

**AGENDA**  
**SANTA CRUZ METRO BOARD OF DIRECTORS**  
**REGULAR MEETING OF JANUARY 25, 2013**  
**9:00 AM**



*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](http://WWW.SCMTD.COM) AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO'S  
ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA**

- |                          |  |                              |
|--------------------------|--|------------------------------|
| <input type="checkbox"/> | <i>Director Margarita Alejo</i>          | <i>City of Watsonville</i>   |
| <input type="checkbox"/> | <i>Director Hilary Bryant</i>            | <i>City of Santa Cruz</i>    |
| <input type="checkbox"/> | <i>Director Dene Bustichi</i>            | <i>City of Scotts Valley</i> |
| <input type="checkbox"/> | <i>Director Daniel Dodge, Vice Chair</i> | <i>City of Watsonville</i>   |
| <input type="checkbox"/> | <i>Director Ron Graves</i>               | <i>City of Capitola</i>      |
| <input type="checkbox"/> | <i>Director Michelle Hinkle</i>          | <i>County of Santa Cruz</i>  |
| <input type="checkbox"/> | <i>Director Deborah Lane</i>             | <i>County of Santa Cruz</i>  |
| <input type="checkbox"/> | <i>Director John Leopold</i>             | <i>County of Santa Cruz</i>  |
| <input type="checkbox"/> | <i>vacant</i>                            | <i>County of Santa Cruz</i>  |
| <input type="checkbox"/> | <i>Director Lynn Robinson, Chair</i>     | <i>City of Santa Cruz</i>    |
| <input type="checkbox"/> | <i>vacant</i>                            | <i>County of Santa Cruz</i>  |
| <input type="checkbox"/> | <i>Ex-Officio Director Donna Blitzer</i> | <i>UC Santa Cruz</i>         |

*Leslie R. White, General Manager / Secretary of the Board*  
*Leslyn K. Syren, District Counsel*


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**INTERPRETATION SERVICES / SERVICIOS DE TRADUCCIÓN**

*Spanish language translation is available on an as needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Traducción al español está disponible de forma según sea necesario. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.*

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**AMERICANS WITH DISABILITIES ACT**

 *The Board of Directors meeting is held in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet, should contact Tony Tapiz, Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting 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.*

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REGULAR MEETING OF JANUARY 25, 2013  
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**MEETING LOCATION:  
SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ**

**9:00 A.M.**

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER.

**SECTION I: OPEN SESSION**

1. CALL TO ORDER, ROLL CALL, ELECTION OF BOARD OFFICERS
- 1-3. CONSIDERATION OF ELECTING DIRECTORS TO SERVE AS BOARD OFFICERS, ELECTION OF REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
Presented by Leslie R. White, General Manager
2. ORAL AND WRITTEN COMMUNICATIONS
  - 2-1. Amy Weiss will be available for Spanish language interpretation during "Oral Communications" and for any other agenda item for which these services are needed.
  - 2-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.
  - 2-3. We'd like to thank TAQUERIA EL DANDY for our refreshments today. TAQUERIA EL DANDY is located in the Pacific Station Transit Center here in Santa Cruz, where they serve a variety of authentic Mexican dishes.
3. COMMUNICATIONS TO THE BOARD OF DIRECTORS

*This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Oral and Written Communications 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.*

- 3-1. MEMORANDUM FROM METRO ADVISORY COMMITTEE REGARDING E&DTAC SIDEWALK MAINTENANCE OUTREACH CAMPAIGN  
D. Norman Hagen, Chair, Metro Advisory Committee, Santa Cruz, California
4. LABOR ORGANIZATION COMMUNICATIONS
5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

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**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.*

- 6-1. CONSIDERATION OF AWARD OF CONTRACT WITH FOLGER GRAPHICS, INC. FOR THE PRINTING OF HEADWAYS IN AN AMOUNT NOT TO EXCEED \$18,295  
Submitted by Erron Alvey, Purchasing Agent
- 6-2. CONSIDERATION OF AWARD OF CONTRACT WITH FEENEY WIRELESS, LLC FOR ON-BOARD BUS WI-FI SERVICE AND EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$165,000  
Submitted by Erron Alvey, Purchasing Agent
- 6-3. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DAY WIRELESS SYSTEMS FOR THE LAND MOBILE RADIO SYSTEM UPGRADE PROJECT IN AN AMOUNT NOT TO EXCEED \$140,000  
Submitted by Erron Alvey, Purchasing Agent
- 6-4. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CAPITAL EDGE ADVOCACY, INC. FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES IN AN AMOUNT NOT TO EXCEED \$64,000  
Submitted by Erron Alvey, Purchasing Agent
- 6-5. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A 5 YEAR LEASE AGREEMENT WITH ZOOM SOLUTIONS, INC. FOR THE LEASING OF A COPY MACHINE AT 110 VERNON STREET IN AN AMOUNT NOT TO EXCEED \$27,000  
Submitted by Erron Alvey, Purchasing Agent
- 6-6. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH TIRE DISTRIBUTION SYSTEMS, INC. FOR PURCHASE OF REVENUE AND NON-REVENUE TIRES IN AN AMOUNT NOT TO EXCEED \$73,000  
Submitted by Erron Alvey, Purchasing Agent
- 6-7. ACCEPT & FILE PRELIMINARILY APPROVED CLAIMS FOR MONTH OF OCTOBER 2012  
Submitted by Angela Aitken, Finance Manager
- 6-8. ACCEPT & FILE ACCESSIBLE SERVICES REPORT FOR NOVEMBER 2012  
Submitted by John Daugherty, Accessible Services Coordinator
- 6-9. ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS  
Submitted by Tony Tapiz, Administrative Services Coordinator
- 6-10. ACCEPT & FILE STATUS REPORTS OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSAL FOR JANUARY 2013  
Submitted by Tom Hiltner, Grants & Legislative Analyst

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- 6-11. ACCEPT & FILE RIDERSHIP REPORT  
Submitted by Erich Friedrich, Sr. Transportation Planner
- 6-12. ACCEPT & FILE METRO PARACRUZ OPERATIONS STATUS REPORT  
Submitted by April Warnock, Paratransit Superintendent
- 6-13. APPROVE MINUTES OF DECEMBER 7, 2012 AND DECEMBER 14, 2012 BOARD OF DIRECTORS MEETINGS.  
Submitted by Tony Tapiz, Administrative Services Coordinator
- 6-14. ACCEPT & FILE MINUTES FROM METRO ADVISORY COMMITTEE MEETINGS OF APRIL THROUGH DECEMBER 2012  
Submitted by Sherri Escobedo, Administrative Assistant
- 6-15. CONSIDERATION OF DECLARING ONE (1) 1979 CLARK FORKLIFT AS EXCESS FOR PURPOSES OF DISPOSAL AND DONATION / PURCHASE TO THE SANTA CRUZ COUNTY FAIR FOR THE AGRICULTURAL HISTORY PROJECT  
Submitted by Angela Aitken, Finance Manager
- 6-16. ACCEPT & FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF OCTOBER 31, 2012  
Submitted by Angela Aitken, Finance Manager

**REGULAR AGENDA**

- 7. PUBLIC HEARING: RECEIVE COMMENTS AND CONSIDER ADOPTING A RESOLUTION TO ACCEPT THE 2013 TITLE VI PROGRAM REPORT FOR SUBMISSION TO THE FEDERAL TRANSIT ADMINISTRATION
- 8. CONSIDERATION OF A RESOLUTION OF APPRECIATION FOR THE SERVICES OF DELIA CARLON AS A PARACRUZ RESERVATIONIST FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Presented by Lynn Robinson, Board Chair
- 9. CONSIDERATION OF A RESOLUTION OF APPRECIATION FOR THE SERVICES OF RICHARD COWELL AS A BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Presented by Lynn Robinson, Board Chair



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10. CONSIDERATION OF A RESOLUTION OF APPRECIATION FOR THE SERVICES OF MICHAEL STEBER AS A BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Presented by Lynn Robinson, Board Chair
11. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS  
Presented by Lynn Robinson, Board Chair
12. REVIEW OF SERVICE CHANGES FROM FALL 2010 TO FALL 2012 AND ACCEPT PROPOSED SPRING 2013 SERVICE CHANGES  
Presented by Erich Friedrich, Transportation Planner
13. CONSIDERATION OF ESTABLISHING A TIME FOR MEETINGS OF THE BOARD OF DIRECTORS FOR THE REST OF CALENDAR YEAR 2013  
Presented by Leslie R. White, General Manager
14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AGREEMENT WITH KIM FAMILY ENTERPRISES(SC), LLC. FOR PROPERTY LOCATED AT 165 DU BOIS STREET, SANTA CRUZ, CA FOR THE OPERATIONS BUILDING TEMPORARY RELOCATION  
Presented by Frank Cheng, METROBase Project Manager and IT Manager
15. ORAL ANNOUNCEMENTS  
The next regularly scheduled Board meeting will be held Friday, February 8, 2013 at the Santa Cruz Metro Administration Offices at 110 Vernon Street, Santa Cruz, California.
16. ADJOURNMENT  
Adjourn to the next regularly scheduled Board Meeting.

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF ELECTING DIRECTORS TO SERVE AS BOARD OFFICERS, ELECTION OF REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION.**

## I. RECOMMENDED ACTION

**That the Board of Directors elect individuals to the positions Board Chair, Vice Chair, Representatives and Alternates for the Santa Cruz County Regional Transportation Commission.**

## II. SUMMARY OF ISSUES

- Article 6 of the METRO Bylaws provides that the Board of Directors shall annually elect individuals to the positions of Chair and Vice Chair.
- 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 provided for METRO.
- On January 11, 2013 the Board of Directors nominated individuals to stand for election to the positions referenced in this Staff Report.
- Elections for the positions referenced in this Staff Report are scheduled to be held at the beginning of the January 25, 2013 Board of Directors meeting.

## III. DISCUSSION

The terms of the officers and appointees of the Board of Directors in the positions of Chair, Vice Chair, and SCCRTC appointees expire in January 2013. The METRO Bylaws provide that the Board of Directors shall identify nominees to be considered for election to the positions herein referenced. On January 11, 2013 the Board of Directors nominated individuals for consideration for election to the offices referenced in this Staff Report.

Staff recommends that the Board of Directors elect members to the positions of Chair, Vice Chair, and SCCRTC appointees and alternates. 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 January 25, 2013.

**IV. FINANCIAL CONSIDERATIONS**

Funding support for the positions identified in this Staff Report is contained in the adopted METRO FY 2012/2013 Operating Budget.

**V. ATTACHMENTS**

Attachment A: List of individuals nominated by the Board of Directors January 11, 2013

**Board Nominees January 11, 2013**

**Chair**

Daniel Dodge

**Vice Chair**

Dene Bustichi  
John Leopold

**SCCRTC Representatives**

Dene Bustichi  
Ron Graves  
Lynn Robinson

**SCCRTC Alternates (in order)**

Daniel Dodge  
Hilary Bryant  
Margarita Alejo

**Note: With exception of the SCCRTC Alternates, the Nominees are listed in alphabetical order.**



M E M O R A N D U M

**Date:** January 16, 2013  
**To:** Board of Directors  
**From:** Norm Hagen, Chair  
**Subject:** E&DTAC Sidewalk Maintenance Outreach Campaign

At their November 2012 meeting, the members of MAC were presented with the E&DTAC Sidewalk Maintenance Outreach Campaign's new interactive online Hazard Report Form. One of the issues presented was advertising this new service on METRO buses. In the spirit of cooperation, the Metro Advisory Committee recommends that the Board consider placing advertisements for the Hazard Report Form on the interior of METRO coaches.

The Members of the MAC appreciate your consideration of our recommendation.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 18, 2013

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Agent

**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH FOLGER GRAPHICS, INC. FOR THE PRINTING OF HEADWAYS IN AN AMOUNT NOT TO EXCEED \$18,295**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute a contract with Folgers Graphics, Inc. for the printing of Headways, in an amount not to exceed \$18,295, and designate Ciro Aguirre, Operations Manager, as Contract Administrator.**

## II. SUMMARY OF ISSUES

- Headways is the quarterly schedule book published by Santa Cruz METRO to provide passengers and members of the public with current route and timetable information.
- A competitive procurement was conducted to solicit bids from qualified firms.
- Four firms submitted bids for Santa Cruz METRO's review.
- Staff has reviewed all submitted bids and is recommending that the Board of Directors authorize a contract with Folger Graphics, Inc.

## III. DISCUSSION

Santa Cruz METRO publishes a quarterly bus schedule and rider's guide to provide passengers and members of the public with a hard copy of current route and timetable information.

On November 14, 2013 Santa Cruz METRO Invitation for Bid No. 13-12 was mailed to twenty-four (24) firms, was legally advertised, and a notice was posted on Santa Cruz METRO's web site. On December 14, 2012, bids were received and opened from five (5) firms. A list of firms and a summary of the bids received are provided in Attachment A. Staff has reviewed all submitted bids. Folger Graphics, Inc. has been determined to be the lowest responsible bidder, whose bid is responsive to all the requirements of the IFB.

Staff recommends that the Board of Directors authorize the General Manager to execute a contract with Folger Graphics, Inc. for the Printing of Headways in an amount not to exceed \$18,295 on behalf of Santa Cruz METRO. Contractor will provide all equipment and materials meeting all Santa Cruz METRO specifications and requirements of the contract. Ciro Aguirre, Operations Manager, will serve as the Contract Administrator and will ensure contract compliance.

#### **IV. FINANCIAL CONSIDERATIONS**

Funds to support this contract are included in the FY13 & FY14 Customer Service Printing operating budget.

#### **V. ATTACHMENTS**

**Attachment A:** List of responding firms

**Attachment B:** Contract with Folger Graphics, Inc.

**Note: The IFB along with its Exhibits and any Addendum(s) are available for review at the Administration Office of Santa Cruz METRO.**

# Attachment A

## **Bid Results for IFB No. 13-12 For Printing of Headways – Bus Rider’s Guide**

**Opened December 14, 2012 at 2:00 PM**

<b>Bidder</b>	<b>Bid Total</b>	<b>Rank</b>
1. Casey Printing, Inc.	\$20,594.21	<b>3<sup>rd</sup></b>
2. Folger Graphics, Inc.	\$18,294.81	<b>1<sup>st</sup></b>
3. Fricke-Parks Press	\$19,993.19	<b>2<sup>nd</sup></b>
4. Paradise Post Printing	\$18,153.22	Bid found to be non-responsive
5. Specialty Graphics, Inc.	\$26,031.47	<b>4<sup>th</sup></b>



# Attachment B

## CONTRACT FOR PROCUREMENT OF PRINTING OF HEADWAYS - BUS RIDER'S GUIDE (13-12)

THIS CONTRACT is made effective on \_\_\_\_\_, 2013 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("Santa Cruz METRO"), and FOLGER GRAPHICS, INC. ("Contractor").

### 1. RECITALS

#### 1.01 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.

#### 1.02 Santa Cruz METRO 's Need for Printing of Headways - Bus Rider's Guide

Santa Cruz METRO requires the purchase of Printing of Headways - Bus Rider's Guide to be used for standard purposes. In order to obtain said Printing of Headways - Bus Rider's Guide, Santa Cruz METRO issued an Invitation for Bids, dated November 14, 2012, setting forth specifications for such Printing of Headways - Bus Rider's Guide. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.03 Contractor's Bid Form

Contractor is a supplier of Printing of Headways - Bus Rider's Guide desired by Santa Cruz METRO and whose principal place of business is 21093 Forbes Avenue, Hayward, California 94545-1111. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for Provision of said Printing of Headways - Bus Rider's Guide, which is attached hereto and incorporated herein by reference as Exhibit B.

#### 1.04 Selection of Contractor and Intent of Contract

On January 9, 2013, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Printing of Headways - Bus Rider's Guide. The purpose of this Contract is to set forth the provisions of this procurement.

#### 1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "contractor" and "supplier" are synonymous.

Santa Cruz METRO and Contractor agree as follows:

### 2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

#### 2.01 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 Section 13.14 of the General Conditions to the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids" dated November 14, 2012.

b) Exhibit B (Bid Form)

Contractor's Bid Form to Santa Cruz METRO for Printing of Headways - Bus Rider's Guide, signed by Contractor and dated December 14, 2012, and Contractor's Bid Clarification Form dated January 2, 2013.

## 2.02 Conflicts

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

## 2.03 Recitals

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

# 3. TIME OF PERFORMANCE

## 3.01 General

Contractor shall perform work under this Contract at such times to enable it to meet the time schedules specified in the Specifications Section of the IFB. The Contractor shall not be responsible for delays caused by force majeure events described in Section 3 of the General Conditions of the Contract.

## 3.02 Term

The term of this Contract commences on the execution of the contract and shall remain in force for a one (1) year period thereafter. Santa Cruz METRO and Contractor may extend the term of this Contract upon mutual written consent for four (4) additional one (1) year periods under the same terms and conditions.

# 4. COMPENSATION

## 4.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor the rates as identified in the Bid Form, Exhibit B, with a total amount not to exceed \$18,295 for satisfactory completion of all work under the terms and provisions of this Contract, within thirty (30) days thereof. Contractor understands and agrees that if he/she exceeds the \$18,295 maximum amount payable under this contract, that it does so at its own risk.

This rate shall be a fixed firm rate for the term of the contract. Any requested rate increases shall be limited to the annual percentage change in the Consumer Price Index for the San Francisco–Oakland–San Jose area, and are subject to prior written approval by Santa Cruz METRO. Any approved adjustment to the rates must be included in an amendment to the contract stating the new rate.

The basis for computing the adjustment is the Consumer Price Index for All Urban Consumers (base year 1982-84 = 100) for San Francisco–Oakland–San Jose published by the Department of Labor, Bureau of Labor Statistics ("Index"), which is in effect on the date of the commencement of the contract term ("Beginning Index"). If the Index has increased over the Beginning Index, the rate increase shall be determined by the percentage increase in the Index for the yearly period.

#### 4.02 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. Telephone call expenses shall show the nature of the call and identify location and individual called.

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 services. No expenses shall be paid by Santa Cruz METRO unless specifically allowed by this contract.

#### 5. 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 hereunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

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

Attention: General Manager

CONTRACTOR

Folger Graphics, Inc.  
21093 Forbes Avenue  
Hayward, CA 94545-1111

Attention: Bill H. Briggs

#### 6. 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 it. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

SIGNATURES ON NEXT PAGE

Signed on \_\_\_\_\_

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Ciro Aguirre  
Acting General Manager

Contractor –  
FOLGER GRAPHICS, INC.

By \_\_\_\_\_  
Linda Torre  
Vice President Finance

Approved as to Form:

\_\_\_\_\_  
Leslyn Syren  
Santa Cruz METRO Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2012

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Agent

**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH FEENEY WIRELESS, LLC FOR ON-BOARD BUS WI-FI SERVICE AND EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$165,000**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute a contract with Feeney Wireless, LLC for On-Board Bus Wi-Fi Service and Equipment in an amount not to exceed \$165,000 and designate Ciro Aguirre, Operations Manager, as Contract Administrator.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO has a successful wireless internet program currently on-board seventeen (17) of its Highway 17 fleet.
- Santa Cruz METRO would like to increase the number of buses able to provide this service.
- A formal request for proposals was conducted to solicit proposals from qualified firms to increase the number of buses able to provide this service.
- At the request of the Board of Directors, negotiations were conducted with the single firm who submitted a proposal for Santa Cruz METRO's review.
- Staff was able to successfully negotiate a proposal that would encompass new service and equipment for the existing fleet, as well as the additional buses with new service, and is recommending a contract award to Feeney Wireless, LLC.

## III. DISCUSSION

Santa Cruz METRO has a successful wireless internet program currently on-board seventeen (17) of our Highway 17 fleet. Due to the popularity and high level of demand for wireless internet on this mainly commuter route, Santa Cruz METRO would like to increase the number of buses able to provide this service. This will also be an opportunity to upgrade current equipment and service for faster speeds and better coverage.

On July 3, 2012, Santa Cruz METRO issued Request for Proposals (RFP) No. 12-31. The RFP was mailed to fifteen (15) firms, was legally advertised, and a notice was posted on Santa Cruz

METRO's web site. On August 7, 2012, a proposal was received and opened from one (1) firm – Feeney Wireless, LLC.

Staff brought the recommendation for award to the Board of Directors on October 12, 2012. At that time, only new service and equipment for the addition of eleven (11) buses to the program was proposed. The Board of Directors expressed concern over having two separate service providers and requested that staff see if it was possible to combine the existing service with the new. Negotiations were conducted with Feeney Wireless, LLC and a revised proposal encompassing a total of twenty-one (21) buses was submitted.

Staff is recommending that a contract be established with Feeney Wireless for On-board Bus Wi-Fi Service and Equipment for an amount not to exceed \$165,000 with Ciro Aguirre, Operations Manager, to serve as the Contract Administrator. Contractor will provide all services meeting all Santa Cruz METRO specifications and requirements of the contract, and the Contract Administrator will ensure contract compliance.

#### **IV. FINANCIAL CONSIDERATIONS**

Funds to support the contract are included in the Operations FY13 capital budget.

#### **V. ATTACHMENTS**

**Attachment A:** Contract with Feeney Wireless, LLC

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

# Attachment A

## PROFESSIONAL SERVICES CONTRACT FOR PROCUREMENT OF AN ON BOARD INTEGRATED WI-FI SYSTEM (12-31)

THIS CONTRACT is made effective on \_\_\_\_\_, 2013 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California (“Santa Cruz METRO”), and RER ENTERPRISES, INC. (DBA Feeney Wireless, LLC) (“Contractor”).

### 1. RECITALS

#### 1.01 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.

#### 1.02 Santa Cruz METRO’s Need for Procurement of an On Board Integrated Wi-Fi System

Santa Cruz METRO has the need for Procurement of an On Board Integrated Wi-Fi System. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated July 3, 2012, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.03 Contractor’s Proposal

Contractor is a firm/individual qualified to provide Procurement of an On Board Integrated Wi-Fi System and whose principal place of business is 1505 Westec Drive, Eugene, Oregon 97402. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Procurement of an On Board Integrated Wi-Fi System, which is attached hereto and incorporated herein by reference as Exhibit B.

#### 1.04 Selection of Contractor and Intent of Contract

On August 17, 2012, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Procurement of an On Board Integrated Wi-Fi 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

#### 2.01 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 Section 13.14 of the General Conditions to the Contract.

##### A. Exhibit A

Santa Cruz Metropolitan Transit District’s “Request for Proposals” dated July 3, 2012.

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Procurement of an On Board Integrated Wi-Fi System, signed by Contractor and dated August 7, 2012, and Contractor's revised Pricing Sheet dated December 31, 2012.

2.02 Conflicts

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

2.03 Recitals

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

3. DEFINITIONS

3.01 General

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

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Section 13.14.

3.01.02 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued July 3, 2012.

3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued July 3, 2012.

3.01.06 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.

3.01.07 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, expressed or implied, in the Contract.

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed five (5) years and shall commence upon the execution of the contract by Santa Cruz METRO.



**5. COMPENSATION**

5.01 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates as set forth in the revised Pricing Sheet in Exhibit B dated December 31, 2012, and as agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO written approval of Contractor's written invoice for said work. Contractor understands and agrees that if he/she exceeds the \$165,000 maximum amount payable under this contract, that it does so at its own risk.

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

**6. NOTICES**

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

Santa Cruz METRO

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

Attention: General Manager

CONTRACTOR

RER Enterprises, Inc. (DBA Feeney Wireless, LLC)  
1505 Westec Drive  
Eugene, Oregon 97402

Attention: James Means

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

\_\_\_\_\_  
Ciro Aguirre  
Acting General Manager

Contractor –  
RER ENTERPRISES, INC. (DBA Feeney Wireless, LLC)

By \_\_\_\_\_  
Ethan Ralston  
President

Approved as to Form:

\_\_\_\_\_  
Leslyn Syren  
Santa Cruz METRO Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Agent

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DAY WIRELESS SYSTEMS FOR THE LAND MOBILE RADIO SYSTEM UPGRADE PROJECT IN AN AMOUNT NOT TO EXCEED \$140,000**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute a contract renewal for a one-year contract extension with Day Wireless Systems for the Land Mobile Radio System Upgrade Project in an amount not to exceed \$140,000.**

## II. SUMMARY OF ISSUES

- The Federal Communication Commission has mandated a narrowband migration affecting Santa Cruz METRO's radio communication system.
- Santa Cruz METRO has a contract with Day Wireless Systems for the Land Mobile Radio System Upgrade Project.
- This contract was established on February 4, 2011 for a two-year period, with one optional one-year extension.
- The current contract approved by the Board of Directors will expire on February 3, 2013.
- Day Wireless Systems has requested additional funds in the amount of \$140,000 for the new contract period.
- Day Wireless Systems has performed its duties very well under this contract and therefore, a one-year contract extension with additional funding is recommended.

## III. DISCUSSION

Santa Cruz METRO has a contract with Day Wireless Systems to purchase and install a fully functioning radio system for Fixed Route, Paratransit, and Santa Cruz METRO non-revenue vehicles. The intent of the project is to upgrade equipment and infrastructure in order to meet the Federal Communication Commission mandated requirement for narrowband migration to 12.5 KHz (effective January 1, 2013), and to be compliant for the future narrowband migration to Phase 2 (6.25 KHz), that will be required beyond 2015.

The additional funding will allow for replacement communications equipment recently determined to not support the new system, radios for vehicles purchased since the original scope of work was prepared, and ongoing support during the transitional period.

Santa Cruz METRO has a contract with Day Wireless Systems for the Land Mobile Radio System Upgrade Project that is due to expire on February 3, 2013. According to Ciro Aguirre, Operations Manager, over the past year, the quality of service provided by Day Wireless Systems has been satisfactory and all milestones to date have been met in a timely manner.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Day Wireless Systems in an amount not to exceed \$140,000. Staff further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO. Ciro Aguirre, Operations Manager, will serve as the Contract Administrator and will ensure contract compliance.

#### **IV. FINANCIAL CONSIDERATIONS**

This contract has a total not to exceed of \$530,000. To date \$514,398 has been spent, with \$15,602 remaining. Additional funds in an amount of \$140,000 are requested for approval at this time. The new contract total not to exceed will be \$670,000.

The Proposition 1B, California Transit Security Grant Program (CTSGBP) pays 100% of the contract cost.

#### **V. ATTACHMENTS**

**Attachment A:** Contract Amendment with Day Wireless Systems

# Attachment A

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 11-03 FOR THE LAND MOBILE RADIO NETWORK UPGRADE**

This First Amendment to Contract No. 11-03 for the Land Mobile Radio Network Upgrade is made effective February 4, 2013 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Day Wireless Systems (“Contractor”).

### **I. RECITALS**

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for the Land Mobile Radio Network Upgrade (“Contract”) on February 4, 2011.
- 1.2 The Contract allows for the extension upon mutual written consent.

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

### **II. TERM**

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from February 4, 2011 to February 3, 2014.

### **III. COMPENSATION**

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

Santa Cruz METRO shall compensate Contractor for additional equipment ordered under this Amendment at the rates set forth in the Rates Proposal dated January 7, 2013 (Attachment A), and as agreed upon by Santa Cruz METRO.

Santa Cruz METRO and Contractor agree that the total amount payable pursuant to this First Amendment shall not exceed \$140,000.

### **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 7 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

\_\_\_\_\_  
Ciro Aguirre  
Acting General Manager

Contractor –  
DAY WIRELESS SYSTEMS

By \_\_\_\_\_  
Gordon D. Day  
President

Approved as to Form:

\_\_\_\_\_  
Leslyn Syren  
Santa Cruz METRO Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Agent

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CAPITAL EDGE ADVOCACY, INC. FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES IN AN AMOUNT NOT TO EXCEED \$64,000**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute a contract renewal for a one-year contract extension with Capital Edge Advocacy, Inc. for Federal Legislative Representative Services in an amount not to exceed \$64,000.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO requires the services of a federal legislative representative to represent and advocate before the U.S. Congress and the U.S. Department of Transportation, the positions and policies of Santa Cruz METRO.
- Santa Cruz METRO has a contract with Capital Edge Advocacy, Inc. for Federal Legislative Representative Services.
- This contract was established on February 1, 2011 for a one-year period with four optional one-year extensions.
- The current contract approved by the Board of Directors will expire on January 31, 2013.
- Capital Edge Advocacy, Inc. has requested an update to the formal company name for the new contract period. It was formerly Capital Edge Advocacy, LLC. No other changes were requested.
- Capital Edge Advocacy, Inc. has performed its duties very well under this contract and therefore, a one-year contract extension with the name correction is recommended.

## III. DISCUSSION

Santa Cruz METRO requires the services of a federal legislative representative to represent and advocate before the Congress and the U.S. Department of Transportation, the positions and policies of Santa Cruz METRO. Other required services include: represent Santa Cruz METRO before the various legislative committees in Washington D.C., as directed; monitor

transportation committees and other committees as appropriate; represent the Santa Cruz METRO before such committees as directed; represent the Santa Cruz METRO when directed, before State Departments, Agencies, and regulatory bodies that impact the policies and programs of the Santa Cruz METRO; advise the Santa Cruz METRO on legislative strategy; serve as an advisor to management and the Board of Directors; provide information relative to the legislative hearings which may have an impact on the policies and programs of Santa Cruz METRO; closely monitor and manage legislative issues and/or bills which Santa Cruz METRO has identified as high priority items; provide assistance to the Santa Cruz METRO in drafting proposed testimony before the Congress and present such testimony when requested; coordinate advocacy efforts with the Santa Cruz METRO's Board of Directors and staff; undertake such other assignments upon which Santa Cruz METRO and consultant mutually agree; prepare written/oral reports, at least monthly, summarizing its activities on behalf of Santa Cruz METRO; comply with all Federal and State laws and regulations relating to the activities of lobbyists; and shall provide necessary documentation to support the filing of all required Federal and State forms related to legislative assistant or lobbying services.

Santa Cruz METRO has a contract with Capital Edge Advocacy, Inc. for Federal Legislative Representative Services that is due to expire on January 31, 2013. Per Les White, General Manager and Contract Administrator, Chaney and Associates has represented Santa Cruz METRO effectively over the past year, including achieving the restoration of the Alternate Fuel Tax extension that will provide close to \$800,000 annually in operating funds. Capital Edge Advocacy, Inc. has reviewed the contract and requested an update of the firm's name due to a change in tax status. No other changes were requested.

Staff recommends that Santa Cruz METRO exercise the option for a one-year contract extension with Capital Edge Advocacy, Inc. in an amount not to exceed \$64,000. Staff further recommends that the Board of Directors authorize the General Manager to sign a one-year contract extension on behalf of Santa Cruz METRO. Les White, General Manager, will serve as the Contract Administrator and will ensure contract compliance.

#### **IV. FINANCIAL CONSIDERATIONS**

This contract has an annual fee of \$60,000, payable in twelve monthly installments of \$5,000. In addition, Santa Cruz METRO will reimburse allowable expenses incurred on its behalf, up to \$4,000 annually.

Funds to support this contract are included in the Administration FY13 & FY14 Legislative Services budget.

#### **V. ATTACHMENTS**

**Attachment A:** Renewal response letter from Capital Edge Advocacy, Inc.

**Attachment B:** Contract Amendment with Capital Edge Advocacy, Inc.





## Attachment A

November 28, 2012

Mr. Leslie R. White  
General Manager  
Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060

Dear Les:

Please consider this a formal request to extend for twelve months our contract (No. 11-09) with the Santa Cruz Metropolitan Transit District, beginning on February 1, 2013.

We do propose one modification to our current contract. Recently, we changed the tax status of our firm, and as a result, we are now known as Capital Edge Advocacy Inc. (as opposed to "LLC"). Hopefully, this would be considered a minor modification and does not change our current services, personnel, or compensation.

The passage of a two-year surface transportation reauthorization bill was a highlight of this past year, and we were very pleased that our efforts over the last two years paid off when the final version of the bill included an increase in the set-aside for the Small Transit Intensive Cities (STIC) program. We are very proud to have played a role in the success of this program, which has not only provided benefits to METRO, but to communities across the country that make local commitments to public transit.

Implementation of the MAP-21 law will be a focus for the next year, particularly proposed transit safety regulations being crafted by FTA, as will the extension of the alternative fuels tax credit that is so important to METRO. And of course, it is never too early to discuss a long-term transportation bill, particularly the question of how to provide sufficient revenues to maintain and grow our transportation infrastructure. We also hope to promote increased revenues for infrastructure improvements as an important piece of current discussions regarding the long-term solutions to our economic difficulties.

It continues to be a pleasure serving you, your staff, and the METRO Board, and we look forward to continuing this relationship. We are happy to answer any questions you might have about the contract at your convenience.

Sincerely,

Carolyn C. Chaney

Christopher F. Giglio

1212 New York Ave., NW Suite 250  
Washington, DC 20005  
202.842.4930  
202.842.5051 fax  
[www.capitaledge.com](http://www.capitaledge.com)

6-4.a1

# Attachment B

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SECOND AMENDMENT TO CONTRACT NO. 11-09 FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES**

This Second Amendment to Contract No. 11-09 for Federal Legislative Representative Services is made effective February 1, 2013 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“Santa Cruz METRO”), and Capital Edge Advocacy Inc. (“Contractor”).

### **I. RECITALS**

- 1.1 Santa Cruz METRO and CapitalEdge Advocacy, LLC entered into a Contract for Federal Legislative Representative Services (“Contract”) on February 1, 2011.
- 1.2 CapitalEdge Advocacy, LLC changed its tax status from an LLC to an INC, and as a result is now known as Capital Edge Advocacy Inc., with effect from July 1, 2012.
- 1.3 Capital Edge Advocacy Inc. became “Contractor” at that time under the existing terms and conditions of the Contract.
- 1.4 The Contract allows for the extension upon mutual written consent.

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

### **II. CHANGE OF NAME OF CONTRACTOR**

- 2.1 The Contract is amended by substituting Contractor’s former name of “CapitalEdge Advocacy, LLC” with Contractor’s new name of “Capital Edge Advocacy Inc.” wherever it appears in the Contract.

### **III. TERM**

- 3.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from February 1, 2011 to January 31, 2014.

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

### **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 7 is amended to include the following language:

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

Signed on \_\_\_\_\_

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Ciro Aguirre  
Acting General Manager

Contractor –  
CAPITAL EDGE ADVOCACY INC.

By \_\_\_\_\_  
Carolyn C. Chaney  
President

Approved as to Form:

\_\_\_\_\_  
Leslyn Syren  
Santa Cruz METRO Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Agent

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A FIVE-YEAR LEASE AGREEMENT WITH ZOOM SOLUTIONS, INC. FOR THE LEASING OF A COPY MACHINE AT 110 VERNON STREET IN AN AMOUNT NOT TO EXCEED \$27,000**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute a lease agreement with Zoom Solutions, Inc. for the leasing of a copy machine at 110 Vernon Street, in an amount not to exceed \$27,000.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO has a need to replace the main copy machine for the 110 Vernon Street Administrative offices.
- A competitive procurement was conducted to solicit bids from qualified firms.
- Five (5) firms submitted bids for Santa Cruz METRO's review.
- Staff has reviewed all submitted bids and is recommending that the Board of Directors authorize a lease with Zoom Solutions, Inc.

## III. DISCUSSION

The copy machine currently in use at the 110 Vernon Street Administrative offices was purchased in 2004. This is a multi-function machine used for copying, scanning and printing. Since Administration moved to 110 Vernon Street in late 2009, this machine has become the main printer for several departments that it was not previously serving. Software technology has also made it possible to bring more print services in-house, increasing the output of the machine. The service provider, Monterey Bay Office Products, has determined that this machine is at the end of its serviceable life and has recommended replacement.

The advantage of leasing a machine for this location is that the machine can be upgraded at any time during the lease period. As technologies change and Santa Cruz METRO's needs change, this flexibility is important and has been taken advantage of at other locations.

In early October 2012 Santa Cruz METRO contacted five (5) firms. All firms performed a site visit and evaluated the needs of the users, as well as consulted with the IT Department regarding networking and systems integration. On October 31, 2012, bids were received and opened from all five firms. A list of firms are provided in Attachment A. Procurement staff has reviewed all submitted bids. Zoom Imaging Solutions, Inc. has been determined to be the lowest responsible bidder, whose bid is responsive to all the requirements of the solicitation.

Staff recommends that the Board of Directors authorize the General Manager to execute a lease agreement with Zoom Imaging Solutions, Inc. for the leasing of a copy machine at 110 Vernon Street, in an amount not to exceed \$27,000 on behalf of Santa Cruz METRO.

#### **IV. FINANCIAL CONSIDERATIONS**

The monthly charges for a 60 month lease agreement will be \$267.90. The required maintenance agreement is based on the actual copy count, which would be approximately \$145 per month based on current usage. This maintenance agreement includes all parts, labor, developer, drums and unlimited toner. Administration will be responsible for staples and paper from the office supply budget.

Funds in the amount of \$27,000 are estimated for the five year term of lease and maintenance agreement. Funds for the lease agreement will be included in the proposed revised FY13 & FY14 Equipment Rental operating budget, and funds for the maintenance agreement will be included in the proposed revised Administration FY13 & FY14 Equipment Out-Repair operating budget.

#### **V. ATTACHMENTS**

**Attachment A:** List of responding firms

# Attachment A

## Responding firms for Replacing Administration's Copy Machine

**Bids received by October 31, 2012**

<u>Firm Name</u>	<u>Location</u>	<u>Brand Offered</u>
1. Caltronics Business Systems	Sunnyvale, CA	Konica Minolta
2. KBA DocuSys	Union City, CA	Kyocera
3. Monterey Bay Office Products	Salinas, CA	Konica Minolta
4. Tri-County Business Systems	Salinas, CA	Sharp
5. Zoom Imaging Solutions, Inc.	San Jose, CA	Toshiba

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

**FROM:** Robert Cotter, Maintenance Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH TIRE DISTRIBUTION SYSTEMS, INC. FOR PURCHASE OF REVENUE AND NON-REVENUE TIRES IN AN AMOUNT NOT TO EXCEED \$73,000**

## **I. RECOMMENDED ACTION**

**Authorize the General Manager to execute a contract amendment with Tire Distribution Systems, Inc. for purchase of revenue and non-revenue tires in an amount not to exceed \$73,000 .**

## **II. SUMMARY OF ISSUES**

- Due to a high demand for replacing tires over the last six months, additional contract funds are required.
- Santa Cruz METRO has a contract with Tire Distribution Systems, Inc. for purchase of revenue and non-revenue tires that expires on May 12, 2013.
- Santa Cruz METRO requires both revenue and non-revenue tires in order to perform its services, therefore, a contract amendment with additional funding is recommended.

## **III. DISCUSSION**

Santa Cruz METRO has a contract with Tire Distribution Systems, Inc. for purchase of revenue and non-revenue tires. Over the last six months, the two newest bus fleets have come up for their tire mileage change-out at the same time, and there have been an usually high number of tires replaced on staff vehicles. Additionally, the cost of rubber continues to increase due to the global shortage in natural rubber.

Staff further recommends that the Board of Directors authorize the General Manager to execute a contract amendment on behalf of Santa Cruz METRO. Robert Cotter, Maintenance Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

#### **IV. FINANCIAL CONSIDERATIONS**

The Fleet Maintenance portion of this contract has a total not to exceed of \$232,795. To date \$230,863 has been spent with \$1,932 remaining. Additional funds in an amount of \$73,000 are requested for approval at this time. The new total not to exceed would be \$305,795.

Funds to support this contract are included in the Fleet Maintenance FY13 tire budget.

#### **V. ATTACHMENTS**

**Attachment A:** Contract Amendment with Tire Distribution Systems, Inc.

Prepared By: Erron Alvey, Purchasing Agent  
Date Prepared: January 17, 2013



# Attachment A

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 11-10 FOR PURCHASE OF REVENUE AND NON-REVENUE TIRES**

This Third Amendment to Contract No. 11-10 for purchase of revenue and non-revenue tires is made effective \_\_\_\_\_ between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California and Tire Distribution System, Inc. (“Contractor”).

### I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for purchase of revenue and non-revenue tires (“Contract”) on May 13, 2011.

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

### II. COMPENSATION

- 2.1 Article 4.01 is replaced in its entirety by the following:

Effective May 13, 2012, Santa Cruz METRO agrees to pay Contractor on a monthly basis for materials and services provided at the rates as identified in Attachment A to this amendment, a revised pricing schedule reflecting a price increase, for a total contract amount not to exceed \$356,015. Contractor understands and agrees that if he/she exceeds the \$356,015 maximum amount payable under this contract, that it does so at its own risk.

### III. REMAINING TERMS AND CONDITIONS

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

### IV. AUTHORITY

- 5.1 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 Second Amendment to the Contract, understands it, and agrees to be bound by it.

SIGNATURES ON NEXT PAGE

Signed on \_\_\_\_\_

Santa Cruz METRO  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

---

Leslie R. White  
General Manager

CONTRACTOR  
TIRE DISTRIBUTION SYSTEMS INC.

By \_\_\_\_\_  
John McErlanre  
President

Approved as to Form:

---

Leslyn Syren  
Santa Cruz METRO Counsel

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

DATE: 10/01/12 THRU 10/31/12

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
43238	10/11/12	-8,043.96	001273	***DO NOT USE****		47766	7/12-6/13 MAINT ADM	-8,043.96	**VOID
43817	10/01/12	2,923.97	382	AIRTEC SERVICE		48931	JULY 12 HVAC MAINT	2,705.97	
43818	10/01/12	30.68	002861	AMERICAN MESSAGING SVCS, LLC		49025	JULY PM SERVICE	218.00	
43819	10/01/12	217.11	294	ANDY'S AUTO SUPPLY	0	49048	OCT PAGERS	30.68	
43820	10/01/12	117.00	876	ATCHISON, BARISON, CONDOTTI &	7	48928	REV VEH PTS	142.73	
43821	10/01/12	747.45	001230	CAPITOL CLUTCH & BRAKE, INC.		48937	REV VEH PTS	74.38	
43822	10/01/12	7,882.13	001159	CATTO'S GRAPHICS, INC.		49007	425 FRONT ST	117.00	
43823	10/01/12	1,988.70	909	CLASSIC GRAPHICS		49003	REV VEH PTS	747.45	
43824	10/01/12	26,087.42	001124	CLEAN ENERGY		48925	FALL BID STICKERS	1,849.53	
43825	10/01/12	50.00	003021	CSMFO-CITY OF WATSONVILLE		48976	RPRS & MAINT	5,305.65	
43826	10/01/12	16,509.58	504	CUMMINS WEST, INC.		48977	RPRS & MAINT	726.95	
43827	10/01/12	8,357.59	798	D&D COMPRESSOR, INC		49002	OUT RPR # 2213	1,988.70	
43828	10/01/12	570.54	001000	DAIMLER BUSES N. AMERICA INC.		48995	LNG 9/15/12	10,042.73	
43829	10/01/12	9.00	E176	DAUGHERTY, JOHN		48996	LNG 9/12/12	8,671.39	
43830	10/01/12	781.25	001329	DOC AUTO LLC		48997	LNG 9/18/12	7,373.30	
43831	10/01/12	10.75	003046	DOCTORS MEDICAL CENTER		48970	REV VEH PTS	5.90	
43832	10/01/12	470.00	916	DOCTORS ON DUTY MEDICAL CLINIC		48971	REV VEH PTS	279.72	
43833	10/01/12	3,284.60	T226	ESPINOZA, JUANITA		49036	OUT RPR#2804	16,223.96	
43834	10/01/12	2,928.00	432	EXPRESS EMPLOYMENT PROS		49044	COMPRESSOR RPR MMF	5,657.31	
43835	10/01/12	531.96	001172	FERGUSON ENTERPRISES INC. #795		49045	COMPRESSOR RPR MMF	2,219.03	
43836	10/01/12	801.50	002962	FIS		49046	COMPRESSOR RPR MMF	481.25	
43837	10/01/12	11,673.42	002952	FLYERS ENERGY LLC		48934	REV VEH PTS	570.54	
43838	10/01/12	6,935.32	001158	FRICKE PARKS PRESS INC		49011	TRAVEL REIMBURSEMENT	9.00	
43839	10/01/12	449.71	282	GRAINGER		48947	REV VEH OUT RPR	113.95	
43840	10/01/12	1,77.51	E378	GRANADOS-BOYCE, MARIA		48948	REV VEH OUT RPR	308.50	
43841	10/01/12	8.12	003047	INTEGRITY DOCUMENT SOLUTIONS		49026	REV VEH OUT RPR	57.85	
43842	10/01/12	148.00	T225	JOHNSTON, DAVID FOR		49028	OUT REV VEH RPR	300.95	
43843	10/01/12	1,643.43	001233	KIMBALL MIDWEST		49008	SC # 07-12-12	10.75	
43844	10/01/12	1,606.34	039	KINKO'S INC.		48963	MED EXAMS	470.00	
43845	10/01/12	6,023.05	852	LAW OFFICES OF MARIE F. SANG	7	49021	SC 07-12-03	3,284.60	
						48932	FLT TEMP W/E 9/2/12	1,080.00	
						48987	TEMP W/E 9/7 METRO	768.00	
						49042	FLT TEMP W/E 9/16	1,080.00	
						48929	RPRS & MAINT	156.00	
						49029	RPRS & MAINT	90.90	
						49033	RPRS & MAINT	285.06	
						48949	AUG 12 MERCHANT FEES	801.50	
						48926	FUEL & LUBE	11,643.61	
						48973	PROPANE/FLT	29.81	
						48924	2012 FALL HEADWAY	6,935.32	
						48990	RPRS & MAINT	449.71	
						49049	TRAVEL REIMBURSEMENT	177.51	
						49009	SC 07-12-16	6.11	
						49010	SC 12-02-09	2.01	
						48982	REFUND 37 @ \$4.00/EA	148.00	
						49031	REV VEH PTS	1,643.43	
						48986	9/13-12/5 FALLPOSTER	1,606.34	
						48950	C# 2010227273	336.00	
						48951	CL# 12000554	176.00	

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43846	10/01/12	797.65 001145		MANAGED HEALTH NETWORK		48952	CL# 11004751	225.32	
43847	10/01/12	30,160.84 003017		MANSFIELD OIL COMPANY		48953	CL# 2010226708	288.00	
43848	10/01/12	306.14 041		MISSION UNIFORM		48954	CL# 12006030	624.00	
						48955	CL 11000452,11001281	1,159.15	
						48956	CL# 2001103388	112.00	
						48957	C#2005105939,7164812	1,442.98	
						48958	20051059392007164812	683.60	
						48959	CL# 1999103213	288.00	
						48960	CL# 2004103551	224.00	
						48961	CL# 2007180907	80.00	
						48962	09210149,218396,2083	384.00	
						49017	OCT 12 EAP	797.65	
						48936	DIESEL 9/7/12	30,160.84	
						48965	UNIF & LAUNDRY	17.38	
						48966	UNIF & LAUNDRY	4.18	
						48989	UNIF & LAUNDRY	4.18	
						48991	UNIF & LAUNDRY	43.66	
						48998	UNIF & LAUNDRY	177.49	
						48999	UNIF & LAUNDRY	59.25	
						48969	RPRS & MAINT	948.63	
43849	10/01/12	948.63 288		MUNCIE TRANSIT SUPPLY		48967	NEW BUS PURCH	3,880.83	
43850	10/01/12	8,022.60 001063		NEW FLYER INDUSTRIES LIMITED		48992	REV VEH PTS	100.52	
						48993	REV VEH PTS	47.81	
						49038	REV VEH PTS	249.01	
						49039	REV VEH PTS	193.52	
						49043	REV VEH PTS	3,550.91	
43851	10/01/12	376.46 004		NORTH BAY FORD LINC-MERCURY		49027	OUT REV VEH RPR	322.88	
						49034	REV VEH PTS	53.58	
43852	10/01/12	1,535.25 043		PALACE ART & OFFICE SUPPLY		48930	OFFICE SUPPLY	47.28	
						48981	OFFICE SUPPLY	312.48	
						48983	OFFICE SUPPLY	69.59	
						48984	OFFICE SUPPLY	455.70	
						49012	OFFICE SUPPLY	91.06	
						49013	OFFICE SUPPLY	377.27	
						49016	OFFICE SUPPLY	86.91	
						49030	CALENDARS/FAC	94.96	
43853	10/01/12	215.00 003045		PELICAN PRODUCTIONS LLC		48985	BOUNCE HOUSE 10/20	215.00	
43854	10/01/12	53.17 882		NORMA LARAE WEST	7	49014	OFFICE SUPPLIES	53.17	
43855	10/01/12	616.95 107A		PROBUILD		47622	RPRS & MAINT	53.43	
						47623	RPRS & MAINT	35.41	
						47624	RPRS & MAINT	9.40	
						47625	RPRS & MAINT	104.72	
						47626	RPRS & MAINT	21.61	
						47627	RPRS & MAINT	113.91	
						47628	RPRS & MAINT	3.41	
						47647	RPRS & MAINT	89.45	
						47648	RPRS & MAINT	96.42	
						47668	RPRS & MAINT	19.87	
						47673	RPRS & MAINT	5.65	
						48968	RPRS & MAINT	13.97	

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43856	10/01/12	172.36 E533		RODRIGUEZ, SENAIDA		48975	RPRS & MAINT	20.50	
43857	10/01/12	504.04 045		ROYAL WHOLESale ELECTRIC		49032	RPRS & MAINT	29.20	
43858	10/01/12	202.37 135		SANTA CRUZ AUTO PARTS, INC.		49023	NEW DRIVER GRADUATES	172.36	
43859	10/01/12	313.00 002700		SANTA CRUZ COUNTY		48974	RPRS & MAINT	209.60	
43860	10/01/12	15,342.35 002917		SANTA CRUZ METRO TRANSIT W/C		49001	RPRS & MAINT	294.44	
43861	10/01/12	8,558.43 079		SANTA CRUZ MUNICIPAL UTILITIES		48927	REV VEH PTS	84.56	
						49024	REV VEH PTS	117.81	
						49004	HEALTH PERM/VERN	313.00	
						48964	W/C RESERVE 9/1-9/15	15,342.35	
						48938	8/11-9/10 PACIFIC	103.49	
						48939	8/11-9/10 1200RIVER	2,053.18	
						48940	8/11-9/10 VERNON	458.68	
						48941	8/11-9/10 VERNON	244.77	
						48942	8/11-9/10 BUSSTOPBIN	703.59	
						48943	8/11-9/10 PACIFIC	2,623.87	
						48944	8/11-9/10 MMF	1,227.56	
						48945	8/11-9/10 1200RIVER	1,045.70	
						48946	8/11-9/10 MMF	97.59	
43862	10/01/12	305.22 788		SCMTD PETTY CASH - FINANCE		49015	PETTY CASH FINANCE	305.22	
43863	10/01/12	20.00 E239		SLATER, ROBYN		49020	TRAVEL REIMBURSEMENT	20.00	
43864	10/01/12	167.06 115		SNAP-ON INDUSTRIAL		49040	TOOL RPR/SCOPE	135.00	
						49041	EMP TOOLS	32.06	
43865	10/01/12	75.00 001165		THANH N. VU MD	7	49005	DMV MED EXAM	75.00	
43866	10/01/12	575.88 002675		THOMSON REUTERS BARCLAYS		48988	AUG 12 INFO SVCS	339.34	
						49022	2012 SUBSCRIPTION	236.54	
43867	10/01/12	5,143.21 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	48978	TIRES & TUBES	1,883.80	
						48979	TIRES & TUBES	477.86	
						48980	TIRES & TUBES	2,781.55	
						48972	FRT OUT/FLT	61.89	
43868	10/01/12	61.89 007		UNITED PARCEL SERVICE		48933	REV VEH PTS	1,309.57	
43869	10/01/12	3,429.80 002829		VALLEY POWER SYSTEMS, INC.		48935	REV VEH PTS	1,251.37	
						48994	REV VEH PTS	67.68	
						49000	REV VEH PTS	12.71	
						49035	REV VEH PTS	568.43	
						49047	REV VEH PTS	220.04	
43870	10/01/12	54.72 434B		VERIZON CALIFORNIA		49037	MT BIEWLASKI	54.72	
43871	10/01/12	96.07 434		VERIZON WIRELESS		49006	PC CARDS/ADMIN	96.07	
43872	10/01/12	10,773.80 001043		VISION SERVICE PLAN	0	49018	OCT 12 VSP	10,773.80	
43873M10/03/12		93.52 E898		BARNES, SCOTT		49109	RPR & MAINT	93.52	MANUAL
43875	10/08/12	366.19 002941		AA SAFE & SECURITY CO		49156	SVC OPS LOCKS	366.19	
43876	10/08/12	830.00 001016		ALLARD'S SEPTIC SERVICE	7	49132	HAZ WASTE/SVTC	100.00	
						49133	HAZ WASTE/WTC	365.00	
						49134	HAZ WASTE/METRO	365.00	
43877	10/08/12	4,267.94 001D		AT&T		49089	8/19-9/18 PHONES	4,267.94	
43878	10/08/12	1,025.00 247		AUTOMATIC DOOR SYSTEMS, INC.		49148	DOOR RPR/METRO	1,025.00	
43879	10/08/12	5,337.50 003013		BARTEL ASSOCIATES, LLC		49129	JULY12GASB ACTUARIAL	5,337.50	
43880	10/08/12	246.11 002363		BATTERIES PLUS #314		49153	RPRS & MAINT	246.11	
43881	10/08/12	40.05 001112		BINKS AWARDS & SIGNS		49088	NAME PLATE/FAC	40.05	
43882	10/08/12	1,250.00 001099		CERTS, LLC	7	49135	ANNUAL CRANE INSP	1,250.00	

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43883	10/08/12	1,806.70 909	CLASSIC GRAPHICS		49080	OUT RPR # 2237	1,806.70		
43884	10/08/12	36.66 001084	RICHARD GRAVES		49124	SC 05-11-04	36.66		
43885	10/08/12	10.00 E885	COLLINS, JOHN JC	7	49126	DMV REIMBURSE VTT	10.00		
43886	10/08/12	1,678.00 003003	COMMERCIAL ENVIRONMENT		49096	SEPT 12 MAINT	1,678.00		
43887	10/08/12	2,421.65 504	CUMMINS WEST, INC.		49151	REV VEH PTS	2,421.65		
43888	10/08/12	417.73 001501	D & G SANITATION		49145	PORT A POTTY RENTAL	417.73		
43889	10/08/12	266.17 798	D&D COMPRESSOR, INC		49066	RPRS & MAINT	229.09		
					49067	RPRS & MAINT	37.08		
43890	10/08/12	322.51 001000	DAIMLER BUSES N. AMERICA INC.		49150	REV VEH PTS	322.51		
43891	10/08/12	819.58 001329	DOC AUTO LLC		49101	REV VEH OUT RPR	219.53		
					49102	REV VEH OUT RPR	271.10		
					49103	REV VEH OUT RPR	57.85		
					49104	REV VEH OUT RPR	185.13		
					49105	REV VEH OUT RPR	85.97		
43892	10/08/12	2,130.00 432	EXPRESS EMPLOYMENT PROS		49053	TEMP W/E 9/16	1,050.00		
					49114	FLT TEMP W/E 9/23	1,080.00		
43893	10/08/12	53.83 001172	FERGUSON ENTERPRISES INC. #795		49112	RPRS & MAINT	53.83		
43894	10/08/12	3,498.19 002952	FLYERS ENERGY LLC		49131	FLT FUEL 9/15-9/30	3,498.19		
43895	10/08/12	81.25 003014	GOODEX SERVICES, INC.		49115	SEPT 12 SHRED SVCE	81.25		
43896	10/08/12	22.13 282	GRAINGER		49130	CREDIT NOTE	-449.71		
					49152	RPRS & MAINT	471.84		
43897	10/08/12	10.00 E896	GRIFFIN, ALICIA		49128	DMV REIMBURSE VTT	10.00		
43898	10/08/12	7,672.92 878	KELLY SERVICES, INC.		49117	TEMP W/E 9/23	4,220.70		
					49118	TEMP W/E 9/16	3,452.22		
43899	10/08/12	487.24 036	KELLY-MOORE PAINT CO., INC.		49055	RPRS & MAINT	487.24		
43900	10/08/12	26,655.07 003017	MANSFIELD OIL COMPANY		49144	DIESEL 9/25/12	26,655.07		
43901	10/08/12	1,001.22 001052	MID VALLEY SUPPLY		49078	CLEANING SUPPLIES	961.18		
					49079	CLEANING SUPPLIES	40.04		
43902	10/08/12	312.20 041	MISSION UNIFORM		49081	UNIF & LAUNDRY	177.49		
					49082	UNIF & LAUNDRY	59.25		
					49108	UNIF & LAUNDRY	39.46		
					49110	UNIF & LAUNDRY	36.00		
43903	10/08/12	799.00 469	MONTEREY BAY UNIFIED AIR		49149	RIVER/VERN/MMF FEES	799.00		
43904	10/08/12	10.00 E886	NEGRETE, ERIC		49127	DMV REIMBURSE VTT	10.00		
43905	10/08/12	1,760.47 001063	NEW FLYER INDUSTRIES LIMITED		49070	REV VEH PTS	104.82		
					49136	REV VEH PTS	174.68		
					49137	REV VEH PTS	17.47		
					49138	REV VEH PTS	99.69		
					49147	REV VEH PTS	1,363.81		
43906	10/08/12	526.18 002721	NEXTEL COMMUNICATIONS/SPRINT		49111	8/26-9/25 DIRECT CON	441.64		
					49154	8/26-9/25TVM WIRELESS	84.54		
43907	10/08/12	14,842.00 001176	NORTHSTAR, INC.		49123	SEPT 12 MAINT	14,842.00		
43908	10/08/12	10,359.10 009	PACIFIC GAS & ELECTRIC		49077	8/24-9/24 1122 RIVER	2,017.86		
					49119	8/24-9/24 1217 RIVER	66.33		
					49120	8/24-9/24 1122 RIVER	63.98		
					49121	8/24-9/24 MMF	6,884.53		
					49122	8/24-9/24 1200 RIVER	1,326.40		
43909	10/08/12	1,443.76 043	PALACE ART & OFFICE SUPPLY		49051	OFFICE SUPPLY	73.62		
					49052	OFFICE SUPPLY	11.38		
					49157	OFFICE SUPPLY	313.57		

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43910	10/08/12	122.00 T227		PETERSEN, SYNNOVE		49158	OFFICE SUPPLY	846.30	
43911	10/08/12	232.50 001149		PREFERRED PLUMBING, INC.		49159	OFFICE SUPPLY	198.89	
43912	10/08/12	1,779.06 107A		PROBUILD		49125	REFUND 38@53 2@54	122.00	
						49092	SVCF-OPS	232.50	
						49054	BUS STOP RPRS	255.51	
						49058	RPRS & MAINT	55.28	
						49059	RPRS & MAINT	16.09	
						49060	RPRS & MAINT	22.44	
						49061	RPRS & MAINT	28.36	
						49062	RPRS & MAINT	5.09	
						49065	RPRS & MAINT	13.30	
						49071	BUS STOP RPRS	198.15	
						49072	BUS STOP RPRS	202.73	
						49073	BUS STOP RPRS	279.90	
						49074	BUS STOP RPRS	268.19	
						49075	BUS STOP RPRS	14.64	
						49076	BUS STOP RPRS	189.78	
						49084	RPRS & MAINT	19.61	
						49085	RPRS & MAINT	11.70	
						49086	RPRS & MAINT	44.18	
						49087	RPRS & MAINT	48.00	
						49097	RPRS & MAINT	10.19	
						49098	RPRS & MAINT	61.80	
						49099	RPRS & MAINT	4.87	
						49100	RPRS & MAINT	29.25	
						49095	SEPT 12 MAINT	396.95	
43913	10/08/12	396.95 001153		REPUBLIC ELEVATOR COMPANY		49095	SEPT 12 MAINT	396.95	
43914	10/08/12	2,169.50 018		SALINAS VALLEY FORD SALES		49090	REV VEH PTS	2,169.50	
43915	10/08/12	186.93 135		SANTA CRUZ AUTO PARTS, INC.		49057	REV VEH MAINT	100.75	
						49083	REV VEH PTS	80.96	
						49091	REV VEH PTS	5.22	
						49050	OFFICE SUPPLIES	17.23	
43916	10/08/12	17.23 848		SANTA CRUZ ELECTRONICS, INC.		49050	OFFICE SUPPLIES	17.23	
43917	10/08/12	473.10 079		SANTA CRUZ MUNICIPAL UTILITIES		49107	7/19-9/17 GARB WATER	473.10	
43918	10/08/12	28.33 115		SNAP-ON INDUSTRIAL		49116	EMP TOOLS	28.33	
43919	10/08/12	75.00 001165		THANH N. VU MD	7	49155	DMV EXAM	75.00	
43920	10/08/12	12,989.42 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	49068	TIRES & TUBES	477.86	
						49069	TIRES & TUBES	2,781.55	
						49093	TIRES & TUBES	728.32	
						49139	TIRES & TUBES	1,393.54	
						49140	TIRES & TUBES	3,902.42	
						49141	TIRES & TUBES	627.94	
						49142	TIRES & TUBES	1,112.62	
						49143	TIRES & TUBES	1,965.17	
43921	10/08/12	40.24 007		UNITED PARCEL SERVICE		49056	FRT OUT/FLT	40.24	
43922	10/08/12	603.48 002829		VALLEY POWER SYSTEMS, INC.		49146	REV VEH PTS	603.48	
43923	10/08/12	1,595.00 001353		VISION COMMUNICATIONS		49094	SEPT 12 MAINT	1,595.00	
43924	10/08/12	18.99 001223		WATSONVILLE CADILLAC, BUICK,		49106	REV VEH PTS	18.99	
43925	10/08/12	86.75 147		ZEE MEDICAL SERVICE CO.		49113	SUPPLIES/METRO	86.75	
43926	10/15/12	8,043.96 001273		*****DO NOT USE*****		47766	7/12-6/13 MAINT ADM	8,043.96	VOIDED
43926	10/15/12	-8,043.96 001273		*****DO NOT USE*****		47766	7/12-6/13 MAINT ADM	-8,043.96	VOIDED
43927	10/15/12	18.37 002941		AA SAFE & SECURITY CO		49188	RPRS & MAINT	18.37	

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43928	10/15/12	2,335.00 E437		AITKEN, ANGELA		49189	TUITION REIMBURSE	2,335.00	
43929	10/15/12	16.91 002689		B & B SMALL ENGINE		49235	RPRS & MAINT	16.91	
43930	10/15/12	329.00 861		BLR BUSINESS & LEGAL RESOURCES		49217	CAL OSHA COMPLIANCE	329.00	
43931	10/15/12	5,000.00 001365		BORTNICK, ROBERT S. & ASSOC.	7	49166	7/12-9/12ADA CALL ST	5,000.00	
43932	10/15/12	180.00 002035		BOWMAN & WILLIAMS		49257	SPCC/MMF	180.00	
43933	10/15/12	5,000.00 001324		CAPITALEGE ADVOCACY, INC.		49190	OCT 12 LEG SVCS	5,000.00	
43934	10/15/12	364.56 001159		CATTO'S GRAPHICS, INC.		49254	MMF/BAY NUMBERS	364.56	
43935	10/15/12	67.45 002929		CHEVROLET OF WATSONVILLE	7	49201	REV VEH PTS	67.45	
43936	10/15/12	1,593.27 001346		CITY OF SANTA CRUZ		49210	2ND QTR PARK DEF FEE	191.25	
						49211	2ND QTR PARK DEF FEE	573.75	
						49231	SEPT 12 LANDFILL	18.49	
						49232	BUS STOP RPRS	126.01	
						49247	COOP 1004PAC/425 FRT	683.77	
43937	10/15/12	1,245.57 130		CITY OF WATSONVILLE UTILITIES		49192	8/27-9/24 WTC	238.04	
						49193	8/27-9/24 WTC	40.21	
						49194	8/27-9/24 WTC	29.40	
						49195	OCT 12 CONTAINER/WTC	892.10	
						49258	9/1-10/1 WTC	45.82	
43938	10/15/12	10,009.63 001124		CLEAN ENERGY		49228	LNG 9/30/12	10,009.63	
43939	10/15/12	200.00 367		COMMUNITY TELEVISION OF		49246	BOD 9/28 COVERAGE	200.00	
43940	10/15/12	11,370.17 504		CUMMINS WEST, INC.		49222	OUT RPR#2809	10,365.51	
						49226	INSITE SUBSCRIPTION	406.88	
						49236	REV VEH PTS	597.78	
43941	10/15/12	406.58 001329		DOC AUTO LLC		49220	OUT RPR #103	406.58	
43942	10/15/12	2,556.00 432		EXPRESS EMPLOYMENT PROS		49218	TEMP W/E 9/23	732.00	
						49227	FLT TEMP W/E 9/30	864.00	
						49265	TEMP W/E 9/30	960.00	
43943	10/15/12	233.18 001172		FERGUSON ENTERPRISES INC. #795		49175	RPRS & MAINT	233.18	
43944	10/15/12	33,836.48 002295		FIRST ALARM		49219	SEPT 12 SVCS	33,836.48	
43945	10/15/12	11,714.81 002952		FLYERS ENERGY LLC		49196	FUEL & LUBE	11,714.81	
43946	10/15/12	240.11 001302		GARDA CL WEST, INC.		49162	AUG 12 EXCESS LIAB	13.27	
						49163	OCT 12 LIABILITY	226.84	
43947	10/15/12	24.74 647		GFI GENFARE		49208	REV VEH PTS	24.74	
43948	10/15/12	318.45 546		GRANITEROCK COMPANY		49230	CONCRETE/STOP RPR	318.45	
43949	10/15/12	13,483.53 001745		HARTFORD LIFE AND ACCIDENT INS		49237	OCT 12 LTD COVERAGE	9,941.07	
						49253	OCT 12 LIFE/AD&D	3,542.46	
43950	10/15/12	604.06 166		HOSE SHOP, THE		49223	REV VEH PTS	195.49	
						49224	RPRS & MAINT	6.45	
						49225	REV VEH PTS	216.55	
43951	10/15/12	4,586.55 878		KELLY SERVICES, INC.		49229	RPRS & MAINT	185.57	
43952	10/15/12	1,540.70 036		KELLY-MOORE PAINT CO., INC.		49268	TEMP W/E 9/30	4,586.55	
						49181	RPRS & MAINT	650.73	
						49255	RPRS & MAINT	889.97	
43953	10/15/12	32.55 001233		KIMBALL MIDWEST		49212	REV VEH PTS	32.55	
43954	10/15/12	747.88 002240		KLEEN-RITE PRESSURE WASHERS	7	49221	RPRS & MAINT	747.88	
43955	10/15/12	968.28 852		LAW OFFICES OF MARIE F. SANG	7	49262	CL452,1281,6030,4751	968.28	
43956	10/15/12	1,807.48 001052		MID VALLEY SUPPLY		49177	CLEANING SUPP	115.88	
						49248	CLEANING SUPPLIES	1,691.60	
43957	10/15/12	271.01 041		MISSION UNIFORM		49178	UNIF & LAUNDRY	59.25	
						49179	UNIF & LAUNDRY	177.49	



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43958	10/15/12	1,110.97	001063	NEW FLYER INDUSTRIES LIMITED		49197	UNIF & LAUNDRY	30.09	
						49198	UNIF & LAUNDRY	4.18	
						49184	REV VEH PTS	18.63	
						49185	REV VEH PTS	44.67	
						49186	REV VEH PTS	557.03	
						49187	REV VEH PTS	400.02	
						49256	REV VEH PTS	90.62	
43959	10/15/12	28,048.60	001176	NORTHSTAR, INC.		49180	LNG 9/21/12	10,003.60	VOIDED
						49182	LNG 9/27/12	9,674.56	
						49209	LNG 09/24/12	8,370.44	
43959	10/15/12	-28,048.60	001176	NORTHSTAR, INC.		49180	LNG 9/21/12	-10,003.60	**VOID
						49182	LNG 9/27/12	-9,674.56	
						49209	LNG 09/24/12	-8,370.44	
43960	10/15/12	245.61	043	PALACE ART & OFFICE SUPPLY		49191	OFFICE SUPPLY	-198.89	
						49200	OFFICE SUPPLY	116.70	
						49233	OFFICE SUPPLY	51.27	
						49239	OFFICE SUPPLY	148.17	
						49244	OFFICE SUPPLY	116.74	
						49245	OFFICE SUPPLY	11.62	
43961	10/15/12	948.00	002947	PEDALERS EXPRESS		49242	SEPT 12 COURIER SVC	948.00	
43962	10/15/12	241.00	481	PIED PIPER EXTERMINATORS, INC.	7	49207	SEPT 12 PEST CTRL	241.00	
43963	10/15/12	146.87	002927	PRAXAIR DISTRIBUTION, INC.137		49183	PARTS & SUPP	146.87	
43964	10/15/12	44,465.79	002939	PREFERRED BENEFIT		49252	OCT 12 DENTAL COV	44,465.79	
43965	10/15/12	424.58	107A	PROBUILD		49169	RPRS & MAINT	25.48	
						49170	RPRS & MAINT	113.86	
						49171	RPRS & MAINT	9.75	
						49172	RPRS & MAINT	35.40	
						49173	RPRS & MAINT	15.99	
						49174	RPRS & MAINT	10.50	
						49176	RPRS & MAINT	17.25	
						49202	RPRS & MAINT	71.68	
						49203	RPRS & MAINT	33.90	
						49204	RPRS & MAINT	1.65	
						49205	RPRS & MAINT	41.95	
						49214	RPRS & MAINT	4.87	
						49215	PARTS & SUPP	13.48	
						49249	RPRS & MAINT	14.63	
						49250	RPRS & MAINT	14.19	
43966	10/15/12	300.60	003020	QUEST DIAGNOSTIC		49260	DOT DRUG PANEL	200.40	
						49261	DOT DRUG PANEL	100.20	
43967	10/15/12	343.56	003024	RICOH USA, INC		49241	8/19-9/18 IMAGES	343.56	
43968	10/15/12	684.12	215	RICOH USA, INC.		49168	9/18-10/17 SVCS	418.30	
						49266	9/26-10/25 COPY LEAS	265.82	
43969	10/15/12	59.13	018	SALINAS VALLEY FORD SALES		49206	REV VEH PTS	59.13	
43970	10/15/12	57.77	135	SANTA CRUZ AUTO PARTS, INC.		49251	REV VEH PTS	57.77	
43971	10/15/12	4,136.00	001253	SANTA CRUZ COUNTY REGIONAL		49164	ON BOARD STUDY FEE	4,136.00	
43972	10/15/12	15.00	001944	SANTA CRUZ COUNTY LAW LIBRARY		49238	QUARTERLYCOPY CHARGE	15.00	
43973	10/15/12	75,223.92	002917	SANTA CRUZ METRO TRANSIT W/C		49269	OCT 12 W/C RESERVE	38,414.65	
						49270	SEPT 12 W/C RESERVE	36,809.27	
43974	10/15/12	2,500.00	002267	SHAW / YODER / ANTWIH, INC.		49243	OCT 12 LEG SVCS	2,500.00	

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43975	10/15/12	210.00 001121	SILENT PARTNER SECURITY SYS.			49216	VERN 10/1-12/31/12	210.00	
43976	10/15/12	32.30 E535	TAPIZ, ANTHONY			49161	TRAVEL REIMBURSEMENT	32.30	
43977	10/15/12	150.00 001165	THANH N. VU MD	7		49167	DMV EXAM	75.00	
						49267	DMV EXAM	75.00	
43978	10/15/12	26.35 007	UNITED PARCEL SERVICE			49213	FRT OUT/FLT	26.35	
43979	10/15/12	10.86 946	UNITED SITE SERVICES			49165	FENCE RENT 9/12-10/9	10.86	
43980	10/15/12	555.98 002829	VALLEY POWER SYSTEMS, INC.			49199	REV VEH PTS	555.98	
43981	10/15/12	70.00 682	WEISS, AMY L.	7		49240	BOD MEET 9/28 INTERP	70.00	
43982	10/15/12	1,870.32 001506	WESTERN STATES OIL CO., INC.			49234	FUEL LUBE FLT	1,870.32	
43983	10/15/12	315.00 915	WORKIN.COM, INC.			49259	JOB AD MECH I/II	315.00	
43984	10/15/12	28,048.60 001124	CLEAN ENERGY			49271	LNG 9/21/12	10,003.60	
						49272	LNG 9/27/12	9,674.56	
						49273	LNG 9/24/12	8,370.44	
43985	10/19/12	32.42 294	ANDY'S AUTO SUPPLY	0		49395	REV VEH PTS	32.42	
43986	10/19/12	495.87 001G	AT&T			49371	OPS PHONE 10/5-11/4	103.63	
						49372	REPEATERS	306.96	
						49373	REPEATERS 10/7-11/6	85.28	
43987	10/19/12	82.04 002363	BATTERIES PLUS #314			49396	RPRS & MAINT	82.04	
43988	10/19/12	3,359.16 059	BATTERIES USA, INC.			49293	REV VEH PTS	3,359.16	
43989	10/19/12	102.38 580	BLOCK AND COMPANY, INC.			49346	OFFICE SUPPLY	102.38	
43990	10/19/12	891.69 001356	BRENCO OPERATING-TEXAS, LP			49285	REV VEH PTS	891.69	
43991	10/19/12	29.54 001112	BRINKS AWARDS & SIGNS	7		49345	OFFICE SUPPLY	29.54	
43992	10/19/12	18,000.00 616	BROWN ARMSTRONG			49425	FY12 AUDIT	15,000.00	
						49426	FY12 AUDIT	3,000.00	
43993	10/19/12	1,000.00 003022	CAFE AMIGO			49382	OCT 12 CUSTODIAL SVC	1,000.00	
43994	10/19/12	225.11 002929	CHEVROLET OF WATSONVILLE	7		49315	REV VEH PTS	153.22	
						49398	REV VEH PTS	71.89	
43995	10/19/12	86.36 667	CITY OF SCOTT'S VALLEY			49442	7/15-9/15 SEWER SVTC	86.36	
43996	10/19/12	1,931.48 909	CLASSIC GRAPHICS			49296	OUT RPR#2231	1,931.48	
43997	10/19/12	20,695.89 001124	CLEAN ENERGY			49308	LNG 10/3/12	10,141.20	
						49407	LNG 10/6/12	10,554.69	
43998	10/19/12	19.01 E638	COTTER, ROBERT			49275	TRAVEL REIMBURSEMENT	11.39	
						49336	TRAVEL REIMBURSEMENT	7.62	
43999	10/19/12	16,836.26 504	CUMMINS WEST, INC.			49376	OUT RPR #2811	16,836.26	
44000	10/19/12	249.55 001000	DAIMLER BUSES N. AMERICA INC.			49417	REV VEH PTS	249.55	
44001	10/19/12	3,190.54 001329	DOC AUTO LLC			49320	OUT RPR REV VEH	2,486.56	
						49340	OUT RPR REV VEH	37.40	
						49341	OUT RPR REV VEH	109.28	
						49342	OUT RPR REV VEH	37.40	
						49343	OUT RPR REV VEH	71.40	
						49347	OUT RPR REV VEH	224.05	
						49384	OUT RPR REV VEH	104.60	
						49443	SMOG CHECK #505	39.95	
						49451	SMOG CHECK #504	39.95	
						49452	SMOG CHECK #301	39.95	
44002	10/19/12	55.00 002388	DOGHERRA'S INC.			49339	OUT RPR REV VEH	55.00	
44003	10/19/12	350.00 T228	DORADO, ANDREA			49332	SC 08-12-07	350.00	
44004	10/19/12	1,968.00 432	EXPRESS EMPLOYMENT PROS			49413	FLT TEMP W/E 10/7/12	1,080.00	
						49427	TEMP W/E 10/5	888.00	
44005	10/19/12	295.52 001172	FERGUSON ENTERPRISES INC. #795			49298	RPRS & MAINT	58.69	

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44006	10/19/12	002295	105.00	FIRST ALARM		49316	RPRS & MAINT	205.41	
44007	10/19/12	002962	1,063.03	FIS		49317	RPRS & MAINT	16.74	
44008	10/19/12	002952	3,977.85	FLYERS ENERGY LLC		49449	RPRS & MAINT	14.68	
44009	10/19/12	E665	88.92	GARCIA, JUAN JOSE		49327	SEPT 12 DISPATCH/PT	90.00	
44010	10/19/12	647	170.39	GFI GENFARE		49379	JULY 12 SVCS	15.00	
44011	10/19/12	282	2,888.94	GRAINGER		49412	SEPT 12 MERCHANT FEE	1,063.03	
44012	10/19/12	001097	958.95	GREENWASTE RECOVERY, INC.		49367	PROPANE/ FLT	24.36	
44013	10/19/12	510A	41.04	HASLER, INC.		49424	10/1-10/15 FUEL FLT	3,953.49	
44014	10/19/12	110	3,052.23	JESSICA GROCERY STORE, INC.		49277	TRAVEL REIMBURSEMENT	12.00	
44015	10/19/12	878	4,659.08	KELLY SERVICES, INC.		49335	TRAVEL REIMBURSEMENT	10.92	
44016	10/19/12	039	322.25	KINKO'S INC.		49453	ASE TEST REIMBURSE	66.00	
44017	10/19/12	E179	1,844.75	LEGORRETA, PETE		49282	REV VEH PTS	170.39	
44018	10/19/12	E182	20.93	LOGIUDICE, JASON		49283	RPRS & MAINT	19.44	
44019	10/19/12	E303	18.96	MCGLAZE, GILLIAN		49284	SAFETY SUPPLIES	18.47	
44020	10/19/12	013	300.57	MCI SERVICE PARTS, INC.		49399	RPRS & MAINT	217.65	
44021	10/19/12	001052	106.33	MID VALLEY SUPPLY		49418	RPRS & MAINT	29.74	
44022	10/19/12	041	309.21	MISSION UNIFORM		49419	SAFETY SUPPLIES	546.84	
						49420	CLEANING SUPPLIES	67.84	
						49421	CLEANING SUPPLIES	67.84	
						49422	SAFETY SUPPLIES	1,921.12	
						49351	10/1-12/31 HWY 17	167.31	
						49352	10/1-12/31 FREEDOM	55.77	
						49353	10/1-12/31 SOQ NORTH	55.77	
						49354	10/1-12/31 GRN VAL	55.77	
						49355	10/1-12/31 AIRPT/FRE	111.54	
						49356	10/1-12/31 FREE/BOWK	55.77	
						49374	10/1-12/31 GARB/MT H	54.93	
						49375	SEPT 12 GARB/SVTC	234.78	
						49414	OCT-DEC/BIG BASIN	55.77	
						49415	OCT-DEC/SOQ SOUTH	55.77	
						49416	OCT/DEC/LOMOND	55.77	
						49328	NOV 12 RENTAL	41.04	
						49380	OCT 12 CUSTODIAL SVC	3,052.23	
						49406	TEMP W/E 10/7	4,659.08	
						49323	HWY 17 FALL POSTER	322.25	
						49454	COMPANY PICNIC 10/20	111.20	
						49455	COMPANY PICNIC 10/20	451.94	
						49456	COMPANY PICNIC 10/20	75.50	
						49457	COMPANY PICNIC 10/20	182.84	
						49458	COMPANY PICNIC 10/20	687.10	
						49459	COMPANY PICNIC 10/20	42.19	
						49460	COMPANY PICNIC 10/20	95.11	
						49461	COMPANY PICNIC 10/20	168.87	
						49279	TRAVEL REIMBURSEMENT	11.40	
						49337	TRAVEL REIMBURSEMENT	9.53	
						49393	TRAVEL REIMBURSEMENT	18.96	
						49400	REV VEH PTS	300.57	
						49295	CLEANING SUPPLIES	106.33	
						49324	UNIF & LAUNDRY	33.41	
						49364	UNIF & LAUNDRY	32.18	

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44023	10/19/12	001454	442.02	MONTEREY BAY SYSTEMS		49365	UNIF & LAUNDRY	59.25	
44024	10/19/12	E505	10.00	NAUKKARINEN, JUKKA		49366	UNIF & LAUNDRY	180.19	
44025	10/19/12	001063	3,310.05	NEW FLYER INDUSTRIES LIMITED		49444	UNIF & LAUNDRY	4.18	
44026	10/19/12	002721	1,539.93	NEXTEL COMMUNICATIONS/SPRINT		49290	7/1-9/30COPIES/MAINT	442.02	
44027	10/19/12	004	52.11	NORTH BAY FORD LINC-MERCURY		49274	DMV REIMBURSEMENT	10.00	
44028	10/19/12	00188	35.00	PACIFIC BUS MUSEUM		49286	REV VEH PTS	62.39	
44029	10/19/12	009	8,488.54	PACIFIC GAS & ELECTRIC		49423	REV VEH PTS	3,247.66	
44030	10/19/12	043	1,710.90	PALACE ART & OFFICE SUPPLY		49348	9/4-10/3 TELECOMM	1,539.93	
44031	10/19/12	E333	75.00	PEREZ, JAIME		49311	REV VEH PTS	52.11	
44032	10/19/12	0099A	1,153.00	PG&E INSTALLMENT ACCT		49318	ANNUAL RENEWAL	35.00	
44033	10/19/12	481	333.00	PIED PIPER EXTERMINATORS, INC.		49287	8/29-9/27 PACIFIC	3,108.39	
44034	10/19/12	107A	990.00	PROBUILD		49288	8/24-9/24 VERNON	1,292.44	
						49289	8/23-10/3 SVTC	2,849.36	
						49321	9/8-10/8 PARACRUZ	1,238.35	
						49294	OFFICE SUPPLY	846.30	
						49319	OFFICE SUPPLY/EQUIP	317.52	
						49322	OFFICE SUPPLY	33.80	
						49377	OFFICE SUPPLY	62.53	
						49378	OFFICE SUPPLY	163.88	
						49383	OFFICE SUPPLIES	286.87	
						49388	DMV MEDICAL RENEWAL	75.00	
						49381	NOV 12 PWT	1,153.00	
						49445	SEPT 12 PEST CTRL	183.00	
						49446	SEPT 12 PEST CTRL	48.50	
						49447	SEPT 12 PEST CTRL	53.00	
						49448	SEPT 12 PEST CTRL	48.50	
						49291	CREDIT NOTE	-75.83	
						49292	RPRS & MAINT	101.51	
						49299	RPRS & MAINT	38.33	
						49300	RPRS & MAINT	2.65	
						49301	RPRS & MAINT	49.71	
						49302	RPRS & MAINT	12.68	
						49310	RPRS & MAINT	9.12	
						49350	REV VEH PTS	7.02	
						49368	RPRS & MAINT	102.49	
						49369	RPRS & MAINT	125.19	
						49370	RPRS & MAINT	4.25	
						49394	RPRS & MAINT	22.44	
						49429	BUS STOP RPRS	56.47	
						49430	BUS STOP RPRS	8.48	
						49431	BUS STOP RPRS	39.57	
						49432	BUS STOP RPRS	182.83	
						49433	RPRS & MAINT	4.18	
						49434	RPRS & MAINT	46.64	
						49435	RPRS & MAINT	6.82	
						49436	RPRS & MAINT	0.95	
						49437	RPRS & MAINT	12.80	
						49438	BUS STOP RPRS	47.90	
						49439	BUS STOP RPRS	89.45	
						49440	BUS STOP RPRS	12.89	

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44035	10/19/12	19.75 E081	REGAN, MICHAEL		49441	BUS STOP RPRS	51.97		
44036	10/19/12	540.02 215	RICOH USA, INC.		49450	RPRS & MAINT	29.49		
44037	10/19/12	23.90 E524	ROCHA, FEDERICO G.		49278	TRAVEL REIMBURSEMENT	11.40		
44038	10/19/12	58.79 045	ROYAL WHOLESale ELECTRIC		49334	TRAVEL REIMBURSEMENT	8.35		
44039	10/19/12	273.67 018	SALINAS VALLEY FORD SALES		49329	OCT 12 RENT/SVCS	387.72		
44040	10/19/12	670.37 135	SANTA CRUZ AUTO PARTS, INC.		49330	7/18-8/17 SVCS	152.30		
44041	10/19/12	30,137.28 002917	SANTA CRUZ METRO TRANSIT W/C		49338	TRAVEL REIMBURSEMENT	12.00		
44042	10/19/12	15,629.57 977	SANTA CRUZ TRANSPORTATION, LLC		49297	RPRS & MAINT	11.90		
44043	10/19/12	90.82 E622	SELLS, MARY		49313	REV VEH PTS	58.79		
44044	10/19/12	680.86 001232	SPECIALIZED AUTO AND		49314	REV VEH PTS	149.76		
44045	10/19/12	375.00 001165	THANH N. VU MD	7	49309	REV VEH PTS	123.91		
44046	10/19/12	550.92 002675	THOMSON REUTERS BARCLAYS		49312	EMP TOOLS	294.27		
44047	10/19/12	11,230.89 002954	TIRE DISTRIBUTION SYSTEMS, LLC	7	49325	REV VEH PTS	16.34		
44048	10/19/12	472.09 003037	TYCO INTEGRATED SECURITY LLC		49363	REV VEH PTS	213.51		
44049	10/19/12	1,744.72 002829	VALLEY POWER SYSTEMS, INC.		49326	SEPT 12 INFO SVCS	30,137.28		
44050	10/19/12	1,999.08 221	VEHICLE MAINTENANCE PROGRAM		49462	COMPANY PICNIC 10/20	15,629.57		
44051	10/19/12	314.84 001353	VISION COMMUNICATIONS		49344	OUT RPR REV VEH	680.86		
					49280	DMV EXAM	75.00		
					49281	DMV EXAM	75.00		
					49390	DMV EXAMS	75.00		
					49391	DMV EXAMS	75.00		
					49403	DMV EXAM	75.00		
					49389	SEPT 12 INFO SVCS	211.58		
					49428	SEPT 12 SVCS	339.34		
					49303	TIRES & TUBES	208.55		
					49304	TIRES & TUBES	998.27		
					49305	TIRES & TUBES	556.31		
					49306	TIRES & TUBES	1,255.86		
					49307	TIRES & TUBES	624.68		
					49349	TIRES & TUBES	332.72		
					49385	TIRES & TUBES	392.79		
					49386	TIRES & TUBES	332.72		
					49387	TIRES & TUBES	20.17		
					49408	TIRES & TUBES	160.27		
					49409	TIRES & TUBES	2,781.55		
					49410	TIRES & TUBES	2,498.70		
					49411	TIRES & TUBES	1,068.30		
					49357	NOV 12 ALARMS	111.01		
					49358	NOV 12 ALARMS	103.77		
					49359	NOV 12 ALARMS	54.79		
					49360	NOV 12 ALARMS	76.68		
					49361	NOV 12 ALARMS	50.15		
					49362	NOV 12 ALARMS	75.69		
					49401	REV VEH PTS	1,005.31		
					49402	REV VEH PTS	597.98		
					49404	REV VEH PTS	141.43		
					49405	REV VEH PTS	1,999.08		
					49392	OCT 12 DVR RENT CHG	75.00		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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44052	10/19/12	32.00 E526	WARNOCK, APRIL	0	49397	OUT RPR #2406		239.84	
44053	10/29/12	481.25 001128	ALWAYS TOWING & RECOVERY, INC		49333	TRAVEL REIMBURSEMENT		32.00	
44054	10/29/12	9,580.98 001348	ATHENS INSURANCE SERVICE, INC.		49547	TOW # 2235		481.25	
44055	10/29/12	28.45 002689	B & B SMALL ENGINE		49574	OCT 12 TPA		9,580.98	
44056	10/29/12	71.11 M033	BAILEY, NEIL	0	49511	RPRS & MAINT		28.45	
44057	10/29/12	675.56 845A	BLUE SHIELD OF CALIFORNIA		49575	NOV 12 SUPP MED		71.11	
44058	10/29/12	5,963.43 001844	BRINKS INCORPORATED		49556	OCT 12 COBRA PD		675.56	
44059	10/29/12	2,341.91 002189	BUS & EQUIPMENT		49562	SEPT 1200B SERVICE		3,438.75	
44060	10/29/12	568,138.38 502	CA PUBLIC EMPLOYEES'	0	49563	SEPT 1200B SERVICE		2,524.68	
44061	10/29/12	71.11 M022	CAPELLA, KATHLEEN		49488	REV VEH PTS		1,113.96	
44062	10/29/12	58.50 E312	CHENG, FRANK		49497	REV VEH PTS		389.93	
44063	10/29/12	1,985.92 667	CITY OF SCOTT'S VALLEY		49498	REV VEH PTS		480.89	
44064	10/29/12	30,165.23 001124	CLEAN ENERGY		49557	NOV 12 MEDICAL INS		568,138.38	
44065	10/29/12	35.55 M039	DAVILA, ANA MARIA	0	49586	NOV 12 SUPP MED		71.11	
44066	10/29/12	10,058.71 002624	DIGITAL RECORDERS, INC		49538	TRAVEL REIMBURSEMENT		58.50	
44067	10/29/12	769.35 001329	DOC AUTO LLC		49532	BLUBBONET/WASTEWATER		1,985.92	
44068	10/29/12	1,590.57 002953	EPICOR SOFTWARE CORP		49517	LNG 10/12/12		10,411.00	
44069	10/29/12	1,644.00 432	EXPRESS EMPLOYMENT PROS		49518	LNG 10/15/12		9,641.96	
44070	10/29/12	76.56 372	FEDERAL EXPRESS		49519	LNG 10/9/12		10,112.27	
44071	10/29/12	3.35 001172	FERGUSON ENTERPRISES INC. #795		49576	NOV 12 SUPP MED		35.55	
44072	10/29/12	134.38 E882	FERRICK, MARY		49520	TEST BENCH/REVVEHPTS		10,058.71	
44073	10/29/12	109.69 959	FIRST ADVANTAGE CORPORATION		49472	OUT RPR REV VEH		254.40	
44074	10/29/12	14,373.62 002952	FLYERS ENERGY LLC	0	49493	OUT RPR REV VEH		164.60	
44075	10/29/12	35.55 M100	GARCIA, HELEN		49494	OUT RPR REV VEH		95.25	
44076	10/29/12	369.18 117	GILLIG LLC		49499	SMOG CHECK #401		39.95	
44077	10/29/12	378.00 309	MAINSTREET MEDIA DBA GOODTIMES		49500	SMOG CHECK #101		39.95	
44078	10/29/12	71.11 M041	GOUVEIA, ROBERT	0	49551	SMOG CHECK #9951		79.95	
44079	10/29/12	224.40 001097	GREENWASTE RECOVERY, INC.		49560	OUT RPR REV VEH		95.25	
44080	10/29/12	500.00 003043	HASLER TOTAL FUNDS BY		49463	OCT 12 SVCS		1,250.00	
44081	10/29/12	80.29 510A	HASLER, INC.		49464	JUNE 12 SVCS		340.57	
44082	10/29/12	3,574.98 002117	IULIANO	7	49546	FLT TEMP W/E 10/14		1,080.00	
44083	10/29/12	1,627.50 575	JAQUA OF CALIFORNIA		49561	TEMP W/E 10/14		564.00	
44084	10/29/12	326.98 M061	KAMEDA, TERRY	0	49474	POSTAGE & MAILING		76.56	
44085	10/29/12	4,580.87 878	KELLY SERVICES, INC.		49515	RPRS & MAINT		3.35	
					49553	EMPLOYEE REIMBURSE		134.38	
					49540	DOT DRUG TEST		62.68	
					49573	DOT DRUG TEST		47.01	
					49495	10/1-10/15 FUEL REV		14,373.62	
					49577	NOV 12 SUPP MED		35.55	
					49504	REV VEH PTS		369.18	
					49539	HR JOB POSTING		378.00	
					49578	NOV 12 SUPP MED		71.11	
					49490	SEPT 12 GARB		224.40	
					49481	SEPT 12 SVCS		500.00	
					49476	NOV 12 RENTAL		80.29	
					49486	NOV12 RENT 115DUBOIS		3,574.98	
					49506	BUS STOP RPRS		1,627.50	
					49587	NOV 12 SUPP MED		326.98	
					49533	TEMP W/E 10/14		4,580.87	

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44086	10/29/12	2,620.81 852		LAW OFFICES OF MARIE F. SANG	7	49566	CL# 2004103551	208.00	
						49567	CL#2007171384,120693	684.81	
						49568	CL#2010226708	192.00	
						49569	CL#2005105939,164812	464.00	
						49570	CL#2007180907	112.00	
						49571	CL#201103388,2103414	240.00	
						49572	CL#11002953,12000055	720.00	
44087	10/29/12	50.00 880		LEXISNEXIS		49552	SEPT 12 SVCS	50.00	
44088	10/29/12	55.00 674		LIEBERT CASSIDY WHITMORE	7	49537	CA PUB PEN REF TRAIN	55.00	
44089	10/29/12	1,758.04 001119		MACERICH PARTNERSHIP LP	7	49485	NOV 12 RENT CAP MALL	1,758.04	
44090	10/29/12	792.35 001145		MANAGED HEALTH NETWORK		49536	NOV 12 EAP	792.35	
44091	10/29/12	27.56 013		MCI SERVICE PARTS, INC.		49543	REV VEH PTS	27.56	
44092	10/29/12	215.97 001342		MCW ASSOCIATES, INC.		49496	9/1-9/30 SVCS	215.97	
44093	10/29/12	126.59 001240		PHOENIX INDUSTRIES INC		49508	CLEANING SUPP	126.59	
44094	10/29/12	315.57 764		MERCURY METALS		49558	REV VEH PARTS	161.41	
						49559	OUT REV VEH RPR	154.16	
44095	10/29/12	300.24 041		MISSION UNIFORM		49489	UNIF & LAUNDRY	33.41	
						49502	UNIF & LAUNDRY	59.25	
						49503	UNIF & LAUNDRY	177.49	
						49544	UNIF & LAUNDRY	30.09	
44096	10/29/12	626.35 001454		MONTEREY BAY SYSTEMS		49480	10/1-12/31 SVCS	626.35	
44097	10/29/12	383.00 001063		NEW FLYER INDUSTRIES LIMITED		49541	REV VEH PTS	353.83	
44098	10/29/12	35.55 M050		O'MARA, KATHLEEN	0	49542	REV VEH PTS	29.17	
44099	10/29/12	120.33 043		PALACE ART & OFFICE SUPPLY		49579	NOV 12 SUPP MED	35.55	
						49473	OFFICE SUPPLY	10.79	
						49477	OFFICE SUPPLY	11.38	
						49478	OFFICE SUPPLY	53.13	
						49479	OFFICE SUPPLY	-54.65	
						49554	OFFICE SUPPLY	99.68	
44100	10/29/12	353.68 M057		PARHAM, WALLACE	0	49588	NOV 12 SUPP MED	353.68	
44101	10/29/12	35.55 M109		PEREZ, CHERYL		49580	NOV 12 SUPP MED	35.55	
44102	10/29/12	267.71 M064		PETERS, TERRIE	0	49589	NOV 12 SUPP MED	267.71	
44103	10/29/12	241.00 481		PIED PIPER EXTERMINATORS, INC.		49545	OCT 12 PEST CONTROL	241.00	
44104	10/29/12	353.68 M058		POTEETE, BEVERLY	0	49590	NOV 12 SUPP MED	353.68	
44105	10/29/12	737.80 882		NORMA LARAE WEST	7	49483	POST CARDS	108.50	
						49507	REQ FORMS FLT	629.30	
44106	10/29/12	201.33 107A		PROBUILD		49512	RPRS & MAINT	90.16	
						49513	RPRS & MAINT	67.47	
						49514	RPRS & MAINT	16.01	
						49548	RPRS & MAINT	11.10	
						49549	RPRS & MAINT	16.59	
44107	10/29/12	7,741.80 442		RAYMUNDO ENGINEERING CO. INC.		49475	SEPT 12 SVCS	7,741.80	
44108	10/29/12	99.40 003024		RICOH USA, INC		49482	7/1-9/30 ADDL IMAGES	99.40	
44109	10/29/12	11.50 215		RICOH USA, INC.		49470	OUT RPR EQUIP	11.50	
44110	10/29/12	320.91 904		RNL DESIGN		49469	SEPT 12 PROF SVCS	97,320.91	
44111	10/29/12	71.11 M085		ROSSI, DENISE	0	49581	NOV 12 SUPP MED	71.11	
44112	10/29/12	35.55 M030		ROWE, RUBY		49582	NOV 12 SUPP MED	35.55	VOIDED
44113	10/29/12	45.24 045		ROYAL WHOLESALE ELECTRIC		49516	RPRS & MAINT	45.24	
44114	10/29/12	813.28 018		SALINAS VALLEY FORD SALES		49510	REV VEH PTS	813.28	
44115	10/29/12	75.88 135		SANTA CRUZ AUTO PARTS, INC.		49550	REV VEH PTS	75.88	

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44116	10/29/12	8,509.49 079		SANTA CRUZ MUNICIPAL UTILITIES		49522	BUS STOP BINS	577.76	
						49523	9/11-10/10 MMF	307.21	
						49524	9/11-10/10 MMF	1,227.56	
						49525	9/11-10/10 PACIFIC	2,670.91	
						49526	9/11-10/10 PACIFIC	103.49	
						49527	9/11-10/10 VERNON	200.17	
						49528	9/11-10/10 VERNON	481.16	
						49529	9/11-10/10 1200A RIV	2,039.58	
						49530	9/11-10/10 1200B RIV	901.65	
44117	10/29/12	777.78 149		SANTA CRUZ SENTINEL	0	49465	LEGAL AD	196.68	
						49466	LEGAL AD	199.66	
						49467	LEGAL AD	189.23	
						49468	LEGAL AD	192.21	
44118	10/29/12	254.04 M010		SHORT, SLOAN	0	49591	NOV 12 SUPP MED	254.04	
44119	10/29/12	35.55 M054		SLOAN, SUZANNE	0	49583	NOV 12 SUPP MED	35.55	
44120	10/29/12	502.55 115		SNAP-ON INDUSTRIAL		49509	EMP/SMALL TOOLS	502.55	
44121	10/29/12	12,439.73 001075		SOQUEL III ASSOCIATES	7	49484	NOV 12 RENT RESEARCH	12,439.73	
44122	10/29/12	727.72 001232		SPECIALIZED AUTO AND		49471	OUT RPR REV VEH	452.60	
						49491	OUT RPR REV VEH	137.72	
						49492	OUT RPR REV VEH	137.40	
44123	10/29/12	1,216.00 080		STATE BOARD OF EQUALIZATION		49531	JUL-SEPT 12 USE TAX	1,216.00	
44124	10/29/12	75.00 001165		THANH N. VU MD	7	49535	DMV EXAM	75.00	
44125	10/29/12	35.55 M086		TOLINE, DONALD	0	49584	NOV 12 SUPP MED	35.55	
44126	10/29/12	83.59 007		UNITED PARCEL SERVICE		49564	FRT OUT/FLT	83.59	
44127	10/29/12	10.86 946		UNITED SITE SERVICES		49534	10/10-11/6 FENCERENT	10.86	
44128	10/29/12	677.56 002829		VALLEY POWER SYSTEMS, INC.		49505	REV VEH PTS	677.56	
44129	10/29/12	77.76 434		VERIZON WIRELESS	0	49521	PC CARDS ADMIN	77.76	
44130	10/29/12	326.98 M076		VONWAL, YVETTE	0	49592	NOV 12 SUPP MED	326.98	
44131	10/29/12	960.00 915		WORKIN.COM, INC.		49565	HR JOB PLACEMENT AD	960.00	
44132	10/29/12	35.55 M088		YAGI, RANDY	0	49585	NOV 12 SUPP MED	35.55	
44133	10/29/12	15.58 147		ZEE MEDICAL SERVICE CO.		49501	SAFETY SUPP	15.58	
44135M10/26/12		50.00 003050		AGUADO, CYNTHIA		49594	BOD MEETING 10/26	50.00	MANUAL
				BOD MEETING 10/26					
44136M10/29/12		2,220.00 E645		OLANDER, JOY		49595	TUITION REIMBURSEMENT	2,220.00	MANUAL
44172M10/16/12		93.70 E899		TUITION REIMBURSEMENT		49651	OCT 20 PICNIC REIMB	93.70	MANUAL
44173M10/19/12		30.11 E376		CORTEZ, ARTURO JR		49652	OCT 20 PICNIC REIMB	30.11	MANUAL
44174M10/19/12		7.58 E422		MALPHRUS, BRENDA		49653	OCT 20 PICNIC REIMB	7.58	MANUAL
				FLORES, JUAN					
44175M10/30/12		9,478.00 003041		OCT 20 PICNIC REIMB		49654	RPR LEAK/CAFE LENA	9,478.00	MANUAL
44316M10/19/12		108.37 372		JOHN WALDORF CONSTRUCTION INC		49958	POSTAGE & MAILING	108.37	MANUAL
				RPR LEAK/CAFE LENA					
				FEDERAL EXPRESS					
				POSTAGE & MAILING					
TOTAL		1,558,243.73		ACCOUNTS PAYABLE			TOTAL CHECKS	326	1,558,243.73



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013  
**TO:** Board of Directors  
**FROM:** John Daugherty, METRO Accessible Services Coordinator  
**SUBJECT:** ACCESSIBLE SERVICES REPORT FOR NOVEMBER 2012

## I. RECOMMENDED ACTION

**This report is informational only. No action required.**

## II. SUMMARY OF ISSUES

- After a demonstration project, the Accessible Services Coordinator (ASC) position became a full time position to organize and provide METRO services to the senior/older adult and disability communities.
- Services include the METRO Mobility Training program and ongoing public outreach promoting METRO's accessibility. The ASC also participates in METRO's staff training and policy review regarding accessibility.
- Two persons have served in the ASC position from 1988 to today. In 2002 the ASC position was moved into the newly created Paratransit Department. On May 27, 2011 the Board approved the staff recommendation to receive monthly reports on the activity of the ASC.

## III. DISCUSSION

The creation of the Accessible Services Coordinator (ASC) position was the result of a successful demonstration project funded through the Santa Cruz County Regional Transportation Commission. Two persons have served in the ASC position from 1988 to today. Both hiring panels for the ASC included public agency representatives serving older adults and persons with disabilities.

The first ASC, Dr. Pat Cavataio, served from April 1988 through December 1998. The second ASC, John Daugherty, began serving in December 1998.

Under direction, the Accessible Services Coordinator: 1) Organizes, supervises, coordinates and provides METRO services to the older adult and disability communities; 2) Organizes, directs and coordinates the activities and operation of METRO's Mobility Training function; 3) Promotes and provides Mobility Training and outreach services; 4) Acts as information source to staff, Management, funding sources, clients, community agencies and organizations, and the general public

regarding Mobility Training and accessibility; 5) Works with Department Managers to ensure compliance with METRO's accessibility program and policies.

During 2002 the ASC position was moved from Customer Service to the newly created Paratransit Department. Mr. Daugherty was the first employee. His placement was followed by hiring of the first Paratransit Superintendent, Steve Paulson and the current Eligibility Coordinator, Eileen Wagley.

On May 27, 2011 the Board approved the following recommendation: "Staff recommends that this position be reinstated in FY 12 budget with the requirement that this position be evaluated during FY12 to make sure the service items that are being requested by the Community are being carried out by this position. Additionally, staff recommends that this position be required to provide a monthly activity report to the Board of Directors during FY12."

#### **IV. FINANCIAL CONSIDERATIONS**

None

#### **V. ATTACHMENTS**

**Attachment A.1:** Accessible Services Coordinator (ASC) Activity Tracking Report for November 2012

Prepared by: John Daugherty, METRO Accessible Services Coordinator  
Date Prepared: January 18, 2013

# Attachment A

Accessible Services Coordinator (ASC) Activity Tracking Report for November 2012

What is Mobility Training?

Mobility Training is customized support to allow access to METRO services. It can include:

- **An Assessment:** The ASC meets the trainee to assess the trainee's capabilities to use METRO services. They discuss the trainee's experience using public transit and set goals for training sessions.
- **Trip Planning:** Practice to use bus route schedules, maps, online resources and other tools to plan ahead for trips on METRO fixed route and METRO ParaCruz services. All Mobility Training includes some trip planning.
- **Boarding/Disembarking Training:** Practice to board, be secured, and then disembark (get off) METRO buses. This training has been requested by persons using walkers, wheelchairs, scooters and service animals. The training session includes work with an operator and out of service bus and lasts three to five hours.
- **Route Training:** Practice using METRO buses to travel to destinations chosen by trainees. The training session includes practice on handling fares, bus riding rules and emergency situations. One training session can take two to eight hours. One or two sessions to learn one destination is typical. The number of training sessions varies with each trainee.

There was progress with 13 trainees:

- One person, a new referral from his school counselor, successfully completed his Route Training with the ASC.
- Two other persons were new referrals. The ASC assessed one person requesting assistance to board and ride buses with her walker. Route Training possible, but not scheduled. Another person requested boarding assistance with her service dog. The ASC set up Boarding/Disembarking Training for December.
- Another person completed his next two Route Training sessions. The ASC will check during December to confirm the completion of his successful training.
- The ASC spoke to and watched a past trainee successfully board a bus.
- One person exchanged phone calls to set up further training
- One person exchanged emails, asking questions on Metro services. Another person phoned the ASC with questions to follow up her successful Route Training.

# Attachment A

- Training with five persons is almost complete: November activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

## Training Overview for November 2012:

- Amount of time dedicated to training sessions and follow up activity: At least 40 hours
- Tracking of scheduled appointments vs. cancelled:  
Six appointments scheduled, one appointment cancelled

## Highlights of Other Activity - Outreach performed in the community:

- November 8 Commission on Disabilities meeting
- November 27 Pedestrian Safety Work Group meeting

Meetings are usually scheduled for two hours. Total ASC time spent includes preparation for the meeting, the meeting itself and follow up activity. ASC activity for each meeting can take four to nine hours.

The total audience for November meetings was at least 14 persons. Questions on METRO service varied. Information was provided during meetings and follow up phone calls.

## Requests from the community and METRO staff:

- There were at least 18 individual contacts in person and/or over the phone. Most contacts regarded the status of training and requests for presentations.
- The ASC attended in house demonstrations of a new bus ramp on November 20 and a different prospective ramp configuration on November 28.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013  
**TO:** Board of Directors  
**FROM:** Leslie R. White, General Manager  
**SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**

## **I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the voting results from appointees to the Santa Cruz County Regional Transportation Commission.**

## **II. SUMMARY OF ISSUES**

- Per the action taken by the Board of Directors, staff is providing the minutes from the most recent meetings of the Santa Cruz County Regional Transportation Commission.
- Each month staff will provide the minutes from the previous SCCRTC meetings.

## **III. DISCUSSION**

The Board requested that staff include in the Board Packet information relating to the voting results from the appointees to the Santa Cruz County Regional Transportation Commission. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

## **IV. FINANCIAL CONSIDERATIONS**

There is no cost impact from this action.

## **V. ATTACHMENTS**

**Attachment A:** Minutes of the October 2012 & November 2012 Regular SCCRTC Meeting

Prepared by: Tony Tapiz, Administrative Services Coordinator.

Date Prepared: January 17, 2013



**Santa Cruz County Regional  
Transportation Commission**

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**Minutes**

**Thursday, October 4, 2012  
9:00 a.m.**

**County Board of Supervisors  
701 Ocean St.  
Santa Cruz CA 95060**

1. Roll call

The meeting was called to order at 9:09 a.m.

Members present:

Tim Gubbins (ex officio)	Kirby Nicol
Mark Stone	Greg Caput
Dene Bustichi	Lynn Robinson
Ron Graves	Don Lane
Randy Johnson	Ellen Pirie
Eduardo Montesino	

Staff present:

George Dondero	Luis Mendez
Yesenia Parra	Karena Pushnik
Daniel Nikuna	Tegan Speiser
Kim Shultz	Jason Laning

2. Oral communications

None

3. Additions or deletions to consent and regular agendas

Handouts for Items 16 and 18 were distributed. Deputy Director Luis Mendez reported the need to add an urgency item per Government Code 54954.2(b)(2) to close escrow on the purchase of the Santa Cruz Branch Rail Line. Deputy Director Mendez explained that the information regarding the need for this action came to light after the agenda for this meeting was posted, that the action must be taken before the next regular meeting of the RTC and that the RTC must make such finding. Commissioner Stone moved, and Commissioner Lane seconded, to make the required findings and add the urgency item to the

agenda. The motion passed unanimously. The item was placed on the regular agenda as Item 21a, and Item 19 was moved to become Item 21b.

**CONSENT AGENDA  
(Graves, Pirie) Unanimous**

**MINUTES**

4. Approved draft minutes of the September 6, 2012 RTC meeting
5. Approved draft minutes of the September 20, 2012 Transportation Policy Workshop (TPW)

**POLICY ITEMS**

*No consent items*

**PROJECTS and PLANNING ITEMS**

*No consent items*

**BUDGET AND EXPENDITURES ITEMS**

6. Accepted status report on Transportation Development Act (TDA) revenues
7. Accepted FY2012 Annual Internal Financial Statements (Enclosed Separately for Commissioners Only)

**ADMINISTRATION ITEMS**

8. Accepted reappointments to the Elderly & Disabled Transportation Advisory Committee
9. Approved the Regional Transportation Commission meeting schedule for 2013

**INFORMATION/OTHER ITEMS**

10. Accepted monthly meeting schedule
11. Accepted correspondence log
12. Accepted letters from RTC committees and staff to other agencies - *none*
13. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
14. Accepted information items

- a. October 4, 2012 Bike to Work Day flyer

### REGULAR AGENDA

15. Commissioner reports – oral reports  
None

16. Director's report – oral report

Executive Director George Dondero reminded the Commission that the town hall meeting of the California Transportation Commission (CTC) would be hosted by the RTC in Santa Cruz on October 9<sup>th</sup> and 10<sup>th</sup> and encouraged Commissioners to attend. He said that today was Bike to Work day. He also communicated that a report would be coming soon on the Draft Master Plan for the Monterey Bay Sanctuary Scenic Trail Network. He announced the new art exhibition at the RTC offices by artist Lisa DeWilde.

17. Caltrans report

Tim Gubbins, Director of Caltrans District 5, said that the Salinas Road Interchange project continues to make progress and should be fully open by the end of the year. Commissioners welcomed Mr. Gubbins, thanked Caltrans for its past work, and asked for clarifications on a few Caltrans projects.

18. Highway 1 Soquel/Morrissey Auxiliary Lane project update

Senior Transportation Planner Kim Shultz introduced RTC Resident Engineer Bruce Shewchuk to give a construction update. Mr. Shewchuk said work is focusing on construction and backfilling of retaining walls and soundwall foundations in low-lying wetland areas, and installation of drainage systems. He said there would be intermittent nighttime lane closures to facilitate night work. In response to a question from Commissioner Pirie, Mr. Shewchuk confirmed that the project is approximately a month behind the accelerated schedule. In response to Commissioner Robinson, Mr. Shewchuk explained that a water truck is used to keep dust down and they are working to not overspray too much water.

Senior Transportation Planner Tegan Speiser said that the RTC's Commute Solutions staff has continued community outreach efforts at DeLaveaga Elementary and Harbor High schools to minimize traffic congestion resulting from the La Fonda Bridge removal. She said that feedback has indicated that traffic flow and volume in and around both schools is much better than in years past. She said that in the first month of school at DeLaveaga, 172 students have participated in the Boltage Incentive Program, a partnership between Commute Solutions and Ecology Action to encourage students to walk, bike, carpool or ride the bus to school. She said that Commute Solutions



staff is preparing to launch the YO! incentive program (Youth Options for Transportation) at Harbor High to provide education, support, incentives and rewards for students to use alternative transportation to get to school.

20. FY2012-13 Transportation Development Act (TDA) Claim for the RTC Administration, Planning and Operations

Deputy Director Luis Mendez presented the report on this annual Article 3 and Article 8 TDA claim. Commissioner Pirie moved and Commissioner Lane seconded to approve by resolution (04-13) the claim under Article 3 for administration services for FY 2012-13 in the amount of \$467,563. The motion passed unanimously. Commissioner Pirie moved and Commissioner Lane seconded to approve by resolution (05-13) the claim under Article 8 for planning services for FY 2012-13 in the amount of \$425,418. The motion passed unanimously, with Commissioners Caput, Johnson, Lane, Nicol, Pirie, and Stone voting "aye."

21. Amendments to the Fiscal Year (FY) 12-13 budget and work program

Deputy Director Luis Mendez presented the staff report communicating that FY 2011-12 Transportation Development Act (TDA) revenues were \$394,728 higher than estimated and \$250,000 of that is recommended to build a restricted reserve as directed by the RTC and the Budget and Administration/Personnel (B&A/P) Committee.

Commissioner Pirie moved and Commissioner Stone seconded B&A/P Committee and staff recommendations to approve by resolution (Resolution 06-13) the FY 2012-13 Budget and Work Program, authorize the Executive Director to adjust TDA and State Transit Assistance payments consistent with the approved budget, and approve out-of-state travel for the Executive Director to attend the Transportation Research Board conference in Washington DC. The motion passed unanimously.

21a. Santa Cruz Branch Rail Line Acquisition – Closing of Escrow

Commissioner Caput departed the meeting and Commissioner Montesino arrived.

Deputy Director Luis Mendez said that since writing the staff report he learned that the RTC must provide a signed deed, which previously was not necessary, but which was already delivered to Caltrans yesterday. He said staff recommends the Commission approve short-term interest-free borrowing from various RTC funds to meet the required purchase price, although it may not be necessary if funds are received from the State. He also said that if internal funds are insufficient, staff recommends the Commission apply for a short term loan from another agency or a financial institution up to \$1,000,000 to complete the purchase of the Santa Cruz Branch Line.

Commissioner Pirie asked if there were restrictions on RTC funds that would prevent borrowing from them for the rail purchase, to which Mr. Mendez replied that there is precedence for borrowing from RTC funds when it is for a qualifying project, which is the case for the rail purchase project.

Aptos resident **Brian Peoples** said that while he is supportive of the RTC's efforts to acquire the rail corridor, he does not support the RTC's long-term vision for using the rail corridor. He said studies show that the rail corridor is not a viable option for passenger transportation. He said the RTC's rail plans seem more like an amusement park ride, are not a viable business plan, and are solely focused on manipulating the system in order to buy the line. He said the focus on the train is preventing effective use of the rail corridor. He said the RTC will be stuck with Iowa Pacific as an operator for 10 years unless they fail. He said more advanced thinking is necessary on strategies for using the rail corridor.

Commissioner Johnson said Brian Peoples' letter was excellent, and agreed with some of his concerns.

Commissioner Nicol asked for the worst-case scenario regarding the timeline of the rail purchase. Mr. Mendez responded that staff is certain the State will provide the funding, and would otherwise not be asking for approval to seek short-term loans. He said that this is a complicated transaction, but as we get further along, we have greater confidence that the transaction will close.

Michael Gresham, Iowa Pacific Holdings, said that a delay in closing escrow will hurt their holiday train business because they won't start their marketing campaign until the rail line purchase is finalized. He also said that delay would likely not impact Iowa Pacific's freight service plans.

Commissioner Stone moved and Commissioner Pirie seconded to approve short-term interest-free borrowing from the various RTC funds to meet the required Santa Cruz Branch Rail Line purchase price; and if internal funds are insufficient, to apply for a short term loan from another agency or a financial institution up to \$1,000,000 to complete the purchase of the rail line. The motion passed with Commissioners Graves, Lane, Montesino, Nicol, Pirie, Robinson, and Stone voting "aye," and Commissioners Johnson and Bustichi voting "no."

21b. Passenger Rail Service Operating Plan for Rail Line Purchase Celebration Train

Senior Transportation Planner Karena Pushnik said a celebration is being planned in anticipation of finalizing the purchase of the Santa Cruz Branch Line. She said that the proposed date is November 17<sup>th</sup>, which would coincide with the start of the holiday train service. She said staff is working on logistics, to include whistle stops in Watsonville, Capitola, Live Oak and Santa

Cruz. She said the proposal is to offer short preview rides, which would be free of charge to riders.

Commissioner Bustichi exited the meeting.

Commissioner Pirie moved and Commissioner Stone seconded to approve the operating plan for the rail line purchase celebration train. The motion passed unanimously.

22. Review of Items to be Discussed in Closed Session

Commissioner Nicol said that anticipated litigation issues and labor negotiations would be discussed in closed session.

23. Oral and Written Communications Regarding Closed Session

None. Commissioners adjourned to close session at 10:40

### **CLOSED SESSION**

24. Conference with legal counsel for anticipated litigation- significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 for one case

25. Conference with Labor Negotiators Pursuant to Government Code 54957.6

Commission Negotiators: Yesenia Parra and George Dondero

Bargaining Units: RTC Association of Middle-Management and Community of RTC Employees

Commissioners returned to open session at 11:30 and there was no close session report.

26. Adjourn to special meeting of the Service Authority for Freeway Emergencies

*No agenda items this month*

27. Meeting adjourned at 11:31. Next Meetings

The next RTC meeting is scheduled for Thursday, November 1, 2012 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main St., Suite 400, Watsonville, CA

The next Transportation Policy Workshop meeting is scheduled for Thursday, October 18, 2012 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Jason Laning, Staff

Attendees:

Bruce Shewchuck  
Michael Gresham  
Brian Peoples

Parsons Brinckerhoff  
Iowa Pacific Holdings  
Aptos Resident



**Santa Cruz County Regional  
Transportation Commission**

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**Minutes**

**Thursday, November 1, 2012  
9:00 a.m.**

**City of Watsonville  
275 Main Street, 4<sup>th</sup> Floor  
Watsonville, CA 95076**

1. Roll call

The meeting was called to order at 9:10 a.m.

Members present:

Brandy Rider (ex officio)	Kirby Nicol
Ellen Pirie	Don Lane
Donna Ziel (alt.)	Dene Bustichi
Greg Caput	Eduardo Montesino
Lynn Robinson	John Leopold
Neal Coonerty	Randy Johnson

Staff present:

George Dondero	Luis Mendez
Yesenia Parra	Cory Caletti
Kim Shultz	Rachel Moriconi
Jason Laning	

2. Oral communications

None

3. Additions or deletions to consent and regular agendas

Executive Director George Dondero said there was a handout for Item 19 and that several flyers regarding the upcoming Rail Celebration event were provided to Commissioners. He also noted that there would be no closed session.

**CONSENT AGENDA  
(Leopold, Robinson) Unanimous**

**MINUTES**

**6-9.a8**

4. Approved draft minutes of the October 4, 2012 RTC meeting
5. Accepted final minutes of the September 20, 2012 Interagency Technical Advisory Committee (ITAC)
6. Accepted the draft minutes of the September 13, 2012 Budget and Administration/Personnel Committee

#### **POLICY ITEMS**

*No consent items*

#### **PROJECTS and PLANNING ITEMS**

7. Accepted the South County Bicycle and Pedestrian Work Group Final Report
8. Accepted the First Quarter FY 12-13 Work Program Progress Report

#### **BUDGET AND EXPENDITURES ITEMS**

9. Accepted status report on Transportation Development Act (TDA) revenues

#### **ADMINISTRATION ITEMS**

10. Approved 2013 CalPERS RTC health benefit contribution rates for active and retired RTC employees (Resolution 07-13)
11. Approved Bicycle Committee membership appointment
12. Approved Elderly & Disabled Transportation Advisory Committee membership appointment

#### **INFORMATION/OTHER ITEMS**

13. Accepted three-month meeting schedule
14. Accepted correspondence log
15. Accepted letters from RTC committees and staff to other agencies - *none*
16. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
17. Accepted information items - *none*

**REGULAR AGENDA**

## 18. Commissioner reports – oral reports

Commissioner Montesino welcomed everyone to Watsonville. Commissioner Lane called attention to the Open Streets event that occurred on West Cliff Drive in Santa Cruz. He said it was heavily attended and received tremendous community support, and recommended that other jurisdictions hold similar events. Commissioner Robinson thanked those who attended the groundbreaking event for Santa Cruz Metro. Commissioner Caput also welcomed everyone to Watsonville and encouraged participation in the November 17<sup>th</sup> rail corridor ribbon cutting event. He said the first whistle stop would take place in Watsonville at 9 a.m. He also mentioned events coming up in Watsonville in connection with Veterans Day.

## 19. Director's report – oral report

Executive Director George Dondero thanked RTC Commissioners for attending the CTC Town Hall meeting and reception. He said that he received significant positive feedback regarding the event.

He announced that the Santa Cruz and Monterey Bay Railway has been providing freight rail service in the Watsonville area and has hired Industrial Railways Company to perform upgrades on the rail line.

He announced that the Right on Track: Rail Corridor Ribbon Cutting event to recognize public ownership of the Santa Cruz Branch Rail Line would be held on Saturday, November 17 with whistle stops to be held at 5 locations: Watsonville at 9 – 10 a.m.; Aptos at 10 – 11 a.m.; Capitola at 11 – noon; Live Oak at noon – 1 p.m.; and Santa Cruz at 1 to 6 p.m.

Commissioner Leopold thanked Mr. Dondero and the RTC staff for their work on the CTC Town Hall meeting and said he also received positive feedback regarding the meeting. He encouraged participation in the Right on Track event. He said he was excited to see an advertisement in the paper for the holiday train service.

Responding to a question, Mr. Dondero said the RTC would present an item at the December CTC meeting for allocation of the \$5 million in STIP funds to do rehabilitation work on the rail line bridge structures. He said he has not received any negative feedback regarding this item and expects it to pass.

## 20. Caltrans report and consider action items

Brandy Rider, Caltrans, announced that the contractor working on the Salinas Road Interchange project is working towards an end-of-year opening of the interchange, followed by a one-year landscaping to be finalized slightly ahead of schedule in the Spring of 2014.

Deputy Director Luis Mendez thanked Caltrans District 5 for its assistance in ensuring prompt payment of funds to the RTC for purchase of the Santa Cruz Branch Rail Line.

21. Appoint nominating committee for RTC Chair and Vice Chair

Commissioner Nicol appointed Commissioners Coonerty, Lane, Montesino, Pirie and himself to serve on the RTC Chair nominating committee. Executive Director George Dondero noted that a new chair is appointed annually at its December meeting.

22. Highway 1 Soquel/Morrissey Auxiliary Lane project update

Senior Transportation Planner Kim Shultz introduced RTC Resident Engineer Bruce Shewchuk to present an update on construction activities. Mr. Shewchuk said work continues on the retaining walls in the low lying sections of the highway while the shoring system has been put in place on the northbound side of the highway. He said erosion control materials are being used in preparation for the winter rainy season. He said the project is in the mid-40<sup>th</sup> percentile for completion time and budget.

Commissioner Nicol said that excavation has resulted in significant signs of groundwater seepage and asked what the impact will be and whether this would be exasperated during winter months. Mr. Shewchuk replied that the underlying layer is sandstone, and that the groundwater comes up and over that layer. He described the methods used to resolve this issue.

Commissioner Robinson asked for an update on the timeframe and budget. Mr. Shewchuk replied that the project is still within the original budget and still on time.

Commissioner Johnson arrived at the meeting.

Senior Transportation Planner Kim Shultz gave an update on the shuttle operation for DeLaveaga Elementary and Harbor High. He said there have been many complements on the shuttle operation and the shuttle has been 100% on time. He also said there is capacity to add more passengers.

23. Monterey Bay Sanctuary Scenic Trail (MBSST) Network – presentation of Draft Master Plan

Senior Transportation Planner Cory Caletti presented the Draft Master Plan for the Monterey Bay Sanctuary Scenic Trail project. She said the project is a multi-use bicycle and pedestrian pathway, and the Draft Master Plan was developed to identify proposed trail alignments, design features, construction costs, priorities and implementation mechanisms. She described the plan objectives, framework, process, and highlights.



Mike Sherrod of RRM Design Group provided further details of the Draft Master Plan. He said the plan consists of 7 sections, and that the trail network is a braided system of the Rail Trail Corridor and the California Coastal Trail. He presented images illustrating the design standards for the proposed multi-use paths, including designs for trails integrated with the rail line and bridge structures. He explained the set of criteria developed to determine prioritization of segments, which are subject to changes over time.

Ms. Caletti then discussed the implementation of the plan and funding. She said the RTC will hold four public workshops to present the Draft Master Plan to the public and solicit input.

Commissioners discussed the attractiveness, usefulness and organization of the planning document; public input from the equestrian lobby; the significance of the 20-foot rail right-of-way; whether a 17-foot rail right-of-way is the actual requirement; the width of the right-of-way in Segment 10; the difficulty of reading certain sections of the plan; the possibility of moving sections of the rail line; potential funding sources for the project; the importance of avoiding pesticide spraying in maintaining the trail; the need to distribute flyers for the MBSST public workshops at the Right on Track whistle stop rail events; the amount of trail funding that has already been spent; the flexibility of segment prioritization; the participation of Caltrans in the project; the importance of including as much of the public as possible in the planning process; the intersection between the Coastal Trail and the Rail Trail; concerns from constituents regarding encampments and drug activity along the rail line; who the public and public agencies should contact regarding issues with the rail line; questions regarding the plan adoption process; possible errors in the mapping in the document; the cost per mile of moving the rail line; the possibility of using the rail line as a trail without train service; concerns regarding the prioritization of segments; the importance of connecting Watsonville to the coast; the possibility of adding another public workshop or more public outreach for District 5; the jurisdictional protocols and costs for obtaining permits; whether public opposition would cause delays in construction or increased cost; the total cost of the project; and appreciation for Congressman Sam Farr's involvement.

#### 24. Regional Surface Transportation Program (RSTP) call for projects

Commissioners Montesino and Bustichi exited the meeting.

Senior Transportation Planner Rachel Moriconi presented staff's recommendation to issue a call for projects for up to \$5 million in federal Regional Surface Transportation Program funds. She said a variety of types of transportation projects including roadway, bicycle, pedestrian, bridge, transit, planning, safety and carpool projects are eligible for these funds. She explained that projects submitted for funding would be evaluated using a variety of factors including improved access to all modes, improved safety,

greenhouse gas emission reduction, improved travel time reliability, and preservation of existing infrastructure. She said project funding applications would be due on December 14, 2012.

Commissioner Leopold asked how greenhouse gas emissions could be judged for road projects. Ms. Moriconi responded that not all criteria would apply to every project. Responding to a follow-up question from Commissioner Leopold, Ms. Moriconi explained that allocation of projects is not proportionate to population.

Commissioner Coonerty exited the meeting.

Commissioner Pirie moved and Commissioner Lane seconded to approve staff's recommendation to issue a call for projects for \$5 million in FY12-FY13 Regional Surface Transportation Program (RSTP) funds. The motion passed unanimously.

25. Review of items to be discussed in closed session

Commissioner Nicol noted that there would be no closed session.

26. Oral and written communications regarding closed session – *none*

#### **CLOSED SESSION (Canceled)**

27. Conference with labor negotiators pursuant to Government Code 54957.6

Commission Negotiators: Yesenia Parra and George Dondero

Bargaining Units: RTC Association of Middle-Management and Community of RTC Employees

28. Meeting adjourned at 11:30 a.m.

29. Adjourn to special meeting of the Service Authority for Freeway Emergencies

*No agenda items this month*

30. Next Meetings

The next RTC meeting is scheduled for Thursday, December 6, 2012 at 9:00 a.m. at the Santa Cruz County Board of Supervisors Chambers, 701 Ocean, Santa Cruz, CA

The next Transportation Policy Workshop meeting is scheduled for Thursday, November 15, 2012 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Jason Laning, Staff

**Attendees**

Mark McCumsey  
Bruce Shewchuk  
Maria Esther Rodriguez  
Mike Sherrod

Caltrans  
Parsons Brinckerhoff  
City of Watsonville  
RRM Design Group

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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

**FROM:** Tove Beatty, Grants/Legislative Analyst  
Thomas Hiltner, Grants/Legislative Analyst

**SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR JANUARY 2013**

## I. RECOMMENDED ACTION

**This report is for informational purposes only. Active grants and grant proposals are current as of January 25, 2013. No action is required.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 25% of its FY13 operating revenue and more than 90% of its FY13 capital funding.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Items in **bold** on Attachments A and B depict changes from last month's report.
- Santa Cruz METRO has active grant awards totaling \$41,856,887.
- Santa Cruz METRO staff is developing new applications totaling \$795,079 for new capital projects.

## III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 25% of its FY13 operating revenue and over 90% of its FY13 capital funding. Programs such as the Transportation Development Act (TDA) and the Federal Transit Administration (FTA) urbanized area program annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

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

projects funded by the grant. **Attachment B** lists Santa Cruz METRO's open grant applications with a brief description, source and status of proposed funds. Items in **bold** on Attachments A and B depict changes from last month's report.

#### **IV. FINANCIAL CONSIDERATIONS**

Active grant awards for operating and capital projects total \$41,856,887 with an unspent balance of \$25,999,110. The total amount of active grant awards and the unspent balance decreased by approximately \$5 million with closeout of the FY12 FTA grants for urban (\$4,753,073) and rural (\$156,312) operating assistance.

Current grant applications request \$795,079 in new funds. Staff initiated new grant applications for FY13 FTA rural operating assistance, the FY13 California Transit Security Grant Program and for an intern to assist with the in-house Short Range Transit Plan. In addition, staff applied for \$97,000 from the \$5 million available from SCCRTC in the Regional Surface Transportation Program to fund "Ride-On," a pilot program to subsidize folding bicycle purchases for Highway 17 Express riders.

#### **V. ATTACHMENTS**

**Attachment A:** Santa Cruz METRO Active Grants Status Report as of January 16, 2013

**Attachment B:** Santa Cruz METRO Grant Applications as of January 16, 2013

# Attachment A

## Santa Cruz METRO

### Active Grants as of January 16, 2013

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
1	FFY10 5309 Bus/Facilities SGR Program	Purchase 11 new CNG replacement buses from FTA discretionary grant program.	\$ 4,830,600	\$ -	FTA 5309 SGR	12/31/12: Remaining \$7,566 (grant + match) is spent and grant will be officially closed by FTA by 1/31/13.
2	FFY11 5309 Bus/Facilities SGR Program	Discretionary, competitive grant program.	\$ 2,814,538	\$ 2,814,538	FTA 5309 SGR	12/31/12: Going ahead with MDC specifications and bid; bus order proceeding.
3	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ 243,998	Caltrans from State Transportation Improvement Program (STIP)	12/31/12: Low bid award letter sent to American Asphalt Repair and Resurfacing to finish project with \$13,000+ in SCMTD Maintenance funds to make up the difference in price to complete project.
4	MBUAPCD AB2766 FY12 Grant	Discretionary Grant	\$ 160,000	\$ 110,473	MBUAPCD (Air District)	12/31/12: Cars received and accepted; research re: piggybacking on a contract for CNG trucks is still being researched by Procurement.
5	County of Santa Cruz Prop 84 Challenge Grant	Discretionary grant proposals for planning/zoning of unincorporated areas (Live Oak, Soquel Dr. corridor) w/ County of Santa Cruz; and sustainable growth communities grant w/ AMBAG. All need METRO as a partner.	\$ 10,000	\$ 10,000	Funding from Proposition 84 Planning Grants from the State of California Strategic Growth Council.	County received \$500K for Prop. 84 Sustainable Communities Planning Grant Program for a project entitled "The Santa Cruz County Sustainable Community and Transit Corridors Plan" on December 6, 2010. Notification of award 6/3/11. Discussion of an RFP for a consultant will begin in November and the selection process complete by December 2012.

# Attachment A

## Santa Cruz METRO Active Grants as of January 16, 2013

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
6	AMBAG Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$ 10,000	\$ 10,000	AMBAG sub-award.	Participating in development of Sustainable Communities Strategies, awaiting letter of award from AMBAG at 10/14/11, expect MOU in 2012 per AMBAG.
7	FY 11/12 Proposition 1B - State and Local Partnership Program	CTC	\$ 5,812,000	\$ 5,812,000	CTC - SLPP	\$5,812,000 allocation approved at 8/22/12 CTC meeting; awaiting Program Supplement Contract from CT to arrive 10/17/12. Quarterly report filed.
8	FY10 Comprehensive Security & Surveillance: CCTV; LMR; EG	Continue video surveillance, LMR upgrade and install emergency generator.	\$ 440,505	\$ 420,505	FY10 CTSGP funds from Cal EMA	<b>Ojo contract amended on 12/7/12 to add \$810,198 for more video storage and cameras. Day Wireless began installing radio heads (LMR) on 12/17/12. Expires 3/31/13. \$ Grant Balance as of 1/9/13.</b>
9	FY11 Transit Security Project	Santa Cruz METRO video surveillance projects	\$ 440,505	\$ 440,505	FY11 CTSGP funds from Cal EMA	<b>Ojo contract amended on 12/7/12 to add \$810,198 for more video storage and cameras. Expires 3/31/14. \$ Grant Balance as of 1/9/13.</b>
10	FY12 Transit Security Projects	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 440,505	FY12 CTSGP funds from Cal EMA	<b>Ojo contract amended on 12/7/12 to add \$810,198 for more video storage and cameras. Expires 3/31/15. \$ Grant Balance as of 1/9/13.</b>

# Attachment A

## Santa Cruz METRO

### Active Grants as of January 16, 2013

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
11	FY09 Operating & MetroBase	Urban operating assistance and MetroBase construction funding. CA-90-Y751	\$ 4,753,504	\$ 1,108,062	FTA 5307. The Small Transit Intensive Cities (STIC) funding component are in the MetroBase Operations Building project. No expiration date. \$ Grant balance as of 1/9/13.	FY09 transit operations are complete. METRO will use the STIC funds for Operations Building construction. No expiration. \$ Grant Balance 1/9/13.
12	FY11 AB2766	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ 3,325	AB2766 Monterey Bay Unified Air Pollution Control District (Air District) AB 2766 Motor Vehicle Emissions Reduction Program	Santa Cruz METRO submitted a second reimbursement request to the Air District for a \$97,655 invoice from GP Strategies. \$ Grant Balance as of 1/9/13.
13	FY08,09,10,11 PTMISEA funds	MetroBase development.	\$ 20,558,730	\$ 13,699,199	FY08, FY09, FY10, FY11 Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA) through Caltrans	METRO awarded a construction management bid to TRC Solutions for \$1,495,440 on 9/14/12 and a construction contract to Lewis C. Nelson & Sons for \$13,572,000 on 12/11/12. Construction to begin in February. \$ Grant Balance as of 1/9/13.



Santa Cruz METRO  
Active Grants as of January 16, 2013

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
14	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 396,000	CA-03-0730-03 FY06 FTA 5309 Bus and Bus Facilities program - legislative earmark.	An RFP is being prepared to solicit a conceptual design consultant. \$ Grant Balance as of 1/9/13. No expiration.
15	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 490,000	FY08 FTA 5309 Bus and Bus Facilities program - legislative earmark.	An RFP is being prepared to solicit a conceptual design consultant. \$ Grant Balance as of 1/9/13. No expiration.
		Total	\$ 41,856,887	\$ 25,999,110		

# Attachment B

## Santa Cruz METRO Grant Applications as of January 16, 2013

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
1	12/14/2012	Regional Surface Transportation Program	SCCRTC	\$ 97,000	SCCRTC-RSTP	Application for "Ride-On" Folding Bike program in collaboration with Ecology Action submitted 12/3/12 and not recommended for funding by RTC staff. Ongoing advocacy is needed for this worthy, collaborative proposal that only asks for 1.7% of available RSTP funding and is the only project of its type applied for.
2	2/15/2013	Caltrans Planning Grants FY13-14	Caltrans	\$ 50,000	AMBAG/SCMTD	Waiting for AMBAG to sign-on. Application for intern to assist Planning Department with in-house SRTP, surveying and to support other planning activities in FY14.
3	1/15/2013	FY13 Transit Security Projects	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	FY13 CTSGP funds from Cal EMA	FY13 Application submitted 1/14/13.
4	3/15/2013	FY13 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 207,574	Caltrans (FTA 5311)	New grant application in progress.
			Total	\$ 795,079		

6-10.b1

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013  
**TO:** Board of Directors  
**FROM:** Erich Friedrich, Sr. Transportation Planner  
**SUBJECT: SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR  
NOVEMBER 2012**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- Total ridership for the month of November 2012 was 532,232 which is an increase of 27,473 riders or 5.44% versus November 2011. System Daily Averages for November include:
  - 20,418 riders per Weekday, a gain of 3.39%
  - 10,956 riders per Saturday, a gain of 11.37%
  - 9,802 riders per Sunday, a gain of 26.76 %
- Highway 17 Express ridership for the month of November 2012 was 32,097, which is an increase of 2,146 riders, or 7.17%, from November 2011. Daily averages include:
  - 1,146 riders per Weekday, a gain of 3.90%
  - 686 riders per Saturday, a gain of 6.77%
  - 1,035 riders per Sunday, a gain of 32.92%
- UCSC students and staff/faculty generated 268,181 rides in November 2012, a gain of 4.46%. Total revenue derived from UCSC was \$346,489.86, a 6.6% increase from November 2011.
- Overall, system wide ridership experienced a decrease of 1.55% from FY 2012 to FY 2013 in part due to a significantly smaller amount of UCSC School Term days.

## III. DISCUSSION

In the twenty-two (22) weekdays, four (4) Saturdays, and four (4) Sundays of November 2012, Santa Cruz METRO's total ridership was 532,232 riders. This was a loss from the previous year, increasing by 27,473 riders or 5.44%. This is the second consecutive month of increased ridership.

**Attachment A** shows that during November 2012, Santa Cruz METRO averaged 20,418 riders per Weekday. This was a gain from the previous November of 3.39% which is most likely due to restored service and increased enrollment at UCSC. Saturdays experienced a gain of 11.37% and Sundays also experienced a gain of 26.76%.

**Attachment A** also shows Highway 17 Express total ridership at 32,097 riders, which is an all time record for the month of November. This was a gain from the previous year, increasing by 2,146 riders or simply 7.17%.

FY13 average weekday ridership on the Highway 17 Express was 1,146 riders per weekday, a 3.90% increase per weekday. Simultaneously Highway 17 Express has seen significant ridership increases of 6.77% on Saturdays and 32.92% Sundays. These variations in ridership could possibly be due to sustained higher gas prices leading commuters and tourists to look for alternatives modes of transportation into Santa Cruz County.

**Attachment B** shows UCSC ridership increase over November 2011, as enrollment continues to increase. In November 2012, UCSC generated 268,181 rides between students and staff/faculty. This accounts for about half of Santa Cruz METRO's total ridership count. On school term service days, UCSC ridership increased only 2.33% while Weekdays experienced gains of 2.07% and Weekends experienced a 21.3% increase in ridership. Total revenue derived from UCSC in November 2012 was \$346,489.86, a 6.6% increase over November 2011.

**Attachment C** depicts Weekday, Saturday, and Sunday ridership by route. Many of Santa Cruz METRO's main-lines routes including the Route 91X Santa Cruz/Watsonville Express are well ridden while overall ridership is experiencing a loss over the previous year. Overall, system wide ridership YTD decreased 1.55% mainly due to a significantly smaller amount of UCSC school term service days. In general, ridership on a typical school term service day is double versus a non-school term service day. Therefore, having only five school term service days in November 2012 greatly impacted the ridership numbers in this reporting horizon. Additionally, with the recent enhancements in service, ridership levels on expanded/restored routes will take time to attract new riders. However there is optimism in demand for transit service as November was the second consecutive month with increased ridership.

**Attachments D & E:** Due to availability of data and the meeting schedule of the Board of Directors, ridership reports for September and October were skipped. A summary of those months can be found in Attachments D and E.

#### **IV. FINANCIAL CONSIDERATIONS.**

Revenue derived from passenger fares and passes is reflected in the FY12 Revenue.

#### **V. ATTACHMENTS**

**Attachment A: Monthly Ridership Summary**

**Attachment B: UCSC Ridership Summary**

**Attachment C: Ridership by Route**

**Attachment D: Monthly Ridership Summary – September 2012**

**Attachment E: Monthly Ridership Summary – October 2012**

Date Prepared: January 17, 2013

# Monthly Ridership Summary

NOVEMBER 01, 2012 - NOVEMBER 30, 2012

## Calendar Operating Days

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

## Bikes and Mobility Devices

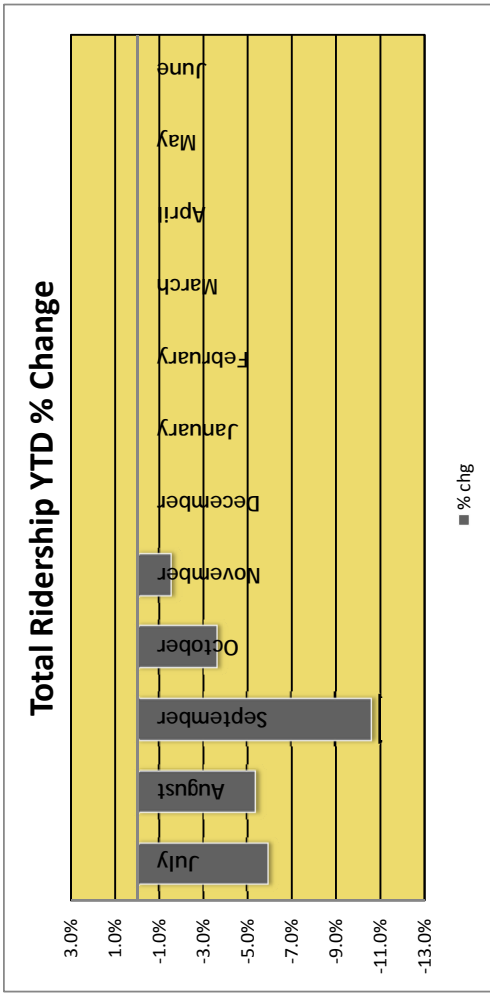
	This Year	Last Year
Bikes	15,048	14,308
Mobility Dev.	1,658	1,539

## Monthly System Totals

	Monthly Totals		
	This Year	Last Year	Difference % Change
Local Fixed Route	500,135	474,808	25,327 5.33%
AMTRAK/Highway 17 Express	32,097	29,951	2,146 7.17%
<b>System Total</b>	<b>532,232</b>	<b>504,759</b>	<b>27,473 5.44%</b>

## System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference % Change	This Year	Last Year	Difference % Change	This Year	Last Year	Difference % Change
Local Fixed Route	19,272	18,646	626 3.36%	10,271	9,196	1,075 11.69%	8,767	6,954	1,813 26.08%
AMTRAK/Highway 17 Express	1,146	1,103	43 3.90%	686	642	44 6.77%	1,035	779	256 32.92%
<b>System Total</b>	<b>20,418</b>	<b>19,749</b>	<b>669 3.39%</b>	<b>10,956</b>	<b>9,838</b>	<b>1,119 11.37%</b>	<b>9,802</b>	<b>7,732</b>	<b>2,070 26.76%</b>



	Year to Date Totals		
	This Year	Last Year	Difference % Change
Local Fixed Route	2,027,484	2,065,959	-38,475 -1.86%
AMTRAK/Highway 17 Express	148,782	144,501	4,281 2.96%
<b>System Total</b>	<b>2,176,266</b>	<b>2,210,460</b>	<b>-34,194 -1.55%</b>

# UCSC Ridership Summary

NOVEMBER 01, 2012 - NOVEMBER 30, 2012

## Calendar Operating Days

	This Year	Last Year
School Term Days	19	19
Weekdays	22	22
Weekend Days	8	8

## UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$330,943.22	\$310,781.48	\$20,161.74	6.5%
Staff Billing	\$15,546.64	\$14,224.78	\$1,321.86	9.3%
Route 20D Service	\$4,272.50	\$2,596.95	\$1,675.55	64.5%
<b>Total</b>	<b>\$346,489.86</b>	<b>\$325,006.26</b>	<b>\$21,483.60</b>	<b>6.6%</b>

## UCSC Monthly System Totals

	Monthly Totals		
	This Year	Last Year	% Change
Students	256,148	245,483	4.34%
Staff & Faculty	12,033	11,236	7.09%
<b>Total</b>	<b>268,181</b>	<b>256,719</b>	<b>4.46%</b>

## Year to Date Totals

	This Year	Last Year	Difference	% Change
Students	782,565	801,559	-18,994	-2.37%
Staff & Faculty	67,807	66,056	1,751	2.65%
<b>Total</b>	<b>850,372</b>	<b>867,615</b>	<b>-17,243</b>	<b>-1.99%</b>

## UCSC Service

	METRO	UCSC	Proportion
Service Hours	18,155	4,340	23.9%
Ridership	532,232	268,181	50.4%

## UCSC System Daily Averages

	School Term Days			Weekdays		
	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	11,302	11,051	2.27%	9,936	9,745	1.97%
Staff & Faculty	557	538	3.47%	492	472	4.25%
<b>Total</b>	<b>11,859</b>	<b>11,589</b>	<b>2.33%</b>	<b>10,428</b>	<b>10,216</b>	<b>2.07%</b>

	Weekend Days		
	This Year	Last Year	% Change
Students	4,694	3,887	20.74%
Staff & Faculty	152	108	41.30%
<b>Total</b>	<b>4,846</b>	<b>3,995</b>	<b>21.30%</b>

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## Ridership by Route

NOVEMBER 01, 2012 - NOVEMBER 30, 2012

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	28,952	1,316	1,940	485	1,936	484	32,828
15	UCSC via Laurel West	44,992	2,045					44,992
16	UCSC via Laurel East	86,627	3,938	10,092	2,523	8,010	2,003	104,729
19	UCSC via Lower Bay	34,305	1,559	5,057	1,264	4,408	1,102	43,770
3	Mission/Beach	3,035	138	202	51	143	36	3,380
4	Harvey West/Emeline	4,361	198	223	56	102	26	4,686
8	Emeline	210	10					210
12A	UCSC East Side District	1,322	60					1,322
20	UCSC via West Side	18,849	857	3,433	858	2,827	707	25,109
20D	UCSC via West Side Supp.	12,676	576					12,676
30	Graham Hill/Scotts Valley	660	30					660
33	Lompico SLV/Felton Faire	223	10					223
34	South Felton	92	4					92
35/35A	Santa Cruz/Scotts Valley/SLV	29,564	1,344	3,569	892	3,043	761	36,176
40	Davenport/North Coast	1,297	59	36	9	65	16	1,398
41	Bonny Doon	1,332	61	37	9	36	9	1,405
42	Davenport/Bonny Doon	206	9	53	13	66	17	325
54	Capitola/Aptos/La Selva Beach	240	11	57	14	65	16	362
55	Rio Del Mar	3,211	146					3,211
56	La Selva Beach	408	19					408
66	Live Oak via 17th	11,441	520	2,026	507	1,479	370	14,946
68	Like Oak via Broadway/Portola	7,868	358	1,069	267	855	214	9,792
69A	Capitola Road/Watsonville	17,092	777	2,724	681	2,229	557	22,045
69W	Cap. Road/Cabrillo/Watsonville	34,305	1,559	2,940	735	2,354	589	39,599
71	Santa Cruz to Watsonville	53,386	2,427	6,520	1,630	6,460	1,615	66,366
72	Corralitos	2,752	125					2,752
74	Ohlone Parkway/Rolling Hills	1,329	60	167	42	94	24	1,590
75	Green Valley Road	4,091	186	781	195	733	183	5,605
77	Civic Plaza / Pajaro	325	15					325
79	East Lake	1,750	80	156	39	163	41	2,069
91x	Santa Cruz/Watsonville Express	17,084	777					17,084
Hwy 17	AMTRAK/Hwy 17 Express	25,215	1,146	2,743	686	4,139	1,035	32,097
<b>Monthly Total</b>		<b>449,200</b>	<b>20,418</b>	<b>43,825</b>	<b>10,956</b>	<b>39,207</b>	<b>9,802</b>	<b>532,232</b>
<b>Previous Year</b>		<b>434,479</b>	<b>19,749</b>	<b>39,351</b>	<b>9,838</b>	<b>30,929</b>	<b>7,732</b>	<b>504,759</b>
<b>% Change</b>		<b>3.39%</b>	<b>3.39%</b>	<b>11.37%</b>	<b>11.37%</b>	<b>26.76%</b>	<b>26.76%</b>	<b>5.44%</b>

# Monthly Ridership Summary

OCTOBER 01, 2012 - OCTOBER 31, 2012

## Calendar Operating Days

	This Year	Last Year
Weekdays	23	21
Saturdays	4	5
Sundays	4	5

## Bikes and Mobility Devices

	This Year	Last Year
Bikes	14,550	15,992
Mobility Dev.	1,841	1,870

## Monthly System Totals

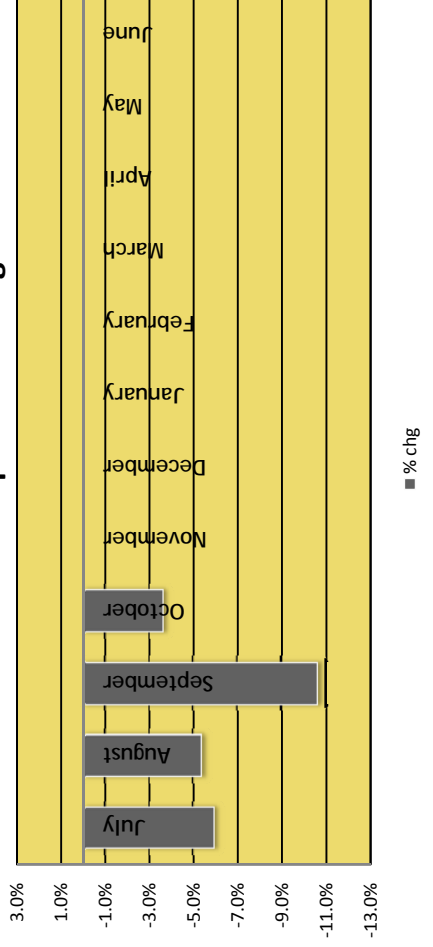
	Monthly Totals			
	This Year	Last Year	Difference	% Change
Local Fixed Route	630,278	576,810	53,468	9.27%
AMTRAK/Highway 17 Express	33,284	31,608	1,676	5.30%
<b>System Total</b>	<b>663,562</b>	<b>608,418</b>	<b>55,144</b>	<b>9.06%</b>

	Year to Date Totals			
	This Year	Last Year	Difference	% Change
	1,527,349	1,591,150	-63,801	-4.01%
	116,685	114,551	2,134	1.86%
<b>System Total</b>	<b>1,644,034</b>	<b>1,705,701</b>	<b>-61,667</b>	<b>-3.62%</b>

## System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change	
Local Fixed Route	23,429	22,372	1,058	4.73%	13,000	12,202	798	6.54%	
AMTRAK/Highway 17 Express	1,200	1,146	55	4.77%	691	758	-67	-8.85%	
<b>System Total</b>	<b>24,630</b>	<b>23,517</b>	<b>1,112</b>	<b>4.73%</b>	<b>13,691</b>	<b>12,961</b>	<b>730</b>	<b>5.64%</b>	
					9,851	9,199	652	7.09%	
					728	751	-24	-3.15%	
<b>System Total</b>					<b>10,579</b>	<b>9,950</b>	<b>629</b>	<b>6.32%</b>	

## Total Ridership YTD % Change





# Monthly Ridership Summary

SEPTEMBER 01, 2012 - SEPTEMBER 30, 2012

## Calendar Operating Days

	This Year	Last Year
Weekdays	20	22
Saturdays	5	4
Sundays	5	4

## Bikes and Mobility Devices

	This Year	Last Year
Bikes	14,550	15,992
Mobility Dev.	1,841	1,870

## Monthly System Totals

	This Year	Last Year	Difference	% Change
Local Fixed Route	344,487	425,969	-81,482	-19.13%
AMTRAK/Highway 17 Express	28,144	29,086	-942	-3.24%
<b>System Total</b>	<b>372,631</b>	<b>455,055</b>	<b>-82,424</b>	<b>-18.11%</b>

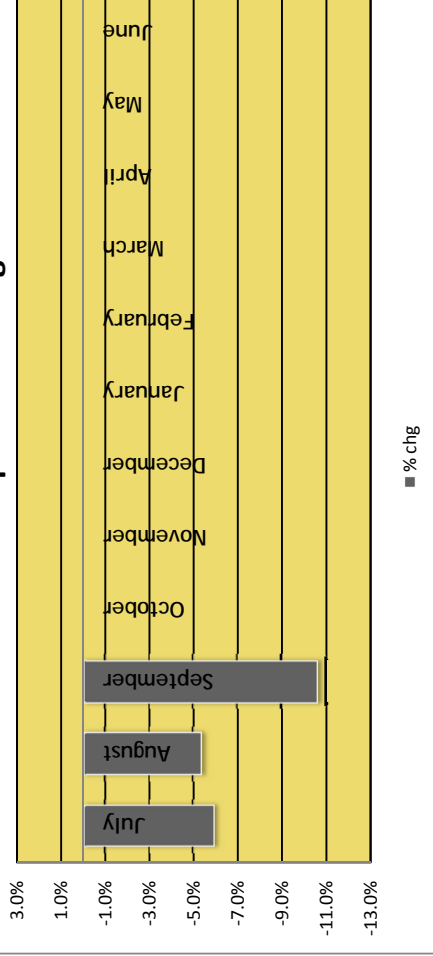
	This Year	Last Year	Difference	% Change
Local Fixed Route	897,071	1,014,340	-117,269	-11.56%
AMTRAK/Highway 17 Express	83,401	82,943	458	0.55%
<b>System Total</b>	<b>980,472</b>	<b>1,097,283</b>	<b>-116,811</b>	<b>-10.65%</b>

## System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change	
Local Fixed Route	15,339	16,336	-997	-6.11%	8,302	8,649	-347	-4.01%	
AMTRAK/Highway 17 Express	1,072	1,093	-20	-1.87%	633	641	-8	-1.22%	
<b>System Total</b>	<b>16,411</b>	<b>17,429</b>	<b>-1,018</b>	<b>-5.84%</b>	<b>8,936</b>	<b>9,290</b>	<b>-354</b>	<b>-3.81%</b>	

	Year to Date Totals		
	This Year	Last Year	% Change
Local Fixed Route	7,407	7,995	-588
AMTRAK/Highway 17 Express	707	622	86
<b>System Total</b>	<b>8,114</b>	<b>8,616</b>	<b>-502</b>

## Total Ridership YTD % Change



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

**FROM:** April Warnock, Paratransit Superintendent

**SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT–OCTOBER AND NOVEMBER 2012**

## **I. RECOMMENDED ACTION**

**This report is for information only - no action requested**

## **II. SUMMARY OF ISSUES**

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004. This service had been delivered under contract since 1992.
- Discussion of ParaCruz Operations Status Report.
- Attachment A: On-time Performance Chart displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”. The monthly Customer Service Reports summary is included.
- Attachment B1 and B2: Report of ParaCruz’ operating statistics. Performance Averages and Performance Goals are reflected in the Comparative Operating Statistics Table in order to establish and compare actual performance measures, as performance is a critical indicator as to ParaCruz’ efficiency.
- Attachments C and D: ParaCruz Performance Charts displaying trends in rider-ship and mileage spanning a period of three years.
- Attachment E: Current calendar year’s statistical information on the number of ParaCruz in-person eligibility assessments, including a comparison to past years, since implementation in August of 2002.

### **III. DISCUSSION**

From September 2012 to October 2012, ParaCruz rides decreased by 568 rides. The decrease in rides does trend typically with the previous years.

The number of rides performed in October 2012 was 268 less than the number of rides performed in October 2011.

From October 2012 to November 2012, ParaCruz rides decreased by 1026 rides. The decrease in rides does trend typically with the previous years.

The number of rides performed in November 2012 was 410 less than the number of rides performed in November 2011.

### **IV. FINANCIAL CONSIDERATIONS**

NONE

### **V. ATTACHMENTS**

**Attachment A:** ParaCruz On-time Performance Chart

**Attachment B1, B2:** Comparative Operating Statistics Table

**Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart

**Attachment D:** Mileage Comparison Chart and Year to Date Mileage Chart

**Attachment E:** Eligibility Chart

# ATTACHMENT A

Board of Directors  
Board Meeting January 25, 2013

<b>ParaCruz On-time Performance Report</b>		
	<b>Oct 2011</b>	<b>Oct 2012</b>
Total pick ups	8471	8203
<b>Percent in “ready window”</b>	<b>95.28%</b>	<b>95.79%</b>
1 to 5 minutes late	1.81%	1.91%
6 to 10 minutes late	1.42%	1.15%
11 to 15 minutes late	.60%	.75%
16 to 20 minutes late	.40%	.35%
21 to 25 minutes late	.33%	.13%
26 to 30 minutes late	.07%	.13%
31 to 35 minutes late	.05%	.01%
36 to 40 minutes late	.04%	.07%
41 or more minutes late (excessively late/missed trips)	.01%	.01%
<b>Total beyond “ready window”</b>	<b>4.72%</b>	<b>4.21%</b>

During the month of October 2012, ParaCruz received eight (8) Customer Service Reports. Three (3) of the reports were valid. One (1) of the reports were unverifiable, two (2) of the reports were not valid and two (2) of the reports were compliments.

<b>ParaCruz On-time Performance Report</b>		
	<b>Nov 2011</b>	<b>Nov 2012</b>
Total pick ups	7587	7177
<b>Percent in “ready window”</b>	<b>95.97%</b>	<b>96.61%</b>
1 to 5 minutes late	1.91%	1.39%
6 to 10 minutes late	1.05%	1.03%
11 to 15 minutes late	.49%	.49%
16 to 20 minutes late	.33%	.22%
21 to 25 minutes late	.14%	.10%
26 to 30 minutes late	.08%	.07%
31 to 35 minutes late	.00%	.03%
36 to 40 minutes late	.00%	.04%
41 or more minutes late (excessively late/missed trips)	.03%	.01%
<b>Total beyond “ready window”</b>	<b>4.03%</b>	<b>3.39%</b>

During the month of November 2012, ParaCruz received four (4) Customer Service Reports. One (1) of the reports was valid. Two (2) of the reports were unverifiable, and one (1) of the reports was not valid.

# ATTACHMENT B 1

Board of Directors  
Board Meeting January 25, 2013

## Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through October 2012.

	<b>Oct 11</b>	<b>Oct 12</b>	<b>Fiscal 11-12</b>	<b>Fiscal 12-13</b>	<b>Performance Averages</b>	<b>Performance Goals</b>
Requested	9009	8904	34,048	32,577	8148	
Performed	8471	8203	32,607	30,576	7525	
Cancels	16.62%	18.24%	16.76%	17.96%	18.46%	
No Shows	3.31%	3.38%	3.08%	3.23%	3.22%	Less than 3%
Total miles	54,363	56,236	220,227	208,236	51,353	
Av trip miles	4.72	4.56	4.84	4.65	4.79	
Within ready window	95.28%	95.79%	94.90%	95.46%	95.27%	92.00% or better
Excessively late/missed trips	1	1	8	5	1.75	Zero (0)
Call center volume	5997	6527	24,050	23,010	N/A	
Call average seconds to answer	32 secs	20.7 Secs	29 secs	19.8 Secs	N/A	Less than 2 minutes
Hold times less than 2 minutes	95.25%	96.8%	95.27%	96.92%	N/A	Greater than 90%
Distinct riders	799	789	1074	1229	742	
Most frequent rider	49 rides	44 rides	186 rides	150 rides	51 rides	
Shared rides	68.3%	67.9%	64.1%	65.8%	65.67%	Greater than 60%
Passengers per rev hour	2.06	1.93	2.04	1.97	1.97	Greater than 1.6 passengers/hour
Rides by supplemental providers	15.69%	3.95%	12.14%	8.53%	11.48%	No more than 25%
Vendor cost per ride	\$22.69	\$23.91	\$20.82	\$21.93	\$22.28	
ParaCruz driver cost per ride (estimated)	\$25.90	\$28.47	\$24.22	\$27.38	\$27.04	
Rides < 10 miles	68.56%	67.85%	69.11%	67.54%	68.64%	
Rides > 10	31.44%	32.15%	30.89%	32.46%	31.36%	

## ATTACHMENT B 2

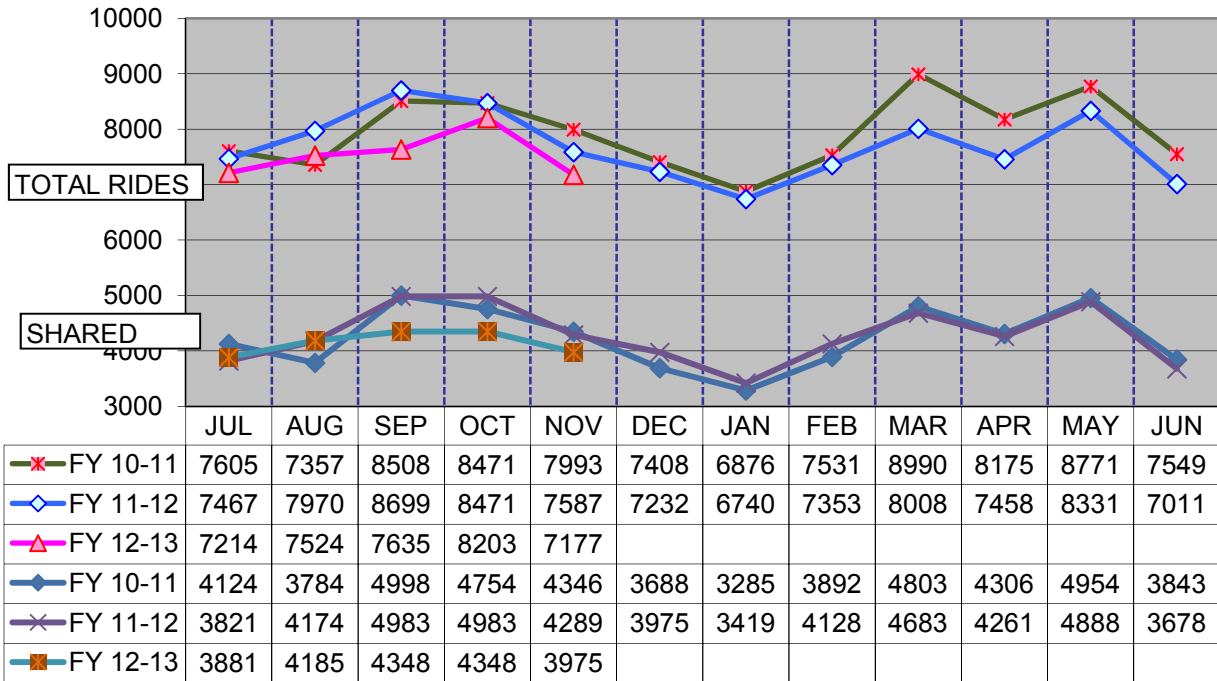
Board of Directors  
Board Meeting January 25, 2013

### Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through November 2012.

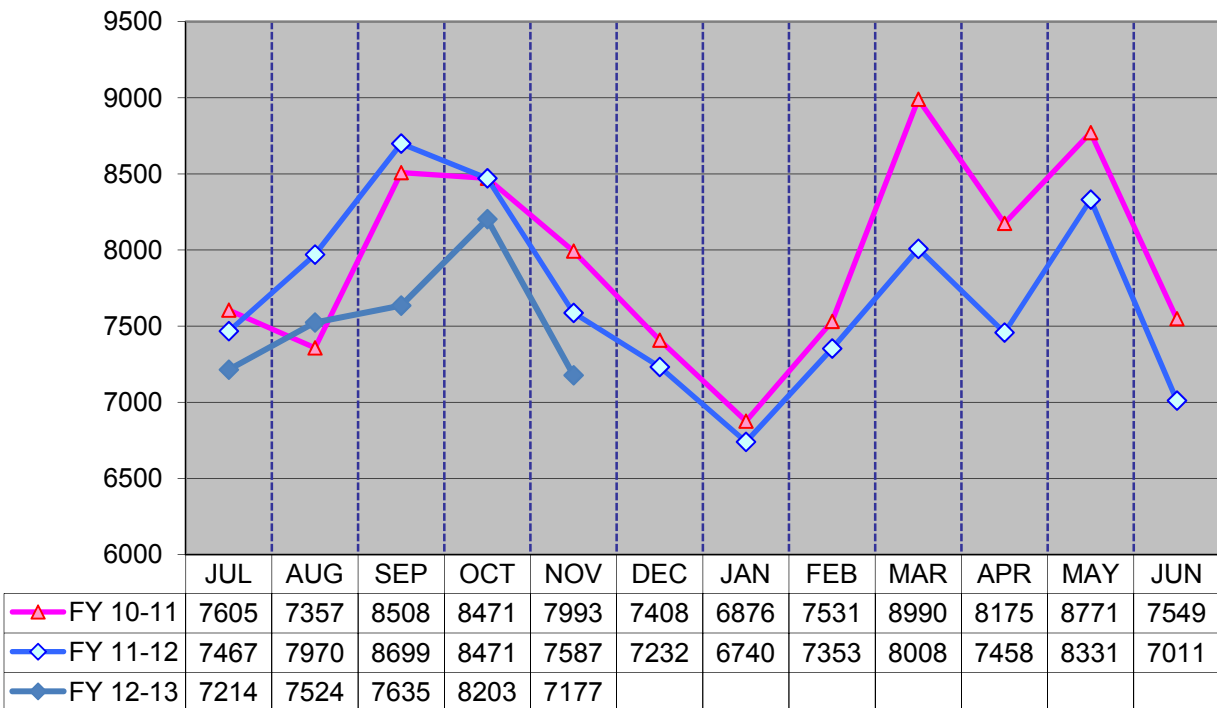
	Nov 11	Nov 12	Fiscal 11-12	Fiscal 12-13	Performance Averages	Performance Goals
Requested	8449	8172	42,497	40,749	8125	
Performed	7587	7177	40,193	37,753	7491	
Cancels	19.6%	21.66%	17.33%	18.70%	18.63%	
No Shows	2.91%	3.24%	3.05%	3.23%	3.25%	Less than 3%
Total miles	50,944	50,205	271,282	258,441	51,292	
Av trip miles	4.84	4.55	4.85	4.63	4.77	
Within ready window	95.97%	96.61%	95.12%	95.68%	95.32%	92.00% or better
Excessively late/missed trips	2	1	10	6	1.67	Zero (0)
Call center volume	5894	6403	29,848	29,413	N/A	
Call average seconds to answer	25 secs	20.6 Secs	28 secs	19.9 Secs	N/A	Less than 2 minutes
Hold times less than 2 minutes	97.5%	96.8%	96.8%	96.91%	N/A	Greater than 90%
Distinct riders	659	770	1203	1325	751	
Most frequent rider	55 rides	47 rides	238 rides	184 rides	51 rides	
Shared rides	65.6%	64.7%	65.0%	65.6%	65.59%	Greater than 60%
Passengers per rev hour	2.01	1.86	2.04	1.95	1.96	Greater than 1.6 passengers/hour
Rides by supplemental providers	15.57%	2.65%	12.78%	7.41%	10.41%	No more than 25%
Vendor cost per ride	\$22.85	\$21.89	\$21.06	\$21.93	\$22.20	
ParaCruz driver cost per ride (estimated)	\$26.21	\$28.07	\$26.78	\$27.25	\$27.19	
Rides < 10 miles	70.30%	68.93%	69.18%	67.80%	68.53%	
Rides > 10	29.70%	31.07%	30.82%	32.20%	31.47%	

# ATTACHMENT C

## TOTAL RIDES vs. SHARED RIDES

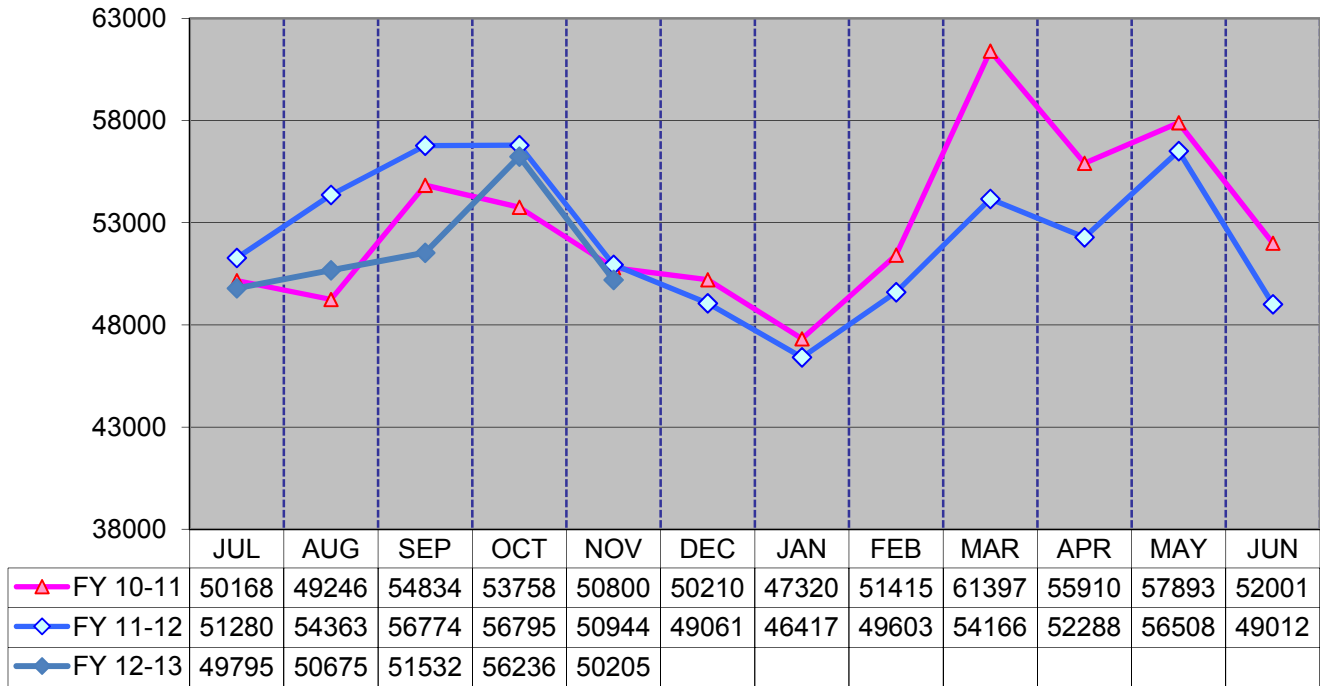


## NUMBER OF RIDES COMPARISON CHART

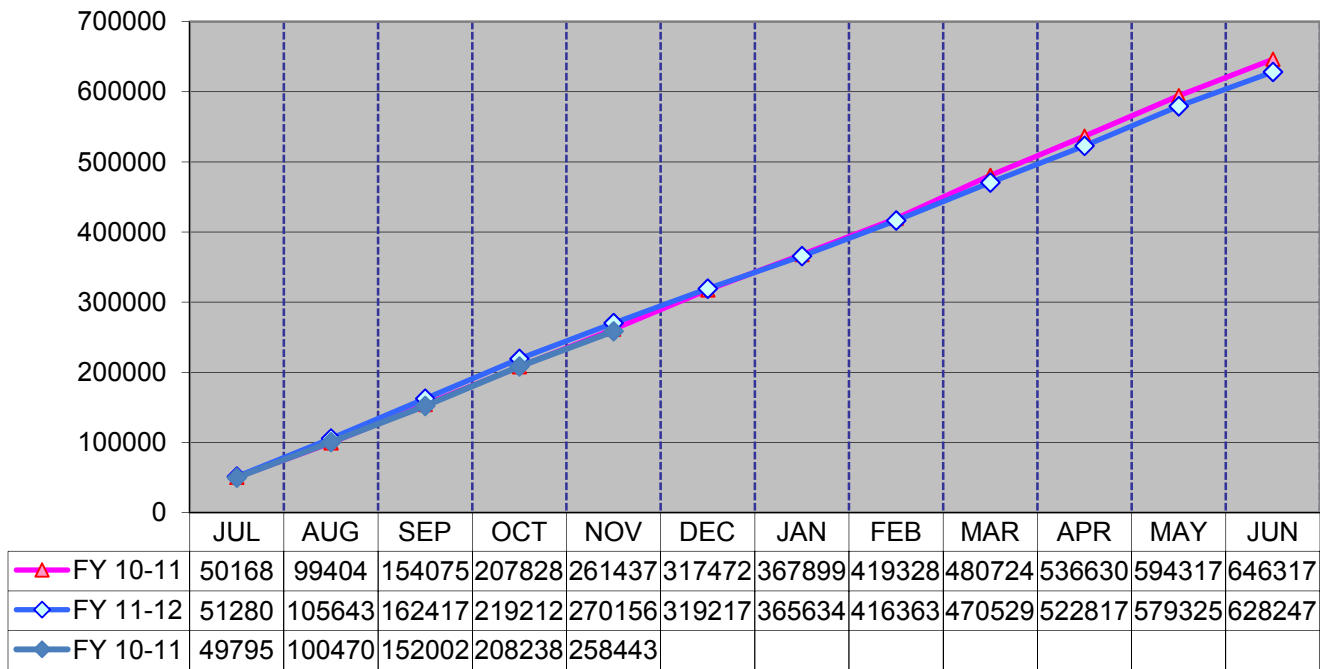


# ATTACHMENT D

## MILEAGE COMPARISON



## YEAR TO DATE MILEAGE COMPARISON CHART





## ATTACHMENT E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
DECEMBER 2011	49	0	1	3	0	53
JANUARY 2012	31	0	2	3	0	36
FEBRUARY 2012	45	0	1	3	0	49
MARCH 2012	52	1	4	0	0	57
APRIL 2012	32	1	3	3	0	39
MAY 2012	50	0	3	1	0	54
JUNE 2012	47	0	2	0	0	49
JULY 2012	57	1	2	6	0	66
AUGUST 2012	42	0	4	5	0	51
SEPTEMBER 2012	38	0	3	11	0	52
OCTOBER 2012	57	0	9	2	0	68
NOVEMBER 2012	43	0	2	3	0	48

Number of Eligible Riders for the month of October 2012 = 3035

Number of Eligible Riders for the month of November 2012 = 3081



**Minutes- Board of Directors**

**December 7, 2012**

A special meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on the above date at the Administrative Offices of Santa Cruz METRO, located at 110 Vernon Street, in Santa Cruz, California.

**SECTION I:**

**1. CALL TO ORDER / ROLL CALL**

1-1. Chair Robinson called the meeting to order at 9:13 a.m.

1-2. The following Directors were present:

- Director Margarita Alejo
- Director Hilary Bryant
- Director Dene Bustichi
- Director Daniel Dodge
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- Director Ellen Pirie
- Director Lynn Robinson
- vacant
- Ex-Officio Director Donna Blitzer

**STAFF PRESENT**

Anthony Tapiz, Administrative Services Coordinator  
Leslie R. White, General Manager  
Margaret Gallagher, District Counsel

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

Tove Beatty, Grants/Legislative Analyst  
Mike Schoenfeld, LC Nelson & Sons, Inc.  
Colby Powell, C. Overaa Co.  
Jerry Overaa, C. Overaa Co.  
Dwight Nelson, LC Nelson & Sons, Inc.  
Ned Van Valkenburgh, Carpenter's Union

Roberta Perkins, Carpenter's Union  
Steve Kelly, TRC  
Carolyn Derwing, SEA  
Angela Aitken, Finance Mgr  
Mary Ferrick, Fixed Route Superintendent  
April Warnock, Paratransit Superintendent

2. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Margaret Gallagher submitted two resolutions needed for items #6 and #7.

**CONSENT AGENDA**

3-1. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH OJO TECHNOLOGY, INC. FOR SECURITY SYSTEM INSTALLATIONS IN AN AMOUNT NOT TO EXCEED \$810,198

**ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR LEOPOLD**

**Approve Consent Agenda as presented.**

**Motion passed unanimously.**

**REGULAR AGENDA**

4. CONSIDERATION OF APPOINTING LESLYN SYREN TO THE POSITION OF METRO DISTRICT COUNSEL AND AUTHORIZING THE CHAIR OF THE BOARD OF DIRECTORS TO EXECUTE AN EMPLOYMENT AGREEMENT FOR THE PERIOD DECEMBER 17, 2012 THROUGH DECEMBER 31, 2015

Chair Robinson presented the staff report and noted that the Board would not be approving any contractual items related to compensation. Chair Robinson expressed her thanks to everyone involved in the recruitment process. It was noted that compensation for executives cannot be considered at a special meeting.

**ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR GRAVES**

**Appoint Leslyn Syren to the position of METRO District Counsel and authorize the Chair of the Board of Directors to execute an employment agreement for the period December 17, 2012 through December 31, 2015, excepting from the agreement any terms relating to compensation.**

**Motion passed unanimously.**

5. PUBLIC HEARING: IFB 12-23 Construction of Judy K. Souza Operations Facility, Parking Structure and Related Site Work

**CHAIR ROBINSON OPENED THE PUBLIC HEARING AT 9:19 A.M.**

Chair Robinson announced that a court reporter was present.

6. CONSIDERATION OF DECLARING WEST BAY BUILDERS AS NONRESPONSIVE, AND REJECTING THEIR BID FOR THE JUDY K. SOUZA OPERATIONS BUILDING FACILITY

Leslie R. White presented that staff report and documentation regarding the West Bay Builders bid. Margaret Gallagher advised that West bay Builders had been provided with notice of the opportunity to be heard regarding the matter.

**ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR DODGE**

**Adopt the Resolution declaring West Bay Builders as nonresponsive and reject their bid for the Judy K. Souza Operations Building Facility.**

**Motion passed with Director Lane voting no.**

7. CONSIDERATION OF DECLARING ZOVICH CONSTRUCTION AS NONRESPONSIVE AND REJECTING THEIR BID FOR THE JUDY K. SOUZA OPERATIONS BUILDING FACILITY

Leslie R. White presented that staff report and documentation regarding the Zovich Construction bid.

**ACTION: MOTION: DIRECTOR BRYANT SECOND: DIRECTOR GRAVES**

**Adopt the Resolution declaring Zovich Construction as nonresponsive and reject their bid for the Judy K. Souza Operations Building Facility.**

**Motion passed with Director Lane voting no.**

8. CONSIDERATION OF DECLARING BIDS FROM LEWIS C. NELSON AND SONS, INC., C. OVERAA & CO., F & H CONSTRUCTION, OTTO CONSTRUCTION, SJ AMOROSO AND ROEBBELEN CONTRACTING, INC. TO BE RESPONSIVE AND THESE BIDDERS TO BE RESPONSIBLE PURSUANT TO THE BIDS SUBMITTED FOR THE JUDY K. SOUZA OPERATIONS BUILDING FACILITY, PARKING STRUCTURE AND RELATED SITE WORK ON SEPTEMBER 12, 2012 AND AWARD CONTRACT TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

Leslie R. White presented the staff report. There was a discussion about District IFB 12-23.

**ADJOURNMENT**

Chair Robinson adjourned the METRO Board meeting to the Annual Meeting of the Santa Cruz Civic Improvement Corporation at 10:09 a.m.

**RECONVENE**

Chair Robinson reconvened the METRO Board meeting at 10:13 a.m.

There was a discussion about losing funding. There was a discussion about waiving deficiencies. Carolyn Derwing, SEA, strongly urged that the Board move forward and take action. There was a discussion about bid-shopping. Eduardo Montesino, UTU, urged that the Board moved forward on the project.

**CHAIR ROBINSON CLOSED THE PUBLIC HEARING AT 11:14 A.M.**

**ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR DODGE**

**Declare the Bids submitted by Bidders Lewis C. Nelson & Sons, Inc., C. Overaa & Co., F & H construction, Otto Construction, SJ Amoroso and Roebelen Contracting as responsive and these Bidders as Responsible pursuant to the Bids submitted for the Construction of the Judy K. Souza Operations Facility, Parking Structure and Related Site Work and; conditionally award the contract to Lewis C. Nelson & Sons, Inc. as the lowest bidder in an amount not to exceed \$13,572,000 except for properly documented and approved change orders, provided Lewis C. Nelson & Sons, Inc. corrects deficiencies in their bid proposal and; identify C. Overaa & Co. as the second-lowest bidder and; should Lewis C. Nelson & Sons, Inc. fail to correct discrepancies in their bid, award the contract for the Judy K. Souza Operations Facility, Parking Structure and Related Site Work to C. Overaa & Co.**

**Motion passed with Directors Alejo, Dodge, Lane and Leopold voting no.**

**DIRECTOR BUSTICHI LEFT THE ROOM**

**9. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Margaret Gallagher said that the Board would have a conference with Legal Counsel regarding Existing Litigation in the case of Raymond Emme v. Bonnie Morr, et al.

**10. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None.

**SECTION II: CLOSED SESSION**

Chair Robinson adjourned to Closed Session at 11:44 a.m. and reconvened to Open Session at 11:50 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**11. REPORT OF CLOSED SESSION**

Margaret Gallagher stated that there were no reportable actions taken in Closed Session.

12. ORAL ANNOUNCEMENT

Chair Robinson announced that the next regularly scheduled Board meeting will be held Friday, December 14, 2012 at 8:30 a.m. at the Santa Cruz METRO Offices, 110 Vernon Street, Santa Cruz, California.

13. ADJOURNMENT

There being no further business, Chair Robinson adjourned the meeting at 11:50 a.m. to the next regularly scheduled Board Meeting.

Respectfully submitted,



ANTHONY TAPIZ  
Administrative Services Coordinator

DRAFT



**Minutes- Board of Directors**

**December 14, 2012**

A meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on the above date at the Administrative Offices of Santa Cruz METRO, located at 110 Vernon Street, in Santa Cruz, California.

1. CALL TO ORDER / ROLL CALL

1-1. Chair Robinson called the meeting to order at 8:41 a.m.

1-2. The following Directors were present:

Director Margarita Alejo



Director Hilary Bryant



Director Dene Bustichi



**ARRIVED AFTER ROLL CALL**

Director Daniel Dodge



**ARRIVED AFTER ROLL CALL**

Director Ron Graves



Director Michelle Hinkle



Director Deborah Lane



Director John Leopold



Director Ellen Pirie



Director Lynn Robinson



vacant



Ex-Officio Director Donna Blitzer



STAFF PRESENT

Anthony Tapiz, Administrative Services Coordinator

Leslie R. White, General Manager

Margaret Gallagher, District Counsel

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

Debbie Kinslow, Assistant Finance Manager  
Ciro Aguirre, Operations Manager  
Robert Cotter, Maintenance Manager  
Mary Ferrick, Fixed Route Superintendent  
Claire Fliesler, Transit Surveyor  
Carolyn Derwing, SEA

Angela Aitken, Finance Manager  
April Warnock, Paratransit Superintendent  
Rickie-Ann Kegley, Paralegal  
Erron Alvey, Purchasing Agent  
Alex Strudley, Purchasing Assistant  
Joan Jeffries, Temporary Purchasing Assistant

2. ANNOUNCEMENTS

None.

3. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Director Lane congratulated Director Bryant on becoming the mayor of the city of Santa Cruz.

**DIRECTORS BUSTICHI AND DODGE ARRIVED**

Director Pirie, Liseth Guizar and Vice Chair Dodge acknowledged the service of outgoing District Counsel Margaret Gallagher. Margaret Gallagher read a biographical statement about her time at METRO and thanked her staff.

Chair Robinson acknowledged Ellen Pirie for her service to the District.

4. LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino (UTU), Carolyn Derwing (SEA) and Will Regan (VMU) all acknowledged the service of outgoing District Counsel Margaret Gallagher.

Vice Chair Dodge and Eduardo Montesino (UTU), acknowledged the service of outgoing Director Pirie.

5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

**CONSENT AGENDA**

6-1. CONSIDERATION OF 2013 BOARD OF DIRECTORS MEETING SCHEDULE  
Submitted by Tony Tapiz, Administrative Services Coordinator

6-2. CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT AN APPLICATION AND SIGN NECESSARY AGREEMENTS TO OBTAIN PROPOSITION 1B FUNDING FROM THE FY13 CALIFORNIA TRANSIT SECURITY GRANT PROGRAM  
Submitted by Tom Hiltner, Grants & Legislative Analyst



- 6-3. CONSIDERATION OF AWARD OF CONTRACT WITH CLASSIC GRAPHICS FOR FLEET VEHICLE BODY REPAIR AND PAINTING SERVICES IN AN AMOUNT NOT TO EXCEED \$350,000  
Submitted by Erron Alvey, Purchasing Agent
- 6-4. ACCEPT & FILE MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF SEPTEMBER 30, 2012  
Submitted by Angela Aitken, Finance Manager
- 6-5. CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS  
Submitted by Margaret Gallagher, District Counsel
- 6-6. ACCEPT & FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF SEPTEMBER 2012  
Submitted by Angela Aitken, Finance Manager
- 6-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH GIRO, INC. TO THE HASTUS MAINTENANCE AND SUPPORT CONTRACT IN THE AMOUNT OF \$33,122 FOR ANNUAL MAINTENANCE COVERING THE REMAINING 2013 BALANCE  
Submitted by Frank Cheng, METROBase Project Manager, IT Manager
- 6-8. ACCEPT & FILE ACCESSIBLE SERVICES REPORT FOR OCTOBER 2012  
Submitted by John Daugherty, Accessible Services Coordinator
- 6-9. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF CARMIE MOREA, CLAIM #12-0024  
Submitted by Margaret Gallagher, District Counsel

**ACTION: MOTION: DIRECTOR PIRIE**

**SECOND: DIRECTOR GRAVES**

**Approve Consent Agenda as presented.**

**Motion passed unanimously.**

**REGULAR AGENDA**

7. CONSIDERATION OF APPOINTMENT OF ROCKY BARRERA TO THE METRO ADVISORY COMMITTEE (MAC)

Leslie R. White presented the staff report.

**ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR GRAVES**

**Appoint Rocky Barrera to the METRO Advisory Committee (MAC) for a two-year term, commencing immediately and ending December 31, 2014.**

**Motion passed unanimously.**

8. CONSIDERATION OF ACCEPTING A DRAFT TITLE VI PROGRAM REPORT FOR A 30-DAY PUBLIC COMMENT PERIOD

Tom Hiltner presented the staff report. Vice Chair Dodge expressed his appreciation of the Public component of the Title VI Program.

**ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR ALEJO**

**Approve a draft Title VI Program Report for a 30-day public comment period**

**Motion passed unanimously.**

9. CONSIDERATION OF APPROVAL OF THE 2013 FEDERAL LEGISLATIVE ADVOCACY PROGRAM

Leslie R. White presented the staff report.

**DIRECTOR ALEJO LEFT THE ROOM.**

**ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR GRAVES**

**Approve 2013 Federal Legislative Advocacy Program as presented.**

**Motion passed unanimously with Director Alejo being absent.**

10. CONSIDERATION OF APPROVAL OF 2013 STATE LEGISLATIVE ADVOCACY PROGRAM

Leslie R. White presented the staff report. Vice Chair Dodge cautioned that if funding was not going to be so forthcoming, there needed to be a discussion about rebuilding the infrastructure of the District.

**ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR BRYANT**

**Approve 2013 State Legislative Advocacy Program as presented.**

**Motion passed unanimously with Director Alejo being absent.**

11. CONSIDERATION OF AUTHORIZING THE CHAIR OF THE BOARD OF DIRECTORS TO EXECUTE AN EMPLOYMENT AGREEMENT WITH METRO DISTRICT COUNSEL LESLYN SYREN FOR THE PERIOD DECEMBER 17, 2012 THROUGH DECEMBER 31, 2015

Chair Robinson presented the staff report and thanked everyone for their assistance in the recruitment process.

**ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR GRAVES**

**Authorize the Chair of the Board of Directors to execute an employment agreement with METRO District Counsel Leslyn Syren for the period December 17, 2012 through December 31, 2015.**

**Motion passed unanimously with Director Alejo being absent.**

12. REVIEW OF SERVICE CHANGES FROM FY 2011 TO FY 2013

Leslie R. White requested this item be deferred to January 2013.

**NO ACTION TAKEN.**

13. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Margaret Gallagher announced that the Board would have a conference with Legal Counsel regarding the claim of Stephen Abbene.

14. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

15. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there were no reportable actions taken in Closed Session.

16. ADJOURNMENT

There being no further business, Chair Robinson adjourned the meeting at 9:57 a.m. to the next regularly scheduled Board Meeting on January 11, 2013, at 8:30 a.m., at the Santa Cruz METRO offices located at 110 Vernon Street, in Santa Cruz.

Respectfully submitted,



ANTHONY TAPIZ  
Administrative Services Coordinator

DRAFT

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## Minutes - METRO Advisory Committee (MAC)

April 18, 2012

The METRO Advisory Committee (MAC) met on Wednesday, April 18, 2012 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

### 1. CALL TO ORDER

Naomi Gunther called the meeting to order at 6:02 p.m.

### 2. ROLL CALL

#### MEMBERS PRESENT

Naomi Gunther, Chair  
Bob Geyer, Vice Chair  
Dennis "Pops" Papadopulo  
Roseann Marquez  
Donald "Norm" Hagen  
Charlotte Walker  
Dave Williams

#### STAFF PRESENT

Ciro Aquirre, Operations Manager  
Erich Friedrich, Acting Transportation Planner  
April Warnock, Paratransit Superintendent  
Sherri Escobedo, Administrative Assistant/ MAC Secretary

#### MEMBERS ABSENT

Craig Agler  
Mara Murphy  
Steve Johnson

#### VISITORS PRESENT

None

### 3. AGENDA ADDITIONS/DELETION

None.

### 4. ORAL/WRITTEN COMMUNICATION

None.

### 5. DISCUSSION OF BUS OPERATOR NAMES AND/OR IDENTIFICATION FOR REPORTING OF DRIVING HABITS OR COMPLAINTS

Charlotte Walker led this discussion and wanted to report an incident where a woman that had a walker asked for help to board the bus by asking the driver to put the ramp down. The bus driver told the woman he was running late, and that he did not have time to do this. So the woman had to board the bus by herself and she was able to get on and off the bus, however a few days later she was walking without her walker and fell and broke her hip. Charlotte was wondering if this wasn't policy and if it is, why didn't the driver follow it. Ciro explained that yes, it is the law, and in this instance the passenger should report this to customer service with either the driver's badge number, or the bus route and time she was riding. Charlotte indicated that the woman didn't want to get the bus operator in trouble, and Ciro responded that these incidents need to be reported so that the problem can be remedied, and that the passengers should not worry about whether the driver will be disciplined or not. Charlotte reiterated that it would be helpful to have the driver's names available for this purpose. Ciro explained that the reason we don't do this is because of the security issue. If we provided names of drivers, some may easily be found in phone books, etc. and this could create a problem for them. Instead we issue a 3 digit number for each driver which is visible on the patch on their uniform, or you can always report by the bus route number and time

that you were on the bus. Each bus also has an id number printed on the front window, and outside of the bus. We would be able to find the driver in this way. Roseann also mentioned an incident with the 69A route bus that involved a passenger who has been picked up at a corner where there is no bus stop, and then this procedure was stopped, so that she is not able to get on the bus anymore. Ciro encouraged that these incidents should be reported so that these problems can be resolved, and reiterated that the way to do this is by noting down either the driver's id number from his uniform patch, the route number of the bus and time of the incident.

## **6. SMART CARD PRESENTATION**

Erich Friedrich introduced himself to the MAC Members, and gave a slide presentation for the new Smart Card being introduced by METRO. The Smart Card is a reloadable monetary card for paying Fares, storing Validated Period Passes, or Ride Passes. There will be two types of cards, 1 for Cash Rides, and 1 for Period Passes, or Ride Passes. They will allow passengers to board without the need for cash or valid paper passes. This will in turn expedite loading of passengers for the buses, and also be a convenience for the passengers. They will go live on June 7, 2012. They can be obtained for the first 60 days at no charge from METRO's Customer Service Center, after that they can be purchased for \$3.00. The Smart Cards can be reloaded at either the Customer Service Center, or any Ticket Vending Machines.

Norm Hagan asked if these would ever be used for Paracruz. Ciro responded that the infrastructure on the Paracruz Vans is not available at this time to accommodate the fareboxes used with the Smart Cards. Erich then went on to explain that the Cash Card will hold \$50.00 worth of rides, and the Ride/Period Pass will hold up to 62 days of rides. Naomi Gunther suggested that we also inform people not to punch holes in the card, as it will destroy the chip, and that we should educate the riders. Erich responded, as well as Ciro, that we have thought of that, and we will make lanyards available. Naomi reiterated how important it is to educate the riders, especially since these cards will eventually wear out, and people will be upset if their card doesn't work and they've just loaded it with cash. Ciro stated that Maria Granados-Boyce will be working on these issues, and we are aware of this and will just see how it goes. There was also a discussion about having them available at more sites for purchase, and Ciro explained that some of our satellite vendors will not be carrying them, as there have been some issues with theft, and the cards are pre-encoded. However, we are planning on making them available at the Watsonville Transit Center on specific days when we can get staff there, and they are also available by mail. The program will start June 7<sup>th</sup>. Naomi asked if the regular passes will still be available and ok to use, and Erich confirmed that we are not changing any of our current media.

## **7. METRO'S REVISED TITLE VI PROGRAM REGULATION AND COMPLAINT PROCEDURE**

Ciro Aquirre presented this item for Peg Gallagher, who was unable to be present. Ciro explained that the Title VI Program Regulation and Complaint Procedure is a necessary policy for METRO since we are federally funded and have to follow the federal guidelines for non-discrimination. Title VI applies to Limited English Proficiency, (LEP). We were audited by the Federal Civil Rights Office of the Federal Transportation Administration to make sure that we are following all the federal guidelines. They looked at all of Bus Stop Shelters to make sure they are all evenly distributed throughout our transit district, as well as the deseminaton of our new equipment to be sure it is being distributed indiscriminately. What they found was that we were following all the recommended guidelines, however we needed to update the language in our policies and procedures. Ciro then

went through all of the changes in the policy that Peg submitted. There was some discussion regarding conflicts within the verbage of the policy, and Ciro stated that these conflicts would be corrected by the Legal Dept.

**8. APPROVAL OF MINUTES OF DECEMBER 21, 2011**

**ACTION: MOTION: BOB GEYER SECOND: CHARLOTTE WALKER**

Approve the minutes of December 21, 2011.

Motion passed unanimously, with Craig Agler, Mara Murphy, and Steve Johnson being absent.

**9. APPROVAL OF MINUTES OF FEBRUARY 15, 2012**

**ACTION: MOTION: BOB GEYER SECOND: ROSEANN MARQUEZ**

Correction on the Minutes to Vice Chair from Dave Williams to Bob Geyer.

Approve the minutes of February 15, 2012.

Motion passed, with Dave Williams Abstaining, and Craig Agler, Mara Murphy, and Steve Johnson being absent.

**10. ACCEPT & FILE RIDERSHIP REPORTS FOR OCTOBER 2011**

**ACTION: MOTION: DAVE WILLIAMS SECOND: ROSEANN MARQUEZ**

Approve the Ridership Report for October 2011.

Motion passed unanimously, with Craig Agler, Mara Murphy, and Steve Johnson being absent.

**11. ACCEPT & FILE RIDERSHIP REPORTS FOR NOVEMBER 2011**

**ACTION: MOTION: DAVE WILLIAMS SECOND: ROSEANN MARQUEZ**

Approve the Ridership Report for November 2011.

Motion passed unanimously, with Craig Agler, Mara Murphy, and Steve Johnson being absent.

**12. ACCEPT & FILE RIDERSHIP REPORTS FOR DECEMBER 2011**

**ACTION: MOTION: BOB GEYER SECOND: DENNIS "POPS" PAPADOPULO**

Approve the Ridership Report for December 2011.

Motion passed unanimously, with Craig Agler, Mara Murphy, and Steve Johnson being absent.

**13. ACCEPT & FILE RIDERSHIP REPORTS FOR JANUARY 2012**

**ACTION: MOTION: NORM HAGAN SECOND: ROSEANN MARQUEZ**

Approve the Ridership Report for January 2012.

Motion passed unanimously, with Craig Agler, Mara Murphy, and Steve Johnson being absent.

There was a discussion after approving all the ridership reports about the narrative being very helpful. Bob Geyer asked Erich if he could “show” the changes via highlights, or something, in the next ridership reports that will reflect the new service changes, and Erich said yes, he would do that. Roseann stated that there would be more ridership in Watsonville if they had more routes available.

**14. ACCEPT & FILE PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER 2011**

Paracruz Status Reports were not reviewed as time was short.

**15. ACCEPT & FILE PARACRUZ OPERATIONS STATUS REPORT FOR NOVEMBER 2011**

Paracruz Status Reports were not reviewed as time was short.

**16. ACCEPT & FILE PARACRUZ OPERATIONS STATUS REPORT FOR DECEMBER 2011**

Paracruz Status Reports were not reviewed as time was short.

**17. ACCEPT AND FILE LEGISLATIVE AND GRANTS REPORT FOR DECEMBER 2011**

Legislative and grants reports were not reviewed as time was short.

**18. ACCEPT AND FILE LEGISLATIVE AND GRANTS REPORT FOR JANUARY 2012**

Legislative and grants reports were not reviewed as time was short.

**19. ACCEPT AND FILE LEGISLATIVE AND GRANTS REPORT FOR FEBRUARY 2012**

Legislative and grants reports were not reviewed as time was short.

**20. ACCEPT AND FILE LEGISLATIVE AND GRANTS REPORT FOR MARCH 2012**

Legislative and grants reports were not reviewed as time was short.

**21. DISCUSSION OF BUS STOPS**

None.



**22. DISCUSSION OF SERVICE REDUCTIONS AND CHANGES**

Norm Hagen wanted to talk about service changes in Watsonville. Erich Friedrich mentioned that we have just completed a Watsonville Transit Study and that we will be bringing that to the next MAC Meeting in June for discussion on that.

**23. COMMUNICATIONS TO GENERAL MANAGER**

None.

**24. COMMUNICATIONS TO METRO BOARD OF DIRECTORS**

Thank you for the addition of Service to Route 91.

**25. ITEMS FOR NEXT MEETING AGENDA**

Due to the length of the Agenda items, and the fact that MAC only meets every other month, the members agreed to have the Paracruz & Grants & Legislative Staff Reports put on a "Consent Agenda" in order to save time.

Distribution of Vouchers.

Expanded time for review of bus stop issues.

Frequency of Meetings.

**26. ADJOURNMENT**

There being no further business, Naomi Gunther adjourned the meeting at 7:55 p.m.

Respectfully submitted,

Sherri Escobedo  
Administrative Assistant

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## Minutes - METRO Advisory Committee (MAC)

June 20, 2012

The METRO Advisory Committee (MAC) met on Wednesday, June 20, 2012 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

### 1. CALL TO ORDER

Naomi Gunther called the meeting to order at 6:02 p.m.

### 2. ROLL CALL

#### MEMBERS PRESENT

Naomi Gunther, Chair  
Bob Geyer, Vice Chair  
Dennis "Pops" Papadopulo  
Roseann Marquez  
Donald "Norm" Hagen  
Charlotte Walker  
Dave Williams

#### STAFF PRESENT

Ciro Aquirre, Operations Manager (arrived at 6:35 pm)  
April Warnock, Paratransit Superintendent  
Sherri Escobedo, Administrative Assistant/ MAC Secretary

#### MEMBERS ABSENT

Craig Agler  
Mara Murphy  
Steve Johnson

#### VISITORS PRESENT

None

### 3. AGENDA ADDITIONS/DELETION

None.

### 4. ORAL/WRITTEN COMMUNICATION

None.

### APPROVAL OF CONSENT AGENDA

#### 5. APPROVE MINUTES OF MAC MEETING OF APRIL 2012

#### 6. ACCEPT & FILE RIDERSHIP REPORT FOR FEBRUARY AND MARCH 2012

#### 7. ACCEPT & FILE PARACRUZ OPERATIONS STAFF REPORT FOR OCTOBER 2011

#### 8. ACCEPT & FILE PARACRUZ OPERATIONS STAFF REPORT FOR NOVEMBER 2011

#### 9. ACCEPT & FILE PARACRUZ OPERATIONS STAFF REPORT FOR DECEMBER 2011

#### 10. ACCEPT & FILE PARACRUZ OPERATIONS STAFF REPORT FOR JANUARY 2012

#### 11. ACCEPT & FILE PARACRUZ OPERATIONS STAFF REPORT FOR FEBRUARY 2012

#### 12. ACCEPT & FILE PARACRUZ OPERATIONS STAFF REPORT FOR MARCH 2012

#### 13. ACCEPT & FILE LEGISLATIVE AND GRANTS REPORT FOR DECEMBER 2011

#### 14. ACCEPT & FILE LEGISLATIVE AND GRANTS REPORT FOR JANUARY 2012

#### 15. ACCEPT & FILE LEGISLATIVE AND GRANTS REPORT FOR FEBRUARY 2012

#### 16. ACCEPT & FILE LEGISLATIVE AND GRANTS REPORT FOR MARCH 2012

#### 17. ACCEPT & FILE LEGISLATIVE AND GRANTS REPORT FOR APRIL 2012

#### 18. ACCEPT & FILE LEGISLATIVE AND GRANTS REPORT FOR MAY 2012

Naomi asked for any changes or questions regarding the Consent Agenda. Norm Hagen stated that there are quite a few items on the Consent Agenda, and he wondered if this would bring them

up to date. Naomi stated that this depends, one of the reasons we are behind is because we had the Gillig Bus Demonstration that took up one whole meeting and since then we have been trying to catch up, which is the reason for the Consent Agenda, and also the fact that we are doing 2 months of information due to meetings being every other month. Bob Geyer had a question regarding the Paracruz Ridership, which seems down from previous reports, and he wondered about April's comment that this was the trend. Does this mean Paracruz Ridership is decreasing? April responded saying that this was a normal trend for this time of year, and represents a pattern that is consistent with previous years. She then added that there may be a sharper decrease at this time due to the economic situation, and/or deaths, which is common for Paracruz riders. Bob then also asked why we were hiring more drivers, if ridership was down. April explained that they have several drivers out on Worker's Comp Injuries, State Disability, and also drivers are accruing more vacations now that they have been with Paracruz for 8 years. They have been using a Taxi Service for the overflow, but it was decided that more drivers needed to be hired. At this time they have 7 drivers out on various types of leaves.

Norm Hagen commented on the fact that we are very fortunate to have the Paracruz Service.

**ACTION: MOTION: BOB GEYER SECOND: NORM HAGEN**

Approve the Consent Agenda.

Motion passed unanimously, with Craig Agler, Mara Murphy, and Steve Johnson being absent.

**19. PEDESTRIAN SAFETY WORK GROUP – APPROVAL OF FAQ'S**

(Group did not make the meeting).

**20. DISCUSSION OF BUS STOPS**

Naomi stated that at the last meeting there was a request to have extra time for this item, but it looks like we'll have plenty of time for discussion.

Norm Hagen had a concern about the bus stop at Soquel and Freedom Blvd., the inbound 71, having a shelter. At the next three stops (between Aptos and Scott Lake) there is no shelter and people are actually standing in the bike lane portion of the road which seems dangerous, and also when it's raining, he's worried that someone could be hit by a car. Naomi stated that since Ciro is not here at the moment, we'll bring this item up when he is present and have him address these issues. Naomi then stated that it would be good if Norm could email these stops to Ciro, and/or Bob Cotter to let him know his concerns about these stops. Also Naomi stated that this could be addressed by the Bus Stop Improvement Program and may already be on the list. Since this is a safety concern she definitely wants to bring this to Metro's attention.

Charlotte also has an issue with the W buses on Tioga Street. She indicated that people want to get to Dominican Hospital, but the driver's will not let them get on the bus. She thinks they should let them get on the bus and get off on Frederick to take the next bus that goes to Dominican.

Dave Williams then suggested that it would be nice to have signage at stops that shows "Key" places to go to, such as USCS take this bus, Capitola Mall take this bus, Dominican Hospital take this bus. Charlotte then stated that once you're on the bus, the driver's have been very helpful with

which stops to take, but if you're on the wrong bus, this doesn't really help. Norm mentioned that Headways is so helpful with this matter.

Naomi then asked if we could put "Related Committee's" back as an item on the agenda. That way people can report on other committee meetings that they attend, such as BSAC, etc.

Norm Hagen stated that there are other unsafe bus stops, one being at Daubinbiss. If you are in a wheelchair, there is not enough sidewalk to get around the bus stop without going in the street. He stated that this is very dangerous if cars are cutting corners. Who would we talk to about that, County or City? Naomi stated that what we need to do is find out what Metro can do in these cases, whether it's posting a sign that says "no sidewalk available". April then stated that she participates in the Pedestrian Work Group who actively works with sidewalks and the path of travel. She will email the time and place of the committee meetings so that anyone who wants to can attend. Charlotte also stated that there is vegetation growing on the sidewalk at Water Street that completely blocks the sidewalk that is the path to a bus stop. Naomi asked if Charlotte could speak with April after the meeting, since this is not a bus stop per se.

Pops asked April if this group goes to Watsonville as well. April stated that there is a hazard form that can be filled out and it goes to the district where the stop is.

Naomi stated that we should start with METRO first, and inform them of the hazard, then move forward from there.

## **21. DISCUSSION OF SERVICE REDUCTIONS AND CHANGES**

Bob Geyer stated that Erich Friedrich was supposed to get back to them regarding the new schedule, but he is not present at this meeting. It was then stated that Erich just got back from vacation and that he may be a little behind in getting information out. Naomi stated she has an issue that is not really service reductions or changes, but now that its summer, the summer schedule will be coming out and especially for the University, it changes quite dramatically. She's noticed that since there aren't as many students at the stops, the driver's sometimes arrive early and don't wait for the time point, which is inconvenient for people who rely on the time point and find out the bus has already left. Please remind the driver's that arrive early at the timepoint, to please wait for the timepoint before leaving. Norm Hagen brought up the fact that he has seen bus stacking at the Freedom Center, where 3 buses are there at the same time. Can they all be early? Naomi asked that we add that to the next agenda, so we can have an answer to that. Dave stated that he's very happy with 91's being added back to the routes.

Roseann has an issue with 79 buses. There needs to be ad additional 5 or 10 minutes added to the timepoints, for people who are connecting to the other routes, the 69's or 71's. The times are too close and they are unable to connect without waiting for another hour. There is only weekday service now as it is, no weekend route. She feels that they really need those 5 or 10 minutes added. She was concerned about a woman who was unable to connect and her son came to her work to thank her for helping his mother get her connection. She felt really good about that validation for being able to help her. Ciros stated that you can always tell the driver that they need to make a connection and they can call and ask the next bus to wait. There was a brief discussion about whether it's relevant to ask the drivers to do this. Norm stated that he feels very strongly about not holding up another bus. Naomi stated that she understands that, but for people who connect this is a big issue, since sometimes the bus doesn't arrive on time. She feels it is necessary at times to ask them to hold a bus when you're trying to make a connection. A 45 minute

trip should take 2 hours. Ciro stated that this feedback is very important so that Metro can adjust the timepoints for bus stops. You can always call into Customer Service and also report these times so that we can improve our service to you. This is especially important since we are trying to hire people that not only can drive the bus, but that are also able to provide customer service to our riders.

Roseanne stated that she would like to have the 79 restored on weekends. Even if they're every 2 hours, right now we have nothing on weekends. There are a lot of people who would like to get out on weekends that are unable to do so now due to the non-service. Naomi also stated that the 69 ends at 6:30 pm on weekdays and that is somewhat early for some people. Ciro asked what it went to before, and Naomi stated it was either 7:30 or 8:30. Ciro indicated that they should call in these concerns to Customer Service, so we can be aware of the changes needed.

Naomi also wanted to bring to Ciro's attention is the fact that all of our clocks are different, and hard to read, and that it would be nice to go to a digital clock. Ciro stated that he has asked for this upgrade for sometime, and he will bring it up again. It appears to be a low priority. Naomi stated that this may seem trivial, but time is critical for people who ride the bus, especially when you have to make connections to get around.

April stated that this would be a good item to communicate to the General Manager, and that this would bolster Ciro's request for upgrading our clocks.

Dave then brought up that it would also be nice to have the rolling signs that tell you this bus is leaving at, or this bus just left....etc. Ciro stated that they are looking at several options, the cell phone app, kiosks, etc. for self help when Customer Service is either busy or unavailable. Ciro also stated that they are upgrading the Security System at Metro Center, there will be more camera's installed and etc.

Norm asked if there are any more service changes coming soon? Ciro stated that service will be improving for Fall 2012 and then Spring of 2013, he has been tied up in Contract Negotiations for the last few months, so he is not completely sure of all the improvements, Erich should be able to update them on this issue.

Charlotte stated that she feels people who have walkers, should be able to be given priority for loading or unloading like the people in wheelchairs. There was a small discussion about this, several members have witnessed people with walkers being loaded before other riders.

## **22. FREQUENCY OF MEETINGS**

Norm stated that the MAC Group should be able to meet monthly. He understands why they were reduced to every other month, but he feels strongly that monthly meetings are necessary. Dave stated that we did support the bimonthly meetings due to staffing and budget cuts. Naomi stated that it wasn't their idea to go to bimonthly, but they did support it. She then asked if it is still a hardship for staff. Ciro stated that they should communicate this to the General Manager. Norm stated that he would take it to Les White. There was a vote taken and they all voted to have the meetings monthly.

**ACTION: MOTION: CHARLOTTE WALKER SECOND: NAOMI GUNTHER**

Approve to have monthly MAC Meetings instead of bimonthly.

Motion passed unanimously, with Craig Agler, Mara Murphy, and Steve Johnson being absent.

**23. COMMUNICATIONS TO THE GENERAL MANAGER**

Norm will meet with Les White regarding the Frequency of Meetings.

Stress the importance of Clocks at Metro Center, for accuracy and not difficult to read. Ask for Digital clocks, not Analog.

**24. COMMUNICATIONS TO THE BOARD OF DIRECTORS**

None.

**ACTION: MOTION: DAVE WILLIAMS SECOND: ROSEANN MARQUEZ**

Approve the Ridership Report for October 2011.

Motion passed unanimously, with Craig Agler, Mara Murphy, and Steve Johnson being absent.

**25. ITEMS FOR NEXT MEETING AGENDA**

New Bus tie-down Securement Tool  
Related Committees

**26. ADJOURNMENT**

There being no further business, Naomi Gunther adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Sherri Escobedo  
Administrative Assistant

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes - METRO Advisory Committee (MAC)**

**September 19, 2012**

The METRO Advisory Committee (MAC) met on Wednesday, September 19, 2012 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

## **1. CALL TO ORDER**

Naomi Gunther called the meeting to order at 6:03 p.m.

## **ROLL CALL**

### **MEMBERS PRESENT**

Naomi Gunther, Chair  
Bob Geyer, Vice Chair  
Steve Johnson  
Roseann Marquez  
Donald "Norm" Hagen  
Charlotte Walker

### **MEMBERS ABSENT**

Craig Agler  
Mara Murphy  
Dennis "Pops" Papadopulo  
Dave Williams

### **VISITORS PRESENT**

Veronica Elsea  
Mark Case

## **STAFF PRESENT**

Ciro Aguirre, Operations Manager (arrived at 6:15 pm)  
Erich Friedrich, Jr. Transportation Planner  
Sherri Escobedo, Administrative Assistant/ MAC Secretary

## **2. AGENDA ADDITIONS/DELETION**

None.

## **3. ORAL/WRITTEN COMMUNICATION**

Charlotte Walker was reappointed to the MAC Committee by Director Lynn Robinson for a term that concludes on December 31, 2013 at the Board Meeting on 9/14/12.

Veronica Elsea of the Pedestrian and Safety Workgroup of the SCCRTC stated that the accessibility to the TVM's for blind customers needs to be looked at. All instructions for crediting your card are not voiced, and it is not clear when the transaction has ended. She was actually charged 4 times on her credit card because of this.

This item will be added as an Agenda item on the October Agenda.

Bob Geyer also stated there was a problem with loading his Cruz Card with funds from his credit card. He had to have Customer Service show him how to load the card, and they were very helpful. This will be added as an Agenda item on the October Agenda.

Ciro Aguirre arrived during this discussion and Naomi reiterated the problems with the TVM's and asked for Ciro's reponse. Since this seemed to be a time-sensitive issue, Naomi asked to add this to this agenda as an emergency item and there was a discussion regarding what the problems were with the TVM's. Veronica Elsea also stated that she would email Ciro with the specifics of the issue after this meeting. The main problem was that she stated there are "visual acknowledgements" but no real "audio" acknowledgements. There happened to be a bus operator present while she was loading her card so he was able to assist her and tell her when to tap her card on the machine, but there was no audio to tell her

**6-14.11**

to do this. The TVM then stated please take your ticket or receipt, but she said no receipt was available to take.

Bob Geyer also reiterated his issue with loading the Cash Card. He received help from Vicki Hernandez, in Customer Service and praised her highly for her service. He was able to receive another paper ticket and this resolved his issue.

Naomi stated that she would still like to see these items added as an agenda item for our next meeting in case there is any additional information received.

Bob Geyer also stated that it would be nice to have the fare boxes all the same size. Ciro Aguire stated that there are 3 sizes of fareboxes, and it depends on the bus as to which fareboxes are used, based on floor heights, however they are all being standardized to the 32" farebox. This will take a little bit of time, but it will happen.

Mark Case, a visitor, wanted to state that he would like to get more bikes on the buses. He's had to wait for the 3<sup>rd</sup> bus at times, in order to get his bike on the bus. He would like to try to find alternatives to get more bikes on the bus. He stated that he has spoken to the manufacturer of the bike racks, and he was told there is an independent rack that can be placed inside the bus. Also there are racks that can be placed on the back, however, he realizes that bikes can be stolen that way. Ciro also stated that the bikes fall off of the racks in the back. Mark stated that with technology he thinks that this could be avoided. His main concern is the long routes, the Watsonville, the Boulder Creek, and the Hwy 17 bus. He would like to find some other alternatives, because if he has to wait he could be late for work. He's had to wait an additional half an hour just to get his bike on the bus, and this has happened quite frequently. He did talk to Sportworks, and they told him about the individual racks that can go inside the bus. He stated that he'd be willing to pay more if he could just get his bike on the bus. He would like to know if there are any other alternatives.

Naomi then stated that this is a subject that needs to be addressed on the next agenda if he would like to add this, and Mark stated that he would.

#### **4. APPROVE MINUTES OF MAC MEETING OF JUNE 2012**

**ACTION: MOTION: NORM HAGEN SECOND: ROSEANN MARQUEZ**

Motion passed unanimously, with Craig Agler, Mara Murphy, Dave Williams, and Dennis "Pops" Papadopulo being absent.

#### **5. ACCEPT & FILE RIDERSHIP REPORT FOR JUNE 2012**

Erich Friedrich gave a brief discussion regarding the report for June, which is considered the year-end report. This past fiscal year shows that we are down about 6% for the entire year over last year, which was anticipated due to the schedule cuts earlier in the year when service was down about 8%. Erich forecasted about 5.4 million riders, and we had about 5.3 million riders. There has been a change in travel patterns for the USCS students. Students previously rode the bus more often in the past, going to and from the campus quite often, and this has changed now to students actually staying on the campus for longer periods of time. This is typical to a work commute, and



has lowered the ridership numbers. This is probably due to more students living on campus this year. Naomi also stated that students are more likely to wait for a shuttle now, instead of using the buses to travel around campus, and she believes this is due to the advertising campaign that TAPS has utilized this year. Erich stated that students make up about 53% of our riders, so they are a significant chunk of our ridership. Highway 17 however has increased substantially, and we will be looking for more ways to increase this service. Erich is forecasting about 5.5 million riders this year, so a small increase for next year. Bob Geyer then asked Erich to comment on the new 71 and 91 routes. Erich stated that ridership on these routes have tripled this spring, and he believes that they will quadruple over the next year. Service has definitely improved, the 71's are running on time, and it has been a very positive improvement.

**ACTION: MOTION: BOB GEYER SECOND: NORM HAGEN**

Motion passed unanimously, with Craig Agler, Mara Murphy, Dave Williams, and Dennis "Pops" Papadopulo being absent.

**6. ACCEPT & FILE PARACRUZ OPERATIONS STAFF REPORTS FOR APRIL, MAY AND JUNE 2012**

Norm wondered if Metro is close to breaking even with the fares charged at Paracruz. Ciro commented that this service is not really meant to break even, it's a service that is expensive to provide. With the last Contract Negotiations it was decided that we wanted to push for a certain level of quality that we want to bring to Paracruz, by making the wages competitive so that entry level positions would attract a higher level of customer service skills. The theory is that it's easier to train someone to drive, then to train someone in customer service skills. Since this type of service requires a high degree of customer service, we increased salary, and with the last class that we hired, it seems to have worked. As far as breaking even, the actual rides cost about \$39.00, and we charge \$4.00 a ride, so there's a \$35.00 difference, however what we are providing is the service. There has been a decrease in ridership, last year it was in the 8000, this year it's in the 7000's. Part of that is due to the economy. We think that due to the economy some people who were living independently, have now had to move back with families, or to more affordable living. The other thing is that we are increasing how we share rides. So there are more riders on one ride, instead of just one person using the ride. This has increased our efficiency. From a national standpoint, we are yearly asked to give presentations on Paracruz because of our level of efficiency that we have been able to achieve from an in-house entity. For the future, we are sending out an RFP for mobile data terminals, which are computerized systems for inside the Vans, which will help with downloading, and uploading of most current information. At this point we are using printed manifests, and this system will greatly enhance our system. In addition, it will also provide GPS capabilities.

**ACTION: MOTION: NORM HAGEN SECOND: ROSEANN MARQUEZ**

Motion passed unanimously, with Craig Agler, Mara Murphy, Dave Williams, and Dennis "Pops" Papadopulo being absent.

**7. ACCEPT & FILE LEGISLATIVE AND GRANTS REPORT FOR MAY 2012**

Erich Friedrich commented that he works closely with this department, and there are several projects that are grant and/or bond driven, one of which is the construction of the Judy K. Souza

Operations Facility, and we have received quite a number of bids on that project. Naomi asked where that is, and Erich explained that this is our Operations Facility on River Street, where our bus yard is, our dispatch office, and Ciro's office. The current building was built in the 1970's as a temporary facility, so it is definitely overdue for demolition and construction of a new facility. Judy K. Souza was our first female Bus Operator, our first female Transit Supervisor, and Fixed Route Supervisor in Santa Cruz. She has since passed on, so we have dedicated our new facility in her name. We budgeted \$20 million for this facility and the highest bid we received was at \$14.6 million, and the lowest was about \$13.4 million. So that construction will be starting soon, approximately around the November time frame.

Norm wanted to make a comment regarding the Bus Operator's we currently have, that they are very knowledgeable and helpful to our community. Ciro commented that our training program has been revamped to include a lot of key points that we want our Operators, both Fixed-Route and Paracuz to adhere to on a much more stringent level.

Bob Geyer asked if we are done with our improvements at Metro Center. Ciro stated that the Operations Facility is the obvious focus at this time. There will be a ground-breaking ceremony on October 26<sup>th</sup> at 12 noon. Anna Eshoo, and Sam Farr will be attending and all of you are welcome to attend. That will be at the Operations Facility at 1211 River Street, or Route 4 on the bus. It will take you to Administrative Offices at 110 Vernon Street, and the groundbreaking will follow the Board Meeting on October 26<sup>th</sup>. One of the other things that will be happening is the upgrade and installation of surveillance cameras at the Metro Center, which include about 54 to 56 cameras with a sophisticated recording system to record instances here and it will store them for about a year. Ciro is also working on 4 additional 35 foot buses, to replace some older buses. We also upgrading our radio system, retrofitting our 2-way radios throughout the county. We also would like to replace some staff cars with CNG powered vehicles. Erich stated also that he's working on a preliminary engineering design grant project for the Metro Center, which includes a mixed use facility, which includes transit, residential and/or commercial property.

**ACTION: MOTION: NORM HAGEN SECOND: BOB GEYER**

Motion passed unanimously, with Craig Agler, Mara Murphy, Dave Williams, and Dennis "Pops" Papadopulo being absent.

**8. SAFE AND ACCESSIBLE PEDESTRIAN ACCESS TO TRANSIT**

Veronica Elsea, Chair of the Pedestrian Safety Work Group is presenting this discussion. They are a sub-group of the SCCRTC Elderly and Disabled Advisory Committee. Four years ago when Veronica joined this group, they were set up to look at specialized transit, such as Paratransit and various other services in the County, and making sure needs were being met. They can be found at the SCCRTC website, SCCRTC.org, E&D TAC, Unmet Needs. They meet and make recommendations regarding special service needs in the county. Since these types of people are also pedestrians, they formed this subgroup. What they did was look at origins and destinations, and mapped out where seniors live, where they go, and how they get there. What they discovered was the main impedence in getting to bus stops and etc., were the condition of sidewalks. They then looked at who is responsible for sidewalk maintenance in all 5 jurisdictions, and whether they

had a common set of maintenance requirements. They then compared this with other cities around the country and they came up with a model to follow. They were able to get all 5 jurisdictions in Santa Cruz County to come up with a common set of maintenance standards. Those are listed on their section of the website as well. So now they are trying to get the word out about who is responsible, why you should report it, what is the definition of a bad sidewalk, and what do you do when you find a sidewalk that needs maintenance. The definition of what a well maintained sidewalk is has a few different definitions. For new construction of sidewalks, they have to follow the most recent guidelines of the ADA requirement. The ADA requirement states that sidewalks should be easily navigated, comfortable, no excessive cracks, gaps, or uplifts. The slope should not be too extreme, you should have a clear path, with no shrubbery in your face. When you maintain a sidewalk, you have to maintain it to the standards of the time it was built. There shouldn't be a crack or a gap of more than ½ inch. A lot of cities will actually do the grinding without having to bother the owner of the property. There should be a clear path at least 3 – 4 feet wide, and 7 feet high. No overhangs, surfaces should be firm, stable and slip-resistant. There should not be anything stored on the sidewalk. This is especially true with yard sales, etc. Who's responsibility is it for the maintenance of the sidewalk? At this time, it is the property owner's responsibility. Once it's report, the city or county will notify the owner, and they'll send pictures and brochures to show the owner how they can fix it. A lot of cities will help if needed. If you can't afford to fix the problem, they will place a lien on your property, do the repairs, and then add it to their property tax. Some homeowner's insurance policies will also cover repairs. Watsonville provides low-interest loans, and/or provide you with a list of contractors that don't charge a lot. Ultimately it is the property owner's responsibility. What do you do if you see a sidewalk that needs repair? You can log on the SCCRTC website, and fill out a hazard form. You can describe the problem, you can upload a picture, you can make a suggestion, and etc. It's a very liberal form, so whenever you see something that needs attention, you can fill out this form and bring it to their attention. These forms are looked at by the RTC, and then they will forward it on the correct person or place to rectify the situation. If you don't have web access you can also call the RTC and report it that way. (460-3200). You may also attend any of their meetings, they meet once a month, and it is posted ahead of time on the RTC website. The next meeting is scheduled for Oct. 2<sup>nd</sup>, from 10-12 pm, at the RTC office at 1523 Pacific Ave. in downtown Santa Cruz.

Naomi stated that it would be nice if they also used publicity to let people know, by either putting the info in the buses, or at the Bus Stations. Veronica stated that it would also be nice to add this to our "Headways" publication.

## **9. SC COUNTY FAIR SCHEDULES**

Charlotte asked to have this item on the agenda, as there was a lot of confusion this year as to when the bus schedules were running to the fair. The Sentinel published certain days, but the information there was not correct. She found that many of the bus operator's were not informed. There were also Radio announcements, but they didn't announce how to get to the fair by the buses. She did find a schedule that Metro put out on the bus, but not all the operator's knew what the schedules were. More information is needed for the public. Charlotte had planned to go on Saturday, but since the Rio Del Mar bus's don't run on the weekends, she was unable to get to the

fair this year. She would like to see much more advertising ahead of the fair so that people know how to get there. Ciro explained that the fair has less funding than in previous years and they do encourage parking there, but they don't advertise the bus schedules. Ciro did call the Radio stations but it's really hit or miss, because the Radio advertises what they want. Ciro asked the group how would you like us to promote the fair. We did print schedules that were put on the buses, we gave the information to our Customer Service booth, and we did have flyers available. Charlotte said she did have to ask the driver and then found it on the bus. Bob Geyer suggested that we make this an Agenda item in June of next year, so that we can plan ahead to get notification out to the public. Whether someone calls or emails the information out can be decided then.

**10. DISCUSSION OF BUS STOPS** – This item will be moved to the next agenda, as Tove Beatty was unable to attend this meeting.

## **11. DISCUSSION OF SERVICE REDUCTIONS AND CHANGES**

Naomi stated that Erich was going to discuss what goes into the decision to change the bus service, from leaving at the Metro Station to leave from other points along the route. Erich stated that this is what they call Mid-Route starting points, and this was implemented to relieve pressure for routes down the line that get filled up, and then pass people by. They chose Route 10 because there were a lot of people on High Street that were being left behind. They also did that with Route 15, and this was done as an experiment. But they would like to expand that to the 16 as well. But we will see how Fall goes before changing that in the Spring. Naomi stated that there are some people who are commuting and they need the High Street Route and they are being missed. Erich agreed that there are still some changes being to be made. Naomi agreed that there are a lot of people on High Street that only have the 10 to ride, but there are some changes needed for the people that ride more than 1 bus. Erich then went on to explain the changes that will be made in the Fall with the Watsonville Routes. There was a Watsonville Transit Study that was done through a Grant, and the Report that came out had recommendations to expand the 72 and 74 to leave once an hour, it includes a re-design the 74 & 79 routes and includes the addition of a new Route 77 which crosses the bridge and goes into Pajaro. Other changes include changes to departure times on almost all the routes, to about 15 minutes. Since it's been implemented, there are some changes that will still be made; he noted that connections from the 91 to the 79 timing is off. This was somewhat of a blindspot, so changes will be made to that to remedy that. Bob Geyer mentioned that when the 91 got to Watsonville, it use to become the 79, so the connection issue didn't happen. Erich agreed that this is called Interlining, and we did implement this for awhile when there were optimal schedules with little holdover time, the problem with this is if the bus is running late, that makes the next route late as well. So some more changes will be made, the biggest change is that we've restored weekend routes to 74 and 79. This Fall there will be some minor fixes and there will be Contractual changes for the operators that will provide more straight shifts. In the spring there will be more service added to Hwy 17, and Live Oak will also be looked at again, for departure times. He is also looking at bringing back the short route 69. Then later in the Summer and next Fall Erich will be looking at a big development where they will try to look at run times for the 71, and the 69 and 69W. We know that there are connections being missed, and people being missed, so we will be looking at this very carefully and then trying to simplify some of the routes for the riders. Roseann stated that people are very happy about the changes, and she is adamant about making people use the routes, so we don't lose them.

Norm mentioned that communication is so very important for the changes, and getting that out to the public.

Charlotte asked if Metro will be restoring service on the weekends in Rio del Mar, and Erich said that in the Spring he will be looking at restoring the 54, 55 and 56 routes to see if there can be some improvement in that area.

**12. NEW BUS TIE-DOWN SECUREMENT TOOL** – This will be added to the next agenda, as time has run out.

**13. COMMUNICATIONS TO THE GENERAL MANAGER**

None.

**14. COMMUNICATIONS TO THE BOARD OF DIRECTORS**

None.

**15. ITEMS FOR NEXT AGENDA**

Voucher Distribution, Discussion of Bus Stops, New Bus Tie-Down Securement Tool, Bikes on the Buses, Accessibility of TVM's

**16. ADJOURNMENT**

There being no further business, Naomi Gunther adjourned the meeting at 7:58 p.m.

Respectfully submitted,

Sherri Escobedo  
Administrative Assistant

The METRO Advisory Committee (MAC) met on Wednesday, October 17, 2012 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

**1. CALL TO ORDER**

Steve Johnson called the meeting to order at 6:15 p.m.

**ROLL CALL**

**MEMBERS PRESENT**

Steve Johnson  
Roseann Marquez  
Donald "Norm" Hagen  
Charlotte Walker

**MEMBERS ABSENT**

Naomi Gunther, Chair  
Bob Geyer, Vice Chair  
Craig Agler  
Mara Murphy  
Dennis "Pops" Papadopulo  
Dave Williams

**VISITORS PRESENT**

Veronica Elsea  
Mark Case

**STAFF PRESENT**

Ciro Aguirre, Operations Manager (arrived at 6:16 pm)  
April Warnock, Paratransit Superintendent  
Erich Friedrich, Jr. Transportation Planner  
Todd Pinsky, Fixed Route Bus Operator  
Sherri Escobedo, Administrative Assistant/ MAC Secretary

**2. AGENDA ADDITIONS/DELETION**

Charlotte Walker asked to add on the agenda, a motion to change the scheduled November 21<sup>st</sup> meeting to November 14<sup>th</sup> due to the Thanksgiving Holiday. Since this directly affects the next meeting date, it was agreed to add it on.

**APPROVE CHANGING THE NOVEMBER MEETING FROM NOVEMBER 21<sup>ST</sup> TO NOVEMBER 14<sup>TH</sup>.**

**ACTION: MOTION: NORM HAGEN SECOND: CHARLOTTE WALKER**

Motion passed unanimously, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, Dennis "Pops" Papadopulo, and Dave Williams being absent.

Veronica Elsea, Chair of the Pedestrian Safety & Work Group, asked to add-on a follow-up presentation regarding the Sidewalk Maintenance Hazard Report Form in regards to having posters on Metro buses and how to propose this to Metro. This will be added on for next months agenda. Ciro Aguirre stated that she should address a letter to the MAC Committee asking for their support, and then the MAC Committee can forward the letter to the Board of Directors, and to include that the RTC would pay for the posters.

**3. ORAL/WRITTEN COMMUNICATION**

None.

**4. APPROVE MINUTES OF MAC MEETING OF SEPTEMBER 2012**

**ACTION: MOTION: CHARLOTTE WALKER SECOND: ROSEANN MARQUEZ**

Motion passed unanimously, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, Dennis "Pops" Papadopulo, and Dave Williams being absent.

**5. ACCEPT & FILE RIDERSHIP REPORT FOR JULY 2012**

There was a brief discussion about ridership numbers being down from last year, and Erich Friedrich, Acting Transportation Planner explained that this was expected due to the cut-backs from last year and the restoration of service this fall. Ridership is up, and the numbers for the new routes that have been added back in will show in September's report. Norm Hagen had a comment regarding the number of users with mobility devices; he himself has taken the 79 and saw very few mobility devices. He asked if we are supporting outreach to people that need to know, and Erich explained what he looks for in routes as far as ridership, and with the budget in good shape he has been quite lenient in regards to all riders. Charlotte asked a question regarding what type of mobility device do we look at, and Erich explained that anytime the ramp is deployed, that's the type of mobility device we look for.

**ACTION: MOTION: NORM HAGEN SECOND: ROSEANN MARQUEZ**

Motion passed unanimously, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, Dennis "Pops" Papadopulo, and Dave Williams being absent.

**6. ACCEPT & FILE PARACRUZ OPERATIONS STAFF REPORTS FOR JULY 2012**

There was a brief discussion regarding a situation that Norm Hagen was in on a Paracruz ride, where a driver lacked in some English speaking skills and he wondered if it was wrong of him to offer to teach the driver speaking abilities. Ciro Aguirre, Operations Manager, explained that Norm should not give preferential treatment to one driver based on this, that we offer top-notch training, if a driver is having difficulty he should report it to his supervisor. He went on to explain that our training has somewhat changed focus from driver skills to customer service skills, and that we receive numerous compliments from the public and drivers themselves that our training is excellent.

**ACTION: MOTION: CHARLOTTE WALKER SECOND: ROSEANN MARQUEZ**

Motion passed unanimously, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, Dennis "Pops" Papadopulo, and Dave Williams being absent.

**7. ACCEPT & FILE LEGISLATIVE AND GRANTS REPORT FOR JULY 2012**

Norm Hagen did his own survey regarding bus stops to and from Freedom Blvd. to Watsonville, and he wondered if that was given any recognition for the need for that. Erich Freidrich responded that it was a very good tool and he appreciated it. He went on to explain that the new Transportation Bill that was recently signed in July, does allocate re-occurring Capital Funds that we can use for buying

things or for building things. We can't use the funds for service on the roads. We are currently debating about what to do with these capital funds, and one of the suggestions is the on-going facilities repair program. This includes bus stops that need extra work, not just regular maintenance. There has been quite a few lists received from several groups in the area, and we are really looking at this list carefully for improvements. As of August we've completed over 100 repairs and we have a few dozen more to go. There's a lot more coming, one of which is Green Valley Road, and the Towers Medical Facility in Watsonville.

**ACTION: MOTION: NORM HAGEN SECOND: CHARLOTTE WALKER**

Motion passed unanimously, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, Dennis "Pops" Papadopulo, and Dave Williams being absent.

**8. DISCUSSION OF BIKE RACKS ON BUSES**

Mark Case gave a brief discussion advocating for getting more bikes on the buses. He would like to see some of the longer routes, the 35, 69, and 71 be able to carry more bikes. He basically uses his bike and public transportation to get around, and has found that he sometimes has to wait for the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> bus to be able to get his bike on the bus. He explained that to him his bike is like a mobility device, and to many others as well. He did a lot of research on the subject and spoke to several transit systems to find out what their policies were. Metro's policy is limited to three bikes on the rack in front, however, Todd Pinsky, Fixed-Route Operator explained that it really is the Operator's discretion to allow a bike inside the bus for those routes that they are allowed on such as they Hwy 17 Commuter Express routes and 40,41, & 42 routes, considered Rural Life-Line Service. If the bus is not full, the Operator's will allow this, however if the bus fills up the rider with the bike may be asked to exit the bus, and wait for another. Roseann Marquez asked if this is safe. The response from Todd was that there has to be a clear path on the bus to walk. Charlotte asked if someone is asked to get off will their fare be credited. Todd explained that the driver will usually work with the passenger to get him on another bus. Charlotte remarked that there are folding bikes and they are allowed on the bus. Todd Pinsky stated that this is true, but anything that impedes a rider will move that bike off the bus. Bike racks cannot be put on the back of the buses due to safety reasons, they sometimes fall off, and it is very difficult for an Operator to see when the bike has been unloaded from behind. Mark Case said he would be willing to pay a higher fare to get his bike on the bus. Ciro Aguirre explained that there is a history to this issue, and it has been brought up before. There has been reluctance from older adults & persons with disabilities to accept more bikes inside the buses on local routes, due to the confrontation issue that arises where these persons need to occupy the seats where the bicycles are at. The other issue is schedule delays that result by allowing passengers to load and unload bikes. Ciro suggested that if Mr. Case wanted to move forward with this subject, he would need to carry it forward with a letter to the MAC Committee. Mark's biggest concern is that he would like to see more bikes added to the main runs through town, the 91, 71, & 69. He feels there are enough buses on those routes to accomodate more bikes. He is aware of 3 Grant Programs that will provide funds for racks on buses, and he's hoping that Metro will change their policy for more bikes on buses.



## **9. ACCESSIBILITY OF TVM'S**

There was a discussion about accessibility of the TVM's for vision impaired customers. Ciro Aguirre sent an email to Dan Gilfand at GFI with Veronica Elsea's concerns. He has responded back, and he is currently working with his engineering dept to work on these changes. Ciro stated that when we order a new TVM, which we will be doing in the near future, he will use that as an additional opportunity to ensure that the changes needed on the current machines are completed. Veronica Elsea asked a question regarding the beginning of ordering a new machine, why they would not be compliant to ADA 504 requirements. Ciro responded that they basically build the machines to our contract specifications, and the contracts do have language requiring that the equipment to be compliant with ADA requirements, but he would make sure that subsequent contracts would include the elements of ADA. Veronica then asked in the future could this be a specification with all new purchases so that this deficiency does not occur again. Ciro stated that the committee would need to provide him with a letter stating their concerns about the compliance with ADA, and would confirm with Legal. April Warnock, Paratransit Superintendent interceded that a lot of the time when it comes to creating software and/or hardware, that this work is done by engineers and they really don't get to test the product in real-life, so they are not really aware of all the deficiencies.

Steve Johnson suggested that the committee make a motion to have the MAC Chair create a letter to Ciro Aguirre, Operations Manager, asking for compliance of our TVM's with the ADA requirements.

### **ACTION: MOTION: NORM HAGEN SECOND: CHARLOTTE WALKER**

Motion passed unanimously, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, Dennis "Pops" Papadopulo, and Dave Williams being absent.

Steve Johnson then suggested that the committee make a motion to have the MAC Chair create a letter to METRO's legal department (Margaret Gallagher, District Counsel) requesting that the Purchasing Department include in all their contracts compliance with ADA 504 and 508 requirements.

### **ACTION: MOTION: NORM HAGEN SECOND: ROSEANN MARQUEZ**

Motion passed unanimously, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, Dennis "Pops" Papadopulo, and Dave Williams being absent.

- 10. DISCUSSION OF BUS STOPS** –Tove Beatty provided a letter to the committee as she was unable to attend this meeting. The letter basically explains that project has been bid, and an award is currently under consideration. Once that news is official and the Board has awarded a contract, she will update the committee.

## **11. DISCUSSION OF SERVICE REDUCTIONS AND CHANGES**

Erich Friedrich Acting Transportation Planner gave a brief presentation about the Winter Bid coming up, there really aren't too many changes, a few tweaks to the Watsonville routes. There are some major internal changes coming as far as how we assign work to our bus operators. This won't really

affect service to the public however. There are some changes coming this Spring which will be quite exciting, and Erich will speak more about that in the coming months. There will be some additional changes in the Live Oak service, particularly between the Capitola Mall and Santa Cruz, as well as some changes in the Highway 17 service, adding departure and arrival times, and even additional trips. This fall Amtrak, CalTrain, and the Ace Train all changed their schedules and did not make us aware of that. We usually have a very open communication with these services, however this time that was not the case. So this caught up off-guard, and we will now have to make up for those changes. We will be doing rider surveys on Hwy 17 to see where people make connections and how often they make connections. Norm asked about which connections we are looking at, and Erich responded CalTrain. Erich said we do have to look at Amtrak first, since we partner with them, but we will be looking at CalTrain and the Capitol Corridor as well. Veronica Elsea commented that CalTrain is very difficult to obtain a ticket since the window is so short to make your connection, even if we had just 5 more minutes, it would be extremely helpful. Erich stated that he appreciates those comments, and he is definitely looking into that. There was a brief discussion between the group regarding misdirection at the Amtrak facility for all the train routes, and or ramps to get to the right place. Erich then stated that VTA & MTC (Metropolitan Transportation Commission) which runs funding for all transportation in the Bay Area, is currently working on signage and way-finding at major transit locations. Erich stated that he would have a detailed outline and presentation for the next meeting for any new developments and changes. Roseann Marquez had one other question regarding the weekend 79 schedule being different from the weekday schedule. Erich stated that this had to do with interlining and making the system more efficient. Erich stated that he would take a second look at that to see if he could get it to be more convenient. Ciro Aguirre wanted to add that for Charlotte and Veronica coming back from SF, that we have an agreement with Amtrak that they can contact the operator of the bus to hold it if he knows there is a connection to be made. Also in connection with VTA, if you want to ride the Light Rail and you have a Cruz Pass, you can ask for a transfer to the light rail.

**12. NEW BUS TIE-DOWN SECUREMENT TOOL** – Ciro Aguirre, Operations Manager gave a demonstration of a tool designed by Frank Bauer to use with securing a mobility device on the bus. This tool is very convenient and easy to use, and has less stress on the driver. This tool is a ratchet type device that fits over the knob of the securement device to enable the operator to tighten it down much easier by using leverage. Todd Pinsky gave a brief discussion about securing a wheelchair and the difficulties involved as well as wear and tear on wrists. This tool makes it much easier to secure mobility devices.

**13. COMMUNICATIONS TO THE GENERAL MANAGER**

None.

**14. COMMUNICATIONS TO THE BOARD OF DIRECTORS**

None.

**15. ITEMS FOR NEXT AGENDA**

Discussion of Bus Stops, Sidewalk Maintenance Poster, Bikes on the Buses, Accessibility of TVM's, Letters to the Board

**16. ADJOURNMENT**

There being no further business, Steve Johnson adjourned the meeting at 8:00 p.m.

Respectfully submitted,

**6-14.22**

Sherri Escobedo  
Administrative Assistant

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes - METRO Advisory Committee (MAC)**

**November 14, 2012**

The METRO Advisory Committee (MAC) met on Wednesday, November 14, 2012 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

## **1. CALL TO ORDER**

Steve Johnson called the meeting to order at 6:07 p.m.

## **ROLL CALL**

### **MEMBERS PRESENT**

Steve Johnson  
Roseann Marquez  
Donald "Norm" Hagen  
Charlotte Walker  
Dave Williams

### **MEMBERS ABSENT**

Naomi Gunther, Chair  
Bob Geyer, Vice Chair  
Craig Agler  
Mara Murphy  
Dennis "Pops" Papadopulo

### **VISITORS PRESENT**

Veronica Elsea

## **STAFF PRESENT**

Ciro Aquirre, Operations Manager (arrived at 6:20 pm)  
April Warnock, Paratransit Superintendent  
Sherri Escobedo, Administrative Assistant/ MAC Secretary

## **2. AGENDA ADDITIONS/DELETION**

Veronica Elsea, Chair of the Pedestrian Safety Work Group asked to have her letter to the Board of Directors submitted as an addition to the agenda.

## **3. ORAL/WRITTEN COMMUNICATION**

None.

## **4. APPROVE MINUTES OF MAC MEETING OF OCTOBER 2012**

**ACTION: MOTION: NORM HAGEN SECOND: ROSEANN MARQUEZ**

Motion passed unanimously, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, and Dennis "Pops" Papadopulo being absent.

## **5. ACCEPT & FILE RIDERSHIP REPORT FOR AUGUST 2012**

There was a brief discussion about ridership on route 79, Norm was concerned about the scant ridership. Roseann stated that she believes it is due to the different times on weekdays and weekends. Norm stated that Ciro had mentioned that this was due to "interlining". However, his concern is that they may do away with this route based on the ridership. Norm feels that more outreach needs to be done to the riders. April stated that ridership is not the only factor in determining routes, that "life-line" is also involved, having to do with providing the service. Roseann believes that people just don't know that the route exists. She has noticed a lot of different and new riders on the weekends. The issue is that it arrives at half past on weekends, but on the hour on the weekdays, and they feel that this is confusing to riders. April also explained that a lot of the route

**6-14.24**

times has to do with scheduling and lining up with other routes, which is what interlining is about. There was also a brief discussion about particular bus stops that have been damaged by accidents and/or moved or not there anymore. Ciro reiterated to the committee that we need to know about any problems with bus stops so that we can have maintenance make repairs. Erich was unavailable for this meeting, however, he will be bringing the new service changes to the next meeting in December.

**ACTION: MOTION: NORM HAGEN SECOND: CHARLOTTE WALKER**

Motion passed unanimously, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, and Dennis “Pops” Papadopulo being absent.

**6. ACCEPT & FILE PARACRUZ OPERATIONS STAFF REPORTS FOR AUGUST 2012**  
Norm just wanted to thank Paracruz for their tremendous service.

**ACTION: MOTION: NORM HAGEN SECOND: ROSEANN MARQUEZ**

Motion passed unanimously, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, and Dennis “Pops” Papadopulo being absent.

**7. ACCEPT & FILE LEGISLATIVE AND GRANTS REPORT FOR AUGUST, SEPTEMBER & OCTOBER 2012**

Norm had a question regarding what the acronym MTIP stands for. Ciro responded that this stands for “Metro Transit Improvement Program” and explained that the STG (State of Good Repair) is a grant program for facilities that need upgraded and is provided by the Federal Transit Administration and will apply to the Judy K. Souza Operations Facility that is being built.

**ACTION: MOTION: NORM HAGEN SECOND: ROSEANN MARQUEZ**

Motion passed unanimously, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, and Dennis “Pops” Papadopulo being absent.

**8. DISCUSSION OF BIKE RACKS ON BUSES-FOLLOW UP**

Ciro explained that the committee needs to decide whether they want to support Mr. Case’s suggestion of more bikes on buses or not support Mr. Case’s suggestion of more bikes on buses. Roseann stated that she doesn’t feel that she wants to support this as she feels that there isn’t enough room on the buses to have more bikes. There are enough obstacles on the buses already that people have to maneuver around. Norm asked about the current policy for bikes on the buses and Ciro stated that currently only the Hwy 17, 40, 41, and 42 routes allow bikes inside the buses, only when there is space available. If the securement area needs to be used by a rider, then the rider with the bike is asked to move off the bus. Norm feels that this is a very sensitive area, and he doesn’t feel that we should make any changes at this time. If there is a continuing growing need for this in the future then we can look at it then. Ciro stated that the committee needs to make their decision and then have the Chair send a letter to Mr. Case and let him know what their decision is. Mr. Case also has the option of presenting his suggestion to the METRO BOD’s if he so wishes at one of the BOD meetings.

Motion to deny more bikes on buses at this time, however, if equipment becomes available that would support more bikes on buses in the future, the committee would support reviewing the available equipment at that time.

**ACTION: MOTION: NORM HAGEN SECOND: ROSEANN MARQUEZ**

Motion passed, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, and Dennis "Pops" Papadopulo being absent, and Charlotte Walker abstaining.

**9. SIDEWALK MAINTENANCE PROGRAM**

Veronica Elsea would like to pursue getting signs on the buses that would promote the Sidewalk Maintenance Program that is available to the public on the SCCRTC website. She had authored a letter to the Board of Directors that is being submitted at the November 30, 2012 Board Meeting. She has asked for the MAC Committee's support for this outreach. Steve Johnson suggested that they draft a letter to the Board in support of this program and to support getting the signs on the buses.

**ACTION: MOTION: STEVE JOHNSON SECOND: CHARLOTTE WALKER**

Motion passed, with Naomi Gunther, Bob Geyer, Craig Agler, Mara Murphy, and Dennis "Pops" Papadopulo being absent

**10. DISCUSSION OF TVM's**

Ciro did speak to the Legal Dept. regarding the inclusion of ADA requirements in our contracts, which we have. The problem is in the interpretation from the vendors. He stated that Maria Granadas-Boyce is working on the TVM problem with our contact at GFI and they will be changing the recordings. We will wait to order a new machine until all the changes have been made. Maria will also be purchasing braille label machines to update our current machines, and that she will likely ask Veronica Elsea to test them out once the changes are made. Veronica stated that we also need to make changes to our website to make sure that it is also compliant. Ciro stated that he will bring in one of our contracts so the committee can look at the verbage for ADA compliance. This item will be added next month's agenda for follow-up.

**11. DISCUSSION OF BUS STOPS**

Ciro stated that since Tove is not available he's not sure where we are on this project and he encouraged the committee to call in any issues regarding bus stops. April mentioned that with Daylight Savings Time it's important to know if there are any stops that are not lighted. Roseann had a question regarding moving a bus stop if it is in a bad spot. There was a discussion about identifying the poles with a band or something for blind riders, as the bus stop poles and street poles are the same size and it's sometimes difficult to tell the difference. There was a committee request to have Tove attend the next meeting in order to update them on the bus stop improvement program

**12. DISCUSSION OF SERVICE CHANGES**

Erich was unable to attend this meeting, however he is proposing to bring a bigger presentation at December's Mac Meeting. Ciro stated that there were minor changes in the Winter Bid, however there will be some major changes in the Spring Bid which is around the March timeframe. We have hired about 20 new Operators.

**13. COMMUNICATIONS TO THE GENERAL MANAGER**

None.

**14. COMMUNICATIONS TO THE BOARD OF DIRECTORS**

None.

**15. ITEMS FOR NEXT AGENDA**

Discussion of Bus Stops, Accessibility of TVM's, Service Changes, and Letters to the Board

**16. ADJOURNMENT**

There being no further business, Steve Johnson adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Sherri Escobedo  
Administrative Assistant

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes - METRO Advisory Committee (MAC)**

**December 19, 2012**

The METRO Advisory Committee (MAC) met on Wednesday, December 19, 2012 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

## **1. CALL TO ORDER**

Naomi Gunther called the meeting to order at 6:04 p.m.

## **ROLL CALL**

### **MEMBERS PRESENT**

Naomi Gunther, Chair  
Dave Williams  
Dennis "Pops" Papadopulo  
Donald "Norm" Hagen  
Rocky Barrera  
Roseann Marquez

### **MEMBERS ABSENT**

Bob Geyer, Vice Chair  
Steve Johnson  
Mara Murphy  
Charlotte Walker

### **VISITORS PRESENT**

## **STAFF PRESENT**

Ciro Aquirre, Operations Manager (arrived at 6:10 pm)  
April Warnock, Paratransit Superintendent  
Tom Hiltner, Grants & Legislative Analyst  
Mary Ferrick, Fixed Route Superintendent  
Bob Cotter, Maintenance Manager  
Erich Friedrich, Transit Planner  
Sherri Escobedo, Administrative Assistant/ MAC Secretary

## **2. AGENDA ADDITIONS/DELETION**

Veronica Elsea, Chair of the Pedestrian Safety Work Group asked to have her agenda item moved via email to the next scheduled meeting in January as she would be unable to attend tonite's meeting.

## **3. ORAL/WRITTEN COMMUNICATION**

Norm Hagen welcomed Rocky Barrera to tonite's meeting. Rocky Barrera introduced himself to the MAC Group.

## **4. APPROVE MINUTES OF MAC MEETING OF NOVEMBER 2012**

**ACTION: MOTION: NORM HAGEN SECOND: ROSEANN MARQUEZ**

Motion passed, with Mara Murphy, Charlotte Walker, Steve Johnson, and Bob Geyer being absent. Naomi Gunther abstained.

## **5. ACCEPT & FILE PARACRUZ OPERATIONS STAFF REPORTS FOR SEPTEMBER 2012**

Norm had a question regarding the ridership numbers being down, but the total costs are up. April Warnock explained that our labor contracts were just recently re-negotiated, and that many of our drivers and employees are now at the higher levels of annual leave accruals and wages. She

**6-14.28**



stated that we are fortunate to be able to maintain our employees due to our great benefits; however this is the reason for our increased costs.

**ACTION: MOTION: NORM HAGEN SECOND: DENNIS “POPS” PAPADOPULO**

Motion passed unanimously, with Mara Murphy, Charlotte Walker, Steve Johnson, and Bob Geyer being absent.

**6. ACCEPT & FILE LEGISLATIVE AND GRANTS REPORT FOR NOVEMBER 2012**

Norm wanted to thank the Grants & Legislative Analysts for their work; in these times to be able to obtain the funds we have is really wonderful. He also wanted to add that the fact that the Metro Station is still on the target for renovation and that is really wonderful. Tom Hiltner, Grants & Legislative Analyst commented that they are currently working on getting proposals for a qualified architectural firm to design some alternative proposals for the facility. This will probably be in the January time-frame. Norm asked if there was still a design for a 3 or 4 story facility with residential area included, and Tom stated that nothing is off the table at this time, it could be anything from just a repair or improvement to the façade of the current building to completely tearing it down and rebuilding with a mixed-use, multi-story building. Norm asked if the City of Santa Cruz is still involved with this and Tom stated that the City is still a partner because it is on Pacific Avenue, and initially the City had some money through the Redevelopment Agency for low-income and affordable housing and parking facilities and would be able to contribute capital funds. Since then the Redevelopment Agency no longer exists, but this project has been transferred to the Economic Development Dept. through 2013.

**ACTION: MOTION: NORM HAGEN SECOND: ROSEANN MARQUEZ**

Motion passed unanimously, with Mara Murphy, Charlotte Walker, Steve Johnson, and Bob Geyer being absent.

**7. ACCEPT AND FILE APPOINTMENT OF ROCKY BARRERA TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 14, 2014.**

The group welcomed Rocky to the Committee and Naomi stated that they were all happy to have him there.

**8. ELECTION OF CHAIR AND VICE-CHAIR**

Nomination of chair: Norm Hagen volunteered

Motion passed unanimously, with Mara Murphy, Charlotte Walker, Steve Johnson, and Bob Geyer being absent.

Nomination of Vice-Chair: Bob Geyer (Bob Geyer has decided not to continue with Mac, so he cannot be nominated). Steve Johnson nominated by Norm Hagen.

Motion passed unanimously, with Mara Murphy, Charlotte Walker, Steve Johnson, and Bob Geyer being absent.

## **9. DISCUSSION OF SC METRO'S TITLE VI, CIVIL RIGHTS ADMINISTRATIVE REGULATION-1033, AND MINORITY REPORT SELECTOR**

Tom Hiltner, Grants & Legislative Analyst had four points to make regarding the Title VI Policy; The first was to advise the group that we have the Title VI Policy which is against discrimination, the second is to go over a new policy for service standards which affect the delivery of transit service, the third is that we have a report coming out that will be available for public comment for the next 30 days, and the fourth is for the group to fill out the form attached "Advisory Committee Minority Representation". Tom explained that the Title VI Policy is that the Federal Government prohibits discrimination based on race, color, and national origin and the provision of services from any agency that receives federal funds. Basically we are prohibited from discriminating by race, color, or national origin against the delivery of our service to any individual, and conversely we cannot impose an undue or disproportionate impact on anybody resulting from construction of facilities or operating service. To implement this policy in federal agencies we have to have a program defining how we are going to meet this requirement and how we deliver services without discrimination. We are required to report on our program every three (3) years to the Federal Transit Administration so that they know that we are in compliance with the program. The FTA also updates the requirements for this report at times, and this happened last August, so this affects the 3 year report which is due in March of 2013. There were 2 new items added in this report, 1.) We are required to develop 4 new service standards for providing an objective standard that we can evaluate all of our service by. The 4 service standards are; a.) Load Factor on the bus, (Number of people on the bus relative to the number of seats to measure how many people end up standing); b.) On-Time Performance of the bus; c.) Headway (the time between the scheduled bus times), and d.) Service Availability, (how close you are to bus service.) So the reason we're circulating this policy is to get public feedback on those four measures, or any comments you might have about our service. The next part is the actual Title VI Policy, which describes what these service standards are and how we will measure and monitor them. Each portion of our service area is evaluated the same way, equally. It gives us an objective way to look at all the services and modify that service only on that objective material. Comments can be sent to Tom, either email, written or verbally. There was a brief discussion about Load Factors, the number of people on the bus that end up standing, etc., especially at the University. Ciro stated that the driver is supposed to call in when they have to do a pass-by, because of Load Factor. Naomi stated that she didn't believe that the driver's were calling in the pass-by's, based on her observation and discussions with students. She doesn't feel this is happening as often as it should. Norm also stated that he has noticed the 71 bus is often quite crowded with students standing at close proximity and he's not noticed the driver calling that in either. Ciro stated that this is an issue that is being looked at, and in order to add service we have to hire more drivers, which we are in the process of doing and when we have more funding we'll be able to add more service. Tom stated that one of the spin-offs of the service standards policy is that we are developing a way to look at the over loads and call-ins, with the forms. That way when we see where routes need more service we can improve that service. Norm had a concern about routes that don't have many riders at all. Ciro stated that everything is in transition right now because we've added service back in so that Planner will be looking at how the service is working and we'll be able to deal with overcrowding and under-utilization. Tom then explained that the way this fits into the 3 year report, is that we've created this new policy that will go into the report, and the public comments will also be included as well as all the out-reach done in connection with the policy. There will be a public hearing on the 25<sup>th</sup> of January, and this will be listed on our website, on the front page under public hearings. The public is encouraged to comment on the policy. It's also available in print, and Tom would be happy to provide that to anyone who wants it. The Board will then be asked to adopt a resolution to submit the report to the FTA. If there is a considerable

amount of public comment the Board may wait until the February 22<sup>nd</sup> meeting to adopt a resolution. The actual report is due to the FTA on March 31, 2013.

The other new requirement is that we report to the FTA the racial composition of any advisory bodies that we appoint members to. Since the Board Members appoint the Mac Members we are required to report the racial composition. There is a self-selection form available tonite to the MAC Committee to fill out. It is totally anonymous, and I will tally them up and submit a table that shows percentage by race.

#### **10. DISCUSSION OF SIDEWALK MAINTENANCE PROGRAM – FOLLOW UP-LETTER TO BOARD OF DIRECTORS**

This item will be moved to the next agenda as Veronica Elsea is unable to attend tonite's meeting. Naomi acknowledged that she needs to write a letter for this.

#### **11. DISCUSSION OF TVM'S (Accessibility) – LETTER TO DISTRICT COUNSEL**

Ciro stated that the issue with this was that Veronica Elsea had reported that the TVM's were not compliant with visually impaired riders. The result of this was that Giro has now issued a re-vamp or reprogram of the actual voice message that gives visually impaired users instructions on how to purchase tickets. It has been installed Veronica has been contacted to come out and try the machine to see if they problem has been rectified. Since Giro did comply with the change, we have now moved forward in buying some new TVM's with this update. Veronica also had an issue with the ADA compliance of our website, and wondered if our contracts did include this specification. Therefore Giro brought in a copy of a contract with the language that shows we do include addressing the ADA specific issues, for when we purchase goods and services. There was a brief discussion then of the specific ADA requirement in the contract with Javico, who is the vendor of our website design, and that is was incorporated in their contract.

#### **12. DISCUSSION OF BUS STOPS**

Bob Cotter gave a brief presentation of the bus stop improvements that are being made at this time. Norm had a question regarding how bus stop replacements happen. There was a bus stop at Tuttle & Cedar in Watsonville that someone demolished with their car. The crash area was cleaned up promptly by METRO but how does the replacement come about? Mary Ferrick explained in this case, since it was an accident scene, our legal dept. will be investigating the accident, and will determine who is liable for replacement of the bus stop. Once that is determined it will be replaced. Bob explained that we do try do bench replacements as soon as possible. We do have some budget constraints as well as shortage of manpower so it may take some time. One of the focuses has been on replacing the roofs of shelters that are leaking and or in need of repair. Norm mentioned that he had done a personal system check from Soquel at Freedom heading towards Watsonville and he stopped at every bus stop all the way to Freedom Center, and he had made some notes on bus stops along the way and wondered if Bob had seen that. Bob stated that he did not. Giro said he would look for that report. Norm stated that he would resend it to Bob. He stated that he had done this because he noticed an ederly woman standing in the rain one day with two shopping bags in her hand waiting for the bus at Soquel in the bike path. There was no shelter there, so he thought he'd check to see if there were more stops like that. He noticed 4 or 5 stops like that. Bob stated that if anyone knows of any bus stops that seem unsafe or dangerous to please let him know so that they can look at them and determine if some remedy can be made. Naomi also wanted to bring up the fact that the new awning at lane 4 of the Metro Center doesn't seem to come out as far as the old one, and she noticed that many of the benches are wet when it's

raining and that people are using Lane 1 instead. Also it seems a lot darker than it used to be in the evening. Bob stated that the awning is 6" shorter than the previous, however it is an open area and with the wind it doesn't help much to ward off the rain. There was a trade off in replacing the awning, but METRO felt that opening up that area would be better. Bob also stated that as far as the lighting is concerned, at the current time we are in the process of installing upgraded video equipment at all of our facilities, and once that is complete we will look to see how much money we will have left to install LED lighting at our facilities. If you'll notice that Lane 4 is quite a bit brighter than the others, that's because it's an LED light that we are trying out. We hope to install LED lights at all the lanes as well as inside the Metro Center. Norm had a question about whether we'd be installing video at the Watsonville Transit Center, and Bob stated that we already have video installed there. Naomi also stated that she appreciates the lighting that has been installed at all the bus stops, as it is quite dark in her area, and the lighting really helps. Roseann stated that she has a concern about the bus stop at Bronte & Bridge, where a resident who lives there has attached a string to the bus stop that is used for the shrubs in her yard, and she's concerned that someone could be injured by the string if they didn't notice it. Ciro stated that he would talk to Sheldon Njaa, Maintenance Supervisor about this. Roseann would like to see if this bus stop could be moved to Bridge Street instead of Bronte, and this would take care of this problem. She has asked for a courtesy stop at times and has been refused. Bob stated that he would take a look at this to see if it could be moved.

### **13. DISCUSSION OF SERVICE CHANGES**

Erich Friedrich, Transportation Planner gave an overview of the service changes that were made in the last few years. Service was cut about 20%, and as we restored service we actually made some improvements to existing services as well as added new service. There was an opportunity to put service back in a way that met the demands of the public. An example of this is the 91X didn't have every half hour service before the service cuts, so when we restored service we were able to put that in place. We were also able to implement changes that were recommended by the Watsonville Transit Study, like the 77 to Pajaro, the weekend 79, and etc. We certainly are not finished; we are looking at other ways to improve our service. Ideas that are coming out are that we are going to address the overwhelming demand of the Highway 17 buses, we hit another ridership high this last November. We are looking to increase this service, and also looking at running the 69W later in the evenings. There's a real disconnect between the Live Oak area and Cabrillo college, as well as just having later run service. Other tweaks that we are working on, is the 77 route, having that go to more places in Watsonville, and also fixing some connection issues with the 79. Erich would like to solicit some of the committee's input as to how things are working so far, or any ideas you might have. Naomi asked when some of these changes would actually occur. Erich stated that we need to have a final proposal by mid-January and these would be implemented in our Spring bid which begins sometime in March. Naomi also commented on the fact that in general when routes are changed it takes awhile to have people notice them. She feels that more outreach needs to be done when changes are made to make people aware. More signage is needed at the transit centers.

### **14. COMMUNICATIONS TO THE GENERAL MANAGER**

Ciro mentioned that Les's wife is very ill, and wanted to let the group know. Norm mentioned that he would send a card.

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

Roseann wanted to let the Board know that our drivers are extra great. Ciro stated she could also call compliments into the customer service booth, or send a letter to the Metro Admin Office.

**16. ITEMS FOR NEXT AGENDA**

**17. ADJOURNMENT**

There being no further business, Naomi Gunther adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Sherri Escobedo  
Administrative Assistant

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

**FROM:** Angela Aitken, Finance Manager

**SUBJECT: CONSIDERATION OF DECLARING ONE (1) 1979 CLARK FORKLIFT AS EXCESS FOR PURPOSES OF DISPOSAL AND DONATION / PURCHASE TO THE SANTA CRUZ COUNTY FAIR FOR THE AGRICULTURAL HISTORY PROJECT**

## I. RECOMMENDED ACTION

**That the Board of Directors declares one (1) 1979 Clark Forklift as excess for purposes of disposal and donation / purchase to the Santa Cruz County Fair.**

## II. SUMMARY OF ISSUES

- In accordance with Santa Cruz METRO's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- One (1) 1979 Clark forklift has exceeded its useful life and is no longer required by Santa Cruz METRO.
- The Santa Cruz County Fair Agricultural History Project has requested that Santa Cruz METRO donate the forklift for the price of \$1.00.
- Staff recommends that the Board of Directors declare the above item as excess and direct staff to donate the forklift to the Santa Cruz County Fair for the price of \$1.00.

## III. DISCUSSION

In accordance with Santa Cruz METRO's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.

One (1) 1979 Clark forklift has exceeded its useful life and is no longer required by Santa Cruz METRO.

The Santa Cruz County Fair Agricultural History Project has requested the donation of the forklift for the price of \$1.00.

Staff recommends that the Board of Directors declare the item on **Attachment A** as excess and direct staff to donate the forklift to the Santa Cruz County Fair Agricultural History Project.

The current gross market value of the forklift is approximately \$0 as it is in poor condition.

#### **IV. FINANCIAL CONSIDERATIONS**

The current book value on the forklift is \$0. The forklift is being purchased by the Santa Cruz County Fair for \$1.00. This will be recorded as income in the current operating budget.

#### **V. ATTACHMENTS**

**Attachment A:** Excess Asset Listing – as of January 25, 2013

**Attachment B:** Santa Cruz County Fair – Donation / Purchase Letter

Prepared by: Debbie Kinslow, Assistant Finance Manager

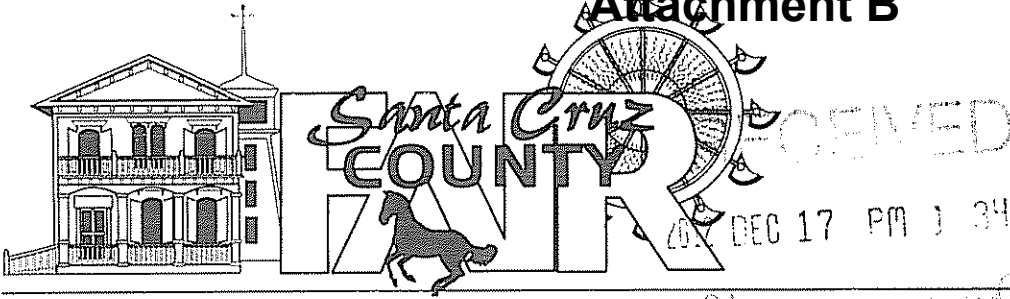
Date Prepared: January 18, 2013

# Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT						
EXCESS ASSET LISTING AS OF 1/25/13						
Asset #	Manufacturer	Year	Serial Number	Model	Residual Value	Condition
716	Clark-Forklift	1979	35512174161679	C500-50	\$0.00	POOR



# Attachment B



Santa Cruz County Fair  
ADMIN DEPARTMENT

Mr. Leslie R. White  
General Manager  
Santa Cruz METRO  
110 Vernon Street  
Santa Cruz, CA 95060

Dear Mr. White:

Thank you for your letter regarding the Agricultural History Project request for the donation of a Clark 1979 forklift. The Santa Cruz County Fair is willing to be the purchaser/owner (\$1.00 price) of the Clark 1979 forklift for use by the fair and the Agricultural History Project.

Sincerely,

David Kegebein,  
Interim Manager  
14<sup>th</sup> DAA/Santa Cruz County Fair

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF OCTOBER 31, 2012**

## I. RECOMMENDED ACTION

**That the Board of Directors accept and file the monthly budget status reports year to date as of October 31, 2012**

## II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of October 31, 2012 were \$216K or 2 % over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of October 31, 2012 were \$654K or 5 % under budget.
- **Capital Budget** spending year to date through October 31, 2012 was \$835K or 3 % of the Capital budget.

## III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's FY13 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **33%**.

**A. Operating Revenue**

Operating Revenues year to date as of October 31, 2012 were \$216K or 2 % over the amount budgeted. Revenue variances are primarily due to higher than anticipated Passenger Fares and Sales Tax Revenue.

- **Passenger Fares** are over budget due higher than anticipated sales of tickets in bulk.
- **Sales Tax Revenue** is over budget due to higher than anticipated receipts year to date through October 2012.

**B. Consolidated Operating Expenses**

Consolidated Operating Expenses year to date as of October 31, 2012 were \$654K or 5 % under budget. Services, Mobile Materials & Supplies, Casualty & Liability, Purchased Transportation and Miscellaneous Expenses all contributed to the variance.

- The majority of the variance in **Services** is due to **Repair – Equipment** costs. Repairs for Equipment are under budget due to the inability to anticipate when repair costs will be incurred, while the budget is straight lined.
- **Mobile Materials & Supplies** are under budget due to lower than anticipated prices of fuel.
- **Casualty & Liability** is under budget primarily due to fewer settlement costs than originally anticipated.
- **Purchased Transportation** is under budget due to newly hired Paratransit operators, which has lowered the need for outside services to meet Paratransit demand.
- **Miscellaneous** expenses are under budget primarily due to **Employee Training**. Training expenses will be incurred later in the year, while the budget is straight lined.

**C. Capital Budget**

Capital Budget spending year to date through October 2012 was \$835K or 3 % of the total Capital Budget. Of this, \$441K has been spent on the Video Surveillance Project – CCTV (State-1B), and \$248K has been spent on the MetroBase Project.

#### **IV. FINANCIAL CONSIDERATIONS**

STIC, Funds from Carryover from Previous Years, STA, and Operating Reserves will be used in the listed order to bridge the budget gap at the end of the fiscal year, when the amount of the operating income/loss for the year is determined. In the meantime, the amount of operating income/loss year to date is reported in the monthly budget status reports.

**Attachment A:** FY13 Operating Revenue & Expenses Year to Date as of 10/31/12

**Attachment B:** FY13 Capital Budget Report for the month ending – 10/31/12

Prepared by: Lorraine N. Bayer, Accountant II

Date Prepared: January 15, 2013

# ATTACHMENT A

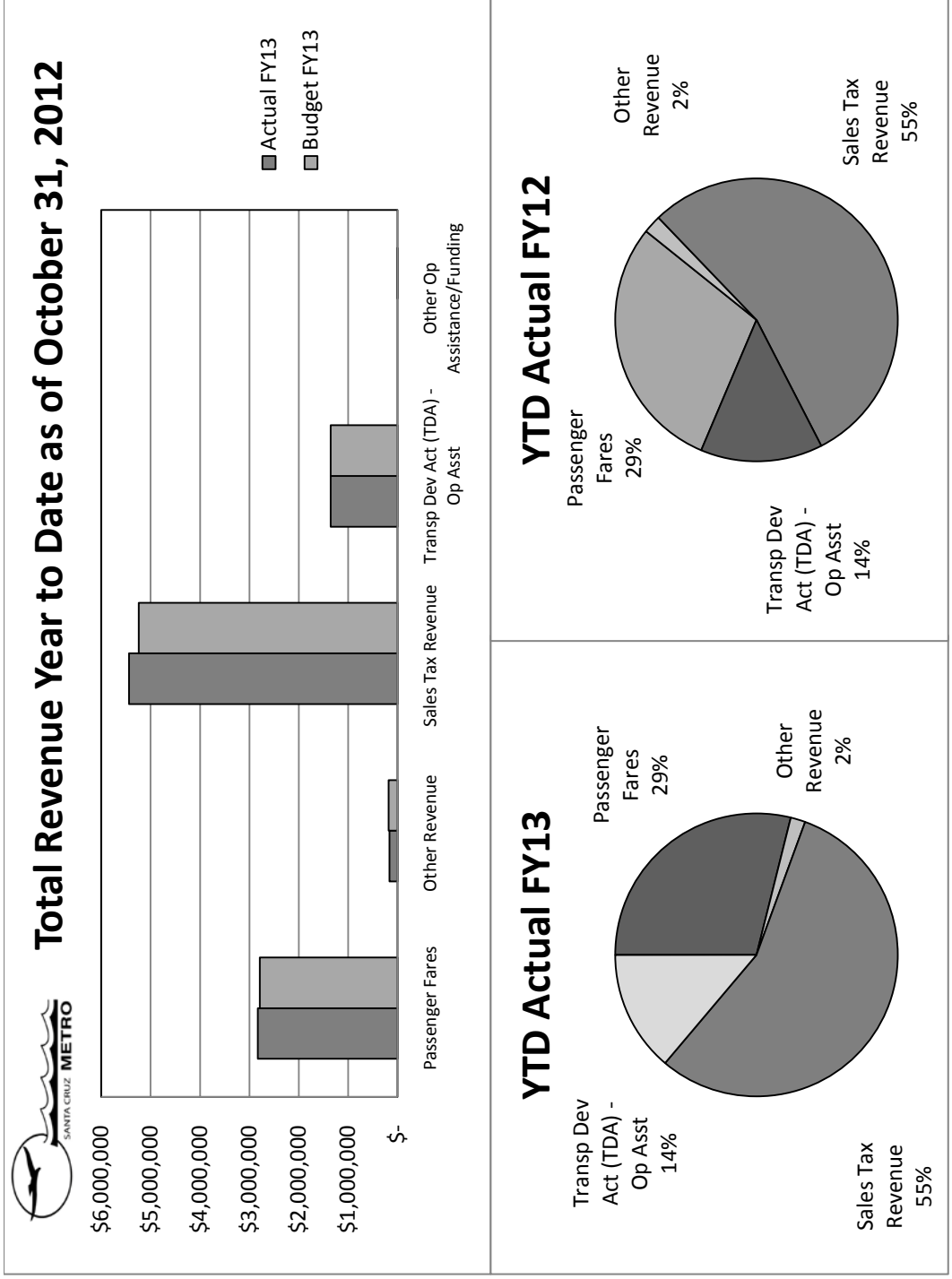


## FY13

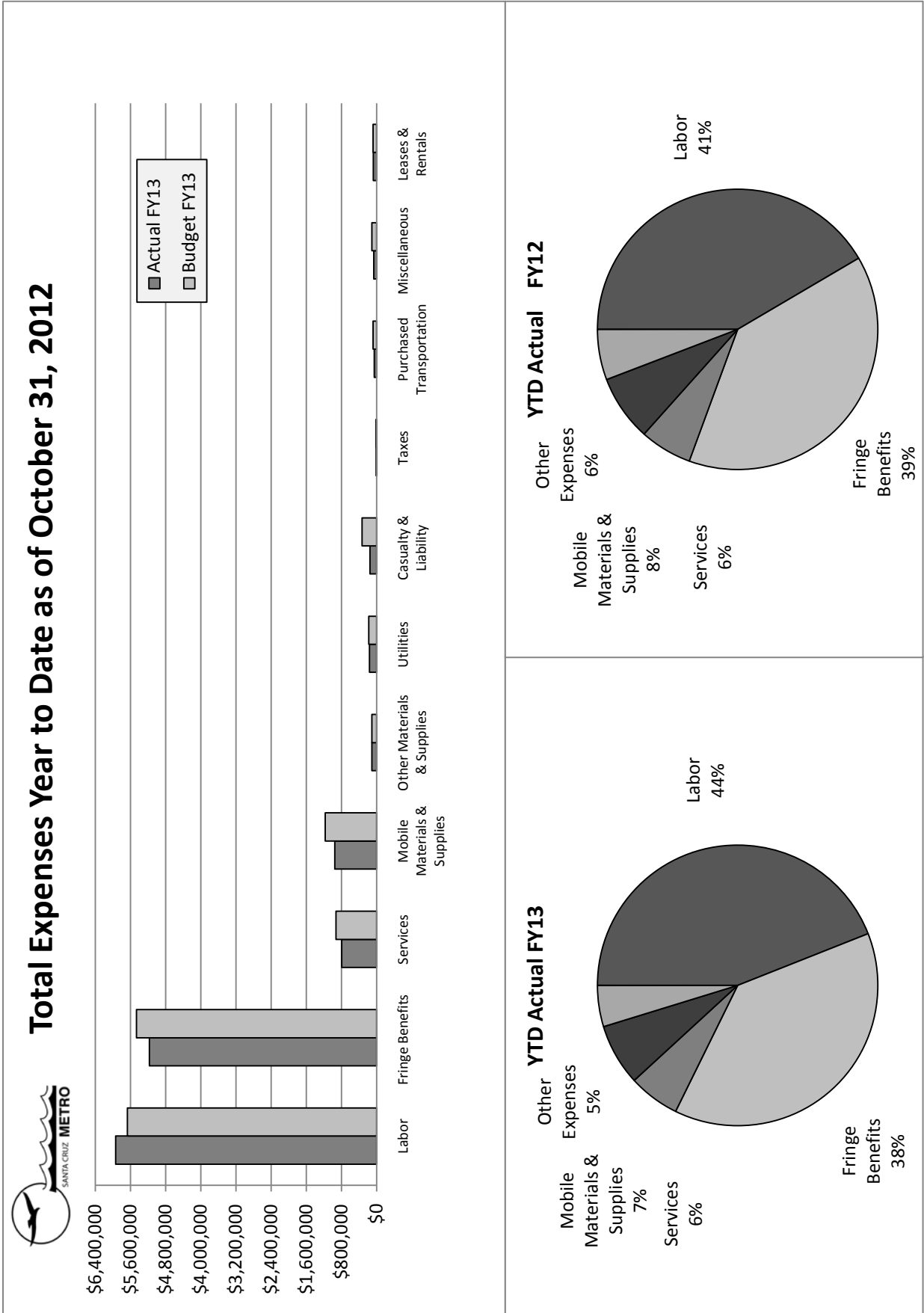
### Operating Revenue & Expenses Year to Date as of October 31, 2012

	Year to Date			YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	Actual	FY12	\$ Var	% Var
<b>Revenue:</b>							
Passenger Fares	\$ 2,827,800	\$ 2,790,731	\$ 37,069	\$ 2,757,158	\$ 2,757,158	\$ 70,642	3%
Other Revenue	\$ 165,181	\$ 182,854	\$ (17,673)	\$ 194,651	\$ 194,651	\$ (29,470)	-15%
Sales Tax Revenue	\$ 5,438,271	\$ 5,238,371	\$ 199,900	\$ 5,125,432	\$ 5,125,432	\$ 312,839	6%
Transp Dev Act (TDA) - Op Asst	\$ 1,353,330	\$ 1,353,330	\$ -	\$ 1,311,241	\$ 1,311,241	\$ 42,089	3%
Federal Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ 3,333	\$ (3,333)	\$ 2,043	\$ 2,043	\$ (2,043)	-100%
STA - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
STIC - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 9,784,582</b>	<b>\$ 9,568,619</b>	<b>\$ 215,963</b>	<b>\$ 9,390,525</b>	<b>\$ 9,390,525</b>	<b>\$ 394,057</b>	<b>4%</b>
<b>Expenses:</b>							
Labor	\$ 5,937,733	\$ 5,667,633	\$ 270,100	\$ 5,033,955	\$ 5,033,955	\$ 903,778	18%
Fringe Benefits	\$ 5,169,903	\$ 5,464,628	\$ (294,725)	\$ 4,730,422	\$ 4,730,422	\$ 439,481	9%
Services	\$ 794,529	\$ 926,713	\$ (132,183)	\$ 727,235	\$ 727,235	\$ 67,294	9%
Mobile Materials & Supplies	\$ 955,293	\$ 1,174,416	\$ (219,124)	\$ 916,881	\$ 916,881	\$ 38,411	4%
Other Materials & Supplies	\$ 110,209	\$ 113,082	\$ (2,874)	\$ 95,462	\$ 95,462	\$ 14,747	15%
Utilities	\$ 164,956	\$ 179,603	\$ (14,647)	\$ 157,305	\$ 157,305	\$ 7,651	5%
Casualty & Liability	\$ 153,625	\$ 333,334	\$ (179,709)	\$ 236,077	\$ 236,077	\$ (82,452)	-35%
Taxes	\$ 11,129	\$ 16,500	\$ (5,371)	\$ 11,326	\$ 11,326	\$ (197)	-2%
Purchased Transportation	\$ 58,335	\$ 83,333	\$ (24,998)	\$ 86,828	\$ 86,828	\$ (28,493)	-33%
Miscellaneous	\$ 65,845	\$ 108,428	\$ (42,584)	\$ 41,238	\$ 41,238	\$ 24,607	60%
Leases & Rentals	\$ 76,791	\$ 84,600	\$ (7,809)	\$ 76,641	\$ 76,641	\$ 151	0%
<b>Total Expenses</b>	<b>\$ 13,498,348</b>	<b>\$ 14,152,271</b>	<b>\$ (653,922)</b>	<b>\$ 12,113,369</b>	<b>\$ 12,113,369</b>	<b>\$ 1,384,978</b>	<b>11%</b>
<b>Operating Income (Loss)</b>	<b>\$ (3,713,766)</b>						

# ATTACHMENT A



# ATTACHMENT A





SANTA CRUZ  
**METRO**

Percent of Year Elapsed - 33%

**FY13**

**Operating Revenue**

**Year to Date as of October 31, 2012**

**Year to Date**

**YTD Year Over Year Comparison**

	Actual	Budget	\$ Var	% Var	FY12	\$ Var	% Var
<b>Passenger Fares</b>							
Passenger Fares	\$ 1,369,701	\$ 1,294,458	\$ 75,244	6%	\$ 1,293,094	\$ 76,607	6%
Paratransit Fares	\$ 101,397	\$ 98,874	\$ 2,523	3%	\$ 105,604	\$ (4,207)	-4%
Special Transit Fares	\$ 761,439	\$ 794,351	\$ (32,912)	-4%	\$ 779,448	\$ (18,009)	-2%
Highway 17 Fares	\$ 520,370	\$ 536,167	\$ (15,797)	-3%	\$ 507,971	\$ 12,399	2%
Highway 17 Payments	\$ 74,892	\$ 66,881	\$ 8,011	12%	\$ 71,040	\$ 3,852	5%
<b>Subtotal Passenger Revenue</b>	<b>\$ 2,827,800</b>	<b>\$ 2,790,731</b>	<b>\$ 37,069</b>	<b>1%</b>	<b>\$ 2,757,158</b>	<b>\$ 70,642</b>	<b>3%</b>

	Actual	Budget	\$ Var	% Var	FY12	\$ Var	% Var
<b>Other Revenue</b>							
Commissions	\$ 816	\$ 1,867	\$ (1,051)	-56%	\$ 954	\$ (138)	-14%
Advertising Income	\$ 82,598	\$ 85,833	\$ (3,235)	-4%	\$ 98,300	\$ (15,702)	-16%
Rent Income - SC Pacific Station	\$ 30,753	\$ 35,687	\$ (4,934)	-14%	\$ 36,210	\$ (5,457)	-15%
Rent Income - Watsonville TC	\$ 13,942	\$ 13,467	\$ 475	4%	\$ 14,852	\$ (910)	-6%
Interest Income	\$ 31,633	\$ 40,000	\$ (8,367)	-21%	\$ 42,101	\$ (10,468)	-25%
Other Non-Transp Revenue	\$ 5,439	\$ 6,000	\$ (561)	-9%	\$ 2,234	\$ 3,205	143%
<b>Subtotal Other Revenue</b>	<b>\$ 165,181</b>	<b>\$ 182,854</b>	<b>\$ (17,673)</b>	<b>-10%</b>	<b>\$ 194,651</b>	<b>\$ (29,470)</b>	<b>-15%</b>

<b>Sales Tax Revenue</b>	\$ 5,438,271	\$ 5,238,371	\$ 199,900	4%	\$ 5,125,432	\$ 312,839	6%
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<b>Transp Dev Act (TDA) - Op Asst</b>	\$ 1,353,330	\$ 1,353,330	\$ -	0%	\$ 1,311,241	\$ 42,089	3%
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	Actual	Budget	\$ Var	% Var	FY12	\$ Var	% Var
<b>Federal Op Assistance</b>							
FTA Sec 5307 - Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Subtotal Federal Op Assistance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

	Actual	Budget	\$ Var	% Var	FY12	\$ Var	% Var
<b>Other Op Assistance/Funding</b>							
AMBAG Funding	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ 3,333	\$ (3,333)	-100%	\$ 2,043	\$ (2,043)	-100%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Subtotal Other Op Assistance/Funding</b>	<b>\$ -</b>	<b>\$ 3,333</b>	<b>\$ (3,333)</b>	<b>-100%</b>	<b>\$ 2,043</b>	<b>\$ (2,043)</b>	<b>-100%</b>





Percent of Year Elapsed - 33%

**FY13**  
**Operating Revenue**  
**Year to Date as of October 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
STA - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
STIC - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ 9,784,582</b>	<b>\$ 9,568,619</b>	<b>2%</b>	<b>\$ 9,390,525</b>	<b>\$ 394,057</b>	<b>4%</b>
<b>Total Operating Expenses</b>	<b>\$ 13,498,348</b>			<b>\$ 12,113,370</b>		
<b>Variance</b>	<b>\$ (3,713,766)</b>			<b>\$ (2,722,845)</b>		



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of October 31, 2012**

	Year to Date		YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	FY12	\$ Var	% Var
<b>Labor</b>							
501011 Bus Operator Pay	\$ 2,676,670	\$ 2,676,232	\$ 437	0%	\$ 2,288,799	\$ 387,871	17%
501013 Bus Operator Overtime	\$ 513,691	\$ 530,872	\$ (17,181)	-3%	\$ 571,433	\$ (57,742)	-10%
501021 Other Salaries	\$ 2,567,434	\$ 2,335,079	\$ 232,355	10%	\$ 2,022,924	\$ 544,510	27%
501023 Other Overtime	\$ 179,938	\$ 125,449	\$ 54,489	43%	\$ 150,798	\$ 29,140	19%
<i>Total Labor -</i>	<i>\$ 5,937,733</i>	<i>\$ 5,667,633</i>	<i>\$ 270,100</i>	<i>5%</i>	<i>\$ 5,033,955</i>	<i>\$ 903,778</i>	<i>18%</i>
<b>Fringe Benefits</b>							
502011 Medicare/Soc. Sec.	\$ 88,231	\$ 97,780	\$ (9,549)	-10%	\$ 73,650	\$ 14,580	20%
502021 Retirement	\$ 1,014,916	\$ 1,073,023	\$ (58,107)	-5%	\$ 865,055	\$ 149,861	17%
502031 Medical Insurance	\$ 2,238,849	\$ 2,468,040	\$ (229,191)	-9%	\$ 2,090,643	\$ 148,206	7%
502041 Dental Insurance	\$ 171,645	\$ 190,007	\$ (18,362)	-10%	\$ 147,068	\$ 24,577	17%
502045 Vision Insurance	\$ 41,970	\$ 46,227	\$ (4,257)	-9%	\$ 41,656	\$ 314	1%
502051 Life Insurance	\$ 13,789	\$ 15,972	\$ (2,183)	-14%	\$ 13,335	\$ 455	3%
502060 State Disability	\$ 63,149	\$ 74,449	\$ (11,300)	-15%	\$ 65,844	\$ (2,695)	-4%
502061 Disability Insurance	\$ 39,476	\$ 48,091	\$ (8,615)	-18%	\$ 39,277	\$ 199	1%
502071 State Unemp. Ins	\$ 2,850	\$ 29,639	\$ (26,789)	-90%	\$ 837	\$ 2,013	241%
502081 Worker's Comp Ins	\$ 424,983	\$ 309,000	\$ 115,983	38%	\$ 469,441	\$ (44,458)	-9%
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
502101 Holiday Pay	\$ 85,893	\$ 135,261	\$ (49,369)	-36%	\$ 46,178	\$ 39,715	86%
502103 Floating Holiday	\$ 5,179	\$ 25,068	\$ (19,888)	-79%	\$ 8,338	\$ (3,158)	-38%
502109 Sick Leave	\$ 198,496	\$ 294,433	\$ (95,937)	-33%	\$ 185,164	\$ 13,332	7%
502111 Annual Leave	\$ 708,123	\$ 582,441	\$ 125,683	22%	\$ 600,451	\$ 107,672	18%
502121 Other Paid Absence	\$ 45,041	\$ 43,465	\$ 1,576	4%	\$ 58,537	\$ (13,496)	-23%
502251 Physical Exams	\$ 1,950	\$ 4,704	\$ (2,754)	-59%	\$ 2,606	\$ (656)	-25%
502253 Driver Lic Renewal	\$ 776	\$ 1,552	\$ (776)	-50%	\$ 431	\$ 345	80%
502999 Other Fringe Benefits	\$ 24,587	\$ 25,478	\$ (891)	-3%	\$ 21,911	\$ 2,676	12%
<i>Total Fringe Benefits -</i>	<i>\$ 5,169,903</i>	<i>\$ 5,464,628</i>	<i>\$ (294,725)</i>	<i>-5%</i>	<i>\$ 4,730,422</i>	<i>\$ 439,481</i>	<i>9%</i>
<b>Total Personnel Expenses -</b>	<b>\$ 11,107,636</b>	<b>\$ 11,132,261</b>	<b>\$ (24,625)</b>	<b>0%</b>	<b>\$ 9,764,376</b>	<b>\$ 1,343,259</b>	<b>14%</b>



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of October 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Services</b>						
503011 Acctg & Audit Fees	\$ 22,000	\$ 24,500	-10%	\$ 28,900	\$ (6,900)	-24%
503012 Admin & Bank Fees	\$ 83,625	\$ 85,668	-2%	\$ 80,460	\$ 3,165	4%
503031 Prof & Tech Fees	\$ 66,552	\$ 71,319	-7%	\$ 37,348	\$ 29,204	78%
503032 Legislative Services	\$ 30,000	\$ 35,000	-14%	\$ 30,000	\$ -	0%
503033 Legal Services	\$ 117	\$ 18,333	-99%	\$ -	\$ 117	100%
503034 Pre-Employ Exams	\$ 2,308	\$ 3,492	-34%	\$ 750	\$ 1,557	208%
503041 Temp Help	\$ 97,502	\$ 62,400	56%	\$ 97,729	\$ (227)	0%
503161 Custodial Services	\$ 26,070	\$ 33,067	-21%	\$ 18,114	\$ 7,957	44%
503162 Uniform & Laundry	\$ 7,301	\$ 7,667	-5%	\$ 5,989	\$ 1,312	22%
503171 Security Services	\$ 147,989	\$ 156,378	-5%	\$ 110,352	\$ 37,638	34%
503221 Classified/Legal Ads	\$ 5,107	\$ 7,500	-32%	\$ 4,440	\$ 667	15%
503222 Legal Advertising	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 1,667	-100%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 28,398	\$ 33,667	-16%	\$ 16,790	\$ 11,609	69%
503352 Repair - Equipment	\$ 118,061	\$ 216,639	-46%	\$ 135,943	\$ (17,883)	-13%
503353 Repair - Rev Vehicle	\$ 134,837	\$ 144,000	-6%	\$ 131,883	\$ 2,955	2%
503354 Repair - Non Rev Vehic	\$ 2,785	\$ 8,583	-68%	\$ 14,760	\$ (11,975)	-81%
503363 Haz Mat Disposal	\$ 21,877	\$ 16,833	30%	\$ 13,777	\$ 8,100	59%
<b>Total Services -</b>	<b>\$ 794,529</b>	<b>\$ 926,713</b>	<b>-14%</b>	<b>\$ 727,235</b>	<b>\$ 67,294</b>	<b>9%</b>

<b>Mobile Materials &amp; Supplies</b>						
	Actual	Budget	% Var	FY12	\$ Var	% Var
504011 Fuels & Lube Non Rev	\$ 24,835	\$ 27,000	-8%	\$ 21,348	\$ 3,487	16%
504012 Fuels & Lube Rev Veh	\$ 672,410	\$ 844,416	-20%	\$ 661,497	\$ 10,913	2%
504021 Tires & Tubes	\$ 78,960	\$ 85,583	-8%	\$ 50,977	\$ 27,983	55%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 179,087	\$ 217,417	-18%	\$ 183,059	\$ (3,972)	-2%
<b>Total Mobile Materials &amp; Supplies -</b>	<b>\$ 955,293</b>	<b>\$ 1,174,416</b>	<b>-19%</b>	<b>\$ 916,881</b>	<b>\$ 38,411</b>	<b>4%</b>

# ATTACHMENT A



## FY13 Consolidated Operating Expenses Year to Date as of October 31, 2012

	Year to Date		YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	FY12	\$ Var	% Var
<b>Other Materials &amp; Supplies</b>							
504205 Freight Out	\$ 567	\$ 850	\$ (283)	-33%	\$ 679	\$ (112)	-16%
504211 Postage & Mailing	\$ 2,796	\$ 6,668	\$ (3,872)	-58%	\$ 5,936	\$ (3,140)	-53%
504214 Promotional Items	\$ 1,249	\$ -	\$ 1,249	100%	\$ -	\$ 1,249	100%
504215 Printing	\$ 12,008	\$ 34,165	\$ (22,157)	-65%	\$ 25,418	\$ (13,410)	-53%
504217 Photo Supply/Processing	\$ 626	\$ 1,967	\$ (1,341)	-68%	\$ 3	\$ 622	19761%
504311 Office Supplies	\$ 24,125	\$ 26,519	\$ (2,393)	-9%	\$ 23,508	\$ 618	3%
504315 Safety Supplies	\$ 9,787	\$ 6,833	\$ 2,954	43%	\$ 4,965	\$ 4,823	97%
504317 Cleaning Supplies	\$ 18,124	\$ 16,267	\$ 1,857	11%	\$ 14,380	\$ 3,743	26%
504409 Repair/Maint Supplies	\$ 37,062	\$ 14,000	\$ 23,062	165%	\$ 17,412	\$ 19,650	113%
504421 Non-Inventory Parts	\$ 1,149	\$ 1,847	\$ (698)	-38%	\$ 2,456	\$ (1,308)	-53%
504511 Small Tools	\$ 1,670	\$ 2,967	\$ (1,297)	-44%	\$ 282	\$ 1,388	492%
504515 Employee Tool Rplcmt	\$ 1,046	\$ 1,000	\$ 46	5%	\$ 423	\$ 624	148%
<b>Total Other Materials &amp; Supplies -</b>	<b>\$ 110,209</b>	<b>\$ 113,082</b>	<b>\$ (2,874)</b>	<b>-3%</b>	<b>\$ 95,462</b>	<b>\$ 14,747</b>	<b>15%</b>
<b>Utilities</b>							
505011 Gas & Electric	\$ 90,449	\$ 81,667	\$ 8,782	11%	\$ 84,507	\$ 5,942	7%
505021 Water & Garbage	\$ 44,839	\$ 50,000	\$ (5,161)	-10%	\$ 41,856	\$ 2,983	7%
505031 Telecommunications	\$ 29,667	\$ 47,936	\$ (18,269)	-38%	\$ 30,941	\$ (1,274)	-4%
<b>Total Utilities -</b>	<b>\$ 164,956</b>	<b>\$ 179,603</b>	<b>\$ (14,647)</b>	<b>-8%</b>	<b>\$ 157,305</b>	<b>\$ 7,651</b>	<b>5%</b>
<b>Casualty &amp; Liability</b>							
506011 Insurance - Property	\$ 32,295	\$ 31,667	\$ 628	2%	\$ 33,250	\$ (955)	-3%
506015 Insurance - PL & PD	\$ 141,340	\$ 160,000	\$ (18,660)	-12%	\$ 158,441	\$ (17,101)	-11%
506021 Insurance - Other	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
506123 Settlement Costs	\$ (15,204)	\$ 141,667	\$ (156,871)	-111%	\$ 61,565	\$ (76,768)	-125%
506127 Repairs - Dist Prop	\$ (4,806)	\$ -	\$ (4,806)	100%	\$ (17,178)	\$ 12,373	-72%
<b>Total Casualty &amp; Liability -</b>	<b>\$ 153,625</b>	<b>\$ 333,334</b>	<b>\$ (179,709)</b>	<b>-54%</b>	<b>\$ 236,077</b>	<b>\$ (82,452)</b>	<b>-35%</b>
<b>Taxes</b>							
507051 Fuel Tax	\$ 4,498	\$ 4,666	\$ (168)	-4%	\$ 4,263	\$ 235	6%
507201 Licenses & permits	\$ 2,452	\$ 6,167	\$ (3,715)	-60%	\$ 2,663	\$ (211)	-8%
507999 Other Taxes	\$ 4,178	\$ 5,667	\$ (1,489)	-26%	\$ 4,400	\$ (221)	-5%
<b>Total Taxes -</b>	<b>\$ 11,129</b>	<b>\$ 16,500</b>	<b>\$ (5,371)</b>	<b>-33%</b>	<b>\$ 11,326</b>	<b>\$ (197)</b>	<b>-2%</b>



**FY13**  
**Consolidated Operating Expenses**  
**Year to Date as of October 31, 2012**

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	\$ Var	% Var
<b>Purchased Transportation</b>						
503406 Contr/Paratrans	\$ 58,335	\$ 83,333	(24,998) -30%	\$ 86,828	\$ (28,493)	-33%
<b>Total Purchased Transportation -</b>	<b>\$ 58,335</b>	<b>\$ 83,333</b>	<b>(24,998) -30%</b>	<b>\$ 86,828</b>	<b>\$ (28,493)</b>	<b>-33%</b>
<b>Miscellaneous</b>						
509011 Dues & Subscriptions	\$ 22,236	\$ 22,692	(456) -2%	\$ 22,057	\$ 179	1%
509085 Advertising - Rev Produ	\$ 1,559	\$ 2,958	(1,400) -47%	\$ -	\$ 1,559	100%
509101 Emp Incentive Prog	\$ 4,890	\$ 8,875	(3,985) -45%	\$ -	\$ 4,890	100%
509121 Employee Training	\$ 11,333	\$ 35,033	(23,700) -68%	\$ 11,621	\$ (288)	-2%
509123 Travel	\$ 21,778	\$ 32,787	(11,009) -34%	\$ 4,199	\$ 17,579	419%
509125 Local Meeting Exp	\$ 1,363	\$ 1,800	(437) -24%	\$ 1,091	\$ 271	25%
509127 Board Director Fees	\$ 2,700	\$ 4,200	(1,500) -36%	\$ 1,850	\$ 850	46%
509150 Contributions	\$ -	\$ 83	(83) -100%	\$ -	\$ -	0%
509197 Sales Tax Expense	\$ -	\$ -	- 0%	\$ -	\$ -	0%
509198 Cash Over/Short	\$ (14)	\$ -	(14) 100%	\$ 419	\$ (434)	-103%
<b>Total Misc -</b>	<b>\$ 65,845</b>	<b>\$ 108,428</b>	<b>(42,584) -39%</b>	<b>\$ 41,238</b>	<b>\$ 24,607</b>	<b>60%</b>

<b>Leases &amp; Rentals</b>						
512011 Facility Rentals	\$ 72,372	\$ 76,000	(3,628) -5%	\$ 71,297	\$ 1,075	2%
512061 Equipment Rentals	\$ 4,419	\$ 8,600	(4,181) -49%	\$ 5,344	\$ (925)	-17%
<b>Total Leases &amp; Rentals -</b>	<b>\$ 76,791</b>	<b>\$ 84,600</b>	<b>(7,809) -9%</b>	<b>\$ 76,641</b>	<b>\$ 151</b>	<b>0%</b>
<b>Total Non-Personnel Expenses -</b>	<b>\$ 2,390,712</b>	<b>\$ 3,020,010</b>	<b>(629,298) -21%</b>	<b>\$ 2,348,993</b>	<b>\$ 41,719</b>	<b>2%</b>
<b>TOTAL OPERATING EXPENSE -</b>	<b>\$ 13,498,348</b>	<b>\$ 14,152,271</b>	<b>(653,922) -5%</b>	<b>\$ 12,113,370</b>	<b>\$ 1,384,977</b>	<b>11%</b>

\*\* does not include Depreciation, W/C IBNR adjustments, and GASB OPEB Liability expense

# ATTACHMENT B



## FY13 CAPITAL BUDGET For the month ending - October 31, 2012

	YTD Actual	FY13 Budget	Remaining Budget	% Spent YTD
<b><u>Grant-Funded Projects</u></b>				
MetroBase Project - FY11 Allocation Operations Bldg. (STIC, SAKATA, STA, PTMISEA)	\$ 125,401	\$ 19,051,491	\$ 18,926,090	1%
MetroBase Project - Operations Bldg. / Other (SLPP)	\$ -	\$ 5,800,000	\$ 5,800,000	0%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 122,996	\$ 2,333,111	\$ 2,210,115	5%
2nd LNG Tank (MBUAPCD, PTMISEA)	\$ -	\$ 1,183,961	\$ 1,183,961	0%
State of Good Repair (FTA) <sup>(1)</sup>	\$ 58,626	\$ -	\$ (58,626)	n/a
Video Surveillance Project - CCTV (STATE-1B)	\$ 440,652	\$ 980,000	\$ 539,348	45%
Land Mobile Radio Project - LMR (STATE-1B)	\$ -	\$ 788,500	\$ 788,500	0%
Bus Stop Improvements (STIP)	\$ -	\$ 355,000	\$ 355,000	0%
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	\$ 59,256	\$ 192,105	\$ 132,849	31%
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	\$ -	\$ 60,000	\$ 60,000	0%
Watsonville Transit Center - Conceptual Design (STA)	\$ -	\$ 30,000	\$ 30,000	0%
<b>Subtotal Grant Funded Projects</b>	<b>\$ 806,931</b>	<b>\$ 30,774,168</b>	<b>\$ 29,967,237</b>	<b>3%</b>
<b><u>IT Projects</u></b>				
Automated Purchasing System Software - Puridion (STA)	\$ -	\$ 40,000	\$ 40,000	0%
HR Software Upgrade - iVantage (STA)	\$ 9,391	\$ 20,000	\$ 10,609	47%
Replace "Plant" - Informix Database - Bus Stop Tracking System (STA)	\$ -	\$ 10,000	\$ 10,000	0%
<b>Subtotal IT Projects</b>	<b>\$ 9,391</b>	<b>\$ 70,000</b>	<b>\$ 60,609</b>	<b>13%</b>
<b><u>Facilities Repair &amp; Improvements</u></b>				
MetroCenter Repairs (RES. RET. EARN., STA)	\$ 9,478	\$ 225,000	\$ 215,522	4%
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 9,478	\$ 175,000	\$ 165,522	5%
WTC Renovations & Repairs (STA)	\$ -	\$ 45,000	\$ 45,000	0%
Repaint SVT (STA)	\$ -	\$ 45,000	\$ 45,000	0%
Replace Portable Steam & Sidewalk Cleaner WTC (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Heaters for Maintenance Facility (3) (STA)	\$ -	\$ 10,000	\$ 10,000	0%
Interactive White Board - ParaCruz (STA)	\$ -	\$ 3,500	\$ 3,500	0%
<b>Subtotal Facilities Repairs &amp; Improvements Projects</b>	<b>\$ 18,956</b>	<b>\$ 528,500</b>	<b>\$ 509,544</b>	<b>4%</b>

# ATTACHMENT B



## FY13 CAPITAL BUDGET For the month ending - October 31, 2012

	YTD Actual	FY13 Budget	Remaining Budget	% Spent YTD
<b><u>Revenue Vehicle Replacement</u></b>				
Replace WiFi on Highway 17 buses (STA)	\$ -	\$ 100,000	\$ 100,000	0%
Replace Supervisor Vehicle-SUV (STA)	\$ -	\$ 40,000	\$ 40,000	0%
<b>Subtotal Revenue Vehicle Replacements</b>	<b>\$ -</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>	<b>0%</b>
<b><u>Non-Revenue Vehicle Replacement</u></b>				
See above	\$ -	\$ -	\$ -	0%
<b>Subtotal Non-Revenue Vehicle Replacements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>Fleet &amp; Maintenance Equipment</u></b>				
Small Vehicle Lift - Fleet (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Vehicle Diagnostic Code Scanner Program & PC - PC (STA)	\$ -	\$ 3,500	\$ 3,500	0%
Industrial Auto Upholstery Cleaning Machine - Fleet (STA)	\$ -	\$ 2,500	\$ 2,500	0%
<b>Subtotal Fleet &amp; Maintenance Equipment</b>	<b>\$ -</b>	<b>\$ 31,000</b>	<b>\$ 31,000</b>	<b>0%</b>
<b><u>Office Equipment</u></b>				
None	\$ -	\$ -	\$ -	0%
<b>Subtotal Office Equipment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>Misc</u></b>				
Ticket Vending Machine (1) (STA)	\$ -	\$ 100,000	\$ 100,000	0%
<b>Subtotal Misc.</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>0%</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 835,278</b>	<b>\$ 31,643,668</b>	<b>\$ 30,808,390</b>	<b>3%</b>

# ATTACHMENT B



## FY13 CAPITAL BUDGET For the month ending - October 31, 2012

	<u>YTD Actual</u>	<u>FY13 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
Federal Capital Grants	\$ 58,626	\$ 1,156,062	\$ 1,097,436	5%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 1,333,382	\$ 1,333,382	0%
State - PTMISEA (1B)	\$ 248,397	\$ 14,426,119	\$ 14,177,722	2%
State - Security Bond Funds (1B)	\$ 440,652	\$ 1,768,500	\$ 1,327,848	25%
State Transit Assistance (STA) Carryover-Prior Yrs	\$ 18,869	\$ 572,000	\$ 553,131	3%
State Transit Assistance (STA) Future (Estimated)	\$ -	\$ 5,600,000	\$ 5,600,000	0%
State - MBUAPCD	\$ -	\$ 261,000	\$ 261,000	0%
State - STIP	\$ -	\$ 355,000	\$ 355,000	0%
State - SLPP	\$ -	\$ 5,800,000	\$ 5,800,000	0%
Local - Reserved Retained Earnings	\$ 9,478	\$ 360,000	\$ 350,522	3%
Local Operating Match	\$ 59,256	\$ 11,605	\$ (47,651)	511%
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 835,278</b>	<b>\$ 31,643,668</b>	<b>\$ 30,808,390</b>	<b>3%</b>

(1) Grant budget erroneously deleted from capital budget in anticipation of grant closure in September. Budget will be reinstated in subsequent budget revision.



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

**FROM:** Thomas Hiltner, Grants/Legislative Analyst

**SUBJECT: PUBLIC HEARING: RECEIVE COMMENTS AND CONSIDER ADOPTING A RESOLUTION TO APPROVE THE SANTA CRUZ METRO 2013 TITLE VI PROGRAM REPORT FOR SUBMISSION TO THE FEDERAL TRANSIT ADMINISTRATION.**

## I. RECOMMENDED ACTION

**Receive public comments and consider adopting a resolution to approve the Santa Cruz METRO 2013 Title VI Program Report for submission to the Federal Transit Administration.**

## II. SUMMARY OF ISSUES

- Title VI of the Civil Rights Act of 1964 (Title VI) applies to recipients of Federal financial assistance and bans discrimination against any individual or group on the basis of race, color or national origin.
- The Federal Transit Administration (FTA) requires that Santa Cruz METRO establish a Title VI Program incorporating the guidance it provides to recipients of FTA financial assistance.
- In order to monitor compliance with the Title VI Program, the FTA requires its funding recipients to submit a Title VI Program Report every three years.
- Santa Cruz METRO's Title VI Program Report update is due 4/1/13.
- The Santa Cruz METRO Board of Directors must adopt the Title VI Program Report by resolution prior to submitting it to the FTA.
- Santa Cruz METRO solicited public input on all components of the Title VI Program Report since 12/14/12, and today's Public Hearing offers a final opportunity to receive comments to consider for consideration in adopting the resolution.
- Staff recommends that the Board adopt a resolution (Attachment A) to accept the 2013 Title VI Program Report (Attachment B) for submission to the Federal Transit Administration.

## III. DISCUSSION

Section 601 of Title VI of the Civil Rights Act of 1964 (Title VI) prohibits discrimination against any individual or group on the basis of race, color or national origin under any program or

activity receiving Federal financial assistance. The Federal Transit Administration (FTA) regulates implementation of Title VI for all recipients of FTA financial assistance in Chapter 49, Section 21 of the Code of Federal regulations and provides guidance to recipients through FTA Circular 4702.1B *Title VI Requirements and Guidelines for Federal Transit Administration Recipient*, (FTA *Title VI Guidelines*), which it updates from time to time.

The FTA *Title VI Guidelines* require that Santa Cruz METRO implement a Title VI Program and submit a Title VI Program Report update every three years to the FTA for compliance monitoring. Santa Cruz METRO last submitted its Title VI Program Report on 2/26/10 and the three-year update is due 4/1/13. The Title VI Program Report includes Santa Cruz METRO's Title VI policy statement, a complaint procedure, its history of Title VI complaints, a public participation plan and new service standards and service policies.

The FTA updated its *Title VI Guidelines* in August 2012. Santa Cruz METRO specifies and administers its Title VI Program through Administrative Regulation 1029 (AR-1029). On 11/30/12 Santa Cruz METRO's Board of Directors adopted a revision to AR-1029 to meet the changed requirements and accepted a new Administrative Regulation 1033 (AR-1033) to implement mandatory service standards and policies specified in the updated FTA *Title VI Guidelines*. The new regulation, AR-1033, was open for public review during a 30-day public outreach period for the Title VI Program Report. Both AR-1029 and AR-1033 establish overarching guidance to implement the Title VI Program at Santa Cruz METRO and are included in the Title VI Program Report.

The updated FTA *Title VI Guidelines* included a new requirement that the Board of Directors adopt by resolution Santa Cruz METRO's Title VI Program Report prior to submitting it to the FTA. In light of the changed Administrative Regulations and the need for a Board resolution to accept and submit the Title VI Program Report, the Board approved staff's recommendation to circulate the draft Title VI Program Report, including AR-1033, for public comment through 1/25/13.

Santa Cruz METRO initiated a public outreach campaign on 11/30/12 to solicit comments on the new Administrative Regulation 1033, and joined the entire draft Title VI Program Report update to the outreach effort on 12/14/12. Attachment C details the outreach campaign and lists two comments garnered from the outreach along with the Santa Cruz METRO staff response.

Today's Public Hearing offers another opportunity for the public to comment on the draft Title VI Program Report prior to the Board considering adoption of a resolution to accept and submit the Title VI Program Report to the Federal Transit Administration.

Staff recommends that the Board of Directors adopt a resolution (Attachment A) to accept the 2013 Title VI Program Report update for submission to the Federal Transit Administration.

#### **IV. FINANCIAL CONSIDERATIONS**

Funds are included in the FY13 Operating Budget for costs to produce and circulate the 2013 Title VI Program Report.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution to accept and submit the Santa Cruz METRO 2013 Title VI Program Report

**Attachment B:** Santa Cruz METRO 2013 Title VI Program Report

**Attachment C:** Public Outreach, Comments and Responses on the draft Title VI Program Report

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

Resolution No. 13-01-04

On the Motion of Director: \_\_\_\_\_

Duly Seconded by Director: \_\_\_\_\_

The Following Resolution is Adopted:

**RESOLUTION APPROVING THE SANTA CRUZ METRO 2013 TITLE VI  
PROGRAM REPORT AND AUTHORIZING ITS SUBMISSION TO THE  
FEDERAL TRANSIT ADMINISTRATION**

**WHEREAS**, Section 601 of Title VI of the Civil rights Act of 1964 (Title VI) states that, “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance;” and,

**WHEREAS**, the Santa Cruz Metropolitan Transit District receives federal financial assistance from the Federal Transit Administration for the provision of public transit service in Santa Cruz County, California; and,

**WHEREAS**, the Federal Transit Administration prescribes the method and delivers guidance to public transit operators to comply with Title VI in accordance with the regulations in Title 49 of the Code of Federal Regulations, part 21 (49 CFR 21); and,

**WHEREAS**, Federal Transit Administration Circular 4702.1B provides detailed instructions to all transit operators on establishing a compliant Title VI Program and requires that operators report on their Title VI Program implementation every three years with Santa Cruz METRO’s next report due April 1, 2013; and,

**WHEREAS**, Santa Cruz METRO established policies, updated its Administrative Regulations, evaluated its language assistance program, assembled necessary records, conducted a pro-active public participation process and compiled a comprehensive *Santa Cruz METRO 2013 Title VI Program Report* detailing the implementation of its Title VI Program over the last three years;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District approves the *Santa Cruz METRO 2013 Title VI Program Report* and authorizes its submission to the Federal Transit Administration in accordance with the requirements of Federal Transit Administration Circular 4702.1B.

Resolution No. \_\_\_\_\_

Page 2

**PASSED AND ADOPTED** this 25<sup>th</sup> Day of January 2013 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_

LYNN ROBINSON  
Board Chair

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
LESLYN SERYN  
District Counsel

# Attachment C



## Public Outreach and Involvement Activities Santa Cruz METRO 2013 Title VI Program Report

<b>Date</b>	<b>Activity</b>	<b>Low-Income/ Minority / LEP Population</b>	<b>Languages</b>
11/20/12	Letter to Social Service Agencies, transportation providers for comment on Title VI Policies and Service Standards		English
11/30/12	Board of Directors meeting to accept draft service Standards for circulation	All	English/Spanish
12/14/12	Board of Directors meeting to approve circulating a Draft Title VI Program Report for public input	All	English/Spanish
12/11/12	Elderly and Disabled Transportation Advisory Committee (E/D TAC) meeting for comment on Title VI Policies and Service Standards		English
12/17/12	Post Draft 2013 Title VI Program Report on Web		English
12/19/12	Post Public Hearing Notices: Sentinel, La Ganga, Pajaronian		English/Spanish
12/19/12	METRO Advisory Committee (MAC) meeting for comment on Title VI Policies and Service Standards		English
1/2/13	Car Cards posted on all buses, transit centers and meeting venues to announce public outreach meetings	All	English/Spanish
1/7/13	Public Meeting, Watsonville	All	English/Spanish
1/8/13	Requested Public Service Announcements KSCO, KZSC, KAZU		English
1/8/13	Gov.Delivery e-mail distribution		English
1/8/13	Public Meeting, Live Oak	All	English/Spanish
1/9/13	Public Meeting, Aptos	All	English/Spanish
1/10/13	Public Meeting, Davenport	All	English/Spanish
1/14/13	Public Meeting, Santa Cruz	All	English/Spanish
1/15/13	Public Meeting, Scotts Valley	All	English/Spanish
1/25/13	Board of Directors Meeting: Public Hearing to Approve Santa Cruz METRO 2013 Title VI Program Report		English/Spanish

# Attachment C

## **Public Comments and Santa Cruz METRO Responses Santa Cruz METRO 2013 Title VI Program Report**

### **Comment, E/D TAC meeting, 12/11/12:**

Vehicle Headway in AR-1033 Service Standards: Rural Peak and Weekend service (30/30) has a shorter headway than Local and intercity urban service (60/60). It's reasonable to assume that urban areas would require more buses than rural areas and therefore a shorter headway between buses. Are these headways intentional or is it a mistake in the table?

#### *Response:*

This was intentional because the Route 35/35A is considered “rural” however it requires 30 minute headways due to high demand. SCMTD’s definition of rural service is unique due to the demographic and topographic nature of the San Lorenzo Valley.

### **Comment, Davenport Outreach Meeting, 1/10/13:**

If the Route 41 would make the loop around the Pacific School, once on the outbound trip and again on the return, inbound trip, parents could see their students to the door safely and then catch the returning bus back to Santa Cruz.

#### *Response:*

This is a service planning issue and will be referred to planning for consideration at the next service change.

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

Resolution No. 13-01-01  
On the Motion of Director: \_\_\_\_\_  
Duly Seconded by Director: \_\_\_\_\_  
The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF  
DELIA CARLON AS RESERVATIONIST  
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**WHEREAS**, the Santa Cruz Metropolitan Transit District 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**, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Delia Carlon to serve in the position of Reservationist, and

**WHEREAS**, Delia Carlon served as a member of the ParaCruz Department of the Santa Cruz Metropolitan Transit District for the time period of October 3, 2004 to December 28, 2012, and

**WHEREAS**, Delia Carlon provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

**WHEREAS**, Delia Carlon served the Santa Cruz Metropolitan Transit District with distinction, and

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

**WHEREAS**, during the time of Delia Carlon's service, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, 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 Delia Carlon.

**NOW, THEREFORE, BE IT RESOLVED**, that upon her retirement as Reservationist, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Delia Carlon for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.



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

**PASSED AND ADOPTED** this 25th day of January 2013 by the following vote:

**AYES: Directors -**

**NOES: Directors -**

**ABSTAIN: Directors -**

**ABSENT: Directors -**

**APPROVED** \_\_\_\_\_

LYNN ROBINSON  
Board Chair

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
LESLYN SYREN  
District Counsel

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

Resolution No. 13-01-02  
On the Motion of Director: \_\_\_\_\_  
Duly Seconded by Director: \_\_\_\_\_  
The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF  
RICHARD COWELL AS BUS OPERATOR  
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**WHEREAS**, the Santa Cruz Metropolitan Transit District 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**, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Richard Cowell to serve in the position of Bus Operator, and

**WHEREAS**, Richard Cowell served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of January 22, 2002 to December 14, 2012, and

**WHEREAS**, Richard Cowell provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

**WHEREAS**, Richard Cowell served the Santa Cruz Metropolitan Transit District with distinction, and

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

**WHEREAS**, during the time of Richard Cowell's service, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, 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 Richard Cowell.

**NOW, THEREFORE, BE IT RESOLVED**, that upon his retirement as Bus Operator, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Richard Cowell for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

Resolution No. \_\_\_\_\_

Page 2

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

**PASSED AND ADOPTED** this 25th day of January 2013 by the following vote:

**AYES: Directors -**

**NOES: Directors -**

**ABSTAIN: Directors -**

**ABSENT: Directors -**

**APPROVED** \_\_\_\_\_

LYNN ROBINSON  
Board Chair

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
LESLYN SYREN  
District Counsel

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

Resolution No. 13-01-03  
On the Motion of Director: \_\_\_\_\_  
Duly Seconded by Director: \_\_\_\_\_  
The Following Resolution is Adopted:

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF  
MICHAEL STEBER AS BUS OPERATOR  
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**WHEREAS**, the Santa Cruz Metropolitan Transit District 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**, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Michael Steber to serve in the position of Bus Operator, and

**WHEREAS**, Michael Steber served as a member of the Operations Department of the Santa Cruz Metropolitan Transit District for the time period of August 20, 1979 to December 7, 2012, and

**WHEREAS**, Michael Steber provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

**WHEREAS**, Michael Steber served the Santa Cruz Metropolitan Transit District with distinction, and

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

**WHEREAS**, during the time of Michael Steber's service, METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to the challenges of the Loma Prieta Earthquake, 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 Michael Steber.

**NOW, THEREFORE, BE IT RESOLVED**, that upon his retirement as Bus Operator, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Michael Steber for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

Resolution No. \_\_\_\_\_

Page 2

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

**PASSED AND ADOPTED** this 25th day of January 2013 by the following vote:

**AYES: Directors -**

**NOES: Directors -**

**ABSTAIN: Directors -**

**ABSENT: Directors -**

**APPROVED** \_\_\_\_\_

LYNN ROBINSON  
Board Chair

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
LESLYN SYREN  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

**FROM:** Robyn Slater, Human Resources Manager

**SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

## **I. RECOMMENDED ACTION**

**Staff recommends that the Board of Directors recognize the anniversaries of those District employees named on the attached list and that the Board Chair present them with awards.**

## **II. SUMMARY OF ISSUES**

- None.

## **III. DISCUSSION**

Many employees have provided dedicated and valuable years to the Santa Cruz Metropolitan Transit District. In order to recognize these employees, anniversary awards are presented at five-year increments beginning with the tenth year. In an effort to accommodate those employees that are to be recognized, they will be invited to attend the Board meetings to receive their awards.

## **IV. FINANCIAL CONSIDERATIONS**

None.

## **V. ATTACHMENTS**

**Attachment A:** Employee Recognition List

Prepared by: Sherri Escobedo, Administrative Assistant  
Date Prepared: January 25, 2013



## EMPLOYEE LONGEVITY AWARDS

### **CERTIFICATE OF APPRECIATION – 15 YEARS**

The Board of Directors proudly presents this Certificate of Appreciation for the completion of 15 years of service between 1998 and 2013 to:

Jose Polanco	Bus Operator
Juan Flores	Bus Operator
Michael Miller	Bus Operator
Carolyn Derwing	Schedule Analyst

### **CERTIFICATE OF APPRECIATION - 25 YEARS**

The Board of Directors proudly presents this Certificate of Appreciation for the completion of 25 years of service between 1988 and 2013 to:

Pete Legorreta	Transit Supervisor
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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013  
**TO:** Board of Directors  
**FROM:** Erich R. Friedrich, Sr. Transportation Planner  
**SUBJECT: REVIEW OF SERVICE CHANGES FROM FALL 2010 TO FALL 2012  
AND ACCEPT PROPOSED SPRING 2013 SERVICE CHANGES**

## I. RECOMMENDED ACTION

**That the Board of Directors review the report on service changes from Fall 2010 to Fall 2012 and accept proposed service changes for Spring 2013.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO's budget volatility from the last recession caused service fluctuations in fixed route transit service.
- Service reductions in the Fall of 2010 and 2011 were designed based on extensive community involvement and to increase operational efficiency.
- Service restorations and enhancements in the Spring of 2012 and Fall of 2012 were designed to address service deficits on highly used routes and/or corridors; as well as implement recommendations from the Watsonville Transit Planning Study.
- Santa Cruz METRO Staff is proposing service changes for Spring 2013 that further enhance service.
- Further service development is underway; however any future service changes require additional operational and financial analysis before any recommendations can be made.
- Santa Cruz METRO staff recommends that the Board of Directors review the report on service changes and accept the proposed service changes for Spring 2013 which would be implemented on March 14, 2013.

## III. DISCUSSION

Shortly after the economic recession of 2008, Santa Cruz METRO's budgetary situation became very volatile and transit service had to be adjusted to match various funding levels. In the Fall of 2010, Santa Cruz METRO reduced service as a result of downturns in Sales Tax revenue and other operational funding sources. Then in the Fall of 2011, service levels were further reduced because economic conditions had not recovered at a reasonable pace. These service reductions, by design, reflected the community's priorities as heard through an extensive public outreach process and maximized operational efficiencies. Attachments A and B outline the service changes for Fall 2010 and Fall 2011.



Shortly after the Fall 2011 reduction in service, Santa Cruz METRO’s operational revenues increased beyond expectations which freed resources to address service deficits along highly used routes and/or corridors. These deficits occurred because of service reductions in previous years as well as changes in the transit needs of the community. In the Spring of 2012, service was increased to fill these service deficits and address the present day transit needs of the community. As the new service for Spring 2012 was rolled out, the Board of Directors accepted the Watsonville Transit Planning Study, a comprehensive review of transit service and community needs in and around the city of Watsonville. That study provided Santa Cruz METRO staff with data driven insights as to how to improve the local transit system after previous years of service reductions. From that study, increased service in the local Watsonville area was rolled out in the Fall of 2012. It is important to know that the service increases did not restore all transit service back to the same manner of which they were reduced, meaning that service was not “put back” the same way it existed when it was reduced. This was intentional as Santa Cruz METRO staff was receptive to changes in the transit needs of community as expressed through public correspondence, planning studies and analysis, and suggestions offered by bus operators. Attachments C and D outline the service changes for Spring 2012 and Fall 2012

Below is a table outlining the changes in revenue hours per weekday and weekend days starting with a base year of Fall 2009:

Year	Weekday Revenue Hours	Weekend Revenue Hours	Change in Revenue Hours Weekday*	Change in Revenue Hours Weekends*
Fall 2009	630	344	----	----
Fall 2010	584	310	-7.3%	-9.9%
Fall 2011	528	276	-16.2%	-19.8%
Fall 2012**	591	328	-6.2%	-4.7%

\*Calculated from base year of Fall 2009.

\*\*Includes service increases from Spring 2012.

This table shows that weekday and weekend revenue hours are closer to pre-service reduction (Fall 2009) levels than the first service reduction; however there is still room to improve in order to return to the Fall 2009 base line.

Over the past several months Metro staff has been planning for service changes and enhancements for the remainder of FY13. Santa Cruz METRO staff collated public input, ridership data, and brainstormed with the bus operators of UTU Local 23 in order to deliver effective changes that will increase operational efficiency and satisfaction of the riding public. Specifically targeted are the transit services in the Live Oak and Mid-County areas as well as enhancements to the Highway 17 Express.

For Spring 2013, Metro staff is proposing the following changes:

- **Route 3W – Mission Weekends:**  
*Weekends Only:* The routing of the Route 3W has been changed to match the weekday routing of the Route 3.
- **Highway 17 Express:**  
*Weekdays:* Six (6) northbound trips and five (5) southbound trips have been added in order to accommodate increased ridership and departure times have been modified to facilitate better connections at Diridon Station..  
*Weekends:* One (1) southbound trip has been added and departure times have been modified to facilitate better connections at Diridon Station.
- **Route 19 – UCSC via Lower Bay:**  
*Weekday and Weekends:* The routing has been changed to eliminate the underutilized outbound Beach Hill Loop and to assist in on-time performance.
- **Route 66N Live Oak via 17<sup>th</sup> Night:**  
*Weekdays:* The **7:00 PM** and **8:30 PM** outbound trips have been changed to Route 66 due to later running 69W's. The **7:40 PM** inbound trip has been changed to a Route 66 due to later running 69W's.  
*Weekends:* The **8:25 PM** inbound trip has been changed to a Route 66 due to later running 69W's.
- **Route 69W – Capitola Rd./Cabrillo/Watsonville:**  
*Weekdays:* Four (4) outbound trips have been added at **7:00 PM, 7:30 PM, 8:00 PM, and 8:30 PM** to better serve Live Oak, Cabrillo College, Capitola Mall, and Watsonville at night. To support better on-time performance, running times between Santa Cruz METRO Center and the Capitola Mall have been increased to 30 minutes for all trips departing between **11:00 AM and 6:30 PM**. Three (3) inbound trips have been added at **7:20 PM, 7:50 PM, and 8:50 PM**.  
*Weekends:* To support better on-time performance, running times between Santa Cruz METRO Center and the Capitola Mall have been increased to 30 minutes for all trips departing between **11:00 AM and 6:30 PM**. Three (3) inbound trips have been added at **7:20 PM, 7:50 PM, and 8:50 PM**.
- **Route 91X – Santa Cruz/Watsonville Express:**  
*Weekdays:* To facilitate better connections in north and south county, the departure times for the **6:50 AM** inbound and **6:35 AM** outbound trips have been moved to **6:45 AM and 6:25 AM** respectively. Two (2) new trips have been added at **7:00 AM** inbound and **8:00 AM** outbound due to increased ridership.

Beyond Spring 2013, remaining ideas for service changes include:

- Reconfigure Route 4 to Harvey West only while expanding the Route 8 to operate hourly
- Live Oak departure time and runtime adjustments
- Mid-County scheduling refinements and possible route consolidation
- New connector route between the Capitola Mall and Cabrillo College via 41<sup>st</sup> Ave & Soquel Ave.
- Minor routing adjustments in the Local Watsonville area
- Restoration of weekend service to Big Basin State Park

These changes are contingent on further operational analysis as well as budgetary constraints.

To conclude, Santa Cruz METRO's financial outlook continues to stabilize which has allowed for the restoration of transit service from the service reductions in Fall 2010 and Fall 2011. Service restorations have reflected ongoing changes to the community's transportation needs as represented in staff analysis and comprehensive studies such as the Watsonville Transit Planning Study. The proposed Spring 2013 service changes will bring overall service levels within 3.0% of pre-service reduction (Fall 2009) levels. Staff recommends that the Board of Directors accept the proposed service changes for Spring 2013. Should the Board of Directors accept the proposed changes, they would be implemented March 14, 2013.

#### **IV. FINANCIAL CONSIDERATIONS**

The proposed Spring 2013 service changes will add 3 operator bids. This additional work will not require the addition of bus operators as the current labor force is sufficient.

#### **V. ATTACHMENTS**

- Attachment A:** Fall 2010 Service Changes  
**Attachment B:** Fall 2011 Service Changes  
**Attachment C:** Spring 2012 Service Changes  
**Attachment D:** Fall 2012 Service Changes

Prepared By: Erich R. Friedrich, Sr. Transportation Planner  
Claire Fliesler, Acting Jr. Transportation Planner  
Carolyn Derwing, Schedule Analyst  
Date Prepared: January 18, 2013



## Fall 2010 Service Changes (September 16<sup>th</sup> – December 8<sup>th</sup>, 2010)

### **Route 3 Mission/Beach:**

The Route 3 and the Route 7 have been combined into a new Route 3 Mission/Beach. The Route 3 Mission/Beach will continue to depart at :50 but will have different routing. The 6:50 PM trip will be deleted.

### **Route 7 Beach/Lighthouse:**

This route has been deleted. Some of the area that this route used to serve will now be served by the new Route 3 Mission/Beach.

### **Route 8 Emeline:**

The 7:35AM trip of the Route 9 will now be renamed the Route 8 Emeline. This route will run between the Santa Cruz Metro Center and the County Emeline Complex only and will not serve the Prospect Heights area.

### **Route 9 Prospect Heights:**

The 7:35AM trip has been renamed the Route 8 Emeline and has been shortened to only serve the area between the Santa Cruz Metro Center and the County Emeline Complex and will not serve the Prospect Heights area. The 2:35PM trip will be deleted entirely.

### **Route 16N UCSC Night Owl – Laurel East:**

Some trips of the 16N UCSC Night Owl service have been deleted and some trip departures have been changed.

### **Route 19 University via Lower Bay – Weekends:**

Weekend trips departing from 11:50am to 4:50pm will return to regular routing and will once again serve the Beach Street loop. The weekday evening trips (starting at 6:30PM) and all weekend trips will have their routing changed in order to provide service to the Beach Street and 2<sup>nd</sup> Street area. The 7:30AM trip of the Route 19 will no longer serve the Beach Street area. The new routing for the Route 3 will now serve this area.

### **Route 19N UCSC Night Owl – Lower Bay:**

Some trips of the 19N UCSC Night Owl service have been deleted and some trip departures have been changed. The routing for the 19N will be the same as the routing for the weekend and evening Route 19.

### **UCSC Night Owl Dial-a-Ride:**

This service has been deleted.

### **Route 20D:**

The departures from Bay & Laguna will all be moved 5 minutes earlier. These trips will now depart Bay & Laguna at :20 after the hour (the same time as the Route 20 leaves the Metro Center). Check the footnotes on the Route 20 schedule.

**Route 27X UCSC Express:**

This route has been deleted

**Route 30 Graham Hill/Scotts Valley:**

A new Route 30 Graham Hill/Scotts Valley will serve the area along Graham Hill Road, Scotts Valley and Scotts Valley Drive. This route will replace the Route 31 and Route 32.

**Route 31 Scotts Valley/Santa Cruz via Hwy 17:**

This route has been deleted. (See Route 30 Graham Hill/Scotts Valley on page xx for more information regarding service in Scotts Valley.)

**Route 32 Graham Hill:**

This route has been deleted. (See Route 30 Graham Hill/Scotts Valley on page xx for more information regarding service in Scotts Valley.)

**Route 35/35A Santa Cruz/San Lorenzo Valley:** The current Route 35 trips departing the Santa Cruz Metro Center at 1:00PM, 1:30PM, 3:00PM, 3:30PM, 4:00PM, 4:30PM and 5:00PM will now become Route 35A serving Scotts Valley Drive. The weekday 10:45PM trip of the Route 35 from Boulder Creek to Santa Cruz has been deleted.

**Route 40 Davenport:**

A weekday 12:30PM trip has been added. This trip will serve Davenport and Cement Plant Road but it will not serve Waddell Creek.

**Route 42 Davenport/Bonny Doon:**

The 12:30PM, 7:15PM and 10:00PM weekday trips have been deleted. An 8:30PM weekday trip has been added. The weekend 10:00PM trip has been deleted.

**Route 53 Capitola/Dominican:**

This route has been deleted.

**Route 54 Capitola/Aptos/La Selva Beach:**

**Weekday:** The weekday 5:30PM trip will continue in service from Cabrillo College to the Capitola Mall. From La Selva Beach inbound to the Capitola Mall this trip will only make the following stops: Soquel at State Park Drive, Cabrillo College and the Capitola Mall. See map below.

**Weekend:** The current weekend trips will be deleted. These trips will be replaced with weekend trips departing Capitola Mall at 8:20AM, 10:55AM and 6:40PM. These new trips will use the same routing as the weekday 5:30PM Route 54 with the same limited stops inbound from La Selva Beach to the Capitola Mall. See schedule and map on page xx.

**Route 56 La Selva:**

The current five weekday trips will be replaced with trips departing the Capitola Mall at 8:45AM and 1:55PM.

**Route 66 Live Oak via 17th:**

The weekday and weekend departure times of the Route 66 have been changed.

**Route 68 Live Oak via Broadway/Portola:**

**Weekday:** The weekday and weekend departure times of the Route 68 have been changed. A weekday and weekend trip departing the Santa Cruz Metro Center at 6:30PM to the Capitola Mall has been added. The weekend trip that currently departs the Capitola Mall for the Santa Cruz Metro Center at 6:45PM has been deleted.

**Weekend** The weekend trips of the Route 68 will resume regular weekend routing using San Lorenzo Blvd. to Ocean St. instead of the summer routing from Broadway to Ocean.

**Route 68N Night Beach:**

This route has been deleted.

**Route 69 Capitola Road:**

**Weekday:** The weekday trip that departs the Capitola Mall at 6:00AM to the Santa Cruz Metro Center has been deleted. The weekday trips that depart the Santa Cruz Metro Center at 9:52AM and 10:22AM to the Capitola Mall have been deleted. See schedule and map on page 30

**Weekend:** The weekend trip that departs the Santa Cruz Metro Center at 7:37AM to the Capitola Mall has been deleted. The weekend trip that departs the Capitola Mall for the Santa Cruz Metro Center at 8:00AM has been deleted.

**Route 69A/69W Capitola Road/Cabrillo:**

The weekend trip that departs Watsonville at 7:50AM to Santa Cruz will be changed to a 69W.

**Route 69N Cabrillo Capitola Road:**

The weekday trip that departs Cabrillo College at 9:40PM to the Santa Cruz Metro Center has been deleted.

**Route 70 Cabrillo:**

This route has been deleted.

**Route 71 Santa Cruz to Watsonville:**

The daily 11:35 PM trip between the Boardwalk and the Santa Cruz Metro Center will end. The last Route 71 to Watsonville will now begin at the Santa Cruz Metro Center at 11:45 PM.

**Route 75 Green Valley:**

The weekday and weekend trips departing the Watsonville Transit Center at 7:09AM, 9:09AM, 11:09AM, 1:09PM, 3:09PM, 5:09PM and 7:09PM will not serve the loop on Wheelock Road and Green Valley Road. The weekend trip departing the Watsonville Transit Center at 8:09PM has been deleted.

**Route 76 Corralitos/Buena Vista:**

This route has been deleted.

**Route 91X Commuter Express:**

The *weekday* trip that departs Watsonville at 6:25AM to Santa Cruz has been deleted. The *weekend* trip that departs Watsonville at 7:15AM to Santa Cruz has been deleted.

**Highway 17 Express:**

The weekday trips that depart the Soquel Park and Ride at 4:35AM and 5:15AM will now depart the Santa Cruz Metro Center at 4:45AM and 5:25AM respectively and will not serve the Soquel Park and Ride. The weekday trips that depart San Jose at 5:15PM and 6:15PM will now end at the Santa Cruz Metro Center at 6:30PM and 7:30PM respectively and will not continue to the Soquel Park and Ride.



## Fall 2011 Service Changes

(September 15, 2011 to December 21, 2011)

### **Route 3 Mission/Beach:**

The Route 3 has been rerouted to serve Mission St. in both directions, see map below. This route will continue to depart at :50 every hour from 6:50am to 5:50pm.

### **Route 4 Harvey West - Weekends:**

A partial Route 4 has been added on the weekends and will serve the Harvey West area only. The first trip will begin service at 8:40am at Encinal & Hwy 9 after pulling out of the yard and will end at Metro Center, Pacific Station. Then the Route 4 will run every other hour beginning at Metro Center, Pacific Station from 10:30am till 4:30pm. Please see the timetable and routing in the map below.

### **Route 10 UCSC via High St.:**

**Weekdays:** The weekday departures have moved from :25 and :55 to :20 and :50. The departures at :50 are regular service and will operate from 6:50am to 6:20pm. The departures at :20 are now school-term ("ST") only trips.

**Weekends:** The weekend departures have moved from :25 to :50. These trips will operate hourly from 8:50am to 5:50pm

### **Route 13 UCSC via Walnut:**

This route has been deleted

### **Route 16 UCSC via Laurel:**

**Weekday:** The 11:45pm trip was moved to 12:00 midnight

**Weekends:** The following trips have been deleted:

12:55pm	1:55pm	2:55pm
3:55pm	4:55pm	5:55pm
8:15pm		

The following trips have been moved:

10:05am to 10:40am	11:05am to 11:10am	11:55am to 11:40am
6:25pm to 6:40pm	7:00pm to 7:10pm	7:45pm to 7:40pm
8:45pm to 8:40pm	9:15pm to 9:20pm	9:45pm to 9:40pm
10:40pm to 10:30pm	11:20pm to 11:00pm	

### **Route 16N UCSC Night Owl – Laurel East:**

This service has been deleted.

### **Route 19 University via Lower Bay – Weekends:**

**Weekdays:** Trips departing at :00 have been converted from "ST" trips to regular service.

**Weekends:** Trips departing at :50 have been moved to :00. Trips departing at :30 have been added and will operate hourly from 10:30am to 6:30pm.



**Route 19N UCSC Night Owl – Lower Bay:**

This service has been deleted.

**Route 34 South Felton:**

The 2:35pm trip has been moved to 3:20pm.

**Route 35/35A Santa Cruz / San Lorenzo Valley :**

**Weekdays:** The 6:30pm outbound (35A), 7:25pm outbound (35A), and 8:20pm inbound (35) trips have been deleted. The following trips have had departure changes and/or adjustments:

8:25pm (ob) to 8:15pm	9:45pm (ob) to 9:35pm	6:42pm (ib) to 6:35pm – <i>depart at Country Club</i>	7:10pm (ib) to 7:05pm – <i>depart at Sylvan</i>
8:20pm (ib) to 8:10pm	5:30pm (ob) – <i>serves Country Club</i>	6:00pm (ob) – <i>serves Sylvan</i>	

**Weekends:** The Route 35/35A will no longer serve Big Basin. The 6:00pm outbound trip has been deleted. The 11:00pm outbound trip has been moved to 10:40pm. The following trips have had departure changes and/or adjustments:

5:30pm (ob) – <i>serves Sylvan</i>	6:30pm (ob) – <i>serves Country Club</i>	6:55pm (ib) to 6:34pm – <i>depart at Sylvan (then departs Boulder Creek at 6:55pm)</i>	7:07pm (ib) to 7:32pm – <i>depart at Country Club (ends at Metro Center, Pacific Station)</i>
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**School Term (“ST”):** “ST” trips of the Route 35 have been reduced from 6 trips to 4 trips. The 7:04am and 2:20pm trips have been deleted. The 2:35pm outbound trip has been moved to 2:30pm. The 2:46pm outbound trip has been moved to 2:35pm.

**Route 40 Davenport:**

**Weekdays:** The Route 40 will no longer serve Waddell Creek. The Route 40 will turn around at the north end of Cement Plant Road. The 6:15am trip has been moved to 6:40am.

**Weekends:** The Route 40 will no longer serve Waddell Creek. The Route 40 will turn around at the north end of Cement Plant Road. The 4:30pm trip has been deleted.

**Route 42 Davenport / Bonny Doon - Weekends:**

The 12:30pm trip on the *Weekends* has been deleted. Also the 5:30pm *Weekend* trip has been moved to 6:00pm.

**Route 54 Capitola / Aptos / La Selva:**

**Weekdays:** The Route 54 has been rerouted to no longer serve the “Mar Vista Loop” which runs off State Park Drive to the Searidge/Mar Vista/McGregor area. Now the Route 54 will continue on State Park Drive to Center Ave. Please see the map below. The 5:30pm trip has been moved to 5:35pm.

**Weekends:** The Route 54 has been rerouted to no longer serve the “Mar Vista Loop” which runs off State Park Drive to the Searidge/Mar Vista/McGregor area. Now the Route 54 will continue on State Park Drive to Center Ave. Please see map below. The 8:20am trip has been moved to 8:00am.

**Route 55 Rio Del Mar:**

The Route 55 has been rerouted to no longer serve the “Mar Vista Loop” which runs off State Park Drive to the Searidge/Mar Vista/McGregor area. Now the Route 55 will continue on State Park Drive to Center Ave. Please see the map below.

**Route 56 La Selva:**

The *Weekday* 8:45am trip has been moved to 8:00am.

**Route 66 Live Oak via 17<sup>th</sup> Ave.:**

**Weekdays:** The follow trips have been deleted.

8:00am inbound	6:55pm outbound	7:55pm outbound
9:00pm outbound	10:00pm outbound	7:10pm inbound
8:25pm inbound	9:40pm inbound	10:40pm inbound

Some trips of the Route 66 have been re-purposed into the new Route 66N (see below)

**Weekends:** Outbound trips will now depart at :30 every hour between 6:30am and 6:30pm. There will also be an 8:00pm outbound trip. All inbound trips will now depart at :15 every hour between 9:15am and 7:15pm. There will also be 7:30am and 8:25am inbound trips.

Some trips of the Route 66 have been re-purposed into the new Route 66N (see below)

**Route 66N Live Oak via 17<sup>th</sup> Ave. – Night:**

The Route 66N is a new night route between Metro Center, Pacific Station and the Capitola Mall. The routing of the Route 66N is much like a Route 66 except the Route 66N will travel along Soquel Ave. between Front St. and Morrissey Blvd. instead of Water St. Please see map for exact routing. The departures of the Route 66N are as follows:

<b>Weekdays:</b>	7:00pm outbound	8:30pm outbound	10:00pm outbound
	7:40pm inbound	9:10pm inbound	10:40pm inbound
<b>Weekends:</b>	9:30pm outbound	8:45pm inbound	10:15pm inbound

**Route 68 Live Oak via Broadway:**

**Weekdays:** The Route 68 will no longer serve the 26<sup>th</sup> Ave. – East Cliff – 30<sup>th</sup> Ave. loop. The Route 68 will continue on Portola between 41<sup>st</sup> Ave and 17<sup>th</sup> Ave. Please see map below for routing.

**Weekends:** The Route 68 will now have 5 outbound trips departing the Metro Center, Pacific Station at :00 which will operate every other hour from 9:00am to 5:00pm. The Route 68 will now have 5 inbound trips departing the Capitola Mall at :45 which will operate every other hour from 9:45am till 5:45pm. The Weekend routing will match the new Weekday routing.

**Route 69 Capitola Road:**

This route has been deleted.

**Route 69A Capitola Road / Santa Cruz / Watsonville - Weekends:**

*Weekend* outbound trips will now depart Metro Center, Pacific Station at :00 and operate every other hour from 9:00am to 7:00pm. *Weekend* inbound trips will now depart Watsonville Transit Center at :20 and operate every other hour from 8:20am to 6:20pm

**Route 69N Capitola Road - Night:**

This route has been deleted.

**Route 69W Capitola Road / Santa Cruz / Watsonville - Weekends:**

*Weekend* outbound trips will now depart Metro Center, Pacific Station at :00 and operate every other hour from 8:00am to 8:00pm. *Weekend* inbound trips will now depart Watsonville Transit Center at :20 and operate every other hour from 7:20am to 5:20pm

**Route 71 Santa Cruz / Watsonville:**

**Weekdays:** The following trips have been deleted:

6:55am inbound	3:55pm inbound	4:25pm inbound	4:55pm inbound
5:25pm inbound	9:00pm inbound	9:15pm outbound	

The 10:30pm inbound trip has been moved to 10:50pm.

**Weekends:** The 9:00pm inbound trip has been deleted.

**Route 72 Corralitos:**

The following trips have been deleted:

6:40am	8:40am	10:40am
12:40pm	2:40pm	4:40pm

All remaining departures have been moved from :40 to :50.

**Route 74 Ohlone / Rolling Hills:**

The following trips have been deleted:

7:50am	9:50am	11:50am
1:50pm	3:50pm	5:50pm

The 12:50 and 4:50 trips will now serve the Social Security Office at Westgate & Technology Drive. The 2:50pm trip will serve PVHS at the end of the trip, during the inbound portion of the route, to accommodate the new 3:15pm ending bell time.

**Route 75 Green Valley:**

The 8:09pm trip has been deleted.



## Spring 2012 Service Changes

(March 29, 2012 to June 6, 2012)

### **Route 3W – Mission Weekends:**

**Weekends Only:** The Route 3W is a new route that will serve Mission Street and west side Santa Cruz on weekends only. This route will depart every other hour at **:50** starting at **9:50 AM** and ending at **5:50 PM**. The routing is below:

### **Route 4W – Harvey West:**

**Weekends:** The weekend departures have been moved from **:30** to **:45**.

### **Route 10 – UCSC via High St.:**

**Weekdays:** Two new weekday trips of the Route 10 have been added. These trips will depart from Metro Center, Pacific Station at **6:50 PM** and **7:20 PM**. The new **7:20 PM** trip will be ST service only.

### **Route 15 – UCSC via Laurel West:**

**Weekdays:** Three new weekday trips of the Route 15 have been added. These trips will depart from Metro Center, Pacific Station at **6:40 AM**, **8:20 PM** and **8:50 PM**. All new trips will be ST service only.

### **Route 16 – UCSC via Laurel East:**

**Weekdays:** Two new weekday trips of the Route 16 have been added. These trips will depart from Metro Center, Pacific Station at **7:00 AM** and **7:30 PM**. The new **7:30 PM** trip will be ST service only. The **9:05 AM** trip has been moved to **9:10 AM**.

### **Route 20D – UCSC via Western Delaware Only:**

**Weekdays:** Three new weekday trips of the Route 20D have been added. These trips will be supplemental to the Route 20 at the following times: **12:20 PM**, **1:20 PM**, and **2:20 PM**.

### **Route 35/35A – Santa Cruz/San Lorenzo Valley:**

**Weekdays:** Four new weekday trips of the Route 35/35A have been added. These trips include:

- **2:20 PM** Outbound from Felton Faire (ST service only)
- **6:30 PM** Outbound to Country Club
- **7:25 PM** Outbound to Mountain Store
- **8:20 PM** Inbound from Mountain Store

Also the **7:18 AM** inbound ST trip will now depart Bear Creek & Deerwood at **7:08 AM**.

### **Route 66 Live Oak via 17<sup>th</sup>:**

**Weekends:** trips were restored to pre-Fall service levels on the Route 66. Please see timetable below:

### **Route 66N Live Oak via 17<sup>th</sup> Night:**

**Weekends:** The weekend trips have changed departure times and new trips have been added to the Route 66N. In the outbound direction trips will depart the Metro Center, Pacific Station at **9:00 PM** and **10:10 PM**. In the inbound direction trips will depart the Capitola Mall at **8:25 PM**, **9:35 PM**, and **10:40 PM**.

### **Route 68 – Live Oak via Portola:**

**Weekends:** trips were restored to pre-Fall Bid levels on the Route 68. Please see timetable below:

**Route 69A – Capitola Rd./Watsonville via Airport:**

*Weekends:* The Route 69A will have restored weekend trips bringing back hourly service in each direction. In the outbound direction the Route 69A will depart hourly from Metro Center, Pacific Station at **:07** from **8:07 AM** to **6:07 PM**. In the inbound direction, the Route 69A will depart hourly from the Watsonville Transit Center at **:50** from **8:50 AM** to **6:50 PM**.

**Route 69W – Capitola Rd./Cabrillo/Watsonville:**

*Weekends:* The Route 69W will have restored weekend trips bringing back hourly service in each direction. In the outbound direction the Route 69W will depart hourly from Metro Center, Pacific Station at **:37** from **8:37 AM** to **8:37 PM**. In the inbound direction, the Route 69A will depart hourly from the Watsonville Transit Center at **:20** from **10:20 AM** to **6:20 PM**. An additional inbound trip of the 69W will depart from the Watsonville Transit Center at **7:50 AM**.

**Route 91X – Santa Cruz/Watsonville Express:**

*Weekdays:* The Route 91X will have new trips operating every half hour in both directions. The current morning trips between **5:55 AM** and **8:30 AM** will remain the same. Starting at **9:15 AM** the Route 91X will have departures every half hour at **:15** and **:45** in the outbound direction ending at **5:45 PM**. The outbound routing will no longer serve Civic Plaza. All Inbound trips starting at **9:40 AM** will have departures every half hour at **:10** and **:40** ending at **5:40 PM**. The inbound routing will serve the 41<sup>st</sup> Avenue to Dominican Hospital. The **9:30 AM** inbound trip and all the current afternoon trips will be replaced by the new trips.



## Fall 2012 Service Changes

(September 13, 2012 to December 5, 2012)

### **Route 72 - Corralitos:**

**Weekdays:** The Route 72 departures have been moved to :45 and the route has been given more running time. This route will now operate hourly from 5:45AM till 6:45PM.

### **Route 74 - Ohlone Parkway / Rolling Hills:**

**Weekdays:** The Route 74 has been rerouted to better serve the Watsonville Community Hospital, Social Security Office, Pajaro Valley High School, and Rolling Hills Jr. High School. Along with the routing change, the Route 74 departure times have been moved to :10 and will operate hourly from 6:10AM till 6:10PM. The Route 74 has also been given more running time.

**Weekends:** The Route 74 will now operate on the weekends. This route will depart at :45 and operate hourly from 6:45AM till 6:45PM.

### **Route 75 – Green Valley:**

**Weekdays:** The Route 75 departures have been moved to :15 and the route has been given more running time. This route will now serve Wheelock & Monte Vista every trip.

**Weekends:** The weekend Route 75 departures have been moved to :15 and the route has been given more running time. The weekend timetable matches the weekday timetable above.

### **Route 77 – Civic Plaza/Pajaro:**

**Weekdays:** This is a new route that will serve the Pajaro community on the southern edge of Watsonville. This route will depart at :30 and operate hourly from 6:30AM till 6:30PM.

### **Route 79 – East Lake:**

**Weekdays:** The Route 79 has been rerouted to better serve Beach St. Along with the routing change, the Route 79 departure times have moved to :00 and will remain operating hourly from 7:00AM till 6:00PM. The Route 79 has also been given more running time.

**Weekends:** The Route 79 will now operate on the weekends. This route will depart at :30 and operate hourly from 7:30AM till 6:30PM. See timetable below:

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF ESTABLISHING SPECIFIC TIMES FOR THE MEETINGS OF THE BOARD OF DIRECTORS FOR THE REMAINDER OF CALENDAR YEAR 2013.**

## I. RECOMMENDED ACTION

**That the Board of Directors establish specific times for the meetings for the remainder of calendar year 2013.**

## II. SUMMARY OF ISSUES

- The Bylaws of Santa Cruz METRO previously contained the dates and time for the meetings of the Board of Directors.
- On January 11, 2013 the Board of Directors acted to modify the Bylaws to eliminate the specific times for meetings to commence and end.
- The Bylaws now require the Board of Directors to adopt a Resolution that establishes the times for meetings to commence and to end.
- Staff recommends that the Board of Directors decide on what time meetings should commence and end and direct staff to develop the necessary Resolution for consideration on February 8, 2013.

## III. DISCUSSION

The Bylaws of Santa Cruz METRO previously identified both the days of the month and the times of day when the meetings of the Board would occur, as well as commence and end. On January 11, 2013 the Board of Directors modified the Bylaws to continue to identify the days of the month for meetings, but to require that the times for meetings to commence and end would be established by Resolution. While the Board took action to modify the Bylaws regarding time, it did not identify the preferred times for inclusion in a Resolution.

Staff recommends that the Board of Directors decide on what time meetings should commence and end and direct staff to develop the necessary Resolution for consideration on February 8, 2013.

**IV. FINANCIAL CONSIDERATIONS**

The identification of times for Board Meetings to commence and end will not have a financial impact on METRO.

**V. ATTACHMENTS**

**None**



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** January 25, 2013

**TO:** Board of Directors

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

**SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AGREEMENT WITH KIM FAMILY ENTERPRISES(SC), LLC. FOR PROPERTY LOCATED AT 165 DU BOIS STREET, SANTA CRUZ, CA FOR THE OPERATIONS BUILDING TEMPORARY RELOCATION**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute a lease agreement with Kim Family Enterprises(SC), LLC. for property located at 165 Du Bois Street, Santa Cruz, CA for the Operations Building Temporary Relocation.**

## II. SUMMARY OF ISSUES

- On December 7, 2012, the Board of Directors approved a contract with Lewis C. Nelson and Sons, Inc.
- Staff commenced researching options for the safety of METRO staff and relocation of METRO buses as a temporary basis.
- METRO found a suitable location for METRO staff at 165 Du Bois Street, Santa Cruz, CA
- Bus relocation will be brought to the Board of Directors in next month's meeting.
- METRO staff have reviewed the terms and conditions of the Lease and awaits confirmation from the Kim Family Enterprises (SC), LLC.
- The lease agreement would commence on February 15, 2013.
- METRO staff recommends that the Board of Directors authorize the General Manager to execute a lease agreement with Kim Family Enterprises (SC), LLC for property located at 165 Du Bois Street, Santa Cruz, CA for the Operations Building Temporary Relocation.

## III. DISCUSSION

On December 7, 2012, the Board of Directors approved a contract with Lewis C. Nelson and Sons, Inc (Lewis). The Judy K. Souza Operations Building is composed of five sequences due to METRO continuing operations on the site. During the five sequences, the contractor will grade site, pile drive concrete piles, and construct a two level parking structure, two level office space,

and bus parking lot. METRO staff will have to work in conjunction with the contractor in sharing the site. Coordination will be critical for METRO to continue operating in the current building.

With the five sequence challenge, METRO staff commenced researching options for the safety of METRO staff and relocation of METRO buses as a temporary basis in order to provide the whole site to the contractor and the contractor can provide a quicker turn around and better product.

METRO researched multiple locations and found a suitable location for METRO staff at 165 Du Bois Street, Santa Cruz, CA. Location includes offices on two floors and a front lobby for efficiency in dispatching bus operators. Bus relocation site lease will be brought to the Board of Directors in next month's meeting.

METRO staff has reviewed the terms and conditions of the Lease and awaits confirmation from the Kim Family Enterprises(SC), LLC. See Attachment A for the Commercial Lease Agreement and Attachment B for the Lease Addendum #1. The lease agreement would commence on February 15, 2013 for a three year period. The lease consists of a first year monthly rate of \$6,375.00, a second year monthly rate of \$6,800.00, and a third year monthly rate of \$7,225.00. METRO staff checked for cost rate and compared to other properties in the same area. The lease rate is at or below market rate.

METRO staff recommends that the Board of Directors authorize the General Manager to execute a lease agreement with Kim Family Enterprises (SC), LLC for property located at 165 Du Bois Street, Santa Cruz, CA for the Operations Building Temporary Relocation.

#### **IV. FINANCIAL CONSIDERATIONS**

Funds for the Operations Building Temporary Relocation are available with the funds METRO staff has secured for the Project.

#### **V. ATTACHMENTS**

**Attachment A:** Commercial Lease Agreement for 165 Du Bois Street, Santa Cruz, CA  
**Attachment B:** Lease Addendum # 1

Prepared By: Frank Cheng, Project Manager and I.T. Manager  
Date Prepared: January 18, 2013



COMMERCIAL LEASE AGREEMENT
(C.A.R. Form CL, Revised 11/11)

Date (For reference only): February 15, 2013

Kim Family Enterprises (SC), LLC ("Landlord") and Santa Cruz Metropolitan Transit District (SCMTD) ("Tenant") agree as follows:

1. PROPERTY: Landlord rents to Tenant and Tenant rents from Landlord, the real property and improvements described as: +/-8,500 SF of office / light industrial space located at 165 Dubois Street, Santa Cruz CA APN 001-033-07 ("Premises"), which comprise approximately 46.000 % of the total square footage of rentable space in the entire property. See exhibit "A" for a further description of the Premises.

2. TERM: The term begins on (date) February 15, 2013 ("Commencement Date"), (Check A or B):

A. Lease: and shall terminate on (date) February 14, 2016 at 5 AM PM. Any holding over after the term of this agreement expires, with Landlord's consent, shall create a month-to-month tenancy that either party may terminate as specified in paragraph 2B. Rent shall be at a rate equal to the rent for the immediately preceding month, payable in advance. All other terms and conditions of this agreement shall remain in full force and effect.

B. Month-to-month: and continues as a month-to-month tenancy. Either party may terminate the tenancy by giving written notice to the other at least 30 days prior to the intended termination date, subject to any applicable laws. Such notice may be given on any date.

C. RENEWAL OR EXTENSION TERMS: See attached addendum

3. BASE RENT:

A. Tenant agrees to pay Base Rent at the rate of (CHECK ONE ONLY):

- (1) \$ per month, for the term of the agreement.
(2) \$ per month, for the first 12 months of the agreement. Commencing with the 13th month, and upon expiration of each 12 months thereafter, rent shall be adjusted according to any increase in the U.S. Consumer Price Index of the Bureau of Labor Statistics of the Department of Labor for All Urban Consumers ("CPI") for (the city nearest the location of the Premises), based on the following formula: Base Rent will be multiplied by the most current CPI preceding the first calendar month during which the adjustment is to take effect, and divided by the most recent CPI preceding the Commencement Date. In no event shall any adjusted Base Rent be less than the Base Rent for the month immediately preceding the adjustment. If the CPI is no longer published, then the adjustment to Base Rent shall be based on an alternate index that most closely reflects the CPI.

(3) \$ 6,375.00 per month for the period commencing February 15, 2013 and ending February 14, 2014 and \$ 6,800.00 per month for the period commencing February 15, 2014 and ending February 14, 2015 and \$ 7,225.00 per month for the period commencing February 15, 2015 and ending February 14, 2016

(4) In accordance with the attached rent schedule.

(5) Other: Tenant shall also pay NNN charges of +/- \$0.26 SF / month as further detailed in Addendum No. 1

B. Base Rent is payable in advance on the 1st (or day of each calendar month, and is delinquent on the next day.

C. If the Commencement Date falls on any day other than the first day of the month, Base Rent for the first calendar month shall be prorated based on a 30-day period. If Tenant has paid one full month's Base Rent in advance of Commencement Date, Base Rent for the second calendar month shall be prorated based on a 30-day period.

4. RENT:

A. Definition: ("Rent") shall mean all monetary obligations of Tenant to Landlord under the terms of this agreement, except security deposit.

B. Payment: Rent shall be paid to (Name) Kim Family Enterprises (SC), LLC at (address) 180 Westgate Drive, Watsonville CA 95076, or at any other location specified by Landlord in writing to Tenant.

C. Timing: Base Rent shall be paid as specified in paragraph 3. All other Rent shall be paid within 30 days after Tenant is billed by Landlord.

5. EARLY POSSESSION: Tenant is entitled to possession of the Premises on February 15, 2013

If Tenant is in possession prior to the Commencement Date, during this time (i) Tenant is not obligated to pay Base Rent, and (ii) Tenant is not obligated to pay Rent other than Base Rent. Whether or not Tenant is obligated to pay Rent prior to Commencement Date, Tenant is obligated to comply with all other terms of this agreement.

6. SECURITY DEPOSIT:

A. Tenant agrees to pay Landlord \$ 6,375.00 as a security deposit. Tenant agrees not to hold Broker responsible for its return. (IF CHECKED:) If Base Rent increases during the term of this agreement, Tenant agrees to increase security deposit by the same proportion as the increase in Base Rent.

B. All or any portion of the security deposit may be used, as reasonably necessary, to: (i) cure Tenant's default in payment of Rent, late charges, non-sufficient funds ("NSF") fees, or other sums due; (ii) repair damage, excluding ordinary wear and tear, caused by Tenant or by a guest or licensee of Tenant; (iii) broom clean the Premises, if necessary, upon termination of tenancy; and (iv) cover any other unfulfilled obligation of Tenant. SECURITY DEPOSIT SHALL NOT BE USED BY TENANT IN LIEU OF PAYMENT OF LAST MONTH'S RENT. If all or any portion of the security deposit is used during tenancy, Tenant agrees to reinstate the total security deposit within 5 days after written notice is delivered to Tenant. Within 30 days after Landlord receives possession of the Premises, Landlord shall: (i) furnish Tenant an itemized statement indicating the amount of any security deposit received and the basis for its disposition, and (ii) return any remaining portion of security deposit to Tenant. However, if the Landlord's only claim upon the security deposit is for unpaid Rent, then the remaining portion of the security deposit, after deduction of unpaid Rent, shall be returned within 14 days after the Landlord receives possession.

C. No interest will be paid on security deposit, unless required by local ordinance.

Landlord's Initials ( ) ( )

Tenant's Initials ( ) ( )

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Reviewed by Date



7. PAYMENTS:

Table with 5 columns: Description, TOTAL DUE, PAYMENT RECEIVED, BALANCE DUE, DUE DATE. Rows include Rent (02/15/2013 to 03/14/2013), Security Deposit, and Total (12,750.00).

8. PARKING: Tenant is entitled to (see Addendum No. 1) unreserved and 0 reserved vehicle parking spaces. The right to parking is not included in the Base Rent charged pursuant to paragraph 3.

9. ADDITIONAL STORAGE: Storage is permitted as follows: within the Premises only. The right to additional storage space is not included in the Base Rent charged pursuant to paragraph 3.

10. LATE CHARGE; INTEREST; NSF CHECKS: Tenant acknowledges that either late payment of Rent or issuance of a NSF check may cause Landlord to incur costs and expenses, the exact amount of which are extremely difficult and impractical to determine.

11. CONDITION OF PREMISES: Tenant has examined the Premises and acknowledges that Premise is clean and in operative condition, with the following exceptions: Landlord to remove personal property, in all other respects Premises leased "AS IS".

12. ZONING AND LAND USE: Tenant accepts the Premises subject to all local, state and federal laws, regulations and ordinances ("Laws"). Landlord makes no representation or warranty that Premises are now or in the future will be suitable for Tenant's use.

13. TENANT OPERATING EXPENSES: Tenant agrees to pay for all utilities and services directly billed to Tenant See Addendum No. 1 for additional terms / conditions relating to Tenant Operating Expenses.

14. PROPERTY OPERATING EXPENSES: A. Tenant agrees to pay its proportionate share of Landlord's estimated monthly property operating expenses, including but not limited to, common area maintenance, consolidated utility and service bills, insurance, and real estate taxes, based on the ratio of the square footage of the Premises to the total square footage of the rentable space in the entire property.

OR B. (If checked) Paragraph 14 does not apply.

15. USE: The Premises are for the sole use as driver dispatch center/related administrat uses only-no bus parking/service. No other use is permitted without Landlord's prior written consent.

16. RULES/REGULATIONS: Tenant agrees to comply with all rules and regulations of Landlord (and, if applicable, Owner's Association) that are at any time posted on the Premises or delivered to Tenant.

17. MAINTENANCE: A. Tenant OR (If checked, Landlord) shall professionally maintain the Premises including heating, air conditioning, electrical, plumbing and water systems, if any, and keep glass, windows and doors in operable and safe condition.

B. Landlord OR (If checked, Tenant) shall maintain the roof, foundation, exterior walls, common areas and see Addendum No. 1 for further terms and conditions relating to the maintenance and upkeep of the Premises.

Landlord's Initials ( ) ( )

Tenant's Initials ( ) ( )

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_





- ~~18. ALTERATIONS: Tenant shall not make any alterations in or about the Premises, including installation of trade fixtures and signs, without Landlord's prior written consent, which shall not be unreasonably withheld. Any alterations to the Premises shall be done according to Law and with required permits. Tenant shall give Landlord advance notice of the commencement date of any planned alteration, so that Landlord, at its option, may post a Notice of Non-Responsibility to prevent potential liens against Landlord's interest in the Premises. Landlord may also require Tenant to provide Landlord with lien releases from any contractor performing work on the Premises.~~
- 19. **GOVERNMENT IMPOSED ALTERATIONS:** Any alterations required by Law as a result of Tenant's use shall be Tenant's responsibility. Landlord shall be responsible for any other alterations required by Law.
- 20. **ENTRY:** Tenant shall make Premises available to Landlord or Landlord's agent for the purpose of entering to make inspections, necessary or agreed repairs, alterations, or improvements, or to supply necessary or agreed services, or to show Premises to prospective or actual purchasers, tenants, mortgagees, lenders, appraisers, or contractors. Landlord and Tenant agree that 24 hours notice (oral or written) shall be reasonable and sufficient notice. In an emergency, Landlord or Landlord's representative may enter Premises at any time without prior notice.
- 21. **SIGNS:** Tenant authorizes Landlord to place a FOR SALE sign on the Premises at any time, and a FOR LEASE sign on the Premises within the 90 (or  \_\_\_\_\_ ) day period preceding the termination of the agreement.
- 22. **SUBLETTING/ASSIGNMENT:** Tenant shall not sublet or encumber all or any part of Premises, or assign or transfer this agreement or any interest in it, without the prior written consent of Landlord, which shall not be unreasonably withheld. Unless such consent is obtained, any subletting, assignment, transfer, or encumbrance of the Premises, agreement, or tenancy, by voluntary act of Tenant, operation of law, or otherwise, shall be null and void, and, at the option of Landlord, terminate this agreement. Any proposed sublessee, assignee, or transferee shall submit to Landlord an application and credit information for Landlord's approval, and, if approved, sign a separate written agreement with Landlord and Tenant. Landlord's consent to any one sublease, assignment, or transfer, shall not be construed as consent to any subsequent sublease, assignment, or transfer, and does not release Tenant of Tenant's obligation under this agreement.
- 23. **POSSESSION:** If Landlord is unable to deliver possession of Premises on Commencement Date, such date shall be extended to the date on which possession is made available to Tenant. However, the expiration date shall remain the same as specified in paragraph 2. If Landlord is unable to deliver possession within 60 (or  15 ) calendar days after the agreed Commencement Date, Tenant may terminate this agreement by giving written notice to Landlord, and shall be refunded all Rent and security deposit paid.
- 24. **TENANT'S OBLIGATIONS UPON VACATING PREMISES:** Upon termination of agreement, Tenant shall: (i) give Landlord all copies of all keys or opening devices to Premises, including any common areas; (ii) vacate Premises and surrender it to Landlord empty of all persons and personal property; (iii) vacate all parking and storage spaces; (iv) deliver Premises to Landlord in the same condition as referenced in paragraph 11; (v) clean Premises; (vi) give written notice to Landlord of Tenant's forwarding address; and (vii) \_\_\_\_\_

All improvements installed by Tenant, with or without Landlord's consent, become the property of Landlord upon termination. Landlord may nevertheless require Tenant to remove any such improvement that did not exist at the time possession was made available to Tenant.

- 25. **BREACH OF CONTRACT/EARLY TERMINATION:** In event Tenant, prior to expiration of this agreement, breaches any obligation in this agreement, abandons the premises, or gives notice of tenant's intent to terminate this tenancy prior to its expiration, in addition to any obligations established by paragraph 24, Tenant shall also be responsible for lost rent, rental commissions, advertising expenses, and painting costs necessary to ready Premises for re-rental. Landlord may also recover from Tenant: (i) the worth, at the time of award, of the unpaid Rent that had been earned at the time of termination; (ii) the worth, at the time of award, of the amount by which the unpaid Rent that would have been earned after expiration until the time of award exceeds the amount of such rental loss the Tenant proves could have been reasonably avoided; and (iii) the worth, at the time of award, of the amount by which the unpaid Rent for the balance of the term after the time of award exceeds the amount of such rental loss that Tenant proves could be reasonably avoided. Landlord may elect to continue the tenancy in effect for so long as Landlord does not terminate Tenant's right to possession, by either written notice of termination of possession or by re letting the Premises to another who takes possession, and Landlord may enforce all Landlord's rights and remedies under this agreement, including the right to recover the Rent as it becomes due.
- 26. **DAMAGE TO PREMISES:** If, by no fault of Tenant, Premises are totally or partially damaged or destroyed by fire, earthquake, accident or other casualty, Landlord shall have the right to restore the Premises by repair or rebuilding. If Landlord elects to repair or rebuild, and is able to complete such restoration within 90 days from the date of damage, subject to the terms of this paragraph, this agreement shall remain in full force and effect. If Landlord is unable to restore the Premises within this time, or if Landlord elects not to restore, then either Landlord or Tenant may terminate this agreement by giving the other written notice. Rent shall be abated as of the date of damage. The abated amount shall be the current monthly Base Rent prorated on a 30-day basis. If this agreement is not terminated, and the damage is not repaired, then Rent shall be reduced based on the extent to which the damage interferes with Tenant's reasonable use of Premises. If damage occurs as a result of an act of Tenant or Tenant's guests, (i) only Landlord shall have the right, at Landlord's sole discretion, within 30 days after such total or partial destruction or damage to treat the lease as terminated by Tenant, and (ii) Landlord shall have the right to recover damages from Tenant.
- 27. **HAZARDOUS MATERIALS:** Tenant shall not use, store, generate, release or dispose of any hazardous material on the Premises or the property of which the Premises are part. However, Tenant is permitted to make use of such materials that are required to be used in the normal course of Tenant's business provided that Tenant complies with all applicable Laws related to the hazardous materials. Tenant is responsible for the cost of removal and remediation, or any clean-up of any contamination caused by Tenant.
- 28. **CONDEMNATION:** If all or part of the Premises is condemned for public use, either party may terminate this agreement as of the date possession is given to the condemner. All condemnation proceeds, exclusive of those allocated by the condemner to Tenant's relocation costs and trade fixtures, belong to Landlord.
- 29. **INSURANCE:** Tenant's personal property, fixtures, equipment, inventory and vehicles are not insured by Landlord against loss or damage due to fire, theft, vandalism, rain, water, criminal or negligent acts of others, or any other cause. Tenant is to carry Tenant's own property insurance to protect Tenant from any such loss. In addition, Tenant shall carry liability insurance in an amount of not less than \$1,000,000.00 . Tenant's liability insurance shall name Landlord and Landlord's agent as additional insured. Tenant, upon Landlord's request, shall provide Landlord with a certificate of insurance establishing Tenant's compliance. Landlord shall maintain liability insurance insuring Landlord, but not Tenant, in an amount of at least \$1,000,000.00 , plus property insurance in an amount sufficient to cover the replacement cost of the property. Tenant is advised to carry business interruption insurance in an amount at least sufficient to cover Tenant's complete rental obligation to Landlord. Landlord is advised to obtain a policy of rental loss insurance. Both Landlord and Tenant release each other, and waive their respective rights to subrogation against each other, for loss or damage covered by insurance.

Landlord's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Tenant's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_





- 30. **TENANCY STATEMENT (ESTOPPEL CERTIFICATE):** Tenant shall execute and return a tenancy statement (estoppel certificate), delivered to Tenant by Landlord or Landlord's agent, within 3 days after its receipt. The tenancy statement shall acknowledge that this agreement is unmodified and in full force, or in full force as modified, and state the modifications. Failure to comply with this requirement: (i) shall be deemed Tenant's acknowledgment that the tenancy statement is true and correct, and may be relied upon by a prospective lender or purchaser; and (ii) may be treated by Landlord as a material breach of this agreement. Tenant shall also prepare, execute, and deliver to Landlord any financial statement (which will be held in confidence) reasonably requested by a prospective lender or buyer.
- 31. **LANDLORD'S TRANSFER:** Tenant agrees that the transferee of Landlord's interest shall be substituted as Landlord under this agreement. Landlord will be released of any further obligation to Tenant regarding the security deposit, only if the security deposit is returned to Tenant upon such transfer, or if the security deposit is actually transferred to the transferee. For all other obligations under this agreement, Landlord is released of any further liability to Tenant, upon Landlord's transfer.
- 32. **SUBORDINATION:** This agreement shall be subordinate to all existing liens and, at Landlord's option, the lien of any first deed of trust or first mortgage subsequently placed upon the real property of which the Premises are a part, and to any advances made on the security of the Premises, and to all renewals, modifications, consolidations, replacements, and extensions. However, as to the lien of any deed of trust or mortgage entered into after execution of this agreement, Tenant's right to quiet possession of the Premises shall not be disturbed if Tenant is not in default and so long as Tenant pays the Rent and observes and performs all of the provisions of this agreement, unless this agreement is otherwise terminated pursuant to its terms. If any mortgagee, trustee, or ground lessor elects to have this agreement placed in a security position prior to the lien of a mortgage, deed of trust, or ground lease, and gives written notice to Tenant, this agreement shall be deemed prior to that mortgage, deed of trust, or ground lease, or the date of recording.
- 33. **TENANT REPRESENTATIONS; CREDIT:** Tenant warrants that all statements in Tenant's financial documents and rental application are accurate. Tenant authorizes Landlord and Broker(s) to obtain Tenant's credit report at time of application and periodically during tenancy in connection with approval, modification, or enforcement of this agreement. Landlord may cancel this agreement: (i) before occupancy begins, upon disapproval of the credit report(s); or (ii) at any time, upon discovering that information in Tenant's application is false. A negative credit report reflecting on Tenant's record may be submitted to a credit reporting agency, if Tenant fails to pay Rent or comply with any other obligation under this agreement.
- 34. **DISPUTE RESOLUTION:**

~~**A. MEDIATION:** Tenant and Landlord agree to mediate any dispute or claim arising between them out of this agreement, or any resulting transaction, before resorting to arbitration or court action, subject to paragraph 34B(2) below. Paragraphs 34B(2) and (3) apply whether or not the arbitration provision is initiated. Mediation fees, if any, shall be divided equally among the parties involved. If for any dispute or claim to which this paragraph applies, any party commences an action without first attempting to resolve the matter through mediation, or refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action. THIS MEDIATION PROVISION APPLIES WHETHER OR NOT THE ARBITRATION PROVISION IS INITIALED.~~

**B. ARBITRATION OF DISPUTES:** (1) Tenant and Landlord agree that any dispute or claim in Law or equity arising between them out of this agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration, including and subject to paragraphs 34B(2) and (3) below. The arbitrator shall be a retired judge or justice, or an attorney with at least 5 years of real estate transactional law experience, unless the parties mutually agree to a different arbitrator, who shall render an award in accordance with substantive California Law. In all other respects, the arbitration shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. Judgment upon the award of the arbitrator(s) may be entered in any court having jurisdiction. The parties shall have the right to discovery in accordance with Code of Civil Procedure §1283.05.

(2) **EXCLUSIONS FROM MEDIATION AND ARBITRATION:** The following matters are excluded from Mediation and Arbitration hereunder: (i) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage, or installment land sale contract as defined in Civil Code §2985; (ii) an unlawful detainer action; (iii) the filing or enforcement of a mechanic's lien; (iv) any matter that is within the jurisdiction of a probate, small claims, or bankruptcy court; and (v) an action for bodily injury or wrongful death, or for latent or patent defects to which Code of Civil Procedure §337.1 or §337.15 applies. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a violation of the mediation and arbitration provisions.

(3) **BROKERS:** Tenant and Landlord agree to mediate and arbitrate disputes or claims involving either or both Brokers, provided either or both Brokers shall have agreed to such mediation or arbitration, prior to, or within a reasonable time after the dispute or claim is presented to Brokers. Any election by either or both Brokers to participate in mediation or arbitration shall not result in Brokers being deemed parties to the agreement.

**"NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY."**

**"WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION."**

Landlord's Initials \_\_\_\_\_ / \_\_\_\_\_ Tenant's Initials \_\_\_\_\_ / \_\_\_\_\_

Landlord's Initials (\_\_\_\_\_) (\_\_\_\_\_)

Tenant's Initials (\_\_\_\_\_) (\_\_\_\_\_)

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_





Premises: +/-8,500 SF of office / light industrial space located at 165 Dubois Street, Santa Cruz CA APN 001-033-07 Date February 15, 2013

35. **JOINT AND INDIVIDUAL OBLIGATIONS:** If there is more than one Tenant, each one shall be individually and completely responsible for the performance of all obligations of Tenant under this agreement, jointly with every other Tenant, and individually, whether or not in possession.

36. **NOTICE:** Notices may be served by mail, facsimile, or courier at the following address or location, or at any other location subsequently designated:  
Landlord: Kim Family Enterprises (SC), LLC Tenant: Santa Cruz Metropolitan Transit District

180 Westgate Drive

Attn.: Frank Cheng - Project Manager

Watsonville, CA 95076

165 Dubois Street

Santa Cruz, CA 95060

Notice is deemed effective upon the earliest of the following: (i) personal receipt by either party or their agent; (ii) written acknowledgement of notice; or (iii) 5 days after mailing notice to such location by first class mail, postage pre-paid.

37. **WAIVER:** The waiver of any breach shall not be construed as a continuing waiver of the same breach or a waiver of any subsequent breach.

38. **INDEMNIFICATION:** Tenant shall indemnify, defend and hold Landlord harmless from all claims, disputes, litigation, judgments and attorney fees arising out of Tenant's use of the Premises.

39. **OTHER TERMS AND CONDITIONS/SUPPLEMENTS:** Landlord to provide Tenant with written evidence of insurance required in paragraph 29 within Thirty (30) days of finalizing this lease.

The following ATTACHED supplements/exhibits are incorporated in this agreement:  Option Agreement (C.A.R. Form OA) See attached Lease Addendum No. 1 & Exhibit "A" -- Premises Schematic, both incorporated by this reference.

40. **ATTORNEY FEES:** In any action or proceeding arising out of this agreement, the prevailing party between Landlord and Tenant shall be entitled to reasonable attorney fees and costs from the non-prevailing Landlord or Tenant, except as provided in paragraph 34A.

41. **ENTIRE CONTRACT:** Time is of the essence. All prior agreements between Landlord and Tenant are incorporated in this agreement, which constitutes the entire contract. It is intended as a final expression of the parties' agreement, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend that this agreement constitutes the complete and exclusive statement of its terms, and that no extrinsic evidence whatsoever may be introduced in any judicial or other proceeding, if any, involving this agreement. Any provision of this agreement that is held to be invalid shall not affect the validity or enforceability of any other provision in this agreement. This agreement shall be binding upon, and inure to the benefit of, the heirs, assignees and successors to the parties.

42. **BROKERAGE:** Landlord and Tenant shall each pay to Broker(s) the fee agreed to, if any, in a separate written agreement. Neither Tenant nor Landlord has utilized the services of, or for any other reason owes compensation to, a licensed real estate broker (individual or corporate), agent, finder, or other entity, other than as named in this agreement, in connection with any act relating to the Premises, including, but not limited to, inquiries, introductions, consultations, and negotiations leading to this agreement. Tenant and Landlord each agree to indemnify, defend and hold harmless the other, and the Brokers specified herein, and their agents, from and against any costs, expenses, or liability for compensation claimed inconsistent with the warranty and representation in this paragraph 42.

43. **AGENCY CONFIRMATION:** The following agency relationships are hereby confirmed for this transaction:

Listing Agent: Hirsch & Associates (Print Firm Name) is the agent of (check one):

the Landlord exclusively; or  both the Tenant and Landlord.

Selling Agent: Hirsch & Associates (Print Firm Name) (if not same as Listing Agent) is the agent of

(check one):  the Tenant exclusively; or  the Landlord exclusively; or  both the Tenant and Landlord.

Real Estate Brokers are not parties to the agreement between Tenant and Landlord.

Landlord's Initials (\_\_\_\_)(\_\_\_\_)

Tenant's Initials (\_\_\_\_)(\_\_\_\_)





+/-8,500 SF of office / light industrial space located at

Premises: 165 Dubois Street, Santa Cruz CA APN 001-033-07

Date February 15, 2013

Landlord and Tenant acknowledge and agree that Brokers: (i) do not guarantee the condition of the Premises; (ii) cannot verify representations made by others; (iii) will not verify zoning and land use restrictions; (iv) cannot provide legal or tax advice; (v) will not provide other advice or information that exceeds the knowledge, education or experience required to obtain a real estate license. Furthermore, if Brokers are not also acting as Landlord in this agreement, Brokers: (vi) do not decide what rental rate a Tenant should pay or Landlord should accept; and (vii) do not decide upon the length or other terms of tenancy. Landlord and Tenant agree that they will seek legal, tax, insurance, and other desired assistance from appropriate professionals.

Tenant \_\_\_\_\_ Date \_\_\_\_\_

SCMTD By (Print Name / Title): \_\_\_\_\_

(Print Name)

Address 110 Vernon Street \_\_\_\_\_ City Santa Cruz \_\_\_\_\_ State CA \_\_\_\_\_ Zip \_\_\_\_\_

Tenant \_\_\_\_\_ Date \_\_\_\_\_

(Print Name)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

[ ] GUARANTEE: In consideration of the execution of this Agreement by and between Landlord and Tenant and for valuable consideration, receipt of which is hereby acknowledged, the undersigned ("Guarantor") does hereby: (i) guarantee unconditionally to Landlord and Landlord's agents, successors and assigns, the prompt payment of Rent or other sums that become due pursuant to this Agreement, including any and all court costs and attorney fees included in enforcing the Agreement; (ii) consent to any changes, modifications or alterations of any term in this Agreement agreed to by Landlord and Tenant; and (iii) waive any right to require Landlord and/or Landlord's agents to proceed against Tenant for any default occurring under this Agreement before seeking to enforce this Guarantee.

Guarantor (Print Name) \_\_\_\_\_

Guarantor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Landlord agrees to rent the Premises on the above terms and conditions.

Landlord \_\_\_\_\_ Date \_\_\_\_\_

(owner or agent with authority to enter into this agreement) Kim Family Enterprises (SC)LLC

Address 180 Westgate Drive \_\_\_\_\_ City Watsonville \_\_\_\_\_ State CA \_\_\_\_\_ Zip 95076

Landlord \_\_\_\_\_ Date \_\_\_\_\_

(owner or agent with authority to enter into this agreement)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agency relationships are confirmed as above. Real estate brokers who are not also Landlord in this agreement are not a party to the agreement between Landlord and Tenant.

Real Estate Broker (Leasing Firm) Hirsch & Associates \_\_\_\_\_ DRE Lic. # 00643639

By (Agent) \_\_\_\_\_ DRE Lic. # 01786748 \_\_\_\_\_ Date 02/15/2013

Dan Watson

Address 4375 Capitola Road \_\_\_\_\_ City Capitola \_\_\_\_\_ State CA \_\_\_\_\_ Zip 95010

Telephone (831)476-8194 \_\_\_\_\_ Fax (831)477-0351 \_\_\_\_\_ E-mail watson.cre@gmail.com

Real Estate Broker (Listing Firm) Hirsch & Associates \_\_\_\_\_ DRE Lic. # 00643639

By (Agent) \_\_\_\_\_ DRE Lic. # 01786748 \_\_\_\_\_ Date 02/15/2013

Dan Watson

Address 4375 Capitola Road \_\_\_\_\_ City Capitola \_\_\_\_\_ State CA \_\_\_\_\_ Zip 95010

Telephone (831)476-8194 \_\_\_\_\_ Fax (831)477-0351 \_\_\_\_\_ E-mail watson.cre@gmail.com

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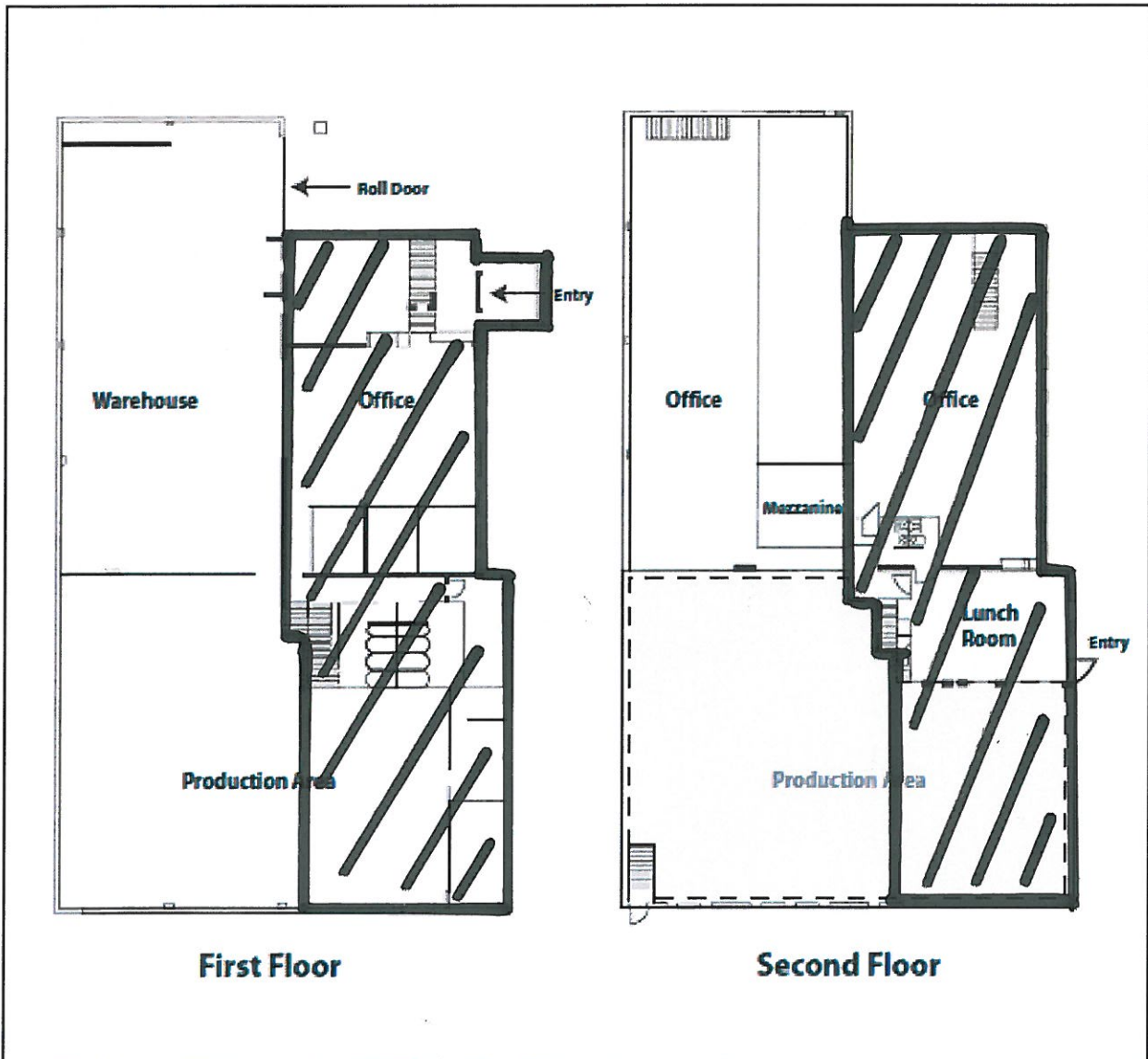
Reviewed by \_\_\_\_\_ Date \_\_\_\_\_





# Exhibit "A"

## FLOOR PLAN 165 DUBOIS



Information presented in this flyer was provided by the Owner. Hirsch and Associates makes no representation as to the accuracy of the information. Tenant/Buyer should use due diligence in investigating the feasibility of entering into a lease or purchase of this property by relying on his own professional advisors.

# Attachment B

## LEASE ADDENDUM NO. 1

The following terms and conditions are hereby made a part of the CAR Commercial Lease Agreement dated February 15<sup>th</sup>, 2013 (the "Lease") on the Premises known as a component of the office / light industrial building located at 165 Dubois, Santa Cruz CA and further set forth in the attached Exhibit "A", which exhibit is hereby incorporated by this reference, in which Kim Family Enterprises (SC), LLC is the "Landlord" and Santa Cruz Metropolitan Transit District, a California Municipal Corporation, is the "Tenant".

In the event terms in the Lease conflict with terms of this Addendum No. 1, then the terms of this Addendum No. 1 will control.

1. **Common Area %.** Except as noted elsewhere in this Addendum, Tenant's Pro-rata Share of Common area operating expenses is 46%. In the event that the size of the Premise is modified during the term of this Lease. Then Landlord shall recalculate Tenant's pro-rata share to reflect such modification.
2. **Square Footage.** The parties agree and acknowledge that for purposes of computing Base Rent and NNN Charges / Additional Rent, the Premises shall be designated as 8,500 square feet – irrespective of actual square footage.
3. **Premises & Building Systems Maintenance.** Landlord shall be solely responsible for maintaining the "Building Systems" (i.e. -- HVAC, electrical, plumbing & water systems) for reasonable wear & tear / per standard maintenance schedule. While Tenant is the sole Tenant in the building / 165 Dubois, Tenant shall be responsible for reimbursing Landlord for 100% of all maintenance and repair costs for the Building Systems – including standard maintenance and any necessary repairs to the Building Systems, but expressly excluding any capital improvements to the Building Systems. In the event Landlord leases any other component of the building at 165 Dubois to a third party tenant, then Tenant shall only be responsible for reimbursing Landlord for its pro-rata share of maintenance costs for the Building Systems. For any Common Area operating expenses and costs, that benefit and are shared by both the 155 and 165 Dubois Street parcels and that such expenses and costs cannot be reasonably allocated between each parcel, such as but not limited to landscape or parking maintenance costs, then Tenant shall also be responsible for reimbursing Landlord for its pro-rata share (of 33%) of such costs and expenses for 155 & 165 Dubois Street while Tenant continues to use parking at 155 Dubois; if such 155 Dubois St parking is discontinued by Tenant, then Tenant's pro rate share will be 22.5% for aforementioned expenses. Additionally, Tenant shall be solely responsible for maintaining all tenant improvements to the Premises. Tenant's maintenance obligations shall expressly include, but not be limited to, any installed Tenant equipment or personal property, interior surfaces (including, but not limited to, flooring, doors and windows) and the existing alarm system.
4. **NNN Charges.** In addition to the payment of rent, Tenant is responsible for payment of real property taxes, insurance premiums, common area expenses, utility charges, and maintenance and repair costs of the Premises, as set forth herein. These obligations of Tenant shall constitute additional rent. As Additional Rent, Tenant agrees to pay triple

## Attachment B

net (NNN) charges currently estimated approximately at +/- \$0.26 per square foot, per month as reimbursement to Landlord for costs incurred in maintaining the Premises / Building Systems per paragraph 3 above, insuring the Premises / common / parking areas and paying real estate property taxes on the Premises, and other Common Area expenses, as per Paragraph 5 below. Tenant acknowledges and understands that said NNN charges are subject to annual fluctuation and reconciliation of actual maintenance costs annually and a credit / charge to Tenant as the case may be. Tenant, within Thirty (30) days of written request to Landlord starting in May of each year, shall be entitled to an annual reconciliation summary of costs for the preceding year breaking down all NNN charges.

- 5. Common Areas.** Certain areas and improvements will be (or from time to time may be) reserved by Landlord within the building and surrounding area located on Landlord's 165 Du Bois Street, Santa Cruz, CA location, for the general use, convenience and benefit of Tenant and its customers and employees, including the service entrance, sidewalks, utilities accesses, driveways, landscaped areas, parking lot and other areas for pedestrian use (herein called the "Common Area"). Except as may be limited herein, Tenant shall have the non-exclusive right for itself and for its customers, invitees, employees, contractors, subtenants and licensees to use the Common Area in common with Landlord and other persons permitted to use the same for pedestrian ingress, egress and access. The Common Area, and all improvements and facilities situated thereon and required in connection therewith, shall be maintained by Landlord or its designee. Tenant shall, as additional rent, pay Tenant's Pro rata Share of all costs paid and incurred in connection with the operation, maintenance and repair of the Common Area. Failure of Tenant to pay when due any of the charges required by this paragraph to be paid shall constitute a default the same as a failure to pay rent when due. Tenant's pro rata share shall be determined by multiplying the total Common Area Expenses owed by Tenant's Percentage of 46% as stated in Paragraph 1 of the Addendum.

Common Area Expenses incurred in connection with the operation and maintenance of the Common Area shall include, but are not limited to, all sums expended in connection with the Common Area for all general maintenance and repairs, resurfacing or painting, restriping, cleaning, sweeping and janitorial services; maintenance and repair of sidewalks, fencing, exterior walls, roof, curbs and building signs; trash collection and recycling areas that Tenant has not paid for itself; planting and landscaping maintenance; lighting, water, sewer connection fees and other utilities; directional signs and other markers; maintenance and repair of any fire protection systems and lighting systems; security systems; private security patrols, an allowance to Landlord as a management fee for Landlord's administrative and accounting services and costs for supervision, maintenance and operation of the Common Area; personnel to implement such services (except any administrative, clerical and similar office staff and attorneys' fees); real and personal property taxes and assessments on the improvements and land comprising the Common Area; fees, charges, assessments, payments and other amounts of any kind or nature levied or collected by any governmental agency for the use or operation of the Common Area; and premiums for public liability, casualty and other insurance on the Common Area; subject to all costs and expenses incurred by Landlord, whether capital or otherwise or for repairs, replacements, modifications or additions to the Premises or the building in which the Premises are located, in connection with complying with governmental statutes, ordinances, rules or regulations relating to the accessibility or useability of the Premises or any portion thereof by disabled persons. The maintenance,

## Attachment B

repair and operation of the Common Area shall be in the sole discretion of Landlord and all reasonable costs incurred by Landlord in good faith shall be deemed conclusively binding on Tenant. Tenant shall pay for any capital improvements in Common Area if Tenant requests such improvement from Landlord or Landlord is required to do such capital improvements due to Tenant's use or activities or status as a government entity on the Premise that is mandated by statute, ordinance, or other government/regulatory entity.

6. **Landlord's Right to Lease Vacancy / Tenant's ROFR:** Subject to the below Right of First Refusal ("ROFR"), Owner shall have the right to lease the remaining / vacant portion of the building at 165 Dubois to a third party. In the event of leasing said remaining space to a third party, Tenant agrees to cooperate reasonably with Owner's demising of the space – including the prospective installation of floating walls in the production area and designation of the ground floor restrooms as "common" areas. Owner shall promptly provide Tenant with written notification of any bona fide offer to lease any component of the remaining / vacant portion of the building at 165 Dubois St. Tenant shall then have Fifteen (15) days from receipt of such notice to exercise its right of first refusal to lease said space per the terms and conditions offered.
7. **Tenant Operating Expenses:** Tenant shall contract directly with utilities / service providers (for electricity, garbage, gas & water charges) and pay for 100% of all utilities generated at the building at 165 Dubois Street, Santa Cruz CA 95060. Should a third party tenant lease space within the building at 165 Dubois Street, then Tenant shall only be responsible for its pro-rata share of such utilities costs. Tenant shall also be solely responsible for orchestrating and paying for any additional desired services to the Premises (i.e. – telephone / internet / television / satellite/etc).
8. **Parking:** While Tenant is the sole occupant of the building, Tenant shall be entitled to exclusive use of the dedicated rear parking lot for 165 Dubois Street. Should a new tenant lease space within 165 Dubois Street, then Tenant shall be entitled to a pro-rata share of dedicated parking for 165 Dubois Street. For an additional sum of Three Hundred Dollars (\$300) / month, Tenant shall be permitted the exclusive use of Nine (9) additional parking spaces within the lower lot of 155 Dubois Street – which shall be subject to cancellation with Thirty (30) days advanced written notice at any time from either party, for any reason.
9. **Duty to Inform Landlord.** If Tenant knows or has reasonable cause to believe that a hazardous substance has come to be located in, on, under or about the Premises, other than as previously consented by Landlord, Tenant shall immediately give written notice of such fact to Landlord, and provide Landlord with a copy of any report, notice, claim, or other documentation which it has concerning the presence of such Hazardous Substance.
10. **Indemnification of Hazardous Substances / Use of Premises.** Tenant shall indemnify, defend, and hold Landlord, its agents, employees, lenders, if any, harmless from and against any and all losses of rents and/or damages, injuries, liabilities, judgments, claims, expenses, penalties, and attorneys' and consultants' fees arising out of or involving any

## Attachment B

hazardous substance brought onto the Premises by or for Tenant, or any Tenant's agents, contractors, vendors, invitees, employees, contractors, guests, subtenants, and licensees and/or arising out of Tenant's general use of the Premises – including, but not limited to, the Premises and any vacant and/or unleased portions or areas of the building at 165 Dubois Street in Santa Cruz, CA 95060. Tenant's obligations shall include, but not be limited to, the effects of any contamination or injury to person, property, or the environment created or suffered by Tenant, and the cost of investigation, removal, remediation, restoration, and/or abatement, and shall survive the expiration or termination of this lease. No termination, cancellation, or release agreement entered in by Landlord and Tenant shall release Tenant from its obligations under this Lease with respect to Hazardous Substances, unless specifically so agreed by Landlord in writing at the time of such agreement. Tenant shall make sure and be solely responsible for Tenant's employees, agents, clients, contractors, customers, licensees, invitees, guests, and other person(s) that Tenant allows on Premise (hereinafter collectively referred to as "Tenant's Persons") do not enter any vacant and/or unleased portions and/or areas of 165 Dubois Street and 155 Dubois Street, and shall indemnify, defend, and hold harmless Landlords, its agents, employees, lenders, if any, harmless against any and all losses, damages, injuries, liabilities, judgments, claims, liens, expenses, penalties, and legal fees and expenses arising out of or involving such Tenant's Persons entering vacant and/or unleased portions/areas of 165 and 155 Dubois Street buildings in Santa Cruz, Ca 95060. No termination, cancellation, or release agreement entered in by Landlord and Tenant shall release Tenant from its obligations under this Lease with respect to Hazardous Substances arising or related to Tenants' use, operations, or activities on Premise and/or surrounding areas that are located at 165 and 155 Dubois, Santa Cruz, CA, unless specifically so agreed by Landlord in writing at the time of such agreement.

11. **Indemnification for non-compliance of any governmental statutes, rules and regulations.** Tenant shall indemnify, defend and hold Landlord, its agents, employees, lenders, if any, harmless from and against any all losses of rents and/or damages, liabilities, judgments, claims expenses, penalties, and attorneys' and consultants' fees arising out of or involving any non-compliance or violation by Tenant of any government rules, regulations, laws or statutes that arise from either the improvements of the property made by the Tenant, or the activities of the Tenant. Arising from aforementioned non-compliance or violation by Tenant in this Paragraph, Tenant's obligations shall include, but not be limited to, fees, costs related to investigations and audits by government/regulatory entity. Landlord shall indemnify, defend and hold Tenant, its agents, employees, directors, harmless from and against any and all losses of rents and/or damages, liabilities, judgments, claims, expenses, penalties, and attorneys' and consultants' fees arising out of or involve any non-compliance or violation by Landlord of any government rules, regulations, laws or statutes that arise from existing property conditions or the Landlord's activities on the property (though not due to arising from Tenant's use/activities/operations/status).

12. **Maintenance, Repairs, Utility Installations; Trade Fixtures and Alterations.**

## Attachment B

- a. Definitions. The term "Utility Installations" refers to all floor and window coverings, air and/or vacuum lines, power panels, electrical distribution, security and fire protection systems, communication cabling, lighting fixtures, HVAC equipment, plumbing, and fencing in or on the Premises. The term "Trade Fixtures" shall mean Tenant's machinery and equipment that can be removed without doing material damage to the Premises. The term "Alterations" shall mean any modification of the improvements, other than Utility Installations or Trade Fixtures, whether by addition or deletion. All such alterations and Utility Installations and Trade Fixtures shall be done according to Law and with required permits.
- b. Consent. Tenant shall not make any Alterations, Trade Fixtures or Utility Installations to the Premises without Landlord's prior written consent. Tenant may, however, make non-structural Alterations, Trade Fixtures, or Utility Installations to the interior of the Premises (excluding the roof) without such consent but upon notice to Landlord, as long as they are each such Alteration, Trade Fixtures, or Utility Installation not visible from the outside, do not involve puncturing, relocating or removing the roof or any existing walls, will not affect the electrical, plumbing, HVAC, structure, and/or life safety systems, and the cumulative cost thereof does not exceed \$12,750.00 (a sum equal to 2 month's Base Rent). Further, any Alterations, Trade Fixtures, and/or Utility Installations to the Premises shall be done according to the law and with required permits. Tenant will provide landlord with advanced notice of the commencement date of any planned alteration, so that Landlord, at its option, may post Notice of Non-Responsibility to prevent potential liens against Landlord's interest in the Premises. Landlord may also require Tenant to provide Landlord with lien releases from any contractor performing work on the Premise and bonding requirements to ensure such contractor is paid and liens removed. Notwithstanding the foregoing, Landlord expressly acknowledges and consents to Tenant's installation of Ethernet wiring throughout the Premises.
- c. Tenant shall not make or permit any roof penetrations and/or install anything on the roof without the prior written approval of Landlord. Landlord may, as a precondition to granting such approval, require Tenant to utilize a contractor chosen and/or approved by Landlord. Any Alterations or Utility Installations that Tenant shall desire to make and which require the consent of the Landlord shall be presented to Landlord in written form with detailed plans. Consent shall be deemed conditioned upon Tenant's: (i) acquiring all applicable governmental permits, (ii) furnishing Landlord with copies of both the permits and the plans and specifications prior to commencement of the work, and (iii) compliance with all conditions of said permits and other governmental applicable requirements in a prompt and expeditious manner. Any Alterations or Utility Installations shall be performed in a workmanlike manner with good and sufficient materials and shall not cause any damage to the premises. Tenant shall promptly upon completion furnish Landlord with as-built plans and specifications. For work which costs an amount in excess of three month's Base Rent, Landlord may condition its consent

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upon Tenant providing a lien and completion bond in the amount of 125% of such estimate cost of Alterations or Utility Installations.

## 13. Alteration Liens, Ownership & Removal.

- a. Liens; Bonds. Tenant shall pay, when due, all claims for labor or materials furnished or alleged to have been furnished to or for Tenant at or for use on the Premises, which claims are or may be secured by any mechanic's or materialman's lien against the Premises or any interest therein. Tenant shall give Landlord not less than 10 days notice prior to the commencement of any work in, on or about the Premises, and Landlord shall have the right to post notices of non-responsibility. If Tenant shall contest the validity of any such lien, claim or demand, then Tenant shall, at its sole expense defend and protect itself, Landlord and the Premises against the same and shall pay and satisfy any such adverse judgment that may be rendered thereon before the enforcement thereof. If Landlord shall require, Tenant shall furnish a surety bond in an amount equal to 150% of the amount of such contested lien, claim or demand, indemnifying Landlord against liability for the same. If Landlord elects to participate in any such action, Tenant shall pay Landlord's attorneys' fees and costs. Landlord may require Tenant to provide Landlord with lien release from contractor and subcontractors performing work at the premises.
- b. Ownership; Removal; Surrender; and Restoration. Subject to Landlord's right to require removal or elect ownership as hereinafter provided, all Alterations and Utility Installations made by Tenant shall be the property of Tenant, but considered a part of the Premises. Landlord may, at any time, elect in writing to be the owner of all or any specified part of the Tenant Owned Alterations and Utility Installations. Unless otherwise instructed by Landlord as stated in Section f. below, all Tenant Owned Alterations and Utility Installations shall, at the expiration or termination of this Lease, become the property of Landlord and be surrendered by Tenant with the Premises. Notwithstanding anything to the contrary contained in the Lease, in no event shall Tenant be obligated to remove or restore any Alterations or Utility Installations existing as of the Commencement Date.
- c. Removal. By delivery to Tenant of written notice from Landlord not earlier than 60 and not later than 20 days prior to the end of the term of this Lease, Landlord may require that any or all Alterations or Utility Installations be removed by the expiration or termination of this Lease. Landlord may require the removal at any time of all or any part of any Alterations or Utility Installations made without the required consent.

14. **Surrender; Restoration.** Tenant shall surrender the Premises by the expiration date or any earlier termination date, with all of the improvements, parts and surfaces thereof broom clean and free of debris, and in good operating order, condition and state of repair, ordinary wear and tear excepted. "Ordinary wear and tear" shall not include any damage

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or deterioration that would have been prevented by good maintenance practice. Tenant shall repair any damage occasioned by the installation, maintenance or removal of Trade Fixtures, Alterations and/or Utility Installations, furnishings, and equipment as well as the removal of any storage tank installed by or for Tenant. Tenant shall also completely remove from the Premises any and all hazardous substances brought onto the Premises by or for Tenant, or any third party, even if such removal would require Tenant to perform or pay for work that exceeds statutory requirements. Trade Fixtures shall remain the property of Tenant and shall be removed by Tenant. Any personal property of Tenant not removed on or before the Expiration Date or any earlier termination date shall be deemed to have been abandoned by Tenant and may be disposed of or retained by Landlord as Landlord may desire. The failure by Tenant to timely vacate the Premises pursuant to this Paragraph without the express written consent of Landlord shall constitute a holdover under the provisions below.

15. **Paragraph 19.** The following shall be added after the last sentence: "...unless such alterations were caused by use, operations, or conduct of Tenant."
16. **No Right To Holdover.** Tenant has no right to retain possession of the Premises or any part thereof beyond the expiration or termination of this Lease. In the event that Tenant holds over, then the monthly Base Rent shall be increased to 200% of the Base Rent applicable immediately preceding the expiration or termination. Nothing contained herein shall be construed as consent by Landlord to any holding over by Tenant.
17. **Cumulative Remedies.** No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.
18. **Signage.** All signs placed upon the Premises by Tenant shall comply with applicable ordinances and regulations of the local laws and ordinances, and be subject to Landlord's approval.
19. **Alarm System and/or Private Security.** Tenant acknowledges and agrees that any such alarm system or security or other alarm monitoring service(s), or private security services, if provided, is not represented or warranted to be complete in all respects or to protect Tenant and/or its employees, guests, invitees, licensees, etc. and any of their personal property thereof from all harm, injury, and/or property damage. Tenant hereby releases Landlord from any loss, suite, claim, charge, damage, or injury resulting or relating from lack of security/alarm system/private security and/or failure of security or alarm system or private security.
20. **3<sup>rd</sup> Party Tenant.** If a Third Party Tenant is found for 165 Dubois Street, then bathrooms at 165 Dubois Street shall be converted to common area.
21. **Attorneys' Fees.** In the event suit is brought to enforce or interpret any part of this Agreement, the prevailing party shall be entitled to recover as an element of his costs of suit, and not as damages, a reasonable attorney's fee to be fixed by the court. The "prevailing party" shall be the party who is entitled to recover his costs of suit, whether



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or not the suit proceeds to final judgment. A party not entitled to recover his costs shall not recover attorney's fees.

22. **Time of Essence.** Time is of the essence of this Agreement, and of all performances required under this Agreement.
23. **No Waiver.** No waiver by either party of any provision of this Lease shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by the other party of the same or any other provision. Either party's consent to or approval shall not be deemed to render unnecessary the obtaining of such party's consent to or approval of any subsequent act by the other party, whether or not similar to the act so consented to or approved.
24. **Notices.** Any notice required to be given pursuant to this Agreement shall be given in writing to the other party and delivered either personally, sent by overnight courier, sent by facsimile transmission (with the original forwarded by other method) or by depositing the same in the United States postal service, registered or certified mail, return receipt requested, with the postage prepaid, addressed to the parties as follows:

Landlord:  
Kim Family Enterprises (SC), LLC  
180 Westgate Drive  
Watsonville, CA 95076

Tenant:  
Santa Cruz Metropolitan Transit District  
Attn.: Frank Cheng – Project Manager  
165 Dubois Street  
Santa Cruz, CA 95060

Any notice delivered by mail shall be deemed delivered forty-eight (48) hours after deposit in the United States postal service mail. The address to which any notice is to be delivered may be changed by either party by compliance with the provisions of this paragraph and additional lenders may be added by Landlord.

25. **Severability.** If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Lease.
26. **Entire Agreement.** This Lease contains the sole and entire agreement of the parties, and correctly sets forth the rights, duties and obligations of each to the other, and any prior agreements, promises, negotiations, or representations (written or oral) not expressly set forth in this Lease are hereby superseded and of no force and effect. Any changes to this Lease must be in writing, signed by both Landlord and Tenant.

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27. **Authorization.** Tenant hereby represents to Landlord that the party executing this Lease on behalf of Tenant, is authorized by Tenant to execute this Lease and thus bind Tenant to all of the terms, covenants and conditions contained herein.

28. **Governing Law.** This Agreement shall be governed by the laws of the State of California.

**“Landlord”**:

By: \_\_\_\_\_  
Kim Family Enterprises (SC), LLC

**“Tenant”**:

Santa Cruz Metropolitan Transit District

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_