

REVISED



**BOARD OF DIRECTORS REGULAR MEETING AGENDA
MARCH 11, 2011
SANTA CRUZ CONFERENCE ROOM
110 VERNON STREET
SANTA CRUZ, CALIFORNIA
9:30 a.m. – 11:00 a.m.**

**THE BOARD MEETING AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM
OR AT SANTA CRUZ METRO'S ADMINISTRATIVE
OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CA**

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION - 9:30 a.m.

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS
 - a. Joshua Hart re: Request for removal of wi-fi on buses
 - b. Jenny Russell, PVUSD re: Request for bus passes
 - c. Carol Colin re: Request for weekend service for route 4
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH CDX WIRELESS, INC. FOR CONSULTING SERVICES FOR UPGRADE OF SANTA CRUZ METRO'S LAND MOBILE RADIO SYSTEM UPGRADE FOR AN AMOUNT NOT TO EXCEED \$6,500.00
- 5-2. NOTICE OF ACTION TAKEN IN CLOSED SESSION REGARDING SETTLEMENT WITH LAUREN BRYAN, CLAIM #10-0030
- 5-3. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH GIRO INC. WITH NO CHANGE IN CONTRACT AMOUNT FOR THE HASTUS LICENSE AND SERVICES AGREEMENT TO REMOVE HASTINFO AND HASTINFO-WEB, AND TO ADD MODIFICATIONS TO THE BID, DAILY, AND HASTUS MODULE COMPONENTS
- 5-4. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ENCUMBER UP TO \$38,000 (WITH FUNDS OBTAINED FROM GREYHOUND/TRIP) TO PROVIDE

NECESSARY FINANCIAL ASSURANCE TO THE DEPARTMENT OF TOXIC SUBSTANCE CONTROL (DTSC) OF SANTA CRUZ METRO'S COMMITMENT TO FUND ONGOING OPERATIONS AND MAINTENANCE ACTIVITIES AND DTSC'S REVIEW FOR THE 425 FRONT STREET SITE REMEDIATION

REGULAR AGENDA

6. CONSIDERATION OF FIRST READING OF REVISED FARE ORDINANCE
Presented by: Angela Aitken, Acting Assistant General Manager & Finance Manager
7. CONSIDERATION OF APPOINTING DIRECTORS TO THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION
Presented by: Angela Aitken, Acting Assistant General Manager & Finance Manager
8. ACCEPT AND FILE STAFF REPORT ON TRANSIT PLANNING STUDY PROCUREMENT
Presented by: Angela Aitken, Acting Assistant General Manager & Finance Manager
9. CONSIDERATION OF APPROVING THE TRANSFER OF THE 2002 CHANCE COACH CNG RUBBER TIRED TROLLEY TO SOUTH METRO AREA REGIONAL TRANSIT IN WILSONVILLE, OREGON, UPON RECEIPT OF THE CITY OF SANTA CRUZ'S RELEASE OF INTEREST AND FTA APPROVAL OF SUCH TRANSFER
Presented by: Angela Aitken, Acting Assistant General Manager & Finance Manager
10. CONSIDERATION OF CONCERNS REGARDING THE DISSEMINATION OF METRO FINANCIAL INFORMATION TO EMPLOYEES
Presented By: Angela Aitken, Acting Assistant General Manager & Finance Manager
11. CONSIDERATION OF THE RESOURCE ALLOCATION PRESENTATION AND DISCUSSION OF THE REVISED PROJECTED FY11 AND FY12 BUDGETS
Presented by: Angela Aitken, Acting Assistant General Manager & Finance Manager
12. **DISCUSSION** OF A 30% SERVICE REDUCTION OPTION IN EFFORT TO BALANCE THE FY12 AND FY13 BUDGETS
Presented by: Ciro Aguirre, Operations Manager
13. CONSIDERATION OF REORGANIZATION OF INFORMATION TECHNOLOGY DEPARTMENT INCLUDING THE ADDITION OF AN ASSISTANT MANAGER POSITION AND THE COMBINING AND REEVALUATION OF OTHER POSITIONS
Presented by: **Leslie R. White, General Manager**
14. **ORAL ANNOUNCEMENT:** THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, MARCH 25, 2011 AT 9:00 A.M. AT THE SANTA CRUZ CITY COUNCIL CHAMBERS LOCATED AT 809 CENTER STREET, IN SANTA CRUZ
Presented by: Vice Chair Robinson
15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9)
 - a. Name of Case: Russell Thomas v. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)

2. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Government Code Section 54957.6)
 - a. Agency Negotiator: Robyn Slater, Human Resources Manager
 1. Employee Organizations: United Transportation Union
(UTU), Local 23 (Fixed Route and Paracruz) and
Service Employees International Union (SEIU),
Local 521

SECTION III: RECONVENE TO OPEN SESSION

17. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the Board during consideration of Agenda Item #3 "Oral and Written Communications", under Section I. Presentations will be limited in time in accordance with District Resolution 69-2-1.

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.

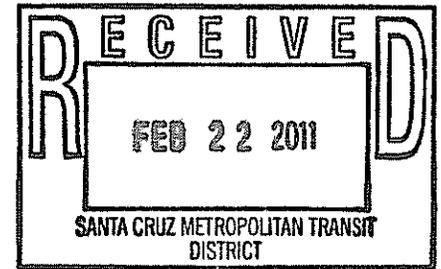
Members of the public may address the Board of Directors on a topic on the agenda by approaching the Board immediately after presentation of the staff report but before the Board of Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with District Resolution 69-2-1.

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Santa Cruz Conference Room is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Tony Tapiz, Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting.

Santa Cruz Metro Board of Directors
920 Pacific Avenue
Santa Cruz, CA 95060

February 18th, 2011

Dear SCMTD,



I am a Scotts Valley resident, and commute regularly on the 17 express bus. I have a number of concerns related to routing and scheduling, as well as electromagnetic exposure on your vehicles. I have discussed these issues with fellow transit riders over the course of the past few months, and I wanted to finally put them in writing. I graduated from UCSC in 1998 and obtained my MSc in Transportation Planning from the University of the West of England, so my perspective is informed not only by my own experience riding Metro buses, but from my professional background as well.

Following are my suggestions:

- 1) As a frequent rider of the Highway 17 express, I urge you in the strongest possible terms to consider **removing the wifi** from your buses. As someone who is electro-hyper sensitive (EHS), I am in constant pain when riding the 17 express, with sharp headaches brought on by the wireless. Your buses should be accessible to all people from the community, and I know a number of people who no longer ride the 17 bus because of the wifi. I am on the verge of making that decision myself, but do not want to have to purchase a car, and as you know there are no other options (besides cycling or walking) to San Jose. What do you suggest that I do if my only transit option subjects me to pain?

I understand that the disclaimer that people must sign when they log on to your system removes liability to SCMTD for any damage that may occur from use of the wifi, but people who are not using laptops do not have to sign such a waiver and if future health damage can be connected with exposure to wifi, this may put SCMTD at risk of future lawsuits. There is also a huge concern about the possible effects on your drivers, who sit directly adjacent to the wifi transmitters. Wireless microwave radiation (of the type put out by the wifi transmitters on your buses) have been linked with fatigue, irritability, sleeplessness, and dizziness¹- certainly not characteristics you would want to see affecting your drivers.

It is also my understanding that the US Justice Dept. is looking to revise it's policies on enforcement of the Americans with Disabilities act (that of course SCMTD is required to comply with) and they have received a large number of comments related to the denial of public services to EHS people in areas with strong wireless radiation. Note that I am not opposed to internet provision on your express buses- but the wiser way to provide this would be through **wired** Ethernet cable connections at some seats. Providing commuters with the opportunity to access the internet is great. But it's not worth subjecting everyone to health risks. And it's in no way acceptable to deny access to transit for those with EHS, such as myself

In case you are not up to date with the growing health concern about wireless radiation, here are a few links for further information:

- a. EHS is a real health condition that affects millions. A recent study in the Journal of European Oncology showed that some people- when exposed to a cordless phone base station- experience rapid heart rates. See: <http://bit.ly/f90JLi>

¹ <http://www.iaff.org/hs/Facts/CellTowerFinal.asp>

- b. Switzerland recently made the move to phase out wifi from schools, due to growing health concerns- see <http://bit.ly/aa20rP>
 - c. France removed all wifi from its national library system and replaced with more reliable (and safer) Ethernet cable connections <http://bit.ly/hvNidK>
 - d. Last week, Oregon introduced legislation that would require warning labels on cell phones sold in the state, notifying consumer of non-thermal health risks. More: <http://wepo.st/eEmrZd>
- 2) Those travelling between San Jose and Scotts Valley must pay the same fare as those travelling between San Jose and Santa Cruz. One way of making that situation more equitable for Scotts Valley residents would be to offer rides on the 17 at the basic \$1.50 fare between Scotts Valley and Santa Cruz, if space allows. Given the infrequent schedule of the 35A bus- especially at night and on weekends, and the limited capacity of the bike racks, which are often full, this is a way of providing greater service to your customers without any additional outlay of resources.
- 3) I encourage you to consider changing your policy to allow 2 bikes inside the bus on the 35A route if space allows. This is a popular route and the racks are often full. At night this can mean waiting more than 90 minutes for the next bus. Of course wheelchair users would still have priority as they do on other buses like the 17 where bikes are allowed inside.
- 4) Currently there is no transit service whatsoever northbound on Scotts Valley Drive. The other day, I saw a man in a wheelchair on Mt. Hermon Rd. who was forced to take a 35A bus into Santa Cruz, spending more than an hour (and double the fare) just to get a mile up the road. Can the 35A inbound route be modified to go up to Granite Creek Rd so residents of Scotts Valley have basic transit options?
- 5) Those who live on the North side of Scotts Valley who want to take the bus into Santa Cruz must currently take an outbound 35A, and try to transfer to an inbound 35A. However, the current schedule makes this connection awkward and unreliable, forcing people to get off the bus at Mt. Hermon Rd. and run across a very busy and dangerous road to the KFC stop in the hopes of catching the inbound 35A. Can you please consider modifying the schedule so this connection can reliably be made at the Scotts Valley Transit Center, where connections can be made conveniently and safely?

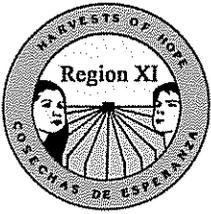
Thank you for your consideration and I look forward to receiving your reply. I would be happy to present more about any of these issues at your board meeting, or supply links to relevant documents for your consideration, especially around the issue of mandatory wi-fi exposure on your buses, which I consider to be the most urgent of the issues I raise.

Sincerely,



Joshua Hart
P.O. Box 66165
Scotts Valley, CA 95066
831 440 9814

Cc: Scotts Valley City Council
Luis Mendez, Santa Cruz County Regional Transportation Commission
Assemblymember Bill Monning
State Senator Sam Blakeslee



Pájaro Valley Unified School District
MIGRANT EDUCATION – REGION XI

Serving Out of School Youth
294 Green Valley Rd. (831) 786-2150
Watsonville, CA 95076 Fax: (831) 761-1764



2011 FEB 24 PM 1 27

SANTA CRUZ METRO
ADMINISTRATIVE SERVICES

**The Board of Directors
Santa Cruz METRO
c/o Administrative Services Coordinator
110 Vernon Street
Santa Cruz, CA 95060
Attn: Board of Directors**

Hello,

I am the coordinator of the Migrant Education Out-of-School-Youth (“OSY”) program. We are a federally funded program designed to support the unique health and educational needs of young migrant students not attending school. This program is a tax exempt public education agency - not for profit. Our skilled bilingual case managers coordinate educational and health services for young adult farmworkers who wish to attend school.

We have a specific target population of about 300 disadvantaged youth; fieldworkers between the ages of 16 - 21 who are very high need economically. These students support themselves and their family through daily work in agriculture. Although they are motivated to learn, attending school is a luxury they can’t afford due to lack of time and resources. **Safe affordable transportation is one primary challenge that impedes our OSY from attending educational programs that are provided especially for them in the afternoons and evenings.**

Might it be possible for the SCMT to provide 5 free Adult and 5 free Youth bus passes per month? We would then carefully allocate this resource to our most high need and hardest working students.

Thanks very much for considering our request. Please feel free to contact me with any questions.

Sincerely,

Jenny Russell – Bilingual Teacher on Special Assignment

*Coordinator - Migrant Education Out-of-School Youth Program
Pajaro Valley Unified School District
294 Green Valley Rd
Watsonville, CA 95076*

(831) 786-2100 extension 2686

RECEIVED

FEB 14 2011

2-10-11 CITY CLERK'S DEPT.

Attn: Mike Rotkin;

My name is Carol J. Colin and I am a senior, disabled, homeless person living currently at the River Street Shelter and soon to be transferred to Page Smith. My concern, as a registered voter, is that the Santa Cruz Metro Transit Board seems to think it is okay to not give public bus transportation to the area of Coral and River which is the route # 4 bus. This is in violation of the Americans with Disabilities Act, or the ADA Title II section II which states that public transportation must be supplied to the handicapped. As I understand it, this is a Federal Law and should be funded by the Federal Government Transit Division.

In any case there are many physically disabled persons and mentally impaired persons at the River Street Shelter, The Loft, and Page Smith who need transportation not only 5 days a week but also on Saturdays and Sundays as we are required to leave the Coral-River Campus between the hours of 10am and 3pm and many of us like to participate in social gatherings or attend churches, and cultural events, too. You cannot imagine the amount of suffering we are undergoing trying to make the walk on a cane or with a walker or in wheelchairs and /or mentally impaired to Pacific Avenue and back again to the shelters at 3pm.

I am writing this letter so you will think about using your influence with the S.C. Metro board to re-instate service to the Coral-River Street area on Saturdays and Sundays and get into compliance with the ADA and Federal Law. I really don't want to file a suit against the Metro and Santa Cruz County, but if I have to, I will. I realize there are economic cutbacks everywhere but I think it is still necessary to obey the law.

- MAYOR _____
- MAIL _____
- LIBRARY _____
- DM _____
- CA _____
- RA _____
- PK _____
- PL _____
- PW _____
- WT _____
- Info. _____
- Respond _____

Thank you,

Carol J. Colin

cjc4peace@gmail.com

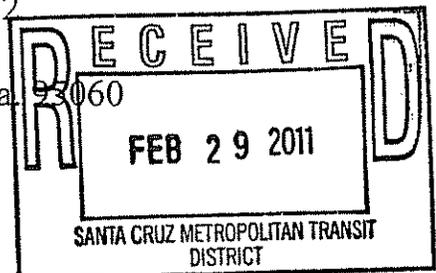
Carol J. Colin

(831) 227-1072

P.O. Box 431

Santa Cruz, Ca. 95060

2-10-11



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 11, 2011

TO: Board of Directors

FROM: Ciro Aguirre, Manager of Operations

SUBJECT: CONSIDERATION OF CONTRACT AMENDMENT WITH CDX WIRELESS, INC. FOR CONSULTING SERVICES FOR UPGRADE OF SANTA CRUZ METRO'S LAND MOBILE RADIO SYSTEM UPGRADE FOR AN AMOUNT NOT TO EXCEED \$6,500.00

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract amendment with CDX Wireless, Inc. for consulting services for upgrade of Santa Cruz METRO's land mobile radio system upgrade for an amount not to exceed \$6,500.

II. SUMMARY OF ISSUES

- CDX Wireless, Inc is our current vendor and provided the technical specifications for the land mobile radio system upgrade project
- METRO staff requires assistance with technical evaluation and final review for the land mobile radio upgrade project
- METRO staff is requesting that the Board of Directors authorize the General Manger to execute a contract amendment with CDX Wireless, Inc. for consulting services for upgrade of the Santa Cruz METRO's land mobile radio system upgrade for an amount not to exceed \$6,500.00. The contractor's hourly rate is \$150.00/hr. plus mileage.

III. DISCUSSION

Santa Cruz METRO's consultant, CDX Wireless, conducted an analytical review of Santa Cruz METRO's land mobile radio system for Fixed Route (Revenue), Paratransit, and Santa Cruz METRO non-revenue vehicles. CDX Wireless provided an objective assessment of the current radio systems and provided recommendations for replacement and upgrades to this infrastructure.

CDX Wireless is an expert in radio communication fields and has experience in working with Public Agencies for equipment and installation to meet the Federal Communication Commission mandate, requiring narrowband migration of the current Legacy 25 KHz systems to that of Phase 1, 12.5 KHz by January 01, 2013, and to be compliant for the future narrowband migration to Phase 2, 6.25 KHz that will be required beyond 2015.

METRO staff has determined that CDX Wireless Inc. is best suited to provide ongoing and final review of the installation and testing process on an as needed basis for METRO's LMR project. METRO staff is requesting that the Board of Directors authorize the General Manger to execute a contract amendment with CDX Wireless, Inc. for continued consulting services for upgrade of the Santa Cruz METRO's land mobile radio system for an amount not to exceed \$6,500.00. The hourly rate for this contractor is \$150.00/hr. plus costs paid for travel mileage to and from the consultant's home office in Pleasanton, which is approximately 120 miles for a roundtrip.

IV. FINANCIAL CONSIDERATIONS

Funds to support contract are included in the FY10 Grant-Funded Projects budget titled Fleet Radios/Surveillance (OHS-1B).

V. ATTACHMENTS

Attachment A: Second Amendment to the Contract

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

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SECOND AMENDMENT TO CONTRACT FOR CONSULT SERVICES FOR UPGRADE OF SANTA CRUZ METRO'S LAND MOBILE RADIO SYSTEM (10-13)

This Second Amendment to the Contract is to provide technical assistance services for the installation and upgrade of METRO's land mobile radio system, is made effective, March 1, 2011, between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("Santa Cruz METRO") and CDX Wireless, Inc. ("Contractor").

1. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract, for Consultant Services to Upgrade Santa Cruz METRO's Land Mobile Radio System on March 1, 2010.
- 1.2 The Contract allows for the extension upon mutual written consent.

Therefore, METRO and Contractor amend the Contract as follows:

2. TERM

- 2.1 Article 4.01 is amended to include the following language:

This Contract shall continue through February 29, 2012. This Contract may be mutually extended by agreement of both parties.

3. COMPENSATION

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

Santa Cruz METRO shall compensate Contractor an additional \$6,500 (the hourly rate is 150.00 per hour plus actual travel expenses at the IRS billed rate) for additional technical services, on an as needed basis, for the upgrades for Santa Cruz METRO's proposed Land Mobile Radio System. Contractor understands and agrees that if he/she exceeds the \$87,298.00 (the new contract total) maximum amount payable under this contract, that it does so at its own risk.

4. CONTRACTOR CONTACTS

When Santa Cruz METRO has a need for "these additional technical services" Robert Simmons, Technical Consultant and Senior Manager, CDX Wireless, Inc will be contacted to provide these services.

5. REMAINING TERMS AND CONDITIONS

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

6. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Attachment A

Signed on _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
CDX Wireless, INC.

By _____
Robert Simmons
Principal

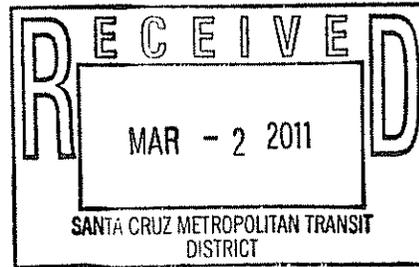
Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: March 11, 2011
TO: Board of Directors
FROM: Margaret Gallagher, District Counsel



SUBJECT: Notification of Action Taken In Closed Session Regarding the Personal Injury Settlement with Lauren Bryan; Claim # 10-0010, and the Property Damage Settlement with California State Automobile Association (CSAA); Claim #10-0030

Settlement of Lauren Bryan; Claim # 10-0010 and CSAA; Claim #10-0030

On September 24, 2010 in closed session, the Board of Directors authorized three settlements for the incident that occurred on March 5, 2010, in which a METRO bus rear-ended a Santa Cruz City School District dump truck, pushing the truck into the southbound oncoming lane of traffic on Highway 9. As a result, the dump truck collided with Ms. Lauren Bryan's vehicle, which was traveling southbound on Highway 9. Ms. Bryan sustained injuries and her vehicle was deemed a total loss. The Board of Directors authorized a settlement not to exceed Thirty Eight Thousand Five Hundred and 00/100 Dollars to fully settle all claims and hospital liens related to Ms. Bryan's injuries and a settlement in the amount of Six Thousand Ninety Six and 13/100 Dollars (\$6,096.13) to California State Automobile Association (CSAA) for the property damage incurred to Ms. Bryan's vehicle.

The following directors authorized the settlement: Bustichi, Graves, Hagen, Pirie, Robinson, Rotkin, Hinkle, Leopold, Rivas, and Stone. There were no Directors that opposed the settlement. Director Tavantzis was absent.

Pursuant to this direction, two fully executed releases were received from the claimants and three District warrants were issued; one in the sum of \$6,096.13 made payable to CSAA, one in the sum of \$4, 114.08 made payable to Dominican Hospital and another in the sum of \$34,385.92 made payable to Lauren Bryan.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 11, 2011

TO: Board of Directors

FROM: Frank L. Cheng, I.T. Manager & Project Manager

SUBJECT: CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH GIRO INC. WITH NO DOLLAR CHANGE TO THE CONTRACT AMOUNT FOR THE HASTUS LICENSE AND SERVICES AGREEMENT TO REMOVE HASTINFO AND HASTINFO-WEB, AND TO ADD MODIFICATIONS TO THE BID, DAILY, AND HASTUS MODULE COMPONENTS.

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract amendment for the Hastus License and Services Agreement to remove Hastinfo and Hastinfo-web, and to add modifications to the Bid & Daily module components with no dollar change to the contract amount.

II. SUMMARY OF ISSUES

- In February 2006, METRO entered into a contract with Giro Inc. for Hastus License and Services Agreement.
- After completion of the Bid and Daily Specifications in early February 2011, the Hastinfo and Hastinfo-web modules in the agreement were found to be non-critical due to the implementation of Google Transit.
- Additional services are needed for modification to the Bid & Daily modules components.
- Staff has reviewed the above amendments and found that if Hastinfo and Hastinfo-web are removed along with adding services for Bid & Daily modules no change will occur in the contract amount.
- Staff recommends that the Board of Directors authorize the General Manager to execute a contract amendment for the Hastus License and Services Agreement to remove Hastinfo and Hastinfo-web, and to add modifications to the Bid & Daily module components with no dollar change to the contract amount.

III. DISCUSSION

In February 2006, METRO entered into a contract with Giro Inc. for Hastus License and Services Agreement. Hastus software modules are customized for every client needs. After

baseline installation and completion of the Bid and Daily Specifications in early February 2011, the Hastinfo and Hastinfo-web modules in the agreement were found to be non-critical due to the implementation of Google Transit. Additional services are needed for modification to the Bid & Daily module components. The Bid & Daily modules modification amounts to a total of 105.5 days.

Staff has reviewed the above amendments and found that no dollar change will occur to the contract amount.

Staff recommends that the Board of Directors authorize the General Manager to execute a contract amendment for the Hastus License and Services Agreement to remove Hastinfo and Hastinfo-web, and to add modifications to the Bid & Daily module components with no dollar change to the contract amount.

IV. FINANCIAL CONSIDERATIONS

No dollar change to the contract amount.

V. ATTACHMENTS

Attachment A: Amendment #3 to the Hastus License and Services Agreement

Attachment B: Amendment #4 to the Hastus License and Services Agreement

Attachment A

AMENDMENT NO. 3 TO THE HASTUS LICENSE AND SERVICES AGREEMENT
(Reference number: 617)

BETWEEN:

GIRO INC./LE GROUPE EN INFORMATIQUE ET RECHERCHE OPÉRATIONNELLE, having its principal place of business at 75, Port-Royal Street East, Suite 500, in the city of Montreal, Province of Quebec, Canada H3L 3T1.

AND:

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, having its principal place of business at 110 Vernon Street, Santa Cruz, California, USA 95060-2101.

WHEREAS the Licensee wish to remove the *HASTINFO* and *HASTINFO-Web* modules from its *HASTUS* installation.

1. Any and all references to *HASTINFO* and *HASTINFO-Web* modules in the Agreement, and any amendment to the Agreement, are withdrawn.
2. In Schedule "A", item 5, the following text is removed:

"HASTINFO and HASTINFO-Web

Amount: \$114,084 US

- Conditions of payment: - 40% at delivery of uncustomized and unconfigured version
- 40% at delivery of customized and configured version
- 20% at final acceptance".

IN WITNESS WHEREOF the parties hereto have executed this amendment:

**GIRO Inc./Le Groupe en Informatique
et Recherche Opérationnelle**

Santa Cruz Metropolitan Transit District

By

By

Name: Paul Hamelin

Name: _____

Title: President

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Duly authorized, as he so declares.

Duly authorized, as he/she so declares.

Attachment B

AMENDMENT NO. 4 TO THE HASTUS LICENSE AND SERVICES AGREEMENT
(Reference number: 617)

BETWEEN:

GIRO INC./LE GROUPE EN INFORMATIQUE ET RECHERCHE OPÉRATIONNELLE, having its principal place of business at 75, Port-Royal Street East, Suite 500, in the city of Montreal, Province of Quebec, Canada H3L 3T1.

AND:

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, having its principal place of business at 110 Vernon Street, Santa Cruz, California, USA 95060-2101.

In Schedule "A", item 5, an amount of \$114,084 US is added for additional services. Conditions of payment for this amount are as follows:

Additional *Bid* modifications (65 days)

Amount: \$68,900 US

Conditions of payment: 100% upon delivery of customized version of *Bid*

Additional *Daily* modifications (36 days)

Amount: \$40,140 US

Conditions of payment: 100% upon delivery of customized version of *Daily* modules

Bank (4.5 days to be used as directed by the Licensee)

Amount: \$5,044 US

Conditions of payment: 100% upon signature of this amendment

IN WITNESS WHEREOF the parties hereto have executed this amendment:

**GIRO Inc./Le Groupe en Informatique
et Recherche Opérationnelle**

Santa Cruz Metropolitan Transit District

By

By

Name: Paul Hamelin

Name: _____

Title: President

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Duly authorized, as he so declares

Duly authorized, as he/she so declares.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: March 11, 2011

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ENCUMBER UP TO \$38,000 (WITH FUNDS OBTAINED FROM GREYHOUND/TRIP) TO PROVIDE NECESSARY FINANCIAL ASSURANCE TO THE DEPARTMENT OF TOXIC SUBSTANCE CONTROL (DTSC) OF SANTA CRUZ METRO'S COMMITMENT TO FUND ONGOING OPERATIONS AND MAINTENANCE ACTIVITIES AND DTSC'S REVIEW FOR THE 425 FRONT STREET SITE REMEDIATION

I. RECOMMENDED ACTION

Authorize the General Manager to Encumber up to \$38,000 (with funds obtained from Greyhound/TRIP) to Provide Necessary Financial Assurance to the Department of Toxic Substance Control (DTSC) of Santa Cruz METRO's Commitment to Fund Ongoing Operations and Maintenance Activities and DTSC Review for the 425 Front Street Property

II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District (METRO) recently purchased the property located at 425 Front Street in Santa Cruz, CA (Property) from Transportation Realty Income Partners, L.P. (TRIP) and Greyhound Bus Lines. The Property had most recently been utilized as the Greyhound Bus Station.
- The environmental consulting firm of Weber, Hayes & Associates prepared a combined Phase I/II Environmental Site Assessment of the Property dated July 23, 2002 and a Soil Delineation Investigation Report dated October 13, 2006, that documented the presence of soil contamination affecting the Property.
- As part of the purchase sales agreement, TRIP was required to retain approximately \$500,000 in escrow to insure that the Property's documented contamination was environmentally remediated in accordance with the California Department of Toxic Substances Control (DTSC) requirements.
- At the February 25, 2011 Board of Director's Regular Meeting, the Board approved the Land Use Covenant on the property which restricts certain uses of the property and also approved the Operation & Maintenance Agreement.
- Now the Board of Director's is being asked to authorize the General Manager to encumber \$38,000 (with funds obtained from TRIP/Greyhound) to provide necessary financial assurances to the DTSC of METRO's commitment to fund ongoing

operations and maintenance activities and DTSC review in accordance with the Land Use Covenant and Operation & Maintenance Agreement for 425 Front Street site remediation.

- METRO staff will then work with DTSC on a mutually acceptable financial assurance mechanism.

III. DISCUSSION

METRO purchased the property located at 425 Front Street in Santa Cruz for the expansion and development of Pacific Station. During the environmental assessment of the Property, it was determined that the soil was contaminated. TRIP and Greyhound were required to clean the site to the satisfaction of the Department of Toxic Substance Control (DTSC) as part of the purchase sale agreement. At this junction, the clean-up has occurred in accordance with DTSC's requirements. On March 1, 2011, DTSC issued a letter which approved the Certificate of Completion. According to DTSC, it reviewed Greyhound's and TRIP's request for a Certificate of Completion of the Site, and found that the Remedial Action Plan and other directives of the Department had been satisfactorily implemented and the Site had been placed into a condition that allows it to be permanently used for its planned use without any significant risk to human health or potential for any future significant environmental damage. DTSC determined that the remedial action had been satisfactorily implemented and a permanent remedy to the release had been accomplished. The remedial action included the following: 1) excavation of the top 3 feet of soil across the Site; 2) backfilling the excavation with clean fill materials and paving with asphalt, which now comprise a cap; 3) operation and maintenance activities, including cap maintenance and inspections; and site-wide Land Use Covenant restricting future property use.

DTSC also required a Financial Assurance document in the amount of \$38,000 to be prepared and submitted for the 425 Front Street Property. To satisfy the immediate need for this document prior to the March 1st orphan submittal deadline, Greyhound prepared a Chief Financial Officer's letter pursuant to the requirement of the California Code of Regulations. The CFO' letter and audited financial statement were delivered to DTSC's financial assurance office in Sacramento. However, the financial assurance document was not acceptable to the DTSC as Greyhound was the former operator and not the current owner or operator of the property and the DTSC would not accept a CFO letter as financial assurance from a former owner/operator.

At this juncture METRO is required to satisfy the need for financial assurances by the DTSC. METRO will obtain \$38,000 from Greyhound/TRIP for this purpose. METRO staff is recommending that the Board of Directors authorize the General Manager to encumber up to \$38,000 (with funds obtained from Greyhound/TRIP) to provide necessary financial assurances to the DTSC of METRO's commitment to fund ongoing operations and maintenance activities and DTSC review in accordance with the Land Use Covenant and Operations & Maintenance Agreement for 425 Front Street side remediation. METRO staff will then work with DTSC on a mutually acceptable financial assurance mechanism.

IV. FINANCIAL CONSIDERATIONS

The funding for the financial assurances will come from Greyhound/TRIP

V. ATTACHMENTS

Attachment A: None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 11, 2011
TO: Board of Directors
FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager
SUBJECT: CONSIDERATION OF FIRST READING OF REVISED FARE ORDINANCE 84-2-1

I. RECOMMENDED ACTION

This report introduces the first reading of an update to Santa Cruz METRO's Fare Ordinance 84-2-1.

II. SUMMARY OF ISSUES

- Santa Cruz METRO staff conducted a review of Fare Ordinance 84-2-1 and Resolution 97-3-1, which governs bus fares, and found a need to consolidate, update, and clarify these documents to reflect current bus fare programs.
- The original Fare Ordinance was adopted in 1984 and has been amended seven (7) times. The last major review of the Fare Ordinance was through Fare Resolution 97-3-1 which was completed in 1997.
- Santa Cruz METRO's staff recommends consideration of updates to the Fare Ordinance and a new Resolution to include:
 - Updated definitions in the Resolution pertaining to transit fares and references to Regulation AR-1028: Older Adult and Persons with Disabilities Fixed Route Discount Fare Program.
 - Consolidate language from all Fare Ordinance Addendums and Resolutions since the original documents were adopted in 1984 and 1997.
 - Incorporating more consistent industry language and terminology for bus fares.
- Updating this document will allow Santa Cruz METRO staff to move forward with introducing new bus passes, fare media, and Smart Cards this summer.
- This report introduces the first reading of an update to Santa Cruz METRO's Fare Ordinance.
- A Public Hearing will be held at the April 22nd Board of Directors meeting.

III. DISCUSSION

Over the past several weeks, Santa Cruz METRO staff has conducted a review of Fare Ordinance 84-2-1 and Resolution 97-3-1 which governs bus fares and pass programs. This was done as an exercise ahead of introducing new passes, fare media, and Smart Card technology this summer.

Santa Cruz METRO staff concluded that Fare Ordinance 84-2-1 needed to be updated to include addendums and administrative agreements that have been adopted or implemented over the past 27 years.

The original Fare Ordinance 84-2-1, known as the Fare Ordinance, was adopted in 1984 and has been amended seven (7) times (Please see **Attachment C** for the latest Fare Ordinance Addendum). The last major update of the Fare Ordinance, through Resolution 97-3-1, was adopted in 1997, yet that update did not include language to govern group pass contracts with outside parties such as our contracts with UCSC, Pacific Shores, and Cabrillo College (Please see **Attachment B** for the latest Resolution 97-3-1). Also omitted from the Fare Ordinance and Resolution was language regarding bulk bus-pass agreements for groups wishing to buy bus passes in bulk, or Santa Cruz METRO's school field-trip program. Santa Cruz METRO staff has now made every effort to include all fare or pass programs in the Fare Ordinance that have been introduced through amendments since the last Fare Resolution adoption in 1997.

Updates to the Fare Ordinance include:

- Clarifying language on transit fare definitions and processes.
- References Regulation AR-1028 for definitions and processes for discount fares and passes including: Older Adult Passengers, Persons with Disabilities, Persons with Medicare I.D. Card, Paratransit Card. (Please see **Attachment D**)
- Adding definitions for clarity such as Transit Day, Convenience Card, and Santa Cruz METRO Professional Verification Form of Disability Status for more comprehensive terminology.
- Including "Accompanying Youth" to Section VI of Resolution 97-3-1
- Including Prepaid School Field Trips and Convenience Cards (parts D and E) to Section VII of Resolution 97-3-1.
- Substituting the Monthly passes for the recently approved 31 Consecutive Day passes.
- Including METRO Cash Cards
- Including language to govern Group Pass Contracts (such as the UCSC Contract) and Bulk Bus Pass Agreements.
- Other minor edits to language as needed to provide clarity and consistency.

Santa Cruz METRO staff recommends consideration of the updated Fare Ordinance 84-2-1 (**Attachment A**). A favorable consideration will allow staff to move forward with a public hearing and move closer to introducing new bus passes, fare media, and Smart Card technology this summer.

Santa Cruz METRO will hold a public hearing at the April 22, 2011 Board of Directors meeting for members of the public wishing to comment on the updates to the Fare Ordinance 84-2-1. Also it is emphasized that there are no proposed increases at this time to the fares or bus passes with these updates.

IV. FINANCIAL CONSIDERATIONS

There are no proposed changes to bus fare rates or media. Clarification and consistency within the Fare Ordinance and Resolution will help staff to administer fares and bus pass sales, but no financial impacts are expected by updating Fare Ordinance 84-2-1 as this update represents current practice.

V. ATTACHMENTS

- Attachment A** Ordinance No. 84-2-1 As Amended: An Ordinance of the Santa Cruz Metropolitan Transit District Establishing Schedule for Bus Fares (Updated March 11, 2011)
- Attachment B:** A Resolution of the Santa Cruz Metropolitan Transit District Revising Rules and Regulations Governing Application of Fare Ordinance No. 84-2-1 Regarding Bus Fares (As of March 21, 1997)
- Attachment C:** Ordinance No. 84-2-1 As Amended: An Ordinance of the Santa Cruz Metropolitan Transit District Establishing Schedule for Bus Fares (As of December 1, 2010)
- Attachment D:** Regulation Number AR-1028: Older Adult and Persons with Disabilities Fixed Route Discount Fare Program

Prepared By: Erich R. Friedrich, Jr. Transportation Planner
Date Prepared: March 4, 2011

Attachment A

ORDINANCE NO. 84-2-1 As Amended

AN ORDINANCE OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ESTABLISHING SCHEDULE FOR BUS FARES

Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District as follows:

SECTION I: FARE SCHEDULE - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

A. Local Fixed Route Service

Regular Cash Fare	1.50
Discount Cash Fare - Older Adult/Individual with a Disability *	.75
Youth and Adult Local Day Pass	4.50
Discount Local Day Pass - Older Adult/Individual with a Disability *	2.25
15 Ride Convenience Card	22.00
Discount 15 Ride Convenience Card - Older Adult/Individual with a Disability*	11.25
Local 31 Consecutive Day Pass	50.00
Discount 31 Consecutive Day Pass - Older Adult/Individual with a Disability*	25.00
Youth Local 31 Consecutive Day Pass	35.00
Prepaid School Field Trips	25.00

* To obtain Discount Fare, passenger must produce a Santa Cruz METRO Photo I.D. Card or other approved identification. Please Refer to AR-1028 for more information regarding discount fares.

B. AMTRAK/Highway 17 Express Service

Cash Fare (One Way)	5.00
Discount Cash Fare (One Way) Older Adult/Individual with a Disability*	2.50
Day Pass:	10.00
▪ with exchange of Santa Cruz METRO Day Pass	4.00
▪ with exchange of VTA Day Pass	4.00
▪ with display of VTA Express Pass Single Ride	2.00
▪ with 2 zone (min) regular Caltrain Monthly Pass	4.00
AMTRAK/Highway 17 Express 31 Consecutive Day Pass	113.00

Attachment A

Ordinance No 84-2-1

Page 2

C. Paratransit Service (ParaCruz)

Paratransit Fare (One Way) 3.00

D. Group Pass Contract Rate

Fares for individuals of the Group are determined through negotiations between the Group and Santa Cruz METRO and are set forth in the contract. The Group shall provide identification cards for members which shall be satisfactory to Santa Cruz METRO and shall be responsible for fee collection.

E. Bulk Bus Pass Agreements

Santa Cruz METRO may enter into an agreement with a group to provide bulk bus pass purchases to that group at an agreed upon per pass rate. The Group must specify type of bus pass and the quantity desired so they can be invoiced properly.

F. METRO Cash Cards

Stored value "METRO Cash Cards" are available for persons wanting to ride Local Fixed Route or Highway 17 Express service with the convenience of not carrying dollar currency or coins. METRO Cash Cards are available in the following fixed denominations:

- \$10.00 METRO Cash Card
- \$20.00 METRO Cash Card
- \$30.00 METRO Cash Card
- \$40.00 METRO Cash Card

G. Service Charge on Return Checks

The service charge on returned checks is \$15.00.

Ordinance No. 84-2-1 of the Santa Cruz Metropolitan Transit District is hereby amended and shall become effective on April 22, 2011.

Passed and adopted by the Board of Directors on this 22nd day of April 2011, by the following vote:

6.a2

Attachment A

Ordinance No 84-2-1
Page 3

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

ATTEST: _____ APPROVED: _____
LESLIE R. WHITE ELLEN PIRIE
Secretary/General Manager Chairperson

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

Attachment B

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

Resolution No. 97-3-1

On the Motion of Director: Beiers

Duly Seconded by Director: Scott

The Following Resolution is Adopted:

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT REVISING RULES AND REGULATIONS GOVERNING APPLICATION OF FARE ORDINANCE NO. 84-2-1 REGARDING BUS FARES

WHEREAS, it is beneficial to the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, herein after referred to as the "DISTRICT", to maintain a bus fare schedule to facilitate efficient and economical transit service to the public; and

WHEREAS, the District Board of Directors adopted Fare Ordinance No. 84-2-1; and

WHEREAS, it is necessary to adopt a Resolution to govern the application of Fare Ordinance 84-2-1 to insure similar treatment for those who ride District buses.

NOW, THEREFORE, BE IT RESOLVED, that the Rules and Regulations set forth in this Resolution supersede all previous Fare Resolutions and amended versions thereof and are hereby adopted by the District Board of Directors and govern the application of Ordinance No. 84-2-1:

SECTION I: DEFINITIONS

For the purpose of these Rules and Regulations and the Fare Ordinance 84-2-1 certain terms are defined as follows:

1. **SENIOR PASSENGER (ELDERLY)**: Persons 62 years or older in possession of either a District Photo I.D. Card, a Medicare Card duly issued to that person pursuant to Federal law or other valid evidence of qualification i.e. birth certificate, drivers license, passport.
2. **INDIVIDUALS WITH DISABILITIES (HANDICAPPED)**: An individual in possession of a valid Medicare Card duly issued to that person pursuant to Federal law or a District Photo I.D. Card having been duly issued to that person upon completion of a District Certification form.

Attachment B

3. **DISTRICT PHOTO I.D. CARD:** Transit Discount Photo ID card issued at a cost of \$2.00 to senior passengers or individuals with disabilities who qualify for discounted fares. The District Photo I.D. is issued at any Metro Discount Photo I.D. Session. To obtain a District Photo I.D. Card, riders must meet the following criteria: Senior Passengers - must be age 62 or over. Proof of age must be verified with drivers license, Medicare Card, passport or other valid evidence of qualification; Individuals with Disabilities - proof of disability must be provided by completion of Metro Certification Form or a Medicare Card. The District Photo I.D. card or a medicare Card duly issued to that individual pursuant to Title II or XVIII of the Social Security Act must be shown upon boarding a District bus in order to obtain the discounted rate.
4. **OTHER DISCOUNT PHOTO I.D. CARDS:** Discount Photo I.D. Cards issued to senior passengers and individuals with disabilities by other public transit agencies shall be accepted as valid evidence to obtain a Senior Passenger/Individual with Disability Discount Cash Fare.
5. **PARATRANSIT CARD:** District operates a Paratransit Program for those unable to use fixed route buses. In order to qualify for the Metro Paratransit Program, passenger must complete a Metro Certification form and have it verified by a medical professional familiar with the disability. If approved, a Paratransit I.D. Card is issued. This card is used to make ride reservations on the Paratransit Program.
6. **METRO CERTIFICATION FORM:** Document used to verify disability. It must be completed by a Medical practitioner or other qualified person verifying that a passenger has a disability. Certification Forms can be picked up at Metro Center Information Booth or Requested by phone (425-8600) T.D.D. 425-8993.
7. **STUDENT:** Forty-six inches in height through 12th grade.
8. **ADULT STUDENTS:** An adult student can obtain student passes by participating in Adult education and showing approved identification and must meet District program regulations.
9. **T.A.:** Transportation Agency (Santa Clara).

SECTION II : AMENDMENTS

These Rules and Regulations may be amended by the affirmative votes of six members of the District Board of Directors at any regular or special meeting of the Board.

Attachment B

Resolution No. 97-3-1

Page 3

SECTION III: NO REFUNDS

Sales of all bus fares and bus passes are by final action. No refunds shall be made to any passenger. Bus fares and bus passes shall be paid with United States currency. Bus fares and bus passes are non-transferable.

SECTION IV: CHILD UNDER THE HEIGHT OF 46 INCHES WHEN ACCOMPANIED WITH FARE PAYING PASSENGER

A child under 46 inches in height only when accompanied by a fare paying passenger shall not be charged a fare. No more than three (3) children per paying passenger may ride free.

SECTION V: ATTENDANT TO A FARE PAYING INDIVIDUAL WITH A DISABILITY

Attendant to a fare paying individual with a disability rides free when evidence of disability is produced. (Discount Photo I.D. Card or equivalent identification.)

SECTION VI: FIXED ROUTE

A. BUS FARE

Exact fares shall be deposited into fare box by the passenger upon boarding the bus unless assistance by a bus operator is requested. The amount of the fare shall be determined by the rates set forth in Fare Ordinance 84-2-1. The bus operator is prohibited from making change. No bank checks shall be accepted by the bus operator. The fare rates used on District buses shall include the following:

- 1) Regular Bus Fare \$1.00;
- 2) Discount Senior Passenger or Individual with Disability Fare \$.40
(must also produce at time of purchase and use Medicare Card, District Photo I.D. Card, or equivalent identification).

B. DAY BUS PASS

A day bus pass is issued at a specified rate as set forth in Fare Ordinance 84-2-1 and allows an individual to ride any District bus on any regularly scheduled District route. There is a 20% discount for purchases of more than 100 Day Passes. Day passes are not transferable. Types of day passes include the following:

- 1) Regular Daily Pass \$3.00;
- 2) Discount Senior Passenger/Individual with Disability Daily Pass \$1.10
(must also produce at time of purchase and use Medicare Card, District Photo I.D. Card, or equivalent identification).

Attachment B

Resolution No. 97-3-1

Page 4

C. FIVE DAY BUS PASS

A bus pass that is valid for any 5 days subject to the expiration date provided on the pass. The Bus Operator shall issue a day pass valid only on date of issuance in exchange for a punch on the five day pass. Types of five day passes include:

- | | | |
|----|--|---------|
| 1) | Regular Five Day Pass - | \$15.00 |
| 2) | Discount Senior Passenger And Individual With Disability Five Day Pass - | \$ 5.00 |

Must produce at time of purchase and use District Photo I.D. Card, Medicare Card or equivalent identification.

D. MONTHLY BUS PASS

A monthly bus pass is valid only for the month of issuance on all regularly scheduled District routes. Quantity discounts shall be available only by purchase from the District. The following discounts shall apply to quantity purchases of the standard monthly pass:

12-50 monthly passes	10% Discount
51-100 monthly passes	15% Discount
More than 100	20% Discount

Types of monthly bus passes include:

1. REGULAR MONTHLY PASS \$40.00
2. DISCOUNT SENIOR PASSENGER AND INDIVIDUAL WITH DISABILITY MONTHLY PASS - \$14.00

No discounts shall apply to quantity purchases. Must produce District Photo I.D. Card, Medicare Card or valid evidence of qualification at time of purchase and use.

3. STUDENT, 46 inches in height through 12th GRADE MONTHLY PASS - \$30.00

No discounts shall apply to quantity purchases. Must produce valid evidence of qualification at time of use and purchase.

Attachment B

Resolution No. 97-3-1

Page 5

SECTION VII: HIGHWAY 17 EXPRESS ROUTE

- | | | |
|----|--|---------------|
| A. | Regular Express Bus Fare (One Way) | 2.25 |
| | Discount Bus Fare-Senior Passenger/Individual with Disability
(9:30 a.m. - 2:30 p.m.) | 1.00 |
| | Regular Day Pass | 4.50 |
| | Regular Day Pass with surrender of SCMTD Day Pass | 3.50 |
| | Regular Day Pass with surrender of T.A. Day Pass | 3.50 |
| | Regular Day Pass with Cal Train Monthly Ticket & Peninsula Pass
Monthly Pass | 2.50
65.00 |
| B. | Day Passes issued for the Highway 17 Services will be honored on all District buses and T.A. Services for unlimited rides on the day specified. | |
| C. | Persons boarding the Highway 17 Service with a T.A. or District Day Pass will receive \$1.00 credit towards the purchase of a Highway 17 day pass. | |
| D. | Persons boarding with a Cal Train Monthly Pass and Peninsula Pass sticker receive \$2.00 credit towards the purchase of a Highway 17 Day Pass. | |
| E. | The Highway 17 Monthly Pass will be honored on all District and T.A. services for unlimited rides in the calendar month shown. | |

SECTION VIII: PARATRANSIT SERVICE

The fare for a one way trip on a Paratransit vehicle is \$2.00.

SECTION IX: GROUP PASS CONTRACT RATE

A reduced rate available to members of a group only upon execution of a service agreement between the group and the District. Group shall provide identification cards for members which shall be satisfactory to the District and shall be responsible for fee collection. Group shall pay District for service in response to monthly billing by District. Cost of service for partial months shall be prorated. No other discounted rate shall be applicable with this group pass rate. The agreement shall include as a minimum the following items:

1. Definition of people included in group.
2. Dates during which pass is valid.
3. Methods of billing.

Attachment B

Resolution No. 97-3-1

Page 6

PASSED AND ADOPTED this 21st day of March, 1997, by the following vote:

AYES: Directors - Almqvist, Beattie, Beautz, Beiers, Cavallaro, Gabriel, Graves,
Hinkle, Rotkin, Scott

NOES: Directors -

ABSENT: Directors - Rios

ABSTAIN: Directors -

APPROVED 

MIKE ROTKIN
Chairperson

ATTEST 

MARK J. DORFMAN
Acting General Manager

APPROVED AS TO FORM:



MARGARET GALLAGHER
District Counsel

Attachment C

ORDINANCE NO. 84-2-1 As Amended

AN ORDINANCE OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ESTABLISHING SCHEDULE FOR BUS FARES

Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District as follows:

SECTION I: FARE SCHEDULE - SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

A. Fixed Route Service

Regular Bus Fare	1.50
Discount Bus Fare - Senior Passenger/Individual with Disability *	.75
Regular Day Pass	4.50
Discount Day Pass - Senior Passenger/Individual with Disability *	2.25
Regular Convenience Card	22.00
Discount Convenience Card - Senior Passenger/Individual with Disability *	11.25
31 Consecutive Day Pass	50.00
Discount 31 Consecutive Day Pass - Senior Passenger/Individual with Disability *	25.00
Student 31 Consecutive Day Pass	35.00
School Student Field Trip Rate	25.00

* To obtain Discount Fare passenger must produce a Santa Cruz METRO Photo I.D. Card or other approved identification.

B. Highway 17 Express Bus Service Options

Regular Express Bus Fare (One Way)	5.00
Discount Bus Fare-Senior Passenger/Individual with Disability	2.50
Regular Day Pass	10.00
Regular Day Pass with surrender of Santa Cruz METRO Day Pass	4.00
Regular Day Pass with surrender of VTA Day Pass	4.00
Regular Day Pass with 2 Zone minimum Cal Train Monthly Pass	4.00
Regular Day Pass with VTA Express Single Ride	2.00
31 Consecutive Day Pass	113.00

C. Paratransit Service

Regular Paratransit Fare (One Way)	3.00
------------------------------------	------

Attachment C

Ordinance No 84-2-1
Page Two

D. Group Pass Contract Rate

Fares for individuals of the group are determined through negotiations between the group and Santa Cruz METRO and are set forth in the contract.

E. Service Charge on Return Checks

The service charge on returned checks is \$15.00.

Ordinance No. 84-2-1 of the Santa Cruz Metropolitan Transit District is hereby amended and shall become effective on December 1, 2010.

Passed and adopted by the Board of Directors on this 19th day of November 2010, by the following vote:

AYES: Directors - Bustichi, Hagen, Hinkle, Leopold, Pirie, Rivas, Robinson, Rotkin, Tavantzis

NOES: Directors - None

ABSENT: Directors - Graves, Stone

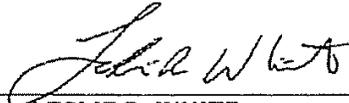
ABSTAIN: Directors - None

APPROVED:



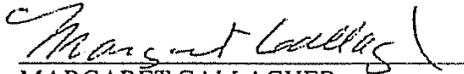
ELLEN PIRIE
Chair

ATTEST:



LESLIE R. WHITE
Secretary/General Manager

APPROVED AS TO FORM:



MARGARET GALLAGHER
District Counsel

Attachment D

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1028

Computer Title: Discount Fare.doc

Effective Date: March 27, 2009

Pages: 11

TITLE: OLDER ADULT AND PERSONS WITH DISABILITIES FIXED ROUTE DISCOUNT FARE PROGRAM

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
March 27, 2009	New Policy	DB

I. POLICY

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (METRO) that older adult persons and persons with disabilities or an individual presenting a Medicare card, will be charged a discounted fare for transportation on METRO's fixed route service.
- 1.02 This policy sets forth the criteria that METRO employees must follow in order to insure that qualified individuals receive the discount that is allowed by this regulation.

II. APPLICABILITY

- 2.01 This policy is applicable to METRO employees and qualified individuals using the fixed route service.

III. DEFINITIONS

- 3.01 "**Discount Fare**" means one-half the regular fare.
- 3.02 "**Older Adult**" means any person who is at least 62 years old.
- 3.03 "**Individual with a Disability**" means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, or an individual who has one of the valid documents listed in Section 4.01(b) of this policy.
- 3.04 "**Temporary Disability**" means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, and that disability is not permanent.

Attachment D

IV. ELIGIBILITY

4.01 To qualify for a **discount** fare or ticket pursuant to this policy, a qualified individual must present one of the following to the bus operator, transit center ticket agent, or at a METRO Pass Outlet (See Section VIII) when paying a fixed route fare:

a. **For Older adult (at least 62 years of age):**

- i.) METRO Discount Photo Identification Card;
- ii.) METRO ParaCruz Identification Card;
- iii.) Paratransit Identification Card issued by another Transit Agency;
- iv.) Senior Citizen Identification Card;
- v.) Discount Photo Identification Card issued by another Transit Agency;
- vi.) Identification that displays date of birth (i.e. passport, or birth certificate);
- vii.) Current State Driver's License, or current State Identification Card;

b. **For Persons with Disabilities:**

- i.) METRO Discount Photo Identification Card;
- ii.) METRO ParaCruz Identification Card;
- iii.) Paratransit Identification Card issued by another Transit Agency;
- iv.) Discount Photo Identification Card issued by another Transit Agency;
- v.) Medicare Identification Card;
- vi.) Identification Card for a California Disabled Parking Placard;
- vii.) Proof of Veterans Disability-a copy of valid Service Connected Disability Identification Card or a Veterans Administration Certification demonstrating a disability rating for aid and attendance or a service-connected disability with a rating level of 50% or higher.

4.02 To qualify for a METRO **Discount Fare Card**, an applicant must provide METRO Customer Service with one of the valid documents listed in Section 4.01(a) or 4.01(b) of this policy.

4.03 If an individual does not have one of the valid identification cards listed in Section 4.01(a) or 4.01(b) of this policy, he/she may still be eligible for a METRO **Discount**

Attachment D

Fare Card. An additional way to qualify for a METRO **Discount Fare Card** is to submit a completed “Professional Verification of Disability Status” (*Attachment A*). Attachment A must identify the appropriate eligibility category from Section 4.04 and must be completed by one of the following licensed professionals for such category:

- a. Licensed physicians with a Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.) degree, licensed physician’s assistants and nurse practitioners may certify in all categories in which they are licensed to diagnose;
- b. Licensed chiropractors, may certify in categories 1,2, 3 and 4;
- c. Licensed podiatrists, may certify disabilities involving the feet under categories 1,2,3 and 4;
- d. Licensed optometrists, may certify in category 9;
- e. Licensed audiologists, may certify in category 10;
- f. Licensed clinical psychologists and licensed educational psychologists, may certify in categories 12, 15, 16 and 17;
- g. Licensed marriage and family counselors (MFCC) and licensed clinical social workers (LCSW) may certify in Category 17.

4.04 To qualify for METRO **Discount Fare Card** based on a disability, the individual must meet one of the following categories as determined by a qualified individual identified in Section 4.03:

1. **Non-ambulatory Disabilities**—Impairments that, regardless of cause, require individuals to use a wheelchair for mobility;
2. **Mobility Aids**—Impairments that cause individuals to walk with significant difficulty, including individuals using a leg brace, cane walker, or crutches to achieve mobility;
3. **Musculo-Skeletal Impairment (Including Arthritis)**—Musculo-skeletal impairment such as muscular dystrophy, osteogenesis imperfecta or any type of arthritis; such as functional Class III or anatomical Stage III;
4. **Amputation** – Persons who suffer amputation of, or anatomical deformity of (i.e. loss of major function due to degenerative changes associated with vascular or neurological deficits, traumatic loss of muscle mass or tendons and x-ray evidence of bony or fibrous ankylosis at an unfavorable angle, joint subluxation or instability): (a) both hands; or (b) one hand and one foot; or (c) amputation of lower extremity at or above the tarsal region (one or both legs);
5. **Cerebrovascular Accident (Stroke)**—With one of the following: (a) pseudobulbar palsy; or (b) functional motor deficit in any of two

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extremities; or (c) ataxia affecting two extremities substantiated by appropriate cerebellar signs or proprioceptive loss post 4 months.

6. **Pulmonary Ills**—Respiratory Impairments of Class 3 and 4. Class 3: FVC between 51 percent and 59 percent of predicted; or FEV between 41 percent and 59 percent of predicted. Class 4: FVC less than or equal to 50 percent of predicted; or FEV less than or equal to 40 percent of predicted.
7. **Cardiac Ills**—Cardiovascular impairments of functional Class III or IV. Functional Classification: Class III: Individuals with cardiac disease resulting in marked limitation of physical activity. They are comfortable at rest. Less than ordinary physical activity causes fatigue, palpitation, dyspnea or anginal pain. For instance, inability to walk one or more level blocks or climbing a flight of ordinary stairs. Class IV: Individuals with cardiac disease resulting in inability to carry out any physical activity without discomfort. Symptoms of cardiac insufficiency or of the anginal syndrome may be present even at rest. If physical activity is undertaken, discomfort is increased.
8. **Dialysis**—Individuals whose disability requires the use of a kidney dialysis machine.
9. **Sight Disabilities**—Those individuals whose vision in the better eye, after best correction, is 20/200 or less; or those individuals whose visual field is contracted (commonly known as tunnel vision): (a) to 10 degrees or less from a point of fixation; or (b) so the widest diameter subtends an angle no greater than 20 degrees; and (c) individuals who are unable to read information signs or symbols for other than language reasons.
10. **Hearing Disabilities**—Deafness or hearing incapacity that makes an individual unable to communicate or hear warning signals, including only those persons whose hearing loss is 70 dba or greater in the 500, 1000, 2000 Hz. Ranges.
11. **Disabilities of Incoordination**—Individuals suffering faulty coordination or palsy from brain, spinal or peripheral nerve injury and any person with a functional nerve injury and any person with a functional motor deficit in any two limbs or who suffers manifestations which significantly reduce mobility, coordination or perceptiveness not accounted for in previous categories;
12. **Intellectual Disability**—Individuals characterized by significant limitations both in intellectual functioning and in adaptive behavior as expressed in conceptual, social, and practical adaptive skills. This disability generally originates during the developmental period before the age of 18 or as the result of illness or accident later in life and is

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associated with impairment in adaptive behavior (a general guideline is an IQ which is more than two standard deviations below the norm).

13. **Cerebral Palsy**—A disorder dating from birth or early infancy or as the result of illness or accident later in life, non-progressive, although if not treated there is marked regression in functioning characterized by examples of aberrations of motor functions (paralysis, weakness, incoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, mental retardation, learning difficulty and behavioral disorders.
14. **Epilepsy (Convulsive Disorder)**—A clinical disorder involving impairment of consciousness, characterized by seizures (e.g., generalized, complex partial, major motor, grand mal, petit mal or psychomotor), occurring more frequently than once a month in spite of prescribed treatment, with (a) diurnal episodes (loss of consciousness and convulsive seizure); (b) nocturnal episodes which show residual interfering with activity during the day; or (c) a disorder involving absence (petit mal) or mild partial (psychomotor) seizures occurring more frequently than once per week in spite of prescribed treatment with 1) Alteration of awareness or loss of consciousness; and 2) Transient postictal manifestations of conventional or antisocial behavior. Person exhibiting seizure-free control for a continuous period of more than six (6) months duration are not included in the statement of Epilepsy defined in this category.
15. **Infantile Autism**—A syndrome described as consisting of withdrawal, very inadequate social relationships, language disturbance and monotonously repetitive motor behavior. Many children with autism will also be seriously impaired in general intellectual functioning. This syndrome usually appears before the age of six and is characterized by severe withdrawal and inappropriate response to external stimuli.
16. **Neurological Impairment**—A syndrome characterized by learning, perception and/or behavioral disorders of an individual who's IQ is not less than two standard deviations below the norm. These characteristics exist as a result of brain dysfunctions (any disorder in learning using the senses), neurologic disorder or any damage to the central nervous system, whether due to genetic, hereditary, accident or illness factors. This section includes people with severe gait problems who are restricted in mobility.
17. **Mental Disorders**—Individuals whose mental impairment substantially limits one or more of their major life activities. This includes inability to learn, work or care for oneself. A principal diagnosis from the SSM IV classification in one of the following areas is required for eligibility: Organic Mental Disorders, Schizophrenic Disorders, Paranoid Disorders, Psychotic Disorders not elsewhere classified, Affective

Attachment D

Disorders, Somata Form Disorders, Dissociative Disorders, Adjustment Disorders, Psychological Factors Affecting Physical Condition, and Post Traumatic Stress Syndrome. These diagnoses must be at Class 3 to 5 levels:

- Class 3-Moderate Impairment. Levels compatible with some, but not all, useful functions.
- Class 4-Marked Impairment. Levels significantly impede useful functioning.
- Class 5-Extreme Impairment. Levels preclude useful functioning.

(**Note:** If a person's disorder is in remission or primary incapacity is acute or chronic alcoholism or drug addiction, they are specifically excluded from discount fare eligibility.)

18. **Chronic Progressive Debilitating Disorders**—Individuals who experience chronic and progressive debilitating diseases that are characterized by constitutional symptoms such as fatigue, weakness, weight loss, pain and changes in mental status that, taken together, interfere in the activities of daily living and significantly impair mobility. Examples of such disorders include: (a) Progressive, uncontrollable malignancies (i.e., terminal malignancies or malignancies being treated with aggressive radiation or chemotherapy); (b) Advanced connective tissue diseases (i.e., advance stages of disseminated lupus erythematosus, scleroderma or polyarteritis nodosa); (c) Symptomatic HIV infection (i.e., AIDS or ARC) in CDC defined clinical categories B and C.

19. **Multiple Impairments**—This category may include, but not be limited to, persons disabled by the combined effects of more than one impairment, including those related to age. The individual impairments themselves may not be severe enough to qualify as a Transit Dysfunction; however, the combined effects of the disabilities may qualify the individual for the program.

V. PURCHASING METRO DISCOUNT ID CARDS

- 5.01 An eligible individual may purchase a **METRO Discount Fare Card** at either of the following locations at the times indicated:
- a. Santa Cruz Metro Center (Pacific Station) Information Booth on weekdays. Please contact (831-425-8600) METRO for specific times.
 - b. Watsonville Transit Center at West Lake and Rodriguez Streets every Tuesday generally. Please contact (831-425-8600) METRO for specific times.

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Policy and Regulation

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- 5.02 An eligible individual must present one of the forms of Identification listed in Section 4.01 or other acceptable proof of age in order to qualify for a METRO Discount Fare Card based on being 62 years of age or older.
- 5.03 a. To purchase a METRO **Discount Fare Card** based on disability without proof of disability set forth in Section 4.01(b), the individual must provide a completed “Professional Verification of Disability Status” (*Attachment A*). Attachment A must be certified by a licensed medical practitioner or other licensed professional verifying that the individual has a disability (see Section IV), which may qualify the individual for a discounted fare.
- * Verification of Disability Status Forms can be picked up at:**
- Santa Cruz Metro Center (Pacific Station) Information Booth*, or requested by phone at (831) 425-860;
- METRO’s Accessible Services Coordinator* at (831) 423-3868 or the California Relay System at 800-735-2929.
- The forms are also available on-line at METRO’s website:
www.scmttd.com
- b. **COST OF DISCOUNT ID CARD:** Those eligible individuals will pay \$2.00 for the Card, \$2.00 for the first replacement of a lost card, and \$5.00 for the replacement of a lost card thereafter.
- 5.04 Children (under the age of 18) of METRO passengers using Metro Discount Photo ID Cards can ride at the discounted rate when accompanying their qualifying parent. Parents must complete a registration form (*Attachment B*), available at the Santa Cruz Metro Center (Pacific Station) and Watsonville Transit Centers to qualify for this extended coverage. The registration form is also available on METRO’s website (www.scmttd.com).

VI. PERSONAL CARE ATTENDANTS

- 6.01 Persons with Disabilities are eligible to have one personal care attendant travel with him/her without paying a second fare. To qualify, the Verification of Disability Status Form must indicate a need for a Personal Care Attendant, which is certified by a licensed medical practitioner or other licensed professional. Upon acceptance by METRO, the eligible individual will be provided with specific identification that authorizes transportation with one Personal Care Attendant.
- 6.02 An individual who has a METRO Discount Fare Card or Paratransit Card issued by another Transit Agency, or a METRO ParaCruz Eligibility Card, which indicates the need for one Personal Care Attendant, may ride on METRO’s fixed route with one Personal Care Attendant without paying a second fare.

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Policy and Regulation

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VII. TEMPORARY DISABILITIES

- 7.01 Persons with temporary disabilities, who meet one or more of the Categories listed in Section 4.04 of this Policy, may qualify for a Temporary (non-permanent) METRO **Discount Fare Card** (Peach colored Discount Card).
- 7.02 This Temporary Discount Fare Card will reflect an expiration date, which corresponds with the individual's "Certification of Disability Status" Form. Once expired, the person would be required to receive a new "Certification of Disability Status" Form from a licensed professional in Section 4.03 in order to extend his/her METRO **Discount Fare Card**.

VIII. METRO PASS OUTLETS

- 8.01 METRO Bus Passes can be purchased starting five working days prior to the beginning of the month at the following locations:

APTOS

*Community Bridges/Liftline, 236 Santa Cruz Avenue

BOULDER CREEK

Boulder Creek Pharmacy, 13081 Highway 9

CAPITOLA

SaveMart Supermarket, 1475 – 41st Avenue

FELTON

Felton Pharmacy (inside New Leaf Market), 6240 Highway 9

LIVE OAK

*Live Oak Family Resource Center, 1438 Capitola Road

SANTA CRUZ

*Metro Center, 920 Pacific Avenue

*Emily's Bakery, 1129 Mission Street (Mission & Laurel)

*Walgreen's Pharmacy, 1718 Soquel Avenue

SCOTTS VALLEY

*Epic Adventure Games, 222 Mt. Hermon Road, Suite A

WATSONVILLE

SaveMart Supermarket, 1465 Main Street

Watsonville Transit Center, 475 Rodriguez Street

*Highway 17 Monthly Pass sold only at these locations. All bus passes, including the Highway 17 Monthly may also be purchased by mail using the order form provided inside the *Headways* bus schedule.

Attachment D

IX. ORDER PASSES BY MAIL

9.01 Individuals who currently hold a valid METRO **Discount Fare Card**, or have previously purchased Discounted Passes and are on file with Santa Cruz METRO, can order bus passes by mail. The form is available in the *METRO Headways*, or at the METRO Information Booth (Pacific Station). Mail the completed form along with a self-addressed, stamped envelope to:

Santa Cruz Metro
920 Pacific Avenue, Suite 21
Cruz, CA 95060

Santa

9.02 Please allow 7 business days from the date the order is received by METRO. If you have any questions regarding orders for discount passes, call (831) 425-3822.

X. ADMINISTRATION OF REGULATION

10.01 The Operations Manager or designee is responsible for the following:

- a. Ensuring that this regulation is disseminated to all existing fixed route drivers, customer service agents and transit center ticket agents.
- b. Ensuring that this regulation is disseminated to all new and future fixed route drivers, customer service agents and transit center ticket agents.
- c. Providing guidance, training and assistance to all employees, customer service agents and transit center ticket agents who are responsible for issuing METRO Discount ID Cards and passes.

10.02 METRO will integrate the METRO Discount Fare Card Program into its Policies and Procedures.

Attachment D

PROFESSIONAL VERIFICATION OF DISABILITY STATUS

I, _____ agree to the release of the medical information disclosed on this form to the Santa Cruz Metropolitan Transit District for the purpose of METRO Discount Fare eligibility.

INDIVIDUAL'S SIGNATURE: _____ **Date:** _____

Date of Birth: _____

*This portion of form to be completed by a **Licensed Professional** as described in Regulation # __, Section 4.03 (i.e.: licensed physician, chiropractor, podiatrist, optometrist, audiologist, clinical psychologist, marriage & family counselor, as appropriate, based on disability category).

PROFESSIONAL VERIFICATION:

The above named individual has requested a Discounted Fare from Santa Cruz METRO Transit District. By my signature, I certify that the information below is true and correct. **I have reviewed the eligibility criteria as outlined in Regulation # __ Section IV re: Eligibility and determined that my client is eligible for this program.**

The individual identified above is eligible for a discounted fare, due to his/her illness, injury, or incapacity, as listed below: (Check all that apply)

- The above named individual is a person who by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability (including, any individual who is a wheelchair user or has semi-ambulatory capabilities), is unable, without special facilities, planning, or design, to utilize public transportation facilities and services as effectively as a person who is not so affected. (***See Section 4.04 for Category descriptions**). Please list the Category disability that this individual has _____.
- The Disability is permanent.
- The disability is not permanent and will expire on _____.
- The above named individual requires the use of a **Personal Care Attendant (PCA)**.
How long do you anticipate the need for a PCA?
 Permanent; or Temporary

(Specify expiration date)

Signature of Licensed Professional: _____ **Date:** _____

Print Name of Licensed Professional: _____

Professional Title: _____ License Number: _____

Address: _____

Telephone: () _____

Attachment D



REQUEST FOR REDUCED CHILDREN'S FARE WITH DISABILITY I.D. CARD

I wish to request certification to allow my children, under the age of 18, (listed below) to travel with me when I use my Disability ID Card and pay the Disability Reduced Fare while traveling on METRO Fixed Route service.

CHILDREN:

Name: _____

Name: _____

Name: _____

Name: _____

Disability ID Card Holder:

Print Name: _____

Address: _____

Signature: _____ *Date:* _____

After completing the top portion of this form, please submit the completed form to the Customer Service Agent at Santa Cruz Metro Center (Pacific Station), or Watsonville Transit Center. The Customer Service Agent will then place a sticker on your Discount ID Card, which allows you to pay Discount Fare for your children when they accompany you on METRO Fixed Route bus service.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 11, 2011
TO: Board of Directors
FROM: Angela Aitken, Acting Assistant General Manager & Finance Manager
SUBJECT: APPOINTMENT OF DIRECTORS TO SANTA CRUZ CIVIC IMPROVEMENT CORPORATION

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors appoint two members to the Santa Cruz Civic Improvement Corporation (SCCIC) Board of Directors, each for a two-year term.

II. SUMMARY OF ISSUES

- The Santa Cruz Civic Improvement Corporation (SCCIC) is an independent non-profit organization established by the Transit District to assist the District in financial transactions.
- The Board of Directors of the Transit District is the appointing authority for the Board of Directors of the SCCIC.
- There are currently two vacant two-year terms on the current SCCIC Board and appointment of new Directors is required at this time. While SCCIC Board members are not required to be members of the SCMTD Board, the Board has historically appointed its own Directors to serve on the SCCIC Board.

III. DISCUSSION

The bylaws of the Santa Cruz Civic Improvement Corporation (SCCIC) provide for the Board of Directors of the Santa Cruz Metropolitan Transit District to appoint the Directors to the SCCIC Board. Due to the vacancies on the current SCCIC Board of Directors, the District Board must now consider the appointment of two Directors to the SCCIC.

The current members of the SCCIC Board are: Donald Hagen, Mark Stone, and Dene Bustichi. While the SCCIC is inactive, Directors are only required to attend the annual meeting of the SCCIC, which falls in October of each year. However, more meetings will be held in the event that the District participates in bond financing as a funding mechanism for major capital projects.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 11, 2011

TO: Board of Directors

FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager

SUBJECT: REAFFIRMING BOARD OF DIRECTORS' APPROVAL AND AUTHORIZING OF THE GENERAL MANAGER SIGNING A CONTRACT WITH MOORE & ASSOCIATES IN REGARD TO ADDITIONAL PROCUREMENT MEASURES TAKEN FOR THE GRANT-FUNDED WATSONVILLE TRANSIT PLANNING STUDY

I. RECOMMENDED ACTION

That the Board of Directors reaffirm their approval and authorizing of the General Manager signing a contract with Moore & Associates in regard to additional procurement measures taken for the grant-funded Watsonville Transit Planning Study.

II. SUMMARY OF ISSUES

- A transit planning study for the Watsonville area has not been conducted since approximately 1973. Santa Cruz METRO was awarded a grant of \$100,000 through Caltrans on August 16, 2010, to complete such a study.
- The scope of the study includes a budget range of \$45,000 - \$70,000 for a consultant working with Santa Cruz METRO staff.
- A clarification of this budget range was provided in Addendum 1 of the Request for Proposals (RFP), which was posted on the Santa Cruz METRO website and distributed to interested firms. Three (3) firms submitted proposals for review.
- One applicant was not interviewed as their proposal scored very low in all areas (though it was clear that they understood the budget) and did not follow the other guidelines in the RFP. The two other firms were interviewed.
- During the course of the interviews, it became clear that at least one applicant believed that the budget range provided in the Addendum applied to the entire project, not just the consultant's portion.
- The panel provided verbal clarification of the budget, reviewed the scope and made certain to tell both interviewed applicants that the budget misunderstanding would not count against them. Both applicants indicated clearly to the five-member panel that they understood.
- Moore & Associates was selected as the consultant via Santa Cruz METRO's standard scoring system for proposals. The consultant who was not selected received lower scores in the areas of overall presentation and the project's planning scope.

- The Board of Directors voted unanimously to approve the contract to Moore & Associates on January 28, 2011 in an amount not to exceed \$60,000. Neither candidate submitted an appeal within the FTA-regulated five-day response period, which ended on February 4, 2011.
- In order to ensure that both parties clearly understood the budget range, an e-mail was sent to both interviewed applicants, giving them seven (7) days to respond. The seven-day period was over on March 2, 2011.
- Both firms responded in writing saying clearly that they understood the posted Addendum to the RFP and the verbal clarification of the budget, as well as the overall project scope. The consultant not selected asked for a debriefing. A written debriefing was provided and accepted. No other comments were received by the deadline
- In addition, this course of action to ensure the propriety of the procurement has been discussed and conducted with the approval of Santa Cruz METRO's FTA Project Manager, Audrey Bredehoft, and Triennial Reviewer Robert Prangley of CDC Ventures, Inc. (an outside FTA auditor), who both believe that this is a satisfactory remedy to any potential issues.

III. DISCUSSION

A transit planning study for the Watsonville area has not been conducted since approximately 1973, when service was extended to south county. Santa Cruz METRO was awarded a grant of \$100,000 through Caltrans on August 16, 2010, for a study. The scope includes a budget range of \$45,000 - \$70,000 for a consultant to work with Santa Cruz METRO staff. The additional grant budget of approximately \$30,000 pays for a portion of Santa Cruz METRO salaries (Grants/Legislative Analyst, Transit Planner, and Planning Intern).

A clarification of this budget range was provided in Addendum 1 (Attachment A) of the Request for Proposals (RFP), posted on the Santa Cruz METRO website and distributed to interested firms. Three (3) firms submitted proposals for review. One applicant was not invited to be interviewed as their proposal scored very low in all areas (although it was clear that they understood the budget range provided in Addendum 1) and did not follow the other guidelines in the RFP. Two other firms were called for an interview. The consultant who was not selected received lower scores in the areas related to overall presentation and the project planning scope.

The Board of Directors voted unanimously to approve the contract to Moore & Associates on January 28, 2011 in an amount not to exceed \$60,000. Neither party submitted an appeal within the FTA regulated five-day response period, which ended on February 4, 2011. Following Board approval, a question arose internally about the budget scopes submitted for the study. Staff contacted our FTA Project Manager, Audrey Bredehoft, who reviewed the procurement with other FTA personnel, and triennial reviewer Robert Prangley of CDC Ventures, Inc., (an outside FTA auditor who conducted an extensive review of Santa Cruz METRO in the March 2010 Triennial Review), who recommended the following course of action to ensure that every step of the procurement is proper and documented. Per their direction to ensure that both parties clearly understood the consultant budget range, an e-mail was sent to both interviewed applicants,

giving them seven (7) days to respond if they did not understand the verbal clarification of the written clarification of the consultant budget provided in Addendum 1.

Both firms responded in writing clearly stating that they understood the posted Addendum 1 and the verbal clarification of the budget, as well as the overall project scope. The consultant not selected asked for a debriefing of why they were not chosen. As per FTA procurement guidelines, a written debriefing was provided and accepted, saying that the reasons they were not selected had to do with presentation skills and their hesitancy to adopt the planning horizon needed by Santa Cruz METRO. In addition, they were provided with the breakdown of the final scores of the applicants. No other comments were received by the deadline.

Since this course of action was recommended by the FTA Project Manager and triennial reviewer/auditor, who both believe that this will remedy any potential issues, staff recommends that the Board of Directors reaffirm their approval and authorizing of the General Manager signing a contract with Moore & Associates in regard to additional procurement measures taken for the grant-funded Watsonville Transit Planning Study.

IV. FINANCIAL CONSIDERATIONS

This delay to the project has impacted the study because dedicated personnel were sent home while this was resolved. The study was on hold during this period and is now off schedule by a month. As a result, the Transit Planning Intern, who is 100% funded by this grant, agreed to a voluntary break and is scheduled to return to work on Monday, March 14, 2011. If there are other delays in the grant schedule impacting Santa Cruz METRO's ability to complete the first phase of the study by June 30, 2011, grant funds (including those already expended) will have to be returned since the remainder of the study will not be able to be completed within the grant period (ending December 31, 2011). The Transit Planning Intern position will not be funded.

V. ATTACHMENTS

Attachment A: Addendum 1 to RFP 11-07, Watsonville Transit Planning Study

Attachment A

Santa Cruz Metropolitan
Transit District



ADDENDUM NO. 1

Santa Cruz Metropolitan Transit District Request for Proposals (RFP)

No. 11-07 WATSONVILLE TRANSIT PLANNING STUDY

RFP DUE DATE: January 4, 2010 @ 5:00 PM, PST

Date of Addendum Issue: December 22, 2010

Notice is hereby given that the Santa Cruz Metropolitan Transit District (METRO) is providing the following clarifications, modifications, additions and / or deletions to the Request for Proposals (RFP) No. 11-07 for Watsonville Transit Planning Study. This Addendum shall become a part of the original RFP as issued by METRO.

Receipt of this Addendum No. 1 shall be acknowledged in your proposal response. Any adjustment resulting from this addendum shall be included in the RFP. Where in conflict, the terms and conditions of this addendum supersede those in the request for proposal.

All questions concerning this Addendum shall be referred to Hina Patel, Purchasing Agent at 110 Vernon Street, Santa Cruz, CA 95060, (831) 426-0199 Voice, (831) 423-2918 Fax, or email address hpatel@scmttd.com.

This Addendum forms a part of the Contract Documents, and modifies the following as noted below:

1. **ADDENDUM CONTENT:** Addendum No. 1: A total of seven (7) pages
2. **Proposals: Format and content of the proposal has been amended to the following:**

Proposal format:

- Maximum length of the written proposal is 10 pages, including narrative and a one-page maximum price proposal/budget. Please make sure to proofread and spell-check and/or ask for someone else to review your proposal before submittal. You may include a cover page which will not be counted towards the final page count.
- The price proposal/budget will be no more than one page of the 10-page proposal.
- Additional pages, or attachments, are allowed for necessary information only (i.e. resumes of key personnel, professional references, a maximum of one sample of previous work, etc.). Please limit attached resumes to the top three (3) key staff who would be involved with the project, with a maximum page limit on resumes of two (2) pages each. Please limit professional references to a one-page attachment. If you want to attach a sample of previous work, please include it as a PDF attachment.
- The proposals do not need to include a timeline or schedule of implementation, since the grant award paying for the project already has a pre-determined timeline
- **Please use standard page formatting: use a 12-point standard font, 1.5 line spacing, one (1)-inch margins on all sides.**
- If using citations or references, it is fine to include the web link in parentheses or in a footnote in lieu of standard footnotes.

110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117

METRO online at <http://www.scmttd.com>

Attachment A

3. A sign-in sheet from the pre-proposal meeting and list of firms who have received the RFP package are provided as Attachment A and B.

4. Questions and Answers:

These are the questions received via email and asked at the pre-proposal meeting.

Q1: The deliverable for item 4 under the Project Overview of Part III requires a completion of 30-40 hours of physical surveying? Is the consultant expected to complete these 30-40 hours of surveying?

A1: The consultant should plan on spending 20-25 total hours on this part of the process, working with Santa Cruz METRO staff to complete it. Santa Cruz METRO staff will conduct some of the surveying with the consultant (and some without) so that the consultant has a high level of participation in this phase. The consultant is expected to also work with staff on the administrative requirements of this project phase--i.e. organizing the information collected, etc.

Q2: Has METRO established a budget range for this study?

A2: Between \$45,000 - \$70,000.

Q3: Has the number and frequency of the public meetings been identified?

A3: No, this will be part of the project planning. The number of meetings will depend on how many people come to each meeting and whether or not we are being effective in reaching our outreach goals. A high estimate would be four (4) outreach meetings of approximately two (2) hours each with translation provided by an outside agency and with a maximum of one (1) hour of prep time for each meeting.

Q4: Regarding the public input process, does METRO have a specified scope or time limitation for the consultant's involvement?

A4: The consultant should plan on attending all coordinated meetings with the public. See above.

Q5: At the pre-bid meeting you indicated that electronic proposal submissions were acceptable. In Part I (3. Delivery of Proposals) of the RFP document it states that "... electronic proposals will not be accepted". Please clarify.

A5: If you are unable to send us one (1) original and four (4) copies of the proposal via courier or hand-delivery, you may submit an electronic copy as long as you send one original in the mail postmarked by the deadline of January 4, 2011 by 5:00 PM. Electronic copies should be submitted to hpatel@scmttd.com

Q6: Have you set any formal page limit on the proposal submission?

A6: Please read item #2 above, Proposal Content.

Q7: Can the cost proposal be integrated into the proposal document or would you prefer the cost proposal in a separate sealed envelope?

A7: The cost proposal or budget should be limited to one page (see above) and can be included as part of the proposal.

Q8: Will the study involve only local Watsonville routes (72, 74, 75 and 79) or also the South County routes (68W, 69A, 71 and 91X) that connect Watsonville to Santa Cruz?

A8: Both local Watsonville and South County routes will need to be included in the study.

Attachment A

Q9: The scope calls for METRO staff to conduct much of the data collection under the supervision of the consultant. Is this intended to minimize the budget, to serve as a training opportunity for staff or simply to maintain METRO's presence in the effort?

A9: Santa Cruz METRO will have complete control over the conducting of the study in order to meet the grant funding and reporting requirements as the designated lead agency on this project. Santa Cruz METRO's Grants/Legislative Analyst will be the District's Lead Project Manager for this study who will oversee the work of the consultant and Santa Cruz METRO staff activities along with the District's Transit Planner. Santa Cruz METRO will make use of well-trained and well-educated existing staff as the staffing interface for the consultant. The consultant is **not** being hired to educate Santa Cruz METRO staff. Whether or not any of this has any effect on the overall budget is not relevant for the purposes of evaluating the proposals received or the final study itself.

Q10: Task 5 calls for Santa Cruz Metro staff to conduct 15-20 interviews with transit users. Are these staff persons fluent in Spanish?

A10: A local community-based, non-governmental organization which works with the target population of transit customers will provide space and translation services for the purposes of this study.

Q11: Is METRO open to additional recommendations for additional quantitative and qualitative measures for understanding and securing input from current Watsonville area riders?

A11: We are not sure what this question means, but will give it our best shot. Working very closely and in cooperation with Santa Cruz METRO's Lead Project Manager and project staff, the consultant will assist in designing materials for interviewing stakeholders and transit customers which will address quantitative and qualitative measures, some yet to be determined. Within that process, the selected consultant must work within the standards set by Caltrans and Santa Cruz METRO and which govern this grant-funded project.

Q12: How will we be involved in outreach? How about a Spanish speaking representative?

A12: Santa Cruz METRO and the consultant will be working with a local non-profit which will provide a Spanish speaking staff member to assist in facilitating this portion of the study. See Q10 above.

Q13: Is there a DBE goal:

A13: No, however, you will still need to fill out the forms as applicable to your firm.

Q14: What is the name of the committee that assists the District in deciding on future service cuts?

A14: SPARC- Service Planning and Review Committee

Q15: Can we get a copy of the Bidlist and Sign-in sheet?

A15: Yes, these are provided with this Addendum.

Q16: Is there work space available at METRO or Watsonville?

A16: You are welcome to use the Library in the Santa Cruz METRO Administration building and there will be space provided by a local non-profit for meetings and interviews. Some work may occur while riding the bus, and interviews may be conducted on the bus.

Attachment A

RFP No. 11-07, Addendum No. 1 – Issue: December 22, 2010

Q17: How will the non-profit interface with METRO and the consultant?

A17: Please see A9 above.

Q18: Who will give the final presentation and when is it due?

A18: The consultant will give the final presentation, with assistance from staff if needed. The consultant will have reviewed the presentation with staff prior to the presentation to the Board. The draft is due 12/31/11 and the final is due 1/31/12. The final presentation will be on or before 3/31/12, most likely at either the February 25, 2011 or the March 25, 2010 Board of Directors' meeting.

Q19: How critical are the service cuts to the 5-6 routes to riders on the weekends?

A19: Some changes have been made to weekend routes to-date, they run less frequently. Potential future service cuts are still being discussed and, at this time, their impact on weekend service to Watsonville is unknown.

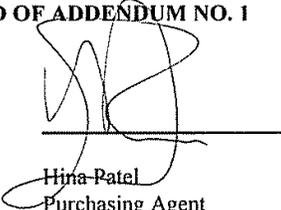
Q20: When do the labor contracts expire?

A20: The UTU contract expires June 30, 2011 and the SEIU contract expires June 30, 2012.

Q21: Is there preference given to local firms?

A21: No.

END OF ADDENDUM NO. 1



Hina Patel
Purchasing Agent

RFP 11-07 WATSONVILLE TRANSIT PLANNING STUDY

3

DECEMBER 10, 2010

	Company Name	Name	Phone	Email Address
1.	S.C. Metro	Fred Fribel		
2.	SCMTD	Claire Flesher		
3.	SCMTD SCMTD	Tony Rearty		theadby@scmtd.com
4.	HDR	Doug Langille	925-974-2615	clauslas.lansalle@hdrinc.com
5.	BFGC-IBT Group	Krishna Duvva	831-227-8485	krishnaB@BFGC-IBT.GROUP.COM
6.	moore associates	Michael Eskew	601-257-1277	michael@moore-associates.net
7.				
8.				
9.				
10.				
11.				
12.				

Attachment A

Attachment B

COMPANY NAME	ADDRESS	CITY/STATE/ZIP	CONTACT	TELEPHONE	EMAIL
Integrated Marketing Systems	945 Hornblend Street, Ste G	San Diego, CA	Danielle Vachal	(659) 490-8904 (t)	CA2RA@imsinfo.com
AForrest & associates	177 Webster Street Suite Two-Sixty	Monterey, CA 93940	Alan Forrest	831-657-9540	alan@aforrest-associates.com
Flint Strategies	9 Muirfield Road	Half Moon Bay, CA	Kendall Flint	650-455-1201 T	kendall@flintstrategies.com
A-M-M-A Transit Planning	393 Two Trees Road,	Riverside, CA 92507	Heather Menninger	951 784-1333	heather@ammamtransitplanning.com
DKS Associates	1970 Broadway, Suite 740	Oakland, California 94612	Tom Krakow	510.267.6615	TJK@dksassociates.com
Delta Development Group, Inc.	2000 Technology Pkwy.	Mechanicsburg, PA 17050	Keili Walsman	717-441-9030	kpeterson@delliaone.com
TRANSPORTATION MANAGEMENT & DESIGN, INC.	5541 Fermi Court, Suite 170	Carlsbad, CA 92008	Kelly Heiming	760-476-9600 x103	kheiming@tmdinc.net
Maintenance Design Group	1600 Stout Street, Suite 940	Denver, Colorado 80202	Karen Peterson	303.302.0266	Karen.Peterson@mdg-llc.com
Watny Design, Inc.		Redwood City, CA	Hannah Rayna Brooks	650.298.8150	HBrooks@watnydesign.com
Fehr & Peers	160 W Santa Clara St, Suite 675	San Jose, CA 95113	Matt Haynes	408.278.1700 x1217	m.haynes@fhrandpeers.com
Tindale-Oliver & Associates, Inc.	1000 N. Ashley Dr., Suite 100	Tampa, FL 33602	Susan Boda	813.224.8862	SBoda@tindaleoliver.com
Arup	560 Mission St., Suite 700,	San Francisco, CA	Leah Hasenoehrl	1 415 957 9445	leah.hasenoehrl@arup.com
Wilbur Smith Associates	201 Mission Street Suite 1450	San Francisco CA 94105	Martin Peter	415 495 6201	pmartin@wilbursmith.com
HDR ONE COMPANY	2121 N. California Blvd, Suite 475	Walnut Creek, CA 94596	Doug Langille	925.974.2615	Dougias.Langille@hdrinc.com
Circle Point	135 Main Street, Suite 1600	San Francisco, CA	Farah C. Brady	415.227.1100 x120	fbrady@circlepoint.com
Cambridge Systematics, Inc.	555 12th Street, Suite 1600	Oakland, CA 94607	Killian Roach	510-879-4335	KRoach@camsys.com
DESIGNWORKSHOP	1390 Lawrence Street, Suite 200	Denver, Colorado 80204	Britt Palmberg	303 623-2616, Ext. 5212	BPalmberg@DesignWorkshop.com
Dikita Enterprises, Inc.	1420 W. Mockingbird Lane, Suite 600	Dallas, TX 75247	"Parami" Palanappan	214-634-8844	spalanappan@dikita.com
SYSTRA	150 Clove Road, 7th Floor	Little Falls, NJ 07424	LeRena T. Muslo	973.873.9713	lmuslo@systrausa.com
ESA Marketing	225 Bush Street, Suite 1700	San Francisco, CA 94104	Draw Mercer	415.896-5900	DMercer@esassoc.com
Haich Moti McDonald	2495 Natomas Park Drive, Suite 530	Sacramento, CA 95833	Jason I. McCoy	916.231.8079	Jason.McCoy@haichmolt.com
Hanson	13801 Riverport Drive, Suite 300	Maryland Heights, MO 63043	Jill Schilling		jschilling@hanson-inc.com
James Transportation Group	1120 Iron Point Road, Suite 130	Folsom, CA 95630	John C. James II	916) 608-4900	jcjames@jamesfrans.com
Wald, Ruhnke & Dost Architects, LLP	2340 Garden Road, Suite 100	Monterey, CA 93940	Matt Nehr	831.649.4642	matt@wrdarch.com
Axiom Engineers	4605 W. Walnut St.	Soquel, CA 95073	Jeff Meade	Ph 831.464.4320 x11	JEFFM@axiomengineers.com
KIMLEY-HORN AND ASSOCIATES, INC	11060 White Rock Road, Suite 150,	San Diego, California	Tricia Bur	916.659.5800	Tricia.Burlicca@kimley-horn.com
Transit Resource Center	2036 Nevada Highway #200	Grass Valley, CA 95945	Cliff Chamber	(530) 271-0177	cliffchambers@earthlink.net
Dowling Associates, Inc.	180 Grand Avenue Suite 250	Oakland, CA 94612	Rowena Ona	510.839.1742 ext.124	rona@downlinginc.com
ELS Architecture and Urban Design	2040 Addison Street	Berkeley, CA 94704	'Anita Elmore'	510.549.2929	AElmore@eisarch.com
BMS Design Group	414 Jackson St., Suite 404	San Francisco, CA 94111	Kathryn Grift	(415) 249-0130	grift@bmsdesigngroup.com
RRM Design Group	3765 S. Higuera St., Ste 102	San Luis Obispo, CA 93401	Nicole Stephens	805) 543-1794	NRSStephens@rmdesign.com
Applied Survey Research			Susan		'susan@appliedsurveyresearch.org'

Attachment A

Moore & Associates	28159 Avenue Stanford, Suite 110	Valencia	Casey	888) 743-5977	casey@moore-associates.net
Merrill Morris Partners	249 Front Street	San Francisco, CA 94111	Rochella Yaji	415.291.8950	rvail@merrill-morris.com
Prime Vendors	4622 Cedar Avenue, Suite 123				summerfee@prime-vendor.com
HNTB			Luay Al-Jamal		lajlajamal@HNTB.com
Jake Associates	1940 The Alameda, Suite 200	San Jose, CA 95113	Michael Keller	(408) 249-7200	jakes@jakesassociates.com
PMC	2729 Prospect Park Dr., Ste. 220	Rancho Cordova, CA 95670	Miller	(916) 361-8384 Ext. 10423	proposal@pmcworld.com
Studemester and Associates	P. O. Box 315	Merilo Park, CA 94026	Paul Studemeister	650-234-1030	studemeister@yahoo.com
WCP Inc.	200 Washington St., Suite 208	Santa Cruz, CA - 95060	Lailiha P	831.594.3041	lailiha@wcpinc.com
Transit Marketing LLC	1638 E. Lester St.,	Tucson, AZ 85719	Selena Barlow	520.322.9607	transitmarketing@cox.net
Sieberg Evanshek Consulting, Inc.	455 Capital Mall, #700	Sacramento, CA 95814	George Skiles	916) 443-1300	neoree@sielearn.com
IBI Group	18401 Von Karman Avenue, Suite 110	Irvine CA 92612	Jeesaeng Chung	949 833 5588	jeesaeng.chung@IBIGroup.com

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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.....T GUNDO K VGF

DATE: "March 11, 2011

TO: Board of Directors

FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager

SUBJECT: **CONSIDERATION OF APPROVING THE TRANSFER OF THE 2002 CHANCE COACH CNG RUBBER TIRED TROLLEY TO SOUTH METRO AREA REGIONAL TRANSIT IN WILSONVILLE, OREGON, UPON RECEIPT OF THE CITY OF SANTA CRUZ'S RELEASE OF INTEREST AND FTA APPROVAL OF SUCH TRANSFER**

I. RECOMMENDED ACTION

That the Board of Directors approve the transfer of the 2002 Chance Coach CNG rubber tired trolley to South Metro Area Regional Transit in Wilsonville, Oregon, upon receipt of the City of Santa Cruz's release of interest and FTA approval of such transfer.

II. SUMMARY OF ISSUES

- The trolley was originally purchased in 2004 with the City of Santa Cruz providing the local match. The total price was \$362,233; the Federal Transit Administration (FTA), through Santa Cruz METRO, paid \$289,786; and, the City of Santa Cruz paid \$72,447 in three installments. The intent was to run a beach shuttle, but shortly after the vehicle was delivered, the City ceased funding for the shuttle.
- On April 27, 2007, a Staff Report to the Board of Directors (Attachment A) recommended that staff identify other eligible transit agencies who would be interested in acquiring the CNG trolley as a transfer of FTA assets.
- In the April 27, 2007 Staff Report, it was also recommended that if another eligible transit agency was identified to take possession of the trolley, that the City of Santa Cruz be refunded the undepreciated value of their original investment of public funds. At December 31, 2010, this value will be \$22,639.53.
- The City of Santa Cruz was asked for a letter releasing its interest in the trolley in exchange for the undepreciated value of their investment. A letter was obtained in June 2010, but that transfer fell through. Because the undepreciated dollar amount of the local share has changed since then, another letter is required for this transfer.
- Santa Cruz METRO has available funds for the return of undepreciated value to the City of Santa Cruz.
- The City of Wilsonville, Oregon, which runs the South Metro Area Regional Transit agency, an eligible FTA direct recipient, has expressed interest in a transfer of the trolley and is willing to arrange and pay for its transport once the transfer is approved.

III. DISCUSSION

In February 2002, existing FTA grant #CA-90-X873 was amended to purchase a trolley replica vehicle. Members of the Santa Cruz METRO Board from the City of Santa Cruz were interested in running a Beach Shuttle and offered to pay the 20% local share required for the purchase of the trolley. Shortly after the acquisition of the trolley, in 2004, the City ceased funding for the shuttle. Since then, the trolley has had very limited usage.

When fleet vehicles are no longer in use, Santa Cruz METRO is required to let the FTA know through updates to the "fleet status list" in the federal grants administration program. In the case of the trolley, it is also a vehicle that is not eligible for replacement. The trolley can, however, be transferred to another eligible transit agency who is a recipient of FTA funding.

In October 2010, Santa Cruz METRO received a serious inquiry from the City of Wilsonville, Oregon's South Metro Area Regional Transit (SMART), an FTA recipient willing to take possession of and transport the trolley, and transfer the remaining FTA interest (\$90,558 as of 12/31/10) via taking over our grant contract CA-90-X873. This is contingent on Santa Cruz METRO's Board of Directors' approval, a release from the City of Santa Cruz, FTA District IX (CA) and District X (OR) approval and any required action by the Wilsonville City Council.

The City of Santa Cruz had released its interest in the trolley on June 30, 2010, in exchange for the return of the undepreciated value of their original investment, or \$25,168.13 at that time. That deal fell through and, since then, the equipment has further depreciated, with a new remaining value of \$22,639.53 at December 31, 2010. A new letter from the City of Santa Cruz's Director of Finance has been requested and is required prior to exchange of the asset.

Staff recommends approval of the transfer of the trolley as described above. Following this approval, Santa Cruz METRO will advise the City of Wilsonville, OR so that they can move forward with the required City Council action to approve the purchase and transporting of the trolley. Staff will review and forward correspondence to the FTA requesting approval of the transfer of assets and related grant contract. Following the receipt of FTA approval, staff will proceed with the transfer of the 2002 Chance Coach CNG trolley to Wilsonville SMART.

IV. FINANCIAL CONSIDERATIONS

Santa Cruz METRO will return the undepreciated value of the City of Santa Cruz's investment, or \$22,639.53, and will transfer the remaining value of the FTA investment of \$90,558 (at 12/31/10) to Wilsonville, OR, South Metro Area Regional Transit. Santa Cruz METRO has available funds to return the undepreciated value to the City of Santa Cruz.

V. ATTACHMENTS

Attachment A: April 27, 2007 Staff Report to Board of Directors

Attachment B: Board Resolution Authorizing the Transfer of the 2002 Chance Trolley

Prepared By: Tove Beatty, Grants/Legislative Analyst

Date Prepared: December 7, 2010. Lcpwct{ '3: . '4233. 'Hgdwtct{ '3: . '4233"cpf "Octej '9. '4233

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 27, 2007
TO: Board of Directors
FROM: Les White, General Manager
SUBJECT: CONSIDERATION OF DIRECTING STAFF TO IDENTIFY TRANSIT SYSTEMS INTERESTED IN ACQUIRING METRO'S RUBBER TIRED TROLLEY

I. RECOMMENDED ACTION

That the Board of Directors instruct the General Manager to identify and solicit interest from transit systems that may be able to purchase the METRO/City of Santa Cruz Trolley Replica vehicle and discuss the issue with the City of Santa Cruz.

II. SUMMARY OF ISSUES

- In February of 2002, the Board of Directors directed staff to procure a Trolley replica vehicle for use in the operation of the Santa Cruz Beach Shuttle.
- At that time, the City of Santa Cruz provided the local share of 20% for the trolley.
- The cost of the trolley when purchased was \$362,233.
- Shortly after delivery of the trolley replica, the City of Santa Cruz ceased the funding for the operation of the Beach Shuttle.
- The trolley has seen limited operation since that time.
- FTA monitors the use of federally funded assets used in the provision of mass transit service.
- METRO is scheduled to receive a Triennial Review this year, and the limited use of the trolley replica is expected to be discussed.
- One option that is available for METRO to address the “underused” trolley replica is to do a “federal assets transfer”, whereby another transit system can agree to have the bus transferred to them for the undepreciated value of the local share of the vehicle.

III. DISCUSSION

In February of 2002, the Board of Directors asked staff to amend an existing FTA grant to purchase a trolley replica vehicle. Members of the Board from the City of Santa Cruz were interested in using a rubber-tired trolley to run on the Santa Cruz Beach Shuttle, and they offered to pay the 20% share of the grant. The trolley was purchased for a cost of \$362,233, with the

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Board of Directors
Page 2
April 27, 2007

local share amounting to \$73,354. Shortly after the delivery of the trolley, the City of Santa Cruz ceased funding for the Beach Shuttle (last year of operation was 2004), and the trolley has seen very limited usage. The chart below summarizes the mileage for the trolley

Date	Mileage
June 2003	2,850
June 2004	2,748
June 2005	1,310
October 2006	112
March 2007	128

METRO is required to certify that all assets purchased with federal funds are actively used for the provision of mass transit services. This year METRO is scheduled for a Triennial Review that is conducted by FTA. As part of that review, they evaluate the number of buses in the fleet. As can be seen from the above chart, the trolley is not actively used for service. The FTA allows for the transfer of federal assets that are not eligible for replacement to other transit agencies. The federal share of the asset is transferred and the undepreciated value of the local share is paid to the agency as reimbursement for the asset.

Staff is recommending that the Board direct staff to identify other transit agencies that may be interested in acquiring METRO's trolley replica vehicle. Should this be done, there will be a depreciated refund of the local share from the purchase of the trolley. Staff is also recommending that staff discuss the issue of the trolley replica vehicle with the City of Santa Cruz.

IV. FINANCIAL CONSIDERATIONS

Should another transit agency acquire the trolley replica vehicle, it will result in a refund of the depreciated portion of the local share. These funds shall be returned to the City of Santa Cruz.

V. ATTACHMENTS

None

5 HJW a Ybh6

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 TRANSFER OF THE 2002 CHANCE COACH CNG RUBBER TIRED TROLLEY TO SOUTH METRO AREA REGIONAL TRANSIT IN WILSONVILLE, OREGON, UPON RECEIPT OF THE CITY OF SANTA CRUZ'S RELEASE OF INTEREST AND FTA APPROVAL OF SUCH TRANSFER

WHEREAS, the 2002 Chance Coach CNG rubber tired trolley (Vehicle Identification #1C9S2CCS62W535135) was originally purchased for \$362,233, with the Federal Transit Administration (FTA) providing 80% (\$289,786) of the funds via grant CA-90-X873, and the City of Santa Cruz providing the 20% local share of \$72,447; and,

WHEREAS, the City of Santa Cruz originally intended to run a beach shuttle, but shortly after the vehicle was delivered in 2004, the City ceased funding for the shuttle and the vehicle was no longer needed; and,

WHEREAS, the Santa Cruz Metropolitan Transit District Board of Directors instructed the General Manager on April 27, 2007 to identify transit systems with an interest in the transfer of the trolley; and,

WHEREAS, the City of Wilsonville, Oregon's South Metro Area Regional Transit (SMART) agency, a direct recipient of Federal Transit Administration (FTA) funding, has expressed their intent to transfer the FTA asset to place it in revenue service, safely transport the trolley to Oregon and to reimburse Santa Cruz METRO for the undepreciated value of the City of Santa Cruz's investment of public funds at 12/31/10 (\$22,659.53); and,

WHEREAS, the remaining undepreciated federal interest in the 2002 Chance trolley as of 12/31/10 is \$90,558 and this amount will be transferred to Wilsonville, Oregon SMART via a transfer of Santa Cruz METRO's grant contract CA-90-X873; and,

WHEREAS, Wilsonville, Oregon SMART agrees to maintain the vehicle in accordance and compliance with FTA requirements and will include the vehicle in their equipment inventory records;

NOW, THEREFORE, BE IT RESOLVED, that the General Manager of Santa Cruz METRO is authorized to implement the transfer of the 2002 Chance Coach CNG

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Resolution No. _____

Page 2

rubber tired trolley to South Metro Area Regional Transit in Wilsonville, Oregon, upon receipt of the City of Santa Cruz's release of interest and FTA approval of such transfer.

PASSED AND ADOPTED this 11th Day of March, 2011 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

ELLEN PIRIE
Board Chair

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

.....TG/UWDO K/VGF

"

DATE: March 11, 2011

TO: Board of Directors

FROM: Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF CONCERNS REGARDING THE
DISSEMINATION OF METRO FINANCIAL INFORMATION TO
EMPLOYEES.**

I. RECOMMENDED ACTION

That the Board of Directors provide direction to staff regarding the frequency and scope of actions to provide financial information to METRO employees during the FY 11/12 Budget development process in response to concerns raised by the Labor Unions.

II. SUMMARY OF ISSUES

- METRO staff members are currently in the process of developing the FY 11/12 Budget Proposal for consideration by the Board of Directors.
- The sustained high levels of unemployment have resulted in sales tax and Transportation Development Act revenues that are much lower than prior years, and which will not meet METRO's financial needs for sustained service.
- As a part of the Budget development process METRO staff members have met with the leadership of the labor unions that represent the employees at METRO.
- As the projected budget deficits are substantial and will effect employment levels at METRO financial statements have been posted at the various operating facilities.
- On February 11, 2011 representatives of the Labor Unions at METRO requested that the practice of posting budget information be discontinued.
- Members of the Board requested that the issue of dissemination of budget information be placed on the agenda for the next Board Meeting.

III. DISCUSSION

Over the past few months METRO staff members have been working on developing budget proposals for the FY 11/12 budget. There are many issues that affect the financial stability at METRO. The repetitive diversion of transit funds to other purposes by the State Legislature and Governor has taken a toll on the financial health of METRO. Between the loss of STA funds and the shutdown of the Transit 1-B Bond Program METRO has lost \$51 million. The sustained high levels of unemployment as a result of the recession have resulted in depressed levels of sales tax and Transportation Development Act (TDA) funds. The impact of these sustained funding

reductions is the necessity to propose severe budget cuts and service reductions as a part of the budget proposals.

In developing budget proposals METRO staff has met with the leadership of the labor Unions that represent METRO. The staff has also made regular presentations to the Board of Directors. Additionally, the budget projections and presentations that have been given to the Board have been posted at the various facilities so that the employees are aware of the problems that we all are facing.

At the February 11, 2011 Board of Directors Meeting representatives of the METRO Labor Unions requested that the Board direct staff to discontinue posting budget information at the operating facilities.

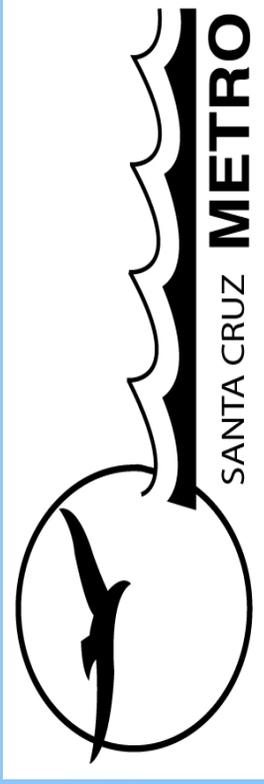
Member of the Board requested that the issue of dissemination of budget information at METRO facilities be placed on the next Board Agenda so that it could be discussed.

IV. FINANCIAL CONSIDERATIONS

The distribution of budget information does not significantly encumber the FY 10/11 Operating budget.

V. ATTACHMENTS

NONE



RESOURCE ALLOCATION PRESENTATION

March 11, 2011



FY 11 REVENUE SOURCES

	FY11 Published Budget	Variance/Change	FY11 Revised Budget
Operating Revenue:	\$ 31.655M	\$ 5K	\$ 31.660M
Non-Operating (Non-Recurring) Revenue:	\$ 5.624M	\$ 966K	\$ 6.590M
Total Revenue:	\$ 37.279M	\$ 971K	\$ 38.250M

Operating Revenue Variance/Change*: \$ 5K

- \$(8K): Reduced Rent Income and Vacancies at Transit Centers
- \$(14K): FTA Sec 5311 – Rural Op Assistance
- \$ 27K: Additional Transportation Development Act (TDA) allocation, as per RTC FY11 Budget amendment, approved Nov. 4,2010

Non-Operating (Non-Recurring) Revenue Variance/Change*: \$ 966K

- \$636K: Carryover from previous year
- \$(150K): Transfer from Legal Settlements (Incorporated into Risk Department Budget)
- \$(20K): Transfer (to)/from Capital Reserves (Reduction in Project Manager Capital Project Expense)
- \$500K: Alternative Fuel Tax Credit

Total Revenue Variance/Change*: \$ 971K

* Negative numbers indicate decrease in revenue



FY11 EXPENSES

	FY11 Published Budget	Variance/Change	FY11 Revised Budget
Operating Expenses:	\$ 37.279M	\$ 971K	\$ 38.250M

Expenses Variance/Change*: \$ 971K

- \$583K: 17% increase in Medical Ins (HMOs), effective January 2011
- \$203K: Updated Employee Pay and Benefits Information
- \$149K: Additional Holiday Overtime and related benefits for Bus Operators and Operations
- \$25K: Open Enrollment Changes: re-enrolling overaged dependents (Medical Ins)-Active Employees, effective January 2011
- \$30K: Open Enrollment Changes: re-enrolling overaged dependents (Medical Ins)-Retirees, effective January 2011
- \$(37K): No rate increases for the life of the contracts for Dental, Vision, and Life Insurance per information from HR, as of January 26, 2011.
- \$18K: Increased Employer Contribution rates for SDI and SUI, from 1.1% to 1.2% and from 3.00 % to 3.9%, respectively, effective January 2011, as per email from the County from January 27, 2011.

* Positive numbers indicate increase in expenses



FY11 PUBLISHED & REVISED OPERATING BUDGET

	FY11 Published Budget	FY11 Revised Budget
Operating Revenue	\$ 31,655,105	\$ 31,660,104
Operating Expenses	\$ 37,279,317	\$ 38,250,384
Operating Deficit	\$ (5,624,212)	\$ (6,590,280)
Non-Operating Revenue:		
ARRA	\$ 270,000	\$ 270,000
STIC	\$ 1,202,159	\$ 1,202,159
STA	\$ 2,800,000	\$ 2,800,000
Alternative Fuel Tax Credit	\$ -	\$ 500,000
Use of Carryover from Previous Year	\$ 1,071,106	\$ 1,706,776
Transfer from Legal Settlements	\$ 150,000	\$ -
Transfer from Capital Reserves	\$ 130,947	\$ 111,345
Net Deficit	\$ -	\$ -



OPERATING CARRYOVER FROM PREVIOUS YEAR

Actual Carryover from FY10, Balance at 06/30/10:	\$ 1,989,862
Projected Use of FY10 Carryover in FY11:	\$ 1,706,776
Projected Carryover Balance at 06/30/11:	\$ 283,086
Projected Use of Carryover from FY11 in FY12:	\$ 283,086
Projected Carryover Balance at 06/30/12:	\$ -

11.5



FY 12 REVENUE SOURCES

	FY12 Published Budget	Variance /Change	FY12 Revised Budget
Operating Revenue:	\$ 32.198M	\$ 263K	\$ 32.461M
Non-Operating (Non-Recurring) Revenue:	\$ 6.430M	\$ 1.535M	\$ 7.965M
Total Revenue:	\$ 38.628M	\$ 1.798M	\$ 40.426M

Operating Revenue Variance/Change*: \$ 263K

- \$(8K): Reduced Rent Income and Vacancies at Transit Centers
- \$ 271K: Additional Transportation Development Act (TDA) allocation, as per RTC FY12 Proposed Budget amendment, proposed Feb. 17, 2011

Non-Operating (Non-Recurring) Revenue Variance/Change*: \$ 1.535M

- \$(150K): Transfers from Legal Settlements (Incorporated into Risk Department Budget)
- \$(61K): Transfer (to)/from Capital Reserves (Reduction in Project Manager Capital Project Expense)
- \$250K: Alternative Fuel Tax Credit expires December 31, 2011
- \$(188K): Reduced STA 2011-2012 Allocation (per letter from State Controller from January 19, 2011)
- \$202K: Carryover from previous year (due to decrease in FY11 expenses)
- **\$1.482M: Revenue needed to balance budget (Deficit)**

Total Revenue Variance/Change*: \$ 1.798M

* Negative numbers indicate decrease in revenue



FY12 EXPENSES

	FY12 Published Budget	Variance/Change	FY12 Revised Budget
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Operating Expenses:	\$ 38.628M	\$ 1.798M	\$ 40.426M
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Expenses Variance/Change*: \$ 1.798M

- \$1.231M: 17% increase in Medical Ins (HMOs), effective January 2011; 12% (estimate), effective January 2012
- \$159K: Updated Employee Pay and Benefits Information
- \$318K: Increase in Retirement Factor in FY12 from 15.43% to 17.21%
- \$75K: Open Enrollment Changes: re-enrolling overaged dependents (Medical Ins)-Active Employees
- \$64K: Open Enrollment Changes: re-enrolling overaged dependents (Medical Ins)-Retirees
- \$(76K): No rate increases for the life of the contracts for Dental, Vision, and Life Insurance per information from HR, as of January 26, 2011.
- \$27K: Increased Employer Contribution rates for SDI and SUI, from 1.1% to 1.2% and from 3.0% to 3.9%, respectively, effective January 2011, as per email from the County from January 27, 2011.

* Positive numbers indicate increase in expenses



FY12 PUBLISHED & REVISED OPERATING BUDGET

	FY12 Published Budget	FY12 Revised Budget
Operating Revenue	\$ 32,198,489	\$ 32,460,988
Operating Expenses	\$ 38,627,918	\$ 40,426,162
Operating Deficit	\$ (6,429,429)	\$ (7,965,174)
Non-Operating Revenue:		
ARRA	\$ -	\$ -
STIC	\$ 1,202,159	\$ 1,202,159
STA	\$ 2,500,000	\$ 2,311,643
Alternative Fuel Tax Credit	\$ -	\$ 250,000
Use of Carryover from Previous Year	\$ 80,480	\$ 283,086
Transfer from Legal Settlements	\$ 150,000	\$ -
Transfer from Capital Reserves	\$ 136,617	\$ 75,631
Net Deficit	\$ (2,360,173)	\$ (3,842,655)

11.8



OPERATING BUDGETS FY11 – FY15

	Revised FY11	Revised FY12	%	FY13	%	FY14	%	FY15
Operating Revenue	\$31,660,104	\$32,461,988	1.5%	\$32,947,903	1.5%	\$33,442,121	1.5%	\$33,943,753
Operating Expenses	\$38,250,384	\$40,426,162	2.6%*	\$41,133,567	2.6%*	\$41,862,193	2.6%*	\$42,612,679
Operating Deficit	\$(6,590,280)	\$(7,965,174)		\$(8,185,664)		\$(8,728,460)		\$(8,668,925)
Non-Operating Revenue:								
ARRA	\$270,000	\$0		\$0		\$0		\$0
STIC	\$1,202,159	\$1,202,159		\$1,202,159**		\$1,202,159**		\$1,202,159**
STA	\$2,800,000	\$2,311,643		\$***		\$0		\$0
Fuel Tax Credit	\$500,000	\$250,000****		\$0		\$0		\$0
Use of Carryover from Previous Year	\$1,706,776	\$283,086		\$0		\$0		\$0
Transfer from Capital Reserves	\$111,345	\$75,631	3%	\$77,900	3%	\$80,237	3%	\$82,644
Net Deficit	\$0	\$(3,842,655)		\$(6,905,605)		\$(7,137,676)		\$(7,384,122)

* 0 % increase in Labor; 3 % increase in Fringe Benefits and Non-Personnel Expenses

** Legislation being discussed

*** Asking for authorization to have Capital converted to Operating

**** Authorization thru 12/31/2011



SCHEDULE OF RESERVE ACCOUNT BALANCES DECEMBER 31, 2010 (Post audit)

	Board Adopted Minimum Balance 6/30/10	Proposed Addition/ (Withdrawal)	Estimated Balance at 12/31/10	% Funded	Comments:
Capital Reserves:					
Capital Funding Reserve	\$ 14,025,636	\$ 0	\$ 14,025,636	82%	Capital projects require METRO to advance funds, for which reimbursement may not be received for months at a time, depending upon what agency is funding the project. Total Capital Reserve is 82% funded.
Operating Reserves:					
GASB 45 - OPEB Liability	\$ 0	\$ 0	\$ 0	0%	Actuarial Accrued Liability is \$43,442,791. Staff will propose funding current liability of \$ 5,118,074 with submittal of FY12 budget. Reserve is 0% funded.
Cash Flow Reserve	\$ 2,511,102	\$ 0	\$ 2,511,102	48%	Board approved use of \$2.5M to balance FY10 operating budget. Reserve is 48% funded.
Workers Compensation Reserve	\$ 2,091,581	\$ 0	\$ 2,091,581	65%	Minimum balance updated for FY10. Reserve is 65% funded.
Liability Insurance Reserve	\$ 700,757	\$ 0	\$ 700,757	86%	Minimum balance updated for FY10. Reserve is 86% funded.
Carryover from Previous Year	\$ 1,989,862	\$ (1,071,106)	\$ 918,756	N/A	Proposed withdrawal required to balance FY11 operating budget.
Total Operating Reserves:	\$ 7,293,302	\$ (1,071,106)	\$ 6,222,196	67%	Total Operating Reserve is 67% funded.
Total Reserves:	\$ 21,318,938	\$ (1,071,106)	\$ 20,247,832		

Indicates Actual Balance is below Board Adopted Minimum Reserve Balance.



GASB 45 – OTHER POST EMPLOYMENT BENEFITS (OPEB) LIABILITY (ADOPTED FROM INDEPENDENT AUDITOR'S REPORT DATED JUNE 30, 2010 AND 2009)

Annual OPEB Cost and Net OPEB Obligation

The Santa Cruz METRO's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution (ARC) of the employer, an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (of funding excess) over a period not to exceed thirty years. For fiscal year 2009-10, the Santa Cruz Metropolitan Transit District's annual OPEB cost was \$ 2,556,820. The Santa Cruz METRO's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the year ended June 30, 2010, were as follows:

Annual required contribution	\$ 4,140,013
Interest on net OPEB obligation	\$ 128,063
Adjustment to annual required contribution	\$(113,446)
Annual OPEB cost	\$ 4,154,630
Contributions made	\$ 1,597,810
Change in net OPEB obligation (asset)	\$ 2,556,820
Net OPEB obligation (asset) – beginning of year	\$ 2,561,254
Net OPEB obligation (asset) – end of year	\$ 5,118,074

Year Ended June 30,	Annual OPEB Cost	Actual Employer Contributions	Percentage of Annual OPEB Cost Contributed	Net Ending OPEB Obligation (Asset)
2009	\$ 3,980,818	\$ 1,419,564	35.66%	\$ 2,561,254
2010	\$ 4,154,630	\$ 1,597,810	38.46%	\$ 5,118,074

Funding Policy, Funded Status and Funding Progress

The Santa Cruz Metropolitan Transit District's required contribution is based on Pay-As-You-Go financing requirements. For fiscal year 2009-10, the Santa Cruz METRO contributed \$ 1,597,810 to the plan.

As of April 1, 2010, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$ \$43,442,791, all of which was unfunded.



CAPITAL RESERVE BALANCES & CAPITAL PURCHASES CASH FLOW

Capital Funding Reserve, Estimated Balance at 12/31/10 \$ 14,025,636

In FY11, Capital projects require Santa Cruz METRO to advance funds, for which reimbursement may not be received for months at a time, depending upon which agency is funding the project. Examples of projects with delayed reimbursement for which Santa Cruz METRO needs cash on hand include:

<u>Project:</u>	<u>Funding Agency:</u>	<u>Amount:</u>
5 New Flyer Buses	VTA-Measure A Funds	\$ (2,500,000)
Purchase 425 Front Street	FTA - TCRP	\$ (2,064,123)
Smartcard Farebox, 27 ParaCruz Vans, Info. Technology	FTA - ARRA	\$ (5,277,000)
State of Good Repair (SGR) 17% Local Match	FTA	\$ (989,400)
Second CNG Fuel Tank	Air District	\$ (200,000)
<u>Subtotal Capital funds advanced :</u>		<u>\$ (11,030,523)</u>

Remaining Capital funds available for cash flow needs to fund capital projects: \$ 2,995,113



OPERATING RESERVE BALANCES & DAY-TO-DAY OPERATING CASH NEEDS

Operating Reserves, Estimated Balance at 12/31/10:	
Cash Flow Reserve:	\$ 2,511,102
Workers Compensation Reserve:	\$ 2,091,581
Liability Insurance Reserve:	\$ 700,757
Carryover from Previous Year:	\$ 918,756
Total Operating Reserves, Estimated Balance at 12/31/10:	\$ 6,222,196
Board Adopted Minimum Balance for Operating Reserves:	
Difference between Board Adopted Minimum Balance for Operating Reserves and Total Operating Reserves, Estimated Balance at 12/31/2010:	\$ 9,233,847
	\$ (3,011,651)

Operating Reserves are used to cover day-to-day cash flow needs, when reimbursements from various operating revenue sources are delayed. Examples of delayed reimbursements for FY11:	
FTA Section 5307 Operating Assistance - funds for the fiscal year of activity are reimbursed 6 - 8 months into the next fiscal year:	\$ (3,696,155)
FTA Section 5311 Rural Operating Assistance - funds for the fiscal year of activity are reimbursed 6 - 8 months into the next fiscal year:	\$ (170,894)
AMBAG - Operating grant funding - usually 3 - 4 months behind in reimbursement:	\$ (25,000)
FTA STIC formerly capital, but currently used as Operating Assistance - funds reimbursed after expenses are incurred:	\$ (1,202,158)
STA - formerly capital, but currently used as Operating Assistance, is disbursed by the State Controller's Office in an inconsistent manner:	\$ (2,800,000)
Subtotal Operating funds advanced:	\$ (7,894,207)

Net Cash Position against Total Operating Reserves, Estimated Balance at 12/31/10: \$ (1,672,011)



ADDITIONAL INFORMATION

11.14



FY07 & FY10 YEAR OVER YEAR COMPARISON

	FY07 Actual	FY10 Actual	Variance
Operating Revenue	\$ 36,874,873	\$ 32,139,769	\$ (4,735,104)
Operating Expenses	\$ 32,557,611	\$ 35,058,564	\$ 2,500,953
Operating (Loss)/Gain:	\$ 4,317,262	\$ (2,918,795)	\$ (7,236,057)
Non-Operating Revenue:			
ARRA	\$ -	\$ 205,000	\$ 205,000
Carryover from Previous Year	\$ -	\$ 165,875	\$ 165,875
Transfer from Operating Reserves	\$ -	\$ 2,547,920	\$ 2,547,920
(Deficit)/Surplus	\$ 4,317,262	\$ -	\$ (4,317,262)



FY07 & FY10 YEAR OVER YEAR COMPARISON

	FY07 Actual	FY10 Actual
Operating Revenue Detail:		
Sales Tax Revenue	\$ 17,652,773	\$ 14,320,289
Transp Dev Act (TDA)	\$ 6,165,834	\$ 5,001,737
FTA Sec 5307	\$ 3,130,226	\$ 3,645,442
Passenger Revenue	\$ 7,730,499	\$ 8,427,944



Fare Rates of Other Transit Agencies

Transit Agency	Fleet Size	Base Fare	Discount Fare	Increasing Fares?
VTA	412 Fixed Route Buses	\$2.00	\$1.00	No, last increase was October 2009
SAM TRANS	459 Fixed Route Buses	\$2.00	\$1.00	No, last fare increase was Feb. 1, 2010
Long Beach Transit	161 Fixed Route Buses	\$1.25	\$0.60	No
North County Transit (San Diego)	168 Fixed Route Buses	\$1.75	\$0.75	No, decreased fares from \$2.00 to \$1.75 on Jan. 20, 2011
Riverside Transit	110 Fixed Route Buses	\$1.50	\$0.70	No, raised fares 18 months ago from \$1.25 to \$1.50



Fare Increase Process of Other Transit Agencies

- **VTA:**
 - No formal “trigger” to initiate a fare increase
 - Arbitrary reviews of fares based on budgetary issues
- **North County Transit District (San Diego):**
 - Regularly evaluate specific economic indicators such as farebox recovery, cost per mile, and other market conditions
 - Balances economic indicators with strategic visions and goals
- **Riverside Transit:**
 - Project farebox recovery ratio to maintain minimum ratio for TDA monies
 - Fare changes based on predicted farebox recovery



QUESTIONS

11.19

REVISED
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 11, 2011

TO: Board of Directors

FROM: Ciro F. Aguirre, Manager of Operations

SUBJECT: **DISCUSSION OF A 30% SERVICE REDUCTION OPTION IN EFFORT TO BALANCE THE FY12 AND FY13 BUDGETS**

I. RECOMMENDED ACTION

Santa Cruz METRO staff will provide the METRO Board of Directors with a presentation for discussion on a 30% service reduction option in the effort to balance the FY12 and FY13 budgets. The METRO Board of Directors is requested to provide METRO staff with feedback and direction on the service reduction option.

II. SUMMARY OF ISSUES

- Due to budgetary short falls related to the State and Local economic conditions, current levels of service are unsustainable.
- Staff was directed to develop a 30% service reduction option as one part of the effort to balance the FY12 and FY13 budget.
- Staff's goal was to model a service reduction option that maintains the viability of the mainline routes and to maintain service along the major transportation corridors in the County so that service can be restored when economic conditions improve.
- A Power Point presentation was designed as a workshop for the Board of Directors to consider a 30% service reduction option and provide staff with feedback pertaining to the service reduction option.

III. DISCUSSION

Due to a lagging economic recovery from the last recession, revenues from Federal, State, and Local sources have not been able to keep pace with the expenses incurred by Santa Cruz METRO. With these short falls in revenues and continuing increases in expenses, a budget deficit is projected through the FY12 and FY13 budget years.

In order to balance these budget deficits, Santa Cruz METRO staff has developed a 30% service reduction option. Staff's goal was to model a service reduction that maintains the viability of the major transportation corridors so that service can be restored when economic conditions improve.

Attachment A is a Power Point presentation developed by staff to provide the details of the 30% service reduction option to the Board of Directors. A summary of the service reduction option is below:

Service Reduction Summary – Weekday

Weekday Routes that have been deleted:

Route 3	Route 13	Route 16N	Route 19N
Route 30	Route 33	Route 34	Route 40
Route 41	Route 42	Route 54	Route 55
Route 56	Route 68	Route 69	Route 69N
Route 72	Route 74	Route 79	Route 91X

Weekday Routes with routing changes:

- Route 4 – has been divided into the Route 4 and the Route 8. The Route 4 would serve the Administration Building, Harvey West Park area and the Homeless Shelter.
- Route 75 – developed into two loops that run in opposite directions – tentatively named Route 77A and 77B. Wheelock loop would be deleted.

Remaining Weekday Routes:

Route 4	Route 8	Route 10	Route 16
Route 19	Route 20	Route 35/A	Route 66
Route 69A	Route 69W	Route 71	Route 77A
Route 77B	Hwy 17		

In general, the goal was to provide as much service as possible to Santa Cruz METRO's mainline routes and to maintain service along the major transportation corridors in the County. Some departure times were adjusted in order to provide for more efficient interlining and to provide a basic level of service. System-wide, the last departures would now be at 8:00pm except for the Hwy 17 which would maintain its current schedule.

Local Santa Cruz – The Route 3 has been deleted. The Route 4 has been re-routed to only serve the Harvey West Park area and has been reduced from 11 trips a day to 6 trips a day. Route 8 will now serve the County Emeline Complex approximately every other hour.

UCSC – The departures for the Non School Term (Non ST) service have been adjusted so that trips depart the Metro Center every 10 minutes during peak hours. The UCSC School Term (ST) service will still include additional Route 10s, Route 16s and Route 19s as well as Route 15s, Route 20Ds (Route 20 back-up trips) and one trip of the Route 12. However, the Route 13 and the Night Owl Service (Routes 16N and 19N) has been deleted. This option allows for 12 shifts of UCSC and SLV "ST" service.

Hwy 17 – There are no proposed changes to the Weekday Hwy 17 service

SLV – Under this option, service to San Lorenzo Valley would only go as far as Boulder Creek. The last outbound bus stop would be the stop in front of Johnnie’s Market on Hwy 236. The Route 35/35A would now have departures every 45 minute rather than every 30 minutes.

North Coast/Bonny Doon – Routes 40, 41, and 42 have been deleted in this service reduction option.

Mid County – Routes 54, 55, and 56 have been deleted in this service reduction option.

Live Oak – This area would now only receive hourly service from the Route 66. The departures of the Route 66 have been adjusted to allow interlining with the shortened version of the Route 4 and the Route 8. The Route 68 has been deleted.

Cabrillo/South County – The weekday trips of the Route 69A and 69W have remained unchanged. However, the short Route 69s and the Route 69N have been deleted. The weekday Route 71 has stayed the same except for the deletion of seven (7) inbound trip: the 6:55am, 7:25am, 7:55am, 3:55pm, 4:25pm, 4:55pm and 5:25pm trips. Finally, the Route 91X Express has been deleted.

Local Watsonville – Routes 72, 74 and Route 79 have been deleted. The Route 75 has been re-named and modified into two other routes in order to serve a larger area of Watsonville. These new routes have been tentatively labeled the Route 77A (which would run in a clockwise loop) and the Route 77B (which would run in a counter clockwise loop). The Wheelock area would not be served by either route. The departures for the Route 77A have be scheduled for :09 minutes (the current Route 75 departure time) and the Route 77B departures for :39 minutes but these departures could be adjusted.

Service Cut Summary – Weekend

Weekend Routes that have been deleted:

Route 40	Route 41	Route 42	Route 54
Route 68	Route 69	Route 69W	

Weekend Routes with routing changes:

- Route 69A – have been adjusted to serve Cabrillo College (and re-named Route 69C)
- Route 75 – altered to match weekday routing (Routes 77A and 77B) and departure times

Remaining Weekend Routes:

Route 10	Route 16	Route 19	Route 20
----------	----------	----------	----------

Route 35/A
Route 77A

Route 66
Route 77B

Route 69C
Hwy 17

Route 71

Overall, the weekend service has many changes to its service. The goal in this option was to provide a basic minimal level of service as efficiently as possible. Several changes had to be made to departure times so that the service would interline efficiently and provide service that had consistent departures. System-wide, the last departures would now be at 8:00pm except for the Hwy 17 which would maintain its current schedule.

UCSC – The weekend service mirrors the weekday Non ST service with departures every 10 minutes during the peak weekend hours. There would, however, be no Night Owl Service (Routes 16N and 19N).

Hwy 17 – There are no proposed changes to the Weekend Hwy 17 service.

SLV – Weekend service to San Lorenzo Valley would also mirror the new weekday SLV service. Service would extend only as far as Boulder Creek (this would include no more weekend service to Big Basin State Park) and would have departures every 45 minute rather than every 30 minutes.

Live Oak – This area would now only receive hourly service from the Route 66. The departure times for the Route 66 have been changed in order to accommodate interlining with the Route 69A (now called the Route 69C whose routing has been adjusted to serve Cabrillo). The Route 68 has been deleted.

Cabrillo/South County – The Route 69A has been adjusted to serve Cabrillo College and has been re-named the Route 69C. The Routes 69C and 71 combine to provide service between Watsonville and Santa Cruz twice an hour.

Local Watsonville – Routes 77A and 77B would mirror the weekday routing and schedules.

Santa Cruz METRO Planning Staff estimates that this service reduction option would impact roughly 3,610 riders per weekday and 960 riders per weekend day. This service reduction is a total of 30% reduction in service hours per week and the significant geographic areas that will no longer be served by transit are as follows:

- Davenport/Bonny Doon
- North of Boulder Creek
- Lompico/Zayante
- South Felton
- Graham Hill/Lockwood
- Yacht Harbor/Seabright
- Capitola Village
- Rio Del Mar/Seascape
- La Selva Beach
- Corralitos

IV. FINANCIAL CONSIDERATIONS

This service reduction option provides a gross savings of approximately \$3,520,000 in personnel expenses. Planning staff estimates that this service reduction option would decrease passenger fare revenues by \$877,000. Total net savings would roughly equal \$2,600,000. This savings calculation does not include savings in maintenance, fuel, support staff, reductions in Paracruz, or other financial externalities from this service reduction option.

V. ATTACHMENTS

Attachment A: 30 Percent Service Reduction Option

Prepared By: Carolyn Derwing, Schedule Analyst
Erich Friedrich, Jr. Transportation Planner

Date Prepared: March 4, 2011

30 Percent Service Reduction Option

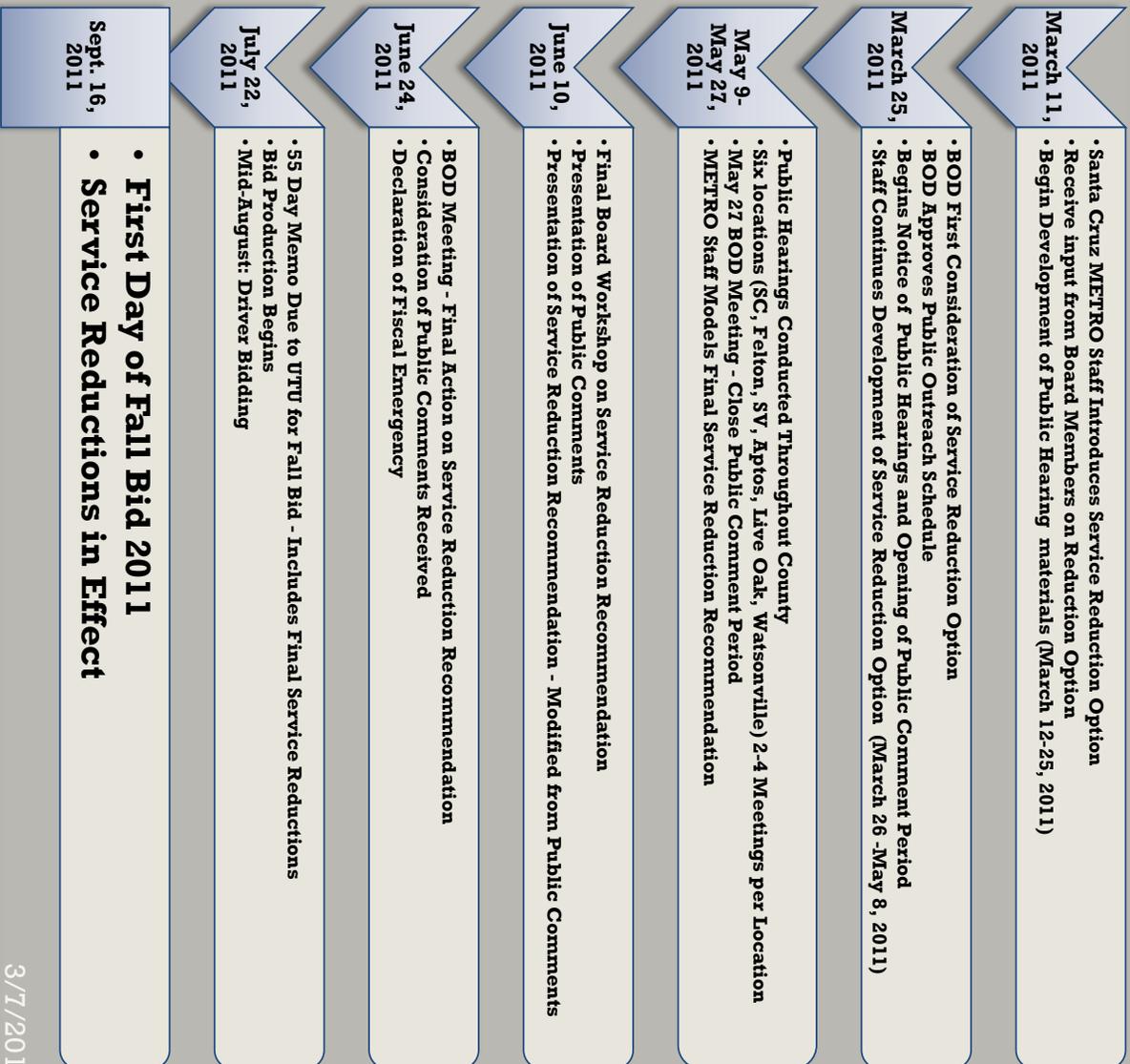


Board of Directors
Meeting
March 11, 2011

12.a1

Timeline

Fall 2011 Service Reduction



3/7/2011

Introduction

- Due to budgetary short falls related to the State and Local economic conditions, current levels of service are unsustainable.
- Staff was directed to develop a 30% service reduction option as one part of the effort to balance the FY12 and FY13 budget.
- Staff's goal was to model a service reduction option that maintains the viability of the major corridors so that service can be restored when economic conditions improve.

Perspective

30% loss of service: Where did Staff begin?

- Weekend Routes on Weekday = **11%** Reduction
- No Weekend Service = **16%** Reduction
- Weekend Routes on Weekdays **and** No Weekend Service = **27%** Reduction
- Weekend Routes on Weekdays **and** No Weekend Service **and** service ending at 8:00 PM = **31%** Reduction

New Question...

- How do we reduce service by **30%** and still provide at least a minimal amount of service on the weekends?

Overview

- **Maintain service on major transportation corridors throughout the county, 7 days per week.**
- **Maintain Routes with the highest ridership levels.**
- **Last departures are at 8pm except Highway 17 Express.**
- **Many departures times have changed in order to facilitate better interlining to improve efficiencies.**
- **Entire Routes have been deleted.**
- **Many outlying geographic areas are no longer served by transit.**

Local Santa Cruz

Routes Deleted:

- **Route 3 - Mission/Beach**
 - Ridership = 116 avg. per day (12 trips)
 - 0.9% of total daily ridership
 - Alternatives: Route 19, Route 20



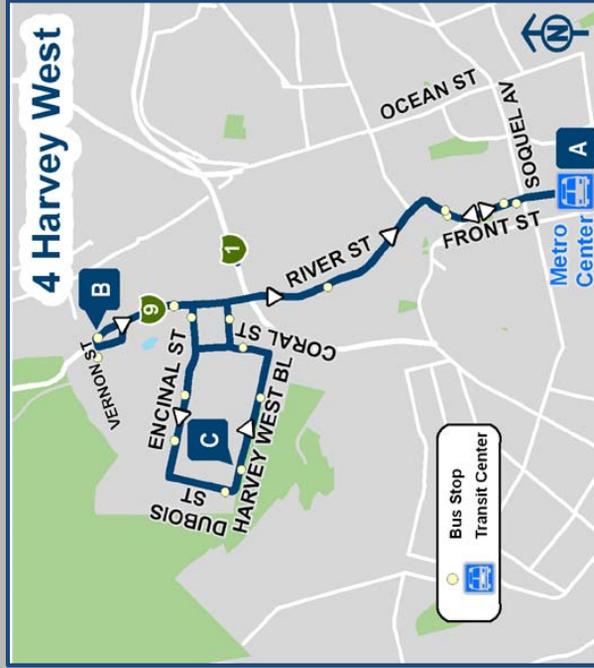
Routes Modified:

- **Route 4 – Harvey West/Emeline**
 - Divided to only service the Harvey West Park area, Homeless Shelter, and the Santa Cruz METRO Admin building **every other hour** from 9:05am to 5:05pm as well as a 7:35am trip.
 - No longer serves Emeline. Route 8 will serve Emeline.

12.a7

Local Santa Cruz

NEW ROUTE 4



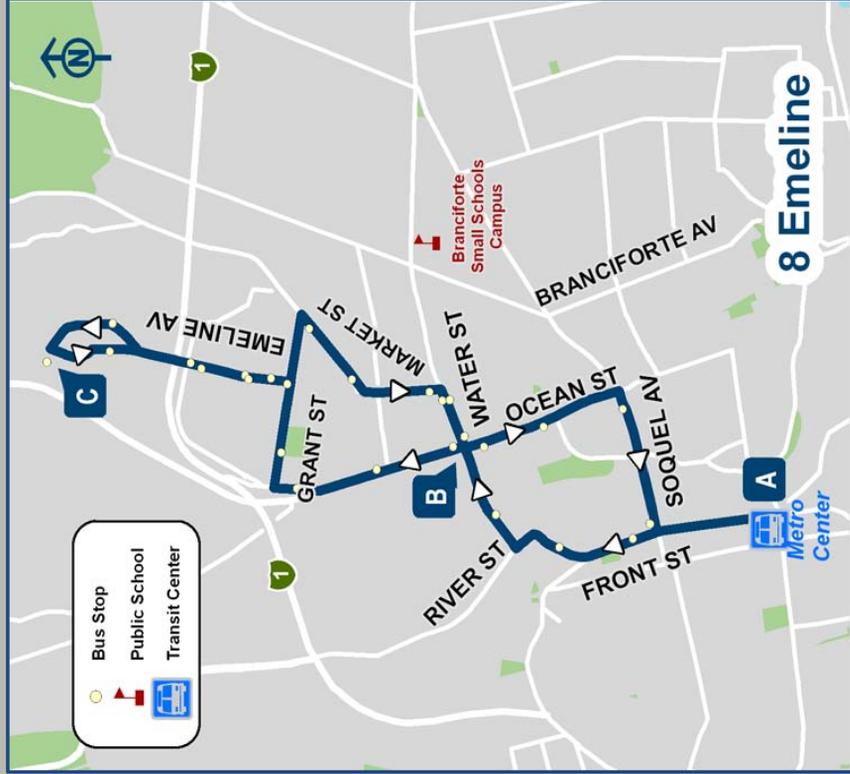
CURRENT ROUTE 4



Local Santa Cruz

Routes Remaining:

- Route 8 – Emeline
 - Will Service Emeline every other hour from 8:05am to 4:05pm as well as a 7:05am trip



Routes Deleted:

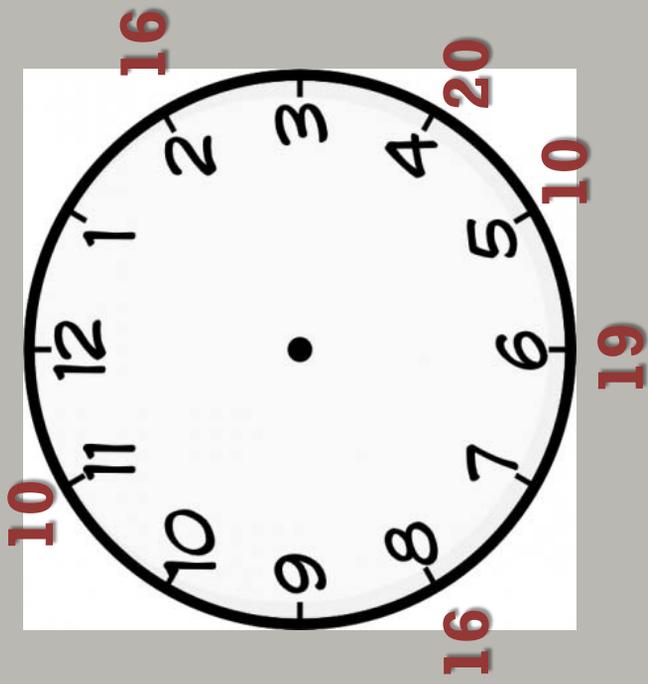
- **Route 13 – UC via Walnut**
 - Ridership = 765 avg. per weekday (12 trips)
 - 3.7% of total daily ridership (weekday)
 - Alternatives: any other remaining UCSC route (10,12,15,16,19,20)

- **Route 16N – UC via Laurel Night (Night Owl)**
 - Ridership = 67 avg. per weekday, 253 avg. per Sat/Sun (4 trips WD;4 trips WE)
 - 0.3% of total daily ridership (weekday)
 - 2.8% of total daily ridership (weekends)
 - Alternatives: None.

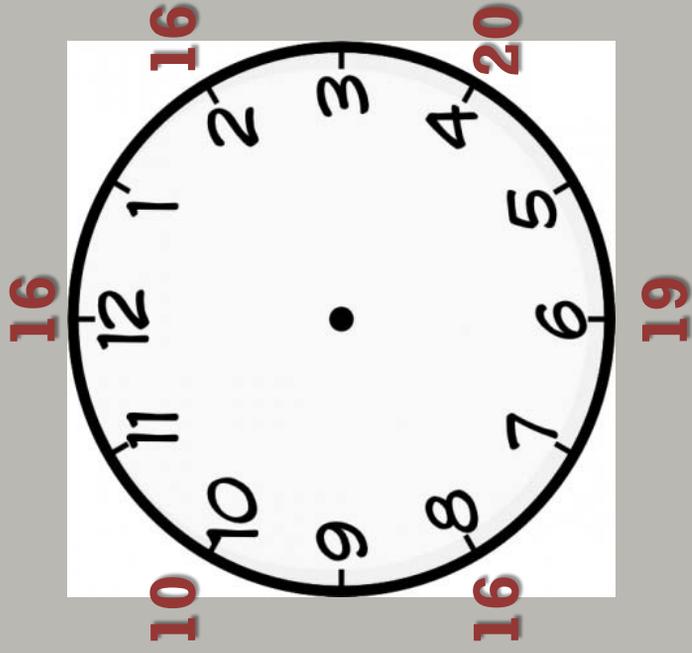
- **Route 19N – UC via Bay Night (Night Owl, Fri-Sat Only)**
 - Ridership = 141 avg. per Fri/Sat (4 trips Fri/Sat)
 - 1.5% of total daily ridership (weekends)
 - Alternatives: None.

UCSC – Departure Times

CURRENT TIME TABLE



NEW TIME TABLE



UCSC – School Term

- Reduced 14 school term shifts to 12 school term shifts.
- School Term service to UCSC includes:
 - Additional Route 10's, 16's, 19's, 20D's, and one trip of the Route 12.
 - More trips will target the class schedule as class times vary from Monday-Wednesday-Friday and Tuesday-Thursday classes.

Scotts Valley and San Lorenzo Valley

Routes Deleted:

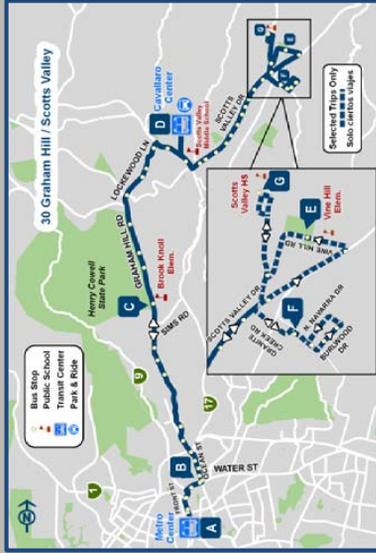
- Route 30 – Graham Hill/Scotts Valley
 - Ridership = 35 avg. per weekday (4 trips)
 - 0.17% of total daily ridership (weekday)
 - Alternatives: Route 35/35A (Mt. Hermon-Scotts Valley Drive only)

- Route 33 – Lompico SLV/Felton Faire (ST Only)
 - Ridership = 18 avg. per weekday (2 trips)
 - 0.08% of total daily ridership (weekday)
 - Alternatives: None.

- Route 34 – South Felton (ST Only)
 - Ridership = 12 avg. per weekday (2 trips)
 - 0.06% of total daily ridership (weekday)
 - Alternatives: None.

Scotts Valley and San Lorenzo Valley – Routes Deleted

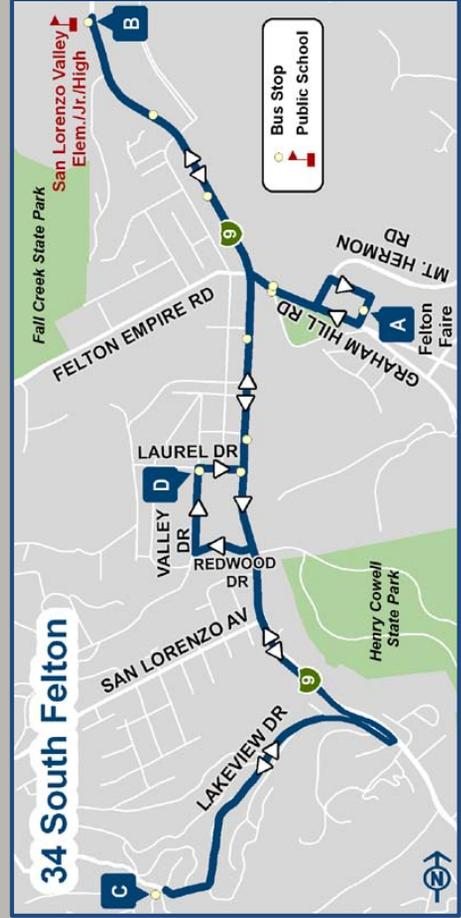
Route 30:



Route 33:



Route 34:

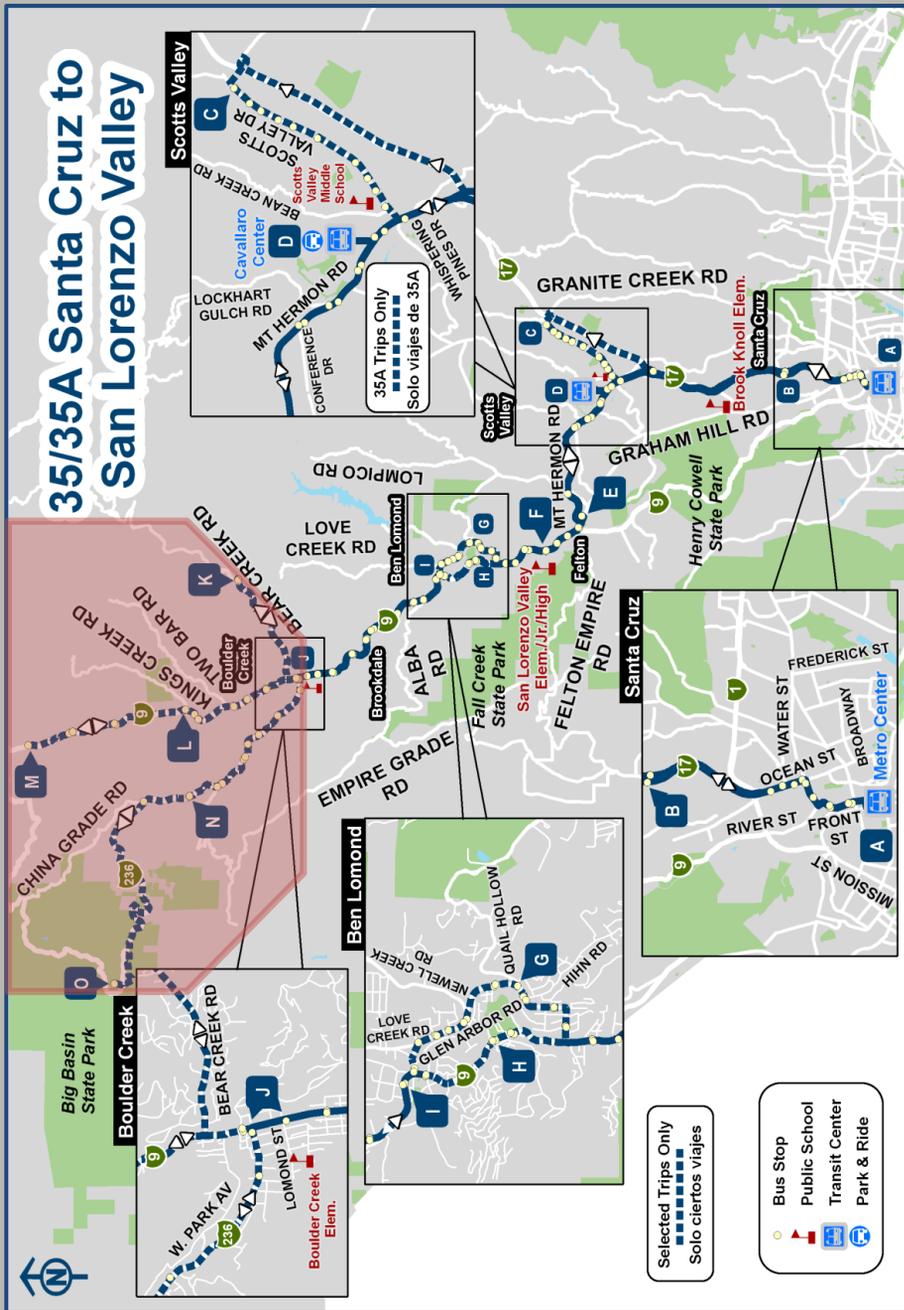


Scotts Valley and San Lorenzo Valley – Route 35/35A

- **Route 35/35A will end in downtown Boulder Creek (by Johnnie's Market on Hwy 236).**
- **Headways were changed from every 30 minutes to every 45 minutes.**
- **Route 35 will have 4 modified trips (2 in the AM, 2 in the PM) to accommodate passenger overloads going to and from San Lorenzo Valley.**

12.a15

Route 35/35A Map



3/7/2011

Fall 2011 Service Reduction

North Coast and Bonny Doon

Routes Deleted:

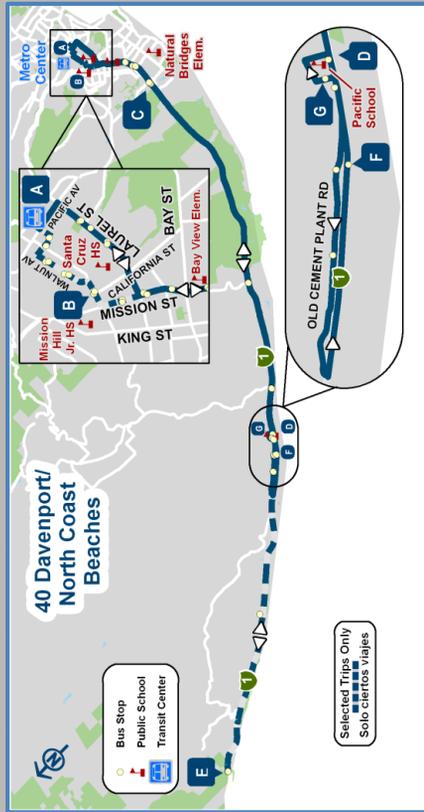
- **Route 40 – Davenport/North Coast Beaches**
 - Ridership = 81 avg. per weekday; 30 avg. per weekend day (4 trips WD; 2 trips WE)
 - 0.34% of total daily ridership (weekday)
 - 0.27% of total daily ridership (weekend days)
 - Alternatives: none

- **Route 41 – Bonny Doon**
 - Ridership = 95 avg. per weekday; 12 avg. per weekend day (4 trips WD; 1 trip WE)
 - 0.4% of total daily ridership (weekday)
 - 0.01% of total daily ridership (weekend days)
 - Alternatives: None.

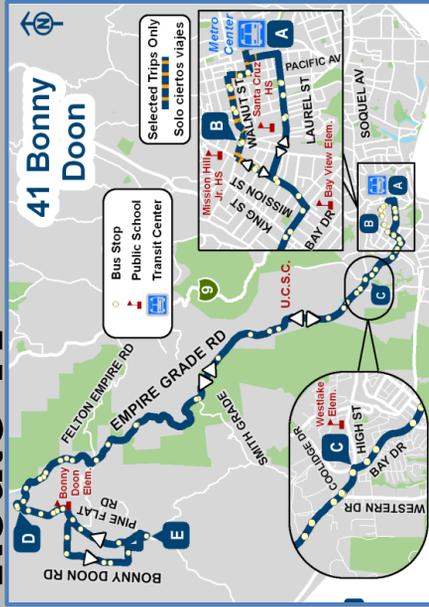
- **Route 42 – Davenport/Bonny Doon**
 - Ridership = 14 avg. per weekday; 20 avg. per weekend day (1 trip WD; 2 trips WE)
 - 0.06% of total daily ridership (weekday)
 - 0.18%
 - Alternatives: None.

North Coast and Bonny Doon

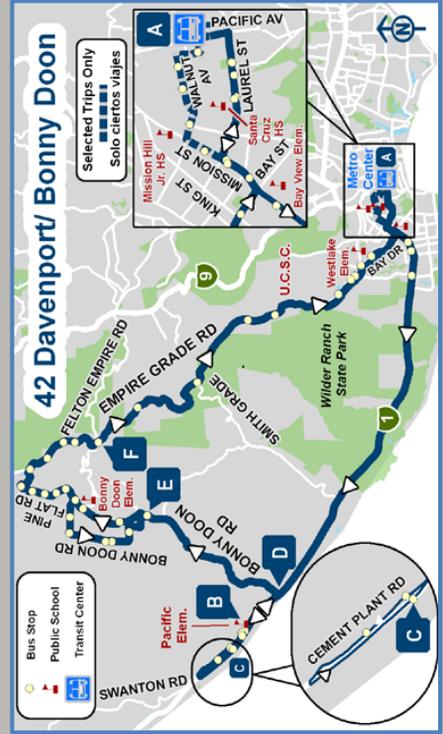
Route 40



Route 41



Route 42



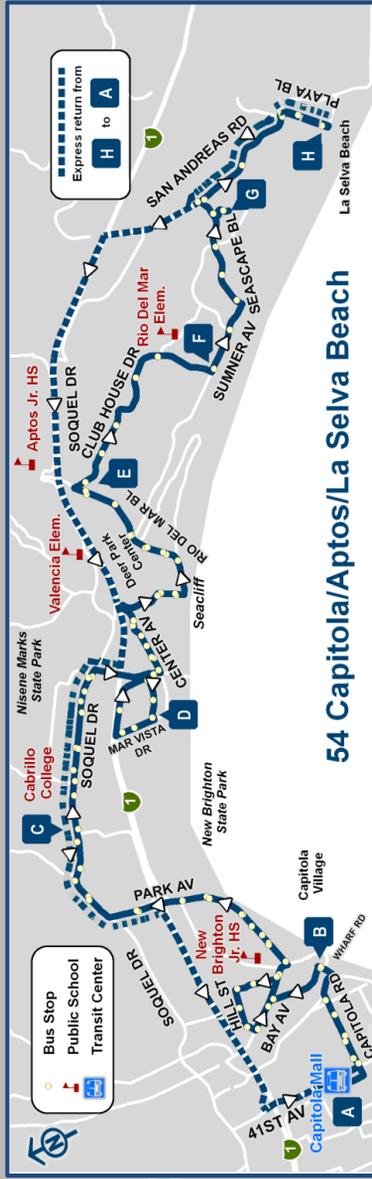
Mid County

Routes Deleted:

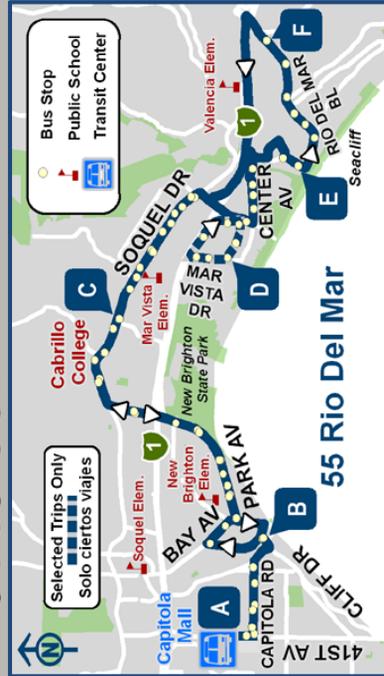
- **Route 54 – Capitola/Aptos/La Selva Beach**
 - Ridership = 10 avg. per weekday; 18 avg. per weekend day (1 trip WD; 3 trips WE)
 - 0.04% of total daily ridership (weekday)
 - 0.17% of total daily ridership (weekend days)
 - Alternatives: Some Route 71 or Route 69W (along Soquel Ave.)
- **Route 55 – Rio Del Mar**
 - Ridership = 223 avg. per weekday (10 trips)
 - 0.95% of total daily ridership (weekday)
 - Alternatives: Some Route 71 or Route 69W (along Soquel Ave.)
- **Route 56 – La Selva**
 - Ridership = 27 avg. per weekday (2 trips)
 - 0.07% of total daily ridership (weekday)
 - Alternatives: Some Route 71 or Route 69W (along Soquel Ave.)

Mid County

Route 54:



Route 55:



Route 56:



Live Oak

Routes Deleted:

- **Route 68 – Live Oak via Broadway/Portola**
 - Ridership = 354 avg. per weekday; 241 avg. per weekend day (26 trips WD; 21 trips WE)
 - 1.5% of total daily ridership (weekday)
 - 2.2% of total daily ridership (weekend days)
 - Alternatives: Some Route 66 (along 7th Ave. and Portola)

- **Route 69 – Capitola Road**
 - Ridership = 460 avg. per weekday; 12 avg. per weekend day (34 trips WD, 1 trip WE)
 - 1.9% of total daily ridership (weekday)
 - 0.01% of total daily ridership (weekend days)
 - Alternatives: Route 69A and Route 69W

Live Oak

Route 68:



Route 69:



Fall 2011 Service Reduction

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Cabrillo – South County

Routes Deleted:

- **Route 69N – Cabrillo/Capitola Rd/Santa Cruz (Night)**
 - Ridership = 160 avg. per weekday (4 trips)
 - 0.6% of total daily ridership (weekday)
 - Alternatives: Some Route 71 or Route 69W (along Soquel Ave.)

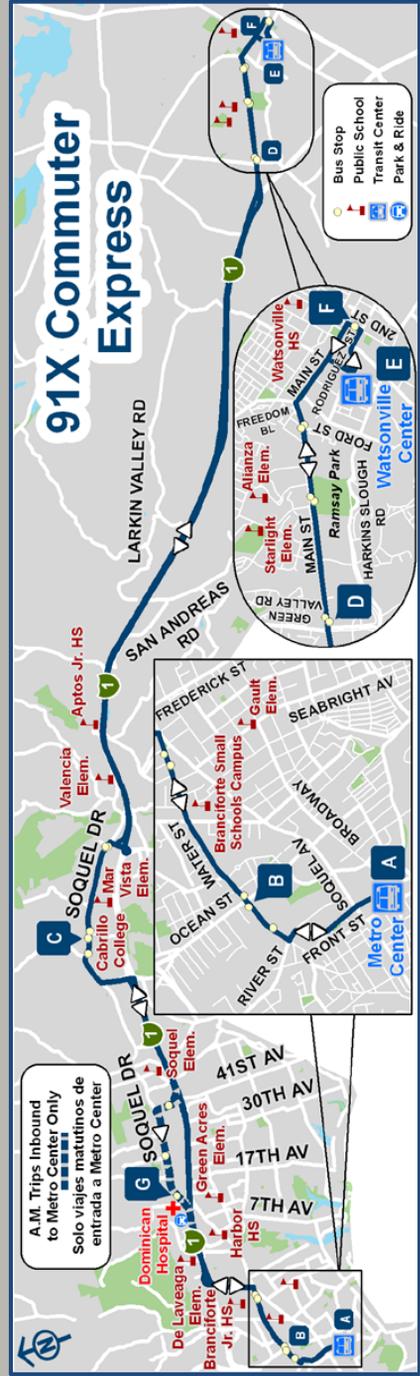
- **Route 91X – Santa Cruz/Watsonville Express**
 - Ridership = 263 avg. per weekday (13 trips)
 - 1.4% of total daily ridership (weekday)
 - Alternatives: Route 71, Route 69A, Route 69W

Cabrillo – South County

Route 69N:



Route 91X:



Cabrillo – South County

Trips Deleted – Route 71:

- 7 trips of Route 71:
 - Non standard departures
 - 6:55am, 7:25am, 7:55am
 - 3:55pm, 4:25pm, 4:55pm, 5:25pm
 - Ridership = averages 25 per trip, 22nd percentile of all Route 71's

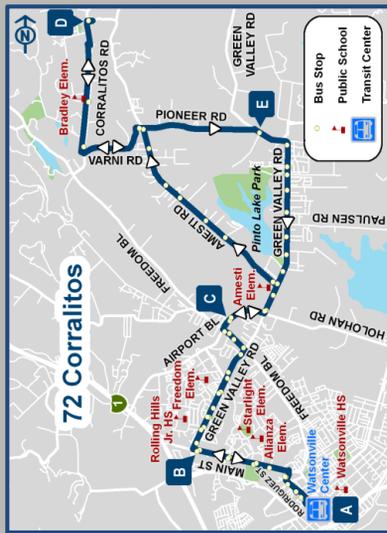


Local Watsonville

Routes Deleted:

- **Route 72 – Corralitos**
 - Ridership = 230 avg. per weekday (14 trips)
 - 0.97% of total daily ridership (weekday)
 - Alternatives: Route 77A and 77B
- **Route 74 – Ohlone Parkway/Rolling Hills**
 - Ridership = 152 avg. per weekday (12 trips)
 - 0.4% of total daily ridership (weekday)
 - Alternatives: Route 77A and 77B
- **Route 75 – Green Valley**
 - Ridership = 238 avg. per weekday; 237 avg. per weekend day (15 trips WD and WE)
 - 1.0% of total daily ridership (weekday)
 - 2.2% of total daily ridership (weekend)
 - Alternatives: Route 77A and 77B
- **Route 79 – East Lake**
 - Ridership = 115 avg. per weekday (11 Trips)
 - 0.28% of total daily ridership
 - Alternatives: Route 77A and 77B

Local Watsonville



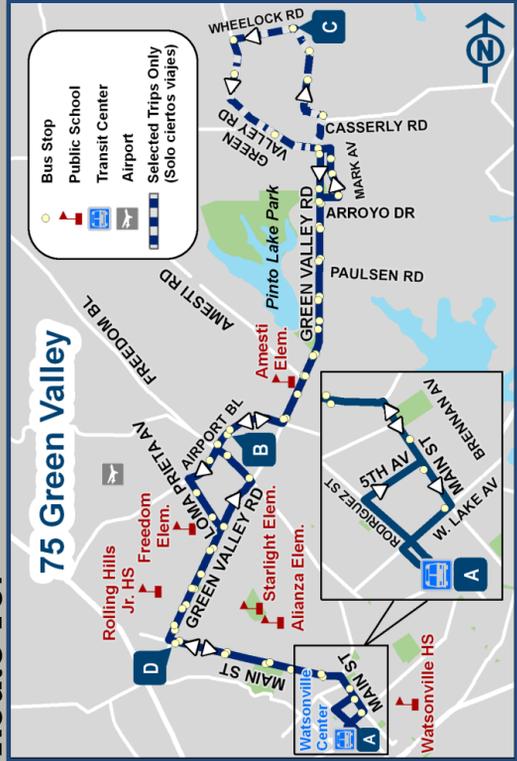
Route 72:



Route 74:



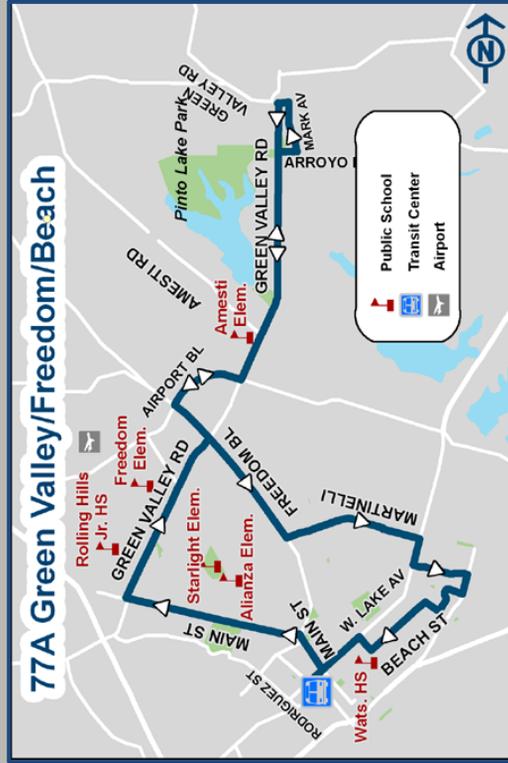
Route 79:



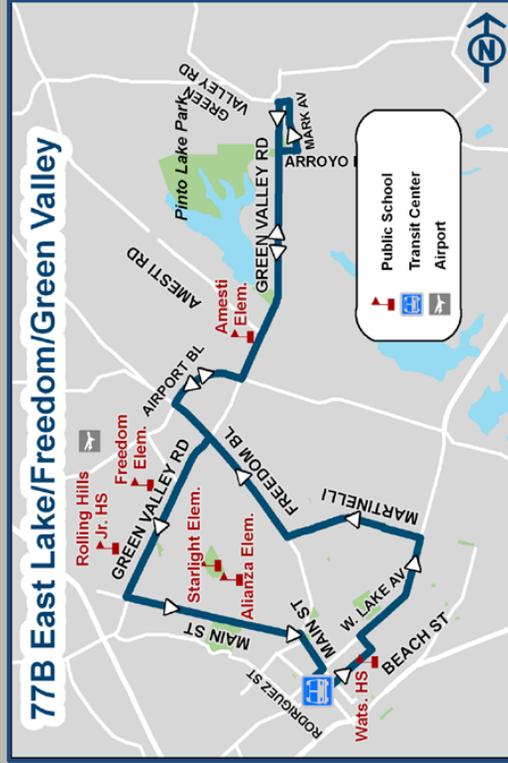
Route 75:

Local Watsonville

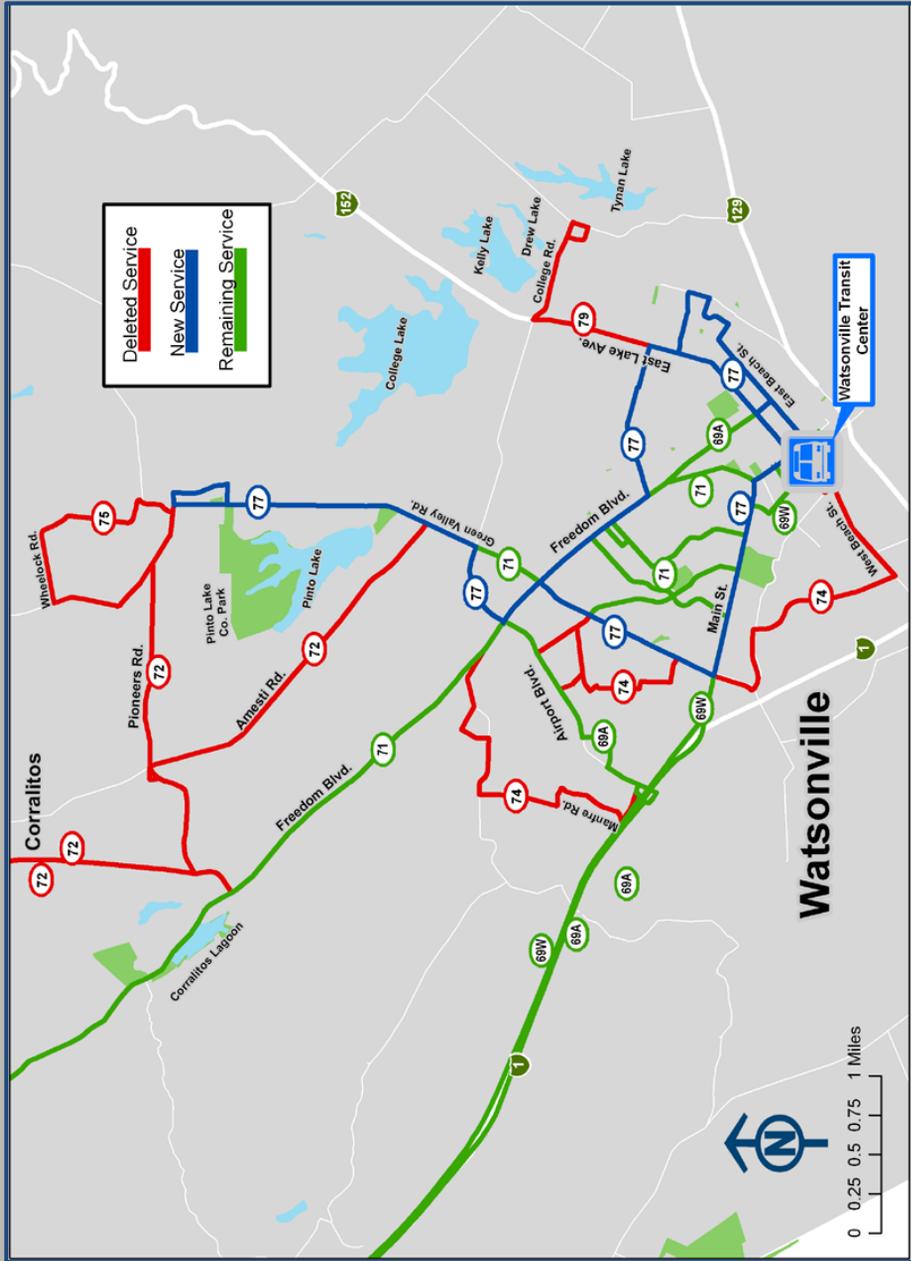
ROUTE 77A



ROUTE 77B



Local Watsonville



3/7/2011

Fall 2011 Service Reduction

Weekday Service

Routes Deleted:

Route 3	Route 13	Route 16N	Route 19N	Route 30
Route 33	Route 34	Route 40	Route 41	Route 42
Route 54	Route 55	Route 56	Route 68	Route 69
Route 69N	Route 72	Route 74	Route 75	Route 79
Route 91X				

Routes with Routing Changes:

Routes 4 and 8 – adjusted so Route 4 only serves Harvey West and added trips of Route 8 that serves Emeline.

Routes 77A and 77B – new circular routes to serve local Watsonville.

Routes Remaining:

Route 4*	Route 8*	Route 10*	Route 16	Route 19*
Route 20	Route 35/A*	Route 66*	Route 69A	Route 69W
Route 71*	Route 77A	Route 77B	Hwy 17 Express	

Fall 2011 Service Reduction

*Departure times and/or headways have changed

3/7/2011

Weekend Service

- Many changes to accommodate a basic level of service during the weekends.
- Routes that are offered on the weekends will generally match their weekday counterparts in terms of routing.
- Departure times and interlining have changed.

Weekend Service ~ Modifications

- UCSC departures mirror weekday departures.
No Night Owl Service.
- Hwy 17 service will remain the same.
- SLV service will mirror weekday service with 45 minute headways and no service past Boulder Creek.
- Live Oak – Hourly service from the Route 66. Departure times have changed so trips will interline with the new Route 69C.

Weekend Service

~ Modifications

- Combined Routes 69A and 69W to create a new Route 69C. The Route 69C would run once an hour and serve Cabrillo College and Watsonville Hospital/Airport.
- Reduced frequency of Route 71 from every half hour to every hour.
- Route 77A and Route 77B would mirror weekday service.

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Weekend Service

Routes Deleted:

Route 40	Route 41	Route 42	Route 54
Route 68	Route 69	Route 69W	Route 75

Routes Changed:

Route 69A – adjusted to serve Cabrillo College (changed to 69C)

Routes Remaining:

Route 10*	Route 16*	Route 19*	Route 20
Route 35/A*	Route 66*	Route 69C*	Route 71*
Route 77A	Route 77B*	Highway 17 Express	

*Departure times and/or headways have changed

Summary

- **Ridership Impact:**
 - **3,610** riders impacted per Weekday (15.2% of total ridership).
 - **964** riders impacted per Weekend day (8.7% of total ridership).

- **Geographic Impact:**
 - Areas no longer served by transit:
 - Davenport/Bonny Doon
 - North of Boulder Creek
 - Lompico/Zayante
 - South Felton
 - Graham Hill/Lockwood
 - Yacht Harbor/Seabright
 - Capitola Village
 - Rio Del Mar/Seascape
 - La Selva Beach
 - Corralitos

Summary

Service Impact

- Trips:
 - Weekdays: 261 trips eliminated – 37% reduction
 - Weekend Days: 144 trips eliminated – 39% reduction
- Service Hours:
 - Weekdays: 171 hours eliminated – 29% reduction
 - Weekend Days: 112 hours eliminated – 36% reduction
- Total Service Reduction: **31%** of service hours per week

Financial Impact

- 44 less bus operator shifts = 3.52 mil. estimated lower operating costs
- 877K estimated loss in passenger revenue
- 2.6 mil. estimated net savings

Paracruz

- Total number of paratransit rides taken in 2010: 80,124. (1,893 riders)
 - Total number of paratransit rides would be ineligible under proposed service cuts: 7,880 (9.8%)
 - Roughly 284 paratransit riders would be affected by the proposed service changes. That is about 15% of the paratransit ridership in 2010.
 - Paratransit rides cost an average of approximately \$35.00 per ride.
 - Approximately \$275,800 was spent providing rides in the areas and at the times that are being proposed for reduction.
- Ineligible rides by area:
 - Lompico/South Felton: 421 rides
 - Bonny Doon/Davenport: 616 rides
 - Boulder Creek: 940 rides
 - Watsonville/La Selva: 2,900 rides
 - Aptos: 1,630 rides
 - Other: 465 rides
 - Ineligible rides by service hours:
 - if Paracruz ended at 9pm: 908 rides

Questions?

3/7/2011

Fall 2011 Service Reduction

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: March 11, 2011

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF REORGANIZATION OF INFORMATION TECHNOLOGY DEPARTMENT INCLUDING THE ADDITION OF AN ASSISTANT MANAGER POSITION AND THE COMBINING AND REEVALUATION OF OTHER POSITIONS.

I. RECOMMENDED ACTION

That the Board of Directors approve the recommendation of the General Manager that the Information Technology Department at METRO be reorganized to add the position of Assistant Manager, combine the positions of Project Manager and Department Manager, and reevaluate the need for the position of Senior Database Administrator.

II. SUMMARY OF ISSUES

- On March 2, 2011 METRO Information Technology (IT Manager Terry Gale) left active service for retirement.
- METRO is currently experiencing significant budget constraints due to the weak economy and loss of state funds.
- METRO is fortunate to have individuals, on staff, who have the willingness, technical skills, and experience to accept additional responsibilities. This allows METRO to reduce IT staffing levels and costs to preserve bus service.
- The current MetroBase Project Manager, Frank Cheng, is also trained as an engineer in Computer Science and has extensive experience working for high-tech companies prior to working for METRO.
- The combining of the Project Manager and IT Manager positions at METRO will achieve significant savings in the Operating Budget while maintaining needed services.
- The proposed reorganization would add the Assistant Manager position to the IT Department. This position would require a recruitment process which would be opened to internal candidates first.
- If an internal candidate is successful in being selected the position that becomes vacant will not be refilled.

- As Terry Gale left active service on March 2, 2100 I have asked Isaac Holly, Senior Systems Administrator, to provide assistance to Frank Cheng until the internal recruitment process is complete and a successful candidate is in place.
- The campaign to replace IT systems in each of the departments, as well as the replacement of the e-mail and calendar systems will be completed later this year. METRO does not anticipate receiving funding, in the near future, like the current federal stimulus program that funded the upgrades that are underway. Therefore the upgrade workload may diminish later this year.
- The conclusion of the upgrade program makes it appropriate to reevaluate the necessity for the Senior Database Administrator position as a part of the proposed reorganization.
- The reorganization actions proposed in this Staff Report will save the METRO Operating Budget \$97,200 in salary and benefits on an annual basis which will allow the preservation of bus service in the same amount. If the Senior Database Administrator position can be unfunded there will be an additional \$149,000 in annual savings in the Operating Budget.
- I recommend that the Board of Directors approve the reorganization of the IT department and associated cost savings to be effective March 3, 2011.

III. DISCUSSION

Over the past few years I have consistently attempted to maximize the amount of funds in the Operating Budget that were devoted to direct service provision rather than administrative services. When individuals in the positions of Assistant General Manager, Planning/Marketing Manager, Facilities Maintenance Manager, Planning Supervisor, Customer Service Supervisor, and Revenue Specialist left METRO either for retirement, lack of funds, or other reasons, I left those positions vacant. The duties of the listed positions were added to the duties of existing personnel. The savings in salaries and benefits achieved by these actions have been substantial and have allowed METRO to maintain bus service levels much longer than many other transit agencies. There have also been vacancies in bus operator, mechanic, and facility worker positions that have remained unfilled and employees in each department have had to work harder to keep service intact.

METRO is at a point in time where costs must be further reduced in order to maintain financial integrity. All options are being explored in the development of the FY 2012 and FY 2013 Budgets with the goal of maintaining as much bus service as is possible. I have once again asked people to take on additional duties as positions become vacant. On March 2, 2011 the Information Technology Manager Terry Gale left active service for retirement. This vacancy provides an opportunity for METRO to reorganize the IT Department to achieve cost savings, while continuing to support the IT system.

METRO is fortunate to have individuals, on staff, who have the willingness, technical skills, and experience to accept additional responsibilities. This allows METRO to reduce IT staffing levels and costs to preserve bus service. The current MetroBase Project Manager, Frank Cheng, is also trained as an engineer in Computer Science and has extensive experience working for high-tech companies prior to working for METRO. The combining of the Project Manager and IT Manager positions at METRO will achieve significant savings in the Operating Budget while maintaining needed services. The proposed reorganization would add the Assistant Manager position to the IT Department. Filling this position would require a recruitment process which would be opened to internal candidates first. If an internal candidate is successful in being selected the position that becomes vacant will not be refilled. As Terry Gale left active service on March 2, 2100 I have asked Isaac Holly, Senior Systems Administrator, to provide assistance to Frank Cheng until the internal recruitment process is complete and a successful candidate is in place.

The campaign to replace IT systems in each of the departments, as well as the replacement of the e-mail and calendar systems will be completed later this year. METRO does not anticipate receiving funding, in the near future, like the current federal stimulus program that funded the upgrades that are underway. Once the system upgrades are complete later this year I anticipate that the IT workload may diminish. The conclusion of the upgrade program makes it appropriate to reevaluate the necessity for the Senior Database Administrator position as a part of the proposed reorganization.

The actions that I am proposing in reorganizing the IT Department are designed to maintain the support of the systems at METRO while reducing administrative costs. Therefore, I recommend that the Board of Directors approve the proposed reorganization of the IT Department, and associated administrative savings, effective March 3, 2011.

IV. FINANCIAL CONSIDERATIONS

The IT reorganization actions will save \$97,200 annually in the METRO Operating Budget and allow for the preservation of a like amount of bus service. If the Senior Database Administrator position can be unfunded there will be an additional \$149,000 in annual savings in the Operating budget.

V. ATTACHMENTS

Attachment A: Position Description for Assistant IT Manager

Attachment A



ASSISTANT MANAGER OF INFORMATION TECHNOLOGY SERVICES

DEFINITION

The Assistant Manager of IT, works under general direction to insure the ITS Department functions effectively to meet the technological needs of Santa Cruz METRO by overseeing the development, installation, maintenance, testing and troubleshooting, repairing, and maintaining the information, data management, telecommunications and other related systems; performs advanced professional level database administration; serves as an expert technical advisor ; works collaboratively with other departments to assist them in understanding and utilizing Santa Cruz METRO's IT systems.

EXAMPLES OF DUTIES

Participates in the development and implementation of departmental goals, overall performance objectives and priorities of the department.

Monitors, analyzes, and maintains the information technology environment, including operating systems, application software, computer hardware and peripherals and data communication hardware and software.

Identifies, evaluates and participates in the resolution of system user problems.

May prepare written reports to staff, and Board of Directors as well as make presentations.

Represents the Santa Cruz METRO at various meetings.

Participates in the process of needs assessment and analysis of business problems to formulate data processing applications including identification and evaluation of computer processing alternatives, preparation of testing new or revised systems, developing modifications to programs to simplify work flow, reduce processing time and costs and insuring accuracy.

Directs and participates in the installation, maintenance, development and programming of software programs.

Evaluates and makes recommendations to the IT Manager and system users regarding the feasibility of major hardware and software upgrades, developing specific applications, resolving procedural difficulties, formulating software objectives and establishing problem definitions.

Prepares and maintains program development records, program documentation and operational procedures.

Evaluates and makes recommendations on policies which govern the development, efficiency, and effectiveness of service delivery, software and hardware of the Management Information Systems.

Attachment A

Develops and assists in the installation of appropriate software and hardware specifications necessary to support specific projects.

May assist in the supervision and training of ITS Department personnel.

May supervise the work of computer contractors.

Meets with ITS staff to identify and resolve problems.

Evaluates and makes recommendations regarding the security of information, equipment, access to data files, recovery and back-up procedures for software systems.

Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Application software such as Microsoft Business, Unix, purchasing and/or procurement software.
- Operating systems such as Windows, Unix, Linux.
- Information system design and analysis techniques.
- SQL relational databases (Informix and NT SQL), PC Hardware and multi-user computers and some knowledge of programming in "C" language.
- Principles, practices, techniques and methods of managing a diverse information systems functions.
- Operational characteristics, services and activities of information system and data processing functions
- The operation and capabilities of mini and micro computer hardware and software, including advanced technologies.
- The principals and methods of technical writing and basic statistical reporting.
- The principles of supervision.

Ability to:

- Analyze, evaluate and develop systems and procedures.
- Provide technical and consulting services to customers in developing new or improving existing technology services.
- Coordinate work activities with Santa Cruz METRO staff and management and maintain effective working relationships with others.
- Ability to work independently on various projects simultaneously under deadline conditions.
- Work effectively with IT staff and interface with computer users.

Training and Experience

Any combination of training and experience equivalent to:

Bachelor's degree from an accredited college in computer science, mathematics, business administration or related field (experience which demonstrates substantial knowledge abilities pertinent to specific job functions may be substituted for the required education on a year-for-year basis).

AND

Attachment A

Five years professional level experience in related computer fields, which should include system administration, computer programming and technical administration.

Two years of supervisory experience is desired.

Possession and continued maintenance of a valid California Driver's license and a safe driving record is required.

Physical requirements

Position requires frequent sitting as well as occasional to frequent, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination when using a computer keyboard and computer installation. Near vision is required when working on a computer and for computer installation. Color vision is required to accurately interpret visual displays. Acute hearing is required when providing information over the phone or in person. The need to lift, carry and push and pull 30 pounds is also required. The ability to work after hours, on weekends and respond to after hours emergencies may be required.

Additional information

This position is a Management level exempt position