

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
FEBRUARY 27, 2015 – 9:00 AM
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA 95060**

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

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

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

BOARD ROSTER

Director Ed Bottorff	City of Capitola
Director Dene Bustichi, Chair	City of Scotts Valley
Director Karina Cervantez	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Zach Friend	County of Santa Cruz
Director Deborah Lane	County of Santa Cruz
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Donna Blitzer	UC Santa Cruz
Alex Clifford	METRO CEO/General Manager
Leslyn K. Syren	METRO District Counsel

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

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

AMERICANS WITH DISABILITIES ACT

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

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

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 ROLL CALL

3 ELECT CHAIR AND VICE CHAIR / SCCRTC AND AD HOC PACIFIC STATION REDESIGN APPOINTEES

4 CONSIDERATION OF RESOLUTIONS OF APPRECIATION FOR OUTGOING BOARD MEMBERS

5 SCCIC ANNUAL MEETING @ 10:00A

6 ANNOUNCEMENTS

- 6-1. Spanish language interpretation will be available during "Oral Communications" and for any other agenda item for which these services are needed.
- 6-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.

7 COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

- February 19, 2015 Letter from the METRO Advisory Committee (MAC) regarding Concerns About the Process of Dissolution of BSAC

8 LABOR ORGANIZATION COMMUNICATIONS

9 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

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

10-01 CONSIDERATION OF TORT CLAIMS

Liseth Guizar, Safety, Security and Risk Administrator

10-02 NOTICE OF ACTIONS TAKEN IN CLOSED SESSION: GOVERNMENT CODE SECTION 54957 PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE

Leslyn Syren, District Counsel

10-03 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF FEBRUARY 13, 2015

Alex Clifford, CEO/General Manager

10-04 ACCEPT AND FILE METRO SYSTEM RIDERSHIP REPORTS FOR THE MONTH OF DECEMBER 2014

Carolyn Derwing, Schedule Analyst

10-05 ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR DECEMBER 2014

April Warnock, ParaTransit Superintendent

10-06 ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR FEBRUARY 2015

Tom Hiltner, Grants/Legislative Analyst

10-07 SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY

Ciro Aguirre, COO

10-08 CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO SUBMIT AN APPLICATION FOR CAP & TRADE FUNDS

Tom Hiltner, Grants/Legislative Analyst

REGULAR AGENDA

11 PARACRUZ COMMENDATIONS FOR RAMONA NANCE, PARATRANSIT OPERATOR, AND CHRIS SULLIVAN, PARATRANSIT SUPERVISOR

April Warnock, ParaTransit Superintendent

12 CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METRO AND THE CITY OF SANTA CRUZ FOR PACIFIC STATION DEVELOPMENT FACILITATION SERVICES

Tom Hiltner, Grants/Legislative Analyst

13 CEO TO GIVE ORAL REPORT

Alex Clifford, CEO/General Manager

- 14 **CONSIDERATION OF A RESOLUTION TO SET A PUBLIC HEARING ON FARE AND SERVICE RESTRUCTURING OF HIGHWAY 17 EXPRESS AND PARATRANSIT**
Alex Clifford, CEO/General Manager
- 15 **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
Leslyn Syren, District Counsel
- 16 **ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MARCH 13, 2015 AT 8:30 AM, SANTA CRUZ METRO ADMIN OFFICES, 110 VERNON STREET, SANTA CRUZ**
Chair Dene Bustichi
- 17 **ADJOURNMENT**

SECTION II: CLOSED SESSION

- 18 **CLOSED SESSION ITEMS**
Leslyn Syren, District Counsel

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

BOARD OFFICERS AND APPOINTMENTS



Board Nominated Slate(s)

Nominated by Bruce McPherson

Board Chair

Dene Bustichi

Board Vice Chair

Mike Rotkin

BOARD OFFICERS AND APPOINTMENTS



Board Nominated Slate(s)

Current
SCCRTC Representatives
Dene Bustichi
Vacant
Vacant

Nominated by
Dene Bustichi
Dene Bustichi
Karina Cervantez
Cynthia Chase

Nominated by
John Leopold
Karina Cervantez
Cynthia Chase
Ed Bottorff

Current
SCCRTC Alternates
Dene Bustichi
Vacant
Vacant

Nominated by
Dene Bustichi
Ed Bottorff
Mike Rotkin
Deborah Lane

Nominated by
John Leopold
Deborah Lane
Mike Rotkin
Dene Bustichi

Current AD HOC Pacific Station Redesign
Dene Bustichi
Bruce McPherson
Vacant

Nominated by Dene Bustichi
Dene Bustichi
Don Lane
Lynn Robinson (private citizen)

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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF HILARY BRYANT AS A MEMBER OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS

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

WHEREAS, Santa Cruz County, requiring strong public representation, appointed Hilary Bryant as a member of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO); and

WHEREAS, Hilary Bryant served as a member of the Board of Directors from December 2010 through December 2014; and

WHEREAS, Hilary Bryant provided METRO with strong leadership and insightful guidance during her term in office; and

WHEREAS, during the time that Hilary Bryant served on the Board of Directors, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, improved ridership, responded to adverse economic conditions, replaced a portion of the fixed route and ParaCruz fleets, converted buses from diesel to CNG, opened a new service/fueling facility, completed the new fleet maintenance facility, opened a new administration/facilities maintenance facility, improved the ParaCruz service, acquired funding for major capital improvements, initiated a study of Watsonville service, implemented a smart-card fare system, responded to a severe economic downturn, acquired funding and broke ground for the Judy K. Souza Operations Facility component of the MetroBase Project; and,

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

WHEREAS, Hilary Bryant completed her term as a Member of the Board of Directors in December 2014.

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

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Hilary Bryant and that a copy of this resolution be entered into the official records of the METRO.

PASSED AND ADOPTED this 27th Day of February, 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Dene Bustichi, Chair

Attest:
Alex Clifford, CEO/General Manager

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

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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF DANIEL DODGE AS A MEMBER OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS

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

WHEREAS, Santa Cruz County, requiring strong public representation, appointed Daniel Dodge as a member of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO); and

WHEREAS, Daniel Dodge served as a member of the Board of Directors from January 2011 through December 2014; and

WHEREAS, Daniel Dodge provided METRO with strong leadership and insightful guidance during his term in office; and

WHEREAS, during the time that Daniel Dodge served on the Board of Directors, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, improved ridership, responded to adverse economic conditions, replaced a portion of the fixed route and ParaCruz fleets, replaced diesel buses with CNG, completed the new fleet maintenance facility, opened a new administration/facilities maintenance facility, improved the ParaCruz service, acquired funding for major capital improvements, initiated a study of Watsonville service, implemented a smart-card fare system, responded to a severe economic downturn, acquired funding and broke ground for the Judy K. Souza Operations Facility component of the MetroBase Project; and,

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

WHEREAS, Daniel Dodge completed his term as a Member of the Board of Directors in December 2014.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the METRO does hereby commend Daniel Dodge for his efforts in the advancement of public transportation service in Santa Cruz County and expresses appreciation on behalf of itself, the METRO staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Daniel Dodge and that a copy of this resolution be entered into the official records of the METRO.

PASSED AND ADOPTED this 27th Day of February, 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Dene Bustichi, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel

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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF RON GRAVES AS A MEMBER OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS

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

WHEREAS, Santa Cruz County, requiring strong public representation, appointed Ron Graves as a member of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO); and

WHEREAS, Ron Graves served as a member of the Board of Directors from December 2008 through December 2014; and

WHEREAS, Ron Graves provided METRO with strong leadership and insightful guidance during his term in office; and

WHEREAS, during the time that Ron Graves served on the Board of Directors, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, improved ridership, responded to adverse economic conditions, replaced a portion of the fixed route and ParaCruz fleets, converted buses from diesel to CNG, opened a new service/fueling facility, completed the new fleet maintenance facility, opened a new administration/facilities maintenance facility, improved the ParaCruz service, acquired funding for major capital improvements, initiated a study of Watsonville service, implemented a smart-card fare system, responded to a severe economic downturn, acquired funding and broke ground for the Judy K. Souza Operations Facility component of the MetroBase Project; and,

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

WHEREAS, Ron Graves completed his term as a Member of the Board of Directors in December 2014.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the METRO does hereby commend Ron Graves for his efforts in the advancement of public transportation service in Santa Cruz County and expresses appreciation on behalf of itself, the METRO staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Ron Graves and that a copy of this resolution be entered into the official records of the METRO.

PASSED AND ADOPTED this 27th Day of February, 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Dene Bustichi, Chair

Attest:
Alex Clifford, CEO/General Manager

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

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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF MICHELLE HINKLE AS A MEMBER OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS

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

WHEREAS, Santa Cruz County, requiring strong public representation, appointed Michelle Hinkle as a member of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO); and

WHEREAS, Michelle Hinkle served as a member of the Board of Directors from January 1995 through December 2014; and

WHEREAS, Michelle Hinkle provided METRO with strong leadership and insightful guidance during her term in office; and

WHEREAS, during the time that Michelle Hinkle served on the Board of Directors, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, assumed direct operational responsibility for the ParaCruz service, replaced a portion of the fixed route and ParaCruz fleets, converted buses from diesel to CNG, opened a new service/fueling facility, completed the new fleet maintenance facility, opened a new administration/facilities maintenance facility, improved the ParaCruz service, implemented wifi on the Highway 17 service, participated in the Transportation Funding Task Force, acquired funding for major capital improvements, initiated a study of Watsonville service, implemented a smart-card fare system, responded to a severe economic downturn, acquired funding and broke ground for the Judy K. Souza Operations Facility component of the MetroBase Project; and,

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

WHEREAS, Michelle Hinkle completed her term as a Member of the Board of Directors in December 2014.

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

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Michelle Hinkle and that a copy of this resolution be entered into the official records of the METRO.

PASSED AND ADOPTED this 27th Day of February, 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Dene Bustichi, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel

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

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

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

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

WHEREAS, Santa Cruz County, requiring strong public representation, appointed Lynn Robinson as a member of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO); and

WHEREAS, Lynn Robinson served as a member of the Board of Directors from December 2008 through December 2014; and

WHEREAS, Lynn Robinson provided METRO with strong leadership and insightful guidance during her term in office; and

WHEREAS, during the time that Lynn Robinson served on the Board of Directors, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, improved ridership, responded to adverse economic conditions, replaced a portion of the fixed route and ParaCruz fleets, converted buses from diesel to CNG, opened a new service/fueling facility, completed the new fleet maintenance facility, opened a new administration/facilities maintenance facility, improved the ParaCruz service, acquired funding for major capital improvements, initiated a study of Watsonville service, implemented a smart-card fare system, responded to a severe economic downturn, acquired funding and broke ground for the Judy K. Souza Operations Facility component of the MetroBase Project; and,

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

WHEREAS, Lynn Robinson completed her term as a Member of the Board of Directors in December 2014.

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

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Lynn Robinson and that a copy of this resolution be entered into the official records of the METRO.

PASSED AND ADOPTED this 27th Day of February, 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Dene Bustichi, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel

**SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) AGENDA
ANNUAL BOARD OF DIRECTORS MEETING**

**February 27, 2015
10:00 AM**

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

BOARD OF DIRECTORS APPOINTEES:

President _____

Vice President _____

Secretary _____

Treasurer _____

Director _____

1. Call to order / Roll Call
2. Election of Officers:
 - A. President, Vacant
 - B. Vice President, Vacant
 - C. Secretary, Vacant
 - D. Treasurer, Vacant
 - E. Director, Vacant
3. Additions and Deletions to the Agenda
4. Oral and Written Communications
5. Approve Minutes of February 28, 2014 (attached)
6. Acceptance of Financial Statements for FY14 (attached)
7. Adjourn to the next SCCIC Board of Directors meeting

The Santa Cruz Civic Improvement Corporation does not discriminate on the basis of disability. The SCCIC Board of Directors meeting is held in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet, should call 831-426-6080 as soon as possible in advance of the SCCIC Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call 831-426-6080. Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

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SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC)

BOARD OF DIRECTORS 2015- 2017

	YEAR TERM BEGAN	YEAR TERM ENDS
Vacant, President	2015	2017
Vacant, Vice President	2015	2017
Vacant, Secretary	2015	2017
Vacant, Treasurer	2015	2017
Vacant, Director	2015	2017

Alex Clifford, Chief Executive Officer

Each Director holds office for a term of two (2) years from the date of appointment. The Board of Directors holds an annual meeting for the purpose of organization, selection of Directors and officers, and the transaction of other business. Annual meetings of the Board are held on the fourth Friday of February. The meetings are held in the same venue as the Santa Cruz METRO Board of Directors meeting.

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SANTA CRUZ CIVIC IMPROVEMENT CORPORATION

BOARD OF DIRECTORS

Minutes- Board of Directors Annual Meeting

February 28, 2014

A meeting of the Board of Directors of the Santa Cruz Civic Improvement Corporation (SCCIC) was convened on the above date. The meeting was held at the Watsonville City Council Chamber, 275 Main Street, in Watsonville, California.

1. CALL TO ORDER / ROLL CALL

President Ron Graves called the meeting to order at 11:38 a.m.

The following members indicated they were present:

Director Hilary Bryant	<input checked="" type="checkbox"/>
Director Ron Graves, President	<input checked="" type="checkbox"/>
Director Michelle Hinkle, Secretary	<input checked="" type="checkbox"/>
Director Deborah Lane, Treasurer	<input checked="" type="checkbox"/>
Director Lynn Robinson	<input checked="" type="checkbox"/>

Support Staff Present:

Leslie R. White, Chief Executive Officer, SCCIC
Leslyn K. Syren, District Counsel

2. ADDITIONS AND DELETIONS TO THE AGENDA

None.

3. ORAL AND WRITTEN COMMUNICATIONS

None.

4. APPROVE MINUTES OF FEBRUARY 22, 2013

ACTION: MOTION: DIRECTOR BRYANT SECOND: DIRECTOR ROBINSON
MINUTES OF FEBRUARY 22, 2013 APPROVED AS PRESENTED.
MOTION PASSED UNANIMOUSLY WITH NONE ABSENT.

5. ACCEPTANCE OF FINANCIAL STATEMENTS FOR FY13

Leslie R. White presented the financial statements for fiscal year 2013.
Director Robinson confirmed that the total budget was to approve \$270.
ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR BRYANT
FINANCIAL STATEMENT FOR FY 13 ACCEPTED
MOTION PASSED UNANIMOUSLY.

6. ADJOURNMENT

There being no further business, President Graves adjourned the meeting at 11:40 a.m.

Respectfully submitted,

Eriko K. Dreyer
Temporary Administrative Assistant

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**SANTA CRUZ CIVIC IMPROVEMENT CORPORATION
STATEMENTS OF FINANCIAL POSITION**

June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
TOTAL ASSETS	<u>\$ -</u>	<u>\$ -</u>
TOTAL LIABILITIES	<u>-</u>	<u>-</u>
NET ASSETS		
Invested in Capital Assets, Net of Related Debt	-	-
Restricted Net Assets	-	-
Unrestricted Net Assets	<u>-</u>	<u>-</u>
Total Net Assets	<u>-</u>	<u>-</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$ -</u>	<u>\$ -</u>

**SANTA CRUZ CIVIC IMPROVEMENT CORPORATION
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**

June 30, 2014 and 2013

	<u>2014</u>	<u>2013</u>
OPERATING REVENUES		
Interest Income	\$ -	\$ -
Filing Refund -	\$ -	\$ -
Other Revenue	250.00	270.00
Total Operating Revenues	<u>\$ 250.00</u>	<u>\$ 270.00</u>
OPERATING EXPENSES		
Accounting & Audit Fees	\$ 250.00	\$ 250.00
Administrative & Bank Fees		
SI-100 Statement of Information Filing Fee	-	20.00
CA Form 199 Filing Fee	-	-
RRF-1 Registry of Charitable Trusts Renewal Fee	-	-
Postage	<u>-</u>	<u>-</u>
Total Operating Expenses	<u>\$ 250.00</u>	<u>\$ 270.00</u>
Net Operating Loss/Decrease in Net Assets	-	-
Total Net Assets, Beginning of Year	<u>-</u>	<u>-</u>
Total Net Assets, End of Year	<u>\$ -</u>	<u>\$ -</u>

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COMMUNICATION TO THE BOARD

To: SCMTD Board of Directors

From: Metro Advisory Committee (MAC)

re: Concerns about the process of dissolution of BSAC

Date: February 19, 2015

At its regularly scheduled meeting on February 18, the Metro Advisory Committee voted to express its concerns to the board of Directors over the process by which the Bust Stop Advisory Committee was dissolved

Background: MAC has elected one representative and two alternates to serve on the BSAC and report back each month. During the past several months we have learned about many discussions of problem stops as well as the drafting of important guidelines regarding bus stops and accessibility issues. Our representative was able to provide valuable input to the staff as well as bring back useful information to us as we represent the passengers who rely on Metro busses. Our representative also acknowledged that there have been some problems obtaining a quorum at regular meetings in recent months.

At our meeting on February 18, we learned that at its regularly scheduled meeting of January 29, an item was added to the agenda requesting that the committee dissolve itself. We understand that several BSAC members requested more time to research studies which were sited and to seek alternative solutions to some of the difficulties facing the BSAC. We were informed that ultimately, the committee was dissolved.

Our concerns: We would like to express our concern over the loss of community input which the BSAC provided to Metro. This input was particularly important because it came at the very early stages of projects or policy creation.

Our committee is also concerned due to the loss of an important channel of information. Our representatives were able to make sure that pertinent information was brought back to MAC so that we could give helpful feedback in a timely manner to the appropriate Metro staff.

We believe that these functions cannot be accomplished by reliance on technology or forms on a web site as many of these topics covered in the BSAC are not yet released for scrutiny by the general public. Given the number of concerns that are much easier to address at early stages of development, we are very distressed by the lack of opportunity to insure that an alternative means of interaction could be found.

While we understand that perhaps the BSAC as it stood may have had some difficulties and may have run its course, we lament the hastiness with which it was dissolved, not allowing members to establish other ways of accomplishing the important work covered by this committee.

We hope that you understand the value of connecting with community representatives during the early stages of policy and program development and would hope that the board would consider creating a workable model which would reestablish the important exchange of information between the community and Metro planners which was facilitated by the BSAC.

Thank you for your attention to this critical matter. Please feel free to call on your advisory committee for ideas and feedback.

COMMUNICATION TO THE BOARD

Sincerely,

Veronica Elsea, Chair
Metro Advisory Committee

RESPONSE TO COMMUNICATION TO THE BOARD



Santa Cruz Metropolitan Transit District (METRO) Addressing Bus Stop Needs

There are several methods noted below by which concerns regarding Santa Cruz Metropolitan Transit District (METRO) Bus Stops can be reported by our riders and the general public that will result in an expedited approach to address reported issues. Most Bus Stop issues are addressed by METRO's Facilities Department with respect to construction, repairs and ongoing maintenance. Each issue reported to the Facilities Department will generate a Work Ticket that will be scheduled into the Facilities Work Crew schedule to address the concern. In most cases turnaround is approximately two work days from when the concern is reported. In some instances, depending on the severity of the issue, a longer turnaround period may be required.

METRO's Facilities Department has the following mechanisms in place for internal and external communications to receive comments for existing or new Bus Stop locations, improvements, installations or removal of amenities, landscaping concerns and graffiti issues as well as health and safety concerns.

Internet

METRO's website, www.scmttd.com, allows people to report a Bus Stop concern via the internet to the Customer Service Department. The concern is reviewed by the Customer Service Supervisor who then directs the concern to the Facilities Department. Once received by Facilities, a Work Ticket is generated to schedule work crews to resolve the issue. For instances in which the issue may pose a safety hazard, a Transit Supervisor is dispatched immediately to review the site and take precautionary measures until Facilities is able to address the issue. Facilities is notified immediately of the situation so that work on the stop can be expedited.

Public Phone Call to Customer Service or Administration

METRO Customer Service may be called to report Bus Stop concerns, **(831) 425-8600**. These calls will be documented by Customer Service staff and, depending on the severity of the situation, may be referred to a METRO Transit Supervisor for immediate measures to be taken and/or to the Facilities Department to expedite repairs.

Occasionally METRO Administration receives phone calls from the general public with issues and concerns. Upon receipt of the call, an e-mail is sent to either the Facilities Maintenance Supervisor or the Facilities Administrative Specialist or a Facilities ticket is created.

RESPONSE TO COMMUNICATION TO THE BOARD

Cell Phone

A person encountering issues with particular Bus Stops are now capable of reporting their concerns via cell phone by accessing METRO's website, www.scmtd.com. These messages are then forwarded to Facilities so that maintenance or repairs can be addressed.

Pedestrian Safety Work Group

Bus Stop concerns may also be reported to the Santa Cruz County Regional Transportation Commission's (SCCRTC's) Elderly & Disabled Transportations Advisory (sub)Committee via the SCCRTC's Online Hazard Report that will be forwarded to the appropriate local jurisdiction for action. The program is well advertized on all METRO buses and at all Transit Centers.

METRO Advisory Committee

A person may bring Bus Stop concerns to the METRO's Advisory Committee (MAC), an eleven (11) member committee composed of Santa Cruz County residents who are appointed by the METRO Board of Directors. Persons with concerns regarding METRO service and/or Bus Stop issues may address the committee via phone, email, letters, or attend the public MAC meetings to voice their concerns in person. Bus Stop and other issues are discussed by the members and may be directed to METRO for further evaluation and determination. METRO staff provides progress reports on Bus Stop projects at monthly meetings.

Walk-up

A person can walk up to the Information Booth at the Pacific Station Transit Center, 920 Pacific Avenue, during normal business hours and report a Bus Stop concern. Customer Service staff will record the concern and forward it to the Customer Service Supervisor for review and processing. If the issue is urgent, Customer Service will report the issue to METRO Dispatch so that a Transit Supervisor may respond or call Facilities to expedite repairs.

Bus Operators

A person may report a Bus Stop issue to a Bus Operator who will then determine the level of urgency and either report it to Dispatch for immediate response or write it down on their Operator Comment Sheet that is forwarded to the Facilities Department in order to create a work ticket and address the issue.

METRO Transit Supervisor

A person may address Bus Stop issues with a Transit Supervisor who will obtain details regarding the concern and location of the affected Bus Stop. Depending on severity of the issue, the Supervisor may address the issue to ensure safety and/or place a work ticket in to Facilities so that further action is taken.

RESPONSE TO COMMUNICATION TO THE BOARD

METRO Board of Directors

A person may address the METRO Board of Directors in-person or via correspondence on any Bus Stop issue to 110 Vernon Street, Santa Cruz, CA 95060. METRO staff will initiate a review of the issue, assign departmental resources to obtain additional information on the Bus Stop and, when possible, proceed with performing repairs in-house. In some instances, requests will require extensive engineering and design work; METRO staff will evaluate feasibility and cost of performing these types of repairs or improvement in order to attempt to address the issue.

The Board of Directors communicates requests to the Facilities Department through METRO management. Management sends an e-mail to the Facilities Maintenance Supervisor for review and evaluation. Once an evaluation is completed, the response process follows the Facilities Ticket System.

Overview of METRO Process

Facilities Department Ticket System (See Attached Flow Chart)

METRO's Facilities Department ticket system was instituted approximately 2 years ago. The ticket system is web based and has an e-mail address associated so anyone may send requests. Since its inception, the Facilities Department has received approximately 4,500 tickets. Of those tickets approximately 25% were related to Bus Stops. The Bus Stop tickets received cover such issues as graffiti abatement requests, comment sheets from Coach Operators and general public comment sheets forwarded through Customer Service. Other organizations have utilized our ticket system to request services such as graffiti abatement.

Once a ticket is received, Facilities will determine how best to handle the request. During the process, updates are provided until the ticket has been completed; a closure notice is sent upon completion.

- Health and safety requests are processed immediately upon receipt.
- Graffiti requests are assigned and corrected immediately upon receipt.
- Existing or new Bus Stop amenities requests are forwarded to Planning for evaluation.
- Existing or new Bus Stop relocation requests are forwarded to Planning for evaluation.
- Comment sheets from Coach Operators are forwarded to Facilities from Operations
 - Tree trimming requests are scheduled with a number of other locations serviced at the same time.
 - Trash at Bus Stops requests are processed immediately upon receipt.
 - Health and Safety requests are processed immediately upon receipt.
 - Condition of a Bus Stop for passenger access to the stop or coach requests are surveyed by Facilities and forwarded to Planning for evaluation.
 - Traffic signals and road condition requests are forwarded to the City jurisdiction or County within 24 hours of receipt.
- General Public comment sheets forwarded to Facilities through Customer Service are processed based on the subject matter.

In all instances:

RESPONSE TO COMMUNICATION TO THE BOARD

- ❖ If construction is needed, METRO's approved engineering firm is brought in to survey the stop and to make recommendations. Planning reviews the recommendations with Facilities and a plan is formulated. Once plans are completed, funding is allocated by METRO through a grant or other entity. After funding is allocated, METRO's approved engineering firm will provide the process required by the City jurisdiction or County requirements, engineering plans and other items needed to bid the project.
- ❖ If no construction is needed, Planning provides Facilities with direction once evaluation is completed.
- ❖ Please refer to Attachment A.

As part of METRO's ongoing effort to improve our service, the following is being proposed for our Fiscal Year 16 Budget.

METRO ADA/504 Programs, Activities, and Services

In 2005 METRO contracted with a professional consulting firm to review METRO's ADA/504 programs, activities and services to determine whether they were accessible to persons with disabilities. The project was completed in 2008.

Given that six years has lapsed since completion of the last evaluation, METRO has obtained Board approval and will once again propose budgeting funds for the purpose of contracting the services of a professional consulting firm to review, evaluate and prepare results based on findings. METRO has experienced many changes in the last six years such as the addition of new buildings, remodeling of existing buildings, internet and upgraded equipment.

In addition to an ADA review of the facilities, METRO staff will return to the Board for a professional services contract authorization to perform a system-wide bus stop accessibility review.

The professional services firm will attach approximate costs to upgrade programs, activities and services and/or change practices that are determined to not be in compliance with ADA/504 statutes. The extent of this evaluation will be inclusive of all METRO Departments and all facilities.

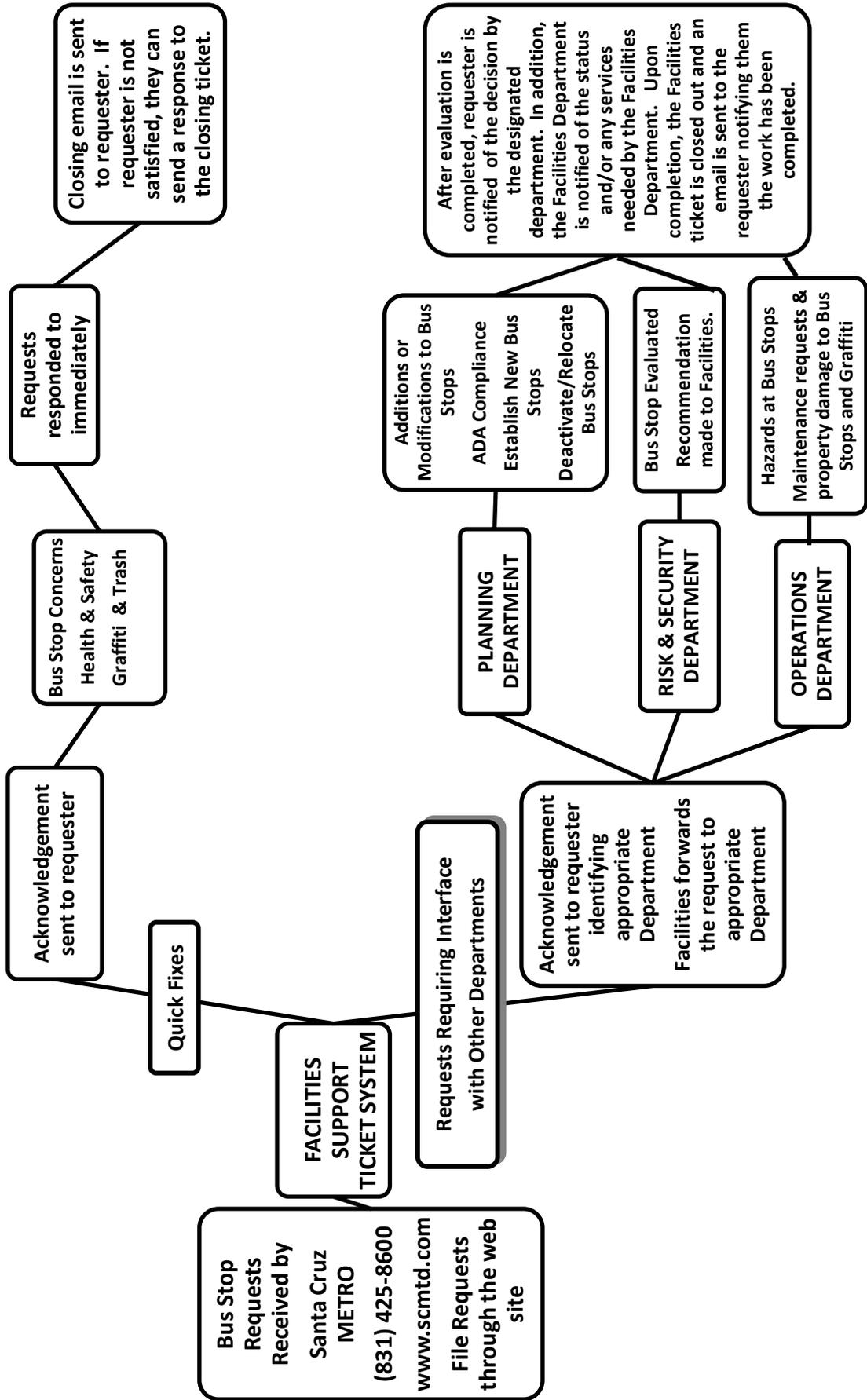
Once the evaluation is completed, departments identified with deficiencies or receipt of recommendations for improvements will be reviewed and prioritized for corrective actions. It is anticipated that through this process, METRO will be able to identify and refine processes that can better serve the disabled community who use METRO services.

Headways Publication

The next edition of METRO Headways publication will be expanded to include information for customers to communicate bus stop related complaints with contact phone numbers and addresses.

RESPONSE TO COMMUNICATION TO THE BOARD

Steps for Bus Stop Concerns





DATE: February 27, 2015
TO: Board of Directors
FROM: Liseth Guizar, Safety, Security and Risk Manager
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Reject the Attached Claims for the Months of January and February, 2015

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

METRO's Risk Department received two claims for the months of January and February, 2015, for money or damages. All claims are investigated and evaluated. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)).

Staff has attached a recommendation with each claim.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

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

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

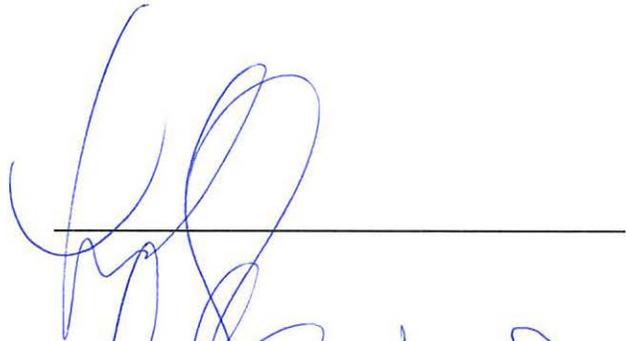
VI. ATTACHMENTS

Attachment A: Claim of Meakin, Shirley

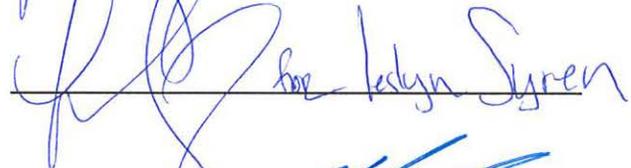
Attachment B: Claim of Cabrera, Samantha

VII. APPROVALS:

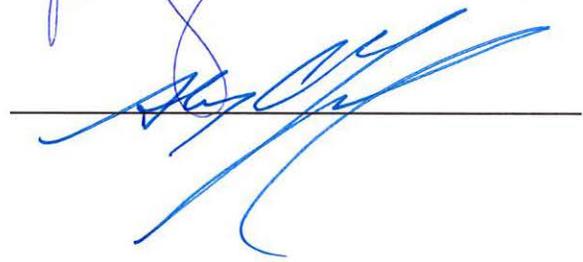
Liseth Guizar
Safety, Security and Risk Manager



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



Alex Clifford, CEO/General Manager



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Attachment A

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: Risk Department

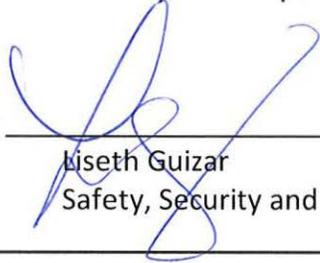
RE: Claim of: Meakin, Shirley
Date of Incident: 9/26/2014

Received: 1/27/2015 Claim #: 15-0001
Occurrence Report No.: PC 09-14-05

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$ _____ and reject the balance.

By _____


Liseth Guizar
Safety, Security and Risk Manager

Date: 2/23/15

I, Gina Pye, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of February 27, 2015.

By _____
EXECUTIVE ASSISTANT TO CEO

Date: _____

Attachment(s)

Attachment A



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

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # 150001
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Shirley

Claimant's Legal Last Name: Meakin

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

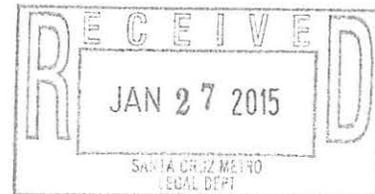
IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

Gender: M or F





Claimant Name: Shirley Meakin

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 9-26-2014

Time of Incident/Accident: 10:30 AM AM PM

Location of Incident/Accident

Street/City: mt Hermon Rd - Scotts Vly Square intersection
Scotts Valley Ca

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

see attached-

Attachment A



Claimant Name: Shirley Meakin

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

Para Cruz Van # 1102

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ 3,534.19

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

Shirley Meakin

Claimant:

Shirley Meakin
Signature/Print Name

Date: 1-22-2015

Attorney or Representative:

Signature/Print Name

Date: _____

Attachment B

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: Risk Department

RE: Claim of: Cabrera, Samantha
Date of Incident: 1/13/2015

Received: 2/2/2015 Claim #: 15-0002
Occurrence Report No.: SC 01-15-04

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$ _____ and reject the balance.

By  _____
Liseth Guizar
Safety, Security and Risk Manager

Date: 2/23/15

I, Gina Pye, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of February 27, 2015.

By _____
EXECUTIVE ASSISTANT TO CEO

Date: _____

Attachment(s)

Attachment B



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

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # 15-0002
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Samantha

Claimant's Legal Last Name: cabrera

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

Attachment B



Gender: M or F

Claimant Name: samantha cabrera

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 1/13/2015

Time of Incident/Accident: around 8:25-8:35 AM PM

Location of Incident/Accident

Street/City: santa cruz / Bay and mission

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

The back of my bicycle fell off the front of the bike rack of BUS 2206 while the driver was heading down Bay street. The front of my bike was still attached to the rack as it was ~~was~~ latched on with the cane-shaped device to keep tire in place, and was not damaged. The accident caused ~~my~~ the back rim of my bicycle and tire to bend, ^{and} deflate, ~~and~~

the driver then took all the necessary precautions.

Attachment B



Claimant Name: Samantha Cabrera

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$62.00

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

Claimant: Samantha Cabrera
Signature/Print Name

Date: January 22nd 2015

Attorney or Representative: _____
Signature/Print Name

Date: _____



DATE: February 27, 2015

TO: Board of Directors

FROM: Alex Clifford, CEO

**SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD
OF DIRECTORS MEETING OF FEBRUARY 13, 2015**

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of February 13, 2015

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of February 13, 2015.
- Each meeting, staff will provide minutes from the previous METRO Board of Directors meeting

III. DISCUSSION/BACKGROUND

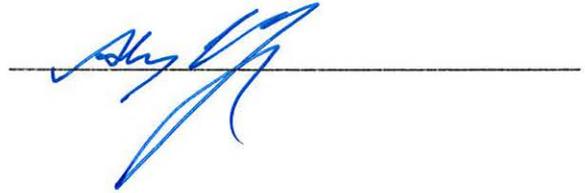
The Board requested that staff include, in the Board Packet, minutes for previous METRO Board of Directors meetings. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

IV. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meeting of February 13, 2015

V. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
REGULAR MEETING
FEBRUARY 13, 2015 – 8:30 AM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, February 13, 2015, at the METRO Admin Offices at 110 Vernon Street in Santa Cruz, CA.

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

This document has been created with accessibility in mind. This document passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmttd.com

SECTION I: OPEN SESSION

1 SWEAR IN NEW DIRECTORS

Leslyn Syren, METRO General Counsel, was present to swear in METRO's new Director: Don Lane, representing City of Santa Cruz

2 CALL TO ORDER at 8:30A

3 ROLL CALL: The following Directors were present, representing quorum:

Director Dene Bustichi (Chair)	City of Scotts Valley
Director Ed Bottorff	City of Capitola
Director Karina Cervantez	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Zach Friend	County of Santa Cruz
Director Deborah Lane	County of Santa Cruz
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officer Director Donna Blitzer	UCSC

DRAFT

10-03A.1

Attachment A

Board of Directors Meeting Minutes
February 13, 2015
Page 2 of 10

STAFF PRESENT:

Alex Clifford, CEO
Leslyn Syren, General Counsel

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

Heather Adamson, AMBAG
Angela Aitken, METRO
Erron Alvey, METRO
Carolyn Derwing, METRO

Debbie Kinslow, METRO
Suzanne Silva, METRO
Daniel Zaragoza, METRO

4 ANNOUNCEMENTS

Chair Bustichi opened the microphone to attendees for announcements. Hearing none, the meeting proceeded to the next agenda item.

5 COMMUNICATIONS TO THE BOARD OF DIRECTORS

Chair Bustichi opened the microphone to attendees for announcements at 8:33A. He noted that any comments should be limited to three minutes. With no requests from the assembly, the meeting proceeded to the next agenda item.

6 LABOR ORGANIZATION COMMUNICATIONS

Chair Bustichi opened the microphone to the assembly.

Will Regan, VMU Representative, Carolyn Derwing, SEIU-SEA President, Manny Martinez, SEIU Representative, and Eduardo Montesino, representing UTU/ParaCruz Operators, each stood to introduce themselves to the newest Board member and welcome him aboard.

7 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Chair Bustichi announced additional documentation had been distributed at each Board member's chair and was available for the public at the rear of the Chambers:

- Letter to the Board from the Metro Advisory Committee (MAC);
- Letter to CEO Clifford from Philip Kramer, Director of 180/180; and,
- Pages 3 and 4 of Attachment K to Agenda Item 8-06.

DRAFT

10-03A.2

Attachment A

CONSENT AGENDA

- 8-01 ACCEPT AND FILE PRELIMINARY APPROVED CHECKS JOURNAL DETAIL FOR THE MONTH OF NOVEMBER 2014
- 8-02 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF JANUARY 23, 2015
- 8-03 ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY COMMITTEE MEETING (MAC) OF JANUARY 21, 2015
- 8-04 ACCEPT AND FILE THE ACCESSIBLE SERVICES REPORTS FOR THE MONTHS OF OCTOBER, NOVEMBER AND DECEMBER 2014
- 8-05 ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCRTC) MEETING MINUTES FROM JANUARY 15, 2015
- 8-06 APPROVAL OF CLASS SPECIFICATIONS AND WAGE SCALES FOR PREVIOUSLY APPROVED POSITIONS
- 8-07 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH EPICOR FOR AN HR SOFTWARE UPGRADE IN AN AMOUNT NOT TO EXCEED \$80,000

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED
MOTION: DIRECTOR ROTKIN SECONDED: DIRECTORS McPHERSON & LEOPOLD

MOTION PASSED UNANIMOUSLY WITH 11 AYES (Directors Bustichi, Bottorff, Cervantez, Chase, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, Rotkin)

REGULAR AGENDA

9 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Chair Bustichi presented Aurora Trinidad and Jaime Perez Garcia with Certificates of Appreciation for their respective 10 years of service and Raymundo Marquez for his 15 years of service. Aurora, Jaime and Raymundo expressed their appreciation to METRO and the Board for the recognition.

10 CONSIDERATION OF RESOLUTIONS OF APPRECIATION FOR JAMES LAM

Chair Bustichi presented James Lam with his resolution. Mr. Lam thanked METRO, staff and the Board for their support during his tenure.

ACTION: MOTION TO ACCEPT THE RESOLUTION OF APPRECIATION FOR JAMES LAM AS PRESENTED
MOTION: DIRECTOR LEOPOLD SECONDED: DIRECTOR ROTKIN

MOTION PASSED UNANIMOUSLY WITH 11 AYES (Directors Bustichi, Bottorff, Cervantez, Chase, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, Rotkin)

DRAFT

10-03A.3

Attachment A

11 ACCEPTANCE OF FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED JUNE 30, 2014

Angela Aitken, Finance Manager, presented the Audit results noting that there had been no findings for the past two years. Kudos to the finance team! Director McPherson and Chair Bustichi echoed the appreciation to the finance team and thanked Angela for the outstanding results over the past eight years.

ACTION: MOTION TO ACCEPT THE FINANCIAL STATEMENTS WITH THE AUDITOR'S REPORT FOR THE YEAR ENDED JUNE 30, 2014 AS PRESENTED

MOTION: DIRECTOR McPHERSON SECONDED: DIRECTOR DON LANE

MOTION PASSED UNANIMOUSLY WITH 11 AYES (Directors Bustichi, Bottorff, Cervantez, Chase, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, Rotkin)

12 YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF NOVEMBER 30, 2014

Angela Aitken, Finance Manager, presented above referenced finance report. In response to Director Rotkin's question, Ms. Aitken clarified the differences between service charges, professional service charges and capital projects.

In response to Director McPherson's question regarding sales tax projections versus actuals, Ms. Aitken acknowledged that the projections were a bit high, but had been based on an average of 6.5% historically. She anticipates 4 – 4.5% by the end of the year. Director Leopold asked if the audit controller estimates were considered. Ms. Aitken noted that there are many benchmarks considered as well as a 7 year trend.

ACTION: MOTION TO ACCEPT THE MONTHLY FINANCIAL REPORT AS OF NOVEMBER 30, 2014 AS PRESENTED

MOTION: DIRECTOR ROTKIN SECONDED: DIRECTOR DON LANE

MOTION PASSED UNANIMOUSLY WITH 11 AYES (Directors Bustichi, Bottorff, Cervantez, Chase, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, Rotkin)

13 RESPONSE TO BOARD CHAIR REGARDING POLLING COSTS

CEO Clifford provided history of this request for the benefit of the new Board members. He noted that the polling costs would be funded from capital and operating reserves.

Director Rotkin suggested that METRO conduct their own polling and join SCCRTC in a single tax measure/initiative. Director McPherson disagreed as the SCCRTC is a private polling and the results will not be available in March. He does agree that any METRO polling would be premature.

Director Leopold would prefer to work with SCCRTC collaboratively on a poll; one transportation measure should encompass everything rather than "pick off pieces".

14 CONSIDERATION OF METROBASE STATUS REPORT

DRAFT

10-03A.4

Attachment A

Mr. Kreck gave a status update and some history of the project, noting that their focus is on solutions, partnering with the contractor for results in facilitated lines of communication. They have been successful in resolving the outstanding issues. The anticipated completion date is early Fall of this year. Director Leopold noted the completion is six months later than originally anticipated.

Chair Bustichi asked if there was an avenue to move the buses to the new site before construction is complete. Andy outlined the two stages to the project: 1) The parking lot will be completed first; and, 2) the building approximately two months later. Chair Bustichi noted that allowing the buses to move six months earlier in essence mitigates the six month delay.

Eduardo Montesino approached the podium to advise the Board and assembly that a 'trial run' had been conducted and did not demonstrate any savings. In fact, they discovered the need to hire more bus operators due to the additional time required for three shuttle drivers between the properties.

CEO Clifford addressed the assembly, advising that there are many financial factors to consider; many have been factored into the project, including terminating the land leases at Dubois.

Chair Bustichi suggested collaboration between Mr. Montesino and METRO.

ACTION: MOTION TO PRESENT A COST PLAN FOR RELOCATING THE BUSES TO THE METROBASE PROJECT SITE AT THE MARCH 27, 2015 MEETING.

MOTION: DIRECTOR ROTKIN SECONDED: DIRECTOR McPHERSON

MOTION PASSED UNANIMOUSLY WITH 11 AYES (Directors Bustichi, Bottorff, Cervantez, Chase, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, Rotkin)

15 CONSIDERATION OF AUTHORIZING THE CEO TO NEGOTIATE AND EXECUTE CONTRACT CHANGE ORDERS WITH LEWIS C. NELSON AND SONS, INC. FOR CONSTRUCTION OF THE JUDY K. SOUZA OPERATIONS FACILITY, PARKING STRUCTURE AND RELATED SITE WORK

Mr. Kreck outlined the change order process and brought the Board and Assembly up to date regarding the change orders.

Director Leopold asked if a sub-committee was in place to provide assistance to the CEO on projects such as these. CEO Clifford asked for time to consider this idea; change orders will continue as a monthly report so unsure how the sub-committee would interface. Chair Bustichi clarified that the sub-committee would be available to scrutinize these types of project issues while noting it may be more efficient to create a sub-committee as the project nears completion.

General Counsel Syren reminded the Board of the \$50K change order authority which is currently in place. Her concern is the lack of a financial cap on the CEO's authority to approve change orders.

DRAFT

10-03A.5

Attachment A

Eduardo Montesino noted from the podium that he had served on an RTC sub-committee and it was helpful to provide perspective to their Board. He encourages the addition of an ad hoc committee.

Directors Bottorff and Deborah Lane volunteered to be a member of the ad hoc committee. Slate to be presented at the February 27, 2015 Board meeting.

Director Rotkin suggested being more careful about negative comments in Board reports.

ACTION: MOTION TO CONSIDER THE CREATION OF A SUB-COMMITTEE AND APPOINTEES TO PROVIDE ASSISTANCE TO THE CEO ON THE METROBASE PROJECT; INCLUDING A RESOLUTION TO CAP THE CEO/GENERAL MANAGER'S CHANGE ORDER AUTHORITY AT THE MARCH 27, 2015 BOARD MEETING.

**MOTION: DIRECTOR ROTKIN SECONDED: DIRECTOR LEOPOLD
MOTION PASSED UNANIMOUSLY WITH 11 AYES (Directors Bustichi, Bottorff, Cervantez, Chase, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, Rotkin)**

16 CONSIDERATION OF AN UPDATE TO PROVIDING DISCOUNT OR GROUP BUS PASSES TO THE 180/180 PROGRAM

COO Aguirre provided the history of the request for the benefit of the new Board members. Staff is proposing the discounted bulk passes as the best option available at this time.

Director Leopold expressed his disappointment that METRO cannot be part of the homeless solution. Director McPherson agrees that it would be difficult to do anything else, citing the current financial situation, and the gifting of public funds is a valid concern. He suggested we wait and see how the budget discussions settle out.

Director Deborah Lane said that METRO is about serving the community and relayed the successes of the Hotel St. George's homeless program.

Director Rotkin agreed that we don't have the financial or legal authority to use public funds in this manner; i.e., for free services.

Director Don Lane is familiar with the issues and appreciates the alternatives offered. Can we consider a category of programs to deal with poverty issues in the community?

Directors Leopold, Don Lane and Deborah Lane expressed a desire to work together to identify additional options. Director Friend cautioned any perception of favoritism.

ACTION: MOTION TO DENY THE REQUEST AND ALLOW DIRECTORS DON LANE, DEBORAH LANE AND LEOPOLD TO INVESTIGATE FURTHER AND IDENTIFY ADDITIONAL OPTIONS.

MOTION: DIRECTOR ROTKIN SECONDED: DIRECTOR McPHERSON

Attachment A

Director Dutra suggested a majority vote rather than a 'slate' approach. General Counsel Syren referred to the slate approach as stated in the Bylaws. Director Dutra will provide a slate before the next Board meeting. General Counsel Syren reminded the assembly of the Brown Act when creating the slate; i.e., not to exceed five Board members in one meeting or discussion.

Upon request, Secretary Pye read the proposed slates.

19 NOMINATION BY CHAIR OF SCCRTC AND PACIFIC STATION AD HOC APPOINTEES

Director Dutra expressed interest in joining the Ad Hoc Pacific Station Redesign. Chair Bustichi recommended Lynn Robinson remain as a "public/private citizen" representative on the Ad Hoc Pacific Station Redesign.

Chair Bustichi recommended that the nominations stay open until the February 27, 2015 Board meeting.

Nominees were:

Current
SCCRTC Representatives

Dene Bustichi
Vacant
Vacant

Nominated by
Dene Bustichi

Dene Bustichi
Karina Cervantez
Cynthia Chase

Nominated by
John Leopold

Karina Cervantez
Cynthia Chase
Ed Bottorff

Current
SCCRTC Alternates

Dene Bustichi
Vacant
Vacant

Nominated by
Dene Bustichi

Ed Bottorff
Mike Rotkin
Deborah Lane

Nominated by
John Leopold

Deborah Lane
Mike Rotkin
Dene Bustichi

Current AD HOC Pacific Station Redesign

Dene Bustichi
Bruce McPherson
Vacant

Nominated by Dene Bustichi

Dene Bustichi
Don Lane
Lynn Robinson (private citizen)

20 CONSIDERATION OF APPOINTING METRO DIRECTORS TO SERVE AS SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) DIRECTORS

Finance Manager, Angela Aitken, explained the purpose of the SCCIC to the new Board members and assembly. There are four officers and one director whose terms ended December 31, 2014. Five new appointees must be determined. See the roster below:

Nominee

Director Rotkin
Director Leopold
Director Deborah Lane

Nominated by

Director Rotkin
Director Leopold
Chair Bustichi

DRAFT

10-03A.8

Attachment A

Director Bottorff
Director Friend

Chair Bustichi
Chair Bustichi

The SCCIC annual meeting will be held during the February 27, 2015 Board meeting.

21 CEO TO GIVE ORAL REPORT

CEO Clifford brought the assembly up to speed on a number of items:

- Washington, DC reaction to the President's budget: The Grow America concept has the potential to increase resources threefold.
- Gas tax increase doesn't have a lot of traction; however, there remains "chatter".
- March 6-10 APTA Legislative Conference in Washington, DC: CEO Clifford is planning on attending and will promote METRO's legislative agenda.
- Public meetings to obtain public comment regarding potential fare increases. have been scheduled at five public libraries, presentations will be given to the four City Councils and the Board of Supervisors, announcements are posted on the website, announced in the Santa Cruz Sentinel and other media Comments received via email, snail mail will carry the same weight as in-person comments.

In response to Director Rotkin's question regarding Board member travel, CEO Clifford noted that the Bylaws state in Section 5.06(a), Director Compensation and Reimbursement:

(b) Unless authorized by the Board of Directors in advance, attendance at meetings of the American Public Transit Association and the California Transit Association shall be limited to the Board Chair and Vice-Chair, or an alternate designee, as approved by the Board Chair or Vice-Chair.

CEO Clifford suggested this subject be addressed after the next board meeting when the new Chair and Vice Chair are in place.

22 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

District Counsel Syren provided the Board and assembly with the history of PEPRA and the subsequent decision from the East District Court supporting the State and Sacramento RT's positions. To date, they have not certified funding for other agencies except for those under legislation this year.

Public comments:

Carolyn Derwing, SEIU-SEA President, asked what the effective date would be of a decision. General Counsel Syren answered that an extension of legislation for public utilities will expire. We will be required to conform to pension standards which are not much different from METRO's current standards. Contributions will be reduced from the current 8%. It is anticipated that new employees' retirement eligibility will change from 55 to 62. There may be other changes in store. However, there is no need for concern for another year.

Director Dutra departed at 10:13A

DRAFT

10-03A.9

Attachment A

Board of Directors Meeting Minutes
February 13, 2015
Page 10 of 10

General Counsel Syren noted that there will be one matter discussed in Closed Session related to job employment. However, there will be no announcement after.

- 23 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, FEBRUARY 27, 2015 AT 9:00 AM, WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE**
Chair Bustichi announced the next meeting as referenced above.

Chair Bustichi thanked Raymundo Marquez for staying through the entire meeting.

SECTION II: CLOSED SESSION

Board vacated to closed session at 10:15A

SECTION III: RECONVENE TO OPEN SESSION

General Counsel had nothing to report.

- 24 ADJOURNMENT at 10:45A**
Chair Bustichi adjourned at 10:45A

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

DRAFT

10-03A.10

REVISED

*Santa Cruz Metropolitan
Transit District*



DATE: February 27, 2015
TO: Board of Directors
FROM: Carolyn Derwing, Schedule Analyst/Acting Planner
**SUBJECT: ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS
FOR THE MONTH OF DECEMBER 2014**

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains Ridership Summaries and Ridership Statistics for Santa Cruz Metropolitan Transit District's (METRO) fixed route bus service for the month of December 2014.
- System-wide ridership was up 17.7% in December 2014 compared to the same months in 2013.
- The late end to the UCSC Fall Quarter and resulting higher UCSC ridership has skewed the overall ridership data for the month of December 2014.
- Year-to-date ridership totals for local fixed route service are up by 3.6% as compared to the same period in 2013.
- Year-to-date ridership totals for the Highway 17 Express are up 4.0% as compared to the same period in 2013.
- Year-to-date ridership totals for UCSC are up by 8.7% as compared to the same period in 2013.

III. DISCUSSION/BACKGROUND

- Ridership reports are prepared monthly in order to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends. The attached Ridership Summaries and Ridership by Route reports reflect ridership statistics for METRO's fixed route bus service for the month of December 2014.
- Attachment "A" shows system-wide ridership statistics for December 2014 and compares them to December 2013. System-wide, December 2014 ridership was up 17.7% as compared to December 2013. Most of this increase can be attributed to the large increase in UCSC ridership. (See Attachment "C" discussion.) Local fixed route service was up 18.7% as compared to December 2013; again, this increase can be attributed to the large increase in UCSC ridership for the month of December. Highway 17 Express service saw an increase of 5.8% in December 2014 as compared to December 2013.

Distributed at 2/27/15 Board Meeting **10-04.1**

This report also compares year-to-date totals for FY15 as compared to FY14. By the end of December, overall ridership for FY15 is up 3.6% compared to the same time period in FY14. Local fixed route is up by 3.6% for FY15 and Highway 17 is up 4.0% for FY15.

- Attachment “B” shows UCSC ridership statistics for the month of December 2014 and compares them to the same month in 2013. UCSC experienced a very large increase in ridership of 57.5% for the month of December. Most of this is due to the late start of UCSC 2014 – 2015 Academic Year which extended the Fall quarter later into the month of December. As a result, UCSC experienced an additional 5 days of school term service (14 days in December 2014 as compared to 9 days in 2013). Since UCSC traditionally accounts for 45% of our overall ridership, these additional 5 days of service have skewed the overall ridership statistics for the local fixed route service.

This report also compares UCSC year-to-date totals for FY15 as compared to FY14. By the end of December 2014, UCSC ridership was up 8.7% as compared to December 2013.

- Attachment “C” shows weekday, Saturday and Sunday, ridership by route for the month of December 2014. Overall, monthly ridership was up 17.7% in December 2014 as compared to the same months in the previous year. The routes with the highest ridership for the month of December were the Route 16, the Route 71 and the Route 35/35A. In December, the top three routes accounted for approximately 39% of all ridership.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY15 revenue. The FY15 budget assumed a 3% growth in passenger fares year-over-year. While ridership is up 3.6% year-over-year, budgeted passenger revenues are below budget. This is likely attributable to the growth in ridership choosing discounted fare media such as senior fares and monthly passes along with a **lighter month higher growth** of UCSC students, **who also pay a lower rate.** The Finance Department will re-evaluate the passenger revenue model for the FY16 budget.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

Distributed at 2/27/15 Board Meeting

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Monthly Ridership Summary

DECEMBER 01, 2014 - DECEMBER 31, 2014

Calendar Operating Days

	This Year	Last Year
Weekdays	23	22
Saturdays	4	4
Sundays	4	5

Bikes and Mobility Devices

	This Year	Last Year*
Bikes	12,452	14,110
Mobility Dev.	1,679	2,108

Monthly System Totals

	Monthly Totals			
	This Year	Last Year*	Difference	% Change
Local Fixed Route	383,711	323,294	60,417	18.7%
AMTRAK/Highway 17 Express	26,797	25,337	1,460	5.8%
System Total	410,508	348,631	61,877	17.7%

System Daily Averages

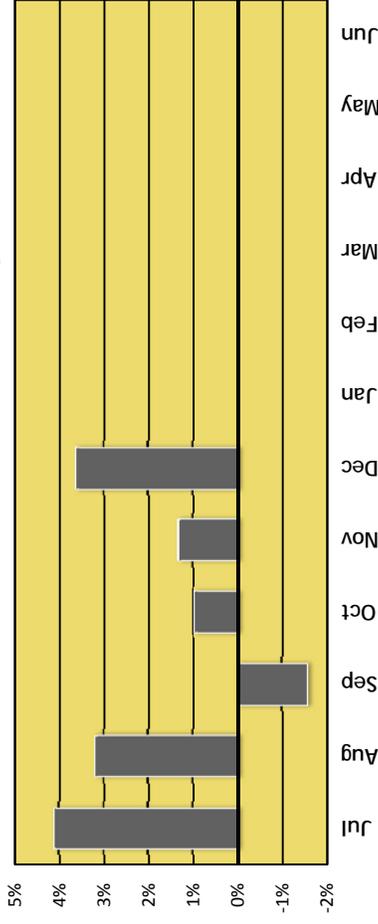
	Weekdays			Saturday			Sunday					
	This Year	Last Year*	Difference	% Change	This Year	Last Year*	Difference	% Change	This Year	Last Year*	Difference	% Change
Local Fixed Route	13,979	12,240	1,738	14.2%	8,561	6,336	2,225	35.1%	6,989	5,732	1,257	21.9%
AMTRAK/Highway 17 Express	975	922	53	5.8%	560	505	55	10.9%	531	607	-76	-12.6%
System Total	14,954	13,162	1,792	13.6%	9,121	6,841	2,280	33.3%	7,520	6,339	1,181	18.6%

Attachment A

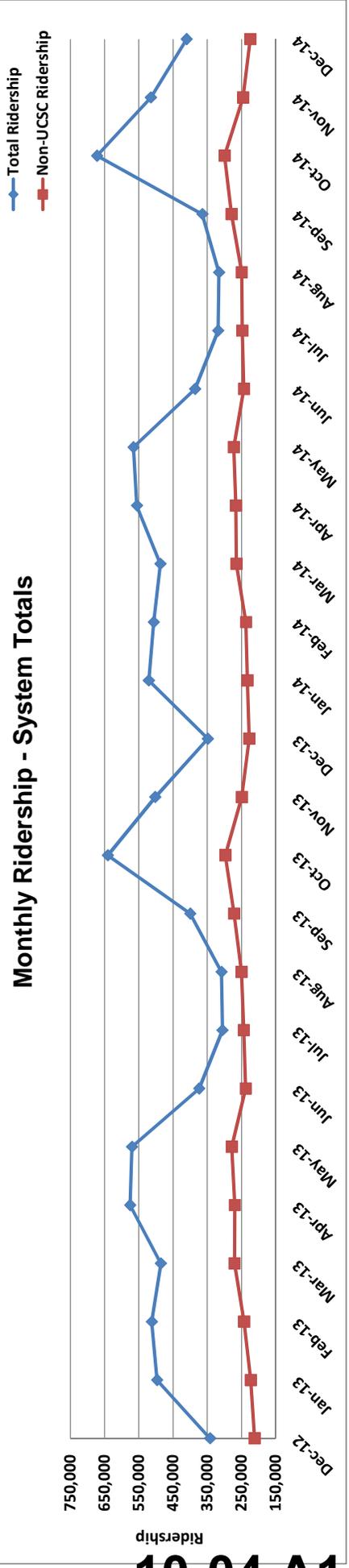
Year to Date Totals

	This Year	Last Year*	Difference	% Change
Local Fixed Route	2,407,869	2,324,604	83,265	3.6%
AMTRAK/Highway 17 Express	188,411	181,211	7,200	4.0%
System Total	2,596,280	2,505,815	90,465	3.6%

Total Ridership YTD % Change



Monthly Ridership - System Totals



*previous year statistics have been updated since last year's ridership report was produced

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UCSC Ridership Summary

DECEMBER 01, 2014 - DECEMBER 31, 2014

Calendar Operating Days

	This Year	Last Year
School Term Days	14	9
Weekdays	23	22
Weekend Days	8	9

UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$238,760.24	\$146,970.75	\$91,789.49	62.5%
Staff Billing	\$14,067.84	\$13,050.07	\$1,017.77	7.8%
Route 20D Service	\$3,309.42	\$1,870.79	\$1,438.63	76.9%
Total	\$256,137.50	\$161,891.61	\$94,245.89	58.2%

UCSC Monthly System Totals

	Monthly Totals		
	This Year	Last Year*	% Change
Students	175,559	111,441	57.5%
Staff & Faculty	10,344	9,925	4.2%
Total	185,903	121,366	53.2%

	Year to Date Totals		
	This Year	Last Year*	% Change
Students	974,659	892,794	9.2%
Staff & Faculty	75,493	73,622	2.5%
Total	1,050,152	966,416	8.7%

UCSC System Daily Averages

	School Term Days		
	This Year	Last Year*	% Change
Students	10,443	9,955	4.9%
Staff & Faculty	531	566	-6.1%
Total	10,974	10,521	4.3%

	Weekdays			Weekend Days		
	This Year	Last Year*	% Change	This Year	Last Year*	% Change
Students	6,546	4,451	47.1%	3,138	1,502	109.0%
Staff & Faculty	404	401	0.7%	132	122	8.2%
Total	6,950	4,852	43.2%	3,270	1,624	101.4%

10-04B.1

*Previous year statistics have been updated since last year's ridership report was produced

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Attachment C

Ridership by Route

DECEMBER 01, 2014 - DECEMBER 31, 2014

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	20,257	881	1,476	369	1,278	320	23,011
15	UCSC via Laurel West	29,449	1,280					29,449
16	UCSC via Laurel East	59,608	2,592	6,691	1,673	4,661	1,165	70,960
19	UCSC via Lower Bay	24,053	1,046	3,898	975	3,171	793	31,122
3	Mission/Beach	2,955	128	197	49	149	37	3,301
4/4W	Harvey West/Emeline	3,826	166	120	30	118	30	4,064
6	Broadway/Frederick	391	17					391
8	Emeline	81	4					81
12A	UCSC East Side District	1,040	61					1,040
20	UCSC via West Side	13,656	594	2,527	632	1,956	489	18,139
20D	UCSC via West Side Supp.	10,312	607					10,312
30	Graham Hill/Scotts Valley	548	24					548
33	Lompico SLV/Felton Faire	250	16					250
34	South Felton	60	4					60
35/35A	Santa Cruz/Scotts Valley/SLV	26,176	1,138	3,372	843	2,870	718	32,418
40	Davenport/North Coast	1,545	67	58	15	79	20	1,682
41	Bonny Doon	1,022	44	48	12	34	9	1,104
42	Davenport/Bonny Doon	192	8	27	7	48	12	267
54	Capitola/Aptos/La Selva Beach	145	6	55	14	45	11	245
55	Rio Del Mar	2,718	118					2,718
56	La Selva Beach	389	17					389
66/66N	Live Oak via 17th	10,501	457	1,684	421	1,361	340	13,546
68	Like Oak via Broadway/Portola	7,520	327	1,106	277	860	215	9,486
69A	Capitola Road/Watsonville	15,318	666	2,776	694	2,069	517	20,163
69W	Cap. Road/Cabrillo/Watsonville	19,456	846	2,889	722	2,457	614	24,802
71	Santa Cruz to Watsonville	43,304	1,883	6,126	1,532	5,616	1,404	55,046
72	Corralitos	2,812	122					2,812
74	Ohlone Parkway/Rolling Hills	1,661	72	177	44	135	34	1,973
75	Green Valley Road	4,135	180	805	201	880	220	5,820
77	Civic Plaza / Pajaro	748	33					748
79	East Lake	1,638	71	211	53	169	42	2,018
91x	Santa Cruz/Watsonville Express	15,746	685					15,746
Hwy 17	AMTRAK/Hwy 17 Express	22,432	975	2,241	560	2,124	531	26,797
Monthly Total		343,944	14,954	36,484	9,121	30,080	7,520	410,508
Previous Year*		289,570	13,162	27,364	6,841	31,697	6,339	348,631
% Change		18.8%	13.6%	33.3%	33.3%	-5.1%	18.6%	17.7%

Previous year statistics have been updated since last year's ridership report was produced

10-04C.1

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DATE: February 27, 2015
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
**SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS
REPORT FOR DECEMBER 2014**

I. RECOMMENDED ACTION

That the METRO's Board of Directors Accept and File the METRO ParaCruz Operations Status Report for December 2014

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

Comparing December 2013 statistics to December 2014, ParaCruz rides increased by 121 rides.

Comparing November 2014 statistics to December 2014, ParaCruz rides increased by 246 single trips. While December's increase in rides follows the historical trend-line, the actual number of rides is higher than in previous years.

Two Santa Cruz Metropolitan Transit District (METRO) ParaCruz Van Operators retired in December of 2014, one after ten years working with ParaCruz, the other worked with us for six years. Their service was appreciated and we wish them the best in their future.

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

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

Not applicable

VI. ATTACHMENTS

- Attachment A:** ParaCruz On-Time Performance Chart
- Attachment B:** Comparative Operating Statistics Tables
- Attachment C:** Number of Rides Comparison Chart and Shared Versus Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Mileage Data Tables
- Attachment E:** Eligibility Chart
- Attachment F:** Monthly Assessments

VII. APPROVALS:

April Warnock, ParaTransit Superintendent 

Ciro Aguirre, Chief Operations Officer 

Alex Clifford, CEO/General Manager 

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ATTACHMENT A

Board Meeting February 27, 2015

ParaCruz On-time Performance Report

	December 2013	December 2014
Total pick ups	7590	7836
Percent in “ready window”	95.31%	90.90%
1 to 5 minutes late	1.83%	3.53%
6 to 10 minutes late	1.34%	2.42%
11 to 15 minutes late	.70%	1.37%
16 to 20 minutes late	.43%	.77%
21 to 25 minutes late	.14%	.48%
26 to 30 minutes late	.09%	.23%
31 to 35 minutes late	.08%	.15%
36 to 40 minutes late	.04%	.09%
41 or more minutes late (excessively late/missed trips)	.03%	.05%
Total beyond “ready window”	4.69%	9.10%

During the month of December 2014, ParaCruz received twelve (12) Customer Service Reports. Three (3) reports were valid. Three (3) of the reports were complaints that were not verifiable or valid. Six (6) of the reports were compliments.

In March of 2014, METRO ParaCruz received an upgrade to their scheduling software, Trapeze. The upgrade was needed to prepare Trapeze for the addition of Mobile Data Computers (MDC's) to the system, those installations happened in mid-May. July 2014 was the first full month of real-time data entered by Operators into the MDC's. Recognizing that data was manually entered previously, from handwritten manifests, by Operators and Reservationists, it is not surprising that there is a shift in the data being gathered and compiled. The 'on-time' statistics reflected utilizing the 'real-time' equipment reflects a lower level of 'on time' performance than previously realized, as shown in the chart above.

This more accurate data is providing staff the opportunity to focus on the late pick-ups and to work incrementally towards achieving a target of 95% in “ready window” with an initial goal of achieving 92% by the end of FY15.

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Attachment B

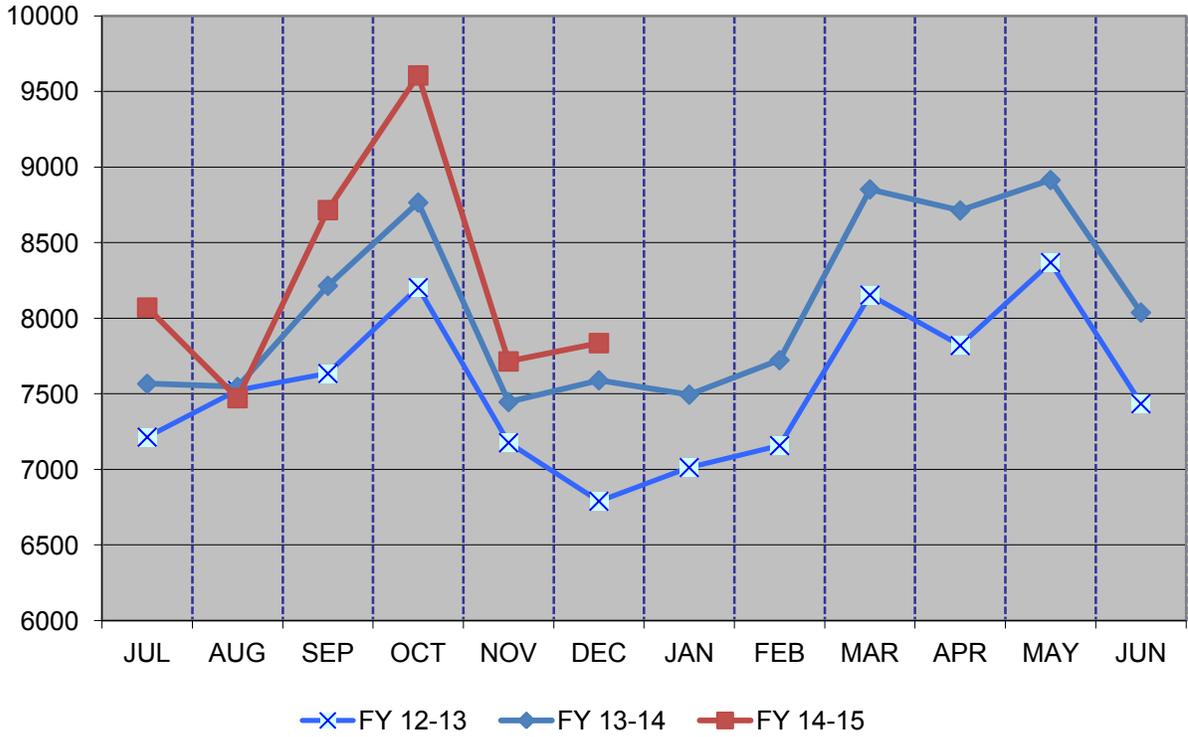
Comparative Operating Statistics through December 2014.

	December 2013	December 2014	Fiscal 13-14	Fiscal 14-15	Performance Averages	Performance Goals
Requested	8318	8956	50,417	53,052	8833	
Performed	7590	7836	47,110	49,412	8261	
Cancels	21.56%	25.20%	19.31%	21.05%	20.47%	
No Shows	3.37%	3.39%	2.88%	3.05%	3.09%	Less than 3%
Total miles	54,083	58,823	334,976	363,487	60,077	
Av trip miles	5.0	5.52	5.0	5.35	5.10	
Within ready window	95.31%	90.90%	95.19%	91.13%	92.80%	92.00% or better
Excessively late/missed trips	2	4	11	24	4.0	Zero (0)
Call center volume	N/A	6318	N/A	N/A	N/A	VOIP being UPDATED
Hold times less than 2 minutes	N/A	95.2%	N/A	N/A	N/A	Greater than 90%
Distinct riders	788	825	1469	1494	821	
Most frequent rider	57 rides	53 rides	285 rides	298 rides	57 rides	
Shared rides	63.1%	63.5%	64.9%	64.5%	64.46%	Greater than 60%
Passengers per rev hour	2.0	1.93	2.03	1.97	1.97	Greater than 1.6 passengers/hour
Rides by supplemental providers	9.86%	5.79%	12.91%	5.65%	5.28%	No more than 25%
Vendor cost per ride	\$22.30	\$24.18	\$23.97	\$24.62	\$24.41	
ParaCruz driver cost per ride (estimated)	\$26.48	\$32.46	\$30.15	\$30.91	\$29.80	
Rides < 10 miles	63.33%	61.51%	64.04%	63.12%	63.04%	
Rides > 10	36.67%	38.49%	35.96%	36.88%	36.96%	
Denied Rides	0	0	0	0	0	Zero

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ATTACHMENT C

NUMBER OF RIDES COMPARISON CHART



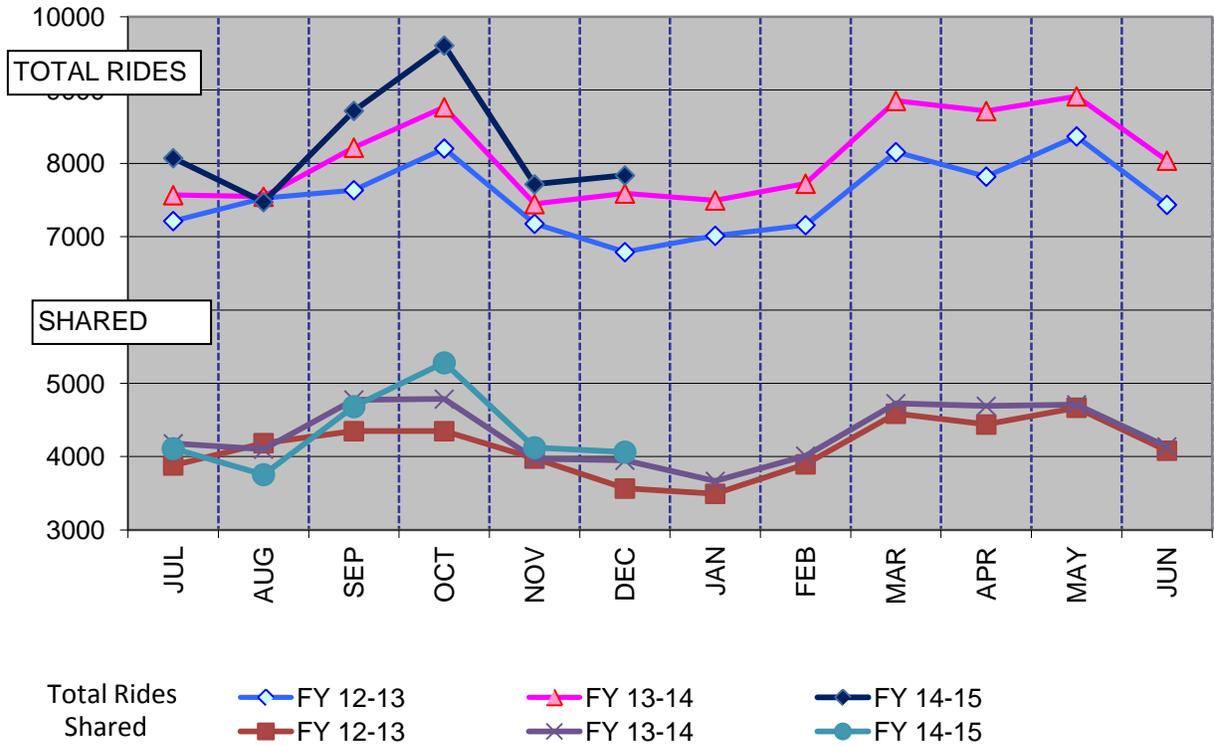
Data Table for Number of Rides performed monthly.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	7214	7524	7635	8203	7177	6790	7013	7158	8154	7820	8369	7435
FY 13-14	7567	7546	8215	8766	7446	7590	7495	7723	8853	8714	8915	8038
FY 14-15	8071	7472	8716	9607	7715	7836						

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ATTACHMENT D

TOTAL RIDES vs. SHARED RIDES



Data table for total number of rides provided.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	7214	7524	7635	8203	7177	6790	7013	7158	8154	7820	8369	7435
FY 13-14	7567	7546	8215	8766	7446	7590	7495	7723	8853	8714	8915	8038
FY 14-15	8071	7472	8716	9607	7715	7836						

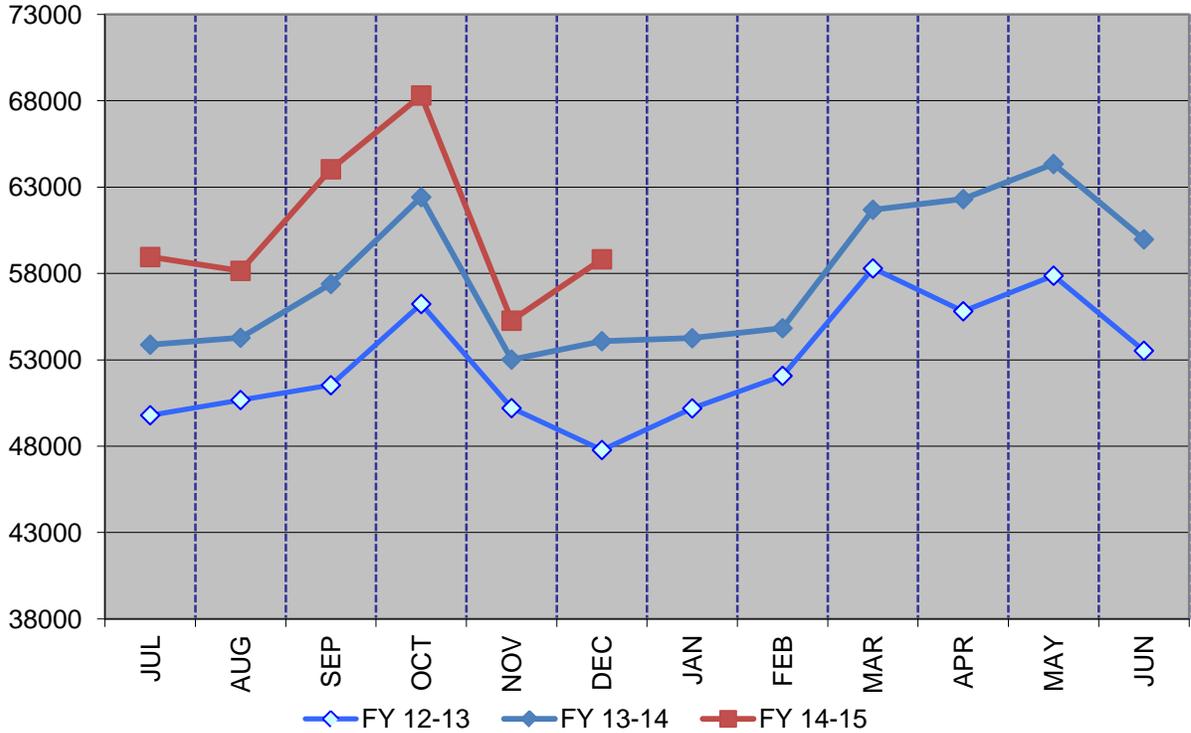
Data table for total number of shared rides provided.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	3881	4185	4348	4348	3975	3566	3494	3896	4586	4439	4668	4082
FY 13-14	4179	4101	4775	4786	3971	3950	3666	4010	4726	4690	4709	4136
FY 14-15	4110	3755	4683	5280	4123	4063						

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ATTACHMENT E

MONTHLY MILEAGE COMPARISON



Data table for monthly mileage

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	49795	50675	51532	56236	50205	47783	50191	52073	58295	55814	57874	53528
FY 13-14	53878	54278	57391	62420	53017	54083	54255	54833	61690	62304	64339	59974
FY 14-15	58954	58154	64034	68305	55269	58823						

Data table for year-to-date mileage

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	49795	100470	152002	208238	258443	306223	356414	408491	466786	522551	580425	633953
FY 13-14	53878	108156	165547	227877	280894	334976	391682	446515	508205	570509	634848	694822
FY 14-15	58954	117108	181142	249415	304685	363487						

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ATTACHMENT F

Board Meeting February 27, 2015

Monthly Assessments

	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
JANUARY 2014	60	0	2	8	0	70
FEBRUARY 2014	36	0	2	2	1	41
MARCH 2014	52	0	2	4	0	58
APRIL 2014	56	0	3	1	0	60
MAY 2014	27	2	2	1	1	33
JUNE 2014	45	1	3	5	1	55
JULY 2014	32	3	3	2	1	41
AUGUST 2014	52	6	4	0	0	62
SEPTEMBER 2014	62	0	9	3	0	74
OCTOBER 2014	51	5	7	7	0	70
NOVEMBER 2014	34	0	2	4	1	41
DECEMBER 2014	89	3	2	2	0	96

Number of Eligible Riders for the month of December 2014 = 3668

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REVISED

*Santa Cruz Metropolitan
Transit District*



DATE: February 27, 2015
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
**SUBJECT: ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND
SUBMITTED GRANT PROPOSALS FOR FEBRUARY 2015**

I. RECOMMENDED ACTION

That the Board receives and files the monthly status report on grants and applications. This is for information only. No action is required

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) relies upon grant funding for more than 30% of its FY15 operating revenue and 96% of its FY15 capital budget.
- A list of METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding
- METRO has active grant awards totaling \$38,433,946
- METRO staff is developing new applications totaling ~~\$7,170,144~~ \$1,348,765 for new projects.
- No action is required; this report is for information only.

III. DISCUSSION/BACKGROUND

METRO relies upon grant funding for more than 30% of its FY15 operating revenue and 96% of its FY15 capital funding. Transportation Development Act (TDA), State Transit Assistance (STA) and the Federal Transit Administration (FTA) annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

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

Distributed at 2/27/15 Board Meeting **10-06.1**

Attachment B lists METRO's open grant applications with a brief description, source and status of proposed projects.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Active grant awards for operating and capital projects total \$38,433,946, an increase of \$337,944 over January resulting from the PTMISEA grant advance payment for \$5,821,379 and closure of the FTA FY14 Operating Assistance grant of \$5,478,097.

The unspent balance of active grants is \$24,584,241, an increase of \$853,017 due to the award of new grants, project progress payments and adjustments. Please see Attachment A.

Current grant applications request \$1,348,765, a decrease of \$5,821,379 due to the PTMISEA application being awarded. No new applications were submitted. Please see Attachment B.

V. ALTERNATIVES CONSIDERED

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

VI. ATTACHMENTS

Attachment A: METRO Active Grants as of February 17, 2015.

Attachment B: METRO Grant Applications as of February 17, 2015.

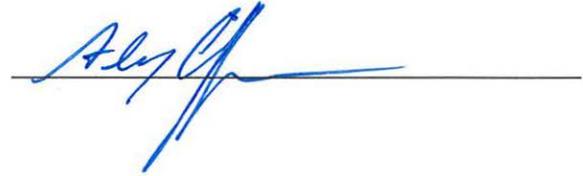
Distributed at 2/27/15 Board Meeting

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

Santa Cruz METRO
Active Grants as of February 17, 2015

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
1	FY13 Transit Security Projects Expiration: 3/31/16	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 279,521	\$ -	Project priorities are being re-asses for the Transit Security Program. \$ Grant Balance as of 2/17/15.
2	FY12 Transit Security Projects Expiration: 3/31/15	Land Mobile Radio system	\$ 440,505	\$ 333,439	\$ -	The Call-OES granted METRO a contract extension to 9/30/15 to accommodate delay in the LMR project. \$ Grant Balance as of 2/17/15.
3	FTA 5309 State Good Repair grant for Buses and Mobile Data Computers Expiration: None	Purchase 6 new CNG replacement buses; purchase 42 Mobile Data Computers for ParaCruz	\$ 2,814,538	\$ -	\$ 25,761	Buses and MDCs Delivered and Paid. Remaining tasks include receipt of outstanding Trapeze invoices. Unobligated balance of approximately \$26,000 will be used for spare parts. \$ Grant Balance as of 2/17/15
4	FY 11/12 Proposition 1B - State and Local Partnership Program (SLPP) Expiration: 12/11/15	CTC	\$ 5,812,000	\$ 2,612,761	\$ 2,612,761	CTC approved \$5.812 M allocation 8/22/12 for construction of Judy K. Souza Operations Building. Lewis C. Nelson has poured and cured the third deck and extended steel to final height. Mass grading of the operating tarmac, installation of base is complete and contractor is currently pouring the final concrete layer. Grant Balance as of 2/17/15.
5	FY10 - 13 PTMISEA funds (Public Transportation Modernization, Infrastructure and Service Enhancement Act) Expiration: 6/30/17	MetroBase development, Judy K. Souza Operations Facility	\$ 12,010,147	\$ 9,112,051	\$ -	PTMISEA funds through FY13 are for the MetroBase phase II project, JKS Operations Facility including the temporary operating facility. \$ Grant Balance as of 2/17/15.

Attachment A

Santa Cruz METRO
Active Grants as of February 17, 2015

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
6	FY15 PTMISEA Award/Payment Anticipated: December 2014 Anticipated Expiration: 6/30/17	Funds allocated to Pacific Station subject to Board approval.	\$ 5,821,379	\$ 5,821,379	\$ -	Caltrans announced award of \$5,821,379 on 11/18/14 with ~ \$55,000 to be added later from Caltrans unspent overhead.
7	Pacific Station Design Engineering FTA 5309 Expiration: None	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 114,909	\$ 28,727	Group 4 and METRO presented design alternatives at 100% completion and are assessing opportunities to coordinate with the adjacent Devcon project. Group 4 is writing draft Final Report for presentation to the Ad-hoc committee on 3/14/15 with presentation of the final report on the conceptual design phase to the full Board tentatively scheduled for 3/27. Grant Balance as of 2/17/15.
8	Pacific Station Design Engineering FTA 5309 Expiration: 9/30/15	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 182,461	\$ 45,615	Group 4 and METRO presented design alternatives at 100% completion and are assessing opportunities to coordinate with the adjacent Devcon project. Group 4 is writing draft Final Report for presentation to the Ad-hoc committee on 3/14/15 with presentation of the final report on the conceptual design phase to the full Board tentatively scheduled for 3/27. Grant Balance as of 2/17/15.

Attachment A

Santa Cruz METRO
Active Grants as of February 17, 2015

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
9	FY14 FTA 5304 Planning Internship Expiration: 8/31/16	Hire a student intern to gain experience in public transit planning.	\$ 40,281	\$ 32,554	\$ 4,217	Caltrans awarded Internship grant 8/13/13 for \$40,281. Two new interns are working on a cost allocation model, survey forms, and data cleaning as directed. \$ Grant Balance as of 2/17/15.
10	FY14 Caltrans FTA 5304 Planning Grant Expiration: unknown	METRO assistance to RTC Passenger Rail Study .	\$ 18,000	\$ 16,270	-	RTC pass-through from Caltrans \$250,000 feasibility study. Consultant is revising alternatives with no METRO participation in the last month. Final report by 6/15/15. \$ Grant Balance as of 2/17/15.
11	2014 Regional Surface Transportation Program (RSTP) Expiration: 6/30/15	Mainline Routes Run-Time Recalibration	\$ 30,000	\$ 15,385	-	Project began on 3/17/14. Planning will complete a 2nd round of time check surveys in April. Board recommendations have been rescheduled to May. \$ Grant Balance as of 2/17/15.
12	2014 Surface Transportation Improvement Program (STIP) Expiration: 2/20/15	ParaCruz Van Replacements	\$ 345,000	\$ 345,000	\$ 86,000	Caltrans executed a Program Supplement with METRO for \$345,000 on 9/25/14 for ParaCruz van Replacements. Procurement has contracted 4 ParaCruz vehicles. \$ Balance as of 2/17/15.
13	FY15 TDA/STA Operating Assistance Expiration: None	FY15 TDA/STA Operating Assistance.	\$ 9,246,726	\$ 5,189,646	\$ 5,189,646	RTC Resolution approved TDA/STA claim on 5/1/14 for operating revenue. RTC paid the FY15 TDA second quarter receipt to METRO. \$ Grant Balance as of 2/17/15.

Santa Cruz METRO
Active Grants as of February 17, 2015

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
14	Feasibility Study of Downtown Circulator (Santa Cruz) Expiration: 6/30/17	Grant for a consultant feasibility study of downtown circulator with consideration of electric buses in Santa Cruz.	\$ 74,749	\$ 74,749	9,684	Grant was awarded 5/28/14. Project will kick-off January 2015. \$ Grant Balance as of 2/17/15.
16	2013 FTA 5339 Formula Funds Expires: 9/30/16	Rolling Stock	\$ 454,116	\$ 454,116	112,981	This contract will be amended to change the scope of work to fund LCNG upgrades, non-revenue vehicles, Vernon bus stop and fiber-optic switches.
		Total	\$ 38,433,946	\$ 24,584,241	\$ 8,115,393	

Attachment B

Santa Cruz METRO
Applications as of February 17, 2015

#	Application Date	Grant	Description	\$ Grant	Local Share	Funding Source	Status of Award
1	12/1/2014	FY15/16 Caltrans 5310 cycle	Four ParaCruz Expansion Vans for Elderly/Disabled program beyond ADA requirements. \$1.3M statewide	\$ 268,000	\$ -	FY15 FTA 5310	Application submitted 12/1.
2	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Joint project w/Monterey Salinas Transit to study feasibility of operating Buses on Highway 1 road shoulder, subject to Board approval. \$8.3M statewide	\$ 209,473	\$ 27,140	FY15 FTA 5304	Caltrans, CHP, METRO, AMBAG,MST partnership submitted the application 10/31/14. Grant Awards notice expected in February.
3	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Study feasibility of operating Bus Rapid Transit (BRT) on the RTC Rail right-of-way. \$8.3M statewide	\$ 218,520	\$ 28,635	FY15 FTA 5304	METRO submitted the application 10/31/14. Grant awards notice expected in February.
4	15/12/2014	FY14 FTA 5311 Rural Area formula Operating Assistance Award Anticipated: September 2014	Operate Rural Service in Santa Cruz County	\$ 212,267	\$ 275,112	FTA 5311	Application submitted to Caltrans 5/12/14. No contract agreement as of 2/17/15.
5	1/15/2014	FY14 Transit Security Projects Award Anticipated: October 2014	Comprehensive Security and Surveillance	\$ 440,505	\$ -	FY14 Prop 1B CTS GP funds from Cal-OES	Received Notice of Project Eligibility on 1/27/14. Financial Management Forms Workbook to be submitted. This is an advance payment grants.
			Total	\$ 1,348,765	\$ 330,887		

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DATE: February 27, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO
SUBJECT: SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY

I. RECOMMENDED ACTION

Approve the Santa Cruz Metropolitan Transit District's (METRO) ongoing sponsorship of the Leadership Santa Cruz County Program, providing information regarding public transit services and facilities to class members, and providing buses annually on three predetermined dates for tours of various facilities and activities, and to budget for the provision of buses on an annual basis.

II. SUMMARY

- The Leadership Santa Cruz County program provides hands-on community knowledge and experiences to approximately 25 to 50 individuals annually. Many of these individuals hold key leadership positions in the community.
- METRO has successfully participated in and sponsored the program since 2007.
- The Leadership Santa Cruz County staff has requested that METRO continue to be a sponsor of the program by providing a bus on three dates each program year.
- Staff recommends that the Board of Directors approve the request from Leadership Santa Cruz County staff and sponsor the program annually by providing the requested bus services each year in exchange for METRO staff participation in the program. The cost of providing the buses will be budgeted annually.

III. DISCUSSION/BACKGROUND

The Leadership Santa Cruz County program provides a broad base of community knowledge and experiences to class members. Each monthly session focuses on a different essential component of the community such as housing and economics, health and human services, business and tourism, local government, the criminal justice system, agriculture, the environment, education, and art and culture. Participants interact with a wide variety of community leaders and have a hands-on experience to further their knowledge.

In 2005 METRO received a request for program sponsorship from Gary W. Smith, Executive Director of Leadership Santa Cruz County. The requested sponsorship was in the form of providing a bus for a tour of facilities, and a presentation by METRO of information about METRO's system, services, facilities and projects. The Board of Directors approved the sponsorship request and the event was very successful. The Board has continued to approve the sponsorship of Leadership Santa Cruz County annually since 2005. Approval of this item authorizes staff to budget for this sponsorship on an annual basis and discontinue the annual approval going forward. The Board will approve this sponsorship through the annual budget approval process.

Currently, two METRO staff members are participating in the program, which is provided to up to three METRO staff members at no cost in exchange for the bus service that METRO provides through its sponsorship. Participating in the Leadership Santa Cruz County program provides an opportunity to orient individuals regarding the benefits of a public transit system and provides METRO staff with local community networking opportunities.

The Leadership Santa Cruz County staff has requested that METRO continue to be a sponsor of the program by providing a bus on three dates each program year.

The annual cost of being a sponsor of Leadership Santa Cruz County would be the cost of providing the buses on three dates each year for the facilities tours. The estimated cost for providing the buses for the Leadership Santa Cruz County tours is approximately \$3,500 annually.

Staff recommends that the Board of Directors approve the request from Leadership Santa Cruz County staff and sponsor the program annually by providing the requested bus services each year.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The cost of sponsoring of the Leadership Santa Cruz County program through providing buses for facilities tours would be approximately \$3,500 annually.

V. ALTERNATIVES CONSIDERED

- Do not sponsor the program. This is not recommended as METRO staff has benefited greatly from participating in the program.

VI. ATTACHMENTS

Attachment A: Letter from Leadership Santa Cruz County

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A



Corporate Sponsors

Bay Federal Credit Union

Big Creek Lumber

Canyon View Capital

Driscoll's

Dominican Hospital

First Alarm

Graniterock

Martinell's

Mount Hermon

Palo Alto Medical Foundation

Pacific Gas & Electric

Santa Cruz Association of Realtors

Santa Cruz County Bank

Seaside Company

Chamber Sponsors

Aptos

Capitola – Soquel

Pajaro Valley

San Lorenzo Valley

Santa Cruz
Scotts Valley

January 27, 2015

Mr. Alex Clifford
General Manager
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

Dear Mr. Clifford:

The purpose of this letter is to request the help of the SCMTD for this year's Leadership Santa Cruz County – Class 30. As you know, both SCMTD and LSCC continue to benefit from a strong partnership. Emerging leaders throughout the county have a better opportunity to understand just how their community works by visiting unfamiliar areas by bus and SCMTD benefits by having employees participate in the class at no cost. Everyone in the class better understands what SCMTD provides in terms of services and community outreach. This year two SCMTD employees are benefiting from their participation in Class 30.

Once again LSCC will need to transport the class to various parts of the county as part of their learning experience. As seen in the past, it is extremely helpful when the class can travel as a group so that they can learn while in transit and also discuss their experiences amongst themselves. Specifically, it would be of tremendous help if SCMTD could supply the transportation needs for approximately 42 students on the following dates:

- Pajaro Valley Day – March, 27, 2015
- Agriculture Day – April 17, 2015
- Environment & Industry Day – June 5, 2015

Thank you for your consideration of this request. LSCC appreciates the partnership it has shared with Santa Cruz METRO over the years.

Sincerely,

David Vincent, Executive Director
Leadership Santa Cruz County

Leadership Santa Cruz County

www.leadershipscc.org

Executive Director: Dave Vincent – P.O. Box 599, Capitola. CA 95010
Phone & Fax: (831)662-3881 E-Mail: lscdirector@gmail.com

10-07A.1

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DATE: February 27, 2015
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
**SUBJECT: CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE
AUTHORIZED AGENT TO SUBMIT AN APPLICATION FOR CAP &
TRADE FUNDS**

I. RECOMMENDED ACTION

Adopt a resolution designating the CEO as the Authorized Agent to submit an application and execute all agreements necessary to receive California Cap & Trade Funds.

II. SUMMARY

- Caltrans has allocated revenue from the sale of carbon emission credits (Cap & Trade funds) to implement various projects which reduce greenhouse gas emissions.
- The Low Carbon Transit Operations Program (LCTOP) is one such program which is designed to reduce greenhouse gas emissions by boosting public transit ridership.
- For FY15, the LCTOP program allocates \$182,694 to Santa Cruz Metropolitan Transit District (METRO) for a new transit service or qualifying infrastructure project which reduces greenhouse gas emissions.
- Staff has determined that renovations to the Watsonville Transit Center that would create a customer service center and paratransit eligibility office would be the most productive use of this year's allocation of LCTOP funds.
- Staff recommends that the Board adopt a resolution designating the CEO as the Authorized Agent to submit an application and execute agreements necessary to receive the LCTOP funds.
- The CEO will budget the new Customer Service positions in the FY16 budget.

III. DISCUSSION/BACKGROUND

In 2006, Governor Swartzenegger signed the California Global Warming Solutions Act of 2006 (AB 32); landmark legislation that set targets to reduce greenhouse gas emissions to 1990 levels by 2020. AB32 spawned trailing legislation which created new programs and designated various state agencies to administer them. In 2014, Governor Brown signed the Transit, Affordable Housing and Sustainable Communities Program (SB862) to help attain the targets of AB32 by distributing revenue from the sale of carbon emission credits

to public transit and housing projects which would increase transit ridership and promote a rational nexus between transportation and housing to reduce overall travel demand. Within its regulations, AB 862 established the LCTOP (among others) to channel Cap-and-Trade revenue into affordable public housing near public transit and to public transit operators for new services and infrastructure.

The California Air Resources Board, the State Transportation Agency, the California Environmental Protection Agency and the California Department of Transportation (Caltrans) developed qualifying criteria and guidelines for new projects funded by the LCTOP. Typical projects would include new transit service, improved transit facilities and affordable housing projects known to reduce greenhouse gas emissions from the transportation sector. In addition, projects are required to be located in or provide service to Disadvantaged Communities. Caltrans will receive applications for LCTOP funds, evaluate proposed projects and monitor emission reductions.

Revenue appropriated to the LCTOP will be distributed by formula to transit operators and regional public transportation planning agencies. In FY15, the legislature appropriated \$25 million to the LCTOP: which allocated \$94,197 to METRO and \$88,497 to the Santa Cruz County Regional Transportation Commission (SCCRTC) using the State Transit Assistance distribution formula. In subsequent years, the LCTOP will receive and allocate 5% of all Cap-and-Trade revenue; staff anticipates that METRO's share will increase over the years due to the planned escalation in the price of Carbon emission credits.

METRO will request that the SCCRTC pass 100% of its allocation to METRO for public transit project(s). The SCCRTC will consider METRO's request to transfer its LCTOP funds to METRO at its 3/5/15 meeting.

After evaluating the guidelines and METRO's unfunded capital and operating needs, METRO staff determined that renovation of the Watsonville Transit Center to create a customer service and paratransit eligibility office would be the highest and best use of the FY15 funds. By reconfiguring the terminal's interior space, METRO can create a customer service office and a ParaCruz eligibility office in Watsonville to better serve the south county area. METRO staff anticipates that a contractor will perform most of the construction work; however, program funds can also be used for project management and construction tasks which METRO staff can perform. The LCTOP pays 100% of project costs. The staffing of the new Customer Service office at the Watsonville Transit Center will be budgeted in the FY16 budget.

METRO's application for the 2015 LCTOP cycle is due to Caltrans by 4/15/15. The LCTOP guidelines have scheduled the allocations to be distributed to qualifying projects by 6/30/15, and the funds must be obligated by contract within six months.

Staff recommends that the Board of Directors adopt a resolution (Attachment A) to:

1. Authorize execution of the Certifications and Assurances required to participate in the Low Carbon Transit Operating Program (Attachment B);
2. Authorize the CEO to request that the SCCRTC pass its allocation of LCTOP funds to Santa Cruz METRO; and
3. Designate the CEO as the Authorized Agent (Attachment C) to submit an application and execute all agreements necessary to receive LCTOP funds from Caltrans.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Subject to the SCCRTC's approval, METRO will receive \$182,694 from the 2015 LCTOP. Part of the LCTOP revenue will be included in the Watsonville Transit Center renovation project in the FY16 Capital Budget. The staffing of the new Customer Service office at the Watsonville Transit Center will be budgeted at \$260,000 in the FY16 Operating Budget, some of which will be offset by the LCTOP revenue.

V. ALTERNATIVES CONSIDERED

- Do not receive the FY15 LCTOP allocation. This is not recommended because METRO has unfunded capital and operating needs which can be implemented now with these funds.
- Postpone an application for FY15 LCTOP funds until the next cycle in order to combine multiple years' funding for a bigger project. This alternative is also not recommended because customers have persistently requested a customer service branch in Watsonville to eliminate travel to Santa Cruz, and the FY15 allocation is sufficient to build and operate this new service within the next 18 months. Subsequent years' allocations can be used to sustain the customer service operating costs added by the FY15 project.
- Direct Staff to program the funds to an alternate qualifying project and return to the Board for approval at a future meeting.

VI. ATTACHMENTS

Attachment A: Resolution designating the CEO as the Authorized Agent and authorizing execution of Certifications and Assurances for the Low Carbon Transit Operating Program

Attachment B: Certifications and Assurances

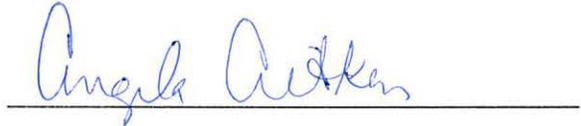
Attachment C: Authorized Agent Form

VII. APPROVALS:

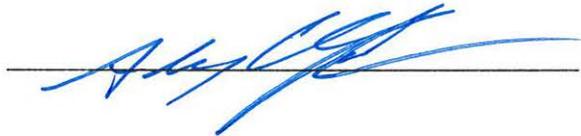
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING THE EXECUTION OF THE CERTIFICATIONS AND
ASSURANCES AND DESIGNATING ALEX CLIFFORD, CEO/GENERAL
MANAGER AS THE AUTHORIZED AGENT TO EXECUTE ALL ACTIONS
NECESSARY TO RECEIVE FUNDS FROM THE LOW CARBON TRANSIT
OPERATIONS PROGRAM**

WHEREAS, California Governor Brown enacted the Transit, Affordable Housing and Sustainable Communities Program (SB 862) in 2014 to reduce greenhouse gas emissions from the transportation sector; and

WHEREAS, SB 862 established the Low Carbon Transit Operating Program (LCTOP) to receive revenue from the sale of emission allowances in California's Cap-and-Trade program and distribute these funds to transit operators for projects which increase transit ridership; and

WHEREAS, SB 862 designated the California Department of Transportation (Caltrans) as the administrative agency to implement monitor and establish Guidelines for the Low Carbon Transit Operating Program (LCTOP); and

WHEREAS, the Santa Cruz Metropolitan Transit District is an eligible project sponsor and may receive funds directly from the Low Carbon Transit Operating Program and from other sponsors, such as the Santa Cruz County Regional Transportation Commission, to which the LCTOP allocates funds; and

WHEREAS, the Santa Cruz Metropolitan Transit District proposes to use all of the LCTOP funds allocated by formula in Public Utilities Code Sections 99313 and 99314 for transit infrastructure and operating projects in accordance with the LCTOP Guidelines, the Santa Cruz Metropolitan Transit District's Financial Framework for Capital Budgets and the Regional Transportation Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and the applicable statutes, regulations and guidelines for the Low Carbon Transit Operating Program; and

Attachment A

Resolution No. _____

Page 2

THEREFORE, BE IT FURTHER RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby designates Alex Clifford, CEO/General Manager, as the Authorized Agent to execute all actions necessary to receive funds from the Low Carbon Transit Operating Program; .

PASSED AND ADOPTED this 27th Day of February, 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

DENE BUSTICHI
Board Chair

ATTEST _____

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

10-08A.2

Low Carbon Transit Operations Program (LCTOP)

Certifications and Assurances

Project Sponsor: Santa Cruz Metropolitan Transit District

Agency Name: Santa Cruz Metropolitan Transit District

Effective Date of this Document: February 27, 2015

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project sponsors (both Project Lead and Contributing Sponsors) must comply with these terms and conditions.

A. General

- (1) The project sponsor agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project sponsor must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (3) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (4) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (5) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (6) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.

- (7) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (8) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.
- (9) Funds must be encumbered and liquidated within the time allowed.

C. Reporting

- (1) The project lead must submit the following LCTOP reports:
 - a. Semi-Annual Progress Reports by February 15th and August 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARAB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARAB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

D. Cost Principles

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and
 - b. those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49

CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other

agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

Alex Clifford, CEO/General Manager
Santa Cruz Metropolitan Transit District



Attachment B

ATTACHMENT I

Santa Cruz METRO Board Resolution approving this document

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Authorized Agent

AS THE Board Chair

(Chief Executive Officer / Director / President / Secretary)

OF THE Santa Cruz Metropolitan Transit District

(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid for Fiscal Year 2014-2015 funds. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Alex Clifford, CEO/General Manager

OR

Alex Clifford, CEO/General Manager

OR

(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

Dene Bustichi

(Print Name)

Board Chair

(Title)

(Signature)

Approved this 27th day of February, 2015

Attachment: Board Resolution approving Authorized Agent

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Santa Cruz Metropolitan Transit District
PARACRUZ
Outstanding Service Commendation

Ramona Nance

PARATRANSIT OPERATOR

Has received Customer Recognition for providing Outstanding Service and is hereby provided this certificate of Commendation for dedication and commitment in the delivery of Santa Cruz Metro ParaCruz services.

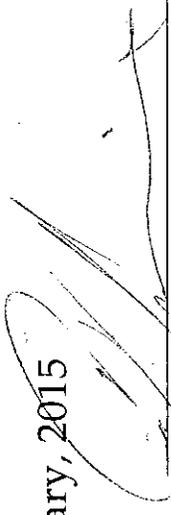
Awarded on this 11th day of February, 2015



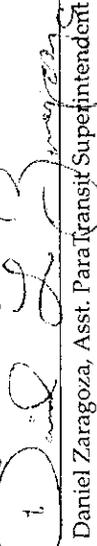
Alex Clifford, CEO/General Manager



April Warnock, Para Transit Superintendent



Ciro Aguirre, Chief Operations Officer



Daniel Zaragoza, Asst. Para Transit Superintendent

Santa Cruz Metropolitan Transit District
PARACRUZ
Outstanding Service Commendation

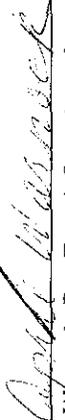
Chris Sullivan

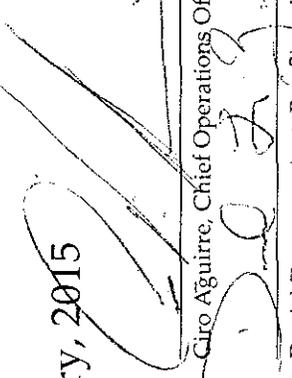
PARATRANSIT SUPERVISOR

Has received Customer Recognition for providing Outstanding Service and is hereby provided this certificate of Commendation for dedication and commitment in the delivery of Santa Cruz Metro ParaCruz services.

Awarded on this 11th day of February, 2015


Alex Clifford, CEO/General Manager


April Warnock, ParaTransit Superintendent


Daniel Zaragoza, Asst. ParaTransit Superintendent

Ciro Aguirre, Chief Operations Officer

Daniel Zaragoza, Asst. ParaTransit Superintendent



DATE: February 27, 2015
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
**SUBJECT: CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING
BETWEEN SANTA CRUZ METRO AND THE CITY OF SANTA CRUZ
FOR PACIFIC STATION DEVELOPMENT FACILITATION SERVICES**

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a Memorandum of Understanding with the City of Santa Cruz for Pacific Station Development Facilitation services.

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) and the City of Santa Cruz (City) are working cooperatively to redesign Pacific Station and currently have a Memorandum of Understanding (MOU) for the City to serve as the Project Manager.
- The Pacific Station conceptual design phase is nearly complete and, at this point, the City's expertise is essential in obtaining entitlement reform to accommodate the preferred design alternative.
- The revised MOU codifies the current roles and responsibilities of METRO and the City in advancing the project to the next phase.
- Staff recommends that the Board of Directors authorize the CEO to execute an MOU with the City to facilitate the development of Pacific Station.

III. DISCUSSION/BACKGROUND

The City and METRO have had a cooperative relationship since 2000 for the redevelopment of Pacific Station. Both METRO and the City want to achieve different but compatible goals with the redevelopment. METRO needs an expanded and improved operating facility; the City wants a mixed-use development incorporating parking and housing which complements the urban, pedestrian-oriented design of downtown Santa Cruz. It is essential that METRO and the City maintain a strong partnership to advance the project in a manner that meets the goals of both.

In 2000, METRO formed a partnership with the City's Redevelopment Agency (RDA) to acquire the adjacent Greyhound property and serve as the Project Manager for Pacific Station renovation and expansion. At that time, the RDA had the resources and contractors available to manage property acquisition,

preliminary design and requisite environmental assessment. In order to codify their roles and responsibilities, both parties executed an MOU which designated the RDA as the Project Manager.

Due to the vagaries of the real estate market, METRO did not finalize a purchase agreement with Greyhound until 2010. METRO initiated the conceptual design phase in early 2013 and managed the procurement and management of professional services to develop alternative designs. Due to the evolving nature of the Pacific Station project, reorganization of the RDA and the changing funding sources in the project since 2010, the roles of the partners have also evolved. Beginning with its procurement of Group 4 to perform conceptual design services, METRO has assumed the primary role of day-to-day project management and contract administration. The City's role to shepherd the project through the plan conformity process, potential entitlement reform and coordination with adjacent developments has become increasingly more critical to the success of the project.

To foster the continuing cooperation and strong partnership between METRO and the City, it is appropriate to redefine and codify the current roles of the partners with a new MOU. The MOU specifies METRO's role as the Project Manager and the City's role as the Development Facilitator to advance the project to the next phase. The attached MOU (Attachment A) enumerates the responsibilities of each party in completing the conceptual design phase and the compensation which METRO will pay the City to serve as the Development Facilitator.

METRO and the City Economic Development Department cooperated in developing a mutually beneficial MOU, and METRO's Administration coordinated evaluation of the MOU's financial impact with the Finance Department. Upon execution, the MOU would be effective from the date of November 1, 2014.

Staff recommends that the Board of Directors authorize the CEO to execute the attached MOU with the City of Santa Cruz.

IV. FINANCIAL CONSIDERATIONS/IMPACT

METRO's FY15 capital budget for this project is \$220,500 for the City's role as Development Facilitator.

V. ALTERNATIVES CONSIDERED

- Do not adopt the new MOU and continue the prior arrangement with the City as Project Manager. This is not recommended because METRO is

performing the majority of tasks specified for the Project Manager in the current MOU.

- Do not have an MOU with the City for services to facilitate the Pacific Station project. This is not recommended because the City can more expeditiously perform the necessary reviews and requisite studies for entitlement reform. METRO does not have the expertise to perform these functions effectively and in a timely manner to position the project for construction.

VI. ATTACHMENTS

Attachment A: Memorandum of Understanding between Santa Cruz Metropolitan Transit District and the City of Santa Cruz

VII. APPROVALS:

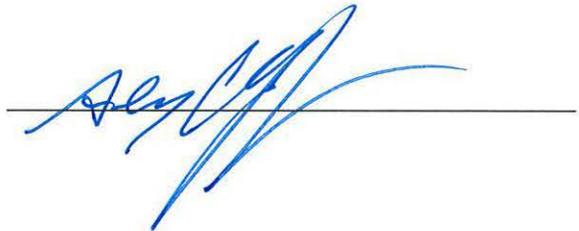
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE CITY OF SANTA CRUZ

This Memorandum of Understanding, hereinafter referred to as MOU, is entered into on this First day of March 2015 by and between the Santa Cruz Metropolitan Transit District, hereinafter referred to as “Santa Cruz METRO,” and the City of Santa Cruz, hereinafter referred to as “City,” who agree as follows:

I. RECITALS

- 1.01 Santa Cruz METRO is a public transit district of the State of California established by the Santa Cruz Metropolitan Transit District Act of 1967 (CA Public Utilities Code §98000) to provide public transit service, including rapid transit, in Santa Cruz County. Santa Cruz METRO’s administrative offices are located at 110 Vernon Street, Santa Cruz, California 95060.
- 1.02 City is a municipality whose administrative offices are located at 809 Center Street, Santa Cruz, CA 95060.
- 1.03 One of Santa Cruz METRO’s primary transit centers, Metro Center, is located at 920 Pacific Avenue, within the City of Santa Cruz central business district, hereinafter referred to as the “Site.”
- 1.04 Metro Center is in need of significant investment and has been determined by METRO to be inadequate in its current configuration. The City is interested in the economic revitalization of lower Pacific Avenue where the Metro Center is located. The City and METRO share the same vision and goals to make Metro Center more effective and efficient; to work in collaboration towards the concept of a transit oriented and pedestrian friendly development; and to create Pacific Station, a mixed-use, multi-modal transit facility for the entire region, to be located on the Site and hereinafter referred to as the “Project.”
- 1.05 Santa Cruz METRO and City entered into an MOU on December 1, 2001 to facilitate the acquisition, rehabilitation, redesign, expansion and construction of Pacific Station. That MOU expired in 2003 of its own terms. The Parties renewed the MOU in 2007 and extended it in 2010 and 2013. The current MOU expires on October 31, 2016.
- 1.06 This MOU supersedes all outstanding MOU’s between Santa Cruz METRO and the City regarding this Project.
- 1.07 The purpose of this MOU is to acknowledge and codify the ongoing commitment of the parties to realize their vision and goals and to clarify and define the roles and responsibilities of each party to implement the Project.
- 1.08 The Santa Cruz METRO Board of Directors has expressed interest in creating a mixed-use project on the Site, with the understanding that there is value that will accrue to the benefit of Santa Cruz METRO related to potential ancillary uses, which could include ground-floor retail, public and private parking and housing.

Attachment A

- 1.09 The Parties acknowledge that Santa Cruz METRO will receive a “fair share” of any revenue generated by the project as defined by the FTA in Circular 7050.1, *Guidance on Joint Development*, (§ III.3.c.), referenced hereinafter as “C-7050.1.”
- 1.10 Santa Cruz METRO and City desire to work collaboratively through Project development and implementation to ensure that Santa Cruz METRO’s local, regional, and rapid public transit services are maintained and expanded and that the Project meets the City’s interests of supporting the continued revitalization of the downtown area.
- 1.11 Santa Cruz METRO and the City jointly acknowledge the importance of their collaboration and leadership to ensure that the Project realizes its full potential and maximizes the long-term benefits for the downtown and community of Santa Cruz.
- 1.12 It is understood that Santa Cruz METRO owns the Site, with the exception of the current City parking Lot #12, and that while the City may assist with property acquisition, its ownership interest will be quantified by its role as a partner in a Joint Development as defined by C-7050.1.

II. ROLES OF THE PARTIES

Santa Cruz METRO Role

- 2.01 The Federal Transit Administration (FTA) and the State of California have contributed substantial funding to the Project, and, as the recipient of federal and state funds, Santa Cruz METRO will comply with all state and federal requirements incurred by the receipt of such funds. Responsibilities for compliance shall not be passed to the City.
- 2.02 Santa Cruz METRO is the Project Manager for the Project and will manage and administer the contract with Group 4 Architecture Research + Planning (Group 4) for conceptual design of the Project with input from the City. Direction to Group 4 shall come from Santa Cruz METRO.
- 2.03 Santa Cruz METRO shall use its Purchasing Department to procure professional services and will manage and administer contracts awarded by Santa Cruz METRO.
- 2.04 Santa Cruz METRO will manage the Project budget, scope and timeline for the professional services of Group 4. City will assist Santa Cruz METRO in coordinating the timing of professional services to best coincide with the needs and capabilities of the City in Project development.
- 2.05 Santa Cruz METRO will be the lead Agency for the CEQA/NEPA process. The City will act as the Development Facilitator on behalf of Santa Cruz METRO and

Attachment A

will assist with consultant direction as necessary for the preparation of environmental documents required for CEQA/NEPA.

- 2.06 To the extent required by State and federal regulations related to sites that may contain environmental contaminants, Santa Cruz METRO shall be responsible for the costs of any environmental remediation on its owned parcels.
- 2.07 To the extent required by State and federal regulations related to sites that may contain environmental contaminants, the City shall be responsible for the costs of any environmental remediation on its owned parcels.
- 2.08 Santa Cruz METRO will coordinate with City Departments, property owners, the County Department of Public Works and Caltrans to make all agreements necessary for operating a temporary transit terminal outside of the Project bounds
- 2.09 Santa Cruz METRO and the City may, separately or jointly, apply for available grant funding for the various components of the Project. Either Party may lead in preparing and soliciting RFQs or RFPs.

City Role

- 2.10 City Council, in its planning capacity, has expressed its commitment to the conceptual idea of the Project, although no specific project approvals have been reviewed or granted in the City Council's regulatory capacity.
- 2.11 City will act in the capacity of Development Facilitator for the Project. The Economic Development Director or designee shall serve as the contact person with Santa Cruz METRO for the Project. As Development Facilitator, the City shall perform the following tasks:
 - (a) Review alternative Project designs produced by Group 4 and provide constructive input enabling the Project to support the goals established by the City for redevelopment of Front Street and Pacific Avenue between Cathcart Street and Laurel Street;
 - (b) Develop and conduct a public outreach process in coordination with Santa Cruz METRO's public outreach to meet the needs of the City for equitable and accessible public participation, consensus building and community support;
 - (c) Evaluate alternative Project conceptual designs and provide direction on the entitlement reforms necessary for each alternative and the preferred Project;
 - (d) Secure and manage professional services for a Site environmental assessment and an environmental remediation work plan as required. Costs for the environmental assessment and remediation shall be paid from the funds Santa Cruz METRO allocates to the City for Development Facilitation as shown in Attachment A.

Attachment A

- (e) Initiate entitlement reform beginning with analysis of the current *General Plan, Downtown Recovery Plan the Local Coastal Commission Plan* and the proposals contained in the *River/Front and Lower Pacific Design Guidelines & Development Incentives*;
 - (f) Lead the entitlement reform process through the City to obtain necessary approvals, permits and certifications for the Project;
 - (g) Facilitate and coordinate the acquisition of all development entitlements required for the Project by the City, including but not limited to plan amendments, zoning approval, development permits, and special use permits including the prerequisite environmental certification, coastal zone permits, traffic study and massing study;
 - (h) Secure and manage professional services for a land use and visual impact study and a traffic study for the Project in addition to professional services for entitlements, City environmental review and other services as necessary;
 - (i) Provide guidance on the number and type of housing units, including a scalable portion of affordable housing, to be included in the Project, contingent upon City financial assistance for the affordable housing exceeding minimum requirements and pursuant to the established requirements of funding sources;
 - (j) Assist Santa Cruz METRO staff and consultants with presentations before the City Council and the Santa Cruz METRO Board of Directors as needed;
 - (k) Assist Santa Cruz METRO in the planning, design and environmental phases of the Project to ensure that the Project meets the requirements of Santa Cruz METRO, the City, federal and state law and all necessary funding sources;
 - (l) Assist in developing Requests for Proposals or Requests for Qualifications for the Project; and
 - (m) Assist in locating an alternative site for the Santa Cruz METRO public transit service during the construction of the Project.
- 2.12 The City shall use its purchasing system to procure professional services and will manage and administer contracts awarded by the City.
- 2.13 On March 11, 2008, City Council approved a motion concurring with the use of the City-owned parking lot, Parking Lot #12, as part of the Project. Pursuant to approval by City Council, the City intends that this parking lot be an offset to City costs related to the Project. The City will work with Santa Cruz METRO to develop the disposition agreement for this property.
- 2.14 City will assist Santa Cruz METRO with the acquisition of property adjacent to the Site if approved by the Santa Cruz METRO Board of Directors and the City of Santa Cruz City Council.

Attachment A

III. TERM

- 3.01 This MOU shall be effective as of January 1, 2015 and expire upon completion of the Project's Conceptual Design, expected to be completed by 6/30/15. Either party may terminate the agreement earlier in accordance with the provisions herein.
- 3.02 This MOU may be extended by mutual written agreement of the parties.
- 3.03 This MOU may be terminated upon a 30-day written notice by any party to the other for any reason. If adequate future grant funding cannot be procured for the Project, Santa Cruz METRO may terminate this MOU by giving City a 15-day written notice. City will be reimbursed for all Development Facilitator expenses incurred for the Project to date of receipt of notice in accordance with the provisions in section IV. Financial Considerations of this MOU.

IV. FINANCIAL CONSIDERATIONS

- 4.01 Santa Cruz METRO shall compensate the City for project facilitation services including consultant fees and City staff time plus direct costs in accordance with the limitations set in the attached Exhibit A, Schedule of Rates and Reimbursements.
- 4.02 The City shall submit to Santa Cruz METRO a quarterly report summarizing Project activities as the Development Facilitator for the Project per the terms of this MOU and an invoice detailing staff hours and costs by Project activity. Santa Cruz METRO will then update the City on both the year-to-date spending and the Not-to-Exceed budget balances.
- 4.03 Costs associated with land, improvements, damages, and relocation obligations incurred as a result of property acquired for the Project shall be solely the responsibility of Santa Cruz METRO unless funding is secured from other sources. The City shall be responsible for environmental remediation associated with City Parking Lot #12.
- 4.04 Santa Cruz METRO shall be responsible for all title and escrow costs for properties acquired for the Project.
- 4.05 The City-owned parking lot, Parking Lot #12, adjacent to the Site, is incorporated into the Site as part of the Project.
- 4.06 Santa Cruz METRO shall be responsible for all predevelopment and construction costs related to the Project except as stated above and as otherwise approved through any future development agreement for the Project.
- 4.07 The City shall be responsible for consultant costs associated with preliminary site characterization through the completion of an approved environmental remediation workplan shall be born by the City.

Attachment A

- 4.08 City shall act as the Development Facilitator and shall coordinate the timing and scope of all professional services to expedite the environmental review process, the entitlement reform process and the permitting process for the project and shall be reimbursed for Development Facilitation in accordance with the limitations in the attached Exhibit A, Schedule of Rates and Reimbursements.
- 4.09 Subject to available funding, the City may contribute funding toward the housing portion of the Project.
- 4.10 Construction costs for public parking desired by the City on the Site will be born directly by the City or reimbursed to Santa Cruz METRO as specified in a future Partnership Agreement codifying the cost sharing arrangement for construction and maintenance of public parking at Pacific Station.
- 4.11 The City and Santa Cruz METRO shall be jointly responsible for the following consultant costs unless funding is secured from other sources. Provided adequate funding is available, Santa Cruz METRO's share of these costs may be paid through this MOU with the City from the funding allocated for the City's Development Facilitator fees.
- (a) Costs for professional services for a land use and visual impact study shall be shared by the City and all other property owners included within the scope of the study. If the project proposed on the adjacent property is not included in the study, the City and Santa Cruz METRO shall share costs equally.
 - (b) Costs of a traffic impact study shall be shared equally among the City, Santa Cruz METRO and all other property owners included within the scope of the study.
 - (c) Costs for a design charrette or other conceptual design activities which are not included in the conceptual design contract with Group 4 and which are conducted prior to the engineering phase shall be borne equally by Santa Cruz METRO, the City and other participants.
 - (d) Santa Cruz METRO and City will jointly select a Member Appraisal Institute (MAI) appraiser and equally share the cost of the appraisal services for the following properties:
 - (i) City-owned Parking Lot #12
 - (ii) Air Rights above the Santa Cruz METRO property
 - (iii) Any additional property to be acquired for the Project
- 4.12 All persons employed or contracted by City or Santa Cruz METRO to furnish services required hereunder shall not be considered employees of Santa Cruz METRO.

Attachment A

V. NOTICES

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

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

CITY
City of Santa Cruz
Economic Development Department
337 Locust Street
Santa Cruz, CA 95060
Attention: Director

VI. AUTHORITY TO CONTRACT

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

VII. INDEMNITY

- 7.01 Santa Cruz METRO agrees to protect and does hereby agree to indemnify, defend, and hold City harmless from all demands, liability, claims, actions, and damages to any person or property, costs and expenses (including, but not limited to, reasonable attorneys' fees) arising out of or connected with: (i) a default by Santa Cruz METRO of its obligations under this Agreement, or (ii) the use or occupancy of the Property by Santa Cruz METRO, its agents, employees, invitees, or contractors, other than those attributable to the negligence or willful misconduct of City, its agents, employees, invitees, or contractors.
- 7.02 The City agrees to protect and does hereby agree to indemnify, defend and hold Santa Cruz METRO harmless from all demands, liability, claims, actions and damages to any person or property, costs and expenses (including, but not limited to, reasonable attorneys' fees) arising out of or connected with the performance by City of its obligations under this Agreement involving any default by City.

Attachment A

*Santa Cruz METRO
City of Santa Cruz
MOU for Pacific Station
Page 8*

IN WITNESS WHEREOF, the parties have executed this Agreement as of the latest date written below.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

By _____ Date _____
Alex Clifford, CEO/General Manager

CITY OF SANTA CRUZ

By _____ Date _____
Martin Bernal, City Manager

Approved as to Form:

Leslyn Syren, District Counsel

John Barisone, City Attorney

Date _____

Date _____

Attachment A

EXHIBIT A

SCHEDULE OF RATES AND REIMBURSEMENTS

- City Personnel costs shall be reimbursed at the following rates:

Economic Development Director	\$100/hr
Development Facilitator	\$80/hr
Project Coordinator	\$60/hr

- Consultant fees for mutually approved work shall be reimbursed at their full costs.
- Miscellaneous Costs – postage, mailings, public meetings, out of town travel when authorized by Santa Cruz METRO and at current City expense account rates and limits – shall be reimbursed at actual cost, not to exceed \$2,500 per contract year.

City personnel hours shall not exceed 1,000 hours.

TOTAL COSTS SHALL NOT EXCEED \$191,684 THROUGH CONTRACT CLOSEOUT UPON COMPLETION OF THE CONCEPTUAL DESIGN OF PACIFIC STATION.

Original budget: \$ 232,550

Expenditures since inception: (40,866)

Balance NTE as of 11/1/14: \$ 191,684

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DATE: February 27, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO
**SUBJECT: CONSIDERATION OF A RESOLUTION TO SET A PUBLIC HEARING
ON FARE AND SERVICE RESTRUCTURING OF HIGHWAY 17
EXPRESS AND PARACRUZ**

I. RECOMMENDED ACTION

That the Board of Directors review the feedback given by the public and adopt a resolution to set a public hearing for April 10, 2015 at 9:00A at the Santa Cruz City Council Chambers to consider recommendations on Highway 17 Express fare restructuring and ParaCruz service and fare changes.

II. SUMMARY

- Multiple public meetings across the County have been held in order to solicit the public's feedback on different solutions to the Santa Cruz Metropolitan Transit District's (METRO) structural deficit.
- The outreach efforts include:
 - Five public meetings throughout the County
 - Presentations to each City Council
 - Presentations to advisory bodies (E&DTAC, MAC, County Commission on Disabilities)
- At the time of the drafting of this report, meetings have occurred at Elderly & Disabled Transportation Advisory Committee (E&DTAC), the County Commission on Disabilities, the Santa Cruz Downtown Branch Library, the Aptos Public Library, Scotts Valley City Council, and the METRO Advisory Committee (MAC).
- Based on feedback received thus far, staff is recommending that the Board of Directors set a public hearing for April 10, 2015 to consider the changes to ParaCruz service and Highway 17 Express fare restructuring as presented to the public.

III. DISCUSSION/BACKGROUND

The Board of Directors has been engaged in an ongoing series of workshops aimed at addressing METRO's structural deficit. At the January 23, 2015 Board

of Directors meeting, the Board directed staff to conduct several public meetings as well as presentations to the local city councils and various advisory bodies.

The presentation developed for the public meetings touches on all the themes and concepts related the structural deficit. In particular, the presentation includes:

- Background:
 - Defining the structural deficit and the major contributing factors
 - Budgeting challenges due to an imbalance in recurring revenues and reoccurring expenses
 - Peer to peer comparisons on different performance indicators
- Items for Public Consideration:
 - Highway 17 Fare Restructuring
 - Options for ParaCruz Service Efficiencies
 - ParaCruz Fare Restructuring
- Final Overview and Next Steps

The presentation that has been presented at the various meetings can be reviewed in **Attachment A**.

At the time this report was authored, meetings and presentations have occurred at the E&DTAC, the County Commission on Disabilities, the Santa Cruz Downtown Branch of the Library, the Aptos Public Library, the Scotts Valley City Council and MAC.

In each meeting, the public or council or advisory body has been invited to comment on the concepts outlined in the structural deficit presentation. Comments received at those meetings have been recorded and can be reviewed in **Attachment B**. General themes from the public comments recorded to this point include:

- Concerns about modifying ParaCruz service and fares; could impact health and access to services for the elderly and persons with disabilities
- Suggestions related to meeting times, locations, and outreach efforts
- Concerns about the proposed rate of the Highway 17 Express 31 Day Pass, increasing from \$113 to \$160
- Compliments towards ParaCruz and Fixed Route Operators and the Wi-Fi service onboard the Highway 17 Express
- Explore alternative services, including same day rides and holiday rides on ParaCruz and more efficient Fixed Route service with emphasis on marketing

Based on feedback received thus far, staff is recommending that the Board of Directors adopt a resolution to set a public hearing for April 10, 2015 at 9:00 AM at the Santa Cruz City Council Chambers to consider the changes to ParaCruz service and Highway 17 Express fare restructuring as presented to the public. The resolution can be reviewed in **Attachment C**.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The required funding required to publicize a public hearing is approximately \$900. This expense is included in the FY15 current fiscal year's Administration Operating budget within the Classified/Legal Ads (503221) account.

V. ALTERNATIVES CONSIDERED

- Do not set a public hearing. Staff does not recommend this since these proposals are an important first step towards resolving the structural deficit.

VI. ATTACHMENTS

Attachment A: Presentation: Public Outreach Meetings – Feb 2015

Attachment B: Public Comments on Structural Deficit Recommendations (as of February 19, 2015)

Attachment C: Resolution to Set a Public Hearing

Attachment D: Written Communications Received from the Public.

Note: Communications Received Between February 23-27, 2015 will be Distributed to the Board at the Board Meeting on February 27, 2015

VII. APPROVALS:

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



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





PUBLIC OUTREACH MEETING

Structural Deficit: Defining the Challenges

February 2015

Alex Clifford, CEO

Definition of a Structural Deficit:

-Recurring Expenses Exceed Recurring Revenues

14A.2



Overview of Major Contributing Factors

- Personnel Expenses
- Increased Cost of Goods & Services
- Recurring Revenues not Keeping Pace with Recurring Expenses

How Did We Get Here...

and Where We Are Going

- History of Contributing Factors
 - Prolonged Recession
 - Continued Higher Rate of Local Unemployment
 - Contributing to Sales Tax decline (FY08 – FY10)
 - Marginal Sales Tax Growth (FY11 – Current FY)
 - Growth in Revenues not Keeping Up with Expenses

What Santa Cruz METRO Has Done To Balance the Budget

FY07 – Current

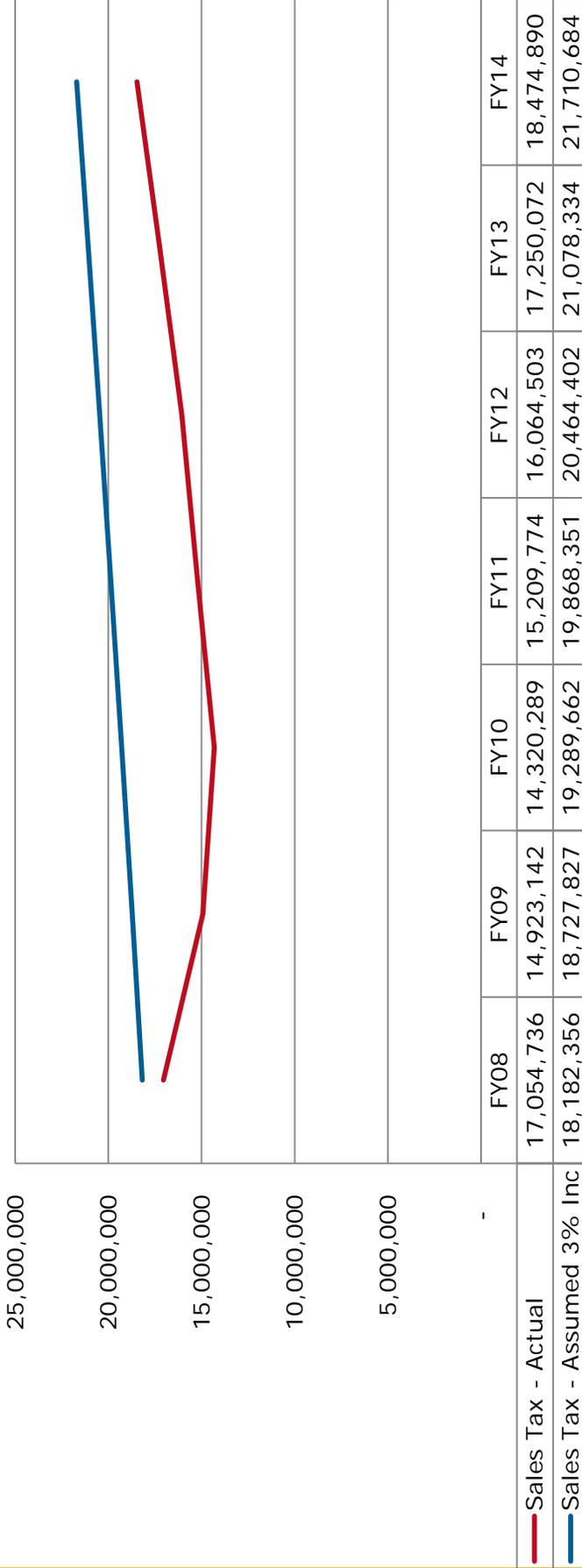
- Reduced Fixed Route Service
 - No adjustments to ParaCruz Service
- Fixed Route Fare Restructuring
- Increased Base Fares in 2011 by \$.50
- Reduced Budget Expenditures by Department
- Delay in Filling Funded Personnel Vacancies
- Increased Use of Capital Eligible Funds in the Operating Budget
- Using Reserves

14A.5



Estimated Sales Tax Loss (FY08 - FY14)

Actual Sales Tax Received vs. Assumed 3% Increase



FY08 - FY14 Assumed Total Loss - \$26M

FY08 - FY14 Non-Recurring Revenue Used - \$21.8M
- Reserves, STIC, STA



Total Expenses % Change vs. CPI % Change

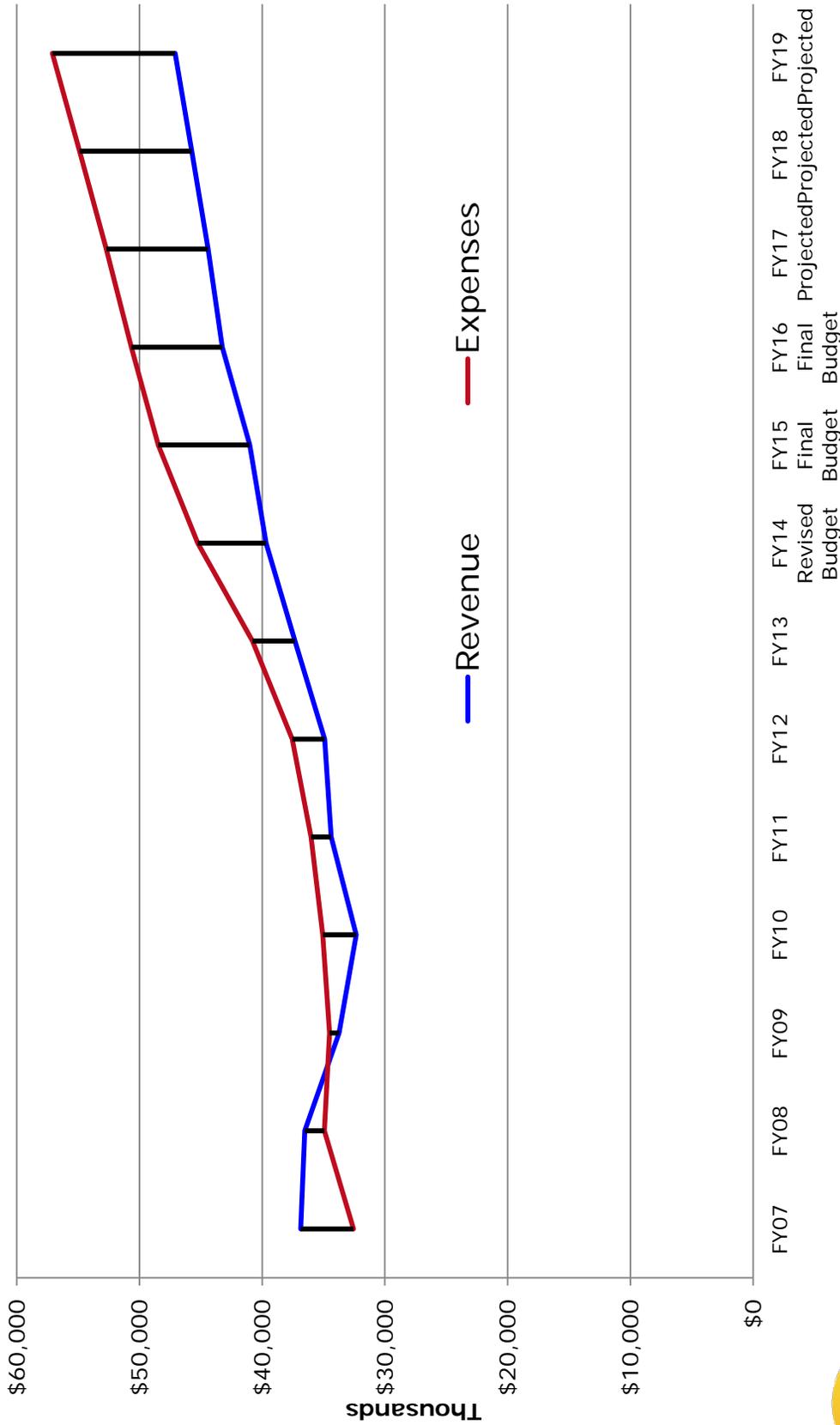


Consumer Price Index Source: Pacific Cities and US City Average

- All Urban Consumers (CPI-U)
- San Francisco-Oakland-San Jose (June of every year)



Total Revenue* and Expense: FY07-FY19



* Total Revenue does not include STA, STIC and Reserves.



What Did Our Peer Transit Agencies Do During the Financial Crisis (2008)?

Agency: CCCTA (Concord) Gold Coast (Oxnard) SB MTD (Santa Barbara)

Service Reduction	Y - 23%	Y - Minimal	Y - Slight
Fare Increase	Y	Y	Y
Layoffs	N	N	3-4 Year Wage Freeze
Use Reserves	Y	N	N
Reserves Repaid Yet	Y	N/A	N/A

FIXED ROUTE PEERS

County Connection (CCCTA) – Concord, CA

Gold Coast Transit (GCT) – Oxnard, CA

Golden Empire Transit District (GET) – Bakersfield, CA

Monterey/Salinas Transit (MST) - Monterey, CA

San Joaquin Regional Transit District (SJ RTD) – Stockton, CA

Santa Barbara Metropolitan Transit (SB MTD) – Santa Barbara, CA

Ann Arbor Transportation Authority (AATA) – Ann Arbor, MI

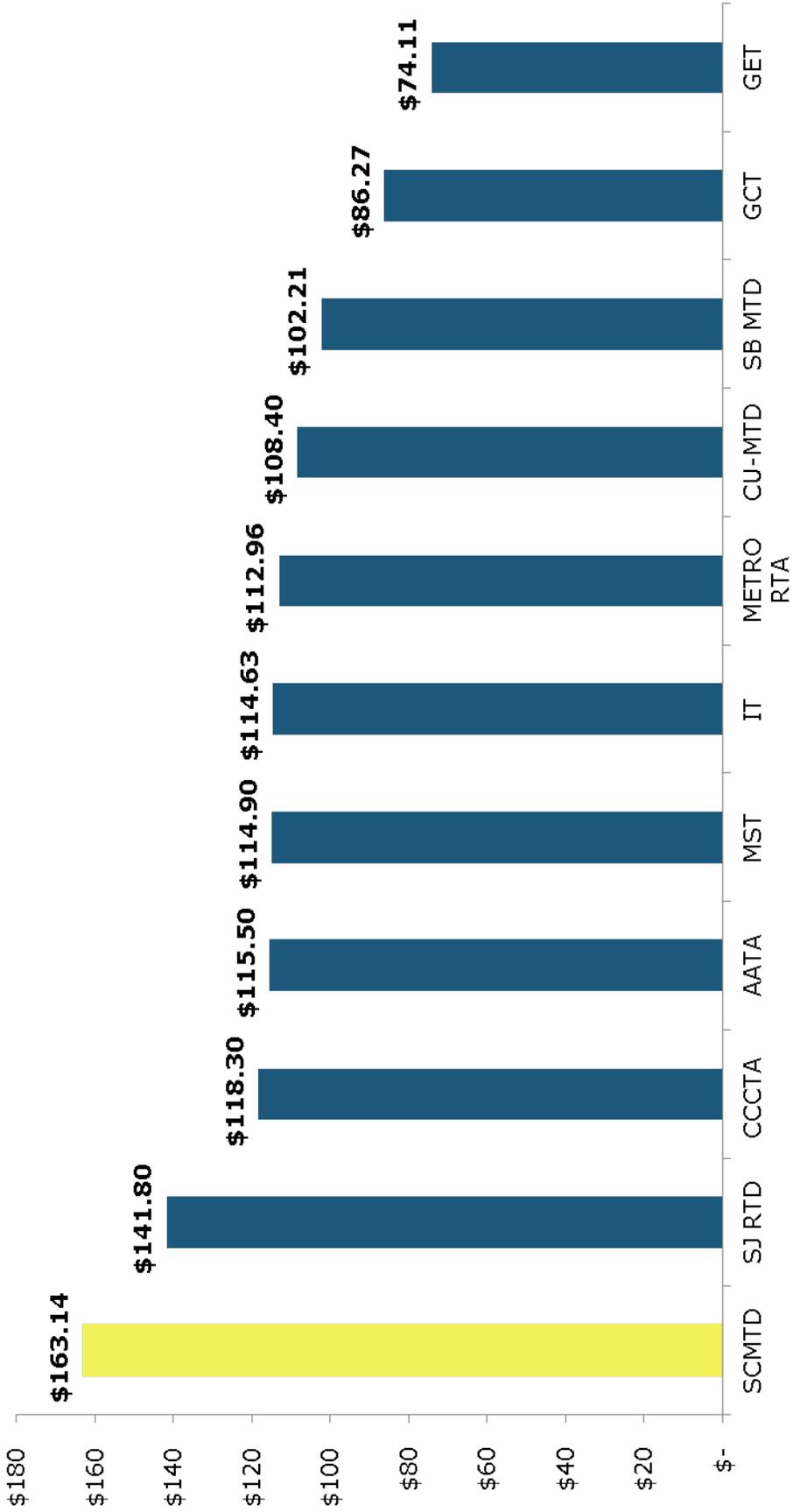
Champaign/Urbana Mass Transit District (CU MTD) – Urbana, IL

Intercity Transit (IT) – Olympia, WA

METRO Regional Transit Authority (METRO RTA) – Akron, OH

Performance Indicator vs. Fixed Route Peers

Costs Per Revenue Hour (Fixed Route)

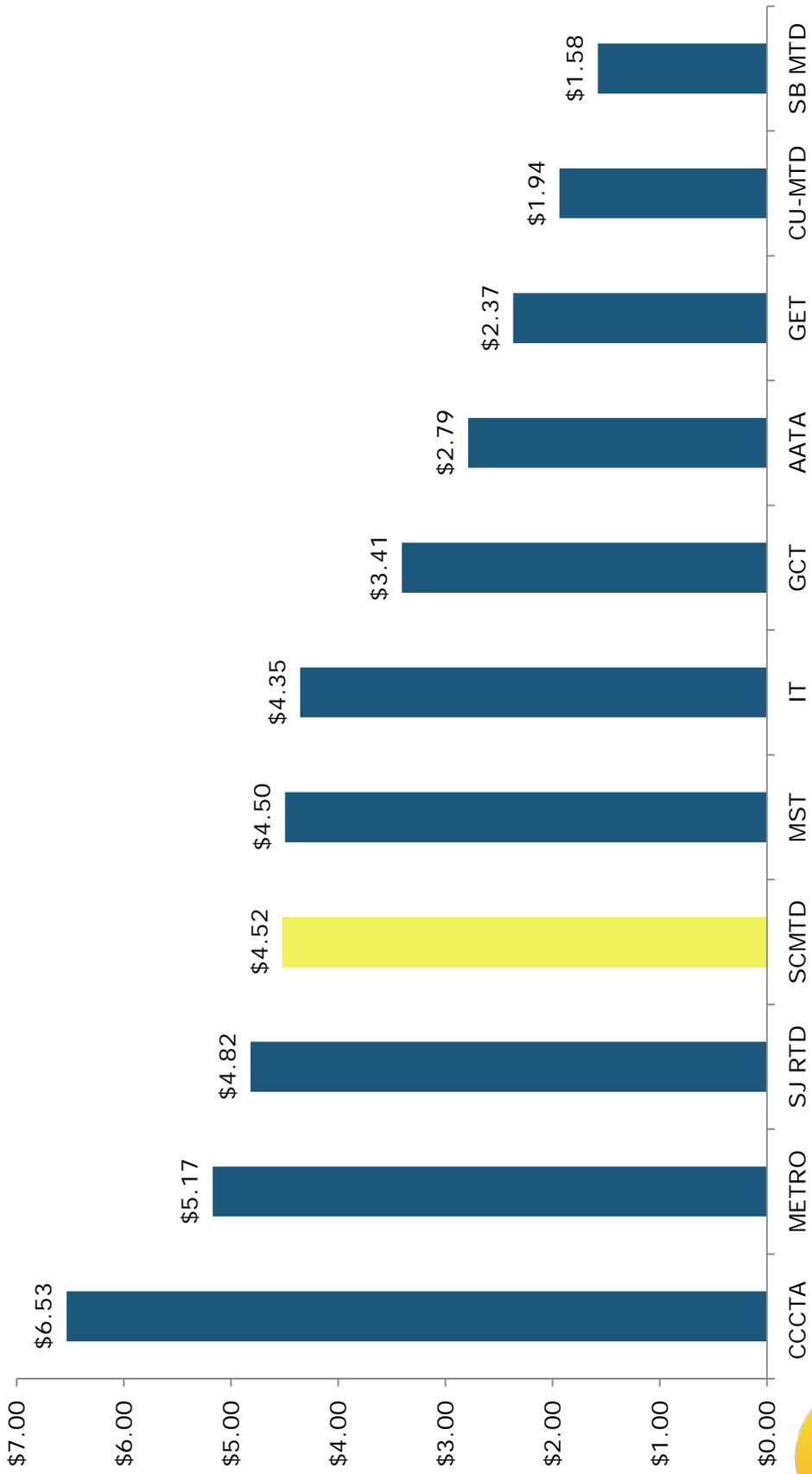


14A.11



Performance Indicator vs. Fixed Route Peers

Subsidy per Passenger (Fixed Route)



ParaCruz Peers

Monterey Salinas Transit (MST RIDES) – Monterey, CA (PT)
Paratransit Inc- Sacramento CA (DO)
Victor Valley Transit Authority (VVTA Direct Access) - Victor Valley, CA (PT)

Ann Arbor Transit Authority (AATA) – Ann Arbor, MI (PT)
Brazos Transit District (BTD) – Bryan, TX (DO)
Transit Authority of Northern Kentucky (RAMP) – Fort Wright, KY (DO)

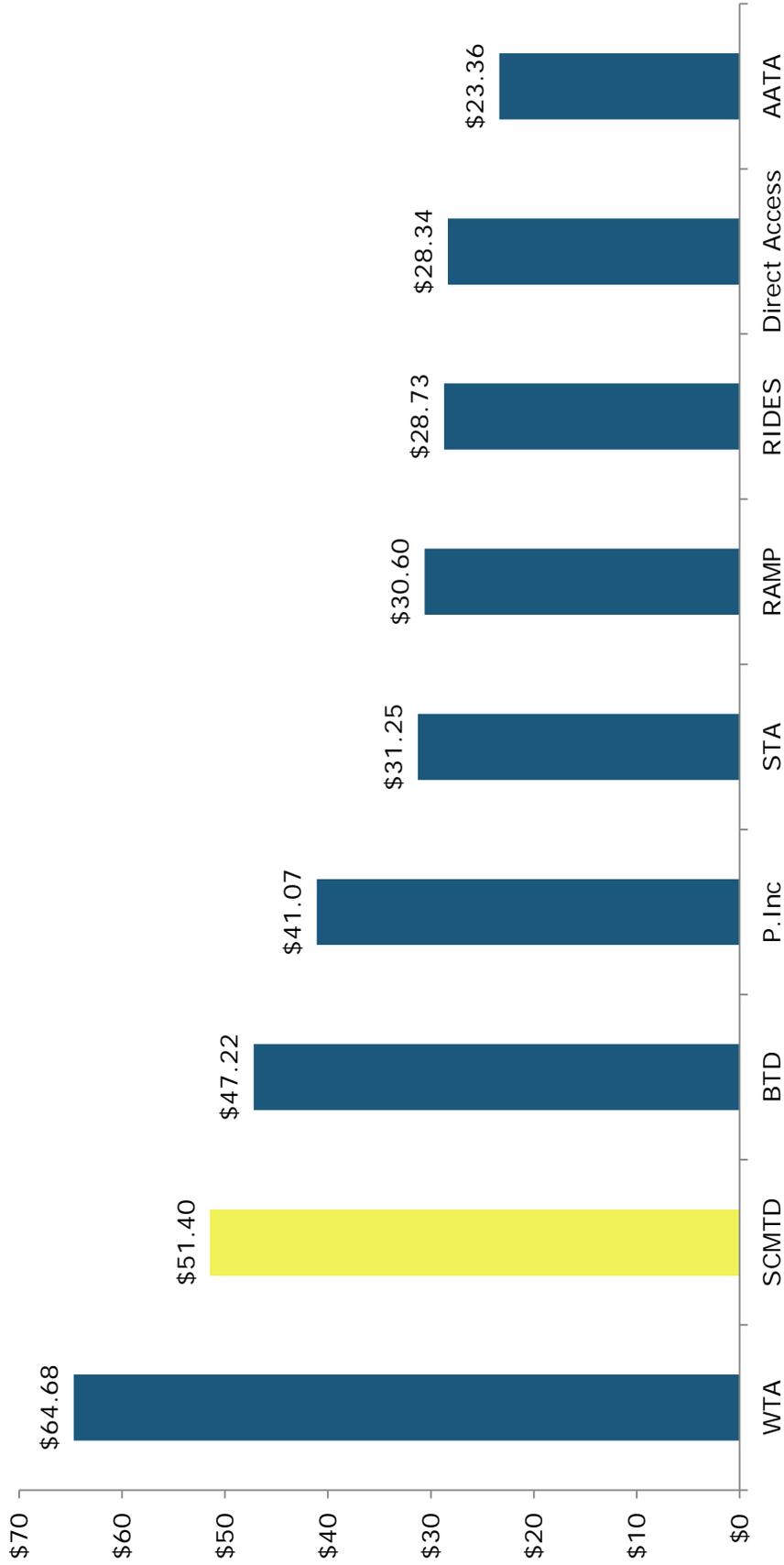
Whatcom Transportation Authority (WTA) – Bellingham, WA (DO)

*PT - Purchased Transportation

*DO- Directly Operated

ParaCruz Performance vs. ParaCruz Peers

Cost Per Trip



Items for Public Comment and Consideration

14A.15



FY16 Potential Increase in Revenues Recurring Farebox Operating Revenues

- Highway 17 Express Fare Restructuring
 - Increase between **\$267K** - **\$345K** per year

	One Way	One Way Discount	Day Pass	5 Day Pass	15 Ride Pass	31 Day Pass
Current fare	\$5.00	\$2.50	\$10.00	\$42.00	-	\$113.00
Proposed fare	\$7.00	\$3.50	\$12.00	-	\$94.50	\$160.00

Note: - Assumes a 5% - 10% decrease in Hwy 17 Express ridership
 - Requires CCJPA Concurrence

Paratransit Operating Efficiency Options

- *Aligning the days and hours of paratransit service with the days and hours fixed route service operates*
 - *Affects approximately 10% of rides overall*
 - *30- 40 rides per weekday*
 - *Estimated savings of approx. **\$520K per year***
- *Average weekend number of rides is 125.*
- *Passengers may align their current rides to available times; so impact could be less than 10%.*

14A.17



Paratransit Operating Efficiency Options

- **Aligning non-school term service to fixed route service**
 - Inactivate service during non-school term in South Felton (Rte 34) and Lompico (Rte 33)
 - 460 rides performed on paratransit during non-school term time in 2014
 - Cost reduction of approximately **\$24K per year**

Paratransit Operating Efficiency Options

- **Holiday Service**
- *Inactivate paratransit service on three holidays that fixed route currently does not operate-*
 - *Memorial Day- paratransit savings = \$5K*
 - *Fourth of July- paratransit savings = \$7K*
 - *Labor Day- paratransit savings = \$6K*
- **Total savings approximately - \$18K per year**

14A.19



Paratransit Fare Structure Option

- **Premium Fare**
 - *Providing rides for a premium fare for service that is beyond the minimum required by law.*
 - *Same Day Rides*
 - *Will-Call Returns*
 - *Subscription Rides*
 - *Pick-ups and Drop-offs outside current service area*
 - *Service provided when fixed route service drops out*
 - *Re-dispatching a vehicle for 'no-show'*

Paratransit

Fare Structure Option

- **'Full Fare'**
 - Charging a 'full fare' as described in ADA law
 - ADA law states fares charged for complementary paratransit service can be no more than twice the fare for a 'comparable' trip made by a person without a disability on the fixed route system
 - If a fixed route rider takes three buses to arrive at their destination, in our system which does not have 'transfers', the 'full fare' paid would be \$6.00
 - A ride utilizing three different bus routes to arrive at a destination would translate to a single ride on paratransit, which could cost the rider \$12.00

Paratransit Peer fare structures - Examples

Victor Valley, CA	Direct Access	Zone 1. \$2.50 Zone 2. \$4.50 Zone 3. \$6.00
Monterey, CA	MST	2.7 miles or less \$3.00 2.7miles or < 19.7 \$5.00 more than 19.7 \$7.00
Oakland, CA	AC Transit	>12 miles, up to 20 miles \$4.00 > 20 miles \$6.00 > 20 miles \$7.00

Staff Proposal: Mileage Based Fare Structure Option

From 0-10 miles - \$4.00
From 10 to 20 miles - \$2.00 additional fare
Over 20 miles - \$2.00 additional fare
Total cost of ride over 20 miles= \$8.00

❖ Using 2014 ride statistics, approx. **\$41K** in additional fares would have been generated using this fare structure.

14A.22



Structural Deficit Overview



14A.23



OVERVIEW

It Will Take More Than One Year To Resolve The Structural Deficit

	FY16	FY17
Structural Deficit	(\$7.4M)	(\$7.5M)
Budget Actions/Savings	\$312K	\$1.5M
Items not Budgeted But Working On	\$1.8M	\$2.2M
Remaining Structural Deficit	(\$5.3M)	(\$3.8M)
<u>Items for Public Comment Consideration</u>		
Highway 17 Fare Restructuring	\$267K - \$345K per year	
Paratransit Options	\$603K - \$650K per year	
Remaining Structural Deficit	(\$4.4M)	(\$2.9M)

Structural Deficit Process Timeline

- 01/23/15 – 02/26/15
 - Public Process
- 02/27/15
 - BOD report on public feedback
 - BOD direction for Public Hearing
- 02/28/15 – 04/10/15
 - Public Notice Process
- 03/27/15
 - Draft FY16 & FY17 Budget (balanced with Reserves)
- 04/10/15
 - BOD Public Hearing on BOD directed Items
- 05/22/15
 - Revised Draft FY16 & FY17 budget to the BOD
- 06/26/15
 - Final FY16 & FY17 budget to the BOD for adoption

14A.25



Contact Information

Email -

feedback@scmtd.com

Mail -

110 Vernon Street
Santa Cruz, CA 95060

Phone -

Admin Office – 831-426-6080

14A.26



Questions



14A.27



Attachment B

Public Comments on Structural Deficit Recommendations

Date of Meeting and Location	Comments
<p>2/11/2015</p> <p>E&DTAC</p>	<p>use Lift Line instead of taxis</p> <p>place the conversation of proposed paratransit changes in context to the changes already made in fixed route service</p> <p>identify the burden that changes to paracruz will place on other agencies</p> <p>explore using a app to use for same day rides for paracruz (uber paracruz)</p> <p>explore creative ways, such as the rides to the airport, to boost fare recovery</p> <p>review the cost of living in Santa Cruz using California Elder index and Poverty guidelines before considering fare increases</p> <p>consider charging a premium fare for service on holidays that paratransit does not have to run (labor day, 4th July, memorial day)</p> <p>service needs to come first, changes to labor costs should be explored and adjusted</p> <p>stagger the fare increase so they don't all start at the same time</p> <p>review grant opportunities for other agencies to apply for funds if changes to ParaCruz will affect them</p>
<p>2/11/2015</p> <p>Santa Cruz Public Library (Downtown)</p>	<p>access to Highway 17 Express from Lompico is difficult</p> <p>proposed \$160.00 for a Highway 17 Express 31 Day Pass is huge</p> <p>AMTRAK and SJSU should pay more into the service to keep fares the same</p> <p>signage for the public meetings not it optimal location</p> <p>love the WiFi service onboard Highway 17 Express</p> <p>drivers on Highway 17 Express are great and very professional</p> <p>thinks that the loss in ridership due to fare increase will have a negative impact on the environment</p> <p>likes the proposed 15 ride card for the Highway 17 Express</p> <p>use GovDelivery to notify public about legislation that effects public transit funding.</p>
<p>2/12/2015</p> <p>County Commission on Disabilites</p>	<p>questions regarding interagency use of Highway 17 Express passes</p> <p>move the April 10th Board meeting to a different location</p> <p>proposed \$160.00 for a Highway 17 Express 31 Day Pass is very high</p> <p>focus on growing ridership to grow revenues</p> <p>uncomfortable with METRO fixing financial issues on the backs of the senior and disabled population</p> <p>use load factor analysis to make fixed route more efficient</p> <p>METRO should make changes to fixed route first</p> <p>concerned about the price of gas being low</p> <p>market recreational use of transit in order to boost ridership (example: Big Basin service)</p> <p>bundle tickets to local attractions (like Ana Nuevo) with bus pass</p> <p>create a "financial means" test for ParaCruz trips; some could pay more than others based on means</p> <p>ParaCruz service is great</p> <p>6:30 public meeting times are no good for ParaCruz riders</p> <p>favors premium fares for same day service on ParaCruz</p> <p>concerned about SRTP proposals for fixed route service</p> <p>concerns about fare increase for people with fixed income</p> <p>no buses in neighborhoods</p> <p>read USC study on Elderly Health; proposed changes to ParaCruz will effect health of the community</p> <p>concerned about Title VI impacts</p> <p>perception that all transit riders are disabled or poor or seniors</p>
<p>2/12/2015</p> <p>Aptos Public Library (Downtown)</p>	<p>No Attendees / No Comments</p>
<p>2/18/2015</p> <p>Scotts Valley City Council</p>	<p>concerns about public notices and ways to send in feedback</p> <p>Seniors Council is concerned about discontinuing La Posada service</p> <p>Metro should engage the Seniors Council</p> <p>letter from constituent says that the proposed Highway 17 Express pass makes driving nearly finacially feasible.</p> <p>Metro should look at Highway 17 Express connections to VTA's Campbel light rail station</p> <p>Metro should increase emphasis on marketing services</p>

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Attachment C

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: _____

SET A PUBLIC HEARING ON APRIL 10, 2015 TO DISCUSS RECOMMENDED SOLUTIONS TO THE STRUCTURAL DEFICIT.

WHEREAS, the Santa Cruz Metropolitan Transit District's CEO/General Manager began conducting Structural Deficit Workshops on August 8, 2014, and monthly thereafter;

WHEREAS, the Santa Cruz METRO Board of Directors directed METRO staff to obtain public input and consider public recommendations for solutions to the Structural Deficit;

WHEREAS, the Santa Cruz METRO Board of Directors directed METRO staff to hold public meetings throughout its service area in the month of February 2015;

WHEREAS, Santa Cruz METRO staff obtained comments and suggestions from the public;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby sets a Public Hearing on April 10, 2015 at 9:00am in the Santa Cruz City Council Chambers at 809 Center St., Santa Cruz, CA, to discuss recommended solutions to the Structural Deficit. The recommended solutions will include:

1. Highway 17 Express Fare Restructuring;
2. Changes to ParaCruz service area and hours of operation;
3. ParaCruz Fare Restructuring.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on February 27, 2015 by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

Attachment C

ABSENT: DIRECTORS –

DENE BUSTICHI
Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

Attachment D

Erich Friedrich

From: David Simms [luvthefog@gmail.com]
Sent: Wednesday, February 18, 2015 11:19 PM
To: feedback@scmtd.com
Subject: Metro structural deficit solutions affecting Hwy 17 bus route

I have reviewed the briefing charts that are being provided the public--proposing Route 17 and Paracruz fare increases and other measures to offset the losses to the Metro system. I respect that measures and options must be considered, chosen and implemented.

I drove to silicon valley and back for over 2 years and found it dangerous driving in the dark and sudden stops around turns, too much wear and tear on me and the vehicle, and adopted the 17 bus and VTA light rail over 5 years ago. I spend over 4 hours a day RT riding mass transit, but no longer worry if I will be involved in an accident and generally dependable to arrive at work as planned. My work has fully reimbursed me for the monthly pass, so I have been blessed.

With the proposed increase on monthly passes from \$113 to 160 (an increase of over 40%), I will still be riding the bus, but resenting that because of the extreme fare hike, work will not fully reimburse me. However, I guess like the majority of the riders today, I will adjust to the increase as long as the availability of buses remains the same.

I can't get off work and commute early enough to make the 6 pm public meetings in Santa Cruz, so here is the question I would like answered.

If we are going to have to pay an additional 40% monthly fare increase, what do we see in the way of improvements...will there be new buses that have front row seats that we can sit on or will the current front seats be replaced with safety belted seats or other measures? Another words, where is the value for the ridership?

I have watched crowded buses, with the last passengers loading from Diridon train station that are standing, so some resort to sitting on the folded up front seats...an even higher risk than when the seats were down.

Where are the safety improvements built into the proposed restructuring?

Thank you for your time. David Simms, Live Oak resident, 831-713-9447

Attachment D

Alex Clifford

From: Dene Bustichi [dene@bustichi.com]
Sent: Thursday, February 19, 2015 8:23 AM
To: 'Kristin Quiroz Bayona'
Cc: 'Donna Lind'; Alex Clifford
Subject: RE: Structural Deficit - HWY 17 Fare Increase

Kristin,

Sorry for the delay in response I was having troubles with my outgoing emails.

Please understand that Alex Clifford came to Metro with a structural deficit already in place and to his credit is working on this problem in public view so that we can get input from community members such as yourself. Alex Clifford has no authority to give himself a raise and the board is not looking at giving raises to anyone at this point and time. Santa Cruz Metro is in a structural deficit do to many factors but most notably a decrease of funding from both the state and the federal government and the recession of 2008. We had and still have some reserves that have helped to smooth out the short falls of funding through the years but we need to look at rebuilding those reserves for the future and to avoid spending onetime monies.

The Metro Board has made no decisions on fare increases or cuts to service at this time and will have many more public meetings prior to contemplating such action. The cost to operate far exceed the Fare box reviews and each ride is subsidized by tax payers by more the 4.00 per ride factors such as Union pensions salaries and fuel cost our major contributors to our ongoing cost and escalation of cost of the last few years which must be kept in check in the future.

Again thank you for your input and please feel free to email myself other board members or Alex Clifford as well.

Dene Bustichi
Board Chair
Santa Cruz Metropolitan Transit District

From: Kristin Quiroz Bayona [mailto:kristin.quirozbayona@gmail.com]
Sent: Tuesday, February 17, 2015 12:53 PM
To: dene@bustichi.com
Subject: Fwd: Structural Deficit - HWY 17 Fare Increase

Dene,

I am a resident of Scotts Valley and a commuter. I take the Hwy 17 bus every day to work in San Jose. I was just informed that the SCMDT is proposing to increase the cost of the 31 day pass by \$47. This is a substantial increase in cost and is beyond reasonable to ask riders who already pay a large sum to commute to work. At \$160/month I could drive in every day for almost the same amount in gas. To ask riders to pay an additional almost \$50/month is outrageous and unreasonable. I will seriously have to question whether riding the bus is worth the additional expense when I could drive and have access to my car all day for almost the equivalent.

This proposed increase makes me question how my tax dollars are being managed. SCMDT receives over \$100,000 from SJSU for the HWY 17 bus to run to the university. SCMDT also receives money from Amtrak. How are these funds being managed? Why are we being asked to pay so much more?

What efforts are being taken by CEO Alex Clifford to raise funding?

Why is Alex Clifford using taxpayer money to give himself a raise when he is already receiving \$300,000 from a Metra settlement? Why does he receive four weeks of paid holiday leave after only six months when a typical

Attachment D

employee accrues that over a much longer period of time? This CEO's greed at the expense of the taxpayer must stop!

I would like to ask Mr. Clifford, to do the job he is being so well paid to do and manage the budget in a responsible way, i.e. not giving himself a raise, not giving himself more paid time off, secure funding for our public transit system instead of putting the burden on the riders.

In the interest of staying customer focused and growing ridership, I ask that SCMDT not alienate their highest paying customers by asking them to pay for the agencies' budget issues. I ask that Mr. Clifford come up with more creative and customer-friendly solutions other than, "Oh, we'll just charge riders more". This solution is not sustainable. Riders who cannot afford the hardship of taking on such an increase in monthly cost will stop riding.

Sincerely,

Kristin Quiroz Bayona

Attachment D

Erich Friedrich

From: Lovely Mess [lovelymess85@gmail.com]
Sent: Friday, February 20, 2015 10:38 AM
To: Feedback@scmttd.com
Subject: proposed monthly pass hike

read the proposed highway 17 monthly

Buss pass fare increase and it is a huge increase compared to your daily/one way pass. It would be unfair to throw such an increase on your daily riders who use the bus to commute. Why punish the loyal customers?! If this proposal is passed i and a few other riders have agreed we will be discontinuing the bus and pooling together as it is would not seem reasonable and fit into most of our budgets. Consider how this will effect your loyal riders. I can understand a hike of \$5-\$10 maybe \$15 but \$47 dollars?! I hope this hike is reconsidered and is more reasonable, don't punish your riders due to increases or changes in your budget which were not previously addressed!