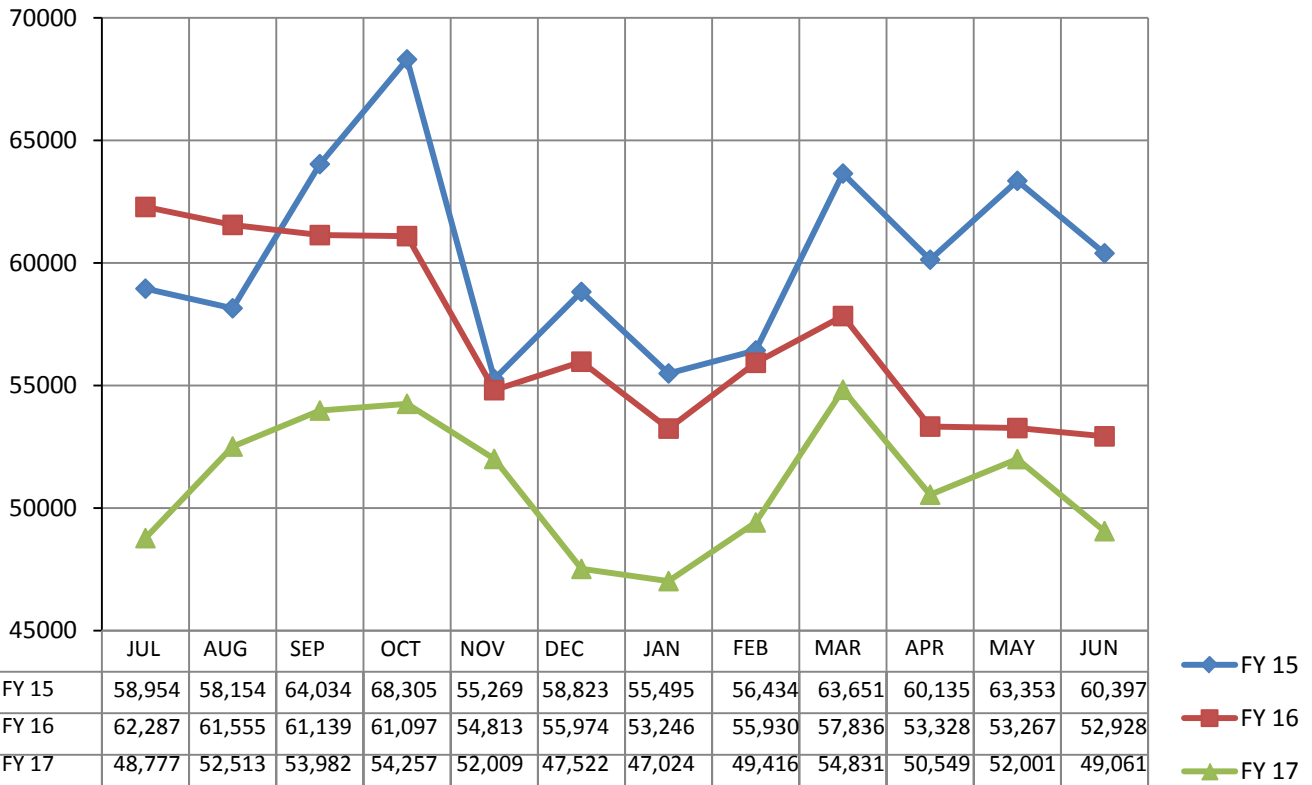
Total Ride vs. Shared Ride Count



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Attachment E

Annual Miles Comparison



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Attachment F

Board Meeting August 25, 2017

Monthly Assessments

	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
JULY 2016	43	1	1	4	2	51
AUGUST 2016	40	2	3	6	0	51
SEPTEMBER 2016	28	0	1	5	0	34
OCTOBER 2016	53	0	2	2	0	57
NOVEMBER 2016	24	0	1	3	0	28
DECEMBER 2016	28	0	0	3	0	31
JANUARY 2017	50	0	1	1	0	52
FEBRUARY 2017	27	0	0	2	0	29
MARCH 2017	50	0	0	1	0	51
APRIL 2017	22	0	0	3	0	25
MAY 2017	22	0	0	2	1	25
JUNE 2017	36	0	1	1	0	38

Number of Eligible Riders for the month of April 2017 = 3,628

Number of Eligible Riders for the month of May 2017 = 3,635

Number of Eligible Riders for the month of June 2017 = 3,678

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DATE: August 25, 2017
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Manager
**SUBJECT: ACCEPT AND FILE METRO SYSTEM RIDERSHIP REPORTS FOR THE
FOURTH QUARTER OF FY17**

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains ridership summaries and ridership by route for Santa Cruz Metropolitan Transit District (METRO) fixed route bus service for the fourth quarter (Q4) of FY17 (April 1 – June 30, 2017).
- Quarterly ridership reports are provided to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends.

III. DISCUSSION/BACKGROUND

Attachment A shows system-wide and college student ridership statistics for Q4 of FY17 and makes comparisons with ridership statistics from Q4 of FY16. This report also displays the use of regular fare and regular and youth pass usage, as well as fare and pass usage by seniors and people with disabilities.

- FY17 Q4 system-wide ridership decreased 4.8%
Reason(s) that Fixed-Route quarterly ridership decreased include:
 - Service reduction implemented after September 8th, 2016 decreased weekday and weekend trips operated system-wide by 13% and 31%, respectively. Frequency or span of service was reduced on 62% of our current routes, providing an overall level of service.
 - In Q4, 173 trips were canceled, comprising 1.1% of total scheduled revenue service. The primary reason for dropped trips was staff shortages and, to a lesser degree, mechanical issues. METRO recently added new Bus Operators to address the staff shortage issue.
 - Decreased Hwy 17 ridership contributed to overall system reduction; Hwy 17 comprises approximately 5% of Q4 ridership.
 - Ride hailing services, such as Lyft or Uber, may be undermining transit ridership if they are providing quicker, more convenient service

- Hwy 17 quarterly ridership decreased 6.5%

Reason(s) that Hwy 17 quarterly ridership decreased include:

- Service reduction implemented in September 2016 decreased Hwy 17 trips approximately 9%.
- Looking at average gas prices in California over the last 5 years, they have continued to remain relatively low; though the average gas prices in California increased 12% in Q4 of FY17 compared to Q4 FY16.
- In Q4, 26 Hwy 17 trips were canceled, comprising less than 1% of Hwy 17 scheduled revenue service. The primary reason for dropped trips was staff shortages and, to a lesser degree, mechanical issues. Staff shortage issues were resolved after June 15, the start of the summer bid, as the number of driver shifts declined 14% and a new class of bus operators were put into service.

- UCSC ridership increased 2.5% in Q4 of FY17

Reason(s) that quarterly UCSC ridership increased include:

- UCSC school days increased by 8% in Q4 FY17 compared to Q4 FY16.
- Weekend trips were reduced by 15% from Q4FY16.
- Uber and Lyft are claiming an increased share of trips from both METRO and UCSC's bus on campus bus system

- Quarterly Discounted Pass and Cash Fare usage decreased 15.2% and 7.3%, respectively

Reason(s) that quarterly discounted pass and cash fare usage decreased include:

- Service reduction implemented after September 8th, 2016 decreased weekday and weekend trips operated system-wide by 13% and 31%, respectively.
- System-wide ridership decreased 4.8% due to factors mentioned previously, affecting overall discounted pass usage.
- Possible increased use of alternative transportation for seniors and people with disabilities, such as Lift Line.

- Quarterly Regular Pass and Cash Fare totals decreased 32.9% and 16.2%, respectively

Reason(s) that quarterly regular pass and cash fare usage decreased include:

- Service reduction implemented after September 8th decreased overall trips operated system-wide by 13%.

- System-wide ridership decreased 4.8% due to factors mentioned previously, affecting overall pass usage.
- Due to implementation of the Cabrillo Student Bus Pass Program in fall 2016 approximately 650 less passes were sold on campus and through their Ticket Vending Machine (TVM) this quarter. There were almost 70,000 Cabrillo boardings in Q4.
- Loss of discretionary riders after September 2016 service reduction. As pass purchases require more financial commitment up-front, discretionary riders are more likely to purchase passes than our transit dependent riders.

Attachment B shows average ridership per trip for all weekday and weekend routes in Q4 of FY17. System-wide, there was an average of 25 riders per weekday trip and 30 riders per weekend trip.

- The weekday route with the highest ridership averages are the routes 16.
 - Route 16 serves UCSC via Laurel East. The route 16 had the highest weekday ridership averages for the entirety of FY17.
- The weekend route with the highest ridership average is the route 16ST
 - This route serves UCSC via Laurel East and is a supplemental route for which UCSC is billed monthly.
- The weekday routes with the lowest ridership averages are routes: 34, 33, and 79.
 - The route 34 serves South Felton on weekdays during the SLVUSD school term; the route 33 serves Lompico SLV/Felton Faire on weekdays during the SLVUSD school term. The route 79 serves Pajaro/East Lake. Route 34 had the lowest weekday ridership average for entirety of FY17
- The weekend routes with the lowest ridership averages are routes 79 and 72.
 - The route 79 serves Watsonville Hospital and Pinto Lake; the route 72 serves Watsonville Hospital/Pinto Lake. Route 79 had the lowest weekend ridership average for Q2 through Q4 of FY17.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY17 operating budget.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A: Quarterly System Ridership Summary for FY17 Q4 (April 1 – June 30, 2017)

Attachment B: Quarterly Average Ridership by Route Report for FY17 Q4 (April 1 – June 30, 2017)

Prepared By: Cayla Hill, Administrative Specialist

VII. APPROVALS:

Barrow Emerson,
Planning and Development Manager



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Approved as to fiscal impact:
Angela Aitken, Finance Manager



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Alex Clifford, CEO/General Manager



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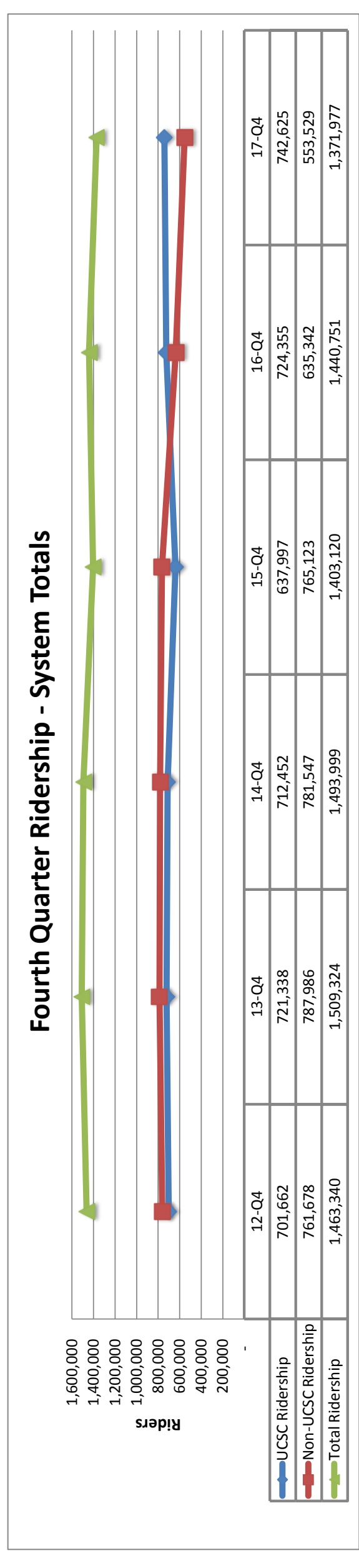
Quarterly System Ridership Summary

FY17 Q4 (April 1, 2017 - June 30, 2017)

Calendar Operating Days		Discounted Pass Usage (Senior/Disabled)			Regular Pass Usage		
	This Year	Last Year	FY17 Q4	FY16 Q4	% Change	Quarterly Totals (Q4)	Quarterly Totals (Q4)
						This Year	Last Year
Weekdays	65	65	159,522	188,148	-15.2%	113,847	178,307
Weekends	26	26				24,748	30,175
UCSC School Days	53	49				11,733	15,717
Total Pass Usage			159,522	188,148	-15.2%	150,328	224,199
							-32.9%

Discounted Cash Usage (Senior/Disabled)			Regular Cash Usage		
	Quarterly Totals (Q4)	% Change	Quarterly Totals (Q4)	% Change	Quarterly Totals (Q4)
	This Year	Last Year	This Year	Last Year	% Change
Local Single Cash Fare	55,677	60,190	183,890	213,434	-13.8%
Local Day Pass Cash Fare	5,006	5,237	4,256	6,077	-30.0%
Total Cash Usage	60,683	65,427	38,605	51,272	-24.7%
Local Fixed Route	1,296,154	1,359,697	742,625	724,355	2.5%
Highway 17 Express	75,823	81,054	69,192	N/A	N/A
System Total	1,371,977	1,440,751	811,817	724,355	12.1%

Quarterly System Totals			Quarterly Student Pass Ridership Totals (Q4)			
	FY17 Q4	FY16 Q4	% Change	This Year	Last Year	% Change
Local Fixed Route	1,296,154	1,359,697	-4.7%	742,625	724,355	2.5%
Highway 17 Express	75,823	81,054	-6.5%	69,192	N/A	N/A
System Total	1,371,977	1,440,751	-4.8%	811,817	724,355	12.1%



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Quarterly Average Ridership by Route Report

April 1, 2017-June 30, 2017		Average Weekday Ridership per Trip					Average Weekend Ridership per Trip					
Route	Corridor	Riders	UCSC Riders	Cabrillo Riders	Discount Fares and Passes	Regular Passes	Riders	UCSC Riders	Cabrillo Riders	Discount Fares and Passes	Regular Passes	
UCSC												
10	UCSC via High St.	50	48	0	1	1	55	51	0	1	1	
15	UCSC via Laurel West	55	53	0	0	1						
16	UCSC via Laurel East	60	58	0	1	1	69	65	0	1	1	
16ST	UCSC via Laurel East Supp.						87	83	0	1	1	
19	UCSC via Lower Bay	53	49	1	1	1	59	53	1	2	1	
20	UCSC via West Side	55	48	1	2	3	59	52	1	2	1	
20D	UCSC via West Side Supp.	54	53	0	0	0						
Intercity												
35/35A	Santa Cruz/Scotts Valley/SLV	18	1	1	4	6	22	1	1	6	5	
69A	Capitola Road/Watsonville	28	2	1	8	5	25	2	1	7	4	
69W	Cap. Road/Cabrillo/Watsonville	30	3	5	7	6	28	3	2	7	5	
71	Santa Cruz to Watsonville	31	2	5	8	6	32	1	2	9	6	
91X	Santa Cruz/Watsonville Express	16	1	6	3	2						
Rural												
33	Lompico SLV/Felton Faire	9	0	0	0	5						
34	South Felton	1	0	0	0	0						
40	Davenport/North Coast	24	1	0	2	11						
41	Bonny Doon	10	2	1	1	4						
42	Davenport/Bonny Doon	17	2	0	3	5	14	3	0	3	4	
Local												
3	Mission/Beach	11	2	1	4	2	10	3	1	3	1	
4	Harvey West/Emeline	17	1	1	9	4						
55	Rio Del Mar	14	0	5	4	2	11	2	1	4	2	
66	Live Oak via 17th	16	2	1	4	3	14	2	1	5	2	
68	Like Oak via Broadway/Portola	14	3	1	4	3	12	2	1	4	2	
72	Watsonville Hospital/Pinto Lake	14	0	1	5	2	9	0	0	4	1	
74S	PVHS/Watsonville Hospital	16	0	0	2	4						
75	Green Valley Road	17	0	1	6	2	15	0	0	7	1	
79	Pajaro/East Lake	7	0	0	3	1	4	0	0	2	1	
Highway 17												
Hwy 17	Hwy 17 Express	17	-	-	1	6	23	-	-	2	3	
System-wide Avg. Riders per Trip		25	13	1	3	3	30	18	1	4	2	

33 Calendar Days of SJSU
 35 Calendar Days of Cabrillo
 53 Calendar Days of UCSC

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DATE: August 25, 2017
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: ACCEPT AND FILE QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE GRANTS AND FUTURE OPPORTUNITIES FOR APRIL - JUNE 2017

I. RECOMMENDED ACTION

That the Board receive and file the quarterly report on grants and applications. This is for information only. No action is required

II. SUMMARY

- Staff submitted numerous applications in the last quarter for operating and capital assistance.
- Previously awarded grant-funded projects are underway to purchase paratransit van replacements, new electric buses for Watsonville and Highway 17; and to upgrade infrastructure.
- METRO has grant applications pending for \$28,048,705, of which \$8,577,164 is for 10 battery-electric buses.
- A list of METRO's applications (Attachment A), active grants (Attachment B) and a grant-funding outlook (Attachment C) are provided quarterly in order to apprise the Board of the status of grants funding.
- No action is required; this report is for information only.

III. DISCUSSION/BACKGROUND

During the quarter, staff submitted applications for operating and capital assistance from both formula and competitive grant programs. In April, the FY18 Transportation Development Act application to the Santa Cruz County Regional Transportation Commission claimed \$8,643,210 in State Transit Assistance and Local Transportation Funds allocated by formula. In June, competitive applications requested capital funds from the Federal Transit Administration for 10 battery-electric buses and from the Monterey Bay Air Resources District for operating assistance to run a new Watsonville circulator using a new battery-electric bus.

Staff continues to implement vehicle replacement projects and facilities upgrades funded from previously awarded grants. METRO is currently procuring 15 paratransit vans, four battery-electric buses and design services for Fleet Maintenance building upgrades.

METRO's current grant applications seek \$28,048,705 in financial assistance for the capital and operating budgets.

This staff report appraises the Board of grant applications in progress (Attachment A), the awarded grants which fund METRO's operations and capital improvements (Attachment B) and foreseeable opportunities for new grant solicitations (Attachment C) based upon cyclical funding and pending legislation which may produce new grant programs.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Current grant applications (Attachment A) request \$28,048,705 for new projects. Staff will request budget upon grant award as needed.

V. ALTERNATIVES CONSIDERED

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

VI. ATTACHMENTS

Attachment A: Grant Applications as of August 2017

Attachment B: Active Grants as of August 2017

Attachment C: Future Grant Opportunities as seen in August 2017

Prepared By: Thomas Hiltner, Grants/Legislative Analyst

VII. APPROVALS:

Barrow Emerson, Planning
and Development Manager



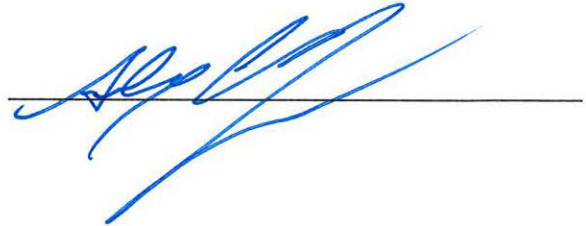
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Approved as to fiscal impact:
Angela Aitken, Finance Manager



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Alex Clifford, CEO/General Manager



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Attachment A

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/Source	Project Status
1	FY18 SGR Capital.	Caltrans SB 1 STA-TIF formula for FY18 SGR Application: TBD Award: TBD	\$ 737,819	\$ 737,819	\$ -	SB 1 STA-TIF revenue estimate from CTA 4/28/17. Submit capital projects application to Caltrans when SCO publishes allocation.
2	FY18 operating and capital.	Additional SCCRTC TDA-STA from SB 1 formula for FY18 Application: TBD Award: TBD	\$ 3,009,926	\$ 1,504,963	\$ 1,504,963	SB 1 additional STA revenue estimate from CTA 4/28/17. SCCRTC approved METRO's pre-SB1 STA claim for \$1,875,277 on 5/4/17. which is listed in Active Grants. Claim additional when SCO publishes allocation.
3	Watsonville Mural	Arts Council Santa Cruz Application: 9/27/17 Award: 12/31/17	\$ 6,000	\$ 3,000	Sales Tax Fares \$ 3,000	Sales Tax Fares Joint application w/Watsonville PAL (project lead) . Application due 9/21/17.
4	Bus Mid-Life Overhauls (4)	FTA FY17 §5339(a) Bus and Bus Facilities Formula Program Application: TBD Award: TBD	\$ 160,000	\$ 128,000	None \$ 32,000	Apportionment announced 7/14/17. Application in progress.
5	Fuel Management System	FTA FY17 §5339(a) Bus and Bus Facilities Formula Program Application: TBD Award: TBD	\$ 180,000	\$ 144,000	Toll Credits \$ 36,000	Apportionment announced 7/14/17. Application in progress.

Attachment A

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
6	Golf Club Fire Escape	FTA FY17 §5339(a) Bus and Bus Facilities Formula Program Application: TBD Award: TBD	\$ 97,523	\$ 78,018	\$ 19,505	Apportionment announced 7/14/17. Application in progress.
7	9 40' CNG replacement buses.	FTA FY17 §5339(b) Bus and Bus Facilities Competitive Program Application: 8/25/17 Award: TBD	\$ 6,000,000	\$ 3,000,000	Toll Credits \$ 3,000,000	FTA grant opportunity opened 7/12/17. Application in progress.
8	1 - 40' CNG Replacement Bus	FY17 Caltrans 5339 Rural Discretionary Grant Application: 5/10/17 Award: 9/30/17	\$ 537,596	\$ 403,197	STA \$ 134,399	Application submitted 5/10/17.
9	10 Electric 40' replacement buses	FTA FY17 §5339(c) LoNo Application: 6/26/17 Award: 9/15/17	\$ 10,083,515	\$ 8,577,164	Local Cash \$ 1,506,351	Application submitted 6/23; awards anticipated by 9/30/17.

10-09A.2

Attachment A

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
10	3 Electric replacement buses for Highway 17 F _x press	FTA FY16 §5339(c) LoNo Expiration: none	\$ 4,936,512	\$ 3,810,348	\$ 1,126,164 Alt Fuel Tax [\$549,167] PTMISEA [\$576,997]	Anticipated 1/2019 delivery.
11	Watsonville Operating Assistance [LCTOP]	Monterey Bay Air District FY18 AB 2766 Application: 6/23/17 Award: 9/20/17	\$ 629,687	\$ 200,000	\$ 429,687 Sales Tax	Application submitted 6/23/17
12	FY17 Rural area operating assistance	FY17 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 5/24/17 Award: 9/30/17	\$ 308,188	\$ 170,428	\$ 137,760 Sales Tax	Application submitted 5/24/17.
13	FY18 Rural area operating assistance	FY18 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 5/24/17 Award: 9/30/17	\$ 315,228	\$ 174,321	\$ 140,907 Sales Tax	Application submitted 5/24/17.

10-09A.3

Attachment A

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/Source	Project Status
14	FY17 Urbanized Area transit operating and capital assistance	FY17 FTA 5307 Urbanized Area Operating Assistance Formula Application: 1/19/20 Award: + 90 days	\$ 13,136,910	\$ 6,568,455	\$ 6,568,455 Sales Tax	Full-year apportionment 7/5/17. Application in progress.
15	Comprehensive Security and Surveillance to purchase CCTV, lighting, fences at all METRO facilities	FY17 Proposition 1B California Transit Security Program(CTSGP) Final installment Application: 6/30/2017 Award: 9/30/2017 [Program Expires 3/30/2019]	\$ 352,404	\$ 352,404	\$ - None	Project awarded 6/30/17. This is the last installment of the CA Transit Security Grants Program.
16	11 ParaCruz Vans; Facilities Improvements	FTA FY15/FY16 5339(a) Bus and Bus Facilities Formula Program Application: 6/30/2020 Award: +90 days	\$ 816,000	\$ 816,000	\$ 11,585 Toll Credit Reserves:	Vans were contracted on 7/16/17.
17	Facilities Improvements	FTA FY15/FY16 5339(a) Bus and Bus Facilities Formula Program Application: 6/30/2020 Award: +90 days	\$ 73,380	\$ 73,380	\$ - Toll Credit; Reserves	Grant execution by 8/30/17.

10-09A.4

Attachment A

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/Source	Project Status
18	Vouchers for 3 Lo No electric buses	CARB Heavy-duty zero-emission Vehicle Incentive Program (HVIP) Application: Continuous	\$ 3,046,162	\$ 303,000	\$ 2,743,162 LoNo; Alt Fuel Tax	Bus manufacturer will submit voucher request upon receiving purchase contract.
19	Voucher for LCTOP electric bus	CARB Heavy-duty zero-emission Vehicle Incentive Program (HVIP) Application: Continuous	\$ 1,067,795	\$ 101,000	\$ 966,795 PTMISEA	Bus manufacturer will submit voucher request upon receiving purchase contract.
20	Move Exhaust Evacuation Hose Reel.	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 8,000	\$ 6,400	\$ 1,600 STA	Pre-award spending authority date: 3/10/14. Grant CA-2017-038 in TrAMS 7/6/17.
21	Propane Mule	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 60,000	\$ 46,602	\$ 13,398 STA	Grant CA-2017-038 in Trams 7/6/17. METRO issued Purchase Order.
22	Bus Mid-Life Overhaul, 7 @ \$39,513.70 ea.	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 276,596	\$ 221,277	\$ 55,319 STA [\$11,651] Alt Fuel (\$1,747)	Pre-award spending authority date: 3/10/14. Grant execution anticipated by 8/30/17. Overhauls in progress.

Attachment A

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/Source	Project Status
23	Bucket truck	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 96,424	\$ 75,318	\$ 21,106	Pre-award spending authority date: 3/10/14. Grant execution anticipated by 8/30/17. Overhauls in progress.
24	Bus Repaint, 36 @ 3,628.10 ea.	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 131,834	\$ 105,467	Alt Fuel Tax \$ 26,367	Pre-award spending authority date: 3/10/14. Grant execution anticipated by 8/30/17. Overhauls in progress.
25	Relocate Mechanics Sink	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 9,548	\$ 7,638	STA \$ 1,910	Pre-award spending authority date: 3/10/14. Grant execution anticipated by 8/30/17. Overhauls in progress.
26	Comprehensive Security and Surveillance CCTV, Lighting, fences, generators at any facility	FY16 CA Transit Security Grant Program (CTS GP) funds from Cal-OES Application: 1/15/16 Award: July 2017	\$ 440,505	\$ 440,505	\$ - STA	California bond sale required to fund advance payment.
		Total	\$ 46,517,552	\$ 28,048,705	None \$ 18,480,432	

10-09A.6

Attachment B

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/Source	Project Status
1	FY18 SGR Capital.	Caltrans SB 1 STA-TIF formula for FY18 SGR Application: TBD Award: TBD	\$ 737,819	\$ 737,819	\$ -	SB 1 STA-TIF revenue estimate from CTA 4/28/17. Submit capital projects application to Caltrans when SCO publishes allocation.
2	FY18 operating and capital.	Additional SCCRTC TDA-STA from SB 1 formula for FY18 Application: TBD Award: TBD	\$ 3,009,926	\$ 1,504,963	\$ 1,504,963	SB 1 additional STA revenue estimate from CTA 4/28/17. SCCRTC approved METRO's pre-SB1 STA claim for \$1,875,277 on 5/4/17. which is listed in Active Grants. Claim additional when SCO publishes allocation.
3	Watsonville Mural	Arts Council Santa Cruz Application: 9/27/17 Award: 12/31/17	\$ 6,000	\$ 3,000	Sales Tax Fares \$ 3,000	Sales Tax Fares Joint application w/Watsonville PAL (project lead) . Application due 9/21/17.
4	Bus Mid-Life Overhauls (4)	FTA FY17 §5339(a) Bus and Bus Facilities Formula Program Application: TBD Award: TBD	\$ 160,000	\$ 128,000	None \$ 32,000	Apportionment announced 7/14/17. Application in progress.
5	Fuel Management System	FTA FY17 §5339(a) Bus and Bus Facilities Formula Program Application: TBD Award: TBD	\$ 180,000	\$ 144,000	Toll Credits \$ 36,000	Apportionment announced 7/14/17. Application in progress.

10-09B.1

Attachment B

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
6	Golf Club Fire Escape	FTA FY17 §5339(a) Bus and Bus Facilities Formula Program Application: TBD Award: TBD	\$ 97,523	\$ 78,018	\$ 19,505	Apportionment announced 7/14/17. Application in progress.
7	9 40' CNG replacement buses.	FTA FY17 §5339(b) Bus and Bus Facilities Competitive Program Application: 8/25/17 Award: TBD	\$ 6,000,000	\$ 3,000,000	Toll Credits \$ 3,000,000	FTA grant opportunity opened 7/12/17. Application in progress.
8	1 - 40' CNG Replacement Bus	FY17 Caltrans 5339 Rural Discretionary Grant Application: 5/10/17 Award: 9/30/17	\$ 537,596	\$ 403,197	STA \$ 134,399	Application submitted 5/10/17.
9	10 Electric 40' replacement buses	FTA FY17 §5339(c) LoNo Application: 6/26/17 Award: 9/15/17	\$ 10,083,515	\$ 8,577,164	Local Cash \$ 1,506,351	Application submitted 6/23; awards anticipated by 9/30/17.

10-09B.2

Attachment B

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
10	3 Electric replacement buses for Highway 17 F _x press	FTA FY16 §5339(c) LoNo Expiration: none	\$ 4,936,512	\$ 3,810,348	\$ 1,126,164 Alt Fuel Tax [\$549,167] PTMISEA [\$576,997]	Anticipated 1/2019 delivery.
11	Watsonville Operating Assistance [LCTOP]	Monterey Bay Air District FY18 AB 2766 Application: 6/23/17 Award: 9/20/17	\$ 629,687	\$ 200,000	\$ 429,687 Sales Tax	Application submitted 6/23/17
12	FY17 Rural area operating assistance	FY17 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 5/24/17 Award: 9/30/17	\$ 308,188	\$ 170,428	\$ 137,760 Sales Tax	Application submitted 5/24/17.
13	FY18 Rural area operating assistance	FY18 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 5/24/17 Award: 9/30/17	\$ 315,228	\$ 174,321	\$ 140,907 Sales Tax	Application submitted 5/24/17.

Attachment B

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/Source	Project Status
14	FY17 Urbanized Area transit operating and capital assistance	FY17 FTA 5307 Urbanized Area Operating Assistance Formula Application: 1/19/20 Award: + 90 days	\$ 13,136,910	\$ 6,568,455	\$ 6,568,455 Sales Tax	Full-year apportionment 7/5/17. Application in progress.
15	Comprehensive Security and Surveillance to purchase CCTV, lighting, fences at all METRO facilities	FY17 Proposition 1B California Transit Security Program(CTSGP) Final installment Application: 6/30/2017 Award: 9/30/2017 [Program Expires 3/30/2019]	\$ 352,404	\$ 352,404	\$ - None	Project awarded 6/30/17. This is the last installment of the CA Transit Security Grants Program.
16	11 ParaCruz Vans; Facilities Improvements	FTA FY15/FY16 5339(a) Bus and Bus Facilities Formula Program Application: 6/30/2020 Award: +90 days	\$ 816,000	\$ 816,000	\$ 11,585 Toll Credit Reserves:	Vans were contracted on 7/16/17.
17	Facilities Improvements	FTA FY15/FY16 5339(a) Bus and Bus Facilities Formula Program Application: 6/30/2020 Award: +90 days	\$ 73,380	\$ 73,380	\$ - Toll Credit; Reserves	Grant execution by 8/30/17.

10-09B.4

Attachment B

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/Source	Project Status
18	Vouchers for 3 Lo No electric buses	CARB Heavy-duty zero-emission Vehicle Incentive Program (HVIP) Application: Continuous	\$ 3,046,162	\$ 303,000	\$ 2,743,162	Bus manufacturer will submit voucher request upon receiving purchase contract.
19	Voucher for LCTOP electric bus	CARB Heavy-duty zero-emission Vehicle Incentive Program (HVIP) Application: Continuous	\$ 1,067,795	\$ 101,000	LoNo; Alt Fuel Tax \$ 966,795	Bus manufacturer will submit voucher request upon receiving purchase contract.
20	Move Exhaust Evacuation Hose Reel.	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 8,000	\$ 6,400	PTMISEA \$ 1,600	Pre-award spending authority date: 3/10/14. Grant CA-2017-038 in TrAMS 7/6/17.
21	Propane Mule	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 60,000	\$ 46,602	STA \$ 13,398	Grant CA-2017-038 in Trams 7/6/17. METRO issued Purchase Order.
22	Bus Mid-Life Overhaul, 7 @ \$39,513.70 ea.	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 276,596	\$ 221,277	STA [\$11,651] Alt Fuel (\$1,747) \$ 55,319	Pre-award spending authority date: 3/10/14. Grant execution anticipated by 8/30/17. Overhauls in progress.

Attachment B

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/Source	Project Status
23	Bucket truck	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 96,424	\$ 75,318	\$ 21,106	Pre-award spending authority date: 3/10/14. Grant execution anticipated by 8/30/17. Overhauls in progress.
24	Bus Repaint, 36 @ 3,628.10 ea.	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 131,834	\$ 105,467	Alt Fuel Tax \$ 26,367	Pre-award spending authority date: 3/10/14. Grant execution anticipated by 8/30/17. Overhauls in progress.
25	Relocate Mechanics Sink	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 9,548	\$ 7,638	STA \$ 1,910	Pre-award spending authority date: 3/10/14. Grant execution anticipated by 8/30/17. Overhauls in progress.
26	Comprehensive Security and Surveillance CCTV, Lighting, fences, generators at any facility	FY16 CA Transit Security Grant Program (CTS GP) funds from Cal-OES Application: 1/15/16 Award: July 2017	\$ 440,505	\$ 440,505	\$ - STA	California bond sale required to fund advance payment.
		Total	\$ 46,517,552	\$ 28,048,705	None \$ 18,480,432	

10-09B.6

Attachment C

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/Source	Project Status
1	FY18 SGR Capital.	Caltrans SB 1 STA-TIF formula for FY18 SGR Application: TBD Award: TBD	\$ 737,819	\$ 737,819	\$ -	SB 1 STA-TIF revenue estimate from CTA 4/28/17. Submit capital projects application to Caltrans when SCO publishes allocation.
2	FY18 operating and capital.	Additional SCCRTC TDA-STA from SB 1 formula for FY18 Application: TBD Award: TBD	\$ 3,009,926	\$ 1,504,963	\$ 1,504,963	SB 1 additional STA revenue estimate from CTA 4/28/17. SCCRTC approved METRO's pre-SB1 STA claim for \$1,875,277 on 5/4/17. which is listed in Active Grants. Claim additional when SCO publishes allocation.
3	Watsonville Mural	Arts Council Santa Cruz Application: 9/27/17 Award: 12/31/17	\$ 6,000	\$ 3,000	Sales Tax Fares \$ 3,000	Sales Tax Fares Joint application w/Watsonville PAL (project lead) . Application due 9/21/17.
4	Bus Mid-Life Overhauls (4)	FTA FY17 §5339(a) Bus and Bus Facilities Formula Program Application: TBD Award: TBD	\$ 160,000	\$ 128,000	None \$ 32,000	Apportionment announced 7/14/17. Application in progress.
5	Fuel Management System	FTA FY17 §5339(a) Bus and Bus Facilities Formula Program Application: TBD Award: TBD	\$ 180,000	\$ 144,000	Toll Credits \$ 36,000	Apportionment announced 7/14/17. Application in progress.

10-09C.1

Attachment C

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
6	Golf Club Fire Escape	FTA FY17 §5339(a) Bus and Bus Facilities Formula Program Application: TBD Award: TBD	\$ 97,523	\$ 78,018	\$ 19,505	Apportionment announced 7/14/17. Application in progress.
7	9 40' CNG replacement buses.	FTA FY17 §5339(b) Bus and Bus Facilities Competitive Program Application: 8/25/17 Award: TBD	\$ 6,000,000	\$ 3,000,000	Toll Credits \$ 3,000,000	FTA grant opportunity opened 7/12/17. Application in progress.
8	1 - 40' CNG Replacement Bus	FY17 Caltrans 5339 Rural Discretionary Grant Application: 5/10/17 Award: 9/30/17	\$ 537,596	\$ 403,197	STA \$ 134,399	Application submitted 5/10/17.
9	10 Electric 40' replacement buses	FTA FY17 §5339(c) LoNo Application: 6/26/17 Award: 9/15/17	\$ 10,083,515	\$ 8,577,164	Local Cash \$ 1,506,351	Application submitted 6/23; awards anticipated by 9/30/17.

Attachment C

Santa Cruz METRO Grant Applications August 2017

#	Project Description	Grant Funding Source	\$ Project Total	\$ Grant	Local Match/ Source	Project Status
10	3 Electric replacement buses for Highway 17 Express	FTA FY16 §5339(c) LoNo Expiration: none	\$ 4,936,512	\$ 3,810,348	\$ 1,126,164 Alt Fuel Tax [\$549,167] PTMISEA [\$576,997]	Anticipated 1/2019 delivery.
11	Watsonville Operating Assistance [LCTOP]	Monterey Bay Air District FY18 AB 2766 Application: 6/23/17 Award: 9/20/17	\$ 629,687	\$ 200,000	\$ 429,687 Sales Tax	Application submitted 6/23/17
12	FY17 Rural area operating assistance	FY17 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 5/24/17 Award: 9/30/17	\$ 308,188	\$ 170,428	\$ 137,760 Sales Tax	Application submitted 5/24/17.
13	FY18 Rural area operating assistance	FY18 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 5/24/17 Award: 9/30/17	\$ 315,228	\$ 174,321	\$ 140,907 Sales Tax	Application submitted 5/24/17.

10-09C.3

Attachment C

Santa Cruz METRO Grant Applications August 2017

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14	FY17 Urbanized Area transit operating and capital assistance	FY17 FTA 5307 Urbanized Area Operating Assistance Formula Application: 1/19/20 Award: + 90 days	\$ 13,136,910	\$ 6,568,455	\$ 6,568,455 Sales Tax	Full-year apportionment 7/5/17. Application in progress.
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10-09C.4

Attachment C

Santa Cruz METRO Grant Applications August 2017

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20	Move Exhaust Evacuation Hose Reel.	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 8,000	\$ 6,400	\$ 1,600 STA	Pre-award spending authority date: 3/10/14. Grant CA-2017-038 in TrAMS 7/6/17.
21	Propane Mule	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 60,000	\$ 46,602	\$ 13,398 STA	Grant CA-2017-038 in Trams 7/6/17. METRO issued Purchase Order.
22	Bus Mid-Life Overhaul, 7 @ \$39,513.70 ea.	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 276,596	\$ 221,277	\$ 55,319 STA [\$11,651] Alt Fuel (\$1,747)	Pre-award spending authority date: 3/10/14. Grant execution anticipated by 8/30/17. Overhauls in progress.

Attachment C

Santa Cruz METRO Grant Applications August 2017

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24	Bus Repaint, 36 @ 3,628.10 ea.	FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 5/28/17	\$ 131,834	\$ 105,467	Alt Fuel Tax \$ 26,367	Pre-award spending authority date: 3/10/14. Grant execution anticipated by 8/30/17. Overhauls in progress.
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		Total	\$ 46,517,552	\$ 28,048,705	None \$ 18,480,432	

10-09C.6



DATE: August 25, 2017

TO: Board of Directors

FROM: Barrow Emerson, Planning and Development Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A TEN-MONTH EXTENSION AMENDMENT TO THE CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA SANTA CRUZ (UCSC) BEGINNING SEPTEMBER 1, 2017

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a ten-month Extension Amendment to the Contract for Transit Services with the University of California Santa Cruz (UCSC) beginning September 1, 2017:

- 1) Establishing a ten-month cost for all scheduled METRO services at \$3,621,667;**
- 2) Maintaining the bus hourly rate to \$140 for supplemental services; and,**
- 3) Establishing a performance clause relating to dropped trips**

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) entered into a written Contract for Transit Services with the University of California Santa Cruz (UCSC) on September 1, 2010.
- METRO and UCSC have executed Extension Amendments including the most recent one that began on September 1, 2016, and is terminating on August 31, 2017.
- UCSC has committed additional funding for the ten-month extension period of \$240,000 to support METRO increased bus operator levels and creation of a new Route #22 providing improved access and increased capacity between campus and the Long Marine Lab and new Coastal Biology building.
- The parties have chosen to establish a performance penalty clause, related to dropped trips.
- METRO and UCSC would like to extend this Contract by an additional ten months as detailed in the Proposed Extension Amendment (Attachment A).
- All services are run “open door” servicing all stops and open to both the UCSC students and the public.

III. DISCUSSION/BACKGROUND

METRO and UCSC entered into formal agreements for transit services in 1972, with numerous revisions and amendments extending through the mid 1990's. A restructured Contract for Transit Services became effective on September 1, 2010 and has been extended for various terms since. The most recent Extension Amendment between METRO and UCSC began on September 1, 2016 and terminates on August 31, 2017.

UCSC and METRO both want to realign the contract periods to match the fiscal year for both parties for administrative purposes and have therefore proposed a ten-month extension amendment through June 30, 2018.

With the opening of a new student classroom facility, the Coastal Biology Building, at the Coastal Science Campus and significant ridership demand on the Westside, UCSC requested additional bus service to meet this demand for access/egress to the main campus and to address capacity issues along the Western Drive corridor. UCSC has committed \$240,000 in additional funding for the ten-month extension period to support METRO increasing its bus operator level by two which will enhance service reliability and allow for creation of a new Route #22, providing improved access and increased capacity between campus and the Long Marine Lab and new Coastal Biology building.

The parties have chosen to establish a performance penalty clause, which requires METRO to refund UCSC at the rate of \$140 per hour for any dropped trips. This clause has been included after a number of dropped trips following the September 2016 service reduction, after which METRO did not always have the Bus Operator staff available to meet its committed service level. This situation was exacerbated by the weather of January and February of 2017, which created a spike in dropped service for a variety of reasons. This staffing level issue has now been addressed through the graduations of two new operator classes, which increase the total number of operators on staff, and both parties do not expect this to be a significant issue going forward.

The performance penalty clause should not have a significant financial impact as during the last year there were 307 dropped trips, which would have cost METRO \$31,540 under this clause. Recent Bus Operator staff increases should greatly minimize these occurrences.

At this time, METRO and UCSC would like to execute an Extension Amendment (Attachment A), establishing a ten-month cost for all scheduled METRO services to UCSC, maintaining the existing bus hourly rate, and creating a performance penalty clause as set forth in the attached Extension Amendment for the period of September 1, 2017 through June 30, 2017.

All services are run "open door" servicing all stops and open to both the UCSC students and the public.

IV. FINANCIAL CONSIDERATIONS/IMPACT

During FY17, UCSC paid METRO \$4,058,000 million for transit services. UCSC has committed to increase its level of funding in FY18 by \$240,000 to a total of \$4,298,000, including 3,621,667 for the ten-month term of the Extension Amendment (9/1/17- 6/30/18).

As set forth in this Extension Amendment, the Bus Hourly Rate will remain \$140.00 for the costing of any additional supplemental services from September 1, 2017 through June 30, 2018.

V. ALTERNATIVES CONSIDERED

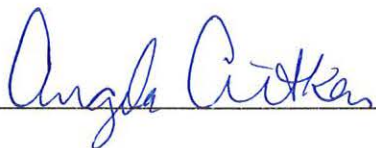
An alternative option would be to not extend the Contract, which terminates on August 31, 2017. This is not recommended by staff as METRO receives significant revenue for these contracted transit services.

VI. ATTACHMENTS

Attachment A: Extension Amendment to the Contract for Transit Services with Regents of the University of California Santa Cruz

VII. APPROVALS:

Barrow Emerson,
Manager of Planning and Development 

Approved as to fiscal impact:
Angela Aitken, Finance Manager 

Alex Clifford, CEO/General Manager 

EXTENSION AMENDMENT TO THE CONTRACT FOR TRANSIT SERVICES WITH
REGENTS OF THE UNIVERSITY OF CALIFORNIA SANTA CRUZ

This Extension Amendment to the Contract for Transit Services is made effective September 1, 2017 between the Santa Cruz metropolitan Transit District, a political subdivision of the State of California, ("Santa Cruz METRO"), and the Regents of the University of California, on behalf of the University of California Santa Cruz, ("University").

I. RECITALS

- 1.01 Whereas Santa Cruz METRO provides public transportation services throughout the County of Santa Cruz according to published schedules;
- 1.02 Whereas, Santa Cruz METRO desires to provide transportation for students, faculty and staff of the University, to and from the University and throughout the County of Santa Cruz;
- 1.03 Whereas, University desires that students, faculty and staff utilize the transit service to the maximum extent possible at an affordable rate;
- 1.04 Whereas Santa Cruz METRO and University entered into a Contract for Transit Services, hereinafter "Contract" effective September 1, 2015 for a one-year initial term;
- 1.05 Whereas, Paragraph 5.01 of the Contract allows the parties to renew the contract by the parties executing extensions to the Contract;
- 1.06 Whereas, the parties extended the Contract for an additional year, effective September 1, 2016; and
- 1.07 Whereas, the parties now desire to extend the Contract for an additional 10-month term, effective September 1, 2017, and increase the amount of compensation that University will pay Santa Cruz METRO.

Now therefore, Santa Cruz METRO and University amend specific sections of the Contract by deleting the current language and implementing the language set forth below:

II. SCOPE OF AGREEMENT

There are no changes to the Contract for this section.

III. COMPENSATION

- 3.01 University shall pay Santa Cruz METRO a payment of \$3,621,667 for the period of September 1, 2017 through June 30, 2018.

3.02 Santa Cruz METRO shall bill the University on a monthly basis for \$362,166.70, equivalent to one tenth of the payment noted in Paragraph 3.01.

IV. SUPPLEMENTAL SERVICES

4.01 At the request of the University, Santa Cruz METRO shall consider the operation of supplemental services, which are defined as transit services that are not currently in regular operation or provided for in the Santa Cruz METRO budget. These Supplemental Services shall only be provided on a Route Guarantee Basis with the costs paid for by the University and are limited to the following Routes:

A. None at this time

4.02 Santa Cruz METRO shall provide an invoice to the University for the supplemental services requested. Reimbursement for these services shall be based on the rates set forth in Paragraph 4.03 of providing the service less all farebox revenues collected on the supplemental services.

4.03 Santa Cruz METRO shall bill the University on a monthly basis for the supplemental services provided at the following rates:

A. Bus Hourly Rate

i. The Bus Hourly Rate shall be billed at the rate of \$140/hour.

ii. The Bus Hourly Rate shall be billed to the University for every service hour that is provided for the supplemental service trips.

V. PERFORMANCE PENALTY

5.01 Santa Cruz METRO shall document, on a monthly basis, any and all scheduled service to the main campus of the University (as defined below) that is dropped due to staffing shortages or equipment failures. Dropped service shall be reported by day, by trip, and by route, with a summary of the total scheduled service hours dropped on a monthly basis.

5.02 The University shall be credited for these dropped service hours by multiplying the total number of service hours dropped each month by the Bus Hourly Rate. This credit will be applied toward the monthly payment defined under section 3.02.

5.03 Santa Cruz METRO routes serving the main campus of the University include the following:

- A. Route 10
- B. Route 15
- C. Route 16
- D. Route 19
- E. Route 20
- F. Route 20D
- G. Route 22

V. TERM AND TERMINATION

6.01 This Extension Amendment to the Contract shall be for one (1) year, commencing on September 1, 2017, and shall continue through June 30, 2018. This contract may be renewed for succeeding terms by the parties executing extensions to this contract.

VI. NOTICES

7.01 The addresses where notices shall be sent are as follows:

UNIVERSITY

Larry Pageler
Director, Transportation and Parking Services
University of California
MS: TAPS Carriage House
1156 High Street
Santa Cruz, CA 95064

And

Darin Matthews
Director, Procurement Services
University of California
MS: Procurement Services
1156 High Street
Santa Cruz, CA 95064

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Attachment A

Santa Cruz METRO:

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060
Attention: CEO/General Manager

VII. MISCELLANEOUS PROVISIONS

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

8.02 All other terms and conditions of the Contract shall remain the same and each party further agrees to be bound by those terms and conditions during the Extension period.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first written above.

SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

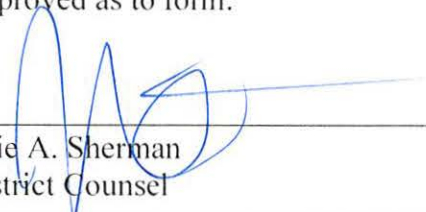
REGENTS OF THE
UNIVERSITY OF CALIFORNIA

BY: _____
Alex Clifford
CEO/General Manager

BY: _____
Darin Matthews
Director, Procurement Services

Approved as to form:

Approved as to form:



Julie A. Sherman
District Counsel

Counsel to University of California, Santa Cruz



DATE: August 25, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: CONSIDERATION OF APPROVAL OF AUDIT ENGAGEMENT LETTER WITH BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES FOR THE FISCAL YEAR ENDED JUNE 30, 2017

I. RECOMMENDED ACTION

That the Board of Directors approve and authorize execution of the Audit Engagement Letter with Brown Armstrong Accountancy Corporation for financial audit and tax services for the fiscal year ended June 30, 2017

II. SUMMARY

- Attached for review and approval is Brown Armstrong Accountancy Corporation's Audit Engagement Letter (Attachment A) for the fiscal year ended June 30, 2017.
- The Audit Engagement Letter states the terms and conditions of the engagement, principally addressing the scope of the engagement and the terms of compensation for Brown Armstrong Accountancy Corporation.
- The Audit Engagement Letter also defines the legal relationship between Santa Cruz Metropolitan Transit District (METRO) and Brown Armstrong Accountancy Corporation and provides a detailed description of the services that will be provided through the audit process.

III. DISCUSSION/BACKGROUND

State law requires that METRO undergo an audit of its financial statements on an annual basis. The statements are to be prepared and presented in conformity with accounting principles generally accepted in the United States of America and must be audited in accordance with auditing standards generally accepted in the United States of America by a firm of Certified Public Accountants licensed to practice in the State of California. The standards for financial audits are contained in Government Auditing Standards, issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Additional requirements include a separate audit report to indicate METRO's compliance, as outlined by Section 6667 of the California Administrative Code, with the Transportation Development Act (TDA), including

Public Utility Code Section 99245, and compliance with all statutes related to the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funding held and received during the year.

On April 12, 2013 METRO awarded a three-year contract with two one-year options to Brown Armstrong Accountancy Corporation in an amount not to exceed \$116,250 for Financial Audit and Tax services for fiscal years 2013-2015.

On March 16, 2016, upon mutual written consent, METRO amended the contract to extend the term from May 1, 2013 to April 30, 2017, and increased the contract not-to-exceed amount from \$116,250 to \$157,000. The all-inclusive maximum price for the FY16 audit was \$40,750.

On March 24, 2017, upon mutual written consent, METRO amended the contract to extend the term from May 1, 2013 to April 30, 2018, and increased the contract not-to-exceed amount from \$116,250 to \$199,750. The all-inclusive maximum price for the FY17 audit is \$42,750. The Audit Engagement Letter is a companion document to this previously approved amendment.

The previously approved amendment exercises the second (final) option of two one-year options included in the original contract. After this option is exercised, there will be no options left on the original contract. METRO will go out to bid for audit services for next year in January 2018.

It is recommended that the Board approve and authorize execution of (sign) the attached Audit Engagement Letter in order to maintain compliance with the legal and regulatory requirements set forth herein. The Audit Engagement Letter needs to be signed by both the CEO and a Board of Directors' member.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The required funding in the amount of \$42,750 is included in the FY18 current fiscal year's Finance department operating budget within the Accounting / Audit Fees (503011) budget account.

V. ALTERNATIVES CONSIDERED

Declining to sign the Audit Engagement Letter is an alternative, but is not recommended. Auditing standards dictate that the auditors obtain the written agreement of management and those in charge of governance acknowledging that they accept and understand their responsibilities pertaining to the audit. Without a signed engagement letter, the auditors can not accept the audit engagement; therefore no audit report would be issued. Consequently, important grant funding would be jeopardized, as the timely submission of audited financial statement information to grantor agencies on an annual basis is a requirement for grant compliance and a condition for continued funding.

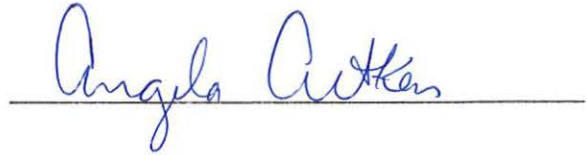
VI. ATTACHMENTS

Attachment A: Brown Armstrong – Audit Engagement Letter

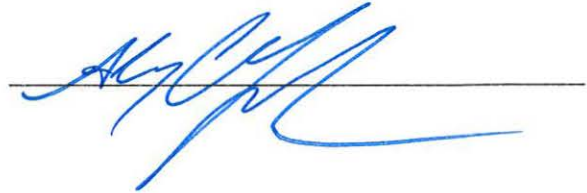
Prepared By: Lorraine Bayer, Accountant II

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager

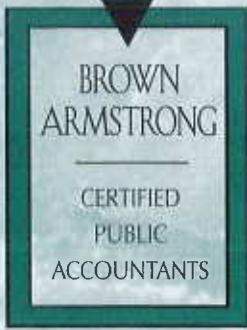


Attachment A

BROWN ARMSTRONG

Certified Public Accountants

June 22, 2017



To the Board of Directors and
Alex Clifford, CEO/General Manager
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, California 95060-2130

Dear Alex and Board of Directors:

We are pleased to confirm our understanding of the services we are to provide Santa Cruz Metropolitan Transit District (Santa Cruz METRO) for the year ended June 30, 2017. We will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Santa Cruz METRO as of and for the year ended June 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Santa Cruz METRO's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Santa Cruz METRO's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by accounting principles generally accepted in the United States of America and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Changes in the Net Pension Liability and Related Ratios
- 3) Schedule of Contributions
- 4) Schedule of Funding Progress – Other Postemployment Benefits

We have also been engaged to report on supplementary information other than RSI that accompanies Santa Cruz METRO's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and

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(MAIN OFFICE)**

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FRESNO OFFICE

7673 N. INGRAM AVENUE
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PASADENA OFFICE

260 S. LOS ROBLES AVENUE
SUITE 310
PASADENA, CA 91101
TEL 626.204.6542

STOCKTON OFFICE

5250 CLAREMONT AVENUE
SUITE 150
STOCKTON, CA 95207
TEL 209.451.4833

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reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards
- 2) Statement of Operating Expenses

Also, we will perform the following additional services as specified by our audit engagement with Santa Cruz METRO for the fiscal year ended June 30, 2017:

- 1) Single Audit Compliance report in accordance with Office of Management and Budget (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Santa Cruz METRO's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Santa Cruz METRO's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

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Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of Santa Cruz METRO. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to Santa Cruz METRO or to acts by management or employees acting on behalf of Santa Cruz METRO. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding

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sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States of America.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of Santa Cruz METRO and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Santa Cruz METRO's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the U.S. Office of Management and Budget (*OMB Compliance Supplement*) for the types of compliance requirements that could have a direct and material effect on each of Santa Cruz METRO's major programs. The purpose of these procedures will be to express an opinion on Santa Cruz METRO's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

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Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Santa Cruz METRO in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within Santa Cruz METRO from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

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You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting Santa Cruz METRO involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting Santa Cruz METRO received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that Santa Cruz METRO complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to Santa Cruz METRO; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

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The audit documentation for this engagement is the property of Brown Armstrong Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Department of Transportation or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Brown Armstrong Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Department of Transportation or its designee. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 7, 2017, and to issue our reports no later than December 31, 2017. Ryan L. Nielsen is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$42,750. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

All disputes under this agreement shall be submitted to mediation. Each party shall designate an executive officer empowered to attempt to resolve the dispute. Should the designated representative be unable to agree on a resolution, a competent and impartial third party acceptable to both parties shall be appointed to mediate. Each disputing party shall pay an equal percentage of the mediator's fees and expenses. No suit or arbitration proceeding shall be commenced under this agreement until at least 60 days after the mediator's first meeting with the involved parties. In the event that the dispute is required to be litigated the court shall be authorized to assess litigation cost against any party found not to have participated in the mediation process in good faith.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Our most recent peer review report accompanies this letter.

10-11A.8

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We appreciate the opportunity to be of service to Santa Cruz METRO and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION



By: Ryan L. Nielsen

RLN:mcl:cbs

Enclosure

Pfx.../74043/6/30/17 Audit/PSR-2-1/Audit Engagement Letter Single Audit Draft

RESPONSE:

This letter correctly sets forth the understanding of Santa Cruz METRO.

Management signature:

Title:

Date:

Governance signature:

Title:

Date:

10-11A.9



Attachment A

System Review Report

To the Shareholders of
Brown Armstrong Accountancy Corporation
and the National Peer Review Committee of the AICPA

We have reviewed the system of quality control for the accounting and auditing practice of Brown Armstrong Accountancy Corporation (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based upon our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Brown Armstrong Accountancy Corporation applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Brown Armstrong Accountancy Corporation has received a peer review rating of *pass*.

Weaver and Tidwell, LLP
WEAVER AND TIDWELL, L.L.P.

Dallas, Texas
January 29, 2016



DATE: August 25, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY18
WITH ZURICH AMERICAN INSURANCE COMPANY**

I. RECOMMENDED ACTION

That the Board of Directors authorize the renewal of property insurance coverage with Zurich American Insurance Company

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) maintains property insurance on all its owned facilities and on leased facilities in accordance with lease agreements, as well as on building contents.
- Staff recommends that the Board of Directors authorize the renewal of property insurance coverage with Zurich American Insurance Company in the amount of \$52,192.

III. DISCUSSION/BACKGROUND

Marsh & McLennan (formerly Barney & Barney), METRO's property insurance broker, has arranged for renewal of property insurance coverage with Zurich American Insurance Company. This is all risk coverage, excluding earthquake and flood, and includes buildings and contents, computer and telephone systems, employee tools, and other equipment, with a \$5,000 deductible.

The Zurich American Insurance Company is rated A+ XV by A. M. Best. The "A+" rating is the superior or highest rating on the A.M. Best rating scale, and "XV" refers to financial size category (FSC) and is based on adjusted policyholders' surplus. "XV" translates to two billion dollars or greater.

METRO carries flood insurance for the Judy K. Souza (JKS) Operations Building at 1200 "A" River Street, and the Fueling and Service Building at 1200 "B" River Street. The flood insurance premium for the Fueling and Service Building at 1200 "B" River Street is included in the amount quoted above, while the flood premium for the JKS Operations Building at 1200 "A" River Street is not. That flood premium is paid in December of each year, and attempts with National Flood Services to "sync up" the flood policies expiration dates, have been unsuccessful.

METRO does not carry earthquake insurance.

Staff recommends that the Board of Directors authorize the renewal of property insurance coverage with Zurich American Insurance Company in the amount of \$52,192. The annualized year over year decrease is -\$3,993 or -7.64%.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The following outlines the elements of the above recommendation:

1. **AMOUNT OF RECOMMENDATION:** \$52,192
2. **SOURCE OF FUNDING:** FY18 Operating Budget
3. **EXPENSE ACCOUNTS TO CHARGE:** Ins. Property - 506011
4. **FISCAL IMPACT:**
 - The cost for the recommendation of renewal of property insurance in the amount of \$52,192 is included in the Finance Department FY18 - FY19 final operating budget.

V. ALTERNATIVES CONSIDERED

- Using an alternate insurance carrier is certainly an option but could negatively impact the cost.
 - Switching carriers to Zurich American Insurance four years ago and consolidating all properties to a single policy rather than two, contributed to a significant reduction in our annual premium.
- METRO could self-insure – but the agency does not currently have the cash reserves to support such a program.

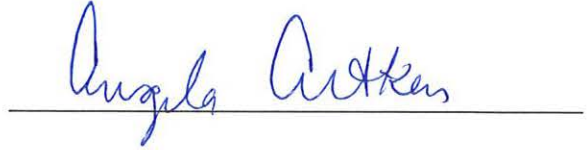
VI. ATTACHMENTS

None

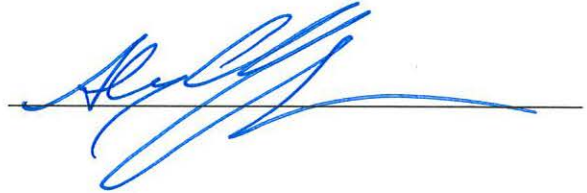
Prepared By: Debbie Kinslow, Assistant Finance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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DATE: August 25, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: CONSIDERATION OF DECLARING OBSOLETE EQUIPMENT AS
EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**

I. RECOMMENDED ACTION

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

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

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

- The Radio Comparator, Exacomm Recorder, and Dispatch Console are all components of the old analog (radio) system that is now obsolete; METRO upgraded to digital technology during the LMR project to meet FCC narrow-banding requirements.
- The Silent Alarm System was installed at 1200 River Street in 1989; it was removed / disposed of when METRO demolished the former Operations Building to make way for the new Judy K Souza Operations Building. This equipment has been fully depreciated since 2004, so this information is merely a bookkeeping entry to remove the equipment from active status.
- The SPARC 5 Computer was purchased in 1996 and is technologically obsolete.

- All equipment is obsolete and fully depreciated, so there is no financial obligation to a granting agency with regard to these recommended disposals.

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

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

The combined estimated gross market value of this equipment is approximately \$225; all items have reached the end of their useful life and are obsolete. There is no financial impact as a result of these disposals.

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

V. ALTERNATIVES CONSIDERED

- Continue to use or store this equipment - This alternative is not recommended because the equipment has exceeded its useful life and is obsolete.

VI. ATTACHMENTS

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

Exhibit A: Excess Vehicle & Equipment Listing—as of August 25, 2017

Prepared By: Debbie Kinslow, Assistant Finance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A



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

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

RESOLUTION TO APPROVE THE DISPOSAL OR AUCTION OF EXCESS ASSETS

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

WHEREAS, all such assets must be managed, used, and disposed of in accordance with applicable laws and regulations; and

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

WHEREAS, the fair market value of each item identified as excess is greater than \$5,000; and

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

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

1. The following assets are declared excess property on the Excess Vehicle & Equipment Listing as of 08/25/17, "Exhibit A" and may be disposed of or auctioned as such:
 - a. "One (1) Radio Comparator, asset # 2722";
 - b. "One (1) Silent Alarm System, asset # R0171";
 - c. "One (1) Computer SPARC 5, asset # 3409";
 - d. "One (1) Exacomm Recorder, asset # 5539"; and

Attachment A

Resolution No. _____
Page 2 of 3

e. "One (1) Dispatch Console, asset # 5571";

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on August 25, 2017, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

JIMMY DUTRA
Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

JULIE SHERMAN
General Counsel

Attachment A

Resolution No. _____
Page 3 of 3

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 08/25/17

(Attached)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT										
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 08/25/2017										
Vehicle or Asset Tag #	Description	Acquisition Date	Cost	Accumulated Depreciation	Net Book Value	Est. Market Value	Reason for Disposal	Condition	VIN / SN	License #
2722	RADIO COMPARATOR	8/28/1996	\$ 6,000	\$ 6,000	\$ -	\$ 50.00	OBSOLETE	FAIR	N/A	N/A
R0171	SILENT ALARM SYSTEM	4/1/1989	\$ 84,626	\$ 84,626	\$ -	\$ 50.00	OBSOLETE	POOR	N/A	N/A
3409	COMPUTER, SPARC 5	5/3/1996	\$ 11,927	\$ 11,927	\$ -	\$ 50.00	OBSOLETE	POOR	N/A	N/A
5539	EXACOMM RECORDER	5/1/2008	\$ 19,890	\$ 19,890	\$ -	\$ 50.00	OBSOLETE	POOR	N/A	N/A
5571	DISPATCH CONSOLE	7/1/2008	\$ 18,048	\$ 18,048	\$ -	\$ 25.00	OBSOLETE	POOR	N/A	N/A



DATE: August 25, 2017

TO: Board of Directors

FROM: Eddie Benson, Maintenance Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3RD AMENDMENT EXTENDING THE CONTRACT WITH BOWMAN & WILLIAMS, INC. FOR GENERAL ON-CALL ENGINEERING SERVICES, INCREASING THE CONTRACT TOTAL BY \$155,000

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a 3rd amendment extending the contract, exercising the 3rd option with Bowman & Williams, Inc. for General On-call Engineering Services, increasing the contract total by \$155,000 for the additional one-year period, thereby increasing the total contract authority from \$145,000 to \$300,000.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a contract with Bowman & Williams, Inc. for General On-call Engineering Services that was established on August 26, 2013 and is due to expire on August 25, 2017, with one option to extend remaining.
- Bowman & Williams, Inc. has provided engineering services on projects related to bus stop improvements, a generator master plan, electric vehicle charging infrastructure, and various small construction projects for Facilities Maintenance.
- Bowman & Williams, Inc. has requested an average rate increase of 3.7% for the new contract period. This is the first rate increase requested since the beginning of the contract.
- Bowman & Williams, Inc. has performed its duties very well under this contract, and therefore a one-year contract extension with the requested rate increase is recommended.

III. DISCUSSION/BACKGROUND

METRO has a contract with Bowman & Williams, Inc. for General On-call Engineering Services that was established on August 26, 2013 for a two-year period, with three optional one-year extensions. The current contract is due to expire on August 25, 2017, with one option to extend remaining.

Bowman & Williams, Inc., a civil engineering firm, provides METRO engineering and design services, planning and permit assistance, and technical advice, and has hired subconsultants when our requests have been engineering disciplines beyond civil. As an example, Bowman & Williams, Inc. brought on subconsultant Fehr Engineering, an electrical engineering firm, to design a generator master plan for METRO's facilities and depot charging infrastructure for electric vehicles at the Judy K. Souza Operations Facility. This contract has provided METRO with a wide range of technical expertise on a project-by-project basis, which would be difficult and expensive to achieve by hiring in-house engineers.

Per Eddie Benson, Maintenance Manager, over the past year the quality of assistance and service provided by Bowman & Williams, Inc. has been very good.

Upon reviewing the contract, Bowman & Williams, Inc. has requested a revision to their hourly charge rates. The new rates requested reflect an average increase of 3.7%. This is the first rate increase requested since the contract began in 2013, and the percentage is in line with the annual consumer price increase for the San Francisco-Oakland-San Jose area.

Staff recommends that METRO approve the requested increase in hourly rates, and exercise the 3rd option for a one-year contract extension with Bowman & Williams, Inc. for an amount not to exceed \$155,000. Staff further recommends that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of METRO. Eddie Benson, Maintenance Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This contract has a total not to exceed of \$145,000. Additional funds in an amount of \$155,000 are requested for approval at this time. The new contract total not to exceed would be \$300,000.

Individual task orders are authorized on a one-off basis as needs arise from various departments. Funds to support this contract are included in the FY18 & FY19 Operating and Capital Budgets of multiple departments.

V. ALTERNATIVES CONSIDERED

Do not renew this contract. Staff does not recommend this option, as METRO does not have in-house staff trained or certified to perform engineering services.

VI. ATTACHMENTS

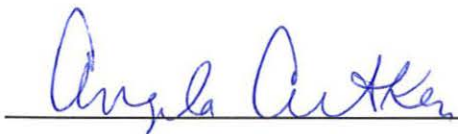
Attachment A: Renewal letter from Bowman & Williams, Inc.

Attachment B: 3rd Amendment to the Contract with Bowman & Williams, Inc.

Prepared By: Joan Jeffries, Administrative Specialist
Erron Alvey, Purchasing Manager

VII. APPROVALS:

Eddie Benson, Maintenance Manager  _____

Approved as to fiscal impact:
Angela Aitken, Finance Manager  _____

Alex Clifford, CEO/General Manager  _____



Attachment A
BOWMAN & WILLIAMS
CONSULTING CIVIL ENGINEERS
A CALIFORNIA CORPORATION

1011 CEDAR • PO BOX 1621 • SANTA CRUZ, CA 95061-1621
PHONE (831) 426-3560 FAX (831) 426-9182 www.bowmanandwilliams.com

August 8, 2016

Erron Alvey
Purchasing Agent

Santa Cruz METRO Administrative Office
110 Vernon Street
Santa Cruz, CA 95060

Subject: RENEWAL-Santa Cruz METRO Contract No. 13-34 for General On-call
Engineering Services, Our file no. 25236

Dear Erron,

We understand that our Contract for On-call Engineering Services will expire on August 25, 2016. Under article 4.01 (Term), "At the option of Santa Cruz METRO, this Contract may be renewed for three (3) additional one (1) year terms upon mutual written consent."

We accept Santa Cruz METRO's proposal of an Amendment to this Contract to extend the agreement from August 26, 2016 through August 25, 2017 under the same terms and conditions.

We respectfully request that Santa Cruz METRO renew our agreement for one year, from August 26, 2016 through August 25, 2017.

Sincerely,
Bowman & Williams

Joel F. Ricca, RCE 53588
Principal Engineer

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Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 13-34 FOR GENERAL ON-CALL ENGINEERING SERVICES

This Third Amendment to Contract No. 13-34 for General On-call Engineering Services is made effective August 26, 2017 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Bowman & Williams, Inc. (“Consultant”).

I. RECITALS

- 1.1 Santa Cruz METRO and Consultant entered into a Contract for General On-call Engineering Services (“Contract”) on August 26, 2013.
- 1.2 The Contract allows for extension upon mutual written consent.
- 1.3 Santa Cruz METRO and Consultant desire to amend the Contract to extend the Contract term and to increase the Contract total not-to-exceed amount.

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

II. TERM

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

The term of this Contract shall be from August 26, 2013 to August 25, 2018.

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

III. COMPENSATION

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

Santa Cruz METRO shall compensate Consultant in an amount not to exceed the rates agreed upon and set forth in Consultant’s proposed Hourly Charge Rates dated June 8, 2017, Attachment A to the Third Amendment.

Under the terms of the Third Amendment, the Contract total not-to-exceed amount is increased by \$155,000. The new Contract total not-to-exceed amount is \$300,000. Consultant understands and agrees that if it exceeds the \$300,000 maximum amount payable under this Contract, it does so at its own risk.

IV. REMAINING TERMS AND CONDITIONS

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

Attachment B

V. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

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

VI. AUTHORITY

6.1 Article 7 is amended to include the following language:

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

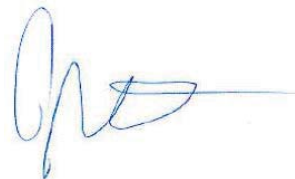
Contractor –
BOWMAN & WILLIAMS, INC.

Joel F. Ricca, President



Approved as to Form:

Julie Sherman, General Counsel





DATE: August 25, 2017

TO: Board of Directors

FROM: Eddie Benson, Maintenance Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3RD CONTRACT AMENDMENT WITH CLASSIC GRAPHICS TO INCREASE THE CONTRACT TOTAL BY \$135,000 FOR VEHICLE BODY REPAIR AND PAINTING SERVICES

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a 3rd and final contract amendment with Classic Graphics to increase the contract total by \$135,000 for Vehicle Body Repair and Painting Services, thereby increasing the total contract authority from \$387,000 to \$522,000

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a contract with Classic Graphics for Vehicle Body Repair and Painting Services that was established on January 1, 2013 and will expire on December 31, 2017.
- METRO has received grant allocations specifically for bus repainting that we intend to use this contract for, in addition to our regular bus body repair and painting needs.
- If the grant funds are utilized through the Classic Graphics contract, the current contract authority will be exceeded; therefore, a 3rd and final contract amendment to increase the contract authority is recommended.

III. DISCUSSION/BACKGROUND

METRO has a contract with Classic Graphics for Vehicle Body Repair and Painting Services. The contract was established on January 1, 2013 and will expire on December 31, 2017. A new procurement will be issued and awarded for these services before the end of this calendar year.

METRO has received two grant allocations, one from the FY13 FTA/Caltrans 5339 allocation and another from the FY14 FTA 5330 allocation, which are specifically for bus repaints. Use of these funds on this contract would mean that the current contract authority with Classic Graphics will be exceeded.

Therefore, staff recommends that the Board of Directors authorize the CEO to execute a 3rd contract amendment on behalf of METRO to increase the contract authority by \$135,000, which will allow all of the grant funds received for bus

repaints to be expended. Eddie Benson, Maintenance Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This contract has a total not to exceed of \$387,000. Additional funds in an amount of \$135,000 are requested for approval at this time. The new contract total not to exceed would be \$522,000.

Funds to support this contract are available in the FY13 FTA/Caltrans 5339 grant allocation, the FY14 FTA 5339 grant allocation, and in the Fleet Maintenance FY18 Out Repair - Revenue Vehicles (503353) Operating Budget.

V. ALTERNATIVES CONSIDERED

- Do not add funds to this contract, and conduct a new procurement for these bus repaints. Staff does not recommend this, As Classic Graphics is the only paint shop in our area that has a facility large enough to accommodate buses.

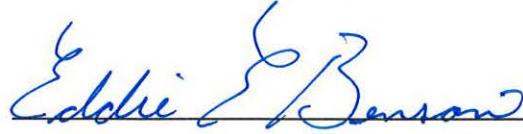
VI. ATTACHMENTS

Attachment A: 3rd Amendment to the Contract with Classic Graphics


Prepared By: Joan Jeffries, Administrative Specialist
Erron Alvey, Purchasing Manager

VII. APPROVALS:

Eddie Benson, Maintenance Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 13-11 FOR VEHICLE BODY REPAIR AND PAINTING SERVICES

This Third Amendment to Contract No. 13-11 for Vehicle Body Repair and Painting Services is made effective August 25, 2017 between the Santa Cruz Metropolitan Transit District ("Santa Cruz METRO"), a political subdivision of the State of California, and Classic Graphics ("Contractor").

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Vehicle Body Repair and Painting Services ("Contract") on January 1, 2013.
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to increase the Contract total not-to-exceed amount.

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

II. COMPENSATION

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

Under the terms of the Third Amendment, the Contract total not-to-exceed amount is increased by \$135,000.

The new Contract total not-to-exceed amount is \$522,000. Contractor understands and agrees that if it exceeds the \$522,000 maximum amount payable under this Contract, it does so at its own risk.

III. REMAINING TERMS AND CONDITIONS

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

IV. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

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

Attachment A

V. AUTHORITY

5.1 Article 7 is amended to include the following language:

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Contractor –
CLASSIC GRAPHICS

Tracy S. Lewis, President



Approved as to Form:

Julie Sherman, General Counsel





DATE: August 25, 2017
TO: Board of Directors
FROM: Eddie Benson, Maintenance Manager
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO GOLDEN BAY FENCE PLUS IRON WORKS, INC. FOR CONSTRUCTION OF A SECURITY ENCLOSURE ON MECHANICAL PLATFORM NOT TO EXCEED \$111,947

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a contract with Golden Bay Fence Plus Iron Works, Inc. for Construction of a Security Enclosure on Mechanical Platform in an amount not to exceed \$111,947

SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Construction of a Security Enclosure on Mechanical Platform.
- A competitive procurement was conducted to solicit bids from qualified firms. Two firms submitted bids for METRO's review.
- Staff has reviewed all submitted bids and is recommending that the Board of Directors authorize a contract with Golden Bay Fence Plus Iron Works, Inc., the lowest responsive and responsible bidder.

II. DISCUSSION/BACKGROUND

METRO requires the services of a licensed contractor to install a security enclosure on the mechanical platform at the Judy K. Souza Operations Facility, thereby completely enclosing and securing the equipment contained within.

Upon the completion of the Judy K. Souza Operations Facility, it was determined that the mechanical platform, which contains the building's vital mechanical equipment, had no protection from vandalism or theft. The platform is in the very back corner near the river, accessible from the parking deck, and is not visible to Dispatch staff, making it vulnerable to vandalism and theft. Should any of the vital equipment be stolen or destroyed, the building could potentially be unusable for a long period of time (months) while the situation was remedied.

In August 2016, the Board authorized staff to issue an Invitation for Bids for Construction of a Security Enclosure on Mechanical Platform. On June 8, 2017, METRO legally advertised and distributed Invitation for Bids (IFB) No. 17-01 to twenty four (24) firms, nine (9) builders' exchanges, and one hundred and fourteen (14) Disadvantaged Business Enterprise (DBE) firms, posted notice on

its website, and sent email notices to all GovDelivery subscribers interested in our construction projects. On July 7, 2017, bids were received and opened from two firms. A list of firms and a summary of the bids received are provided in Attachment A. Purchasing staff reviewed the submitted bids. Escon Builders submitted the lowest bid, however, the firm's bid was determined to be non-responsive, as it does not hold the required licensure. Golden Bay Fence Plus Iron Works, Inc., a DBE, has been determined to be the lowest responsible bidder, whose bid is responsive to all the requirements of the IFB.

Staff recommends that the Board of Directors authorize the CEO to execute a contract on behalf of METRO with Golden Bay Fence Plus Iron Works, Inc. for Construction of Security Enclosure on Mechanical Platform in an amount not to exceed \$111,947. Contractor will provide all equipment and materials meeting all METRO's specifications and requirements of the contract. Eddie Benson, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

III. FINANCIAL CONSIDERATIONS/IMPACT

The contract value is \$111,947. Funds to support this contract are included in the MetroBase Life of Project Budget, through CalOES Security funding.

IV. ALTERNATIVES CONSIDERED

- Purchase the materials directly and have in-house Facilities staff install. This alternative is not recommended as Facilities staff does not have the capacity to handle a project of this size at this time.
- Do nothing. This alternative is not recommended as this area is vulnerable, and the equipment it contains is both vital and expensive.

V. ATTACHMENTS

Attachment A: Summary of Bids Received

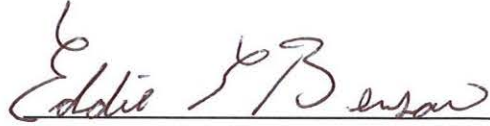
Attachment B: Contract with Golden Bay Fence Plus Iron Works, Inc.

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


Prepared By: Alex Strudley, Purchasing Agent
Erron Alvey, Purchasing Manager

VI. APPROVALS:

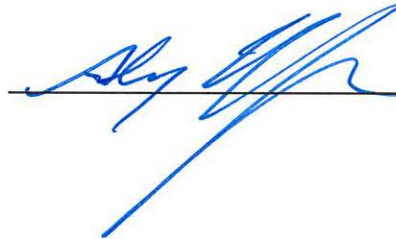
Eddie Benson, Maintenance Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A



Bid Results for IFB No. 17-01

Construction of Security Enclosure on Mechanical Platform

Opened July 7, 2017 at 2:00 PM

BIDDER	AMOUNT BID
Escon Builders <i>(Bid determined to be non-responsive)</i>	\$ 104,900
Golden Bay Fence Plus Iron Works, Inc.	\$111,947

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Attachment B

CONTRACT FOR CONSTRUCTION OF SECURITY ENCLOSURE ON MECHANICAL PLATFORM No. 17-01

THIS CONTRACT is made effective on September 1, 2017 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and **Golden Bay Fence Plus Iron Works, 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 Construction of Security Enclosure on Mechanical Platform

Santa Cruz METRO requires Construction of Security Enclosure on Mechanical Platform. In order to obtain said Construction of Security Enclosure on Mechanical Platform, Santa Cruz METRO issued an Invitation for Bids, dated June 8, 2017, setting forth specifications for Construction of Security Enclosure on Mechanical Platform. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor’s Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is 4104 South B Street, Stockton, CA 95206. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for Provision of said Construction of Security Enclosure on Mechanical Platform, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On July 7, 2017, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Construction of Security Enclosure on Mechanical Platform, located at 1200 River Street, Santa Cruz, CA 95060. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

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

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties’ Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if

Attachment B

any, made after the date of this Contract in accordance with Part III, Section 11.13 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids No. 17-01" dated June 8, 2017, including Addendum numbers 1 of 1.

b) Exhibit B (Bid Form)

Contractor's submitted bid to Santa Cruz METRO for Construction of Security Enclosure on Mechanical Platform as signed by Contractor.

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

The work under this Contract shall be completed within 45 calendar days after the date of commencement specified in the Notice to Proceed, unless modified by the parties under Part III, subsection 11.13 of the General Conditions to the Contract or terminated pursuant to Part III, Section 2.

3.02 Term

The term of this Contract shall commence upon the execution of the Contract by Santa Cruz METRO. Issuance of a Notice to Proceed shall remain in force until Final Acceptance as provided by Part IV, Section 21 of this Contract.

3.03 Acceptance of Terms

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

4. SCOPE OF WORK

4.01 Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services as specified in and in full accordance with the Invitation for Bids (IFB) No. 17-01 dated June 8, 2017 for Construction of Security Enclosure on Mechanical Platform. The Contractor shall provide a complete project in conformance with the intent shown on the drawings and specified herein and as provided for and set forth in the IFB.

4.02 Contractor and Santa Cruz METRO agree to comply with and fulfill all obligations, promises, covenants and conditions imposed upon each of them in the Contract Documents. All of said work done under this Contract shall be performed to the satisfaction of Santa Cruz METRO or its representative, who shall have the right to reject any and all materials and supplies furnished by

Attachment B

Contractor which do not strictly comply with the requirements contained herein, together with the right to require Contractor to replace any and all work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the Contract Documents.

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO agrees to pay Contractor an amount not to exceed \$111,947.00 as identified in the Bid Form, Exhibit B, for satisfactory completion of all work, including all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit and all other costs incidental to the performance of the services specified under this Contract, under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if they exceed the \$111,947.00 maximum amount payable under this Contract, they do so at their own risk.

5.02 Release of Claims

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

5.03 Retention of progress payments

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

5.04 Change in Contract Price

5.04.01 General

- A. The Contract price constitutes the total compensation payable to Contractor for performing the work. All duties, responsibilities, and obligations assigned to or undertaken by Contractor to perform the work shall be at Contractor's expense without change in the Contract price.
- B. The Contract price may only be changed by a change order. Any request for an increase in the Contract price shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the amount of the request with supporting data shall be delivered within 45 days after the date of the occurrence, unless the Contract Administrator allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the amount requested covers all amounts (direct, indirect, and consequential) to which the Contractor is entitled

Attachment B

as a result of the occurrence of the event. No request for an adjustment in the Contract price will be valid if not submitted in accordance with this Article.

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

5.04.02 Cost of Work (Based on Time and Materials)

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

Attachment B

1. Trade discounts available to the purchaser shall be credited to Santa Cruz METRO notwithstanding the fact that such discounts may not have been taken by Contractor.
 2. For materials secured by other than a direct purchase and direct billing to the purchaser, the cost shall be deemed to be the price paid to the actual supplier as determined by the Contract Administrator. Markup, except for actual costs incurred in the handling of such materials, will not be allowed.
 3. Payment for materials from sources owned wholly or in part by the purchaser shall not exceed the price paid by the purchaser for similar materials from said sources on extra work items or the current wholesale price for such materials delivered to the work site, whichever price is lower.
 4. If, in the opinion of the Contract Administrator, the cost of material is excessive, or the Contractor does not furnish satisfactory evidence of the cost of such material, then the cost shall be deemed to be the lowest current wholesale price for the quantity concerned delivered to the work site, less trade discount. Santa Cruz METRO reserves the right to furnish materials for the extra work and no claim shall be made by the Contractor for costs and profit on such materials.
- D. Equipment: The Contractor will be paid for the use of equipment at the rental rate listed for such equipment specified in the current edition of the Department of Transportation publication entitled "Labor Surcharge and Equipment Rental Rates" which is in effect on the date upon which the work is accomplished. Such rental rates will be used to compute payments for equipment whether the equipment is under the Contractor's control through direct ownership, leasing, renting, or another method of acquisition. The rental rate to be applied for use of each item of equipment shall be the rate resulting in the least total cost to Santa Cruz METRO for the total period of use. If it is deemed necessary by the Contractor to use equipment not listed in the foregoing publication, the Contract Administrator will establish an equitable rental rate for the equipment. The Contractor may furnish cost data that might assist the Contract Administrator in the establishment of the rental rate.
1. The rental rates paid, as above provided, shall include the cost of fuel, oil, lubrication supplies, small tools, necessary attachments, repairs and maintenance of all kinds, depreciation, storage, insurance, and all incidentals. Operators of equipment will be separately paid for as provided in subsection 4 of Article 5.04.02 B.
 2. All equipment shall be in good working condition and suitable for the purpose for which the equipment is to be used.
 3. Before construction equipment is used on the extra work, Contractor shall plainly stencil or stamp an identifying number thereon at a conspicuous location, and shall furnish to the Contract Administrator, in duplicate, a description of the equipment and its identifying number.
 4. Unless otherwise specified, manufacturer's ratings and manufacturer-approved modifications shall be used to classify equipment for the determination of applicable rental rates. Equipment which has no direct power unit shall be powered by a unit of at least the minimum rating recommended by the manufacturer.
 5. Individual pieces of equipment or tools having a replacement value of \$500 or less, whether or not consumed by use, shall be considered to be small tools and no payment will be made therefore.

Attachment B

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

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

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

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

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

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

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

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

The Contractor shall inform the Contract Administrator when extra work will begin so that the Santa Cruz METRO inspector can concur with the Daily Extra Work Reports. Failure

Attachment B

to conform to these requirements may impact the Contractor's ability to receive proper compensation.

5.04.03 Special Services

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

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

5.04.04 Contractor's Fee

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

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

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

Attachment B

above the subcontractor's total cost, which includes the allowances for overhead and profit specified herein, may be applied one time only for each separate work transaction.

5.04.05 Compensation for Time Extensions

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

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

5.05 Change of Contract Time

5.05.01 General

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

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

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

1. Changes.
2. Failure of Santa Cruz METRO to furnish access, right of way, completed facilities of related projects, drawings, materials, equipment, or services for which Santa Cruz METRO is responsible.
3. Survey error by Santa Cruz METRO.

Attachment B

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

5.05.02 Extensions of Time for Delay Due to Excusable Inclement Weather

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

5.06 Changed Site Conditions

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

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

Attachment B

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

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

5.07 Waivers and Releases

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

6. NOTICES

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

Santa Cruz METRO

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

Attention: Alex Clifford, CEO/General Manager

CONTRACTOR

Golden Bay Fence Plus Iron Works, Inc.
4104 South B Street,
Stockton, CA 95206

Attention: Mr. Paul Chavez

Attachment B

7. ENTIRE AGREEMENT

- 7.01 This Contract represents the entire agreement of the parties with respect to the subject matter hereof, and all such agreements entered into prior hereto are revoked and superseded by this Contract, and no representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.
- 7.02 This Contract may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Contract shall be void and of no effect.

8. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

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

9. AUTHORITY

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

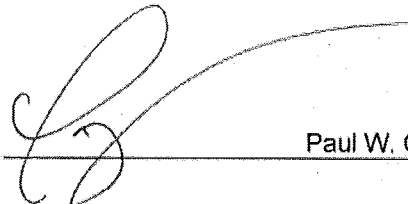
Signed on 08/08/17

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Contractor –

Golden Bay Fence Plus Iron Works, Inc.
Paul Chavez, President


Paul W. Chavez

Approved as to Form:

Julie A. Sherman, General Counsel

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DATE: August 25, 2017
TO: Board of Directors
FROM: Barrow Emerson, Planning and Development Manager
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO CATTO'S GRAPHICS, INC. FOR PRINTING OF BUS STOP STICKERS NOT TO EXCEED \$106,895

I. RECOMMENDED ACTION

- 1) That the Board of Directors authorize the CEO to execute a contract with Catto's Graphics, Inc. for Printing of Bus Stop Stickers in an amount not to exceed \$106,895 for a 5-year term, with an option to extend the contract for a total term of ten years; and,**
- 2) That the Board of Directors authorize the CEO to execute a future option with Catto's Graphics, Inc. for the option to extend, increasing the contract total for five additional years for a total contract authority up to ten years, not to exceed \$213,789**

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Printing of Bus Stop Stickers. Bus Stops stickers provide the detailed route and schedule information at bus stops that can change as service changes occur or travel times are adjusted.
- A formal request for proposals was conducted to solicit proposals from 29 qualified firms. One firm submitted proposals for METRO's review.
- A 3-member evaluation team composed of METRO staff reviewed and evaluated the sole proposal, and is recommending an award to Catto's Graphics, Inc.

III. DISCUSSION/BACKGROUND

Catto's Graphics, Inc. is METRO's current provider for these services; however, this contract will expire on September 8, 2017, with no further options to renew. It is a local firm and has performed these services for METRO with a quality product and has been able to meet our quick turnaround time requirements.

On July 6, 2017, METRO legally advertised and distributed Request for Proposals (RFP) No. 17-23 to 29 firms, posted notice on its website, and sent email notices to all GovDelivery subscribers. On August 3, 2017, a proposal was

received and opened from 1 firm. A three-member evaluation team composed of METRO staff has reviewed and evaluated the sole proposal.

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

Evaluation Criteria	Points
Print quality	25
Specifications for proposed stickers	20
METRO sample testing	30
Cost proposal	50
References	10
Production turnaround timelines	15
Total Points Possible	150

Staff is recommending the following actions: 1) that the Board of Directors authorize the CEO to execute a five-year contract on behalf of METRO with Catto's Graphics for Printing of Bus Stop Stickers in an amount not to exceed \$106,895; and 2) that the Board of Directors authorize the CEO to execute a future contract extension with Catto's Graphics, for one additional five-year term, for a total anticipated contract value not to exceed \$213,789 and a total potential term not to exceed ten years.

The Contractor will provide all services meeting all METRO's specifications and requirements of the contract. Barrow Emerson, Planning and Development Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The base value of the contract is \$106,895 for the first five-year term. Should the option for a second five-year term be exercised, the total ten-year value of the contract is anticipated to be \$213,789. Funds to support this contract are included in the Planning, Grants, Governmental Affairs Department FY18 & FY19 Printing (#1600-504215) Operating budgets. The Planning and Development Manager will be responsible for programming this item in future budgets.

V. ALTERNATIVES CONSIDERED

- The alternative to this multiple-year contract would be to procure these services for each individual project request. This approach would not only be inefficient in terms of procurement response and internal processing time, but would also involve paying top dollar for low-volume needs, and is not recommended.

VI. ATTACHMENTS

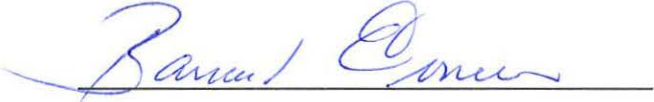
Attachment A: Contract with Catto's Graphics, Inc.

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


Prepared By: Joan Jeffries, Administrative Specialist
Alex Strudley, Purchasing Agent
Barrow Emerson, Planning and Development Manager

VII. APPROVALS:

Barrow Emerson, Planning and
Development Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

PROFESSIONAL SERVICES CONTRACT FOR PRINTING OF BUS STOP STICKERS (17-23)

THIS CONTRACT is made effective on September 9, 2017 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and Catto’s Graphics, 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 Printing of Bus Stop Stickers

Santa Cruz METRO has the need for Printing of Bus Stop Stickers. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated July 6, 2017, 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 Printing of Bus Stop Stickers and whose principal place of business is 111 Dubois Street, Santa Cruz, CA 95060. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Printing of Bus Stop Stickers, which is attached hereto and incorporated herein by reference as Exhibit B

1.04 Selection of Contractor and Intent of Contract

On August 4, 2017, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Printing of Bus Stop Stickers 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 11.15 of the General Conditions to the Contract.

A. Exhibit A

Santa Cruz METRO’s “Request for Proposals” dated July 6, 2017.

Attachment A

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Printing of Bus Stop Stickers, signed by Contractor and dated July 25, 2017.

2.02 Conflicts

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

2.03 Recitals

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

3. DEFINITIONS

3.01 General

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

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Part IV, Section 11.15 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 July 6, 2017.

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 July 6, 2017.

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 **five (5) 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 **one (1) additional five (5) year term** upon mutual written consent.

Attachment A

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the costs quoted on the Cost Proposal form in Exhibit B. Santa Cruz METRO shall reasonably determine whether the products and work have been successfully provided and performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Contractor's written invoice for said work. Contractor understands and agrees that if they exceed the **\$106,894.40** maximum amount payable under this Contract, they do so at their own risk.

5.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual deliveries of items provided and accepted by Santa Cruz METRO.

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

6. NOTICES

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

Santa Cruz METRO

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

Attention: Alex Clifford, CEO

CONTRACTOR

Catto's Graphics, Inc.
111 Dubois Street
Santa Cruz, CA 95060

Attention: Scott Catto, President

Attachment A

7. **ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS**

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

8. **AUTHORITY**

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT
DISTRICT

Alex Clifford, CEO/General Manager

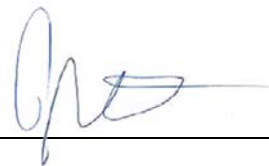
Contractor –
CATTO'S GRAPHICS, INC.

Scott Catto, President



Approved as to Form:

Julie Sherman, General Counsel





DATE: August 25, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO GARDAWORLD CASH SERVICES FOR SECURE MOBILE VAULT SERVICING AND CURRENCY PROCESSING

I. RECOMMENDED ACTION

That the Board of Directors:

- A) Authorize the CEO to execute a base contract with Gardaworld Cash Services for secure mobile vault servicing and currency processing which includes one 5-year base contract of \$491,760; and,**
- B) Authorize the CEO to execute additional extensions (one 3-year option and one 2-year option) to extend the contract for a total of ten years, in an amount not to exceed \$983,520 for the entire potential ten year term**

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Secure Mobile Vault Servicing and Currency Processing.
- A formal request for proposals was conducted to solicit proposals from qualified firms. Two (2) firms submitted proposals for METRO's review.
- A 4-member evaluation team composed of METRO Finance Department staff reviewed and evaluated the proposals, and is recommending an award to Gardaworld Cash Services.

III. DISCUSSION/BACKGROUND

Brinks is METRO's current provider for these services; however, this contract has expired with no further options to renew.

- METRO requires the services of a secure/armored vehicle to pick up its full currency bins after fareboxes are emptied into them. The service provider opens the sealed bins under dual custody and video camera (surveillance) at their secure site and verifies currency and coin content. The proceeds are transported to METRO's designated bank within two (2) business days of pickup. Detailed reports of all currency and coin extracted and counted must be available to METRO staff within three (3) business days of mobile bin pick up.

- The Brinks contract currently in place for these services commenced on January 1, 2011 and will expire on December 31, 2016. Staff has evaluated the contract and determined that it is time to re-bid this service.

In September 2016, the Board authorized staff to issue a Request for Proposals for Secure Mobile Vault Servicing and Currency Processing. On April 28, 2017, METRO legally advertised and distributed Request for Proposals (RFP) No. 17-04 to five (5) firms, posted notice on its website, and sent email notices to all GovDelivery subscribers. On May 26, 2017, proposals were received and opened from two (2) firms. A list of these firms is provided in Attachment A. A four (4) member evaluation team composed of METRO Finance Department staff has reviewed and evaluated the proposals.

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

Evaluation Criteria	Points
Qualifications and Experience	50
Ability to meet technical requirements of the specifications	30
References	20
Cost Proposal	30
Total Points Possible	130

Staff is recommending that the Board of Directors authorize the CEO to execute a base five (5)-year contract with Gardaworld Cash Services on behalf of METRO. Staff also recommends the Board authorize the CEO to execute one (1) additional three (3) year option and one (1) additional two (2) year option to extend the contract, for a total of ten (10) years, in an amount not to exceed \$983,520 for the entire potential ten (10)-year term. The Contractor will provide all services meeting all METRO's specifications and requirements of the contract. Angela Aitken, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The base value of the contract is \$491,760 for the first five (5) years. Should all contract options be exercised, the total ten-year value of the contract is not to exceed \$983,520. Funds to support this contract are included in the Finance Department FY18 operating budget. The Finance Manager will be responsible for budgeting this item each year going forward.

V. ALTERNATIVES CONSIDERED

The transition to a contracted service for mobile cash vault pick up and revenue counting services, along with the elimination of the Vault Room Coordinator position was proposed and accepted at the March 12, 2010 Board meeting. METRO could initiate a recruitment to hire the staff required to count and process the farebox revenues in-house. This approach is not a cost effective alternative, since it would cost an estimated annual \$180,000.

VI. ATTACHMENTS

Attachment A: List of Responding Firms

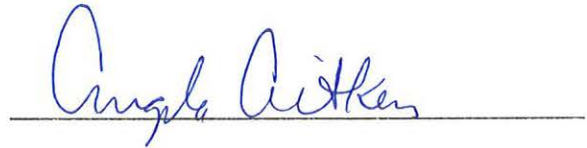
Attachment B: Contract with Gardaworld Cash Services

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

Prepared By: Alex Strudley, Purchasing Agent
Debbie Kinslow, Assistant Finance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A



Responding Firms for RFP No. 17-04

Secure Mobile Vault Servicing and Currency Processing

Received by May 26, 2017 at 5:00 PM

GardaWorld Cash Services
Dunbar Armored, Inc

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Attachment B

PROFESSIONAL SERVICES CONTRACT FOR SECURE MOBILE VAULT SERVICING AND CURRENCY PROCESSING (17-04)

THIS CONTRACT is made effective on September 1, 2017 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and GARDAWORLD CASH SERVICES ("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 Secure Mobile Vault Servicing and Currency Processing

Santa Cruz METRO has the need for Secure Mobile Vault Servicing and Currency Processing. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated April 28, 2017, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Proposal

Contractor is a firm/individual qualified to provide Secure Mobile Vault Servicing and Currency Processing and whose principal place of business is GardaWorld Cash Services, 2000 NW Corporate Blvd., Boca Raton, FL 33431. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Secure Mobile Vault Servicing and Currency Processing, which is attached hereto and incorporated herein by reference as Exhibit B

1.04 Selection of Contractor and Intent of Contract

On June 26, 2017, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Secure Mobile Vault Servicing and Currency Processing 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 11.15 of the General Conditions to the Contract.

A. Exhibit A

Santa Cruz METRO's "Request for Proposals" dated April 28, 2017, including Addendum No. 1 dated May 12, 2017.

Attachment B

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Secure Mobile Vault Servicing and Currency Processing, signed by Contractor and dated May 26, 2017.

C. Exhibit C (Negotiated Revised General Conditions to the Contract)

Section IV "General Conditions to the Contract," to the original Request for Proposals with modifications requested on behalf of the Contractor, negotiated and mutually agreed upon by both parties - Contractor and Santa Cruz METRO on June 27, 2017.

2.02 Conflicts

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

2.03 Recitals

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

3. DEFINITIONS

3.01 General

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

- 3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Part IV, Section 11.15 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 April 28, 2017.
- 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 April 28, 2017.
- 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.

Attachment B

4. TIME OF PERFORMANCE

4.01 Term

The initial term of this Contract will be for a period not to exceed Five (5) years and shall commence upon the signing of the agreement by the successful contractor and Santa Cruz METRO. At the option of Santa Cruz METRO, this contract agreement may be renewed for one additional three (3) year term and then one additional two (2) year term under the same terms and conditions.

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Contractor's written invoice for said work. Contractor understands and agrees that if they exceed the \$491,760.00 maximum amount payable under this Contract, they do so at their own risk.

5.02 Invoices

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

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

6. NOTICES

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

Santa Cruz METRO

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

Attention: Alex Clifford, CEO

Attachment B

CONTRACTOR

GARDAWORLD CASH SERVICES
2000 NW Corporate Blvd.,
Boca Raton, FL 33431

Attention: Hayden Trepeck

7. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

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

8. AUTHORITY

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

Signed on 7/10/17

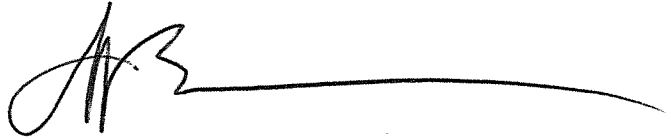
Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Contractor –
GARDAWORLD CASH SERVICES

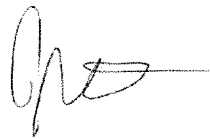
~~Hayden Trepeck, Senior Sales Executive~~

MARK BROCKELMAN CFO



Approved as to Form:

Julie Sherman, General Counsel





DATE: August 25, 2017
TO: Board of Directors
FROM: Angela Aitken, Interim HR Manager & Finance Manager
SUBJECT: APPROVAL OF SEIU RECLASSIFICATION AND WAGE SURVEY RESULTS FOR PERSONNEL TECHNICIAN AND PARALEGAL WITH HR DUTIES

I. RECOMMENDED ACTION

That the Board of Directors approve the SEIU reclassifications and wage survey results for the Personnel Technician and Paralegal with HR Duties positions

II. SUMMARY

- In June of 2016, the Service Employees International Union (SEIU) submitted a reclassification request for the HR Clerk position under Article 8.7.1 of the SEIU Memorandum of Understanding (MOU).
- Staff recommends that the HR Clerk position be reclassified to a revised Personnel Technician classification.
- In December of 2016, SEIU submitted a reclassification request for the Paralegal position under Article 8.7.1 of the SEIU MOU.
- Staff recommends that the Paralegal position be reclassified to a new classification of Paralegal with HR Duties position.
- Santa Cruz Metropolitan Transit District (METRO) presented to SEIU the new Personnel Technician and Paralegal with HR Duties position descriptions and received concurrence from SEIU.
- METRO conducted salary surveys using the eleven agreed upon comparable agencies.
- Staff recommends adoption of the attached FY17 and FY18 salary tables for SEIU – SEA.

III. DISCUSSION/BACKGROUND

Article 8.7.1 of the SEIU MOU states that during the months of June and December, twice a year, the Union can put forth three single classifications and one career ladder grouping listed in Article 8.5.1 of the MOU.

In June of 2016, SEIU submitted a reclass request for the position of HR Clerk. In December of 2016, SEIU submitted a reclass request for the position of Paralegal, in accordance with Article 8.2.3 of the MOU.

A reclassification study compared the Job Description Questionnaire (JDQ) submitted for the position classification of **Personnel Technician HR Clerk**. The study determined that a reclassification is warranted from HR Clerk to Personnel Technician. The original HR Clerk classification had not been updated since 1987. Reviewing the current needs of the Human Resources Department, the Personnel Technician classification has been updated.

A similar reclassification study compared the Job Description Questionnaire (JDQ) submitted for the position classification of Paralegal. The study determined that a reclassification is warranted from Paralegal to a new classification of Paralegal with HR Duties. Due to the unique nature of the Paralegal with HR Duties classification, the creation of the Paralegal with HR Duties classification and subsequent salary survey was created using both Paralegal and similar Human Resources positions from METRO's agreed upon comparable agencies.

From April to June of 2017, salary surveys were conducted using the following eleven agreed upon comparable agencies for the updated Personnel Technician classification and the new classification of Paralegal with HR Duties:

- Santa Cruz County
- Monterey-Salinas Transit (MST)
- City of Santa Cruz
- Alameda-Contra Costa Transit District (AC Transit)
- Santa Clara Valley Transit Authority (VTA)
- San Joaquin Regional Transit Authority
- Contra Costa Transit
- Golden Gate Transit
- Riverside Transit
- San Mateo County Transit (SamTrans)
- Santa Barbara Transit

Staff recommends that the HR Clerk **classification** be reclassified to a revised Personnel Technician classification, that the Paralegal position be reclassified to a new classification of Paralegal with HR Duties position, and that the Board adopt the attached FY17 and FY18 salary tables for SEIU - SEA.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The cost related to the adjustment to the pay schedules for the updated Personnel Technician classification and the new classification of Paralegal with HR Duties is estimated to be approximately \$20,500 in FY18.

V. ALTERNATIVES CONSIDERED

- Do nothing is an alternative. Staff does not recommend this option. Both positions of Personnel Technician and Paralegal with HR Duties were determined through a reclassification study to justify a reclass to match the needs of METRO.
- Reject the suggested classification and wage surveys. Staff does not recommend this action since the class specification language and wage surveys were researched and developed based on the developing needs of METRO.

VI. ATTACHMENTS

- Attachment A:** Personnel Technician Job Description
- Attachment B:** Paralegal with HR Duties Job Description
- Attachment C:** SEIU – SEA Salary Schedule Including Personnel Technician, Paralegal with HR Duties Effective June 15, 2017
- Attachment D:** SEIU – SEA Salary Schedule Including Personnel Technician, Paralegal with HR Duties Effective June 14, 2018

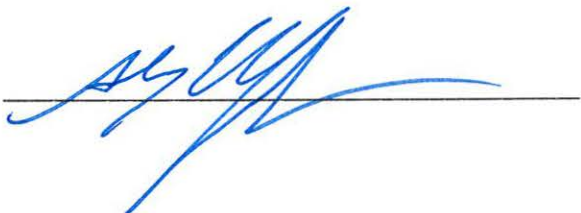
Prepared By: Caroline Hawkins, Provisional Assistant Human Resources Manager

VII. APPROVALS

Approved as to fiscal impact:
Angela Aitken, Interim Human
Resources Manager/Finance Manager



Alex Clifford, CEO/General Manager



Attachment A



PERSONNEL TECHNICIAN

DEFINITION

Under direction performs a variety of personnel activities; organizes and conducts recruitment activities; maintains a variety of personnel records and documents, oversees temporary department clerical personnel and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This classification differs from the next higher classification of HR Generalist in that the HR Generalist applies analytical techniques and problem solving skills to Human Resources Information Systems (HRIS) and records management to ensure personnel data is maintained in the system. This classification differs from the lower class of HR Clerk in that the HR Clerk predominately performs a variety of human resources clerical and administrative support duties.

EXAMPLES OF TYPICAL DUTIES

(May include, but are not limited to, those duties listed below)

- Organizes recruitment activities and data following established Agency procedures; Assembles job fliers, writes or edits advertisements, promotional materials, coordinates the production and distribution of announcements and the placement of job posting ads;
- Prepares purchase orders related to recruitment advertising;
- In consultation with the department managers schedules test facilities, coordinates interview panel and site location and schedules interviews;
- Prepares interview packets and score sheets for panel;
- Conducts reference checks on candidates;
- Schedules physical examinations for candidates;
- Handles confidential materials, records, files and other privileged information;
- Develops, maintains, verifies and monitors eligibility lists;
- Schedules new employee orientation with other departments;
- Compiles recruitment mailing lists as needed;
- Assists with outreach for recruitment as needed;
- Compiles and records a variety of statistical data relative to the Agency's EEO requirements for recruitment;
- Processes Personnel Action Forms;
- Initiates implementation of all salary rate increases or changes;
- Assists in preparation of personnel procedures manuals;
- Organizes and maintains personnel files;
- Maintains listing of active employees, and related personnel count reports.
- Assist with preparation of various Affirmative Action/EEO reports and forms;

Attachment A

- Initiates and maintains the entry of recruitment and personnel data into department computer files;
- Performs telephone and written employment verifications;
- Prepares routine and ad hoc administrative reports by researching, assembling, collecting and summarizing informational data;
- Responds to inquiries from the public regarding job openings and recruitment status;
- Oversees and assigns tasks to temporary clerical personnel assigned to the department;
- Composes and types various personnel memos and correspondence as directed;
- Acts as backup to Human Resources Generalist;
- Assists Department Manager in execution of other personnel duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Personnel procedures and practices.
- Office procedures and practices.
- Recruitment best practices and procedures.

Ability to:

- Accurately maintain files and records.
- Oversee and motivate employees.
- Type a minimum of 40 words per minute from clear copy.
- Meet and converse effectively with the public.
- Deal with personnel information in a confidential manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare correspondence and other written materials in a professional manner.
- Perform duties as directed.
- Take initiative.

TRAINING AND EXPERIENCE

Three years full-time office experience in typing, filing, and record-keeping to include two years of progressively responsible work in a personnel department.

COMPUTER SKILLS

Knowledge of basic office equipment and personal computers. Familiarity with software programs such as Microsoft Office Suite, to include Word, Excel, etc.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, talk or hear, both in person and by telephone, use hands to finger, handle or feel objects or controls, key and use a computer mouse. The employee is occasionally required to bend and twist at the neck, reach with hands and arms,

Attachment A

and stand. Limited overhead reaching and lifting up to 20 pounds is required. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

SPECIAL REQUIREMENTS

Possession of a valid California Class C driver's license and a safe driving record. Must pass requisite background check.

FLSA Status

Non-exempt

Union

SEIU-SEA

Confidential or Non-Confidential Position

Confidential

Established: 7/87

Revised: 6/17

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Attachment B



PARALEGAL WITH HR DUTIES

DEFINITION

Under general supervision, assists and provides support services for the CEO, General Counsel, and Human Resources Department by performing various phases of the agency's litigation and human resources processes, employee leave documentation, and risk related matters; performs related other duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbent is expected to perform duties with judgment and accuracy.

EXAMPLES OF TYPICAL DUTIES

(May include, but are not limited to, those duties listed below)

- Draft and file legal documents, reports, contracts, indemnity agreements, ordinances, and other legal documents;
- Confer with General Counsel, CEO, investigators, employees, and other individuals regarding legal matters;
- Research, study, and apply statutes, case law, legislation, and other legal authorities for use in litigation filings;
- Process records requests according to the CA Public Records Act and respond to Title II/Title VI/ADA/504 complaints pursuant to Santa Cruz METRO's policies;
- Assist in all legal matters related to CalTIP claims and risk-related matters;
- Prepare training materials and presentations to management;
- Track budget of all expenditures for litigation cases;
- Respond to employee and public inquiries, document requests, and coordinate with department managers;
- Assist with the administrative legal duties associated with the Disadvantage Business Enterprise (DBE) Program;
- Communicate and coordinate with department managers and employees on documentation regarding legal inquiries and subpoenas received from Superior Court;
- Respond to employee and public inquiries, document requests, and subpoenas received from Superior Court;
- Track and maintain union contracts and management compensation plan changes and side agreements;
- Back up for implementation and tracking of the DOT Drug & Alcohol Testing for monthly random testing, pre-employment, and return to duty testing;
- Review, track, and monitor employee leave documentation;
- Draft letters and prepare reports and documentation for employee leaves including, but not limited to, FMLA/CFRA/PDL, disability retirement, long term disability, and request for life insurance waivers;

Attachment B

- Communicate and coordinate with department managers and employees on documentation regarding employee leave, return to work, and workers compensation third-party administrator;
- Review and process workers' compensation claim forms and related documents; may train agency employees on proper completion of injury reports and related documents;
- Assist in monitoring workers' compensation cases from inception to final disposition;
- Prepare and maintain workers' compensation logs, posters, reports, notices and related records and materials;
- Assist management in maintaining regulatory compliance in the workers' compensation program;
- Act as liaison with other departments, the workers' compensation claims administrator, insurance carriers, contractors and others;
- Assist in preparing proposals, bid specifications and other technical documents;
- Assist in the preparation of the agency's workers' compensation budget and departmental budget;
- Monitor workers compensation claim payments and other administrative expenses;
- Audit, review, correct and prepare statements from workers' compensation contractors and providers;
- Provide information to supervisors and employees regarding workers' compensation; and monitors employee absences.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, methods, materials, and practices of legal research
- Statutes and codes applicable to civil proceedings and claims
- Legal document formats and filing procedures
- Hearing procedures and rules of evidence
- Workers' compensation regulations and related technical program information
- Federal and state leave related regulations including FMLA/CFRA/PDL

Ability to:

- Draft legal documents such as briefs, memos, ordinances, and resolutions
- Research, analyze, and apply legal principles, facts, evidence and precedents to legal issues
- Communicate and present statements of fact, law, and argument clearly, logically and effectively in oral and written form
- Exercise tact and discretion in handling confidential or sensitive information
- Research, analyze and apply legal principles, facts, and precedents to issues
- Gather, analyze, and summarize complex information presented in a variety of formats
- Develop and maintain record keeping and tracking systems
- Establish and maintain cooperative working relationships with the public and agency employees

Attachment B

TRAINING AND EXPERIENCE

Paralegal certificate from an accredited school.

AND

Any combination of training and experience equivalent to:

Two years of legal experience as a paralegal, legal assistant, or legal secretary. Additional law office experience as a paralegal, legal assistant, or legal secretary may be substituted for the required education on a year-for-year basis.

One year of human resources experience which included responsibility for the following areas: FMLA/CFRA/PDL, workers compensation, and employee drug testing is desirable.

COMPUTER SKILLS

Knowledge of basic office equipment and personal computers. Familiarity with software programs such as Microsoft Office Suite, to include Word, Excel, etc.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to sit, talk or hear, both in person and by telephone, use hands to finger, handle or feel objects or controls, key and use a computer mouse. The employee is occasionally required to bend and twist at the neck, reach with hands and arms, and stand. Limited overhead reaching and lifting up to 20 pounds is required. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

SPECIAL REQUIREMENTS

Possession of a valid California Class C driver's license and a safe driving record. Must pass requisite background check.

FLSA Status

Non-exempt

Union

SEIU-SEA

Confidential or Non-Confidential Position

Confidential

Established 6/17

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Effective June 15, 2017

	Step 1	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
SEA SALARY SCHEDULE																	
ACCESS SERVICES COORDINATOR	22.22	23.33	24.44	23.34	24.51	25.68	24.50	25.73	26.96	25.68	26.96	27.03	28.38	29.73	28.36	29.78	31.20
ACCOUNTANT I	29.05	30.50	31.95	30.50	32.03	33.56	32.03	33.63	35.23	33.63	35.31	35.31	37.08	38.85	37.08	38.93	40.78
ACCOUNTANT II	30.50	32.03	33.56	32.03	33.62	35.22	33.62	35.30	36.98	35.30	37.07	37.07	38.91	40.76	38.91	40.86	42.81
ACCOUNTING CLERK	19.09	20.04	20.99	20.05	21.05	22.05	21.05	22.10	23.15	22.10	23.21	23.21	24.37	25.53	24.37	25.59	26.81
ACCOUNTING SPECIALIST	27.91	29.31	30.71	29.30	30.77	32.24	30.77	32.31	33.85	32.31	33.93	33.93	35.63	37.33	35.62	37.40	39.18
ACCOUNTING TECH	21.71	22.80	23.89	22.79	23.93	25.07	23.93	25.13	26.33	25.12	26.38	26.38	27.70	29.02	27.69	29.07	30.45
ADMIN ASSISTANT	23.03	24.18	25.33	24.20	25.41	26.62	25.40	26.67	27.94	26.67	28.00	28.01	29.41	30.81	29.42	30.89	32.36
ADMIN ASSISTANT/SUPERVISOR	24.19	25.40	26.61	25.39	26.66	27.93	26.66	27.99	29.32	28.00	29.40	29.41	30.88	32.35	30.87	32.41	33.95
ADMIN CLERK I	17.85	18.74	19.63	18.75	19.69	20.63	19.68	20.66	21.64	20.67	21.70	21.71	23.85	24.99	22.79	23.93	25.07
ADMIN SPECIALIST	24.19	25.40	26.61	25.37	26.64	27.91	26.66	27.99	29.32	28.01	29.41	29.37	30.84	32.31	30.84	32.38	33.92
BENEFITS ADMINISTRATOR	24.46	25.68	26.90	25.67	26.95	28.23	26.95	28.30	29.65	28.33	29.75	29.73	31.22	32.71	31.24	32.80	34.36
CLAIMS INVESTIGATOR I	24.24	25.45	26.66	25.41	26.68	27.95	26.71	28.05	29.39	28.03	29.43	29.49	30.96	32.43	30.96	32.51	34.06
CLAIMS INVESTIGATOR II	26.91	28.26	29.61	28.24	29.65	31.06	29.66	31.14	32.62	31.16	32.72	32.76	34.40	36.04	34.40	36.12	37.84
CUSTODIAL SERVICE WORKER I	16.97	17.82	18.67	17.79	18.68	19.57	18.65	19.58	20.51	19.57	20.55	20.53	21.56	22.59	21.56	22.64	23.72
CUSTODIAL SERVICE WORKER II	18.48	19.40	20.32	19.42	20.39	21.36	20.39	21.41	22.43	21.39	22.46	22.42	23.54	24.66	23.54	24.72	25.90
CUSTOMER SERVICE COORDINATOR	22.51	23.64	24.77	23.65	24.83	26.01	24.83	26.07	27.31	26.00	27.30	27.35	28.72	30.09	28.68	30.11	31.54
CUSTOMER SERVICE REP	18.75	19.69	20.63	19.67	20.65	21.63	20.64	21.67	22.70	21.63	22.71	22.71	23.85	24.99	23.85	25.04	26.23
FAC MAINT SUPERVISOR	31.13	32.69	34.25	32.68	34.31	35.94	34.31	36.03	37.75	36.01	37.81	37.80	39.69	41.58	39.67	41.65	43.63
FAC MAINT WKR I	19.01	19.96	20.91	19.97	20.97	21.97	20.92	21.97	23.02	21.94	23.04	23.02	24.17	25.32	24.16	25.37	26.58
FAC MAINT WKR II	22.22	23.33	24.44	23.33	24.50	25.67	24.48	25.70	26.92	25.67	26.95	26.94	28.29	29.64	28.27	29.68	31.09
FINANCIAL ANALYST	34.35	36.07	37.79	36.07	37.87	39.67	37.87	39.76	41.65	39.77	41.76	41.76	43.85	45.94	43.85	46.04	48.23
GRANTS/LEGISLATIVE ANALYST	32.04	33.64	35.24	33.67	35.35	37.03	35.34	37.11	38.88	37.08	38.93	38.95	40.90	42.85	40.91	42.96	45.01
HR CLERK	21.77	22.86	23.95	22.91	24.06	25.21	24.03	25.23	26.43	25.28	26.54	26.50	27.83	29.16	27.84	29.23	30.62
HR GENERALIST	27.80	29.19	30.58	29.14	30.60	32.06	30.64	32.17	33.70	32.17	33.78	33.80	35.49	37.18	35.50	37.28	39.06
HR SPECIALIST	23.34	24.51	25.68	24.50	25.73	26.96	25.68	26.96	28.24	27.03	28.38	28.36	29.78	31.20	29.79	31.28	32.77
IT TECH	22.97	24.12	25.27	24.10	25.31	26.52	25.32	26.59	27.86	26.58	27.91	27.95	29.35	30.75	29.30	30.77	32.24
JR. TRANS PLANNER	23.87	25.06	26.25	25.05	26.30	27.55	26.34	27.66	28.98	27.63	29.01	29.03	30.48	31.93	30.47	31.99	33.51
LEAD CUSTODIAN	20.88	21.92	22.96	21.94	23.04	24.14	23.02	24.17	25.32	24.19	25.40	25.37	26.64	27.91	26.64	27.97	29.30
LEGAL SECRETARY	21.77	22.86	23.95	22.91	24.06	25.21	24.03	25.23	26.43	25.28	26.54	26.50	27.83	29.16	27.84	29.23	30.62
PARALEGAL	26.91	28.26	29.61	28.24	29.65	31.06	29.66	31.14	32.62	31.16	32.72	32.76	34.40	36.04	34.40	36.12	37.84
PARALEGAL WITH HR DUTIES	31.93	33.53	35.13	33.53	35.21	36.89	35.21	36.97	38.73	36.97	38.82	38.82	40.76	42.70	40.76	42.80	44.84
PARATRANSIT ELIGIBILITY COORDINATOR	26.91	28.26	29.61	28.24	29.65	31.06	29.66	31.14	32.62	31.16	32.72	32.76	34.40	36.04	34.40	36.12	37.84
PAYROLL SPECIALIST	24.04	25.24	26.44	25.25	26.51	27.77	26.51	27.84	29.17	27.84	29.23	29.22	30.68	32.14	30.68	32.21	33.74
PERSONNEL TECHNICIAN	25.21	26.47	27.73	26.47	27.79	29.11	27.75	29.14	30.53	29.18	30.64	30.64	32.17	33.70	32.19	33.80	35.41
PLANNING ANALYST	30.37	31.89	33.41	31.89	33.48	35.07	33.48	35.15	36.82	35.15	36.91	36.90	38.75	40.60	38.75	40.69	42.63
PURCHASING AGENT	30.96	32.51	34.06	32.47	34.09	35.71	34.13	35.84	37.55	35.83	37.62	37.64	39.52	41.40	39.55	41.53	43.51
PURCHASING ASSISTANT	22.91	24.06	25.21	24.03	25.23	26.43	25.28	26.54	27.80	26.52	27.85	27.84	29.23	30.62	29.22	30.68	32.14
REVENUE SPECIALIST	18.54	19.47	20.40	19.46	20.43	21.40	20.44	21.46	22.48	21.43	22.50	22.50	23.63	24.76	23.64	24.82	26.00
SAFETY SPECIALIST	33.18	34.84	36.50	34.81	36.55	38.29	36.58	38.41	40.24	38.39	40.31	40.29	42.30	44.31	42.32	44.44	46.56
SCHEDULE ANALYST	29.71	31.20	32.69	31.19	32.75	34.31	32.78	34.42	36.06	34.40	36.12	36.11	37.92	39.73	37.90	39.80	41.70

(Updated as of 07/17/2017)

L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)

Effective June 15, 2017

	Step 1	Step 1 LL	Step 1 L	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
SR ACCOUNTING TECHNICIAN	24.65	25.88	27.11	25.89	27.18	28.47	27.18	28.54	29.90	28.54	29.97	31.40	29.97	31.47	32.97	31.47	33.04	34.61
SR CUSTOMER SERVICE REP	21.43	22.50	23.57	22.51	23.64	24.77	23.63	24.81	25.99	24.81	26.05	27.29	26.02	27.32	28.62	27.36	28.73	30.10
SR FAC MAINT WKR	24.24	25.45	26.66	25.41	26.68	27.95	26.66	27.99	29.32	27.97	29.37	30.77	29.31	30.78	32.25	30.78	32.32	33.86
SR FINANCIAL ANALYST	38.18	40.09	42.00	40.09	42.09	44.09	42.10	44.21	46.32	44.20	46.41	48.62	46.41	48.73	51.05	48.73	51.17	53.61
SR IT TECH	26.58	27.91	29.24	27.95	29.35	30.75	29.29	30.75	32.21	30.76	32.30	33.84	32.33	33.95	35.57	33.94	35.64	37.34
SR PAYROLL SPECIALIST	26.92	28.27	29.62	28.26	29.67	31.08	29.68	31.16	32.64	31.16	32.72	34.28	32.72	34.36	36.00	34.35	36.07	37.79
SR SYS ADMIN	38.39	40.31	42.23	40.29	42.30	44.31	42.32	44.44	46.56	44.46	46.68	48.90	46.68	49.01	51.34	49.02	51.47	53.92
SR SAFETY SPECIALIST	38.39	40.31	42.23	40.29	42.30	44.31	42.32	44.44	46.56	44.46	46.68	48.90	46.68	49.01	51.34	49.02	51.47	53.92
SR TRANS PLANNER	31.90	33.50	35.10	33.50	35.18	36.86	35.18	36.94	38.70	36.92	38.77	40.62	38.78	40.72	42.66	40.72	42.76	44.80
SUPERVISOR OF REVENUE COLLECTIONS	33.18	34.84	36.50	34.81	36.55	38.29	36.58	38.41	40.24	38.39	40.31	42.23	40.29	42.30	44.31	42.32	44.44	46.56
SYS ADMIN	33.18	34.84	36.50	34.81	36.55	38.29	36.58	38.41	40.24	38.39	40.31	42.23	40.29	42.30	44.31	42.32	44.44	46.56
TICKET & PASS PROGRAM SPECIALIST	20.03	21.03	22.03	21.05	22.10	23.15	22.09	23.19	24.29	23.23	24.39	25.55	24.37	25.59	26.81	25.58	26.86	28.14
TRANSIT SURVEYOR	17.00	17.85	18.70	17.91	18.81	19.71	18.79	19.73	20.67	19.70	20.69	21.68	20.72	21.76	22.80	21.75	22.84	23.93
TRANSPORT PLAN AID	22.74	23.88	25.02	23.87	25.06	26.25	25.05	26.30	27.55	26.34	27.66	28.98	27.63	29.01	30.39	29.03	30.48	31.93
TRANSPORT PLANNER	30.38	31.90	33.42	31.90	33.50	35.10	33.50	35.18	36.86	35.18	36.94	38.70	36.92	38.77	40.62	38.78	40.72	42.66
VEH SERV DETAILER	19.66	20.64	21.62	20.61	21.64	22.67	21.62	22.70	23.78	22.68	23.81	24.94	23.80	24.99	26.18	24.96	26.21	27.46
VEH SERV TECHNICIAN	21.62	22.70	23.78	22.68	23.81	24.94	23.80	24.99	26.18	24.96	26.21	27.46	26.15	27.46	28.77	27.48	28.85	30.22
VEH SERV WKR I	16.99	17.84	18.69	17.82	18.71	19.60	18.68	19.61	20.54	19.59	20.57	21.55	20.58	21.61	22.64	21.60	22.68	23.76
VEH SERV WKR II	18.71	19.85	20.59	19.66	20.64	21.62	20.61	21.64	22.67	21.62	22.70	23.78	22.68	23.81	24.94	23.80	24.99	26.18

(Updated as of 07/17/2017)

Calculation Method:

- Step 1: Calculate 5% of the Base (Base Step x 0.05)
- Step 2: Base Step + 5% of the Base (as calculated in Step 1) to calculate L (10 Years)
- Step 3: Base Step + 2 x 5% of the Base (as calculated in Step 1) to calculate LL (15 Years)

Example:

- Step 1: Base Rate = \$28.36; 5% of the Base Rate = \$28.36 x 0.05 = \$1.42
- Step 2: \$28.36 + \$1.42 = \$29.78 (6L)
- Step 3: \$28.36 + \$1.42 + \$1.42 = \$31.20 (6LL)

Tentative Agreement

Article 10.1 Pay Rates

Agree to pay scales as provided above.

10-190.2

Alex Clifford, CEO/General Manager, Santa Cruz METRO

Joan Jeffries, President, SEA Chapter

Olivia Martinez, Lead Internal Organizer, SEIU Local 521

Date _____

Effective June 14, 2018

	Step 1	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
SEA SALARY SCHEDULE																	
ACCESS SERVICES COORDINATOR	22.22	23.33	24.44	23.34	24.51	25.68	24.50	25.73	26.96	25.68	26.96	27.03	28.38	29.73	28.36	29.78	31.20
ACCOUNTANT I	29.05	30.50	31.95	30.50	32.03	33.56	32.03	33.63	35.23	33.63	35.31	35.31	37.08	38.85	37.08	38.93	40.78
ACCOUNTANT II	30.50	32.03	33.56	32.03	33.62	35.22	33.62	35.30	36.98	35.30	37.07	37.07	38.91	40.76	38.91	40.86	42.81
ACCOUNTING CLERK	19.09	20.04	20.99	20.05	21.05	22.05	21.05	22.10	23.15	22.10	23.21	23.21	24.37	25.53	24.37	25.59	26.81
ACCOUNTING SPECIALIST	27.91	29.31	30.71	29.30	30.77	32.24	30.77	32.31	33.85	32.31	33.93	33.93	35.63	37.33	35.62	37.40	39.18
ACCOUNTING TECH	21.71	22.80	23.89	22.79	23.93	25.07	23.93	25.13	26.33	25.12	26.38	26.38	27.70	29.02	27.69	29.07	30.45
ADMIN ASSISTANT	23.03	24.18	25.33	24.20	25.41	26.62	25.40	26.67	27.94	26.67	28.00	28.01	29.41	30.81	29.42	30.89	32.36
ADMIN ASSISTANT/SUPERVISOR	24.19	25.40	26.61	25.39	26.66	27.93	26.66	27.99	29.32	28.00	29.40	29.41	30.88	32.35	30.87	32.41	33.95
ADMIN CLERK I	17.85	18.74	19.63	18.75	19.69	20.63	19.68	20.66	21.64	20.67	21.70	21.71	23.85	24.99	22.79	23.93	25.07
ADMIN SPECIALIST	24.19	25.40	26.61	25.37	26.64	27.91	26.66	27.99	29.32	28.01	29.41	29.37	30.84	32.31	30.84	32.38	33.92
BENEFITS ADMINISTRATOR	24.46	25.68	26.90	25.67	26.95	28.23	26.95	28.30	29.65	28.33	29.75	29.73	31.22	32.71	31.24	32.80	34.36
CLAIMS INVESTIGATOR I	24.24	25.45	26.66	25.41	26.68	27.95	26.71	28.05	29.39	28.03	29.43	29.49	30.96	32.43	30.96	32.51	34.06
CLAIMS INVESTIGATOR II	26.91	28.26	29.61	28.24	29.65	31.06	29.66	31.14	32.62	31.16	32.72	32.76	34.40	36.04	34.40	36.12	37.84
CUSTODIAL SERVICE WORKER I	16.97	17.82	18.67	17.79	18.68	19.57	18.65	19.58	20.51	19.57	20.55	20.53	21.56	22.59	21.56	22.64	23.72
CUSTODIAL SERVICE WORKER II	18.48	19.40	20.32	19.42	20.39	21.36	20.39	21.41	22.43	21.39	22.46	22.42	23.54	24.66	23.54	24.72	25.90
CUSTOMER SERVICE COORDINATOR	22.51	23.64	24.77	23.65	24.83	26.01	24.83	26.07	27.31	26.00	27.30	27.35	28.72	30.09	28.68	30.11	31.54
CUSTOMER SERVICE REP	18.75	19.69	20.63	19.67	20.65	21.63	20.64	21.67	22.70	21.63	22.71	22.71	23.85	24.99	23.85	25.04	26.23
FAC MAINT SUPERVISOR	31.13	32.69	34.25	32.68	34.31	35.94	34.31	36.03	37.75	36.01	37.81	37.80	39.69	41.58	39.67	41.65	43.63
FAC MAINT WKR I	19.01	19.96	20.91	19.97	20.97	21.97	20.92	21.97	23.02	21.94	23.04	23.02	24.17	25.32	24.16	25.37	26.58
FAC MAINT WKR II	22.22	23.33	24.44	23.33	24.50	25.67	24.48	25.70	26.92	25.67	26.95	26.94	28.29	29.64	28.27	29.68	31.09
FINANCIAL ANALYST	34.35	36.07	37.79	36.07	37.87	39.67	37.87	39.76	41.65	39.77	41.76	41.76	43.85	45.94	43.85	46.04	48.23
GRANTS/LEGISLATIVE ANALYST	32.04	33.64	35.24	33.67	35.35	37.03	35.34	37.11	38.88	37.08	38.93	38.95	40.90	42.85	40.91	42.96	45.01
HR CLERK	21.77	22.86	23.95	22.91	24.06	25.21	24.03	25.23	26.43	25.28	26.54	26.50	27.83	29.16	27.84	29.23	30.62
HR GENERALIST	27.80	29.19	30.58	29.14	30.60	32.06	30.64	32.17	33.70	32.17	33.78	33.80	35.49	37.18	35.50	37.28	39.06
HR SPECIALIST	23.34	24.51	25.68	24.50	25.73	26.96	25.68	26.96	28.24	27.03	28.38	28.36	29.78	31.20	29.79	31.28	32.77
IT TECH	22.97	24.12	25.27	24.10	25.31	26.52	25.32	26.59	27.86	26.58	27.91	27.95	29.35	30.75	29.30	30.77	32.24
JR. TRANS PLANNER	23.87	25.06	26.25	25.05	26.30	27.55	26.34	27.66	28.98	27.63	29.01	29.03	30.48	31.93	30.47	31.99	33.51
LEAD CUSTODIAN	20.88	21.92	22.96	21.94	23.04	24.14	23.02	24.17	25.32	24.19	25.40	25.37	26.64	27.91	26.64	27.97	29.30
LEGAL SECRETARY	21.77	22.86	23.95	22.91	24.06	25.21	24.03	25.23	26.43	25.28	26.54	26.50	27.83	29.16	27.84	29.23	30.62
PARALEGAL	26.91	28.26	29.61	28.24	29.65	31.06	29.66	31.14	32.62	31.16	32.72	32.76	34.40	36.04	34.40	36.12	37.84
PARALEGAL WITH HR DUTIES	31.93	33.53	35.13	33.53	35.21	36.89	35.21	36.97	38.73	36.97	38.82	38.82	40.76	42.70	40.76	42.80	44.84
PARATRANSIT ELIGIBILITY COORDINATOR	26.91	28.26	29.61	28.24	29.65	31.06	29.66	31.14	32.62	31.16	32.72	32.76	34.40	36.04	34.40	36.12	37.84
PAYROLL SPECIALIST	24.04	25.24	26.44	25.25	26.51	27.77	26.51	27.84	29.17	27.84	29.23	29.22	30.68	32.14	30.68	32.21	33.74
PERSONNEL TECHNICIAN	25.21	26.47	27.73	26.47	27.79	29.11	27.75	29.14	30.53	29.18	30.64	30.64	32.17	33.70	32.19	33.80	35.41
PLANNING ANALYST	30.37	31.89	33.41	31.89	33.48	35.07	33.48	35.15	36.82	35.15	36.91	36.90	38.75	40.60	38.75	40.69	42.63
PURCHASING AGENT	30.96	32.51	34.06	32.47	34.09	35.71	34.13	35.84	37.55	35.83	37.62	37.64	39.52	41.40	39.55	41.53	43.51
PURCHASING ASSISTANT	22.91	24.06	25.21	24.03	25.23	26.43	25.28	26.54	27.80	26.52	27.85	27.84	29.23	30.62	29.22	30.68	32.14
REVENUE SPECIALIST	18.54	19.47	20.40	19.46	20.43	21.40	20.44	21.46	22.48	21.43	22.50	22.50	23.63	24.76	23.64	24.82	26.00
SAFETY SPECIALIST	33.18	34.84	36.50	34.81	36.55	38.29	36.58	38.41	40.24	38.39	40.31	40.29	42.30	44.31	42.32	44.44	46.56
SCHEDULE ANALYST	29.71	31.20	32.69	31.19	32.75	34.31	32.78	34.42	36.06	34.40	36.12	36.11	37.92	39.73	37.90	39.80	41.70

(Updated as of 07/17/2017)

L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)

Effective June 14, 2018

	Step 1	Step 1 LL	Step 1 L	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
SR ACCOUNTING TECHNICIAN	24.65	25.88	27.11	25.89	27.18	28.47	27.18	28.54	29.90	28.54	29.97	31.40	29.97	31.47	32.97	31.47	33.04	34.61
SR CUSTOMER SERVICE REP	21.43	22.50	23.57	22.51	23.64	24.77	23.63	24.81	25.99	24.81	26.05	27.29	26.02	27.32	28.62	27.36	28.73	30.10
SR FAC MAINT WKR	24.24	25.45	26.66	25.41	26.68	27.95	26.66	27.99	29.32	27.97	29.37	30.77	29.31	30.78	32.25	30.78	32.32	33.86
SR: FINANCIAL ANALYST	38.18	40.09	42.00	40.09	42.09	44.09	42.10	44.21	46.32	44.20	46.41	48.62	46.41	48.73	51.05	48.73	51.17	53.61
SR IT TECH	26.58	27.91	29.24	27.95	29.35	30.75	29.29	30.75	32.21	30.76	32.30	33.84	32.33	33.95	35.57	33.94	35.64	37.34
SR PAYROLL SPECIALIST	26.92	28.27	29.62	28.26	29.67	31.08	29.68	31.16	32.64	31.16	32.72	34.28	32.72	34.36	36.00	34.35	36.07	37.79
SR SYS ADMIN	38.39	40.31	42.23	40.29	42.30	44.31	42.32	44.44	46.56	44.46	46.68	48.90	46.68	49.01	51.34	49.02	51.47	53.92
SR SAFETY SPECIALIST	38.39	40.31	42.23	40.29	42.30	44.31	42.32	44.44	46.56	44.46	46.68	48.90	46.68	49.01	51.34	49.02	51.47	53.92
SR:TRANS PLANNER	31.90	33.50	35.10	33.50	35.18	36.86	35.18	36.94	38.70	36.92	38.77	40.62	38.78	40.72	42.66	40.72	42.76	44.80
SUPERVISOR OF REVENUE COLLECTIONS	33.18	34.84	36.50	34.81	36.55	38.29	36.58	38.41	40.24	38.39	40.31	42.23	40.29	42.30	44.31	42.32	44.44	46.56
TICKET & PASS PROGRAM SPECIALIST	20.03	21.03	22.03	21.05	22.10	23.15	22.09	23.19	24.29	23.23	24.39	25.55	24.37	25.59	26.81	25.58	26.86	28.14
TRANSIT SURVEYOR	17.00	17.85	18.70	17.91	18.81	19.71	18.79	19.73	20.67	19.70	20.69	21.68	20.72	21.76	22.80	21.75	22.84	23.93
TRANSPORT PLAN AID	22.74	23.88	25.02	23.87	25.06	26.25	25.05	26.30	27.55	26.34	27.66	28.98	27.63	29.01	30.39	29.03	30.48	31.93
TRANSPORT PLANNER	30.38	31.90	33.42	31.90	33.50	35.10	33.50	35.18	36.86	35.18	36.94	38.70	36.92	38.77	40.62	38.78	40.72	42.66
VEH SERV DETAILER	19.66	20.64	21.62	20.61	21.64	22.67	21.62	22.70	23.78	22.68	23.81	24.94	23.80	24.99	26.18	24.96	26.21	27.46
VEH SERV TECHNICIAN	21.62	22.70	23.78	22.68	23.81	24.94	23.80	24.99	26.18	24.96	26.21	27.46	26.15	27.46	28.77	27.48	28.85	30.22
VEH SERV WKR I	16.99	17.84	18.69	17.82	18.71	19.60	18.68	19.61	20.54	19.59	20.57	21.55	20.58	21.61	22.64	21.60	22.68	23.76
VEH SERV WKR II	18.71	19.85	20.59	19.66	20.64	21.62	20.61	21.64	22.67	21.62	22.70	23.78	22.68	23.81	24.94	23.80	24.99	26.18

(Updated as of 07/17/2017)

Article 10.2 Longevity

"METRO shall compensate an employee with longevity increments as follows:
 5% of the base salary after ten (10) years of continuous service.
 An additional 5% of the base salary after fifteen (15) years of continuous service."

Calculation Method:

Step 1: Calculate 5% of the Base (Base Step x 0.05)
 Step 2: Base Step + 5% of the Base (as calculated in Step 1) to calculate L (10 Years)
 Step 3: Base Step + 2 x 5% of the Base (as calculated in Step 1) to calculate LL (15 Years)

Example:

Step 1: Base Rate = \$28.36; 5% of the Base Rate = \$28.36 x 0.05 = \$1.42
 Step 2: \$28.36 + \$1.42 = \$29.78 (6L)
 Step 3: \$28.36 + \$1.42 + \$1.42 = \$31.20 (6LL)

Tentative Agreement

Article 10.1 Pay Rates

Agree to pay scales as provided above.

Date _____

10-19D.2

Alex Clifford, CEO/General Manager, Santa Cruz METRO

Joan Jeffries, President, SEA Chapter

Olivia Martinez, Lead Internal Organizer, SEIU Local 521



DATE: August 25, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager & Interim HR Manager
SUBJECT: **CONSIDERATION OF ADOPTING A RESOLUTION IN SUPPORT OF THE CONTINUED USE OF CRIMINAL BACKGROUND CHECK INFORMATION IN HIRING DECISIONS**

I. RECOMMENDED ACTION

That the Board of Directors Adopt a Resolution to advocate METRO's continued use of Criminal Background Check Information obtained from the Department of Justice.

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) may consider criminal conduct if it has specified what kinds of criminal conduct might be disqualifying or is otherwise complying with a statute or regulation.
- This action seeks authority for the continued use of Criminal Background Check Information in hiring decisions, as allowed under the California Penal Code.
- California Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize any city, county, special districts and joint power authority to access State and local summary criminal history information for employment, licensing or certification purposes.
- California Penal Code Sections 11105(b)(11) and 13300(b)(11) also require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record.
- In addition to State level summary criminal information, a city, county, or special district may request federal level summary criminal history information from the Department of Justice (DOJ) to be transmitted to the Federal Bureau of Investigation (FBI).
- Staff recommends that the Board of Directors adopt the proposed Resolution in support of METRO's continued use of Criminal Background Check Information in Hiring Decisions.

III. DISCUSSION/BACKGROUND

The Santa Cruz Metropolitan Transit District (METRO) currently uses background check information in order to screen prospective candidates for employment (including volunteers and contract employees). METRO's Human Resources Department has been accessing the Live Scan/DOJ background checks for many years. At this time, staff is asking the Board of Directors to adopt the attached Resolution (Attachment A) in order to bring METRO in alignment with the DOJ requirement that all agencies have a Resolution approved by the governing body on file with the DOJ.

METRO will continue to access the State level summary criminal history information for employment (including volunteers and contract employees), licensing or certification purposes and prohibit the dissemination of the information to a private entity. METRO also receives federal level summary criminal history information from the DOJ.

In order to ensure that the interests of METRO, its employees, and members of the public are protected, and to help minimize potential liability, it is necessary for METRO to have continued access to both State and federal summary criminal history information regarding prospective employees, volunteers, independent contractors, and license and permit holders. This criminal history information is obtained and stored in accordance with California Penal Code Sections 11105(b)(11) and 13300(b)(11).

Staff's understanding is that METRO previously met the DOJ requirements to obtain State and federal level summary criminal history information pursuant to CA Penal Code Section 11105(b)(11). However, staff has been unable to locate the previously approved Board Resolution authorizing this practice. Therefore, staff is asking the Board to adopt the attached Resolution (Attachment A) to support the continued use of criminal background check information in hiring decisions at METRO.

METRO's designated "*Custodian of Records*" for all Live Scan/DOJ background checks is Angela Aitken, Finance Manager and Interim HR Manager. As the *Custodian of Records*, she is responsible for overseeing the hiring process, and for the security, storage, dissemination, and destruction of the criminal records furnished to METRO. In addition, she is the primary contact for the DOJ for any related issues.

IV. FINANCIAL CONSIDERATIONS/IMPACT

In FY17, METRO hired 51 employees and spent \$3,055 on DOJ live scans and background checks. Staff estimates the cost for criminal background check information for FY18 to be approximately \$67.00 per candidate.

V. ALTERNATIVES CONSIDERED

The Board may elect to not adopt the Resolution. Staff does not recommend this option, as this would prevent METRO from obtaining important criminal history information prior to making any hiring decisions.

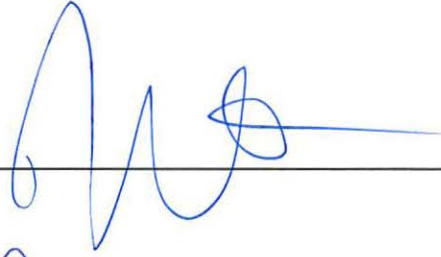
VI. ATTACHMENTS

Attachment A: Resolution of the Board of Directors of the Santa Cruz Metropolitan Transit District in Support of Use of Criminal Background Check Information in Hiring Decisions

Prepared By: Rickie-Ann Kegley, Paralegal

VII. APPROVALS:


Approved as to form:
Julie Sherman, General Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager &
Interim Human Resources Manager



Alex Clifford, CEO/General Manager



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Attachment A



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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT IN SUPPORT OF USE OF CRIMINAL BACKGROUND CHECK INFORMATION IN HIRING DECISIONS

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW THEREFORE, BE IT RESOLVED, that the Santa Cruz Metro District is hereby authorized to access state and federal level summary criminal history information for employment including, contract employees, licensing of all prospective employees or certification for employment purposes and may not disseminate the information to a private entity.

PASSED AND ADOPTED this 25th Day of August 2017 by the following vote:

AYES: Directors -

NOES: Directors -

Attachment A

Resolution #:
Page 2 of 2

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
Jimmy Dutra
Board Chair

ATTEST:

Alex Clifford
CEO/General Manager

APPROVED AS TO FORM:

Julie A. Sherman
General Counsel

10-20A.2



DATE: August 25, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: REVISED AUTHORIZATION TO LEASE 64 PARKING SPACES AT THE SOQUEL PARK & RIDE LOT TO DOMINICAN HOSPITAL OR ITS DESIGNATED LEGAL ENTITY

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to negotiate and execute a lease with Dominican Hospital, or its designated legal entity, for up to 64 parking spaces at the Soquel Park and Ride lot and not less than \$30,720/year.

II. SUMMARY

- On March 24, 2017 the Board authorized the CEO to negotiate a lease with Dominican Hospital for up to 64 parking spaces at the Soquel Park and Ride.
- An error in the Board meeting minutes inadvertently referred the discussion to the Capital Projects Standing Committee for review and recommendation to back to the full Board.
- At the time of negotiations, the only parking comparables that Santa Cruz Metropolitan Transit District (METRO) could find were the City of Santa Cruz public parking rates at \$5/day, or roughly \$83,200/year for 64 parking spaces (based on five-day work weeks).
- Through the process of negotiations, both parties agreed to an annual rate of \$75,000 for the lease of 64 parking spaces.
- However, since March 24, 2017 representatives of Dominican Hospital have been unable to obtain a final commitment from the hospital and Dignity Health at the negotiated rate of \$75,000/year.
- Representatives of Dominican Hospital and Dignity Health now believe that the parking comparables should be equivalent to the downtown employee monthly parking rates.
- METRO staff has verified that employees of downtown businesses can purchase a monthly pass for \$37/month and that this rate may soon go up to \$40/month.
- A lease rate of \$40/month for 64 spaces would equate to \$30,720/year.
- The CEO recommends that the METRO Board of Directors provide him final authority to negotiate and execute a lease on behalf of the Agency, in a form

approved by legal counsel, not less than \$30,720/year for 64 spaces at the Soquel Park and Ride.

- The Board Capital Projects Standing Committee reviewed this report at their meeting on August 15, 2017 and unanimously recommends its approval to the full Board.

III. DISCUSSION/BACKGROUND

In early 2016, representatives from Dominican Hospital reached out to METRO to discuss the possibility of leasing excess (unused) parking spaces at the Soquel Park and Ride lot. The lot is sometimes referred to as the Paul Sweet Park and Ride. The lot is generally located at the juncture of Paul Sweet Road, Soquel Drive and Highway 1.

Between early 2016 and early 2017, several meetings occurred between METRO and Dominican Hospital representatives to discuss possible lease deal points. Unfortunately, the conversation became protracted as a result of METRO's inability to locate important documentation showing the acquisition of the property and information about any potential restrictions related to its operation.

Throughout much of 2016, staff engaged in a deep dive of historical and archived files, and by late 2016 salient documents were located. The documents reflected that in 1988 Caltrans conveyed the Soquel Park and Ride property to METRO and that there were no covenants, conditions or restrictions included in the transfer. The CEO then reached out to Caltrans District 5 Director Timothy Gubbins and provided him the pertinent documents and a request for any concerns related to the leasing concept. On February 28, 2017 Mr. Gubbins responded that Caltrans does not have any concerns with METRO proceeding with the project as described by METRO.

On March 24, 2017 the Board authorized the CEO to negotiate a lease with Dominican Hospital for up to 64 parking spaces at the Soquel Park and Ride. However, there was an error in the Board meeting minutes, inadvertently reflecting that the Board referred the item to the Capital Projects Standing Committee for review and recommendation to lease parking spaces at an annual rate of between \$70,000 - \$75,000, and to return to the full Board with a recommendation. On March 24th the Board actually approved providing the CEO the authority to negotiate the final lease to Dominican Hospital within the range identified in the Board report. The Board only intended to refer to the Capital Projects Committee the discussion about what to do with the new revenues METRO would receive from the lease.

The mistake in the minutes was actually fortuitous. Since March 24th, representatives of Dominican Hospital have been unable to obtain a commitment from the hospital and Dignity Health at the negotiated rate of \$75,000/year. Representatives of Dominican Hospital now believe that the negotiated lease

rate should be based on parking comparables equivalent to the monthly rates for parking charged to employees who work in downtown Santa Cruz.

At the time of the original negotiations with Dominican Hospital representatives, the only parking comparables that METRO could find were the City of Santa Cruz public parking rates at \$5/day, or roughly \$83,200/year for 64 parking spaces (based on a five-day workweek). Based on that comparable, METRO staff negotiated an annual rate of \$75,000.

METRO staff has now verified that employees of downtown businesses can purchase a monthly parking pass for \$37/month. METRO also understands that this rate may soon go up to \$40/month. A lease rate of \$40/month for 64 spaces would equate to \$30,720/year. A lease rate of \$50/month for 64 spaces would equate to \$38,400/year.

The CEO now recommends that the METRO Board of Directors provide him final authority to negotiate and execute a lease on behalf of the Agency, in a form approved by legal counsel, not less than \$30,720/year for 64 parking spaces at the Soquel Park and Ride.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The fiscal impact of this action will result in new revenues of up to \$38,400 annually. Those revenues could be programmed for various capital projects.

V. ALTERNATIVES CONSIDERED

- Do nothing – Staff does not recommend this alternative since there is an abundance of excess parking at the Soquel Park and Ride lot and not leasing it will result in a missed opportunity to receive new revenues of at least \$30,720/year.
- The Board could provide staff alternate direction on the rate, terms and conditions of such a lease with Dominican Hospital.

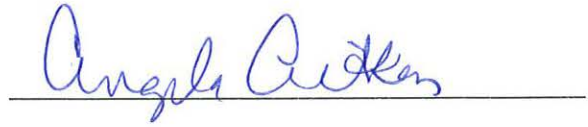
VI. ATTACHMENTS

None

Prepared By: Alex Clifford, CEO/General Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

EDUARDO BIDDLECOME
BUS OPERATOR

FOR THE COMPLETION OF 30 YEARS OF SERVICE
BETWEEN 1987 AND 2017

GIVEN THIS 25TH DAY OF AUGUST 2017



CHAIR, BOARD OF DIRECTORS



CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

ANNA-MARIE GOUVEIA

FIXED ROUTE SUPERINTENDENT

FOR THE COMPLETION OF **30 YEARS OF SERVICE**
BETWEEN 1987 AND 2017

GIVEN THIS 25TH DAY OF AUGUST 2017



CHAIR, BOARD OF DIRECTORS



CEO/GENERAL-MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

RICKIE-ANN KEGLEY
PARALEGAL

FOR THE COMPLETION OF **10 YEARS OF SERVICE**
BETWEEN 2007 AND 2017

GIVEN THIS **25TH** DAY OF **AUGUST 2017**

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

KRISTINA MIHAYLOVA
SR. FINANCIAL ANALYST

FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2007 AND 2017

GIVEN THIS 25TH DAY OF AUGUST 2017

A blue ink signature of the Chair of the Board of Directors, written over a horizontal line.

CHAIR, BOARD OF DIRECTORS

A blue ink signature of the CEO/General Manager, written over a horizontal line.

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

CLINT NABOR
BUS OPERATOR

**FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2007 AND 2017**

GIVEN THIS 25TH DAY OF AUGUST 2017



CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

MARY SELLS
BUS OPERATOR

**FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2007 AND 2017**

GIVEN THIS 25TH DAY OF AUGUST 2017

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

SERGIO J. TABAG
BUS OPERATOR

**FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2007 AND 2017**

GIVEN THIS 25TH DAY OF AUGUST 2017

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

BYRON WATSON
BUS OPERATOR

FOR THE COMPLETION OF **20 YEARS OF SERVICE**
BETWEEN 1997 AND 2017

GIVEN THIS 25TH DAY OF AUGUST 2017



CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



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 DONNA BLITZER AS AN EX-OFFICIO MEMBER OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS

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

WHEREAS, the University of California Santa Cruz, requiring strong public representation, appointed Donna Blitzer as an ex-officio member of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO); and

WHEREAS, Donna Blitzer served as an ex-officio member of the Board of Directors from January 2007 through June 2017; and

WHEREAS, Donna Blitzer provided METRO with strong leadership and insightful guidance during her term in office; and

WHEREAS, during the time that Donna Blitzer served on the Board of Directors, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, improved ridership, responded to adverse economic conditions, replaced a portion of the fixed route and ParaCruz fleets, converted buses from diesel to CNG, opened a new service/fueling facility, completed the new fleet maintenance facility, opened a new administration/facilities maintenance facility, improved the ParaCruz service, initiated a study of Watsonville service, implemented a smart-card fare system, responded to a severe economic downturn, acquired funding, opened and occupied the Judy K. Souza Operations Facility component of the MetroBase Project; acquired funding for major capital improvements such as electric buses and electric bus infrastructure, developed a new partnership with Cabrillo College; 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 Donna Blitzer; and

WHEREAS, Donna Blitzer completed her term as an ex-officio member of the Board of Directors in June 2017.

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

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Donna Blitzer and that a copy of this resolution be entered into the official records of METRO.

PASSED AND ADOPTED this 25th Day of August 2017 by the following vote:

AYES: Directors

NOES: Directors

ABSTAIN: Directors

ABSENT: Directors

Approved:

Jimmy Dutra, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Julie Sherman, General 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:

RESOLUTION OF APPRECIATION FOR THE SERVICES OF SHAWN O'DONNELL AS FLEET MAINTENANCE SUPERVISOR 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 residents of Santa Cruz County, and

WHEREAS, the provision of public transportation service requires a competent, dedicated workforce, and

WHEREAS, METRO, requiring an employee with expertise and dedication, appointed Shawn O'Donnell to serve in the position of Fleet Maintenance Supervisor, and

WHEREAS, Shawn O'Donnell served as a member of the Fleet Maintenance Department of METRO for the time period of May 4, 1987 to June 30, 2017, and

WHEREAS, Shawn O'Donnell provided METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Shawn O'Donnell served METRO with distinction, and

WHEREAS, the service provided to the residents of Santa Cruz County by Shawn O'Donnell resulted in reliable, quality public transportation being available in the most difficult of times, and

WHEREAS, during the time of Shawn's service, METRO improved existing and built new operating facilities, converted the fleet to a CNG propulsion system, developed accessible bus stops, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service, and

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Shawn O'Donnell.

NOW, THEREFORE, BE IT RESOLVED, that upon his retirement as Fleet Maintenance Supervisor, the Board of Directors of METRO does hereby commend Shawn O'Donnell for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, the METRO staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution will be presented to Shawn O'Donnell, 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 August 2017 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Jimmy Dutra, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Julie Sherman, General Counsel



**A PROCLAMATION HONORING
DEBBIE MERRILL
FOR DEDICATED SERVICE ON BEHALF OF SANTA CRUZ METRO
IN WASHINGTON, DC**

WHEREAS for over 20 years, Debbie Merrill has served as the primary transportation staff for Members of Congress representing Santa Cruz County in the U.S. House of Representatives;

WHEREAS working with METRO on behalf of Congressman Sam Farr, Debbie was instrumental in directing millions of dollars in federal assistance to our agency;

WHEREAS this included funds for the consolidation of METRO facilities that were destroyed by the Loma Prieta earthquake and for the purchase of the Greyhound property at Pacific Station;

WHEREAS Debbie helped promote successful METRO competitive federal grant opportunities to update the METRO fleet through the purchase of both compressed natural gas and electric buses;

WHEREAS Debbie served as the primary staff advocating for the creation of the Small Transit Intensive Cities (STIC) program at DOT, which currently provides METRO with an additional \$2 million in federal formula funds annually and has benefitted transit agencies in over 140 communities in 40 states;

WHEREAS Debbie worked tirelessly to coordinate activities of the California congressional delegation to keep federal transit formula funds flowing to the state while the federal government and courts determined the impacts of new California pension law on those formula programs;

WHEREAS Debbie has used her expertise in transportation to promote policies and funding solutions in multi-year Department of Transportation program reauthorizations bills that benefit both METRO and the public transportation industry;

WHEREAS Debbie recently retired after a dedicated career on Capitol Hill that spanned over 40 years.

THEREFORE BE IT RESOLVED THAT the Board of directors and staff of the Santa Cruz Metropolitan Transit District commends Debbie Merrill for a remarkable career in public service that has provided countless benefits to the residents of Santa Cruz County and the Monterey Bay region.

PASSED AND ADOPTED THIS 25th DAY OF AUGUST, 2017.

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DATE: August 25, 2017
TO: Board of Directors
FROM: Angela Aitken, DBE Liaison Officer and Finance Manager
SUBJECT: **PUBLIC HEARING TO RECEIVE PUBLIC COMMENTS ON SANTA CRUZ METRO'S PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 1.93% FOR FEDERALLY FUNDED PROCUREMENTS FOR FEDERAL FISCAL YEARS 2018-2020 (FFY18-FFY20) WILL COMMENCE AT THE METRO ADMIN OFFICES, 110 VERNON STREET, SANTA CRUZ AT 9:00AM, OR AS SOON THEREAFTER THE MATTER CAN BE HEARD**

I. RECOMMENDED ACTION

That the Board of Directors conduct a public hearing to receive comments on Santa Cruz METRO's proposed DBE Goal of 1.93% for federally funded procurements for FFY18-FFY20, and consider adopting the proposed Goal.

II. SUMMARY

- As a recipient of Federal Transit Administration (FTA) Funds, the Santa Cruz Metropolitan Transit District (METRO) is required to comply with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26), which states that grantees must establish and implement a Disadvantaged Business Enterprise (DBE) program and set DBE participation targets in DOT-Assisted contracts.
- Staff is proposing a DBE Goal for FFY18-FFY20 of 1.93% using the goal setting methodology in Attachment A.
- METRO's Public Notice announcing its proposed DBE Goal for FFY18-FFY20 was published in the Santa Cruz Sentinel and La Ganga, and posted at METRO's Administrative office, its transit centers, and on its website.
- Public meetings to receive feedback from the public on METRO's proposed DBE Goal for FFY18-FFY20 were held at Watsonville City Hall and METRO's Administrative office.
- Today's Public Hearing offers another opportunity for members of the public to comment on the proposed DBE goal and its rationale.
- METRO staff contacted the Federal Transit Administration (FTA) and obtained an extension to submit the 3-year DBE Goal. METRO's DBE Goal must be submitted by September 1, 2017 to comply with FTA Civil Rights requirements.

III. DISCUSSION/BACKGROUND

As a recipient of more than \$250,000 annually in FTA funds, METRO is required to comply with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR 26), which states that recipients must establish and implement a Disadvantaged Business Enterprise (DBE) program and set a DBE participation goal. METRO will receive approximately \$2,145,000 in FTA funding FFY18 through FFY20. A DBE firm is a for-profit “small business concern” that is at least 51 percent woman- or racial minority owned.

METRO’s policy is to ensure that DBEs have an equal opportunity to receive and participate in FTA-assisted contracts. METRO will never exclude any person from participating in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR 26 on the basis of race, color, sex, national origin, disability or sexual orientation.

Beginning with FFY12, the FTA required recipients to calculate and submit a new DBE goal every three years rather than annually as had been required in the past. The goal currently under consideration is for federal fiscal years 2018 - 2020 (FFY18-FFY20).

METRO staff used the methodology published in 49 CFR 26.45 to establish the FFY18-FFY20 DBE goal. This three-year goal was calculated using current federally funded projects, as well as anticipated future grant awards that METRO is likely to receive. METRO proposes a goal of 1.93% for the FFY18-FFY20 period based upon the methodology described in *Attachment A*.

METRO staff used the FY17 and FY18 Capital Budgets, as well as anticipated grant awards during the period, to establish the FFY18-FFY20 DBE goal. If federal funding and contract opportunities change significantly during the three-year period, METRO can modify its DBE Goal and submit a revised goal to the FTA.

Outreach/Public Comment Period

METRO disseminated Public Notices in English and Spanish announcing the proposed DBE goal for FFY18-FFY20. These Notices were published in general circulation media, minority-focused media, on METRO’s web site, at its transit centers and the METRO Administration Building.

Comments are being accepted through the end of today’s Public Hearing. Conducting a Public Hearing today allows the public another opportunity to comment on the proposed FFY18-FFY20 DBE Goal. Adopting the proposed DBE Goal of 1.93% will meet FTA Civil Rights requirements to calculate and submit a DBE Goal every three years.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The costs associated with the publication of METRO's proposed DBE Goal were minimal. Adopting the DBE goal for FFY18-FFY20 has no significant financial impact; however, contracts funded with FTA assistance will be monitored and reported regularly for DBE goal achievement.

V. ALTERNATIVES CONSIDERED

There is no alternative, as not participating in the DBE process would jeopardize METRO's receipt of federal funds.

VI. ATTACHMENTS

Attachment A: FFY18-FFY20 DBE Overall Goal and Goal Setting Methodology

Prepared By: Joan Jeffries, Administrative Specialist

VII. APPROVALS:

Angela Aitken, DBE Liaison Officer &
Finance Manager



Alex Clifford, CEO/General Manager



Attachment A



Federal Fiscal Year 2018 - 2020 (FFY18-FFY20) Disadvantaged Business Enterprise Overall Goal and Goal Setting Methodology

I. INTRODUCTION

The Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”) is the sole public transit operator in Santa Cruz County, and operates its transit services through 4 transit centers and 996 bus stops. It has a fleet of 98 buses to operate 35 routes. Santa Cruz METRO also provides paratransit services utilizing a fleet of shuttles and mini-vans. Santa Cruz METRO’s service area is the entire county, with a population of 262,382, and provides over 5 million rides annually. As a recipient of Federal Transit Administration funding, Santa Cruz METRO is required to have a Disadvantaged Business Enterprise (DBE) Program and develop and submit a Triennial Overall DBE Goal for its FTA-assisted capital projects.

Santa Cruz METRO herein sets forth its Overall DBE goal and corresponding federally prescribed goal-setting methodology for the three-year FFY18-FFY20 period (October 1, 2018 through September 30, 2020), pursuant to Title 49 Code of Federal Regulations (CFR) Part 26 “Participation by Disadvantaged Business Enterprises in U.S. Department of Transportation Programs.” The purpose of the DBE goal-setting process is to level the playing field so that DBEs can compete fairly for Department of Transportation-assisted contracts, however, the program must be narrowly tailored in accordance with applicable law.

Santa Cruz METRO anticipates receiving approximately \$2,145,654 in federal funding for its capital project expenditures from October 1, 2018 through September 30, 2020, and has developed a 1.93% DBE Goal, with a 100% race neutral and 0% race conscious split to be applied to this funding. Santa Cruz METRO does not have FTA sub-recipients or pass-through FTA funds to other agencies; therefore, sub-recipient contracting opportunities do not exist and are not included in the goal calculation.

Santa Cruz METRO will periodically evaluate the goal and the award of federally assisted contracts to determine whether the present goal continues to be realistic or whether mid-course adjustments will be necessary. The DBE goal developed for FTA-assisted contracts identify the relative availability of DBEs, based on evidence of ready, willing and able DBEs in relationship to all comparable businesses that are likely to be available to compete for Santa Cruz METRO’s FTA-assisted contracts. The three-year overall goal reflects Santa Cruz METRO’s determination of the level of DBE participation that would be expected absent the effects of discrimination.

Attachment A

II. FTA-ASSISTED CONTRACTING OPPORTUNITIES FOR FFY18-FFY20

Table 1 represents Santa Cruz METRO's FTA-assisted contracting opportunities, which consists of both projects which Santa Cruz METRO has already been awarded the funding and anticipated projects based on current and planned grant applications. These projects, which include Construction, Professional Services and Materials/Supplies contracting opportunities, are as follows:

Project Name/Description	Estimated Total Project Cost in Period
Mid-Life Overhauls - Parts/Rebuilds	\$ 250,000.00
Pipe Protection at New Facility	\$ 71,500.00
Roof Repairs at Transit Station	\$ 12,000.00
On-Call Engineering Services	\$ 108,750.00
Bus Painting	\$ 197,139.00
A&E Design Services (Electric Bus Infrastructure)	\$ 82,000.00
Construction (Electric Bus Chargers Depot/On-route)	\$ 300,000.00
Project Management Consultant	\$ 339,114.00
Inductive charger purchase	\$ 735,751.00
IT Equipment purchase	\$ 48,400.00
TOTAL	\$ 2,144,654.00

Table 2 provides a summary of the categories of work with the estimated cost for each. Categories of work are groups utilizing the comparable North American Industry Classification System (NAICS) codes for purposes of weighting the categories based on the project's estimated cost.

Category of Work	NAICS Code	Estimated \$ by NAICS	Estimated NAICS %
Bus Parts	336390	\$ 250,000.00	11.66%
Construction - Alteration of an institutional building	236220	\$ 83,500.00	3.89%
Engineering Services	541330	\$ 190,750.00	8.89%
Painting and Wall Covering Contractors	238320	\$ 197,139.00	9.19%
Electric power related construction	237130	\$ 300,000.00	13.99%
General Management Consulting services	541611	\$ 339,114.00	15.81%
All Other Miscellaneous Electrical Equipment and Component Manufacturing	335999	\$ 735,751.00	34.31%
Computer Equipment Stores	443142	\$ 48,400.00	2.26%
TOTAL		\$ 2,144,654.00	100.00%

Attachment A

III. OVERALL GOAL SETTING METHODOLOGY

The two-step goal setting process required by 49 CFR 26.45 regulations has been used to determine the recommended overall goal for FFY18-FFY20. The two steps for setting an overall DBE goal are:

1. Establish a base figure for the relative availability of DBEs
2. Determine the base figure adjustment, if necessary

In order to establish the base figure for the relative availability of DBEs, Santa Cruz METRO staff determined a simple percentage of DBE vendors in the contracted types of work, weighted by the proportion of total project-based contract opportunities in that type of work. The base DBE goal was then further adjusted to reflect Santa Cruz METRO's actual experience to narrowly tailor the base goal to market conditions. This multi-step process is set forth in detail below.

Step 1: Establishing a Base Figure

A. Analyzing Available DBEs in the Relevant Contracting Markets

To establish Santa Cruz METRO's Base Figure of the relative availability of DBEs to all comparable firms (DBE and Non-DBE) available to bid or propose on Santa Cruz METRO's contracting opportunities, staff followed the prescribed federal methodology. This was accomplished by assessing data from the California Department of Transportation (Caltrans) database of all statewide, certified DBE vendors, and the latest (2015) US Bureau of Census County Business Patterns (CBP) database. Both the CBP and Caltrans DBE vendor database offer vendor groupings according to the type of work vendors perform, as categorized by NAIC.

Staff first determined the market area from which vendors that bid on Santa Cruz METRO contracts would likely be chosen by reviewing Santa Cruz METRO's bidder's list and identifying all surrounding counties from which vendors typically submit bids or proposals. The following 14 counties create Santa Cruz METRO's market area for the purposes of developing the base DBE goal:

- o Alameda County
- o Contra Costa County
- o Marin County
- o Monterey County
- o Napa County
- o San Benito County
- o San Francisco County
- o San Luis Obispo County
- o San Mateo County
- o Santa Barbara County
- o Santa Clara County
- o Santa Cruz County
- o Solano County
- o Sonoma County

After determining the relevant market area, staff extracted a count of all vendors in the market area from Santa Cruz METRO's vendor list, the County Business Patterns (CBP) database and the Caltrans DBE vendor directory (using Caltrans Districts 04 and 05 which correspond to the 14 counties) by using the same NAICS code attached to each piece of potential contract work identified in the Contracting Opportunities. In addition, staff included any DBE vendor in the state that indicated that they perform work in Caltrans Districts 04 and 05, regardless of the vendor's location.

Attachment A

By using the formula below, the Base Figure is derived by dividing the number of ready, willing and able DBE firms identified for each work category by the number of all firms identified for each corresponding work category (relative availability), weighting the relative availability for each work category by the corresponding work category weight from Table 2 (weighted ratio), and adding the weighted ratio figures together.

A concerted effort was made to ensure that the type of businesses included in the numerator was as similar as possible to the type of businesses in the denominator.

$$\text{Base Figure} = \sum \frac{(\text{Number of Ready, Willing and Able DBEs})}{\text{Number of All Ready, Willing and Able Firms}} \times \text{weight} \times 100$$

For the numerator: CUCP DBE Database of Certified Firms

For the denominator: 2015 U.S. Census Bureau's Business Patterns Database and METRO's Vendor List

The result of the Base Figure calculation is shown in Table 3 as follows:

Category	NAICS	Category Weight	DBE's	All Firms	Weighted Ratio
Other Motor Vehicle Parts Manufacturing (Bus)	336390	11.66%	0	8	0.00%
Construction - Alteration of an institutional building	236220	3.89%	23	1643	0.05%
Engineering Services	541330	8.89%	117	2196	0.47%
Painting and Wall Covering Contractors	238320	9.19%	14	1012	0.13%
Electric power related construction	237130	13.99%	49	1575	0.44%
General Management Consulting services	541611	15.81%	117	2196	0.84%
All Other Miscellaneous Electrical Equipment and Component Manufacturing	335999	34.31%	0	2	0.00%
Computer Equipment Stores	443142	2.26%	0	1459	0.00%
BASE FIGURE					1.93%

Step 2: Adjusting the Base Figure

Upon establishing the Base Figure, staff reviewed past DBE goal attainment, the possible use of Caltrans 2015 Disparity Study, and considered if there may be other evidence or information that would have an impact on achieving the DBE Goal.

A. Past DBE Goal Attainment

Past participation is not relevant to the current DBE Goal setting period. Santa Cruz no longer uses federal funding in its operating contracts. The federal funding received is isolated to "labor only" in each of the corresponding budget years. This goal will be the first goal set using only capital budget contracting opportunities.

B. Evidence from Disparity Studies

The State of California's Department of Transportation, Caltrans, performed a disparity study in 2016. Santa Cruz METRO was informed that it may be able to use this study in its DBE Program. Staff reviewed

Attachment A

and analyzed the study to determine if it would be applicable to its local market area, and if using race conscious methods based on this study would be appropriate. The study mostly found disparity in the area of construction, which makes up a large part of the contracting opportunities for this goal period. This is also the main area that Santa Cruz METRO has been able to engage DBE's, but agrees that it may be an area with an opportunity to increase participation. Staff will consider using contract goals on future construction contracts if it observes or anticipates low participation in any given year of the current goal.

Overall, since this study covered the entire State of California, staff did not feel it was representative of its local market and would likely not qualify as "narrowly tailoring" Santa Cruz METRO's DBE Program.

C. Statistical Disparities Relating to Financing, Bonding and Insurance

The Caltrans 2016 Disparity study revealed that marketplace conditions indicate that minorities, women, and minority- and woman-owned businesses face substantial barriers nationwide and in California. Race and gender-based disparities exist in terms of acquiring human capital, accruing financial capital, owning businesses, and operating successful businesses.

D. Employment and Other Data

According to California's Employment Development Department (EDD), as of March 2017 the unemployment rate of 4.9% is the lowest since 2006. The area of construction saw the greatest number of jobs growth. California's job growth between 2014 and 2016 was responsible for 16% of the nationwide growth, well outperforming all other states. The Santa Cruz County Community Assessment Project for 2016 shows the same trends within our county, with the construction industry adding 20% more jobs over the last five years. The EDD projects construction jobs statewide to increase 36% over the next ten years.

In 2016, the U.S. Small Business Administration published data on California small businesses reflecting that 99.8% of California business are small businesses, and that 1.6 million of the 3.8 million small businesses are minority owned. This data is encouraging as it supports that there are ready, willing and able DBE's and small businesses in the overall California marketplace.

Upon consideration of all of the above information and applying it to the planned projects, Santa Cruz METRO does not need to adjust the Base Figure. The goal of 1.93% appears to be obtainable and beneficial to the DBE and small business contracting community.

IV. PROPOSED OVERALL DBE GOAL

The final Proposed Overall DBE Goal for FFY2018-2020 for Santa Cruz METRO's FTA-assisted contracts is 1.93%. As part of the prescribed goal-setting methodology, Santa Cruz METRO must project the percentage of its Proposed Overall Goal that can be met utilizing race-neutral and race-conscious measures.

Race-Conscious & Race-Neutral Projection

Historically, Santa Cruz METRO has achieved its goal through race-neutral means the last four federal fiscal years, with the exception of FFY2014. The shortfall analysis for FFY2014 showed that DBE's performed well in construction contracts, but lacked in transportation, wholesale, and services. Since the majority of

Attachment A

contracting opportunities in the current period are related to construction, Santa Cruz METRO will continue to employ an entirely race-neutral program.

RACE-CONSCIOUS & RACE-NEUTRAL PROJECTIONS	
DBE Base Figure	1.93%
Race-Conscious Component	0.00%
Race-Neutral Component	1.93%

V. RACE-NEUTRAL IMPLEMENTATION MEASURES

The U.S. DOT Regulations require that the maximum feasible portion of the DBE overall goal be met by using race-neutral methods. Race-neutral methods include efforts made to assure that bidding and contracting requirements facilitate participation by DBEs and other small businesses, such as unbundling large contracts to make them more accessible, encouraging prime contractors to subcontract portions of the work, and providing technical assistance, outreach and communications programs.

The three-year overall DBE goal also complies with the California Civil Rights Initiative, Proposition 209, in that any continuing race-conscious measures for new contracts, or contracts in progress, apply only to U.S. DOT-assisted contracts. The race-neutral elements of Santa Cruz METRO's DBE Program are applicable to all third-party contracts, regardless of funding source, in a manner that is consistent with Proposition 209. By this means, the administration of Santa Cruz METRO's contracts to include the participation of DBEs on a nondiscriminatory basis is preserved.

Efforts to meet the goal in this manner include:

- Santa Cruz METRO will focus on developing, refining and implementing race-neutral methods for facilitating DBE participation by advising prospective contractors of the areas for possible subcontracting opportunities, and providing contract information on available DBE firms who perform such work. Santa Cruz METRO will continue to solicit DBE participation on an ongoing basis, use DBE firms that have successfully completed prior projects, encourage eligible firms to become certified as DBEs, and provide requested technical assistance and related services when feasible.
- Santa Cruz METRO's website and solicitation documents advise its contracting community of the online directory of certified DBEs, found at the California Unified Certification Program website: www.CaliforniaUCP.com.
- Using the Caltrans DBE database, procurement staff proactively sends formal solicitations to registered DBEs that may be interested. Pre-bid and pre-proposal conferences are held, which include a networking component to promote teaming opportunities between prospective prime contractors and the DBE and Small Business contracting community.
- Santa Cruz METRO will provide assistance in overcoming limitations such as inability to obtain bonding or financing (by means of simplifying the bonding process, eliminating the impact of surety costs from bids, and providing assistance with obtaining bonding and insurance when possible). Staff will refer the DBE and Small Business contracting community to the SBA Bonding Assistance Program.

Attachment A

- Santa Cruz METRO attends regular Business Fair's, providing information on its DBE Program and soliciting Small Businesses to participate in its contracts. The last event attended was the Santa Cruz Business Fair on March 15, 2017.
- Santa Cruz METRO will monitor carefully its progress during the course of each year and consider whether or not contract-based DBE goals would increase participation. All contracts that have DBE commitments will be monitored for compliance.

Fostering Small Business Participation

Santa Cruz METRO has implemented several strategies to foster small business participation in its contracting process. In addition to what is noted above, Santa Cruz METRO:

- Evaluates large projects for consideration of unbundling contracting opportunities into smaller portions so that small businesses, including DBEs, would have a greater opportunity to compete.
- Strongly encourages bidders on prime contracts to consider their subcontracting opportunities be a size that small businesses, including DBEs, can reasonably perform, and reach out to those communities proactively.
- Will partner with other local agencies and organizations to identify and advertise small business contracting opportunities, such as the Central Coast Small Business Development Center, the Business Outreach Committee (A Consortium of Bay Area Transportation Agencies), and the Regional Business Diversity Program (administered by the Valley Transportation Authority).

VI. PUBLIC PARTICIPATION AND FACILITATION

Federal Regulations require that Santa Cruz METRO publish a notice in general circulation and DBE- oriented media announcing the proposed goal for FFY18 through FFY12 contracts assisted by U.S. DOT. An advertisement in both English and Spanish has been prepared and will be published on July 7, 2017 in the Santa Cruz Sentinel the Register-Pajaronian, and posted at all four major transit centers.

A Public Comment period will be opening on June 23rd wherein staff will solicit comments from the public. During this period, staff will also contact as many diverse and disadvantaged business organizations as possible in order to meet with them, review the proposed goal and methodology, and consider their input, and incorporate all comments into the final document submitted to the FTA. A Public Hearing is scheduled for August 25, 2017 to finalize the Overall Goal.

Santa Cruz METRO will use its own website and subscriber notification system, GovDelivery, to publish information about the Proposed Goal and solicit input from interested parties.

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VERBAL PRESENTATION ONLY

APTA BOARD MEMBER/BOARD SUPPORT
CONFERENCE

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DATE: August 25, 2017
TO: Board of Directors
FROM: Jimmy Dutra, METRO Board Chairman
**SUBJECT: APPROVE UP TO \$3,000 LOCAL MATCH FOR THE WATSONVILLE
TRANSIT CENTER MURAL**

I. RECOMMENDED ACTION

That the Board of Directors approve the Chair's recommendation that METRO provide up to \$3,000 in local match for an Arts Council Santa Cruz grant to repaint the mural at the Watsonville Transit Center

II. SUMMARY

- On March 24, 2017 the Board Chair presented to the Board the concept of repainting the fading mural at the Watsonville Transit Center (WTC).
- Chair Dutra requested Board approval to begin the process, which would include public comment, community and artist involvement, etc.
- Chair Dutra agreed to follow up with the local Arts Council Santa Cruz, pursue grant funding and bring back information to the Board as the project evolves.
- The Board approved Santa Cruz Metropolitan Transit District's (METRO) moving forward with staff support time to investigate the project's history and support of the Chair's leadership in researching alternatives to fund replacement or renewal of the current mural and a community outreach process.
- No budget approval was granted.
- Chair Dutra has identified a grant partner – the Watsonville Police Activities League (PAL) and wishes to apply for an Arts Council Santa Cruz grant.
- The Arts Council requires a 50% local grant match and grants are awarded up to \$3,000.
- Chair Dutra seeks Board approval to provide a local match for the grant, up to \$3,000.
- In advance of the ribbon cutting ceremony for the new mural, the CEO will coordinate some landscape improvements at the transit center.

III. DISCUSSION/BACKGROUND

Chair Dutra believes the current mural at the WTC is outdated and not representative of the community METRO services. Chair Dutra wishes to coordinate and lead an effort within the City of Watsonville that will result in a project to repaint the existing mural.

In 1999, the Pajaro Valley Housing Corporation sponsored a mural on a boundary wall separating the Watsonville Transit Center from the adjacent residential area. This mural, "United by Pride, Dignity, and And Knowledge" features community scenes. A local youth group collaborated with artist to prepare the mural's surface. The following image shows a segment of the mural as it appeared when new. Having been exposed to the elements for 18 years, the mural needs to be repainted.



The Arts Council of Santa Cruz is soliciting projects for a competitive grant program which would offer up to \$3,000 for a community art project. Non-profit, non-governmental agencies are eligible to receive the grant, for which the project sponsors must contribute \$3,000 in matching funds.

The Watsonville Police Activity League (PAL) has agreed to lead the project application for the grant. PAL is a youth crime prevention program that relies on educational, athletic and other recreational activities to cement a bond among police officers, recreation leaders, youth and their parents

Chair Dutra will coordinate a community process, seeking feedback from the community on acceptable mural concepts, and to receive feedback from the community on one or more draft mural drawings. The METRO Planning Department staff will assist the PAL in drafting the grant application and will assist Chair Dutra in organizing the community meetings. We are hopeful we can work together with PAL's youth participants and the artists on this community project.

Since the mural painting will occur at an active transit terminal, the CEO will coordinate with METRO's Safety Department and the COO to ensure that the repainting plan from start to finish is accomplished in a safe manner and in compliance with any measures set forth by the Safety Department and the COO, to include, but not limited to, repainting during certain days of the week and times of the day.

Chair Dutra seeks Board authority to fund a local match of up to \$3,000 for an Arts Council Santa Cruz grant. Repainting the mural will be beneficial to METRO because it will provide for a positive METRO presence in the community while supporting a neighborhood beautification effort.

In advance of the ribbon cutting ceremony for the new mural, the CEO will work with Chair Dutra, METRO facilities Department, and the City of Watsonville to identify various transit center landscape improvements that will enhance the overall aesthetics of the facility.

IV. FINANCIAL CONSIDERATIONS/IMPACT

If awarded the grant, the Arts Council Santa Cruz will grant up to \$3,000, which must be matched dollar-for-dollar. The CEO proposes that METRO commit up to \$3,000 to be funded with cash reserves out of the FY18 Capital Budget. ~~the project from Department 1100 (Administration), Professional Technical Fees - 503031.~~

V. ALTERNATIVES CONSIDERED

The Board could choose to do nothing and ask that the project be funded with a local match from sources other than METRO

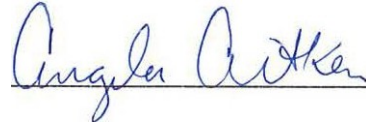
VI. ATTACHMENTS

None

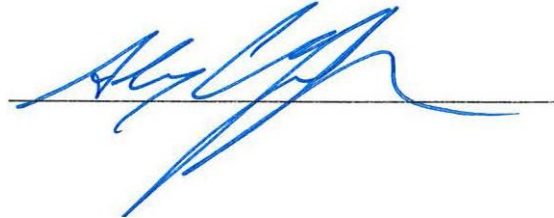
Prepared by: Alex Clifford, CEO/General Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





DATE: August 25, 2017
TO: Board of Directors
FROM: Erron Alvey, Purchasing Manager
SUBJECT: CREATION OF A LIFE OF PROJECT BUDGET AND RESOURCE ALLOCATION PLAN FOR THE ELECTRIC VEHICLE INFRASTRUCTURE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors approve the creation of a Life of Project Budget and resource allocation plan for the Electric Vehicle Infrastructure Project in the amount of \$1,123,075 as reflected in Attachment A

II. SUMMARY

- On September 25, 2015, the Board of Directors authorized the CEO to seek grant opportunities to add zero-emission buses to the Santa Cruz Metropolitan Transit District (METRO) fleet.
- Fleet Maintenance has prepared a plan to convert the entire fleet to all electric buses by 2040.
- METRO has been awarded two grants to purchase electric buses and begin adding the required charging infrastructure.
- METRO requires the design and installation of electric vehicle charging infrastructure at its facilities in order to support electric vehicles.
- An Electric Vehicle Project Team has been established to conduct the procurement of buses, chargers, and infrastructure required, as well as to research and plan for the future growth of the electric bus fleet. The team includes in-house staff and two consultants providing services.
- This staff report and attached Electric Vehicle Infrastructure Life of Project Budget (LOP) detail the specific elements identified for charging infrastructure only. Bus purchases and charging equipment are excluded from this budget and will be brought to the Board of Directors separately as METRO receives future grant awards.

III. DISCUSSION/BACKGROUND

METRO has been awarded two grants to purchase electric buses. The Caltrans Low Carbon Transit Operations Program (LCTOP) awarded METRO a grant for one 40' electric bus, which includes one 80 kilowatt depot charger. This grant does not provide funding for any other services or infrastructure and therefore no

LCTOP funding is included in this LOP. This bus is expected to arrive in January of 2019.

The FTA's Low or No Emission Program (LoNo) awarded METRO a grant for three over-the-road coaches from Build Your Dreams (BYD), which includes three 200 kilowatt depot chargers and one inductive (in ground) charger from Momentum Dynamics. These buses and related equipment are expected to arrive by June of 2019.

In addition to the three buses and charging equipment, and relative to this LOP, the LoNo grant provides for the following:

- a. Project Management Consultant Services from the Center for Transportation and the Environment (CTE) in the amount of \$446,600;
- b. Architect and Engineering Services from Bowman and Williams, and their subconsultant Fehr Engineering, to design the charging infrastructure and prepare bid documents for construction to install in the amount of \$82,000;
- c. Construction services for the installation of the in-ground inductive charging equipment and related infrastructure in the amount of \$250,000;
- d. Construction services for the installation of the depot chargers and related infrastructure in the amount of \$300,000.

An Electric Vehicle Project Team (Project Team) made up of: Erron Alvey, Purchasing Manager and Electric Vehicle Project Manager; Ciro Aguirre, Chief Operations Officer; Eddie Benson, Maintenance Manager; Greg Willis, Supervisor of Parts and Materials; Tom Hiltner, Grants Analyst; CTE; and Al Pierce, METRO's recently retired Maintenance Manager who is doing business as AP Bus Maintenance Consulting, has been established. The Project Team has been engaged in numerous activities such as, researching the programs and "lessons learned" from other transit agencies moving toward electric bus fleets, visiting the BYD bus manufacturing facility in January, developing bus configurations, developing electric charging strategies, engaging PG&E, BYD and Momentum Dynamics staff, engaging METRO's Schedule Analyst for route planning, and attending regular weekly meetings. A subset of the Project Team meets with the CEO on a bi-weekly basis to provide updates and receive input and direction.

CTE's responsibilities include, but are not limited to, overall project planning, requirements analysis and route modeling, procurement assistance (development of the technical specifications, drafting BYD and Momentum Dynamic contracts), bus inspections during the build, deployment validation, and overall administration, reporting and control throughout the anticipated project schedule of three years.

A separate contract for consultant services from Al Pierce was entered into May 1, 2017 in an amount not to exceed \$50,000, of which \$44,475 is allocated to the Electric Bus Infrastructure Project. This contract provides for services for both the Electric Vehicle Project, as well as development and implementation of the FTA's Transit Asset Management (TAM) program requirements (unrelated to the Electric Vehicle Project). Mr. Pierce is assisting with the development of bus specifications and configurations, planning the schedule of the conversion of the fleet to electric, as well as visiting electric bus fleet properties currently implementing their programs, and ultimately he will be conducting in-plant quality control inspections at the BYD bus manufacturing plant in Lancaster, CA when METRO's three over-the-road coaches are in production. Mr. Pierce also attends the weekly meetings and CEO briefings via telephone. This contract is funded from the Operating Budget as it was not contemplated at the time the LoNo grant application was submitted, and the TAM portion of the contract is for Maintenance operations.

Bowman and Williams is METRO's On-Call Engineering Consultant. METRO has engaged the services of Bowman and Williams, as well as their electrical subconsultant Fehr Engineering, to work with BYD, Momentum Dynamics, and PG&E to determine METRO's charging needs, design the electric infrastructure, and create technical specifications and drawings to be used for a formal procurement hiring a construction contractor to install.

PG&E has assigned Dean Kunesh, Strategic Account Manager – Transportation, to the METRO account. METRO has applied for a permit to begin expanding its electricity infrastructure and Mr. Kunesh and other PG&E representatives have attended meetings and are in regular contact with the Project Team. Ongoing discussions are being held regarding costs of infrastructure and utility rates for actual charging, as PG&E has provided the California Public Utilities Commission with proposals for cost sharing initiatives for the installation of electric vehicle charging infrastructure and rate schedules specific to transportation agencies, which are currently under review.

The Project Team has placed future solar energy infrastructure on METRO's Unfunded Capital Needs list in an estimated amount of \$2,000,000 and is exploring PG&E's solar programs. Capturing and storing solar energy would offset METRO's ongoing operational utility costs.

The Project Team is currently strategizing on the most effective placement of the in-ground inductive charger. Ideally it would be located somewhere mid-route for Highway 17 service, in the San Jose area. The challenges with this task are the multiple agencies involved in ownership and transportation services at Diridon Station, the complication of school term service making the end of the route different than in the summer, and that while VTA is also implementing an electric bus program, they are partnered with Proterra who's buses are incompatible with

inductive charging. At this time, the plan is to install it in Lane 2 at Pacific Station. This would provide for opportunity charging as the bus is in service. The challenges with this task are environmental concerns with the soil below the asphalt, layover times, and the future of Pacific Station itself.

As new bus grants are awarded and project components progress, such as additional infrastructure construction, or PG&E fees, this Life of Project budget will be returned to the board for updates and/or potential revisions that may reflect changes in the scope of work and/or future phases of the bus yard recharging infrastructure.

Erron Alvey, Purchasing Manager and Electric Vehicle Project Manager, proposes that the Board establish a Life of Project budget for Phase 1 of the bus yard (depot) and in-ground inductive vehicle charging infrastructure required for implementing METRO's electric bus program in an amount not to exceed \$1,123,075 as reflected in Attachment A.

IV. FINANCIAL CONSIDERATIONS/IMPACT

At this time, funding for the Electric Vehicle Infrastructure Project primarily comes from the FTA 2016 LoNo grant. This grant provides funding for the design services required to install the depot charging equipment and the inductive charger, as well as construction to install the equipment in the amount of \$1,078,600.

Funding for the AP Bus Maintenance Consulting contract for related services in an amount not to exceed \$44,475 comes from the FY18 Administrative Department Operating Budget (503031 Professional Services).

As new grants are awarded and project components progress, this Life of Project budget will be returned to the Board for revision and/or future phases.

V. ALTERNATIVES CONSIDERED

Do nothing. This alternative is not recommend as establishing a Life of Project budget for major projects is important for tracking funding allocation and expenses.

VI. ATTACHMENTS

Attachment A: Electric Vehicle Infrastructure Life of Project Budget

Prepared By: Erron Alvey, Purchasing Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

Electric Vehicle Infrastructure Life of Project Budget

8/25/2017

Consultant Contracts	FS	Original Budget	Current Budget
Center for Transportation and the Environment	LoNo	\$446,600.00	\$446,600.00
AP Bus Maintenance Consulting	1100	\$44,475.00	\$44,475.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Design Contracts		Original Budget	Resulting Budget
Bowman & Williams - Depot Charger Installation	LoNo	\$62,000.00	\$62,000.00
TBD - Inductive/On Route Charger	LoNo	\$82,000.00	\$82,000.00
			\$0.00
			\$0.00
			\$0.00

Construction Contracts		Original Budget	Resulting Budget
TBD - Depot Charger Installation	LoNo	\$236,000.00	\$236,000.00
TBD - On Route Charger Installation	LoNo	\$250,000.00	\$250,000.00
			\$0.00
			\$0.00
			\$0.00

PG&E Expenses		Original Budget	Resulting Budget
New Service Application Fee	LoNo	\$2,000.00	\$2,000.00
New Transformer at Fueling Station	TBD	\$0.00	\$0.00
			\$0.00
			\$0.00

Other project expenses		Original Budget	Resulting Budget
None at this time			

Life of Project Total	8/25/2017	\$1,123,075
Funding Sources:		
FTA 2016 Low or No Emmission Program	LoNo	Starting Budget \$0
FY18 Operating Budget 1100-503031 Professional Services	1100	Difference \$1,123,075

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DATE: August 25, 2017
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Manager
**SUBJECT: ACCEPT AND FILE METRO SERVICE PLANNING STATUS REPORT –
COMPREHENSIVE OPERATIONAL ANALYSIS ONE YEAR LATER**

I. RECOMMENDED ACTION

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

II. SUMMARY

- It has been almost one year since the Santa Cruz Metropolitan Transit District (METRO) service reduction of September 8, 2016.
- Transit industry standards suggest there is a minimum level of per trip ridership (10-15 boardings per trip), which is considered effective and not all of METRO routes achieve this level. At the same time there are services without necessary capacity to meet demand levels comfortably.
- The METRO Planning Department has identified priorities for additional service (specific routes and increased daily span of service) when, or if, additional recurring operating funds were to become available.
- The Planning Department has established specific routes and geographic areas that will be the focus of service planning activities for the next four quarterly service changes, including consideration of limited reallocation of resources from low performing routes to ones in need of additional capacity and/or span of service.
- In addition to ongoing service modifications, the Planning Department has a number of other significant initiatives it is managing during the next fiscal year, as identified in this report.
- Staff requests the Board accept and file this Service Planning Update.

III. DISCUSSION/BACKGROUND

Comprehensive Operational Analysis (COA)

Almost a year ago, on September 8, 2016, METRO implemented a significant fixed-route service reduction.

As a reminder, to address a structural operating budget deficit, METRO reduced weekday trips by 13% and weekend trips by 31%. In most cases entire routes were

not eliminated, but daily spans of service and/or frequency were reduced. Although it was unfortunate that METRO had to reduce service, the drop in ridership (6% on weekdays and 18% on weekends) suggests a relatively accurate approach to selecting which trips to eliminate. Staff also believes that had we not experienced the severe inclement weather of January and February 2017, the ridership loss would have been even less.

Current Route Performance

Quarterly, including on this August 25th agenda, the Planning Department provides the Board with a ridership report, including an analysis of route performance as expressed by the average boardings per trip on each route. (See Exhibit A)

In the transit industry, a rule of thumb is that there needs to be an average of approximately 10-15 boardings per trip for a service to be considered effective, depending on the type of service (rural, local, regional, intercity). In general, most METRO routes perform well, which suggest that generally the level of service is correct, relative to demand and financial capacity to provide service.

METRO has a small number of routes that don't achieve these transit industry standards. There are also some routes that, although they have reasonable overall boardings per trip averages, have segments with extremely limited boardings, which suggest possible realignments or truncation of the route(s). Among these are:

- Routes 33 and 34, which are school oriented trips in the San Lorenzo Valley with extremely low ridership.
- Route 79, which although its has a somewhat acceptable level of boardings per trip for a local lifeline service, has a loop segment to Pajaro with almost no boardings.
- Route 55, which has a segment that only runs a few times a day, again with limited boardings.

Conversely, as shown in Exhibit A, in terms of average boardings per trip, there are three routes (69A, 69W, 71) that have average boardings per trip of around 30, which gets close to the seated capacity of a bus. These routes are good candidates for higher frequency service.

Now that the performance of METRO's routes has generally stabilized, the Planning Department sees an opportunity to recommend consideration of the reallocation of trips from low performers to services in need of additional capacity.

Priorities for Additional Service

As is standard transit industry practice, the Planning Department maintains a prioritized list of service needs, sometimes referred to as "unmet needs", so that if at anytime there is additional recurrent operating funds available for the introduction of

additional effective service, the priorities are clear. Currently, the Planning Department sees the following needs as the most important:

- Route 71 frequency – The additional Bus Operator the Board recently directed be added using Measure D funds is committed to Route #71 weekend frequency to address overcrowding issues, in part caused by demand for access to the Flea Market. Additional frequency increases in the Watsonville – Santa Cruz corridor would include consideration adjustments to Routes 69A and 69W service as well.
- Route 35/35A evening frequency – As this San Lorenzo Valley (SLV) route alternately serves two legs beyond Boulder Creek, the limited evening frequency makes for extremely poor level of service on these legs.
- Span of service across the system - In a number of corridors service starts too late in the morning or ends too early in the evening to meet work trip commute needs, particularly for those in the service industry; as well as general mobility needs of County residents.
- Rural routes with limited daily trips.

Fiscal Year (FY) 2017-18 Service Planning Activities

As shown in the recently adopted 5-year budget, METRO has stabilized its fixed-route service level at a financially sustainable level for the near term. Within this context of limited expansion capacity, METRO will still work to improve services where possible, through re-allocation of resources from poor performing services to those in need of additional capacity, to avoid adding additional operating costs.

METRO service changes occur four times a year; through the Fall, Winter, Spring, and Summer Bids.

The Summer 2017 Bid consisted of only the suspension of school oriented services for the summer and minor trip travel times to address summer specific traffic conditions.

The only significant service change for the Fall 2017 Bid is the introduction of Route #22, which will provide service between the Long Marine Lab/Coastal Science Building and the UCSC Main Campus, also providing much needed capacity along the Western Drive corridor.

The following are the focus areas for service planning efforts over the next year:

- Winter 2017-18
 - UCSC Articulated Bus Pilot project – Introduction of a six-month pilot project using three leased buses to address capacity issues on existing routes.
 - Poor performing routes

- Routes 33/34 – Staff is working with the SLV school district to inform parents of the risk to these services. METRO staff will be monitoring the performance of these routes during the Fall school semester to determine whether to continue these services beyond that time.
- Route 55 – Staff will be monitoring ridership on the Via Pacifica variant leg of this route which operates 3 times per weekday and on both Saturday and Sunday two trips.
- Route 79 – As part of planning for introduction of the new electric bus on a Watsonville Circulator route in 2018-19, METRO will consider modifications to this route, including elimination of the Pajaro loop, which is also served by Monterrey-Salinas Transit (MST).
- Highway 17 Express – Staff will consider changing the mix of trips serving Scotts Valley and those providing only San Jose to Santa Cruz express service (with NO Scotts Valley service).
- Spring/Summer 2018
 - Routes 35/35A - There are a number of issues related to Scotts Valley/San Lorenzo Valley service including:
 - Limited evening frequency.
 - Service on Scotts Valley Drive is in only one direction (outbound from Santa Cruz).
 - Opportunities related to the repopulation of the former “Borland” campus by UCSC and other increases in employment, housing, and commercial properties in the area.
- Summer/Fall 2018
 - Watsonville Circulator –METRO received a 2016 Low Carbon Transit Operations Program (LCTOP) grant for an electric bus from the State to operate as a Watsonville Circulator, intended to link common origins and destinations around Watsonville at a convenient frequency. Outreach for planning of this initiative will start soon with instigation of the service to be based on the delivery date of the new electric bus.
 - Preliminary information suggests that the Monterey Bay Air Resources District will soon award METRO with \$200,000 in funding for the initial year of operation of this service.

METRO has also received a 2017 LCTOP grant for \$240,000 which can be used for, along with future year grants, towards an additional electric bus or continued operating subsidy for the Circulator.

Other Planning Department Initiatives

In addition to the basic ongoing service modifications, the Planning Department is developing the following significant planning initiatives:

- Fare Restructure – In December 2017, staff will initiate a discussion with the Board related to fare structure and opportunities for fare payment technology improvements and then work with the Board Finance and Budget Committee Standing Committee in the first quarter of 2018 to explore fare restructuring recommendations.
- On-board survey – a dearth of data about our rider’s demographics, travel patterns, customer satisfaction, and technological capacity impacts our ability to make effective improvements. An on-board survey, METRO’s first since 2012, will be implemented this fall to learn more about these issues, along with issues related to fare payment methods.
- Pacific Station long-term planning – Staff will continue to investigate, in conjunction with the City of Santa Cruz, downtown service planning protocols and opportunities for cooperative facility development strategies.
- Transportation Network Companies (TNC) – Many transit districts are starting to use TNCs such as Uber and Lyft to supplement their fixed-route and paratransit services. Staff will investigate opportunities for METRO to use these types of services.
- American Public Transit Association (APTA) Universities Conference – METRO is committed to hosting this significant 2018 APTA event, at which METRO can highlight its working relationships with UCSC, Cabrillo College, and San Jose State University.
- Hwy 1 Bus On Shoulders – Staff will continue to investigate opportunities for transit priority in this corridor. The feasibility report should be ready for Board review in mid-2018.
- Ongoing coordination with UCSC and Cabrillo – UCSC will be holding a student transportation fee ballot measure in May 2018 and Cabrillo’s two-year initial student bus pass program concludes this time next year, at which time METRO will need to negotiate a new contract with the College.
- Transportation Demand Management (TDM) – Staff is working with the City of Santa Cruz on concepts for a downtown employee bus pass as part of a TDM program.
- Marketing – Staff will promote growing initiatives, including the employer/employee commute tax benefit program.

- Unified Corridor Study – Staff will continue to participate in, this critically important planning analysis, led by the Regional Transportation Commission (RTC), on the future transportation uses of the Highway 1, the Soquel/Freedom corridor, and the rail right-of-way.
- Automatic Vehicle Locator (AVL) and Automatic Passenger Counting (APC) - The Planning and Information Technology (IT) Departments will continue to investigate opportunities to introduce this technology to improve operational efficiency, data gathering and analysis, and provide a customer facing Predictive Arrival and Departure System (PADS).

IV. FINANCIAL CONSIDERATIONS/IMPACT

There is no financial impact related to this status report

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

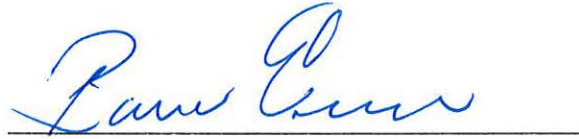
~~None~~

Exhibit A: Quarterly Average Ridership by Route Report

Prepared By: Barrow Emerson, Planning & Development Manager

VII. APPROVALS:

Barrow Emerson,
Planning and Development Manager



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

Approved as to fiscal impact:
Angela Aitken, Finance Manager



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Alex Clifford, CEO/General Manager



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Quarterly Average Ridership by Route Report

April 1, 2017-June 30, 2017		Average Weekday Ridership per Trip					Average Weekend Ridership per Trip				
Route	Corridor	Riders	UCSC Riders	Cabrillo Riders	Discount Fares and Passes	Regular Passes	Riders	UCSC Riders	Cabrillo Riders	Discount Fares and Passes	Regular Passes
UCSC											
10	UCSC via High St.	50	48	0	1	1	55	51	0	1	1
15	UCSC via Laurel West	55	53	0	0	1					
16	UCSC via Laurel East	60	58	0	1	1	69	65	0	1	1
16ST	UCSC via Laurel East Supp.						87	83	0	1	1
19	UCSC via Lower Bay	53	49	1	1	1	59	53	1	2	1
20	UCSC via West Side	55	48	1	2	3	59	52	1	2	1
20D	UCSC via West Side Supp.	54	53	0	0	0					
Intercity											
35/35A	Santa Cruz/Scotts Valley/SLV	18	1	1	4	6	22	1	1	6	5
69A	Capitola Road/Watsonville	28	2	1	8	5	25	2	1	7	4
69W	Cap. Road/Cabrillo/Watsonville	30	3	5	7	6	28	3	2	7	5
71	Santa Cruz to Watsonville	31	2	5	8	6	32	1	2	9	6
91X	Santa Cruz/Watsonville Express	16	1	6	3	2					
Rural											
33	Lompico SLV/Felton Faire	9	0	0	0	5					
34	South Felton	1	0	0	0	0					
40	Davenport/North Coast	24	1	0	2	11					
41	Bonny Doon	10	2	1	1	4					
42	Davenport/Bonny Doon	17	2	0	3	5	14	3	0	3	4
Local											
3	Mission/Beach	11	2	1	4	2	10	3	1	3	1
4	Harvey West/Emeline	17	1	1	9	4					
55	Rio Del Mar	14	0	5	4	2	11	2	1	4	2
66	Live Oak via 17th	16	2	1	4	3	14	2	1	5	2
68	Like Oak via Broadway/Portola	14	3	1	4	3	12	2	1	4	2
72	Watsonville Hospital/Pinto Lake	14	0	1	5	2	9	0	0	4	1
74S	PVHS/Watsonville Hospital	16	0	0	2	4					
75	Green Valley Road	17	0	1	6	2	15	0	0	7	1
79	Pajaro/East Lake	7	0	0	3	1	4	0	0	2	1
Highway 17											
Hwy 17	Hwy 17 Express	17	-	-	1	6	23	-	-	2	3
System-wide Avg. Riders per Trip		25	13	1	3	3	30	18	1	4	2

33 Calendar Days of SJSU
 35 Calendar Days of Cabrillo
 53 Calendar Days of UCSC

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DATE: August 25, 2017
TO: Board of Directors
FROM: Barrow Emerson, Planning and Development Manager
SUBJECT: CONSIDERATION OF ISSUING TWO FORMAL REQUESTS FOR PROPOSALS FOR A DOWNTOWN SANTA CRUZ TRANSIT OPERATIONS ANALYSIS AND PACIFIC STATION RECONFIGURATION LAYOUT CONCEPTS

I. RECOMMENDED ACTION

That the Board of Directors authorize the Purchasing Manager to issue two formal Requests for Proposals for a Downtown Santa Cruz Transit Operations Analysis and Pacific Station Reconfiguration Layout Concepts

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) requires the services of transportation operations and planning consultants and facility layout designers to prepare an analysis of METRO downtown Santa Cruz operations and to prepare layout concepts for reconfigurations of Pacific Station.
- These two planning exercises will provide valuable input to the ongoing METRO and City of Santa Cruz (City) planning for the future of METRO operations in downtown Santa Cruz.
- Staff is recommending the issuance of two formal Requests for Proposals for a Downtown Santa Cruz Transit Operations Analysis and Pacific Station Reconfiguration Layout Concepts.
- The Capital Projects Committee recommends that the City of Santa Cruz contribute 50 percent (\$25,000) of the cost of the METRO downtown Santa Cruz Operations Analysis. METRO will fund the \$30,000 for the cost of the layout concepts for the reconfigurations of Pacific Station from its Federal Transit Administration (FTA) grant.

III. DISCUSSION/BACKGROUND

METRO and the City of Santa Cruz have been working together since 2001 to identify the best long term plan for METRO operations in downtown Santa Cruz including both services and facilities.

Redevelopment of the Pacific Station site has been discussed as there are rehabilitation activities under consideration by METRO and there are City interests in urban revitalization in downtown Santa Cruz. As part of this planning,

METRO would like to have alternative layout concepts prepared for Pacific Station. These would include adjacent property under the control of the City of Santa Cruz and evaluate the feasibility of current and future Operations requirements.

The goal of these layout concepts is to determine how many bus bays and their circulation network along with supporting METRO services (including Customer Services, Bus Operator break room, Security office and other services) can be fit on the site under various layout concepts.

METRO is also interested in the efficient operation of the bus system in downtown. An analysis of our operating protocols could identify opportunities for operating efficiencies and improved customer convenience. Among the topics to be analyzed are:

- Are there other efficient and effective ways to distribute downtown bus bays other than in a hub in a service oriented, cost-effective manner?
- Are METRO's assumptions for current and future bay requirements relatively accurate? This question also includes the potential opportunities presented by the introduction of Automatic Vehicle Locator (AVL) technology in terms of reducing bus bay requirements and enhancing customer convenience.

Part of this analysis will be consideration of recent technology advances in operating fleet management and customer communications, including real time bus arrival information. METRO has identified a number of features of our current operating protocol which it would like analyzed in the context of how these features are performed at other transit districts around the country.

Staff is recommending the issuance of two formal Requests for Proposals for a Downtown Santa Cruz Transit Operations Analysis and Pacific Station Reconfiguration Layout Concepts.

It is planned that over the six-month project duration, the METRO Capital Projects Standing Committee will receive interim status reports as the work progresses culminating with formal presentations of the final product to the full METRO Board and the Santa Cruz City Council.

At the August 15th Capital Projects Standing Committee meeting, the Committee recommended that the City of Santa Cruz contribute 50 percent (\$25,000) of the cost of the METRO downtown Santa Cruz operations analysis.

METRO will fund the \$30,000 for the cost of the layout concepts for the reconfiguration of Pacific Station from its Federal Transit Administration (FTA) grant.

IV. FINANCIAL CONSIDERATIONS/IMPACT

History of Pacific Station Financial Expenditures

Provided in Table 1 is the financial history of expenditures on the downtown METRO Pacific Station.

Table 1

Pacific Station	Bus Bays	METRO	State	Federal	Total
New Transit Center	14				
Property acquisition (1980)		182,822	808,224		991,046
Construction (1984)		546,382	1,779,905		2,326,287
Greyhound Property (2010)	11				
Land/improvements		85,575	884,000	1,457,667	2,427,242
Environmental remediation		125,000	375,000		500,000
Transit Center Transit Oriented Development					
Design concepts (2013-16) *		182,636		**730,544	913,180
				Total	7,157,755
* Excludes METRO and City labor costs					
** FTA 5309					

METRO acquired the original 912 and 920 Pacific Avenue parcels in the 1980 for \$991,046 and constructed the current station (bus tarmac and building) in 1984 for approximately \$2.3 million. After years of leasing bus bays from Greyhound, in 2010 METRO purchased the property for approximately \$2.4 million.

Between 2013 and 2016 METRO, in conjunction with the City of Santa Cruz, \$913,180 was spent creating development concepts. The result of this work was a concept that included residential, parking, commercial, and retail space stacked over a bus station. The cost estimate for building this concept was approximately \$100,000,000, including a \$20,000,000 METRO cost for the bus facility. The \$100,000,000 cost was beyond market value and grant opportunities were limited, with typical local match requirements beyond METRO's capacity as well.

This action will authorize the initiation of a procurement estimated to result in two contracts with a total value of approximately \$80,000 over their anticipated six month life.

The \$50,000 in funding for the analysis of downtown Santa Cruz bus operations does not qualify for use of either the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) or FTA 5309 funding and will be shared equally with the City of Santa Cruz, with METRO's \$25,000 share coming from the Planning Department Professional/ Technical Services (503031) budget .

The layout concepts to be developed for a reconfigured Pacific Station will be funded with \$30,000 from the METRO FTA 5309 grant within the FY18 Capital Budget.

If there are further required consultant activities, the two parities will continue to share the costs.

V. ALTERNATIVES CONSIDERED

If METRO does not pursue these consultant engagements, METRO would not be able to use the information requested to make important decisions about the future of METRO operations in downtown Santa Cruz. This alternative is not recommended.

VI. ATTACHMENTS


Attachment A: Scope of Work for Pacific Station Reconfiguration of Bus Bays and Ancillary Facilities Layout Concepts

Attachment B: Scope of Work for Downtown Santa Cruz Transit Operations Analysis

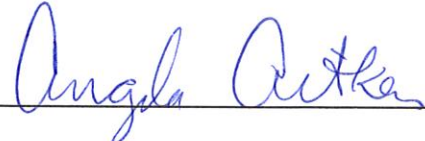
Prepared By: Barrow Emerson, Planning & Development Manager

VII. APPROVALS:

Barrow Emerson, Planning &
Development Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

Draft Scope of Work for Pacific Station Reconfiguration of Bus Bays and Ancillary Facilities Layout Concepts

1. Introduction

Santa Cruz METRO is seeking proposals from qualified firms for Pacific Station Reconfiguration of Bus Bays and Ancillary Facilities Layout Concepts.

2. Project Background

Downtown Santa Cruz Pacific Station (920 Pacific Ave.) has 14 internal active bays deployed over 4 lanes (See Exhibit #1 – Pacific Station Bus Tarmac layout), one on-street bus stop on Pacific Ave. used for drop-off of terminating routes, and 11 immediately adjacent layover bays. Santa Cruz METRO operates 35 routes systemwide, of which 17 serve Pacific Station. Additionally, Greyhound and Monterey-Salinas Transit each operate limited trips to/from Pacific Station, for a total of 19 routes operating out of 14 active bays.

In September 2016 METRO established the existing/future bay needs in downtown Santa Cruz at 25 bays as follows:

- 14 active bays to serve the 19 existing routes
- 7 adjacent bays for short term layover (there are currently 11 layover bays)
- 4 bays to accommodate future system growth including increased frequency and additional routes

3. Statement of Objectives

There is an opportunity to redevelop the current Pacific Station along with adjacent properties to establish a redesigned bus station along with commercial/retail/residential development.

As an initial step of this process, METRO requires the services of a bus facility designer to prepare proof-of-concept layouts identifying the number of bus bays, access/egress, circulation paths, and ancillary facilities that could be provided on a designated template including the property between Pacific Ave. and Front St., and 1010 Pacific and Maple Alley (See Exhibit #2 – Project Site Limits). Approximately half of this land facing Front St. is allocated to the bus station concept while the half facing Pacific Ave. is for a separate City of Santa Cruz sponsored development.

Layouts should endeavor to focus bus access/egress onto Front St. but may include bus access/egress to Pacific Ave. if it addresses shortcomings in the concept in terms of circulation and/or number of bus bays. Pedestrian access from Pacific Ave. is to be assumed from Maple Alley and possibly a second point. The selected team will be responsible for the following:

Attachment A

Tasks

1. Review
 - a. Current Pacific Station layout and operational features
 - b. Program of METRO existing facilities required on site (see Exhibit #3 – List of METRO Pacific Station Ancillary Functions and Dimensions) including:
 - i. Customer service and staff facilities (operators, security staff)
 - ii. Station servicing and support parking
 - iii. Retail space
 - c. Summaries from recent community outreach.
2. Interviews
 - a. METRO Operations and Planning Department staff focusing on:
 - i. Daily interaction of routes arriving/departing Pacific Station, including interaction between layover bays and active bays.
 - b. METRO Planning and City of Santa Cruz staff focusing on:
 - i. Template/plot of land available for concept layouts.
 - ii. Opportunities for use of Front St. curbs frontage for bus bays if the required number of bays cannot be accommodated within the identified off-street site.
3. Preparation of three (3) draft, two-dimensional proof-of-concept layouts that using standard transit turning templates:
 - a. Maximize the number of bus bays, allowing for efficient independent access/egress, including between active and layover bays.
 - b. Public/pedestrian access to all bays must be compliant with ADA standards.
 - c. If the 25 bays of operationally viable bays cannot be accommodated within the designated off-street site, the concept is to provide for the remaining bays on either or both sides of Front St., adjacent to the off-street site, and must include appropriate pedestrian access.
 - d. Within the off-street site, to the extent possible, two dimensional spaces are to be identified which could accommodate METRO ancillary facilities program including (see Exhibit #3 for more detail):
4. One-hour meetings with METRO and City staff every two weeks during project,
 - a. (meetings - 3 in person, 2 by phone)
5. Formal presentation to the METRO Capital Projects Standing Committee on draft product
6. Formal presentation to METRO Capital Projects Standing Committee on final product
7. Formal presentation to the Santa Cruz City Council on the final product
8. Additional optional proposal features to improve product may be proposed for METRO and City consideration.

4. Schedule

- a. Task 1 - Week 1-2
- b. Task 2 - Week 3
- c. Task 3 - Week 4-9
 - i. Review by METRO/City staff within 10 working days - Week 10-11
 - ii. Revised draft product – Week 12-13
- d. Task 4 - Week 1-11
- e. Task 5 - TBD

Attachment A

5. Qualifications

A Statement of Qualifications must be submitted by the offeror, demonstrating the following minimum qualifications:

Requirements/Qualifications:

1. Experience
 - Development and preparation of design concepts for urban public transit off and on-street facilities.
 - Presentations to public agency Board of Directors on major transit facility design projects
2. Firm to identify at least three relevant transit related projects prepared by the proposer. References will be checked.

6. Proposal Content Requirements

Offerors interested in providing the scope of services must submit a proposal by the deadline date and time defined in this RFP. At a minimum, the following information should be included in the proposal, as actual selection will be based on careful consideration of all pertinent data provided.

6.1 Introductory Letter: A letter describing interest in providing the scope of services. Indicate the name of the firm or persons submitting the proposal and the name of an individual to contact if further information is desired. This letter should contain a statement of the offeror's basic understanding of the scope of work, based on existing information available in the RFP, available documents, and applicable regulations or requirements. This letter should also contain an expression of the offeror's interest in the work, a statement regarding the qualifications of the offeror to do the work, any summary information on the proposed team, and any other information that the offeror may deem useful or informative to Santa Cruz METRO.

6.2 Qualifications, Personnel, Experience and References:

- 6.2.1 **Project Team and Minimum Qualifications:** A Statement of Qualifications must be submitted by the offeror demonstrating a project team with relevant experience.
- 6.2.2 **Related Experience:** Development and preparation of design concepts for urban public transit off and on-street facilities. Presentations to public agency Board of Directors on major strategic service changes. Identify at least three relevant transit related projects prepared by the proposer.
- 6.2.3 **References:** Identify at least three relevant transit related projects prepared by the proposer. References will be checked.
- 6.2.4 **Exceptions to the Contract Provisions:** The offeror shall include in its response any exceptions it may have to the Sample Contract included in this RFP. Failure to notify METRO of such exceptions shall waive the offeror's right to negotiate said terms and/or conditions.

Attachment A

6.3 Schedule: The offeror shall prepare a proposed comprehensive schedule showing the delivery schedule of the services to be accomplished. The schedule should show each activity, when that activity will begin, and how long it will continue. The schedule should also give the number of days/weeks required for the completion of each activity and identify activities that are interdependent. The schedule shall clearly differentiate between those functions carried out by the offeror, by Santa Cruz METRO, and by any other involved parties.

6.4 Cost, Employee Hours and Rates: The Cost Proposal shall include the number of hours offered by the proposed team for performing all the services to be provided as outlined in the Scope of Services. The intent is for the significant majority of the work hours to be performed by the two primary team leaders, as the work involved is to primarily be developed based on their personal knowledge and experience rather than new primary research. The Cost Proposal shall include a not-to-exceed, all-inclusive maximum proposed price to perform all of the services described in this solicitation for services, including all direct and indirect costs, as well as the proposed manner of payment terms. A not-to-exceed budget of \$50,000 has been established for this project.

- METRO will not be responsible for expenses incurred in preparing a proposal and such costs should not be included.
- The cost proposal must clearly define any requested reimbursable expenses, and state a not-to-exceed cap, to be included in the overall sum of total costs. Markups are not allowed on any reimbursement for such expenses. They must be billed at cost, with receipts attached to the invoice.
- Provide the total estimated hours and cost required to satisfy the requirements of this RFP. This total cost will be used as one of several criteria for selection, and will assist Santa Cruz METRO in identifying the consultant that is expected to provide the best value for the work requested.

6.5 Proposal Submittal: One original **unbound** proposal and four copies must be received no later than 5:00 p.m., due date by Santa Cruz METRO's Purchasing Department, 110 Vernon St., Santa Cruz, CA 95060. Proposals must be clearly marked:

"Proposal for bidtitle"

(Proposal Date: duedate)"

7. Evaluation Criteria

Attachment A

Santa Cruz METRO will rank the quotes based on the following criteria in descending order of importance with the point system as shown:

1. Ability to perform the work in required timeframe (see Scope of Services/Schedule) **Pass/Fail**
2. Project Understanding **10 points**
3. Past record of the firm member's performance and experience: **50 points**
4. Cost proposal: **40 points**

Total Points Possible: 100 points

DRAFT

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Attachment B

Draft Scope of Work for Downtown Santa Cruz Transit Operations Analysis

1. Introduction

Santa Cruz METRO (METRO) is seeking proposals from qualified teams for a Transit Service Network Planning and Operations Review, with a focus on central city networks and operating protocols. These teams are to consist of 2-3 people with senior public transit agency staff experience with responsibilities in operations and planning respectively

2. Project Background

Downtown Santa Cruz Pacific Station (920 Pacific Ave.) has 14 internal active bays deployed over 4 lanes (See Exhibit #1), one on-street bus stop on Pacific Ave. used for drop-off of terminating routes, and 11 immediately adjacent layover bays. Santa Cruz METRO operates 35 routes systemwide, of which 17 serve Pacific Station. Additionally, Greyhound and Monterey-Salinas Transit each operate limited trips to/from Pacific Station, for a total of 19 routes operating out of 14 active bays.

In September 2016, METRO established the existing/future bay needs in downtown Santa Cruz at 25 bays as follows:

- 14 active bays to serve the 19 existing routes
- 7 adjacent bays for short term layover (there are currently 11 layover bays)
- 4 bays to accommodate future system growth including increased frequency and additional routes
- As identified in Part 3.c, the selected team will be tasked with evaluating the relative accuracy of these assumptions.

3. Statement of Objectives

METRO requires a review of the current network and operating protocols for services to downtown Santa Cruz to address the following questions;

- Are there efficient and effective ways to distribute downtown bus bays other than in a hub in a service oriented, cost effective manner?
- Are METRO's current assumptions for current and future active and layover bay requirements relatively accurate?
 - Evaluate the scale to which Automatic Vehicle Location (AVL) technology, which could facilitate "hot-berthing", could reduce bay requirements and by what order of magnitude.

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During 2016, METRO conducted operational reviews of two different alternative site proposals; the Front St. facing block between Soquel Ave and Cathcart St (City Lot 7), and 75 River St. Although the City has noted that the Front St. site has now been eliminated from further consideration, an independent review of the 75 River site is required. Existing materials will be provided.

The selected team will be responsible for the following:

Tasks

1. Review:
 - a. METRO route network, including existing route frequency and future frequency targets.
 - b. 2012 on-board survey results which identify origins and destinations, specifically related to downtown Santa Cruz, as well as rider demographics and trip purposes,.
 - c. Recent ridership data, related to downtown Santa Cruz. Note that METRO does not have AVL or Automated Passenger Count (APC) technology on its vehicles, therefore on-time performance and ridership data is limited to that gathered by on-board surveys which are required for NTD reporting, along with specific farebox fare payment type data for all trips.
 - d. UCSC ridership data, particularly related to origins south of downtown Santa Cruz.
 - e. Santa Cruz County
 - i. Road network.
 - ii. Streets with bus services, including specifically central City of Santa Cruz.
 - iii. Population demographics, specifically related to primary origin/destination patterns of public transit users in the County.
 - f. Recent staff presentations to METRO Board sub-committee on this topic.
 - g. Current annual cost of operating the existing facility, offset by lease revenue.
 - h. Materials related to review of two alternative sites; Front St. facing block between Soquel Ave. and Cathcart St. and 75 River St.
2. Interviews Week 4-5
 - a. METRO's Chief Operations Officer and Fixed-Route Superintendent focusing on:
 - i. Daily interaction of routes arriving/departing Pacific Station, including "deadheads", taking into consideration bus on-time performance which impacts assumptions about bay availability.
 - b. METRO Planning Department (including UCSC Transportation Director)

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- i. Level (miles/hours), cost of “deadhead” operations, and scheduling impact of growing road congestion.
 - ii. Previous review of two alternative station sites.
 - c. METRO Finance Dept staff focusing on:
 - i. Operating cost profile of current downtown facility and operation, including “deadhead” operations, support facility/services included but not limited to customer service, janitorial, security, and operator rest facilities.
 - ii. Capital cost of preventative and routine maintenance, as well as projected future major capital expenditures.
 3. Evaluate the scale to which AVL technology, which could facilitate “hot-berthing,” reduce bay requirements and by what order of magnitude.
 - a. Include an order-of-magnitude cost estimate for capital and on-going operating costs associated with these technology upgrades.
 4. Preparation of draft white paper answering the following questions (4.a, b, and c). Include reference to at least 5 relevant peer agency case studies for context. Selected peer agencies shall be approved by METRO and the City prior to completing this work.
 - a. Could METRO operate an effective/efficient system with fewer routes/services accessing downtown Santa Cruz?
 - i. If so, explain how the network structure could be modified to accomplish this and approximately what level of bay requirements would remain in downtown.
 - ii. Identify the pros and cons of any proposed network modifications, relative to the current facility, in terms of ancillary facilities and services.
 - iii. Compare order-of-magnitude operating costs for current facility/operations to any proposed network modifications, including consideration of impact and cost on “deadhead” operations, lease revenue, and relocation of customer service functions and other facilities.
 - iv. Include consideration of:
 1. Assumption about system mid-term growth (10-20 years) in terms of route-by-route frequency improvements and potential new services.
 2. Assumptions about technology improvements such as an AVL system which could allow “hot berthing” and may reduce bay requirements, along with the required operator and public communications systems.

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3. City of Santa Cruz assumptions for central city future, specifically implications of the recent Downtown Plan amendments and development pipeline. Information to be provided to consultant.
 - b. Are there other ways to distribute downtown bus bays other than in a hub?
 - i. Address the different operational and customer service implications of any viable alternative approach for downtown operations.
 - c. Are METRO's current assumptions of bay requirements for active (14), layover (7), and system growth (4) individually generally accurate to meet current and projected future system requirements?
5. Review and comment on previous METRO staff analysis of the 75 River alternative site.;
6. Relative to Task 4.c above, provide a scope of work and cost estimate for the detailed analytical exercise to establish a more exact number of bays required to accommodate the preferred network operation, in both on-street and off-street environments, or a combination of both, considering the opportunity to make use of technology features such as an AVL system and "hot berthing."
7. Formal presentation to the METRO Capital Projects Standing Committee on draft product
8. Formal presentation to METRO Capital Projects Standing Committee on final product
9. Formal presentation to the Santa Cruz City Council on the final product
10. One-hour meetings with METRO and City staff every two weeks during project,
 - a. (8 meetings - 3 in person, 5 by phone)
11. Optional proposals on revised approach to above outlined process for streamlining and improving the resulting product are allowed and will be considered.

4. Schedule

1. Task 1 - Week 1-3
2. Task 2 - Week 4-5
3. Task 3 - Week 6-13
4. Task 4 - Week 6-13
5. Task 5 - Week 6-13
6. Task 6 – Week 6/13

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Review of Tasks 3-6 by METRO and City staff will be returned within 10 working days. - Week 14-15.
Revised draft product due – Week 17

1. Task 7 – Week 18
2. Task 8 – TBD
3. Task 9 - TBD
4. Task 8 – Week 1-16

5. Qualifications

A Statement of Qualifications must be submitted by the offeror, demonstrating the following minimum qualifications:

- Team of two-three people with senior public transit agency staff experience with responsibilities in operations and planning, respectively.
- Experience in:
 - Planning/operating urban public transit service networks in relevant central cities, including cities with similar demographics.
 - Presentations to public agency Board of Directors on major strategic service changes.
- Each of the two team members to identify at least five relevant transit agencies with an explanation as to your working understanding of their planning/operational protocols as a result of your employment, consultant activities, and/or network relationships with the agencies. References will be checked.

6. Proposal Content Requirements

Offerors interested in providing the scope of services must submit a proposal by the deadline date and time defined in this RFP. At a minimum, the following information should be included in the proposal, as actual selection will be based on careful consideration of all pertinent data provided.

6.1 Introductory Letter: A letter describing interest in providing the scope of services. Indicate the name of the firm or persons submitting the proposal and the name of an individual to contact if further information is desired. This letter should contain a statement of the offeror's basic understanding of the scope of work, based on existing information available in the RFP, available documents, and applicable regulations or requirements. This letter should also contain an expression of the offeror's interest in the work, a statement regarding the qualifications of the offeror to do the work, any summary information on the proposed team, and any other information that the offeror may deem useful or informative to Santa Cruz METRO.

6.2 Qualifications, Personnel, Experience and References:

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6.2.1 Project Team and Minimum Qualifications: A Statement of Qualifications must be submitted by the offeror demonstrating a project team of two-three people with senior public transit agency staff experience, with responsibilities in operations and planning, respectively.

6.2.2 Related Experience: . Planning/operating urban public transit service networks in relevant central cities, including cities with similar demographics. Presentations to public agency Board of Directors on major strategic service changes.

6.2.3 References: Each of the two-three team members to identify at least five relevant transit agencies with an explanation as to your working understanding of their planning/operational protocols as a result of your employment, consultant activities, and/or network relationships with the agencies. References will be checked.

6.2.4 Exceptions to the Contract Provisions: The offeror shall include in its response any exceptions it may have to the Sample Contract included in this RFP. Failure to notify METRO of such exceptions shall waive the offeror's right to negotiate said terms and/or conditions.

6.3 Schedule: The offeror shall prepare a proposed comprehensive schedule showing the delivery schedule of the services to be accomplished. The schedule should show each activity, when that activity will begin, and how long it will continue. The schedule should also give the number of days/weeks required for the completion of each activity and identify activities that are interdependent. The schedule shall clearly differentiate between those functions carried out by the offeror, by Santa Cruz METRO, and by any other involved parties.

6.4 Cost, Employee Hours and Rates: The Cost Proposal shall include the number of hours offered by the proposed team for performing all the services to be provided as outlined in the Scope of Services. The intent is for the significant majority of the work hours to be performed by the two primary team leaders, as the work involved is to primarily be developed based on their personal knowledge and experience rather than new primary research. The Cost Proposal shall include a not-to-exceed, all-inclusive maximum proposed price to perform all of the services described in this solicitation for services, including all direct and indirect costs, as well as the proposed manner of payment terms. A not-to-exceed budget of \$50,000 has been established for this project.

- METRO will not be responsible for expenses incurred in preparing a proposal and such costs should not be included.
- The cost proposal must clearly define any requested reimbursable expenses, and state a not-to-exceed cap, to be included in the overall sum of total costs. Markups are not

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allowed on any reimbursement for such expenses. They must be billed at cost, with receipts attached to the invoice.

- Provide the total estimated hours and cost required to satisfy the requirements of this RFP. This total cost will be used as one of several criteria for selection, and will assist Santa Cruz METRO in identifying the consultant that is expected to provide the best value for the work requested.

6.5 Proposal Submittal: One original **unbound** proposal and four copies must be received no later than 5:00 p.m., due date by Santa Cruz METRO's Purchasing Department, 110 Vernon St., Santa Cruz, CA 95060. Proposals must be clearly marked:

"Proposal for bidtitle"

(Proposal Date: duedate)"

7. Evaluation Criteria

METRO will rank proposals based on the following criteria in descending order of importance with the point system as shown:

1. Ability to perform the work in required timeframe (see Scope of Services/Schedule)
Pass/Fail
 2. Project Understanding 10 points
 3. Past record of the team member's performance and experience: 50 points
 3. Cost proposal (hours provided, based on per hour cost): 40 points
- Total Points Possible: 100 points

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DATE: August 25, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: **ACCEPT THE BOARD AND CEO RESPONSES TO THE 2016-2017
GRAND JURY REPORT**

I. RECOMMENDED ACTION

That the Board of Directors:

- A) Accept the attached Board and CEO responses to the 2016-2017 Grand Jury report; and,**
- B) Authorize the CEO to transmit the documents to the 2016-2017 Grand Jury by the deadlines noted in the 2016-17 Grand Jury report.**

II. SUMMARY

- The Santa Cruz County Grand Jury has been reviewing the Santa Cruz Metropolitan Transit District (METRO) as early as October 2016.
- Since then, the CEO and a number of METRO employees have been interviewed along with various site visitations, as noted in the Grand Jury report.
- On June 20, 2017, two members of the Grand Jury met with the CEO/General Manager (CEO) to provide a summary of the Grand Jury Findings.
- On June 27, 2017, the CEO and Board of Directors (Board) received a copy of the Grand Jury report.
- On June 29, 2017 the Grand Jury published their report to its web page http://www.co.santacruz.ca.us/Portals/0/County/GrandJury/GJ2017_final/SantaCruzMetro.pdf.
- The Grand Jury requires, under Penal Code §933.05, that the CEO respond by August 28, 2017 to the Findings and Recommendations noted for CEO responses and that the Board respond by September 27, 2017 to the Findings and Recommendations noted for Board response.
- The Board is requested to approve Attachments A and B and to direct the CEO to transmit both to the Grand Jury by the deadlines noted in the Grand Jury report.
- The Board Capital Projects Standing Committee reviewed the Grand Jury report and the CEO and Board responses to the report at their August 15, 2017 meeting and unanimously recommended that the responses to the report be forwarded to the full Board for review and approval. As a result of the Committee's review, all responses related to capital expenditures were expanded to include text reflecting that future major capital expenditures in those categories would be reviewed by the Board Capital Projects Standing Committee.

III. DISCUSSION/BACKGROUND

The Grand Jury, which is tasked with performing investigations of local public agencies, has been reviewing METRO since late last year. Since late last year, the CEO and a number of METRO employees have been interviewed by the Grand Jury and the Grand Jury made several site visitations, as noted on page ten of its report.

METRO is fortunate to have been reviewed by the Grand Jury and is very pleased that the report made no findings of waste, fraud or abuse.

Unfortunately, the Grand Jury missed a good opportunity to hold METRO up as a positive example of fiscal responsibility, particularly with regard to the METRO Board's difficult work over the past three years to resolve METRO's structural deficit.

Also, the Grand Jury report contained a number of findings and recommendations on topics that METRO agrees with and, in fact, has already implemented or is in the process of implementing, as detailed in the responses set forth in Attachments A and B.

METRO is a recipient of state and federal grants. As a result of that, METRO is accustomed to frequent in-depth reviews and audits. Most, if not all these events result in a thorough review of the facts and a check of the preliminary findings and recommendations with staff, prior to finalizing. Such a check before publication helps to avoid errors by the auditors/reviewers and offers the agency an opportunity to provide additional documentation and/or clarifications, all of which are typically taken into consideration prior to the issuance of the final report.

Unfortunately, under the law governing Grand Jury procedures, METRO was unable to receive an opportunity to address the Grand Jury report's draft findings or provide helpful information and/or clarifications prior to the publication of the final report. Had METRO been given this opportunity, the report would likely have been a much improved work product, and allowed METRO to focus its efforts on the report's findings and recommendations that it has not yet addressed or resolved. A bill (SB 1292) was introduced in the State Legislature in 2016, which would have provided for such a process. Unfortunately, the bill did not make it out of committee.

The Board Capital Projects Standing Committee reviewed the Grand Jury report and the CEO and Board responses to the report at their August 15, 2017 meeting and unanimously recommended that the responses to the report be forwarded to the full Board for review and approval. As a result of the Committee's review, all responses related to capital expenditures were expanded to include text reflecting that future major capital expenditures in those categories would be reviewed by the Board Capital Projects Standing Committee.

IV. FINANCIAL CONSIDERATIONS/IMPACT

There are no fiscal consequences of this action.

V. ALTERNATIVES CONSIDERED

The Board could accept the Board and CEO responses and provide the CEO direction on various revisions.

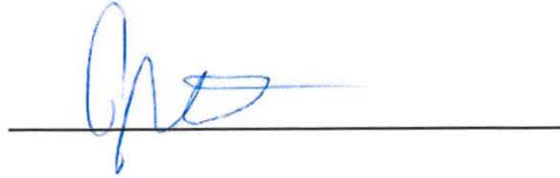
VI. ATTACHMENTS

- Attachment A:** METRO CEO's Responses to the Grand Jury Report
- Attachment B:** METRO Board's Responses to the Grand Jury Report
- Attachment C:** Copy of the Grand Jury Report related to Santa Cruz METRO, published 6/29/2017

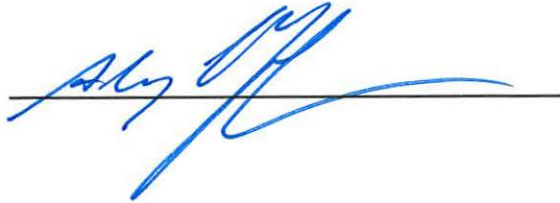
Prepared By: Alex Clifford, CEO/General Manager

VII. APPROVALS:

Julie Sherman, District Counsel



Alex Clifford, CEO/General Manager



Attachment A

METRO CEO Response to the Grand Jury Report

Findings

F1. Metro experienced an anticipated revenue reduction of \$26 million from 2008–2014 and had to use its reserves to fill the shortfall. This is not sustainable.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

Metro agrees with the finding, with the exception of the statement “Metro experienced an anticipated revenue reduction of \$26 million from 2008–2014...”

The Grand Jury misunderstood this reference in the Board structural deficit workshop materials. Metro did not experience an anticipated revenue reduction of \$26 million from 2008 - 2014. Rather, Metro suffered a decline in sales tax revenues as a result of the 2008 recession.

The intent of the slide in the Board workshop presentation was to provide an example of what sales tax revenues could have been between 2008 and 2014 had there been no prolonged recession and a modest 3% year-over-year growth in sales tax revenues. The data was intended to display that had the recession not hit, and for illustrative purposes only, had Metro’s sales tax instead grown at a modest 3% year-over-year growth through FY14, Metro would have received approximately \$26 million more in sales tax revenue over the same period of time studied than was actually received.

Finally, no one could have predicted how severe and prolonged the recession would be. In 2008, and for several years thereafter, the Metro Board chose to use its reserves to sustain the level of service provided to its customers. The Board can choose to use its reserves for a rainy day or for capital expenditures. The Board chose to use its reserves to cover the rainy day impacts of the recession on bus operations. Unfortunately, the rainy day was longer than a day.

F2. Metro grant writing has been insufficient and ineffective.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

Metro strongly disagrees with this Finding. This Finding was presented to the CEO three days before the release of the Grand Jury report and without an opportunity to respond in writing. The Grand Jury provided no supporting documentation or

information from interviews with staff or others that would substantiate this Finding. At the Grand Jury exit meeting, the CEO verbally provided the Grand Jury members background and examples as to why this Finding is incorrect; unfortunately the Grand Jury chose to disregard this information.

It appears that the Grand Jury members did not properly comprehend the grants process, particularly differences between Capital Grants and Operating Grants and the differences between Formula Grants and Discretionary (Competitive) Grants.

Operating Grants vs. Capital Grants

Think of the operating budget as “running buses” and the capital budget as “buying buses.” Metro’s structural deficit, as referred to in the Grand Jury report, is in the operating budget. State and federal discretionary (competitive) grants typically do not provide revenue for the operating budget, and local grants that might provide operating funds are few and far between. Nearly all state and federal grant opportunities are for capital improvements and bolster Metro’s ability to buy buses. Regardless, METRO applies for all discretionary grant opportunities for which it is eligible.

Formula Grants

State and federal formula grants come to Metro as a result of legislation, usually require an annual application, and always require follow-up information on how Metro used the money. While this is a cumbersome and time-consuming process, which also demands attention from the grants-writing staff, Metro always follows the dictated processes and never risks or jeopardizes its state and federal formula grant allocations. These state and federal formula dollars are typically used for operations, are sometimes flexible for use in both operations or capital, and are often restricted to capital only.

Discretionary (Competitive) Grants

In any given year, there are a number of state and federal discretionary grant programs offered. Metro always submits highly competitive grant applications for programs for which it qualifies. Unfortunately, the Grand Jury report does not reflect Metro’s highly successful discretionary capital grant awards in 2016. In 2016, Metro competed successfully at the state, federal and local levels for the following grants:

- State Low Carbon Transit Operations Program (LCTOP) – Awarded \$709,292 to purchase one zero emissions electric bus that will run as a circulator in Watsonville.
- Federal Low or No Emission Vehicle Program (LoNo) - \$3,810,348 to purchase three zero emissions electric over-the-road coaches to run on the Highway 17 commuter service. The grant includes recharging facilities. Of the 20 nationwide awards, Metro received the 5th highest award in the nation, receiving a larger grant than the Chicago Transit Authority.

- Santa Cruz County Regional Transportation Commission: Surface Transportation Block Grant (STBG) - \$500,000 to purchase one Compressed Natural Gas (CNG) bus to run on Metro's fixed-route services.

When grants become available for competition, they are always way oversubscribed. Typically, there are nine to ten times as many applications as actual grant awards, and the amount awarded is a fraction of the amount requested. For example, in 2016 the federal Bus and Bus Facilities grant program received \$1.647 billion in applications for a program with only \$213 million available for distribution. In the 2016 federal Low and No Emission Bus Program, applicants requested \$446 million from a pot of only \$55 million.

Again, these grants are for capital improvements only and do not provide operating revenue.

The Changing Landscape of Grants Availability

Finally, the grant funding landscape has changed dramatically over the past five years, which the CEO explained to the Grand Jury members. Here are just a few examples:

- Up until 2012, the federal transportation authorization included a Bus and Bus Facilities Program, a discretionary capital grant program. Up until then, Metro had competed successfully for some of this funding. With the enactment of Map21 in 2012, the Bus and Bus Facilities discretionary grant program was eliminated. It was not until the FAST Act reauthorization last year that the Bus and Bus Facilities program was reestablished, albeit at a substantially reduced funding level.
- In 2006, the California voters created a capital funding source through Proposition 1B. This ten-year capital program, which expired last year, funded numerous Metro security, facilities and bus procurements, which were all capital projects. Fortunately, the Governor signed the Road Repair and Accountability Act this past April to partially replace Proposition 1B and to provide additional State Transit Assistance (STA) to Metro. Again, this legislation favors capital projects for the use of this money, although some of it can be used for operating assistance if METRO meets specific performance criteria.
- The American Recovery and Reinvestment Act of 2009 (ARRA), signed into law by President Barack Obama on February 17, 2009, was an economic stimulus package that provided Metro valuable capital dollars. ARRA was a one-time program and did not provide recurring resources.
- In 2012, the US Congress eliminated federal "earmarks," a process that provided legislative appropriations to specific projects in a congressperson's district.

Metro had frequently secured federal earmarks to fund multiple capital projects. Each year federal subsidies for public transit are threatened. The result of this constant threat is often flat or nominal growth in federal transportation funding, and in an environment where operational costs typically grow at a rate equal to or greater than the Consumer Price Index (CPI).

With the loss of several substantial capital funding programs since 2012, Metro’s challenge in the coming years will be one of trying to find the resources with which to replace 61 buses that are currently obsolete and in need of replacement at an estimated cost of \$38 million to \$60 million, depending on whether Metro purchases CNG or electric buses.

F6. Metro does not have joint meetings that include the Board, Metro management, and the Metro Advisory Committee. Better and more frequent communication and coordination between these bodies could improve decision making.

- AGREE**
- PARTIALLY DISAGREE** – explain the disputed portion
- DISAGREE** – explain why

Response explanation (required for a response other than **Agree**):

Metro is unclear as to what the Grand Jury members intended with the following statement: "...joint meetings that include the Board, Metro management, and the Metro Advisory Committee." This statement appears out of place when attempting to reconcile it against the text of the report. Metro would appreciate any clarification the Grand Jury members could provide.

In the way of background, Metro staff does regularly attend and provide staff support to the Metro Advisory Committee (MAC) and the MAC Chair attends two Metro Board meetings a year, providing the Board with an update of the MAC activities and MAC recommendations on various transportation topics.

Additionally, Metro questions the wisdom and value of joint staff and Board meetings. All staff report to the CEO. The joint meetings suggested in the report would have the potential to blur the lines of reporting relationships or create an opportunity for the Board (policy makers) to interfere with the administrative functions they have contractually delegated to the CEO. Nevertheless, Metro Board members do regularly interface with staff at Committee and full Board meetings and the CEO provides an interactive working environment in which staff members are responsible for presenting their department’s Board reports to the full Board and answering Board member questions.

F7. Manual collection of route performance data does not allow for optimal use of the HASTUS system.

- AGREE**
- PARTIALLY DISAGREE** – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

F8. Metro partnerships with UCSC and Cabrillo College have contributed significantly to Metro revenues, and Metro would benefit from additional community partnerships.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

F9. Metro marketing functions are handled inefficiently, in significant part due to an unfilled marketing manager position. Marketing must be more than just selling advertising on buses.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

F10. Metro lacks a business development manager. Currently, business development responsibilities are distributed across the organization, and are not implemented or effective.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

The CEO agrees that the business development duties and responsibilities described in the Grand Jury report should be encompassed within one position, irrespective of the position being called a "Marketing Manager" or "Business Development Manager." Although currently implicit in the Marketing Manager Job Description, the job description will be strengthened in the future to provide additional business development functions.

Finally, business development will always be a shared responsibility between a Marketing Manager and the Planning and Development Manager. The Planning and Development Manager is responsible for obtaining and monitoring data relative to new and existing transit nodes, transit catchment areas, transit friendly developments and employment centers, and for making recommendations for service adjustments that will maximize the potential of retaining and attracting new ridership.

F11. Metro design standards for bus stops and shelters have not been consistently implemented, which may negatively impact ridership.

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- AGREE**
 PARTIALLY DISAGREE – explain the disputed portion
 DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

This challenge has been on Metro’s radar screen for some time. As acknowledged in the Grand Jury report, Metro does have a Bus Stop Guide. This guide was adopted by the Metro Board on August 28, 2015 and has been followed since then. The text of the Grand Jury report states - “There is little consistency in the design, construction, or location of bus stops, and they often do not conform to the criteria stated in the Metro Bus Stop Guide.” While this statement is somewhat true, it does not acknowledge that Metro has been operating for nearly 50 years and the Bus Stop Guide was only recently adopted.

The challenge for Metro in the coming years will be identifying funding with which to modify and update all **847** active bus stops in the Metro system to achieve the goals set forth in the Bus Stop Guide. Ideally, these dollars will come from capital grants in which the funding source is unique and won’t compete with the higher priority capital dollars needed to purchase new buses. Also, on the operating side of the business, an overly aggressive use of operating dollars to upgrade bus stops may not be wise when operating dollars are needed to fund improved service frequency.

Notably missing from the Grand Jury report is the fiscally creative accomplishment this past year in which the Metro bus stop customer experience has been vastly improved by the rollout of the Schedule By Stop program. This in-house developed program provides the opportunity for customers standing at a bus stop to quickly retrieve scheduled bus information for their stop via their cell or Smartphone. This new program is seen as an interim step in the journey toward real-time bus arrival information, or a Predictive Arrival and Departure System (PADS). At some point in the future, Metro staff envisions being able to remove the confusing and aesthetically displeasing bus stop maps and schedules currently posted at bus stops.

All capital expenditures related to bus stops will be reviewed by the Board Capital Projects Standing Committee.

F12. Metro bus seats are difficult to clean and sanitize, which may negatively impact ridership.

- AGREE**
 PARTIALLY DISAGREE – explain the disputed portion
 DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

Over the past two years, Metro staff has discussed the sanitary and maintenance challenges of padded seats and are considering that future bus procurements should be ordered without padded seats. Metro will purchase all future fixed-route buses without padded seats. However, Metro staff believes that all future Highway 17 commuter bus

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procurements will continue to include padded seats.

F13. The lack of overnight parking at bus facilities may be a deterrent to potential riders.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

F14. Metro’s CNG bus engines break down sooner than expected, resulting in accelerated expenses.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

The statement is somewhat correct. Diesel engines typically run 225K – 250K miles before experiencing a major failure. Compressed Natural Gas (CNG) engines run about 125K – 150K miles before experiencing a major failure, and in some cases, less than 100K miles. CNG engines run very hot and one of the most common failures is a dropped valve that then breaks the piston head. CNG engines also require more frequent maintenance than do diesel engines.

Current developments in CNG engine technology have resulted in engineering design changes that are being implemented to try and improve engine longevity. Additionally, CNG engine technology has evolved into the design of a “Near Zero Emission” engine that significantly reduces NoX emissions for future bus purchases.

All capital expenditures related to bus purchases will be reviewed by the Board Capital Projects Standing Committee.

F15. Metro transit centers are deteriorating and in disrepair, which may negatively impact ridership.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

If METRO continues to properly maintain these facilities, they should provide benefit to Metro and its customers for many years to come. The facilities are not “deteriorating.” While in need of some upgrades, both structures are sound.

Nearly three years ago, soon after the arrival of the new CEO, a complete assessment of both facilities was performed and a list of needed investments was identified. Over the past three years, as the budget would allow, tens of thousands of dollars have been invested in these facilities, as described below:

Watsonville Transit Center

- Santa Cruz Metro signs installed on exterior
- Restrooms rehabilitation
- Exterior repainting - All buildings, clock tower and other exterior structures
- New bus loop signage
- Full exterior lighting upgrades
- Design and construction of Customer Service Information Booth
- New staffed customer service center
- Added stop sign inside the bus loop
- Installed two new bus benches outside
- Removal of several kiosks to improve visibility, safety, and customer Experience
- Refinishing of all wooden interior benches

Next series of upgrades being considered or in work

- Possible main building floor replacement
- New community mural
- Public spaces art
- Vegetation upgrades
- Conversion of one out-building to another leasable space

Pacific Station

- All new carpet throughout second floor
- Complete interior repainting
- Refinishing of all the interior wood benches
- Rebuild the upstairs customer service area (currently in design)
- Targeted exterior repainting of various ironworks and Metro logo
- Major tree trimming
- Power washing of all concrete areas
- A/C cooling unit for server room
- Major repairs to the public restrooms
- Interior floor stripping and deep cleaning
- Clean overhead lamp shades

Next series of upgrades being considered or in work

- Emergency generator replacement
- Replacement of curved plexi-glass windows that leak
- Lease remaining leasable space

There is no question that Metro can and should do more frequent **custodial** work at these two facilities. Metro's fiscal challenges limit the operations resources with which to hire the additional custodian or two that are needed if Metro wants to increase the

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frequency of cleanings. Metro agrees that doing so would improve the customer experience at these two locations. Additionally, vandalism of the public restrooms is a recurring and costly challenge to keep up with. That said, Metro has and will continue to make every attempt possible to keep up with and remediate vandalism.

All major capital expenditures related to Metro facilities and transit centers will be reviewed by the Board Capital Projects Standing Committee.

F16. Metro transit centers are not clean, which may negatively impact ridership.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

Response included in answer to Finding 15

Recommendations

R1. Metro should conduct a limited study to determine if reduced fares would generate additional revenue through increased ridership. (F1, F4, F7)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Response explanation, summary, and timeframe:

This Recommendation will not be implemented because it is not warranted or is unreasonable. Metro fares are already reduced given that the public subsidizes the service by about 77%. Additionally, the Metro Board Adopted Fare Policy includes provisions for further discounts if Metro passes are purchased in bulk by qualified entities. There are also inter-agency agreements that allow riders to ride services in Santa Clara County and Monterey County.

Metro has recently resolved the structural deficit and gambling with public resources and risking a drop in farebox revenues seems inconsistent with the Board's goal of fiscal responsibility.

Today, METRO's farebox recovery is about 23%, one of the highest in the state. Farebox recovery represents the percentage of total operating costs recovered through the farebox. However, approximately 77% of the costs of running the system are subsidized by the taxpayers via local sales tax initiatives and state and federal subsidies. Reducing bus fares risks dropping overall fare revenue. Doing so could also

negatively impact bus routes that are running at capacity in the peak hour today. Further impacting a full bus in the peak hours could result in a need to add additional buses. Since only twenty-three cents on an operating dollar for additional buses is recovered through the farebox, the operating budget would be negatively impacted by an increase of seventy-seven cents on a dollar of the cost to run the additional buses.

Metro has, and will continue to emphasize and work towards ridership growth. In reality, increasing ridership must be an outcome of a more surgical and strategic exercise as opposed to a conceptual thought that reduced fares will grow ridership. Target marketing seeks to identify existing excess capacity, both in the peak and off-peak hours, and to attract new customers to fill the empty seats. Doing so successfully will result in increased revenues and no new operating costs.

Finally, Metro's Transportation Development Act (TDA) funding requires that Metro achieve certain performance standards, including a minimum farebox recovery. Metro should not place this formula funding source (\$6.7 million/year) at risk by experimenting with such a hypothesis.

R2. Metro should redefine the Marketing Manager position as Director of Business Development and fund it. (F9, F10)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Response explanation, summary, and timeframe:

This Recommendation will not be implemented because it is not warranted or is unreasonable. At the CEO's request, the Board created the Marketing, Communications and Customer Service Manager position on February 13, 2015. Since 2014, the Board has been working to resolve the \$6.3 million fiscal structural deficit. The fiscal structural deficit was not resolved until July 2016. During this fiscally challenged period of time, Metro was proposing to reduce service as much as 33% and layoff as many as 1/3 of the bus operators to resolve the structural deficit. Given these difficult times, it would not have been prudent policy to fund a new manager position. The CEO will revisit asking the Metro Board to fund the Marketing, Communications and Customer Service Manager position sometime in the next year or two.

Finally, at the current time, the CEO sees no tangible value in renaming the Marketing, Communications and Customer Service Manager position to the Director of Business Development. The Recommendation is not a documented industry-wide common practice.

Also, see response to Finding 10.

R4. The Metro Board, Metro management, and the Metro Advisory Committee should meet jointly on a regular basis. (F5, F6)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

See response to Finding 6.

R5. Metro should identify and secure additional funding sources. (F2, F8, F9, F10)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Metro has been and plans to continue to seek additional funding sources. In addition, Metro must continue to allocate substantial time and resources to protecting existing state and federal funding streams.

Recent Increased Funding Sources Outcomes

- The voters of Santa Cruz County supported Measure D, in which 16% of net revenues come to Metro
- Metro strongly supported SB-1, which has been signed into law by the Governor
- Metro worked with UCSC to increase UCSC’s financial support to sustain service on important lines serving the college
- Metro worked with the Cabrillo College student Senate to encourage the Senate to place a measure on the student ballot for a student program similar to UCSC. That Measure passed which produces a funding source that helps to sustain service levels on lines serving the college.
- Metro initiated a discussion with the San Lorenzo Valley School District about shared transportation interests and partnerships
- Annual Washington, DC trips with Board members to advocate for Metro funding of various capital grants programs

Ongoing and Potential Future Funding Growth Strategies

- Advocating at the federal level for the increase of the Small Transit Intensive Cities (STIC) program to be increased from 1.5% to 3%
- Advocating at the federal level for the Alternative Fuels Credit to be made a permanent annual credit instead of an annual renewal with the annual Extenders process.
- Continue annual Washington, DC trips with Board members to advocate for funding of various Metro capital grants
- Once the Marketing Manager is hired, improve the bus advertising program and develop a bus stop and transit terminal advertising program.
- Continue evaluating strategic surgical approaches to increasing ridership that will fill excess capacity, both peak and off-peak hours of service
- Increase service frequency on key lines, which will result in an increase in ridership
- Seek funding for a Predictive Arrival And Departure System (PADS) that will provide customers with real-time bus arrival information and result in an increase in ridership
- Analyze and present to the Board a fare restructuring proposal in CY2018
- Continue working with the City of Santa Cruz on a Transportation Demand Management (TDM) partnership that will reduce the parking needs of the downtown and increase ridership for Metro
- Continue to develop strategies to encourage students to ride the bus to school
- Develop a target marketing strategy for growing Highway 17 commuter service ridership
- Grow ridership on the Highway 17 commuter service by purchasing over-the-road coaches
- Grow systemwide ridership by appealing to the environmental, sustainability and Green House Gas (GHG) oriented potential customers by purchasing zero emissions electric buses

R6. Metro should expand their grant writing program. (F2)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

See response to Finding 2

R7. Metro should adopt and adhere to a budget that does not deplete reserves for operating expenses. (F1)

- HAS BEEN IMPLEMENTED** – summarize what has been done

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- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

The Grand Jury was provided very positive information about the Board's attention to and the resolution of the fiscal structural deficit; the elimination of the use of Reserves in the operating fund; and the positive outlook for budgetary stability over the next five years.

The Board actions of June 2016, over a year ago, resolved the most immediate challenge, which was the \$6.3 million fiscal structural deficit. Also, thanks to the voters of Santa Cruz County for Measure D and the state legislators for SB-1. As a result of the aforementioned actions, Metro does not anticipate the return of the structural deficit in the five-year budget look-ahead.

In the June 2017 budget adoption, the Board also adopted a strategy to replenish key Reserves by 6/30/22 and to provide \$15 million over the next five years to be leveraged for state and federal capital grants.

R8. Metro should consider pursuing additional private and government partnership programs, such as those with UCSC and Cabrillo College. (F8)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Metro is and will continue to implement this recommendation. Recently, Metro staff met with San Lorenzo Valley School District officials to explore potential partnerships. Last year, Metro accomplished the two new and improved partnerships referenced by the Grand Jury, and Metro plans to continue to seek other funding partnerships in the future.

R9. Metro should create a bus stop sponsorship program that underwrites construction of bus stops in accordance with Metro's design standards. (F11)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe

(not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why
Response explanation, summary, and timeframe:

This Recommendation requires further analysis.

Metro is and has been considering the creation of a bus bench and bus shelter advertising program in the future, much like many transit properties around the country do today. One approach might be to secure a contract with an advertising company that includes the provision of new bus shelters in the deal.

The ability to sell advertising space and the valuation of that space is most often driven by the number of potential visual impressions. Impressions are the number of people who actually see the advertisement, based on the size of the advertisement, visibility, and the speed at which people are passing by. While some may characterize the Santa Cruz County roadway corridors as heavily congested, from a marketing advertisement space perspective, the corridors don't have the kinds of car counts most high-dollar perspective advertisers seek and who are willing to pay high rental rates.

Nonetheless, Metro believes there is a new revenue stream and/or new bus shelters that can be obtained by the addition of bus bench and bus shelter advertising. However, cities sensitive to the escalation of outdoor advertising, sometimes called visual pollution, may have concerns about the addition of potentially 847 new public advertising spaces along Santa Cruz County roadway corridors. Metro will need to work with the County and the four cities within Metro's service area to attempt to find common ground in the creation of aesthetically pleasing advertising spaces. Two years ago the Board gave the CEO such direction. Now that Metro's fiscal structural deficit has been resolved, the CEO plans to turn his attention to this matter.

All capital expenditures related to bus stops will be reviewed by the Board Capital Projects Standing Committee.

- R10. Metro should improve cleanliness at transit facilities. (F12, F16)
 - HAS BEEN IMPLEMENTED** – summarize what has been done
 - HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
 - REQUIRES FURTHER ANALYSIS** – explain scope and timeframe
(not to exceed six months)
 - WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

See responses to Findings F15 and F16.

- R11. Metro should improve maintenance at transit facilities. (F12, F15, F16)

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- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

See responses to Findings F15 and F16.

R12. Metro should establish overnight parking at the Scotts Valley Cavallaro Transit Center for riders. (F13)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

The CEO concurs with this recommendation; however, establishing overnight parking at the Scotts Valley Cavallaro Transit Center will require further analysis to mitigate some operational challenges.

About a year ago, Metro posted “No Overnight Parking” signs at the transit center. At that time, the parking lot was surveyed and found to have only a small handful of vacant parking spaces (excess capacity) at the end of the weekday peak hour. A lack of parking was identified as being an impediment to marketing efforts to grow Highway 17 commuter service ridership.

Upon further analysis, it was discovered that several spaces were being taken up nightly by some homeowners residing at the Blue Bonnet condominium complex, adjacent to the parking facility. Unfortunately, the owners of these cars typically do not move them prior to the start and end of Metro’s peak hour transit need. Complicating matters further, Metro discovered that Apple, among other tech firms, was using the facility for their tech bus riders without Metro authorization.

In order to deter the Blue Bonnet condominium homeowners from their unauthorized overnight parking, Metro installed the no overnight parking signs and Metro plans to enforce the no overnight parking ban in the near-future. Metro has also been working with the City of Scotts Valley to identify alternate tech bus parking spaces. At Metro’s urging, Google recently negotiated a lease with the Scotts Valley Boys and Girls Club to utilize their excess daily parking. Also, the City is currently negotiating with Apple for Apple to lease off-site spaces on City-owned property.

Metro does acknowledge the need for legitimate transit overnight parking. For example, it might be common for someone to park at the transit center and take the Highway 17 commuter service to San Jose Diridon Station and catch CALTRAIN to San Francisco for an overnight business or pleasure stay, or, to take Amtrak from San Jose Diridon Station to a vacation destination.

As time and resources permit, Metro staff has been, and will continue, to investigate possible solutions to the overnight parking, permitting and enforcement challenges and the unauthorized tech bus and Blue Bonnet homeowners' usage of the transit center parking lot. While tech buses provide a similar service as the Highway 17 commuter service, that is, taking cars off the highway, it is not prudent to use public resources to provide tech companies with free parking. At some point in the near future, Metro will start citing and towing those who park at this facility and board tech buses and the cars of the Blue Bonnet homeowners. Metro staff will also investigate opportunities to permit transit-oriented overnight parking. Such a program might involve the purchase of one or two parking ticket machines that would dispense overnight permits for a cost.

Metro will continue to study, analyze and evaluate solutions to these challenges.

R13. Metro should evaluate cost-effective alternatives to the CNG bus powertrain.
(F14)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe
(not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

As per the fleet plan adopted by the Metro Board on May 19, 2017, Metro will continue to purchase CNG powered buses through about 2030, and then phase-out CNG buses from the fleet by about 2040, at which time Metro aspires to have a 100% zero emissions fleet.

Metro is well informed on the evolving electric bus technology and participates regularly in various forums, briefings and seminars on the topic. Metro's CEO represents Metro on the Zero Emission Bus Resource Alliance (ZEBRA) and Metro has a contract with the Center for Transportation and the Environment (CTE) to assist with Zero Emission Bus (ZEB) analysis, procurement and the deployment of electric buses at Metro. As the California Air Resources Board (CARB) continues to progress towards mandating zero emissions bus fleets in the future, METRO must continue to perform due diligence in reviewing new and evolving low or no emissions technologies.

Currently, there are three types of cleaner emissions buses being produced: All electric, hydrogen fuel cell and hybrid electric. In addition, Cummins has been

communicating that they will be producing near zero emissions diesel engines in the near future. As these newer technologies evolve, one must be mindful that there is virtually no life cycle experienced with any of these technologies. Aggressive early adopters may suffer the consequences of high costs and service disruptions associated with helping the industry perfect the technology.

The most significant challenge for electric buses today is one of range. If a bus charged overnight cannot run the entire day on one charge, the result will be significant additional costs for in-route recharging (opportunity charging). Battery charging capacity and bus range has been slowly improving over the last few years and is expected to continue to improve in the coming years.

The suggestion that Metro convert CNG buses to electric buses would result in far fewer batteries being installed than a factory electric bus, a very low overall range and the need to install very expensive in-route recharging facilities. In contrast, buses built at the factory as electric buses are constructed in such a way as to accommodate far more batteries and greater range. Also, it would not be a prudent expenditure of public resources to invest in an electric battery retrofit of a bus body and frame that may have over 500K miles and twelve years of life.

As stated above, on May 19, 2017, the Metro Board adopted Metro's goal to attain a fully zero-emission fleet by 2040 and phasing out CNG bus purchases by 2030. With this strategy, Metro will continue to buy a mix of CNG and electric buses through 2030, and then all electric buses thereafter. The last CNG bus would then be retired in 2040. This strategy will allow Metro to achieve the full life expectancy and fully depreciated value of the multi-million investment made in 2002 in the liquefied natural gas fueling station. However, the challenge in fulfilling this goal is one of capital resources. CNG buses today cost about \$580K/each and electric buses with associated infrastructure cost nearly \$1 million/each.

All capital expenditures related to bus purchases will be reviewed by the Board Capital Projects Standing Committee.

- R14.** Metro should use easily cleanable materials for bus seats. (F12)
- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

See Metro's response to Finding 12

R15. Metro should conduct a limited trial using AVL and HASTUS to explore bus route efficiency. (F7)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Response explanation, summary, and timeframe:

This Recommendation will not be implemented because it is not warranted or is unreasonable. Implementing a “trial” of an Automatic Vehicle Location (AVL) system would be a costly and time-consuming undertaking and would yield no new information. Metro staff and the Board understand the value and benefits of AVL, which is widely used today at transit properties across the nation.

Metro has been working on the development of an AVL project for nearly three years, which unfortunately was not acknowledged by the Grand Jury. Over the past three years, Metro staff have received numerous presentations from vendors in the Predictive Arrival and Departure Systems (PADS) technology space. Over this same period of time, Metro staff have developed a scope of work for a future procurement that reflects the PADS needs of Metro. At the same time, Metro has been actively seeking funding for such a project. Once the capital funding is identified, staff will propose to the Board that it authorize a procurement for such a system.

All capital expenditures related to AVL and PADS will be reviewed by the Board Capital Projects Standing Committee.

R16. Metro should provide WiFi connection on more buses. (F4)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Response explanation, summary, and timeframe:

This Recommendation will not be implemented because it is not warranted or is unreasonable. We note that Finding 4, as referenced in R16 above, is an opinion about Bus Rapid Transit (BRT) and not Wi-Fi. The text of the Grand Jury report does not address a Wi-Fi observation or an industry practice. Please provide a clarification with regard to this recommendation.

Currently, the Highway 17 commuter bus fleet is outfitted with Wi-Fi. This is a dedicated

fleet in which these buses run only on the Highway 17 commuter service.

In the future, as funding resources are identified, Metro may add Wi-Fi to the routes that run between Watsonville and Santa Cruz, and possibly the routes that run between downtown Santa Cruz and UCSC. The challenge of doing so is not limited to the capital required to purchase the on-board Wi-Fi equipment, and the recurring operations cost of maintenance and cellular service, but also the operational challenges created when the bus fleet is further segregated in dedicated fleets, that is, buses that are limited to running on certain routes.

Metro's experience with installing Wi-Fi on Highway 17 buses goes back to a period of time between 2007 and 2013 in which Wi-Fi was installed on some buses, then expanded and then upgraded. Over that period of time it appears that Metro expended over \$165,000 in capital dollars for the installation, monitoring, maintenance and upgrades required for the 21 buses. Since then, ongoing operational expenses (recurring) amount to about \$26K/year for a monitoring and maintenance contract and \$23K/year for the AT&T and Verizon cellular service providers (dual providers are necessary due to topographical challenges encountered in signalization is weak or lost while traversing Highway 17). Expansion of Wi-Fi could be expensive if the cost model does not change. In the future, Metro hopes to explore expanded Wi-Fi service business models in which most, if not all, of the costs are absorbed by a vendor who would profit from advertisements viewers are required to see when using the Wi-Fi system.

All capital expenditures related to WiFi will be reviewed by the Board Capital Projects Standing Committee.

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Attachment B

METRO Board Response to the Grand Jury Report

Findings

F3. Many Metro Board members lack transit management knowledge of best practices or business experience, leaving them ill-equipped to address Metro's declining revenues.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

The makeup of the Metro Board is dictated by Metro's enabling legislation (see Public Utilities Code section 98000 et seq.), and is a common model utilized by transit districts across the state of California (see Public Utilities Code Division 10). Thus, Metro does not control appointments to the Metro Board.

However, Metro understands the importance of having an engaged and educated Board. To that end, each new Metro Board member is provided several hours of orientation soon after appointment. The thorough and comprehensive orientation includes transit terminology; history of Metro; introduction to all department managers; an overview of each department's responsibilities; financial overview; legal and ethical requirements applicable to Board members; providing a 300+-page "Board Member Orientation Packet"; and other ancillaries.

As time goes on, Board members can take advantage of other training opportunities. Some Board members, current and past, have taken advantage of the American Public Transportation Association (APTA) Board Member and Board Support Conference. This multi-day training event occurs annually. Additionally, because Board members take the initiative to learn about Metro's business and specific challenges, Board members often request special briefings from staff on topics where they wish to increase their knowledge. Moreover, there are significant benefits to having a Board comprised of members from diverse backgrounds and experiences. Finally, the CEO regularly provides the full Board with transit and transportation related articles about a multitude of transit topics involving numerous transit properties across the nation.

We note that the Grand Jury report emphasizes perceived benefits of Bus Rapid Transit (BRT) and a board member education program offered by the Institute for Transportation & Development Policy (ITDP). A high-level review of the apparent mission of the ITDP seems to reflect a strong leaning towards the promotion of BRT concepts and sustainability. In the Board's response to Finding 4, we will address the BRT Finding.

It is not clear to Metro how this Finding can be resolved by sending Board members through the ITDP program. Board members are already well-versed in issues related to

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sustainability and the potential benefits of BRTs.

F4. Metro use of Bus Rapid Transit (BRT) industry best practices is limited.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

The Grand Jury report contends that Bus Rapid Transit (BRT) systems are a “best practice” in the transit industry. However, this contention appears to misconstrue the sources relied upon by the Grand Jury members for this conclusion. In fact, the reports found under the links contained in the Grand Jury report offer ideas, concepts, successes and “best practices” for BRTs, should an agency be inclined to implement a BRT. BRT does not always make sense for every transit environment. Indeed, the following is a quote taken from the FTA’s Executive Summary in one of the links referenced in the Grand Jury report, which focuses on the benefits of BRT in “large cities”:

FTA Research

Peer-to-Peer Information Exchange on Bus Rapid Transit (BRT) and Bus Priority Best Practices May 2012

“The results of the Peer-to-Peer Information Exchange on BRT and Bus Priority Best Practices program make clear that better public transportation in general and BRT in particular can be cost-effective, useful tools for improving transportation and the environment and restoring the livability of America’s large cities.”

We agree that BRT should be evaluated by transit entities. Therefore, Metro is not and has not been opposed to reviewing the potential of a BRT in Santa Cruz County. Metro’s current and past history demonstrates that Metro has and continues to evaluate BRTs. The following reflects Metro’s experience on this topic

Santa Cruz BRT history (2005-10)

Together, Monterey-Salinas Transit (MST) and METRO won an Air District grant in 2007 to study BRT in the Monterey Bay area. MST developed its portion of the analysis for the purpose of an FTA Very Small Starts Grants application. The initial Santa Cruz portion of the effort was to consider the general opportunities and applicability for BRT features between Santa Cruz and Watsonville. This analysis is reflected in the 2008 METRO SRTP with general references to BRT and that there may be opportunities in the Soquel/Freedom, Highway 1, and/or rail corridor. These are the same corridors currently being studied in the RTC Unified Corridor Study.

Later, UCSC contributed funding to develop an additional analysis of the BRT corridor between Pacific Station and the campus, as continuation of previous work the University had developed. The improvements suggested in this analysis, (additional vehicles, station modifications, queue jumps, and transit signal priority) were expensive (over \$2 million), did not create sufficient additional benefits to justify the expense, and did not have political support to pursue. Travel time analysis suggested that only 1.2 minutes per 6.7 mile round-trip (currently 45-55 minutes) could be saved due to these

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improvements. Until recently, this had been the last effort in this County on this topic.

Santa Cruz BRT history (2016)

In 2016, Metro and MST were jointly awarded a grant from Association of Monterey Bay Governments (AMBAG) to study the feasibility of "Bus on Shoulder" on portions of Highway 1 in Santa Cruz County and in Monterey County. This study, which is currently underway, envisions a BRT that would run between Watsonville and Santa Cruz, providing BRT or BRT-like service operating on the inner or outer shoulder of the highway. Bus-on-Shoulder is a concept increasingly being used in some cities today across the nation, not as a "best practice" but as a "common practice" in operating environments in which buses operate on very congested highways.

Metro will continue to evaluate, and potentially implement, both BRT and Bus on Shoulder concepts, should one or more of those concepts be determined to be in Metro's best interest.

All capital expenditures related to BRTs will be reviewed by the Board Capital Projects Standing Committee.

F5. There are no experience qualifications for Metro Board members in its bylaws, and the Board lacks the range of experience or training necessary to improve Metro's performance.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

Covered in the answer to Finding 3.

F6. Metro does not have joint meetings that include the Board, Metro management, and the Metro Advisory Committee. Better and more frequent communication and coordination between these bodies could improve decision making.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

Metro is unclear as to what the Grand Jury members intended with the following statement: "...joint meetings that include the Board, Metro management, and the Metro Advisory Committee." This statement appears out of place when attempting to reconcile it against the substantive text of the report. Metro would appreciate any clarification the Grand Jury members could provide.

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In the way of background, Metro staff does regularly attend and provide staff support to the Metro Advisory Committee (MAC) and the MAC Chair attends two Metro Board meetings a year, providing the Board with an update of the MAC activities and MAC recommendations on various transportation topics.

Additionally, Metro questions the wisdom and value of joint staff and Board meetings. All staff report to the CEO. The joint meetings suggested in the report would have the potential to blur the lines of reporting relationships or create an opportunity for the Board (policy makers) to interfere with the administrative functions they have contractually delegated to the CEO. Nevertheless, Metro Board members do regularly interface with staff at Committee and full Board meetings and the CEO provides an interactive working environment in which staff members are responsible for presenting their department's Board reports to the full Board and answering Board member questions.

F7. Manual collection of route performance data does not allow for optimal use of the HASTUS system.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

F8. Metro partnerships with UCSC and Cabrillo College have contributed significantly to Metro revenues, and Metro would benefit from additional community partnerships.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

F9. Metro marketing functions are handled inefficiently, in significant part due to an unfilled marketing manager position. Marketing must be more than just selling advertising on buses.

AGREE

PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

F10. Metro lacks a business development manager. Currently, business development responsibilities are distributed across the organization, and are not implemented or effective.

AGREE

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PARTIALLY DISAGREE – explain the disputed portion

DISAGREE – explain why

Response explanation (required for a response other than **Agree**):

The CEO agrees that the business development duties and responsibilities described in the Grand Jury report should be encompassed within one position, irrespective of the position being called a "Marketing Manager" or "Business Development Manager." Although currently implicit in the Marketing Manager Job Description, the job description will be strengthened in the future to provide additional business development functions.

Finally, business development will always be a shared responsibility between a Marketing Manager and the Planning and Development Manager. The Planning and Development Manager is responsible for obtaining and monitoring data relative to new and existing transit nodes (transit concentrations or intersections), transit catchment areas (typically ¾ mile on each side of a transit route), transit friendly developments and employment centers, and for making recommendations for service adjustments that will maximize the potential of retaining and attracting new ridership.

This matter will be further evaluated in the Management Classification and Compensation study, currently underway.

Recommendations

R2. Metro should redefine the Marketing Manager position as Director of Business Development and fund it. (F9, F10)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Response explanation, summary, and timeframe:

This Recommendation will not be implemented because it is not warranted or is unreasonable. At the CEO's request, the Board created the Marketing, Communications and Customer Service Manager position on February 13, 2015. Since 2014 the Board has been working to resolve the \$6.3 million fiscal structural deficit. The fiscal structural deficit was not resolved until July 2016. During this fiscally challenged period of time, Metro was proposing to reduce service as much as 33% and layoff as many as 1/3 of the bus operators to resolve the structural deficit. Given these difficult times, it would not have been prudent policy to fund a new manager position. The CEO will revisit asking the Metro Board to fund the Marketing, Communications and Customer Service Manager position sometime in the next year or two.

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Finally, at the current time, the Board sees no tangible value in renaming the Marketing, Communications and Customer Service Manager position to the Director of Business Development. The Recommendation is not a documented industry-wide common practice.

This matter will be further evaluated in the Management Classification and Compensation study, currently underway.

Also, see response to Finding 10.

R3. The Metro Board should include members who have marketing, business management, or finance experience. (F3, F5, F6)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

This Recommendation will not be implemented because it is not warranted or is unreasonable. Neither the Board Bylaws nor the Metro's enabling legislation requires such expertise. Moreover, as a result of Metro's enabling legislation, Metro does not control appointments to the Metro Board (see Public Utilities Code section 98000 et seq.).

The Board does agree that business experience can lend value to Board policy discussions and the Metro Board has numerous examples of business experience. In addition, and in accordance with Metro's enabling legislation, many Board members serve (and in some cases have served for many years) in similar capacities for other governing bodies. That experience, which includes policy making in the marketing, business management and finance areas, is directly transferrable to the Board members' service on behalf of Metro.

R4. The Metro Board, Metro management, and the Metro Advisory Committee should meet jointly on a regular basis. (F5, F6)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

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See response to Finding 6.

R5. Metro should identify and secure additional funding sources. (F2, F8, F9, F10)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Metro has been and plans to continue to seek additional funding sources. In addition, Metro must continue to allocate substantial time and resources to protecting existing state and federal funding streams.

Recent Increased Funding Sources Outcomes

- The voters of Santa Cruz County supported Measure D, in which 16% of net revenues come to Metro
- Metro strongly expressed support for SB-1, which has been signed into law by the Governor
- Metro worked with UCSC to increase UCSC's financial support to sustain service on important lines serving the college
- Metro worked with the Cabrillo College student Senate to encourage the Senate to place a measure on the student ballot for a student program similar to UCSC. That Measure passed which produces a funding source that helps to sustain service levels on lines serving the college.
- Metro initiated a discussion with the San Lorenzo Valley School District about shared transportation interests and partnerships
- Annual Washington, DC trips with Board members to advocate for Metro funding of various capital grants programs

Ongoing and Potential Future Funding Growth Strategies

- Advocating at the federal level for the increase of the Small Transit Intensive Cities (STIC) program to be increased from 1.5% to 3%
- Advocating at the federal level for the Alternative Fuels Credit to be made a permanent annual credit instead of an annual renewal with the annual Extenders process.
- Continue annual Washington, DC trips with Board members to advocate for funding of various Metro capital grants
- Once the Marketing Manager is hired, improve the bus advertising program and develop a bus stop and transit terminal advertising program.
- Continue evaluating strategic surgical approaches to increasing ridership that will fill excess capacity, both peak and off-peak hours of service

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- Increase service frequency on key lines, which will result in an increase in ridership
- Seek funding for a Predictive Arrival And Departure System (PADS) that will provide customers with real-time bus arrival information and result in an increase in ridership
- Analyze and present to the Board a fare restructuring proposal in CY2018
- Continue working with the City of Santa Cruz on a Transportation Demand Management (TDM) partnership that will reduce the parking needs of the downtown and increase ridership for Metro
- Continue to develop strategies to encourage students to ride the bus to school
- Develop a target marking strategy for growing Highway 17 commuter service ridership
- Grow ridership on the Highway 17 commuter service by purchasing over-the-road coaches
- Grow systemwide ridership by appealing to the environmental, sustainability and Green House Gas (GHG) oriented potential customers by purchasing zero emissions electric buses

R6. Metro should expand their grant writing program. (F2)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Metro strongly disagrees with this Finding. This Finding was presented to the CEO three days before the release of the Grand Jury report and without an opportunity to respond in writing. The Grand Jury provided no supporting documentation or information from interviews with staff or others that would substantiate this Finding. At the Grand Jury exit meeting, the CEO verbally provided the Grand Jury members background and examples as to why this Finding is incorrect; unfortunately the Grand Jury chose to disregard this information.

It appears that the Grand Jury members did not properly comprehend the grants process, particularly the differences between Capital Grants and Operating Grants and the differences between Formula Grants and Discretionary (Competitive) Grants.

Operating Grants vs. Capital Grants

Think of the operating budget as “running buses” and the capital budget as “buying buses.” Metro’s structural deficit, as referred to in the Grand Jury report, is in the operating budget. State and federal discretionary (competitive) grants typically do not provide revenue for the operating budget, and local grants that might provide operating funds are few and far between. Nearly all state and federal grant opportunities are for

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capital improvements and bolster Metro's ability to buy buses. Regardless, METRO applies for all discretionary grant opportunities for which it is eligible.

Formula Grants

State and federal formula grants come to Metro as a result of legislation, usually require an annual application, and always require follow-up information on how Metro used the money. While this is a cumbersome and time-consuming process which also demands attention from the grants-writing staff, Metro always follows the dictated processes and never risks or jeopardizes its state and federal formula grant allocations. These state and federal formula dollars are typically used for operations, are sometimes flexible for use in both operations or capital, and are often restricted to capital only.

Discretionary (Competitive) Grants

In any given year, there are a number of state and federal discretionary grant programs offered. Metro always submits highly competitive grant applications for programs for which it qualifies. Unfortunately, the Grand Jury report does not reflect Metro's highly successful discretionary capital grant awards in 2016. In 2016, Metro competed successfully at the state, federal and local levels for the following grants:

- State Low Carbon Transit Operations Program (LCTOP) – Awarded \$709,292 to purchase one zero emissions electric bus that will run as a circulator in Watsonville.
- Federal Low or No Emission Vehicle Program (LoNo) - \$3,810,348 to purchase three zero emissions electric over-the-road coaches to run on the Highway 17 commuter service. The grant includes recharging facilities. Of the 20 nationwide awards, Metro received the 5th highest award in the nation, receiving a larger grant than the Chicago Transit Authority.
- Santa Cruz County Regional Transportation Commission: Surface Transportation Block Grant (STBG) - \$500,000 to purchase one Compressed Natural Gas (CNG) bus to run on Metro's fixed-route services.

When grants become available for competition, they are always way oversubscribed. Typically, there are nine to ten times as many applications as actual grant awards, and the amount awarded is a fraction of the amount requested. For example, in 2016 the federal Bus and Bus Facilities grant program received \$1.647 billion in applications for a program with only \$213 million available for distribution. In the 2016 federal Low and No Emission Bus Program, applicants requested \$446 million from a pot of only \$55 million.

Again, these grants are for capital improvements only and do not provide operating revenue.

The Changing Landscape of Grants Availability

Finally, the grant funding landscape has changed dramatically over the past five years,

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which the CEO explained to the Grand Jury members. Here are just a few examples:

- Up until 2012, the federal transportation authorization included a Bus and Bus Facilities Program, a discretionary capital grant program. Up until then, Metro had competed successfully for some of this funding. With the enactment of MAP-21 in 2012, the Bus and Bus Facilities discretionary grant program was eliminated. It was not until the FAST Act reauthorization last year that the Bus and Bus Facilities program was reestablished, albeit at a substantially reduced funding level.
- In 2006, the California voters created a capital funding source through Proposition 1B. This ten-year capital program, which expired last year, funded numerous Metro security, facilities and bus procurements, which were all capital projects. Fortunately, the Governor signed the Road Repair and Accountability Act this past April to partially replace Proposition 1B and to provide additional State Transit Assistance (STA) to Metro. Again, this legislation favors capital projects for the use of this money, although some of it can be used for operating assistance if METRO meets specific performance criteria.
- The American Recovery and Reinvestment Act of 2009 (ARRA), signed into law by President Barack Obama on February 17, 2009 was an economic stimulus package which provided Metro valuable capital dollars. ARRA was a one-time program and did not provide recurring resources.
- In 2012, the US Congress eliminated federal “earmarks,” a process that provided legislative appropriations to specific projects in a congressperson’s district. Metro had frequently secured federal earmarks to fund multiple capital projects.

Each year federal subsidies for public transit are threatened. The result of this constant threat is often flat or nominal growth in federal transportation funding, and in an environment where operational costs typically grow at a rate equal to or greater than the Consumer Price Index (CPI).

With the loss of several substantial capital funding programs since 2012, Metro’s challenge in the coming years will be one of trying to find the resources with which to replace 61 buses that are currently obsolete and in need of replacement at an estimated cost of \$38 million to \$60 million, depending on whether Metro purchases CNG or electric buses.

R7. Metro should adopt and adhere to a budget that does not deplete reserves for operating expenses. (F1)

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- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

The Grand Jury was provided very positive information about the Board's attention to and the resolution of the fiscal structural deficit; the elimination of the use of Reserves in the operating fund; and the positive outlook for budgetary stability over the next five years.

The Board actions of June 2016, over a year ago, resolved the most immediate challenge, which was the \$6.3 million fiscal structural deficit. Also, thanks to the voters of Santa Cruz County for Measure D and the state legislators for SB-1. As a result of the aforementioned actions, Metro does not anticipate the return of the structural deficit in the five-year budget look-ahead.

In the June 2017 budget adoption, the Board also adopted a strategy to replenish key Reserves by 6/30/22 and to provide \$15 million over the next five years to be leveraged for state and federal capital grants.

R8. Metro should consider pursuing additional private and government partnership programs, such as those with UCSC and Cabrillo College. (F8)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Response explanation, summary, and timeframe:

Metro is and will continue to implement this Recommendation. Recently, Metro staff met with San Lorenzo Valley School District officials to explore potential partnerships. Last year, Metro accomplished the two new and improved partnerships referenced by the Grand Jury, and Metro plans to continue to seek other funding partnerships in the future.

R9. Metro should create a bus stop sponsorship program that underwrites construction of bus stops in accordance with Metro's design standards. (F11)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE** – summarize what will be done and the timeframe

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REQUIRES FURTHER ANALYSIS – explain scope and timeframe
(not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why
Response explanation, summary, and timeframe:

This Recommendation will not be implemented because it is not warranted or is unreasonable. This Recommendation is unclear, and the Grand Jury report provides no examples of common practice or support for this Recommendation.

Metro is and has been considering the creation of a bus bench and bus shelter advertising program in the future, much like many transit properties around the country do today.

The ability to sell advertising space and the valuation of that space is most often driven by the number of potential visual impressions. Impressions are the number of people who actually see the advertisement, based on the size of the advertisement, visibility, and the speed at which people are passing by. While some may characterize the Santa Cruz County roadway corridors as heavily congested, from a marketing advertisement space perspective, the corridors don't have the kinds of car counts most high-dollar perspective advertisers seek and who are willing to pay high rental rates.

Nonetheless, Metro believes there is a new revenue stream that can be obtained by the addition of bus bench and bus shelter advertising. However, cities sensitive to the escalation of outdoor advertising, sometimes called visual pollution, may have concerns about the addition of potentially 847 new public advertising spaces along Santa Cruz County roadway corridors. Metro will need to work with the County and the four cities within Metro's service area to attempt to find common ground in the creation of aesthetically pleasing advertising spaces. Two years ago the Board gave the CEO such direction. Now that Metro's fiscal structural deficit has been resolved, the CEO plans to turn his attention to this matter. Metro will also explore possible contacts with advertisers that could provide Metro with new bus shelters and bus benches.

All major capital expenditures related to bus stops will be reviewed by the Board Capital Projects Standing Committee.



Santa Cruz Metropolitan Transit District

The Bus Stops Here

Summary

The Santa Cruz Metropolitan Transit District's purpose is to provide Santa Cruz County with a reliable transit system, delivering us where we need to be when we need to be there. Despite the efforts of the district's Board, management team, and employees, significant annual budget shortfalls and decreasing ridership jeopardize the sustainability of the system.

The 2016–17 Grand Jury evaluated actions the Santa Cruz Metropolitan Transit District (Metro) could take to reverse its service decline and achieve a balanced budget. Metro should increase efforts to retain and grow ridership, build sustaining partnerships such as those with UCSC and Cabrillo College, and expand funding sources. Combining these activities and marketing under a business development umbrella will align these tasks and focus the entire Metro team on its mission:

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.^[1]

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Background

In August 2016 Metro undertook extensive public outreach to discuss proposed service cuts resulting from insufficient funding. It also initiated a re-evaluation of existing routes and services. A slow recovery from the recession that began in 2008 contributed to a \$26 million reduction in anticipated revenue from 2008 through 2014.^[2]

Anticipating a continuing annual shortfall that is currently funded from dwindling reserves, Metro engaged Transportation Management & Design, Inc. to study and report on Metro's delivery of services^[3] and to conduct a market assessment of Metro's service area.^[4] These reports were used to realign routes to control losses, but not for additional changes they recommended.

Metro lacks a system-wide strategic plan for long-term economic viability and ridership growth, and an action plan for increasing revenues and balancing the budget. Without such plans Metro faces continuing budget shortfalls and depleted reserves. The "FY 2017 & FY 2018 Budget" states that even with anticipated revenue from Measure D the district will return to a structural deficit in FY 2019.^[5] ^[6]

Management Structure

The Metro Board of Directors is comprised of 12 members:

- Five members of the Santa Cruz County Board of Supervisors or their appointed representatives
- Six city council members or their appointed representatives: one from Capitola, one from Scotts Valley, two from Santa Cruz, and two from Watsonville
- One member appointed from UCSC

Reporting to the Metro Board are the CEO/GM (Chief Executive Officer/General Manager) and District Counsel.

The Metro Advisory Committee is made up of citizen volunteers approved by the Metro Board. It meets quarterly and advises the Metro Board on matters of policy and operations with regard to bus transportation services.

Scope

The Grand Jury recognizes the value of a county transit system to the economy, environment, and an enhanced quality of life for the entire community. Exploring the challenges to successful and financially viable transit systems, the Grand Jury met with members of the Metro Board of Directors, management, and union personnel. Grand Jury members rode buses on seven routes, toured the maintenance facilities, visited the new operations facility on River Street, and inspected the transit centers in Watsonville, downtown Santa Cruz, and Scotts Valley. We attended meetings of the Metro Board and the Metro Advisory Committee.

We reviewed publicly available materials, including the recently commissioned reports by Transportation Management & Design, Inc. evaluating Metro's services and markets.

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We reviewed proposed modified bus routes, ParaTransit for outlying areas, new alternative services, and management's vision of Metro's evolving role. We examined Metro funding partnerships with Cabrillo College and the University of California at Santa Cruz (UCSC), as well as options for securing future partnerships.

Many of our ideas coalesced from research on Bus Rapid Transit (BRT) systems.^{[7] [8]} BRT is a compilation of adjustments and accommodations made to enhance bus service by reducing obstructions to achieving peak efficiency. The goal of BRT is to enable bus systems to perform more like light rail systems, free of traffic constraints and inefficient loading and unloading of riders. The main features of these systems include one or more of the following:

- Dedicated lanes
- Off-board fare collection
- Traffic light prioritization
- Platform-level boarding
- High-capacity vehicles
- Quality adjunct facilities
- Strong market branding
- Real-time rider data collection

Investigation

Our investigation identified five areas in which Metro could benefit from an increased emphasis on current initiatives and from new management approaches. We agree with management that long-term financial sustainability and service to the community must be Metro's primary goals. We investigated the potential for:

- Expanding funding sources and operational revenue
- Improving facilities and equipment
- Evaluating management best practices
- Introducing a business development unit
- Improving the ridership experience

Funding Sources and Operational Revenue

Fares, tax initiatives, and grants are insufficient to cover operating costs. Current Metro Board actions and guidance to management do not address the need to grow income. Reserves continue to be depleted to cover operating costs and Metro has projected that within two years they will return to running a deficit.^[5]

The Grand Jury reviewed ways Metro is attempting to reduce the practice of depleting reserves for operating expenses. Among these were route reductions, fewer stops, and a decrease in frequency of service of as much as 20%.

While Metro is striving to become more efficient, it has many challenges, including reduced fare box revenue, fewer grants, and dwindling state and federal funding

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contributions. Although assisted by subsidized funding from UCSC (\$4.1 million expected in FY17) and Cabrillo College (\$940,000 expected in FY17),^[9] ^[10] inadequate funding remains a problem. Our investigation identified several potential avenues for additional funding:

- Increasing grant writing
- Expanding community partnerships beyond public-sector institutions
- Working with community retail districts to encourage mutual growth
- Exploring financial successes of similar public transit systems

Facilities and Equipment

The central maintenance and operations facilities are new and appear to be well run. The transit centers in Santa Cruz and Watsonville however are deteriorating and are not well maintained. Cleanliness of these centers is discussed below under *Ridership Experience*.

Part of Metro's bus fleet runs on Compressed Natural Gas (CNG), which has proven to be less cost effective than planned. This stems largely from shorter than expected maintenance cycles – the CNG bus engines need repairs more often than anticipated. Metro should evaluate the benefits of converting CNG bus engines to electric, which is estimated to be half the cost of purchasing new electric buses.

Metro currently uses a transit management software system called HASTUS. With this system, ridership data needs to be collected from direct observation on the buses and then manually uploaded. There is also no real-time tracking of timeliness. Automation of these data collection tasks could greatly assist Metro with management decisions. Automatic Vehicle Location (AVL) is a system for keeping track of the bus position in real time. With this and an automatic system to track boardings, considerably more and higher quality data could be gathered and fed into the HASTUS software. This would allow for better route management, reduced schedule delays, and a more appropriate allocation of resources. For riders, AVL is a necessary part of any system that would keep them informed when to expect the next bus.

Transit Management Best Practices

There are a number of transit best practices that would offer Metro new long-term strategies and short-term tactics to improve their operations. These include ideas for improving customer service, creating a positive rider environment, having agile action plans, and providing flexible budget allocations and program alignments. The overall challenge is to grow income – reducing services and using reserves to balance the budget is not sustainable. Growing ridership, increasing community partnerships, and expanding economic vitality are essential to a successful Metro.

The Federal Transit Administration's Office of Research, Demonstration, and Innovation states BRT "is often considered more reliable, convenient and faster than regular bus services."^[11] In line with these conclusions, the Santa Cruz County Regional Transportation Commission continues to study ways to serve a high-density coastsides

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population along with more sparse rural areas. These areas have widely differing costs to operate and different service expectations.

Industry best practices are in evidence in many transit programs throughout the country. Collectively what stands out in these programs is a focus on innovation, both in systems and in management training. Programs in Seattle, Washington;^[12] Eugene and Springfield, Oregon;^[13] Fort Collins, Colorado;^[14] and Alameda-Contra Costa Counties, California^[15] are among several that may offer solutions to Metro's challenges.

The Institute for Transportation and Development Policy^[16] is another resource for innovative ideas. It also underwrites a one-year management training for transit board members for regions with populations greater than 200,000, such as Santa Cruz County.

Metro Board members are not required to have any relevant transit experience, qualifications, or training.^[17] This may be an impediment to improving Metro's performance, as not all Board members are aware of transit best practices, or have the time and resources to acquire that expertise.

Business Development Unit

In today's financial climate, special districts must be their own advocates in augmenting their budgets. While there are tax dollars allocated, they must proactively seek out additional funding, brand themselves, and actively market their services. The district needs the mindset of an entrepreneur to flourish.

The Metro organization chart has had an unfilled position for a marketing manager for three years. This may be short-sighted. A person in this position, particularly if it were expanded to include business development, could be:

- developing and championing ways to increase revenues,
- exploring new concepts and programs,
- pursuing partnerships similar to those with UCSC and Cabrillo College,
- establishing community outreach programs,
- expanding grant writing oversight, and
- advocating for an improved rider experience.

Currently these activities are disjointed and sporadic, and are constrained by a narrow definition of marketing. A business development manager would also examine the practices of similar and more financially robust transit systems to identify proven strategies.

Ridership Experience

It is a downward spiral to constantly reduce services in the face of a declining number of customers or revenue, yet struggling service providers tend to do so. Reductions and realignments should be done within the context of a growth plan, otherwise they lead an agency towards irrelevance or dissolution.

Metro still has several opportunities for making small investments to increase ridership, build loyalty, and strengthen Metro's relevance to our local economy. There are many

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benefits from improving the rider experience: reduced stress for bus operators, lower staff turnover, friendlier driver-rider interaction, higher bus utilization, and greater community support for funding of transit services. Primarily, Metro needs to consider a wider appeal to gain ridership. This challenge includes delivering services to current riders who will invite others to join them.

Any campaign to grow ridership will need to confront real and perceived criticisms. Key among these are dirty stations, parking that falls short of commuters' needs, and buses that are late, outdated, or unclean.

The Grand Jury identified several issues contributing to rider dissatisfaction:

- Traffic congestion contributes to schedule delays and missed connections, which has riders displeased with the bus operators, even though this is beyond Metro's control. Not knowing when the next bus will come is a big concern for riders.
- Metro Buses exceed the national industry average of 500,000 miles. Aging equipment is often in disrepair and makes a negative impression on riders.
- Bus seats are porous fabric and not easily sanitized.
- There is little consistency in the design, construction, or location of bus stops, and they often do not conform to the criteria stated in the Metro Bus Stop Guide.^[18]
- District transit centers in downtown Santa Cruz and Watsonville are not maintained to a consistent standard of cleanliness.
- Overnight parking is not available at the park-and-ride lot for Highway 17 Express bus users.

Findings

- F1.** Metro experienced an anticipated revenue reduction of \$26 million from 2008–2014 and had to use its reserves to fill the shortfall. This is not sustainable.
- F2.** Metro grant writing has been insufficient and ineffective.
- F3.** Many Metro Board members lack transit management knowledge of best practices or business experience, leaving them ill-equipped to address Metro's declining revenues.
- F4.** Metro use of Bus Rapid Transit (BRT) industry best practices is limited.
- F5.** There are no experience qualifications for Metro Board members in its bylaws, and the Board lacks the range of experience or training necessary to improve Metro's performance.
- F6.** Metro does not have joint meetings that include the Board, Metro management, and the Metro Advisory Committee. Better and more frequent communication and coordination between these bodies could improve decision making.
- F7.** Manual collection of route performance data does not allow for optimal use of the HASTUS system.

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- F8.** Metro partnerships with UCSC and Cabrillo College have contributed significantly to Metro revenues, and Metro would benefit from additional community partnerships.
- F9.** Metro marketing functions are handled inefficiently, in significant part due to an unfilled marketing manager position. Marketing must be more than just selling advertising on buses.
- F10.** Metro lacks a business development manager. Currently, business development responsibilities are distributed across the organization, and are not implemented or effective.
- F11.** Metro design standards for bus stops and shelters have not been consistently implemented, which may negatively impact ridership.
- F12.** Metro bus seats are difficult to clean and sanitize, which may negatively impact ridership.
- F13.** The lack of overnight parking at bus facilities may be a deterrent to potential riders.
- F14.** Metro's CNG bus engines break down sooner than expected, resulting in accelerated expenses.
- F15.** Metro transit centers are deteriorating and in disrepair, which may negatively impact ridership.
- F16.** Metro transit centers are not clean, which may negatively impact ridership.

Recommendations

- R1.** Metro should conduct a limited study to determine if reduced fares would generate additional revenue through increased ridership. (F1, F4, F7)
- R2.** Metro should redefine the Marketing Manager position as Director of Business Development and fund it. (F9, F10)
- R3.** The Metro Board should include members who have marketing, business management, or finance experience. (F3, F5, F6)
- R4.** The Metro Board, Metro management, and the Metro Advisory Committee should meet jointly on a regular basis. (F5, F6)
- R5.** Metro should identify and secure additional funding sources. (F2, F8, F9, F10)
- R6.** Metro should expand their grant writing program. (F2)
- R7.** Metro should adopt and adhere to a budget that does not deplete reserves for operating expenses. (F1)
- R8.** Metro should consider pursuing additional private and government partnership programs, such as those with UCSC and Cabrillo College. (F8)

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- R9.** Metro should create a bus stop sponsorship program that underwrites construction of bus stops in accordance with Metro’s design standards. (F11)
- R10.** Metro should improve cleanliness at transit facilities. (F12, F16)
- R11.** Metro should improve maintenance at transit facilities. (F12, F15, F16)
- R12.** Metro should establish overnight parking at the Scotts Valley Cavallaro Transit Center for riders. (F13)
- R13.** Metro should evaluate cost-effective alternatives to the CNG bus powertrain. (F14)
- R14.** Metro should use easily cleanable materials for bus seats. (F12)
- R15.** Metro should conduct a limited trial using AVL and HASTUS to explore bus route efficiency. (F7)
- R16.** Metro should provide WiFi connection on more buses. (F4)

Commendations

- C1.** Although Metro faces difficult decisions and financial hardship, we found the employees hardworking and dedicated. Without exception they were extremely helpful and treated their customers with kindness and respect. We commend the employees for their outstanding service to the community.

Required Responses

<i>Respondent</i>	<i>Findings</i>	<i>Recommendations</i>	<i>Respond Within/ Respond By</i>
Santa Cruz Metropolitan Transit District Board	F3–F10	R2–R9	90 Days September 27, 2017
Santa Cruz Metropolitan Transit District CEO	F1, F2, F6–F16	R1, R2, R4–R16	60 Days August 28, 2017

Definitions

- **AVL:** Automatic Vehicle Location is a system using GPS to track the real-time location of vehicles.
- **BRT:** is a Bus-based Rapid Transit system designed to improve capacity and reliability relative to a conventional bus system.
- **CNG:** Compressed Natural Gas used as a vehicle fuel.
- **HASTUS:** (*Horaires et Assignments pour Systems de Transport Urban et Semi-Urban*) A software system designed for managing transit systems. Modular in nature, systems can be purchased depending on need and cost.

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- **WiFi:** Trademark for facilities which allow computers, smartphones, or other devices to connect to the Internet or communicate with one another wirelessly within a particular area.

Sources

References

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Site Visits

Metro Administrative offices and Fleet Maintenance Facilities
Board of Directors Meeting
Metro Advisory Committee Meeting
Transit Stations: Scotts Valley, Santa Cruz, Capitola Mall, and Watsonville
Bus rides: Route 35, Route 20, and Route 75

Websites

Santa Cruz Metropolitan Transit District www.scmtd.com

VERBAL PRESENTATION ONLY

CEO ORAL REPORT

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AT BOARD MEETING -

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NEWS CLIPS

June 23, 2017 – August 25, 2017

**SANTA CRUZ
COUNTY
ARTICLES**

SANTA CRUZ

Metro district seeks public input

The Santa Cruz Metropolitan Transit District will hold three public meetings to solicit public input on its proposed disadvantaged business enterprise goal of 1.93 percent.

- 11 a.m. to noon, Aug. 22 at Watsonville Civic Center, fourth floor, 275 Main St.
- 11 a.m. to noon, Aug. 23 at Metro, 110 Vernon St., Santa Cruz.
- 9 a.m., Aug. 25 at Metro, 110 Vernon St., Santa Cruz.

Metro must establish a goal for disadvantaged business enterprise participation in procurements to be federally funded.

Information: 831-426-6080 or scmtd.com.

— *Sentinel staff report*

Santa Cruz Sentinel

Coast Line: Santa Cruz Metropolitan Transit District Seeks Public Input

Posted: 08/06/17, 6:00 PM PDT |

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Santa Cruz Sentinel

Taller Buildings In Downtown Santa Cruz? Report Studies Environmental Impacts



An environmental study for new downtown Santa Cruz development rules is out and the city is now accepting comments on the report. (Shmuel Thaler — Santa Cruz Sentinel)

By: Jessica A. York, Santa Cruz Sentinel Posted: 07/31/17 | Updated: 1 day ago

SANTA CRUZ >> Santa Cruz city leaders are determining how dense the city's downtown should become in the next quarter century, with a proposal to allow for taller buildings and improved pedestrian access to the San Lorenzo River.

The city released last week the first draft of a study that looks at the environmental impacts of allowing taller buildings along Pacific Avenue and Front Street. The proposal, the latest in a series of updates since the Downtown Recovery Plan plan was completed in 1991, is a means to the Santa Cruz Council's desire to see increased housing, public open spaces and San Lorenzo River pedestrian access.

The city is accepting written comments on its draft of the state-mandated Environmental Impact Report for the project through Sept. 8.

In October, speaking before the Santa Cruz City Council, Planning Commissioner Mark Mesiti-Miller said the updated plan will offer Santa Cruz a chance to build a “really beautiful downtown,” where density and height are positives for the city and provide a “visually stimulating” district.

“We’re trying to imagine what the future of our downtown might look like,” said Mesiti-Miller, who served on a commission downtown plan subcommittee. “What you have before you is a plan that represents a city being built. What kind of city do you want to have in 20 years?”

The city is continuing along a downtown development path put in motion in 1989, after the Loma Prieta earthquake razed many buildings and subsequent redevelopment changed the city’s downtown appearance and structures. A community-driven effort dubbed Vision Santa Cruz helped create and implement the Downtown Recovery Plan.

The current downtown plan urges development that avoids creation of “large monolithic buildings that are out of scale with the finer-grained development pattern of the downtown,” where additional height is allowed. The proposed update makes specific design recommendations, including a strong and well-detailed storefront and building base, elements creating “visual interest” on intermediate floors and other architectural touches.

The plan updates would help to accommodate two adjacent pending projects in the area, including the Santa Cruz Metropolitan Transit District’s Pacific Station and developer Owen Lawlor’s concept for several stories of rental housing above retail space.

The only downtown properties eligible for increased building height are those that are at least 15,000 square feet — about seven existing properties, generally located near the southern end of the commercial area, according to Principal Planner Ron Powers. The plan would allow for a 20-foot height development increase for some buildings of up to 75 feet tall, about seven stories, from Cathcart to Laurel streets and buildings up to 85 feet, about eight stories, between Pacific Avenue and Front Street.

To increase pedestrian access to the Riverwalk, new development would be required to include features encouraging passageways and plazas, opening the street to the river with light, air and open space between buildings.

Resident Debbie Hencke was one of a handful of letter writers to the city as it began preparing to study the environmental impacts of the proposed plan. Hencke took issue with what she sees as a “disaster” that will destroy the historical nature of the downtown.

“Lastly, people come to Santa Cruz because of its small town uniqueness. They don’t come here to look at 85-foot buildings surrounding the river or even other higher density buildings,” Hencke wrote. “They come because it is unique. Turning this area into some utopian concept is not going to draw people or solve the housing situation. It is not a draw for tourism and economic viability.”

New projects in the downtown area are expected to cumulatively take a particular toll on three major city traffic intersections, including: Ocean Street/Water Street, Highway 1/Highway 9, and Chestnut Street/Mission Street, according to the draft environmental study.

In addition to Hencke’s concerns, public feedback ranged from flood control and wildlife disturbances to traffic congestion and historical preservation issues.

Jean Brocklebank, speaking for the Friends of San Lorenzo River Wildlife, wrote in a letter to the city that the environmental group wants development farther away from the river and the Riverwalk and opposes amendments allowing increased building heights in that area.

Ryan Moroney, district supervisor for the California Coastal Commission, said in a letter to the city that the regulatory agency supports Santa Cruz’s efforts to provide better access to the city’s Riverwalk, “an extremely underutilized public access and recreation feature of the city.” Moroney voiced some concern about taller Front Street buildings potentially reducing public views from the Riverwalk, among other areas of interest.

Questions of creating new affordable housing opportunities have been intertwined with plan update discussions in recent years as the city grapples with ways of creating new housing stock. In October, when the Santa Cruz City Council — including three councilmembers no longer serving — discussed the issue, several made it clear that they hoped for the final downtown plan update to be accompanied by additional affordable housing requirements.



On Board With... Alex Clifford

Chief Executive Officer, Santa Cruz METRO

Alex Clifford has been the CEO for Santa Cruz Metropolitan Transit District (METRO) since May 2014. METRO provides approximately 5.5 million trips/year and employs 300. METRO also directly operates 41 paratransit vehicles with a service known as ParaCruz provided about 86,000 trips last year.

Prior to Santa Cruz METRO, Alex was the CEO of Metro in Chicago, one of the largest commuter rail properties in the nation, providing over 300,000 daily passenger trips and employing over 2,800. Prior to Metro Chicago, he worked for the Los Angeles County Metropolitan Transportation Authority (LACMTA) for nearly ten years, holding executive level roles including General Manager and Executive Officer of High-Speed Rail.

From 1991 to 2000 Alex served as a Riverside City Councilman. During his tenure as a City Councilman he represented the City of Riverside on the Riverside County Transportation Commission (RCTC) and the Riverside Transit Agency (RTA), and the County of Riverside on the Southern California Regional Rail Authority (Metrolink).



Transit California:

You joined Santa Cruz Metropolitan Transit District (METRO) in May of 2014, taking the rein from long-time General Manager Les White. What made the position of particular interest to you?

Alex Clifford:

Who can resist moving to the coast of California? The Central Coast in particular is a beautiful place with incredible coastlines and spectacular redwoods, and only a stone's throw away from San Jose and San Francisco.

Transit California:

Financial conditions have been and continue to be a primary focus requiring difficult decisions about service delivery. How would you characterize the situation at the time of your hiring and now?

Alex Clifford:

Santa Cruz METRO has always been a well-run property but was in need of someone to help guide them through a significant fiscal structural deficit. Since I accomplished the same feat in Chicago, whereupon my arrival I was faced with a \$60 million structural deficit, I knew I could help Santa Cruz METRO.

Since the 2008 great recession, Santa Cruz METRO has used reserves to sustain service levels and to try and ride out the recession. Unfortunately this recession was longer than anyone could have expected. That and a sluggish sales tax recovery resulted in only one more year of available reserves and a projected \$6.3 million structural deficit. Our preliminary assessment was that METRO would have to cut a third of its service and layoff nearly a third of its bus operators in order to resolve the fiscal structural deficit.

In the end, the METRO team and the Board restructured service, reducing service levels on weekdays by about 13 percent; accepted a union offered COLA delay and some other concessions; created a new Cabrillo College student pass, which was funded by the students through their fees; increased UC Santa Cruz contributions to their student pass; became one of the recipients of the successful countywide transportation sales tax measure; offered a retirement incentive; and incorporated other operational efficiencies. The end result was a balanced budget using no reserves and no employees were laid-off.

Helping financially distressed properties is becoming a specialty for me.

Transit California:

In what way have the Board, public and METRO riders participated in the process of METRO's solution to the \$6.3 million fiscal structural deficit and the service restructuring decisions?

Alex Clifford:

Paramount to a successful resolution of a major fiscal structural deficit is transparency and education. Early in my tenure with METRO I assembled my managers and together we developed strategies on how best to educate the riders, public, and the Board about the challenges we face; how we got to this condition; how we compare with our peers; and what the possible solutions might be.

The Board agreed to dedicate two hours each month for several months to workshops in which they would receive this information. As METRO narrowed the possible solutions, an extraordinary effort and commitment was made to organize numerous workshops and public meetings throughout the county. The goal was to far and away exceed the minimum requirements of a public hearing. We felt confident that an open and transparent communication of the challenges, risks of not doing anything, and the potential solutions would be met with the riders, stakeholders, and the public understanding that the “do nothing” option was not an option.

Through the Comprehensive Operational Analysis (COA), service restructuring proposals were vetted with the public, feedback was received, and the preliminary proposals were further modified. As a result of this transparent, inclusive and open approach, the Board’s final consideration of the COA encountered very little public opposition.

Transit California:

One of the campaigns to improve on-time performance was to encourage the use of a plastic reloadable Cruz Card, enabling less dwell time. How is adoption of this fare media going?

Alex Clifford:

Introducing efficiencies that reduce costs and/or improve service without additional costs is an ongoing exercise. To that end, smartcards can significantly reduce dwell time, resulting in improvements to on-time performance, and in some cases, some increased service frequency.

However, the Cruz Card is a challenge yet to be addressed. As a direct result of a lack of commitment to marketing, METRO has yet to adequately market this important fare product. Further, METRO’s smartcard product is more complicated than it needs to be because there are two smartcard products, one for cash (Santa Cruz METRO CRUZ CASH card), and one for pre-paid fare media (Santa Cruz METRO CRUZ PASS card). At the time, METRO opted for this approach due to financial and operational considerations. In the future, as METRO’s funding situation improves, and we begin moving towards improving our fare system, a single card that can hold both cash and multi-ride fare media will help improve rider acceptance and utilization.

Further complicating acceptance of the Cruz Card is the challenge of reloading the cards. Since the product was introduced without an online process for reloading, METRO’s current system requires that customers either go to a customer service center

or locate one of five ticket vending machines throughout the county in order to reload their cash or fare media. Additionally, the product does not have an automatic reloading option. In the future, as funding permits, METRO will recommit itself to a more customer friendly smartcard model that may also incorporate a more user friendly inter-agency system for seamless transfer from METRO to Bay Area and Central Coast transit systems.

Transit California:

METRO offers a wide range of destinations, from trips to Watsonville to the Highway 17 Express Commuter Service to San Jose Diridon Station and San Jose State University. Rider socio-economic backgrounds range too. As a result, METRO does not assume high technology is available to all. How has METRO addressed this digital divide when it comes to wayfinding?

Alex Clifford:

METRO has been slow to adopt new transit technologies. METRO has and is becoming more tech savvy in the following ways:

- Pre-dating me, all Highway 17 Commuter buses were equipped with Wi-Fi
- METRO has become committed to sending out e-alerts (.gov alerts) whenever a service disruption is occurring throughout the county, including on Highway 17
- METRO recently launched a software application developed in-house that allows a customer standing at a bus stop to use their Smartphone, or any phone with text messaging capability to obtain the current schedule for all buses servicing that stop. The program can utilize the GPS features of the phone to automatically determine what stops are nearby. Customers also have the option to text the stop ID to 468311 from their mobile phone and the application will respond with the current schedule.
- In the near future, METRO will also investigate another tier of Wi-Fi on certain longer commute buses, such as the Watsonville to Santa Cruz routes. Accomplishing this next tier of Wi-Fi service is not just dependent upon identifying a funding source, but is also challenged by the potential creation of another tier of dedicated buses. Route dedicated buses can hinder the ability to make rollout, among other operational challenges.
- Next, METRO is developing a procurement specification for an Automatic Vehicle Location system. Once the funding for such a system is identified, METRO will procure a Predictive Arrival and Departure System (PADS) that will provide dispatch with real-time bus location and performance information; provide the planning department with important route

performance data; and provide customers with a customer facing Smartphone application displaying real-time bus arrival and departure information. We believe that such a program will increase ridership, particularly among our university and college riders who tend to be Smartphone savvy.

- Finally, METRO will soon add security surveillance cameras to its buses and paratransit vehicles. Today, METRO is one of the few transit properties in the nation operating without on-board security cameras. METRO's security camera procurement is currently on the street.

Transit California:

With the help of recent state and federal awarded funding, METRO is going to be able to purchase four new electric zero-emissions buses (ZEBs). When and how will these be integrated into service? Will METRO be retiring buses as a result?

Alex Clifford:

In 2016, METRO received grant awards sufficient to fund five buses.

- State Low Carbon Transit Operations Program (LCTOP) – Awarded \$709,292 to purchase one zero emissions electric bus that will run as a circulator in Watsonville.
- Federal Low or No Emission Vehicle Program (LoNo) - \$3,810,348 to purchase three zero emissions electric over-the-road coaches to run on the Highway 17 commuter service. The grant includes recharging facilities. Of the 20 nationwide awards, Metro received the 5th highest award in the nation, receiving a larger grant than the Chicago Transit Authority.
- Santa Cruz County Regional Transportation Commission: Surface Transportation Block Grant (STBG) - \$500,000 to purchase one Compressed Natural Gas (CNG) bus to run on Metro's fixed-route services.

Today, METRO needs to replace 61 of its 98 diesel and CNG buses. As we all know, capital funds are increasingly difficult to obtain. METRO strives to leverage local funds in an effort to resolve its fleet replacement challenges. As my colleagues are painfully aware, state and federal discretionary capital grants are always oversubscribed by 8 to 10 times. In 2016 the federal Bus and Bus Facilities grant program received \$1.647 billion in applications for a program with only \$213 million available for distribution. In the 2016 federal Low and No Emission Bus Program, applicants requested \$446 million from a pot of only \$55 million.

METRO expects to deploy the three electric over-the-road coaches on the Highway 17 Commuter service in mid-2019 and the electric fixed-route bus on the Watsonville

circulator in late 2018. Slowing down the delivery of the vehicles is the complicated procurement process of buying small quantities of buses and the need to properly design the yard recharging infrastructure to be scalable for future additions of electric buses. These buses will be procured as replacement buses on a 1-to-1 basis, resulting in retirement of buses that have reached the end of their useful life.

Transit California:

Despite financial hard times, METRO has celebrated the opening of the new Judy K Souza Operations Facility to house bus operations, which broke ground before your time in 2012. The new facility replaces a 30-year-old, substandard operations facility originally built to last only five years. How does it feel to you personally to be at METRO now during these challenging times and see initiatives (some long-awaited) result in improvement or, like this facility, come to full fruition?

Alex Clifford:

This project was envisioned and started by the former General Manager Les White. It represents his vision and dedication to providing our bus operators and operations staff with a state-of-the-art bus operations facility. That vision has been fulfilled.

I take pride in helping to complete the delivery of the building. Upon my arrival, I was met with a project that was stalled and in jeopardy of experiencing additional delays. Soon thereafter, the Board agreed with my recommendation to contract for project management services, which in turn helped to get the project moving again. The bus operators and operations staff moved in and started operations at the Judy K. Souza facility in March 2016.

Transit California:

If readers are interested in learning more about you and your turnaround efforts at METRO, what is the best way to connect with you?

Alex Clifford:

Please feel free to contact me by phone (831) 426-6080, or email aclifford@scmtd.com.

Santa Cruz Sentinel

Bay Area Employers Warned To Offer Commuter Benefit To Workers

By: Denis Cuff

Posted: 07/23/17, 3:11 PM PDT | Updated: 11 hrs ago



A passenger boards the Highway 17 Express bus at the Scotts Valley Metro station in 2015. Air pollution regulators are warning Bay Area companies that they must reward employees who use sustainable transit, or face fines. (Kevin Johnson -- Santa Cruz Sentinel file)

Air pollution regulators are warning thousands of Bay Area employers they could be fined for failing to comply with a rule requiring them to offer a commuter benefit to employees who get to work via van pool, bus, train or bike.

Under the 2014 rule made permanent last year, employers with 50 or more full-time workers must offer them a benefit encouraging commute methods that reduce gridlock and air pollution.

The Bay Area Air Quality Management District has estimated that about 8,000 employers are covered by the rule, but only about 4,200 have registered with the air district and demonstrated they offered a benefit, officials said Tuesday.

“Employees are more likely to change their commuting behavior if it is encouraged and promoted by their employer,” said Jack Broadbent, executive officer of the nine-county air district.

The benefit can save employees several hundred dollars a year, as well as lower payroll taxes for employers, according to the air district and the Metropolitan Transportation Commission.

Continued noncompliance could result in companies being cited and fined, said Tom Flannigan, an air district spokesman.

“Our first option will be working with companies to get them to comply,” he said, “but companies at some point could be cited for violations just like businesses that pollute.”

Companies can register at 511.org, and find more out more information about it at 511.org/employers/commuter/news.

Under four options, employers can allow workers to exclude up to \$255 a month of their transit or van pool costs from taxable income, or provide a subsidy of up to \$75 a month to cover employees’ public transit or and van pool costs.

Employers also can offer workers a free or subsidized bus or shuttle service such as buses offered to Google workers.

Employers also can come up with their own option equally as effective as the first three options.

The air district commuter benefit rule was modeled after commuter benefit ordinances established in San Francisco, Berkeley and Richmond.

The air district started its commuter benefit rule as a three-year pilot program, but California lawmakers in 2016 passed a law allowing the rule to become permanent.

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A7 OPINION

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As You See It

Make METRO free for all local residents

Thank you to Rick Longinotti and Will Mayall for your insight with the METRO and the rail corridor. These are both the same problem.

I don't think as a county we should place all of the impetus of transportation on the back of the developers, or on landlords. The more multi-income levels move safely and frequently on mass transit, the better. My opinion is to have the METRO free to all Santa Cruz County residents. How do we make it free? Possibly by payroll taxes, property taxes, Mello Roos, state and federal grants, and business involvement (local area and outside area). We have many walkable areas, but do we walk the walk? I think a solution; for unclogging streets and for a safer feeling is safety in numbers. The more locals that are out walking, biking, busing, carpooling and eventually trolleying the better. Please use all of our local amenities.

— Michael Pisano, Santa Cruz

Santa Cruz Sentinel

Report Criticizes Santa Cruz Metro Financials, Long-Term Plans



James Tensuan/Santa Cruz Sentinel file A passenger boards the 71 bus at the Santa Cruz Metro in downtown in June 2012.

By Calvin Men, Santa Cruz Sentinel

Posted: 07/08/17, 1:52 PM PDT | Updated: 1 day ago

SANTA Cruz >> Despite efforts to cut costs, the Santa Cruz Metro is still struggling with long-term financial viability, according to the findings of a grand jury report.

The report, released June 29, takes aim at the transit district's approach to sustaining itself financially.

Since the 2008 recession, the entity had regularly dug into its \$25 million reserve to continue operation and stave off severe cuts to services. But that practice is not

sustainable and the entity needs to focus on growing its ridership and community ties, according to the grand jury report.

“Current Metro Board actions and guidance to management do not address the need to grow income,” the grand jury wrote.

The Santa Cruz Civil Grand Jury investigates local governments, county facilities, special districts and schools.

Outlined in the report were five focal points for the body to address: funding, facilities maintenance, management, ridership experience and business development. But a chief theme throughout the 10-page report was the need to address long-term financial viability and growth.

While the grand jury commended the district for making attempts to cut costs through route reductions and decrease of stop frequencies, it cited the need for more grant writing and expanded partnerships throughout the county.

But Alex Clifford, CEO and general manager for Metro, says there is evidence that shows otherwise. The district had a great 2016 as far as grants. That list included a \$3 million federal grant for three electric buses as well as grants from the state and the Santa Cruz County Regional Transportation Commission.

“How do you tell us that we’re not doing well in grants when we had an incredible year last year of receiving grants?” he said.

As is typical with grand jury reports, the entity in question must respond within a time frame. The transit district board has until Sept. 17 to respond while the CEO — Clifford — has until Aug. 28.

The board and Clifford plan to dispute much of the report, including the contention that the report omitted key facts and contained numerous errors.

While the report cited Metro’s projection that it would run into a deficit within two years — despite the body’s best efforts — Clifford said it failed to consider recent funding. The district is expecting funding from SB-1 and Measure D. He also added that the board recently adopted a five-year budget that eliminated the projected deficit.

“They’re just wrong and we’ll correct the record in our document that we present to the board in August and in September,” he said.

One point that Clifford and the grand jury do agree on is the recommendation that the district's need for a marketing manager. While the role is open, it has remained unfulfilled because of budgetary issues.

The position could champion new methods of bringing in revenue, expand the number of partnerships and advocate for other programming that would grow metro.

"Currently these activities are disjointed and sporadic, and are constrained by a narrow definition of marketing. A business development manager would also examine the practices of similar and more financially robust transit systems to identify proven strategies," the grand jury wrote.

The position has remained unfulfilled because of a lack of resources, Clifford said. Now that the board is in a better financial position, he said the position could be filled in the next few years.

Despite disagreeing with many of the findings, Clifford said he was pleased the body did not come back with issues concerning fraud, resource waste or abuse.

"Whenever you have any kind of audit or investigation, that's one of the things you hope you'll come through clean on," he said.

Commentary

Use bus passes to reduce need for downtown garage

By Rick Longinotti

Downtown Boulder has twice the commercial space as downtown Santa Cruz yet downtown Santa Cruz has almost as many parking spaces as downtown Boulder. Why is Boulder not planning to build any more garages?

If you guessed that effective transit has something to do with it, you're onto something. Of the workers who commute to downtown Boulder, 23 percent take transit. In Santa Cruz that number is 3 percent, according to a recent city survey.

Back in 1990, Boulder's transit use per capita was equivalent to Santa Cruz County. In the next 20 years, Boulder's transit use increased by 250 percent while Santa Cruz METRO suffered a series of budget cutbacks, with ridership falling by 20 percent from 1995-2015. The slide continues, as METRO cut service hours by 12 percent last September.

Boulder's transit renaissance didn't happen by accident. Former Boulder mayor Will Toor

explains that in 1990 the bus system was essentially a social service for people who had no other choice in transportation. Citizens of Boulder organized to get a transit system that could be competitive with other choices. That meant increasing service through new bus routes with names like the Hop, the Skip and the Jump.

Starting in the early 1990s, the workforce in downtown Boulder became eligible for a free bus pass, the EcoPass, paid for by parking revenues. A Boulder study reports, "The city's strongest Transportation Demand Management tool is EcoPass ... City surveys have found that those with an EcoPass are five- to nine-times more likely to use transit than those without a pass."

In a Santa Cruz City survey of Downtown employees 36 percent responded that "free or reduced price bus passes, vanpool pass" would be an incentive to change modes. This indicates significant potential to make more parking spaces in downtown garages available for customers. Consider that the parking crunch down-

town is mainly on weekday afternoons, when 60 percent of garage spaces are occupied by employee permits.

Santa Clara Valley employers such as Lockheed, Hewlett Packard, Stanford and San Jose State have purchased the VTA's EcoPass for their employees. Residential developments have bought into the VTA EcoPass such as First Community Housing's 1300 units.

In our county, students are leading the way. Last spring the students at Cabrillo voted to charge themselves \$40 per semester in order to provide all students with a bus pass. A monthly bus pass normally costs \$65. UCSC students also pay a fee to cover bus passes.

As the Santa Cruz considers strategies to reduce the demand for parking downtown, I can't imagine a better place to start than offering bus passes to all employees in the Downtown Parking District, paid for by parking fees. It's a far less expensive way to make customer parking available than building a new garage. Once the city enrolls downtown em-

ployees in EcoPass, the momentum will build for large employers outside of downtown to join in, such as Dominican, Sutter, the Boardwalk, etc. We'll reduce commute traffic — and greenhouse gases.

The Campaign for Sensible Transportation has invited Steve Raney to speak on "Fixing Our Commute", Tuesday, July 25, at 5:30 p.m. at the Santa Cruz Police Community Room. The event is free and open to the public. Raney is Executive Director for Joint Venture of Silicon Valley's Smart Mobility project. Smart Mobility is working to integrate employer programs with mobility software to provide a seamless, door-to-door combination of transportation modes — including public and private transit, bikeshare, rideshare, carshare, vanpool, taxi, employer commute benefits, electric scooter/bike lease and pay-by-phone parking — to outcompete private auto ownership.

Rick Longinotti is co-chair of the Campaign for Sensible Transportation.

From: Santa Cruz METRO [<mailto:noreply@scmtd.com>]
Sent: Thursday, June 29, 2017 3:52 PM
To: Alex Clifford
Subject: [CSV-0000000954] Great Service

Hello,

A new ticket has been added:

[CSV-0000000954](#)

 wrote:

Hi All,

I just spent the past three weeks taking the Hwy 17 Express to and from work in Campbell, CA due to a problem with my CA Driver License that has now been resolved.

I would like to say thanks to the SC Metro system for being there for me while I worked on resolving my issue with the DMV. When it became apparent that I would have to take the 17 Express to get to work, I was apprehensive. I hadn't used the Metro system in 25 years and had never taken the Hwy 17 Express. I pictured myself doing a lot of waiting, enduring a slow trip over the hill, and getting home hours later than when I drive.

On the contrary, the ride was always comfortable and I never waited more than 10 minutes for a bus. It takes longer than me driving for sure, but not too much. Once on board I relaxed and took advantage of the WiFi. Always a nice ride.

The drivers who served my commute group were great. Two in particular. The man who took us over at 6:40am yesterday and the woman who picked us up at the Diridon Station at 4:45 and brought us home last night. I don't know either of their names, but they did most of the driving during my commute the past three weeks. Always friendly and helpful. Always safe, always on-time when traffic conditions allowed.

I have a week or so left on my monthly pass. I may try parking in Scotts Valley and catching the bus there and maybe make a habit of it. Round-trip would take maybe a half-hour more, but the economics and stress-free commute would more than make up for it. Who knew.

Best regards,





Also, South County residents no longer have to travel to North County to attend a Paratransit assessment session. A satellite office for the Eligibility Coordinator will be available for assessments by appointment. The Transit Center is an intermodal station and also acts as a connecting hub with Monterey-Salinas Transit (MST), Greyhound, ParaCruz, a variety of taxi services, and Santa Cruz METRO Fixed Route buses.

METRO Board Chair Jimmy Dutra said, “We are pleased to bring this Customer Service to southern Santa Cruz County. The Watsonville Transit Center provides a dry, safe and comfortable place for riders and residents to wait for their bus. From here they can access either a Santa Cruz METRO bus, if they are traveling within Santa Cruz County, or a Monterey-Salinas Transit bus should they desire to travel to Monterey County.”

METRO provides fixed-route and Highway 17 commuter service to Santa Cruz County, transporting about 5.5 million passengers a year.

METRO also provides Paratransit service to Santa Cruz County with its ParaCruz service, providing about 98,000 trips per year. METRO’s operating budget in FY17 is \$47 million.



Customer Service Open at Watsonville Transit

By Michael Oppenheimer on July 3, 2017



Our local transit agency, Santa Cruz Metropolitan Transit District (Santa Cruz METRO) celebrated the installation of a renovated, fully staffed Customer Service / Information Booth at their Watsonville Transit Center on Tuesday, June 27. The ribbon cutting ceremony took place at the Watsonville Transit Center, located at 475 Rodriguez Street, in Watsonville, CA.

The newly remodeled transit center is part of Santa Cruz METRO's transportation system and was designed to meet the needs of transit riders. The Transit Center houses two Customer Service Representatives Monday through Friday, 8 a.m. to 5 p.m., transit rider waiting areas inside and out, public restrooms, a ticket vending machine and two retail food outlets.

Santa Cruz Sentinel

Saturday, July 1, 2017

\$1.50 FACEBOOK.COM/SCSENTINEL TWITTER.COM/SCSENTINEL

Santa Cruz

WATSONVILLE

Metro opens customer service booth

Santa Cruz Metropolitan Transit District opened a renovated and staffed customer service booth at the Watsonville Transit Center, 475 Rodriguez St., with a ribbon cutting Tuesday.

The newly remodeled transit center has two customer service representatives on hand 8 a.m. to 5 p.m. Monday through Friday, indoor waiting areas for riders, public restrooms, a ticket vending machine and two retail food outlets. Paratransit assessments will be available by appointment, eliminating the need to travel on Highway 1.

The center is a hub for Monterey-Salinas Transit, Greyhound, ParaCruz and Metro buses.

"The Watsonville Transit Center provides a dry, safe and comfortable place for riders and residents to wait for their bus," said Metro board chair Jimmy Dutra.

Metro provides fixed-route and Highway 17 commuter service to Santa Cruz County.

— *Sentinel staff report*

Transit Center opens customer service booth

By ERIK CHALHOUB
OF THE REGISTER-PAJARONIAN

WATSONVILLE — For the first time in 16 years, the Watsonville Transit Center has a customer service booth.

The Santa Cruz Metropolitan Transit District (METRO) celebrated the installation of the fully staffed booth during a ribbon cutting ceremony Tuesday.

Two customer service representatives will be available Monday through Friday, from 8 a.m. to 5 p.m., at the Transit Center, located at 475 Rodriguez St.

METRO Board Chair Jimmy Dutra said that not only will the Transit Center have its first customer service booth in 16 years, but it's also the first time that it is a full-time position.

"We are pleased to bring this customer service to southern Santa Cruz County," he said. "The Watsonville Transit Center provides a dry, safe and comfortable place for riders and residents to wait for their bus."

Dutra noted that the booth is one of many projects that aim to "spruce up" the center, with new landscaping and an art project also in the works.

"It's not going to stop with this," he said.

METRO CEO Alex Clifford said installing a customer service center in Watsonville was one of his top priorities when he came on board with METRO three years ago.

He noticed that the Santa Cruz station had a "dominant" customer service presence, but nothing in South County.

When Dutra, who also serves on the Watsonville City Council, was appointed to the METRO board, he "lit a fire underneath us," Clifford said.

"For me, I'm excited to have completed one of my initial goals," he said, adding that "the potential of ridership is huge" in Watsonville.

With the opening of the



Erik Chalhouh/Register-Pajaronian

Santa Cruz METRO Board Chair Jimmy Dutra (holding scissors) prepares to cut the ribbon Tuesday to mark the installation of a customer service booth at the Watsonville Transit Center.



Vickie Sanchez (right), METRO customer service representative, answers a question from a bus rider.

Erik Chalhouh/Register-Pajaronian

customer service booth, South County residents can now attend a Paratransit assessment session, where previously they had to travel to Santa Cruz to do so.

The Watsonville Transit Center, which opened in 1995, also connects with Monterey-Salinas Transit, Greyhound, ParaCruz,

a variety of taxi services and Santa Cruz METRO Fixed Route buses.

Santa Cruz Sentinel

Wednesday, June 28, 2017

\$1.50

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santacruz

WATSONVILLE

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"The Watsonville Transit Center provides a dry, safe and comfortable place for riders and residents to wait for their bus," said Metro board chair Jimmy Dutra.

Metro provides fixed-route and Highway 17 commuter service to Santa Cruz County, transporting about 5.5 million people plus 98,000 ParaCruz trips annually on an operating budget of \$47 million.

Other Transit Related Articles

METRO

For Transit & Motorcoach Business

San Joaquin RTD Opens First 100% Electric BRT Route In U.S.

Posted on August 21, 2017

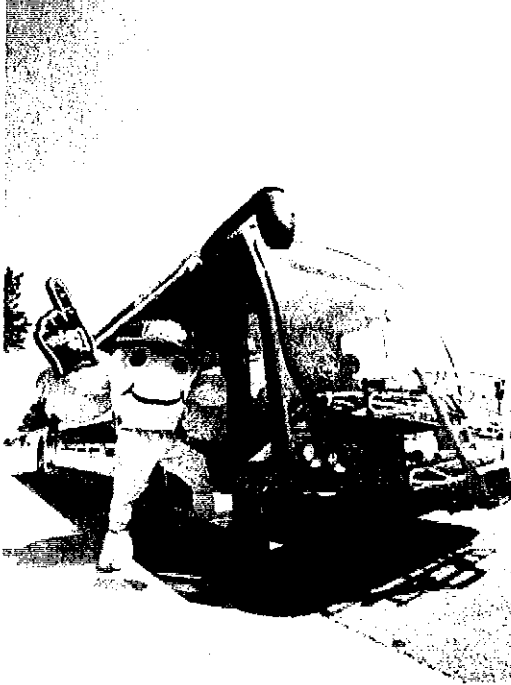


RTD CEO Donna DeMartino, Proterra Inc. CEO Ryan Popple, and City of Stockton Mayor Michael Tubbs (left to right) are pictured in front of one of the new Proterra electric buses being used on BRT Route 44.

Calif.'s San Joaquin Regional Transit District (RTD) will convert its existing Bus Rapid Transit (BRT) Express Route 44 to 100% battery-electric, zero-emissions buses in August. That BRT route, featuring vehicles designed and built by Proterra, will be the first in the U.S. to feature all-electric bus service.

At the time of the conversion, Route 44 will be extended to serve passengers from the Downtown Transit Center (DTC) in Central Stockton to as far south as Qantas Lane near Arch-Airport Road.

Electric buses can travel up to 40 miles or 2 hours on a charge, according to Proterra. The RTD charging stations take about 10 minutes to completely recharge a bus. The benefits of using electric buses include cleaner air, quieter operation, and reduced maintenance cost.



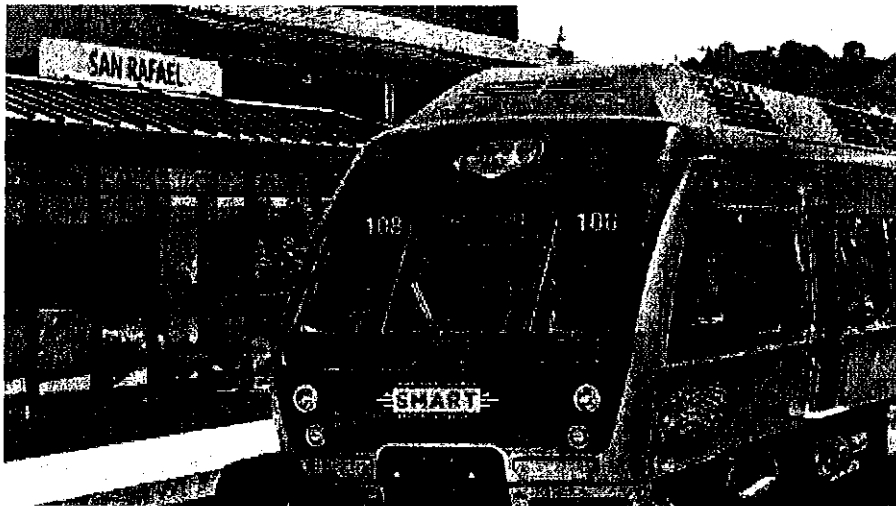
San Joaquin RTD's BRT route 44, featuring vehicles designed and built by Proterra, will be the first in the U.S. to feature all-electric bus service.

The price of each bus is approximately \$850,000. RTD received grant funding to cover the cost of the new electric buses. RTD will launch a second all-electric BRT route in January 2018 along the MLK corridor in South Stockton. That route will connect with RTD's existing three BRT corridors.

In further support of RTD's commitment to its clean air initiatives, RTD's Board of Directors will be asked to pass an official resolution to declare its intent to convert to 100% electric, zero-emission buses for all routes serving the City of Stockton by 2025.

FRA OKs Start of SMART Commuter-Rail Service

8/18/17



A SMART train at the San Rafael Station Photo – SMART's website

The Federal Railroad Administration (FRA) has granted the Sonoma-Marín Area Rail Transit (SMART) District permission to begin commuter-rail service on Aug. 25.

SMART's initial 43-mile route includes 10 stations between the Sonoma County Airport and downtown San Rafael, California. Service will be free on opening day.

"We are proud to say that we are ready to roll," said SMART Chairwoman Debora Fudge. "Successfully opening a new transit system is a major accomplishment — and we will remember this day for generations to come."

The opening comes after years of work from SMART, its contractors and consultants, and the FRA, Fudge added.

Plans are underway to expand the route to Larkspur, California, by 2019. The line also will extend to Windsor, Healdsburg and Cloverdale, California. The full project is slated to run 70 miles along the Sonoma-Marín corridor.

SMART earlier this summer provided "preview" service on the system for locals.

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<https://www.wsj.com/articles/americas-city-buses-lose-momentum-1502539200>

ECONOMY

America's Buses Lose Riders, Imperiling Their Future

Transit cornerstone is on the decline, stinging low-income workers whose commuting options are slim

By David Harrison

Aug. 12, 2017 8:00 a.m. ET

A staple of American urban life—the city bus—is in a state of steady decline.

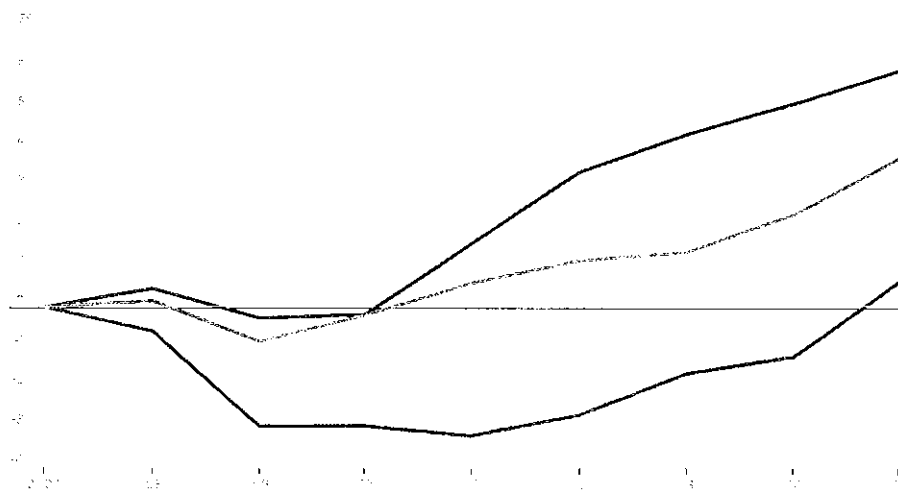
Ridership on city buses around the country was down 13% in the second quarter of 2017 compared with the same quarter in 2007, according to Transportation Department data, a drop that has left transit agencies scrambling to make up for lost fare revenue and contemplating additional service cuts on top of ones they have already made.

After the 2007-09 recession, financially strapped city bus agencies pared back service nationwide, slashing routes and frequency to save money. That drove riders away and starved bus agencies of cash needed to recover lost services. Fares account for about a third of agencies' operating budgets, with the rest coming from state, local and federal sources. The agencies responded by cutting service even more.

Longer Commutes

Bus commute times have grown more than other modes of transportation nationwide since 2007.

■ Car, truck and van ■ Bus or trolley ■ Subway or elevated



Source: U.S. Census Bureau's BIPUMS-USA

THE WALL STREET JOURNAL

"I call it the transit death spiral," said Darrell Johnson, chief executive officer at California's Orange County Transportation Authority. "It's a never-ending pattern, and pretty soon you're at a bare-bones service."

The downturn is squeezing low-income workers, drawing out their commutes, and could alter the shape of city life if it persists.

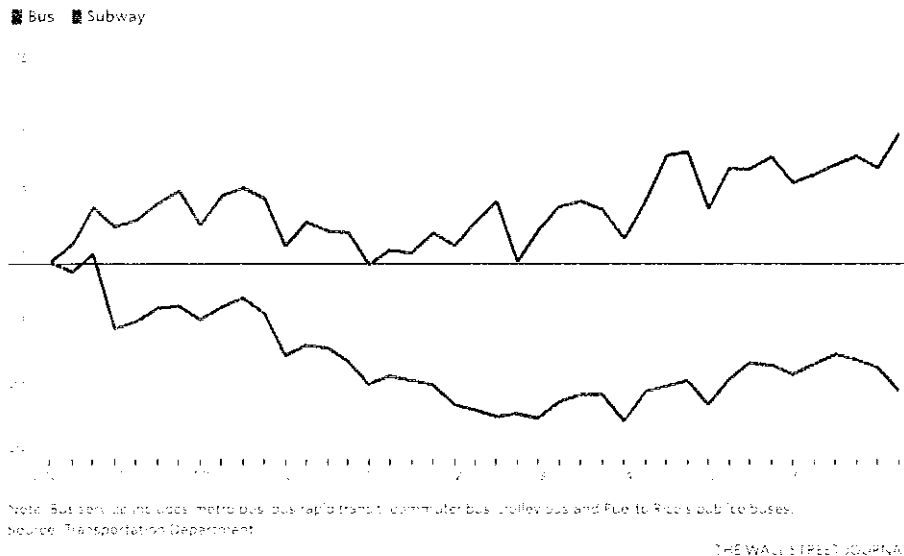
Bus service in America's cities and towns was about 10% lower in the second quarter of this year than it was a decade ago as measured by miles of transit service provided. Research from San Jose State University's Mineta Transportation Institute found that bus ridership is sensitive to service levels; When service is cut, ridership drops as people look for alternatives, said Hilary Nixon, a professor at San Jose State who co-authored the study.

Cities such as Miami and Cincinnati are facing new rounds of cuts. Other places, such as Orange County, are trying to run fewer bus routes while looking for new ways to help people get around.

The lumbering bus, trudging over street puddles as passengers jostle for seats, is a fixture of American city life. Despite the recent declines, almost 3.8 million people, many of them low-income workers, took the bus to the job in 2015, more than any other form of public transit, according to the Census Bureau.

Declining Bus Service

Change since the second quarter of 2007 in the number of miles of transit service provided by bus and subway, nationwide



The nagging ridership decline is unusual in a period of economic recovery. While ridership often sags during recessions, it usually recovers as unemployment rates drop and the economy expands. Other factors are amplifying the trend, including the rise of Uber and Lyft, cheap gas enabling more people to drive, and the determination of hip millennials to live in city centers within walking or biking distance of work.

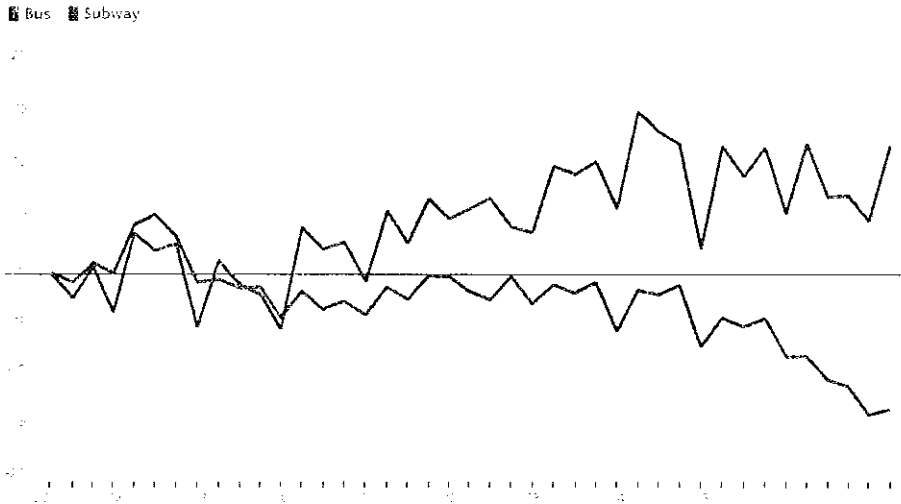
At the same time, rising urban rents may be pushing poorer residents into distant areas with little or no bus service, forcing them to find alternatives to get to work. California also recently started granting drivers' licenses to undocumented immigrants, which could deprive the state's bus systems of some of its most reliable patrons, according to Michael Manville, a professor of urban planning at the University of California Los Angeles.

Bus commutes are getting longer, possibly because of service cuts. The average bus rider now spends 47 minutes getting to work, more than two minutes longer than in 2007. Commute times for those who drive or take a subway haven't risen as much. That hits low-income workers especially hard. Bus riders tend to be poorer than the population at large, according to a survey by the American Public Transportation Association. They also tend to be poorer than those who commute by subway.

Subway service is faring much better. The country's subway systems, which tend to be

Off the Bus

Change in bus and subway ridership since the second quarter of 2007



Note: Buses include intercity, metro bus, bus rapid transit, commuter bus, trolley bus and Puerto Rico's public buses.
Source: Transportation Department

THE WALL STREET JOURNAL

more expensive and less widespread than buses, have boosted service 10% over the past decade and ridership is up 12%. Intercity bus companies such as Greyhound and Megabus are also doing well, posting a 22% increase in trips between 2010 and 2015, according to the Transportation Department.

A study by researchers at the University of California, Berkeley, and Rutgers University found that increased city transit service makes it easier for companies to cluster together and attract workers, making cities more productive and raising worker wages. Reduced service, however, could hold back such growth.

“Our service is at minimum levels right now,” said Gary Rosenfeld, interim CEO at the Memphis Area Transit Authority. Memphis ridership is down 22% since the system began cutting service in 2010, according to federal data. More cuts and longer commutes would make it impossible for some people to work, Mr. Rosenfeld said.

“When you add on child-care costs and sunk-time costs and all the things that make life difficult, it’s not difficult to come to the conclusion that I’m not going to be able to go out and find another job,” Mr. Rosenfeld said.

Already, getting to work is a challenge for many in the area who rely on the bus.



Sammie Hunter steps off the bus at the MATA Airways Transit Center to stretch his legs while the bus makes a 15-minute stop. Mr. Hunter spends three hours a day taking two buses to his \$12-an-hour job in the kitchen of a local hospital. PHOTO ANDREA MORALES FOR THE WALL STREET JOURNAL

Sammie Hunter, 53 years old, spends three hours a day taking two buses to his \$12-an-hour job in the kitchen of a local hospital. Much of that time is spent waiting outside for the buses to arrive.

"I deal with it, you know? I don't have a choice," said Mr. Hunter, who co-chairs the Memphis Bus Riders Union, an advocacy group in his hometown.

Priscilla Jeffries, 41, spends more than an hour each way to get to her janitorial job at a school where she earns \$8 an hour.

"I do it because I have to take care of my kids—I have three children and a grandson," she said. "I know it gets to me sometimes, especially when it's bad weather, raining and all of that."

Reliable public transportation is also a challenge for Ms. Jeffries's employer, Stacy McCall, CEO of ServiceMaster by Stratos, a contract janitorial service in Memphis.

"Retention is a tremendous struggle for us," she said. "We have great people but their barrier to employment most of the time is their ability to get to work."



Passengers waiting in the lobby are reflected on a window looking on people waiting outside at the William Hudson Transit Center in downtown Memphis. PHOTO: ANDREA MORALES FOR THE WALL STREET JOURNAL

Some agencies, such as in Houston or Seattle, have responded by completely redrawing bus routes.

Others, such as the agency serving Pinellas County, Fla., are forming partnerships with Uber and Lyft to offer subsidized rides in areas with few transit options. Elsewhere, such as in Austin, Texas, transit agencies are developing their own on-demand services that will allow them to move riders around town without offering regular fixed-stop service.

In Orange County, Mr. Johnson and his staff are contracting out for more service. They have eliminated routes with less traffic and increased frequency on the busiest ones while also helping some of their local towns finance a seasonal service to ferry summer beachgoers around coastal areas.

Instead of running regular bus service through the more residential parts of the country, the transit agency offers a \$400 monthly subsidy to help commuters who live near each other set up a vanpool.

"Not every community in your service area needs 40-foot buses every 10 minutes," Mr. Johnson said. "Some do, but not all of them."

Write to David Harrison at david.harrison@wsj.com

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Secretary Chao Joins President Trump At Signing Of New Executive Order That Will Reform Infrastructure Permitting Process

Source: U.S. Department of Transportation (DOT) Aug 16, 2017

U.S. Secretary Elaine L. Chao joined President Donald J. Trump as he signed a new Executive Order that will streamline the permitting and review processes for infrastructure projects.

The Executive Order, entitled, “Establishing Discipline and Accountability in the Environmental Review and Permitting Process for Infrastructure Projects,” streamlines our environmental review system and removes current roadblocks in order to ensure a faster and more efficient permitting process for America’s major infrastructure projects.

“The average environmental review takes nearly five years, and infrastructure projects can be subject to at least 65 different requirements and permits,” Secretary Chao said. “This new Executive Order will slash the time it takes to get vital new infrastructure projects approved and delivered.”

“At the Department of Transportation, we are already putting the Administration’s principles into action. We’ve identified more than two dozen policies and rules that will streamline project delivery and environmental permitting,” Secretary Chao continued. “We also launched our INFRA grant program to reflect the priorities outlined in the President’s infrastructure initiative, such as incorporating more funding from state, local and private partners, encouraging the use of innovative permitting authorities and bringing greater accountability into the process.”

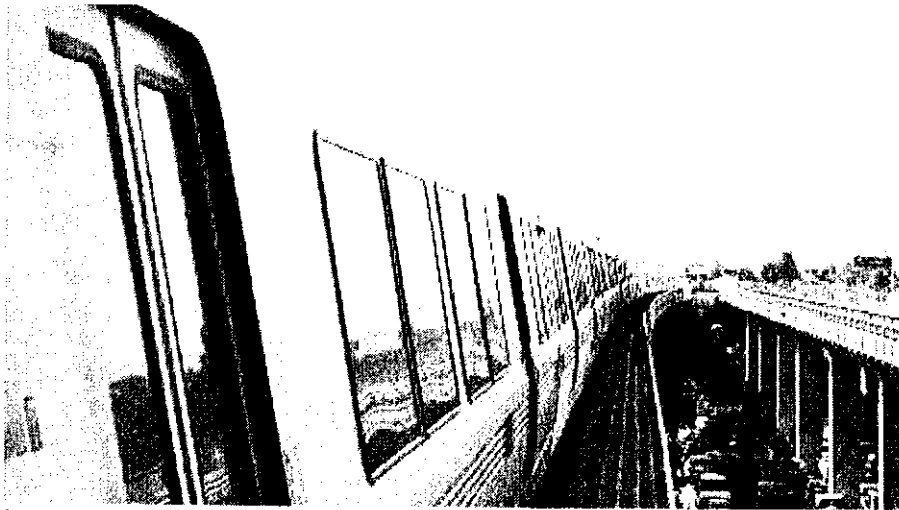
Secretary Chao added, “Together, our goal is to ensure greater impact for every dollar spent, faster project delivery, better performance and a balanced approach that reaches the entire country, urban and rural alike.”

The Executive Order allows OMB, in consultation with Federal Permitting Improvement Screening Council (FPISC) agencies, to establish a Cross Agency Priority (CAP) goal for environmental reviews and permitting of infrastructure

projects. OMB will develop a quarterly scorecard of agency progress in meeting the goals, and progress will be tracked on performance.gov.

Additionally, the Executive Order requires major infrastructure projects to be processed as “One Federal Decision” with a comprehensive schedule and automatic elevation to senior agency officials upon missing or extending a milestone. The policy of “One Federal Decision” will make the federal government speak with one voice regarding the environmental review and permitting of a major infrastructure project. It also establishes an interagency working group to review each agency’s National Environmental Policy Act (NEPA) implementing regulations and environmental permitting policies for impediments and calls for each agency to develop an action plan for removing those impediments.

BART Preps Track Work In Oakland



Crews will replace rail and upgrade electrical systems along a portion of BART's network in Oakland. Photo - BART

Bay Area Rapid Transit (BART) crews will rebuild track in downtown Oakland, California, over the Labor Day weekend.

Workers will replace rail and upgrade electrical systems, and perform other maintenance and repair work, BART officials said in a press release.

BART will suspend service on a portion of its lines for the first weekend in September so that crews can complete the work.

BART will shut down service between the 19th Street and Fruitvale stations, as well as between the West Oakland and Fruitvale stations. The agency will close the Lake Merritt station.

The closures will affect the Warm Springs, Dublin and Oakland Airport lines.

Eno Center for Transportation

Eno Transportation Weekly

By: Jeff Davis August 9, 2017

Is the Mass Transit “New Starts” Program Fundamentally Flawed – and Can Congress Fix It Without Earmarks?

The Trump Administration picked a big fight with Congress early on in the transportation budget. In its budget overview on March 13, the White House indicated its budget would limit “funding for the Federal Transit Administration’s Capital Investment Program (New Starts) to projects with existing full funding grant agreements only. Future investments in new transit projects would be funded by the localities that use and benefit from these localized projects.”

The White House followed through in its full budget in May by only requesting \$1.2 billion for the program, enough to fund 12 ongoing projects and, perhaps, start one more – but no more than that.

The impasse over the program has revealed an inherent structural flaw in the way that Congress has chosen to fund the program – and if history is any guide, Congress may not be able to overcome the Administration’s dislike for the program without reversing its six-year-old ban on the “earmarking” of special projects.

(*ETW* has put together a helpful history of this program and the various ways Congress has seen fit to fund it over the last five decades – read it here.)

Contracts that aren’t contracts, and non-binding agreements. New subway and light rail systems and extensions are expensive, and they take years to construct. Since the 1960s, the federal government has been helping some local governments with the cost of these new systems by promising federal aid to be delivered over a multi-year period.

The logical way to fund multi-year promises was with a funding source available over multiple years, and this was how the program really got going in earnest. The 1970 mass transit authorization law gave the Urban Mass Transit Administration a lump sum of \$3.1 billion in contract authority to fund such agreements over a six-year period. This was a huge jump in the size of the program (FY 1970 spending for the program was \$175 million, and \$3.1 billion was 18 years worth of money at that annual rate.)

The law let UMTA commit and spend that \$3.1 billion as slowly or quickly as it chose. But the budget authority has already been provided, so UMTA could be legally and fiscally certain that the money would be there to cover the fifth year of an agreement, so long as UMTA didn’t sign contracts that exceeded \$3.1 billion in the aggregate.

Excluding the 1979-1982 period, the new starts program was run on multi-year contract authority up through fiscal 2005, and it made sense – multi-year commitments, supported by multi-year budget authority that was sure to be available in those future years.

But since FY 2006, the new start program has instead been subject to the annual discretionary appropriations process. And from a budget point of view, the word “discretionary” means that the money comes in the annual appropriations bills, and that Congress has the discretion to fund that account at whatever level it deems appropriate – even all the way down to zero – without exposing the federal government to legal liability. (If failure to appropriate money exposed the government to legal liability, the money would be classified as mandatory spending, not discretionary.)

As a result, the “full funding grant agreements” (FFGAs) signed by the Federal Transit Administration for individual projects are not really contracts, and they aren’t multi-year grant agreements, either. The statute governing the program (49 U.S.C. §5309) says that

“A full funding grant agreement under this paragraph obligates an amount of available budget authority specified in law and may include a commitment, contingent on amounts to be specified in law in advance for commitments under this paragraph, to obligate an additional amount from future available budget authority specified in law... The agreement shall state that the contingent commitment is not an obligation of the Government.”

A FFGA can legally obligate only the amount of budget authority already appropriated – all of the promises for future fiscal years are “contingent commitments” that may never materialize.

It is actually quite difficult to find the text of FFGAs – FTA does not put them online, and a lot of transit agencies don’t, either. But here is the FFGA from the big Honolulu project that was just completed. It was executed on October 1, 2012.

Proposed Schedule of Federal Funds
(Based on Year of Appropriation)

Fiscal Year	Federal			Local (1)	Total
	ARRA Funds	Section 5309 New Starts Funds	Section 5307 Formula Funds		
2012 and Prior	\$4,000,000	\$319,990,000	-	\$616,751,367	\$940,741,367
2013	-	\$250,000,000	\$32,941,432	\$538,610,806	\$821,552,238
2014	-	\$250,000,000	\$33,733,543	\$540,118,678	\$823,852,221
2015	-	\$250,000,000	\$34,543,557	\$541,660,631	\$826,204,188
2016	-	\$250,000,000	\$35,373,020	\$543,239,607	\$828,612,627
2017	-	\$230,010,000	\$36,221,856	\$506,802,251	\$773,034,107
2018	-	-	\$37,090,493	\$70,605,921	\$107,696,414
Total	\$4,000,000	\$1,550,000,000	\$209,903,901	\$3,357,789,262	\$5,121,693,163

(1) Source of local funding is: local General Excise and Use Tax Surcharge revenues dedicated to the Project.

The Honolulu project had an unusually large amount of money appropriated in advance (see Inouye, Daniel) so the FFGA was able to obligate the \$320 million that had already been appropriated, and the other \$1.23 billion was a contingent commitment of possible future appropriations.

Not all new starts are in areas where senior appropriators are able to watch out for them, but even so, once a FFGA is signed, the Appropriations Committees have been pretty diligent about providing the promised amounts each year – even after the GOP took back the House in the 2010 elections and let the Tea Party into the debate.

But the failure of Congress to provide the money promised in the contingent commitment part of a FFGA is still, technically, possible – and the Trump Administration appears to be using that possibility as a legal rationale for its refusal to move forward with several pending new start projects that need Secretary Chao to sign their FFGAs before they can move forward.

(Substantively, the Trump Administration – at least through the message coordinated by the Office of Management and Budget – does not like the new starts program and wants to phase it out. They seem to be using the legal argument that they can't be forced to promise money that does not yet exist as a way to bolster their substantive dislike of the program.)

Under the system that Secretary Chao seems to be proposing (we can't be sure because it came during Q&A and she did not articulate it particularly well), the Department will only move forward with FFGAs once Congress has appropriated all of the money – not just in the year that the FFGA is signed, but in all of the “out-years” as well.

This is how the federal government buys a lot of other kinds of big-ticket items – for example, the Pentagon traditionally relies on a “full funding” policy when buying things, defined in this CRS report as meaning that “DOD cannot contract for the construction of a new weapon or piece of equipment until funding for the entire cost of that item has been approved by Congress. Sufficient funding must be available for a complete, usable end item before a contract can be let for the construction of that item.” And they use a process called “advance procurement” to let Congress appropriate money for years in advance before they have to let the contract.

(However, in recent years, a few things have gotten too big for even the Pentagon to buy in a single year. A new process called “incremental funding authority” exists for the new *Ford*-class nuclear aircraft carriers, and that authorizing law sounds a lot like a transit FFGA: “A contract entered into under subsection (a) shall provide that any obligation of the United States to make a payment under the contract for any subsequent fiscal year is subject to the availability of appropriations for that purpose for such subsequent fiscal year.”)

The unusual nature of the new starts program – funding large, multi-year commitments out of annual discretionary appropriations – may give the Administration a leg to stand on in court if project sponsors try to go to court and force a FFGA signature. And the long-term cost of these agreements can really add up.

As of today, USDOT has signed not-contracts with transit agencies promising to provide this much money for ongoing projects, if Congress appropriates enough money in FY 2018 and future years... (The Trump Administration has requested \$1.2 billion of that money in FY 2018 and has pledged to request the remaining \$4.2 billion in future fiscal years.)

\$5,424.9

But other areas want the Secretary to sign not-contracts to promise funding for their new projects as well (subject to future appropriations). Here are some of those, and how much in future federal appropriations would be needed:

AZ Phoenix South Central LRT	\$348.5
CA Los Angeles Westside Purple Line Section 3	\$1,075.0
CA Santa Ana Garden Grove Streetcar	\$99.0
MD National Capital Area Purple Line	\$572.0
MN Minneapolis Blue Line LRT Extension	\$752.7
MN Minneapolis Southwest LRT	\$913.8
NJ Portal North Bridge (Jersey Transit, Hudson County)	\$811.2
NY NYC Canarsie Power and Station Improvements	\$43.1
TX Dallas CBD Second Light Rail Aliignment	\$325.2
TX Dallas DART Red/Blue Line Platform Extensions	\$18.0
WA Seattle, Lynwood Link Extension	\$1,072.7
Total, NS/CC Projects Rated "Medium" or Above in FY18 Report	\$6,031.3

And that doesn't include the new Hudson River Tunnel which could seek new start funding of \$4 billion or more...

If only there were precedent for what Congress can do when an Administration refuses to sign new FFGAs.

Oh, wait....

In April 1981, President Reagan submitted his full FY 1982 budget revisions to Congress. He proposed exactly what the Trump Administration is proposing for the new starts program ("letters of intent" were used instead of FFGAs back then):

Specifically, the revised budget emphasizes the following:

- **The central focus of the Federal transit assistance program in the future will be on the maintenance and improvement of existing, proven transit systems.**
- **New rail transit systems and planning activities associated with such systems will no longer be federally financed.**
- **Transit systems for which the Federal Government has issued formal letters of intent and where construction is underway (including Washington Metro) will be financed to complete operable transit segments.**

FY 1982 was during the post-Budget-Act, pre-Trust Fund period of the new starts program when it was dependent on annual appropriations. The Appropriations Committees responded by putting this in the FY 1982 DOT Appropriations Act:

Sec. 825. Notwithstanding any other provision of law, the Secretary shall, with regard to the Urban Discretionary Grant Program of the Urban Mass Transportation Administration, promptly issue a letter of intent for the Dade County, Florida, Circulator System for \$63,642,666, and, in addition, shall promptly issue a letter of intent for nonrail projects in the Portland, Oregon, Metropolitan region for \$76,800,000 and also issue a letter of intent for the Southeast Michigan Central Automated Transit System for 110 million 1981 dollars.

It is worth noting that this language was put in the text of the law itself, not in the text of the committee report or the conference report's statement of managers, because report language is only as binding on the Administration as the Administration lets it be. (If an Administration feels that refusing to comply with report language is worth the hassles that Congress can give them, they can usually refuse to comply and not have to worry about being overruled in court.)

The Appropriations Committees went on to continue to earmark the program more or less completely throughout the Reagan Administration (even though the program was once again completely supported by multi-year contract authority starting in 1983). *ETW* has assembled a complete list of all the earmark language in the period, here.

With the exception of one provision for the Los Angeles subway in the 1987 surface transportation act (which Reagan cited repeatedly in his veto message and subsequent lobbying), the authorizing committees did not start earmarking the program until the 1991 ISTEA law. Sections 3031 through 3035 of ISTEA earmarked new start money for the whole six-year duration of the bill. See also section 3030(c) of the 1998 TEA21 law and section 3043 of the 2005 SAFETEA-LU law. The Appropriations Committees stayed in the Act (the multi-year authorization laws did not earmark the entire program, far from it) but they usually made sure to put the earmarks in the text of the law, not the committee report, when dealing with Republican Administrations (see the FY 2006 law for an example, starting on page 2418).

But Congress's self-imposed ban on earmarks, which began in 2011, has ceded much more authority over the new starts program back to the Administration. This is the first time that Congress has faced an Administration unwilling to keep the program going without Congress having the most direct means to force its will. The earmark ban is specific – it prohibits legislative or report language directing a specific amount of money to a specific state or Congressional district, unless the project was requested by the President.

The House and Senate appropriations bills both attempt to get around the earmark ban by putting money towards specific types of projects, and (in the case of the Senate bill) trying to deem report language to have force of law and using that report language to dedicate money towards projects with a specific rating in the New Starts Annual Report. (The Senate bill even shortens the duration of the appropriation to four years, in violation of 49 U.S.C. §5338(h), possibly hoping to force an Impoundment Control Act violation by Trump Administration refusal to spend the money.) But neither approach is certain to force the Secretary to sign specific grant agreements anytime soon.

The FY 2018 Capital Investment Grant Appropriation (No Earmarks Here)

House Bill Language

For necessary expenses to carry out 49 U.S.C. 5309, \$1,752,989,851, to remain available until expended, of which \$1,007,929,851 shall be available for projects authorized under section 5309(d) of title 49, United States Code, \$145,700,000 shall be available for projects authorized under section 5309(e) of such title, \$182,000,000 shall be available for projects authorized under section 5309(h) of the title, and \$400,000,000 shall be available for projects authorized under section 5309(q): Provided, That the Secretary shall continue to administer the Capital Investment Grant Program in accordance with the procedural and substantive requirements of section 5309 of title 49.

House Report Language

The Committee directs FTA to continue to advance eligible projects into Project Development, Engineering, and Construction through the Capital Investment Grant evaluation, rating, and approval process. Specifically, the Committee directs the Secretary to allow a project to enter into project development when the applicant satisfies the requirements; to advance a project into project engineering when that project satisfies the requirements; to negotiate a construction grant with the project sponsor for every project that receives a medium rating or higher, submit the notification to Congress promptly after conclusion of the negotiation of the construction grant agreement, and execute the construction grant agreement within 45 days of providing such notification to Congress if the project continues to meet the requirements; to enter into a full funding grant agreement for any new fixed guideway capital project and core capacity improvement project that has met the requirements immediately after completion of the 30-day notice period for such projects; and enter into a grant agreement for any small start project that has met the requirements immediately after completion of the 10-day notice period for such projects.

Senate Bill Language

For necessary expenses to carry out 49 U.S.C. 5309 and section 3005(b) of the FAST Act, \$2,132,910,000 to

remain available until September 30, 2021...\$1,007,910,000 shall be available for payments on previously executed New Starts full funding grant agreements, \$454,000,000 shall be available for new New Starts full funding grant agreements, \$200,000,000 shall be available for payments on previously executed Core Capacity full funding grant agreements, \$145,700,000 shall be available for new Core Capacity full funding grant agreements, \$149,900,000 shall be available to complete payments on partially funded Small Starts projects, and \$168,400,000 shall be available for new grant agreements for Small Starts projects: Provided, That the Secretary shall administer the program and assist project sponsors according to 49 U.S.C. 5309 and make payments available to project sponsors in accordance with the report accompanying this Act.

Senate Report Language

The Committee recommendation includes \$1,007,910,000 to cover the cost of the 11 existing FFGAs for New Starts projects and \$200,000,000 to cover the cost of the two existing FFGAs for Core Capacity projects in fiscal year 2018, which shall be distributed consistent with the proposed schedule of Federal funds for each FFGA. The Committee recommendation includes \$149,900,000 to complete funding for previously funded Small Starts projects that do not have a signed agreement. The Committee's recommendations also includes for new projects that received at least a "medium" overall rating in the fiscal year 2018 annual report: \$454,000,000 for New Starts FFGAs, \$145,700,000 for Core Capacity FFGAs, and \$168,400,000 for Small Starts grant agreements...In addition to providing funding for this program for the projects described above, the Committee directs the Secretary to continue to advance eligible projects into project development and engineering in the capital investment grant evaluation, rating, and approval process pursuant to 49 U.S.C. 5309 and section 3005(b) of the FAST Act in all cases when projects meet the statutory criteria.

METRO

For Transit & Motorcoach Business

First Transit Brings Autonomous Shuttles To Texas Sports Fans

Posted on August 15, 2017



Each shuttle can carry 12 passengers operating for 14 hours on a single battery charge. For passengers needing additional assistance, the shuttles are equipped with a button to activate a retractable ramp.

First Transit announced its third implementation of autonomous vehicle (AV) passenger shuttles in North America, launching two AV passenger shuttles for the Arlington Convention and Visitors Bureau (ACVB) in Texas.

The AV passenger shuttles will offer convenient transportation connecting sports fans heading to Globe Life Park, home of the Texas Rangers, and AT&T Stadium, home of the Dallas Cowboys, from parking lots surrounding both stadiums.

“We are excited to be a part of the innovative mobility solution that the ACVB is bringing to the City of Arlington,” says Brad Thomas, president of First Transit. “Showcasing this new technology allows us to increase awareness by promoting connectivity, growth, and vibrancy.”

First Transit will operate and provide maintenance for the initial two AV passenger shuttles. The shuttles will run on a fixed-route stopping at designated stops for all home games, connecting fans to nearby parking lots. Each AV passenger shuttle will

have a First Transit customer ambassador agent onboard for passenger questions and information.

The AV passenger shuttle is designed to travel short distances using pre-programmed routes. Each shuttle is equipped with a sensor and intelligent vehicle system to detect obstacles. Each shuttle can carry 12 passengers operating for 14 hours on a single battery charge. For passengers needing additional assistance, the shuttles are equipped with a button to activate a retractable ramp.

“Milo, the name of the Arlington AV shuttles, is a prime example of the City of Arlington’s interest in the next wave of transportation technology,” said Jay Warren, marketing communications manager for the City of Arlington. “Our City Council and Mayor see an opportunity for Arlington to lead the way in implementing creative transportation solutions.

First Transit announced its first AV passenger shuttle pilot at the Bishop Ranch Office Park in San Ramon, California. The second announcement was the partnership with GoMentum Station.

METRO

For Transit & Motorcoach Business

Driverless Vehicles And The Future Of Public Transit

By: Lauren Isaac Posted on August 15, 2017



Autonomous vehicle demonstrations were featured during the 2017 UITP Summit held in May in Montreal. Transdev and its vehicle developer partner, EasyMile, showcased their electric vehicle (pictured in red), which shuttled people along Montreal's Olympic Park.

The advent of driverless technology gives rise to a number of daunting questions: Will driverless passenger vehicles make public transit obsolete? Will mobility options become increasingly privatized as driverless technology is broadly adopted? Should transit agencies stop investing in their future fleets, as driverless vehicles subsume demand for public transit?

To remain relevant, transit agencies must have a vision for the future, including the role that driverless technology will play. Because emerging technologies and concepts that may not even exist today could impact this vision, transit agencies should also prepare for a variety of scenarios and outcomes.

Here are some potential components of what such a "vision" may entail:

- Trip-planning information is integrated across modes and agencies (public and private), so the general public has the ability to evaluate their travel options with comprehensive information on travel time, cost, environmental impact, and more.
- Real-time schedules for all transportation modes are centrally available.
- Vehicles and transit schedules are "right-sized" so fleets are used effectively and there are no more empty buses.
- Fare payment is made electronically and only one payment is needed for each whole trip.
- Travel times are generally predictable and well-communicated.

- Lower income and people with disability populations have access to all of these services.

Generally speaking, public transit agencies have two key goals: (i) to enhance mobility throughout their respective regions, and (ii) to provide reasonable access to transportation to all their respective constituents. For decades, transit agencies have addressed these goals by operating bus and/or train systems that are subsidized by the federal, state, and local government.

In recent years, while public transit agencies operated these traditional services, the private sector introduced new, technology-enabled transportation options that are now household names. Specifically, transportation network companies, such as Uber and Lyft, commuter buses like Chariot, dynamic vanpools like Via), carpooling apps like Scoop, and employer-provided buses have taken on more and more prominent roles all over the U.S. and abroad. Even before driverless technology, the private sector has already disrupted the traditional public transit business model.

Many of the private companies listed above are investing in or developing driverless technology, and further disruption is likely imminent. These companies are providing hints as to how driverless technology will be introduced: with both on-demand and fixed-route services. Driverless mobility options may be shared and they will likely be priced accordingly (i.e., the more people in a vehicle, the less an individual pays). These services will be branded and targeted in order to maximize that company's market impact.

Importantly, private transportation companies are providing services that support public transit agencies' goals, without any of the limitations that are generally associated with public entities reliant on subsidies and public funding. Private companies are able to leverage the latest advances in technology, invest significantly in marketing, and evolve and respond to customer demands at a seemingly rapid pace.



Driverless shuttles can integrate with other transportation modes for more rider efficiency.

As a result, a key component to every public transit agency's vision for the future must be to form partnerships with private sector transportation companies, where appropriate. In doing so, public transit agencies will have the opportunity to leverage the advances of the private sector,

both in technology and operating models, while still preserving the true mission of public transit. For example, a transit agency could partner with a private company to introduce driverless shuttles as a first/last mile solution. Both parties stand to benefit: the private company would charge either the passengers or the transit agency for this service, and the transit agency would increase transit ridership and reduce a bus or metro station's parking requirements.

Once these partnerships are established, it will be important for public transit agencies to re-think what existing operations are still necessary and how they are provided. Some of the ways that public transit is likely to be impacted by driverless vehicles in its early stages are as follows:

- Transit schedules may need to be altered to address changes in demand.
- Paratransit services may be much less costly to provide to riders.
- Fixed-route vehicles, such as buses, could be replaced with autonomous vehicles (and, in fact, may be likely contenders for early adoption).
- The public transit labor force may change drastically (e.g., bus operators may be less in demand, while security enforcement personnel and data mining specialists needs may grow).
- Transit fares may need to be modified to stay competitive with alternate providers.

Now is the time for transit agencies to develop pilots and plans that re-imagine public transportation. The driverless technology offers many benefits to transit agencies, including increased safety and mobility options, while also furthering the agencies' goals. And, in fact, driverless shuttles are available today and many pilot programs are underway globally. Now is the time to consider a driverless shuttle pilot to introduce this technology (as both shared and electric) to public transit agencies and their constituents.

Driverless shuttles introduce a shared, electric, and autonomous solution for transit agencies to leverage today. They can operate in contained environments such as campuses, airports, and employment centers and they can provide a first/last mile solution to augment public transit networks, allowing individuals to reduce or eliminate their parking requirements, and increase mobility in a specific area.

Finally, driverless shuttles provide the potential for immediate adoption: state and local governments can already partner with driverless shuttle companies to provide additional public transit alternatives to their constituents.

Here are just a few examples of where driverless shuttles are being utilized around the world today:

- In the Bay Area, the Contra Costa Transportation Authority (in partnership with the Livermore Amador Valley Transit Authority and other local agencies) are aiming to leverage driverless shuttles as a first/last mile transporter to the Bay Area Rapid Transit (BART) stations.

- In the city of Arlington, Texas, driverless shuttles will be transporting people between their sports stadium and a parking lot.
- In Paris, EasyMile's driverless shuttles transported people between two train stations for a few month demo. In Singapore, EasyMile's driverless shuttles are transporting people around Gardens by the Bay, a botanical garden.

While many automakers and private technology continue to develop their autonomous solutions, driverless shuttles introduce a driverless transportation option that can support public transit agency goals today. Driverless shuttles can improve safety, reduce greenhouse gas emissions, augment mobility options, and integrate with other transportation modes for more rider efficiency.

LAS VEGAS REVIEW-JOURNAL

RTC Buses To Provide Police Live Footage From Surveillance Cameras

By: Art Marroquin *Las Vegas Review Journal* Posted on August 10, 2017



By year's end, surveillance cameras inside Regional Transportation Commission of Southern Nevada transit buses will be able to stream live footage to law enforcement agencies during emergencies.

LAS VEGAS - Surveillance cameras mounted inside public buses will be able to stream live footage by the end of this year to law enforcement agencies during emergencies, the Regional Transportation Commission of Southern Nevada said Thursday.

The move comes after Metropolitan Police Department officers could not see a gunman barricaded inside an RTC bus during a lengthy standoff that brought traffic on the Strip to a halt March 25.

“It gives law enforcement the ability to see what’s going on so they can make a decision on how to respond,” said Carl Scarbrough, the RTC’s director of technical equipment and transit amenities.

It will cost \$225,000 to stream the live footage if the RTC can use existing wireless internet routers on the agency’s fleet of 440 buses, Scarbrough said. The price could more than double, however, to roughly \$500,000 if the agency has to upgrade the system with additional equipment.

The RTC and Metro police have spent several months testing the system on a bus that primarily operates on Route 206, which runs along Charleston Boulevard between Downtown Summerlin and Sloan Lane in the east valley, Scarbrough said.

During the March standoff, a giant vinyl advertisement covered the windows of a doubled-decked Deuce bus parked in front of The Cosmopolitan of Las Vegas during a standoff that lasted more than four hours.

The suspect, Rolando Cardenas, could see outside the shaded windows, but police could not see him. He was later arrested without incident.

RTC officials had tested other types of vinyl coverings but found they made little difference, Scarbrough said. The agency will continue to use the same type of material for the wrap-around ads.

“We thought maybe we should not wrap those buses, but instead we worked with Metro to find a solution that is more appropriate,” RTC General Manager Tina Quigley said. “This way, they can see entirely inside the bus and be able to actively manage any high-threat situation.”

Major Caltrain Fare Increases Approved

by Kate Bradshaw / Almanac

Uploaded: Tue, Aug 8, 2017, 8:55 am

Prepare to spend a lot more to ride Caltrain. Starting Oct. 1, adult fare will increase 25 cents per zone each way, and monthly train and parking passes will rise substantially.

Caltrain's monthly parking pass prices will rise nearly \$30, to \$82.50 from \$55.

Monthly train pass prices will rise between \$11 and \$83 for adults. For seniors, youth, the disabled or Medicare cardholders, monthly pass prices will rise between \$5.50 and \$23. The price range depends on the number of train zones the pass holder plans to travel through.

After one zone, the price will increase 25 cents each zone traveled, each way. For a one way 2-zone ticket the price will increase 4.3 percent to \$6. For a one way 6-zone ticket, it's a 9 percent increase to \$15. A 2-zone monthly pass will increase 18.6 percent to \$163.50 and a 6-zone monthly pass will increase 23.9 percent to \$433.50.

Caltrain's discounted eight-ride pass program will be discontinued.

Caltrain plans to ask companies for more money for its Go Pass program, in which all employees at a company are given unlimited Caltrain passes for the year if the company pays a base amount. Starting Jan. 1, 2018, that base amount will increase 50 percent to \$23,940, up from \$15,960. The per employee cost will increase to \$237.50, up from \$190, on Jan. 1, 2018; and again to \$285 on Jan. 1, 2019.

The agency plans to pilot a program to give discounted tickets on weekends and evenings in January 2018.

Caltrain last raised its prices in 2016, when train zone fare went up 50 cents.

On the agency's website, Caltrain says that it expects a \$20.7 million shortfall in next year's operational budget. Operations and management costs have increased because of increased ridership and an aging diesel system, according to Caltrain spokesperson Tasha Bartholomew.

Partner agencies, such as the City and County of San Francisco, the San Mateo County Transit District and the Santa Clara Valley Transportation Authority, help but do not cover the remaining balance after fares are collected. Currently, Caltrain's fares cover about two-thirds of the agency's overall costs, according to Ms. Bartholomew.

The Daily Journal

Transit Officials Look At New Half-Cent Sales Tax

SamTrans Board of Directors discuss expenditure plan, how to engage residents and stakeholders

By Samantha Weigel Daily Journal staff
Aug 3, 2017

Transit and county officials are expected to strategically — and cautiously — steer toward 2018, as SamTrans and the San Mateo County Board of Supervisors gear up to ask voters for a half-cent sales tax hike.

With congestion woes and commuter challenges on the top of voters' minds, the SamTrans Board of Directors met Wednesday to discuss how to engage residents and stakeholders on the need for additional funds.

Legislation is winding its way through Sacramento that would enable SamTrans to try and win over two-thirds of 2018 voters with a half-cent sales tax dedicated to local transportation.

In the meantime, supervisors — who represent voters and must approve placing a measure on the ballot — and SamTrans — a transit agency that would collect and divvy out the funds — will need to find common footing.

A major sticking point will be getting everyone, particularly voters, on board with an expenditure plan for the proposed half-cent sales tax expected to raise nearly \$80 million annually.

Officials note there's a significant amount of outreach to be done, but this week a preliminary framework was suggested to jump-start a discussion.

A 50-50 split could include half of the revenue going toward SamTrans and Caltrain — the county's mass transit providers that are forecasting budget deficits in future years. The other half of the tax revenue could be allocated to a range of projects such as bike, pedestrian, local road improvements and grade separations; with funds distributed by the Transportation Authority.

SamTrans Chief of Staff Mark Simon emphasized the split is just an initial conceptual proposal.

“There's going to be a lot of opportunities for people to decide, and participate in advising what should be in the measure and we recognize that a concept isn't enough, the public needs an expenditure plan, a commitment from a public agency about how that's going to be spent. It's not meant to be a blank check,” Simon said following the meeting.

His comments came after the SamTrans board discussed the status of the proposed tax measure and next steps before it could reach the November 2018 ballot.

Several board members, including South San Francisco Councilwoman Karyl Matsumoto and coastside resident Zoe Kersteen-Tucker, expressed concern about a loose expenditure plan.

“I’m not comfortable with that,” Matsumoto said, according to a live video of the meeting.

Staff noted while it’s important to have a plan laid out, they want to avoid tying their hands too tight. The county already has an ongoing half-cent sales tax dedicated toward transportation known as Measure A, which is overseen by the TA. Staff cited the 2004 approved expenditure plan and how transit needs have changed in the years since as evidence of why some flexibility is needed.

SamTrans Board Member Josh Powell, a Belmont resident and public representative, said he understands voters want to ensure their tax dollars aren’t just going to support pensions.

However, “when you get 13 years down the line, what made sense in 2004 doesn’t make sense in 2017. But we’re stuck with the distributions the way they are” Powell said. “Is there something we can come up with to give the voters accountability, but not lock us in to these specific percentages?”

Currently, the TA is broken down with 30 percent toward transit, 27.5 percent to highways, 22.5 percent to local streets and transportation, 15 percent goes to grade separations, 3 percent for pedestrian and bicycle improvements and 1 percent toward congestion relief programs.

Jim Hartnett, CEO of SamTrans, Caltrain and the TA, noted that nothing about the proposed new tax is fixed in stone and cities as well as communities will have input as to how future funds might be allocated.

But there was a push to consider at least half going to keep SamTrans and Caltrain afloat. Representatives have noted both agencies struggle financially, Caltrain doesn’t have a dedicated funding source and SamTrans is expected to hit a “fiscal cliff” by 2024.

But the proposed locally-controlled half-cent sales tax isn’t the only measure voters may be asked to consider. A business group has proposed a tri-county eighth-cent sales tax increase in San Francisco, San Mateo and Santa Clara counties dedicated solely to Caltrain. Then there’s the Metropolitan Transportation Commission’s Regional Measure 3 proposal to hike Bay Area bridge tolls up to \$3. Funds for RM3 will be extremely competitive with billions of dollars worth of need throughout the nine counties. Currently, San Mateo County is only slated to receive a small portion of the funds, according to preliminary expenditure plans being discussed.

There’s also Senate Bill 1, which the Legislature approved to hike gas taxes and vehicle registration fees with revenue going toward transit repairs and projects. But those statewide dollars are also limited and officials have stressed the importance of a locally-controlled revenue generator.

Plus, just last year countywide voters approved another half-cent sales tax extension with Measure K. Managed by county supervisors, more than a quarter of those funds are now going toward affordable housing needs.

To hike local sales tax past the state's 2 percent cap, Assemblyman Kevin Mullin, D-South San Francisco, is carrying legislation for SamTrans and the county.

With numerous moving parts, SamTrans and the county Board of Supervisors have an uphill road to explain to voters over the next 14 months why more locally-controlled money is needed.

SamTrans may be asked to pull \$300,000 from reserves to help fund half of anticipated initial public outreach costs in an effort to engage voters on why they should pay more at the register. Simon explained hiring consultants to conduct initial outreach is estimated to cost \$600,000.

County supervisors will likely be asked to pick up the rest of the tab and have requested SamTrans representatives to attend an Aug. 8 study session to discuss how local transportation needs could be funded.

What wasn't directly mentioned during Wednesday's meeting was that the county commissioned and paid for a poll earlier this year that found voters prioritized fixing potholes, repairing streets, reducing freeway congestion and increasing Caltrain capacity. The poll by Godbe Research also found more education is needed to secure two-thirds of the vote.

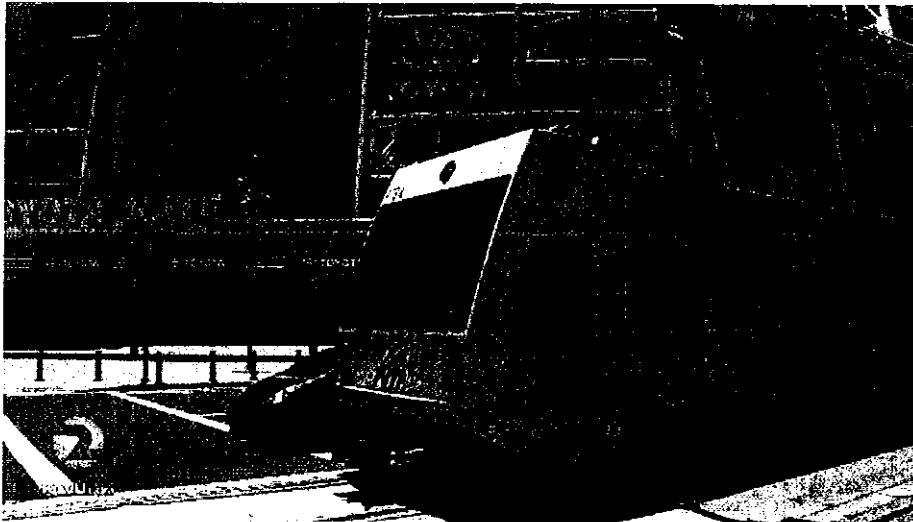
The poll also found voters favored a payroll tax for large employers, but noted state law doesn't currently allow such a tax on businesses.

Supervisor Dave Pine, who along with Supervisor Carole Groom sits on the SamTrans board, urged staff to consider reaching out to the business community to help fund outreach efforts.

"Time is of the essence, I understand. It would be great if some of our private partners could help in that they have a lot of interest in the solutions here as well," Pine said. "Should we put a measure on the ballot, of course we would be looking to their help."



VTA Employees Raise Concern Over Bus Driver Re-Training



Posted: Aug 01 2017 12:40PM PDT

SAN JOSE (Candice Nguyen/KTVU) - After multiple 2 Investigates reports on Santa Clara Valley Transportation Authority bus safety, current and former employees came forward to express concern about the focus of the agency and the re-training of drivers after accidents. Workers with inside knowledge of the South Bay agency said there are flaws with VTA's safety system.

A former VTA employee, who we'll call Jane, told 2 Investigates she worked for VTA for 15 years, most recently as a bus operator. She didn't want to reveal her real identity out of fear of retaliation and has a wrongful termination complaint against the agency.

Jane said when she was a bus operator, it wasn't unusual for drivers to get involved in incidents where they needed driving skills re-training.

"The couple of times I went on re-training, it was very laid back," she said. "The re-training depends on the trainer. For instance, with mine he wanted to get some errands done. He picked up some stuff from the store and went back to the yard, and that was it. That was my re-training."

In May, 2 Investigates reported on VTA driver Christine Hustedt who was the bus operator involved in the 2015 accident where her bus ran over an elderly couple. The victims survived but suffered life-changing injuries. The couple settled with the transit agency for approximately \$7.5 million dollars.

According to VTA documents, Hustedt already had multiple collisions on her record at the time of the 2015 accident. For one of those, she received a single day of re-training five months after the accident.

“Once the accident happens, the re-training doesn’t happen immediately. It happens months down the road or even a year. You’re like, why am I even here?” said Jane. “It should’ve happened right away.

VTA’s Chief Operating Office Inez Evans agreed to a phone interview with 2 Investigates. She said, “I can tell you we are addressing our accidents based on staffing and the incidents that occur. We have four tech trainers that are assigned to provide training. We are going through a comprehensive review to train additional line instructors.”

In terms of the VTA documents that showed a five month delay in the re-training for Hustedt’s cases, Evans responded via email saying, “There is no more information that I can add to explain the time between the accident and the re-training for these incidents.”

When asked about the concern that VTA re-training is lax and inconsistent, Evans said she couldn’t comment on cases she wasn’t familiar with and that each incident is dealt with on a case-by-case basis.

“I’ve taken a very comprehensive review of all of my departments when it comes to training and retraining aspects we’re working through,” she said.

2 Investigates wanted to check how VTA’s bus safety record compares with those of other similar agencies.

Our team looked at federal transit data from the National Transit Database. It shows VTA’s collision rate is lower compared to similar sized agencies nationally, and, since 2014, its injury accident rate has been significantly lower than that of AC Transit and SFMTA.

John Courtney with Amalgamated Transit Union Local #265 said he’s still concerned about the agency’s focus and overall transparency.

“There are some missing pieces of safety throughout the system. I personally believe we do have good trainers, but maybe as we spoke earlier this might be a time to re-assess,” he said.

Courtney was talking about re-assessing after major accidents the March death of long-time VTA employee Benny Cheung. An autopsy report showed Cheung was intoxicated when he was apparently hit and killed by the bus he was just riding. The manner of his death was only made public through a leaked internal VTA memo. San Jose police said Cheung’s death is still under investigation.

“Anytime we have an injury or a fatality we should be open to an honest assessment of our system,” he said.

When asked if VTA is looking into any of its safety procedures after Cheung’s death, Evans responded, “We are constantly in review, Candice, to always look at the safety of our system and our protocol throughout all the time.”

MASS TRANSIT

MN: Metro Transit to Increase Fares Oct. 1 by 25 Cents After a Year of Contentious Debate

By: Frederick Melo On Jul 27, 2017

Source: McClatchy

July 27--Hopping aboard a Metro Transit bus or light rail train is about to get 25 cents more expensive.

After nearly a year of contentious public discussion and debate, the 17-member Metropolitan Council voted unanimously Wednesday to adopt a 25 cent fare increase for light rail, local and express bus public transit services throughout the metro. Two members were absent.

Fares, which now range from \$1.75 to \$3 depending upon the type of service and time of day, will increase on Oct. 1.

In addition, Metro Mobility, a door-to-door pick-up service for the elderly and disabled, will impose a 50 cent increase, and trips of over 15 miles will incur a new 75 cent distance surcharge.

Metro Transit provides 85 million public transit rides per year, at an annual operating cost of roughly \$400 million.

The new fare structure is expected to add \$6.9 million in new revenue to Metro Transit's annual operating budget, after \$3 million in new expenses to expand a pilot program for low-income riders that was tested over the past year in select areas.

That program, the Transit Assistance Pass, which allows qualifying low-income riders to board at any time for \$1, will be available metrowide. The Met Council will partner with nonprofits and social service providers to make the pass more widely accessible, with the goal of reaching up to 250,000 riders.

Members of the regional planning agency, which oversees Metro Transit, said they regretted raising fares but their hands were tied by a difficult budget climate and a lack of support for public transit from the state's Republican lawmakers, who control the Minnesota House and Senate.

"Transit connects hundreds of thousands Minnesotans with jobs, school, and with their communities ...," Met Council Chairman Adam Duinick said. "I do recognize that some low-income individuals who are dependent on transit may not be able to afford an increase at all. Therefore, I'm pleased that the Council was able to mitigate the impact of a fare increase on low-income people, by making permanent the Transit Assistance Program."

Metro Transit approached lawmakers in the last legislative session with a \$74 million budget gap, which was funded through the end of the biennium in 2019. For the 2020-21 biennium, Metro Transit projects a \$110 million -- \$120 million budget gap.

Officials said roughly half the budget gap was due to increased demand for Metro Mobility services as the metro's population ages. Metro Transit last increased its fares nine years ago, and revenues have not kept pace with inflation.

In recent years, expected revenue from a motor vehicle sales tax has fallen well below projections due to sluggish car sales.

Transit riders had mixed reactions to the fare increase Wednesday afternoon.

Doris Nunn, a passenger on the 68 bus, said she doesn't use transit often, so the fare hike won't affect her very much.

"Twenty-five cents is nothing," the 68-year-old Minneapolis resident said. "Plus I'm a senior," which entitles her to a reduced non-rush hour fare.

James Graham, 59, a Green Line passenger who also lives in Minneapolis, uses transit to get around seven days a week.

The increase "will impact me and thousands of others who work everyday," he said, adding that it shows transit officials "don't care about the people riding the transit each day."

Graham said he believes the state should use its budget surplus to bridge Metro Transit's budget gap.

The current bus and light rail fares are \$1.75 during non-rush hours and \$2.25 at rush hour, with unlimited transfers for 2 1/2 hours. Rides on express buses cost \$2.25 and \$3, respectively.

During non-rush hours, reduced fares are 75 cents for seniors age 65 and older, youth age 6 to 12 and Medicare card holders. In those categories, reduced fares are not available during rush hour. A "mobility" fare for the disabled is 75 cents at all hours.

All of those fares will increase in October.

Suburban transit providers that partner with Metro Transit will also experience a 25 cent increase in fares. By state statute, they must follow Metro Transit's fare structure.

Transit Link, otherwise known as dial-a-ride, will experience varied increases averaging \$1.60, on top of a new 75 cent distance surcharge. The reservation service is provided on a first-come, first-served basis in rural and suburban areas that do not have access to regular bus service.

The Met Council's regional transit services -- including Metro Transit -- saw ridership dip in 2016 to 96.3 million rides, from a record high in 2015 of 98.8 million. Research shows 80 percent of riders are going to work or school, the council says.

MASS TRANSIT

CA: Golden Gate Transit Ridership Dips -- Rain, Giants' Poor Play, Traffic Cited

By: Mark Prado On Jul 26, 2017

Source: McClatchy

July 26--A wildly wet winter, the San Francisco Giants' rough season and traffic on Highway 101 are some of the key factors driving down the number of people who used Golden Gate buses and ferries during the past fiscal year.

Golden Gate Bridge officials saw fewer riders on their transportation system during the period from July 1, 2016, to June 30, 2017, according to new data that will be reviewed by the span board Friday.

The Golden Gate Ferry system recorded a little less than 2.52 million passengers from terminals in Larkspur and Sausalito to San Francisco and back, a 0.9 percent drop from the prior fiscal year, according to new Golden Gate Bridge district figures.

The service may have seen a gain if it were not for the rough-and-tumble winter. In February, the ferry system saw a 25.7 percent drop in patronage compared with February 2016.

In February 2016, Marin recorded 2.09 inches of rain, according to Marin Municipal Water District figures. This February, 24.58 inches of rain fell.

"The rain affects ferry traffic quite a bit, especially in Sausalito," said Denis Mulligan, bridge district general manager.

Larkspur ridership was flat after historic growth that averaged 3 to 7 percent from 2012 to 2016.

The Giants' poor play has also resulted in a flat number of ferry riders to AT&T Park, Mulligan noted.

"The Giants' less-than-stellar season has affected ridership," he said.

Golden Gate Ferry has a 42-trip limit into San Francisco and is at its max. Ferry officials are likely to look at increasing the number of crossings in the future. Increasing the number of trips beyond 42 would require the bridge district to conduct an environmental impact report. Such a report would address wave action and its effect on marshes as well as traffic impacts on land, among other issues.

The district also noted fewer people are taking the ferry four to five days a week. In 2008, 50 percent of riders in Larkspur rode with that frequency, but that number dropped to 45 percent by 2015. In Sausalito, 29 percent rode four to five days a week in 2008, but that dropped to 23 percent in 2015. Telecommuting likely played a role in the drop.

Golden Gate Transit bus ridership also dipped roughly 10.7 percent to 3.1 million annual riders in fiscal year 2016-17. Bus ridership exceeded 4 million in 2008, but declined after a series of cuts to service to help the bridge district balance its budget.

A variety of reasons are behind the recent drop. Service cancellations on key routes caused noticeable ridership losses. That was caused primarily by a driver shortage, but the number of operators have since been bolstered.

Other contributing factors include increasing traffic on Highway 101, which slows down buses, making it faster to travel by car, officials said. Others are migrating to ferries or telecommuting to avoid traffic.

Marin commuters are also retiring and staying put in the county, which means there are no new commuters to take their place. The county's high housing prices and limited availability do not always attract people with traditional work schedules, Golden Gate officials noted.

Meanwhile, vehicle traffic on the Golden Gate Bridge also dipped slightly in the fiscal year, with roughly 41.1 million people driving the span, down 0.2 percent. The stormy February saw an 8.6 percent drop in bridge traffic from the same month in the prior fiscal year.

John Goodwin, spokesman for the Bay Area Toll Authority, thought a 5.4 percent February morning commute dip on the Richmond-San Rafael Bridge over the year prior had less to do with the weather, and more to do with the leap year.

"There was an extra commute day in February in 2016," he said.

San Francisco Chronicle

Electric Bus Maker Proterra Opens California Factory

By: David R. Baker Updated 3:31 pm, Wednesday, July 26, 2017



Photo: Michael Macor, The Chronicle

A Proterra San Joaquin Regional Transit District bus in Stockton in December.

Proterra, the Burlingame builder of electric buses, opened a factory in the Los Angeles area Wednesday, in an effort to move some of its manufacturing closer to its West Coast customers.

The company's new plant, in the City of Industry, will build buses for public transit agencies throughout California and other Western states. Until now, all of its battery-powered buses have been built in South Carolina and shipped to customers — a sometimes expensive proposition.

The company moved its headquarters to California in 2015 after concluding that the state — with its strong emphasis on fighting climate change — could become its biggest market.

The new factory lies close to Proterra's first customer, Foothill Transit, which has committed to electrifying its entire bus fleet by 2030. The agency serves 25 cities in San Gabriel Valley and Pomona Valley, and already runs 17 Proterra buses. Other California customers include the Santa Clara Valley Transportation Authority and the San Joaquin Regional Transit District in Stockton.

"We can redirect the billions of dollars we're spending on dirty fuel and equipment, mostly from vendors out of state, and clean up our air while employing our neighbors," said Proterra CEO Ryan Popple Wednesday, at an opening ceremony for the factory. The company says its latest buses can travel more than 200 miles on a fully charged battery.

The factory occupies a building formerly used to make LED lights. It is expected to employ 60 people by the end of this year and 100 people by the end of 2018, according to the company.

Gov. Jerry Brown, who a day earlier signed a law allowing California's cap-and-trade market for curbing greenhouse gases to continue to operate past 2020, told the crowd of dignitaries and Proterra employees that the switch to electric buses is inevitable. But he cautioned that China, where he recently met with President Xi Jinping, is determined to dominate the market for electric vehicles, the way it has with solar panels.

"It's a competitive challenge, and we've got to meet it," Brown said. He also threw in a dig at Congress and the Trump administration, which is trying to roll back federal climate policies.

"We are a great nation, and we've got to wake up, make the investments, and get the political will to get things done," Brown said. "And that's what's happening here in California."

MASS TRANSIT

CA: California's Controversial Gas Tax Will Soon Repave the Roads

Tony Bizjak - July 24, 2017

Source: McClatchy

July 21--State highway officials announced Friday they will launch 13 highway resurfacing projects this month -- including one on Highway 50 outside Placerville -- with upcoming funds from Senate Bill 1, the controversial gas taxes and fee increases recently approved by the legislature.

Caltrans announced it also will speed up construction start dates on 50 other road repair projects statewide, including five in the Sacramento region.

The listed projects involve mainly resurfacing on state highways throughout the state. They include an \$8 million resurfacing project on Highway 50 between Rancho Cordova and El Dorado Hills, and repairs to Interstate 5 through Woodland, as well as road fixes near Vacaville, Winters, Rio Vista and Dixon.

The new Placerville resurfacing project will run from Weber Creek just west of the city to Carson Road.

SB 1, the Road Repair and Accountability Act of 2017, will increase the gas tax by 12 cents a gallon on Nov. 1 and hike the diesel tax by 20 cents per gallon. Higher registration fees kick in for motorists on Jan. 1.

The increases, approved this year by the state Legislature and signed in April by Gov. Jerry Brown, are expected to generate \$54 billion over the next 10 years, mostly for road improvements. Some will go to pedestrian, bike and transit upgrades.

In a press statement issued Friday morning, Caltrans Director Malcolm Dougherty described his department's actions as a major mobilization.

"Caltrans is acting quickly to get to work," he wrote. "This summer we will deploy construction teams across the state to resurface highways, improve safety for motorists and start filling more potholes than ever before."

Republicans are pushing a ballot measure to repeal the taxes and fees, and have launched a recall effort against Sen. Josh Newman, D-Fullerton, who voted for it.

The California Transportation Commission, meanwhile, has been conducting hearings to determine how to spend the bulk of the tax and fee money.

The Philadelphia Inquirer & Daily News

As Uber Grows, SEPTA To Rethink Bus Service

By: Jason Laughlin

Updated: July 23, 2017 — 6:52 AM EDT

When her workday ends, Jenni Yan has choices about how to get to her South Philadelphia home.

“If I get out on time, I take the bus,” she said. “If I’m late, I’ll take Uber or Lyft.”

Before ride-share services came to Philadelphia in 2014, the 27-year-old Center City nurse didn’t have alternatives. If she missed a 4:15 p.m. Route 17 bus to South Philadelphia, the next one wouldn’t come along for another 15 minutes or so. Now, she uses a ride-hailing app about twice a week if she misses her bus.

Riders like Yan are contributing to a significant shift in the region away from public transit, particularly buses, to Uber and Lyft. SEPTA’s 123 bus and trolley routes lost about 4.4 million ride trips from fiscal years 2014 to 2016, the agency reported, which mirrors shrinking bus ridership nationwide, according to the American Public Transportation Association. The region’s bus ridership by linked trips in fiscal year 2016 was 114 million, the lowest it had been since 2003.

Compared with 2013, the last full year SEPTA operated without ride sharing in the city, the 2016 ridership loss is even more significant. Last year’s more than 161 million ride trips on both buses and trolleys was about 14 million shy of the ridership three years earlier.

Construction and traffic congestion also depress bus ridership, but ride sharing is definitely contributing.

“The combination of gas prices and Uber and Lyft give us so much external explanation for what we’re seeing,” Jarrett Walker, a Portland, Ore.-based transit expert who contributed to a redesign of Houston’s bus service, said in a recent interview.

Los Angeles Times

L.A. Metro Wants To Spend \$138 Million On Electric Buses. The Goal: An Emission-Free Fleet By 2030

By: Laura J. Nelson July 21, 2017

Southern California's biggest transit agency retired its last diesel bus six years ago, capping a 15-year process to replace tailpipes that belched black smoke with quieter, cleaner engines powered by natural gas.

Now, Los Angeles County transportation leaders are working toward a bolder goal: buses that don't pollute at all.

The Metropolitan Transportation Authority has begun to plan how to eliminate emissions from its fleet by 2030, a move that will require buying more than 2,300 buses that run on electric batteries or another form of zero-emission power, such as hydrogen.

Metro's ambitious goal, at a time when no other major U.S. transit agency owns more than a handful of battery-powered buses, would make Los Angeles a proving ground for a relatively untested technology.

But the 2030 benchmark has prompted some questions from critics about how much Metro should spend on electric buses while the technology is still new and expensive. Supporters have said the agency's investment could help a budding industry that pledges significant air-quality benefits.

"We have two choices," said Metro chairman and Los Angeles Mayor Eric Garcetti, who introduced the 2030 goal. "We can wait for others, and follow, at the expense of residents' health — or lead and innovate, and reduce emissions as quickly as possible. I'd much rather do the latter."

Next week, Metro's directors are expected to approve the first steps toward electrifying the bus fleet. The board will consider a \$138-million proposal to buy 95 electric buses for two lines and to install the charging infrastructure needed to keep them running.

Metro's first electric buses will operate only along the Orange Line busway in the San Fernando Valley and in the 29-mile Silver Line along the Harbor and San

Bernardino freeways, officials said. Both routes will be equipped with charging stations where buses can “top off” if they run low on power.

Converting the Orange and Silver lines to electric power will be a leap of faith for some Metro employees, who wrote in a recent report that zero-emission buses today pose “significant risks to service and operation.”

Though their batteries have grown lighter and more efficient, electric buses still can’t travel as far as their natural gas-powered counterparts, which often run more than 400 miles on a single tank.

“We have a high degree of confidence that with today’s technology, on those two lines, we’ll have great service,” said John Drayton, Metro’s director of vehicle technology. “But going forward, we want to see this technology improve a bit more.”

Historically, transit officials have been skeptical of technology that could interfere with providing reliable, safe service, said Joshua Shaw, the executive director of the California Transit Assn., a Sacramento-based trade group.

“Our industry is conservative in the sense that every morning, we have to have the buses out of the gate on time to serve people,” Shaw said. Officials with reservations, he said, see that electric buses “have emission benefits, but might break down more frequently, or have a net gain on operating costs.”

Each year, Metro replaces about 7% of its bus fleet, which is the nation’s second largest after New York’s. To meet Garcetti’s goal of a zero-emission fleet by 2030, the agency will need to start buying about 200 electric buses annually starting in 2019, officials said.

By then, Drayton said, Metro will need to see an array of electric buses with a top speed of 65 mph and a range of at least 250 miles. Those features are required to handle the demands of Metro’s workhorse local and rapid routes, which often require vehicles to stay in mixed traffic for 20 hours without refueling.

“One of my nightmare scenarios is if we had to put chargers all across L.A. County,” Drayton said. “How would you even approach that?”

In the next two years, Metro will plan how to upgrade the wiring to accommodate higher wattages at stations and bus yards where the vehicles would recharge, and evaluate how those costly improvements would be funded.

Currently, each electric bus costs at least \$200,000 more than its natural-gas counterpart. That figure does not include infrastructure upgrades and charging stations, costs that Garcetti said could be paid by the companies providing the buses.

Garcetti said electric buses will become cheaper than their gas counterparts some time in the next decade, and that Metro's transition to zero-emission buses could happen "much more quickly" than 2030.

Still, Metro Chief Executive Phil Washington said, the hope is that Metro can transition to electric power without retiring natural-gas buses that could still run for several more years. Typically, the agency's buses stay on the road for about 14 years.

In the long term, Garcetti said, the higher start-up costs will be worth it. In addition to the air pollution benefits, he said, the streets will be quieter.

Metro has proposed a budget of \$72 million for replacing the Orange Line's buses. That includes \$51 million for 35 electric buses from New Flyer of America Inc., and \$7.8 million for charging stations at both ends of the line. The route should be fully electric by 2020, officials said.

Similar changes to the Silver Line will cost almost \$66 million, officials said. That figure includes buying 60 electric buses from BYD, installing chargers along the route, and updating wiring to handle higher wattages. The line should be finished by 2021, officials said.

Metro's first major electric bus purchase would represent less than 5% of the agency's fleet, but would at least double the number of electric buses in use in California — a "momentous market adjustment," Shaw said.

"Everybody will be looking to L.A. as the chance to learn, for better or worse, what the implications are," Shaw said.

Advocates have urged Metro to invest in electric technology not only to reduce transit emissions, which are responsible for a fraction of the transportation sector's harmful pollutants, but to encourage the trucking and freight industry to make the same change.

"You need to treat your role as a proving ground for durability, reliability, cost and other factors for the heavy-duty industry generally — not just for your fleet," said

Denny Zane, the executive director of the nonprofit organization Move L.A., at a recent Metro meeting. “This is a much bigger issue to ponder.”

Gas stakeholders have urged Metro to adopt a new engine technology they call “near zero,” which runs on renewable natural gas. Installing those engines would provide more immediate air quality benefits, they said.

“We do have concerns about the board entertaining policy that’s based on mandating a technology in a set number of years before they’ve really tested that technology,” said George Minter, a regional vice president at the Southern California Gas Co.

Garcetti said he would not include the “near zero” buses in his 2030 policy, but said they could be a stopgap solution for the next 13 years.

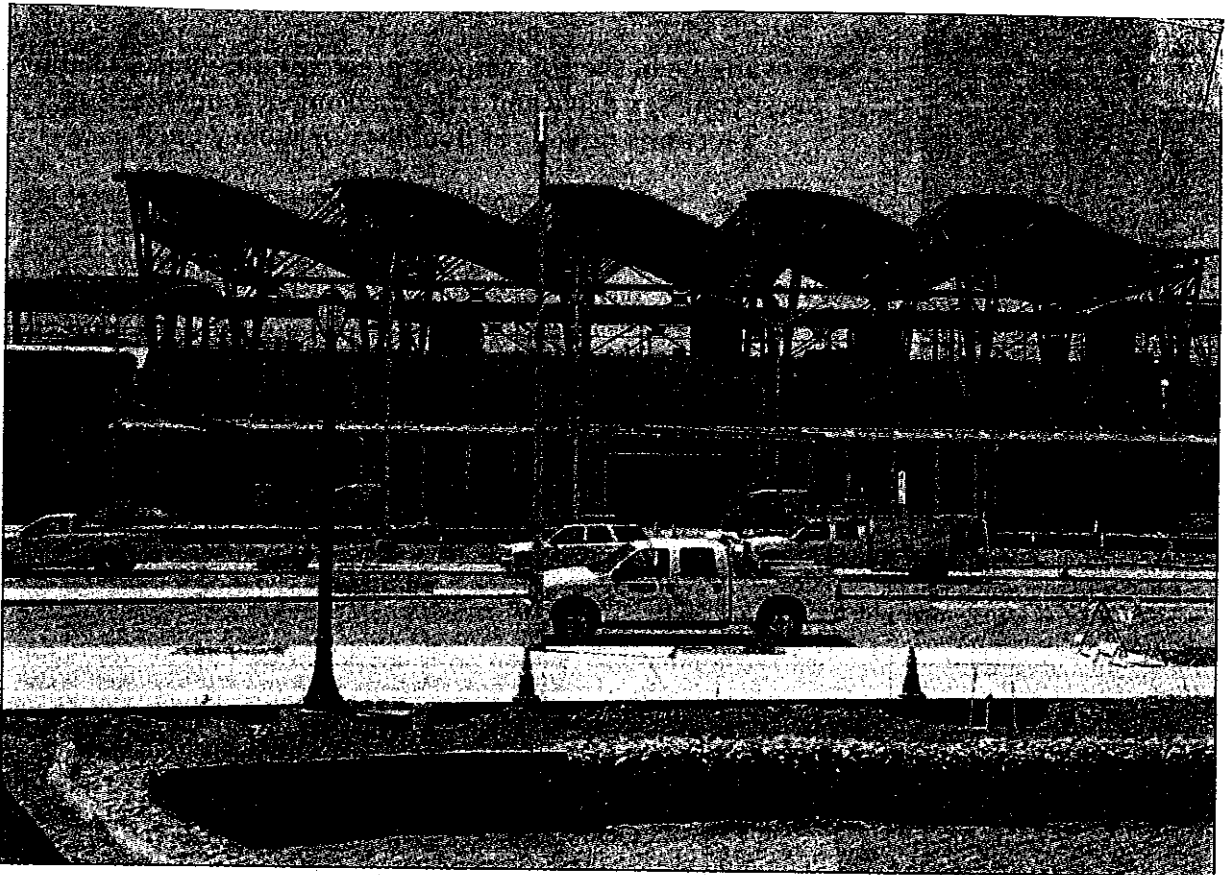
Gas advocates have also said Metro will charge bus batteries using electricity from the Los Angeles Department of Water and Power, which still draws some energy from coal-fired power plants. The city has said it hopes to eliminate coal from its power mix by 2025.

What both sides agree on is that the concerns over new engine technology are nothing new. When Metro first purchased compressed natural gas buses in the 1990s, they cost \$50,000 more than diesel vehicles, and the agency paid steep fees to install gas compressors in bus yards.

Early on in the push for natural gas, the gas tank in one of Metro’s first natural-gas buses exploded during a refueling. No one was injured, but Metro pulled all the buses from the road for a month.

Tuesday, July 18, 2017 » MORE AT [FACEBOOK.COM/SCSENTINEL](https://www.facebook.com/scsentinel) AND [TWITTER.COM/SCSENTINEL](https://twitter.com/scsentinel)

TRANSPORTATION



KARL MONDON — BAY AREA NEWS GROUP

Work continues on BART's Berryessa Station in San Jose on Monday.

Berryessa BART station sparks transit village plans

Offices, grocery, restaurants, shops planned nearby

By George Avalos
gavalos@bayareanewsgroup.com

SAN JOSE » The future Berryessa BART station in San Jose has sparked plans for a full-fledged transit village where 10,000 or more office workers could be employed and walk, cycle, or speed to their jobs on the rapid-transit line.

Office towers, a grocery store, restaurants, shops and thousands of homes are being planned next to the BART Berryessa station in northeast San Jose, as part of the Market Park San Jose transit village that is beginning to rise at the Berryessa Flea Market site.

Market Park could foreshadow a vast transit village that's being planned by Google and its development partner, Trammell Crow, near downtown San Jose's Diridon Station and the SAP Center. The Ber-

ryessa complex also offers fresh evidence that a growing number of transit villages could sprout adjacent to some existing and future transit hubs around the Bay Area.

The most recent transaction to push forward the transit village effort was the purchase by Western National Group of 6.5 acres from Berryessa Properties, the realty firm controlled by the owners of the flea market, said Ralph Borelli, chairman of realty firm Borelli Investment Company, which arranged the property deal. The flea market land is being sold off in chunks and the operation is expected to eventually be shifted to another site in San Jose, such as the Santa Clara County Fairgrounds. "The goal is a transit-oriented development at Berryessa," Borelli said. "When you add it all up, there will be 3,500 housing units, retail, a grocery store, and a couple

million square feet of offices at the BART station, with connections to the Coyote Creek trail."

The BART Berryessa station is due to open by year's end near the corner of Berryessa Road and Lundy Avenue. When it begins operating, people who use that station would be a one-hour train ride away from San Francisco's Financial District. "We look forward to creating a vibrant, pedestrian-centric urban village by leveraging the Berryessa BART station to spur private investment in retail, housing and office development surrounding the station," San Jose Mayor Sam Liccardo said.

Five office towers of 10 or 12 stories are being planned in a strip along the BART tracks south of Berryessa Road. The offices would total 1.5 million to 2 million square feet. About 7,500 to 11,000 people could work in the Berryessa village with di-

rect links to communities as far away as Pleasanton, Oakland, San Francisco and Pittsburg.

"We hope there is a big corporate user out there that recognizes what we are accomplishing here," Borelli said. "The offices are an exciting new element."

The office buildings wouldn't be constructed on a speculative basis without pre-committed corporate occupants, he said.

"We would offer to do a build-to-suit if we got a company that wanted to take one or more of the five office buildings," Borelli said. Mayor Liccardo and city staffers urged the property owners and Borelli to craft a major office component as part of the project. "The BART sites are precious," said Stephen Levy, director of the Palo Alto-based Center for Continuing Study of the California Economy. "Transit villages are what's happening."

WHERE PUBLIC TRANSPORTATION GOES
COMMUNITY GROWS

Multi-Modal Transportation = Freedom To Choose

Jul 12 2017



Some Americans believe public transportation is only for people who can't drive. Nothing could be further from the truth.

Today, millions of Americans choose to ride public transit, often combining it with other forms of transportation, such as cars and bikes, to get where they need to go as comfortably and cost-effectively as possible.

Notably, surveys show Millennials favor cities with public transportation because it gives them the freedom to live without a car. In one survey of Millennials, 80 percent said access to public transportation was "very important" when they considered where to live, while 78 percent ranked access to public transportation as more important than other workplace amenities, such as access to a gym, cafeteria, or coffee bar.

Why Americans Choose Public Transit

According to a 2015 survey, top reasons people choose to ride public transit include:

- Cost-effectiveness
- Productivity or relaxation
- Convenience
- Reduced carbon footprint
- Faster than driving
- Safety

Public transit also supports an active lifestyle. Many people today are multimodal travelers, combining walking, bicycling, rideshare services, and public transportation to get to their destinations. Even those who drive are more frequently choosing also to use public transportation, leaving their cars at park & rides and letting the bus or train get them through the worst of the traffic in their area.

Research also shows a great many Americans — 80 percent — would choose to ride buses and rail more often if service were more frequent or more accessible in their area. While many systems around the country have added new lines and services in recent years, there also is a nearly \$90 billion backlog of needed maintenance and upgrades.

As much as anything, public transportation gives Americans more freedom to choose — how they travel, where they live and work, to remain independent when they can't drive, to reduce their individual impact on the environment or their living expenses, and much more. Investing in public transportation as part of a comprehensive, multi-modal transportation system just makes sense for Americans from all walks of life.



Study: 'Buy America' Rules Raising Costs For US Transit Systems

By Melanie Zanona - 07/07/17



© Greg Nash

Federal requirements to buy American-made products may be forcing some U.S. transit systems to spend more money, according to a new study from a center-right think tank.

The American Action Forum (AAF) released research Friday that found “Buy America” rules for Federal Transit Administration (FTA) grants could be raising procurement costs in some areas.

Washington’s beleaguered Metrorail system, according to the study, could have saved \$700,000 on each of its 7000-series rail cars if it was able to purchase new cars at the price they cost overseas.

President Trump has repeatedly promised that his policies, including his massive infrastructure proposal, would require companies to buy and hire American.

The study could give new ammo to congressional opponents worried that Buy America rules would create an unfair system of winners and losers by denying federal funds for certain companies.

House GOP leadership stripped similar requirements from a water infrastructure bill last year.

“The benefits of Buy America/American policies are likely overstated, and they are, at least partially, responsible for higher infrastructure costs,” the think tank report said. “When comparing the metro car procurement costs in the U.S. to notable foreign systems, the U.S. is clearly more expensive.”

Rolling stock, which includes buses, vans and railcars, must have 60 percent of its components from American sources under current federal requirements. That percentage is set to increase to 70 percent by 2020 under a highway bill Congress passed in 2015.

The FTA can waive Buy America requirements if it is not in the public interest, the products are not available domestically or if it would cost at least 25 percent more than the foreign product.

But waivers for rolling stock are not generally issued by the FTA, even if the price-differentials are greater than 25 percent, because the 60 percent domestic content requirement is already considered a form of a waiver.

The AAF study claims that Buy America requirements are contributing to higher transit costs in the U.S., and questions whether the policy outweighs the economic costs.

The study also points out that Buy America doesn't always benefit U.S. companies or workers, since oftentimes the contracted company is a subsidiary of a foreign company. Boston's new metro cars, for example, will come from a subsidiary of CRRC, a Chinese-owned train manufacturer.

However, the study also notes that Buy America isn't the only factor that may be contributing to higher U.S. infrastructure costs.

“Because the procurement process of metro cars in the U.S. tends to favor large procurements in a short amount of time, there are also startup costs baked into the contracts (since new manufacturing plants may need to be built), as well as baked in risk costs for the volatility of materials prices,” the study says.

Keolis Launches Electric Autonomous Shuttle Pilot In Paris Business District

Posted on July 6, 2017



Keolis started shuttle services of three electric autonomous vehicles, developed by Navya, in the La Defense Paris business district, which will run until the end of the year. The service will provide a new “first and last mile” mobility solution for the 500,000 people travelling to and from La Defense every day. The free shuttles will service key sites along a pedestrian-only esplanade, and are accessible to passengers with reduced mobility.

The aim of the trial is to test these vehicles under realistic operating conditions. While Keolis and Navya have already been trialing the shuttles in Lyon, France since September 2016, this is the first time that these vehicles will operate on a public road without personnel on-board.

Each shuttle can accommodate up to 15 passengers. Keolis has already identified a range of sites where these vehicles would be ideal for use including airports, hospitals, university campuses, tourist attractions, industrial sites, and shopping centers. While the shuttle can travel at up to approximately 13 miles per hour, in a pedestrian and densely populated area like La Defense, the shuttle will run at an average speed of approximately four miles per hour. The three shuttles will run seven days a week, including public holidays. During peak hours, shuttles will depart every 10 minutes and every 20 minutes in the off-peak periods.

A number of other autonomous vehicle trials are already planned in the coming months in the Greater Paris region, including in the Bois de Vincennes, east of Paris. If these trials are successful, this shuttle service could become a permanent mobility solution in the region, with additional services and the creation of new lines. Internationally, Navya's autonomous, electric shuttles have already been trialed in Las Vegas in January 2017 and will soon be tested in Terrebonne, Canada; Victoria, Australia; and Aalborg, Denmark. Keolis is also currently working on 10 different autonomous vehicle projects across the world.

Keolis has partnered with Navya since 2016. In October 2016 it became a minority shareholder of Navya.

Equipment World's Better Roads

California's Low Carbon Transit Program Provides \$34.5 Million To 125 Projects

By: Chris Hill | July 5, 2017



The California Department of Transportation (Caltrans) reports the Low Carbon Transit Operations Program is providing \$34.5 million to fund 125 local projects aimed at reducing greenhouse gas emission and improving public transportation sustainability.

“This program is one of the methods Caltrans is using to help the state meet its ambitious goals to address climate change,” says Caltrans Director Malcolm Dougherty. “Building a more sustainable public transportation system involves not only making it more climate friendly, but also more efficient and affordable to more Californians.”

The Low Carbon Transit Operations Program is funded through the California Air Resources Board's Cap-and-Trade Program auction proceeds into the Greenhouse

Gas Reduction Fund. Caltrans says the projects are part of the California Climate Investments.

A few of the local projects include:

- **Expanded Service on the 9R:** \$3,764,725 to the San Francisco Municipal Transportation Agency to expand transit service on Route 9R San Bruno Rapid Line, increasing mobility and encouraging a greater use of transit.
- **New Gold Line Foothill Extension Operations:** \$5,977,936 to the Los Angeles County Metropolitan Transportation Authority to add service to six new stations that extend light rail transit service in the San Gabriel Valley.
- **Metro Gold Line Foothill Extension Phase 2B:** \$683,459 to the San Bernardino County Transportation Authority to extend the Metro Gold Line light rail service from Azusa in Los Angeles County to the Montclair Transcenter in San Bernardino County. The project would improve mobility and access within the corridor by providing fast, convenient and reliable transit service.
- **Modesto Downtown Transit Center:** \$255,849 to the City of Modesto to improve the Downtown Transit Center to increase the safety and comfort of Modesto Area Express public transit customers.
- **Watsonville Zero Emission Replacement Bus:** \$243,290 to Santa Cruz Metropolitan Transit District to purchase one zero-emission, battery-electric public transit bus and related charging infrastructure to replace one diesel-fueled bus. This project will benefit the disadvantaged communities within Watsonville by reducing environmental impacts associated with public transit buses operating in the community.

THE HILL

US: GOP Chairman: Trump's Infrastructure Plan May Slip to Next Year

By: Melanie Zanona On Jun 29, 2017



Sen. John Thune (R-S.D.), chairman of the Commerce, Science and Transportation Committee said Trump's infrastructure plan may not happen until next year. Photo credit: U.S. Senate

Congressional work on President Trump's \$1 trillion infrastructure package may slip to next year, a Republican chairman said Thursday.

Lawmakers are facing a pile of other priorities, while the White House has yet to unveil formal legislative text for its massive rebuilding proposal.

"They're supposedly going to submit some sort of plan in the fall, so we'll see," Sen. John Thune (R-S.D.), chairman of the Commerce, Science and Transportation Committee, told reporters. "We're sort of waiting on the administration to tell us what it is exactly they want to do."

“That ... would be an interesting debate and discussion, which might spill into next year,” he added.

The administration has been eager to show progress on Trump’s ambitious effort to upgrade U.S. roads, bridges and airports. The White House launched a weeklong “infrastructure week” initiative earlier this month to ramp up support for the rebuilding proposal and offer new clues about the plan.

But before lawmakers can move on to the infrastructure package, they still need to tackle healthcare and tax reform – two major Trump priorities that are shaping up to be a heavy lift.

Meanwhile, Congress will also be consumed with several "must-pass" bills over the next few months, including measures related to aviation, the debt ceiling and government spending.

“I look at the calendar and realize how hard it’s going to be to transact major legislation that requires a good amount of floor time,” Thune said.

MASS TRANSIT

Survey: Americans Continue to Support Higher Gas Taxes, Especially for Maintenance

Source: Mineta Transportation Institute (MTI) Jun 28, 2017

Americans are willing to pay more at the pump in taxes if the revenue is used for specific transportation purposes, according to the results of a new Mineta Transportation Institute national telephone survey. The report, *What Do Americans Think About Federal Tax Options to Support Public Transit, Highways, and Local Streets and Roads? Results from Year Eight of a National Survey*, reveals that more than twice as many Americans would support a 10¢ gas tax increase dedicated for road and highway maintenance as would support that same tax increase if the money were dedicated for unspecified transportation purposes.

The survey is year eight of an annual series that asks the same questions each year. This year's results continue the trend that shows that support for raising gas taxes is growing.

The study, available for free PDF download at <http://transweb.sjsu.edu/project/1728.html>, was conducted by Asha Weinstein Agrawal, PhD, and Hilary Nixon, PhD.

"The U.S. transportation system requires critical – and expensive – system upgrades," said Dr. Agrawal. "This survey shows that a supermajority of Americans support a federal gas tax increase if the revenue is dedicated to maintaining streets, roads, and highways."

Key 2017 findings related to increasing taxes include:

- Seven of the ten transportation tax options tested had majority support.
- Linking tax increases to safety, maintenance, or environmental benefits increased support by at least ten percentage points among almost every sociodemographic group.
- Support levels varied considerably by the type of tax. When taxes were described with no information other than the tax type, a new sales tax was much more popular than either a gas tax increase or a new mileage tax.

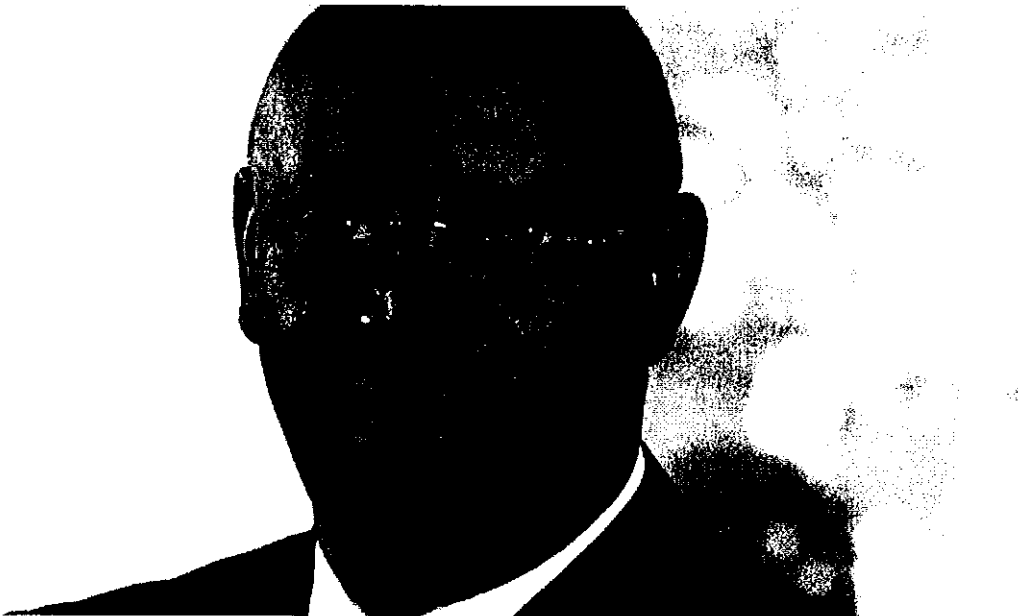
Key 2017 findings specific to public transit include:

- A large majority (83 percent) said that expanding and improving transit services in their states should be a high or medium government priority.
- Only 58 percent of respondents knew that fares don't cover the cost of transit, and only 41 percent knew of the federal government's role in funding public transit.
- More than two-thirds (68 percent) supported spending current gas tax revenues on transit, and 48 percent supported increasing gas taxes to improve transit.

Former AC Transit Finance Chief Convicted of Stealing \$500K From Church

By Bay City News

Published 6/26/17



actransit.org

Lewis G. Clinton, Jr.

Former Alameda-Contra Costa Transit chief financial officer Lewis Clinton was convicted Monday of four counts of grand theft and other charges for stealing more than \$500,000 from one of Oakland's largest and most prominent churches.

Jurors, who deliberated for two days, also convicted Clinton, 60, of tax evasion, money laundering and perjury for taking money from the Allen Temple Baptist Church in East Oakland between April 2007 through February 2013.

Clinton had been free on \$100,000 bail, but after he was convicted, Alameda County Superior Court Judge Scott Patton remanded him into custody, and he's now being held without bail at the Santa Rita Jail in Dublin until he's sentenced on Sept. 8.

Clinton, who had more than 25 years of experience in the financial services industry, headed a foundation the church created to accept philanthropic gifts and was board president of two church-run tax-exempt corporations that provide housing and other services to low- and moderate-income people in Oakland.

THE DAILY CALIFORNIAN

AC Transit To Increase Fares July 1

By [Jamari Snipes](#) | Staff
Friday, June 23, 2017

On July 1, AC Transit will increase the cost of fares and passes for the first time since 2011, according to the AC Transit website.

According to AC Transit media affairs manager Robert Lyles the fare increases are overdue and necessary to prevent bus service interruptions. The fare increases will not affect UC Berkeley students as the increases will not change prices for the EasyPass fee — a fee that provides AC Transit pass discounts for UC Berkeley students.

In 2011, ridership decreased for AC Transit because of unemployment and the costs of keeping the buses operating were “oppressively high.” In spite of these high operational costs and low ridership, the AC Transit board blocked a price increase in light of the recession, Lyles said in an email.

“The Board was keenly aware that any fare increase would be hardest on students, working families, disabled riders and senior citizens,” Lyles said in an email.

Two years later, in 2013, the board once again blocked an increase in fares for youth, seniors and the disabled, according to Lyles.

On July 1, four years after the last block, fares paid with cash will increase for local adult single rides from \$2.10 to \$2.25 and from \$1.05 to \$1.10 for youth, seniors and the disabled.

Fares paid with clipper cards will increase for local rides from \$2.00 to \$2.15 for adults and from \$1.00 to \$1.05 for youth, seniors and the disabled.

“Collectively, the freeze on increased fares has been in place for six consecutive years. In that time, the economy has rebounded, unemployment has been cut in half, yet operating cost continue to rise,” Lyles said in an email.

Youth, senior and disabled monthly passes will increase from \$20 to \$26.50. Local day passes will continue to be \$2.50 for youth, seniors and the disabled. The Adult Local 31-Day Pass will increase from \$75 to \$81.

“The public transportation fares (in Berkeley) are very expensive, having come from New York City, which is a much bigger city,” said Linda Wachspress, a Berkeley resident.

Wachspress expressed that she felt that AC Transit’s increase in disabled price fares is “greedy.”

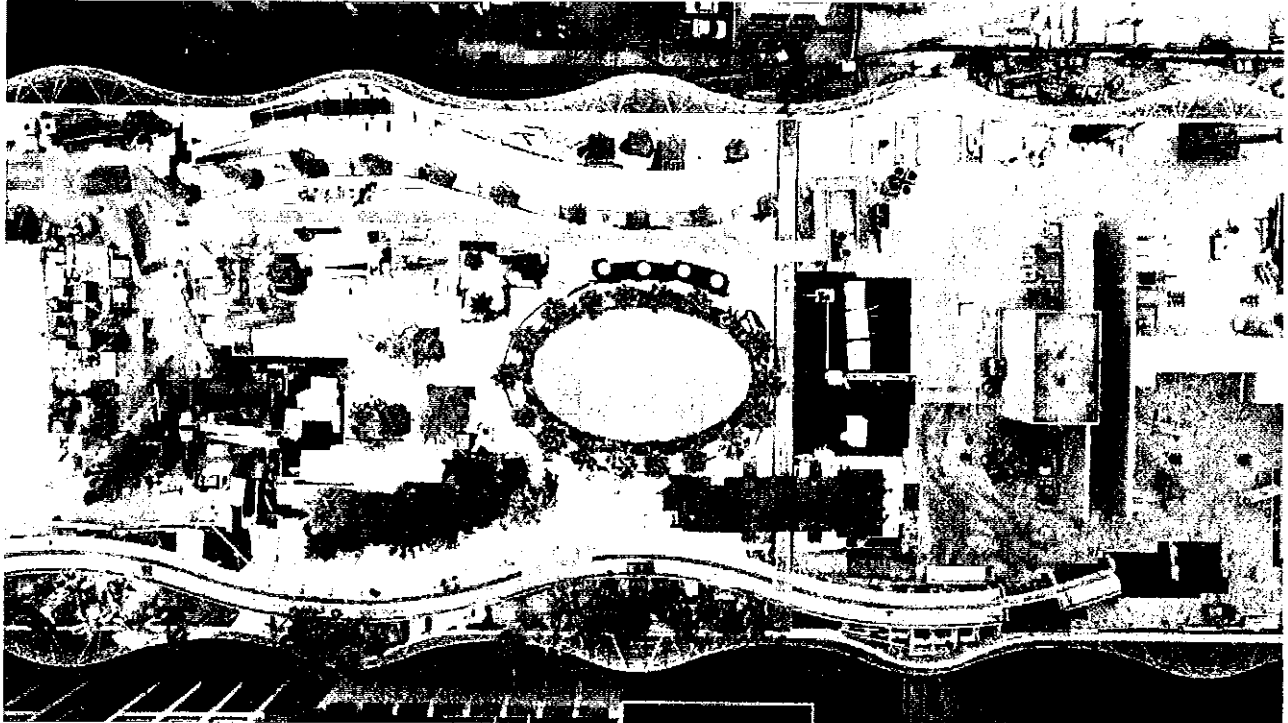
BART spokesperson Alicia Trost said in an email that AC Transit’s increase in fares and passes won’t impact BART, as it has its own fare system. Trost added that it is BART’s policy to raise fares every other year in accordance with inflation and in order to increase predictability.

According to Trost, BART will increase its fares on January 1, 2018, by 2.7 percent.

On Thursday, BART approved an additional payment of \$0.50 for fares paid with paper tickets to encourage Clipper card use.

Transbay Transit Center: Everything You Need To Know About It

BY ADAM BRINKLOW JUN 21, 2017, 11:33AM PDT



Photography by Patricia Chang

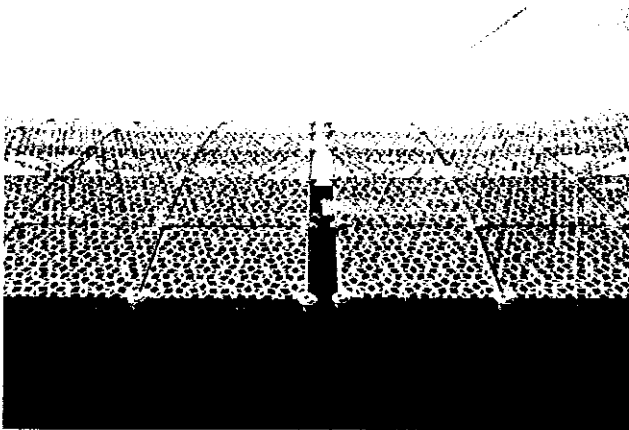
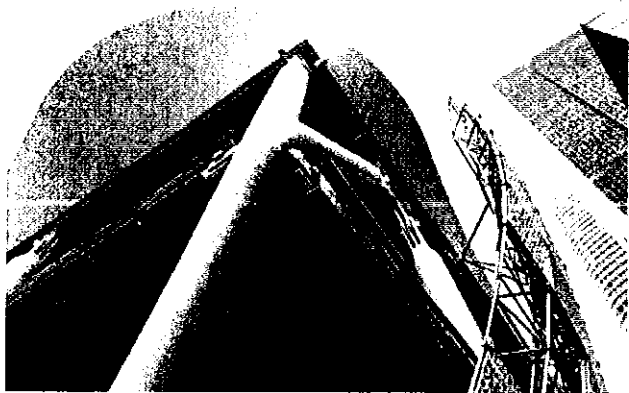
Towering terminus humanizes neighborhood skyline by giving San Franciscans a rooftop park and event space

While the South Beach and Yerba Buena neighborhoods have grown up (and up, and up) over recent years, the new Transbay Transit Center—would-be crown jewel of the neighborhood and linchpin of a transportation network that will, should all go according to plan, one day stretch all the way to Los Angeles by rail—has been spreading.

At a modest five stories tall, instead of soaring up it's been growing out, 1,400 feet from one end to the other, like a concrete giant that decided to lie down for a nap between Beale and Second streets.

As such, it's almost impossible to appreciate the scale of the soon-to-be-finished first phase of the building until you step inside, like we did for a hard-hat tour with senior construction manager Dennis Turchon.

It's been Turchon's job to oversee a crew of 700-plus on-site workers putting the pieces together since 2012. Now he's in the homestretch—the first phase of the station must be finished this year.



“It’s a concrete thing now—literally,” he says of watching plans long in the making become real.

The original Transbay Terminal was a Depression-era artifact—and quite a depression piece it was by the end of its life, rundown and seeing only a fraction of its former volume of commuters.

The new project wants to be all things to all people: not just a bus and train station, but also an architectural display far removed from the hunkered-down concrete design of the old building, a treatise on innovation as the planned terminus for the

state's high-speed rail project, a Union Square-grade retail hub south of Market, and a centerpiece for South Beach as a neighborhood.

Or as the city and the Transbay Joint Powers Authority prefer to think of it, Transbay as a neighborhood. "It's an entirely new neighborhood," says facility manager Martha Aragon Velez. "How often does a city get to do something like that?"

If the transit center is going to succeed—not just as a business venture and a way of unifying the pieces of the region's transit needs, but also as a building that confers definition and identity onto the surrounding blocks—its best asset is the PWP-designed park on the roof.

Not necessarily because of the landscape itself (although it is shaping up to be quite lovely), but simply because, as a wide-open perch high above the streets, the park gives San Franciscans a place from which to confront and relate to the changing skyline.

On one end, the Salesforce Tower protrudes audaciously into the sky. On the other, a few blocks away, the Gothic grandeur of the PacBell Building keeps its peace. Between them, San Francisco's past and present spreads out in a panorama of architecture and history.

Critics of the new, taller San Francisco sometimes find its scale disconcerting. "Manhattan was always tall, very antithetical to the idea of San Francisco's connection with nature," Jasper Rubin, chair of Urban Studies at San Francisco State, said of the skyline in 2015.

Indeed, it's easy to feel overwhelmed and intimidated by the scale of new construction from street level.

But from the roof of the transit center, with the skyline spread out like a buffet on all sides, the new scene appears a little more accessible. It's helpful being able to look at the city eye-to-eye again.

Here's a peek at the work still being done, along with everything you need to know about the incoming transportation collaboration over the next six months:

- The substantial completion date for the first phase is December 22, 2017. "But that doesn't mean buses will be running that day," cautions Turchon. Coordinating the comings and goings of all of the transit agencies will take

time in itself, and bus service won't happen until early 2018.

- Though originally budgeted at \$1.9 billion, Turchon tells Curbed SF the final price tag will end up just under \$2.26 billion.
- The entire building will run over 1 million square feet, one-tenth of that consisting of retail space.
- The Transbay Joint Powers Authority, which serves as developer on the project, formed back in 2001, nine years before demolition began on the old Transbay Terminal.
- The original Transbay Terminal dated to 1939. The erection of the Bay Bridge combined with gas rationing during the war made the terminal extremely popular in the 1940s, serving 26 million people annually.
- TJPA calculates that the new Transit Center will service more than 45 million passengers per year, or about 100,000 on an average weekday. All of those people are going to come in via a dozen transit agencies that will connect with the building.
- Note, however, that 100,000 a day is a long-term goal, as some of the relevant agencies won't connect to the station right away. In fact, some—those related to the state's high-speed rail plans—don't themselves even exist yet.
- Agencies include AC Transit, BART, Caltrain, Golden Gate Transit, Greyhound, Muni, SamTrans, WestCAT Lynx, Amtrak, Paratransit, and (fingers crossed) High Speed Rail.
- The 1.3-mile Caltrain extension, bringing peninsula trains downtown instead of to their present Fourth Street terminus, will cost more than the entire first phase of the transit center (\$2.6 billion), and has only just begun preliminary study.
- A planned BART pedestrian tunnel “will connect the east end of the Transit Center's Lower Concourse with the BART/Muni Embarcadero Station” via a block-long passage under Beale Street.

- But those rail-related plans are part of a planned second phase of construction, which hasn't been budgeted or fully planned yet.
- Pelli Clarke Pelli Architects, the firm behind the related Salesforce Tower design, designed the structural element.
- To avoid making transit spaces feel claustrophobic, the design incorporates as much natural light as possible, including the dramatic centerpiece light column. “[Even] on a dark winter day the light reflecting off the awning will light up the bus deck,” Turchon says, noting that the qualities of the light change distinctly with each season.
- The design of the lacy awning surrounding the building (crews were preparing to install the final elements during our visit) borrows from geometric formulas of British mathematician Roger Penrose.
- And it also takes on the character of the surrounding neighborhood. “It looks like it’s changing colors, because it’s reflecting the buildings around it,” Turchon points out.
- The rooftop park is 5.4 acres, and measures some 1,400 feet from one end to the other.
- On top of green space, the park will include restaurants, a cafe, a playground, and an amphitheater for rooftop concerts and live performances.
- Also, roughly 470 trees will be added. Turchon’s favorite: monkey puzzle.
- Piling mountains of soil on top of a building like this wouldn’t be seismically sound, so inflexible building foam makes up most of the park’s foundation.
- However, as Turchon pointed out, the trees need a base of real soil around their roots too, to keep water and nutrients from escaping.
- TJPA anticipates that the entire project will create 27,000 regular new jobs in the city.
- Transbay jobs related to transit center operations will run up a bill of some \$20 million per year, according to the *San Francisco Chronicle’s* Matier and

Ross. “We expect to have an operating deficit” at first, TJPA executive director Mark Zabaneh told the paper.

- But Transbay facility manager Martha Aragon Velez says she remains optimistic about filling retail space quick enough to fund building operations. “There’s only a 1 percent vacancy rate on this side of Market,” she told Curbed SF. “That shows a lot of pent-up demand.” Retail analysts Kidder Mathews estimated 1.8 percent retail vacancy citywide at the end of 2016.
- All told, workers in 41 U.S. states have contributed something to the building, mostly via manufacturing. (The only states left out: South Dakota, Vermont, Maine, Montana, Wyoming, Virginia, Mississippi, Hawaii, and Alaska.)
- The two 134-foot, 670,000-pound cranes used during the major construction themselves took two days to build from more than 100 pieces each.
- Digging took up over a third of the construction time, from December 2011 to February 2014. More than 640,000 cubic yards of material came out of the ground.
- The excavation went so deep that it dug down to the “Old Bay Clay” level of strata, the 130,000-year-old blue-green soil deposits that predate the last Ice Age.
- Archaeological digs underneath the site revealed a variety of Gold Rush artifacts, including a surprising number of creepy broken dolls.
- Also unearthed: The 13,000-year-old tooth of a Colombian mammoth, now part of the California Academy of Sciences collection.
- Almost all of the concrete from the destroyed original terminal ended up recycled.
- A four-story, human-like statue built from leftovers from the old station was planned, but had to be scrapped as it ended up over budget.

- The center features a mini eastern span of the Bay Bridge, which can be seen from Howard Street between Second and First.
- Residential tower 181 Fremont, featuring a \$42 million penthouse, will open sometime in 2018.
- A movement is afoot to change the Transbay Transit Center's neighborhood from Yerba Buena/South Beach to the East Cut.