



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
CAPITAL PROJECTS STANDING COMMITTEE AGENDA
REGULAR MEETING
APRIL 26, 2017 – 10:00 AM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

The Capital Projects Standing Committee 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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COMMITTEE ROSTER

Director Ed Bottorff
Director Cynthia Chase
Director Bruce McPherson

City of Capitola
City of Santa Cruz
County of Santa Cruz

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

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MEETING TIME: 10:00AM

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 ADDITIONS OR DELETIONS FROM AGENDA / ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

4 COMMUNICATIONS TO THE CAPITAL PROJECTS STANDING COMMITTEE

This time is set aside for Directors and members of the general public to address any item not on the Agenda, but which is within the subject matter jurisdiction of the Committee. Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Committee, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

5 APPROVAL OF APRIL 10, 2017 CAPITAL PROJECTS STANDING COMMITTEE MEETING MINUTES

6 ORAL PACIFIC STATION UPDATE

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

7 AUTHORIZATION TO PROCURE AND INSTALL ONBOARD BUS AND PARATRANSIT SECURITY SURVEILLANCE EQUIPMENT AND THE ADOPTION OF A USE OF ELECTRONIC MEDIA POLICY AND A REVISED USE OF VIDEO SURVEILLANCE POLICY

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

8 5339B (BUS & BUS FACILITIES) & 5339C (LOW OR NO EMISSION BUS PROGRAM) COMPETITIVE PROGRAMS PROPOSAL

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

9 CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION

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

10 ADJOURNMENT

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



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
CAPITAL PROJECTS STANDING COMMITTEE MEETING MINUTES
APRIL 10, 2017 - 2:00 PM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

The Capital Projects Standing Committee convened a meeting as referenced above. The 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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COMMITTEE ROSTER

Director Ed Bottorff	City of Capitola
Director Cynthia Chase	City of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

MEETING TIME: 2:00PM

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
Meeting was called to order at 2:10PM by Committee Chair Chase.
- 2 ROLL CALL:** The following Directors were **present**, representing quorum:

Director Ed Bottorff	City of Capitola
Director Cynthia Chase	City of Santa Cruz
Director Bruce McPherson	County of Santa Cruz

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

Leslyn K. Syren	Contracted Counsel
Erron Alvey	METRO Purchasing Manager

3 ADDITIONS OR DELETIONS FROM AGENDA / ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

4 COMMUNICATIONS TO THE CAPITAL PROJECTS STANDING COMMITTEE Hearing none, the meeting continued to the next agenda item.

5 APPROVAL OF DECEMBER 19, 2016 CAPITAL PROJECTS STANDING COMMITTEE MEETING MINUTES

ACTION: MOTION TO APPROVE THE DECEMBER 19, 2016 CAPITAL PROJECTS STANDING COMMITTEE MEETING MINUTES AS PRESENTED.

MOTION: DIRECTOR McPHERSON SECOND: DIRECTOR BOTTORFF

MOTION PASSED WITH 3 AYES (Directors Bottorff, Chase and McPherson)

6 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

7 RECESS TO CLOSED SESSION AT 2:11PM

8 CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION

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

9 ADJOURNMENT

Committee Chair Chase adjourned the meeting at 3:00PM.

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

Pacific Station Update

Pacific Station Future Planning - April 26, 2017

1. METRO Proposal
 - A. Feasibility Study
 - i. Assumptions
 1. Building over the bus station is too costly to pursue
 2. Planning to assume combined footprint or reconfigured footprint of the current METRO properties (Greyhound lot, bus station tarmac, 920 Pacific buildings along with the City parking lot and any other City controlled property to meet both METRO and City needs
 - a. Could include on street and/or separate downtown parcels
 3. Currently 75 River St. proposal does not meet all METRO program needs
 - ii. Technical Analysis
 1. METRO engage consultant team for 3-6 months (\$50,000 METRO) to:
 - a. Develop concepts with open air bus station adjacent to City mixed-use housing project facing Pacific Ave.
 - b. Re-confirm METRO program of needs (facilities)
 - iii. Consultant Team - economic advisor, bus facility designer, RFP development
 - iv. Product:
 1. Proof of layout concept – alternative concepts
 2. Analysis of business model alternatives and their economic viability
 - a. Includes consideration of potential environmental requirements
 3. RFP development (subject to Go/No Go decision)
2. If METRO/City agree to move forward with concept, next steps:
 - A. Develop principles of MOU to be agreed to between METRO/City before interagency negotiations and RFP development
 - B. Once MOU Principles set, get sign off from METRO Board, City departments and Council
 - C. City role(s)
 - i. Financial Investment
 - ii. Entitlement process
 - D. RFQ/RFP components
3. Alternative strategy for METRO
 - A. Building renovation with PTMISEA funds as solution for foreseeable future
4. METRO Funding Status
 - A. FTA 5309 funds available - \$200,000
 - B. PTMISEA funds - \$3.25 million (must be spent by 2022). Could contribute to development project and/or other METRO state-of-good-repair projects
5. Environmental Issues
 - A. METRO - Remedial Characterization Work Plan proposal due to County 6/30/17
 - B. Assumes follow-up investigation/identification of mitigation responsibilities
 - C. City – other property assessment(s)
6. Next Steps
 - A. METRO - procure consultant planning services
 - B. METRO/City - report back to Committee within 6 months with Go/No Go recommendation

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DATE: April 28, 2017

TO: Board of Directors

FROM: Alex Clifford, CEO/General Manager

SUBJECT: AUTHORIZATION TO PROCURE AND INSTALL ONBOARD BUS AND PARATRANSIT SECURITY SURVEILLANCE EQUIPMENT AND THE ADOPTION OF A USE OF ELECTRONIC MEDIA POLICY AND A REVISED USE OF VIDEO SURVEILLANCE POLICY

I. RECOMMENDED ACTION

That the Board of Directors:

- 1. Authorize the Purchasing Manager to issue a Request for Proposals (RFP) to procure and install onboard bus and paratransit vehicle security surveillance equipment and for all future bus and paratransit vehicle procurements to include security equipment; and**
- 2. Adopt the new Use of Electronic Media Policy; and**
- 3. Adopt the revised Use of Video Surveillance Policy**
- 4. Authorize the CEO to make future non-substantive changes to these policies from time-to-time.**

II. SUMMARY

- The action will result in the initiation of a procurement to purchase and install security surveillance equipment on Santa Cruz Metropolitan Transit District (METRO) buses and paratransit vehicles.
- The security surveillance equipment will be paid for using METRO's CalOES security funding.
- CalOES funds cannot be used to procure buses or for any non-security use.
- The procurement will result in the purchase of on-board security cameras; video and audio recording equipment; associated support equipment; and monitors.
- Security surveillance equipment will be installed on as many bus and paratransit vehicles as possible, limited only by the pricing achieved through the procurement and by the CalOES funding available.
- Going forward, all new bus and paratransit vehicle procurements will include the purchase and installation of security surveillance equipment.

III. DISCUSSION/BACKGROUND

METRO may be one of the last, if not the last, public transit property in the nation operating without an onboard security surveillance system. Most transit properties recognized the need and value of such systems and started installing them on their buses more than two decades ago.

Also, METRO underwent a California Transportation Development Act (TDA) triennial audit, which was completed in October 2016. One of the audit's recommendations was that METRO prioritize the addition of on-board cameras. In November 2016, the Board of Directors authorized the Board Chair to transmit a letter to the Santa Cruz County Regional Transportation Commission responding to the audit recommendations. The response agreed with the recommendation to prioritize the addition of on-board cameras.

Security surveillance equipment on public transit vehicles is important to the safety and security of METRO's customers and employees and can reduce risk to the agency and exposure to costs. Security surveillance equipment can also be a deterrent to crime; can help mitigate frivolous lawsuits such as fake injuries; and can assist in mitigating driver/passenger disputes. In some instances, the video may prove that METRO was wrong. Such instances may result in reduced defense costs as a result of a more expedient resolution. If a bus operator or paratransit driver is assaulted, the video can be quickly downloaded and useful pictures provided to law enforcement.

A Transportation Cooperative Research Program report (TCRP), Synthesis 38, stated:

"Surveillance systems have been installed in the transit environment for a number of reasons: to improve passenger and employee safety, reduce fraudulent injury claims, mitigate accident and liability claims, and enhance overall security. Specifically, the following applications were cited...

- Crime prevention and response
- Risk management
- Legal evidence
- Response to events in progress
- Customer service
- Employee security and other employee-related issues"

The CEO surveyed twenty public transit properties across the nation and learned that all properties had onboard video surveillance systems; some have had such systems going back as far as 1988. Attachment A reflects authorized quotes in support of on-board security systems from CEOs and key security personnel at various public transit properties across the nation.

Attachment B to this report reflects forty-two incidents that occurred on or near METRO buses in which surveillance video would have assisted. These forty-two incidents occurred between June 28, 2014 and December 6, 2016.

Return on Investment (ROI) or payback: It may be difficult initially to calculate an ROI relative to surveillance technology, the most difficult part being the crime deterrent aspects of the technology. If the technology deterred crime, then the crime did not happen, and therefore the savings to the organization cannot be readily quantified. However, over time the agency may be able to show a decrease in overall crime by comparing the post- versus pre-surveillance equipment environment. Additionally, more readily quantifiable ROI will develop over time as the agency uses video to manage risk and reduce cost exposure, and by more quickly dispensing with frivolous lawsuits.

Finally, as the Board is aware, METRO has an immediate need to replace 61 buses and 8 paratransit vehicles. There may be a question as to why we would place security surveillance equipment on buses that we want to retire. The reality is that there is no short-term expectation that these buses will be replaced. Instead, METRO will gradually replace these vehicles as resources are identified to do so. In the mean time, as noted in this report, METRO will benefit by having the positive aspects of the security surveillance equipment on as many buses and paratransit vehicles as possible. An additional reality is that the current CalOES resources available are not sufficient to equip the entire fleet with security surveillance equipment. Therefore, the oldest bus and paratransit vehicles in METRO's fleet will not receive security equipment until those vehicles are replaced. Further down the road, as METRO replaces the remaining aged vehicles, subject to improvements in technology, METRO will make the best efforts to coordinate moving the security equipment off the retiring vehicle and installing it on a new vehicle, which will have been procured to include pre-wiring for security equipment at a minimum.

Development of Policies

Staff and General Counsel developed the attached Electronic Media Policy, which sets forth the rules and procedures applicable to video/audio surveillance on METRO transit vehicles, and the revisions to the existing Surveillance Policy, which applies to METRO surveillance of non-transit vehicle facilities. The revisions to the existing Surveillance Policy consisted of updates to job position titles and video retention requirements under the law.

Union Communications

1/31/17 – UTU/SMART: Meeting to provide information about the cameras on buses procurement proposal and to answer questions and receive feedback.
3/15/17 – UTU/SMART: Meet and Confer about the draft Electronic Media Policy
4/19/17 – SEIU: Meet and Confer about the draft Electronic Media Policy

The CEO and management will meet with the SEIU one year after camera installation to review the impact of the new surveillance equipment on the workload of the Transit Supervisors, Electronic Technician and the Mechanics.

IV. FINANCIAL CONSIDERATIONS/IMPACT

METRO has and will receive an estimated \$750,000 in Cal OES revenues which, if approved by the Board, will be programmed to this project.

V. ALTERNATIVES CONSIDERED

- The Board could decline to install security surveillance equipment on METRO's bus and paratransit fleet and direct staff to identify other Cal OES qualified security related projects. The CEO does not recommend this alternative. Attachment B reflects numerous incidents that have occurred on or near METRO buses and in which security equipment might have either been a deterrent or could have provided useful information. Additionally, adding on-board cameras is consistent with METRO's response to its TDA triennial audit recommendation.

VI. ATTACHMENTS

- Attachment A:** Quotes from Various Public Transit Properties
- Attachment B:** Incidents On or Near METRO Vehicles
- Attachment C:** Use of Electronic Media Policy
- Attachment D:** Use of Video Surveillance Policy
- Attachment E:** Resolution Authorizing Procurement of On-Board Security Surveillance System and Inclusion in All Future Bus and Paratransit Vehicle Purchases and Adopting a Use of Electronic Media Policy and Revised Use of Video Surveillance Policy


Prepared By: Alex Clifford, CEO/General Manager
Julie Sherman, General Counsel

VII. APPROVALS:

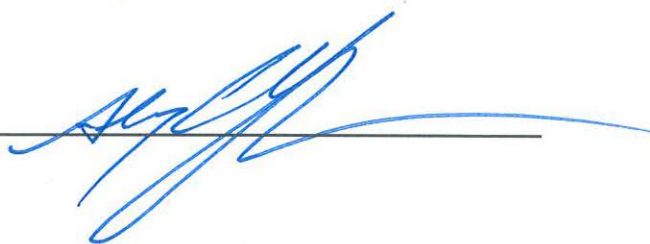
Reviewed as to form:
Julie Sherman, General Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

Quotes from CEOs/GMs and Security Personnel

<p>AC Transit (Alameda-Contra Costa Transit District, Oakland)</p>	<p>The idea of operating a public transit system without onboard CCTV is unfathomable to me. CCTV systems provide a level of security for the customers and protect the district from false and frivolous claims.</p> <p>CCTV camera systems have proven over and over to save millions of dollars in potential claims, aid immeasurably in determining root-cause when investigating accidents and allow us to review any customer service concerns.</p>
<p>AVTA (Antelope Valley Transit Authority) Serving Palmdale, Lancaster & Northern Los Angeles County</p>	<p>Our on-board video system has been valuable in a number of situations including:</p> <ul style="list-style-type: none"> • being able to keep our operators safe – we were able to prosecute a passenger that attacked an operator; • prove that our operators were not “at fault” in accidents; • enforcing fare evasion; • developing safer on street operations by using video to analyze operations through particularly busy traffic areas (geofencing); and, <ul style="list-style-type: none"> • Provide video to law enforcement for accidents not involving our vehicles, apprehension of suspects, among others.
<p>Cherriots (Salem Area Mass Transit District AKA Salem-Keizer Area Public Transit)</p>	<p>The utilization of video systems on-board our fleet is invaluable to our loss control efforts. Countless times the video footage attained has prevented liability for costly claims saving our agency thousands of dollars a year. The video system also provides a considerable level of deterrence, decreasing the occurrence of security events and fraudulent claims.</p>
<p>Community Transit (Snohomish County, WA) Serving Seattle metropolitan area, excluding Everett City</p>	<p>The primary use of this system is for the safety and security of our employees and our customers. The video system has proven to be critical in investigating accidents, claims, and security events.</p>
<p>DART (Des Moines Area Regional Transit)</p>	<p>I cannot fathom doing my job without them. Video is an invaluable tool for so many reasons: as a training tool for showing operators what to do and what not to do from “real world” situations in their buses and city. We had a rash of passenger falls on buses and once I should video</p>

Attachment A

<p>Authority)</p>	<p>of those falls at a couple of safety meetings and showed the operators what happens to passengers during a fall, the number of operator induced passenger falls has dropped dramatically. We share our video with law enforcement, the schools we provide service to, our attorneys, and insurance company and it goes with saying how much the video helps in determining accident liability, operator driving and customer skills issues, and passenger criminal conduct.</p>
<p>ECCTA (Eastern Contra Costa Transit Authority)</p>	<p>Our camera systems have been GREAT. At first the operators were slightly uncomfortable but they quickly realized that the cameras become their witness when a passenger makes unwarranted complaints. It has also been effective when claims are made – my favorite is a bicyclist that claimed we hit him. The camera clearly shows we did not – he fell into a hole. Another time a woman hit our stationary bus with her mirror (one of those expensive kinds with a camera) and claimed WE hit her – the video proved otherwise.</p>
<p>Fresno (Fresno County Rural Transit Agency)</p>	<p>Litigation and allegations are almost 100 % eliminated by the use of the camera system. One lawsuit will pay for the system. We also have live feed (real time) capability which is great to see what is going on in the buses.</p>
<p>GCRTA (Greater Cleveland Regional Transit Authority)</p>	<p>“The cameras have controlled our expenses from a liability standpoint, because when there is an incident, chances are that the video shows that our operators acted appropriately. The cameras have also helped to hold our employees accountable when we are wrong. In our newest buses, we added an interior monitor that rotates through the view from the interior cameras to visually show our customers that their actions are, in fact, being recorded. The hope is to encourage better customer behavior while on the buses.”</p>
<p>Hampton Roads (HRT) (Hampton Roads Transit) Serving Southeastern</p>	<p>HRT’s mission is to serve the community through high quality, safe, efficient and sustainable regional transportation services. Onboard video surveillance cameras give our Operators and patrons the assurances that HRT is doing everything in our power to provide a high level of safety and security. These cameras have also given HRT a powerful tool to utilize in the event of</p>

Attachment A

Virginia	litigation.
Riverside (Riverside, CA)	<p>The original intent of these cameras was to assist with customer complaint investigations and to provide video evidence for accident and injury investigations.</p> <p>We learned quickly that the cameras went beyond their intended purpose. They did provide impartial evidence for investigating customers' complaints, accidents, vandalism, and injury investigations. In the many cases the cameras exonerated the operators and defended the Agency against false claims. The cameras also provided evidence that showed when a customer suffered an injury onboard a bus, then helped us prevent similar injuries after we reviewed the unsafe condition.</p> <p>However, the cameras went beyond helping RTA. It wasn't long before local law enforcement began asking for video clips from the cameras to assist with their efforts. Law enforcement agencies used our video clips to assist with their investigations of hit and run accidents, shootings, and road rage crimes that occurred near our buses. Several years ago in San Jacinto the outward facing video on our bus was used in a criminal trial to convict a woman of manslaughter in a road rage crime, our bus happened to be nearby and recorded the incident. Last week a fatality hit and run accident in the City of Riverside was captured by traffic cameras and also by RTA's bus cameras. Although not cited in this article, the Riverside Police Department obtained a copy of our bus video of this accident to help determine fault: http://www.pe.com/articles/crash-820502-killed-dec.html.</p> <p>Last month, the cameras helped find a runaway youth in the City of Wildomar. The young teen was supposed to travel from school to home via an RTA bus.</p> <p>We were able to track her travel as she rode our buses through Southwest County. This video breadcrumb trail helped reunite her and her parents.</p> <p>The cameras assist RTA's administration by providing video of onboard activities and just as important they help the communities we serve in more ways than we expected</p>

Attachment A

<p>SM Transit (Sierra Management Transportation) Porterville, CA</p>	<p>“To ensure a safe environment, reduce liability, and combat fraudulent claims, Porterville Transit has security cameras throughout our system. Every fixed route bus and paratransit vehicles are equipped with cameras, audio recorders, and automatic vehicle locating systems. In addition, our downtown Transit Center is equipped with 20+ cameras, both on the inside and outside. The safety and security of our customers and employees is important to us and will continue to invest in this equipment.”</p>
<p>Sunline (Sunline Transit Agency) Serving Coachella Valley, Riverside County, CA</p>	<p>The use of on-board video surveillance is critical in providing rider and employee safety. It also has been instrumental in assisting SunLine in determining liability and protecting the Agency from false claims. We have used the footage to help local law enforcement for both incidents on our buses and those that our cameras capture while in service. Our passengers expect that we procure and institute the latest technology, especially those that enhance safety and security.</p>
<p>VTA (Valley Transit Authority)</p>	<p>“The security camera systems on VTA buses have been a great tool as a deterrent to vandalism as well as for incident and accident investigation.”</p>
<p>VVTA (Victor Valley Transit Authority) Serving Victorville, Apple Valley and surrounding communities</p>	<p>“VVTA has been a strong supporter of using security cameras on our coaches since 2007. They are most helpful in monitoring passenger behavior and investigations of accidents. The local sheriff’s department has come to count on them for investigations that go beyond what happens just on our buses. For instance, there was a situation where a woman was attacked in a field near 1 of our bus stops / routes. The sheriff department used our video to try to identify the assailant. We often use the videos to corroborate passenger complaints about drivers. However in many instances the video has proved that the writer’s complaint was invalid or misdirected. One thing we have initiated is a camera focused on writers boarding the buses with the video monitor just above the driver’s area with a sign that states something to the effect that for your safety you are being video recorded while on this bus. We have found this to be an excellent deterrent to unwanted passenger behavior.”</p>

Attachment B

Incidents on or near METRO vehicles

Occurrence Report	Date of Incident	Type of Incident
SC 06-14-20	6/28/2014	Other: assault on bus operator
SC 06-14-21	6/29/2014	Other: passenger verbally abusive with other passengers
SC 08-14-02	8/6/2014	Other: Passenger attempted to assault other passenger
SC 08-14-15	8/23/2014	Other: assault on bus operator
SC 09-14-03	9/4/2014	Other: passenger assaulted operator
SC 09-14-09	9/13/2014	Other: verbal assault on employee
SC 09-14-17	9/23/2014	Other: passenger verbally abusive with operator
SC 11-14-10	11/6/2014	Other: intoxicated passenger became aggressive with operator
SC 02-15-14	2/22/2015	Other: Passenger was yelling at Operator. Operator went to call into dispatch when Passenger hit operator in head with bag.
SC 03-15-12	3/15/2015	Other: Adult male behaving aggressively and pushed Operator. No Injuries
SC 04-15-11	4/12/2015	Other: Passenger had complaints of a younger male touching her leg on the bus. Fultz was informed to call the police on the incident. No injuries.
SC 04-15-27	4/27/2015	Other: Man who refused service kicked and broke paneling on door. Was apprehended in the by the police.
SC 07-15-04	7/6/2015	Other: While in Transit two unidentified WAF punched Ms. [REDACTED] and fled the scene.
SC 07-15-08	7/9/2015	Other: Passenger pushed other Passenger. Erratic Passenger asked to leave and acted violently after exiting coach.
SC 07-15-18	7/20/2015	Other: Bus Operator was Assaulted by Passenger after asked to leave the bus. While escorting the Passenger to get off the bus after creating a disturbance with other Passengers multiple times the Operator got sucker punched in the face. Man exited the bus after assaulting the Operator.
SC 10-15-30	10/20/2015	Other: Passenger harassed coach operator
SC 01-16-02	1/2/2016	Other: Passenger altercation, women pours drink on man, passengers not identified
SC 01-16-05	1/6/2016	Other: Passenger threatened driver and left the scene
SC 01-16-09	1/17/2016	Other: Passenger struck another passenger with cane

Attachment B

Board of Directors
 April 28, 2017
 Page 2 of 3

Occurrence Report	Date of Incident	Type of Incident
SC 01-16-16	1/26/2016	Other: Passenger attacked after deboarding the bus. Operator observed and reported.
SC 01-16-17	1/26/2016	Other: Operator assaulted at METRO Center
SC 02-16-05	2/6/2016	Other: Unidentified person threw object at bus door breaking glass
SC 02-16-15	2/26/2016	Other: Passenger verbally aggressive to another passenger
SC 03-16-01	3/4/2016	Other: road rage driver boards bus and breaks glass
SC 03-16-14	3/16/2016	Other: Passenger fight, brandished knife
SC 09-16-12	3/21/2016	Other: Female runs onto parked Bus to escape attacker who then followed her onto the bus and pushed her to the floor.
SC 04-16-04	4/8/2016	Other: Man kicks bus door breaks glass
SC 04-16-20	4/28/2016	Other: Passenger verbally assaults bus driver
SC 05-16-02	5/2/2016	Other: Disruptive passenger throws rock and breaks glass in bus door
SC 05-16-10	5/14/2016	Other: Deaf man harassing female - another man trys to stop him. Fight ensues
SC 06-16-10	6/23/2016	Other: Security removes uncooperative women. Security is bitten and is sent home via hospital visit to ensure/ok. SCPD arrest women. NOTE: a person seeking medical attention under his or her own power is not captured in NTD reporting as an injury
SC 08-16-05	8/16/2016	Other: Man acted hostile and yelled at elderly woman, sheriff removed passenger
SC 08-16-09	8/22/2016	Other: Hostile passenger, arrested by SCPD - no injuries
SC 08-16-13	8/25/2016	Other: hostile passenger punches glass, back door then runs - police apprehend person -Capitola PD #16C-1805
SC 08-16-15	8/29/2016	Other: Unidentified male punched bus door breaking its glass and fled area
SC 08-16-17	8/31/2016	Other: female passenger and others harassed by male passenger, Diontae Riles Strong who's been known to do the same in the past - restraining/no trespassing order may have been issued but expired
SC 09-16-23	9/28/2016	Other: Driver assaulted with tuna sandwich
SC 10-16-15	10/9/2016	Other: Female on the bus was threatened by male passenger, he exits the bus but she requested police response. Female leaves before police arrive-non injury
SC 10-16-14	10/10/2016	Other: Passenger brandishes a weapon, threatens wife and scares other passengers
SC 12-16-01	12/1/2016	Other: intoxicated passenger assaults Bus Operator

Attachment B

Board of Directors
April 28, 2017
Page 3 of 3

Occurrence Report	Date of Incident	Type of Incident
SC 12-16-02	12/1/2016	Other: two passengers argue and one calls 911, no-injury
SC 12-16-08	12/6/2016	Other: Bus operator assaulted by passenger

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Attachment C



Risk Department

Department Manager/Title

CEO

USE OF ELECTRONIC MEDIA POLICY

Policy #: AP-8009 **Origination Date:** Apr 28, 2017 **Revised Date:**

I. PURPOSE

- 1.01 Santa Cruz Metropolitan Transit District (METRO) may employ electronic media including audio, video, GPS, AVL, two-way radio recording and other electronic technologies on METRO vehicles for the purpose of promoting safety, efficiency, customer service and for the purpose of ensuring compliance with federal, state and local laws and regulations.

II. APPLICABILITY

- 2.01 This policy applies to all Santa Cruz METRO employees and all Santa Cruz METRO facilities.

III. GUIDELINES FOR USE OF ELECTRONIC MEDIA ON METRO VEHICLES

- 3.01 METRO recognizes that video recordings are a matter of sensitivity and the use of onboard cameras should be governed by policy guidelines. This policy covers any video and/or audio recording systems that may be installed on any METRO owned or operated vehicles, including but not limited to buses and Paratransit vehicles.
- 3.02 Onboard video and/or audio recordings are to be used for the following purposes: promoting vehicle safety, providing for the security of Metro employees and customers, resolution of incidents/accidents involving METRO vehicles, resolution of vehicle operator incidents, and as privileged information provided to authorized legal counsel/risk management/claims administrators and law enforcement agents, at the discretion of METRO.
- 3.03 METRO reserves the right to use electronic recording equipment such as video cameras, audio devices and telephone systems for the purpose of investigation and the safety of employees.



-
- a. Vehicles shall be equipped with electronic recording equipment and therefore employees may be subject to electronic surveillance in the course of their duties. Each vehicle shall include a posted notice indicating the vehicle may be monitored by video/audio equipment.
 - b. The purpose as noted above is to ensure the safety and security of METRO employees and customers in the operation of a vehicle and therefore METRO will not take action against any employee unless he or she has violated a policy, rule or regulation pursuant to the terms and conditions of a Memorandum of Understanding, Personnel Rules and Regulations or Operator Handbook.
 - c. Interfering with the normal operation or tampering with any on board camera/audio system in an effort to disable it, keep it from recording or destroying a recording will be considered a serious infraction and may result in disciplinary action up to and including dismissal

IV. INCIDENT REVIEW FOR CONTINUOUSLY RECORDING SYSTEMS

- 4.01 METRO will save and review the images from continuously recording onboard camera systems for the following reasons: to investigate reported or observed incidents, accidents, customer complaints and property damage; to confirm activities or violations reported by supervisory personnel; to respond to a law enforcement request; and for other documented causes as necessary.
- 4.02 METRO may use video and/or audio evidence as support for employee disciplinary action. METRO will not initiate the review of onboard video and/or audio recordings solely for the purpose of looking for employee misconduct. METRO may use images from onboard camera systems as evidence in disciplinary proceedings when such images were first viewed during a video review made for the purpose of investigating incidents, accidents, customer complaints and property damage, confirming activities or violations reported by supervisory personnel, or for other documented causes as necessary. If violations of work policies or procedures are discovered during or incidental to review of video images



being conducted in accordance with this policy, then such video may be used in or to support disciplinary proceedings.

V. VIDEO/AUDIO RETRIEVAL AND REVIEW —AUTHORIZED STAFF

- 5.01 Only authorized staff will retrieve, review and retain electronic media recordings. The Chief Operations Officer, a Superintendent, the CEO/General Manager, Safety, Security & Risk Manager, or other person as designated by the CEO/General Manager may authorize retrieval and review of video or other electronic media recordings. All retrievals of electronic media will be documented in a log maintained by the Operations Department.
- 5.02 In order to maintain a proper chain of custody, METRO has designated the following people as the custodians of record for original video recordings:
- Safety, Security & Risk Manager
 - Chief Operations Officer (COO)
 - Human Resources Manager
 - Safety Specialist
 - Information Technology Manager
- 5.03 The METRO CEO/General Manager may authorize additional positions as custodians of record. Other METRO personnel may be allowed to view video, as authorized by the CEO/General Manager's designee or other Custodians of Record. If further opinions are needed, the video may be shared with appropriate staff or District General Counsel for determination or evaluation of the incident.
- 5.04 Video retrieval and review of minor incidents that could result in minor discipline shall be limited to 25 minutes on either side of the alleged incident. Additional time can be added with the concurrence of the UTU/SMART and SEIU leadership. An example of minor discipline is a letter of reprimand. An example of a minor incident is an operator not reporting a non-injury incident where someone fell on a bus. Another example is an operator that pulls into a stop with a full bus, and is unable



to board a passenger with a mobility device, and the operator does not call the pass-up into dispatch.

- 5.05 As technology evolves, other types of recording systems/technology may be introduced. METRO reserves the right to fully implement and use any on-board recording system. METRO owns the recording system(s) and all video produced by such system(s).

VI. ADDITIONAL INFORMATION

6.01 LEGAL ACCESS TO METRO VIDEO/AUDIO

METRO will cooperate with law enforcement or other duly authorized governmental agencies by providing the opportunity to view images from onboard camera systems as requested. Additionally, duly authorized subpoenas for the release of images from on-board camera systems will be reviewed with District General Counsel.

6.02 USE OF VIDEO/AUDIO IMAGES AS EVIDENCE

Video and/or audio evidence will stand on its own merit. The issue of whether a particular video and/or audio image does or does not prove an allegation is not an issue of policy, but rather an issue to be decided by the courts for legal cases, and by the reviewers and/or arbiters, on a case-by-case basis, in disciplinary proceedings. If METRO is using video and/or audio as evidence in a disciplinary proceeding, the affected employee and a union representative will be provided with a copy of the video at the time it notifies the union of its intention to take proposed disciplinary action.

6.03 NO EXPECTATION OF PRIVACY

There should be no expectation of privacy aboard a public bus or other transit vehicle by any person, including but not limited to METRO employees, the general public, or customers.

VII. VIDEO REQUESTS

- 7.01 External agencies or internal departments on occasion may request to review incidents. The agency designee responsible for maintaining video



records must follow the procedures on distribution of video recordings, per **Attachment A**. Law enforcement agencies will not be required to follow the procedures on distribution of video recordings.

VIII. VIDEO RECORD RETENTION

8.01 Routine audio/video shall be retained in accordance with the technological capability of the electronic recording system installed on transit vehicles. Each validated incident should be saved and labeled to indicate the date, the vehicle number, the name of the operator(s) responsible for the coach (if possible). These files are saved for a minimum one-year period or until the incident is resolved, whichever is later. After one year or until the incident is resolved, such recordings may be destroyed, provided the destruction is approved by the CEO/General Manager or designee consents in writing or the recordings are not evidence in any claim filed or any pending litigation. In the event the recordings are evidence in any claim filed or any pending litigation, METRO must preserve the recordings for one year or until the claim or the pending litigation is resolved, whichever is later.

IX. DISTRIBUTION OF VIDEO RECORDINGS

9.01 Only authorized METRO employees and designated representatives of external agencies may request copies of video records. Notwithstanding the foregoing, provisions of this section must be implemented in a manner that is in conformance with the Public Records Act (refer to Article X).

9.02 REQUESTS FOR COPY OF VIDEO - All requests for a copy of a video download must be made to the METRO designee responsible for safeguarding the video recordings. The requestor must provide the following information listed in **Attachment A** for the request to be processed.

X. COPIES OF INCIDENTS

10.01 Unofficial copies of video download may be made for administrative purposes or to be given to an authorized agency or union representative. It is the responsibility of the METRO designee to copy the incident and distribute to the requestor. The copy of the video download should be



labeled with the incident information (bus number, date and time), METRO agency logo, a nondisclosure statement, and a serialized tracking or identification number (See **Attachment B**). The CEO/General Manager or Designee must authorize in advance the distribution of any copies of video recording to external agencies.

10.02 Upon distribution of the copy, the requestor must sign for the copy, acknowledging the sensitivity and limited use of the data. The agency designee will retain records pertaining to dates of request, and receipt for the copy.

XI. PUBLIC VIEWING

11.01 Pursuant to the California Public Records Act (*California Government Code Sections 6250, et seq.*) video surveillance recordings are public records. Therefore, a member of the public may request to view recorded footage.

11.02 This request will follow the above requirements and the member of the public will be allowed to view the incident in the presence of an agency designee. METRO is required to provide copies of recordings to any member of the public that requests a copy, unless one or more of a limited number of exceptions apply. All public requests must be coordinated with District General Counsel.

XII. CHAIN OF CUSTODY

12.01 METRO will work with District General Counsel to ensure the chain of custody will meet the current case law and statutory requirements.

XIII. ADMINISTRATION OF POLICY

13.01 Santa Cruz METRO will integrate this policy and procedures into the agency's policies and procedures.

13.02 The Human Resources Manager or designee shall provide a copy of this policy to all new employees and to any other employee upon request.



XIV. REVISION HISTORY

Date	Action	Approved By
April 28, 2017	New Policy	

END OF POLICY

Attachment C ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



TRANSIT VEHICLE VIDEO IMAGING REQUEST FORM

DIRECTIONS FOR USE:

Members of the public and other external entities requesting to view a copy of bus video images must complete and submit this form. The completed form, with the proper signature, must be presented to _____ or designee. All requests are subject to the California Public Records Act (*California Government Code Sections 6250, et seq.*).

REQUESTOR'S INFORMATION:

Date/Time of Request: _____

Name: _____

Title: _____

Agency: _____

Phone No. _____

INCIDENT INFORMATION:

Route No.: _____

Bus No.: _____

Incident Date/Time: _____

Accident/Customer Comment No.: _____

Reason for Request: _____

By signing this request form you are acknowledging that the DVD/CD-ROM contains privileged and confidential information for the viewing of the authorized recipient only, and is not to be released to another party without express written consent by the METRO CEO or designee.

Signature of Requestor

Date Signed

FOR DEPARTMENT USE ONLY:

Authorization for Copy of DVD

Authorization to Review Bus Video Image

Completion Date / Time: _____

Completed by: _____

Signature: _____

Title: _____

DVD/CD-ROM RELEASED:

To: _____

Date: _____

Attachment C ATTACHMENT B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



Video Download Copy Label with Non-Disclosure Statement

The label will contain the following information:

Santa Cruz Metropolitan Transit District

Date:

Time:

Video Number:

Vehicle Number:

Time:

Type of Incident:

This video download copy contains privileged and confidential information for the viewing of the authorized recipient only and is not to be released to another party without prior written permission from METRO.

DO NOT DUPLICATE
FOR AUTHORIZED METRO USE ONLY

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Attachment D



Risk Department

Department Manager/Title

CEO

USE OF VIDEO SURVEILLANCE POLICY

Policy #: AP-8003 **Origination Date:** Aug 22, 2014 **Revised Date:** Apr 28, 2017

I. PURPOSE

- 1.01 The purpose of this policy is to outline the responsibility, decision-making process and regulations regarding the use of surveillance cameras to monitor and record activity in public areas to improve the safety and security of Santa Cruz METRO's employees and customers at Santa Cruz METRO's offices and transit centers.
- 1.02 The installation of video surveillance systems by Santa Cruz METRO is meant to assist in the collection of information related to the safety and security of employees, customers and property, and to assist with the investigation of unlawful activities, incidents, claims or potential claims involving Santa Cruz METRO.
- 1.03 To ensure the protection of the individual privacy rights in accordance with the law, this policy on the use of video surveillance has been written to standardize procedures for the installation, confidential handling, reviewing, retention and destruction of all recorded media.
- 1.04 **DISCLOSURE:** Notices of visual surveillance shall be posted both inside and outside Santa Cruz METRO offices and transit centers where video surveillance systems have been installed. These notices will be posted in a conspicuous place for optimal viewing by all Santa Cruz METRO employees and the public.

II. APPLICABILITY

- 2.01 This policy applies to all Santa Cruz METRO employees and all Santa Cruz METRO facilities, with the exception of METRO vehicles. The METRO "Use of Electronic Media Policy" is applicable to video and/or audio recording systems that are installed on any METRO owned or

Attachment D

operated vehicles, including but not limited to buses and paratransit vehicles.

III. DEFINITIONS:

- 3.01 **“Public areas”** refers to any and all areas where there is no expectation of privacy.
- 3.02 **“Request from Union for Release of Recorded Video Surveillance Data”** the form to be completed by a Union Officer for the release of video surveillance recordings (*See Attachment C*).
- 3.03 **“Routine video monitoring”** means video recording by a video surveillance system designed to record the regular and ongoing operations of Santa Cruz METRO on a daily basis.
- 3.04 **“Security and Risk Administrator”** the Santa Cruz METRO Manager responsible for ensuring compliance with the standards outlined in this policy.
- 3.05 **“Surveillance Monitoring Team”** refers to the management staff responsible for maintaining and viewing all surveillance video. This team consists of the Safety, Security & Risk Manager, I.T. Manager and Assistant I.T. Manager.
- 3.06 **“Inter-Agency Request for Recorded Video Data Form”** the form to be completed for the release of video surveillance recordings (*See Attachment A*).
- 3.07 **“Vandalism”** the act of deliberately damaging or destroying public and/or private property.
- 3.08 **“Video Evidence Record”** the form to be completed each time a video surveillance recording is digitally saved to a disk and/or drive (*See Attachment B*).
- 3.09 **“Video Surveillance”** means any video camera, closed circuit television camera, still frame camera, digital camera, and time-lapse, that enables continuous or periodic viewing (video tapes, photographs or digital images), or monitoring of public areas.

IV. PROCEDURES

- 4.01 N/A.



V. USE OF VIDEO SURVEILLANCE EQUIPMENT

- 5.01 Santa Cruz METRO will use the video surveillance system to protect both Santa Cruz METRO customers and employees when/if any of the following events are reported, if the incident was captured on the video surveillance:
1. An incident involving a Santa Cruz METRO bus, Paratransit vehicle, or staff car;
 2. An incident involving vandalism or theft of a Santa Cruz METRO building, facility, vehicle, or other agency property;
 3. A passenger/pedestrian injury claim or potential claim (if applicable);
 4. An incident on a Santa Cruz METRO bus or facility which may result in a restraining order or stay away order;
 5. A passenger complaint against a Santa Cruz METRO employee, manager, or contractor; and
 6. A valid request made by law enforcement officials in the investigation of a crime.
- 5.02 Routine video monitoring of public areas will be conducted in a manner consistent with all existing Santa Cruz METRO policies, including the Unlawful Discrimination, Harassment and Retaliation Policy and the Title VI Policy. This policy prohibits monitoring based on legally protected bases outlined in the Unlawful Discrimination Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.)
- 5.03 The video surveillance equipment and video recordings generated by this equipment are the property of Santa Cruz METRO. Santa Cruz METRO retains custody and control of all digital recordings not provided to law enforcement.

VI. VIEWING OF SURVEILLANCE CAMERAS & RECORDED FOOTAGE

- 6.01 Access to the surveillance cameras and recordings will be limited to the surveillance monitoring team:



- Safety, Security & Risk Manager (or designate);
 - Information Technology Manager (or designate);
 - Assistant Information Technology Manager (or designate); and
 - Santa Cruz METRO Security's Site Supervisor (or designate).
- 6.02 Surveillance video will be stored on computer servers and access will be limited to those on the surveillance monitoring team.
- 6.03 The surveillance monitoring team shall view recordings on a periodic basis to monitor functioning, and when warranted by an incident and/or injury, customer complaint, vandalism or theft. A Video Evidence Record (**Attachment B**) shall be completed when warranted by any such incident.
- 6.04 In addition to the surveillance monitoring team, Santa Cruz METRO's contracted security staff shall have access to the live recordings displayed on the monitors in the designated security rooms for security monitoring purposes only. Contracted security, other than the Site Supervisor (or designate), will not be granted access to download footage.
- 6.05 The viewing of surveillance video shall take place behind closed doors.
- 6.06 In the event that a Santa Cruz METRO manager or employee is the subject of video surveillance which captured a crime, theft, and/or misuse of Santa Cruz METRO property, the General Manager/CEO, District General Counsel, and Human Resources Manager may ask to view the surveillance video.
- 6.07 Access to view surveillance camera recordings in the security rooms as part of an official investigation shall be granted to law enforcement officers with approval from the Safety, Security & Risk Manager (or designate).

VII. PUBLIC RECORDS REQUESTS

- 7.01 The Safety, Security & Risk Manager Administrator will review all requests received to release recordings obtained through the video surveillance system. No release of recordings will occur without authorization by the Safety, Security & Risk Manager and District General Counsel except in accordance with official requests for surveillance video directly related to a criminal investigation, arrest or subpoena. The Safety, Security & Risk



Manager and District General Counsel may also approve release of recordings only for legitimate purposes, such as to protect Santa Cruz METRO employees from lawsuits or harm. The Safety, Security & Risk Manager will consult with the District General Counsel on these matters, prior to the release of video recordings.

- 7.02 Certain information held by Santa Cruz METRO may be subject to disclosure under the California Public Records Act (*Government Code* §§6250 – 6276.48).
- 7.03 If the Safety, Security & Risk Manager, or designee, is not available, the Chief Operations Officer is the authorized proxy to administer this Policy and view and release video surveillance recordings.

VIII. MAINTENANCE OF SURVEILLANCE EQUIPMENT

- 8.01 In the event that a surveillance camera is not functioning correctly, the surveillance monitoring team should be notified within 24 hours of when the malfunction was first discovered.
- 8.02 The Safety, Security & Risk Manager will contact the Contractor or IT Department directly for any maintenance required on the surveillance cameras and related equipment.

IX. RETENTION OF SURVEILLANCE VIDEO

- 9.01 Routine video shall be retained in accordance with the technological capability of the applicable electronic recording system.
- 9.02 Surveillance video or other recordings which are evidence in any claim filed, or any pending litigation shall be preserved until the claim or pending litigation is resolved.
- 9.03 Surveillance video or other recording which captured an event that was/is the subject of an incident report shall be preserved until the incident is resolved.
- 9.04 Surveillance video or other recordings which are evidence in a criminal investigation shall be preserved until the requesting law enforcement agency confirms that the criminal investigation has been concluded.



- 9.05 Video surveillance recordings will be stored in an encrypted format on systems which have access limited to those on the surveillance monitoring team. Unauthorized personnel will not be able to access these files.
- 9.06 After the retention period has expired or the incident has been satisfactorily resolved, images and video recordings will be permanently deleted, provided the destruction is approved by the CEO/General Manager or designee in writing.

X. ADMINISTRATION OF POLICY

- 10.01 Each Department Manager is responsible for administering this policy and procedures within their department in accordance with this policy.
- 10.02 The Safety, Security & Risk Manager will be responsible for ensuring compliance with new developments in relevant law and in security industry practices to ensure that Santa Cruz METRO's video surveillance policies are consistent with these laws. The Safety, Security & Risk Manager is also responsible for ensuring that all Santa Cruz METRO managers and employees comply with the standards of this policy.
- 10.03 Santa Cruz METRO will integrate this policy and procedures into the agency's policies and procedures.
- 10.04 The Human Resources Manager or designee shall provide a copy of this policy to all new employees and to any other employee upon request.

XI. REVISION HISTORY

Date	Action	Approved By
August 22, 2014	New policy	Les White
April 28, 2017	Revise format, update policy	Alex Clifford

END OF POLICY

Attachment D
ATTACHMENT B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



VIDEO EVIDENCE RECORD

**For Internal Use ONLY*

1. Incident No.: _____ 2. Event Location: _____

3. Event Date: _____ 4. Event Time: _____ am/pm

6. Event Classification (select one): Incident Customer Complaint Police Request
 Investigations of misconduct Other: _____

	Print Name	Date	Signature
File downloaded by: Media Used: Disk/Drive (circle one)			
File reviewed by:			
Additional copies created by: Media Used: Disk/Drive (circle one)			

7. Additional copies were distributed to:

_____	_____	_____
Name	Agency/Department	Date
_____	_____	_____
Name	Agency/Department	Date
_____	_____	_____
Name	Agency/Department	Date

DESTRUCTION OF VIDEO DATA

Prior to destroying video data, obtain approval from either: 1) the Legal Department to confirm that any claim or pending litigation related to this video is resolved; or 2) the original requesting law enforcement agency to confirm that any criminal investigation related to this video has been concluded.

On _____, I, _____
(Date confirmed) (Name, Title)

Confirmed with _____ / _____ from _____
(Name /position of Officer or Manager) (Original requesting agency/department)

that any claim and/or pending litigation related to this video is resolved, or that any criminal investigation related to this video has been concluded.

Signature Date Video Destroyed

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



REQUEST FROM UNION FOR
RELEASE OF RECORDED VIDEO SURVEILLANCE DATA

Requestor's Name: _____

Telephone No.: _____

Employee's Name: _____

Employee ID No.: _____

Date of Incident: _____

Coach #/Vehicle No.: _____ (if applicable)

Location (Lane #, Lobby, etc): _____

Time Frame Requested: _____ to: _____

Request is related to: Disciplinary Issue Incident Other: _____

Please provide Justification for your Request Below:

On behalf of: (Circle one) **United Transportation Union, Local 23 (UTU)** / **Service Employees International Union, Local 521 (SEIU)**, the undersigned officer has requested from the Santa Cruz Metropolitan Transit District (Santa Cruz METRO), a copy of available Video Surveillance recordings related to the incident described above. I certify that the copied Video Surveillance data will be used for official Union business only. It is understood and agreed that the recorded video data will remain the property of Santa Cruz METRO and shall not be copied or released to anyone without Santa Cruz METRO's prior written permission. The Union agrees to indemnify Santa Cruz METRO for any damage or injury that may arise from the unauthorized use or release of the recorded Video Surveillance data.

Union Officer (Print): _____

Title: _____

Signature: _____

Date: _____

This portion for SCMTD Management Use ONLY.

This Request for the Release of Video Surveillance Data is:

Approved

Denied

Manager's Signature: _____

Date: _____

Manager's Name (Print): _____

Reason for Denial: _____

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Attachment E



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 AUTHORIZING THE SOLICITATION OF PROPOSALS FOR ON-BOARD SECURITY SURVEILLANCE EQUIPMENT AND INCLUSION OF SUCH IN ALL FUTURE BUS AND PARATRANSIT VEHICLE PURCHASES AND ADOPTING A USE OF ELECTRONIC MEDIA POLICY AND A REVISED USE OF VIDEO SURVEILLANCE POLICY

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for On-Board Security Surveillance Equipment in order to improve passenger and employee safety, reduce fraudulent injury claims, mitigate accident and liability claims, and enhance overall security;

WHEREAS, the CEO recommends that that Board authorize the Purchasing Manager to solicit proposals for on-board security surveillance equipment and to include such equipment in all future bus and paratransit vehicles purchases;

WHEREAS, Staff and General Counsel developed a Use of Electronic Media Policy, which sets forth the rules and procedures applicable to video/audio surveillance on METRO transit vehicles, and updated the existing Use of Video Surveillance Policy, which applies to METRO surveillance of non-transit vehicle facilities (collectively, the "Policies"); and

WHEREAS, the CEO recommends that that Board adopt the Policies.

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

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

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

Attachment E

Resolution No. _____
Page 2

THAT, all future bus and paratransit vehicle purchases include security surveillance equipment; and

THAT, the Policies are adopted by the Board, with the understanding that the CEO is authorized to make future non-substantive amendments to said Policies.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 28th day of April, 2017 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Jimmy Dutra, Board Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Julie A. Sherman, General Counsel

Santa Cruz METRO Capital Projects Standing Committee

April 26, 2017

5339B (Bus and Bus Facilities) & 5339C (Low or No Emission Bus Program) Competitive Programs Proposal

Background

- Revenue Sources
 - FY17 5339A (Formula) - \$450,000
 - Alternative Fuel Tax Credits - \$708,175
 - STA/STIC – \$2,234,178
 - Includes \$600,000, 1/4 Annual Allocation of New SB 1 Allocation for FY18
 - Toll Credits – Non-Cash Commitment from Caltrans to Match FTA Grant Funds
- Proposed FY18 Capital Allocations
 - Departmental Priorities
 - Mid-Life Bus Overhauls
 - Reserve Account for Mid-Year Needs
 - Emergency Fixes and Local Matches for Grant Opportunities

5339B and C Application Strategy (Competitive Programs)

- METRO is in Critical Need of Bus Replacements (61 Needed ASAP)
- Bus Replacements to be a Combination of Electric and CNG buses
 - CNG Fueling Station Still Has Extensive Life
 - Strategy is to Acquire Electric Buses at a Moderate Pace
 - Technology and Costs Are Evolving
- Applications will be “scalable”
 - Ask for Minimum/Maximum Number of Buses Based on Need/Financial Capacity
- Local Match Minimum is 15%, Although Over-Matching is a Strategy

5339C (LoNo) Strategy

- Apply for 10 buses Using All Toll Credits (non-cash) for 15% Local Match
 - Request Based on Historical Successful Applications

5339B (Bus and Bus Facilities) Strategy

- Apply for 16 Buses Based on METRO Local Match Financial Capacity
- Over-match Approach to be Used

FY18 Capital Budget Allocation - 4/26/17

Line #	Starting Balance	Alternatives	5339a-eligible	Department Commitments	Midlife Bus Overhauls	Not 5339a-eligible or after 5339a expended	Midlife Bus Overhauls	Department Commitments	Reserve Commitment	Funding - FY17 5339a	Toll Credits	Alt Fuel Tax Credit	STA/STIC
		Units	Cost per Unit	Total Cost	Expenditure	Remaining Balance	Expenditure	Remaining Balance	Required Local Funds	Expenditure	Remaining Balance	Expenditure	Remaining Balance
1					450,000							708,175	2,234,178
2													
3													
4													
5				315,000	315,000	135,000		0			63,000	0	708,175
6		4	40,000	160,000	135,000	0				27,000	25,000	683,175	
7													
8		3	40,000	120,000								120,000	563,175
9				29,400								29,400	533,775
10													
11												400,000	1,834,178

5339c Electric Bus Proposal

12	15% Minimum Match - toll credits	10	1,000,000	10,000,000					15%	1,500,000	1,410,000	0%	1,834,178
13	Electric Buses												533,775

5339b CNG Bus Proposal

14	Over Match - cash	16	570,000	9,120,000					26%	2,325,600	0	2,325,600	26%	1,791,825
15	CNG Buses													42,353

Priority	Dept Order	Project Manager	Department	Project	FY18 \$\$	5339a eligible?
FY18 Critical	1	AI	Facilities Maintenance	Fuel Management System	180,000	Y
FY18 Critical	2	AI	Facilities Maintenance	138 Golf Club Fire Egress	95,000	Y
FY18 Critical	1	Isaac	IT	SCMTD Servers	40,000	Y

Subtotal - FY17 5339a eligible 315,000

FY18 Critical	2	Isaac	IT	Phone System	10,000	N
FY18 Optional	1	Alex	Admin	AEDs	2,400	N
FY18 Optional	2	Isaac	IT	Wireless Microphone System for Vernon PA	3,000	N
FY18 Critical	1	Ciro	Operations	ID Card Printer	5,000	N

FY18 Optional	4	Ciro	Operations	Business Copy Machine	9,000	N
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Subtotal - FY17 5339a ineligible 29,400

Total 344,400

To be funded with GFI credit

FY18 Critical	2	Ciro	Operations	Print Encoding Machine (PEM)	19,000	N
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To be funded with CalOES grant

FY18 Critical	3	Ciro	Operations	Kite Hill Repeater Site	16,000	Y
FY18 Optional	5	Ciro	Operations	JKS Backup Repeater Site	15,000	Y

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