



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA  
REGULAR MEETING  
APRIL 27, 2018 – 9:00 AM  
METRO ADMIN OFFICES  
110 VERNON STREET  
SANTA CRUZ, CA 95060**

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

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**BOARD ROSTER**

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

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

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

## **AMERICANS WITH DISABILITIES ACT**

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

## **SECTION I: OPEN SESSION**

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

### **1 CALL TO ORDER**

### **2 ROLL CALL**

### **3 ANNOUNCEMENTS**

- 3-1. Spanish language interpretation will be available during "Oral Communications" and for any other agenda item for which these services are needed.
- 3-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.

### **4 BOARD OF DIRECTORS COMMENTS**

### **5 COMMUNICATIONS TO THE BOARD OF DIRECTORS**

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

### **6 WRITTEN COMMUNICATIONS FROM MAC (if applicable)**

### **7 LABOR ORGANIZATION COMMUNICATIONS**

### **8 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.

**9-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF MARCH 2018**

Angela Aitken, Finance Manager

**9-02 ACCEPT AND FILE: MINUTES OF THE MARCH 23, 2018 BOARD OF DIRECTORS MEETING**

Alex Clifford, CEO/General Manager

**9-03 ACCEPT AND FILE: MINUTES OF THE MARCH 23, 2018 SANTA CRUZ CIVIC IMPROVEMENT CORPORATION ANNUAL BOARD OF DIRECTORS MEETING**

Alex Clifford, CEO/General Manager

**9-04 ACCEPT AND FILE: MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF FEBRUARY 21, 2018**

Alex Clifford, CEO/General Manager

**9-05 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JANUARY 31, 2018**

Angela Aitken, Finance Manager

**9-06 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS**

Alex Clifford, CEO/General Manager

## **REGULAR AGENDA**

**10 PRESENTATION OF EMPLOYEE LONGEVITY AWARD FOR NOAH VASSEUR**

Bruce McPherson, Board Chair

**11 PRESENTATION OF EMPLOYEE RETIREMENT RESOLUTION FOR RUSSELL THOMAS**

Bruce McPherson, Board Chair

**12 CEO ORAL REPORT**

Alex Clifford, CEO/General Manager

**13 ACCEPT: ORAL REPORT OF FEDERAL LEGISLATION AND CURRENT LEGISLATIVE ISSUES AS LEARNED DURING BOARD WASHINGTON, DC VISIT APRIL 8-10, 2018**

Board Directors Bottorff, Dutra and Rotkin

- 14 RECEIVE AN UPDATE AND PROVIDE THE CEO DIRECTION ON THE CALIFORNIA AIR RESOURCES BOARD (CARB) PROPOSED ZERO EMISSIONS REGULATION**  
Alex Clifford, CEO/General Manager
- 15 APPROVE: CONSIDERATION OF APPOINTMENT OF JASON LOPEZ TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2021**  
Alex Clifford, CEO/General Manager
- 16 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF FEBRUARY 28, 2018**  
Angela Aitken, Finance Manager
- 17 ACCEPT AND FILE: CONSIDERATION OF RESOLUTION TO ADOPT SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S EQUAL EMPLOYMENT OPPORTUNITY PROGRAM, EFFECTIVE JANUARY 1, 2018 THROUGH DECEMBER 31, 2020**  
Jolene Church, Human Resources Manager
- 18 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MAY 18, 2018 AT 9:00 AM, AT WATSONVILLE CITY CHAMBERS, 275 MAIN STREET, WATSONVILLE, CA**  
Bruce McPherson, Board Chair
- 19 ADJOURNMENT**  
Bruce McPherson, 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](http://www.scmtd.com) subject to staff's ability to post the document before the meeting.



**DATE:** April 27, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL  
DETAIL FOR THE MONTH OF MARCH 2018**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of March 2018**

**II. SUMMARY**

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of March 2018.
- 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 2018 have been processed, checks issued and signed by the Finance Manager.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None. The check journal is a presentation of invoices paid in March 2018 for purposes of Board review, agency disclosure, accountability and transparency.

**V. ALTERNATIVES CONSIDERED**

N/A

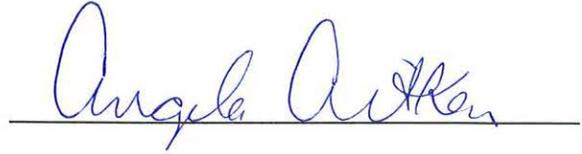
**VI. ATTACHMENTS**

**Attachment A:** Check Journal Detail for the Month of March 2018

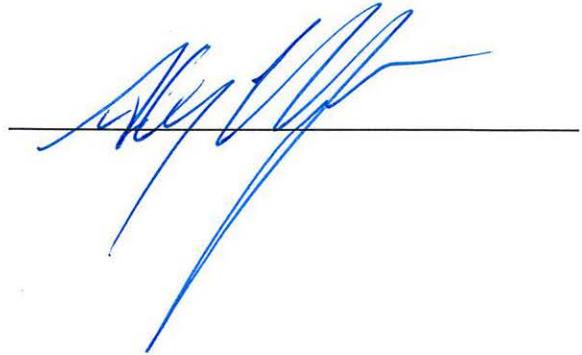
Prepared By: Holly Alcorn, Senior Accounting Technician

**VII. APPROVALS:**

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



# Attachment A

DATE 04/02/18 11:04

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

PAGE 1

DATE: 03/01/18 THRU 03/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
61588	03/05/18	119.09 001015	A-Z BUS SALES, INC.		85222	INVENTORY ORDER	119.09		
61589	03/05/18	779.89 003151	ABC BUS INC		85112	INVENTORY ORDER	423.96		
					85113	INVENTORY ORDER	154.02		
					85202	INVENTORY ORDER	426.45		
					85210	CREDIT	-224.54		
61590	03/05/18	1,500.00 003332	ALLDATA LLC		85221	4/5-4/4/19 MAINTENAN	1,500.00		
61591	03/05/18	7.02 192	ALWAYS UNDER PRESSURE		85076	DISK RUPTURE MMF	7.02		
61592	03/05/18	2,754.09 001D	AT&T		85273	1/13-2/12 POINT2POIN	1,819.30		
					85274	1/10-2/9 INTERNET	934.79		
61593	03/05/18	87,406.59 001348	ATHENS INSURANCE SERVICE, INC.		85139	NOV 17 REPLENISH W/C	30,068.95		
					85140	DEC 17 REPLENISH W/C	25,260.70		
					85141	JAN 18 REPLENISH W/C	27,292.11		
					85292	MAR 18 TPA FEES	4,784.83		
61594	03/05/18	2,430.52 001356	BRENCO OPERATING-TEXAS, LP		85234	INVENTORY ORDER	2,430.52		
61595	03/05/18	550.00 003188	CAREERS IN GOVERNMENT INC		85291	JOB PLACEMENT AD	550.00		
61596	03/05/18	80.12 001159	CATTO'S GRAPHICS, INC.		85289	BUS DECALS	80.12		
61597	03/05/18	551.89 002627	CDW GOVERNMENT, INC.		85203	OFFICE SUPPLIES	443.91		
					85204	OFFICE SUPPLIES	107.98		
61598	03/05/18	52.65 130	CITY OF WATSONVILLE UTILITIES		85282	1/16-2/13 WATER WTC	52.65		
61599	03/05/18	6,473.55 909	CLASSIC GRAPHICS		85193	MID LIFE BUS #1001	6,473.55		
61600	03/05/18	72,038.83 001124	CLEAN ENERGY		85127	LNG 1/30/18	7,735.33		
					85129	LNG 1/26/18	5,309.80		
					85130	LNG 1/24/18	6,063.42		
					85131	LNG 1/22/18	7,795.06		
					85132	LNG 1/18/18	5,854.33		
					85133	LNG 1/16/18	7,625.04		
					85134	LNG 1/12/18	5,777.75		
					85135	LNG 1/10/18	7,029.19		
					85136	LNG 1/8/18	7,773.61		
					85137	LNG 1/4/18	5,088.46		
					85138	LNG 1/2/18	5,986.84		
61601	03/05/18	1,664.19 E957	CLIFFORD, ALEX		85090	REIMBURSEMENT	415.14		
61602	03/05/18	1,946.89 075	COAST PAPER & SUPPLY INC.		85257	TRAVEL REIMBURSEMENT	1,249.05		
					85211	CUSTODIAL SUPPLIES	1,467.29		
61603	03/05/18	2,890.00 003034	COASTAL LANDSCAPING INC. DBA		85283	CUSTODIAL SUPPLIES	479.60		
61604	03/05/18	340.00 367	COMMUNITY TELEVISION OF		85075	FEB 18 MAINTENANCE	2,890.00		
61605	03/05/18	6,160.58 003116	CUMMINS PACIFIC LLP		85254	1/26/18 BOD MEETING	340.00		
					85219	CREDIT	-272.50		
					85220	RPR VEH #1208	2,897.25		
					85230	INVENTORY ORDER	110.47		
					85231	INVENTORY ORDER	140.47		
					85232	INVENTORY ORDER	3,029.37		
					85233	INVENTORY ORDER	255.52		
61606	03/05/18	745.33 001329	DOC AUTO LLC		85089	RPR VEH #207 FC	137.50		
61607	03/05/18	3,149.00 916	DOCTORS ON DUTY MEDICAL CLINIC		85172	RPR VEH #504	607.83		
					85156	DOT DRUG TESTS	995.00		

# Attachment A

DATE 04/02/18 11:04

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

PAGE 2

DATE: 03/01/18 THRU 03/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
61608	03/05/18	802.64 003274		EAST BAY TIRE CO.		85157	DOT DRUG TESTS HEP B	2,154.00	
						85091	TIRES	435.98	
						85256	TIRES	366.66	
61609	03/05/18	3,906.00 432		EXPRESS SERVICES INC.		85293	TEMP W/E 1/21/18	1,736.00	
						85294	TEMP W/E 1/28/18	2,170.00	
61610	03/05/18	2,512.17 002952		FLYERS ENERGY LLC		85286	2/1-2/15 FUEL	2,512.17	
61611	03/05/18	123.87 003279		FRONTIER COMMUNICATIONS CORP		85153	2/13-3/12 SKY-OCEAN	66.45	
						85214	2/16-3/15 SKY-RIVER	57.42	
61612	03/05/18	228.90 001189		GARY KENVILLE LOCKSMITH	7	85281	REPLACE KEYS	228.90	
61613	03/05/18	510.28 117		GILLIG LLC		85074	INVENTORY ORDER	107.78	
						85176	RPR VEH #1121 PC	39.89	
						85226	INVENTORY ORDER	362.61	
61614	03/05/18	901.15 282		GRAINGER		85077	SHEET STOCK VERNON	42.73	
						85078	INVENTORY ORDER	13.75	
						85081	CABLE TIES	25.76	
						85082	RPR VEH #2301	20.09	
						85083	INVENTORY ORDER	67.03	
						85122	INVENTORY ORDER	187.33	
						85123	INVENTORY ORDER	18.97	
						85124	INVENTORY ORDER	29.61	
						85125	INVENTORY ORDER	61.37	
						85126	INVENTORY ORDER	124.87	
						85228	SHELF BINS	63.50	
						85277	INVENTORY ORDER	91.35	
						85278	INVENTORY ORDER	96.70	
						85279	INVENTORY ORDER	58.09	
						85212	BREAKROOM WTC	44.41	
61615	03/05/18	52.06 546		GRANITEROCK COMPANY		85280	BREAKROOM WTC	7.65	
61616	03/05/18	746.49 166		HOSE SHOP, THE INC		85104	INVENTORY ORDER	6.66	
						85106	INVENTORY ORDER	739.83	
61617	03/05/18	3,013.00 002979		HUNT & SONS, INC.		85114	INVENTORY ORDER	607.25	
						85115	INVENTORY ORDER	2,405.75	
61618	03/05/18	4,382.32 003223		JASPER WELLER LLC		85191	INVENTORY ORDER	8,722.32	
						85192	CORE CREDIT	-4,340.00	
61619	03/05/18	2,640.62 1117		KELLEY'S SERVICE INC.		85068	INVENTORY ORDER	606.59	
						85095	INVENTORY ORDER	415.12	
						85096	INVENTORY ORDER	1,126.52	
						85097	INVENTORY ORDER	355.90	
						85098	OIL FILTER WRENCH	13.68	
						85099	RPR VEH #2800	9.52	
						85100	CREDIT	-32.70	
						85101	FEELER GAUGE	7.58	
						85102	RPR VEH #2800 PC	193.76	
						85103	FEELER GAUGE	5.09	
						85116	CREDIT	-16.35	
						85167	INVENTORY ORDER	88.93	

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61620	03/05/18		42.77			85168	INVENTORY ORDER	40.00	
61621	03/05/18		733.42			85169	INVENTORY ORDER	73.92	
61622	03/05/18		2,460.48			85170	CREDIT	-241.39	
						85171	CREDIT	-5.55	
						85213	PAINT	42.77	
						85218	INVENTORY ORDER	733.42	
						85229	INVENTORY ORDER	2,128.62	
						85276	INVENTORY ORDER	331.86	
61623	03/05/18		576.00			85174	RPR BUS #2308	576.00	
61624	03/05/18		900.00			85290	BILINGUAL TEST	900.00	
61625	03/05/18		57.28			85245	RPR GLASS IN FRAME	57.28	
61626	03/05/18		690.75			85258	MAR 18 EAP	690.75	
61627	03/05/18		18,983.36			85173	DIESEL 2/8/18	18,983.36	
61628	03/05/18		530.69			85275	CUSTODIAL SUPPLIES	530.69	
61629	03/05/18		20.00			85198	PLATE ENGRAVED	20.00	
61630	03/05/18		326.86			85084	RPR VEH #1719	38.91	
						85085	RPR VEH #1122 PC	38.56	
						85092	INVENTORY ORDER	57.86	
						85121	RPR VEH #1404	191.53	
61631	03/05/18		7,661.13			85143	TEMP W/E 2/9/18	1,226.58	
						85148	TEMP W/E 2/16/18	1,239.51	
						85149	TEMP W/E 2/16/18	988.65	
						85150	TEMP W/E 2/16/18	984.96	
						85151	TEMP W/E 2/9/18	1,245.97	
						85152	TEMP W/E 2/9/18	740.10	
						85295	TEMP W/E 2/16/18	1,235.36	
61632	03/05/18		669.16			85205	INVENTORY ORDER	808.39	
						85206	INVENTORY ORDER	516.82	
						85207	CREDIT	-13.77	
						85208	CREDIT	-662.18	
						85209	INVENTORY ORDER	19.90	
61633	03/05/18		1,832.50			85147	OFFICE SUPPLIES	28.52	
						85180	OFFICE SUPPLIES	38.51	
						85181	OFFICE SUPPLIES	1,029.77	
						85182	OFFICE SUPPLIES	71.48	
						85183	OFFICE SUPPLIES	-71.48	
						85199	OFFICE SUPPLIES	5.47	
						85200	CREDIT	-5.47	
						85201	OFFICE SUPPLIES	16.52	
						85241	OFFICE SUPPLIES	719.18	
61634	03/05/18		155.50			85270	FEB 18 PEST PACIFIC	40.00	
						85271	FEB 18 PEST METROMKT	55.50	
						85272	FEB 18 PEST BETTYS	60.00	
61635	03/05/18		1,280.00			85217	2/2018-2/2019 LEASE	1,280.00	
61636	03/05/18		2,491.15			85069	SILICONE BREAKROOM	12.34	
						85070	BREAKROOM WTC	289.59	

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DATE 04/02/18 11:04

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DATE: 03/01/18 THRU 03/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						85071	BREAKROOM SBF	84.46	
						85072	BREAKROOM SBF	28.15	
						85179	TOOLS	272.72	
						85215	BREAKROOM WTC	20.14	
						85262	BREAKROOM WTC	178.63	
						85263	BREAKROOM WTC	5.68	
						85264	BREAKROOM WTC	39.37	
						85265	INVENTORY ORDER	29.09	
						85266	BENCH MATERIAL	1,243.30	
						85267	WORKSTATION WIRING	63.23	
						85268	TOOLS	72.56	
						85269	PAINT TOUCH UP C/S	151.89	
						85253	11/12-2/11 IMAGES OP	267.46	
						85285	11/14-2/13 IMAGES PC	162.92	
						85086	INVENTORY ORDER	31.51	
						85087	INVENTORY ORDER	10.50	
						85088	INVENTORY ORDER	93.60	
						85093	INVENTORY ORDER	90.61	
						85094	INVENTORY ORDER	89.90	
						85242	TEMP W/E 2/18/18	1,378.13	
						85243	TEMP W/E 2/11/18	1,470.00	
						85111	INVENTORY ORDER	1,034.12	
						85194	MISC CAP LEASE	1,080.67	
						85227	INVENTORY ORDER	262.59	
						85128	RPR FORKLIFT #700	176.40	
						85175	RPR FORKLIFT #701	162.29	
						85107	INVENTORY ORDER	66.18	
						85108	SURGE TANK HOSE	20.41	
						85109	INVENTORY ORDER	15.67	
						85110	INVENTORY ORDER	3,118.65	
						85158	SURGE TANK HOSE	412.88	
						85159	BRAKE KITS	451.92	
						85160	INVENTORY ORDER	134.70	
						85161	CORE CREDIT	-490.50	
						85162	INVENTORY ORDER	60.26	
						85163	RPR VEH #1002	42.19	
						85164	CREDIT	-90.38	
						85165	INVENTORY ORDER	90.38	
						85166	INVENTORY ORDER	352.51	
						85195	MISC CAP LEASE	731.90	
						85196	MISC CAP LEASE	26.29	
						85197	MISC CAP LEASE	13.93	
						85223	INVENTORY ORDER	35.45	
						85235	RPR VEH #9830	100.18	
						85236	RPR VEH #1002	301.33	
						85251	SURGE TANK HOSE	253.36	

# Attachment A

DATE 04/02/18 11:04

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
61643	03/05/18	600.95 003037		TYCO INTEGRATED SECURITY		85252	INVENTORY ORDER	3,282.71	
61644	03/05/18	353.33 003152		UNIFIRST CORPORATION		85259	INVENTORY ORDER	2.50	
						85260	RPR VEH #2809	649.60	
						85261	SURGE TANK HOSE	113.64	
						85288	BRAKE KIT	4,049.80	
						85216	3/1-5/31 ALARM	600.95	
						85073	MATS OPS	6.48	
						85177	MATS OPS	6.48	
						85178	CUSTODIAL SUPPLIES	41.78	
						85224	CUSTODIAL SUPPLIES	76.51	
						85225	LAUNDRY SERVICE	207.15	
						85244	LAUNDRY SERVICE	14.93	
						85249	FREIGHT	80.44	
				UNITED PARCEL SERVICE		85117	INVENTORY ORDER	844.52	
				VALLEY POWER SYSTEMS, INC.		85118	INVENTORY ORDER	831.44	
						85119	INVENTORY ORDER	854.33	
						85120	INVENTORY ORDER	1,679.23	
						85144	ENGINE BLOCK	13,590.38	
						85146	ENGINE COMPONENTS	3,736.19	
						85237	INVENTORY ORDER	312.98	
						85238	INVENTORY ORDER	674.93	
						85239	INVENTORY ORDER	15.24	
						85240	INVENTORY ORDER	226.81	
						85246	INVENTORY ORDER	25.99	
						85247	INVENTORY ORDER	91.28	
						85248	INVENTORY ORDER	81.11	
						85250	INVENTORY ORDER	4,006.87	
						85255	INVENTORY ORDER	503.14	
						85105	INVENTORY ORDER	1,907.39	
				VEHICLE MAINTENANCE PROG INC	0	85145	1/13-2/12 WIFI BUSES	912.24	
				VERIZON WIRELESS		85190	MAR 18 VISION	8,195.20	
				VISION SERVICE PLAN		85142	DMV EXAM	75.00	
				VU, THANH DR. MD	7	85154	DMV EXAM	75.00	
						85155	DMV EXAM	75.00	
						85287	INVENTORY ORDER	113.67	
				WINCHESTER AUTO		85079	FIRST AID OPS	39.84	
				ZEE MEDICAL SERVICE CO.		85080	FIRST AID MMF	35.53	
						85284	FIRST AID KIT REPLEN	152.59	
				ABC BUS INC		85330	INVENTORY ORDER	200.02	
				APOLLO VIDEO TECHNOLOGY LLC		85376	VEHICLE CAMERA PROJE	10,830.00	
						85377	VEHICLE CAMERA PROJE	14,008.40	
				AT&T		85311	12/19-1/18 CEMENT	3.77	
						85349	1/19-2/18 MAIN ACCT	3,696.38	
						85375	1/19-2/18 OPS	139.10	
				AT&T MOBILITY		85327	1/24-2/23 WIFI BUSES	972.53	
				AUTOMATIC DOOR SYSTEMS, INC.		85326	RPR DOOR SMC	225.00	

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61658	03/12/18	002035	748.00	BOWMAN & WILLIAMS INC		85423	JAN 18 GENERATOR MST	748.00	
61659	03/12/18	001324	5,250.00	CAPITALEGE ADVOCACY, INC.		85308	FEB 18 LEGISLATE SVC	5,250.00	
61660	03/12/18	001159	2,398.00	CATTO'S GRAPHICS, INC.		85309	BUS STOP SIGNS	2,398.00	
61661	03/12/18	003320	5,594.30	CENTER FOR TRANSPORTATION AND CITY OF SCOTT'S VALLEY		85419	JAN 18 EV CONSULTANT	5,594.30	
61662	03/12/18	667	32.00	CITY OF WATSONVILLE UTILITIES		85325	FEB 18 FIRE ALARM	32.00	
61663	03/12/18	130	1,395.04			85339	1/22-2/20 WATER WTC	35.34	
						85340	1/22-2/20 WATER WTC	73.30	
						85341	1/22-2/20 WATER WTC	419.46	
						85342	2/23 SOLID WASTE WTC	866.94	
61664	03/12/18	909	6,473.55	CLASSIC GRAPHICS		85322	MIDLIFE VEH #2602	6,473.55	
61665	03/12/18	001124	14,842.00	CLEAN ENERGY		85314	FEB 18 MAINTENANCE	14,842.00	
61666	03/12/18	003102	225.00	CLEVER DEVICES LTD		85387	INVENTORY ORDER	225.00	
61667	03/12/18	075	122.54	COAST PAPER & SUPPLY INC.		85362	CUSTODIAL SUPPLIES	122.54	
61668	03/12/18	002814	206.63	CREATIVE BUS SALES, INC.		85310	INVENTORY ORDER	125.17	
						85386	INVENTORY ORDER	81.46	
61669	03/12/18	003116	15,903.45	CUMMINS PACIFIC LLP		85301	CREDIT	-381.50	
						85302	CREDIT	-381.50	
						85303	RPR VEH #2103	348.70	
						85323	RPR VEH #1005	16,317.75	
61670	03/12/18	002946	2,126.25	DAY WIRELESS SYSTEMS		85417	FEB 18 MAINTENANCE	2,126.25	
61671	03/12/18	753A	2,000.00	DEPARTMENT OF GENERAL SERVICES		85410	LEASE PREP FEE L2629	2,000.00	
61672	03/12/18	003274	3,602.57	EAST BAY TIRE CO.		85338	TIRES	435.98	
						85347	TIRES	1,021.42	
						85413	TIRES	147.47	
						85414	TIRES	510.71	
						85415	TIRES	871.96	
						85416	TIRES	615.03	
61673	03/12/18	003324	405.00	EXPRESS FENCE LLP		85313	FENCE 1217 RIVER	405.00	
61674	03/12/18	432	6,050.39	EXPRESS SERVICES INC.		85331	TEMP W/E 2/18/18	91.13	
						85332	TEMP W/E 2/18/18	627.75	
						85333	TEMP W/E 2/11/18	121.50	
						85334	TEMP W/E 2/4/18	561.94	
						85335	TEMP W/E 2/11/18	754.32	
						85336	TEMP W/E 2/4/18	60.75	
						85398	TEMP W/E 2/11/18	1,761.80	
						85399	TEMP W/E 2/18/18	1,508.80	
61675	03/12/18	002956	350.00	FELTON COMMUNITY HALL		85411	3/7 4/9 RENTAL	350.00	
61676	03/12/18	002295	41,113.00	FIRST ALARM		85298	TROUBLESHOOT MMF SBF	727.50	
						85307	JAN 18 SECURITY OPS	800.00	
						85380	FEB 18 SECURITY OPS	800.00	
						85381	FEB 18 SECURITY ALL	38,785.50	
						85296	JAN 18 MERCHANT FEES	1,445.69	
61677	03/12/18	002962	1,445.69	FIS		85385	2/1-2/15 FUEL PC	10,095.41	
61678	03/12/18	002952	10,095.41	FLYERS ENERGY LLC		85328	MAR 18 SERVICES	277.70	
61679	03/12/18	001302	9,009.38	GARDA CL WEST, INC.		85329	MAR 18 VAULT SERVICE	8,731.68	

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61680	03/12/18	647	506.07	GENFARE A DIV OF SPX CORP		85405	TVM VIP TROUBLESHOOT	450.00	
61681	03/12/18	E256	102.29	GLATT, HARLAN		85406	INVENTORY ORDER	56.07	
61682	03/12/18	003109	29,094.94	HANSON BRIDGETT LLP		85321	SOFTWARE REIMBURSEME	102.29	
						85355	JAN 18 RETAINER	24,000.00	
						85356	M# 032117.006003	160.00	
						85357	M# 032117.006005	3,168.44	
						85358	M# 032117.008001	1,766.50	
61683	03/12/18	166	236.63	HOSE SHOP, THE INC		85324	INVENTORY ORDER	211.77	
						85412	INVENTORY ORDER	24.86	
61684	03/12/18	003223	8,722.32	JASPER WELLER LLC		85361	RPR VEH #2812	8,722.32	
61685	03/12/18	133	440.00	JOBS AVAILABLE		85359	JOB PLACEMENT ADS	440.00	
61686	03/12/18	1117	4.53	KELLEY'S SERVICE INC.		85409	RPR VEH #1724	4.53	
61687	03/12/18	036	206.05	KELLY-MOORE PAINT CO., INC.		85373	PAINT	206.05	
61688	03/12/18	003366	23,627.38	KEY GOVERNMENT FINANCE INC		85388	MAR 18 LEASE	23,627.38	
61689	03/12/18	167	498.91	KEYSTON BROTHERS		85337	INVENTORY ORDER	498.91	
61690	03/12/18	001233	220.01	KIMBALL MIDWEST		85403	RPR VEH #1713 PC	18.36	
						85404	INVENTORY ORDER	201.65	
61691	03/12/18	003298	150.00	LA GANGA SPECIAL CNP		85420	WARE RESTRUCTION AD	150.00	
61692	03/12/18	003249	333.00	MAXIMUM OIL SERVICE LLC		85360	WASTE OIL	333.00	
61693	03/12/18	406	442.50	MESITI-MILLER ENGINEERING, INC 0		85299	MECHANICAL PLAT 1/25	442.50	
61694	03/12/18	003339	3,150.00	MOUNT VERNON MILLS INC		85300	BUS SEATING FABRIC	3,150.00	
61695	03/12/18	003115	4,685.19	OFFICE TEAM		85394	TEMP W/E 2/23/18	980.04	
						85395	TEMP W/E 2/23/18	1,235.82	
						85396	TEMP W/E 2/23/18	1,238.13	
						85397	TEMP W/E 2/23/18	1,231.20	
61696	03/12/18	009	13,247.54	PACIFIC GAS & ELECTRIC		85317	1/24-2/22 1200B RIVE	128.52	
						85318	1/23-2/21 GOLF	6,375.44	
						85319	1/24-2/22 VERNON	4,553.24	
						85343	1/23-2/21 1200B RIVE	2,190.34	
61697	03/12/18	043	518.49	PALACE ART & OFFICE SUPPLY		85351	OFFICE SUPPLIES	370.45	
						85352	OFFICE SUPPLIES	25.96	
61698	03/12/18	187	460.00	POLAR RADIATOR SERVICE INC		85352	OFFICE SUPPLIES	122.08	
						85407	INVENTORY ORDER	260.00	
						85408	RPR VEH #2810	200.00	
61699	03/12/18	001149	206.00	PREFERRED PLUMBING, INC.		85374	GREASE TRAP PACIFIC	206.00	
61700	03/12/18	882	235.44	PRINT SHOP SANTA CRUZ	7	85346	BUSINESS CARDS	235.44	
61701	03/12/18	107A	951.21	PROBUILD COMPANY LLC		85344	RPR OLD CAFE LENA	26.44	
						85345	RPR OLD CAFE LENA	10.38	
						85382	RPR FAUCET SBF	37.27	
						85383	BICYCLE STRUCTURE	115.10	
61702	03/12/18	003266	515.65	REFLECTIVE APPAREL FACTORY INC		85384	BIKE ENCLOSURE	762.02	
61703	03/12/18	215	267.05	RICOH USA, INC. TX		85297	INVENTORY ORDER	515.65	
61704	03/12/18	536	89.94	RIVERSIDE LIGHTING & ELECTRIC		85315	2/26-3/25 IMAGES CS	267.05	
						85316	LIGHTING	86.15	
						85418	LIGHTING	3.79	
61705	03/12/18	135	257.15	SANTA CRUZ AUTO PARTS, INC.		85418	INVENTORY ORDER	171.56	

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61706	03/12/18	10,409.25	079	SANTA CRUZ MUNICIPAL UTILITIES			INVENTORY ORDER	73.26	
						85422	INVENTORY ORDER	12.33	
						85363	1/5-2/5 PACIFIC	3,959.01	
						85364	1/5-2/5 1200B RIVER	3,222.91	
						85365	1/5-2/5 1200A RIVER	308.34	
						85366	1/5-2/5 1200RIV IRR	23.53	
						85367	1/5-2/5 GOLF CLUB	10.53	
						85368	1/5-2/5 PACIFIC	54.03	
						85369	1/5-2/5 FRONT-SOQUEL	1,000.56	
						85370	1/5-2/5 GOLF CLUB	1,324.73	
						85371	1/5-2/5 VERNON	493.99	
						85372	1/5-2/5 VERNON IRR	11.62	
						85312	FEB 18 WATER SVT	25.73	
61707	03/12/18	25.73	002459	SCOTT'S VALLEY WATER DISTRICT			INVENTORY ORDER	86.39	
61708	03/12/18	4,029.28	003285	TRANSIT HOLDINGS INC			SURGE TANK HOSE	349.23	
						85353	INVENTORY ORDER	487.20	
						85354	INVENTORY ORDER	11.06	
						85390	RPR VEH #1208	131.37	
						85391	INVENTORY ORDER	308.55	
						85392	INVENTORY ORDER	2,130.14	
						85401	INVENTORY ORDER	525.34	
						85402	RPR VEH #2223	41.78	
61710	03/12/18	2,273.66	003152	UNIFIRST CORPORATION			CUSTODIAL SUPPLIES	41.78	
						85424	CUSTODIAL SUPPLIES	41.78	
						85425	CUSTODIAL SUPPLIES	41.78	
						85426	CUSTODIAL SUPPLIES	41.78	
						85427	CUSTODIAL SUPPLIES	41.78	
						85428	CUSTODIAL SUPPLIES	41.78	
						85429	CUSTODIAL SUPPLIES	41.78	
						85430	CUSTODIAL SUPPLIES	41.78	
						85431	CUSTODIAL SUPPLIES	41.78	
						85432	CUSTODIAL SUPPLIES	41.78	
						85433	CUSTODIAL SUPPLIES	41.78	
						85434	CUSTODIAL SUPPLIES	41.78	
						85435	CUSTODIAL SUPPLIES	41.78	
						85436	CUSTODIAL SUPPLIES	41.78	
						85437	CUSTODIAL SUPPLIES	41.78	
						85438	CUSTODIAL SUPPLIES	41.78	
						85439	CUSTODIAL SUPPLIES	41.78	
						85440	CUSTODIAL SUPPLIES	41.78	
						85441	CUSTODIAL SUPPLIES	41.78	
						85442	CUSTODIAL SUPPLIES	41.78	
						85443	CUSTODIAL SUPPLIES	41.78	
						85444	CUSTODIAL SUPPLIES	41.78	
						85445	CUSTODIAL SUPPLIES	41.78	
						85446	CUSTODIAL SUPPLIES	76.51	
						85447	LAUNDRY SERVICE	213.88	
						85448	CUSTODIAL SUPPLIES	76.51	

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61711	03/12/18	13.15 007		UNITED PARCEL SERVICE		85449	LAUNDRY SERVICE	207.15	
61712	03/12/18	150.00 001165		VU, THANH DR. MD	7	85450	CUSTODIAL SUPPLIES	76.51	
61713	03/12/18	39.72 E526		WARNOCK, APRIL		85451	LAUNDRY SERVICE	289.44	
61714	03/19/18	191.40 002069		A TOOL SHED, INC.		85452	CUSTODIAL SUPPLIES	76.51	
61715	03/19/18	142.38 002941		AA SAFE & SECURITY CO		85453	LAUNDRY SERVICE	261.48	
61716	03/19/18	132.23 003151		ABC BUS INC		85454	CUSTODIAL SUPPLIES	76.51	
61717	03/19/18	385.00 003089		ACTION AUTO GLASS DBA FOR		85320	FREIGHT	13.15	
61718	03/19/18	9,000.00 003362		APOLLO VIDEO TECHNOLOGY LLC		85378	DMV EXAM	75.00	
61719	03/19/18	444.31 001D		AT&T		85379	DMV EXAM	75.00	
61720	03/19/18	1,906.50 002035		BOWMAN & WILLIAMS INC		85389	MAC MEETING REIMBURS	39.72	
61721	03/19/18	7,027.38 588		CALTIP		85528	LIFT FOR LIGHTS	191.40	
61722	03/19/18	903.61 914		CALTRONICS BUSINESS SYSTEMS		85526	KEYS	142.38	
61723	03/19/18	5,250.00 001324		CAPITALEGE ADVOCACY, INC.		85503	INVENTORY ORDER	132.23	
61724	03/19/18	136.39 002627		CDW GOVERNMENT, INC.		85561	RPR VEH #1116 PC	385.00	
61725	03/19/18	40.41 001346		CITY OF SANTA CRUZ-FINANCE		85481	VEHICLE CAMERA PROJE	9,000.00	
61726	03/19/18	45,780.90 001124		CLEAN ENERGY		85443	1/19-2/18 SKYLINE	280.02	
61727	03/19/18	1,111.80 075		COAST PAPER & SUPPLY INC.		85544	1/19-2/18 CEMENT	164.29	
61728	03/19/18	16,240.98 003116		CUMMINS PACIFIC LLP		85534	FEB 18 GENERATOR PRO	1,906.50	
						85479	FEB 18 CODE=5100	7,027.38	
						85484	OFFICE SUPPLIES	261.60	
						85488	OFFICE SUPPLIES	234.35	
						85522	OFFICE SUPPLIES	125.35	
						85523	OFFICE SUPPLIES	282.31	
						85490	MAR 18 LEGISLATE SVC	5,250.00	
						85483	OFFICE SUPPLIES	136.39	
						85579	LANDFILL	40.41	
						85588	LNG 2/19/18	7,435.85	
						85589	LNG 2/15/18	6,336.98	
						85590	LNG 2/13/18	7,685.28	
						85591	LNG 2/9/18	5,365.85	
						85592	LNG 2/7/18	5,458.64	
						85593	LNG 2/5/18	7,571.22	
						85594	LNG 2/1/18	5,927.08	
						85529	BATHROOM SUPPLIES	1,111.80	
						85472	RPR VEH #2101	223.03	
						85473	INVENTORY ORDER	735.04	
						85474	INVENTORY ORDER	85.17	
						85475	RPR VEH #1201	103.11	
						85506	RPR VEH #1304	516.00	
						85537	RPR VEH #2806	14,578.63	
61729	03/19/18	8,016.66 003274		EAST BAY TIRE CO.		85493	TIRES	183.33	
						85514	TIRES	192.48	
						85515	TIRES	241.79	
						85516	TIRES	1,021.42	
						85517	TIRES	1,021.42	
						85518	TIRES	967.17	

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61730	03/19/18	EXPRESS SERVICES INC.	1,472.00			85480	TEMP W/E 2/25/18	1,472.00	
61731	03/19/18	FLYERS ENERGY LLC	9,919.60			85521	2/15-2/28 FUEL	2,287.13	
						85551	PROPANE	35.33	
61732	03/19/18	GILLIG LLC	1,818.69			85598	2/16-2/28 FUEL PC	7,597.14	
						85491	ARTIC BUS SEAT	28.82	
						85494	INVENTORY ORDER	14.41	
						85495	INVENTORY ORDER	181.84	
						85496	INVENTORY ORDER	976.42	
						85497	INVENTORY ORDER	137.60	
						85498	INVENTORY ORDER	479.60	
61733	03/19/18	GRAINGER	861.96			85564	LIGHTS	376.18	
						85570	CUSTODIAL SUPPLIES	351.28	
						85571	INVENTORY ORDER	105.18	
61734	03/19/18	GRANITEROCK COMPANY	99.37			85572	INVENTORY ORDER	29.32	
61735	03/19/18	GREENWASTE RECOVERY, INC.	861.52			85580	TENANT REPAIRS	99.37	
						85458	FEB 18 BLOMOND-HWY9	51.88	
						85459	FEB 18 BEASIN-HWY9	51.88	
						85460	FEB 18 AIRP-FREEDOM	51.88	
						85461	FEB 18 HWY9-BOULDER	155.64	
						85462	FEB 18 FREED-BOWKER	51.88	
						85463	FEB 18 FREEDOM	51.88	
						85464	FEB 18 SOQ-COTTON	51.88	
						85465	FEB 18 SOQ-COTTON	51.88	
						85466	FEB 18 GRNVLY-CARNAT	51.88	
						85467	FEB 18 MT HERM-SVT	21.04	
61736	03/19/18	HARTFORD LIFE AND ACCIDENT INS	15,246.46			85468	FEB 18 WASTE SVTC	269.80	
61737	03/19/18	HOSE SHOP, THE INC	2,272.31			85455	MAR 18 LTD	11,003.80	
						85456	MAR 18 AD&D	4,242.66	
						85504	RPR VEH #2226	113.77	
61738	03/19/18	KELLEY'S SERVICE INC.	102.80			85505	INVENTORY ORDER	1,774.39	
						85527	HOSE BUS WASHER	384.15	
						85553	INVENTORY ORDER	16.74	
						85554	RPR VEH #1114 PC	28.02	
						85555	INVENTORY ORDER	188.37	
						85556	TOOLS	5.34	
						85587	CREDIT	-135.67	
61739	03/19/18	KJRB INC	432.00			85595	TOWING VEH #2101	432.00	
61740	03/19/18	MANSFIELD OIL CO OF GAINSVILLE	17,910.61			85477	DIESEL 2/26/18	17,910.61	
61741	03/19/18	MCI SERVICE PARTS, INC.	7.42			85597	INVENTORY ORDER	7.42	
61742	03/19/18	MID VALLEY SUPPLY INC.	1,346.51			85547	CUSTODIAL SUPPLIES	641.56	
						85548	CUSTODIAL SUPPLIES	704.95	
61743	03/19/18	MIL-RAM TECHNOLOGY, INC.	238.00			85583	METHANE GAS CYLINDER	238.00	

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61744	03/19/18	003061	200.00	NEOFUNDS BY NEOPOST DBA		85478	***-***-***-1598	200.00	
61745	03/19/18	002721	109.98	NEXTEL COMMUNICATIONS/SPRINT		85605	1/26-2/25 TVM	109.98	
61746	03/19/18	003115	3,282.69	OFFICE TEAM		85576	TEMP W/E 3/2/18	984.96	
						85577	TEMP W/E 3/2/18	1,235.82	
						85578	TEMP W/E 3/2/18	1,061.91	
61747	03/19/18	009	9,464.32	PACIFIC GAS & ELECTRIC		85469	2/1-3/4 SVTC	60.38	
						85536	2/2-3/5 PNR WTC SVT	2,397.85	
						85581	1/26-2/26 PACIFIC	2,757.63	
						85582	1/26-2/26 OPS	4,248.46	
61748	03/19/18	043	400.65	PALACE ART & OFFICE SUPPLY		85524	CREDIT	-28.52	
						85525	OFFICE SUPPLIES	68.67	
						85546	OFFICE SUPPLIES	360.50	
61749	03/19/18	002939	35,682.10	PREFERRED BENEFIT		85457	MAR 18 DENTAL	35,682.10	
61750	03/19/18	107A	280.74	PROBUILD COMPANY LLC		85530	RPR OLD CAFE LENA	53.29	
						85531	RPR OLD CAFE LENA	13.30	
						85532	RPR OLD CAFE LENA	39.22	
						85533	BUILD BIKE ENCLOSURE	22.46	
						85538	BIKE ENCLOSURE	39.46	
						85549	RPR OLD CAFE LENA	50.01	
						85562	BOLT CUTTER	19.61	
						85563	DOOR EDGING	5.19	
						85585	RPR KIOSK WTC	38.20	
61751	03/19/18	003154	2,861.73	ROMAINE ELECTRIC CORP		85512	INVENTORY ORDER	2,861.73	
61752	03/19/18	135	746.95	SANTA CRUZ AUTO PARTS, INC.		85520	RPR VEH #601	636.76	
						85557	INVENTORY ORDER	13.81	
						85558	INVENTORY ORDER	55.24	
						85569	INVENTORY ORDER	41.14	
						85584	FEB 18 SHREDDING	240.00	
61753	03/19/18	001292	240.00	SANTA CRUZ RECORDS MNGMT INC	0	85601	LEGAL AD	73.60	
61754	03/19/18	149	73.60	SANTA CRUZ SENTINEL		85485	REPLENISHMENT	179.45	
61755	03/19/18	122	179.45	SCMTD PETTY CASH - OPS		85470	12/5-2/5 WATER SVT	18.44	
61756	03/19/18	002459	332.73	SCOTTS VALLEY WATER DISTRICT		85471	12/5-2/5 WATER SVT	314.29	
61757	03/19/18	002267	2,500.00	SHAW / YODER / ANTWIH, INC.		85489	MAR 18 LEGISLATE SVC	2,500.00	
61758	03/19/18	003292	1,139.25	SLINGSHOT CONNECTIONS LLP		85600	TEMP W/E 2/25/18	1,139.25	
61759	03/19/18	115	175.00	SNAP-ON INDUSTRIAL		85552	RPR TORQUE WRENCH	175.00	
61760	03/19/18	003108	999.18	SOUND WAVES INSULATION INC		85499	RPR VEH #2310	999.18	
61761	03/19/18	104	153.85	STATE STEEL COMPANY	0	85539	RPR OLD CAFE LENA	124.88	
						85586	RPR KIOSK WTC	28.97	
61762	03/19/18	001040	204.04	TERRYBERRY CO., LLC		85487	EMP INCENTIVE	204.04	
61763	03/19/18	003285	9,996.10	TRANSIT HOLDINGS INC		85476	INVENTORY ORDER	290.18	
						85482	RETRO PR 1610,11,12	2,512.70	
						85486	RETRO PR 1610,11,12	3,479.00	
						85507	INVENTORY ORDER	2,156.79	
						85510	INVENTORY ORDER	889.96	
						85511	INVENTORY ORDER	667.47	
61764	03/19/18	003152	354.43	UNIFIRST CORPORATION		85540	MATS OPS	6.48	

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
61765	03/19/18	101.86 007		UNITED PARCEL SERVICE			CUSTODIAL SUPPLIES	41.78	
61766	03/19/18	6,352.47 002829		VALLEY POWER SYSTEMS, INC.			LAUNDRY SERVICE	207.15	
							CUSTODIAL SUPPLIES	76.51	
							CUSTODIAL SUPPLIES	7.58	
							LAUNDRY SERVICE	14.93	
							FREIGHT	101.86	
							INVENTORY ORDER	222.33	
							CREDIT	-238.44	
							CREDIT	-408.75	
							REBUILD VEH #2308	531.88	
							RPR VEH #2308	3,052.71	
							REBUILD VEH #2308	54.28	
							REBUILD VEH #2308	374.30	
							REBUILD VEH #2308	746.66	
							REBUILD VEH #2308	2,017.50	
							2/2-3/1 PUSH 2 TALK	223.03	
61767	03/19/18	223.03 434		VERIZON WIRELESS	0		DMV EXAM	75.00	
61768	03/19/18	75.00 E987		VIVANCO, RICARDO			DMV EXAM	75.00	
61769	03/19/18	375.00 001165		VU, THANH DR. MD	7		DMV EXAM	75.00	
							DMV EXAM	75.00	
							DMV EXAM	75.00	
							DMV EXAM	75.00	
							DMV EXAM	75.00	
61770	03/19/18	275.00 003316		WATER TECH SPECIALTIES INC			FEB 18 TESTING	275.00	
61771	03/19/18	337.82 002291		WINCHESTER AUTO			INVENTORY ORDER	260.82	
							INVENTORY ORDER	77.00	
61772	03/19/18	68.36 147		ZEE MEDICAL SERVICE CO.			FIRST AID SUPPLIES	68.36	
61773	03/26/18	46.75 003151		ABC BUS INC			INVENTORY ORDER	46.75	
61774	03/26/18	919.09 E636		AGUIRRE, CIRO			2018 DRIVER APPRECIA	919.09	
61775	03/26/18	15.33 002861		AMERICAN MESSAGING SVCS, LLC			MAR 18 PAGER RENTAL	15.33	
61776	03/26/18	73,476.90 003362		APOLLO VIDEO TECHNOLOGY LLC			VEHICLE CAMERA PROJE	67,410.00	
							VEHICLE CAMERA PROJE	6,066.90	
61777	03/26/18	571.98 001D		AT&T			FEB 18 POINT 2 POINT	571.98	
61778	03/26/18	75.00 E1010		BARRIGA, ALEJANDRO			DMV EXAM	75.00	
61779	03/26/18	289.79 002363		BATTERIES PLUS #314			BATTERIES	82.80	
							BATTERIES	206.99	
61780	03/26/18	88.90 M022		CAPELLA, KATHLEEN	0		APR 18 RETIREE SUPP	88.90	
61781	03/26/18	5,940.50 001089		CASEY PRINTING, INC			2018 SPRING HEADWAYS	5,940.50	
61782	03/26/18	6,473.55 909		CLASSIC GRAPHICS			MIDLIFE BUS #1005	6,473.55	
61783	03/26/18	99.25 E957		CLIFFORD, ALEX			TRAVEL REIMBURSEMENT	99.25	
61784	03/26/18	664.79 075		COAST PAPER & SUPPLY INC.			CUSTODIAL SUPPLIES	664.79	
61785	03/26/18	1,482.00 003016		COUNTY OF SANTA CRUZ HEALTH			HEP B VACCINES	1,482.00	
61786	03/26/18	1,240.27 003116		CUMMINS PACIFIC LLP			INVENTORY ORDER	1,240.27	
61787	03/26/18	7,370.02 002946		DAY WIRELESS SYSTEMS			RADIO INSTALL 12 VEH	5,692.52	
							MONITOR FOR DISPATCH	1,677.50	
61788	03/26/18	959.86 002949		DEANE INDUSTRIAL MACHINING			CYLINDER HEAD	959.86	
61789	03/26/18	32.00 002567		DEPARTMENT OF JUSTICE			FEB18 FINGERPRINTING	32.00	

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61790	03/26/18	1,021.42 003274	EAST BAY TIRE CO.		85699	TIRES	1,021.42		
61791	03/26/18	57.00 298	ERGOMETRICS& APPLIED PERSONNEL		85770	BUS OPERATOR TEST	57.00		
61792	03/26/18	16,057.49 432	EXPRESS SERVICES INC.		85667	TEMP W/E 3/4/18	2,668.00		
					85669	TEMP W/E 3/4/18	577.13		
					85670	TEMP W/E 2/25/18	607.51		
					85785	TEMP W/E 3/4/18	2,170.00		
					85786	TEMP W/E 2/25/18	1,736.00		
					85787	TEMP W/E 2/11/18	2,170.00		
					85788	TEMP W/E 2/4/18	2,007.25		
					85793	TEMP W/E 2/11/18	1,472.00		
					85794	TEMP W/E 2/18/18	1,472.00		
					85795	TEMP W/E 2/25/18	1,177.60		
61793	03/26/18	38,067.63 002295	FIRST ALARM		85758	JAN 18 SECURITY ALL	38,067.63		
61794	03/26/18	869.53 117	GILLIG LLC		85687	INVENTORY ORDER	371.69		
					85688	INVENTORY ORDER	384.86		
					85695	INVENTORY ORDER	84.16		
					85734	INVENTORY ORDER	28.82		
61795	03/26/18	44.45 M041	GOUVEIA, ROBERT	0	85762	APR 18 RETIREE SUPP	44.45		
61796	03/26/18	2,104.04 282	GRAINGER		85730	INVENTORY ORDER	338.62		
					85731	SHRINK WRAP	56.93		
					85732	INVENTORY ORDER	286.45		
					85733	INVENTORY ORDER	4.36		
					85747	INVENTORY ORDER	11.04		
					85748	INVENTORY ORDER	894.01		
					85749	INVENTORY ORDER	96.70		
					85750	INVENTORY ORDER	15.80		
					85751	INVENTORY ORDER	315.37		
					85752	INVENTORY ORDER	84.76		
61797	03/26/18	319.01 001097	GREENWASTE RECOVERY, INC.		85691	FEB 18 WASTE PARACRU	319.01		
61798	03/26/18	32,696.50 003109	HANSON BRIDGETT LLP		85780	FEB 18 RETAINER	24,000.00		
					85781	M# 032117.006001	474.00		
					85782	M# 032117.006006	6,990.50		
					85783	M# 032117.006007	154.00		
					85784	M# 032117.008001	1,078.00		
61799	03/26/18	113.02 1117	KELLEY'S SERVICE INC.		85724	INVENTORY ORDER	1.64		
					85725	INVENTORY ORDER	23.41		
					85726	RPR VEH #1117 PC	4.68		
					85739	INVENTORY ORDER	83.29		
61800	03/26/18	1,254.24 001233	KIMBALL MIDWEST		85700	INVENTORY ORDER	1,254.24		
61801	03/26/18	1,085.59 039	KINKO'S INC.		85740	TRANSIT CENTER POSTE	140.08		
					85741	LG PRINT HEADWAYS	945.51		
61802	03/26/18	264.00 852	LAW OFFICES OF MARIE F. SANG	7	85768	CL9210149 9218396	264.00		
61803	03/26/18	157.36 003059	MAILFINANCE INC		85792	2/28-3/27 POSTAGE AD	157.36		
61804	03/26/18	2,236.10 003273	MGP XI REIT LLC		85755	APR18 JAN-MAR RETRO	2,236.10		
61805	03/26/18	783.27 001052	MID VALLEY SUPPLY INC.		85744	INVENTORY ORDER	783.27		
61806	03/26/18	103.55 003326	NIDAL HALABI & NADA ALGHARIB		85672	NAME PLATES	103.55		

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61807	03/26/18	4,054.51 003115		OFFICE TEAM			TEMP W/E 3/9/18	654.08	
						85668	TEMP W/E 3/2/18	1,231.20	
						85677	TEMP W/E 3/9/18	931.10	
						85756	TEMP W/E 3/9/18	1,238.13	
61808	03/26/18	832.79 009		PACIFIC GAS & ELECTRIC		85664	2/6-3/7 PARACRUZ	832.79	
61809	03/26/18	162.82 023		PACIFIC TRUCK PARTS, INC.		85735	INVENTORY ORDER	162.82	
61810	03/26/18	217.99 043		PALACE ART & OFFICE SUPPLY		85692	OFFICE SUPPLIES	217.99	
61811	03/26/18	1,650.00 002947		PEDALERS EXPRESS	7	85701	FEB 18 COURIER SVC	1,650.00	
61812	03/26/18	44.45 M109		PEREZ, CHERYL		85763	APR 18 RETIREE SUPP	44.45	
61813	03/26/18	518.50 481		PIED PIPER EXTERMINATORS, INC.		85705	MAR 18 RETIREE SUPP	60.00	
						85706	MAR 18 PEST SMC KIOS	40.00	
						85707	MAR 18 PEST METROMKT	55.50	
						85708	MAR 18 PEST VERNON	190.50	
						85743	MAR 18 PEST GOLF	67.50	
						85745	MAR18 PEST OPS CREEK	105.00	
61814	03/26/18	2,435.52 003345		PIERCE, ALLEN S JR		85694	MAR 18 CONSULTING	2,435.52	
61815	03/26/18	379.72 107A		PROBULD COMPANY LLC		85679	CREDIT	-16.12	
						85711	RPR KIOSK WTC	18.10	
						85712	RPR KIOSK WTC	175.64	
						85713	INVENTORY ORDER	103.99	
						85714	INVENTORY ORDER	31.82	
						85718	RPR KIOSK WTC	48.93	
						85719	RPR KIOSK WTC	14.12	
						85720	RPR KIOSK WTC	3.24	
61816	03/26/18	898.00 061		REGISTER PAJARONIAN LLC		85797	MAC MEETING AD	449.00	
						85798	PUBLIC MEETING AD	449.00	
61817	03/26/18	593.25 001153		REPUBLIC ELEVATOR COMPANY INC	0	85746	MAR 18 MAINTENANCE	593.25	
61818	03/26/18	88.90 M085		ROSSI, DENISE		85764	APR 18 RETIREE SUPP	88.90	
61819	03/26/18	44.45 M030		ROWE, RUBY		85765	APR 18 RETIREE SUPP	44.45	
61820	03/26/18	2,758.35 001379		SAFETY-KLEEN INC		85709	HAZARDOUS WASTE	2,758.35	
61821	03/26/18	20.52 135		SANTA CRUZ AUTO PARTS, INC.		85727	INVENTORY ORDER	20.52	
61822	03/26/18	17,227.37 002917		SANTA CRUZ METRO TRANSIT W/C		85777	FEB 18 REPLENISHMENT	17,227.37	
61823	03/26/18	289.67 079		SANTA CRUZ MUNICIPAL UTILITIES		85676	1/11-2/9 PARACRUZ	289.67	
61824	03/26/18	40.00 001292		SANTA CRUZ RECORDS MNGMT INC		85710	MAR 18 SHREDDING	40.00	
61825	03/26/18	2,811.38 003292		SLINGSHOT CONNECTIONS LLP		85728	TEMP W/E 3/4/18	1,378.13	
						85776	TEMP W/E 3/11/18	1,433.25	
61826	03/26/18	653.00 115		SNAP-ON INDUSTRIAL		85742	RPR SHOP TOOL	653.00	
61827	03/26/18	853.21 001232		SPECIALIZED AUTO AND		85736	RPR VEH #801	853.21	
61828	03/26/18	141.43 001976		SPORTWORKS NORTHWEST, INC.		85686	RPR VEH #1601.02,03	141.43	
61829	03/26/18	466.30 001008		SWAGELOK NORTHERN CALIFORNIA		85698	INVENTORY ORDER	466.30	
61830	03/26/18	266.52 366		TENNANT COMPANY		85772	T5 SERVICE CALL	266.52	
61831	03/26/18	3,147.49 003285		TRANSIT HOLDINGS INC		85681	INVENTORY ORDER	2,781.86	
						85716	INVENTORY ORDER	130.15	
61832	03/26/18	690.50 003037		TYCO INTEGRATED SECURITY		85717	RPR VEH #2229	235.48	
						85773	4/1-6/30 ALARM SMC	287.07	
						85774	4/1-6/30 ALARM SVT	195.60	

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61835	03/26/18	5,430.52	003152	UNIFIRST CORPORATION		85775	4/1-6/30 ALARM WTC	207.83	
						85606	LAUNDRY SERVICE	198.63	
						85607	CUSTODIAL SUPPLIES	76.51	
						85608	LAUNDRY SERVICE	198.63	
						85609	CUSTODIAL SUPPLIES	76.51	
						85610	LAUNDRY SERVICE	195.27	
						85611	CUSTODIAL SUPPLIES	76.51	
						85612	LAUNDRY SERVICE	197.92	
						85613	CUSTODIAL SUPPLIES	76.51	
						85614	LAUNDRY SERVICE	195.27	
						85615	CUSTODIAL SUPPLIES	76.51	
						85616	LAUNDRY SERVICE	195.27	
						85617	CUSTODIAL SUPPLIES	72.04	
						85618	LAUNDRY SERVICE	207.32	
						85619	CUSTODIAL SUPPLIES	72.04	
						85620	LAUNDRY SERVICE	202.97	
						85621	CUSTODIAL SUPPLIES	72.04	
						85622	LAUNDRY SERVICE	196.45	
						85623	CUSTODIAL SUPPLIES	72.04	
						85624	LAUNDRY SERVICE	204.22	
						85625	CUSTODIAL SUPPLIES	72.04	
						85626	LAUNDRY SERVICE	194.90	
						85627	CUSTODIAL SUPPLIES	74.98	
						85628	LAUNDRY SERVICE	202.57	
						85629	CUSTODIAL SUPPLIES	74.98	
						85630	LAUNDRY SERVICE	202.57	
						85631	CUSTODIAL SUPPLIES	74.98	
						85632	LAUNDRY SERVICE	242.89	
						85633	CUSTODIAL SUPPLIES	74.98	
						85634	LAUNDRY SERVICE	202.57	
						85635	CUSTODIAL SUPPLIES	69.77	
						85636	LAUNDRY SERVICE	202.57	
						85637	CUSTODIAL SUPPLIES	69.82	
						85638	LAUNDRY SERVICE	207.27	
						85639	CUSTODIAL SUPPLIES	69.89	
						85640	LAUNDRY SERVICE	202.11	
						85641	CUSTODIAL SUPPLIES	7.58	
						85642	LAUNDRY SERVICE	7.58	
						85643	CUSTODIAL SUPPLIES	7.58	
						85644	LAUNDRY SERVICE	7.58	
						85645	CUSTODIAL SUPPLIES	7.58	
						85646	LAUNDRY SERVICE	7.58	
						85647	CUSTODIAL SUPPLIES	7.58	
						85648	LAUNDRY SERVICE	7.58	
						85649	CUSTODIAL SUPPLIES	6.84	
						85650	LAUNDRY SERVICE	6.84	

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61836	03/26/18	36.41 007	UNITED PARCEL SERVICE			856511	CUSTODIAL SUPPLIES	6.84	
61837	03/26/18	200.47 003093	UPS FREIGHT			85652	CUSTODIAL SUPPLIES	6.84	
61838	03/26/18	685.56 002829	VALLEY POWER SYSTEMS, INC.			85653	CUSTODIAL SUPPLIES	6.84	
61839	03/26/18	1,642.59 221	VEHICLE MAINTENANCE PROG INC			85654	CUSTODIAL SUPPLIES	7.06	
61840	03/26/18	309.07 434	VERIZON WIRELESS		0	85655	CUSTODIAL SUPPLIES	7.38	
61841	03/26/18	75.00 001165	VU, THANH DR. MD		7	85656	CUSTODIAL SUPPLIES	7.38	
61842	03/26/18	5,085.08 001506	WESTERN STATES OIL CO.			85657	CUSTODIAL SUPPLIES	7.38	
61843	03/26/18	24.00 003290	WORKFORCEQA LLC			85658	CUSTODIAL SUPPLIES	7.38	
61844	03/26/18	44.45 M088	YAGI, RANDY			85659	CUSTODIAL SUPPLIES	7.38	
61845	03/26/18	31.52 147	ZEE MEDICAL SERVICE CO.			85660	CUSTODIAL SUPPLIES	6.99	
61846	03/26/18	42,750.00 154	DEPARTMENT OF MOTOR VEHICLES			85661	CUSTODIAL SUPPLIES	7.58	
61847	03/26/18	42,750.00 154	DEPARTMENT OF MOTOR VEHICLES			85662	CUSTODIAL SUPPLIES	6.99	
61848	03/26/18	42,750.00 154	DEPARTMENT OF MOTOR VEHICLES			85663	CUSTODIAL SUPPLIES	6.99	
61849	03/26/18	15,843.83 001075	SOQUEL III ASSOCIATES			85675	CUSTODIAL SUPPLIES	7.58	
61850	03/26/18	3,354.86 057	U.S. BANK			85702	CUSTODIAL SUPPLIES	7.58	
61851	03/27/18	21,634.00 003365	SHUTTLE BUS LEASING CORP		7	85721	MATS OPS	6.48	
61852	03/27/18	149.82 E382	TOLINE, SHARON			85722	CUSTODIAL SUPPLIES	41.78	
TOTAL		1,224,138.67	ACCOUNTS PAYABLE			85729	LAUNDRY SERVICE	14.93	
						85737	CUSTODIAL SUPPLIES	76.51	
						85738	LAUNDRY SERVICE	207.15	
						85682	FREIGHT	36.41	
						85696	FREIGHT	200.47	
						85689	INVENTORY ORDER	855.87	
						85690	CREDIT	-170.31	
						85723	INVENTORY ORDER	1,642.59	
						85665	2/2-3/1 PARACRUZ	309.07	
						85759	DMV EXAM	75.00	
						85685	INVENTORY ORDER	5,085.08	
						85771	DEC-JAN SERVICES	24.00	
						85766	APR 18 RETIREE SUPP	44.45	
						85674	SAFETY SUPPLIES	31.52	
						85789	SALES TAX #1610	42,750.00	
						85790	SALES TAX #1611	42,750.00	
						85791	SALES TAX #1612	42,750.00	
						85799	APR 18 RENT	15,843.83	
						85800	****-****-****-5056	3,354.86	
						85822	JAN 18 ARTIC LEASE	1,634.00	
						85823	FEB 18 ARTIC LEASE	5,000.00	
						85824	MAR 18 ARTIC LEASE	15,000.00	
						85834	CALTIP TRAINING	69.82	
						85835	DRIVER APPRECIATION	80.00	
TOTAL		1,224,138.67	ACCOUNTS PAYABLE				TOTAL CHECKS	262	1,224,138.67



**DATE:** April 27, 2018  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: ACCEPT AND FILE MINUTES OF THE MARCH 23, 2018 BOARD OF DIRECTORS MEETING**

**I. RECOMMENDED ACTION**

**That the Board of Directors Accept and File the Minutes of the March 23, 2018 Santa Cruz Metropolitan Transit District (METRO) Board of Directors**

**II. SUMMARY**

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Regular Meeting of March 23, 2018.
- Each meeting staff will provide minutes from the previous METRO Board of Directors meeting.

**III. DISCUSSION/BACKGROUND**

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

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None.

**V. ALTERNATIVES CONSIDERED**

None.

**VI. ATTACHMENTS**

**Attachment A:** Draft minutes for the Board of Directors Regular Meeting of March 23, 2018

Prepared by: Gina Pye, Executive Assistant

**VII. APPROVALS:**

Alex Clifford, CEO/General Manager



# Attachment A



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA MEETING MINUTES\*  
MARCH 23, 2018 – 9:00 AM  
SANTA CRUZ CITY CHAMBERS  
809 CENTER STREET  
SANTA CRUZ, CA 95060**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, March 23, 2018 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

The Board Meeting Agenda Packet can be found online at [www.SCMTD.com](http://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.

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

## **SECTION I: OPEN SESSION**

**CALL TO ORDER at 9:02 AM by Chair McPherson.**

Trina Coffman-Gomez was sworn in as METRO's newest board member by General Counsel, Julie Sherman.

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

<b>Director Ed Bottorff</b>	<b>City of Capitola</b>
<b>Director Cynthia Chase</b>	<b>City of Santa Cruz</b>
<b>Director Trina Coffman-Gomez</b>	<b>City of Watsonville</b>
<b>Director Jimmy Dutra</b>	<b>City of Watsonville</b>
<b>Director Norm Hagen</b>	<b>County of Santa Cruz</b>
<b>Director John Leopold</b>	<b>County of Santa Cruz</b>
<b>Director Donna Lind</b>	<b>City of Scotts Valley</b>
<b>Director Cynthia Mathews</b>	<b>City of Santa Cruz</b>
<b>Director Bruce McPherson</b>	<b>County of Santa Cruz</b>
<b>Director Dan Rothwell</b>	<b>County of Santa Cruz</b> <i>AR 9:19AM</i>
<b>Director Mike Rotkin</b>	<b>County of Santa Cruz</b>
Ex-Officio Director Davon Thomas	UC Santa Cruz
Ex-Officio Director Liber McKee	Cabrillo College

Ex-Officio Directors McKee and Thomas were absent.

**STAFF PRESENT:**

Alex Clifford  
Julie Sherman

METRO CEO/General Manager  
METRO General Counsel

# Attachment A

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

Angela Aitken, METRO  
Erron Alvey, METRO  
Kristina Mihaylova, METRO  
John Nevin, METRO

Bradley Snyder, Self  
Josh Stephens  
Daniel Zaragoza, METRO

## **ANNOUNCEMENTS**

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

## **BOARD OF DIRECTORS COMMENTS**

Director Dutra spoke briefly of the upcoming trip he and other Directors are planning to Washington, DC with CEO Clifford with a goal of obtaining additional federal funding and resources for METRO.

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

## **COMMUNICATIONS TO THE BOARD OF DIRECTORS**

A number of the public spoke regarding a variety of issues:

- Rick Longinotti, Campaign for Sustainable Transportation, thanked METRO for its participation in the eco pass pilot program, which would provide Downtown Santa Cruz employees with a bus pass and, hopefully, increase METRO ridership. See attached letter received at the meeting.
- Red Garrett thanked Mr. Emerson for speaking at last Saturday's Transportation Justice Conference. He then relayed a series of concerns, his advocacy for Personal Rapid Transit (PRT), etc.
- Robert Kidrick, a Santa Cruz resident, seconded Mr. Longinotti's comments and relayed his personal experience with METRO's service to UCSC for the past 30+ years.
- An unidentified gentleman suggested adding additional stops in San Jose.
- Joshua Stephens, a Santa Cruz resident, also thanked Mr. Emerson for his presentation at the Transportation Justice Conference. He asked that METRO fix the clocks on a number of buses to reflect the correct time and that METRO consider seasonal or flash fares to increase ridership.

*Director Rothwell arrived at 9:19AM*

- Dana Bagshaw applauded the eco pass program as public transportation encouragement to the community.
- Susan Cavalleri, a frequent METRO rider, believes public transportation is essential and thanked METRO and the operators for the services provided.
- Becky Taylor reiterated previous speaker comments.

Chair McPherson thanked UCSC for their cooperative nature and understanding their students and METRO needs through the years.

## **COMMUNICATIONS FROM MAC**

Having none, Chair McPherson moved to the next item.

## **LABOR ORGANIZATION COMMUNICATIONS**

Michael Rios, PSA President, Joan Jeffries, SEA President, and Juan Garcia, VMU representative, welcomed and congratulated Director Coffman-Gomez on her new appointment.

Mr. Garcia suggested METRO host an Appreciation Day for all METRO employees as some of his members felt underappreciated during the recent Transit Driver Appreciation Day breakfast.

# Attachment A

Eduardo Montesino, representing the Bus Operators and transit folks, thanked everyone for the Transit Driver Appreciation Day breakfast. He also welcomed Director Coffman-Gomez to METRO. He suggested METRO consider addressing some of the service gaps he sees with Measure D and STA funding as we go through the budget process.

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

## **ADDITIONAL DOCUMENTATION**

- METRO's response(s) to Ms. Ofelia Gomez's concerns expressed at prior meetings have been provided to each Director and are available at the back of the room.
- News articles

## **CONSENT AGENDA**

- 10-01 RECOMMENDED ACTION ON TORT CLAIMS
- 10-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF FEBRUARY 2018
- 10-03 ACCEPT AND FILE: MINUTES OF THE FEBRUARY 23, 2018 BOARD OF DIRECTORS MEETING
- 10-04 ACCEPT AND FILE: MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF NOVEMBER 15, 2017
- 10-05 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING OF MARCH 12, 2018
- 10-06 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO CAPITAL PROJECTS STANDING COMMITTEE MEETINGS OF AUGUST 15, 2017 AND MARCH 15, 2018
- 10-07 ACCEPT AND FILE: REPORT ON THE USES OF THE FY14/15 ALLOTMENT OF PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) PROGRAM AND UPDATE ON PACIFIC STATION ACTIVITIES
- 10-08 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 4<sup>TH</sup> QUARTER OF FY18
- 10-09 ACCEPT AND FILE: PROJECT CLOSEOUT: THE JUDY K. SOUZA OPERATIONS FACILITY ACCESS CONTROL SYSTEM
- 10-10 APPROVE: APPROVAL OF FY19 AND FY20 PRELIMINARY OPERATING BUDGETS AND FY19 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES
- 10-11 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO AIRTEC SERVICE FOR HEATING, VENTILATION AND AIR CONDITIONING MAINTENANCE SERVICES NOT TO EXCEED \$90,000

# Attachment A

Board of Directors Meeting Minutes  
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10-12 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO CLASSIC GRAPHICS FOR BUS BODY REPAIR AND PAINTING SERVICES NOT TO EXCEED \$450,000

10-13 APPROVE: CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S AMENDED NO SMOKING POLICY

Director Hagen brought up a number of curb access concerns at various Watsonville locations. At Director Rotkin's request, METRO staff will investigate and work with the City of Watsonville as appropriate. Director Coffman-Gomez offered to provide pertinent City contact information, adding the City is currently working on a red curb project.

There was no public comment.

**ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED**

**MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR CHASE**

**MOTION PASSED WITH 11 AYES (Directors Bottorff, Chase, Coffman-Gomez, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell and Rotkin).**

## REGULAR AGENDA

**PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR PATRICK FORTHUN, MAURIZIO ITALIA, AND JOHN NEVIN**

Bruce McPherson, Board Chair, welcomed Mr. Nevin and Vice Chair Chase presented him with the plaque.

Mr. Nevin thanked his fellow workers and various Santa Cruz first responders.

Neither Mr. Italia nor Mr. Forthun were present.

**APPROVE: ESTABLISHMENT OF THE SECOND FRIDAY OF EVERY MONTH FOR THE BOARD COMMITTEES TO MEET**

Alex Clifford, CEO/General Manager, elaborated on the staff report and the request.

Director Leopold noted that the Finance, Budget and Audit Standing Committee would adhere to the dates previously established for the next few months.

Director Dutra requested the meetings for the committees of which he is a member begin no earlier than 9:00AM.

As requested, Gina Pye will provide:

- Director Coffman-Gomez with copies of the current Committee Roster and some past meeting minutes.
- The Board with a proposed advance Committee meeting schedule.

**ACTION: MOTION TO APPROVE THE ESTABLISHMENT OF THE SECOND FRIDAY OF EVERY MONTH FOR THE BOARD COMMITTEES TO MEET AS PRESENTED**

**MOTION: DIRECTOR MATHEWS SECOND: DIRECTOR CHASE**

**MOTION PASSED WITH 11 AYES (Directors Bottorff, Chase, Coffman-Gomez, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell and Rotkin).**

**9-02A.4**

# Attachment A

## CEO ORAL REPORT

Alex Clifford, CEO/General Manager, commented on a variety of topics:

- Eco pass: The City is currently reviewing METRO's proposal. It will then be presented to the Finance, Budget and Audit Standing Committee and proceed through the required adoption process.
- Transit Appreciation Day: CEO Clifford publicly apologized to any employee who may have inadvertently felt slighted. He will look into the issues mentioned.
- Pages 10-06B.5 – 10-06B.8 of the board packet were provided at the Vice Chair's suggestion and will be updated as appropriate. Several suggestions were made to improve the information provided; e.g., restricted vs non-restricted funds, etc. Chair McPherson requested this information be added to the scmttd.com website.
- In preparation of the Washington, DC trip, several METRO managers will be meeting with the FTA Region 9 personnel to discuss funding, the recent infrastructure bill, etc.

Various Board members expressed their support for the eco pass program, asked METRO staff to consider the suggestions referring to an employee appreciation day and suggested various agencies, which may be helpful in planning METRO's Washington, DC trip .

Public comment:

John Stephens wished the Board luck with their DC trip.

## **ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2017**

Angela Aitken, Finance Manager, provided commentary to the presentation and, at Director Rotkin's request for public edification, elaborated on the plans for METRO's funding resources.

A brief discussion regarding overtime ensued. Page 14A.3 of today's board packet was referenced as a resource.

Public comment:

Becky Taylor stated she had been under the impression METRO ridership was up and asked for an explanation.

Mr. Emerson clarified that the FY18 year-to-date ridership through the second quarter (Q2) is slightly down due to the impact of ridership loss in the FY18 Q1 compared to FY17 Q1, which was prior to the September 2016 service reduction. It was noted that the recent February 23<sup>rd</sup> ridership report to the Board stated that total ridership for FY18 Q2 was up 7.3% over the FY17 Q2. This is the first quarter for which the ridership comparison is to a quarter following the September 2016 service reduction, providing a true picture of recent METRO ridership trends. It is noted that for FY18 Q2, both Hwy 17 and local fixed-route ridership are slightly down while UCSC ridership is up significantly, resulting in the net gain for the whole system..

In response to Director Mathews' request for an update: Larry Pageler, UCSC, noted the UCSC student fee measure is anticipated to be on the ballot in June; after which time, the campaign will begin. He will stay in touch with METRO staff.

## **ACTION: MOTION TO ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2017 AS PRESENTED**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR LEOPOLD**

**MOTION PASSED WITH 11 AYES (Directors Bottorff, Chase, Coffman-Gomez, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell and Rotkin).**

# Attachment A

## **ACCEPT: ORAL STRATEGIC BUSINESS PLAN UPDATE**

Barrow Emerson, Planning and Development Manager, shared the credit with Mr. Montesino regarding the kudos received from the presentation at the recent Transportation Justice Conference.

He advised the assembly that the one-day Board workshop proposed a few months ago will be rescheduled to the August/September timeframe.

## **APPROVE: RECOMMEND THE BOARD OF DIRECTORS TO HOLD IN ABEYANCE CONSIDERATION OF FARE RESTRUCTURING UNTIL LATE 2018**

Barrow Emerson, Planning and Development Manager, provided commentary to the staff report and noted that the Finance Committee endorsed this approach at its March 12 meeting, recommending it be brought forward to the full board for discussion. Staff is continuing to work on the establishment of a fare process policy based on the various funding sources. The formal public outreach process will also be postponed.

Barrow Emerson, Planning and Development Manager, provided commentary to the staff report and noted that the Finance Committee endorsed this position at its March 12 meeting, recommending it be brought forward to the full board for discussion. Staff is also continuing to work on the establishment of a fare policy which includes triggers for fare increases rather than just when we see ourselves short of \$. Staff envisions establishing operational performance benchmarks based on the requirements of our various funding providers as well as from peer agency standards. The formal public outreach will be rescheduled.

Public comment:

Josh Stephens asked that METRO take the current ticket vending machines into consideration as he's experienced non-functioning machines several times and after the Customer Service window is closed.

## **ACTION: MOTION TO APPROVE THE BOARD OF DIRECTORS HOLD IN ABEYANCE THE CONSIDERATION OF FARE RESTRUCTURING UNTIL LATE 2018 AS PRESENTED**

**MOTION: DIRECTOR LEOPOLD**

**SECOND: DIRECTOR LIND**

**MOTION PASSED WITH 11 AYES (Directors Bottorff, Chase, Coffman-Gomez, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell and Rotkin).**

## **APPROVE: CONSIDERATION OF ISSUING FORMAL INVITATIONS FOR BIDS FOR ROOF AND WINDOWS REPLACEMENTS AT PACIFIC STATION**

Erroron Alvey, Purchasing Manager, elaborated on the staff report and provided a bit of history regarding the potential contamination and clean-up issues.

Public comment:

Eduardo Montesino requested METRO invest more into the maintenance of the transit center bathrooms. Discussion ensued among the board and staff with various suggestions to address the situation.

Josh Stephens inquired as to the status of the 2014 Re-Imagine Pacific Station campaign.

Director Mathews responded this is part of a much larger package of projects converging for the downtown area on the short horizon. Mr. Stephens provided his contact information so they may continue discussions offline.

Vice Chair Chase and Director Bottorff, speaking as members of the Capital Projects Standing Committee, said METRO is looking at multiple capital needs. Two studies are being undertaken to

# Attachment A

Board of Directors Meeting Minutes  
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address the larger picture of what and how Pacific Station can serve the community at large. In the short term, repairs do need to be undertaken for the safety of the public and our employees.

**ACTION: MOTION TO APPROVE THE ISSUANCE OF FORMAL INVITATIONS FOR BIDS FOR ROOF AND WINDOWS REPLACEMENTS AT PACIFIC STATION AS PRESENTED**

**MOTION: DIRECTOR MATHEWS**

**SECOND: DIRECTOR BOTTORFF**

**MOTION PASSED WITH 11 AYES (Directors Bottorff, Chase, Coffman-Gomez, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell and Rotkin).**

**APPROVE: CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S AMENDED CONFLICT OF INTEREST CODE AND APPROVAL OF THE RESOLUTION CONFIRMING THIS ACTION**

This agenda item was pulled by Chair McPherson to be addressed at a future date.

## **REPORT OF CLOSED SESSION ITEMS**

Julie Sherman, General Counsel, announced the closed session item to be discussed:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOVERNMENT CODE SECTION 54956.9 (a)(1)) – DFEH Complaint #931508-314770, EEOC #37A-2018-01203-C, Lopez / Santa Cruz Metropolitan Transit District et al.

Bruce McPherson, Board Chair, announced the next meeting: Friday, April 27, 2018 at 9:00 AM, at METRO's Admin Offices, 110 Vernon Street, Santa Cruz, CA.

General Counsel Sherman reported that no reportable action was taken during the closed session.

## **ADJOURNMENT**

Chair McPherson adjourned the meeting at 11:12AM.

Respectfully submitted,

Gina Pye  
Executive Assistant

**9-02A.7**



Rick Longinotti, Co-chair  
Rick@SustainableTransportationSC.org

March 22, 2018

Board of Directors, Santa Cruz METRO

Dear Board Members,

I'm writing to ask your support for a one year pilot project under development by METRO staff to issue bus passes to all workers in the Downtown Santa Cruz Parking District, paid for by the Downtown Parking District.

This program can:

1. Initiate a new and stable revenue stream for METRO, after the pattern of UCSC and Cabrillo student assessments that go towards bus passes.
2. Increase ridership. Thirty percent of downtown employees polled by the City of Santa Cruz responded that a free bus pass program would influence them to change their mode of commute.
3. Reduce employee parking demand in Downtown Santa Cruz, thereby freeing up more parking for customers.

According to the METRO draft plan that was presented to the City's Downtown Commission in February, the base cost for bus passes for 4000 downtown employees is \$311,000 per year. This level of expenditure is quite do-able for the Downtown Parking District, as it represents 5% of the District's budget.

The Santa Clara Valley Transit Authority has a deeply discounted bus pass program that employers and large residential developments can buy into. The City of Boulder likewise has an Ecopass program that employers can buy into. All employees in Downtown Boulder are included in the program, paid for by parking revenue.

I encourage you to give your backing to this important effort.

Thanks for your consideration,



**DATE:** April 27, 2018  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: ACCEPT AND FILE MINUTES OF THE MARCH 23, 2018 SANTA CRUZ CIVIC IMPROVEMENT CORPORATION ANNUAL BOARD OF DIRECTORS MEETING**

**I. RECOMMENDED ACTION**

**That the Board of Directors Accept and File the Minutes of the March 23, 2018 Santa Cruz Civic Improvement Corporation Annual Board of Directors Meeting**

**II. SUMMARY**

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Santa Cruz Civic Improvement Corporation (SCCIC) Annual Board of Directors Meeting of March 23, 2018.
- After each annual SCCIC meeting, staff will provide minutes to the next regular Board of Directors meeting.

**III. DISCUSSION/BACKGROUND**

The Board requested that staff include, in the Board Packet, minutes from SCCIC meetings. Staff is enclosing the minutes from this meeting.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None.

**V. ALTERNATIVES CONSIDERED**

None.

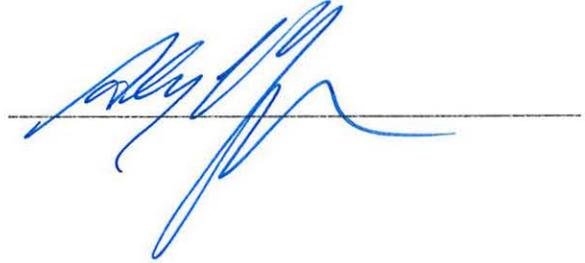
**VI. ATTACHMENTS**

**Attachment A:** Draft minutes for the Santa Cruz Civic Improvement Corporation Annual Board of Directors Meeting of March 23, 2018

Prepared by: Gina Pye, Executive Assistant

**VII. APPROVALS:**

Alex Clifford, CEO/General Manager



# Attachment A



## SANTA CRUZ CIVIC IMPROVEMENT CORPORATION BOARD OF DIRECTORS MEETING MINUTES\*

**Minutes - Board of Directors Annual Meeting**

**March 23, 2018**

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 Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California. \*Minutes are "summary" minutes, not verbatim minutes.

### **CALL TO ORDER**

Finance Manager, Angela Aitken, called the meeting to order at 8:45 a.m.

### **CONSIDERATION OF APPOINTING D. NORM HAGEN AND TRINA COFFMAN-GOMEZ, METRO DIRECTORS, TO SERVE AS SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) BOARD OFFICERS**

Due to two Directors having termed-out or vacated their position(s) in the past year, Ms. Aitken read aloud the names of the following Board Members appointed to serve on the SCCIC Board of Directors for a two year term (2018 – 2020). (See Attachment A, 2018-2019 SCCIC Roster)

Director Trina Coffman-Gomez  
Director D. Norm Hagen

The Appointees accepted and were approved by the voting members present.

### **ROLL CALL**

The following members indicated they were present:

Director Cynthia Chase, President	<input checked="" type="checkbox"/>	
Director John Leopold, Vice President	<input checked="" type="checkbox"/>	
Director Bruce McPherson, Secretary	<input checked="" type="checkbox"/>	<i>Arrived 8:47AM</i>
Director Trina Coffman-Gomez, Treasurer	<input checked="" type="checkbox"/>	
Director Norm Hagen	<input checked="" type="checkbox"/>	

Support Staff Present:  
Angela Aitken, Finance Manager

### **ORAL AND WRITTEN COMMUNICATIONS**

None.

### **ADDITIONS AND DELETIONS TO THE AGENDA**

None.

### **APPROVE PRIOR YEAR MINUTES OF FEBRUARY 26, 2016**

Action: Motion to approve the minutes of February 24, 2017 as presented.

Motion: Director Leopold Second: Director Chase

Motion passed unanimously, with Director Coffman-Gomez abstaining.

**9-03A.1**

# Attachment A

SCCIC Minutes  
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Page 2

## **ACCEPTANCE OF FINANCIAL STATEMENTS FOR FY17**

Angela Aitken, Finance Manager, presented the financial statements for fiscal year 2017. The voting members present unanimously approved the statements as presented.

## **APPROVAL OF RESOLUTION ADOPTING REVISIONS TO ARTICLE III, SECTION 3.05 OF THE BYLAWS OF THE SANTA CRUZ CIVIC IMPROVMEENT CORPORATION**

Angela Aitken, Finance Manager, presented the resolution and amended Bylaws. The voting members present unanimously approved the resolution adopting revisions to the SCCIC Bylaws as presented.

## **ADJOURNMENT**

There being no further business, SCCIC President Chase adjourned the meeting at 8:48 a.m.

Respectfully submitted,

Gina Pye  
Executive Assistant

DRAFT

# Attachment A



## **SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC)**

### **BOARD OF DIRECTORS 2018 - 2019**

	YEAR TERM BEGAN	YEAR TERM ENDS
<b>Cynthia Chase, President</b>	2017	2019
<b>John Leopold, Vice President</b>	2017	2019
<b>Bruce McPherson, Secretary</b>	2017	2019
<b>Trina Coffman-Gomez, Treasurer</b>	2018	2020
<b>D. Norm Hagen, Director</b>	2018	2020

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Alex Clifford, Chief Executive Officer

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

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**DATE:** April 27, 2018  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY  
COMMITTEE (MAC) MEETING OF FEBRUARY 21, 2018**

**I. RECOMMENDED ACTION**

**Board of Directors accept and file the minutes for the METRO Advisory  
Committee (MAC) meeting of February 21, 2018**

**II. SUMMARY**

- Staff is providing minutes from the MAC meeting of February 21, 2018.
- Each quarter staff will provide the minutes from the previous MAC meeting.

**III. DISCUSSION/BACKGROUND**

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

**IV. ATTACHMENTS**

**Attachment A:** Approved Minutes for the MAC meeting of February 21,  
2018

Prepared By: Donna Bauer, Administrative Assistant

**V. APPROVALS**

Alex Clifford, CEO/General Manager



**MINUTES\***

MAC MEETING OF FEBRUARY 21, 2018



The METRO Advisory Committee (MAC) met on Wednesday, February 21, 2018 in the METRO Administrative Office located at 110 Vernon Street in Santa Cruz, CA. The Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com) and is available for inspection at METRO's Administrative Office at 110 Vernon Street, Santa Cruz, California. \*Minutes are "summary" minutes, not verbatim minutes.

### **INTRODUCTION OF KEVIN ANDREWS AS NEW MAC MEMBER AND THE REAPPOINTMENT OF VERONICA ELSEA**

#### **CALL TO ORDER**

Meeting was called to order at 6:25 PM by Chair Pisano.

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

Michael Pisano, Chair

Joseph Martinez, Vice Chair

Kevin Andrews

Veronica Elsea

Cassity Mega

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

April Warnock, METRO

#### **COMMUNICATIONS TO THE METRO ADVISORY COMMITTEE**

Chair Pisano requested an update on adding a bus stop at the Enterprise Technology Center in Scotts Valley. Barrow Emerson, Planning and Development Manager, responded that METRO is still reviewing that and hopes to propose a service solution in the Fall 2018.

Chair Pisano inquired if METRO has considered implementing a night service for those riders who either work late or start their shift in the early morning hours to help alleviate the traffic congestion. Mr. Emerson said METRO is unable to grow the service at this time. However, METRO recently submitted a bus network plan to the Santa Cruz County Regional Transportation Commission (SCCRTC) detailing the service that would need to be in place if all the projects in the Unified Corridor Study are built.

Vice Chair Martinez mentioned there is a bench that is not bolted down on Main Street in Watsonville and gets moved routinely, making it difficult to pass through that area in a wheelchair. April Warnock, Paratransit Superintendent, asked for the specific location so that it can be fixed.

Vice Chair Martinez asked if it is faster when wheelchairs are loaded through the back door of the bus. He mentioned this was practiced in a recent visit to Los Angeles. It allowed other people to board at the front. Ciro Aguirre, Chief Operations Officer, said there were some buses manufactured with rear-door loading, but that is no longer the norm. METRO uses the ramps and kneeling system which allows the Bus Operator to monitor the boarding system better.

#### **ACCEPT AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF NOVEMBER 15, 2017**

MOTION: ACCEPT AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF NOVEMBER 15, 2017

Page 2 of 5

MOTION: ELSEA

SECOND: MEGA

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

NAYES: NONE

ABSTAIN: NONE

MOTION: CARRIED - UNANIMOUS

#### **COMMUNICATIONS FROM METRO ADVISORY COMMITTEE**

None.

#### **SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC) FUNDING FOR AUTOMATIC VEHICLE LOCATOR (AVL)**

Isaac Holly, IT Manager, gave a description of what the Automatic Vehicle Locator (AVL) system is and what it offers as benefits to both the METRO Bus Operators and riders.

METRO will be looking at on-time performance, planning tools for better utilization of routes, reducing response time from the Computer Aided Design (CAD) aviator so the Dispatchers can more effectively communicate to our Bus Operators and understand where the vehicles are in real time to make rerouting decisions more efficient. From the riders' perspective, almost every AVL offering has a real time CAD passenger information application. Chair Pisano said that will help riders plan their trips better.

Discussion continued on AVL timing and available funding sources.

#### **INVESTIGATE APPLICATION USED ON UCSC SHUTTLE SYSTEM FOR IMPLEMENTATION ON METRO CAMPUS BUSES**

Mr. Emerson addressed why METRO cannot use the application used on UCSC's shuttle system. The UCSC system uses a series of towers on campus to triangulate the location of a campus vehicle. METRO's technology works with satellites and GPS location that is available throughout the whole county.

Discussion followed on Intelligent Transportation Systems (ITS) and how AVL, AVA (Automated Vehicle Announcement), and APC (Automatic Passenger Counters) are components of ITS.

Ms. Elsea asked if the technology exists to help a rider put out a distress signal to a Bus Operator. (i.e., I am here and having trouble finding where the bus stop is or which side of the street it is on; I'm looking for the next 71; please keep an eye out for me). Mr. Holly said it depends on the vendor and application. METRO's Schedule by Stop has some of those features but can't provide feedback in real time. Ms. Elsea said it is based on knowing Bus Stop ID Numbers and being able to see it which does not work for the sight visually impaired. Mr. Holly said that when he talks to vendors, he does ask how they are addressing accessibility. The good news is that the technology exists; it's a matter of utilizing and incorporating that data into the application chosen. Our first meaningful phase is to implement AVL.

#### **WI-FI AT TRANSIT CENTERS AND PLANS FOR INTEGRATING WI-FI ON BUSES**

COO Aguirre expressed that METRO does not currently plan to have Wi-Fi at the transit centers. The goal is to keep the flow of traffic moving so that riders can get to their destination in a timely manner. There is a concern that Wi-Fi would create an environment where the public would come to congregate and not use METRO's services, thus taxing our security and ability to provide seating space for riders.

Ms. Taylor commented that METRO should want people to congregate, encourage them to use the bus system, and METRO could sell ads on it. Chair Pisano expressed concern for riders who are

# ATTACHMENT A

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transferring and have to wait one-half hour to an hour. Having Wi-Fi would be a benefit to those patrons. He suggested using it as a marketing tactic; “Buy a CruzCard; get free Wi-Fi access.”

Mr. Holly explained that there is a cost to having this system in place. Logistically, METRO would have to decide to channel any public access through our internal network or provide a dedicated connection. The bottom line--there is the cost of the initial installation of this integrated system and then there is the ongoing cost of the connection. Ms. Taylor said that she had talked to Cruzio and they seemed interested in donating the service for free. Mr. Holly said he could talk to Cruzio and see what they would be interested in doing, but we have to be careful navigating that because we get public funds. Ms. Elsea said the City of Santa Cruz talks about their fiber network and getting free network downtown. She added that if METRO has to spend a lot of money to put this in place, she'd rather the money be spent on another bus so that she doesn't have to wait downtown.

Mr. Holly said Wi-Fi on buses is different than at the transit centers and plays into having AVL. That capability may be more easily realized.

## **UPDATE ON MAC VACANCY**

Chair Pisano gave an update on the existing MAC vacancy. One seat remains open but measures are being taken to fill that. In addition to reaching out to previous candidates, ads were placed in the Register Pajaronian and Sentinel and a broader outreach was done on GovDelivery. Once the slate for the MAC Ad Hoc Committee is chosen for 2018, another meeting will be set up to review all of the applicants so that a recommendation can be made to the Board of Directors.

## **ESTABLISH AND APPROVE THE METRO ADVISORY COMMITTEE 2018 MEETING SCHEDULE**

After deliberation, the remaining 2018 MAC meetings were scheduled for April 18, August 15, and October 17.

MOTION TO APPROVE THE REMAINING 2018 MAC MEETINGS SCHEDULED FOR APRIL 18, AUGUST 15, AND OCTOBER 17.

MOTION: ELSEA

SECOND: ANDREWS

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

NAYES: NONE

ABSTAIN: NONE

MOTION: CARRIED – UNANIMOUS

## **SERVICE PLANNING UPDATE**

Mr. Emerson handed out his February 23, 2018 staff report on service planning. He gave an overview of the ridership for the second quarter of FY18 (October 1 – December 31, 2017) and introduced a new chart, “Total Second Quarter Ridership FY09 – 18.”

METRO is now a year removed from the service reduction and can compare “apples to apples” in regards to the data gathered. For the first time since the service reduction, METRO has added back the Route 71 weekend trips and two new morning express trips on the Hwy. 17 Route, one in each direction.

The Spring service change will begin on March 8, 2018. There are no changes other than the added Hwy. 17 trips. The Summer schedule is being reviewed to optimize route efficiency.

Ms. Elsea reminded Mr. Emerson to put out additional texts on when the school terms for Cabrillo and UCSC will begin and end so the general public can plan their trips accordingly. Chair Pisano asked if Larry Pageler, Director of Transportation and Parking Services at UCSC, has requested

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more service to the UCSC Campus with the expected increase in student enrollment. Mr. Emerson said Mr. Pageler is waiting for the outcome of the student election this Spring and then will determine the service needed.

## **FARE RESTRUCTURING**

Mr. Emerson distributed his February 23, 2018 staff report on fare restructuring. Staff has been conducting preliminary analysis on fare restructuring as well as opportunities for improved fare technology. One of the goals METRO wants to accomplish with a fare restructuring is to improve the quality of our technology as well as to enhance the riders' experience.

Mr. Emerson laid out the public outreach timetable and explained that it will take seven to eight months after the Board of Directors adopts a plan before any change can be implemented.

Vice Chair Martinez mentioned he had seen student interns at both Watsonville Transit Center and Pacific Station doing surveys. Mr. Emerson acknowledged that staff is gathering data that will contribute to a recommendation to the Board of Directors.

Mr. Andrews endorsed getting public input but was concerned if METRO is reaching the low income riders so their voices are heard and how his fare may be impacted as a UCSC employee. Mr. Emerson said these concerns are addressed in his staff report and Mr. Pageler is running the numbers on how any changes will affect UCSC riders.

Ms. Elsea asked if METRO could work with low income riders in a similar way that is set up with the colleges and allow bulk purchases to receive a discount. Mr. Emerson said that METRO currently has a program where we sell bulk passes at a discounted rate. He said one of the things learned from the surveys is that people would be more inclined to purchase a pass if it were available in establishments where they shop.

## **COMMUNITY TV MEETING COVERAGE**

Mr. Emerson commented that this is an expensive proposition for METRO to undertake at this time, especially when efforts are being made to move the MAC meetings back downtown to the Pacific Station.

## **PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION POLICIES FOR FIXED-ROUTE SERVICES, TRANSIT FACILITIES AND PARACRUZ**

COO Aguirre explained the intent behind the proposed Passenger Code of Conduct and Service Suspension/Exclusion Policies which were presented with a staff report (attached) at the January 26, 2018 Board meeting. In response to Ms. Taylor's concern that these policies did not get reviewed by MAC first, COO Aguirre added the Board made a decision at that meeting to reach out to riders, students and advisory committees to obtain further input.

Ms. Mega commented that most riders won't read through the document so METRO needs to provide outreach to the community (i.e., images on car cards).

## **COMMUNICATIONS TO THE SANTA CRUZ METRO CEO**

None.

## **COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS**

None.

## **ITEMS FOR NEXT MEETING AGENDA**

- Fare Restructuring
- Code of Conduct
- Preliminary Budget

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## **DISTRIBUTION OF VOUCHER**

Distributed by COO Aguirre

## **ADJOURNMENT**

Meeting adjourned at 8:10 PM.

Respectfully submitted,

Donna Bauer  
Administrative Assistant

**ATTACHMENT A***Santa Cruz Metropolitan  
Transit District*

**DATE:** February 23, 2018  
**TO:** Board of Directors  
**FROM:** Barrow Emerson, Planning & Development Manager  
**SUBJECT:** **METRO SYSTEM RIDERSHIP REPORTS FOR THE SECOND QUARTER OF FY18**

**I. RECOMMENDED ACTION**

**Accept and file the METRO system ridership report for the second quarter of FY18.**

**II. SUMMARY**

- This report contains ridership summaries and ridership by route for Santa Cruz Metropolitan Transit District (METRO) fixed route bus service for the second quarter (Q2) of FY18 (October 1 – December 31, 2017).
- Quarterly ridership reports are provided to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends.

**III. DISCUSSION/BACKGROUND**

Attachment A shows system-wide and college student ridership statistics for Q2 of FY18 and makes comparisons with ridership statistics from Q2 of FY17. This report also displays the use of passes and cash fares.

FY18 Q2 system-wide ridership increased 7.3%

Reason(s) that Fixed-Route quarterly ridership increased include:

- Ridership comparison between FY18 second quarter and the second quarter of FY17 is for similar service levels for the first time since the COA.
- UCSC ridership levels increased 16.7% compared to Q2 of FY17. They comprised 56.5% of total Q2 ridership in FY18, whereas they contributed to only 52.0% of system-wide ridership in FY17 Q2.
- Hwy 17 ridership decreased 3.2%.
- Fixed-Route ridership, excluding UCSC, ~~increased 2.9%~~ ~~decreased 6.0%~~.
- Child ridership, those under 46" accompanying an adult, is up 14%.

Hwy 17 quarterly ridership decreased 3.2%.

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

- Increased car ownership rates across the U.S. are higher than before the recession among all households, but especially among low-income consumers – those most likely to ride the bus.
- In the past 5 years, Average Annual Daily Traffic Counts have increased on Highway 17 by 9.8%. Increased congestion on the roads is slowing transit service and contributing to ridership decline.
- Inability to meet high ridership demand during peak commute times may have deterred discretionary riders with access to vehicles from continuing to use this service. To address this issue we will be introducing two new trips in the spring on weekday mornings, where we have seen the highest trip loads for this route.

UCSC ridership increased 16.7%

Reason(s) that quarterly UCSC ridership decreased include:

- There were 6 more UCSC school days in Q2 FY18 compared to Q2 FY17, a 13% increase. As UCSC comprises a substantial portion of our ridership the affect of the addition of 6 UCSC calendar days is distinct.
- Over the last five years, UCSC ridership shows an average annual increase of 2.5%.
- UCSC ridership is compensating for the 2.3% national downward trend in transit ridership reported by APTA and helping to bolster METRO fixed route ridership.

Quarterly Discounted Pass and Cash Fare usage decreased 0.2% and increased 0.5%, respectively

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

- Ridership comparison between FY18 second quarter and the second quarter of FY17 is for similar service levels for the first time since the COA.
- Discounted riders are generally more transit dependent than regular riders and less likely to find alternative modes of transportation. It is expected that their ridership levels would remain relatively stable.

Quarterly Regular Pass and Cash Fare totals decreased 9.3% and 6.8%, respectively.

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

- Loss of discretionary riders. This loss of ridership may be due to the slower speeds and inadequate service provided by transit relative to traveling in a car. Over the last 5 years of Caltrans data, Average Annual Daily Traffic Counts have increased on the Highway 1 by 10%.

# ATTACHMENT A

- Existing discretionary riders are utilizing transit less frequently reducing the need for pass purchases. This shift in ridership patterns may be due to changing workforce travel patterns.
- AB60 passed in 2015, allowing undocumented residents to acquire a drivers' license. The number of drivers licenses issued per capita in Santa Cruz County increased 4.5% from 2014 to 2016 after years of this metric being stable.

Attachment B shows average ridership per trip for all weekday and weekend routes in Q2 of FY18. System-wide, on average there are 26 riders per trip on weekdays and 27 riders per trip weekends.

- The weekday route with the highest ridership average is route 16.
  - This route serves UCSC via Laurel West.
- The weekend route with the highest ridership average is the route 16ST.
  - This route is supplemental to the route 16, which serves UCSC via Laurel East, and provides additional service primarily to UCSC students on the weekends.
- The weekday route with the lowest ridership average is route 34.
  - This route serves South Felton during the SLVUSD school term.
- The weekend route with the lowest ridership average is route 79.
  - This route serves Pajaro/East Lake.

Although FY18 Q2 showed a total ridership gain, this is primarily due to more school days for both UCSC and Cabrillo than in FY17 Q2. Contrary to this ridership increase the national trend shows public transit ridership (bus and rail) decreasing. Relative to FY15, FY16 transit ridership nationwide was down 2.3%, with bus ridership in communities with less than 500,000 population showing a 5.7% decrease. Reinforcing this trend locally, between FY09 and FY18 METRO ridership for Q2 decreased approximately 12% (Attachment C), while service hours only decreased 6.7%.

#### IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY18 operating budget.

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## V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

## VI. ATTACHMENTS

**Attachment A:** Quarterly System Ridership Summary for FY18 Q2 (October 1 – December 31, 2017)

**Attachment B:** Quarterly Average Ridership by Route Report for FY18 Q2 (October 1 – December 31, 2017)

**Attachment C:** Total Second Quarter Ridership FY09-18

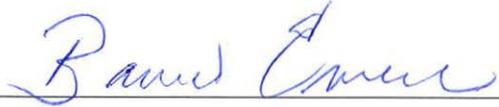
Prepared By: Cayla Hill, Planning Analyst

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## VII. APPROVALS:

Barrow Emerson,  
Planning and Development Manager



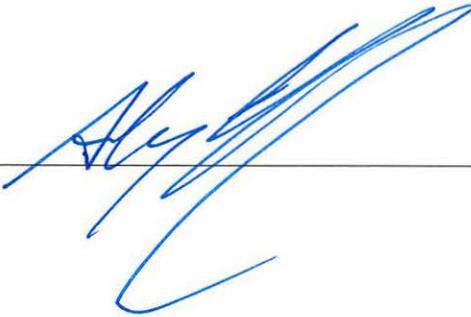
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Approved as to fiscal impact:  
Angela Aitken, Finance Manager

dlc for AA

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Alex Clifford, CEO/General Manager



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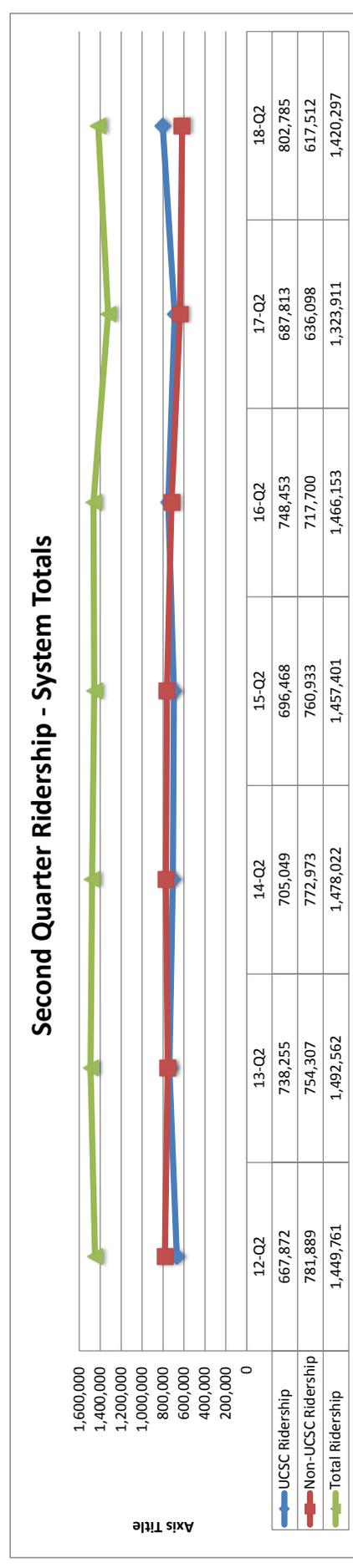
# Quarterly System Ridership Summary

FY18 Q2 (October 1, 2017 - December 31, 2017)

Calendar Operating Days	Discounted Pass Usage (Senior/Disabled)			Regular Pass Usage		
	This Year	Last Year	% Change	This Year	Last Year	% Change
Weekdays	65	65		99,420	110,675	-10.2%
Weekends	27	27		26,554	29,054	-8.6%
UCSC School Days *	52	46		11,208	11,523	-2.7%
Cabrillo Bus Pass Program **	52	47		137,182	151,252	-9.3%

Regular Cash Usage	Discounted Cash Usage (Senior/Disabled)			Regular Cash Usage		
	This Year	Last Year	% Change	This Year	Last Year	% Change
Local Single Cash Fare	52,985	52,430	1.1%	157,963	172,050	-8.2%
Hwy 17 Single Cash Fare	5,821	6,063	-4.0%	35,610	35,732	-0.3%
<b>Total Cash Usage</b>	<b>58,806</b>	<b>58,493</b>	<b>0.5%</b>	<b>193,573</b>	<b>207,782</b>	<b>-6.8%</b>

Quarterly System Totals	Quarterly Student Pass Totals		
	This Year	Last Year	% Change
Local Fixed Route	1,345,761	1,247,097	7.9%
Highway 17 Express	74,334	76,814	-3.2%
<b>System Total</b>	<b>1,420,095</b>	<b>1,323,911</b>	<b>7.3%</b>



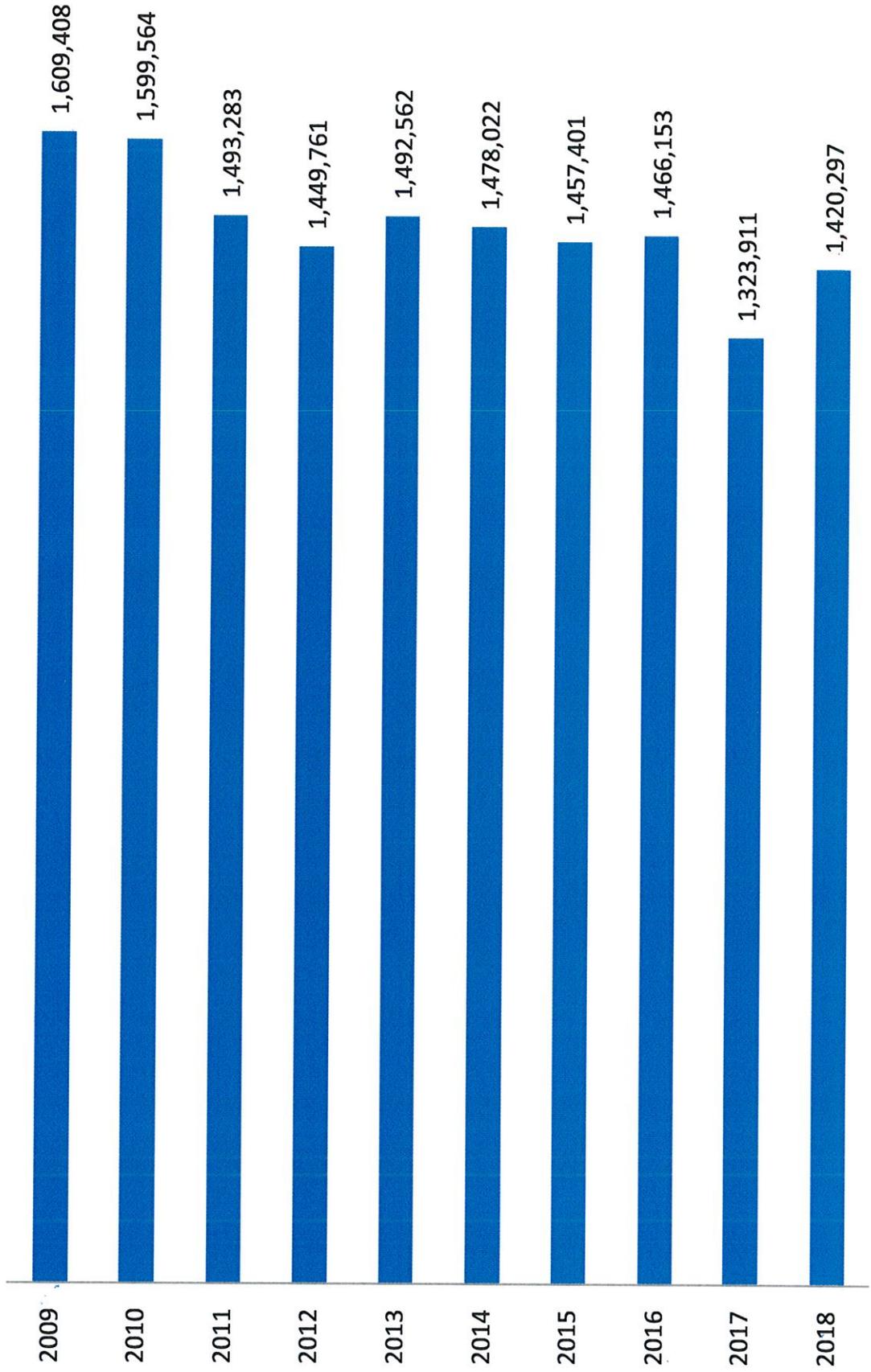
**Quarterly Average Ridership by Route Report**

July 1, 2017-September 30, 2017		Average Weekday Ridership per Trip				Average Weekend Ridership per Trip					
Route	Corridor	Riders	UCSC Riders	Cabrillo Riders	Discount Fares and Passes	Regular Passes	Riders	UCSC Riders	Cabrillo Riders	Discount Fares and Passes	Regular Passes
<b>UCSC</b>											
10	UCSC via High St.	54	52	0	1	0	52	48	0	2	1
15	UCSC via Laurel West	67	65	0	1	1					
16	UCSC via Laurel East	85	81	0	1	1	40	38	0	1	0
16ST	UCSC via Laurel East Supp.						92	88	0	1	1
19	UCSC via Lower Bay	56	53	0	1	1	61	56	0	2	1
20	UCSC via West Side	64	57	1	2	2	61	55	0	2	1
20D	UCSC via West Side Supp.	33	32	0	0	0					
22	UCSC/Coastal Science Campus	42	42	0	0	0					
<b>Intercity</b>											
35/35A	Santa Cruz/Scotts Valley/SLV	16	1	1	4	5	18	1	1	6	5
69A	Capitola Road/Watsonville	29	2	2	9	5	23	3	1	7	3
69W	Cap. Road/Cabrillo/Watsonville	31	3	7	7	5	24	3	2	6	4
71	Santa Cruz to Watsonville	31	2	6	7	6	22	1	2	7	4
91X	Santa Cruz/Watsonville Express	18	1	8	3	2					
<b>Rural</b>											
33	Lompico SLV/Felton Faire	8	0	0	1	4					
34	South Felton	1	0	0	0	0					
40	Davenport/North Coast	21	1	0	1	9					
41	Bonny Doon	12	2	1	2	4					
42	Davenport/Bonny Doon	14	2	1	2	4	13	2	1	3	2
<b>Local</b>											
3	Mission/Beach	9	3	1	3	1	8	3	0	3	1
4	Harvey West/Emeline	14	1	0	7	3					
55	Rio Del Mar	16	0	7	4	2	7	0	1	3	2
66	Live Oak via 17th	16	2	1	4	3	12	2	1	4	2
68	Like Oak via Broadway/Portola	13	3	1	4	2	11	2	1	4	2
72	Watsonville Hospital/Pinto Lake	15	0	2	5	2	9	0	0	4	1
74S	PVHS/Watsonville Hospital	15	0	1	1	2					
75	Green Valley Road	16	0	1	6	2	13	0	1	5	2
79	Pajaro/East Lake	7	0	1	3	1	5	0	0	2	1
<b>Highway 17</b>											
Hwy 17	Hwy 17 Express	17	-	-	1	7	18	-	-	1	2
<b>System-wide Avg. Riders per Trip</b>		<b>26</b>	<b>14</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>27</b>	<b>17</b>	<b>1</b>	<b>3</b>	<b>2</b>

51 Calendar School Days of SJU  
52 Calendar School Days of Cabrillo  
52 Calendar School Days of UCSC

# Total Q2 Ridership: FY09-18

■ Total Q2 Ridership



# ATTACHMENT A

*Santa Cruz Metropolitan  
Transit District*



**DATE:** February 23, 2018  
**TO:** Board of Directors  
**FROM:** Barrow Emerson, Planning & Development Manager  
**SUBJECT: ACCEPT INITIAL FARE RESTRUCTURING ANALYSIS AND  
CONCEPTS AND DIRECT STAFF TO INITIATE PUBLIC OUTREACH**

## I. RECOMMENDED ACTION

**That the Board of Directors receive initial fare restructuring analysis and concepts and direct staff to initiate public outreach**

## II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) staff has been conducting preliminary analysis on fare restructuring for local and Highway 17 Express services, including opportunities for improved fare payment technology. There will be no increase in ParaCruz fares as part of this fare restructure.
- This analysis has determined that because of stagnant revenues and increasing costs, new revenue is necessary to avoid reducing service within the next five years.
- At its February 8<sup>th</sup> meeting, the Finance, Budget and Audit Standing Committee directed staff to present initial passenger fare restructuring analysis and concepts to the Board at its February 23<sup>rd</sup> meeting.
- Staff requests that the Board of Directors receive an initial analysis and concepts and direct staff to initiate public outreach.

## III. DISCUSSION/BACKGROUND

### Background

As part of long term financial and service planning, METRO staff has been conducting preliminary analysis of passenger fare restructuring for local and Highway 17 Express services, including technological upgrades to fare payment methods. There will be no increase in ParaCruz fares as part of this fare restructure.

This analysis is necessary because of potential risks to the 5-year balanced budget. Based on future budget projections (See Attachment A1 and A2), METRO will need additional revenue to maintain service levels over the next five years, as funding sources remain relatively stable while costs continue to increase.

Staff presented the initial passenger fare restructure analysis and concepts to the Finance, Budget, and Audit Standing Committee at its February 8<sup>th</sup> meeting.

# ATTACHMENT A

The two key concepts presented were:

1. The relative amount of revenue that could be raised with either a \$0.25 or \$0.50 increase to the current \$2.00 base fare and accompanying equal increases in all pass costs for local METRO bus services.
2. A list of potential targeted strategies that could provide financial savings for sub-segments of METRO's ridership.

## Scale of Revenue Opportunities

METRO's fixed-route passenger fare revenue for FY17 was \$9.4M with almost half of passenger fare revenue coming from funding contracts with UCSC and Cabrillo College for fixed route bus service that serves both college campuses. Based on FY17 ridership, the following is a preliminary estimate of potential fare revenue growth from passenger fare increases (Attachment B):

- A. A base passenger fare increase of \$0.25 with a 12.5% increase across all fares and contracts would result in approximately \$1M of **gross** revenue gain.
- B. A base passenger fare increase of \$0.50 with a 25% increase across all fares and contracts could result in approximately \$2M of **gross** revenue gain.

The purpose of providing these estimates is to clarify the potential scale of passenger revenue growth that is possible and its relative impact on the METRO annual budget. It is important to understand that the dollar values identified above are **only estimates of gross revenue** and that these values are not the real level of actual net revenue that would be gained, as it is assumed there would be lost ridership as a result of increased fares.

Historically, transit districts can see a ridership loss of around 4-5% with a 10% fare increase. Attachment B shows the potential impact of a 5% ridership loss, reducing potential revenue by approximately \$100,000 and \$200,000 respectively, for the two potential fare increase levels noted above.

The estimates above assume that, leaving the fare increase aside, annual ridership will remain stable, an assumption that is contrary to declining public transit ridership trends across the country.

It also important to understand that these projections assume the UCSC and Cabrillo service contracts also increase by the same percentages. The ability of the two colleges to accommodate these increases has not been confirmed.

## Targeted Strategies

Separate from the two fare increase estimates noted above (A & B), Attachment B shows opportunities to implement targeted pricing strategies that would address various needs and issues of our non-UCSC/Cabrillo passenger ridership who are generally transit dependent and have lower incomes.

# ATTACHMENT A

- Scenario 1 – Increase the base fare to \$2.25 or \$2.50 but decrease the relative cost of the day pass, by reducing the current day pass cost (\$6) from three times the base fare to 2 (\$4.50 or \$5) or 2.5 (\$5.50 or \$6.25) times the single ride fare.

This proposal is intended to encourage use and give financial relief to people required to take multiple trips in one direction to complete their one way journey, in part due to METRO service network limitations. This could reduce the gross revenue increase by \$60,000 to \$135,000 depending on which strategy is chosen.

The next three scenarios are intended to reduce the number of patrons paying with cash through discounts for using passes/SMARTCARDS. Reductions in cash payments have the opportunity to help reduce METRO operating costs such as boarding delays and fare processing as well.

- Scenario 2 – Increase the base fare to \$2.25 or \$2.50, but hold the current fare for payment using any of the various passes currently offered.

Passes are popular; therefore this scenario would have a significant impact on any potential revenue increase. Assuming 5% or 10% of patrons (depending on the level of fare increase) switch from paying single ride fares to using the discounted 15-Ride Pass this scenario could reduce the gross revenue increase by \$460,000 to \$1,200,000 depending on which strategy is chosen. This significant loss would be due to the extensive discount created if we did not increase the cost of passes at all. This scenario could result in a lower percentage of ridership loss compared to other scenarios discussed herein.

- Scenario 3 - Increase the base fare to \$2.25 or \$2.50, but hold the current fare for payments using a SMARTCARD.

There is currently limited use of SMARTCARDS because of difficulty in acquiring and reloading them. Some potential fare technology improvements could address this issue. This could reduce the gross revenue increase by \$57,000 to \$93,000 depending on which strategy is chosen.

- Scenario 4 – Increase value of Cruz Cash cards by providing \$11 value for \$10 cost, to encourage non-cash payments.

This scenario could reduce the gross revenue increase by \$16,000.

The following scenario is intended to create a fare product that staff feels will serve a specific demand.

- Scenario 5 – Creation of a 20-trip youth pass at a lower price than the monthly pass, because the monthly pass doesn't seem to match youth use patterns (i.e., occasional weekday school related trips). A pricing for this product has not yet been determined so potential revenue loss has yet not been calculated.

# ATTACHMENT A

Again, adopting any of the above five scenarios would reduce the potential level of possible new revenue, as shown in Attachment B.

The premise of this last scenario is creating revenue to fund increased service.

- Scenario 6 – Currently the Hwy 17 Express 31-day pass is priced at approximately 50% discount (\$145), whereas most comparable commuter bus services provide only 25-33% discounts.

Additional funding of approximately \$79,000 to \$171,000 could fund 2-6 additional daily one-way trips in the Santa Cruz to San Jose corridor. It is not recommended to increase the current \$7 one-way fare.

Introduction of the types of fare payment methods discussed below would not only provide patrons financial incentives and additional convenience, but would also speed up the boarding process, which would reduce operating costs for METRO and improve on-time performance for patrons.

## Passenger Fare Payment Technology

In addition to the strategies discussed above to reduce the financial impact of a base fare and passes increases, there is also the opportunity to improve customer convenience, amenity and experience through modernizing fare payment products and methods.

Basic passenger fare restructuring, such as raising the base passenger fare and adjusting the discount of a monthly pass, can be achieved without any change in passenger fare collection technology. However, in order for METRO to provide some passenger fare payment methods, improved technological features may be required.

These include:

- A. Mobile ticketing, which allows purchase of tickets on mobile devices and fast and efficient boarding; and,
- B. Account based systems, which allow customers to reload value to their various pass types remotely online in real time, which again contributes to decreased boarding time.

New passenger fare collection technology could be implemented concurrently with the passenger fare restructuring if desired, or at a later date. A staff recommendation on new fare collection technology would be made based on the necessity of the particular technological features to implement the desired fare payment and pricing strategies, along with implementation cost and timeframe considerations.

METRO is currently engaging technology vendors and analyzing the various new technological features being introduced at many of our peer transit agencies. At the

# ATTACHMENT A

March Board meeting, staff will request approval to release a Request for Proposals to secure a vendor proposal for fare payment technology advances, to determine whether the costs are within METRO's capacity and the advances meet METRO's needs.

## Community Outreach

In accordance with METRO policy and FTA regulations, METRO staff is currently conducting outreach with our customers, with regard to the topics discussed in this report, through:

- A. Face-to-face surveys at Pacific Station and Watsonville Transit Center; and,
- B. Online surveys specifically tailored to both local and Hwy 17 riders;

Staff requests the Board direct staff to initiate public outreach activities to discuss the concepts presented above, including:

- A. Speaking engagements with various stakeholder groups, such as representatives of the senior and disabled communities; and,
- B. A series of geographically oriented public open houses.

The goal of this outreach is to further understand passenger travel patterns and which passenger fare payment technology improvements would be most beneficial to our riders.

## Process

Staff has initiated the following community outreach process in order to provide adequate time for public consideration prior to a final passenger fare restructuring decision May 2018 and the adoption of the METRO annual budget in June 2018:

- A. February through March 2018: Staff analysis and community engagement
- B. March 23, 2018: Preliminary staff recommendations to the Board
- C. March - May 2018: Formal Public comment process
- D. May 18, 2018: Public Hearing and possible Board adoption of revised Fare Policy
- E. January 2019: Possible implementation of revised fare structure and enhanced fare payment technology.

The public outreach process set forth above will also include a number of targeted efforts, which may include all or some of the following: bilingual onboard messages for customers, newspaper notices, a news release, and community meetings. In addition, presentations will be made to the METRO Advisory Committee (MAC), UCSC and Cabrillo College, which have service contracts with METRO. Finally, staff will reach out to community-based organizations to inform them of the proposed changes. Public comments/feedback will be shared with the Board.

# ATTACHMENT A

Board of Directors  
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## IV. FINANCIAL CONSIDERATIONS/IMPACT

The initiation of a passenger fare restructuring analysis does not, in itself, have a financial impact, although outcomes of the process may result in initiatives that could have financial considerations, including increased passenger revenue and/or additional costs to provide improved fare technology tools.

## V. ALTERNATIVES CONSIDERED

The alternative is to not perform long-range passenger fare restructuring analysis, by which we could be missing possible opportunities related to operating efficiencies, marketing and long-term budget planning. This is not recommended.

## VI. ATTACHMENTS

**Attachment A1:** Total Revenue & Expenses FY12 – FY 22

**Attachment A2:** CPI Chart Updated 8-30-17

**Attachment B:** FY19 Fare Increase Scenarios

Prepared By: Barrow Emerson, Planning & Development Manager

# ATTACHMENT A

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## VII. APPROVALS:

Barrow Emerson,  
Planning & Development Manager



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Approved as to fiscal impact:  
Angela Aitken, Finance Manager

*dk for AA*

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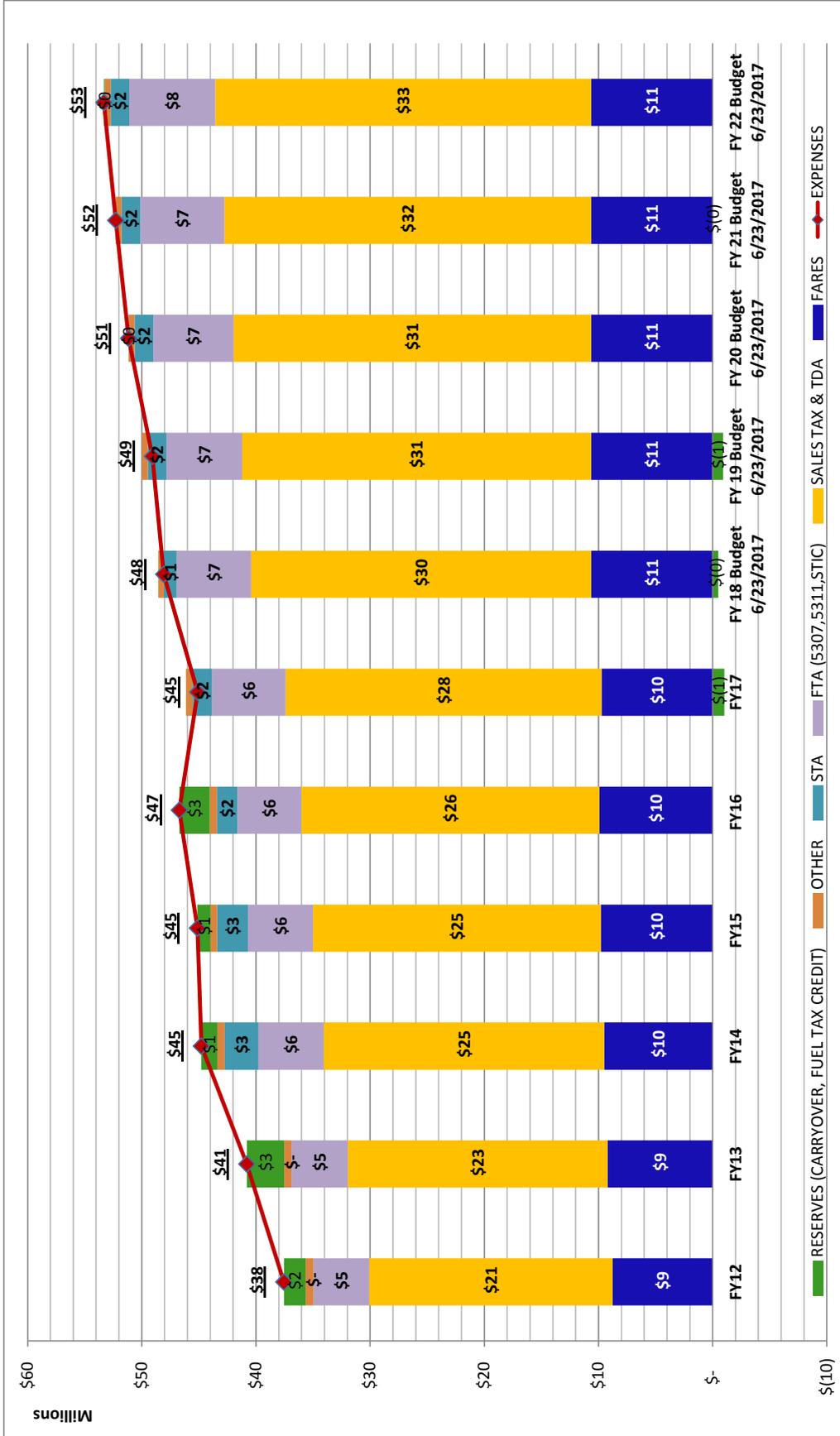
Alex Clifford, CEO/General Manager



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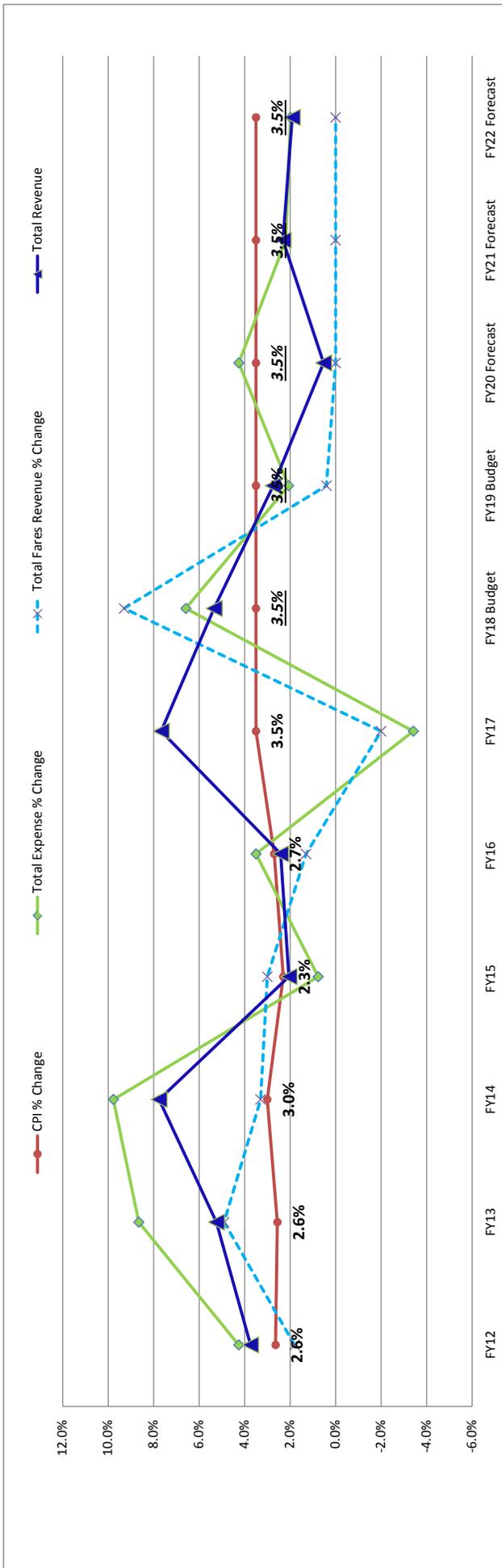
# ATTACHMENT Attachment A1

Total Revenue and Expenses  
FY12-FY22



# Attachment A

CPI Chart updated 08-30-2017



	FY12	FY13	FY14	FY15	FY16	FY17	FY18 Budget	FY19 Budget	FY20 Forecast	FY21 Forecast	FY22 Forecast
<b>Passenger Fares</b>	\$ 3,729,509	\$ 3,014,081	\$ 1,482,786	\$ 1,482,786	\$ 250,228	\$ 296,345	\$ 8,772,949	\$ 8,772,949	\$ 37,552,200	\$ 37,552,200	\$ 35,657,056
<b>% VAR</b>	3%	3%	8%	-1%	-1%	3%	3%	3%	5%	9%	5%
<b>Special Transit Fares</b>	\$ 3,849,089	\$ 3,336,122	\$ 1,500,202	\$ 1,500,202	\$ 497,552	\$ 304,536	\$ 9,204,061	\$ 9,204,061	\$ 40,801,065	\$ 40,801,065	\$ 37,524,342
<b>% VAR</b>	0%	0%	3%	2%	2%	8%	8%	8%	3%	10%	8%
<b>Highway 17 Fares</b>	\$ 3,759,724	\$ 3,647,730	\$ 1,547,791	\$ 1,547,791	\$ 511,729	\$ 329,050	\$ 9,796,024	\$ 9,796,024	\$ 45,128,510	\$ 45,128,510	\$ 41,264,128
<b>% VAR</b>	-2%	-2%	9%	3%	3%	0%	0%	0%	3%	1%	2%
<b>Total Fares Revenue</b>	\$ 3,614,890	\$ 3,726,200	\$ 1,816,162	\$ 1,816,162	\$ 411,842	\$ 327,768	\$ 9,896,862	\$ 9,896,862	\$ 46,706,727	\$ 46,706,727	\$ 42,260,818
<b>% VAR</b>	-4%	-4%	2%	17%	17%	-20%	0%	0%	1%	3%	2%
<b>Paratransit Fares</b>	\$ 2,849,064	\$ 4,424,951	\$ 1,644,388	\$ 1,644,388	\$ 503,961	\$ 298,506	\$ 9,720,869	\$ 9,720,869	\$ 45,110,026	\$ 45,110,026	\$ 45,499,534
<b>% VAR</b>	-21%	-21%	19%	-9%	-9%	22%	-9%	-9%	-2%	-3%	8%
<b>Highway 17 Payments</b>	\$ 2,791,893	\$ 5,206,844	\$ 1,758,751	\$ 1,758,751	\$ 525,000	\$ 339,141	\$ 10,621,629	\$ 10,621,629	\$ 48,077,820	\$ 48,077,820	\$ 47,927,640
<b>% VAR</b>	-2%	-2%	18%	7%	7%	4%	14%	14%	9%	7%	5%
<b>Total Expenses*</b>	\$ 2,791,893	\$ 5,246,644	\$ 1,758,751	\$ 1,758,751	\$ 525,000	\$ 339,141	\$ 10,661,429	\$ 10,661,429	\$ 49,069,801	\$ 49,069,801	\$ 49,244,470
<b>% VAR</b>	0%	0%	1%	0%	0%	0%	0%	0%	0%	2%	3%
<b>Total Revenue**</b>	\$ 2,791,893	\$ 5,246,644	\$ 1,758,751	\$ 1,758,751	\$ 525,000	\$ 339,141	\$ 10,661,429	\$ 10,661,429	\$ 51,155,709	\$ 51,155,709	\$ 49,502,961
<b>% VAR</b>	0%	0%	0%	0%	0%	0%	0%	0%	0%	4%	1%
<b>Total Revenue**</b>	\$ 2,791,893	\$ 5,246,644	\$ 1,758,751	\$ 1,758,751	\$ 525,000	\$ 339,141	\$ 10,661,429	\$ 10,661,429	\$ 52,276,268	\$ 52,276,268	\$ 50,645,344
<b>% VAR</b>	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%	2%
<b>Total Revenue**</b>	\$ 2,791,893	\$ 5,246,644	\$ 1,758,751	\$ 1,758,751	\$ 525,000	\$ 339,141	\$ 10,661,429	\$ 10,661,429	\$ 53,312,478	\$ 53,312,478	\$ 51,609,055
<b>% VAR</b>	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%	2%

\* Total Expenses do not include year-end Depreciation, W/C IBNR, GASB 45 OPEB adjustments, or GASB 68 Pension adjustments.

\*\* Total Revenue does not include STA and TRANSFERS FROM RESERVES

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FY19 Fare Increase Scenarios					
#	Scenarios	Usage Figures	Gross Revenue Increase	Net Revenue Increase w/ Ridership Loss <small>* Assumed 5% for 25¢ scenarios and 10% for 50¢ scenarios</small>	Loss Compared to Base Scenarios
	12.5% increase on base fare and all passes (.25¢ base fare increase)	44% of boardings pay cash base fare	\$993,421	\$885,319	NA
	25% increase on base fare and all passes (.50¢ base fare increase)		\$2,013,915	\$1,773,010	NA
	12.5% base fare increase w/ 2.5x day pass value				\$60,516
1	25% base fare increase w/ 2.5x Day Pass value	9% of boardings use a day pass			\$67,522
	12.5% base fare increase w/ 2x Day Pass value				\$121,032
	25% base fare increase w/ 2x Day Pass value				\$135,047
	12.5% base fare increase w/o Changes to Current Passes	56% of boardings are w/ a pass			\$456,966*
2	25% base fare increase w/o Changes to Current Passes				\$1,234,155*
	12.5% base fare increase w/o Changes to Smartcard Fares	266,954 boardings occurred w/ smartcards in FY 17			\$56,928
3	25% base fare increase w/o Changes to Smartcard Fares				\$93,388
	10% Extra Value on Stored Cash Card Purchases	7,149 stored value cash cards sold in FY 17			\$15,855
	12.5% base fare increase w/ 20 Ride Youth Pass	3,205 youth 31-day passes sold in FY 17			TBD
5	25% base fare increase w/ 20 Ride Youth Pass				TBD
	12.5% base fare increase ONLY ON LOCAL BUSES w/ HWY 17 31-Day pass value changed to 30x	28% of HWY 17 boardings occurred with a 31-day pass in FY 17			\$171,018 into service
6	25% base fare increase ONLY ON LOCAL BUSES w/ HWY 17 31-Day pass value changed to 30x				\$171,018 into service
	12.5% base fare increase ONLY ON LOCAL BUSES w/ HWY 17 31-Day pass value changed to 25x				\$79,073 into service
	25% base fare increase ONLY ON LOCAL BUSES w/ HWY 17 31-Day pass value changed to 25x				\$79,073 into service

# ATTACHMENT A

*Santa Cruz Metropolitan  
Transit District*



DATE: January 26, 2018  
TO: Board of Directors  
FROM: Alex Clifford, CEO/General Manager  
SUBJECT: ESTABLISHMENT OF PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION POLICIES FOR FIXED-ROUTE SERVICES, TRANSIT FACILITIES AND PARACRUZ

## I. RECOMMENDED ACTION

**That the Board of Directors approve the fixed-route, transit facilities and ParaCruz passenger code of conduct and service suspension/exclusion policies**

## II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) does not currently have a formal, Board-adopted fixed-route, transit facilities or ParaCruz passenger code of conduct or service suspension policy
- In the absence of a such policy, METRO has communicated "Riding Tips & Policies" to customers via a page in the quarterly Headways
- METRO has experienced increasing incidents of inappropriate passenger behavior, which can create significant service disruptions and even unsafe environments for operators and passengers
- Adoption of formal policies, along with a public education process, could help mitigate these disruptive behaviors and ensure the safety of our operators and passengers, as well as ensure that the system continues to be a reliable and welcoming form of transportation for our community
- Following Board approval, staff will incorporate changes in the ParaCruz Guide and return to the Board for final approval.

## III. DISCUSSION/BACKGROUND

Most public transit agencies have a passenger code of conduct policy. Such policies communicate to the riding public the agency's rider etiquette expectations. Having a policy in place is also an important component in successful rider suspension or exclusion actions.

Some common challenges experienced on the METRO system include:

- Strollers and other non-ADA devices taking up passenger space or creating a safety hazard in the aisle

**9-04A.24**

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- The need for “hoverboards” to be excluded from the system given their propensity to catch fire, especially since METRO operates CNG buses
- Able bodied passengers occupying identified Senior/Disabled seating areas, and refusing to relinquish those seats when asked to do so by the Operators
- Passengers occupying more than one-seat by placing luggage, backpacks and personal items on the seat next to them or laying across multiple seats
- Unauthorized animals
- Fare evasion
- Smoking/”vaping”
- Alcohol consumption
- Disorderly conduct including verbally or physically abusing the bus operator or customers
- Excessive noise – Playing radios
- Excessive Odors
- Loitering at METRO facilities
- Solicitation at METRO facilities
- Intoxication
- Litter
- Lewd conduct
- Physical altercations

Although staff and legal counsel have worked effectively with local law enforcement to mitigate passenger disruptive behavior when it becomes violent, law enforcement is not as effective or available when behavior is seriously disruptive, but not violent. In order to more effectively deal with these types of disruptive passengers, staff and legal counsel have developed the passenger code of conduct and service suspension/exclusion policies. The policies were drafted in compliance with FTA civil rights and ADA regulations and guidance and would provide METRO with the ability to suspend offenders from using METRO's system for an appropriate period of time. Each incident will be evaluated on a case-by-case basis and any service suspension will include a notice and appeals process.

**Policy enforcement:** For the safety of METRO bus operators, bus operators and ParaCruz drivers are trained in conflict avoidance and conflict de-escalation. Operators will have no new duties under the proposed policies. As they do today, operators will continue to use good judgment in determining how best to handle a disruptive passenger. In some cases, the bus operator are able to neutralize the challenge as it occurs. In other cases bus operators radio dispatch

# ATTACHMENT

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and seek the assistance of a road supervisor. In other cases, the bus operator, security personnel or road supervisor will document the severity or recurring nature of the incident(s) and work with METRO's legal department to pursue the appropriate measure, which might include suspending or excluding the rider from the METRO system for a short or prolonged period of time. Finally, Security personnel will enforce the policy at transit centers that are staffed with contracted security.

Prior to the finalization of the policies, the SEIU reviewed the fixed-route and facilities policy and the UTU/SMART reviewed both the fixed-route and facilities policy and the ParaCruz policy. Both unions were afforded the opportunity to provide feedback and suggested edits.

If adopted by the METRO Board, the policies will go into effect immediately. A bilingual pamphlet will be developed that will communicate the key points of the policies; the full policies will be posted on METRO's website; and the bilingual pamphlet will also be available on the METRO website. Additionally, bilingual car-cards will be developed for display inside the buses.

## IV. FINANCIAL CONSIDERATIONS/IMPACT

Adoption of the policies should result in a minimal fiscal impact. There will be a yet to be determined cost associated with the development and production of the educational materials. The CEO proposes that such expense can be absorbed in the agency's printing budget and the FY18 marketing budget, Account 504215 and Department 1100, account 503031 – Professional/Technical Services.

## V. ALTERNATIVES CONSIDERED

Do nothing – The CEO does not recommend this approach since METRO is in need of policies that will guide its response to inappropriate behavior on the system. Further, in the absence of such policies, METRO may face challenges in successfully obtaining future restraining orders. Finally, it is appropriate to educate riders on METRO rider etiquette expectations.

## VI. ATTACHMENTS

**Attachment A:** Fixed-Route and Facilities Code of Conduct

**Attachment B:** ParaCruz Code of Conduct

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

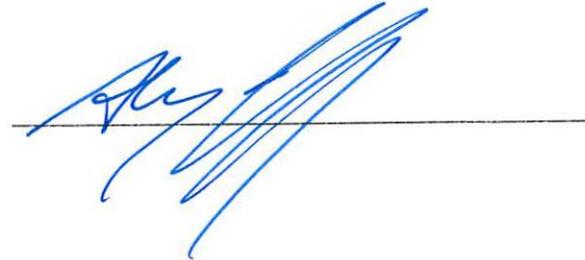
**9-04A.26**

**VII. APPROVALS:**

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



# Attachment A



## Legal Department

\_\_\_\_\_  
Department Manager/Title

\_\_\_\_\_  
CEO

### **PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION FOR FIXED ROUTE SERVICES AND TRANSIT FACILITIES**

**Policy #:** AP-\_\_\_\_\_  
**Origination Date:** \_\_\_\_\_  
**Revised Date:** \_\_\_\_\_

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#### **I. PURPOSE**

- 1.01 The Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”) is committed to providing quality and non-discriminatory public transportation within Santa Cruz METRO’s service area. There are occasions, however, when customer behavior seriously disrupts or endangers the health and safety of our employees and members of the public who use our services. When this occurs, it may be necessary to deny Santa Cruz METRO services and/or access to Santa Cruz METRO facilities to those customers in accordance with the criteria and procedures specified in this Policy.
- 1.02 This Policy is enacted pursuant to the authority granted to Santa Cruz METRO by the California Penal Code Section 640(e) and the California Public Utilities Code Sections 99112 and 99580 et seq.
- 1.03 Reference Article V of this Policy for those circumstances/behavior that may result in suspension/exclusion.

#### **II. APPLICABILITY**

- 2.01 This Policy applies to any member of the public utilizing Santa Cruz METRO’s fixed route service, or while on Santa Cruz METRO’s property or facilities.
- 2.02 Santa Cruz METRO will post this Policy at each of its transit centers and on its website upon adoption.

#### **III. DEFINITIONS**



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- 3.01 **“Abuse”** and **“harassment”** means any physical or verbal mistreatment, including assault, hitting, kicking, gestures, yelling, spitting, threats, intimidation, assaults, slurs, and cursing. Intimidation, threats and slurs include, but are not limited to, racially-motivated comments.
- 3.02 **“Fare”** means the monetary charges established by Santa Cruz METRO for the use of its transit services and facilities.
- 3.03 **“Graffiti”** means any unauthorized inscription, word, figure, tag, mark or design that is written, marked, etched, scratched, drawn painted or otherwise affixed onto Santa Cruz METRO facilities or property.
- 3.04 **“Santa Cruz METRO vehicle”** means a Santa Cruz METRO bus, van or other vehicle owned, operated, or used by Santa Cruz METRO or its contract service providers transporting Santa Cruz METRO representatives or customers.
- 3.05 **“Santa Cruz METRO Facility”** means any property identified as being owned and/or operated by Santa Cruz METRO, including but not limited to all transit centers, bus stops, operating and maintenance facilities, and Santa Cruz METRO's administrative offices.
- 3.06 **“Weapon”** includes but is not limited to firearms, switchblades knives, axes, gravity knives, box cutters, straight razors, unpackaged razor blades, swords, nun chucks, explosives, dangerous chemicals or devices, radioactive materials, and highly combustible materials.

#### **IV. RULES PERTAINING TO USE OF SANTA CRUZ METRO'S FACILITIES/VEHICLES**

##### 4.01 Boarding/Alighting and Fare Payment

- A. Board at the front of the bus and use the handrails to help you board safely.



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- B. Exit at the rear door of the bus. For your safety, METRO encourages elderly, disabled and passengers with small children to alight through the front doors and use the handrails.
  - C. Stand up and make yourself visible to the bus operator, as the bus approaches the bus stop unless in a wheelchair. If in a wheelchair, make yourself visible to the bus operator.
  - D. To reduce boarding time and assist in keeping schedules on time, please have your CRUZ Card or Discount Fare ID Card and exact fare ready. Cash or proof of fare is required to board the bus. If a discount is requested, proof of qualifying discount must be provided.
  - E. The bus operator will notify customers to wait while he/she boards a person with disabilities first.
  - F. All seats near the front of the bus are identified for senior and disabled customers. Federal law requires that a non-qualifying patron move to another seat or stand when a qualifying patron needs the seat.

#### 4.02 Strollers, Luggage, Bicycles and Skateboards

- A. Folding strollers and folding bikes (under 5 feet in length when folded) are allowed inside the bus, as long as they can be folded and stored out of the aisle and controlled by the passenger and do not obstruct additional seats beyond the seat in which the passenger is sitting.
- B. Bicycles, skates, skateboards, kick scooters and other wheeled devices, except wheelchairs and mobility aid devices, may not be ridden on Santa Cruz METRO property or buses. Since many of Santa Cruz METRO's buses operate on compressed natural gas, electronic skateboards, sometimes called "hoverboards" and other similar electronic powered devices are expressly precluded from METRO buses and facilities given their propensity to catch fire.



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- C. Passengers may carry or walk wheeled riding devices, excluding hoverboards, in a safe manner at Santa Cruz METRO facilities to park and/or board the bus.
  - D. All passengers with wheeled riding devices, including wheelchairs and mobility aid devices, excluding hand-held skates or skateboards, must use ramps or elevators to access elevated or lowered platforms.
  - E. Tandem, three-wheeled, or fuel-powered bicycles are not permitted on any Santa Cruz METRO facilities or buses.

#### 4.03 Animals

- A. Animals are not permitted in Santa Cruz METRO facilities or vehicles, unless one of the following applies:
  - 1. The animal is in a secure carrier specifically designed for transporting animals;
  - 2. The animal is a certified police dog and is accompanied by a peace officer; or
  - 3. The animal is a service animal, as defined by the Americans with Disabilities Act (ADA). A Bus Operator may ask whether the animal is a service animal and what service the animal performs for the handler (*See Santa Cruz METRO's Service Animals Policy*).
- B. Handlers must ensure that an animal shall not deprive a customer of a seat or block an aisle. Handlers shall maintain control of their animals at all times.
- C. Handlers of animals shall promptly remove all animal waste from Santa Cruz METRO facilities and vehicles.
- D. Do not allow any animal to occupy a seat on transit property, to run at large without a leash, to unreasonably disturb others, or obstruct the flow of passenger or bus traffic.



## 4.04 Miscellaneous

- A. Food and drink are permitted on Santa Cruz METRO buses, provided they are not easily spilled.
- B. For Safety purposes, all passengers must wear soled foot covering (shoes, flip flops, high heels, etc.) while on a Santa Cruz METRO bus or at a Santa Cruz METRO facility.
- C. All passengers must disembark the bus at the end of the line (bus layover).
- D. Commercial activity is prohibited at any Santa Cruz METRO facility, property, or on any transit vehicle, unless permitted and authorized by Santa Cruz METRO or its agents.
- E. Santa Cruz METRO transit facility public restrooms are for Santa Cruz METRO bus patrons, Santa Cruz METRO employees and patrons of authorized vendors at the transit facility.

## **V. CRITERIA FOR SUSPENSION OF SERVICE AND/OR EXCLUSION FROM BUS OR TRANSIT FACILITIES**

5.01 The following conduct (hereinafter referred to as “Suspendable Conduct”) will subject a Santa Cruz METRO customer to removal, including immediate removal where appropriate, and/or exclusion from buses and/or transit facilities:

### 5.02 Fare Evasion

- A. Failure to follow the standards provided in Section 4.01 above.

### 5.03 Blocking

- A. Intentionally obstructing or impeding the flow of transit vehicles, passenger traffic, hindering or preventing access to transit vehicles or



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transit centers, or unlawfully interfering with the provision or use of public transportation services.

- B. Blocking an aisle, door, or stairway with one's body or an object, in a way that poses a danger, unreasonably impedes a patron's movement, or displaces a person.
- C. Occupying more than one seat. For the courtesy of all other passengers, and to ensure seating availability, personal items are not to be placed on passenger seats.
- D. Bringing onto a transit vehicle, any package or other object which blocks an aisle or stairway or occupies a seat, if to do so would, in the bus operators sole discretion, cause a danger to, or displace passengers or expected passengers.

#### 5.04 Animals

- A. Failure to follow the standards provided in Section 4.03 above.

#### 5.05 Food, Alcohol, Drugs and Weapons

- A. Failure to follow the standards provided in Section 4.04 above.
- B. Carrying any flammable liquids, explosives, acid, battery, or other article or material likely to cause harm to others. Firearms, fireworks and hoverboards are strictly prohibited on all buses and at all facilities.
- C. Drinking or carrying alcohol in an open container is prohibited on all buses and Santa Cruz METRO facilities.
- D. Sticking of affixing chewing gum onto any surfaces in a bus or Santa Cruz METRO facility is strictly prohibited.



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## 5.06 Disorderly Conduct

- A. Harassing or abusing a Santa Cruz METRO employee or customer because of that person's race, nationality, sexual orientation or other protected classifications.
- B. Sexually harassing any Santa Cruz METRO employee or customer.
- C. Disruptive conduct of customers who are temporarily unable to care for themselves due to illness or intoxication (alcohol, drugs, or other intoxicating substances), which interferes with the safe and smooth operation of the system.
- D. Verbal, threatening, violent or physical abuse of Santa Cruz METRO employees, or customers. This includes engaging in or soliciting another person to engage in lewd conduct.
- E. Defacing, destroying or otherwise damaging Santa Cruz METRO property or any signs, notices or advertisements on transit property, or buses, including graffiti of any kind. Willfully tampering with, removing, displacing, damaging, or destroying any part of any facility or vehicle of Santa Cruz METRO.
- F. Discarding litter other than in designated trash receptacles.
- G. Behavior that presents a danger to the health, safety or welfare of the offending customer, other customers, or a Santa Cruz METRO employee. Such behavior includes conduct which is violent, seriously disruptive, or illegal as defined by the California Penal Code.
- H. Extending an object or a portion of one's body through the door or window of a transit vehicle while it is in motion.
- I. Placing one's feet or shoes on seats or furnishings within buses and transit centers.



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- J. Urinating, defecating, vomiting, spitting or inappropriately discharging of bodily fluids on transit property.
  - K. Possession of alcohol, controlled or hazardous substances, guns, knives or devices that are weapons or appear to be capable of being used as a weapon. This provision does not apply to law enforcement or security personnel.
  - L. Hanging or swinging on bars or stanchions, with feet off the floor, inside a transit vehicle or other transit property; hanging onto or otherwise attaching oneself at any time to the exterior of a transit vehicle or other transit property.
  - M. Throwing any object from a transit vehicle.
  - N. Criminal conduct prohibited by the California Penal Code.

## 5.07 Noise, Odors, Health and Safety

- A. Intentionally disturbing others by engaging in loud, boisterous, raucous, unruly, or harassing behavior that is harmful and intimidating to others, including gum popping, whistling and drumming or pounding.
- B. Playing an audio device, audible game device, cell phone on speaker, musical instrument or any other sound producing equipment, except when the equipment is connected to earphones that limit the sound to the individual listener. When using earphones, the volume must be lowered such that passengers sitting in adjacent seats will not be bothered by the sounds emanating from the earphones.
- C. A person may not be on or in a Santa Cruz METRO bus or facility with an unavoidable repulsive odor so extreme it causes a nuisance and/or unreasonably interferes with the use, operation or enjoyment of Metro facilities or impacts the health, welfare or safety of other customers or Santa Cruz METRO employees.



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- D. Other behavior or condition that presents an unacceptable health, safety or welfare risk to Santa Cruz METRO customers or employees.

## 5.08 Loitering

- A. Camping in or on Santa Cruz METRO transit property, including bus shelters; storing personal property on benches, floors or other areas of Santa Cruz METRO transit property.
- B. Failure to disembark the bus at the end of the line (bus layover).
- C. Loitering at a Santa Cruz METRO facility, including bus shelters, is strictly prohibited. No one shall be allowed on a Santa Cruz METRO facility without a valid bus fare, unless in the process of moving towards a ticket vending machine or customer service window to purchase a valid bus fare, or to patronize one of the authorized vendors at the transit facility.
- D. Use of Santa Cruz METRO transit facility public restrooms by non-Santa Cruz METRO bus patrons, Santa Cruz METRO employees and patrons of authorized vendors at the transit facility.

## 5.09 Commercial Activity / Solicitation

- A. Soliciting, advertising, selling or distributing goods or services on transit property, except as authorized by Santa Cruz METRO or its agents.
- B. Engaging in or soliciting another person to engage in prostitution or other illicit activity.

## 5.10 Miscellaneous

- A. Smoking or carrying a lighted or smoldering pipe, cigar, cigarette, electronic cigarette, "vaping" device, or using any tobacco, marijuana or other products on Santa Cruz METRO properties or buses. Smoking is also prohibited within 50 feet of any bus stop or 25 feet of any Santa Cruz METRO facility window door, and on or in any transit vehicle or facility.



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- B. Discharging or activating a laser-emitting device on a transit vehicle or Santa Cruz METRO facility, directing such a device from a transit vehicle toward any other moving vehicle, or directing such a device toward any Santa Cruz METRO employee or passenger.
  
  - C. Failure to wear soled foot covering (shoes, flip flops, high heels, etc.) while on a Santa Cruz METRO bus or at a Santa Cruz METRO facility.

## **VI. PROCEDURES FOR SUSPENSION AND/OR EXCLUSION**

- 6.01 A person who violates this Policy is subject to a notice of violation and imposition of any and all remedies, fines, criminal sanctions, damages, and penalties available by law. Enforcement of any provisions of this Policy involving the payment of any fees, penalties or other administrative amounts, or community service, based on California Penal Code section 640 (b) and (c), shall be pursuant to the authority and according to the procedures, herein and as set forth in the California Public Utilities Code including section 99580 et seq. Parents or guardians shall also be responsible in addition to the minor for any fees, penalties, or fines incurred or damages caused by their minor in connection with a citation. violation of this Policy that is also a violation of a local, state, or federal law may be prosecuted in a court proceeding by the appropriate authority, in addition to any enforcement by or remedies available to Santa Cruz METRO. Failure to comply with an exclusion determination may result in fines, a citation for criminal trespass, and any other applicable criminal and civil remedies.
  
- 6.02 Service may be suspended and the passenger may be removed from the bus if a passenger engages in suspendable conduct. Based upon the seriousness of the passenger's conduct, prior experiences with the passenger and, taking into account information presented by the involved passenger and Santa Cruz METRO employees, Santa Cruz METRO will determine the length of the suspension or determine whether exclusion from service is warranted.



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- 6.03 A Notice of Suspension/Exclusion will, if possible, be mailed to the involved passenger. If service of the Notice of Suspension/Exclusion on the passenger cannot be accomplished by regular mail, Santa Cruz METRO may use other methods of obtaining service on the passenger, including hand-delivery.
  
  - 6.04 Passengers may present information opposing a suspension or exclusion by contacting the Chief Operations Officer (COO) at Santa Cruz METRO's Administration offices, located at 110 Vernon Street, Santa Cruz, CA. Information concerning the passenger's right to present opposing information will be included in the Notice of Suspension/Exclusion.
  
  - 6.05 Santa Cruz METRO reserves the right to pursue all remedies at law, but not limited to, enlisting the services of local law enforcement, petitioning the Superior Court for a Temporary Restraining Order (TRO) and/or seeking a permanent injunction in appropriate cases.

## VII. ADMINISTRATION OF POLICY

- 7.01 Each Department Manager is responsible for administering this Policy and procedures within their department in accordance with this Policy.
  
- 7.02 Santa Cruz METRO will integrate this Policy into the agency's policies and procedures.

## VIII. REVISION HISTORY

Date	Action	Approved By

**END OF POLICY**

# Attachment A



## Legal Department

\_\_\_\_\_  
Department Manager/Title

\_\_\_\_\_  
CEO

### **PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION FOR VIOLENT, SERIOUSLY DISRUPTIVE, AND/OR ILLEGAL CONDUCT ON PARATRANSIT VEHICLES**

**Policy #:** AP-\_\_\_\_\_ **Origination Date:** \_\_\_\_\_ **Revised Date:** \_\_\_\_\_

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#### **I. PURPOSE**

- 1.01 Santa Cruz METRO reserves the right to amend, modify, or delete this Policy at any time.
- 1.02 The Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”) is committed to providing quality and non-discriminatory public transportation within Santa Cruz METRO’s service area. There are occasions, however, when customer behavior seriously disrupts or endangers the health and safety of our employees and members of the public who use our services. When this occurs, it may be necessary to deny Santa Cruz METRO services and/or access to Santa Cruz METRO facilities to those customers in accordance with the criteria and procedures specified in this Policy.
- 1.03 This Policy is enacted pursuant to the authority granted to Santa Cruz METRO by the California Penal Code Section 640(e) and the California Public Utilities Code Sections 99112 and 99580 et seq.

#### **II. APPLICABILITY**

- 2.01 This Policy applies to any member of the public utilizing Santa Cruz METRO’s paratransit service, or while on Santa Cruz METRO’s paratransit vehicles.
- 2.02 Santa Cruz METRO will post this Policy at each of its transit centers and on its website upon adoption.

# Attachment A

## III. CRITERIA FOR SUSPENSION OF PARATRANSIT SERVICE

- 3.01 In accordance with Section 37.5(h) of the ADA regulations, the Santa Cruz Metropolitan Transit District (METRO) will not permit passengers to ride its paratransit services who have exhibited behavior that is violent, seriously disruptive, or illegal. Violent, seriously disruptive and/or illegal conduct (hereinafter referred to as "Suspendable Conduct"), including, but is not limited to, the following conduct:
- A. Eat, drink, play radios, cassette players, mp3 players, or CD players (without headphones), or litter on vehicles;
  - B. Soil the vehicle with bodily fluids or waste;
  - C. Fail to maintain acceptable standards of personal hygiene; which could expose passengers and drivers to health and safety risks;
  - D. Distract the driver or interfere with or damage the vehicle or equipment;
  - E. Use abusive, threatening, or obscene language;
  - F. Commit violent or illegal actions or any criminal conduct prohibited by the California Penal Code;
  - G. Fraudulently obtain paratransit service for themselves or others;
  - H. Behave in ways that seriously disrupt the service or delay the vehicle;
  - I. Harass, abuse or threaten other riders or METRO staff;
  - J. Wear strong fragrances;
  - K. Smoke (including electronic or "vaping" devices) on, or within forty (40) feet, of the vehicles.

## IV. PROCEDURES FOR SUSPENSION AND/OR EXCLUSION

- 4.01 Depending on the severity of the incident, service may immediately be suspended to passengers who engage in Suspendable Conduct. METRO shall conduct an investigation of the Suspendable Conduct, which shall include interviewing the passenger involved in the Suspendable Conduct, and shall make a determination of the length of the suspension within 10 working days from the date of the incident resulting in the suspension. In determining the length of the suspension, and the conditions for the

# Attachment A

reinstatement of the suspended passengers riding privileges, METRO staff shall consider the cause of the Suspendable Conduct and METRO staff's ability to resolve the matter in conjunction with the suspended passenger, his/her caretaker and/or the appropriate community service agency to ensure the Suspendable Conduct will cease. Repeated incidents of Suspendable Conduct also will be factored into the length of the suspension.

## **V. PROCEDURES FOR APPEAL OF SUSPENSION AND/OR EXCLUSION**

- 5.01 Riders may appeal the suspension of their service by submitting a written request for an appeal to METRO's Administrative office, at 110 Vernon Street, Santa Cruz, CA 95060 within 10 calendar days of the date of the determination of the length of the suspension.
- 5.02 If an individual is unable to submit a written appeal, because of a disability, he/she may contact Santa Cruz Metro's Customer Service Supervisor at (831) 425-8600, who will tape record the conversation with the individual's knowledge and consent. The individual making the appeal must identify himself/herself (for verification purposes only) and provide all other necessary information in order for the appeal to be processed. The appeal will be mailed to the individual for verification and signature (if possible). The appeal will not be processed until the appeal is received back by Santa Cruz Metro, signed by the individual or, if unable because of a disability to sign the form, by the representative, as verification of its accuracy.
- 5.03 An appeals panel will be convened within 30 days from the time METRO receives a written request for an appeal. Depending on the severity of an incident, riders appealing a suspension based on Suspendable Conduct may not be allowed to continue to ride until the appeals panel issues a written decision on the case. The appeals panel shall issue a written decision on the appeal within 10 working days from the date the appeal is heard.

## **VI. ADMINISTRATION OF POLICY**

- 6.01 Suspendable Conduct, which is determined to be due to a disability of the rider, may not result in a suspension. However, METRO may require the rider to travel with a Personal Care Attendant (PCA) if it is established that the rider's behavior poses a significant, potential threat of harm to other passengers or the driver. If such Suspendable Conduct continues and the required PCA is unable to prevent further instances of such behavior so

# Attachment A

that the rider continues to present a potential health, welfare, or safety problem, service for the rider may be suspended.

6.02 When service is reinstated for an individual whose service had been suspended for violation of this policy, the individual's behavior will be monitored for a period of 60 days to determine that the individual can control his/her behavior. If behavioral incidents reoccur, the individual may be required to travel with a self-provided PCA.

## VII. REVISION HISTORY

Date	Action	Approved By

**END OF POLICY**



**DATE:** April 27, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL  
REPORT AS OF JANUARY 31, 2018**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Year to Date Monthly  
Financial Report as of January 31, 2018**

**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, 2018."
- 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, 2018. The fiscal year has elapsed 58%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of January 31, 2018

Slide 2

FY18 Operating Revenue and Expenses for the Month Ending January 31, 2018

- Operating Revenues for the month are favorable by \$44K
- Operating Expenses
  - Labor Regular - favorable by \$11K
  - Labor OT - unfavorable by \$136K
  - Fringe Benefits – favorable by \$84K
  - Non-Personnel - unfavorable by \$41K

- Total Operating Expenses – unfavorable by \$81K
- Total Budget to Actual Variance - unfavorable by \$37K

Slide 3

FY18 Operating Revenue and Expenses Year to Date as of January 31, 2018

- Operating Revenues Year to Date are favorable by \$862K
- Operating Expenses
  - Labor Regular - favorable by \$543K
  - Labor OT - unfavorable by \$768K
  - Fringe Benefits - favorable by \$1,005K
  - Non-Personnel - favorable by \$300K
- Total Operating Expenses –favorable by \$1,079K

Total Budget to Actual Variance - favorable by \$1,941K

Slide 4

FY18 Operating Revenue by Major Funding Source - Year to Date as of January 31, 2018

- Passenger Fares- actual is \$5,982K while budget is \$6,243K
- Sales Tax Revenue (including Measure D)- actual is \$14,194K while budget is \$13,321K
- TDA- actual and budget are \$3,384K
- Other Revenue- actual is \$338K while budget is \$287K
- Other Op Assistance/Funding- actual is \$31K while budget is \$6K
- STA – Op Assistance- actual is \$451K while budget is \$279K

Slide 5

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of January 31, 2018

- Passenger Fares variance to budget is unfavorable by \$261K primarily due to:
  - Fixed Route and Highway 17 Fares under budget.
- Sales Tax Revenue variance to budget is favorable by \$873K due to higher than anticipated receipts.
- Other Revenue variance to budget is favorable by \$52K primarily due to Advertising and Interest income.
- Other Op Assistance/Funding variance to budget is favorable by \$27K due to additional funding received by UCSC for the Articulated Bus Project (that was not anticipated and budgeted in FY18).

- STA – Op Assistance variance to budget is favorable by \$172K as the anticipated transfers to the Capital Budget will happen later in the fiscal year.

Slide 6

FY18 Operating Expenses by Major Expense Category Year to Date as of January 31, 2018

- Labor - Regular- actual is \$9,022K while budget is \$9,565K
- Labor – OT - actual is \$1,730K while budget is \$962K
- Fringe Benefits - actual is \$11,443K while budget is \$12,448K
- Services - actual is \$1,774K while budget is \$2,055K
- Mobile Materials & Supplies - actual is \$1,771K while budget is \$1,715K
- Other Expenses - actual is \$1,213K while budget is \$1,287K

Slide 7

FY18 Operating Expenses by Major Expense Category Year to Date as of January 31, 2018

- Labor – Regular variance to budget is favorable by \$543K due to:
  - Vacant funded positions
  - Extended unpaid leaves of absence
  - Lower Medical Insurance Premiums
  - Lower Workers Comp Insurance Costs
- Labor – OT variance to budget is unfavorable by \$768K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$1,005K primarily due to lower medical and workers comp insurance costs.
- Services variance to budget is favorable \$281K primarily due to Prof & Tech Fees under budget.
- Mobile Materials & Supplies variance to budget is unfavorable by \$56K due to Rev Veh Parts.
- Other Expenses variance to budget is favorable by \$75K primarily due to Casualty & Liability (Settlement Costs).

Slide 8

FY18 Capital Budget Spending Year to Date (by Funding Source) as of January 31, 2018

- Total Capital Spending year to date is \$1,655K; FY18 budget is \$20.5M
  - Cal-OES Prop 1B Transits Security Grant funding (CTSGP) is \$1M
  - Operating and Capital Reserve funding is \$517K

- Federal Capital Grants (FTA) funding is \$246K
- State Transits Assistance (STA) – Transfers from Operating Budget funding is \$42K
- State – PTMISEA (1B) funding is (\$149K).(Settlement proceeds)

#### Slide 9

FY18 Capital Budget Spending Year to Date as of January 31, 2018

- Total Capital Projects spending year to date is \$1,655K; FY18 budget is \$20.5M
  - Construction Related Projects spending is \$1,046K
  - Revenue Vehicle Replacements spending is \$417K
  - Non-Revenue Vehicle Replacements spending is \$175K
  - Misc. spending is \$14K.
  - IT Projects spending is \$3K.

#### Slide 10

(Cover Sheet) - Additional Information

#### Slide 11

Additional Information for the Month of January 2018

- Unemployment Rate % in Santa Cruz County is 6.3%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.30
- Monthly Ridership - Without UCSC (Cabrillo, Highway 17 and Fixed Route) has decreased slightly from December 2017 to January 2018.

#### Slide 12

FY18 Operating Expenses Year to Date as of March 31, 2018: Preliminary

- Operating Expenses
  - Labor Regular - favorable by \$615K
  - Labor OT - unfavorable by \$1,020K
  - Fringe Benefits - favorable by \$1,587K
  - Non-Personnel - favorable by \$1,412K
- Total Operating Expenses - favorable by \$2,594

Slide 13

(Cover Sheet) – FY18 & FY19 Non-Controllable Budget Risks as of April11, 2018

Slide 14

FY18 & FY19 Non-Controllable Budget Risks (exceeding \$200K)

- SB1 Repeal Risk; New TDA-STA PUC 99313 & 99314; New TDA –STA-SGR Revenue
  - Operating Budget-TDA-STA-SB1-100% of the SB1 is at risk due to potential voter repeal – \$1,230K and \$1,766 at risk, in FY18 and FY19, respectively.
  - Capital Budget-TDA-STA-SB1-SGR-100% of the SB1-SGR is at risk due to potential voter repeal – \$671K at risk, in both FY18 and FY19 (as per Revised SCO estimate dated 11/3/17).
  - Capital Budget- SB1-LPP-100% is at risk due to potential voter repeal - \$314K at risk, in both FY18 and FY19.
  - Total SB1 Repeal Operating and Capital Budget Risk is \$2,215K in FY18 and \$2,751K in FY19.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

Total Budget to Actual Variances for the month and year to date are unfavorable by \$37K and favorable by \$1,941K, respectively.

Non-Controllable budget risks currently exist that could have a significant impact to the operating and capital budgets. Staff will have more information about the potential SB1 voter repeal issue later in the year.

**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, 2018 Presentation

**Attachment B:** FY18 Capital Budget Project Status Report as of January 31, 2018

Prepared By: Kristina Mihaylova, Sr. Financial Analyst

**VII. APPROVALS:**

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_



# **Year to Date Monthly Financial Report as of January 31, 2018**

Santa Cruz METRO Board of Directors

*April 27, 2018*

Angela Aitken, Finance Manager

# FY18 Operating Revenue and Expenses For the Month Ending January 31, 2018

58% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
<b>Operating Revenue:</b>	\$2,490	\$2,446	\$44
<b>Operating Expenses:</b>			
Labor - Regular	\$1,355	\$1,366	\$11
Labor - Overtime	\$273	\$138	(\$136)
Fringe Benefits	\$1,694	\$1,778	\$84
Non-Personnel Expenses	\$737	\$696	(\$41)
<b>Total Operating Expenses:</b>	<b>\$4,059</b>	<b>\$3,978</b>	<b>(\$81)</b>
<b>Operating Budget Favorable/ (Unfavorable):</b>			<b>(\$37)</b>

**9-051A.2**



# FY18 Operating Revenue and Expenses

## Year to Date as of January 31, 2018

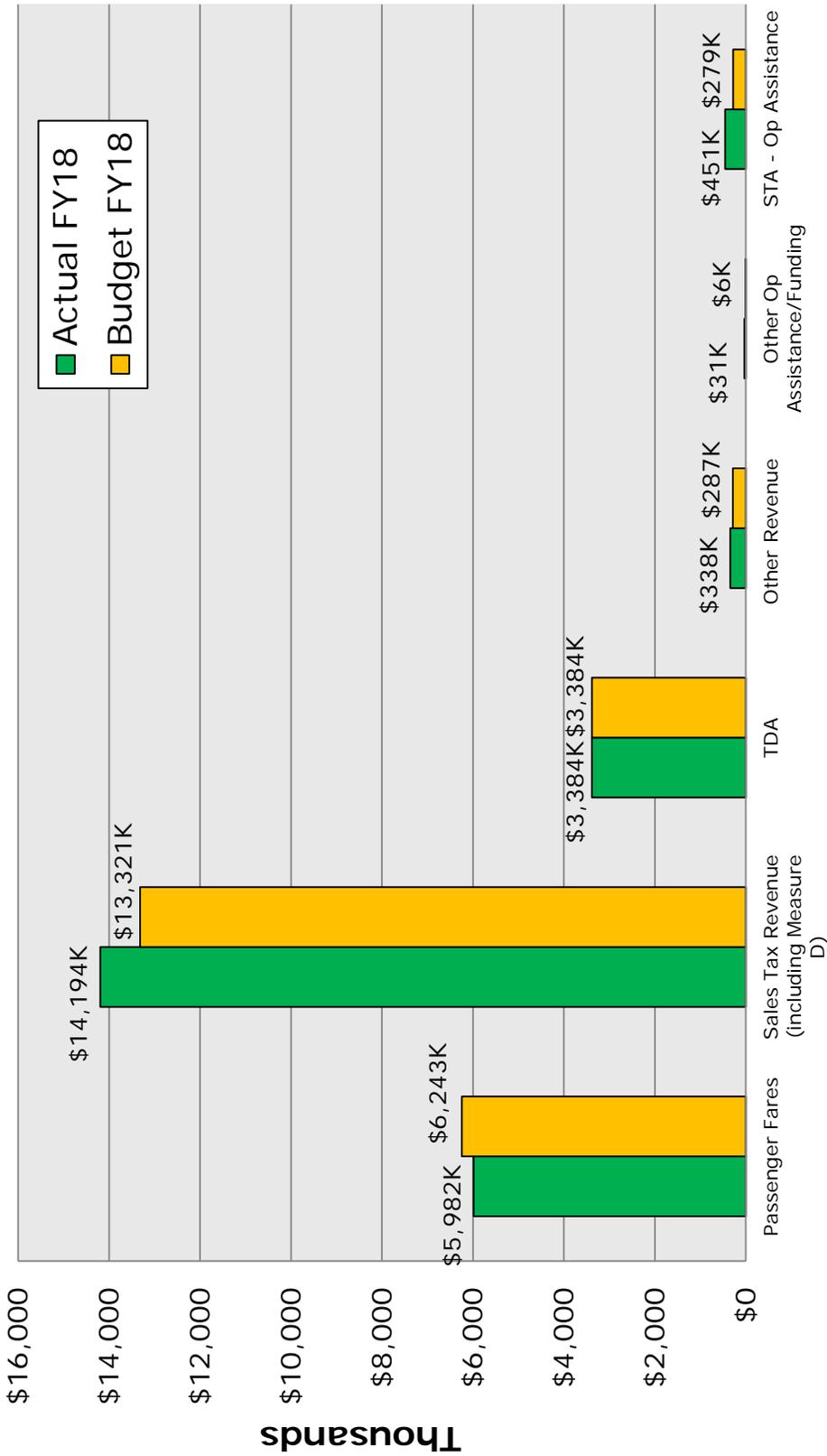
58% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
<b>Operating Revenue:</b>	\$24,382	\$23,520	\$862
<b>Operating Expenses:</b>			
Labor - Regular	\$9,022	\$9,565	\$543
Labor - Overtime	\$1,730	\$962	(\$768)
Fringe Benefits	\$11,443	\$12,448	\$1,005
Non-Personnel Expenses	\$4,758	\$5,058	\$300
<b>Total Operating Expenses:</b>	<b>\$26,954</b>	<b>\$28,033</b>	<b>\$1,079</b>
<b>Operating Budget Favorable/ (Unfavorable):</b>			<b>\$1,941</b>

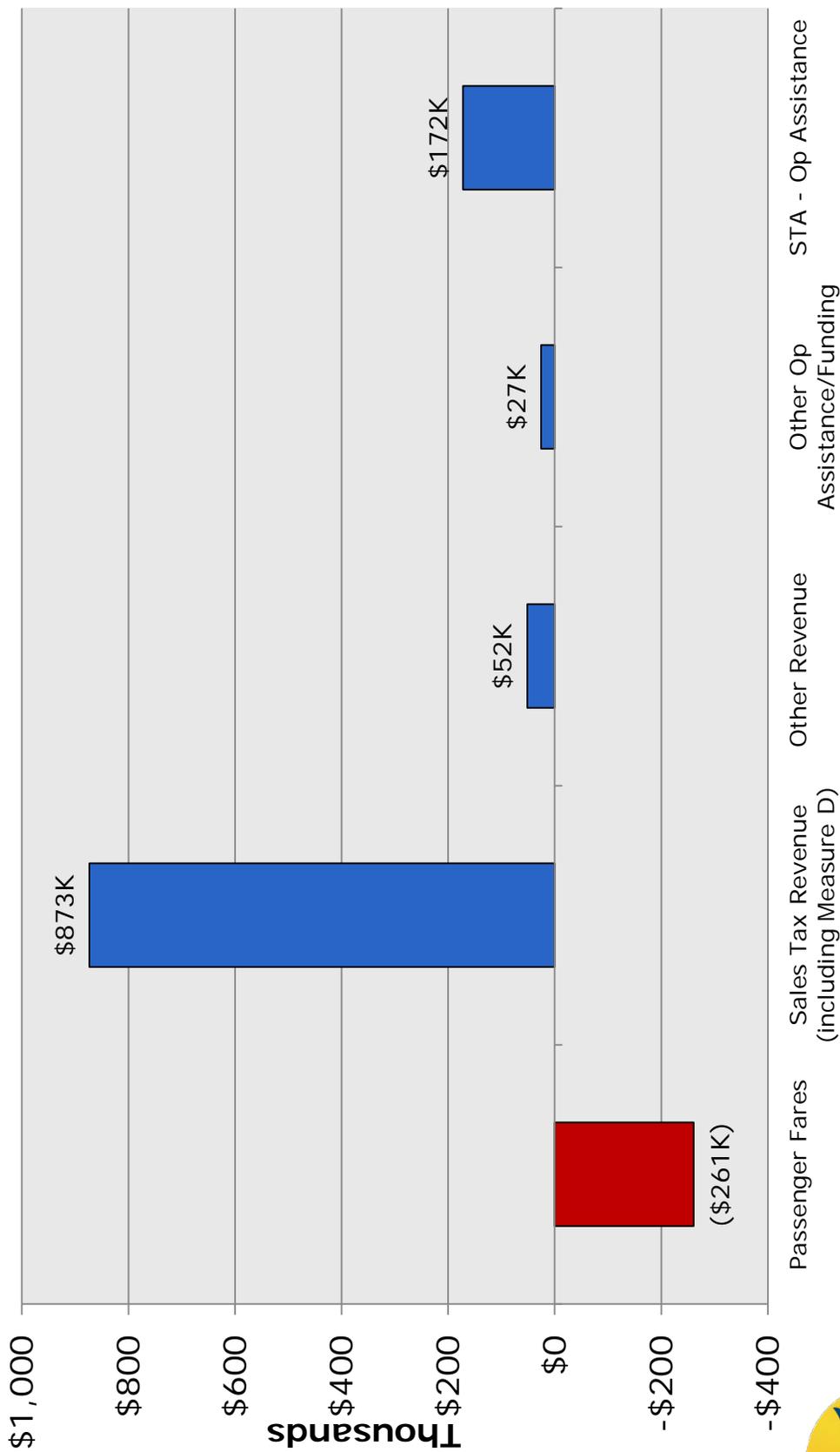
9-051A.3



FY18 Operating Revenue by Major Funding Source  
Year to Date as of January 31, 2018  
 58% of Fiscal Year Elapsed

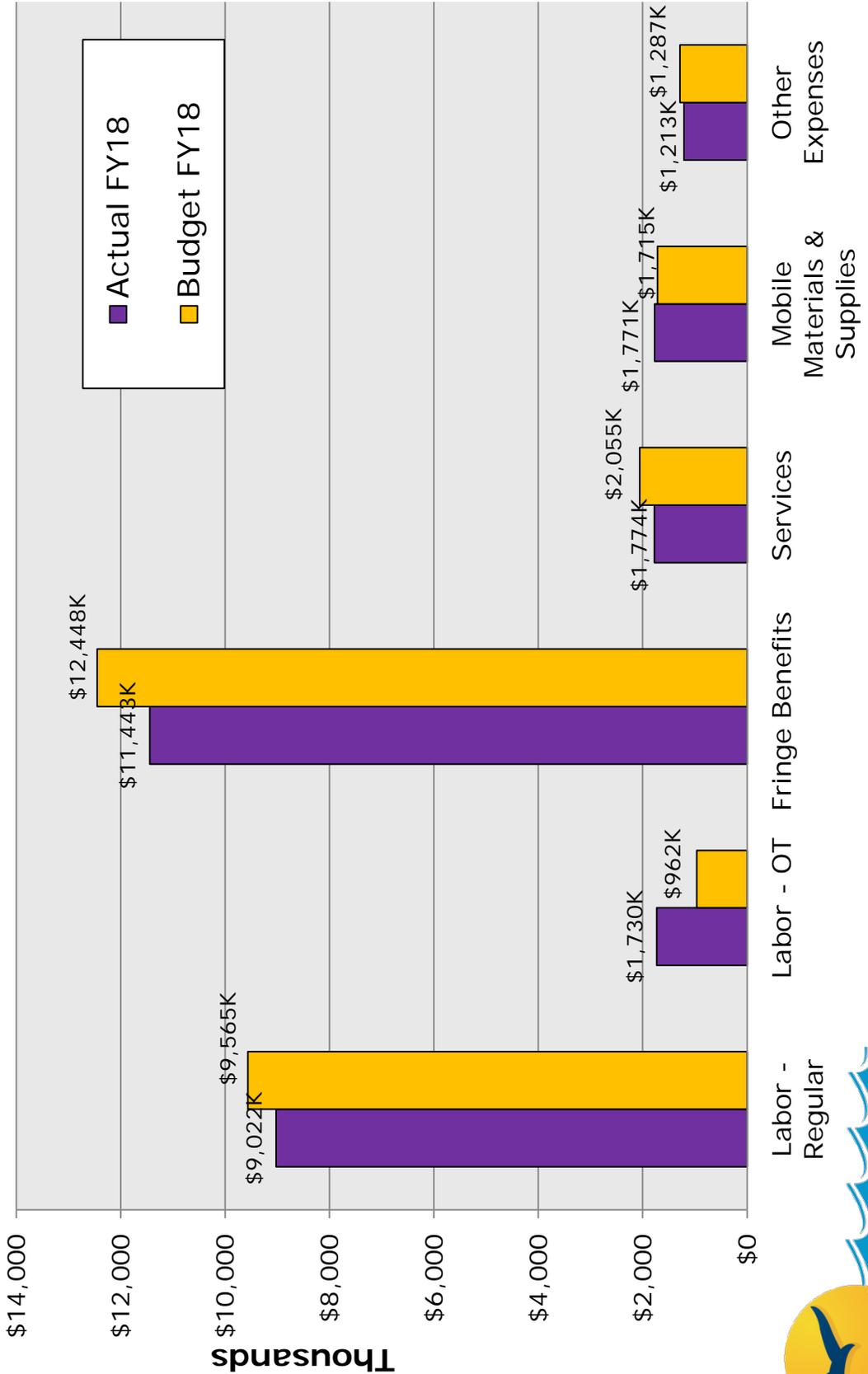


Favorable/(Unfavorable) Revenue Variance to Budget  
Year to Date as of January 31, 2018  
58% of Fiscal Year Elapsed



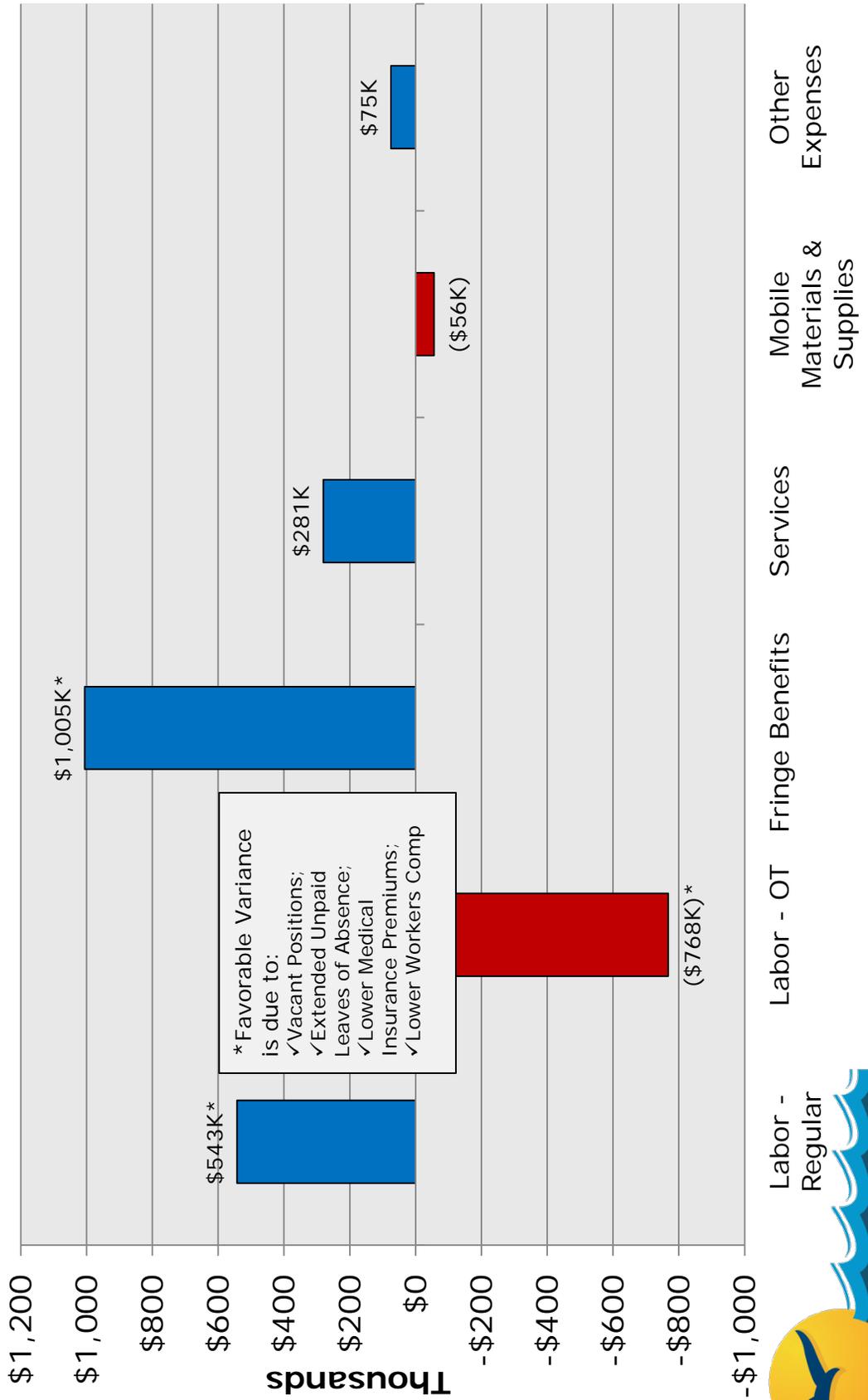
FY18 Operating Expenses by Major Expense Category  
Year to Date as of January 31, 2018

58% of Fiscal Year Elapsed



# Favorable/(Unfavorable) Expense Variance to Budget Year to Date as of January 31, 2018

58% of Fiscal Year Elapsed



9-05A.7

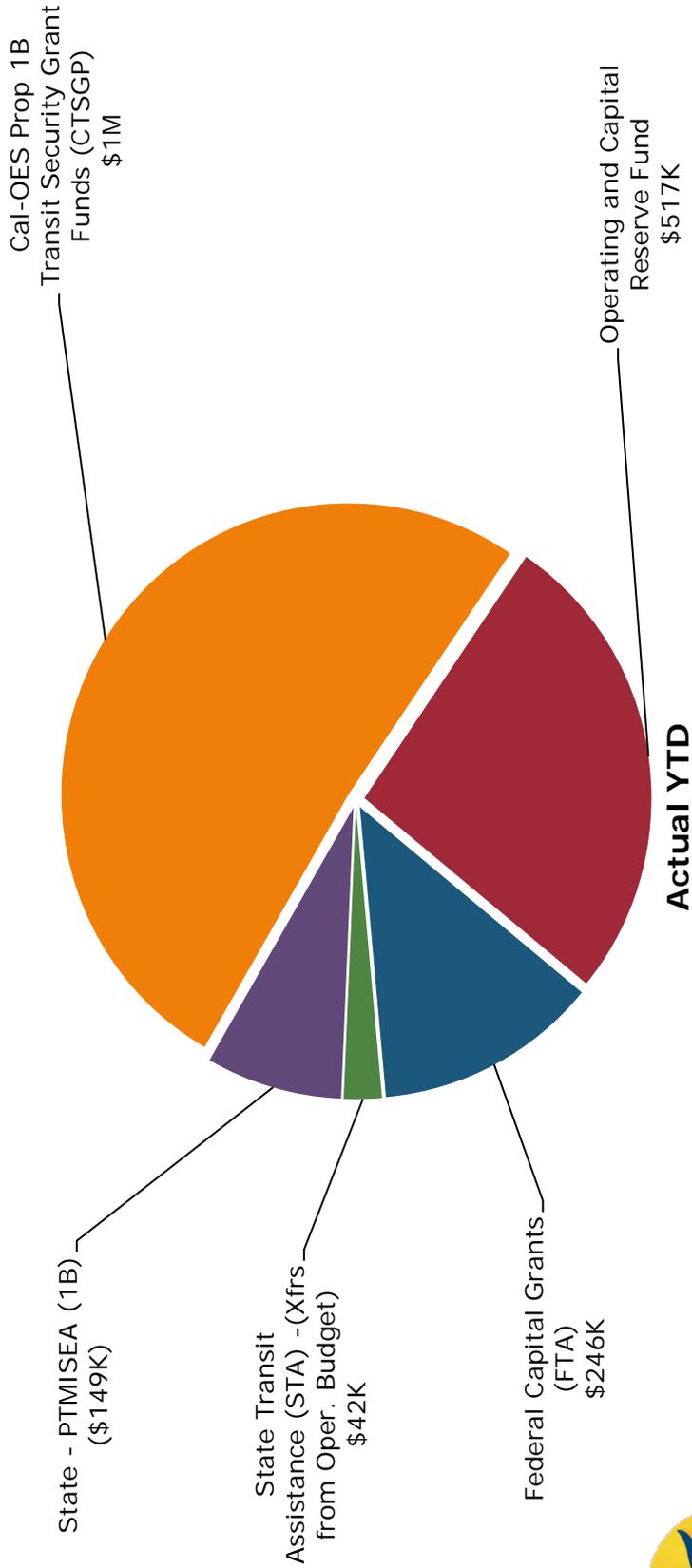


# FY18 Capital Budget:

Spending Year to Date (by Funding Source) as of January 31, 2018

58% of Fiscal Year Elapsed

	Actual YTD	Total FY18 Budget	% Spent YTD
<b>Total Capital Funding:</b>	<b>\$1,654,847</b>	<b>\$20,489,996</b>	<b>8%</b>

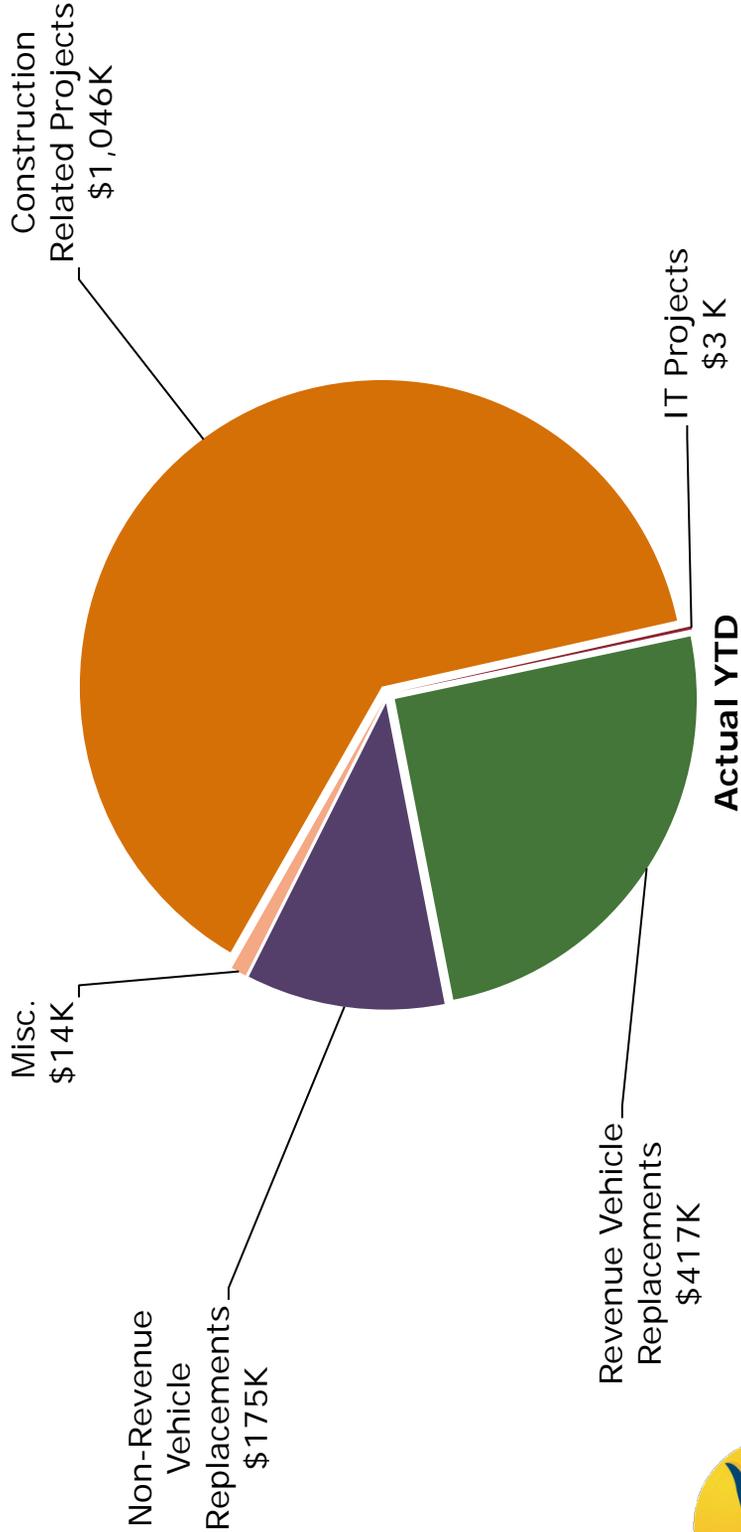


# FY18 Capital Budget:

Spending Year to Date as of January 31, 2018

58% of Fiscal Year Elapsed

	Actual YTD	Total FY18 Budget	% Spent YTD
<b>Total Capital Projects*:</b>	<b>\$1,654,847</b>	<b>\$20,489,996</b>	<b>8%</b>



\* See Attachment B – FY18 Capital Budget Project Status Report for additional details

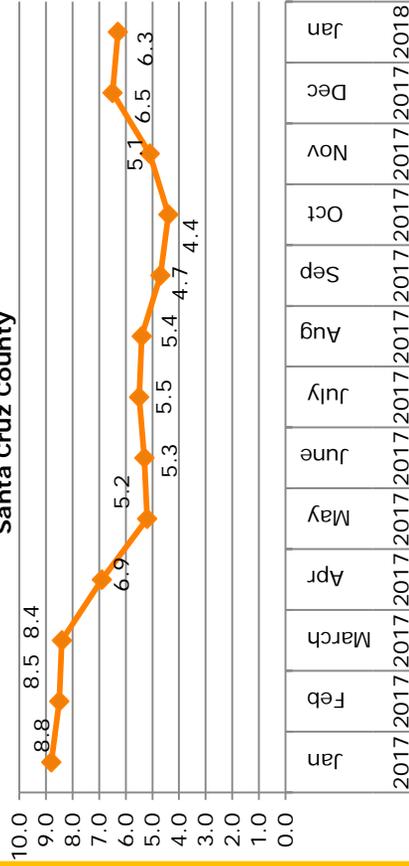
# Additional Information

9-05A.10

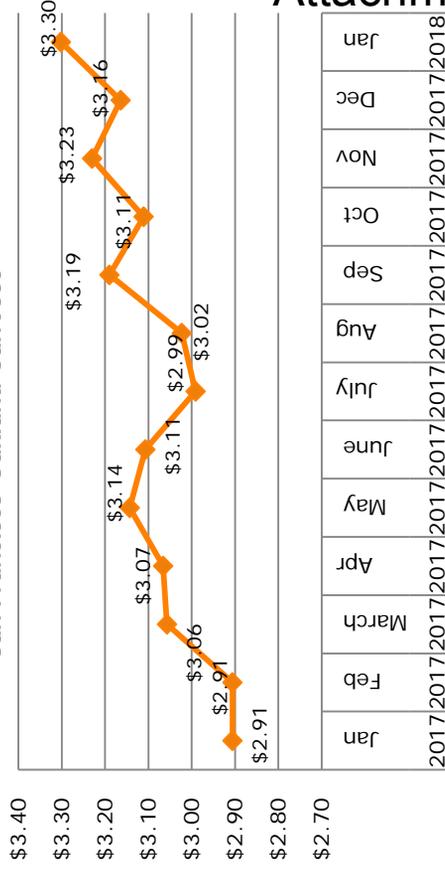


# Additional Information

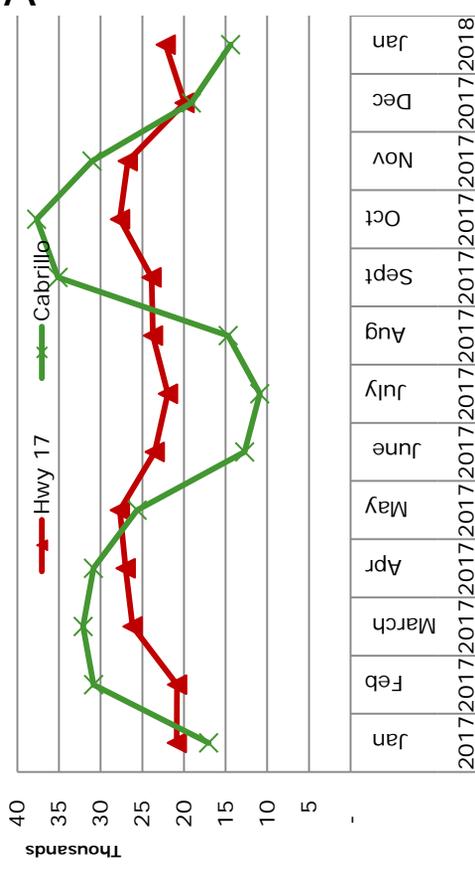
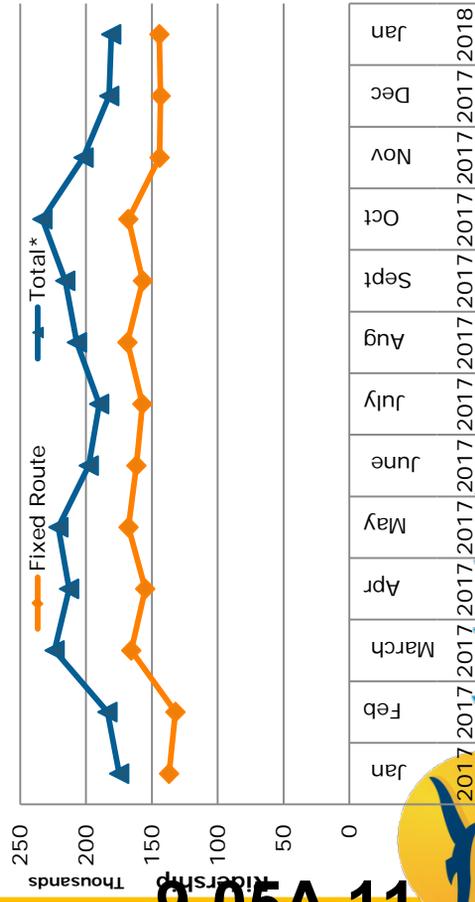
Unemployment Rate %  
Santa Cruz County



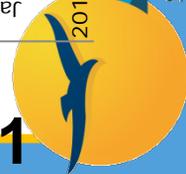
\$ Gasoline per Gallon  
San Francisco-Oakland-San Jose



Monthly Ridership – Without UCSC



\* Total = Fixed Route + Hwy 17 + Cabrillo Ridership



# FY18 Operating Expenses:

## Year to Date as of March 31, 2018: PRELIMINARY

75% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Operating Expenses:			
Labor - Regular	\$11,683	\$12,298	\$615
Labor - Overtime	\$2,258	\$1,238	(\$1,020)
Fringe Benefits	\$14,418	\$16,005	\$1,587
Non-Personnel Expenses	\$5,106	\$6,518	\$1,412
Total Operating Expenses:	\$33,465	\$36,059	\$2,594

**FY18 & FY19  
Non-Controllable Budget Risks  
as of April 11, 2018:**

9-05A.13



# FY18 & FY19 Non-Controllable Budget Risks (>\$200K)

<u>SB1 Repeal Risk</u> NEW TDA-STA PUC 99313 & 99314 <u>NEW TDA-STA-SGR Revenue</u>	FY18 Budget Adopted 06/23/2017	FY19 Budget Adopted 06/23/2017
<u>Operating Budget:</u> <u>IDA-STA-SB1:</u> 100% of the SB1 is at risk due to potential voter repeal	(\$1,230K)	(\$1,766K)
<u>Capital Budget:</u> <u>IDA-STA-SGR (Capital):</u> 100% is at risk due to potential voter repeal  <u>SB1- LPP (Capital):</u> 100% is at risk due to potential voter repeal	(\$671K)*  (\$314K)	(\$671K)*  (\$314K)
<u>TOTAL SB1 Repeal Operating and Capital Budget Risk:</u>	<u>(\$2,215K)</u>	<u>(\$2,751K)</u>

\*Revised from \$737K, as per SCO estimate dated 11/3/17



# Questions

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT										
FY18 CAPITAL BUDGET (Revision #2) - PROJECT STATUS REPORT										
Spending as of January 31, 2018										
PM*	Project / Activity	Total Budget	Total Spent	% Completed	Started On	Estimated End Date of:	Not Started - Estimated Start Date	Delayed due to:	Source of Funds	Grant Expiration Date
<b>Construction Related Projects</b>										
	Pacific Station/Metro Center - Conceptual Design / MOU									
BE	Conceptual Design/ MOU	\$ 210,627	\$ 2,902	100%	1/1/2013	6/30/2016	1/1/2018	New scope	FTA, PTMISEA, STA	Misc
EA	Station Rehabilitation	\$ 1,901,733	\$ -	0%			unknown	Working with City of SC	FTA 5309 (2), STA (match) PTMISEA	N/A 6/30/2022
EA	Metrobase Project - Judy K.Souza - Operations Bldg.	\$ 3,559,401	\$ 43,431	95%	9/26/2014	6/30/2018			PTMISEA, CAL-OES, RES	PTMISEA 6530/22
IH	Access Control - JKS	\$ 224,018	\$ 224,190	100%	8/26/2016	6/30/2018			CAL-OES	3/31/2018
EA	Mechanical Platform Upgrade - JKS	\$ 120,000	\$ 3,984	60%	8/26/2016	6/30/2018			CAL-OES	3/31/2019
	Transit Security Projects	\$ -	\$ -							
EB, CA	Emergency Generators - Consultant	\$ 18,147	\$ 18,895	65%	7/10/2014	10/26/2018			CAL-OES	3/31/2019
EB, CA	Emergency Generators - Equip.	\$ 299,183	\$ -	70%	7/10/2014	6/15/2018			CAL-OES	3/31/2019
IH	Cameras on Buses	\$ 967,181	\$ 752,724	70%	3/1/2017	3/30/2018			CAL-OES	3/31/2018
IH	Security Cameras Consultant	\$ 25,000	\$ -	30%	6/1/2017	5/31/2018			CAL-OES	3/31/2019
	Security Cameras Install	\$ 52,421	\$ -	0%			6/4/2018	Spec from Security Camera Consultant required to go out to bid	CAL-OES	3/31/2019
		\$ 7,377,711	\$ 1,046,126							
<b>IT Projects</b>										
IH	Replace Aging Servers	\$ 50,000	\$ -	70%	9/1/2017	3/30/2018			CAPITAL RESERVES	N/A
HG	HR Software Upgrade (cont.)	\$ 18,000	\$ -	100%	2/2/2015	8/25/2017			STA	N/A
IH	Phone System	\$ 10,000	\$ -	100%	9/1/2017	1/3/2018			CAPITAL RESERVES	N/A
IH	Wireless Microphone System-Vernon PA	\$ 3,000	\$ 2,719	100%	9/1/2017	1/31/2018			CAPITAL RESERVES	N/A
		\$ 81,000	\$ 2,719							
<b>Facilities Repair &amp; Improvements</b>										
EB, CA	Fuel Management System (FTA 5339a FY17)	\$ 180,000	\$ -	10%	10/1/2017	11/1/2018			FTA	Awarded pending
EB	138 Golf Club Fire Egress (FTA 5339a FY17)	\$ 97,523	\$ -	30%	4/1/2015	10/1/2018			FTA	Awarded pending
EB	Bus Stop & Fac Improve. TBD (FTA 5339a FY15/16)	\$ 59,082	\$ -	60%	8/1/2016	9/1/2018			FTA	Award 8/14/17, 5
EB, CA	Maintenance Bldg. Structural Upgrade	\$ 30,000	\$ -	0%			9/1/2018	Project evaluation/follow-up scope review needed	STA	N/A
EB	Admin Bldg. Engineering & Renovations	\$ 20,000	\$ -	5%	4/1/2018	6/1/2018			CAPITAL RESERVES	N/A
EB	Repair Roof at Pacific Station (FTA 5339a FY13)	\$ 15,000	\$ -	15%	1/1/2018	7/27/2018			FTA, STA	7/29/2018
EB	Relocate Mechanics Sink-Golf Club (FTA 5339a FY14)	\$ 9,548	\$ -	0%			9/1/2019	Project evaluation/follow-up scope review needed	FTA, STA	Award 8/14/17, 5 years to obligate
EB	Upgrade Exhaust Evac.-Golf Club (FTA 5339a FY14)	\$ 8,000	\$ -	0%			7/1/2019	Project evaluation/follow-up scope review needed	FTA, STA	Award 8/14/17, 5 years to obligate
		\$ 419,153	\$ -							

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT										
FY18 CAPITAL BUDGET (Revision #2) - PROJECT STATUS REPORT										
Spending as of January 31, 2018										
Project / Activity	PM*	Total Budget	Total Spent	% Completed	Started On	Estimated End Date of:	Not Started - Estimated Start Date	Delayed due to:	Source of Funds	Grant Expiration Date
<b>Revenue Vehicle Replacement &amp; Campaigns</b>										
Electric Bus (3) + Infrastructure & Project Mgmt. (FTA 5339c FY16)	EA	\$ 4,844,542	\$ 90,601	5%	9/7/2016	6/30/2022			FTA, PTMISEA, RES	Award 8/23/17, 5 years to obligate.
Electric Bus (1) - Watsonville ZEB Circulator (FY15/16)	EA	\$ 1,066,508	\$ -	50%	6/1/2016	6/30/2019			PTMISEA, LCTOP	PTMISEA 6/30/22
Paracruz Van Replacements (11) (FTA 5339a FY15/16)	EB, CA	\$ 827,585	\$ -	75%	4/1/2018	4/15/2018			FTA, CAPITAL RESERVES	Award 8/14/17, 5
CNG Bus (1) - (SCCRTC FY17 STBG)	EB, EA	\$ 570,000	\$ -	0%	9/1/2016	5/1/2019		Waiting for Caltrans to	FTA, PTMISEA	6/1/19, 6/30/22
CNG Bus (1) - (FTA 5339 Rural FY16)	EB, EA	\$ 537,596	\$ -	0%			5/1/2018	execute agreement	FTA, CAPITAL RESERVES	Award pending
Paracruz Van Replacements (3)	EB	\$ 342,694	\$ -	95%	12/1/2014	3/30/2018			STIP, STA, RES	1/21/2018
Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14)	EB	\$ 165,564	\$ -	80%	1/1/2017	6/30/2018			FTA, STA	Award 8/14/17, 5
Year 1 - Capitalized Lease - 3 New Flyer Buses	CA	\$ 283,529	\$ 113,629	98%	10/1/2017	6/30/2018				
Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)	FR	\$ 160,000	\$ -	25%	9/1/2017	6/30/2018			FTA	Award pending
Bus Repaint Campaign (36) (FTA 5339a FY14)	FR	\$ 131,834	\$ -	10%	2/15/2018	6/30/2019			FTA, STA	Award 8/14/17, 5
Bus Engine Replacement and Installation (3) (now 5)	EB	\$ 182,000	\$ 179,620	100%	8/1/2017	2/28/2018			CAPITAL RESERVES	N/A
Bus Repaint Campaign (20) (FTA 5339a FY13) 20%	FR	\$ 29,529	\$ 32,978	95%	4/20/2017	6/30/2018			FTA, STA	7/29/2018
Paratransit Vehicle - (1) (FTA Section 5310)	EB, CA	\$ 66,000	\$ -	80%	4/1/2017	6/30/2018		62 bus strategy funding on	FTA, CAPITAL RESERVES	Award 3/1/16, 10
Bus Replacement (Local Match) Fund	BE	\$ 3,000,000	\$ -	0%			N/A	going	STA, STA-SGR	N/A
Electric Bus (1) - Watsonville (LCTOP FY17, FY18)	EA	\$ 950,000	\$ -	0%	3/27/2018	6/30/2022			LCTOP	Award pending
		\$ 12,207,381	\$ 416,828							
<b>Non-Revenue Vehicle Replacement</b>										
Replace 11 Non-Revenue Vehicles (FTA 5339a FY13)	EB, CA	\$ 180,046	\$ 175,383	100%	4/1/2016	6/30/2018			FTA, STA	7/29/2018
Replace High Lift Bucket Truck (FTA 5339a FY14)	EA, EB	\$ 97,814	\$ -	50%	5/1/2017	7/1/2018			FTA, STA, RES	Award 8/14/17, 5 years to obligate
Propane Fueled Tow Motor (FTA 5339a FY14)	EA, EB	\$ 60,000	\$ -	65%	4/1/2017	6/30/2018			FTA, STA, RES	Award 8/14/17, 5 years to obligate
		\$ 337,860	\$ 175,383							
<b>Fleet &amp; Maint Equipment</b>										
None		\$ -	\$ -	0%					N/A	N/A
<b>Office Equipment</b>										
Business Copy Machine-Operations	CA	\$ 9,000	\$ -	25%	3/1/2014	6/1/2018			CAPITAL RESERVES	N/A
		\$ 9,000	\$ -							
<b>Misc.</b>										
Ticket Vending Machine-SLV-Installation Costs	CA	\$ 17,045	\$ -	0%			9/1/2018	Awaiting authorization from	STA	N/A
Ticket Vending Machine-Cash Devices & Components	AA	\$ 10,750	\$ -	0%				Safeway		N/A
Misc. Emergency Capital Items \$1K to \$5K	CA	\$ 6,876	\$ -	0%				Not delayed - to be used	CAPITAL RESERVES	N/A
Misc. Emergency Capital Items-Yard Vacuum	BA	\$ 3,124	\$ 3,124	100%				when needed	CAPITAL RESERVES	N/A
ID Card Printer	IH	\$ 5,000	\$ 2,874	100%	7/1/2017	8/4/2017		Not delayed - to be used	CAPITAL RESERVES	N/A
Ticket Vending Machine-Software/Pin Pad Upgrade	AA	\$ 4,250	\$ -	0%				when needed	CAPITAL RESERVES	N/A
AEDs (local match for 6)	TS	\$ 7,846	\$ 7,793	100%					CAPITAL RESERVES	N/A
Watsonville Transit Murah-(\$3K from Arts Council SC)	TH	\$ 3,000	\$ -	0%	1/20/2017	9/30/2018		Artist's budget not approved	ARTS COUNCIL/CASH RES	N/A
		\$ 57,891	\$ 13,791							
		\$ 20,489,996	\$ 1,654,847							
* PM = Project Manager										



**DATE:** April 27, 2018  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS**

**I. RECOMMENDED ACTION**

**That the Board of Directors Approve Staff Recommendations for Claims for the Month of April 2018**

**II. SUMMARY**

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

**III. DISCUSSION/BACKGROUND**

METRO's Risk Department received one claim for the month of April 2018 for money or damages. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)). See staff recommendations in paragraph VI.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None

**V. ALTERNATIVES CONSIDERED**

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

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

## VI. DESCRIPTION OF CLAIMS

Claimant	Claim #	Description	Recommended Action
AT&T	18-0008	AT&T alleges that a METRO Bus that was being towed hit and broke a utility pole that damaged AT&T property. Amount of claim: \$5,914.83.	Reject

Prepared by: Tom Szestowicki, Safety Specialist

**VII. APPROVAL:**

Alex Clifford, CEO/General Manager

A handwritten signature in blue ink, appearing to read "Alex Clifford", is written over a solid horizontal black line. The signature is stylized and cursive.

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THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

To

**NOAH VASSEUR**  
**PARATRANSIT OPERATOR**

**FOR THE COMPLETION OF 10 YEARS OF SERVICE**  
**BETWEEN 2008 AND 2018**

**GIVEN THIS 27<sup>TH</sup> DAY OF APRIL 2018**

**CHAIR, BOARD OF DIRECTORS**

**CEO/GENERAL MANAGER**

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

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

### **RESOLUTION OF APPRECIATION FOR THE SERVICES OF RUSSELL THOMAS AS FLEET MAINTENANCE MECHANIC II FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

**WHEREAS**, the provision of public transportation service requires a competent, dedicated workforce; and

**WHEREAS**, METRO, requiring an employee with expertise and dedication, appointed Russell Thomas to serve in the position of Fleet Maintenance Mechanic II; and

**WHEREAS**, Russell Thomas served as a member of the Fleet Maintenance Department of METRO for the time period of June 17, 1988 to April 16, 2018; and

**WHEREAS**, Russell Thomas provided METRO with dedicated service and commitment during the time of employment; and

**WHEREAS**, Russell Thomas served METRO with distinction; and

**WHEREAS**, the service provided to the residents of Santa Cruz County by Russell Thomas resulted in reliable, quality public transportation being available in the most difficult of times; and

**WHEREAS**, during the time of Russell's service, METRO improved existing and built new operating facilities, converted the fleet to a CNG propulsion system, developed accessible bus stops, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service; and

**WHEREAS**, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Russell Thomas.

**NOW, THEREFORE, BE IT RESOLVED**, that upon his retirement as Fleet Maintenance Mechanic II, the Board of Directors of METRO does hereby commend Russell Thomas for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, the METRO staff and all of the residents of Santa Cruz County.

**BE IT FURTHER RESOLVED**, that a copy of this resolution will be presented to Russell Thomas, and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

**PASSED AND ADOPTED** this 27<sup>th</sup> Day of April 2018 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:

Bruce McPherson, Chair

\_\_\_\_\_

Attest:

Alex Clifford, CEO/General Manager

\_\_\_\_\_

Approved as to form:

Julie Sherman, General Counsel

\_\_\_\_\_

VERBAL PRESENTATION ONLY

CEO UPDATE

Alex Clifford

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VERBAL PRESENTATION ONLY

DIRECTORS BOTTORFF, DUTRA AND ROTKIN:

FEDERAL LEGISLATION AND CURRENT  
LEGISLATIVE ISSUES AS LEARNED  
DURING BOARD WASHINGTON, DC VISIT  
APRIL 8 - 10, 2018

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**DATE:** April 27, 2018  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: RECEIVE AN UPDATE AND PROVIDE THE CEO DIRECTION ON THE CALIFORNIA AIR RESOURCES BOARD (CARB) PROPOSED ZERO EMISSIONS REGULATION**

**I. RECOMMENDED ACTION**

**That the Board of Directors:**

- A. Receive an update from the CEO on the CARB proposed Innovative Clean Transit (ICT) Regulation; and,**
- B. Receive an update on the California Transit Association's draft response to the ICT; and,**
- C. Provide direction noted in the CEO's recommendations contained in this report.**

**II. SUMMARY**

- Effective October 2002, the California Air Resources Board's (CARB) Fleet Rule for Transit Agencies mandated that transit agencies either purchase diesel fueled buses that would meet strict emission standards, or, choose the Alternative Fuel Path which required at least 85% of its annual bus purchases to use alternative fuels. Compressed Natural Gas (CNG) was included on the list of approved alternative fuels
- Santa Cruz Metropolitan Transit District (METRO) chose the Alternative Fuel Path, purchasing CNG fueled buses from 2002 forward
- Today, METRO's bus fleet is composed of 78 CNG fueled buses and 21 1998 diesel fueled buses
- CARB's Fleet Rule for Transit Agencies expired at the end of 2015
- Since 2016, CARB has attempted to promulgate a new Fleet Rule for Transit Agencies
- On December 15, 2017, CARB introduced a draft Innovative Clean Transit (ICT) Regulation (included in Attachment A)
- The CEO countered the ICT provisions with a letter of response on January 19, 2018 (see Attachment B)
- On January 26, 2018, the CEO briefed the Board on the ICT (see Attachment A) and the CEO's response and received initial direction relative to the ICT

through the CY18 State and Federal Legislative Agenda Board item (see Attachment C)

- Since January, the California Transit Association (CTA), Subcommittee on Transit Electrification, on which the CEO is a member, has been drafting a statewide counter-proposal to the ICT
- The ICT counter-proposal must be approved by the CTA Executive Committee. The CEO is also a member of the CTA Executive Committee.
- The CEO requests Board approval of the preliminary tenets in the draft CTA counter-proposal, as detailed in this report, and requests his continued participation in the CTA Subcommittee on Transit Electrification, which may further refine the initial tenets detailed in this report.

### III. DISCUSSION/BACKGROUND

CARB seeks to replace its prior Transit Fleet Rule for transit agencies with an Innovative Clean Transit (ICT) Regulation (included in Attachment A) that mandates all transit bus fleets in the state to be 100% zero emission by 2040.

#### **Key proposals in the draft ICT which adversely impact METRO are:**

- Effective January 2020 – Transit fleets  $\geq 100$  – 25% of all bus purchases must be Zero Emissions Buses (ZEBs)
- Effective January 2023 – All transit fleets >30 buses must meet a 50% ZEB purchase requirement
- Effective January 2026 – All transit fleets must meet a 75% ZEB purchase requirement
- Effective January 2029 – All bus purchases must be ZEBs
- The ICT applies to all bus purchases with a gross vehicle weight (GVW) rating over 14,000 pounds and includes cutaway buses, transit buses, articulated buses, double-decker buses, commuter coaches, trolley buses and vintage buses
- The Heavy Duty Vehicle Incentive Program (HVIP) currently provides a \$150,000 voucher for a 40-foot ZEB purchase, or \$165,000 for a 40-foot bus serving a Disadvantaged Community. The ICT would eliminate this voucher for buses purchased to meet the mandate and would make HVIP available to transit properties that voluntarily purchase ZEBs ahead of the mandate.

**METRO staff has the following concerns with the draft ICT:**

- Imposing a 50% purchase requirement in 2023 is too aggressive and too soon given the lack of suitable ZEBs on the market
- Cutaways should be excluded from the ICT, which can then be revised when ZEB cutaways are available
- The ICT should exclude commuter buses until manufacturers build acceptable over-the-road ZEBs. BYD is the only manufacturer currently producing an over-the-road ZEB and its prototype failed METRO's recent test on Highway 17
- HVIP vouchers should be available to all transit agencies regardless of whether the ZEB is purchased in advance or during the mandate period
- CARB needs to acknowledge the costs associated with yard charging infrastructure and in-route, or opportunity charging infrastructure, and:
  - Include new incentives with which to pay for such infrastructure; and
  - Include such costs in their life-cycle cost analysis.
- CARB needs to acknowledge that the entire region, inclusive of Disadvantaged Communities (DACs), reap the environmental benefits of ZEBs; therefore, the special DAC incentives should be eliminated and included in the overall HVIP funding for all ZEB purchases.
- CARB does not acknowledge that some transit agencies, such as METRO, seek to avoid sub-fleets by purchasing ZEBs that will run all day, on all routes, and on a single overnight charge, without in-route mid-day or opportunity recharging.
- CARB is incorrect in assuming that the current ZEB range of 150 miles is acceptable. METRO has several bus runs that approach 300 miles/day.
- CARB needs to acknowledge in their assumptions and life-cycle analysis that a ZEB range of 150 miles does not enable a 1:1 replacement of buses. The current state of ZEB range may require more like a 1.5:1 replacement ratio, or greater.
- CARB has not considered the additional drop in range that results from bus operator inefficiencies, differences in operating terrain, and using the HVAC.
- CARB does not acknowledge battery degradation which reduces bus range performance as the batteries age. Battery degradation has not been measured by the industry or the manufacturers, but could result in a 20% drop in range within five years of purchasing a ZEB.
- CARB has not considered the potential negative impact of a ZEB mandate on innovation. If the ZEB manufacturers reap the benefit of a captive audience,

what incentive is there for them to continue to aggressively innovate and improve battery energy density? Future ZEB range improvements can only occur through innovation improvements in battery energy density. That is, the buses have no more nooks and crannies in which batteries can be installed. Therefore, the innovative task for the future is to improve the amount of energy contained in the same space (battery energy density).

- The ICT should mandate ZEB manufacturers to standardize all charging infrastructure for interoperability between different bus manufacturers. This includes, but is not limited to, yard chargers, in-route chargers and inductive chargers.

**California Transit Association (CTA) initial DRAFT proposal:**

- Eliminate the January 2020 and January 2023 proposed purchase requirements
- The Regulation shall apply to buses with a GVW of over 26,000 pounds, and it shall not apply to cutaways and commuter coaches (over-the-road coaches). CARB shall revisit their inclusion in 2030.
- Identify 2018 benchmarks to compare purchase price, fuel cost and performance of ZEBs to CNG fueled buses. The benchmarks can be updated as the technology advances.
- By 2020, each transit agency is required to develop and submit an individualized ZEB deployment plan to CARB that details its strategy for reaching the 2030 and 2040 ZEB deployment targets. The plan shall be updated in 2022 and 2024.
- CARB monitors each transit agency's progress towards fulfilling its ZEB deployment plan, and may impose an agency-level purchase mandate, under specified conditions beginning in 2025, ensuring the 2040 ZEB deployment target is met.
- Initial statewide target of 350 ZEBs to be deployed from 2020 – 2023. Some additional funding preference could be given to Disadvantaged Communities and air quality non-attainment regions with all preference expiring at the end of 2023.
- Funding incentives need to be “new” funding and not a redirection of existing funding. Funding incentives should help fund the incremental cost difference between a ZEB and baseline non-ZEB technology.
- Beginning in 2021, transit agencies will submit purchase costs, operating cost and performance data for their ZEBs to CARB.
- By end of calendar year 2018, require interoperability of charging infrastructure between the different ZEB manufacturers.

- In 2023, and every two years thereafter, initiate an independent and/or peer-reviewed analysis of key measures. The Board (CARB) may alter the Regulation based on the report findings.
- Utilities shall be wholly responsible for upgrading and providing sufficient electricity to transit agencies to begin deployments in 2020 and to achieve 100% deployment in 2040.

### **Going Forward**

In the near-term, the CEO is recommending that METRO **not** apply for ZEB grants, and instead, move forward with taking delivery of the ZEBs currently funded by approved grants. Prior to purchasing additional ZEBs, METRO needs to gain operating experience. Further, METRO needs the ZEB industry to improve bus range such that future buses purchased will run on all routes and all day on a single overnight charge.

Finally, in the near-term, the CEO would like to continue to apply annually for FTA LoNo grants, but to focus those grant applications on CARB-certified low emissions diesel fueled over-the-road coaches for the Highway 17 commuter service.

### **In receiving this Board report, the Board is directing the CEO as follows:**

- Continue to participate in the CTA Subcommittee on Transit Electrification; and
- Endorsing the draft CTA counter proposal and providing the CEO the latitude to continue to support modifications to this counter proposal that are consistent with its overall current approach; and
- Endorsing the CEO's proposal to discontinue applying for ZEB grant applications until the battery technology and bus range improves, or CARB mandates begin; and
- In the near-term, endorsing the CEO's proposal to apply annually for FTA LoNo grants for CARB certified low emissions diesel over-the-road coaches for the Highway 17 commuter service.

## **IV. FINANCIAL CONSIDERATIONS/IMPACT**

There should be no immediate fiscal impact to the directions provided to the CEO in this Board report. If CARB institutes the ICT, ZEBs are expected to cost at least an additional \$300K/each more than a CNG bus, not including the incremental cost of charging infrastructure. Potential lifecycle maintenance costs savings cannot be calculated at this time due to a lack of medium and long-term transit industry experience with these vehicles. Additionally, it is not currently

possible to estimate the lifecycle electricity propulsion savings or additional costs when comparing to CNG propulsion.

## V. ALTERNATIVES CONSIDERED

- Receive and file the report and provide no direction(s) to the CEO. This Alternative is not recommended, since it is highly likely that CARB will institute a ZEB Regulation this year and it would be a far better strategy to participate in a process that might lead to a more acceptable Regulation.
- Provide the CEO alternate direction on one or more of the recommend proposals noted in the report.

## VI. ATTACHMENTS

**Attachment A:** January 26, 2018 Board report on the CARB Innovative Clean Transit (ICT) Regulation which also contains a copy of the ICT

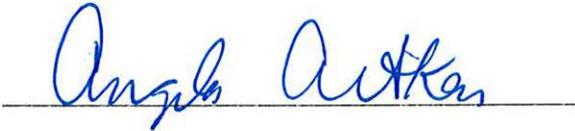
**Attachment B:** CEO response to the ICT

**Attachment C:** Excerpt from January 26, 2018 CY18 State and Federal Legislative Agenda Board report

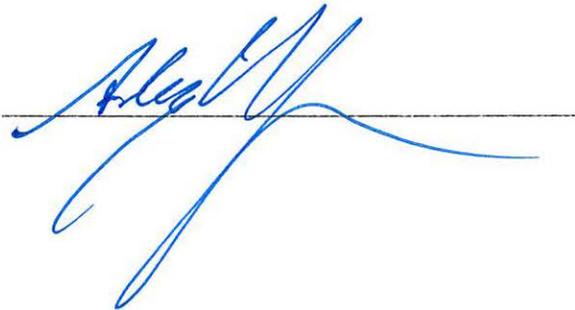
Prepared By: Alex Clifford, CEO/General Manager

**VII. APPROVALS:**

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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# Attachment A

*Santa Cruz Metropolitan  
Transit District*



**DATE:** January 26, 2018  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: ACCEPT AND FILE THE CEO'S LETTER TO THE CALIFORNIA AIR RESOURCES BOARD (CARB)**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the CEO's letter to CARB in response to the December 15, 2017 Innovative Clean Transit Regulation Discussion Document**

## II. SUMMARY

- In 2000, the California Air Resources Board (CARB) adopted a Fleet Rule for Transit Agencies (Fleet Rule)
- As a result of the Fleet Rule, transit agencies had to choose a fuel path - Diesel or Alternative fuel
- Santa Cruz Metropolitan Transit District (METRO) chose the Alternative fuel path
- In 2002 and 2003, METRO purchased 40 diesel buses that were converted to Compressed Natural Gas (CNG) in 2008. Since then, METRO has not purchased a diesel fuel bus.
- The mandate issued by CARB expired in 2015
- Since 2015, CARB has been working on a new regulation
- On December 15, 2017 CARB published the Innovative Clean Transit Regulation Discussion Document (ICT)
- The ICT lays out a mandate to phase-in Zero Emissions Buses (ZEBs); with all purchases after 2029 being ZEBs
- CARB accepted comments on the ICT through January 12, 2018; then extended the due date to January 22, 2018
- The CEO, working with key staff, drafted and submitted the attached letter to CARB by the January 22, 2018 deadline
- The letter challenges a number of CARB's assumptions and seeks changes in the Regulation that would delay ZEB implementation based on availability for funding and continued technology innovation
- The Board is being asked to review, comment and file the attached letter to CARB

# Attachment A

### **III. DISCUSSION/BACKGROUND**

In 2000, CARB adopted a Fleet Rule for Transit Agencies. The Regulation stated, "As of October 1, 2002, a transit agency shall not operate an urban bus fleet with a NOx fleet average exceeding 4.8 g/bhp-hr." Further, "A transit agency shall make percentage reductions (below) in the total diesel PM emissions of its diesel urban bus fleet relative to its January 1, 2002, total urban bus fleet diesel Particulate Matter (PM) baseline." Zero emissions bus purchases were to begin July 2008.

As a result of the Fleet Rule, transit agencies had to choose either a diesel fuel or alternative fuel path. The alternative fuel path required at least 85% of an agency's bus purchases be alternative fuel. Santa Cruz Metropolitan Transit District (METRO) chose the Alternative fuel path. METRO started purchasing CNG buses in 2002. Since 2003, METRO has not purchased a diesel fuel bus, with the exception of 40 diesel fuel buses that were purchased in 2002/2003 and retrofitted in 2008 to Compressed Natural Gas (CNG), following the completion of the natural gas fueling station.

The Fleet Rule mandate expired at the end of 2015. Since 2015, CARB has been working on a new Regulation. On December 15, 2017 CARB published the Innovative Clean Transit Regulation Discussion Document (ICT). The ICT lays out a mandate to phase-in Zero Emissions Buses (ZEBs), with all purchases after 2029 being ZEBs.

CARB originally accepted comments on the ICT through January 12, 2018. They recently extended the deadline to comment to January 22, 2018. The CEO, working with key staff, drafted and submitted the attached letter to CARB by the January 22, 2018 deadline. The letter challenges a number of CARB's assumptions and seeks changes in the Regulation that would delay ZEB implementation based on the availability for funding and continued technology innovation.

The CEO requests that the Board review, comment and file the attached letter to CARB.

### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

While there is not a fiscal impact associated with commenting on the CARB ICT, there could be a potential significant fiscal impact to METRO of a Regulation that requires all bus purchases to be ZEBs after 2029. Further, METRO might be forced to prematurely purchase ZEBs before the ZEB battery density technology has improved to facilitate longer range operation than may be currently available today.

# Attachment A

Board of Directors  
January 26, 2018  
Page 3 of 4

## V. ALTERNATIVES CONSIDERED

- Direct the CEO to withdraw the letter to CARB. This alternative is not recommended since METRO should comment on a proposed Regulation of such significance.
- Give the CEO alternate direction and direct the CEO to revise the letter and send a new version to CARB.

## VI. ATTACHMENTS

**Attachment A:** CARB Innovative Clean Transit Regulation Discussion Document

**Attachment B:** Santa Cruz Metropolitan Transit District letter to CARB

Prepared By: Alex Clifford, CEO/General Manager

# Attachment A

Board of Directors  
January 26, 2018  
Page 4 of 4

## VII. APPROVALS:

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

dlc cow for AA

Alex Clifford, CEO/General Manager

Alex Clifford

**Public Workshop on the Proposed**

**Innovative Clean Transit Regulation**

**Discussion Document**

**December 15, 2017**

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# Attachment A

## Executive Summary

The California Air Resources Board (CARB or Board) is developing strategies to transition the heavy-duty mobile source sector to zero and near-zero emission technologies to meet air quality, climate, and public health protection goals. The long-term vision of the Innovative Clean Transit (ICT) effort is to achieve a zero emission transit system by 2040 as a key step in that transition. The following are key goals we seek to achieve:

- Support the near-term deployment of zero emission buses (ZEB) where the economics are viable and where transit service can be maintained or expanded.
- Improve transit service while working towards meeting a long-term vision for transitioning to zero emission technologies across all transit modes.
- Partner with transit agencies to pilot innovative approaches to improve access to transit systems with zero emission first- and last-mile solutions.

Transit agencies have often been leaders in facilitating the introductions of new technologies and have been partners in addressing air quality by continuing to be instrumental in leading adoption of low nitrogen oxide (NOx) engines, zero emission technology deployment in heavy duty vehicle applications, and in addressing barriers. This document describes a proposal for a complete transition of public transit fleets to zero emission technologies and includes safeguards to allow for adjustments if needed. This regulatory strategy is intended to complement other existing State policies while encouraging transit agencies to act early to take advantage of existing and potentially new incentive programs that improve transit services and reduce emissions, and provides transit agencies the flexibility to continue to evolve to meet expanding needs for effective, efficient, and affordable regional transit services across California.

The proposal is generally consistent with normal purchase schedules and would not require any accelerated purchases. It is structured to allow transit agencies to take advantage of incentive programs by acting early, proposing that purchases made before they are required can be used to meet future obligations. All fleets would need to report bus information annually to demonstrate compliance, and agencies that use other proposed compliance options would need to report additional information. We are also proposing to conduct periodic informational updates to the Board. The first informational update to the Board would be around 2022 to assess zero emission technology, fleet experiences, costs, and to evaluate the regulatory structure for achieving mobility improvements and a complete transition to a zero emission future. The informational updates to the Board would provide an opportunity to discuss any needed adjustments.

Please send any comments about this discussion draft to Shirin Barfjani at [Shirin.Barfjani@arb.ca.gov](mailto:Shirin.Barfjani@arb.ca.gov) by January 12, 2018. Comments received on or after the December 15, 2018 public meeting will be considered in preparing draft regulatory language to be discussed at another workshop in spring of 2018 before taking a proposed recommendation to Board in June 2018.

# Attachment A

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## I. Overview

California faces very challenging mandates to reduce air pollution in order to meet the health-based federal ambient air quality standards and State climate protection goals. To date, California has made significant progress and is on track to meet the Assembly Bill 32 goals of reducing greenhouse gas (GHG) emissions to the 1990 level by 2020. However, we need to continue making progress beyond 2020 to meet the following goals:

- Federal health-based ambient air quality standards (key milestones in 2023 and 2031).
- 40 percent reduction in GHG emissions from 1990 levels by 2030.
- 80 percent reduction in GHG emissions from 1990 levels by 2050.
- 50 percent petroleum reduction target by 2030.
- Continued reductions in criteria pollutants and toxic air contaminants to protect public health.

Meeting all of these goals requires evolution wherever possible to zero emissions technologies in all sectors including industrial, residential, electricity, and transportation.

Substantial progress has been made in reducing emissions from all mobile sources, mainly by replacing older vehicles/engines with newer vehicles/engines that are subject to more stringent emission standards. Transit agencies have been partners in leading efforts to introduce new technologies to reduce emissions in California. Despite this progress, the transportation sector remains a major contributor to statewide emissions of NO<sub>x</sub>, GHG, and particulate matter (PM). The transportation sector accounts for 39 percent of the total GHG emissions statewide.<sup>1</sup> New technologies, integrating renewable energy, and innovative ways to improve transportation efficiencies are needed to achieve established goals. Zero emission trucks and buses have a fuel efficiency two to five times as great as conventional internal combustion engines, and are one of the most promising technologies to lead the transportation sector in reducing petroleum use, reducing total energy consumption and eliminating tailpipe emissions from heavy duty vehicles.

ZEBs are the beachhead of heavy duty zero emission vehicle (ZEV) technologies and are resulting in technology transfer to other heavy duty truck applications. In addition, the deployment of ZEBs is part of the 2016 ZEV Action Plan that supports the governor's Executive Order B-16-12, which calls for 1.5 million ZEVs (including heavy duty vehicles) in California by 2025 and establishes several milestones on the pathway toward this target.

The Transit Fleet Rule was originally adopted in 2000 and includes a 15 percent ZEB purchase requirement for fleets with 200 or more buses. Transit fleets were one of the first to achieve significant reductions in NO<sub>x</sub> and PM by retrofitting existing engines or by switching to alternative fuels from 2002 to 2010. Several agencies also worked together on an early demonstration of zero emission buses to gain experience with the technology. However, in

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<sup>1</sup> California Greenhouse Gas Emission Inventory, <https://www.arb.ca.gov/cc/inventory/data/data.htm>, accessed 11/25/2017

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2009, staff presented a ZEB technology evaluation to the Board and concluded that the technology was not commercially ready at that time. The Board, through Resolution 09-49,<sup>2</sup> directed staff to withhold the ZEB purchase requirement through a rule amendment and report back to the Board regarding technology readiness.

Staff conducted another technology evaluation in 2015 and concluded the ZEB technologies are in their early commercialization stage and published an initial discussion paper on the plan to develop amendments to the regulation. Staff updated the Board in early 2016 at a public hearing about the status of ZEB technology, price, and deployment. Since that update a lot has changed, for example:

- Dozens of transit fleets have purchased ZEBs as well as committed to significantly converting their fleet to ZEBs over the next several years
- Multiple ZEB models and configurations have become available from several manufacturers
- A fuel cell bus power plant exceeded 25,000 hours of operation, which is U.S. Department of Energy's ultimate performance target
- Several manufacturers now offer battery electric buses (BEB) with a nominal range exceeding 200 miles and at least one with 300 miles per charge
- Proterra set a world record by operating its commercially available battery electric bus for 1,100 miles on a test track
- Cummins announced it would produce electric drivetrains for transit buses by 2019 and for trucks by 2020
- GILLIG partnered with Cummins to power their zero-emissions transit buses
- New funding opportunities are becoming available

Despite their higher capital costs, today, when BEBs (with a nominal range of 150 miles) are replaced on a one-for-one basis in California, the operational savings can make the total cost of ownership comparable to conventional buses even without incentives. Incentives can offset some of the initial capital costs and reduce the early financial risks for transit agencies. With more experience, and a successful market expansion, cost should continue to decline to a point where incentives won't be needed.

The ICT measure is part of CARB's holistic approach to transform the transportation sector. ICT focuses on a long-term goal of transforming the public transit sector to zero emission modes. The overall strategy includes a combination of incentives and regulatory measures to provide a strong market signal for zero emission technology deployment, utilization of low NOx engines where zero emission technologies are unavailable, the use of renewable fuels, and encouraging innovative transit solutions. The concept considers flexibility to allow transit fleets to implement zero emission technologies in a way that is synergistic with their operation, recognizes early actions to reduce emissions, and encourages innovative mobility options.

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<sup>2</sup> <https://arb.ca.gov/board/res/2009/res09-49.pdf>, last accessed 11/25/2017

This proposal starts in 2020 with requirements for large transit agencies (with 100 or more buses) to begin phasing-in ZEBs when bus purchases are made and would encourage fleets to act early to maximize funding opportunities. Smaller fleets would have more time before the ZEB purchase requirements would begin. The proposal would also recognize innovative zero emission mobility options that would count towards meeting the ZEB purchase requirement. All fleets in more polluted regions of the State would be required to purchase low-NOx engines, and larger transit agencies would also be required to use renewable fuels when diesel or natural gas contracts are renewed. The proposal recognizes that all transit fleets may deploy different infrastructure solutions to meet their own operational needs and builds in a procedural method to avoid unintended consequences or potential barriers that are beyond an individual transit agency's control. Staff is also discussing how to add a fleet wide performance-based option that could be used in lieu of meeting future bus purchase requirements beginning in 2023 to provide transit agencies more flexibility in providing new and innovative transportation services while continuing progress towards meeting a mutual goal of providing the cleanest and most effective transportation services. Details of the proposal and rationale are in Section V.

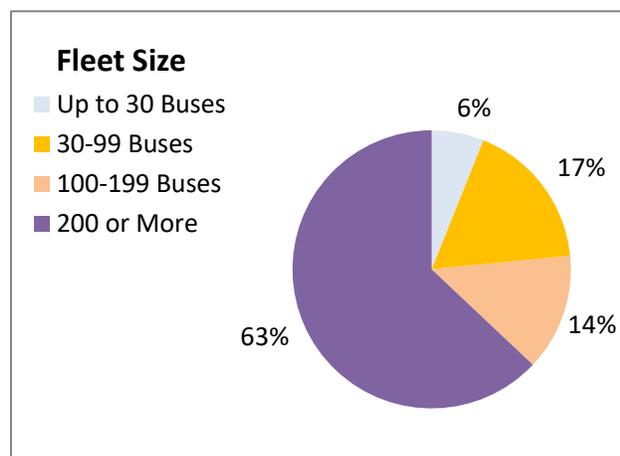
## II. Role of California Transit Systems

Transit fleets operate in local communities and have a key role, not only in helping transit-dependent riders, but also in helping to shape transportation systems. Public transit agencies are our clean air partners and have played, and will continue to play, an important role in helping California meet air quality standards and GHG emissions reduction goals; namely, by employing the cleanest technologies, providing safe and reliable public transit services to reduce light-duty passenger vehicle miles traveled and single occupancy trips, and reducing congestion on roadways.

Transit agencies are diverse. There are currently over 200 public transit agencies in California operating more than 14,000 transit buses, including cutaways and trolley buses. They provide different modes of transportation, including buses, passenger rail, shuttles, vanpools, demand response paratransit services, and bus rapid transit systems with differing fleet sizes, composition, terrain, weather, route length, and other factors. Some agencies are small, operate in rural areas, and provide service with only one or two modes of transportation, such as vans and buses with few staff.

Other agencies are big, serving dense urban areas with various modes of transportations and have complex service schedules and hundreds of staff. Figure 1 shows the percent of buses in California based on bus fleet size.

**Figure 1 Bus Fleet Size Distribution**



Transit agencies are not only coping with continued change of environment and demands, but they are also adapting to new and transformative transportation innovations that are changing rapidly. Examples include new shared mobility services, autonomous vehicles, and electric vehicles that are significantly changing customer's behaviors, reshaping the communities, and redefining transportation services. Shared mobility services, such as Uber, Lyft and micro-transit systems are available on demand, can be more convenient than traditional transit services, and in some cases could have lower fares.

### III. Zero Emission Bus Market

California has the most ZEBs deployed in the United States. To date, multiple fleets already operating ZEBs in regular revenue service. As of September 2017, there are 107 ZEBs in operation in California and an additional 340 are on order from transit agencies and universities<sup>3</sup>. To put this in context, nearly 1000 transit buses are purchased in California annually. Figure 2 identifies the transit agencies that are implementing zero emission technologies.

**Figure 2 Battery and Fuel Cell Electric Buses in California**

(107 in operation and 340 on order/awarded as of September 2017)



<sup>3</sup> Battery and Fuel Cell Electric Buses in California, last accessed 11/25/2017, <https://arb.ca.gov/msprog/ict/zbusmap.pdf>

Seven transit agencies with over 3,400 buses, representing about 25 percent of all buses in California, have committed to fully electrify their fleets (Table 1). Six of these agencies have set a goal of making the transition long before 2040.

**Table 1 Transit Agencies Committed to 100% ZEB Target**

Agency	Total Buses	All ZEB Target
Antelope Valley Transit Authority	77	2018
Porterville Transit	15	2018*
San Joaquin Regional Transit District	111	2025
Los Angeles County Metropolitan Transportation Authority	2,457	2030
Foothill Transit	327	2030
Los Angeles Department of Transportation	326	2030
Santa Cruz Metro Transit District	98	2040
Total	3,411	

\* No Board resolution, but stated goal of transforming the active fleet to ZEB by 2018.

These early deployment strategies have included fuel cell electric buses (FCEB) and BEBs charged in the depot, on-route and combinations of depot charging with on-route charging for extending daily range. FCEB fueling and range is similar to existing compressed natural gas (CNG) buses, but still has a high upfront cost for buses and infrastructure. Depot charging for BEBs is similar to current operations, but bus range needs to be considered in providing daily service. Longer range buses provide more operational flexibility, but have additional upfront costs for a larger battery. According to recent CARB survey<sup>4</sup> a majority of California transit standard buses drive less than 150 miles per day. Most of transit agencies have parking, maintenance, and fueling facilities at their depot yards with different capacities, and available space. Though transit agencies provide similar services, their operations could be quite different. A technology that works for one transit may not work for the other.

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<sup>4</sup> Transit Agency Survey Preliminary Results, August 29, 2016, [https://www.arb.ca.gov/msprog/bus/transit\\_survey\\_summary.pdf](https://www.arb.ca.gov/msprog/bus/transit_survey_summary.pdf)

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California is now home to ZEB manufacturing that is creating high quality jobs for standard bus manufacturing and small bus manufacturing. Six standard bus original equipment manufacturers (OEM), including BYD, Complete Coach Works, El Dorado National-California, GILLIG, GreenPower, and Proterra, are all manufacturing BEBs or FCEBs in California. BYD and Proterra exclusively manufacture battery electric buses and have battery production plants in California. Greenpower is locating a battery electric bus manufacturing plant in Porterville and plans to begin production in 2018. The other manufacturers also produce buses with internal combustion (IC) engines. Table 2 shows the locations of these OEMs, their production capacity. These manufacturers are offering ZEBs in different sizes and configurations, including standard buses, motor coaches, articulated buses, double deckers and other configurations. There are multiple bus models and manufacturers available in the market.



**Table 2 Zero Emission Bus Manufacturers in California**

Manufacturer	CA Facilities	Propulsion Technology	Total Bus Production Capacity/Year*
<b>BYD</b>	Lancaster	BEB, BE trucks, and Battery mfr	1500
<b>Complete Coach Works</b>	Riverside, Alameda	BEB and IC	500
<b>El Dorado National</b>	Riverside	FCEB and IC	
<b>GILLIG</b>	Livermore	BEB and IC	
<b>GreenPower**</b>	Porterville	BEB	150
<b>Proterra</b>	Burlingame	(Battery mfr.)	
<b>Proterra</b>	City of Industry	BEB	500

\*Annual production capacity for all types of buses, including IC buses. Areas without public information are left blank.

\*\*Porterville manufacturing plant to begin production in 2018

There are other OEMs that primarily manufacture small ZEBs that are typically shorter than 26-feet, such as Ebus, Phoenix Motorcars, and Zenith. Ford recently expanded its alternative fuel options to include electric drivetrains for some of its chassis that can be used as trucks, shuttle buses or school buses. Motiv Power Systems, based out of Foster City now offers an all-electric powertrain for the Ford E-450 and F-59 chassis in partnership with Ford. These OEMs currently offer buses with a 70-130 kWh battery capacity and 100-145 miles of ranges and some of these same platforms are also used as cargo vans or trucks. Several airports and private companies are operating these vans and buses, and a few are being used by transit fleets. However, at this time, these smaller ZEBs have not been Altoona-tested and are not yet eligible for purchase with federal funds.

## IV. Potential Funding and Incentive Opportunities

The Funding Plan<sup>5</sup> serves as the blueprint for expending Low Carbon Transportation funds appropriated to CARB in the State budget. The plan establishes CARB's priorities for the funding cycle, describes the projects CARB intends to fund, and sets funding targets for each project.

The amount allocated for the Clean Truck and Bus Vouchers (HVIP + Low NOx Engine Incentives) is \$188 million for FY 17-18. The staff proposal includes the base proposed voucher amounts shown in Table 3 with higher amounts for disadvantaged communities (DAC) or low income census tracts. The voucher amounts are intended to fully cover the incremental cost for a low NOx engine, the majority of the incremental cost of a BEB, and about half of the incremental cost of a FCEB. The Funding Plan will be considered at the December 14, 2017 Board Meeting.

**Table 3 Proposed Voucher Amounts**

Category	Base Amount*
Low NOx Engine (8.9 Liter)	\$10,000
Zero Emission Bus (20 ft – 24 ft)	\$80,000
Zero Emission Bus (25 ft – 29 ft)	\$90,000
Zero Emission Bus (30 ft – 39 ft)	\$95,120,000
Battery Electric Bus (40 ft – 59 ft)	\$150,000
Battery Electric Bus (60 ft)	\$175,000
Fuel Cell Electric Bus (≥ 40 ft).	\$300,000

\* Up to \$15,000 more for use in a DAC.

The Clean Mobility Options for Disadvantaged Communities program offers alternate modes of transportation and encourages use of zero emission and plug-in hybrid vehicles, vanpools, electric and regular bicycle sharing, and other mobility options. Use of advanced technology vehicles instead of conventional vehicles in a car sharing component provides the primary GHG and criteria pollutant emission reductions and increases mobility options. The funding allocation for this program is \$17 million for FY 2017-18 and could be used by transit agencies to implement such a program. More information about the program is at [https://www.arb.ca.gov/msprog/aqip/ldv\\_pilots.htm](https://www.arb.ca.gov/msprog/aqip/ldv_pilots.htm).

The Transit and Intercity Rail Capital Program<sup>6</sup> (TIRCP) provides grants from the Greenhouse Gas Reduction Fund (GGRF) to fund transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems, to

<sup>5</sup> [https://www.arb.ca.gov/msprog/aqip/fundplan/1718\\_draft\\_funding\\_plan\\_workshop\\_100417.pdf](https://www.arb.ca.gov/msprog/aqip/fundplan/1718_draft_funding_plan_workshop_100417.pdf)

<sup>6</sup> <http://www.dot.ca.gov/drrmt/sptirpc.html>

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significantly reduce GHG emissions, vehicle miles traveled, and congestion. The California Department of Transportation, in collaboration with California State Transportation Agency (CalSTA), is responsible for administering this program.

The Low Carbon Transit Operations Program<sup>7</sup> (LCTOP) was created to provide operating and capital assistance for transit agencies to reduce GHG emission and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing GHG emissions. Five percent of the annual auction proceeds in the GGRF are continuously appropriated for LCTOP. This program is administered by the California Department of Transportation (Caltrans) in coordination with CARB and the State Controller's Office (SCO).

The Congested Corridors Program under SB 1, with an annual budget of \$250 million, also allows projects like ZEB deployment, transit hubs to increase linked trips or multimodal transportation modes, and transit hubs or stations and nearby roadways providing accessibility for first mile and last mile connectivity to public transit systems.

The Volkswagen Environmental Mitigation Trust provides California approximately \$423 million to fund specified eligible actions to mitigate the ~~lifetime~~~~life cycle~~ excess NOx emissions caused by Volkswagen's emissions test defeat device. CARB is the lead agency to administer these funds. CARB staff held the first public workshop on allocation of the Volkswagen Environmental Mitigation Trust (First Partial Consent Decree, Appendix D) on October 9~~26~~, 2017.<sup>8</sup> Transit agencies are potentially eligible to use these funds.

On July 17, 2017, both the California Assembly and Senate passed AB 617. This bill directs CARB to establish community air monitoring plans for toxic air contaminants (TACs) and criteria pollutants, determine communities most affected by high cumulative exposure burden, and develop a strategy to reduce emissions in those communities. \$250 million in Low Carbon Transportation fund is intended to help meet the goals of AB 617 through early action. These funds are to be spent on projects pursuant to the Moyer Program with focus on mobile sources and infrastructure. These funds are distributed through air districts as \$107.5M to South Coast AQMD, \$80M to San Joaquin Valley Unified APCD, \$50M to Bay Area AQMD, and \$12.5M to the remaining districts. Eligible projects should provide targeted reductions of criteria pollutants or air toxics (such as diesel particulate matter) within communities affected by a high cumulative air pollutant exposure burden. What this means in practice in the short-term is that a majority of the funds must be used to aid disadvantaged and low-income communities. Moyer 617 funds are to be distributed as expeditiously as possible to provide immediate emission reductions in impacted communities.

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<sup>7</sup> <http://www.dot.ca.gov/drrmt/splctop.html>

<sup>8</sup> More information on Volkswagen settlement is available at [https://www.arb.ca.gov/msprog/vw\\_info/vsi/vw-mititrust/vw-mititrust.htm](https://www.arb.ca.gov/msprog/vw_info/vsi/vw-mititrust/vw-mititrust.htm). Last accessed 12/1/17.

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The Low Carbon Fuel Standard (LCFS) program lowers the carbon intensity of transportation fuels in California and the program results in an incentive for fuel producers or vehicle operators to use a variety of low carbon fuels. The program<sup>9</sup> is currently being updated and changes that have been proposed are scheduled to be considered by the Board in early 2018.

LCFS program staff is proposing to increase the energy efficiency ratio (EER) for heavy-duty battery-electric vehicles to about 5.0 based on new data for battery electric trucks and buses. The EER is currently 4.2 for buses. If the proposed change to the LCFS regulation is approved, a fleet that earns credits worth about \$8,000 for using electricity in a battery electric bus (at a credit value of \$100 per credit, for example) would earn about 20 percent more credits which would increase the value to about \$9,600 per year. Another change the LCFS program staff is proposing is to clarify how hydrogen station operators will receive credits. The change would make it clear that a transit agency that operates a hydrogen fueling station can receive the credits directly from the LCFS program rather than indirectly through the fuel provider.

SB 350 provides a potential opportunity of transportation electrification to transit agencies. Three major investor owned utilities (IOU) together have proposed over \$750 million worth of investment in infrastructure to support transportation electrification that could offset most of the costs of making electrical service upgrades and installing charging infrastructure over a 5 year period. The California Public Utilities Commission (CPUC) issued its first proposed decision approving 15 of the IOUs' transportation electrification "priority review" pilot projects<sup>10</sup> that could be implemented quickly. CPUC is expected to vote on whether to approve the proposed decision at a January 18, 2018 meeting. CPUC also plans on making a decision on the longer term standard projects in the March/April 2018 timeframe.

There are a number of other state funding programs, local air district funds and federal funds that may also be available that are not addressed here.

**Table 4 Incremental Cost Example for a BEB Compared to a CNG Bus Without Infrastructure Service Upgrades (\$2016)**

Category	Upfront Capital Cost	Avg. Annual Operating Costs
<b>40' Bus Price (with charger)</b>	\$235,000	--
<b>Voucher</b>	-\$150,000	--
<b>Maintenance</b>	--	-\$10,000/yr
<b>Fuel</b>	--	-\$5,000/yr
<b>LCFS Credit (@\$100)</b>	--	-\$7,500/yr
<b>Total Bus Costs</b>	\$85,000	-\$22,500/yr

<sup>9</sup> Preliminary draft of potential regulatory amendments to the low carbon fuel standard, [https://www.arb.ca.gov/fuels/lcfs/lcfs\\_meetings/092217\\_draftregtext.pdf](https://www.arb.ca.gov/fuels/lcfs/lcfs_meetings/092217_draftregtext.pdf). Last accessed 12/1/2017.

<sup>10</sup> The full document can be accessed at <http://docs.cpuc.ca.gov/PublishedDocs/Efile/G000/M198/K874/198874393.PDF>. Last accessed 11/30/2017

Shown in Table 4 is a simple example of how available funding could be used to offset higher capital cost of a BEB purchased today where the average annual savings over the life of the bus would result in about a 4 year payback for the bus purchase (without electrical service upgrades). The actual costs for an individual fleet will vary and could be higher or lower than the values shown in the example and would need to account for needed infrastructure.

For a BEB, associated infrastructure service upgrades will depend on site conditions, charging strategy, number of chargers installed and other factors, but are expected to range from about \$20,000 to 75,000 per bus. Some of or all of the costs of the charger and electrical service upgrades could potentially be offset if the utility proposals are approved by CPUC in April 2018. Similarly, hydrogen station costs likely range from about \$3,000,000 for a 10 bus station to \$5,000,000 for a 50 bus station. Some of these hydrogen station costs could be partially offset by about \$100,000 per bus if the proposed funding plan is approved.

## V. ICT Proposed Regulation

With any strategy, we need to ensure compliance targets are technologically and financially feasible, emission reductions are real and quantifiable, and compliance is straightforward and enforceable. With these overarching criteria in mind, we are proposing to implement an advanced technology purchase requirement when bus purchases are made starting in 2020, and would include a method to recognize the benefits of innovative mobility programs implemented by transit agencies that use other types of ZEVs like micro transit, vans or cars.

The following is a summary of the overall rule proposal with more details and rationale in the subsequent sections:

### January 1, 2020

- Large transit fleets with ( $\geq 100$  buses) would need to:
  - Purchase 25 percent ZEB when bus purchases are made or implement an equivalent innovative zero emissions mobility program.
  - Purchase renewable fuels when diesel or natural gas contracts are renewed.
  - Report fleet wide information for all modes and fuel purchases needed to evaluate their progress in meeting a fleet wide performance-based goal.
- All transit agencies in more polluted areas of California would be required to purchase low NOx engines if available at the time of conventional bus purchases.

### January 1, 2023

- The proposed concept would be expanded to include medium size transit fleets with more than 30 buses.
- Affected transit fleets would need to meet a 50 percent ZEB purchase requirement.

### January 1, 2026

- All transit fleets, including smaller transits would need to meet a 75 percent ZEB purchase requirement.

### January 1, 2029

- All bus purchases would need to be ZEBs.

## VI. Applicability

The regulation would apply to all public transit agencies that own, lease, or operate buses with a gross vehicle weight rating greater than 14,000 lbs. Buses subject to the regulation include cutaway buses, transit buses (including bus rapid transit), articulated buses, double-deckers, commuter coaches, trolley buses and vintage trolley buses. Fleet size would be based on the number of buses in the active fleet in 2019 as follows:

- A large transit agency is a transit agency with 100 or more transit buses.
- A medium transit agency has 30 to 99 transit buses.
- A small transit agency has fewer than 30 transit buses.

With a goal of achieving a zero emission public transit fleet, we are interested in comments as to whether the scope should be expanded to include non-bus modes of passenger transportation including vans, or cars.

## VII. Renewable Fuel Requirements

We are proposing to require large transit agencies with 100 and more transit buses to purchase renewable fuels when diesel or natural gas contracts are renewed. Smaller fleets would be exempt from the renewable fuel requirement. This proposed requirement should result in little or no cost, but would send a market signal that supports California's existing fuel policies to further reduce the carbon intensity of transportation fuels through the LCFS program. However, the GHG emissions benefits of using renewable natural gas or renewable diesel is due to the LCFS program and cannot be counted as new reductions in the ICT because they are already required by the LCFS program.

To date, about 60 percent of California transit buses are operating CNG buses and are the primary users of renewable CNG in California. Renewable CNG producers need to sell the fuel to California fleets to earn LCFS credits. Most renewable CNG is currently produced outside California, but this proposal supports the program and contributes to State efforts to increase in-state production. Renewable fuels are currently commercially available due to the federal Renewable Fuel Standard Program<sup>11</sup> and CARB's LCFS Program.<sup>12</sup> Today, transit agencies can procure renewable natural gas at a price equal to or lower than that of fossil natural gas due to these programs.

Renewable diesel is a drop-in fuel, and is also available at costs to the users that are similar to conventional diesel fuel. However, renewable diesel providers are primarily contracting with larger transit fleets and do not necessarily need to contract with smaller transit agencies to sell the renewable fuel in California and earn credits. Some smaller transit agencies have not received bids for renewable diesel and requiring the use of renewable diesel for these smaller agencies could result in higher costs for them.

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<sup>11</sup> <https://www.epa.gov/renewable-fuel-standard-program>, accessed on 11/22/2017.

<sup>12</sup> <https://www.arb.ca.gov/fuels/lcfs/lcfs.htm>, accessed on 11/22/2017.

## VIII. ZEB Purchase Requirements

Staff is proposing to initially require ZEB purchases for larger transit fleets with deferred compliance for smaller and medium transit agencies. The ZEB purchase requirement would start with larger transit agencies beginning January 1, 2020. Medium size transit agencies (30 to 99 buses) would be exempt from the ZEB purchase requirements until 2023 and the smallest would be exempt until 2026. The purchase requirement applies at time of normal purchase and does not require any accelerated purchases. The proposed ZEB purchase requirement is shown in Table 5.

**Table 5 Zero Emission Bus Purchase Requirement<sup>13</sup>**

Starting January 1	Percent of Bus Purchases	Fleet Size as of 2019
<b>2020</b>	25%	>100 buses
<b>2023</b>	50%	>30 buses
<b>2026</b>	75%	All fleets
<b>2029</b>	100%	All fleets

All purchases made before they are required by the regulation or that exceed the minimum purchase requirement would generate a ZEB credit that could be banked and used for a future purchase date. This approach counts early ZEB purchases towards future obligations, and is intended to be consistent with incentive programs that require early action to be eligible for funding. The ZEB credits also provide transit agencies with more flexibility in how they procure ZEB and utilize infrastructure. For the following example, we will use a fictitious large fleet that has 200 buses and normally contracts to purchase about 40 new buses every 3 years. The fleet is planning its normal bus purchases in 2019 and 2022.

- Since the regulation does not take effect until 2020, the fleet does not need to purchase any ZEB in 2019, but when the fleet makes a 40 bus purchase in 2022, 10 buses would need to be ZEB to meet the 25 percent ZEB purchase requirement. However, these purchases would not qualify for HVIP or other incentive programs because they do not result in early emission benefits.
- If the fleet chose to purchase 10 ZEB in 2019, before any ZEB purchases are required, the 10 ZEB purchase would remain eligible for funding and the fleet would bank 10 ZEB credits. In 2022, when the fleet makes its next 40 bus purchase, the fleet could use the 10 banked ZEB credits to meet the ZEB purchase requirement (25% of the 40 buses or 10 ZEBs) without purchasing any more ZEB that year. Again, the fleet could continue to purchase ZEBs to go beyond the minimum requirement. If they bought 10 more ZEBs in 2020, they would be eligible for funding and would earn credits that could be used for the next planned purchase after 2022.

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<sup>13</sup> Trolley buses operated on a fixed guideway are ZEBs but would not be counted towards the ZEB purchase requirements except when expanding the existing fleet from a 2015 baseline.

The credit mechanism also provides some flexibility in making two separate bids in the same year. For example, if a transit agency is planning one contract for standard buses and a different contract for commuter coaches in the same year, the agency could purchase enough ZEB in the first contract for standard buses so that the credits from the first purchase would meet the minimum ZEB requirement of the second contract for commuter buses. The earned ZEB purchase credit would be void if the contract is cancelled or the bus is not placed in service.

We are also proposing to provide bonus ZEB credits for early actors that are already operating ZEBs or take more risks in deploying early technologies. They have been pioneers in addressing fuel cell maintenance, electricity rates, charging standards, education, training, developing new technologies, and other issues. These pioneers and their experiences in addressing barriers have benefited the broader market for zero emission heavy duty vehicles and for other transit fleets. We believe their actions should be recognized with additional credits; therefore, we are proposing to provide bonus ZEB credits as shown in Table 6.

**Table 6 Bonus ZEB Purchase Credits**

Technology	Placed in Service	Bonus ZEB Credit
<b>FCEB</b>	January 1, 2018 to January 1, 2023	+1
<b>BEB</b>	Before December 31, 2017*	+1
<b>FCEB</b>	Before December 31, 2017*	+2

\* Must still be in service as of January 1, 2018

The bonus credits provide more time for these early actors and give them more flexibility in expanding their ZEB fleets and taking advantage of technology improvements. For example, a BEB that was purchased and placed in service in 2017 would receive a standard purchase credit plus a bonus credit for a total of 2 credits. A fuel cell bus placed in service before 2018 would receive a credit for the purchase and 2 bonus credits for a total of 3 credits.

## A. ZEB Purchase Provisions

Because we recognize that transit fleets are different, we have structured this proposal with significant flexibility to utilize funding. We also are proposing to include some provisions to address individual fleet situations if they occur. The provisions are intended to address uncommon situations that present unintentional adverse impacts for an agency due to factors beyond their control, and to safeguard infrastructure investments that have been made. Compliance is determined when a bus purchase order is placed, so the transit agency would not be out of compliance due to manufacturer delays, but there may be other circumstances that a contract cannot reasonably be executed. The following are proposed conditions that would be approved for temporary delays:

- If the planned bus purchase and deployment at a given depot is delayed because the utility is unable to supply sufficient power to the property in time to place the BEB purchases in service when they are delivered.

- If the planned bus purchase and deployment at a given depot is delayed for reasons outside the transit agency's control and would not be completed on time to place the FCEB purchases in service when delivered. The off-ramp would apply to delays for hydrogen fueling station construction or when expanding an existing hydrogen station's capacity.
- An agency would not be out of compliance for purchasing conventional buses when equivalent ZEB type has not successfully completed Altoona testing. However, this off-ramp would only apply if the transit agency has no other options available to meet the purchase requirement (i.e. if the fleet could meet the ZEB purchase requirement with other bus types included in the purchase contract, there would be no need for an extension. A transit fleet that still chooses to purchase a bus that has not been Altoona-tested could count the bus towards compliance or would receive a ZEB purchase credit to be used at a later date.)
- If the planned ZEB fleet expansion cannot be completed in compliance with local permitting requirements or other safety requirements, could not have reasonably been foreseen, and cannot reasonably be addressed before the planned ZEB purchases would be delivered and placed in service;

The Executive Officer would be able to provide a 1-year extension based on the specific situation. At this time we do not believe off-ramp provisions are needed for small deployments to address battery electric bus range because there are already multiple standard buses available with a 200 mile range and some with more than a 300 mile range that can meet all daily needs. Similarly, concerns about space constraints for charging infrastructure in the depot may not be an issue for smaller or larger deployments because of overhead charging solutions that have minimal impact on congested yards. These issues could be revisited as part of an informational update to the Board before the proposed requirements ramp up.

## B. Joint ZEB Compliance Option

On a case-by-case basis, multiple transit agencies may petition the Executive Officer to implement a joint zero emission bus deployment within a region. If approved, two or more transit agencies would comply as if they were one joint transit agency. The Executive Officer would approve the joint agreement provided the following criteria have been met and would issue a joint agreement number to track annual reporting:

1. Jointly comply with the number of ZEB purchases the partners would be required to purchase individually.
2. Jointly fund bus purchases and infrastructure through a common a metropolitan planning organization or other transportation policy-making organization.
3. Operate the ZEBs at a transit agency affected by the zero emission bus purchase requirement.
4. Show how the deployment prioritizes benefits in DAC.
5. Place the buses in revenue service with the intent of operating them in California for the FTA minimum useful life criteria.
6. Provide appropriate maintenance and storage facilities for the applicable technology.

7. Train bus operators and maintenance personnel from each participating transit agency.
8. If the joint ZEB deployment fails to comply as a group, each participating agency must immediately comply individually.
9. Participating agencies must report annually and identify the joint agreement number.

## IX. Low NOx Engine Purchase Requirement

Staff is proposing to require all transit agencies to include low NOx engines when purchases are made if they are available for the bus type being purchased. This would not apply to fleets that operate in areas defined as NOx exempt areas<sup>14</sup>. The requirement would begin with purchases made on or after January 1, 2020 or two years after a low NOx engine becomes commercially available for the bus fuel type being purchased. Purchases that are made before they are required would earn a low NOx engine credit that would count towards the low NOx purchase requirement for future bus purchases. The credits could be used to meet a future obligation or could be used to ensure the fleet remains eligible for funding if continuing to purchase low NOx engines. Low NOx engine purchases would not be required if they are not available for the bus and fuel type the transit agency purchases, and would not be required at time of rebuild.

Low NOx engines are currently available for CNG buses, propane shuttle buses, but are not yet available for diesel buses nor gasoline buses. Low NOx engine for most CNG buses became commercially available in 2016. To date, low NOx engines have been installed on CNG buses for either repower or new purchase. CARB is also planning on a low NOx engine regulation in the near future that would apply to all heavy duty engines.<sup>15</sup> CARB Board action on a lower NOx standard for on-road heavy-duty engines is expected in 2019 and potentially could apply to the 2023 engine year for all heavy duty engines.

## X. Innovative Zero Emission Mobility

We are proposing to include a credit mechanism that would count towards the ZEB purchase requirement to encourage the introduction of innovative zero emission transit services that may lead to a broader zero emission future. For purposes of this regulation, innovative zero emission mobility options are non-bus (nor fixed guide way) transportation services provided by the transit agency with lighter ZEVs like micro transit, on-demand van or car transportation, or autonomous shuttle services. Other modes, such as buses that are within the scope of the regulation and light rail, heavy rail and trolley bus services, are considered to be conventional transit modes. Zero emission mobility options that are directly operated by the transit agency or under contract that are used to provide on demand services or for shared transportation, like van pools, would be eligible for credit.

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<sup>14</sup> The following counties make up the NOx Exempt Areas: Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, Eastern El Dorado, Glenn, Humboldt, Inyo, Eastern Kern, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Monterey, Nevada, Eastern Placer, Plumas, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Northern Sonoma, Northern Sutter, Tehama, Trinity, Tuolumne, and Yuba.

<sup>15</sup> <https://www.arb.ca.gov/msprog/hdlownox/hdlownox.htm>, accessed 11/24/2017

Because there are a wide range of innovative mobility services, we are proposing that the transit fleet apply to the Executive Officer to determine the appropriate credit amount for new and innovative services based on the details of the program. The transit agency would need to clearly identify how miles and passenger counts would be measured and how records would be kept and made available to CARB. The credit for an innovative zero emission mobility program would be provided in the form of a ZEB purchase credit where 350,000 zero emission passenger miles per year from the program would be deemed to be equivalent to purchasing a ZEB. If for any reason the zero emission mobility program is ended, the transit agency would receive a ZEB purchase deficit equal to the credit it initially received. The fleet would not be deemed to be out of compliance, but the deficit would need to be made up during the next bus purchase.

We would use the informational update to the Board to assess the zero emission mobility option at that point. CARB could modify the option, make it mandatory for lighter vehicles, or replace it with a performance based option beginning in 2023.

## XI. Performance Based Option

A fleet-wide performance-based option that includes all transit modes has the potential to account for a wide range of actions that reduce NOx and GHG emissions. It could provide for the greatest opportunity to let market forces drive the form of the emission benefits. The approach needs to be equitable for a bus-only fleet and a multimodal fleet, and needs a straightforward metric to account for the emissions benefits of switching to ZEBs, cleaner engines, eco driving, improvements in mobility, right sizing vehicles, improving vehicle efficiency, increasing ridership density among other things. We need additional detailed information from transit agencies to clear up data gaps we see in the National Transit Database (NTD) for several fleets, how data are tracked, and to understand how methodology changes may affect the results of a performance based approach. Starting in 2020, large transit agencies (with 100 or more buses) would be required to report annual information for all modes they operate dating back to 2015 as the proposed baseline year. The information would be used for an informational update to the Board and would answer questions about whether the scope of the regulation should be expanded to include non-bus modes, whether zero emission miles or another metric should be used for fleet wide compliance, or whether the zero emission mobility option should be expanded.

We evaluated strategies based on emissions per passenger mile or emission per seat mile, but we encountered a number of challenges with applying a fleet-wide performance-based option. First and foremost, most funding programs would not allow funding to be used to purchase ZEB or low NOx engines until the transit agency could show compliance with the next compliance requirement. This means that a bus fleet would not be able to take advantage of existing funding programs and ultimately would incur higher costs to achieve the same emissions reductions as the proposed purchase requirements. Second, it is challenging to identify a mechanism that is equitable for all fleets. For example, a uniform NOx reduction goal may be easy to meet for a CNG bus fleet because low NOx engines are already available but may be impractical for a diesel bus fleet that could be forced to retire buses and aggressively ramp up

ZEB purchases to achieve the same reductions. Similarly, some transit fleets are “dirtier” than others for a variety of reasons, and the “dirty” fleets would need to do more than clean fleets to meet a common goal. Third, there are challenges with properly separating new actions from those that are already occurring due to CARB regulations for engine emissions standards, vehicle efficiency requirements, and policies to reduce transportation fuel carbon intensity. Finally, fuel use, mileage and passenger counts reported in the NTD fluctuate from year to year and may not be suitable for adequately measuring small changes.

A zero-emission-miles-based fleet-wide approach may be a promising method to set a performance goal that could be used in lieu of meeting the bus purchase requirement. A performance-based requirement that is based on zero emission miles squarely fits with the end goal of achieving a zero emissions transit system and could include all ZEV modes ranging from bicycles to light rail. ZEVs of all types eliminate local emissions and reduce both NOx and GHG emissions at the same. Zero emission miles as a metric could allow for a single metric to evaluate progress towards the final goal and we will continue to discuss options to integrate this into the proposed regulation.

## XII. Reporting Requirements

Reporting is needed to ensure that credits are appropriately tracked and that compliance can be monitored appropriately. All transit agencies must report their bus fleet information annually starting January 1, 2020. Each transit agency would be subject to reporting and record keeping requirements each January and would need to provide information about bus and engine purchases made each year. The basic reporting includes the following items:

1. Transit agency name
2. Contract number
3. Purchase order number
4. Joint agreement number (if applicable)
5. Vehicle identification number (VIN) if in service
6. Fleet vehicle ID number
7. Bus type
8. Fuel type
9. Model year
10. Make
11. Model
12. Propulsion technology type
13. Horsepower
14. Engine family name
15. Engine displacement (liters)
16. Odometer reading
17. Odometer reading date
18. Traction battery capacity (if applicable)
19. Purchase contract number
20. Date of purchase contract

## 21. Date placed in service

We would also need data from large transit agencies with 100 or more buses to evaluate and develop a performance based option. The data would need to come directly from transit agencies for all modes they operate. The data would allow us to evaluate trends and identify and clear up anomalies that we currently see in the NTD data and are not available in the public data sets. Starting in 2020, large transit agencies would be required to report annual information for all modes they operated dating back to 2015 as the proposed baseline year. Modes would include all modes reported to NTD and would include all vehicles types used for passenger transportation (directly operated or purchased).

The following is a list of the individual vehicle information that transit agencies would need to report for each transportation mode:

1. Vehicle information:
  - a. Vehicle identification number (if applicable) and fleet identification number.
  - b. Transportation mode.
  - c. Type of service.
  - d. Fuel type.
  - e. Vehicle type and length category.
  - f. Vehicle model year.
  - g. Engine family.
  - h. Engine year.
  - i. Fuel consumption per vehicle type.
  - j. Vehicle odometer reading.
2. Annual totals by transportation mode:
  - a. Passenger counts per revenue mile.
  - b. Sampling and data collection method.
  - c. Total revenue miles.
  - d. Deadhead miles.
  - e. Average trip length.
  - f. Passenger miles traveled.
  - g. Average trip length.
  - h. For linked trips.
    - i. Number of linked trips (a trip contains at least one transfer from one vehicle or mode to the next).
    - ii. Number of transfers per trip.
    - iii. Average length of linked trip.

# Attachment B

## Santa Cruz Metropolitan Transit District



January 19, 2018

California Air Resources Board Members  
1001 I Street  
Sacramento, CA 95814

Dear Chair Nichols and Members of the California Air Resources Board:

Santa Cruz Metropolitan Transit District (METRO) is responding with comments to the Draft Innovative Clean Transit Regulation Discussion Document (ICT) published December 15, 2017.

In general, and subject to the comments contained in this letter, METRO is supportive of CARB's goal to achieve zero-emissions transit fleets. In fact, as identified on page 5 of the ICT, METRO's Board adopted a resolution in May 2017 setting a goal to achieve a Zero Emissions Bus (ZEB) fleet by 2040. **However**, we should be clear that the METRO Board has adopted this as a **goal** and **not a mandate**.

As discussed in this letter, achieving METRO's ZEB goal is subject to resolution of a number of challenges in the years to come. Those challenges include areas of funding, technology, horsepower, axle-weight, and battery density innovation, just to name a few. **These challenges are significant** and cannot be overcome today. In contrast, the ICT establishes prescriptive milestones that must be met in order to achieve mandatory 100% ZEB purchases by 2029 and with only four qualifying scenarios in which "temporary delays" can be considered. On page 14 of the ICT, CARB staff goes on to say "At this time we do not believe off-ramp provisions are needed..." METRO believes that CARB staff is mistaken in their perception of the current state of ZEB evolution. METRO's response today will shed some light on our concerns in this respect.

### METRO Comments about the ICT

#### Fleet Size and Paratransit

- a. As currently drafted, it may be difficult for a transit agency to determine their fleet size.
  - i. Are cutaway buses that are used for paratransit service and weigh more than 14,000 pounds considered heavy duty vehicles for the purposes of determining fleet size?
  - ii. Are buses used temporarily in demonstration or pilot projects included in the fleet size?
  - iii. If an agency leases buses, regardless of the lease duration, are those buses included in the fleet size?

## Attachment B

- b. METRO requests that cutaways used for **paratransit vehicles be excluded from the zero emission regulation** and not counted towards fleet size due to the unknown availability, lack of field testing and the unknown performance of such electric vehicles for ADA paratransit service. As the paratransit community is heavily reliant on this service, and the most vulnerable population, ZEB's in paratransit must be proven before implementing. Consider the following complications:
- i. Opportunity charging (mid-day or in-route recharging) is not an efficient way to run paratransit service: Lifts and ramps needed to board mobility devices use battery power which is needed for propulsion, thereby limiting the vehicle range between recharges. METRO does not wish to build an ADA paratransit operating model that requires mid-day recharging. Such mid-day recharging will result in higher electricity cost (peak-hour recharging); a need to purchase more vehicles; and a need to add additional driver personnel.
  - ii. Expected range limitations: Paratransit cutaways are much smaller than fixed-route buses and therefore have physical limitations on how many batteries they will hold. Increasing the number of batteries (battery volume) on paratransit vehicles to eliminate in-service recharging is not a viable solution with today's technological limitations. Greater battery volume will also diminish the passenger capacity of the vehicle and require more vehicles to carry the same number of passengers. **ADA paratransit vehicles should be excluded from the Regulation until such time as battery density technology improves significantly.**
  - iii. METRO has had to use paratransit vehicles for formally declared emergency evacuations due to topographical constraints in rural areas. Disruption of power in these situations could limit METRO's ability to adequately respond.
  - iv. METRO is aware of only one zero emissions paratransit vehicle manufacturer. The market is simply not sufficiently developed to provide suitable vehicles and a variety of models which will meet the range of differing paratransit operating parameters across the state.

### Infrastructure Assistance

- a. CARB must work collaboratively with the PUC to establish mandatory and streamlined processes with electric utilities to mitigate the high cost of yard recharging facilities.
- b. Currently, utility companies impose minimum electricity usage to recapture the capital cost of new transformers and they are not inclined to provide larger transformers up front for fleets that are phasing-in ZEBs over time. Instead, they will require the transit agency to upgrade transformers multiple times throughout the phase-in of ZEBs.
- c. The Regulation is silent on the costs associated with **opportunity recharging (in-route recharging)**. Transit agencies may have to fund additional significant capital costs for in-route recharging equipment and facilities, and it may be difficult to locate such facilities within the public right-of-way.

# Attachment B

## Potential Funding and Incentive Opportunities

CARB staff lists a number of funding sources that they view will enable transit agencies to purchase ZEBs at nearly the cost of a non-ZEB vehicle. The discussion on funding is misleading.

- a. A vast majority of funding sources cited in Potential Funding and Incentive Opportunities are **competitive grant programs** which do not offer any funding certainty or predictability for an agency to use in their ZEB funding analysis, yet the ICT is prescriptive, date-certain and structured without a funding “*off-ramp*.”
- b. Smaller agencies are at a disadvantage in competitive programs because a large transit agency in a dense urban area typically scores higher on a cost/benefit basis because the emission reductions are greater, especially if they are located in a federal air quality non-attainment district. In contrast, Santa Cruz METRO is located in a federal attainment district. Therefore, **a proposed Regulation should provide additional time to phase-in ZEBs when the transit agency is located in a federal attainment district.**
- c. The Volkswagen Environmental Mitigation Trust Fund should be used to support deployment of zero-emission buses. This fund can help stabilize funding to achieve our collective goal.
- d. CARB itself does not provide any unique **formula funding** to help offset the incremental additional cost of ZEBs.
- e. The Potential Funding section does not include funding assumptions for certain infrastructure costs. Electric infrastructure costs are not limited to the yard recharger, as implied on page 9 of the ICT, Table 4. Electric infrastructure cost assumptions must include all capital costs associated with taking the power from the pole through a transformer, switching and distribution networks throughout the bus yard. At times when these concerns have been raised, CARB staff have dismissed them citing the ongoing SB 350 Transportation Electrification proceedings at PUC. Let us be clear: the funding for infrastructure that PUC is considering has not yet been approved, and the funding is not specific to public transit electrification.
- f. Page 14 of the ICT states “...*concerns about space constraints for charging infrastructure in the depot may not be an issue for smaller or larger deployments because of overhead charging solutions that have minimal impact on congested yards.*” This statement is in gross error as it relates to METRO. Regardless of choosing underground or overhead approaches, an electrical distribution network being added to METRO’s bus yard will be both complicated and expensive and there is no simple and inexpensive overhead solution, as implied in the ICT.
- g. The ICT does not include any assumptions for the capital costs associated with in-route recharging facilities (Opportunity recharging).
- h. Cap and Trade sourced funding comes with requirements that there be minimum expenditures in Disadvantaged Communities (DAC). Some communities do not have DACs and others, like Santa Cruz County, may have only one DAC. **The ICT should**

## Attachment B

**not include any additional mandates related to DACs** and CARB should work with the legislature to develop legislation that will provide much needed relief from Cap and Trade DAC requirements.

- i. HVIP early emissions benefit: See ICT page 12, second bullet - The phasing out of HVIP qualification when a transit agency purchases the number of ZEBs required in a particular milestone year as opposed to “*early*” is unreasonable. **HVIP funding must be available at all times** for agencies purchasing ZEBs, irrespective of the purchases being made ahead of mandated milestones or on-time.
- j. Today, HVIP funding is only accessible if there is funding available at the time the ZEB order is placed, and the ZEB manufacturer must apply for the HVIP money. CARB needs to appreciate that well in advance of placing a ZEB order, a transit agency will have struggled mightily to identify the dollars with which to fund the ZEB order, especially small transit agencies such as METRO. **The HVIP program must change.** A transit agency needs to be **guaranteed** the HVIP dollars when cobbling together the capital funding for the ZEB order. To that end, CARB needs to modify the program such that an agency can obtain a **firm commitment** for the HVIP dollars in advance of placing the ZEB order. This **simple change** will significantly enhance a small transit agency’s ability to identify the funding resources for their ZEB purchase.

### **The 2029 mandate is far too aggressive given the current state of ZEB technology.**

- a. Contrary to information contained in the ICT, battery capacity (energy density) industry-wide has not advanced much beyond 200 miles except in test track controlled conditions and what appears to be limited to one manufacturer. As discussed earlier, METRO does not wish for its ZEB operating model to include opportunity recharging. Instead, METRO’s operating model seeks to run ZEBs all day on an overnight charge. With numerous routes that exceed 200 miles/day, ranging up to 282 miles/day, and based on current ZEB non-test track range, METRO may not be able to run ZEBs purchased today on all routes. METRO believes that the stated or manufacturer marketed ZEB vehicle range is potentially far higher than the actual vehicle range. This is due to a number of obvious factors that impact how rapidly the battery power is drawn-down. **This is a significant problem.** When all buses in the fleet cannot run on all routes, the result is a dedicated fleet. Dedicated fleets are difficult to manage and to make morning rollout, especially in space-constrained yards such as the one METRO operates. **Dedicated fleets are not cost efficient or operationally effective.**
- b. METRO operates buses on Highway 17 from Santa Cruz to San Jose. Based on METRO’s recent experience, the current ZEB over-the-road buses or commuter bus ZEB technology is underdeveloped. Therefore, ZEB replacements on commuter bus routes would likely not be a 1:1 replacement. METRO’s best modeling indicates that three commuter ZEBs will be required to perform the work of two conventional CNG buses on its Highway 17 Commuter Express service due to the incline of the roadway and traffic conditions. The BYD over-the-road ZEB prototype recently tested by METRO performed poorly and could not provide enough horsepower to keep up with traffic,

## Attachment B

topping out at 30 – 35 mph on some stretches of the highway. Any ICT Regulation crafted should **specifically exclude from the ZEB mandate commuter bus services** operating on mountain roads such as Highway 17.

- c. The ICT must be inseparably linked with a **PUC Regulation requiring that public transit agencies operating ZEBs receive a much lower electricity rate** from the utilities. With the current rate structure and infrastructure costs, propulsion costs may be much higher than the equivalent Compressed Natural Gas costs, especially if opportunity recharging is required. Such will likely negate the operating cost savings projected in Table 4 on page 9 of the ICT.
- d. Contrary to assertions made in the ICT, there is no evidence that ZEB prices are falling as the technology advances and demand increases.
- e. CARB staff states on page 4 of the ICT that “*nearly 1,000 transit buses are purchased in California annually.*” CARB staff includes in the assumption three ZEBs for Santa Cruz METRO. At this time, METRO has not placed an order for three ZEBs due to the challenges noted in ‘b’ above.
- f. Using the numbers contained on page 5 of the ICT, and extrapolating the bus assumptions, California alone will need to purchase 13,600 ZEBs to become a state with 100% ZEB fleets. Assuming that it will take through 2040 to fully retire non-ZEBs, this will equate to approximately 618 ZEBs/year. Surely CARB is aware that one particular major ZEB manufacturer has been struggling to fulfill its current contract commitments and transit agencies across America are reporting delayed deliveries from all ZEB manufacturers. **The ZEB manufacturers are not yet ready for an aggressive ZEB mandate.**
- g. California transit agencies are not the only transit agencies in America purchasing ZEBs.
- h. **Battery degradation** and the consequent decline in full-charge capacity are currently unknown. Neither of the two major ZEB manufacturers’ have provided anything more than battery degradation **estimates** and both are struggling with how to measure battery degradation. Some manufacturers claim 80% remaining capacity at twelve years, but no California agency has operated a ZEB for twelve years. Some manufacturers are guaranteeing the batteries for twelve years and others are not. Also, under the new federal Transit Asset Management program, the life expectancy of buses should now be upgraded to fourteen years.
- i. Batteries constitute one-fourth to one-third of a ZEB’s cost, which is not included in the lifecycle cost comparison in Table 4 on page 9 of the ICT. How many batteries will need to be replaced over the fourteen year life of the ZEB? What is the environmental impact of disposing these batteries?
- j. A ZEB purchased to run on a 200 miles/day route will not be able to run all-day without recharging when the batteries degrade to 80%. How soon will the batteries degrade to 80%? No one knows the answer today. There has not been sufficient ZEB experience with which to answer this question, and to make matters more complicated, different ZEB manufacturers are each using different battery technology. Further, if the answer is to replace the batteries when they degrade to a certain percentage, where will that money

## Attachment B

come from and why aren't such costs incorporated into the ICT ZEB lifecycle cost analysis?

- k. Current longer range ZEBs, like the Proterra E2, may be able to cover all METRO routes today, however, the E2 appears to not meet the California axle-weight restrictions, as set forth in AB 1250 (ZEBs – 25K lbs. down to 22K lbs. by 2022). Proterra's website shows the curb weight of the E2 as 29,849 – 33,061 lbs. **No ICT Regulation should be implemented until such time as the ZEB manufacturers can certify all of their ZEBs as AB 1250 compliant.**

This letter raises serious and substantial concerns about the Innovative Clean Transit Regulation. It appears that in crafting this draft Regulation, CARB staff has not fully considered a host of concerns generated by transit agencies earlier with the Advanced Clean Transit Regulation. ZEB technology has not yet matured to a point where it is practical to implement an aggressive ZEB purchase mandate. Furthermore, CARB staff's schedule for adopting the ICT does not provide adequate time for transit agencies to respond. Comments communicated by METRO to CARB via this letter are representative of only a small number of concerns METRO has identified with the ZEB mandate.

METRO recommends that the ICT Regulation be placed on hold and a new review date be established, and that CARB work with transit agencies across California to debate and discuss the many ZEB challenges. METRO believes that transit agencies working collaboratively with CARB on the timing and composition of a ZEB mandate to identify a better approach than the one identified in the current proposed ICT Regulation will benefit all.

Sincerely,



Alex Clifford  
CEO/General Manager

cc: Richard Corey, Executive Officer, California Air Resources Board  
Steve Cliff, Deputy Executive Officer, California Air Resources Board  
Jack Kitowski, Chief, Mobile Source Control Division, California Air Resources Board  
Shirin Barfjani, Air Pollution Specialist, Mobile Source Control Division, California Air Resources Board  
Yachun Chow, Manager, Zero Emission Bus Truck and Bus Section, California Air Resources Board  
Jennifer Lee, Mobile Source Control Division, California Air Resources Board Member, Executive Committee, California Transit Association  
Members, Zero Emission Bus Task Force, California Transit Association

# Attachment C

## CY18 State Legislative Agenda

- Work to educate Santa Cruz County residents about the value of SB-1 to the county in hopes that the voters will not overturn SB-1 in November 2018.
- Cap-and-Trade:
  - Seek maximum flexibility in the use of Cap-and-Trade dollars
  - Work to ensure growth in Cap-and-Trade dollars available to transit
- Support efforts to amend the State Constitution to reduce the voter threshold required for a city, county, special district or regional transportation agency to impose a special tax for transportation projects or programs.
- Protect against the elimination or diversion of any State-directed funds that support Santa Cruz County transportation needs.
- Monitor and actively participate in the California Air Resources Board's *Innovative Clean Transit Regulation* proposal, issued December 15, 2017 and proposed to be adopted by the CARB Board in June 2018. Work to ensure that any Regulation adopted meets METRO's interests, and incorporates flexibility in deadlines to generally meet the following:
  - **Speed of Implementation:** The Regulation should not accelerate Zero Emission Bus (ZEB) procurements at a faster rate than the METRO ZEB phase-in plan, which anticipates Compressed Natural Gas (CNG) vehicle purchases to be phased out as soon as 2029
  - **Financial Constraints:** CARB's ZEB purchase requirement needs to be flexible to recognize the financial challenges associated with mandating the procurement of ZEBs on a schedule. State and federal funding sources need to be made available that will offset the higher cost of purchasing ZEBs versus the lower cost CNG buses.
  - **Evolving Technology:** CARB's ZEB purchase requirement needs to recognize still evolving battery technology and the pace of battery energy density technology evolution. Battery energy density is related to improvements in the ability of the battery to hold more power, not the number of batteries. Except for possibly the Highway 17 Commuter service, METRO **does not** wish to incorporate opportunity recharging into its ZEB operational

# Attachment C

plan. Opportunity recharging requires the construction of expensive in-route recharging facilities, peak-hour recharging rates and additional utility demand charges.

- **Mid-Day Recharging:** METRO seeks to purchase buses that can run all day on an overnight charge
- **Fleet Flexibility:** METRO seeks to purchase buses that can run on any METRO route as opposed to buses with mileage restrictions that must then be restricted to certain routes. Today, METRO's longest block is 281 miles.
- **Vehicle weight:** More batteries equal more weight. Buses that can run more than 200 miles/day without a mid-day recharging may currently exceed California's axle weight restrictions, as established in 2015 by AB 1250.
- **Highway 17 Commuter Service:** Operation of ZEBs on highway 17 will be a challenge due to the need to maintain speeds at the speed of traffic and battery capacity constraints. METRO is concerned that over-the-road bus battery technology and electric engine horsepower may not improve sufficiently to meet its needs by 2029. A CARB Regulation should include an exception for commuter bus services operating on mountain road grades, or, a longer deadline to implement procurement for commuter buses operating on mountain road grades.
- Seek legislation that could result in electricity providers charging transit properties off-peak or reduced rates at meters used to recharge ZEBs.
- Support establishing new funding sources for Transit Oriented Development (TOD) and bus facilities.
- **Three-Position Bike Racks:** Pursue legislation to amend existing law related to the use of bike racks on 60-foot articulated buses to accommodate the use of three-position bike racks.
- **Bus on Shoulder Expansion:** Support other transit systems as they define and seek an expansion of the existing, very limited bus on shoulder statutory authorization granted to Monterey-Salinas Transit District and Santa Cruz Metropolitan Transit District by AB 946 (Stone) [Chapter 426, Statutes of 2013]
- Continue active involvement in the California Transit Association (CTA).



**DATE:** April 27, 2018  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: CONSIDERATION OF APPOINTMENT OF JASON LOPEZ TO THE  
METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE  
ENDING DECEMBER 31, 2021**

**I. RECOMMENDED ACTION**

**That the Board of Directors approve the appointment of Jason Lopez to the METRO Advisory Committee (MAC) for a term of office ending December 31, 2021.**

**II. SUMMARY**

- There is currently a vacant seat on the METRO Advisory Committee (MAC).
- The MAC Ad Hoc Committee is nominating Jason Lopez for appointment to MAC with a term that would commence immediately and end December 31, 2021.

**III. DISCUSSION/BACKGROUND**

The METRO Advisory Committee (MAC) is to be composed of seven members. Through attrition, there are currently six members on the MAC. To the extent it is practical, representation on MAC shall consist of residents of the County of Santa Cruz, regular riders of the system and include representatives of the following consumer groups:

- At least one member from the Disability community.
- At least one member from the University of California, Santa Cruz, who is either a student or employee of the same.
- At least one member who is a commuter using the Highway 17 service.
- At least one member of the Disadvantaged Business Community.
- At least one member from Cabrillo College, who is either a student or an employee of the same.
- At least one member who is a rider of Paratransit.

On December 31, 2017, three MAC members' seats expired. Two seats were filled at the January 26, 2018 Board of Directors Meeting and the nomination period was extended until the remaining vacant seat was filled. It was recommended that staff broaden the scope of this search.

Appointments for the 2018 METRO committees were approved at the February 23, 2018 Board of Directors Meeting with memberships on the Ad Hoc Committees being appointed over the following weeks by the METRO Board

Chair. The MAC Ad Hoc Committee is now composed of the following Directors: Ed Bottorff, Trina Coffman-Gomez, Norm Hagen, and Bruce McPherson.

The MAC Ad Hoc Committee meeting met on April 16, 2018 to review the applications. After considerable review of candidates, the MAC Ad Hoc Committee would like the METRO Board of Directors to consider the nomination of Jason Lopez to serve as a committee member of MAC. The application of Jason Lopez is attached to this report.

If approved by the Board of Directors, the term for Jason Lopez would commence immediately and conclude on December 31, 2021.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None.

**V. ALTERNATIVES CONSIDERED**

None.

**VI. ATTACHMENTS**

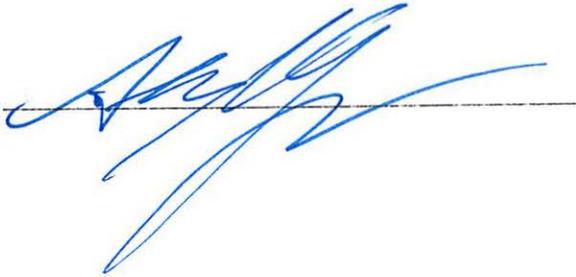
**Attachment A:** MAC Application of Jason Lopez

**Attachment B:** MAC Bylaws – Adopted January 26, 2018

Prepared By: Donna Bauer, Administrative Assistant

**VII. APPROVALS:**

Alex Clifford, CEO/General Manager



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# ATTACHMENT A

[MAC-000000021](#)

[REDACTED] wrote:

N/A

**What interests and experience do you have that would make you an effective MAC member?**

Neither my wife nor myself own a car, so we rely on the Metro as our primary source of transportation. I work in Mountain View, so I ride the Highway 17 bus round-trip four days a week. I have been so for seven years.

**Please outline your availability in terms of meeting times/dates and total time per month you can devote to MAC activities:**

I would be able to make the quarterly meeting as it is currently scheduled. I would be available on Fridays and weekends as well, for a total of at least four hours available per month.

**Are you aware of any conflicts of interest that would prevent you from serving on MAC if appointed?** None that I know of.

**Contact Name:** Jason Lopez

**Street Address:** [REDACTED]

**Street Address:** [REDACTED]

**City:** Santa Cruz

**State:** CA

**Zip Code:** 95060

**Day Phone:** [REDACTED]

**Do you ride Santa Cruz METRO fixed route or Paracruz Service?**

Santa Cruz METRO fixed route

**How often do you use Santa Cruz METRO Fixed Route or METRO ParaCruz Service?**

Daily

**What are your particular transit interests?**

As a daily rider of the Highway 17 bus, I would like to see the promised new buses be purchased. I would also like to ensure that service levels for regular routes are not reduced any further.

**What do you think are the biggest challenges for Santa Cruz METRO?**

Continuing to offer the level of service currently offered while simultaneously balancing increased benefits costs and needed upgrades to the bus fleet.

**What do you believe that you can contribute to Santa Cruz METRO & MAC if appointed?**

I have the point of view of someone who is a daily rider of the Metro system, and someone who has had a monthly pass for seven years. I believe in a system that is convenient and affordable for the local population, and that must put the needs of those riders first when making decisions.

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# **BYLAWS**

**Metro Advisory Committee**

**ADOPTED JANUARY 26, 2018**

# ATTACHMENT B

## BYLAWS FOR THE SANTA CRUZ METRO ADVISORY COMMITTEE

### Article I GENERAL PROVISIONS

#### §1.1 Purpose - Bylaws

These Bylaws shall govern the proceedings of the METRO Advisory Committee (MAC), an advisory committee established by the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO).

##### §1.1.1 Purpose – METRO Advisory Committee (MAC)

The MAC members serve at the pleasure of the Santa Cruz Metropolitan Transit District Board of Directors. The purpose of the MAC is to provide a citizen forum (advisory committee) in which the METRO Board and CEO/General Manager can delegate topics for discussion and in which recommendations can be formulated and communicated to the METRO Board of Directors. MAC members should be current frequent riders of the fixed-route, paratransit or commuter services provided by Santa Cruz METRO and should approach their review of topics from a regional thinker perspective in their review of matters referred by the METRO Board of Directors or the CEO/General Manager.

#### §1.2 Construction of Bylaws

As used in these Bylaws, “MAC” means the METRO Advisory Committee. These Bylaws shall govern the MAC’s proceedings to the extent they are not inconsistent with METRO Administrative Code or Regulations or California or Federal law. These Bylaws or amendments become effective upon approval by the METRO Board of Directors.

##### §1.2.1 Orderly Administration of MAC Meetings

The MAC shall follow Robert’s Rules of Order or Sturgis, the Standard Code of Parliamentary Procedure, as may be adopted by the current Chair of MAC.

#### §1.3 Definitions: As used in these Bylaws:

- a. “Chair” means the Chair of the MAC Committee.
- b. “Vice chair” means the Vice Chair of the MAC Committee.

# ATTACHMENT B

- c. "Staff" means staff members that are assigned to support the MAC Committee by the METRO CEO/General Manager.

## **Article II DUTIES AND AUTHORITY**

### **§2.1 Duties**

It shall be the duty of the MAC to provide recommendations to the Board of Directors on matters referred to the MAC by the Board or CEO/General Manager, and to perform such additional duties as assigned by the Board. The MAC may also address issues which members or the public raise with respect to the quantity and quality of services provided by METRO.

### **§2.2 Limitations on Authority**

The sole jurisdiction and authority of the MAC is to serve in an advisory capacity to the Board of Directors. MAC shall not have any authority to take actions that bind METRO or the Board of Directors. With the approval of the CEO/General Manager, and subject to budget considerations, the MAC may design informational signs to be placed on the inside of buses and it may design and distribute an informational brochure to increase the public's knowledge of the operation and existence of the MAC. MAC members are not allowed to give direction to the administrative support personnel or any other METRO employee.

- a. Reports to the Santa Cruz METRO Board of Directors.

Communications by the MAC to the Board of Directors shall be through the CEO/General Manager. All such communications shall be provided to the Board of Directors and placed on the next available Board agenda as a consent item under the heading of "communications to the Board from the MAC."

At the request of the MAC Chair or Vice Chair, and upon concurrence of a majority of the MAC members, matters which the MAC intends to discuss with the Board of Directors may be placed on the Board of Director's agenda by the CEO/General Manager. MAC shall comply with all requirements for the inclusion of such items on the Board's agenda as are deemed appropriate by the CEO/General Manager.

The MAC Chair or Vice Chair shall provide the Board of Directors an oral report on MAC activities twice a year, once in June and once in December.

# ATTACHMENT B

## Article III MEMBERSHIP

### §3.1 Membership

a. Appointment to the MAC.

The MAC shall be composed of no greater than 7 members appointed by the Board of Directors. All MAC members shall serve for a term of 4 years and will serve at the pleasure of the Board of Directors. Members wishing to resign from an appointment may submit such resignation to the CEO/General Manager.

The METRO Board of Directors shall nominate individuals to be considered for appointment as members of the MAC. Additionally, Santa Cruz County residents who have submitted an application directly to METRO shall be considered. Annually, the METRO Board Chair shall appoint an Ad Hoc Committee composed of four members of the Board and who shall meet as needed to review the list of Board nominees and other citizen applications and make appointment recommendations to the full Board. Appointments to the METRO Advisory Committee shall be made by the METRO Board of Directors.

b. Composition of Membership on MAC.

All members shall be residents of the County of Santa Cruz. When making its appointments, the Board shall strive to balance the membership to reflect the ethnic, gender, and geographic diversity of the County.

To the extent it is practical, representation on MAC will be regular riders of the system and will include representatives of the following consumer groups:

- i. At least one member from the Disability community.
- ii. At least one member from University of California, Santa Cruz, who is either a student or employee of the same.
- iii. At least one member who is a commuter using the Highway 17 service.
- iv. At least one member of the Disadvantaged Business Community.
- v. At least one member from Cabrillo College, who is either a student or an employee of the same.
- vi. At least one member who is a rider of Paratransit.

# ATTACHMENT B

No member of the Board of Directors or elected public official shall be appointed to the Committee.

No employee of METRO or any agency that provides funding to, or contracts with, METRO shall be appointed to the Committee. However, individuals who are employed by the University of California, Santa Cruz in departments other than the Transportation and Parking Services (TAPS), or in the offices that directly supervise TAPS, shall be exempt from the financial/contracting prohibition for MAC members outlined in this section.

## **§3.2 Members' Terms**

- a. The term of membership of each MAC member shall be four years, commencing with the date of appointment by the METRO Board of Directors and terminating on December 31<sup>st</sup> of the year in which the seat expires. Members may be considered by the Board Ad Hoc Committee for reappointment for additional terms, as approved by the METRO Board of Directors.
- b. Effective January 2018, seat term limits shall follow the following term schedule in order to ensure quorum in future election years as follows:

Seat 1: December 31, 2021

Seat 2: December 31, 2021

Seat 3: December 31, 2021

Seat 4: December 31, 2019

Seat 5: December 31, 2020

Seat 6: December 31, 2020

Seat 7: December 31, 2019

Thereafter, each seat's term will be four years from appointment or re-appointment.

- c. If a seat is vacated prior to the end of its designated term, the newly appointed MAC member shall fill the seat vacated through its designated termination date.

## **§3.3 Attendance at MAC meetings.**

If a member accumulates no less than two consecutive absences from MAC Meetings, without a reasonable excuse, in any rolling twelve-month period, the position shall automatically be declared vacant. In the event of a known absence to an upcoming MAC Meeting, it is expected of the MAC Member(s) that they will contact the Santa Cruz Metropolitan Transit

# ATTACHMENT B

District Front Office Administration Staff by telephone as soon as the absence is known, but no later than 12:00PM (noon) on the day of the meeting, and that failure to make said contact will constitute an unexcused absence unless circumstances restrict such contact. The Board of Directors shall then be notified of the vacancy so the Ad Hoc Committee can then meet and recommend to the METRO Board a successor to be appointed to fill the remainder of the vacated MAC member's term.

## **§3.4 Compensation of MAC members**

No individual member of the MAC shall be entitled to compensation from METRO, with the exception that Members of the Committee shall receive one (1) system-wide day passes for each meeting that they attend. Any request for reimbursement for travel or other expenses shall not be considered unless approved in advance by the CEO/General Manager.

## **§3.5 Vacancies**

When a vacancy is created or a MAC member's term expires, the METRO Board shall be solicited for nominations. The METRO Board nomination period shall be open for thirty (30) days following the notification to METRO Board Members of the vacancy(s). The METRO Board shall be notified of the open nomination period via email correspondence. Following the conclusion of the thirty-day nomination period, the Ad Hoc Committee shall convene and review current MAC applications on file and current Board Member nominations. The Ad Hoc Committee shall then make new appointee recommendation(s) to the full METRO Board for consideration and approval to fill the expired seat, or the remainder of the vacated MAC member's term.

## **Article IV OFFICERS**

### **§4.1 Chair and Vice Chair**

The MAC shall elect from its membership a Chair and a Vice Chair at the end of the agenda for the last meeting of the calendar year, to serve for a one-year term. In election years when MAC members' terms expire, the Chair and Vice Chair shall be elected at the first meeting after METRO Board appointments and/or reappointments of MAC members have been made, establishing a quorum.

The Chair shall preside at all meetings of the MAC and represent the MAC before the METRO Board of Directors. The Vice Chair shall perform the

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duties of the Chair when the Chair is absent. In the event of a vacancy in the Chair's position, the Vice Chair shall succeed as Chair for the balance of the Chair's term and the MAC shall elect a successor to fill the vacancy in the Vice Chair's position. In the event of a vacancy in the Vice Chair's position, the MAC shall elect a successor from its membership to fill the Vice Chair's position for the remainder of the Vice Chair's term. If the Chair vacates the position prior to the end of his/her one-year appointment, the Vice Chair will be allowed to complete the vacated Chair's term and one full year following the end of the vacated Chair's term.

The Chair may be elected for up to two consecutive terms, and again multiple times during their appointment term(s) provided there is a minimum of a one-year break after having served two consecutive terms.

## **§4.2 Staff Support**

The CEO/General Manager of METRO shall determine the proper staff support for MAC meetings, if any, and furnish administrative personnel to prepare and distribute the MAC's agendas, notices, minutes, correspondence and other materials. The METRO administrative personnel assigned to support the MAC shall maintain a record of all proceedings of the MAC as required by law and shall perform other support duties to the committee as assigned by the CEO/General Manager. The minutes of each meeting, when approved by the MAC shall be made available on the Santa Cruz METRO website on the MAC page. The METRO Board of Directors are encouraged to review these minutes after each MAC meeting.

## **Article V MEETINGS**

### **§5.1 Regular Meetings**

Regular meetings of the MAC shall be held not more than once each calendar quarter (e.g.: March, June, September & December), on the third Wednesday of the month that is selected for the meeting. Whenever a regular meeting falls on a holiday observed by METRO, the meeting shall be held on another day or canceled at the direction of the MAC. A rescheduled regular meeting shall be designated a regular meeting. With the approval of the CEO/General Manager, or at the direction of the METRO Board, the MAC may convene additional "Special" meetings during the calendar year to address time sensitive issues. e.g.: service changes, fare increases, Fiscal Year Budget review. All such "Special"

# ATTACHMENT B

meetings shall be posted in compliance with Article V, Section 5.3 and Article 6, Section 6.4 below.

At the MAC's last meeting of the calendar year it shall establish a calendar of its regular meetings for the following year. In election years when MAC members' terms expire, it shall establish at the MAC's last meeting of the calendar year the first meeting of the following year. The remaining meetings for that calendar year shall be established once METRO Board appointments and/or reappointments have been made, establishing a quorum. MAC's regular meeting schedule shall be posted on the METRO website once adopted by the MAC.

## **§5.2 Calling and Noticing of Meetings**

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The CEO/General Manager and METRO Counsel shall be given notice of all meetings.

## **§5.3 Quorum; Vote**

The presence of a majority of the appointed (4) members shall constitute a quorum for the transaction of business. However, when there are vacancies on the MAC the quorum shall be reduced to a majority of the number of Members appointed to the MAC with the provision that a quorum shall never be less than three (3) Members. All official acts of the MAC shall require the affirmative vote of the majority of members present, providing that a quorum is maintained at all times.

## **§5.4 Thirty Minute Rule**

If a quorum has not been established within thirty minutes of the noticed starting time for the meeting, the Chair, or Vice Chair, shall declare the meeting cancelled.

## **§5.5 Matters Not Listed On the Agenda Requiring Committee Action**

All items requiring MAC discussion and/or action are required to be posted on the Agenda and in compliance with Article V, Section 5.3 and Article 6, Section 6.4.

## **§5.6 Time Limits for Speakers**

Each member of the public appearing at a MAC meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her

# ATTACHMENT B

discretion, permits further remarks to be made. Any person addressing the MAC may submit written statements, petitions or other documents to complement his or her presentation. Public presentations that have been scheduled prior to the meeting with the MAC Chair shall not be subject to the time limits contained in this section.

## **§5.7 Impertinence; Disturbance of Meeting**

Any person making personal, impertinent or indecorous remarks while addressing the MAC may, as the Chair's discretion, have their testimony immediately terminated and may, at the Chair's discretion, be barred from further appearance before the MAC at that meeting, unless permission to continue is granted by an affirmative majority vote of the MAC. The Chair may order any person removed from the MAC meeting who causes a disturbance or interferes with the conduct of the meeting, and the Chair may direct the meeting room cleared when deemed necessary to maintain order.

## **§5.8 Access to Public Records Distributed at Meetings**

Writings which are public records and which are distributed during a MAC meeting shall be made available for public inspection at the meeting if prepared by the METRO staff or a member of the MAC, or after the meeting if prepared by some other person. In all instances, every effort shall be made to provide all writings in an accessible format. Anyone having difficulties accessing specific documents should contact the METRO Administrative Office for assistance.

Except as provided above, all public records requests for MAC records shall be made to Santa Cruz METRO pursuant to Santa Cruz METRO's policies and procedures for the same.

## **Article VI AGENDAS AND MEETING NOTICES**

### **§6.1 Agenda Format**

The agenda shall specify the location, starting time and anticipated ending time of each meeting. Each matter to be considered by MAC shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item. The agenda may include recommendations for MAC action as appropriate.

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## **§6.2 Public Communications**

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the MAC on matters of interest to the public either before or during the MAC's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the MAC, under the agenda item heading "Oral/Written Communications". The MAC shall not act upon an item that is not listed on the agenda. Each notice for a special meeting shall provide an opportunity for members of the public to directly address the MAC concerning any item that has been described in the notice for the meeting before or during consideration of that item.

## **§6.3 Agenda Preparation**

The METRO administrative personnel assigned to the MAC shall prepare the agenda for each meeting. One week prior to the posting date of the MAC Agenda, the MAC Chair will work with the assigned METRO administrative personnel to create a draft MAC Agenda. Prior to finalizing the MAC Agenda, the MAC Chair, or Vice Chair, shall meet with the CEO/General Manager, either in person or by phone, to discuss the draft Agenda and to determine whether or not certain items should be included in the MAC Agenda. Since the CEO/General Manager is responsible for oversight of METRO personnel and budget, the CEO/General Manager will have the final approval on the contents of the MAC Agenda, as it relates to all items requiring METRO staff support and compliance with the MAC Bylaws.

## **§6.4 Agenda Posting and Delivery**

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the METRO Staff at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the METRO Staff at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The MAC agenda will also be posted to the METRO website ([www.scmttd.com](http://www.scmttd.com)) under the Agency Information tab.

The agenda together with supporting documents shall be transmitted to each MAC member, the CEO/General Manager and the METRO Counsel at least three days before each regular meeting and at least 24 hours before each special meeting.

# ATTACHMENT B

## Article VII MISCELLANEOUS

### §7.1 Adoption and Amendment of Bylaws

These Bylaws shall be effective upon approval by the METRO Board of Directors and may be revised and amended only by the METRO Board of Directors. The MAC shall have no authority to amend these Bylaws without approval by the Board of Directors

### §7.2 MAC Process

The intent of the MAC is to provide consensus based advice and recommendations regarding all matters that have been referred to it by the METRO Board of Directors. However, when such consensus cannot be reached, the Chair of MAC shall present a report that includes the majority consequences and provides a summary of the comments made by those who have not voted with the majority. If no majority consensus is reached, then the report shall so state the same.

Approved by Board of Directors:

September 26, 2003  
**Revised for 10/24/03**  
**Revised for 12/19/03**  
**Amended/Adopted 12/19/03**  
**Amended/ Adopted 7/23/04**  
**Amended/Adopted 6/23/06**  
**Amended/Adopted 4/27/07**  
**Amended/Adopted 5/25/07**  
**Amended/Adopted 12/16/11**  
**Revised 01/22/16 – Effective 01/01/16**  
**Amended/Adopted 1/26/18**

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**DATE:** April 27, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL  
REPORT AS OF FEBRUARY 28, 2018**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Year to Date Monthly  
Financial Report as of February 28, 2018**

**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, 2018."
- 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, 2018. The fiscal year has elapsed 67%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of February 28, 2018

Slide 2

FY18 Operating Revenue and Expenses for the Month Ending February 28, 2018

- Operating Revenues for the month are favorable by \$648K
- Operating Expenses
  - Labor Regular - favorable by \$90K
  - Labor OT - unfavorable by \$125K
  - Fringe Benefits – favorable by \$317K
  - Non-Personnel - favorable by \$43K

- Total Operating Expenses – favorable by \$325K
- Total Budget to Actual Variance - favorable by \$973K

Slide 3

FY18 Operating Revenue and Expenses Year to Date as of February 28, 2018

- Operating Revenues Year to Date are favorable by \$1,511K
- Operating Expenses
  - Labor Regular - favorable by \$632K
  - Labor OT - unfavorable by \$893K
  - Fringe Benefits - favorable by \$1,322K
  - Non-Personnel - favorable by \$343K
- Total Operating Expenses –favorable by \$1,404K

Total Budget to Actual Variance - favorable by \$2,915K

Slide 4

FY18 Operating Revenue by Major Funding Source - Year to Date as of February 28, 2018

- Passenger Fares- actual is \$6,853K while budget is \$7,077K
- Sales Tax Revenue (including Measure D)- actual is \$16,376K while budget is \$15,412K
- TDA- actual and budget are \$3,384K
- Other Revenue- actual is \$395K while budget is \$328K
- Other Op Assistance/Funding- actual is \$31K while budget is \$7K
- STA – Op Assistance- actual is \$1,235K while budget is \$559K

Slide 5

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of February 28, 2018

- Passenger Fares variance to budget is unfavorable by \$223K primarily due to:
  - Fixed Route and Highway 17 Fares under budget.
- Sales Tax Revenue variance to budget is favorable by \$965K due to higher than anticipated receipts.
- Other Revenue variance to budget is favorable by \$67K primarily due to Advertising and Interest income.
- Other Op Assistance/Funding variance to budget is favorable by \$27K due to additional funding received by UCSC for the Articulated Bus Project (that was not anticipated and budgeted in FY18).

- STA – Op Assistance variance to budget is favorable by \$676K as the anticipated transfers to the Capital Budget will happen later in the fiscal year.

Slide 6

FY18 Operating Expenses by Major Expense Category Year to Date as of February 28, 2018

- Labor - Regular- actual is \$10,299K while budget is \$10,931K
- Labor – OT - actual is \$1,993K while budget is \$1,100K
- Fringe Benefits - actual is \$12,904K while budget is \$14,226K
- Services - actual is \$2,010K while budget is \$2,323K
- Mobile Materials & Supplies - actual is \$2,013K while budget is \$1,960K
- Other Expenses - actual is \$1,389K while budget is \$1,471K

Slide 7

FY18 Operating Expenses by Major Expense Category Year to Date as of February 28, 2018

- Labor – Regular variance to budget is favorable by \$632K due to:
  - Vacant funded positions
  - Extended unpaid leaves of absence
  - Lower Medical Insurance Premiums
  - Lower Workers Comp Insurance Costs
- Labor – OT variance to budget is unfavorable by \$893K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$1,322K primarily due to lower medical and workers comp insurance costs.
- Services variance to budget is favorable \$313K primarily due to Prof & Tech Fees under budget.
- Mobile Materials & Supplies variance to budget is unfavorable by \$52K due to Rev Veh Parts.
- Other Expenses variance to budget is favorable by \$82K primarily due to Casualty & Liability (Settlement Costs).

Slide 8

FY18 Capital Budget Spending Year to Date (by Funding Source) as of February 28, 2018

- Total Capital Spending year to date is \$2,224K; FY18 budget is \$20.5M
  - Cal-OES Prop 1B Transits Security Grant funding (CTSGP) is \$1.1M
  - Operating and Capital Reserve funding is \$600K

- Federal Capital Grants (FTA) funding is \$275K
- State Transits Assistance (STA) – Transfers from Operating Budget funding is \$132K
- State – PTMISEA (1B) funding is (\$146K).(Settlement proceeds)
- Statewide Transportation Improvement Program (STIP) funding is \$247K

#### Slide 9

FY18 Capital Budget Spending Year to Date as of February 28, 2018

- Total Capital Projects spending year to date is \$2,224K; FY18 budget is \$20.5M
  - Construction Related Projects spending is \$1,163K
  - Revenue Vehicle Replacements spending is \$819K
  - Non-Revenue Vehicle Replacements spending is \$175K
  - IT Projects spending is \$52K.
  - Misc. spending is \$15K.

#### Slide 10

(Cover Sheet) - Additional Information

#### Slide 11

Additional Information for the Month of February 2018

- Unemployment Rate % in Santa Cruz County is 6.7%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.43
- Monthly Ridership - Without UCSC (Cabrillo, Highway 17 and Fixed Route) has increased in February 2018.

#### Slide 12

FY18 Operating Expenses Year to Date as of March 31, 2018: Preliminary

- Operating Expenses
  - Labor Regular - favorable by \$615K
  - Labor OT - unfavorable by \$1,020K
  - Fringe Benefits - favorable by \$1,587K
  - Non-Personnel - favorable by \$1,412K
- Total Operating Expenses - favorable by \$2,594

Slide 13

(Cover Sheet) – FY18 & FY19 Non-Controllable Budget Risks as of April 11, 2018

Slide 14

FY18 & FY19 Non-Controllable Budget Risks (exceeding \$200K)

- SB1 Repeal Risk; New TDA-STA PUC 99313 & 99314; New TDA –STA-SGR Revenue
  - Operating Budget-TDA-STA-SB1-100% of the SB1 is at risk due to potential voter repeal – \$1,230K and \$1,766 at risk, in FY18 and FY19, respectively.
  - Capital Budget-TDA-STA-SB1-SGR-100% of the SB1-SGR is at risk due to potential voter repeal – \$671K at risk, in both FY18 and FY19 (as per Revised SCO estimate dated 11/3/17).
  - Capital Budget- SB1-LPP-100% is at risk due to potential voter repeal - \$314K at risk, in both FY18 and FY19.
  - Total SB1 Repeal Operating and Capital Budget Risk is \$2,215K in FY18 and \$2,751K in FY19.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

Total Budget to Actual Variances for the month and year to date are favorable by \$973K and \$2,915K, respectively.

Non-Controllable budget risks currently exist that could have a significant impact to the operating and capital budgets. Staff will have more information about the potential SB1 voter repeal issue later in the year.

**V. ALTERNATIVES CONSIDERED**

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

**VI. ATTACHMENTS**

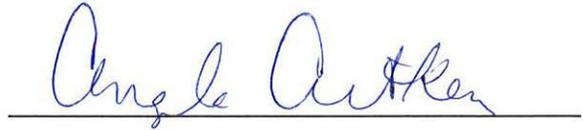
**Attachment A:** Year to Date Monthly Financial Report as of February 28, 2018 Presentation

**Attachment B:** FY18 Capital Budget Project Status Report as of February 28, 2018

Prepared By: Kristina Mihaylova, Sr. Financial Analyst

**VII. APPROVALS:**

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





# **Year to Date Monthly Financial Report as of February 28, 2018**

Santa Cruz METRO Board of Directors

*April 27, 2018*

Angela Aitken, Finance Manager

# FY18 Operating Revenue and Expenses For the Month Ending February 28, 2018

67% of Fiscal Year Elapsed

<b>\$ In Thousands</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget to Actual</b>
<b>Operating Revenue:</b>	\$3,894	\$3,246	\$648
<b>Operating Expenses:</b>			
Labor - Regular	\$1,276	\$1,366	\$90
Labor - Overtime	\$262	\$137	(\$125)
Fringe Benefits	\$1,461	\$1,778	\$317
Non-Personnel Expenses	\$653	\$696	\$43
<b>Total Operating Expenses:</b>	<b>\$3,652</b>	<b>\$3,977</b>	<b>\$325</b>
<b>Operating Budget Favorable/ (Unfavorable):</b>			<b>\$973</b>

16A.2



# FY18 Operating Revenue and Expenses

Year to Date as of February 28, 2018

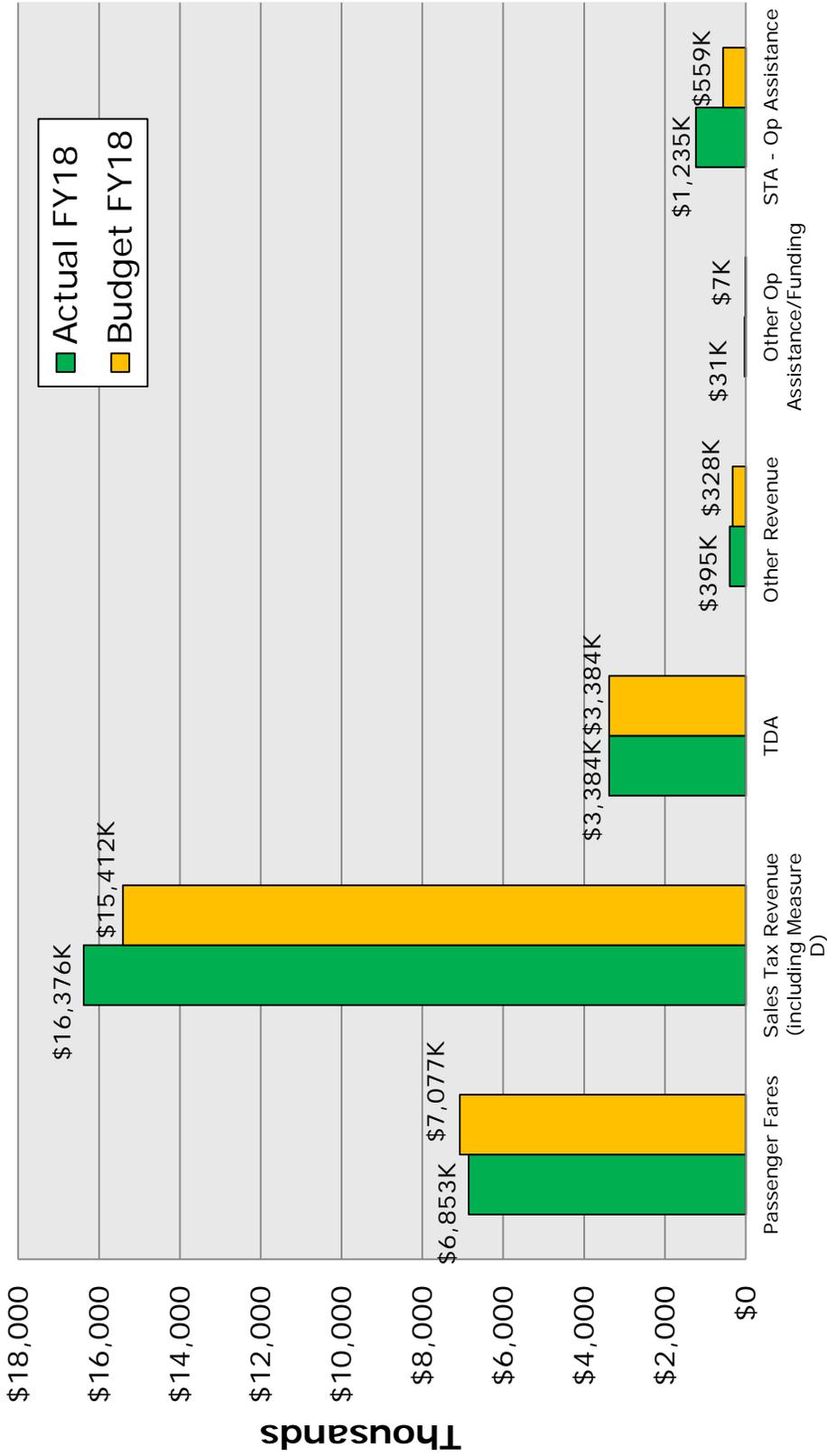
67% of Fiscal Year Elapsed

<b>\$ In Thousands</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget to Actual</b>
<b>Operating Revenue:</b>	\$28,276	\$26,765	\$1,511
<b>Operating Expenses:</b>			
Labor - Regular	\$10,299	\$10,931	\$632
Labor - Overtime	\$1,993	\$1,100	(\$893)
Fringe Benefits	\$12,904	\$14,226	\$1,322
Non-Personnel Expenses	\$5,411	\$5,754	\$343
<b>Total Operating Expenses:</b>	<b>\$30,607</b>	<b>\$32,011</b>	<b>\$1,404</b>
<b>Operating Budget Favorable/ (Unfavorable):</b>			<b>\$2,915</b>

16A.3

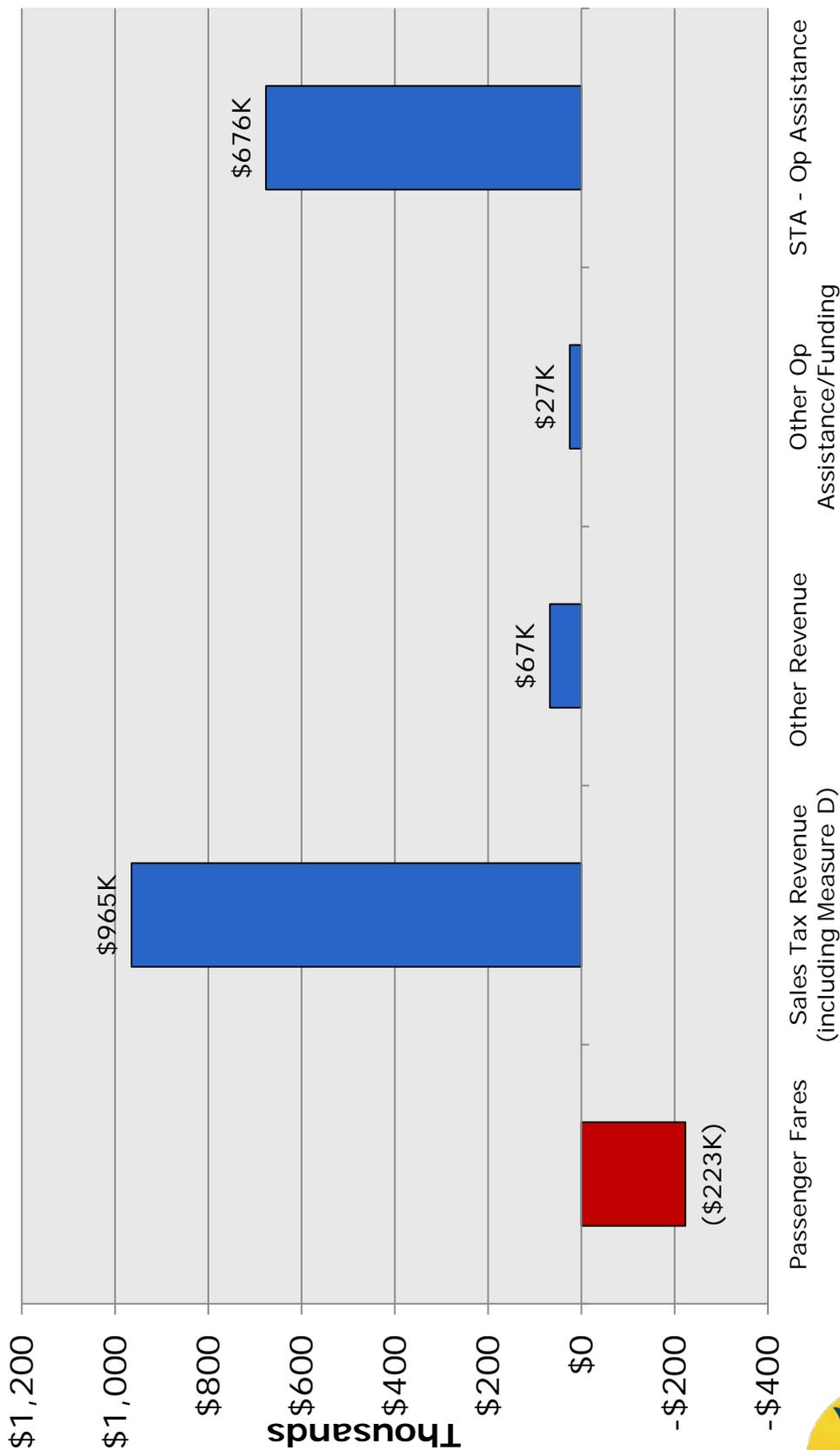


FY18 Operating Revenue by Major Funding Source  
Year to Date as of February 28, 2018  
67% of Fiscal Year Elapsed



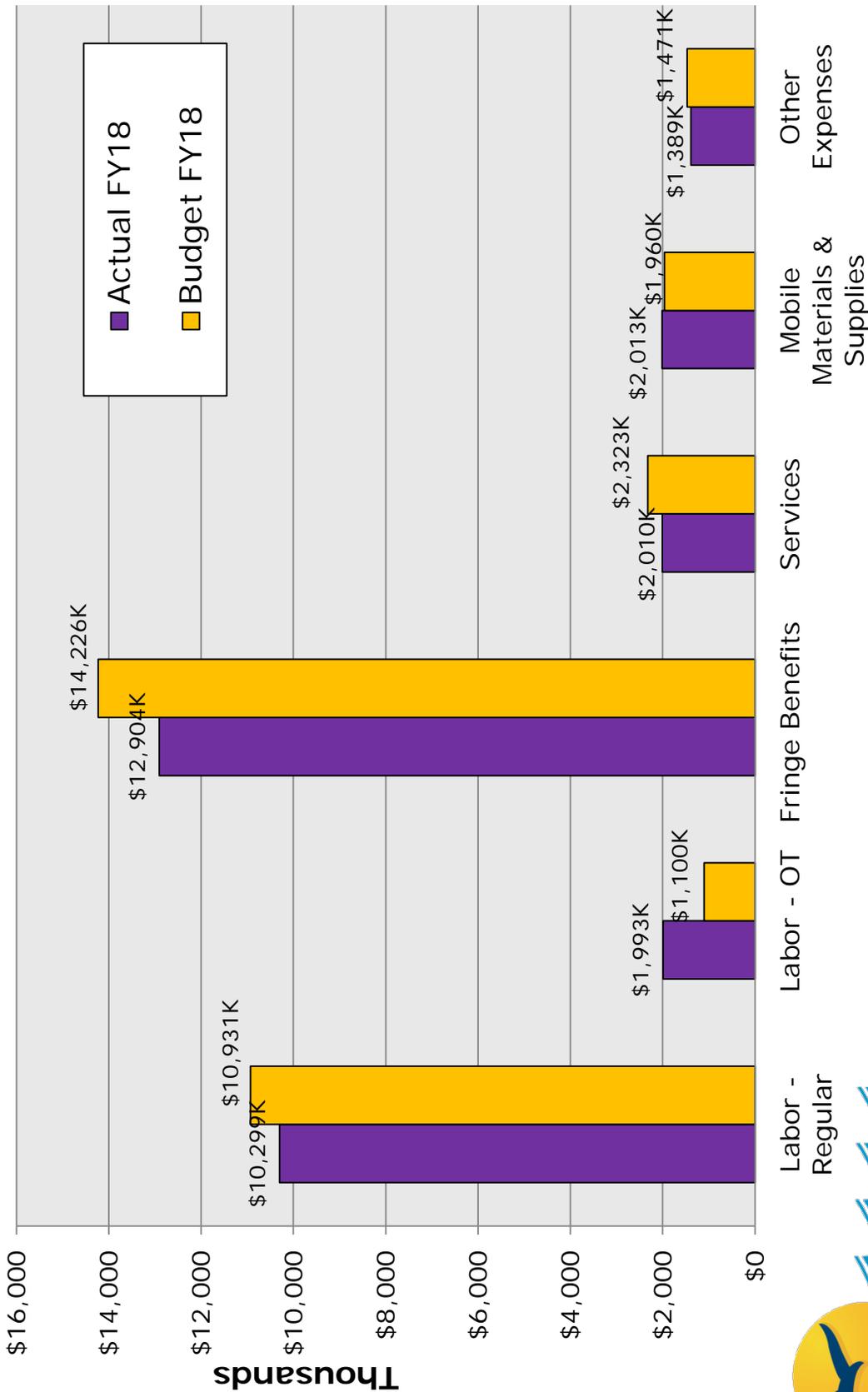
Favorable/(Unfavorable) Revenue Variance to Budget  
Year to Date as of February 28, 2018

67% of Fiscal Year Elapsed



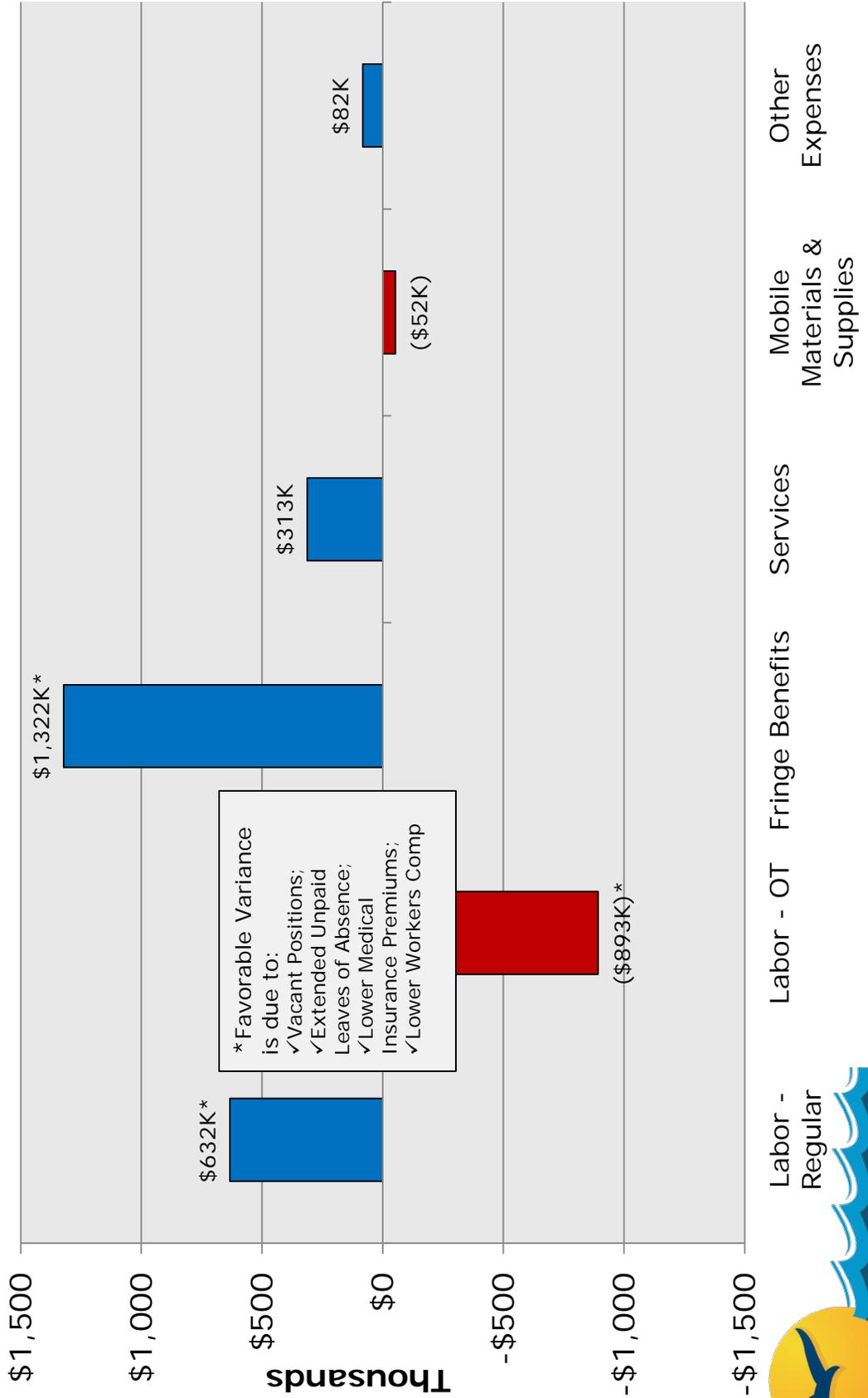
FY18 Operating Expenses by Major Expense Category  
Year to Date as of February 28, 2018

67% of Fiscal Year Elapsed



Favorable/(Unfavorable) Expense Variance to Budget  
Year to Date as of February 28, 2018

67% of Fiscal Year Elapsed



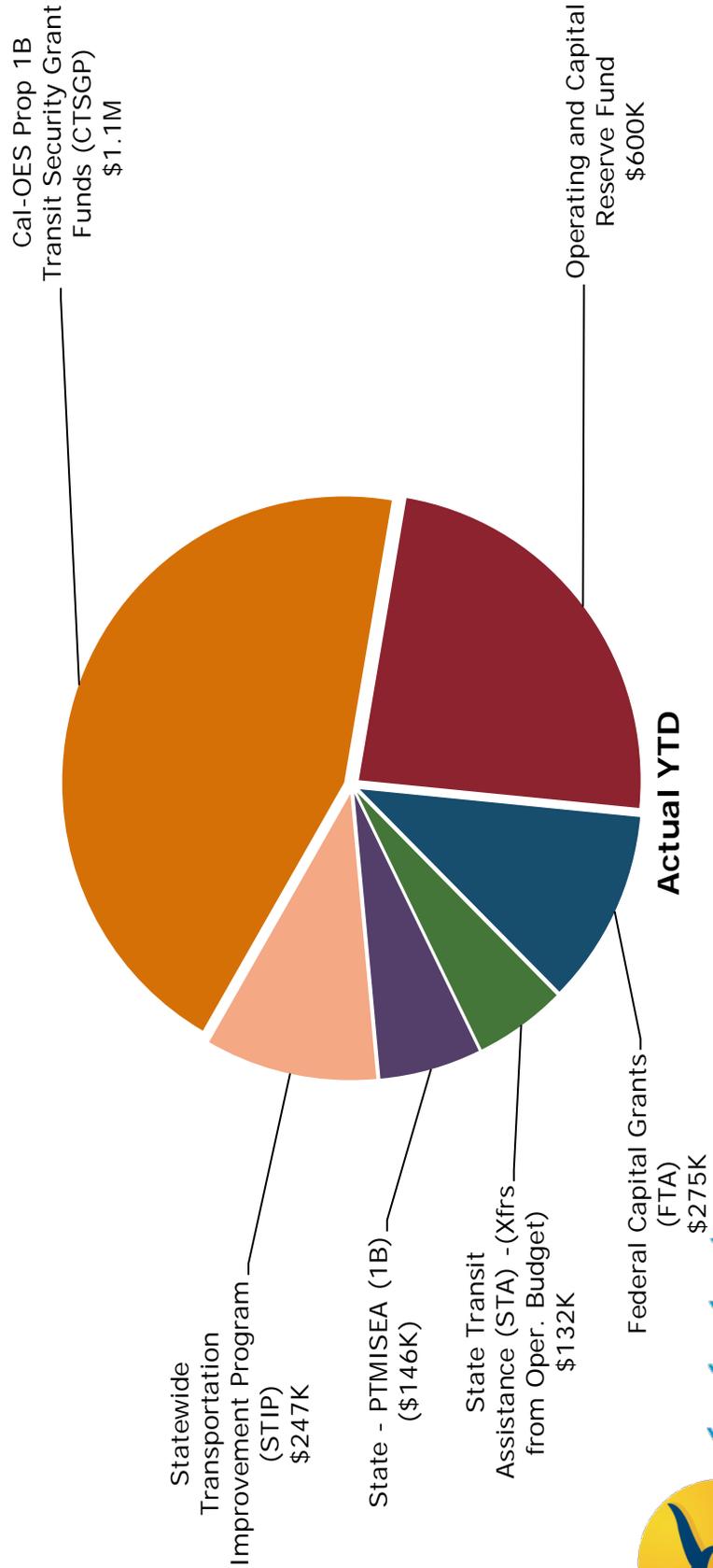
\* Favorable Variance is due to:  
 ✓ Vacant Positions;  
 ✓ Extended Unpaid Leaves of Absence;  
 ✓ Lower Medical Insurance Premiums;  
 ✓ Lower Workers Comp

# FY18 Capital Budget:

Spending Year to Date (by Funding Source) as of February 28, 2018

67% of Fiscal Year Elapsed

	Actual YTD	Total FY18 Budget	% Spent YTD
<b>Total Capital Funding:</b>	<b>\$2,224,481</b>	<b>\$20,489,996</b>	<b>11%</b>

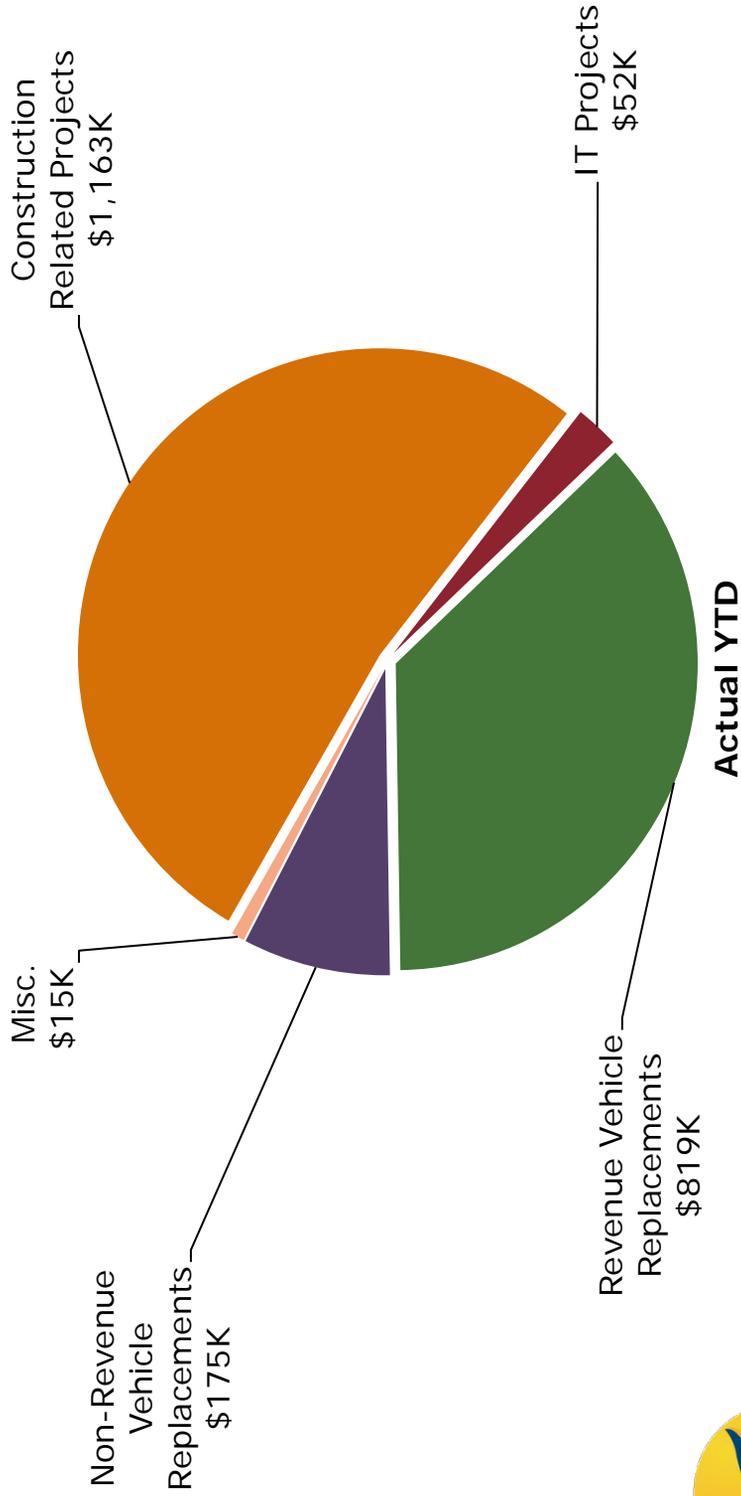


# FY18 Capital Budget:

Spending Year to Date as of February 28, 2018

67% of Fiscal Year Elapsed

	Actual YTD	Total FY18 Budget	% Spent YTD
<b>Total Capital Projects*:</b>	<b>\$2,224,481</b>	<b>\$20,489,996</b>	<b>11%</b>



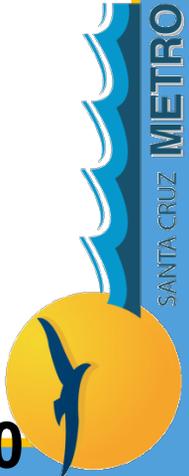
\* See Attachment B – FY18 Capital Budget Project Status Report for additional details



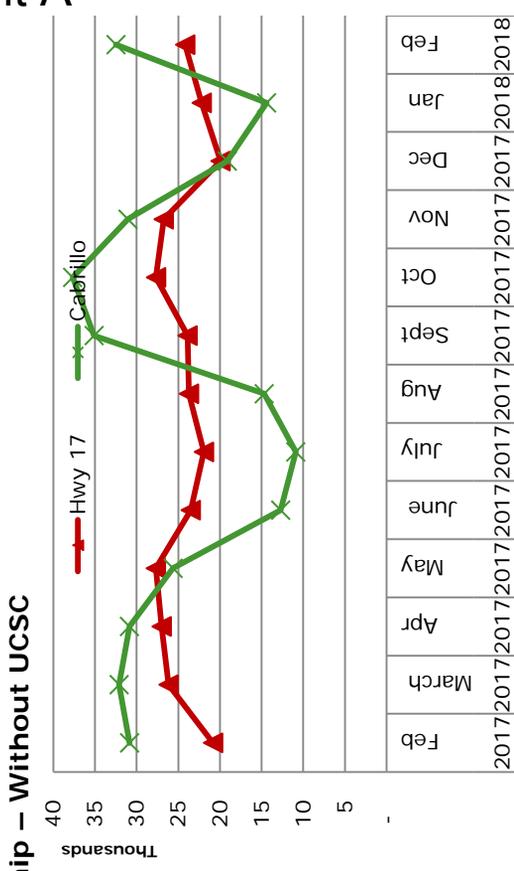
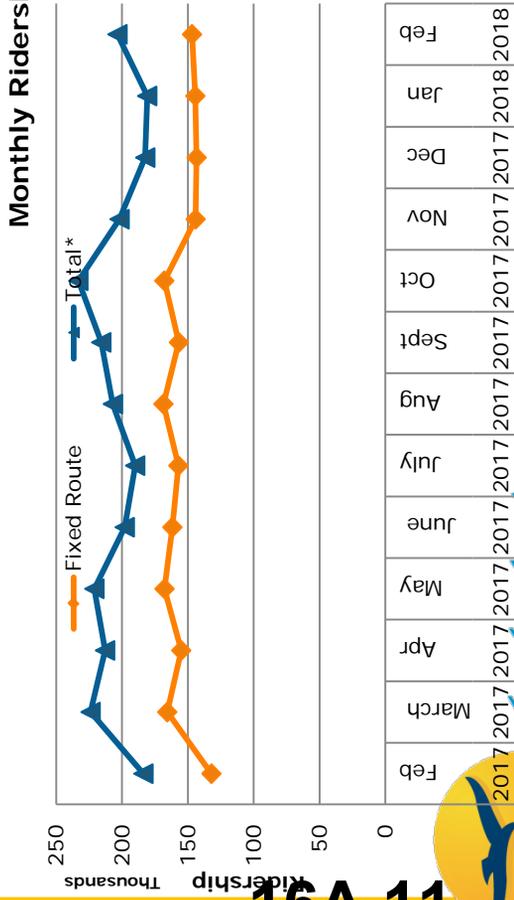
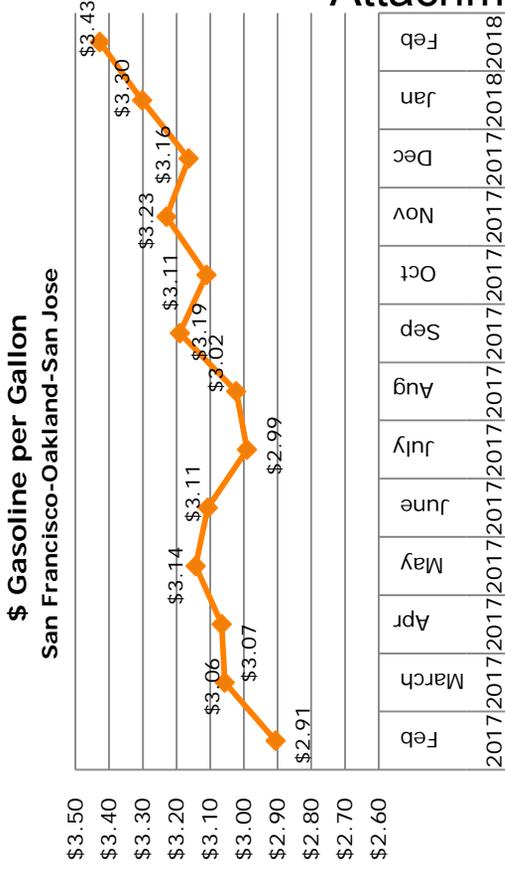
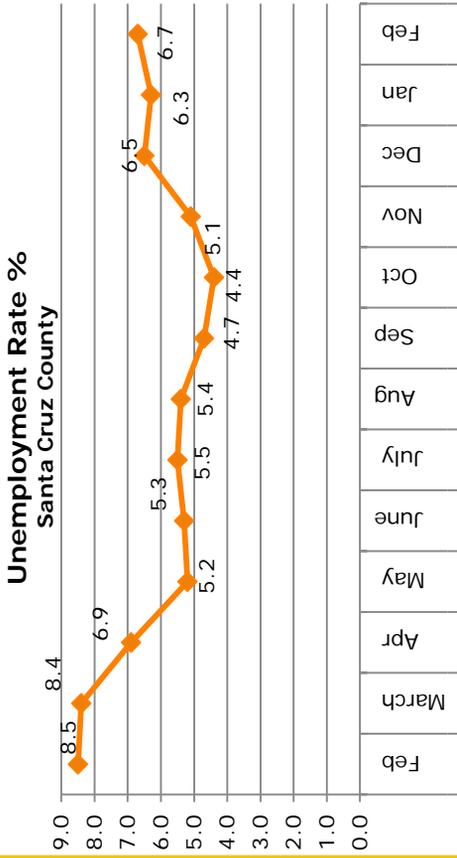
# Additional Information



16A.10



# Additional Information



\* Total = Fixed Route + Hwy 17 + Cabrillo Ridership



# FY18 Operating Expenses:

## Year to Date as of March 31, 2018: PRELIMINARY

75% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Operating Expenses:			
Labor - Regular	\$11,683	\$12,298	\$615
Labor - Overtime	\$2,258	\$1,238	(\$1,020)
Fringe Benefits	\$14,418	\$16,005	\$1,587
Non-Personnel Expenses	\$5,106	\$6,518	\$1,412
Total Operating Expenses:	\$33,465	\$36,059	\$2,594

**FY18 & FY19  
Non-Controllable Budget Risks  
as of April 11, 2018:**

16A.13



# FY18 & FY19 Non-Controllable Budget Risks (>\$200K)

<u>SB1 Repeal Risk</u> NEW TDA-STA PUC 99313 & 99314 <u>NEW TDA-STA-SGR Revenue</u>	FY18 Budget Adopted 06/23/2017	FY19 Budget Adopted 06/23/2017
<u>Operating Budget:</u> <u>IDA-STA-SB1:</u> 100% of the SB1 is at risk due to potential voter repeal	(\$1,230K)	(\$1,766K)
<u>Capital Budget:</u> <u>IDA-STA-SGR (Capital):</u> 100% is at risk due to potential voter repeal  <u>SB1- LPP (Capital):</u> 100% is at risk due to potential voter repeal	(\$671K)*  (\$314K)	(\$671K)*  (\$314K)
<u>TOTAL SB1 Repeal Operating and Capital Budget Risk:</u>	<u>(\$2,215K)</u>	<u>(\$2,751K)</u>

\*Revised from \$737K, as per SCO estimate dated 11/3/17



# Questions

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT										
FY18 CAPITAL BUDGET (Revision #2) - PROJECT STATUS REPORT										
Spending as of February 28, 2018										
Project / Activity	PM*	Total Budget	Total Spent	% Completed	Started On	Estimated End Date of:	Not Started - Estimated Start Date	Delayed due to:	Source of Funds	Grant Expiration Date
<b>Construction Related Projects</b>										
Pacific Station/Metro Center - Conceptual Design / MOU										
Conceptual Design/ MOU	BE	\$ 210,627	\$ 2,902	100%	1/1/2013	6/30/2016	1/1/2018	New scope	FTA, PTMISEA, STA	Misc
Station Rehabilitation	EA	\$ 1,901,733	\$ -	0%			unknown	Working with City of SC	FTA 5309 (2), STA (match) PTMISEA	N/A 6/30/2022
Metrobase Project - Judy K. Souza - Operations Bldg.	EA	\$ 3,559,401	\$ 43,431	95%	9/26/2014	6/30/2018			PTMISEA, CAL-OES, RES	PTMISEA 65/30/22
Access Control - JKS	IH	\$ 224,018	\$ 224,190	100%	8/26/2016	6/30/2018			CAL-OES	3/31/2018
Mechanical Platform Upgrade - JKS	EA	\$ 120,000	\$ 3,984	60%	8/26/2016	6/30/2018			CAL-OES	3/31/2019
<b>Transit Security Projects</b>										
Emergency Generators - Consultant	EB, CA	\$ 18,147	\$ 20,801	65%	7/10/2014	10/26/2018			CAL-OES	3/31/2019
Emergency Generators - Equip.	EB, CA	\$ 299,183	\$ -	70%	7/10/2014	6/15/2018			CAL-OES	3/31/2019
Cameras on Buses	IH	\$ 967,181	\$ 867,628	70%	3/1/2017	3/30/2018			CAL-OES	3/31/2018
Security Cameras Consultant	IH	\$ 25,000	\$ -	30%	6/1/2017	5/31/2018		Spec from Security Camera Consultant required to go out to bid	CAL-OES	3/31/2019
Security Cameras Install	IH	\$ 52,421	\$ -	0%			6/4/2018		CAL-OES	3/31/2019
		\$ 7,377,711	\$ 1,162,936							
<b>IT Projects</b>										
Replace Aging Servers	IH	\$ 50,000	\$ 49,040	70%	9/1/2017	3/30/2018			CAPITAL RESERVES	N/A
HR Software Upgrade (cont.)	HG	\$ 18,000	\$ -	100%	2/2/2015	8/25/2017			STA	N/A
Phone System	IH	\$ 10,000	\$ -	100%	9/1/2017	1/3/2018			CAPITAL RESERVES	N/A
Wireless Microphone System-Vernon PA	IH	\$ 3,000	\$ 2,719	100%	9/1/2017	1/31/2018			CAPITAL RESERVES	N/A
		\$ 81,000	\$ 51,759							
<b>Facilities Repair &amp; Improvements</b>										
Fuel Management System (FTA 5339a FY17)	EB, CA	\$ 180,000	\$ -	10%	10/1/2017	11/1/2018			FTA	Awarded pending
138 Golf Club Fire Egress (FTA 5339a FY17)	EB	\$ 97,523	\$ -	30%	4/1/2015	10/1/2018			FTA	Awarded pending
Bus Stop & Fac Improve. TBD (FTA 5339a FY15/16)	EB	\$ 59,082	\$ -	60%	8/1/2016	9/1/2018			FTA	Award 8/14/17, 5
Maintenance Bldg. Structural Upgrade	EB, CA	\$ 30,000	\$ -	0%			9/1/2018	Project evaluation/follow-up scope review needed	STA	N/A
Admin Bldg. Engineering & Renovations	EB	\$ 20,000	\$ -	5%	4/1/2018	6/1/2018			CAPITAL RESERVES	N/A
Repair Roof at Pacific Station (FTA 5339a FY13)	EB	\$ 15,000	\$ -	15%	1/1/2018	7/27/2018			FTA, STA	7/29/2018
Relocate Mechanics Sink-Golf Club (FTA 5339a FY14)	EB	\$ 9,548	\$ -	0%			9/1/2019	Project evaluation/follow-up scope review needed	FTA, STA	Award 8/14/17, 5 years to obligate
Upgrade Exhaust Evac.-Golf Club (FTA 5339a FY14)	EB	\$ 8,000	\$ -	0%			7/1/2019	Project evaluation/follow-up scope review needed	FTA, STA	Award 8/14/17, 5 years to obligate
		\$ 419,153	\$ -							

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY18 CAPITAL BUDGET (Revision #2) - PROJECT STATUS REPORT										
Spending as of February 28, 2018										
Project / Activity	PM*	Total Budget	Total Spent	% Completed	Started On	Estimated End Date of:	Not Started - Estimated Start Date	Delayed due to:	Source of Funds	Grant Expiration Date
<b>Revenue Vehicle Replacement &amp; Campaigns</b>										
Electric Bus (3) + Infrastructure & Project Mgmt. (FTA 5339c FY16)	EA	\$ 4,844,542	\$ 114,802	5%	9/7/2016	6/30/2022			FTA, PTMISEA, RES	Award 8/23/17, 5 years to obligate.
Electric Bus (1) - Watsonville ZEB Circulator (FY15/16)	EA	\$ 1,066,508	\$ -	50%	6/1/2016	6/30/2019			PTMISEA, LCTOP	PTMISEA 6/30/22
Paracruz Van Replacements (11) (FTA 5339a FY15/16)	EB, CA	\$ 827,585	\$ -	75%	4/1/2018	4/15/2018			FTA, CAPITAL RESERVES	Award 8/14/17, 5
CNG Bus (1) - (SCRTC FY17 STBG)	EB, EA	\$ 570,000	\$ -	0%	9/1/2016	5/1/2019		Waiting for Caltrans to execute agreement	FTA, PTMISEA	6/1/19, 6/30/22
CNG Bus (1) - (FTA 5339 Rural FY16)	EB, EA	\$ 537,596	\$ -	0%					FTA, CAPITAL RESERVES	Award pending
Paracruz Van Replacements (3)	EB	\$ 342,694	\$ 337,502	95%	12/1/2014	3/30/2018			STIP, STA, RES	1/21/2018
Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14)	EB	\$ 165,564	\$ -	80%	1/1/2017	6/30/2018			FTA, STA	Award 8/14/17, 5
Year 1 - Capitalized Lease - 3 New Flyer Buses	CA	\$ 283,529	\$ 143,149	98%	10/1/2017	6/30/2018				
Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)	FR	\$ 160,000	\$ -	25%	9/1/2017	6/30/2018			FTA	Award pending
Bus Repaint Campaign (36) (FTA 5339a FY14)	FR	\$ 131,834	\$ -	10%	2/15/2018	6/30/2019			FTA, STA	Award 8/14/17, 5
Bus Engine Replacement and Installation (3) (now 5)	EB	\$ 182,000	\$ 179,620	100%	8/1/2017	2/28/2018			CAPITAL RESERVES	N/A
Bus Repaint Campaign (20) (FTA 5339a FY13) 20%	FR	\$ 29,529	\$ 43,862	95%	4/20/2017	6/30/2018			FTA, STA	7/29/2018
Paratransit Vehicle - (1) (FTA Section 5310)	EB, CA	\$ 66,000	\$ -	80%	4/1/2017	6/30/2018		62 bus strategy funding on going	FTA, CAPITAL RESERVES	Award 3/1/16, 10
Bus Replacement (Local Match) Fund	BE	\$ 3,000,000	\$ -	0%					STA, STA-SGR	N/A
Electric Bus (1) - Watsonville (LCTOP FY17, FY18)	EA	\$ 950,000	\$ -	0%	3/27/2018	6/30/2022			LCTOP	Award pending
		\$ 12,207,381	\$ 818,935							
<b>Non-Revenue Vehicle Replacement</b>										
Replace 11 Non-Revenue Vehicles (FTA 5339a FY13)	EB, CA	\$ 180,046	\$ 175,383	100%	4/1/2016	6/30/2018			FTA, STA	7/29/2018
Replace High Lift Bucket Truck (FTA 5339a FY14)	EA, EB	\$ 97,814	\$ -	50%	5/1/2017	7/1/2018			FTA, STA, RES	Award 8/14/17, 5 years to obligate
Propane Fueled Tow Motor (FTA 5339a FY14)	EA, EB	\$ 60,000	\$ -	65%	4/1/2017	6/30/2018			FTA, STA, RES	Award 8/14/17, 5 years to obligate
		\$ 337,860	\$ 175,383							
<b>Fleet &amp; Maint Equipment</b>										
None		\$ -	\$ -	0%					N/A	N/A
		\$ -	\$ -							
<b>Office Equipment</b>										
Business Copy Machine-Operations	CA	\$ 9,000	\$ -	25%	3/1/2014	6/1/2018			CAPITAL RESERVES	N/A
		\$ 9,000	\$ -							
<b>Misc.</b>										
Ticket Vending Machine-SLV-Installation Costs	CA	\$ 17,045	\$ -	0%			9/1/2018	Awaiting authorization from Safeway	STA	N/A
Ticket Vending Machine-Cash Devices & Components	AA	\$ 10,750	\$ -	0%				Not delayed - to be used when needed	CAPITAL RESERVES	N/A
Misc. Emergency Capital Items \$1K to \$5K	CA	\$ 6,876	\$ 1,677	0%				Not delayed - to be used when needed	CAPITAL RESERVES	N/A
Misc. Emergency Capital Items-Yard Vacuum	BA	\$ 3,124	\$ 3,124	100%					CAPITAL RESERVES	N/A
ID Card Printer	IH	\$ 5,000	\$ 2,874	100%	7/1/2017	8/4/2017			CAPITAL RESERVES	N/A
Ticket Vending Machine-Software/Pin Pad Upgrade	AA	\$ 4,250	\$ -	0%				Not delayed - to be used when needed	CAPITAL RESERVES	N/A
AEDs (local match for 6)	TS	\$ 7,846	\$ 7,793	100%					CAPITAL RESERVES	N/A
Watsonville Transit Mural+(\$3K from Arts Council SC)	TH	\$ 3,000	\$ -	0%	12/20/2017	9/30/2018		Artist's budget not approved	ARTS COUNCIL/CAP RES	N/A
		\$ 57,891	\$ 15,468							
		\$ 20,489,996	\$ 2,224,481							
* PM = Project Manager										



**DATE:** April 27, 2018  
**TO:** Board of Directors  
**FROM:** Jolene Church, Human Resources Manager  
**SUBJECT: CONSIDERATION OF RESOLUTION TO ADOPT SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S EQUAL EMPLOYMENT OPPORTUNITY PROGRAM, EFFECTIVE JANUARY 1, 2018 THROUGH DECEMBER 31, 2020.**

**I. RECOMMENDED ACTION**

**That the Board of Directors approve a resolution adopting METRO's Equal Employment Opportunity Program (EEO Program), effective January 1, 2018 through December 31, 2020**

**II. SUMMARY**

- The Federal Transit Administration (FTA) requires the Santa Cruz Metropolitan Transit District (METRO) to submit an updated EEO Program every three years for review and approval as part of the federal funding requirements.
- The last EEO Program was updated in 2015, so METRO is required to submit an updated Program to the FTA at this time.
- METRO's EEO Program for 2018 through 2020 has been updated based on January 1, 2015 through December 31, 2017 workforce data.
- The goal of METRO's EEO Program is to achieve a workforce that is represented in all occupational areas consistent with the percentage of females and minorities in the area workforce.
- METRO's Board of Directors must adopt the EEO Program for 2018 through 2020 prior to submission to the FTA.
- Staff recommends the Board approve a resolution adopting METRO's EEO Program for 2018 through 2020.

**III. DISCUSSION/BACKGROUND**

The FTA requires agencies that receive federal funding to submit an updated EEO Program every three years for review and approval as part of federal funding requirements. The Board of Directors approved METRO's last EEO Program in 2015, which Program reviewed METRO's workforce analysis for January 1, 2012 through December 31, 2014. Following Board approval, the EEO Program was submitted to the FTA.

METRO is late in submitting the updated EEO Program for the 2018 through 2020 time period. The updated EEO Program is attached for Board review. Once the EEO Program is approved by the Board, it will be submitted to the FTA for review.

The goal of METRO's EEO Program is to achieve a workforce that is represented in all occupational areas consistent with the percentage of females and minorities in the area workforce. The EEO Program examines data gathered from METRO's current workforce statistics, recruitment and hiring efforts and identifies groups in each EEO occupational category that may be underutilized, and establishes employment goals for the next EEO Program cycle. The EEO Program also examines METRO's accomplishments in recruiting and hiring, training and development, and employee disciplinary actions taken over a three year cycle in support of efforts to achieve equity and fairness in employment practices in the workplace.

During the past three years, the HR department hired 59 individuals. Our hiring numbers were abnormal for this reporting period due to the past structural deficit, which resulted in voluntary employee separations from METRO in 2015 and 2016. Attempts to resolve the deficit included a \$5,000 early retirement incentive in 2015, wherein 10 employees retired, one woman and nine men. In 2016, METRO offered a \$17,000 separation incentive wherein 34 employees took advantage of the separation offer; 14 of those were women. In 2017, hiring surged to replace separated workers as METRO's financial crisis was greatly improved.

During the past three years, the HR department has processed:

- 46 applicants within the Officials/Administrators job group, hiring three individuals (1 female and 2 males). There is a goal to hire 1 Asian male in the 2018-2020 EEOP.
- 79 applicants within the Professionals job group, hiring four individuals (4 males). There is a goal to hire 1 white female in the 2018-2020 EEOP.
- 499 applicants within the Administrative Support job group, hiring 10 individuals (4 males and 6 females). There is a goal to hire 4 white and 1 Hispanic female in the 2018-2020 EEOP.
- 105 applicants within the Skilled Crafts job group, hiring 6 individuals (6 men). There is no underutilization in this area, however, there is a Program to increase female workers in this area.
- 470 applicants within the Service/Maintenance job group, hiring 36 individuals (27 women and 9 men). There is a goal to hire 15 females (2 Hispanic and 2 Asian) in the 2018-2020 EEOP.

- There were 304 employees trained across all job categories. Adverse impact was experienced in all job categories and a training goal has been established for both male and female workers.
- There were 17 terminations during the period. Potential adverse impact was identified in the Hispanic male and female groups, as well as in the multiracial group. A training and coaching program goal has been established for all workers.
- There were 26 disciplinary actions issued during the reporting period. 20.7% of those were for female workers. Potential adverse impact was identified in 4 groups. A training and coaching program goal has been established for all workers.

Placement goals provided in section 6 of the EEO Program will be used as a guide for hiring and promotional activity during the EEO Program time frame. METRO will continue to strive to meet the appointment goals as stated in the 2018 through 2020 EEO Program by emphasizing equal employment opportunities in all advertising and recruitment efforts, as well as in promotional opportunities. Additionally, Chapter 6 data will be used as a guide for providing ongoing development and training opportunities for METRO's workforce.

Staff recommends the Board approve a resolution adopting METRO's EEO Program for 2018 through 2020.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

While there is no cost associated with producing the EEO Program, if it is not submitted and accepted by the FTA, federal funding may be delayed or denied.

#### **V. ALTERNATIVES CONSIDERED**

- No alternative, as adoption of the EEO Program is a condition precedent to receiving FTA funds.

#### **VI. ATTACHMENTS**

**Attachment A:** Resolution Adopting the EEO Program

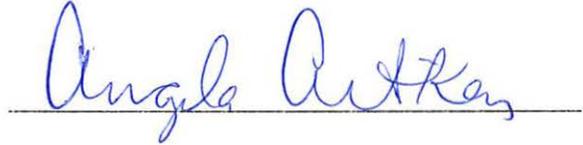
**Exhibit A:** EEO Program

**VII. APPROVALS**

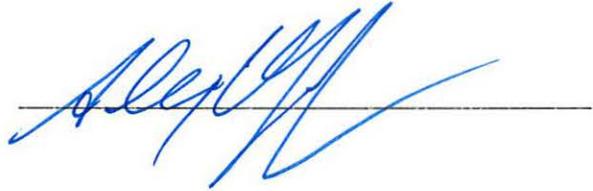
Jolene Church, HR Manager



Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



# Attachment A



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

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

### **A RESOLUTION ADOPTING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEO PROGRAM) FOR JANUARY 1, 2018 THROUGH DECEMBER 31, 2020**

**WHEREAS**, the Santa Cruz Metropolitan Transit District was created pursuant to the "Santa Cruz Metropolitan Transit District Act of 1967" as codified in Public Utilities Code sections 9800 et seq.; and

**WHEREAS**, the Board of Directors of the Santa Cruz Metropolitan Transit District may take all actions necessary for the proper administration of the affairs of the District; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District is an agency that receives federal funds and is required to submit an updated Equal Employment Opportunity Plan (EEO Program) every three years to the Federal Transit Administration (FTA); and

**WHEREAS**, the Board of Directors desires to adopt the EEO Program, effective January 1, 2018 through December 31, 2020;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF  
DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, as follows:

The EEO Plan of the Santa Cruz Metropolitan Transit District, effective January 1, 2018 through December 31, 2020, is adopted by the Board of Directors as set forth in "Exhibit A" to this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on April 27, 2018, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

# Attachment A

Resolution #:  
Page 2 of 2

ABSTAIN: DIRECTORS –

ABSENT: DIRECTORS-

---

BRUCE MCPHERSON  
Chair

ATTEST:

---

ALEX CLIFFORD  
CEO/General Manager

APPROVED AS TO FORM:

---

JULIE A. SHERMAN  
General Counsel

# Santa Cruz Metropolitan Transit District

**Administrative Business Office:**

**110 Vernon Street**

**Santa Cruz, CA 95060**

**831-426-6080**

# EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEO)

**EEO Officer:**

Dr. Jolene E. Church, Human Resources Manager

Santa Cruz Metropolitan Transit District

110 Vernon Street

Santa Cruz, CA 95060

(831) 420-2540



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**Statement of Policy .....4**

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**Designation of Personnel Responsibility ..... 7**

**Utilization Analysis ..... 11**

**Goals and Timetables ..... 23**

**Assessment of Employees Practices ..... 27**

**Monitoring and Reporting ..... 40**

**Appendices: ..... 50**

**Appendix A: Glossary of Terms**

**Appendix B: Employment Opportunity Questionnaire**

**Appendix C: Santa Cruz METRO Organizational Chart**

**Appendix D: Sexual and Gender Discrimination Policy**

**Appendix E: Occupational Violence Policy**

**Appendix F: Discrimination and Harassment Retaliation Policy**

**Appendix G: Personnel Rules and Regulations**



## SECTION 1: Introduction

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is the sole public transit operator in Santa Cruz County, and it operates its transit services through four (4) transit centers located at:

- Pacific Station (downtown Santa Cruz), 920 Pacific Ave., Santa Cruz, CA 95060;
- Watsonville Transit Center, 475 Rodriguez St., Watsonville, CA 95076;
- Bart Cavallero Transit Center, 246 Kings Village Dr., Scotts Valley, CA 95066;
- Capitola Mall, 1855 41<sup>st</sup> Ave., Capitola, CA 95010.

Santa Cruz METRO has a fleet of 100 buses and operates 28 routes. Santa Cruz METRO also provides paratransit services utilizing a fleet of shuttle and mini-vans. Santa Cruz METRO's service area is the entire county, an area of 441 square miles, with a population of 262,382 (according to the 2010 U.S. Census). Santa Cruz METRO was formed in 1968. Santa Cruz METRO serves the community with pride and has a strong commitment to a workforce that reflects the rich diversity of the region it serves.

Santa Cruz METRO is required to submit its Equal Employment Opportunity Program (EEO) to the Federal Transit Administration (FTA) triennially because it is a recipient of federal assistance funding and meets the threshold of employing 50 or more transit-related employees; and it has requested or received capital or operating assistance under Sections 3, (4i), or 9 of the Urban Mass Transit (UMT) Act; assistance under 23 U.S.C. 142(a) (2) or 23 U.S.C. 103(e) (4), or any combination thereof, in excess of \$1 million in the previous federal fiscal year; or requests or receives planning assistance under Sections 8 and/or 9 in excess of \$250,000 in the previous federal fiscal year.

Failure to comply with these laws and their implementing regulations, which are enforced by the Office of Federal Contract Compliance Programs (OFCCP) and the Federal Transit Administration (FTA), can result in Santa Cruz METRO's debarment from future contracts and subcontracts.

As stipulated in federal regulations, a prerequisite to the development of a satisfactory EEO Program is the evaluation of opportunities for protected group members, as well as an identification and analysis of problem areas inherent in their employment. In addition, where a statistical analysis of the employee workforce reveals a quantified disparity between incumbency and availability of minorities, females, veterans, or disabled persons, a sound EEO Program details specific affirmative action steps to guarantee equal employment opportunities for all. These steps are keyed to the problems and needs



of protected group members. For minorities, females, veterans, and disabled persons, such steps include the development of hiring and promotion goals to rectify the disparity between incumbency and availability. It is toward this goal that Santa Cruz METRO's EEO Program was developed.

### **Federal Transit Administration (FTA)/Equal Employment Opportunity Commission (EEOC) Guidelines**

This EEO Program is developed following the guidelines and requirements set forth by the FTA necessary to carry out the EEO provisions of Federal Law, including Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C., § 2000e); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); Equal Pay Act of 1967, as amended (29 U.S.C. § 621 et seq.); Title II of the Genetic Information Nondiscrimination Act of 2008, as amended (29 U.S.C. § 2000ff); 49 U.S.C. § 5332(b) of the Federal Transit Act; U.S. Department of Transportation (DOT) EEO implementing regulations (49 CFR Part 21), and FTA Master Agreement.

Section 504 of the Rehabilitation Act of 1973 prohibits employment discrimination on the basis of disability from projects, programs, and activities that receive Federal funding. Military veterans employment and reemployment rights are covered under the Uniformed Services Employment and Reemployment Rights Act of 1994 (38 U.S.C. §§ 4301-4335).

### **Frequency of Update/Reporting Period**

FTA requires each applicant, recipient, sub-recipient, or contractor that meet the EEO Program threshold requirements to submit an updated EEO Program every three years or as major changes occur in the workforce or employment conditions, whichever comes first.

This EEO Plan is designed to cover the following reporting period: January 1, 2018 – December 31, 2020.

### **Statement of Purpose**

In developing and implementing this EEO Program, Santa Cruz METRO has been guided by an established policy of providing equal employment and advancement opportunities to all. Any goals that have been established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying good faith efforts in executing the EEO Program.



## SECTION 2: Santa Cruz Metropolitan Transit District EEO Policy Statement

Santa Cruz Metropolitan Transit District has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

Santa Cruz METRO's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation. All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

Santa Cruz METRO is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Santa Cruz METRO's General Manager/CEO, I maintain overall responsibility and accountability for Santa Cruz METRO's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Dr. Jolene Church, Human Resource Manager at (831) 420-2540 as Santa Cruz METRO's EEO Officer. Dr. Church will report directly to me and acts with my authority with all levels of management, labor unions, and employees.

All Santa Cruz METRO executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring Santa Cruz METRO's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Santa Cruz METRO will evaluate its managers' and supervisors' performance on their successful implementation of Santa Cruz METRO's policies and procedures, in the same way Santa Cruz METRO assesses their performance regarding other agency's goals.

Santa Cruz METRO is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

---

General Manager/CEO

---

Date



## SECTION 3: Dissemination Plan

FTA requires agencies to publicize and disseminate their EEO policy statement by posting it in conspicuous locations so that employees, applicants, and potential applicants are aware of the agency's commitment to EEO. Agencies are required to disseminate their EEO policy internally and externally.

### Internal Dissemination

FTA requires that agencies state that they will communicate the existence of its EEO policy and program to employees, applicants, and potential applicants through multiple forms of media. Santa Cruz METRO will internally disseminate the EEO policy statement by:

- Providing a copy of the written EEO Policy Statement from the CEO/GM to the staff, Board of Directors, and the public, electronically by posting on Santa Cruz METRO's website;
- Posting official EEO materials (e.g., Federal and state labor law poster(s) and Santa Cruz METRO's policy statement on bulletin boards located in the employee break rooms and other locations such as common areas where other legal notices are posted;
- Including the EEO policy statement in Santa Cruz METRO's employee handbook and operators manual;
- Meeting with the executive management team semi-annually to discuss the EEO Program and its implementation;
- Meeting with all employees and affinity groups to seek input on the program implementation;
- Conducting annual EEO training for all employees and managers;
- Conducting interview panel training for all interview panel members;
- Conducting EEO training as a part of all new supervisor and managers within 90 days of their appointment.
- Including the policy statement in all new employee orientation materials and requiring that all new employees sign a form acknowledging that they have read and understand the policy.

Santa Cruz METRO will maintain appropriate documentation that the EEO policy and program have been brought to the attention of employees and managers. Additionally, Santa Cruz METRO will maintain all agendas and sign-in sheets for meetings conducted when the EEO policy and its implementation are explained.



### **External Dissemination**

External dissemination of Santa Cruz METRO's EEO Policy Statement will occur during all outreach or advertising to recruitment entities (e.g. employment agencies, educational institutions, and minority and women's organizations). All recruitment advertisements (e.g. newspapers, trade publications, magazines, websites, and social media) will state that Santa Cruz METRO is an equal employment opportunity employer.



## SECTION 4: Designation of Personnel Responsibility

As part of its efforts to ensure equal employment opportunity to all individuals, Santa Cruz METRO has designated specific responsibilities to various staff to ensure the EEO Program focuses on all components of the employment system. To that end, the CEO/General Manager, the Human Resources (HR) Manager/EEO Officer, and those employed as supervisors and managers have undertaken the responsibilities described below.

### **CEO/General Manager (Alex Clifford)**

The primary responsibility and accountability for implementing the EEO Program rests with the CEO/General Manager. The CEO/General Manager is responsible, through the Human Resources Manager, for adherence to Santa Cruz METRO's policy of equal employment. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring METRO's EEO Plan and Program. Ensure that these personnel are identified in writing by name and job title.
2. Ensure that those designated personnel responsible for all EEO Program components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Impart the personal direction that insures total involvement and commitment to equal employment opportunity programs through Santa Cruz METRO's EEO Program.
4. Participate in periodic discussions with management, supervision, and all other employed personnel to ensure equal employment opportunity policies are being followed.
5. Ensure that EEO compliance reporting is completed and submitted on time.

### **Human Resources (HR) Manager /EEO Officer (Dr. Jolene Church)**

The Human Resources (HR) Manager/EEO Officer (HR Manager) is responsible for overall direction of the EEO Program. The HR Manager ensures that all relevant policies and procedures are adhered to through management and supervisory personnel. The EEO Officer will have a sensitivity to, and subject-matter expertise of, the varied ways in which discrimination occurs, and total commitment to the EEO



goals and objectives. The EEO Officer is knowledgeable in civil rights laws, policies, rules, regulations, and guidelines. The EEO Officer has been granted sufficient authority and has the ability to work and communicate with other managers, supervisors, and the executive leadership team to achieve EEO goals and objectives.

Independence and impartiality are hallmarks of a strong EEO function. Independence and integrity of the EEO process will be achieved and maintained for the investigation of EEO complaints by one of two ways: (1) HR personnel may conduct EEO investigations, however such personnel would not disclose the details of and ongoing investigation with the HR Manager, and investigation files will be segregated from other HR files; or (2) Santa Cruz METRO will refer EEO complaints to an outside third party investigator. EEO complaint investigations will be overseen by legal counsel as appropriate. Santa Cruz METRO understands that impartiality and the appearance of impartiality are important to the credibility of the EEO Program.

The role of the EEO Officer includes, but is not limited to, the following:

1. Developing the EEO Policy Statement and a written EEO Program.
2. Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables, and developing programs to achieve goals.
3. Designing, implementing, and monitoring internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed.
4. Reviewing Santa Cruz METRO's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood.
5. Concurring in the hiring and promotion process. (This means that means the EEO Officer has reviewed employment documents to ensure the actions of the agency are not discriminatory.)
6. Periodically reviewing employment practices (e.g. hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations, grievance procedures, and union agreements.
7. Reporting semi-annually to the CEO/GM on each department's progress in relation to the agency's goals and on contractor and vendor compliance.
8. Serving as liaison between Santa Cruz METRO, Federal, state, county, and local governments, regulatory agencies, and community groups representing minorities, women, persons with disabilities, and others.
9. Maintaining awareness of current EEO laws, and ensuring the laws affecting nondiscrimination



are disseminated to responsible officials.

10. Processing EEO complaints, in accordance with the conflict of interest mitigation procedures set forth herein.
11. Providing EEO training for all employees and managers.
12. Advising employees and applicants of available training programs and professional development opportunities and the entrance requirements.
13. Auditing postings of the EEO Policy Statement to ensure compliance information is posted and up to date.
14. Provide training to all new managers and supervisors within 90 days of appointment

#### **Directors, Managers, Administrators, and Supervisors**

In their direct day-to-day contact with Santa Cruz METRO's employees, Directors, Managers, Administrators, and Supervisors have assumed certain responsibilities to help facilitate METRO's compliance and effective implementation of the equal employment opportunity program. These include, but are not limited to, the following:

1. Actively participate in periodic audits of all aspects of employment to identify and to remove barriers obstructing the achievement of specified goals and objectives.
2. Hold regular discussions with other managers, supervisors, employees, and affinity groups to ensure Santa Cruz METRO policies and procedures are being followed.
3. In conjunction with the EEO Officer, help provide information to maintain and update the personnel database in Epicor for generating reports required for the non-discrimination program.
4. Cooperate with the EEO Officer in review of information and investigation of complaints.
5. Encourage employee participation to support the advancement of the EEO Program ( e.g., professional development planning, career growth opportunities, posting promotional opportunities, job shadowing, and mentoring and coaching).

#### **Responsibilities of All Employees**

It is the responsibility and obligation of all Santa Cruz METRO employees to understand and strictly adhere to Santa Cruz METRO's EEO Program and affirmative action policies and procedures, and to conduct themselves in a professional, courteous, responsible, and non-discriminatory manner. All employees involved in EEO complaint investigations (whether complainants, respondents, or



witnesses) must cooperate fully with the EEO Office during the complaint investigation process. Any employee who violates these policies and procedures will be subject to disciplinary action, up to and including termination of employment.



## SECTION 5: Utilization Analysis

FTA requires agencies who meet the EEO Program threshold requirements to complete a utilization analysis as a part of their EEO Program submission. Santa Cruz METRO's utilization analysis identifies job categories that have an underutilization or concentration of minorities and women in relation to their availability in Santa Cruz METRO's relevant labor market. The analysis also establishes the framework for Santa Cruz METRO's goals and timetables to correct employee practices that have contributed to identified underutilization and concentration. The analysis is based on categories and data used in the EEOC EEO-4 report, and consists of a workforce analysis by job categories and an availability analysis derived from Santa Cruz METRO's relevant labor market.

### **Workforce Analysis**

Santa Cruz METRO carefully analyzed the Workforce Analysis to identify problem areas needing correction, such as concentrations or segregation of minorities or females by organizational unit, job, or compensation. Information was compiled on the availability of minorities and women in the workforce in comparison with their availability in the relevant geographic areas and labor force data for occupational components.

Santa Cruz METRO uses relevant geographic areas and labor force data for different job categories to identify its recruiting area for its job groups. Rationale for these specific recruiting areas are provided in the Employment Practices section of this report. In addition to considering the general population and unemployment information, Santa Cruz METRO has uses training programs and promotional opportunities in determining the employment groups with low participation rates.

This following analysis was used to identify problem areas and develop programs to correct the identified problems discussed in the Goals and Timetables section of this report.

### ***Lines of Progression (Job Families)***

Lines of progression identify the job titles through which an employee can move to the top of a line. Some lines of progression are limited to only one department, while others are found throughout several departments. The lines of progression provide useful information regarding patterns of vertical and horizontal movement throughout Santa Cruz METRO's workforce. These patterns will be evaluated



to ascertain whether they provide to Santa Cruz METRO's employees the optimum career mobility and opportunities for advancement.

Some lines of progression are identified by Collective Bargaining Agreement (CBA) or Memorandum of Understanding (MOU), and are determined by contractual right, and others have been established by historical precedent (i.e. internal promotional opportunities).

Santa Cruz METRO line of progression job families include:

- Custodial Service Worker I/II
- Facilities Maintenance Worker I/II/Sr. Facilities Maintenance Worker/Supervisor
- Vehicle Service Worker I/II/Detailer/Technician
- Upholsterer I/II/Body Repair Mechanic/Lead
- Mechanic Trainee/Mechanic I/II/III/Lead/FM Supervisor
- Receiving Parts Clerk-Parts Clerk/Lead/Supervisor of Parts & Materials
- Customer Service Representative/Senior/Coordinator
- Administrative Clerk I/Admin Assistant-Sup/Payroll Specialist
- Transportation Planning Aide/Jr. Transportation Planner/Transportation Planner/Sr. Transportation Planner/Transportation Planning Supervisor
- Administrative Clerk I/II/Admin Assistant/Admin Assistant-Sup/ Administrative Services Coordinator
- Accounting Tech/Senior/Accounting Specialist/Payroll & Benefits Coordinator
- Accountant I/II/Supervising Accountant
- Transit Supervisor/Safety & Training Coordinator
- Systems Administrator/Senior
- IT Technician/Senior
- Purchasing Assistant/Purchasing Agent

The workforce analysis includes the number of employees and salary ranges for each job category in the EEO-4 report for the following subcategories for men and women:

- White (not Hispanic or Latino)
- American Indian/Alaska Native (not Hispanic or Latino)
- Black or African American (not Hispanic or Latino)
- Hispanic or Latino



- Asian (not Hispanic or Latino)
- Native Hawaiian and Other Pacific Islander (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)

This information is collected voluntarily from all applicants on the Employment Opportunity Questionnaire (Appendix B).

Table 5.1 summarizes the EEO job categories for the EEO-4 reports.

**Table 5.1**

*EEO-4 Job Categories State and Local Governments*

Number	Category
1	Officials and Administrators
2	Professionals
3	Technicians
4	Protective Service Workers
5	Paraprofessionals
6	Administrative Support Workers
7	Skilled Craft Workers
8	Service-Maintenance Workers

Using HRIS data, the Workforce Analysis of Santa Cruz METRO's nine functional divisions includes:

• Administration	• Operations
• Finance	• Human Resources
• Planning	• Customer Service
• Maintenance	• Purchasing
• Informational Technology	

The first step of the Workforce Analysis was to establish the assigning of job categories to each job classification. This was conducted by assigning similar or related job titles to the EEO-4 job categories (Table 5.1). By assigning job classifications into job categories, sufficient data enables the development of meaningful comparisons of incumbency to availability for goal setting. The analysis is used to identify problem areas and establish targeted goals to correct underutilization.



### Job Grouping and Categorization Guidelines

Based on guidelines established by the OFCCP and the Federal Transit Administration (FTA Circular 4704.1A), job category analyses were used to identify areas of underutilization and to set appropriate goals and timetables. These guidelines include the following:

1. The jobs included in a group must be similar in content and requisite skills.
2. Wage rates or pay grades for the jobs included in a group should be similar. Pay should be considered in conjunction with job content. Large differences in pay, when associated with differences in job title and/or location within an organization, may suggest an unacceptable job grouping.
3. Job titles placed in a job group should be similar in opportunity. This refers to the ability to take advantage of training, promotions, job mobility, and other employment benefits.
4. The groups should not include jobs with clearly different representation patterns. For example, jobs predominately filled with males should not be combined in the same group with jobs predominately filled with females.
5. Many job groups, if appropriately constructed, should cut across departmental or organizational units, but not across EEO Categories.

Finally, the size of the employer's workforce is also a major factor in determining how well the above criteria can be met in creating job groups.

Each job category appears on the Utilization Analysis by Job Category (Table 5.2).

The Equal Employment Opportunity Commission has delineated the job groups for public sector (EEO-4), which are as follows:

EEO-4 Cat	EEO Job Group Name	EEO Job Code	Used by METRO
1.	Officials/Administrators	OA	YES
2.	Professionals	P	YES
3.	Technicians	T	NO
4.	Protective Service Workers	PW	NO
5.	Paraprofessionals	PP	NO
6.	Administrative Support	AD	YES
7.	Skilled Craft Workers	SC	YES
8.	Service-Maintenance	SW	YES



1. Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing, motor vehicle, warehouse), inspectors (construction, building, safety, rent-and- housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
2. Professionals: Occupations that require specialized and theoretical knowledge that is usually acquired through college training or through work experience and other training, which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.
3. Technicians: Occupations requiring a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.
4. Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers firefighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
5. Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included are research



assistants, medical aides, child support workers, policy auxiliary welfare service aides, recreation assistants, homemakers’ aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

- 6. Administrative Support (Including Clerical and Sales): Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes bookkeepers, messengers, clerk-typist, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.
- 7. Skilled Craft Workers: Occupations in which workers perform jobs that require special manual skill and a thorough and comprehensive knowledge of the process involved in the work, which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters, power plant operators, water and sewage treatment plant operators, and kindred workers.
- 8. Service-Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. Includes: chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial employees, gardeners and groundskeepers, refuse collectors, construction laborers, park rangers (maintenance), farm workers (except managers), craft apprentices/trainees/helpers, and kindred workers.

The groups are coded in the following manner:

Group Codes		Total Workforce Codes	
W	White	WM	White Male
AI/AN	American Indian/Alaska Native	MM	Minority Male
B	Black or African American	WF	White Female
H/L	Hispanic or Latino	MF	Minority Female
A	Asian American		
NHOPI	Native Hawaiian and Other Pacific Islander		
Multi	Multiracial		



The Utilization Analysis by Job Code (Table 5.2) provides a statistical breakdown of Santa Cruz METRO's departmental workforce by job category is provided. The aforementioned data is also cross-referenced by sex and race. The current percentage of employees for each category is cross-referenced by group. An availability percentage is identified for each category cross-referenced by group. Finally, the percentage of underutilization for each category cross-referenced group is provided.

### ***Officials & Administrators***

The analysis indicates that the total Officials & Administrators workforce is comprised of 61.8% male and 38.2% female workers. Of this, 38.2% are minorities. Underutilization of 3% was identified for the Asian male group. One Asian male is needed to reach parity. 3% of the available relevant workforce in this category are Asian males.

### ***Professionals***

The analysis indicates that the total Professionals workforce is comprised of 33.4% male and 66.6% females. Of this, 40% are minorities. Underutilization of 8% was identified for the white female group. One white female is needed to reach parity. 41% of the available relevant workforce in this category are white females.

### ***Administrative Support***

The analysis indicates that the total Administrative Support workforce is comprised of 34.3% male and 65.7% female workers. Of this, 48.7% are minorities. Underutilization was identified in (2) groups, 14% for white females and 5% for Asian females. (4) White females and (1) Asian female are needed to reach parity. 5% of the available relevant workforce in this category are Asian females and 45% are white females.

### ***Skilled Craft***

The analysis indicated that the total Skilled Craft workforce is comprised of 100% male workers; however, there is not underutilization identified in this area as there is no identified available relevant female workforce in this category.

### ***Service Maintenance***

The analysis indicates that the total Service Maintenance workforce is comprised of 79.8% male and 20.1% female workers. Of this, 70.6% are minorities. Underutilization was identified in (3) groups, 1% for Asian males, 7% for Hispanic females, and 1% for Asian females. (2) Asian males, (13) Hispanic females, and (2) Asian females are needed to reach parity. Only 1% of the available relevant



workforce in this category are Asian males and females and 7% are Hispanic females.

**Table 5.2**  
*Utilization Analysis by Job Code*

Job Cat	Salary	Total Workforce					Male							Female						
		AI	WM	M	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
<b>1 - Officials &amp;</b>																				
Current Workforce	59000	3	11	10	10	3	11		1	9	-	-	-	10	-	-	3	-	-	-
Percent in Category			32.4	29.4	29.4	8.8	32.4	0.0	2.9	26.5	0.0	0.0	0.0	29.4	0.0	0.0	8.8	0.0	0.0	0.0
Percent of Availability							45.0	0.0	1.0	14.0	3.0	0.0	0.0	23.0	0.0	1.0	9.0	2.0	0.0	1.0
Percent Underutilized											3%						0%			
Underutilized (Yes/No)							No	No	No	Yes	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach							-	-	-	1	-	-	-	-	-	-	-	-	-	-
Planned percent increase																				
Planned percent increase																				
Planned percent increase																				
Planned percent increase																				
<b>2 - Professionals</b>																				
Current Workforce	79000	1	4	1	5	5	4	-	-	1	-	-	-	5	-	1	2	1	-	1
Percent in Category			26.7	6.7	33.3	33.3	26.7	0.0	0.0	6.7	0.0	0.0	0.0	33.3	0.0	6.7	13.3	6.7	0.0	6.7
Percent of Availability							30.0	0.0	0.0	6.0	5.0	0.0	0.0	41.0	0.0	1.0	11.0	5.0	0.0	2.0
Percent Underutilized														8%						
Underutilized (Yes/No)							No	No	No	No	No	No	Yes	No	No	No	No	No	No	No
Number Needed to Reach							-	-	-	-	-	-	-	1	-	-	-	-	-	-
Planned percent increase																				
Planned percent increase																				
Planned percent increase																				
Planned percent increase																				
<b>3 - Technicians</b>																				
Current Workforce		0	0	0	0	0														
Percent in Category							0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percent of Availability							0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach							-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase																				
Planned percent increase																				
Planned percent increase																				
Planned percent increase																				

*Utilization Analysis by Job Continued*

Job Cat	Salary	Total Workforce					Male							Female						
		AI	WM	MM	WF	MF	W	AI/AN	B	H/L	A	NHOPI	Multi	W	AI/AN	B	H/L	A	NHOPI	Multi
<b>4 - Protective Service</b>																				
Current Workforce	0	0	0	0	0	0														
Percent in Category							0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percent of Availability							0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach							-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase																				
Planned percent increase																				
Planned percent increase																				
Planned percent increase																				
<b>5 - Paraprofessional</b>																				
Current Workforce	0	0	0	0	0	0														
Percent in Category							0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percent of Availability							0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percent Underutilized																				
Underutilized (Yes/No)							No	No	No	No	No	No	No	No	No	No	No	No	No	No
Number Needed to Reach							-	-	-	-	-	-	-	-	-	-	-	-	-	-
Planned percent increase																				
Planned percent increase																				
Planned percent increase																				
Planned percent increase																				
<b>6 - Administrative Support</b>																				
Current Workforce	31000	3	7	5	11	12	7	-	1	3	1	-	-	11	-	1	9	-	-	2
Percent in Category			20.0	14.3	31.4	34.3	20.0%	0.0%	2.9%	8.6%	2.9%	0.0%	0.0%	31.4%	0.0%	2.9%	25.7%	0.0%	0.0%	5.7%
Percent of Availability							15.0%	0.0%	0.0%	7.0%	2.0%	0.0%	0.0%	45.0%	0.0%	1.0%	22.0%	5.0%	0.0%	1.0%
Percent Underutilized														14%				5%		
Underutilized (Yes/No)							No	No	No	No	No	No	Yes	No	No	No	Yes	No	No	No





### Identifying Availability Factors

The following availability factors are required of federal government contractors for consideration when developing availability estimates for each job group:

**External Data:** The percentage of minorities or female with the requisite skills in the reasonable recruitment area. The reasonable recruitment area is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question. Data considered for this factor includes: a) requisite skills data from the 2010 Census Special EEO Tabulation for the local labor area; and b) requisite skills from the 2010 Census Special EEO Tabulation for the reasonable recruitment area.

**Internal Data:** The percentage of minorities or female among those promotable, transferable, and/or trainable within the contractor's organization. Trainable refers to those who could, with appropriate training that Santa Cruz METRO is reasonably able to provide, become promotable or transferable during the EEO Plan years. Data considered for this factor includes the composition of feeder job groups and employer-provided training designed to facilitate upward mobility of female and minorities.

### Defining the Labor Market

The local labor market is one component of the reasonable recruitment area. To define the local labor area accurately, an analysis was conducted to identify the areas in which employees live. In Santa Cruz METRO's 2015-2017 EEOP, this data was used in a Zip Code analysis (i.e., residence analysis) to define the local labor area as Santa Cruz and Monterey counties. This defined local labor market remains the same for this reporting period.

The reasonable recruitment area (other than local) was identified as the area external to Santa Cruz METRO from which Santa Cruz METRO occasionally recruits or draws job applicants. The Human Resources Manager reviewed the hiring activity over the period to determine that for most job groups, the reasonable recruitment area was the same as the local labor as defined by the U. S. Census Bureau. However, for the Officials/Administrators job group, for example there were four hires from out of the area, two from states outside of California. This necessitated an adjustment to the reasonable recruitment area for this job group.



## **Obtaining Availability Data**

### **Source 1: Reasonable Recruitment Area (External)**

Requisite skills data from the reasonable recruitment area was obtained from the U. S. Census Bureau, 2010 Census Special EEO Tabulation. The data selected for each job group was matched and/or weighted to the available list of Census 2010 Occupational Categories. The Job Group Analysis (Exhibit 4) identifies census occupation codes and categories for each job title in each job group within Santa Cruz METRO.

### **Source 2: Promotable, Transferable, and Trainable (Internal)**

Internal factors require data on the percentages of promotable and transferable minorities and female within Santa Cruz METRO's workforce. To identify these percentages, identification was made of the "feeder" job groups for each "target" job group. Feeder job groups were defined as those from which employees can reasonably be promoted or transferred. Historical data was generally used to identify these patterns. In some circumstances, judgment was applied using forecasts of future business activity. When two or more occupations were selected, they were weighted. Weights were identified based on the percentage of positions in the job group to which each occupation applied. Once the feeders were identified, all employees in them as of December 31, 2017 were counted toward the internal availability.

## **Conducting the Availability Analysis**

Once the data described above was collected, it was entered into the FTA Utilization Analysis Excel Templates, which provided the mathematical weighting of the data sets (occupation and feeder data) within each labor area. When more than one labor area applied, it conducted the mathematical weighting of the labor areas. The calculated weights for the internal and external components provided the availability set of statistics for each job group.

## **Assigning Internal and External Factor Weights**

Guidelines listed below were used in identifying how much weight to assign to each availability component in a job group.



The components remaining among which to distribute the 100% weighting were external local labor area data, external reasonable recruitment area data, and promotable/transferable employee data. Next, the number of opportunities for each job group during the previous EEO Program years, and the percentage that were external hires versus promotions or transfers, was identified. The percentage of promotions or transfers was assigned to the promotable/transferable data. In some cases, judgment was applied when business planning and budgeting indicated a more appropriate number.

To establish the relative weights for the remaining two components, (external local and reasonable recruitment data) the percentage of jobs in the job group within a local labor area and the percentage within a broader labor area were identified. These percentages were then applied to the remaining weight (e.g., if 38.4% weight remained and 80% of the jobs in the group filled through external hires had a local labor area, the 80% of 38.4%, or 30.72%, was assigned to the local requisite skills data and the remaining 7.68% was assigned to reasonable area requisite skills data).

It must be noted that there were two areas of concern when comparing the data of the current EEO Program with the previous program periods (prior to that of the period ending December 31, 2014). First, in the 2012-2014 EEO Program, the EEO Job Groups were categorized using the EEO-1 descriptions, which is the standard for private employers. Though similar, there are differences in how job groups are classified. Regulated by the FTA, Santa Cruz METRO is required to use the EEO-4 categories, and therefore, comparisons to programs prior to the latest submission may be challenging, if not impossible, to compare data and trends.

*Note: The 2010 Special Occupation Tabulations of the U. S. Census were released in mid-2014. These tabulations changed the demographics of the labor market by consolidating some occupations and creating more specifications for other professions.*



## SECTION 6: Goals and Timetables

Using the Whole Person method (when incumbency is less than one whole person than availability within a particular category in a job group—female, minority, or total minority), a percentage placement goal was assigned whenever it was found that minority or female representation within a job group was less than would reasonably be expected given their availability. These goals take into account the availability of qualified persons in the relevant labor area. They also take into account anticipated employment opportunities with our organization. \*

**The following long-term and short-term numerical goals with timetables to correct underutilization of specific affected classes of persons identified in the utilization analysis have been established:**

### **Officials & Administrators**

Within the Officials & Administrators workforce, underutilization of 3% was identified for the Asian male group.

**Short-term goal:** Hire (1) Asian male.

**Timeline to achieve:** By July 1, 2019.

**Long-term goal:** Achieve 5% Asian representation in this workgroup within 5 years.

**Rationale:** (1) Asian male was identified as needed to achieve parity. With only 3% of the available relevant workforce in this category identified as Asian males, Santa Cruz METRO will need to connect to Asian business and academic networks. Santa Cruz METRO believes a year will be sufficient time to establish this network connection for recruiting to achieve both short and long-term goals.

### **Professionals**

Within the Professionals workforce, underutilization of 8% was identified for the white female group.

**Short term goal:** Hire (1) female.

**Timeline to achieve:** By December 31, 2018.

**Long-term goal:** Prepare incumbent workforce over the next (5) years for succession of incumbent female workers over 50.

**Rationale:** One white female is needed to reach parity. 41% of the available relevant workforce in this category are white females and 66.6% of the group is comprised of women. With many women in this category nearing retirement, a succession plan should be established to prepare internal candidates for advancement.



### ***Administrative Support***

Within the Administrative Support workforce, underutilization was identified in (2) groups, 14% for white females and 5% for Asian females.

**Short-term goal:** Hire (4) white and (1) Asian female.

**Timeline to achieve:** By December 31, 2019.

**Long-term goal:** Prepare incumbent workforce over the next (5) years for succession of incumbent female workers over 50.

**Rationale:** The analysis indicates that this group is currently comprised of 65.7% female workers. Of the female workers, 34.3% are minorities. (4) White females and (1) Asian female are needed to reach parity. 5% of the available relevant workforce in this category are Asian females and 45% are white females. A plan should be established for recruitment advertisements to women's groups, including those at the local universities. This will ensure that Santa Cruz METRO maintains its female workforce in this area, with an additional goal that it can establish greater ethnic diversity.

***Prior goal:*** *The prior program goal for this category was to hire (1) female. The goal was exceeded as (6) females were hired. 66% of those were minorities.*

### ***Skilled Craft***

The analysis indicated that the total Skilled Craft workforce is comprised of 100% male workers; however, there is not underutilization identified in this area as there is no identified available relevant female workforce in this category.

**Long-term goal:** Engage, over the EEO Program period, the business and academic communities to seek ways to attract women to this group.

***Prior goal:*** *Anticipated hiring fell below projections so the goal was not achieved. Hiring for the program period was less than half that of the previous period those projections were based on. The prior program goal for this category was to hire (1) female. No females were hired during the program period.*

### ***Service Maintenance***

Within the Service Maintenance workforce, underutilization was identified in (3) groups, 1% for Asian males, 7% for Hispanic females, and 1% for Asian females.

**Short-term goal:** Hire (2) Asian males, (13) Hispanic females, and (2) Asian females.

**Timeline to achieve:** By December 31, 2020.

**Long-term goal:** Engage, over the EEO Program period, the business and academic communities



to seek ways to attract women to this group.

**Rationale:** Only 1% of the available relevant workforce in this category are Asian males and females and 7% are Hispanic females. The analysis indicates that the total Service Maintenance workforce is comprised of 79.8% male and 20.1% female workers. Of this, 70.6% are minorities. There is 18% available minority female workforce for this category, increasing outreach to minority women may help Santa Cruz METRO achieve this goal and increase its female minority workforce in this group into the future.

***Prior goal: Anticipated hiring fell below projections so the goal was not achieved. Hiring for the program period was less than half that of the previous period those projections were based on. The prior program goal for this category was to hire (21) females, with at least (2) African Americans and (2) multiracial. There was a total of 36 hired into this category and 33% were females. Of the (9) females hired, (8) were minorities.***

Santa Cruz METRO believes these goals are attainable. These goals will be reached primarily through recruiting and advertising to increase the pool of qualified minority and female applicants and through implementation of our action-oriented programs (see Chapter 9). Selections will occur only from among qualified applicants. Goals do not require the hiring of persons when there are no vacancies or the hiring of a person who is less likely to do well on the job ("less qualified") over a person more likely to do well on the job ("better qualified") under valid selection procedures. Goals do not require that Santa Cruz METRO hire a specified number of minorities, females, or veterans.

Goals are not rigid and inflexible quotas that must be met, but are instead targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire EEO Plan work. A goal is a guidepost against which Santa Cruz METRO or a compliance agency can measure progress in remedying identified deficiencies in Santa Cruz METRO's workforce. By setting realistic goals, based on expected vacancies and anticipated availability of skills within the relevant labor area, and using a job-related selection system, Santa Cruz METRO should be able to meet the goals, assuming it conducts effective recruitment and advertising efforts to ensure an adequate pool of qualified minority and/or female qualified applicants from which to make selections.

\* The phrases "comparison of incumbency to availability," and "problem area" appearing in this report are terms Santa Cruz METRO is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although Santa Cruz METRO will use the terms in good faith in connection with its EEO Program, such use does not necessarily signify that Santa Cruz METRO agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives. Whenever the term "goal" is used, it is expressly intended that it "should not be used to



discriminate against any applicant or employee because of race, color, religion, gender, or national origin," as stated in *Title 41 Code of Federal Regulations, Part 60-2.16(e)*.



## SECTION 7: Employment Practices

### Statistical Analysis

The following section provides qualitative and quantitative data relevant to Santa Cruz METRO's employment practices over the reporting period. Analysis contains statistical data to document the impact of employment practices by sex and race.

#### ***Applicants and Hires by Job Category/Sex/Race***

Table 7.1 provides a statistical breakdown of applicants and hires by workforce by each job category. Santa Cruz METRO hired 59 employees hired between January 1, 2015-December 31, 2017. Potential adverse impact was realized in the following areas:

#### ***Officials and Administrators***

The selection rate for females in the job category was just 3.7% and no minority females were selected. (1) Minority male was selected. Potential adverse impact exists for white males and females, American Indian/Alaskan Native females, Hispanic males and females, and multi-racial males and females.

***Assessment/Recommendation:*** Whites represent the largest available pool of candidates in the relevant labor market. Outreach recruitment and networking to minority groups through local business networks, employment centers, and local colleges and universities may help generate awareness of job opportunities. As a part of Santa Cruz METRO's new Professional Development Planning and training academies, more females and minorities will be encouraged to participate.

#### ***Professionals***

The selection rate for females in the job category was 0%. Potential adverse impact exists for minority males and females. The selection rate for Hispanic males was 4.5%. The selection rate for multi-racial males was 14.3%.

***Assessment/Recommendation:*** White and Hispanic females represent the largest available pool of candidates in the relevant labor market. Outreach recruitment and networking to minority groups through local business networks, employment centers, and local colleges and universities may help generate awareness of job opportunities. As a part of Santa Cruz METRO's new Professional Development Planning and training academies, more females and minorities will be encouraged to participate.

#### ***Administrative Support***

The selection rate for males in the job category was nearly 1/3 the rate of female applicants at 1.2%. Potential adverse impact exists for more than (3) groups in this category. Male Hispanics experienced



just a .06% selection rate. This indicates that Santa Cruz METRO has an opportunity to provide training and development broadly across this group to help prepare minority and female incumbents for promotional opportunities as they arise.

**Assessment/Recommendation:** *White and Hispanic females represent the largest available pool of candidates in the relevant labor market. Outreach recruitment and networking to minority groups through local business networks, employment centers, and local colleges and universities may help generate awareness of job opportunities. As a part of Santa Cruz METRO's new Professional Development Planning and training academies, more females and minorities will be encouraged to participate.*

### **Skilled Craft**

The selection rate for females in this category is 0%. Hispanic males were selected at a rate of 84.1%.

**Assessment/Recommendation:** *Hispanic males represent the largest available pool of candidates in the relevant labor market so the rate of selection is aligned with the labor market. Unfortunately, when selection rate out-performs the available labor market, parity suffers. Outreach recruitment and networking to other minority and women's' groups through local business networks, employment centers, and local colleges and universities may help generate awareness of job opportunities. As a part of Santa Cruz METRO's new Professional Development Planning and training academies, more females and minorities will be encouraged to participate.*

### **Service Maintenance**

The selection rate for females was just 5.1% for this category. Hispanic males were selected at a rate of 15.2%. Based on the availability of Hispanics females in the workforce for this category, the number of female Hispanics needed to reach parity in this category is (13).

**Assessment/Recommendation:** *Hispanic males represent the largest available pool of candidates in the relevant labor market so the rate of selection is aligned with the labor market. Unfortunately, when selection rate of males to females out-performs the available labor market. Outreach recruitment and networking to other minority and women's' groups through local business networks, employment centers, and local colleges and universities may help generate awareness of job opportunities. As a part of Santa Cruz METRO's new Professional Development Planning and training academies, more females and minorities will be encouraged to participate.*



**Table 7.1**

*Four-Fifths Adverse Impact Analysis by Job Category- Hire*

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	19	27	7	11	-	1	1	-	10	11	-	-	-	-	1	4
Total Hires	2	1	1	1	-	-	1	-	-	-	-	-	-	-	-	-
Selection Rate	10.5%	3.7%	14.3%	9.1%	N/	0.0	100.0	N/A	0.0%	0.0%	N/A	N/A	N/	N/	0.0%	0.0%
Ratio to Highest	100.0%	35.2%	14.3%	9.1%	N/	0.0	100.0	N/A	0.0%	0.0%	N/A	N/A	N/	N/	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	Yes	No	N/A	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes
<b>2 - Professionals</b>																
Number Applied	43	36	12	18	-	1	-	1	22	14	2	-	-	-	7	2
Total Hires	4	-	2	-	-	-	-	-	1	-	-	-	-	-	1	-
Selection Rate	9.3%	0.0%	16.7%	0.0%	N/	N/A	N/A	N/A	4.5%	0.0%	0.0	N/A	N/	N/	14.3	0.0%
Ratio to Highest	100.0%	NA	100.0%	0.0%	N/	N/A	N/A	N/A	27.3%	0.0%	0.0	N/A	N/	N/	85.7	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	Yes	N/A	N/A	N/A	No	Yes
<b>3 - Technicians</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A
Ratio to Highest	N/A	N/A	N/A	N/A	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>4 - Protective Service</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A
Ratio to Highest	N/A	N/A	N/A	N/A	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Paraprofessionals</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A
Ratio to Highest	N/A	N/A	N/A	N/A	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A
<b>6 - Administrative Support</b>																
Number Applied	32	17	10	78	1	3	9	5	16	67	23	11	-	-	22	14
Total Hires	4	6	2	2	-	-	1	-	1	2	-	-	-	-	-	2
Selection Rate	1.2%	3.4%	2.0%	2.6%	N/	N/A	N/A	N/A	0.6%	3.0%	0.0	0.0	N/	N/	0.0%	14.3%
Ratio to Highest	37.0%	100.0%	14.0%	17.9	N/	N/A	N/A	N/A	4.2%	20.9	0.0	0.0	N/	N/	0.0%	100.0
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	Yes	No
<b>7 - Skilled Craft</b>																
Number Applied	82	23	23	9	1	-	6	1	41	10	7	1	1	-	3	2
Total Hires	6	-	2	-	1	-	-	-	3	-	-	-	-	-	-	-
Selection Rate	7.3%	0.0%	8.7%	0.0%	N/	N/A	0.0%	N/A	7.3%	0.0%	0.0	N/A	N/	N/	0.0%	N/A
Ratio to Highest	100.0%	NA	100.0%	0.0%	N/	N/A	0.0%	N/A	84.1%	0.0%	0.0	N/A	N/	N/	0.0%	N/A



Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	No	Yes	Yes	N/A	N/A	N/A	Yes	N/A
<b>8 -Service-Maintenance</b>																
Number Applied	29	17	80	68	3	2	9	12	15	78	12	4	-	-	30	14
Total Hires	27	9	3	1	-	-	-	-	24	7	-	-	-	-	-	1
Selection Rate	9.2%	5.1%	3.8%	1.5%	N/	N/A	N/A	0.0	15.2%	9.0%	0.0	N/A	N/	N/	0.0%	7.1%
Ratio to Highest	100.0%	54.7%	24.7%	9.7%	N/	N/A	N/A	0.0	100.0%	59.1	0.0	N/A	N/	N/	0.0%	47.0%

**Outreach Process**

1. Santa Cruz METRO will continue to place advertisements on job opportunities through local job service offices. The applicable local job service office will be notified concurrent with the placement of other external posting(s).
2. Due to the extensive technical education and experience required for some positions, Santa Cruz METRO will also continue to place job opportunity announcements on its website, and in statewide periodicals when appropriate.
3. Advertisements, purchase orders, and contracts will always carry the Equal Employment Opportunity clause.
4. Minority and female applicants will be considered for all posted positions for which they are qualified.
5. Santa Cruz METRO will participate in job fairs if there are sufficient numbers of openings to warrant participation.
6. Santa Cruz METRO will continue to employ interns who work during the summer and part-time during the school year.
7. Santa Cruz METRO will continue to publish recruiting brochures where minority, female, and veteran members of the workforce are included, as well as in other company literature.

**Promotions/Transfers by Job Category/Sex/Race**

Santa Cruz METRO union contracts include language provisions for internal promotional and transfer opportunities that engender advancement in career ladders for incumbents based on incumbent status or completion of requisite skills necessary to advance. Internal promotion/transfer opportunities, where clear entry level to journey level career lines of progression exist, are offered first to the incumbent pool. If a sufficient pool of internal candidates is not achieved, external recruitment activities commence.



### ***Job Advancement***

1. Santa Cruz METRO will make minority and female employees available to participate in Career Days, Youth Motivation Programs, and related activities in the community, as necessary. These include representation at the Santa Cruz County Fair, First Friday, Leadership Santa Cruz and other opportunities that provide opportunities for visibility and advancement.
2. Santa Cruz METRO will continue to post job opportunities. Santa Cruz METRO's Job Posting Policy requires postings of all positions governed by a collective bargaining agreement (CBA) or memorandum of understanding (MOU). While the posting process and time limits vary, depending on the classification and under which bargaining unit it is governed by, all job opportunities are subject to a competitive hiring process.
3. Santa Cruz METRO will require Hiring Managers to submit justification for all hiring decisions, and will meet with any employee upon request to discuss when he/she is passed over for a promotional opportunity.
4. Santa Cruz METRO will continue to encourage all employees to participate in company-sponsored social and recreational activities and provide equal access to company-owned facilities.
5. Santa Cruz METRO will provide employees access to training courses for inclusion in their career development plans.

Santa Cruz METRO has recently integrated coaching and professional development planning as a part of its annual evaluation process. It is believed that the implementation of proactive development of staff will help better prepare staff for promotional and transfer opportunities in the future.

### ***Job Specifications/Selection Process***

1. Santa Cruz METRO develops and maintains position descriptions that accurately reflect position functions, and are consistent with the knowledge, skills, abilities, competencies, education, and experience required to perform the job.
2. Santa Cruz METRO develops job or classification specifications that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination. Specifications are free from bias with regard to age, race, color, religion, national origin, disability, or veteran status.
3. METRO makes approved classification specifications available to all members of management involved in the recruiting, screening, selection, and promotion process.



- Santa Cruz METRO will continue to use only classification specifications that include job-related criteria.

Santa Cruz METRO will continue to carefully select, counsel, and train all personnel involved in the recruiting, screening, selection, promotion, disciplinary, and related processes to eliminate bias in all personnel actions.

Table 7.2 provides a statistical breakdown of employees in each job category who applied for promotion or transfer and the number in each job category promoted or transferred by sex and race. Two job categories experienced potential adverse impact: 1) Officials & Administrators, and 2) Skilled Craft. Males were promoted or transferred nearly 4 times more often than females. Additionally, Hispanics were promoted or transferred 2 times more often than any other group.

Professional development and training opportunities are anticipated to increase for all groups to increase equal opportunities for advancement and reverse potential adverse impact problem areas.

**Table 7.2**

*Four-Fifths Adverse Impact Analysis by Job Category- Promotions*

Job Category	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Number Applied	31	19	5	7	2	1	-	-	22	8	2	1	-	-	-	2
Total Promotions	7	2	3	-	-	-	-	-	4	2	-	-	-	-	-	-
Selection Rate	22.6%	10.5%	60.0%	0.0%	0.0%	0.0%	N/A	N/A	18.2%	25.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Ratio to Highest	100.0%	46.6%	100.0%	0.0%	0.0%	0.0%	N/A	N/A	30.3%	41.7%	0.0%	0.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes
<b>2 - Professionals</b>																
Number Applied	-	2	-	-	-	-	-	-	-	2	-	-	-	-	-	-
Total Promotions	-	4	-	1	-	-	-	1	-	2	-	-	-	-	-	-
Selection Rate	N/A	200.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>3 - Technicians</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>4 - Protective</b>																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Paraprofessional</b>																	
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>6 - Administrative Support</b>																	
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>7 - Skilled Craft</b>																	
Number Applied	12	4	3	2	1	-	-	-	6	1	1	-	-	-	-	1	1
Total Promotions	9	-	3	-	-	-	-	-	6	-	-	-	-	-	-	-	-
Selection Rate	75.0%	0.0%	100.0%	0.0%	0.0%	N/A	N/A	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest	100.0%	NA	100.0%	0.0%	0.0%	N/A	N/A	N/A	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	Yes	Yes	N/A	N/A	N/A	No	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes
<b>8 - Service-Maintenance</b>																	
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Promotions	5	-	-	-	-	-	-	-	4	-	1	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Job Category (Use EEO-4)</b>	<b>Total</b>		<b>W</b>		<b>A/AN</b>		<b>B</b>		<b>H/L</b>		<b>A</b>		<b>NHOPI</b>		<b>M</b>		
	<b>Male</b>	<b>Female</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	<b>M</b>	<b>F</b>	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

**Types of Disciplinary Actions**

The types and number of disciplinary actions recorded are reflected in Table 7.3. These types have been tailored to capture the actions detailed in the language of the union contracts and Santa Cruz METRO’s policies and procedures. No adverse impact was identified. Disciplinary actions were categorized into four (4) categories:

- Written Reprimands
- Suspensions
- Demotions (non voluntary)



- Terminations (based on progressive discipline – not released at probation)

In total, 11 written reprimands and 15 suspensions were issued. There were (9) terminations based on progressive discipline and no demotions. The discipline rate for females in the Service Maintenance category was about half of that of male incumbents. The discipline rate for females in the Administrative Support category was slightly higher than that of male incumbents.

New training for supervisors which includes evaluating performance, motivating employees toward success, and coaching, and new professional development tools for supervisors are expected to have a positive impact on future disciplinary rates.

**Table 7.3**

*Types of Disciplinary Actions*

Job Category (Use EEO-4)	Total		W		A/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp; Administrators</b>																
Total Workforce	21	13	11	10	-	-	1	-	9	3	-	-	-	-	-	-
<b>Written Reprimands</b>	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	4.8%	0.0%	9.1%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	0.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>Suspensions</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>Demotions (non)</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>Terminations</b>	1	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-
Discipline Rate	4.8%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	0.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Total Workforce	5	10	4	5	-	-	-	1	1	2	-	1	-	-	-	1
<b>Written Reprimands</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	No
<b>Suspensions</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	No
<b>Demotions (Non-</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	No
<b>Terminations</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	No
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%
Potential Adverse Impact	No	No	No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	No
<b>&lt;Enter Discipline Type&gt;</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	100.0%	100.0%	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%



Potential Adverse Impact	No	No		No	No	N/A	N/A	N/A	No	No	No	N/A	No	N/A	N/A	N/A	No
<b>3 - Technicians</b>																	
Total Workforce	-	-							-	-	-	-	-	-	-	-	-
<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-
Discipline Rate	N/A	N/A		N/A													
Ratio to Lowest Rate	N/A	N/A		N/A													
Potential Adverse Impact	N/A	N/A		N/A													
<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-
Discipline Rate	N/A	N/A		N/A													
Ratio to Lowest Rate	N/A	N/A		N/A													
Potential Adverse Impact	N/A	N/A		N/A													
<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-
Discipline Rate	N/A	N/A		N/A													
Ratio to Lowest Rate	N/A	N/A		N/A													
Potential Adverse Impact	N/A	N/A		N/A													
<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-
Discipline Rate	N/A	N/A		N/A													
Ratio to Lowest Rate	N/A	N/A		N/A													
Potential Adverse Impact	N/A	N/A		N/A													
<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-
Discipline Rate	N/A	N/A		N/A													
Ratio to Lowest Rate	N/A	N/A		N/A													
Potential Adverse Impact	N/A	N/A		N/A													
<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-
Discipline Rate	N/A	N/A		N/A													
Ratio to Lowest Rate	N/A	N/A		N/A													
Potential Adverse Impact	N/A	N/A		N/A													
<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-
<b>4 - Protective Service</b>																	
Total Workforce	-	-							-	-	-	-	-	-	-	-	-
<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-
Discipline Rate	N/A	N/A		N/A													
Ratio to Lowest Rate	N/A	N/A		N/A													
Potential Adverse Impact	N/A	N/A		N/A													
<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-
Discipline Rate	N/A	N/A		N/A													
Ratio to Lowest Rate	N/A	N/A		N/A													
Potential Adverse Impact	N/A	N/A		N/A													
<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-
Discipline Rate	N/A	N/A		N/A													
Ratio to Lowest Rate	N/A	N/A		N/A													
Potential Adverse Impact	N/A	N/A		N/A													
<Enter Discipline Type>	-	-							-	-	-	-	-	-	-	-	-

**Voluntary/Involuntary Terminations by Sex/Race**

There were (17) terminations during the program period, this represents more than a 200% decrease in terminations from the last program period. As possible explanation is that data reported previously lumped voluntary separations such as retirements and involuntary terminations. Santa Cruz METRO’s top reason to terminate an employee is that the employee fails to meet performance standards required for the job at the completion of the probationary period. For bus operators, whom Santa Cruz METRO provides vocational, on-the-job training, a failure of the operator training results in termination of the employee.

74% of the previous program period terminations were categorized as voluntary. As explained earlier in this document, early separation incentives were offered during the program period, which have contributed to skewed statistics. This is further evidenced by involuntary terminations. 33% of the involuntary terminations were females during this reporting period. No reverse impact in any disciplinary areas were noted.



Additionally of those who separated from Santa Cruz METRO, (38) were either Fixed Route or Van Operators, including (15) females. These trends indicate staff will outreach of the female operators in the service category, as well as those long-term employees who may be retiring.

**Table 7.4**  
*Four-Fifths Adverse Impact Analysis by Job Category- Terminations*

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp;</b>																
Total Workforce	21	13	11	10			1	-	9	3	-	-	-	-	-	-
Total Involuntary	1	1	-	1	-	-	-	-	-	-	1	-	-	-	-	-
Involuntary Termination	4.8%	7.7%	0.0%	10.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	61.9%	100.0%	0.0%	N/A	N/A	100.0%	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Total Workforce	5	10	4	5			-	1	1	2	-	1	-	-	-	1
Total Involuntary	2	3	-	1			-	-	1	1	1	-	-	-	-	1
Involuntary Termination	40.0%	30.0%	0.0%	20.0%	N/A	N/A	N/A	0.0%	100.0%	50.0%	N/A	0.0%	N/A	N/A	N/A	100.0%
Ratio to Lowest Rate	75.0%	100.0%	100.0%	0.0%	N/A	N/A	N/A	100.0%	0.0%	0.0%	N/A	100.0%	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	No	Yes	Yes	N/A	No	N/A	N/A	N/A	Yes
<b>3 - Technicians</b>																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>4 - Protective Service</b>																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Paraprofessional</b>																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>6 - Administrative</b>																
Total Workforce	12	23	7	11			1	1	3	9	1	-	-	-	-	2
Total Involuntary	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	No	N/A	N/A	N/A	N/A	No
<b>7 - Skilled Craft</b>																
Total Workforce	26	-	10				-	-	14	-	2	-	-	-	-	-
Total Involuntary	1	-	1				-	-	-	-	-	-	-	-	-	-
Involuntary Termination	3.8%	N/A	10.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A



Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	N/A	N/A	
<b>8 -Service-Maintenance</b>																	
Total Workforce	155	39	42	15				5	2	100	18	5	1	1	-	2	3
Total Involuntary	6	3	1	3				1	-	2	-	-	-	-	-	2	-
Involuntary Termination	3.9%	7.7%	2.4%	20.0%	N/A	N/A	20.0%	N/A	2.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Ratio to Lowest Rate	100.0%	50.3%	0.0%	0.0%	N/A	N/A	0.0%	N/A	0.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	No	N/A	N/A	N/A	N/A	N/A

**Job Category Training by Sex/Race**

Unfortunately, it is a common business practice when finances are tight to cut training and development budgets. During 2015 and 2016, Santa Cruz METRO was faced with a fiscal emergency and voluntary separation and early retirement incentives were offered in an attempt to partially remedy the organization’s budget shortfall.

Santa Cruz METRO has never had a comprehensive employee-training program, until now. Santa Cruz METRO has partnered with various training firms that specialize in both soft skills and technical skills training, and serves as a host agency to the outside firm’s training programs. Through this partnership, Santa Cruz METRO is now able to provide its staff convenient and relevant professional development training opportunities. It is anticipated that any groups that historically have not received training, will now receive training to enhance their ability to compete for promotional opportunities.

Potential adverse impact was realized in every job group and primarily by minorities and females. Male Hispanics in the Officials & Administrators, Administrative Support, and Skilled Craft experienced a training rate that ranged from 42.9-70.7% whereas white females in the Professionals and Administrative Support categories only experienced a training rate that ranged from 20-36.4%.

Coaching and professional development planning by management for Santa Cruz METRO’s workforce in all categories will help foster promotion potential by increasing the knowledge, skills, abilities, and competencies of the organization’s workforce. It is anticipated that adverse impact will be completely eliminated during this reporting period with the addition of Santa Cruz METRO’s training partnership and enhanced professional development activities of its staff.



**Table 7.5**

*Four-Fifths Adverse Impact by Job Category- Training*

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
<b>1 - Officials &amp;</b>																
Total Workforce	21	13	11	10	-	-	1	-	9	3	-	-	-	-	-	-
Total Trained	22	14	12	11	-	-	1	-	9	3	-	-	-	-	-	-
Training Rate	104.8%	107.7%	109.1	110.0	N/	N/	100.0	N/A	100.0%	100.0	N/A	N/A	N/	N/	N/	N/A
Ratio to Highest	97.3%	100.0%	99.2%	100.0	N/	N/	90.9%	N/A	90.9%	90.9%	N/A	N/A	N/	N/	N/	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A
<b>2 - Professionals</b>																
Total Workforce	5	10	4	5	-	-	-	1	1	2	-	1	-	-	-	1
Total Trained	4	4	4	1	-	-	-	1	-	2	-	-	-	-	-	-
Training Rate	80.0%	40.0%	100.0	20.0%	N/	N/	N/A	100.0	0.0%	100.0	N/A	0.0	N/	N/	N/	0.0%
Ratio to Highest	100.0%	50.0%	100.0	20.0%	N/	N/	N/A	100.0	0.0%	100.0	N/A	0.0	N/	N/	N/	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	N/A	No	Yes	No	N/A	Yes	N/A	N/A	N/A	Yes
<b>3 - Technicians</b>																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/	N/A
Ratio to Highest	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>4 - Protective Service</b>																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/	N/A
Ratio to Highest	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>5 - Paraprofessional</b>																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/	N/A
Ratio to Highest	N/A	N/A	N/A	N/A	N/	N/	N/A	N/A	N/A	N/A	N/A	N/A	N/	N/	N/	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>6 - Administrative</b>																
Total Workforce	12	23	7	11	-	-	1	1	3	9	1	-	-	-	-	2
Total Trained	7	13	4	4	-	-	-	-	2	8	1	-	-	-	-	1
Training Rate	58.3%	56.5%	57.1%	36.4%	N/	N/	0.0%	0.0%	66.7%	88.9%	100.0	N/A	N/	N/	N/	50.0
Ratio to Highest	100.0%	96.9%	57.1%	36.4%	N/	N/	0.0%	0.0%	66.7%	88.9%	100.0	N/A	N/	N/	N/	50.0
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	No	No	N/A	N/A	N/A	N/A	Yes
<b>7 - Skilled Craft</b>																
Total Workforce	26	-	10	-	-	-	-	-	14	-	2	-	-	-	-	-
Total Trained	20	-	10	-	1	-	1	-	6	-	2	-	-	-	-	-
Training Rate	76.9%	N/A	100.0	N/A	N/	N/	N/A	N/A	42.9%	N/A	100.0	N/A	N/	N/	N/	N/A
Ratio to Highest	100.0%	N/A	100.0	N/A	N/	N/	N/A	N/A	42.9%	N/A	100.0	N/A	N/	N/	N/	N/A



Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	Yes	N/A	No	N/A	N/A	N/A	N/A	N/A
<b>8 -Service-Maintenance</b>																	
Total Workforce	15	39	42	15	-	-	5	2	10	18	5	1	1	-	2	3	
Total Trained	3	9	1	4	-	-	2	4	-	-	-	-	-	-	-	1	
Training Rate	1.9%	23.1%	2.4%	26.7%	N/	N/	40.0%	N/A	0.0%	0.0%	0.0%	N/A	N/	N/	N/	N/A	
Ratio to Highest	8.4%	100.0%	6.0%	66.7%	N/	N/	100.0	N/A	0.0%	0.0%	0.0%	N/A	N/	N/	N/	N/A	

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	No	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	N/A

**Individuals with Disabilities/Veterans Hire/Promoted by Sex and Race**

Few new hires during the program period at Santa Cruz METRO have self-identified as having a disability or veteran status. A selection rate of 16.7% for female, multi-race employees was identified and a 60% selection rate for male veterans for new hires. Table 7.6 provides the statistical breakdown of the number of hires and the associated selection rate by sex and race.

Santa Cruz METRO has established a relationship with local and regional veteran placement agencies with which it regularly post recruitment notices. The EEO Officer will reach out to the County Health Officer during this program period to identify potential recruitment outreach opportunities to disabled job seekers.

A statistical analysis of individuals with disabilities and veterans promotional activities is provided in Table 7.7. Only (1) promotion occurred and this was a minority.

**Table 7.6**

*Individuals with Disabilities/Veterans- Hires*

Persons with	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	10	6	5	2	-	1	-	-	2	1	1	1	-	-	2	1
Total Hires	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Selection Rate	0.0%	16.7%	0.0%	0.0%	N/A	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	100.0%
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	5	3	1	2	-	-	-	-	3	1	-	-	-	-	1	-
Total Hires	3	-	-	-	-	-	-	-	2	-	-	-	-	-	1	-
Selection Rate	60.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	66.7%	0.0%	N/A	N/A	N/A	N/A	100.0%	N/A



**Table 7.7**

*Individuals with Disabilities/Veterans- Promotions*

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	-	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-
Total Promotions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Number Applied	3	-	1	-	-	-	-	-	2	-	-	-	-	-	-	-
Total Promotions	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-
Selection Rate	33.3%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	50.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## SECTION 8: Monitoring and Reporting

### Monitoring System

Monitoring System methods are in place to monitor EEO dissemination, utilization analysis, statistical employment practices, and timeframe to reach goals, and identified barriers and the progress of the action plan. Additionally, procedures used to determine EEO compliance of sub-recipients and contractors such as collection and review of their EEO Programs, including visits to their facilities to ensure proper posting of the EEO Policy statement exist. Santa Cruz METRO’s HR Department has union contract reviewing procedures in place to ensure that there is not disparate impact. Finally, Santa Cruz METRO has a process for monitoring complaints and analyzing trends, the timeliness of investigations, resolutions, and the reporting to management.

### Internal Audit and Reporting

Inherent in the any EEO Program is the need for periodic self-assessment of problems encountered, corrective action taken, and progress made. Additionally, the *Uniform Guidelines on Employee Selection Procedures (1978)* require that employers maintain data with which to determine adverse impact for any of its employment-related processes and procedures. Self-evaluation requires complex record keeping systems on applicants, employees, and components of the EEO Program. Santa Cruz METRO’s internal auditing and reporting systems are used as the basis for evaluating systemic results-oriented programs, and effective affirmative action. The EEO Officer is also responsible for working with other management personnel to guide them in attaining full compliance. Monitoring includes:



**Dissemination-** Every recruitment flyer/brochure, web posting, and job advertisement includes the EEO Policy Statement. Santa Cruz METRO's online applicant system page includes the policy statement. The policy statement is provided to every new employee at employee onboarding, wherein the new employee signs that they are in receipt. The policy statement is issued internally during management trainings and EEO Program update meetings with executive management.

**Utilization Analysis-** Underutilization is monitored with all employee actions including: hiring, promotions, separations, discipline, and training. As any underutilization is realized, this is reported to the Senior Leadership Team for discussion and strategic solution development.

**Statistical Employment Practices-** Santa Cruz METRO is becoming a data-driven agency that uses key performance indicators (KPIs) to support decision-making. Employment statistics are provided on a monthly basis from the EEO Officer to the CEO/GM. Strategic action plans are made around any deficient KPI areas.

**Timeframe to Reach Goals-** A goal matrix is developed of all EEO program goals. These are linked to the monitoring of the KPIs. Goal progress is reported to the CEO/GM on a semi-annual basis or sooner.

**Identified Barriers to Action Plan Progress-** Barriers that are identified (e.g., unexpected funding loss impacting hiring projections) are recorded and reported to the CEO/GM monthly along with the KPI's and any potential impact to the timeframe to reach goals. A strategic action plan to mitigate barriers is discussed at weekly Senior Leadership Team meeting. Follow up activities including reporting to the CEO/GM results of corrective action plans.

**Compliance of Contractors-** Compliance procedures to determine EEO compliance of sub-recipients and contractors include:

- Review of sub-recipient/contractor EEO Programs
- Visits to sub-recipient/contractor facilities to ensure the proper posting of the EEO Policy Statement

**Union Contract Review-** Union contracts are negotiated every four years. The EEO Officer and legal counsel ensure that language is not added that would contribute to disparate impact. Additionally, Senior Leadership Team meets prior to negotiations to review the contract for areas of concern. The HR Manager/EEO Officer and legal counsel are a part of this group.



**Complaint Monitoring-** EEO Complaints are logged with the Human Resources Department and process in accordance with the conflict of interest mitigation procedures set forth herein.

### **Employment Practices contributing to EEO Programs**

Many employment practices within the HR Department contribute to the successful implementation of the EEO Program. The new Human Resources Information System (HRIS) provides for better tracking of applicants' referral sources, as candidates are provided the ability to enter their own data, including the EEO Survey data. The system has customized reporting functionality so that data sets for any changes to EEO reporting requirement can be added or changed.

### ***Self-Identification***

Santa Cruz METRO attaches an *Equal Opportunity Survey* to each Employment Application (Exhibit B) this survey is designed to obtain EEO data needed to conduct required analyses for the EEO Program. The survey is also used for the following purposes:

1. Obtain applicant residency data to define Santa Cruz METRO's local labor area.
2. Determine if Santa Cruz METRO's recruitment efforts are effective.
3. Identify the most effective referral sources.
4. Determine if applicant pools, at any stage in the selection process, are equal or greater to availability set forth in this EEO Program.
5. Once an Employment Application is submitted, the *Equal Opportunity Survey* is detached and maintained in a private file to be used for recordkeeping purposes only. No employment decisions are made based on the data collected from the surveys. Once an employee is hired, (s) he has an additional opportunity during the new employee orientation to submit the *Equal Opportunity Survey*. The same rules set forth above apply to the use and maintenance of these surveys.

### ***Compensation Plan***

The majority of Santa Cruz METRO's employees are covered by collective bargaining agreements (CBA) or memorandum of understandings (MOU). As a result, Santa Cruz METRO has exercised little or no discretion in setting their wages, other than through the bargaining process.



Under the current Service Employees International Association (SEIU) MOU, Santa Cruz METRO employees have a Reclassification Request process wherein an employee may, in accordance with the terms of his/or her bargaining agreement, may request a classification study, a wage study, or both. This has been a long-standing practice; however, issues of internal equity and salary scale misalignments and salary compression and compactions issues have arisen as a result.

Wage and classifications studies performed in the past did not allow for a strategic review of the organization. Classification and wage surveys in the past were conducted as required by contractual language contained in the agreements with the unions. Over time, factors such as operational, program, technological, regulatory, and staffing changes may have resulted in class specifications and pay becoming misaligned from the actual nature, level and scope of work performed by incumbents.

Approval was granted to conduct a District-wide classification and compensation study in Fiscal Year 2016, in hopes of developing updated and revised classifications specifications, a manageable compensation structure, and a sound salary administration program. The District-wide classification and compensation study is anticipated to be completed by the end of Fiscal Year 2018.

A comprehensive Compensation Plan will be developed during the classification/compensation study. This plan will provided detailed information on Santa Cruz METRO's compensation philosophy, methodology, achieving internal/external equity, elimination salary compaction/compression, and benchmarking of positions for compensation analysis.

When offering employment or promotional opportunities, the compensation offered by Santa Cruz METRO is not reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source.

### ***Accommodation***

It is the policy of Santa Cruz METRO that equal employment opportunities are provided in the employment and advancement of covered veterans and persons with disabilities at all levels of recruitment, selection, employment, and advancement. Santa Cruz METRO does not, and will not, discriminate against any applicant or employee because he or she is a covered veteran, or because of a physical or mental disability with regard to any position for which the applicant or employee is qualified.



Decisions related to personnel policies and practices will be made based on an individual's capacity to perform a particular job, the individual's knowledge, skills, abilities, competencies, education, and experience, and the feasibility of any necessary job accommodation. Santa Cruz METRO will make every effort to provide reasonable accommodation to any physical and mental limitations of individuals with disabilities and to disabled veterans.

Santa Cruz METRO's Reasonable Accommodation Policy is provided an appendix for reference on how to request a reasonable accommodation.

### **Reporting System**

Santa Cruz METRO's EEO reporting systems include regular meetings between the CEO/GM, the EEO officer, legal counsel, and management to discuss the progress of the EEO Program and results of the monitoring (including hiring, promotions, evaluations, training, and EEO complaints). Meetings held between the CEO/GM and the EEO Officer are agendaized and follow-up action documentation is maintained. The Human Resources division, including the EEO Officer hold regular meetings with hiring officials in each department as a part of the recruitment planning process, to review current EEO goals and statistics on employment practices and policies. During these meetings job descriptions are reviewed to ensure legitimate position requirements and that all testing has been validated.



## Appendix A: Glossary of Terms

This EEOP uses the following definitions for the terms used:

Age for the purposes of the Age Discrimination in Employment Act of 1967 means an individual who is 40 years or older.

Agency means a recipient or sub-recipient of financial assistance from FTA.

Applicant means a person or entity that submits an application, request, or plan that requires approval by the FTA Administrator or by a recipient as a condition of eligibility for financial assistance from FTA.

Complainant refers to a party that makes a complaint that he or she or any specific individual or class of person has been subjected to discrimination or retaliation prohibited by this EEOP and relevant legal authorities.

Compliance refers to a status wherein FTA finds an applicant, recipient, sub-recipient, or contractor meets the requirements in this EEOP and there is no indication or evidence of employment discrimination.

Concentration means a higher participation of a particular group (e.g., African Americans, Hispanics, or Women) in a job category or department as compared with their participation in the relevant labor market.

Contractor refers to any entity or organization that has entered into a contract to perform work or provide services relating to transit service delivery with an applicant, recipient, or sub-recipient.

Direct recipient means an entity that receives Federal financial assistance directly from FTA.

Disability with respect to an individual means (a) physical or mental impairment that substantially limits one or more major life activities, (b) a record of such an impairment, or (c) being regarded as having an impairment that is not transitory and minor. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of major bodily functions. (42 U.S.C. §§ 12101 et seq.)

Discrimination means any action or inaction, whether intentional or unintentional, in any program or activity of a recipient, sub recipient, or contractor that results in disparate treatment or perpetuating the effects of prior discrimination based on race, color, religion, national origin, sex, age, genetic information, or disability, or results in disparate impact based on race, color, religion, national origin, sex, age, or disability.

Disparate impact refers to policies or practices that are facially neutral, but that disproportionately affect protected classes, if such policies and practices are not job related and consistent with business



necessity, or, for policies or practices that disproportionately affect individuals age 40 or older, if such policies or practices are not based on a reasonable factor other than age. This concept is sometimes referred to as “adverse impact.”

Disparate treatment refers to actions that result in circumstances where similarly situated persons are intentionally treated differently (i.e., less favorably) than others because of their race, color, religion, National origin, sex, age, genetic information, or disability. (29 CFR § 1607.11)

Employee means an individual employed by an employer. People who are not employed by the employer, such as independent contractors, are not employees.

Employer means, in general, a person engaged in an industry affecting commerce that has 15 or more Employees for each working day in each of 20 or more calendar weeks in the current or preceding Calendar year and any agent of such a person.

Equal Employment Opportunity Program (EEO Program) refers to a written, detailed, results-oriented set of procedures designed to achieve prompt and full utilization of people within a protected class at all levels and in all parts of the recipient’s workforce, including compensation.

Equal Employment Opportunity statutes and regulations refer to all statutes and regulations that prohibit employment discrimination and provide employees and job applicants protections and remedies against employment discrimination.

Federal financial assistance includes:

- Grants and loans of Federal funds;
- The grant or donation of Federal property and interests in property;
- The detail of Federal personnel;
- The sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient;
- Any Federal agreement, arrangement, or other contract that includes provision of assistance as one of its purposes.

FTA activity means any program of assistance authorized by Federal law that FTA administers.

Four-fifths rule is a disparate impact analysis, which measures the effect an employment practice has on a protected class. When the selection rate for any race, sex, or ethnic group which is less than four-fifths (4/5) (or 80 percent) of the rate for the group with the highest rate will generally be regarded by the Federal enforcement agencies as evidence of disparate impact, while a greater than four-fifths rate will generally not be regarded by Federal enforcement agencies as evidence of disparate impact.

Good faith efforts are documented actions taken to achieve EEO Program objectives.

Minority persons include:



- American Indians and Alaska Natives, which refers to individuals with origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment;
- Asians, which refers to individuals with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam;
- Blacks or African Americans, which refers to individuals with origins in any of the Black racial groups of Africa;
- Hispanics or Latinos, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race;
- Native Hawaiians or Other Pacific Islanders, which refers to people with origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands;
- Multiracial populations, which include individuals with origins in more than one of the federally designated racial categories.

As used in this report, the term “minorities” may mean these groups in the aggregate or an individual group.

National origin means the particular nation where a person was born or where the person’s parents or ancestors were born, or the common language, culture, ancestry, or other similar social characteristics associated with an ethnic group.

Noncompliance refers to a failure to meet the requirements of Equal Employment Opportunity statutes in addition, regulations or failure to implement an approved EEO Program.

Programs or activities means all the operations of any entity receiving DOT financial assistance, as described in 49 CFR § 21.23(e).

Protected class means any category of person or status protected by any Equal Employment Opportunity statute or regulation.

Reasonable accommodation for an individual with a disability is any change to a job, the work environment, or the way things are usually done that allows an individual with a disability to apply for a job, perform job functions, or enjoy equal access to benefits and privileges available to other employees.

A reasonable religious accommodation is any adjustment to the work environment that will allow an applicant or employee to practice or observe his or her religious beliefs.

Recipient means any public or private entity that receives Federal financial assistance from FTA, whether directly from FTA or indirectly through a direct recipient. The term does not include any ultimate beneficiary under any such assistance program.



Retaliation means firing, demoting, or otherwise taking adverse action against an applicant or employee because the person filed a charge of discrimination, complained to his or her employer or other covered entity about discrimination, participated in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engaged in protected activity.

Secretary refers to the Secretary of the U.S. Department of Transportation or any person to whom he or she has delegated authority in a particular matter.

Sex-based discrimination involves treating someone (an applicant or employee) unfavorably because of that person's sex, including pregnancy, childbirth, or related medical conditions. Discrimination against an individual on the basis of gender identity, including transgender status, or because of sexual orientation is also considered discrimination on the basis of sex in violation of Title VII.

Sub-recipient means an entity that receives Federal financial assistance from FTA through a direct recipient.

Subcontractor means any entity or organization that has entered into a subcontract relating to transit service delivery with a contractor to provide a service in connection with a program or activity initiated by an applicant, recipient, or sub-recipient.

Transit-related employee refers to an employee of an FTA applicant, recipient, sub-recipient, or contractor who is involved in any aspect of an agency's public transit operation funded by FTA. For example, a city planner involved in planning bus routes would be counted as part of the recipient's workforce, but a city planner involved only in land use would not be counted.

Underutilization refers to a condition in which women and minorities are not being employed at a rate to be expected given their availability in the relevant labor pool.

Whole-person rule is an analysis that determines underutilization. Underutilization is declared if the number of females/minorities in a job group is as much or more than one person below the number that would cause the job group participation percentage to match exactly the availability percentage.



Appendix B



EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The Santa Cruz Metropolitan Transit District (METRO) is an equal opportunity/affirmative action employer. Qualified applicants are considered for employment without regard to race, color, ancestry, national origin, religious creed, sex, medical condition or disability, age, marital status, veteran status or sexual orientation.

To demonstrate that we meet equal employment opportunity requirements, periodically we must report statistical information to the federal government. To aid the District in its commitment to equal employment opportunity, applicants are asked to voluntarily provide the following information. This form will be separated from your application prior to administration of the examination and will be kept confidential.

Your Name: \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Your Birth Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

How did you learn of the job opportunity for which you are applying?

- Recruitment flyer on a District bulletin board (location)
Recruitment flyer on a non-District bulletin board (location)
Telephone inquiry
Newspaper (name)
District employee
Community service agency (name)
School (name and office)
Friend or relative
Web Advertisement
State employment office
Metro Website
Other (please specify)

Race and Ethnic Identification: (If you are of mixed racial/ethnic background, choose the category with which you most closely identify yourself)
Hispanic or Latino (H) - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
White (Not Hispanic or Latino) (W) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
Black or African American (Not Hispanic or Latino) (B) - A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) (NHOP) - A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
Asian (Not Hispanic or Latino) (A)- A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
American Indian or Alaska Native (Not Hispanic or Latino) (AI/AN) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
Two or More Races (Not Hispanic or Latino) (M)- All persons who identify with more than one of the above five races.

Please indicate if the following definition applies to you:
Disabled individual: A person who (1) has a physical or mental impairment which substantially limits one or more of such person's life activities, (2) has record of such impairment, or (3) is regarded as having such an impairment.
What is the nature of the disability: Visual Physical Hearing Speech Developmental
Other (please explain):
Do you require special testing arrangements because of a physical impairment? Yes No If yes, call (831) 423-5582

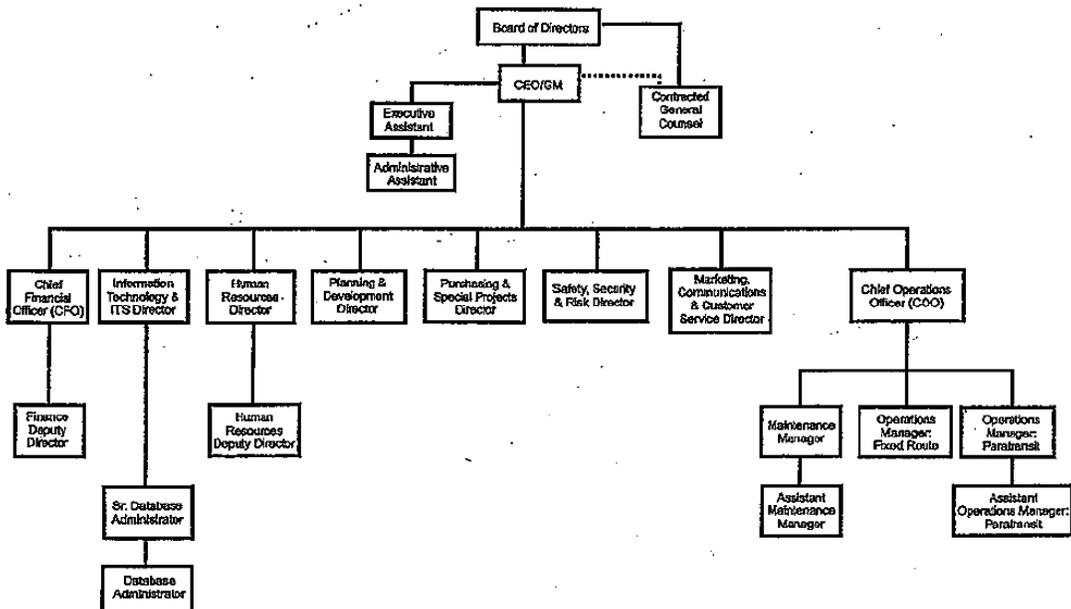
Veteran Status: Choose all that apply to you:
I am NOT a Veteran Disabled Veteran Recently Separated Veteran Active Wartime or Campaign Badge Veteran
Armed Forces Service Medal Veteran I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

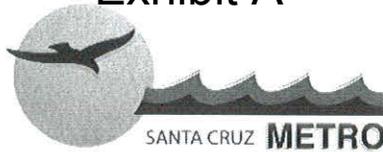
HRD/Forms/App Form HRD-027
HRD-027a (6/94) (rev 2/01) (rev 01/07) (rev 04/18)



### Appendix C

## Santa Cruz METRO Organizational Chart





**Human Resources Department**

*Angela C. Ken, Interim HR Mgr*  
Department Manager/Title

*[Signature]*  
CEO

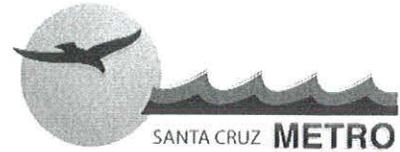
**SEXUAL AND GENDER DISCRIMINATION AND RETALIATION  
PREVENTION**

**Policy #:** AP-3005    **Origination Date:** May 24, 2004    **Revised Date:** April 2017

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**I. PURPOSE**

- 1.1 The Santa Cruz Metropolitan Transit District (hereinafter Santa Cruz METRO) is committed to creating and maintaining a workplace environment free of discrimination, harassment, and retaliation based on one's sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity (including transgender identity), gender expression, and sex stereotyping. Discrimination, harassment and retaliation based on one's sex, gender identity and gender expression are prohibited by federal and state law and will not be tolerated in Santa Cruz METRO's workplace. Complaints of discrimination, harassment and retaliation because of one's sex, gender, gender identity and/or gender expression will be investigated and appropriate disciplinary action, up to and including termination, may be taken.
- 1.2 All Santa Cruz METRO employees, including managers, supervisors, and employees, are responsible for preventing discrimination, harassment and retaliation based on one's sex, gender, gender identity and gender expression. Retaliation against an individual for the filing of a complaint of discrimination, harassment or retaliation, for the participation in the investigation into a complaint of discrimination/harassment/retaliation, for the participation in any investigative hearing or disciplinary action or for assisting or supporting an individual who files a complaint or participates in an investigation is prohibited by law and constitutes a separate violation of Santa Cruz METRO policy.
- 1.3 Santa Cruz METRO will not tolerate, condone or trivialize discrimination, harassment or retaliation because of sex, gender, gender identity or gender



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expression in any form against applicants, employees, interns, or volunteers by managers, supervisors, co-workers, or third parties with whom employees come into contact. Similarly, Santa Cruz METRO will not tolerate harassment by its employees of vendors with whom Santa Cruz METRO employees have a business, service, or professional relationship.

## II. APPLICABILITY

- 2.1 This policy applies to all Santa Cruz METRO employees and all Santa Cruz METRO facilities. If a Santa Cruz METRO employee engages in any discriminatory and/or harassing conduct including acts of retaliation in violation of this policy he/she shall be subject to disciplinary action up to and including employment termination.
- 2.2 If the harasser is determined to be a non-Santa Cruz METRO employee, Santa Cruz METRO will take such action as appropriate, taking into account the extent of Santa Cruz METRO's control over the conduct of such non-employee and any other legal responsibility that the employer may have with respect to the conduct of those non-employees.
- 2.3 Failure of a Santa Cruz METRO employee to follow this policy and procedure shall subject such employee to disciplinary action up to and including employment termination.

## III. DEFINITIONS

- 3.1 **Examples of Sexual Harassment:** Slurs, jokes, statements, gestures, assault, impeding or blocking another's movement, or otherwise physically interfering with normal work, pictures, drawings, cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, unwanted or offensive letters or poems, offensive emails or voicemail messages, texts or social media.
- 3.2 **Gender:** Means sex, and includes a person's gender identity and gender expression.
- 3.3 **Gender Expression:** Means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.



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- 3.4 **Gender Harassment:** Conduct, whether blatant or subtle, that discriminates against a person solely because of that person's sex, gender, gender identity, or gender identification or sexual orientation. See definition of "**Sex**"
- 3.5 **Gender Identity:** Refers to an individual's identification as male, female, a gender different from the individual's sex at birth, or transgender.
- 3.6 **Harassment Because of Sex:** Includes but is not limited to verbal harassment, physical harassment and visual forms of harassment. Harassment because of sex includes sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions.
- 3.7 **Hostile Work Environment Harassment:** A hostile work environment occurs when unwelcome conduct or comments based on sex unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive work environment.
- 3.8 **Motivation for Sexual Harassment:** Either sexual desire or general hostility to the plaintiff's gender.
- 3.9 **Quid Pro Quo Harassment** is characterized by explicit or implicit conditioning of a job or promotion on an applicant or employee's submission to sexual conduct or other conduct based on sex. In a hostile work environment the employee may be either a) personally subjected to offensive remarks and inappropriate visual displays or touching, or b) he/she may personally witness the harassing conduct toward other employees even if he/she is not personally subjected to the harassment.
- 3.10 **Physical Harassment:** Includes assault, battery, impeding or blocking movement, or any physical interference with normal work or movement, when directed at an individual on the basis of gender or sex.
- 3.11 **Sex:** Includes but is not limited to pregnancy, childbirth or medical conditions related to pregnancy or childbirth. "Sex" also includes but is not limited to an employee's gender which means the employee's actual sex or the perception of the employee's sex, and includes the

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perception of the employee's identity, appearance, or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with the employee's sex at birth.

- 3.12 **Sexual Harassment:** Sexual harassment is discrimination and violates the Federal Civil Rights Act of 1964, the California Fair Employment and Housing Act, and this policy. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature if: a) submission is a condition of employment, or b) submission affects employment decisions, or c) the purpose or effect is to unreasonably interfere with the employee's work performance or d) it creates an intimidating, hostile, or offensive environment. This definition includes many forms of offensive behavior.

Sexually harassing conduct can be physical, verbal, visual or written, and can occur between people of the same or opposite sex. Sexual harassment can occur between peers, supervisors to subordinate, subordinate to supervisor, within or across departments. The two basic elements of sexual harassment are: 1) the behavior is unwelcome; and 2) it is sexual in nature, as perceived by the recipient or it is behavior that ridicules, denigrates or harasses a person because of his or her gender.

Types of sexual harassment include "quid pro quo" sexual harassment and hostile environment sexual harassment.

- 3.13 **Sexual Orientation:** Means heterosexuality, homosexuality, and bisexuality.
- 3.14 **Sex Stereotype:** An assumption about a person's appearance or behavior, or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectations, or generalization about the person's sex.
- 3.15 **Same-sex Harassment:** Harassment from one individual to another, both of the same gender.
- 3.16 **Retaliation:** Any adverse action taken against an employee because of his/her participation in the complaint or investigation or hearing relating to this policy or the provision of federal or state law



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- 3.17 **Verbal Harassment:** Includes epithet, derogatory comments or slurs on the basis of gender or sex.

## IV. PROCEDURES

- 4.01 N/A

## V. STANDARDS

- 5.1 Harassment because of sex including sexual and gender harassment of any kind is prohibited by every Santa Cruz METRO employee in the workplace, in a Santa Cruz METRO facility, vehicle, while in Santa Cruz METRO service or while in uniform.
- 5.2 Retaliation of any kind in violation of this policy by any Santa Cruz METRO employee is prohibited.
- 5.3 Retaliating against the complainant, the accused, or any other employee assisting the complainant or participating in a sexual harassment investigation is prohibited.
- 5.4 Employees have the right to raise the issue of sex discrimination including sexual and/or gender harassment at any time without fear of reprisal or retaliation.
- 5.5 An employee who feels that he or she has been sexually harassed or who has witnessed others being harassed should immediately bring the matter to the attention of their Supervisor or Manager either orally or in writing and may file a complaint as set forth in Section VII, of this Policy.
- 5.6 Supervisors and Managers immediately shall report to their department manager, the Human Resources Manager or the General Manager/CEO if he/she becomes aware of harassment because of sex, or sexual or gender harassment in violation of this policy.
- 5.7 The Human Resources Manager shall provide copies of this policy to each employee and extra copies will be available in the following offices:
- a) Human Resources Manager, 110 Vernon Street, Santa Cruz, California, 95060;

# Exhibit A



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- b) Manager of Operations, 1200 River Street, Santa Cruz, California, 95060;
  - c) Paratransit Superintendent, ParaCruz, 2880 Research Park Drive, Suite 160, Soquel, California, 95073; and
  - d) Fleet Maintenance Manager; 138 Golf Club Drive, Santa Cruz, CA 95060.

## VI. HARASSMENT-FREE ENVIRONMENT

- 6.1 To maintain an environment free from sexual and gender harassment is critical to the operation of Santa Cruz METRO. To provide this environment, the following actions shall be required:
  - a) Managers and Supervisors shall inform all employees that harassment because of sex including sexual and gender harassment is prohibited;
  - b) This Sexual and Gender Discrimination and Harassment Prevention Policy shall be emphasized by the General Manager/CEO and explained by District General Counsel or his or her designee to the Managers of each department;
  - c) Those who have concerns, or feel victimized by sexual or gender harassment shall be referred to the Human Resources Manager if he/she is not the subject of the complaint. If he/she is the subject of the complaint then the referral shall be made to the General Manager/CEO; and
  - d) Anti-sexual and gender harassment posters shall be displayed at each worksite and the Department of Fair Employment and Housing pamphlets regarding this issue shall be made available in the Human Resources Department.

## VII. COMPLAINT PROCEDURE

- 7.1 An employee who believes he/she has been harassed because of sex, gender, gender identity, or gender expression; witnessed another being harassed or retaliated against because of the filing of a sexual harassment complaint; or the participation in an investigation or hearing involving a sexual harassment complaint is encouraged to file a complaint in writing or

# Exhibit A



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orally to any of the following individuals: immediate Supervisor, Department Manager, Human Resources Manager or the General Manager/CEO. An employee may bring his or her complaint to any of these individuals.

- 7.2 The Supervisor or Manager who receives a harassment complaint shall:
- a) Notify the Human Resources Manager immediately or;
  - b) If the Human Resources Manager is the subject of the complaint then the Supervisor or Manager shall refer the individual to the General Manager / CEO who shall take appropriate steps to follow the guidelines set forth in Section 7.3.
- 7.3 The Human Resources Manager or his/her designee, once notified of a complaint shall take the following actions as soon as possible:
- a) Meet with the complainant and inform the complainant of his/her rights and any obligations to secure those rights;
  - b) Fully and effectively investigate the complaint. The investigation shall be timely, fair, thorough, and objective. Generally, all persons with information regarding the matter shall be interviewed. Santa Cruz METRO will reach reasonable conclusions based on the evidence collected.
  - c) Complaints will be:
    - 1. Responded to in a timely manner;
    - 2. Kept confidential to the extent possible;
    - 3. Investigated impartially by qualified personnel in a timely manner;
    - 4. Documented and tracked for reasonable progress;
    - 5. Given appropriate options for remedial action and resolution;
    - 6. Closed in a timely manner. The results of the investigation will be communicated to the complainant and to the alleged harasser.
  - d) Santa Cruz METRO will maintain confidentiality to the extent possible. However, Santa Cruz METRO cannot promise complete confidentiality. Santa Cruz METRO's duty to investigate and take



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corrective action may require the disclosure of information to individuals with a need to know.

- e) If Santa Cruz METRO determines that harassment, discrimination, or retaliation has occurred, Santa Cruz METRO will take prompt and effective remedial action. First, appropriate action must be taken against the harasser and communicated to the complainant. Second, steps must be taken to prevent any further harassment by the accused and anyone else.

7.4 Employees who believe that they have been harassed because of their sex, sexually harassed or harassed because of their gender, gender identity, or gender expression may file a written complaint of discrimination with the following federal and/or state agencies :

- a) Federal Transit Administration, 201 Mission Street, Suite 1650, San Francisco, CA 94105- 1839, (415) 744-3133;
- b) The Office of the Secretary, U.S. Department of Transportation, 1200 New Jersey Avenue SE. Washington, D.C. 20590 , (202) 366-4000;
- c) U.S. Equal Employment Opportunity Commission, eeoc.gov, 96 N. Third Street, Suite 250, San Jose, CA 95112 , 1-800-669-4000 ; TTY 1-800-669-6820; and Fax: (408) 291-4539 (Complaint generally required to be filed within 180 days of the incident); and
- d) California Department of Fair Employment and Housing

To file a complaint with the California Department of Fair Employment of Housing please call one of the toll free numbers below or visit [www.dfeh.ca.gov](http://www.dfeh.ca.gov). Complaint generally required to be filed within one year of the incident.

**1. Employment/Public Accommodations:**

1-800-884-1684

**2. Hate Violence:**

1-800-884-1684

**3. TTY:**

1-800-700-2320 (within California)



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## VIII. TRAINING

- 8.1 District General Counsel or his/her designee shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment as required by California law and regulations to all Santa Cruz METRO's supervising employees and members of Santa Cruz METRO's Board of Directors every two years.
- 8.2 All new supervisory employees and new members of the Board of Directors shall within six months of their assumption of a supervisory position or taking office receive the training set forth in Section 8.1.
- 8.3 Santa Cruz METRO designates the odd years commencing with 2007 as training years for purposes of the training described in Section 8.1.
- 8.4 All Santa Cruz METRO employees are provided with sexual harassment prevention training at the time of the new hire orientation at the beginning of his/her employment with Santa Cruz METRO and when needed as required.

## IX. ADMINISTRATION OF POLICY

- 9.1 Each Department Manager is responsible for administering this policy and procedures within their department in accordance with this policy.
- 9.2 Santa Cruz METRO will integrate this policy and procedures into the agency's policies and procedures.
- 9.3 The Human Resources Manager or his/her designee is responsible for the following:
  - a) Ensuring that this policy, its definitions of harassment and the complaint procedures are disseminated to all employees on a regular basis;
  - b) Ensuring that this policy and its definitions of harassment are made known to contractors, vendors, customers, and Santa Cruz METRO's Board of Directors who come in contact with Santa Cruz METRO employees or work on Santa Cruz METRO premises;



- c) Providing guidance, training and assistance to Department Managers, Supervisors, and employees on preventing and stopping harassment within their areas of responsibility;
- d) Investigating, resolving and making findings and recommendations on complaints filed with federal and/or state agencies;
- e) Informing employees of their rights and responsibilities under this policy;
- f) Investigating and resolving complaints involving departmental personnel in accordance with the complaint procedures set forth herein;
- g) Investigating and resolving complaints involving contractors or others.

## X. REVISION HISTORY

Date	Action	Approved By
May 24, 2004	Major revisions to existing Sexual Harassment procedures and incorporation into Regulation format	Leslie R. White
May 25, 2007	Updated addresses and included training component	Leslie R. White
August 4, 2009	Update addresses on page 6, and wording change on pages 4 & 5	Leslie R. White
February 10, 2011	Revise title, update Santa Cruz METRO facility locations and address changes	Leslie R. White
April 20, 2012	Revisions to include protected classes	Leslie R. White
April, 2017	Revise format, update policy	Alex Clifford

**END OF POLICY**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-3014

Computer Title: Ocviolnc.doc

Effective Date: November 1, 2001

Pages: 6

**TITLE: POLICIES, PROCEDURES, RULES AND REGULATIONS  
RELATING TO OCCUPATIONAL VIOLENCE**

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Procedure History

REVISION DATE	SUMMARY OF REVISION	APPROVED
11/01/01	New Policy	L. W.
05/24/04	Policy modifications	L.W.
02/11/10	Update wording to include "METRO", add definitions, and changes to sections 2.01, 4.01, 4.02 and 5.04. Add sections 8.01 and 8.02.	

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**I. POLICY**

1.01 The Santa Cruz Metropolitan Transit District (METRO) is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, METRO has established a "zero tolerance" policy for actual or threatened violence against employees, co-workers, passengers, visitors, or any other persons who are either on METRO property or have contact with METRO employees in the course of their duties or when utilizing METRO transit services or facilities. Security and safety in the workplace is every employee's responsibility. Therefore, it is essential that every employee understand the importance of workplace safety and security. This policy is being implemented because METRO employees should be free from actual or threatened violence at the workplace.

1.02 This Policy is also intended to promote workplace security by addressing situations in which non-METRO employees enter the workplace and/or METRO transit services or facilities and engage in violent acts or threaten employees with violence. Although some kinds of violence result from societal issues that are beyond METRO's control, METRO has adopted these measures to increase security and protection for METRO's employees. In order to accomplish this objective, METRO requires the cooperation of all employees.

**II. APPLICABILITY**

2.01 These policies and procedures are applicable to all METRO employees on all METRO property, including every METRO vehicle and/or while wearing a METRO uniform. Employees must conduct themselves in a mature and professional manner at all times

# Exhibit A

while performing their duties and responsibilities as a METRO employee. Compliance with this Policy is a condition of employment and will be evaluated, together with other aspects of an employee's performance. Due to the importance of this Policy, employees who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence shall be subject to disciplinary action, up to and including employment discharge.

### III. DEFINITIONS

- 3.01 **"Bully" or "Bullying"** means to act like a bully towards, intimidate, or domineer another individual. To be cruel, loudly arrogant and overbearing to other individuals.
- 3.02 **"Intimidate"** means to coerce another individual into compliance by the use of threats, force or fear.

### IV. PROHIBITED CONDUCT

- 4.01 Employees shall not engage in the following prohibited conduct on METRO property, including within METRO vehicles, or while performing METRO duties or business, or while in a METRO uniform:
  - a. A verbal or nonverbal act or threatened act of violence;
  - b. A verbal or nonverbal act or threatened act of intimidation;
  - c. A verbal or nonverbal act or threatened act of retaliation;
  - d. A verbal or nonverbal act of bullying another individual or making personal insults to, or directed at another individual; or
  - e. An act or threatened act of carrying or using a weapon of any kind or any type of material as a weapon.
- 4.02 Every threat of violence is serious and must be treated as such. Threatening behavior can include but is not limited to such actions as:
  - a. Throwing objects;
  - b. Making a verbal threat to harm another individual or destroy property;
  - c. Making menacing gestures;
  - d. Expressing significant grudges against co-workers;
  - e. Displaying an intense or obsessive romantic interest that exceeds the normal bounds of interpersonal interest;
  - f. Attempting to intimidate or harass other individuals;
  - g. Yelling, screaming, and/or cursing;
  - h. Verbal or nonverbal threats and/or intimidation, including invading one's personal space or uninvited physical contact;
  - i. Teasing or sarcastic jokes;
  - j. Public displays of shaming or belittling;
  - k. Behavior indicating that the individual may pose a danger either to himself, herself or to others;

# Exhibit A

- l. Bringing a weapon onto METRO premises or inside a METRO facilities or METRO vehicles;
  - m. Bringing, making, possessing, disseminating or drawing a picture of a violent act on METRO property, including METRO vehicles;
  - n. Other behavior that suggests a propensity towards violence; or
  - o. Defacing METRO property or intentionally causing physical damage to a METRO facility or vehicle or sabotage.
- 4.03 An employee may carry a legal pocketknife on his/her person as long as it is not visible, displayed or shown to others or used for any purpose on METRO property including METRO vehicles, or while performing METRO duties or business, or while in a METRO uniform.

## V. REPORTING

- 5.01 Employees who become aware of any threat of workplace violence must report the threat immediately to their supervisor, manager, or METRO's Human Resources Manager. The supervisor or manager will, in turn, be responsible for notifying the Human Resources Manager, who will consult with appropriate resources in order to complete an assessment of the incident, the surrounding circumstances, and shall take appropriate preventative actions. The Human Resources Manager shall acknowledge receipt any such report to the reporting employee.
- 5.02 If an employee becomes aware of any actual violence, imminent violence, or threat of imminent violence, obtaining emergency assistance is a matter of first priority. The employee should immediately contact Dispatch at Operations or ParaCruz. If Dispatch is closed, contact the local law enforcement authorities by dialing 911. As soon as practicable after contacting the law enforcement authorities for emergency assistance, the employee must report the incident to his or her supervisor or manager, if available, and the Human Resources Manager. The supervisor or manager must then notify the Human Resources Manager immediately. If the supervisor or manager is not immediately available, the employee shall contact the Human Resources Manager or General Manager or his/her designee directly after contacting the law enforcement authorities.
- 5.03 During emergency situations, employees shall follow the directions and/or instructions of their supervisor, manager, the Human Resources Manager and law enforcement officials.
- 5.04 All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly.
- 5.05 Any METRO employee who reports or files a Report regarding an act or threatened act of violence shall be advised by the Human Resources Manager of the investigation and its results, unless to do so would violate an individual's right to privacy.
- 5.06 All employees are prohibited from retaliating against any individual who makes a report pursuant to this policy.

# Exhibit A

## VI. SYSTEM SAFETY & INJURY PREVENTION PROGRAM

- 6.01 The Human Resources Manager shall also implement, maintain and administer Metro's Occupational Violence Program. Metro's Occupational Violence Program, as established by the Human Resources Manager, shall include meetings, training programs, the posting of safety notices and safety tips, and providing written communications to employees regarding safety, security and anti-violence matters.
- 6.02 Full cooperation by all employees is necessary for METRO to accomplish its goal of maximizing the security and safety of its employees. Employees should direct any questions they have regarding their obligations and rights under this policy to the Human Resources Manager. Employees can report violations of this policy and/or raise any questions regarding their obligations or rights under this policy without fear of reprisal of any kind.
- 6.03 The System Safety and Injury Prevention Program Committee shall analyze in detail any Report filed with the Human Resources Manager regarding violence at the workplace, to determine whether the reaction to the Report was appropriate.
- 6.04 One member each from Salaried Employees Association (SEA), Professional Supervisors Association (PSA) and Vehicle Maintenance Unit (VMU) and two members from the United Transportation Union, Local 23 (UTU) shall be invited to attend the System Safety and Injury Prevention Program meetings on a quarterly basis to review and discuss the Occupational Violence Policy and Procedures, including its implementation, training and education program provided to employees. This quarterly group shall prepare written records of the committee's meetings, review results of the periodic scheduled workplace security inspections, review investigations of workplace violence and make suggestions to management for the prevention of future incidents, review threats and incidents, and submit recommendations for improving the Occupational Violence Program and Procedures and its implementation.
- 6.05 METRO recognizes that to maintain a safe, healthy and secure workplace it must have open, two-way communication between all employees including managers and supervisors, on all workplace safety, health and security issues. METRO has a communication system designed to encourage a continuous flow of safety, health and security information between management and employees without fear of reprisal and in a form that is readily understandable. METRO's communication system, implemented and maintained by the Human Resources Manager, consists of the following:
- a. New employee orientation on METRO's workplace security policies, procedures and work practices.
  - b. Employee review of METRO's Occupational Violence Program and the System Safety and Injury Prevention Program.
  - c. Training programs designed to address general and specific aspects of workplace security.
  - d. Regularly scheduled safety meetings to discuss workplace security.

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- e. Effective communication of safety, health and security concerns between employees, supervisors and managers, including translation where appropriate.
  - f. Posted or distributed workplace security information.
  - g. A system for workers to inform management about workplace security hazards and verbal or physical threats of violence that includes protecting employees from retaliation by the person making the threats.
  - h. A system for immediately and safely communicating a warning to law enforcement authorities, management, and other employees about an imminent act of violence or threat of imminent violence.
- 6.06 METRO believes that employees may be better prepared to avoid or prevent violence if they are able to recognize early warning signs in advance and follow appropriate response procedures. Employees will therefore play a crucial role in the administration of this anti-violence policy. METRO employees will receive training in order to identify and report actual and threatened acts of violence at the workplace.
- 6.07 Periodic inspections to identify and evaluate workplace security and threats of workplace violence shall be performed by the Human Resources Manager. Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices. In addition, he/she shall provide for the correction of any hazards that are identified and the investigation of any incidents of prohibited conduct as described herein.
- 6.08 Hazards, which threaten the security of employees, shall be corrected by the Human Resources Manager in a timely manner when they are first observed or discovered. Immediate corrective action includes:
- a. Notification of law enforcement authorities when a criminal act has occurred;
  - b. Emergency medical care provided in the event of any violent act upon an employee; and
  - c. Post-event trauma counseling for those employees desiring such assistance.
- 6.09 When appropriate, the Human Resources Manager shall request that District Counsel obtain a restraining order to prevent the perpetrator of a violent act or threatened act to enter METRO property, including METRO vehicles and/or come within contact of affected employees.

## VII. POLICY VIOLATIONS

- 7.01 In cases where it is determined that an employee has violated this policy, the Human Resources Manager will determine the appropriate corrective action, if any, including whether disciplinary action is warranted. If it is determined that prohibited conduct has occurred, disciplinary action will be imposed, up to and including employment discharge.

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## **VIII. ADMINISTRATION OF REGULATION**

- 8.01 Each METRO Department Manager is responsible for administering within his/her department the Policies, Procedures, Rules and Regulations Relating to Occupational Violence in accordance with this policy.
- 8.02 METRO will integrate the Policies, Procedures, Rules and Regulations Relating to Occupational Violence into its policies and procedures.

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-3017

Computer Title: Discrim-Harass.doc

Effective Date: February 16, 2010

Pages: 10

**TITLE: POLICY AGAINST UNLAWFUL DISCRIMINATION,  
HARASSMENT AND RETALIATION**

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Procedure History

REVISION DATE	SUMMARY OF REGULATION	APPROVED
February 26, 2010	New Policy	L.W.
September 25, 2013	Update DFEH Address	L.W.

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### I. POLICY

- 1.01 The Santa Cruz Metropolitan Transit District (hereinafter METRO) believes in respecting the dignity of every employee and expects every employee to show respect for all of METRO's employees, passengers, customers and vendors. Respectful, professional conduct furthers METRO's mission, promotes productivity, minimizes disputes, and enhances METRO's reputation. Accordingly, this policy forbids any unwelcome conduct in the workplace that is based on an individual's age, ancestry, citizenship, color, genetic characteristics, marital status, national origin, political affiliation, pregnancy, childbirth or related medical conditions, race, religion, sex or gender, perceived sex or gender, sexual orientation (including homosexuality, heterosexuality, or bisexuality), military or veterans' status, physical or mental disability, or medical condition. This policy also includes unwelcome conduct based on a perception that the individual is associated with a person who has/is perceived to have any of the above characteristics. This includes any unwelcome conduct against a METRO employee, contractor or applicant because of his/her participation in protected activities, or participation in a METRO investigation or hearing.
- 1.02 In addition, this policy prohibits discrimination and harassment on any other basis protected by federal, state or local law, ordinance or regulation. METRO is committed to providing a work environment that is free of discrimination/harassment/retaliation and, therefore, METRO strongly disapproves of and will not tolerate discrimination/harassment/retaliation of any person in the workplace.
- 1.03 Unlawful discrimination/harassment/retaliation are prohibited and will not be tolerated by METRO. Complaints of unlawful discrimination/harassment/retaliation will be promptly investigated and if confirmed, appropriate disciplinary action up to and including termination will be taken.

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- 1.04 Each METRO employee, including managers and supervisors, shall refrain from unlawful discrimination/harassment/retaliation against other METRO employees and/or members of the public based on race, religion, color, national origin, ancestry, physical or mental disability, genetic characteristics, medical condition, marital status, sex, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or pregnancy, childbirth or related medical conditions or because of participation in protected activities. Each METRO employee shall make good faith efforts to prevent and/or stop unlawful discrimination and harassment from taking place.
- 1.05 Federal and state laws and this METRO regulation also prohibit retaliation against anyone who has exercised his/her rights in accordance with federal, or state laws or under this Regulation, and/or has provided information, assistance or testimony because someone else is exercising his/her rights under this Regulation and/or federal and state laws. Any adverse conduct/action taken because an applicant, employee, or contractor has reported harassment or discrimination, or has participated in the complaint and investigation process described herein, is prohibited.
- 1.06 METRO will not tolerate, condone or trivialize unlawful discrimination/harassment/retaliation in any form. METRO has a zero tolerance for any conduct that violates this Regulation. Conduct need not arise to the level of a violation of law in order to violate this Regulation. Instead, a single act can violate this Regulation and provide grounds for discipline or other appropriate sanctions.
- 1.07 The objectives of this Regulation are to promote equal opportunity and to assist all persons in understanding their rights, duties and obligations so as to facilitate achievement of compliance with this Regulation and federal and California laws and regulations.

## **II. APPLICABILITY**

- 2.01 This regulation is applicable to all METRO employees, applicants for METRO employment, and METRO contractors.
- 2.02 If a METRO employee engages in unlawful discrimination/harassment/retaliation in violation of this regulation he/she shall be subject to disciplinary action up to and including employment termination.
- 2.03 If an individual who is not a METRO employee engages in unlawful discrimination/harassment/retaliation against a METRO employee, METRO will take such action as is allowed given METRO's control and other legal responsibilities METRO has with respect to the conduct of such non-employee.
- 2.04 This regulation applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.
- 2.05 This regulation is applicable at all METRO locations, and facilities, including all forms of METRO correspondence (i.e.: email, phones, and interoffice mail), METRO-sponsored meetings, public hearings, social or other events, as well as activities at which an

# Exhibit A

employee represents METRO. METRO employees are required to follow this regulation while performing their duties and responsibilities for METRO, while in METRO uniform, and when providing services to the public on METRO's behalf.

- 2.06 METRO takes a proactive approach to potential violations and will conduct an investigation if its officers, supervisors, or managers become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

### III. DEFINITIONS:

- 3.01 **Discrimination** This regulation prohibits treating individuals differently because of the individual's protected classification as defined in this regulation.

- 3.02 **Harassment** may include, but is not limited to, the following types of behavior that is taken because of a persons' protected classification. Note that harassment is not limited to conduct that METRO's employees take. Under certain circumstances, harassment can also include conduct taken by those who are not employees, such as elected officials, appointed officials, persons providing services under contracts, or members of the public.

a.) **Offensive verbal conduct** such as epithets, derogatory jokes, comments or slurs, insulting sounds, unwanted sexual innuendos, advances, or propositions and/or graphic, suggestive or obscene comments, letters, notes or invitations, or propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification or race-oriented stories and jokes.

b.) **Offensive or Otherwise Unwelcome Physical Conduct** such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement on the basis of a protected classification. This includes pinching, brushing against another's body, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts or otherwise interfering with another's work based on any protected basis.

c.) **Offensive Visual Conduct** derogatory and/or sexually suggestive images, posters, pictures, photography, cartoons, emails, drawings or gestures, related to a protected classification.

d.) **Unwanted sexual advances** requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to, or rejection of, the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment, act of systematic, and/or continued unwanted and annoying actions of one party or a group, including threats and demands, consisting of verbal, physical or visual threats and demands. Harassment can include jokes, slurs, innuendoes, and the display of cartoons, posters, or other materials. Harassment can include nonviolent and/or violent events that can be interpreted as degrading,

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threatening, and offensive that can be perceived to create an abusive and/or hostile work environment.

- 3.03 **Protected Classifications** This Regulation prohibits harassment or discrimination because of an individual's protected classification. "Protected Classification" includes race, religion, color, national origin, ancestry, physical or mental disability, genetic characteristics, medical condition, marital and parental status, sex, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or pregnancy, childbirth or related medical conditions or because of participation in protected activities.
- 3.04 **Retaliation** Any adverse action taken because an applicant, employee, contractor or a member of the public has reported harassment or discrimination or has participated in the complaint and/or investigation process described herein or the investigation/complaint process proscribed by Federal or California law.

## IV. STANDARDS:

- 4.01 Guidelines for Identifying Harassment: To help clarify what constitutes a violation of this Regulation the following guidelines must be followed:
- a.) Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification and which is taken because of the recipient's protected classification.
  - b.) It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
  - c.) Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.
  - d.) Visual, verbal, and/or physical conduct between two employees who appear to welcome the conduct can constitute harassment of a third applicant, officer, official, employee or contractor who observed the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
- 4.02 Managers and Supervisors are responsible for:
- a.) Informing employees of this Regulation;
  - b.) Modeling appropriate behavior;
  - c.) Taking all steps necessary to prevent harassment/discrimination/retaliation from occurring;
  - d.) Receiving complaints in a fair and serious manner and reporting the complaint to the Human Resources Manager, or METRO's District Counsel, as appropriate.

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- e.) Monitoring the work environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language;
- f.) Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals;
- g.) Informing those who complain of harassment/discrimination/retaliation of his/her option to contact the Equal Employment Opportunity Commission (EEOC) or Department of Fair Employment and Housing (DFEH) regarding alleged violations;
- h.) Assisting, advising, or consulting with employees and the Human Resources Manager regarding this Regulation and the Complaint Procedure;
- i.) Assisting in the investigation of complaints involving employee(s) in their departments and, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with METRO's Personnel Rules and Regulations, up to and including discharge;
- j.) Implementing appropriate disciplinary and remedial actions;
- k.) Reporting potential violations of this Regulation of which he/she becomes aware, regardless of whether a complaint has been submitted, to the Human Resources Manager; and
- l.) Participating in periodic training and scheduling employees for training.

4.03 Each Employee and/Contractor is responsible for:

- a.) Treating all employees, applicants, contractors and members of the public with respect and consideration;
- b.) Modeling appropriate behavior;
- c.) Participating in periodic training;
- d.) Fully cooperating with METRO's investigations by responding fully and truthfully to all questions posed during the investigation;
- e.) Maintaining the confidentiality of any investigation that METRO conducts by not disclosing the substance of any investigatory interview, except as directed by the department manager, the Human Resources Manager or METRO's District Counsel; and
- f.) Reporting any act he or she believes in good faith constitutes harassment, discrimination or retaliation as defined in this Regulation.

4.04 Each employee is responsible for helping to ensure that the work environment is free from prohibited discrimination/harassment/retaliation. If an employee believes he/she has been subjected to a violation of this regulation, you should immediately report the matter to your Supervisor, your Department Manager, the Human Resources Manager, the Assistant General Manager, the General Manager, or METRO's District Counsel. **An employee is not required to complain to any particular supervisor or manager.**

4.05 Federal and state laws and this METRO Regulation prohibit unlawful discrimination against applicants for employment and/or employees and/or other individuals on the basis

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- of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, sexual orientation, or pregnancy, childbirth or related medical conditions or because of participation in protected activities.
- 4.06 METRO employees are prohibited from unlawfully discriminating and/or harassing and/or retaliating against another employee, an applicant for METRO employment and any other individual on the basis of a perception that a person has any of the characteristics set forth in Section 1.01, or that a person is associated with a person who has or is perceived to have any of the characteristics set forth in Section 1.01.
- 4.07 METRO employees are prohibited from unlawfully discriminating against another employee, an applicant for METRO employment and any other individual in all employment practices including but not limited to advertisements, applications and interviews, hiring, transferring, promoting or leaving a job, and working conditions.
- 4.08 Unlawful harassment by METRO employees based on the characteristics set forth in Section 1.01 (whether actual, perceived or by association) is also prohibited. METRO will not tolerate harassing conduct based on the characteristics set forth in Section 1.01 that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile or offensive working environment.
- 4.09 Retaliation against an individual for his/her involvement in a complaint or investigation under this regulation is prohibited by law and constitutes a separate violation of METRO regulation.
- 4.10 No METRO employee shall, on the grounds of race, religion, color, national origin, ancestry, physical or mental disability, genetic characteristics, medical condition, marital status, sex, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or pregnancy, childbirth or related medical conditions or because of participation in protected activities or any other arbitrary basis exclude an individual from lawful participation in, deny the benefits of, or subject such individual to unlawful discrimination/harassment/retaliation under any METRO program, service or activity.
- 4.11 Discrimination/Harassment/Retaliation by METRO employees is also prohibited against any person providing service to METRO pursuant to contract.

## **V. ADMINISTRATION OF REGULATION**

- 5.01 The Human Resources Manager or designee is responsible for the following:
- a) Ensuring that this regulation and the complaint procedures are disseminated to all employees on a regular basis.
  - b) Ensuring that this regulation is made known to contractors, vendors and customers who come in contact with METRO employees or work on METRO premises.

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- c) Providing guidance, training and assistance to department managers, supervisors, and employees on preventing and stopping discrimination and harassment within their areas of responsibility;
- d) Investigating, resolving and making findings and recommendations on complaints filed with federal and/or state agencies;
- e) Informing employees of their rights and responsibilities under this regulation;
- f) Investigating and resolving complaints involving departmental personnel in accordance with the complaint procedures set forth herein; and
- g) Investigating and resolving complaints involving contractors or others.

## VI. COMPLAINT PROCEDURE

- 6.01 A) An employee who believes he/she has been discriminated against, harassed, and/or retaliated against based on any of the characteristics set forth in Section 1.01 of this policy, **is encouraged to file a complaint in writing or orally to any of the following individuals: the employee's immediate supervisor, department manager, Human Resources Manager, Assistant General Manager or the General Manager.** An employee who has witnessed discrimination, harassment, and/or retaliation towards another employee, contractor, or applicant, based on the characteristics set forth in Section 1.01 of this policy, is encouraged to file a written or oral complaint.
- B) A Complaint Form (Attachment A) may be used to report discrimination/harassment/retaliation. Please provide as much factual detail as you can.
- 6.02 The supervisor or manager who receives a discrimination, and/or a harassment, and/or a retaliation complaint shall:
- a) Notify the Human Resources Manager immediately, if he/she is not the subject of the complaint;
  - b) If the Human Resources Manager is the subject of the complaint then the supervisor or manager shall refer the individual to METRO's District Counsel who shall take appropriate steps to follow the guidelines set forth in Section 6.03.
- 6.03 The Human Resources Manager or designee, once notified of a complaint shall take the following actions, as appropriate:
- a) Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will include interviews with (1) the complainant; (2) the accused; and (3) other persons who have relevant knowledge concerning the complaint.
  - b) Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment/discrimination/retaliation, giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.

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- c) Report a summary of the determination to appropriate persons, including the complainant, the accused, the supervisor and the manager of the department. If discipline is imposed, the level of discipline will not be communicated to the complainant.
  - d) If conduct in violation of this Regulation occurred, take and/or recommend to the appropriate supervising authority prompt and effective remedial action. The action will be commensurate with the severity of the offense.
  - e) Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.
  - f) Take reasonable steps to protect the complainant from harassment/discrimination/retaliation as a result of communicating the complaint.
- 6.04 Employees have the option to report discrimination/harassment/retaliation to the following federal and/or state agencies. These administrative agencies offer legal remedies and a complaint process.
- a) Federal Transit Administration  
201 Mission Street, Room 2210, San Francisco, CA 94105-1926  
(415) 744-3133
  - b) The Office of the Secretary, U.S. Department of Transportation  
1200 New Jersey Avenue SE, Washington, D.C. 20590  
(202) 366-4000
  - c) U.S. Equal Employment Opportunity Commission  
96 N. Third Street, Suite 200, San Jose, CA 95112  
1-800-669-4000  
\* (Complaint generally required to be filed within 180 days of the incident); and
  - d) California Department of Fair Employment and Housing, San Jose District Office  
2218 Kausen Drive, Suite 100, Elk Grove, CA 95758  
(916) 478-7251  
\* (Complaint generally required to be filed within 1 year of the date of the incident).
- 6.05 Every possible effort will be made to assure the confidentiality of complaints made under this Regulation. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, both during and after the completion of the investigation, except as otherwise directed by a supervisor, the Human Resources Manager or METRO's District Counsel. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate action. METRO will not disclose a completed investigation report except, as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings or to comply with the law or court order.

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## **VII. TRAINING**

- 7.01 In accordance with California law, all Supervisors/Managers will receive sexual harassment training from METRO's District Counsel or designee who shall provide the required training and education regarding discrimination/harassment/retaliation and subsequent training every two years thereafter.
- 7.02 All new supervisory employees shall within six months of their assumption of a supervisory position receive the training set forth in Section 7.01.
- 7.03 METRO designates the odd years commencing with 2007 as training years for purposes of the training described in Section 7.01.
- 7.04 All METRO employees shall be provided with discrimination/harassment/retaliation training due at the new hire orientation by the Human Resources Department.

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## Attachment A

### EMPLOYEE COMPLAINT FORM

**\*Refer to Section 6.02(b). (Once completed, provide to the Human Resources Dept. )**

Please use this form to describe any workplace problem that you want management to investigate and resolve. Management will use the information you provide to conduct an investigation into your concerns and attempt to resolve them. Information about the complaint may be disclosed to others to the extent necessary to complete the investigation.

No adverse action will be taken against you for making a complaint, provided that the complaint is made in good faith.

Please be as complete and accurate as you can in describing the problem: (Please use additional sheets if necessary)

1. Date(s) of the event or problem: \_\_\_\_\_

2. Time(s) of the event or problem: \_\_\_\_\_

3. Location(s) of the event or problem: \_\_\_\_\_

4. Description of the event or problem (continue on the reverse side of this form or on a separate sheet of paper, if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Witnesses to the event or problem, including employees and other persons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that the above information is true and correct to the best of my knowledge.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (printed): \_\_\_\_\_

### **For Office Use Only**

Complaint Received By: \_\_\_\_\_

Date: \_\_\_\_\_

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Regulation Number: AR-3018

Computer Title: RsAccmd

Effective Date: February 25, 2013

Pages: 21

**TITLE: REASONABLE ACCOMMODATION PROCESS AND PROCEDURES FOR METRO EMPLOYEES AND APPLICANTS**

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Procedure History

<b>NEW POLICY</b>	<b>SUMMARY OF POLICY</b>	<b>APPROVED</b>
February 25, 2013	New Policy	L.W.

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**I. POLICY**

- 1.01 The Santa Cruz Metropolitan Transit District (METRO) prohibits discrimination against a qualified individual with a disability in all aspects of employment, including recruitment, selection, assignment, transfer, promotion, discharge, compensation, benefits, and training. The duty to make reasonable accommodations is an essential component of the duty not to discriminate. It is founded on a recognition that mere equal treatment may have unequal results—because many (but not all) persons with disabilities need reasonable accommodations to receive equal opportunities.
- 1.02 METRO has implemented this Reasonable Accommodation Process and Procedures for METRO employees and job applicants in order to meet its obligations under Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990, the California Fair Employment and Housing Act (FEHA), and any other applicable State or Federal legislation. It is METRO’s intent to comply with federal and state laws.
- 1.03 This policy will assist METRO in processing requests for reasonable accommodation in a prompt, fair and efficient manner, while informing METRO employees and job applicants about their rights and responsibilities pursuant to the applicable federal and state laws and regulations.
- 1.04 METRO’s determination to provide a reasonable accommodation to a qualified individual with a disability, a qualified individual with a medical condition as defined by this regulation, and/or a qualified individual who is a member of a protected class and is entitled by virtue of that class to a reasonable accommodation will be made on a case-by-case basis.

# Exhibit A

## II. APPLICABILITY

- 2.01 This Policy applies to all METRO employees and METRO job applicants.

## III. DEFINITIONS

- 3.01 **“Essential Functions”** means the fundamental job duties of the employment position the individual with a disability holds or desires. “Essential Functions” does not include the marginal functions of the position. A function is considered essential if: (1) the position exists to perform that function; (2) there are a limited number of employees available to whom the job function can be distributed; or (3) the function is highly specialized.
- 3.02 **“Impairment”** means a disability that limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, and caring for oneself, learning or working.
- 3.03 **“Individual with a Disability”** means an individual who has a physical or mental impairment that makes performance of one or more major life activities difficult; a person with a record of such impairment; or a person who is regarded as having such impairment.
- 3.04 **“Interactive Process”** means consulting with a qualified individual with a disability (see Section 3.08) to ascertain the precise job-related limitations and how these limitations could be overcome with a reasonable accommodation; and identifying potential accommodations and assessing their effectiveness.
- 3.05 **“Medical Condition”** means any health impairment related to or associated with a diagnosis of cancer or a record or history of cancer, or a genetic characteristic.
- 3.06 **“Mental Disability”** means having a mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities that limit major life activities. “Mental Disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.
- 3.07 **“Physical Disability”** means having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that affects one or more of several body systems and limits a major life activity. The body systems affected include the neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine systems. A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity such as working, if it makes the achievement of the major life activity difficult. “Physical Disability” does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or

# Exhibit A

psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

- 3.08 **“Qualified Individual with a Disability”** means an individual with a disability who (1) satisfies the requisite skill, experience, education, and other job-related requirements of the position, and (2) can perform the essential functions of the position that such individual holds or desires with or without a reasonable accommodation.
- 3.09 **“Reasonable Accommodation”** is any change or adjustments to a job or work environment that enables a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.
- 3.10 **“Undue Hardship”** means that a specific accommodation would require significant difficulty or expense. Factors to be considered in determining whether an accommodation would cause undue hardship include:
- a) Nature and cost of the accommodation needed;
  - b) Overall financial resources of METRO in the provision of the reasonable accommodation, the number of persons employed at the facility, and the effect on expenses and resources or the impact otherwise of such accommodation upon the operation of METRO business;
  - c) Overall financial resources of METRO, the overall size of the business with respect to the number of employees, and the number, type, and locations of its facilities;
  - d) The type of operations, including the composition, structure, and functions of the workforce of the employer; and
  - e) The geographic separateness, administrative or fiscal relationship of the facility or facilities.
- 3.11 **“Working Days”** any day the Santa Cruz METRO Administrative offices are open for business.

## IV. STANDARDS

- 4.01 METRO will make reasonable accommodations to the known physical and mental limitations of otherwise qualified applicants or employees with disabilities, unless METRO can demonstrate that the accommodation would cause an undue hardship.
- 4.02 METRO provides reasonable accommodations in the following employment areas: (1) to insure equal opportunity in the application process; (2) to enable a qualified individual with a disability to perform the essential functions of a job; and (3) to enable an employee with a disability to enjoy equal benefits and privileges of employment.

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- 4.03 METRO may ask an employee/job applicant who requests an accommodation to provide reasonable documentation about his/her disability and functional limitations from an appropriate professional (i.e., a licensed doctor, social worker, or rehabilitation counselor). METRO is entitled to know that an employee/job applicant has a covered disability that requires a reasonable accommodation. METRO may request supplemental documentation when the information already submitted is insufficient to document the disability and/or the functional limitations it causes. Failure to provide necessary documentation where it has been properly requested could result in a denial of reasonable accommodation. METRO may choose to have the medical information received reviewed by a medical expert chosen by METRO, at METRO's expense.
- 4.04 METRO may request information or documentation from an individual requesting a reasonable accommodation regarding the following:
- 1) The nature, severity, and duration of the individual's impairment;
  - 2) The activity or activities that the impairment limits;
  - 3) The extent to which the impairment limits the individual's ability to perform the activity or activities; and/or
  - 4) Why the individual requires reasonable accommodation or the particular reasonable accommodation requested, as well as how the reasonable accommodation will assist the individual to apply for a job, perform the essential functions of the job, or enjoy a benefit of the workplace.
- 4.05 METRO will not provide an accommodation for individuals with sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs, as these are specifically excluded and are not protected physical or mental disabilities under the ADA or FEHA.
- 4.06 A reasonable accommodation must be an effective accommodation. However, METRO is not obligated to choose the best accommodation or the accommodation the employee seeks i.e. the employee is not entitled to the accommodation that he/she deems ideal. If there are two reasonable accommodations available, one of which is more costly or burdensome than the other, METRO may choose the less costly or less burdensome accommodation so long as it is effective.
- 4.07 METRO may select the reasonable accommodation that is easiest to provide from among two or more accommodations, which are effective. When more than one reasonable accommodation is effective, and both are similar as they relate to cost and burden on METRO, then the "preference" of the individual with a disability will be given primary consideration.
- 4.08 When possible and not an undue hardship, METRO has to reduce only those barriers related to the person's disability for him/her to be able to participate in the employment

# Exhibit A

application process, perform the essential functions of the job, or to enjoy a benefit of the workplace. METRO does not have to provide other adjustments simply because the individual prefers them. METRO does not have to provide an accommodation that is primarily for personal use. For example, METRO is not required to provide a guide dog, wheelchairs, glasses or hearing aids.

- 4.09 The duty to provide a Reasonable Accommodation is ongoing and may arise or change whenever there is a change in a person's job duties or disability. Reasonable Accommodation should be considered a process, rather than an event. METRO encourages those who have been granted a reasonable accommodation to maintain an ongoing dialog with the HR Manager or his/her designee regarding the disability and his/her ongoing need for a reasonable accommodation.
- 4.10 METRO will maintain all Reasonable Accommodation documentation, medical examinations and information from inquiries about a disability in a confidential manner, as required or permitted by law.
- 4.11 METRO will not release or disclose any information in files, except in accordance with State and Federal laws. METRO may disclose information in files to supervisors and managers who need to be aware of necessary restrictions on the work or duties of the employee and about the necessary accommodations that the employee requires.

## V. REASONABLE ACCOMMODATION PROCESS

5.01 The reasonable accommodation process is a 'good faith interactive process' in which the Human Resources (HR Manager) or his/her designee and the qualified individual with a disability discuss and arrange (if possible) for the necessary and reasonable accommodations that the qualified employee/job applicant may require in order to be able to perform the essential functions of the job, or in order to participate in the employment application process. The purpose of the interactive process is to bring the two parties together to speak freely and to determine whether a reasonable, mutually satisfactory accommodation is possible to meet their respective needs. Generally, the affected Manager or Supervisor participates in the meetings in order to more fully explore the essential functions of the job. An employee may choose to bring a representative (i.e., union representative, family member, or attorney) to the reasonable accommodation meetings.

5.02 METRO utilizes a 6-step process for determining reasonable accommodation as follows:

### **STEP 1: IDENTIFICATION/VERIFICATION OF DISABILITY**

The employee or job applicant identifies his/her disability as a covered disability under Federal and/or State law, and requests a reasonable accommodation in order to perform his/her position and/or participate in the employment application process (see attached *Reasonable Accommodation Request Form*). \*Medical verification of disability is usually required.

# Exhibit A

## **STEP 2: DETERMINE ESSENTIAL FUNCTIONS OF POSITION**

The HR Manager or his/her designee, and the employee together analyze the particular job involved, determine its purpose and identify and distinguish between essential and nonessential or marginal job tasks. A job analysis may be helpful in this process. The HR Manager or his/her designee and the job applicant analyze the application process.

## **STEP 3: DETERMINE HOW THE DISABILITY LIMITS THE INDIVIDUAL'S ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS**

The HR Manager or his/her designee, together with the employee/job applicant will determine how the individual's disability limits his/her performance of the essential functions required for the position and/or his/her participation in the employment application process. This interactive process allows METRO to learn the nature and type of disability and to fully understand the specific abilities and limitations of the individual. It is the employee's and/or applicant's responsibility to understand his/her own physical and/or mental condition well enough to present METRO at the earliest opportunity with a concise list of restrictions, which must be met to accommodate the employee.

The ADA requires a highly fact specific analysis whether a particular employee/ applicant with a disability can perform the essential functions required for the position with or without a reasonable accommodation.

## **STEP 4: IDENTIFY POSSIBLE REASONABLE ACCOMMODATIONS**

A reasonable accommodation is one that effectively enables an individual with a disability to perform the essential functions of the job or participate in the employment application process. METRO's HR Manager or his/her designee, and the employee/job applicant will identify possible reasonable accommodations. METRO will assess the reasonableness of each accommodation identified. What are the degrees of effectiveness for the disabled individual and of hardship imposed on METRO? If the qualified individual with a disability refuses a necessary reasonable accommodation, the individual may be considered not qualified for that position. If METRO determines that no other reasonable accommodation will permit the employee with a disability to perform the essential functions of his/her position, reassignment to a vacant position will be considered as a reasonable accommodation.

## **STEP 5: SELECT AND IMPLEMENT AN ACCOMMODATION THAT IS REASONABLE, EFFECTIVE, AND WILL NOT CREATE AN UNDUE HARDSHIP ON METRO**

# Exhibit A

In conjunction with the affected Manager, METRO's HR Manager will select and implement the reasonable accommodation and will continue to monitor the effectiveness of the reasonable accommodation and determine if a re-evaluation of the reasonable accommodation is necessary due to changes in the employee's condition or workplace factors.

## **STEP 6: ASSESS THE EFFECTIVENESS OF THE SELECTED ACCOMMODATION**

METRO's reasonable accommodation process is an interactive process in which the employee must also continue to engage to advise METRO regarding the effectiveness of the accommodation provided, identify possible alternatives, or additional accommodations, as necessary.

- 5.03 Once a reasonable accommodation has been approved for an individual employee with a disability, the employee may obtain the accommodation by notice to his/her Manager/Supervisor or to the HR Manager without submitting an additional written request for the same accommodation.

## **VI. TYPES OF REASONABLE ACCOMMODATION**

- 6.01 Examples of reasonable accommodations include, but are not limited to:

- 1) Making existing facilities accessible to and usable by individuals with disabilities;
- 2) Restructuring the job;
- 3) Modifying the work schedule;
- 4) Acquiring or modifying equipment or devices;
- 5) Installing new equipment or devices;
- 6) Providing qualified readers or interpreters;
- 7) Appropriate modification of the application and examination procedures and training materials;
- 8) Reassignment to a vacant position for which the employee is qualified; or
- 9) Authorizing a Leave of Absence.

- 6.02 Accommodations that would *not be considered reasonable accommodations* in accordance with this policy include:

- 1) Eliminating a primary job responsibility;
- 2) Lowering productivity standards that are applied to all employees;
- 3) Excusing a violation of a uniformly applied conduct rule that is job-related and consistent with business necessity.

# Exhibit A

- 6.03 METRO will consider reassignment as a reasonable accommodation, if METRO determines that no other reasonable accommodation will permit the employee with a disability to perform the essential functions of his/her position.
- 6.04 Reassignment will be made only to vacant positions and to METRO employees who are qualified for the new position. If the employee is qualified for the position, he/she may be reassigned to the job and will not have to compete for it. METRO will consider not only those contemporaneously available positions but also those that will become available within a reasonable period. Reassignment may be to a lower position at lower pay if nothing comparable is available. An employee's requested accommodation will ordinarily be considered unreasonable if METRO can show that the accommodation conflicts with its seniority rules.
- 6.05 If METRO finds that a particular accommodation would cause an undue hardship on METRO, then the HR Manager and the individual with a disability will try to identify another accommodation that will not pose such a hardship upon METRO.
- 6.06 If cost causes the undue hardship, METRO will consider whether funding for an accommodation is available from an outside source, such as a vocational rehabilitation agency, and if the cost of providing the accommodation can be offset by State or Federal tax credits or deductions.
- 6.07 METRO will also provide the applicant or employee with a disability the opportunity to provide the accommodation or pay for the portion of the accommodation that constitutes an undue hardship.
- 6.08 The Job Accommodation Network (JAN) is a free, confidential information and consulting service from the U.S. Department of Labor's Office of Disability Employment Policy that provides individualized solutions for accommodating employees and applicants with disabilities. JAN's website lists numerous ideas for reasonably accommodating a wide variety of physical and mental disabilities. METRO staff and the affected employee are encouraged to utilize this website.

## **VII. PROCEDURES FOR REQUESTING AN ACCOMMODATION**

- 7.01 An individual with a disability, his/her family member, his/her representative, an employee's supervisor, or an employee's Manager may initiate requests for reasonable accommodation. Reasonable accommodation requests may be made orally or in writing to an employee's Supervisor, Manager, the Human Resources Department, the Assistant General Manager or the General Manager. Upon receipt of a reasonable accommodation request, the recipient shall immediately report the matter to the HR Manager or his/her designee.
- 7.02 Usually, the person needing an accommodation must request one. However, if a METRO Manager/Supervisor knows that an employee has a disability that prevents performance of current job duties, he/she has an affirmative duty to report the situation to the HR

# Exhibit A

Manager or his/her designee so that the Reasonable Accommodation Process can be explored.

- 7.03 METRO will determine whether to grant or deny an employee's request for accommodation as soon as practicable, but no later than 15 working days (absent extenuating circumstances) from the date METRO receives all information necessary to make the determination.
- 7.04 A *Reasonable Accommodation Request Form (Attachment A)* may be completed and returned to the HR Manager. If an employee requires assistance to complete the *Reasonable Accommodation Request Form*, please contact the Human Resources Department for assistance. Thereafter, the Reasonable Accommodation Process will be followed. The HR Manager may use *Attachment B* to assist with the interactive process.
- 7.05 All denials for a reasonable accommodation will be in writing and will specify the reasons for the denial in plain language with as much specificity as possible and shall identify the employee who made the decision. If a reasonable accommodation is denied due to undue hardship, METRO will explain how the requested accommodation creates an undue hardship.
- 7.06 Where METRO has denied a specific requested reasonable accommodation but offered to make a different one in its place, the notification shall explain both the reason for the denial of the requested accommodation and the reasons that it believes that the chosen accommodation will be effective.
- 7.07 Any METRO denial must notify the individual that he/she has a right to file a complaint with the Equal Employment Opportunity Commission and the Fair Employment and Housing Commission. METRO will also include its own complaint appeals process.

## **VIII. APPEAL OF METRO'S REASONABLE ACCOMMODATION DECISION**

- 8.01 Any METRO employee or job applicant, who has requested a reasonable accommodation and believes that he/she has been wrongly denied an accommodation, may appeal METRO's reasonable accommodation decision by filing a formal complaint with METRO within 10 working days of receiving the final Reasonable Accommodation determination. Attached is an *Appeal Form for Reasonable Accommodation (Attachment C)* that may be used when filing an appeal with METRO.
- 8.02 The METRO employee or job applicant shall include his/her name, a brief description of the disability/limitation, the job function that cannot be performed, the requested accommodation, and the reasons that the individual feels that the accommodation should be reconsidered. The employee or job applicant shall sign and date the document to attest to the accuracy of the information. The complaint should be directed to any of the following individuals who are required to keep the information confidential:

# Exhibit A

1. Santa Cruz METRO  
110 Vernon Street  
Santa Cruz, CA 95060  
Attn: General Manager  
(831) 426-6080 phone (TDD 711 (TTY/Voice))  
(831) 426-6117 fax  
[lwhite@scmtd.com](mailto:lwhite@scmtd.com)

2. Santa Cruz METRO  
110 Vernon Street  
Santa Cruz, CA 95060  
Attn: Human Resources Manager  
(831) 426-6080 phone  
(831) 426-6117 fax

- 8.03 If an individual is unable to submit a written appeal, because of a disability, he/she may contact Santa Cruz Metro's Claims Investigator at (831) 426-6080 extension 1603, who will tape record the conversation with the individual's knowledge and consent. The individual making the appeal must identify himself/herself (for verification purposes only) and provide all other necessary information in order for the appeal to be processed. The appeal will be mailed to the individual for verification and signature (if possible). The appeal will not be processed until the appeal is received back by Santa Cruz Metro, signed by the individual or, if unable because of a disability to sign the form, by the representative, as verification of its accuracy. Santa Cruz METRO encourages employees to file their appeal as soon as possible, but no later than 180 days from the date of the reasonable accommodation or denial.
- 8.04 If the appeal for a reasonable accommodation request is received by anyone besides the General Manager, the individual in receipt of the appeal shall forward it to the General Manager or his/her designee within 2 working days of receipt. The General Manager or his/her designee shall immediately provide a copy to the HR Manager and the Santa Cruz METRO Manager who supervises the employee, or interviewed the job applicant.
- 8.05 The General Manager shall promptly review the appeal and investigate the employee or job applicant's requested accommodation. The General Manager will review the original *Reasonable Accommodation Request Form (Attachment A)*, all medical documentation, the completed *Reasonable Accommodation Worksheet (Attachment B)*, and any other relevant documentation provided by the employee/applicant. The General Manager may cause interviews of persons' having relevant information to be conducted in order to obtain any other necessary information. Thereafter, the General Manager shall prepare a written response within 10 working days of his/her receipt of the appeal. The General Manager may consult with the appropriate Santa Cruz METRO Manager in preparation of his/her response to the employee or job applicant's appeal.

# Exhibit A

- 8.06 If the employee/job applicant is not satisfied with the findings and/or action of the General Manager or his/her designee, then the employee/job applicant may file his/her complaint together with any other supporting documentation within 5 working days of his/her receipt of the results of the General Manager's investigation, with the Chair of the Board of Directors by providing it to the Administrative Services Coordinator, 110 Vernon Street, Santa Cruz, CA 95060. The Chair of the Board of Directors, upon review of the requested accommodation, shall take appropriate action, as necessary. The employee/job applicant shall be notified of what actions, if any, will be taken as a result of the review by the Chair within 10 working days of the Chair's notification that the employee/job applicant is not satisfied with the results of the General Manager's investigation.
- 8.07 The timelines applicable to this procedure may be waived by the General Manager if he/she finds that there is good cause for a waiver.
- 8.08 METRO shall retain documents arising out of the grievance procedure for at least three (3) years and the General Manager or his/her designee shall maintain relevant information in a database in a confidential manner.
- 8.09 Any METRO employee or job applicant who feels that his/her request, or appeal for a reasonable accommodation was not handled in a fair and efficient manner may file a charge with the appropriate state or federal agency as listed in Section 10 of this regulation.

## **IX. DISCRIMINATION IN EMPLOYMENT**

- 9.01 A METRO employee who believes that he/she has not been treated in accordance with this policy or any applicable law relating to accommodating an individual with a disability should immediately contact his/her Manager, the HR Manager, the Assistant General Manager or the General Manager.
- 9.02 A METRO employee, who believes that he/she has been discriminated against based on his/her disability, including not being provided with an effective reasonable accommodation policy, can file a charge with the U.S. Equal Employment Opportunity Commission (EEOC). The EEOC is responsible for the provisions of the ADA, which prohibit discrimination in employment. Complaints are generally required to be filed within 180 days of the alleged incident. The EEOC will then "dual file" the charge with the Department of Fair Employment and Housing (DFEH).

## **X. REASONABLE ACCOMMODATION RESOURCES**

- 10.01 **U.S. Equal Employment Opportunity Commission (EEOC)** has many free documents on the provisions of the ADA and the reasonable accommodation process. The local EEOC office is located at: 96 N. Third Street, Suite 250, San Jose, CA 95112.

# Exhibit A

You can contact the EEOC office to seek information or to file a charge at:

1-800-669-4000 (Voice)                      1-800-669-6820 (TTY)

or go to their website <http://www.eeoc.gov>

10.02 **Department of Fair Employment and Housing (DFEH)** forbids employment discrimination against an individual because of his/her disability. The DFEH handles complaints for alleged violations of the Fair Employment and Housing Act. There are three options available to file your complaint. You can:

1. Use the Department's online system to file immediately [www.dfeh.ca.gov](http://www.dfeh.ca.gov), if you have a visual impairment, please call (800) 884-1684; or
2. Call the communication Center at (800) 884-1684; or
3. Request the appropriate complaint form to print and mail. Allow additional time for mail and processing.

You can contact the DFEH to seek information or to file a charge at:

800-884-1684 (Voice)                      800-700-2320 (TTY)

10.03 **Job Accommodation Network (JAN)** can provide free information about many types of reasonable accommodation.

You can contact JAN at:

1-800-526-7234 (Voice)                      1-877-781-9403 (TTY)

or go to their website <http://askjan.org/>

10.04 **Registry of Interpreters for the Deaf** offers information on locating and using interpreters and translation services.

For further information, contact:

(703) 838-0030 (Voice)                      (703) 838-0459 (TTY)

Hours: (Mon-Fri) 9:00 am to 5:00 pm EST

or by email: [info@rid.org](mailto:info@rid.org)

10.05 **Rehabilitation Engineering and Assistive Technology Society of North America (RESNA)** can refer individuals to projects in all 50 states. Contact RESNA at:

(703) 524-6686 (Voice)                      (703) 524-6630 (Fax)

Hours: (Mon-Fri) 9:00 am to 5:00 pm EST

or go to their website <http://www.resna.org/>

## XI. ADMINISTRATION OF REGULATION

11.01 In accordance with this policy and direction from the Human Resources designee, each METRO Department Manager is responsible to administer within his/her department the Reasonable Accommodation Process and Procedures.

# Exhibit A

- 11.02 The HR Manager will process and/or oversee all requests for accommodation from METRO employees and applicants, in accordance with this policy.
- 11.03 The HR Manager will ensure that METRO's systems of record keeping track the processing of requests for reasonable accommodation and maintain the confidentiality of medical information received in accordance with applicable law and regulations. Any confidential medical records shall be segregated from personnel files and kept separately.
- 11.04 The HR Manager must be able to identify the following information:
- a) the number and types of reasonable accommodations that have been requested in the application process and whether those requests have been granted or denied;
  - b) the jobs for which reasonable accommodations have been requested;
  - c) the types of reasonable accommodations that have been requested for each of those jobs;
  - d) the number and types of reasonable accommodations for each job, that have been approved, and the number and types that have been denied;
  - e) the number and types of requests for reasonable accommodations that relate to the benefits or privileges of employment, and whether those requests have been granted or denied;
  - f) the reasons for denial of requests for reasonable accommodation;
  - g) the amount of time taken to process each request for reasonable accommodation; and
  - h) the sources of technical assistance that have been consulted in trying to identify possible reasonable accommodations.
- 11.05 METRO will integrate the Reasonable Accommodation Process and Procedures into its policies and procedures.

**Exhibit A**  
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**



Date Stamp:

Attachment A

**REQUEST FOR REASONABLE ACCOMMODATION**

\*The Human Resources Manager can assist you in completing this form. Just Ask

**A. Personal Information.**

Employee Name:

Job Title:

Manager's Name:

Phone No. at which you would like to be contacted:

**B. Questions to document the Disability.**

What limitation/impairment is interfering with your ability to perform your job or access an employment benefit? *(Please explain)*

Is your condition progressive, stable or unpredictable? *(Please explain)*

What essential functions of your job are you unable to perform or having difficulty performing?  
*(Please explain)*

Have you spoken about your needs to a Supervisor or Manager? Yes  No

***If yes, please describe the conversation.***

# Exhibit A

## **C. Questions to document the reason for the requested accommodation.**

What, if any job functions/tasks are you having difficulty performing? *(Please explain)*

What, if any, employment benefits are you having difficulty accessing? *(Please explain)*

## **D. Questions to clarify accommodation requested.**

What specific accommodation are you requesting? *(Please explain)*

If you are requesting a specific accommodation, how will that accommodation assist you?  
*(Please explain)*

If you are not sure what accommodation is needed, do you have any suggestions about possible accommodations we can explore?                      Yes                       No

***If yes, please explain.***

# Exhibit A

Is your accommodation request time sensitive?      Yes       No   
***If yes, please explain.***

Have you had any accommodation in the past for this same limitation?  
Yes       No   
***If yes, what were the accommodations, and how effective were they?***

**E. Other.**

Please provide any additional information that might be useful in processing your accommodation request:

\*\*\*\*\*

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
Date

**\*When complete, please return this form to the Human Resources Manager by interoffice mail, or U.S. Mail.**

Cc: Legal Dept.

**Exhibit A**  
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
Attachment B

**REASONABLE ACCOMMODATION WORKSHEET**

EMPLOYEE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Good Faith Interactive Process: You have requested an accommodation in connection with your work based on a physical or mental impairment. METRO believes the best way to determine if a reasonable accommodation exists is to engage in a good faith interactive process in the hope that an effective accommodation will be identified. Options may include, but are not limited to: a modified work schedule; a leave of absence; reassignment; modified equipment; assistive devices; modification of existing facilities and restructuring of the job. This process cannot guarantee that an effective accommodation will be identified. However, by your participation in this process, we can be assured that all alternatives have been fairly considered.

The process involves six steps:

- STEP 1:** Identification/Verification of the Disability.
- STEP 2:** Determine Essential Functions of Position.
- STEP 3:** Determine how Disability Limits the Individual's Ability to Perform the Essential Functions.
- STEP 4:** Identify Possible Reasonable Accommodations.
- STEP 5:** Select and Implement an Accommodation that is Reasonable, Effective, and will not create an undue hardship on METRO.
- STEP 6:** Assess the Effectiveness of the Selected Accommodation.

Below is a worksheet that will focus on each of these Steps. The information collected will assist us in identifying a reasonable accommodation for you. METRO thanks you for your cooperation.

**STEP 1 – Identification/Verification of Disability**

A. What is the disability/impairment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Attach Health Care Provider Certificate that verifies disability.

**STEP 2 – Determine Essential Functions of Position**

A. Attach Job Analyses/Job Description.

B. List additional job functions that should be included or excluded:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

# Exhibit A

C. Does this accurately describe the functions of your job?  Yes  No

**STEP 3 – Determine How Disability Limits the Individual’s Ability to Perform the Essential Functions**

A. Identify what job functions you are currently unable to perform.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

B. Identify any barriers to job performance.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

C. Attach Health Care Provider Certificate that verifies these limitations. The employee is responsible for providing medical documentation to assist in understanding the nature of the employee’s functional limitations. \*When necessary, METRO may require that the employee be examined by a METRO appointed healthcare provider at METRO’s expense.

**STEP 4 – Identify Possible Reasonable Accommodations**

A. What suggestions do you have that will accommodate your limitations so you can perform the essential functions of the job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What suggestions does METRO have that will accommodate you limitations so you can perform the essential functions of the job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Exhibit A

C. Additional ideas and suggestions to be considered. \_\_\_\_\_

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D. Outside resources consulted. \_\_\_\_\_

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<b>STEP 5 – Select and Implement an Accommodation that is Reasonable, Effective and will not create an undue hardship on METRO</b>
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A. The accommodations identified above are either effective or ineffective because: \_\_\_\_\_

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B. The accommodations selected are as follows:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

C. The accommodations proposed are not acceptable for the following reasons. \_\_\_\_\_

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\_\_\_\_\_  
*Manager's Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
Date

# Exhibit A

<b>STEP 6 – Assess the Effectiveness of the Selected Accommodation</b>
--

A. Within 2-3 weeks, the Manager and the employee meet and determine the actual effectiveness of the accommodation as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. The implemented accommodation is effective?       Yes       No

C. If the implemented accommodation is not effective, then obtain a new **Reasonable Accommodation Worksheet** and go through the Six Steps in the Reasonable Accommodation process.

\_\_\_\_\_  
*Manager's Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
Date

# Exhibit A

## Attachment C

### APPEAL FORM FOR REASONABLE ACCOMMODATION

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

1. Please provide a brief description of your disability/limitation and the requested accommodation and the reasons you feel that the accommodation should be reconsidered by METRO. \_\_\_\_\_

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2. What job functions/tasks are you having difficulty performing?

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. Have you had any accommodation in the past for this same disability/impairment?

Yes

No

If yes, please describe the accommodation that was previously provided:

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4. Is there any additional information that might be useful in processing this appeal for a reasonable accommodation? Anything further that METRO should be aware of prior to reviewing your appeal?

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\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
Date

***\*Please attach all relevant documentation.***

**Appendix H**  
**Exhibit A**  
BEFORE THE BOARD OF DIRECTORS OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. 87-7-9  
On the Motion of Director: Rotkin  
Duly Seconded by Director: McNeil  
The Following Resolution is Adopted:

**A RESOLUTION OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
REVISING PERSONNEL RULES AND REGULATIONS OF THE SANTA CRUZ  
METROPOLITAN TRANSIT DISTRICT**

**WHEREAS**, it is beneficial to the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, herein after referred to as the "DISTRICT," to maintain a personnel system to facilitate efficient and economical service to the public and to provide for a fair and equitable system of personnel management; and

**WHEREAS**, in 1976, the DISTRICT Board adopted Resolution, 76-1-2, establishing a Personnel System; and

**WHEREAS**, Resolution 76-1-2 was amended on 9-19-80 and 7-15-83, and whereas it is necessary to adopt a Resolution revising the personnel system and implementing rules and regulations to insure just and similar treatment for those who compete for original employment and promotion, and to define rights, obligations, privileges, benefits and prohibitions relating to employees in the service of the DISTRICT.

**NOW, THEREFORE, BE IT RESOLVED**, that the Personnel Rules and Regulations set forth in this resolution supersede Resolution 76-1-2 and amended versions thereof and are hereby adopted by the DISTRICT Board of Directors.

**SECTION 1:           DEFINITIONS**

For the purpose of these Rules and Regulations, certain words and phrases shall be construed as herein set forth:

1.     **APPLICANT** - A person who has made application for a vacancy in the Classified Personnel List or for examination for anticipated vacancy.
  
2.     **APPOINTING AUTHORITY** - The group or person having the lawful power to make appointments and to remove persons from District positions.

## Exhibit A

3. **CHARGEABLE ACCIDENT** - An accident which is determined by the District to be the fault of the employee.
4. **CLASSIFIED POSITIONS** - Those positions established and classified by the DISTRICT Board of Directors.
5. **DEMOTION** - A personnel action taken by the appointing authority to assign an employee to another classification with a lower salary range than the position to which the employee was previously assigned.
6. **DISCIPLINARY ACTION** - An action pursuant to Section 29 of these Personnel Rules and Regulations taken by the appointing authority or his/her delegated representative to reprimand in writing, suspend, demote or terminate an employee for any disciplinary cause pursuant to Section 30 of these Personnel Rules and Regulations.
7. **DISCIPLINARY CAUSE** - Any ground for disciplinary action set forth in Section 30 of these Personnel Rules and Regulations.
8. **DISCIPLINARY DEMOTION** - A disciplinary action demoting an employee for disciplinary cause. All other demotions shall be non-disciplinary and so noted in the employee's Personnel File.
9. **DISTRICT** - The Santa Cruz Metropolitan Transit DISTRICT.
10. **ELIGIBILITY LIST** - A list of applicants for a vacant position or anticipated vacant position who meet the requirements set forth in a position specification, have passed all required examinations, and have been certified by the appointing authority as qualified to be appointed to the position.
11. **EMPLOYEE** - A person filling a classified or unclassified, position with the DISTRICT.
12. **EMPLOYEE WORK STATION** - The District facility to which an employee regularly reports for work assignments.
13. **EVALUATION** - A compulsory, periodic performance review for each employee assigned to a classified position. An evaluation is intended to be a summary of the performance of the employee and to reflect the ongoing communication between the rating supervisor and the employee.
14. **EXEMPT EMPLOYEE** - An employee who is exempt from overtime and other benefits specified under provisions established by the Fair Labor Standards Act.

## Exhibit A

15. **INTERMITTENT APPOINTMENT** - A recurring appointment for a specified period of time to a classified or unclassified position. Said appointments shall be made from an Intermittent Employment Eligibility list.
16. **LAYOFF** - A reduction of the work force of the DISTRICT.
17. **NARCOTICS** - Narcotics shall include all drugs specified as narcotics in the California Uniform Controlled Substances Act, all drugs in the pharmacological classification of narcotics and all designer drugs or other substances determined to be illegal by California State law.
18. **NON-EXEMPT EMPLOYEES** - An employee who is entitled to overtime and other benefits specified under provisions established by the Fair Labor Standards Act.
19. **POSITION SPECIFICATION** - A job description for classified positions which includes examples of duties, qualifications, knowledge and abilities for said position.
20. **PROBATIONARY STATUS** - A status on which an employee is placed for a specified period of time immediately after appointment to a particular classified position. The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's performance.
21. **PROMOTION** - A personnel action taken by the appointing authority to assign an employee to another classification with a higher salary range than the one previously occupied by the employee. Promotion may occur as a result of an open recruitment or a closed promotional recruitment.
22. **PROPERTY** - Any equipment, vehicles, tools, supplies, materials, real estate, facilities, or other tangible or intangible thing, owned, leased or possessed by the DISTRICT.
23. **PROVISIONAL APPOINTMENT** - An appointment made to a classified position for a specified period of time longer than six months and less than two years.
24. **RECLASSIFICATION** - A determination by the District that there has been a change of duties, responsibilities, authority and/or employment requirements in a position classification in accordance with Section 6 of these Personnel Rules and Regulations.
25. **RECRUITMENT** - A personnel action taken by the appointing authority to obtain applicants for vacant classified positions.

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- A. Open Recruitment - Those job opportunities available to employees and the public.
  - B. Closed Promotional Recruitment - Those job opportunities available to present employees occupying classifications in the District as designated by the appointing authority.
- 
- 26. **REGULAR EMPLOYEE** - An employee who has satisfactorily completed his/her probationary period in the classified position that he/she is occupying.
  - 27. **REINSTATEMENT** - The rehiring of an employee who was previously laid off because of the abolition of a position or work force reduction, into the position he/she held prior to layoff.
  - 28. **REPRIMAND** - A written notice issued for any minor disciplinary cause.
  - 29. **RESIGNATION** - The notification to the DISTRICT by an employee that he/she shall cease his/her employment with the DISTRICT.
  - 30. **SEPARATION** - The non-disciplinary departure of an employee from DISTRICT service.
  - 31. **SPECIAL EVALUATION STATUS** - Placement of an employee on a monthly evaluation schedule.
  - 32. **SUPERVISOR** - An employee who has supervisory duties listed in his/her job description and who is authorized by the appointing authority to direct and evaluate the work performance of one or more employees assigned to be supervised by him/her.
  - 33. **SUSPENSION** - A disciplinary action in which an employee is placed on a status wherein an employee is precluded from performing work activities for a specified period of time.
  - 34. **TEMPORARY APPOINTMENT** - Any appointment for a special or temporary purpose not to exceed six months. Temporary appointments may be made to classified positions, or unclassified positions.
  - 35. **TERMINATION** - The involuntary discharge of an employee from DISTRICT service for cause set forth in Section 30 of these Personnel Rules and Regulations or for failure to complete satisfactorily the probationary period.

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36. **TRANSFER** - An action taken by the appointing authority to reassign an employee from one position to another position having substantially similar duties, responsibilities, qualifications and substantially the same salary range.
37. **UNCLASSIFIED POSITION** - A job position not existing in the DISTRICT'S established Classified Personnel List.
38. **WORK STANDARDS** - Written job performance requirements specified in an employee's job specification and in DISTRICT and/or Department rules, regulations and procedures, and/or in written instructions to the employee.

### **SECTION 2: AMENDMENTS**

These Rules and Regulations may be amended by a majority vote of the DISTRICT Board of Directors at any regular or special meeting of said Board.

### **SECTION 3: APPOINTING AUTHORITY**

The appointing authority shall be defined as follows: for the position of General Manager, the appointing authority shall be the DISTRICT Board of Directors. For all other positions the appointing authority shall be the General Manager of the DISTRICT or his/her designee as specified in writing by the General Manager.

### **SECTION 4: PERSONNEL COVERED**

These Rules and Regulations shall be applicable to all employees of the DISTRICT. Employees shall be defined as all persons assigned to positions listed in the Classified Personnel List or occupying an unclassified position. The only limitation of the application of this section is outlined in Section 5.

### **SECTION 5: PERSONNEL RULES AND REGULATIONS APPLICABILITY**

These Personnel Rules and Regulations are valid, in full force and govern the Personnel matters of the District. A conflict between a particular provision of these Personnel Rules and Regulations and any existing collective bargaining agreement shall not affect any other provision of these rules and regulations. Where a specific provision of these rules and regulations is in conflict with a provision of a collective bargaining agreement, the provision of the collective bargaining agreement shall prevail if so specified in the collective bargaining agreement.

### **SECTION 6: CLASSIFIED POSITIONS**

The DISTRICT Board of Directors shall establish all employee classified positions. The General Manager shall make periodic studies of classifications, job specifications and/or compensation of

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all positions and shall submit for approval to the Board of Directors any changes which he/she deems desirable to better classify or describe positions. Changes shall be called reclassification.

### **SECTION 7:            ALLOCATION OF POSITIONS AND SALARY**

The DISTRICT Board of Directors shall establish the necessary position title and the salary range for each position contained within the Classified Personnel List.

### **SECTION 8:            CLASSIFIED PERSONNEL LIST**

A record to be known as the Classified Personnel List of the DISTRICT shall be kept in the office of the General Manager, and shall contain the name of every person employed in a classified position and receiving compensation from the DISTRICT. This list shall show respectively every officer or employee, the title of the position held, the salary or compensation as fixed by the Board of Directors, the date of appointment to such office or employment and the term thereof, if any, and the positions filled, suspensions, layoffs, transfers, promotions, demotions, reclassifications, separations, terminations and any classification actions.

### **SECTION 9:            POSITION SPECIFICATIONS**

A job specification for each position in the Classified Personnel List shall be prepared by the General Manager and adopted by the DISTRICT Board of Directors. Said specification shall include examples of duties, all qualifications, knowledge and abilities required for said position. The General Manager shall maintain a list which specifies all examinations, if any, (and including any medical examinations) which must be successfully completed as part of the selection process for the position.

### **SECTION 10:          SALARY PLAN**

The General Manager shall maintain a salary plan for all employees. Said salary plan shall be set for each specified group to which the employee belongs consistent with each compensation plan or collective bargaining agreement. The first step shall be the entry level salary except that unusually qualified individuals may be entered on Step 2 or higher upon written authorization from the General Manager. Employees shall advance to Step 2 upon satisfactory completion of the probationary period. In the event that an employee is entered at Step 2 or higher, said employee shall advance to the next highest step after satisfactory completion of the probationary period. Thereafter, employees shall be evaluated for advancement to the remaining steps upon satisfactory completion of 52 weeks of service on the previous step. Step increases shall be consistent with Section 27 of these Personnel Rules and Regulations.

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### **SECTION 11: OVERTIME AND COMPENSATORY TIME OFF**

Non-exempt employees are entitled to overtime for authorized work in excess of 40 hours worked per week. Said overtime shall be compensated as additional salary based on 1 1/2 times the employee's regular hourly rate at which he/she is employed.

### **SECTION 12: NOTICE OF VACANCIES**

All vacancies shall be publicly advertised by posting and also may be advertised by publication at the discretion of the District. If said advertising is done by posting, then the posting of the advertisement on the official bulletin boards of the DISTRICT shall be for not less than ten calendar days. If said advertising is done by publication, then the insertion of the same, one time in a newspaper of general circulation in the DISTRICT shall be sufficient. Said notice shall contain the job duties, qualifications and range of compensation for the position.

### **SECTION 13: APPLICATION FOR VACANCIES**

Application forms for vacancies and anticipated vacancies shall be kept in the office of the General Manager, the Personnel Department and employee workstations. Application forms shall be readily available to all employees and interested members of the public.

### **SECTION 14: NOTICE OF ELIGIBILITY LIST EXAMINATIONS**

Where deemed necessary, the General Manager may accept applications and set examinations for anticipated vacancies. Said examinations shall be noticed in the same manner as for vacancies described in Section 12.

### **SECTION 15: CERTIFICATION OF ELIGIBLE APPLICANTS**

The General Manager, or his/her designee, shall review all applications for vacancies or anticipated vacancies in the Classified Personnel List and shall certify as eligible, all applicants who meet the requirements set forth in the position specification for the position and who have passed all required examinations.

Proof that an applicant has committed any act involving dishonesty, fraud or deceit with the intent to substantially benefit him/herself or another, or substantially injure another shall be sufficient cause for the General Manager to exclude the applicant from examination or employment. Fraudulent conduct or false statements by an applicant or examination shall be deemed cause for disqualification.

The DISTRICT shall make reasonable accommodation for handicapped individuals as appropriate for the position. An applicant may be excluded for physical disability or incapacity

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only if the DISTRICT cannot make reasonable accommodation to provide an adequate working environment for said applicant.

Eligible applicants shall be placed on a Certified Eligibility List. Said list of eligible applicants shall be submitted to the appointing authority for final selection and appointment.

Said Eligibility List shall be valid for six months following the date of examination. However, the General Manager may extend the period of time that the list is valid for up to six additional months when more than two names remain on the list at the time the list is due to expire. Appointments to vacancies in the Classified Personnel List shall be made from the Certified Eligibility List if one exists for the vacant position, except when the Certified Eligibility List shall consist of less than two names. In such case, the vacancy shall be noticed and a new list prepared.

## **SECTION 16: APPOINTMENT PROCEDURES**

All vacancies in positions in the Classified Personnel List shall be filled by reinstatement, selection from a Certified Eligibility List, transfer, promotion, demotion or from eligible applicants. The DISTRICT shall hire the applicant who best meets the needs of the DISTRICT. The DISTRICT, to the extent practicable, shall encourage current employees to apply for all vacancies in the DISTRICT.

## **SECTION 17: APPOINTMENT**

After interview and investigation by the appointing authority, or selection committee chosen by the appointing authority, the appointing authority shall make appointments from among the list of eligible applicants. Examinations, if required, shall be performed prior to review by the appointing authority. The General Manager or his/her designee shall notify the applicant of his/her appointment. If the applicant accepts the appointment and reports for duty at the prescribed time, he/she shall be deemed to be appointed; otherwise, he/she shall be deemed to have declined the appointment.

## **SECTION 18: ANNIVERSARY DATE**

The date of an employee's first reporting for duty with the DISTRICT shall be the anniversary date and shall be used as the beginning date for the computation of benefits and DISTRICT seniority. The appointing authority may adjust an employee's anniversary date to avoid inequities.

## **SECTION 19: EMERGENCY APPOINTMENTS**

To meet the immediate requirements of any emergency conditions such as natural disaster which threatens human life or property, or labor disputes which threaten the continuation of transit service by the DISTRICT, the General Manager may employ such persons as may be needed for

the duration of the emergency without regard to adopted Personnel Rules and Regulations, or other rules affecting appointments. All such appointments must be reported to the DISTRICT Board of Directors as soon as possible and shall be limited to a thirty day prior from the start of said emergency or until the next DISTRICT Board meeting (whichever occurs first) unless otherwise approved by the DISTRICT Board of Directors.

**SECTION 20:           TEMPORARY APPOINTMENTS**

The appointing authority may authorize temporary appointments for a special or temporary purpose.

Temporary appointments to classified positions shall receive the benefits denied in the collective bargaining agreement which applies to the position. Temporary appointments to unclassified positions shall not receive benefits except for those required by Federal, State and local laws.

**SECTION 21:           INTERMITTENT APPOINTMENTS**

The appointing authority may authorize intermittent appointments. Said appointee shall maintain his/her status on an Intermittent Employment Eligibility List and be appointed from time to time on a temporary basis to fill a position. Intermittent appointments shall be consistent with Section 20 of these Personnel Rules and Regulations. The term of employment shall be specified at the time of appointment.

**SECTION 22:           PROVISIONAL APPOINTMENTS**

Provisional appointments shall be made whenever programmatic requirements for the position dictate that the position be filled other than by a temporary appointment for a defined term longer than six months but not to exceed two years. The term of employment shall be specified at the time of appointment.

**SECTION 23:           TRANSFERS**

The appointing authority may at any time transfer any employee under his/her jurisdiction from one position to another in the same classification or in another classification having substantially similar duties, responsibilities and qualifications, and substantially the same salary range.

**SECTION 24:           LAYOFFS**

The Board of Directors shall have the right to reduce the work force and layoff employees due to lack of work.

**SECTION 25:        PROMOTIONS**

Whenever a classified personnel vacancy exists, unless such vacancy is filled by competitive application, reinstatement or transfer, it shall be filled by closed promotional recruitment. If filled by closed promotional recruitments, vacancies shall be filled by any employee holding a position with a lower salary range meeting the job qualifications and serving in a position designated by the appointing authority as appropriate for promotional purposes. Closed promotion shall be based on performance, effectiveness, conduct, seniority, needs of the department (including Affirmative Action Goals) and ability to perform properly the work of the higher position as determined through examination of employee's credentials, qualifications, and performance evaluations. Vacancies eligible to be filled by closed promotion shall be posted at all District offices, including the employee's normal workstation.

**SECTION 26:        PROBATIONARY PERIOD**

All employees shall work in probationary status for 26 weeks following their anniversary date or until such other date as specified in the compensation plan or the executed collective bargaining agreement which applies to the position. During said period, employees may be terminated without notice or cause. Probationary employees shall otherwise accrue all other benefits specified in these Rules and Regulations for regular employees of the District. The probationary period may be extended in an amount of time equal to periods of absence, provided written notification has been given to the employee.

The probationary period shall be regarded as part of the testing process and shall be utilized for closely observing the employee's work and for rejecting any probationary employee whose performance does not meet the required work standards of the position.

**SECTION 27:        EVALUATIONS**

Evaluations shall be completed as specified below.

Standardized rating forms shall be designed for all classifications in order to accurately measure the job performance of employees. The evaluation system shall be reviewed periodically by the Board of Directors or a designated subcommittee thereof.

Evaluations shall be recorded only on DISTRICT standardized rating forms by the supervisor of the employee. The purpose of the evaluation shall be to measure the quality and quantity of work performed, the conduct and work habits of the employee, and other factors having a bearing on his/her work performance, and shall establish performance goals and objectives for the next rating period.

The performance evaluation of all employees shall be completed in accordance with this section. The evaluation shall be part of the ongoing communication between the rater and the employee.

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Evaluations shall be consistent with all the provisions of this section and shall be conducted as follows:

1. Probationary Period: Employees shall be evaluated just prior to the mid point and near the end of their probationary period.
2. Annual Evaluation: All regular, non-probationary employees shall be evaluated at least annually prior to their anniversary date.
3. Special Evaluation: An employee may be placed on special evaluation status at any time when performance problems exist. Regular employees receiving an annual performance evaluation with an overall rating of unsatisfactory, or otherwise determined not to meet the standards of the job, shall be placed on a special monthly evaluation schedule for a specified period of time. Once the employee attains an overall performance rating of satisfactory, he/she shall be removed from special evaluation status. The maximum time period than an employee can remain on special evaluation status is six consecutive months. Employees who are unsuccessful in attaining an overall performance rating of satisfactory or better during the special evaluation period shall be subject to disciplinary action.

Special evaluations are in addition to, and do not replace the annual evaluation process.

Employees placed in special evaluation status shall be entitled to an administrative review of such action by the General Manager or his/her designee. Request for administrative review shall be submitted in writing to the General Manager within ten working days of placement of such status or any evaluation given thereunder.

Step increases, dependent upon satisfactory completion of the evaluation period, will be implemented only when the evaluation has an overall satisfactory or better performance rating.

## **SECTION 28: COMMENDATIONS AND COUNSELING**

The purpose of a commendation shall be to recognize and encourage an employee's positive job performance. Employees may be commended orally or in writing. Written commendations shall be placed in the employee's Personnel File.

The purpose of counseling shall be to inform and advise employees of ways to improve job performance.

Counseling of employees, including counseling for which written records are kept by the DISTRICT, shall not be considered disciplinary action. Written records of counseling may only be placed in the official Personnel File of the employee as part of a formal disciplinary action, or as documentation to an evaluation.

**SECTION 29:        ADMINISTRATION OF COUNSELING, EVALUATION AND DISCIPLINARY ACTION**

The DISTRICT shall employ a system of counseling, evaluations and progressive discipline to advise employees of their strengths and weaknesses and to ensure employees are performing the work required of them.

This system shall include:

A.     Counseling and Evaluations:

1.     Counseling
2.     Periodic evaluations
3.     Placing an employee in special evaluation status

B.     Disciplinary Actions:

1.     Written reprimands
2.     Suspensions
3.     Demotions (non-voluntary)
4.     Terminations

These elements may be used together or independently to meet needs of the DISTRICT.

1.     Disciplinary Actions

A.     LETTER OF REPRIMAND

The appointing authority shall have the right to reprimand in writing an employee for any minor disciplinary cause as set forth in Section 30 of these Rules and Regulations. Such letters shall be filed in the employees Personnel File.

B.     SUSPENSION

The appointing authority shall have the right to suspend an employee for a period of time appropriate for the cause of such action as set forth in Section 30. A suspension is a disciplinary action in which an employee is

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precluded from performing work activities for a specified period of time. A suspension may be with or without pay or benefits at the discretion of the appointing authority. While an employee is on suspension status, the appointing authority may order that said employee shall receive no salary; and in the case of an employee suspended for a period of thirty calendar days or longer, the appointing authority may order that the employee also shall receive no benefit coverage.

## C. DEMOTION

The appointing authority may demote an employee. Said demotions may be disciplinary or non-disciplinary. A disciplinary demotion shall be one which occurs for disciplinary cause as set forth in Section 30. All other demotions shall be non-disciplinary, (e.g., voluntary or as the result of a reduction of force).

No employee shall be demoted to a classification for which he/she does not possess the minimum qualifications unless the District provides training for the employees. If the demotion is a disciplinary action, the employee shall have all procedural rights set forth in Sections 29 and 33 hereof.

## D. TERMINATION

The appointing authority may terminate an employee for any single serious violation of District policy or for any cause, or combination of causes, identified in Section 30 of these Personnel Rules and Regulations.

### 2. Application of Disciplinary Action

Any employee may be subjected to disciplinary action for just and sufficient cause. Disciplinary action shall include being reprimanded in writing, being placed on suspension, being demoted and/or being terminated and/or any combination thereof.

Where the disciplinary action is for a suspension of more than five days, a demotion, or termination, the employee shall be given a written notice of the intent to take disciplinary action including notice of the proposed effective date of said disciplinary action, the reasons for said action, charges, copies of materials relied upon, and notice of opportunity to respond prior to the imposition of said disciplinary action. The employee shall be given a written notice of action after the employee has been given the opportunity to respond. For a suspension of five days or fewer, the foregoing procedure shall apply except that the opportunity to

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respond need only be given within a reasonable time after the imposition of the disciplinary action.

Except as otherwise provided herein, discipline shall be administered as provided below:

- A. Written letters of reprimand may be issued for any minor disciplinary cause.
- B. An employee may be suspended, demoted or terminated for repeated minor disciplinary causes or for more major disciplinary causes for a period not exceeding six months.
- C. An employee may be suspended, demoted or terminated as a disciplinary action when job performance falls below satisfactory standards, or for other major disciplinary causes. An employee may be demoted for cause for a disciplinary action in lieu of or in addition to a suspension or termination. If demotion occurs as a result of unsatisfactory work performance, such demotion shall follow a minimum period of not less than three months of documented, less than satisfactory job performance while on special evaluation status.
- D. An employee may be suspended, demoted or terminated at any time as a disciplinary action for a single major or severe disciplinary cause.

The imposition of the above listed forms of discipline shall be based on the severity of the violation and/or number of violations that have occurred, the employee's employment history with the DISTRICT and in consideration of efforts made by an employee to rehabilitate him/herself. A single major or severe disciplinary cause may be grounds for termination regardless of the employee's employment history or any attempt by the employee to rehabilitate him/herself.

When it is determined that continued attendance at work by an employee would not be in the best interest of the DISTRICT, such employee may be suspended with pay and benefits pending completion of a disciplinary investigation. No such suspension with pay and benefits may exceed 30 calendar days.

It shall be customary, for minor violations, that the first violation results in a written reprimand; the second violation in a suspension; and the third violation in demotion or termination.



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non-prescribed hallucinogenic substances, or becoming intoxicated or influenced by narcotics, drugs or alcohol while on duty, or on DISTRICT property, or while wearing a DISTRICT uniform. If there is a reasonable suspicion that an employee is so intoxicated or under the influence and the employee refuses to take a sobriety test in accordance with established District procedures or refuses to release sobriety test results, he/she shall be considered to be under the influence.

8. The possession or use of any non-prescribed drug or use of a prescribed drug or narcotic which jeopardizes the safe operation of DISTRICT equipment, or in any way endangers DISTRICT employees or patrons or which violates any local ordinance or State or Federal law.
9. The consumption of alcohol or use of any narcotic, or hallucinogenic substance while in DISTRICT uniform and observed by or observable by the public.
10. Actions, including misconduct, malfeasance or misfeasance, which reasonable could have an adverse effect on the public or on other DISTRICT employees.
11. Possession or use of a weapon not authorized in writing by the DISTRICT while on duty or on DISTRICT property.
12. Conviction of a felony while employed by the DISTRICT where the General Manager determines that continued employment of said employee would not be beneficial to the DISTRICT.
13. Conviction of any crime involving moral turpitude, immoral acts or crimes of an immoral nature, crimes involving the sale of illicit drugs and/or crimes involving children, or conviction of any crime performed while on duty.
14. Disobedience of any written DISTRICT rule or regulation, policy, procedure or written department rule or regulation.
15. Violation of sick leave privileges including use of sick leave for any reason other than those established in written operational procedures or collective bargaining agreements; or excessive absenteeism.
16. Dishonesty which shall include but not be limited to falsifying time card or other claims for reimbursement, or application forms.

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17. Misrepresentation of the employee's authority to represent the DISTRICT.
18. Theft, or unauthorized use, or taking of District property including, but not limited to: tools, supplies, vehicles and equipment.
19. Failure to maintain a neat, clean personal appearance as established in writing by the department and/or to dress in clothing appropriate for the employee's assigned duties including the proper wearing and maintenance of any uniform prescribed by the DISTRICT.
20. Failure to comply with written safety rules, including failure to use safety equipment.
21. Where employees are required as a part of their duties to represent the DISTRICT or to interact with the public or other employees, any act, habit, behavior, appearance, or combination of factors either on or of duty, that impairs the trust, safety or confidence, of the public or other employees as required of the employees to effectively perform their duties.
22. Mishandling, theft, or misappropriation of District fares, revenues, funds or monies.
23. For positions that require operation of DISTRICT vehicles, loss of privilege of, suspension of, or failure to obtain or maintain appropriate driver's license required by local ordinance or state or federal law, except, however, where the loss of privilege of, or suspension of such license is for medical reasons and the employee is out on an approved medical leave.
24. Use of abusive or offensive language directed toward an employee or the public while on duty.
25. Violation of the California State Vehicle Code while operating a DISTRICT vehicle.
26. Failure to follow the orders of a police, fire protection, or peace officer while conducting DISTRICT business or performing job duties.
27. Where an employee functions in a supervisory capacity, failure to employ reasonable and accepted management or supervisory practices in the supervision and management of employees assigned to the supervisor.
28. Assault and battery on another person while on duty or on DISTRICT property.

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29. Unauthorized absence from duty or work station or failure to be in attendance at the employee's assigned work station at the time and place prescribed for the employee as defined in Section 30B. of these regulations.

B. Unauthorized absence from duty or work station shall include but not be limited to unexcused absence and unexcused lateness as defined in this section.

1. Unexcused absence is defined as being absent from duty for an entire work shift without prior authorization. An employee who remains out on an unexcused absence for 48 hours (two work shifts) or more without notification to his/her supervisor shall be considered to have voluntarily resigned.

2. Unexcused lateness shall be defined as failure to be in attendance at the employees assigned work station at the time prescribed for the employee.

To ensure that a fair and equitable policy is established to control unexcused lateness consistent with the overall mission of the DISTRICT and its various subdivisions, the following rules shall be in effect. These rules shall apply to disciplinary action only, and shall be independent of the application of payroll procedures.

a. For employees required to be on time to insure continuity of bus service to the public the following policy shall be in effect.

Employees must report for their assignments within one (1) minute of their schedule report time or they will be charged with a miss-out. Employees calling in sick must notify their work station at least sixty (60) minutes prior to their scheduled report time or they will be charged with a miss-out.

Disciplinary action for miss-outs shall be based on the following schedule. Miss-outs shall remain on an employee's record for six (6) months.

One	(1)	Miss Out	Counseling/(non disciplinary)
Two	(2)	Miss Outs	Letter of Reprimand
Three	(3)	Miss Outs	One Day Suspension
Four	(4)	Miss Outs	Three Day Suspension
Five	(5)	Miss Outs	Subject to Termination

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Employees who fail within one hundred eighty (180) minutes of their scheduled report time to report to work shall be charged with an additional miss-out for that day and shall be assessed an additional day's suspension.

Miss-Outs may be waived if an employee provides proof that she/he could not report on time due to the following:

1. Inability to report due to hospitalization
2. Involvement in automobile accident
3. Natural disaster (excluding power failures)
4. Scheduled failure of public transit
5. Traffic congestion due to accident or temporary construction.

Employees who fail to report as a result of DISTRICT scheduling errors shall not be charged with a miss-out.

- b. For employees required to be on time to ensure continuity of work products including the provision of vehicle servicing, maintenance of vehicles, maintenance of DISTRICT facilities and equipment, and provision of dispatch and public information services, the following policy shall be in effect.

Employees must report to their assignments within five minutes of their scheduled report time or they will be charged with a late arrival.

Employees calling in sick are required to notify their department, or designated representative at least 60 minutes prior to their scheduled report time or they will be charged with a late arrival.

Disciplinary action for late arrivals should be based on the following schedule. Late arrivals shall remain on the employee record for six months.

One	(1)	Late Arrival	Counseling
Two	(2)	Late Arrivals	Counseling
Three	(3)	Late Arrivals	Written Reprimand
Four	(4)	Late Arrivals	One Day Suspension
Five	(5)	Late Arrivals	Three Day Suspension
Six	(6)	Late Arrivals	Subject to Termination

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Employees who fail within one hundred eighty (180) minutes of their scheduled report time to report to work or who fail to call in sick, or who fail to call in and obtain permission to come in later than one hundred eighty minutes, shall be charged with an additional late arrival for that day.

Late arrivals may be waived if an employee provides proof that he/she could not report on time due to one of the following:

1. Inability to report due to hospitalization
2. Involvement in an automobile accident
3. Natural disaster (excluding power failures)
4. Schedule failure of public transit
5. Traffic congestion due to an accident or temporary construction

Employees who fail to report as a result of DISTRICT scheduling errors shall not be charged with a late arrival.

- c. For all other employees:

Employees who establish a pattern of unexcused lateness may be subject to disciplinary action.

- d. The unexcused lateness rule for each department or subdivision thereof as appropriate, shall be written and posted at the applicable employee workstation.

### **SECTION 31: SEPARATION**

Employees may be separated from service with the District for reasons other than cause for disciplinary action. Separation may be by resignation, death, lay-off, retirement, work completion by provisional or temporary employees, or for other reasons.

### **SECTION 32: MEDICAL SEPARATION**

The General Manager may separate employees from service with the District in cases where the employee, due to physical disability or mental incapacity is unable to perform the duties of the position to which he/she is assigned; or in the cases where the employee has a protracted absence due to illness where the prospect of recovery within a reasonable period of time is not probable. The District shall make reasonable accommodation for an employee's physical disability or mental incapacity when that employee, with such accommodation, is capable of performing the duties of the job to which he/she is assigned.

**SECTION 33: APPEAL OF DISCIPLINARY ACTION TO THE BOARD OF DIRECTORS**

A regular employee who is suspended, demoted or terminated and who is not covered by a separate appeal process of an existing collective bargaining agreement, shall have the right to file a written notice of appeal of said suspension, demotion or termination with the Secretary to the DISTRICT Board of Directors within ten days after mailing of the notice of disciplinary action. The DISTRICT Board of Directors shall hear the appeal or may delegate the authority to conduct the hearing to an appointed personnel committee composed of members of the DISTRICT Board of Directors or to a hearing officer, but final determination shall be made by the DISTRICT Board of Directors. The determination of the DISTRICT Board of Directors shall be final. The judicial review of the DISTRICT Board of Directors' action shall be pursuant to the Code of Civil Procedure Section 1094.5 and subject to the time limitations for filing set forth in the Code of Civil Procedure, Section 1094.6.

**SECTION 34: SERVICE OF THE GENERAL MANAGER**

The Board of Directors shall appoint the General Manager who shall have the responsibility for proper administration of the District in accordance with state laws and such ordinances, resolutions and policies as may be established by the Board. The performance of the General Manager shall be evaluated annually by the Board of Directors.

The General Manager shall serve at the pleasure of the Board of Directors.

The Powers and duties of the General Manager shall include the authority and responsibility of administering these Personnel Rules and Regulations and of serving as the appointing authority for all District employees. The General Manager may designate in writing, in accordance with adopted District job descriptions, the authority to appoint, evaluate and discipline District employees.

**SECTION 35: BENEFITS**

Each employee of the Santa Cruz Metropolitan Transit District appointed to a classified personnel position shall receive, in addition to the salary or wage rate adopted for said position, benefits as identified in the executed Collective Bargaining Agreement, compensation plan or the specified group to which the employee belongs.

**SECTION 36:           CONFLICT OF INTEREST/INCOMPATIBLE ACTIVITY**

No employee of the District shall engage in any arrangement or business which constitutes a conflict of interest or incompatible activity in regard to said employee's position. A designated employee, as defined in the DISTRICT'S adopted Conflict of Interest Code, shall disqualify him/herself from making or participating in the making of any decisions which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on any reportable interest of that employee (except sources of gifts less than \$50) or upon any business entity in which the designated employee holds a position of management or is a director, officer, partner, trustee, or employee. No designated employee shall be prevented from making or participating in the making of any decision to the extents that his/her participation is legally required for the decision to be made.

**SECTION 37:           AFFIRMATIVE ACTION PROGRAM**

The DISTRICT Board of Directors has adopted an Affirmative Action Program which insures compliance with the Civil Rights Act of 1964, and Equal Opportunity Act of 1972.

It shall be the policy and practice of the DISTRICT to plan, implement and administer all personnel and employment policies, procedures and programs without regard to race, religion, color, national origin, sex, sexual preference, marital status, age or physical handicap when with reasonable accommodation the individual can perform the duties of the job. This policy shall apply to all employees and applicants for employment and to all aspects of employment including recruitment, selection, appointment, training, promotion, reclassification, transfer, demotion, termination, layoff, reinstatement, compensation and discipline.

**SECTION 38:           REVIEW BY GENERAL MANAGER**

Any employee who is dissatisfied with the application of the Personnel Rules and Regulations may submit in writing to the General Manager such notice of dissatisfaction or concern for review.

# Exhibit A

PASSED AND ADOPTED this 24th day of JULY, 1987, by the following vote:

AYES: Directors - Bickal, Cucchiara, Cavallaro, Harlan, Laird, Levine, McFarren, McNeil, Patton, Rotkin, Saucedo

NOES: Directors -

ABSENT: Directors -

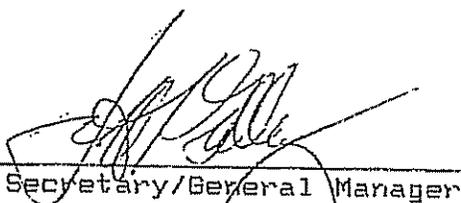
ABSTAIN: Directors -

APPROVED



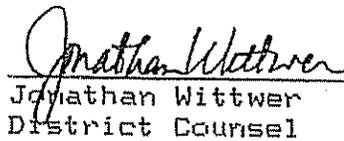
Chairperson

ATTEST:



Secretary/General Manager

Approved as to Form:



Jonathan Wittwer  
Jonathan Wittwer  
District Counsel

7/8/87 PERRULES. RES

**17A.Exhibit A.121**

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- ADDITIONAL MATERIALS DISTRIBUTED  
AT BOARD MEETING -

# **NEWS CLIPS**

**March 23, 2018 – April 27, 2018**

**SANTA CRUZ  
COUNTY  
ARTICLES**

## Aptos Times

### FTA Awards \$1.2M to METRO for New Buses

By Michael Oppenheimer on April 19, 2018



The Federal Transit Administration (FTA) announced that it has awarded a \$1,206,518 grant to the Santa Cruz Metropolitan Transit District (METRO) to purchase four Compressed Natural Gas buses. METRO's grant application was selected from among more than 1,000 applications submitted to the FTA Bus and Bus Facilities competitive grant program, and one of twelve grants awarded in California.

Alex Clifford, METRO's CEO, said that 62 buses in METRO's fleet are well beyond their useful life and need to be replaced immediately. "We are operating 20-year-old diesel buses with more than 725,000 miles that should have been put out to pasture by 2010. METRO will add \$1.2 million in local funds to this grant to buy four new CNG buses. We're chipping away at a huge backlog of overdue replacements."

METRO was able to apply for this grant and provide a \$1.2 million local match thanks to the California state legislature having approved Senate Bill 1, the Road Repair and Accountability Act of 2017.

METRO currently operates a fleet of 98 buses, 76 of which run on Compressed Natural Gas, a cleaner burning alternative that emits less greenhouse gases than diesel fuel. METRO has purchased only CNG buses since 2002.

Barrow Emerson, Planning and Development Director, stated, "We're honing our skill at winning competitive grant awards from federal and state funding programs. We have several more grant applications out there, and I'm optimistic that 2018 will be a good year for bus replacement funding."

The Federal Transit Administration selected 139 projects from across the country to share approximately \$264 million in federal funds available in 2017 for transit capital improvements.

Santa Cruz METRO especially thanks Senators Harris and Feinstein and Congressman Panetta and Congresswoman Eshoo for their letters of support which were included in the grant application.

Santa Cruz METRO provides fixed-route and Highway 17 commuter service to Santa Cruz County, transporting about 5.5 million passenger trips a year. METRO also provides paratransit service to Santa Cruz County with its ParaCruz service, providing about 86,000 trips per year. METRO's operating budget in FY18 is \$48 million.

Today METRO operates 98 buses on more than 30 fixed routes and serves the cities of Santa Cruz, Capitola, Watsonville, and Scotts Valley, as well as the unincorporated areas of the county. For more, visit: [www.scmttd.com](http://www.scmttd.com).

## Good Times



Photo Keana Parker

## How the Rail Trail Became the County's Most Divisive Issue

By Jacob Pierce

Posted on April 17, 2018

*[Editor's note: This is the first part in a series on the issues surrounding the rail trail. Part two runs next week.]*

When it comes to the rail corridor's future, can either side be trusted?

Miles Reiter, an opponent of rail and a board member for Greenway, walks the railroad tracks with a pole to show the width of the corridor. The rail trail plan calls for a new bike/pedestrian bridge here over the Santa Cruz Harbor.

As he walks down Seabright's railroad tracks, Miles Reiter steps over discarded potato chip bags and paper cups. He turns to face me under a eucalyptus grove hanging overhead in the narrow valley that is Santa Cruz County's rail corridor—perhaps the most contested piece of real estate in the entire Monterey Bay.

Not far from the steel truss bridge over the San Lorenzo River, we near East Cliff Drive's overpass, as cars zoom overhead. Reiter says the fifth-of-a-mile ravine where we're standing isn't wide enough to accommodate both a train and an adequate bike/pedestrian trail, like the one the Santa Cruz Regional Transportation Commission (RTC) has planned in its "rail trail" project that's decades in the making.

“Because look at this—what’re you going to do with this?” says Reiter, gesturing around at graffiti-tagged concrete walls that hug the tracks rather tightly. “This is one of the narrowest spots, but it’s not all that unique. Every segment has issues. Pick your segment, and we’ll go see trouble.”

Reiter, an opponent of passenger rail service in the county, is pointing with his head more than his hands, as he’s holding a 22-and-a-half-foot rod that he brought to demonstrate how tight the corridor is and what problems engineers may run into should they really try to squeeze in adequate space for cyclists along the tracks.

This much-debated rail trail would be Santa Cruz County’s portion of the Monterey Bay Sanctuary Scenic Trail (MBSST). The accepted status quo was once a 22-or-so-mile train line running from South County to Santa Cruz, with a 12-to-16 foot-wide trail alongside it.

But Reiter and a group of like-minded activists had a different idea. They decided the train would never work—given the environmental cost of carving out space for it, the financial cost of building and maintaining it, and the estimated ridership, which they felt was too small to justify the project. They also felt that bicycles are the future. The question they asked themselves was: “What if we could just build a better trail?”

However, not everyone who’s tracked the developments is on the same platform.

On the other side of the issue is Barry Scott. A train lover with a graying curly beard, Scott says he keeps railroad studies with him at all times. They’re on his MacBook, in his side bag, on his iPhone, in his head.

He keeps an eye on the big picture, too. On a recent drive up to Marin County, Scott tells me that all the squabbling over the corridor has gotten out of hand, with activists seeking out only the perspectives they want.

“There’s a lot of confirmation bias—[thinking] ‘this is what I want,’ and then going and looking for information that supports it,” Scott explains to our driver, environmentalist Bill LeBon, who’s taking us up to San Rafael, where we’ll all board the Sonoma Marin Area Rapid Transit (SMART) train for a Saturday afternoon ride. “[Rail opponents] show all the train projects that come in over budget. I do it, too—I look for trains that came in *under* budget. I go onto Google and type in ‘train projects that came in under budget.’”

Beyond confessing to cherry picking his data, Scott is summarizing a chief reason the fight over the rail corridor has become so contentious. There are two camps, and both groups have been developing their own sets of facts in a scorching-hot debate—with each side fanning the flames, like a 19th century train conductor shoveling coal into his engine’s firebox to make the locomotive go faster.

## Drawing the Lines

In the years before the RTC even voted to approve a purchase of the 142-year-old freight rail line with state money from Proposition 116, arguments have simmered about the corridor’s future.

The commission first began exploring a purchase in 2001, with locals chirping in—either about whether or not it was wide enough to accommodate a trail, or more recently, whether or not it's wide enough for a train. Escrow on the purchase finally closed in 2012.

Reiter started the Great Santa Cruz Trail Group in 2016 with venture capitalist Bud Colligan, a former rail trail supporter who once had a Friends of the Rail Trail (FORT) bumper sticker on his Prius Plug-in. Nearly a year ago, Great Santa Cruz Trail Group morphed into Greenway, a nonprofit that counts both Reiter and Colligan as board members and advocates for a trail-only approach to the corridor. Reiter, the former CEO of the berry company Driscoll's, says that even if train-friendly planners can dig out enough of the corridor's hillside to make room for a trail alongside the tracks, the combined trail and train project will never see enough use to justify the cost.

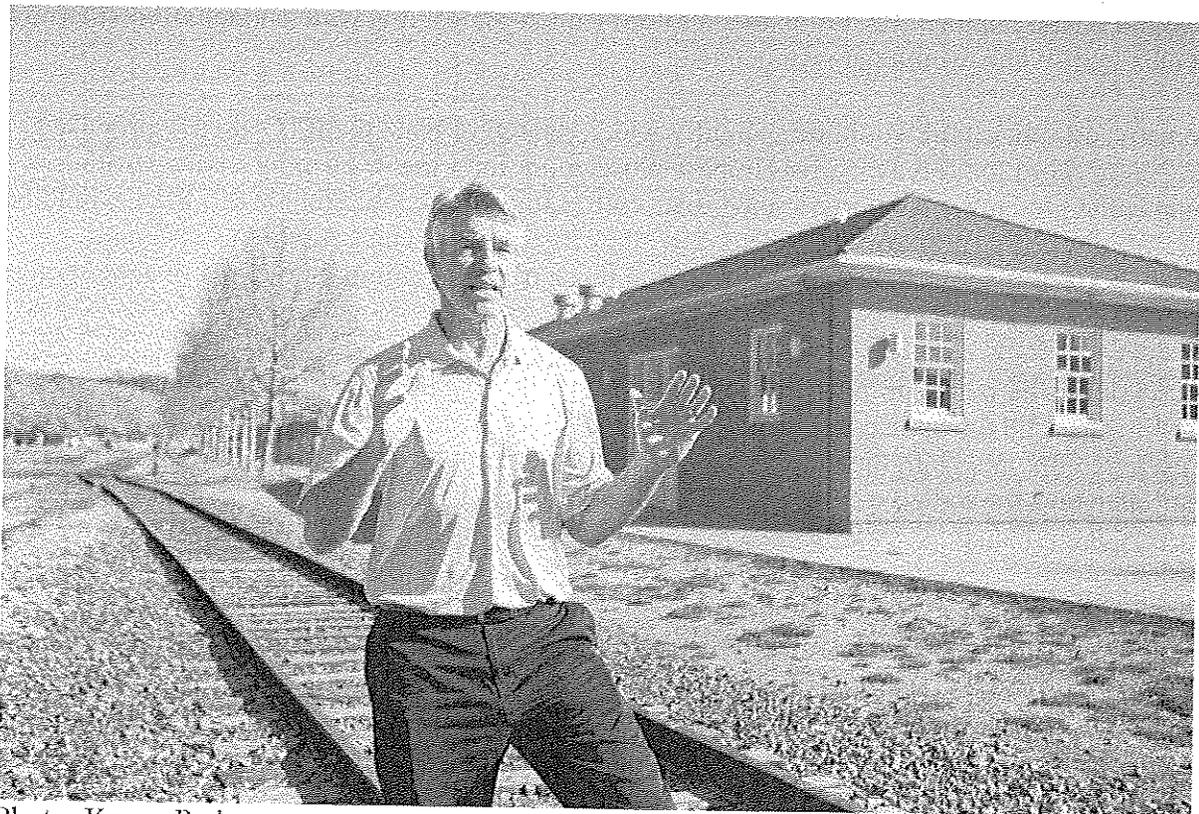


Photo: Keana Parker

**TRAINING DAY** Mark Mesiti-Miller, a retired engineer, says commuters could one day hop on and off trains at Depot Park, which is at the edge of downtown Santa Cruz.

The MBSST Master Plan is ambiguous about where exactly the trail would go on this sliver of Seabright's segment nine—one of three segments I'm surveying firsthand with Reiter during our three-hour Sunday morning stroll. (There are 20 segments total on the proposed trail.) The map shows a trail on the inland side of the tracks, but the plan's text is more ambiguous, making it sound like the trail would get diverted up onto Murray Street without detailing the exact route. It's one of a few confusing passages in the 2013 plan.

Reiter, who was skeptical of the train early on, first invited Colligan to walk part of the corridor with him three-and-a-half years ago. After they finished, Colligan—who's out of the country until September—decided he and Reiter had to do something to change the conversation. He also ripped the FORT sticker off his car's bumper.

They decided what the corridor needed was a better trail.

"This would be just a gorgeous trail, really functional," says Reiter, swiveling his head, taking in the canopy around us. "By keeping the rail in place, this trail loses so much functionality. Our big interest is active transportation and reducing congestion and making people healthier, and it's a better way to live and a better way for the community to be. But the element of creating a renowned, really fabulous, really safe beautiful bike trail that goes from Davenport to Pacific Grove—60, 70 miles. I've looked at all the most popular trails in the Western United States. This one would be the number one trail in the Western United States. It is wide enough. It's wider than most trails. This would get so much use."

In some places, their trail would be a slightly wider version of what the RTC already proposed, giving more room for speedy cyclists to pass those going for a jog or pushing a baby stroller through what Greenway supporters sometimes call "a linear park." In other areas, there would be separated bike and pedestrian paths. This way, they say, the trail can get more use from all groups—both from those looking for leisure and those trying to commute to work or school more quickly.

Reiter periodically pauses to put one end of his yellow pole against the railroad ties and places the rod's other end down, leaning it against the tree-covered slope. Every cubic foot of hillside and each tree that falls into the pole's path would theoretically need to come out in the RTC's plan. Reiter says the rod gives a sense of what the "physical capacity" of the corridor is, and to him every inch matters.

Colligan and Reiter argue that the future of transportation will take a much different path than that of previous generations. The flexibility of self-driving cars and ride-sharing will make commuters less interested in transit, they say, and electric bicycles will allow ordinary cyclists to travel longer distances on bike trails than ever before. A presentation that Colligan sent me this past fall argued that Watsonville's working poor would have a difficult time affording train fares anyway.

One thing is certain: The discussion, both for and against the train, is being driven by wealthy, retired white men who say they want to get people moving—building a happier, healthier, more vibrant county.

## **Full Steam Ahead**

It's a hot autumn day on Santa Cruz's upper Westside. Retired engineer Mark Mesiti-Miller, who's given voice to train supporters with his high-profile campaigning on the issue, is sitting in his backyard, which overlooks Santa Cruz. From his patio, we can almost see segment eight of the tracks, where they pass in front of the Santa Cruz Beach Boardwalk. He's cracked open a Rail Trail IPA, which Santa Cruz Mountain Brewing had crafted over the summer to raise money

for FORT. The brew flew off the shelves, with 200 cases selling out the first weekend, but Mesiti-Miller still has a small stash going in his refrigerator months later.

A Santa Cruz planning commissioner disheartened about rampant inequality, he isn't buying the notion that a wider trail is helpful for the county's poorest families, and certainly doesn't think it would be any better than a train.

"It's wrong. Bud need look no further than his own private study, the study funded by the Great Santa Cruz Trail Group. He can look at the ridership estimates for his trail-only solution, and he could see that only 147 new recreational or utilitarian cyclists will shift from other modes in traveling from Watsonville to La Selva," says Mesiti-Miller, a former cyclist who's broken a sweat riding from Santa Cruz to Watsonville on two-hour Saturday morning rides. "And I think those are optimistic numbers. And so to argue that is somehow equitable is wrong, when there are thousands of people that would use the rail. It's not even close. That he makes that argument is laughable. It's wrong. It's delusional. He can say it, and he does. And he says it very convincingly. It's a zero-entry point. It's like, 'OK, yeah, you can buy a bicycle for very little money. But it doesn't get you anywhere, to buy a bicycle for people who can't ride a bike.'"

## Ride of Passage

Back in the Ford Bronco, which runs on half gasoline and half alcohol, LeBon is taking us up Highway 1 on our way to the SMART train. His blue pickup truck rumbles through a foggy, overcast mist, with Scott riding shotgun as I sit bunched up in the compact backseat, scribbling down notes.

It was LeBon, a fossil fuel-hating transportation activist, who first pitched the idea for the field trip to a few fellow environmentalists from the local Sierra Club, which has supported the rail trail proposal. LeBon invited me along as well. In 1991, he rollerbladed across the country to raise \$10,000 for the Rails to Trails Conservancy. He also co-founded local environmental operations like the Hub for Sustainable Transportation, the PedX bicycle couriers and the Green Station. Although he's an avid cyclist, he says trains are a great way to move people sustainably.

In the coming decades, according to Mesiti-Miller, trains will become a regular part of the county's transportation ecosystem. Caltrans' recent draft State Rail Plan has outlined billions of dollars for train projects across the state, and the county's share of that could bring in hundreds of thousands of dollars, enough for "super-deluxe passenger rail systems—fully electric, quiet crossings, the whole nine yards," he says. Travelers and commuters, Mesiti-Miller explains, will be able to transfer in Pajaro Valley and head up to Silicon Valley. The rail plan's executive summary maps out rail lines around the state that could be active by 2040 and includes Santa Cruz County.

Skeptical of promises of state money, Gail McNulty, Greenway's executive director, doesn't think the county will see a dime of that without passing a sales tax measure. Such a tax would come on top of Measure D, which, after passing in 2016, is providing cash across five transportation sectors—including for the rail trail, as well as rail corridor repairs and train analysis.

Using some of that Measure D cash, the RTC is currently studying how to improve transportation via its Unified Corridor Study, with findings on track to come out by the end of the year. The commission is studying the best use for three major corridors, Highway 1, Soquel Drive and the rail corridor. Along the corridor, RTC staff is putting four ideas forward, and each of them includes a trail in some capacity: passenger rail service, freight rail service, bus rapid transit along segments of the corridor, and a wider bike and pedestrian trail with no tracks.

Open to alternatives, Greenway supporters have been floating the bus rapid transit idea as a different approach for the corridor. Depending on the routes, the buses could allow riders to take the bus to the exact stop where they want to go, instead of being stuck on the tracks.

As LeBon's Bronco patters up a 19th Street hill in San Francisco, I bring up the idea of bus rapid transit—asking if it provides all the benefits of trains and then some. "People love trains. We're not riding all the way up to Sonoma to go ride on a bus," says LeBon, who's wearing a faded blue Kona Big Wave Golden Ale shirt. "People love trains, and that's exciting. That's fun. [Buses] don't have that sex appeal, and if you want to get people out of their cars, buses aren't very sexy, but trains are. People go all the way up to Sonoma just to ride the train because it's fun."

The RTC estimates the rail trail will come out to \$127 million and the train could be anywhere from an estimated \$93 million to \$176 million, depending on the specifics of the chosen scenario. That total doesn't include yearly operational costs. Greenway's consultants have said their plan would come out to \$50-\$70 million.

Both camps castigate their opponents' estimates as laughably optimistic.

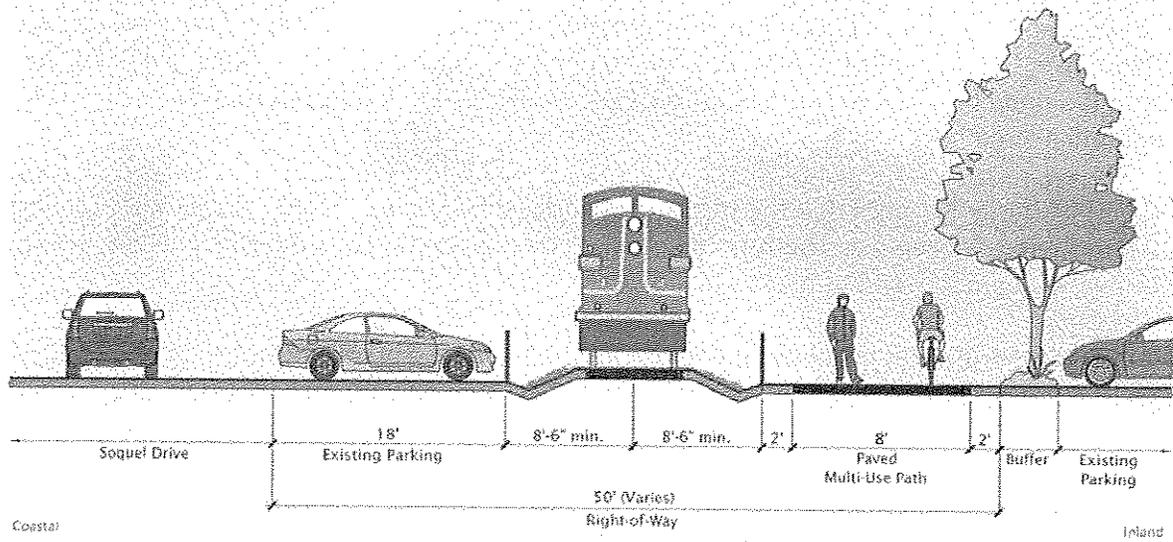


Figure 4-34 Segment 12 trail section

**DRAWN OUT** A rendering from the Monterey Bay Sanctuary Scenic Trail Master Plan shows an eight-foot-wide path beside the train tracks in Aptos. Exactly how engineers can make this a reality is the subject of controversy.

## Designer Dreams

“What the fuck are they talking about?!” yells Reiter, smacking his copy of the MBSST plan with the backside of his hand.

We’re standing in Aptos Village staring at the corridor—both in front of us and via the renderings on the page. Reiter didn’t even bother to bring his measuring rod with him out of the car for this segment, and he doesn’t have to.

It appears obvious enough to me that the scene before us looks nothing like the plan’s drawing, an image that resembles a high school art project more than it does a professional rendering.

The illustration shows Soquel Drive on the left, along with ample parking on both sides of the trail and tracks and a tree that was left untouched. In the actual scene, those are all in much closer proximity, leaving the impression that something’s got to give. Even if a trail does fit, it looks like the parking and trees will be history. It all strikes Reiter as deceptive.

“They just went and drew something that had nothing to do with [reality], and they put the name of the street and the existing parking,” says Reiter, who believes the design groups that drew these images should be sued.

There's another element that has got him steaming mad. Mesiti-Miller likes to say that most of the rail trail will be 16 feet wide and the rest will be 12. It's an interpretation that Reiter takes issue with. He notes that the 2013 MBSST plan, after all, shows an 8- to 12-foot-wide trail with two-foot shoulders on each side. However, since then, I later learn, the RTC has signaled that it will do a 12- to 16-foot trail with no shoulders.

Still, given the narrowness of many corridor segments, Reiter says the RTC would end up diverting much of its bike path down local roads near the corridor. When Greenway hired Alta Planning + Design, out of San Jose, to do an analysis, consultants found that needed diversions from the route between Seacliff and Live Oak would lead to a 35 percent drop in bike ridership along that stretch.

Mesiti-Miller, who notes that the plan won a series of planning awards, doesn't see renderings like this one as deceptive. The retired engineer says in essence that the concepts are beyond Reiter's pay grade—and mine, for that matter.

"I would describe that phenomenon as the difference between an engineer and everyone else. And I don't mean that in any kind of negative way. It's just a reality. When people like myself or train professionals, or the people who put together Monterey Bay Sanctuary Scenic Trail Plan—when they prepare a master plan, they have the ability to look at that same drawing and say, 'I see how this can work.' And I'm not bragging. It's just a fact. It's a gift that people in my profession have," says Mesiti-Miller, who also acknowledges that the items depicted in the image—the trees, the parking—very well may not end up in the final picture, once the project's done.

## Get SMART?

The green SMART train makes seven stops as it rolls smoothly from San Rafael to the Sonoma County Airport, passing pastures dotted with sheep and cattle along the way. A café sells coffee, tea, beer, wine, and a few light meals. Casey Beyer, executive director of the Chamber of Commerce, says the chamber will be taking a trip of its own on SMART next month so its members can take in the whole experience for themselves.

Many rows of the train's special-grade vinyl seats face forward, but each car has a few tables for groups to chat. LeBon, Scott and Keresha Durham, who serves on the local Sierra Club's executive committee, and I manage to find a free one.

"You know what I notice about the train?" LeBon tells us. "Listen to all the people talking, all the conversations. This doesn't happen in cars or even on buses. I hear more conversation on trains than on buses."

Earlier that day, a group of Santa Cruzans, including LeBon and Durham, had gotten off the train early to ride the trail that goes down the corridor, while Scott and I stayed and took the train all the way to the end of the line. The cyclists met us on the way back after riding several miles, during which they only saw a couple pedestrians and a couple cyclists. LeBon and Durham say there was more than enough room. "There was no traffic. It was great," LeBon says. "It's no big deal. There's a train track. There's a trail. It's a no-brainer."

More than six months in, the train's ridership has lived up to expectations—something SMART managers have lauded as a great success, given how October's fires ravaged and displaced so much of Sonoma County and caused the population of some regions to drop. Managers have had to add extra cars to accommodate a surprisingly large cycling community.

But the whole day's round trip fare comes out to \$23 per person, hardly affordable for a working family, I can't help but mention. Scott says a better model for Santa Cruz's possible train may be the Sprinter, a 22-mile rail line that runs through North County San Diego. "SMART's not representative of necessarily what we would have," Scott says. "It's going further distances. It's a bigger train. It's more expensive and faster."

Looking out the window a few months prior, McNulty had a different view on that same ride. She took SMART the entire length of the tracks herself, and says she noticed the Marin-Sonoma's corridor is much more open than Santa Cruz County's. "They have two tracks in lots of locations," says McNulty. "Their stations tend to be very wide. Also, look at their parking. Look at the types of things they've had room to build. I don't know what we would do to build that here."

At its current juncture, Greenway's leaders don't know exactly what path their organization will be taking next.

The next major stop for enthusiasts is more than six months away, as Greenway awaits results from the Unified Corridor Study, says Manu Koenig, an independent contractor and canvasser for the nonprofit. "And then we're going to have the plan to move forward, and it's a time to engage the public," he says.

Koenig gathers signatures from locals in support of Greenway. He also manages a team of fellow independent contractors, each of whom gets paid per signature for petitioning county residents and convincing them to sign onto the proposal. These signatures show support for the plan but aren't legally binding and could not be used to submit a ballot measure. Still, Koenig says that if he can show an elected official that "there are 2,000 people in your district that support the Greenway plan, that changes their minds a little bit."

There had been chatter about gathering signatures for an actual ballot initiative, but McNulty says that Greenway will "probably not" pursue a measure for the November election. The deadline to file is Aug. 10, and a countywide measure requires that a group submit more than 7,000 signatures.

## **Bruising Battle**

The California Coastal Commission rolled into quarrelsome territory this past February when it wrote a letter to Association of Monterey Bay Area Governments, weighing in on transportation planning. The letter expressed firm support for passenger rail service in the region, including through Santa Cruz County.

The letter got bandied about by train enthusiasts, with Mesiti-Miller confidently sharing it with *GT* and repeatedly calling the Coastal Commission an "immovable object," proclaiming that if

Greenway ever wanted to rip up tracks, they would have to go through the notoriously powerful body first.

After the SMART train ride, on our walk back to the car, Scott went one step further, telling me that he wanted to hold the Coastal Commission's letter up to the Greenway folks and say, "This is the death of you."

But only a couple days later, it became clear that the commission had no interest in being the nail in any organization's proverbial coffin. In a letter to the RTC, the Coastal Commission clarified that it would not take a position on whether or not to implement passenger rail service—but rather feels that local leaders should keep options open for buses or trains along the corridor.

"We're not an immovable force," Susan Craig, the Coastal Commission's deputy director for the Central Coast, explains to *GT*, "and we're willing to listen to different perspectives and modify our position."

The saga is but a glimpse into how, when a group of stakeholders gets an inch, they'll try and take a mile.

As for Greenway, Reiter concedes that he's heard people say, "There's so much lying on both sides, I don't know what to believe."

He also knows that Brian Peoples, the anti-train executive director of Trail Now, which predates Greenway, sometimes comes off as abrasive in public meetings and on social media. "Brian gets a little extreme now and then," says Reiter, although he's also donated \$5,000 to Trail Now and believes that Peoples has ultimately helped move the anti-rail discussion forward.

Peoples admits that he's impatient when it comes to improving the corridor, and says he likes holding politicians accountable. He explains that he even encouraged Reiter and Colligan to start their own separate organization, one that would be more palatable to those who didn't want to stoop to Trail Now's level.

Before Greenway launched, Peoples, a strategic and missile defense engineer, says he told Colligan and Reiter that their mutual anti-rail cause could benefit from a friendlier ally. A separate coalition, he suggested, could appeal to a different demographic: business owners, folks with political connections and those who "don't want to get into the mud."

"Because in a pig fight," Peoples says, "everyone gets muddy."

Santa Cruz County is a community that prides itself on shared values. However, when it comes to what to do with this old freight line, the tone sometimes manages to mirror the rancorous partisanship happening in Washington D.C.—if not even make it look a little tame.

Ron Goodman spent the mid-1990s as the director of People Power, now called Bike Santa Cruz County, and he says he hasn't seen such an unsightly fight since the early days of Arana Gulch Multi-Use Trail debate, which he calls "similarly ugly" for how it pitted groups of environmentalists against each other as it dragged on for 20 years.

After years of hearing from both sides and studying the issue closely, Goodman thinks the rail corridor would work best as a thoroughfare for buses, alongside a multi-use trail. And although he doesn't think a train will ever happen in Santa Cruz, he says there has been misinformation from both sides.

Greenway's yard signs, for instance, promise there will be "no trees axed," a platitude that sounds unrealistic to me—especially if Greenway commits to separate trails for pedestrians and cyclists for any appreciable stretch of the corridor. I mention my confusion about that detail to Goodman.

"All sides have stories that don't add up," Goodman says, laughing at the perplexity of the face off. In a perfect world, he feels the messy discussion could get decided by a government subcommittee.

"It's crazy!" he adds. "So it's really hard to have conversations with everyone, and they don't think they have to be held down by reality."

As We See It

# Primary: Vote yes on state Props. 68, 69

# OPINION



Sunday, April 15, 2018 » MORE AT FACEBOOK.COM/SCSENTINEL AND TWITTER.COM/SCSENTINEL

*The following are the first in a series of recommendations for the June 5 primary election.*

## Proposition 68

Proposition 68 is a \$4.1 billion bond plan to fund parks and water projects in California.

Nearly two thirds of the money raised would go to refurbish the state's 110 parks, including those in Santa Cruz County. That means funding for rundown structures, improved hiking trails and for better accessibility to beaches.

To anyone who visits local state parks, those goals all seem no-brainers. But 68 would also provide \$1.27 billion for a number of water projects, including flood protection, providing clean water and for improved delta levees. No money would go for Gov. Jerry Brown's proposed San Joaquin Delta tunnels or for new dams.

There's another aspect of this ballot measure that's noteworthy: \$725 million of the park funding is aimed at "park-poor" urbanized areas of the state. These are mostly lower income communities in the Central Valley and Southern California. In addition, each city in our region will receive a minimum of \$200,000 in Prop. 68 money, while every county gets \$400,000 to improve parks. We'll choose to believe that Sacramento will ensure these provisions mean the money will be spread around fairly, rather than going to pet projects sponsored by legislators from more populated cities and counties.

The other aim of this measure is to clean-up contaminated water supplies, as well as restoring groundwater supplies drained in the long drought of recent years. It also provides \$100 million for recycling projects.

Voters might ask why is this even on the ballot? Why couldn't the Legislature just appropriate the money? Well, they did, passing state Senate President Kevin de León's Senate Bill 5 last fall. But our state constitution requires voter approval by a simple majority before the state can issue general obligation bonds.

Opponents of Prop. 68 say the state should pay for these park and water projects out

of its general fund annual budget. But bonds are like a home mortgage that give the borrower a large amount of loaned money with the ability to spread the payments out over a long period of time. And, thanks to Gov. Brown's fiscal restraint over the past eight years, the state's debt load is relatively low.

Proposition 68 is a comprehensive plan that will improve two vital aspects of life in our state: water and recreation. That's why it's supported by a broad coalition of business, civic and environmental groups.

It deserves your support as well. Vote yes on Proposition 68.

## Proposition 69

Proposition 69 comes off as another form of cleanup — amending the California Constitution to require new registration and fuel taxes approved in 2017 by the Legislature be spent only on road and transportation projects.

The intent of the measure is to protect these funds from any legislative grab to use them for non-transportation purposes.

The 12-cent gas tax increase was the first in 23 years, and considering the sorry state of our roads and highways, was more than necessary. While most of the \$5 billion in new transportation revenue is already constitutionally earmarked, some of it falls outside these protections. That's why voters are asked to approve this common-sense cleanup — and why Prop. 69 has a long list of endorsements.

Opposition comes primarily from groups who hope to land a measure on the November ballot to repeal the entire gas tax increase. If that measure makes the ballot, and voters fall under its anti-tax spell, expect any savings at the pump to be far outweighed by vehicle damages from our pothole-plagued roads.

Prop. 69 should not be confused with a possible repeal, however, The transportation taxes are already in place and being collected and money already is being spent on our crumbling roads. This amendment gives voters the power to ensure their taxes area spent on what was promised.

Vote yes on Proposition 69.

## Editorial, April 15, 2018: Vote On State Ballot Measures 68 And 69

Posted: 04/14/18, 7:42 AM PDT | Updated: 1 day ago

*The following are the first in a series of recommendations for the June 5 primary election.*

Proposition 68 is a \$4.1 billion bond plan to fund parks and water projects in California.

Nearly two thirds of the money raised would go to refurbish the state's 110 parks. That means funding for rundown structures, improved hiking trails and for better accessibility to beaches.

To anyone who visits local state parks, those goals all seem no-brainers. But 68 would also provide \$1.27 billion for a number of water projects, including flood protection, providing clean water and for improved delta levees. No money would go for Gov. Jerry Brown's proposed San Joaquin Delta tunnels or for new dams.

There's another aspect of this ballot measure that's noteworthy: \$725 million of the park funding is aimed at "park-poor" urbanized areas of the state. These are mostly lower income communities in the Central Valley and Southern California. In addition, each city in our region will receive a minimum of \$200,000 in Prop. 68 money, while every county gets \$400,000 to improve parks. We'll choose to believe that Sacramento will ensure these provisions mean the money will be spread around fairly, rather than going to pet projects sponsored by legislators from more populated cities and counties.

The other aim of this measure is to clean-up contaminated water supplies, as well as restoring groundwater supplies drained in the long drought of recent years. It also provides \$100 million for recycling projects.

Voters might ask why is this even on the ballot? Why couldn't the Legislature just appropriate the money? Well, they did, passing state Senate President Kevin de León's Senate Bill 5 last fall. But our state constitution requires voter approval by a simple majority before the state can issue general obligation bonds.

Opponents of Prop. 68 say the state should pay for these park and water projects out of its general fund annual budget. But bonds are like a home mortgage that give the borrower a large amount of loaned money with the ability to spread the payments out over a long period of time. And, thanks to Gov. Brown's fiscal restraint over the past eight years, the state's debt load is relatively low.

Proposition 68 is a comprehensive plan that will improve two vital aspects of life in our state: water and recreation. That's why it's supported by a broad coalition of business, civic and environmental groups.

It deserves your support as well. Vote yes on Proposition 68.

Proposition 69 comes off as another form of cleanup — amending the California Constitution to require new registration and fuel taxes approved in 2017 by the Legislature be spent only on road and transportation projects.

The intent of the measure is to protect these funds from any legislative grab to use them for non-transportation purposes.

The 12-cent gas tax increase was the first in 23 years, and considering the sorry state of our roads and highways, was more than necessary. While most of the \$5 billion in new transportation revenue is already constitutionally earmarked, some of it falls outside these protections. That's why voters are asked to approve this common-sense cleanup — and why Prop. 69 has a long list of endorsements.

Opposition comes primarily from groups who hope to land a measure on the November ballot to repeal the entire gas tax increase. If that measure makes the ballot, and voters fall under its anti-tax spell, expect any savings at the pump to be far outweighed by vehicle damages from our pothole-plagued roads.

Prop. 69 should not be confused with a possible repeal, however, The transportation taxes are already in place and being collected and money already is being spent on our crumbling roads. This amendment gives voters the power to ensure their taxes are spent on what was promised.

Vote yes on Proposition 69.

## METRO LOBBIES FOR FUNDING



Contributed  
**Santa Cruz Metro CEO Alex Clifford (from left), Director Mike Rotkin, Immediate Past Chairman of the Board Jimmy Dutra and Director Ed Bottorff lobbied for funding in Washington D.C. this week for Metro. This annual trip has resulted in awards adding up to \$5 million over the last two years. Santa Cruz Metro has an aging fleet of buses and is in need of funding to help replace them. Dutra and Rotkin have been a part of these lobbying efforts for the last three years.**

## Retired instructor earns recognition Rothwell's 'Practically Speaking' receives award

By **ERIK CHALHOUB**

**APTOS** — A retired Cabrillo College instructor has garnered national recognition for one of his recently-published textbooks.

J. Dan Rothwell's "Practically Speaking" was one of 26 textbooks to receive a 2018 Textbook Award by the Textbook & Academic Authors Association.

The textbook, which addresses the ins and outs of public speaking, is now in its second edition, published by Oxford University Press.

"Receiving any award for writing a

textbook, but especially being honored by my

professional colleagues in the authoring business, is especially gratifying," Rothwell said.

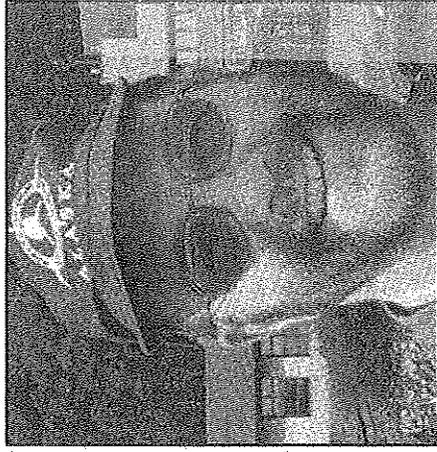
Rothwell, who retired from Cabrillo in May 2016, chaired the Communication Studies department for 30 years. He has received more than two dozen teaching awards, but 2018 Textbook Excellence Award is the first such award he has received for authoring a textbook.

He has written 19 editions of his five published textbooks, and added that he is

currently working on four more textbooks. "As an author I believe that I can have a positive influence on the lives of students," Rothwell said.

"That is the driving force that propels me to continue writing textbooks even in retirement."

Rothwell will receive the award at the Textbook & Academic Authors Association conference in



J. Dan Rothwell

Santa Fe, N.M. on June 15.

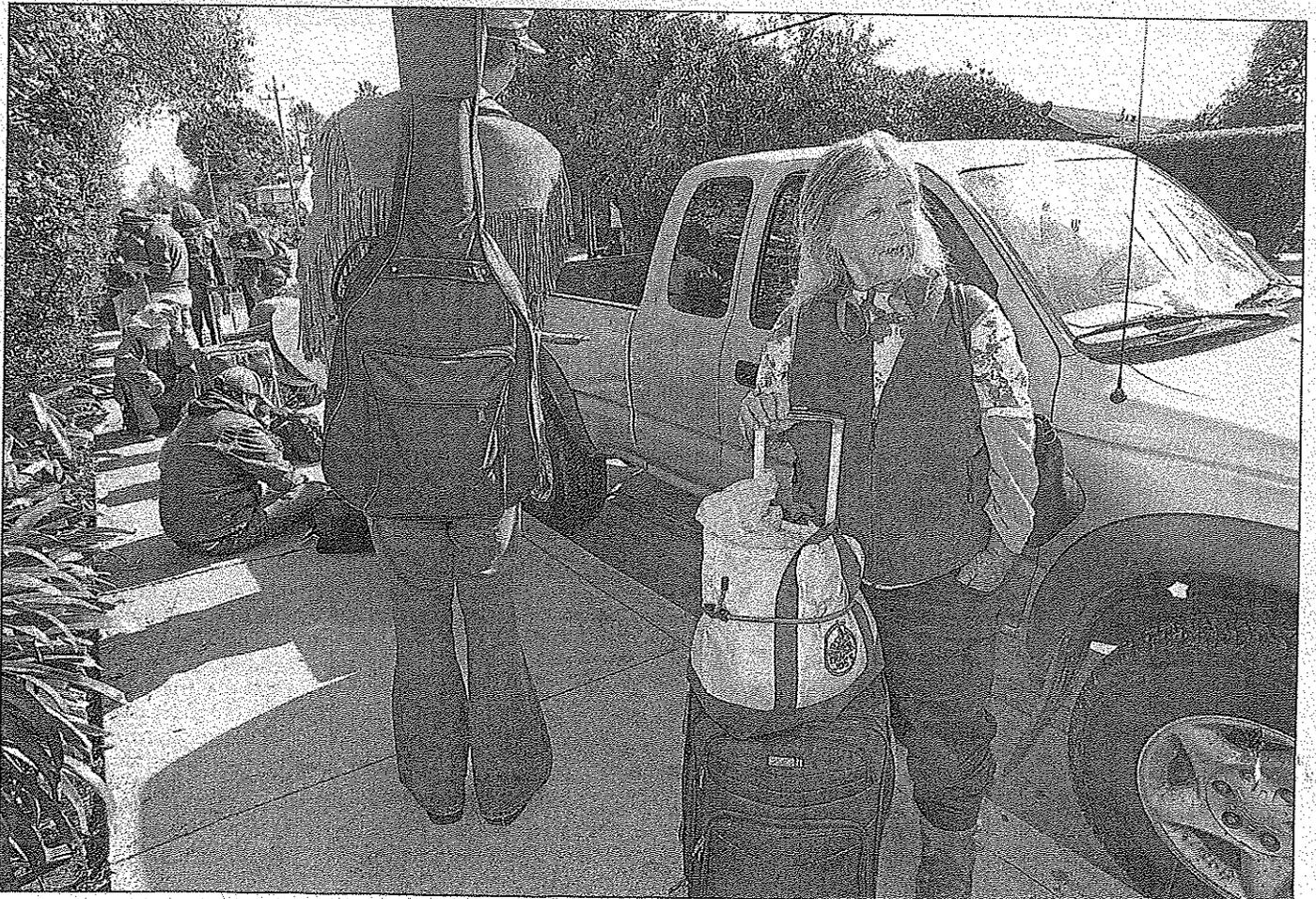
"This marks the high point of my publishing career, a career that I find enormously rewarding in many ways other than receiving public acknowledgment," he said.

# A2 LOCAL NEWS

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HOMELESSNESS

## Winter shelters set to shutter



Cherie Petersen, homeless in Santa Cruz for the past several years, waits to be admitted to the Salvation Army winter shelter on Monday afternoon.

PHOTOS BY DAN COYRO — SANTA CRUZ SENTINEL

## Emergency beds reduced by nearly half with season's end

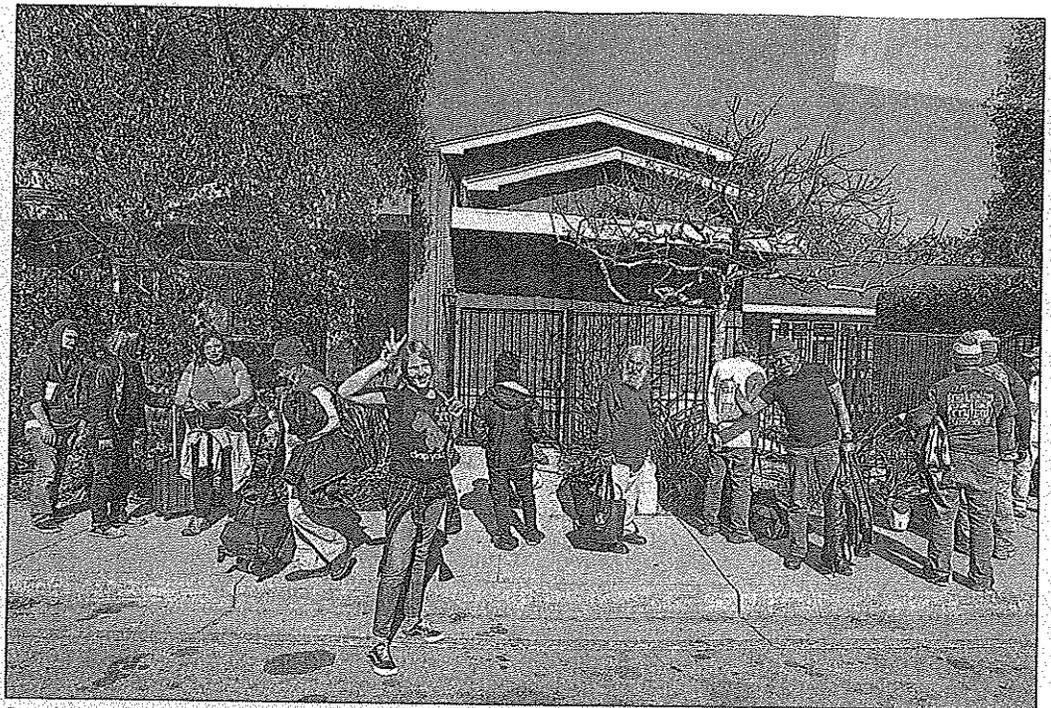
By Jessica A. York  
jyork@santacruzsentinel.com  
@ReporterJess on Twitter

**SANTA CRUZ »** For Cherie Petersen, it was unclear Monday what's next for her when the 50-bed winter shelter on Laurel Street closes later this month.

She has been approaching volunteers who cook and serve meals at the shelter to ask for their assistance in offering their houses of prayer as shelter sites.

"I'm hoping the mayor and the city council come up with a solution and another shelter for the women, especially older women. I have PTSD and a lot of women have PTSD. We're afraid of the dark and I think women should be protected," Petersen said while standing in line for nightly intake at the Salvation Army. "They don't belong on the street — nobody belongs on the street. If every church pledged to take in a certain amount, it would give people hope: Maybe my church has still got room for me."

The county has three seasonal shelters — one at Laurel Street, another in Watsonville and a third in Live Oak — providing



People line up to be admitted to the Salvation Army's winter homeless shelter near downtown Santa Cruz on Monday afternoon. The shelter for 50 is scheduled to close April 15.

148 emergency beds this winter.

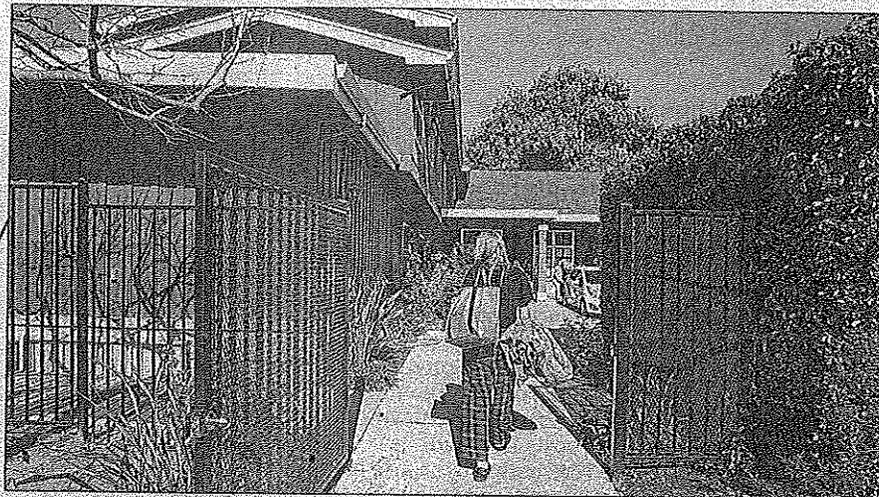
With the closure of the Live Oak shelter on Saturday, North County's shelter beds were reduced by some 60 openings. In two weeks, an additional 88 beds are set to go offline, as the North and South County winter shelters come to a close for another season.

At its peak this year, seasonal shelter beds comprised about 45 percent of Santa Cruz County's total number of emergency beds. Emergency bed shelters, unlike transitional housing, tend to have shorter stays and higher turnover.

It's difficult to predict where this subset of the homeless pop-

ulation will go, whether they'll move to Santa Cruz's open spaces, sidewalks or elsewhere. For Nathaniel Reagan, who lined up Monday for entry to the Laurel Street Salvation Army shelter, he said he'll likely end up in a doctor's or dentist's office doorway.

**HOMELESS » PAGE 3**



DAN COYRO - SANTA CRUZ SENTINEL

A woman enters the Salvation Army hoping to spend the night Monday as part of the winter shelter program.

## Homeless

FROM PAGE 2

"Sometimes, it's kind of exciting, if they have nice welcome mats," Reagan said.

Santa Cruz County Homeless Services Coordinator Rayne Marr said North County winter shelter facilities were, on average, about 79 percent full this year, as of data through late February — meaning an estimated 87 people will be displaced this month near Santa Cruz.

Salvation Army Capt. Harold Laubach, who is managing all three winter shelter sites this year, said the Watsonville winter shelter site's 38 beds remained filled at or above capacity for the winter, meaning 38 people soon may be back on the streets near Watsonville.

Meanwhile, the city-operated outdoor River Street Camp, scheduled to host as many as 62 people through the end of June, is near capacity. City and county officials are working to identify a building to temporarily lease as a year-round shelter and day services center by the time the encampment runs out of funding to foot its \$90,000-a-month cost.

"We are deeply embroiled in planning, in partnership with the city," Marr said Monday of efforts to find a new shelter site. "We've zeroed in on several and they haven't come through. We thought we had a solution and then we didn't. We've been turning stones and evaluating and we're continuing to do that work."

On Friday, Veterans of Foreign Wars post members served a goodbye barbecue dinner to guests who have been using their Live Oak hall as an shelter site since November. Laubach said he saw a resultant spike to more than 50 people arriving this weekend to the Santa Cruz shelter.

The Salvation Army shelter program is expected to extend at least through April 15, or longer, if additional funding can be found. The South County site in Watsonville will conclude April 15, after already outliving joint funding from Santa Cruz County and the city of Watsonville, Laubach said. He preliminarily has secured grant funding for about two-thirds the cost of operating the building as a homeless day center, however.

Laubach said it is difficult to know what happens when all three winter

emergency shelters shutter this year. Typically, he said, need begins to drop off as the weather warms. Laubach said he worried, in particular, for the most vulnerable of the shelter's clients, such as those struggling with mental illnesses such as Alzheimer's disease, and families. However, many who have come through the winter shelter this year were able to connect with amplified social and health service opportunities, he said.

"For the 55, 60 people that are here in our building every night, there's just not a lot of good answers," Laubach said. "We have families — that's sort of the saddest part. We have one particular family that has been on the waiting list for the family shelter up next to HSC (Homeless Services Center) for at least two months."



## Coast Lines

SANTA CRUZ

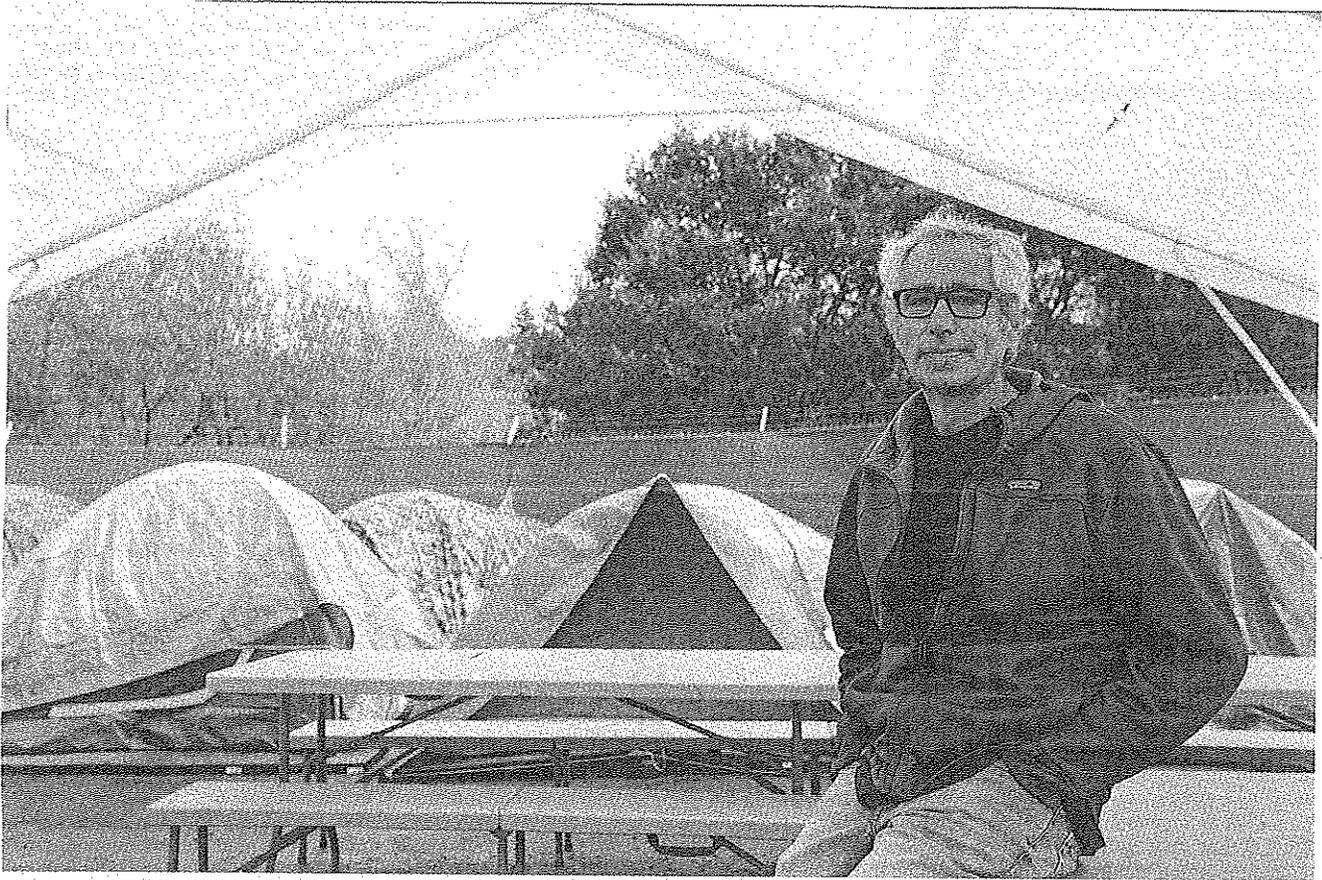
### Metro cancels bus fare meetings

The Metro Board of Directors voted March 23 to postpone consideration of fare restructuring until late 2018, at the earliest.

Four public meetings scheduled for April 9-19 in Felton, Live Oak, Santa Cruz and Watsonville have been canceled.

According to a Metro announcement, there are significant financial issues in flux including state funding and officials want accurate information on revenue needs before restructuring fares. In the meantime, bus district staff will investigate fare payment technology methods and the costs involved.

If you have input on fare restructuring or fare payment technology, email [planning@scmtd.com](mailto:planning@scmtd.com).



**RECENTLY COVERED** Chris Monteith, director of the new River Street Camp, sits under the white tent where dinner is served each day at 5 p.m. PHOTO: KEANA PARKER

# Stable Grounds

Inside the city's new, and surprisingly quiet, temporary homeless camp—and exploring what's next BY ANDREA PATTON

**C**hris Monteith likes keeping a low profile. The lanky 6-foot-154-year-old may have managed to fly under the radar as he's navigated a wide range of jobs—bike store owner, research analyst, electrician, Costa Rica mountain bike guide—as well as positions at Encompass and the Homeless Services Center. But as director of the River Street Camp, Monteith has had to adjust to the spotlight—he's pretty much always on call, and in demand. And, despite his reluctance to make himself the center of attention, he seems to be thriving.

"I don't think they could have picked a better person to lead this. He

is so in tune," says Troy Owen, who lives and works at the new camp. "He knows what to do when stuff pops off unexpectedly. We go to him a lot."

The camp, located at 1220 River St., is the city of Santa Cruz's latest effort to address the issue of homelessness, and Monteith is in charge of the site's daily workings. The unlocked gates are monitored by First Alarm from the outside, and a Santa Cruz Police Department trailer is parked up the street. "This area in here is mine to run," he says. "The politics, the city, the police are all outside."

Susie O'Hara, a city analyst, met Monteith through the Downtown Accountability Program, and offered

him the job, she says, because she wanted someone with "a trauma-informed approach." Owen says the camp's trauma workshop, required for all residents, has helped him de-escalate difficult situations, and lets him think outside the box when problems arise.

Adam Carothers, one of Monteith's assistants, brings his support dog to work each day. Lucifer, a Brittany spaniel, is Carothers' preferred tool for handling tense situations. "If anyone's ever stressed out, I toss him their way," Carothers says. "Everyone's a little different, but for most people it brings them right down."

Clearly, this is the front

>12



**STABLE GROUNDS <11**

line of the city's attempt to deal with its homelessness problem. Monteith says the camp offers fewer barriers to entry than traditional homeless programs. Many of the campers didn't have access to county services until now.

O'Hara says Santa Cruz County officials have been responsive to Monteith's requests for help, usually sending someone within the hour. Pets are allowed, although there have been fewer than O'Hara and Monteith expected. Partners may cohabitate in their tents, each of which offers a modicum of privacy. Monteith says that just having personal space generally lowers stress levels for everyone. There are

currently 62 people staying in 50 available city-provided tents.

Since the program started a month ago, seven people have left. One went to Janus, and another to Pageant House, a veterans transition home. The others, Monteith says, just decided it wasn't the right place for them.

"My vision was to create a community that was self-sustaining, self-regulating, where it didn't need some sort of authoritative factor to regulate everything," he says. "And I found this to be true. Everyone takes care of themselves for the most part. Those people who are not doing well in the community have left, and that's primarily driven by the rest of the people who use our services."

There are two spots for people to gather—a small smoking area, and

a larger white tent where food is served. Monteith says they've brought some board games and a corn hole set to encourage socializing. Overall, the camp is quiet, and he says most campers keep to themselves.

In addition, 35 of the campers, including Owen, are part of the Downtown Streets Team and earn stipends for cleaning up around the city.

Owen, who joined the camp at the first move-in four weeks ago, says the Downtown Streets Team has helped him make a résumé, secure job interviews and get his life in order. "You've got to start somewhere. I just call this a grooming grounds for better things to come," he says.

Owen says if he had to sum up the camp, "in one word, it would be family." He shows me what >16

## STABLE GROUNDS <12

he optimistically calls his "three-room" tent. He's sectioned off his living room/bedroom, a closet, and the pantry—a box with sandwich supplies and some snacks.

Every day, campers get dinner at 5 p.m., and volunteers come to help serve from 4:30 to 6 p.m., which is the one opportunity the community has to come inside the gates.

Each camper agrees to 27 campground rules—including prohibitions against drugs, alcohol and visitors. Campers must arrive and depart the campsite via a designated shuttle. They get access to a storage facility when they sign off on 12 more rules.

Monteith says so far the shuttle service has been the biggest challenge. Administrators have had to change the schedule a couple of times and hope to keep it stable for the rest of the program. He says the drivers try to be as flexible as possible, for instance, when they have appointments. But campers have to be on time to catch a scheduled ride. He says he has actually gone out to pick up people who have missed the shuttle.

To get on the waiting list for the camp, homeless individuals can go to the library at 10 a.m. on Fridays, and Homeless Persons Health Project sends referrals. They keep a few spots open for emergency referrals as well.

The camp is set to end in three months, when the fiscal year ends. O'Hara says that June 30 is a hard end date because the \$400,000 in funding for the project—which comes from the salaries of two vacant positions at the city manager's office—will run out then. The county is paying \$100,000 toward the camp, a quarter of the camp's cost. City leaders are working on the next steps for a successful transition into "phase two," which O'Hara says will involve a structure in a leased lot, but she doesn't know where it will be yet.

Even the idea of an end date is already making residents like Owen nervous.

"When they do end it, you're going to come in here and see the scratch marks," he says, "and they are going to be mine." ■

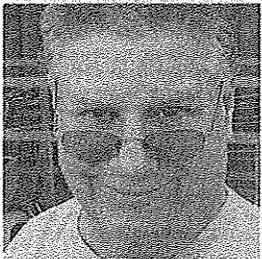
## What would be your preferred use for the much-debated 'rail trail'?

BY MATTHEW COLE SCOTT



I'd like it to be for walking and bicycles.

**PIERO LORENZO**  
REAL ESTATE BROKER | SANTA CRUZ



Multi-use, including rail.

**STEVE BENNETT**  
CORRALITOS | MUSICIAN AT ROARING CAMP



I think it would be nice if it was a horse-riding trail, bike trail, footpath. There aren't many places you can ride horses, so that would be awesome.

**GINA BARTLETT**  
SANTA CRUZ | VETERINARIAN



I'd like to take the train to work from Midtown to Westside. That would be my main use of it. It would be so much nicer than driving.

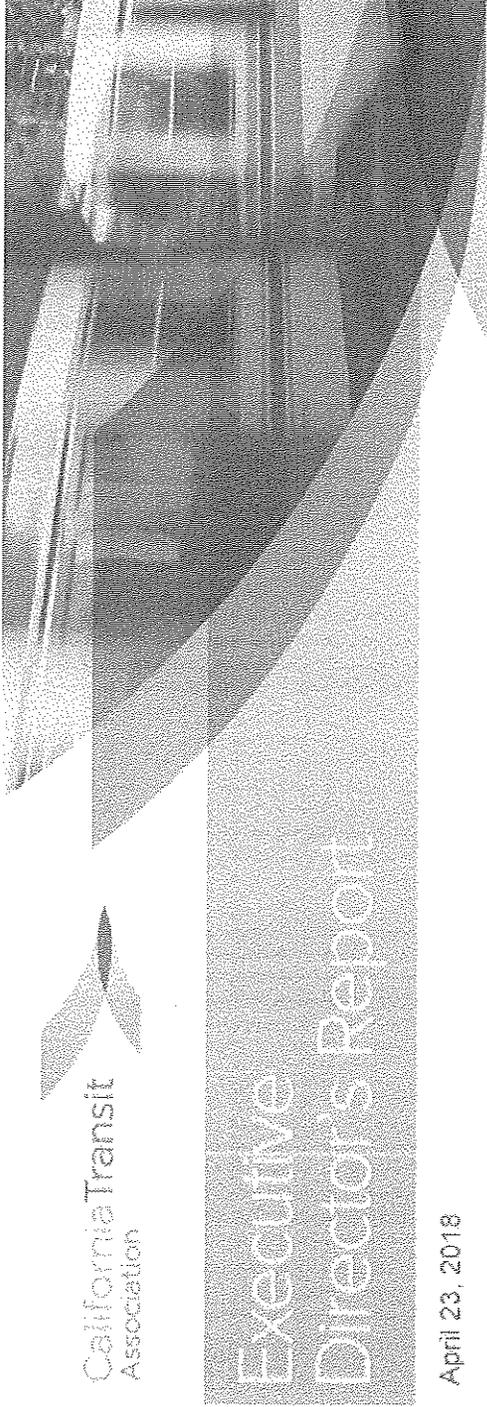
**FRANCESCA PASCALE**  
SANTA CRUZ | ACUPUNCTURIST



I'd like a trail that I can go places on with my bike or walking, and share with other people and see my neighbors.

**MARIANNE ACQUISPASACE**  
SANTA CRUZ | CERTIFIED NURSE

# **Other Transit Related Articles**



By Joshua W. Shaw, *Executive Director*

### Santa Cruz METRO Set to Host APTA Universities Conference

The Santa Cruz Metropolitan Transit District (METRO) has announced that it will host APTA's 2018 Public Transportation and Universities Conference this summer. The four-day event will take place June 23-26 at the Hilton Santa Cruz / Scotts Valley.

The program will share how to make campus transit systems thrive – whether provided by the local transit agency or university-operated – and will examine the trends and opportunities facing universities' transportation systems now and into the future.

Discounted online registration is available through May 11. In addition, a number of opportunities are available for sponsors and exhibitors. For more information, contact APTA's Heather Rachels at (202) 496-4838 or [hrachels@apta.com](mailto:hrachels@apta.com).

## San Francisco Chronicle

### Solving Transit Troubles Key In SF Mayor's Race

By Rachel Swan      April 21, 2018 Updated: April 21, 2018 8:13pm

Supervisor Jane Kim is considering a policy of charging drivers tolls on clogged streets to raise money to fund public transit.

Shortly before a tightly contested election for mayor, a new urban transit fad hit San Francisco.

Three tech companies dropped electric scooters all over the city, calling them a sleek alternative to gas-powered automobiles. The two-wheelers careened down bike lanes and cluttered sidewalks. Complaints flooded in, the city confiscated hundreds of scooters and officials scrambled to figure out how to regulate the newcomers.

"It's like they've declared war," said Mission resident Chantelle Davis, parking a scooter against a lamppost on Market Street on Thursday evening. Within minutes, someone else picked it up and rode off.

In San Francisco, the war between transit companies and the city is nothing new. For the past decade City Hall has battled bike shares, ride-hail services, tech shuttles, electric skateboards and even delivery robots — all managed by private companies that swooped in before politicians could set rules for them.

Transportation often gets overlooked in city political contests, but it's become a fault line in the race among the four leading candidates: Supervisors London Breed and Jane Kim, and former Supervisors Mark Leno and Angela Alioto. Whoever wins the mayor's seat will lead a city that's constantly reacting to new forms of mobility — with a population that keeps growing, even if the width of the streets stays the same.

"The mayor of San Francisco has a lot of influence over transportation," said Jason Henderson, a professor at San Francisco State University who specializes in urban transportation and lives in Hayes Valley. He

noted that the mayor appoints the entire board of directors of the San Francisco Municipal Transportation Agency.

That board sets the budget and policy agenda, and has the power to make big, transformative decisions — like whether to add late-night bus service, or spend money on fleet repairs, or crisscross the city with new bike lanes.

Yet few city officials invest their political capital to achieve these things.

“Our city needs to increase bicycling and the capacity of Muni,” Henderson said. “We’ve got a climate plan that explicitly says, ‘Get cars out of this city.’ It’s easy to just throw your hands up and do nothing — and that’s when these private companies come in.”

The four candidates all have ideas about how to make San Francisco less car-dependent in the future. And they all seem to agree that traffic congestion, fast-paced innovation and overburdened public transit are the most pressing transportation problems in San Francisco. The question is how much they’re willing to intervene.

Breed urges a cautious approach to regulation.

Supervisor London Breed’s legislation has aided Muni’s light-rail fleet: “If you make Muni more reliable, people will use it.”

“I gotta tell you, I like having access to Uber and Lyft, and delivery services like Postmates and Caviar,” Breed said. “But we don’t know how many of these things are operating in the city simultaneously.”

She said the city should gather data on how many ride-hail and delivery vehicles are operating at any one time, and then consider a cap.

Kim represents the downtown district, which seems to suffer the heaviest traffic, owing to explosive job growth and a subset of the population that commutes along Highway 101 to Silicon Valley every day. Last year she traveled to Europe to study congestion pricing models — charging tolls to unclog busy streets and roadways and then

spending the money on public transit. Kim said she would support such methods in San Francisco.

Leno favors taxing ride-hail companies such as Uber and Lyft.

Alioto has the most radical idea: Turn a big swath of downtown into a giant, car-free piazza.

“I think the area from Market and Battery streets all the way to Sutter and Mason streets should be car-free,” she said. “I’d stick by that.”

All those proposals would probably cause controversy in a city that’s already deeply divided over how to share street space.

To Susan Shaheen, co-director of the Transportation Sustainability Research Center at UC Berkeley, the divide is generational. Older people who didn’t grow up with smartphones and apps have been slower to adopt Uber, Lyft, bike shares and other app-based services. Younger urbanists are more likely to embrace them.

“When we look at the users, they tend to be Millennials,” Shaheen said of newer transportation options, noting that younger people “are much more comfortable getting in a car with a stranger and using a rating system.”

But transit innovations have also caused an ideological split in San Francisco. While some call them a useful and necessary alternative to cars, others say they are parasites, dumped onto the city by companies that don’t pay to use the public infrastructure.

Leno has scathing words for the new e-scooters.

“They have clearly bought into the philosophy of ‘break things,’ including the law,” he said, referring to Facebook’s famous “Move fast and break things” motto.

Crowded streets aren’t the only bad side effect of San Francisco’s population boom in the past few years. More people means busier streets and a higher number of accidents. Traffic deaths jumped from 24 in 2010 to 30 in 2016. Last year marked the first significant dip, to

20 deaths, which officials attribute to the city's Vision Zero prevention program started by Kim and other supervisors in 2014.

City officials want to eliminate traffic fatalities altogether using the Vision Zero program, which combines public outreach with engineering: new crosswalk signals, protected bike lanes, training for drivers of large vehicles, and curb extensions to make pedestrians more visible.

Mayoral candidate Mark Leno stands inside the Castro Muni Station. He wants to tax the ride-hail companies such as Uber and Lyft.

That's a huge deal for groups like the San Francisco Bicycle Coalition, which endorsed both Leno and Kim.

"We want to make sure the next mayor is committed to Vision Zero," said Brian Wiedenmeier, the coalition's executive director.

Yet even a seemingly innocuous public safety effort has caused discord in City Hall. The firefighters union — a prominent labor group that endorsed Breed — says that some of the widened curbs and bike lanes impede fire engines and ambulances. Union members want the fire marshal to have discretionary power to either modify or reject these safety improvements.

Kim said no, she wouldn't allow the Fire Department to override pedestrian safety. Alioto said yes, so long as the firefighters' concerns "are real." Breed and Leno played the middle, saying the fire marshal should be allowed to make recommendations, and that everyone should compromise.

In addition to safety concerns, many residents are anxious about the social inequalities of San Francisco's transportation system.

Devices such as the motorized scooters — which get parked all over the city's sidewalks — can obstruct people in wheelchairs or with mobility problems. And many of the private services are out of reach for people who don't have smartphones and credit cards.

All four candidates stressed the importance of giving every San Franciscan access to the roadways. And one way to do that is to pour more money into old-fashioned mass transit.

Breed focused on Muni as a supervisor, carrying legislation to expand and replace Muni's light-rail fleet, changing the seat configuration to fit more passengers on the N-Judah line and speeding up service along the 5-Fulton bus route. She also added trains to loop from Cole Valley to the Embarcadero during morning commute hours.

"People loved it," Breed said. "If you make Muni more reliable, people will use it."

Kim said that if elected mayor, she would add cars to the N-Judah and the J-Church Muni Metro lines, where riders pack shoulder-to-shoulder during rush hour. She also wants to expand ferry service, potentially connecting Fisherman's Wharf to the San Francisco Shipyard project.

Ferries "may be expensive," she said, but they're easier to build than other mass transit systems, because "you don't have to build a new tunnel or track."

Leno has designs on a new subway, which he said could replace the proposed Bus Rapid Transit line along Geary Boulevard. He encouraged the city to consider going underground instead of continuing a bus project that interferes with the businesses along Geary.

Former Supervisor Angela Alioto would fire the transportation director and make a swath of downtown a car-free piazza.

Alioto called for the most drastic changes. She wants to fire San Francisco Municipal Transportation Agency Director Ed Reiskin and do a top-to-bottom audit of the agency.

"My top transportation priority is to make Muni more efficient — add cars, get them to speed up repairs, and get the buses to the point where they're really on time," she said. "Muni needs a lot of tools, and that's why I'm so upset with Reiskin."

SFMTA spokesman Paul Rose said the agency works with residents every two years “to identify what is important to them, and make the tough decisions to include what we can.”

This year’s budget includes new Muni light-rail cars, a bus maintenance facility and anticipates the opening of the Central Subway, he said.

But having a more functional Muni system is just one step in the long, tortuous process to get people out of their cars.

There are many projects that may still be decades away, including the downtown extension of Caltrain, a northern extension of the Central Subway to North Beach and perhaps Fisherman’s Wharf, and a second transbay BART tube. All of them will cost billions of dollars.

The candidates have proposed various funding mechanisms. Leno, who spent 14 years in the state Legislature, said he would probably take a “regional approach” to transportation planning, seeking funds from the state and federal governments.

He and Breed have also floated the idea of a city vehicle license fee.

Kim said she would support some kind of local revenue measure, though she was vague on details. She opposed Proposition K, a 2016 sales tax initiative that would have raised funding for public transit — Breed supported it.

Alioto is mostly fixated on cutting waste from the SFMTA’s \$1.2 billion annual budget.

While the big mass transit projects plod along, residents brace for more innovations on the sidewalks and streets. The pace of technology is accelerating, and there’s lots of demand for small, light vehicles to move quickly across town.

“Age of convenience, right?” joked Davis, the Mission District resident riding the e-scooter Thursday.

She nodded toward Market Street — the spine of the city’s transportation network — where the downtown stretch is closed off to

private cars. It's now packed with bicycles, electric skateboards, overstuffed streetcars and motorized scooters.

Meanwhile, on all the adjacent streets, traffic still inches along.

4/20/2018

## APTA: U.S. Public Transit Ridership Fell Nearly 3 Percent In 2017



In Seattle, light-rail ridership soared 20.9 percent. Photo – Sound Transit

In 2017, public transit ridership in the United States dropped 2.9 percent to 10.1 billion trips compared to 2016, the American Public Transportation Association (APTA) announced this week.

While heavy-rail ridership in the country declined 2 percent to 3.8 billion trips, light- and commuter-rail ridership held mostly steady. Last year, U.S. transit riders took 497 million commuter-rail trips and 548 million light-rail trips, marking 0.19 percent and 0.83 percent decreases, respectively.

Although overall heavy-rail ridership fell, the Port Authority of New York and New Jersey reported a 5.3 percent year-over-year increase in heavy-rail ridership, while the Port Authority Transit Corp.'s ridership rose nearly 2 percent.

Nationally, commuter-rail ridership grew at 18 of 29 transit systems. For example, the Regional Transportation District of Denver logged a 64.6 percent increase in commuter-rail ridership with the opening of a new line in February 2017. In addition, Minneapolis and Portland, Maine, each logged double-digit growth in commuter-rail trips.

Ridership on U.S. light-rail lines increased at 11 of the 29 transit systems. Washington, D.C., logged a 59 percent rise in light-rail ridership, while Seattle and Atlanta reported 20.9 percent and 15.8 percent increases, respectively. Those figures include streetcar ridership.

Bus ridership nationally declined 4.3 percent to nearly 5 billion trips, according to APTA's most recent ridership report.

APTA has identified four broad categories that have been affecting public transit ridership: declines in time competitiveness, declines in cost competitiveness, a drop in rider loyalty and other external factors beyond transit agencies' control.

"While we are in a time of great change, in part due to technological innovations, public transit remains a critical part of any community's transportation network," said APTA President and Chief Executive Officer Paul Skoutelas. "Public transportation organizations are revamping their services and experimenting with pilot projects to be more time and cost competitive, and more customer focused to meet the needs of today's riders and the growing population."

# PASSENGER Transport

THE SOURCE FOR PUBLIC TRANSPORTATION NEWS AND ANALYSIS

April 20, 2018

## San Joaquin: Committing to Sustainability

### casestudy | ELECTRIFICATION

San Joaquin Regional Transit District (RTD) in Stockton, CA, takes community and environmental improvement seriously.

Following the Environmental Protection Agency's designation of Stockton as a nonattainment area for air quality standards and CalEnviroScreen 3.0 data ranking neighborhoods along the Stockton industrial corridor in the 96th percentile of California's most environmentally burdened and vulnerable communities, the RTD Board of Directors passed a resolution in August of 2017 to convert 100 percent of its bus fleet serving the city to zero-emission electric buses by 2025.

#### History of Commitment

RTD's zeal for sustainability began even earlier: in 2004, with introduction of the first low-emission, diesel-electric hybrid bus to the fleet.



From left: San Joaquin RTD CEO Donna DeMartino, Proterra CEO Ryan Popple and Stockton Mayor Michael Tubbs in front of a Proterra electric bus as used on RTD's BRT Route 44.

RTD Chief Executive Officer Donna DeMartino said, "When I arrived in 2001, RTD had already selected to go the diesel rather than CNG path. I knew our long-term goal was to reduce dangerous emissions as much as possible, and hybrid-electric buses offered many benefits; they reduced particulate matter and nitrogen oxide emissions over 90 percent, provided fuel savings and helped reduce operating costs."

By 2007, RTD had 33 hybrid buses on the road, but they wanted to do more.

In 2013, RTD explored electric bus technology with a \$2.56 million grant from the California Energy Commission. Deploying two all-electric buses on two routes, RTD evaluated this technology with the help of local utility PG&E, which waived peak demand fees during the test period. The trial was deemed successful after tracking performance for two years.

## **Encouraging Results**

Findings from the trial revealed a monthly savings of 500 gallons of diesel fuel, which reduced greenhouse emissions by 15,000 pounds—equivalent to planting 300 trees per month. After the successful pilot, RTD obtained 10 more electric buses and a new charging system in 2017.

In August of 2017, RTD deployed four all-electric buses along a BRT route in South Stockton, making it the first fully-electric BRT route in the nation, and reported an overwhelmingly positive public response.

The 12 buses already deployed save an average of 4,500 gallons of diesel fuel per month, which translates to approximately 44,900 kilowatt-hours of usage.

To operate the route, RTD placed two chargers at the Downtown Transit Center (DTC), a major transportation hub in San Joaquin County. The charge time averages 12 to 13 minutes per charge (including charge connection time), which is built into the route's timing.

Looking ahead this year, RTD is awaiting the arrival of five more electric buses and is preparing to “electrify” two more BRT Express routes later this year.

## **The Future of RTD's Sustainability Commitment**

The strategic initiative to improve air quality and save taxpayer money has not stopped with the move to electric buses—RTD is also developing a plan for self-sustaining power consumption for its fleet and facilities, which include two transfer stations, the Regional Transportation Center (RTC) maintenance facility and a local transit hub.

RTD has already secured partial funding for the Solar and Transit Electrification Project, which includes a two-megawatt solar power panel installation at the DTC and RTC. This initial phase of the project will eliminate 1.8 million pounds of carbon dioxide annually. RTD estimates that this project, totaling \$10 million dollars, will also generate approximately 240 jobs.

## **A Winning Solution**

Electric bus service makes sense for the city of Stockton and San Joaquin County. This initiative will vastly improve the area's air quality and quality of life for residents.



A San Joaquin RTD bus docks to an overhead charger. An onboard system ensures the bus aligns precisely.

RTD advises other agencies looking to pursue electrification to investigate the associated electricity costs and infrastructure requirements. Since electric buses typically contain less metal than diesel buses to save weight, RTD's facility gates did not register the new, electric buses as such because they used metal detectors to signal when a bus was present. RTD solved this issue by installing electric eyes that recognize the electric buses. The importance of obtaining comprehensive training from the charger manufacturer was also important to RTD and should be a consideration for other agencies wishing to conduct charger maintenance in-house. Care should also be taken to build into route schedules time for docking at charging stations.

Because of RTD's commitment to sustainability, the Women's Transportation Seminar Sacramento Chapter recently presented DeMartino with an Innovative Transportation Solutions award.

RTD is happy to share information and experiences on its electrification processes. Contact Terry Williams.

## **NBC Bay Area News**

### **VTA Unveils Zero Emission Buses Expected To Be Put Into Use In May In San Jose**

By Bay City News

Published at 3:56 PM PDT on Apr 19, 2018 | Updated at 5:54 PM PDT on Apr 19, 2018

The Santa Clara Valley Transportation Authority Thursday unveiled five all-electric buses expected to roll out in May.

The Santa Clara Valley Transportation Authority Thursday unveiled five all-electric buses expected to roll out in May.

Elected officials and representatives from partners of the project gathered at the VTA Cerone bus yard in San Jose Thursday to talk about the concept, design and execution of the buses as well as their use in meeting California's statewide goal for all transit fleets to have zero emissions by 2040.

The buses, which are charged through a new pilot system designed by Oakland-based Kisensum to reduce the impact on the state's electricity grid, are anticipated to run through a number of routes starting in early May, according to the VTA.

One of the test routes will be the Airport Flyer, or Route 10, which is a free airport connection from the Santa Clara Transit Center to the Metro Airport station located at Mineta San Jose International Airport.

The emission-less buses are 42 feet long, have 40 seats and can travel around 200 miles on one charge. They take an estimated eight hours to charge on ChargePoint machines, but VTA will upgrade to next-generation DC fast charger later this year.

Clever Devices tracks the amount of energy buses use while in operation and provides dispatchers real-time information about that usage and predicts the amount of energy needed to complete the day's work plan.

The buses also have batteries that are "regenerative," which means that they get re-charged during the act of braking, an asset that VTA's hybrid buses have too.

The charging pilot project will act as a major case study for transit agencies across America and the research driven will be handled by the National Renewable Energy Lab based out of Colorado.

Mayor Sam Liccardo said he believed that the buses will help local efforts to try to make green options available to everyone.

VTA confirmed that the cost of the new buses, which average \$925,000 each, will not impact fare prices. The initiative is paid for by a grant offered by the California Energy Commission for researching energy management for large vehicles.

Proterra Inc. CEO Ryan Popple, whose company manufactured the buses, said that his company "invested heavily" in the project because they believed in the vision of giving everyone access to electric vehicle technology.

"The opportunity to give this to every single person in the community who wants a clean, healthy ride ... that's what this is all about," Popple said. "We thought, 'What vehicle technology is the most accessible?' but also 'What vehicle technology is going to be the first to electrify?' Buses are the best place to start."

The VTA's current plan is to add more of the buses, made in City of Industry, California, in the coming years until their entire fleet is electric.

Right now, an estimated 75 percent of VTA's buses are diesel hybrid electric, but that number will be lowered when five more buses are anticipated to be added in 2019.

The life expectancy of the buses is expected to be just as long as diesel, which is approximately 12 to 15 years, VTA officials said.

## CA: SLO Council Approves Plan to Slash Budget by \$8.9M to Pay for Rising Pensions

*Nick Wilson On Apr 19, 2018*

*Source: McClatchy*

April 19--San Luis Obispo finalized a multifaceted approach to fill its \$8.9 million annual budget deficit over the next three years thanks to rising pension costs.

The plan, approved unanimously Tuesday by City Council, includes new revenue to fill 30 to 40 percent of the gap, budget reductions and new ways of doing business (30 to 40 percent) and increased contributions from employees toward retirement expenses (20 to 30 percent).

If the city doesn't start tackling the problem soon, the city's finances could plummet to \$81 million below its reserve requirements by 2031-2032, said City Manager Derek Johnson.

Reserve policies call for a minimum 20 percent fund balance of operating expenditures to prepare for emergencies or unexpected costs, such as natural disasters.

The city forecasts it can build San Luis Obispo's reserves to a peak of about \$21 million over its required levels with careful budget management, Johnson said.

"Since by charter and state law, we're required to have a balanced budget, this is the central reason why we're here today to really set us on that right trajectory," Johnson said before the council's vote. "Our recommendation is to take action and bring revenue and expenditures into alignment."

The council supported reducing the General Fund by \$7.5 million and \$1.4 million from city divisions that handle sewer, water, parking and transit.

Johnson said the pension problem, a looming issue for local governments nationwide, largely was caused by the Great Recession when values plunged of investments that help pay for the city's retirement costs.

The California Public Employees' Retirement System manages investments for state government agencies, including San Luis Obispo and other cities. The CalPERS investment portfolio is improved but still recovering from the recession.

CalPERS announced in December 2016 a lower average rate of return on pension investments from 7.5 percent to 7 percent over a three-year period.

The city also has adjusted its retirement packages in recent years, requiring newer employees to work to an older age. In past years, the city paid for all of an employee's pension costs; now city workers pay a portion of those costs, Johnson said.

Council member Andy Pease said she'd like to see the longest-serving employees with the most lucrative pension packages pay more into pension costs than newer employees with lower wages and less favorable packages when the city negotiates retirement compensation with its unions.

"If we can adjust our employee concessions in a way so that the folks who already have a big pension contribute more moving forward, that would be a fair way to distribute the load," Pease said.

The city considered various ways of closing the budget gap, including operational reductions alone, which would have resulted in significant cutbacks in services, including closing a fire station and slashing police services, Johnson said.

Johnson said the idea of asking employees solely to cover the rising pension costs would negatively affect the city's ability to hire and retain staff.

Some other ways in which the city will help pay down the deficit include:

- a projected \$100,000 in cannabis tax revenue by the end of 2019 (pending voter approval of the tax);
- refinancing bonds to save more than \$350,000 for the general and parking funds;
- generating \$150,000 in new business-license revenue and another \$50,000 through code enforcement;
- saving \$100,000 through a water-meter replacement program that more accurately assesses usage on all customers;
- energy efficiency savings in its transit (saving \$42,000) and sewer (\$80,000) funds.

The city has also made about \$7 million in one-time payments to help address its budget problem in recent years, Johnson said.

# SFGATE

## VTA Unveils Zero Emission Buses Expected To Be Put Into Use In May

Bay City News Service

**Published 2:53 pm, Thursday, April 19, 2018**

The Santa Clara Valley Transportation Authority today unveiled five all-electric buses expected to roll out in May.

Elected officials and representatives from partners of the project gathered at the VTA Cerone bus yard in San Jose today to talk about the concept, design and execution of the buses as well as their use in meeting California's statewide goal for all transit fleets to have zero emissions by 2040.

The buses, which are charged through a new pilot system designed by Oakland-based Kisensum to reduce the impact on the state's electricity grid, are anticipated to run through a number of routes starting in early May, according to the VTA.

South Bay sports arenas and stadiums may soon be forced to pay for extra transportation for special events. Valley Transportation Authority (VTA) decided Thursday night to start billing for extra buses and light rail vehicles.

One of the test routes will be the Airport Flyer, or Route 10, which is a free airport connection from the Santa Clara Transit Center to the Metro Airport station located at Mineta San Jose International Airport.

The emission-less buses are 42 feet long, have 40 seats and can travel around 200 miles on one charge. They take an estimated eight hours to charge on ChargePoint machines, but the VTA is working on making chargers that will do the same in four hours a practical feature.

A function provided by supplier Clever Devices tracks the amount of energy buses use while in operation and provides dispatchers real-time information about that usage and predicts the amount of energy needed to complete the day's work plan.

The buses also have batteries that are "regenerative," which means that they get re-charged during the act of braking, an asset that VTA's hybrid buses have too.

The charging pilot project will act as a major case study for transit agencies across America and the research driven will be handled by the National Renewable Energy Lab based out of Colorado.

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## VTA Electric Buses Will Use Pioneering Charging Technology

4/19/2018 4:25 PM | Stacey Hendler Ross



As VTA prepares to roll out brand new, all-electric buses, we are teaming up with Prospect Silicon Valley, and Bay Area tech companies to pilot a cutting-edge system that will manage charging those buses while keeping stress on the state's electric grid to a minimum.

VTA recently purchased 5 battery-powered electric buses, expected to be in service within a month, with plans to add 5 more next year.

The charging pilot project, funded by the California Energy Commission, will serve as a major case study for transit agencies throughout the country, particularly as California approaches its goal for all transit fleets to be zero emissions by 2040.

Oakland-based software company, Kisensum, has developed a system that optimizes the charging of VTA's new Proterra electric buses to ensure minimal stress on California's electric grid. The National Renewable Energy Lab (NREL),

## CA: Plan Linking New Housing to Public Transit Rejected by State Lawmakers

*Liam Dillon On Apr 18, 2018*

*Source: McClatchy*

April 18--SACRAMENTO -- A robust effort to attack California's housing shortage was rejected Tuesday by a state legislative panel at the Capitol, felled in part by opponents who argued that it treated small cities and large ones like San Francisco the same way.

The defeat for Senate Bill 827 came in its first legislative hearing, a surprisingly early end for a bill that had attracted national attention. Sen. Scott Wiener (D-San Francisco) was attempting to tackle two of California's most pressing issues: the rising cost of housing and the need for development that is consistent with the state's ambitious goals to reduce greenhouse gas emissions.

Wiener's colleagues on the Senate Transportation and Housing Committee contended the bill would be too blunt.

"I do think we have a housing crisis in the state," said Sen. Mike McGuire (D-Healdsburg). "But we also have to get it right."

SB 827 would have allowed for the construction of buildings four to five stories tall within half a mile of rail stops in areas, such as parcels zoned for single-family homes, where they are currently not allowed. Additionally, the bill would have eliminated parking minimums in those locations as well as around bus stops with frequent service throughout the day.

By allowing for significant increases in development near transit, Wiener said the bill would help the state reduce a shortage of homes he has estimated at 4 million. It would do so, he argued, in a way that would reduce the need for driving, something state regulators say is essential for California to meet its goal of reducing carbon emissions to 40% below 1990 levels by 2030.

"The status quo isn't working and we need to do things differently," Wiener said. "We need an enormous amount of new housing at all income levels."

The bill could have had large effects in large coastal areas across the state that are ringed by mass transit. An earlier version would have affected 190,000 single-family parcels in Los Angeles -- about half the total in in the city. Almost all of San Francisco would have been similarly impacted.

The measure was one of this year's highest-profile legislative attempts to address California's housing affordability problem, an issue that has only grown since the mortgage crisis a decade

ago. Nearly 2 million households in the state spend more than half their income on rent, and California has the nation's highest poverty rate once housing costs are factored in. The state's median home value of \$535,100 is more than 2 1/2 times the national figure.

Gov. Jerry Brown and state lawmakers hadn't made housing a priority until last year when they passed 15 bills designed to subsidize the construction of more low-income housing and make it easier for developers to build. But lawmakers have admitted last year's package won't make much of a dent in the state's deep shortage of homes.

Wiener, the author of one of the highest-profile measures in last year's housing package, wanted to take a bigger swing.

The broad changes anticipated by SB 827 attracted support by national leaders against housing segregation and substantial opposition from interest groups across the political spectrum. Elected officials in Los Angeles and San Francisco wrote resolutions against the bill, warning about the loss of local power to shape neighborhoods. The powerful state construction workers' union and numerous groups representing low-income tenants and affordable housing developers worried about labor standards and potential gentrification and displacement that might arise from large-scale new building.

In response to all of those concerns, Wiener narrowed the legislation. He reduced allowable height increases to five stories from eight. He also took away the height increases planned near frequently traveled bus routes. And he added measures, such as mandating that developers set aside a portion of their projects for low-income residents, in an effort to allow people of varying incomes to benefit from the new housing.

Those efforts weren't enough to sway his colleagues, particularly fellow Democrats. Democratic lawmakers from Riverside, Marin, Napa and coastal Los Angeles were worried about the loss of local power to regulate development. They advocated for more low-income housing and fretted over historic preservation. The bill ended up earning four of the seven committee votes it needed to move forward -- two Democrats and two Republicans.

"We have to make the right planning decisions when we make these decisions," said Sen. Jim Beall (D-San Jose), the committee chairman, one of a half-dozen Democrats voting no.

Wiener vowed to bring the bill back in the future, saying the state's housing problems are only going to get worse in the meantime.

"This issue isn't going away," he said. "This bill isn't going away."

# The Mercury News

## How BART's Extension Into San Jose Will Transform The South Bay



Office buildings proposed by Trammell Crow for the realty firm's Diridon development in downtown San Jose. Google has struck a deal to buy a big parcel from Trammell Crow that represents a major addition to the sites that the search giant has begun to assemble for its proposed transit-oriented development in downtown San Jose

By Erin Baldassari | [ebaldassari@bayareanewsgroup.com](mailto:ebaldassari@bayareanewsgroup.com) | Bay Area News Group  
PUBLISHED: April 16, 2018 at 6:14 am | UPDATED: April 16, 2018 at 7:07 am

With BART's plans for its four-station extension into San Jose and Santa Clara expected to be approved later this month, all eyes are turning to how the extension will catalyze development.

The timing couldn't be more pivotal for San Jose, the Bay Area's largest city by square miles but one with a smaller downtown than either San Francisco or Oakland. Long seen as a sleepy suburb more than an urban center, San Jose has begun attracting developers eager to fill its vacant lots.

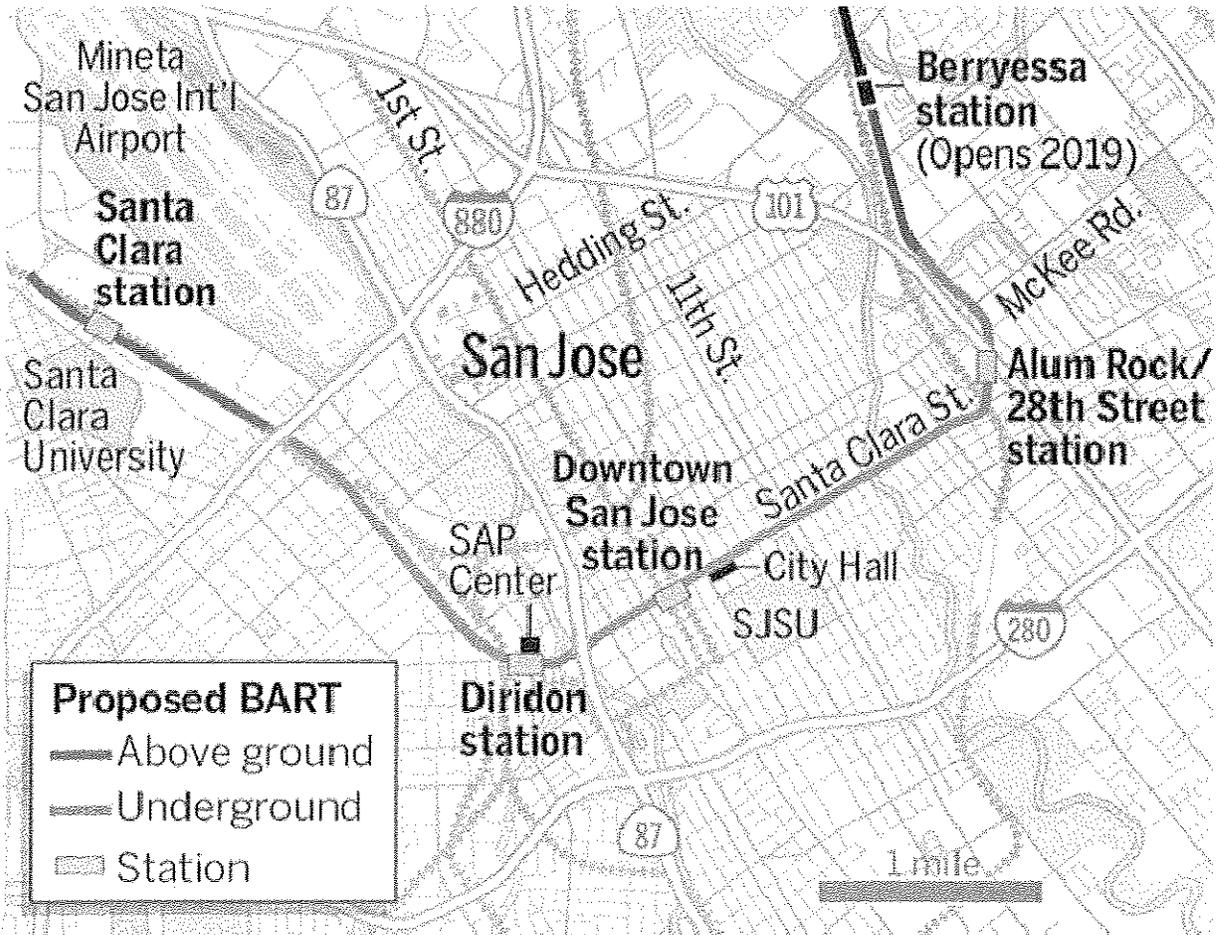
"What makes this critically vital, not only to (the city's) future but also to the Valley's future, is that the Valley has long lacked a vibrant urban center for its growth," said San Jose Mayor Sam Liccardo. "We have the opportunity now with significant transit infrastructure on its way to retrofit a city built for cars to a city built for people."

The 6-mile extension linking San Jose to the East Bay and San Francisco is expected to carry 52,000 passengers every weekday by 2035, in addition to the 25,700 expected to pass through Diridon Station alone on high-speed rail, Altamont Corridor Express, VTA light rail, Amtrak and

Caltrain. Earlier this month, the Santa Clara Valley Transportation Authority (VTA) approved a single-bore tunnel through San Jose, which will result in less disruption to surrounding businesses and better coordination with developers. BART's governing board is expected to approve the plan on April 26.

## BART IN DOWNTOWN SAN JOSE

Proposed BART route would add four new stations and run mostly underground.



Source: Santa Clara Valley Transportation Authority

BAY AREA NEWS GROUP

The VTA is wasting no time. The transit agency is kicking off a 15-month planning study to look at how to develop the land around its stations, along with two ventilation structures in downtown San Jose, with a series of three community meetings scheduled at the end of the month.

But with building already moving forward at a feverish pace, some community organizers and public officials are worried that the vision for walkable neighborhoods may already be slipping away at the Alum Rock and Santa Clara stations, where developers' proposals look more like their sprawling South Bay surroundings than the dense clusters of homes, businesses and gathering spaces envisioned through years of planning.

What is more certain, however, is that the two areas where BART stations are planned in downtown San Jose are already inundated with plans for significant new construction. Cranes dot the city's downtown skyline with more than a dozen towers planned or under construction. And, Google's property-buying spree near Diridon Station has locals counting on the ultimate jewel of the extension — an internationally recognizable train station to serve as the gateway to Silicon Valley.

But, it won't be easy, Liccardo said: "We've got people and institutions clinging to surface level parking like Charlton Heston clinging to his gun."

Diridon Station offers the biggest opportunity for redevelopment. The modest train depot serving Amtrak, Altamont Corridor Express and Caltrain, along with VTA buses, is surrounded by a sea of parking. The approximately 240 acres around the station is slated to be transformed into a mix of offices, restaurants and retail, plus public plazas with the station — a bold, architecturally significant building — as its focal point, said Ellen Lou, director of urban design and planning for the architecture firm, Skidmore, Owings & Merrill LLP, which has helped city leaders think about eventual design selection for the station.

"The existing building can still stay, but we need another one that really marks this as a gateway," Lou said. "This is our chance to fill the gap between the station and the downtown by having a vibrant mixed-use area that serves everybody."

From there, tourists, employees and residents will be able to connect to downtown San Jose on light rail, bikes or BART, or walk through Google's planned campus before passing through a reinvigorated Guadalupe River Park, said Teresa Alvarado, the San Jose director for urban planning think-tank, SPUR. The nonprofit recently invited local leaders to begin rethinking the meandering waterway as San Jose's version of the New York City High Line, a skinny, elevated park on top of abandoned train tracks.

"The train station is the catalyst for growth," Alvarado said. "It becomes the reason businesses and residents want to be downtown. They want that mobility, and it's an economic driver."

And, it appears anticipation of more seamless public transit is already driving development downtown, said Timothy Rood, a principal designer for the city of San Jose.

"I don't think the city has seen anything like this momentum," he said.



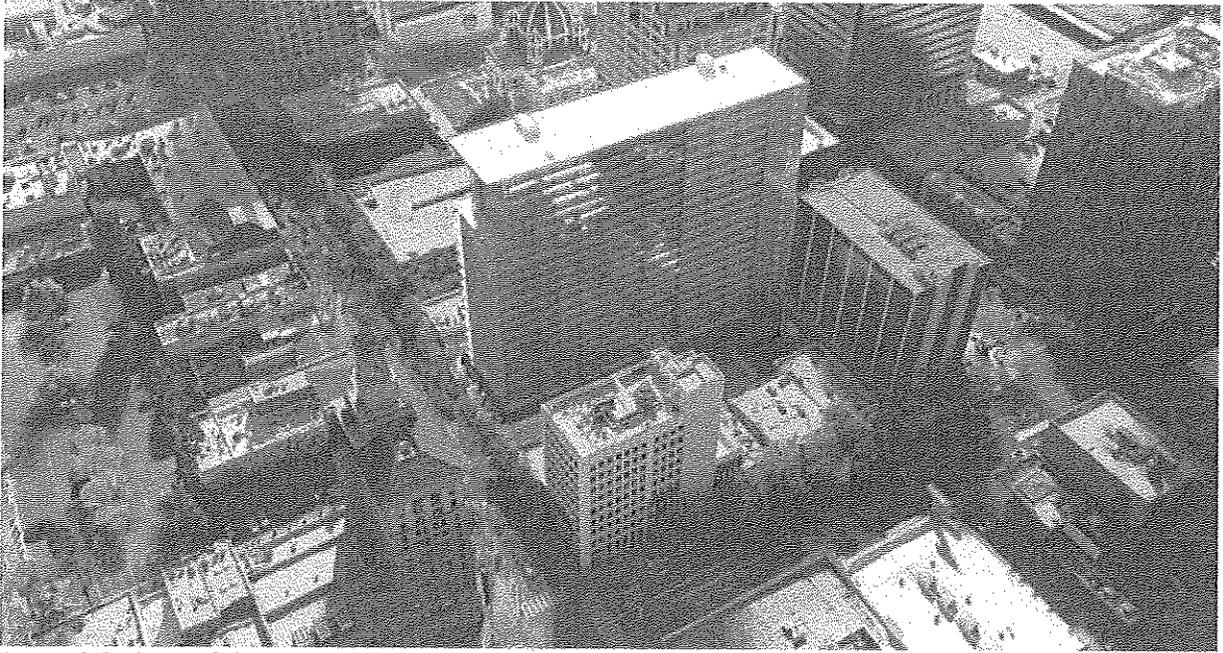
Aerial view of the area of Google's proposed transit-oriented village near the Diridon Station, on the western edges of downtown San Jose, California on Saturday, November 11, 2017. The proposed village would replace a hodgepodge of aging industrial, retail, dining, office and residential structures, along with vacant parcels and parking lots. (LiPo Ching/Bay Area News Group)

Downtown San Jose has 8.6 million square feet of offices with another 3.9 million under construction or review. There are 2,133 high-rise residential units under construction and another 5,378 approved or under review, adding to the city's existing, roughly 10,000 downtown residents, Rood said. Within a few blocks downtown, there are at least 13 new buildings under construction, approved or pending.

It's a long way from the exodus of businesses and residents during the 1950s and '60s, said Scott Knies, the executive director of the Downtown Business Association, when the city's center became a "proverbial hole in the doughnut, with downtown as the hole and all the areas around it being the focus."

Redevelopment in the 1980s and 90s helped preserve downtown as the South Bay's cultural, entertainment and dining center, he said. Now, it's time to bring back employees and residents.

"This is really the great second act for San Jose," Knies said.



An aerial view of downtown San Jose's 27West residential mixed-use tower, in a visualization. A new 22-story residential tower and new retail space are being planned for downtown San Jose, a development that aims to help revive a decaying stretch of South First Street in the city's urban core. G Studio Collaborative

Beyond downtown, the stations at Alum Rock and in Santa Clara are also poised for redevelopment, but already, some of the proposals for new buildings haven't achieved the density necessary to support transit or the mix of uses some community organizers and public officials were hoping to see.

CommUniverCity, a neighborhood group that coalesced around early discussions of development at the proposed station, opposed a project near the Five Wounds Portuguese National Parish, just a few blocks from the proposed Alum Rock BART station — not because they didn't want it in their neighborhood, or that it was too dense, but over concerns about the design, said Terry Christensen, the organization's former executive director.

"One of the challenges is what pencils out for developers," Christensen said. "There will always be projects coming forward, and you hope they will be consistent with the plan, but if they're not, do you cave and say something is better than nothing? Or, do you hold out?"

That's a question Santa Clara councilwoman Teresa O'Neill has, as well. A member of VTA's governing board, O'Neill said Santa Clara went through a similarly extensive planning process. But, she's worried developers are still proposing projects that don't fit the plan, with buildings that only reach four stories in height, for example, rather than the eight or 10 that are possible there.

"My only issue is we have these developments proceeding, and I haven't seen evidence it's been done comprehensively as that plan envisioned," she said. "Here in Santa Clara, we must prize ourselves and value ourselves, because we are a prize."

## **Nashville Councilman Wants Self-Driving Buses And Stacked Interstates. Is This Feasible?**

By Tony Gonzalez • Apr 10, 2018

Metro Councilman Robert Swope unveiled his alternative transit proposal on Tuesday, suggesting a futuristic autonomous vehicle fleet and construction of a double-decker interstate loop around downtown Nashville.

This last-minute proposal arrived in the form of a slideshow and a two-page flyer, one day before early voting begins on the Nashville's 55-page, multi-billion-dollar mass transit proposal.

"I implore everyone to make sure that they're voting for what they think they're voting on," Swope told WPLN.

The councilman was joined on stage at the Wildhorse Saloon by two state lawmakers and aided by an architect who spoke via video feed.

Absent were The Tennessee Department of Transportation and the Nashville Area Metropolitan Planning Organization — the agencies that oversee state roads and interstates, including the allocation of funding. The agencies said they had not been consulted, only learning of the ideas later in the morning.

### **Next-Gen Tech, Massive Infrastructure**

Swope argues that Nashville should not invest in the bus and light rail projects in the coming referendum.

Instead, he bills his proposal as technology-driven, based in part around self-driving buses that he said could be ready in "12 months, not 12 years."

"We as a community must make the hard decision of eliminating the human driver from the equation," Swope said.

Dubbed the "Intelligent Transit" system for Nashville, Swope proposes self-driving, self-charging electric buses that run 24-hours per day in a single center lane — plus occasional double-wide passing sections so the buses wouldn't collide head-on.

Other ideas include:

- construction of three stacked interstates for use by through-traffic near downtown

- relocation of the downtown transit station, plus construction of 34 new stations
- a new power grid to serve the vehicles
- to-be-determined financing that would aim for 25 percent private equity and 50 percent to be covered by the state and federal governments.

The councilman said his entire plan could be completed in less than five years at a cost of \$1.65 billion.

"I have been in discussions with the city of Nashville for three-and-a-half years with this same plan," Swope said. "Everything I have said has been ignored."

### **Ideas Not Vetted By Agencies In Charge**

Swope said his conversations have focused on Metro officials and leaders in neighboring counties, but the unveiling caught TDOT and the MPO by surprise.

"We have not even been involved," said TDOT spokeswoman B.J. Doughty, who noted the department received a call on Tuesday related to the proposal concerning the laws that govern roadway lanes.

While unprepared to comment on the specifics of the two-page flyer, Doughty said suggestions such as constructing new interstates atop those that already exist, and the transition of traffic lanes into autonomous bus lanes, would be a "lengthy process."

"I don't think we've ever seriously considered something like that, and not where you can put any kind of cost on that," she said.

Separately, TDOT has been in conversations for at least three years with the Federal Highway Administration about allowing transit buses to use the shoulders of interstates.

Meanwhile, the MPO, which allocates billions of dollars in federal transportation funds to the seven-county region was also provided the councilman's flyer.

"I think that would be a very challenging sell to the mayors that allocate federal funds," said Michelle Lacewell, interim executive director.

The MPO operates off of an evolving long-range plan and works with a regional board of local and state officials to identify projects and distribute funds. The organization's most recent plan controls more than \$8 billion.

Lacewell wouldn't comment on the feasibility of the councilman's ideas, timeline or costs, but noted that a price tag of \$1.65 billion would have ramifications.

"For those kinds of dollars, we'd have to reallocate federal funds, and that decision would be made by the leadership across the region on the MPO board," Lacewell said.

## Bay Area's Transit Agencies Looking At Fare Cuts For Low-Income Residents

By Michael Cabanatuan

Updated 4:23 pm, Tuesday, April 10, 2018



Muni is among the local transit agencies considering discounted fares for the region's poorer residents.

In an effort to make public transportation fares more affordable to the Bay Area's least affluent residents, four of the region's largest transit agencies and the Metropolitan Transportation Commission are proposing a 20 percent discount to low-income riders.

If the plan is enacted, Muni, BART, Golden Gate Transit and Caltrain would offer the discounted fares to anyone with an annual income of less than 200 percent of the federal poverty level: \$24,280 for a single person, \$32,920 for a couple or \$50,200 for a family of four. The proposal will be discussed Wednesday at an MTC committee hearing.

“As long as there is significant income inequality in this country, what we can do for people on the wrong side of that inequality is going to be a topic of discussion,” said Randy Rentschler, an MTC spokesman.

Steve Heminger, the commission’s executive director, wrote in a memo to Planning and Allocations Committee members, who will talk about the issue Wednesday, that the affordability of public transportation has increasingly become an issue in recent years.

The matter of making transit fares affordable for the Bay Area’s poorest residents has come up repeatedly in the past decade with proposals to fund free rides for low-income youth in San Francisco and to subsidize transit to schools in Oakland.

The MTC developed a plan tying transit fares to the incomes of the Bay Area’s poorest residents within the past year, with any losses in fare revenue to be covered primarily with funds it receives from the state.

The initial idea was to cut fares by 50 percent. While most of the region’s two dozen transit agencies expressed interest, many were afraid that they’d lose too much money. So the commission focused the plan on the six largest transit agencies and reduced the proposed discount to 20 percent. Still, AC Transit and SamTrans dropped out because of the financial risks, leaving only Muni, BART, Golden Gate Transit and Caltrain.

The discount would be available to those who use Clipper cards. The discount would cut the price of a BART ride from Oakland to San Francisco from \$3.50 to \$2.80 and reduce the cost of a Muni ride from \$2.50 to \$2.

By comparison, BART offers discounts of 50 percent for youths up to 18 and 62.5 percent for seniors older than 65. Muni gives seniors, youths and disabled persons a 50 percent discount. Muni also has a free-fare program for low-income youths and seniors.

MTC would reimburse transit agencies for up to \$20.7 million. BART estimates the program would cost \$10.6 million, Muni \$8.6 million, Caltrain \$900,000, Golden Gate Transit \$400,000 and Golden Gate Ferry \$200,000.

At this point, it’s not clear whether the program would be a limited test or permanent.

No decision will be made Wednesday, but the committee is expected to continue discussing the program with a goal of firming up a plan by May. Directors of each transit agency would need to approve their participation, which would likely take place during the summer. The tentative goal would be to start the discounts in summer 2019.

## CA: VTA, BART Agree On One-Tunnel Option For San Jose Extension

*Jason Green and Emily DeRuy On Apr 2, 2018*

*Source: McClatchy*

March 31--SAN JOSE -- In a "huge victory" for downtown businesses, BART and Santa Clara Valley Transportation Authority staff are set to recommend building one tunnel instead of two for the long-awaited San Jose BART extension when their boards meet next month to discuss the multi-billion-dollar project.

Both agencies recently reached an agreement on the divisive issue, according to a letter BART General Manager Grace Crunican sent to Bay Area legislators Wednesday. BART initially favored twin bores for safety reasons, while the VTA wanted a single bore because it would cause less disruption to downtown and cost less to build.

"VTA and BART have been working collaboratively for several years to move this vision forward and have come to the point where staff of each agency will recommend to their respective Board of Directors that a single bore alternative be adopted," Crunican wrote.

The VTA board is slated to take up the recommendation on April 5 and the BART board on April 26. Spokespeople for each agency declined to comment on the agreement and how it was reached ahead of the meetings.

The boards could break new ground if they choose to go with a single bore. The tunneling technique hasn't been used before with passenger railroads in the United States.

"I think it's a reflection of honest effort on both sides to recognize transit construction design needs innovative approaches," said Mayor Sam Liccardo about the agreement. "We've seen considerable progress in recent weeks to find a path forward that ensures our subway is both safe and compatible" with a rapidly developing city.

In her letter, Crunican said VTA General Manager Nuria Fernandez "deserves both credit and praise for getting us to this pivotal point."

"Through her leadership and determination we trust that, if approved, the agencies will be able to build and operate an extension that will result in years of safe and efficient transit service," she continued. "We look forward to a celebration with you down the road where we can all appreciate her hard work and dedication to increasing public transit opportunities in our impacted communities."

The San Jose Downtown Association heralded the agreement as a "huge victory" for it and the entire downtown community.

"BART will be dug as a single bore tunnel, keeping the construction mostly below Santa Clara Street," the association said in a Facebook post Friday. "Great to have solidarity on this issue."

In a twin-tunnel design, the tunneling machine bores underground until it gets to the station areas, where crews then begin the difficult work of tearing up the street and relocating the utility networks underneath them, a process called "cut and cover" that almost always leads to delays.

By building a single, 4.7-mile tunnel deep underground, the VTA says it can shorten an otherwise 5-year construction timeline by 10 months. The project would also make BART an industry leader once again.

BART cited safety concerns in its previous support of the twin tunnel option, which is used elsewhere in its system and throughout the country. A different design would require the agency to train its operators and instruct its passengers on up to three different evacuation procedures -- variations that, in an emergency, could lead to a moment's hesitation or a simple mistake that BART officials say might make the difference between life or death.

The boards are up against a deadline to make a decision on what kind of tunnel to build. To get funding and start construction on the estimated \$4.7 billion extension in the next two years, the VTA and BART boards must settle on an option at their upcoming meetings.

Staff writer Erin Baldassari contributed to this report.

Transportation

# Falling transit ridership poses an 'emergency' for cities, experts fear

By Faiz Siddiqui March 24 at 9:52 PM

Transit ridership fell in 31 of 35 major metropolitan areas in the United States last year, including the seven cities that serve the majority of riders, with losses largely stemming from buses but punctuated by reliability issues on systems such as Metro, according to an annual overview of public transit usage.

The analysis by the New York-based TransitCenter advocacy group, using data from the U.S. Department of Transportation's National Transit Database, raises alarm about the state of "legacy" public transit systems in the Northeast and Midwest, and rising vehicle ownership and car-based commuting in cities nationwide.

Researchers concluded factors such as lower fuel costs, increased teleworking, higher car ownership and the rise of alternatives such as Uber and Lyft are pulling people off trains and buses at record levels.

The data also showed 2017 was the lowest year of overall transit ridership since 2005, and bus ridership alone fell 5 percent.

"I think it needs to be considered an emergency," said Jarrett Walker, a transit planner who served as a consultant on a top-down bus network redesign to curb declining ridership in Houston. "When we don't share space efficiently, we get in each other's way. And that is a problem for the livelihood, the viability, the livability and the economy of a city . . . . It means more traffic, more congestion."

The Washington region's overall ridership fell in the middle of the pack with a 3.4 percent decline in overall trips between 2016 and 2017. Specifically, Metro's ridership dropped by 3.2 percent. The trend was largely driven by a 6 percent decline in bus ridership. Dramatic losses to subway ridership, including a 10 percent decline in 2016, had appeared to level off by 2017, when the total number of trips fell by about a percent and a half.

Metro has said about 30 percent of its ridership losses are tied to reliability issues, with teleworking, a shrinking federal workforce, Uber and Lyft, and other factors to blame for the rest.

Falling transit ridership poses an 'emergency' for cities, experts fear... <https://www.washingtonpost.com/local/trafficandcommuting/falling...>  
Exceptions to the trend: Seattle, Phoenix and Houston, which either expanded transit coverage and boosted service or underwent ambitious network overhauls, as in Houston's case. (New Orleans ridership stayed flat.) In 2015, the Houston bus system was transformed overnight from a traditional hub-and-spoke design focused on downtown to a grid that apportioned equal service to other parts of the city. In the aftermath of the redesign, the system saw significant weekend ridership gains and quelled a trend of dramatic losses that included losing a fifth of its ridership over a little more than a decade.

That was not the case for the majority of U.S. cities. Between 2016 and 2017, ridership fell in each of the seven largest transit markets: New York, Chicago, Los Angeles, D.C., San Francisco, Boston and Philadelphia.

Transit researchers said it is crucial for cities and transit agencies to slow the losses even amid declining revenue, as alternatives threaten to lure people back into cars, particularly as shared rides become cheaper with the arrival of autonomous vehicles. The problem: The declines mean a decrease in farebox recovery, which can often lead to fare increases and reduced service, as in Metro's case.

"The thing that's perhaps a little bit more scary about this downturn [is] the prospect of technology will continue to nibble away [riders]," said Steven Polzin, program director for mobility policy research at the University of South Florida's Center for Urban Transportation Research. He laid out the factors responsible: online shopping, distance learning, teleworking, ride-hailing apps and alternatives such as bike sharing.

Polzin described what he called a "tough political sell" for agencies faced with decreasing ridership.

"Ridership declines, and then fare revenue declines, and then you have to cut service which means ridership declines more," he said. "So folks get nervous about the cyclical nature of the decline because of lost fare revenue. But [ridership declines] also undermine kind of the public will to invest additional subsidy dollars and service as well. It's very hard to go to your government and say 'My ridership is down 10 percent, and I need more money to subsidize 10 percent less riders.'"

Planners warn that cities simply do not have the capacity to handle a wholesale shift to other modes — whether today's version of ride hailing, driving or eventual ride sharing through autonomous vehicles. Those alternatives, Walker said, are no match for "the basic geometry problem that only transit can solve — which is to move large numbers of people through a city in very little space."

But some researchers said declining ridership is not always indicative of transit's failures.

Los Angeles-area transit agencies have seen dramatic bus ridership declines since the mid-2000s, with overall bus ridership falling about 30 percent over the course of a decade, according to the TransitCenter analysis.

Michael Manville, an assistant professor of urban planning at the University of California at Los Angeles, co-authored a January 2018 study that found many of the losses could be attributed to increased car ownership, particularly among low-income and immigrant populations, who were in a better position to afford cars following the Great Recession.

"I think it puts transportation planners in a bit of an unusual position . . . if in fact the reason for that departure is low-income

Falling transit ridership poses an 'emergency' for cities, experts fear... <https://www.washingtonpost.com/local/trafficandcommuting/falling...> people are doing better, getting the ability to move around like everyone else, it's hard to say that what we should do is get them to remove themselves from their cars and back on trains and buses," Manville said. "Transit systems should deliver quality service to low-income people. But low-income people do not owe us a transit system."

(Researchers also pointed out the increased ease of obtaining a car, through factors such as subprime auto loans.)

Walker warned of the future the trends could portend.

"That can't just be a free-market conversation of transit losing ridership, that's fine, let the best mode win," he said. "City governments have an urgent imperative to do what's necessary to make it attractive for people to use modes that use space efficiently."

Metro and other systems' reliability issues have hit low-income riders hardest, and now those systems are having a tough time winning them back in the face of increasing alternatives, advocates say.

Kristen Jeffers, founder and editor of the [Black Urbanist](#) blog, said riders are leaving because of declining service and the increased availability of other options to fill the gaps.

"Now that you have a car or a bike or a scooter on an app in your hand, and it's right there — in a lot of major cities, why not use that?" Jeffers said. "Now you don't have the indignity of being stuck on the side of the road for a bus that never comes."

She said transit systems need to regain trust through community outreach and going out of their way to cater to riders who might previously not have had a choice.

"Treating the bus like a prestige system," she said, similar to their treatment of heavy-rail systems in the past.

Metro is pondering a wholesale redesign of its bus system, with a study "to examine travel patterns, customer demand, technology opportunities and how to most cost-effectively deliver Metrobus service to riders," according to agency spokeswoman Sherri Ly. The agency has yet to award a contract for the study, she said.

Meanwhile another West Coast city, Seattle, is viewed as the model for how transit agencies can recoup ridership in an era of population growth, an improving economy and rapid technological change — in part because of the popularity of buses. The city's bus ridership has steadily grown from 92 million trips to 119 million over 16 years, the TransitCenter analysis shows. Meanwhile light-rail ridership ballooned amid expansions, from 3 million trips in 2002 to 32 million in 2017.

The city, which has some of the worst traffic congestion in the country, hosts about 45,000 Amazon employees and had added 60,000 workers to its center city core since 2010, according to Andrew Glass-Hastings, director of transit and mobility for the Seattle Department of Transportation.

Meanwhile Seattle voters have approved three high-dollar, transit-friendly initiatives that in the eyes of public officials have paid dividends and will continue to boost ridership: a \$50 million annual funding boost to bus service, a billion-dollar Bus

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Rapid Transit expansion and a \$54 billion light-rail expansion plan that would build 62 miles of light-rail in a project that will extend into the 2030s.

The improved bus service has meant the build-out of priority bus lanes and higher frequencies, with buses coming every four to six minutes, Glass-Hastings says. The state also requires large employers to enact programs that encourage alternatives to workers driving alone to work, resulting in commuter-benefit programs.

The lesson, says Glass-Hastings: "You can't neglect your transit system for decades, have it be in disrepair and expect people to continue to use it, especially in a day and age when alternatives are so readily available."

The Washington region, like many transit-centric cities, is a major player in the battle for Amazon's second headquarters, which brings the promise of about 50,000 jobs. Glass-Hastings said HQ2 could be a coup for whichever city lands it. About 95 percent of workers to Seattle's new center city jobs commute by a mode other than driving alone, he said, and in Amazon's case, its workers' transit costs are company-covered.

But Amazon's preference of Seattle should be a message for the cities, he said:

"You can't just drop 50,000 people in sort of a transit desert and expect them to seek out the bus."

 **204 Comments**

Faiz Siddiqui is a reporter with The Washington Post's transportation team. His coverage includes Metro, Uber and Lyft.  Follow @faizsays

## Lyft Faces Accessibility Discrimination Lawsuit In San Francisco

Posted on March 19, 2018

SAN FRANCISCO — *TechCrunch* reports that disability rights advocates, on behalf of the Independent Living Resource Center and two people who use wheelchairs, filed a class-action lawsuit against Lyft saying that the ride-hailing company discriminates against people who use wheelchairs by not making available wheelchair-accessible cars in the Bay Area.

The case alleges Lyft directly violates the law by not providing an equal and accessible transportation option to all. The suit specifically alleges Lyft is in violation of the Unruh Civil Rights Act, which guarantees people with disabilities are entitled to full and equal accommodations. The suit also alleges Lyft is in violation of the California Disabled Persons Act.

Lyft does have a service, Access, designed to serve people with disabilities, however the plaintiffs allege that service is a “completely inadequate substitute for actual accessible transportation,” according to the lawsuit. For the full story, [click here](#).

**Megan Rose Dickey** @ / 2 weeks

Disability Rights Advocates, on behalf of the Independent Living Resource Center and two people who use wheelchairs, filed a class-action lawsuit today against Lyft. The plaintiffs allege the ride-hailing company discriminates against people who use wheelchairs by not making available wheelchair-accessible cars in the San Francisco Bay Area.

The case, filed in Alameda County Superior Court, alleges **Lyft** directly violates the law by not providing an equal and accessible transportation option to all. The suit specifically alleges Lyft is in violation of the Unruh Civil Rights Act, which guarantees people with disabilities are entitled to full and equal accommodations. The suit also alleges Lyft is in violation of the California Disabled Persons Act.

“There is no doubt that those living with disabilities face significant transportation challenges — challenges that have existed for decades,” a Lyft spokesperson said in a statement. “Since Lyft was founded in 2012, we have sought to increase access to transportation around the country for underserved populations, including those living with disabilities. We currently have partnerships and programs in place to provide enhanced WAV access in various parts of the country, and are actively exploring ways to expand them nationwide.”

Lyft does have a service, Access, designed to serve people with disabilities, but the plaintiffs allege Lyft’s service for people with disabilities is “a sham and a completely inadequate substitute for actual accessible transportation,” the lawsuit states.

“Instead of connecting a rider in access mode with an accessible vehicle, Lyft sends the rider a text message with a link to a website listing phone numbers for paratransit, public transportation agencies, and local taxi companies around the country,” the lawsuit states.

TechCrunch was able to reproduce this claim outlined in the lawsuit. When I requested a car in Access mode, Lyft matched me with a driver and then sent me a text message stating:

Lyft accommodates service animals and foldable wheelchairs. If you need a vehicle with a ramp or lift, visit <http://lft.to/access> to connect to local services.

That means those who can’t easily get in and out of their wheelchairs would need to contact one of those local services.

“This effort is as laughable as it is inadequate, and clearly demonstrates Lyft’s lack of commitment to making its service accessible to people who need vehicles with lifts or ramps,” the lawsuit alleges. The suit later describes how there are major limitations to public transportation and paratransit for those with mobility disabilities. Therefore, “many persons with disabilities must use private transportation services to travel from one place to another.”

The plaintiffs do not seek money, but simply equal access to Lyft. Lyft’s main U.S. rival, Uber, also faces a number of lawsuits pertaining to the lack of services it offers to people with mobility disabilities. The DRA has filed similar suits against Uber in both New York and California.