



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
APRIL 26, 2019 – 9:00 AM
SCOTTS VALLEY CITY COUNCIL CHAMBERS
ONE CIVIC CENTER DRIVE, SCOTTS VALLEY, CA**

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

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

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The Board of Directors may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

BOARD ROSTER

| | |
|-------------------------------------|-----------------------|
| Director Ed Bottorff | City of Capitola |
| Director Donna Meyers | City of Santa Cruz |
| Director Trina Coffman-Gomez | City of Watsonville |
| Director Aurelio Gonzalez | City of Watsonville |
| Vacant Director | County of Santa Cruz |
| Director John Leopold | County of Santa Cruz |
| Director Donna Lind | City of Scotts Valley |
| Director Cynthia Mathews | City of Santa Cruz |
| Director Bruce McPherson | County of Santa Cruz |
| Director Dan Rothwell | County of Santa Cruz |
| Director Mike Rotkin | County of Santa Cruz |
| Ex-Officio Director Stephen Preston | UC Santa Cruz |
| Ex-Officio Director Alta Northcutt | Cabrillo College |

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

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

Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with the Executive Assistant at 831-426-6080. Interpretación en español y traducciones en español del paquete de la agenda están

disponibles sobre una base como-necesaria. Por favor, hacer arreglos por adelantado con Coordinador de Servicios Administrativos al numero 831-426-6080.

AMERICANS WITH DISABILITIES ACT

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

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 SWEAR IN NEW DIRECTOR: LARRY PAGELER, COUNTY REPRESENTATIVE

3 ROLL CALL

4 ANNOUNCEMENTS

4-1 Carlos Landaverry to introduce his Spanish language interpretation services, which will be available during "Oral Communications" and for any other agenda item for which these services are needed.

4-2 Today's meeting is being broadcast by Community Television of Santa Cruz County.

5 BOARD OF DIRECTORS COMMENTS

6 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Communications to the Board of Directors on a future agenda. In accordance with District Resolution 610-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

6-1 Campaign for Sustainable Transportation Letter Dated April 11, 2019

6-3 Joint Venture Silicon Valley Letter Dated April 17, 2019

7 WRITTEN COMMUNICATIONS FROM MAC (if applicable)

8 LABOR ORGANIZATION COMMUNICATIONS

9 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

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

10-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF MARCH 2019

Angela Aitken, CFO

10-02 ACCEPT AND FILE: MINUTES OF THE FEBRUARY 20, 2019 METRO ADVISORY COMMITTEE (MAC) MEETING, THE MARCH 22, 2019 SCCIC MEETING, THE MARCH 22, 2019 BOARD OF DIRECTORS MEETING AND THE APRIL 19, 2019 CAPITAL PROJECTS COMMITTEE MEETING

Alex Clifford, CEO/General Manager

10-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JANUARY 31, 2019

Angela Aitken, CFO

10-04 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF FEBRUARY 28, 2019

Angela Aitken, CFO

10-05 CONSIDERATION OF RESOLUTION APPROVING THE FY19 REVISED CAPITAL BUDGET

Angela Aitken, CFO

10-06 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO ENVIRONMENTAL LOGISTICS, INC. FOR INDUSTRIAL WASTE REMOVAL AND EMERGENCY RESPONSE SERVICES NOT TO EXCEED \$108,000

Freddy Rocha, Assistant Maintenance Manager

10-07 APPROVE: AUTHORIZATION TO EXECUTE A SOLE SOURCE CONTRACT WITH APOLLO VIDEO

Isaac Holly, IT and ITS Director

10-08 APPROVE: CONSIDERATION OF ENDORSING PROPOSED LEGISLATIVE CHANGES TO SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) ENABLING LEGISLATION

Alex Clifford, CEO/General Manager

10-09 APPROVE STAFF RECOMMENDATION FOR REVISION TO FY19 CAPITAL PROJECTS PROGRAM

Barrow Emerson, Planning and Development Director

REGULAR AGENDA

- 11 **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR JUAN GALLEGOS BELMARES (15 years)**
Ed Bottorff, Board Chair
- 12 **CEO ORAL REPORT**
Alex Clifford, CEO/General Manager
- 13 **APPROVE: CONSIDERATION OF AUTHORIZING THE CEO THE EXTEND THE DATE OF CLOSURE FOR THE SOQUEL PARK AND RIDE LOT TO MAY 31, 2019**
Alex Clifford, CEO/General Manager
- 14 **ACCEPT: ORAL REPORT OF FEDERAL LEGISLATION AND CURRENT LEGISLATIVE ISSUES AS LEARNED DURING BOARD WASHINGTON, DC VISIT APRIL 8-10, 2019**
Board Directors Bottorff, McPherson and Rotkin
- 15 **10-YEAR (FISCAL YEAR 2020-29) STRATEGIC BUSINESS PLAN UPDATE**
Barrow Emerson, Planning and Development Director
- 16 **LONG-RANGE BUS REPLACEMENT PLAN**
Barrow Emerson, Planning and Development Director
- 17 **UPDATE AND ACTION RELATIVE TO PACIFIC STATION AND RELATED STUDIES**
Barrow Emerson, Planning and Development Director
- 18 **CONSIDERATION OF CONTRACT FOR LAND USE AND DEVELOPMENT SERVICES WITH SWIFT CONSULTING SERVICES, INC. FOR A POTENTIAL PARACRUZ OPERATIONS FACILITY**
Daniel Zaragoza, Operations Manager: Paratransit Division
Erron Alvey, Purchasing & Special Projects Director
- 19 **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
Alex Clifford, CEO/General Manager
- 20 **ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MAY 17, 2019 AT 9:00 AM, AT WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE, CA**
Ed Bottorff, Board Chair
- 21 **RECESS TO CLOSED SESSION**

SECTION II: CLOSED SESSION

- 22 **CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)**

Agency Negotiators:

Alex Clifford, CEO/General Manager
Julie Sherman, General Counsel

Employee Organizations: **SMART, Local 23**
 SMART, Local 23 – ParaCruz Operations
 SEIU, Local 521

SECTION III: RECONVENE TO OPEN SESSION

23 REPORT OF CLOSED SESSION ITEMS

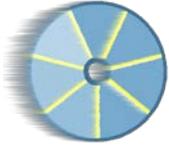
Julie Sherman, General Counsel

24 ADJOURNMENT

Ed Bottorff, Board Chair

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.

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Communications to the Board

Campaign for Sustainable Transportation

Rick Longinotti, Co-chair PO Box 7927, Santa Cruz, Ca. 95061

Director of Corporate Real Estate, Kaiser Permanente
Kaiser Plaza, 19th Floor, Oakland, Ca. 94612

cc. Santa Cruz County Board of Supervisors
Santa Cruz County Planning Department
Santa Cruz County METRO Board of Directors
Swift Consulting Services

April 11, 2019

Dear Director,

We welcome the development of new medical facilities in Santa Cruz. However, our organization is concerned about the proposed location of the medical building on Soquel Ave, the frontage road next to Highway 1. This location will not support our County's goal to make important destinations accessible without a trip by car. The closest bus stop is on Capitola Rd, a fifteen minute walk.

The description of the project notes that, "Ride-sharing and mass transit options are also being looked at." Could you please elaborate on your plans for mass transit? We are concerned that adding a bus route detour from Capitola Rd. could increase travel time on that route, at the expense of riders who are not headed to the medical facility. The widely accepted principle of transit planning is to keep bus routes from deviating from linear transit corridors. Development should follow transit routes, rather than transit following development.

The current concept for the project includes 720 parking spaces, a larger parking facility than any in Santa Cruz outside of UCSC. This indicates that a large number of auto trips are expected. Our community is making an effort to reduce vehicle trips and this project would reverse our progress. It would be far more effective to locate your facility on a transit corridor. We suggest that you investigate property on Soquel Dr., already a regional health center on a transit corridor.

We hope you share our concerns about the causal link between auto dependency and rates of obesity, asthma, stress, and traffic injuries and deaths. *Walkable City* author Jeff Speck says, "It is becoming increasingly clear that the American health care crisis is largely an urban design crisis." We hope that Kaiser Permanente will be part of the cure.

For the CFST Working Group,

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Communications to the Board



Joint Venture
SILICON VALLEY

OFFICERS

MATT MAHAN

Co-Chair
Brigade

HON. SAM LICCARDO

Co-Chair
City of San Jose

RUSSELL HANCOCK

President & CEO
Joint Venture Silicon Valley

DIRECTORS

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Building Trades Council

JOHN BOLAND

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DAN BOXWELL

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Stanford Health Care

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Wells Fargo

DENNIS JACOBS

Santa Clara University

JIM KEENE

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HON. RO KHANNA

United States Congress

KAROLYN KIRCHGESLER

Team San Jose

IBI KRUKRUBO

Ernst & Young

GREG MATTER

Jones Lang LaSalle

TOM McCALMONT

McCalmont Engineering

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DIA Piper

MAIRTINI NI DHOMHNAILL

County

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MARY PAPAIZAN

San Jose State University

JOSEPH PARISI

Therma Inc.

HON. DAVE PINE

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Board of Supervisors

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Hood & Strong LLP

SHERRI R. SAGER

Lucile Packard Children's Hospital

JUAN SALAZAR

Facebook

JARED SHAWLEE

San Jose Earthquakes

SUSAN SMARR

Kaiser Permanente

JOHN A. SOBRATO

The Sobrato Organization

JOHN TORTORA

Sharks Sports & Entertainment

MICHAEL UHL

McKinsey & Company

JOHN VARELA

Santa Clara Valley Water District

DANIEL YOST

Ornick, Herrington & Sutcliffe, LLP

David Witkowski, Executive Director – Civic Technology Programs
Joint Venture Silicon Valley
100 W. San Fernando St., Suite 310
San Jose, CA 95113
O: 408-298-9333
davidw@jointventure.org

17-April-2019

Santa Cruz METRO Board
110 Vernon Street
Santa Cruz, CA 95060

Subject: Should METRO use Clipper Card payment system?

Dear members of the Santa Cruz METRO Board;

Joint Venture Silicon Valley (JVSV) and the Campaign for Sustainable Transportation (CFST) would like to know if support for the Clipper Card system is on the METRO roadmap. We believe that there are several reasons why support for Clipper Cards would benefit regional transportation efforts to promote transit use and reduce VMT.

As you know, the Clipper Card system is administered by the Metropolitan Transportation Commission (MTC), and is supported by 22 transit agencies in the Bay Area. This allows riders to carry one card, recharge it automatically from a credit card, transition from one agency's system to another without a change in payment method, and avoids the need for cash transactions. As an all-electronic system, Clipper reduces paper waste and janitorial expenses associated with having to pick up discarded paper tickets.

Supporting Clipper would allow people visiting Santa Cruz County to use their existing Clipper Card funds, and would allow locals to use their cards when they're connecting to other transit agencies via Diridon Station and beyond. Employers can contribute funds to an employee's card as part of a transit promotion program. The same approach can be used for college students, and special programs such as the Downtown Santa Cruz employee transit program.

Communications to the Board



Joint Venture
SILICON VALLEY

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JOHN VARELA

Santa Clara Valley Water District

DANIEL YOST

Ornick, Herrington & Sutcliffe, LLP

The non-profit SPUR is promoting regional fare integration using Clipper (and the next-generation Clipper 2.0 system) as a way to increase ridership and improve the transit experience across the region. We believe that regional integration of transit is a key strategy to reduce VMT.

<https://www.spur.org/publications/policy-letter/2016-10-04/spur-supports-regional-fare-integration-transit-operators>)

In light of the above, JVSV and CFST would like to ask:

- Has METRO considered replacing the CRUZ Card system with Clipper?
- Has METRO looked at the overall costs of creating and maintaining a separate system, versus joining a regionally-integrated system?
- Is there interest at METRO in having Joint Venture SV make introductions to MTC regarding Clipper and regional integration?

Joint Venture Silicon Valley is part of a regional governance group convened by MTC/ABAG, so if introductions to MTC are needed, we are happy to facilitate.

We look forward to your reply and as always, we are available to meet with you for further discussion on this and other regional topics.

Best regards,

David Witkowski
Executive Director - Civic Technology Programs
Joint Venture Silicon Valley



DATE: April 26, 2019
TO: Board of Directors
FROM: Angela Aitken, Chief Financial Officer
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF MARCH 2019**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of March 2019

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of March 2019.
- The Finance Department is submitting the check journals for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

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

All invoices submitted for the month of March 2019 that have been processed, checks issued and signed by the Chief Financial Officer.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None. The check journal is a presentation of invoices paid in March 2019 for purposes of Board review, agency disclosure, accountability and transparency.

V. ALTERNATIVES CONSIDERED

N/A

VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of March 2019

Prepared by: Holly Alcorn, Accounting Specialist

VII. APPROVALS:

Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager



Attachment A

DATE 04/01/19 14:08

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

PAGE 1

DATE: 03/01/19 THRU 03/31/19

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|-------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 64685 | 03/04/19 | 748.98 | ABC BUS INC | | 91929 | INVENTORY ORDER | 266.53 | |
| 64686 | 03/04/19 | 130.00 | ACTION AUTO GLASS DBA FOR | | 92051 | INVENTORY ORDER | 482.45 | |
| 64687 | 03/04/19 | 366.00 | AIRTEC SERVICE INC. | | 91966 | REAR WINDOW ARTIC | 65.00 | |
| 64688 | 03/04/19 | 225.00 | ANIMAL DAMAGE MANAGEMENT INC | | 91978 | RPR VEH # 2316, 2322 | 65.00 | |
| 64689 | 03/04/19 | 7,106.27 | AT&T | | 91918 | AUG 18 PREV MAIN PAC | 366.00 | |
| | | | | | 91955 | BI-MONTHLY PEST VERN | 225.00 | |
| | | | | | 91996 | CREDIT MEMO-DATE CRX | -225.00 | |
| | | | | | 91997 | DEBIT MEMO-DATE CRX | 225.00 | |
| | | | | | 91911 | 1/13-2/12 PT TO PT | 1,823.61 | |
| | | | | | 91954 | 01/10-02/09 INTERNET | 889.38 | |
| | | | | | 92036 | 01/19-02/18 OPS ELEV | 145.34 | |
| | | | | | 92037 | 01/19-02/18 MAIN ACC | 3,802.57 | |
| | | | | | 92044 | 01/19-02/18 OCEAN/LG | 280.69 | |
| | | | | | 92045 | 01/19-02/18 DAVENPOR | 164.68 | |
| 64690 | 03/04/19 | 845.00 | B & H FOTO & ELECTRONICS CORP | | 92019 | OPS ETHERNET SWITCH | 845.00 | |
| 64691 | 03/04/19 | 3,894.75 | BOWMAN & WILLIAMS INC | | 91958 | JAN 19 GOLF FIRE EGR | 2,753.75 | |
| 64692 | 03/04/19 | 229.01 | BRUBECK, DELEE | | 91959 | JAN 19 EMERGENCY GEN | 703.50 | |
| 64693 | 03/04/19 | 1,702.12 | CALTRONICS BUSINESS SYSTEMS | | 91962 | DEC 18 GOLF FIRE EGR | 437.50 | |
| 64694 | 03/04/19 | 150.22 | CATTO'S GRAPHICS, INC. | | 92013 | REIMBURSEMENT | 229.01 | |
| 64695 | 03/04/19 | 54.35 | CITY OF WATSONVILLE UTILITIES | | 91903 | PRINTER SUPPLIES | 195.56 | |
| 64696 | 03/04/19 | 12,955.38 | CLASSIC GRAPHICS | | 91904 | PRINTER SUPPLIES | 1,506.56 | |
| 64697 | 03/04/19 | 35,460.59 | CLEAN ENERGY | | 92080 | BUS SAFETY DECALS | 150.22 | |
| 64698 | 03/04/19 | 1,569.87 | CLIFFORD, ALEX | | 91910 | 1/15-2/11 WTC WATER | 54.35 | |
| 64699 | 03/04/19 | 926.88 | COAST PAPER & SUPPLY INC. | | 91998 | REPAINT BUS # 2217 | 6,477.69 | |
| 64700 | 03/04/19 | 346.50 | COMMUNITY TELEVISION OF | | 91999 | REPAINT BUS # 2809 | 6,477.69 | |
| 64701 | 03/04/19 | 3,145.00 | COMPLETE COACH WORKS INC | | 91963 | 01/18 LNG | 6,184.81 | |
| 64702 | 03/04/19 | 284.00 | CPS - HR CONSULTING | | 91964 | 01/24 LNG | 6,324.07 | |
| 64703 | 03/04/19 | 58.46 | CREATIVE BUS SALES, INC. | | 91965 | FEB 18 MAINTENANCE | 14,842.00 | |
| 64704 | 03/04/19 | 16,721.42 | CUMMINS PACIFIC LLP | | 92081 | 01/22 LNG | 8,109.71 | |
| | | | | | 92014 | TRAVEL REIMBURSEMENT | 1,275.04 | |
| | | | | | 92015 | REIMBURSEMENT | 294.83 | |
| | | | | | 91953 | INVENTORY ORDER | 926.88 | |
| | | | | | 91919 | 1/25 MTG COVERAGE | 346.50 | |
| | | | | | 92079 | RPR VEH # 9819 | 3,145.00 | |
| | | | | | 91915 | HR TRAINING - EXAMS | 284.00 | |
| | | | | | 91984 | MUFLAP VEH # PC1704 | 58.46 | |
| | | | | | 91931 | RPR VEH # 1301 | 14,716.66 | |
| | | | | | 91950 | INVENTORY ORDER | 1,091.41 | |

Attachment A

DATE 04/01/19 14:08

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

PAGE 2

DATE: 03/01/19 THRU 03/31/19

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 64705 | 03/04/19 | 8,422.33 | EAST BAY TIRE CO. | | 91951 | INVENTORY ORDER | 913.35 | |
| | | | | | 92064 | TIRES | 393.44 | |
| | | | | | 92065 | TIRES | 764.05 | |
| | | | | | 92066 | VEH 1701-1711 WH BAL | 60.00 | |
| | | | | | 92067 | TIRES | 365.03 | |
| | | | | | 92068 | VEH PC1711 BAL/ALIGN | 149.00 | |
| | | | | | 92069 | VEH PC203 TIRES | 249.29 | |
| | | | | | 92070 | VEH 1501, 1502 TIRES | 335.07 | |
| | | | | | 92071 | TIRES | 250.68 | |
| | | | | | 92072 | PARACRUZ VEH WH BAL | 24.00 | |
| | | | | | 92073 | TIRES | 3,924.80 | |
| | | | | | 92084 | TIRES | 509.37 | |
| | | | | | 92085 | TIRES | 460.18 | |
| | | | | | 92086 | VEH # 401 TIRES | 937.42 | |
| | | | | | 92090 | 31 DAY - POLY | 1,853.00 | |
| | | | | | 92091 | BUS PASS STOCK | 11,772.00 | |
| | | | | | 92048 | JAN 19 MARCOM JOB AD | 295.00 | |
| | | | | | 91901 | TEMP W/E 02/17/19 | 529.92 | |
| | | | | | 91912 | TEMP W/E 02/17/19 | 721.44 | |
| | | | | | 91913 | TEMP W/E 02/17/19 | 1,149.20 | |
| | | | | | 91991 | TEMP W/E 02/17/19 | 1,600.00 | |
| | | | | | 91995 | TEMP W/E 02/17/19 | 1,275.75 | |
| | | | | | 92082 | TEMP W/E 02/17/19 | 747.23 | |
| | | | | | 92083 | TEMP W/E 12/02/18 | 643.95 | |
| | | | | | 91914 | JAN 19 TVM MERCH FEE | 1,572.14 | |
| | | | | | 91969 | 02/01-02/15 FUEL | 2,432.22 | |
| | | | | | 92054 | 02/01-02/15 FUEL | 8,410.03 | |
| | | | | | 92017 | 209-025-0541-0613025 | 57.26 | |
| | | | | | 92016 | 209-091-6033-1126145 | 57.26 | |
| | | | | | 92077 | INVENTORY ORDER | 592.91 | |
| | | | | | 92078 | INVENTORY ORDER | 108.70 | |
| | | | | | 91927 | INVENTORY ORDER | 118.66 | |
| | | | | | 92007 | MAR 19 RETIREE SUP | 47.84 | |
| | | | | | 91921 | NON-INVENTORY ORDER | 316.00 | |
| | | | | | 91922 | MAINTENANCE SUPPLIES | 27.20 | |
| | | | | | 91923 | MAINTENANCE SUPPLIES | 73.30 | |
| | | | | | 91924 | INVENTORY ORDER | 368.99 | |
| | | | | | 91925 | CUSTODIAL SUPPLIES | 139.22 | |
| 64706 | 03/04/19 | 13,625.00 | ELECTRONIC DATA MAGNETICS INC. | | | | | |
| 64707 | 03/04/19 | 295.00 | ENDEAVOR BUSINESS MEDIA LLC | | | | | |
| 64708 | 03/04/19 | 6,667.49 | EXPRESS SERVICES INC. | | | | | |
| 64709 | 03/04/19 | 1,572.14 | FIS | | | | | |
| 64710 | 03/04/19 | 10,842.25 | FLYERS ENERGY LLC | | | | | |
| 64711 | 03/04/19 | 57.26 | FRONTIER COMMUNICATIONS - 3025 | | | | | |
| 64712 | 03/04/19 | 57.26 | FRONTIER COMMUNICATIONS - 6145 | | | | | |
| 64713 | 03/04/19 | 701.61 | GENFARE A DIV OF SPX CORP | | | | | |
| 64714 | 03/04/19 | 118.66 | GILLIG LLC | 0 | | | | |
| 64715 | 03/04/19 | 47.84 | GOUVEIA, ROBERT | | | | | |
| 64716 | 03/04/19 | 1,284.00 | GRAINGER | | | | | |

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| 64717 | 03/04/19 | 14,340.77 | HARTFORD LIFE AND ACCIDENT INS | INS | 91939 | INVENTORY ORDER | 114.45 | |
| 64718 | 03/04/19 | 1,066.70 | HOSE SHOP, THE INC | | 91956 | CUSTODIAL SUPPLIES | 116.24 | |
| 64719 | 03/04/19 | 3,023.88 | HUNT & SONS, INC. | | 91970 | INVENTORY ORDER | 128.60 | |
| 64720 | 03/04/19 | 599.75 | IFAX SOLUTIONS, INC | | 92002 | MAR 19 LTD | 10,540.93 | |
| 64721 | 03/04/19 | 508.99 | IO, RODNEY H | | 92003 | MAR 19 LIFE/ADD | 3,799.84 | |
| 64722 | 03/04/19 | 68.00 | IRIGUCHI, LUCAS | | 91900 | MAINTENANCE SUPPLIES | 176.24 | |
| 64723 | 03/04/19 | 4,514.55 | JASPER WELLS LLC | | 91932 | INVENTORY ORDER | 72.42 | |
| 64724 | 03/04/19 | 648.82 | KELLEY'S SERVICE INC. | | 91985 | RPR VEH # 2102 | 59.20 | |
| | | | | | 91986 | NON INVENTORY ORDER | 284.18 | |
| | | | | | 91987 | NON INVENTORY ORDER | 272.59 | |
| | | | | | 92076 | NON-INVENTORY ORDER | 202.07 | |
| | | | | | 92052 | INVENTORY ORDER | 1,211.50 | |
| | | | | | 92053 | INVENTORY ORDER | 1,812.38 | |
| | | | | | 92005 | 3/26/19-3/25/20 IFAX | 599.75 | |
| | | | | | 91968 | RPR VEH # PCI701 | 508.99 | |
| | | | | | 91916 | TRAVEL REIMBURSEMENT | 68.00 | |
| | | | | | 92049 | INVENTORY ORDER | 8,854.55 | |
| | | | | | 92050 | CORE CREDIT | -4,340.00 | |
| | | | | | 91940 | INVENTORY ORDER | 50.08 | |
| | | | | | 91941 | INVENTORY ORDER | 86.49 | |
| | | | | | 91942 | CREDIT MEMO | -28.67 | |
| | | | | | 91943 | RPR VEH # 401 | 34.22 | |
| | | | | | 91944 | RPR VEH # 401 | 179.35 | |
| | | | | | 91945 | RPR VEH # 401 | 249.28 | |
| | | | | | 91971 | INVENTORY ORDER | 40.00 | |
| | | | | | 91972 | CREDIT MEMO | -40.00 | |
| | | | | | 91973 | INVENTORY ORDER | 40.00 | |
| | | | | | 91974 | CREDIT MEMO | -40.00 | |
| | | | | | 91975 | INVENTORY ORDER | 78.07 | |
| 64725 | 03/04/19 | 1,698.98 | KIMBALL MIDWEST | | 91967 | NON-INVENTORY ORDER | 1,698.98 | |
| 64726 | 03/04/19 | 485.02 | LOBNER, DON | | 91930 | REPAIR TRANS JACK | 485.02 | |
| 64727 | 03/04/19 | 200.00 | MAXIMUM OIL SERVICE LLC | | 91902 | WASTE OIL PICK UP | 200.00 | |
| 64728 | 03/04/19 | 644.07 | MISSION UNIFORM | | 91937 | LAUNDRY SERVICE | 207.86 | |
| | | | | | 91938 | CUSTODIAL SUPPLIES | 50.00 | |
| | | | | | 91989 | NAME TAGS/EMBLEMS | 21.85 | |
| | | | | | 91993 | LAUNDRY SERVICE | 36.00 | |
| | | | | | 91994 | LAUNDRY SERVICE | 36.00 | |
| | | | | | 92025 | CUSTODIAL SUPPLIES | 34.50 | |

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| 64729 | 03/04/19 | 1,216.95 | MUNICIPAL MAINTENANCE EQUIPMNT | | 92062 | CUSTODIAL SUPPLIES | 50.00 | |
| 64730 | 03/04/19 | 81.93 | NIDAL HALABI & NADA ALGHARIB | | 92063 | LAUNDRY SERVICE | 207.86 | |
| 64731 | 03/04/19 | 184.94 | NORTH BAY FORD LINC-MERCURY | | 91909 | LIFT MAINTENANCE/RPR | 1,216.95 | |
| 64732 | 03/04/19 | 90.90 | NORTHERN SAFETY CO., INC. | | 92089 | BOD NAMEPLATES | 81.93 | |
| 64733 | 03/04/19 | 679.23 | PACIFIC TRUCK PARTS, INC. | | 91976 | RPR VEH # PC1710 | 164.95 | |
| 64734 | 03/04/19 | 1,246.36 | PALACE ART & OFFICE SUPPLY | | 91977 | RPR VEH # PC1715 | 19.99 | |
| 64735 | 03/04/19 | 25.00 | PASSPORT SOFTWARE INC | | 91908 | INVENTORY ORDER | 90.90 | |
| 64736 | 03/04/19 | 47.84 | PEREZ, CHERYL | | 91928 | INVENTORY ORDER | 679.23 | |
| 64737 | 03/04/19 | 353.50 | PIED PIPER EXTERMINATORS, INC. | | 91920 | OFFICE SUPPLIES | 1,174.66 | |
| 64738 | 03/04/19 | 2,267.28 | PREFERRED PLUMBING, INC. | | 91992 | OFFICE SUPPLIES | 71.70 | |
| 64739 | 03/04/19 | 198.24 | PROBUILD COMPANY LLC | | 92012 | ACA REPORT SHIPPING | 25.00 | |
| 64740 | 03/04/19 | 1,983.98 | RANDY WEST | 7 | 92008 | MAR 19 RETIREE SUP | 47.84 | |
| 64741 | 03/04/19 | 99.17 | RICOH USA, INC CA | | 92020 | FEB 19 PEST MET MKT | 55.50 | |
| 64742 | 03/04/19 | 267.66 | RICOH USA, INC. TX | | 92021 | FEB 19 PEST SMC KIOS | 40.00 | |
| 64743 | 03/04/19 | 97.09 | ROSSI, DENISE | | 92022 | FEB 19 PEST GOLF CL | 67.50 | |
| 64744 | 03/04/19 | 196.19 | ROYAL WHOLESale ELECTRIC | | 92023 | FEB 19 PEST VERNON | 190.50 | |
| 64745 | 03/04/19 | 3,206.25 | SAFETY-KLEEN INC | | 91933 | RPR PLUMBING PAC STA | 327.50 | |
| 64746 | 03/04/19 | 218.49 | SANTA CRUZ AUTO PARTS, INC. | 0 | 91934 | RPR PLUMBING PAC STA | 793.50 | |
| | | | | | 91935 | RPR PLUMBING PAC STA | 1,146.28 | |
| | | | | | 91906 | MAINTENANCE SUPPLIES | 28.26 | |
| | | | | | 91907 | MAINTENANCE SUPPLIES | 4.22 | |
| | | | | | 91957 | SMALL TOOLS | 53.06 | |
| | | | | | 92024 | SMALL TOOLS | 28.39 | |
| | | | | | 92087 | TENANT REPAIRS | 84.31 | |
| | | | | | 91946 | PRINTING - ENVELOPES | 255.65 | |
| | | | | | 92038 | PRINTING - OPS FORMS | 556.08 | |
| | | | | | 92039 | PRINTING - OPS FORMS | 162.78 | |
| | | | | | 92040 | PRINTING - OPS FORMS | 453.39 | |
| | | | | | 92088 | PRINTING - OPS FORMS | 556.08 | |
| | | | | | 92043 | 11/12-02/11 COPIER | 99.17 | |
| | | | | | 91960 | 03/03-04/02 LEASE | 267.66 | |
| | | | | | 92009 | MAR 19 RETIREE SUP | 97.09 | |
| | | | | | 91990 | MAINTENANCE SUPPLIES | 196.19 | |
| | | | | | 91952 | HAZARDOUS WASTE DISP | 3,206.25 | |
| | | | | | 91947 | INVENTORY ORDER | 20.65 | |
| | | | | | 91948 | INVENTORY ORDER | 122.22 | |
| | | | | | 91949 | RPR VEH # 401 | 62.52 | |
| | | | | | 92047 | INVENTORY ORDER | 13.10 | |

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| 64747 | 03/04/19 | 11,404.69 | SANTA CRUZ MUNICIPAL UTILITIES | | 92026 | 01/05-02/05 GOLF CL | 1,432.03 | |
| | | | | | 92027 | 01/05-02/05 VERNON | 516.49 | |
| | | | | | 92028 | 01/05-02/05 VERN IRR | 12.40 | |
| | | | | | 92029 | 01/05-02/05 FRNT/SOQ | 1,050.60 | |
| | | | | | 92030 | 01/05-02/05 1200B RI | 3,728.60 | |
| | | | | | 92031 | 01/05-02/05 SMC ISLA | 55.30 | |
| | | | | | 92032 | 01/05-02/05 PAC STAT | 4,297.87 | |
| | | | | | 92033 | 01/05-02/05 1200 RIV | 11.36 | |
| | | | | | 92034 | 01/05-02/05 GOLF IRR | 23.51 | |
| | | | | | 92035 | 01/05-02/05 1200A RI | 276.53 | |
| | | | | | 91936 | RPR VEH # PC1110 | 658.53 | |
| | | | SCOTT'S BODY SHOP CORP | 7 | 91905 | TEMP W/E 02/10/19 | 1,220.56 | |
| 64749 | 03/04/19 | 2,558.16 | SLINGSHOT CONNECTIONS LLP | | 92018 | TEMP W/E 02/17/19 | 1,337.60 | |
| 64750 | 03/04/19 | 2,844.00 | SMARTSHEET.COM INC | | 92006 | 2/17/19-2/16/20 SUBS | 2,844.00 | |
| 64751 | 03/04/19 | 214.64 | SNAP-ON INDUSTRIAL | | 91988 | SMALL TOOLS | 214.64 | |
| 64752 | 03/04/19 | 681.52 | SPORTWORKS NORTHWEST, INC. | | 91979 | INVENTORY ORDER | 681.52 | |
| 64753 | 03/04/19 | 4,143.13 | THE AFTERMARKET PARTS CO LLC | | 91926 | INVENTORY ORDER | 60.46 | |
| | | | | | 91980 | INVENTORY ORDER | 1,138.49 | |
| | | | | | 91981 | INVENTORY ORDER | 113.55 | |
| | | | | | 91982 | RPR VEH # 1203 | 213.46 | |
| | | | | | 91983 | RPR VEH # 1203 | 1,974.20 | |
| | | | | | 92000 | VTA ARTIC LAMP UPGR | 512.00 | |
| | | | | | 92055 | CREDIT MEMO | -49.42 | |
| | | | | | 92056 | CREDIT MEMO | -100.49 | |
| | | | | | 92057 | CREDIT MEMO | -23.74 | |
| | | | | | 92058 | CREDIT MEMO | -61.05 | |
| | | | | | 92059 | CREDIT MEMO | -61.05 | |
| | | | | | 92060 | INVENTORY ORDER | 313.17 | |
| | | | | | 92075 | RPR VEH # 1203 | 113.55 | |
| 64754 | 03/04/19 | 222.87 | THE HON COMPANY LLC | | 92046 | DESK ASSEMBLY FEE | 222.87 | |
| 64755 | 03/04/19 | 74.33 | TORRES, ELMER | | 91917 | TRAVEL REIMBURSEMENT | 74.33 | |
| 64756 | 03/04/19 | 32.26 | UNITED PARCEL SERVICE | | 92061 | SHIPPING SERVICE | 32.26 | |
| 64757 | 03/04/19 | 595.00 | VISION COMMUNICATIONS | | 92001 | VTA ARTIC RADIO INST | 595.00 | |
| 64758 | 03/04/19 | 9,936.68 | VISION SERVICE PLAN | | 92004 | MAR 19 VISION INS | 9,936.68 | |
| 64759 | 03/04/19 | 150.00 | VU, THANH DR. MD | 7 | 92041 | DMV EXAM | 75.00 | |
| | | | | | 92042 | DMV EXAM | 75.00 | |
| 64760 | 03/04/19 | 56.00 | WORKFORCEQA LLC | | 92011 | JAN 19 MRO SERVICES | 56.00 | |
| 64761 | 03/04/19 | 47.84 | YAGI, RANDY | 0 | 92010 | MAR 19 RETIREE SUP | 47.84 | |

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| 64762 | 03/11/19 | 360.96 | ABC BUS INC | | 92161 | INVENTORY ORDER | 360.96 | |
| 64763 | 03/11/19 | 1,500.00 | ALLDATA LLC | | 92162 | 4/5-4/4/20 MAINTENAN | 1,500.00 | |
| 64764 | 03/11/19 | 806.38 | ALVEY, ERRON | | 92145 | TRAVEL REIMBURSEMENT | 806.38 | |
| 64765 | 03/11/19 | 52.69 | AMERICAN MESSAGING SVCS, LLC | | 92128 | 3/1-3/31 PAGERS | 52.69 | |
| 64766 | 03/11/19 | 185.18 | CATTO'S GRAPHICS, INC. | | 92148 | BUS FARE DECALS | 185.18 | |
| 64767 | 03/11/19 | 1,492.55 | CITY OF WATSONVILLE UTILITIES | | 92124 | 1/23-2/19 WATER WTC | 42.85 | |
| | | | | | 92125 | 1/22-2/19 WATER WTC | 81.46 | |
| | | | | | 92126 | 1/23-2/19 WATER WTC | 431.94 | |
| | | | | | 92127 | 2/22 WASTE WTC | 936.30 | |
| 64768 | 03/11/19 | 693.00 | CLAREMONT EAP | | 92168 | MAR 19 EAP | 693.00 | |
| 64769 | 03/11/19 | 52,340.96 | CLEAN ENERGY | | 92094 | 02/19 LNG | 8,235.01 | |
| | | | | | 92095 | 02/13 LNG | 8,221.29 | |
| | | | | | 92096 | 02/11 LNG | 8,261.65 | |
| | | | | | 92097 | 02/07 LNG | 8,212.40 | |
| | | | | | 92098 | 02/05 LNG | 6,046.27 | |
| | | | | | 92099 | 02/01 LNG | 5,884.80 | |
| | | | | | 92136 | 01/30 LNG | 7,479.54 | |
| 64770 | 03/11/19 | 131.10 | COAST PAPER & SUPPLY INC. | | 92184 | INVENTORY ORDER | 131.10 | |
| 64771 | 03/11/19 | 1,456.25 | COOPERATIVE PERSONNEL SERVICES | | 92170 | SEIU CLASS/COMP STDY | 1,456.25 | |
| 64772 | 03/11/19 | 287.48 | CREATIVE BUS SALES, INC. | | 92158 | INVENTORY ORDER | 287.48 | |
| 64773 | 03/11/19 | 20,702.17 | CUMMINS PACIFIC LLP | | 92130 | INVENTORY ORDER | 3,705.56 | |
| | | | | | 92135 | CREDIT MEMO | -273.13 | |
| | | | | | 92181 | RPR VEH # 2805 | 14,929.11 | |
| | | | | | 92182 | INVENTORY ORDER | 304.53 | |
| | | | | | 92190 | INVENTORY ORDER | 2,036.10 | |
| 64774 | 03/11/19 | 1,923.79 | EAST BAY TIRE CO. | | 92102 | TIRES | 185.68 | |
| | | | | | 92103 | TIRE DISPOSAL | 210.00 | |
| | | | | | 92183 | TIRES | 509.37 | |
| | | | | | 92187 | TIRES | 1,018.74 | |
| 64775 | 03/11/19 | 10,240.00 | EXPRESS SERVICES INC. | | 92149 | TEMP W/E 01/06/19 | 1,280.00 | |
| | | | | | 92150 | TEMP W/E 01/13/19 | 1,600.00 | |
| | | | | | 92151 | TEMP W/E 01/20/19 | 1,280.00 | |
| | | | | | 92152 | TEMP W/E 01/27/19 | 1,280.00 | |
| | | | | | 92153 | TEMP W/E 02/03/19 | 1,600.00 | |
| | | | | | 92154 | TEMP W/E 02/10/19 | 1,600.00 | |
| | | | | | 92155 | TEMP W/E 02/17/19 | 1,600.00 | |
| 64776 | 03/11/19 | 9,320.96 | GARDA CL WEST, INC. | | 92171 | MAR 19 VAULT SERVICE | 9,022.96 | |
| | | | | | 92172 | MAR 19 SERVICES | 298.00 | |

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| 64777 | 03/11/19 | 191.19 | HOSE SHOP, THE INC | | 92156 | SHOP AIR HOSE | 26.61 | |
| | | | | | 92157 | MAINTENANCE SUPPLIES | 28.27 | |
| | | | | | 92160 | SHOP AIR HOSE ASSY | 136.31 | |
| 64778 | 03/11/19 | 9,777.85 | JASPER WELLER LLC | | 92138 | RPR VEH # 2212, 2230 | 11,485.79 | |
| | | | | | 92139 | CREDIT MEMO | -10.85 | |
| | | | | | 92140 | CORE CREDIT | -623.88 | |
| | | | | | 92141 | CORE CREDIT | -623.88 | |
| | | | | | 92142 | CORE CREDIT | -623.88 | |
| | | | | | 92143 | CORE CREDIT | -4,340.00 | |
| | | | | | 92144 | CORE CREDIT | -4,340.00 | |
| | | | | | 92189 | RPR VEH # 1203 | 8,854.55 | |
| 64779 | 03/11/19 | 475.00 | JOHN A. DASH & ASSOCIATES | | 92169 | 5/1-4/30/20 WAGE RPT | 475.00 | |
| 64780 | 03/11/19 | 502.28 | KEISH ENVIRONMENTAL PC CORP | | 92147 | JAN 19 OUTFALL MIT | 502.28 | |
| 64781 | 03/11/19 | 199.56 | KELLER, J.J. & ASSOC., INC. | | 92163 | SUP TRAINING WKBKS | 199.56 | |
| 64782 | 03/11/19 | 75.00 | LONA, SERGIO GONZALEZ | | 92113 | DMV EXAM | 75.00 | |
| 64783 | 03/11/19 | 17,739.02 | MANFIELD OIL CO OF GAINSVILLE | | 92137 | 02/12 DIRSEL | 17,739.02 | |
| 64784 | 03/11/19 | 833.75 | MID VALLEY SUPPLY INC. | | 92146 | INVENTORY ORDER | 833.75 | |
| 64785 | 03/11/19 | 289.90 | MISSION UNIFORM | | 92109 | LAUNDRY SERVICE | 208.40 | |
| | | | | | 92110 | CUSTODIAL SUPPLIES | 50.00 | |
| | | | | | 92115 | CUSTODIAL SUPPLIES | 10.50 | |
| | | | | | 92116 | CUSTODIAL SUPPLIES | 10.50 | |
| | | | | | 92117 | CUSTODIAL SUPPLIES | 10.50 | |
| 64786 | 03/11/19 | 200.00 | NEOFUNDS BY NEOPOST DBA | | 92112 | ###-###-###-1598 | 200.00 | |
| 64787 | 03/11/19 | 109.98 | NEXTEL COMMUNICATIONS/SPRINT | | 92167 | 1/26-2/25 TVM WIRELE | 109.98 | |
| 64788 | 03/11/19 | 843.03 | PACIFIC GAS & ELECTRIC | | 92118 | 01/08-02/06 PARACRUZ | 843.03 | |
| 64789 | 03/11/19 | 359.54 | PACIFIC TRUCK PARTS, INC. | | 92193 | INVENTORY ORDER | 359.54 | |
| 64790 | 03/11/19 | 755.07 | PALACE ART & OFFICE SUPPLY | | 92111 | OFFICE SUPPLIES | 102.73 | |
| | | | | | 92119 | OFFICE SUPPLIES | 32.55 | |
| | | | | | 92120 | OFFICE SUPPLIES | 368.23 | |
| 64791 | 03/11/19 | 223.45 | RICOH USA, INC CA | | 92123 | OFFICE SUPPLIES | 251.56 | |
| 64792 | 03/11/19 | 106.35 | RUDDICK, SHONOA | | 92121 | 2/14-3/13 COPIER PC | 223.45 | |
| 64793 | 03/11/19 | 69.86 | SANTA CRUZ AUTO PARTS, INC. | | 92194 | TRAVEL REIMBURSEMENT | 106.35 | |
| | | | | | 92185 | CREDIT MEMO | -25.54 | |
| | | | | | 92186 | INVENTORY ORDER | 75.39 | |
| 64794 | 03/11/19 | 188.19 | SCWTD PETTY CASH - OPS | | 92188 | RPR VEH # 601 | 20.01 | |
| 64795 | 03/11/19 | 14,235.31 | THE AFTERMARKET PARTS CO LLC | | 92114 | REPLENISHMENT | 188.19 | |
| | | | | | 92104 | INVENTORY ORDER | 117.29 | |
| | | | | | 92105 | INVENTORY ORDER | 120.11 | |

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| 64796 | 03/11/19 | 003242 | 1,278.23 | THE JANEK CORPORATION | | 92106 | INVENTORY ORDER | 795.45 | |
| 64797 | 03/11/19 | 007 | 30.24 | UNITED PARCEL SERVICE | | 92131 | INVENTORY ORDER | 756.74 | |
| 64798 | 03/11/19 | 002829 | 6,582.98 | VALLEY POWER SYSTEMS, INC. | | 92132 | INVENTORY ORDER | 59.17 | |
| | | | | | | 92133 | CREDIT MEMO | -59.17 | |
| | | | | | | 92134 | INVENTORY ORDER | 113.55 | |
| | | | | | | 92177 | RPR VEH # 2305 | 45.57 | |
| | | | | | | 92178 | RPR VEH # 2305 | 131.79 | |
| | | | | | | 92179 | INVENTORY ORDER | 4,396.68 | |
| | | | | | | 92180 | INVENTORY ORDER | 4,910.60 | |
| | | | | | | 92191 | RPR VEH # 2805 | 998.90 | |
| | | | | | | 92192 | INVENTORY ORDER | 1,848.63 | |
| | | | | | | 92159 | RPR ELECTRONIC ITEMS | 1,278.23 | |
| | | | | | | 92129 | SHIPPING SERVICE | 30.24 | |
| | | | | | | 92107 | INVENTORY ORDER | 65.74 | |
| | | | | | | 92108 | INVENTORY ORDER | 183.54 | |
| | | | | | | 92164 | INVENTORY ORDER | 74.91 | |
| | | | | | | 92165 | INVENTORY ORDER | 4,930.41 | |
| | | | | | | 92166 | INVENTORY ORDER | 235.39 | |
| | | | | | | 92173 | INVENTORY ORDER | 99.11 | |
| | | | | | | 92174 | INVENTORY ORDER | 210.32 | |
| | | | | | | 92175 | INVENTORY ORDER | 851.84 | |
| | | | | | | 92176 | CREDIT MEMO | -68.28 | |
| 64799 | 03/11/19 | 221 | 2,662.51 | VEHICLE MAINTENANCE PROG INC | | 92100 | INVENTORY ORDER | 2,631.57 | |
| 64800 | 03/11/19 | 434 | 308.90 | VERIZON WIRELESS | 0 | 92101 | INVENTORY ORDER | 30.94 | |
| 64801 | 03/12/19 | T331 | 4.56 | GUTIERREZ, OSCAR | | 92122 | 1/2-2/1 TELECOM PC | 308.90 | |
| 64802 | 03/12/19 | 003440 | 90.00 | CASE #: WC-CM-658170 | | 92252 | CASE #: WC-CM-658170 | 4.56 | MANUAL |
| 64803 | 03/18/19 | 002069 | 343.00 | THEODORA PETROUTSAS | | 92253 | PROPANE GRILL RENTAL | 90.00 | MANUAL |
| 64804 | 03/18/19 | 003151 | 3,056.46 | PROPANE GRILL RENTAL | | 92320 | TENANT REPAIRS | 343.00 | |
| | | | | A TOOL SHED, INC. | | 92242 | INVENTORY ORDER | 1,972.51 | |
| | | | | ABC BUS INC | | 92263 | INVENTORY ORDER | 1,083.95 | |
| 64805 | 03/18/19 | 497A | 219.00 | AMERICAN PUBLIC TRANSPORTATION | | 92299 | JOB PLACEMENT AD | 219.00 | |
| 64806 | 03/18/19 | 003105 | 997.82 | AT&T MOBILITY | | 92304 | 1/13-2/23 BUS WIFI | 997.82 | |
| 64807 | 03/18/19 | 002802 | 4,304.97 | BATTERY SYSTEMS CORP | | 92240 | BATTERIES | 2,804.43 | |
| | | | | | | 92241 | BATTERIES | 1,500.54 | |
| 64808 | 03/18/19 | 001471 | 111.84 | CALIFORNIA CHAMBER OF COMMERCE | | 92255 | 2019 CA LABOR LAW PO | 111.84 | |
| 64809 | 03/18/19 | 588 | 6,900.86 | CALTIP | | 92223 | FEB 19 CODE = 5100 | 6,900.86 | |

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|--------------|------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 64810 | 03/18/19 | 4,650.15 | CAPITOL CLUTCH & BRAKE, INC. | | 92272 | INVENTORY ORDER | 3,355.08 | |
| 64811 | 03/18/19 | 5,637.30 | CASEY PRINTING, INC | | 92273 | INVENTORY ORDER | 1,295.07 | |
| 64812 | 03/18/19 | 6,477.69 | CLASSIC GRAPHICS | | 92205 | SPRING 19 HEADWAYS | 5,637.30 | |
| 64813 | 03/18/19 | 6,472.55 | CLEAN ENERGY | | 92247 | REPAINT VEH # 2813 | 6,477.69 | |
| 64814 | 03/18/19 | 1,125.08 | COAST PAPER & SUPPLY INC. | | 92303 | 02/21 LNG | 6,472.55 | |
| 64815 | 03/18/19 | 10,540.00 | COASTAL LANDSCAPING INC. DBA | | 92208 | INVENTORY ORDER | 1,125.08 | |
| 64816 | 03/18/19 | 254.56 | CREATIVE BUS SALES, INC. | | 92232 | OPS TREE/BRUSH REMOV | 7,650.00 | |
| 64817 | 03/18/19 | 975.59 | CUMMINS PACIFIC LLP | | 92233 | FEB 19 LANDSCAPING | 2,890.00 | |
| 64818 | 03/18/19 | 360.23 | DEPARTMENT OF TOXIC SUBSTANCE | | 92270 | RPR VEH # PCI715 | 254.56 | |
| 64819 | 03/18/19 | 338.46 | DIAZ, EDWARD | | 92203 | INVENTORY ORDER | 29.65 | |
| 64820 | 03/18/19 | 5,945.24 | EAST BAY TIRE CO. | | 92207 | INVENTORY ORDER | 945.94 | |
| 64821 | 03/18/19 | 1,500.00 | EUSSE-GIL, ANDREA | | 92319 | 425 FRONT STREET | 360.23 | |
| 64822 | 03/18/19 | 13,402.42 | EXPRESS SERVICES INC. | | 92238 | TRAVEL REIMBURSEMENT | 338.46 | |
| | | | | | 92195 | TIRES | 1,553.74 | |
| | | | | | 92196 | TIRES | 254.68 | |
| | | | | | 92293 | TIRES | 1,035.83 | |
| | | | | | 92294 | TIRES | 1,962.40 | |
| | | | | | 92295 | TIRES | 1,035.83 | |
| | | | | | 92296 | TIRES | 102.76 | |
| | | | | | 92222 | TRAVEL ADVANCE | 1,500.00 | |
| | | | | | 92234 | TEMP W/E 02/24/19 | 1,166.40 | |
| | | | | | 92235 | TEMP W/E 03/03/19 | 1,403.33 | |
| | | | | | 92239 | TEMP W/E 03/03/19 | 256.00 | |
| | | | | | 92300 | TEMP W/E 03/03/19 | 1,600.00 | |
| | | | | | 92301 | TEMP W/E 02/24/19 | 1,280.00 | |
| | | | | | 92315 | TEMP W/E 03/03/19 | 919.36 | |
| | | | | | 92316 | TEMP W/E 03/03/19 | 901.80 | |
| | | | | | 92317 | TEMP W/E 02/24/19 | 919.36 | |
| | | | | | 92318 | TEMP W/E 02/24/19 | 721.44 | |
| | | | | | 92321 | TEMP W/E 02/24/19 | 1,280.00 | |
| | | | | | 92322 | TEMP W/E 03/03/19 | 1,600.00 | |
| | | | | | 92331 | TEMP W/E 03/03/19 | 747.23 | |
| | | | | | 92332 | TEMP W/E 02/24/19 | 607.50 | |
| | | | | | 92307 | TENANT REPAIRS | 112.18 | |
| | | | | | 92308 | TENANT REPAIRS | 107.80 | |
| | | | | | 92309 | TENANT REPAIRS | 175.69 | |
| | | | | | 92310 | TENANT REPAIRS | 674.16 | |
| | | | | | 92311 | TENANT REPAIRS | 377.10 | |
| 64823 | 03/18/19 | 3,111.29 | FERGUSON ENTERPRISES INC. #795 | | | | | |

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|--------------|------------|---------------------|-------------|--------------------------------|---------------|-------------------------|--------------------|---------|
| 64824 | 03/18/19 | 9,610.09 | 002952 | FLYERS ENERGY LLC | 92312 | TENANT REPAIRS | 884.41 | |
| | | | | | 92313 | TENANT REPAIRS | -101.60 | |
| | | | | | 92314 | TENANT REPAIRS | 881.55 | |
| | | | | | 92206 | PROPANE-FORKLIFT/TUG | 44.20 | |
| | | | | | 92260 | 2/16-2/28 FUEL | 1,836.85 | |
| | | | | | 92292 | 2/16-2/28 FUEL | 7,729.04 | |
| 64825 | 03/18/19 | 4,500.00 | 647 | GENFARE A DIV OF SPX CORP | 92327 | INSTALL TWM3 UPGRADE | 4,500.00 | |
| 64826 | 03/18/19 | 2,316.56 | 117 | GILLIG LLC | 92204 | INVENTORY ORDER | 74.79 | |
| | | | | | 92211 | TEST STRAP EXTENSION | 4.48 | |
| | | | | | 92246 | VTA - FIRST AID KITS | 838.60 | |
| | | | | | 92250 | INVENTORY ORDER | 697.29 | |
| | | | | | 92251 | INVENTORY ORDER | 701.40 | |
| | | | | | 92202 | PARTS BOOK LABELS | 36.52 | |
| 64827 | 03/18/19 | 36.52 | 282 | GRAINGER | 92231 | RPR SMC GREASE TRAP | 73.42 | |
| 64828 | 03/18/19 | 73.42 | 546 | GRANITEROCK COMPANY | 92231 | RPR SMC GREASE TRAP | 73.42 | |
| | | | | | 92221 | HILL, CAYLA | 1,500.00 | |
| 64829 | 03/18/19 | 1,500.00 | E984 | IO, RODNEY H | 92201 | TRAVEL ADVANCE | 441.47 | |
| 64830 | 03/18/19 | 441.47 | 003327 | JOBBERS EQUIPMENT WAREHOUSE | 92213 | RPR VEH # PC1126 | 1,500.00 | |
| 64831 | 03/18/19 | 169.00 | 003230 | KELLEY'S SERVICE INC. | 92213 | SHOP EQUIPMENT PARTS | 169.00 | |
| 64832 | 03/18/19 | 1,672.04 | 1117 | KEY GOVERNMENT FINANCE INC | 92209 | SAFETY - GLOVES | 1,590.89 | |
| | | | | | 92249 | RPR VEH # 502 | 81.15 | |
| 64833 | 03/18/19 | 23,627.38 | 003366 | KURT FOUTS ARBORIST CONSULTANT | 92328 | MAR 19 LEASE | 23,627.38 | |
| 64834 | 03/18/19 | 145.00 | 003251 | MISSION UNIFORM | 92306 | EUCALYPTUS TREE EVAL | 145.00 | |
| 64835 | 03/18/19 | 70.50 | 041 | OJO TECHNOLOGY, INC. | 92306 | LAUNDRY SERVICE | 36.00 | |
| | | | | | 92305 | CUSTODIAL SUPPLIES | 34.50 | |
| 64836 | 03/18/19 | 92.50 | 002940 | PACIFIC GAS & ELECTRIC | 92274 | PROG/CONFIG SEC CAM | 92.50 | |
| 64837 | 03/18/19 | 17,652.95 | 009 | PALACE ART & OFFICE SUPPLY | 92228 | 1/24-2/25 GOLF CLUB | 7,163.15 | |
| | | | | | 92229 | 1/24-2/24 1122 RIVER | 2,259.59 | |
| | | | | | 92230 | 1/24-2/25 VERNON | 5,348.18 | |
| | | | | | 92254 | 1/29-2/27 PACIFIC | 2,610.97 | |
| | | | | | 92289 | 1/25-2/25 RIVER GAS | 271.06 | |
| 64838 | 03/18/19 | 201.23 | 023 | PACIFIC TRUCK PARTS, INC. | 92268 | INVENTORY ORDER | 52.39 | |
| | | | | | 92269 | INVENTORY ORDER | 148.84 | |
| 64839 | 03/18/19 | 794.93 | 043 | PALACE ART & OFFICE SUPPLY | 92219 | OFFICE SUPPLIES | 360.45 | |
| | | | | | 92220 | OFFICE SUPPLIES | 29.02 | |
| | | | | | 92290 | CREDIT MEMO | -11.67 | |
| | | | | | 92291 | OFFICE SUPPLIES | 417.13 | |
| 64840 | 03/18/19 | 36,742.70 | 002939 | PREFERRED BENEFIT | 92326 | MAR 19 DENTAL INSUR | 36,742.70 | |
| 64841 | 03/18/19 | 159.68 | 107A | PROBUILD COMPANY LLC | 92281 | TENANT REPAIRS | 5.87 | |
| | | | | | 92282 | TENANT REPAIRS | 42.86 | |

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|--------------|------------|--------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 64842 | 03/18/19 | E969 | 321.40 | PYE, GINA | | 92283 | TENANT REPAIRS | 17.64 | |
| 64843 | 03/18/19 | 882 | 3,854.35 | RANDY WEST | 7 | 92284 | TENANT REPAIRS | 11.76 | |
| | | | | | | 92285 | TENANT REPAIRS | 46.74 | |
| | | | | | | 92286 | MAINTENANCE SUPPLIES | 34.81 | |
| | | | | | | 92275 | REIMBURSEMENT | 321.40 | |
| | | | | | | 92216 | OPS FORMS-ADD'L PAY | 453.39 | |
| | | | | | | 92217 | OPS FORMS - TIME OFF | 1,309.91 | |
| | | | | | | 92218 | BUS OPERATOR MANUAL | 2,091.05 | |
| 64844 | 03/18/19 | 001153 | 639.17 | REPUBLIC ELEVATOR COMPANY INC | | 92267 | MAR 19 ELEV MAINT | 639.17 | |
| 64845 | 03/18/19 | 003154 | 3,030.05 | ROMAINE ELECTRIC CORP | | 92248 | INVENTORY ORDER | 3,030.05 | |
| 64846 | 03/18/19 | 045 | 529.98 | ROYAL WHOLESale ELECTRIC | | 92210 | ELECTRICAL SUPPLIES | 496.47 | |
| | | | | | | 92287 | MAINTENANCE SUPPLIES | 13.03 | |
| | | | | | | 92288 | TENANT REPAIRS | 20.48 | |
| 64847 | 03/18/19 | 135 | 234.31 | SANTA CRUZ AUTO PARTS, INC. | | 92212 | INVENTORY ORDER | 74.20 | |
| | | | | | | 92214 | INVENTORY ORDER | 34.62 | |
| | | | | | | 92215 | INVENTORY ORDER | 125.49 | |
| 64848 | 03/18/19 | 079 | 281.27 | SANTA CRUZ MUNICIPAL UTILITIES | | 92280 | 1/11-2/11 WATER PC | 281.27 | |
| 64849 | 03/18/19 | 122 | 300.00 | SCMTD PETTY CASH - OPS | | 92334 | PETTY CASH INC - OPS | 300.00 | |
| 64850 | 03/18/19 | 002459 | 437.81 | SCOTT'S VALLEY WATER DISTRICT | | 92277 | FEB 19 REC WATER SVT | 39.33 | |
| | | | | | | 92278 | 12/6-2/4 SVT WATER | 378.07 | |
| | | | | | | 92279 | 12/6-2/4 FIRE SVT | 20.41 | |
| 64851 | 03/18/19 | 003365 | 5,000.00 | SHUTTLE BUS LEASING CORP | | 92330 | 3/22-4/21 ARTIC LEAS | 5,000.00 | |
| 64852 | 03/18/19 | 001277 | 1,800.00 | SJB GLOBALNET, INC. | | 92325 | MAR 19 IT SUPPORT | 1,800.00 | |
| 64853 | 03/18/19 | 003292 | 2,374.24 | SLINGSHOT CONNECTIONS LLP | | 92323 | TEMP W/E 03/03/19 | 1,337.60 | |
| | | | | | | 92324 | TEMP W/E 02/24/19 | 1,036.64 | |
| 64854 | 03/18/19 | 003425 | 393,333.37 | SYNCRMATICS CORPORATION | | 92329 | AVL - MILESTONE #2 | 393,333.37 | |
| 64855 | 03/18/19 | 366 | 379.97 | TENNANT COMPANY | | 92271 | INVENTORY ORDER | 379.97 | |
| 64856 | 03/18/19 | 001040 | 130.90 | TERRYBERRY CO., LLC | | 92333 | EMPLOYEE AWARD | 130.90 | |
| 64857 | 03/18/19 | 003285 | 4,858.62 | THE AFTERMARKET PARTS CO LLC | | 92197 | INVENTORY ORDER | 551.50 | |
| | | | | | | 92198 | INVENTORY ORDER | 607.42 | |
| | | | | | | 92199 | RPR VEH # 1207 | 224.08 | |
| | | | | | | 92200 | INVENTORY ORDER | 1,892.65 | |
| | | | | | | 92243 | INVENTORY ORDER | 34.28 | |
| | | | | | | 92244 | INVENTORY ORDER | 263.27 | |
| | | | | | | 92256 | RPR VEH # 2211 | 230.99 | |
| | | | | | | 92257 | INVENTORY ORDER | 197.11 | |
| | | | | | | 92258 | INVENTORY ORDER | 521.10 | |
| | | | | | | 92259 | INVENTORY ORDER | 124.85 | |

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|--------------|------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 64858 | 03/18/19 | 76.36 | UNITED PARCEL SERVICE | | 92298 | RPR VEH # 1001, 2217 | 211.37 | |
| 64859 | 03/18/19 | 55.00 | UNITED STATES POST OFFICE | | 92297 | SHIPPING SERVICE | 76.36 | |
| 64860 | 03/18/19 | 164.56 | VALLEY POWER SYSTEMS, INC. | | 92237 | COIL OF 100 STAMPS | 55.00 | |
| | | | | | 92261 | INVENTORY ORDER | 65.16 | |
| 64861 | 03/18/19 | 9,331.75 | VISION COMMUNICATIONS | | 92262 | INVENTORY ORDER | 99.40 | |
| | | | | | 92224 | KITE HILL B/U REPEAT | 804.25 | |
| 64862 | 03/18/19 | 225.00 | VU, THANH DR. MD | 7 | 92264 | 11/30-1/10 RADIO RPR | 8,527.50 | |
| | | | | | 92225 | DMV EXAM | 75.00 | |
| | | | | | 92226 | DMV EXAM | 75.00 | |
| | | | | | 92227 | DMV EXAM | 75.00 | |
| 64863 | 03/18/19 | 550.00 | WATER TECH SPECIALTIES INC | | 92265 | DEC 18 CHEMICAL TEST | 275.00 | |
| | | | | | 92266 | FEB 19 CHEMICAL TEST | 275.00 | |
| 64864 | 03/18/19 | 664.30 | WORKIN.COM, INC. | | 92302 | JOB PLACEMENT AD | 664.30 | |
| 64865 | 03/18/19 | 63.74 | ZEE MEDICAL SERVICE CO. | | 92276 | SAFETY SUPPLIES | 63.74 | |
| 64866 | 03/25/19 | 33.00 | A TOOL SHED, INC. | | 92558 | TENANT REPAIRS | 33.00 | |
| 64867 | 03/25/19 | 1,649.49 | ABC BUS INC | | 92419 | INVENTORY ORDER | 1,256.91 | |
| | | | | | 92536 | INVENTORY ORDER | 392.58 | |
| 64868 | 03/25/19 | 3,055.00 | ACTS - ALLIANCE CAREER | | 92399 | OUTLOOK TRAINING | 3,055.00 | |
| 64869 | 03/25/19 | 81.09 | AITKEN, ANGELA | | 92406 | REIMBURSEMENT | 81.09 | |
| 64870 | 03/25/19 | 145.74 | ALWAYS UNDER PRESSURE | | 92512 | MAINTENANCE SUPPLIES | 145.74 | |
| 64871 | 03/25/19 | 3,286.32 | AT&T | | 92343 | 2/1-2/28 PT 2 PT WTC | 573.33 | |
| | | | | | 92524 | 2/10-3/9 INTERNET | 889.38 | |
| | | | | | 92559 | 2/13-3/12 PT TO PT | 1,823.61 | |
| 64872 | 03/25/19 | 32.43 | B & B SMALL ENGINE CORP | | 92523 | MAINTENANCE SUPPLIES | 32.43 | |
| 64873 | 03/25/19 | 2,500.90 | BATTERY SYSTEMS CORP | | 92493 | BATTERIES | 2,500.90 | |
| 64874 | 03/25/19 | 191.73 | BENSON, EDDIE | | 92448 | TRAVEL REIMBURSEMENT | 191.73 | |
| 64875 | 03/25/19 | 4,217.50 | BOWMAN & WILLIAMS INC | | 92409 | FEB 19 PAC ST SURVEY | 4,217.50 | |
| 64876 | 03/25/19 | 1,535.53 | CALIF DEPT OF TRANSPORTATION | | 92470 | REFUND GRANT OVERAGE | 1,535.53 | |
| 64877 | 03/25/19 | 1,092.27 | CALTRONICS BUSINESS SYSTEMS | | 92538 | PRINTING SUPPLIES | 194.22 | |
| | | | | | 92539 | PRINTING SUPPLIES | 277.50 | |
| | | | | | 92540 | PRINTING SUPPLIES | 125.64 | |
| | | | | | 92541 | PRINTING SUPPLIES | 16.39 | |
| | | | | | 92542 | PRINTING SUPPLIES | 239.26 | |
| | | | | | 92543 | PRINTING SUPPLIES | 239.26 | |
| 64878 | 03/25/19 | 3,000.00 | CENTER FOR TRANSPORTATION AND | | 92372 | 2019 MEMBERSHIP | 3,000.00 | |
| 64879 | 03/25/19 | 162.89 | CITY OF SANTA CRUZ FINANCE RRF | | 92092 | CREDIT MEMO - CRX | -243.58 | |
| | | | | | 92093 | JAN 19 LANDFILL | 89.11 | |
| | | | | | 92562 | FEB 19 LANDFILL | 317.36 | |

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|--------------|------------|--------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 64880 | 03/25/19 | 909 | 6,477.69 | CLASSIC GRAPHICS | | 92525 | REPAINT BUS 2219 | 6,477.69 | |
| 64881 | 03/25/19 | 001124 | 36,011.21 | CLEAN ENERGY | | 92437 | 03/05 LNG | 6,752.55 | |
| | | | | | | 92438 | 03/01 LNG | 6,029.49 | |
| | | | | | | 92439 | 02/27 LNG | 7,745.75 | |
| | | | | | | 92440 | 02/25 LNG | 8,136.51 | |
| | | | | | | 92441 | 02/15 LNG | 7,346.91 | |
| 64882 | 03/25/19 | 075 | 62.97 | COAST PAPER & SUPPLY INC. | | 92410 | INVENTORY ORDER | 62.97 | |
| 64883 | 03/25/19 | 003034 | 2,890.00 | COASTAL LANDSCAPING INC. DBA | | 92342 | MAR 19 LANDSCAPING | 2,890.00 | |
| 64884 | 03/25/19 | 002814 | 103.73 | CREATIVE BUS SALES, INC. | | 92520 | INVENTORY ORDER | 47.00 | |
| | | | | | | 92528 | INVENTORY ORDER | 56.73 | |
| 64885 | 03/25/19 | 003116 | 11,793.10 | CUMMINS PACIFIC LLP | | 92434 | INVENTORY ORDER | 2,725.66 | |
| | | | | | | 92435 | RPR VEH # 2101 | 278.04 | |
| | | | | | | 92518 | RPR VEH # 2101 | 370.98 | |
| | | | | | | 92519 | INVENTORY ORDER | 2,933.29 | |
| | | | | | | 92530 | INVENTORY ORDER | 5,485.13 | |
| 64886 | 03/25/19 | 003070 | 503.75 | D & M TRAFFIC SERVICES INC | | 92403 | ALUMINUM SIGN MATER | 503.75 | |
| 64887 | 03/25/19 | 003274 | 7,415.33 | EAST BAY TIRE CO. | | 92460 | TIRES | 183.07 | |
| | | | | | | 92461 | TIRES | 2,589.56 | |
| | | | | | | 92462 | TIRES | 558.71 | |
| | | | | | | 92463 | FLAT REPAIR | 44.37 | |
| | | | | | | 92469 | FLAT REPAIR | 28.87 | |
| | | | | | | 92476 | TIRES | 1,035.83 | |
| | | | | | | 92477 | TIRES | 1,035.83 | |
| | | | | | | 92478 | TIRES | 460.18 | |
| | | | | | | 92479 | TIRES | 254.68 | |
| | | | | | | 92480 | TIRES | 509.37 | |
| | | | | | | 92481 | TIRES | 460.18 | |
| | | | | | | 92482 | TIRES | 254.68 | |
| 64888 | 03/25/19 | 003153 | 2,686.00 | ENVIRONMENTAL LOGISTICS INC | | 92360 | 2/6 HAZARDOUS WASTE | 2,686.00 | |
| 64889 | 03/25/19 | 432 | 3,651.00 | EXPRESS SERVICES INC. | | 92445 | TEMP W/E 03/10/19 | 1,149.20 | |
| | | | | | | 92446 | TEMP W/E 03/10/19 | 901.80 | |
| | | | | | | 92447 | TEMP W/E 03/10/19 | 1,600.00 | |
| 64890 | 03/25/19 | 039 | 1,025.30 | FEDEX OFFICE | | 92401 | SPRING HEADWAYS PRIN | 980.63 | |
| | | | | | | 92402 | POSTER PRINTING | 44.67 | |
| 64891 | 03/25/19 | 001172 | 196.13 | FERGUSON ENTERPRISES INC. #795 | | 92340 | TENANT REPAIRS | 27.71 | |
| | | | | | | 92341 | TENANT REPAIRS | 345.81 | |
| | | | | | | 92374 | MAINTENANCE SUPPLIES | 29.95 | |
| | | | | | | 92375 | MAINTENANCE SUPPLIES | 62.39 | |

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| 64899 | 03/25/19 | 943.92 | KAADY CHEMICAL LLC | | 92388 | RPR VEH # 2210 | 576.48 | |
| 64900 | 03/25/19 | 414.00 | KEISH ENVIRONMENTAL PC CORP | | 92465 | RPR VEH # 9816 | 722.37 | |
| 64901 | 03/25/19 | 72.00 | KELAITA, MARGARET | | 92537 | NON-INVENTORY ORDER | 95.09 | |
| 64902 | 03/25/19 | 1,157.80 | KELLEY'S SERVICE INC. | | 92436 | BUS WASHER SUPPLIES | 943.92 | |
| | | | | | 92339 | FEB 19 OUTFALL MIT | 414.00 | |
| | | | | | 92425 | REFUND PARACRUZ COUP | 72.00 | |
| | | | | | 92389 | CREDIT MEMO | -17.48 | |
| | | | | | 92390 | INVENTORY ORDER | 271.77 | |
| | | | | | 92455 | INVENTORY ORDER | 29.99 | |
| | | | | | 92456 | INVENTORY ORDER | 81.02 | |
| | | | | | 92471 | WTR FORKLIFT BATTERY | 19.15 | |
| | | | | | 92485 | INVENTORY ORDER | 12.99 | |
| | | | | | 92486 | CREDIT MEMO | -12.99 | |
| | | | | | 92487 | NON-INVENTORY ORDER | 205.04 | |
| | | | | | 92488 | RPR VEH # 601 | 5.94 | |
| | | | | | 92489 | RPR VEH # 804 | 314.03 | |
| | | | | | 92490 | BATTERY CABLES | 240.90 | |
| | | | | | 92491 | INVENTORY ORDER | 12.62 | |
| | | | | | 92492 | CREDIT MEMO | -5.18 | |
| 64903 | 03/25/19 | 1,626.97 | KIMBALL MIDWEST | | 92386 | NON-INVENTORY ORDER | 1,626.97 | |
| 64904 | 03/25/19 | 425.00 | MAKAI SOLUTIONS | | 92370 | LIFT INSPECTION BAY4 | 425.00 | |
| 64905 | 03/25/19 | 19,029.03 | MANSFIELD OIL CO OF GAINSVILLE | | 92468 | 03/04 DIRSEL | 19,029.03 | |
| 64906 | 03/25/19 | 2,155.21 | MGP XI REIT LLC | | 92422 | APR 19 RENT | 2,155.21 | |
| 64907 | 03/25/19 | 378.01 | MISSION UNIFORM | | 92338 | CUSTODIAL SUPPLIES | 34.50 | |
| | | | | | 92393 | CUSTODIAL SUPPLIES | 50.00 | |
| | | | | | 92394 | LAUNDRY SERVICE | 208.01 | |
| | | | | | 92550 | LAUNDRY SERVICE | 85.50 | |
| 64908 | 03/25/19 | 27.31 | NIDAL HALABI & NADA ALGHARIB | | 92404 | BOD NAMEPLATE | 27.31 | |
| 64909 | 03/25/19 | 432.95 | NORTH BAY FORD LINC-MERCURY | | 92513 | RPR VEH # PC1713 | 432.95 | |
| 64910 | 03/25/19 | 3,108.40 | PACIFIC GAS & ELECTRIC | | 92443 | 2/4-3/5 SVT TVM | 55.01 | |
| | | | | | 92556 | 2/4-3/5 SVT, WTC, PS | 3,053.39 | |
| 64911 | 03/25/19 | 1,302.58 | PACIFIC TRUCK PARTS, INC. | | 92457 | INVENTORY ORDER | 174.61 | |
| 64912 | 03/25/19 | 400.25 | PALACE ART & OFFICE SUPPLY | | 92458 | INVENTORY ORDER | 1,127.97 | |
| | | | | | 92395 | DATE STAMP - FLEET | 95.59 | |
| | | | | | 92405 | OFFICE SUPPLIES | 192.80 | |
| 64913 | 03/25/19 | 1,790.00 | PEDALERS EXPRESS | | 92529 | OFFICE SUPPLIES | 111.86 | |
| 64914 | 03/25/19 | 47.84 | PEREZ, CHERYL | 7 | 92344 | JAN 19 SERVICES | 1,790.00 | |
| | | | | | 92546 | APR 19 RETIREE SUP | 47.84 | |

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 03/01/19 THRU 03/31/19

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 64915 | 03/25/19 | 503.00 | PIED PIPER EXTERMINATORS, INC. | | 92361 | MAR 19 PEST GOLF CL | 67.50 | |
| | | | | | 92362 | MAR 19 PEST VERNON | 190.50 | |
| | | | | | 92363 | MAR 19 PEST OPS CRK | 105.00 | |
| | | | | | 92364 | MAR 19 PEST 1200 RIV | 62.50 | |
| | | | | | 92365 | MAR 19 PEST WTC REST | 77.50 | |
| 64916 | 03/25/19 | 250.00 | POLAR RADIATOR SERVICE INC | | 92475 | RPR VEH # 1001 | 250.00 | |
| 64917 | 03/25/19 | 677.21 | PREFERRED PLUMBING, INC. | | 92369 | TENANT REPAIRS | 677.21 | |
| 64919 | 03/25/19 | 2,262.16 | PROBUILD COMPANY LLC | | 92335 | TENANT REPAIRS | 25.14 | |
| | | | | | 92336 | TENANT REPAIRS | 35.38 | |
| | | | | | 92337 | TENANT REPAIRS | 48.17 | |
| | | | | | 92366 | TENANT REPAIRS | 4.41 | |
| | | | | | 92367 | TENANT REPAIRS | 20.82 | |
| | | | | | 92368 | TENANT REPAIRS | 123.96 | |
| | | | | | 92376 | TENANT REPAIRS | 103.06 | |
| | | | | | 92377 | TENANT REPAIRS | 19.65 | |
| | | | | | 92378 | TENANT REPAIRS | 45.56 | |
| | | | | | 92379 | TENANT REPAIRS | 20.82 | |
| | | | | | 92380 | TENANT REPAIRS | 58.95 | |
| | | | | | 92381 | TENANT REPAIRS | 15.23 | |
| | | | | | 92412 | TENANT REPAIRS | 10.80 | |
| | | | | | 92413 | TENANT REPAIRS | 10.25 | |
| | | | | | 92414 | TENANT REPAIRS | 14.38 | |
| | | | | | 92415 | TENANT REPAIRS | 11.76 | |
| | | | | | 92499 | TENANT REPAIRS | 10.90 | |
| | | | | | 92500 | CREDIT MEMO | -5.45 | |
| | | | | | 92501 | TENANT REPAIRS | 3.63 | |
| | | | | | 92502 | SMALL TOOLS | 31.81 | |
| | | | | | 92503 | TENANT REPAIRS | 99.47 | |
| | | | | | 92504 | TENANT REPAIRS | 38.91 | |
| | | | | | 92505 | TENANT REPAIRS | 6.68 | |
| | | | | | 92506 | TENANT REPAIRS | 3.60 | |
| | | | | | 92507 | TENANT REPAIRS | 431.51 | |
| | | | | | 92508 | TENANT REPAIRS | 75.28 | |
| | | | | | 92521 | TENANT REPAIRS | 34.20 | |
| | | | | | 92551 | TENANT REPAIRS | 42.45 | |
| | | | | | 92552 | TENANT REPAIRS | 524.32 | |
| | | | | | 92553 | TENANT REPAIRS | 132.97 | |
| | | | | | 92554 | TENANT REPAIRS | 22.99 | |

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|--------------|------------|--------------|------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 64920 | 03/25/19 | 3,415.00 | PROTERA, INC. | | 92555 | TENANT REPAIRS | 240.55 | |
| 64921 | 03/25/19 | 459.90 | QUEST DIAGNOSTIC INC. | | 92430 | MOLD INSPECTION SMC | 1,550.00 | |
| 64922 | 03/25/19 | 1,761.18 | ROCHA, FEDERICO G. | | 92431 | ASBESTOS SURVEY SMC | 1,865.00 | |
| 64923 | 03/25/19 | 97.09 | ROSSI, DENISE | 0 | 92424 | JAN-FEB 19 DRUG TEST | 459.90 | |
| 64924 | 03/25/19 | 121.24 | ROYAL WHOLESAL ELEC | | 92408 | TRAVEL REIMBURSEMENT | 1,761.18 | |
| 64925 | 03/25/19 | 449.37 | SANTA CRUZ AUTO PARTS, INC. | | 92547 | APR 19 RETIREE SUP | 97.09 | |
| | | | | | 92509 | TENANT REPAIRS | 121.24 | |
| | | | | | 92391 | INVENTORY ORDER | 40.72 | |
| | | | | | 92392 | INVENTORY ORDER | 36.31 | |
| | | | | | 92459 | INVENTORY ORDER | 204.90 | |
| | | | | | 92474 | INVENTORY ORDER | 43.40 | |
| | | | | | 92494 | INVENTORY ORDER | 62.16 | |
| | | | | | 92495 | INVENTORY ORDER | 34.54 | |
| | | | | | 92496 | INVENTORY ORDER | 27.34 | |
| | | | | | 92544 | IT SUPPLIES | 43.35 | |
| 64926 | 03/25/19 | 43.35 | SANTA CRUZ ELECTRONICS, INC. | | 92442 | SHREDDING SERVICE | 160.00 | |
| 64927 | 03/25/19 | 160.00 | SANTA CRUZ RECORDS MNGMT INC | | 92549 | REPLENISHMENT | 455.25 | |
| 64928 | 03/25/19 | 455.25 | SCMTD PETTY CASH - FINANCE | | 92348 | MAR 19 LEGISLATIVE | 2,500.00 | |
| 64929 | 03/25/19 | 2,500.00 | SHAW / YODER / ANTIWIH, INC. | | 92423 | APR 19 RENT | 15,604.25 | |
| 64930 | 03/25/19 | 15,604.25 | SOQUEL III ASSOCIATES | 7 | 92526 | EE ANNIVERSARY AWARD | 120.32 | |
| 64931 | 03/25/19 | 120.32 | TERRYBERRY CO., LLC | | 92417 | INVENTORY ORDER | 38.83 | |
| 64932 | 03/25/19 | 11,416.40 | THE AFTERMARKET PARTS CO LLC | | 92427 | VTA - LAMP UPGRADE | 187.97 | |
| | | | | | 92433 | INVENTORY ORDER | 23.86 | |
| | | | | | 92452 | INVENTORY ORDER | 4,177.87 | |
| | | | | | 92453 | RPR VEH # 2318 | 240.69 | |
| | | | | | 92454 | INVENTORY ORDER | 3,444.73 | |
| | | | | | 92466 | INVENTORY ORDER | 749.69 | |
| | | | | | 92516 | INVENTORY ORDER | 278.33 | |
| | | | | | 92517 | RPR VEH # 1209 | 1,955.71 | |
| | | | | | 92527 | VTA - LAMP UPGRADE | 11.52 | |
| | | | | | 92534 | FORKLIFT 704 PM SVC | 307.20 | |
| 64933 | 03/25/19 | 117.00 | TOYOTA MATERIAL HANDLING | 7 | 92426 | ****-****-****-5056 | 117.00 | |
| 64934 | 03/25/19 | 17,977.92 | U.S. BANK | | 92464 | SHIPPING SERVICE | 17,977.92 | |
| 64935 | 03/25/19 | 84.04 | UNITED PARCEL SERVICE | | 92432 | FREIGHT | 84.04 | |
| 64936 | 03/25/19 | 154.20 | UPS FREIGHT | | 92382 | RPR VEH # 1001 | 154.20 | |
| 64937 | 03/25/19 | 272.94 | VALLEY POWER SYSTEMS, INC. | | 92383 | INVENTORY ORDER | 25.13 | |
| | | | | | 92384 | INVENTORY ORDER | 47.46 | |
| | | | | | | | 2.37 | |

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DATE 04/01/19 14:08

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 03/01/19 THRU 03/31/19

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------|-------------------------|-------------|---------------|-------------------------|--------------------|--------------|
| 64938 | 03/25/19 | | 221.76 | VERIZON WIRELESS | 0 | 92429 | INVENTORY ORDER | 3.93 | |
| 64939 | 03/25/19 | E1029 | 327.08 | VILLARRUEL, MIGUEL | | 92416 | RPR VEH # 1001 | 20.35 | |
| 64940 | 03/25/19 | 001353 | 881.52 | VISION COMMUNICATIONS | | 92515 | INVENTORY ORDER | 128.92 | |
| 64941 | 03/25/19 | 001506 | 6,146.14 | WESTERN STATES OIL CO. | | 92535 | INVENTORY ORDER | 44.78 | |
| 64942 | 03/25/19 | 186 | 37.96 | WILSON, GEORGE H., INC. | | 92429 | 2/2-3/1 POINT2POINT | 221.76 | |
| 64943 | 03/25/19 | 915 | 342.15 | WORKIN.COM, INC. | | 92373 | TRAVEL REIMBURSEMENT | 327.08 | |
| 64944 | 03/25/19 | M088 | 47.84 | YAGI, RANDY | 0 | 92418 | 3 HANDHELD RADIOS | 881.52 | |
| 64945 | 03/25/19 | 147 | 331.57 | ZEE MEDICAL SERVICE CO. | | 92444 | INVENTORY ORDER | 6,146.14 | |
| | | | | | | 92407 | TENANT REPAIRS | 37.96 | |
| | | | | | | 92548 | JOB PLACEMENT AD | 342.15 | |
| | | | | | | 92497 | APR 19 RETIREE SUP | 47.84 | |
| | | | | | | 92498 | FIRST AID SUPPLIES | 267.99 | |
| | | | | | | 92563 | FIRST AID SUPPLIES | 63.58 | |
| | | | | | | | OPS SECURITY SURV | 67,653.30 | |
| 64946 | 03/25/19 | 002940 | 67,653.30 | OJO TECHNOLOGY, INC. | | | | | |
| TOTAL | | | 1,278,789.55 | ACCOUNTS PAYABLE | | | TOTAL CHECKS | 261 | 1,278,789.55 |



DATE: April 26, 2019
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: ACCEPT AND FILE MINUTES OF THE FEBRUARY 20, 2019 MAC MEETING, THE MARCH 22, 2019 BOARD OF DIRECTORS MEETING, THE MARCH 22, 2019 SCCIC MEETING AND THE APRIL 19, 2019 CAPITAL PROJECTS STANDING CAPITAL COMMITTEE MEETING

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes of the February 20, 2019 MAC Meeting, the March 22, 2019 Santa Cruz Civic Improvement Corporation (SCCIC), the March 22, 2019 Board of Directors Meeting and the April 19, 2019 Capital Projects Standing Committee Meeting

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) February 20, 2019 METRO Advisory Committee (MAC) Meeting, the March 22, 2019 Santa Cruz Civic Improvement Corporation (SCCIC), the March 22, 2019 Board of Directors Meeting and the April 19, 2019 Capital Projects Standing Committee Meeting.
- Each meeting staff will provide minutes from the previous METRO Board and Committee meetings.

III. DISCUSSION/BACKGROUND

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

None.

VI. ATTACHMENTS

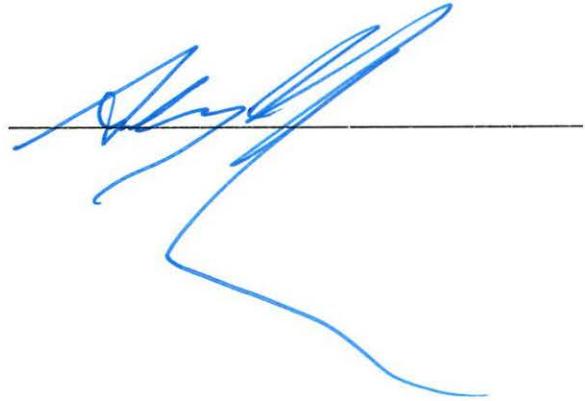
Attachment A: Minutes for the METRO Advisory Committee Meeting of February 20, 2019

- Attachment B:** Draft minutes for the Santa Cruz Civic Improvement Corporation Meeting of March 22, 2019
- Attachment C:** Draft minutes for the Board of Directors Meeting of March 22, 2019
- Attachment D:** Draft minutes for the Capital Projects Standing Committee Meeting of April 19, 2019

Prepared by: Donna Bauer, Administrative Assistant
Gina Pye, Executive Assistant

VII. APPROVALS

Alex Clifford, CEO/General Manager

A handwritten signature in blue ink is written over a horizontal black line. The signature is stylized and appears to read 'Alex Clifford'.

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MINUTES*

MAC MEETING OF FEBRUARY 20, 2019



The METRO Advisory Committee (MAC) met on Wednesday, February 20, 2019 in the METRO Administrative Office located at 110 Vernon Street, in Santa Cruz, CA. *Minutes are "summary" minutes, not verbatim minutes.

1 CALL TO ORDER at 6:09 PM by Chair Elsea.

ROLL CALL: The following MAC Members were present, representing a quorum:

Veronica Elsea, Chair
Joseph Martinez, Vice Chair
Kevin Andrews
Jason Lopez

Cassity Mega
Michael Pisano
Becky Taylor

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) THROUGH A SIGN IN SHEET OR VERBAL INTRODUCTION WERE:

Ciro Aguirre, METRO
Barrow Emerson, METRO
Isaac Holly, METRO

Pete Rasmussen, METRO
Brandon Freeman, SMART Local 23

2 COMMUNICATIONS TO THE METRO ADVISORY COMMITTEE

Chair Elsea announced METRO's Title IV Policy is going to the Board of Directors on February 22, 2019 and MAC will have an opportunity to comment on it at MAC's April 17, 2019 meeting.

Vice Chair Martinez mentioned that when he was at the Watsonville Transit Center a couple of weeks ago, Customer Service was on break for more than 15 minutes. The owners of Jessica Grocery were upset that riders were coming to them for bus information when Customer Service went on break.

Mr. Pisano requested METRO look into acquiring a couple of shelter enclosures at the Scotts Valley Transit Center. The benches get wet in stormy weather and the existing overhang does not protect riders.

Mr. Pisano inquired if METRO has considered having an express bus from Watsonville to the Scotts Valley Transit Center, pointing out that Scotts Valley has several large employers. He mentioned that the 91X and 35A just miss each other by a few minutes so one has to wait another one-half hour to make the next connection. COO Aguirre, Chief Operations Officer, said that option is not being considered at this time.

Mr. Lopez mentioned the Hwy. 17 bus had been rerouted due to road closures caused by the inclement weather and this rerouting has caused confusion for riders. He asked how that decision is determined. COO Aguirre said it depends on the reason and length of the closure. The Dispatch Supervisor evaluates the information and then makes the call to reroute if necessary. Mr. Lopez asked if the Bus Operator could communicate that to the riders when they get on the bus. Mr. Aguirre said he would talk to the Bus Operators. Chair Elsea added that a text message was sent; however, if riders have not subscribed to the service alerts, they would not know that.

Chair Elsea requested school term service alerts. Mr. Emerson, Planning and Development Director, said service alerts will be sent out starting in March 2019 that involve school term changes. Mr. Pisano complimented the Dispatchers for getting alerts sent out in a timely manner.

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Minutes – METRO Advisory Committee

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Chair Elsea inquired about the high volume of mechanical failures. COO Aguirre responded that in order to prepare the VTA buses acquired, we have had to divert labor resources from our regular fleet maintenance to retrofit the VTA buses (i.e., exchange the fare boxes, put in the radio and camera systems, etc.)

Ms. Mega noticed that one of the Route 71 buses inbound at 2:15 PM keeps saying June 22, 1999 on the scroll. COO Aguirre said he would look into this.

Mr. Pisano congratulated METRO on the VTA deal and asked if METRO has reached out to other agencies for similar deals. COO Aguirre replied, “No; MST is using strictly diesel buses and we are mandated to get away from diesel. The VTA buses are diesel electric hybrids.”

Mr. Andrews asked how much does a new bus cost outright. Mr. Emerson said a CNG bus is approximately \$750,000 and an electric bus is \$1 million.

Vice Chair Martinez asked who rented the space in Pacific Station. COO Aguirre said it is a vendor named Local Jerk.

3 ACCEPT AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF OCTOBER 17, 2018

MOTION: ACCEPT AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF OCTOBER 17, 2018

MOTION: MEGA

SECOND: PISANO

AYES: ELSEA, MARTINEZ, ANDREWS, LOPEZ, MEGA, PISANO, AND TAYLOR

NAYES: NONE

ABSTAIN: NONE

MOTION CARRIED: UNANIMOUS

4 COMMUNICATIONS FROM METRO ADVISORY COMMITTEE

Mr. Pisano commented on his presentation to the Board of Directors on January 25, 2019. He addressed the positive things that have affected METRO over the last several years—getting over the \$6 million deficit, passage of Measure D, defeat of Proposition 6, and passage of SB1. He is now watching what will happen with housing and transportation in Governor Newsom’s budget proposal.

5 UPDATE ON INTELLIGENT TRANSPORTATION SYSTEM FOR FIXED-ROUTE FLEET

Isaac Holly, IT and ITS Director, gave a status update on the Intelligent Transportation System (ITS) for the fixed-route fleet. The IT Department is providing data on METRO routes and Bus Operator information so the vendor can build the back end of the system. In early to mid-April, the first equipment will be installed. In late April, we will start installing the equipment on the rest of the fleet. Chair Elsea asked how passengers would access information. Mr. Holly replied that METRO would not go live until all the buses are fitted with these systems. Once that happens, we will then roll out the real time application. METRO is working with the vendor so that ADA standards are met.

Mr. Pisano asked if there would be signage at the transit centers. Mr. Holly replied that the initial stage of the project is to have real time signage at all of the transit centers. He is reviewing sign options with regard to accessibility.

Chair Elsea asked how riders would be informed of the upgrades. Mr. Holly said METRO would reach out to riders and the community. Mr. Holly said he would be available to give an update at the April 17, 2019 MAC meeting.

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6 TRANSPORTATION DEMAND MANAGEMENT (TDM) AND METRO'S ROLE

Mr. Pisano mentioned that he went to a neighborhood forum on Jump Bikes and the speaker was talking about Transportation Demand Management (TDM). Mr. Pisano reached out to the speaker with a C-SPAN documentary that discussed a TDM system. She responded that Monterey is using 831 and the City of Santa Cruz is looking to partner with the Santa Cruz County Regional Transportation Commission (SCCRTC) to do some sort of incentive based TDM. Mr. Pisano said the system comes up with ways to carpool, Uber, and Lyft but nothing for buses because there is no data available. Mr. Emerson said METRO is familiar with the program that Santa Cruz and the SCCRTC are working on and suggested he discuss how METRO will or won't fit into that program at the April 17, 2019 MAC meeting.

7 SERVICE PLANNING UPDATE

Mr. Emerson introduced Pete Rasmussen, Transportation Planner, and touched on fare restructuring. METRO started fare restructuring in 2018 and paused while Proposition 6's fate was being determined. It is now part of FY20's planning exercise. This will be about fare payment technology and presented to the Board of Directors and public for review.

Mr. Emerson discussed the ridership reports for the second quarter of FY19, comparing October/November/December from FY18 to FY19. Fixed route ridership was down 1.5%, local ridership was down 1.5%, and UCSC ridership was down 1.7%. Cabrillo ridership increased 6.6%. Hwy. 17 ridership decreased 0.9%. Fewer passengers bought 31-day passes and 15-ride passes increased by 1%.

COO Aguirre noted that Mr. Emerson's team has added a one-way pass that you can buy with a credit card at the window or TVM. This has been very popular and successful.

This winter, METRO realigned the Cabrillo route so that it took the bus closer to the Watsonville Campus in the evenings, allowing a safer environment for students. Ex-Officio Director Alta Northcutt has been promoting this change.

Santa Cruz City Council approved METRO supplying bus passes to all 4,000 employees who work in downtown Santa Cruz. It could be four to five months before the logistics are completed.

Mr. Rasmussen is issuing an RFP for a mobile ticketing application. We will start this program on the Hwy. 17 Route and assess those results before introducing it to the rest of the system.

Spring service begins on March 7, 2019. Mr. Pisano asked if the buses would be operating on both sides of Scotts Valley Drive. Mr. Emerson said that is not happening at this time.

Onboard and online surveys will take place this spring to gather information (i.e., how many times one takes the bus, why take the bus, how many cars owned, etc.) to be used as a benchmark.

We are advertising for the position of Marketing, Communications and Customer Service Director. Mr. Emerson said that position will have two primary functions—customer service and increasing ridership.

We anticipate returning the leased buses in the next month or two.

This fall, we will review the service routes on the west side of Santa Cruz.

We anticipate getting our first electric bus delivered in February 2020 so by summer or fall 2020 we can introduce the Watsonville circulator. Starting this fall, Vice Chair Martinez, along with former Director Hagen, will begin a public outreach process. Chair Elsea asked if there had been modifications to the plans with regard to the percentage of underserved neighborhoods that had to be met. Mr. Emerson said that each year Low Carbon Transit

Attachment A

Operations Program (LCTOP) guidelines change slightly. Since Watsonville is a designated disadvantaged area, our plan to run a local service qualifies.

Chair Elsea mentioned that Lift Line has a grant to get two electric buses and they have the charging station. COO Aguirre explained that Lift Line did not meet the design criteria, so the delivery of their vehicles has been postponed.

Mr. Emerson gave an update on METRO's 10-Year Strategic Plan. The Board of Directors and METRO's management team established seven strategic priorities in the fall of 2018. Management has proposed tactical initiatives in support of the plan and the Board of Directors directed METRO staff to develop the implementation of the plan at the January 25, 2019 meeting.

Mr. Emerson also gave an update on concerns raised at the October 17, 2018 meeting:

- The enunciator problem has been fixed on the buses.
- We are reviewing the standing benches concept presented by Mr. Pisano. A viable option may be semi-seats.
- METRO's Facility Department went out to Main and Clifford Streets to review the bench that is being moved around. They are working on anchoring it.

Ms. Mega mentioned the 91X being late at the February 20, 2019 meeting. Mr. Emerson requested that any MAC member contact him when that happens and report the date and time so we can track the data.

Mr. Pisano asked if METRO is involved with hiring the new UCSC Transportation and Parking Services (TAPS) Director. Mr. Emerson said we're currently working with the acting replacement."

8 UPDATE ON PROPOSITION 6 ELECTION RESULTS

Mr. Emerson responded to Mr. Pisano posing what the reality is following the defeat of Proposition 6. It saved us financially and METRO is on the same footing as eight months ago. We established a \$3 million annual capital replacement budget so we are able to fund a replacement fleet.

The second thing Mr. Pisano brought up was tying housing to transportation. There are currently no bills on that topic but the California Transit Association is following the issue.

Vice Chair Martinez asked if it is good for METRO that the Governor is putting a stop to the rail system. Mr. Emerson said he did not think it was being stopped but rather just slowed down.

9 FLIXBUS USE OF STOP AT PACIFIC STATION TRANSIT CENTER

COO Aguirre presented information on Flixbus and how they reached out to METRO to use the Pacific Station Transit Center as one of their stops on trips between San Francisco and San Diego. The agreement is to stop at the Pacific Station twice a day for boarding and alighting. Flixbus and METRO agreed to an \$11.00 per stop licensing fee and Flixbus will work around METRO's scheduled routes so as not to interfere with METRO's service.

10 UPDATE ON IMPLEMENTING POLICY: USE OF FIXED ROUTE SERVICES AND TRANSIT FACILITIES, INCLUDING PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION

Chair Elsea stated the concern raised at the October 17, 2018 MAC meeting was how METRO will reach out to riders when this policy goes into effect and the role the Marketing, Communications and Customer Service Director will play in this outreach. COO Aguirre said the policy provides Security, Customer Service, and Bus Operators a means to address acceptable/unacceptable behavior from riders. Ms. Mega asked if the Bus Operators are

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February 20, 2019

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already following the policy. COO Aguirre said to an extent. Mr. Freeman, SMART Local 32, pointed out that all Bus Operators need training first, but we cannot shut down the routes to do that so we have to balance the training with providing service. Mr. Pisano commented that he would like to see the policy presented in a positive way with user-friendly posters. Ms. Mega elaborated that in Vancouver they use cute animals to make the points and everyone has access to the information. Chair Elsea feels it is important to have the information on the website and available at the transit stations. COO Aguirre replied that METRO would make sure everyone would have access to the information. Mr. Andrews commented that METRO's Bus Operators are phenomenal compared to other agencies. Chair Elsea added that METRO's Bus Operators go the extra mile and are understanding and patient.

11 ADDITIONAL BUS PASSES FOR MAC MEMBERS

Chair Elsea gave some history of past practices where MAC members received three vouchers in the past because METRO wanted MAC members on the system to provide input on its service. The MAC bylaws state that we cannot receive compensation for serving on this committee. COO Aguirre reviewed the bylaws and came to the same conclusion. Mr. Pisano said we used to have monthly meetings and got three vouchers but also talked about discounted bus passes. He added that if we are using the system and reporting back, that adds value to METRO. Chair Elsea said there was discussion on the MAC Ad Hoc Committee about what we legally can and cannot do. COO Aguirre said that if this is a concern to the committee, they should take it up with the CEO.

12 COMMUNICATIONS TO THE SANTA CRUZ METRO CEO

None.

13 COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

None.

14 ITEMS FOR NEXT MEETING AGENDA

- Review Title VI Policy Changes
- Update on Intelligent Transportation System
- Presentation of Preliminary Budget for FY20 and FY21
- Update on Transportation Demand Management (TDM)

15 DISTRIBUTION OF VOUCHER

Vouchers distributed by Ciro Aguirre.

16 ADJOURNMENT

Meeting adjourned at 7:42 PM.

Respectfully submitted,

Donna Bauer

Administrative Assistant

10-02A.5

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Attachment B



SANTA CRUZ CIVIC IMPROVEMENT CORPORATION BOARD OF DIRECTORS MEETING MINUTES*

Minutes - Board of Directors Annual Meeting

March 22, 2019

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 METRO Admin Offices, 110 Vernon Street, Santa Cruz, California. *Minutes are "summary" minutes, not verbatim minutes.

CALL TO ORDER

Chief Financial Officer, Angela Aitken, called the meeting to order at 9:05 AM.

CONSIDERATION OF APPOINTING ED BOTTORFF, JOHN LEOPOLD, BRUCE McPHERSON AND AURELIO GONZALEZ, METRO DIRECTORS, TO SERVE AS SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) BOARD OFFICERS

Due to four Directors having termed-out or vacated their position(s) in the past year, Director Bottorff read aloud the names of the following Board Members appointed to serve on the SCCIC Board of Directors for a two-year term (2019 – 2021). (See Attachment A, 2019-2020 SCCIC Roster)

Director Ed Bottorff
Director John Leopold

Director Aurelio Gonzalez
Director Bruce McPherson

The Appointees were approved by the voting members present.

ROLL CALL

The following members indicated they were present:

| | |
|---|-------------------------------------|
| Director Ed Bottorff, President | <input checked="" type="checkbox"/> |
| Director John Leopold, Vice President | <input type="checkbox"/> |
| Director Bruce McPherson, Secretary | <input type="checkbox"/> |
| Director Trina Coffman-Gomez, Treasurer | <input checked="" type="checkbox"/> |
| Director Aurelio Gonzalez | <input checked="" type="checkbox"/> |

Support Staff Present:
Angela Aitken, CFO

ORAL AND WRITTEN COMMUNICATIONS

None.

ADDITIONS AND DELETIONS TO THE AGENDA

None.

10-02B.1

Attachment B

SCCIC Minutes
March 22, 2019
Page 2

APPROVE PRIOR YEAR MINUTES OF MARCH 23, 2018

Action: Motion to approve the minutes of March 23, 2018 as presented.

Motion: Director Gonzalez Second: Director Coffman-Gomez

The voting members present unanimously approved the prior year minutes.

ACCEPTANCE OF FINANCIAL STATEMENTS FOR FY18

CFO Aitken presented the financial statements for FY18. The voting members present unanimously approved the statements as presented.

ADJOURNMENT

There being no further business, SCCIC President Bottorff adjourned the meeting at 9:07 AM.

Respectfully submitted,

Donna Bauer
Administrative Assistant

DRAFT

10-02B.2

Attachment C



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA MEETING MINUTES*
MARCH 22, 2019 – 9:00 AM
METRO ADMIN OFFICES
110 VERNON STREET, SANTA CRUZ, CA**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, March 22, 2019 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California. *Minutes are "summary" minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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SECTION I: OPEN SESSION

CALL TO ORDER at 9:04 AM by Chair Bottorff.

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

| | | |
|---|------------------------------|-------------------|
| Director Ed Bottorff | City of Capitola | |
| Director Trina Coffman-Gomez | City of Watsonville | |
| Director Aurelio Gonzalez | City of Watsonville | |
| Director John Leopold | County of Santa Cruz | <i>AR 9:17 AM</i> |
| Director Donna Lind | City of Scotts Valley | |
| Director Cynthia Mathews | City of Santa Cruz | |
| Director Donna Meyers | City of Santa Cruz | |
| Director Bruce McPherson | County of Santa Cruz | <i>AR 9:10 AM</i> |
| Director Dan Rothwell | County of Santa Cruz | |
| Director Mike Rotkin | County of Santa Cruz | <i>AR 9:09 AM</i> |
| Vacant Director | County of Santa Cruz | |
| Ex-Officio Director Alta Northcutt | Cabrillo College | |
| Vacant Ex-Officio Director | UCSC | |

Directors Leopold, McPherson, and Rotkin were absent.

STAFF PRESENT:

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

Attachment C

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

Heather Adamson, AMBAG
Holly Alcorn, SEA
Buzz Anderson, Public
Brandon Freeman, SMART Local 23
Elaine Ingalls, Santa Cruz Sentinel
Joan Jeffries, SEIU

Debbie Kinslow, METRO
Matt Machado, Santa Cruz County
Jeff Powers, Coastal Landscaping
James Sandoval, SMART Local 23
Elmer Torres, METRO
Daniel Zaragoza, METRO

RECESS TO SCCIC MEETING AT 9:05 AM

RECONVENE TO BOARD OF DIRECTORS MEETING AT 9:07 AM

ANNOUNCEMENTS

Chair Bottorff introduced Carlos Landaverry and his Spanish Language interpretation services. Mr. Landaverry announced his services in Spanish for the assembly. Chair Bottorff also announced that the meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Lynn Dunton.

BOARD OF DIRECTORS COMMENTS

None.

ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Buzz Anderson encouraged the METRO Board of Directors to advocate for better bus service in Santa Cruz County and highlighted the benefits of the bus system. He emphasized when communities prioritize expensive fixed-rail passenger trains in an attempt to solve transportation issues, financial resources for buses diminish; buses better serves the Santa Cruz community.

Brian Peoples, TrailNow, expressed his passion for improving the quality of our community through transportation. He attended the California Transportation Committee (CTC) meeting in Los Angeles and commented that the CTC did not support the Santa Cruz County Regional Transportation Commission (SCCRTC) train plan.

SWEAR IN NEW DIRECTOR: Julie Sherman, General Counsel, swore in Ex-Officio Director Preston.

WRITTEN COMMUNICATIONS FROM MAC

Having none, Chair Bottorff moved to the next agenda item.

LABOR ORGANIZATION COMMUNICATIONS

James Sandoval, SMART Local 23, thanked METRO and the Directors who participated in the Driver Appreciation Day breakfast. He also thanked the Directors with whom he has had meetings and emphasized the importance of keeping the channels of communication open.

Joan Jeffries, SEIU, SEA Chapter President, expressed the desire to meet with the new Board Directors. She reported that SEIU has had two negotiation meetings and they have gone well.

ADDITIONAL DOCUMENTATION AVAILABLE AT THE BACK OF THE ROOM

- News Clips have been posted to the website

Attachment C

- Item 14, handout to accompany Santa Cruz County Operational Plan Progress Update entitled, "Operational Plan FY2019-21 Draft Strategies"
- Headways Spring Service Guide (March 7 – June 12, 2019)

CONSENT AGENDA

- 12-01 RECOMMENDED ACTION ON TORT CLAIMS
- 12-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF FEBRUARY 2019
- 12-03 ACCEPT AND FILE: MINUTES OF THE FEBRUARY 22, 2019 BOARD OF DIRECTORS MEETING
- 12-04 ACCEPT AND FILE: QUARTERLY PROCUREMENT UPDATE REPORT FOR 4TH QUARTER OF FY19
- 12-05 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2018
- 12-06 APPROVE: CONSIDER A REVISED RESOLUTION DESIGNATING THE CEO\GENERAL MANAGER AS THE AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION AND EXECUTE ACTIONS NECESSARY TO RECEIVE FORMULA FUNDS FROM THE FY19 LOW CARBON TRANSIT OPERATIONS PROGRAM
- 12-07 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 4TH AMENDMENT EXTENDING THE CONTRACT WITH NORTH BAY FORD FOR VEHICLE REPAIR AND MAINTENANCE SERVICES, INCREASING THE CONTRACT TOTAL BY \$11,000
- 12-08 APPROVE: CONSIDERATION OF AWARD AUTHORITY OF CONTRACT FOR TRANSIT BUS REFURBISHMENT PROJECT NOT TO EXCEED \$1,016,605
- 12-09 CONSIDERATION OF APPROVING THE AMENDED DRUG AND ALCOHOL TESTING POLICY AND APPROVAL OF THE RESOLUTION REGARDING THIS ACTION
- 12-10 ACCEPT THE CORRECTION TO THE EXECUTIVE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

There was no public comment.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR McPHERSON

MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Lind, Mathews, McPherson, Meyers, Rotkin and Rothwell). Director Leopold was absent.

REGULAR AGENDA

13 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR ISAAC HOLLY AND ELMER TORRES (20 years)

Chair Bottorff and Vice Chair Rotkin announced and congratulated Messrs. Holly and Torres.

Mr. Holly said it's been an honor to work at METRO and a great career opportunity. We have a great group of people working here and he looks forward to many more years at METRO.

Mr. Torres thanked METRO and said he loves his job, has a great manager, and a great crew to work with. He looks forward to the next 10 years at METRO.

Attachment C

14 SANTA CRUZ COUNTY OPERATIONAL PLAN PROGRESS UPDATE

Matt Machado, Deputy County Administrative Officer, Director of Public Works, provided a brief overview of Santa Cruz County's strategic plan, an update on the operational planning process and an overview of the operational plan elements. He touched on the strategic development for reliable transportation: highlighting public transit, regional mobility, community mobility and local roads. The themes that emerged around public transit were increased reliability, equity for people with limited transportation options, and integration of public and alternative modes of transportation. The strategy is to partner with agencies, such as METRO, to prioritize development that makes public transportation viable and desirable.

Directors McPherson, Coffman-Gomez, Rotkin, Leopold and Meyers thanked Mr. Machado for his efforts in developing the strategic plan and collaborating with many County entities to resolve problems and work together for a positive outcome.

There was no public comment.

15 ORAL CEO UPDATE

CEO Clifford welcomed and thanked the recent New Hires and Promotions:

| | | |
|------------|--------------------|---------------------------|
| New Hires: | Jennifer Kortright | Paratransit Operator |
| | Anthony Frey | Paratransit Operator |
| | Juan Serrano | Paratransit Operator |
| | Matt Marquez | Provisional Planning Aide |
| | Corey Espinoza | Bus Operator |
| | Mario Rodriguez | Bus Operator |

Promotions: Antonio Garcia Bus Operator (from VSW I)

CEO Clifford provided an oral update on current legislation at the state and federal level and emphasized the benefits/consequences if current pending bills are passed.

CEO Clifford will take Board members in April to Washington, DC.

Vice Chair Rotkin requested CEO Clifford explain the difference between the American Public Transportation Association (APTA) and The Bus Coalition (TBC). Mr. Clifford explained both are nationwide organizations. APTA is the trade organization for bus and rail. TBC focuses on the 5339 program and is working with elected officials to return funding to 2012 levels.

METRO has an interest in an accurate 2020 U. S. Census process. METRO's Planning Department discovered if the population in Santa Cruz County were undercounted by 5%, that would result in a loss of about \$400,000 in 5307 grant money. Director Leopold said he can have someone reach out to METRO regarding the census. Director Coffman-Gomez suggested putting ads on the buses to get the word out to the ridership. Director Mathews recommended getting the logo Santa Cruz County is using, so the messaging is consistent throughout the County.

Chair Bottorff reported on his recent trip to Sacramento with the Central Coast Coalition and Director of SCCRTC. They met with Governor Newsom and brought up the question about tying transportation money to housing. The Governor said the intent is not to take money away from transportation, but to get cities and counties to submit applicable paperwork in a timely manner.

There was no public comment.

Attachment C

16 APPROVAL OF FY20 AND FY21 PRELIMINARY OPERATING BUDGETS AND FY20 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES

Angela Aitken, CFO, spoke to the [FY20 and FY21 Preliminary Operating Budgets and FY20 Capital Budget presentation](#) which had been presented to the March 8, 2019 Finance Committee. METRO does a two-year rolling operating budget and a one-year capital budget. CFO Aitken will present the draft budget in May 2019.

Chair Bottorff asked if there were plans to add additional Bus Operators and routes. CEO Clifford said this budget will allocate one driver for the Watsonville circulator.

Director Leopold suggested METRO prepare for approved and proposed developments in mid-county (affordable housing complex that will include a health center and dental clinic on Capitola Road and a medical facility on Soquel Avenue).

Director Coffman-Gomez asked about the 7% fringe benefits dedicated to retirees and requested that METRO look into these projections and provide more data. She was concerned that this growth shrinks METRO's ability to accomplish capital projects, provide services, etc. CFO Aitken said the Finance staff did a presentation to the Finance, Budget and Audit Standing Committee that is available online; she also offered to send this information to Director Coffman-Gomez.

Director Mathews discussed including the unfunded mandates in budget discussions. Vice Chair Rotkin said those issues were discussed extensively at the Finance, Budget and Audit Standing Committee meeting.

Director Mathews asked about the projected increases in advertising. CFO Aitken said METRO just got McDonald's advertising back, which is a large contract. CEO Clifford added that we are in the process of hiring a Marketing Director and hope that person can be proactive and put emphasis on growing that program.

Director Mathews asked about facility rental income. CFO Aitken said the current rental income is from our Watsonville Transit Center and Pacific Station. There has been some recent interest in the Scotts Valley Transit Center.

Director Meyers asked about the grant money in revenue. Ms. Aitken explained that grants in general are not budgeted until they are awarded. When that money comes in, the corresponding expenses incurred are applied against those funds.

Director Lind said there have been requests from the Enterprise Technology Center to add back the route servicing the center and hopes that can happen.

There was no public comment.

ACTION: MOTION TO APPROVE THE FY20 AND FY21 PRELIMINARY OPERATING BUDGETS AND FY20 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR LIND

MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Rotkin and Rothwell).

17 AUTHORIZATION OF A PROVISIONAL ADMINISTRATIVE SPECIALIST POSITION IN THE PURCHASING DEPARTMENT

Erron Alvey, Purchasing and Special Projects Director, spoke to the agenda item. Discussion ensued on whether this should be a provisional or permanent position. CEO Clifford requested six months to define the scope of this position and bring it back to the Board at that

Attachment C

time. Ms. Alvey added that she is actively working on defining the position and getting a wage study completed.

There was no public comment.

ACTION: MOTION TO AUTHORIZE THE PROVISIONAL ADMINISTRATIVE SPECIALIST POSITION UP TO SIX MONTHS IN THE PURCHASING DEPARTMENT AND RETRUN TO THE BOARD AT THAT TIME

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR GONZALES

MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Rotkin and Rothwell).

18 CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH COASTAL LANDSCAPING INC. FOR REPAIRS AND LANDSCAPING IMPROVEMENTS TO THE CAVALLARO TRANSIT CENTER AND THE VERNON ADMINISTRATIVE OFFICE SITE FOR A NOT TO EXCEED AMOUNT OF \$88,028

Ciro Aguirre, COO, said the landscaping has deteriorated at the Vernon Administrative Office site and Scotts Valley Transit Center. METRO would like to reestablish the landscaping to a level that will mirror the Watsonville Transit Center, which has been well received by the community and our riders. COO Aguirre elaborated on the repairs and improvements that are needed at each location.

Director Coffman-Gomez requested METRO's goals include the reduction of our carbon footprint. COO Aguirre replied that METRO is complying with certain requirements, not only from a green standpoint but also a federal standpoint because our facilities fall under what is called the Transit Asset Management Program.

Director Mathews asked if there is a maintenance plan going forward. COO Aguirre explained that current and future budgets will provide for landscaping maintenance. CEO Clifford added that we do a bi-annual walk-through of every facility and take note of everything that has fallen into disrepair which then goes on a maintenance list to be handled.

Director Lind mentioned that Scotts Valley has the recycled water program, so ongoing maintenance at the Scotts Valley Transit Center will be covered under that water program.

ACTION: MOTION TO AUTHORIZE THE CEO/GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH COASTAL LANDSCAPING INC. FOR REPAIRS AND LANDSCAPING IMPROVEMENTS TO THE CAVALLARO TRANSIT CENTER AND THE VERNON ADMINISTRATIVE OFFICE SITE FOR A NOT TO EXCEED AMOUNT OF \$88,028 AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR COFFMAN-GOMEZ

MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Rotkin and Rothwell).

19 CONSIDERATION OF DECLARATION OF AN EMERGENCY AND AUTHORIZATION OF SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000 TO SERVPRO OF SANTA CRUZ/SANTA CLARA FOR REMEDIATION SERVICES AT PACIFIC STATION TRANSIT CENTER

Attachment C

Ciro Aguirre, COO, explained that this particular project emerged due to compromising areas at Pacific Station that allowed the intrusion of rain water. As a result, METRO solicited Servpro to come in and review the affected areas.

Servpro noted there was a breach in a restroom wall and that allowed them to see there was some sort of contamination. Servpro contracted with a third-party to do sampling of the wall and reported there were some elevated spore levels in the bathroom. As that area was closed and rendered unusable; we proceeded to mitigate the situation.

Because we wanted to have this done quickly, we did not go through a competitive solicitation process and are requesting the Board to authorize our CEO to enter into a contract and pay for services that have been rendered.

Director Mathews asked if they were able to determine the source of the leak. COO Aguirre said the majority of the leaks came from the windows.

Director Mathews wondered what the “not to exceed \$15,000” covers? COO Aguirre said it will cover the remaining portion of the tear down of the walls to determine the extent of damage.

Director Mathews requested the status of the building assessment. CEO Clifford said METRO initiated a full assessment of that building before this incident to understand what is going on inside the building. That assessment is looking at structural, electrical, HVAC, flooring, plumbing, etc. so that we can get a good idea of the cost. That estimate is scheduled to be delivered to the Capital Projects Standing Committee in April so that we can look at the cost of replacement versus a new facility. In the meantime, METRO has an obligation to our employees to ensure they have a safe work environment. Director Mathews requested that report in advance of the actual Capital Projects Standing Committee meeting so that she could review it.

In response to Board inquiries, CEO Clifford explained that METRO came to the Board last year and requested money for a new roof and replacement of all the windows. Once we got into that project, it became a much deeper issue and we backed down from replacing the roof and windows. That brought us to this winter when the rains saturated the wall in the bathroom leading to discovery of contamination behind the wall.

Vice Chair Rotkin asked how the study of the underground chemical issues for this building is progressing. Barrow Emerson, Planning and Development Director, said the deadline was March 15 and we haven't received a response from the County. He will follow up with them. CEO Clifford said we hope to provide that information to the Capital Projects Standing Committee in April.

There was no public comment.

ACTION: MOTION TO DECLARE AN EMERGENCY AND AUTHORIZE THE SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000 TO SERVPRO OF SANTA CRUZ/SANTA CLARA FOR REMEDIATION SERVICES AT PACIFIC STATION TRANSIT CENTER AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Rotkin and Rothwell).

Attachment C

Board of Directors Meeting Minutes
March 22, 2019
Page 8 of 8

Chair Bottorff announced the next meeting: Friday, April 26, 2019 at 9:00 AM at the Scotts Valley City Council Chambers, One Civic Center Drive, Scotts Valley, CA.

CONFERENCE WITH LABOR NEGOTIATORS

Julie Sherman, General Counsel, announced the closed session item [Conference with Labor Negotiators (Government Code Section 54957.6)], adding that no report out was anticipated post Closed Session.

Board recessed to Closed Session at 10:52 AM

Open Session reconvened at 12:43 PM

The meeting was adjourned at 12:44 PM

Respectfully submitted,

Donna Bauer
Administrative Assistant

DRAFT

10-02C.8

Attachment D



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) CAPITAL PROJECTS STANDING COMMITTEE AGENDA REGULAR MEETING APRIL 19, 2019 – 9:00AM METRO ADMIN OFFICES 110 VERNON STREET SANTA CRUZ, CA 95060

A regular meeting of the Capital Projects Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, April 19, 2019 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

The Committee Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California. *Minutes are "summary" minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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- 1 **CALL TO ORDER** at 9:06 AM by Board Chair Bottorff.
- 2 **ROLL CALL:** The following Directors were **present**, representing a quorum:

Director Ed Bottorff
Director Cynthia Mathews
Director Bruce McPherson

City of Capitola
City of Santa Cruz
County of Santa Cruz

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel (via phone)

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

Heather Adamson, AMBAG
Claire Fliesler, City of Santa Cruz

Angela Aitken, METRO
Daniel Zaragoza, METRO

- 3 **ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
None
- 4 **ORAL AND WRITTEN COMMUNICATIONS TO THE CAPITAL PROJECTS STANDING COMMITTEE**
None.

Attachment D

5 APPROVE STAFF RECOMMENDATION FOR REVISION TO FY19 CAPITAL PROJECTS PROGRAM

Barrow Emerson, Planning and Development Director, spoke to the staff report, noting no board action is required.

There was no public comment.

ACTION: MOTION TO ACCEPT THE STAFF RECOMMENDATION FOR REVISION TO THE FY19 CAPITAL PROJECTS PROGRAM AS PRESENTED

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR MATHEWS

MOTION PASSED UNANIMOUSLY (Directors Bottorff, Mathews & McPherson)

6 10-YEAR (FISCAL YEAR 2020-29) STRATEGIC BUSINESS PLAN UPDATE

Barrow Emerson, Planning and Development Director, spoke to the agenda item and brought the Committee's attention to the redline version, which was distributed at the meeting and attached hereto.

There was no public comment.

ACTION: MOTION TO ACCEPT THE 10-YEAR (FISCAL YEAR 2020-29) STRATEGIC PLAN UPDATE PROGRAM AS PRESENTED

MOTION: DIRECTOR MATHEWS

SECOND: DIRECTOR McPHERSON

MOTION PASSED UNANIMOUSLY (Directors Bottorff, Mathews & McPherson)

7 LONG-RANGE BUS REPLACEMENT PLAN

Barrow Emerson, Planning and Development Director, spoke to the staff report.

Attending Directors suggested we refer to "53 buses" rather than 62 in future discussions. Staff confirmed they would do so.

The Committee referred the report to the Board for information purposes.

There was no public comment.

8 UPDATE AND ACTION RELATIVE TO PACIFIC STATION AND RELATED STUDIES

Barrow Emerson, Planning and Development Director, provided commentary to the staff report.

CEO Clifford recommended the Committee hold Scenario 1 and ask him to move forward to begin discussions and negotiations with the City regarding the redevelopment concept.

Bonnie Lipscomb, City of Santa Cruz Director of Economic Development, provided copies of the attached materials and engaged the assembly in discussion.

Heather Adamson, AMBAG, added information and background regarding funding availability from cycle five of the Affordable Housing Sustainable Communities.

CEO Clifford spoke to Scenario 2, the differences in rebuild versus new construction costs and potential exposure to environmental remediation. He does not recommend this

Attachment D

scenario. He also spoke of METRO's funding restrictions and currently committed allocations.

Discussion of the various options, funding opportunities, etc. among the assembly ensued.

Director Mathews suggested that attempts be made to integrate modern features into the new facility. She also suggested METRO engage the other two community organizations, Dientes and Community Health Centers, in these discussions.

There was no public comment.

ACTION: MOTION TO DIRECT THE CEO TO ENGAGE IN SERIOUS NEGOTIATIONS WITH THE CITY OF SANTA CRUZ ASAP AND EXPLORE THE POSSIBILITIES DISCUSSED TODAY.

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR MATHEWS

MOTION PASSED UNANIMOUSLY (Directors Bottorff, Mathews & McPherson)

9 CONSIDERATION OF CONTRACT FOR LAND USE AND DEVELOPMENT SERVICES WITH SWIFT CONSULTING SERVICES, INC. FOR A POTENTIAL PARACRUZ OPERATIONS FACILITY

Daniel Zaragoza, Operations Manager, Paratransit Division, and Erron Alvey, Purchasing and Special Projects Director, provided background for the agenda item.

CEO Clifford noted the ultimate goal is to get enough information before this time next year to utilize the remainder of the alternative fuel tax monies and leverage the bus and bus facilities funding.

ACTION: MOTION TO ENDORSE THE PLAN AS PRESENTED AND REFER TO THE BOARD TO PERMIT THE CEO TO PROCEED WITHIN HIS AUTHORITY

MOTION: DIRECTOR MATHEWS

SECOND: DIRECTOR McPHERSON

MOTION PASSED UNANIMOUSLY (Directors Bottorff, Mathews & McPherson)

10 ADJOURNMENT

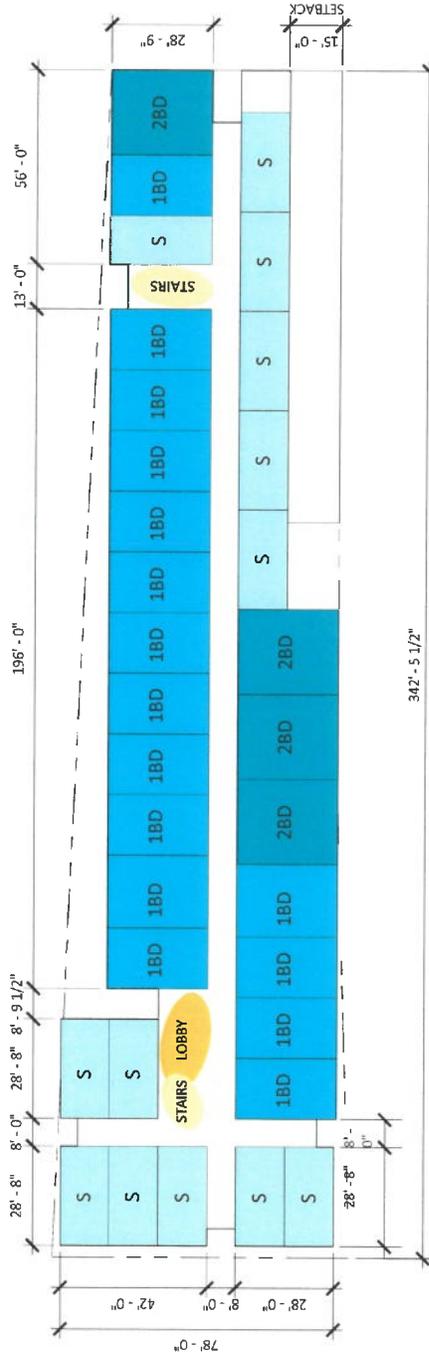
Board Chair Bottorff adjourned the meeting at 10:18AM.

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

Attachment

| SQUARE FOOTAGE | | ROOM COUNT | |
|----------------|------------|------------|-----|
| GROUND FLOOR | 23,000 | STUDIO | 1BD |
| SECOND FLOOR | 23,940 | | |
| THIRD FLOOR | 22,215 | 20 | 14 |
| FOURTH FLOOR | 22,215 | 20 | 14 |
| FIFTH FLOOR | 18,125 | 12 | 16 |
| TOTAL | 109,495 SF | 52 | 44 |
| UNIT MIX | | 48% | 41% |
| TOTAL UNITS | | 108 | |

| | | |
|--------|--------|--------|
| STUDIO | 1BD | 2BD |
| 400 SF | 500 SF | 700 SF |



10/18 9:00:19 AM

| FLOOR 5 PLAN | |
|----------------|--------------|
| Project number | 18032 |
| Print Date | 10/26/18 |
| Drawn by | CVW |
| Checked by | TG |
| Scale | As indicated |

DOWNTOWN TRANSIT CENTER
 Pacific Avenue
 Santa Cruz, CA 95060

700
 AD STREET
 SANTA CRUZ, CA 95060
 WORKBENCHBUILT.COM
 P: 831.227.2217



A4

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Attachment



PACIFIC STATION

IMAGINE: Affordable, high-quality housing and comprehensive health and dental care with accessible public transit options for underserved children and adults in our community.

PROJECT: The Pacific Station Project is a proposed mixed-use affordable housing, healthcare and public transit project located in the heart of downtown Santa Cruz. In addition to providing more than 100 units of affordable housing and a vibrant new downtown bus transit center, the project includes a new home for the Santa Cruz Women's Health Center and Dientes Community Dental Care, collectively providing affordable, high-quality health and dental care for Santa Cruz County and neighboring communities.

GOALS

- Providing critically needed affordable housing for our region
- Providing affordable high-quality health and dental care for under-served community members
- Providing a safe, efficient, attractive public transit hub with amenities and modern technology
- Creating a vibrant pedestrian friendly streetscape to help revitalize lower Pacific Avenue

WHY THIS PROJECT IS NEEDED NOW

- We are in a housing crisis. Santa Cruz has one of the highest costs of living in the country with the lowest supply of affordable housing options. The lack of availability and cost of housing have forced many members of our community to leave Santa Cruz.
- Our existing bus transit station is outdated with aging infrastructure in critical condition
- UCSC transit ridership is increasing, with recent trends and projections planning for thousands of new transit riders from UCSC and surrounding communities in the County.
- Downtown development under construction and planned over the next five years will bring over 1,000 new residents to the downtown, many of whom will be relying on public transit options as their main mode of transportation

WHAT WE HAVE ACCOMPLISHED

- Assemblage of the land and entitlements needed to develop the project and initial site concepts
- Secured over \$7 million in affordable housing project funding
- Secured funding/federal sources for health and dental care uses
- Secured \$2.0 Million for transit related infrastructure

WHAT IS NEEDED **Your Support!**

Contact Information: Bonnie Lipscomb, City of Santa Cruz, blipscomb@cityofsantacruz.com

DISTRIBUTED AT 4/19/19 COMMITTEE MEETING 10-02D.6



DATE: April 26, 2019
TO: Board of Directors
FROM: Angela Aitken, Chief Financial Officer
SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JANUARY 31, 2019

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Year to Date Monthly Financial Report as of January 31, 2019

II. SUMMARY OF ISSUES

- An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.
- This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of January 31, 2019."
- Staff recommends that the Board of Directors accept and file the attached report.

III. DISCUSSION/BACKGROUND

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of January 31, 2019. The fiscal year has elapsed 58%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of January 31, 2019

Slide 2

FY19 Operating Revenue and Expenses for the Month Ending January 31, 2019

- Operating Revenues for the month are favorable by \$617K
- Operating Expenses
 - Labor Regular - favorable by \$106K
 - Labor OT - unfavorable by \$162K
 - Fringe Benefits – unfavorable by \$55K
 - Non-Personnel - unfavorable by \$2K

- Total Operating Expenses – unfavorable by \$113K
- Transfers – favorable by \$28K
- Operating Balance – favorable by \$476K

Slide 3

FY19 Operating Revenue and Expenses Year to Date as of January 31, 2019

- Operating Revenues Year to Date are favorable by \$1,821K
- Operating Expenses
 - Labor Regular - favorable by \$1,038K
 - Labor OT - unfavorable by \$856K
 - Fringe Benefits - favorable by \$430K
 - Non-Personnel - favorable by \$524K
- Total Operating Expenses – favorable by \$1,136K
- Transfers – favorable by \$198K
- Operating Balance – favorable by \$2,758K

Slide 4

FY19 Operating Revenue by Major Funding Source - Year to Date as of January 31, 2019

- Passenger Fares - actual is \$6,082K while budget is \$5,981K
- Sales Tax Revenue (including Measure D) - actual is \$15,543K while budget is \$14,249K
- Other Revenue - actual is \$513K while budget is \$311K
- Transp Dev Act (TDA) - actual is \$3,751K while budget is \$3,537K
- STA Op Assistance – actual is \$897K while budget is \$885K
- Federal Op Assistance - actual is \$175K while budget is \$174K.

Slide 5

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of January 31, 2019

- Passenger Fares variance to budget is favorable by \$100K primarily due to:
 - Special Transit Fares over budget (Contract payments from UCSC exceeding our budget projections).
- Sales Tax Revenue variance to budget is favorable by \$1,293K. Significant fluctuations in the variance to budget are expected in FY19 as the California Department of Tax and Fee Administration (CDT FA) changed the way funds

are disbursed, while the monthly budget allocations are based on last year's actual allocations.

- Other Revenue variance to budget is favorable by \$201K primarily due to Interest income.
- Transp Dev Act (TDA) variance to budget is favorable by \$213K due to revenues above prior year's estimates from RTC.
- STA Op Assistance variance to budget is favorable by \$12K due to revised estimates by the State Controller's office that increased the total amount of the FY2018 -2019 STA funding to Santa Cruz County.
- Federal Op Assistance variance to budget is favorable by \$1K due to Medicare Subsidy.

Slide 6

FY19 Operating Expenses by Major Expense Category Year to Date as of January 31, 2019

- Labor - Regular- actual is \$8,981K while budget is \$10,019K
- Labor – OT - actual is \$1,851K while budget is \$995K
- Fringe Benefits - actual is \$12,018K (*of which \$3,089K is the Retirement Expense YTD*) while budget is \$12,448K
- Services - actual is \$1,937K while budget is \$2,163K
- Mobile Materials & Supplies - actual is \$1,641K while budget is \$1,945K
- Other Expenses - actual is \$1,497K while budget is \$1,491K.

Slide 7

Favorable/ (Unfavorable) Expense Variance to Budget Year to Date as of January 31, 2019

- Labor – Regular variance to budget is favorable by \$1,037K primarily due to:
 - Vacant funded positions
 - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$856K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$430K primarily due to lower retirement and medical insurance costs.
- Services variance to budget is favorable by \$225K primarily due to Prof & Tech Fees under budget.
- Mobile Materials & Supplies variance to budget is favorable by \$304K due to Fuel/Lube Rev Veh and Rev Veh Parts.

- Other Expenses variance to budget is unfavorable by \$5K primarily due to Settlement costs and Operating Lease Expense (offset by additional revenue from UCSC for the Articulated Bus Project).

Slide 8

FY19 Transfers Year to Date as of January 31, 2019

- Transfer to Capital Budget (2016 Net Sales Tax Measure D) - actual is \$1,283K while budget is \$1,085K.
- Transfer to Capital Budget (2016 Net Sales Tax Measure D) variance to budget is favorable by \$198K.

Slide 9

FY19 Capital Budget Spending Year to Date (by Funding Source) as of January 31, 2019

- Total Capital Spending year to date is \$1,763K; FY18 budget is \$22.0M
 - Cal-OES Prop 1B Transits Security Grant spending (CTSGP) is \$35K
 - Operating and Capital Reserve spending is \$57K
 - Federal Capital Grants (FTA) spending is \$1,016K
 - Measure D spending is \$564K
 - State Transit Assistance (STA –SB-1-FY18) spending is \$12K
 - State – PTMISEA (1B) spending is \$79K.

Slide 10

FY19 Capital Budget Spending Year to Date as of January 31, 2019

- Total Capital Projects spending year to date is \$1,763K; FY18 budget is \$22.0M
 - Construction Related Projects spending is \$116K for the following projects:
 - Pacific Station/Metro Center – Conceptual Design
 - Metrobase Project – Judy K. Souza – Operations Bldg.
 - Transit Security Projects
 - Facilities Upgrades & Improvements spending is \$8K for the following project:
 - 138 Golf Club Fire Egress (FTA 5339a FY17)
 - Revenue Vehicle Purchases, Replacement & Campaigns spending is \$1,511K for the following projects:
 - Electric Bus (3), Infrastructure and Project Management (FTA 5339c FY16)
 - AVL/ITS (FY18 STIP, Measure D)

- VTA Bus Transfer - Decommission & Retrofit 10 Electric Hybrids, and 4 Diesel Artics
- Paracruz Van Replacements (11) (FTA 5339a FY15/16)
- Capitalized Lease (3 New Flyer Buses) – Year 2
- Bus Repaint Campaigns (36) (FTA 5339a FY14)
- Paratransit Vehicle (1) (FTA 5310 FY13/14)
- Capitalized Lease – 3 New Flyer Buses – External Announcement System Programming Patch (Clever Devices)
- Non-Revenue Vehicle Replacements spending is \$55K for the following project:
 - Propane Fueled Tow Motor (FTA 5339a FY14)
- Office Equipment spending is \$9K for the following project:
 - 4 Vertical Fire King File Cabinets (Admin)
- Misc. spending is \$64K for the following project:
 - TVM Pin Pad Bezel 8 Upgrade (6)
 - C/S Call Center Furnishings (FTA 5339a FY18)
 - Misc. Emergency Capital Items \$1K to \$5K

Slide 11

(Cover Sheet) - Additional Information

Slide 12

Economic Indicators & Ridership for the Month of January 2019

- Unemployment Rate % in Santa Cruz County is 6.5%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.54;
\$ Diesel is \$3.75
- Ridership YTD as of January 2019 changed as follows, year-over-year (FY18 – FY19):
 - 0.5% decrease in Total ridership
 - 1.3% decrease in Highway 17 ridership
 - 0.4% decrease in Local ridership
 - 0.8% increase in UCSC ridership
 - 11.1% increase in Cabrillo ridership
 - 3.6% decrease in Non-Student ridership.

Slide 13

FY19 Operating Revenue, Expenses, and Transfers Year to Date as of March 31, 2019: Preliminary

- Revenue – favorable by \$1,505K
- Operating Expenses:
 - Personnel Expenses - favorable by \$819K
 - Non-Personnel - favorable by \$823K
- Total Operating Expenses - favorable by \$1,642K
- Transfers –favorable by \$59K
- Operating Balance – favorable by \$3,088K

IV. FINANCIAL CONSIDERATIONS/IMPACT

Favorable budget variances in Operating Revenues and Expenses contributed to the favorable budget variance in Operating Balance, Year to Date as of January 31, 2019.

V. ALTERNATIVES CONSIDERED

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

VI. ATTACHMENTS

Attachment A: Year to Date Monthly Financial Report as of January 31, 2019 Presentation

Attachment B: FY19 Capital Budget Project Status Report as of January 31, 2019

Prepared by: Kristina Mihaylova, Sr. Financial Analyst

VII. APPROVALS

Approved as to fiscal impact:
Angela Aitken, Chief Financial Officer

dlc low for AA

Alex Clifford, CEO/General Manager



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Year to Date Monthly Financial Report as of January 31, 2019

Santa Cruz METRO Board of Directors

April 26, 2019

Angela Aitken, Chief Financial Officer

FY19 Operating Revenue and Expenses For the Month Ending January 31, 2019

58% of Fiscal Year Elapsed

| \$ In Thousands | Actual | Budget | Budget to Actual Favorable/ (Unfavorable) |
|----------------------------------|----------------|----------------|---|
| Operating Revenue: | \$3,113 | \$2,496 | \$617 |
| Operating Expenses: | | | |
| Labor - Regular | \$1,325 | \$1,431 | \$106 |
| Labor - Overtime | \$304 | \$142 | (\$162) |
| Fringe Benefits | \$1,834 | \$1,778 | (\$55) |
| Non-Personnel Expenses | \$785 | \$783 | (\$2) |
| Total Operating Expenses: | \$4,248 | \$4,135 | (\$113) |
| Transfers: | (\$183) | (\$155) | \$28 |
| Operating Balance: | | | \$476 |

10-03A.2



FY19 Operating Revenue and Expenses

Year to Date as of January 31, 2019

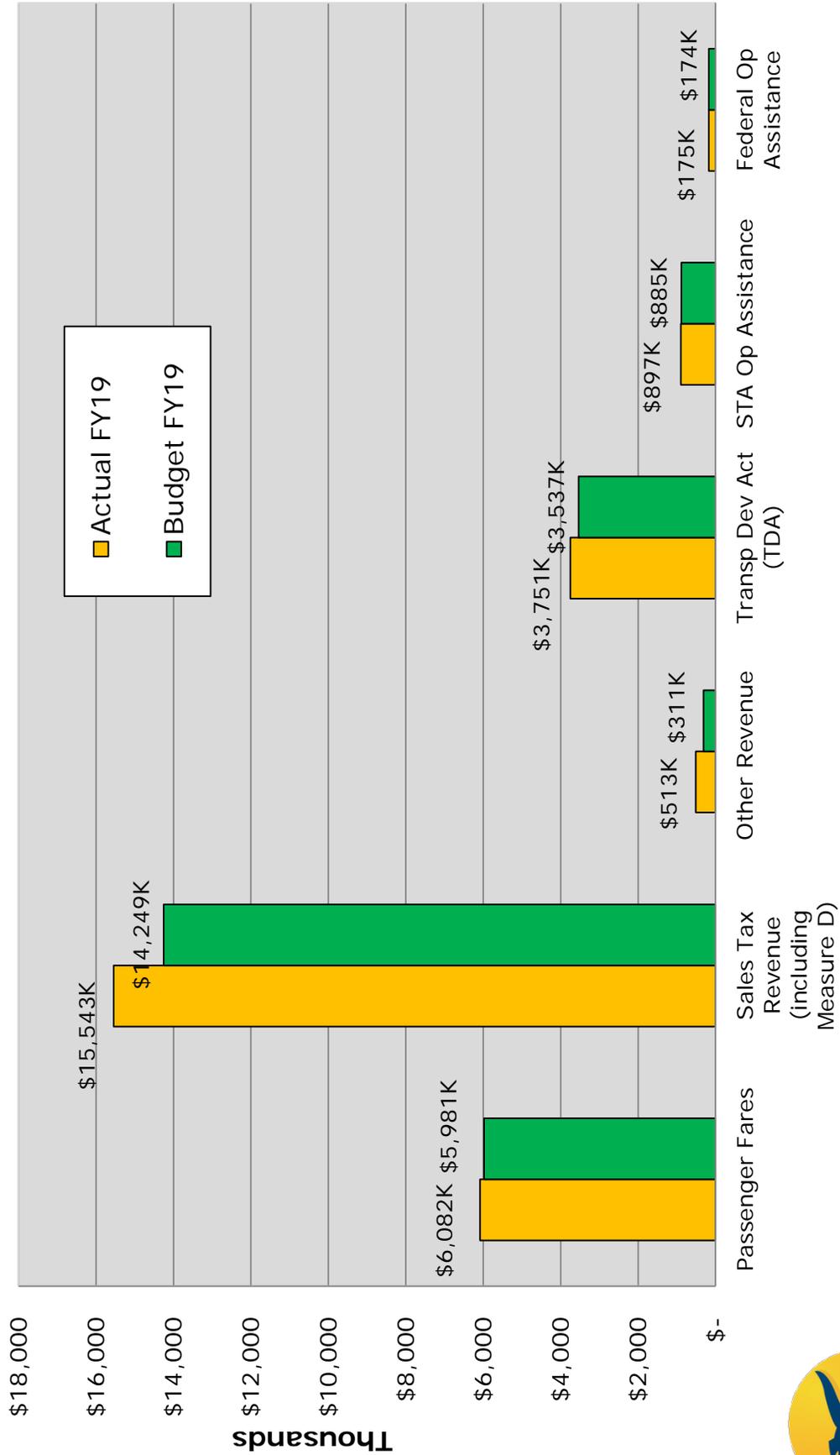
58% of Fiscal Year Elapsed

| \$ In Thousands | Actual | Budget | Budget to Actual Favorable/ (Unfavorable) |
|----------------------------------|------------------|------------------|---|
| Operating Revenue: | \$26,960 | \$25,139 | \$1,821 |
| Operating Expenses: | | | |
| Labor - Regular | \$8,981 | \$10,019 | \$1,038 |
| Labor - Overtime | \$1,851 | \$995 | (\$856) |
| Fringe Benefits | \$12,018 | \$12,448 | \$430 |
| Non-Personnel Expenses | \$5,075 | \$5,599 | \$524 |
| Total Operating Expenses: | \$27,925 | \$29,061 | \$1,136 |
| Transfers: | (\$1,283) | (\$1,085) | \$198 |
| Operating Balance: | | | \$2,758 |

10-03A.3



FY19 Operating Revenue by Major Funding Source
Year to Date as of January 31, 2019
 58% of Fiscal Year Elapsed

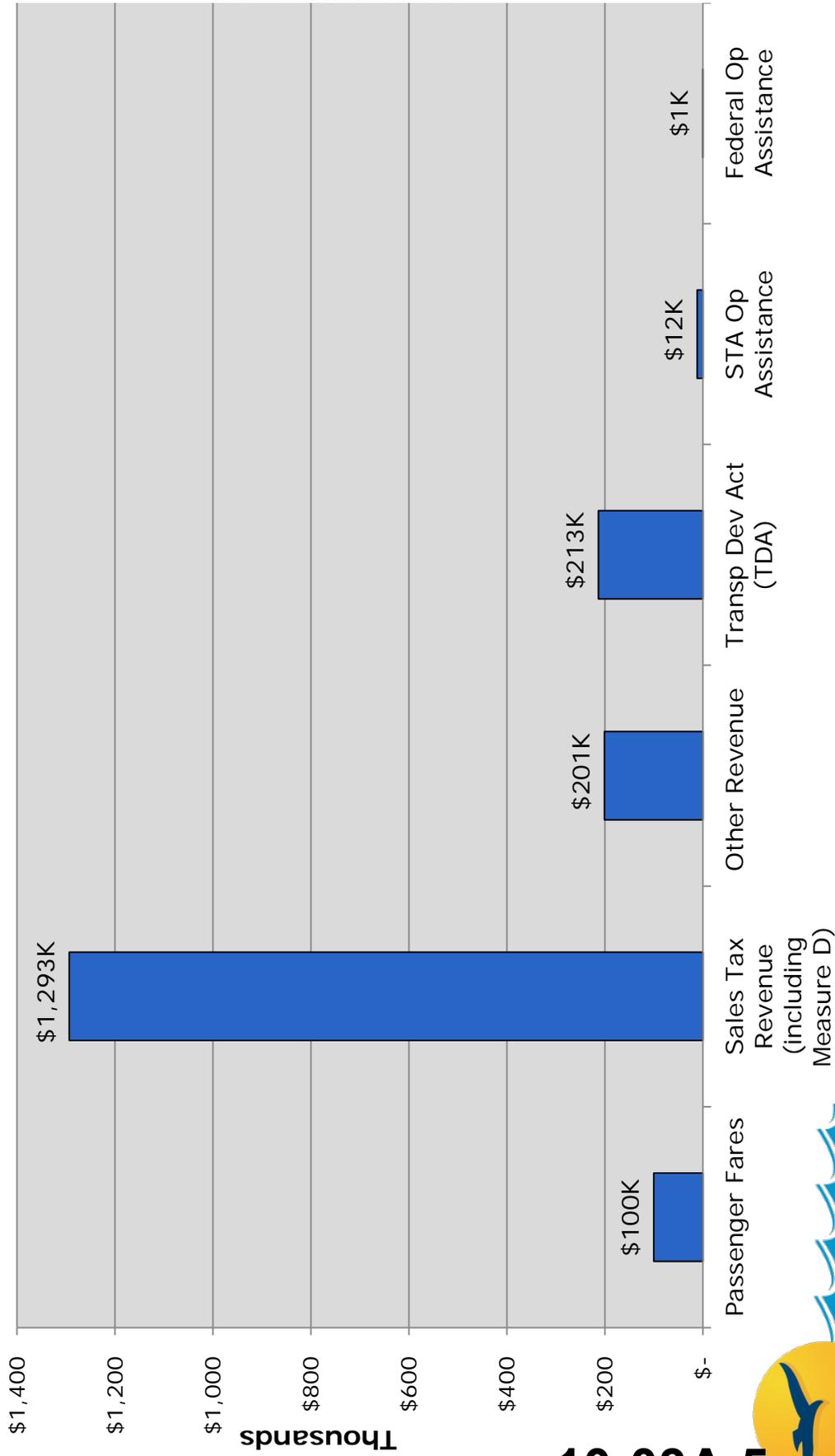


10-03A.4



Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of January 31, 2019

58% of Fiscal Year Elapsed

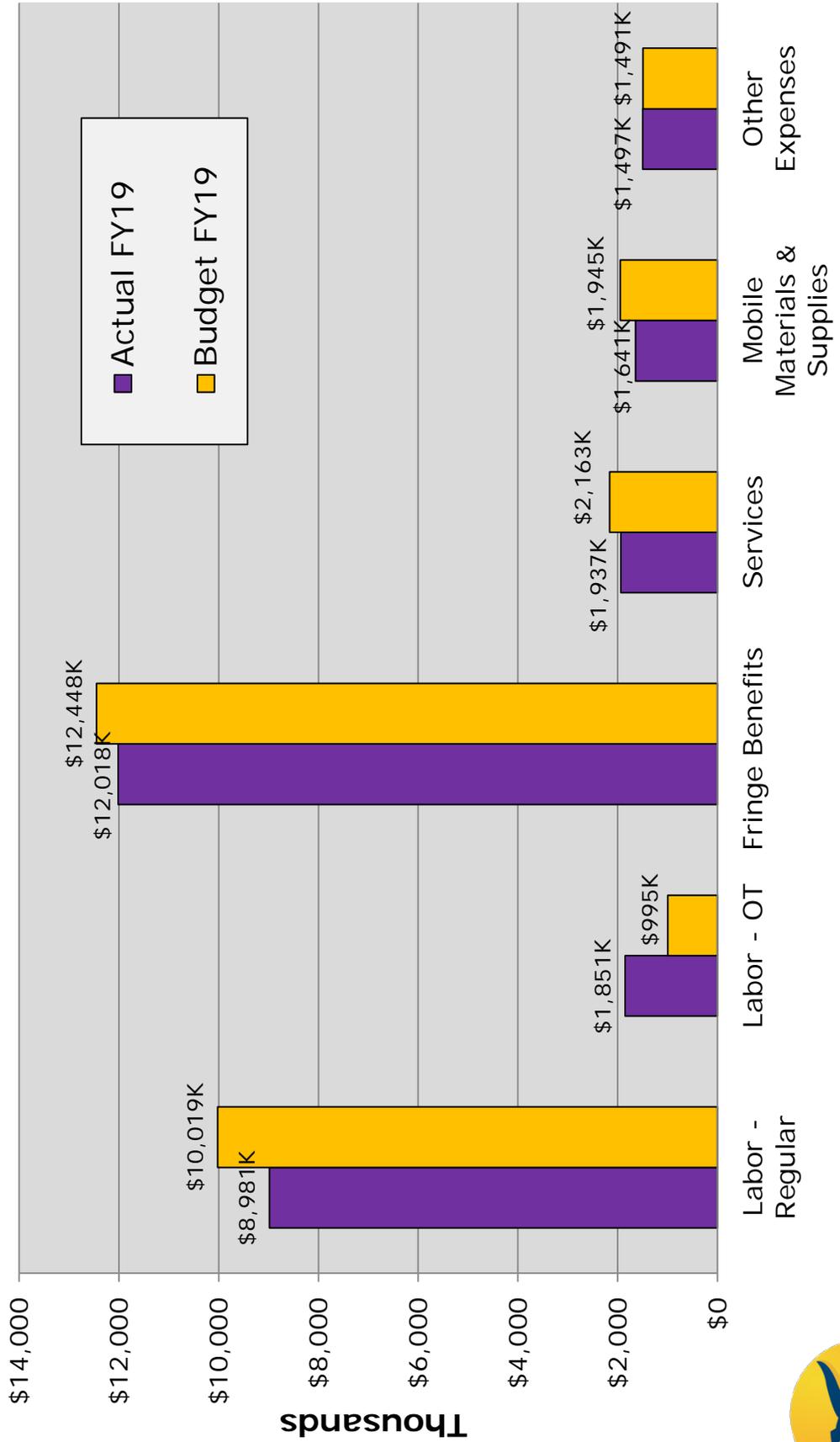


10-03A.5



FY19 Operating Expenses by Major Expense Category
Year to Date as of January 31, 2019

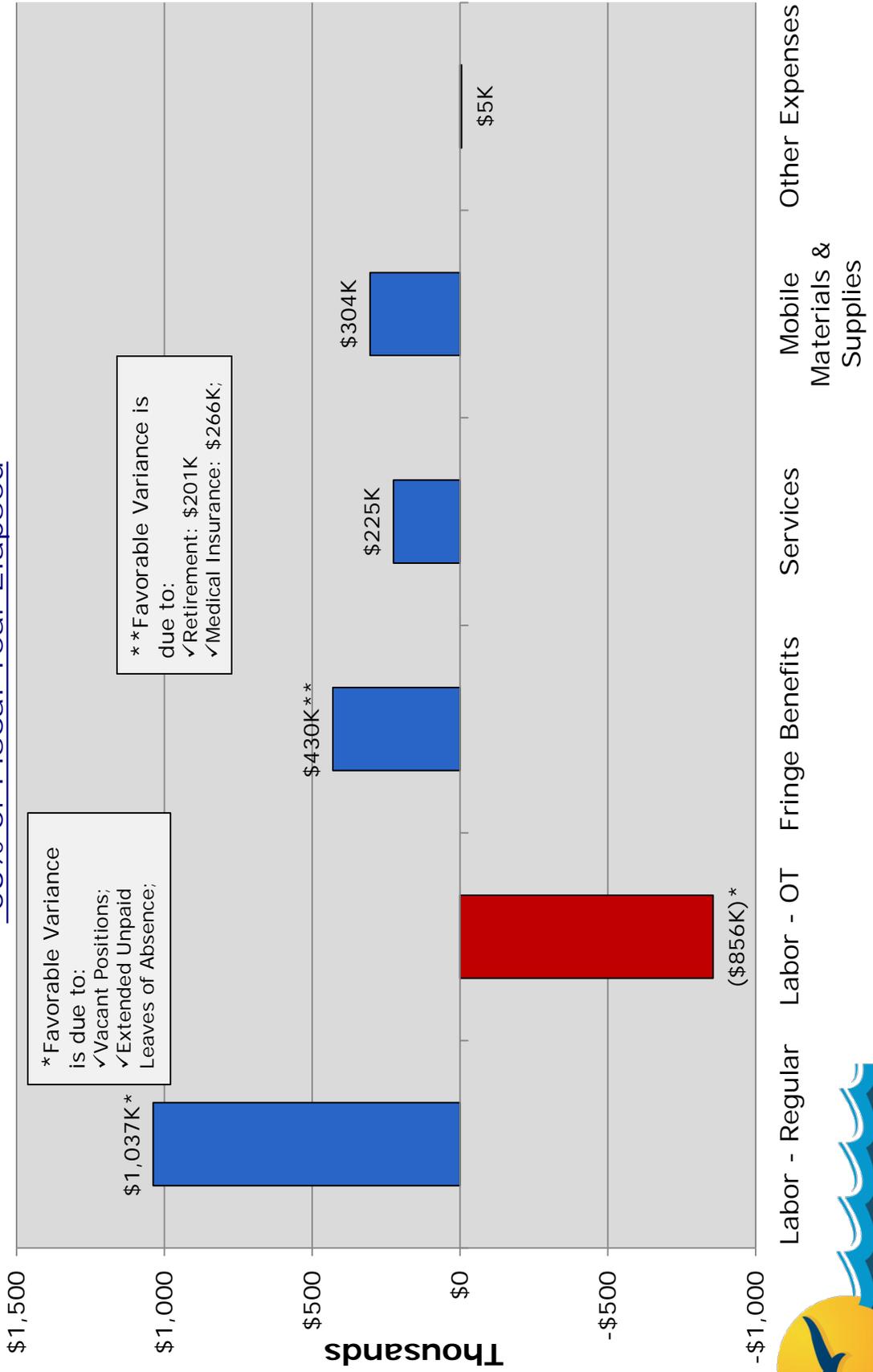
58% of Fiscal Year Elapsed



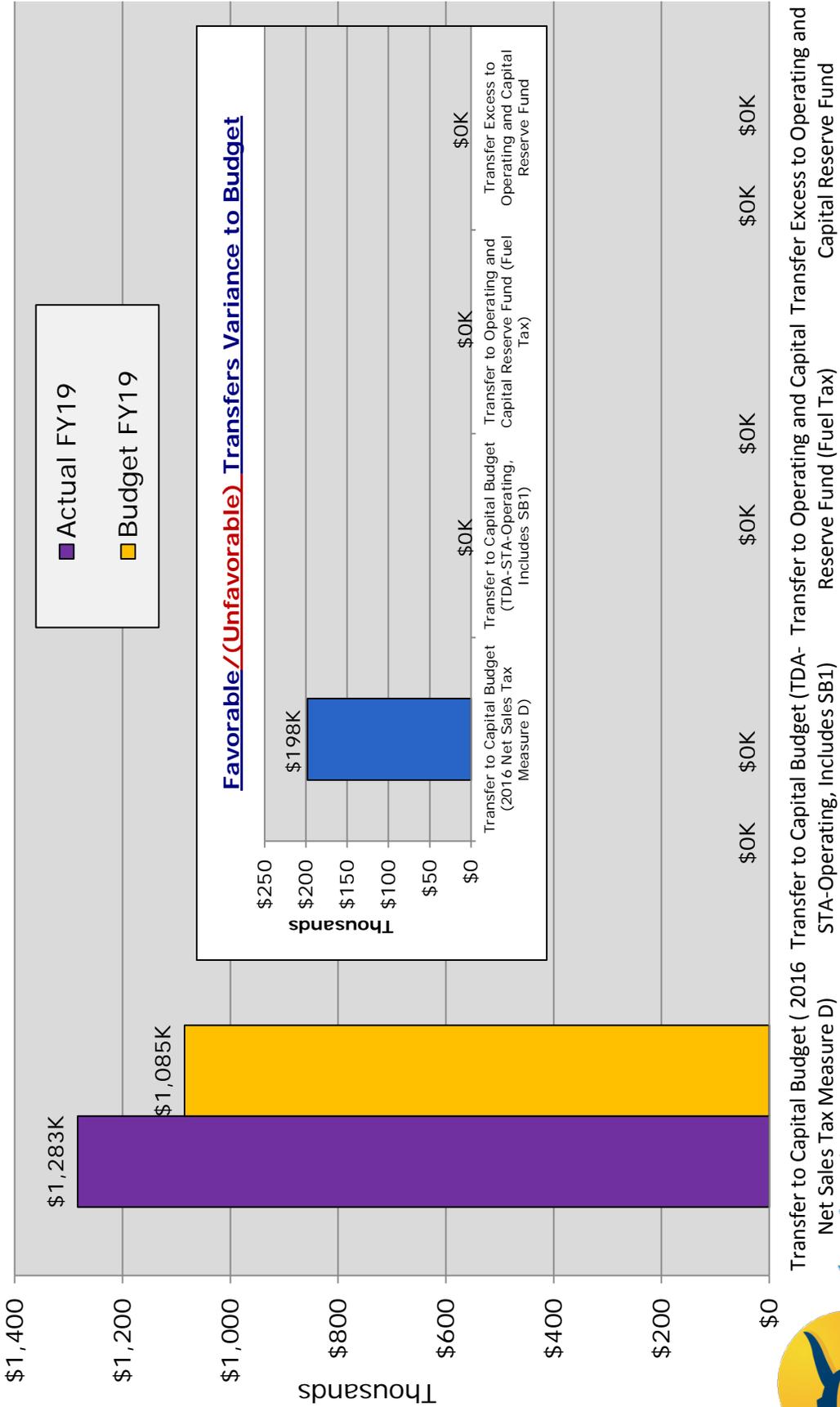
10-03A.6

Favorable/(Unfavorable) Expense Variance to Budget Year to Date as of January 31, 2019

58% of Fiscal Year Elapsed



FY19 Transfers
Year to Date as of January 31, 2019
58% of Fiscal Year Elapsed

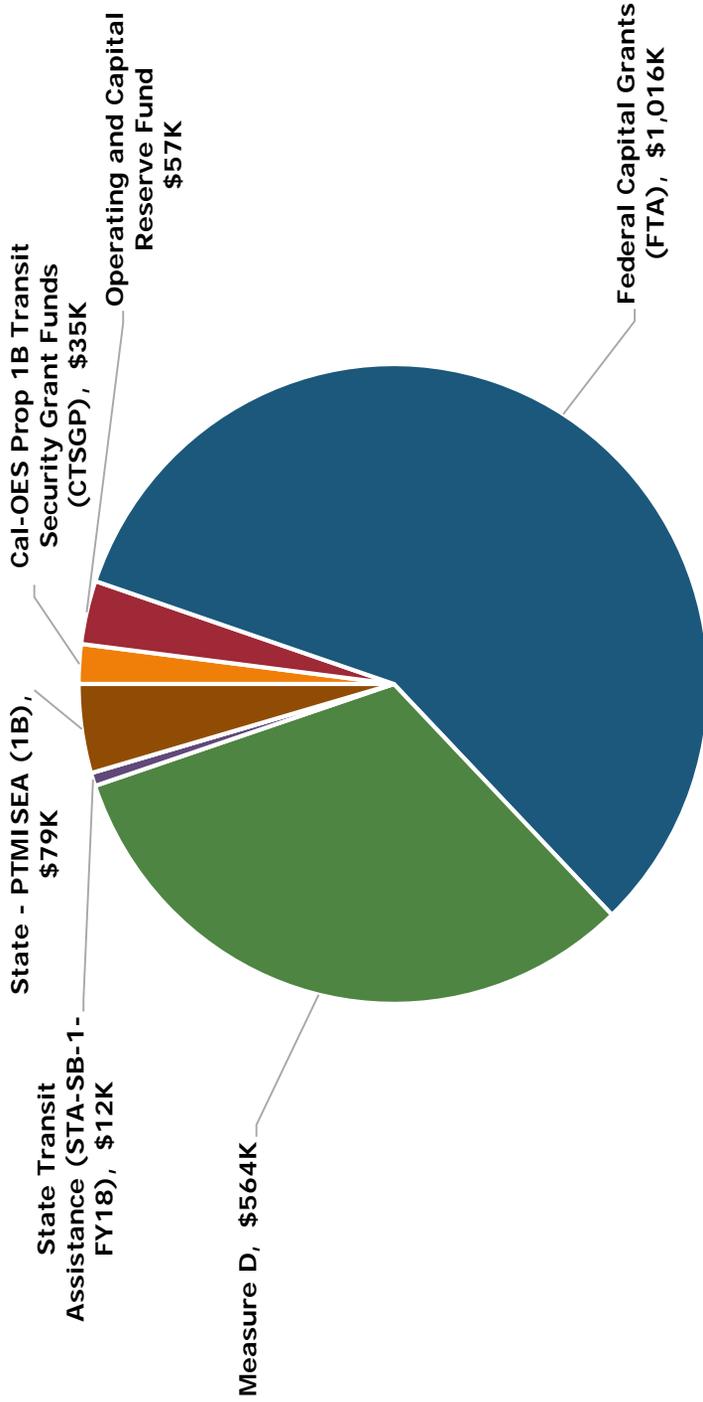


FY19 Capital Budget:

Spending Year to Date (by Funding Source) as of January 31, 2019

58% of Fiscal Year Elapsed

| | Actual YTD | Total FY19 Budget | % Spent YTD |
|-------------------------------|--------------------|---------------------|-------------|
| Total Capital Funding: | \$1,763,014 | \$21,972,877 | 8% |



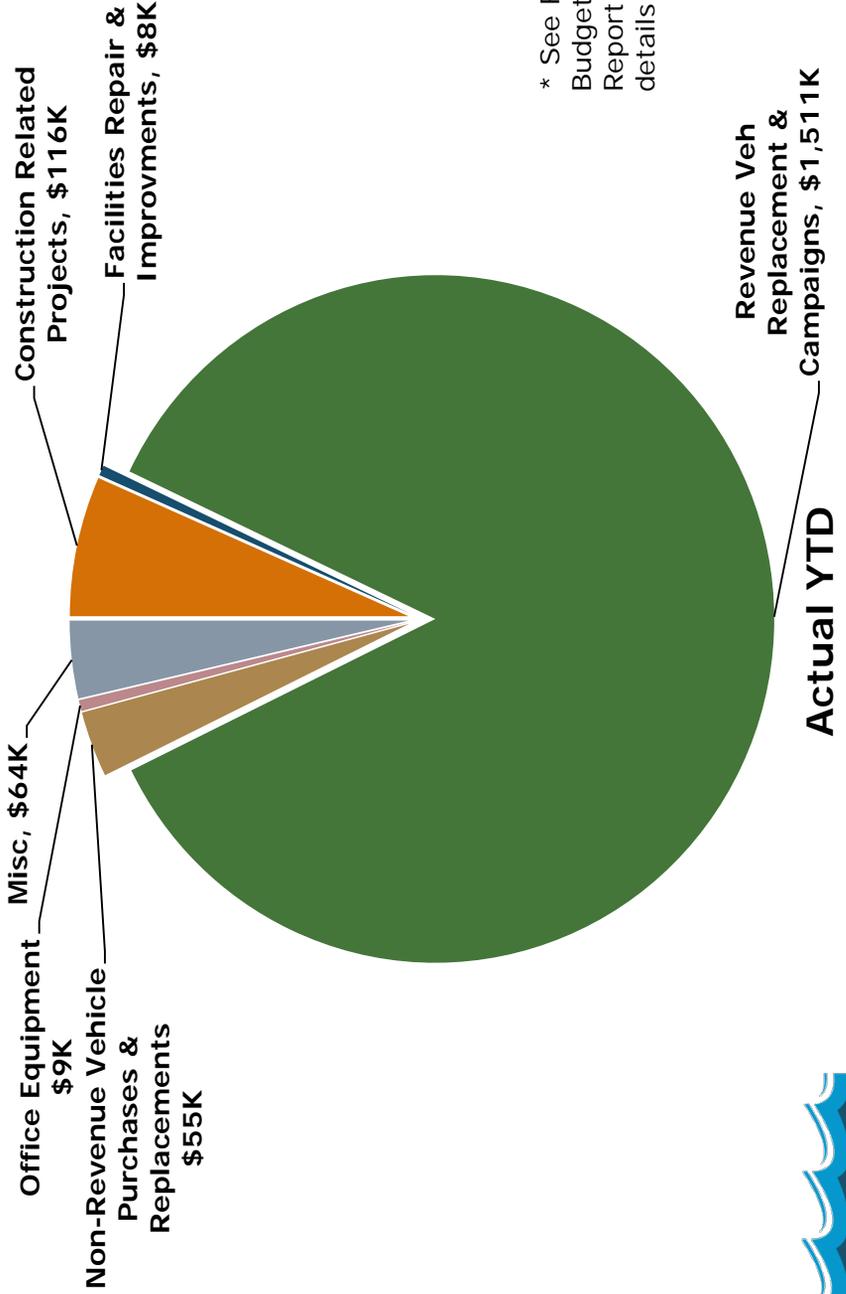
Actual YTD

FY19 Capital Budget:

Spending Year to Date as of January 31, 2019

58% of Fiscal Year Elapsed

| | Actual YTD | Total FY18 Budget | % Spent YTD |
|--------------------------------|--------------------|---------------------|-------------|
| Total Capital Projects: | \$1,763,014 | \$21,972,877 | 8% |



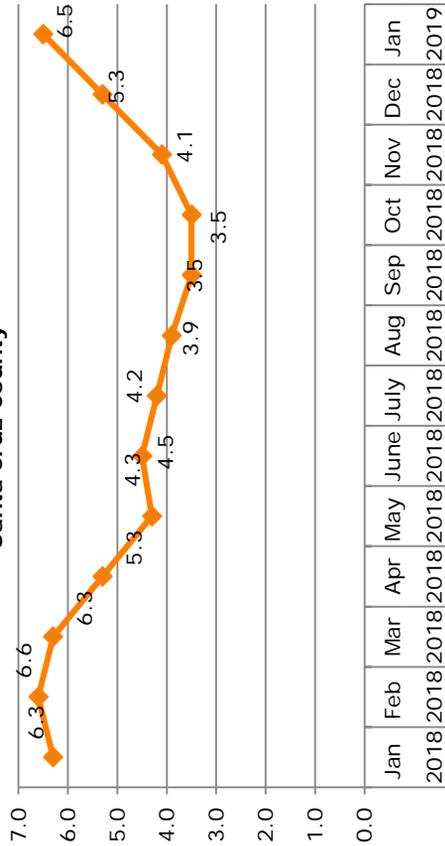
* See FY19 Capital Budget Project Status Report for additional details

Additional Information

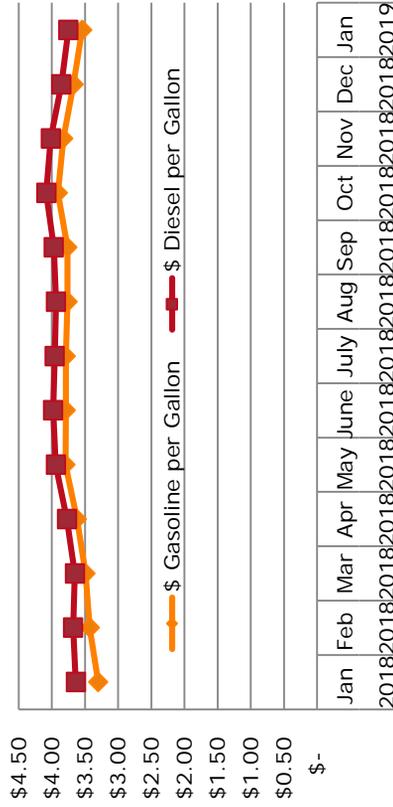


Economic Indicators & Ridership:

Unemployment Rate %
Santa Cruz County



\$ Diesel/Gasoline per Gallon
San Francisco – Oakland – San Jose



| FY18-19 Ridership: January YTD | | | |
|--------------------------------|-----------|-----------|----------|
| Ridership | Jan-FY18 | Jan-FY19 | % Change |
| Total | 2,748,100 | 2,735,077 | -0.5% |
| Hwy 17 | 165,983 | 163,905 | -1.3% |
| Local | 2,582,117 | 2,571,172 | -0.4% |
| UCSC | 1,335,933 | 1,346,115 | 0.8% |
| Cabrillo | 160,401 | 178,172 | 11.1% |
| Non-Student | 1,085,783 | 1,046,885 | -3.6% |

FY19 Operating Revenue, Expenses, and Transfers:

Year to Date as of March 31, 2019: PRELIMINARY:

75% of Fiscal Year Elapsed

| \$ In Thousands | Actual | Budget | Budget to Actual Favorable/ (Unfavorable) |
|---|-----------------|-----------------|---|
| Revenue: | \$34,602 | \$33,097 | \$1,505 |
| Operating Expenses: | | | |
| Personnel Expenses | \$29,346 | \$30,165 | \$819 |
| Non-Personnel Expenses | \$6,401 | \$7,224 | \$823 |
| Total Operating Expenses: | \$35,747 | \$37,389 | \$1,642 |
| Transfers: | | | |
| Transfers to Capital Budget | \$1,455 | \$1,395 | \$59 |
| Transfers to Operating and Capital Reserve Fund | \$0 | \$0 | \$0 |
| Total Transfers: | \$1,455 | \$1,395 | \$59 |
| Operating Balance: | | | \$3,088 |

Questions

Attachment B

| SANTA CRUZ METROPOLITAN TRANSIT DISTRICT | | | | | | | | | | | |
|---|--|--------------------------|-----------------------------------|------------------------|------------|----------------------------|------------------------|--------------------------|--|-----------------------|------------------------------------|
| FY19 REVISED CAPITAL BUDGET | | | | | | | | | | | |
| For APRIL 26, 2019 Board Meeting | | | | | | | | | | | |
| Report Status - Spending as of January 31, 2019 | | | | | | | | | | | |
| Updated: 4/16/2019 | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | Total Fiscal Year Budget | Total Spent - Fiscal Year to Date | % Project Complete (1) | Start Date | New - Estimated Start Date | Estimated End Date of: | New - Estimated End Date | Project Status (2) | Source of Funds | Grant Expiration Date |
| Construction Related Projects | | | | | | | | | | | |
| 1 | Pacific Station/Metro Center-Station Rehabilitation | \$ 1,551,333 | \$ - | 0% | 12/5/2018 | | | | Project Manager Eddie Benson working with Bowman & Williams on cost est. of specific components | PTMISEA | 6/30/2022 |
| | Pacific Station/Metro Center-Roof & Window Replacement | \$ 350,000 | \$ 3,750 | 0% | 12/5/2018 | | | | See project status above for rehabilitation of Pac Station. CEO met with Santa Cruz City Manager to discuss concept plans. | PTMISEA | 6/30/2022 |
| | Pacific Station/Metro Center-Conceptual Design / MOU | \$ 175,688 | \$ 4,248 | 85% | 1/1/2013 | | 6/30/2016 | 9/30/2019 | | FTA, CAPITAL RESERVES | 9/30/2019 |
| 2 | Metrobase Project - Judy K.Souza - Operations Bldg. | \$ 434,000 | \$ 72,820 | 100% | 9/26/2014 | | 6/30/2018 | 9/28/2018 | Project completed, taken to BOD 2/22/19 for close-out | PTMISEA, CAL-OES, RES | 6/30/2022 |
| 3 | Mechanical Platform Upgrade - JKS | \$ 120,000 | \$ 6,594 | 100% | 8/26/2016 | | 6/30/2018 | 9/28/2018 | Complete. Need to issue notice of completion. | CAL-OES | 3/31/2019 |
| | Transit Security Projects: | | | | | | | | | | |
| | Emergency Generators - Equip. | \$ 318,300 | \$ - | 70% | 7/10/2014 | | 6/15/2018 | | Vernon - needing new vendor for purchase and installation, will be sending out to bid. Pacific Station - generator will be rolled into Pacific Station Rehabilitation project above. | CAL-OES | 3/31/2019 |
| | Cameras on Buses | \$ 42,275 | \$ 9,958 | 100% | 3/1/2017 | | 6/30/2018 | | Completed 10/31/2018 per Isaac | CAL-OES | 3/31/2019 |
| | Security Cameras Consultant | \$ 25,000 | \$ - | 60% | 6/1/2017 | | 6/22/2018 | 10/31/2018 | Project completed per Isaac | CAL-OES | 3/31/2019 |
| | Emergency Generators - Consultant | \$ 16,000 | \$ 18,726 | 50% | 7/10/2014 | | 10/1/2018 | 12/31/2018 | Pac Station not funded, needs to go back on Capital Budget Unfunded list. | CAL-OES | 3/31/2019 |
| | Security Cameras Install | \$ 2,275 | \$ - | 0% | | 7/30/2018 | 11/30/2018 | | Contract with Ojo has been signed, now just waiting for installation to begin on project | CAL-OES | 3/31/2019 |
| | Subtotal | \$ 3,034,851 | \$ 116,096 | | | | | | | | |
| IT Projects | | | | | | | | | | | |
| 4 | None | \$ - | \$ - | | | | | | | | |
| | Subtotal | \$ - | \$ - | | | | | | | | |
| Facilities Upgrades & Improvements | | | | | | | | | | | |
| 5 | Fuel Management System (FTA 5339a FY17) | \$ 180,000 | \$ - | 10% | 10/1/2017 | | 12/31/2018 | | PM looking into specs | FTA | Award pending |
| 6 | Gate Control at JKS Bus Entry (FTA 5339a FY18) | \$ 100,000 | \$ - | 0% | 1/9/2019 | | | | PM Working on specs for project | FTA | Award Pending |
| 7 | 138 Golf Club Fire Egress (FTA 5339a FY17) | \$ 97,523 | \$ 8,404 | 30% | 4/1/2015 | | 10/1/2018 | | Pending executed grant agreement. \$20K from Bus Stop & Fac. Improvement FTA 5339a FY15/16 line item | FTA | Award pending |
| 8 | Roof Repairs-Maint. Facility (FTA 5339a FY18) | \$ 92,000 | \$ - | 0% | 1/9/2019 | | | | Project no longer being done, funding reallocated to other projects | FTA | Award Pending |
| 9 | Paint Exterior-Maint. Facility (FTA 5339a FY18) | \$ 60,000 | \$ - | 0% | 1/9/2019 | | | | Working on specs for project | FTA | Award Pending |
| 10 | Facilities Improvements (FTA 5339a FY18) | \$ 58,000 | \$ - | | | | | | | FTA | Award Pending |
| 11 | Facilities Improvements (FTA 5339a FY15/16) | \$ 34,174 | \$ - | | 8/1/2016 | | 9/1/2018 | | | FTA | Award 8/14/17, 5 years to obligate |
| 11a | Landscaping WTC (FTA 5339a FY15/16) | \$ 30,000 | \$ - | 90% | | | 12/31/2018 | | Pending Alex notice to proceed.(Mural wall painting) on | | |
| 12 | Bus Stop & Fac Improve. (FTA 5339a FY15/16) | \$ 29,082 | \$ - | 0% | 8/1/2016 | | 9/1/2018 | | Pending development of sight specify priority list. | FTA | Award 8/14/17, 5 years to obligate |
| 13 | Bus Shelter Reconditioning (FTA 5339a FY18) | \$ 25,000 | \$ - | 0% | 1/9/2019 | | | | PM working with CA Sp inspector for assessment of bus stops | FTA | Award Pending |
| 14 | Awning @ Fueling Station A&E only (FTA 5339a FY18) | \$ 25,000 | \$ - | 0% | 1/9/2019 | | | | PM Working on specs for project | FTA | Award Pending |
| 15 | Admin Bldg. Engineering & Renovations | \$ 20,000 | \$ - | | 4/1/2018 | | 6/1/2018 | | Angela is expecting to kick this off in January. | CAPITAL RESERVES | N/A |
| 16 | Asphalt Repair-Pac Station Layover (FTA 5339a FY18) | \$ 14,000 | \$ - | 0% | 1/9/2019 | | | | PM Working on specs for project | FTA | Award Pending |

Attachment B

| SANTA CRUZ METROPOLITAN TRANSIT DISTRICT | | | | | | | | | | | | |
|---|--------|--------------------------|-----------------------------------|------------------------|------------|----------------------------|------------------------|--------------------------|---|--------------------------|--|--|
| FY19 REVISED CAPITAL BUDGET | | | | | | | | | | | | |
| For APRIL 26, 2019 Board Meeting | | | | | | | | | | | | |
| Report Status - Spending as of January 31, 2019 | | | | | | | | | | | | |
| Updated: 4/16/2019 | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | PM* | Total Fiscal Year Budget | Total Spent - Fiscal Year to Date | % Project Complete (1) | Start Date | New - Estimated Start Date | Estimated End Date of: | New - Estimated End Date | Project Status (2) | Source of Funds | Grant Expiration Date | |
| 17 | EA | \$ 10,000 | \$ - | 0% | | | | | PM Erron Alvey meeting with Structural Engineer (2/1/19) for walkthrough of Vernon | Operating | | |
| 18 | FR, EB | \$ 10,000 | \$ - | 0% | 1/9/2019 | | | | PM Working on specs for project An ask for funds to be reallocated to purchase of Pressure Washer for Facilities | FTA | Award Pending | |
| 19 | FR, EB | \$ 9,548 | \$ - | | | | | | | | | |
| 20 | FR, EB | \$ 8,910 | \$ - | 0% | 1/9/2019 | | | | PM Working on specs for project An ask for funds to be reallocated to purchase of Pressure Washer for Facilities | FTA | Award Pending | |
| 21 | FR, EB | \$ 8,000 | \$ - | | | | | | | | | |
| | | \$ 811,237 | \$ 8,404 | | | | | | | | | |
| Revenue, Vehicle Purchases, Replacements & Campaigns | | | | | | | | | | | | |
| 22 | EA | \$ 4,919,542 | \$ 17,442 | 5% | 9/7/2016 | | 6/30/2022 | | Infrastructure moving ahead, working on PG&E Application for Fleet Ready Program. all other elements on hold | FTA, PTMISEA, MEAS D | Award 8/23/17, 5 years to obligate. PTMISEA 6/30/22 | |
| 23 | EB | \$ 2,635,548 | | 0% | | | | | Order placed. Waiting for build schedule from Gillig | FTA, STA-SGR, MEAS D | | |
| 24 | EB, EA | \$ 1,656,000 | | 0% | | | | | Waiting on Proterra on legal questions on contract System development has commenced. An on site kick-off took place 1/28/2019 and project is underway | STIP, LPP, HVIP (\$300K) | | |
| 25 | IH | \$ 1,581,385 | \$ 128,780 | 0% | | | | | Received Proterra's cost proposal 9/18/2018 order pending executed contract and issuance of purchase order. Deadline extension request still pending. | STIP, MEAS D | PTMISEA 6/30/22. LCTOP Award 6/2/16 3 years to obligate (6/1/19) | |
| 26 | EA | \$ 1,066,508 | \$ - | 50% | 6/1/2016 | | 6/30/2019 | | Project being sent out to bid | PTMISEA, LCTOP | | |
| 27 | EB | \$ 1,016,605 | | 0% | | | | | Eddie and Freddy are working on project | STIP, MEAS D | | |
| 28 | EB | \$ 1,000,000 | \$ 250,818 | 10% | | | | | Complete, all vehicles in service. | MEAS D | | |
| 29 | EB, CA | \$ 863,232 | \$ 826,899 | 100% | 4/1/2018 | | 4/15/2018 | 9/30/2018 | Waiting on Proterra on legal questions on contract Metro has been given build schedule from Gillig, July start date of production | FTA, MEASURE D | Award 8/14/17, 5 years to obligate | |
| 30 | EB, EA | \$ 863,102 | | | | | | | Waiting on Proterra on legal questions on contract Metro has been given build schedule from Gillig, July start date of production | LCTOP | | |
| 31 | EB, EA | \$ 658,887 | \$ - | 5% | 9/1/2016 | | 5/1/2019 | | Caltrans is not allowing piggybacking on this contract, PM regrouping on project | FTA, PTMISEA | 6/1/19, 6/30/22 | |
| 32 | EB, EA | \$ 658,889 | \$ - | 1% | | 5/1/2018 | | | Making monthly payments against the lease (15 of 72 payments as of 2/15/19) | FTA, MEASURE D | Award pending | |
| 33 | EB, CA | \$ 283,529 | \$ 141,381 | 13% | 12/1/2017 | | 6/30/2018 | 11/30/2023 | Completed | MEASURE D | N/A | |
| 34 | EB, CA | \$ 165,239 | \$ - | 100% | | | 6/13/2018 | | PM Working on specs for project Classic Graphic body and Paint-24 completed and 12 remain. Project on going. 4 VTA Artic buses being subbed for original buses | FTA, MEASURE D | Award pending | |
| 35 | EB, CA | \$ 160,000 | \$ - | 0% | 9/1/2017 | | 6/30/2018 | 4/30/2019 | Completed | FTA | Award 8/14/17, 5 years to obligate Award 3/1/16, 10 years to obligate | |
| 36 | EB, CA | \$ 102,809 | \$ 54,421 | 53% | 2/15/2018 | | 6/30/2019 | | Internal /External Announcements Paul Revere Buses: Internal announcement completed - External announcement solution on going by Clever Device. | FTA, MEASURE D | N/A | |
| 37 | EB, CA | \$ 68,367 | \$ 65,131 | 100% | 4/1/2017 | | 6/30/2018 | 7/18/2018 | Project Close-Out complete 10/31/2018 | FTA, MEASURE D | | |
| 38 | EB, CA | \$ 28,500 | \$ 25,665 | 85% | | | 10/30/2018 | | | FTA, MEASURE D | | |
| 39 | EB, CA | \$ 13,802 | \$ - | 100% | | | 6/30/2018 | | | FTA, MEASURE D | None per Tom | |
| | | \$ 17,741,944 | \$ 1,510,537 | | | | | | | | | |

10-03B.2

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DATE: April 26, 2019
TO: Board of Directors
FROM: Angela Aitken, Chief Financial Officer
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL
REPORT AS OF FEBRUARY 28, 2019**

I. RECOMMENDED ACTION

**That the Board of Directors accept and file the Year to Date Monthly
Financial Report as of February 28, 2019**

II. SUMMARY OF ISSUES

- An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.
- This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of February 28, 2019."
- Staff recommends that the Board of Directors accept and file the attached report.

III. DISCUSSION/BACKGROUND

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of February 28, 2019. The fiscal year has elapsed 67%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of February 28, 2019

Slide 2

FY19 Operating Revenue and Expenses for the Month Ending February 28, 2019

- Operating Revenues for the month are favorable by \$20K
- Operating Expenses
 - Labor Regular - favorable by \$180K
 - Labor OT - unfavorable by \$126K
 - Fringe Benefits – favorable by \$239K
 - Non-Personnel - favorable by \$34K

- Total Operating Expenses – favorable by \$328K
- Transfers – favorable by \$16K
- Operating Balance – favorable by \$331K

Slide 3

FY19 Operating Revenue and Expenses Year to Date as of February 28, 2019

- Operating Revenues Year to Date are favorable by \$1,841K
- Operating Expenses
 - Labor Regular - favorable by \$1,218K
 - Labor OT - unfavorable by \$982K
 - Fringe Benefits - favorable by \$669K
 - Non-Personnel - favorable by \$558K
- Total Operating Expenses – favorable by \$1,463K
- Transfers – favorable by \$214K
- Operating Balance – favorable by \$3,089K

Slide 4

FY19 Operating Revenue by Major Funding Source - Year to Date as of February 28, 2019

- Passenger Fares - actual is \$6,903K while budget is \$6,844K
- Sales Tax Revenue (including Measure D) - actual is \$17,713K while budget is \$16,441K
- Other Revenue - actual is \$595K while budget is \$354K
- Transp Dev Act (TDA) - actual is \$3,751K while budget is \$3,537K
- STA Op Assistance – actual is \$897K while budget is \$885K
- Federal Op Assistance - actual is \$218K while budget is \$174K.

Slide 5

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of February 28, 2019

- Passenger Fares variance to budget is favorable by \$58K primarily due to:
 - Special Transit Fares over budget (Contract payments from UCSC exceeding our budget projections).
- Sales Tax Revenue variance to budget is favorable by \$1,273K. Significant fluctuations in the variance to budget are expected in FY19 as the California Department of Tax and Fee Administration (CDT FA) changed the way funds

are disbursed, while the monthly budget allocations are based on last year's actual allocations.

- Other Revenue variance to budget is favorable by \$241K primarily due to Interest income and Other Op Assistance/Funding (funding received by UCSC for the Articulated Bus Project)
- Transp Dev Act (TDA) variance to budget is favorable by \$213K due to revenues above prior year's estimates from RTC.
- STA Op Assistance variance to budget is favorable by \$12K due to revised estimates by the State Controller's office that increased the total amount of the FY2018 -2019 STA funding to Santa Cruz County.
- Federal Op Assistance variance to budget is favorable by \$43K due to Medicare Subsidy.

Slide 6

FY19 Operating Expenses by Major Expense Category Year to Date as of February 28, 2019

- Labor - Regular- actual is \$10,232K while budget is \$11,450K
- Labor – OT - actual is \$2,119K while budget is \$1,137K
- Fringe Benefits - actual is \$13,558K (*of which \$3,520K is the Retirement Expense YTD*) while budget is \$14,227K
- Services - actual is \$2,281K while budget is \$2,514K
- Mobile Materials & Supplies - actual is \$1,893K while budget is \$2,223K
- Other Expenses - actual is \$1,709K while budget is \$1,704K.

Slide 7

Favorable/ (Unfavorable) Expense Variance to Budget Year to Date as of February 28, 2019

- Labor – Regular variance to budget is favorable by \$1,218K primarily due to:
 - Vacant funded positions
 - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$982K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$669K primarily due to lower retirement and medical insurance costs.
- Services variance to budget is favorable by \$233K primarily due to Prof & Tech Fees under budget.
- Mobile Materials & Supplies variance to budget is favorable by \$330K due to Fuel/Lube Rev Veh and Rev Veh Parts.

- Other Expenses variance to budget is unfavorable by \$4K primarily due to Settlement costs and Operating Lease Expense (offset by additional revenue from UCSC for the Articulated Bus Project).

Slide 8

FY19 Transfers Year to Date as of February 28, 2019

- Transfer to Capital Budget (2016 Net Sales Tax Measure D) - actual is \$1,455K while budget is \$1,240K.
- Transfer to Capital Budget (2016 Net Sales Tax Measure D) variance to budget is favorable by \$214K.

Slide 9

FY19 Capital Budget Spending Year to Date (by Funding Source) as of February 28, 2019

- Total Capital Spending year to date is \$2,342K; FY18 budget is \$22.0M
 - Cal-OES Prop 1B Transits Security Grant spending (CTSGP) is \$35K
 - Operating and Capital Reserve spending is \$61K
 - Federal Capital Grants (FTA) spending is \$1,022K
 - Measure D spending is \$1,133K
 - State Transit Assistance (STA –SB-1-FY18) spending is \$12K
 - State – PTMISEA (1B) spending is \$79K.

Slide 10

FY19 Capital Budget Spending Year to Date as of February 28, 2019

- Total Capital Projects spending year to date is \$2,342K; FY18 budget is \$22.0M
 - Construction Related Projects spending is \$116K for the following projects:
 - Pacific Station/Metro Center – Conceptual Design
 - Metrobase Project – Judy K. Souza – Operations Bldg.
 - Transit Security Projects
 - Facilities Upgrades & Improvements spending is \$8K for the following project:
 - 138 Golf Club Fire Egress (FTA 5339a FY17)
 - Revenue Vehicle Purchases, Replacement & Campaigns spending is \$2,085K for the following projects:
 - Electric Bus (3), Infrastructure and Project Management (FTA 5339c FY16)
 - AVL/ITS (FY18 STIP, Measure D)

- VTA Bus Transfer - Decommission & Retrofit 10 Electric Hybrids, and 4 Diesel Artics
- Paracruz Van Replacements (11) (FTA 5339a FY15/16)
- Capitalized Lease (3 New Flyer Buses) – Year 2
- Bus Repaint Campaigns (36) (FTA 5339a FY14)
- Paratransit Vehicle (1) (FTA 5310 FY13/14)
- Capitalized Lease – 3 New Flyer Buses – External Announcement System Programming Patch (Clever Devices)
- Non-Revenue Vehicle Replacements spending is \$55K for the following project:
 - Propane Fueled Tow Motor (FTA 5339a FY14)
- Office Equipment spending is \$9K for the following project:
 - 4 Vertical Fire King File Cabinets (Admin)
- Misc. spending is \$69K for the following project:
 - TVM Pin Pad Bezel 8 Upgrade (6)
 - C/S Call Center Furnishings (FTA 5339a FY18)
 - Misc. Emergency Capital Items \$1K to \$5K

Slide 11

(Cover Sheet) - Additional Information

Slide 12

Economic Indicators & Ridership for the Month of February 2019

- Unemployment Rate % in Santa Cruz County is 6.7%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.48;
\$ Diesel is \$3.73
- Ridership YTD as of February 2019 changed as follows, year-over-year (FY18 – FY19):
 - 1.1% decrease in Total ridership
 - 1.7% decrease in Highway 17 ridership
 - 1.0% decrease in Local ridership
 - 0.9% increase in UCSC ridership
 - 7.8% increase in Cabrillo ridership
 - 4.9% decrease in Non-Student ridership.

Slide 13

FY19 Operating Revenue, Expenses, and Transfers Year to Date as of March 31, 2019: Preliminary

- Revenue – favorable by \$1,505K
- Operating Expenses:
 - Personnel Expenses - favorable by \$819K
 - Non-Personnel - favorable by \$823K
- Total Operating Expenses - favorable by \$1,642K
- Transfers –favorable by \$59K
- Operating Balance – favorable by \$3,088K

IV. FINANCIAL CONSIDERATIONS/IMPACT

Favorable budget variances in Operating Revenues and Expenses contributed to the favorable budget variance in Operating Balance, Year to Date as of February 28, 2019.

V. ALTERNATIVES CONSIDERED

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

VI. ATTACHMENTS

Attachment A: Year to Date Monthly Financial Report as of February 28, 2019 Presentation

Attachment B: FY19 Capital Budget Project Status Report as of February 28, 2019

Prepared by: Kristina Mihaylova, Sr. Financial Analyst

VII. APPROVALS

Approved as to fiscal impact:
Angela Aitken, Chief Financial Officer

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Alex Clifford, CEO/General Manager

Alex Clifford

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Year to Date Monthly Financial Report as of February 28, 2019

Santa Cruz METRO Board of Directors

April 26, 2019

Angela Aitken, Chief Financial Officer

FY19 Operating Revenue and Expenses

For the Month Ending February 28, 2019

67% of Fiscal Year Elapsed

| \$ In Thousands | Actual | Budget | Budget to Actual Favorable/ (Unfavorable) |
|----------------------------------|----------------|----------------|---|
| Operating Revenue: | \$3,117 | \$3,097 | \$20 |
| Operating Expenses: | | | |
| Labor - Regular | \$1,251 | \$1,431 | \$180 |
| Labor - Overtime | \$268 | \$142 | (\$126) |
| Fringe Benefits | \$1,539 | \$1,778 | \$239 |
| Non-Personnel Expenses | \$808 | \$842 | \$34 |
| Total Operating Expenses: | \$3,866 | \$4,194 | \$328 |
| Transfers: | (\$171) | (\$155) | \$16 |
| Operating Balance: | | | \$331 |

10-04A.2



FY19 Operating Revenue and Expenses

Year to Date as of February 28, 2019

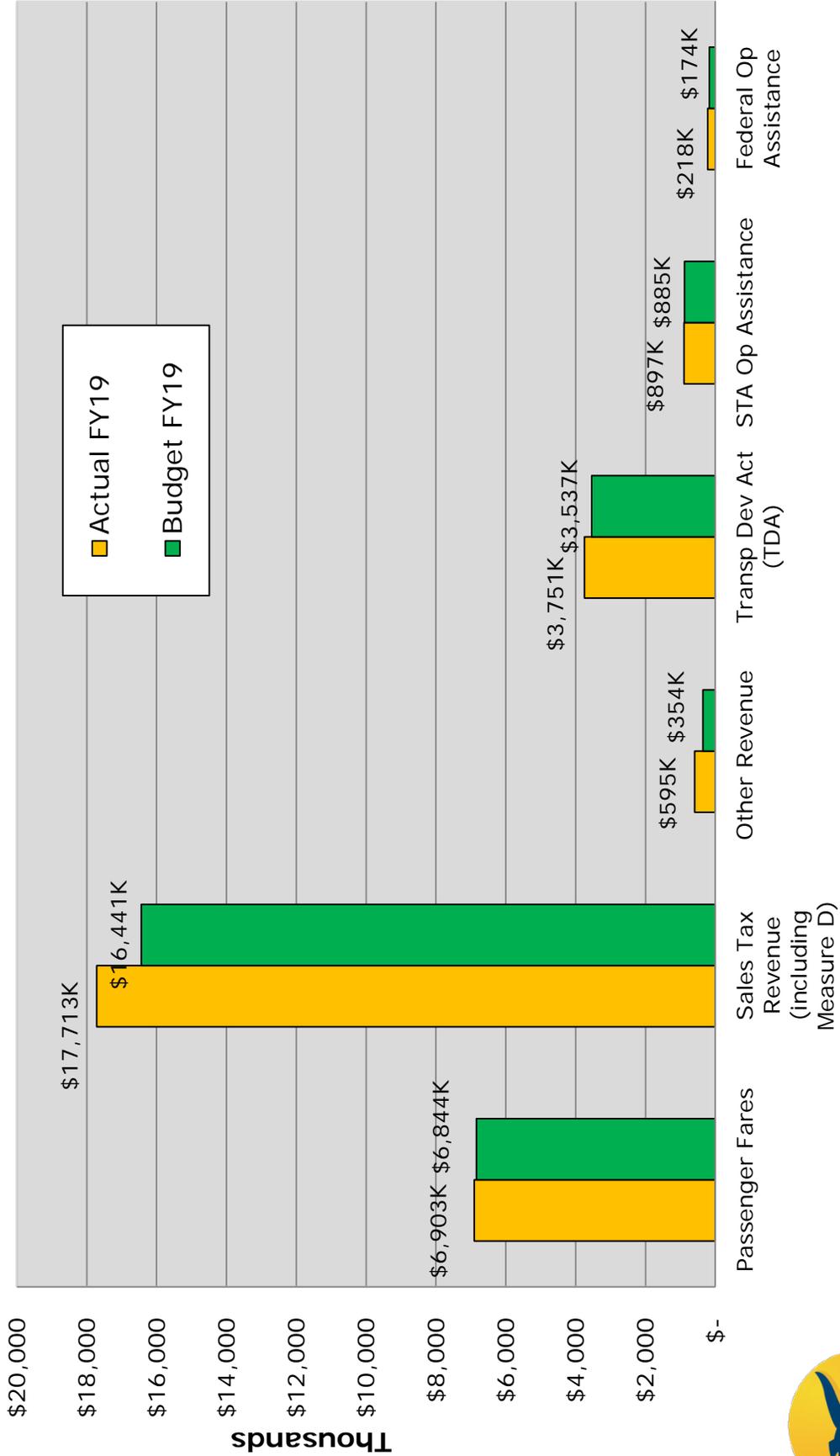
67% of Fiscal Year Elapsed

| \$ In Thousands | Actual | Budget | Budget to Actual Favorable/ (Unfavorable) |
|----------------------------------|------------------|------------------|---|
| Operating Revenue: | \$30,077 | \$28,236 | \$1,841 |
| Operating Expenses: | | | |
| Labor - Regular | \$10,232 | \$11,450 | \$1,218 |
| Labor - Overtime | \$2,119 | \$1,137 | (\$982) |
| Fringe Benefits | \$13,558 | \$14,227 | \$669 |
| Non-Personnel Expenses | \$5,883 | \$6,441 | \$558 |
| Total Operating Expenses: | \$31,792 | \$33,255 | \$1,463 |
| Transfers: | (\$1,455) | (\$1,240) | \$214 |
| Operating Balance: | | | \$3,089 |

10-04A.3



FY19 Operating Revenue by Major Funding Source
Year to Date as of February 28, 2019
 67% of Fiscal Year Elapsed

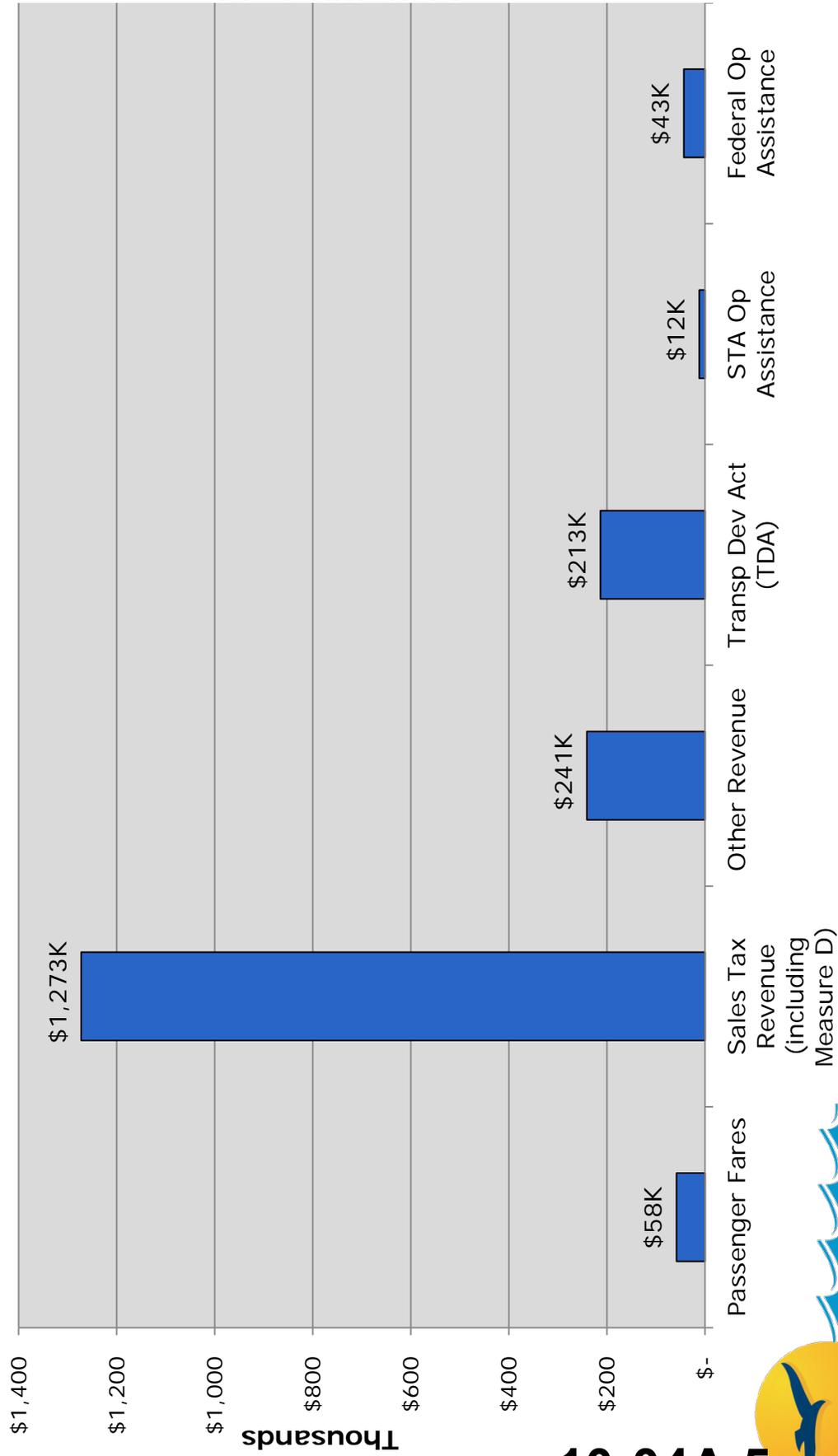


10-04A.4



Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of February 28, 2019

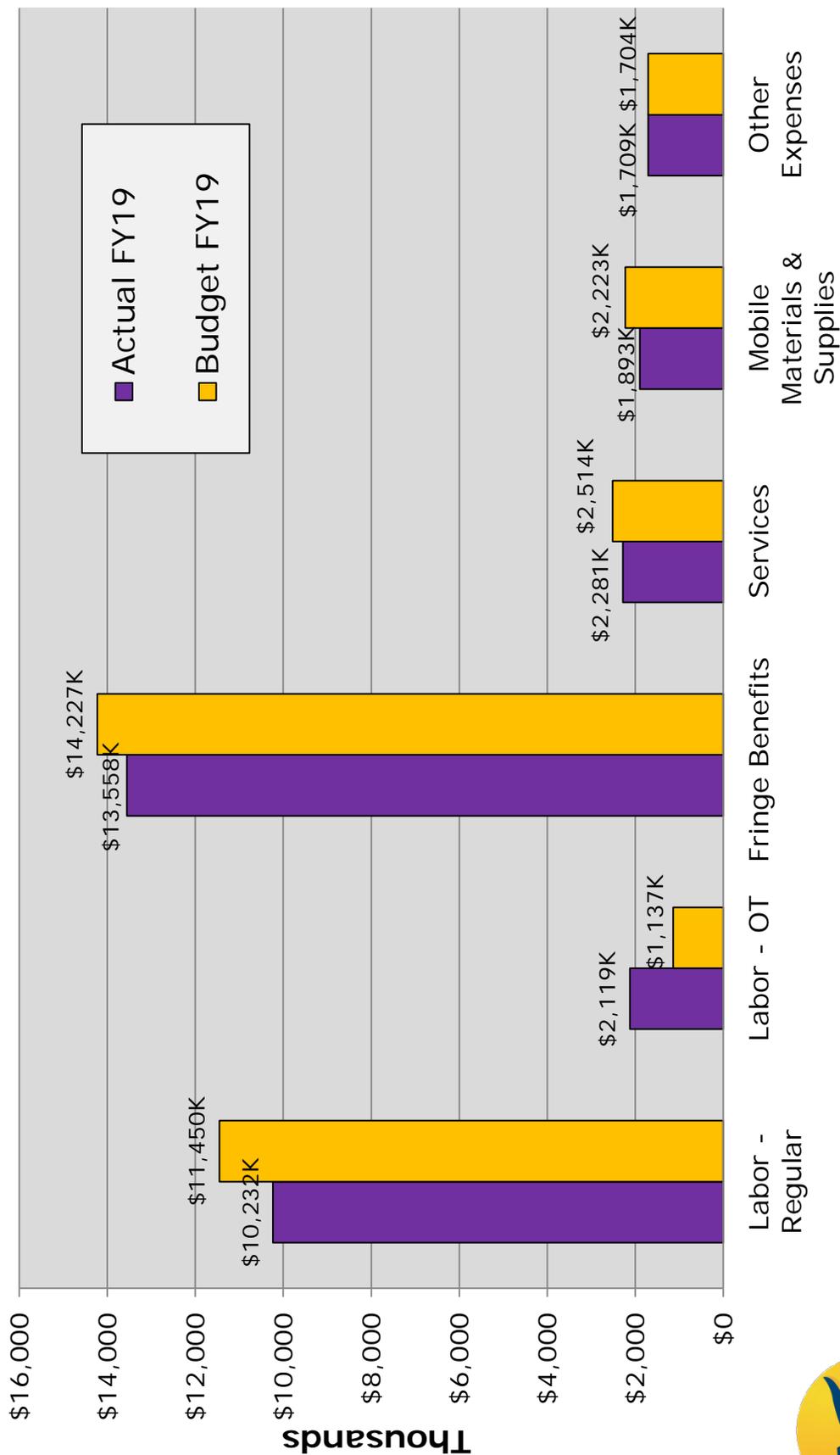
67% of Fiscal Year Elapsed



10-04A.5



FY19 Operating Expenses by Major Expense Category
Year to Date as of February 28, 2019
67% of Fiscal Year Elapsed

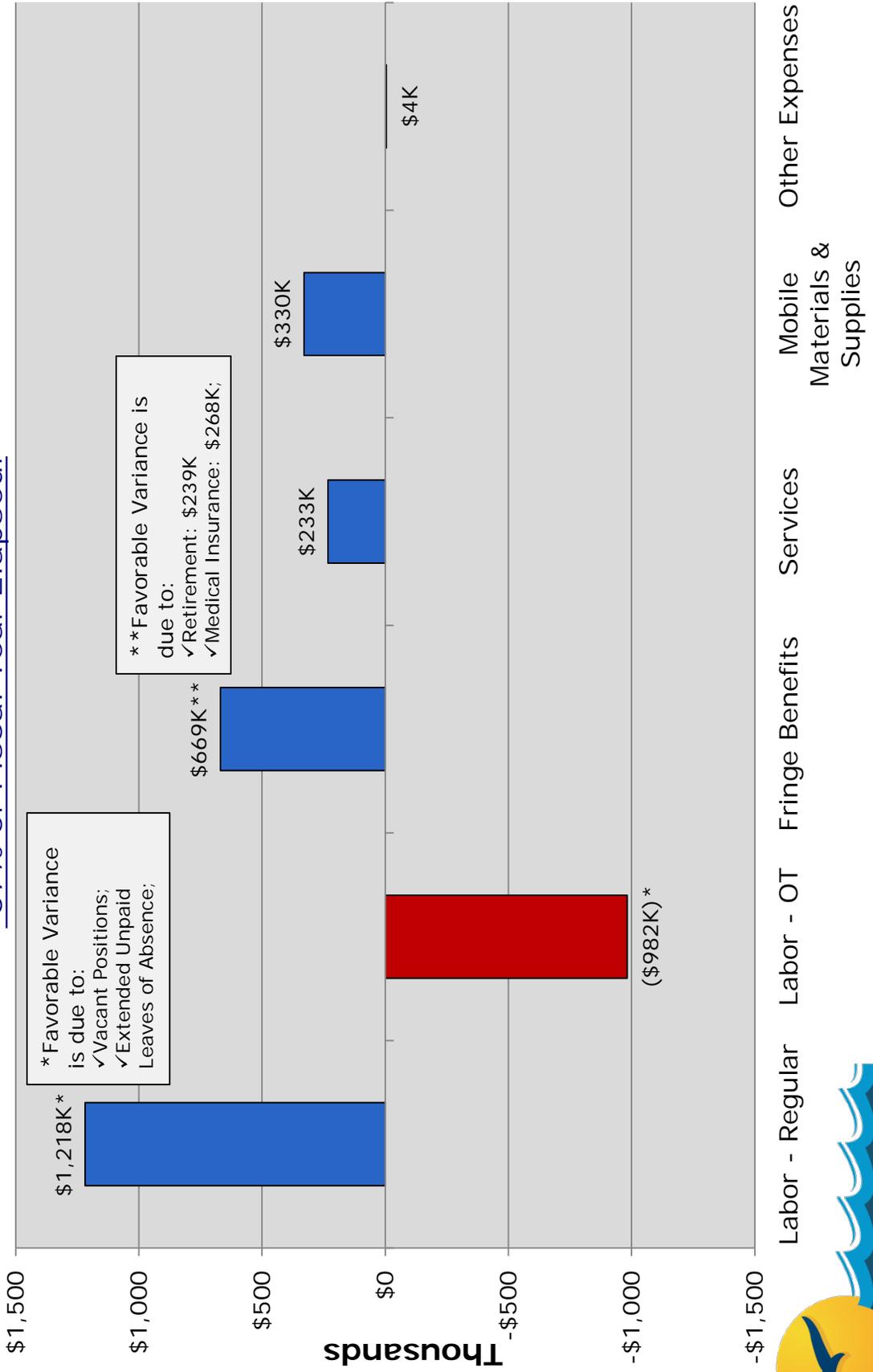


10-04A.6



Favorable/(Unfavorable) Expense Variance to Budget
Year to Date as of February 28, 2019

67% of Fiscal Year Elapsed:

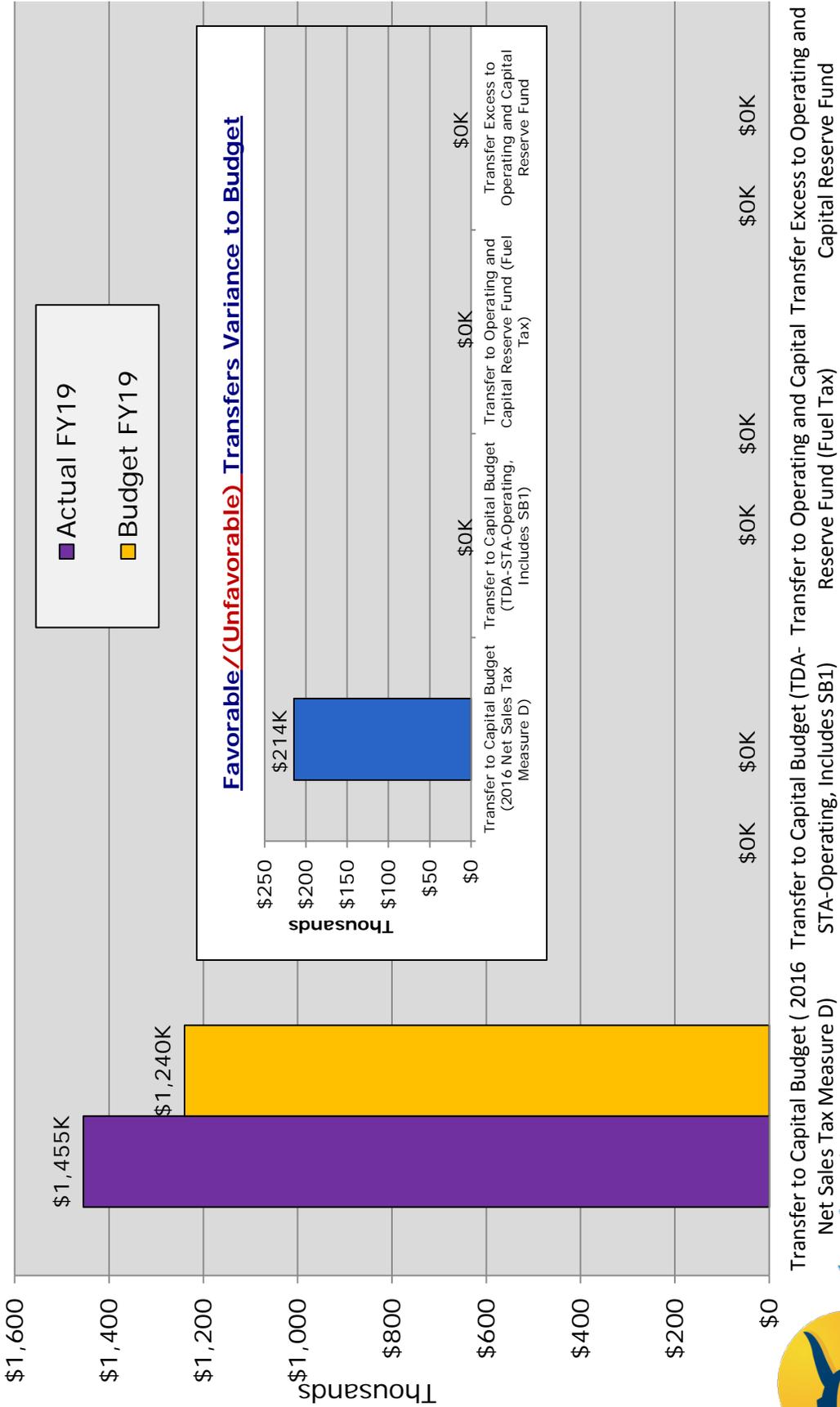


* Favorable Variance is due to:
 ✓ Vacant Positions;
 ✓ Extended Unpaid Leaves of Absence;

** Favorable Variance is due to:
 ✓ Retirement: \$239K
 ✓ Medical Insurance: \$268K;



FY19 Transfers
Year to Date as of February 28, 2019
67% of Fiscal Year Elapsed

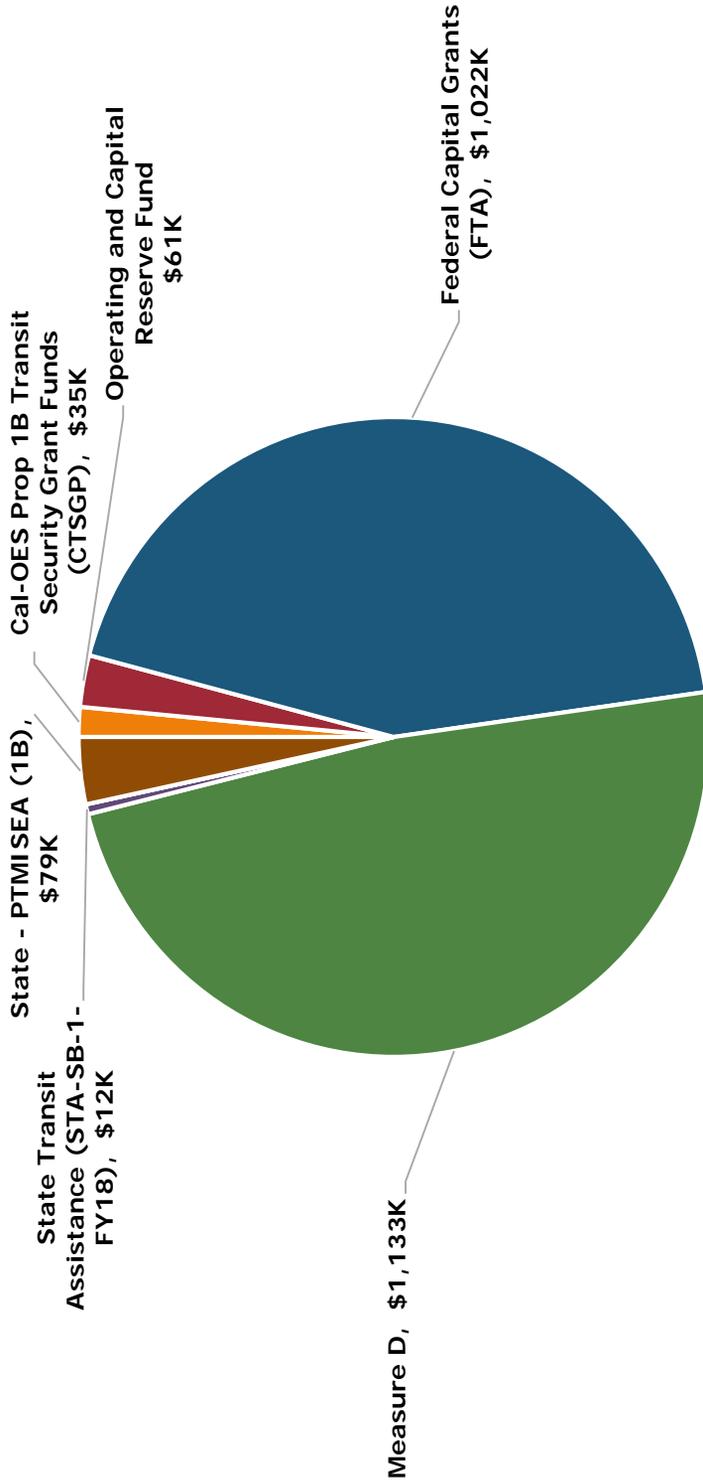


FY19 Capital Budget:

Spending Year to Date (by Funding Source) as of February 28, 2019

67% of Fiscal Year Elapsed

| | Actual YTD | Total FY19 Budget | % Spent YTD |
|-------------------------------|--------------------|---------------------|-------------|
| Total Capital Funding: | \$2,341,769 | \$21,972,877 | 11% |



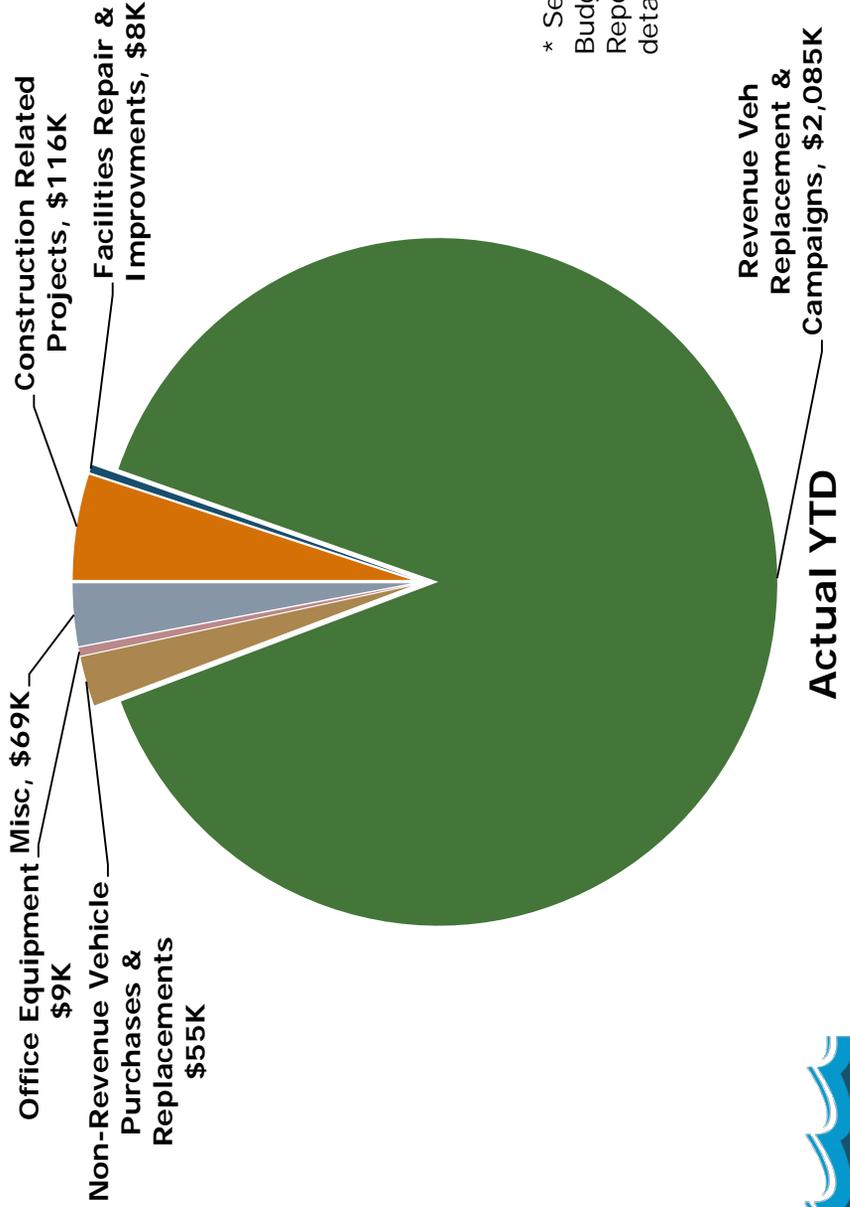
Actual YTD

FY19 Capital Budget:

Spending Year to Date as of February 28, 2019

67% of Fiscal Year Elapsed

| | Actual YTD | Total FY18 Budget | % Spent YTD |
|--------------------------------|--------------------|---------------------|-------------|
| Total Capital Projects: | \$2,341,769 | \$21,972,877 | 11% |



* See FY19 Capital Budget Project Status Report for additional details

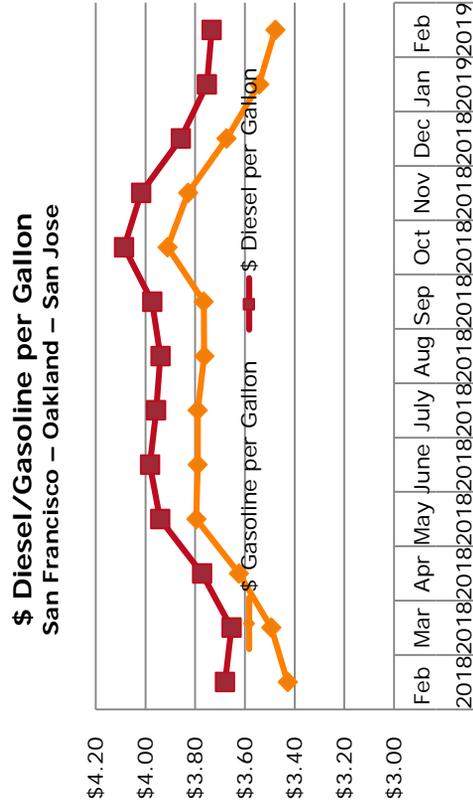
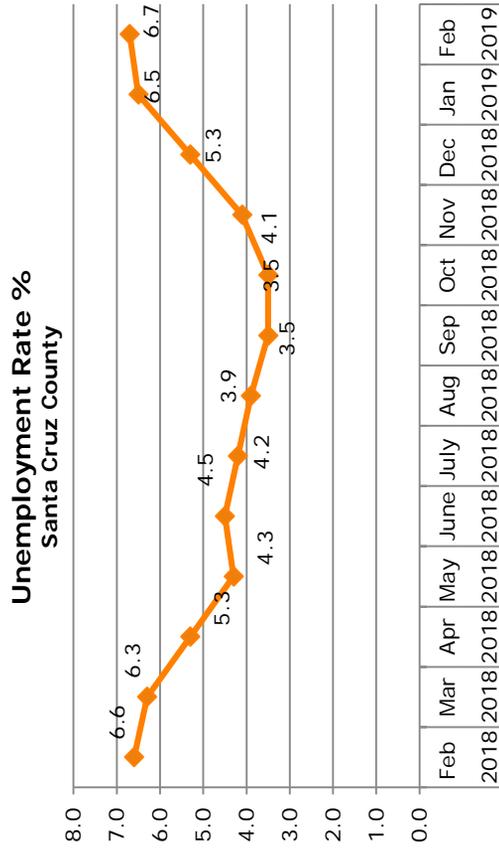


Additional Information

10-04A.11



Economic Indicators & Ridership:



| FY18-19 Ridership: February YTD | | | |
|---------------------------------|-----------|-----------|----------|
| Ridership | Feb-FY18 | Feb-FY19 | % Change |
| Total | 3,236,149 | 3,201,105 | -1.1% |
| Hwy 17 | 190,011 | 186,712 | -1.7% |
| Local | 3,046,138 | 3,014,393 | -1.0% |
| UCSC | 1,619,747 | 1,633,531 | 0.9% |
| Cabrillo | 192,902 | 207,954 | 7.8% |
| Non-Student | 1,233,489 | 1,172,908 | -4.9% |



FY19 Operating Revenue, Expenses, and Transfers:

Year to Date as of March 31, 2019: PRELIMINARY:

75% of Fiscal Year Elapsed

| \$ In Thousands | Actual | Budget | Budget to Actual Favorable/ (Unfavorable) |
|---|-----------------|-----------------|---|
| Revenue: | \$34,602 | \$33,097 | \$1,505 |
| Operating Expenses: | | | |
| Personnel Expenses | \$29,346 | \$30,165 | \$819 |
| Non-Personnel Expenses | \$6,401 | \$7,224 | \$823 |
| Total Operating Expenses: | \$35,747 | \$37,389 | \$1,642 |
| Transfers: | | | |
| Transfers to Capital Budget | \$1,455 | \$1,395 | \$59 |
| Transfers to Operating and Capital Reserve Fund | \$0 | \$0 | \$0 |
| Total Transfers: | \$1,455 | \$1,395 | \$59 |
| Operating Balance: | | | \$3,088 |

Questions

Attachment B

| SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 REVISED CAPITAL BUDGET For April 26, 2019 Board Meeting Report Status - Spending as of February 28, 2019 Updated: 4/16/2019 | | | | | | | | | | | | | |
|---|--------|--------------------------|-----------------------------------|------------------------|------------|----------------------------|------------------------|--------------------------|--|-----------------------|------------------------------------|--|--|
| | | | | | | | | | | | | | |
| | PM* | Total Fiscal Year Budget | Total Spent - Fiscal Year to Date | % Project Complete (1) | Start Date | New - Estimated Start Date | Estimated End Date of: | New - Estimated End Date | Project Status (2) | Source of Funds | Grant Expiration Date | | |
| Construction Related Projects | | | | | | | | | | | | | |
| 1 | EB | \$ 1,551,333 | \$ - | 0% | 12/5/2018 | | | | Project Manager Eddie Benson working with Bowman & Williams on cost est. of specific components | PTMISEA | 6/30/2022 | | |
| | EA | \$ 350,000 | \$ 3,750 | 0% | 12/5/2018 | | | | See project status above for rehabilitation of Pac Station. | PTMISEA | 6/30/2022 | | |
| | BE | \$ 175,668 | \$ 4,248 | 85% | 1/1/2013 | | | | CEO met with Santa Cruz City Manager to discuss concept plans. | FTA, CAPITAL RESERVES | 9/30/2019 | | |
| 2 | EA | \$ 434,000 | \$ 72,820 | 100% | 9/26/2014 | | 6/30/2018 | 9/30/2019 | Project completed, taken to BOD 2/22/19 for close-out | PTMISEA, CAL-OES, RES | 6/30/2022 | | |
| 3 | EA | \$ 120,000 | \$ 6,594 | 100% | 8/26/2016 | | 6/30/2018 | 9/28/2018 | Complete. Need to issue notice of completion. | CAL-OES | 3/31/2019 | | |
| | | | \$ - | | | | | | Vernon - needing new vendor for purchase and installation, will be sending out to bid. Pacific Station - generator will be rolled into Pacific Station Rehabilitation project above. | | | | |
| | EB, CA | \$ 318,300 | \$ - | 70% | 7/10/2014 | | 6/15/2018 | 3/31/2019 | Completed 10/31/2018 per Isaac | CAL-OES | 3/31/2019 | | |
| | IH | \$ 42,275 | \$ 9,958 | 100% | 3/1/2017 | | 6/30/2018 | 3/31/2019 | Project completed per Isaac | CAL-OES | 3/31/2019 | | |
| | IH | \$ 25,000 | \$ - | 60% | 6/1/2017 | | 6/22/2018 | 10/31/2018 | Pac Station not funded, needs to go back on Capital Budget Unfunded list. | CAL-OES | 3/31/2019 | | |
| | EB, CA | \$ 16,000 | \$ 18,726 | 50% | 7/10/2014 | | 10/1/2018 | 12/31/2018 | Contract with Ojo has been signed, now just waiting for installation to begin on project | CAL-OES | 3/31/2019 | | |
| | IH | \$ 2,275 | \$ - | 0% | | 7/30/2018 | 11/30/2018 | | | | | | |
| | | \$ 3,034,851 | \$ 116,096 | | | | | | | | | | |
| IT Projects | | | | | | | | | | | | | |
| 4 | | \$ - | \$ - | | | | | | | | | | |
| | | \$ - | \$ - | | | | | | | | | | |
| Facilities Upgrades & Improvements | | | | | | | | | | | | | |
| 5 | EB, CA | \$ 180,000 | \$ - | 10% | 10/1/2017 | | 12/31/2018 | | PM looking into specs | FTA | Award pending | | |
| 6 | FR, EB | \$ 100,000 | \$ - | 0% | 1/9/2019 | | | | PM Working on specs for project | FTA | Award Pending | | |
| 7 | FR, EA | \$ 97,523 | \$ 8,404 | 30% | 4/1/2015 | | 10/1/2018 | | Pending executed grant agreement. \$20K from Bus Stop & Fac. Improvement FTA 5339a FY15/16 line item has been allocated to this project | FTA | Award pending | | |
| 8 | FR, EB | \$ 92,000 | \$ - | 0% | 1/9/2019 | | | | Project no longer being done, funding reallocated to other projects | FTA | Award Pending | | |
| 9 | FR, EB | \$ 60,000 | \$ - | 0% | 1/9/2019 | | | | Working on specs for project | FTA | Award Pending | | |
| 10 | | \$ 58,000 | \$ - | | | | | | | FTA | Award Pending | | |
| 11 | | \$ 34,174 | \$ - | | 8/1/2016 | | 9/1/2018 | | | FTA | Award 8/14/17, 5 years to obligate | | |
| 11a | EB, CA | \$ 30,000 | \$ - | 90% | | | 12/31/2018 | | Pending Alex notice to proceed. (Mural wall painting) on | | | | |
| 12 | EB, CA | \$ 29,082 | \$ - | 0% | 8/1/2016 | | 9/1/2018 | | Pending development of sight specify priority list. | FTA | Award 8/14/17, 5 years to obligate | | |
| 13 | FR, EB | \$ 25,000 | \$ - | 0% | 1/9/2019 | | | | PM working with CASp Inspector for assessment of bus stops | FTA | Award Pending | | |
| 14 | FR, EB | \$ 25,000 | \$ - | 0% | 1/9/2019 | | | | PM Working on specs for project | FTA | Award Pending | | |
| 15 | EA | \$ 20,000 | \$ - | | 4/1/2018 | | 6/1/2018 | | | CAPITAL RESERVES | N/A | | |
| 16 | FR, EB | \$ 14,000 | \$ - | 0% | 1/9/2019 | | | | PM Working on specs for project | FTA | Award Pending | | |

Attachment B

| SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 REVISED CAPITAL BUDGET For April 26, 2019 Board Meeting Report Status - Spending as of February 28, 2019 Updated: 4/16/2019 | | | | | | | | | | | | |
|---|--|--------|--------------------------|-----------------------------------|------------------------|------------|----------------------------|------------------------|--------------------------|--|----------------------|------------------------------------|
| | | | | | | | | | | | | |
| | Project / Activity | PM* | Total Fiscal Year Budget | Total Spent - Fiscal Year to Date | % Project Complete (1) | Start Date | New - Estimated Start Date | Estimated End Date of: | New - Estimated End Date | Project Status (2) | Source of Funds | Grant Expiration Date |
| 40 | Propane Fueled Tow Motor (FTA 5339a FY14) | EB, CA | \$ 60,000 | \$ 54,687 | 100% | 4/1/2017 | | 6/30/2018 | 8/31/2018 | Tow Motor final invoice paid, acceptance signed 8/29/18. PM submitted spec to Purchasing department for purchase, waiting for release of funds to purchase | FTA, STA, RES | Award 8/14/17, 5 years to obligate |
| 41 | Replace Custodial Support Vehicle (FTA5339a FY18) | EB, CA | \$ 30,000 | \$ - | 10% | 1/10/2019 | | | | | FTA | Award pending |
| | Subtotal | | \$ 90,000 | \$ 54,687 | | | | | | | | |
| Fleet & Maint Equipment | | | | | | | | | | | | |
| 42 | Bus Yard Scrubber/Sweeper (FTA 5339a FY18) | FR, EB | \$ 75,000 | \$ - | 0% | 1/10/2019 | | | | Quotes given to PM | FTA | Award pending |
| 43 | Floor Scrubbers for Maint. Shop (FTA 5339a FY18) | FR, EB | \$ 45,000 | \$ - | 0% | 1/10/2019 | | | | Quotes given to PM | FTA | Award pending |
| | Subtotal | | \$ 120,000 | \$ - | | | | | | | | |
| Office Equipment | | | | | | | | | | | | |
| 44 | Business Copy Machine-Admin (FTA 5339a FY18) | | \$ 20,000 | \$ - | | | | | | Business Copy Machine purchase is not allowed with FTA 5339a funds. | | |
| 45 | 4 Vertical FireKing File Cabinets-Admin | | \$ 9,200 | \$ 9,108 | 0% | | | | | | CAPITAL RESERVES | N/A |
| | Subtotal | | \$ 29,200 | \$ 9,108 | | | | | | | | |
| Misc. | | | | | | | | | | | | |
| 46 | TVM Pin Pad Bezel & Upgrade (6) | | \$ 70,000 | \$ 47,813 | | | | | | | | |
| 47 | C/S Call Center Furnishings (FTA 5339a FY18) | AA | \$ 19,000 | \$ 16,650 | 95% | | | | | Furniture delivered and installed, payment in progress. Awaiting authorization from Sateway, and funds set aside to be used when needed | FTA | |
| 48 | Ticket Vending Machine-SLV-Installation Costs + Misc. | CA, AA | \$ 32,045 | \$ - | 0% | | 9/1/2018 | | | Testing concluded on noise abatement, acoustic panels to be installed by 11/1/18. left over funds to be absorbed into Capital Reserves | STA | N/A |
| 49 | Misc. Emergency Capital Items \$1K to \$5K | EB, CA | \$ 10,000 | \$ 4,219 | 50% | | | | | Project has been canceled by PM, going with different vendor instead | FTA | |
| 50 | Paracruz MDC Replacements (FTA 5339a FY18) | EB, CA | \$ 8,000 | \$ - | 0% | 1/2/2018 | | | | GEO and Director of Planning met with Watsonville City Council member to discuss project on 2/27/19 | ARTS COUNCIL/CAP RES | N/A |
| 51 | Watsonville Transit Murat (\$2,700 from Arts Council SC) | TH | \$ 6,600 | \$ - | 5% | 12/20/2017 | | 11/1/2018 | | | | |
| | Subtotal | | \$ 145,645 | \$ 68,682 | | | | | | | | |
| TOTAL CAPITAL PROJECTS | | | \$ 2,197,877 | \$ 2,341,769 | | | | | | | | |

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DATE: April 26, 2019
TO: Board of Directors
FROM: Angela Aitken, CFO
SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY19 REVISED CAPITAL BUDGET

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution approving the FY19 Revised Capital Budget, as presented in Attachment B

II. SUMMARY

- The Board of Directors (Board) adopted the FY19 Capital Budget on June 22, 2018.
- Periodic capital budget revisions may be required due to new grant awards, new projects, changes to the scope of existing projects, spending and removal of projects that are no longer needed.
- Revisions to an adopted capital budget require Board approval and the adoption of a resolution.

III. DISCUSSION/BACKGROUND

The Board must adopt an Operating and Capital Budget by June 30th each year. The Board adopted the FY19 & FY20 Operating and FY19 Capital Budget on June 22, 2018.

This will be the second revision to the FY19 Capital Budget since it was adopted.

Staff requests that the Board adopt a resolution (Attachment A) to approve the FY19 Revised Capital Budget (Attachment B)

A Reconciliation by Project as of April 26, 2019 (Attachment C) is provided; this reconciles the (current) FY19 Revised Capital Budget against the (original) Final FY19 Capital Budget adopted on June 22, 2018.

This revision impacts multiple projects.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The original FY19 Capital Budget adopted June 22, 2018 totals \$17,690,059.

- Revision 1 – November 16, 2018 – This revision added five (5) capital projects, added additional funding to four (4) existing projects and removed one (1) project. The Bus Replacement Fund section was moved and updated as well. This revision resulted in a net increase of \$4,282,818, for an FY19 Revised Capital Budget balance of \$21,972,877.
- Revision 2 – April 26, 2019 – This revision added six (6) capital projects, changed three (3) existing projects, removed one (1) project and removed the local match from one (1) project. This revision resulted in a net increase of \$830,999, for an FY19 Revised Capital Budget balance of \$22,803,876.

The Reconciliation by Project as of April 26, 2019 (Attachment C) lists the detail of all changes by project since adoption on June 22, 2018, and includes an explanation for the action. The year to date change is a net increase of \$5,113,817.

The estimated balance of the Operating and Capital Reserve Fund after this revision is approximately \$2.3M. Please note, the estimate provided here includes deductions for approved capital projects *and* commitments (the required local match) against grants that have *not* yet been awarded; those un-awarded projects are *not* included in the attached revised budget. If/when awarded, the capital budget will be revised accordingly.

V. ALTERNATIVES CONSIDERED

- There are no recommended alternatives at this time. If the revised budget is not approved, important capital improvements and capital projects may be delayed or cancelled.

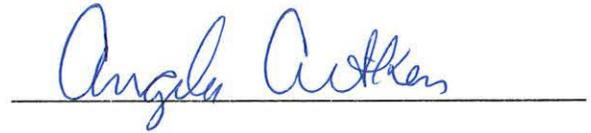
VI. ATTACHMENTS

- Attachment A:** FY19 Capital Budget Resolution
Attachment B: FY19 Revised Capital Budget as of April 26, 2019
Attachment C: FY19 Revised Capital Budget – Reconciliation by Project as of April 26, 2019

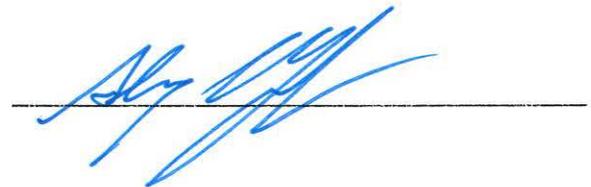
Prepared by: Debbie Kinslow, Finance Deputy Director

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



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Attachment A



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

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

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING A REVISION TO THE FY19 CAPITAL BUDGET

WHEREAS, the Board of Directors approved the FY19 Capital Budget on June 22, 2018 with a total budget of \$17,690,059; and

WHEREAS, it is necessary to revise the adopted FY19 Capital Budget by \$5,113,817 to add funds for various capital projects;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby amends the FY19 Capital Budget per Attachment B to this resolution for a total FY19 Revised Capital Budget of \$22,803,876.

PASSED AND ADOPTED this 26th day of April 2019, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved _____
ED BOTTORFF
Board Chair

ATTEST _____
ALEX CLIFFORD,
CEO, General Manager

APPROVED AS TO FORM

JULIE A. SHERMAN
General Counsel

10-05A.1

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Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 (REVISED) CAPITAL BUDGET AS OF APRIL 26, 2019

10-05B.1

| PROJECT/ACTIVITY | RESTRICTED | RESTRICTED | PTMISEA (1B) + INT-PAC STATION/JKS/BUS & BUS FAC. | CAL-OES PROP 1B - TRANSIT SECURITY | RESTRICTED | STIP | LCTOP | LPP | BUS REPLACEMENT FUND | | UNRESTRICTED | OPERATING & CAPITAL RESERVE FUND | TOTAL |
|--|------------|------------|---|------------------------------------|------------|------|-------|-----|--------------------------------|----------------|----------------------------------|----------------------------------|--------------|
| | | | | | | | | | RESTRICTED | RESTRICTED | | | |
| | | | | | | | | | STA-SB1 (XFR FROM OPER BUDGET) | STA-SGR (SB 1) | MEASURE D (XFR FROM OPER BUDGET) | | |
| Construction Related Projects | | | | | | | | | | | | | |
| 1 Pacific Station/Metro Center-Station Rehabilitation | | | \$ 1,551,333 | | | | | | | | | | \$ 1,551,333 |
| Pacific Station/Metro Center-Roof & Window Replacement | | | \$ 350,000 | | | | | | | | | | \$ 350,000 |
| Xir Excess Funds from - Judy K.Souza - Operations Bldg. | | | \$ 345,000 | | | | | | | | | | \$ 345,000 |
| 2 Pacific Station/Metro Center-Conceptual Design / MOU | | | \$ 140,535 | | | | | | | | | | \$ 140,535 |
| Mechanical Platform Upgrade - JKS | | | | \$ 120,000 | | | | | | | | | \$ 120,000 |
| 3 Transit Security Projects: | | | | | | | | | | | | | |
| Emergency Generators - Equip. | | | | \$ 152,859 | | | | | | | | | \$ 152,859 |
| Cameras on Buses | | | | \$ 42,275 | | | | | | | | | \$ 42,275 |
| Security Cameras Consultant | | | | \$ 25,000 | | | | | | | | | \$ 25,000 |
| Emergency Generators - Consultant | | | | \$ 16,000 | | | | | | | | | \$ 16,000 |
| Security Cameras Install | | | | \$ 167,716 | | | | | | | | | \$ 167,716 |
| Subtotal | | | \$ 140,535 | \$ 523,850 | | | | | | | | | \$ 664,385 |
| IT Projects | | | | | | | | | | | | | |
| 4 Large Monitor Presentation System | | | | | | | | | | | | | |
| Subtotal | | | | | | | | | | | | | |
| Facilities Upgrades & Improvements | | | | | | | | | | | | | |
| 5 Fuel Management System (FTA 5339a FY17) | | | \$ 180,000 | | | | | | | | | | \$ 180,000 |
| 6 Bus Stop Improvements (FTA 5339a FY18) | | | \$ 124,725 | | | | | | | | | | \$ 124,725 |
| 7 Gate Control-Bus Entries at JKS (FTA 5339a FY18) | | | \$ 100,000 | | | | | | | | | | \$ 100,000 |
| 8 138 Golf Club Fire Egress (FTA 5339a FY17) | | | \$ 97,523 | | | | | | | | | | \$ 97,523 |
| 9 Maint. Facility-Paint Exterior (FTA 5339a FY18) | | | \$ 60,000 | | | | | | | | | | \$ 60,000 |
| 10 Facilities Improvements (FTA 5339a FY18) | | | \$ 85,000 | | | | | | | | | | \$ 85,000 |
| 11 Facilities Improvements (FTA 5339a FY15/16) | | | \$ 34,174 | | | | | | | | | | \$ 34,174 |
| 11a Landscaping WTC (FTA 5339a FY15/16) | | | \$ 30,000 | | | | | | | | | | \$ 30,000 |
| 12 Fueling Station Awning A&E only (FTA 5339a FY18) | | | \$ 25,000 | | | | | | | | | | \$ 25,000 |
| 13 Admin Bldg. Engineering & Renovations | | | | | | | | | | | | | |
| 14 Pac Sta-Lavator Lot (Asphalt) Repairs (FTA 5339a FY18) | | | \$ 16,000 | | | | | | | | | | \$ 16,000 |
| 15 Concrete Surface Repair - Bus Yard (FTA 5339a FY18) | | | \$ 10,000 | | | | | | | | | | \$ 10,000 |
| 16 Rebarc Mechanics Sink-Golf Club (FTA 5339a FY14) | | | \$ 7,638 | | | | | | | | | | \$ 7,638 |
| 17 Fencing Projects (FTA 5339a FY18) | | | \$ 7,000 | | | | | | | | | | \$ 7,000 |
| 18 Upgrade Exhaust Evac-Golf Club (FTA 5339a FY14) | | | \$ 6,400 | | | | | | | | | | \$ 6,400 |
| Subtotal | | | \$ 783,460 | | | | | | | | | | \$ 783,460 |
| Revenue Vehicle Purchases, Replacements & Campaigns | | | | | | | | | | | | | |
| 19 Electric Bus (3) + Infra & Proj Mgmt. (FTA 5339c FY16) | | | \$ 3,732,074 | | | | | | | | | | \$ 3,732,074 |
| 20 4 40' CNG Replacements (FTA 5339b FY17) | | | \$ 1,206,518 | | | | | | | | | | \$ 1,206,518 |
| FY18 STIP - 2 ZEBs (STIP, LPP, Measure D, HVIP = \$300K) | | | | | | | | | | | | | |
| 21 FY18 STIP - AVLI/ITS (STIP, Meas D) | | | | | | | | | | | | | |
| 22 Electric Bus (1) - Watsonville Circulator DAC (FY15/16) | | | | | | | | | | | | | |
| LCTOP, Measure D) | | | | | | | | | | | | | |
| 23 FY18 STIP - Refurb 4 Buses @ ~ \$254K (STIP, Measure D) | | | | | | | | | | | | | |
| 24 VTA Bus Transfer - Decommission & Retrofit 10 Electric Hybrids, and 4 Diesel Artics | | | | | | | | | | | | | |
| 25 Paracruz Van Replacements (11) (FTA 5339a FY15/16) | | | \$ 816,000 | | | | | | | | | | \$ 816,000 |
| 26 Electric Bus (1) - Watsonville Circulator DAC (FY17/18) | | | | | | | | | | | | | |
| LCTOP, Measure D) | | | | | | | | | | | | | |
| 27 CNG Bus (1) - (STBG FY17 via SCCRTC) | | | \$ 500,000 | | | | | | | | | | \$ 500,000 |
| 28 CNG Bus (1) - (Caltrans FY13-FY17 5339 Statewide Discretionary) | | | \$ 456,957 | | | | | | | | | | \$ 456,957 |
| 29 Year 2 - Capitalized Lease - (3 New Flyer Buses) - (Measure D) | | | | | | | | | | | | | |
| 30 Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14) | | | \$ 132,191 | | | | | | | | | | \$ 132,191 |
| 31 Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17) | | | \$ 160,000 | | | | | | | | | | \$ 160,000 |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY19 (REVISED) CAPITAL BUDGET
 AS OF APRIL 26, 2019

| PROJECT/ACTIVITY | RESTRICTED | RESTRICTED | PTMISEA (1B) + INT-PAC STATION/JKS/B US & BUS FAC. | CAL-OES PROP 1B - TRANSIT SECURITY | STIP | LCTOP | LPP | BUS REPLACEMENT FUND | | OPERATING & CAPITAL RESERVE FUND | TOTAL |
|---|---------------|--------------|---|---|------------|------------|--------------|---|----------------------------------|--|---------------|
| | | | | | | | | RESTRICTED | RESTRICTED | | |
| | | | | | | | | UNRESTRICTED | RESTRICTED | | |
| | FEDERAL FUNDS | | | | | | | STA-SB1 (XFR FROM OPER BUDGET) | MEASURE D (XFR FROM OPER BUDGET) | | |
| | | | | | | | | \$3M PER YEAR (MEASURE D + STA SB1&SGR) | | | |
| 33 Bus Repaint Campaign (36) (FTA 5339a FY14) | \$ 82,247 | | | | | | | | \$ 20,562 | | \$ 102,809 |
| 34 Paratransit Vehicle - (1) (FTA 5310 FY13/14) | \$ 63,000 | | | | | | | | \$ 5,367 | | \$ 68,367 |
| Capitalized Lease - 3 New Flyer Buses-External Announcement System Programming Patch (Clever Devices) (Measure D) | | | | | | | | | \$ 28,500 | | \$ 28,500 |
| 35 Bus Repaints (3) was-Repair Roof at Pacific Station (FTA 5339a FY13) | \$ 11,042 | | | | | | | | \$ 2,760 | | \$ 13,802 |
| Subtotal | \$ 7,160,029 | \$ 988,548 | \$ 3,170,000 | \$ 1,572,394 | \$ 786,000 | \$ 671,079 | \$ 4,188,064 | | | | \$ 18,536,115 |
| Non-Revenue Vehicle Purchases & Replacements | | | | | | | | | | | |
| 37 Propane Fueled Tow Motor (FTA 5339a FY14) | \$ 46,602 | | | | | | | \$ 11,651 | | \$ 1,747 | \$ 60,000 |
| 38 Custodial Vehicle Replacement (1) (FTA5339a FY18) | \$ 30,000 | | | | | | | | | | \$ 30,000 |
| Subtotal | \$ 76,602 | | | | | | | \$ 11,651 | | \$ 1,747 | \$ 90,000 |
| Fleet & Maint Equipment | | | | | | | | | | | |
| 39 Bus Yard Scrubber/Sweeper (FTA 5339a FY18) | \$ 75,000 | | | | | | | | | | \$ 75,000 |
| 40 METRO Logo Signs for JKS Ops Bldg. | | | | | | | | | | | \$ 4,480 |
| 41 Floor Scrubber (1) for Maint. Shop (FTA 5339a FY18) | \$ 45,000 | | | | | | | | | | \$ 45,000 |
| Subtotal | \$ 120,000 | | | | | | | | | | \$ 124,480 |
| Office Equipment | | | | | | | | | | | |
| 42 Business Copy Machine-Admin (Reserves) | \$ - | | | | | | | | | | \$ 22,945 |
| 43 4 Vertical FireKing File Cabinets-Admin | | | | | | | | | | | \$ 9,200 |
| Subtotal | \$ - | | | | | | | | | | \$ 32,145 |
| Misc. | | | | | | | | | | | |
| 44 TVM Pin Pad Bezel 8 Upgrade (6) | | | | | | | | | | | \$ 70,000 |
| 45 C/S Call Center Cubicles and Furniture (FTA 5339a FY18) | \$ 19,000 | | | | | | | \$ 17,045 | | \$ 15,000 | \$ 32,045 |
| 46 Ticket Vending Machine-SLV-Installation Costs + Misc | | | | | | | | | | | \$ 10,000 |
| 47 Misc. Emergency Capital Items \$1K to \$5K | | | | | | | | | | | \$ 6,600 |
| 48 Watsonville Transit Mural-(\$2,700 from Arts Council SC) | | | | | | | | | | | \$ 5,500 |
| 49 XPR7550 Handheld Radios (3) & Batteries (7) | \$ 19,000 | | | | | | | \$ 17,045 | | \$ 107,100 | \$ 143,145 |
| Subtotal | \$ 19,000 | | | | | | | \$ 17,045 | | \$ 107,100 | \$ 143,145 |
| TOTAL CAPITAL PROJECTS | \$ 8,299,626 | \$ 3,234,881 | \$ 523,850 | \$ 1,572,394 | \$ 786,000 | \$ 671,079 | \$ 4,188,064 | \$ 67,340 | \$ 671,079 | \$ 290,642 | \$ 22,803,876 |

10-05B.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY19 (REVISED) CAPITAL BUDGET
 AS OF APRIL 26, 2019

| PROJECT/ACTIVITY | RESTRICTED | RESTRICTED | PTMISEA (1B) + INT-PAC STATION/JKS/B US & BUS FAC. | CAL-OES PROP 1B - TRANSIT SECURITY | STIP | LCTOP | LPP | BUS REPLACEMENT FUND | | UNRESTRICTED | RESTRICTED | UNRESTRICTED | TOTAL |
|--|---------------------|---------------------|--|------------------------------------|---------------------|-------------------|-------------------|----------------------|-------------------|----------------------|--------------|--------------|----------------------|
| | | | | | | | | UNRESTRICTED | RESTRICTED | | | | |
| CAPITAL PROGRAM FUNDING | | | | | | | | | | | | | |
| Federal Sources of Funds: | | | | | | | | | | | | | |
| Federal Grants (FTA) | \$ 7,736,626 | | | | | | | | | | | | \$ 7,736,626 |
| Surface Transportation Block Grant (STBG) | \$ 563,000 | | | | | | | | | | | | \$ 563,000 |
| State Sources of Funds: | | | | | | | | | | | | | |
| PTMISEA (1B) | | \$ 3,234,881 | | \$ 523,850 | | | | | | | | | \$ 3,234,881 |
| Cal-OES Prop 1B Transit Security Grant Funds (CTSGP) | | | | | \$ 3,170,000 | | | | | | | | \$ 3,170,000 |
| State Transportation Improvement Program (STIP) | | | | | | \$ 1,572,394 | | | | | | | \$ 1,572,394 |
| Low Carbon Transit Operations Program (LCTOP) | | | | | | | \$ 786,000 | | | | | | \$ 786,000 |
| Local Partnership Program (LPP) | | | | | | | | | | \$ 67,340 | | | \$ 67,340 |
| Transfers from Operating Budget (STA-SB1) | | | | | | | | | \$ 671,079 | | | | \$ 671,079 |
| Transfers from Operating Budget (STA-SGR (SB1)) | | | | | | | | | | | \$ 4,188,064 | | \$ 4,188,064 |
| Transfers from Operating Budget (Measure D) | | | | | | | | | | | | \$ 290,642 | \$ 290,642 |
| Local Sources of Funds: | | | | | | | | | | | | | |
| Operating and Capital Reserve Fund | | | | | | | | | | | | | \$ 290,642 |
| TOTAL CAPITAL FUNDING BY FUNDING SOURCE | \$ 8,299,626 | \$ 3,234,881 | \$ 523,850 | \$ 3,170,000 | \$ 1,572,394 | \$ 786,000 | \$ 671,079 | \$ 4,188,064 | \$ 290,642 | \$ 22,803,876 | | | \$ 22,803,876 |
| Restricted Funds | \$ 8,299,626 | \$ 3,234,881 | \$ 523,850 | \$ 3,170,000 | \$ 1,572,394 | \$ 786,000 | \$ 671,079 | \$ 4,188,064 | \$ 290,642 | \$ 22,445,894 | | | \$ 22,445,894 |
| Unrestricted Funds | | | | | | | | | \$ 67,340 | \$ 357,982 | | | \$ 357,982 |
| TOTAL CAPITAL FUNDING | \$ 8,299,626 | \$ 3,234,881 | \$ 523,850 | \$ 3,170,000 | \$ 1,572,394 | \$ 786,000 | \$ 671,079 | \$ 4,188,064 | \$ 290,642 | \$ 22,803,876 | | | \$ 22,803,876 |
| MEMO: BUS REPLACEMENT FUND - PRIOR YEAR CARRYOVER AND CURRENT YEAR FUNDING: | | | | | | | | | | | | | |
| Bus Replacement Fund - \$3M per Year | | | | | | | | | | | | | |
| FY18 Budgeted STA-SGR (Carryover-Unspent in FY18) | | | | | | | | | | | | | \$ 671,079 |
| FY18 Budgeted STA-SB1-(Carryover-Unspent in FY18) | | | | | | | | | | | | | \$ 233,003 |
| FY18 Measure D-(Carryover-Unspent in FY18) | | | | | | | | | | | | | \$ 1,560,667 |
| FY19 STA-SGR Estimated Allocation | | | | | | | | | | | | | \$ 671,079 |
| FY19 STA-SB1-Budgeted Transfer from Operating | | | | | | | | | | | | | \$ 468,773 |
| FY19 Measure D-Budgeted Transfer from Operating | | | | | | | | | | | | | \$ 1,860,148 |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,342,158 | \$ 3,420,815 | \$ - | \$ - | \$ - | \$ - | \$ 5,464,749 |

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**FY19 CAPITAL BUDGET
RECONCILIATION BY PROJECT
AS OF APRIL 26, 2019-2ND REVISION**

Attachment C

| FY19 FINAL CAPITAL BUDGET ADOPTED JUNE 22, 2018: | | | | \$ | 17,690,059 |
|---|------------------|--------------|-------|----|------------|
| CAPITAL PROJECT | SOURCE | AMOUNT | TOTAL | | |
| Add Funding: Electric Bus (3) + Infrastructure & Proj Mgmt | MEASURE D | \$ 75,000 | | | |
| Reason: Add funds for BUILD application | | | | | |
| Add: 4 40' CNG Replacements | FTA 5339(b) FY17 | \$ 1,206,518 | | | |
| | STA-SGR | \$ 671,079 | | | |
| | MEASURE D | \$ 757,951 | | | |
| Reason: Add project - grant awarded | | | | | |
| Add: 2 Zero-Emission Buses (ZEBs) | STIP (FY18) | \$ 870,000 | | | |
| | LPP | \$ 786,000 | | | |
| Reason: Add project - grant awarded | | | | | |
| Add: AVL/ITS | STIP (FY18) | \$ 1,400,000 | | | |
| | MEASURE D | \$ 181,385 | | | |
| Reason: Add project - grant awarded | | | | | |
| Add: Refurbish 3 Buses @ \$345K @ | STIP (FY18) | \$ 900,000 | | | |
| | MEASURE D | \$ 116,605 | | | |
| Reason: Add project - grant awarded | | | | | |
| Add Funds: CNG Bus (1) - (STBG FY17) | MEASURE D | \$ 88,887 | | | |
| Reason: Funding needed to backfill the difference between the cost of the bus and the amount of the grant award | | | | | |
| Add Funds: CNG Bus (1) - Caltrans FY13-FY17 5339 Statewide | MEASURE D | \$ 121,293 | | | |
| Reason: Rename project from: CNG Bus (1) - (FTA 5339 Rural FY16) and add funding needed to backfill the difference between the cost of the bus and the amount of the grant award | | | | | |

**FY19 CAPITAL BUDGET
RECONCILIATION BY PROJECT
AS OF APRIL 26, 2019-2ND REVISION**

Attachment C

| CAPITAL PROJECT | SOURCE | AMOUNT | TOTAL |
|---|-----------------|----------------|-------|
| Add: 4 Vertical Fire King File Cabinets-Admin | RESERVES | \$ 9,200 | |
| Reason: Add funds to purchase file cabinets needed for Admin confidential files | | | |
| Remove Project: Business Copy Machine - Operations | RESERVES | \$ (9,000) | |
| Reason: Project completed at the end of FY18 | | | |
| Add: Electric Bus (1) Watsonville Circulator DAC (FY17/18 LCTOP) | LCTOP | \$ 863,102 | |
| Reason: Add project - grant awarded | | | |
| Add: VTA Bus Transfer - Decommission & Retrofit 10 Electric Hybrids, and 4 Diesel Artics | MEASURE D (BRF) | \$ 1,000,000 | |
| Reason: Add project per BOD SR 10/26/18 | | | |
| Move: Bus Replacement Fund (detail) | STA-SB1 | \$ (993,797) | |
| | STA-SGR | \$ (1,342,158) | |
| | MEASURE D | \$ (2,419,247) | |
| Reason: Move Bus Replacement Fund detail to a separate section on the report and update the amount carried forward to FY19 | | | |
| Add: Large Monitor Presentation System | RESERVES | \$ 4,200 | |
| Reason: Large monitor presentation system for 110 Vernon - Santa Cruz Conference Room | | | |
| Remove Project: Bus Stop & Fac Improve. (FTA 5339a FY15/16) | FTA | \$ (29,082) | |
| Reason: Duplicate project carried forward from prior fiscal year in error | | | |
| Remove Local Match: Fencing Behind Diesel Tank (FTA 5339a FY18) | STA-SB1 | \$ (1,910) | |
| Reason: Local match not required | | | |
| Add: FY18 STIP - 2 ZEBs (STIP, LPP, HVIP = \$300K) local match | MEASURE D | \$ 533,891 | |
| Reason: Add additional local match per BOD action at 10/26/18 meeting | | | |

**FY19 CAPITAL BUDGET
RECONCILIATION BY PROJECT
AS OF APRIL 26, 2019-2ND REVISION**

Attachment C

| CAPITAL PROJECT | SOURCE | AMOUNT | TOTAL |
|---|-----------|-------------|------------|
| Add: Electric Bus (1) - Watsonville Circulator DAC (FY15/16 LCTOP) local match | MEASURE D | \$ 28,437 | |
| Reason: Add additional local match per BOD action at 10/26/18 meeting | | | |
| Add: Electric Bus (1) - Watsonville Circulator DAC (FY17/18 LCTOP) local match | MEASURE D | \$ 231,843 | |
| Reason: Add additional local match per BOD action at 10/26/18 meeting | | | |
| Add: METRO Logo Signs for JKS Ops Bldg. | RESERVES | \$ 4,480 | |
| Reason: Add funds for signage at JKS Ops Bldg. | | | |
| Change: Business Copy Machine-Admin (FTA 5339a FY18) | RESERVES | \$ 20,000 | |
| | RESERVES | \$ 2,945 | |
| Reason: Change funding source - project not eligible for FTA 5339(a) program, and add additional funding - see item below for the removal of the project from the 5339a listing | | | |
| Change: FY18 STIP - Refurb 4 Buses @ ~ \$254K (STIP, Measure D) | | \$ - | |
| Reason: Change project description only - from 3 buses to 4 - no \$ | | | |
| Change: Redistribute funds within FTA 5339a FY18 grant; some projects needed additional funding, some projects will be funded with other sources, some no longer needed - Net change = -\$1,275 - eliminated STA match for Bus Stop Improvements Project | | | |
| Roof Repairs-Maint. Facility (FTA 5339a FY18) | FTA | \$ (92,000) | |
| Bus Shelter Reconditioning (FTA 5339a FY18) | FTA | \$ (25,000) | |
| Admin Bldg. Engineering & Renovations (FTA 5339a FY18) | FTA | \$ (10,000) | |
| Business Copy Machine-Admin (FTA 5339a FY18) | FTA | \$ (20,000) | |
| Paracruz MDC Replacements (FTA 5339a FY18) | FTA | \$ (8,000) | |
| Bus Stop Improvements (FTA 5339a FY18) | FTA | \$ 124,725 | |
| Facilities Improvements (FTA 5339a FY18) | FTA | \$ 27,000 | |
| Asphalt Repair-Pac Station Layover (FTA 5339a FY18) | FTA | \$ 2,000 | \$ (1,275) |

**FY19 CAPITAL BUDGET
RECONCILIATION BY PROJECT
AS OF APRIL 26, 2019-2ND REVISION**

Attachment C

| CAPITAL PROJECT | SOURCE | AMOUNT | TOTAL |
|--|---------------|--------------|----------------------|
| Adjust: Emergency Generators (Cal-OES) and Security Camera Install | | | |
| Reason: Adjust project balance because only one generator will be replaced and not 2; add funding to Security Camera Install at JKS / Fueling Station - approved by BOD 1/25/19 | | | |
| Deduct-Emergency Generators (Cal-OES) | CAL-OES | \$ (165,441) | |
| Add-Security Camera Install | CAL-OES | \$ 165,441 | |
| Add-Security Camera Install | RESERVES | \$ 31,970 | |
| <hr/> | | | |
| Add: XPR7550 Handheld Radios (3) & Batteries (7) | RESERVES | \$ 5,500 | |
| Reason: Need to replace radios due to age and end of useful life | | | |
| <hr/> | | | |
| FUNDING SUMMARY: | | | |
| | CAL-OES | \$ - | |
| | CASH RESERVES | \$ 69,295 | |
| | FTA | \$ 1,176,161 | |
| | LCTOP | \$ 863,102 | |
| | LPP | \$ 786,000 | |
| | MEASURE D | \$ 716,045 | |
| | PTMISEA | \$ - | |
| | STA | \$ (995,707) | |
| | STA-SGR | \$ (671,079) | |
| | STBG | \$ - | |
| | STIP | \$ 3,170,000 | |
| TOTAL CAPITAL BUDGET REVISIONS THROUGH 4/26/19: | | | \$ 5,113,817 |
| FY19 REVISED CAPITAL BUDGET AS OF APRIL 26, 2019: | | | \$ 22,803,876 |



DATE: April 26, 2019
TO: Board of Directors
FROM: Freddy Rocha, Assistant Maintenance Manager
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO ENVIRONMENTAL LOGISTICS INC. FOR INDUSTRIAL WASTE REMOVAL AND EMERGENCY RESPONSE SERVICES NOT TO EXCEED \$108,000

I. RECOMMENDED ACTION

- 1) That the Board of Directors authorize the CEO to execute a contract with Environmental Logistics Inc. for Industrial Waste Removal and Emergency Response Services in an amount not to exceed \$108,000 for a three (3)-year period, with options to extend the contract for a total term of seven (7) years.**
- 2) That the Board of Directors authorize the CEO to execute future amendments with Environmental Logistics Inc. for the options to extend, increasing the contract total for the option years as required, not to exceed a total value of \$252,000 for the full seven (7) years.**

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Industrial Waste Removal and Emergency Response Services.
- A formal request for proposals was conducted to solicit proposals from qualified firms. One (1) firm submitted a proposal for METRO's review.
- An evaluation team comprised of METRO staff reviewed and evaluated the proposal, and is recommending an award to Environmental Logistics Inc.

III. DISCUSSION/BACKGROUND

METRO requires the services of a fully licensed and insured contractor to provide industrial waste removal/recycle/disposal services and industrial waste emergency response services. Environmental Logistics is METRO's current provider for these services; however, this contract will expire on April 30, 2019, with no further options to extend.

On February 25, 2019, METRO legally advertised and distributed Request for Proposals (RFP) No. 19-05 to eleven firms, posted notice on its website, and sent email notices to all GovDelivery subscribers. On March 22, 2019, a single proposal was received and opened from Environmental Logistics Inc. An

evaluation team comprised of METRO staff has reviewed and evaluated the proposal.

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

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

Staff is recommending the following actions: 1) that the Board of Directors authorize the CEO to execute a three (3)-year contract on behalf of METRO with Environmental Logistics Inc. for Industrial Waste Removal and Emergency Response Services in an amount not to exceed \$108,000; and 2) that the Board of Directors authorize the CEO to execute two (2) future contract extensions (each for an additional two-year term) with Environmental Logistics Inc., for a total anticipated contract value not to exceed \$252,000 and a total term not to exceed seven (7) years.

Contractor will provide all services meeting all METRO's specifications and requirements of the contract. Freddy Rocha, Assistant Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The base value of the contract is \$108,000 for the first three (3) years. Should both of the two (2)-year options be exercised, the total seven (7)-year value of

the contract is anticipated to be \$252,000. Funds to support this contract are included in the Facilities Maintenance FY19 –FY21 Hazardous Waste Disposal (503363) Operating budgets, and planned for future years. The Department Manager will be responsible for budgeting this expense each fiscal year.

V. ALTERNATIVES CONSIDERED

- Do not award this contract. Staff does not recommend this option, as METRO does not have the required equipment or licensing required to perform this type of work.

VI. ATTACHMENTS

Attachment A: Contract with Environmental Logistics Inc.

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

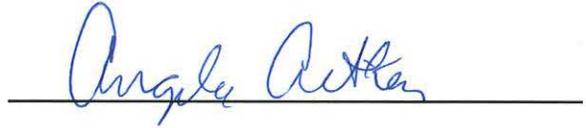
Prepared By: Joan Jeffries, Administrative Specialist

VII. APPROVALS:

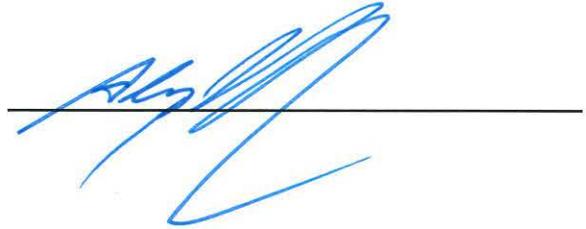
Freddy Rocha, Assistant Maintenance
Manager



Approved as to fiscal impact:
Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager



Attachment A

PROFESSIONAL SERVICES CONTRACT FOR INDUSTRIAL WASTE REMOVAL AND EMERGENCY RESPONSE SERVICES (19-05)

THIS CONTRACT is made effective on May 1, 2019 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and ENVIRONMENTAL LOGISTICS INC. (“Contractor”).

1. RECITALS

1.1 Santa Cruz METRO’s Primary Objective

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

1.2 Santa Cruz METRO’s Need for Industrial Waste Removal and Emergency Response Services

Santa Cruz METRO has the need for Industrial Waste Removal and Emergency Response Services. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated February 25, 2019, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

1.3 Contractor’s Proposal

Contractor is a firm qualified to provide Industrial Waste Removal and Emergency Response Services and whose principal place of business is 3200 Depot Road, Hayward, California 94545. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Industrial Waste Removal and Emergency Response Services, which is attached hereto and incorporated herein by reference as Exhibit B.

1.4 Selection of Contractor and Intent of Contract

On April 8, 2019, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Industrial Waste Removal and Emergency Response Services described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.1 Documents Incorporated in this Contract

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

Attachment A

for written amendments, if any, made after the date of this Contract in accordance with Section 12.15 of the General Conditions to the Contract.

A. Exhibit A

Santa Cruz METRO's "Request for Proposals" dated February 25, 2019.

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Industrial Waste Removal and Emergency Response Services, signed by Contractor and dated March 22, 2019.

2.2 Conflicts

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

2.3 Recitals

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

3. DEFINITIONS

3.1 General

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

- 3.1.1 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Part IV, Section 12.15 of the General Conditions to the Contract.
- 3.1.2 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued February 25, 2019.
- 3.1.3 CONTRACTOR'S STAFF - Employees of Contractor.
- 3.1.4 DAYS - Calendar days.
- 3.1.5 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued February 25, 2019.
- 3.1.6 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

Attachment A

3.1.7 SCOPE OF WORK (OR “WORK”) - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

4. TIME OF PERFORMANCE

4.1 Term

The term of this Contract will be for a period not to exceed **three (3)** years and shall commence upon the execution of the Contract by Santa Cruz METRO.

At the option of Santa Cruz METRO, this Contract agreement may be renewed for **two (2)** additional **two (2)** year terms, for a possible total term of seven (7) years.

5. COMPENSATION

5.1 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO’s written approval of Contractor’s written invoice for said work. Contractor understands and agrees that if it exceeds the **\$108,000** maximum amount payable under this Contract, it does so at its own risk.

5.2 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor’s invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract.

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

6. NOTICES

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

Attachment A

Santa Cruz METRO

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

Attention: Alex Clifford, CEO

CONTRACTOR

Environmental Logistics Inc.
3200 Depot Road
Hayward, CA 94545

Attention: Mark Grayson
(510) 670-9901
mgrayson@envlogs.com

7. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

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

8. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Attachment A

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT
DISTRICT

Alex Clifford, CEO/General Manager

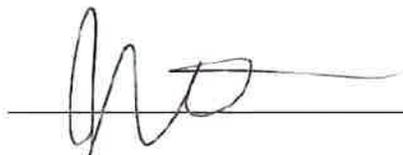
Contractor –
ENVIRONMENTAL LOGISTICS INC.

Marcial Barragan, General Manager

 4/15/2019

Approved as to Form:

Julie A. Sherman, General Counsel



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DATE: April 26, 2019
TO: Board of Directors
FROM: Isaac Holly, IT and ITS Director
SUBJECT: AUTHORIZATION TO EXECUTE A SOLE SOURCE CONTRACT WITH APOLLO VIDEO

I. RECOMMENDED ACTION

Authorization to execute a sole source contract with Apollo Video to install vehicle surveillance equipment

II. SUMMARY

- On April 28, 2017, the Santa Cruz Metropolitan Transit District (METRO) Board of Directors (Board) authorized staff to issue a Request for Proposals (RFP) for Onboard Bus and Paratransit Vehicle Surveillance
- On October 27, 2017, the Board approved a contract award to Apollo Video Technology
- On August 22, 2018, the Vehicle Surveillance project was completed
- Vehicle surveillance equipment was only installed on 44 of the 94 buses in our fleet due to funding constraints
- METRO has an immediate need to equip the 14 buses purchased from Santa Clara Valley Transportation Authority (VTA) with surveillance equipment, as well as the remaining fleet as funding becomes available
- The surveillance systems on our vehicles, servers and software are proprietary to Apollo Video Technology and not compatible with other surveillance vendors, which circumstance supports a sole source procurement and contract award

III. DISCUSSION/BACKGROUND

On April 28, 2017, the Board authorized staff to issue a Request for Proposals for Onboard Bus and Paratransit Vehicle Security Surveillance. METRO staff evaluated the proposals and selected Apollo Video Technology as the most innovative and highest ranked vendor. On October 27, 2017, the Board approved a contract award to Apollo Video Technology and on August 22, 2018, the Vehicle Surveillance project was completed.

This system has already been instrumental in demonstrating METRO's (through its Operators) lack of responsibility for vehicle/bus incidents and providing

another layer of safety and security for METRO employees, its customers and the community.

Due to funding constraints, METRO was only able to install surveillance equipment onto the entire fleet of 38 ParaCruz vehicles and 44 of our 94 fixed route buses. METRO needs to equip its remaining 50 buses for surveillance, the first of which are the 14 buses purchased from Santa Clara Valley Transportation Authority (VTA).

Factors to justify a sole source contract with Apollo Video Technology for the installation of surveillance systems on the rest of our fleet are as follows:

- The server infrastructure that supports the camera systems on all Metro vehicles is proprietary and designed specifically to work with Apollo Video equipment.
- We would need to manage an additional parts inventory, train staff on the new system and manage two different systems and vendors simultaneously.

Staff is recommending that the Board of Directors authorize the CEO to execute a contract on behalf of METRO, with change order authority, with Apollo Video Technology for Onboard Vehicle Surveillance in an amount not to exceed \$242,000.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The contract value for the 14 bus surveillance installation is \$220,000. An additional 10% contingency of \$22,000 has been added for a total of \$242,000.

There is currently \$184,800 allocated in the Cal OES budget to support this project and the remaining \$57,200 would come out of the Bus Replacement Fund.

V. ALTERNATIVES CONSIDERED

- Do not authorize a sole source contract with Apollo Video Technology and go out to bid for a vehicle surveillance system.
 - Staff does not recommend this action for the reasons set forth in this report.

VI. ATTACHMENTS

None

Prepared by: Isaac Holly, IT and ITS Director

VII. APPROVALS:

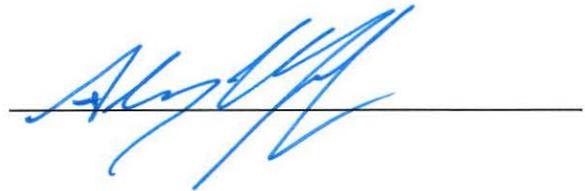
Isaac Holly, IT and ITS Director



Approved as to fiscal impact:
Angela Aitken, CFO



Alex Clifford, CEO/General Manager





DATE: April 26, 2019
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: CONSIDERATION OF ENDORSING PROPOSED LEGISLATIVE
CHANGES TO SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(METRO) ENABLING LEGISLATION**

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to communicate to Assemblyman Stone the Board's support for changes to METRO's enabling legislation, as identified in Attachment A to this report

II. SUMMARY

- At the January 25, 2019 METRO Board meeting, Chair McPherson appointed a Legislative Ad Hoc Committee to discuss some needed changes to Santa Cruz Metropolitan Transit District's (METRO) enabling legislation.
- The Ad Hoc appointments met following the Board meeting. Those appointed were: Bruce McPherson, Mike Rotkin, Ed Bottorff, John Leopold and Cynthia Mathews.
- The Ad Hoc Committee's recommended changes include: 1. authorizing the use of a "best value" process for the purchase of supplies, equipment and materials; 2. clarifying the expiration date of certain METRO Board members' terms of office; and 3. clarifying Board member reimbursement for attending Board and Board Committee meetings.
- Assemblyman Stone has introduced the legislation (AB 1089) and has made further edits to the initial draft, as reflected in Attachment A.

III. DISCUSSION/BACKGROUND

Over the past few years, METRO General Counsel and the CEO have identified a few needed modifications to METRO's enabling legislation (PUC section 98000 et seq.). These include changes to authorize a "best value" procurement process for the purchase of supplies, equipment and materials. This authority will provide procurement staff with more flexibility when competitively procuring such items.

METRO also seeks to clarify that appointing authorities have the right to allow their representatives to continue to serve on the METRO Board until such time as their replacement can be appointed by the appointing authority. This is needed

because, currently, when a METRO Board member leaves their elected office, they must then immediately leave the METRO Board. It can take the appointing authorities one to three months to finalize their appointments following an election. This situation results in the METRO Board lacking one or more members, which in turn can cause METRO to lack a quorum for meetings.

Finally, METRO is seeking clarifying amendments regarding Board member reimbursements for attending Board and Board Committee meetings.

IV. FINANCIAL CONSIDERATIONS/IMPACT

There is no fiscal impact to these legislative changes.

V. ALTERNATIVES CONSIDERED

- The Board could request that Assemblyman Stone withdraw AB 1089
- The Board could request that Assemblyman Stone make further modifications to AB 1089

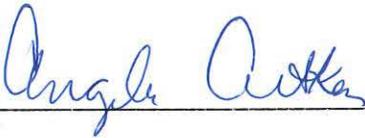
VI. ATTACHMENTS

Attachment A: AB 1089 – Current Draft

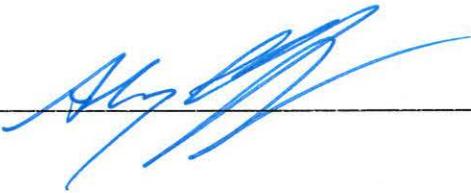
Prepared by: Alex Clifford, CEO/General Manager

VII. APPROVALS

Approved as to fiscal impact:
Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager



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AB-1089 Santa Cruz Metropolitan Transit District. (2019-2020)

SHARE THIS:  

Date Published: 04/10/2019 09:00 PM

AMENDED IN ASSEMBLY APRIL 10, 2019

AMENDED IN ASSEMBLY MARCH 25, 2019

CALIFORNIA LEGISLATURE— 2019–2020 REGULAR SESSION

ASSEMBLY BILL

No. 1089

Introduced by Assembly Member Mark Stone

February 21, 2019

An act to amend Section 20291 of the Public Contract Code, and to amend Section 98104 of the Public Utilities Code, relating to transportation.

LEGISLATIVE COUNSEL'S DIGEST

AB 1089, as amended, Mark Stone. Santa Cruz Metropolitan Transit District.

Existing law authorizes the formation of the Santa Cruz Metropolitan Transit District, with specified powers and duties related to the operation of public transit services serving the County of Santa Cruz. Existing law requires the district's purchases of supplies, equipment, and materials exceeding \$25,000 to be by contract let to the lowest responsible bidder.

This bill would instead require the district's purchase of supplies, equipment, and materials exceeding ~~\$150,000~~ **\$50,000** to be by contract let to either the lowest responsible bidder or to the responsible bidder that submits a proposal that provides the best value to the district. The bill would require the district to obtain a minimum of 3 quotations, as specified, for a procurement exceeding \$5,000 and, in the case of the purchase of supplies, equipment, or materials, not exceeding ~~\$150,000~~ **\$50,000** or, in the case of the construction of facilities and works, not exceeding \$10,000.

Under existing law, the district is governed by a board of directors who are appointed by specified legislative bodies. If the appointee of a legislative body is one of its own members, existing law authorizes the appointee to serve only as long as the appointee is a member of the legislative body.

This bill would authorize an appointee of a legislative body who was one of its own members to continue to serve until a qualified successor is ~~appointed~~ **appointed, unless the legislative body takes express action to unseat the appointee**. The bill would ~~authorize the board to compensate board members for attending each meeting of the board and each committee meeting, and require the compensation to reflect each board member's actual and necessary expenses incurred in the performance of the board member's duties, but~~ **require each member of the board to be reimbursed for the actual and necessary expenses incurred in the performance of the board member's**

10-08A.1

Attachment A

duties, as determined by the board. The bill would prohibit a board member's reimbursement for attending a meeting from exceeding \$100, and would prohibit ~~that compensation~~ each member's reimbursements from exceeding \$400 ~~per board member~~ in any month.

By expanding the duties of a local agency, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 20291 of the Public Contract Code is amended to read:

20291. (a) The purchase of supplies, equipment, and materials, when the expenditure required exceeds ~~one hundred~~ fifty thousand dollars ~~(\$150,000); (\$50,000)~~, shall be by contract let, in the district's discretion, either to the lowest responsible bidder or to the responsible bidder that submits a proposal that provides the best value to the district. "Best value" means the overall combination of quality, price, and other elements of a proposal that, when considered together, provide the greatest overall benefit relative to the requirements described in the solicitation documents.

(b) The construction of facilities and works, when the expenditure required exceeds ten thousand dollars (\$10,000), shall be by contract let to the lowest responsible bidder.

(c) The district shall obtain a minimum of three quotations, either written or oral, that permit the comparison of prices and terms in either of the following circumstances:

(1) In the case of the purchase of supplies, equipment, or materials, if the expected cost of procurement required exceeds five thousand dollars (\$5,000) and does not exceed ~~one hundred~~ fifty thousand dollars ~~(\$150,000); (\$50,000)~~.

(2) In the case of the construction of facilities and works, if the expected cost of procurement required exceeds five thousand dollars (\$5,000) and does not exceed ten thousand dollars (\$10,000).

(d) Notice requesting bids shall be published at least once in a newspaper of general circulation, which publication shall be made at least 10 days before bids are received.

(e) The board may reject any and all bids and readvertise in its discretion.

SEC. 2. Section 98104 of the Public Utilities Code is amended to read:

98104. (a) Except as otherwise provided in this section, the term of office of each director shall be four years.

(b) For the board first appointed, at least one appointee of each legislative body shall have a two-year term.

(c) If the appointee of any legislative body is one of its own ~~members, the appointee may serve only as long as the appointee is a member of the legislative body, except that~~ *members and the appointee leaves the legislative body*, the appointee may continue to serve *as appointee* until a qualified successor is ~~appointed. appointed, unless the legislative body takes express action to unseat the appointee.~~

(d) An appointment to fill a vacancy on the board, or an appointment made after the expiration of the preceding term, shall be for the unexpired portion of the term.

(e) The failure of a board member to attend three consecutive meetings of the board without good cause shall create a vacancy in the office of the board member.

(f) ~~The board may compensate board members. Each member of the board shall be reimbursed for the actual and necessary expenses incurred in the performance of the board member's duties, including~~ for attending each meeting of the board and each committee meeting, as determined by the board. ~~Compensation shall reflect each board member's actual and necessary expenses incurred in the performance of the board member's duties, but A board member's reimbursement for attending a meeting shall not exceed one hundred dollars (\$100), and each member's reimbursements shall not exceed four hundred dollars (\$400) ~~per board member~~ in any month.~~

Attachment A

SEC. 3. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because a local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of service mandated by this act, within the meaning of Section 17556 of the Government Code.

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DATE: April 26, 2019
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Director
SUBJECT: APPROVE STAFF RECOMMENDATION FOR REVISION TO FY19 CAPITAL PROJECTS PROGRAM

I. RECOMMENDED ACTION

That the Board approve the staff recommendation for a revision to the FY19 capital projects resulting from an increased allocation of Federal Transit Administration (FTA) 5339(a) funding

II. SUMMARY

- At the March 15, 2018 Capital Projects Standing Committee meeting, the Committee approved the proposed allocation of \$450,000 in FY18 Federal Transit Administration (FTA) 5339(a) formula funds to the Santa Cruz Metropolitan Transit District (METRO) FY19 Capital Projects program.
- Following the March 15th program approval, the FTA provided additional funding to its initial allocation resulting in a new budget of \$596,725 for the FY18 FTA 5339(a) program.
- At the April 19 2019 Capital Projects Standing Committee meeting, the Committee approved the METRO staff proposal that the Board approve the modified project list identified in Attachment B.

III. DISCUSSION/BACKGROUND

Annually, METRO prioritizes its most immediate and critical non-bus replacement needs and proposes a list of projects to be funded from the annual FTA 5339(a) formula allocation of funds.

In early 2018, staff developed a priority list of projects based on a preliminary FY18 budget estimate provided by the FTA. This program (Attachment A) was approved by the METRO Capital Projects Standing Committee on March 15, 2018.

Following the March 15th approval by the Capital Projects Standing Committee, the FTA provided additional funding of \$146,725 to its initial allocation, resulting in

a new budget of \$596,725 for the FY18 FTA 5339(a) program.

METRO staff has reviewed the status of the original program of projects and proposes to use the additional \$146,725 for the modified project list identified in Attachment B.

At the April 19 2019 Capital Projects Standing Committee meeting, the Committee approved the METRO staff proposal that the Board approve the modified project list in Attachment B.

If approved, these projects would be included in an updated FY19 Capital Projects List that would be presented at a future Board meeting.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funding of \$596,725 is available for the new proposed FY19 Capital Projects List from the modified FY18 FTA 5339(a) allocation.

V. ALTERNATIVES CONSIDERED

Do not add the modified project list from the FY18 FTA 5339(a) formula program to the FY19 Capital Projects program. As these projects have been identified as near term priorities, this is not recommended.

VI. ATTACHMENTS

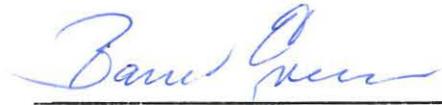
Attachment A: FTA FY18 5339(a) Project List Approved 3/15/19

Attachment B: Proposed Modified FTA FY18 5339(a) Project List

Prepared by: Barrow Emerson, Planning & Development Director

VII. APPROVALS

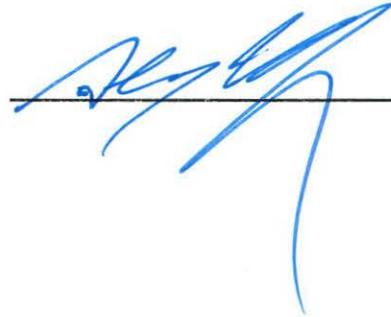
Barrow Emerson,
Planning & Development Director



Approved as to fiscal impact:
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



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Attachment A

FY19 PROPOSED NEW CAPITAL PROJECTS

| # | Project | Description | FY Cost (000s) | Project Sponsor |
|----|--|---|----------------|----------------------------|
| 1 | Gate Control - bus entries at JKS | Security gates and gate controller for upper and lower entries to bus yard. Upper in FY19; lower (fueling) in FY20 | \$ 100 | Eddie Benson |
| 2 | Financial Management Software | Financial, Payroll, Timekeeping Software. \$30k is for consultant to draft scope; \$125k for 1st module in FY19; module 2 in FY20 | \$ 155 | Angela Aitken |
| 3 | Bus Yard Scrubber/Sweeper | M20 Scrubber/Sweeper to clean bus parking lot surface | \$ 75 | Eddie Benson |
| 4 | Bus Shelter Reconditioning | Lighting for safety and visibility of riders | \$ 25 | Eddie Benson |
| 5 | Admin Building Engineering and Renovations | For reconfiguration of office space for multiple departments | \$ 10 | Eddie Benson |
| 6 | Business Copy Machine | Copy machine - Admin | \$ 20 | Gina Pye |
| 7 | Furniture | 12 CSR call center desks: \$15k; Coordinator and Ticket Pass Specialist furniture | \$ 19 | Angela Aitken |
| 8 | ParaCruz MDC replacements | ParaCruz MDC replacements (two per year) | \$ 8 | Ciro Aguirre/April Warnock |
| 9 | Concrete Surface Repair - bus yard | Surface repair at fueling facility entry gate | \$ 10 | Eddie Benson |
| 10 | Facilities Improvements | Capital upgrades of bus stops, including ADA features | \$ 28 | Barrow Emerson |

| | |
|--|---------------|
| Total FY19 Requests | \$ 450 |
| Available funding from FY18 FTA 5339a | \$ 450 |

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Attachment B

FY19 PROPOSED CAPITAL PROJECTS

| # | Project | Description | FY 19 Cost | Project Sponsor |
|----|---------------------------------------|--|--------------|-----------------|
| 1 | Gate Control - bus entries at JKS | Security gates and gate controller for upper and lower entries to bus yard. Lower in FY19; <u>upper (fueling) in FY20</u> | \$ 100,000 | Eddie Benson |
| 2 | Bus Yard Scrubber/Sweeper | M20 Scrubber/Sweeper to clean bus parking lot surface | \$ 75,000 | Eddie Benson |
| 3 | Bus Stop Improvements | Reconditioning of bus shelters purchased from VTA; solar lighting for selected shelters | \$ 124,725 | Eddie Benson |
| 4 | CS Call Center Cubicles and Furniture | 12 CSR call center cubicles and furniture: \$15k; Coordinator and Ticket Pass Specialist furniture \$4k. This is done and waiting on drawdown. | \$ 19,000 | Angela Aitken |
| 5 | Concrete Surface Repair - bus yard | Surface repair at fueling facility entry gate | \$ 10,000 | Eddie Benson |
| 6 | Facilities Improvements | Capital facilities projects | \$ 85,000 | Eddie Benson |
| 7 | Floor Scrubbers | Floor Scrubber(1) for Maintenance Shop | \$ 45,000.00 | Eddie Benson |
| 8 | Maintenance Facility - Paint Exterior | Seal and paint the entire exterior of the Golf Club Maintenance Shop | \$ 60,000.00 | Eddie Benson |
| 9 | Metro Center - Layover Lot Repairs | Asphalt repairs to bus parking stalls in layover lot | \$ 16,000.00 | Eddie Benson |
| 10 | Fencing Projects | Fencing behind diesel tank \$2,495/OPS – Fencing in between City Water yard and Generator \$1,100/1217 River – Fencing in front \$3,155 | \$ 7,000.00 | Eddie Benson |
| 11 | SBF - Awning A&E | Awning needed at front of fueling island to protect employees when working in the rain and/or hot sun. <i>Cost is for design phase only, <u>Construction on unfunded capital list FY22.</u></i> | \$ 25,000.00 | Eddie Benson |
| 12 | Custodial Vehicles | Custodian support vehicle replacement (<u>2nd vehicle on FY20 unfunded</u>) | \$ 30,000.00 | Eddie Benson |

| | | |
|---|-------------------|-------------------|
| New TOTAL Request for FY19 | \$ 596,725 | |
| Available funding from FY18 FIA 5339a (capital only) | | \$ 596,725 |
| Balance (need to source funds/reduce \$) | \$ - | |

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THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

JUAN I. GALLEGOS BELMARES

PARATRANSIT OPERATOR

**FOR THE COMPLETION OF 15 YEARS OF SERVICE
BETWEEN 2004 AND 2019**

GIVEN THIS 26TH DAY OF APRIL 2019

CHAIR, BOARD OF DIRECTORS

CEO / GENERAL MANAGER

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VERBAL PRESENTATION ONLY

CEO UPDATE

Alex Clifford

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DATE: April 26, 2019
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXTEND THE DATE OF CLOSURE FOR THE SOQUEL PARK & RIDE LOT TO MAY 31, 2019

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to extend the closure of the Soquel Park & Ride lot to May 31, 2019 and to ratify his administrative extension through April 30, 2019

II. SUMMARY

- At its October 26, 2018 Board meeting, the Santa Cruz Metropolitan Transit District (METRO) Board of Directors (Board) approved the closure of the Soquel Park & Ride lot, effective March 31, 2019.
- The Santa Cruz County Regional Transportation Agency (RTC) has been working with a few vanpools to attempt to relocate them to an alternate park and ride location.
- In late March 2019, Guy Preston, Executive Director of the RTC, contacted the CEO of METRO to request an extension of the lot closure.
- METRO's CEO approved an extension through the end of April 2019 and stated he would request the METRO Board approve an extension through the end of May 2019.
- Mr. Preston has indicated that he thinks he can resolve the relocation of the vanpools by the end of May.

III. DISCUSSION/BACKGROUND

On October 26, 2018, the METRO Board approved the closure of the Soquel Park & Ride, effective March 31, 2019. Staff had originally posted the closure for the end of the year (2018), but the Board extended the closure to March 31, 2019 to allow some vanpools ample time to relocate to another park and ride facility.

In late March, Mr. Preston contacted METRO CEO, Alex Clifford, and requested an extension of the closure. Mr. Preston stated that his staff needed more time

to relocate the vanpools. METRO CEO Clifford extended the closure to April 30, 2019 and is requesting the METRO Board ratify his administrative extension and authorize a further extension to May 31, 2019.

Mr. Preston has indicated that he thinks he can resolve this matter by the end of May 2019.

The CEO is requesting that the METRO Board:

- Ratify the CEO's extension of the Soquel Park & Ride closure through the end of April 2019; and,
- Authorize a further extension of the closure through the end of May 2019.

IV. FINANCIAL CONSIDERATIONS/IMPACT

There is no fiscal impact to this request.

V. ALTERNATIVES CONSIDERED

- The Board could direct the CEO to close the Soquel Park & Ride effective April 30, 2019.
- The Board could direct the CEO to close the Soquel Park & Ride later than that proposed.

VI. ATTACHMENTS

None

Prepared by: Alex Clifford, CEO/General Manager

VII. APPROVALS

Approved as to fiscal impact:
Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager



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VERBAL PRESENTATION ONLY

FEDERAL LEGISLATION AND CURRENT
LEGISLATIVE ISSUES AS LEARNED
DURING BOARD WASHINGTON, DC VISIT
APRIL 8-10, 2019

Board Directors Bottorff, McPherson & Rotkin

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DATE: April 26, 2019
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Director
SUBJECT: 10-Year (Fiscal Year 2020-29) Strategic Business Plan Update

I. RECOMMENDED ACTION

That the Board receive an update on the 10-Year Strategic Business Plan; and,

A. Approve modifications to the list of Key Tactical Initiatives in support of the Strategic Priorities

B. Approve implementation plans for the Key Tactical Initiatives

C. Approve a new Strategic Plan Elements section for all future Standing Committee and Board staff reports

II. SUMMARY

- At the October 17, 2018 Santa Cruz Metropolitan Transit District (METRO) Board Strategic Business Plan initial work session, the Board and management team established a preliminary set of Strategic Priorities (Attachment A).
- On January 25, 2019, the METRO board adopted the Strategic Priorities and a METRO management team proposal for Key Tactical Initiatives, pending minor modifications to the wording of two initiatives, in support of the Priorities. Attachment B shows modifications to the version presented to the Board on January 25, 2019.
- The Strategic Priorities and Key Tactical Initiatives are intended to prioritize the use of METRO's financial and staff resources in the coming years.
- Following adoption of the Strategic Priorities and Key Tactical Initiatives, at the January 25th Board meeting, the management team has developed a 5-Year Implementation Plan (Attachment C) for the Key Tactical Initiatives within the context of the 5-Year financial outlook, for the Board's consideration.
- On April 19, 2019 the Capital Projects Standing Committee approved forwarding the 10-Year Strategic Business Plan to the Board for its approval.

IV. DISCUSSION/BACKGROUND

At the October 17, 2018 METRO Board Strategic Business Plan initial work session, the Board and management team established a preliminary set of seven strategic priorities (see Attachment A).

These seven Strategic Priorities were developed within the context of the existing METRO 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.”

Among issues discussed at the October 17th work session were a number of specific key ongoing tactical initiatives identified by the METRO management team, including timeframes and cost contexts where appropriate. These Key Tactical Initiatives have been assigned to one or more of the seven draft Strategic Priorities (see Attachment B).

A primary theme from the October 17th work session was that, for at least the last four years, METRO has been in a survival mode, staving off a financial structural deficit, which could have undermined its ability to continue to provide public transportation services to the County.

The management team forecasts a period of relative consolidation or maintaining of service levels, while reinvesting in the “bricks of the business”, improving the quality, promotion and public awareness of the current services, prior to growing the system significantly. As METRO hopefully moves beyond this “fix” stage and towards a “build” phase, it is important that it be clear on its mission and focus its limited financial and staff resources on only its core business initiatives.

On January 25th, the METRO Board adopted the seven strategic priorities and a list of key initiatives, pending minor modification to the wording of two initiatives. Attachment B is an updated version of the Key Tactical Initiatives. Following this direction, the METRO management team has developed a 5-Year Implementation Plan (Attachment C) for the Key Initiatives.

Resources needed for the individual Initiatives were identified in two ways:

1. Staff oriented tasks - Staff oriented tasks are shaded blue and assigned to the appropriate department in order to allow managers to understand the extent to which their department is involved in helping METRO achieve its business initiatives over the next 5 years.

2. Projects requiring funding consideration - Projects requiring funding are shaded either orange (Operating) or green (Capital) with the costs being taken from:

- METRO's 10-Year Unfunded Capital Projects List (Attachment D)
- Service expansion priorities taken from the Planning Department Annual Service Planning Update (August 24, 2018 Board Item #12-10 [Attachment E]) .

Dollar values included in Attachment C are not formal estimates and are general order-of-magnitude costs for planning purposes only.

METRO Service Planning Priorities and Standards

Among the Key Initiatives in the Strategic Business Plan is METRO's planning for future system growth when financially feasible (see Initiative 3.a in Attachment C – "Increase Service Levels on Existing Routes"; including Span and Frequency). The August 28, 2018 Annual Service Planning Update to the Board (Attachment E) identified initial priorities for service expansion opportunities:

- Route 35 – Evening frequency improvements in the San Lorenzo Valley.
- Watsonville Circulator implementation, which will operate using METRO's first awarded electric bus.
- Routes 66 and/or 68 - Improved frequency and/or span of service in the Live Oak corridor between Capitola Mall and downtown Santa Cruz, an area with strong transit-oriented demographics.

As part of METRO's ongoing service planning analysis, the Planning Department monitors service levels relative to the 2012-adopted METRO Service Standards, which outline desired levels of service by type of service and time of day (see Attachment F). METRO's Service Standards are reflective of industry standards for similar types of service and urban/rural profiles. Each of our five service categories have their own standards for frequency by time of day.

In most cases, particularly since the 2016 major service reduction, METRO is not able to fully achieve these Service Standards.

- Weekday Peaks – During weekday peaks METRO only achieves its service standards on local routes 4, 55, 75, and 79
- Weekday Base (off-peak) – In the mid-day METRO does somewhat better in meeting its service standards with the 91X and a majority of UCSC and local routes meeting the standard

- Weekday Evenings – This service standard is generally not achieved. In most cases it is that the frequency does not extend long enough into evenings, making it difficult for METRO to meet the wide span of service needs required by the riding public.
- Weekends – With the exception of routes 16, 66, 68, and 71 METRO routes do not meet the service standards

One of the financial difficulties in achieving significant service level increase is the amount of Bus Operator resources required. With any service expansion the amount of Operator resources required must include enough Operators to provide the additional service all week, often more hours than a single Operator can perform in their five-day work week. In addition, for every added Bus Operator an additional 30% of an Operator for “Extra Board” support is required to cover time off and absenteeism. The approximate annual cost for an Operator and operation of their bus is \$130,000.

METRO Committee and Board Staff Report Reformatting

One of the outcomes of METRO’s development of its first Strategic Business Plan is a recommendation that going forward all future METRO Committee and Board staff reports should include a section titled “Strategic Plan Elements” to note the item’s relation to achieving the Strategic Business Plan priorities.

Next Steps

On April 19, 2019 the Capital Projects Standing Committee approved forwarding the 10-Year Strategic Business Plan to the Board for its approval.

The 5-Year Implementation Plan will be used by the management team to organize staff resource allocation and prioritize future budget proposals.

Pending approval, it is the intent of staff to return to the METRO Board annually for review and updates to this rolling 10-Year Strategic Business Plan.

V. FINANCIAL CONSIDERATIONS/IMPACT

Although the 10-Year Strategic Business Plan does not direct specific budget related items in the near term, it does identify key tactical initiatives METRO staff will endeavor to implement within this timeframe. Specific financial considerations/impacts will be identified as individual initiatives move forward.

VI. ALTERNATIVES CONSIDERED

The 10-Year Strategic Business Plan and its Strategic Priorities are intended to provide context and direction to the METRO Board and staff when considering

new initiatives. The clarity and focus provided by the seven Strategic Priorities will support efficient decision making processes at METRO.

Not pursuing development of a Strategic Business Plan is not recommended.

VII. ATTACHMENTS

- Attachment A: Seven Strategic Priorities
- Attachment B: Modified Key Tactical Initiatives (Redline)
- Attachment C: 5-Year Implementation Plan
- Attachment D: Unfunded Capital List
- Attachment E: August 24, 2018 Board Item #12-10
- Attachment F: Service Standards

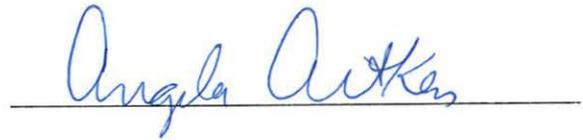
Prepared by: Barrow Emerson, Planning & Development Director

VII. APPROVALS

Barrow Emerson,
Planning & Development Director



Approved as to fiscal impact:
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



Draft Santa Cruz METRO

Strategic Business Plan Priorities

1. Safety First Culture
2. Financial Responsibility, Stability, Stewardship, Accountability
3. Service Quality and Delivery
4. Internal and External Technology
5. Employee Engagement; Attract, Retain, Develop
6. State of Good Repair
7. Strategic Alliances and Community Outreach

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Key Tactical Initiatives

In Support of the METRO

10-Year Strategic Business Plan Priorities

The following Key Tactical Initiatives are assumed as 10-year priorities for implementation and are the primary candidates for commitment of financial and staff resources. These are generally issues with either significant annual operating costs and/or large one-time capital costs.

1. Safety First Culture

- a. Implement policies, procedures, and security and safety training agency wide in order to:
 - i. Reduce workers compensation claims
 - ii. Reduce accidents claims
- b. Secure METRO facilities as required by law
- c. Enhance security force
- d. Continuously monitor workplace injuries and actively engage the Safety & Risk Department in retraining following incidents
- e. Regularly review of all facilities for safe working conditions.
- f. Complete the installation of surveillance equipment on the remainder of the fleet.

2. Financial Responsibility: Stability, stewardship, accountability

- a. Adopt balanced budgets without the use of reserves.
- b. Develop balanced 5-year budget plans.
- c. Enforce the Reserve policy and funding levels of the “buckets” to provide buffer against any impacts of revenue levels in including ebbs and flows of economy or changes in funding levels from revenue providers.
 - €i. Establish a reserve “bucket” for METRO UAL[CalPERS] and OPEB[retiree medical]
- d. Within the context of available budget, reinvest in the “bricks” of the company to support cost-effective, efficient and quality customer service.
- e. Implement a Fare Restructure during 2019 which could increase revenue by \$500,000 - \$1.5 million and provides improved customer fare payment amenities.
- f. Manage future labor costs so as to maintain the capacity to provide at least the current service level while providing employees with a market competitive

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Attachment B - REDLINE

compensation that allows METRO to attract, develop and retain quality employees; while minimizing the impacting on the integrity of long term budgets.

- g. When applicable, use carryover funds from a previous fiscal year only for one-time expenditures rather than for recurring costs.
 - i. Following the annual audit (August – October each year), present to the Board Finance Committee a recommendation for appropriation of any carryover funds, if available, from the previous fiscal year.
 - ii. If recurring surplus revenues are identified, engage the Service Planning Review Committee (SPRC) early to develop a priority list of service needs and then present such service needs to the Board Finance Committee (January - March each year).
- h. Continue to develop strategies to reduce absenteeism and unscheduled overtime.
- i. Complete purchase and installation of a new Financial Information System (FIS) by ~~June~~December 2021.
- j. Strive to leverage local funds with state and federal grants.

3. Service quality and delivery

- a. Within financial capacity, increase service levels on existing routes including daily span of service and frequency.
- b. In the allocation of fixed-route services, over time, increase the percentage of resources committed ridership generating services versus coverage-oriented services
- c. Within financial capacity beyond the current annual cost of \$4 million, increase the Highway 17 Express service level to provide a more attractive alternative to driving alone.
- d.

Maintain appropriate customer service and marketing services to achieve excellence in customer service.~~Within financial capacity, increase the level of Customer Service staffing and marketing services to achieve excellence in Customer Service to attract new riders and meet the needs of exiting ones.~~

- e. Within financial capacity, pursue initiatives which contribute to general community mobility rather than exclusively mass transit solutions.
 - i. Monitor information and, within financial capacity, pursue implementation of alternative service models, such as Transportation Network Companies (TNCs), Microtransit, other on-demand services, and autonomous vehicles; particularly where they may be cost effective.

Attachment B - REDLINE

- f. In order to increase reliability and reduce unscheduled overtime (\$2 million annually), increase the percentage of extra board operators in support of scheduled shift assignments.
- g. In response to Countywide decisions made relative to the Unified Corridor Investment Study, develop implementation plans and operating cost estimates for services in the following corridors; Soquel/Freedom Bus Rapid Transit (BRT) Lite services, Highway 1 Bus On Shoulders service, and mass transit in Rail Corridor.

4. Internal and external technology;

- a. External (Customer facing)
 - i. Automatic Vehicle Location (AVL) is scheduled to be implemented during 2019. AVL is also a valuable internal tool to support efficient bus scheduling by providing comprehensive data about on-time performance and average travel times on all segments of the system.
 - ii. A Highway 17 Express mobile ticketing pilot project will be implemented in 2019 to determine its attractiveness to users of this service. Pending results of this pilot consideration will be given to implementing mobile ticketing system wide.
 - iii. Pending the effectiveness of the mobile ticketing pilot project, implement an account based fare payment system which improves customer convenience by allowing purchasing and reloading of passes on-line.
- b. Internal
 - ~~i.~~ Investigate upgrade or replacement of the current fare collection and reporting system as it is not dependable and prone to error, resulting in excessive staff time spent maintaining equipment and reconciling data.
 - ~~ii.~~ Investigate upgrade or replacement of the current scheduling and payroll system as it is not supported by modern operating systems.
 - ~~iii.~~ Automatic Passenger Counting (APC) is ~~an~~ a tool which would allow METRO to have complete system wide data of passenger ons/off by location, which allows for more effective service and stop planning, and removes the need for manual random field surveys which provide less data and are cost-inefficient to conduct.
 - ~~iv.~~ Develop new data tools for Key Performance Indicators (KPI) and Dashboards by continuing progress on creation of the data warehouse
 - ~~v.~~ Implement new Financial Information System (FIS).
 - 1. Early CY2019 milestone will be the development of the scope of work for a FIS consultant to be hired to help review the existing

Attachment B - REDLINE

systems and processes and to help develop the specifications and scope of work for a competitive bid for a new FIS system.

5. Employee Engagement; Attract, Retain, Develop

a. Staffing levels

- i. Although the scheduled level of ParaCruz service is appropriate to support the fixed route network, the difficulty in maintaining a full staff of drivers impacts METRO's ability to achieve the on-time performance target of 90% for the ParaCruz system. ~~the effective delivery of this service~~. Continue to identify creative and innovative methods to recruit employees.
- ii. Difficulty in attracting fixed-route operators puts a stress on existing staff and increases operating costs through unscheduled overtime. Continue to identify creative and innovative methods to recruit employees.
- iii. As many support functions at METRO are staffed at minimal levels; investigate typical staffing level ratios for comparable functions at peer agencies

b. Attracting employees is often difficult because of the high local cost of living in Santa Cruz County. Recent Classification and Compensation studies may help address this situation.

c. The ability to retain employees involves the opportunity to enhance one's career path with advancement opportunities which can be difficult at a small agency.

d. Developing employee's skills, knowledge and abilities requires training which can be costly and time consuming, another difficulty at a small and minimally staffed agency.

~~d.e.~~ Maintain appropriate staffing levels relative to technology improvements.

6. State of Good Repair

a. METRO's highest priority is to identify funds to replace the 62 fixed-route buses that have reached or surpassed the end of their useful life.

- i. Bus replacement program is funded to a level of \$3M annually. This will allow METRO to almost eliminate buses beyond their useful life by 2023. However, as existing newer buses start to reach the end of their useful life and California Air Resources Board (CARB) requirements to introduce electric buses begin in 2026, this financial challenge will re-appear and will require ongoing financial resources. The electric bus requirements will also require significant investment in charging infrastructure.

Attachment B - REDLINE

- ii. Integrate Zero Emissions Buses (ZEBs) into the METRO fleet consistent with Board policy and comply with the impending CARB Regulation. Once the Regulation is adopted, return to the METRO Board with appropriate revisions to the METRO ZEB 2040 Plan that will make it compliant with CARB's Regulation
- iii. To the greatest extent possible:
 - 1. Provide METRO sufficient time to test its initial new ZEBs before committing to additional purchases, subject to thresholds in the impending CARB Regulation.
 - 2. Subject to the thresholds in the impending CARB Regulation, avoid purchasing additional ZEBs until battery energy density improves sufficient for the "end of life" range of the ZEB to run on all METRO routes (nearly 300-mile daily range)
- iv. Design and construct the yard ZEB recharging infrastructure before the first ZEBs arrive in the second quarter of 2019
- b. Pacific Station is in need of significant rehabilitation in the near term for which METRO has approximately \$2 million available. Discussions with the City of Santa Cruz about the potential for a major redevelopment have resulted in an estimated \$10 million shortfall to implement. Subject to the results of studies currently underway, the current condition of the structure may require METRO to invest more than \$2 million in the near future toward rehabilitation or a new facility. funds in the near future.
- c. There is a need for a METRO owned ParaCruz facility as the current lease arrangement is financially inefficient (\$180,000 annual lease through 2021) and the landlord may not renew the lease after 2021.
- d. Create a strategy for addressing METRO's 10-year Unfunded Capital Projects List for all equipment and facilities, which currently has a price tag approaching \$200M including buses. Items include;
 - i. capital maintenance and upgrades of our four Transit Centers,
 - ii. operations, maintenance, administrative facilities, and bus stops, and
 - iii. vehicle state-of-good-repair, and technology improvements.Some expenses associated with ongoing maintenance are treated as an operating expense.
- e. In response to Countywide decisions made relative to the Unified Corridor Investment Study, METRO may need to explore funding for facilities and equipment in the Soquel/Freedom (BRT Lite), Highway 1 (Bus On Shoulders), and service to or on the Rail Corridor.
- f. Provide facilities that support METRO operations. [FTA 5339a]

Attachment B - REDLINE

- g. Provide non-revenue vehicles that support METRO operations. [FTA 5339a]
- h. Create a strategy to replace ParaCruz vehicles that have past their useful life.
- e.—

7. Strategic alliances and community outreach

- a. Over half of METRO ridership is UCSC students, faculty, and staff with the University providing METRO almost \$4.5 million annually, which supported the retention of eight operators in 2016. This alliance is an important strategic and financial issue as UCSC continues to grow and draw riders from origins further from the campus than in prior years.
- b. Cabrillo College has been a financial partner for three school years, funding eight operators at an annual cost of approximately \$950,000, as a result of a student approved and funded bus pass program in 2016 and again in 2017, which is always subject to reconsideration by students. METRO will continue to work to meet Cabrillo needs, including improved access to its Watsonville campus.
- c. Maintain and enhance \$500,000 annual partnership with the Santa Clara County Valley Transportation Authority (VTA), AMTRAK, the Capital Corridor Joint Powers Authority (JPA), the San Joaquin JPA, and the San Joaquin Regional Rail commission (ACE) in support of the Highway 17 Express service.
- d. Enhance relationships with the Association of Monterey Bay Area Governments (AMBAG), the Santa Cruz County Regional Transportation Commission (RTC), and Caltrans who are partner transportation planning agencies involved in legislation, policy, and funding advocacy.
- e. Continue to participate in and support the Santa Cruz Chamber of Commerce and the Monterey Bay Economic Partnership (MBEP).
- f. Within the upcoming requirement to have an all electric bus fleet by 2040 METRO will explore a business relationship with Monterey Bay Community Power and PG&E.
- g. With the recent history of strong public support in Santa Cruz County for transportation funding, METRO will analyze the financial capacity and public appetite for revenue enhancing measures to address capital needs and allow for an increased level of transit service, especially focusing on frequency and span of service.
- h. Work with local jurisdictions to influence their land use strategies to encourage more transit oriented development patterns and road networks which can be efficiently serviced by public transit. Densification of nodes along existing bus trunk lines should be encouraged.

Attachment B - REDLINE

- i. Establish a Marketing, **Customer Service** function to promote services, retain customers and attract new ridership. Once the Marketing Director is aboard, pursue:
 - i. Developing communication tools and social media to educate the public on the benefits of public transportation.
 - ii. Educating the riding and non-riding residents of Santa Cruz County about how METRO uses the resources they have granted METRO and the air quality/sustainability/GHG reductions to the region
 - iii. Promoting, when appropriate, alternative service models as discussed in Items 3.e.

- j. Legislation
 - i. Provide ongoing education via the Headways, media press releases, and other mediums on legislative issues vital to METRO.
 - ii. Support favorable electricity rate legislation/regulation for transit properties operating of ZEBs.
 - iii. Continue ongoing work with the CTA via the Executive and Legislative Committees
 - iv. Continue to assert METRO's legislative agenda through APTA Committees, the Bus Coalition, and the services of the federal advocate to support various initiatives including:
 - 1. Increased federal formula funding including increasing the Small Transit Intensive Cities (STIC) funds to 3%,
 - 2. federal transit reauthorization funded by stable and recurring funding sources and that grow formula funds to transit agencies, and
 - 3. Stabilizing the Highway Trust Fund - e.g. Increase the federal gas tax

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| Strategic Plan Outlook | | | | | |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 |
| Initiatives | | | | | |
| 1. SAFETY FIRST CULTURE | | | | | |
| a. Implement policies, procedures, and security and safety training agency wide. | All Staff |
| b. Secure METRO facilities as required by law. | - | - | \$150,000 | - | - |
| c. Enhance security force. | \$40,000 | \$40,000 | \$40,000 | \$40,000 | \$40,000 |
| d. Continuously monitor workplace injuries and actively engage the Safety & Risk Department in retraining following incidents | All Staff |
| e. Regularly review of all facilities for safe working conditions. | Safety/Security | Safety/Security | Safety/Security | Safety/Security | Safety/Security |
| f. Complete the installation of surveillance equipment on the remainder of the fleet. | \$375,000 | - | - | - | - |
| 2. FINANCIAL RESPONSIBILITY: STABILITY, STEWARDSHIP, ACCOUNTABILITY | | | | | |
| a. Adopt balanced budgets without the use of reserves. | Finance | Finance | Finance | Finance | Finance |
| b. Develop balanced 5-year budget plans. | Finance | Finance | Finance | Finance | Finance |
| c. Enforce the Reserve policy and funding levels of the "buckets" | Finance | Finance | Finance | Finance | Finance |
| i. Establish a reserve "bucket" for METRO UAL[CalPERS] and OPEB[Retiree Medical] | Finance | Finance | Finance | Finance | Finance |
| d. Within the context of available budget, reinvest in the "bricks" of the company to support cost-effective, efficient and quality customer service. | CEO/CFO | CEO/CFO | CEO/CFO | CEO/CFO | CEO/CFO |
| e. Implement a Fare Restructure during 2019 [Potential Additional Revenue] | - | +\$500K-\$1M | +\$500K-\$1M | +\$500K-\$1M | +\$500K-\$1M |
| f. Manage future labor costs so as to maintain the capacity to provide at least the current service level while providing employees with a market competitive compensation that allows METRO to attract, develop and retain quality employees; while minimizing the impact on long term budgets. | CEO/CFO | CEO/CFO | CEO/CFO | CEO/CFO | CEO/CFO |
| g. When applicable, use carryover funds from a previous fiscal year only for one-time expenditures rather than for recurring costs. | Finance | Finance | Finance | Finance | Finance |
| i. Following the annual audit (August – October each year), present to the Board Finance Committee a recommendation for appropriation of any carryover funds, if available, from the previous fiscal year. | Finance | Finance | Finance | Finance | Finance |

| Strategic Plan Outlook | | | | | |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Initiatives | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 |
| ii. If recurring surplus revenues are identified, engage the Service Planning Review Committee (SPRC). | Finance | Finance | Finance | Finance | Finance |
| h. Continue to develop strategies to reduce absenteeism and unscheduled overtime. | HR | HR | HR | HR | HR |
| i. Complete purchase and installation of a new Financial Information System (FIS) by June 2021. | - | \$125,000 | \$125,000 | - | - |
| j. Strive to leverage local funds with state and federal grants. | Grants | Grants | Grants | Grants | Grants |
| 3. SERVICE QUALITY AND DELIVERY | | | | | |
| a. Increase service levels on existing routes including span and frequency. | - | \$125,000 | \$250,000 | \$375,000 | \$375,000 |
| b. In the allocation of fixed-route services, over time, increase resources committed to ridership instead of coverage. | Planning | Planning | Planning | Planning | Planning |
| c. Increase the Highway 17 Express service level. | - | - | \$125,000 | \$125,000 | \$125,000 |
| d. Maintain appropriate marketing and customer services to achieve excellence in customer service. | Marketing/Customer Service |
| e. Pursue initiatives which contribute to general community mobility rather than exclusively mass transit solutions. i. Monitor information and, pursue implementation of alternative service models, particularly where they may be cost effective. | - | \$200,000 | \$200,000 | \$200,000 | \$200,000 |
| f. Increase the percentage of extra board operators in support of scheduled shift assignments. | - | \$500,000 | \$500,000 | \$500,000 | \$500,000 |
| g. Develop implementation plans and operating cost estimates for services in the following corridors; Soque/Freedom Bus Rapid Transit (BRT) Lite services, Highway 1 Bus On Shoulders service, and mass transit in Rail Corridor. | Planning | Planning | Planning | Planning | Planning |
| 4. INTERNAL AND EXTERNAL TECHNOLOGY | | | | | |
| a. INTERNAL (Customer facing) | | | | | |
| i. Automatic Vehicle Location (AVL) | IT | IT | IT | IT | IT |
| ii. A Highway 17 Express mobile ticketing. Pending results of this pilot consideration will be given to implementing mobile ticketing system wide. | Planning | Planning | - | - | - |
| iii. Pending the effectiveness of the mobile ticketing pilot project, implement an account based fare payment system. | - | Planning | \$1,500,000 | Planning | Planning |
| b. INTERNAL | | | | | |

| Strategic Plan Outlook | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 |
| Initiatives | | | | | |
| i. Investigate upgrade or replacement of the current fare collection and reporting system. | Planning/IT | Planning/IT | \$250,000 | - | - |
| ii. Investigate upgrade or replacement of the scheduling and payroll system. | Planning/IT | Planning/IT | Planning/IT | Planning/IT | Planning/IT |
| iii. Automatic Passenger Counting (APC) | \$650,000 | - | - | - | - |
| iv. Develop new data tools for Key Performance Indicators (KPI) and Dashboards by continuing progress on creation of the data warehouse | Finance/Planning/IT | Finance/Planning/IT | Finance/Planning/IT | Finance/Planning/IT | Finance/Planning/IT |
| v. Implement new Financial Information System (FIS). | IT/Finance | IT/Finance | IT/Finance | IT/Finance | IT/Finance |
| 5. EMPLOYEE ENGAGEMENT; ATTRACT, RETAIN, DEVELOP | | | | | |
| a. Staffing levels | | | | | |
| i. Continue to identify creative and innovative methods to recruit Paracruz employees to in order to achieve on-time performance targets. | HR | HR | HR | HR | HR |
| ii. Continue to identify creative and innovative methods to recruit Fixed Route employees. | HR | HR | HR | HR | HR |
| iii. Investigate typical staffing level ratios for comparable support functions at peer agencies | HR | HR | HR | HR | HR |
| b. Attracting employees is often difficult because of the high local cost of living in Santa Cruz County. Recent Classification and Compensation studies may help address this situation. | HR | HR | HR | HR | HR |
| c. The ability to retain employees involves the opportunity to enhance ones career path with advancement opportunities which can be difficult at a small agency. | HR | HR | HR | HR | HR |
| d. Developing employee's skills, knowledge and abilities requires training which can be costly and time consuming, another difficulty at a small and minimally staffed agency. | HR | HR | HR | HR | HR |
| e. Maintain appropriate staffing levels relative to technology improvements. | HR | HR | HR | HR | HR |
| 6. STATE OF GOOD REPAIR | | | | | |
| A. METRO's highest priority is to identify funds to replace the 62 fixed-route buses that have reached or surpassed the end of their useful life. | Grants | Grants | Grants | Grants | Grants |
| A.i. Bus replacement program is funded to a level of \$3M annually. | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 |
| A.ii. Integrate Zero Emissions Buses (ZEBs) into the METRO fleet consistent with Board policy and comply with CARB Regulations. | Procurement/Planning | Procurement/Planning | Procurement/Planning | Procurement/Planning | Procurement/Planning |
| A.iii. To the greatest extent possible: | | | | | |

Attachment C

| Strategic Plan Outlook | | | | | |
|--|---------------------------|---------------------------|----------------------|----------------------|----------------------|
| Initiatives | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 |
| A.iii.a Provide METRO sufficient time to test its initial new ZEBs before committing to additional purchases. | Procurement/Planning | Procurement/Planning | Procurement/Planning | Procurement/Planning | Procurement/Planning |
| A.iii.b Avoid purchasing additional ZEBs until battery energy density improves sufficient for the "end of life" range of the ZEB to run on all METRO routes. | Procurement/Planning | Procurement/Planning | Procurement/Planning | Procurement/Planning | Procurement/Planning |
| A.iv. Design and construct the yard ZEB recharging infrastructure before the first ZEBs arrive in the second quarter of 2019 | \$1,858,000 | TBD | TBD | TBD | TBD |
| B. Pacific Station is in need of significant rehabilitation or redevelopment in the near term for which METRO has approximately \$2 million available. Discussions with the City of Santa Cruz about the potential for a major redevelopment have resulted in an estimated \$10 million shortfall to implement. | \$2,000,000 | \$1,500,000 | \$1,500,000 | - | - |
| C. METRO owned ParaCruz facility. | - | \$12,000,000 | - | - | - |
| D. Create a strategy for addressing METRO's 10-year Unfunded Capital Projects List for all equipment and facilities. | Grants | Grants | Grants | Grants | Grants |
| E. In response to Countywide decisions made relative to the Unified Corridor Investment Study, METRO may need to explore funding for facilities and equipment in the Soquel/Freedom (BRT Lite), Highway 1 (Bus On Shoulders), and service to or on the Rail Corridor. | Planning | Planning | Planning | Planning | Planning |
| F. Provide facilities that support METRO operations. [FTA 5339a] | Facilities | Facilities | Facilities | Facilities | Facilities |
| G. Provide non-revenue vehicles that support METRO operations. [FTA 5339a] | Fleet | Fleet | Fleet | Fleet | Fleet |
| H. Replace ParaCruz vehicles that have passed useful life. | Grants | Grants | Grants | Grants | Grants |
| 7. STRATEGIC ALLIANCES AND COMMUNITY OUTREACH | | | | | |
| a. Work with UCSC to fund operating cost growth overtime. | Planning | Planning | Planning | Planning | Planning |
| b. Work with Cabrillo to fund operating cost growth overtime. | Planning (Under Contract) | Planning (Under Contract) | Planning (Extension) | Planning (Extension) | Planning (Extension) |
| c. Maintain and enhance \$500,000 annual partnership with agencies that are involved in Highway 17 Express service. | Finance | Finance | Finance | Finance | Finance |

| Strategic Plan Outlook | | | | | |
|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 |
| Initiatives | | | | | |
| d. Enhance relationships with the Association of Monterey Bay Area Governments (AMBAG), the Santa Cruz County Regional Transportation Commission (RTC), and Caltrans who are partner transportation planning agencies involved in legislation, policy, and funding advocacy. | Planning | Planning | Planning | Planning | Planning |
| e. Continue to participate in and support the Santa Cruz Chamber of Commerce and the Monterey Bay Economic Partnership (MBEP). | Planning | Planning | Planning | Planning | Planning |
| f. Within the upcoming requirement to have an all electric bus fleet by 2040 METRO will explore a business relationship with Monterey Bay Community Power and PG&E. | Procurement/Grants | Procurement/Grants | Procurement/Grants | Procurement/Grants | Procurement/Grants |
| g. METRO will analyze the financial capacity and public appetite for revenue enhancing measures to address capital needs and allow for an increased level of transit service, especially focusing on frequency and span of service. | Executive/Planning | Executive/Planning | Executive/Planning | Executive/Planning | Executive/Planning |
| h. Work with local jurisdictions to influence their land use strategies to encourage more transit oriented development patterns and road networks which can be efficiently serviced by public transit. | Planning | Planning | Planning | Planning | Planning |
| i. Establish a Marketing/Customer Service function to promote services, retain customers and attract new ridership. Once the Marketing Director is aboard, pursue: | Marketing/Customer Service |
| i. Developing communication tools and social media to educate the public on the benefits of public transportation. | Marketing/Customer Service |
| ii. Educating the riding and non-riding residents of Santa Cruz County about how METRO uses the resources they have granted METRO along with environmental benefits for the region. | Marketing/Customer Service |
| iii. Promoting, when appropriate, alternative service models as discussed in items 3.e. | Marketing/Customer Service |
| j. LEGISLATION | | | | | |
| i. Provide ongoing education via the Headways, media press releases, and other mediums on legislative issues vital to METRO. | Marketing/Planning | Marketing/Planning | Marketing/Planning | Marketing/Planning | Marketing/Planning |
| ii. Support favorable electricity rate legislation/regulation for transit properties operating of ZEBs. | Procurement/Grants | Procurement/Grants | Procurement/Grants | Procurement/Grants | Procurement/Grants |
| iii. Continue ongoing work with the CTA via the Executive and Legislative Committees | Executive/Grants | Executive/Grants | Executive/Grants | Executive/Grants | Executive/Grants |

| Strategic Plan Outlook | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|
| Initiatives | FY 20 | FY 21 | FY 22 | FY 23 | FY 24 |
| iv. Continue to assert METRO's legislative agenda to support various initiatives including: <ol style="list-style-type: none"> 1. Increased federal formula funding including increasing the Small Transit Intensive Cities (STIC) funds to 3%, 2. Federal transit reauthorization funded by stable and recurring funding sources and that grow formula funds to transit agencies, and 3. Stabilizing the Highway Trust Fund - e.g. Increase the federal gas tax. | Executive/Grants | Executive/Grants | Executive/Grants | Executive/Grants | Executive/Grants |
| | \$40,000 | \$865,000 | \$1,115,000 | \$1,240,000 | \$1,240,000 |
| | \$5,025,000 | \$16,625,000 | \$6,725,000 | \$3,200,000 | \$3,200,000 |
| | - | \$500,000-\$1M | \$500,000-\$1M | \$500,000-\$1M | \$500,000-\$1M |
| Total Operating | | | | | |
| Total Capital | | | | | |
| Total Revenue | | | | | |

10 year unfunded capital projects summary

| Category | 5-yr need | 10-yr need |
|------------------------------------|------------------|-------------------|
| | | |
| Construction | \$ 22,708 | \$ 152,008 |
| Vehicle State of Good Repair (SGR) | \$ 13,260 | \$ 46,235 |
| Facilities Maintenance | \$ 3,980 | \$ 6,405 |
| Information Technology (IT) | \$ 4,759 | \$ 4,759 |
| | | |
| Total | \$ 44,707 | \$ 209,407 |

UNFUNDED CAPITAL PROJECTS (000s)

| Construction | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|--------------|--|-------------|-----------|--------|----|----|-----------|----|----|----|----|
| Project | Description | Cost (000s) | | | | | | | | | |
| 1 | ZEB Charging Infrastructure at JKS | \$ 858 | \$ 858 | | | | | | | | |
| 2 | ZEB Fast-charging Infrastructure at WTC | \$ 1,000 | \$ 1,000 | | | | | | | | |
| 3 | Roof Reconstruction, Golf Club | \$ 175 | \$ 175 | | | | | | | | |
| 4 | ParaCruz Operating Facility (Mobility Management Center) | \$ 12,000 | \$ 12,000 | | | | | | | | |
| 5 | Pacific Station Renovation | \$ 6,000 | \$ 6,000 | | | | | | | | |
| 6 | ADA Access Bus Stops | \$ - | \$ - | | | | | | | | |
| 7 | ADA Access at all Facilities | \$ - | \$ - | | | | | | | | |
| 8 | Vernon Street Bus Stop | \$ 600 | \$ 300 | \$ 300 | | | | | | | |
| 9 | Solar Panels | \$ 2,000 | \$ 2,000 | | | | | | | | |
| 10 | Cavallaro Transit Center roof replacement and solar panels | \$ 75 | \$ 75 | | | | | | | | |
| 11 | Maintenance Facility Wing 2 (to accommodate articulated buses) | \$ 15,850 | \$ 15,850 | | | | \$ 15,850 | | | | |
| 12 | Soquel/Freedom Traffic Signal Priority/Pre-Emption for Buses | \$ 2,000 | \$ 2,000 | | | | \$ 2,000 | | | | |
| 13 | Watsonville Park and Ride Lot | \$ 10,000 | \$ 10,000 | | | | \$ 10,000 | | | | |
| 14 | Cavallaro Transit Center Parking Structure | \$ 26,400 | \$ 26,400 | | | | \$ 26,400 | | | | |

| UNFUNDED CAPITAL PROJECTS (000s) | | | | | | | | | | | |
|----------------------------------|-------------------------------------|--|------------------|-----------------|------------------|---------------|-------------|------------------|-------------|--------------|------------------|
| Construction | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| # | Project | Description | Cost (000s) | | | | | | | | |
| 15 | Remove Diesel Tank | Remove tank after replacement of last diesel bus fleet. On hold, as more diesel buses may be added to the fleet. | \$ 50 | | | | | | | \$ 50 | |
| 16 | South County Ops. & Maint. Facility | Auxiliary Operating (including ParaCruz) & Maintenance Facility in Watsonville. | \$ 50,000 | | | | | | | | \$ 50,000 |
| 17 | New Watsonville Transit Center | Replacement of current transit center | \$ 25,000 | | | | | | | | \$ 25,000 |
| | | Unfunded Capital Costs thru 2029 | \$152,008 | \$ 1,858 | \$ 20,475 | \$ 375 | \$ - | \$ 54,250 | \$ - | \$ 50 | \$ 75,000 |
| | | Unfunded Capital Costs thru 2024 | \$ 22,708 | | | | | | | | |

| UNFUNDED CAPITAL PROJECTS (000s) | | | | | | | | | | | | |
|----------------------------------|----------------------------------|--|------------------|---------------|---------------|---------------|---------------|------------------|-----------------|------------------|-----------------|-----------------|
| Vehicle SGR | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| # | Project | Description | Cost (000s) | | | | | | | | | |
| 1 | Bus Replacements 2022 | Replace (1) bus | \$ 700 | | | | | | | | | |
| 2 | ParaCruz Replacements | 3 new vehicles per year FY21-29 | \$ 2,635 | \$ 340 | \$ 255 | \$ 255 | \$ 255 | \$ 255 | \$ 255 | \$ 255 | \$ 255 | \$ 255 |
| 3 | Bus Replacements 2023 | | \$ - | | | | | | | | | |
| 4 | Bus Replacements 2024 | Bus Replacements Replace (16) buses | \$ 11,200 | | | | \$ 11,200 | | | | | |
| 5 | Bus Replacements 2025 | Bus Replacements Replace (6) buses (incl 4 artics) | \$ 4,200 | | | | | \$ 4,200 | | | | |
| 6 | Bus Replacements 2026 | Bus Replacements Replace (25) buses (incl 5 ZEB) | \$ 19,000 | | | | | | \$ 19,000 | | | |
| 7 | Bus Replacements 2027 | Bus Replacements Replace (3) buses (1 ZEB; 2CNG) | \$ 2,400 | | | | | | | \$ 2,400 | | |
| 8 | Bus Replacements 2028 | Bus Replacements Replace (4) buses (1 ZEB; 3 CNG) | \$ 3,100 | | | | | | | | \$ 3,100 | |
| 9 | Bus Replacements 2029 | Bus Replacements Replace (3) buses (3 ZEB) | \$ 3,000 | | | | | | | | | \$ 3,000 |
| 10 | Non-revenue Vehicle Replacements | Non-revenue trucks and cars | \$ - | | | | | | | | | |
| | | Unfunded Capital Costs thru 2029 | \$ 46,235 | \$ 340 | \$ 255 | \$ 955 | \$ 255 | \$ 11,455 | \$ 4,455 | \$ 19,255 | \$ 2,655 | \$ 3,355 |
| | | Rolling Stock Replacements | \$ 46,235 | \$ 340 | \$ 255 | \$ 955 | \$ 255 | \$ 11,455 | \$ 4,455 | \$ 19,255 | \$ 2,655 | \$ 3,355 |
| | | Unfunded Capital Costs thru 2024 | \$ 13,260 | | | | | | | | | |

15D.5

UNFUNDED CAPITAL PROJECTS (000s)

| Facilities Maintenance | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|------------------------|---|--|-------------|----------|--------|-------|-------|-------|-------|-------|-------|-------|
| # | Project | Description | Cost (000s) | | | | | | | | | |
| 1 | Gate Control - bus entries at JKS | Security gates and gate controller for upper entry to bus yard | \$ 100 | \$ 100 | | | | | | | | |
| 2 | Scissor Lift | | \$ 20 | \$ 20 | | | | | | | | |
| 3 | Capital upgrade of existing transit facilities | Capital upgrade of bus stops, parking lots, transit centers, buildings | \$ 750 | \$ 75 | \$ 75 | \$ 75 | \$ 75 | \$ 75 | \$ 75 | \$ 75 | \$ 75 | \$ 75 |
| 4 | Custodial Equipment Replacement | Vacuums, Buffers, Scrubbers | \$ 200 | \$ 20 | \$ 20 | \$ 20 | \$ 20 | \$ 20 | \$ 20 | \$ 20 | \$ 20 | \$ 20 |
| 5 | Landscaping/Irrigation | Re-landscape & irrigate all sites | \$ 240 | \$ 30 | \$ 30 | \$ 30 | \$ 30 | \$ 30 | \$ 30 | \$ 30 | \$ 30 | \$ 30 |
| 6 | Custodial Vehicles | Custodian support vehicle replacement (2 of 2) | \$ 30 | \$ 30 | | | | | | | | |
| 7 | Bird Abatement | All Facilities | \$ 10 | \$ 10 | | | | | | | | |
| 8 | Maintenance Facility - Replace Roof | Replace entire roof - poor construction and leaks throughout | \$ 353 | \$ 353 | | | | | | | | |
| 9 | Furniture | All Facilities | \$ 150 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 | \$ 50 |
| 10 | Fueling and Wash Facility - Awning Install | Construction phase - Awning at front of fueling island | \$ 250 | \$ 250 | | | | | | | | |
| 11 | Traffic/CHP Monitors at Dispatch | | \$ 2 | \$ 2 | | | | | | | | |
| 12 | Fuel and Wash Facility - rust removal and repaint | Remove rust and repaint bus fuel and wash facility and equipment | \$ 125 | \$ 125 | | | | | | | | |
| 13 | Emergency Operations Centers | Purchase of equipment for EOC at OPS and Admin | \$ - | \$ - | | | | | | | | |
| 14 | Bus Washer | Refrub N/S Wash System purchased 2008 & upgrade water recycling system | \$ 100 | \$ 100 | | | | | | | | |
| 15 | Maintenance parking lot drainage | French drain or other solution to ensure water doesn't drain to Rayne building | \$ 50 | \$ 50 | | | | | | | | |
| 16 | Upgrade HVAC Systems for Vernon | Heating Ventilation Air Conditioning | \$ 50 | \$ 50 | | | | | | | | |
| 17 | Administration Remodel | Office remodel of 110 Vernon St.: move/add office space and upgrade HVAC | \$ 1,000 | \$ 1,000 | | | | | | | | |
| 18 | Portable Bus Lifts | 1 set of 6 artic lifts, \$100k; 2 sets of 4 standard lifts, \$150k. Estimates include labor. | \$ 250 | \$ 100 | \$ 150 | | | | | | | |
| 19 | Exterior/Interior Painting | Exterior: Vernon; Interior: Golf Club | \$ 245 | \$ 125 | \$ 120 | | | | | | | |
| 20 | Medium Duty Trash Truck | Safer and more efficient bus stop trash cleanup | \$ 150 | \$ 150 | | | | | | | | |
| 21 | Shop bay door drainage | French drain or other solution for shop bay door drainage | \$ 200 | \$ 200 | \$ 200 | | | | | | | |
| 22 | Parts Washers (3) | Replace the JRI units purchased 2010 | \$ 80 | \$ 80 | \$ 80 | | | | | | | |

Attachment D

| | | UNFUNDED CAPITAL PROJECTS (000s) | | | | | | | | | |
|------------------------|-----------------------------------|---|-----------------|-----------------|-----------------|---------------|---------------|---------------|---------------|---------------|-----------------|
| Facilities Maintenance | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| # | Project | Description | Cost (000s) | | | | | | | | |
| 23 | Parallelogram Lift Replacement | | \$ 200 | | | \$ 200 | | | | | |
| 24 | Roof Replacement, Fueling Station | Replace Roof (20 yr replacement cycle) | \$ 150 | | | | | \$ 150 | | | |
| 25 | In-ground Bus Lifts | Remove and replace in-ground lifts | \$ 1,700 | | | | | | | | \$ 1,700 |
| | | Unfunded Capital Costs thru 2029 | \$ 6,405 | \$ 1,265 | \$ 1,450 | \$ 495 | \$ 395 | \$ 265 | \$ 115 | \$ 115 | \$ 1,815 |
| | | Unfunded Capital Costs thru 2024 | \$ 3,980 | | | | | | | | |

| | | UNFUNDED CAPITAL PROJECTS (000s) | | | | | | | | | | | |
|---|---|--|-----------------|-----------------|---------------|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | IT | | | | | | | | | | | |
| # | Project | Description | Cost (000s) | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 1 | Surveillance systems on buses | Phase 2 (remaining buses). Retrofit 25 buses each in FY20 and FY21 | \$ 750 | \$ 375 | \$ 375 | | | | | | | | |
| 2 | Bus APC | Automatic Passenger Counter (APC) systems on all METRO buses. | \$ 650 | \$ 650 | | | | | | | | | |
| 3 | Backup (to Kite Hill) Repeater Site | 2-way Radio Equipment to allow JKS to function as an emergency radio repeater site | \$ 25 | \$ 25 | | | | | | | | | |
| 4 | Eligibility Coordinator ID Card Printer | | \$ 6 | \$ 6 | | | | | | | | | |
| 5 | Financial Management Software | Financial, Payroll, Timekeeping Software. \$30k (in FY19) is for consultant to draft scope; \$125k for 1st module in FY21; module 2 in FY22 | \$ 250 | | \$ 125 | \$ 125 | | | | | | | |
| 6 | Backup system | Backup system to meet growing disaster recovery needs | \$ 20 | | | \$ 20 | | | | | | | |
| 7 | Account-based Fare Collection Upgrade | Account-based fare collection upgrade to replace GFI system (excluding fareboxes and vaults) | \$ 1,500 | | | \$ 1,500 | | | | | | | |
| 8 | MaintStar Expansion Software and Mobile Equipment | Asset and Maintenance Managing software and equipment with onsite training and installation. Work field orders. | \$ 150 | | | \$ 150 | | | | | | | |
| 9 | ITS | Public WiFi equipment on all facilities and routes beginning w/UCSCs and Express buses. Bus AVL implementation may negate the need for this. | \$ 1,000 | | | \$ 1,000 | | | | | | | |
| 10 | Camera security system for ParaCruz facility | Camera security system for ParaCruz facility | \$ 150 | | | \$ 150 | | | | | | | |
| 11 | ParaCruz MDC replacements | ParaCruz MDC replacements. (may be replaced as part of potential Trapeze > Ecolane replacement | \$ 8 | | | \$ 8 | | | | | | | |
| 12 | ParaCruz Dispatching and Scheduling Software | | \$ - | | | | | | | | | | |
| 13 | TVMs - replacements and additional | TVM Upgrades and/or replacements | \$ 250 | | | \$ 250 | | | | | | | |
| Unfunded Capital Costs thru 2029 | | | \$ 4,759 | \$ 1,056 | \$ 500 | \$ 3,203 | \$ - |
| Unfunded Capital Costs thru 2024 | | | \$ 4,759 | | | | | | | | | | |

15D.7

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Attachment E

*Santa Cruz Metropolitan
Transit District*



DATE: August 24, 2018
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Director
SUBJECT: ACCEPT AND FILE METRO PLANNING DEPARTMENT ANNUAL STATUS REPORT

I. RECOMMENDED ACTION

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

II. SUMMARY

- It has been one year since the last Santa Cruz Metropolitan Transit District (METRO) Planning Department Annual update.
- Transit industry standards suggest there is a minimum level of per trip ridership (10-15 boardings per trip), which is considered effective and not all of METRO routes achieve this level. At the same time, there are services without necessary capacity to meet demand levels comfortably.
- The METRO Planning Department has identified priorities for additional service (specific routes and increased daily span of service) when, or if, additional recurring operating funds were to become available.
- The Planning Department has established specific routes and geographic areas that will be the focus of service planning activities for the next four quarterly service changes, including consideration of limited reallocation of resources from low performing routes to ones in need of additional capacity and/or span of service.
- In addition to ongoing service modifications, the Planning Department has a number of other significant initiatives it is managing during the next fiscal year, as identified in this report.
- Staff requests the Board accept and file this Service Planning Update.

III. DISCUSSION/BACKGROUND

Current Route Performance

Quarterly, including on this August 24th Board meeting agenda, the Planning Department provides the Board with a ridership report, including an analysis of route performance as expressed by the average boardings per trip on each route. (See Attachment A)

Attachment E

Board of Directors
August 24, 2018
Page 2 of 7

In the transit industry, a rule of thumb is that there needs to be an average of approximately 10-15 boardings per trip for a service to be considered effective, depending on the type of service (rural, local, regional, intercity). In general, most METRO routes perform well, which suggests that generally the level of service is correct, relative to demand and financial capacity to provide service.

METRO has a small number of routes that don't achieve these transit industry standards. There are also some routes that, although they have reasonable overall boardings per trip averages, have segments with extremely limited boardings, which suggest possible realignments or truncation of the route(s). Among these are:

- Routes 33 and 34, which are school oriented trips in the San Lorenzo Valley with extremely low ridership. Today's Board agenda includes an item recommending elimination of these routes due to extremely low ridership over recent years.
- Route 79, which although it has a somewhat acceptable level of boardings per trip for a local lifeline service, has a loop segment to Pajaro that has had almost no boardings. The Route 79 alignment was modified to eliminate the Pajaro loop and add service in central Watsonville starting on June 14, 2018 and ridership will be monitored closely over the coming year.

Conversely, as shown in Exhibit A, in terms of average boardings per trip, there are three non-UCSC routes (69A, 69W, 71) that have average boardings per trip of around 30, which gets close to the seated capacity of a bus.

The five UCSC oriented routes are all strong performers, with METRO and the University constantly working together to address overcrowding and route schedule issues, which are complicated as class start times change by day of the week.

Now that the performance of METRO's routes has generally stabilized, the Planning Department sees opportunities to recommend consideration of the reallocation of trips from low performers to services in need of additional capacity.

Opportunities for Fixed-Route Service Expansion

Given METRO's limited budget growth opportunities, service enhancements are limited at this time. As part of the FY19 METRO annual budget, an additional bus operator FTE was added. However, this position, along with others, is being held in abeyance pending the outcome of Proposition 6, the November 6, 2018 ballot measure proposing repeal of SB-1. This bus operator FTE has been identified as being used to address the limited evening frequency of Route 35 in the San Lorenzo Valley area.

Priorities for Additional Service

As is standard transit industry practice, the Planning Department maintains a prioritized list of service needs, sometimes referred to as "unmet needs", so that if at anytime there is additional recurrent operating funds available for the introduction of

Attachment E

additional effective service, the priorities are clear. Currently, the Planning Department sees the following needs as the most important:

- Route 35/35A evening frequency – As this San Lorenzo Valley (SLV) route alternately serves two legs beyond Boulder Creek, the limited evening frequency makes for extremely poor level of service on these legs.
- There are also areas of the County that have population densities and demographics which suggest that additional services could generate additional ridership
 1. Span of service across the system - There are routes where service starts too late in the morning or ends too early in the evening, both weekdays and weekends, to meet work trip needs, particularly for those in the service industry; these limited spans also do not meet the general mobility needs of County residents. Route 68 is a prime example of this issue with weekday service ending before 7pm and weekend service span lasting only from late morning until approximately 5pm.
 2. Frequency - The additional Bus Operator, added at the Board's direction for FY18 using Measure D funds, was used to address Route 71 weekend overcrowding and has eased overcrowding on these services. In addition to the Route 35/35A noted above, there are other routes whose lack of frequency makes spontaneous use impractical. For example, Route 3, in addition to having limited span of service, has frequency of two hours at times on weekdays and all day on weekends. Another issue is reduced evening frequency on routes such as Route 66 and 69.
- Rural routes with limited daily trips.

Fiscal Year (FY) 2019 Service Planning Activities

As shown in the recently adopted 5-year budget, METRO has stabilized its fixed-route service level at a financially sustainable level for the near term. Within this context of limited expansion capacity, METRO will still work to improve services where possible, through re-allocation of resources from poor performing services to those in need of additional capacity, to avoid adding additional operating costs.

METRO service changes occur four times a year; through the Fall, Winter, Spring, and Summer Bids.

- Fall 2018
 - Pending Board approval of an extension of the Articulated Bus Pilot Project agenda item on today's agenda, Fall 2018 will see the return of these buses for the 2018-19 school year, which would again be funded by UCSC. There are no other significant service changes for Fall 2018 as METRO is awaiting the resolution of Proposition 6, the SB-1 repeal ballot measure.

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Board of Directors
August 24, 2018
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Following are the focus areas for service planning efforts over the next year:

- Winter 2018-19
 - Pending the outcome of the public hearing on the elimination of Routes 33 and 34 on today's agenda, these services would be eliminated for the Winter service change.
 - As part of METRO's partnership with Cabrillo College, staff is working on route modifications for route(s) in Watsonville to provide service closer to the Watsonville campus for later evening classes.
- Spring/Summer 2019
 - If Proposition 6 is not successful in November 2018 and SB-1 is not repealed, METRO will look to enhance Route 35/35A evening frequency in the San Lorenzo Valley. As part of planning for this improvement, there are other issues related to San Lorenzo Valley/Scotts Valley service that staff will consider opportunities to address including:
 - Service on Scotts Valley Drive is in only one direction (outbound from Santa Cruz).
 - Opportunities related to the repopulation of the former "Borland" campus by UCSC and other increases in employment, housing, and commercial properties in the area.
- Summer/Fall 2019
 - Watsonville Circulator –METRO received a 2016 Low Carbon Transit Operations Program (LCTOP) grant from the State for an electric bus to operate as a Watsonville Circulator, intended to link common origins and destinations around Watsonville at a convenient frequency. Outreach for planning of this initiative will start soon with possible service launch in Fall 2019, pending delivery of the new electric bus.
 - The Monterey Bay Air Resources District awarded METRO with \$200,000 in funding for the initial year of operation of this service.
 - METRO has also received LCTOP grants in 2017 and 2018 for a total of almost \$620,000 allowing METRO to purchase a second electric bus for Watsonville services.

Other Planning Department Initiatives

In addition to the basic ongoing service modifications, the Planning Department is developing the following significant planning initiatives:

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- Fare Restructure – Per Board action on March 23, 2018, METRO chose to postpone continued analysis of a Fare Restructure project until the end of 2018 to see the result of the November 6, 2018 ballot measure Proposition 6, the SB-1 repeal effort, which could seriously damage METRO's financial position. Following the November 2018 election, staff will initiate a discussion with the Board related to fare structure and opportunities for fare payment technology improvements and then work with the Board Finance, Budget and Audit Standing Committee in the first quarter of 2019 to explore fare restructuring recommendations.
- On-board survey – In October 2018, METRO will be conducting an on-board survey and ridecheck, METRO's first since 2012, to enhance its understanding of our riders, their demographics, travel patterns, satisfaction with METRO services, and preferences in the use of various technologies including fare payment methods.
- Strategic Business Plan – METRO staff, with external facilitator support, will conduct a Board retreat in October to kickoff a 10-year strategic business plan process for the agency that will address issues including establishment of midterm (10 year) priorities, a review of agency missions/goals/objectives, and analysis of financial capacity, risk, and opportunities.
- Pacific Station long-term planning – METRO, in conjunction with the City of Santa Cruz, has engaged two separate consultant teams to investigate issues related to the future of Pacific Station. The two studies, a downtown transit operations analysis and a Pacific Station conceptual layout exercise, are both underway and should have results this fall, which should inform future planning for METRO's downtown transit center.
- Microtransit and Transportation Network Companies (TNC) – Many transit districts are starting to consider microtransit, a service that offers flexible routing and/or flexible scheduling of non-fixed route vehicles. Microtransit uses instant exchange of information, enabling real-time matching of demand (trip) and supply (driven vehicle), which can extend the accessibility of the transit system. Possible pick-up/drop-off stops are usually pre-defined to allow better routes' optimization. Conceptually, microtransit fits somewhere between private individual transportation (cars or taxicabs) and public mass transit (bus). Some transit agencies are developing relationships with TNCs, such as Uber and Lyft, to supplement their fixed-route and paratransit services. Staff will investigate opportunities for METRO to use these types of services and will return to the Board in 2019 with a status report.
- Hwy 1 Bus On Shoulders – Per another item on today's Board agenda, METRO, in conjunction with Monterey-Salinas Transit, has completed an initial feasibility study of Bus On Shoulders opportunities on SR 1. Going forward, METRO will coordinate with the Santa Cruz County Regional Transportation Commission (RTC) and Caltrans to attempt to institute this project in conjunction with the RTC Auxiliary Lanes project.

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- Ongoing coordination with UCSC and Cabrillo – In spite of the failure of the UCSC student transportation fee ballot measure in May 2018, UCSC and METRO will extended their contractual arrangement, pending approval by the Board of another item today, for bus services through the 2018-19 school year. METRO and Cabrillo have executed a three-year (2018-19 through 2020-21 school year) contract (plus an option for two additional years) to extend the two-year initial student bus pass program. METRO will continue to coordinate with Cabrillo to provide the optimum bus service to meet student needs.
- Transportation Demand Management (TDM) – Staff is working with the City of Santa Cruz on concepts for a downtown employee bus pass as part of a TDM program.
- Marketing – Staff will promote growing initiatives, including the employer/employee commute tax benefit program.
- Unified Corridor Study – Staff will continue to participate in this critically important planning analysis, led by the RTC, on the future transportation uses of State Route 1, the Soquel/Freedom corridor, and the rail right-of-way.
- Automatic Vehicle Location (AVL) and Automatic Passenger Counter(APC) – METRO has received grant funding from the State of California to implement an AVL system. The Planning and Information Technology (IT) Departments will coordinate to introduce this technology to improve operational efficiency, data gathering and analysis, and provide a customer facing Predictive Arrival and Departure System (PADS).

IV. FINANCIAL CONSIDERATIONS/IMPACT

There is no financial impact related to this status report

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A: Quarterly Average Ridership by Route

Prepared by: Barrow Emerson, Planning & Development Director

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VII. APPROVALS

Barrow Emerson,
Planning and Development Director



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Approved as to fiscal impact:
Angela Aitken, CFO



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Alex Clifford, CEO/General Manager



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Attachment F

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1033

Computer Title: System Standards

Effective Date: January 25, 2013

Pages: 7

TITLE: SYSTEM-WIDE SERVICE STANDARDS AND POLICIES

Procedure History

NEW POLICY
January 25, 2013

SUMMARY OF POLICY
New Regulation

APPROVED



- 4.02 **Vehicle Headway Standard:** Santa Cruz METRO strives to strike a balance between headways and span of service. Santa Cruz METRO uses the following five route categories to delineate different service characteristics and establishes different vehicle headway standards as shown in the table below to meet the trip characteristics in each category.

Headway Standard

| Routes | Weekday Peak | Weekday Base | Weekday Night | Weekend |
|--------------------|---------------------|---------------------|----------------------|----------------|
| Rural | 30 | 60 | 90 | 30 |
| Intercity | 15 | 30 | 60 | 60 |
| Local | 60 | 60 | 60 | 60 |
| UCSC | 10 | 30 | 30 | 30 |
| Highway 17 Express | 20 | 60 | 60 | 60 |

Note: Peak hours are 7:00am - 9:00am and 2:00pm - 7:00pm.
Night service hours are 8:00pm - 12:00am. Not all routes in a route group will operate at all times of a day

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DATE: April 26, 2019
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Director
SUBJECT: LONG-RANGE BUS REPLACEMENT PLAN

I. RECOMMENDED ACTION

That the Board receive an update on the Long-Range Bus Replacement Plan

II. SUMMARY

- As a result of years of reduced new bus acquisitions during the great recession, 62 buses, over 50% of Santa Cruz Metropolitan Transit District's (METRO) fixed-route bus fleet, were beyond their useful life and in need of replacement at the start of Fiscal Year 2017-18 (FY18).
- METRO has established a strategy to fund extending the useful life of some buses and to procure new buses over the next 22 years through 2040.
- This plan is projected to reduce the number of buses beyond their useful life to zero by the start of FY24, before the number expands again as existing buses begin to age beyond their 14-year useful life.
- As part of this bus replacement plan (Plan), METRO will meet the California Air Resources Board's (CARB) recently adopted mandate that bus agencies purchase only zero-emissions buses starting in FY2029.
- The primary component of this plan is the recently established \$3 million annual funding commitment to bus replacement in the capital budget.
- This recurring funding is now available to METRO due to the passage of both Measure D and Senate Bill 1, the Road Repair and Accountability Act of 2017.
- On April 19, 2019 the Capital Projects Standing Committee received this update and directed staff to forward it to the full Board for its consideration.

III. DISCUSSION/BACKGROUND

Through the early 2000s, METRO had always been able to acquire new buses to replace buses that had reached their useful life. Due to the extended recession, which limited funding availability and the elimination of the ability to acquire new buses through the federal earmark process, over 50% of METRO's fleet was

beyond its useful life at the start of FY18. Older buses are still operational but have significantly increased maintenance costs.

METRO staff has analyzed the useful life status of the current fixed-route bus fleet, the agency's financial capacity, and the bus manufacturing industry status and has developed a viable plan to reduce the average age of METRO's fixed-route bus fleet while maintaining the number of buses required to meet operational needs over the next 22 years through 2040.

This report does not address the ParaCruz fleet, whose vehicle replacement program requires a much smaller capital investment. Funding for that program will be addressed in a future presentation.

A key parameter of this Plan is the inclusion of the procurement of electric buses as is now required by the CARB, which on December 7, 2018 adopted its Innovative Clean Transit Rule that mandates procurement of electric buses. 100% of METRO's bus purchases will need to be electric starting in 2029, with 25% of all new bus procurements needing to be electric starting in 2026.

The key component of the Plan is the budgetary strategy adopted for the FY18 budget of committing \$3 million annually in capital funding for a Long-range Bus Replacement Program.

With the passage of Measure D in 2016 and Senate Bill 1 (the Road Repair and Accountability Act of 2017), METRO now has recurring revenue sources to fund this \$3 million annual Bus Replacement program to address METRO's critical issue of operating buses beyond their intended useful life.

On April 19, 2019 the Capital Projects Standing Committee received this update and directed staff to forward it to the full Board for its consideration.

Bus Replacement Plan

As shown in Attachment A, the number of buses beyond their useful life can be reduced to a manageable level over the next 22 years through a combination of the following initiatives:

- Refurbishing existing buses to extend their useful life
- New buses funded from grants already won
- Lease-to-purchase agreements
- Purchases of buses with METRO capital funding

To illustrate how the Plan works, Attachment A shows that at the start of FY18, 62 of METRO's 98 fixed-route bus fleet were beyond their 14-year useful life. As a result of completing CNG bus refurbishments and decommissioning older buses,

which were no longer required following the September 2016 service reduction, METRO started FY19 with only 53 buses beyond their useful life.

In FY19, METRO has already procured three buses in a lease-to-buy arrangement, has acquired 14 buses from Santa Clara Valley Transportation Authority, and is refurbishing two older CNG buses, leaving only 34 buses in the fleet beyond their useful life at the start of FY20.

In FY20, METRO will be receiving ten new buses from previously won grants along with refurbishing older buses. In FY21, the strategy will be to continue with the ongoing refurbishment of older CNG buses and to start acquisition of 14 CNG buses over four years through a lease-to-buy agreement. This should momentarily reduce the number of buses beyond their useful life to zero by the start of FY24.

Unfortunately, this number will begin to grow again as additional buses in the METRO fleet begin to reach the end of their useful life.

Grants

This plan is the minimum accomplishment to reducing the number of buses in the METRO fleet beyond their useful life. There are no assumptions for awards of future grants in Attachment A beyond current awards of three CNG buses in FY19, ten buses in FY20, and three electric buses in FY22.

In addition to funding the initiatives in the bullets above, a key strategy of this program is the goal of having up to \$3 million in additional funding available annually for METRO to contribute toward state and federal grant opportunities as our local match. Generally, grant applications that include a significant level of funding through a local match, are more successful than those that don't. Any successful grants in the future would allow for the additional procurement of buses beyond what is currently assumed in this plan; further reducing the number of buses beyond their useful life.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The primary element of the Plan is the \$3 million annual commitment of capital funding to this program. These funds are available as a result of the passage of Measure D and Senate Bill 1.

This annual \$3 million capital funding commitment for bus replacement is assumed in the rolling 5-year Measure D expenditure plan that METRO provides to the Santa Cruz County Regional Transportation Commission (RTC) annually.

V. ALTERNATIVES CONSIDERED

There is no alternative, as it is a Federal Transit Administration (FTA) requirement to have a viable/funded fixed-route bus replacement plan. Not having a plan would ultimately lead to METRO having a reduced bus fleet and not having enough buses to provide the current level of service around the County. In addition, METRO would not be able to successfully implement the CARB mandate to procure only zero-emissions electric buses starting in FY29.

VI. ATTACHMENTS

Attachment A: Plan to Reduce the Number of METRO Buses Beyond Useful Life

Prepared by: Barrow Emerson, Planning & Development Director

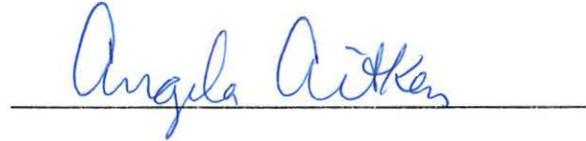
VII. APPROVALS

Barrow Emerson
Planning & Development Director



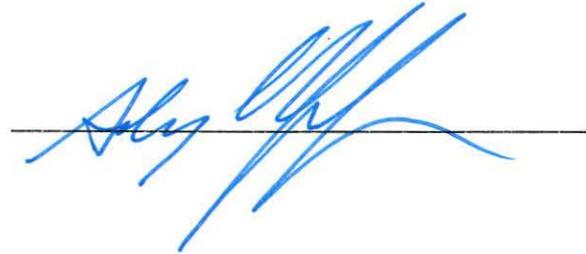
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Approved as to fiscal impact:
Angela Aitken, CFO



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Alex Clifford, CEO/General Manager

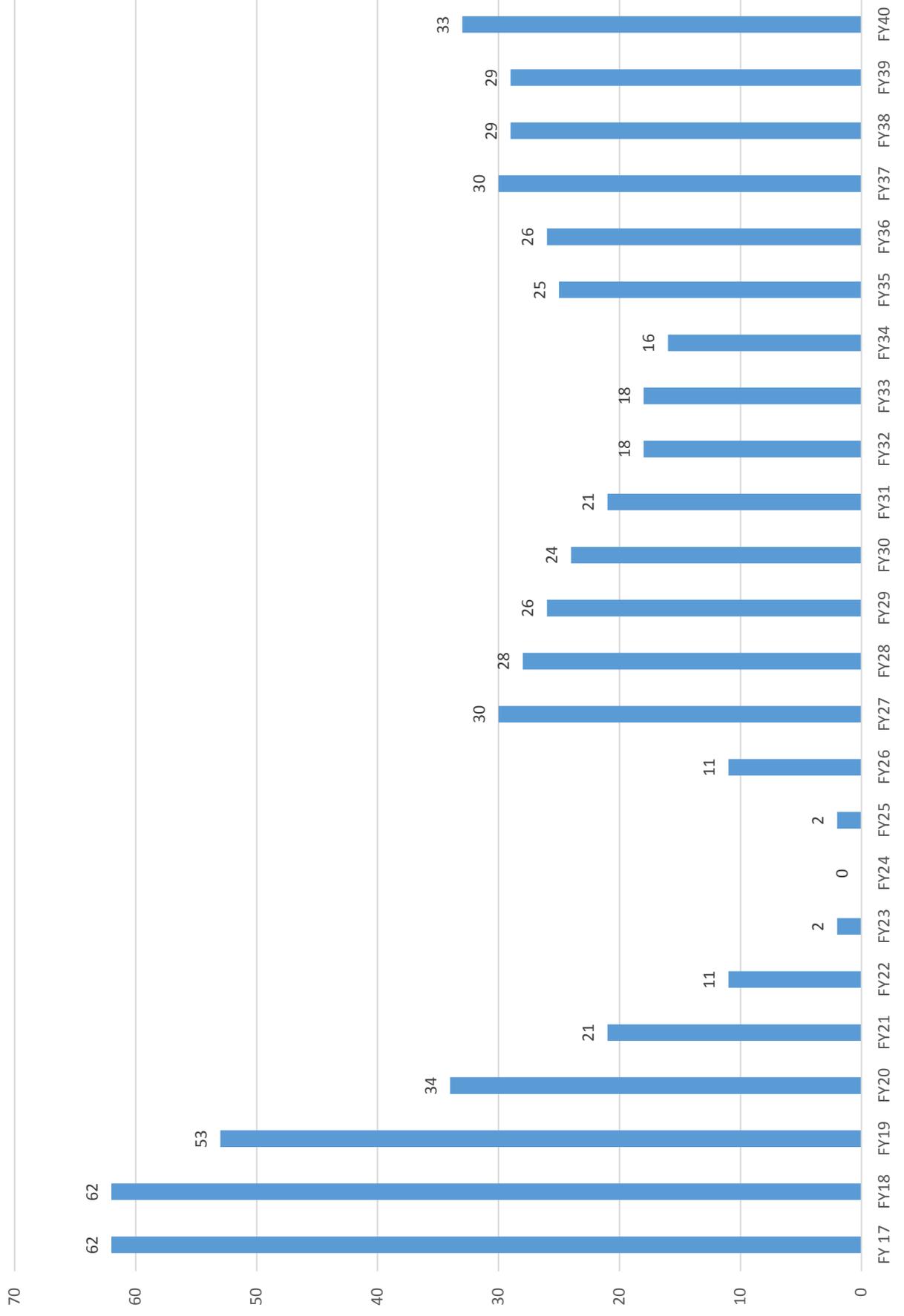


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Attachment A

Profile of METRO Buses beyond Useful Life [14 Year Life]



Attachment A

| Bus Replacement Plan (14 Year Life) | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------|------|------|------|------|------|------|------|---------|------|------|------|----------|------|------|------|------|------|------|------|------|------|------|------|----|
| | FY17 | FY18 | FY19 | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 | FY34 | FY35 | FY36 | FY37 | FY38 | FY39 | FY40 | |
| 4/5/2019 | | | | | | | | | | | | | | | | | | | | | | | | | |
| ZEB % | | | | | | | | | 25% ZEB | | | | 100% ZEB | | | | | | | | | | | | |
| Decommission | 0 | 0 | 4 | 17 | 9 | 8 | 9 | 2 | 3 | 2 | 2 | 3 | 4 | 2 | 3 | 3 | 3 | 3 | 3 | 2 | 7 | 5 | 3 | 3 | 1 |
| Fleet Size July 1 | 98 | 98 | 94 | 94 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 | 95 |
| July 1: Bus Replacement Needs | 62 | 62 | 53 | 34 | 21 | 11 | 2 | 0 | 2 | 11 | 30 | 28 | 26 | 24 | 21 | 18 | 18 | 16 | 25 | 26 | 30 | 29 | 29 | 29 | 33 |
| Bus Replacements | 0 | 0 | 3 | 10 | 4 | 3 | 0 | 0 | 1 | 1 | 2 | 4 | 2 | 3 | 3 | 3 | 3 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 3 |
| VTA Hwy 17 Buses | 0 | 0 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VTA Artics/ New Artics | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| NEW BIG Buy-NA Lease to Buy '14 Buses | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 4 | 2 | 2 | 2 | 2 | 0 |
| CNG refurbishments (6 years) | 0 | 5 | 2 | 3 | 2 | 0 | 0 | 0 | 0 | 3 | 1 | 4 | 0 | 0 | 0 | 0 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Subtotal replacement needs post additions | 62 | 57 | 34 | 21 | 11 | 2 | 0 | -3 | 0 | 6 | 26 | 20 | 24 | 21 | 18 | 15 | 12 | 11 | 18 | 21 | 27 | 26 | 28 | 30 | |
| Replacement of 6 year refurbishments due | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 2 | 3 | 2 | 0 | 0 | 0 | 0 | 3 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 3 | |
| Additional buses beyond the 62 become obsolete | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 11 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Buses bought since 2018 start becoming obsolete | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VTA Hwy 17 Buses Due for Replacement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| VTA/New Artics due for replacement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 |
| June 30: replacement need balance | 62 | 57 | 34 | 21 | 11 | 2 | 0 | 2 | 11 | 30 | 28 | 26 | 24 | 21 | 18 | 18 | 16 | 25 | 26 | 30 | 29 | 29 | 29 | 33 | |
| Fleet Size June 30 | 98 | 98 | 111 | 104 | 103 | 104 | 97 | 98 | 97 | 97 | 98 | 99 | 97 | 98 | 98 | 98 | 98 | 97 | 102 | 100 | 98 | 98 | 98 | 96 | 98 |

Assumption: Last CNG bus to be bought in 2028 to be all ZEB by 2040

Replacements based on 14 year life

FY18 Refurbs- 9810/9816/9820/9824/9827

FY19 Refurbs- 2601/2602

FY19 3 bus replacements Paul Reveres

FY20 10 buses - 6 CNG (STBG, 5339 CT Discretion, 4 5339b), 4 ZEB (2 LCTOP, 2 STIP)

FY 20 4 decommissions for VTA artics brings fleet size back down from 98 to 94

FY20 Refurbs- 2215/2222/2224

FY21 decommission 9 buses and not 10 because Watsonville circulator is not 1for1

FY21 Refurbs- 2212/2217/2811/28XX

FY22 Refurbs- 28XX/28XX/28XX

FY22 - 3 Replacements are LoNOS

FY23 Refurbs- 28XX/28XX/28XX

FY26, 27, 28 refurbs of VTA buses

When did VTA put buses ins service? VTA buses were assumed to have gone into service in '14

FY32, 33, 34 replacement of refurbied VTA buses needed

FY31, replace Paul Reveres

FY32 replace ten FY20 new buses

FY34 replace 3 FY22 LoNO buses

Bus Replacement Plan (14 Year Life)

| Assumption: \$2M annually to METRO from STA/SGR. | | FY18 | FY19* | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 | FY30 | FY31 | FY32 | FY33 | FY34 | FY35 | FY36 | FY37 | FY38 | FY39 | FY40 |
|--|--|------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Scope | | | | | | | | | | | | | | | | | | | | | | | | |
| Balance from Previous FY | | | \$500,000 | \$1,460,000 | \$2,165,000 | \$3,380,000 | \$3,745,000 | \$3,410,000 | \$3,360,000 | \$3,345,000 | \$2,990,000 | \$2,970,000 | \$2,970,000 | \$2,970,000 | \$2,970,000 | \$2,970,000 | \$2,970,000 | \$3,205,000 | \$2,440,000 | \$2,440,000 | \$2,440,000 | \$2,440,000 | \$2,440,000 | \$440,000 |
| STA/SGR Allocation | | | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 |
| Paul Reverse Lease Payment | | | \$285,000 | \$285,000 | \$285,000 | \$285,000 | \$285,000 | \$285,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| New balance | | | \$3,750,000 | \$4,175,000 | \$4,880,000 | \$6,095,000 | \$6,460,000 | \$6,410,000 | \$6,360,000 | \$6,345,000 | \$5,990,000 | \$5,970,000 | \$5,970,000 | \$5,970,000 | \$5,970,000 | \$5,970,000 | \$5,970,000 | \$6,205,000 | \$5,440,000 | \$5,440,000 | \$5,440,000 | \$5,440,000 | \$5,440,000 | \$3,440,000 |
| Grant request - 7 CNG | | | \$3,000,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| VTA 3rd five buses | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Gilling 6 CNGs overruns | | | \$450,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 14 CNG lease/buy | | | \$0 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$1,500,000 |
| 2nd 14 bus lease/buy | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| BUY replacement buses** | | | \$0 | \$0 | \$0 | \$850,000 | \$1,550,000 | \$1,550,000 | \$2,250,000 | \$3,100,000 | \$2,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$3,000,000 | \$2,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 | \$1,000,000 |
| CNG 6-year Refurbs (\$255K ea.) | | | \$0 | \$255,000 | \$510,000 | \$0 | \$0 | \$0 | \$765,000 | \$255,000 | \$1,020,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$765,000 | \$765,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| STA/SGR Money Remaining for Grant Matching | | | \$500,000 | \$1,460,000 | \$2,165,000 | \$3,380,000 | \$3,745,000 | \$3,410,000 | \$3,360,000 | \$3,345,000 | \$2,990,000 | \$2,970,000 | \$2,970,000 | \$2,970,000 | \$2,970,000 | \$2,970,000 | \$2,970,000 | \$3,205,000 | \$2,440,000 | \$2,440,000 | \$2,440,000 | \$2,440,000 | \$2,440,000 | \$440,000 |
| Buses needed | | | 57 | 34 | 21 | 11 | 2 | 0 | 2 | 11 | 30 | 30 | 30 | 30 | 27 | 24 | 24 | 22 | 31 | 30 | 32 | 31 | 31 | 35 |
| This plan assumes no new grant funding and that SB-1 remains in place. | | | | | | | | | | | | | | | | | | | | | | | | |
| ** Assumption for buying buses - spend money in a year, bus is in fleet the next year. (Other spreadsheet) | | | | | | | | | | | | | | | | | | | | | | | | |

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DATE: April 26, 2019
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Director
SUBJECT: UPDATE AND ACTION RELATIVE TO PACIFIC STATION AND RELATED STUDIES

I. RECOMMENDED ACTION

That the Board receive a presentation on the findings of recent studies related to the condition of Pacific Station, and direct the METRO CEO/General Manager to initiate negotiations with the City of Santa Cruz relative to a possible Pacific Station redevelopment partnership

II. SUMMARY

- The Pacific Station Transit Center is in dire need of substantial investment.
- Santa Cruz Metropolitan Transit District (METRO) and the City of Santa Cruz have studied and discussed the future development/redevelopment of the Pacific Station Transit Center for over ten years and METRO and the Federal Transit Administration (FTA) have invested over one million dollars in these studies/analyses over that period of time.
- METRO, in partnership with the City of Santa Cruz, recently completed two important operational studies relative to the Pacific Station Transit Center.
- METRO staff has also recently completed a thorough study of the current condition of the transit center. The results of the study revealed a need to rehabilitate the transit facility at an estimated cost of \$5.6 million, or to completely reconstruct the facility at an estimated cost of \$12.5 million.
- The City of Santa Cruz proposes a third option that would totally redevelop the current transit facility and that would result in a new METRO bus tarmac along Front Street, inclusive of bus bays, and a multi-story mixed use development along the Pacific Avenue frontage.
- METRO staff has determined that METRO is able to provide up to \$4 million over four years' time (\$1 million/year) for the rehabilitation or redevelopment of the Pacific Station Transit Center.
- On April 19, 2019, the Capital Projects Standing Committee approved a motion directing the CEO/General Manager to initiate formal negotiations with the City of Santa Cruz on a possible Pacific Station redevelopment partnership.

III. DISCUSSION/BACKGROUND

The Pacific Station Transit Center is in dire need of substantial investment. The facility leaks rain water, has substantial termite and dry rot damage, requires a new roof, requires that all windows in the facility be replaced, and likely needs substantial investment in replacing and upgrading the electrical, plumbing and HVAC to code.

METRO and the City of Santa Cruz have been working together since 2001 to identify the best long term plan for METRO operations in downtown Santa Cruz, including services and facilities. Redevelopment of the Pacific Station site has been discussed, as there are rehabilitation activities under consideration by METRO and there are City interests in urban revitalization/redevelopment in downtown Santa Cruz between the METRO transit center and Laurel Street.

To further understand the opportunities related to current and future METRO operations in downtown Santa Cruz, METRO, in partnership with the City, contracted for two separate consultant engagements in 2018:

Downtown Transit Operations Analysis

This study reviewed the overall strategic approach to providing METRO bus service in downtown Santa Cruz and provided an analysis of our operating protocols to identify whether there were opportunities for operating efficiencies and improved customer convenience. This analysis was intended to answer four key questions. The questions and their answers are summarized below.

- *Do all bus routes that currently serve downtown need to serve downtown?*
The answer is yes. UCSC students form a compact commuter shed, with over 70 percent living west of the San Lorenzo River according to UCSC data. The number of students living elsewhere is not sufficient to justify a route to UCSC that bypasses downtown. Pacific Station is also a logical terminus for longer routes serving south county locations.
- *Are there efficient and effective ways to serve downtown other than with a single major transit center?* The study has confirmed that an off-street hub operation in downtown Santa Cruz is the most effective option to provide bus service given the origins and destinations METRO serves. There is no workable alternative in Santa Cruz. Typical alternatives are multiple transit centers at the edges of downtown connected by a very frequent shuttle and on-street “super-stops.” Denver is an example of multiple transit centers connected by a free shuttle on a downtown transit mall that operates every five minutes, but its downtown is orders of magnitude larger than downtown Santa Cruz, making the expense of a frequent shuttle difficult to justify. On-street “super-stops” are rare in downtowns because of the impact on parking availability.

- *Is an off-street terminal needed and what is its appropriate size?* The answer is yes; an off-street terminal is needed. Off-street terminals are common in downtowns similar to Santa Cruz, as shown by the peer analysis. Based on existing schedules and changes to where certain buses hold over, this analysis recommends 22-24 bays in Pacific Station, including 14 active bays, 4-6 bays for holdover buses and 4 bays for future system growth. The study also noted that there is no additional bay consolidation opportunity with the introduction of Automatic Vehicle Location (AVL).
- *Can AVL technology facilitate “hot-berthing” and thus reduce the number of required bays?* The answer is no. AVL is unlikely to help with hot-berthing for two reasons: (1) METRO already does hot-berthing within lanes 1 and 4 today; and, (2) extending this concept to include all lanes would force passengers to cross lanes and create unnecessary safety hazards.

Conceptual Layout Drawings

- This exercise developed three alternative concepts to determine the feasibility of various numbers of bays considering various retail/commercial/residential development footprints. (See Attachment A.) One of the three concepts, Alternative 2, could only accommodate 19 bus bays and is considered not viable. The other two (Alternatives 2 and 3) identified 24-26 bays that could possibly be accommodated on the expanded site (including the NIAC building and the City-owned parking lot on Pacific Avenue). The 26-bay concept assumes three bays on Front Street.
- Given the encouraging results of these two studies, it seems that a 24-bay plan, building on the concepts developed in the *Conceptual Layout Drawings*, could potentially meet the goals of both the City and METRO; pending resolution of a number of technical issues including:
 - Confirmation that a 24-bay bus facility can safely and effectively operate multiple routes given the geometric parameters,
 - The pending need for electric bus charging infrastructure at the station,
 - Station ingress and egress to various destinations,
 - Potential costs related to added runtime for various ingress/egress options,
 - Development of an operationally feasible plan for downtown bus operations during project construction,
 - Accommodation of METRO ancillary facility needs, including:
 - Customer Services and call center operations;
 - ParaCruz and ADA functions;
 - Greyhound ticketing and baggage storage;
 - Operators’ break room and restroom facility,

- The security office,
- Employee parking, and
- Non-revenue vehicle and private delivery parking.
- That the level of revenue associated with Pacific Station leases is maintained (estimated at approximately \$100K/year).

That METRO buses can safely and effectively operate in both directions through the Front Street and Laurel Street intersection as Pacific Avenue would no longer be available for buses. Following the completion of the two studies, METRO staff contracted for a thorough review of the structural condition of the Pacific Station main building and then analyzed three possible scenarios to address the urgent need to replace or rehabilitate the transit facility.

Scenario 1: Pacific Station Refurbishment/Rehabilitation – Estimate \$5.6 million

- The preliminary cost estimate for METRO to refurbish/rehabilitate the current Pacific Station to an appropriate level is approximately \$5.6 million (Attachment B). This scenario would seek to open all walls and replace/upgrade needed plumbing and electrical; HVAC; replace all windows; replace the roof; bring the facility up to current code; and reinstall new drywall. This project would also seek to upgrade the exterior presentation of the structure in an attempt to modernize the architectural features to better integrate with the redevelopment of adjacent properties.

Scenario 2: Complete Rebuild of the Existing Station – Estimate \$12.5 million

- The cost estimate for a complete rebuild of the existing station on the same footprint is approximately \$12.5 million (Attachment B). This scenario would seek to raze the existing structure and to rebuild a new structure on the existing footprint and footings.

METRO staff does not believe that Scenario 2, the complete rebuild of the existing station, is a fundable option in the near future without significant state and/or federal grants

Note: The County of Santa Cruz has confirmed that no environmental remediation related to ground conditions at the station is required until a significant redevelopment project is undertaken.

Scenario 3: Total Redevelopment of Pacific Station – Estimated at \$8 million

- With this scenario, the City has proposed a redevelopment concept that preliminarily indicates an investment of \$6.7 to 9.8 million is needed for the transit facility portion of a proposed mixed-use development concept.
- This scenario envisions razing all structures and facilities on both the METRO property and the adjacent City-owned properties and remapping the City and METRO properties to create a METRO owned bus tarmac and bus bays, inclusive of a structure for bus operator facilities. Access/egress to the new

bus facility would be via Front Street. The remainder of the property would be owned by the City of Santa Cruz and would facilitate a mixed-use concept that might include commercial/retail, offices and housing.

- METRO has analyzed its capacity to dedicate funding under this scenario to a proposed turnkey redevelopment project and has determined that METRO has the capacity to contribute up to \$1 million per year annually over the next four years towards a turnkey redevelopment project with the City of Santa Cruz. Doing so would leave an approximate \$4 million shortfall in needed funding.
- On April 19, 2019 the Capital Projects Standing Committee approved a motion, subject to Board approval, directing the CEO/General Manager to initiate formal negotiations with the City of Santa Cruz on a possible Pacific Station redevelopment partnership.
- Staff recommends that any additional funds, beyond \$1 million per year for four years allocated by METRO, needed by the City in order to complete the new turnkey METRO facility would have to be borne by the City of Santa Cruz via grants, Opportunity Zone credits, or by other means of tax credits or City financing.
- METRO has retained an economic development advisor to assist in negotiations on a redevelopment partnership

METRO staff has analyzed available and anticipated funding and the constraints of each funding source and has determined that only \$1 million a year of the \$3 million a year the Board dedicates to capital will qualify for expenditure on a new facility.

METRO Capital Program

METRO is able to recommend the investment of \$4 million over four years to other Pacific Station redevelopment and still maintain its commitment to its other two primary capital project priorities:

- Bus Replacement – The METRO Bus Replacement Plan, another item on today’s Board agenda, can absorb the impact of \$1 million annually for the next four years being reallocated to a possible Pacific Station redevelopment project.

At a future date METRO staff will propose, subject to future Board approval, to allocate its remaining PTMISEA funds to the Bus Replacement program to procure needed replacement buses.

- ParaCruz Operations Base – METRO is initiating planning for creation of a permanent facility for ParaCruz at its Soquel Park and Ride facility. Funds from METRO’s Alternative Fuel Credit budget will be used to initiate this planning effort and as a local match in pursuing grants, specifically an FY20 FTA 5339b Bus and Bus Facilities grant.

Further, METRO currently holds approximately \$2.7 million in PTMISEA funds that are assigned to Pacific Station. While a new facility is a qualified expense for PTMISEA funds, staff has determined that these funds should not be used for Pacific Station for the following reasons:

1. METRO cannot assign these funds to the City of Santa Cruz
2. As a result of the many years of discussion about the future of Pacific Station, these funds are nearing their obligation deadline. METRO does not wish to place these significant capital funds in jeopardy of being returned to the State.
3. These funds can not be used for early project phases such as environmental documentation

IV. FINANCIAL CONSIDERATIONS/IMPACT

These two consultant engagements have cost approximately \$80,000 shared equally between METRO and the City. Further planning and analysis would cost an as yet undetermined amount of funding along with significant METRO staff time. To support METRO's portion of these contracts, a budget of \$50,000 was included in the Planning Department's FY19 Professional/Technical Service (503031) Operating Budget.

METRO's capacity for commitment to a redevelopment partnership is \$1 million per year for four years.

Funding Scenario 1 or 3 would require METRO to dedicate \$1 million/year of the anticipated \$3 million/year capital program for the next four years. Doing so will severely limit METRO's capacity for the next four years to apply for state and federal grants that require a local match.

V. ALTERNATIVES CONSIDERED

- o The Board could abandon the concept of refurbishment of Pacific Station. This is not recommended given the dire need to invest in repairs to the facility.

VI. ATTACHMENTS

Attachment A: Conceptual Layout Drawings

Attachment B: Pacific Station Refurbishment and Reconstruction Cost Estimates

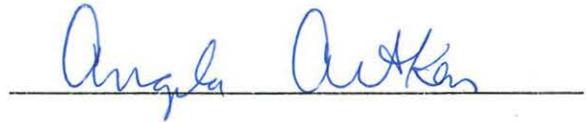
Prepared by: Barrow Emerson, Planning & Development Director

VII. APPROVALS

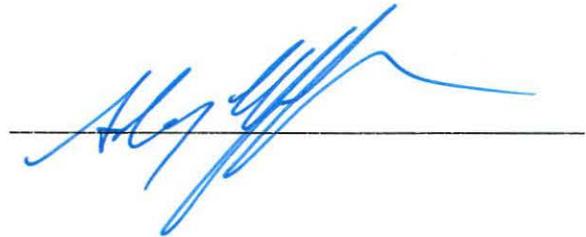
Barrow Emerson, Planning &
Development Director



Approved as to fiscal impact:
Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager



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FRONT St.

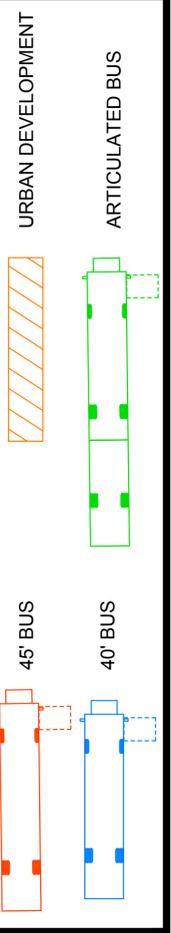
PACIFIC Ave.



| VEHICLE COUNT | |
|---------------|-----------|
| 40' BUS | 18 |
| 45' MCI | 4 |
| ARTIC BUS | 4 |
| TOTAL | 26 |



DOWNTOWN TRANSIT CENTER
SANTA CRUZ METRO
ALTERNATIVE 1



SCALE: 1" = 20'
DATE: OCTOBER 2018
FILE:



DOWNTOWN TRANSIT CENTER
 SANTA CRUZ METRO
 ALTERNATIVE 1

BUS MOVEMENT
 IMPAIRED BUS MOVEMENT
 URBAN DEVELOPMENT

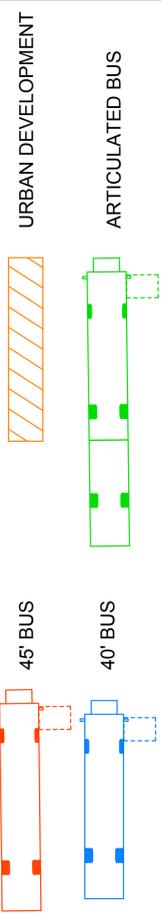
SCALE: 1" = 20'
 DATE: OCTOBER 2018
 FILE:

| VEHICLE COUNT | |
|---------------|----|
| 40' BUS | 18 |
| 45' MCI | 4 |
| ARTIC BUS | 4 |
| TOTAL | 26 |



| VEHICLE COUNT | |
|---------------|-----------|
| 40' BUS | 11 |
| 45' MCI | 4 |
| ARTIC BUS | 4 |
| TOTAL | 19 |

SCALE: 1" = 20'
 DATE: OCTOBER 2018
 FILE:



DOWNTOWN TRANSIT CENTER
 SANTA CRUZ METRO
 ALTERNATIVE 2





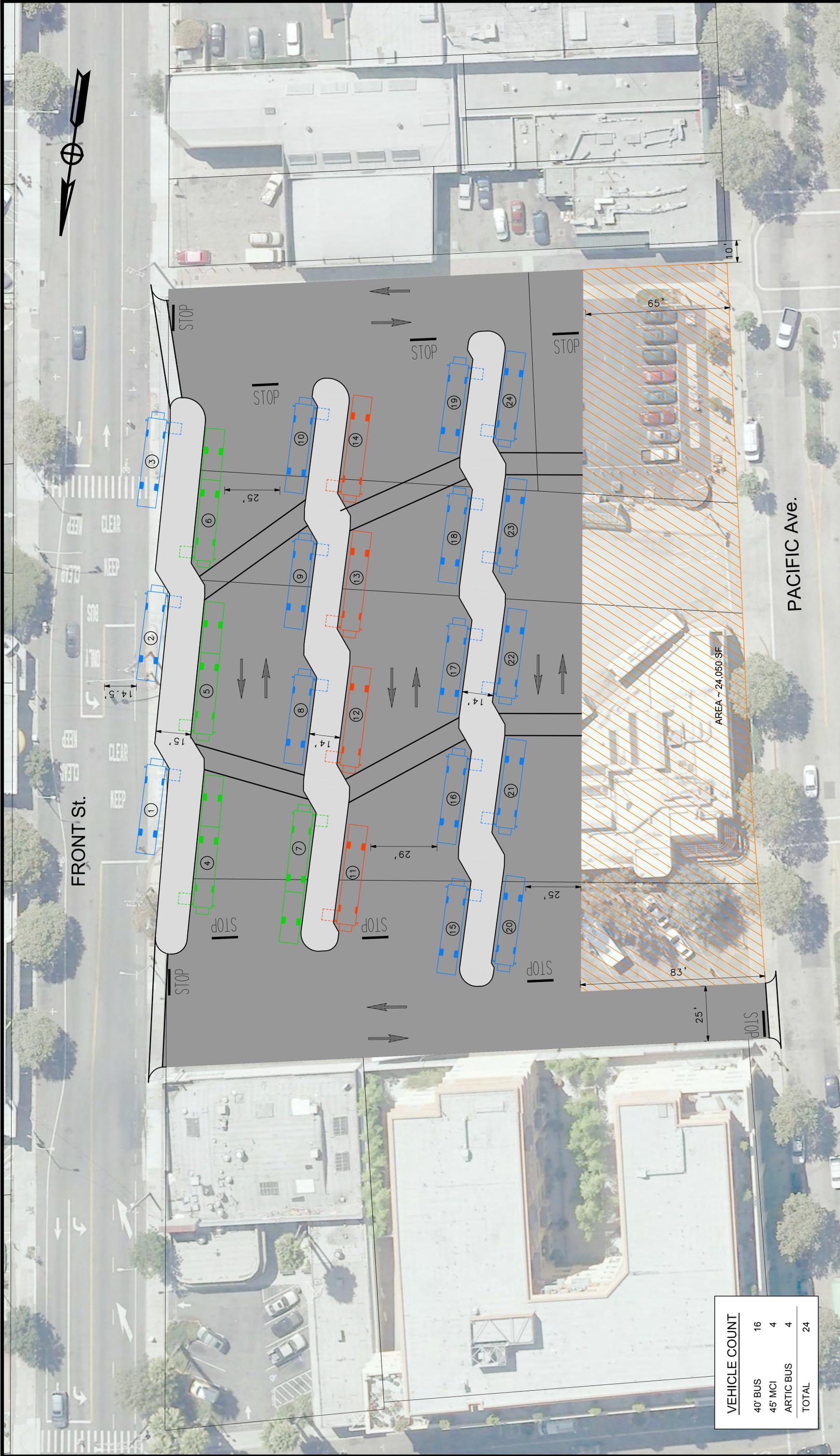
| VEHICLE COUNT | |
|---------------|-----------|
| 40' BUS | 11 |
| 45' MCI | 4 |
| ARTIC BUS | 4 |
| TOTAL | 19 |

- BUS MOVEMENT
- IMPAIRED BUS MOVEMENT
- URBAN DEVELOPMENT

SCALE: 1" = 20'
 DATE: OCTOBER 2018
 FILE:

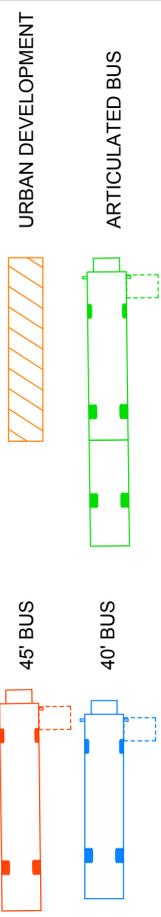
DOWNTOWN TRANSIT CENTER
 SANTA CRUZ METRO
 ALTERNATIVE 2





| VEHICLE COUNT | |
|---------------|----|
| 40' BUS | 16 |
| 45' MCI | 4 |
| ARTIC BUS | 4 |
| TOTAL | 24 |

SCALE: 1" = 20'
 DATE: OCTOBER 2018
 FILE:



DOWNTOWN TRANSIT CENTER
 SANTA CRUZ METRO
 ALTERNATIVE 3





| VEHICLE COUNT | |
|---------------|----|
| 40' BUS | 16 |
| 45' MCI | 4 |
| ARTIC BUS | 4 |
| TOTAL | 24 |

— BUS MOVEMENT
— IMPAIRED BUS MOVEMENT
 URBAN DEVELOPMENT

SCALE: 1" = 20'
 DATE: OCTOBER 2018
 FILE:

DOWNTOWN TRANSIT CENTER
 SANTA CRUZ METRO
 ALTERNATIVE 3



Attachment B



BOWMAN & WILLIAMS

CONSULTING CIVIL ENGINEERS & LAND SURVEYORS

ESTABLISHED IN 1908, A CALIFORNIA CORPORATION SINCE 1974

3949 RESEARCH PARK COURT, SUITE 100 • SOQUEL, CA 95073

PHONE (831) 426-3560 FAX (831) 426-9182 www.bowmanandwilliams.com

April 10, 2019

Eddie E. Benson
Maintenance Manager
Santa Cruz Metropolitan Transit District
138 Golf Club Drive
Santa Cruz, CA 95060

Subject: Preliminary Cost Estimate for the Renovation of 920 Pacific Avenue, Santa Cruz, CA,
METRO Task Order 19-361 F Pacific Station, our file no. 25236.18

Dear Mr. Benson,

Based on your request that we prepare cost estimates for the work required for the renovation of the Pacific Station Building at 920 Pacific Avenue in Santa Cruz, CA, we have compiled the following report.

You stated that the estimate should cover removal and replacement of all surfaces inside and out. We were provided the 1982 as-built drawings for the building. We measured material takeoffs from those drawings for the roof, walls, ceilings, floors, doors, and windows. We obtained unit prices for the work from the 2019 Architects Contractors Engineers DCD Guide to Construction Costs.

For Code upgrade estimates we retained the services of Axiom Engineers, Inc. for the Mechanical and Plumbing systems and Fehr Engineering Company, Inc. and for the Electrical system. We retained the services of Urfer & Associates to review the structural as-builts and inspect selected areas of the building. They recommended including costs for replacement of the shear wall panels and some selected framing repairs. Structural code upgrades are not required if the building's size and/or use is not changed. These reports are attached.

We also retained Bogard Construction to provide an estimate for a new replacement building on the same site. Bogard's estimated costs for a new replacement building is \$12.5 million.

Our material takeoff and application of the DCD Guide costs we arrived at a per square foot (psf) cost of about \$334.00. This includes a 20% contractor's profit. Using Bogard's soft costs and contingencies for unknowns we arrive at a total cost of \$5.6 million for a complete refurbishment of the building. This is about 45% the cost of the new building.

Sincerely,

Bowman & Williams, Inc.

Joel F. Ricca, Principal Engineer

attachments

Attachment B

Preliminary Cost Estimate for the Renovation of 920 Pacific Avenue, Santa Cruz, CA,
METRO Task Order 19-361 F Pacific Station, our file no. 25236.18

Bowman & Williams Takeoff

| Item | Description | Quantity | Unit | Cost per unit | |
|-------------------------------|---|----------|------|---------------|-------------------|
| 1 | Roofing, including roof deck and framing repairs | 828 | sq | 400.00 | \$ 331,200.00 |
| 2 | Stucco/Cement Plaster R & R | 855 | sy | 150.00 | 128,216.67 |
| 3 | Eterior Ceramic Tile R & R | 383 | sy | 180.00 | 68,920.00 |
| 4 | Wall, Ceiling & Framing R & R | 45,626 | sf | 15.00 | 684,390.00 |
| 5 | Suspended Ceiling System Replace | 2,500 | sf | 12.00 | 30,000.00 |
| 6 | Flooring Replacement | 1,157 | sy | 75.00 | 86,800.00 |
| 7 | Exterior doors (57) | 57 | ea | 3,500.00 | 199,500.00 |
| 8 | Windows | 1,590 | sf | 150.00 | 238,500.00 |
| 9 | HVAC Upgrades and Renovation | 1 | LS | 409,500.00 | 409,500.00 |
| 10 | Plumbing Renovation | 1 | LS | 95,800.00 | 95,800.00 |
| 11 | Electrical System Renovation | 1 | LS | 450,000.00 | 450,000.00 |
| 12 | Plywood Shear wall sheathing | 828 | sy | 150.00 | 124,200.00 |
| 13 | Framing repairs | 1 | LS | 100,000.00 | 100,000.00 |
| 14 | Fire Sprinkler Upgrades | 1 | LS | 150,000.00 | 150,000.00 |
| Sub total | | | | | \$ 3,097,026.67 |
| 15 | 20% Allowance for Project Overhead & Contractors Profit | | | | <u>619,405.33</u> |
| Sub Total with OH & Profit | | | | | \$ 3,716,432.00 |
| Total building square footage | | 11,139 | sf | \$ 333.64 | |

Attachment B

| | | | |
|-----------------------------------|-------|-----|-----------------------|
| Re-furbished Metro Building | 11139 | 334 | 3,720,426 |
| Site Development | 2500 | 65 | 162,500 |
| General Requirements / Management | 6.01% | | \$233,363.85 |
| Design Contingency | 5.00% | | \$194,146.30 |
| Construction Contingency | 5.00% | | \$194,146.30 |
| Escalation | 8.00% | | \$310,634.08 |
| | | | \$4,815,216.53 |

| Division | Description | Total | % of total | \$ psf |
|-----------|------------------------|------------------|----------------|------------------|
| 0 | General Conditions | 189,000 | 3.92% | 16.97 |
| 1 | General Requirements / | 116,000 | 2.41% | 10.41 |
| 2 / 31-32 | Sitework | 162,500 | 3.37% | 14.59 |
| 3 | Concrete | 0 | 0.00% | - |
| 4 | Masonry | 0 | 0.00% | - |
| 5 | Steel | 0 | 0.00% | - |
| 6 | Carpentry | 185,535 | 3.85% | 16.66 |
| 7 | Waterproofing | 476,400 | 9.89% | 42.77 |
| 8 | Doors & Glazing | 804,951 | 16.72% | 72.26 |
| 9 | Finishes | 880,325 | 18.28% | 79.03 |
| 10 | Specialty | 57,013 | 1.18% | 5.12 |
| 11 | Equipment | 26,091 | 0.54% | 2.34 |
| 12 | Furnishings | 29,956 | 0.62% | 2.69 |
| 13 | Special Construction | 0 | 0.00% | - |
| 14 | Conveying | 88,025 | 1.83% | 7.90 |
| 21-23 | Mechanical | 409,500 | 8.50% | 36.76 |
| 26-28 | Electrical | 450,000 | 9.35% | 40.40 |
| 85 | Contingencies | 500,000 | 10.38% | 44.89 |
| 90 | Fee | 140,000 | 2.91% | 12.57 |
| 95 | Escalation | 300,000 | 6.23% | 26.93 |
| | | 4,815,296 | 100.00% | \$ 432.29 |

Soft Costs

| | | | |
|-----------------------------|-------|------------------|---------------|
| FFE allowance | 5.00% | 240,765 | |
| Insurance | 0.50% | 24,076 | |
| Permits & Jurisdiction Fees | 3.00% | 144,459 | |
| Design Fees | 3.00% | 144,459 | |
| MEP Engineers | 1.00% | 48,153 | |
| Consultant Fees | 3.00% | 144,459 | |
| Geotechnical Engineering | 0.00% | - | |
| Utility Fees | 0.50% | 24,076 | |
| Special Inspections | 0.50% | 24,076 | |
| | | 794,524 | |
| | | 5,609,820 | 503.62 |

| | |
|--|--|
| Santa Cruz Metro - New Building | |
| Construction Cost Analysis | |
| Conceptual Design Budget | |
| April 2019 | |
| 4/3/19 | |

| Hard Construction Cost Analysis | | | | | |
|--|-----------|---------------|-----------------|------------|-------------------------------|
| Description | Quantity | Cost / Unit | Projected Total | % of Total | Remarks |
| New Metro Building | 11,139 SF | \$575.00 / SF | \$6,404,925 | 66.28% | Building Construction |
| Site Development | 9,000 SF | \$65.00 / SF | \$585,000 | 6.05% | Site Improvements |
| General Requirements / Management | 6.01% | - | \$420,000 | 4.35% | Contractor General Conditions |
| Design Contingency | 15.00% | - | \$1,111,489 | 11.50% | Through Design only |
| Construction Contingency | 5.00% | - | \$426,071 | 4.41% | Through Construction |
| Escalation | 8.00% | - | \$715,799 | 7.41% | Assume 2020 Construction |
| Estimated Totals: 11,139 SF \$867.52 / SF \$9,663,283 100.00% | | | | | |

| CSI Division Analysis | | | | |
|------------------------------|----------------------------------|------------------|------------------|-----------------|
| Division | Description of Work | Total | Percent of Total | Cost / Total SF |
| 0 | General Conditions | 420,000 | 4.35% | 37.71 |
| 1 | General Requirements / Insurance | 259,360 | 2.68% | 23.28 |
| 2 / 31-32 | Sitework | 758,568 | 7.85% | 68.10 |
| 3 | Concrete | 217,424 | 2.25% | 19.52 |
| 4 | Masonry | 294,730 | 3.05% | 26.46 |
| 5 | Steel | 557,571 | 5.77% | 50.06 |
| 6 | Carpentry | 185,535 | 1.92% | 16.66 |
| 7 | Waterproofing | 476,400 | 4.93% | 42.77 |
| 8 | Doors & Glazing | 804,951 | 8.33% | 72.26 |
| 9 | Finishes | 880,325 | 9.11% | 79.03 |
| 10 | Specialty | 57,013 | 0.59% | 5.12 |
| 11 | Equipment | 26,091 | 0.27% | 2.34 |
| 12 | Furnishings | 29,956 | 0.31% | 2.69 |
| 13 | Special Construction | 0 | 0.00% | 0.00 |
| 14 | Conveying | 88,025 | 0.91% | 7.90 |
| 21-23 | Mechanical | 899,652 | 9.31% | 80.77 |
| 26-28 | Electrical | 1,114,177 | 11.53% | 100.02 |
| 85 | Contingencies | 1,537,559 | 15.91% | 138.03 |
| 90 | Fee | 340,148 | 3.52% | 30.54 |
| 95 | Escalation | 715,799 | 7.41% | 64.26 |
| Total | | 9,663,283 | 100.00% | 867.52 |

| Soft Construction Cost Analysis | | | | | |
|--|---------|--------|--------------------|--|--|
| Description | Amount | Total | Notes | | |
| Soft Costs | | | | | |
| FF&E Allowance | 1.00 EA | 5.00% | 483,164 | Fixtures, Furnishings & Equipment | |
| Insurance | 1.00 EA | 0.50% | 48,316 | Additional Owner Insurance not in Construction | |
| Permits & Jurisdiction Fees | 1.00 EA | 3.00% | 289,898 | City of Santa Cruz | |
| Design Fees | 1.00 EA | 9.50% | 918,012 | Architectural, Structural, Civil, Landscape | |
| MEP Engineers | 1.00 EA | 1.50% | 144,949 | Design/Build In Construction | |
| Consultant Fees | 1.00 EA | 5.00% | 483,164 | Construction Management, Planning, etc. | |
| Geotechnical Engineering | 1.00 EA | 0.50% | 48,316 | Soils Engineer | |
| Utility Fees | 1.00 EA | 1.50% | 144,949 | PG&E, Phone/Cable, Etc. | |
| Special Inspections | 1.00 EA | 0.50% | 48,316 | | |
| Total Soft Costs | | | 2,609,086 | | |
| Soft Cost Contingency | 1 EA | 10.00% | 260,909 | | |
| Total Estimated Soft Costs: | | | \$2,869,995 | | |

| Project Overview | | | |
|---------------------------------------|------------------|---------------------|-------------------------------------|
| Description | Percent of Total | Totals | Remarks |
| Construction Costs | 64.83% | 8,125,724 | Estimated Costs, less Contingencies |
| Soft Costs | 20.82% | 2,609,086 | " |
| Project Contingency | 14.35% | 1,798,468 | Hard & Soft Cost Contingencies |
| Total Estimated Project Costs: | | \$12,533,278 | |

Mechanical Construction Cost Opinion
SANTA CRUZ METRO ITF RENOVATION



January 2019

Prepared by
Axiom Engineers, Inc.
303 Potrero St. Suite 43-108
Santa Cruz, California 93940
Phone: 831-464-4320
Axiom Project: 20190014

Santa Cruz Office

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Santa Cruz, CA 95060

Phone (831) 464 4320

Fax (831) 464 4323

axiomengineers.com

Re: **MECHANICAL CONSTRUCTION COST OPINION – SC METRO ITF RENOVATION**

Mechanical Assessment

Please note that the construction costs provided below assume that the renovation will include the removal of ALL wall & ceiling surfaces so that concealed mechanical & plumbing systems are exposed. The cost of surface removal is NOT included in the pricing provided here.

HVAC

Existing site conditions were reviewed via building walk through, discussion with facility staff, & review of provided mechanical as-built drawings. The resulting evaluation estimates the renovation of the HVAC system to include:

- Replace all existing hvac equipment with new - 3 existing heating & cooling rooftop package units, 1 forced air furnace, 2 ductless heat pumps, 5 exhaust fans (kitchen exhaust is excluded – see below).
- Replace all outdoor ductwork with new.
- Provide duct leak testing of all indoor ductwork & assume replacement for 50% of existing.
- Install new dampers & grills.
- Minor code & equipment performance upgrades (e.g. janitors closets and server room should be exhausted).
- Upgrade all thermostats (typical of 6).
- All zoning & system types will be replaced in kind (e.g. rooftop heating & cooling unit will NOT be replaced with a vrv multizone heat pump system)
- Cooling will not be added to forced air furnace system.
- Kitchen area appears to have no forced air heating/cooling/or ventilation other than the kitchen exhaust. A separate line item is provided below for addition of a heating only makeup air system and replacement of existing kitchen exhaust fan (kitchen hoods excluded).

Table 1: HVAC Renovation Cost Opinion

| <i>IMPROVEMENT DESCRIPTION</i> | <i>APPROX. CONSTRUCTION COST</i> |
|---|---|
| Building HVAC Renovation | \$362,400 |

Re: **MECHANICAL CONSTRUCTION COST OPINION – SC METRO ITF RENOVATION**

| | |
|--|----------|
| Kitchen Space HVAC Upgrades & Renovation | \$47,100 |
|--|----------|

Plumbing

Existing site conditions were reviewed via building walk through, discussion with facility staff, & review of provided mechanical as-built drawings. The resulting evaluation estimates the renovation of the building plumbing system to include:

- Replace all existing plumbing fixtures with new (9 toilets, 10 lavatories, 3 urinals, 2 janitors sinks, 1 kitchen sink, 1 urinal - updated for code & water saving performance)
- Replace all rooftop gas & domestic water piping with new
- Provide duct leak testing of all indoor waste, rain water leader, & domestic water piping & assume replacement for 50% of existing above concrete foundation
- Replace all domestic water & gas shut off valves with new
- Install insulation on hot water piping
- The restaurant kitchen area was not surveyed for plumbing and is excluded from the estimate provided.

Table 2: Plumbing Renovation Cost Opinion

| <i>IMPROVEMENT DESCRIPTION</i> | <i>APPROX. CONSTRUCTION COST</i> |
|---|---|
| Building Plumbing Renovation | \$95,800 |

END

Attachment B

FEHR ENGINEERING COMPANY, INC.



February 1, 2019

Mr. Joel F. Ricca, RCE
President,
Bowman & Williams Civil Engineers and Land Surveyors
3949 Research Park Court, Suite 100
Soquel, CA 95073

Re: Santa Cruz Metro Transit District (SCMTD) Pacific Station Preliminary Evaluation
FE No. 19008.00

Dear Joel,

We provide you with our preliminary evaluation of the Pacific Station electrical system as follows:

- Existing conditions.
 - The existing facility is approximately 12,000 SF, 6,600 SF lower level and 5,400 SF upper level.
 - The facility is served from a PG&E pad mounted transformer located approximately 90' east of the main switch board. The transformer is fed underground from a medium voltage power source from an overhead pole line on Front Street. The medium voltage power source is located approximately 70' from the transformer.
 - The PG&E transformer secondary feeds a multiple metered switch board located at the northeast corner of the existing facility. The switch board appears to be the original facility equipment.
 - The switch board is rated at 1000 amps 120/208 volts 3-phase 4-wire. The PG&E secondary service feeder lands on un-metered lugs and is subsequently metered via five metered distribution points. The largest metered distribution point is a 600 amp service disconnect which serves SCMTD operations in the facility. The other meters serve tenants within the facility.
 - The general condition of the switch board is poor. The 1984 vintage equipment is nearing the end of its usable life (electrical equipment of this nature usable life is about 40 years). Furthermore, the equipment is rusting and deteriorating as would be expected in its current location. Revitalization of this equipment would not be cost effective.

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- The SCMTD service includes a standby emergency generator which services critical SCMTD loads within the facility.
 - In general the existing generator is undersized for the load (Fehr Engineering report dated July 10, 2014) and a plan to replace this generator has been completed. Construction work for the replacement generator has not begun.
- Regarding Power distribution throughout the facility as follows:
 - The original distribution circuitry is still functioning and is considered safe to the extent that said circuitry has not be damage or misused.
 - Distribution equipment has been added to the facility which in some cases was installed outdoors. Ideally distribution equipment is best installed indoors to protect against environmental conditions. In a project to upgrade power distribution and to the extent possible outdoor distribution equipment would be installed indoors.
- The general lighting is adequate but could be improved using LED technology and controls installed in accordance with current control technology. Upgrading the lighting system as noted would significantly reduce the facility power consumption.
- Proposed upgrade
 - Under the current plans SCMTD intends on completely renovating this station and as such would include a complete upgrade of the existing power and lighting systems. A complete upgrade would include the following elements:
 - Upgraded PG&E service from the same location.
 - Replace the existing multi-meter switch board with new equipment configured and sized to support SCMTD intended needs.
 - Replace all branch circuit panel boards with new equipment.
 - Redistribute branch circuits to accommodate the intended needs. Where possible reused existing distribution elements e.g. conduit & raceway.
 - Upgrade lighting systems with modern lighting fixtures and controls.
 - Likewise an upgrade to the data/communications service(s) and distribution system would be included in the facility renovation.
 - The upgrade includes surrounding power and lighting elements such as exterior lighting and power distribution.
- Opinion of costs (includes materials, labor & OH&P)
 - For our costing purposes we have assume that the electrical system would be replaced in kind i.e. all functions remain as they are currently.
 - Upgraded service from PG&E includes:
 - Work to bring the primary & secondary service to current PG&E standards.
 - Transformer pad.
 - Secondary service conduits and trench.
 - Primary service conduits and trench.
 - PG&E design & construction (this number was estimated based upon similar projects with PG&E and was not confirmed by the utility).
 - New multi-meter service switch board including.
 - Main service disconnect.

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- Five meters with individual service disconnects.
- We assume a NEMA 3R (outdoor) enclosure.
- Standby emergency power system.
 - New natural gas powered generator as previously designed.
 - Multiple automatic transfer switches similar to the existing conditions and as designed.
 - Currently the emergency power system supports only the SCMTD operations and does not support the tenant operations.
- Branch circuit panel boards including.
 - Individual panels for each tenant.
 - SCMTD panels as follows:
 - Depot area.
 - Office areas.
 - IT areas.
 - Lighting panel
- Lighting and controls upgrade for the entire facility including.
 - New lighting fixtures throughout the facility.
 - Controls.
- Data and communications upgrade for the entire facility including:
 - New utility services (phone & signal e.g. CATV and/or fiber optics).
 - Our opinion assumes that new work includes data and communications main point of entry (MPOE) and general facility distribution. Operational data and communications would have to be added to our opinion and should be evaluated and estimated by the SCMTD IT experts.
- Total opinion of construction costs is estimated to be in the range of **\$450,000.00.**

Please review this preliminary information and if you have question or require additional information please call or email.

Sincerely,

Thomas E. Pinkerton, P.E.
Registration No. E 14906, Exp. 06/30/19
Project Manager

Attachment B

From: [Scott Haggblade](#)
To: [Joel Ricca](#)
Cc: [Samantha Vroomen](#)
Subject: Santa Cruz Metro - Pacific Station Evaluation
Date: Thursday, March 21, 2019 10:53:27 AM

Hi Joel,

I have reviewed the original Santa Cruz Intermodal Transfer Facility SCMTD drawings prepared by Thompson & Wright Architects and Planners and the corresponding structural drawings prepared by Tudor Engineering Company to determine the structural system of the Pacific Avenue Transit Station. In addition I met with Teddy Rocha, Assistant Maintenance Manager for the SCMTD, at the site to visually observe damage to the wood framing that had been exposed at the second story along west side of the building (i.e. the Pacific Avenue side).

My understanding of the project is that the SCMTD would like a “....detailed report covering all the costs associated with upgrade/repair/replacing plumbing, electrical, lighting, generator, and HVAC systems. It also much include a full cost assessment of the structural repairs (in walls and others). Additionally the cost of removing all windows and the exterior stucco and replacing them....” plus other site and landscape repairs and replacements. My portion is addressing the extent of the “structural repairs”. Determining the cost of the repairs is to be done by others.

It is further my understanding that there will be no changes to the structure (e.g. no new openings, no moving of walls, etc.). The only structural work will be to repair/replace any structural elements that may have lost some strength due to deterioration, rot or damage.

STRUCTURAL SYSTEMS:

The Pacific Avenue Transit Center is a two story, primarily wood framed building with some steel beams, columns and X-braces. The roof and second floor are framed with dimensional wood joists supported by glulam beams and bearing walls. The foundation is a conventional slab-on-grade with continuous footings below bearing walls and spread footings below columns. The lateral bracing is a combination of plywood shear walls augmented with some steel moment and X-braced frames.

OBSERVED DAMAGE:

The interior finishes have been removed in two locations at the second story exterior wall along the west (Pacific Avenue – Grid 0.1 in the Tudor drawings) side of the building exposing the studs and exterior plywood sheathing. Both locations occurred below and/or adjacent to windows. Both locations showed noticeable deterioration of the plywood sheathing with some minor deterioration to the framing below and adjacent to the openings. Freddy Rocha indicated that he thought there were problems with the window flashing that were allowing water intrusion into the wall framing which resulted in the aforementioned deterioration to the wood framing. See the attached photos 1 and 2 for damage to the plywood and wall framing along the west wall at the

Attachment B

second story.

There was also some apparent deterioration in west wall framing behind the first floor Ticket counter (along Grid 6 near Grid F or G). The finishes have not been removed but there was obvious water damage to the finishes. Evidence of this damage can be seen in the attached photo 3.

EXTENT OF REPAIRS:

The actual extent of the repairs needed to address water damage cannot be determined for certain until the finishes are completely removed from the exterior walls. That being said, there are large expanses of windows at the second story. If the west wall damage is representative of the conditions at exterior windows, we would expect much of the plywood at the exterior walls at the second story to be compromised and will likely need to be replaced along with some of the wall framing members. Most of the first story exterior walls are recessed/inset from the second story walls above so the damage resulting from flashing issues will likely be less extensive except at the north wall where the first and second story walls align vertically.

The damage to the wall finishes in the Ticket Booth occurs where the exterior deck abuts the wall along Grid 6. The water infiltration may be a result of either a flashing issue between the deck and the wall or from the edge of the curved skylight above. The finishes on this wall will need to be removed, the deteriorated framing, if any, replaced and the finishes replaced.

The cost of the repairs will be directly related to the amount of plywood and framing that needs to be replaced. While an accurate determination cannot be made until all the exterior wall finishes have been removed, we can estimate a quantity based on the small sampling of damage that was observed. Since the water damage seems to occur near the windows and there are large expanses of windows at the second story, we recommend that the repair cost estimate include the removal and replacement of all the plywood on the second story exterior walls. And since the first story walls are typically recessed/inset (i.e. more protected) from the second story walls, we expect there to be little deterioration to the plywood. The exception is along the north wall where the first and second story walls align. While removal and replacement of the all the second story plywood is likely more than is necessary, assuming no deterioration to the first story plywood (except at the north wall) is likely an underestimation of the first story plywood that might need replacement. We are assuming however that what second story plywood will not actually need to be replaced will be offset by first story plywood that may need to be replaced.

If the windows are the cause of the water infiltration, there will likely be some deterioration to the framing around the windows which was evident on the exposed framing (see attached photos 1 and 2). Based on this small sample set, we estimate that approximately 50% of the second story window sills and framing below the openings will need to be replaced. We anticipate that there will be little if any need to reframe at openings at the first story except at the north wall.

Based on the damage to the finished for the wall along Grid 6 at the Ticket Counter (see attached Photo 3), there has likely been some damage to the wood framing as well. We suggest that for cost estimating purposes, the finishes be removed and replaced and the wall reframed for the 8 foot long length of wall framing. The deck and roof framing above may need temporary shoring while this work is complete.

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RECAP OF PROPOSED REPAIRS:

- Remove and replace all exterior plywood at the second story;
- Remove and replace all the first story exterior plywood along the north wall;
- Reframe the walls below 50% of the second story windows and first story windows along the north wall;
- Reframe and replace finishes for the wall along Grid 6 at the Ticket Counter, include temporary shoring.

As discussed above, the actual extent of any structural repair work will not accurately be known until all exterior finishes are removed. We have made our best estimate on the extent of repair work that will be needed to assist in the cost estimating.

We would also like to point out that it is unlikely that this same building could be constructed today due to changes in the Building Codes. Also, most of Pacific Avenue is on soil that is highly susceptible to liquefaction. Any building that we have been involved with so close to the river have been required to have a mat foundation. The Pacific Avenue Transit Center has a modest sized, modestly reinforced conventional foundation which may not perform well in a large seismic event.

Please let me know if you have any questions or comments on our assessment of the building. We would be happy to meet with the cost estimator to discuss our suggested repairs.

Best regards,

Scott Haggblade,SE

Donald C. Urfer & Associates, Inc.
2715 Porter Street
Soquel, CA 95073

(831) 476-3681
Scott@dcurfer.com

Attachment B

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DATE: April 26, 2019
TO: Board of Directors
FROM: Daniel Zaragoza, Operations Manager: Paratransit Division
Erron Alvey, Purchasing and Special Projects Director
**SUBJECT: CONSIDERATION OF CONTRACT FOR LAND USE AND
DEVELOPMENT SERVICES WITH SWIFT CONSULTING SERVICES,
INC. FOR A POTENTIAL PARACRUZ OPERATIONS FACILITY**

I. RECOMMENDED ACTION

That the METRO board initiate a preliminary analysis of the potential use of the Soquel Park and Ride facility as a new home for ParaCruz Operations

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) owns a Park and Ride lot on Paul Sweet Road in Soquel that could potentially be used as the ParaCruz Operations Facility.
- The purpose of this report is to introduce the concept of a ParaCruz Operations Facility Project and receive approval from the Board to proceed with a preliminary review of the facility.
- In order to determine if this is a feasible project, services of a land use development consultant will be needed to assist in the development of rough order of magnitude cost estimate and to help determine if the proposed use is appropriate for the site.
- At the April 19, 2019 Capital Projects Standing Committee, the Committee approved the proposed contract for Land Use and Development Service Consulting Services for a potential ParaCruz Operations Facility at the Soquel Park & Ride on Paul Sweet Road.

III. DISCUSSION/BACKGROUND

METRO is currently leasing the ParaCruz Operations Facility located on Research Park Drive. The annual cost of the lease will be \$195,464 in FY19, \$200,160 in FY20 and \$204,998 in FY21. METRO currently leases more office space than needed due to the recent merger of the ParaCruz Reservationist with Customer Service Representatives, and the leased facility does not provide enough parking for the ParaCruz fleet.

When the lease was recently renewed, there was a hint from the property owner that there may not be future lease renewals. Additionally, over the past few years, COO Aguirre has searched unsuccessfully throughout the mid-county area for both leasable and buildable properties. For operational purposes, METRO staff believes that a ParaCruz facility should be located in the mid-county area.

Staff wishes to retain the Consultant's services to assess the potential project feasibility and the process and risks associated with permitting an administrative office and vehicle parking on the site. Further, to assist in obtaining a rough order of magnitude cost for a new facility by analyzing potential construction options, such as stick-built, portables, and modular buildings.

Once sufficient information and preliminary design is completed, and Board approval secured, the METRO Grants Department could search for potential grant opportunities to construct a new ParaCruz facility.

METRO owns the Soquel Park and Ride facility. However, the facility is no longer being used for METRO operations. The Highway 17 service stopped servicing this lot when service was cut in September of 2016. Since then, it has been used by unauthorized vanpools and unauthorized parking for employees of Dominican Hospital. METRO has been unsuccessful in negotiating a contract with Dominican Hospital to pay for their use of the facility. At this time, METRO is not using this facility for its operations and it is not generating any revenue. Additionally, METRO has noticed an increase in lot usage for unauthorized overnight camping and has had to tow abandoned vehicles.

Staff has received a proposal for Land Use Development Consultant Services. The scope of these services are to facilitate research, analysis, negotiation, communications and representation with regard to local governmental planning departments and neighborhood residents in connection with the potential development of the Project. Should METRO proceed with the consultant contract, the cost should not exceed \$10,000. The cost is within the CEO's authority.

At this time, staff is requesting approval from the Board on the concept of relocating the ParaCruz operations to a potential new facility at the Soquel Park and Ride facility and to proceed with preliminary analysis. Staff intends to return regularly to the Board with status updates.

At the April 19, 2019 Capital Projects Standing Committee, the Committee approved the proposed contract for Land Use and Development Service Consulting Services for a potential ParaCruz Operations Facility at the Soquel Park & Ride on Paul Sweet Road.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funding for the Land Use Development Consultant Services is available in labor and other cost center underruns from the FY19 Administrative Operating Budget (1100-503031). Staff estimates the initial cost for consultant services will not exceed \$10,000.

V. ALTERNATIVES CONSIDERED

Should METRO not pursue a new ParaCruz Operations Facility at the Soquel Park and Ride facility, METRO may be in jeopardy of not having a home for ParaCruz when the current lease expires.

METRO could reinitiate a search for an alternative property to lease, buy or build.

VI. ATTACHMENTS

None

Prepared by: Daniel Zaragoza, Operations Manager: Paratransit Division
Erron Alvey, Purchasing and Special Projects Director

VII. APPROVALS

Approved as to fiscal impact:
Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager

