



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
FEBRUARY 28, 2020 – 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.”

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

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

BOARD ROSTER

Director Ed Bottorff	City of Capitola
Director Trina Coffman-Gomez	City of Watsonville
Director Aurelio Gonzalez	City of Watsonville
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 Donna Meyers	City of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Dan Henderson	UC Santa Cruz
Ex-Officio Director Alta Northcutt	Cabrillo College

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

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

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

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

AMERICANS WITH DISABILITIES ACT

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

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 ROLL CALL

3 APPROVE: CONSIDERATION OF (1) ELECTING DIRECTORS TO SERVE AS BOARD OFFICERS; (2) ELECTING DIRECTORS TO POSITIONS ON VARIOUS BOARD COMMITTEES; (3) ELECTING DIRECTOR TO FILL ONE POSITION ON THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC); AND, (4) ELECTING REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC)

Board Chair

4 ANNOUNCEMENTS

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

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

5 BOARD OF DIRECTORS COMMENTS

6 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

This time is set aside for Directors and members of the 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.

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 JANUARY 2020

Angela Aitken, CFO

9-02 ACCEPT AND FILE: MINUTES OF THE JANUARY 24, 2020 BOARD OF DIRECTORS MEETING, THE FEBRUARY 14, 2020 FINANCE, BUDGET AND AUDIT STANDING COMMITTEE AND THE FEBRUARY 14, 2020 PERSONNEL/HR STANDING COMMITTEE MEETING

Alex Clifford, CEO/General Manager

9-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2019

Angela Aitken, CFO

9-04 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY20 REVISED CAPITAL BUDGET

Angela Aitken, CFO

9-05 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE AND PENDING GRANTS FOR THE SECOND QUARTER OF FY20

Wondimu Wengistu, Grants/Legislative Analyst

9-06 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2019

Daniel Zaragoza, Operations Manager, Paratransit Division

9-07 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE SECOND QUARTER OF FY20

Jayme Ackemann, Acting Planning and Development Director

9-08 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS

Rufus Francis, Safety, Security and Risk Management Director

9-09 CONSIDER APPROVAL OF SEIU, LOCAL 521, BASE WAGE SCALES AND RELATED CONTRACT LANGUAGE

Angela Aitken, CFO

9-10 APPROVE: CONSIDERATION OF DESIGNATION OF SAFETY, SECURITY AND RISK MANAGEMENT DIRECTOR TO THE CALIFORNIA TRANSIT INDEMNITY POOL (CALTIP) BOARD OF DIRECTORS

Alex Clifford, CEO/General Manager

- 9-11 APPROVE: CONSIDERATION OF APPROVING THE AMENDED PERSONNEL RULES AND REGULATIONS AND APPROVAL OF THE RESOLUTION REGARDING THIS ACTION**
Dawn Crummié, HR Director
- 9-12 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
Angela Aitken, CFO
- 9-13 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO FASTENAL COMPANY FOR FASTENERS, ELECTRICAL TERMINALS & MISCELLANEOUS ITEMS NOT TO EXCEED \$60,000**
Eddie Benson, Maintenance Manager
- 9-14 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO S & A SYSTEMS, INC. FOR A FLUID MANAGEMENT SYSTEM NOT TO EXCEED \$188,054**
Eddie Benson, Maintenance Manager
- 9-15 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3RD CONTRACT AMENDMENT WITH APOLLO VIDEO TECHNOLOGY TO INCREASE THE CONTRACT TOTAL BY \$100,000 FOR ONBOARD BUS VEHICLE SECURITY SURVEILLANCE**
Isaac Holly, IT and ITS Director
- 9-16 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 1ST AMENDMENT WITH HANSON BRIDGETT LLP TO INCREASE THE CONTRACT AUTHORITY FOR GENERAL COUNSEL AND LEGAL SERVICES**
Alex Clifford, CEO/General Manager

REGULAR AGENDA

- 10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:**
10 Years: William Dove
20 Years: Teodoro Guerrero and Raymundo Marquez
Board Chair
- 11 RESOLUTION OF APPRECIATION, RETIREES: DAN STEVENSON & JEFFREY ZENKER**
Board Chair
- 12 ORAL METRO ADVISORY COMMITTEE (MAC) SEMI-ANNUAL REPORT**
Veronica Elsea, MAC Chair
- 13 CEO ORAL REPORT**
Alex Clifford, CEO/General Manager
- 14 ACCEPT AND FILE: CY20 STATE AND FEDERAL LEGISLATIVE AGENDA**
Alex Clifford, CEO/General Manager
- 15 ACCEPT AND FILE: STATE LEGISLATIVE UPDATE FROM JOSH SHAW OF SHAW, YODER, ANTWIH, SCHMELZER AND LANGE**
Josh Shaw, Shaw, Yoder, Antwih, Schmelzer and Lange

- 16 ACCEPT AND FILE: FEDERAL LEGISLATIVE UPDATE FROM CHRIS GIGLIO OF CAPITAL EDGE**
Chris Giglio, Capital Edge
- 17 ADOPT AN AMENDMENT TO METRO'S DISCOUNT FARE POLICY PROVISIONS PERTAINING TO THE FREE FARE PROGRAM FOR LEGALLY BLIND INDIVIDUALS**
Jayme Ackemann, Marketing, Communications & Customer Service Director
- 18 DEMONSTRATION: NEW MOBILE TICKETING APP FOR HIGHWAY 17**
Jayme Ackemann, Acting Planning and Development Director
- 19 ORAL PACIFIC STATION UPDATE**
Jayme Ackemann, Marketing, Communications & Customer Service Director
- 20 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
Julie Sherman, General Counsel
- 21 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MARCH 27, 2020 AT 9:00 AM, AT SCOTTS VALLEY CITY COUNCIL CHAMBERS, ONE CIVIC CENTER DRIVE, SCOTTS VALLEY, CA**
Board Chair
- 22 RECESS TO CLOSED SESSION**

SECTION II: CLOSED SESSION

- 23 PUBLIC EMPLOYEE PERFORMANCE EVALUATION GOVERNMENT CODE §54957**
TITLE: GENERAL COUNSEL – JULIE SHERMAN / HANSON BRIDGETT LLP

SECTION III: RECONVENE TO OPEN SESSION

- 24 REPORT OF CLOSED SESSION ITEMS**
Julie Sherman, General Counsel
- 25 ADJOURNMENT**
Board Chair

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DATE: February 28, 2020

TO: Board of Directors

FROM: Ed Bottorff, Chair

SUBJECT: CONSIDERATION OF (1) ELECTING DIRECTORS TO SERVE AS BOARD OFFICERS, (2) ELECTING DIRECTORS TO POSITIONS ON VARIOUS BOARD COMMITTEES, (3) ELECTING A DIRECTOR TO FILL ONE POSITION ON THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC), AND (4) ELECTING REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC)

I. RECOMMENDED ACTION

That the Board of Directors Elect Directors to the following positions:

- 1) Santa Cruz Metropolitan Transit District (METRO) Board Chair and Vice Chair;**
- 2) Vacant Director Positions on various METRO Board Committees;**
- 3) One Director Position on the Santa Cruz Civic Improvement Corporation (SCCIC) Board; and,**
- 4) Representatives and Alternates for the Santa Cruz County Regional Transportation Commission (SCCRTC)**

II. SUMMARY

- Article 6 of the Santa Cruz Metropolitan Transit District (METRO) Bylaws provides that the Board of Directors shall annually nominate individuals to the positions of Chair and Vice Chair.
- In 2019, the Board of Directors nominated individuals to stand for election to the Standing Committee positions referenced in this staff report.
- Article III, Section 3.03 of the Santa Cruz Civic Improvement Corporation (SCCIC) Bylaws provides that the Board of Directors shall appoint METRO Directors to the SCCIC Board.
- In order to maintain representation on the Santa Cruz County Regional Transportation Commission (SCCRTC), it is necessary that the Board of Directors elect individuals to the three positions and three alternate positions that are designated for METRO Board Members.
- Nominations for the positions referenced in this Staff Report were opened at the January 24, 2020 Board of Directors meeting.

III. DISCUSSION/BACKGROUND

The terms of the officers and appointees of the Board of Directors in the positions of Chair, Vice Chair and SCCRTC appointees expire in February 2020. One of the five SCCIC Directors' terms is set to expire in February 2020.

SCCIC is a non-profit public benefit corporation organized under the non-profit benefit corporation law in the State of California to provide financial assistance to METRO by acquiring, constructing and financing various public facilities, land and equipment and the leasing of facilities, land and equipment for use, benefit and enjoyment of the public served by METRO.

Article III, Section 3.03 of the SCCIC Bylaws provides that METRO's Board of Directors shall appoint METRO Directors to the SCCIC Board.

Staff recommends that the METRO Board of Directors appoint METRO Directors to serve on the SCCIC Board. At this time, one appointee is needed for one expiring position. The Director filling the expiring position will hold the office for a term of two years.

The METRO Bylaws provide that the Board of Directors shall identify nominees to be considered for election to the positions herein referenced.

Staff recommends that the Board of Directors provide slates to:

- 1) Elect Directors to the positions of Chair and Vice Chair
- 2) Reconfirm or nominate Directors to positions on the current Standing Committees:
 - a. Capital Projects Committee
 - b. Finance, Budget and Audit Committee
 - c. Personnel/Human Resources Committee
- 3) Fill one position on the SCCIC
- 4) Elect three representatives and three alternates to the SCCRTC.

In accordance with the METRO bylaws, nominations remain open until the positions are filled through election. The election for the referenced positions is scheduled to be held on February 28, 2020.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

The actions taken in this report tie to METRO's Stewardship and Accountability responsibility.

V. FINANCIAL CONSIDERATIONS/IMPACT

Funding support for the positions identified in this Staff Report is contained under Admin in the FY20 and FY21 Final Budget adopted June 28, 2019 and in the FY21 and FY22 yet to be finalized.

VI. CHANGES FROM COMMITTEE

None.

VII. ALTERNATIVES CONSIDERED

None.

VIII. ATTACHMENTS

Attachment A: Current METRO Board Officers and Appointees

Attachment B: Current SCCIC Board Roster

Attachment C: Board Nominated Slate(s) Worksheet

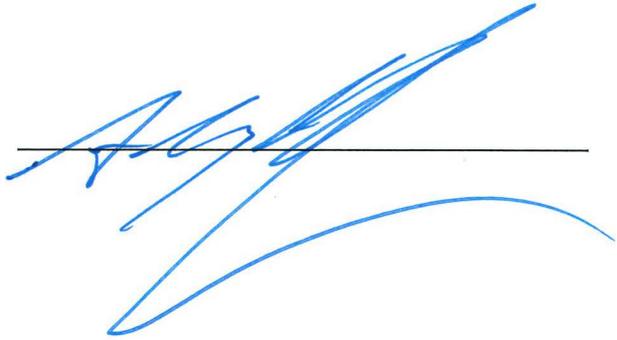
Prepared by: Gina Pye, Executive Assistant

IX. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



BOARD CHAIR & VICE CHAIR, STANDING AND AD HOC COMMITTEE APPOINTMENTS - 2019



2019 Chair, Vice Chair and Standing Committees

Chair
ED BOTTORFF

Vice Chair
MIKE ROTKIN

Capital Projects Standing Committee
Committee Established 8/26/16
ED BOTTORFF
CYNTHIA MATHEWS
BRUCE McPHERSON

Finance, Budget and Audit Standing Committee
(4-5 Board Members, as a ground rule)
Committee Established 8/26/16
TRINA COFFMAN-GOMEZ
DONNA LIND
DONNA MEYERS
MIKE ROTKIN

Personnel/Human Resources Standing Committee
Committee Established 8/26/16
ED BOTTORFF, Current Chair
MIKE ROTKIN, Current Vice Chair
BRUCE McPHERSON, Immediate Past Chair
JOHN LEOPOLD
LARRY PAGELER

Attachment A

2019 Other Committees

SCCIC Representatives

ED BOTTORFF
TRINA COFFMAN-GOMEZ
AURELIO GONZALEZ
JOHN LEOPOLD
BRUCE McPHERSON

SCCRTC Representatives

ED BOTTORFF
AURELIO GONZALEZ
MIKE ROTKIN

SCCRTC Alternates (in order)

DONNA LIND
DONNA MEYERS
DAN ROTHWELL

VACANT until County appoints new METRO representative

2019 Other (METRO Ad Hoc) Committees

CEO Goals and Objectives Ad Hoc Committee

Committee Established 5/19/17

ED BOTTORFF
BRUCE McPHERSON
MIKE ROTKIN

Legislative Ad Hoc Committee

Committee Established 2/23/18

ED BOTTORFF
JOHN LEOPOLD
CYNTHIA MATHEWS
BRUCE McPHERSON
MIKE ROTKIN

MAC Ad Hoc Committee

Committee Established 3/24/17

ED BOTTORFF
TRINA COFFMAN-GOMEZ
BRUCE McPHERSON
DONNA MEYERS

Attachment B



SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC)

BOARD OF DIRECTORS 2019 - 2020

	YEAR TERM BEGAN	YEAR TERM ENDS
Ed Bottorff, President	2019	2021
John Leopold, Vice President	2019	2021
Bruce McPherson, Secretary	2019	2021
Trina Coffman-Gomez, Treasurer	2018	2020
Aurelio Gonzalez, Director	2019	2021

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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BOARD OFFICERS AND APPOINTMENTS



Elect Board Chair (2019: Ed Bottorff)

Nominee:

Nominated by:

1. Mike Rotkin

Ed Bottorff

2. _____

3. _____

4. _____

SLATE 1

SLATE 2

SLATE 3

SLATE 4



BOARD OFFICERS AND APPOINTMENTS

Elect Board Vice Chair (2019: Mike Rotkin)

Nominee:

Nominated by:

SLATE 1

1. John Leopold

Ed Botorff

SLATE 2

2. _____

SLATE 3

3. _____

SLATE 4

4. _____



BOARD OFFICERS AND APPOINTMENTS

Reappoint or Nominate 3: Capital Projects Standing Committee

Members

3 Total Members

2019 Members: Ed Bottorff, Cynthia Mathews & Bruce McPherson

Nominee:

1. Ed Bottorff

2. Cynthia Mathews

3. Bruce McPherson

Nominated by:

Ed Bottorff

Ed Bottorff

Ed Bottorff

SLATE 1

Nominee:

1. _____

2. _____

3. _____

Nominated by:

SLATE 2

Nominee:

1. _____

2. _____

3. _____

Nominated by:

SLATE 3

Nominee:

1. _____

2. _____

3. _____

Nominated by:

SLATE 4



BOARD OFFICERS AND APPOINTMENTS

Reappoint or Nominate 4 or 5: Finance, Budget and Audit Standing Committee Members

4-5 Total Members

2019 Members: Trina Coffman-Gomez, Donna Lind, Donna Meyers & Mike Rotkin

Nominee:

1. Trina Coffman-Gomez
2. Donna Lind
3. Donna Meyers
4. Mike Rotkin

Nominated by:

- Ed Bottorff
Ed Bottorff
Ed Bottorff
Ed Bottorff

SLATE 1

Nominee:

1. _____
2. _____
3. _____
4. _____
5. _____

Nominated by:

- _____

SLATE 2

Nominee:

1. _____
2. _____
3. _____
4. _____
5. _____

Nominated by:

- _____

SLATE 3

Nominee:

1. _____
2. _____
3. _____
4. _____
5. _____

Nominated by:

- _____

SLATE 4



BOARD OFFICERS AND APPOINTMENTS

Appoint or Nominate 2: Personnel/Human Resources Standing Committee Members

Current (2020) Board Chair; Current (2020) Board Vice Chair; Immediate Past (2019) Board Chair, Ed Bottorff and 2 Board Members

5 Total Members

Committee Requires Current Board Chair, Current Board Vice Chair and Immediate Past Board Chair as members PLUS two Directors
2019 Directors: John Leopold and Larry Pageler

SLATE 1

Nominee:

Nominated by:

1. Current Board Chair, Mike Rotkin (2020)

Ed Bottorff

2. Current Board Vice Chair, John Leopold (2020)

Ed Bottorff

3. Ed Bottorff, Immediate Past Chair (2019)

Automatic

4. Aurelio Gonzalez

Ed Bottorff

5. Larry Pageler

Ed Bottorff

SLATE 2

Nominee:

Nominated by:

1. Current Board Chair, _____ (2020)

2. Current Board Vice Chair, _____ (2020)

3. Ed Bottorff, Immediate Past Chair (2019)

Automatic

4. _____

5. _____

Nominee:

Nominated by:

1. Current Board Chair, _____ (2020)

2. Current Board Vice Chair, _____ (2020)

3. Ed Bottorff, Immediate Past Chair (2019)

Automatic

4. _____

5. _____

SLATE 3



BOARD OFFICERS AND APPOINTMENTS

Nominate 1: SCCIC Representative

President, Ed Bottorff; Vice President, John Leopold;
Secretary, Bruce McPherson; and, Treasurer, Trina Coffman-Gomez

5 Total Members

Expiring Director: Trina Coffman-Gomez (term ends Feb 2020)

Nominee:

1. Ed Bottorff, President
2. John Leopold, Vice President
3. Bruce McPherson, Secretary
4. Aurelio Gonzalez, Director
5. Trina Coffman-Gomez, Treasurer

Nominated by:

- Term expires 2021
- Term expires 2021
- Term expires 2021
- Term expires 2021
- Ed Bottorff - Term would expire 2022

SLATE 1

Nominee:

1. Ed Bottorff, President
2. John Leopold, Vice President
3. Bruce McPherson, Secretary
4. Aurelio Gonzalez, Director
5. _____, Treasurer

Nominated by:

- Term expires 2021
- Term expires 2021
- Term expires 2021
- Term expires 2021
- Term expires _____

SLATE 2

Nominee:

1. Ed Bottorff, President
2. John Leopold, Vice President
3. Bruce McPherson, Secretary
4. Aurelio Gonzalez, Director
5. _____, Treasurer

Nominated by:

- Term expires 2021
- Term expires 2021
- Term expires 2021
- Term expires 2021
- Term expires _____

SLATE 3



BOARD OFFICERS AND APPOINTMENTS

Reappoint or Nominate 3: SCCRTC Representatives (2019 Reps: Ed Bottorff, Aurelio Gonzalez & Mike Rotkin) 3 Total Representatives

Nominee:

1. Ed Bottorff
2. Aurelio Gonzalez
3. Mike Rotkin

Nominated by:

- Ed Bottorff
- Ed Bottorff
- Ed Bottorff

SLATE 1

Nominee:

1. _____
2. _____
3. _____

Nominated by:

- _____
- _____
- _____

SLATE 2

Nominee:

1. _____
2. _____
3. _____

Nominated by:

- _____
- _____
- _____

SLATE 3

Nominee:

1. _____
2. _____
3. _____

Nominated by:

- _____
- _____
- _____

SLATE 4

BOARD OFFICERS AND APPOINTMENTS



Reappoint or Nominate 3: SCCRTC Alternates (in order)
2019 Alternates: Donna Lind, Donna Meyers & Dan Rothwell
3 Total Representatives

Nominee:

- 1. Donna Lind
- 2. Donna Meyers
- 3. Dan Rothwell

Nominated by:

- Ed Bottorff
- Ed Bottorff
- Ed Bottorff

SLATE 1

Nominee:

- 1. _____
- 2. _____
- 3. _____

Nominated by:

- _____
- _____
- _____

SLATE 2

Nominee:

- 1. _____
- 2. _____
- 3. _____

Nominated by:

- _____
- _____
- _____

SLATE 3

Nominee:

- 1. _____
- 2. _____
- 3. _____

Nominated by:

- _____
- _____
- _____

SLATE 4



DATE: February 28, 2020
TO: Board of Directors
FROM: Angela Aitken, Chief Financial Officer
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF JANUARY 2020**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of January 2020

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of January 2020.
- 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 January 2020 have been processed, the checks have been issued and signed by the Chief Financial Officer.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO's Financial Stability, Stewardship & Accountability.

V. FINANCIAL CONSIDERATIONS/IMPACT

The check journals present the invoices paid in January 2020 for Board review, agency disclosure, and transparency.

VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of January 2020

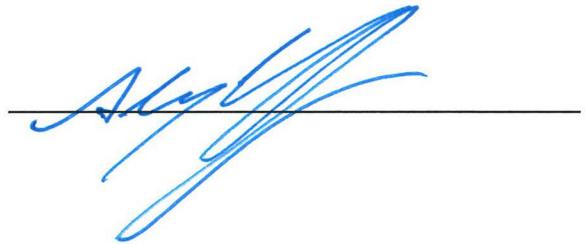
Prepared by: Holly Alcorn, Accounting Specialist

VII. APPROVALS:

Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager



Attachment A

DATE: 01/01/20 THRU 01/31/20

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67034	01/23/20	-573.61	CENTRAL EQUIPMENT SERVICE CO.		97169	TANK ALARM MMF	-573.61	**VOID
67324	01/06/20	98.50	ABC BUS INC		97934	INVENTORY ORDER	98.50	
67325	01/06/20	205.00	ALWAYS UNDER PRESSURE		97935	WTC STEAM CLEAN RPR	205.00	
67326	01/06/20	4,697.96	AT&T		97936	11/19-12/18 OPS ELEV	144.61	
					97937	11/19-12/18 MAIN ACC	4,107.95	
					97938	11/19-12/18 DAVENPRT	164.69	
					97939	11/19-12/18 OCEAN-L	280.71	
67327	01/06/20	236.01	BAY ALARM COMPANY		98022	1/1-4/1 VERNON ELEV	236.01	
67328	01/06/20	13,705.00	BOWMAN & WILLIAMS INC		97972	SEPT 19 EV CHR FG FY19	11,327.00	
					97973	NOV 19 EV CHR FG FY19	2,378.00	
67329	01/06/20	19.60	BRASS KEY LOCKSMITH INC		97940	VEH#805 TOOLBOX LOCK	19.60	
67330	01/06/20	18,000.00	CALIFORNIA TRANSIT ASSOC.		97941	1/20-1/21 MEMBERSHIP	18,000.00	
67331	01/06/20	2,057.58	CARLON'S FIRE EXTINGUISHER		97942	VERNON EXTINGUISHERS	673.06	
					97943	GOLF EXTINGUISHERS	685.80	
					97944	RIVER EXTINGUISHERS	490.72	
					97945	OPS EXTINGUISHERS	208.00	
67332	01/06/20	5,080.13	CASEY PRINTING, INC		97946	HEADWAYS WINTER SVC	5,080.13	
67333	01/06/20	21.03	CATTO'S GRAPHICS, INC.		97947	WINTER ROUTE STICKER	21.03	
67334	01/06/20	1,647.89	CITY OF WATSONVILLE UTILITIES		97948	11/18-12/17 WATER	87.55	
					97949	11/19-12/17 WATER	97.62	
					97950	11/19-12/17 WATER	451.50	
					97951	11/21-12/17 WASTE	1,011.22	
67335	01/06/20	715.50	CLAREMONT EAP		98020	JAN 20 EAP	715.50	
67336	01/06/20	16,490.98	CLEAN ENERGY		97952	12/16 LGN	8,231.24	
					97953	12/10 LNG	8,259.74	
67337	01/06/20	1,164.21	COAST PAPER & SUPPLY INC.		97954	INVENTORY ORDER	993.78	
					97955	NON INVENTORY ORDER	170.43	
67338	01/06/20	116.78	CREATIVE BUS SALES, INC.		97956	INVENTORY ORDER	44.56	
					97957	VEH # 1702 RPR	72.22	
67339	01/06/20	259.55	CRUMMIE, DAWN		97971	EMPLOYEE REIMBURSEME	259.55	
67340	01/06/20	804.30	CUMMINS PACIFIC LLP		97958	INVENTORY ORDER	804.30	
67341	01/06/20	96.00	DEPARTMENT OF JUSTICE		97959	NOV 19 FINGERPRINT	96.00	
67342	01/06/20	442.50	DOCTORS ON DUTY MEDICAL CLINIC		97975	DOT DRUG TESTING	32.50	
					97976	DOT DRUG TESTING	32.50	
					97977	DOT DRUG TESTING	32.50	
					97978	DOT DRUG TESTING	32.50	
					97979	DOT DRUG TESTING	32.50	
					97980	DOT DRUG TESTING	32.50	
					97981	DOT DRUG TESTING	32.50	
					97982	DOT DRUG TESTING	75.00	
					97983	DOT DRUG TESTING	75.00	
					97984	DOT DRUG TESTING	32.50	
					97985	DOT DRUG TESTING	32.50	
67343	01/06/20	4,073.19	EAST BAY TIRE CO.		97960	REVENUE TIRES	2,096.21	
					97961	REVENUE TIRES	538.76	
					97962	REVENUE TIRES	390.12	

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67344	01/06/20	908.48 432	EXPRESS SERVICES INC.	97963			REVENUE TIRES	1,048.10	
67345	01/06/20	2,241.39 039	FEDEX OFFICE	97964			12/9-12/15 TEMP SVC	908.48	
67346	01/06/20	11,473.67 002952	FLYERS ENERGY LLC	97965			OUTREACH MAPS	392.78	
67347	01/06/20	57.26 003418	FRONTIER COMMUNICATIONS - 6145	97966			WINTER HEADWAYS	1,104.79	
67348	01/06/20	440.82 647	GENFARE A DIV OF SPX CORP	97967			WINTER POSTERS	743.82	
67349	01/06/20	3,963.37 117	GILLIG LLC	97968			GENERATORS DSL	2,713.97	
67350	01/06/20	82,648.00 002123	GIRO, INC.	97969			12/1-12/15 FUEL PC	8,759.70	
67351	01/06/20	365.42 282	GRAINGER	97970			12/13-1/12 SKY-RIVER	57.26	
67352	01/06/20	2,310.00 003468	KANEKO AND KRAMMER CORP	97987			INVENTORY ORDER	440.82	
67353	01/06/20	19.49 1117	KELLEY'S SERVICE INC.	97988			RECARO SEAT COVERS	3,018.58	
67354	01/06/20	147.95 001233	KIMBALL MIDWEST	97989			RECARO SEAT COVERS	335.40	
67355	01/06/20	157.62 003059	MAILFINANCE INC	98021			INVENTORY ORDER	609.39	
67356	01/06/20	150.00 003249	MAXIMUM OIL SERVICE LLC	97990			INVENTORY ORDER	82,648.00	
67357	01/06/20	387.98 041	MISSION UNIFORM	97991			INVENTORY ORDER	218.20	
67358	01/06/20	1,230.57 003464	MPRESS DIGITAL INC	97992			INVENTORY ORDER	98.28	
67359	01/06/20	2,085.46 023	PACIFIC TRUCK PARTS, INC.	97993			BATTERIES	10.42	
67360	01/06/20	1,350.22 043	PALACE ART & OFFICE SUPPLY	97994			INVENTORY ORDER	38.52	
67361	01/06/20	683.26 107A	PROBUILD COMPANY LLC	97998			CLASSIFICATION STUDY	2,310.00	
67362	01/06/20	676.26 882	RANDY WEST	97999			INVENTORY ORDER	19.49	
67363	01/06/20	66.80 003024	RICOH USA, INC CA	97997			NON INVENTORY ORDER	147.95	
67364	01/06/20	2,803.29 003154	ROMAINE ELECTRIC CORP	98000			12/28-1/27 LEASE	157.62	
67365	01/06/20	224.00 135	SANTA CRUZ AUTO PARTS, INC.	98001			WASTE OIL PICKUP	150.00	
67366	01/06/20	50.55 079	SANTA CRUZ MUNICIPAL UTILITIES	98002			UNIFORMS	220.48	
				98003			TOWELS	50.00	
				98004			TOWELS/ MATS	34.50	
				98005			UNIFORMS	36.25	
				98006			UNIFORMS	36.25	
				98007			TOWELS/MATS	10.50	
				98048			STICKERS FOR FAIR	1,230.57	
				98008			INVENTORY ORDER	1,085.68	
				98009			INVENTORY ORDER	999.78	
				98010			OFFICE SUPPLIES	1,328.38	
				98011			OFFICE SUPPLIES	21.84	
				98012			SMC ROOF RPR SUPPL	266.57	
				98013			SMC ROOF RPR	289.95	
				98014			SMC ROOF RPR	54.07	
				98015			SMC ROOF RPR	46.74	
				98016			SMC RPR SUPPLIES	8.74	
				98017			FENCE RPR PNR	17.19	
				98018			COURTESY CARDS	676.26	
				98019			12/12-01/11 OPS	66.80	
				98025			INVENTORY ORDER	2,803.29	
				98026			INVENTORY ORDER	51.57	
				98027			INVENTORY ORDER	96.92	
				98028			INVENTORY ORDER	75.51	
				98029			11/7-12/6 LOCAL JERK	50.55	

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67367	01/06/20	001307	6,050.73	SANTA CRUZ STAFFING, LLC		98023	12/16-12/22 TEMP SVC	1,154.75	
						98024	12/2-12/8 TEMP SVC	1,162.50	
						98030	12-9-12/15 TEMP SVC	1,036.56	
						98031	12/9-12/15 TEMP SVC	930.00	
						98032	11/25-12/01 TEMP SVC	1,766.92	
67368	01/06/20	003292	2,704.80	SLINGSHOT CONNECTIONS LLP		98033	12/9-12/15 TEMP SVC	1,352.40	
						98034	10/28-11/3 TEMP SVC	1,352.40	
67369	01/06/20	003483	1,040.00	TACOS EL CHUY		97986	FTA TRIENNIAL CELEBR	1,040.00	
67370	01/06/20	614	34.49	TESSCO TECHNOLOGIES, INC.		98035	PROTERRA RADIO PARTS	34.49	
67371	01/06/20	003285	11,281.25	THE AFTERMARKET PARTS CO LLC		98036	INVENTORY ORDER	75.78	
						98037	INVENTORY ORDER	809.90	
						98038	INVENTORY ORDER	209.21	
						98039	INVENTORY ORDER	4,910.14	
						98040	INVENTORY ORDER	2,252.52	
						98041	RPR VEH # 1204	285.54	
						98042	INVENTORY ORDER	15.37	
						98043	INVENTORY ORDER	20.03	
						98044	INVENTORY ORDER	2,702.76	
67372	01/06/20	003242	1,196.29	THE JANEK CORPORATION		97995	RPR ELECTRIC ITEMS	1,005.10	
						97996	RPR ELECTRONIC ITEMS	191.19	
67373	01/06/20	007	186.39	UNITED PARCEL SERVICE		97707	NOV 19 FREIGHT	61.12	
						97760	DUPLICATE PAYMENT	-115.16	
						97883	FREIGHT	13.45	
						98045	FREIGHT	226.98	
67374	01/06/20	003290	40.00	WORKFORCEQA LLC		98046	10/31-11/20 DOT MRO	40.00	
67375	01/06/20	147	36.01	ZEE MEDICAL SERVICE CO.		98047	1ST AID REPLENISHMNT	36.01	
67376	01/13/20	003151	281.11	ABC BUS INC		98208	INVENTORY ORDER	281.11	
67377	01/13/20	382	777.54	AIRTEC SERVICE INC.		98049	HVAC RPR VERNON	777.54	
67378	01/13/20	002861	32.60	AMERICAN MESSAGING SVCS, LLC		98050	JAN20 ON CALL PAGERS	32.60	
67379	01/13/20	001D	573.38	AT&T		98130	12/1-12/31 PT2PT WTC	573.38	
67380	01/13/20	003105	997.02	AT&T MOBILITY		98209	11/24-12/23 BUS WIFI	997.02	
67381	01/13/20	002363	126.22	BATTERIES PLUS #314		98051	BATTERIES	126.22	
67382	01/13/20	002802	2,804.43	BATTERY SYSTEMS CORP		98052	INVENTORY ORDER	2,804.43	
67383	01/13/20	002035	3,344.50	BOWMAN & WILLIAMS INC		98053	NOV VERNON GENERATOR	3,344.50	
67384	01/13/20	588	2,571.88	CALTIP		98167	DEC 19 CODE=5100	2,571.88	
67385	01/13/20	914	710.13	CALTRONICS BUSINESS SYSTEMS		98056	OFFICE SUPPLIES	710.13	
67386	01/13/20	001230	4,897.69	CAPITOL CLUTCH & BRAKE, INC.		98054	INVENTORY ORDER	4,897.69	
67387	01/13/20	002627	1,844.84	CDW GOVERNMENT, INC.		98055	11/29-11/28/20 LIC	1,844.84	
67388	01/13/20	001346	4,461.99	CITY OF SANTA CRUZ-FINANCE		98131	QRTLY PRKNG DEF FEES	382.50	
						98132	QRTLY PRKNG DEF FEES	597.02	
						98133	COOP RETAIL MGMT	3,482.47	
67389	01/13/20	909	1,248.45	CLASSIC GRAPHICS		98057	REFL MIRROR DECALS	1,248.45	
67390	01/13/20	001124	41,640.89	CLEAN ENERGY		98058	DEC 19 INSPECTION	14,842.00	
						98134	12/12 LNG	5,731.37	
						98169	12/18 LNG	6,168.82	
						98210	12/26 LNG	2,313.83	

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67391	01/13/20					98211	12/24 LNG	7,607.74	
67392	01/13/20					98212	12/20 LNG	4,977.13	
67393	01/13/20		163.87	075		98059	INVENTORY ORDER	163.87	
67394	01/13/20		2,890.00	003034		98225	JAN 20 LANDSCAPE MTN	2,890.00	
			5,559.86	002814		98213	VEH# PC1702 WC LIFT	5,559.86	
			23,073.14	003116		98060	RPR VEH # 1201	218.11	
						98061	VEH # 1208 OVERHAUL	16,802.67	
						98062	INVENTORY ORDER	3,260.10	
						98063	INVENTORY ORDER	15.21	
						98064	RPR VEH # 1206	2,777.05	
67395	01/13/20		23,540.62	002104		98068	FY20 WC ASSESSMENT	23,540.62	
67396	01/13/20		467.31	002835		98135	7/1-12/31 290006 SM	467.31	
67397	01/13/20		4,804.09	003274		98069	FLAT RPR	29.92	
						98070	REVENUE TIRES	198.73	
						98071	REVENUE TIRES	1,490.22	
						98072	REVENUE TIRES	731.14	
						98073	REVENUE TIRES	257.88	
						98074	REVENUE TIRES	1,048.10	
						98075	REVENUE TIRES	1,048.10	
67398	01/13/20		1,898.99	002962		98166	NOV 19 MERCHANT FEES	1,898.99	
67399	01/13/20		2,063.60	002952		98136	12/16-12/31 FUEL	2,063.60	
67400	01/13/20		871.60	E1039		98087	12/17-12/20 APTA MTG	871.60	
67401	01/13/20		57.26	003279		98137	12/16-1/15 SKY-RIVER	57.26	
67402	01/13/20		63.12	647		98076	INVENTORY ORDER	63.12	
67403	01/13/20		997.64	117		98077	RPR VEH # 2807	290.94	
						98078	RPR VEH 4207	441.83	
						98079	RPR VEH# PC1122	203.30	
						98138	RPR VEH # 2806	61.57	
67404	01/13/20		56.39	M041		98088	JAN 20 RET SUPP HLTH	56.39	
67405	01/13/20		376.07	282		98081	INVENTORY ORDER	50.48	
						98082	CLEANING SUPPLIES	247.01	
						98083	INVENTORY ORDER	21.77	
						98139	INVENTORY ORDER	56.81	
67406	01/13/20		452.33	546		98214	AGG BASE ROCK	452.33	
67407	01/13/20		15,800.72	001745		98223	JAN 20 LTD	10,554.65	
						98224	JAN 20 AD&D	5,246.07	
67408	01/13/20		751.24	003327		98099	RPR VEH# PC1706	751.24	
67409	01/13/20		225.93	1117		98084	INVENTORY ORDER	72.08	
						98085	INVENTORY ORDER	153.85	
67410	01/13/20		23,627.38	003366		98215	JAN 20 LEASE PAYMENT	23,627.38	
67411	01/13/20		109.25	780		98086	VEH# PC1203 RADIO	109.25	
67412	01/13/20		2,084.71	001052		98090	INVENTORY ORDER	2,054.12	
						98091	INVENTORY ORDER	30.59	
67413	01/13/20		382.48	041		98092	TOWELS/MATS	10.50	
						98093	TOWELS/MATS	10.50	
						98094	TOWELS	50.00	

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67414	01/13/20	003061	430.59	NEOFUNDS BY NEOPOST DBA		98095	UNIFORMS	220.48	
67415	01/13/20	002721	109.98	NEXTEL COMMUNICATIONS/SPRINT		98096	TOWELS/MATS	34.50	
67416	01/13/20	004	6,043.37	NORTH BAY FORD LINC-MERCURY		98140	UNIFORMS	22.00	
67417	01/13/20	043	1,728.29	PALACE ART & OFFICE SUPPLY		98141	TOWELS/MATS	34.50	
						98173	DEC 19 POSTAGE	430.59	
						98165	11/26-12/25 OPS	109.98	
						98097	RPR VEH# PC1106	5,941.36	
						98098	RPR VEH# 1401	102.01	
						98100	OFFICE SUPPLIES	394.49	
						98101	OFFICE SUPPLIES	66.16	
						98102	OFFICE SUPPLIES	39.26	
						98103	OFFICE SUPPLIES	219.20	
						98104	OFFICE SUPPLIES	20.70	
						98105	OFFICE SUPPLIES	475.86	
						98106	OFFICE SUPPLIES	134.48	
						98107	CREDIT	-32.65	
						98108	OFFICE SUPPLIES	49.32	
						98109	OFFICE SUPPLIES	361.47	
67418	01/13/20	M109	56.39	PEREZ, CHERYL		98089	JAN 20 RET SUPP HLTH	56.39	
67419	01/13/20	050	147.49	PITNEY BOWES INC. RENTAL PMT		98216	1/1-3/31 METER DM200	147.49	
67420	01/13/20	002939	44,617.20	PREFERRED BENEFIT		98221	JAN 20 VISION	8,617.50	
67421	01/13/20	107A	454.66	PROBULLD COMPANY LLC		98222	JAN 20 DENTAL	35,999.70	
						98110	PAINT SBF	65.54	
						98111	ROOF SEALANT SBF	34.57	
						98112	SANDBAGS FOR BUS TST	201.50	
						98113	STENCIL KIT	9.82	
						98114	ROOF CEMENT	87.39	
						98115	HEADLAMPS	21.61	
						98116	RPR SUPPLIES	34.23	
67422	01/13/20	E969	162.41	PYE, GINA		98220	EMPLOYEE REIMBURSEMT	162.41	
67423	01/13/20	003024	2,809.02	RICOH USA, INC CA		98118	12/14-1/13 MAINT	66.76	
						98119	9/24-12/23 IMAGES AD	52.79	
						98174	10/1-12/31 IMAGES AD	2,689.47	
67424	01/13/20	215	279.91	RICOH USA, INC. TX		98117	1/3-2/2 RENTAL	279.91	
67425	01/13/20	003154	1,201.75	ROMAINE ELECTRIC CORP		98143	INVENTORY ORDER	1,201.75	
67426	01/13/20	001286	3,012.00	SAFE-CARD ID SERVICES, INC		98172	ID CARD PRINTER	3,012.00	
67427	01/13/20	135	237.01	SANTA CRUZ AUTO PARTS, INC.		98121	INVENTORY ORDER	22.32	
						98122	INVENTORY ORDER	151.71	
						98123	CREDIT	-21.85	
						98124	INVENTORY ORDER	12.97	
						98125	INVENTORY ORDER	68.39	
						98126	INVENTORY ORDER	3.88	
						98127	INVENTORY ORDER	12.56	
						98152	CREDIT	-12.97	
67428	01/13/20	002917	42,722.83	SANTA CRUZ METRO TRANSIT W/C		98159	DEC 19 REPLENISHMENT	42,722.83	
67429	01/13/20	079	11,247.46	SANTA CRUZ MUNICIPAL UTILITIES		98144	11/7-12/6 PACIFIC	106.15	

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						98145	11/7-12/6 PACIFIC	4,210.11	
						98146	11/7-12/6 VERNON	544.38	
						98147	11/7-12/6 GOLF	1,436.45	
						98148	11/7-12/6 1200A RVR	245.35	
						98149	11/7-12/6 1200B RVR	3,642.59	
						98150	11/7-12/6 CEDAR/WLNT	1,050.60	
						98151	11/7-12/6 GOLF IRRIG	11.83	
67430	01/13/20	6,006.37	001307	SANTA CRUZ STAFFING, LLC		98065	DUPLICATE PAYMENT	-1,249.58	
						98066	CORRECT BILLING AMT	-1,240.00	
						98067	CORRECTED INV. AMT	678.13	
						98153	12/2-12/8 TEMP SVC	1,520.94	
						98154	12/16-12/22 TEMP SVC	1,550.00	
						98155	12/23-12/29 TEMP SVC	620.00	
						98156	12/2-12/8 TEMP SVC	1,550.00	
						98157	12/9-12/15 TEMP SVC	1,240.00	
						98158	12/16-12/22 TEMP SVC	1,336.88	
67431	01/13/20	438.39	122	SCMTD PETTY CASH - OPS		98164	REPLENISHMENT	438.39	
67432	01/13/20	3,751.42	003292	SLINGSHOT CONNECTIONS LLP		98160	11/4-11/10 TEMP SVC	855.00	
						98161	10/14-10/20 TEMP SVC	855.00	
						98162	12/9-12/15 TEMP SVC	608.00	
						98168	12/16-12/22 TEMP SVC	351.50	
						98217	12/23-12/29 TEMP SVC	1,081.92	
67433	01/13/20	835.00	002067	SOIL CONTROL LAB		98163	1200 RIVER SOIL LABS	835.00	
67434	01/13/20	15,739.15	003425	SYNCHROMATICS CORPORATION		98128	AVL INSTALL	1,230.00	
						98129	AVL MILESTONE	14,509.15	
67435	01/13/20	10,761.47	003285	THE AFTERMARKET PARTS CO LLC		98175	INVENTORY ORDER	477.23	
						98176	INVENTORY ORDER	3,167.82	
						98177	INVENTORY ORDER	3,753.00	
						98178	INVENTORY ORDER	33.38	
						98179	INVENTORY ORDER	403.17	
						98180	RPR VEH# 1303	122.13	
						98181	INVENTORY ORDER	351.39	
						98182	INVENTORY ORDER	1,659.89	
						98183	INVENTORY ORDER	21.49	
						98184	INVENTORY ORDER	273.48	
						98185	INVENTORY ORDER	288.63	
						98186	INVENTORY ORDER	46.28	
						98187	INVENTORY ORDER	17.82	
						98188	RPR VEH # 1202	42.28	
						98189	INVENTORY ORDER	83.45	
						98218	INVENTORY ORDER	20.03	
67436	01/13/20	2,190.47	003242	THE JANEK CORPORATION		98170	RPR ELECTRONIC ITEMS	256.74	
						98171	RPR VEH # 4204	1,933.73	
67437	01/13/20	286.32	003415	TRANSFOR CORPORATION		98190	ADA CHAIR STRAPS	286.32	
67438	01/13/20	69.09	007	UNITED PARCEL SERVICE		98191	OUTGOING FREIGHT	69.09	
67439	01/13/20	4,955.35	002829	VALLEY POWER SYSTEMS, INC.		98192	INVENTORY ORDER	717.97	

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67463	01/20/20	003431	150.00	FIRST ALARM		98303	SERVICE CALL GOLF	150.00	
67464	01/20/20	002952	7,830.57	FLYERS ENERGY LLC		98318	12/16-12/31 PC FUEL	7,830.57	
67465	01/20/20	647	281.22	GENFARE A DIV OF SPX CORP		98316	INVENTORY ORDER	281.22	
67466	01/20/20	002123	17,290.00	GIRO, INC.		98302	HASTUS SOFTWARE	17,290.00	
67467	01/20/20	282	542.24	GRAINGER		98247	INVENTORY ORDER	77.22	
						98248	VSW CONTAINER	45.34	
						98249	TIRE TREAD GAUGE	34.85	
						98250	INVENTORY ORDER	56.18	
						98251	INVENTORY ORDER	328.65	
67468	01/20/20	001097	1,196.38	GREENWASTE RECOVERY, INC.		98304	DEC 19 WASTE LOMOND	58.36	
						98305	DEC 19 WASTE BIG BAS	58.36	
						98306	DEC 19 WASTE AIRPORT	58.36	
						98307	DEC 19 WASTE BOWKER	58.36	
						98308	DEC 19 WASTE FREEDOM	58.36	
						98309	DEC 19 WASTE KINGS	22.59	
						98310	DEC 19 WASTE BLDR CR	175.08	
						98311	DEC 19 WASTE GV/CARN	58.36	
						98312	DEC 19 WASTE PC	358.89	
						98313	DEC 19 WASTE SVT	289.66	
67469	01/20/20	166	765.02	HOSE SHOP, THE INC		98252	NON INVENTORY ORDER	765.02	
67470	01/20/20	852	4,167.88	LAW OFFICES OF MARIE F. SANG	7	98254	CL:200103388,2103414	967.05	
						98255	CL# 20000365	837.81	
						98256	CL# 19022275	2,363.02	
67471	01/20/20	003059	209.58	MAILFINANCE INC		98275	2/3-5/2 LEASE PC	209.58	
67472	01/20/20	003273	2,155.21	MGP XI REIT LLC		98257	FEB 20 RENT CAP MALL	2,155.21	
67473	01/20/20	E1053	197.00	MISENHEIMER, NATHAN		98342	1/6-1/10 TRANS PROC	197.00	
67474	01/20/20	041	36.25	MISSION UNIFORM		98299	UNIFORMS	36.25	
67475	01/20/20	004	81.59	NORTH BAY FORD LINC-MERCURY		98258	RPR VEH# PC1107	20.28	
						98259	RPR VEH# 805	61.31	
67476	01/20/20	009	18,960.09	PACIFIC GAS & ELECTRIC		98320	11/22-12/23 1122 RVR	2,606.01	
						98321	11/23-12/24 GOLF	6,945.54	
						98322	11/22-12/23 VERNON	5,699.80	
						98323	11/23-12/24 1122 RVR	221.54	
						98324	11/27-12/29 920 PAC	3,487.20	
67477	01/20/20	023	113.19	PACIFIC TRUCK PARTS, INC.		98142	CREDIT	-4.60	
						98345	INVENTORY ORDER	117.79	
67478	01/20/20	043	30.54	PALACE ART & OFFICE SUPPLY		98260	OFFICE SUPPLIES	1.33	
						98261	OFFICE SUPPLIES	29.21	
67479	01/20/20	481	235.00	PIED PIPER EXTERMINATORS, INC.		98262	JAN20 PEST RIVER PKG	62.50	
						98263	JAN20 PEST GOLF	67.50	
						98264	JAN20 PEST RIVER CRK	105.00	
67480	01/20/20	187	2,959.63	POLAR RADIATOR SERVICE INC		98265	RPR VEH #2801	2,959.63	
67481	01/20/20	882	593.23	RANDY WEST	7	98266	3 PART FORMS	545.16	
						98267	BUS PARKING MAPS	48.07	
67482	01/20/20	003024	110.17	RICOH USA, INC CA		98268	01/01-01/31 OPS BASE	110.17	
67483	01/20/20	135	523.73	SANTA CRUZ AUTO PARTS, INC.		98272	INVENTORY ORDER	50.24	

Attachment A

DATE: 01/01/20 THRU 01/31/20

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67484	01/20/20	26,654.00 001253		SANTA CRUZ COUNTY REGIONAL		98273	INVENTORY ORDER	202.19	
67485	01/20/20	77.13 973		SANTA CRUZ NISSAN DODGE VOLKS		98274	RPR VEH# PC1107	271.30	
67486	01/20/20	14,091.44 001307		SANTA CRUZ STAFFING, LLC		98344	BUS ON SHOULDER	26,654.00	
						98278	RPR VEH# PC1124	77.13	
						98276	12/30-1/5 TEMP SVC	930.00	
						98277	12/30-1/5 TEMP SVC	465.00	
						98280	12/23-12/29 TEMP SVC	455.31	
						98331	12/2-12/8 TEMP SVC	3,161.40	
						98332	12/9-12/15 TEMP SVC	1,209.00	
						98333	12/16-12/22 TEMP SVC	310.00	
						98334	12/2-12/8 TEMP SVC	2,833.45	
						98335	12/16-12/22 TEMP SVC	3,487.28	
						98343	12/30-1/5/20 TEMP SV	1,240.00	
67487	01/20/20	290.50 003117		SANTA CRUZ SENTINEL	0	98328	12/1-12/31 PUBLICATE	290.50	
67488	01/20/20	3,098.99 681		SCOTT'S BODY SHOP CORP	7	98279	RPR VEH# PC1703	3,098.99	
67489	01/20/20	701.69 002459		SCOTT'S VALLEY WATER DISTRICT		98319	10/4-12/4 SVT WATER	235.47	
						98327	12/1-12/31 SVT LNDSC	466.22	
67490	01/20/20	2,500.00 002267		SHAW YODER ANTIWIH		98346	JAN 20 LEGISLATIVE	2,500.00	
67491	01/20/20	1,273.00 003292		SLINGSHOT CONNECTIONS LLP		98270	12/23-12/29 TEMP SVC	475.00	
67492	01/20/20	219.00 001817		SOCIETY FOR HUMAN RESOURCE		98271	12/30-1/05 TEMP SVC	798.00	
67493	01/20/20	15,995.61 001075		SOQUEL III ASSOCIATES	7	98269	2/1-1/31/21 MEMBERSH	219.00	
67494	01/20/20	755.45 001976		SPORTWORKS NORTHWEST, INC.		98253	FEB 20 RENT RESEARCH	15,995.61	
67495	01/20/20	45.70 614		TESSCO TECHNOLOGIES, INC.		98281	INVENTORY ORDER	755.45	
67496	01/20/20	6,927.79 003285		THE AFTERMARKET PARTS CO LLC		98282	INVENTORY ORDER	45.70	
						98283	INVENTORY ORDER	345.62	
						98284	INVENTORY ORDER	16.64	
						98285	INVENTORY ORDER	1,903.24	
						98286	RPR VEH# 1210	81.82	
						98287	INVENTORY ORDER	685.45	
						98288	INVENTORY ORDER	4,095.78	
						98289	INVENTORY ORDER	270.02	
						98290	CREDIT	-22.44	
						98291	CREDIT	-17.24	
						98292	CREDIT	-53.89	
						98293	CREDIT	-38.00	
						98294	CREDIT	-9.75	
						98295	CREDIT	-49.60	
						98296	CREDIT	-279.86	
67497	01/20/20	87.39 007		UNITED PARCEL SERVICE		98298	OUTGOING FREIGHT	32.92	
67498	01/20/20	440.63 002829		VALLEY POWER SYSTEMS, INC.		98315	OUTGOING FREIGHT	54.47	
67499	01/20/20	226.08 434		VERIZON WIRELESS	0	98300	INVENTORY ORDER	20.36	
67500	01/20/20	735.68 003354		VIA HEART PROJECT CORP		98341	CREDIT TAKEN TWICE	420.27	
67501	01/20/20	275.00 003316		WATER TECH SPECIALTIES INC		98325	12/2-1/1/20 PT2PT FA	226.08	
67502	01/20/20	381.36 B674		WILLIS, GREG		98301	AED MAINT @ SVC	735.68	
						98297	DEC 19 CHEM TESTING	275.00	
						98340	1/6-1/10 NPI PROCURE	381.36	

Attachment A

DATE: 01/01/20 THRU 01/31/20

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67503	01/27/20	003151	792.07	ABC BUS INC		98420	INVENTORY ORDER	792.07	
67504	01/27/20	003089	150.00	ACTION AUTO GLASS DBA FOR		98348	RPR VEH# PC1123	85.00	
				AT&T		98349	RPR VEH# PC1124	65.00	
67505	01/27/20	001D	1,823.76			98441	12/13-1/12/20 PT2PT	1,823.76	
67506	01/27/20	003271	485.28	AUTO CARE TOWING		98350	TOW VEH # 1901	485.28	
67507	01/27/20	002363	57.90	BATTERIES PLUS #314		98351	CREDIT TAKEN IN ERRO	57.90	
67508	01/27/20	002034	287.85	CARLON'S FIRE EXTINGUISHER		98352	FIRE EXT SVC SMC	173.00	
						98353	FIRE EXT SVC VERNON	114.85	
67509	01/27/20	003000	573.61	CENTRAL EQUIPMENT SERVICE CO.		98421	REISSUE CHECK	573.61	
67510	01/27/20	002109	1,100.00	CITY OF SANTA CRUZ/PARKING		98378	FEB20 RIVER/FRONT PK	1,100.00	
67511	01/27/20	00667	46.00	CITY OF SCOTT'S VALLEY		98423	2020 FIRE ALARM REG	46.00	
67512	01/27/20	001124	20,351.22	CLEAN ENERGY		98424	1/14 LNG	7,655.75	
						98425	1/9 LNG	5,262.08	
						98426	1/7 LNG	7,433.39	
67513	01/27/20	019	225.38	CONNER WATER SYSTEMS DBA RAYNE		98354	SBF BUS WASH MTG	150.00	
						98427	SALT FOR SBF	75.38	
67514	01/27/20	002814	185.36	CREATIVE BUS SALES, INC.		98355	RPR VEH# PC1712	90.76	
67515	01/27/20	003116	19.99	CUMMINS PACIFIC LLP		98356	MIRROR LED STRIP RPL	94.60	
67516	01/27/20	E986	60.49	DELFIN, MONIK		98357	INVENTORY ORDER	19.99	
67517	01/27/20	003274	188.62	EAST BAY TIRE CO.		98409	EMPLOYEE REIMBURSEME	60.49	
67518	01/27/20	432	2,044.08	EXPRESS SERVICES INC.		98358	REVENUE TIRES	188.62	
						98359	12/30-1/5/20 TEMP SV	908.48	
67519	01/27/20	002952	2,151.26	FLYERS ENERGY LLC		98360	1/6-1/12 TEMP SVC	1,135.60	
67520	01/27/20	001189	125.00	GARY KENVILLE LOCKSMITH	7	98428	1/1-1/15 FUEL	2,151.26	
67521	01/27/20	117	1,876.85	GILLIG LLC		98422	SMC LOCK REPLACEMENT	125.00	
						98429	CREDIT SEAT BOTTOM	-3,394.40	
						98430	CREDIT	-59.57	
						98431	CREDIT	-59.57	
						98432	RPR VEH# 4207	35.38	
						98433	RPR VEH# 4204	35.38	
						98434	INVENTORY ORDER	3,480.38	
						98435	INVENTORY ORDER	1,839.25	
67522	01/27/20	M041	56.39	GOUVEIA, ROBERT	0	98407	FEB 20 RETIREE SUPP	56.39	
67523	01/27/20	282	2,108.68	GRAINGER		98361	INVENTORY ORDER	208.20	
						98362	INVENTORY ORDER	113.29	
						98363	NON INVENTORY ORDER	169.90	
						98364	INVENTORY ORDER	359.60	
						98365	INVENTORY ORDER	60.49	
						98366	CLOSET AUGER	60.16	
						98367	ANTI SLIP TAPE ORDER	1,137.04	
67524	01/27/20	003109	38,099.85	HANSON BRIDGETT LLP		98368	DEC 19 RETAINER	24,000.00	
						98369	MATTER 032117.005001	3,640.00	
						98370	MATTER 032117.006001	369.00	
						98371	MATTER 032117.006012	2,472.60	
						98372	MATTER 032117.006013	1,299.70	
						98373	MATTER 032117.006014	887.60	

Attachment A

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67525	01/27/20	75.24 166		HOSE SHOP, THE INC		98374	MATTER 032117.006016	348.70	
67526	01/27/20	538.95 003442		JOHNSON CONTROLS INC		98375	MATTER 032117.006019	1,040.00	
67527	01/27/20	2,162.50 003402		KAUFMAN DOLOWICH VOLUCK		98376	MATTER 032117.006020	2,922.25	
67528	01/27/20	541.18 003284		KEISH ENVIRONMENTAL PC CORP		98377	MATTER 032117.008001	1,120.00	
67529	01/27/20	836.24 1117		KELLEY'S SERVICE INC.		98437	AIR TIRE INFLATOR	75.24	
						98438	2/01-4/30 MMF	538.95	
						98379	CLAIM # QE-0073	2,162.50	
						98380	DEC 19 OUTFALL MITIG	541.18	
						98381	INVENTORY ORDER	17.74	
						98382	INVENTORY ORDER	171.74	
						98383	INVENTORY ORDER	24.26	
						98384	CREDIT	-24.26	
						98385	INVENTORY ORDER	51.33	
						98386	INVENTORY ORDER	10.84	
						98387	INVENTORY ORDER	8.12	
						98388	RPR VEH # PC1107	30.76	
						98389	INVENTORY ORDER	83.67	
						98390	RPR VEH# PC1107	481.00	
						98391	CREDIT	-10.84	
						98392	CREDIT	-8.12	
67530	01/27/20	425.00 003293		MAKAI SOLUTIONS		98442	RPR LIFT LOCK	425.00	
67531	01/27/20	37,326.96 003017		MANSFIELD OIL CO OF GAINESVILLE		98393	12/24/19 DIESEL	19,288.06	
						98394	12/10/19 DIESEL	18,038.90	
67532	01/27/20	292.00 003249		MAXIMUM OIL SERVICE LLC		98443	HAZMAT PICKUP	292.00	
67533	01/27/20	317.23 041		MISSION UNIFORM		98395	UNIFORMS	36.25	
						98396	TOWELS/MATS	10.50	
						98397	UNIFORMS	220.48	
67534	01/27/20	207.60 004		NORTH BAY FORD LINC-MERCURY		98398	TOWELS	50.00	
						98399	RPR VEH# PC1122	123.74	
						98400	RPR VEH# PC1708	42.32	
						98401	RPR VEH# PC1107	41.54	
67535	01/27/20	159.39 003214		ORTEGA'S CENTRAL COAST BUDGET		98444	BLINDS FOR PC	159.39	
67536	01/27/20	1,065.00 003287		PACIFIC CREST ENGINEERING INC		98402	DEC 19 PROF SERVICES	850.00	
						98445	DEC 19 EV CHARGING	215.00	
67537	01/27/20	4,896.13 009		PACIFIC GAS & ELECTRIC		98403	11/28-12/30 1122 RVR	4,844.17	
						98446	12/5/19-1/3/20 SVT	51.96	
67538	01/27/20	268.41 023		PACIFIC TRUCK PARTS, INC.		98447	INVENTORY ORDER	745.72	
						98448	CREDIT	-477.31	
67539	01/27/20	87.33 043		PALACE ART & OFFICE SUPPLY		98404	OFFICE SUPPLIES	87.33	
67540	01/27/20	56.39 M109		PEREZ, CHERYL		98408	FEB 20 RETIREE SUPP	56.39	
67541	01/27/20	1,251.95 003020		QUEST DIAGNOSTIC INC.		98450	OCT 19 DOT DRUG TEST	357.70	
						98451	NOV 19 DOT DRUG TEST	332.15	
						98452	DEC 19 DOT DRUG TEST	562.10	
67542	01/27/20	96.14 882		RANDY WEST		98405	BUSINESS CARDS	96.14	
67543	01/27/20	83.64 003266		REFLECTIVE APPAREL FACTORY INC		98411	VEST/RAINGEAR	83.64	
67544	01/27/20	1,278.34 001153		REPUBLIC ELEVATOR COMPANY INC		98412	JULY 19 MAINT ALL	639.17	

Attachment A

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67545	01/27/20	3,310.74 001379	3,310.74	SAFETY-KLEEN INC		98413	JAN 20 MAINT ALL	639.17	
67546	01/27/20	675.00 307	675.00	SANTA CRUZ CHAMBER OF COMMERCE		98449	HAZMAT RECOVERY PART	3,310.74	
67547	01/27/20	246.12 079	246.12	SANTA CRUZ MUNICIPAL UTILITIES		98419	JAN -DEC 20 MEMBERSH	675.00	
67548	01/27/20	240.00 001292	240.00	SANTA CRUZ RECORDS MNGMT INC		98414	DEC 19 VERNON IRRIG	165.63	
67549	01/27/20	7,240.10 001307	7,240.10	SANTA CRUZ STAFFING, LLC		98415	DEC19 1200 RVR IRRIG	80.49	
67550	01/27/20	377.92 115	377.92	SNAP-ON INDUSTRIAL		98417	DEC 19 SHREDDING SMT	40.00	
67551	01/27/20	1,400.00 001857	1,400.00	SWRCB FEES		98418	DEC 19 SHREDDING	200.00	
67552	01/27/20	459.97 003285	459.97	THE AFTERMARKET PARTS CO LLC		98453	1/6-1/12 TEMP SVC	1,147.00	
67553	01/27/20	2,551.19 003231	2,551.19	THE HON COMPANY LLC		98454	1/6-1/12 TEMP SVC	1,472.50	
67554	01/27/20	33.63 007	33.63	UNITED PARCEL SERVICE		98455	12/30-1/5/20 TEMP SV	2,592.20	
67555	01/27/20	7,096.95 434	7,096.95	VERIZON WIRELESS	0	98456	12/23-12/29 TEMP SVC	2,028.40	
67556	01/27/20	75.00 001165	75.00	VU, THANH DR. MD	7	98457	EMP TOOL REPLACEMENT	377.92	
67557	01/27/20	11,894.32 676	11,894.32	WEBER, HAYES & ASSOCIATES INC		98466	2020 OPS SBF PERMIT	1,400.00	
67558	01/27/20	158.85 147	158.85	ZEE MEDICAL SERVICE CO.		98458	RPR VEH# 2804	56.19	
TOTAL		1,174,150.70	1,174,150.70	ACCOUNTS PAYABLE		98459	RPR VEH # 2804	51.28	
						98460	RPR VEH# 2804	352.50	
						98436	MMF SUPERVSR OFFICE	2,551.19	
						98461	OUTGOING FREIGHT	33.63	
						98410	12/2-1/1/20 PC	308.88	
						98462	12/2-1/1/20+27 TBLTS	5,824.91	
						98463	WIFI FOR BUSES	912.24	
						98464	12/2-1/1/20 WIFI SMT	50.92	
						98465	DMV RENEW	75.00	
						98416	PAC STAT VAPOR SMPL	11,894.32	
						98467	1ST AID RESTOCK MMF	99.37	
						98468	1ST AID RESTOCK OPS	59.48	
						TOTAL CHECKS	236	1,174,150.70	



DATE: February 28, 2020
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: ACCEPT AND FILE MINUTES OF THE JANUARY 24, 2020 BOARD OF DIRECTORS MEETING, THE FEBRUARY 14, 2020 FINANCE, BUDGET AND AUDIT STANDING COMMITTEE AND THE FEBRUARY 14, 2020 PERSONNEL/HR STANDING COMMITTEE MEETING

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes of the January 24, 2020 Board of Directors Meeting, the February 14, 2020 Finance, Budget and Audit Standing Committee and the February 14, 2020 Personnel/HR Standing Committee Meeting

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) January 24, 2020 Board of Directors Meeting, the February 14, 2020 Finance, Budget and Audit Standing Committee Meeting and the February 14, 2020 Personnel/HR Standing Committee Meeting.
- Each meeting staff will provide minutes from the previous METRO Board and Committee meetings.

III. DISCUSSION/BACKGROUND

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

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

The actions taken in this report tie to METRO's Stewardship and Accountability responsibility.

V. FINANCIAL CONSIDERATIONS/IMPACT

None.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

None.

VIII. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meeting of January 24, 2020

Attachment B: Draft minutes for the Finance, Budget and Audit Standing Committee Meeting of February 14, 2020

Attachment C: Draft minutes for the Personnel/HR Standing Committee Meeting of February 14, 2020

Prepared by: Gina Pye, Executive Assistant

IX. APPROVALS

Alex Clifford, CEO/General Manager

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

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Attachment A



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA MEETING MINUTES*
JANUARY 24, 2020 – 9:00 AM
METRO ADMIN OFFICES
110 VERNON STREET, SANTA CRUZ, CA**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, January 24, 2020 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

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

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SECTION I: OPEN SESSION

- 1 CALL TO ORDER** at 8:59 AM by Vice Chair Rotkin.
- 2** General Counsel, Julie Sherman, swore in Ex-Officio Directors Alta Northcutt, Cabrillo Ex-Officio, and Dan Henderson, UCSC Ex-Officio for the 2020 term.
- 3 ROLL CALL: The following Directors were present, representing a quorum:**

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

Directors Bottorff, Leopold, Mathews, Meyers and Rothwell were absent.

Attachment A

Board of Directors Meeting Minutes

January 24, 2020

Page 2 of 7

STAFF PRESENT:

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

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

Angela Aitken, METRO
William Dove, SCMTD
Bonnie Morr, SMART-UTU

Jaime Perez, SCMTD
Daniel Zaragoza, SCMTD

4 ANNOUNCEMENTS

Vice Chair Rotkin introduced Mindy Esqueda and her Spanish Language interpretation services. Ms. Esqueda announced her services in Spanish for the assembly. Vice Chair Rotkin also announced that the meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Kingston Rivera.

Due to the time constraints of a number of Board members, the agenda was re-ordered.

- 4A (Former Agenda Item 16) **APPROVE: CONSIDERATION OF (1) NOMINATING DIRECTORS TO SERVE AS BOARD OFFICERS; (2) NOMINATING DIRECTORS TO POSITIONS ON VARIOUS BOARD STANDING COMMITTEES; (3) NOMINATING A DIRECTOR TO FILL ONE POSITION ON THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC); AND, (4) NOMINATING REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC)**

No action was taken. Mike Rotkin, Board Vice Chair, explained the process and requested any additional slates be provided to him, Gina Pye or at the February 28, 2020 board meeting.

5 BOARD OF DIRECTORS COMMENTS

Hearing none, Vice Chair Rotkin, proceeded to the next agenda item.

- 6 **ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS – became Agenda Item 12B**

- 7 **LABOR ORGANIZATION COMMUNICATIONS – became Agenda Item 12C**

- 8 **ADDITIONAL DOCUMENTATION – became Agenda Item 12D**

CONSENT AGENDA

- 9-01 **ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTHS OF NOVEMBER AND DECEMBER 2019**

Angela Aitken, CFO

- 9-02 **ACCEPT AND FILE: MINUTES OF THE NOVEMBER 13, 2019 CAPITAL PROJECTS STANDING COMMITTEE MEETING, NOVEMBER 15, 2019 BOARD OF DIRECTORS MEETING, NOVEMBER 20, 2019 METRO ADVISORY COMMITTEE (MAC) MEETING, AND JANUARY 10, 2020 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING**

Alex Clifford, CEO/General Manager

9-02A.2

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9-03 ACCEPT AND FILE YEAR TO DATE MONTHLY FINANCIAL REPORTS AS OF:

Angela Aitken, CFO

- **OCTOBER 31, 2019; AND,**
- **NOVEMBER 30, 2019**

9-04 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

Angela Aitken, CFO

9-05 ACCEPTANCE OF FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED JUNE 30, 2019

Angela Aitken, CFO

9-06 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY20 REVISED CAPITAL BUDGET

Angela Aitken, CFO

9-07 ACCEPT AND FILE: SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

Angela Aitken, CFO and DBELO

9-08 RECOMMENDED ACTION ON TORT CLAIMS

Rufus Francis, Safety, Security and Risk Management Director

9-09 CONSIDERATION OF APPROVING THE AMENDED PERSONNEL RULES AND REGULATIONS AND APPROVAL OF THE RESOLUTION REGARDING THIS ACTION

Dawn Crummié, HR Director

9-10 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 3rd QUARTER OF FY20

Greg Willis, Purchasing Manager

9-11 ACCEPT AND FILE: TRANSIT CORRIDOR ALTERNATIVES ANALYSIS – GOALS, PERFORMANCE MEASURES AND INITIAL ALTERNATIVES

Alex Clifford, CEO/General Manager

Public Comment:

James Sandoval spoke to Agenda Item 9-09, Consideration of Approving the Amended Personnel Rules and Regulations and Approval of the Resolution Regarding This Action, requesting clarification of two sections (4 and 6) as to the process for creating, changing or reclassifying positions.

After discussion among the assembly, Vice Chair Rotkin requested Agenda Item 9-09 be referred to Committee for clarification and a future report to the full board.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF AGENDA ITEM 9-09 WHICH WAS REFERRED TO COMMITTEE FOR CLARIFICATION AND RETURN TO THE BOARD WITH AN UPDATED REPORT

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MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR PAGELER

MOTION PASSED WITH 6 AYES (Directors Coffman-Gomez, Gonzalez, Lind, McPherson, Pageler and Rotkin) Directors Bottorff, Leopold, Mathews, Meyers and Rothwell were absent.

REGULAR AGENDA

10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR William Dove (10 years), Jaime Garcia (15 years) and Jaime Hernandez (20 years)

Vice Chair Rotkin announced and congratulated those employees referenced above.

Bill Dove thanked his friends, family and coworkers, adding he and his coworkers do great work for the members of our community who need the most help. They access crazy locations in crazy weather to ensure the mission is accomplished.

Jaime Garcia-Perez thanked everyone for the opportunity and said he looks forward to another 15 years!

Mr. Jaime Hernandez was not present.

11 RESOLUTIONS OF APPRECIATION, RETIREES: SCOTT BARNES, BARROW EMERSON, LISA MITCHELL AND TODD MITCHELL

Vice Chair Rotkin announced and congratulated those employees in absentia.

MOTION TO APPROVE THE RETIREE RESOLUTIONS AS PRESENTED.

MOTION: DIRECTOR LIND

SECOND: DIRECTOR GONZALEZ

MOTION PASSED WITH 6 AYES (Directors Coffman-Gomez, Gonzalez, Lind, McPherson, Pageler and Rotkin) Directors Bottorff, Leopold, Mathews, Meyers and Rothwell were absent.

12 SPECIAL COMMENDATION: OSCAR MENDEZ, BUS OPERATOR

Vice Chair Rotkin announced and recognized Mr. Mendez in absentia.

Mr. Sandoval accepted the commendation on behalf of Mr. Mendez, saying he's had the pleasure of working with Mr. Mendez for the past seven years. He also thanked the Board for acknowledging a dangerous situation and reminded the assembly of what it takes to serve the public; i.e., the Operators are exposed every day to potential similar situations.

12A (Former Agenda Item 17) APPROVE: JUDY K. SOUZA EV CHARGING INFRASTRUCTURE FUNDING UPDATE AND ACTION TO CREATE A LIFE OF PROJECT BUDGET

Freddy Rocha, Facilities Maintenance Manager, added commentary to the staff report and overall project.

There was no public comment.

MOTION TO APPROVE THE JUDY K. SOUZA EV CHARGING INFRASTRUCTURE

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FUNDING UPDATE AND ACTION TO CREATE A LIFE OF PROJECT BUDGET AS PRESENTED.

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR PAGELER

MOTION PASSED WITH 6 AYES (Directors Coffman-Gomez, Gonzalez, Lind, McPherson, Pageler and Rotkin) Directors Bottorff, Leopold, Mathews, Meyers and Rothwell were absent.

12B (Former Agenda Item 6) ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Hearing none, Vice Chair Rotkin moved to the next item.

12C (Former Agenda Item 7) LABOR ORGANIZATION COMMUNICATIONS

Mr. Sandoval brought the proposed changes to how HR handles payments for employee medical benefits for employees on leave to the attention of the assembly.

Vice Chair Rotkin referred the matter to METRO staff to investigate and get back to the Board with a suggested resolution.

CEO Clifford noted a meeting is currently scheduled to discuss this issue next week.

12D (Former Agenda Item 8) ADDITIONAL DOCUMENTATION

Hearing none, Vice Chair Rotkin moved to the next item.

13 CEO ORAL REPORT – became Agenda Item 15A

14 APPROVAL OF CY20 STATE AND FEDERAL LEGISLATIVE AGENDA - postponed to February 28, 2020

Alex Clifford, CEO/General Manager

15 ORAL METRO ADVISORY COMMITTEE (MAC) SEMI-ANNUAL REPORT - postponed to February 28, 2020

Veronica Elsea, MAC Chair

15A (Former Agenda Item 13) ORAL CEO UPDATE

CEO Clifford welcomed and congratulated the recent New Hires and Promotions below:

<u>Employee</u>	<u>Title</u>
Torres, Elmer	Sr. Fac. Maintenance Worker
Willis, Greg	Purchasing Manager

<u>Employee</u>	<u>Title</u>
Correia, Justin	Mechanic II
Lewis, Brian	Custodial Service Worker I
Flores, Jose	Custodial Service Worker I
Griffith, Sheldon	Customer Svc Representative
Felix, Cristian	Bus Operator
Levin, David	Bus Operator
Garcia, Juan Miguel	Bus Operator

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Guevara, Isidro	Bus Operator
Maldonado, Miguel	Bus Operator
Henriquez, Jorge	Bus Operator
Sakae, Wayne	Bus Operator
Zyulina, Elena	Bus Operator
Jenkins, Edward	Project Manager

CEO Clifford then Introduced Jayme Ackemann, Communications, Marketing and Customer Service Director, who provided a brief update on the free fare program for legally blind individuals as approved by the Board in November 2019.

Pointing out the various sticky notes and large scale post-its in the room, CEO Clifford said a full report would be provided to the Board at their February 28, 2020 meeting but they were a part of the annual Year in Review process.

There was no public comment.

9:30AM Director McPherson departed

18 ORAL PACIFIC STATION UPDATE

Jayme Ackemann, Acting Planning and Development Director, provided an update on the Pacific Station project, noting that a Memorandum of Understanding (MOU) is in process and will, hopefully, be presented to the Santa Cruz City Council and the METRO Board in the near future.

Ms. Ackemann also spoke to the newly painted Santa Cruz Conference Room, new photos and the look and feel of METRO's brand management.

There was no public comment.

19 ORAL PRESENTATION REGARDING THANKSGIVING WEEKEND MOBILE TICKETING IMPROVEMENTS

Jayme Ackemann, Communications, Marketing & Customer Service Director, provided the Board with an update of events that occurred over the 2019 Thanksgiving weekend and customer challenges; long lines, etc. A new mobile cash register system has been put into place that allows tickets to be purchased while customers are standing in line. This resulted in a smoother experience for all. This new system will be utilized on other holiday weekends and/or big events.

There was no public comment.

9:40A Director Lind departed

20 ORAL RESPONSE TO PUBLIC COMMENTS PERTAINING TO WIRELESS SYSTEMS ON BUSES

Isaac Holly, IT and ITS Director, assured the assembly that METRO's equipment is certified and meets all FCC requirements. METRO does and will comply with any and all state and federal system requirements.

Vice Chair Rotkin suggested the public voice their concerns to the FCC.

Director Coffman-Gomez suggested METRO craft a message to point the public to the

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correct resources for voicing their concerns.

21 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION - removed from agenda

22 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, FEBRUARY 28, 2020 AT 9:00 AM, AT METRO ADMIN OFFICES, 110 VERNON STREET, SANTA CRUZ, CA
Mike Rotkin, Board Vice Chair, announced the next meeting as above.

23 ADJOURNMENT
The meeting was adjourned at 9:48AM by Vice Chair Rotkin.

Respectfully submitted,

Gina Pye
Executive Assistant

DRAFT

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

9-02A.7

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Attachment B



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING MINUTES* FEBRUARY 14, 2020 – 8:00AM METRO ADMIN OFFICES 110 VERNON STREET SANTA CRUZ, CA 95060

A regular meeting of the Finance, Budget and Audit Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, February 14, 2020 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

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

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1 **CALL TO ORDER** at 8:02 AM by Board Vice Chair Rotkin.

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

Director Trina Coffman-Gomez
Director Donna Lind
Director Donna Meyers
Board Vice Chair Mike Rotkin

City of Watsonville
City of Scotts Valley
City of Santa Cruz
County of Santa Cruz

Alex Clifford
Julie Sherman
Angela Aitken

METRO CEO/General Manager
METRO General Counsel
METRO CFO

Director Coffman-Gomez was absent.

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

Debbie Kinslow, SCMTD
Wondimu Mengistu, SCMTD

Kristina Mihaylova, SCMTD
Vicki Trent, SMART 23

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

None

4 **ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE**

None.

9-02B.1

Attachment B

5 MONTHLY FINANCIAL UPDATE AS OF DECEMBER 31, 2019

Angela Aitken, Chief Financial Officer, provided commentary to the December 31, 2019 presentation.

The reflected TDA amount is over the projected amount due to the increased claim submitted to the SCCRTC, because of the initial underestimated sales tax revenue.

Updated transfer dollar amounts as reflected on slide 6 will be presented to the Board at the 2/28/2020 meeting.

There was no public comment.

6 FY21 AND FY22 PRELIMINARY OPERATING BUDGET ASSUMPTIONS

Angela Aitken, Chief Financial Officer, added commentary to the presentation.

Finance to provide Vice Chair Rotkin with the percentage of revenue provided by fares.

Of the STIC criteria required to attain 100% funding, METRO achieves 10 of the 12 pre-defined performance indicators (factors) for Watsonville and Santa Cruz Urbanized Areas (UZA). In 2019, METRO lost two Watsonville factors, Passenger Miles per Vehicle Revenue Hour and Vehicle Revenue Mile per Capita, for the STIC program.

After discussion regarding the personnel expenses, CEO Clifford advised Vice Chair Rotkin that he plans to propose management market rate increases to the board in the near future. Vice Chair cautioned allowing an adequate amount of time to prepare and present this item.

Finance will ensure Vice Chair Rotkin is invited to meetings with the Union to review the proposed budget.

It was suggested that ridership may grow through the addition/expansion of a longer Scotts Valley loop to include the Enterprise building and other opportunities.

Vice Chair Rotkin asked if there are any marketing efforts at Cabrillo to encourage ridership. CEO Clifford will investigate and advise.

There was no public comment.

7 ADJOURNMENT

Vice Chair Rotkin adjourned the meeting at 8:56 AM.

Attachment C



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
PERSONNEL/HR STANDING COMMITTEE MEETING MINUTES*
FEBRUARY 14, 2020 – 10:30AM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

A regular meeting of the Personnel/HR Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, February 14, 2020 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

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

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1 **CALL TO ORDER** at 10:05 AM by Board Chair Bottorff.

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

Director Ed Bottorff, 2019 Board Chair

Director John Leopold

Director Bruce McPherson, 2018 Board Chair

Director Larry Pageler

Director Mike Rotkin, 2019 Board Vice Chair

City of Capitola

Country of Santa Cruz

Country of Santa Cruz

County of Santa Cruz

County of Santa Cruz

Alex Clifford

Julie Sherman

CEO/General Manager

General Counsel

Director McPherson was absent.

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

Holly Alcorn, SEA VP

Debbie Kinslow, SCMTD

Vickie Trent, SMART Local 23

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

None

4 **ORAL AND WRITTEN COMMUNICATIONS TO THE PERSONNEL/HR STANDING COMMITTEE**

None.

Attachment C

5 REVIEW AND RECOMMEND APPROVAL OF THE AMENDED PERSONNEL RULES AND REGULATIONS

CEO Clifford reminded the assembly that this topic was referred back to committee by the board at its January 24, 2020 meeting for clarification of Section 6, Classified Positions, pages 5A.REDLINE.5 and 5A.REDLINE.6. Upon further review after the January board meeting, staff continues to recommend approval of the changes as written. These changes were made, in part, to be in sync with peer agencies and the method in which job descriptions, etc. are handled throughout the industry. Additionally, proposed changes are reviewed with the pertinent union through the meet and confer process. Should a problem arise that cannot be resolved, there is a grievance process or the unions can bring any matters to the board's attention. Any changes in pay and proposed/approved new job descriptions are brought to the board for its review and approval and posted to the website once final for public transparency.

Public Comment:

In response to Director Leopold's question, Vicki Trent, SMART Local 23, said she was under the impression the union wanted to keep any big decisions within the board realm, not strictly within the CEO's purview. There is also concern regarding job description changes that may result from future automation.

Holly Alcorn, SEA Vice President, expressed concerns about transparency and said the wording in question is vague and, if taken further, this wording could leave it with the CEO to determine pay scales, etc. They are hoping to clarify if these items will continue to be included in the board agendas.

CEO Clifford reiterated his recommendation that job description changes will not be brought to the board. If the union is not happy with the decision, they can bring the issue to the board.

Vice Chair Rotkin reminded the assembly of the union rights through their respective MOU; e.g., arbitration, etc. He also suggested the union request clarification at the next public board meeting so that it is on the record that changes in pay and proposed/approved new job descriptions will continue to be brought to the board for its review and approval.

Chair Bottorff clarified that the board has final say over everything the agency ultimately does; nothing organizationally takes away responsibility from the board.

General Counsel, Julie Sherman, added all publicly funded positions are a matter of public record and are published on the METRO website. Any new positions or changes in pay are presented to the board where the actions are approved in a public meeting. This will not change.

ACTION: MOTION TO RECOMMEND BOARD APPROVAL OF THE CHANGES TO THE AMENDED PERSONNEL RULES AND REGULATIONS AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 4 AYES (Directors Bottorff, Leopold, Pageler and Rotkin) Director McPherson was absent.

6 ADJOURNMENT

Board Chair Bottorff adjourned the meeting at 10:55 AM.

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



DATE: February 28, 2020
TO: Board of Directors
FROM: Angela Aitken, Chief Financial Officer
SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2019

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

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

III. DISCUSSION/BACKGROUND

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of December 31, 2019. The fiscal year has elapsed 50%.

Slide 1

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

Slide 2

FY20 Operating Revenue and Expenses for the Month Ending December 31, 2019

- Operating Revenues for the month are favorable by \$25K
- Operating Expenses
 - Labor Regular - favorable by \$190K
 - Labor OT - unfavorable by \$61K
 - Fringe Benefits – unfavorable by \$23K

- Non-Personnel - favorable by \$24K
- Total Operating Expenses – favorable by \$131K
- Transfers – favorable by \$9K
- Operating Balance – favorable by \$147K

Slide 3

FY20 Operating Revenue and Expenses Year to Date as of December 31, 2019

- Operating Revenues for the month are favorable by \$47K
- Operating Expenses
 - Labor Regular - favorable by \$506K
 - Labor OT - unfavorable by \$827K
 - Fringe Benefits – favorable by \$618K
 - Non-Personnel - unfavorable by \$117K
- Total Operating Expenses –favorable by \$179K
- Transfers – favorable by \$94K
- Operating Balance – favorable by \$132K

Slide 4

FY20 Operating Revenue by Major Funding Source - Year to Date as of December 31, 2019

- Passenger Fares- actual is \$5,146K while budget is \$5,203K
- Sales Tax Revenue (including Measure D)- actual is \$13,168K while budget is \$13,429K
- Other Revenue- actual is \$586K while budget is \$396K
- TDA – actual is \$4,164K while budget is \$3,766K
- Federal Op Assistance – actual is \$4,442K while budget is \$4,441K
- STA – Op Assistance – actual is \$909K while budget is \$1,133K
- STIC – Op Assistance – actual and budget are both \$2,619K

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of December 31, 2019 are as follows:

- Passenger Fares variance to budget is unfavorable by \$57K due to:
 - Special Transit Fares and Highway 17 Fares under budget.
- Sales Tax Revenue variance to budget is unfavorable by \$261K due to lower than anticipated receipts.

- Other Revenue variance to budget is favorable by \$190K primarily due to Interest income (average cash balance at the County Treasury being much higher than budgeted).
- TDA variance to budget is favorable by \$398K due to the amended and increased TDA claim (based on actual FY19 TDA revenues).
- STA – Op Assistance variance to budget is unfavorable by \$223K due to lower allocations of funds as per SCO estimate from November 21, 2019.

Slide 5

FY20 Operating Expenses by Major Expense Category Year to Date as of December 31, 2019

- Labor - Regular- actual is \$8,233K while budget is \$8,739K
- Labor – OT - actual is \$1,760K while budget is \$933K
- Fringe Benefits - actual is \$12,860K (*of which \$4,954K is the Retirement Expense YTD due to prepayment of the CalPERS UAL in FY20*) while budget is \$13,478K
- Services - actual is \$2,084K while budget is \$1,991K
- Mobile Materials & Supplies - actual is \$1,451K while budget is \$1,330K
- Other Expenses - actual is \$1,314K while budget is \$1,410K.

Favorable/ (Unfavorable) Expense Variance to Budget Year to Date as of December 31, 2019 are as follows:

- Labor – Regular variance to budget is favorable by \$506K due to:
 - Vacant funded positions
 - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$827K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$618K primarily due to lower medical and retirement costs YTD.
- Services variance to budget is unfavorable by \$94K primarily due to Temp Help (offset by savings in Personnel Expenses).
- Mobile Materials & Supplies variance to budget is unfavorable by \$121K due to Rev Vehicle Parts and Fuel & Lube Rev Veh over budget.
- Other Expenses variance to budget is favorable by \$97K primarily due to Misc. expenses (Employee Training).

Slide 6

FY20 Transfers Year to Date as of December 31, 2019

- Transfer to Capital Budget (2016 Net Sales Tax Measure D)- actual is \$1,117K while budget is \$1,023K.
- Transfer to Capital Budget (2016 Net Sales Tax Measure D) variance to budget is favorable by \$94K.

Slide 7

FY20 Capital Budget Spending Year to Date (by Funding Source) as of December 31, 2019

- Total Capital Spending year to date is \$4,750K; FY20 budget is \$29.4M
 - Low Carbon Transit Operations Program (LCTOP) spending is \$668K
 - Operating and Capital Reserve Fund spending is \$210K
 - Federal Capital Grants (FTA) spending is \$2,710K
 - Transfers from Operating Budget (Measure D) spending is \$344K
 - State Transportation Improvement Plan (STIP) spending is \$241K
 - State – PTMISEA (1B) spending is \$70K
 - Surface Transportation Block Grant (STBG) spending is \$500K
 - STA – SGR spending is \$2K
 - STA – SB1 spending is \$4K.

Slide 8

FY20 Capital Budget Spending Year to Date as of December 31, 2019

- Total Capital Projects spending year to date is \$4,750K; FY20 budget is \$29.4M
 - Revenue Veh Replacement & Campaigns – Electrification Projects spending is \$694K for the following projects:
 - Electric Bus (1) – Watsonville Circulator DAC (FY15/16 LCTOP)
 - EV Charging Infrastructure @ JKS (10 Bays) (FY19 LCTOP)
 - Completion of JKS Facility – ZEB Yard Changing Infrastructure
 - Fleet & Maintenance Equipment spending is \$4K for the following project:
 - Heavy Duty Opacity Smoke Meter
 - Office Equipment spending is \$3K for the following project:
 - Workstations & Cubicles (HR)
 - Misc. Projects spending is \$16K for the following project:
 - Ticket Vending Machine-SLV-Installation Costs

- Square Cash Registers for Customer Service (2)
- 2nd ID Card Printer (Pacific Station)
- Watsonville Transit Mural
- Construction Related Projects spending is \$26K for the following projects:
 - New METRO Owned ParaCruz Facility (Grant Match for FTA5339(b))
 - Pacific Station/Metro Center – Conceptual Design/MOU
- IT Projects spending is \$6K for the following projects:
 - Replacement Laptops (4)
- Facilities Repairs & Improvements spending is \$174K for the following projects:
 - Vernon Generator Replacement Project
 - Facilities Improvements – ADA Handrail (WTC)
 - Fire Egress
 - Awning – Fueling Station
 - Security Cameras Install (JKS)
- Revenue Vehicle Replacements & Campaigns spending is \$3,827K for the following projects:
 - CNG Replacements (4 40') (FTA 5339b FY17)
 - 2 ZEBs (FY18 STIP, LPP, HVIP)
 - AVL/ITS (FY18 STIP, Measure D)
 - VTA Bus Transfer – Decommission & Retrofit
 - CNG Bus (1) – (STBG FY17 – via SCCRTC)
 - Year 3 of 6 – Capitalized Lease – Principal only (3 New Flyer Buses)
 - Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)
 - Cameras on Buses #2

Slide 9

(Cover Sheet) - Additional Information

Slide 10

Additional Information for the Month of December 2019

- Unemployment Rate % in Santa Cruz County is 4.9%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.57;
\$ Diesel is \$3.90

- Ridership YTD as of December 2019 changed as follows, year-over-year (FY19 – FY20):
 - 1.5% increase in Total ridership
 - 2.0% decrease in Highway 17 ridership
 - 1.7% increase in Local ridership
 - 5.2% increase in UCSC ridership
 - 4.3% decrease in Cabrillo ridership
 - 1.2% decrease in Non-Student ridership
- Enrollment Information, year-over-year (2018/19 – 2019/20):
 - UCSC: 3 Quarter Average (On-campus) enrollment increase 2.2%
 - Cabrillo: Spring 2020 enrollment information is still pending

Slide 11

FY20 Operating Revenue, Expenses, and Transfers Year to Date as of January 31, 2020: Preliminary

- Revenue – favorable by \$119K
- Operating Expenses:
 - Personnel Expenses - favorable by \$136K
 - Non-Personnel - unfavorable by \$138K
- Total Operating Expenses - unfavorable by \$2K
- Transfers – favorable by \$123K
- Operating Balance – unfavorable by \$6K

Slide 12

FY20 Operating Revenue, Expenses, and Transfers Year to Date as of June 30, 2020: Preliminary

- Revenue – favorable by \$667K
- Operating Expenses:
 - Personnel Expenses - unfavorable by \$1,070K
 - Non-Personnel - unfavorable by \$236K
- Total Operating Expenses - unfavorable by \$1,306K
- Transfers – unfavorable by \$640K
- Operating Balance – No variance to budget

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO's Financial Stability, Stewardship & Accountability.

V. FINANCIAL CONSIDERATIONS/IMPACT

Favorable budget variances in Operating Revenues and Expenses contributed to higher than anticipated Transfer to Capital Budget and favorable budget variance in Operating Balance, Year to Date as of December 31, 2019.

VI. CHANGES FROM COMMITTEE

None.

VII. ALTERNATIVES CONSIDERED

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

VIII. ATTACHMENTS

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

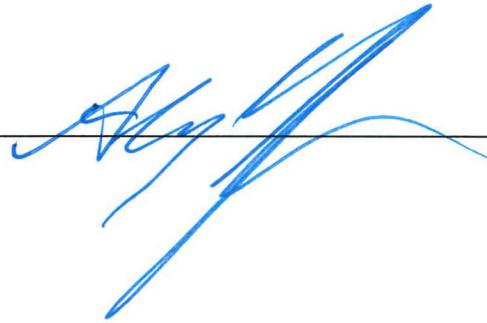
Prepared by: Kristina Mihaylova, Sr. Financial Analyst

IX. APPROVALS

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



Alex Clifford, CEO/General Manager





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

Santa Cruz METRO Board of Directors

February 28, 2020

Angela Aitken, Chief Financial Officer

FY20 Operating Revenue and Expenses For the Month Ending December 31, 2019

50% of Fiscal Year Elapsed

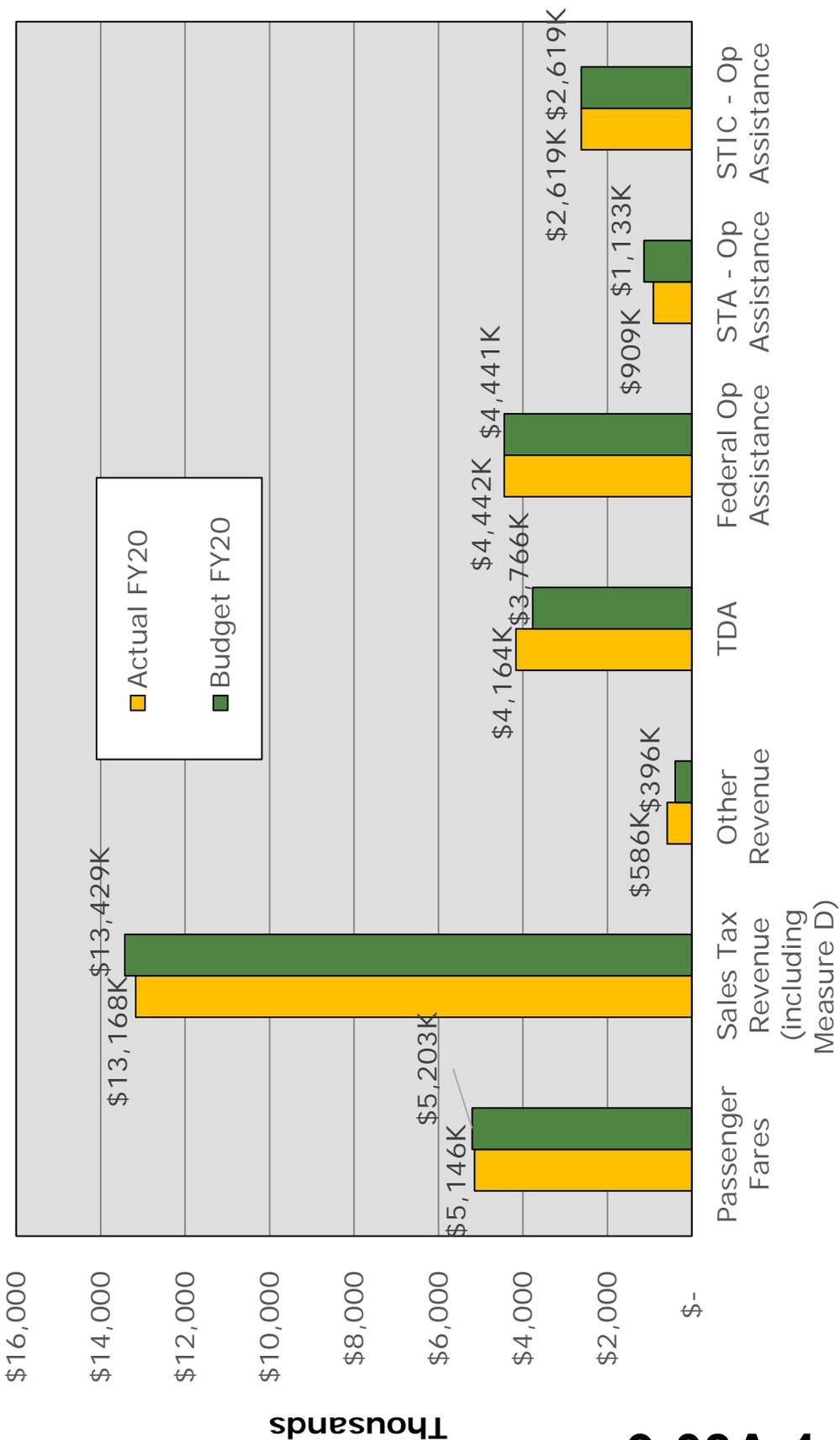
\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Operating Revenue:	\$6,219	\$6,194	\$25
Operating Expenses:			
Labor - Regular	\$1,266	\$1,456	\$190
Labor - Overtime	\$216	\$155	(\$61)
Fringe Benefits	\$1,595	\$1,572	(\$23)
Non-Personnel Expenses	\$765	\$789	\$24
Total Operating Expenses:	\$3,842	\$3,973	\$131
Transfers:	(\$180)	(\$171)	\$9
Operating Balance:			\$147

FY20 Operating Revenue and Expenses Year to Date as of December 31, 2019

50% of Fiscal Year Elapsed

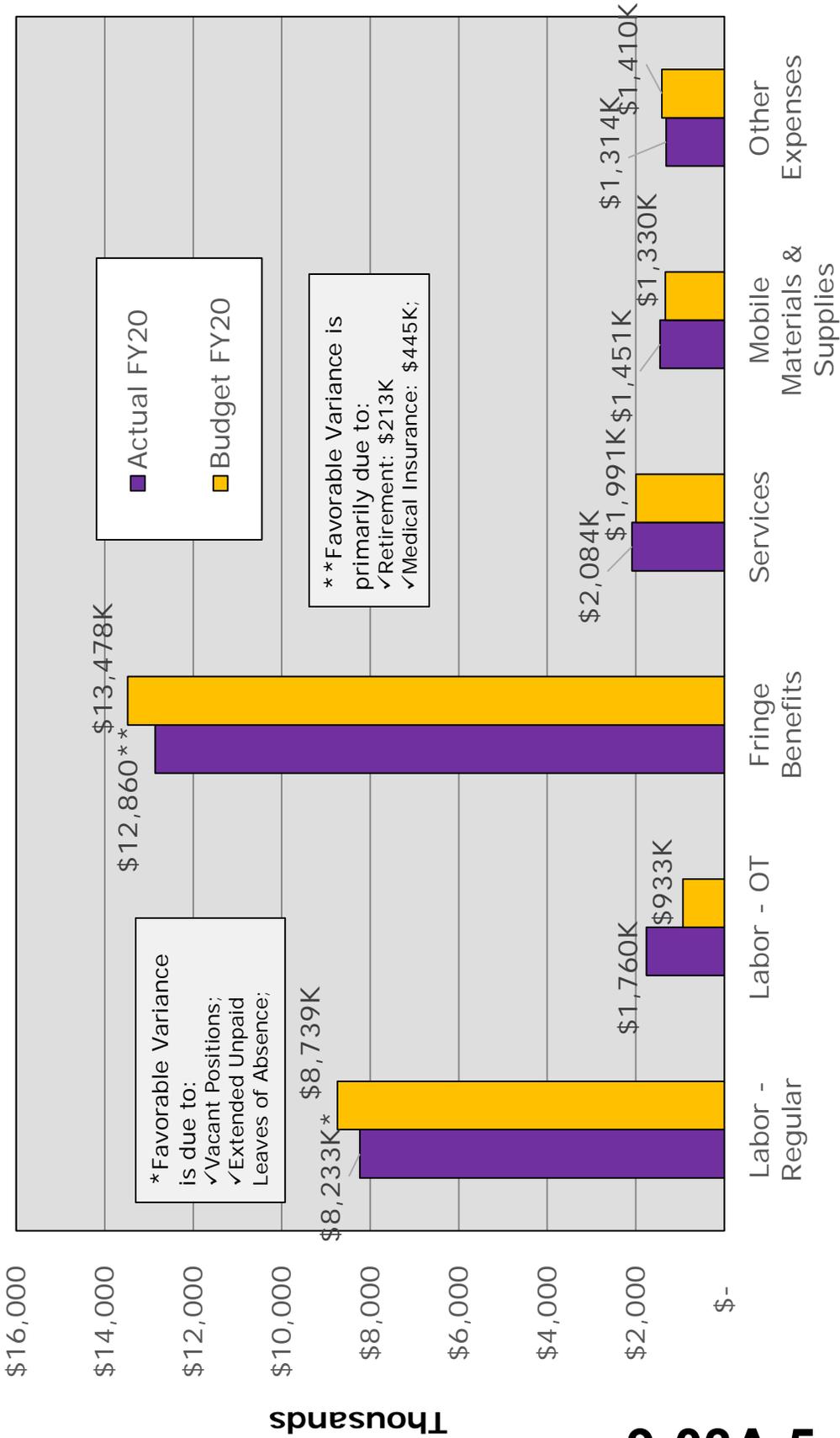
\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Operating Revenue:	\$31,034	\$30,987	\$47
Operating Expenses:			
Labor - Regular	\$8,233	\$8,739	\$506
Labor - Overtime	\$1,760	\$933	(\$827)
Fringe Benefits	\$12,860	\$13,478	\$618
Non-Personnel Expenses	\$4,849	\$4,731	(\$117)
Total Operating Expenses:	\$27,702	\$27,881	\$179
Transfers:	(\$1,117)	(\$1,023)	\$94
Operating Balance:			\$132

FY20 Operating Revenue by Major Funding Source
Year to Date as of December 31, 2019:
50% of Fiscal Year Elapsed

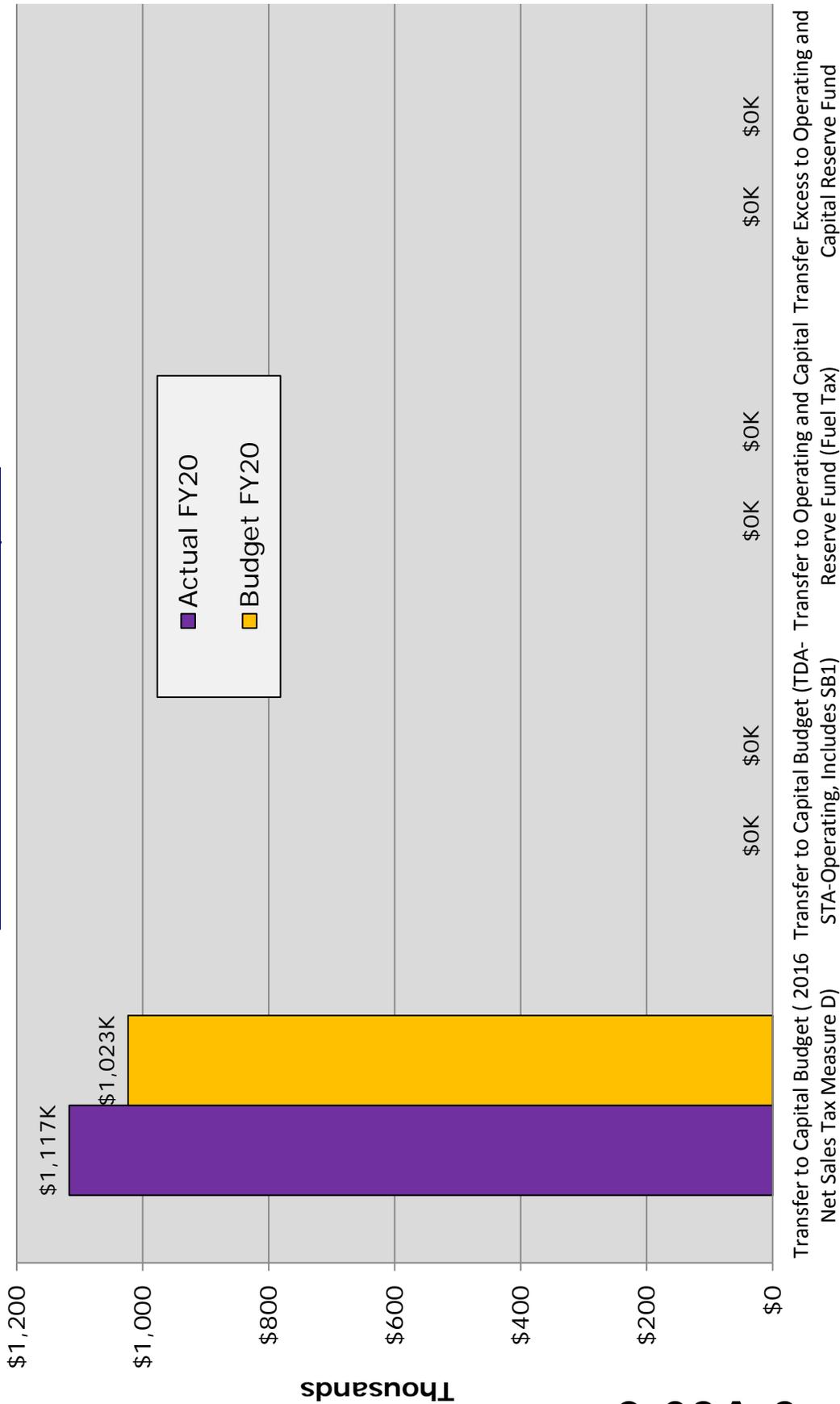


FY20 Operating Expenses by Major Expense Category
Year to Date as of December 31, 2019

50% of Fiscal Year Elapsed



FY20 Transfers
Year to Date as of December 31, 2019
50% of Fiscal Year Elapsed

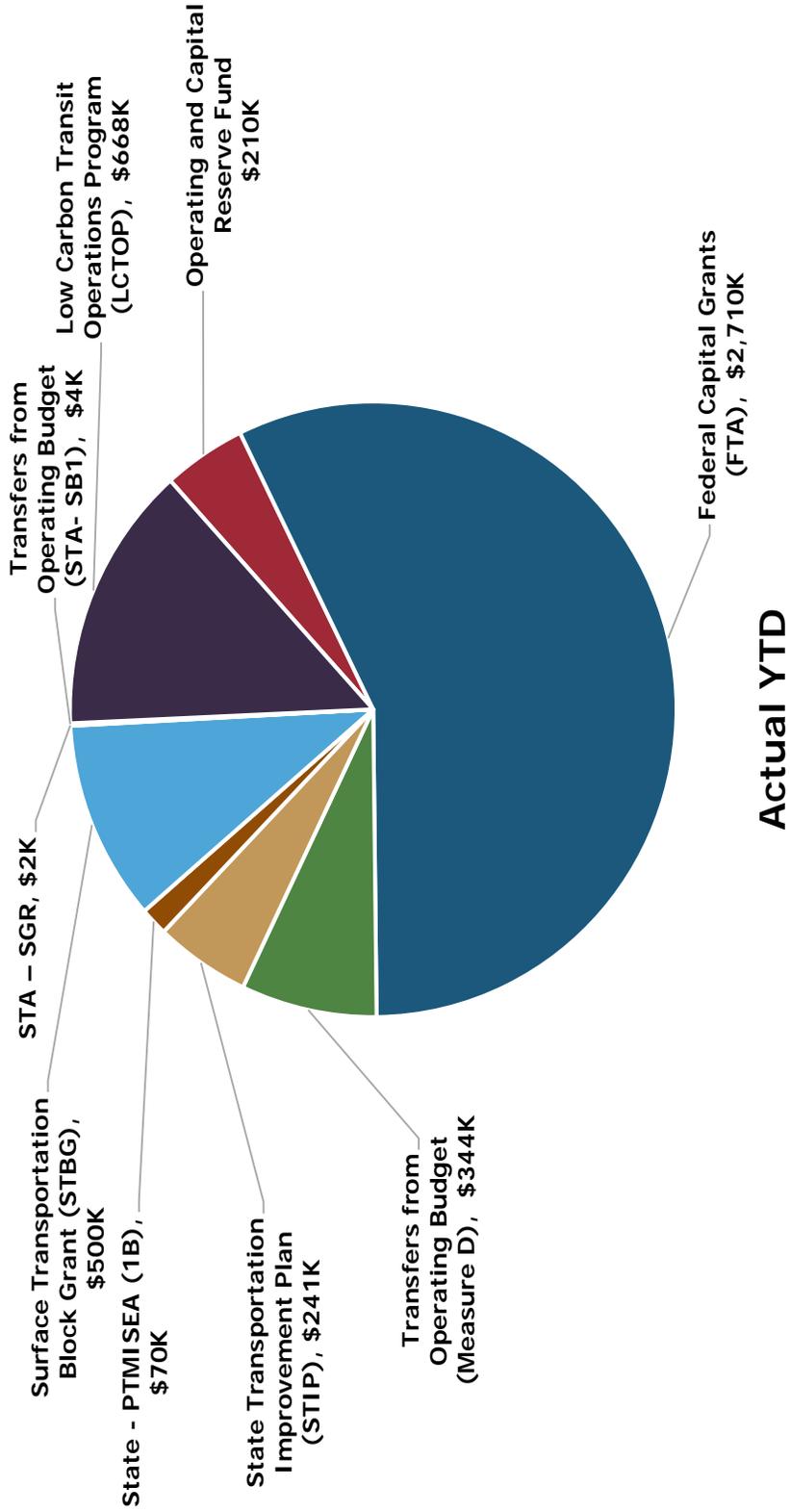


FY20 Capital Budget:

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

50% of Fiscal Year Elapsed

	Actual YTD	Total FY20 Budget	% Spent YTD
Total Capital Funding:	\$4,749,721	\$29,384,581	16%

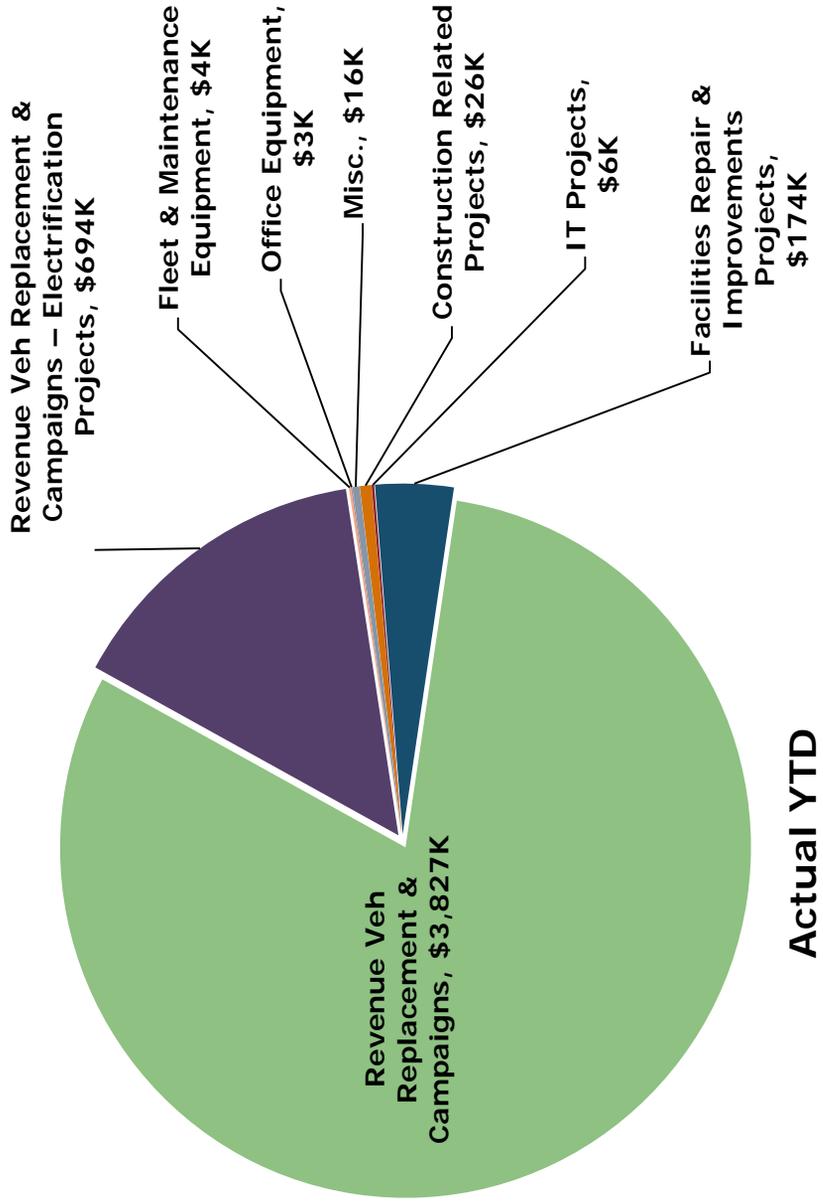


FY20 Capital Budget:

Spending Year to Date as of December 31, 2019

50% of Fiscal Year Elapsed

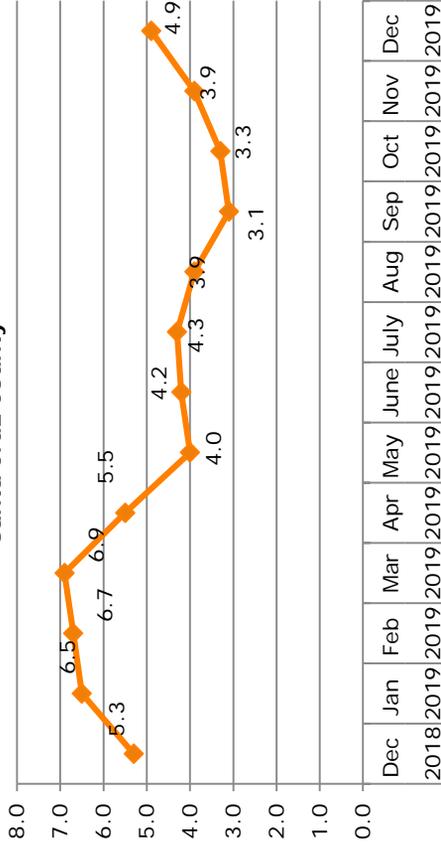
	Actual YTD	Total FY20 Budget	% Spent YTD
Total Capital Projects:	\$4,749,721	\$29,384,581	16%



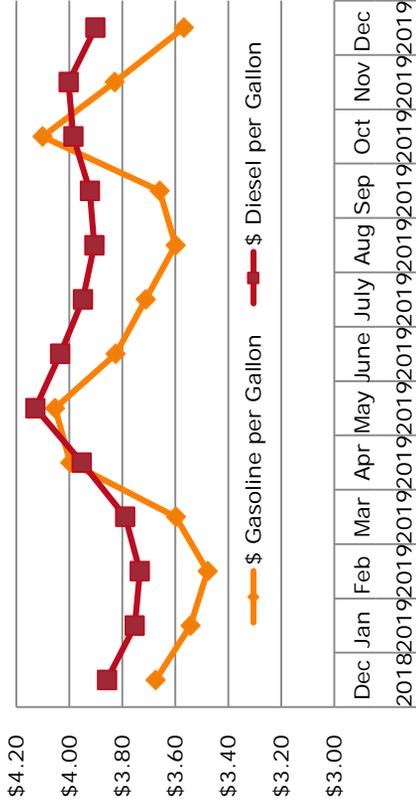
Additional Information

Economic Indicators & Ridership:

Unemployment Rate %
Santa Cruz County



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



FY19-20 Ridership: December YTD

Ridership	FY19	FY20	% Change
Total	2,270,539	2,303,893	1.5%
Hwy 17	142,113	139,267	-2.0%
Local	2,128,426	2,164,626	1.7%
UCSC	1,054,034	1,108,491	5.2%
Cabrillo	162,339	155,355	-4.3%
Non-Student	912,053	900,780	-1.2%

Enrollment Information

UCSC	3 Quarter Average (On-campus)		% Change
	2018/19	2019/20	
18,598	19,010 (projection)	2.2%	
Fall/Spring Average			
Cabrillo	2018/19	2019/20	% Change
11,419	12,548:Fall 19 (est.)	Info Pending	

FY20 Operating Revenue, Expenses, and Transfers:
Year to Date as of January 31, 2020: PRELIMINARY:

58% of Fiscal Year Elapsed

Attachment A

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Revenue:	\$34,218	\$34,099	\$119
Operating Expenses:			
Personnel Expenses	\$26,198	\$26,334	\$136
Non-Personnel Expenses	\$5,658	\$5,520	(\$138)
Total Operating Expenses:	\$31,856	\$31,854	(\$2)
Transfers:			
Transfers to Capital Budget	\$1,317	\$1,194	\$123
Transfers to Operating and Capital Reserve Fund	\$0	\$0	\$0
Total Transfers:	\$1,317	\$1,194	\$123
Operating Balance:			(\$6)

FY20 Operating Revenue, Expenses, and Transfers:

Year to Date as of June 30, 2020: PRELIMINARY*:

100% of Fiscal Year Elapsed

Attachment A

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Revenue:	\$57,423	\$56,756	\$667
Operating Expenses:			
Personnel Expenses	\$43,325	\$42,255	(\$1,070)
Non-Personnel Expenses	\$9,699	\$9,463	(\$236)
Total Operating Expenses:	\$53,024	\$51,718	(\$1,306)
Transfers:			
Transfers to Capital Budget	\$2,369	\$2,369	\$0
Transfers to Operating and Capital Reserve Fund	\$2,030	\$2,670	(\$640)
Total Transfers:	\$4,399	\$5,039	(\$640)
Operating Balance:	\$0	\$0	\$0

*Reflects Actual Data for Qtr. 1 & 2 of FY20 and Projections for Qtrs. 3 & 4.

Questions

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DATE: February 28, 2020
TO: Board of Directors
FROM: Angela Aitken, CFO
SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY20 REVISED CAPITAL BUDGET

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution approving the FY20 Revised Capital Budget, as presented in Attachment B

II. SUMMARY

- The Board of Directors (Board) adopted the FY20 Capital Budget on June 28, 2019.
- Periodic capital budget revisions may be required due to new grant awards, new projects, changes to the scope of existing projects, spending adjustments and removal of projects that are no longer active.
- Revisions to an adopted capital budget require Board approval and the adoption of a resolution.

III. DISCUSSION/BACKGROUND

The Board must adopt an Operating and Capital Budget by June 30th each year. The Board adopted the FY20 & FY21 Operating and FY20 Capital Budget on June 28, 2019.

Periodically, capital budget revisions are required to add new projects, revise project balances and funding sources, update project descriptions, etc. This will be the third revision to the FY20 Capital Budget since adoption.

Staff requests that the Board adopt a resolution (Attachment A) to approve the FY20 Revised Capital Budget (Attachment B)

A Reconciliation by Project as of February 28, 2020 (Attachment C) is provided; this reconciles the (current) FY20 Revised Capital Budget against the (original) Final FY20 Capital Budget adopted on June 28, 2019.

This revision impacts multiple projects.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This pertains to METRO's Financial Stability, Stewardship & Accountability

V. FINANCIAL CONSIDERATIONS/IMPACT

The original FY20 Capital Budget adopted June 28, 2019 totals \$20,362,532.

- Revision 1 – September 27, 2019 – This revision added six (6) capital projects, added additional funding to two (2) existing projects and revised the description on one (1) project. This revision resulted in a net increase of \$1,096,388, for an FY20 Revised Capital Budget balance of \$21,458,920.
- Revision 2 – January 24, 2020 – This revision added ten (10) projects, added additional funding to three (3), revised one (1) and removed one (1). The projects that were added have been before the Finance, Budget and Audit Committee at their 11/8/19 meeting and the full Board of Directors at their 11/15/19 meeting and are needed to maintain the agency's facilities and equipment in a state of good repair and to meet its operational needs. This revision resulted in a net increase of \$7,925,661, for an FY20 Revised Capital Budget balance of \$29,384,581.
- Revision 3 – February 28, 2020 – This revision one (1) project, added funds to two (2) projects, adjusted funding on one (1) project, swapped funding sources on two (2) projects, and changed project title on two (2) projects. This revision resulted in a net increase of \$1,730,345, for an FY20 Revised Capital Budget balance of \$31,114,926.

The Reconciliation by Project as of February 28, 2020 (Attachment C) lists the detail of all changes by project since adoption on June 28, 2019, and includes an explanation for the action. The year to date change is a net increase of \$10,752,394.

The estimated balance of the Operating and Capital Reserve Fund after this revision is an accrued balance of approximately \$684K, from calendar 2018 and 2019 alternative fuel tax rebates that have not yet been received from the IRS. Reminder: The Operating and Capital Reserve Fund is comprised of Alternative Fuel Tax Rebates from prior years, and any excess revenues above actual expenses (carryover) transferred from the Operating Budget. Note that the estimate provided here includes deductions for approved capital projects *and* commitments (the required local match) against grants that may *not* yet have been awarded; those un-awarded projects are *not* included in the attached revised budget. If or when those grants are awarded, the capital budget will be revised accordingly.

VI. ALTERNATIVES CONSIDERED

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

VII. ATTACHMENTS

Attachment A: FY20 Capital Budget Resolution

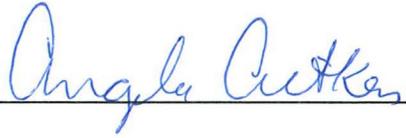
Attachment B: FY20 Revised Capital Budget as of February 28, 2020

Attachment C: FY20 Revised Capital Budget – Reconciliation by Project as of February 28, 2020

Prepared by: Debbie Kinslow, Finance Deputy Director

VIII. APPROVALS

Approved as to fiscal impact:
Angela Aitken, CFO



Alex Clifford, CEO/General Manager





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

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

**A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A REVISION TO THE FY20 CAPITAL BUDGET**

WHEREAS, the Board of Directors approved the FY20 Capital Budget on June 28, 2019 with a total budget of \$20,362,532; and

WHEREAS, it is necessary to revise the adopted FY20 Capital Budget by \$10,752,394 to add funds for various capital projects;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby amends the FY20 Capital Budget per Attachment B to this resolution for a total FY20 Revised Capital Budget of \$31,114,926.

PASSED AND ADOPTED this 28th day of February 2020, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved _____
Board Chair

ATTEST _____
ALEX CLIFFORD,
CEO, General Manager

APPROVED AS TO FORM

JULIE A. SHERMAN
General Counsel

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9-04B.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY20 (REVISED) CAPITAL BUDGET
 AS OF FEBRUARY 28, 2020

	PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
							RESTRICTED	RESTRICTED		
							\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED	MEASURE D (XFR FROM OPER BUDGET)	
		FEDERAL FUNDS					STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)		
Construction Related Projects										
1	19-0001 New METRO Owned Paracrux Facility-FY20 LPP (Grant Match for 5339(b))					\$ 300,000				
2	19-0002 Pacific Station/Metro Center Redevelopment w/ City of SC	\$ 136,388					\$ 34,097		\$ 1,000,000	\$ 2,300,000
3	19-0003 Pacific Station/Metro Center-Conceptual Design/MOU (5309)	\$ 136,388					\$ 34,097		\$ 1,000,000	\$ 1,000,000
	Subtotal	\$ 136,388				\$ 300,000	\$ 34,097		\$ 1,000,000	\$ 3,770,485
IT Projects										
4	19-0004 Replace Financial System (includes \$50K Consulting)									\$ 800,000
5	19-0005 Replacement Laptops (6)									\$ 6,500
	Subtotal	\$ -				\$ -	\$ -		\$ -	\$ 806,500
Facilities Upgrades & Improvements										
6	19-0006 Maint Yard-Security Hardening/Expanded Parking	\$ 450,000								\$ 1,000,000
7	19-0007 Maintenance Facility Roof Replacement (FTA 5339a FY19)									\$ 450,000
8	19-0008 Vernon Generator Replacement Project									\$ 307,732
9	19-0009 Fuel Management System (FTA 5339a FY17)	\$ 180,000								\$ 180,000
10	19-0010 Bus Stop Improvements (FTA 5339a FY18)	\$ 124,725								\$ 124,725
11	19-0011 Gate Control at JKS Bus Entry (FTA 5339a FY18)	\$ 100,000								\$ 100,000
12	19-0012 JKS Facility - Bus Wash Rehab (FTA 5339a FY19)	\$ 100,000								\$ 100,000
13	19-0013 JKS Facility - Upper Security Gates									\$ 100,000
14	19-0017 138 Golf Club Fire Egress (FTA 5339a FY17)	\$ 97,523								\$ 97,523
15	19-0015 Facilities Improvements Orig. \$85K (FTA 5339a FY18)	\$ 44,070								\$ 44,070
15a	19-0015 Fac Imp (FTA 5339a FY18)-ADA Handrail-WTC	\$ 7,300								\$ 7,300
15b	19-0015 Fac Imp (FTA 5339a FY18)-ADA HR Window-Admin	\$ 9,780								\$ 9,780
15c	19-0015 Fac Imp (FTA 5339a FY18)-Fencing @ 138 Golf Club	\$ 23,650								\$ 23,650
16	19-0016 Paint Exterior-Maint. Facility (FTA 5339a FY18)	\$ 60,000								\$ 60,000
17	19-0014 Fire Egress - (Design Only) was Facilities Improvements (FTA 5339a FY15/16)-all FTA funds spent - only local match remains									\$ 34,174
18	19-0018 Awning @ Fueling Station A&E only (FTA 5339a FY18)	\$ 25,000								\$ 25,000
19	19-0019 Security Camera Install - JKS - (Carryover fr FY18)									\$ 23,000
20	19-0020 Admin Bldg. Engineering & Renovations									\$ 20,000
21	19-0021 Asphalt Repair-Pac Station Layover (FTA 5339a FY18)	\$ 16,000								\$ 16,000
22	19-0022 Concrete Surface Repair - Bus Yard (FTA 5339a FY18)	\$ 10,000								\$ 10,000
23	19-0023 Fencing Behind Diesel Tank (FTA 5339a FY18)	\$ 7,000								\$ 7,000
	Subtotal	\$ 1,255,248	\$ 4,036,017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,484,906
Revenue Vehicle Purchases, Replacements & Campaigns										
24	19-0024 Replace Six (6) CNG Buses (PTMISEA) - add 6th bus using PTMISEA match \$536K moved from FTA 5339@LoNo grant and backfill difference w/funding from the \$2M BRF Xtr approved at the 1/14/19 BOD Meeting		\$ 4,036,017					\$ 673,297	\$ 100,000	\$ 4,136,017
25	19-0025 4.40' CNG Replacements (FTA 5339b FY17)-COMPLETE	\$ 1,206,518								\$ 2,635,548
26	19-0026 FY18 STIP - 2 ZEBs (STIP, LPP, HVIP = \$300K)			\$ 870,000		\$ 786,000				\$ 2,312,811
27	19-0028 Refurb 4 Buses @ ~ \$254K (FY18 STIP, Measure D)			\$ 900,000						\$ 1,316,493
28	19-0027 FY18 STIP - AVL/LTS (STIP, Measure D)			\$ 904,936						\$ 904,936
29	19-0029 VTA Bus Transfer - Decommission & Retrofit 10 Electric Hybrids, and 4 Diesel Artic								\$ 709,569	\$ 709,569

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY20 (REVISED) CAPITAL BUDGET
 AS OF FEBRUARY 28, 2020

	PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
							RESTRICTED	RESTRICTED		
		FEDERAL FUNDS					STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D (XFR FROM OPER BUDGET)	
							\$3M PER YEAR (MEASURE D + SB1 STA&SGR)			
30	CNG Bus (1) - (Caltrans FY13-FY17 5339 Statewide Discretionary)	\$ 456,957							\$ 207,842	
31	CNG Bus (1) - (STBG FY17 via SCORTC)-COMPLETE	\$ 500,000	\$ 70,000						\$ 88,887	
32	new 7 Replacement Paracruz Vans (FY19 LPP, Measure D)				\$ 302,000				\$ 302,000	
33	3 New Flyer Repl. Capital Lease - Year 3 of 6 Pin Only - (Measure D) Interest funded in Operating Budget \$32K	\$ 200,000							\$ 251,431	\$ 251,431
34	Paracruz Van Replacement (3) (STBG FY19 via RTC)	\$ 160,000							\$ 22,940	\$ 160,000
35	Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)	\$ 160,000								\$ 100,000
36	Completion of Cameras on Buses (6 buses)								\$ 47,000	\$ 47,000
37	Cameras on Buses #2	\$ 2,523,475	\$ 4,106,017	\$ 2,674,936		\$ 1,068,000			\$ 3,568,706	\$ 14,724,431
	Subtotal									
Revenue Vehicle Purchases, Replacements & Campaigns-Fleet Electrification Projects										
38	19-0037 Electric Bus (3) + Infra & Proj Mgmt. (FTA 5339c FY16)	\$ 3,588,622							\$ 1,087,153	\$ 4,675,775
39	19-0038 Electric Bus (1) - Watsonville Circulator DAC (FY15/16 LCTOP) - (Memo Only - HVIP = \$150K)		\$ 357,216		\$ 709,292				\$ 185,051	\$ 1,251,559
40	19-0039 Electric Bus (1) - Watsonville Service (FY17/18 LCTOP)				\$ 863,102				\$ 231,843	\$ 1,094,945
41	19-0040 EV Charging Infrastructure @ JKS (10 Bays) (FY19 LCTOP)				\$ 646,496					\$ 646,496
42	19-0041 Completion of JKS Facility-ZEB Yard Charging Infrastructure									\$ 300,000
43	19-0042 ZEB Deployment & Fleet Planning (CTE)									\$ 59,500
	Subtotal	\$ 3,588,622	\$ 357,216	\$ -	\$ 2,218,890	\$ -			\$ 1,504,047	\$ 8,026,275
Non-Revenue Vehicle Purchases & Replacements										
44	19-0043 Replace Custodial Support Vehicle (1) (FTA5339a FY18)	\$ 30,000								\$ 30,000
	Subtotal	\$ 30,000	\$ -	\$ -	\$ -	\$ -			\$ -	\$ 30,000
Fleet & Maint Equipment										
45	19-0044 Bus Yard Scrubber/Sweeper (FTA 5339a FY18)	\$ 75,000								\$ 75,000
46	19-0045 Floor Scrubber (1) for Maint. Shop (FTA 5339a FY18)	\$ 45,000								\$ 45,000
47	19-0046 Heavy Duty Opacity Smoke Meter	\$ 120,000							\$ 4,250	\$ 124,250
	Subtotal	\$ 240,000	\$ -	\$ -	\$ -	\$ -			\$ -	\$ 244,250
Office Equipment										
48	19-0047 Workstations & Cubicles (HR)									\$ 20,000
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ 20,000
Misc.										
49	19-0048 Misc Capital Contingency-\$800K - 11/15/19 BOD									\$ 768,000
49a	19-0048 JKS Repeater Back-Up / Kite Hill Repeater Site									\$ 9,000
49b	19-0048 WTC - Additional Surveillance Cameras									\$ 23,000
50	19-0049 Ticket Vending Machine-SLV-Installation Costs + Misc				\$ 17,045					\$ 32,045
51	19-0050 TVM Pin Pad Bezel 8 Upgrade (6)									\$ 22,185
52	19-0051 Misc. Emergency Capital Items-\$10K (\$1K to \$5K)									\$ 3,600
52a	(2nd) ID Card Printer (Pacific Station)									\$ 3,300
52b	19-0053 Square Cash Registers for C/S (2)									\$ 3,100
53	19-0054 Watsonville Transit Mural-62,700 from Arts Council SC)									\$ 6,600
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 17,045	\$ -	\$ -	\$ -	\$ 853,785
										\$ 870,830
TOTAL CAPITAL PROJECTS		\$ 7,653,733	\$ 4,463,233	\$ 2,674,936	\$ 2,218,890	\$ 1,388,000	\$ 51,142	\$ 673,297	\$ 6,062,753	\$ 31,114,925

9-04B.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY20 (REVISED) CAPITAL BUDGET
 AS OF FEBRUARY 28, 2020

PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	RESTRICTED	RESTRICTED	RESTRICTED	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
									STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)		
CAPITAL PROGRAM FUNDING												
Federal Sources of Funds:												
Federal Grants (FTA)	\$ 6,953,733											\$ 6,953,733
Surface Transportation Block Grant (STBG)	\$ 700,000											\$ 700,000
State Sources of Funds:												
PTMISEA (1B)	\$ 4,463,233											\$ 4,463,233
State Transportation Improvement Program (STIP)		\$ 2,674,936										\$ 2,674,936
Low Carbon Transit Operations Program (LCTOP)				\$ 2,218,890								\$ 2,218,890
Local Partnership Program (LPP)					\$ 1,388,000							\$ 1,388,000
State Transit Assistance (STA)-Prior Years									\$ 51,142			\$ 51,142
Transfers from Operating Budget (STA-SB1)												\$ -
STA-SGR (SB1)									\$ 673,297			\$ 673,297
Transfers from Operating Budget (Measure D)										\$ 6,062,753		\$ 6,062,753
Local Sources of Funds:												
Operating and Capital Reserve Fund											\$ 5,928,941	\$ 5,928,941
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 7,653,733	\$ 4,463,233	\$ 2,674,936	\$ 2,218,890	\$ 1,388,000	\$ 2,218,890	\$ 2,674,936	\$ 51,142	\$ 673,297	\$ 6,062,753	\$ 5,928,941	\$ 31,114,925
Restricted Funds	\$ 7,653,733	\$ 4,463,233	\$ 2,674,936	\$ 2,218,890	\$ 1,388,000	\$ 2,218,890	\$ 2,674,936	\$ 51,142	\$ 673,297	\$ 6,062,753	\$ 5,928,941	\$ 25,134,842
Unrestricted Funds												\$ 5,980,083
TOTAL CAPITAL FUNDING	\$ 7,653,733	\$ 4,463,233	\$ 2,674,936	\$ 2,218,890	\$ 1,388,000	\$ 2,218,890	\$ 2,674,936	\$ 51,142	\$ 673,297	\$ 6,062,753	\$ 5,928,941	\$ 31,114,925
* NOTE: The amounts listed here represent the amounts committed against awarded grants and projects, and therefore will not equal the \$3M allocated to the Bus Replacement Fund in any given year.												

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Attachment C

FY20 CAPITAL BUDGET RECONCILIATION BY PROJECT AS OF FEBRUARY 28, 2020-3RD REVISION

FY20 FINAL CAPITAL BUDGET ADOPTED JUNE 28, 2019:				\$	20,362,532
CAPITAL PROJECT	LINE	SOURCE	AMOUNT	TOTAL	
Add Back project: Cameras on Buses #2	37	MEASURE D	\$ 47,000		
Reason: Project was not complete at the end of FY19, but was inadvertently not carried forward to FY20					
Add: Replacement Laptops (6)	5	OP & CAPITAL RESERVE	\$ 5,500		
Reason: Replace laptops that have become technologically obsolete					
Add: Vernon Generator Replacement Project.	8	OP & CAPITAL RESERVE	\$ 307,732		
Reason: Add project as per Board approval at the August 23, 2019 BOD meeting					
Add Funds: CNG Bus (1) - Caltrans FY13-FY17 5339 Statewide Discretionary	30	MEASURE D	\$ 5,910		
Reason: Add additional funding needed to backfill the difference between the cost of the bus and the amount of the grant award					
Add: EV Charging Infrastructure @ JKS - 10 Bays (FY19 LCTOP)	41	LCTOP	\$ 646,496		
Reason: Add project - grant awarded					
Change Description Only - No \$: Replace Custodial Vehicles (2) (FTA 5339a FY18)	44	FTA	\$ -		
Reason: Revise project description since only one (1) custodial support vehicle will be purchased - not two (2)					
Add: Heavy Duty Opacity Smoke Meter	47	OP & CAPITAL RESERVE	\$ 4,250		
Reason: Replace failing opacity meter to meet new CARB standards					
Add: Workstations & Cubicles (HR)	48	OP & CAPITAL RESERVE	\$ 20,000		
Reason: Replace furniture in HR department					
Add: ZEB Deployment & Fleet Planning (CTE)	43	OP & CAPITAL RESERVE	\$ 59,500		
Reason: Add funds for CTE contract with CTE needed for the ZEB deployment and fleet planning					

Attachment C

FY20 CAPITAL BUDGET RECONCILIATION BY PROJECT AS OF FEBRUARY 28, 2020-3RD REVISION

CAPITAL PROJECT	LINE	SOURCE	AMOUNT	TOTAL
Add: Pacific Station/Metro Center Redevelopment w/City of SC	2	MEASURE D	\$ 1,000,000	
Reason: Add funds as per the 11/15/19 BOD meeting: Year 1 of the 4 year commitment of \$1M per year (\$4M total) towards the redevelopment of the Pacific Station transit facility in conjunction with the City of Santa Cruz				
Add: Four (4) Replacement CNG Buses	24	PTMISEA	\$ 1,253,667	
Reason: Add PTMISEA funds (accumulated interest earnings, refunds, retention withheld from contractor, etc.) to the existing amount of PTMISEA funds that were earmarked for the Pacific Station Rehabilitation project (\$2,246,333) to make \$3.5M available to purchase 4 replacement CNG buses as per the 11/15/19 BOD meeting because these funds will expire in June 2023. The Pacific Station/City of Santa Cruz Redevelopment project (see proejct add - directly above) is now funded with Bus Replacement Funds (Measure D) because those funds do not 'expire.'				
Add: New Paracruz Facility (Grant Match for 5339 (b)	1	OP & CAPITAL RESERVE	\$ 2,300,000	
Reason: Add grant match as per 11/15/19 BOD meeting using Operating and Capital Reserve funds for a New Paracruz Facility; these funds will serve as the match when METRO applies for an FTA 5339 (b) Bus & Bus Facilities Discretionary grant				
Add: Maintenance Facility Roof Replacement (FTA 5339a FY19)	7	FTA	\$ 450,000	
Reason: Add FY19 FTA 5339a projects - as per 11/15/19 BOD meeting				
Add: JKS Facility - Bus Wash Rehab (FTA 5339a FY19)	12	FTA	\$ 100,000	
Reason: Add FY19 FTA 5339a projects - as per 11/15/19 BOD meeting				
Add: New Projects as per 11/15/19 BOD Meeting:		OP & CAPITAL RESERVE	\$ 2,300,000	
Reason: Add grant match as per 11/15/19 BOD meeting using Operating and Capital Reserve funds for a New Paracruz Facility; these funds will serve as the match when METRO applies for an FTA 5339 (b) Bus & Bus Facilities Discretionary grant				
Completion of Cameras on Buses (6 buses)	36	\$	100,000	
JKS Facility - Upper Security Gates	13	\$	100,000	
Completion of JKS Facility-ZEB Yard Charging Infrastructure	42	\$	300,000	
Misc. Capital Contingency	49	\$	800,000	
Maint Yard-Security Hardening/Expanded Parking	6	\$	1,000,000	
Remove: METRO Logo Sign for JKS	n/a	OP & CAPITAL RESERVE	\$ (4,480)	
Reason: Project Completed in prior year				

Attachment C

FY20 CAPITAL BUDGET RECONCILIATION BY PROJECT AS OF FEBRUARY 28, 2020-3RD REVISION

CAPITAL PROJECT	LINE	SOURCE	AMOUNT	TOTAL
Add back: Security Camera Install - JKS - (Carryover from FY19)	19	OP & CAPITAL RESERVE	\$ 23,000	
Reason: Carryover project that was not completed in FY19 but was removed because it was scheduled to be completed prior to year end				
Add funds: New Laptops - Purchase 6 rather than 4	5	OP & CAPITAL RESERVE	\$ 1,000	
Reason: Add 2 more laptops to be replaced-technologically obsolete				
Add: Paracruz Van Replacement (3) STBG FY19 (via RTC)	33	STBG	\$ 200,000	
		MEASURE D	\$ 22,940	
Reason: Add project - grant awarded				
Add funds: Electric Bus (1) - Watsonville Circulator DAC (FY15/16 LCTOP)	39	MEASURE D	\$ 156,614	
Reason: Add additional funding needed to backfill the difference between the cost of the bus and the amount of the grant award				
Add funds: FY18 STIP - 2 ZEBs (STIP, LPP, HVIP = \$300K)	26	MEASURE D	\$ 122,920	
Reason: Add additional funding needed to backfill the difference between the cost of the bus and the amount of the grant award				
Add funds: FY20 LPP - New METRO Owned Paracruz Facility-FY20 LPP (Grant Match for 5339(b))	1	LPP	\$ 300,000	
Reason: Add additional funding to matching funds; FY20 LPP funds have not yet been approved by CTC, although staff is certain that the project will be approved as funds are routine and formula based				
Adjust funds to actual: Adjust funding for the 4 40" CNG Replacements project	25	STA-SGR	\$ 2,218	
		MEASURE D	\$ (2,218)	
Reason: Adjust amount recorded for FY17/18 STA-SGR to actual amount received, and adjust Measure D match accordingly				

Attachment C

FY20 CAPITAL BUDGET RECONCILIATION BY PROJECT AS OF FEBRUARY 28, 2020-3RD REVISION

CAPITAL PROJECT	LINE	SOURCE	AMOUNT	TOTAL
Swap Funding Sources: <u>From</u> : Electric Bus (3) + Infra & Proj Mgmt. (FTA 5339c FY16)				
	38	PTMISEA	\$ (536,017)	
Swap Funding Sources: <u>To</u> : Replace Six (6) CNG Buses				
	24	PTMISEA	\$ 536,017	
Swap Funding Sources: Electric Bus (3) + Infra & Proj Mgmt. (FTA 5339(c) FY16) Swap in Bus Replacement Funds (Measure D) to backfill for the transfer of PTMISEA funds to the Replace Six (6) CNG Buses				
	38	MEASURE D	\$ 536,017	
Change Project Title & Add funds: Change description from Replace Four (4) CNG Buses - to Replace Six (6) CNG Buses and add \$100K from Bus Replacement Fund (Measure D)				
	24	MEASURE D	\$ 100,000	
Reason: Move PTMISEA funds from the FTA 5339 © LoNo project to the "Replace Six (6) CNG Buses" project to preserve funds from expiring before they can be spent; backfill the loss of the PTMISEA funds from the 5339 (c) LoNo project with funds from the \$2M Bus Replacement Fund (Measure D) xfr approved at the 11/15/19 BOD meeting, and backfill the difference needed for the 6th CNG bus with \$100K of Bus Replacement Funds (Measure D)				
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Add project: 7 Replacement Paracruz Vans (FY19 LPP, Measure D)				
	32	LPP	\$ 302,000	
		MEASURE D	\$ 302,000	
Reason: Add new project; FY19 LPP funds have not yet been approved by CTC, although staff is certain that the project will be approved as funds are routine and formula based				
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Add funds: Refurb 4 Buses project (FY18 STIP, Measure D)				
	27	MEASURE D	\$ 190,328	
Reason: Add additional funding from Bus Replacement Fund (Measure D) to fully fund contract with Complete Coach Works for \$1,316,493 as per BOD meeting 6/28/19				
<hr/>				
Change Project Title Only: To: Electric Bus (1) Watsonville Service (FY17/18 LCTOP) From: Electric Bus (1) Watsonville Circulator DAC (FY16/16 LCTOP)				
	40		\$ -	
Reason: Project scope revised				
<hr/> <hr/>				

Attachment C

FY20 CAPITAL BUDGET RECONCILIATION BY PROJECT AS OF FEBRUARY 28, 2020-3RD REVISION

CAPITAL PROJECT	LINE	SOURCE	AMOUNT	TOTAL
FUNDING SUMMARY:				
		OP & CAPITAL RESERVE	\$ 5,016,502	
		FTA	\$ 550,000	
		LCTOP	\$ 646,496	
		LPP	\$ 602,000	
		MEASURE D	\$ 1,945,494	
		PTMISEA	\$ 1,789,684	
		STA	\$ -	
		STA-SGR	\$ 2,218	
		STBG	\$ 200,000	
		STIP	\$ -	
TOTAL CAPITAL BUDGET REVISIONS THROUGH 2/28/20:			\$ 10,752,394	
FY20 REVISED CAPITAL BUDGET AS OF FEBRUARY 28, 2020:			\$ 31,114,926	

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DATE: February 28, 2020
TO: Board of Directors
FROM: Wondimu Mengistu, Grants/Legislative Analyst
SUBJECT: ACCEPT AND FILE QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE AND PENDING GRANTS FOR THE SECOND QUARTER OF FY20

I. RECOMMENDED ACTION

That the Board of Directors receive and file the quarterly report on grant applications, active and pending grants. This is for information only. No action is required.

II. SUMMARY

- During the second quarter (Q2) of FY20 (October 1-December 31, 2019), the Santa Cruz Metropolitan Transit District (METRO) received one discretionary grant award for capital improvements.
- Staff submitted one formula and one discretionary grant application for operating assistance and capital improvements during the quarter.
- Previously awarded grant-funded projects are underway to purchase vehicle replacements and upgrade facilities.
- A list of METRO's pending applications (Attachment A) and active grants (Attachment B) is provided quarterly to apprise the Board of grant funding status.
- No action is required; this report is for information only.

III. DISCUSSION/BACKGROUND

During the second quarter (Q2) of FY20 (October 1-December 31, 2019), the Santa Cruz Metropolitan Transit District (METRO) received a notable discretionary grant award in February from the California Department of Transportation's (Caltrans') Federal Transit Administration (FTA) Section 5339 Discretionary Bus Program in amount of \$1,360,000. The grant award from the Caltrans' FTA Section 5339 program will help METRO replace two 1998 diesel-fueled buses with two CNG buses.

Staff submitted one formula and one discretionary grant application for operating assistance and capital improvements during the quarter. Guidelines for the

Transit and Intercity Rail Capital Program (TIRCP) were finalized in October, with applications due in mid-January. Staff submitted an \$11.86 million grant application for TIRCP funds to purchase eight Battery Electric Buses (BEBs) that would increase frequency and provide a faster transit option between Watsonville and Santa Cruz using a new bus on shoulder facility. In addition, this TIRCP project would also install new fast-charging infrastructure at the Watsonville Transit Center to allow BEBs to stay in operation throughout the day by extending their mileage and operating time. Awards for TIRCP funding will be announced in Spring 2020. During the previous quarter, staff also submitted a \$191,234 in formula grant for FY20 FTA 5311 rural operating assistance administered by Caltrans.

Active, Pending and Future Grants

This staff report appraises the Board of active (Attachment A), pending and future (Attachment B) grants which fund METRO's operations and capital improvements.

Active operating and capital improvement grants total \$23,040,267 in formula and \$12,672,055 in competitive funds. Of this amount, \$9,173,699 is to replace and refurbish buses. The remaining awarded funds are for operating assistance and capital improvement projects.

Pending grant applications request \$8,023,385 of new formula funding and \$12,949,163 of new discretionary funding. Of this \$20,972,548 in funding requests, \$12,949,163 is to replace and refurbish buses. The remaining applications request funds for operating assistance and facilities improvement projects.

METRO staff continuously seeks grant funds for operating assistance and capital improvements. During the next three months, staff will prepare grant applications for Caltrans' FY20 Low Carbon Transit Operations Program (LCTOP), the FY20 FTA 5307 Urbanized Area Formula Funding program and the FY19 FTA 5339(a) Buses and Bus Facilities Formula Program.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Current active grants (Attachment A) of \$35,712,322 for METRO's operations and capital improvements projects. The Operating and Capital Budgets will be amended as necessary when grants are awarded.

V. CHANGES FROM COMMITTEE

N//A

VI. ALTERNATIVES CONSIDERED

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

VII. ATTACHMENTS

Attachment A: Active Grants as of February 2020

Attachment B: Pending Grants as of February 2020

Prepared by: Wondimu Mengistu, Grants/Legislative Analyst

VIII. APPROVALS

Jayne Ackemann, Acting Planning
and Development Director

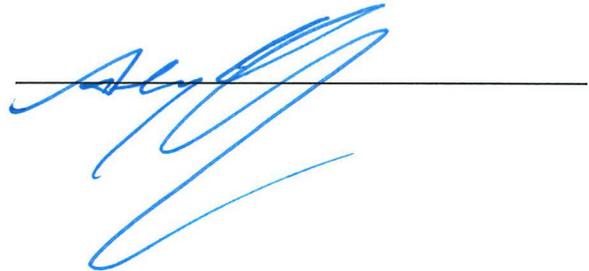


Approved as to fiscal impact:
Angela Aitken, CFO

dkulow for AA



Alex Clifford, CEO/General Manager



Santa Cruz METRO							
Active Grants as of 2/28/2020							
Competitive Grant							
Formula Grant							
#	Project Description	Project Scope	Funding Source	\$ Budget Grant	\$ Budget Total Project	Project % Complete	Grant Expiration Date
Operating Projects							
1	Operate Watsonville Circulator	Operate new circulator route w/ ZEB in Wats DAC	FY18 Air District 2018 AB2766 Program Award: 1/18/18	\$ 200,000	\$ 678,111	5%	1/29/2020
2	FY20 operating assistance	Operating assistance	FY20 SCCRTC Transportation Development Act-Local Transportation Fund (TDA-LTF) Award: 5/2/19	\$ 7,288,208	\$ 7,912,960	25%	N/A
3	FY20 operating and capital assistance	Operating and capital assistance	FY20 SCCRTC Transportation Development Act-State Transit Assistance (TDA-STA) Award: 5/2/19	\$4,237,429	\$ 4,804,379	25%	N/A
End of Operating Projects							
Capital Projects							
4	1 CNG Replacement Bus	Purchase 40" CNG Bus	FY13-17 Caltrans Discretionary FTA 5339 Program Award: 4/4/2018	\$ 456,957	\$ 664,799	50%	12/20/2020

Attachment A

Santa Cruz METRO							
Active Grants as of 2/28/2020							
5	3 ParaCruz Vans Replacement	Purchase 3 ParaCruz Vans Replacement	SCCRTC FY19 Surface Transportation Block Grant program Award: 9/5/19	\$ 200,000	\$ 222,940	5%	6/20/2020
6	Vouchers for 4 ZEBs	HVIP for 4 Proterra ZEBs	CALSTART Heavy-duty zero-emission Vehicle Incentive Program (HVIP) for 4 ZEBs	\$ 600,000	\$ 600,000	50%	N/A
7	Roof for Golf Club Facility	Renovating Golf Club Roof	FTA FY19 5339(a) Bus and Bus Facilities Formula Program Pre-Award: 12/10/19	\$ 450,000	\$ 450,000	5%	12/30/2022
8	Bus Wahser	Mid-life overhaul for bus washer	FTA FY19 5339(a) Bus and Bus Facilities Formula Program Pre-Award: 12/10/19	\$ 100,000	\$ 100,000	5%	12/30/2022
9	Gate control-bus entries at JKS	Install Gate control-bus entries at JKS-Lower	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 100,000	\$ 100,000	5%	12/30/2021
10	Maintenance Facility-Paint Exterior	Paint Exterior-Maintenance Facility	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 60,000	\$ 60,000	15%	12/30/2021
11	Custodial Vehicles	Purchase Custodial Vehicles	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 30,000	\$ 30,000	100%	12/30/2021

Santa Cruz METRO									
Active Grants as of 2/28/2020									
12	Floor scrubber	Purchase Floor scrubber	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 45,000	\$ 45,000	50%	12/30/2021		
13	Bus Yard Scrubber/Sweeper	Purchase Bus Yard Scrubber	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 75,000	\$ 75,000	50%	12/30/2021		
14	SBF-Awning A&E	Engineering and design cost for ABF-awning	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 25,000	\$ 25,000	5%	12/30/2021		
15	Fencing projects	Fencing behind diesel tank for facilities	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 7,000	\$ 7,000	50%	12/30/2021		
16	Metro Center-layover Lot repair	Metro Center-layover Lot repair	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 16,000	\$ 16,000	10%	12/30/2021		
17	Facilities improvement bucket	Used for emergency security gate at Facilities and other projects	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 85,000	\$ 85,000	90%	12/30/2021		
18	Concrete surface repair-bus yard	Concrete surface repair-bus yard	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 10,000	\$ 10,000	25%	12/30/2021		

Attachment A

Santa Cruz METRO									
Active Grants as of 2/28/2020									
19	CS Call Center cubicles & furniture	CS Call Center cubicles & furniture	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 19,000	\$ 19,000	100%	12/30/2021		
20	Bus stop improvements	Bus stop improvements	FTA FY18 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 124,725	\$ 124,725	0%	12/30/2021		
21	Charging Infrastructure	Depot charging for 10 ZEBs	FY19 Low Carbon Transit Operations Program (LCTOP) Award: 6/28/19	\$ 646,496	\$ 646,496	75%	3/1/2021		
22	Bus Mid-Life Overhauls (4)	Bus Mid-Life Overhauls for 4 CNG buses	FTA FY17 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 160,000	\$ 160,000	95%	6/30/2020		
23	Fuel Management System	New Fuel Management System-Linking up with ITS	FTA FY17 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 180,000	\$ 180,000	5%	6/30/2020		
24	Golf Club Fire Escape	ADA and safety compliance	FTA FY17 5339(a) Bus and Bus Facilities Formula Program Award: 7/9/19	\$ 97,523	\$ 97,523	5%	6/30/2020		
25	Watsonville Mural	Repainting WTC	FY18 Arts Council of Santa Cruz Award: 9/17	\$ 2,700	\$ 6,600	85%	N/A		

Attachment A

Santa Cruz METRO						
Active Grants as of 2/28/2020						
26	1 Electric Bus for Watsonville DAC	Watsonville Circulator	FY17 and FY18 Low Carbon Transit Operations Program (LCTOP) Award: 6/30/18	\$ 709,292	\$ 1,251,559	50% 5/31/2021
27	1 Electric Bus for Watsonville DAC	Serving Watsonville DAC area	FY16 Low Carbon Transit Operations Program (LCTOP) Award: 3/31/16.	\$ 863,102	\$ 1,094,945	50% 5/27/2020
28	2 ZEBs	STIP purchase 2 ZEBs	CTC FY18 Local Partnership Program CTC FY19 STIP Award: 10/17/18	\$ 870,000	\$ 2,312,811	50% 12/31/2021
29	Refurbish 4 buses	Extend useful life of the bus by 6-8 years	CTC FY19 STIP Award: 10/17/18	\$ 900,000	\$ 1,316,493	50% 12/31/2021
30	Automatic Vehicle Locator	Install tracking system to manage an overview of vehicle travel.	CTC FY19 STIP Application: 8/25/17 Award: 10/17/18	\$ 1,400,000	\$ 1,581,385	25% 12/31/2021
31	Comprehensive Security and Surveillance to purchase CCTV, lighting, generator replacement	Purchase CCTV, lighting, generator replacement	FY17 Proposition 1B California Transit Security Program Award: 6/15/17	\$ 352,404	\$ 352,404	100% 6/31/2020
32	Fleet fire escape. Construction support	Engineering and design cost for Fire Egress	Changed to Cash reserve	\$ 34,180	\$ 34,180	0% N/A

Attachment A

Santa Cruz METRO						
Active Grants as of 2/28/2020						
33	3 Electric replacement buses for Highway 17 Express	Purchase 3 ZEBs, Depot and en-route charging	FTA FY16 5339(c) LoNo On hold Award:8/21/17	\$ 3,810,348	\$ 4,936,512	10% 6/30/2022
34	6 CNG Bus Replacements	Buy 6 CNG Buses w/ remaining PTMISEA funding per BOD: 11/15/2019	FY10 - 13, FY15 Public Transportation, Modernization, Infrastructure and Service Enhancement Act (PTMISEA) Award:10/25/16	\$ 4,000,000	\$ 4,000,000	5% 6/23/2023
35	Pacific Station expansion and renovation architectural services	Design and engineering	FY08 FTA 5309 CA-04-0102 Award:9/12/08	\$ 490,000	\$ 612,500	90% 9/30/2020
36	Pacific Station expansion and renovation architectural services	Design and engineering	FY06 FTA 5309 CA-04-0021 Award:2/14/07	\$ 396,000	\$ 495,000	90% 9/30/2020
37	ParaCruz Van Replacement	Purchase 6 replacement ParaCruz vans	FY19 LPP	\$ 302,000	\$ 604,000	0% 12/31/2021
Total				\$ 29,343,364	\$ 35,712,322	
End of Active Grants						

Attachment B

Santa Cruz METRO Pending Grants as of 2/28/2020

Competitive Grant					
Formula Grant					
#	Project Description	Project Scope	Funding Source	\$ Budget Grant	\$ Budget Total Project
1	FY20 Urban Transit Operations	FY20 FTA 5307 Formula Operating Assistance Award: TBD	FY20 5307	\$7,285,538	\$14,571,071
2	FY20 Rural Transit Operations	FTA FY20 5311 Formula Operating Assistance Award: TBD	FY20 5311	\$191,234	\$442,315
3	Replace two 1998 diesel-fueled buses with two CNG buses	FY20 State of California FTA Section 5339 program	CalTrans FY20 5339 Discretionary Funds	\$1,088,000	\$1,360,000
4	Purchase 8 ZEBs and Install Fast-charging infrastructure	CalSTA FY20 TIRCP	CalSTA FY20 TIRCP	\$11,861,163	\$15,154,309
5	FY19 capital assistance	FY19 FTA 5339a Formula Buses and Bus Facilities	FY19 FTA 5339a Buses and Bus Facilities	\$546,613	\$546,613
Total				\$ 20,972,548	\$ 32,074,308
End of Pending Grants					

\$12,949,163

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DATE: February 28, 2020
TO: Board of Directors
FROM: Daniel L. Zaragoza, Operations Manager, Paratransit Division
SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2019

I. RECOMMENDED ACTION

That the Board of Directors accept and file the quarterly METRO ParaCruz Operations Status Report for October, November and December 2019

II. SUMMARY

- Summary review of monthly operational statistics for ParaCruz.
Comparing the monthly statistics of FY19 to the monthly statistics of FY20:
 - In October, the number of ParaCruz rides increased by: 327
 - In November, the number of ParaCruz rides increased by: 525
 - In December, the number of ParaCruz rides increased by: 351
- Summary review of monthly operational information about ParaCruz:
 - October number of total ParaCruz rides: 7,375
 - November number of total ParaCruz rides: 6,472
 - December number of total ParaCruz rides: 6,105

III. DISCUSSION/BACKGROUND

Comparing September 2019 statistics to October 2019, ParaCruz rides increased by 765. Comparing October 2019 statistics to November 2019, ParaCruz rides decreased by 903. Comparing November 2019 statistics to December 2019, ParaCruz rides decreased by 367.

ParaCruz is currently funded for 30 Paratransit Operators; one of these positions is vacant.

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Santa Cruz Metropolitan Transit District (METRO), providing shared ride, door-to-door demand-response transportation to customers certified

as having disabilities, which prevent them from independently using the fixed route bus.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO's Service Quality and Delivery.

V. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial considerations for this report.

VI. CHANGES FROM COMMITTEE

N/A.

VII. COORDINATION

This staff report has been coordinated with statistics provided by the Finance and Fleet Departments. The Eligibility Coordinator and Candis Almanza, Paratransit Supervisor, provided additional data.

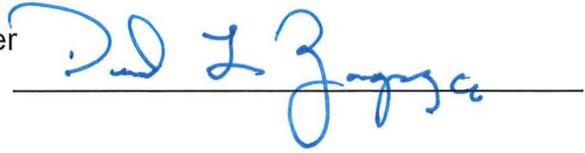
VIII. ATTACHMENTS

- Attachment A:** ParaCruz On-time Performance Charts for October, November and December.
- Attachment B:** Comparative Operating Statistics Tables for October, November and December.
- Attachment C:** Number of Rides Comparison Chart
- Attachment D:** Total Ride vs. Shared Ride Chart
- Attachment E:** Annual Miles Comparison Chart
- Attachment F:** Monthly Assessments
- Attachment G:** Top Monthly Ride Destinations for October, November and December

Prepared by: Daniel L. Zaragoza, Operations Manager, Paratransit Division

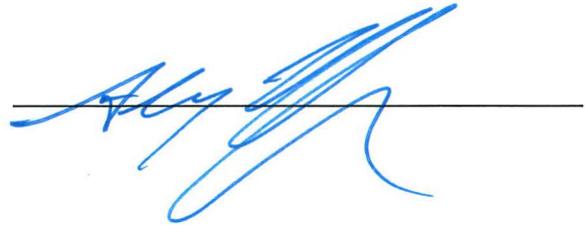
IX. APPROVALS

Daniel L. Zaragoza, Operations Manager
Paratransit Division



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Alex Clifford, CEO/General Manager



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Attachment A

ParaCruz On-time Performance Report for October 2019

	October 2018	October 2019
Total pick ups	7,048	7,375
Percent in “ready window” *	78.55%	96.47%
1 to 5 minutes late	6.67%	1.53%
6 to 10 minutes late	4.55%	.77%
11 to 15 minutes late	3.28%	.52%
16 to 20 minutes late	2.38%	.42%
21 to 25 minutes late	1.57%	.11%
26 to 30 minutes late	1.19%	.11%
31 to 35 minutes late	.72%	.04%
36 to 40 minutes late	.48%	.01%
41 or more minutes late (excessively late/missed trips)	.60%	.01%
Total beyond “ready window”	21.45%	3.53%

*Target: 90%

On-time Performance

During October, ParaCruz' on time performance increased by .61% from last month. Ridership increased from last month. ParaCruz had one Operator on long-term disability. The total number of available working ParaCruz Operators is now 25 per weekday, not including Operators annual leave.

A Customer Service Report is either a compliment, comment, or a complaint.

During the month of October 2019, ParaCruz received six Customer Service Reports. One of the reports was a valid complaint: a long wait time for a passenger to book a ride. Three were compliments for ParaCruz Operators. Two were not valid: a person confused about her ready window and a person who booked a ride to the wrong location.

Attachment A

ParaCruz On-time Performance Report for November 2019

	November 2018	November 2019
Total pick ups	5,947	6,472
Percent in “ready window”	78.41%	95.50%
1 to 5 minutes late	6.04%	1.41%
6 to 10 minutes late	5.26%	1.19%
11 to 15 minutes late	3.33%	.85%
16 to 20 minutes late	2.17%	.28%
21 to 25 minutes late	1.93%	.11%
26 to 30 minutes late	.86%	.12%
31 to 35 minutes late	.76%	.05%
36 to 40 minutes late	.52%	.03%
41 or more minutes late (excessively late/missed trips)	.75%	.02%
Total beyond “ready window”	21.59%	4.05%

*Target: 90%

On-time Performance

During November, ParaCruz' on time performance decreased by .97% from last month. Ridership decreased from last month. ParaCruz has one Operator on long-term disability. The total number of available working ParaCruz Operators is 25 per weekday, not including annual leave.

A Customer Service Report is either a compliment, comment, or a complaint.

During the month of November 2019, ParaCruz received five Customer Service Reports. Two were valid: a person complained that ParaCruz Operators had been using her driveway to turnaround ParaCruz vehicles and a person's ride was not booked correctly by a Customer Service Representative. Three were not valid: a person upset that they had to pay six dollars for a ride, a person missed their initial ride and was upset they had been charged sixteen dollars and a person was upset that he was dropped off last when riding with two other passengers.

Attachment A

ParaCruz On-time Performance Report for December 2019

	December 2018	December 2019
Total pick ups	5,754	6105
Percent in “ready window”	84.74%	95.14%
1 to 5 minutes late	4.71%	1.49%
6 to 10 minutes late	3.77%	1.41%
11 to 15 minutes late	2.69%	1.08%
16 to 20 minutes late	1.37%	.49%
21 to 25 minutes late	1.16%	.20%
26 to 30 minutes late	.56%	.15%
31 to 35 minutes late	.59%	.03%
36 to 40 minutes late	.28%	.00%
41 or more minutes late (excessively late/missed trips)	.12%	.02%
Total beyond “ready window”	15.26%	4.86%

*Target: 90%

On-time Performance

During December, ParaCruz' on time performance decreased by .36 % from last month. December had a decrease in ridership from last month. ParaCruz has one Operator on long-term disability. The total number of available working ParaCruz Operators is 25 per weekday, not including annual leave.

A Customer Service Report is either a compliment, comment, or a complaint.

During the month of December 2019, ParaCruz received three Customer Service Reports. Three were valid: two for late rides and one for a ride that was not booked correctly by a Customer Service Representative, causing the person to miss their ride.

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Attachment B

Comparative Operating Statistics through October 2019

	October 2018	October 2019	FY 19	FY 20	Performance Averages	Performance Goals
Requested	7,900	8,088	27,914	29,085	7,098	
Performed	7,048	7,375	24,888	25,868	6,20	
Cancels	20.00%	20.36%	20.74%	21.66%	23.16%	
No Shows	3.56%	3.86%	3.70%	3.88%	3.78%	Less than 3%
Total miles	55,331	56,440	205,554	200,835	49,503	
Av trip miles	5.91	5.47	6.19	5.64	6.04	
Within ready window	78.55%	96.47%	81.51%	94.67%	89.16%	90.00% or better
Call center volume	6,091	5,756	22,252	25,868	N/A	
Hold times less than 2 minutes	96.01%	95.99%	95.36%	94.32%	N/A	Greater than 90%
Distinct riders	721	722	1,119	1,142	683	
Most frequent rider	52 rides	60 rides	171 rides	171 rides	58 rides	
Shared rides	68.4%	62.3%	65.4%	60.2%	62.95%	Greater than 60%
Passengers per rev hour	2.11	1.86	1.67	1.86	1.92	Greater than 1.6 passengers/hour
Rides by supplemental providers	N/A	N/A	N/A	N/A	N/A	No more than 25%
Vendor cost per ride	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	73.62%	63.24%	65.11%	64.19%	63.59%	
Rides > 10	26.38%	36.76%	34.89%	35.81%	36.41%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	42	1	70	21	12	
Excessively Long Trips	5	1	12	3	1.50	New Stat Jan 2017
# Trips at Base Fare	4,597	4,516	15,741	16,107	3878	
# Trips > Base Fare	1,214	1,370	4,482	4,646	1,099	

Attachment B

Comparative Operating Statistics through November 2019

	November 2018	November 2019	FY 19	FY 20	Performance Averages	Performance Goals
Requested	7,307	7,483	35,221	36,568	7,112	
Performed	5,947	6,472	30,835	32,340	6,250	
Cancels	26.10%	23.77%	21.85%	22.10%	22.96%	
No Shows	4.35%	4.50%	3.83%	4.01%	3.79%	Less than 3%
Total miles	49,990	49,242	255,500	250,077	49,150	
Av trip miles	6.32	5.32	6.25	5.58	5.80	
Within ready window	78.41%	95.50%	80.91%	94.93%	90.58%	90.00% or better
Call center volume	5,601	5,306	10774	32,340	N/A	information not available
Hold times less than 2 minutes	93.48%	93.90%	94.08%	94.32%	N/A	Greater than 90%
Distinct riders	662	700	1,204	700	685	
Most frequent rider	47 rides	52 rides	197 rides	215 rides	58 rides	
Shared rides	66.3%	62.7%	66.3%	60.7%	62.65%	Greater than 60%
Passengers per rev hour	2.02	1.85	1.96	1.84	1.85	Greater than 1.6 passengers/hour
Rides by supplemental providers	N/A	N/A	N/A	N/A	N/A	No more than 25%
Vendor cost per ride	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	62.55%	63.83%	62.47%	64.12%	63.60%	
Rides > 10	37.45%	36.17%	37.53%	35.88%	36.40%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	43	1	113	22	8.50	N/A
Excessively Long Trips	2	2	14	5	1.50	New Stat Jan 2017
# Trips Base Fare	3,848	3,943	19,589	20,050	3,888	
# Trips > Base Fare	1,061	1,234	5,543	5,880	1,113	

Attachment B

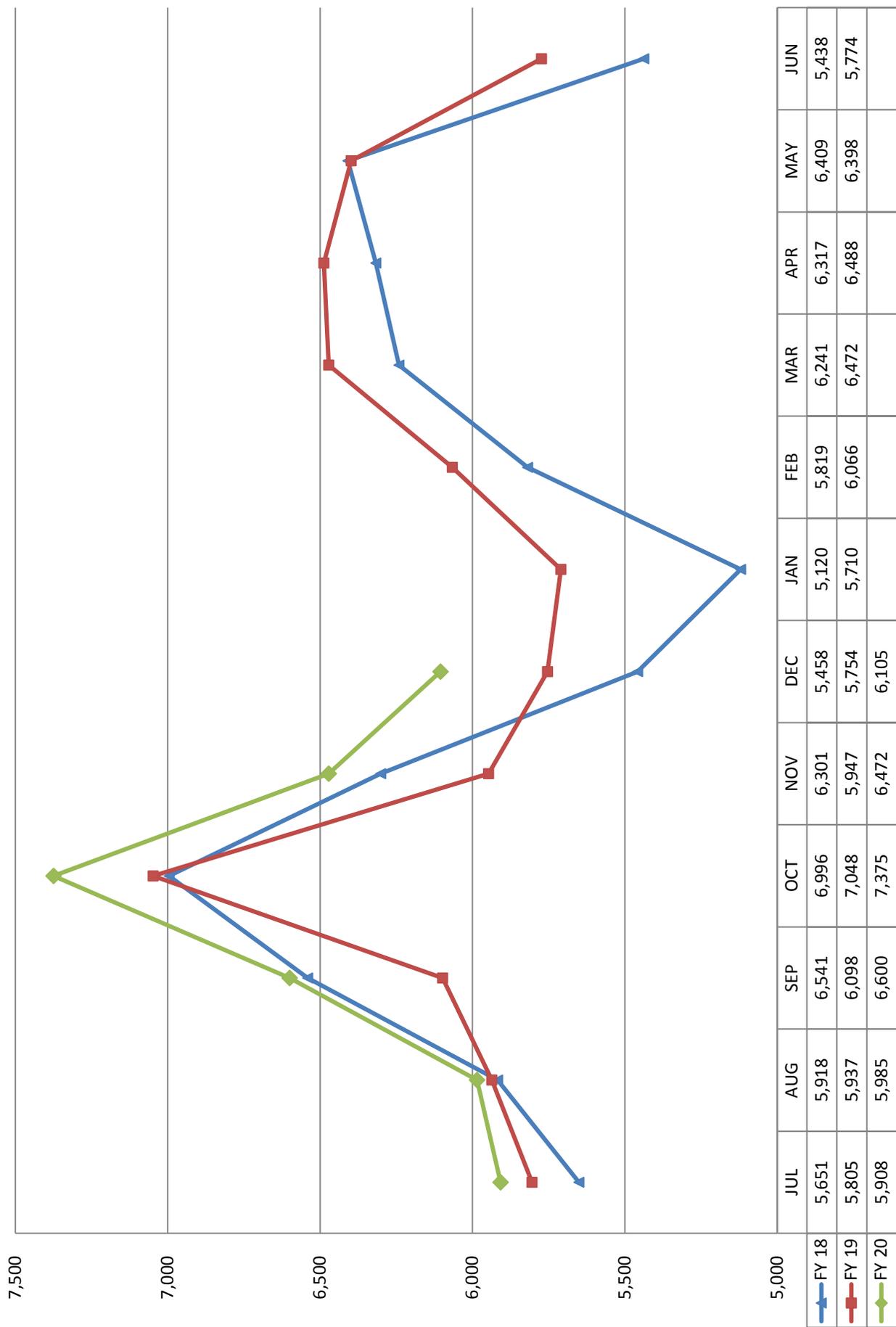
Comparative Operating Statistics through December 2019

	December 2018	December 2019	FY 19	FY 20	Performance Averages	Performance Goals
Requested	6,565	7,237	41,786	43,805	7,082	
Performed	5,754	6,105	36,589	38,445	6,179	
Cancels	24.22%	26.28%	22.23%	22.79%	23.13%	
No Shows	4.08%	4.38%	3.87%	4.07%	3.76%	Less than 3%
Total miles	46,501	48,591	302,001	298,668	49,120	
Av trip miles	5.97	5.58	6.18	5.58	5.92	
Within ready window	84.74%	95.14%	81.52%	94.96%	87.66%	90.00% or better
Call center volume	N/A	5,832	N/A	38,445	N/A	information not available
Hold times less than 2 minutes	N/A	87.45%	N/A	93.10%	N/A	Greater than 90%
Distinct riders	671	691	1,262	1,319	683	
Most frequent rider	54 rides	44 rides	233 rides	257 rides	57 rides	
Shared rides	64.2%	59.1%	64.2%	60.5%	63.46%	Greater than 60%
Passengers per rev hour	2.01	1.80	1.97	1.83	1.94	Greater than 1.6 passengers/hour
Rides by supplemental providers	N/A	N/A	N/A	N/A	N/A	No more than 25%
Vendor cost per ride	N/A	N/A	N/A	N/A	N/A	
Rides < 10 miles	61.47%	62.96%	62.31%	63.94%	64.35%	
Rides > 10	38.53%	37.04%	37.69%	36.06%	35.65%	
Denied Rides	0	0	0	0	0	Zero
Missed Trips	7	1	120	23	16	N/A
Excessively Long Trips	2	1	16	15	1.83	New Stat Jan 2017
# Trips Base Fare	3,644	3,700	23,233	23,750	3885	
# Trips > Base Fare	912	1,078	6,455	6,958	1,086	

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Attachment C

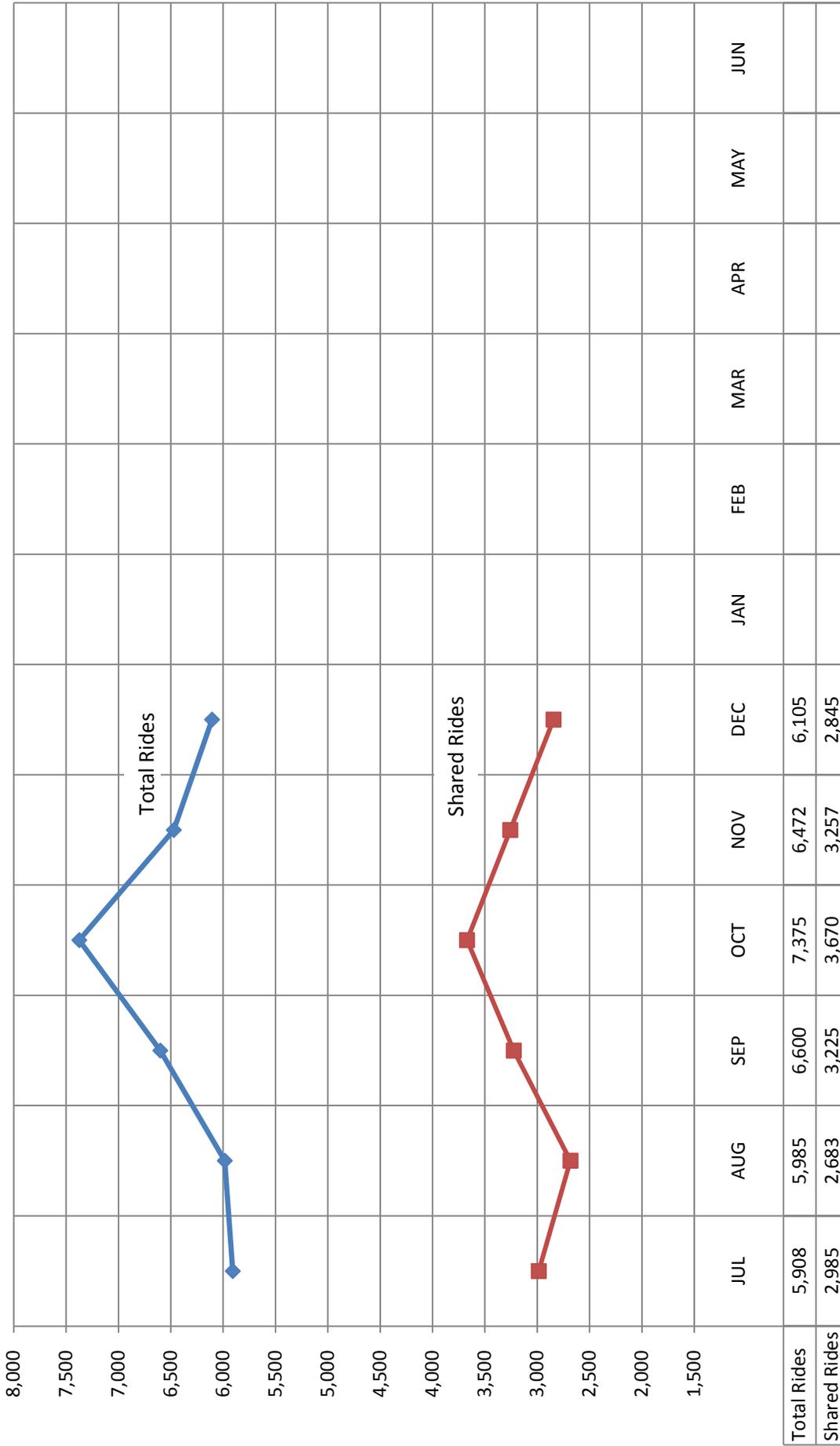
Number of Rides Comparison



ParaCruz Operations Status Report

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Total Ride vs. Shared Ride Count

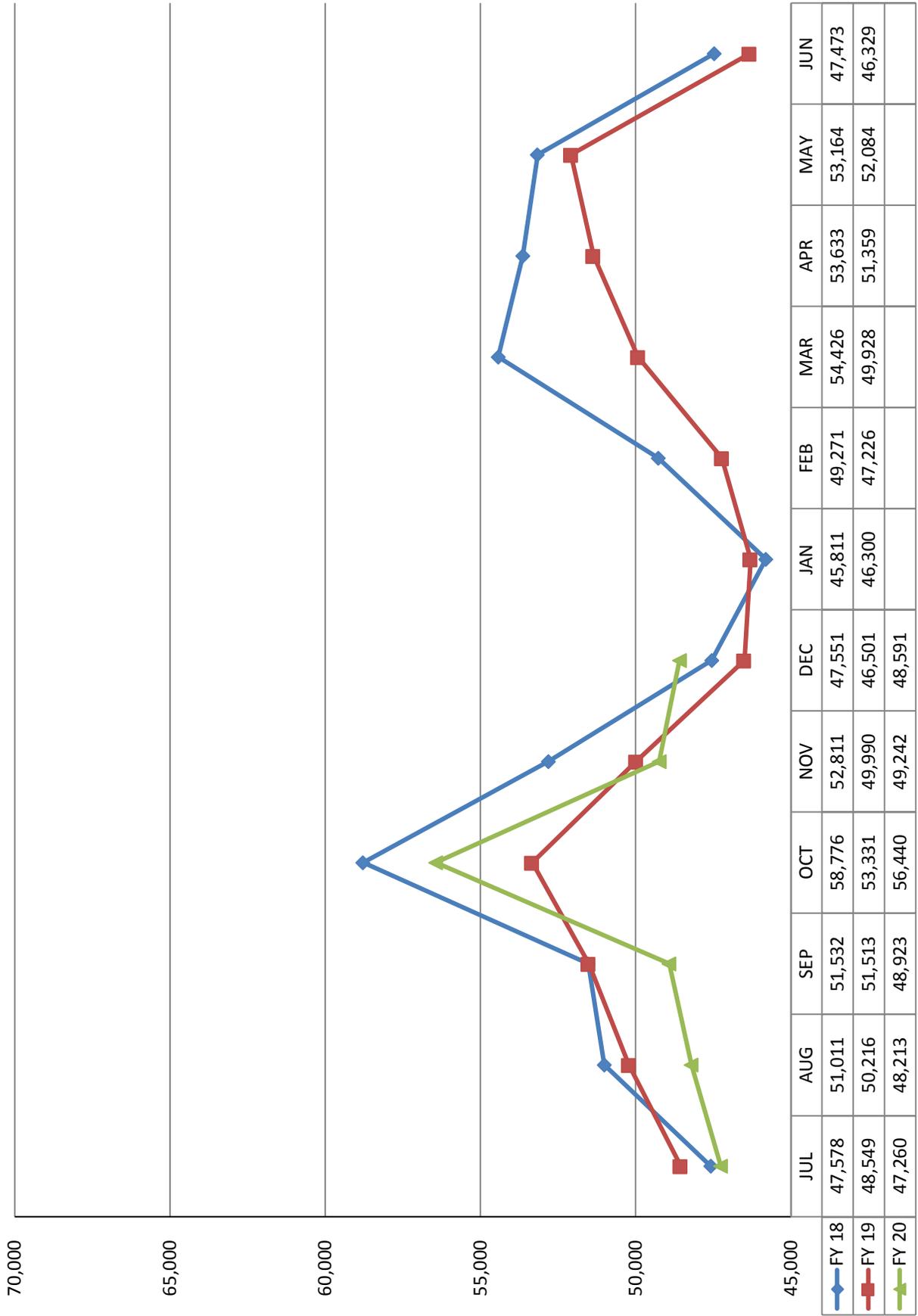


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Attachment E

Annual Miles Comparison



9-06E.1

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Attachment F

Monthly Assessments

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
OCTOBER 2018	36	0	0	0	0	36
NOVEMBER 2018	26	1	0	0	0	27
DECEMBER 2018	17	0	0	0	0	17
JANUARY 2019	21	1	2	0	0	23
FEBRUARY 2019	10	0	0	1	0	11
MARCH 2019	30	0	1	0	0	31
APRIL 2019	17	1	2	3	2	25
MAY 2019	27	1	0	2	0	30
JUNE 2019	13	0	1	1	1	16
JULY 2019	16	0	0	2	0	18
AUGUST 2019	25	1	0	5	0	31
SEPTEMBER 2019	27	1	0	2	0	30

Number of Eligible Riders for the month of October 2019 = 3,597

Number of Eligible Riders for the month of November 2019 = 3,715

Number of Eligible Riders for the month of December 2019 = 3,644

Unrestricted: If, because of a disability, a person can never use the fixed route bus service under any condition.

Restricted: If a person can use fixed route bus service for some trips, then they may be determined eligible but restricted from those trips that they could make using the fixed route bus system.

Immediate need: If, due to unforeseeable circumstances, a person may need transportation before completing the eligibility process, they may be provided with immediate need eligibility for up to 14 days.

Temporary: If a person has a limited term condition that prevents them from using the fixed route service system.

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Attachment G

Top Ride Destinations

LOCATION	JULY	AUGUST	SEPTEMBER	TOTAL
Cabrillo College Stroke Center	242	72	347	661
Satellite Dialysis - Capitola	142	173	160	475
Satellite Dialysis - Watsonville	81	86	75	242
Palo Alto Medical Foundation- Soquel Ave. Location	82	52	77	211
Dominican Rehab Center Fredrick St. Facility	82	52	77	185
Dominican Hospital	67	53	49	169
Soquel High School Special Education	36	23	54	113
Watsonville Community Hospital	42	37	30	109
Mid-County Senior Center	36	34	39	109
In Shape Gym - Capitola	35	34	31	100
Dominican Rehab Center Madrone St. Facility	24	26	30	80
Santa Cruz Office of Education	5	24	33	62

Number of rides for the month of October 2019 = **5,908**

Number of rides for the month of November 2019 = **5,985**

Number of rides for the month of December 2019 = **6,600**

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DATE: February 28, 2020
TO: Board of Directors
FROM: Jayme Ackemann, Acting Planning & Development Manager
SUBJECT: ACCEPT AND FILE THE METRO SYSTEM RIDERSHIP REPORTS FOR THE SECOND QUARTER OF FY20

I. RECOMMENDED ACTION

That the Board of Directors accept and file the METRO system ridership report for the second quarter of FY20

II. SUMMARY

- FY20 Q2 total ridership increased 0.3% (+3,892) compared to FY19 Q2.
- Non-student ridership decreased 2.9% (-12,989)
- Highway 17 ridership decreased 2.2% (-1,641)
- UCSC ridership increased 3.1% (+24,279)
- Cabrillo College ridership decreased 6.2% (-5,757)

III. DISCUSSION/BACKGROUND

- 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 FY20 (October 1 – December 31, 2019). Quarterly ridership reports keep the Board of Directors apprised of METRO's ridership statistics and ridership trends:
 - Attachment A shows system-wide and college student ridership statistics for Q2 of FY20 and makes year-over year comparisons with ridership statistics.
 - Attachment B shows the average ridership and pass/fare usage per route and system-wide.
- FY20 Q2 total fixed-route ridership increased 0.3% compared to FY19 Q2.
- Reason(s) include:
 - Local ridership increased 0.4%. Ridership on local routes was 94.9% of total fixed route ridership.
 - Non-Student ridership on METRO's local system decreased 2.9%. Non-students were 32.4% of all local ridership this quarter.

- A recent study from the University of Kentucky, presented at the Transportation Research Board's annual meeting, indicated that bus ridership can be expected to annually decrease by 1.7% for every year after Transportation Network Companies (TNCs) enter a market.
- While, non-student ridership is decreasing, there are some metrics displaying positive indicators towards increased transit use:
 - Data provided by the American Public Transportation Association (APTA) through Q1 of FY20 recorded a national bus ridership increase of 0.6%, as compared to the quarter prior.
 - Bay Area gas prices are up 2.9% year-over-year. Increased fuel costs can have slight short-term and more significant aggregate effects on bus ridership.
 - Data provided by the California New Vehicle Registrations through Q1 of FY20 year-over-year reveals that new car sales declined 5.1%, and used car sales stayed relatively flat (+0.8%). There is an inverse relationship between car ownership and transit use.
- Student pass usage increased 2.1%
 - Total UCSC ridership increased 3.1%
 - Average weekday and weekend UCSC ridership increased 2.9% and 4.0%, respectively.
 - Average weekday and weekend UCSC ridership per trip grew 1.6% and 2.3%, respectively.
 - Cabrillo ridership decreased 6.2%
 - This is the fourth consecutive quarter with decreased Cabrillo ridership since the implementation of the Cabrillo Bus Pass in Q1 of FY17.
 - Cabrillo College reported decreased enrollment for the spring 2019 semester. However, estimated fall 2019 enrollment was 12,548 (+6.7%). This may be an indication that spring 2020 Cabrillo ridership will increase compared to the previous year.
- Highway 17 ridership decreased 2.2%. Ridership on the commuter route was 5.4% of total fixed route ridership.
 - (a) Increased telecommuting results in less riders utilizing transit daily.
 - (i) An on-board survey conducted in the spring of FY19 indicated that, 24.8% of Hwy 17 riders utilize the service only 1-3 days per week.
 - (b) Greater use of this commuter service by full or part-time students who do not need to commute daily

- (i) 52.4% of survey respondents on the Highway 17 identified themselves as full or part-time students.
- Quarterly discounted ridership decreased 6.6% [Passes -6.6% and Cash - 6.5%]
- Reason(s) include:
 - Paracruz ridership increased 6.5% compared to Q2 of FY20
- Regular pass and cash fares decreased 1.1% [Passes +0.2% and Cash - 2.4%].
- Reason(s) include:
 - Loss of discretionary riders.
 - (a) Slower speeds due to street and highway congestion.
 - (i) The most recent Caltrans Average Annual Daily Traffic Counts reports that the volume of cars on Highway 1 and Highway 17 increased by 7.3% and 6.2%, year-over-year.
 - (ii) Increased use of ride-hailing is also contributing to greater congestion on the highways, particularly in dense urban areas.
 - (b) METRO is in the process of implementing improvements to its service, such as a smartphone app to provide real-time location of buses, a parking app for Hwy 17 Express overnight trips, and the ability to purchase Highway 17 Express bus passes online.

Attachment B shows average ridership per trip for all weekday and weekend routes in Q2 of FY20.

- Total ridership per trip increased 1.2% [WD +0.9% and WE +2.8%].

System-wide, there are 32 riders on the average weekday trip and an average of 28 riders per trip on weekends.

- The weekday route with the highest ridership average is Route 15
 - This route serves UCSC via Laurel West.
 - The high ridership level per trip is largely due to the implementation of articulated buses on many of these trips. Furthermore, the route 15 runs only during the UCSC is in session. This results in consistently high trip loads because the service only runs when demand is highest.
- The weekend route with the highest ridership average is route 16.
 - (a) This route serves UCSC via Laurel East.
 - (b) This route has the highest level of service of all weekend routes

- The weekday and weekend route with the lowest ridership average is Route 79.
 - This route serves Pajaro/East Lake. Outreach efforts for the upcoming Watsonville Circulator have identified some potential locations that this route could be altered to serve, which may increase ridership on this route. Other options to increase span or frequency will be considered as resources allow.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This staff report pertains to METRO's Service Quality and Delivery.

V. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY20 operating budget.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VIII. ATTACHMENTS

Attachment A: Quarterly System Ridership Summary for FY20 Q1 October 1 – December 31, 2019

Attachment B: Quarterly Average Ridership by Route Report for FY20 Q1 October 1 – December 31, 2019

Prepared by: Cayla Hill, Planning Analyst

IX. APPROVALS

Jayne Ackemann, Acting
Planning and Development Director



Approved as to fiscal impact:
Angela Aitken, CFO

allow for AA

Alex Clifford, CEO/General Manager



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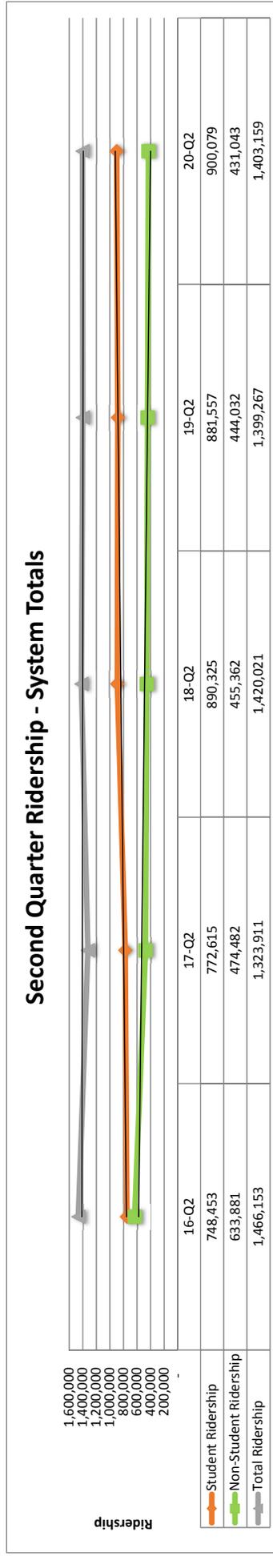
Quarterly System Ridership Summary

FY20 Q2 (October 1 - December 31, 2019)

Calendar Operating Days		Discounted Pass Usage (Senior/Disabled)			Regular Pass Usage				
	This Year	Last Year	FY20 Q2	FY19 Q2	Quarterly Totals (Q2)	This Year	Last Year	Quarterly Totals (Q2)	
Weekdays	63	63	95,963	102,710	(6,747)	133,569	133,872	(303)	-0.2%
Weekends	29	29				35,331	33,368	1,963	5.9%
UCSC School Days *	46	47				6,095	6,784	(689)	-10.2%
Cabrillo School Days **	51	52				2,136	2,808	(672)	-23.9%
Total Pass Usage						177,131	176,832	299	0.2%

Discounted Cash Usage (Senior/Disabled)		Regular Cash Usage		
	This Year	Last Year	Quarterly Totals (Q2)	
Local Single Cash Fare	50,441	53,867	(3,426)	-6.4%
Hwy 17 Single Cash Fare	4,809	5,248	(439)	-8.4%
Total Cash Usage	55,250	59,115	(3,865)	-6.5%

System Totals		Student Pass Totals		
	FY20 Q2	FY19 Q2	Quarterly Totals (Q2)	
Local Fixed Route	1,331,122	1,325,589	5,533	0.4%
Highway 17 Express	72,037	73,678	-1,641	-2.2%
System Total	1,403,159	1,399,267	3,892	0.3%



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Quarterly Average Ridership by Route Report

October 1, 2019 - December 31, 2019		Average Weekday Ridership per Trip					Average Weekend Ridership per Trip				
Route	Corridor	Total Riders	UCSC Riders %	Cabrillo Riders %	Discount Fares and Passes %	Regular Passes %	Total Riders	UCSC Riders %	Cabrillo Riders %	Discount Fares and Passes %	Regular Passes %
UCSC											
10	UCSC via High St.	58	96%	0%	1%	2%	53	93%	0%	2%	1%
15	UCSC via Laurel West	71	97%	0%	1%	1%					
16	UCSC via Laurel East	69	97%	0%	1%	1%	67	95%	0%	1%	1%
19	UCSC via Lower Bay	55	95%	1%	2%	1%	58	92%	1%	3%	1%
20	UCSC via West Side	52	88%	2%	4%	4%	63	90%	1%	2%	2%
20D	UCSC via West Side Supp.	47	98%	0%	0%	1%					
22	UCSC/Coastal Science Campus	55	99%	0%	0%	0%					
Intercity											
35/35A	Santa Cruz/Scotts Valley/SLV	16	5%	7%	24%	31%	18	4%	5%	29%	24%
69A	Capitola Road/Watsonville	25	9%	8%	30%	17%	22	12%	7%	26%	14%
69W	Cap. Road/Cabrillo/Watsonville	29	9%	26%	22%	16%	24	11%	9%	26%	17%
71	Santa Cruz to Watsonville	31	6%	21%	24%	17%	23	5%	8%	29%	18%
91X	Santa Cruz/Watsonville Express	17	5%	46%	15%	12%					
Rural											
40	Davenport/North Coast	7	3%	2%	9%	35%					
41	Bonny Doon	7	32%	8%	13%	23%					
42	Davenport/Bonny Doon	14	29%	3%	15%	24%	12	19%	2%	28%	19%
Local											
3	Mission/Beach	9	34%	6%	27%	21%	9	42%	4%	28%	14%
4	Harvey West/Emeline	14	11%	4%	50%	25%					
55	Rio Del Mar	15	2%	45%	24%	10%	9	1%	17%	50%	13%
66	Live Oak via 17th	14	15%	8%	30%	21%	13	14%	5%	35%	19%
68	Like Oak via Broadway/Portola	12	21%	8%	28%	19%	11	15%	6%	30%	15%
72	Watsonville Hospital/Pinto Lake	14	1%	10%	32%	11%	8	1%	9%	35%	12%
74S	PVHS/Watsonville Hospital	17	0%	3%	9%	19%					
75	Green Valley Road	14	0%	10%	38%	12%	12	0%	5%	41%	12%
79	Pajaro/East Lake	4	1%	15%	34%	16%	4	0%	6%	37%	7%
Highway 17											
Hwy 17	Hwy 17 Express	15	-	-	8%	44%	19	-	-	7%	16%
Avg. Ridership per Trip		32	59.4%	6.78%	10.2%	9.7%	28	49.3%	3.54%	14.3%	9.5%

53 Calendar School Days of SJSU
 51 Calendar School Days of Cabrillo
 46 Calendar School Days of UCSC

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DATE: February 28, 2020
TO: Board of Directors
FROM: Rufus Francis, Safety, Security and Risk Management Director
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Approve Staff Recommendations for Claims for the Month of February 2020

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 three claims for the month of February 2020 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 VIII.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO's Financial Stability, Stewardship and Accountability.

V. FINANCIAL CONSIDERATIONS/IMPACT

None

VI. CHANGES FROM COMMITTEE

N/A

VII. 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)).

VIII. DESCRIPTION OF CLAIMS

Claimant	Claim #	Description	Recommended Action
Silva-Grizzle, Kathryn	20-0003	Claimant alleges that a METRO bus sideswiped her stopped car at a red light. Amount of claim: \$1,425.74.	Reject
Palmadessa, Steve	20-0004	Claimant alleges that METRO is liable for his injuries when he fell while on the bus. Amount of claim: Over \$25,000.	Reject
Cruz Argüello, Beatriz	20-0005	Claimant alleges that METRO is responsible for paying her ambulance bill. Amount of claim: \$4,516.22	Reject

Prepared by: Tom Szestowicki, Safety Specialist

IX. APPROVALS

Rufus Francis, Safety, Security
and Risk Management Director



Alex Clifford, CEO/General Manager



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DATE: February 28, 2020

TO: Board of Directors

FROM: Angela Aitken, Chief Financial Officer

**SUBJECT: CONSIDER APPROVAL OF SEIU, LOCAL 521 BASE WAGE SCALES
AND RELATED CONTRACT LANGUAGE**

I. RECOMMENDED ACTION

That the Board of Directors approve SEIU, Local 521 base wage scales and related contract language

II. SUMMARY OF ISSUES

- SEIU Local 521 exercised its option within the contractually required timeframe to open and negotiate their contract.
- Multiple tentative agreements were mutually agreed to and approved by the Santa Cruz Metropolitan Transit District (METRO) Board of Directors (Board) on October 25, 2019.
- SEIU and METRO have reached an agreement of how the base wage scales will be calculated for base wage rate and longevity.
- Staff recommends the approval of the tentative agreement regarding the new base wage scales for the next three years of the agreed-to contract with SEIU.

III. DISCUSSION/BACKGROUND

SEIU Local 521 exercised its option within the contractually required timeframe to open and negotiate their contract in the spring of 2019. Multiple tentative agreements were mutually agreed to and approved by the Board on October 25, 2019. SEIU and METRO have reached an agreement of how the SEIU base wage scales will be calculated for base wage rate and longevity purposes.

Staff is recommending approval of the tentative agreement regarding the new base wage scales for the next three years of the agreed-to contract with SEIU.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO's Financial Stability, Stewardship & Accountability.

V. FINANCIAL CONSIDERATIONS/IMPACT

Funding to support the proposed base wage scales with SEIU Local 521 is within the Board authority given to METRO's Chief Negotiator.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

Do not approve the base wage scales and related contract language. Staff does not recommend this. The new base wage scales are required to pay the employees and factor retirement wages by CalPERS.

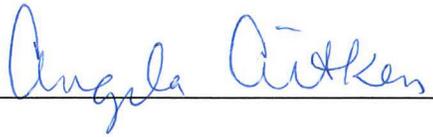
VIII. ATTACHMENTS

- Attachment A:** SEIU Tentative Agreement regarding Articles 10.1 and 10.2
- Attachment B:** SEIU Wage Scale FY20, Effective June 27, 2019
- Attachment C:** SEIU Wage Scale FY21, Effective June 25, 2020
- Attachment D:** SEIU Wage Scale FY22, Effective June 24, 2021

Prepared by: Angela Aitken, Chief Financial Officer

VII. APPROVALS

Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager



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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND SEIU LOCAL 521 Attachment A

2019 CONTRACT NEGOTIATIONS

TENTATIVE AGREEMENT REGARDING ARTICLES 10.1 AND 10.2

December 12, 2019

Article 10.1 Pay Rates

The following process was used to create the base wage rates that shall be in effect as of June 27, 2019 (first day of the pay period that encompasses July 1, 2019) FY20, using the **Modified Table 9 SEIU CPS Study as of 10/07/19**:

1. Establish Step 6 for all SEIU positions, as per Table 9 (Original as of 5-23-2019 and Modified addition to Original Table 9 as of 10-7-2019)						
SERIES	LEVEL	UNION	TITLE	FACTOR	PROPOSED NEW MAX BASE	HOURLY RATE: STEP 6
Custodial	BENCHMARK_JOURNEY	SES	Custodial Service Worker	1	\$ 3,737	\$ 21.56
Custodial	ADVANCED - LEAD	SES	Lead Custodial Service Worker	1.2	\$ 4,484	\$ 25.87
Custodial	SUPERVISOR II	SEP	Custodial Supervisor	1.35	\$ 5,045	\$ 29.11
Facilities Maintenance	ENTRY LEVEL	SES	Facilities Maintenance Worker I	0.9	\$ 4,633	\$ 26.73
Facilities Maintenance	BENCHMARK_JOURNEY	SES	Facilities Maintenance Worker II	1	\$ 5,148	\$ 29.70
Facilities Maintenance	ADVANCED - LEAD	SES	Lead Facilities Maintenance Worker	1.2	\$ 6,178	\$ 35.64
Facilities Maintenance	SUPERVISOR II	SEP	Facilities Maintenance Supervisor	1.35	\$ 6,950	\$ 40.10
Vehicle Service	ENTRY LEVEL	SEV	Vehicle Service Worker I	0.9	\$ 3,713	\$ 21.42
Vehicle Service	BENCHMARK_JOURNEY	SEV	Vehicle Service Worker II	1	\$ 4,125	\$ 23.80
Vehicle Service	ADVANCED	SEV	Vehicle Service Detailer	1.1	\$ 4,538	\$ 26.18
Vehicle Service	ADVANCED - LEAD	SEV	Lead Vehicle Service Worker	1.2	\$ 4,950	\$ 28.56
Upholsterer	JOURNEY	SEV	Upholsterer I	0.85	\$ 4,952	\$ 28.57
Upholsterer	ADVANCED	SEV	Upholsterer II	1.1	\$ 5,447	\$ 31.43
Vehicle Body Repair Mechanic	JOURNEY	SEV	Vehicle Body Repair Mechanic	1	\$ 5,447	\$ 31.43
Mechanic	ENTRY LEVEL	SEV	Mechanic I	0.9	\$ 5,243	\$ 30.25
Mechanic	BENCHMARK_JOURNEY	SEV	Mechanic II	1	\$ 5,826	\$ 33.61
Mechanic	ADVANCED	SEV	Mechanic III	1.1	\$ 6,409	\$ 36.98
Mechanic	ADVANCED - LEAD	SEV	Lead Mechanic	1.2	\$ 6,991	\$ 40.33
Mechanic	SUPERVISOR II	SEP	Fleet Maintenance Supervisor	1.35	\$ 7,865	\$ 45.38
Parts	JOURNEY	SEV	Parts and Materials Clerk	0.9	\$ 4,931	\$ 28.45
Parts	ADVANCED - LEAD	SEV	Lead Parts and Materials Clerk	1.2	\$ 5,917	\$ 34.14
Parts	SUPERVISOR II	SEP	Parts and Materials Supervisor	1.35	\$ 6,657	\$ 38.41
Customer Service	BENCHMARK_JOURNEY	SES	Customer Service Representative	1	\$ 4,401	\$ 25.39
Customer Service	ADVANCED - LEAD	SES	Senior Customer Service Representative	1.2	\$ 5,281	\$ 30.47
Customer Service	SUPERVISOR II	SEP	Customer Service Supervisor	1.35	\$ 5,941	\$ 34.28
Administrative	ENTRY LEVEL	SES	Administrative Clerk	0.9	\$ 4,589	\$ 26.48
Administrative	BENCHMARK_JOURNEY	SES	Administrative Assistant	1	\$ 5,099	\$ 29.42
Administrative	ADVANCED	SES	Administrative Specialist	1.1	\$ 5,609	\$ 32.36
Administrative	SUPERVISOR I	SEP	Administrative Supervisor	1.275	\$ 6,501	\$ 37.51
Accounting Technician	ENTRY LEVEL	SES	Accounting Technician	0.9	\$ 5,243	\$ 30.25
Accounting Technician	BENCHMARK_JOURNEY	SES	Senior Accounting Technician	1	\$ 5,826	\$ 33.61
Accounting Technician	ADVANCED	SES	Accounting Specialist	1.1	\$ 6,409	\$ 36.98
Accounting	BENCHMARK_JOURNEY	SES	Accounting Clerk	1	\$ 4,401	\$ 25.39
Payroll Specialist	BENCHMARK_JOURNEY	SES	Payroll Specialist	1	\$ 5,353	\$ 30.88
Payroll Specialist	ADVANCED - LEAD	SES	Senior Payroll Specialist	1.2	\$ 6,424	\$ 37.06
Accountant	BENCHMARK_JOURNEY	SES	Accountant I	1	\$ 6,631	\$ 38.26
Accountant	ADVANCED	SES	Accountant II	1.1	\$ 7,294	\$ 42.08
Transit Supervisor	SUPERVISOR II	SEP	Transit Supervisor	1	\$ 6,879	\$ 39.69
Safety & Training	SUPERVISOR I	SEP	Assistant Safety & Training Coordinator	0.925	\$ 7,100	\$ 40.96
Safety & Training	BENCHMARK_SUPERVISOR II	SEP	Safety & Training Coordinator	1	\$ 7,676	\$ 44.28
Safety & Training Program Specialist	ENTRY LEVEL	SES	Safety and Training Program Specialist I	0.9	\$ 7,742	\$ 44.67
Safety & Training Program Specialist	BENCHMARK_JOURNEY	SES	Safety and Training Program Specialist II	1	\$ 8,602	\$ 49.63
Information Technology Support Analyst	ENTRY LEVEL	SES	Information Technology Support Analyst I	0.9	\$ 5,403	\$ 31.17
Information Technology Support Analyst	BENCHMARK_JOURNEY	SES	Information Technology Support Analyst II	1	\$ 6,003	\$ 34.63
Systems Administrator	BENCHMARK_JOURNEY	SES	Systems Administrator	1	\$ 9,053	\$ 52.23
Systems Administrator	ADVANCED	SES	Senior Systems Administrator	1.1	\$ 9,958	\$ 57.45
Transportation Planner	ENTRY LEVEL	SES	Transportation Planner I	0.9	\$ 6,696	\$ 38.63
Transportation Planner	BENCHMARK_JOURNEY	SES	Transportation Planner II	1	\$ 7,440	\$ 42.92
Transportation Planner	ADVANCED - LEAD	SES	Senior Transportation Planner	1.2	\$ 8,928	\$ 51.51
Transportation Planner	SUPERVISOR II	SEP	Transportation Planning Supervisor	1.35	\$ 10,044	\$ 57.95
Planning Aide Series	ENTRY LEVEL	SES	Planning Aide	1	\$ 4,271	\$ 24.64
Planning Data Analyst	JOURNEY	SES	Planning Data Analyst	1	\$ 6,631	\$ 38.26
Claims Technician	ENTRY LEVEL	SES	Claims Technician I	0.9	\$ 4,781	\$ 27.58
Claims Technician	BENCHMARK_JOURNEY	SES	Claims Technician II	1	\$ 5,312	\$ 30.65
Purchasing	BENCHMARK_JOURNEY	SES	Buyer	1	\$ 5,479	\$ 31.61
Purchasing	ADVANCED - LEAD	SES	Purchasing Agent	1.2	\$ 6,575	\$ 37.93
Financial Analyst	BENCHMARK_JOURNEY	SES	Financial Analyst	1	\$ 8,025	\$ 46.30
Financial Analyst	ADVANCED	SES	Senior Financial Analyst	1.1	\$ 8,828	\$ 50.93
Rev Collection	BENCHMARK_JOURNEY	SES	Revenue Collection Clerk	1	\$ 4,159	\$ 23.99
Rev Collection	SUPERVISOR II	SEP	Revenue Collection Supervisor	1.35	\$ 5,615	\$ 32.39
Revenue Account	JOURNEY	SES	Revenue Account Coordinator	1.05	\$ 4,621	\$ 26.66
Paralegal	BENCHMARK_JOURNEY	SES	Paralegal I	1	\$ 6,631	\$ 38.26
Paralegal	ADVANCED	SES	Paralegal II	1.1	\$ 7,294	\$ 42.08
Benefits Technician	BENCHMARK_JOURNEY	SES	Benefits Technician	1	\$ 5,353	\$ 30.88
Electronic Technician	ADVANCED	SEV	Electronic Technician	1	\$ 6,879	\$ 39.69
HR Clerical	BENCHMARK_JOURNEY	SES	Human Resources Clerk	1	\$ 4,633	\$ 26.73
HR Clerical	ADVANCED	SES	Human Resources Specialist	1.1	\$ 5,096	\$ 29.40
HR Tech	JOURNEY	SES	Human Resources Technician	1	\$ 5,353	\$ 30.88
HR Generalist	ADVANCED	SES	Principal Human Resources Generalist	1	\$ 6,879	\$ 39.69
Grants	JOURNEY	SES	Grants/Legislative Analyst	1	\$ 7,440	\$ 42.92
Legal Sec	JOURNEY	SES	Legal Secretary	1	\$ 4,633	\$ 26.73
AS Coordinator	JOURNEY	SES	Accessible Services Coordinator	0.8	\$ 5,305	\$ 30.61
Para Elig Coordinator	JOURNEY	SES	Paratransit Eligibility Coordinator	1	\$ 6,631	\$ 38.26
Scheduling Series	JOURNEY	SES	Scheduling Analyst	1	\$ 6,631	\$ 38.26
Purchasing Assistant	ADVANCED	SES	Purchasing Assistant	1.1	\$ 6,027	\$ 34.77



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT Attachment A
AND SEIU LOCAL 521**

2019 CONTRACT NEGOTIATIONS

Formulas used:	
- For Benchmark positions (Journey and Supervisor):	1 ROUND(Proposed New Monthly Max Base x 12 / 2080, 2)
- For Advanced, Advanced - Lead, Entry Level, Journey, and Supervisor positions, where Benchmarks exist:	1 ROUND(Factor x Proposed New Monthly Base for the Benchmark position in the Series, 0) 2 ROUND(Proposed New Monthly Max Base, as calculated above x 12 / 2080, 2)
- For Advanced, Advanced - Lead, Entry Level, Journey, and Supervisor positions, where NO Benchmarks exist:	1 ROUND(Proposed New Monthly Max Base x 12 / 2080, 2)

*(see Attachment A – Benchmark Map)

2. Establish the NEW wage scale for SEIU with 5% Spread between the steps .	
Formulas Used:	
Step 6	Established, as per above (1)
Step 5	ROUND(Step 6/ 1.05, 2)
Step 4	ROUND(Step 5/ 1.05, 2)
Step 3	ROUND(Step 4/ 1.05, 2)
Step 2	ROUND(Step 3/ 1.05, 2)
Step 1	ROUND(Step 2/ 1.05, 2)
Formulas Used for Longevity:	
L:	Round(Base Step x 0.05, 2) + Base Step
LL:	Round(Base Step x 0.05, 2) + L

*(see Attachment B – FY20: Effective June 27, 2019)

3. FY21: Apply 1.5% COLA at Step 1 for all SEIU positions, then recalculate Steps 2 - 6, using the current 5 % Spread between the steps	
Formulas Used:	
Step 1	ROUND(Step 1 FY20 x 1.015, 2)
Step 2	ROUND(Step 1 x 1.05,2)
Step 3	ROUND(Step 2 x 1.05,2)
Step 4	ROUND(Step 3 x 1.05,2)
Step 5	ROUND(Step 4 x 1.05,2)
Step 6	ROUND(Step 5 x 1.05,2)

*(see Attachment C – FY21: 1.5% wage increase, effective June 25, 2020)

4. FY22: Apply 2.5% COLA at Step 1 for all SEIU positions, then recalculate Steps 2 - 6, using the current 5 % Spread between the steps	
Formulas Used:	
Step 1	ROUND(Step 1 FY21 x 1.025, 2)
Step 2	ROUND(Step 1 x 1.05,2)
Step 3	ROUND(Step 2 x 1.05,2)
Step 4	ROUND(Step 3 x 1.05,2)
Step 5	ROUND(Step 4 x 1.05,2)
Step 6	ROUND(Step 5 x 1.05,2)

*(see Attachment D – FY22: 2.5% wage increase, effective June 24, 2021)



2019 CONTRACT NEGOTIATIONS

5. Special Handling: Positions with a 0% Increase in Year 1 (FY20):

FY20: Leave current wage scale (effective June 14, 2018) as it is - Applies to positions that are currently filled. The new wages scales, established in 2., 3., and 4. above, would apply to positions that are currently vacant, once they are filled.

List of Positions: currently filled, as of 10/26/2019

- Planning Data Analyst
Benefits Technician
Human Resources Technician
Mechanic I
Planning Aide
Vehicle Service Worker I

List of Positions with a 0% increase in Year 1 (FY20)

- Custodial Service Worker
Vehicle Service Worker II
Mechanic II
Administrative Assistant

The wage scale, effective June 14, 2018, is used for all positions with a 0% increase in Year 1. No changes were made to the scale, as it may result in pay reductions for some of the positions (which would be in conflict with the TA from October 22, 2019)

FY21: Apply 1.5% at Step 1, then recalculate Steps 2 - 6, with 5% between steps

FY22: Apply 2.5% at Step 1, then recalculate Steps 2 - 6, with 5% between steps

These pay tables (Attachment B – D) will be incorporated into the SEIU MOU via an Appendix and referenced within Article 10.01.

Article 10 Pay Rates

10.2 Longevity

METRO shall compensate an employee hired on or before October 25, 2019, with longevity increments as follows:

- 5% of the base salary after ten (10) years of continuous service.
• An additional 5% of the base salary after fifteen (15) years of continuous service.
• An additional 5% of the base salary after twenty (20) years of continuous service provided it was effective on or before June 12, 1997.

Metro shall compensate an employee hired after October 25, 2019 with longevity increments as follows:

- 5% of the base salary after fifteen (15) years of continuous service.
• An additional 5% of the base salary after twenty (20) years of continuous service.

Calculation Method:

Step 1: Calculate 5 % of the Base (Base Step x 0.05)

Step 2: Base Step + 5% of the Base (as calculated in Step 1) to calculate L (10 or 15 Years)

Step 3: Base Step + 2 x 5% of the Base (as calculated in Step 1) to calculate LL (15 or 20 Years)

Example:

Step 1: Base Rate = \$37.51; 5% of the Base Rate = \$37.51 x 0.05 = \$1.58

Step 2: \$37.51 + \$1.88 = \$39.39 (6L)

Step 3: \$37.51 + 2 x \$1.88 = \$41.27 (6LL)

This tentative agreement is entered into by the Service Employees International Union ("SEIU") and the Santa Cruz Metropolitan Transit District on December 12, 2019, and is executed on behalf of the parties by the following signatories:

Santa Cruz Metropolitan Transit District

SEIU – Local 521

Handwritten signature of Angela Aitken

Handwritten signature of Olivia Martinez

Patrick Glenn, Chief Negotiator

Olivia Martinez, Lead Internal Organizer

Handwritten signature: Angela Aitken, CFO

Date: 1/24/2020

Date: 1/23/2020

Handwritten signature: Dawn Cornumie, HR Director

Handwritten signature: 1/27/2020

Benchmarks	Series
1 Accountant I	Accountant
2 Admin Assistant	Administrative
3 Accounting Clerk	Accounting Rev Account
4 Benefits Technicin	Benefits Technician HR Tech
5 Buyer	Parts Purchasing Purchasing Assistant
6 Claims Tech II	Claims Technician
7 Custodial Service Worker	Custodial
8 Customer Service Rep	Customer Service
9 Facilities Maintenance Worker II	Facilities Maintenance
10 Financial Analyst	Financial Analyst
11 HR Clerk	HR Clerical Legal Secretary
12 IT Support Analyst II	Information Tech Support Analyst
13 Mechanic II	Mechanic Vehicle Body Repair Mechanic Upholsterer
14 Paralegal I	Paralegal Access Services Coordinator Paratransit Eligibility Coordinator
15 Payroll Specialist	Payroll Specialist
16 Revenue Collection Clerk	Rev Collection
17 Safety Training Program Specialist II	Safety & Training Program Specialist
18 Sr. Accounting Tech	Accounting Technician
19 System Administrator	System Administrator
20 Safety and Training Coordinator	Safety & Training
21 Transportation Planner II	Transportation Planner
22 Vehicle Service Worker II	Vehicle Service
23 No Benchmark	Grants Electronic Technician HR Generalist Planning Aide Series Planning Data Analyst Scheduling Transit Supervisor

Attachment B

FY20: Effective June 27, 2019/Adopted by the Board as of February 28, 2020

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SEP	Administrative Supervisor	29.39	30.86	32.33	30.86	32.40	33.94	32.40	34.02	35.64	34.02	35.72	37.42	35.72	37.51	39.30	37.51	39.39	41.27
SEP	Assistant Safety & Training Coordinator	32.10	33.71	35.32	33.70	35.39	37.08	35.38	37.15	38.92	37.15	39.01	40.87	40.87	40.96	42.91	40.96	43.01	45.06
SEP	Custodial Supervisor	22.80	23.94	25.08	23.94	25.14	26.34	25.14	26.40	27.66	26.40	27.72	29.04	29.04	29.11	30.50	29.11	30.57	32.03
SEP	Customer Service Supervisor	26.87	28.21	29.55	28.21	29.62	31.03	29.62	31.10	32.58	31.10	32.66	34.22	34.22	34.28	35.91	34.28	35.99	37.70
SEP	Facilities Maintenance Supervisor	31.42	32.99	34.56	32.99	34.64	36.29	34.64	36.37	38.10	36.37	38.19	40.01	40.01	40.10	42.01	40.10	42.11	44.12
SEP	Fleet Maintenance Supervisor	35.55	37.33	39.11	37.33	39.20	41.07	39.20	41.16	43.12	41.16	43.22	45.28	45.28	45.38	47.54	45.38	47.65	49.92
SEP	Parts and Materials Supervisor	30.10	31.61	33.12	31.60	33.18	34.76	33.18	34.84	36.50	34.84	36.58	38.32	38.32	38.41	40.24	38.41	40.33	42.25
SEP	Revenue Collection Supervisor	25.38	26.65	27.92	26.65	27.98	29.31	27.98	29.38	30.78	29.38	30.85	32.32	32.32	32.39	33.93	32.39	34.01	35.63
SEP	Safety & Training Coordinator	34.70	36.44	38.18	36.43	38.25	40.07	38.25	40.16	42.07	40.16	42.17	44.18	44.18	44.28	46.39	44.28	46.49	48.70
SEP	Transit Supervisor	31.10	32.66	34.22	32.66	34.29	35.92	34.29	36.00	37.71	36.00	37.80	39.60	39.60	39.69	41.58	39.69	41.67	43.65
SEP	Transportation Planning Supervisor	45.41	47.68	49.95	47.68	50.06	52.44	50.06	52.56	55.06	52.56	55.19	57.82	57.82	57.95	60.71	57.95	60.85	63.75
SES	Accessible Services Coordinator	23.98	25.18	26.38	25.18	26.44	27.70	26.44	27.76	29.08	27.76	29.15	30.54	30.54	30.61	32.07	30.61	32.14	33.67
SES	Accountant I	29.98	31.48	32.98	31.48	33.05	34.62	33.05	34.70	36.35	34.70	36.44	38.18	38.18	38.26	40.08	38.26	40.17	42.08
SES	Accountant II	32.97	34.62	36.27	34.62	36.35	38.08	36.35	38.17	39.99	38.17	40.08	41.99	41.99	42.08	44.08	42.08	44.18	46.28
SES	Accounting Clerk	19.90	20.90	21.90	20.89	21.93	22.97	21.93	23.03	24.13	23.03	24.18	25.33	25.33	25.39	26.60	25.39	26.66	27.93
SES	Accounting Specialist	28.97	30.42	31.87	30.42	31.94	33.46	31.94	33.54	35.14	33.54	35.22	36.90	36.90	36.98	38.74	36.98	38.83	40.68
SES	Accounting Technician	23.70	24.89	26.08	24.89	26.13	27.37	26.13	27.44	28.75	27.44	28.81	30.18	30.18	30.25	31.69	30.25	31.76	33.27
SES	Administrative Assistant	23.06	24.21	25.36	24.21	25.42	26.63	25.42	26.69	27.96	26.69	28.02	29.35	29.35	29.42	30.82	29.42	30.89	32.36
SES	Administrative Clerk	20.75	21.79	22.83	21.79	22.88	23.97	22.88	24.02	25.16	24.02	25.22	26.42	26.42	26.48	27.74	26.48	27.80	29.12
SES	Administrative Specialist	25.35	26.62	27.89	26.62	27.95	29.28	27.95	29.35	30.75	29.35	30.82	32.29	32.29	32.36	33.90	32.36	33.98	35.60
SES	Benefits Technician	24.20	25.41	26.62	25.41	26.68	27.95	26.68	28.01	29.34	28.01	29.41	30.81	30.81	30.88	32.35	30.88	32.42	33.96
SES	Buyer	24.76	26.00	27.24	26.00	27.30	28.60	27.30	28.67	30.04	28.67	30.10	31.53	31.53	31.61	33.12	31.61	33.19	34.77
SES	Claims Technician I	21.62	22.70	23.78	22.70	23.84	24.98	23.84	25.02	26.21	25.02	26.27	27.52	27.52	27.58	28.89	27.58	28.96	30.34
SES	Claims Technician II	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58	30.58	30.65	32.11	30.65	32.18	33.71
SES	Custodial Service Worker	16.97	17.82	18.67	17.79	18.68	19.57	18.65	19.58	20.51	19.57	20.55	21.53	21.53	21.56	22.59	21.56	22.64	23.72
SES	Customer Service Representative	19.90	20.90	21.90	20.89	21.93	22.97	21.93	23.03	24.13	23.03	24.18	25.33	25.33	25.39	26.60	25.39	26.66	27.93
SES	Facilities Maintenance Worker I	20.95	22.00	23.05	22.00	23.10	24.20	23.10	24.26	25.42	24.26	25.46	26.67	26.67	26.73	28.00	26.73	28.07	29.41
SES	Facilities Maintenance Worker II	23.28	24.44	25.60	24.44	25.66	26.88	25.66	26.94	28.22	26.94	28.29	29.64	29.64	29.70	31.11	29.70	31.19	32.68
SES	Financial Analyst	36.29	38.10	39.91	38.10	40.01	41.92	40.00	42.00	44.00	42.00	44.10	46.20	46.20	46.31	48.52	46.31	48.62	50.94
SES	Grants/Legislative Analyst	33.63	35.31	36.99	35.31	37.08	38.85	37.08	38.93	40.78	38.93	40.88	42.83	42.83	42.92	44.96	42.92	45.07	47.22
SES	Human Resources Clerk	20.95	22.00	23.05	22.00	23.10	24.20	23.10	24.26	25.42	24.26	25.46	26.67	26.67	26.73	28.00	26.73	28.07	29.41
SES	Human Resources Specialist	23.04	24.19	25.34	24.19	25.40	26.61	25.40	26.67	27.94	26.67	28.00	29.33	29.33	29.40	30.80	29.40	30.87	32.34
SES	Human Resources Technician	24.20	25.41	26.62	25.41	26.68	27.95	26.68	28.01	29.34	28.01	29.41	30.81	30.81	30.88	32.35	30.88	32.42	33.96
SES	Information Technology Support Analyst I	24.43	25.65	26.87	25.65	26.93	28.21	26.93	28.28	29.63	28.28	29.69	31.10	31.10	31.17	32.65	31.17	32.73	34.29
SES	Information Technology Support Analyst II	27.13	28.49	29.85	28.49	29.91	31.33	29.91	31.41	32.91	31.41	32.98	34.55	34.55	34.63	36.28	34.63	36.36	38.09
SES	Lead Custodial Service Worker	20.28	21.29	22.30	21.29	22.35	23.41	22.35	23.47	24.59	23.47	24.64	25.81	25.81	25.87	27.10	25.87	27.16	28.45
SES	Lead Facilities Maintenance Worker	27.91	29.31	30.71	29.31	30.78	32.25	30.78	32.32	33.86	32.32	33.94	35.56	35.56	35.64	37.34	35.64	37.42	39.20
SES	Legal Secretary	20.95	22.00	23.05	22.00	23.10	24.20	23.10	24.26	25.42	24.26	25.46	26.67	26.67	26.73	28.00	26.73	28.07	29.41
SES	Paralegal I	29.98	31.48	32.98	31.48	33.05	34.62	33.05	34.70	36.35	34.70	36.44	38.18	38.18	38.26	40.08	38.26	40.17	42.08
SES	Paralegal II	32.97	34.62	36.27	34.62	36.35	38.08	36.35	38.17	39.99	38.17	40.08	41.99	41.99	42.08	44.08	42.08	44.18	46.28
SES	Paratransit Eligibility Coordinator	29.98	31.48	32.98	31.48	33.05	34.62	33.05	34.70	36.35	34.70	36.44	38.18	38.18	38.26	40.08	38.26	40.17	42.08
SES	Payroll Specialist	24.20	25.41	26.62	25.41	26.68	27.95	26.68	28.01	29.34	28.01	29.41	30.81	30.81	30.88	32.35	30.88	32.42	33.96

Attachment B

FY20: Effective June 27, 2019/Adopted by the Board as of February 28, 2020

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Aide	19.31	20.28	21.25	20.28	21.29	22.30	21.29	22.35	23.41	22.35	23.47	24.59	23.47	24.64	25.81	24.64	25.87	27.10
SES	Planning Data Analyst	29.98	31.48	32.98	31.48	33.05	34.62	33.05	34.70	36.35	34.70	36.44	38.18	36.44	38.26	40.08	38.26	40.17	42.08
SES	Principal Human Resources Generalist	31.10	32.66	34.22	32.66	34.29	35.92	34.29	36.00	37.71	36.00	37.80	39.60	37.80	39.69	41.58	39.69	41.67	43.65
SES	Purchasing Agent	29.71	31.20	32.69	31.20	32.76	34.32	32.76	34.40	36.04	34.40	36.12	37.84	36.12	37.93	39.74	37.93	39.83	41.73
SES	Purchasing Assistant	27.24	28.60	29.96	28.60	30.03	31.46	30.03	31.53	33.03	31.53	33.11	34.69	33.11	34.77	36.43	34.77	36.51	38.25
SES	Revenue Account Coordinator	20.89	21.93	22.97	21.93	23.03	24.13	23.03	24.18	25.33	24.18	25.39	26.60	25.39	26.66	27.93	26.66	27.99	29.32
SES	Revenue Collection Clerk	18.79	19.73	20.67	19.73	20.72	21.71	20.72	21.76	22.80	21.76	22.85	23.94	22.85	23.99	25.13	23.99	25.19	26.39
SES	Safety and Training Program Specialist I	34.99	36.74	38.49	36.74	38.58	40.42	38.58	40.51	42.44	40.51	42.54	44.57	42.54	44.67	46.80	44.67	46.90	49.13
SES	Safety and Training Program Specialist II	38.90	40.85	42.80	40.85	42.88	44.92	42.88	45.02	47.16	45.02	47.27	49.52	47.27	49.63	51.99	49.63	52.11	54.59
SES	Scheduling Analyst	29.98	31.48	32.98	31.48	33.05	34.62	33.05	34.70	36.35	34.70	36.44	38.18	36.44	38.26	40.08	38.26	40.17	42.08
SES	Senior Accounting Technician	26.34	27.66	28.98	27.66	29.04	30.42	29.04	30.49	31.94	30.49	32.01	33.53	32.01	33.61	35.21	33.61	35.29	36.97
SES	Senior Accounting Representative	23.88	25.07	26.26	25.07	26.32	27.57	26.32	27.64	28.96	27.64	29.02	30.40	29.02	30.47	31.92	30.47	31.99	33.51
SES	Senior Financial Analyst	39.90	41.90	43.90	41.90	44.00	46.10	43.99	46.19	48.39	46.19	48.50	50.81	48.50	50.93	53.36	50.93	53.48	56.03
SES	Senior Payroll Specialist	29.05	30.50	31.95	30.50	32.03	33.56	32.03	33.62	35.22	33.62	35.30	36.98	35.30	37.07	38.84	37.07	38.91	40.76
SES	Senior Systems Administrator	45.01	47.26	49.51	47.26	49.62	51.98	49.62	52.10	54.58	52.10	54.71	57.32	54.71	57.45	60.19	57.45	60.32	63.19
SES	Senior Transportation Planner	40.36	42.38	44.40	42.38	44.50	46.62	44.50	46.73	48.96	46.73	49.06	51.40	49.06	51.51	53.96	51.51	54.09	56.67
SES	Systems Administrator	40.91	42.96	45.01	42.96	45.11	47.26	45.11	47.37	49.63	47.37	49.74	52.11	49.74	52.23	54.72	52.23	54.84	57.45
SES	Transportation Planner I	30.27	31.78	33.29	31.78	33.37	34.96	33.37	35.04	36.71	35.04	36.79	38.54	36.79	38.63	40.47	38.63	40.56	42.49
SES	Transportation Planner II	33.63	35.31	36.99	35.31	37.08	38.85	37.08	38.93	40.78	38.93	40.88	42.83	40.88	42.92	44.96	42.92	45.07	47.22
SEV	Electronic Technician	31.10	32.66	34.22	32.66	34.29	35.92	34.29	36.00	37.71	36.00	37.80	39.60	37.80	39.69	41.58	39.69	41.67	43.65
SEV	Lead Mechanic	31.60	33.18	34.76	33.18	34.84	36.50	34.84	36.58	38.32	36.58	38.41	40.24	38.41	40.33	42.25	40.33	42.35	44.37
SEV	Lead Parts and Materials Clerk	26.75	28.09	29.43	28.09	29.49	30.89	29.49	30.96	32.43	30.96	32.51	34.06	32.51	34.14	35.77	34.14	35.85	37.56
SEV	Lead Vehicle Service Worker	22.38	23.50	24.62	23.50	24.68	25.86	24.68	25.90	27.13	25.90	27.20	28.50	27.20	28.56	29.92	28.56	29.99	31.42
SEV	Mechanic I	23.70	24.89	26.08	24.89	26.13	27.37	26.13	27.44	28.75	27.44	28.81	30.18	28.81	30.25	31.69	30.25	31.76	33.27
SEV	Mechanic II	26.34	27.66	28.98	27.66	29.04	30.42	29.04	30.49	31.94	30.49	32.01	33.53	32.01	33.61	35.21	33.61	35.29	36.97
SEV	Mechanic III	28.97	30.42	31.87	30.42	31.94	33.46	31.94	33.54	35.14	33.54	35.22	36.90	35.22	36.98	38.74	36.98	38.83	40.68
SEV	Parts and Materials Clerk	22.30	23.42	24.54	23.42	24.58	25.75	24.58	25.81	27.04	25.81	27.10	28.39	27.10	28.46	29.82	28.46	29.87	31.29
SEV	Upholsterer I	22.38	23.50	24.62	23.50	24.68	25.86	24.68	25.91	27.14	25.91	27.21	28.51	27.21	28.57	29.93	28.57	29.93	31.43
SEV	Upholsterer II	24.62	25.85	27.08	25.85	27.14	28.43	27.14	28.50	29.86	28.50	29.93	31.36	29.93	31.43	32.93	31.43	33.00	34.57
SEV	Vehicle Body Repair Mechanic	24.62	25.85	27.08	25.85	27.14	28.43	27.14	28.50	29.86	28.50	29.93	31.36	29.93	31.43	32.93	31.43	33.00	34.57
SEV	Vehicle Service Detailer	20.50	21.53	22.56	21.53	22.61	23.69	22.61	23.74	24.87	23.74	24.93	26.12	24.93	26.18	27.43	26.18	27.49	28.80
SEV	Vehicle Service Worker I	16.78	17.62	18.46	17.62	18.50	19.38	18.50	19.43	20.36	19.43	20.40	21.37	20.40	21.42	22.44	21.42	22.49	23.56
SEV	Vehicle Service Worker II	18.71	19.65	20.59	19.65	20.64	21.62	20.64	21.64	22.67	21.64	22.70	23.78	22.70	23.81	24.94	23.81	24.99	26.18

Special Handling - filled positions as of 10/26/2019

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Benefits Technician	24.46	25.68	26.90	25.67	26.95	28.23	26.95	28.30	29.65	28.33	29.75	31.17	29.73	31.22	32.71	31.24	32.80	34.36
SES	Human Resources Technician	25.21	26.47	27.73	26.47	27.79	29.11	27.75	29.14	30.53	29.18	30.64	32.10	30.64	32.17	33.70	32.19	33.80	35.41
SES	Planning Aide	22.74	23.88	25.02	23.87	25.06	26.25	25.05	26.30	27.55	26.34	27.66	28.98	27.63	29.01	30.39	29.03	30.48	31.93
SES	Planning Data Analyst	30.37	31.89	33.41	31.89	33.48	35.07	33.48	35.15	36.82	35.15	36.91	38.67	36.90	38.75	40.60	38.75	40.69	42.63
SEV	Mechanic I	24.10	25.31	26.52	25.31	26.58	27.85	26.58	27.91	29.24	27.91	29.31	30.71	29.31	30.78	32.25	30.78	32.32	33.86
SEV	Vehicle Service Worker I	16.99	17.84	18.69	17.82	18.71	19.60	18.68	19.61	20.54	19.59	20.57	21.55	20.58	21.61	22.64	21.60	22.68	23.76

Longevity Pay is based only on length of service.

Attachment C

FY21: 1.5% wage increase, effective June 25, 2020/Adopted by the Board as of February 28, 2020

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SEP	Administrative Supervisor	29.83	31.32	32.81	31.32	32.89	34.46	32.89	34.53	36.17	34.53	36.26	37.99	36.26	38.07	39.88	38.07	39.97	41.87
SEP	Assistant Safety & Training Coordinator	32.58	34.21	35.84	34.21	35.92	37.63	35.92	37.72	39.52	37.72	39.61	41.50	39.61	41.59	43.57	41.59	43.67	45.75
SEP	Custodial Supervisor	23.14	24.30	25.46	24.30	25.52	26.74	25.52	26.80	28.08	26.80	28.14	29.48	28.14	29.55	30.96	29.55	31.03	32.51
SEP	Customer Service Supervisor	27.27	28.63	29.99	28.63	30.06	31.49	30.06	31.56	33.06	31.56	33.14	34.72	33.14	34.80	36.46	34.80	36.54	38.28
SEP	Facilities Maintenance Supervisor	31.89	33.48	35.07	33.48	35.15	36.82	35.15	36.91	38.67	36.91	38.76	40.61	38.76	40.70	42.64	40.70	42.74	44.78
SEP	Fleet Maintenance Supervisor	36.08	37.88	39.68	37.88	39.77	41.66	39.77	41.76	43.75	41.76	43.85	45.94	43.85	46.04	48.23	46.04	48.34	50.64
SEP	Parts and Materials Supervisor	30.55	32.08	33.61	32.08	33.68	35.28	33.68	35.36	37.04	35.36	37.13	38.90	37.13	38.99	40.85	38.99	40.94	42.89
SEP	Revenue Collection Supervisor	25.76	27.05	28.34	27.05	28.40	29.75	28.40	29.82	31.24	29.82	31.31	32.80	31.31	32.88	34.45	32.88	34.52	36.16
SEP	Safety & Training Coordinator	35.22	36.98	38.74	36.98	38.83	40.68	38.83	40.77	42.71	40.77	42.81	44.85	42.81	44.95	47.09	44.95	47.20	49.45
SEP	Transit Supervisor	31.57	33.15	34.73	33.15	34.81	36.47	34.81	36.55	38.29	36.55	38.38	40.21	38.38	40.30	42.22	40.30	42.32	44.34
SEP	Transportation Planning Supervisor	46.09	48.39	50.69	48.39	50.81	53.23	50.81	53.35	55.89	53.35	56.02	58.69	56.02	58.82	61.62	58.82	61.76	64.70
SES	Accessible Services Coordinator	24.34	25.56	26.78	25.56	26.84	28.12	26.84	28.18	29.52	28.18	29.59	31.00	29.59	31.07	32.55	31.07	32.62	34.17
SES	Accountant I	30.43	31.95	33.47	31.95	33.55	35.15	33.55	35.23	36.91	35.23	36.99	38.75	36.99	38.84	40.69	38.84	40.78	42.72
SES	Accountant II	33.46	35.13	36.80	35.13	36.89	38.65	36.89	38.73	40.57	38.73	40.67	42.61	40.67	42.70	44.73	42.70	44.84	46.98
SES	Accounting Clerk	20.20	21.21	22.22	21.21	22.27	23.33	22.27	23.38	24.49	23.38	24.55	25.72	24.55	25.78	27.01	25.78	27.07	28.36
SES	Accounting Specialist	29.40	30.87	32.34	30.87	32.41	33.95	32.41	34.03	35.65	34.03	35.73	37.43	35.73	37.52	39.31	37.52	39.40	41.28
SES	Accounting Technician	24.06	25.26	26.46	25.26	26.52	27.78	26.52	27.85	29.18	27.85	29.24	30.63	29.24	30.70	32.16	30.70	32.24	33.78
SES	Administrative Assistant	23.41	24.58	25.75	24.58	25.81	27.04	25.81	27.10	28.39	27.10	28.46	29.82	28.46	29.88	31.30	29.88	31.37	32.86
SES	Administrative Clerk	21.06	22.11	23.16	22.11	23.22	24.33	23.22	24.38	25.54	24.38	25.60	26.82	25.60	26.88	28.16	26.88	28.22	29.56
SES	Administrative Specialist	25.73	27.02	28.31	27.02	28.37	29.72	28.37	29.79	31.21	29.79	31.28	32.77	31.28	32.84	34.40	32.84	34.48	36.12
SES	Benefits Technician	24.56	25.79	27.02	25.79	27.08	28.37	27.08	28.43	29.78	28.43	29.85	31.27	29.85	31.34	32.83	31.34	32.91	34.48
SES	Buyer	25.13	26.39	27.65	26.39	27.71	29.03	27.71	29.10	30.49	29.10	30.56	32.02	30.56	32.09	33.62	32.09	33.69	35.29
SES	Claims Technician I	21.94	23.04	24.14	23.04	24.19	25.34	24.19	25.40	26.61	25.40	26.67	27.94	26.67	28.00	29.33	28.00	29.40	30.80
SES	Claims Technician II	24.38	25.60	26.82	25.60	26.88	28.16	26.88	28.22	29.56	28.22	29.63	31.04	29.63	31.11	32.59	31.11	32.67	34.23
SES	Custodial Service Worker	17.22	18.08	18.94	18.08	18.98	19.88	18.98	19.93	20.88	19.93	20.93	21.93	20.93	21.98	23.03	21.98	23.08	24.18
SES	Customer Service Representative	20.20	21.21	22.22	21.21	22.27	23.33	22.27	23.38	24.49	23.38	24.55	25.72	24.55	25.78	27.01	25.78	27.07	28.36
SES	Facilities Maintenance Worker I	21.26	22.32	23.38	22.32	23.44	24.56	23.44	24.61	25.78	24.61	25.84	27.07	25.84	27.13	28.42	27.13	28.49	29.85
SES	Facilities Maintenance Worker II	23.63	24.81	25.99	24.81	26.05	27.29	26.05	27.35	28.65	27.35	28.72	30.09	28.72	30.16	31.60	30.16	31.67	33.18
SES	Financial Analyst	36.83	38.67	40.51	38.67	40.60	42.53	40.60	42.63	44.66	42.63	44.76	46.89	44.76	47.00	49.24	47.00	49.35	51.70
SES	Grants/Legislative Analyst	34.13	35.84	37.55	35.84	37.63	39.42	37.63	39.51	41.39	39.51	41.49	43.47	41.49	43.56	45.63	43.56	45.74	47.92
SES	Human Resources Clerk	21.26	22.32	23.38	22.32	23.44	24.56	23.44	24.61	25.78	24.61	25.84	27.07	25.84	27.13	28.42	27.13	28.49	29.85
SES	Human Resources Specialist	23.39	24.56	25.73	24.56	25.79	27.02	25.79	27.08	28.37	27.08	28.43	29.78	28.43	29.85	31.27	29.85	31.34	32.83
SES	Human Resources Technician	24.56	25.79	27.02	25.79	27.08	28.37	27.08	28.43	29.78	28.43	29.85	31.27	29.85	31.34	32.83	31.34	32.91	34.48
SES	Information Technology Support Analyst I	24.80	26.04	27.28	26.04	27.34	28.64	27.34	28.71	30.08	28.71	30.15	31.59	30.15	31.66	33.17	31.66	33.24	34.82
SES	Information Technology Support Analyst II	27.54	28.92	30.30	28.92	30.37	31.82	30.37	31.89	33.41	31.89	33.48	35.07	33.48	35.15	36.82	35.15	36.91	38.67
SES	Lead Custodial Service Worker	20.58	21.61	22.64	21.61	22.69	23.77	22.69	23.82	24.95	23.82	25.01	26.20	25.01	26.26	27.51	26.26	27.57	28.88
SES	Lead Facilities Maintenance Worker	28.33	29.75	31.17	29.75	31.24	32.73	31.24	32.80	34.36	32.80	34.44	36.08	34.44	36.16	37.88	36.16	37.97	39.78
SES	Legal Secretary	21.26	22.32	23.38	22.32	23.44	24.56	23.44	24.61	25.78	24.61	25.84	27.07	25.84	27.13	28.42	27.13	28.49	29.85
SES	Paralegal I	30.43	31.95	33.47	31.95	33.55	35.15	33.55	35.23	36.91	35.23	36.99	38.75	36.99	38.84	40.69	38.84	40.78	42.72
SES	Paralegal II	33.46	35.13	36.80	35.13	36.89	38.65	36.89	38.73	40.57	38.73	40.67	42.61	40.67	42.70	44.73	42.70	44.84	46.98
SES	Paratransit Eligibility Coordinator	30.43	31.95	33.47	31.95	33.55	35.15	33.55	35.23	36.91	35.23	36.99	38.75	36.99	38.84	40.69	38.84	40.78	42.72
SES	Payroll Specialist	24.56	25.79	27.02	25.79	27.08	28.37	27.08	28.43	29.78	28.43	29.85	31.27	29.85	31.34	32.83	31.34	32.91	34.48

Attachment C

FY21: 1.5% wage increase, effective June 25, 2020/Adopted by the Board as of February 28, 2020

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Aide	19.60	20.58	21.56	20.58	21.61	22.64	21.61	22.69	23.77	22.69	23.82	24.95	23.82	25.01	26.20	25.01	26.26	27.51
SES	Planning Data Analyst	30.43	31.95	33.47	31.95	33.55	35.15	33.55	35.23	36.91	35.23	36.99	38.75	36.99	38.84	40.69	38.84	40.78	42.72
SES	Principal Human Resources Generalist	31.57	33.15	34.73	33.15	34.81	36.47	34.81	36.55	38.29	36.55	38.38	40.21	38.38	40.30	42.22	40.30	42.32	44.34
SES	Purchasing Agent	30.16	31.67	33.18	31.67	33.25	34.83	33.25	34.91	36.57	34.91	36.66	38.41	36.66	38.49	40.32	38.49	40.41	42.33
SES	Purchasing Assistant	27.65	29.03	30.41	29.03	30.48	31.93	30.48	32.00	33.52	32.00	33.60	35.20	33.60	35.28	36.96	35.28	37.04	38.80
SES	Revenue Account Coordinator	21.20	22.26	23.32	22.26	23.37	24.48	23.37	24.54	25.71	24.54	25.77	27.00	25.77	27.06	28.35	27.06	28.41	29.76
SES	Revenue Collection Clerk	19.07	20.02	20.97	20.02	21.02	22.02	21.02	22.07	23.12	22.07	23.17	24.27	23.17	24.33	25.49	24.33	25.55	26.77
SES	Safety and Training Program Specialist I	35.51	37.29	39.07	37.29	39.15	41.01	39.15	41.11	43.07	41.11	43.17	45.23	43.17	45.33	47.49	45.33	47.60	49.87
SES	Safety and Training Program Specialist II	39.48	41.45	43.42	41.45	43.52	45.59	43.52	45.70	47.88	45.70	47.99	50.28	47.99	50.39	52.79	50.39	52.91	55.43
SES	Scheduling Analyst	30.43	31.95	33.47	31.95	33.55	35.15	33.55	35.23	36.91	35.23	36.99	38.75	36.99	38.84	40.69	38.84	40.78	42.72
SES	Senior Accounting Technician	26.74	28.08	29.42	28.08	29.48	30.88	29.48	30.95	32.42	30.95	32.50	34.05	32.50	34.13	35.76	34.13	35.84	37.55
SES	Senior Customer Service Representative	24.24	25.45	26.66	25.45	26.72	27.99	26.72	28.06	29.40	28.06	29.46	30.86	29.46	30.93	32.40	30.93	32.48	34.03
SES	Senior Financial Analyst	40.50	42.53	44.56	42.53	44.66	46.79	44.66	46.89	49.12	46.89	49.23	51.57	49.23	51.69	54.15	51.69	54.27	56.85
SES	Senior Payroll Specialist	29.49	30.96	32.43	30.96	32.51	34.06	32.51	34.14	35.77	34.14	35.85	37.56	35.85	37.64	39.43	37.64	39.52	41.40
SES	Senior Systems Administrator	45.69	47.97	50.25	47.97	50.37	52.77	50.37	52.89	55.41	52.89	55.53	58.17	55.53	58.31	61.09	58.31	61.23	64.15
SES	Senior Transportation Planner	40.97	43.02	45.07	43.02	45.17	47.32	45.17	47.43	49.69	47.43	49.80	52.17	49.80	52.29	54.78	52.29	54.90	57.51
SES	Systems Administrator	41.52	43.60	45.68	43.60	45.78	47.96	45.78	48.07	50.36	48.07	50.47	52.87	50.47	52.99	55.51	52.99	55.64	58.29
SES	Transportation Planner I	30.72	32.26	33.80	32.26	33.87	35.48	33.87	35.56	37.25	35.56	37.34	39.12	37.34	39.21	41.08	39.21	41.17	43.13
SES	Transportation Planner II	34.13	35.84	37.55	35.84	37.63	39.42	37.63	39.51	41.39	39.51	41.49	43.47	41.49	43.56	45.63	43.56	45.74	47.92
SEV	Electronic Technician	31.57	33.15	34.73	33.15	34.81	36.47	34.81	36.55	38.29	36.55	38.38	40.21	38.38	40.30	42.22	40.30	42.32	44.34
SEV	Lead Mechanic	32.07	33.67	35.27	33.67	35.35	37.03	35.35	37.12	38.89	37.12	38.98	40.84	38.98	40.93	42.88	40.93	42.98	45.03
SEV	Lead Parts and Materials Clerk	27.15	28.51	29.87	28.51	29.94	31.37	29.94	31.44	32.94	31.44	33.01	34.58	33.01	34.66	36.31	34.66	36.39	38.12
SEV	Lead Vehicle Service Worker	22.72	23.86	25.00	23.86	25.05	26.24	25.05	26.30	27.55	26.30	27.62	28.94	27.62	29.00	30.38	29.00	30.45	31.90
SEV	Mechanic I	24.06	25.26	26.46	25.26	26.52	27.78	26.52	27.85	29.18	27.85	29.24	30.63	29.24	30.70	32.16	30.70	32.24	33.78
SEV	Mechanic II	26.74	28.08	29.42	28.08	29.48	30.88	29.48	30.95	32.42	30.95	32.50	34.05	32.50	34.13	35.76	34.13	35.84	37.55
SEV	Mechanic III	29.40	30.87	32.34	30.87	32.41	33.95	32.41	34.03	35.65	34.03	35.73	37.43	35.73	37.52	39.31	37.52	39.40	41.28
SEV	Parts and Materials Clerk	22.63	23.76	24.89	23.76	24.95	26.14	24.95	26.20	27.45	26.20	27.51	28.82	27.51	28.89	30.27	28.89	30.33	31.77
SEV	Upholsterer I	22.72	23.86	25.00	23.86	25.05	26.24	25.05	26.30	27.55	26.30	27.62	28.94	27.62	29.00	30.38	29.00	30.45	31.90
SEV	Upholsterer II	24.99	26.24	27.49	26.24	27.55	28.86	27.55	28.93	30.31	28.93	30.38	31.83	30.38	31.90	33.42	31.90	33.50	35.10
SEV	Vehicle Body Repair Mechanic	24.99	26.24	27.49	26.24	27.55	28.86	27.55	28.93	30.31	28.93	30.38	31.83	30.38	31.90	33.42	31.90	33.50	35.10
SEV	Vehicle Service Detailer	20.81	21.85	22.89	21.85	22.94	24.03	22.94	24.09	25.24	24.09	25.29	26.49	25.29	26.55	27.81	26.55	27.88	29.21
SEV	Vehicle Service Worker I	17.03	17.88	18.73	17.88	18.77	19.66	18.77	19.71	20.65	19.71	20.70	21.69	20.70	21.74	22.78	21.74	22.83	23.92
SEV	Vehicle Service Worker II	18.99	19.94	20.89	19.94	20.94	21.94	20.94	21.99	23.04	21.99	23.09	24.19	23.09	24.24	25.39	24.24	25.45	26.66

Special Handling - filled positions as of 10/26/2019

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Benefits Technician	24.83	26.07	27.31	26.07	27.37	28.67	27.37	28.74	30.11	28.74	30.18	31.62	30.18	31.69	33.20	31.69	33.27	34.85
SES	Human Resources Technician	25.59	26.87	28.15	26.87	28.21	29.55	28.21	29.62	31.03	29.62	31.10	32.58	31.10	32.66	34.22	32.66	34.29	35.92
SES	Planning Aide	23.08	24.23	25.38	24.23	25.44	26.65	25.44	26.71	27.98	26.71	28.05	29.39	28.05	29.45	30.85	29.45	30.92	32.39
SES	Planning Data Analyst	30.83	32.37	33.91	32.37	33.99	35.61	33.99	35.69	37.39	35.69	37.47	39.25	37.47	39.34	41.21	39.34	41.31	43.28
SEV	Mechanic I	24.46	25.68	26.90	25.68	26.96	28.24	26.96	28.31	29.66	28.31	29.73	31.15	29.73	31.22	32.71	31.22	32.78	34.34
SEV	Vehicle Service Worker I	17.24	18.10	18.96	18.10	19.01	19.92	19.01	19.96	20.91	19.96	20.96	21.96	20.96	22.01	23.06	22.01	23.11	24.21

Longevity Pay is based only on length of service.

Attachment D

FY22: 2.5% wage increase, effective June 24, 2021/Adopted by the Board as of February 28, 2020

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SEP	Administrative Supervisor	30.58	32.11	33.64	32.11	33.72	35.33	33.72	35.41	37.10	35.41	37.18	38.95	37.18	39.04	40.90	39.04	40.99	42.94
SEP	Assistant Safety & Training Coordinator	33.39	35.06	36.73	35.06	36.81	38.56	36.81	38.65	40.49	38.65	40.58	42.51	40.58	42.61	44.64	42.61	44.74	46.87
SEP	Custodial Supervisor	23.72	24.91	26.10	24.91	26.16	27.41	26.16	27.47	28.78	27.47	28.84	30.21	28.84	30.28	31.72	30.28	31.79	33.30
SEP	Customer Service Supervisor	27.95	29.35	30.75	29.35	30.82	32.29	30.82	32.36	33.90	32.36	33.98	35.60	33.98	35.68	37.38	35.68	37.46	39.24
SEP	Facilities Maintenance Supervisor	32.69	34.32	35.95	34.32	36.04	37.76	36.04	37.84	39.64	37.84	39.73	41.62	39.73	41.72	43.71	41.72	43.81	45.90
SEP	Fleet Maintenance Supervisor	36.98	38.83	40.68	38.83	40.77	42.71	40.77	42.81	44.85	42.81	44.95	47.09	44.95	47.20	49.45	47.20	49.56	51.92
SEP	Parts and Materials Supervisor	31.31	32.88	34.45	32.88	34.52	36.16	34.52	36.25	37.98	36.25	38.06	39.87	38.06	39.96	41.86	39.96	41.96	43.96
SEP	Revenue Collection Supervisor	26.40	27.72	29.04	27.72	29.11	30.50	29.11	30.57	32.03	30.57	32.10	33.63	32.10	33.71	35.32	33.71	35.40	37.09
SEP	Safety & Training Coordinator	36.10	37.91	39.72	37.91	39.81	41.71	39.81	41.80	43.79	41.80	43.89	45.98	43.89	46.08	48.27	46.08	48.38	50.68
SEP	Transit Supervisor	32.36	33.98	35.60	33.98	35.68	37.38	35.68	37.46	39.24	37.46	39.33	41.20	39.33	41.30	43.27	41.30	43.37	45.44
SEP	Transportation Planning Supervisor	47.24	49.60	51.96	49.60	52.08	54.56	52.08	54.68	57.28	54.68	57.41	60.14	57.41	60.28	63.15	60.28	63.29	66.30
SES	Accessible Services Coordinator	24.95	26.20	27.45	26.20	27.51	28.82	27.51	28.89	30.27	28.89	30.33	31.77	30.33	31.85	33.37	31.85	33.44	35.03
SES	Accountant I	31.19	32.75	34.31	32.75	34.39	36.03	34.39	36.11	37.83	36.11	37.92	39.73	37.92	39.82	41.72	39.82	41.81	43.80
SES	Accountant II	34.30	36.02	37.74	36.02	37.82	39.62	37.82	39.71	41.60	39.71	41.70	43.69	41.70	43.79	45.88	43.79	45.98	48.17
SES	Accounting Clerk	20.71	21.75	22.79	21.75	22.84	23.93	22.84	23.98	25.12	23.98	25.18	26.38	25.18	26.44	27.70	26.44	27.76	29.08
SES	Accounting Specialist	30.14	31.65	33.16	31.65	33.23	34.81	33.23	34.89	36.55	34.89	36.63	38.37	36.63	38.46	40.29	38.46	40.38	42.30
SES	Accounting Technician	24.66	25.89	27.12	25.89	27.18	28.47	27.18	28.54	29.90	28.54	29.97	31.40	29.97	31.47	32.97	31.47	33.04	34.61
SES	Administrative Assistant	24.00	25.20	26.40	25.20	26.46	27.72	26.46	27.78	29.10	27.78	29.17	30.56	29.17	30.63	32.09	30.63	32.16	33.69
SES	Administrative Clerk	21.59	22.67	23.75	22.67	23.80	24.93	23.80	24.99	26.18	24.99	26.24	27.49	26.24	27.55	28.86	27.55	28.93	30.31
SES	Administrative Specialist	26.37	27.69	29.01	27.69	29.07	30.45	29.07	30.52	31.97	30.52	32.05	33.58	32.05	33.65	35.25	33.65	35.33	37.01
SES	Benefits Technician	25.17	26.43	27.69	26.43	27.75	29.07	27.75	29.14	30.53	29.14	30.60	32.06	30.60	32.13	33.66	32.13	33.74	35.35
SES	Buyer	25.76	27.05	28.34	27.05	28.40	29.75	28.40	29.82	31.24	29.82	31.31	32.80	31.31	32.88	34.45	32.88	34.52	36.16
SES	Claims Technician I	22.49	23.61	24.73	23.61	24.79	25.97	24.79	26.03	27.27	26.03	27.33	28.63	27.33	28.70	30.07	28.70	30.14	31.58
SES	Claims Technician II	24.99	26.24	27.49	26.24	27.55	28.86	27.55	28.93	30.31	28.93	30.38	31.83	30.38	31.90	33.42	31.90	33.50	35.10
SES	Custodial Service Worker	17.65	18.53	19.41	18.53	19.46	20.39	19.46	20.43	21.40	20.43	21.45	22.47	21.45	22.52	23.59	22.52	23.65	24.78
SES	Customer Service Representative	20.71	21.75	22.79	21.75	22.84	23.93	22.84	23.98	25.12	23.98	25.18	26.38	25.18	26.44	27.70	26.44	27.76	29.08
SES	Facilities Maintenance Worker I	21.79	22.88	23.97	22.88	24.02	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58
SES	Facilities Maintenance Worker II	24.22	25.43	26.64	25.43	26.70	27.97	26.70	28.04	29.38	28.04	29.44	30.84	29.44	30.91	32.38	30.91	32.46	34.01
SES	Financial Analyst	37.75	39.64	41.53	39.64	41.62	43.60	41.62	43.70	45.78	43.70	45.89	48.08	45.89	48.18	50.47	48.18	50.59	53.00
SES	Grants/Legislative Analyst	34.98	36.73	38.48	36.73	38.57	40.41	38.57	40.50	42.43	40.50	42.53	44.56	42.53	44.66	46.79	44.66	46.89	49.12
SES	Human Resources Clerk	21.79	22.88	23.97	22.88	24.02	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58
SES	Human Resources Specialist	23.97	25.17	26.37	25.17	26.43	27.69	26.43	27.75	29.07	27.75	29.14	30.53	29.14	30.60	32.06	30.60	32.13	33.66
SES	Human Resources Technician	25.17	26.43	27.69	26.43	27.75	29.07	27.75	29.14	30.53	29.14	30.60	32.06	30.60	32.13	33.66	32.13	33.74	35.35
SES	Information Technology Support Analyst I	25.42	26.69	27.96	26.69	28.02	29.35	28.02	29.42	30.82	29.42	30.89	32.36	30.89	32.43	33.97	32.43	34.05	35.67
SES	Information Technology Support Analyst II	28.23	29.64	31.05	29.64	31.12	32.60	31.12	32.68	34.24	32.68	34.31	35.94	34.31	36.03	37.75	36.03	37.83	39.63
SES	Lead Custodial Service Worker	21.09	22.14	23.19	22.14	23.25	24.36	23.25	24.41	25.57	24.41	25.63	26.85	25.63	26.91	28.19	26.91	28.26	29.61
SES	Lead Facilities Maintenance Worker	29.04	30.49	31.94	30.49	32.01	33.53	32.01	33.61	35.21	33.61	35.29	36.97	35.29	37.05	38.81	37.05	38.90	40.75
SES	Legal Secretary	21.79	22.88	23.97	22.88	24.02	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58
SES	Paralegal I	31.19	32.75	34.31	32.75	34.39	36.03	34.39	36.11	37.83	36.11	37.92	39.73	37.92	39.82	41.72	39.82	41.81	43.80
SES	Paralegal II	34.30	36.02	37.74	36.02	37.82	39.62	37.82	39.71	41.60	39.71	41.70	43.69	41.70	43.79	45.88	43.79	45.98	48.17
SES	Paratransit Eligibility Coordinator	31.19	32.75	34.31	32.75	34.39	36.03	34.39	36.11	37.83	36.11	37.92	39.73	37.92	39.82	41.72	39.82	41.81	43.80
SES	Payroll Specialist	25.17	26.43	27.69	26.43	27.75	29.07	27.75	29.14	30.53	29.14	30.60	32.06	30.60	32.13	33.66	32.13	33.74	35.35

Attachment D

FY22: 2.5% wage increase, effective June 24, 2021/Adopted by the Board as of February 28, 2020

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Planning Aide	20.09	21.09	22.09	21.09	22.14	23.19	22.14	23.25	24.36	23.25	24.41	25.57	24.41	25.63	26.85	25.63	26.91	28.19
SES	Planning Data Analyst	31.19	32.75	34.31	31.19	32.75	34.39	36.03	34.39	36.11	37.83	37.92	39.73	37.92	39.82	41.72	39.82	41.81	43.80
SES	Principal Human Resources Generalist	32.36	33.98	35.60	32.36	33.98	35.68	37.38	35.68	37.46	39.24	39.33	41.20	39.33	41.30	43.27	41.30	43.37	45.44
SES	Purchasing Agent	30.91	32.46	34.01	30.91	32.46	34.08	35.70	34.08	35.78	37.48	37.57	39.36	37.57	39.45	41.33	39.45	41.42	43.39
SES	Purchasing Assistant	28.34	29.76	31.18	29.76	31.25	32.74	31.25	32.81	34.37	32.81	34.45	36.09	34.45	36.17	37.89	36.17	37.98	39.79
SES	Revenue Account Coordinator	21.73	22.82	23.91	22.82	23.96	25.10	23.96	25.16	26.36	25.16	26.42	27.68	26.42	27.74	29.06	27.74	29.13	30.52
SES	Revenue Collection Clerk	19.55	20.53	21.51	20.53	21.56	22.59	21.56	22.64	23.72	22.64	23.77	24.90	23.77	24.96	26.15	24.96	26.21	27.46
SES	Safety and Training Program Specialist I	36.40	38.22	40.04	36.40	38.22	40.13	42.04	40.13	42.14	44.15	44.25	46.36	44.25	46.46	48.67	46.46	48.78	51.10
SES	Safety and Training Program Specialist II	40.47	42.49	44.51	40.47	42.49	44.61	46.73	44.61	46.84	49.07	49.18	51.52	49.18	51.64	54.10	51.64	54.22	56.80
SES	Scheduling Analyst	31.19	32.75	34.31	31.19	32.75	34.39	36.03	34.39	36.11	37.83	37.92	39.73	37.92	39.82	41.72	39.82	41.81	43.80
SES	Senior Accounting Technician	27.41	28.78	30.15	27.41	28.78	30.22	31.66	30.22	31.73	33.24	33.32	34.91	33.32	34.99	36.66	34.99	36.74	38.49
SES	Senior Customer Service Representative	24.85	26.09	27.33	26.09	27.39	28.69	27.39	28.76	30.13	28.76	30.20	31.64	30.20	31.71	33.22	31.71	33.30	34.89
SES	Senior Financial Analyst	41.51	43.59	45.67	41.51	43.59	45.77	47.95	45.77	48.06	50.35	50.46	52.86	50.46	52.98	55.50	52.98	55.63	58.28
SES	Senior Payroll Specialist	30.23	31.74	33.25	31.74	33.33	34.92	33.33	35.00	36.67	35.00	36.75	38.50	36.75	38.59	40.43	38.59	40.52	42.45
SES	Senior Systems Administrator	46.83	49.17	51.51	46.83	49.17	51.63	54.09	51.63	54.21	56.79	56.92	59.63	56.92	59.77	62.62	59.77	62.76	65.75
SES	Senior Transportation Planner	41.99	44.09	46.19	41.99	44.09	46.29	48.49	46.29	48.60	50.91	51.03	53.46	51.03	53.58	56.13	53.58	56.26	58.94
SES	Systems Administrator	42.56	44.69	46.82	42.56	44.69	46.92	49.15	46.92	49.27	51.62	51.73	54.19	51.73	54.32	56.91	54.32	57.04	59.76
SES	Transportation Planner I	31.49	33.06	34.63	31.49	33.06	34.71	36.36	34.71	36.45	38.19	38.27	40.09	38.27	40.18	42.09	40.18	42.19	44.20
SES	Transportation Planner II	34.98	36.73	38.48	34.98	36.73	38.57	40.41	40.50	42.43	40.50	42.53	44.56	42.53	44.66	46.79	44.66	46.89	49.12
SEV	Electronic Technician	32.36	33.98	35.60	32.36	33.98	35.68	37.38	35.68	37.46	39.24	39.33	41.20	39.33	41.30	43.27	41.30	43.37	45.44
SEV	Lead Mechanic	32.87	34.51	36.15	32.87	34.51	36.24	37.97	36.24	38.05	39.86	39.95	41.85	39.95	41.95	43.95	41.95	44.05	46.15
SEV	Lead Parts and Materials Clerk	27.83	29.22	30.61	27.83	29.22	30.68	32.14	30.68	32.21	33.74	33.82	35.43	33.82	35.51	37.20	35.51	37.29	39.07
SEV	Lead Vehicle Service Worker	23.29	24.45	25.61	23.29	24.45	25.67	26.89	25.67	26.95	28.23	28.30	29.65	28.30	29.72	31.14	29.72	31.21	32.70
SEV	Mechanic I	24.66	25.89	27.12	24.66	25.89	27.18	28.47	27.18	28.54	29.90	29.97	31.40	29.97	31.47	32.97	31.47	33.04	34.61
SEV	Mechanic II	27.41	28.78	30.15	27.41	28.78	30.22	31.66	30.22	31.73	33.24	33.32	34.91	33.32	34.99	36.66	34.99	36.74	38.49
SEV	Mechanic III	30.14	31.65	33.16	30.14	31.65	33.23	34.81	33.23	34.89	36.55	36.63	38.37	36.63	38.46	40.29	38.46	40.38	42.30
SEV	Parts and Materials Clerk	23.20	24.36	25.52	23.20	24.36	25.58	26.80	26.86	28.14	26.86	28.20	29.54	28.20	29.61	31.02	29.61	31.09	32.57
SEV	Upholsterer I	23.29	24.45	25.61	23.29	24.45	25.67	26.89	25.67	26.95	28.23	28.30	29.65	28.30	29.72	31.14	29.72	31.21	32.70
SEV	Upholsterer II	25.61	26.89	28.17	25.61	26.89	28.23	29.57	28.23	29.64	31.05	31.12	32.60	31.12	32.68	34.24	32.68	34.31	35.94
SEV	Vehicle Body Repair Mechanic	25.61	26.89	28.17	25.61	26.89	28.23	29.57	28.23	29.64	31.05	31.12	32.60	31.12	32.68	34.24	32.68	34.31	35.94
SEV	Vehicle Service Detailer	21.33	22.40	23.47	21.33	22.40	23.52	24.64	23.52	24.70	25.88	25.94	27.18	25.94	27.24	28.54	27.24	28.60	29.96
SEV	Vehicle Service Worker I	17.46	18.33	19.20	17.46	18.33	19.25	20.17	20.21	21.17	20.21	21.22	22.23	21.22	22.28	23.34	22.28	23.39	24.50
SEV	Vehicle Service Worker II	19.46	20.43	21.40	19.46	20.43	21.45	22.47	22.52	23.59	22.52	23.65	24.78	23.65	24.83	26.01	24.83	26.07	27.31

Special Handling - filled positions as of 10/26/2019

UNION	TITLE	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	Benefits Technician	25.45	26.72	27.99	26.72	28.06	29.40	28.06	29.46	30.86	29.46	30.93	32.40	30.93	32.48	34.03	32.48	34.10	35.72
SES	Human Resources Technician	26.23	27.54	28.85	26.23	27.54	28.92	30.30	30.37	31.82	30.37	31.89	33.41	31.89	33.48	35.07	33.48	35.15	36.82
SES	Planning Aide	23.66	24.84	26.02	23.66	24.84	26.08	27.32	27.38	28.68	27.38	28.75	30.12	28.75	30.19	31.63	30.19	31.70	33.21
SES	Planning Data Analyst	31.60	33.18	34.76	31.60	33.18	34.84	36.50	36.58	38.32	36.58	38.41	40.24	38.41	40.33	42.25	40.33	42.35	44.37
SEV	Mechanic I	25.07	26.32	27.57	25.07	26.32	27.64	28.96	29.02	30.40	29.02	30.47	31.92	30.47	31.99	33.51	31.99	33.59	35.19
SEV	Vehicle Service Worker I	17.67	18.55	19.43	17.67	18.55	19.48	20.41	20.45	21.42	20.45	21.47	22.49	21.47	22.54	23.61	22.54	23.67	24.80

Longevity Pay is based only on length of service.



DATE: February 28, 2020

TO: Board of Directors

FROM: Alex Clifford, CEO

SUBJECT: CONSIDERATION OF DESIGNATION OF SAFETY, SECURITY AND RISK MANAGEMENT DIRECTOR TO THE CALIFORNIA TRANSIT INDEMNITY POOL (CALTIP) BOARD OF DIRECTORS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution designating the Safety, Security, and Risk Management Director to the CalTIP Board of Directors

II. SUMMARY

- Santa Cruz Metropolitan Transit District's (METRO) casualty and liability insurance is provided through CalTIP, a self-insured pool of California transit operators.
- METRO is required to designate a representative and an alternate representative to the CalTIP Board of Directors (Board).
- Because the CalTIP Board of Directors sets policy that affects many aspects of the District's risk management, operations and maintenance functions, the Board appointed the Finance Deputy Director as the primary representative in 2009.
- With the retirement of the Finance Deputy Director, it is necessary to appoint a replacement.
- The Chief Operations Officer (COO) currently serves as the Designated Alternate.

III. DISCUSSION/BACKGROUND

METRO is a charter member of CalTIP, which was created in 1987 and was formed as a joint powers authority to be a viable and highly successful alternative to the commercial insurance market. CalTIP currently consists of over 30 transit districts. The Finance Deputy Director has served as METRO's CalTIP Director since 2009. With the retirement of the Finance Deputy Director, it is necessary to

appoint a new Director. Staff is recommending that the Safety, Security, and Risk Management Director be appointed as METRO's CalTIP Director. The COO currently serves as the Designated Alternate.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO's Safety First Culture strategic priority.

V. FINANCIAL CONSIDERATIONS/IMPACT

There are no additional financial impacts, as CalTIP reimburses METRO for all CalTIP related travel expenses.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

- CalTIP provides cost-effective insurance, risk management, and safety services, therefore the Safety, Security, and Risk Management Director is the preferred choice. A different department director could be appointed rather than the Safety, Security, and Risk Management Director, but that alternative is not recommended.
- The Board could decide not to appoint a replacement Director, but that alternative is not recommended because the CalTIP Director position is a requirement of CalTIP membership.

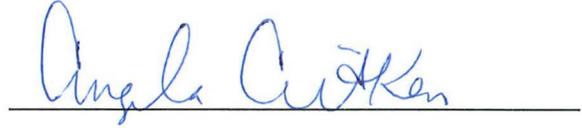
VIII. ATTACHMENTS

Attachment A: Resolution appointing Director of the California Transit Indemnity Pool (CalTIP)

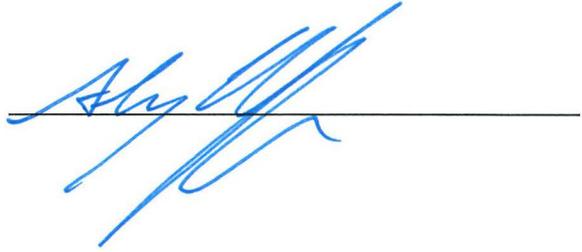
Prepared by: Debbie Kinslow, Finance Deputy Director

IX. APPROVALS

Approved as to fiscal impact:
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



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Attachment A



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

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

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT APPOINTING DIRECTOR OF THE CALIFORNIA TRANSIT INDEMNITY POOL (CAL TIP)

WHEREAS, the Board of Directors of the Santa Cruz Metropolitan Transit District, at its April 17, 1987 meeting, did hereby authorize participation by the District in the California Transit Indemnity (Insurance) Pool (CalTIP) beginning July 1, 1987; and

WHEREAS, it is necessary for the Board of Directors to approve appointment of a Director of the California Transit Indemnity Pool; and

NOW, THEREFORE, BE IT RESOLVED, that the Safety, Security and Risk Management Director is hereby appointed the Director of the California Transit Indemnity Pool to serve at the pleasure of the Board of Directors of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 28th day of February 2020 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

Attachment A

Resolution No. _____

Page 2

ABSENT: Directors -

Approved:

Mike Rotkin, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Julie A. Sherman, General Counsel



DATE: February 28, 2020
TO: Board of Directors
FROM: Dawn Crummié, Human Resources Director
**SUBJECT: CONSIDERATION OF APPROVING THE AMENDED PERSONNEL
RULES AND REGULATIONS AND APPROVAL OF THE RESOLUTION
REGARDING THIS ACTION**

I. RECOMMENDED ACTION

**Adopt Santa Cruz METRO's Personnel Rules and Regulations and Approve
the Resolution Adopting the Amended Rules and Regulations**

II. SUMMARY

- It is useful for the Santa Cruz Metropolitan Transit District (METRO) to maintain Personnel Rules and Regulations in order to provide a fair and equitable system of personnel management.
- The Personnel Rules and Regulations of the METRO were initially adopted in 1976 and have been revised several times since that date.
- The Personnel Rules and Regulations were last revised on July 24, 1987.
- METRO's HR Director and General Counsel have updated the Personnel Rules and Regulations to reflect current law, current position titles and current practices.
- The revised Policy was provided to Sheet Metal, Air, Rail and Transportation Workers (SMART) on November 1, 2019 and to the Service Employees International Union (SEIU) on December 3, 2019. Staff has received no objections from either union.
- METRO staff took the revised Personnel Rules and Regulations to the Board of Directors (Board) on January 24, 2020. At that meeting, representatives from SMART sought clarification of certain changes and the Board referred this item back to the Personnel/HR Standing Committee (Committee) for their review.
- METRO staff is recommending that the Board adopt the amended Personnel Rules and Regulations and approve the attached Resolution.

III. DISCUSSION/BACKGROUND

METRO's Personnel Rules and Regulations were established in order to provide a fair and equitable system of personnel management. In addition, these regulations ensure that METRO can provide a public transportation system for its passengers that is productive, while also providing a work environment that is beneficial to all METRO employees.

The Personnel Rules and Regulations were created and adopted by the Board to ensure just and similar treatment for those who compete for employment and promotion within METRO. In addition, these regulations define the rights, obligations, privileges, benefits and prohibitions relating to all METRO employees.

METRO's HR Director, along with the General Counsel, have updated the Personnel Rules and Regulations to reflect current law, current position titles and current practices.

Representatives from Service Employees International Union (SEIU), Local 521 and Sheet Metal, Air, Rail and Transportation Workers (SMART), Local 23 have been given the opportunity to review and discuss the amended Personnel Rules and Regulations, and to date, no objections have been raised to the proposed changes.

METRO staff took the amended Personnel Rules and Regulations to the Personnel/HR Standing Committee on January 10, 2020, and they had no proposed changes. METRO staff previously took the revised Personnel Rules and Regulations to the Board on January 24, 2020 for their adoption. At that meeting, representatives from SMART sought clarification of certain changes. The Board referred this item back to the Personnel/HR Standing Committee for their review. On February 14, 2020, the Committee reviewed the Personnel Rules and Regulations and had no suggested changes

At this time, staff recommends that the Board approve the revised Personnel Rules and Regulations (Exhibit A). Also, attached is a redlined copy of the Regulations (Exhibit A), showing the language that was revised.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

These Rules and Regulations apply to employee engagement.

V. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial considerations at this time.

VI. CHANGES FROM COMMITTEE

None.

VII. ALTERNATIVES CONSIDERED

None.

VIII. ATTACHMENTS

Attachment A: Resolution Adopting the Amended Personnel Rules and Regulations of the Santa Cruz Metropolitan Transit District

Exhibit A: Personnel Rules and Regulations (final and redlined versions)

Prepared by: Rickie-Ann Kegley, Paralegal

IX. APPROVALS

Dawn Crummié
Human Resources Director



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:

ADOPTION OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S AMENDED PERSONNEL RULES AND REGULATIONS

WHEREAS, the Santa Cruz Metropolitan Transit District has found it useful to maintain Personnel Rules and Regulations to provide a fair and equitable system of personnel management;

WHEREAS, in 1976, the Personnel Rules and Regulations were adopted by the Board of Directors with approval of Resolution No. 76-1-2;

WHEREAS, the Personnel Rules and Regulations were last amended on July 24, 1987;

WHEREAS, METRO's General Counsel has reviewed the amended Personnel Rules and Regulations and has approved the recommended changes to reflect current law, position titles and practices; and

WHEREAS, Staff recommends that the Board of Directors approve the amended Personnel Rules and Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby resolves, determines and orders as follows:

1. The Personnel Rules and Regulations previously adopted on July 24, 1987, are hereby rescinded.

Attachment A

Resolution #
Page 2 of 3

2. The amended Personnel Rules and Regulations attached and labeled "Exhibit A", is hereby adopted.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on February 28, 2020, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

JULIE A. SHERMAN
General Counsel

9-11A.2

Attachment A

Resolution #
Page 3 of 3

EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RESOLUTION NO. _____

PERSONNEL RULES AND REGULATIONS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

(Attached)

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Exhibit A

Final Document

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Exhibit A

PERSONNEL RULES AND REGULATIONS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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 with Santa Cruz METRO.
2. **APPOINTING AUTHORITY** - The group or person having the lawful power to make appointments and to remove persons from METRO positions.
3. **CHARGEABLE ACCIDENT** - An accident which is determined by METRO to be the fault of the employee.
4. **CLASSIFIED POSITIONS** - Those positions established and classified by the Santa Cruz METRO 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.

Exhibit A

11. **EMPLOYEE** - A person filling a classified or unclassified, position with METRO.
12. **EMPLOYEE WORK STATION** - The METRO 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.
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 METRO.
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 METRO.

Exhibit A

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 METRO 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.
 - 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 METRO as designated by the appointing authority.
26. **REGULAR EMPLOYEE** - An employee who has satisfactorily completed their probationary period in the classified position that they are 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 they held prior to layoff.
28. **REPRIMAND** - A written notice issued for any minor disciplinary cause.
29. **RESIGNATION** - The notification to METRO by an employee that they shall cease their employment with METRO.
30. **SEPARATION** - The non-disciplinary departure of an employee from METRO 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 them.
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.

Exhibit A

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 METRO service for cause set forth in Section 30 of these Personnel Rules and Regulations or for failure to complete satisfactorily the probationary period.
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 METRO's established Classified Personnel List.
38. **WORK STANDARDS** - Written job performance requirements specified in an employee's job specification and in METRO 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 Santa Cruz METRO 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 positions of CEO/General Manager, and General Counsel, the appointing authority shall be the Santa Cruz METRO Board of Directors. For all other positions, the appointing authority shall be the CEO/General Manager of METRO or their designee as specified in writing by the CEO/General Manager.

SECTION 4: PERSONNEL COVERED

These Rules and Regulations shall be applicable to all employees of METRO. 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 METRO. 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.

Exhibit A

SECTION 6: CLASSIFIED POSITIONS

The Human Resources Department shall establish all employee classified positions. The Human Resources Department shall make periodic studies of classifications, job specifications and/or compensation of all positions and shall submit for approval to the CEO/General Manager any changes, which they deem desirable to better classify or describe positions. Changes shall be called reclassification.

SECTION 7: ALLOCATION OF POSITIONS AND SALARY

The Human Resources Department shall establish the necessary position title and the salary range for each position contained within the Classified Personnel List

SECTIONS 8: CLASSIFIED PERSONNEL LIST

A record to be known as the Classified Personnel List of METRO shall be kept in the office of the Human Resources Department, and shall contain the name of every person employed in a classified position and receiving compensation from METRO. This list shall show respectively every officer or employee, the title of the position held, the salary or compensation as approved 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 Human Resources Department and adopted by the CEO/General Manager. Said specification shall include examples of duties, all qualifications, knowledge and abilities required for said position. The Human Resources Department 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 CEO/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 CEO/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 2080 hours worked of service on the

Exhibit A

previous step. Step increases shall be consistent with Section 27 of these Personnel Rules and Regulations.

SECTION 11: OVERTIME AND COMPENSATORY TIME OFF

Non-exempt employees in paid status are entitled to overtime for: authorized work in excess of 8 hours per day when assigned to an 8-hour shift; authorized work in excess of 10 hours per day when assigned to a 10-hour shift; or authorized work in excess of 40 hours per week. Said overtime shall be compensated as additional salary based on 1 1/2 times the employee's regular hourly rate at which they are employed.

Non-exempt employees in paid status are entitled to overtime for all work performed on the seventh consecutive day of that pay week at a rate of 2 times the employee's regular hourly rate of pay.

SECTION 12: NOTICE OF VACANCIES

All vacancies shall be publicly advertised by posting and also may be advertised by publication at the discretion of METRO. If said advertising is done by posting, then the posting of the advertisement on the official bulletin boards of METRO shall be for not less than ten (10) calendar days. Said notice shall contain the job duties, qualifications and range of compensation for the position.

SECTION 13: APPLICATION FOR VACANCIES

Application for current vacancies and future employment opportunities may be completed online at www.scmtd.com. Anticipated vacancies shall be kept in the office of the the Human Resources Department. Applications shall be readily available to all employees and interested members of the public.

SECTION 14: NOTICE OF ELIGIBILITY LIST EXAMINATIONS

Where deemed necessary, the Human Resources Department 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 CEO/General Manager, or their 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.

Fraudulent conduct or false statements by an applicant on their application or examination shall be deemed cause for disqualification.

Exhibit A

METRO shall make reasonable accommodation for persons with disabilities as appropriate for the position. METRO will provide a reasonable accommodation to disabled applicants if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

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 CEO/General Manager, or their designee 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. METRO shall hire the applicant who best meets the needs of METRO. METRO, to the extent practicable, shall encourage current employees to apply for all vacancies in METRO.

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 CEO/General Manager or their designee shall notify the applicant of their appointment. If the applicant accepts the appointment and reports for duty at the prescribed time, they shall be deemed to be appointed; otherwise, the applicant shall be deemed to have declined the appointment.

SECTION 18: ANNIVERSARY DATE

The date of an employee's first reporting for duty with METRO shall be the anniversary date and shall be used as the beginning date for the computation of benefits and METRO 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

Exhibit A

service by METRO, the CEO/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 Santa Cruz METRO 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 METRO Board meeting (whichever occurs first) unless otherwise approved by the Santa Cruz METRO 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. 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 their 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 lay off 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

Exhibit A

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 METRO 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 METRO. 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 Human Resources Department

Evaluations shall be recorded only on METRO 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 their 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.

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.

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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, they 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 CEO/General Manager or their designee. Request for administrative review shall be submitted in writing to the CEO/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 METRO, 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

METRO 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.

Exhibit A

This system shall include:

- A. Counseling and Evaluations:
 - 1. Counseling/Verbal Warning
 - 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 METRO.

1. Disciplinary Actions

A. WRITTEN 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 precluded from performing work activities for a specified period of time. A suspension may be with or without pay 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.

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 they do not possess the minimum qualifications unless METRO provides training

Exhibit A

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 METRO 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 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 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.

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- 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 METRO and in consideration of efforts made by an employee to rehabilitate themselves. 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 themselves.

When it is determined that continued attendance at work by an employee would not be in the best interest of METRO, 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.

For more major violations, the first violation shall result in suspension and the second in a longer suspension, demotion and/or termination. For severe violations, the first incident may result in demotion and/or termination.

When job performance falls below satisfactory standards, the employee may be demoted as a disciplinary action.

Determination of the severity of the violation and appropriate disciplinary action shall be at the discretion of the CEO/General Manager or his/her designee. Regardless of other provisions of this section, an employee may be demoted or terminated for any first time violation of METRO policy or for any cause listed in Section 30 of these Rules and Regulations when demotion and/or termination is deemed to be appropriate by the CEO/General Manager.

SECTION 30: GROUNDS FOR DISCIPLINARY ACTION

- A. Cause for disciplinary action and/or termination shall include but not be limited to:
1. Insubordination to a supervisor in the course of employment
Insubordination shall mean refusal or failure to perform lawful duties as assigned by an employee with authority to assign such duties.
 2. Neglect of duty. Neglect of duty shall include failure to observe established METRO or Departmental written operational procedures which shall be available at all applicable employee workstations.

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3. Failure to perform assigned duties or failure to meet satisfactory work standards for the position.
4. Carelessness or misconduct in the discharge of assigned duties, which shall include (without limitation) recurrence of chargeable accidents.
5. Selling, trading, exchanging, distributing, or providing to any person, any narcotics, drugs or alcohol while on duty or on METRO property or while wearing a METRO uniform off-duty and observable by the public.
6. Possession of any narcotics or hallucinogenic substances or open containers of alcohol while on duty or on METRO property or while wearing a METRO uniform off-duty and observable by the public.
7. Reporting to work intoxicated or under the influence of alcohol, prescribed or over-the-counter medications in excess of prescribed dosages or other non-prescribed hallucinogenic substances, or becoming intoxicated or influenced by narcotics, drugs or alcohol while on duty, or on METRO property, or while wearing a METRO 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 METRO procedures or refuses to release sobriety test results, they 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 METRO equipment, or in any way endangers METRO employees or patrons or which violates any local ordinance or State or Federal law.
9. The consumption of alcohol or use of any narcotic, prescribed or non-prescribed, or hallucinogenic substance while in METRO uniform and observed by or observable by the public.
10. Actions, including misconduct, willful malfeasance or misfeasance, which reasonably could have an adverse effect on the public or on other METRO employees.
11. Possession or use of a weapon not authorized in writing by METRO while on duty or on METRO property.
12. Conviction of a felony while employed by METRO where the CEO/General Manager determines that continued employment of said employee would not be beneficial to METRO.
13. Conviction of any crime involving moral turpitude, immoral acts or crimes of an immoral nature, crimes involving the sale of illicit drugs

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and/or crimes involving children, or conviction of any crime performed while on duty.

14. Disobedience of any written METRO 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, collective bargaining agreements, or leave subject to statutory protection; an unscheduled absence that would otherwise violate METRO's attendance policy; or excessive absenteeism.
16. Dishonesty which shall include but not be limited to falsifying one's time card, falsifying claims for reimbursement, or lying on application forms.
17. Misrepresentation of the employee's authority to represent METRO.
18. Theft, or unauthorized use, or taking of METRO 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 METRO.
20. Failure to comply with written safety rules and procedures, including failure to use appropriate personal safety equipment.
21. Where employees are required as a part of their duties to represent METRO or to interact with the public or other employees, any act, habit, behavior, appearance, or combination of factors either on or off 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 METRO fares, revenues, funds or monies.
23. For positions that require operation of METRO 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 METRO vehicle.

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26. Failure to follow the orders of a police, fire protection, or peace officer while conducting METRO 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 METRO property.
 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 their 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.
- a. For employees required to be on time to ensure continuity of bus service to the public the following policy shall be in effect.

To ensure that a fair and equitable policy is established to control unexcused lateness consistent with the overall mission of METRO 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.

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 workstation 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.

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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

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 they could not report on time due to the following:

1. Inability to report due to a statutorily protected absence
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 METRO 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 METRO 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

Exhibit A

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 they could not report on time due to one of the following:

1. Inability to report due to a statutorily protected absence
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 METRO 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 or near the applicable employee workstation

SECTION 31: SEPARATION

Employees may be separated from service with METRO 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 CEO/General Manager may separate employees from service with METRO in cases where the employee, due to physical disability or mental incapacity is unable to perform the duties of the position to which they are 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.

METRO shall make reasonable accommodation for an employee's physical disability or mental incapacity if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If the employee believes

Exhibit A

they need an accommodation because of their disability; the employee is responsible for requesting a reasonable accommodation from the Human Resources Department. The employee may make the request orally or in writing. After receiving the employee's oral or written request, the Human Resources Department will engage in an interactive dialogue with the employee to determine the precise limitations of the employee's disability and explore potential reasonable accommodations that could overcome those limitations. Individuals will not be retaliated against for requesting an accommodation in good faith. METRO expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

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 Santa Cruz METRO Board of Directors within ten (10) days after mailing of the notice of disciplinary action. The Santa Cruz METRO 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 Santa Cruz METRO Board of Directors or to a hearing officer, but final determination shall be made by the Board of Directors. The determination of the Santa Cruz METRO Board of Directors shall be final. The judicial review of the 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 CEO/GENERAL MANAGER

The Board of Directors shall appoint the CEO/General Manager who shall have the responsibility for proper administration of METRO in accordance with state laws and such ordinances, resolutions and policies as may be established by the Board. The performance of the CEO/General Manager shall be evaluated annually by the Board of Directors.

The CEO/General Manager shall serve at the pleasure of the Board of Directors.

The Powers and duties of the CEO/General Manager shall include the authority and responsibility of administering these Personnel Rules and Regulations and of serving as the appointing authority for all METRO employees. The CEO/General Manager may designate in writing, in accordance with adopted METRO job descriptions, the authority to appoint, evaluate and discipline METRO 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.

Exhibit A

SECTION 36: CONFLICT OF INTEREST/INCOMPATIBLE ACTIVITY

METRO is committed to achieving the highest standards of professionalism and ethical conduct in its operations and expects its employees to conduct their business according to the highest ethical standards of conduct and to comply with all applicable laws.

No employee of METRO 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 METRO's adopted Conflict of Interest Code, shall disqualify themselves 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. METRO further prohibits all employees from using their position with METRO and its relationship with its customers, vendors, suppliers, or contractors for private gain or to obtain benefits for themselves or members of their family. No designated employee shall be prevented from making or participating in the making of any decision to the extents that their participation is legally required for the decision to be made.

If you become aware of any potential conflict of interest or ethical concern regarding your employment or another employee at METRO, you must promptly speak to, write or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the next level above your direct supervisor as soon as possible. You should be as detailed as possible. METRO will investigate all concerns regarding conflicts of interest, determine whether a conflict of interest exists, and what action should be taken. METRO prohibits any form of discipline, reprisal, intimidation or retaliation for reporting a potential conflict of interest or violation of this policy or cooperating in related investigations.

SECTION 37: AFFIRMATIVE ACTION PROGRAM

The Santa Cruz METRO 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 METRO to plan, implement and administer all personnel and employment policies, procedures and programs without regard to race, religion (including religious beliefs, observance and practice, and dress or grooming), color, national origin, ancestry, gender, sex (including pregnancy, childbirth, breastfeeding, or medical conditions related to pregnancy), sexual orientation, marital status, military or veteran status, age, genetic information, medical condition, or physical or mental disability when, with reasonable accommodation, the individual can perform the duties of the job. This policy shall apply to all employees, interns, 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.

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SECTION 38: REVIEW BY CEO/GENERAL MANAGER

Any employee who is dissatisfied with the application of the Personnel Rules and Regulations may submit in writing to the CEO/General Manager such notice of dissatisfaction or concern for review.

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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 "DISTRICTMETRO,"~~ 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~~Santa Cruz METRO 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 DISTRICTMETRO.~~

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 ~~Santa Cruz METRO 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 with Santa Cruz METRO. ~~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~~METRO positions.

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3. **CHARGEABLE ACCIDENT** - An accident which is determined by ~~the~~ [DistrictMETRO](#) to be the fault of the employee.
4. **CLASSIFIED POSITIONS** - Those positions established and classified by the [Santa Cruz DISTRICTMETRO](#) 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~~ [DISTRICTMETRO](#).
12. **EMPLOYEE WORK STATION** - The [DistrictMETRO](#) 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.

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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~~ [DISTRICTMETRO](#).
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~~ [DISTRICTMETRO](#).
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~~ [METRO](#) 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~~METRO as designated by the appointing authority.
26. **REGULAR EMPLOYEE** - An employee who has satisfactorily completed ~~his/her~~their probationary period in the classified position that ~~he/she is~~they are 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~~they held prior to layoff.
28. **REPRIMAND** - A written notice issued for any minor disciplinary- cause.
29. **RESIGNATION** - The notification to ~~the DISTRICT~~METRO by an employee that ~~he/she~~they shall cease ~~his/her~~their employment with ~~the DISTRICT~~METRO.
30. **SEPARATION** - The non-disciplinary departure of an employee from ~~DISTRICT~~METRO 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~~them.
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~~METRO 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~~ DISTRICTMETRO'S established -Classified Personnel List.
38. **WORK STANDARDS** - Written job performance requirements specified in an employee's job specification and in DISTRICT-METRO 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-Santa Cruz METRO 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/CEO/General Manager, and General Counsel, the appointing authority shall be the DISTRICT-Santa Cruz METRO Board of Directors. For all other positions the appointing authority shall be the General-Manager/CEO/General Manager of ~~the~~ DISTRICTMETRO or ~~his/her~~ their designee as specified in writing by the General-Manager/CEO/General Manager.

SECTION 4: PERSONNEL COVERED

These Rules and Regulations shall be applicable to all employees of ~~the~~ DISTRICTMETRO. 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~~ DistrictMETRO. 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~~ Human Resources Department shall establish all employee classified positions. The ~~General-Manager~~ Human Resources Department shall make periodic studies of classifications, job specifications and/or compensation of all positions and shall

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submit for approval to the ~~Board of Directors~~CEO/General Manager any changes which ~~he/she/they~~ 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~~Human Resources Department shall establish the necessary position title and the salary range for each position contained within the Classified Personnel List

SECTIONS 8: CLASSIFIED PERSONNEL LIST

A record to be known as the Classified Personnel List of ~~the DISTRICT METRO~~ shall be kept in the office of the ~~General Manager~~CEO/General Manager Human Resources Department, and shall contain the name of every person employed in a classified position and receiving compensation from ~~the DISTRICT METRO~~. This list shall show respectively every officer or employee, the title of the position held, ~~the~~ salary or compensation as fixed approved 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~~Human Resources Department and adopted by the ~~DISTRICT Board of Directors~~CEO/General Manager. Said specification shall include examples of duties, all qualifications, knowledge and abilities required for said position. The ~~General Manager~~Human Resources Department 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~~CEO/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~~CEO/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~~2080 hours worked of service on the previous step. Step increases shall be consistent with Section 27 of these Personnel Rules and Regulations.

SECTION 11: OVERTIME AND COMPENSATORY TIME OFF

Non-exempt employees in paid status are entitled to overtime for: authorized work in excess of 8 hours per day when assigned to an 8-hour shift; authorized work in excess of 10 hours per day

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when assigned to a 10-hour shift; or 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~~they are employed.

Non-exempt employees in paid status are entitled to overtime for all work performed on the seventh consecutive day of that pay week at a rate of 2 times the employee's regular hourly rate of pay.

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~~METRO. If said advertising is done by posting, then the posting of the advertisement on the official bulletin boards of ~~the DISTRICT~~METRO shall be for not less than ten (10) 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 current vacancies and future employment opportunities may be completed online at www.scmtd.com and Anticipated vacancies shall be kept in the office of the ~~General Manager,~~ the Personnel Human Resources Department. ~~and employee workstations.~~ Applications ~~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~~Human Resources Department 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~~CEO/General Manager, or ~~his/her~~their 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 on their application or examination shall be deemed cause for disqualification.

The DISTRICTMETRO shall make reasonable accommodation for ~~handicapped individuals~~persons with disabilities as appropriate for the position. METRO will provide a reasonable accommodation to disabled applicants if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an

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~~undue hardship. An applicant may be excluded for physical disability or incapacity 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~~CEO/General Manager, or their designee 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~~METRO shall hire the applicant who best meets the needs of ~~the DISTRICT~~METRO. ~~The DISTRICT~~METRO, to the extent practicable, shall encourage current employees to apply for all vacancies in ~~the DISTRICT~~METRO.

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~~CEO/General Manager or ~~his/her~~their designee shall notify the applicant of ~~his/her~~their appointment. If the applicant accepts the appointment and reports for duty at the prescribed time, ~~he/she~~they shall be deemed to be appointed; otherwise, ~~he/she~~the applicant 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~~METRO shall be the anniversary date and shall be used as the beginning date for the computation of benefits and ~~DISTRICT~~METRO 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~~METRO, the ~~General Manager~~CEO/General Manager may employ such persons as may be needed for the duration of the emergency without regard to adopted

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Personnel Rules and Regulations, or other rules affecting appointments. All such appointments must be reported to the DISTRICT-Santa Cruz METRO 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-METRO- Board meeting (whichever occurs first) unless otherwise approved by the DISTRICT-Santa Cruz METRO 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/their 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/their 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 lay_off 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

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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 METRO](#) 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 METRO](#). 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 [Human Resources Department Board of Directors or a designated subcommittee thereof](#).

Evaluations shall be recorded only on [DISTRICT METRO](#) 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~~[their](#) 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.

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.

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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/they~~ shall be removed from special evaluation status. The maximum time period that 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~~CEO/General Manager or ~~his/her/their~~ designee. Request for administrative review shall be submitted in writing to the ~~General Manager~~CEO/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~~ DISTRICTMETRO, 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~~ DISTRICTMETRO 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:

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A. Counseling and Evaluations:

1. Counseling/Verbal Warning
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~~ DISTRICTMETRO.

1. Disciplinary Actions

A. LETTER OF WRITTEN 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~~ ~~doesthey do~~ not possess the minimum qualifications unless ~~the~~ DistrictMETRO 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 DistrictMETRO 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 DISTRICTMETRO](#) and in consideration of efforts made by an employee to rehabilitate ~~him/herself/themselves~~. 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/themselves~~.

When it is determined that continued attendance at work by an employee would not be in the best interest of [the DISTRICTMETRO](#), 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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7. Reporting to work intoxicated or ~~under~~under the influence of alcohol, prescribed or over-the-counter medications in excess of prescribed dosages or other non-prescribed hallucinogenic substances, or becoming ~~intoxicating~~intoxicating intoxicated or influenced by narcotics, drugs or alcohol while on duty, or on ~~DISTRICT~~DISTRICT ~~METRO~~METRO property, or while wearing a ~~METRO~~METRO ~~DISTRICT~~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 ~~METRO~~METRO ~~District~~District procedures or refuses to release sobriety test results, ~~he/she/they~~he/she/they 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 ~~METRO~~METRO ~~DISTRICT~~DISTRICT equipment, or in any way endangers ~~DISTRICT~~DISTRICT ~~METRO~~METRO employees or patrons or which violates any local ordinance or State or Federal law.
9. The consumption of alcohol or use of any narcotic, prescribed or non-prescribed, or hallucinogenic substance while in ~~DISTRICT~~DISTRICT ~~METRO~~METRO uniform and observed by or observable by the public.
10. Actions, including misconduct, willful malfeasance or misfeasance, which reasonably could have an adverse effect on the public or on other ~~DISTRICT~~DISTRICT ~~METRO~~METRO employees.
11. Possession or use of a weapon not authorized in writing by ~~the~~the ~~DISTRICT~~DISTRICT ~~METRO~~METRO while on duty or on ~~DISTRICT~~DISTRICT ~~METRO~~METRO property.
12. Conviction of a felony while employed by ~~the~~the ~~DISTRICT~~DISTRICT ~~METRO~~METRO where the ~~General Manager~~CEO/General Manager determines that continued employment of said employee would not be beneficial to ~~the~~the ~~DISTRICT~~DISTRICT ~~METRO~~METRO.
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~~DISTRICT ~~METRO~~METRO 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~~or collective bargaining agreements, or leave subject to statutory protection; an unscheduled absence that would otherwise violate METRO's attendance policy; or excessive absenteeism.

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16. Dishonesty which shall include but not be limited to falsifying one's time card, ~~falsifying or other~~ claims for reimbursement, or lying on application forms.
17. Misrepresentation of the employee's authority to represent ~~the~~ DISTRICTMETRO.
18. Theft, or unauthorized use, or taking of District-METRO 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~~DISTRICTMETRO.
20. Failure to comply with written safety rules and procedures, including failure to use ~~appropriate~~personal protective safety equipment.
21. Where employees are required as a part of their duties to represent ~~the~~ DISTRICTMETRO or to interact with the public or other employees, any act, habit, behavior, appearance, or combination of factors either on or off 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-METRO fares, revenues, funds or monies.
23. For positions that require operation of DISTRICT-METRO 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 DISTRICTMETRO vehicle.
26. Failure to follow the orders of a police, fire protection, or peace officer while conducting DISTRICT-METRO 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.

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28. Assault and battery on another person while on duty or on ~~DISTRICT~~
METRO property.
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~~their 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~~
DISTRICTMETRO 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~~ensure 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~~they could not report on time due to the following:

1. Inability to report due to ~~hospitalization~~ a statutorily protected absence
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-METRO scheduling errors shall not be charged with a miss-out

- b. For employees required to be on ~~time~~ time to ensure continuity of work products including the provision of vehicle servicing, maintenance of vehicles, maintenance of DISTRICT-METRO facilities and equipment, and provision of dispatch and public information services, the following policy shall be in effect

Employees must report to their assignments ~~at least~~ 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~~they could not report on time due to one of the following:

1. Inability to report due to ~~hospitalization~~ a statutorily protected absence
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 METRO~~ 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 or near the applicable employee workstation

SECTION 31: SEPARATION

Employees may be separated from service with ~~the District~~METRO 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~~CEO/General Manager may separate employees from service with ~~the District~~METRO 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~~they are 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~~METRO shall make reasonable accommodation for an employee's physical disability or mental incapacity if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. when that employee, with such accommodation, is capable of performing the duties of the job to which

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~~he/she is assigned.~~ If the employee believes they need an accommodation because of their disability, the employee is responsible for requesting a reasonable accommodation from the Human Resources Department. The employee may make the request orally or in writing. After receiving the employee's oral or written request, the Human Resources Department will engage in an interactive dialogue with the employee to determine the precise limitations of the employee's disability and explore potential reasonable accommodations that could overcome those limitations. Individuals will not be retaliated against for requesting an accommodation in good faith. METRO expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

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-Santa Cruz METRO~~ Board of Directors within ten (10) days after mailing of the notice of disciplinary action. The ~~DISTRICT-Santa Cruz METRO~~ 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-Santa Cruz METRO~~ 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-Santa Cruz METRO~~ 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~~CEO/GENERAL MANAGER

The Board of Directors shall appoint the ~~General Manager~~CEO/General Manager who shall have the responsibility for proper administration of ~~the District~~METRO in accordance with state laws and such ordinances, resolutions and policies as may be established by the Board. The performance of the ~~General Manager~~CEO/General Manager shall be evaluated annually by the Board of Directors.

The ~~General Manager~~CEO/General Manager shall serve at the pleasure of the Board of Directors.

The Powers and duties of the ~~General Manager~~CEO/General Manager shall include the authority and responsibility of administering these Personnel Rules and Regulations and of serving as the appointing authority for all ~~Distriet~~METRO employees. The ~~General Manager~~CEO/General Manager may designate in writing, in accordance with adopted ~~Distriet~~METRO job descriptions, the authority to appoint, evaluate and discipline ~~Distriet~~METRO 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

Exhibit A

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

METRO is committed to achieving the highest standards of professionalism and ethical conduct in its operations and expects its employees to conduct their business according to the highest ethical standards of conduct and to comply with all applicable laws.

No employee of ~~the District~~ METRO 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~~ METRO'S adopted Conflict of Interest Code, shall disqualify ~~him/herself~~ themselves 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. METRO further prohibits all employees from using their position with METRO and its relationship with its customers, vendors, suppliers, or contractors for private gain or to obtain benefits for themselves or members of their family. No designated employee shall be prevented from making or participating in the making of any decision to the extent that ~~his/her~~ their participation is legally required for the decision to be made.

If you become aware of any potential conflict of interest or ethical concern regarding your employment or another employee at METRO, you must promptly speak to, write or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the next level above your direct supervisor as soon as possible. You should be as detailed as possible. METRO will investigate all concerns regarding conflicts of interest, determine whether a conflict of interest exists, and what action should be taken. METRO prohibits any form of discipline, reprisal, intimidation or retaliation for reporting a potential conflict of interest or violation of this policy or cooperating in related investigations.

SECTION 37: AFFIRMATIVE ACTION PROGRAM

The ~~DISTRICT~~ Santa Cruz METRO 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~~ METRO to plan, implement and administer all personnel and employment policies, procedures and programs without regard to race, religion (including religious beliefs, observance and practice, and dress or grooming), color, national origin, ancestry, gender, sex (including pregnancy, childbirth, breastfeeding, or medical conditions related to pregnancy), sexual ~~preference~~ orientation, marital status, military or veteran status, age, genetic information, medical condition, or physical or mental handicap disability when, with reasonable accommodation, the individual can perform the duties of the job. This policy shall apply to all employees, interns, 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.

Exhibit A

SECTION 38: REVIEW BY ~~GENERAL MANAGER~~CEO/GENERAL MANAGER

Any employee who is dissatisfied with the application of the Personnel Rules and Regulations may submit in writing to the General ManagerCEO/General Manager such notice of dissatisfaction or concern for review.

DRAFT

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DATE: February 28, 2020
TO: Board of Directors
FROM: Angela Aitken, Chief Financial Officer



**SUBJECT: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT
AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**

I. RECOMMENDED ACTION

That the Board of Directors approve a resolution declaring vehicles and/or obsolete equipment as ready for disposal or auction and direct the CEO to dispose of the surplus items in conformance with METRO's Administrative Policy Number AP-2020 - Fixed Assets and Inventoried Items.

II. SUMMARY

- In accordance with Santa Cruz Metropolitan Transit District's (METRO) policy on disposal of fixed assets, at least once per year the Chief Financial Officer shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- Vehicles and/or equipment have exceeded their useful lives and are no longer needed by METRO.
- Staff recommends that the Board of Directors approve the resolution for the disposal or auction of excess property (Attachment A) and declare the item(s) listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

III. DISCUSSION/BACKGROUND

The following vehicles/equipment identified in the Excess Vehicle & Equipment Listing (Exhibit A) have become obsolete and surpassed their useful life expectancy:

- One (1) 1985 Clark Tow Tractor
- Two (2) 2003 New Flyer Buses
- One (1) 2003 Ford Goshen
- Two (2) 1998 New Flyer Buses
- One (1) Jet 1550 Lathe Machine

The vehicles and equipment recommended for disposal are all fully depreciated, so there is no financial obligation to a granting agency with regard to the

recommended disposal. METRO no longer has a need for these vehicles and equipment, therefore they are recommended for disposal at this time.

Disposal of these assets has been coordinated with management and staff in processing them for disposal and auction if appropriate.

Staff recommends that the Board of Directors approve a resolution (Attachment A) and declare the items listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to Financial Stability, Stewardship, & Accountability.

V. FINANCIAL CONSIDERATIONS/IMPACT

The estimated gross market value of these vehicles and equipment is approximately \$6,800. All vehicles and equipment have reached the end of their useful life and are obsolete. There is no financial impact because of these disposals.

Any revenue generated from the sale of these vehicles and parts will be recorded as income in the current fiscal year's operating budget to 'Gain / Loss Disposal on Assets' budget account 407090-100.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

- Keep the vehicles and equipment in inventory. Staff does not recommend this alternative because the vehicles have exceeded their useful life and are cost prohibitive to repair; the lathe is no longer used.

VIII. ATTACHMENTS

Attachment A: Resolution to Approve for the Disposal or Auction of Excess Property

Exhibit A: Excess Vehicle & Equipment Listing—as of February 28, 2020

Prepared by: Debbie Kinslow, Finance Deputy Director

IX. APPROVALS

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



Alex Clifford, CEO/General Manager



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Attachment A



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

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

RESOLUTION TO APPROVE THE DISPOSAL OR AUCTION OF EXCESS ASSETS

WHEREAS, the Santa Cruz Metropolitan Transit District (District), receives federal financial assistance from the Federal Transit Administration (FTA) to acquire real property, equipment and supplies, and rolling stock; and

WHEREAS, all such assets must be managed, used, and disposed of in accordance with applicable laws and regulations; and

WHEREAS, the FTA prescribes the method and delivers guidance to public transit operators to comply with grant management requirements in accordance with the regulations in *Title 49 Code of Federal Regulations, part 24 (49CFR 24)* and FTA Circular 5010.1E; and

WHEREAS, the acquisition cost of each item identified as excess is greater than \$5,000; and

WHEREAS, the District has determined that it is necessary to either dispose of the property, and/or to place the items up for auction.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby resolves, determines and orders as follows:

1. The following assets are declared excess property on the Excess Vehicle & Equipment Listing as of 02/28/2020, "Exhibit A" and may be disposed of or auctioned as such:
 - a. "One (1) 1985 Clark Tow Tractor";
 - b. "Two (2) 2003 New Flyer Buses";

Attachment A

Resolution No. _____
Page 2 of 3

- c. "One (1) 2003 Ford Goshen";
- d. "Two (2) 1998 New Flyer Buses";
- e. "One (1) Jet 1550 Lathe Machine";

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on February 28, 2020, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

JULIE SHERMAN
General Counsel

Attachment A

Resolution No. _____

Page 3 of 3

EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RESOLUTION NO. _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 02/28/2020

(Attached)

Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT EXCESS VEHICLE & EQUIPMENT LISTING AS OF 02/28/2020										
Vehicle or Asset Tag #	Description	Acquisition Date	Cost	Accumulated Depreciation	Net Book Value	Est. Market Value	Reason for Disposal	Condition	VIN / SN	License #
702	TUG 1985 CLARK TOW TRACTOR	5/31/1985	\$ 18,733	\$ 18,733	\$ -	\$ 200.00	END USEFUL LIFE	POOR	CT-78-5900CB	N/A
2219	2003 NEW FLYER BUS	3/12/2003	\$ 490,222	\$ 490,222	\$ -	\$ 1,500.00	END USEFUL LIFE	POOR	5FYD2GL092U024714	1161770
2222	2003 NEW FLYER BUS	2/27/2003	\$ 490,222	\$ 490,222	\$ -	\$ 1,500.00	END USEFUL LIFE	POOR	5FYD2GL042U024717	1161763
2406	2003 FORD/GOSHEN GCIII	11/17/2004	\$ 93,857	\$ 93,857	\$ -	\$ 500.00	END USEFUL LIFE	POOR	1FDXE45S33HB89227	1172520
9804	1998 NEW FLYER BUS	4/21/1998	\$ 285,974	\$ 285,974	\$ -	\$ 1,500.00	END USEFUL LIFE	POOR	5FYD2SL0XWU018347	E-1019705
9823	1998 NEW FLYER BUS	7/20/1998	\$ 292,188	\$ 292,188	\$ -	\$ 1,500.00	END USEFUL LIFE	POOR	5FYD2LL06WU018366	E-1011097
1207	JET-1550 LATHE MACHINE	5/11/1983	\$ 10,845	\$ 10,845	\$ -	\$ 100.00	OLD MACHINE NOT USED	POOR	3436	N/A



DATE: February 28, 2020
TO: Board of Directors
FROM: Eddie Benson, Maintenance Manager
SUBJECT: **CONSIDERATION OF AWARD OF CONTRACT TO FASTENAL COMPANY FOR FASTENERS, ELECTRICAL TERMINALS AND MISCELLANEOUS ITEMS NOT TO EXCEED \$60,000**

I. RECOMMENDED ACTION

- 1) That the Board of Directors authorize the CEO to execute a contract with Fastenal Company for Fasteners, Electrical Terminals and Miscellaneous Items in an amount not to exceed \$60,000 for a two-year period, with options to extend the contract for a total term of four years; and,**
- 2) That the Board of Directors authorize the CEO to execute future amendments with Fastenal Company for the options to extend the contract term, increasing the contract total for each option year as required, not to exceed a total value of \$120,000 for the full four years.**

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Fasteners, Electrical Terminals and Miscellaneous Items.
- A formal request for proposals was conducted to solicit proposals from qualified firms. Three firms submitted proposals for METRO's review.
- A three-member evaluation team composed of METRO staff reviewed and evaluated the proposals, and is recommending an award to Fastenal Company, the highest ranked firm.

III. DISCUSSION/BACKGROUND

METRO's maintenance department uses a wide variety of fasteners and electric terminals in repairing revenue and non-revenue fleets, as well as repair of facilities. METRO has used Kimball Midwest as a supplier for these items for many years. However, the contract with Kimball expired with no further options to renew, and METRO issued a new formal procurement for these supplies.

On November 26, 2019, METRO legally advertised and distributed Request for Proposals (RFP) No. 20-08 to nine firms, posted notice on its website, and sent email notices to all GovDelivery subscribers. On January 6, 2020, proposals were received and opened from three firms. A list of these firms is provided in

Attachment A. A three-member evaluation team composed of METRO staff has reviewed and evaluated the proposals.

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

Evaluation Criteria
Pricing
Quality of product
Warehouse locations, fill rate, shipping
Warranty
Training

The evaluation team determined that the proposal submitted by Fastenal Company represented the best value to METRO. Staff is recommending the following actions: 1) that the Board of Directors authorize the CEO to execute a two-year contract on behalf of METRO with Fastenal Company for Fasteners, Electrical Terminals and Miscellaneous Items in an amount not to exceed \$60,000; and 2) that the Board of Directors authorize the CEO to execute two future one-year contract extensions with Fastenal Company, for a total anticipated contract value not to exceed \$120,000 and a total term not to exceed four years.

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

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This contract aligns to the following strategic priorities:

- Financial Stability, Stewardship & Accountability
- Service Quality and Delivery
- State of Good Repair

V. FINANCIAL CONSIDERATIONS/IMPACT

The base value of the contract is \$60,000 for the first two years. Should both of the one-year options be exercised, the total four-year value of the contract is anticipated to be \$120,000. Funds to support this contract are included in the Fleet Maintenance and Facilities Maintenance FY20-FY22 Repairs and Maintenance (504409) and Parts & Supplies (non-inventory, 504421) Operating

budgets. Since this is a multi-year contract, the Department Managers will be responsible for budgeting this expense each fiscal year.

VI. CHANGES FROM COMMITTEE

N/A.

VII. ALTERNATIVES CONSIDERED

Staff could continue to order supplies from Kimball Midwest under a Blanket Purchase Order, but due to the dollar amount spent for these supplies every year, a formal procurement is warranted and staff determined that the proposal submitted by Fastenal Company represented the best value to METRO.

VIII. ATTACHMENTS

Attachment A: List of Responding Firms

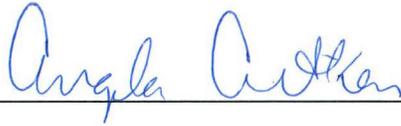
Attachment B: Contract with Fastenal Company

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

Prepared by: Joan Jeffries, Purchasing Assistant

IX: APPROVALS

Approved as to fiscal impact:
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



Attachment A



Responding Firms for RFP No. 20-08

Fasteners, Electrical Terminals and Miscellaneous Items

Received by January 6, 2020 at 5:00 PM

Offeror	City	State
Fastenal Company	Winona	MN
Kimball Midwest	Sparks	NV
Lawson Products, Inc.	Chicago	IL

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Attachment B
Contract Number 20-08
For Fasteners, Electrical Terminals and Miscellaneous Items

THIS CONTRACT is made effective on February 28, 2020 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and Fastenal Company (“Contractor”).

1. RECITALS

1.1 Santa Cruz METRO’s Primary Objective

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

1.2 Santa Cruz METRO’s Need for Fasteners, Electrical Terminals and Miscellaneous Items

Santa Cruz METRO issued a Request for Proposals, dated November 26, 2019 setting forth specifications for Fasteners, Electrical Terminals and Miscellaneous Items. The Request for Proposal is attached hereto and incorporated herein by reference as **Exhibit A**.

1.3 Contractor’s Proposal

Contractor is a firm qualified to provide fasteners, Electrical Terminals and Miscellaneous Items and whose principal place of business is 124 River Street, Santa Cruz, CA 95060.

Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Fasteners, Electrical Terminals and Miscellaneous Items, which is attached hereto and incorporated herein by reference as **Exhibit B**.

1.4 Selection of Contractor and Intent of Contract

On January 28, 2020, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the fasteners, Electrical Terminals and Miscellaneous Items described herein.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.1 Documents Incorporated in this Contract

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

Attachment B

Contract No. 20-08

A. Exhibit A

Santa Cruz METRO's "Request for Proposals" Number 20-08, dated November 26, 2019 for Fasteners, Electrical Terminals and Miscellaneous Items

B. Exhibit B (Contractor's Proposal)

Fastenal's Proposal to Santa Cruz METRO for Fasteners, Electrical Terminals and Miscellaneous Items, signed by Contractor and dated January 6, 2020.

C. Exhibit C. State of California Contract #7-18-51-01, dated April 25, 2018

NASPO ValuePoint Master Agreement dated 04/25/2018 with an expiration date of 06/30/2023.

2.2 Conflicts

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

2.3 Recitals

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

3. DEFINITIONS

3.1 General

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

- 3.1.1 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2.
- 3.1.2 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued November 26, 2019.
- 3.1.3 CONTRACTOR'S STAFF - Employees of Contractor.
- 3.1.4 DAYS - Calendar days.
- 3.1.5 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued November 26, 2019.
- 3.1.6 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or

Attachment B

Contract No. 20-08

otherwise controls, establishes, or limits the performance required or permitted by either party.

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

4. TIME OF PERFORMANCE

4.1 Term

The term of this Contract will be for a period not to exceed two (2) years and shall commence upon the execution of the Contract by Santa Cruz METRO.

At the option of Santa Cruz METRO, this Contract agreement may be renewed for two (2) additional one (1) year terms.

5. COMPENSATION

5.1 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor as identified in the Proposal, Exhibit B, Attachment 1 and State Contract, Exhibit C. Upon satisfactory delivery of materials under the terms and provisions of this Contract, Santa Cruz METRO agrees to pay Contractor within thirty (30) days thereof. Contractor understands and agrees that if they exceed the \$60,000 maximum amount payable under this contract, that it does so at its own risk.

5.2 Invoices

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

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

Attachment B

Contract No. 20-08

6. NOTICES

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

Santa Cruz METRO

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

Attention: Greg Willis, Purchasing Manager
(831) 420-2570
gwillis@scmttd.com

CONTRACTOR

Fastenal Company
124 River Street
Santa Cruz, CA 95060

Attention: Shauna Brown, Government Sales Specialist
(209) 564-1178
shaubrow@fastenal.com

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

Attachment B

Contract No. 20-08

7. AUTHORITY

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

CONTRACTOR

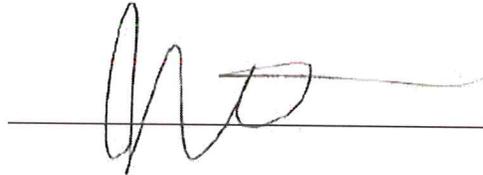
Fastenal Company

Charles Miller, Executive V.P



Approved as to Form:

Julie A. Sherman, General Counsel



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DATE: February 28, 2020
TO: Board of Directors
FROM: Eddie Benson, Maintenance Manager
SUBJECT: **CONSIDERATION OF AWARD OF CONTRACT TO S & A SYSTEMS, INC. FOR A FLUID MANAGEMENT SYSTEM NOT TO EXCEED \$188,054**

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a contract with S & A Systems, Inc. for a Fluid Management System in an amount not to exceed \$188,054 for a three-year period

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for a Fluid Management System.
- A formal request for proposals was conducted to solicit proposals from qualified firms. Three firms submitted proposals for METRO's review.
- A four-member evaluation team composed of METRO staff reviewed and evaluated the proposals, and is recommending an award to S & A Systems, Inc. for a Fleetwatch system, the highest ranked firm.

III. DISCUSSION/BACKGROUND

METRO has been using Fuel Force as our fluid management system since the fueling facility was placed into service several years ago. During that time, we have had accuracy and reliability issues. These issues can be attributed to the age of components as well as human factors involved in the input of data.

Currently, we manually input the vehicle ID and mileage before we begin the fueling process. Since the inception of the current system (Fuel Force), we have seen numerous mistakes where information is entered incorrectly. Moving to the Fleetwatch system removes human error and allows for more accurate recordkeeping. The Fleetwatch system automatically detects the vehicle ID and mileage of the vehicle. It also allows for dispensing of the appropriate fluid for the vehicle; thus eliminating human error from the data gathering and fluid selection process.

The reliability of our current system has played a major factor in delaying our ability to generate reports in a timely fashion. The current system significantly

lags in the reporting of miles run by a vehicle as well as the quantities of each fluid used. This delay has been increasing in frequency as the system ages.

Currently we are receiving information that is six days late. For example: We receive the fueling report from January 1st on January 7th, thus causing a delay in updating our asset management system. Keeping the asset management system up to date is critical to maintaining our fleet. An asset management system that is up to date would allow us to monitor our fleet's condition and allow accurate reporting to NTD, CalTIP and other reporting agencies.

On November 22, 2019, METRO legally advertised and distributed Request for Proposals (RFP) No. 20-05 to 16 firms, posted notice on its website, and sent email notices to all GovDelivery subscribers.

The RFP separated the scope of services into Phase 1 and Phase 2. Phase 1 involves supplying and installing a fuel management system into two fueling lanes at METRO's Fuel & Wash Facility, and supplying and installing mileage and data logging equipment onto METRO's fixed route buses.

Phase 2 involves supplying and installing tank monitoring equipment on all diesel and fluid tanks at both the fuel & wash facility and the maintenance shop, as well as installing mileage capture readers and data logging equipment on paratransit vehicles, among other tasks.

On January 24, 2020, proposals were received and opened from three firms. A list of these firms is provided in Attachment A. A four-member evaluation team composed of METRO staff has reviewed and evaluated the proposals. The evaluation team used the following criteria as contained in the Request for Proposals:

Evaluation Criteria
Qualifications and recent experience
Understanding of and technical approach to Project requirements
Cost proposal
Quality of relevant experience of offeror's key staff
Experience with government agencies
References

The evaluation team determined that the proposal submitted by S & A Systems, Inc. represented the best value to METRO. Staff is recommending that the Board of Directors (Board) authorize the CEO to execute a three-year contract on behalf of METRO with S & A Systems, Inc. for a Fleetwatch system for Phase 1 of this project in an amount not to exceed \$188,054. The contract

contains the option to renew the agreement for two additional three-year terms should Phase 2 be implemented.

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

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This project aligns to the following strategic priorities:

- Financial Stability, Stewardship & Accountability
- Internal and External Technology
- State of Good Repair

V. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize a three-year contract with a not-to-exceed total of \$188,054 for Phase 1 of a Fluid Management System. Funding for \$180,000 of Phase 1 is available through the FTA 5339a FY17 grant. The remainder, \$8,054, is available from the Miscellaneous Capital Contingency \$800K fund. The balance remaining in this fund would be \$759,946.

S & A Systems, Inc.'s proposal for Phase 2 of this project is \$650,759.33. The funding for Phase 2 has yet to be identified. This phase of the project has been added to the Unfunded Capital List. Should funding be found, staff will return to the Board with the details and a request to authorize proceeding with Phase 2.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

- Do nothing. Staff does not recommend this as Fuel Force is outdated and unreliable due to aging software and components hindering its ability to generate accurate reports. Fleetwatch is well recognized throughout the industry. The Fleetwatch system meets METRO's current needs as an accurate and reliable system. Various transit agencies across the nation utilize this system with great success.
- Do in-house – Staff does not recommend this, as we lack the expertise to create a “custom” fluid management system

VIII. ATTACHMENTS

Attachment A: List of Responding Firms

Attachment B: Contract with S & A Systems, Inc.

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

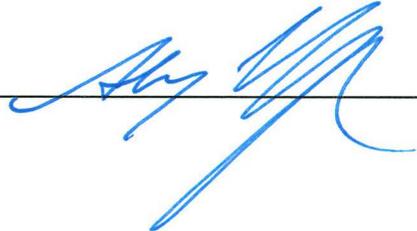
Prepared by: Joan Jeffries, Purchasing Assistant
Tony Castillo, Fleet Supervisor

IX: APPROVALS

Approved as to fiscal impact:
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



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Attachment A



Responding Firms for RFP No. 20-05

Fluid Management System

Received by January 24, 2020 at 5:00 PM

Offeror	City	State
Fleet Data Systems, LLC	San Carlos	CA
Multiforce System Corporation (FUEL FORCE)	Princeton	NJ
S & A Systems, Inc. (FLEETWATCH)	Rockwall	TX

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Attachment B

PROFESSIONAL SERVICES CONTRACT FOR FLUID MANAGEMENT SYSTEM NO 20-05

THIS CONTRACT is made effective on February 28, 2020 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and S&A Systems, Inc., FLEETWATCH INSTALLATIONS (“Contractor”).

1. RECITALS

1.1 Santa Cruz METRO’s Primary Objective

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

1.2 Santa Cruz METRO’s Need for a FLUID MANAGEMENT SYSTEM

Santa Cruz METRO has the need for FLUID MANAGEMENT SYSTEM. In order to obtain these services, Santa Cruz METRO issued Request for Proposals, dated November 21, 2019, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as **Exhibit A**.

1.3 Contractor’s Proposal

Contractor is a firm qualified to provide fluid management systems and whose principal place of business is 992 Sids Rd, Rockwall, Texas 85032. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for a fluid management system, which is attached hereto and incorporated herein by reference as **Exhibit B and Exhibit C**.

1.4 Selection of Contractor and Intent of Contract

On January 30, 2020, Santa Cruz METRO selected S&A Systems, Inc., FLEETWATCH INSTALLATIONS as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the FLUID MANAGEMENT SYSTEM described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.1 Documents Incorporated in this Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties’ Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Part IV, Section 12.15 of the General Conditions to the Contract (Exhibit A).

A. Exhibit A

Santa Cruz METRO’s “Request for Proposals” dated November 21, 2019, including the following Four (4) Addendums:

1. Addendum No. 1 dated December 10, 2019
 - a. Attachment A to Addendum No. 1, REVISED Cost Proposal Form
2. Addendum No. 2 dated December 23, 2019
3. Addendum No. 3 dated January 10, 2020
4. Addendum No. 4 dated January 17, 2020

Attachment B

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for FLUID MANAGEMENT SYSTEM, signed by Contractor and dated January 24, 2020.

C. Exhibit C. Contractor's Best and Final Offer dated February 6, 2020.

D. Exhibit D. Contractor's Statement of Intent to Pay Prevailing Wage County of Santa Cruz, California signed February 4, 2020.

2.2 Conflicts

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

2.3 Recitals

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

3. DEFINITIONS

3.1 General

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

- 3.1.1 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Part IV, Section 12.15 of the General Conditions to the Contract.
- 3.1.2 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued November 21, 2019.
- 3.1.3 CONTRACTOR'S STAFF - Employees of Contractor.
- 3.1.4 DAYS - Calendar days.
- 3.1.5 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued November 21, 2019.
- 3.1.6 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.
- 3.1.7 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

4. TIME OF PERFORMANCE

4.1 Term

The term of Phase 1 of this Contract will be for a period not to exceed **Three (3)** years and shall commence upon the execution of the Contract by Santa Cruz METRO. At the option of Santa Cruz METRO, this Contract agreement may be renewed for two (2) additional three (3) year terms during which Phase II will be completed.

Attachment B

5. COMPENSATION

5.1 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the prices set forth in Contractor's Best and Final Offer dated February 6, 2020. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written Final Acceptance of Contractor's written invoice for said work. Contractor understands and agrees that if it exceeds the \$188,053.97 (one hundred eighty-eight thousand fifty-three dollars and ninety-seven cents) maximum amount payable under this Contract, it does so at its own risk.

5.1.1 Contract Price Elements

5.1.1.1 Supply and Install FMS in two (2) Service Lanes for 2 Fuels (Diesel and CNG) and 2 Fluids on 2 Reels, 1 DEF tote.

Total Equipment and Software	\$61,073.18
Sales Tax 9.25%	5,659.27
S&A Installation	<u>32,430.00</u>

Total Equipment and Installation \$99,152.45

A	Software and License Fees	
	Year 2	3,866.25
	Year 3	3,962.91

B	Extended Hardware Warranties	
	Year 2	3,510.00
	Year 3	3,597.75

Grand Total FMS in Two (2) Fuel Lanes \$114,089.36

5.1.1.2 Supply and Install Vehicle Equipment on 94 Fixed Route Buses

A Supply and Install FMS in two (2) Service Lanes for 2 Fuels (Diesel and CNG) and 2 Fluids on 2

B	Bus Mileage Collection Equip	
	JX-55 Data Logger (Qty 94)	51,244.81
	Sales Tax 9.25%	4,338.81

C	Bus Mileage Installation –	17,390.00
	Collection Equipment JX-55	
	Data Logger (Qty 94)	

D	Extended Hardware Warranties	
	Year 2	2,632.00
	Year 3	2,697.61

Grand Total BusData Logging Equipment \$73,964.61

GRAND TOTAL CONTRACT NOT TO EXCEED PRICE: \$188,053.97

5.2 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO upon Santa Cruz METRO's issuance of Final Acceptance of each Item of Work. Invoices must correspond to prices set forth in Contractor's cost proposal form. Said invoice records shall be kept up-to-date at all times

Attachment B

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

6. NOTICES

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

Santa Cruz METRO

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

Attention: Alex Clifford, CEO

S&A Systems, Inc., FLEETWATCH INSTALLATIONS

S&A Systems, Inc., FLEETWATCH INSTALLATIONS
992 Sids Road
Rockwell, TX 75087

Attention: Don Srygley, President

7. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

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

Attachment B

8. **AUTHORITY**

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Contractor –
S & A Systems, Inc.
Don Srygley, President

_____ 

Approved as to Form:

Julie A. Sherman, General Counsel

_____ 

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DATE: February 28, 2020
TO: Board of Directors
FROM: Isaac Holly, I.T. and I.T.S. Director
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3RD CONTRACT AMENDMENT WITH APOLLO VIDEO TECHNOLOGY TO INCREASE THE CONTRACT TOTAL BY \$100,000 FOR ONBOARD BUS VEHICLE SECURITY SURVEILLANCE

I. RECOMMENDED ACTION

That the Board of Directors authorize the Santa Cruz METRO CEO to execute a 3rd contract amendment with Apollo Video Technology to increase the contract total by \$100,000 for Onboard Bus Vehicle Security Surveillance, thereby increasing the total contract authority from \$1,223,190 to \$1,323,190

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) entered into a contract with Apollo Video Technology for Onboard Bus Vehicle Security Surveillance in October 2017.
- To date, a video surveillance system has been installed on a total of 58 fixed route buses.
- In November 2019, the Board approved allocating an additional \$100,000 to install video surveillance systems on 6 more buses, completing the Cameras on Buses project.
- Apollo Video Technology has prepared a proposal for the additional installations.
- Staff is requesting authority to amend the contract with Apollo Video Technology to add the Board-approved funds.

III. DISCUSSION/BACKGROUND

METRO entered into a contract with Apollo Video Technology for Onboard Bus Vehicle Security Surveillance on October 27, 2017. Since then, vehicle security surveillance systems have been successfully installed on the entire fleet of paratransit vehicles. However, due to funding constraints, surveillance systems have only been installed on a total of 58 fixed route buses.

On November 15, 2019, the Board approved utilizing \$100,000 from the one-time carryover balance of \$4.3 million in funding from the FY19 budget year to install

surveillance systems on 6 more buses, which would complete the Cameras on Buses project. The remaining buses will be replaced soon and will be ordered with surveillance equipment.

Apollo Video has prepared a proposal for these 6 additional surveillance systems, which is utilizing GSA Contract pricing. The total proposed is \$89,249.33. Staff recommends that METRO add the full \$100,000 to this contract, which would allow for a 12% contingency, and that the Board authorize the CEO to execute a 3rd contract amendment on behalf of METRO. Isaac Holly, I.T. & I.T.S. Director, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This contract aligns to the following strategic priorities:

1. Safety First Culture
2. Financial Stability, Stewardship & Accountability
3. Service Quality and Delivery
4. Internal and External Technology

V. FINANCIAL CONSIDERATIONS/IMPACT

This contract has a total not to exceed of \$1,223,190. Additional funds in an amount of \$100,000 were approved by the Board for this capital project (# 19-0035) in November 2019, and would come from the one-time carryover balance of \$4.3 million in funding from the FY19 budget year. The new contract total not to exceed would be \$1,323,190.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

There are no alternatives, as the Board already approved funding for these cameras.

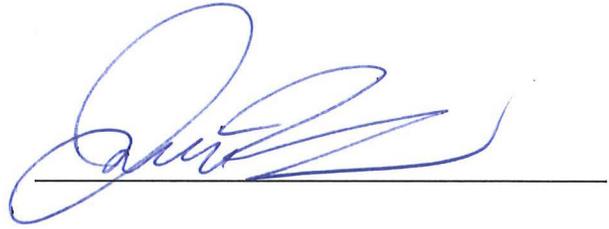
VIII. ATTACHMENTS

Attachment A: Third Amendment to the Contract with Apollo Video

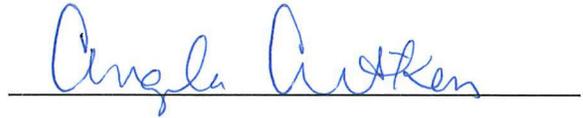
Prepared by: Joan Jeffries, Purchasing Assistant

IX. APPROVALS

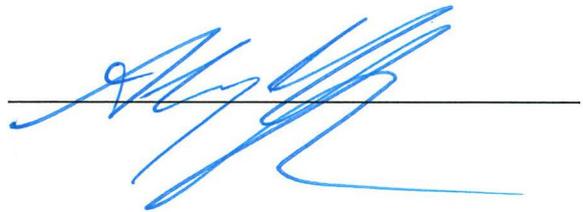
Isaac Holly, I.T. and I.T.S. Director



Approved as to fiscal impact:
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



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Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 17-17 FOR ONBOARD BUS AND PARATRANSIT VEHICLE SECURITY SURVEILLANCE

This Third Amendment to Contract No. 17-17 for Onboard Bus and Paratransit Vehicle Security Surveillance is made effective February 28, 2020 between the Santa Cruz Metropolitan Transit District ("Santa Cruz METRO"), a political subdivision of the State of California, and Apollo Video Technology ("Contractor").

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Onboard Bus and Paratransit Vehicle Security Surveillance ("Contract") on October 27, 2017.
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 The original Contract provided for the purchase and installation of a video surveillance system for 44 fixed route buses, and the Second Amendment added 14 additional buses to the project.
- 1.4 Santa Cruz METRO and Contractor now desire to amend the Contract to allow for the purchase and installation of a video surveillance system for 6 additional buses. Contractor has provided a proposal for the additional equipment and installation services.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. COMPENSATION

- 2.1 Article 5.01 is amended to include the following language:

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the rates agreed upon and set forth in Contractor's proposal #A-177510C for a video surveillance system for six (6) 40-foot buses, Attachment A to the Third Amendment.

Under the terms of the Third Amendment, the Contract total not-to-exceed amount is increased by \$100,000.00. The new Contract total not-to-exceed amount is \$1,323,189.41. Contractor understands and agrees that if it exceeds the maximum amount payable under this Contract, it does so at its own risk.

III. TIME OF PERFORMANCE

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

Under the terms of the Third Amendment, the term of this Contract will be extended through the completion of a two-year warranty period for the video surveillance systems installed in the six (6) additional buses. The two-year warranty period shall commence upon Final Acceptance issued by Santa Cruz METRO for the six (6) additional video surveillance systems.

Attachment A

IV. REMAINING TERMS AND CONDITIONS

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

V. AUTHORITY

5.1 Article 8 is amended to include the following language:

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

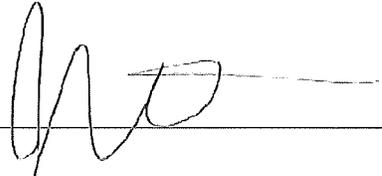
Contractor –
APOLLO VIDEO TECHNOLOGY

Rod Jones, President of Mass Transit



Approved as to Form:

Julie Sherman, General Counsel





DATE: February 28, 2020
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 1ST AMENDMENT WITH HANSON BRIDGETT LLP TO INCREASE THE CONTRACT AUTHORITY FOR GENERAL COUNSEL AND LEGAL SERVICES

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a 1st contract amendment with Hanson Bridgett LLP to increase contract authority for General Counsel and Legal Services by \$548,000, thereby increasing the total contract authority from \$1,750,000 to \$2,298,000.

II. SUMMARY

- The law firm of Hanson Bridgett LLP (the firm) has been providing Legal Services to the Santa Cruz Metropolitan Transit District (METRO) for General Counsel and legal services since January 1, 2017.
- The term of the contract is five years. January 1, 2020 was the start of the fourth year.
- In addition to General Counsel services during this period of time, the firm also assisted METRO with Union negotiations and other as-needed legal services.
- As a result of METRO's need for legal services exceeding original estimations, the current contract authority is projected to be exhausted prior to the end of the initial five-year term of the contract.
- In order to provide sufficient funds to continue General Counsel services and other related legal services, additional contract authority for \$548,000 is required.

III. DISCUSSION/BACKGROUND

In December of 2016, the Board of Directors (Board) authorized the CEO/General Manager to enter into a General Counsel and Legal Services contract with the law firm of Hanson Bridgett LLP for five years. The contract provides for METRO's General Counsel and as-needed legal services.

Additional funds are necessary in the General Counsel and Legal Services contract to cover expected General Counsel and legal services for the remainder of the five-year contract. The Board approved contract authority will be exhausted

a little over a year earlier than originally anticipated in part as a result of the 2019 Lead Negotiator services that were not anticipated in December 2016. Additionally, over the past three years, METRO has been more aggressive than it had in the past in obtaining Temporary Restraining Orders (TROs) against potentially dangerous customers.

METRO has expended \$1,446,766 through December 13, 2019 for General Counsel, Union negotiations and legal services. As of January 1, 2020 the remaining contract authority in the amount of \$303,234 will not cover the final two years of expected General Counsel and legal services through December 31, 2021. General Counsel services alone require \$288,000/year.

Board Action Date	Action	Amount
12/9/2016	General Counsel and Legal Services (effective 01/01/17)	\$1,750,000
02/28/2020	Requested Action for additional contract authority	\$ 548,000
	Total Revised Not to Exceed Contract Authority	\$2,298,000

Staff requests that the Board find it is in the best interest of METRO to approve a Contract Amendment with Hanson Bridgett LLP, providing an additional \$548,000 in contract authority and authorize the CEO/General Manager to sign the contract amendment.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

General Counsel and legal services support the Board's Strategic Priorities of Financial Stability, Stewardship & Accountability

V. FINANCIAL CONSIDERATIONS/IMPACT

The requested additional contract authority in the amount of \$548,000 will provide the CEO and the Board the ability to continue to budget annually for General Counsel and legal services. The Board will have the ability to change the amount budgeted for these services annually through the budget approval process.

VI. ALTERNATIVES CONSIDERED

The Board could decline to approve the requested Contract Amendment with Hanson Bridgett LLP. Staff does not recommend this alternative since METRO has contracted with Hanson Bridgett LLP for five years of services.

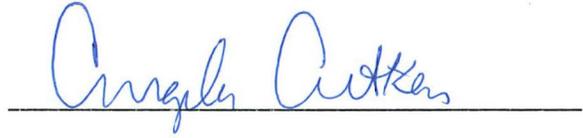
VII. ATTACHMENTS

Attachment A: First Amendment to the Contract with Hanson Bridgett, LLP

Prepared by: Alex Clifford, CEO/General Manager

VIII. APPROVALS

Approved as to fiscal impact:
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 17-08 FOR GENERAL COUNSEL AND LEGAL SERVICES

This First Amendment to Contract No. 17-08 for General Counsel and Legal Services is made effective February 28, 2020 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Hanson Bridgett LLP (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for General Counsel and Legal Services (“Contract”) on January 1, 2017 for a five year term, in an amount not to exceed \$1,750,000.
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to increase the Contract total not-to-exceed amount.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. COMPENSATION

Article 5.01 is amended to include the following language:

Under the terms of the First Amendment, the Contract total not-to-exceed amount is increased by \$548,000. The new Contract total not-to-exceed amount is \$2,298,000. Contractor understands and agrees that if it exceeds the maximum amount payable under this Contract, it does so at its own risk.

This amount is established for Santa Cruz METRO’s budgetary purposes and does not constitute a contractual commitment by Santa Cruz METRO to retain Contractor to such an extent, nor a commitment by Contractor to provide all required services within the amount so established. However, Contractor may not provide services that are billable to Santa Cruz METRO in an amount exceeding the amount of the total consideration provided above unless approved in advance by written amendment to this Contract.

III. REMAINING TERMS AND CONDITIONS

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

Attachment A

IV. AUTHORITY

Article 8 is amended to include the following language:

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

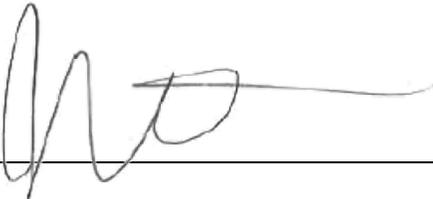
Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Contractor –
HANSON BRIDGETT LLP

Julie Sherman, Partner





THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

WILLAM T. DOVE
DISPATCHER/SCHEDULER

FOR THE COMPLETION OF 10 YEARS OF SERVICE
BETWEEN 2009 AND 2019

GIVEN THIS 13TH DAY OF DECEMBER 2019

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

TEODORO GUERRERO
VEHICLE SERVICE DETAILER

FOR THE COMPLETION OF 20 YEARS OF SERVICE
BETWEEN 2000 AND 2020

GIVEN THIS 28TH DAY OF FEBRUARY 2020

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

RAYMUNDO MARQUEZ
VEHICLE SERVICE DETAILER

FOR THE COMPLETION OF **20 YEARS OF SERVICE**
BETWEEN 2000 AND 2020

GIVEN THIS 28TH DAY OF FEBRUARY 2020

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 DAN STEVENSON AS BUS OPERATOR 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 Dan Stevenson to serve in the position of Bus Operator, and

WHEREAS, served as a member of the Operations Department of METRO for the time period of July 27, 1998 to January 14, 2020, and

WHEREAS, Dan Stevenson provided METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Dan Stevenson served METRO with distinction, and

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

WHEREAS, during the time of Mr. Stevenson'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 Dan Stevenson.

NOW, THEREFORE, BE IT RESOLVED, that upon his retirement as Bus Operator, the Board of Directors of METRO does hereby commend his 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 be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 28th Day of February 2020 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Chair

Attest:
Alex Clifford, CEO/General Manager

Approved as to form:
Julie Sherman, General Counsel



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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF JEFFREY ZENKER AS BUS OPERATOR 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 Jeffrey Zenker to serve in the position of Bus Operator, and

WHEREAS, served as a member of the Operations Department of METRO for the time period of June 26, 2001 to January 29, 2020, and

WHEREAS, Jeffrey Zenker provided METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Jeffrey Zenker served METRO with distinction, and

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

WHEREAS, during the time of Mr. Zenker'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 Jeffrey Zenker.

NOW, THEREFORE, BE IT RESOLVED, that upon his retirement as Bus Operator, the Board of Directors of METRO does hereby commend his 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 be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 28th Day of February 2020 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Chair

Attest:
Alex Clifford, CEO/General Manager

Approved as to form:
Julie Sherman, General Counsel

VERBAL PRESENTATION ONLY

MAC SEMI-ANNUAL UPDATE

Veronica Elsea, MAC Chair

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VERBAL PRESENTATION ONLY

CEO UPDATE

Alex Clifford

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DATE: February 28, 2020

TO: Board of Directors

FROM: Alex Clifford, CEO/General Manager

SUBJECT: APPROVAL OF CY20 STATE AND FEDERAL LEGISLATIVE AGENDA

I. RECOMMENDED ACTION

That the Board of Directors approve the Santa Cruz Metropolitan Transit District CY20 State and Federal legislative agenda as presented in this report

II. SUMMARY

- At the start of each new legislative cycle, the CEO requests the Board of Directors (Board) to review, comment and approve the proposed State and Federal legislative agendas for the upcoming calendar year.
- The overall goal of the program is to advocate for stable and growing state and federal capital and operating funding and to avoid costly unfunded mandates.
- This year's legislative agenda includes, as top priorities, continued active participation in the Transportation Development Act (TDA) reform effort; engagement with the State on reducing the cost of zero-emission bus operations; and continued outreach to Congress on the Fixing America's Surface Transportation Act (FAST Act) extension or replacement (Current FAST Act runs October 1, 2016 – September 30, 2020).
- If the calendar year 2020 (CY20) Legislative Program is approved, the CEO will work with METRO's state and federal lobbyists, the California Transit Association (CTA), the American Public Transportation Association (APTA), The Bus Coalition, the Community Transportation Association of America (CTAA), California Association for Coordinated Transportation (CalACT) and the State TDA Reform Task Force to focus on successful outcomes in the key areas presented in this report.
- Additionally, up to four Board members designated by the Board Chair will join the CEO in a federal advocacy trip to Washington, D.C. in March or April 2020.

- The Board also accepts and encourages the CEO to continue his active participation and leadership roles in APTA, CTA, The Bus Coalition and CalACT.

III. DISCUSSION/BACKGROUND

CY19 State & Federal Outcomes

State

- AB 1089 (Stone) – Governor Newsom signed into law AB 1089 (Stone), a METRO-sponsored bill. This legislation makes three amendments to METRO's enabling statutes relative to the responsibilities and authorities of the METRO's Board. More specifically, this bill clarifies some of METRO's existing administrative policies, and, conforms the agency's procurement practices to modern standards, ensuring maximum value for METRO's users and the wider taxpaying community in which the agency operates transit services.
- AB 784 (Mullin) – Governor Newsom signed into law AB 784 (Mullin), a CTA-supported bill, which will exempt the purchase of zero-emission buses from the state portion of the sales tax through 2023. This legislation is expected to save METRO \$30,000-\$40,000 per ZEB purchase and will reduce the cost of implementing the California Air Resources Board's Innovative Clean Transit regulation.

Federal

- In mid-December, Congress finalized the FY20 federal appropriations bill ("minibus"), signed by the President before the Continuing Resolution expired. Included in the bill is a second consecutive year of FAST Act "plus ups". That is, Congress authorized more funding in 2020 than the FAST Act requires.

Congress added \$168 million to the FAST Act 5339(a) formula grant program, which will increase the amount to METRO in 2020 by approximately \$91,121 more than the FAST Act minimum. METRO uses this formula funding for various smaller capital purchases, including non-revenue and paratransit vehicles. Congress added \$40 million over the FAST Act minimum to the 5311 program, which will increase the amount to METRO in 2020 by approximately \$11,470. METRO uses 5311 funds for operating - labor. Congress also increased the 5307 Urbanized Area Formula Grants program by \$102,334,893, which will increase the amount to METRO in 2020 by approximately \$149,681. METRO uses the 5307 program funds for operating - labor.

- We continue to have success in renewing the Alternative Fuels Excise Tax Credit. Although two years late, in mid-December 2019, as a component of the 2020 budget, Congress extended the Alternative Fuels Excise Tax Credit by one year, through 2020, and provided authority to fund the prior two years, 2018 and 2019. The retroactive funding authority will provide METRO with approximately \$743K sometime in 2020. METRO uses this funding source for capital projects, including local match for capital grants.
- We worked with Congressman Panetta's office on the development of legislation designed to bridge the gap between the cost of compressed natural gas buses and zero-emissions buses. The result was legislation creating a 10% tax credit for manufacturers of zero-emissions buses (with the assumption that manufacturers would pass the savings on to those purchasing the buses). The provision was included in a sweeping "Green Energy" tax package that was unveiled in December by House Democrats and will hopefully be considered in 2020.

METRO Economic Background

METRO serves the County of Santa Cruz, which has a population of over 262,000. Surveys show that 32% of METRO riders use the service to get to and from work. Santa Cruz County is home to the University of California, Santa Cruz (UCSC) and Cabrillo College. METRO's ridership data also reflects that over 50% of METRO riders are students and faculty of these institutions.

Other notable data and demographics:

- Hwy 17 Express ridership comprises 6% of total METRO ridership
- 57% of METRO riders ride five or more days a week
- 87% of METRO riders rate their overall impression of METRO as good or excellent
 - o 30% of METRO riders do not have access to a personal vehicle
- Almost one-third of METRO's riders depend on the service as their primary option for transportation
- 36% of METRO riders earn less than \$24,000 annually

METRO helps implement the California Global Warming Solutions Act of 2006 (AB 32) and its successor (SB 32) by reducing greenhouse gas emissions with deployment of low-emission, high capacity buses. METRO's buses reduce fuel consumption by delivering more trips with fewer vehicle miles of travel than single-occupant vehicles. In CY20 METRO's first zero emission buses will go into service. Over their life, these buses will reduce diesel fuel consumption by thousands of gallons. Additionally, METRO's

routes 69 A, 69W, 71 and 91X provide much needed traffic congestion relief to the gridlocked Highway 1.

METRO is a California Special District, employing about 300 people and providing over 5 million passenger trips per year with an FY20 budget of nearly \$52 million. METRO supports the local economy through the purchase of goods and services for its operations. Labor costs (wages and benefits) represent approximately 82% (FY20) of the operating costs. Since 82.5% of METRO's employees reside in Santa Cruz County, the local multiplier effect of these labor dollars to the region is high as our employees' income is reinvested locally in housing, goods, services and recreation.

Current Funding for Operations & Capital – see Attachment A

Operations and Capital are substantially supported by the ½ cent local sales tax approved by the voters in 1978, and further augmented by METRO's share of Measure D, State and Federal grants and customer fares. The FY20 budget includes: \$51,717,646 for Operations and a \$20,362,532 Capital Program, which contains both new revenue and the carryover of obligated but unspent capital commitments to various projects in process, including bus purchases.

Operating Grants vs. Capital Grants

Think of the operating budget as “running buses” and the capital budget as “buying buses.” State and federal discretionary (competitive) grants do not typically provide revenue for the operating budget, and local grants that might provide operating funds are few and far between. Nearly all state and federal grant opportunities are for capital improvements and augment METRO's ability to buy buses and build/maintain facilities.

Formula Grants

State and federal formula grants come to METRO as a result of legislation, usually require an annual application, and always require follow-up information on how METRO used the money. While this is a cumbersome and time-consuming process for the Grants Department, METRO always follows the directed processes and never risks or jeopardizes its state and federal formula grant allocations. These state and federal formula dollars are typically used for operations; are sometimes flexible for use in both operations and capital; but are most often restricted to capital only.

In FY 2019, METRO received \$21,471,420 in State & Federal Formula Grants

Discretionary (Competitive) Grants

In any given year, there are a number of state and federal discretionary grant programs offered. METRO always submits highly competitive grant applications for programs for which it qualifies unless there is a strategic or local match reason not to do so.

When grants become available for competition, they are always extremely oversubscribed. Typically, the value of the federal grant applications nationwide exceeds by ten times or more the actual grant awards available, and the amount awarded to each successful recipient is typically a fraction of the amount requested.

The Changing Landscape of Grants Availability

The grant funding landscape has changed dramatically over the past several years. Here are just a few examples:

- Up until 2012, the federal transportation authorization included a Bus and Bus Facilities Program, which was a discretionary capital grant program. Until then, METRO had competed successfully for some of this capital funding. With MAP-21 in 2012, the Bus and Bus Facilities discretionary grant program was eliminated and replaced with a small formula program (5339(a)). It was not until the FAST Act reauthorization in 2016 that the Bus and Bus Facilities discretionary grant program was reestablished, albeit at a substantially reduced funding level in comparison to pre-2012 funding levels. In 2017 METRO successfully applied for nine CNG buses from this program and received four.
- In 2006 the California voters created a capital funding source through Proposition 1B. This ten-year capital program, which expired in 2016, funded numerous METRO security, facilities and bus procurements. Fortunately, the Governor signed the Road Repair and Accountability Act (SB1) in April 2017 to partially replace Proposition 1B and to provide additional State Transit Assistance (STA). Again, this legislation favors capital projects for the use of this money, although some of it can be used for operating assistance if METRO meets specific performance criteria.
- The American Recovery and Reinvestment Act of 2009 (ARRA), signed into law by President Barack Obama on February 17, 2009, was an economic stimulus package which provided METRO valuable capital dollars. ARRA was a one-time capital program and did not provide recurring resources.
- In 2012, the US Congress eliminated federal “earmarks,” a process which provided legislative appropriations to specific projects in a congressman’s district. Until then, METRO had frequently secured federal earmarks to fund multiple capital projects.

- The Trump Administration has made increasing transportation funding for rural areas a priority, which has had an impact on the distribution of funds for competitive programs such as BUILD and Bus and Bus Facilities.

Each year federal subsidies for public transit are threatened. The result of this constant threat is often flat or nominal growth in federal transportation funding, in an environment where operational costs typically grow at a rate equal to or greater than the Consumer Price Index (CPI).

With the loss of several substantial capital funding programs since 2012, METRO's capital challenge in the coming years will continue to be one of trying to find the resources with which to replace 34 buses that have reached the end of their useful life and are in need of replacement at an estimated cost of \$26 million to \$35 million, depending on whether METRO purchases CNG or zero emission electric buses.

In order to attempt to catch up and keep up with the capital needs of the Agency, in the coming years, starting in FY18 the METRO Board established a policy of budgeting \$3 million per year to a Bus Replacement Fund in an effort to leverage these local resources for state and federal discretionary grants. Even with this funding commitment, it will remain challenging for METRO to completely eliminate buses in the fleet that are operating beyond their useful life.

CEO Active Participation in State & Federal Transit Advocacy Organizations

- **California Transit Association (CTA)**
 - Executive Board member
 - Legislative Committee member
 - Programs & Conference Committee member
- **American Public Transportation Association (APTA)**
 - APTA Finance Committee
 - Access Committee
 - Bus & Paratransit CEOs Committee
 - Legislative Committee
 - Public Transportation CEOs Coordinating Council
 - Small Operations Committee
- **The Bus Coalition**
 - Board of Directors
- **Community Transportation Association of America (CTAA)**
 - Member

- **California Association for Coordinated Transportation (CalACT)**
 - Board of Directors
 - Legislative Committee
- **State TDA Reform Task Force**
 - Member
- **Zero Emission Bus Resource Alliance (ZEBRA)**

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

The CEO will ensure that his state and federal advocacy efforts on behalf of METRO are consistent with and help support the Board's Strategic Priorities:

- a. Safety First Culture
- b. Financial Stability, Stewardship & Accountability
- c. Service Quality and Delivery
- d. Internal and External Technology
- e. Employee Engagement: Attract, Retain and Develop
- f. State of Good Repair
- g. Strategic Alliances and Community Outreach

V. FINANCIAL CONSIDERATIONS/IMPACT

There are no direct financial considerations to approving the proposed State and Federal legislative program. The overall goal of the program is to secure stable and growing State and Federal capital and operating funding for the Agency and to avoid costly unfunded mandates.

V. CHANGES FROM COMMITTEE

N/A

VI. ALTERNATIVES CONSIDERED

- Take no action. The CEO does not recommend this alternative since he will need Board direction on where to focus his State and Federal legislative efforts in CY 2020.
- Accept the proposed legislative program but with Board adopted edits/changes.

VII. ATTACHMENTS

Attachment A: Current Funding for Operations & Capital Pie Chart

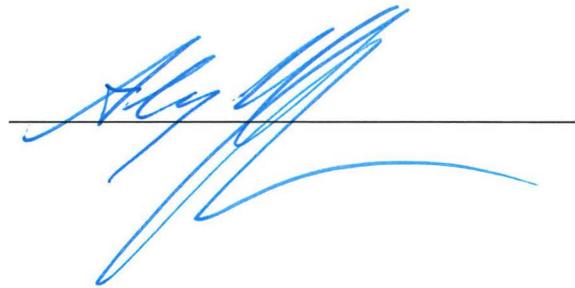
Attachment B: State Legislative Agenda

Attachment C: Federal Legislative Agenda

Prepared by: Alex Clifford, CEO/General Manager

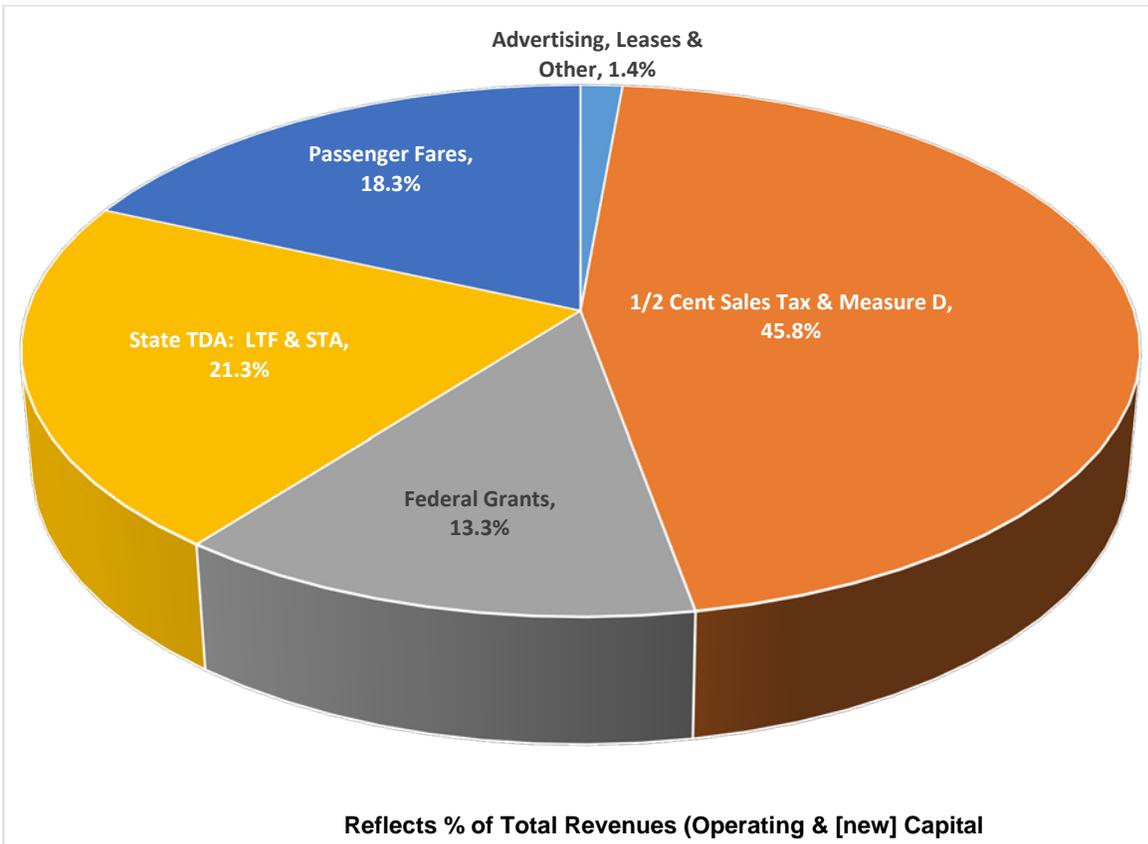
VIII. APPROVALS

Alex Clifford, CEO/General Manager

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

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Attachment A



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Attachment B

CY20 State Legislative Agenda

- **Existing Funding:** Protect against the elimination or diversion of any State-directed funds that support Santa Cruz County transportation needs.
- **Cap-and-Trade:** Continue to seek maximum flexibility in the use of Cap-and-Trade dollars and work to ensure growth in Cap-and-Trade funding available to transit.
- **Voter-Threshold:** 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.
- **Transit Oriented Development:** Support establishing new funding sources for Transit Oriented Development (TOD) and bus facilities.
- **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].
- **Statewide Coordination:** Continue active involvement in the California Transit Association (CTA) and the California Association for Coordinated Transportation (CalACT) and their associated sub-committees, advocating for the METRO Legislative Agenda with these organizations.
- **Transportation Development Act Reform:** In 2019, the CEO was appointed to a statewide Transportation Development Act (TDA) Reform Task Force. On behalf of METRO, the CEO will continue to seek various changes to the current law that will protect or increase the TDA funds received today by METRO. The CEO will continue to seek to reduce the burden of the current outdated performance measures and eliminate the penalties associated with a transit agency missing its farebox recovery ratio.
- **Low Carbon Fuel Standard:** The state's Low Carbon Fuel Standard program allows transit agencies operating electric buses or fixed guideway systems to generate LCFS credits for their use of electricity as a fuel. These credits can be sold to certain parties regulated under the program who must offset deficits created by their production of carbon intense fuels, creating a new revenue stream for transit agencies that could offset the cost of electricity as a fuel.

Unfortunately, the process for selling credits is cumbersome for transit agencies, requiring that they identify potential purchasers themselves or hire a broker to

Attachment B

serve as an intermediary to the credit market. METRO will, therefore, pursue the creation of a pool or other mechanism whereby agencies could clear the sale of their credits together and obtain economies of scale for the industry. The creation of this pool or other mechanism may be pursued with the California Transit Association or between METRO and the California Air Resources Board directly.

- **Resiliency:** The implementation of Pacific Gas & Electric's Public Safety Power Shutoff program and the ongoing threat of natural disasters has increased the likelihood that METRO's bus depots will periodically be without power. This creates new challenges for METRO's transition to zero-emission buses and threatens the role METRO plays in emergency response.

METRO will, therefore, pursue various strategies for mitigating the impacts on its operations of an unreliable grid. These strategies may include: advocating for a carve out or an exemption to the Innovative Clean Transit regulation, which would allow transit agencies to retain a contingency fleet of CNG or diesel buses; advocating for long-term consideration at the California Public Utilities Commission (CPUC), California Energy Commission (CEC) and California Air Resources Board (CARB) for funding that hardens and/or creates redundancies to the grid; and, advocating for legislation or regulation that requires Independently Owned Utilities (IOUs) to identify transit agencies as priority users of the grid, much like what is in place for fire and police departments and hospitals.

- Continue to monitor and participate in statewide discussions related to utility rate changes and the definition of peak/off-peak.
- Advocate and support efforts to increase the amount of Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) dollars available each year.

Attachment C

CY20 Federal Legislative Agenda

- Given that the FAST Act will expire in September 2020, encourage Congress to continue to seek creative solutions to securing sufficient, long-term dependable and recurring revenues to ensure the stability of the federal Highway Trust Fund and address the growing transportation infrastructure needs of the country.
- Advocate for increasing the Small Transit Intensive Cities (STIC) Program to 3% of the Section 5307 urbanized area formula program.
- Advocate for the Alternative Fuels Excise Tax Credit (tax extender) to be made permanent instead of continuing the annual attempts at renewal via the “Tax Extenders” approach.
- Advocate for the Alternative Fuels Excise Tax Credit Program to be modified to include zero emission electric buses.
- Fund a real and meaningful transportation infrastructure State-of-Good-Repair program. The nation is overdue for another Federal Capital Program. Such a program must include bus transit and should be structured with a combination of formula and competitive grants.
- Continue to seek annual FAST Act appropriations that are higher than anticipated in the FAST Act, seeking to substantially increase funding to the FTA 5307, 5311 and 5339 (a), (b) & (c) Programs.
- Advocate for and seek congressional support for an increase the federal gasoline and diesel fuel tax which would increase funding to the Highway Trust Fund and the Mass Transit Account. Federal gas tax has been unchanged since 1993 at 18.4 cents/gallon. Federal diesel fuel tax has been unchanged since 1993 at 24.4 cents/gallon. These Federal gas and diesel taxes provide revenues to the Federal Highway Trust Fund (HTF). 2.86 cents/per gallon from each of these two fuel taxes go to the Mass Transit Account. Federal bus transit funding comes from the Mass Transit Account. The Mass Transit Account, combined with other Federal funding sources, help to fund METRO operations through the FTA-5307 & 5311 grant programs.
- Lift the ban on congressionally-directed spending (earmarks).
- Support continued annual funding for the BUILD program at or above current levels.
-

Attachment C

- Develop and advocate for strong METRO grant submissions to DOT discretionary (competitive) programs such as BUILD, Bus and Bus Facilities, and Low and No Emissions Bus programs.
- Ensure that DOT implementation of MAP-21 and FAST Act rules and regulations do not have a negative impact on METRO operations.
- Reinstate the tax deduction for employers that provide commuter benefits such as transit passes (and parking) that was eliminated in the 2017 federal tax law. While corporate tax rates overall were lowered in the 2017 tax law, the elimination of the deduction for commuter benefits provides a disincentive for employers to provide transit benefits (employees may still receive those benefits in a pre-tax manner if employers choose to offer them).
- Carefully monitor the next Census to encourage the U.S. Census Bureau to maintain separate urbanized area (UZA) designations for the cities of Santa Cruz, Watsonville, and Salinas following the 2020 Census.
- Seek amendments to the Transportation Infrastructure Finance and Innovation Act (TIFIA) loan program at DOT to make it more attractive as a tool to assist bus purchases.
- Support establishing new dedicated funding sources for Transit Oriented Development (TOD) and bus facilities and allow planning, engineering, and design to be eligible activities.
- Work with Congress and the FTA to help them understand the significant challenges for small to mid-size transit properties to fund operating and capital programs and to keep up with State of Good Repair.
- Oppose any federal efforts that would preempt local authority over the use of autonomous vehicles in their communities.
- Oppose unfunded federal mandates.
- Start talking with Congress now about identifying stable, dependable and recurring funding sources for the successor or extension of the FAST Act.
- Continue active involvement in the STIC Coalition, The Bus Coalition, CTAA, CalACT, APTA and various associated sub-committees, advocating the METRO Legislative Agenda with these organizations.
- Continue the annual transit funding advocacy trip to Washington, DC in March/April and encourage up to four Board members to participate.



State Legislative Update

Santa Cruz Metropolitan Transit District

Joshua W. Shaw and Michael Pimentel

February 28, 2020

15.1

01

Legislation

2019-2020 Regular Session

15.2

2019-2020 Legislative Session

- 2nd year of the two-year session
- New bill introduction deadline last Friday
 - 2,200+ bills in 2020
 - 2,575 bills in 2019
- Not a huge number of transit-specific bills
 - But, a few matter *a lot!*

15.3

Fare Free Transit

Conversation around **fare free transit** has grown louder in Sacramento.

Problematic given:

- Expected Transit Fiscal/Operational Impacts
- New Governor
- Strength of Authors
- Broad Legislative Support
- Nationwide Interest

15.4

Fare Free Transit Bills

- **AB 1350 (Gonzalez)** – Requires free transit for persons 18 years of age and under.
- **AB 2012 (Chu)** – Requires free transit for persons 65 years of age and over.
- **AB 2176 (Holden)** – Requires free transit for UC, CSU, CCC students.
 - Would make student assessments to fund such service illegal.

Other Priority Legislation

- **SB 1283 (Beall)** – Authorizes a new pilot program for **Bus on Shoulder** operations on the **State Highway System**.
 - Introduced as a “spot” bill.
 - Leaves Santa Cruz METRO’s authority untouched.
 - Will authorize up to four new corridors in Northern California, four new corridors in Southern California.

15.5

Other Priority Legislation (cont.)

- **AB 2873 (Kalra)** – Requires transit agency management to take into consideration the recommendations of its labor representatives on new technology that affects the nature of work for employees or that requires jobs training.
 - Focused on automation.

15.6

02

Funding

2020-21 Budget Year

15.7

Proposed FY 2020-21 State Budget

- STA will increase slightly from FY 19-20 to 20-21
- Cap and Trade down due to conservative auction proceeds estimate
 - \$150 million for ZEBs, trucks, off-road freight
- New \$1 billion “Climate Catalyst Fund”
 - Low interest loans for ZEV infrastructure/vehicles, overseen by GO-Biz and SGC
- Budget references EO on climate change, emphasizes investments that reduce VMT

15.8

Estimated Transit Funding (Governor's Budget)			
Source	2018-19	2019-20	2020-21
STA			
Base (2.375%)	\$216,984	\$214,941	\$225,281
Gas Tax Swap (1.75%)	\$149,694	\$148,024	\$155,684
SB 1 (3.5%)	\$299,387	\$296,048	\$311,288
STA SGR (TIF)	\$105,000	\$108,000	\$112,000
Total	\$771,065	\$767,013	\$804,253
INTERCITY & COMMUTER RAIL			
Base (2.375%)*	\$216,984	\$214,941	\$225,281
SB 1 (0.5%)	\$42,772	\$42,293	\$44,470
Total	\$259,755	\$257,233	\$269,751
LCTOP			
Cap & Trade (5.0%)	\$146,949	\$137,693	\$114,666
Total	\$146,949	\$137,693	\$114,666
TIRCP**			
Cap & Trade (10.0%)	\$163,029	\$654,750	\$233,408
SB 1 (TIF)	\$245,000	\$251,000	\$261,000
Total	\$408,029	\$905,750	\$494,408

* Funds also used for other Caltrans purposes

**Funds included as part of five-year programming cycle

03

Transit Electrification

ARB, CPUC, OEC

15.9

Budgetary and Regulatory Actions

- Pursuing increased funding for zero-emission buses and infrastructure
 - \$250 million ongoing vs. \$150 million one-time
- Advocating that CPUC establish transit-specific rate designs

15.10

Budgetary and Regulatory Actions (cont.)

- Advocating CPUC address grid resiliency, issues with PG&E's PSPS
 - Want transit agencies named priority customers
- Pursuing streamlining of LCFS program
 - Possible creation of state-run clearinghouse for LCFS credits

15.11

Questions?



15.12

Contact Information

Joshua W. Shaw

josh@SYASLpartners.com



Michael Pimentel

michael@SYASLpartners.com

15.13



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FEDERAL UPDATE



FEBRUARY 2020



TOPICS OF DISCUSSION



- FY 2020 DOT Budgets
- FY 2021 DOT Budget Proposal
- FAST Act Reauthorization
 - 2020 Census
- METRO Makes an Impact!

FY 2020 DOT Budget



- Congress Rejected White House Proposed Cuts
- Transit Formula Programs Increased at FAST Act Levels (2%)
- Competitive programs received “plus ups” over FAST Act
- Year 2 of STIC at 2% of formula program
- “Rostenkowski Test” Waived

FY 2021 DOT Budget Proposal



- **Trump Administration Recommends 19% Reduction to DOT Budget**
- **Maintains FAST Act Levels for Many Programs**
- **Proposes deep cut to General Fund Programs:**
 - **Capital Investment Grants**
 - **Amtrak & Other Passenger Rail**
- **Congress Expected to Reject Cuts Again**

FAST Act Reauthorization



- 2015 FAST Act Expires in September
- At least \$100 billion in additional funds needed
- House Democrats Unveiled Guidelines Last Month
 - Pairing it with larger “Infrastructure Package”
 - \$50 billion over baseline funding for transit over 5 years
 - \$40 billion over baseline funding for rail over 5 years
 - Priority for investments in clean energy
 - Local Control Over Investments
 - Improve financing mechanisms (TIFIA, BABs, etc)

FAST Act Reauthorization



- **White House Budget Included Broad Outline**
- **Loosely based on Senate Highway Bill**
- **In addition to current programs:**
 - \$60b for “mega-projects”
 - \$50b for new freight program
 - \$35b for new bridge program
 - \$25b for “Revitalizing Rural America”
 - \$20 billion for State of Good Repair “Sprint”

FAST Act Reauthorization



- Bipartisan Discussions w/WH Broken Down
- House and Senate Will Try to Move Proposals
- Election Year Makes Leg. Calendar Tight

BUT THE BIGGEST BARRIER...

FAST Act Reauthorization



2020 Census



- Census Bureau May Reclassify Urbanized Areas
- Result Could be combined UZA with Santa Cruz-Watsonville-Salinas
- Population would Exceed 200,000
- Impact usage of federal funds for operations
- No longer qualify for STIC

METRO Makes an Impact!



- Tax Credits for Electric Bus Manufacturing
- STIC Increase to 3% of formula account
- APTA Reauthorization Process



DATE: February 28, 2020
TO: Board of Directors
FROM: Jayme Ackemann, Marketing, Communications & Customer Services Director
SUBJECT: **ADOPT AN AMENDMENT TO METRO'S DISCOUNT FARE POLICY PROVISIONS PERTAINING TO THE FREE FARE PROGRAM FOR LEGALLY BLIND INDIVIDUALS**

I. RECOMMENDED ACTION

Staff Proposes the Board of Directors adopt an amendment to the Discount Fare Policy

II. SUMMARY

- This report provides information and background on the proposed amendments to the Discount Fare Policy, including amendments related to the free fare program for legally blind individuals.

III. DISCUSSION/BACKGROUND

The Santa Cruz Metropolitan Transit District (METRO) works closely with local organizations and commissions that work with our communities' elderly and disabled populations to identify improvements that enhance our system's accessibility for all customers.

On October 25, 2019, the METRO Board of Directors amended the Discount Fare Program to include a Free Fare Program for legally blind individuals, with the understanding that the Free Fare Program would be discontinued once METRO replaces its existing TVMs or substitutes other new technologies (e.g., mobile ticketing applications) in their place.

Since the program was adopted, METRO staff has continued to solicit feedback from staff and community members on the implementation of the Free Fare Program.

As a result of comments received from the public and METRO staff, staff is recommending modifications/clarifications to the Discount Fare Program. These amendments primarily: (1) change the name of the card provided to legally blind individuals to "Access Card"; (2) provide more information on obtaining the Access Card; (3) clarify that individuals with visual impairments are still eligible to

apply for a discount fare; and (4) provide more information to out-of-service-area visitors.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This contract aligns to METRO's financial stability, stewardship & accountability and strategic alliances and community outreach.

V. FINANCIAL CONSIDERATIONS/IMPACT

There are not financial impacts associated with the proposed action.

VI. CHANGES FROM COMMITTEE

N/A.

VII. ALTERNATIVES CONSIDERED

- The Board could choose not to amend the Discount Fare Program. This is not recommended.

VIII. ATTACHMENTS

Attachment A: Resolution Adopting Santa Cruz METRO's Discount Fare Policy with final and redline versions (AR-1028 Older Adult, Persons with Disabilities and Legally Blind Persons Fixed Route Discount Fare Program)

Prepared by: Jayme Ackemann, Marketing, Communications and Customer Service Director

VII. APPROVALS

Jayne Ackemann, Marketing,
Communications & Customer Service
Director



Alex Clifford, CEO/General Manager



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Attachment A



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

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

RESOLUTION AMENDING SANTA CRUZ METRO'S DISCOUNT FARE POLICY

WHEREAS, on March 27, 2009, the Santa Cruz Metropolitan Transit District (METRO) adopted an Older Adult and Persons with Disabilities Fixed Route Discount Fare Program (Discount Fare Program); and

WHEREAS, on October 25, 2019, the METRO Board of Directors amended the Discount Fare Program to include a Free Fare Program for legally blind individuals, with the understanding that the Free Fare Program would be discontinued once METRO replaces its existing TVMs or substitutes other new technologies (e.g., mobile ticketing applications) in their place; and

WHEREAS, METRO staff has solicited feedback from staff and community members on the implementation of the Free Fare Program; and

WHEREAS, staff is recommending minor amendments to the Discount Fare Program to incorporate changes reflected by said feedback.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby amends the Discount Fare Program, which amendments are effective upon adoption by the Board.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on February 28, 2020, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

Attachment A

Resolution #: _____
Page 2 of 2

ABSTAIN: DIRECTORS –

Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

JULIE A. SHERMAN
General Counsel

Attachment A

CLEAN VERSION

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Attachment A - CLEAN

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1028

Computer Title: Discount Fare.doc

Effective Date: March 27, 2009

Pages: 13

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

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
March 27, 2009	New Policy	D.B.
October 22, 2010	Revised Section 4.01, and revisions to include purchase of passes on website	E.P.
September 26, 2014	Update METRO Pass Outlets, add Ticket Vending Machine locations and revise Attachment A	
November 1, 2019	Revisions to incorporate free fare program for legally blind individuals	
February 28, 2020	Revisions related to free fare program for legally blind individuals	

I. POLICY

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

II. APPLICABILITY

- 2.1 This policy is applicable to Santa Cruz METRO employees and qualified individuals using the

Attachment A - CLEAN

fixed route service.

- 2.2 The free fare portion of this policy is solely applicable to legally blind individuals using the fixed route service (**Access Card**). There is no charge to obtain the **Access Card**.

There are three ways for such individuals to utilize these benefits: (1) bus operators will allow blind individuals to ride for free without a pass, particularly where an individual's disability is obvious (for example, if service dog is observed guiding an individual who is blind or the person is using a white cane); (2) submittal of a medical certification (*Attachment C*) or other blindness certification; or (3) certification by Santa Cruz METRO staff if obtaining a medical certification is a burden. To be certified by Santa Cruz METRO staff, the customer may schedule an appointment with the Eligibility Coordinator for an assessment and certification. The Eligibility Coordinator will verify the customer's eligibility either: (1) by confirming that the customer is already eligible to use the Discounted Fare Program or Paratransit Service due to legal blindness; or (2) through a short interview and assessment.

- 2.3 Questions regarding certification may be submitted to: customerservice@scmttd.com

III. DEFINITIONS

- 3.1 **"Discount Fare"** means one-half the regular fare.
- 3.2 **"Free Fare"** means 0% of the regular fare.
- 3.3 **"Legally Blind"** means an individual whose vision meets the criteria set forth in Section 4.6.
- 3.4 **"Individual with a Disability"** means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, or an individual who has one of the valid documents listed in Section 4.01(b) of this policy.
- 3.5 **"Older Adult"** means an individual who is at least 62 years old.
- 3.6 **"Temporary Disability"** means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, and that disability is not permanent.

IV. ELIGIBILITY

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

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

- i.) Santa Cruz METRO Discount Photo Identification Card;
- ii.) Santa Cruz METRO ParaCruz Identification Card;

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

b. For Persons with Disabilities:

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

c. Any individual presenting a valid Medicare Identification Card. The person presenting a Medicare ID Card must also present a legal photo ID to check the validity of the Medicare Card.

d. For Legally Blind Persons:

- i.) Refer to Section 2.2., 2.3., and 4.6.

4.2 To qualify for a Santa Cruz METRO **Discount Fare Card**, an applicant must provide Santa Cruz METRO Customer Service with the valid documents listed in Section 4 of this policy.

4.3 If an individual does not have one of the valid identification cards listed in Section 4 of this policy, he/she may still be eligible for a Santa Cruz METRO **Discount Fare Card**. An additional way to qualify for a Santa Cruz METRO **Discount Fare Card** is to submit a completed "Discount Fare Application" (*Attachment A*), available at: http://www.scmtd.com/images/departments/legal/policies/attach_a_prof_verification_disability_status_2014.pdf. Attachment A must identify the appropriate eligibility category from Section

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4.04 and must be completed by one of the following licensed professionals for such category:

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

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

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

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appropriate cerebellar signs or proprioceptive loss post 4 months.

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

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

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

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

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

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

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

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

4.5 To qualify for a Santa Cruz METRO **Access Card**, the individual must meet the following criteria: those individuals whose vision in the better eye, after best correction, is 20/200 or less; or those individuals whose visual field is contracted (commonly known as tunnel vision) so the widest diameter subtends an angle no greater than 20 degrees.

4.6 To qualify for a Santa Cruz METRO **Access Card**, an applicant must provide a Certificate of Blindness (*Attachment C*) issued by the individual's physician or other blindness certification, including certification by Santa Cruz METRO staff.

Questions regarding certification may be submitted to: customerservice@scmttd.com

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- i.) If eligible, individuals will be issued a **Access Card** immediately.
- ii.) **Out-of-Service-Area Visitors:** If individuals are visiting from out of Santa Cruz METRO's service area and can provide the appropriate documentation (Certificate of Blindness (*Attachment C*) or discount card for the county/region they live in), Santa Cruz METRO will give them a temporary bus pass valid for 7 days of travel. Within 7 – 10 days of their application, they will also receive a permanent **Access Card** valid for future visits to Santa Cruz METRO's service area. Bus operators will allow visitors from out of Santa Cruz METRO's service area to ride for free without a pass, particularly where an individual's disability is obvious (for example, if service dog is observed guiding an individual who is blind or the person is using a white cane).

4.7 Individuals that are eligible for a **Discount Fare Card** or **Access Card** may pay the full price fare if they desire. Individuals who are eligible for the **Access Card** may still obtain a **Discount Fare Card** (or provide one of the valid identification cards listed in Section 4.1 of this policy) and pay the discounted fare if they desire.

V. OBTAINING SANTA CRUZ METRO DISCOUNT AND ACCESS ID CARDS

5.1 An eligible individual may obtain a Santa Cruz METRO **Discount Fare Card** at either of the following locations at the times indicated:

- a. Santa Cruz Metro Center (Pacific Station) Information Booth on weekdays. Please contact (831-425-8600) Santa Cruz METRO for specific times.
- b. Watsonville Transit Center at West Lake and Rodriguez Streets the second Tuesday of every month by appointment **ONLY**. Please contact (831-425-8600) Santa Cruz METRO to make an appointment.

5.2 An eligible individual must present one of the forms of Identification listed in Section 4.01 or other acceptable proof of age in order to qualify for a Santa Cruz METRO Discount Fare Card based on being 62 years of age or older.

- a. To purchase a Santa Cruz METRO **Discount Fare Card** based on disability without proof of disability set forth in Section 4.01(b), the individual must provide a completed "Discount Fare Application" (*Attachment A*). Attachment A must be certified by a licensed medical practitioner or other licensed professional verifying that the individual has a disability (see Section IV), which may qualify the individual for a discounted fare.

***Discount Fare Applications can be picked up at:**

Santa Cruz Metro Center (Pacific Station) Information Booth, or requested by phone at (831) 425-8600;

Santa Cruz METRO's Accessible Services Coordinator at (831) 423-3868 or

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the California Relay System at 800-735-2929.

The forms are also available on-line at Santa Cruz METRO's website:

www.scmttd.com

- b. **COST OF DISCOUNT FARE CARD:** Those eligible individuals will pay \$2.00 for the Card. In the event that the Discount Fare Card is lost, Santa Cruz METRO charges a \$2.00 replacement fee for the first lost card, and \$5.00 for the replacement of a lost card thereafter.

5.3 Children (under the age of 18) of Santa Cruz METRO passengers using a Santa Cruz METRO Discount Fare Card can ride at the discounted rate when accompanying their qualifying parent. Parents must complete a registration form (*Attachment B*), available at Pacific Station and Watsonville Transit Centers to qualify for this extended coverage. The registration form is also available on Santa Cruz METRO's website (www.scmttd.com).

5.4 Refer to Section 2.2 and 4.6 for procedures for obtaining the **Access Card**.

VI. PERSONAL CARE ATTENDANTS

6.1 Persons with Disabilities, including legally blind individuals, are eligible to have one personal care attendant travel with him/her without paying a second fare. To qualify, Attachment A must indicate a need for a Personal Care Attendant, and must be certified by a licensed medical practitioner or other licensed professional. Upon acceptance by Santa Cruz METRO, the eligible individual will be provided with specific identification that authorizes transportation with one Personal Care Attendant.

6.2 An individual who has a Santa Cruz METRO Discount Fare Card or Paratransit Card issued by another Transit Agency, or a Santa Cruz METRO ParaCruz Eligibility Card, which indicates the need for one Personal Care Attendant, may ride on Santa Cruz METRO's fixed route with one Personal Care Attendant without paying a second fare.

VII. TEMPORARY DISABILITIES

7.1 Persons with temporary disabilities, who meet one or more of the Categories listed in Section 4.04 or Section 4.6 of this Policy, may qualify for a Temporary (non-permanent) Santa Cruz METRO **Discount Fare Card** (Peach colored Discount Card) or **Access Card** (Red colored Discount Card).

7.2 This Temporary **Discount Fare Card** or **Access Card** will reflect an expiration date, which corresponds with the individual's "Certification of Disability Status" portion of Attachment A. Once expired, the person would be required to receive a new "Certification of Disability Status" Form from a licensed professional in Section 4.03 in order to extend their Santa Cruz METRO **Discount Fare Card** or **Access Card**.

VIII. SANTA CRUZ METRO PASS VENDORS AND TICKET VENDING MACHINE LOCATIONS

- 8.1 a. Santa Cruz METRO Bus Passes and Highway 17 Monthly Passes can be purchased at the following locations. Ticket Vending Machine (TVM) hours are indicated after each TVM location below.
- b. Reloadable CRUZ Cards may **ONLY** be purchased at Pacific Station, on Santa Cruz METRO's website (www.scmttd.com/en/fares/buy-passes-online), or by mail-order (*See Section 9.01 below*). CRUZ Cards are not available from Pass Vendors or TVMs).

APTOS

*Cabrillo College, 6500 Soquel Drive – Ticket Vending Machine (24 hrs/7 days a week)

BOULDER CREEK

Boulder Creek Pharmacy, 13081 Highway 9 (338-2144)

CAPITOLA

SaveMart Supermarket, 1475 – 41st Avenue (462-6917)
Capitola Mall, 1855- 41st Avenue – Ticket Vending Machine (24/7)

LIVE OAK

Live Oak Family Resource Center, 1740 17th Avenue (476-7284)

SANTA CRUZ

Metro Center (Pacific Station) - 920 Pacific Avenue

- Customer Service Information Booth (Mon-Fri 7am – 5:30pm) (425-8600)
- Ticket Vending Machine (6am – 11pm)

Walgreen's Pharmacy, 1718 Soquel Avenue (425-1910)

SCOTTS VALLEY

Cavallaro Transit Center, 246 Kings Village Road – Ticket Vending Machine (24/7)

WATSONVILLE

Food Maxx, 1465 Main Street (768-1483)
Watsonville Transit Center, 475 Rodriguez Street – Ticket Vending Machine (7am – 9pm) (724-9564)

IX. ORDER PASSES BY MAIL

- 9.1 Individuals who currently hold a valid Santa Cruz METRO **Discount Fare Card**, or have previously purchased Discounted Passes and are on file with Santa Cruz METRO, can order bus passes by mail and on Santa Cruz METRO's website. The form is available at the

Attachment A - CLEAN

Information Booth at Pacific Station and on Santa Cruz METRO's website www.scmtd.com.
Mail the completed form along with a self-addressed, stamped envelope to:

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

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

X. ADMINISTRATION OF REGULATION

- 10.1 The Operations Manager or designee is responsible for the following:
- a. Ensuring that this regulation is disseminated to all existing fixed route drivers, customer service agents and transit center ticket agents.
 - b. Ensuring that this regulation is disseminated to all new and future fixed route drivers, customer service agents and transit center ticket agents.
 - c. Providing guidance, training and assistance to all employees, customer service agents and transit center ticket agents who are responsible for issuing Santa Cruz METRO **Discount** and **Access ID Cards** and passes.
- 10.2 Santa Cruz METRO will integrate the Santa Cruz METRO Discount Fare Card Program into its Policies and Procedures.

Attachment A - CLEAN Discount Fare Application (Cont'd)

Health care provider certification section: This form is used for individuals with permanent or temporary disabilities. This also includes individuals who may need an attendant to ride Santa Cruz METRO service.

Patient/applicant release:

I authorize: _____ to verify my disability if requested to do so by METRO.
(Name of certified/ licensed health care provider*)

Patient/applicant signature: _____ Date: _____

This portion to be completed by Licensed Health Care Provider ONLY! (see below)

Applicant's name: _____

Applicant's date of birth: _____

Health care provider's name: _____

Title: _____

State certification or license #: _____ Telephone number: _____

Email address: _____

Address: _____

I, _____ hereby certify that I have examined the patient listed above and it is my opinion that he/she is disabled due to illness, congenital malfunction or other incapacity that substantially limits one or more major life functions.

His/Her Disability is:

Permanent

Temporary (defined as impairment lasting not more than 12 months). Duration is _____ months.

Does the Patient's disability necessitate the use of a Personal Care Attendant when riding on Santa Cruz METRO service?

Yes No

The **Category number** of the disability is: _____ **(Please select from Section 4.04- Category Descriptions 1-19).*

I certify that the above is correct and that I am legally certified and/or licensed in my state as a Healthcare Provider.

Signature: _____ Date: _____

Customer Service Staff may contact you for verification.

ORIGINAL Completed Application may be mailed to:
Santa Cruz METRO Information Booth, 920 Pacific Station, Suite 21, Santa Cruz, CA 95060

Attachment A - CLEAN



Attachment B

REQUEST FOR REDUCED CHILDREN'S FARE WITH DISCOUNT FARE CARD

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

CHILDREN:

Name: _____	Birthdate: _____

Discount Fare Card Holder:

Print Name: _____

Address: _____

Signature: _____ *Date:* _____

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

Attachment A - CLEAN

Attachment C

CONFIRMATION OF LEGAL BLINDNESS

The federal definition of "blindness" under Title XVI of the Social Security Act currently states:

(2) "An individual shall be considered to be blind for purposes of this title if he has central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of the first sentence of this subsection as having a central visual acuity of 20/200 or less." http://www.ssa.gov/OP_Home/ssact/title16b/1614.htm

Translation: If you wear your glasses or contacts (or both) and then are measured on an eye chart as seeing 20/200 or less, or if the width of vision for both your eyes totals an arc of 20 degrees or less, you are legally blind according to this federal definition.

CONSUMER / CLIENT / PATIENT:

Name: _____ Date of Birth: _____
Address: _____

Best corrected vision:

OD (right eye) _____ OS (left eye) _____ OU (both eyes) _____

Width of Visual Field (in degrees): _____

Specific eye condition(s): _____

CERTIFYING AUTHORITY:

I certify that _____ is legally blind in both eyes as specified in the federal definition quoted above.

(Signed) _____ (Date) _____

_____. (Title) _____

Please attach your business card OR print/type your name, profession, and address here: _____

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Attachment A

REDLINE VERSION

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Attachment A - REDLINE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1028

Computer Title: Discount Fare.doc

Effective Date: March 27, 2009

Pages: 13

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

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
March 27, 2009	New Policy	D.B.
October 22, 2010	Revised Section 4.01, and revisions to include purchase of passes on website	E.P.
September 26, 2014	Update METRO Pass Outlets, add Ticket Vending Machine locations and revise Attachment A	
November 1, 2019	Revisions to incorporate free fare program for legally blind individuals	
<u>February 28, 2020</u>	<u>Revisions related to free fare program for legally blind individuals</u>	

I. POLICY

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

II. APPLICABILITY

- 2.1 This policy is applicable to Santa Cruz METRO employees and qualified individuals using the

fixed route service.

2.2 The free fare portion of this policy is solely applicable to legally blind individuals using the fixed route service (Access Card). There is no charge to obtain the Access Card.

There are three ways for such individuals to utilize these benefits: (1) bus operators will allow blind individuals to ride for free without a pass, particularly where an individual's disability is obvious (for example, if service dog is observed guiding an individual who is blind or the person is using a white cane); (2) submittal of a medical certification (*Attachment C*) or other blindness certification; or (3) certification by Santa Cruz METRO staff if obtaining a medical certification is a burden. To be certified by Santa Cruz METRO staff, the customer may schedule an appointment with the Eligibility Coordinator for an assessment and certification. The Eligibility Coordinator will verify the customer's eligibility either: (1) by confirming that the customer is already eligible to use the Discounted Fare Program or Paratransit Service due to legal blindness; or (2) through a short interview and assessment.

2.3 Questions regarding certification may be submitted to: customerservice@scmttd.com

2.2

III. DEFINITIONS

3.1 "Discount Fare" means one-half the regular fare.

3.2 "Free Fare" means 0% of the regular fare.

3.3 "Legally Blind" means an individual whose vision meets the criteria set forth in Section 4.6.

3.4 "Individual with a Disability" means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, or an individual who has one of the valid documents listed in Section 4.01(b) of this policy.

3.5 "Older Adult" means an individual who is at least 62 years old.

3.6 "Temporary Disability" means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, and that disability is not permanent.

IV. ELIGIBILITY

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

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

Attachment A - REDLINE

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

b. For Persons with Disabilities:

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

c. **Any individual presenting a valid Medicare Identification Card.** The person presenting a Medicare ID Card must also present a legal photo ID to check the validity of the Medicare Card.

d. For Legally Blind Persons:

- i.) Refer to Section 2.2., 2.3., and 4.6.

4.2 To qualify for a Santa Cruz METRO **Discount Fare Card**, an applicant must provide Santa Cruz METRO Customer Service with the valid documents listed in Section ~~4.01~~ of this policy.

4.3 If an individual does not have one of the valid identification cards listed in Section ~~4.01~~ of this policy, he/she may still be eligible for a Santa Cruz METRO **Discount Fare Card**. An additional way to qualify for a Santa Cruz METRO **Discount Fare Card** is to submit a

Attachment A - REDLINE

completed “Discount Fare Application” (*Attachment A*), available at: http://www.scmted.com/images/department/legal/policies/atth_a_prof_verification_disability_status_2014.pdf. Attachment A must identify the appropriate eligibility category from Section 4.04 and must be completed by one of the following licensed professionals for such category:

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

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

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

Attachment A - REDLINE

5. **Cerebrovascular Accident (Stroke)**—With one of the following: (a) pseudobulbar palsy; or (b) functional motor deficit in any of two extremities; or (c) ataxia affecting two extremities substantiated by appropriate cerebellar signs or proprioceptive loss post 4 months.
6. **Pulmonary Ills**—Respiratory Impairments of Class 3 and 4. Class 3: FVC between 51 percent and 59 percent of predicted; or FEV between 41 percent and 59 percent of predicted. Class 4: FVC less than or equal to 50 percent of predicted; or FEV less than or equal to 40 percent of predicted.
7. **Cardiac Ills**—Cardiovascular impairments of functional Class III or IV. Functional Classification: Class III: Individuals with cardiac disease resulting in marked limitation of physical activity. They are comfortable at rest. Less than ordinary physical activity causes fatigue, palpitation, dyspnea or anginal pain. For instance, inability to walk one or more level blocks or climbing a flight of ordinary stairs. Class IV: Individuals with cardiac disease resulting in inability to carry out any physical activity without discomfort. Symptoms of cardiac insufficiency or of the anginal syndrome may be present even at rest. If physical activity is undertaken, discomfort is increased.
8. **Dialysis**—Individuals whose disability requires the use of a kidney dialysis machine.
9. **Sight Disabilities**—Those individuals whose vision in the better eye, after best correction, is 20/200 or less; or those individuals whose visual field is contracted (commonly known as tunnel vision): (a) to 10 degrees or less from a point of fixation; or (b) so the widest diameter subtends an angle no greater than 20 degrees; and (c) individuals who are unable to read information signs or symbols for other than language reasons.
- 9.10. **Hearing Disabilities**—Deafness or hearing incapacity that makes an individual unable to communicate or hear warning signals, including only those persons whose hearing loss is 70 dba or greater in the 500, 1000, 2000 Hz. Ranges.
- ~~10.11.~~ **Disabilities of Incoordination**—Individuals suffering faulty coordination or palsy from brain, spinal or peripheral nerve injury and any person with a functional nerve injury and any person with a functional motor deficit in any two limbs or who suffers manifestations which significantly reduce mobility, coordination or perceptiveness not accounted for in previous categories;
- ~~11.12.~~ **Intellectual Disability**—Individuals characterized by significant limitations both in intellectual functioning and in adaptive behavior as expressed in conceptual, social, and practical adaptive skills. This disability

Attachment A - REDLINE

generally originates during the developmental period before the age of 18 or as the result of illness or accident later in life and is associated with impairment in adaptive behavior (a general guideline is an IQ which is more than two standard deviations below the norm).

~~12.~~13. **Cerebral Palsy**—A disorder dating from birth or early infancy or as the result of illness or accident later in life, non-progressive, although if not treated there is marked regression in functioning characterized by examples of aberrations of motor functions (paralysis, weakness, incoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, developmental disabilities, learning difficulty and behavioral disorders.

~~13.~~14. **Epilepsy (Convulsive Disorder)**—A clinical disorder involving impairment of consciousness, characterized by seizures (e.g., generalized, complex partial, major motor, grand mal, petit mal or psychomotor), occurring more frequently than once a month in spite of prescribed treatment, with (a) diurnal episodes (loss of consciousness and convulsive seizure); (b) nocturnal episodes which show residual interfering with activity during the day; or (c) a disorder involving absence (petit mal) or mild partial (psychomotor) seizures occurring more frequently than once per week in spite of prescribed treatment with Alteration of awareness or loss of consciousness; and 2) Transient postictal manifestations of conventional or antisocial behavior. Person exhibiting seizure-free control for a continuous period of more than six (6) months duration are not included in the statement of Epilepsy defined in this category.

~~14.~~15. **Infantile Autism**—A syndrome described as consisting of withdrawal, very inadequate social relationships, language disturbance and monotonously repetitive motor behavior. Many children with autism will also be seriously impaired in general intellectual functioning. This syndrome usually appears before the age of six and is characterized by severe withdrawal and inappropriate response to external stimuli.

~~15.~~16. **Neurological Impairment**—A syndrome characterized by learning, perception and/or behavioral disorders of an individual who's IQ is not less than two standard deviations below the norm. These characteristics exist as a result of brain dysfunctions (any disorder in learning using the senses), neurologic disorder or any damage to the central nervous system, whether due to genetic, hereditary, accident or illness factors. This section includes people with severe gait problems who are restricted in mobility.

~~16.~~17. **Mental Disorders**—Individuals whose mental impairment substantially limits one or more of their major life activities. This includes inability to learn, work or care for oneself. A principal diagnosis from the SSM IV classification in one of the following areas is required for

Attachment A - REDLINE

eligibility: Organic Mental Disorders, Schizophrenic Disorders, Paranoid Disorders, Psychotic Disorders not elsewhere classified, Affective Disorders, Somata Form Disorders, Dissociative Disorders, Adjustment Disorders, Psychological Factors Affecting Physical Condition, and Post Traumatic Stress Syndrome. These diagnoses must be at Class 3 to 5 levels:

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

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

~~17~~18. **Chronic Progressive Debilitating Disorders**—Individuals who experience chronic and progressive debilitating diseases that are characterized by constitutional symptoms such as fatigue, weakness, weight loss, pain and changes in mental status that, taken together, interfere in the activities of daily living and significantly impair mobility. Examples of such disorders include: (a) Progressive, uncontrollable malignancies (i.e., terminal malignancies or malignancies being treated with aggressive radiation or chemotherapy); (b) Advanced connective tissue diseases (i.e., advance stages of disseminated lupus erythematosus, scleroderma or polyarteritis nodosa); (c) Symptomatic HIV infection (i.e., AIDS or ARC) in CDC defined clinical categories B and C.

~~18~~19. **Multiple Impairments**—This category may include, but not be limited to, persons disabled by the combined effects of more than one impairment, including those related to age. The individual impairments themselves may not be severe enough to qualify as a Transit Dysfunction; however, the combined effects of the disabilities may qualify the individual for the program.

4.5 To qualify for a Santa Cruz METRO **Blind-Access Card**, the individual must meet the following criteria: those individuals whose vision in the better eye, after best correction, is 20/200 or less; or those individuals whose visual field is contracted (commonly known as tunnel vision) so the widest diameter subtends an angle no greater than 20 degrees.

4.6 To qualify for a Santa Cruz METRO **Blind-Access Card**, an applicant must provide a Certificate of Blindness (*Attachment C*) issued by the individual's physician or other blindness certification, including certification by Santa Cruz METRO staff.

Questions regarding certification may be submitted to: customerservice@scmtd.com

- i.) If eligible, individuals will be issued a **Blind-Access Card** immediately.
- ii.) Out-of-Service--Area Visitors: If individuals are visiting from out of Santa Cruz METRO's service area and can provide the appropriate documentation (Certificate of Blindness (Attachment C) or discount card for the county/region they live in), Santa Cruz METRO will give them a temporary bus pass valid for 7 days of travel. Within 7 – 10 days of their application, they will also receive a permanent **Blind-Access Card** valid for future visits to Santa Cruz METRO's service area. Bus operators will allow visitors from out of Santa Cruz METRO's service area to ride for free without a pass, particularly where an individual's disability is obvious (for example, if service dog is observed guiding an individual who is blind or the person is using a white cane).

- 4.7 Individuals that are eligible for a **Discount Fare Card** or **Blind-Access Card** may pay the full price fare if they desire. Individuals who are eligible for the Access Card may still obtain a Discount Fare Card (or provide one of the valid identification cards listed in Section 4.1 of this policy) and pay the discounted fare if they desire.

V. OBTAINING SANTA CRUZ METRO DISCOUNT AND ~~BLIND~~-ACCESS ID CARDS

- 5.1 An eligible individual may obtain a Santa Cruz METRO **Discount Fare Card** at either of the following locations at the times indicated:
- a. Santa Cruz Metro Center (Pacific Station) Information Booth on weekdays. Please contact (831-425-8600) Santa Cruz METRO for specific times.
 - b. Watsonville Transit Center at West Lake and Rodriguez Streets the second Tuesday of every month by appointment ONLY. Please contact (831-425-8600) Santa Cruz METRO to make an appointment.
- 5.2 An eligible individual must present one of the forms of Identification listed in Section 4.01 or other acceptable proof of age in order to qualify for a Santa Cruz METRO Discount Fare Card based on being 62 years of age or older.
- a. To purchase a Santa Cruz METRO **Discount Fare Card** based on disability without proof of disability set forth in Section 4.01(b), the individual must provide a completed "Discount Fare Application" (*Attachment A*). Attachment A must be certified by a licensed medical practitioner or other licensed professional verifying that the individual has a disability (see Section IV), which may qualify the individual for a discounted fare.

***Discount Fare Applications can be picked up at:**

Santa Cruz Metro Center (Pacific Station) Information Booth, or requested by phone at (831) 425-8600;

Attachment A - REDLINE

Santa Cruz METRO's Accessible Services Coordinator at (831) 423-3868 or the California Relay System at 800-735-2929.

The forms are also available on-line at Santa Cruz METRO's website:
www.scmttd.com

- b. COST OF DISCOUNT FARE CARD: Those eligible individuals will pay \$2.00 for the Card. In the event that the Discount Fare Card is lost, Santa Cruz METRO charges a \$2.00 replacement fee for the first lost card, and \$5.00 for the replacement of a lost card thereafter.

5.3 Children (under the age of 18) of Santa Cruz METRO passengers using a Santa Cruz METRO Discount Fare Card can ride at the discounted rate when accompanying their qualifying parent. Parents must complete a registration form (*Attachment B*), available at Pacific Station and Watsonville Transit Centers to qualify for this extended coverage. The registration form is also available on Santa Cruz METRO's website (www.scmttd.com).

5.35.4 Refer to Section 2.2 and 4.6 for procedures for obtaining the Access Card.

VI. PERSONAL CARE ATTENDANTS

- 6.1 Persons with Disabilities, including legally blind individuals, are eligible to have one personal care attendant travel with him/her without paying a second fare. To qualify, Attachment A must indicate a need for a Personal Care Attendant, and must be certified by a licensed medical practitioner or other licensed professional. Upon acceptance by Santa Cruz METRO, the eligible individual will be provided with specific identification that authorizes transportation with one Personal Care Attendant.
- 6.2 An individual who has a Santa Cruz METRO Discount Fare Card or Paratransit Card issued by another Transit Agency, or a Santa Cruz METRO ParaCruz Eligibility Card, which indicates the need for one Personal Care Attendant, may ride on Santa Cruz METRO's fixed route with one Personal Care Attendant without paying a second fare.

VII. TEMPORARY DISABILITIES

- 7.1 Persons with temporary disabilities, who meet one or more of the Categories listed in Section 4.04 or Section 4.6 of this Policy, may qualify for a Temporary (non-permanent) Santa Cruz METRO **Discount Fare Card** (Peach colored Discount Card) or **Blind-Access Card** (Red colored Discount Card).
- 7.2 This Temporary **Discount Fare Card** or **Blind-Access Card** will reflect an expiration date, which corresponds with the individual's "Certification of Disability Status" portion of Attachment A. Once expired, the person would be required to receive a new "Certification of Disability Status" Form from a licensed professional in Section 4.03 in order to extend their Santa Cruz METRO **Discount Fare Card** or **Blind-Access Card**.

VIII. SANTA CRUZ METRO PASS VENDORS AND TICKET VENDING MACHINE LOCATIONS

- 8.1 a. Santa Cruz METRO Bus Passes and Highway 17 Monthly Passes can be purchased at the following locations. Ticket Vending Machine (TVM) hours are indicated after each TVM location below.
- b. Reloadable CRUZ Cards may **ONLY** be purchased at Pacific Station, on Santa Cruz METRO's website (www.scmttd.com/en/fares/buy-passes-online), or by mail-order (*See Section 9.01 below*). CRUZ Cards are not available from Pass Vendors or TVMs).

APTOS

*Cabrillo College, 6500 Soquel Drive – Ticket Vending Machine (24 hrs/7 days a week)

BOULDER CREEK

Boulder Creek Pharmacy, 13081 Highway 9 (338-2144)

CAPITOLA

SaveMart Supermarket, 1475 – 41st Avenue (462-6917)
Capitola Mall, 1855- 41st Avenue – Ticket Vending Machine (24/7)

LIVE OAK

Live Oak Family Resource Center, 1740 17th Avenue (476-7284)

SANTA CRUZ

Metro Center (Pacific Station) - 920 Pacific Avenue

- Customer Service Information Booth (Mon-Fri 7am – 5:30pm) (425-8600)
- Ticket Vending Machine (6am – 11pm)

Walgreen's Pharmacy, 1718 Soquel Avenue (425-1910)

SCOTTS VALLEY

Cavallaro Transit Center, 246 Kings Village Road – Ticket Vending Machine (24/7)

WATSONVILLE

Food Maxx, 1465 Main Street (768-1483)
Watsonville Transit Center, 475 Rodriguez Street – Ticket Vending Machine (7am – 9pm) (724-9564)

IX. ORDER PASSES BY MAIL

- 9.1 Individuals who currently hold a valid Santa Cruz METRO **Discount Fare Card**, or have previously purchased Discounted Passes and are on file with Santa Cruz METRO, can order bus passes by mail and on Santa Cruz METRO's website. The form is available at the

Attachment A - REDLINE

Information Booth at Pacific Station and on Santa Cruz METRO's website www.scmtd.com.
Mail the completed form along with a self-addressed, stamped envelope to:

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

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

X. ADMINISTRATION OF REGULATION

- 10.1 The Operations Manager or designee is responsible for the following:
- a. Ensuring that this regulation is disseminated to all existing fixed route drivers, customer service agents and transit center ticket agents.
 - b. Ensuring that this regulation is disseminated to all new and future fixed route drivers, customer service agents and transit center ticket agents.
 - c. Providing guidance, training and assistance to all employees, customer service agents and transit center ticket agents who are responsible for issuing Santa Cruz METRO **Discount** and **Blind** Access ID Cards and passes.
- 10.2 Santa Cruz METRO will integrate the Santa Cruz METRO Discount Fare Card Program into its Policies and Procedures.

Attachment A - REDLINE Discount Fare Application (Cont'd)

Health care provider certification section: This form is used for individuals with permanent or temporary disabilities. This also includes individuals who may need an attendant to ride Santa Cruz METRO service.

Patient/applicant release:

I authorize: _____ to verify my disability if requested to do so by METRO.
(Name of certified/ licensed health care provider*)

Patient/applicant signature: _____ Date: _____

This portion to be completed by Licensed Health Care Provider ONLY! (see below)

Applicant's name: _____

Applicant's date of birth: _____

Health care provider's name: _____

Title: _____

State certification or license #: _____ Telephone number: _____

Email address: _____

Address: _____

I, _____ hereby certify that I have examined the patient listed above and it is my opinion that he/she is disabled due to illness, congenital malfunction or other incapacity that substantially limits one or more major life functions.

His/Her Disability is:

Permanent

Temporary (defined as impairment lasting not more than 12 months). Duration is _____ months.

Does the Patient's disability necessitate the use of a Personal Care Attendant when riding on Santa Cruz METRO service?

Yes No

The **Category number** of the disability is: _____ **(Please select from Section 4.04- Category Descriptions 1-19).*

I certify that the above is correct and that I am legally certified and/or licensed in my state as a Healthcare Provider.

Signature: _____ Date: _____

Customer Service Staff may contact you for verification.

ORIGINAL Completed Application may be mailed to:
Santa Cruz METRO Information Booth, 920 Pacific Station, Suite 21, Santa Cruz, CA 95060

Attachment A - REDLINE



Attachment B

REQUEST FOR REDUCED CHILDREN'S FARE WITH DISCOUNT FARE CARD

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

CHILDREN:

Name: _____ Birthdate: _____

Name: _____ Birthdate: _____

Name: _____ Birthdate: _____

Name: _____ Birthdate: _____

Discount Fare Card Holder:

Print Name: _____

Address: _____

Signature: _____ Date: _____

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

Attachment A - REDLINE

Attachment C

CONFIRMATION OF LEGAL BLINDNESS

The federal definition of "blindness" under Title XVI of the Social Security Act currently states:

(2) "An individual shall be considered to be blind for purposes of this title if he has central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of the first sentence of this subsection as having a central visual acuity of 20/200 or less." http://www.ssa.gov/OP_Home/ssact/title16b/1614.htm

Translation: If you wear your glasses or contacts (or both) and then are measured on an eye chart as seeing 20/200 or less, or if the width of vision for both your eyes totals an arc of 20 degrees or less, you are legally blind according to this federal definition.

CONSUMER / CLIENT / PATIENT:

Name: _____ Date of Birth: _____
Address: _____

Best corrected vision:

OD (right eye) _____ OS (left eye) _____ OU (both eyes) _____

Width of Visual Field (in degrees): _____

Specific eye condition(s): _____

CERTIFYING AUTHORITY:

I certify that _____ is legally blind in both eyes as specified in the federal definition quoted above.

(Signed) _____ (Date) _____

_____. (Title) _____

Please attach your business card OR print/type your name, profession, and address here: _____

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DEMONSTRATION

NEW MOBILE TICKETING APP FOR HIGHWAY 17

Jayne Ackemann, Marketing, Communications
and Customer Service Director

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VERBAL PRESENTATION ONLY

PACIFIC STATION UPDATE

Jayme Ackemann, Marketing, Communications
and Customer Service Director

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NEWS CLIPS

January 24, 2020 – February 28, 2020

**SANTA CRUZ
COUNTY
ARTICLES**



CA: Santa Cruz RTC And Santa Cruz Metro Initiate Transit Search

RTC and Santa Cruz Metro are conducting a Transit Corridor Alternatives Analysis, a year-long study to evaluate public transit investment options for the rail right-of-way and create an interconnected transit network for the county.

By: Elaine Ingalls | Santa Cruz Sentinel, Calif. (TNS)

Feb. 13th, 2020

LIVE OAK — Santa Cruz County Regional Transportation Commission and Santa Cruz Metro are seeking residents input in identifying a transit option for the rail corridor.

RTC and Metro are conducting a Transit Corridor Alternatives Analysis, a year-long study to evaluate public transit investment options for the rail right-of-way and create an interconnected transit network for the county. This network will use all or part of the length of the rail right-of-way as a transit facility, stretching from Pajaro Station in Monterey County to Shaffer Road in westside Santa Cruz. With this transit network, RTC and Metro will consider building connections to Monterey, Gilroy and the San Francisco Bay Area.

Through this study, the RTC will identify a “locally-preferred alternative,” or the top choice for a transit option, that will best meet the county’s economic, environmental and social equity needs. Included in the initial list of transit options are micro-shuttles, personal rapid transit, a commuter express bus, a gondola, string rail, local buses and more.

The transit corridor is intended to provide additional travel options and better access and connectivity for residents, businesses and visitors. This analysis is funded by the Moving Santa Cruz County Measure D Program, a grant from Caltrans’ Division of Rail and Mass Transportation and other sources.

RTC and Metro hosted an open house Tuesday night at the Live Oak Grange, drawing about 250 members of the community. An open house was also held Wednesday at the Watsonville Library Community Room.

RTC and Metro has about 20 alternatives in its initial list of transit options for the rail corridor. (Santa Cruz Sentinel)The open house was broken up into five stations with activities: an overview of the project (1), rating evaluation criteria for transit options (2), ranking an initial list of 21 transit alternatives (3), viewing a map of the rail corridor and identifying locations for transit stations (4) and taking a transit needs survey and providing comments (5). RTC and Metro staff were available at each station to answer questions.

Ron Swenson, Santa Cruz resident and owner of Swenson Solar, said he came to the meeting to find people who want to move away from fossil fuels. He said he is concerned about climate change and the younger generation.

“One dollar spent on fossil fuel infrastructure is \$1 poorly spent,” Swenson said, adding that funds should be spent on transportation powered by renewable energy, such as solar or wind.

Capitola resident Andrew Wulf said he wished the RTC was still considering a trail-only option, because mass transportation requires a lot of space that isn't realistic for a rail and trail. While Wulf said he feels the rail could be more divisive than inclusive because it would require people to build fences as a barrier between their properties, he said he is interested to hear the transportation alternatives.

Live Oak resident Rosemary Kendall said she is excited about the trail, but was surprised at the lack of progress on the rail. She said she would like to see a month-to-month timeline of the project for the last 10 years.

After the open houses, the RTC is scheduled to approve the draft goals, criteria and initial list of transit alternatives it received from the community and partnering agencies. The RTC will then analyze these alternatives and draft the locally-preferred alternative, aiming to approve a business plan for the transit corridor in January 2021.

New information about the analysis will be distributed through the website, social media and email blasts. To receive updates, visit scrtc.org, call 831-460-3200 or email transitcorridora@scrtc.org.

SANTA CRUZ COUNTY

RTC and Metro initiate transit search

Agencies gather input for public transit options for rail corridor

By Elaine Ingalls
eIngalls@santacruzsentinel.com
@elaine_ingalls on Twitter

LIVECAK » Santa Cruz County Regional Transportation Commission and Santa Cruz Metro are seeking residents input in identifying a transit option for the rail corridor.

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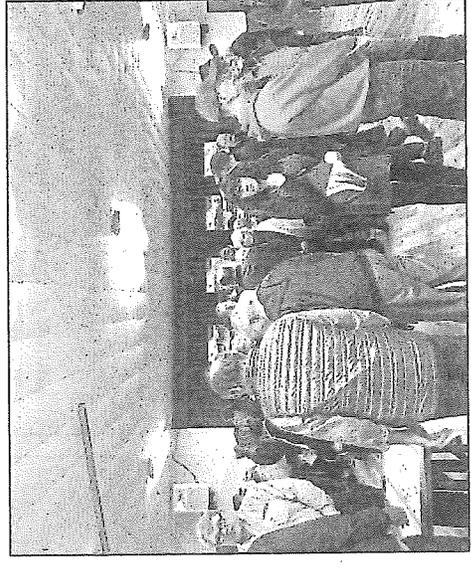
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TRANSIT » PAGE 5



About 250 people attended the RTC and Metro's open house Tuesday night on the Transit Corridor Alternatives Analysis.

SANTA CRUZ SENTINEL

Transit

FROM PAGE 3

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Contact reporter Elaine Ingalls at 831-706-3253.



LOCAL NEWS

Friday, February 7, 2020 » MORE AT [FACEBOOK.COM/SCSENTINEL](https://www.facebook.com/scsentinel) AND [TWITTER.COM/SCSENTINEL](https://twitter.com/scsentinel)

TRANSPORTATION

RTC aims to improve traffic on Highway 1

Board votes to adopt amendment on Measure D Expenditure Plan

By Elaine Ingalls
eingalls@santacruzsentinel.com
[@elaine_ingalls](https://twitter.com/elaine_ingalls) on Twitter

WATSONVILLE » The Santa Cruz County Regional Transportation Commission is moving forward with a plan aiming to reduce traffic congestion and improve safety on Highway 1.

The RTC Board of Directors voted unanimously 13-0 to adopt an amendment to the Measure D Expenditure Plan at a meeting Thursday morning in Watsonville. Commissioners Ryan Coonerty and Ed Bottorff did not attend the meeting. Commissioner Patrick Mulhearn took Commissioner Zach Friend's place after the vote because he had a conflict of interest with two items discussed afterward on the agenda.

The Measure D Expenditure Plan distributes Measure D revenues among five categories: neighborhood projects (30% or \$150 million), highway corridors (25% or \$125 million), transit for seniors and people with disabilities (20% or \$3.43 million), active transportation (17% or \$85 million) and the rail corridor (8% or \$40 million). The amendment to this plan adds auxiliary lanes between two interchanges on the Highway 1 Corridor: Rio Del Mar Boulevard to State Park Drive in Aptos and from Freedom Boulevard in Watsonville to Rio Del Mar Boulevard in Aptos. Only three interchanges were intended to have auxiliary lanes previously.

The Measure D Ordinance reads that that the ordinance can be amended to utilize additional federal, state and local revenues that are unexpected or unforeseen when the ordinance was established.

Guy Preston, executive director of the RTC, addressed an alternative that members of the public previously suggested — to use only the highway shoulder instead of both the shoulder and a hybrid model of auxiliary lanes and the shoulder for bus on shoulder operations. Preston said this alternative was identified as a temporary solution for segments of the highway and not the entire corridor. He said California Highway Patrol and Caltrans only seemed willing to approve a hybrid model.

"It's really a win-win-win for the commission when we take a full look at it in terms of the multi-modal components and the ability to bring additional funding to actually deliver projects to the county," Preston said.

During public comment, speakers shared concerns about highway widening not decreasing congestion and the need to involve the community in this decision process.

Rick Longinotti, a representative with the Campaign for Sustainable Transportation, said that there is no factual basis that auxiliary lanes will reduce congestion and improve safety. He said buses will get stuck in a combined auxiliary lane and a bus-only lane in Aptos and will increase greenhouse gases.

RTC

FROM PAGE 3

"What kind of legacy do you want to leave?" Longinotti asked. "Do you want to increase greenhouse gases by 25% or can we get people in buses that really work?"

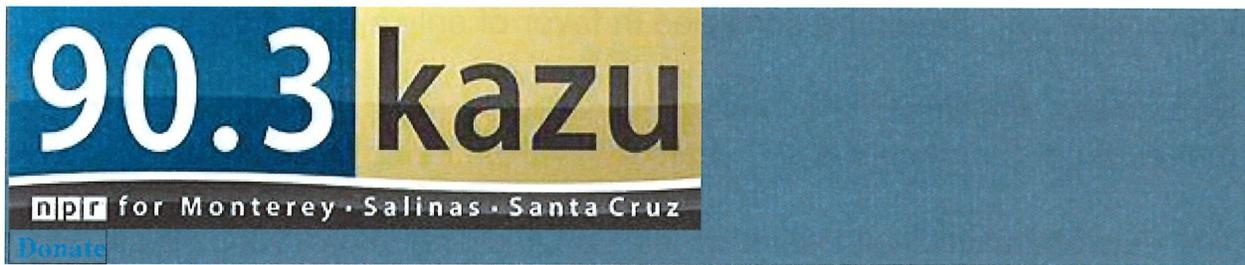
Nearly all commissioners spoke on the amend-

ment before it went to vote, addressing climate change, spending wisely and awaiting to see the environmental review for the project.

"I think that should this move forward, this has the potential to be one of the single largest benefits for mid and south county residents that has occurred from this commission in the last 30, 40 years," Friend said. "I'm confi-

dent that you'll have near universal mid and south county support for saying bring back my quality of life, bring back safety and bring back options so it's not an hour-long commute."

Contact reporter Elaine Ingalls at 831-706-3253.



Has The Santa Cruz County Rail And Trail Plan Finally Turned a Corner?

By: SCOTT COHN ·

2/11/2020



[View Slideshow 1 of 2](#)

Construction began in January on a 1.3 mile segment of the Santa Cruz County Coastal Rail Trail, located on the west side of Santa Cruz. *Scott Cohn*

A 32-mile combination light rail line and pedestrian and bicycle trail from Davenport to Watsonville may finally be on the road to reality, according to backers of the project. It's been a dream of Santa Cruz County

transportation planners for decades. But opponents still say the project is impractical and should be scrapped in favor of only a trail, with no rail.

Regardless, the fate of the largely abandoned freight right-of-way that runs the length of the county is still years away from being decided.

The new optimism over the so-called Rail and Trail project comes as county officials line up a series of events designed to build public support for the plan, which has been under discussion as far back as the late 1980s. This week, the Santa Cruz County Regional Transportation Commission and the Santa Cruz Metropolitan Transit District will stage a pair of informational open houses: Tuesday evening in Santa Cruz and Wednesday evening in Watsonville. Meanwhile, construction officially began last month on the first major segment of the project, a 1.3-mile section on the western edge of the city of Santa Cruz.



Community leaders and neighbors attended a ceremony on January 25 to mark the start of construction on a 1.3-mile segment of the Santa Cruz Coastal Rail Trail.

Credit Scott Cohn

“Finally, finally, after three decades, we’re breaking ground,” said Stephen Slade, executive director of the Land Trust of Santa Cruz County, at a

groundbreaking ceremony on January 25. Local politicians, neighbors and community leaders attended.

Sally Arnold, board chairwoman of the advocacy group Friends of the Rail and Trail, said this will be a pivotal year in the life of the project.

“It’s pivotal because we’re going to get this segment built,” Arnold said, noting that construction on a second segment, in Watsonville, is scheduled to begin this spring. “And then it’s also pivotal because this is the year that the Regional Transportation Commission is studying the different modes of public transit they might choose to put on those tracks.”



Sally Arnold, chairwoman of Friends of the Rail and Trail, said 2020 will be a pivotal year in the life of the project. *Credit Scott Cohn*

This year’s developments have been a long time coming.

California voters approved funding in 1990 to allow counties like Santa Cruz without passenger rail service to purchase freight lines for public transit. As freight traffic on the Santa Cruz to Watsonville Branch Line

dwindled, discussions about adapting the line for passenger traffic gained steam.

In 2012, with the help of \$11 million in state funds, the Regional Transportation Commission purchased the right-of-way from Union Pacific Corporation for \$14.2 million. The following year, the RTC approved a master plan that detailed the rail and trail combination. And in 2016, the county asked voters to approve Measure D, a one-half cent sales tax increase, with 17% of the proceeds going toward the proposed Coastal Rail Trail.

Opponents argued the concept was impractical and expensive, that trains would be noisy, and that an active rail line would cut off coastal access in large swaths of the county. A community group called the Great Santa Cruz Trail Group, which later changed its name to Greenway, commissioned its own study that recommended turning the right-of-way into only a trail, saving millions of dollars in construction and operating costs even after paying back the state for the purchase of the tracks.

But Measure D passed overwhelmingly. In 2018, the RTC approved a contract with Minnesota-based Progressive Rail to eventually develop passenger service on the tracks. Then, last year, commissioners approved a “Unified Corridor Study” that incorporated the Coastal Rail Trail in the area’s overall transportation scheme. RTC Executive Director Guy Preston said the question of what to do with the right-of-way is essentially settled.

“According to the commissioners, that battle is over,” he said. “The direction that transportation is going in this state is for more sustainable methods. It’s for active transportation. It’s for mass transit. So, it is very important that we consider both components.”

The section of the Rail Trail now under construction runs from the corner of Bay and California Streets on the West Side of Santa Cruz to Schaffer Road on the western edge of town, where it will connect with the Wilder Ranch bicycle path.

“30-thousand people live within one mile of this segment,” said Sally Arnold of Friends of the Rail and Trail. “And people will be able to push

their strollers, walk their dogs, get on their bikes, roll in their wheelchairs safely away from traffic.”

But about 7 miles down the track, in Capitola, Greenway board member Bud Colligan pointed out a much different setting. Here, next to tree-lined Park Ave. heading into Capitola Village, the track runs through a narrow corridor, with steep embankments on either side.



Along Park Ave. in Capitola, the rail line travels through a narrow corridor with steep embankments and tall trees on either side. *Credit Scott Cohn*

“It doesn’t work here because, as you can see, the width of the corridor is not sufficient,” he said.

Colligan noted that the track alone requires a 17-foot right-of way. Using a metal tape measure, he showed that the existing corridor is only slightly wider than that, allowing space for rail or trail, but not both—at least, he claims, without removing hundreds of trees, moving tons of earth, and building elaborate and costly retaining walls.

“We don’t support cutting down heritage trees. We don’t support building 20-foot-high retaining walls. We don’t support costs that are three times the original budget, and we support effective transportation solutions that this county can afford,” he said.

Colligan said there are dozens of problematic spots like this one along the 32-mile right-of-way, including bridges, trestles, and even areas where buildings practically butt against the tracks.



Bud Colligan of Greenway, which opposes the Rail Trail project, said many sections of the 32-mile right-of-way are too narrow to accommodate both a trail and a rail line. *Credit Scott Cohn*

“Each segment is going to require its own plan, money to build it, which in many cases they won’t have, and ultimately, political support to get it done,” he said.

But with the county moving full speed ahead on the rail and trail concept, Colligan said Greenway is changing its strategy. Rather than actively opposing the project, the group is supporting candidates for public office

who favor the trail-only option. He said the plan now is to play a long game.

“Eventually, public support for this project will collapse, and we’re just waiting for that to happen,” Cooligan said.

Backers of the Rail Trail say that is nonsense. They believe that events like this year’s groundbreaking ceremonies, the informational open houses, and demonstration projects that will allow the public to see and experience actual light rail vehicles on the existing tracks will all serve to solidify public support.

But either way, it will be a long time before anyone knows the outcome. Planners say that even if everything goes according to schedule, it will be ten years until the trail is complete, and ten years after that before the trains are running. That would put the project’s completion in 2040, roughly 50 years after the debate began.



CCW Wins Award To Rehab Four Buses For Santa Cruz Metro

The work includes installing rebuilt Allison transmissions and repowering the buses with Cummins ISL-G Recon engines, among other work.

From: Complete Coach Works

February 5, 2020

Santa Cruz Metropolitan Transit District (Santa Cruz) has awarded a contract to Complete Coach Works (CCW) to rehab four New Flyer buses.

The rehabilitations are designed to enrich the passenger experience by delivering customers comfort and safety. The project will give new life to the buses for about half the cost of a new vehicle. The rehab process includes the repair of structural, mechanical and cosmetic issues of the buses.

“The buses will provide the agency reliability and maintain its bus fleet in a state of good repair,” said CCW Regional Sales Manager Aaron Timlick.

The work includes repowering the buses with Cummins ISL-G Recon engines, as well as installing rebuilt Allison transmissions. Additional work includes new driver seats, internal/external LED lighting and new floors. The buses will then be repainted and decaled to reflect Santa Cruz’s branding.

CCW says it is proud to partner with Santa Cruz on this project.

“This project will increase service to Santa Cruz’s customers and provide operational savings while being kind to the environment,” Timlick said.

Live Oak Eyes Capitola Mall Makeover

By: Jondi Gumz

February 4, 2020

Owners of the Capitola Mall envision a new shopping center with a lot of new construction: Taller buildings — the highest seven stories — with 637 apartments, a movie theater, and outdoor gathering space. The project, extending over 31 of the mall's 46 acres at 1855 41st Ave., is the biggest in Capitola and will impact residents of Live Oak living just outside the Capitola city limit.



Norman Poitevin listens to presentation on the Capitola Mall makeover project. • Photo Credit: Jondi Gumz

For that reason, Santa Cruz County Supervisor John Leopold invited the developers to a meeting at Simpkins Swim Center to share their vision and answer questions. About 80 chairs were set out, and nearly all were filled.

Stephen Logan, vice president development for mall owner Merlone Geier Partners, said he intends to submit a formal application to the city in February or March.

He emphasized that the plans would change from the drawings that got a conceptual review by the Capitola City Council in November.

“We’ve got 25 pages of design comments,” Logan said. “We had 27 asks by the City Council.”

The project is complicated by the fact the Merlone Geier owns about 65-67 percent of the mall property; this includes Kohl’s but not Target, Macy’s, Ross, Olive Garden, Citibank or Bank of America.

The formal application will trigger an environmental impact report, which will look at a variety of concerns, the biggest being traffic, according to Logan.

The city of Capitola will host a scoping meeting to see what issues must be addressed.

“We will look very closely at exactly what is submitted,” said Leopold, anticipating impacts to county roads and parks.

School Impact



Stephen Logan of Merlone Geier Partners describes the Capitola Mall makeover. He declined to give a dollar value for the project. • Photo Credit: Jondi Gumz

The mall is in the Live Oak school district, and new apartments would likely mean more students in Live Oak schools.

Most of the apartments would be market rate housing with 15 percent set aside — a city requirement — as affordable to people with lower incomes, which works out to about 95 units. Exactly what income levels have yet to be determined, according to Logan.

Some would be studios, some one-bedroom and some with two bedrooms, with the mix as yet undecided.

Logan said there is potential for senior living and “independent living,” which he later described as empty nesters downsizing.

Condos are not planned because of issues with condo laws, he said.

Construction could begin in summer 2021 with completion in 2024 but that hinges on reaching an agreement with the Santa Cruz Metro to move its bus stop from 41st Avenue in the front of the mall to the back.

“We can’t do this project without moving it,” Logan said.

As far as the proposed name, Capitola Town Square, according to Logan “the jury’s still out on that.”

Questions

Logan fielded many questions. Here are just some of the questions and his responses:

Does the city of Capitola have a height limit?

Yes, and this project would exceed it.

Can the fire district handle a seven-story building?

We haven’t talked.

Would you pay a fee instead of building housing?

The city wants housing on the site.

What about a hotel?

The city wants a hotel, but it’s a loss leader for us. We’re looking at it.

Where’s the parking for the apartments?

In the center of the building with a key-card system.

What about underground parking?

Expensive and may not be doable given the soils and water table.

Where will kids play?

It's a concern. We're working on it.

Is there enough water?

The city of Santa Cruz, which serves the area, said there is plenty of capacity.

Leopold also responded to a couple question: No, 40th Avenue, which is blocked off now, will not be reopened. Also, the city of Capitola allows vacation rentals only in the Village.

...

Logan said the mall has more stores leasing space than four years ago, when Merlone Geier bought the property. Most stores are on short-term leases.

"We're busier than we were last year," said Elaine Kennedy, chief fiscal officer for mall tenant Art of Santa Cruz.

She complimented general manager Brian Kirk for his support on events to attract more people.

"It seems like this should have been done 15 years ago," said Live Oak resident Norman Poitevin of the mall makeover. "I think they need to do something."

Donna Murphy and Andrew Goldrenkranz came representing the nonprofit COPA, Communities Organized for Relational Power in Action.

"We try to advocate for the many people who work here to be able to live here," Murphy said.

Goldenkranz noted the city's goal of 130 affordable housing units, seeing the potential to meet the goal at the mall.

Leopold encouraged attendees to sign in and provide an email so he could share the mall plans and provide future updates.

TRANSPORTATION

Bus charging structure nears finish

By Elaine Ingalls

eingalls@santacruzsentinel.com

@elaine_ingalls on Twitter

SANTA CRUZ » With electric charging stations in construction, Metro is preparing for its first electric buses to be on the streets later this year.

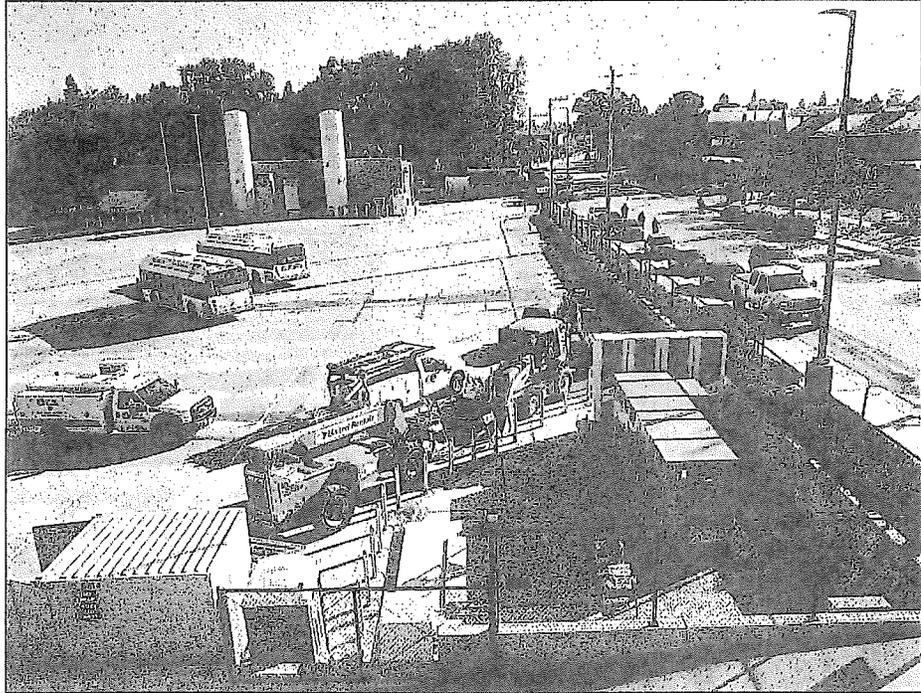
Santa Cruz Metro plans to finish building the charging infrastructure for the buses next month at the Judy K. Souza Operations Facility in Santa Cruz. Metro expects to have four Proterra electric buses arriving later this year. Proterra designs and manufactures zero-emission, electric transit vehicles.

The charging structure has four chargers, each charger able to charge four buses. The project is on track to be finished by the end of February, according to Freddy Rocha, the facilities maintenance manager at Santa Cruz Metro.

The charging infrastructure, installed by Central Electric Co. of Watsonville, requires approval from Caltrans and PG&E. All permits have been approved by Caltrans for this project and conduit installation has been completed, according to Santa Cruz Metro staff. PG&E requested additions be made to the charging infrastructure, which adds \$10,103 in construction costs. PG&E will also install a power pole and transformer for an additional fee.

As of Jan. 2, Metro has invested nearly \$466,700 on the project from its more than \$1.27 million of available funds, according to Metro staff.

The board of directors unanimously voted to approve the update. No action was taken on funding for the project. Directors Ed Bottorff, John Leopold, Cynthia Mathews, Donna



PHOTOS BY SANTA CRUZ METRO

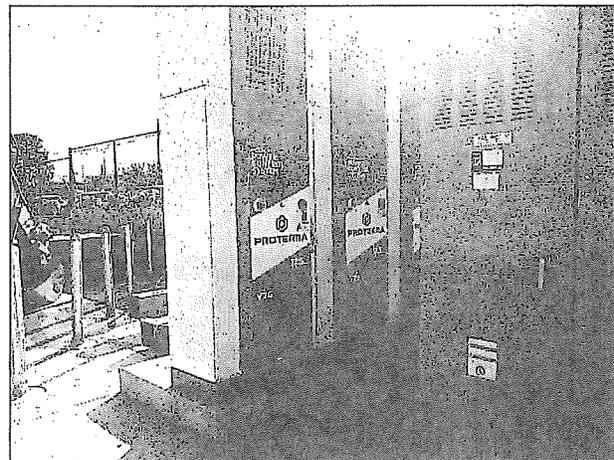
Santa Cruz Metro's electric vehicle charging infrastructure has Proterra chargers and electrical components. A transformer still needs to be installed.

Meyers and Dan Rothwell were not at the meeting.

At the meeting, Metro staff gave updates on other projects:

- Santa Cruz Metro's free fare program for riders who are legally blind is in its third month. The program allows qualifying customers to travel anywhere Metro's fixed-route buses travel, including the Highway 17 Express. More than 25 applicants have been approved and are using the free fare ACCESS card, which is required if a bus operator is unsure if a passenger qualifies for the free fare. The program has so far "rolled out smoothly," according to Jayme Ackemann, Metro's director of marketing, communications and customer service.

- Ackemann also gave an update on construction at Metro's Pacific Station. The city of Santa Cruz has proposed a memorandum of understanding, or an agreement between the city and



Each of Santa Cruz Metro's electric vehicle chargers will be able to charge four electric buses.

Metro. It will be discussed when the city and Metro meet in February. Metro has also brought on project managers including consultants from Kimley-Horn, a planning and design engineering consultant firm.

- Santa Cruz Metro's Information Technology Director Isaac Holly gave a presentation in response to

members of the public being concerned about the health and safety effects of having wireless systems on Metro buses. Holly said its wireless equipment complies with and is certified by the Federal Communications Commission.

Contact reporter Elaine Ingalls at 831-706-3253.

SANTA CRUZ

RTC public meetings set Feb. 11, 12

The Santa Cruz County Regional Transportation Commission will hold two public open house meetings to gather community input on the Transit Corridor Alternatives Analysis: from 6-7:30 p.m. Feb. 11 at the Live Oak Grange, 1900 17th Ave. in Santa Cruz, as well as 6-7:30 p.m. Feb. 12 at the Watsonville Library Community Room, 275 Main St.

Community members are invited to attend the meetings and provide valuable input on the draft initial list of transit alternatives that will be looked at and the draft goals/screening criteria/performance measures that will be used to narrow the list down to a locally-preferred alternative that will best serve and connect the Santa Cruz County community. During the open house meetings, participants will have the opportunity to review displays, talk one-on-one with project team members and provide input.

In November 2019, the RTC in partnership with Santa Cruz METRO began the Transit Corridor Alternatives Analysis, a year-long study that will evaluate high-capacity public transit options for an integrated countywide transit network, utilizing all or part of the length of the Santa Cruz Branch Rail Line. Inter-county and interregional connections to Monterey, Gilroy, the San Francisco Bay Area and beyond will be considered.

Members of the public that are unable to attend the open house meetings can still provide input by visiting the project webpage at sccrtc.org.

Other Transit Related Articles

Could Free Transit For Kids Help California Beat Climate Change?



Local high school students catch the light rail at the end of the day in Sacramento. Photo by Anne Wernikoff for CalMatters

BY: JAKOB LAZZARO :

FEBRUARY 24, 2020

In Summary

The Legislature is considering giving everyone age 18 and under free rides on public transportation. But will that really create a generation of lifetime riders?

It's mid-afternoon at the 4th Avenue/Wayne Hultgren light rail station on Sacramento's blue line. Alexandra Curtis, a senior at nearby C.K. McClatchy High School, glances up the tracks, awaiting a south-bound train. But the ride's not going to cost her anything.

Under a new Sacramento transit program, kids from pre-kindergarten to high school get to ride the region's buses and light rail for free year-round, at any time of day. Student ridership has soared in the months since the program was introduced. Overall ridership is also up. Amid a nationwide trend of declining transit ridership, Sacramento's success makes it an outlier.

Now, lawmakers are considering a proposal that tries to emulate the Sacramento Regional Transit District's program statewide. Assembly Bill 1350, from San Diego Democrat Lorena Gonzalez, would require all California transit agencies to offer free passes to anyone 18 or under in order to get state funding. Making transit more affordable is one motive, but the main point is combating climate change by creating a new generation of lifetime public transit users.

After passing the Assembly without a single dissenting vote, the bill is now in the state Senate.

But how much would it cost, and more importantly, will it actually work elsewhere?

Curtis says that before the program was introduced, she rarely took public transit. "I used more cars. And I know that puts more carbon emissions into the environment," she said. "I can go more places without worrying about spending money or asking other people for a ride. I can just get there, and it's free. And the network is pretty expansive."

So far, Assemblywoman Gonzalez says, the state has mainly focused on reducing emissions with electric vehicles — but "that alone isn't going to do it."

"We have to get young people basically to never think about getting in a car," said Gonzalez. "Opening up access to public transit and encouraging access to public transit is one way we can do that."

In addition, there's the equity issue.

"I live 12 miles from the ocean, and I have young people in my neighborhood who have never been to the beach," she said.

Kathryn Phillips, director of Sierra Club California, agrees. She says the bill would reduce localized air pollution as well as greenhouse gas emissions because fewer people would drive their kids to school.

“If you’ve ever gone by a school, you know that it can get pretty crowded in the morning — there’s a lot of idling, and idling creates a lot of pollution,” Phillips said. “The (programs) that work the most are when you just do an across the board, every kid, every student gets free transit.”

Under Sacramento’s RydeFreeRT program, which started in October 2019, all K-12 students in Sacramento Unified School District get a sticker affixed to their student ID that serves as their pass for free, unlimited rides every day of the week. The program also includes eight other local public school districts, homeschooled students and students at 33 private and charter schools.

Jamie Adelman, the district’s vice president of finance, says it was an effort to combat declining student ridership.

“Back in the early 2000s, we were seeing peaks of 7 million students riding a year,” he said. “And in the past several years, we’ve seen as low as 1 to 1.5 million students a year.”

That parallels a nationwide trend going beyond students. For the past few years, transit ridership has declined in almost every major American city, with transit experts describing the situation as an emergency in a 2018 Washington Post article. Los Angeles Metro, for example, has seen a 20% drop in systemwide ridership over the last ten years.

Why? According to a 2018 study, new bike-share programs cause increases in rail ridership while deterring bus users. But ridesharing companies such as Uber and Lyft seem to have a larger effect — rail and bus ridership drops every year once they enter the market. And in Southern California, a separate 2018 study found rates of car ownership have dramatically increased since 2000, especially among low-income households.

But last year, Sacramento’s ridership increased more than 4% over the previous year. The transit agency attributes that jump to increasing light rail service on weekends, revamping the bus network and expanding the number of dedicated fare inspectors.

The wild success of the free student passes, however, shouldn't be discounted — to attract riders, you can't beat free. Both October and November 2019 had a more than 40% increase in student bus ridership compared to 2018. December, a month where student ridership usually craters, saw a massive 72% jump. That trend continued into January 2020, which saw a 106% increase in student ridership over January 2019.

The agency does not keep detailed records of student light rail ridership; it's an open system with no turnstiles, but the agency says it has also increased. An estimated 75% of all its student ridership is on buses, with the rest on light rail.

Adelman says the December jump is an especially big indicator of the program's success. In previous years, students would typically not purchase a student pass for the second half of that month as they were not in school.

"It got them out on the system at a time they normally wouldn't ride — and they're going to Christmas parties, or going shopping with their family or going to the ice skating rink downtown," Adelman said. "This is not just about getting to school."

But will this really create the next generation of transit riders?

That assertion is backed up by some data — according to a 2018 study, people exposed to public transit as young adults are more likely to choose it over a car later in life.

That holds true even if they move from a transit-rich area to a comparatively poor alternative — in other words, former New York City residents are more likely to hop on Metro once they move to Los Angeles than are lifelong Angeleños. But the ridership gains are still small when compared to those brought on by service improvements.

Brian Taylor, professor of urban planning and public policy at UCLA, says riders are typically much more conscious of how long using transit takes rather than how much a ride costs. And if the service isn't good, making it free won't attract people. That's why, he says, the effects of AB 1350 will likely vary widely across the state.

“In the right environments, it could have a big effect. In most environments, it’s going to have a modest effect, or negligible effect,” Taylor said. “It would likely be most significant in the most built up areas with the lowest income students with the highest-quality transit service.”

Taylor, who is also the director of UCLA’s Institute of Transportation Studies, says the best way to combat climate change would be to make driving more expensive. That leads to increased demand for transit and the dramatic ridership changes that have climate effects.

“We start having more frequent bus service. And we have more frequent bus service, we can justify bus only lanes,” Taylor said. “It goes in this virtuous cycle where it becomes exceedingly competitive with travelling by automobile.

Despite that, Taylor says AB 1350 is no “fool’s errand” — it’s a small step in the right direction that could have positive effects. It would be best, he says, as part of a broader package to improve transit.

“We’ve built cities around car use, and then we say look at these alternatives! Come on over here, let’s try those!” Taylor said. “No single improvement to public transit — no new rail line, no under the bay tube, no extension of the Gold Line — is on it’s own going to have a dramatic effect as long as the elephant in the room, which is all that unmetered road use, goes on unchecked.”

How much will this cost?

So far, Gonzalez’ effort to scale up the Sacramento program statewide has broad political support — the big question is funding. Details are still being hashed out, but a source could be the state’s cap-and-trade program, which offers up pricey pollution permits to various high emissions industries. Gonzalez says another could be education dollars, as California school districts get funding per pupil in attendance.

A simpler funding idea? Transit agencies could just raise fares on everyone else to cover the cost of free student passes. The California Transit Association, which lobbies on behalf of the state’s various public transportation agencies, says that’s a bad idea.

The association currently holds no position on the bill. Its lobbyist Michael Pimentel says that without additional state dollars, there would likely have to be service cuts or higher fares for everyone else. And that would be bad for both ridership and transit equity.

“Transit riders are generally very price sensitive,” Pimentel said. “Added state support to facilitate the goals of the bill is probably the best outcome for making sure that transit ridership does increase.”

Pimentel says the bill would probably cost at least \$100 million annually in lost fare revenue, but cautioned that as a rough estimate based on an in-progress survey of the state’s various transit agencies. And that doesn’t include any needed increases in service.

A spokesperson for Gonzalez says the bill does not currently have a cost estimate or fleshed-out funding details, but that both would be added as part of the legislative process this year.

In addition, Gonzalez says the funding formula will be tailored so it’s possible for both small transit agencies and large ones to afford the free student passes. And as part of the bill, student trips will be counted as full paid fares in determining ridership levels and eligibility for state funds.

“People like the idea — the devil is going to be in the details of the funding and how we can make it work,” Gonzalez said. “We have to quit thinking of public transit as just a tool for low income communities.”

National Association of City Transportation Officials

Better Boarding, Better Buses: Streamlining Boarding & Fares

2/24/2020

Transit agencies are moving more people in less time, by implementing all-door bus boarding and off-board bus fare payment, on busy lines and system-wide.

The time it takes for a bus to stop in order to load and unload passengers—called dwell time—can constitute up to a third of bus travel time. With conventional front-door-only boarding, buses are victims of their own success: the more riders there are, the slower buses get. These delays add up, costing agencies and passengers millions of hours—and potentially billions of dollars—each year. Systems across North America are finding a better way, using better boarding and fare payment methods to reduce dwell times dramatically.

All-door boarding, where passengers are allowed to enter through any door, along with off-board fare collection, one way to enable all-door boarding, dramatically speed up service and improve reliability. While light rail systems have long used these practices, more and more cities are applying all-door boarding and off-board fare payment to busy bus lines, and San Francisco has joined cities like Paris, Oslo, Copenhagen, and Berlin in implementing these techniques throughout their entire bus networks.

This paper reviews the experience of seven cities in North America that demonstrate how innovative bus boarding and fare payment practices can scale to any city's transit needs, and can grow ridership while streamlining operations. Together, off-board fare collection and all-door boarding cut dwell time substantially, leading to more competitive travel times, greater reliability, and growing ridership in every reviewed example. Transit agencies have packaged these with operational and design techniques—like transit lanes, in-lane stops, and signal timing changes, as well as vehicle design choices such as open-plan low-floor buses and near-level boarding—that add to the benefits of all-door boarding and faster fare payment practices.

With successful examples across North America, these tactics should be implemented as broadly as possible, starting with busy lines and extending system-wide.



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USC Dornsife

The Car Remains King In L.A. County Despite Growing Public Transit Options

USC Dornsife/Union Bank survey finds a perceived lack of safety and convenience is dissuading people from using public transportation.

By Lance Igonon – February 19, 2020



USC Dornsife/Union Bank LABarometer survey finds a perceived lack of safety and convenience are dissuading people from using public transportation.

Despite Los Angeles County's legendary traffic jams, residents remain wedded to their cars and reluctant to use public transportation due to concerns over safety and convenience, according to the new USC Dornsife/Union Bank LABarometer mobility survey. But in identifying specific concerns, the survey, which was conducted by the USC Dornsife Center for Economic and Social Research (CESR), also pointed to potential solutions for increasing use of public transportation.

Private vehicles are used at more than twice the rate of the second-most popular transportation mode, ride-hailing services such as Lyft and Uber.



Uber and other ride-hailing services are second most popular form of transportation, but used infrequently

MODES OF TRANSIT USED IN LAST YEAR

Personal vehicle



Ride-hailing



Walk, skateboard, kick scooter



Public transportation



Bicycle/bikeshare (non-electric)



Taxi, limo, hired car



Electric scooter/bike/skateboard



Other



Motorcycle, moped



Frequency of ride-hailing use



<i>Every day</i>	<1%
<i>Most days per week</i>	4%
<i>A few days per week</i>	10%
<i>1 day per week</i>	11%
<i>Less than 1 day per week</i>	74%

Q: Over the last year, what modes of transportation did you use to go to places (like work, the grocery store, daycare, medical appointments, restaurants, parks, the airport, etc.) in or around Los Angeles County? Please check all that apply.

LABarometer respondents love their cars in part because they feel safer from crime. However, car users are more vulnerable to accidents: 15% of

residents were involved in an accident last year, most commonly while driving, according to LABarometer.

“It’s fascinating that people believe they are safer in cars than in public transit. That’s simply false,” said Wendy Wood, Provost Professor of Psychology and Business at USC Dornsife College of Letters, Arts and Sciences. “There are 40,000 deaths per year on the highways, but only a fraction of that number of deaths on mass transit. We all feel safe and comfortable with what we know — in this case, driving.” Wood is also a member of the Board of Directors of the Los Angeles Metro’s Office of Extraordinary Innovation.

Survey respondents considered personal vehicles the most convenient and enjoyable way to get around.

“This survey underscores how important the full customer service experience is, in transit and other modes,” said Marlon Boarnet, chair of the Department of Urban Planning and Spatial Analysis at the USC Sol Price School of Public Policy. “Safety and convenience are key factors that are limiting the alternatives to the car, but Los Angeles can become a city where everyone has viable alternatives to driving. The data in this study help highlight the challenges and opportunities, and help point the way forward.”

Worries over safety and convenience play a role

LABarometer respondents cited a variety of concerns about public transportation.

In general, residents felt slightly more secure on buses than on Metro trains. The behavior of other riders was the second-biggest concern for those who use Metro rail and the bus. The top concern for bus riders? Long transit times. The top concern for train riders was a lack of nearby stops.

Cleanliness, convenience-related issues and safety getting to or waiting at stops were top-10 concerns for each system.

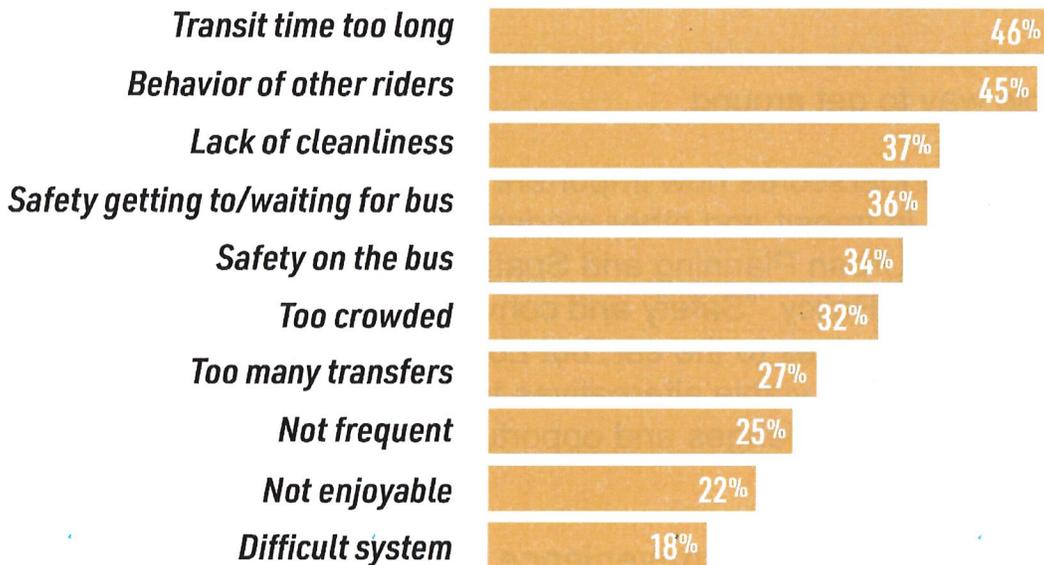
In L.A., transit times are a problem for drivers and public transit users alike. Between 30% and 40% of residents missed an activity last year because transit times were too long or they couldn’t afford transportation. Nearly half said they missed social or leisure activities, at least occasionally, and more than a quarter were forced to skip personal or family medical care visits because transit times were too long.



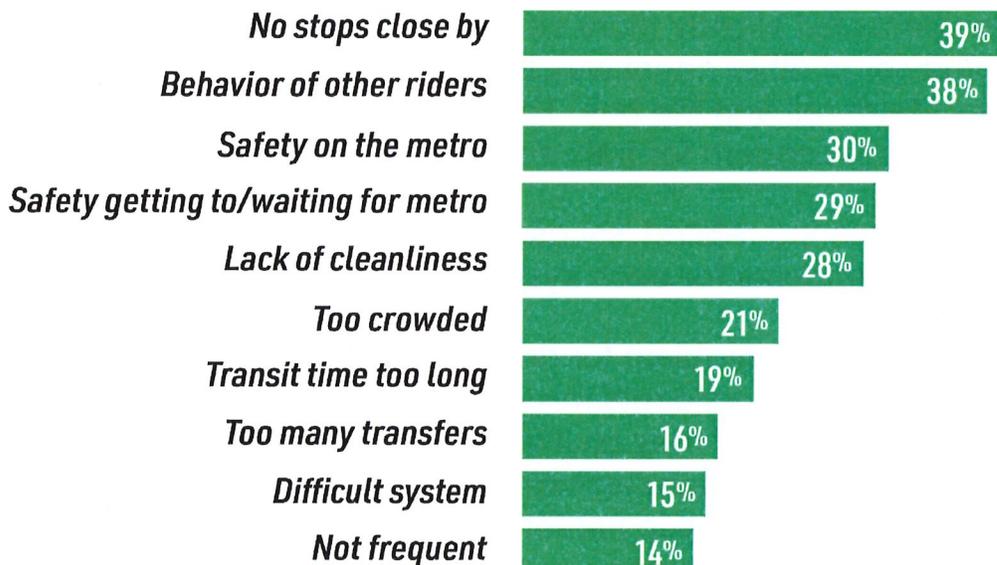
A top concern for public transit users: the behavior of other riders



TOP 10 CONCERNS WITH BUS



TOP 10 CONCERNS WITH METRO



Q: What are your biggest concerns or issues with using the (bus)(Metro light rail/subway) system in Los Angeles County? You may check up to five.

Competition from ride-hailing does not appear to be the problem for public transit, as respondents who ride-hail are more likely to use public transit than those who do not. The most frequent users of public transit — lower-income residents — are also the most frequent users of ride-hailing services.

Researchers look for clues to increase public transit ridership

To dig deeper and identify potential solutions, LABarometer researchers analyzed the individual circumstances and attitudes associated with increased public transit among residents.

“Our findings suggest that safety improvements could get more people on the Metro,” said Kyla Thomas, director of the LABarometer and a sociologist with CESR. “But improving convenience for daily activities is likely to get people to use the Metro more *frequently*, as a real substitute for the car.”

Conversely, there may be tipping points that persuade drivers to make greater use of public transportation.

“The habit of driving persists even when traffic becomes the nightmare that it is in L.A. today,” Wood said. “But motorists will change their habits and use more public transportation if you add some friction to driving, such as making parking more expensive or simply unavailable.”

For those who use public transit, walking is by far the most popular way to get to a bus or Metro rail station. Yet, the LABarometer shows that more travel-related incidents of harassment and assault are happening on our sidewalks than anywhere else, and to women more so than men. More than 15% of women and 5% of men experienced some form of sexual harassment last year while traveling. Three quarters of those who experienced sexual harassment or assault reported that they were walking at the time of the incident.

Perhaps not surprisingly, residents who use e-scooters or e-bikes are more likely to use Metro rail. But despite the amount of media attention devoted to these newly arrived modes of transportation, 94% of residents said they'd never used them. Fewer than 2% of people said they used them at least once a week.



E-scooters: fewer than 1 in 15 Angelenos have ever used one

Less than 1 day per week 4%

1 day per week <1%

A few days per week <1%

Most days per week <1%

Every day <1%



Q: In a typical month this past year, about how many days did you use an electric scooter, electric bike, or electric skateboard to go to places in or around Los Angeles County?

About the current survey

The mobility survey, conducted from Dec. 11, 2019, to Feb. 7, 2020, asked 1,400 L.A. County residents a series of questions about their transportation behaviors, experiences and attitudes to better understand how Angelenos travel around L.A. County and why they make the transportation decisions they do. During the initial phases of survey design, the survey team consulted with transportation agencies, mobility companies and nonprofit organizations to better understand key data gaps. No financial consideration was provided to the consulting entities.

About USC Dornsife/Union Bank LABarometer

LABarometer is made possible by the generous support of Union Bank through a sponsorship agreement. The agreement is funded for 10 years,

with plans to expand survey participation in L.A County over the next few years to provide a more comprehensive understanding of the region.

LABarometer is a quarterly, internet-based survey of L.A. County residents, designed and administered by CESR. The survey monitors social conditions and attitudes in L.A., with a focus on four key issues: livability; mobility; sustainability and resilience; and affordability and prosperity.

By following the same residents over time, LABarometer aims to capture trends and shifts in residents' attitudes and circumstances, allowing decision-makers in the public and private sectors to better understand the evolving lives and needs of L.A. residents.

LABarometer is a resource for everyone. Anyone — residents, researchers, businesses, policymakers, and nonprofits — can access quarterly reports and data through this website and use the results to make informed decisions about how to improve the quality of life in L.A.

NBC News

'Do We Care About The Public?': Cities Weigh Free Public Transit Amid Rising Costs

Progressive lawmakers across the U.S. say mobility is a human right and want their residents to be able to freely move around their cities, no matter their income.



Commuters at the North Station T station in Boston wait as an Orange Line train pulls in on April 15, 2015. Bill Greene / Boston Globe via Getty Images

By: Ben Kessler and Ludwig Hurtado

Feb. 17, 2020

Michelle Wu, a City Council member in Boston, wants everyone to ride for free on subways and buses that crisscross the region.

Wu says the city is experiencing a "transportation crisis" as ridership declines, rush-hour traffic rises and the infrastructure of the Massachusetts Bay Transportation Authority continues to crumble.

The transportation authority needs salvation and money for repairs, commuters and local transit advocates say, but instead of raising fares beyond the \$2.90 it costs now if you pay for a subway ride in cash, Wu thinks a solution may lie in dropping fares altogether.

Her position is shared by other progressive lawmakers across the country who say mobility is a human right, like health care and education, and think residents should be able to freely move around their cities, no matter their income brackets. They propose eliminating fares on city buses, light rail and trains to achieve their vision of universal mobility. But some experts warn that free rides wouldn't solve the issues besetting many public transit systems, including crumbling infrastructure, infrequent and unreliable service, and routes that take workers nowhere near their jobs.

Kansas City, Missouri, could become the first major city to eliminate bus fares in June under a proposal in the budget the City Council is expected to approve by the end of March.

Mayor Quinton Lucas said scrapping the \$1.50 bus fare would be a windfall for working-class families that spend a good part of their incomes on transportation, and he believes it would benefit the city's economy, allowing people to move around more easily and patronize local businesses.

New streetcars test new routes in Kansas City, Missouri, night traffic on April 28, 2016. peeterv / Getty Images

"Making transit free makes more job opportunities accessible for more people," Lucas said. "We're a car-based city, so if you don't have a car or bus fare, you don't get to where you need to be."

The city would lose \$8 million a year on fare-free transit, but Lucas insisted that it would not be "a significant amount" of Kansas City's \$1.7 billion budget. By not paying for maintaining and using a fare collection system, the city would save about \$3 million a year, leaving Kansas City officials to come up with only \$5 million to cover losses, Lucas said.

He said critics rarely ask where the money comes from for other projects, like the hundreds of millions of dollars spent each year on building and maintaining streets or the \$325 million to renovate Arrowhead Stadium, where the Kansas City Chiefs play.

"That costs us and local government tens of millions of dollars a year," he said. "So I think the real question people have to ask is 'Do we care about the public?'"

Robbie Makinen, CEO of the Kansas City Area Transportation Authority, said public transit is the glue that holds a community together.

"The return on investment for social justice, compassion and empathy far outweighs the return on investment for asphalt and concrete," he said.

The Kansas City transit authority partnered with the Center for Economic Information at the University of Missouri-Kansas City to analyze the economic impact of the proposed zero-fare policy. The study found that free transit would increase Kansas City's regional gross domestic product by more than \$13 million a year and improve the livelihoods of regular riders along with new riders encouraged to try public transit without the fare barrier.

"For those living paycheck to paycheck, as most Americans are, even an additional \$50 (the cost of a monthly bus pass) per month of income can make the difference in deciding which bills to pay," the study said.

Kansas City has embarked on similar but smaller experiments before. In 2017, it made transit free for veterans and the next year for ninth- to 12th-graders in four major school districts.

While advocates have championed the move, they say fare-free policies aren't enough if transit isn't accessible.

Comparing 100 metropolitan areas of similar size to Kansas City, a 2011 report from the Brookings Institution found that Kansas City's transit system was among the 10 worst at connecting workers to their jobs, with only 18 percent of jobs in the metropolitan region accessible to job seekers by commutes of less than 90 minutes.

For that reason, city leaders should not look at eliminating fares as a "panacea" for transit problems, said Hayley Richardson, a spokeswoman for TransitCenter, a nonprofit group based in New York City that works to improve public transit around the country.

"A bus that comes once an hour that's free isn't useful to people," Richardson said. "The way we make transit useful to people is by making it come frequently and reliable."

Instead of eliminating fares, Richardson said, cities need to prioritize creating transit systems that actually serve their customers. The best scenario would be cities where buses arrive every five minutes in dedicated lanes and a country where most Americans can walk to transit.

"What's holding transit in the U.S. back is largely it's bad service," she said.

If Kansas City has \$8 million to spend on transit, Richardson said, it would be better spent on improving quality. Without better service, free transit would do little to ease car congestion and help the environment, she said.

"We reduce emissions by getting more people to ride transit," said Richardson, who isn't convinced free transit would increase ridership.

Wu said better and free transit is an environmental necessity. When her office surveyed Boston youth about how they'd like to travel in the future, the majority said they wanted to use cars because public transit was expensive and unreliable.

"If we are talking about climate change being a problem we need to fix and we are still not doing everything today to make sure people today — and especially our young people — are enjoying and experiencing transit at the level they deserve, we are in a lot of trouble," she said.

Michelle Wu, a member of the Boston City Council, wants everyone to ride for free on subways and buses that crisscross the region. Courtesy Michelle Wu

Stances like Wu's and Lucas' are coming at a time when fare costs have been increasingly scrutinized around the world. Mass demonstrations swept Chile last fall after a group of students purposefully evaded fares in protest of a 4 percent fare hike.

In New York City, racial justice advocates have been protesting the addition of 500 police officers to patrol the subway system, supposedly to crack down on fare evasion. The New York Metropolitan Transportation Authority says it will save over \$200 million that is lost to evasion in four years but

will spend around \$249 million to pay the officers enforcing fares over the same period.

Activists say the added officers serve only to further criminalize the city's poor, as well as black and brown people, who are disproportionately targeted in fare evasion arrests and will be affected the most. Decolonize This Place, a group leading major protests against the addition of police officers, calls for free transit in its demands.

But it remains unclear how much of a boon free transit would be to ridership levels. In France, the city of Dunkirk experienced up to an 85 percent increase in ridership on bus routes after eliminating fares in 2018, but Richardson said transit systems in much of Europe are far more robust than in the U.S., making it difficult to compare the two.

Still, she acknowledged, free transit would be massively beneficial to low-income subway riders. But cities should consider alternatives to eliminating fares, Richardson said, suggesting that they decriminalize fare evasion, make sure fare inspectors are unarmed, offer low-income residents fare passes and provide all-door bus boarding to speed service.

If Kansas City implemented those changes, it would improve service and guarantee mobility to more people while providing much-needed revenue to the public transit system, she said.

Kansas City Mayor Quinton Lucas. Quinton Lucas' Office

Lucas, the mayor, said he believes zero-fare transit is one of many policies that can address racial inequality in a city still grappling with a legacy of segregation. To this day, a dividing line, Troost Avenue, segregates much of the city's population, with primarily black residents east of Troost and white residents west of it.

The annual average household income one block east of Troost is \$20,000 less than it is one block west of the line, said Brent Never, a public affairs professor at the University of Missouri-Kansas City, adding that in some ZIP codes on the east side, people live 15 years less on average than in areas west of Troost.

But some transit experts are skeptical about how much free buses could collapse decadeslong racial disparities in Kansas City.

Wu of Boston said the zero-fare proposal is gaining steam there even though the Massachusetts Bay Transit Authority says it gets one-third of its \$2.2 billion annual budget from fares.

"This would be life-changing in terms of the opportunities it would open up, particularly for residents who are faced with the cost of being poor right now," she said.

Morning commuters bustle in and out of the Massachusetts Bay Transportation Authority's Orange Line in Boston on Dec. 9, 2019. Erin Clark / Boston Globe via Getty Images



Assemblyman Pushes To Simplify, Standardize Bay Area Transit Systems

By: Jerold Chinn

2/9/2020

Reporting from Salesforce Transit Center

Navigating through just one transit system in the Bay Area can at times be challenging, but making connections between two or more transit systems can be even more frustrating. Assemblyman David Chiu is trying to change that.

Chiu (D-San Francisco) on Tuesday introduced Assembly Bill 2057 titled the Seamless Transit Act. If passed, the bill would require all of the 27 Bay Area transit agencies to report real-time arrival information and work toward standardizing bus fare, discount policies and a regional map.

Additionally, a task force would be established to tackle larger issues, including fare integration, schedule coordination and other capital projects.

Chiu said Tuesday at a press conference held at the Salesforce Transit Center, a major hub for AC Transit and Muni, that despite billions of dollars invested in public transportation, only 3 percent of Bay Area trips are made on public transit.

Chiu said, "Every day, hundreds of thousands of Bay Area residents experience a system that is fragmented and unreliable."



AC Transit is an alternative to BART for people traveling between the East Bay and San Francisco, Calif. (Paul Sullivan/Flickr)

Criticizing the discombobulated system, Chiu said, “Challenges of navigating 27 different transit agencies have created major barriers to solving congestion.”

Explaining the difficulty of his commute back and forth to school, Terry Taplin, a Berkeley resident and graduate of Saint Mary’s College, said:

“I’ve spent years as an undergraduate and graduate student commuting for three hours round trip across four cities transferring across three different transit agencies to get to class and back home.”

Rebecca Saltzman, a member of the BART Board of Directors, said she knows Bay Area residents have to make hard choices when deciding to ride public transit.

Saltzman said when she lived in Oakland and finances were tight, she avoided taking BART and instead used her AC Transit monthly pass to get to San Francisco, which often meant a longer trip and bus transfer.

Saltzman said, “Bay Area residents makes choices like this every single day and some of them make the choice of avoiding transit altogether because if it becomes too complicated or too expensive, they’re just not going to ride.”



Jerold Chinn/SFBay Assemblyman David Chiu (D-San Francisco) introduced the Seamless Transit Act legislation during a press conference at the Salesforce Transit Center in San Francisco, Calif. on Tuesday, Feb. 4, 2019.

Chiu also mentioned both he and his wife spend three to four hours each day commuting from The City to work. Chiu drives to his office in Sacramento and his wife commutes to San Jose.

Chiu said, "If our transit systems worked better, the two of us wouldn't have to drive alone in two separate cars. We'd have shorter commutes. We could actually get work done and we'd have more time for our son."

Chiu's announcement coincides with a ballot tax measure called Faster Bay that will appear on the November 2020 ballot. The measure looks to raise up to \$100 billion over 40 years for Bay Area transportation projects.

MASS TRANSIT

CA: One Clipper Card To Rule Them All. Chiu Proposes Integrating Bay Area Transit

State Assemblyman David Chiu dreams of a Bay Area transportation system that would rival London or Tokyo, where trains and buses are faster and more convenient than driving.

By: Rachel Swan | San Francisco Chronicle (TNS)

February 5, 2020

State Assemblyman David Chiu dreams of a Bay Area transportation system that would rival London or Tokyo, where trains and buses are faster and more convenient than driving.

Getting there won't be easy. The region has 27 transit agencies that don't play well together. Each is a distinct fiefdom with its own map, its own fare structure, and its own interpretation of a "youth," a "senior" or a "low-income rider." Schedules rarely sync up. A few outliers — the ACE and Capitol Corridor trains — don't accept Clipper cards.

As a result, only 3% of all trips in the Bay Area are made on transit, Chiu said. People may complain about freeway traffic jams and pollution from automobiles, but they still choose to drive. Ridership across all transit systems in the nine counties fell by 5.2% between 2016 and 2018.

"At the same time that all these jurisdictions are making investment in transit, people are taking transit less," Chiu said. "They're getting into their cars. They're driving by themselves. They're increasing congestion."

His solution: Start with the basics. The San Francisco Democrat's new bill, The Bay Area Seamless Transit Act, or AB2057, will require cities and counties to charge the same bus fare, to apply the same discounts for people transferring from one bus line to another, and to define each population, such as youths and seniors, in the same terms.

The legislation would also require agencies to use the same regional transit map, smartphone apps and Clipper card payment technology, to make it easier for people to navigate from one system to another.

People shun transit in part because it's complex and intimidating, Chiu said.

"Imagine if you were in your car and you had to switch phone apps every time you traveled from one freeway to another," he added.

Chiu also wants to start the harder, more complicated work of linking schedules among transit agencies and automatically applying a discount when riders jump from one to another.

Additionally, he wants agencies to work together on capital projects, to avert such outcomes as the new Larkspur SMART terminal, which requires about a 10-minute walk from the Larkspur ferry, across a street and through a shopping mall. His bill would set up a task force to begin that larger institutional change.

That notion appealed to Terry Taplin, who does not own a car and relies on a combination of BART and buses to get from his home in Berkeley to see his spouse in Richmond. The couple live separately "because of housing costs and family obligations," Taplin said.

"The big anxiety is missing a transfer by three minutes, which could make me 45 minutes late," he added.

Two other people who would benefit from a more seamless transit system are Chiu and his wife, who both drive to work each day to avoid long, rambling bus-and-train commutes.

They live in the Candlestick Point neighborhood of Bayview, and Chiu would have to take Muni, BART and Amtrak before walking a mile to get to the Capitol building in Sacramento. His wife works at a nonprofit in San Jose — a long journey on Caltrain with a 2-mile gap at the end.

"It's far quicker for me to drive an hour and 45 minutes" on the freeway, Chiu said. "Multiply that by any number of people trying to get from Point A to Point B."

Yet transportation officials were less certain. While several praised Chiu's vision, they also wondered whether cash-strapped transit agencies would have to fund the changes.

“The devil’s in the details,” said Elsa Ortiz, vice president of AC Transit’s board of directors.

Randy Rentschler, legislative director of the Metropolitan Transportation Commission, noted that the Bay Area’s disparate schedules, maps and fares have frustrated commuters for decades. Clipper has 18,000 fare combinations for people moving between systems, “because that’s what the transit agencies have determined,” he said.

Yet he also wondered whether a more top-down order would be palatable to government agencies that have enjoyed autonomy since the 1970s.

“Local control seems to be a religion in the Bay Area,” Rentschler said.

Supporters welcome state intervention.

“This is really critical,” said Ian Griffiths, policy director of the nonprofit Seamless Bay Area, a sponsor of the legislation. He pointed out that many state legislators want to boost transit ridership as a policy goal.

“There’s been a reluctance to acknowledge that having such a fragmented decision-making transit network doesn’t set us up for success,” Griffiths said.

Chiu’s bill does not include a financing mechanism, but it coincides with the Faster Bay Area campaign for a sales tax to raise \$100 billion for transportation funding over 40 years.

California Transit Association

Safety First

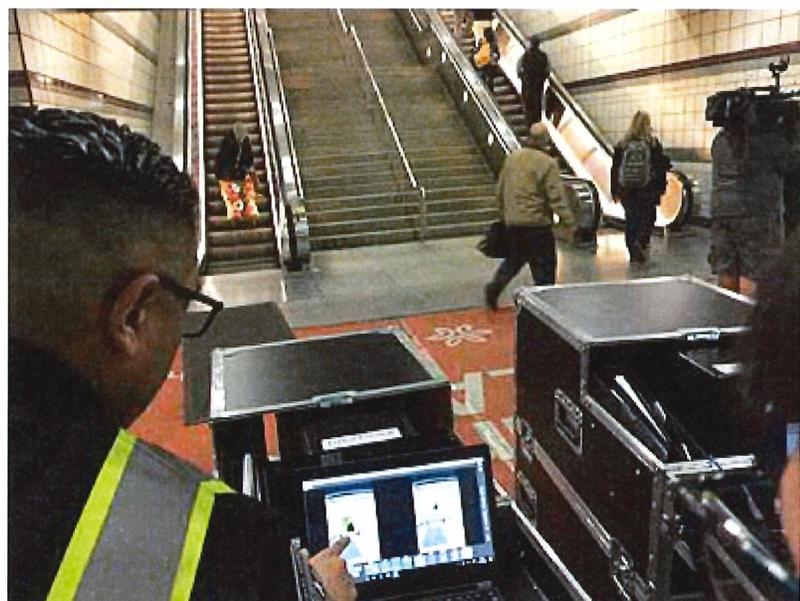
Improving the Public Transit Rider Experience Through Safety and Security Measures

By: Stephanie Jordan

January 2020



As part of its updated Safety and Security Plan, BART is boosting the visible presence of police and employees throughout the system. At right, The Thruvision passive passenger screening system was purchased by LA Metro last year to augment its security presence and is designed to unobtrusively screen individuals for concealed threats.



By

The inherently open environments that public transit requires to work means that it provides easy access and gathers volumes of people into confined spaces. These very attributes that make public transportation great also makes it vulnerable to adversarial targeting and threats.

In *Safer Than You Think! Revising the Transit Safety Narrative*, written by Todd Litman and published by the Victoria Transport Policy Institute last August, Litman investigates the impacts that public transportation has on traffic safety (crash risk) and community security (crime risk), and the potential for transit-supportive policies (policies that encourage transit travel and create more transit-oriented communities) to help achieve safety and security goals.

“Public transportation is overall a very safe form of travel,” writes Litman. “It’s passengers have less than a tenth the per-mile crash rates as automobile occupants, and transit-oriented communities have less than a fifth the total (pedestrian, cyclist, automobile and transit passenger) per capita traffic fatality rates as in automobile-dependent communities. Traffic casualty rates tend to decline in a community as transit ridership increases. In fact, cities where residents average more than 50 annual transit trips have about half the average traffic fatality rates as cities where residents average fewer than 20 annual transit trips.”

He contends that community features that increase transit use, such as good walking and cycling conditions, and compact development, also tend to increase safety.

“Research described in the report indicates that public transit investments coupled with transit-supportive policies also tend to increase overall community security by increasing community cohesion (positive interactions among neighbors) and passive surveillance (more by-passers who can report threats),” explains Litman. The result, he says, is a reduction in concentrated poverty and an increase in economic opportunities for at-risk residents.

If Litman is correct in his findings, there appears to be a difference between the reality of public security and the perceived public security while riding public transit. From robbery to assault to sexual harassment, the perception that transit is unsafe persists, and is often a powerful incentive for people to cut back their transit use, or stop using it entirely.

In TransitCenter’s *The Universe of Transit Safety* blog entry, the author writes “We’ve held focus groups for transit riders in Seattle, Philadelphia,

and Chicago. We asked participants about their transit-riding behavior, and a sizable portion said feeling unsafe caused them to stop riding transit.”

Los Angeles County Metropolitan Transportation Authority (Metro) ridership surveys, Bay Area Rapid Transit (BART) surveys, and others are likewise revealing that many riders are not feeling secure while using transit services. And it is not without foundation, as BART has seen an increase in violent crime both on board its trains and in its stations, and Santa Clara Valley Transportation Authority (VTA) had a fatality in October when a private security guard fatally shot a threatening, knife-wielding man at a light rail station.

BART Fights Back

BART is upgrading and improving its security measures and will launch a six-month pilot program to increase the presence of uniformed personnel on trains to address customers’ concerns about safety and security. The ambassador program will begin February 10. The ambassadors will be recruited from the ranks of the BART Police Department’s Community Service Officers, unarmed non-sworn personnel who perform a variety of police services to prevent and de-escalate problems on board trains. The ambassadors will be trained to respond to customers’ questions, complaints or requests for service, but if enforcement is needed, they will observe, report, and call upon an officer.

“This team will be police employees and trained to provide a sense of safety and security for our riders on-board trains and to deter crime,” said BART Chief of Police Ed Alvarez. “I worked closely with our Board members, BART General Manager Bob Powers, and police unions to develop a program that is responsive to our riders and is able to launch seamlessly, safely, and quickly.”

Alvarez was recently named BART Chief of Police by Powers and has been tasked with immediate changes to increase officer presence on board trains, along with other strategies to reduce crime on the system and improve rider experience. Alvarez is a 22-year veteran of the BART Police Department, an East Bay native, and has spent his entire law enforcement career moving up the ranks within BART Police. He served as Interim Chief of Police and was previously the Deputy Chief in charge of the Support Services Bureau. Alvarez’ appointment is the result of a nationwide search process involving BART’s Police Citizen Review Board and Independent Police Auditor.

“We must do more to ensure all riders feel safe and to prevent crime on BART,” acknowledges Powers.

Alvarez is putting into place new strategies to respond to concerns voiced by riders in customer satisfaction surveys and the General Manager’s Listening Tour.

New and already in practice this month is a team of 12 sworn police officers dedicated to riding trains in pairs and walking platforms on nights and weekends. The team will supplement the upcoming ambassador program. Coupled together, both programs place 22 police staff dedicated to riding trains and represent a new shift in the deployment strategies of the police department. The teams will be deployed seven-days-a-week from 2 p.m. to midnight, with extra coverage on Saturdays. They will focus their patrols on the most heavily travelled section of the system, and during crowded evening commute hours they will increase their coverage areas to other sections of the system.

“Our ambassadors will serve as extra eyes and ears on-board trains,” said BART Board President Lateefah Simon in a statement. “It’s a promising, first-of-its kind program at BART that will provide a welcoming presence focused on customer service and curbing inappropriate behavior.”

BART’s Board voted to fund the six-month pilot at a cost of \$690,000.

Alvarez is also evaluating patrol staffing to determine the feasibility for the creation of newly assigned fixed post assignments at key stations, such as the Coliseum, where data shows a high volume of calls for service. The assigned fixed post officer would be responsible for the safety and security of a specific station, as opposed to current roving patrols. The fixed post assignments will create greater station ownership and on-going community engagement. The evaluation will include how to improve response times, reduce crime, and increase presence.

In 2019, 59 percent of violent crimes at BART were attributed to electronic thefts. Alvarez is planning an increase in visibility and engagement with riders to prevent cell phone snatching, especially between Balboa Park and Powell stations where there has been an uptick in the number of juveniles snatching phones, running to make a quick escape, and selling them along Market Street for cash. BART management is hoping to successfully stop or reduce cellphone thefts, which would dramatically drop the agency’s violent crime rate. BART 2019 crime stats show crime went up 11 percent with violent crime up 4 percent when compared to 2018.

“I am excited for the opportunity to move the department forward and improve the relationship with our riders and our employees,” concludes Alvarez.

LA Metro

The public’s perception of safety has been a key customer concern in past Metro customer surveys. In response, Metro has been steadily improving its system and security initiatives since it transitioned to a multi-agency partnership with the Los Angeles Police Department, the L.A. County Sheriff’s Department, and Long Beach Police in 2017.

“We now have more police presence and new security tools on the transit system, and that’s a good thing, as it improves the customer experience for all Metro riders and helps keep Metro customers safe and secure,” declares Dave Sotero, Metro Communications Manager.

Last year the agency purchased Thruvision, a passive passenger screening system, to augment its security presence. The system is designed to unobtrusively screen individuals for concealed threats, can identify both metallic and non-metallic objects, and can screen rail and bus patrons without disrupting foot traffic to vehicles. Thruvision units are placed randomly at locations throughout the transit system and are equipped with software that quickly identify objects that block the naturally-occurring waves produced by a person’s body.

There are signs alerting passengers in advance that they will be subjected to a screening and possible inspection. The Thruvision system is complemented by an increased presence of law enforcement. Officers are there to provide an additional layer of screening, if needed, but their goal is not to physically search or interact in any other way with Metro patrons.

However, noted in a blog about TransitCenter's 2018 report, the Leadership APTA class of 2017, a professional development program for transit agency staff, came up with an interesting revelation. When tasked to investigate possible reasons for national transit ridership declines, one possibility, when it came to security, was the prevalence of the crime prevention ridership campaigns. The APTA class wondered if transit agencies could be unintentionally reinforcing a reputation for being unsafe with those "If you see something, say something" campaigns, especially those that call riders to safeguard phones, and other personal items while riding transit.

What To Do

TransitCenter advocates that transit agencies need to do a better job of telling the story. "Agencies should create campaigns around positive safety numbers. In the rare instance a high-profile incident occurs, they shouldn't let the media run away with a "transit is scary" narrative. Conversely, if an agency is experiencing an uptick in crime, don't deny or downplay it," say the report authors.

In his *Safer Than You Think! Revising the Transit Safety Narrative*, Litman says, "Public transportation is overall a relatively safe (low crash risk) and secure (low crime risk) mode of transport. Despite its relative safety and security, many people consider public transit dangerous, and so are reluctant to use it or support service expansions in their communities. Various factors contribute to this excessive fear, including the nature of public transit travel, heavy media coverage of transit-related crashes and crimes, and conventional traffic safety messages which emphasize danger rather than safety."

Litman encourages all transit agencies to help create a new safety narrative by better measuring and communicating transit's overall safety and security impacts.

No doubt TransitCenter advocates would agree that a new safety narrative is important, but notes *The Universe of Transit Safety* blog post, "perhaps the most important antidote to transit riders feeling unsafe has nothing to do with upping security measures – it's to run the kind of frequent, reliable transit service that enables city residents to become all-purpose riders. The more people on transit, the safer people generally feel."

Government Technology

The Latest Transit Trend Is Somewhere Between a Bus and Uber

Transit agencies in several cities have partnered with Via to provide curb-to-curb microtransit. The idea behind these partnerships is to reduce barriers created by gaps in more traditional options.

By: Skip Descant / January 31, 2020



One of the new microtransit shuttles providing curb-to-curb service for Sacramento Regional Transit operates in midtown Sacramento. Submitted Photo/ Sacramento Regional Transit

Closing first-mile-last-mile gaps and reaching new riders are just some of the reasons transit agencies are tapping services that fall somewhere between a traditional bus and Uber.

Public transit operations in cities like Los Angeles; Sacramento, Calif.; Seattle and even small cities like Worcester, Mass., have partnered with transportation technology company Via to provide curb-to-curb transit-on-demand service.

Government Technology

Los Angeles Metro recently approved a move to expand an existing pilot project to more neighborhoods with evening and weekend service. Meanwhile SacRT, the transit provider in Sacramento, recently launched “the largest on-demand micro-transit project in the United States,” according to company officials.

“Sacramento is actually one of the fastest growing cities in California, so there was a real interest to invest in public transportation in communities underserved by its existing transit network,” said Dillon Twombly, chief revenue officer for Via.

The microtransit service, accessed with the SmaRT app, or by telephone, is available in nine districts across the Sacramento area, home to about 500,000 residents. The service provides curb-to-curb transit using “virtual bus stops” generally within about block of a rider’s origin or destination. Basic fare is \$2.50 per ride, with riders able to transfer to the system’s light-rail trains or fixed-route buses.

Beyond using the service to connect to buses and trains, riders are using it “to get around their community within a service zone, for trips to the store, gym or library,” said Jessica Gonzalez, director of marketing, communications and public relations at Sacramento Regional Transit.

In Los Angeles, transit officials are expanding both the geographic reach of its microtransit, which is also a partnership with Via, as well as the making the service available on nights and weekends.

“We’ve seen significant mode-shift, bringing new folks to transit altogether and shifting from private vehicle first-last-mile trips,” Marie Sullivan, the project manager for Mobility-on-Demand, told the Los Angeles Metro Board at a recent meeting when the board approved the \$4.6 million project.

“Our initial research has shown that about 9 percent of our riders are new to transit, so there are promising signs that our partnership with Via is doing just that,” added Brian Haas, communications manager for LA Metro, in his comments to *Government Technology*.

LA Metro began the pilot last January, and quickly began providing up to 2,600 rides a week once residents learned about the service.

“Travelers can request an inexpensive shuttle that picks them up at a nearby corner within a few minutes. Vehicles are then dynamically routed to the final destination, picking up other travelers heading in the same

Government Technology

direction along the way,” said Twombly, adding the service has proved especially successful in suburban settings where fixed-route bus service is not always an efficient option.

Via has partnered with transit agencies in other cities like Seattle; Arlington, Texas; and Worcester, Mass. The collaborations have largely been successful, owing to agreements in areas like data-sharing and compliance with the Americans with Disabilities Act.

“We’ve always been happy to collaborate with cities. We see ourselves as trying to be a part of the solution, as opposed to being combative with public transit,” said Obinna Emenike, general manager of partners at Via, speaking during a panel discussion at the CoMotion LA conference in November 2019.

These microtransit agreements are also allowing transit agencies to ramp up transitions to new transportation technologies. In Sacramento, six of the 42 shuttles used in the microtransit program are electric vehicles, with three more to come soon.

Progressive Railroading

House Democrats Unveil \$760B Infrastructure Plan

1/30/2020



U.S. House Democratic leaders yesterday released the framework for a five-year, \$760 billion proposal to address the nation's growing infrastructure needs, including those related to rail.

Chairmen of the House committees on Transportation and Infrastructure (T&I), Energy and Commerce and Ways and Means unveiled the plan, dubbed "Moving America and the Environment Forward," which they said would address the nation's massive infrastructure maintenance backlog and undertake projects that are "smarter, safer and made to last," according to a joint press release issued by the committees.

Of the \$434 billion in the plan that pertains to surface transportation, the proposal calls for \$105 billion to be invested in public transit and \$55 billion in passenger rail, according to the American Public Transportation Association (APTA).

The larger proposal includes measures that would:

- bring existing infrastructure into a state of good repair and enable the completion of critical projects through long-term sustainable funding;
- set a path toward zero carbon pollution from the transportation sector, create jobs, protect natural resources, promote environmental justice and increase resilience to climate change;
- ensure a transportation system that is green, affordable, reliable and efficient;
- help combat climate change by creating jobs in clean energy, investing in energy efficiency and reduces greenhouse gas emissions;
- expand broadband internet access; and
- support U.S. industries, including steel and manufacturing, through strong Buy America projections.

“Our country has changed dramatically since the 1950s, yet people and goods are now literally stuck trying to move on transportation networks first developed nearly 70 years ago,” said T&I Chairman Peter DeFazio (D-Ore.). “It’s past time for transformational investments to make our infrastructure smarter, safer, and resilient to climate change, or else we will keep throwing money at an antiquated system that is only holding us and our economy back.”

The framework's details will be developed in the coming months, he said.

Yesterday's announcement drew praise from some transportation organizations, including APTA.

"This framework includes important provisions for maintaining and expanding our public transportation infrastructure, and represents a commitment to growing our communities, supporting jobs, and providing expanded mobility options," said APTA President and Chief Executive Officer Paul Skoutelas in a press release.

T&I Committee Ranking Member Sam Graves (R-Mo.) said Republicans are looking forward to a bipartisan effort.

"I may not agree with all of the principles in the majority's outline, but as the Republican leader of this committee, I expect to play a constructive role in the development of infrastructure bills before us this year, including expected surface transportation and water resources legislation," Graves said. "Any serious effort toward enacting infrastructure legislation must incorporate Republican principles as well."

Earlier in the week, Graves and Highways and Transit Subcommittee Ranking Member Rodney Davis (R-Ill.) outlined principles that committee Republicans will focus on during development of a surface transportation reauthorization bill, including addressing the long-term sustainability of the Highway Trust Fund.

The Mercury News

Where Will New Diridon Station Tracks Cut Through San Jose? Leaders Mull These Two Options

The council must decide whether to build a viaduct or expand the current rail corridor



San Jose Diridon Station Joint Policy Advisory Board. A drawing portrays what the new Diridon Station could look like from San Fernando Street looking toward downtown San Jose

By: Maggie Angst | Bay Area News Group

January 29, 2020

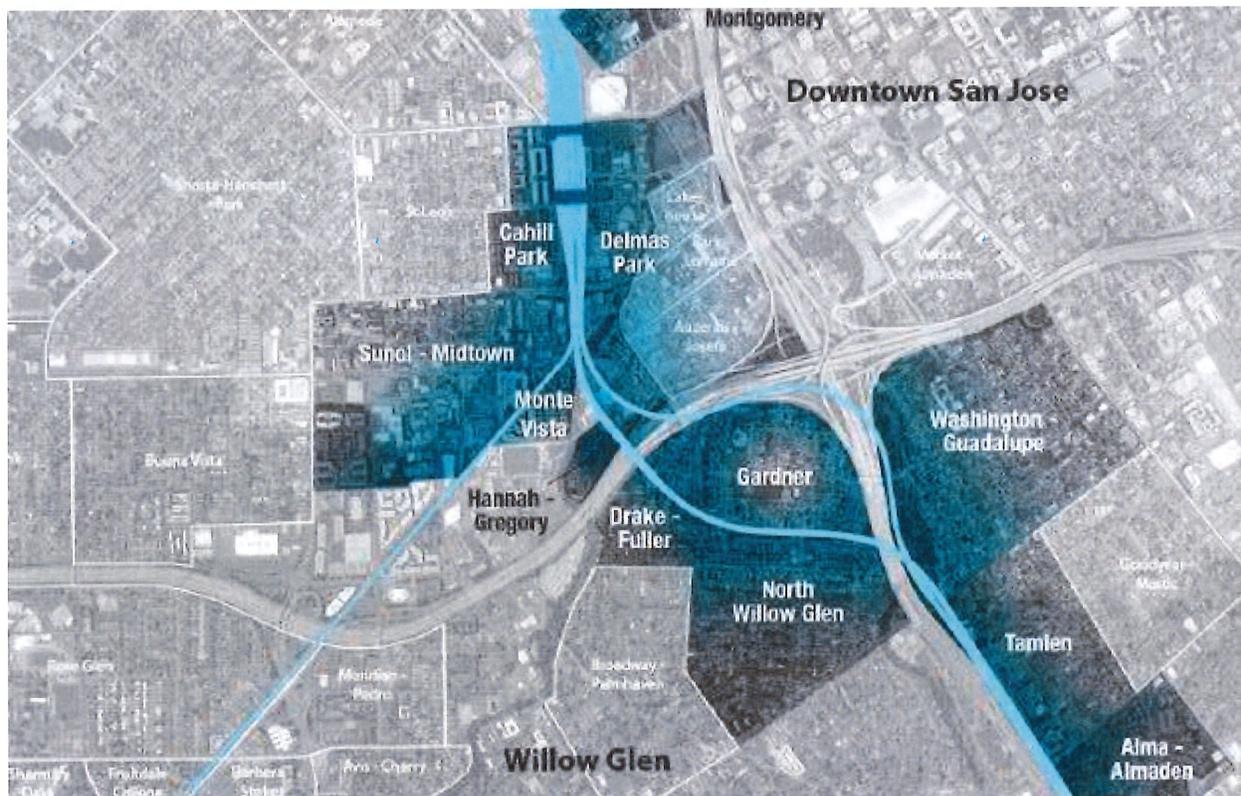
As San Jose forges ahead with plans to build one of the largest transit hubs in the western region, city leaders are grappling with just how much more neighborhoods who have historically borne the brunt of some of the city's largest transportation projects should have to endure.

In 20 to 30 years, San Jose anticipates that demand at Diridon Station will grow tenfold to more than 100,000 passengers a day — or about as many as those that fly in and out of the San Francisco International Airport each day.

To accommodate for the exponential growth, a coalition of representatives from San Jose, Caltrain, Valley Transportation Authority and the California High-Speed Rail Authority have come together to devise a plan to completely redevelop Diridon Station and the railroad track infrastructure needed to go along with it.

Two rail tracks currently cut through San Jose's Gardner, Gregory and North Willow Glen neighborhoods and connect Diridon Station from the south. Bracing for the rail boom, officials have decided that four tracks will be needed moving forward.

The representatives and a team of consultants have studied two options for accommodating the additional tracks: expanding the existing rail corridor or building a bridge-like structure — also known as a viaduct — that would carry either some or all of the trains over the Interstate 280 and Highway 87 interchange and into the city's Washington and Tamien neighborhoods.



The light blue light on the left side of the map shows where the existing rail corridor sits. The light blue line that curves out to the right shows where a viaduct would be built. City of San Jose

Residents in North Willow Glen and Gardner — who have had their neighborhoods ripped up time and time again for large-scale road and rail

projects — have been lobbying the city to pursue the viaduct option in order to minimize the additional destruction to their communities.

But after evaluating both options, the team of officials and consultants have found that the viaduct option is “fatally flawed” and have recommended that city officials focus on the expansion of the existing corridor.

According to the team’s analysis, the viaduct would cost twice as much as expanding the existing corridor, significantly increase maintenance needs and severely impact currently unaffected neighborhoods, including Washington Guadalupe, Tamien and Alma-Almaden, citing visual, environmental and noise concerns.

“We acknowledge that these communities have gone through — over several decades of history — very large infrastructure projects that have impacted their neighborhoods,” John Ristow, the city’s transportation director, said during a study session Tuesday night. “...But I want to make sure the community knows that all four agencies — no matter what is selected as an alternate alignment here — are really committed to making this the best alignment possible and one that this is better than it is today.”



A rendering shows what a viaduct for high-speed rail and Caltrain could look like over West Virginia Street. San Jose Diridon Station Joint Policy Advisory Board

City officials are expected to make a decision whether to drop the viaduct concept at a city council meeting on Feb. 4. The Caltrain, Valley Transportation Authority and California High-Speed Rail Authority board of directors will follow with their decisions in the subsequent days.

But a divided group of residents who spoke at a study session on the topic this week didn't do much to make the decision easier for them.

Brett Bymaster, a resident who lives near Tamien Station, said the viaduct would cause more harm than good by cutting into Tamien Park, passing over the Guadalupe River Trail and potentially impacting dense housing developments planned near Tamien Station.

"It's just not a good plan. It's way too expensive and it just doesn't make sense," Bymaster during Tuesday's meeting. "It's mitigating a few things in Willow Glen but it's creating way more problems elsewhere."

Residents in the North Willow Glen and Gardner neighborhood, however, encouraged city leaders not to cast aside the viaduct option just yet.

A couple of years ago, residents in those neighborhoods were offered to attend a tour with rail officials to learn about their plans for the track expansions. At that time, they were promised that only three tracks would be needed and a single residential property would be affected.

The plans today call for four tracks that will impact at least 13 residential properties and two commercial properties, diminish the size of Fuller Park in the Gardner neighborhood by at least 30 percent and significantly impact the San José Word of Faith Church adjacent to the park.

"What's gonna happen in two more years? Will a fifth line be needed to future-proof this infrastructure?" Bill Rankin, a member of the North Willow Glen Neighborhood Association, asked the council. "... We really need to get this right, and I think building the viaduct is the best way to future-proof the rail lines coming into Diridon."

Diridon Station currently serves approximately 17,000 daily passengers via light rail, Caltrain, Amtrak, the Capitol Corridor, ACE Train and bus lines. But within the next couple of decades, BART is scheduled to expand through San Jose to Diridon Station. And eventually, the station could

serve as a vital point for high-speed rail to connect Silicon Valley to the Central Valley.

Directly to the east of the new station, Google anticipates that its transit-oriented community featuring office buildings, stores, restaurants and open spaces on an approximately mile-long strip in downtown San Jose west of Highway 87 will serve 15,000 to 20,000 of its employees.

In December, the San Jose City Council made two of the first decisions that will guide the massive redevelopment of Diridon Station forward.

The council approved elevating the tracks and platforms at the station and from Julian to Virginia streets to allow for safer and more efficient travel from the east and west sides of the city and positioning entrances on both the east and west sides of the new Diridon Station at two separate concourses on Santa Clara and San Fernando streets.

The initial concept plan — which focuses on how the station will function rather than in-depth architectural plans — also features an additional track and platform at the station that will require significantly widening the station's footprint to the east. It also envisions that the section of Cahill Street between Santa Clara and San Fernando streets would be restricted to cyclists and pedestrians.

DCIST

New Bingo-Inspired Game Is Trying To Get Elected Officials To Use Public Transportation

By: Colleen Grablick

JAN 28, 2020



M Street - Mike Maguire / Flickr

Some members of D.C. government are notorious for parking illegally, shielded from tickets thanks to their government-issued parking permits. But at least one elected official is trying to promote public transportation use, and is challenging other city electeds to do the same with the help of a Bingo-themed game.

Starting today, Erin Palmer, an Advisory Neighborhood Commissioner in Takoma Park, is launching TranspoBINGO. Palmer partnered with alternative transit groups like Handlebars DC and Coalition for Smarter Growth to create a week-long challenge that encourages D.C. residents, notably ANC commissioners and councilmembers, to get around the city

only using public transportation for a week. The challenge ends on Feb. 4, which is Bus to Work Day.

“I think the idea of using public transportation more than you otherwise would, or in ways that you wouldn’t necessarily use it, is a way to maybe understand what legislative and policy changes might be necessary to make those systems work better,” Palmer says.

TranspoBINGO has 24 different tasks to complete over the course of one week. Participants are supposed to complete as many tasks as possible, like thanking a bus driver or completing a multi-modal trip. Those who complete a card will be eligible for a transportation-themed prize at next Tuesday’s celebratory happy hour in Chinatown.

#TranspoBINGO starts tomorrow, & the Bingo card is available here! Print it, mark squares as you go (one per trip), document & share your successes/challenges, & join us for a happy hour with prizes on Bus to Work Day, 2/4, 5:30 pm, at Jackpot.

Palmer was one of the more than 20 ANC commissioners to reject their government-issued parking passes over the summer. The parking passes allow D.C. government officials to park without paying meter fees, and ignore time limits and other space restrictions.

While the commissioners’ push for less vehicles on the road lies partially in environmental and road safety concerns, Palmer says she hopes that elected officials take the TranspoBINGO challenge as an “exercise in empathy.”

“I think some of them are very car-reliant. The bus is heavily used by low-income folks, or people who work off hours, restaurant workers or service workers,” Palmer says. “So when I say empathy, what I mean is the act of understanding the challenges that those folks might face who either don’t want or don’t have the ability to rely on a car and have to use public transportation to get around.”

Last September, the Regional Transportation Planning Board’s “State of the Commute” found that more than two-thirds of D.C. commuters drive alone. And the happiest commuters? According to the report, 92 percent of pedestrians and cyclists said they were satisfied with their commutes, while less than half of drivers reported being satisfied with their trips to work.

Palmer says the challenge, which is in its first year, has time to improve, and just hopes its pilot-run will encourage D.C. residents to think more about public transit, its benefits, and also areas where it can get better.

“As ANC Commissioners, we work on a lot of kind of drudgery or we work really hard and feel like we’re not making any progress,” Palmer says. “So this is a fun activity, and it’s also something that will hopefully bring some meaningful insights or, who knows, lead to new actions or a change of behavior for the people participating.”

San Jose SPOTLIGHT

Political Power Struggle Is The ‘Elephant In The Room’ At VTA Board Meeting

By: Adam F. Hutton

January 25, 2020



VTA Board of Directors Chair Cindy Chavez led a study session on Jan 24 to discuss ways to improve board governance. Photo by Adam F. Hutton.

The VTA’s Board of Directors had a study session Friday to consider more than two dozen recommendations from an outside consultant to improve how the authority is governed, and newly-elected board chair Cindy Chavez closed the meeting by addressing the “elephant in the room.”

The recommendations — which include setting expectations for board member attendance, eliminating the use of alternate members and adopting a longer board term — were presented by consultant RSM to the VTA’s Ad Hoc Board Enhancement Committee in December. The committee debated those suggestions at a meeting Jan. 17 after a lengthy public comment session. Having heard recordings of those meetings — and based on her personal conversations with fellow board members — Chavez said she senses a rivalry among the cities who are represented on the Authority’s Board of Directors.

Currently, the 18 directors — 12 voting members and 6 alternates — are elected officials appointed by their jurisdictions, with 15 city councilmembers and three members of the Santa Clara County Board of Supervisors. San Jose has six representatives on the board, including Mayor Sam Liccardo and four other voting members.

“There is a belief that the city of San Jose has way too much power on this board and the smaller cities therefore are left out, or not included in the decision making and that is why every two years or so there is a strong discussion from some corner of the community about how we change the structure of the board,” Chavez said Friday.

The board chair encouraged the other directors to engage with that issue head-on at VTA board meetings, and not to shy away from the subject in their other interactions.

“I think there are some real discussions to be had about how we balance power and I want us to, in a very intellectually honest way, have a conversation about how the changes we are making create more opportunity for that,” Chavez said.

John McAlister, chair of the ad hoc board enhancement committee, told San José Spotlight he would prefer VTA board members be “full-time” or “dedicated” so they don’t have to “wear so many hats,” whether they continue to be appointed by local officials or elected by voters. But the latter would require a change in the state law that gives the board its authority, which requires that the VTA board be appointed by the Board of Supervisors, the San Jose City Council and the “city councils of all other cities, as provided by agreement among those cities.”

“In poker, you play the cards you’re dealt,” said McAlister, a member of the Mountain View City Council. “And this is the hand we have. So since we don’t have control over how members are appointed, we figured let’s look at the selection process so we can ensure that the people who are on the board are engaged and informed. And we should create a system that will provide them with the information they need to make informed decisions.”

To that end, McAlister said the committee endorsed the consultant's recommendations that the VTA board should "revise member agency appointment guidelines and adopt a nominating process," and "set member attendance expectations."

The decision to seek input from an outside consultant to help the authority resolve its governance problems was preceded by a grand jury report last summer, which admonished the VTA's board members, saying "most if not all" view the job as "secondary" to their commitments as elected officials.

The report also called out some board members who treat their appointment as a "resumé builder" and a "one-day-a-month job." The 2019 Santa Clara County Superior Court Civil Grand Jury report was the third time in less than 20 years a grand jury has slammed the VTA board structure as being ineffective, including 2009 and 2004.

Meanwhile, VTA spokeswoman Brandi Childress told San José Spotlight in December that the board will continue to discuss RSM's recommendations at a series of committee meetings this year, and eventually the full board "may reject, approve or revise," any of them.

Transit activist Monica Mallon, who encouraged the board to take the consultant's recommendations seriously, told San José Spotlight she thought the directors would be reluctant to make real changes to the board's governance.

"A lot of people aren't going to want to change anything at all," Mallon predicted, especially nothing that "would affect the politics of the board."

METRO

For Transit & Motorcoach Business

Driver Shortage A Challenge For All Transportation Industries

By: James Blue, Publisher

January 23, 2020



The driver shortage is not exclusive to motorcoach and public transit, it impacts all industries that require drivers. Brio Yapan

In this issue, we discuss how driver retention and hiring issues are challenging the motorcoach industry, which we cite in our annual Motorcoach Survey. In fact, it is a challenge shared by all surface transportation organizations, ranging from public transportation to delivery and long-haul trucking to even shuttle bus operations. The causes, as we note in the article, are more than driver pay and working conditions. Yet something else is also going on, and everyone in the industry must have a stake in the solution.

Caught between costs and wages

Anyone who has ever taken an economics class in high school or college knows one aspect of this problem; in the textbooks it's called "cost-push inflation." The wage pressures to attract and retain drivers are driving up costs, which can only be relieved if the market tolerates price increases. A

major factor is heavy competition for drivers. A recent study of long-haul trucking companies by the U.S. Bureau of Labor Statistics found that for the past two decades, the annual turnover rate averaged 94% among larger carriers and 79% among small firms.

This situation is compounded by the competition for similarly qualified drivers across the many industries that use them, ranging from trucking to school bus fleets to transit to motorcoach companies. The result has been a price war and the turnover problem mentioned earlier. The competition is further exacerbated by growth of these positions, coming from traditional companies as well as new players with deep pockets like Amazon.

More than a supply problem

While wages keep going up to attract drivers, there also seems to be more going on. One factor is that the commercial driver supply is affected by a growing labor shortage in the whole economy. Job openings nationally now exceed those seeking jobs by two million, thanks to the good economy, according to the U.S. Department of Labor. Yet it will get worse as baby boomers retire, unless Generation Z, the grandchildren of boomers, suddenly finds a passion for bus and truck driving.

Some argue this will simply accelerate development of fully driverless vehicles. However, the most optimistic scenarios do not see a transition before the late 2020s at the earliest. The real answer, at least in the short-term, is that industry associations are helping members in reaching out to non-traditional parts of the population, and yes, increasing wages, benefits and flexible work hours, and improving other conditions even further. Free CDL driver training is the response of many operators, for example.

The coach industry has been very good at responding to new conditions before and is probably doing things we haven't even heard of — but would like to. Drop us an email and we'll share it with your peers.

ABC 7 News

Bus-Only Lane On Bay Bridge? Commuters Sound Off On The Controversial Proposal

Transportation solutions are another key issue, in building a Better Bay Area. There's renewed interest in a proposal to add a bus-only lane on the Bay Bridge.

By Cornell W. Barnard

January 22, 2020

SAN FRANCISCO (KGO) -- Transportation solutions are another key issue, in building a Better Bay Area. There's renewed interest in a proposal to add a bus-only lane on the Bay Bridge.

The controversial idea is being met with Kudos and criticism from commuters.

The evening commute from San Francisco to the East Bay can be a grind for bus riders often stuck in Bay Bridge traffic.

"Oh yeah, when the Bay Bridge is backed up, it's an hour to an hour and a half," said Victor Evans from Alameda.

A plan from East Bay Assemblyman Rob Bonta could streamline that commute, by adding a bus-only lane on the Bay Bridge in both directions.

The AC Transit Board of Directors passed a resolution Wednesday, favoring the possibility of a bus-only lane on the bridge.

Officials say within the past year, ridership is up 10 percent.

"We attribute that to the fact BART is overcrowded, riders are looking for an alternative," said AC Transit Spokesman Robert Lyles.

But Drivers we found say, you can't be serious.

"it's going to cause more traffic, and cause more people to be late for work," said Oakland commuter Abbas Hassan.

"No matter what we do, it's going to be backed up," said another driver.

San Francisco already has red bus-only lanes on city streets.

But ABC7 News contributor and Chronicle Insider Phil Matier says, doing it on the Bay Bridge could bring 'carmageddon.'

"We barely can do it now with the lanes we have, taking one out for buses, that could cause a riot," said Matier.

Making the bus-only lane a reality will take a large collaboration from various transportation agencies. Ultimately, CalTrans will have the final say, because the Bay Bridge is their property.

MASS TRANSIT

CA: San Jose Airport Has Nation's Largest Fleet Of All-Electric Buses. So Why Is It Still Using Gas?

The conversion of the city's airport shuttles was supposed to mark the first step toward a highly-touted broader citywide goal of putting an electric engine in every shuttle and bus in San Jose.

Maggie Angst

January 22, 2020



Jan. 22--Nearly two years after city leaders promised to replace every shuttle serving Mineta San Jose International Airport with an all-electric fleet, the majority of the airport bus trips still run on natural gas, data obtained by this news organization revealed.

The conversion of the city's airport shuttles was supposed to mark the first step toward a highly-touted broader citywide goal of putting an electric engine in every shuttle and bus in San Jose. But about eight months after the airport introduced its first electric fleet with much fanfare, its ambitious

plan appears to have sputtered, and the trend actually has moved in the opposite direction.

As the city prepares to evaluate an airport expansion proposal with significant environmental impacts, problems such as this from year-long clean energy commitments face public scrutiny.

"They need to step up," Katja Irvin, co-chair of the Sierra Club Loma Prieta Chapter's Conservation Committee, said about city officials. "We have to stick to our commitments on climate issues. It's not something we can be weak on any longer."

City officials in May 2019 celebrated the launch of 10 electric airport shuttles -- calling it "the largest fleet of electric buses at any airport in the country." Mayor Sam Liccardo said at the time that it was an example of how the city was establishing itself as "a leader in combating climate change."

Although natural gas once was seen as a cleaner fossil fuel alternative, it fails to rival electricity. For instance, the airport estimated that it would reduce its ozone emissions by 1.1 tons -- the equivalent of 50 gas-powered passenger vehicles taken off the roads -- over ten years by switching over to an electric bus fleet.

And over the first six months, the data might have supported that outlook.

The airport gradually phased out its natural gas engine buses until they contributed to just 6 percent of the airport's shuttle trip operations. Although the city held onto the old buses, most sat unused on airport grounds.

But then in November, the airport reintroduced some of the natural gas-powered buses back into its fleet. And by December, natural gas-powered shuttles had surpassed electric -- now making up 57 percent of trips.

Airport officials trace the shift in fleet makeup back to a decision made in November 2019 to open up about 1,000 employee parking spots close to the terminals and provide them to passengers. Instead of walking across the street from a parking garage to the terminal, airport employees now park in a lot about ten minutes away from the terminals and ride a shuttle to and from work every day.

The airport's 10 electric buses were not sufficient enough to accommodate the increase in transportation needs for employees, so officials said they were forced to reinstate some of the natural gas-powered buses.

San Jose Airport Commission Chair Dan Connolly, who supported the decision, said it was necessary due to the addition of temporary terminal gates and the construction of a parking garage that put other spaces out of commission recently.

"I think people need to be sensitive that we have people traveling long distances, and I really don't want to see people stressing about parking at our airport," Connolly said in an interview Tuesday.

Irvin disagreed, saying that city and airport officials need to think more creatively in order to push public transit and encourage carpooling so the additional parking spots and shuttles would become obsolete.

The airport's current electric fleet was funded, in part, by a \$5 million zero-emissions grant from the Federal Aviation Administration. Hoping to expand the fleet, the city in November submitted another grant application to the FAA for six more electric buses.

"Our focus is still electric, but now we need to focus on how to bring more into operation," said Rosemary Barnes, the airport's public information manager.

The number of passengers traveling through San Jose's airport has skyrocketed in recent years, reaching nearly 15 million passengers last year. And over the next two decades, the city projects that growth to continue by more than 50 percent -- up to 22.5 million by 2037.

Bracing for the exponential increase in air travel, the airport is proposing a robust plan to build a concourse with 14 new gates, a 330-room hotel and a 5,000-space parking garage -- in addition to a 6,000-space garage currently under construction.

As a consequence, the developments would cause a "significant and unavoidable" amount of ozone and greenhouse gases to spew into the air and would conflict with the Bay Area Air Quality Management District's 2017 Clean Air Plan, according to a draft environmental report.

The airport hopes to limit emissions by prohibiting equipment with diesel engines from idling more than two minutes during construction, requiring that heavy off-road equipment meet high emission standards and instructing contractors to submit a plan to the city on how it intends to minimize emissions before beginning any work. It also plans to develop a "phased carbon management program" to track annual carbon emissions from the airport and identify reduction targets, according to the report.

During a City Council discussion last week about the proposal, Liccardo reinforced his interest in utilizing clean energy sources and providing a "national platform for the demonstration of this promising technology as it emerges."

"We are certainly going to be at the forefront of ensuring that we reduce greenhouse gas emissions for those flights -- and for the ground crews of those airlines -- by doing everything we can to incentivize and require when necessary the use of electric, hybrid and low-emission fuels," Liccardo said during last week's council meeting.

The City Council is expected to vote on the airport development plans at the end of March.

Airport officials say they expect to find out whether they will receive the FAA grant to buy more electric buses by the end of the summer. In the meantime, city officials and residents will have to wait a few more months -- or years -- before they can truly claim an "all-electric" airport bus fleet.

San Joaquin Regional Transit District (RTD)

San Joaquin RTD appoints new CEO

Gloria Salazar was unanimously appointed to the position.

January 22, 2020



San Joaquin RTD

Gloria Salazar has been unanimously appointed by the board of directors to serve as the CEO of the San Joaquin Regional Transit District (RTD) following the retirement of long-standing CEO Donna DeMartino.

“RTD is in great hands under Ms. Salazar’s leadership,” said RTD’s Board Chair Gary Giovanetti. “She has been a driving force behind many of RTD’s successful initiatives and has been a constant champion for our employees. She has the full support of the board.”

Salazar assumes this role with more than 28 years of experience in the transit industry, including 18 years as San Joaquin RTD’s second in command. Salazar has built a strong management and employee team to support her as CEO. Over her tenure as deputy CEO and CFO, Salazar provided capable leadership over all aspects of San Joaquin RTD’s operations.

“It’s an honor to serve RTD, our board, employees and customers,” said Salazar. “I am very proud of what we have already accomplished, and we still have a tremendous opportunity to further enhance our service to the community. I believe in the abilities and commitment of our employees to make it happen and I will continue to work alongside them.”

Salazar’s business acumen has consistently delivered balanced budgets without San Joaquin RTD incurring long-term commercial debt. She has designed effective business processes, implemented robust systems and promoted fiscal responsibility among San Joaquin RTD employees. She was instrumental in the funding and building of long-term infrastructure projects, such as San Joaquin RTD’s Downtown Transit Center and Regional Transportation Center.

Her leadership contributed greatly to San Joaquin RTD being recognized as the 2018 Outstanding System of the Year Award by the American Public Transportation Association (APTA).

In addition to her proven leadership, Salazar is a dynamic speaker who mentors employees and motivates others, including high school students. She relishes the opportunity to share her knowledge by teaching for the University of the Pacific and Willamette University’s Transit Management Certificate Program. Her passion to develop and encourage others was recognized with the John Lopez Inspirational Award, the highest honor given at San Joaquin RTD to an individual who inspires others and embodies the ideals of service and excellence.

Salazar was honored by the Central Valley Asian Chamber of Commerce in 2017 for breaking through the glass ceiling as a result of her leadership and community service. Born and raised in the Philippines, she finished her bachelor's degree in Accounting, magna cum laude. In 1987, she left behind a career as a Certified Public Accountant to come to the United States. She rose through the ranks at various firms while completing a master's in business administration, passing all parts of the Uniform CPA exam on the first sitting. She started her transit career at the Sacramento Regional Transit District and participated in several high-level transit study programs including Leadership APTA and two international mission studies.

Seattle Transit Blog

County Considers Fully Electric Bus Fleet By 2035 Despite Warnings Of Service Cuts

BY: DAN RYAN

JANUARY 21, 2020



Metro Proterra battery electric bus in Bellevue (image: SounderBruce)

King County Council is considering an ordinance that would accelerate the planned transition to a fully electric bus fleet from 2040 to 2035. Staff have warned too a rapid transition would come at a steep cost, with large near term budget investments leading to service reductions.

The cost worries take two forms. The upfront investments, particularly in charging infrastructure, are large. Battery electric buses have higher total life cycle costs than the hybrid buses they are to replace. The opportunity cost of increased expenditures on fleet replacement and charging infrastructure is less revenue available to provide service. But it gets much worse with an accelerated transition where hybrid buses are unnecessarily

retired before the end of their useful life. For some of the hybrid fleet, this would also mean repayment of federal grants that helped finance their purchase.

Beyond budgetary and customer impacts, the opportunity cost of foregone service matters because transit service itself reduces carbon emissions. While Metro's 10 million gallons of diesel annually is getting the attention of the County Council, Metro is displacing four times that much by reduced driving and congestion. It's not apparent whether the trade-off of cleaner buses and reduced funding for service would mean more or less carbon emissions.

Background

A Metro feasibility analysis in 2017 looked at life cycle costs of a transition to battery electric buses. Despite reduced fuel costs, Metro estimates suggest a 6% greater life-cycle cash cost for a battery bus vs diesel hybrid technologies. Even on a lengthy transition, that is about \$194 million and the incremental cost is equivalent to a service reduction of 55,000 hours annually. There is however a wide range of uncertainty around those estimates because battery technology is so immature and therefore the long term costs are hard to predict. The greater life cycle costs of battery electric buses are only partly offset by reduced societal costs from emissions and noise pollution.

That was good enough to set a target of 2040 for transitioning to fully electric operations. Noting the uncertainty of the technology, and other risks to scheduling and service reliability, Metro adopted a phased approach to transitioning the fleet with continuous evaluation of the industry as the transition proceeded. The recent staff report notes "there is still much uncertainty in the feasibility and costs of achieving a ZEV fleet by 2040".

The most recent outlook for battery electric buses is more pessimistic. At the time of the 2017 report, Metro thought it could move to 100% purchases of electric buses by 2020. Since then, expectations for availability of the needed technology have diminished. Metro does not now expect to hit this milestone until 2025.

Current fleet plans

Metro has operated 8 shorter range Proterra battery electric buses in Bellevue since 2016. Those are limited to a 25 mile range, but have performed to expectations. Metro has recently leased 10 extended range buses, both 40- and 60- foot, which claimed an extended range of 140 miles. Along with the trolley fleet, about 12% of Metro's fleet is currently all-electric. If the extended range buses prove out, they could feasibly meet most of the needs of current operations.

The planned transition ramps up in 2021 and 2022 as Metro takes delivery of 120 electric buses which will operate out of an interim base at South campus. Up to 250 battery electric buses may be added when a new South Base annex opens in 2025. The first purpose-built electric base opens in 2030 and will bring Metro's fleet to 51% electric once full to the planned capacity of 250-300 buses. That base will finally bring prolonged relief to the constraints on Metro's base capacity. With more flexibility for operations, Metro expects to convert existing bases to fully electric in the 2030s.

Space and infrastructure constraints on bus bases over the next decade loom large in planning for the conversion to electric. Infrastructure for battery electric buses demands more space than hybrids. Slow- and fast-charging buses require different equipment and buses from different manufacturers do not yet use inter-operable charging infrastructure. Upgrades to the large scale power needs of battery buses are a substantial capital outlay themselves. At South Annex Base, a recent estimate is for \$200 million on electrification alone to support 250 buses. The electric infrastructure is roughly as expensive as the bus.

In November, Metro briefed the County Council that the incremental cost of a full transition to electric is now expected at \$1 to \$2 billion, and those estimates remain uncertain.

Early fleet retirement

As the transition steps up, Metro needs to be attentive to the economic life of the existing fleet. Metro generally replaces vehicles after 14 to 16 years of operation, and federal grants programs require at least 12 years of operation. Metro uses FTA grants toward the purchase of buses and those

grants must be repaid on any vehicle not kept in revenue service for at least 12 years. To attain a 100% zero-emissions fleet by 2035 while remaining compliant with federal grant conditions would require all new buses are fully electric by 2023. Given the constraints on the near-term fleet plans, Metro would need to retire some hybrid buses before they reach 12 years in service if the fleet is to be fully transitioned by 2035.

Council Member Jeanne Kohl-Welles, while advocating for an early transition, acknowledged some of the challenges at a November meeting:

“2040 was determined to be the time period in which we could possibly achieve that goal. I don’t think that we can wait that long. I understand that there are a lot of challenges here about existing buses. You can’t just throw them out or discard them or sell them even, for the investment we put into purchasing them. We also have to recognize that we are doing really well in comparison to the rest of the country, but I want for us to do more and that is what this proposal is really all about. This proposal may result in some really tough decisions being made regarding financing. This also is an ordinance, not a motion, which I am sure gives King County Metro transit some heartburn. How do we pay for all of this? But what I am asking is that we do what we can.”

The legislation was first introduced shortly before the election last October, and reintroduced by the new County Council last Tuesday. The next discussion and possible action is on Wednesday January 22.

ABC 7 NEWS

Transit Ridership Declining In The Bay Area, According To UCLA Study

By: Kris Reyes

January 21, 2020

SAN FRANCISCO (KGO) -- A UCLA study commissioned by the Metropolitan Transit Commission shows that ridership in the Bay Area is declining.

The full results of the study will be presented to a transit commission meeting on Wednesday.

The study identified three categories of riders: Choice or commute-oriented, Transit dependents and occasional riders.

In a period between 2009-2017, transit dependents and occasional riders both decreased by about 10 percent, while choice riders were up 13 percent.

Summary of the findings:

Bay Area ridership has fallen but more recently and less steeply than the rest of the nation

Off-peak declines are far steeper.

Evidence suggests that rising housing prices and ride-hail use loom large



Shifting To Public Transit Will Help Shape Our Society, Culture And Economy For The Better

By: Simran Kalkat

1/21/2020

Transportation is significant for more than just movement

I am not a fan of cars or driving. With very few and notable exceptions, long drives are in no way a means of catharsis for me — however, long train rides are. I enjoy sitting in an Amtrak cart and making my way back home from Davis instead of rolling down a highway with a long string of other cars. I'd much rather go from one place to another using some form of public transit than a car.

A part of me is very used to moving from one place to another with minimal car involvement. Growing up, there was always a local bus system to take me and my friends around to nearby destinations. If we needed to go a bit further, BART, the Bay Area Rapid Transit System, was an easy and convenient way to get around. In a country where almost everywhere we

go seems to be oriented around a car, I really enjoy the ability to move around and reach my destination without one.

The way we move matters, whether that be using a bus, train or car or moving by foot. Transportation is more complicated than just the simple question of moving from one location to another. It's also a matter of finding lucrative business opportunities as well as sustaining an important public utility. A decade and a half ago, ride-sharing and car-sharing was hardly a matter of discussion, however, today it is imperative to understanding how we move in both big cities or small towns. But this is also an ever-evolving story. The advent of microtransit — a dynamic transit-like service — shows that transportation is at the intersection of Silicon Valley business ideas but also in a string of solutions for increasing accessibility and improving public and mass transportation.

Transportation is also a story of change in American cities and the American landscape. A century ago, streetcars were a common sight in urban cities. These streetcars also inadvertently helped to shift the neighborhoods and cities which they operated in. Now the streetcar is practically obsolete. Modern technology and an evolving physical landscape made to better accommodate cars are among the driving forces for the change in transportation methods. When urban congestion became a problem too big to ignore, places such as the San Francisco Bay Area, Atlanta and Washington D.C. began to build rapid transit systems in the hopes of getting drivers off the road and onto trains. In the 1980s, commuter and light rails began to emerge as modern and affordable solutions for a transit-oriented development of a city.

But in the midst of all this, transportation is now being scrutinized and looked at through the lens of sustainability. Air quality is often poorest in urban areas that have higher levels of traffic congestion. Twenty-nine percent of greenhouse gas emissions in the U.S. results from transportation alone. Public transportation is helpful in reducing greenhouse gas emissions not just because it leads to a reduction in emissions per passenger mile, but because it allows for a more compact development by reducing the distance and time people spend in transit. Cars aren't the only mode of transportation to be wary of when taking sustainability into account. Greta Thunberg, the 17-year-old climate activist from Sweden, is known for travelling throughout Europe using trains as opposed to airplanes and for using a sailboat to make her way from Europe to the United States emission free. Our use of transportation can't merely

be looked at as a matter of movement and migration alone, but as a factor in a larger interconnected web for societal development.

While I don't care much for cars, that doesn't mean I am entirely opposed to them. They're convenient and useful, and driving is fun for some people. But I do believe that cars are given a primary focus when it comes to considering the different options for transportation. There is a great value in evaluating our use of mass and public transit when transportation is so critical to how our social, cultural and economic systems have been built. Our physical movements and destinations are what have allowed cities to grow and be designed in particular ways. This is powerful, exciting and yet another example of why it's so important to place greater attention on transportation systems.