



AGENDA

BOARD OF DIRECTORS REGULAR MEETING

SEPTEMBER 26, 2014 – 9:00 AM

SANTA CRUZ CITY COUNCIL CHAMBERS

809 CENTER STREET

SANTA CRUZ, CA 95060

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

THE BOARD MEETING AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO’S ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA

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

*Alex Clifford, CEO/CEO
Leslyn K. Syren, District Counsel*

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

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



AMERICANS WITH DISABILITIES ACT

The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact the 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.



MEETING LOCATION:
SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER ST, SANTA CRUZ, CA 95060

9:00 AM

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1. CALL TO ORDER

2. ROLL CALL

3. ANNOUNCEMENTS

3-1. Amy Weiss will be available for Spanish language interpretation during "Oral Communications" and for any other agenda item for which these services are needed.

3-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

5. LABOR ORGANIZATION COMMUNICATIONS

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS



CONSENT AGENDA

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

- 7-1. ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING SEPTEMBER 12, 2014**
Alex Clifford, CEO
- 7-2. ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF JUNE 2014 AND AUGUST 2014**
Alex Clifford, CEO
- 7-3. ACCEPT AND FILE MINUTES FROM THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**
Alex Clifford, CEO
- 7-4. ACCEPT AND FILE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JULY 2014**
April Warnock, Paratransit Superintendent
- 7-5. ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR JULY 2014**
Carolyn Derwing, Schedule Analyst/Acting Planner
- 7-6. ACCEPT AND FILE STATUS REPORT FOR ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR SEPTEMBER 2014**
Thomas Hiltner, Grants/Legislative Analyst & Clair Fliesler, Grants/Legislative Analyst
- 7-7. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 1ST OPTION WITH MANAGED HEALTH NETWORK FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES IN AN AMOUNT NOT TO EXCEED \$9,500**
Erron Alvey, Purchasing Manager
- 7-8. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 3RD AND FINAL OPTION WITH ALLIANT INSURANCE SERVICES REP. THE HARTFORD FOR LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE IN AN AMOUNT NOT TO EXCEED \$58,000**
Erron Alvey, Purchasing Manager
- 7-9. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 2ND AND FINAL OPTION WITH ALLIANT INSURANCE SERVICES REP. THE HARTFORD FOR LONG TERM DISABILITY INSURANCE IN AN AMOUNT NOT TO EXCEED \$150,000**
Erron Alvey, Purchasing Manager



- 7-10. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 4TH AND FINAL OPTION WITH ALLIANT INSURANCE SERVICES REP. DELTA DENTAL FOR EMPLOYEE DENTAL INSURANCE IN AN AMOUNT NOT TO EXCEED \$540,000**
Erron Alvey, Purchasing Manager
- 7-11. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 3RD OPTION WITH AIRTEC SERVICE FOR HVAC MAINTENANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000**
Erron Alvey, Purchasing Manager
- 7-12. CONSIDERATION OF DECLARING THREE (3) FORD VANS, WIRELESS INTERNET (WIFI) EQUIPMENT, A SERVER AND A DIGITAL COPIER AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
Angela Aitken, Finance Manager
- 7-13. CONSIDER APPROVAL OF A RETROACTIVE WAGE SCALE ADJUSTMENT FOR THE PAYROLL SPECIALIST AND PAYROLL ACCOUNTING SUPPORT SPECIALIST AS PART OF THE CONTRACTUAL WAGE SCALE REVIEW WITHIN THE MEMORANDUM OF UNDERSTANDING**
Robyn D. Slater, Human Resources Manager, and Acting Maintenance Manager
- 7-14. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR FLEET OUTSIDE REPAIR SERVICES**
Erron Alvey, Purchasing Manager
- 7-15. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR SECURITY GUARD SERVICES**
Erron Alvey, Purchasing Manager

REGULAR AGENDA

- 08. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
Leslyn K. Syren, District Counsel

SECTION II: CLOSED SESSION

- 1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to subdivision (b) of Govt. Code Section 54956.9:
One Case – Claim of Elsea and Burns
Leslyn K. Syren, District Counsel



SECTION III: RECONVENE TO OPEN SESSION

- 09. REPORT OF CLOSED SESSION**
Leslyn K. Syren, District Counsel
- 10. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**
Robyn Slater, HR Manager
- 11. COMMENDATION TO JON BARTHOLOMEW FOR SERVICE ABOVE AND BEYOND THE CALL DUTY**
Ciro Aguirre, Manager of Operations
- 12. METROBASE FUNDING UPDATE AND ACTION TO CREATE A LIFE OF PROJECT BUDGET AND CAPITAL RESOURCE ALLOCATION PLAN**
Alex Clifford, CEO
- 13. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR FACILITIES EVALUATION FOR ADA COMPLIANCE**
Erron Alvey, Purchasing Manager
- 14. CONSIDERATION OF MODIFICATIONS TO SANTA CRUZ METRO'S DISCOUNT FARE POLICY AND ACCEPT A NEW DISCOUNT FARE APPLICATION**
Leslyn K. Syren, District Counsel
- 15. CONSIDERATION OF PROVIDING DISCOUNT OR GROUP BUS PASSES TO FACILITATE TRANSPORTATION NEEDS FOR CHRONICALLY HOMELESS PERSONS UNDER THE 180/180 PROGRAM**
Ciro Aguirre, Manager of Operations
- 16. CONSIDERATION OF AUTHORIZING THE PURCHASE OF FIRMWARE, BRAILLE PLACARDS AND KEY PADS FOR IMPROVING AUDIBLE/TACTILE INSTRUCTIONS AND CREDIT/DEBIT CARD SECURITY ON SANTA CRUZ METRO'S TICKET VENDING MACHINES IN AN AMOUNT NOT TO EXCEED \$25,000**
Ciro Aguirre, Manager of Operations
- 17. CONSIDERATION OF REJECTION OF BID RECEIVED FROM TIBER PAINTING AND AWARD OF CONTRACT TO A PLUS PAINTING FOR EXTERIOR PAINTING OF THE CAVALLARO TRANSIT CENTER IN AN AMOUNT NOT TO EXCEED \$36,200**
Erron Alvey, Purchasing Manager



REVISED

AGENDA
BOARD OF DIRECTORS MEETING
SEPTEMBER 26, 2014

- 18. CALTRANS PLANNING GRANT TO STUDY FEASIBILITY OF BUS ON SHOULDER AND BUS RAPID TRANSIT ON THE UNION PACIFIC RIGHT-OF-WAY**
Thomas Hiltner, Grants/Legislative Analyst

- 20 CEO TO GIVE ORAL REPORT**
Alex Clifford, CEO

- 21. ANNOUNCEMENT OF NEXT MEETING: FRIDAY OCTOBER 10, 8:30 AM, SANTA CRUZ METRO ADMINISTRATIVE OFFICES, 110 VERNON STREET, SANTA CRUZ**
Chair Dene Bustichi

- 22. ADJOURNMENT**

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Alex Clifford, CEO

SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING SEPTEMBER 12, 2014

I. RECOMMENDED ACTION

That the Board of Directors accept and file the minutes for the Santa Cruz METRO Board of Directors meetings of September 12, 2014.

II. SUMMARY OF ISSUES

- Staff is providing minutes from the Santa Cruz METRO Board of Directors meeting of September 12, 2014
- Each meeting, staff will provide minutes from previous Santa Cruz METRO Board of Directors meetings.

III. DISCUSSION

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

IV. ATTACHMENTS

Attachment i: Draft Minutes for the Board of Directors Meeting of September 12, 2014

Prepared By: Eriko K Dreyer, Temporary Administrative Assistant
Date Prepared: September 17, 2014

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A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on Friday, September 12, 2014 at the Santa Cruz METRO Administrative Offices, located at 110 Vernon Street, in Santa Cruz, California.

SECTION I: OPEN SESSION

1. CALL TO ORDER

Vice-Chair Robinson called the meeting to order at 8:34 a.m.

2. ROLL CALL

The following Directors were present:

- Director Hilary Bryant
- Director Dene Bustichi
- Director Karina Cervantez
- Director Daniel Dodge
- Director Zach Friend
- Director Ron Graves
- Director Michelle Hinkle
- Director Deborah Lane
- Director John Leopold
- Director Bruce McPherson
- Director Lynn Robinson
- Ex-Officio Director Donna Blitzer

STAFF PRESENT

Alex Clifford, CEO
Leslyn K. Syren, District Counsel

SANTA CRUZ METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (in alphabetical order)

Ciro Aguirre, Santa Cruz METRO
Carolyn Derwing, SEA President
Liseth Guizar, Santa Cruz METRO
Joan Jeffries, Santa Cruz METRO
Debbie Kinslow, Santa Cruz METRO
Will Regan, SEIU/VMU
April Warnock, ParaCruz

3. ANNOUNCEMENTS

None.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

None.

5. LABOR ORGANIZATION COMMUNICATIONS

None.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

7-1. CONSIDERATION OF ACCEPTING LEAVE TO PRESENT A LATE CLAIM FOR THE CLAIM OF CSAA INSURANCE EXCHANGE, SUBROGATING FOR MARYLOU CERMENO

7-2. ACCEPT AND FILE MINUTES FOR THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETINGS OF

- i. June 27, 2014
- ii. August 8, 2014
- iii. August 22, 2014

7-3. RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY15 WITH ZURICH AMERICAN INSURANCE COMPANY

7-4. CONSIDERATION OF REAPPOINTMENT OF CHARLOTTE WALKER TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING SEPTEMBER 13, 2016

7-5. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE THREE (3) LICENSE AND INDEMNITY AGREEMENTS WITH THE UNIVERSITY OF CALIFORNIA SANTA CRUZ (UCSC) FOR THE REAL PROPERTY RIGHT TO USE SANTA CRUZ METRO BUS STOPS FOR THE NIGHT OWL, FALL FROLIC, AND SHADOW SERVICES FOR A PERIOD OF FIVE (5) YEARS. UCSC SHALL HAVE THE OPTION TO RENEW THESE AGREEMENTS FOR TWO SUCCEEDING FIVE-YEAR PERIODS

Director Lane requested an amendment to the minutes, item 7-2i. She stated the comment on excess dust was describing the Operations facility and not the Pacific Station.

Public comment: None.

ACTION: MOTION: GRAVES SECOND: BRYANT

CONSENT AGENDA PASSED WITH THE CAVEAT THAT STAFF MAKE THE CORRECTION TO ITEM 7-2i.

MOTION PASSED WITH YEAS FROM DIRECTORS BRYANT, BUSTICHI, GRAVES, HINKLE, LANE, LEOPOLD, MCPHERSON AND ROBINSON WITH DIRECTOR MCPHERSON ABSTAINING FROM ITEM 7-2ii, DIRECTORS BRYANT AND HINKLE ABSTAINING FROM ITEM 7-2iii AND DIRECTORS CERVANTEZ, DODGE AND FRIEND ABSENT.

REGULAR AGENDA

8. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Ms. Syren reviewed the title of the item to be discussed in closed session.

Public comment: None.

Adjourned to Closed Session at 8:46am.

SECTION II: CLOSED SESSION

- 1. CONFERENCE WITH LEGAL COUNSEL**
Anticipated Litigation:
Govt. Code section 54956.9
Significant exposure to litigation pursuant to Subdivision (b). One(1) case.
Leslyn K. Syren, District Counsel

SECTION III: RECONVENE TO OPEN SESSION

Reconvened to Open Session at 9:57am.

- 9. REPORT OF CLOSED SESSION**
Ms. Syren stated there was no report for Closed Session
- 10. CONSIDERATION OF A RESOLUTION TO SET A PUBLIC HEARING TO DISCUSS POSSIBLE OPTIONS FOR ROUTE 6**
Carolyn Derwing, Schedule Analyst, presented her staff report requesting approval for the resolution to request a public hearing.

ACTION: **MOTION: LEOPOLD** **SECOND: GRAVES**

Public comment: None.

Chair Bustichi and Director Leopold requested staff to contact La Posada to ensure their shuttle would be available to individuals from their community who wish to attend the Public Hearing at the October 24 Board meeting.

APPROVAL OF THE RESOLUTION TO SET A PUBLIC HEARING TO DISCUSS POSSIBLE OPTIONS FOR ROUTE 6 WITH THE REQUEST THAT STAFF CONTACT LA POSADA TO ENSURE THEIR SHUTTLE CAN BE USED.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE AND FRIEND ABSENT.

- 11. CONSIDERATION OF AWARD OF CONTRACT WITH HILL INTERNATIONAL, INC. FOR PROJECT MANAGEMENT CONSULTANT SERVICES IN AN AMOUNT NOT TO EXCEED \$1,500,000**
Mr. Clifford presented the Staff Report and requested the awarding of the contract with Hill International stating they would be engaged to move the project forward and attain some schedule recovery.

Director Leopold asked where the money for this contract would be coming from.

Chair Bustichi encouraged the Board to approve the contract stating Hill International would be looking into cost savings and staving off liability.

Mr. Montesino stated this was not in the budget and wanted to know where the money comes from. He expressed concern over the project manager as he thought they already had one.

Chair Bustichi requested Mr. Clifford provide funding source at the next meeting. Mr. Clifford stated he would and asked for the approval to meet with the unions prior to bringing the information back to the Board.

Public comment: None.

ACTION: MOTION: LEOPOLD SECOND: GRAVES

APPROVE OF CONTRACT WITH HILL INTERNATIONAL, INC. FOR PROJECT MANAGEMENT CONSULTANT SERVICES IN AN AMOUNT NOT TO EXCEED \$1,500,000 WITH THE CAVEAT THAT THE CEO BRING BACK INFORMATION ON PROJECT FUNDING AND MEET WITH THE UNIONS.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE AND FRIEND ABSENT.

12. STRUCTURAL DEFICIT WORKSHOP II OF VIII

Mr. Clifford and staff reviewed slides that addressed questions from the previous workshop and introduced new information on PEPRA, MAP-21 and STA. Those who presented in order of appearance were: Debbie Kinslow, Assistant Finance Manager; Thomas Hiltner, Grants/Legislative Analyst; Robyn Slater, HR Manager; and Leslyn Syren, District Counsel.

Questions raised were as follows:

Slide 12.21: Director Leopold requested information on grant tracking (e.g. applied vs. awarded). Mr. Hiltner replied he would bring that back to the Board at the next workshop.

Slide 12.26: Director Leopold asked how eligibility was established and how does it relate to the consumer price index. Mr. Hiltner replied that you would only be eligible if the operating costs in one year did not exceed the previous year's cost more than the increase of the consumer price index.

Director Leopold asked how Santa Cruz METRO was doing compared to other agencies. Mr. Clifford replied that peer comparison was a topic they would be covering in the following workshop.

Public comment: None.

13. ANNOUNCEMENT OF NEXT MEETING: FRIDAY, SEPTEMBER 26, 2014, 9:00 AM AT THE SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ

Vice-Chair Robinson announced the following meeting.

14. ADJOURNMENT

Meeting adjourned at 10:41am.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014
TO: Board of Directors
FROM: Alex Clifford, CEO
SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETINGS OF JUNE 18 AND AUGUST 20, 2014

I. RECOMMENDED ACTION

That the Board of Directors accept and file the minutes for the METRO Advisory Committee (MAC) meeting of June 18 and August 20, 2014.

II. SUMMARY OF ISSUES

- Staff is providing minutes from MAC meetings on June 18 and August 20, 2014.
- Each month staff will provide the minutes from the previous MAC meetings.

III. DISCUSSION

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

IV. ATTACHMENTS

Attachment i: Draft Minutes for the MAC meeting of June 18, 2014

Attachment ii: Draft Minutes for the MAC meeting of August 20, 2014

Prepared By: Eriko K Dreyer, Temporary Administrative Assistant
Date Prepared: September 17, 2014

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MINUTES

MAC MEETING OF
JUNE 18, 2014



The METRO Advisory Committee (MAC) met on Wednesday, June 18, 2014 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1. CALL TO ORDER

Chair, Veronica Elsea, called the meeting to order at 6:01 p.m.

ROLL CALL

MEMBERS PRESENT

Len Burns
Veronica Elsea, Chair
Naomi Gunther
Donald "Norm" Hagen
Nicona Keesaw
Joseph Martinez
Donald Peattie
Ernestina Saldana
Charlotte Walker

MEMBERS ABSENT:

None.

STAFF PRESENT

None.

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

Ciro Aguirre, Santa Cruz METRO
Thomas Hiltner Santa Cruz METRO
Anna Marie Gouveia, Santa Cruz METRO
Maria Granados-Boyce, Santa Cruz METRO

April Warnock, Santa Cruz METRO
Felipa De Leon, Member of the Public
Patricio Pavare, Member of the Public

2. AGENDA ADDITIONS/DELETION

Ms. Walker requested an addition of Height Restriction added to the agenda.

ACTION: MOTION: MR. HAGEN SECOND: MR. BURNS

APPROVAL OF ADDING HEIGHT RESTRICTIONS ON ITEMS ALLOWED ON BUSES AS ITEM 11A TO THE REGULAR AGENDA.

MOTION PASSED UNANIMOUSLY WITH NO ONE ABSENT.

3. ORAL/WRITTEN COMMUNICATION

Mr. Pavare brought to attention a letter he received in response to a complaint. He expressed concern in regards to Customer Service. Ms. Warnock replied that he should contact the ParaCruz Customer Service. Mr. Pavare stated that he did not have a positive experience with them.

Chair Elsea announced that the Regional Transportation Commission (RTC) had an opening for a disabled committee member. Ms. Saldana inquired as to how they could apply. Chair Elsea instructed her to fill out the form on the sccrtc.org web site.

REGULAR AGENDA

4. WELCOMING NEW MEMBERS TO MAC

Joseph (Joey) Martinez and Ernestina Saldana introduced themselves and were welcomed to MAC.

5. ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING MAY 21, 2014

Corrections were requested before acceptance. Mr. Peattie requested that his request for information on the Pasatiempo bus stop receiving a cover for the outbound 17 route be added. Ms. Elsea requested another look at typos and title corrections be made.

ACTION: MOTION: GUNTHER SECOND: SALDANA

MINUTES ACCEPTED WITH THE CAVEAT THAT THE TEMPORARY ADMINISTRATIVE ASSISTANT MAKE THE ABOVE CORRECTIONS.

MOTION PASSED UNANIMOUSLY WITH NONE ABSENT.

6. DISCUSSION OF IDENTIFICATION ANNOUNCEMENTS

Chair Elsea stated the announcements were improving. Mr. Burns stated he was still experiencing issues but there was improvement. Ms. Gouveia acknowledged communication with the Operators particularly with concern to announcements for the Lane 4 holdovers. Ms. Gouveia replied that the supervisors were monitoring that lane and are addressing that in renewal training also.

7. UPDATE ON PACIFIC STATION REDESIGN PROJECT

Mr. Hiltner gave a presentation on the Pacific Station project, highlighting the various design options that Group 4 was pursuing.

Concerns were raised by MAC, which included:

- Lack of communication with the public, particularly in regards to notification on the rounds of public outreach
- Communication regarding altered locations, routes and times during construction
- Ppedestrian and passenger safety with the different layout options

Mr. Peattie asked if there was a comparable site and Mr. Hiltner replied that the one that has the most in common with the suggested designs was the transit center in Kent, Ohio. Ms. Walker suggested staff look at the Eugene, Oregon station.

Chair Elsea emphasized the need for MAC to be involved with the project, particularly in a consulting capacity regarding potential gotchas. Mr. Hiltner stated those discussions are best during focus groups. Mr. Burns stated he would like to see a meeting was focused solely on accessibility.

Per the request of MAC, Mr. Hiltner confirmed he would continue to place this as a regular item on the agenda and will continue to bring information at every regular meeting.

8. BUS STOP ADVISORY COMMITTEE REPORT OUT

Mr. Burns reviewed the Bus Stop Advisory Committee (BSAC) meeting, stating it was a productive meeting that addressed concerns regarding the bus stop plan. This plan will possibly set policy on bus stop implementation and he felt that it was critical for MAC to get the information.

Ms. Saldana asked where she would find a draft of the policy. Mr. Burns stated it was not ready yet but he would make sure they had a copy when it was drafted.

There was a discussion as to why “Discussion of Bus Stops” was removed from the agenda. Mr. Aguirre replied that the Maintenance Manager, Bob Cotter, had retired but that Mr. Aguirre had gotten assurance from Facilities that previous requests have been addressed. He stated Facilities had requested that going forward, MAC should create a list so they could continue to address issues as they come up.

Ms. Walker stated the stop at Pasatiempo needed a seat and/or shelter. Mr. Peattie agreed and stated that the stop was the connector for Routes 35 and 17 and was a major intersection. Mr. Aguirre stated he would investigate the status of that stop but that some of the issues with the outbound and inbound stops were governed by CalTrans. Mr. Peattie encouraged staff to contact CalTrans.

Ms. Saldana asked about the bus stop at Main and Pennsylvania in Watsonville that had no sidewalk to the bus stop. She stated it was her third request for information about that stop. Mr. Hagen supported this stating one had to go through the parking lot and that it was very dangerous. Mr. Aguirre suggested contacting RTC’s Sidewalk Committee and Chair Elsea instructed Ms. Saldana to use the RTC [Hazard Identification form Pedestrian Hazard Report](#) online or call the regional RTC office.

Mr. Martinez stated there was also a sidewalk issue with the bus stop on Freedom Blvd. by the Burger King in Watsonville along Route H.

Ms. Gunther requested the Bus Stop book be brought to all MAC meetings.

9. METRO’S REVISED OLDER ADULT AND PERSONS WITH DISABILITIES FIXED ROUTE DISCOUNT FARE PROGRAM

This item was skipped due to time constraints.

10. SANTA CRUZ COUNTY FAIR SERVICE

Ms. Granados-Boyce reviewed the plan for the upcoming county fair. She stated the theme for the event was “Sew it, Grow It & Show It” and said she was looking for help with public outreach (e.g. handing out leaflets, etc). Both Ms. Saldana and Ms. De Leon expressed interest in participating.

Chair Elsea inquired as to how frequently the shuttle/bus would be running and Ms. Granados-Boyce replied once per hour.

Ms. Saldana asked if ParaCruz would be providing service to the fair and if they would be able to provide transportation for additional passengers. Ms. Warnock and Mr. Aguirre stated every effort would be made to accommodate passengers but additional seats could not be guaranteed.

Ms. Walker encouraged more advertisement to encourage greater attendance to the fair. Ms. Saldana supported this and asked that the information be communicated to the public earlier in the year.

Ms. De Leon requested details on the hours the service to the fair and how many buses would be in service. Mr. Aguirre stated that the buses would run every hour between 11 am and 6:30 pm and that 8-9 buses would be in service.

Ms. Granados-Boyce stated they wanted to do more community outreach using newspapers and the radio. Ms. Gunther suggested that staff contact KCSC, KUSP and La Campesina.

11. CUSTOMER SERVICE AND CITY HOST IN WATSONVILLE

Ms. Saldana stated she requested this topic as it was a needed position at the Watsonville Transit Center. Ms. Granados-Boyce acknowledged the need for someone to be there and also stated that Santa Cruz METRO was looking at options not only for a customer service presence but to improve the entire facility.

Ms. De Leon stated that if there was an issue that having to make an appointment and travel to Santa Cruz to speak with someone was difficult. Ms. Granados-Boyce acknowledged that the system needed to be changed and stated she would continue to bring updates to MAC as they occur.

Ms. Saldana stated that Watsonville lacks many of the facilities she sees in Santa Cruz. Her concerns included general maintenance, bathroom safety and repair, lighting and lack of security presence. Mr. Aguirre acknowledged all of Ms. Saldana's concerns. He specifically addressed the lighting stating the CEO and he investigated the deficiency of lighting and was currently seeking funding to add more lighting.

Mr. Martinez stated the lack of security presence in Watsonville was an issue and he had to turn to a store owner in Watsonville to address a security issue. Mr. Aguirre stated those instances should be reported right away; not being able to find security guard and having to turn to a shop owner is unacceptable. Ms. Granados-Boyce recommended filling out an online service report which could be written in English or Spanish and would generate an immediate alert.

Ms. Gunther questioned the visibility of security guards and asked what their policy was. Mr. Aguirre stated that security should be present and do a ten minute stroll of the facilities every 50 minutes then report in.

11A. HEIGHT RESTRICTIONS ON ITEMS ALLOWED ON BUSES

Due to time restrictions, this item was moved to the following MAC regular agenda, September 17, 2014.

12. UPDATE ON TICKET VENDING MACHINES (TVM)

Mr. Aguirre acknowledged there had been frustration that the machines were not functioning correctly. He thanked for the work Ms. Granados-Boyce was putting in to ensure that corrections were made. Mr. Aguirre asked for patience as they were working through the issues and wants to make sure that there was enough time to ensure the improvements were done correctly. He reassured the committee that the final machine would not be purchased until these were made.

Mr. Burns referred to the 2010 ADA Standard of design. Mr. Aguirre acknowledged Mr. Burn's concerns over compliance and stated this was a new technology and understood that there were still be some problems that needed to be fixed.

13. ATTENDANCE AND RECRUITMENT

None.

14. COMMUNICATIONS TO THE SANTA CRUZ METRO CEO/GENERAL MANAGER

None.

15. COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

None.

16. ITEMS FOR NEXT MEETING AGENDA

- Height restrictions on items allowed on buses
- Pacific Station Update

17. DISTRIBUTION OF VOUCHERS

Mr. Aguirre distributed vouchers.

18. ADJOURNMENT

Meeting adjourned at 7:55 p.m.

DRAFT

MINUTES

MAC MEETING OF AUGUST 20, 2014



The METRO Advisory Committee (MAC) met on Wednesday, August 20, 2014 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1. CALL TO ORDER

Chair, Veronica Elsea, called the meeting to order at 6:03 p.m.

ROLL CALL

MEMBERS PRESENT

Len Burns
Veronica Elsea, Chair
Naomi Gunther
Donald "Norm" Hagen
Nicona Keesaw
Donald Peattie
Joseph Martinez
Ernestina Saldana
Charlotte Walker

MEMBERS ABSENT

None.

STAFF PRESENT

None.

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

Ciro Aguirre, Santa Cruz METRO
Anna Marie Gouveia, Santa Cruz METRO
April Warnock, Santa Cruz METRO
Daniel Zaragoza, Santa Cruz METRO

Eduardo Montesino, Santa Cruz METRO
Dan Williams, Creative Bus Sales
Filipa De Leon, Member of Public

2. AGENDA ADDITIONS/DELETION

Chair Elsea proposed an addition to the agenda to be discussed prior to the regular agenda in response to the Staff Report put forth on the August 22 Board of Directors meeting regarding sponsorship of the Santa Cruz Fair.

ACTION: MOTION: HAGEN SECOND: WALKER

APPROVAL OF ADDITIONAL AGENDA ITEM TO DETERMINE ACTION IN SUPPORT OF THE BOARD OF DIRECTORS ITEM REGARDING THE SANTA CRUZ COUNTY FAIR.

MOTION PASSED UNANIMOUSLY WITH ERNESTINA SALDANA ABSENT.

Ernestina Saldana arrived at 6:08.

There was discussion in favor of advertisement and community outreach with Ms. Walker, Mr. Hagen and Chair Elsea. Mr. Aguirre explained the contents of the Staff Report and stated communication to the Board would be appreciated.

Chair Elsea asked for approval to write a letter to the Board regarding three key concerns:

1. Request that Fixed Route and Paratransit be represented at the fair
2. Advertising to notify community
3. Ask Board to communicate to the State Fair Board of Directors to allow Santa Cruz METRO to have their usual space allowing for a Fixed Route bus and Paratransit Vehicle to be displayed the following year.

Mr. Montesino, Ms. Warnock and Mr. Zaragoza encouraged this action.

ACTION: MOTION: HAGEN SECOND: WALKER

APPROVAL OF CHAIR ELSEA TO WRITE LETTER TO THE BOARD OF DIRECTORS REGARDING THE THREE CONCERNS LISTED ABOVE.

MOTION PASSED UNANIMOUSLY WITH NONE ABSENT.

3. ORAL/WRITTEN COMMUNICATION

Chair Elsea hearing no communication moved on to the regular agenda.

REGULAR AGENDA

Item 5 preceded item 4.

5. EXHIBITION OF CHAMPION LOW-FLOOR BUS AND MV-1

Mr. Aguirre & Mr. Williams introduced two buses that would potentially be added to the ParaCruz fleet for review by MAC. Two vehicles, Flex Bus and MV-1 were to be used as the vehicles they would be transported on as part of the tour. It was asked that the vehicles be evaluated by each member to determine if the vehicles would be suitable for Paratransit use. If the committee members agreed that they were, it was requested that a letter from MAC be forwarded to the BOD supporting that the type of vehicles reviewed be purchased when funding became available.

4. TOUR OF SANTA CRUZ METRO FACILITIES

Tour of facilities included:

- Administrative Building
- Watsonville Transit Center – review of improvements that have been made and potential future upgrades
- Maintenance Building – tour of Parts and Fleet Maintenance Departments and exhibition of an electric bus
- Review of Flex Bus and MV-1 Paratransit Vehicles.

Mr. Burns and Ms. Keesaw left the tour at 7:50 p.m.

6. ITEMS FOR NEXT MEETING AGENDA

Chair Elsea conferred with Temporary Administrative Assistant to confirm addition of 1) MAC representative on the passenger rail technical stakeholders committee for the rail feasibility study and 2) height restrictions on items allowed on buses.

- 7. DISTRIBUTION OF VOUCHERS**
Temporary Administrative Assistant distributed vouchers.
- 8. ADJOURNMENT**
Meeting adjourned at 8:55 p.m.

DRAFT

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM:  Alex Clifford, CEO/General Manager

SUBJECT: ACCEPT AND FILE MINUTES FROM THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS

I. RECOMMENDED ACTION

That the Board of Directors accept and file the minutes 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

N/A

V. ATTACHMENTS

Attachment A: Minutes of the August 7, 2014 Regular SCCRTC Meeting

Prepared By: Eriko K Dreyer, Temporary Administrative Assistant
Date Prepared: September 17, 2014

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Santa Cruz County Regional Transportation Commission

Minutes

**Thursday, August 7, 2014
9:00 a.m.**

**Scotts Valley City Council Chambers
1 Civic Center Drive
Scotts Valley, CA**

1. Roll call

The meeting was called to order at 9:04 a.m.

Members present:

Tim Gubbins (ex-officio)	Dennis Norton
Donna Lind (alt.)	Greg Caput
Neal Coonerty	Zach Friend
John Leopold	Virginia Johnson (alt.)
Dene Bustichi	Daniel Dodge
Ron Graves (alt.)	

Staff present:

George Dondero	Luis Mendez
Yesenia Parra	Jason Laning
Ginger Dykaar	Rachel Moriconi
Karena Pushnik	Cory Caletti
Grace Blakeslee	Kim Shultz

2. Oral communications - none

3. Additions or deletions to consent and regular agendas

A handout for Item 19 and add-on pages for Item 23 were distributed.

CONSENT AGENDA

Commissioner Friend moved and Commissioner Norton seconded the consent agenda. The motion passed unanimously, with Commissioners Norton, Caput, Coonerty, Friend, Leopold, V. Johnson, Bustichi, Dodge and Graves voting "aye."

MINUTES

4. Approved draft minutes of the June 5, 2014 Regional Transportation Commission meeting
5. Approved draft minutes of the June 26, 2014 Transportation Policy Workshop special meeting
6. Accepted draft minutes of the June 10, 2014 Elderly and Disabled Transportation Advisory Committee meeting
7. Accepted draft minutes of the June 12, 2014 Budget & Administration/Personnel (B&A/P) Committee meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

8. Approved extension to provide 2014 Train to Christmas Town long term license language

BUDGET AND EXPENDITURES ITEMS

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

ADMINISTRATION ITEMS

10. Approved workers' compensation insurance for unpaid interns and volunteers (**Resolution 01-15**)
11. Approved out of state travel for Executive Director

INFORMATION/OTHER ITEMS

12. Accepted information on Cross-Kirkland Corridor Interim Trail
13. Accepted monthly meeting schedule
14. Accepted correspondence log
15. Accepted letters from RTC committees and staff to other agencies
 - a. Letter from RTC staff to Caltrans regarding the Initial Study for the Route 1/9 Intersection Improvement Project

- b. Letter from RTC staff to County of Santa Cruz Planning Department regarding the draft Santa Cruz County Economic Vitality Strategy
- 16. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
- 17. Accept information items - *none*

REGULAR AGENDA

- 18. Commissioner reports – oral reports
- 19. Director’s report – oral report

Executive Director George Dondero presented his report.

- 20. Caltrans report and consider action items

Tim Gubbins, Caltrans, presented his District Director’s report. He said that Caltrans has a new safety campaign to remind drivers to slow down and pay attention through construction zones. He also reported that work recently began on a shoulder-widening project on Highway 17 near Scotts Valley.

Commissioners discussed accident numbers in construction zones, a completed project in Boulder Creek, and condolences for the recent fatality of a worker on a Caltrans project.

- 21. Scotts Valley Department of Public Works presentation

Scott Hamby, Scotts Valley Public Works Director, presented an overview of recent projects in the Scotts Valley area that were all or partially funded by the RTC.

- 22. Travel Time and Travel Time Reliability for Highway 1

Commission Alternate Donna Lind arrived to the meeting.

Transportation Planner Ginger Dykaar presented her report.

Commissioners discussed: having access to the data used in the report; that the travel time data doesn’t seem to match up with personal experiences driving on Highway 1; how the travel data was collected and aggregated; whether the data is reliable; the possibility of using privately-collected data; the possibility of focusing on improving southbound travel times on Highway 1; the need to look for alternative data sources; and travel time data for bus service.

Commissioner Friend moved and Commissioner Bustichi seconded to receive the staff report and direct staff to explore additional sources of data for this stretch of Highway 1 and return to the Commission with annual reports on travel time reliability within this corridor.

The motion passed unanimously, with Commissioners Norton, Lind, Caput, Coonerty, Friend, Leopold, V. Johnson, Bustichi, Dodge and Graves voting "aye."

23. Passenger Rail Study: Update

Senior Transportation Planner Karena Pushnik presented her report.

Commissioners discussed: the importance of wording surveys in a neutral fashion so that results are not skewed towards a particular result; and the high level of interest for potential rail service among the public as demonstrated by participation in the survey.

24. Santa Cruz Branch Rail Line Right-of-Way Lease, License and Right of Entry Policy

Deputy Director Luis Pavel Mendez presented his report.

Commissioners discussed: the relatively small number of leases along the rail corridor; the amount of private use of land along the rail corridor without a lease agreement; whether the RTC must honor lease agreements entered into by the previous owners of the rail line; and how the RTC handles land use requests that need to be approved by a local jurisdiction.

Commissioner Coonerty moved and Commissioner Friend seconded to approve the draft Policies for Leases, Licenses and Rights of Entry for the Santa Cruz Branch Rail Line Right-of-Way. The motion passed unanimously, with Commissioners Norton, Lind, Caput, Coonerty, Friend, Leopold, V. Johnson, Bustichi, Dodge and Graves voting "aye."

25. Rules of Conduct for Regional Transportation Commission Meetings

Deputy Director Luis Pavel Mendez presented his report.

Commissioner Caput moved and Commission Alternate Graves seconded to adopt Rosenberg's Rules of Order for the conduct of meetings of the RTC and its committees. The motion passed unanimously, with Commissioners Norton, Lind, Caput, Coonerty, Friend, Leopold, V. Johnson, Bustichi, Dodge and Graves voting "aye."

26. Review of items to be discussed in closed session

Deputy Director Luis Pavel Mendez said the closed session was canceled (Items 27 and 28 removed).

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

No agenda items this month

30. The meeting adjourned at 10:35 a.m. Next meetings

The next RTC meeting is scheduled for Thursday, September 4, 2014 at 9:00 a.m. at the County Board of Supervisors Chambers, 701 Ocean Street, 5th Floor, Santa Cruz, CA.

The next meeting of the Transportation Policy Workshop is scheduled for Thursday, September 18, 2014 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Jason Laning, Staff

Attendees

Brooke Miller

Sara Von Schwind

Alex Clifford

Heather Adamson

Mark Dettle

Scott Hamby

County Counsel

Caltrans

Santa Cruz METRO

AMBAG

City of Santa Cruz

Scotts Valley Public Works

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**Santa Cruz County Regional
Transportation Commission**

Elderly & Disabled Transportation Advisory Committee

Minutes – Draft

Tuesday, August 5, 2014

**Regional Transportation Commission Office
1523 Pacific Avenue, Santa Cruz, CA 95060**

1. **Call to Order** at 1:35 pm

2. **Introductions**

Members Present:

Donald Hagen, 4th District
Kirk Ance, CTSA Lift Line
Lisa Berkowitz, CTSA
Debbi Brooks, Soc. Serv. Provider-Persons of Limited Means
John Daugherty, Metro Transit
Veronica Elsea, 3rd District
Sally French, Soc. Serv. Provider-Disabled (HOPE)
Patti Shevlin, 1 District

Alternates Present:

April Warnock, Metro ParaCruz

Excused Absences:

Others Present:

Brent Gifford, Citizen
Leslyn Syren, Santa Cruz Metro

RTC Staff Present:

Grace Blakeslee
Karena Pushnik

3. **Oral Communications**

The following information was discussed or announced:

- Recognition of Les White as long time director of Santa Cruz Metro on cover of Headways
- Transit service to Big Basin State Park is available during the summer
- Santa Cruz Metro is providing free rides for youth during the summer
- Highway 17 Express connects to VTA Train 902 to provide service to the 49ers stadium
- Welcome Donald (Norm) Hagen as a member of the E&D TAC
- Introduction of Brent Gifford, citizen interested in serving as 1st District Alternate on E&D TAC

4. **Additions or deletions to consent and regular agenda - None**

CONSENT AGENDA

Action: The motion (French/Shevlin) - - to approve the consent agenda as amended - - carries.

Ayes: John Daugherty, Lisa Berkowitz, Debbi Brooks, Sally French, Kirk Ance, Clay Kempf, Veronica Elsea

Nays: None

Abstain: None

5. Approved minutes from June 10, 2014 meeting
 - Amend draft minutes, Item #15: Correct Pedestrian Safely Workgroup to Pedestrian Safety Workgroup
6. Received Transportation Development Act (TDA) Revenues Report as of July 2014
7. Received RTC Highlights through June 2014
8. Received Calendar of E&D TAC Items
9. Receive Information Items
 - a. Letter from Santa Cruz County Taxi Commission – July 10,2014
 - b. AARP Article, "Making Streets Safe", April 2014
 - c. Letter from California Council of the Blind Letter Regarding AB 1193
 - d. Highway 1/9 Intersection Improvement Initial Study, RTC Staff Comments
10. Received Agency Updates
 - a. Volunteer Center
 - b. Community Bridges (Consolidated Transportation Services Agency)
 - 3rd Quarter FY 13/14 TDA Report
 - c. Santa Cruz Metropolitan Transit District (Metro)
 - April 2014 ParaCruz Report
 - Past Metro Reports
 - d. Santa Cruz County Regional Transportation Commission
 - Passenger Rail Survey
 - e. Private Operators

REGULAR AGENDA

11. Reviewed Older Adult and Persons with Disabilities Fixed Route Discount Fare Program (AR- 1028)

Leslyn Syren, Santa Cruz Metro, presented proposed revisions to the Adult and Persons with Disabilities Fixed Route Discount Fare Program and associated application form. E&D TAC discussed additional contact information requested on the revised discount fare card application form and discount fare eligibility requirements. E&D TAC recommended removal of question related to use of a service animal on the revised application. E&D TAC discussed locations and hours for purchasing metro passes in Felton and Watsonville.

Action: The motion (Elsea/Ance) to recommend E&D TAC send a letter to the Santa Cruz Metro stating that the E&D TAC supports the revisions to the Older Adult and Persons with Disabilities Fixed Route Discount Fare Program as proposed by Santa Cruz Metro staff and removal of the question related to use of service animal on the revised application -- carries.

Ayes: Kirk Ance, Debbi Brooks, Sally French, Lisa Berkowitz, Veronica Elsea, Patti Shevlin
Nays: None
Abstain: John Daugherty

12. Receive Pedestrian Safety Work Group Update and Draft Pedestrian and Motorist Brochure

Veronica Elsea presented the draft Pedestrian and Motorist Brochure. The E&D TAC considered comments received from Mission Pedestrian to add the word "marked" before the word "crossings" in the brochure. E&D TAC appreciated Hal Anjo for his leadership in designing the brochure.

Action: The motion (Elsea/French) to approve the draft Pedestrian and Motorist Brochure with the inclusion of the word "marked" before the word "crossings" in the brochure.

Ayes: Kirk Ance, Debbi Brooks, Sally French, Lisa Berkowitz, John Daugherty, Veronica Elsea, Patti Shevlin

Nays: None

Abstain: None

Veronica Elsea discussed next steps to print and distribute the Pedestrian and Motorist Brochure. E&D TAC discussed locations for distributing the brochure and outreach ideas.

Action: The motion (Daugherty/Berkowitz) to recommend that the RTC approve the Pedestrian and Motorist Brochure for printing and distribution.

Ayes: Kirk Ance, Debbi Brooks, Sally French, Lisa Berkowitz, John Daugherty, Veronica Elsea, Patti Shevlin

Nays: None

Abstain: None

13. View Proposed New Paratransit Vehicles

April Warnock, Santa Cruz Metro, described new paratransit vehicles under consideration for purchase by Santa Cruz Metro. E&D TAC viewed a van and a minivan under consideration.

Action: The motion (Elsea/Hagen) to recommend that E&D TAC send a letter to Santa Cruz Metro to recommend purchase of the proposed new paratransit vehicles.

Ayes: Kirk Ance, Debbi Brooks, Sally French, Lisa Berkowitz, John Daugherty, Veronica Elsea, Patti Shevlin

Nays: None

Abstain: None

17. Adjourn 3:30 pm

Respectfully submitted, Grace Blakeslee, RTC Staff

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JULY 2014

• I. RECOMMENDED ACTION

That METRO's Board of Directors accept and file the Metro ParaCruz Operations Status Report for July 2014.

II. SUMMARY OF ISSUES

Summary review of monthly operational statistics for ParaCruz.

Summary of monthly operational information about ParaCruz.

III. DISCUSSION/BACKGROUND

Comparing July 2013 statistics to July 2014, ParaCruz rides increased by 504 rides, reflecting an ride increase of 6.24%.

Comparing June 2014 statistics to July 2014, ParaCruz rides increased by 33 single trips. As displayed in Attachment C, these numbers follow the historical trend-line.

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

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Santa Cruz Metropolitan 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.

IV. ALTERNATIVES

- Not applicable.

V. COORDINATION

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

VI. FINANCIAL CONSIDERATIONS

There are no financial considerations for this report.

VII. ATTACHMENTS

- Attachment A:** ParaCruz On-time Performance Chart
Attachment B: Comparative Operating Statistics Tables
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

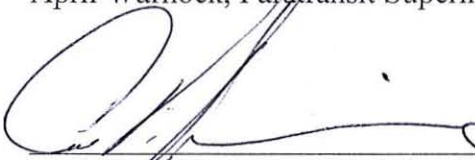
Board of Directors
Board Meeting of September 26, 2014

Prepared By: April Warnock, Paratransit Superintendent
Date Prepared: September 16, 2014

APPROVED:



April Warnock, Paratransit Superintendent



Ciro Aguirre, Operations Manager



Alex Clifford, CEO/General Manager

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ATTACHMENT A

Board of Directors
Board Meeting September 26, 2014

ParaCruz On-time Performance Report		
	July 2013	July 2014
Total pick ups	7567	8071
Percent in “ready window”	93.95%	90.61%
1 to 5 minutes late	2.04%	3.89%
6 to 10 minutes late	1.93%	2.48%
11 to 15 minutes late	.87%	1.25%
16 to 20 minutes late	.63%	.85%
21 to 25 minutes late	.22%	.40%
26 to 30 minutes late	.19%	.26%
31 to 35 minutes late	.08%	.17%
36 to 40 minutes late	.08%	.06%
41 or more minutes late (excessively late/missed trips)	.01%	.02%
Total beyond “ready window”	6.05%	9.39%

During the month of July 2014, ParaCruz received seven (7) Customer Service Reports. One (1) complaint was not valid; Two(2) reports were not verifiable. Four (4) reports were compliments.

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

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ATTACHMENT B

Board of Directors
Board Meeting September 26, 2014

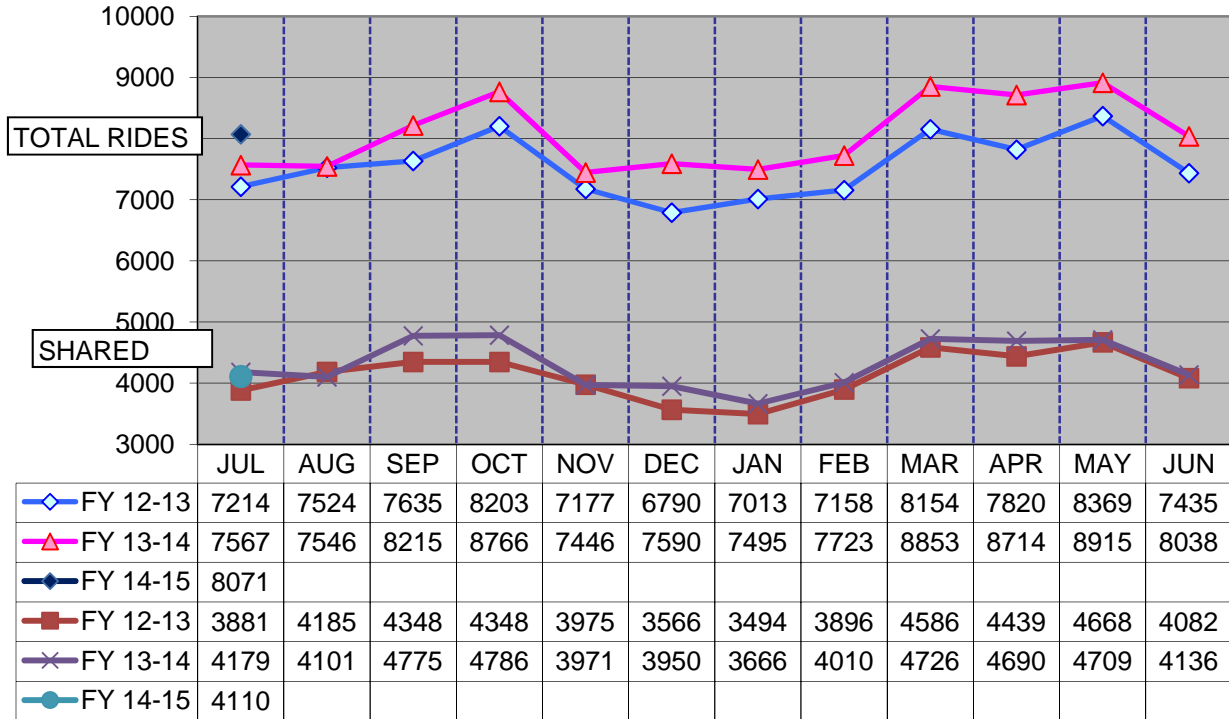
Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through July 2014.

	July 13	July 14	Fiscal 13-14	Fiscal 14-15	Performance Averages	Performance Goals
Requested	8093	8323	8093	8323	8632	
Performed	7567	8071	7567	8071	8114	
Cancels	18.41%	19.04%	18.41%	19.04%	19.69%	
No Shows	3.03%	3.11%	3.03%	3.11%	3.0%	Less than 3%
Total miles	53,878	58,954	53,878	58,954	58,127	
Av trip miles	4.94	5.28	4.94	5.28	4.94	
Within ready window	93.95%	90.61%	93.95%	90.61%	94.49%	92.00% or better
Excessively late/missed trips	1	2	1	2	3.0	Zero (0)
Call center volume	5259	6049	5259	6049	N/A	VOIP being UPDATED
Hold times less than 2 minutes	97.1%	96.9%	97.1%	96.9%	N/A	Greater than 90%
Distinct riders	792	795	792	795	805	
Most frequent rider	54 rides	58 rides	54 rides	58 rides	56 rides	
Shared rides	65.5%	63.2%	65.5%	63.2%	64.79%	Greater than 60%
Passengers per rev hour	1.96	1.96	1.96	1.96	2.0	Greater than 1.6 passengers/hour
Rides by supplemental providers	12.59%	5.81%	12.59%	5.81%	8.32%	No more than 25%
Vendor cost per ride	\$23.32	\$22.99	\$23.32	\$22.99	\$23.81	
ParaCruz driver cost per ride (estimated)	\$28.13	\$32.35	\$28.13	\$32.35	\$29.66	
Rides < 10 miles	65.43%	67.03%	65.43%	67.03%	63.29%	
Rides > 10	34.57%	32.97%	34.57%	32.97%	36.71%	
Denied Rides	N/A	0	N/A	0	0	Zero

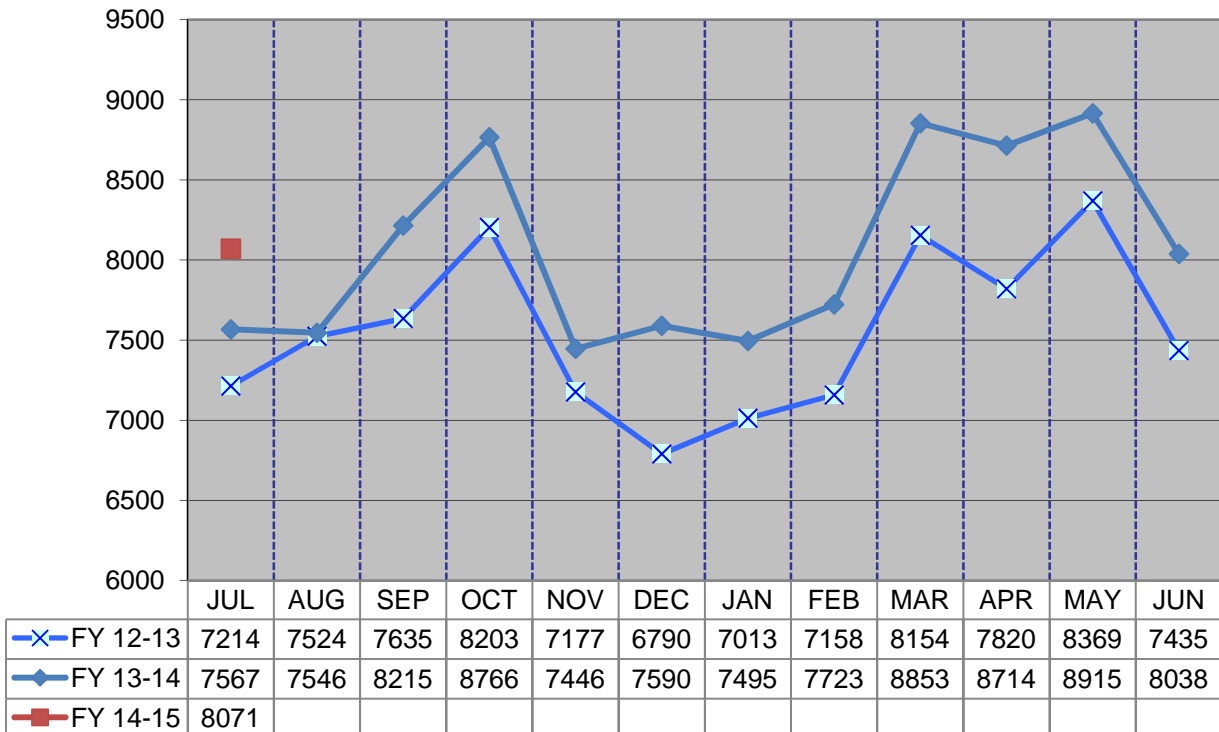
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ATTACHMENT C

TOTAL RIDES vs. SHARED RIDES



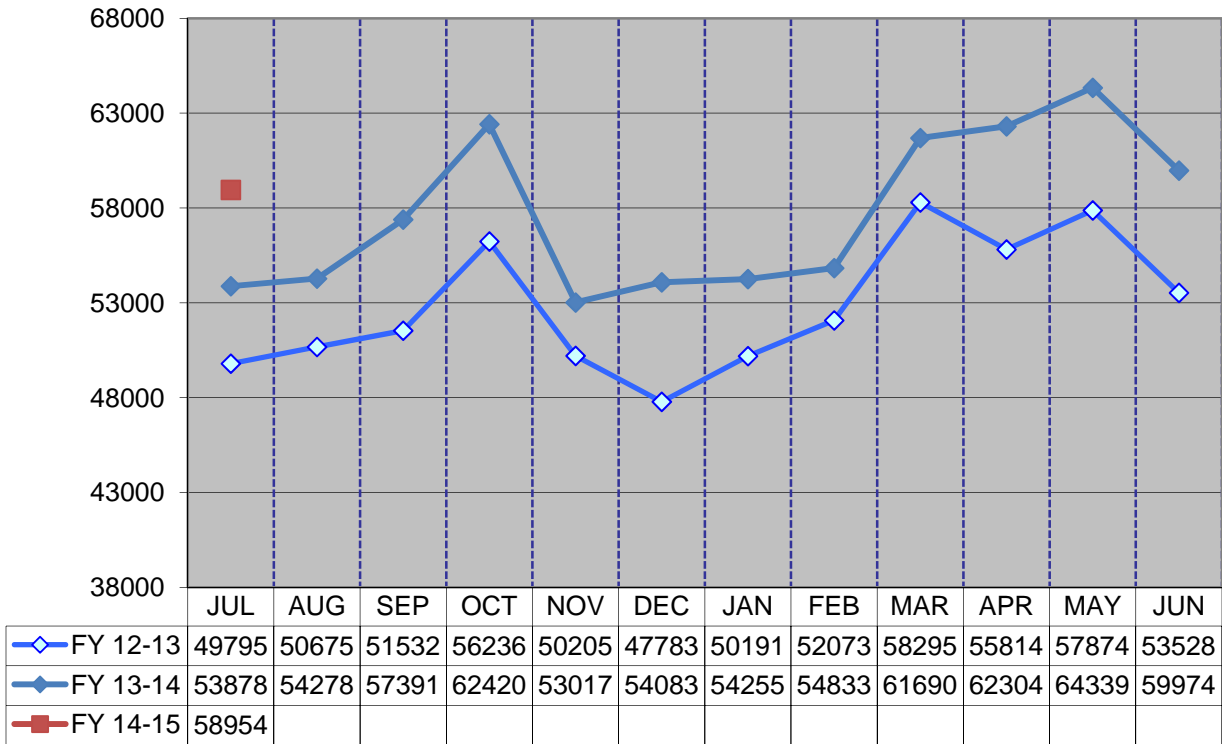
NUMBER OF RIDES COMPARISON CHART



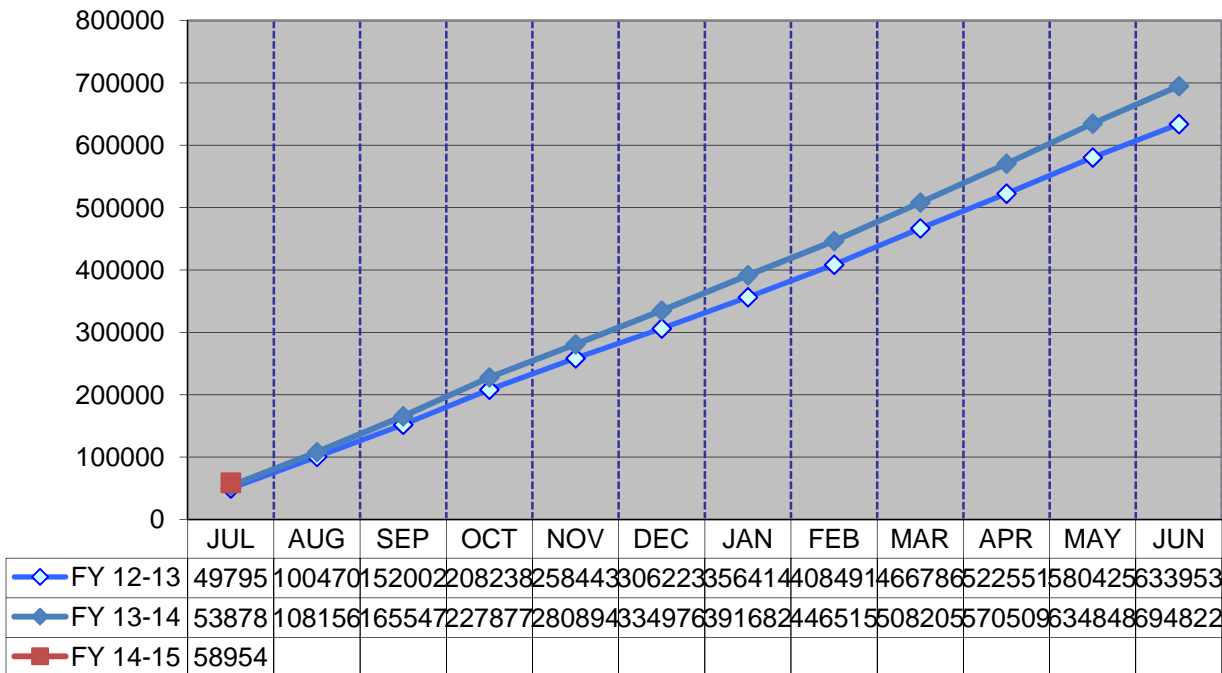
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ATTACHMENT D

MILEAGE COMPARISON



YEAR TO DATE MILEAGE COMPARISON CHART



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ATTACHMENT E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED	RESTRICTED	TEMPORARY	DENIED	TOTAL
		CONDITIONAL	TRIP BY TRIP			
AUGUST 2013	56	0	5	3	0	64
SEPTEMBER 2013	62	0	4	2	0	68
OCTOBER 2013	59	0	0	1	0	60
NOVEMBER 2013	41	0	2	3	0	46
DECEMBER 2013	44	0	5	1	0	50
JANUARY 2014	60	0	2	8	0	70
FEBRUARY 2014	36	0	2	2	1	41
MARCH 2014	52	0	2	4	0	58
APRIL 2014	56	0	3	1	0	60
MAY 2014	27	2	2	1	1	33
JUNE 2014	45	1	3	5	1	55
JULY 2014	32	3	3	2	1	41

Number of Eligible Riders for the month of July 2014 = 3279

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014
TO: Board of Directors
FROM: Carolyn Derwing, Schedule Analyst/Acting Planner
SUBJECT: ACCEPT AND FILE SANTA CRUZ METRO'S SYSTEM RIDERSHIP REPORTS FOR JULY 2014

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- This report contains ridership summaries and ridership statistics for Santa Cruz METRO fixed route bus service for the month of July 2014.
- There is a new graph on this month's report that demonstrates the cyclical and variable nature of UCSC ridership versus the rest of the system.
- System wide ridership was up 4% from July 2013.
- Hwy 17 Express was up 6% from July 2013 and observed its highest July ridership ever.
- UCSC ridership was up 14% from July 2013.

III. DISCUSSION/BACKGROUND

Ridership reports are prepared monthly in order to keep the Board of Directors apprised of Santa Cruz METRO's ridership statistics and ridership trends. The attached Ridership Summaries and Ridership by Route report reflect ridership figures for Santa Cruz METRO fixed route bus service for the month of July 2014.

- A. Attachment "A" shows system-wide ridership statistics for July 2014 and compares them to the totals for July 2013. System-wide, July 2014 ridership is up 4% from the July 2013 ridership, including a 6% increase in Hwy 17 ridership. Hwy 17 observed its highest July ridership ever.

This Report also compares "year to date" totals for FY2015 as compared to FY2014. As this is the first month in FY 2015, the monthly comparisons and the yearly comparisons are the same.

A new line graph as been included in the Monthly Ridership Summary report. This graph displays historical monthly ridership figures going back two years from the current month. In this case, the graph covers July 2012 through July 2014. This graph

demonstrates the cyclical and variable nature of UCSC ridership as compared to the rest of the system, which tends to be much more stable.

- B. Attachment “B” shows UCSC ridership statistics for July 2014 and compares them to the totals for July 2013. During the summer months, when UCSC is not in regular session, UCSC ridership drops dramatically. However, UCSC ridership was up 14% in July 2014 as compared to July 2013. Most of this increase has been attributed to an increase in summer school enrollment. Even during the low month of July, UCSC still accounted for 22% of METRO’s total ridership.

This Report also compares UCSC “year to date” totals for FY2015 as compared to FY2014. As this is the first month in FY 2015, the monthly comparisons and the yearly comparisons are the same.

- C. Attachment “C” shows Weekday, Saturday and Sunday ridership by route. The Routes with the highest ridership for the month of July were the Route 71, the Route 16 and the Route 35/35A. These three routes accounted for almost 40% of all ridership for the month of July.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY2015 Revenue.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

- Attachment A:** Monthly Ridership Summary for July 2014
- Attachment B:** Monthly UCSC Ridership Summary for July 2014
- Attachment C:** Monthly Ridership By Route Report for July 2014


Prepared By: Carolyn Derwing, Schedule Analyst/Acting Planner

Date Prepared: September 9, 2014

APPROVED:



Leslyn Syren, District Counsel



Alex Clifford, CEO

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Monthly Ridership Summary

JULY 01, 2014 - JULY 31, 2014

Calendar Operating Days

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

Bikes and Mobility Devices

	This Year	Last Year
Bikes	16,752	16,216
Mobility Dev.	2,136	2,190

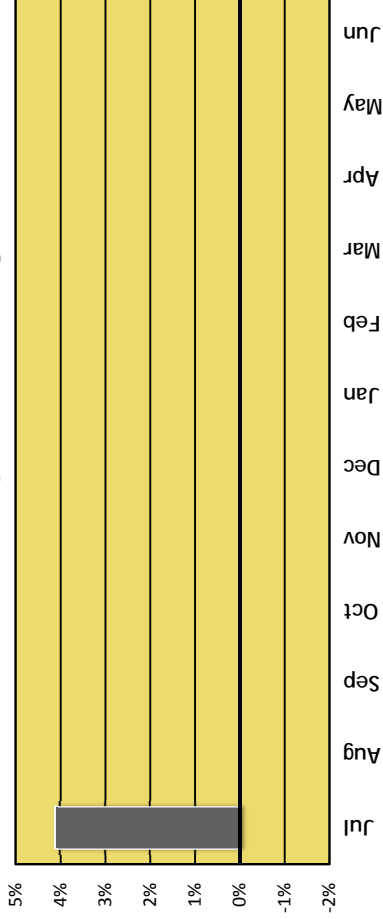
Monthly System Totals

	This Year	Last Year	Difference	% Change
Local Fixed Route	288,539	277,685	10,854	4%
AMTRAK/Highway 17 Express	29,904	28,189	1,715	6%
System Total	318,443	305,874	12,569	4%

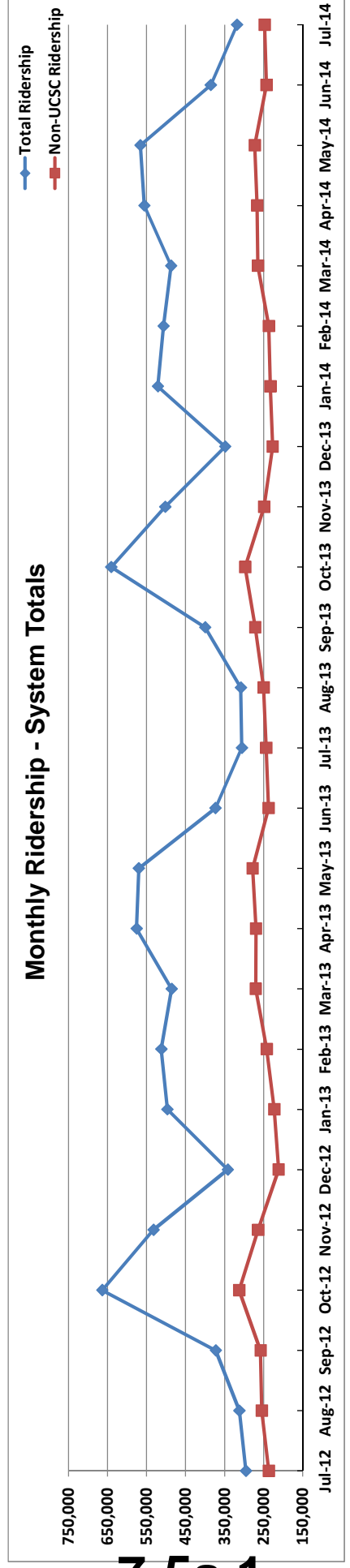
System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	% Change	This Year	Last Year	% Change	This Year	Last Year	% Change
Local Fixed Route	10,469	10,082	4%	6,048	5,895	3%	5,888	5,556	6%
AMTRAK/Highway 17 Express	1,048	996	5%	731	677	8%	719	641	12%
System Total	11,517	11,078	4%	6,780	6,572	3%	6,606	6,197	7%

Total Ridership YTD % Change



Monthly Ridership - System Totals



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UCSC Ridership Summary

JULY 01, 2014 - JULY 31, 2014

Calendar Operating Days

	This Year	Last Year
School Term Days	0	0
Weekdays	23	23
Weekend Days	8	8

UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$75,455.98	\$65,098.71	\$10,357.27	16%
Staff Billing	\$18,138.33	\$15,316.66	\$2,821.67	18%
Route 20D Service	\$0.00	\$0.00	\$0.00	0%
Total	\$93,594.31	\$80,415.37	\$13,178.94	16%

UCSC Monthly System Totals

	Monthly Totals			Year to Date Totals		
	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	57,036	50,386	13%	57,036	50,386	13%
Staff & Faculty	13,710	11,855	16%	13,710	11,855	16%
Total	70,746	62,241	14%	70,746	62,241	14%

UCSC System Daily Averages

	School Term Days			Weekdays			Weekend Days		
	This Year	Last Year	% Change	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	0	0	0%	2,196	1,961	12%	815	659	24%
Staff & Faculty	0	0	0%	531	457	16%	186	169	10%
Total	0	0	0%	2,727	2,418	13%	1,001	828	21%

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Attachment C Ridership by Route

JULY 01, 2014 - JULY 31, 2014

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	7,926	345	410	103	508	127	8,844
15	UCSC via Laurel West							0
16	UCSC via Laurel East	29,252	1,272	2,001	500	2,032	508	33,285
19	UCSC via Lower Bay	20,383	886	1,433	358	1,443	361	23,259
3	Mission/Beach	3,913	170	164	41	145	36	4,222
4/4W	Harvey West/Emeline	5,216	227	123	31	105	26	5,444
6	Broadway/Frederick	391	17					391
8	Emeline	116	5					116
12A	UCSC East Side District							0
20	UCSC via West Side	11,215	488	960	240	910	228	13,085
20D	UCSC via West Side Supp.							0
30	Graham Hill/Scotts Valley	427	19					427
33	Lompico SLV/Felton Faire							0
34	South Felton							0
35/35A	Santa Cruz/Scotts Valley/SLV	26,170	1,138	3,459	865	2,803	701	32,432
40	Davenport/North Coast	883	38	51	13	130	33	1,064
41	Bonny Doon	1,187	52	25	6	56	14	1,268
42	Davenport/Bonny Doon	287	12	34	9	40	10	361
54	Capitola/Aptos/La Selva Beach	126	5	67	17	48	12	241
55	Rio Del Mar	2,657	116					2,657
56	La Selva Beach	425	18					425
66/66N	Live Oak via 17th	10,473	455	1,471	368	1,431	358	13,375
68	Like Oak via Broadway/Portola	7,745	337	959	240	807	202	9,511
69A	Capitola Road/Watsonville	17,870	777	2,316	579	2,181	545	22,367
69W	Cap. Road/Cabrillo/Watsonville	19,866	864	2,775	694	2,641	660	25,282
71	Santa Cruz to Watsonville	46,443	2,019	6,622	1,656	6,928	1,732	59,993
72	Corralitos	3,452	150					3,452
74	Ohlone Parkway/Rolling Hills	1,817	79	242	61	198	50	2,257
75	Green Valley Road	5,674	247	870	218	968	242	7,512
77	Civic Plaza / Pajaro	766	33					766
79	East Lake	2,005	87	211	53	177	44	2,393
91x	Santa Cruz/Watsonville Express	14,110	613					14,110
Hwy 17	AMTRAK/Hwy 17 Express	24,105	1,048	2,925	731	2,874	719	29,904
Monthly Total		264,900	11,517	27,118	6,780	26,425	6,606	318,443
Previous Year		254,797	11,078	26,289	6,572	24,788	6,197	305,874
% Change		4%	4%	3%	3%	7%	7%	4%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR SEPTEMBER 2014

I. RECOMMENDED ACTION

This report is for informational purposes only. Active grants and grant proposals are current as of September, 2014. No action is required.

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding for more than 30% of its FY15 operating revenue and 96% of its FY15 capital budget.
- 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.
- Santa Cruz METRO has active grant awards totaling \$32,183,590.
- Santa Cruz METRO staff is developing new applications totaling \$18,978,741 for new projects.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

Active grant awards for operating and capital projects total \$32,183,590, a decrease of approximately \$17.6 million from August. This reduction is due to completion of the FY14 TDA/STA operating project, a reduction of approximately \$8.9 million, and due to a change in the reporting method for PTMISEA funds, a reduction of approximately \$8.5 million. Previously, all of the PTMISEA funds in the lifetime MetroBase project (\$20,558,730) were listed in the Grant Awarded column. Beginning this month, only the PTMISEA funds allocated to the MetroBase Phase II project (\$12,010,047) are shown. Closure of three smaller operating assistance grants account for the remaining reduction of about \$200,000.

The unspent balance of active grants is \$23,292,943 a decrease of approximately \$220,000 since June due to closure of the Caltrans, AMBAG and Santa Cruz County grants which were removed from the list.

No new grants have been awarded since last month. Current grant applications request \$18,978,741 in new funds, which would be an increase of \$300,000 over August if the Board approves two applications for Caltrans Sustainable Transportation planning grants, a feasibility study of bus operations on the shoulder of Highway 1 and a feasibility study of Bus Rapid Transit (BRT) operation on the rail right-of-way now owned by the Santa Cruz County Regional Transportation Commission.

V. ATTACHMENTS


Attachment A: Santa Cruz METRO Active Grants Status Report as of September 16, 2014

Attachment B: Santa Cruz METRO Grant Applications as of September 16, 2014

Board of Directors
Board Meeting of September 26, 2014

Prepared By: Thomas Hiltner, Grants/Legislative Analyst
Date Prepared: September 17, 2014

APPROVED:


Department Manager


Alex Clifford, CEO/General Manager

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Attachment A

Santa Cruz METRO

Active Grants as of September 16, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
1	FY13 Transit Security Projects Expiration: 3/31/16	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 285,839	\$ -	Received FY13 advance payment on 10/29/13. The project needs exceed the funds available, and the project is on hold while the team assesses security needs and reprioritizes the list of projects. \$ Grant Balance as of 9/16/14.
2	FY12 Transit Security Projects Expiration: 3/31/15	Land Mobile Radio system	\$ 440,505	\$ 342,295	\$ -	Day Wireless is under contract to install land-mobile radio system by 2/4/15. Grant Expires 3/31/15. \$ Grant Balance as of 9/16/14.
3	FTA 5309 State Good Repair grant for Buses and Mobile Data Computers Expiration: None	Purchase 6 new CNG replacement buses; purchase 42 Mobile Data Computers for ParaCruz	\$ 2,814,538	\$ 126,767	\$ 25,964	Buses and MDCs Delivered and Paid. Unliquidated balance will be used for new bus spare parts. The Project will be completed no later than 12/31/14. Outstanding expenses include the modesty panels being installed on the 6 New Flyer buses. \$ Grant Balance as of 9/16/14
4	FY11 MBUAPCD AB2766 Expiration: 2/11/16	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ -	\$ -	Grant expended. METRO Staff is seeking direction for the Air District to close this project.

Attachment A

Santa Cruz METRO
Active Grants as of September 16, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
5	FY 11/12 Proposition 1B - State and Local Partnership Program (SLPP) Expiration: 12/11/15	CTC	\$ 5,812,000	\$ 3,210,162	\$ 3,210,162	CTC approved \$5.812 M allocation 8/22/12 for construction of Judy K. Souza Operations Building. Lewis C. Nelson has completed the first three decks in the new building. Grant Balance as of 9/16/14.
6	FY10 - 13 PTMISEA funds (Public Transportation Modernization, Infrastructure and Service Enhancement Act) Expiration: 6/30/17	MetroBase development.	\$ 12,010,147	\$ 8,324,837	-	PTMISEA funds through FY13 are for the MetroBase phase II project. The old River Street Operations building has been demolished and funds are also used to support the temporary operating facility. \$ Grant Balance as of 9/16/14.
7	Pacific Station Design Engineering FTA 5309 Expiration: None	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 114,909	\$ 28,727	Group 4 and METRO are scheduling the final round of public outreach for early October. Final presentation for BOD selection of a preferred alternative tentatively scheduled for January 2015. Expires 9/30/15. Grant Balance as of 9/16/14.

Santa Cruz METRO

Active Grants as of September 16, 2014

Attachment A

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
8	Pacific Station Design Engineering FTA 5309 Expiration: 9/30/15	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 451,988	\$ 112,997	Group 4 and METRO are scheduling the final round of public outreach for early October. Final presentation for BOD selection of a preferred alternative tentatively scheduled for January 2015. Expires 9/30/15. Grant Balance as of 9/16/14.
9	FY14 FTA 5304 Planning Internship Expiration: 8/31/16	Hire a student intern to gain experience in public transit planning.	\$ 40,281	\$ 34,917	\$ 4,524	Caltrans awarded Internship grant 8/13/13 for \$40,281. METRO is recruiting 2 more interns to complete the project. \$ Grant Balance as of 9/16/14.
10	FY14 Caltrans FTA 5304 Planning Grant Expiration: unknown	METRO assistance to RTC Passenger Rail Study .	\$ 18,000	\$ 16,270	-	RTC pass-through from Caltrans \$250,000 feasibility study. At the 9/4/14 RTC meeting, Fehr & Peers (project contractor) presented multiple scenarios and metrics for evaluation. Final report by 6/15/15. \$ Grant Balance as of 9/16/14.
11	2014 Regional Surface Transportation Program (RSTP) Expiration: 6/30/15	Mainline Routes Run-Time Recalibration	\$ 30,000	\$ 15,385	-	Project began on 3/17/14. Planning will conduct 2nd round of surveys in October and recommend changes to the board in January. \$ Grant Balance as of 9/16/14.

Attachment A

Santa Cruz METRO

Active Grants as of September 16, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
12	2014 Surface Transportation Improvement Program (STIP) Expiration: 2/28/15	ParaCruz Van Replacements	\$ 345,000	\$ 345,000	\$ 86,000	The CTC allocated \$345,000 on 8/21/14 for ParaCruz van Replacements. METRO must obligate funds with a purchase contract by 2/28/15. Procurement is initiating a buy from the State contract. \$ Balance as of 9/16/14.
13	FY15 TDA/STA Operating Assistance Expiration: None	FY15 TDA/STA Operating Assistance.	\$ 9,067,527	\$ 9,067,527	\$ 9,067,527	RTC Resolution approved TDA/STA claim on 5/1/14 for operating revenue. First quarter not yet completed. \$ Grant Balance as of 9/16/14.
14	Feasibility Study of Downtown Circulator (Santa Cruz) Expiration: 6/30/17	Grant for a consultant feasibility study of downtown circulator with consideration of electric buses in Santa Cruz.	\$ 74,749	\$ 74,749	\$ 9,684	Grant was awarded 5/28/14. Project will kick-off January 2015. \$ Grant Balance as of 9/16/14.
15	FY15 Caltrans FTA 5304 Planning Grant pass-through to METRO. Expiration: unknown	METRO assistance to RTC User-Oriented Transit Travel Planning Project.	\$ 4,338	\$ 4,338	\$ -	RTC Project Manager has not initiated the project. METRO to be reimbursed \$4,338 for up to 100 staff hours. \$ Grant Balance as of 9/16/14.
		Total	\$ 32,183,590	\$ 22,414,983	\$ 12,545,586	

Attachment B

Santa Cruz METRO
Applications as of September 16, 2014

#	Application Date	Grant	Description	\$ Grant	Local Share	Funding Source	Status of Award
1	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Joint project w/Monterey Salinas Transit to study feasibility of operating Buses on Highway 1 road shoulder, subject to Board approval. Grant Min: \$50k, Max: \$500k. \$8.3M statewide	\$ 150,000	\$ 19,434	FY15 FTA 5304	Caltrans solicited applications 9/4
2	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Study feasibility of operating Bus Rapid Transit (BRT) on the RTC Rail right-of-way, subject to Board approval. Grant Min: \$50k, Max: \$500k. \$8.3M statewide	\$ 200,000	\$ 25,912	FY15 FTA 5304	Caltrans solicited applications 9/4
3	8/4/2014	FY13 FTA 5309 "Ladders of Opportunity" Award Anticipated:	CNG Bus Replacements	\$ 2,460,750	\$ 434,250	unobligated FY13 FTA 5309 funds	Application submitted 8/1/14
4	8/4/2014	FY13 FTA 5309 "Ladders of Opportunity" Award Anticipated:	Upgrade Fare System, AVL/APCs	\$ 3,757,028	\$ 751,406	Unobligated FY13 FTA 5309 funds	Application submitted 8/1/14.
5	7/14/2014	FY15 PTMISEA Award Anticipated: June 2014 Anticipated Expiration: 6/30/17	Pacific Station rebuilding, subject to Board approval.	\$ 5,875,978	\$ -	Proposition 1B	Allocation request submitted 7/14/14.

Attachment B

Santa Cruz METRO
Applications as of September 16, 2014

#	Application Date	Grant	Description	\$ Grant	Local Share	Funding Source	Status of Award
6	5/12/2014	FY14 FTA 5311 Rural Area formula Operating Assistance Award Anticipated: September 2014	Operate Rural Service in Santa Cruz County	\$ 212,267	\$ 275,112	FTA 5311	Application submitted to Caltrans 5/12/14. No contract as of 9/16/14.
7	6/30/2014	FY14 FTA 5307 Urbanized Area Formula Funds Award Anticipated: September 2014	FY14 Urban Operating Assistance	\$ 5,478,097	\$ 5,478,097	FTA 5307	Applications submitted 6/30/14. Final revision is complete with award anticipated before 9/30/14.
8	3/15/2014	2013 FTA 5339 Formula Funds Award Anticipated: September 2014	Rolling Stock	\$ 454,116	\$ 112,981	FTA 5339/Caltrans	Application submitted 3/15/14.
9	1/15/2014	FY14 Transit Security Projects Award Anticipated: October 2014	Comprehensive Security and Surveillance	\$ 440,505	\$ -	FY14 CTSGP funds from Cal-OES	Received Notice of Project Eligibility on 1/27/14. Financial Management Forms Workbook is due after award. This will be a lump-sum advance payment prior to project initiation.
			Total	\$ 19,028,741	\$ 7,097,192		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 1ST OPTION WITH MANAGED HEALTH NETWORK FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES IN AN AMOUNT NOT TO EXCEED \$9,500

I. RECOMMENDED ACTION

Authorize the CEO to execute a one-year contract extension exercising the 1st option with Managed Health Network for Employee Assistance Program Services in an amount not to exceed \$9,500.

II. SUMMARY

- Santa Cruz METRO has a contract with Managed Health Network for Employee Assistance Program Services that will expire on November 30, 2014.
- Managed Health Network has requested no changes for the new contract period.
- UTU and SEIU have expressed satisfaction with the insurance provided under this contract. Therefore, a one-year contract extension with no changes to the current terms and conditions is recommended.

III. DISCUSSION/BACKGROUND

Employee Assistance Programs (“EAP”) are intended to help employees deal with personal problems that might adversely impact their job performance, health, and well-being. Santa Cruz METRO provides EAP services for its employees, and established a contract with Managed Health Network for these services on December 1, 2012 for a two-year period, with three optional one-year extensions. The current contract with Managed Health Network is due to expire on November 30, 2014. UTU and SEIU have expressed satisfaction with the insurance provided under this contract. Managed Health Network has reviewed the contract and requested no changes for the new contract period.

Staff recommends that Santa Cruz METRO exercise the 1st option for a one-year contract extension with Managed Health Network for an amount not to exceed \$9,500. Staff further recommends that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of Santa Cruz METRO. Robyn D. Slater, Human Resources Manager and Acting

Maintenance Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funds to support this contract are included in the Human Resources FY15 & FY16 Other Fringe Benefits (502999) Operating Budgets.

V. ALTERNATIVES CONSIDERED

- Do not renew this contract. Staff does not recommend this option, as studies indicate that offering an Employee Assistance Program may result in various benefits for the employer, including lower medical costs, reduced turnover and absenteeism, and higher employee productivity.

VI. ATTACHMENTS

Attachment A: Renewal letter from Managed Health Network

Attachment B: First Amendment to the Contract with Managed Health Network

Prepared By: Joan Jeffries, Administrative Assistant
Date Prepared: September 15, 2014

APPROVED:



Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

From: Jeffrey.X.Dittmer@mhn.com
To: [Erron Alvey](#)
Subject: Santa Cruz Metro EAP renewal Acceptance
Date: Wednesday, July 23, 2014 10:21:01 AM

Hi Erron,

Please accept this email as MHN's agreement to continue the Employee Assistance Program (EAP) for Santa Cruz Metropolitan Transportation District for the period of 12 months effective 12/01/2014 through 11/30/2015 at the price of \$2.21 Per Employee Per Month (PEPM). The next step in the process is for a rate extension agreement/contract to be generated. I will forward once complete.

Please let me know if you have further questions.

Regards,
Jeff

<p>Jeffery Dittmer, MBA Senior Account Manager Sales & Account Management, MHN - a Health Net Co. Phone: (414) 335-2781 Fax: (866) 436-4556 www.mhn.com</p>

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Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 13-10 FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES

This First Amendment to Contract No. 13-10 for Employee Assistance Program Services is made effective December 1, 2014 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Managed Health Network (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Employee Assistance Program Services (“Contract”) on December 1, 2012.
- 1.2 The Contract allows for extension upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to extend the Contract term and to increase the Contract total not-to-exceed amount.

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 December 1, 2012 to November 30, 2015.

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

III. COMPENSATION

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

Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$9,500 under the terms of this First Amendment.

The new Contract total not-to-exceed amount is \$29,500. Contractor understands and agrees that if he/she exceeds the \$29,500 maximum amount payable under this Contract, it does so at its own risk.

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.

Attachment B

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

Alex Clifford
CEO/General Manager

Contractor –
MANAGED HEALTH NETWORK

By _____
Julius Schillinger
Vice President of Sales and Strategic Partnerships

Approved as to Form:

Leslyn Syren
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 3RD AND FINAL OPTION WITH ALLIANT INSURANCE SERVICES REPRESENTING THE HARTFORD FOR EMPLOYEE LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE IN AN AMOUNT NOT TO EXCEED \$58,000

I. RECOMMENDED ACTION

Authorize the CEO to execute a one-year contract extension exercising the 3rd and final option with Alliant Insurance Services representing The Hartford for Employee Life and Accidental Death & Dismemberment Insurance in an amount not to exceed \$58,000.

II. SUMMARY

- Santa Cruz METRO has a contract with Alliant Insurance Services, Inc. representing The Hartford for Employee Life and Accidental Death & Dismemberment Insurance that will expire on December 31, 2014.
- The rate currently in place with The Hartford is guaranteed through January 31, 2016.
- The United Transportation Union Local 23 (“UTU”) and Service Employees International Union Local 521 (“SEIU”) have expressed satisfaction with the insurance provided under this contract. Therefore, a one-year contract extension with no changes to the current terms and conditions is recommended.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO provides Life and Accidental Death & Dismemberment Insurance coverage for its employees. A contract was established with The Hartford for this insurance on January 1, 2011 for a two-year period, with three optional one-year extensions. The current contract is due to expire on December 31, 2014. UTU and SEIU have expressed satisfaction with the insurance provided under this contract. The rate that the broker, Alliant Insurance Services, Inc., negotiated is guaranteed through January 1, 2016. The annual premium is based on this rate, and is applied to each increment of \$1,000 of coverage. The estimated annual premium for the new contract period is \$58,000.

Staff recommends that Santa Cruz METRO exercise the 3rd and final option for a one-year contract extension with Alliant Insurance Services, Inc. representing The Hartford for an amount not to exceed \$58,000. Staff further recommends that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of Santa Cruz METRO. Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funds to support this contract are included in the Human Resources FY15 & FY16 Life Insurance (502051) Operating Budgets.

V. ALTERNATIVES CONSIDERED

- Don't extend the contract and develop an RFP for a new insurance firm. Staff does not recommend this option because Santa Cruz METRO is contractually obligated to provide this insurance to employees pursuant to the Memorandum of Understandings with SEIU and UTU. The Hartford has provided excellent service during the term of this contract, and Alliant Insurance Services, Inc. negotiated the lowest premium.


VI. ATTACHMENTS

Attachment A: Renewal letter from The Hartford

Attachment B: Third Amendment to the Contract with Alliant Insurance Services, Inc. representing The Hartford

Prepared By: Joan Jeffries, Administrative Assistant
Date Prepared: September 15, 2014

APPROVED:



Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

June 27, 2014



Robyn Slater
Santa Cruz Metropolitan Transit District
110 Vernon St.
Santa Cruz, CA 95060

Re: January 1, 2015 Renewal Information for Your Group Benefits with The Hartford¹

Dear Ms. Slater:

Thank you for giving The Hartford the opportunity to provide benefits to the employees of Santa Cruz Metropolitan Transit District. The Hartford is committed to enhancing your employees' financial security and helping you provide attractive benefits. We look forward to renewing the Life benefits at this time and continuing our relationship for many years to come.

To determine the renewal rate, The Hartford analyzes a variety of factors to ensure that you receive excellent benefits and valuable service at a competitive and affordable price. A careful review is conducted of your demographic information, industry classifications, experience results, and overall benefit package.

We have completed a comprehensive review of your benefit plan in order to determine the appropriate funding level for the upcoming new policy period, beginning January 1, 2015. The chart below summarizes the detailed renewal rate information. These renewal rates require that all coverage lines are renewed as a package.

Coverage and Policy Number	Current Rate	Renewal Rate as of 01/01/2015	Rate Guaranteed Until
Basic Life 764002G	\$ 0.335 per 1000	No Change	01/01/2016
Supp. Life 764002G	Age Banded Step Rates	No Change	01/01/2016
Basic ADD 764002G	\$ 0.022 per 1000	No Change	01/01/2016
Stand-Alone ADD ADD-S08090	\$ 0.022 per 1000	No Change	01/01/2016

* For policies that are list-billed by The Hartford, premium and volumes are based on the most recent list bill. For policies that are self-administered, premiums and volumes are based on the most recent census information that we have on file.

Attachment A

Employee Supplemental Life, 764002G

Rate Guaranteed Until 01/01/2016

All rates are per \$1000

Age Range	Current Rate	Renewal Rate as of 01/01/2015
0-24	\$ 0.100	No Change
25-29	\$ 0.100	No Change
30-34	\$ 0.110	No Change
35-39	\$ 0.130	No Change
40-44	\$ 0.220	No Change
45-49	\$ 0.370	No Change
50-54	\$ 0.610	No Change
55-59	\$ 0.990	No Change
60-64	\$ 1.230	No Change
65-69	\$ 1.940	No Change
70-74	\$ 3.390	No Change
>75	\$ 12.962	No Change

Doing business with The Hartford is about much more than price. We deliver on our promises every day through product features and responsive service targeted to you and your employees' unique needs.

MyTomorrowSM: Help Them Protect What They Earn

Educating employees is key to empowering them. That's especially true when they're enrolling for benefits. Now there's a fun, interactive way to get them up to speed: MyTomorrowSM. It helps employees understand how their benefits work so they can take wise steps to help protect their income from the unexpected. The Hartford creates MyTomorrowSM sites customized for your company. We can tailor your landing page to display key enrollment content such as company logo, benefit highlights, enrollment information, access to enrollment forms or an online enrollment site, contact information, and other benefits information. Once it's linked to your benefits Web site through a unique URL or distributed by an email blast to employees, MyTomorrowSM can be accessed securely from home as well as work. This friendly, online environment can help clarify what the benefits you are providing cover, address the affordability of these products and some common misconceptions, offer them access to your company's plan details and enrollment form/site, and more. Income protection can be a complex issue. But with MyTomorrowSM, your employees will have a convenient tool to help them make good decisions.

Additional Services for Employees

There are some life conversations that no one wants to have - especially when it involves planning for financial matters, insurance needs, making end-of-life decisions or planning for the loss of a loved one. That's why many of The Hartford's group benefits products include various value added services, designed to help employees with the challenges that come before and after a claim. Services include:

- **Estate Guidance® Will Services.**³ (Life) A service that helps employees protect their family's future by creating a customized and legally binding online will. Online support is also available from licensed attorneys, if needed.
- **Beneficiary Assist® Counseling Services.**⁴ (Life and Accident) Compassionate expertise to help employees or their loved ones cope with emotional, financial and legal issues that arise after a loss. Includes unlimited phone contact with professionals, as well as five face-to-face sessions.

Attachment A

- **Travel Assistance & ID Theft Protection Services.**⁵ (Life, Accident & Long-term Disability) Services include pre-trip information that helps employees feel safe and secure while traveling. It also gives them access to medical professionals across the globe for medical assistance when traveling 100+ miles away from home for 90 days or less when unexpected detours arise. Another important service is ID theft protection, available 24/7 whether home or away. Protection is provided two ways: Educational materials to help prevent identity theft and access to caseworkers who can help victims resolve problems that result from identity theft.
- **Ability Assist® Counseling Services.**⁶ (Long-term Disability) Employees enrolled in our Long-term Disability plan receive professional counseling for financial, legal and emotional issues, 24/7/365. Service includes unlimited phone access and three face-to-face EAP sessions per person, per occurrence, per year. Services are also available to spouses and dependent children. Some plans provide access to benefits from day one (for employers with less than 5,000 employees) while others are available when an LTD claim is approved by The Hartford (for employers with 5,000 or more employees). If you would like confirmation of which level of service your plan would include, please contact your Hartford Account Manager.
- **EmployerView®** - The Hartford's industry-leading online solution provides important tools and resources available 24/7 for your convenience – at no additional cost.

For more information on these value added services, visit us online at www.thehartford.com/employee-group-benefits.

The Hartford is dedicated to providing responsive customer service to you and your employees. We regularly conduct surveys with producers, employers, and claimants to monitor satisfaction with The Hartford's group life and disability plans. Results from these studies show how well we meet customers' needs and ensure that we continue to deliver the right products and services.

Sincerely,

Jason Grove
Account Executive, Group Benefits
The Hartford
33 New Montgomery Street
Suite 710
San Francisco, CA 94105
Phone: 800-426-9701

cc: Alliant Insurance Svcs Inc

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Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT THIRD AMENDMENT TO CONTRACT NO. 11-04 FOR LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

This Third Amendment to Contract No. 11-04 for Life and Accidental Death and Dismemberment Insurance is made effective January 1, 2015 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Alliant Insurance Services, Inc., representing The Hartford (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Life and Accidental Death and Dismemberment Insurance (“Contract”) on January 1, 2011.
- 1.2 The Contract allows for extension upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to extend the Contract term.

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 January 1, 2011 to December 31, 2015.

Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

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

- 4.1 Article 8 is amended to include the following language:

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

Attachment B

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford
CEO/General Manager

Contractor –
ALLIANT INSURANCE SERVICES, INC.

By _____
Christine Kerns
First Vice President

Approved as to Form:

Leslyn Syren
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 2ND AND FINAL OPTION WITH ALLIANT INSURANCE SERVICES REPRESENTING THE HARTFORD FOR LONG TERM DISABILITY INSURANCE IN AN AMOUNT NOT TO EXCEED \$150,000

I. RECOMMENDED ACTION

Authorize the CEO to execute a one-year contract extension exercising the 2nd and final option with Alliant Insurance Services representing The Hartford for Long Term Disability Insurance in an amount not to exceed \$150,000.

II. SUMMARY

- Santa Cruz METRO has a contract with Alliant Insurance Services, Inc. representing The Hartford for Long Term Disability Insurance that will expire on December 31, 2014.
- The rates currently in place with The Hartford are guaranteed through January 31, 2016.
- The United Transportation Union Local 23 (“UTU”) and Service Employees International Union Local 521 (“SEIU”) have expressed satisfaction with the insurance provided under this contract. Therefore, a one-year contract extension with no changes to the current terms and conditions is recommended.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO provides Long Term Disability Insurance coverage for its employees. A contract was established with The Hartford for this insurance on January 1, 2011 for a three-year period, with two optional one-year extensions. The current contract is due to expire on December 31, 2014. UTU and SEIU have expressed satisfaction with the insurance provided under this contract. The rates that the broker, Alliant Insurance Services, Inc., negotiated are guaranteed through January 1, 2016. The estimated annual premium for the new contract period is \$150,000.

Staff recommends that Santa Cruz METRO exercise the 2nd and final option for a one-year contract extension with Alliant Insurance Services, Inc. representing The Hartford for an amount

not to exceed \$150,000. Staff further recommends that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of Santa Cruz METRO. Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funds to support this contract are included in the Human Resources FY15 & FY16 Life Insurance (502051) Operating Budgets.

V. ALTERNATIVES CONSIDERED


- Don't extend the contract and develop an RFP for a new insurance firm. Staff does not recommend this option because Santa Cruz METRO is contractually obligated to provide this insurance to employees pursuant to the Memorandum of Understandings with SEIU and UTU. The Hartford has provided excellent service during the term of this contract, and Alliant Insurance Services, Inc. negotiated the lowest premium.

VI. ATTACHMENTS

Attachment A: Second Amendment to the Contract with Alliant Insurance Services, Inc. representing The Hartford

Prepared By: Joan Jeffries, Administrative Assistant
Date Prepared: September 15, 2014

APPROVED:



Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SECOND AMENDMENT TO CONTRACT NO. 11-06 FOR LONG TERM DISABILITY INSURANCE

This Second Amendment to Contract No. 11-06 for Long Term Disability Insurance is made effective January 1, 2015 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Alliant Insurance Services, Inc., representing The Hartford (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Long Term Disability Insurance (“Contract”) on January 1, 2011.
- 1.2 The Contract allows for extension upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to extend the Contract term.

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 January 1, 2011 to December 31, 2015.

Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

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

- 4.1 Article 8 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.

Attachment A

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford
CEO/General Manager

Contractor –
ALLIANT INSURANCE SERVICES, INC.

By _____
Christine Kerns
First Vice President

Approved as to Form:

Leslyn Syren
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 4TH AND FINAL OPTION WITH ALLIANT INSURANCE SERVICES REPRESENTING DELTA DENTAL FOR EMPLOYEE DENTAL INSURANCE IN AN AMOUNT NOT TO EXCEED \$540,000

I. RECOMMENDED ACTION

Authorize the CEO to execute a one-year contract extension exercising the 4th and final option with Alliant Insurance Services representing Delta Dental for Employee Dental Insurance in an amount not to exceed \$540,000.

II. SUMMARY

- Santa Cruz METRO has a contract with Alliant Insurance Services, Inc. representing Delta Dental for Employee Dental Insurance that will expire on December 31, 2014.
- Alliant Insurance Services, Inc. has determined that a 1% decrease of the current rate is appropriate for the new contract period based on the past contract years' claims experience.
- The United Transportation Union Local 23 ("UTU") and Service Employees International Union Local 521 ("SEIU") have expressed satisfaction with the number of available dentists that can be used under this plan and the ease with which an employee can submit a claim. Therefore, a one-year contract extension with a 1% rate decrease is recommended.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO provides Dental Insurance coverage for its employees. A contract was established with Delta Dental through the California State Association of Counties Excess Insurance Authority (CSAC-EIA) for this insurance on January 1, 2011 for a one-year period, with four optional one-year extensions. The current contract is due to expire on December 31, 2014. UTU and SEIU have expressed satisfaction with the dental insurance provided under this contract. The broker, Alliant Insurance Services, Inc., has determined that a 1% rate decrease is appropriate for the new contract period. The estimated annual premium for the new contract period is \$540,000.

Staff recommends that Santa Cruz METRO exercise the 4th and final option for a one-year contract extension with Alliant Insurance Services, Inc. representing Delta Dental for an amount not to exceed \$540,000. Staff further recommends that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of Santa Cruz METRO. Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funds to support this contract are included in the Human Resources FY15 & FY16 Dental Plan (502041) Operating Budgets.

V. ALTERNATIVES CONSIDERED

- Don't extend the contract and look for a new Dental Carrier. This option is not recommended by staff because Santa Cruz METRO is contractually obligated to provide this insurance to employees pursuant to the Memorandum of Understandings with SEIU and UTU. Delta Dental has proven to be an excellent dental insurance firm, and the rate using CSAC is a cost savings to Santa Cruz METRO.

VI. ATTACHMENTS

Attachment A: Renewal Rates Chart from Alliant Insurance Services, Inc. on behalf of Delta Dental CSAC-EIA

Attachment B: Fourth Amendment to the Contract with Alliant Insurance Services, Inc. representing Delta Dental

Prepared By: Joan Jeffries, Administrative Assistant
Date Prepared: September 15, 2014

APPROVED:



Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Santa Cruz Metropolitan Transit District

**DENTAL DPO PLAN
1/1/2015 - 12/31/2015**

FINAL

Dental Benefits	Delta Dental Current	Delta Dental RENEWAL
Calendar Year Maximum	PPO Premier/Non-Delta Member \$1,700/Member	PPO Premier/Non-Delta Member \$1,700/Member
Calendar Year Deductible Individual / Family	None	None
Diagnostic and Preventive	100%	100%
Oral Exam		
X-Rays		
Teeth Cleaning		
Fluoride Treatment		
Space Maintainers		
Bitewings		
Basic Services	85%	85%
Amalgam/Composite Fillings		
Periodontics (Gum disease)		
Endodontics (Root Canal)		
Sealants		
Extractions & Other Oral Surgery		
Major Services	60%	60%
Crown Repair		
Restorative - Inlays and Crowns		
Prosthodontics		
Complex Oral Surgery		
Orthodontics	60%	60%
Eligible for Benefit	Child Only	Child Only
Lifetime Maximum	\$3,000	\$3,000
Dependent Age	Age 19 (25 if FT Student)	Age 19 (25 if FT Student)
Rate Guarantee	1/1/2014 - 12/31/2014	1/1/2015 - 12/31/2015
MONTHLY RATES	CURRENT	RENEWAL
EES		
Employee	\$55.00	\$54.40
Employee + 1	\$98.40	\$97.40
Family	\$169.50	\$167.70
	411	
TOTAL MONTHLY PREMIUM	\$42,116	\$41,674
TOTAL ANNUAL PREMIUM	\$505,396	\$500,089
ANNUAL DIFFERENCE		-\$5,306
% ANNUAL DIFFERENCE		-1.0%

Enrollment from Delta Dental CSAC-EIA received April 2014

Note: This summary is for informational purpose only. It does not amend, extend, or alter the current policy in any way. In the event information in this summary differs from the Plan Document, the Plan Document will prevail.



Santa Cruz Metropolitan Transit - Renewal Action			
Premium rates		Actives	Retirees
Group Number		11027	11027
Current Rates			
Composite			
EE Only	\$55.00	\$55.00	\$55.00
EE + 1	\$98.40	\$98.40	\$98.40
EE + Family	\$169.50	\$169.50	\$169.50
EE + Child(ren)			
Renewal Change		-1%	-1%
<hr/>			
Group Number		11027	11027
Renewal Rates Effective: January 1, 2015			
Composite			
EE Only	\$54.40	\$54.40	\$54.40
EE + 1	\$97.40	\$97.40	\$97.40
EE + Family	\$167.70	\$167.70	\$167.70
EE + Child(ren)			
<p>* Please note that all EIA Dental rates will be rounded to the nearest \$0.10 in order to accommodate groups with bi-weekly contributions.</p>			

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOURTH AMENDMENT TO CONTRACT NO. 11-05 FOR EMPLOYEE DENTAL INSURANCE

This Fourth Amendment to Contract No. 11-05 for Employee Dental Insurance is made effective January 1, 2015 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Alliant Insurance Services, Inc., representing Delta Dental (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Employee Dental Insurance (“Contract”) on January 1, 2011.
- 1.2 The Contract allows for extension upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to extend the Contract term.

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 January 1, 2011 to December 31, 2015.

Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

III. COMPENSATION

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

Effective January 1, 2015, Santa Cruz METRO shall compensate Contractor at the renewal rates agreed upon and set forth in Contractor’s proposal dated March 3, 2014, Attachment A to this Fourth Amendment.

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.

Attachment B

V. AUTHORITY

5.1 Article 9 is amended to include the following language:

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford
CEO/General Manager

Contractor –
ALLIANT INSURANCE SERVICES, INC.

By _____
Christine Kerns
First Vice President

Approved as to Form:

Leslyn Syren
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 3RD OPTION WITH AIRTEC SERVICE FOR HVAC MAINTENANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000

I. RECOMMENDED ACTION

Authorize the CEO to execute a one-year contract extension exercising the 3rd option with Airtec Service for HVAC Maintenance Services in an amount not to exceed \$15,000.

II. SUMMARY

- Santa Cruz METRO has a contract with Airtec Service for HVAC Maintenance Services that will expire on October 13, 2014.
- Airtec Service has requested a 2.4% overall price increase for the new contract period. The contract allows a price increase less than or equal to the latest CPI for our area.
- Airtec Service has performed its duties very well under this contract, and therefore a one-year contract extension with a 2.4% overall price increase for the new contract period is recommended.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO has a contract with Airtec Service for heating ventilation and air conditioning (HVAC) maintenance services that was established on October 14, 2011 for a one-year period, with four optional one-year extensions. The current contract is due to expire on October 13, 2014. Per Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager, over the past year the quality of service provided by Airtec Service has been good. Airtec Service has reviewed the contract and requested a 2.4% pricing increase for the new contract period. The contract allows for a price increase which shall not exceed the annual percentage change in the Consumers Price Index for the San Francisco – Oakland – San Jose area in effect on the start of the new contract period. The current percentage of change in this area is 3%.

Staff recommends that Santa Cruz METRO exercise the 3rd option for a one-year contract extension with Airtec Service for an amount not to exceed \$15,000. Staff further recommends

that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of Santa Cruz METRO. Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This contract has a total not to exceed of \$51,000. Additional funds in an amount of \$15,000 are requested for approval at this time. The new contract total not to exceed would be \$66,000.

Funds to support this contract are included in the Facilities Maintenance FY15 & FY16 Out Repair – Buildings & Improvements (503351) Operating Budgets.

V. ALTERNATIVES CONSIDERED

- Do not renew this contract. Staff does not recommend this option, as Santa Cruz METRO does not have in-house staff trained or certified to perform these mechanical maintenance services.

VI. ATTACHMENTS

Attachment A: Renewal letter from Airtec Service

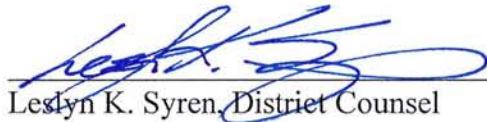
Attachment B: Fourth Amendment to the Contract with Airtec Service

Prepared By: Joan Jeffries, Administrative Assistant
Date Prepared: September 15, 2014

APPROVED:



Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A



July 12, 2014

Santa Cruz Metro
110 Vernon Street
Santa Cruz, Ca 95060

Attn: Erron Alvey

Re: Intent to Extend HVAC Maintenance Services

Contract number 12-09

Erron,

Airtec Service wishes to extend the maintenance agreement contract through October 2015. We have a collective bargaining labor rate increase effective July 1st, 2014 through June 31st, 2015. This is equal to 2.4% of pay package. We would like to request an increase of 2.4%. please see attached proposed revised pricing reflecting the 2.4% change.

Please advise if this is acceptable.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Olson", is written over a large, light blue circular scribble.

David Olson

President

Attachment A



July 22, 2014

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

Re: RFP No. 12-09
Heating, Ventilation & Air Conditioning Maintenance Service

Bid Date: August 4, 2014 5:00pm

Estimator: David Olson

Amendment # 3 October 14, 2014

We hereby propose to provide labor and materials for RFP 12-09 in accordance with bid specifications as follows:

- Part I Instructions to Offerors
- Part II General Information
- Part III Specifications for Servicing
- Part IV General Conditions
- Part V Contract
- Revised Attachment "A" (Addendum #1)

Proposed scope of work shall provide quarterly (4 times per year) scheduled maintenance service at seven (7) locations:

- Santa Cruz Metro Center 920 Pacific Avenue
Price Quarterly: \$350.00/visit
Price Annually: \$1,400.00/year
- Watsonville Transit Center 475 Rodriguez
Price Quarterly: \$376.00/visit
Price Annually: \$1,504.00/year
- Bart Cavallard Transit Center 264 Kings Village
Price Quarterly: \$231.00/visit
Price Annually: \$924.00/year
- Metro Para Cruz Office 2880 Research Park
Price Quarterly: \$236.00/visit
Price Annually: \$944.00/year

SALES ■ SERVICE ■ DESIGN ■ MAINTENANCE

Attachment A

• Metro Admin. Office	110 Vernon Street	Price Quarterly:	\$780.00/visit
		Price Annually:	\$3,120.00/year
• Metro Fleet Maintenance	138 Golf Club Drive	Price Quarterly:	\$879.00/visit
		Price Annually:	\$3,516.00/year
• Metro Fuel Service	1200 B River Street	Price Quarterly:	\$198.00/visit
		Price Annually:	\$792.00/year

Total Proposal Quarterly: \$3,050.00
Total Proposal Annually: \$12,200.00

Hourly Rate Straight Time:	\$124.00/hour
Hourly Rate Time & ½:	\$168.00/hour
Hourly rate Double Time (Holidays)	\$215.00/hour
Mileage Rate Costs:	Ø
Material Discount from List:	15%

The above pricing is based on the following:

- All work to be performed at current Santa Cruz County prevailing wage rates.
- Air filter replacement includes E 35 pleated air filters.

This proposal is good for a 90-day period.

David Olson

Date

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Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOURTH AMENDMENT TO CONTRACT NO. 12-09 FOR HVAC MAINTENANCE SERVICES

This Fourth Amendment to Contract No. 12-09 for HVAC Maintenance Services is made effective October 14, 2014 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and Airtec Service (“Contractor”).

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for HVAC Maintenance Services (“Contract”) on October 14, 2011.
- 1.2 The Contract allows for extension upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to extend the Contract term and to increase the Contract total not-to-exceed amount.

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 October 14, 2011 to October 13, 2015.

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

III. COMPENSATION

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

A price increase of 2.4% shall be effective as of October 14, 2014. New Contract rates are per Attachment A to this Fourth Amendment. Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$15,000 under the terms of this Fourth Amendment.

The new Contract total not to exceed amount is \$66,000. Contractor understands and agrees that if he/she exceeds the \$66,000 maximum amount payable under this Contract, it does so at its own risk.

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.

Attachment B

V. AUTHORITY

5.1 Article 7 is amended to include the following language:

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford
CEO/General Manager

Contractor –
AIRTEC SERVICE

By _____
David Olson
President

Approved as to Form:

Leslyn Syren
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

SUBJECT: CONSIDERATION OF DECLARING THREE (3) FORD VANS, WIRELESS INTERNET (WIFI) EQUIPMENT, A SERVER AND A DIGITAL COPIER AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

I. RECOMMENDED ACTION

That the Board of Directors declares three (3) Ford Vans, WIFI equipment, a server and a digital copier as ready for disposal or auction and direct the CEO to dispose of the items in conformance with Santa Cruz METRO Regulation Number AR-2020, Fixed Assets and Inventoried Items Policy.

II. SUMMARY OF ISSUES

- In accordance with Santa Cruz METRO's policy on disposal of fixed assets, 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.
- Three (3) Ford vans, Highway 17 Wireless Internet (WIFI) equipment, a server, and a digital copier have exceeded their useful life and are no longer needed by Santa Cruz METRO.
- Staff recommends that the Board of Directors declare the items listed in **Attachment A** as excess and direct staff to use appropriate action for disposal.

III. DISCUSSION/BACKGROUND

The following vehicles and equipment identified in the Excess Vehicle & Equipment Listing (Attachment A) have surpassed their useful life expectancy.

- Costs to repair the vehicles outweigh their value; therefore, the vehicles are recommended for disposal. Since the vehicles are fully depreciated, there is no financial obligation to a granting agency with regard to the recommended disposal.
- The Highway 17 WIFI equipment was replaced this fiscal year with new and upgraded equipment for faster speeds and better coverage.
- The server is outdated and has surpassed its useful life expectancy.
- The copier has over 1 million copies, is worn out and has been replaced.

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

The combined estimated gross market value of the three (3) vans is approximately \$7,000; one is in poor condition, and the other two are in fair condition. These vans are fully depreciated, and therefore have a net book value of \$0, so there is no financial impact as a result of the disposal.

The WIFI equipment, server, and copier have been determined to have no re-sale or market value.

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

V. ALTERNATIVES CONSIDERED

- Store the vehicles - This alternative is not recommended because these vehicles have exceeded their useful life, they are cost prohibitive to repair and space is needed for replacement vans.
- Keep the equipment - This alternative is not recommended because the WIFI equipment, server and copier are all technologically obsolete and have exceeded their useful life.

VI. ATTACHMENTS

Attachment A: Excess Vehicle & Equipment Listing – as of September 26, 2014

Board of Directors
Board Meeting of September 26, 2014

Prepared By: Debbie Kinslow, Assistant Finance Manager
Date Prepared: August 29, 2014

APPROVED:



Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager

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Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT										
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 9/26/14										
Vehicle or Asset Tag #	Description	Acquisition Date	Cost	Accumulated Depreciation	Net Book Value	Est. Market Value	Reason for Disposal	Condition	VIN / SN	License #
001	2000 FORD E350	3/13/2000	\$26,619	\$26,619	\$0	\$2,000	OBSOLETE	FAIR	1FMNE31M3YHA99299	E-1047405
002	2000 FORD E350	3/13/2000	\$26,619	\$26,619	\$0	\$2,500	OBSOLETE	FAIR	1FMNE31M6YHA99300	E-1047406
9950	1999 FORD E350	9/7/1999	\$21,753	\$21,753	\$0	\$2,500	OBSOLETE	POOR	1FTNE24Z6XHB94217	E-1032379
5206.00A	DELL SERVER	2/13/2006	\$6,053	\$6,053	\$0	\$0	OBSOLETE	OBSOLETE	3D28D91	N/A
Lot	PARVUS WIFI EQUIP	12/1/2007	\$57,735	\$50,998	\$6,737	\$0	OBSOLETE	OBSOLETE	N/A	N/A
5043	RICOH DIGITAL COPIER	9/1/2004	\$20,081	\$20,081	\$0	\$0	OBSOLETE	OBSOLETE	N/A	N/A

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Robyn D. Slater, Human Resources Manager, and Acting Maintenance Manager

SUBJECT: CONSIDER APPROVAL OF A RETROACTIVE WAGE SCALE ADJUSTMENT FOR THE PAYROLL SPECIALIST AND PAYROLL ACCOUNTING SUPPORT SPECIALIST AS PART OF THE CONTRACTUAL WAGE SCALE REVIEW WITHIN THE MEMORANDUM OF UNDERSTANDING

I. RECOMMENDED ACTION

Staff recommends the Board approve a wage scale adjustment for the class specifications of Payroll Specialist and Payroll Accounting Support Specialist

II. SUMMARY OF ISSUES

- The Memorandum of Understanding (MOU) between Santa Cruz METRO and the Service Employees International Union, Local 521 (SEIU) includes language allowing for a wage survey of up to three (3) positions every year.
- In December 2013 SEIU asked that a wage survey be conducted for the Payroll Specialist position (which processes payroll for the Operations department).
- Information was requested from 12 California Transit Districts and local governmental bodies.
- Since the position was vacant, Santa Cruz METRO and SEIU agreed to delay the completion of the wage survey to allow additional time to collect data.
- After reviewing the data collected, it was determined that the wage scale for the Payroll Specialist position was lower than comparable positions at the agencies used for comparison.
- The wage scale adjustment for the Payroll Specialist created a wage compression issue with the Payroll Accounting Support Specialist (which processes payroll and performs other tasks related to pay for Santa Cruz METRO).
- The Human Resources Manager met with the CEO and reviewed the results of the wage survey and agreed upon a percentage increase to make the wage scale for the Payroll Specialist competitive.
- It was also determined that an adjustment be made to the Payroll Accounting Support Specialist to create an appropriate wage scale differentiation.
- There is an incumbent in the Payroll Accounting Support Specialist position requiring a retroactive adjustment to July 3, 2014.

III. DISCUSSION/BACKGROUND

The SEIU Memorandum of Understanding states that the Union can request salary surveys for up to three positions per year. In December 2013 SEIU requested a salary survey of the Payroll Specialist position. The main function of the Payroll Specialist is the preparation the payroll for the Operations department.

Previously, Santa Cruz METRO and SEIU had agreed on 12 organizations comprised of local agencies and California transit districts that are used for all salary surveys. The organizations were contacted and, the class specifications and wage scales of like positions were reviewed.

There was a delayed response from some agencies which caused a delay in the completion of the survey. The Human Resources Manager notified SEIU. It was agreed that it was important to receive as many responses as possible to insure the data was accurate and complete. The Payroll Specialist position was vacant, so an employee was not affected by the delay.

After completing the wage survey, six agencies had comparable positions. The wage scale for the Payroll Specialist had two agencies with lower wage scales. Four agencies had higher wage scales.

The survey results demonstrated that the wage scale for the Payroll Specialist should be adjusted. The adjustment created an overlap with the Payroll Accounting Support Specialist wage scale, which has an incumbent. The two positions are closely related. There is not a contractual requirement to adjust the Payroll Accounting Support Specialist position, however, if no adjustment is made the wage scales for the two positions would overlap.

The Human Resources Manager met with the CEO and the affected department managers and reviewed the results of the wage survey. The Human Resources Manager suggested an adjustment of 5% to the wage scale for both positions.

After receiving agreement by the CEO and the department managers the Human Resources Manager met with SEIU and presented the suggested increase. The union agrees with the proposed increases.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Exact cost for the Payroll Specialist cannot be determined since it is unknown at what step the new employee would be hired. The approximate wage increase for the Payroll Accounting Support Specialist is \$3,000.

Additional costs can be absorbed within the Personnel expense sections of the current operating budget for both positions.

V. ALTERNATIVES CONSIDERED

- Don't approve the wage scale adjustment for the Payroll Specialist.
- Don't approve the wage scale adjustment for the Payroll Administrative Support Specialist

- Don't approve the wage scale adjustment for the Payroll Specialist and the Payroll Administrative Support Specialist.
Staff does not recommend any of the alternatives. The MOU requires that wage studies be conducted when requested. The methodology used to make the recommendation has been established over time. It may be difficult to attract qualified candidates for the Payroll Specialist position if the wage scale is not adjusted. If the wage scale for the Payroll Administrative Support Specialist is not adjusted it would be demoralizing for the current incumbent.

VI. ATTACHMENTS

Attachment A: Adjusted wage scale spreadsheet

Prepared By: Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager
Date Prepared: September 16, 2014

APPROVED:



Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager



Alex Clifford, CEO/General Manager

**COMPARISON OF OLD AND NEW WAGE SCALE
PAYROLL SPECIALIST**

OLD 2014	\$21.34	\$22.46	\$23.56	\$24.78	\$25.98	\$27.29
NEW 2014 *	\$22.41	\$23.58	\$24.74	\$26.02	\$27.28	\$28.65

OLD 2015	\$21.77	\$22.91	\$24.03	\$25.28	\$26.50	\$27.84
NEW 2015 *	\$22.86	\$24.06	\$25.23	\$26.54	\$27.83	\$29.23

**COMPARISON OF OLD AND NEW WAGE SCALE
PAYROLL ACCOUNTING SUPPORT SPECIALIST****

OLD 2014	\$22.46	\$23.56	\$24.78	\$26.00	\$27.29	\$28.65
NEW 2014 *	\$23.58	\$24.74	\$26.02	\$27.30	\$28.65	\$30.08

OLD 2015	\$22.91	\$24.03	\$25.28	\$26.52	\$27.84	\$29.22
NEW 2015 *	\$24.06	\$25.23	\$26.54	\$27.85	\$29.23	\$30.68

* Adjusted by 5%

**Wage increase would be back dated to 7/3/14

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014
TO: Board of Directors
FROM: Erron Alvey, Purchasing Manager
SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR FLEET OUTSIDE REPAIR SERVICES

I. RECOMMENDED ACTION

Authorize the Purchasing Manager to issue a formal Request for Proposals for Fleet Outside Repair Services.

II. SUMMARY

- Santa Cruz METRO requires the services of fully licensed and insured automotive repair companies to handle overflow maintenance and repairs on non-revenue and ParaCruz vehicles.

III. DISCUSSION/BACKGROUND

The Fleet Maintenance Department is responsible for all non-warranty maintenance and repairs for Santa Cruz METRO non-revenue/staff support and ParaCruz vehicles. Currently, there are sixty three (63) support vehicles and forty one (41) ParaCruz vehicles. Maintaining and repairing fixed route buses is the priority, so in order to keep the maximum amount of mechanics working on buses, a contract for overflow services on support vehicles and ParaCruz vehicles is requested. In addition, the maintenance shop is not large enough to accommodate this volume of vehicles.

There are two such contracts in place at this time, supporting solely ParaCruz vehicles, which will expire on December 31, 2014.

The procurement is expected to result in multiple contracts with companies that have different specialties and capabilities, and to provide redundancy in case a service provider does not have capacity at the time the maintenance or repair is needed. Ideally there will be contractors located in both the north and south areas of Santa Cruz County to provide additional flexibility. The contracts will be structured with a two-year base period, and one-year options.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize the initiation of a procurement estimated to have resulting contracts with a cumulative value of \$500,000 over a five-year period. This amount is based on spending

over the past five years on two similar contracts and other ongoing Fleet Maintenance repairs handled by outside vendors that would be captured under the resulting contracts.

V. ALTERNATIVES CONSIDERED

- Fleet Maintenance could perform repairs in house. This is not recommended as existing work space is constrained and the department is not currently staffed to meet the demand.

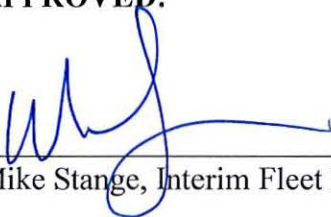
Staff recommends a procurement to solicit proposals from repair firms throughout Santa Cruz County and award multiple contracts to lock in rates and provide support to Fleet Maintenance mechanics.

VI. ATTACHMENTS

Attachment A: Authorizing Resolution

Prepared By: Erron Alvey, Purchasing Manager
Date Prepared: August 12, 2014

APPROVED:



Mike Stange, Interim Fleet Maintenance Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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

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

**RESOLUTION AUTHORIZING THE PURCHASING MANAGER
TO SOLICIT PROPOSALS FOR FLEET OUTSIDE REPAIR SERVICES**

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for Fleet Outside Repair Services;

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AS FOLLOWS:

THAT, the Purchasing Manager is authorized to issue a Request for Proposals for the services and/or supplies described above; and

THAT, the RFP is approved for release pursuant to the provisions of the Santa Cruz Metropolitan Transit District's Procurement Policy.

PASSED AND ADOPTED this 26th day of September, 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
DENE BUSTICHI
Board Chair

ATTEST: _____
ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014
TO: Board of Directors
FROM: Erron Alvey, Purchasing Manager
SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR SECURITY GUARD SERVICES

I. RECOMMENDED ACTION

Authorize the Purchasing Manager to issue a formal Request for Proposals for Security Guard Services.

II. SUMMARY

- Santa Cruz METRO has a contract for security guard services with First Alarm Security & Patrol, Inc. (“First Alarm”).
- Santa Cruz METRO has a need to expand the scope of services of the current contract, and is therefore requesting that the Board of Directors authorize the issuance of a formal Request for Proposals (“RFP”) to obtain all required services.
- The current contract with First Alarm expires on May 31, 2015 and although there is sufficient Board approved budget in the FY15 budget to get us through May 31, 2015, the current Board approved Not to Exceed (NTE) authority will run out by the end of this year.

III. DISCUSSION

Santa Cruz METRO has a contract for security guard services with First Alarm, and utilizes those services at several locations, including Pacific Station, the Watsonville Transit Center, the Operations Yard at 165 Dubois Street, and 1200B River Street for farebox vault processing.

Senate Bill 1236, recently signed by Governor Edmund Brown, will allow governing boards of transit agencies to adopt ordinances that prohibit specific behaviors in their transit systems, and empower contracted security officers and select employees to issue citations for prohibited behaviors that take place in the transit system.

The issuance of citations, and the extensive training that would first be required, are outside of the scope of services of the contract in place with First Alarm. Staff is requesting that the Board of Directors authorize the issuance of a formal Request for Proposals (“RFP”) in order to obtain all required services. In addition to the need for expanded services, the current Board approved

Not to Exceed (NTE) authority has a balance of \$268,019 as of the end of July 2014 which will be exhausted by the end of the year.

IV. FINANCIAL CONSIDERATIONS

Funds to support the security contract are included in the Security and Risk FY15 budget under the Security Services Operating Budget (503171) in the amount of \$525,000.

V. ALTERNATIVES

- Do not issue a new RFP. This is not recommended since the current scope of work of the First Alarm contract would not allow us to take advantage of the citation legislation.

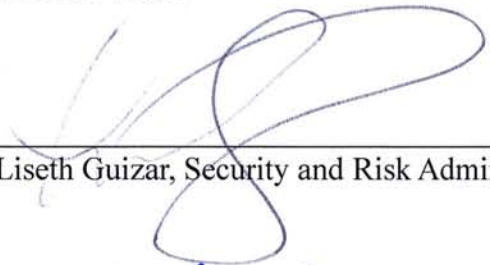
VI. ATTACHMENTS

Attachment A: Authorizing Resolution

Prepared By: Liseth Guizar, Security and Risk Administrator
Erron Alvey, Purchasing Manager

Date Prepared: September 18, 2014

APPROVED:



Liseth Guizar, Security and Risk Administrator



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

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

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

RESOLUTION AUTHORIZING THE PURCHASING MANAGER TO SOLICIT PROPOSALS FOR SECURITY GUARD SERVICES

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for Security Guard Services;

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AS FOLLOWS:

THAT, the Purchasing Manager is authorized to issue a Request for Proposals for the services and/or supplies described above; and

THAT, the RFP is approved for release pursuant to the provisions of the Santa Cruz Metropolitan Transit District's Procurement Policy.

PASSED AND ADOPTED this 26th day of September, 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
DENE BUSTICHI
Board Chair

ATTEST: _____
ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:


LESLYN K. SYREN
District Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

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 Santa Cruz METRO 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: Eriko K. Dreyer, Temporary Administrative Assistant

Date Prepared: September 17, 2014

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REVISED

**EMPLOYEE LONGEVITY AWARDS TO BE PRESENTED AT THE
BOARD MEETING ON SEPTEMBER 26, 2014**

For September 2014

CERTIFICATE OF APPRECIATION FOR 10 YEARS

Candis L. Almanza	Paratransit Supervisor
Sandra D. Howard	Reservationist
Melody Martin	Reservationist
Lupe Sanchez	Reservationist
Noel Trepagnier	Dispatcher

CERTIFICATE OF APPRECIATION FOR 25 YEARS

A. John Daugherty	Accessible Services Coordinator
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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014
TO: Board of Directors
FROM: Alex Clifford, CEO
SUBJECT: METROBASE FUNDING UPDATE AND ACTION TO CREATE A LIFE OF PROJECT BUDGET AND CAPITAL RESOURCE ALLOCATION PLAN

I. RECOMMENDED ACTION

That the Santa Cruz METRO Board of Directors approve: (A) The proposed revised definition of “MetroBase”; (B) The Creation of a Life of Project budget and the proposed expenditure plan for the MetroBase Phase II Project in the amount of \$24,732,549 as reflected in Table 1; (C) The MetroBase Phase II funding sources plan as reflected in Table 2; (D) The allocation of \$1,342,942 to a capital restricted reserve as also reflected in Table 2; (E) Programming the 2015 PTMISEA funds in the amount of \$5.875M to the Pacific Station Project.

II. SUMMARY OF ISSUES

- MetroBase is a Project that was envisioned as somewhat of a campus that would include a compressed natural gas (CNG) fueling facility, new operations building, new administration building, new maintenance building, expanded maintenance building and possibly a relocated ParaCruz operations building.
- In the recent Triennial audit, the FTA expressed concern over such a consolidated approach to capital projects and the time it was taking to complete the Project.
- The CEO seeks Board approval on the revised definition of MetroBase and its future closeout
- The Board of Directors seeks a full accounting of resources committed to MetroBase
- The CEO recommends that the final installment of Prop 1B PTMISEA funds in the amount of \$5.875M be assigned to the Pacific Station Project
- The CEO recommends that the remaining capital restricted resources be identified as a capital restricted reserve

III. DISCUSSION/BACKGROUND

In the 1990s, the Santa Cruz METRO Board of Directors (the Board) determined that a consolidated approach to maintenance, operations and administration was in Santa Cruz METRO’s best interest. It was proposed that these facilities would be consolidated into one campus called the MetroBase Project.

In 2003, following many years of delay, the Board authorized the purchase of properties located at 1122 River Street and 120 Golf Club Drive. Later, in 2007 the building at 110 Vernon was purchased.

(A) The CEO proposes the following definition of the MetroBase Project:

- MetroBase Phase I is defined as the construction activities associated with the CNG fueling facility, maintenance facility and the administrative offices (all completed).
- MetroBase Phase II is defined as the construction activities associated with the second LNG fuel storage tank and the operations building (in progress).
- Following acceptance and closeout of the operations building, the MetroBase Project will be completed.

(B) The CEO proposes that the Board establish a Life of Project budget for the Phase II portion of the MetroBase Project to include the second LNG fuel storage tank and the operations building in the amount of \$24,732,549.

On February 24, 2012 the Board received a staff report reflecting a high-level Project budget of a little over \$20M. Later, in early 2013 a capital budget update presented to the Board reflected approximately \$25.2M in various resources as being assigned to the MetroBase Project. Internal documents further suggested that the FY15 PTMISEA would also be dedicated to the MetroBase Project, thereby taking the potential commitment to about \$31M.

TABLE 1: Proposed MetroBase Phase II Life of Project Budget Expenditure Plan

	Base NTE	New NTE	Amount
LCN Construction contract (NOTE: The engineer's estimate was \$ 15,613,200)	\$13,572,000		\$13,572,000
LCN – Board approved increase in NTE (2/13/13)		13,772,586	200,586
RNL Design Contract	800,000		800,000
RNL - Board approved increase in NTE (2/13/13)		936,255	136,255
TRC Construction Management Contract	1,495,440		1,495,440
TRC - Board approved increase in NTE (2/13/13)		1,514,840	19,400
Contingency (construction, design & project management)			1,622,368
Extended construction management services due to delays			700,000
In-house Project Management (2 yrs)			400,000
In-house Administrative Specialist (2 yrs)			215,000
Additional year of contract management & Administrative Specialist			307,500
Added services related to peer review, hazardous materials remediation, shoring review, excessive shop drawing and structural review (RNL, Biggs-Cardosa, Cotton Shires and Mesiti-Miller). Estimate only.			300,000
TOTAL (a)			\$19,768,549
Additional Costs Not Originally Anticipated or Programmed			
Second LNG tank (amount not covered by the MBUAPCD grant - \$200K)			\$ 814,000
Four VSW's from start of Project through 2015			1,000,000
Expenses associated with temporary operating facility at Dubois			1,200,000
Furniture & cubicles for new operations facility			300,000
Estimated inside & outside counsel expenses			150,000
Hill International contract for PM services			1,500,000
TOTAL – Additional Costs (b)			\$4,964,000
Proposed New Life of Project Budget (=a + b)			\$24,732,549

(C) TABLE 2: Proposed MetroBase Phase II Revised Funding Source Plan*

Funding Source	Total Available	Expended Life to Date (Through June 30, 2014)
FY09 STIC*	\$1,108,062	\$1,108,062
FY10 PTMISEA	1,000,000	1,000,000
FY13 SLPP	5,812,000	2,601,838
Sales tax match to SLPP*	5,812,000	2,601,838
FY 11 – 13 PTMISEA	11,010,047	2,685,210
Sakata Lane Funds	1,333,382	415,127
TOTAL	\$26,075,491	\$10,412,076
MetroBase Phase II Project	(24,733,635)	
(D) Capital Restricted Reserve	\$1,342,942	

NOTE: Funds listed in order of priority spending

* With the exception of the FY09 STIC funds (expended) and the sales tax match for the SLPP funds, all other funds are capital restricted and could not be used in the operating fund. SLPP requires a dollar-for-dollar match, so METRO would not be able to use the SLPP without a matching source.

(D) The CEO proposes that the remaining capital funds in the amount of \$1,342,942 be designated as a capital restricted reserve.

(E) The CEO proposes that the FY15 installment of PTMISEA in the amount of \$5.875M to be placed on the Pacific Station Project as a placeholder for now.

All PTMISEA must be expended by June 30, 2017

IV. FINANCIAL CONSIDERATIONS/IMPACT

Tables 1 and 2 of this report reflect the proposed MetroBase expenditure plan and the proposed funding source plan. The Project Manager is responsible for budgeting the appropriate capital amount in each annual budget during the life of the Project.

V. ALTERNATIVES CONSIDERED

Do nothing. This alternative is not recommended since this Project is in need of a definitive Project life cycle and a revised Project budget.

VI. ATTACHMENTS

NONE

Prepared By: Alex Clifford, CEO
Debbie Kinslow, Assistant Manager
Erron Alvey, Purchasing Manager
Tom Hiltner, Grants/Legislative Analyst
Claire Fliesler, Acting Grants/Legislative Analyst

Date Prepared: September 17, 2014

APPROVED:



Alex Clifford, CEO/General Manager

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR FACILITIES EVALUATION FOR ADA COMPLIANCE

I. RECOMMENDED ACTION

Authorize the Purchasing Manager to issue a formal Request for Proposals to obtain the services of a consultant to perform an evaluation of Santa Cruz METRO facilities for ADA compliance.

II. SUMMARY

- Santa Cruz METRO requires the professional services of a consultant to perform an evaluation of all of Santa Cruz METRO's publicly accessible facilities for compliance with the Americans with Disabilities Act (ADA).
- As part of this analysis, Santa Cruz METRO will include accessibility of equipment providing automated services to ensure ADA compliance.
- Santa Cruz METRO last performed a Facilities Analysis for ADA compliance in 2008.

III. DISCUSSION

The Americans with Disabilities Act of 1990 was revised in 2010 (taking affect March 15, 2011), amending regulations for state and local governments. As a local government agency, Santa Cruz METRO is required to comply with all requirements of the ADA which includes periodic review of its facilities. The services of a professional consultant are required to review all Santa Cruz METRO's publicly assessable buildings and equipment, to report on the findings, and recommend any corrective actions should there be any areas of concern.

Such a review was last performed in 2008. As such, Santa Cruz METRO must periodically review its facilities and equipment to determine compliance with ADA standards, including, changes to both the structures and ADA requirements. These reviews assure both the agency and the public that it has evaluated and assessed the state of its facilities for accessibility by all members of the community.

IV. FINANCIAL CONSIDERATIONS

This action will authorize the initiation of a procurement estimated to have a resulting contract with a value of \$75,000.

V. ALTERNATIVES

- Do not obtain these consultant services and rely on in-house analysis on a case-by-case basis. This is not recommended as these types of consultants are typically certified and experts in accessibility laws. Santa Cruz METRO will benefit from being proactive and ensuring compliance before the possibility of a formal complaint.

VI. ATTACHMENTS

Attachment A: Authorizing Resolution

Prepared By: Erron Alvey, Purchasing Manager
Date Prepared: August 19, 2014

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

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

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

RESOLUTION AUTHORIZING THE PURCHASING MANAGER TO SOLICIT PROPOSALS FOR FACILITIES EVALUATION FOR ADA COMPLIANCE

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for an evaluation of its facilities for ADA compliance;

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AS FOLLOWS:

THAT, the Purchasing Manager is authorized to issue a Request for Proposals for the services and/or supplies described above; and

THAT, the RFP is approved for release pursuant to the provisions of the Santa Cruz Metropolitan Transit District's Procurement Policy.

PASSED AND ADOPTED this 26th day of September, 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
DENE BUSTICHI
Board Chair

ATTEST: _____
ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: September 26, 2014

TO: Board of Directors

FROM: Leslyn K. Syren, District Counsel

SUBJECT: CONSIDERATION OF MODIFICATIONS TO SANTA CRUZ METRO'S DISCOUNT FARE POLICY AND ACCEPT A NEW DISCOUNT FARE APPLICATION

I. RECOMMENDED ACTION

Accept and approve modifications to the Discount Fare Policy and Discount Fare Application.

II. SUMMARY OF ISSUES

- Santa Cruz METRO's Discount Fare Policy has been in place for many years in order to implement the Urbanized Area Formula Program (Section 5307) grant requirements.
- The proposed modifications include revisions to Sections 4.01(c); 5.01(b), and Section 8.00 of the Discount Fare Program, as well as the creation of a new Discount Fare Application.
- Section 4.01(c) of the policy has been revised to clarify that an individual presenting a Medicare ID Card will also be required to present a legal photo ID in order to obtain a Discount Fare.
- Section 5.01(b) of the policy has been revised to correctly reflect the days/hours that the Watsonville Transit Center is open for individuals who wish to purchase a Discount ID Card.
- Section 8.00 has been updated to include changes to the Santa Cruz METRO pass vendors. The location and hours of all ticket vending machines was added to this section.
- Santa Cruz METRO staff reviewed the proposed modified policy with the Elderly and Disabled Transportation Advisory Committee (E&D TAC) and METRO's Advisory Committee (MAC). Both Committees reviewed the modified Discount Fare Program and provided recommendations, some of which have been incorporated into the Policy.
- The proposed modifications are revenue neutral changes.
- Santa Cruz METRO Staff has reviewed the attached Discount Fare Program and is requesting Board approval.

III. DISCUSSION

The Federal Urbanized Area Formula Program (Section 5307) requires fixed-route grantees to allow 1) Elderly persons, (2) Persons with disabilities, and (3) Medicare cardholders to ride fixed-route service during the off-peak hours for a fare that is not more than one-half the base fare charged other persons during the peak hours. METRO has received Section 5307 grant funds for many years. In 2009, METRO received a §5307 grant for capital and operating assistance (\$3,496,293 for general operating assistance and \$700,000 for capital improvements for METROBASE). As a result of this funding, METRO continues to be required to offer discounted fares in accordance with the §5307 requirements during off-peak hours. Therefore, METRO's fixed route service, during non-peak hours, must provide a discounted fare for elderly persons (defined as 65 years or older), and persons with disabilities that is no greater than 50% of the fare applicable during peak hours of service. Additionally, the discounted fare rates must apply to any person presenting a Medicare Card issued pursuant to the Social Security Act

Those individuals who wish to obtain discounted fare by presenting a valid Medicare Card must also present a legal photo ID to check the validity of the Medicare Card. Section 4.01 (c) has been revised to reflect this change.

METRO staff was informed that the Watsonville Transit Center is only open for the purchasing of Discount ID Cards the second (2nd) Tuesday of every month by Appointment ONLY. Staff felt that this was a significant item that should be included in the policy. Therefore §5.01(b) has been revised to mirror this change.

Following a discussion with Customer Service Staff, § 8.00 of the policy was updated to reflect recent changes to the current Santa Cruz METRO vendors and ticket vending machine (TVM) locations. The policy has been updated with the hours that each ticket vending machine is available for use. The TVMs that are located within Pacific Station and the Watsonville Transit Center are only accessible during those hours that the transit center is staffed. In addition to these changes, "Santa Cruz METRO" was updated throughout the policy.

METRO staff attended meetings of E&D TAC and MAC to obtain their input on the proposed changes to the regulation. Some E&D TAC members asked if there was a requirement to include the use of service animals on the *Discount Fare Application*. Following a discussion with the members of E&D TAC, the question regarding the use of a service animal has been removed from the *Discount Fare Application*.

METRO Staff created a new Form for customers who wish to apply for a Discount Fare Card. The "**Discount Fare Application**" (See *Attachment A* to the Discount Fare Program) was created to pair with those requirements in our program. This new form will replace the former "Professional Verification of Disability Status" that was previously used. We are hopeful that the new Application will be easier for customers to

complete, as it mirrors those categories listed in §4.01 of the policy. With the addition of the TVMs to Santa Cruz METRO's operations, customers now have greater access to purchase tickets and passes.

IV. FINANCIAL CONSIDERATIONS

The proposed modifications to the policy will have no financial impact.

V. ATTACHMENTS

- A:** Older Adult and Persons with Disabilities Fixed Route Discount Fare Program (AR-1028) – Redlined
- B:** Proposed Older Adult and Persons with Disabilities Fixed Route Discount Fare Program

Board of Directors
Board Meeting of September 26, 2014

Prepared By: Rickie-Ann Kegley, Paralegal
Date Prepared: September 19, 2014

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1028

Computer Title: Discount Fare.doc

Effective Date: March 27, 2009

Pages: ~~12~~ 14

TITLE: OLDER ADULT AND PERSONS WITH DISABILITIES FIXED ROUTE DISCOUNT FARE PROGRAM

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
March 27, 2009	New Policy	D.B.
October 22, 2010	Revised Section 4.01, and revisions to include purchase of passes on website	E.P.
September 26, <u>2014</u>	<u>Update METRO Pass Outlets, add Ticket Vending Machine locations and revise Attachment A</u>	

I. POLICY

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) that older adult persons and persons with disabilities or an individual presenting a Medicare card, will be charged a discounted fare for transportation on Santa Cruz METRO's fixed route service.
- 1.02 This policy sets forth the criteria that Santa Cruz METRO employees must follow in order to insure that qualified individuals receive the discount that is allowed by this regulation.

II. APPLICABILITY

- 2.01 This policy is applicable to Santa Cruz METRO employees and qualified individuals using the fixed route service.

III. DEFINITIONS

- 3.01 **"Discount Fare"** means one-half the regular fare.
- 3.02 **"Older Adult"** means any person who is at least 62 years old.
- 3.03 **"Individual with a Disability"** means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, or an individual who has one of the valid documents listed in Section 4.01(b) of this policy.

Attachment A

3.04 **“Temporary Disability”** means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, and that disability is not permanent.

IV. ELIGIBILITY

4.01 To qualify for a **discount** fare or ticket pursuant to this policy, a qualified individual must present one of the following to the bus operator, transit center ticket agent, or at a [Santa Cruz](#) METRO Pass Outlet (See Section VIII) when paying a fixed route fare:

a. For Older adult (at least 62 years of age):

- i.) [Santa Cruz](#) METRO Discount Photo Identification Card;
- ii.) [Santa Cruz](#) METRO ParaCruz Identification Card;
- iii.) Paratransit Identification Card issued by another Transit Agency;
- iv.) Senior Citizen Identification Card;
- v.) Discount Photo Identification Card issued by another Transit Agency;
- vi.) Identification that displays date of birth (i.e. passport, or birth certificate);
- vii.) Current State Driver’s License, or current State Identification Card;

b. For Persons with Disabilities:

- i.) [Santa Cruz](#) METRO Discount Photo Identification Card;
- ii.) [Santa Cruz](#) METRO ParaCruz Identification Card;
- iii.) Paratransit Identification Card issued by another Transit Agency;
- iv.) Discount Photo Identification Card issued by another Transit Agency;
- v.) Medicare Identification Card;
- vi.) [California Disabled](#) Identification Card ~~for a California Disabled Parking Placard~~;
- vii.) Proof of Veterans Disability-a copy of valid Service Connected Disability Identification Card or a Veterans Administration Certification demonstrating a disability rating for aid and attendance or a service-connected disability with a rating level of 50% or higher.

Attachment A

c. **Any individual presenting a valid Medicare Identification Card.** The person presenting a Medicare ID Card must also present a legal photo ID ~~may be asked for additional proof of identity (i.e., another card with a photograph)~~ to check the validity of the Medicare Card.

4.02 To qualify for a Santa Cruz METRO **Discount Fare Card**, an applicant must provide Santa Cruz METRO Customer Service with one of the valid documents listed in Section 4.01 of this policy.

4.03 If an individual does not have one of the valid identification cards listed in Section 4.01 of this policy, he/she may still be eligible for a Santa Cruz METRO **Discount Fare Card**. An additional way to qualify for a Santa Cruz METRO **Discount Fare Card** is to submit a completed “Professional Verification of Disability Status Discount Fare Application” (*Attachment A*). Attachment A must identify the appropriate eligibility category from Section 4.04 and must be completed by one of the following licensed professionals for such category:

- a. Licensed physicians with a Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.) degree, licensed physician’s assistants and nurse practitioners may certify in all categories in which they are licensed to diagnose;
- b. Licensed chiropractors, may certify in categories 1,2, 3 and 4;
- c. Licensed podiatrists, may certify disabilities involving the feet under categories 1,2,3 and 4;
- d. Licensed optometrists, may certify in category 9;
- e. Licensed audiologists, may certify in category 10;
- f. Licensed clinical psychologists and licensed educational psychologists, may certify in categories 12, 15, 16 and 17;
- g. Licensed marriage family and child counselors (MFCC), marriage and family therapists, and licensed clinical social workers (LCSW) may certify in Category 17.

4.04 To qualify for Santa Cruz METRO **Discount Fare Card** based on a disability, the individual must meet one of the following categories as determined by a qualified individual identified in Section 4.03:

1. **Non-ambulatory Disabilities**—Impairments that, regardless of cause, require individuals to use a wheelchair for mobility;
2. **Mobility Aids**—Impairments that cause individuals to walk with significant difficulty, including individuals using a leg brace, cane walker, or crutches to achieve mobility;
3. **Musculo-Skeletal Impairment (Including Arthritis)**—Musculo-skeletal impairment such as muscular dystrophy, osteogenesis

Attachment A

imperfecta or any type of arthritis; such as functional Class III or anatomical Stage III;

4. **Amputation** – Persons who suffer amputation of, or anatomical deformity of (i.e. loss of major function due to degenerative changes associated with vascular or neurological deficits, traumatic loss of muscle mass or tendons and x-ray evidence of bony or fibrous ankylosis at an unfavorable angle, joint subluxation or instability): (a) both hands; or (b) one hand and one foot; or (c) amputation of lower extremity at or above the tarsal region (one or both legs);
5. **Cerebrovascular Accident (Stroke)**—With one of the following: (a) pseudobulbar palsy; or (b) functional motor deficit in any of two extremities; or (c) ataxia affecting two extremities substantiated by appropriate cerebellar signs or proprioceptive loss post 4 months.
6. **Pulmonary Ills**—Respiratory Impairments of Class 3 and 4. Class 3: FVC between 51 percent and 59 percent of predicted; or FEV between 41 percent and 59 percent of predicted. Class 4: FVC less than or equal to 50 percent of predicted; or FEV less than or equal to 40 percent of predicted.
7. **Cardiac Ills**—Cardiovascular impairments of functional Class III or IV. Functional Classification: Class III: Individuals with cardiac disease resulting in marked limitation of physical activity. They are comfortable at rest. Less than ordinary physical activity causes fatigue, palpitation, dyspnea or anginal pain. For instance, inability to walk one or more level blocks or climbing a flight of ordinary stairs. Class IV: Individuals with cardiac disease resulting in inability to carry out any physical activity without discomfort. Symptoms of cardiac insufficiency or of the anginal syndrome may be present even at rest. If physical activity is undertaken, discomfort is increased.
8. **Dialysis**—Individuals whose disability requires the use of a kidney dialysis machine.
9. **Sight Disabilities**—Those individuals whose vision in the better eye, after best correction, is 20/200 or less; or those individuals whose visual field is contracted (commonly known as tunnel vision): (a) to 10 degrees or less from a point of fixation; or (b) so the widest diameter subtends an angle no greater than 20 degrees; and (c) individuals who are unable to read information signs or symbols for other than language reasons.
10. **Hearing Disabilities**—Deafness or hearing incapacity that makes an individual unable to communicate or hear warning signals, including only those persons whose hearing loss is 70 dba or greater in the 500, 1000, 2000 Hz. Ranges.

Attachment A

11. **Disabilities of Incoordination**—Individuals suffering faulty coordination or palsy from brain, spinal or peripheral nerve injury and any person with a functional nerve injury and any person with a functional motor deficit in any two limbs or who suffers manifestations which significantly reduce mobility, coordination or perceptiveness not accounted for in previous categories;
12. **Intellectual Disability**—Individuals characterized by significant limitations both in intellectual functioning and in adaptive behavior as expressed in conceptual, social, and practical adaptive skills. This disability generally originates during the developmental period before the age of 18 or as the result of illness or accident later in life and is associated with impairment in adaptive behavior (a general guideline is an IQ which is more than two standard deviations below the norm).
13. **Cerebral Palsy**—A disorder dating from birth or early infancy or as the result of illness or accident later in life, non-progressive, although if not treated there is marked regression in functioning characterized by examples of aberrations of motor functions (paralysis, weakness, incoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, developmental disabilities, learning difficulty and behavioral disorders.
14. **Epilepsy (Convulsive Disorder)**—A clinical disorder involving impairment of consciousness, characterized by seizures (e.g., generalized, complex partial, major motor, grand mal, petit mal or psychomotor), occurring more frequently than once a month in spite of prescribed treatment, with (a) diurnal episodes (loss of consciousness and convulsive seizure); (b) nocturnal episodes which show residual interfering with activity during the day; or (c) a disorder involving absence (petit mal) or mild partial (psychomotor) seizures occurring more frequently than once per week in spite of prescribed treatment with 1) Alteration of awareness or loss of consciousness; and 2) Transient postictal manifestations of conventional or antisocial behavior. Person exhibiting seizure-free control for a continuous period of more than six (6) months duration are not included in the statement of Epilepsy defined in this category.
15. **Infantile Autism**—A syndrome described as consisting of withdrawal, very inadequate social relationships, language disturbance and monotonously repetitive motor behavior. Many children with autism will also be seriously impaired in general intellectual functioning. This syndrome usually appears before the age of six and is characterized by severe withdrawal and inappropriate response to external stimuli.
16. **Neurological Impairment**—A syndrome characterized by learning, perception and/or behavioral disorders of an individual who's IQ is not

less than two standard deviations below the norm. These characteristics exist as a result of brain dysfunctions (any disorder in learning using the senses), neurologic disorder or any damage to the central nervous system, whether due to genetic, hereditary, accident or illness factors. This section includes people with severe gait problems who are restricted in mobility.

17. **Mental Disorders**—Individuals whose mental impairment substantially limits one or more of their major life activities. This includes inability to learn, work or care for oneself. A principal diagnosis from the SSM IV classification in one of the following areas is required for eligibility: Organic Mental Disorders, Schizophrenic Disorders, Paranoid Disorders, Psychotic Disorders not elsewhere classified, Affective Disorders, Somata Form Disorders, Dissociative Disorders, Adjustment Disorders, Psychological Factors Affecting Physical Condition, and Post Traumatic Stress Syndrome. These diagnoses must be at Class 3 to 5 levels:

- Class 3-Moderate Impairment. Levels compatible with some, but not all, useful functions.
- Class 4-Marked Impairment. Levels significantly impede useful functioning.
- Class 5-Extreme Impairment. Levels preclude useful functioning,

(**Note:** If a person's disorder is in remission or primary incapacity is acute or chronic alcoholism or drug addiction, they are specifically excluded from discount fare eligibility.)

18. **Chronic Progressive Debilitating Disorders**—Individuals who experience chronic and progressive debilitating diseases that are characterized by constitutional symptoms such as fatigue, weakness, weight loss, pain and changes in mental status that, taken together, interfere in the activities of daily living and significantly impair mobility. Examples of such disorders include: (a) Progressive, uncontrollable malignancies (i.e., terminal malignancies or malignancies being treated with aggressive radiation or chemotherapy); (b) Advanced connective tissue diseases (i.e., advance stages of disseminated lupus erythematosus, scleroderma or polyarteritis nodosa); (c) Symptomatic HIV infection (i.e., AIDS or ARC) in CDC defined clinical categories B and C.

19. **Multiple Impairments**—This category may include, but not be limited to, persons disabled by the combined effects of more than one impairment, including those related to age. The individual impairments themselves may not be severe enough to qualify as a Transit

Attachment A

Dysfunction; however, the combined effects of the disabilities may qualify the individual for the program.

V. PURCHASING SANTA CRUZ METRO DISCOUNT ID CARDS

5.01 An eligible individual may purchase a Santa Cruz METRO Discount Fare Card at either of the following locations at the times indicated:

- a. Santa Cruz Metro Center (Pacific Station) Information Booth on weekdays. Please contact (831-425-8600) Santa Cruz METRO for specific times.
- b. Watsonville Transit Center at West Lake and Rodriguez Streets ~~the second every~~ Tuesday ~~of every month by appointment ONLY. generally-~~ Please contact (831-425-8600) Santa Cruz METRO ~~to make an appointment for specific times.~~

5.02 An eligible individual must present one of the forms of Identification listed in Section 4.01 or other acceptable proof of age in order to qualify for a Santa Cruz METRO Discount Fare Card based on being 62 years of age or older.

5.03 a. To purchase a Santa Cruz METRO Discount Fare Card based on disability without proof of disability set forth in Section 4.01(b), the individual must provide a completed "~~Professional Verification of Disability Status~~ Discount Fare Application" (*Attachment A*). Attachment A must be certified by a licensed medical practitioner or other licensed professional verifying that the individual has a disability (see Section IV), which may qualify the individual for a discounted fare.

***Discount Fare Applications Verification of Disability Status Forms can be picked up at:**

Santa Cruz Metro Center (Pacific Station) Information Booth, or requested by phone at (831) 425-8600;

Santa Cruz METRO's Accessible Services Coordinator at (831) 423-3868 or the California Relay System at 800-735-2929.

The forms are also available on-line at Santa Cruz METRO's website: **www.scmttd.com**

b. COST OF DISCOUNT FARE CARD: Those eligible individuals will pay \$2.00 for the Card. In the event that the Discount Fare Card is lost, Santa Cruz METRO charges a \$2.00 replacement fee for the first lost card, and \$5.00 for the replacement of a lost card thereafter.

5.04 Children (under the age of 18) of Santa Cruz METRO passengers using a Santa Cruz METRO Discount Fare Card can ride at the discounted rate when accompanying their qualifying parent. Parents must complete a registration form (*Attachment B*), available at ~~the Santa Cruz Metro Center (Pacific Station)~~ and Watsonville Transit Centers to qualify for this extended coverage. The registration form is also available on Santa Cruz METRO's website (**www.scmttd.com**).

Attachment A

VI. PERSONAL CARE ATTENDANTS

- 6.01 Persons with Disabilities are eligible to have one personal care attendant travel with him/her without paying a second fare. To qualify, the Verification of Disability Status Form must indicate a need for a Personal Care Attendant, which is certified by a licensed medical practitioner or other licensed professional. Upon acceptance by [Santa Cruz METRO](#), the eligible individual will be provided with specific identification that authorizes transportation with one Personal Care Attendant.
- 6.02 An individual who has a [Santa Cruz METRO Discount Fare Card](#) or Paratransit Card issued by another Transit Agency, or a [Santa Cruz METRO ParaCruz Eligibility Card](#), which indicates the need for one Personal Care Attendant, may ride on [Santa Cruz METRO's](#) fixed route with one Personal Care Attendant without paying a second fare.

VII. TEMPORARY DISABILITIES

- 7.01 Persons with temporary disabilities, who meet one or more of the Categories listed in Section 4.04 of this Policy, may qualify for a Temporary (non-permanent) [Santa Cruz METRO Discount Fare Card](#) (Peach colored Discount Card).
- 7.02 This Temporary Discount Fare Card will reflect an expiration date, which corresponds with the individual's "Certification of Disability Status" Form. Once expired, the person would be required to receive a new "Certification of Disability Status" Form from a licensed professional in Section 4.03 in order to extend his/her [Santa Cruz METRO Discount Fare Card](#).

VIII. SANTA CRUZ METRO PASS VENDORS OUTLETS AND TICKET VENDING MACHINE LOCATIONS

- 8.01 a. [Santa Cruz METRO Bus Passes and Highway 17 Monthly Passes](#) can be purchased ~~starting five working days prior to the beginning of the month~~ at the following locations. [Ticket Vending Machine \(TVM\) hours are indicated after each TVM location below.](#)
- b. [Reloadable CRUZ Cards may ONLY be purchased at Pacific Station, on Santa Cruz METRO's website \(\[www.scmtd.com/en/fares/buy-passes-online\]\(http://www.scmtd.com/en/fares/buy-passes-online\)\), or by mail-order \(See Section 9.01 below\). CRUZ Cards are not available from Pass Vendors or TVMs\).](#)

APTOS

~~*Community Bridges/Lift Line, 236 Santa Cruz Avenue*[Cabrillo College, 6500 Soquel Drive – Ticket Vending Machine \(24 hrs/7 days a week\)](#)~~

BOULDER CREEK

~~Boulder Creek Pharmacy, 13081 Highway 9 ([338-2144](tel:338-2144))~~

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CAPITOLA

SaveMart Supermarket, 1475 – 41st Avenue ~~(462-6917)~~

~~Capitola Mall, 1855- 41st Avenue – Ticket Vending Machine (24/7)~~

FELTON

~~Felton Pharmacy (inside New Leaf Market), 6240 Highway 9~~

LIVE OAK

Live Oak Family Resource Center, ~~1740 17th Avenue~~~~1438 Capitola Road~~ ~~(476-7284)~~

SANTA CRUZ

Metro Center (~~Pacific Station~~) - 920 Pacific Avenue

- ~~Customer Service Information Booth (Mon-Fri 7am – 5:30pm) (425-8600)~~

- ~~Ticket Vending Machine (6am – 11pm)~~

~~*Emily's Bakery, 1129 Mission Street (Mission & Laurel)~~

Walgreen's Pharmacy, 1718 Soquel Avenue ~~(425-1910)~~

SCOTTS VALLEY

~~*Epic Adventure Games, 222 Mt. Hermon Road, Suite A~~

~~Cavallaro Transit Center, 246 Kings Village Road – Ticket Vending Machine (24/7)~~

WATSONVILLE

~~SaveMart Supermarket, 1465 Main Street~~

~~Food Maxx, 1465 Main Street (768-1483)~~

Watsonville Transit Center, 475 Rodriguez Street – ~~Ticket Vending Machine (7am – 9pm) (724-9564)~~

~~Highway 17 Monthly Pass sold only at these locations. All bus passes, including the Highway 17 Monthly Pass may be purchased by mail using the order form provided inside the *Headways* bus schedule, and are available for purchase on METRO's website www.scmtd.com.~~

IX. ORDER PASSES BY MAIL

- 9.01 Individuals who currently hold a valid Santa Cruz METRO **Discount Fare Card**, or have previously purchased Discounted Passes and are on file with Santa Cruz METRO, can order bus passes by mail and on Santa Cruz METRO's website. The form is available ~~in the *METRO Headways*~~, at the ~~METRO~~ Information Booth ~~at (Pacific Station)~~, and on Santa Cruz METRO's website www.scmtd.com. Mail the completed form along with a self-addressed, stamped envelope to:

Santa Cruz Metro
920 Pacific Avenue, Suite 21
Santa Cruz, CA 95060

Attachment A

Policy and Regulation

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9.02 Please allow 7 business days from the date the order is received by [Santa Cruz METRO](#). If you have any questions regarding orders for discount passes, call (831) 425-3822.

X. ADMINISTRATION OF REGULATION

10.01 The Operations Manager or designee is responsible for the following:

- a. Ensuring that this regulation is disseminated to all existing fixed route drivers, customer service agents and transit center ticket agents.
- b. Ensuring that this regulation is disseminated to all new and future fixed route drivers, customer service agents and transit center ticket agents.
- c. Providing guidance, training and assistance to all employees, customer service agents and transit center ticket agents who are responsible for issuing [Santa Cruz METRO](#) Discount ID Cards and passes.

10.02 [Santa Cruz METRO](#) will integrate the [Santa Cruz METRO](#) Discount Fare Card Program into its Policies and Procedures.

Attachment A

Attachment A

PROFESSIONAL VERIFICATION OF DISABILITY STATUS

I, _____ agree to the release of the medical information disclosed on this form to the Santa Cruz Metropolitan Transit District for the purpose of METRO Discount Fare eligibility.

INDIVIDUAL'S SIGNATURE: _____ **Date:** _____

Date of Birth: _____

This portion of form to be completed by a **Licensed Professional as described in Regulation #AR-1028, Section 4.03 (i.e.: licensed physician, chiropractor, podiatrist, optometrist, audiologist, clinical psychologist, marriage & family counselor, as appropriate, based on disability category).*

PROFESSIONAL VERIFICATION:

The above named individual has requested a Discounted Fare from Santa Cruz METRO Transit District. By my signature, I certify that the information below is true and correct. **I have reviewed the eligibility criteria as outlined in Regulation #AR-1028 – Section IV re: Eligibility and determined that my client is eligible for this program.**

The individual identified above is eligible for a discounted fare, due to his/her illness, injury, or incapacity, as listed below: (Check all that apply)

The above named individual is a person who by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability (including, any individual who is a wheelchair user or has semi-ambulatory capabilities), is unable, without special facilities, planning, or design, to utilize public transportation facilities and services as effectively as a person who is not so affected. (***See Section 4.04 for Category descriptions**). Please list the Category disability that this individual has _____.

The Disability is permanent. _____

The disability is not permanent and will expire on _____.

The above named individual requires the use of a **Personal Care Attendant (PCA)**.

How long do you anticipate the need for a PCA?

Permanent; or Temporary

(Specify expiration date)

Signature of Licensed Professional: _____ **Date:** _____

Print Name of Licensed Professional: _____

Professional Title: _____ **License Number:** _____

Address: _____

Telephone: (____) _____



Attachment A

Attachment A Discount Fare Application

Santa Cruz Metro Center Information Booth
920 Pacific Avenue, Suite 21, Santa Cruz, CA 95060
(831) 425-8600

Hours: Mon-Fri 7:00 a.m. – 5:30 p.m.

To use a **Discount Fare Card**, a person must present one of the following when asked by Santa Cruz METRO personnel: Photo ID showing proof of age 62 or older, a red, white and blue Medicare card with photo ID, or a SC METRO Discount Fare Card- issued after completing this form. Application must be submitted in person along with legal issued photo ID. ***Requires photo taken by SC METRO.**

Application Information (PLEASE PRINT LEGIBLY): ***ONLY ORIGINAL APPLICATIONS WILL BE ACCEPTED.**

Name: _____
Last name First name

Mailing Address: _____
Street City State Zip

Date of Birth: _____

Telephone number: (____) _____ Email address: _____

I am applying for a Santa Cruz METRO Discount Fare Card.

- This is my first ID Card. Application must be submitted in person, **requires photo taken by SC METRO.**
- I need a replacement ID Card; my card was lost, stolen, or damaged. \$5 fee required.
- I need to renew my expired card. \$5 fee is required if renewing a card that was issued for up to 12 months.
*Application must be submitted in person, requires photo taken by SC METRO.

Note: Fee payable by cash, check, money order or credit card.

Certification of Eligibility section (Check only one box below):

<input type="checkbox"/> Health Care Provider certification	To qualify under this type of eligibility you must have the Health Care Provider Certification section on the reverse side completed by a qualified Licensed provider, as described in <u>Section 4.03</u> . Please return this application within 30 days of the date completed by the Health Care Provider.
<input type="checkbox"/> CA Disabled ID	To qualify, must present a valid Identification Card Receipt for a CA Disabled Parking Placard.
<input type="checkbox"/> Senior (62+)	62 years of age or older. Must present legal issued photo ID.
<input type="checkbox"/> Disabled Veteran	Must present VA Certification or Service Connected ID Card to qualify.
<input type="checkbox"/> Visitor Discount ID	Visitor must show Transit Agency issued Discount ID Card or Paratransit ID to qualify. City and State of agency:
<input type="checkbox"/> Medicare Card	To qualify present Medicare Card and legal photo ID.

I agree to release the information I am sending to Santa Cruz METRO for the purpose of making this application for a Discount Fare Card. I certify that the information I provide concerning my application is correct. I understand that Santa Cruz METRO reserves the right to require proof of disability in addition to this form. If applying for the Discount Fare Card, I agree to abide by the terms of the program (AR-1028), and photo ID Card. I give my consent for Santa Cruz METRO, or a Santa Cruz METRO designated Administrative Agency, to take and retain a copy of my photo. **Santa Cruz METRO will not accept a photocopy or fax of this form.**

Signature of applicant: _____

Date: _____



Attachment A

Attachment A Discount Fare Application (Cont'd)

Health care provider certification section: This form is used for individuals with permanent or temporary disabilities. This also includes individuals who may need an attendant to ride Santa Cruz METRO service.

Patient/applicant release:

I authorize: _____ to verify my disability if requested to do so by METRO.
(Name of certified/ licensed health care provider*)

Patient/applicant signature: _____ Date: _____

This portion to be completed by Licensed Health Care Provider ONLY! (see below)

Applicant's name: _____

Applicant's date of birth: _____

Health care provider's name: _____

Title: _____

State certification or license #: _____ Telephone number: _____

Email address: _____

Address: _____

I, _____ hereby certify that I have examined the patient listed above and it is my opinion that he/she is disabled due to illness, congenital malfunction or other incapacity that substantially limits one or more major life functions.

His/Her Disability is:

Permanent

Temporary (defined as impairment lasting not more than 12 months). Duration is _____ months.

Does the Patient's disability necessitate the use of a Personal Care Attendant when riding on Santa Cruz METRO service?

Yes No

The **Category number** of the disability is: _____ **(Please select from Section 4.04- Category Descriptions 1-19).*

I certify that the above is correct and that I am legally certified and/or licensed in my state as a Healthcare Provider.

Signature: _____ **Date:** _____

Customer Service Staff may contact you for verification.

ORIGINAL Completed Application may be mailed to:

Santa Cruz METRO Information Booth, 920 Pacific Station, Suite 21, Santa Cruz, CA 95060

Attachment A



Attachment B

REQUEST FOR REDUCED CHILDREN'S FARE WITH DISCOUNT FARE CARD

I wish to request certification to allow my children, under the age of 18, (listed below) to travel with me when I use my Discount Fare Card and pay the Disability Reduced Fare while traveling on Santa Cruz METRO Fixed Route service.

CHILDREN:

Name: _____	Birthdate: _____
Name: _____	Birthdate: _____
Name: _____	Birthdate: _____
Name: _____	Birthdate: _____

Discount Fare Card Holder:

Print Name: _____

Address: _____

Signature: _____ Date: _____

After completing the top portion of this form, please submit the completed form to the Customer Service **RepresentativeAgent** at Santa Cruz Metro Center (Pacific Station), or Watsonville Transit Center. The Customer Service **RepresentativeAgent** will then place a sticker on your Discount Fare Card, which allows you to pay a Discounted Fare for your children when they accompany you on Santa Cruz METRO Fixed Route bus service.

Attachment B
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1028

Computer Title: Discount Fare.doc

Effective Date: March 27, 2009

Pages: 12

TITLE: OLDER ADULT AND PERSONS WITH DISABILITIES FIXED ROUTE DISCOUNT FARE PROGRAM

Procedure History

NEW POLICY	SUMMARY OF POLICY	APPROVED
March 27, 2009	New Policy	D.B.
October 22, 2010	Revised Section 4.01, and revisions to include purchase of passes on website	E.P.
September 26, 2014	Update METRO Pass Outlets, add Ticket Vending Machine locations and revise Attachment A	

I. POLICY

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) that older adult persons and persons with disabilities or an individual presenting a Medicare Card, will be charged a discounted fare for transportation on Santa Cruz METRO's fixed route service.
- 1.02 This policy sets forth the criteria that Santa Cruz METRO employees must follow in order to insure that qualified individuals receive the discount that is allowed by this regulation.

II. APPLICABILITY

- 2.01 This policy is applicable to Santa Cruz METRO employees and qualified individuals using the fixed route service.

III. DEFINITIONS

- 3.01 **"Discount Fare"** means one-half the regular fare.
- 3.02 **"Older Adult"** means any person who is at least 62 years old.
- 3.03 **"Individual with a Disability"** means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, or an individual who has one of the valid documents listed in Section 4.01(b) of this policy.

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- 3.04 **“Temporary Disability”** means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, and that disability is not permanent.

IV. ELIGIBILITY

- 4.01 To qualify for a **discount** fare or ticket pursuant to this policy, a qualified individual must present one of the following to the bus operator, transit center ticket agent, or at a Santa Cruz METRO Pass Outlet (See Section VIII) when paying a fixed route fare:

a. For Older adult (at least 62 years of age):

- i.) Santa Cruz METRO Discount Photo Identification Card;
- ii.) Santa Cruz METRO ParaCruz Identification Card;
- iii.) Paratransit Identification Card issued by another Transit Agency;
- iv.) Senior Citizen Identification Card;
- v.) Discount Photo Identification Card issued by another Transit Agency;
- vi.) Identification that displays date of birth (i.e. passport, or birth certificate);
- vii.) Current State Driver’s License, or current State Identification Card;

b. For Persons with Disabilities:

- i.) Santa Cruz METRO Discount Photo Identification Card;
- ii.) Santa Cruz METRO ParaCruz Identification Card;
- iii.) Paratransit Identification Card issued by another Transit Agency;
- iv.) Discount Photo Identification Card issued by another Transit Agency;
- v.) Medicare Identification Card;
- vi.) California Disabled Identification Card;
- vii.) Proof of Veterans Disability-a copy of valid Service Connected Disability Identification Card or a Veterans Administration Certification demonstrating a disability rating for aid and attendance or a service-connected disability with a rating level of 50% or higher.

Attachment B

- c. Any individual presenting a valid Medicare Identification Card.** The person presenting a Medicare ID Card must also present a legal photo ID to check the validity of the Medicare Card.
- 4.02 To qualify for a Santa Cruz METRO **Discount Fare Card**, an applicant must provide Santa Cruz METRO Customer Service with one of the valid documents listed in Section 4.01 of this policy.
- 4.03 If an individual does not have one of the valid identification cards listed in Section 4.01 of this policy, he/she may still be eligible for a Santa Cruz METRO **Discount Fare Card**. An additional way to qualify for a Santa Cruz METRO **Discount Fare Card** is to submit a completed “Discount Fare Application” (*Attachment A*). Attachment A must identify the appropriate eligibility category from Section 4.04 and must be completed by one of the following licensed professionals for such category:
- a. Licensed physicians with a Doctor of Medicine (M.D.) or Doctor of Osteopathic Medicine (D.O.) degree, licensed physician’s assistants and nurse practitioners may certify in all categories in which they are licensed to diagnose;
 - b. Licensed chiropractors, may certify in categories 1,2, 3 and 4;
 - c. Licensed podiatrists, may certify disabilities involving the feet under categories 1,2,3 and 4;
 - d. Licensed optometrists, may certify in category 9;
 - e. Licensed audiologists, may certify in category 10;
 - f. Licensed clinical psychologists and licensed educational psychologists, may certify in categories 12, 15, 16 and 17;
 - g. Licensed marriage family and child counselors (MFCC), marriage and family therapists, and licensed clinical social workers (LCSW) may certify in Category 17.
- 4.04 To qualify for Santa Cruz METRO **Discount Fare Card** based on a disability, the individual must meet one of the following categories as determined by a qualified individual identified in Section 4.03:
- 1. **Non-ambulatory Disabilities**—Impairments that, regardless of cause, require individuals to use a wheelchair for mobility;
 - 2. **Mobility Aids**—Impairments that cause individuals to walk with significant difficulty, including individuals using a leg brace, cane walker, or crutches to achieve mobility;
 - 3. **Musculo-Skeletal Impairment (Including Arthritis)**—Musculo-skeletal impairment such as muscular dystrophy, osteogenesis imperfecta or any type of arthritis; such as functional Class III or anatomical Stage III;

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4. **Amputation** – Persons who suffer amputation of, or anatomical deformity of (i.e. loss of major function due to degenerative changes associated with vascular or neurological deficits, traumatic loss of muscle mass or tendons and x-ray evidence of bony or fibrous ankylosis at an unfavorable angle, joint subluxation or instability): (a) both hands; or (b) one hand and one foot; or (c) amputation of lower extremity at or above the tarsal region (one or both legs);
5. **Cerebrovascular Accident (Stroke)**—With one of the following: (a) pseudobulbar palsy; or (b) functional motor deficit in any of two extremities; or (c) ataxia affecting two extremities substantiated by appropriate cerebellar signs or proprioceptive loss post 4 months.
6. **Pulmonary Ills**—Respiratory Impairments of Class 3 and 4. Class 3: FVC between 51 percent and 59 percent of predicted; or FEV between 41 percent and 59 percent of predicted. Class 4: FVC less than or equal to 50 percent of predicted; or FEV less than or equal to 40 percent of predicted.
7. **Cardiac Ills**—Cardiovascular impairments of functional Class III or IV. Functional Classification: Class III: Individuals with cardiac disease resulting in marked limitation of physical activity. They are comfortable at rest. Less than ordinary physical activity causes fatigue, palpitation, dyspnea or anginal pain. For instance, inability to walk one or more level blocks or climbing a flight of ordinary stairs. Class IV: Individuals with cardiac disease resulting in inability to carry out any physical activity without discomfort. Symptoms of cardiac insufficiency or of the anginal syndrome may be present even at rest. If physical activity is undertaken, discomfort is increased.
8. **Dialysis**—Individuals whose disability requires the use of a kidney dialysis machine.
9. **Sight Disabilities**—Those individuals whose vision in the better eye, after best correction, is 20/200 or less; or those individuals whose visual field is contracted (commonly known as tunnel vision): (a) to 10 degrees or less from a point of fixation; or (b) so the widest diameter subtends an angle no greater than 20 degrees; and (c) individuals who are unable to read information signs or symbols for other than language reasons.
10. **Hearing Disabilities**—Deafness or hearing incapacity that makes an individual unable to communicate or hear warning signals, including only those persons whose hearing loss is 70 dba or greater in the 500, 1000, 2000 Hz. Ranges.
11. **Disabilities of Incoordination**—Individuals suffering faulty coordination or palsy from brain, spinal or peripheral nerve injury and any person with a functional nerve injury and any person with a

Attachment B

functional motor deficit in any two limbs or who suffers manifestations which significantly reduce mobility, coordination or perceptiveness not accounted for in previous categories;

12. **Intellectual Disability**—Individuals characterized by significant limitations both in intellectual functioning and in adaptive behavior as expressed in conceptual, social, and practical adaptive skills. This disability generally originates during the developmental period before the age of 18 or as the result of illness or accident later in life and is associated with impairment in adaptive behavior (a general guideline is an IQ which is more than two standard deviations below the norm).
13. **Cerebral Palsy**—A disorder dating from birth or early infancy or as the result of illness or accident later in life, non-progressive, although if not treated there is marked regression in functioning characterized by examples of aberrations of motor functions (paralysis, weakness, incoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, developmental disabilities, learning difficulty and behavioral disorders.
14. **Epilepsy (Convulsive Disorder)**—A clinical disorder involving impairment of consciousness, characterized by seizures (e.g., generalized, complex partial, major motor, grand mal, petit mal or psychomotor), occurring more frequently than once a month in spite of prescribed treatment, with (a) diurnal episodes (loss of consciousness and convulsive seizure); (b) nocturnal episodes which show residual interfering with activity during the day; or (c) a disorder involving absence (petit mal) or mild partial (psychomotor) seizures occurring more frequently than once per week in spite of prescribed treatment with 1) Alteration of awareness or loss of consciousness; and 2) Transient postictal manifestations of conventional or antisocial behavior. Person exhibiting seizure-free control for a continuous period of more than six (6) months duration are not included in the statement of Epilepsy defined in this category.
15. **Infantile Autism**—A syndrome described as consisting of withdrawal, very inadequate social relationships, language disturbance and monotonously repetitive motor behavior. Many children with autism will also be seriously impaired in general intellectual functioning. This syndrome usually appears before the age of six and is characterized by severe withdrawal and inappropriate response to external stimuli.
16. **Neurological Impairment**—A syndrome characterized by learning, perception and/or behavioral disorders of an individual who's IQ is not less than two standard deviations below the norm. These characteristics exist as a result of brain dysfunctions (any disorder in learning using the senses), neurologic disorder or any damage to the central nervous system, whether due to genetic, hereditary, accident or illness factors.

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This section includes people with severe gait problems who are restricted in mobility.

17. **Mental Disorders**—Individuals whose mental impairment substantially limits one or more of their major life activities. This includes inability to learn, work or care for oneself. A principal diagnosis from the SSM IV classification in one of the following areas is required for eligibility: Organic Mental Disorders, Schizophrenic Disorders, Paranoid Disorders, Psychotic Disorders not elsewhere classified, Affective Disorders, Somata Form Disorders, Dissociative Disorders, Adjustment Disorders, Psychological Factors Affecting Physical Condition, and Post Traumatic Stress Syndrome. These diagnoses must be at Class 3 to 5 levels:
 - Class 3-Moderate Impairment. Levels compatible with some, but not all, useful functions.
 - Class 4-Marked Impairment. Levels significantly impede useful functioning.
 - Class 5-Extreme Impairment. Levels preclude useful functioning,

(**Note:** If a person’s disorder is in remission or primary incapacity is acute or chronic alcoholism or drug addiction, they are specifically excluded from discount fare eligibility.)
18. **Chronic Progressive Debilitating Disorders**—Individuals who experience chronic and progressive debilitating diseases that are characterized by constitutional symptoms such as fatigue, weakness, weight loss, pain and changes in mental status that, taken together, interfere in the activities of daily living and significantly impair mobility. Examples of such disorders include: (a) Progressive, uncontrollable malignancies (i.e., terminal malignancies or malignancies being treated with aggressive radiation or chemotherapy); (b) Advanced connective tissue diseases (i.e., advance stages of disseminated lupus erythematosus, scleroderma or polyarteritis nodosa); (c) Symptomatic HIV infection (i.e., AIDS or ARC) in CDC defined clinical categories B and C.
19. **Multiple Impairments**—This category may include, but not be limited to, persons disabled by the combined effects of more than one impairment, including those related to age. The individual impairments themselves may not be severe enough to qualify as a Transit Dysfunction; however, the combined effects of the disabilities may qualify the individual for the program.

Attachment B

V. PURCHASING SANTA CRUZ METRO DISCOUNT ID CARDS

- 5.01 An eligible individual may purchase a Santa Cruz METRO **Discount Fare Card** at either of the following locations at the times indicated:
- a. Santa Cruz Metro Center (Pacific Station) Information Booth on weekdays. Please contact (831-425-8600) Santa Cruz METRO for specific times.
 - b. Watsonville Transit Center at West Lake and Rodriguez Streets the second Tuesday of every month by appointment **ONLY**. Please contact (831-425-8600) Santa Cruz METRO to make an appointment.
- 5.02 An eligible individual must present one of the forms of Identification listed in Section 4.01 or other acceptable proof of age in order to qualify for a Santa Cruz METRO Discount Fare Card based on being 62 years of age or older.
- 5.03 a. To purchase a Santa Cruz METRO **Discount Fare Card** based on disability without proof of disability set forth in Section 4.01(b), the individual must provide a completed "Discount Fare Application" (*Attachment A*). Attachment A must be certified by a licensed medical practitioner or other licensed professional verifying that the individual has a disability (see Section IV), which may qualify the individual for a discounted fare.

***Discount Fare Applications can be picked up at:**

Santa Cruz Metro Center (Pacific Station) Information Booth, or requested by phone at (831) 425-8600;

Santa Cruz METRO's Accessible Services Coordinator at (831) 423-3868 or the California Relay System at 800-735-2929.

The forms are also available on-line at Santa Cruz METRO's website:
www.scmtd.com

- b. **COST OF DISCOUNT FARE CARD:** Those eligible individuals will pay \$2.00 for the Card. In the event that the Discount Fare Card is lost, Santa Cruz METRO charges a \$2.00 replacement fee for the first lost card, and \$5.00 for the replacement of a lost card thereafter.
- 5.04 Children (under the age of 18) of Santa Cruz METRO passengers using a Santa Cruz METRO Discount Fare Card can ride at the discounted rate when accompanying their qualifying parent. Parents must complete a registration form (*Attachment B*), available at Pacific Station and Watsonville Transit Centers to qualify for this extended coverage. The registration form is also available on Santa Cruz METRO's website (www.scmtd.com).

VI. PERSONAL CARE ATTENDANTS

- 6.01 Persons with Disabilities are eligible to have one personal care attendant travel with him/her without paying a second fare. To qualify, the Verification of Disability Status

Attachment B

Form must indicate a need for a Personal Care Attendant, which is certified by a licensed medical practitioner or other licensed professional. Upon acceptance by Santa Cruz METRO, the eligible individual will be provided with specific identification that authorizes transportation with one Personal Care Attendant.

- 6.02 An individual who has a Santa Cruz METRO Discount Fare Card or Paratransit Card issued by another Transit Agency, or a Santa Cruz METRO ParaCruz Eligibility Card, which indicates the need for one Personal Care Attendant, may ride on Santa Cruz METRO's fixed route with one Personal Care Attendant without paying a second fare.

VII. TEMPORARY DISABILITIES

- 7.01 Persons with temporary disabilities, who meet one or more of the Categories listed in Section 4.04 of this Policy, may qualify for a Temporary (non-permanent) Santa Cruz METRO **Discount Fare Card** (Peach colored Discount Card).
- 7.02 This Temporary Discount Fare Card will reflect an expiration date, which corresponds with the individual's "Certification of Disability Status" Form. Once expired, the person would be required to receive a new "Certification of Disability Status" Form from a licensed professional in Section 4.03 in order to extend his/her Santa Cruz METRO **Discount Fare Card**.

VIII. SANTA CRUZ METRO PASS VENDORS AND TICKET VENDING MACHINE LOCATIONS

- 8.01 a. Santa Cruz METRO Bus Passes and Highway 17 Monthly Passes can be purchased at the following locations. Ticket Vending Machine (TVM) hours are indicated after each TVM location below.
- b. Reloadable CRUZ Cards may **ONLY** be purchased at Pacific Station, on Santa Cruz METRO's website (www.scmttd.com/en/fares/buy-passes-online), or by mail-order (*See Section 9.01 below*). CRUZ Cards are not available from Pass Vendors or TVMs).

APTOS

*Cabrillo College, 6500 Soquel Drive – Ticket Vending Machine (24 hrs/7 days a week)

BOULDER CREEK

Boulder Creek Pharmacy, 13081 Highway 9 (338-2144)

CAPITOLA

SaveMart Supermarket, 1475 – 41st Avenue (462-6917)

Capitola Mall, 1855- 41st Avenue – Ticket Vending Machine (24/7)

LIVE OAK

Live Oak Family Resource Center, 1740 17th Avenue (476-7284)

Attachment B

SANTA CRUZ

Metro Center (Pacific Station) - 920 Pacific Avenue

- Customer Service Information Booth (Mon-Fri 7am – 5:30pm) (425-8600)
- Ticket Vending Machine (6am – 11pm)

Walgreen's Pharmacy, 1718 Soquel Avenue (425-1910)

SCOTTS VALLEY

Cavallaro Transit Center, 246 Kings Village Road – Ticket Vending Machine (24/7)

WATSONVILLE

Food Maxx, 1465 Main Street (768-1483)

Watsonville Transit Center, 475 Rodriguez Street – Ticket Vending Machine (7am – 9pm) (724-9564)

IX. ORDER PASSES BY MAIL

- 9.01 Individuals who currently hold a valid Santa Cruz METRO **Discount Fare Card**, or have previously purchased Discounted Passes and are on file with Santa Cruz METRO, can order bus passes by mail and on Santa Cruz METRO's website. The form is available at the Information Booth at Pacific Station and on Santa Cruz METRO's website **www.scmttd.com**. Mail the completed form along with a self-addressed, stamped envelope to:

**Santa Cruz Metro
920 Pacific Avenue, Suite 21
Santa Cruz, CA 95060**

- 9.02 Please allow 7 business days from the date the order is received by Santa Cruz METRO. If you have any questions regarding orders for discount passes, call (831) 425-3822.

X. ADMINISTRATION OF REGULATION

- 10.01 The Operations Manager or designee is responsible for the following:
- a. Ensuring that this regulation is disseminated to all existing fixed route drivers, customer service agents and transit center ticket agents.
 - b. Ensuring that this regulation is disseminated to all new and future fixed route drivers, customer service agents and transit center ticket agents.
 - c. Providing guidance, training and assistance to all employees, customer service agents and transit center ticket agents who are responsible for issuing Santa Cruz METRO Discount ID Cards and passes.
- 10.02 Santa Cruz METRO will integrate the Santa Cruz METRO Discount Fare Card Program into its Policies and Procedures.



Attachment B

Attachment A Discount Fare Application

Santa Cruz Metro Center Information Booth
920 Pacific Avenue, Suite 21, Santa Cruz, CA 95060
(831) 425-8600

Hours: Mon-Fri 7:00 a.m. – 5:30 p.m.

To use a **Discount Fare Card**, a person must present one of the following when asked by Santa Cruz METRO personnel: Photo ID showing proof of age 62 or older, a red, white and blue Medicare card with photo ID, or a SC METRO Discount Fare Card- issued after completing this form. Application must be submitted in person along with legal issued photo ID. ***Requires photo taken by SC METRO.**

Application Information (PLEASE PRINT LEGIBLY): ***ONLY ORIGINAL APPLICATIONS WILL BE ACCEPTED.**

Name: _____
Last name First name

Mailing Address: _____
Street City State Zip

Date of Birth: _____

Telephone number: (____) _____ Email address: _____

I am applying for a Santa Cruz METRO Discount Fare Card.

- This is my first ID Card. Application must be submitted in person, **requires photo taken by SC METRO.**
- I need a replacement ID Card; my card was lost, stolen, or damaged. \$5 fee required.
- I need to renew my expired card. \$5 fee is required if renewing a card that was issued for up to 12 months.
*Application must be submitted in person, requires photo taken by SC METRO.

Note: Fee payable by cash, check, money order or credit card.

Certification of Eligibility section (Check only one box below):

<input type="checkbox"/> Health Care Provider certification	To qualify under this type of eligibility you must have the Health Care Provider Certification section on the reverse side completed by a qualified Licensed provider, as described in <u>Section 4.03</u> . Please return this application within 30 days of the date completed by the Health Care Provider.
<input type="checkbox"/> CA Disabled ID	To qualify, must present a valid Identification Card Receipt for a CA Disabled Parking Placard.
<input type="checkbox"/> Senior (62+)	62 years of age or older. Must present legal issued photo ID.
<input type="checkbox"/> Disabled Veteran	Must present VA Certification or Service Connected ID Card to qualify.
<input type="checkbox"/> Visitor Discount ID	Visitor must show Transit Agency issued Discount ID Card or Paratransit ID to qualify. City and State of agency:
<input type="checkbox"/> Medicare Card	To qualify present Medicare Card and legal photo ID.

I agree to release the information I am sending to Santa Cruz METRO for the purpose of making this application for a Discount Fare Card. I certify that the information I provide concerning my application is correct. I understand that Santa Cruz METRO reserves the right to require proof of disability in addition to this form. If applying for the Discount Fare Card, I agree to abide by the terms of the program (AR-1028), and photo ID Card. I give my consent for Santa Cruz METRO, or a Santa Cruz METRO designated Administrative Agency, to take and retain a copy of my photo. **Santa Cruz METRO will not accept a photocopy or fax of this form.**

Signature of applicant: _____

Date: _____

14b.10



Attachment B

Attachment A Discount Fare Application (Cont'd)

Health care provider certification section: This form is used for individuals with permanent or temporary disabilities. This also includes individuals who may need an attendant to ride Santa Cruz METRO service.

Patient/applicant release:
I authorize: _____ to verify my disability if requested to do so by METRO.
(Name of certified/ licensed health care provider*)
Patient/applicant signature: _____ Date: _____

This portion to be completed by Licensed Health Care Provider ONLY! (see below)

Applicant's name: _____
Applicant's date of birth: _____
Health care provider's name: _____
Title: _____
State certification or license #: _____ Telephone number: _____
Email address: _____
Address: _____

I, _____ hereby certify that I have examined the patient listed above and it is my opinion that he/she is disabled due to illness, congenital malfunction or other incapacity that substantially limits one or more major life functions.

His/Her Disability is:

- Permanent
- Temporary (defined as impairment lasting not more than 12 months). Duration is _____ months.

Does the Patient's disability necessitate the use of a Personal Care Attendant when riding on Santa Cruz METRO service?

- Yes
- No

The **Category number** of the disability is: _____ **(Please select from Section 4.04- Category Descriptions 1-19).*

I certify that the above is correct and that I am legally certified and/or licensed in my state as a Healthcare Provider.

Signature: _____ **Date:** _____

Customer Service Staff may contact you for verification.
ORIGINAL Completed Application may be mailed to:
Santa Cruz METRO Information Booth, 920 Pacific Station, Suite 21, Santa Cruz, CA 95060

Attachment B



Attachment B

REQUEST FOR REDUCED CHILDREN'S FARE WITH DISCOUNT FARE CARD

I wish to request certification to allow my children, under the age of 18, (listed below) to travel with me when I use my Discount Fare Card and pay the Disability Reduced Fare while traveling on Santa Cruz METRO Fixed Route service.

CHILDREN:

Name: _____ Birthdate: _____

Name: _____ Birthdate: _____

Name: _____ Birthdate: _____

Name: _____ Birthdate: _____

Discount Fare Card Holder:

Print Name: _____

Address: _____

Signature: _____ *Date:* _____

After completing the top portion of this form, please submit the completed form to the Customer Service Representative at Santa Cruz Metro Center (Pacific Station), or Watsonville Transit Center. The Customer Service Representative will then place a sticker on your Discount Fare Card, which allows you to pay a Discounted Fare for your children when they accompany you on Santa Cruz METRO Fixed Route bus service.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Ciro Aguirre, Manager of Operations

SUBJECT: CONSIDERATION OF PROVIDING DISCOUNT OR GROUP BUS PASSES TO FACILITATE TRANSPORTATION NEEDS FOR CHRONICALLY HOMELESS PERSONS UNDER THE 180/180 PROGRAM

I. RECOMMENDED ACTION

That the Board of Directors consider providing discount or group bus passes to subsidize transportation needs of Homeless persons under the 180/180 program.

II. SUMMARY OF ISSUES

- May 09, 2014, Mr. Phil Kramer, Director for the 180/180 Homeless project made a presentation to Santa Cruz METRO (SC METRO) Board of Directors
- Mr. Kramer requests the Board to consider assisting the project by providing funding for 5 Move-in Kits valued at \$3,000 each
- Additional request made of SC METRO Board to provide bus passes for the program participants
- SC METRO Board has asked staff to research the issue and provide a report at a subsequent meeting

III. DISCUSSION/BACKGROUND

During the May 09, 2014, Santa Cruz METRO (SC METRO) Board of Directors meeting, Mr. Phil Kramer, Director for the 180/180 Homeless Project provided a presentation describing the severity of homelessness amongst veterans, persons with disabilities, families, transition age youth, and unaccompanied children throughout Santa Cruz County (see Attachment A).

Mr. Kramer expressed that the 180/180 effort is based on a concept that makes both a 180 degree change in housing the homeless, but also a 180 degree system change in the services, and programs that are working with the problems surrounding the issue of homelessness. It was explained by Mr. Kramer that the 180/180 - Housing First Program was designed to provide people who are homeless with permanent housing right away, then offering other services as needed.

The Board was asked to consider two proposals; the first was to obtain help from SC METRO to fund five (5) move-in kits valued at \$3,000 each. The second; was a request

to provide free bus passes for the program participants. Program participants' only mode of transportation was SC METRO.

The SC METRO Board of Directors acknowledged Mr. Kramer's efforts at attempting to address such a serious countywide issue through the 180/180 project, but explained that a monetary contribution to subsidize the move-in kits had implications of a gift of public funds.

Regarding the request to have SC METRO provide free bus passes, the Board requested that SC METRO staff research the issue further and report back at a subsequent Board meeting.

The following is being provided relative to the request put forward by Mr. Kramer.

SC METRO Free Bus Passes:

The issuance of free bus passes is controlled by SC METRO Policy AR-4004, Bus Passes – Issuance of Free Passes (AR-4004) as adopted by the SC METRO Board of Directors in 1993 with the most recent revision completed in January 23, 2004. Section 3 – Issuance of Free Bus Passes establishes the criteria by which free SC METRO bus passes may be issued (see Attachment B).

Specific to Mr. Kramer's request to have SC METRO supply the 180/180 Project with free bus passes for the Housing First Program, Section 3.02 of AR-4004 states the following:

“The Santa Cruz Metropolitan Transit District may grant requests for discounted rates or donations of tickets and passes for use by recipients of services provided by emergency services agencies, provided the requests conform with the following criteria and procedures:

- a. The agency requesting the tickets and passes must be a non-profit organization which provides emergency services to the local community as defined below:
 1. Agency must be registered by the State of California as a private non-profit agency.
 2. Agency must supply services to Santa Cruz County residents who are receiving services as a direct result of a bonafide emergency.
- b. The Organization must submit a letter of request to the District outlining the nature of the transportation emergency, the reasons for the request, who will use the tickets and/or passes, and the number of tickets and/or passes required.
- c. The tickets and/or passes may only be used by the organization's clients in conjunction with the receipt of emergency services, for the purposes specified in the letter of request.
- d. The monetary value of the donated tickets and/or passes may not exceed \$300 over a one-year period. If the organization wishes to obtain additional tickets and/or passes or extend the program beyond one year, the District may develop a

service contract with the organization to meet its long-term needs at an adjusted rate.”

SC METRO’s Legal Department has opined that the 180/180 organization does not meet the criteria in AR-4004 for issuance of free bus passes.

SC METRO Group Pass Contract and Bus Pass Bulk Purchases:

A part of SC METRO’s Fare Ordinance 84-2-1, Group Pass Contract Rates, and Bulk Bus Pass Agreements are available allowing for the purchase of bus passes at a discounted rate. Currently, a variety of Agencies, Non-profits, and Employers hold agreements with SC METRO for purchasing bus passes in bulk at a discount. The discounts are offered in increments of 10%, 15%, and 20% depending on the number of passes purchased.

Mr. Kramer’s organization could qualify for purchases of Group/ Bulk Bus Passes if his organization was willing to enter into an agreement with SC METRO for purchasing discounted bus passes similar to what other agencies, non-profits, and employers are performing. Staff is recommending that Mr. Kramer enter into a Group or Bulk Bus Pass Agreement with SC METRO in order to purchase bus passes at a discounted rate.

IV. ALTERNATIVES

- Refer Mr. Kramer to Santa Cruz County Health/Social Services or other participants for consideration of partnering in the Bulk Purchase Discounts.

V. COORDINATION

This Staff Report has been coordinated with SC METRO Legal Department and the Ticket and Pass Specialist.

VI. FINANCIAL CONSIDERATIONS

The Group/Bulk Bus Pass purchasing agreements allow for various qualifying entities to purchase Bus Passes at a discount. The reduction in revenue due to these discounts have been taken into consideration as they are part of the agreed to Fare Ordinance and Resolution

- **FISCAL IMPACT:**
Addition of entity/s to Group/Bulk Pass purchases would result in a greater number of passes being sold albeit at a discount to regular fare, but would add to SC METRO’s revenue stream.

VII. ATTACHMENTS

- Attachment A:** 180/180 Presentation, Phil Kramer, Director
- Attachment B:** AR-4004 Bus Passes – Issuance of Free Passes
- Attachment C:** Bus Pass Bulk Purchase Discount Rates

Board of Directors
Board Meeting of September 26, 2014

Prepared By: Ciro Aguirre, Manager of Operations
Date Prepared: September 17, 2016

APPROVED:



Ciro Aguirre, Manager of Operations




Alex Clifford, CEO/General Manager

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Presentation to Santa Cruz METRO

Phil Kramer, Director
180/180

180 

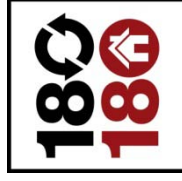
180 

**MAKING A 180 DEGREE TURN
TO HOUSE 180 CHRONICALLY
HOMELESS MEN AND WOMEN
IN SANTA CRUZ COUNTY BY JULY 2014**

QuickTime™ and a
decompressor
are needed to see this picture.

- Permanent homes for 100,000 homeless men, women and families by July 2014
- 236 participating communities

95,000 people housed



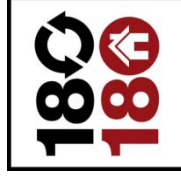
Snapshot of Santa Cruz County

- 3,536 people experiencing homelessness
- 82% of the population is unsheltered
- 72% of the homeless population were living in the county when they became homeless
- 68% have at least one disabling condition

15a.4

Attachment A

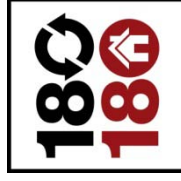
Source: Applied Survey Research, 2013 Santa Cruz County Homeless Point-In-Time Homeless Census and Survey



Snapshot of Santa Cruz County

- 11% are veterans
- 15% are persons in families
- 989 (or 28%) are chronically homeless
- 37% are under 25 years old
- Transition Age Youth & unaccompanied children represent almost 27% of the county's homeless population... and are one of the fastest growing homeless sub-populations in the county

15a.5



Chronic homelessness is long term or repeated homelessness coupled with a disabling condition:

Diagnosable substance abuse disorder

- **Serious mental illness**
- **Developmental disability**
- **Chronic physical illness or disability**

15a.6

Outreach / Vulnerability Index

180/180 uses a research tool called the Vulnerability Index survey to identify the most vulnerable (at risk) homeless residents

QuickTime™ and a decompressor are needed to see this picture.

Dr. Jim O'Connell
- Boston Health Care for the Homeless



Profile of our most vulnerable homeless neighbors

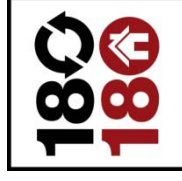
- 70% male / 30% female
- Average Age: 50
- Oldest: 78
- Youngest: 19
- 12% veterans
- Average number of years living in the Santa Cruz County area: 19
- Average number of years homeless: 9



Profile of our most vulnerable

- 51% have been to the emergency room three or more times in past 3 months
- 72% received treatment for mental health issues
- 63% have a permanent physical disability
- 54% have a serious brain injury or head trauma
- 59% have been the victim of a violent attack since becoming homeless

15a.9



Homeless Deaths in Santa Cruz

- 37 people died while homeless in Santa Cruz County in 2013
- The average number of homeless deaths per year over the preceding ten years (2002-2012) was 34
- The average age at death for homeless individuals in Santa Cruz County is ~ 50



“Million-Dollar Murray”

by MALCOM GLADWELL

Hospitals + Jail + Ambulance
+ Substance-abuse treatment
+ Doctors’ fees + other expenses
estimate \$100,000 / year x 10 years
= \$1,000,000

*“It cost us one million dollars not to do
something about Murray”*



Housing First & Permanent Supportive Housing

Attachment A

15a.12



Housing First

QuickTime™ and a
decompressor
are needed to see this picture.

Attachment A

Housing First is an approach that centers on providing people who are homeless with permanent housing right away, and then offering other services as needed.



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decompressor
are needed to see this picture.

Permanent Supportive Housing

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decompressor
are needed to see this picture.

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decompressor
are needed to see this picture.

19
a.14



How Permanent Supportive Housing Works

Professional Case Managers link clients to primary care, behavioral health care, and substance abuse treatment using a Housing First approach.

...connecting participants with supportive services that help increase housing retention by addressing substance abuse, mental illness and chronic health issues.

15a.15





**Permanent
Supportive Housing
saves lives
and saves money**

Permanent Supportive Housing is cost effective

QuickTime™ and a
decompressor
are needed to see this picture.



Heather Bullock, chair of UCSC psychology department, is collaborating with Lois MacGillivray, a Catholic nun, to study the 180/180 campaign.

QuickTime™ and a decompressor are needed to see this picture.

“We really want to dig deeper,” Bullock says... “We want to understand what combination of services along with housing really helps support people.”



“From Downtown Streets to Permanent Homes”

180/180 is leading a 100-day initiative to identify and house “visible, vulnerable and high impact” homeless individuals living in the downtown commercial centers of Santa Cruz & Watsonville

County of Santa Cruz;
Board of Supervisors,
Human Services Dept.,
Mental Health Dept.,
HPHP,
Dept of Probation,
City of Santa Cruz
City of Watsonville
SCPD
Watsonville PD
Downtown Outreach
Encompass
Homeless Services Center
Pajaro Valley Shelter
PV Loaves & Fishes
Teen Challenge
Grace Harbor
Salvation Army
Veterans Administration
Housing Authority
SC Business Council

Attachment A



“100 Day Dash”

We have a goal to house 37 individuals (25 in Santa Cruz + 12 in Watsonville). We’ve surveyed 175, prioritized 76 and housed 10 so far, with another 41 on a pathway to housing, including 8 Veterans connected with VA services, for a total of 51.



How this affects METRO

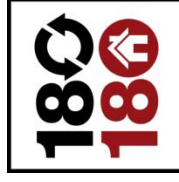
- Riders / Customers
- Culture & Environment
- Community Partner

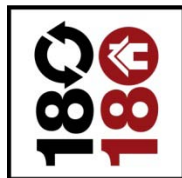
QuickTime™ and a decompressor are needed to see this picture.



How METRO can help

- Move in kits
 - Security deposits, furniture, essential household items
- Bus Passes
 - The only means of transportation for many of our most vulnerable homeless neighbors





Thank You

www.180santacruz.org

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Attachment B
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-4004

Computer Title: freepass.doc

Effective Date: January 1, 1993

Pages: 3

TITLE: BUS PASSES - ISSUANCE OF FREE PASSES

Procedure History

REVISION DATE	SUMMARY OF REVISION	APPROVED
12/5/95	Revise format without content change	SG
7/19/96	Limits on student passes	SG
2/24/98	Clarify language	MD
04/24/03	New title without content change	LW
08/22/03	Increase in pass allowance to reflect fare increase	LW
01/23/04	Clarify language: Add language to allow bus passes for claimants and potential claimants	ER

I. POLICY

1.01 The Board of Directors or the General Manager of the Santa Cruz Metropolitan Transit District are authorized to issue free passes only in accordance with the following Regulation and the District Fare Ordinance.

II. APPLICABILITY

2.01 This regulation is applicable to all District employees, retirees, current and former members of the Board of Directors and their spouses.

III. ISSUANCE OF FREE BUS PASSES

3.01 Free bus passes may be issued by the Board of Directors or the General Manager in the following circumstances:

- a. Day or monthly passes may be issued to claimants, potential claimants and bus passengers who sustain injuries on the buses or, in District facilities if it is in the District's best interests.

Attachment B

Issuance of Free Passes

Page 2

- b. Monthly passes may be issued to persons who perform an act which directly benefits the District;
- c. Monthly passes may be issued as an award for a contest sponsored by the District;
- d. A monthly and/or weekly pass valid for no longer than one month may be issued to students participating in educational programs, which promote good will and friendship with other countries. A limit of \$3,000 per organization per calendar year is established for the value of passes issued to students with a District limit of \$10,000 to all organizations per year, except that an organization that has not previously requested passes during the year may request ten passes or less once the \$10,000 limit has been reached;
- e. An annual pass shall be issued upon request to all employees who retire from the District under the provisions of the Public Employee Retirement System with five or more years served in District employment and their spouses;
- f. An annual pass shall be issued upon request to the spouse of a deceased employee or Board of Directors' member who dies while in the service of the Santa Cruz Metropolitan Transit District;
- g. An annual pass shall be issued upon request to former Board Members who serve at least four years on the District's Board of Directors and their spouses;
- h. Passes may be provided to out-of-District participants in Transit meetings or conferences held in or near the Santa Cruz Metropolitan Transit District;
- i. Monthly passes may be issued to persons who supervise school children (K-12) traveling to and from school on weekdays on District buses. The school shall be responsible for certifying the need for such passes or tickets and for distribution.

3.02 The Santa Cruz Metropolitan Transit District may grant requests for discounted rates or donation of tickets and passes for use by recipients of services provided by emergency services agencies, provided the requests conform with the following criteria and procedures:

- a. The agency requesting the tickets and passes must be a non-profit organization which provides emergency services to the local community as defined below:
 - 1. Agency must be registered by the State of California as a private non-profit agency.

Attachment B

Issuance of Free Passes

Page 3

2. Agency must supply services to Santa Cruz County residents who are receiving services as a direct result of a bonafide emergency.
 - b. The organization must submit a letter of request to the District outlining the nature of the transportation emergency, the reasons for the request, who will use the tickets and/or passes, and the number of tickets and/or passes required.
 - c. The tickets and/or passes may only be used by the organization's clients in conjunction with the receipt of emergency services, for the purposes specified in the letter of request.
 - d. The monetary value of the donated tickets and/or passes may not exceed \$300 over a one-year period. If the organization wishes to obtain additional tickets and/or passes or extend the program beyond one year, the District may develop a service contract with the organization to meet its long-term needs, at an adjusted rate.
- 3.03 Annual passes shall be issued to each member of the Board of Directors, District employee and members of their immediate family (spouse, unmarried equivalent to spouse, and children under the age of 18 years who reside within the household and/or other approved person in accordance with an approved Labor Agreement).
- 3.04 For the purpose of fare payment, an annual pass shall be considered the same as a monthly pass for fixed route service.

IV. ENFORCEMENT

- 4.01 Any District employee who violates this regulation shall be disciplined up to and including termination.

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Attachment C

Santa Cruz METRO Group and Bulk Pass Discount

Bulk Purchase Discounts available:

1-Day Pass

20% for purchases of over 100

Regular rate: \$6.00 per pass

Bulk purchase rate: \$4.80 per pass

31-Day Adult Pass

10% for purchases of 12-50

Regular rates: \$65.00 per pass

Bulk purchase rate: \$58.50 per pass

15% for purchases of 51-100

Regular rate: \$65.00 per pass

Bulk purchase rate: \$55.25 per pass

20% for purchases over 100

Regular rate: \$65.00 per pass

Bulk purchase rate: \$52.00 per pass

Agencies purchasing bus passes at the bulk discount rate:

- Santa Cruz County Health Services Agency, 1-Day Passes
- Santa Cruz County Human Services Dept., 1-Day and 31-Day Passes
- Cabrillo College, 31-Day Passes Adult
- Dominican Hospital, 1-Day Passes
- State of CA Corrections & Rehabilitation, 1-Day Passes
- Santa Cruz City Schools, 31-Day Adult Passes
- Santa Cruz County Office of Education, 31-Day Adult Passes

Non-profits purchasing bus passes at the bulk discount rate:

- Homeless Services Center, 1- Day Passes
- Valley Churches United Missions, 1-Day Passes
- Janus of Santa Cruz , 1-Day Passes
- Encompass Community Services (Si Se Puede, S.C. Residential Recovery, Community Support Services, Alto Counseling) 1-Day and 31-Day Passes
- Resurrection Church 1-Day Passes

Employer Bus Passes (minimum purchase 200 passes):

- County of Santa Cruz, 1-Day Pass, special encoding restricts use of bus pass to Monday thru Friday only and states on bus pass "1D County Emp", cost: \$5.50 per, pass by agreement.
- Dominican Hospital Dignity Health, 1-Day Pass, cost: \$5.50 per pass, by agreement.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Ciro Aguirre, Manager of Operations

SUBJECT: CONSIDERATION OF AUTHORIZING THE PURCHASE OF FIRMWARE, BRAILLE PLACARDS AND KEY PADS FOR IMPROVING AUDIBLE/TACTILE INSTRUCTIONS AND CREDIT/DEBIT CARD SECURITY ON SANTA CRUZ METRO'S TICKET VENDING MACHINES IN AN AMOUNT NOT TO EXCEED \$25,000.

I. RECOMMENDED ACTION

That the Board of Directors authorize Santa Cruz METRO's CEO to proceed with the purchase of Firmware, Braille Placards and Key Pads to upgrade audible/tactile instruction, and improve security on all Ticket Vending Machines

II. SUMMARY OF ISSUES

- On September 13, 2013, the Santa Cruz METRO Board approved the purchase of a sixth Ticket Vending Machine.
- Santa Cruz METRO Staff received comments and suggestions to improve Ticket Vending Machine functionality.
- Audio, Braille, and Credit/Debit Card Key Pads are requested as enhancements.
- GFI/GENFARE FIRMWARE programming is required for completion of Audio upgrades to the TVMs.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO currently operates five Ticket Vending Machines (TVM) located at the Watsonville Transit Center, Cabrillo College, Capitola Mall, Pacific Station Transit Center, and the Cavallaro Transit Center. These TVMs were purchased in 2010 and 2012. On September 13, 2013, the purchase of a sixth TVM was approved by the Board and scheduled to be installed in the San Lorenzo Valley area.

Throughout the years, as use of the TVMs has increased, there have been some suggestions for improving end-user interaction with these machines as has been brought to Santa Cruz METRO's attention by the public, including persons with visual impairments. While the TVMs meet ADA Accessibility Standards, Santa Cruz METRO is interested in improving the functionality of the TVMs making them easier to use for all patrons.

Since December 17, 2013, Santa Cruz METRO staff has been working with members of our community and with GFI Genfare (GFI), manufacturer of the TVMs, providing

suggestions on how the TVMs can communicate more effectively to provide audible instructions during transactions. Based on the suggestions provided, Santa Cruz METRO is pursuing improvements to the TVM audio and Braille/ Icon placards. Staff is also requesting the addition of four Key Pads that were not available when the first four TVMs were purchased in order to improve security when using Credit/Debit Cards.

Currently, GFI has been able to make configuration changes to the existing TVM software allowing for improved audible communication to take place, but for additional upgrades to be made, more extensive software programming (Firmware) will be needed to improve additional functionality. This Firmware upgrade will provide additional audible communication aspects benefiting persons wishing to hear instructions while performing transactions at the TVM and allow for a more enhanced customer oriented experience. GFI has expressed interest in working with Santa Cruz METRO on this Firmware upgrade as it will enhance their product line extensively, and they have agreed to perform the programming at approximately 60% of the cost.

Staff recommends that the Santa Cruz METRO Board authorize the CEO to purchase Firmware, improved Braille/Icon placards, and Key Pads that will be installed on all five currently in service TVMs, and as part of the design to the sixth TVM to be purchased at a cost of \$25,000 for all six TVMs.

A table has been provided outlining requests Santa Cruz METRO is pursuing and completion status of items within each category.

The Table is categorized as:

- **REQUESTS:** Items suggested by Staff and TVM users
- **CONFIGURATION:** Suggested improvements that were reconfigured using existing software
- **FIRMWARE:** Suggested improvements that will require additional software programming.

(Attachment A)

IV. ALTERNATIVES

- **TVMs to have Completed Configuration Changes only**
Not advised since the configuration changes only address a portion of the audible concerns encountered. Firmware upgrades will complete various audible components not addressed by configuration changes. Braille improvements will complete tactile conveyance of information more clearly, and Key pad installation will add a greater level of security for Credit/Debit Card transactions.
- **Provide Braille and Icon improvements only**
Not advised as this will only address tactile improvement requests, will not address audible and security improvements.

- **Deny purchases of Requested and Firmware Suggestions**

Not advised since the intent is to improve customer experience using the TVM. The items identified in Requested and Firmware suggestions will work in conjunction with configuration changes made to improve TVM functionality.

V. COORDINATION

This Staff Report has been coordinated with the Finance and Legal Departments.

VI. FINANCIAL CONSIDERATIONS

The following, outlines the elements of the recommendation:

1. AMOUNT OF RECOMMENDATION: \$25,000

2. SOURCE OF FUNDING CHARGE

- Operating/Capital Reserves

3. FISCAL IMPACT:

- Future Financial Report amending budget to reflect use of \$25,000 from Operating/Capital Reserve Account.

VII. ATTACHMENTS

Attachment A: TVM Upgrade Status

Board of Directors
Board Meeting of September 26, 2014

Prepared By: Ciro Aguirre, Manager of Operations
Date Prepared: September 17, 2016

APPROVED:



Ciro Aguirre, Manager of Operations



Alex Clifford, CEO/General Manager

Attachment A

TVM Upgrade Status 9/9/2014

REQUESTS	ADA REQUIRED Yes / No	ADA COMPLIANT Yes / No	U.S. Standard Compliant Yes / No	Date Notified	In Progress	Date Completed	Est. Cost	Requiring BOD Approval
Additional Navigational Text in Braille	No Convenience /User Friendly	Yes	Yes	12/17/2013	X		\$7,000	X
Easy to find Start Instruction in Braille	No Convenience /User Friendly	Yes	Yes	12/17/2013	X			
Update 4 TVM's with Pin Pads	No Staff Request Security	Yes	Yes	12/17/2013	X		\$7,000	X
Install Headset Jack NOTE: All TVMs equipped with Headset Jacks, location was unfamiliar have now been identified	N/A All units were equiped with Headset Jacks	Yes	Yes	12/17/2013		6/20/2014		
TOTAL REQUESTS COSTS							\$14,000	X

Note: Complainant requests any future changes or modifications to TVMs include Braille and auditory upgrades. Staff concurs.

CONFIGURATION								
Speech Output - This item referred to the word AUTHORIZED that was spelled out, not spoken. Corrective changes made by GFI so that word is now spoken.	No Convenience /User Friendly	Yes	Yes	12/17/2013		6/17/2014		
Audible Greeting and Instructions on Ticket or Smart Card purchasing processes	No Convenience /User Friendly	Yes	Yes	12/17/2013		6/17/2014		
Audible Time Out; Increase default time	No Convenience /User Friendly	Yes	Yes	12/17/2013		6/17/2014		
Audible Time Out; Tap Card on Red Square to Cancel Transaction	No Convenience /User Friendly	Yes	Yes	12/17/2013		6/17/2014		
Audible Choice of Credit Card or Debit Card Press #1 or #2	No Convenience /User Friendly	Yes	Yes	12/17/2013		6/17/2014		
TOTAL CONFIGURATION COSTS							\$0	

FIRMWARE								
Audible "Re-insert Credit/Debit Card with Magnetic Strip to Left" when inserted wrong	No Convenience /User Friendly	Yes	Yes	12/17/2013	X			
Audio Amount on Smart Card and Expiration of Pass	No Convenience /User Friendly	Yes	Yes	12/17/2013	X			
Add "Beep" to confirm cancellation is completed	No Convenience /User Friendly	Yes	Yes	12/17/2013	X			
Auditory Amount Charged to Credit/Debit Card	No Convenience /User Friendly	Yes	Yes	12/17/2013	X			
Audible Message "Thank You" after successful Smart Card Reload	No Convenience /User Friendly	Yes	Yes	12/17/2013	X			
TOTAL FIRMWARE COSTS							\$11,000	X
TOTAL ALL COSTS							\$25,000	X

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: CONSIDERATION OF REJECTION OF BID RECEIVED FROM TIBER PAINTING AND AWARD OF CONTRACT WITH A PLUS PAINTING FOR EXTERIOR PAINTING OF THE CAVALLARO TRANSIT CENTER IN AN AMOUNT NOT TO EXCEED \$36,200

I. RECOMMENDED ACTIONS

- 1) Authorize the Purchasing Manager to reject the bid received from Tiber Painting.**
- 2) Authorize the CEO to execute a contract with A Plus Painting for Exterior Painting of the Cavallaro Transit Center in an amount not to exceed \$36,200, and designate Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager, as Contract Administrator.**

II. SUMMARY

- Santa Cruz METRO has a need for exterior painting of the Cavallaro Transit Center.
- A competitive procurement was conducted to solicit bids from qualified firms, and ten (10) firms submitted bids for Santa Cruz METRO's review.
- The contractor that submitted the lowest bid has been found to be non-responsible, as they do not have the previous experience required to meet the minimum solicitation requirements.
- As provided in the terms and conditions of the IFB, Santa Cruz METRO may accept or reject any or all bids received at its discretion.
- Staff has reviewed all submitted bids, and is recommending that the Board of Directors 1) authorize the rejection of one bid for non-responsibility, and 2) authorize the execution of a contract with A Plus Painting.

III. DISCUSSION/BACKGROUND

The Cavallaro Transit Center has not been painted since it was built in 1994. The City of Scotts Valley has requested that it be repainted, and has selected a warmer color scheme to update the look of the Transit Center, and to have it fit in better with the aesthetic of the surrounding City-owned buildings. Santa Cruz METRO's Board of Directors authorized the issuance of a formal Invitation for Bids ("IFB") for this purpose on February 28, 2014.

On May 30, 2014, Santa Cruz METRO legally advertised and distributed IFB No. 14-05 to forty-six (46) firms and nine (9) builders' exchanges, posted notice on its website, and sent email notices to all GovDelivery subscribers. On June 27, 2014, bids were received and opened from ten (10) firms. A list of firms and a summary of the bids received are provided in Attachment A.

Upon reviewing all submitted bids, staff determined that the bidder who had submitted the lowest bid, Tiber Painting, was non-responsible, as they had only been in business since February of this year and did not meet the minimum solicitation requirements—specifically, the requirement to have successfully completed no less than three (3) public works projects in the State of California of similar scope, size, and complexity as this project. A Plus Painting has been determined to be the lowest responsible bidder, whose bid is responsive to all the requirements of the IFB.

Tiber Painting submitted a pre-award bid protest, which contended that the cumulative experience of the business's partners, instead of the firm itself, should meet the requirements. The bid protest was reviewed by Angela Aitken, Finance Manager, and Leslyn Syren, District Counsel. A response letter was sent to Tiber Painting concurring with the determination of the Purchasing Manager: that the firm did not meet the minimum qualifications set forth in the RFP. The protest was resolved in accordance with Santa Cruz METRO's Protest Procedures and has concluded at this time.

Staff is recommending two actions: 1) that the Board of Directors authorize the Purchasing Manager to reject the bid received from Tiber Painting due to non-responsibility; and 2) that the Board of Directors authorize the CEO to execute a ninety-day contract on behalf of Santa Cruz METRO with A Plus Painting for Exterior Painting of the Cavallaro Transit Center in an amount not to exceed \$36,200.

Contractor will provide all equipment and materials meeting all Santa Cruz METRO's specifications and requirements of the contract. Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funds to support this contract are included in the FY15 Capital Budget, account 514010-932601, funded by State Transit Assistance ("STA").

V. ALTERNATIVES CONSIDERED

- Do not award a contract. The Board of Directors could decide not to award this contract and direct the CEO to have in-house staff perform this work. This is not the recommended action due to staffing restrictions and the desire of the City of Scotts Valley to have this project completed as soon as possible. Awarding a contract for this work is a better option, as it assures that the Transit Center will be repainted in a timely manner.

VI. ATTACHMENTS

- Attachment A:** Summary of Bids Received
Attachment B: Contract with A Plus Painting

Note: The IFB along with its Exhibits and any Addendums are available for review at the Purchasing Office of Santa Cruz METRO.

Prepared By: Joan Jeffries, Administrative Assistant
Date Prepared: September 15, 2014

APPROVED:



Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A



Bid Results for IFB No. 14-05

Exterior Painting of the Cavallaro Transit Center

Opened June 27, 2014 at 2:00 PM

BIDDER	AMOUNT BID	Optional Services
Tiber Painting, Mountain View, CA	\$7,908	\$6,584
A Plus Painting, Roseville, CA	\$8,700	\$27,490
Color Chart Inc., San Bruno, CA	\$17,000	\$12,000
Ultra Painting, Santa Cruz, CA	\$19,980	\$25,065
Athens Painting & Decorating, Pittsburg, CA	\$26,000	\$17,000
Northern California Painting, Penryn, CA	\$27,000	\$18,000
Fix Painting Company, Woodland Hills, CA	\$39,600	\$15,800
On Point Construction, Burlingame, CA	\$41,180	\$14,880
AK Builders, Sacramento, CA	\$42,300	\$1,000
Everlast Builders, Inc., Canyon Country, CA	\$70,000	\$7,900

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Attachment B

CONTRACT FOR EXTERIOR PAINTING OF THE CAVALLARO TRANSIT CENTER No. 14-05

THIS CONTRACT is made effective on August 25, 2014 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and A PLUS PAINTING ("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 Exterior Painting of the Cavallaro Transit Center

Santa Cruz METRO requires Exterior Painting of the Cavallaro Transit Center. In order to obtain said Exterior Painting of the Cavallaro Transit Center, Santa Cruz METRO issued an Invitation for Bids, dated May 30, 2014, setting forth specifications for Exterior Painting of the Cavallaro Transit Center. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is 108 Morella Court, Roseville, California 95747. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for Provision of said Exterior Painting of the Cavallaro Transit Center, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On August 5, 2014, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Exterior Painting of the Cavallaro Transit Center, located at 246 Kings Village Drive, Scotts Valley CA 95066. 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 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,

Attachment B

and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Part III, Section 13.14 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids No. 14-05" dated May 30, 2014, including Addendum numbers 1 and 2.

b) Exhibit B (Bid Form)

Contractor's submitted bid to Santa Cruz METRO for Exterior Painting of the Cavallaro Transit Center as signed by Contractor.

2.02 Conflicts

In the event of conflict between requirements contained in different components of the Contract Documents, provisions set forth in Part VI (FTA Requirements for Construction Contracts) shall prevail over all other provisions. Provisions set forth in Parts I (Instructions to Bidders), III (General Conditions of the Contract) and V (Sample Contract) shall prevail over all remaining Contract Documents. In resolving other conflicting requirements among the Contract Documents, the order of precedence shall be as follows: 1. Change Orders, 2. Addenda or Letters of Clarification, 3. Part IV (Special Conditions of the Contract), and 4. Part VII (Construction Specifications).

2.03 Recitals

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

3. TIME OF PERFORMANCE

3.01 General

The Work under this Contract shall be completed in thirty seven (37) calendar days after the date of commencement specified in the Notice to Proceed, unless modified by the parties under Part III, subsection 10.13 of the General Conditions to the Contract or terminated pursuant to Part III, Section 2.

3.02 Term

The term of this Contract shall commence upon the execution of the Contract by Santa Cruz METRO and shall remain in force for ninety (90) calendar days after the date of commencement specified in the Notice to Proceed. Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

3.03 Acceptance of Terms

Execution of this document shall be deemed as acceptance of all of the terms and conditions as set forth herein and those contained in the Instructions to Bidders, the General Conditions, the Special Conditions, the FTA Requirements for Construction Contracts, the Specifications

Attachment B

for Work and all attachments and addenda, which are incorporated herein by reference as integral parts of this Contract.

4. SCOPE OF WORK

- 4.01 Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services, including Optional work and services, as specified in and in full accordance with the Invitation for Bids (IFB) No. 14-05 dated May 30, 2014 for Exterior Painting of the Cavallaro Transit Center. The Contractor shall provide a complete project in conformance with the intent specified herein and as provided for and set forth in the IFB.
- 4.02 Contractor and Santa Cruz METRO agree to comply with and fulfill all obligations, promises, covenants and conditions imposed upon each of them in the Contract Documents. All of said Work done under this Contract shall be performed to the satisfaction of Santa Cruz METRO or its representative, who shall have the right to reject any and all materials and supplies furnished by Contractor which do not strictly comply with the requirements contained herein, together with the right to require Contractor to replace any and all Work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the Contract Documents.

5. COMPENSATION

5.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor the amount of \$36,190, as identified in the Bid Form, Exhibit B, for satisfactory completion of all Work, including Optional Metal Fixtures and all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit, and all other costs incidental to the performance of the services specified under this Contract, under the terms and provisions of this Contract, within thirty (30) days thereof. Contractor understands and agrees that if they exceed the \$36,190 maximum amount payable under this Contract, they do so at their own risk.

5.02 Release of Claims

Payment by Santa Cruz METRO of undisputed contract amounts is contingent upon Contractor furnishing Santa Cruz METRO with a Release of All Claims against Santa Cruz METRO arising by virtue of the part of the Contract related to those amounts.

5.03 Retention of progress payments

Santa Cruz METRO will retain five (5%) percent of the contract price from each progress payment made pursuant to the Contract through the completion of the Contract. The retention shall be released, with the exception of 150 percent (150%) of any disputed amount, within 60 days after the date of completion of the Work. Pursuant to Section 22300 of the Public Contract Code, Contractor may substitute a deposit of securities in lieu of Santa Cruz METRO withholding any monies to ensure Contractor's performance under the Contract, or alternatively, request that Santa Cruz METRO make payment of retentions earned directly to an escrow agent at the expense of Contractor. The provisions of Public Contract Code Section 22300 are incorporated herein by reference as though set forth in full, and shall govern the

Attachment B

substitution of securities and/or escrow account. If a Stop Notice is filed, Santa Cruz METRO will retain 125% of the amount set forth in the Stop Notice from the next progress payment made to Contractor.

5.04 Change in Contract Price

5.04.01 General

- A. The Contract price constitutes the total compensation payable to Contractor for performing the Work. All duties, responsibilities, and obligations assigned to or undertaken by Contractor to perform the Work shall be at Contractor's expense without change in the Contract price.
- B. The Contract price may only be changed by a change order. Any request for an increase in the Contract price shall be based on written notice delivered by the Contractor to the Contract Administrator promptly and shall state the general nature of the request.
- C. The value of any Work covered by a change order or of any request for an increase or decrease in the Contract price shall be determined by mutual acceptance of a lump sum.

5.05 Change of Contract Time

5.05.01 General

- A. The Contract time may only be changed by a change order. Any request for an extension of the Contract time shall be based on written notice delivered by the Contractor to the Contract Administrator promptly and shall state the general nature of the request. No request for an adjustment in the Contract time will be valid if not submitted in accordance with the requirements of this Article.

The Contract time will only be extended when a delay occurs which impacts a controlling item of Work as shown on the work schedules. Time extensions will be allowed only if the cause is beyond the control and without the fault or negligence of the Contractor. Time extensions will also be allowed when Santa Cruz METRO-caused delays to a controlling item of Work and Contractor-caused delays to a controlling item of Work occur concurrently. The Contractor will be notified if the Contract Administrator determines that a time extension is not justified.

5.05.02 Extensions of Time for Delay Due to Excusable Inclement Weather

- A. The Contract time will be extended for as many days in excess of the average number of days of excusable inclement weather
- B. Should the Contractor prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather, prevents work from beginning at the usual starting time and the crew is dismissed as a result thereof, the Contractor will be entitled to a 1-day extension whether or not conditions

Attachment B

change thereafter during said day and the major portion of the day could be considered to be suitable for such construction operations.

5.06 Waivers and Releases

Contractor is required to provide unconditional waivers and releases of stop notices in accordance with California Civil Code §3262(d)(2). Santa Cruz METRO agrees to pay Contractor within 30 days after receipt of an undisputed and properly submitted payment request from Contractor. If Santa Cruz METRO fails to make such payments in a timely manner, Santa Cruz METRO shall pay interest to Contractor equivalent to the legal rate set forth in Subdivision (a) of Section 685.010 of the Code of Civil Procedure. For purposes of this section, "progress payment" includes all payments due Contractor, except that portion of the final payment designated by the Contract as retention earnings. Any payment request determined not to be a proper payment request suitable for payment shall be returned to Contractor as soon as practicable, but not later than seven days after receipt. A request returned pursuant to this paragraph shall be accompanied by a written explanation of why the payment request is not proper. The number of days available to Santa Cruz METRO to make a payment without incurring interest pursuant to this section shall be reduced by the number of days by which Santa Cruz METRO exceeds the seven-day return requirement set forth above. A payment request shall be considered properly executed if funds are available for payment of the payment request and payment is not delayed due to an audit inquiry by Santa Cruz METRO's financial officer.

6. NOTICES

All notices under this Contract shall be in writing and shall be effective when received, if delivered by hand, or three (3) days after posting, if sent by registered mail, return 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: CEO/General Manager

CONTRACTOR

A Plus Painting
108 Morella Court
Roseville, CA 95747

Attention: Michael Dovgan
apluspaintingca@gmail.com
(916) 410-7573

Attachment B

7. ENTIRE AGREEMENT

7.01 This Contract represents the entire agreement of the parties with respect to the subject matter hereof, and all such agreements entered into prior hereto are revoked and superseded by this Contract, and no representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

7.02 This Contract may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Contract shall be void and of no effect.

8. AUTHORITY

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

Signed on _____

Santa Cruz METRO – SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford
CEO/General Manager

Contractor – A PLUS PAINTING

By 
Michael Dovgan
Owner

Approved as to Form:

Leslyn Syren
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 26, 2014

TO: Board of Directors

FROM: Thomas Hiltner, Grants/Legislative Analyst

SUBJECT: CONSIDER AUTHORIZING THE CEO TO SUBMIT TWO APPLICATIONS FOR FY16 CALTRANS PLANNING GRANTS TO STUDY:

- 1) **BUS OPERATION ON THE SHOULDER OF HIGHWAY 1;**
- 2) **BRT OPERATION ON THE RTC RAIL RIGHT-OF-WAY.**

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to submit applications to Caltrans for the following two projects: 1) Conduct a feasibility study of bus operation on the Highway 1 shoulder; and 2) Conduct a feasibility study of BRT operation on the RTC rail right-of-way.

II. SUMMARY OF ISSUES

- Santa Cruz METRO would like to conduct a feasibility study of the bus-on-shoulder concept, and the Board Chair would like Santa Cruz METRO to also conduct a feasibility study of Bus Rapid Transit (BRT) on the RTC rail right-of-way.
- Caltrans is soliciting applications for its annual transportation planning grant program.
- Caltrans will award grants in spring 2015 and projects can begin in July 2015.
- Staff recommends that the Board authorize the CEO to submit two applications for Caltrans planning grants to study two new bus operating strategies.

III. DISCUSSION

Santa Cruz METRO desires to conduct feasibility studies of two new bus operating strategies to improve bus service in Santa Cruz County. The first strategy would identify segments of Highway 1 road shoulders on which Santa Cruz METRO buses could operate to reduce travel time between Santa Cruz and Watsonville. The second strategy, as recommended by the Board Chair, would study the feasibility of operating Bus Rapid Transit (BRT) on the Santa Cruz County Regional Transportation Commission (RTC) rail right-of-way to establish an alternative transportation mode competitive with private vehicle travel.

In September 2013, the Governor signed into law Assembly Bill 943 (AB 943), which Assembly Member Mark Stone carried to improve Santa Cruz County bus service. AB 943 authorizes public transit buses to operate on the shoulder of state highway segments in Monterey and Santa Cruz County. AB 943 requires Monterey-Salinas Transit (MST), Santa Cruz METRO, Caltrans and the California Highway Patrol to work cooperatively to identify and approve bus operations

on certain segments of state highways. Both Santa Cruz METRO and MST provide intercity transit service through extremely congested sections of Highway 1, and bypassing these sections by operating on the road shoulder would significantly reduce travel time between northern and southern Santa Cruz County.

MST has expressed an interest in partnering with Santa Cruz METRO to take the first step to identify and gain approval to operate on the shoulder of Highway 1. Santa Cruz METRO proposes that Santa Cruz METRO and MST along with Caltrans, the California Highway Patrol and RTC, subject to Commission approval, form a partnership to conduct a feasibility study of bus operations on the shoulder of Highway 1.

In October 2012, the RTC purchased the Santa Cruz Branch Rail Line (Branch Line) from Union Pacific. The RTC is currently studying the feasibility of operating passenger rail service on the Branch Line, and this study is scheduled to conclude in spring 2015. The BRT feasibility study, in which the Board Chair has expressed interest, would follow conclusion of the Rail Feasibility Study. Staff proposes to partner with the RTC, subject to Commission approval, to conduct a feasibility study of BRT operation in this corridor.

Caltrans recently announced the FY15 cycle of its annual transportation planning grants. The two feasibility studies described above would be excellent candidates for grant funding because they respond to multiple criteria for successful applications. The Sustainable Transportation Planning Grant program emphasizes planning for regionally significant transportation corridors and strategic partnerships among transportation operating and planning agencies. Both of Santa Cruz METRO's proposed feasibility studies meet these criteria. If awarded, funds will be available in mid-2015. Applications are due 10/31/14.

Santa Cruz METRO staff recommends that the Board consider these two feasibility studies and authorize the CEO to submit grant applications for both.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The Caltrans Sustainable Transportation Planning Grant funds 88.53% of the total planning project costs. The recipient can pay the required 11.47% local share in cash or as a direct cost of staff labor dedicated to the project. Staff proposes submitting one grant request for \$150,000 to study the feasibility of bus operations on the shoulder of Highway 1. If awarded, this grant would require a local share of about \$19,000.

Staff proposes a second grant request for \$200,000 to study the feasibility of BRT operation on the RTC Branch Line. If awarded, this grant would require a local share of about \$26,000.

If Santa Cruz METRO contributed staff hours as a direct cost of the feasibility studies, then there would be no cash outlay from the operating budget.

V. ALTERNATIVES CONSIDERED

- Do not authorize grant applications for feasibility studies.
 - This option is not recommended because Santa Cruz METRO desires to take the first steps toward faster bus service between North and South County.
- Authorize the CEO to submit a grant application for one or the other feasibility studies.

VI. ATTACHMENTS

None

Board of Directors
Board Meeting of September 26, 2014

Prepared By: Thomas Hiltner, Grants/Legislative Analyst
Date Prepared: September 19, 2014

APPROVED:


Department Manager


Alex Clifford, CEO/General Manager