



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
SEPTEMBER 28, 2018 – 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 METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California.

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BOARD ROSTER

Director Ed Bottorff	City of Capitola
Director Cynthia Chase	City of Santa Cruz
Director Trina Coffman-Gomez	City of Watsonville
Director Jimmy Dutra	City of Watsonville
Director Norm Hagen	County of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Davon Thomas	UC Santa Cruz
Ex-Officio Director Zach McDaniel	Cabrillo College

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

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

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

AMERICANS WITH DISABILITIES ACT

The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the

agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact the Executive Assistant, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 ROLL CALL

3 ANNOUNCEMENTS

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

4 BOARD OF DIRECTORS COMMENTS

5 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

5.1 September 4, 2018 Letter from David Terazas, Santa Cruz City Mayor

6 WRITTEN COMMUNICATIONS FROM MAC (if applicable)

7 LABOR ORGANIZATION COMMUNICATIONS

8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

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

9-01 RECOMMENDED ACTION ON TORT CLAIMS

Shonoa Ruddick, Safety, Security and Risk Director

- 9-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF AUGUST 2018**
Angela Aitken, CFO
- 9-03 ACCEPT AND FILE: MINUTES OF THE AUGUST 24, 2018 BOARD OF DIRECTORS MEETING**
Alex Clifford, CEO/General Manager
- 9-04 ACCEPT AND FILE: MINUTES OF THE AUGUST 15, 2018 METRO ADVISORY COMMITTEE (MAC) MEETING**
Alex Clifford, CEO/General Manager
- 9-05 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 2ND QUARTER OF FY19**
Erron Alvey, Purchasing and Special Projects Director
- 9-06 ACCEPT AND FILE: PROJECT CLOSEOUT: ONBOARD BUS AND PARATRANSIT VEHICLE SECURITY SURVEILLANCE SYSTEM**
Isaac Holly, IT and ITS Director
- 9-07 APPROVE: CONCUR IN THE APPOINTMENT OF ED BOTTORFF, BOARD VICE CHAIR, AS DIRECTOR CHASE'S REPLACEMENT ON SANTA CRUZ METRO BOARD PERSONNEL/HR STANDING COMMITTEE**
Alex Clifford, CEO/General Manager
- 9-08 ACCEPT AND FILE: THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2018; AND, ADOPTION OF THE PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES**
Angela Aitken, CFO

REGULAR AGENDA

- 10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR BRIAN LAM, FACILITIES MAINTENANCE WORKER II (10 years), DAN STEVENSON, BUS OPERATOR (20 years) AND ANGEL J. VALDEZ, BUS OPERATOR (30 years)**
Bruce McPherson, Board Chair
- 11 PRESENTATION OF EMPLOYEE RETIREMENT RESOLUTION FOR LETICIA CALLEJAS, BUS OPERATOR (18 years) AND ELLYN PETERSON, BENEFITS ADMINISTRATOR (14 years)**
Bruce McPherson, Board Chair
- 12 CEO ORAL REPORT**
Alex Clifford, CEO/General Manager
- 13 ORAL UPDATE ON EDUCATING THE PUBLIC ABOUT THE BENEFITS OF SENATE BILL 1**
Barrow Emerson, Planning and Development Director

- 14 APPROVE: LONG RANGE BUS REPLACEMENT PLAN**
Barrow Emerson, Planning and Development Director
- 15 APPROVE: ADOPTING TITLE IV, CHAPTER 1 OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ADMINISTRATIVE CODE RELATED TO (1) A REVISED POLICY REGARDING THE USE OF FIXED ROUTE SERVICES AND TRANSIT FACILITIES, INCLUDING PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION AND (2) A REVISED PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION POLICY FOR PARACRUZ**
Alex Clifford, CEO/General Manager
- 16 APPROVE: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR AN ELECTRONIC FARE PAYMENT PILOT PROJECT FOR THE HIGHWAY 17 EXPRESS SERVICE**
Pete Rasmussen, Transportation Planner
- 17 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
Julie Sherman, General Counsel
- 18 RECESS TO CLOSED SESSION**

SECTION II: CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)

Agency Negotiators: Alex Clifford, CEO/General Manager
Julie Sherman, General Counsel

Employee Organization: UTU, Local 23

SECTION III: RECONVENE TO OPEN SESSION

- 19 REPORT OF CLOSED SESSION ITEMS**
Julie Sherman, General Counsel
- 20 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, OCTOBER 26, 2018 AT 9:00AM AT CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVENUE, CAPITOLA, CA**
Bruce McPherson, Board Chair
- 21 ADJOURNMENT**
Bruce McPherson, Board Chair

COMMUNICATIONS TO THE BOARD



MAYOR AND CITY COUNCIL

809 Center Street, Room 10, Santa Cruz, CA 95060 • (831) 420-5020 • Fax: (831) 420-5011 • citycouncil@cityofsantacruz.com

September 4, 2018

Chairperson Mary Nichols
California Air Resources Board
1001 I Street
Sacramento, CA 95814

Dear Chairperson Nichols and the California Air Resources Board:

On August 23, 2018, I signed a letter of support for the deployment of zero emissions buses throughout California on an accelerated pace. I wish to reiterate my support and request that this letter be attached to the original letter so that it helps to provide greater clarity and support for local transit agencies to meet deadlines being considered.

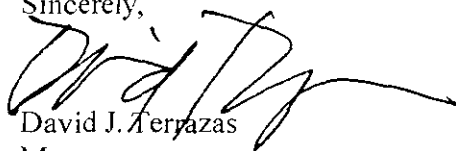
I support the deployment of zero emissions buses (ZEBs), including the California Air Resources Board (CARB) proposed 2040 deadline, yet understand that the technology is not quite where it should be to best support the public. I have been informed that the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) has communicated its concern about the draft Innovative Clean Transit in several communications to CARB. I also understand that the California Transit Association has brought forward similar concerns. Please know that my support of the revised draft Regulation is contingent upon CARB working with Santa Cruz METRO to address these concerns so that Santa Cruz METRO has the ability to best serve our local community.

I am aware that Santa Cruz METRO General Manager Alex Clifford's correspondence has communicated his concerns on behalf of the Santa Cruz METRO. I, therefore, will not restate those concerns here other than to say that I share in Mr. Clifford's concerns in three major areas:

1. CARB should use the Federal 5307 measure of small properties and apply that measure to Santa Cruz METRO.
2. CARB should make The Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project dollars available to all transit properties at any point in the process of purchasing zero emissions buses and transit properties, and they should not be precluded from receiving those dollars when they purchase ZEBs in a particular milestone threshold year.
3. CARB must include in its Regulation a benchmarking program such that within a few years following the adoption of the Regulation, certain benchmarks related to performance, price, and maintenance must be reviewed against both conventionally powered buses and the progress of the zero emissions bus manufacturers towards improvements in battery energy density and the overall range performance of the buses. Santa Cruz METRO needs zero emission buses that can perform to a range of 300 miles (end of life) without a recharge.

Thank you for allowing me the opportunity to contribute to this very important initiative and for your work and advocacy on behalf of the deployment of ZEBs throughout California.

Sincerely,


David J. Ferrazas
Mayor

SEP 10 2018

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DATE: September 28, 2018
TO: Board of Directors
FROM: Shonoa Ruddick, Safety, Security and Risk Director
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Approve Staff Recommendations for Claims for the Month of September 2018.

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

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

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

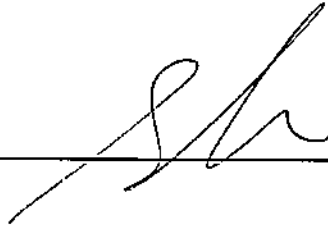
VI. DESCRIPTION OF CLAIMS

Claimant	Claim #	Description	Recommended Action
Terry L. Barling	18-0015	Claimant alleges that he fell and was injured when the bus moved before he was seated. Amount of claim: Over \$25,000.00	Reject

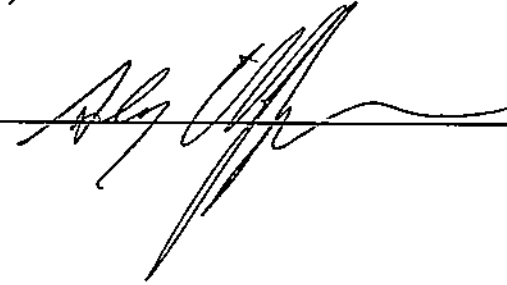
Prepared by: Tom Szeszowicki, Safety Specialist

VII. APPROVAL:

Shonoa Ruddick
Safety, Security and Risk Director



Alex Clifford, CEO/General Manager



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DATE: September 28, 2018
TO: Board of Directors
FROM: Angela Aitken, Chief Financial Officer
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF AUGUST 2018**

I. RECOMMENDED ACTION

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

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of August 2018.
- The Finance Department is submitting the check journals for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

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

All invoices submitted for the month of August 2018 have been processed, checks issued and signed by the Chief Financial Officer.

IV. FINANCIAL CONSIDERATIONS/IMPACT

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

V. ALTERNATIVES CONSIDERED

N/A

VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of August 2018

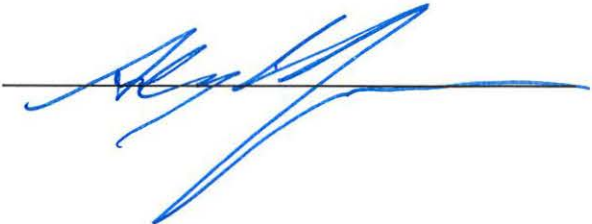
Prepared By: Holly Alcorn, Accounting Specialist

VII. APPROVALS:

Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager



Attachment A

DATE: 08/01/18 THRU 08/31/18

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
61450	08/01/18	-3,048.85	BATTERIES USA, INC.		84752	BATTERIES	-3,048.85	**VOID
62878	08/02/18	3,048.85	BATTERIES USA, INC.		88120	REPLACEMENT CK 61450	3,048.85	
62879	08/06/18	225.54	AA SAFE & SECURITY CO		88076	KEYS	140.04	
					88118	KEYS	85.50	
62880	08/06/18	385.00	ACTION AUTO GLASS DBA FOR		88160	RPR VEH #1114 PC	385.00	
62881	08/06/18	1,538.11	AIRTEC SERVICE INC.		88059	RPR HVAC VERNON	1,084.78	
					88060	RPR HVAC SMC	453.33	
62882	08/06/18	3,310.96	AT&T		88125	6/19-7/18 CEMENT-OCE	165.13	
					88126	6/19-7/18 OCEAN-SKY	281.45	
					88136	6/10-7/9 INTERNET	891.27	
					88137	6/13-7/12 POINT2POIN	1,973.11	
62883	08/06/18	429.00	B & H FOTO & ELECTRONICS CORP		88102	OFFICE SUPPLIES	429.00	
62884	08/06/18	6,505.33	CDW GOVERNMENT, INC.		88103	OFFICE SUPPLIES	510.63	
					88104	OFFICE SUPPLIES	54.51	
					88105	OFFICE SUPPLIES	662.08	
					88106	OFFICE SUPPLIES	5,278.11	
62885	08/06/18	52.65	CITY OF WATSONVILLE UTILITIES		88129	6/12-7/11 FIRE WTC	52.65	
62886	08/06/18	6,473.55	CLASSIC GRAPHICS		88138	BUS REPAIR VEH#2226	6,473.55	
62887	08/06/18	7,586.04	CLEAN ENERGY		88086	7/2/18 LNG	7,586.04	
62888	08/06/18	265.48	COAST PAPER & SUPPLY INC.		88167	INVENTORY ORDER	265.48	
62889	08/06/18	457.80	COLE SUPPLY COMPANY, INC.		88119	INVENTORY ORDER	457.80	
62890	08/06/18	306.00	COMMUNITY TELEVISION OF		88073	6/22 BOD MEETING	306.00	
62891	08/06/18	1,852.23	COMPLETE COACH WORKS INC		88090	RPR VEH #9824	1,852.23	
62892	08/06/18	320.23	COSTCO		88107	OFFICE SUPPLIES	320.23	
62893	08/06/18	120.00	COSTCO WHOLESALE MEMBERSHIP		88113	9/1-8/31 ANNUAL MEMB	120.00	
62894	08/06/18	208.33	DELFIN, MONIK		88124	TRAVEL REIMBURSEMENT	208.33	
62895	08/06/18	183.94	DEPARTMENT OF TOXIC SUBSTANCE		88117	1/1-3/31 425FRONT ST	183.94	
62896	08/06/18	4,331.75	EAST BAY TIRE CO.		88057	TIRES	1,033.60	
					88088	FLAT REPAIR	35.40	
					88089	TIRES	979.10	
					88091	RPLC TIRE PRESS SENS	154.00	
					88147	TIRES	185.33	
					88148	TIRES	508.58	
					88149	TIRES	459.47	
					88169	TIRES	516.80	
					88181	TIRES	459.47	
62897	08/06/18	4,649.50	ENVIRONMENTAL LOGISTICS INC		88067	NON HAZ WASTE	3,048.25	
					88116	NON HAZARDOUS WASTE	1,601.25	
62898	08/06/18	567.00	EXPRESS SERVICES INC.		88139	TEMP W/E 7/15/18	567.00	
62899	08/06/18	24.45	FEDERAL EXPRESS		88121	FREIGHT	24.45	
62900	08/06/18	11,733.36	FLYERS ENERGY LLC		88093	7/1-7/15 FUEL PC	9,256.05	
					88172	7/1-7/15 FUEL	2,477.31	
62901	08/06/18	283.82	GARDA CL WEST, INC.		88140	AUG 18 SERVICES	283.82	
62902	08/06/18	358.44	GENFARE A DIV OF SPX CORP		88099	INVENTORY ORDER	358.44	
62903	08/06/18	481.70	GILLIG LLC		88174	INVENTORY ORDER	481.70	
62904	08/06/18	4,212.53	GOLDEN BAY FENCE PLUS IRON INC		88128	MECH PLATFORM	4,212.53	

Attachment A

DATE 09/04/18 10:05

PAGE 2

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

DATE: 08/01/18 THRU 08/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
62905	08/06/18	GRAINGER	874.32			88146	INVENTORY ORDER	11.65	
62906	08/06/18		12.97	HOSE SHOP, THE INC		88179	INVENTORY ORDER	315.52	
62907	08/06/18		25,200.00	INSEGO NORTH AMERICA LLC		88180	RPR VEH #1302	547.15	
62908	08/06/18		535.03	IO, RODNEY H		88166	RPR SHOP AIR HOSE	12.97	
62909	08/06/18		8,722.32	JASPER WELLER LLC		88112	FY19 SERVICE AGREEME	25,200.00	
62910	08/06/18		1,361.41	KAADY CHEMICAL LLC		88163	RPR VEH #1106 PC	535.03	
62911	08/06/18		3,701.22	KELLEY'S SERVICE INC.		88100	INVENTORY ORDER	8,722.32	
						88087	BUS WASH SUPPLIES	1,361.41	
						88161	INVENTORY ORDER	143.32	
						88162	BATTERIES	3,593.47	
						88168	RPR VEH #708	21.87	
						88171	CREDIT	-57.44	
						88071	AUG 18 EAP	688.50	
62912	08/06/18		688.50	MANAGED HEALTH NETWORK		88178	WEBSITE ACCESSIBILIT	7,440.00	
62913	08/06/18		7,440.00	MARUCCO, STODDARD, FERENBACH		88151	GRADUATION CAKE	159.93	
62914	08/06/18		159.93	MENDOZA, MARIITZA		88109	CUSTODIAL SUPPLIES	30.50	
62915	08/06/18		321.98	MISSION UNIFORM		88110	LAUNDRY SERVICE	30.50	
						88130	CUSTODIAL SUPPLIES	30.00	
						88131	CUSTODIAL SUPPLIES	30.00	
						88164	LAUNDRY SERVICE	181.98	
						88165	CUSTODIAL SUPPLIES	19.00	
						88108	BADGES	131.62	
62916	08/06/18		131.62	NIDAL HALABI & NADA ALGHARIB		88123	TEMP W/E 7/20/18	1,235.36	
62917	08/06/18		1,235.36	OFFICE TEAM		88177	PROGRAMMING/CONFIG	370.00	
62918	08/06/18		370.00	OJO TECHNOLOGY, INC.		88122	6/23-7/24 1200B RIVE	23.01	
62919	08/06/18		23.01	PACIFIC GAS & ELECTRIC		88114	OFFICE SUPPLIES	96.05	
62920	08/06/18		607.26	PALACE ART & OFFICE SUPPLY		88115	OFFICE SUPPLIES	450.08	
						88127	OFFICE SUPPLIES	61.13	
						88061	TEMP W/E 5/6/18	244.24	
62921	08/06/18		244.24	PEOPLE READY INC		88066	MAR 18 PEST PARK OPS	62.50	
62922	08/06/18		295.50	PIED PIPER EXTERMINATORS, INC.		88132	JUL 18 PEST KIOSK	40.00	
						88133	JUL 18 PEST BETTYS	60.00	
						88134	JUL 18 PEST WTC	77.50	
						88135	JUL 18 PEST METROMKT	55.50	
						88092	RPR SURGE TANK	190.00	
62923	08/06/18		190.00	POLAR RADIATOR SERVICE INC		88072	JUL 18 DENTAL	35,276.30	
62924	08/06/18		35,276.30	PREFERRED BENEFIT		88075	C/S CALL CENTER	38.23	
62925	08/06/18		120.20	PROBUILD COMPANY LLC		88141	LIGHTS VERNON	10.94	
						88142	INVENTORY ORDER	2.54	
						88143	INVENTORY ORDER	25.16	
						88144	SOLDER KIT	33.53	
						88145	DIVIDE LEGAL OFFICE	9.80	
						88074	6/6-7/6 1200RIV IRRI	269.68	
						88077	6/6-7/6 1200A RIVER	294.55	
						88078	6/6-7/6 PACIFIC	54.16	
						88079	6/6-7/6 PACIFIC	4,323.14	

Attachment A

DATE 09/04/18 10:05

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

PAGE 3

DATE: 08/01/18 THRU 08/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
62927	08/06/18	585.40 149		SANTA CRUZ SENTINEL	0		6/6-7/6 CEDAR-WALNUT	1,010.22	
62928	08/06/18	193.55 122		SCMTD PETTY CASH - OPS			6/6-7/6 1200B RIVER	2,994.67	
62929	08/06/18	888.68 001976		SPORTWORKS NORTHWEST, INC.			6/6-7/6 GOLF CLUB	1,335.16	
62930	08/06/18	321.88 001040		TERRYBERRY CO., LLC			6/6-7/6 VERNON	482.94	
62931	08/06/18	134.99 003010		TOYOTA MATERIAL HANDLING			6/6-7/6 VERNON IRRIG	11.77	
62932	08/06/18	20,426.43 003285		TRANSIT HOLDINGS INC	7		6/6-7/6 GOLF CLUB	10.67	
							LEGAL AD	360.00	
							LEGAL AD	225.40	
							REPLENISHMENT	193.55	
							INVENTORY ORDER	888.68	
							EMPLOYEE ANNIV GIFT	321.88	
							RPR FORKLIFT #700	134.99	
							RPR VEH #1301	1,373.11	
							INVENTORY ORDER	64.10	
							INVENTORY ORDER	699.74	
							INVENTORY ORDER	686.46	
							INVENTORY ORDER	4,662.98	
							INVENTORY ORDER	1,212.35	
							INVENTORY ORDER	2,482.88	
							INVENTORY ORDER	2,991.63	
							INVENTORY ORDER	4,872.91	
							INVENTORY ORDER	78.78	
							RPR VEH #SR 2034	271.32	
							INVENTORY ORDER	136.41	
							INVENTORY ORDER	76.36	
							RPR VEH #1305	817.40	
							RPR ALARM GOLF	244.00	
							FREIGHT	28.83	
							INVENTORY ORDER	270.84	
							INVENTORY ORDER	2,154.89	
							VEH 1708 1704 1712	1,785.00	
							AUG 18 VISION	9,578.14	
							JOB PLACEMENT AD	297.30	
							ANTI HARRASS SUP	4,650.00	
							INVENTORY ORDER	1,271.45	
							CREDIT	-155.87	
							CREDIT	-180.94	
							CREDIT	-94.07	
							CREDIT	-239.78	
							INVENTORY ORDER	852.63	
							TOWING BUS #2306	1,250.00	
							CAMERAS ON BUSES	9,540.00	
							6/19-7/18 MAIN ACCT	3,741.79	
							6/19-7/18 ELEV OPS	113.93	
							6/24-7/23 WIFI BUSES	997.62	
							INVENTORY ORDER	293.21	
62933	08/06/18	244.00 003037		TYCO FIRE & SECURITY MGMT INC					
62934	08/06/18	28.83 007		UNITED PARCEL SERVICE					
62935	08/06/18	270.84 002829		VALLEY POWER SYSTEMS, INC.					
62936	08/06/18	2,154.89 221		VEHICLE MAINTENANCE PROG INC					
62937	08/06/18	1,785.00 001353		VISION COMMUNICATIONS					
62938	08/06/18	9,578.14 001043		VISION SERVICE PLAN					
62939	08/06/18	297.30 915		WORKIN.COM, INC.					
62940	08/06/18	4,650.00 003396		WORKPLACE TRAINING NETWORK INC					
62988	08/13/18	1,453.42 003151		ABC BUS INC					
62989	08/13/18	1,250.00 003330		ACTION TOWING & ROAD SVC CORP					
62990	08/13/18	9,540.00 003362		APOLLO VIDEO TECHNOLOGY LLC					
62991	08/13/18	3,855.72 001D		AT&T					
62992	08/13/18	997.62 003105		AT&T MOBILITY					
62993	08/13/18	2,205.07 003185		B&C TRUCK ELECTRIC SERVICE INC					

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62994	08/13/18	2,846.62 588		CALTIP		88219	INVENTORY ORDER	1,618.65	
62995	08/13/18	1,324.35 914		CALTRONICS BUSINESS SYSTEMS		88183	INVENTORY ORDER	293.21	
						88195	JUL 18 CODE=5100	2,846.62	
						88196	OFFICE SUPPLIES	238.71	
62996	08/13/18	129.70 667		CITY OF SCOTTS VALLEY		88247	OFFICE SUPPLIES	1,085.64	
62997	08/13/18	180.00 001228		CITY OF WATSONVILLE		88238	5/15-7/15 SEWER SVT	129.70	
						88239	2/23/18 BOARD MTG	80.00	
62998	08/13/18	1,474.22 130		CITY OF WATSONVILLE UTILITIES		88192	5/18/18 BOARD MTG	100.00	
						88193	6/19-7/16 WASTE WTC	100.11	
						88197	6/19-7/16 WATER WTC	76.77	
						88198	6/19-7/16 WATER WTC	430.40	
						88198	7/19 WASTE WTC	866.94	
62999	08/13/18	22,031.33 001124		CLEAN ENERGY		88221	LNG 7/12/18	6,440.21	
						88222	LNG 7/10/18	7,639.82	
						88223	LNG 7/6/18	2,432.07	
						88224	LNG 7/4/18	5,519.23	
63000	08/13/18	611.49 E957		CLIFFORD, ALEX		88210	MEETING REIMBURSEMENT	77.37	
						88214	TRAVEL REIMBURSEMENT	534.12	
63001	08/13/18	631.27 075		COAST PAPER & SUPPLY INC.		88249	CUSTODIAL SUPPLIES	654.87	
63002	08/13/18	20,571.77 003116		CUMMINS PACIFIC LLP		88250	CREDIT	-23.60	
						88215	RPR VEH #2804	694.48	
63003	08/13/18	4,630.25 003381		DAN BOYLE & ASSOCIATES INC.		88225	RPR VEH #1209	19,877.29	
63004	08/13/18	87.98 002389		DAVID A RAY	7	88185	TRANSIT OP ANALYSIS	4,630.25	
63005	08/13/18	2,126.25 002946		DAY WIRELESS SYSTEMS		88190	OFFICE SUPPLIES	87.98	
63006	08/13/18	6,546.32 003274		EAST BAY TIRE CO.		88276	JUL 18 MAINTENANCE	2,126.25	
						88216	TIRES	1,066.30	
						88217	TIRES	979.10	
						88261	TIRES	1,550.40	
						88262	TIRES	2,055.20	
						88263	TIRES	741.32	
						88264	TIRES	154.00	
63007	08/13/18	7,129.41 432		EXPRESS SERVICES INC.		88186	TEMP W/E 7/22/18	852.53	
						88211	TEMP W/E 4/29/18	2,024.80	
						88212	TEMP W/E 4/8/18	2,429.76	
						88237	TEMP W/E 7/22/18	1,012.40	
						88241	7/15/18 W/E TEMP	809.92	
63008	08/13/18	25.15 002952		FLYERS ENERGY LLC		88273	PROPANE	25.15	
63009	08/13/18	8,731.68 001302		GARDA CL WEST, INC.		88182	AUG 18 VAULT SERVICE	8,731.68	
63010	08/13/18	169.42 282		GRAINGER		88245	INVENTORY ORDER	137.64	
						88254	BATTERIES	31.78	
63011	08/13/18	150.03 166		HOSE SHOP, THE INC		88244	INVENTORY ORDER	150.03	
63012	08/13/18	742.70 1117		KELLEY'S SERVICE INC.		88218	CREDIT	-16.35	
						88265	RPR VEH #502	267.51	
						88266	INVENTORY ORDER	39.76	
						88267	CREDIT	-82.21	
						88268	RPR VEH #1127 PC	296.37	

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63013	08/13/18					88269	INVENTORY ORDER	3.96	
63014	08/13/18					88270	INVENTORY ORDER	45.95	
63015	08/13/18					88271	CREDIT	-16.35	
						88277	RPR VEH #1502	193.14	
						88278	TEST GLOVES	10.92	
63016	08/13/18	217.14 036		KELLY-MOORE PAINT CO., INC.		88243	SMC CALL CENTER	217.14	
63017	08/13/18	23,627.38 003366		KEY GOVERNMENT FINANCE INC		88229	AUG 18 LEASE	23,627.38	
63018	08/13/18	720.00 003271		KJRB INC		88232	TOWING BUS #2215	360.00	
						88253	TOWING VEH #2805	360.00	
63019	08/13/18	281.91 001052		MID VALLEY SUPPLY INC.		88194	INVENTORY ORDER	1,113.41	
63020	08/13/18	200.98 041		MISSION UNIFORM		88199	CREDIT	-831.50	
63021	08/13/18	109.98 002721		NEXTEL COMMUNICATIONS/SPRINT		88274	LAUNDRY SERVICE	181.98	
63022	08/13/18	1,231.20 003115		OFFICE TEAM		88275	CUSTODIAL SUPPLIES	19.00	
63023	08/13/18	1,500.00 050		PITNEY BOWES INC. RENTAL PMT		88191	6/26-7/25 TVM WIRELE	109.98	
63024	08/13/18	12.74 107A		PROBUILD COMPANY LLC		88233	TEMP W/E 7/27/18	1,231.20	
						88209	POSTAGE METER	1,500.00	
63025	08/13/18	75.00 E1015		RAYGOZA-RAMIREZ, JOSE		88246	INVENTORY ORDER	12.74	
63026	08/13/18	667.95 215		RICOH USA, INC. TX		88251	CREDIT	-9.80	
63027	08/13/18	141.70 536		RIVERSIDE LIGHTING & ELECTRIC		88252	INVENTORY ORDER	9.80	
63028	08/13/18	72.85 E524		ROCHA, FEDERICO G.		88189	DMV MEDICAL EXAM	75.00	
63029	08/13/18	28.16 E1013		RUDDICK, SHONOA		88234	7/26-8/25 IMAGES CS	338.59	
63030	08/13/18	65.09 135		SANTA CRUZ AUTO PARTS, INC.		88235	7/3-8/2 RENT CS	62.31	
63031	08/13/18	936.00 002700		SANTA CRUZ COUNTY ENVIROMENTAL		88236	8/3-9/2 RENT CS	267.05	
63032	08/13/18	2,997.66 003285		TRANSIT HOLDINGS INC		88230	LIGHTING	141.70	
						88188	TRAVEL REIMBURSEMENT	72.85	
						88184	TRAVEL REIMBURSEMENT	28.16	
						88272	INVENTORY ORDER	65.09	
						88228	PAC STAT SITE MIIGAT	936.00	
						88205	INVENTORY ORDER	9.23	
						88206	INVENTORY ORDER	785.40	
						88255	INVENTORY ORDER	658.19	
						88256	INVENTORY ORDER	329.10	
						88257	INVENTORY ORDER	985.28	
						88258	RPR VEH #2222	230.46	
63030	08/13/18	6,957.83 057		U.S. BANK		88279	***-***-***-5056	6,957.83	
63031	08/13/18	4,425.09 002829		VALLEY POWER SYSTEMS, INC.		88259	INVENTORY ORDER	4,014.92	
63032	08/13/18	476.00 T323		WALTER, ROBERT		88260	INVENTORY ORDER	410.17	
63033	08/13/18	-476.00 T323		WALTER, ROBERT		88213	77@ \$4/EA 84@ \$2/EA	476.00	VOIDED
63034	08/13/18	16.00 E1008		WILLIS, ROB		88213	77@ \$4/EA 84@ \$2/EA	-476.00	**VOID
63035	08/13/18	2,131.66 003057		ZOOM IMAGING SOLUTIONS, INC.		88187	TRAVEL REIMBURSEMENT	16.00	
63036	08/20/18	800.53 003151		ABC BUS INC		88240	7/23-7/22/19 MAINTEN	2,131.66	
63037	08/20/18	62.27 E930		ALMANZA, CANDIS		88311	INVENTORY ORDER	800.53	
63038	08/20/18	307.89 192		ALWAYS UNDER PRESSURE		88292	PROVISIONS JULY 4TH	62.27	
63039	08/20/18	891.27 001D		AT&T		88304	RPR PRESSURE WASHER	307.89	
						88359	7/10-8/9 INTERNET	891.27	
						88356	AUDIT FY18	2,500.00	

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63040	08/20/18	13,320.00 080C	13,320.00	CALIFORNIA DEPT OF TAX & FEE		88394	10/1-9/30/19 PERMIT	13,320.00	
63041	08/20/18	310.65 001159	310.65	CATTO'S GRAPHICS, INC.		88353	SPANISH DECALS PC	310.65	
63042	08/20/18	49.70 002627	49.70	CDW GOVERNMENT, INC.		88294	OFFICE SUPPLIES	49.70	
63043	08/20/18	6,473.55 909	6,473.55	CLASSIC GRAPHICS		88329	REPAINT VEH #2801	6,473.55	
63044	08/20/18	11,631.52 001124	4,274.05	CLEAN ENERGY		88305	LNG 7/23/18	4,274.05	
			7,357.47			88326	LNG 7/16/18	7,357.47	
63045	08/20/18	148.35 003102	148.35	CLEVER DEVICES LTD		88325	MICROPHONE	148.35	
63046	08/20/18	81.75 075	81.75	COAST PAPER & SUPPLY INC.		88360	CUSTODIAL SUPPLIES	81.75	
63047	08/20/18	91.56 002870	91.56	COLE SUPPLY COMPANY, INC.		88316	INVENTORY ORDER	91.56	
63048	08/20/18	18,439.07 003116	1,250.53	CUMMINS PACIFIC LLP		88307	INVENTORY ORDER	1,250.53	
			17,188.54			88350	RPR VEH #2808	17,188.54	
63049	08/20/18	5,000.00 003250	5,000.00	DAVID G JENSEN S3 INC		88283	COACHING DZ PC	5,000.00	
63050	08/20/18	2,867.30 003274	1,525.73	EAST BAY TIRE CO.		88332	TIRES	1,525.73	
			572.25			88334	TIRES	572.25	
			508.58			88339	TIRES	508.58	
			203.02			88340	TIRES	203.02	
			57.72			88341	TIRES	57.72	
63051	08/20/18	7,437.50 003375	7,437.50	ELERT & ASSOC NETWORKING DIV		88328	SERVICES THRU 4/30	7,437.50	
63052	08/20/18	2,284.56 432	1,015.36	EXPRESS SERVICES INC.		88392	TEMP W/E 7/15/18	1,015.36	
			1,269.20			88393	TEMP W/E 7/22/18	1,269.20	
63053	08/20/18	1.91 001297	1.91	FASTENAL COMPANY INC		88280	RPR VEH #2304	1.91	
63054	08/20/18	800.00 002295	800.00	FIRST ALARM		88373	JUL 18 SECURITY OPS	800.00	
63055	08/20/18	13,617.69 002952	2,729.17	FLYERS ENERGY LLC		88321	7/16-7/31 FUEL	2,729.17	
			10,888.52			88368	7/16-7/31 FUEL PC	10,888.52	
63056	08/20/18	66.46 003279	66.46	FRONTIER COMMUNICATIONS CORP		88379	8/13-9/12 SKY-OCEAN	66.46	
63057	08/20/18	68.50 647	68.50	GENFARE A DIV OF SPX CORP		88367	INVENTORY ORDER	68.50	
63058	08/20/18	1,012.37 117	1,012.37	GILLIG LLC		88323	INVENTORY ORDER	1,012.37	
63059	08/20/18	148.61 282	148.61	GRAINGER		88338	INVENTORY ORDER	148.61	
63060	08/20/18	870.89 001097	51.88	GREENWASTE RECOVERY, INC.		88381	JUL 18 WASTE GRNVLV	51.88	
			51.88			88382	JUL 18 WASTE SOQ NOR	51.88	
			51.88			88383	JUL 18 WASTE SOQ SOU	51.88	
			51.88			88384	JUL 18 WASTE FREEDOM	51.88	
			51.88			88385	JUL 18 WASTE FRE/BOW	51.88	
			155.64			88386	JUL 18 WASTE HWY9 BC	155.64	
			51.88			88387	JUL 18 WASTE AIR/FRE	51.88	
			51.88			88388	JUL 18 WASTE BBASIN	51.88	
			51.88			88389	JUL 18 WASTE BL HWY9	51.88	
			278.49			88390	JUL 18 WASTE SVTC	278.49	
			21.72			88391	JUL 18 WASTE SVTC	21.72	
63061	08/20/18	75.00 E1017	75.00	GUERRERO, CRISTIAN ULISES		88291	DMV EXAM	75.00	
63062	08/20/18	15,638.79 001745	4,490.14	HARTFORD LIFE AND ACCIDENT INS		88370	AUG 18 AD&D	4,490.14	
			11,148.65			88371	AUG 18 LTD	11,148.65	
63063	08/20/18	45.00 E1016	45.00	HERNANDEZ, MARCOS DAVID		88290	DMV RENEWAL	45.00	
63064	08/20/18	334.63 166	192.57	HOSE SHOP, THE INC		88362	PRESSURE WASHER HOSE	192.57	
			59.78			88363	RPR STEAM CLEANER	59.78	
			82.28			88364	RPR LANDA	82.28	

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63065	08/20/18	1,206.75 002979	HUNT & SONS, INC.		88366	COOLANT	1,206.75		
63066	08/20/18	1,594.28 003327	IO, RODNEY H		88333	RPR VEH #1127 PC	1,594.28		
63067	08/20/18	114.96 1117	KELLEY'S SERVICE INC.		88301	INVENTORY ORDER	91.89		
					88342	INVENTORY ORDER	23.07		
63068	08/20/18	809.30 001233	KIMBALL MIDWEST		88322	INVENTORY ORDER	308.98		
63069	08/20/18	360.00 003271	KJRB INC		88361	INVENTORY ORDER	500.32		
63070	08/20/18	228.60 003059	MAILFINANCE INC		88306	TOWING VEH #9826	360.00		
63071	08/20/18	3,720.00 003163	MARUCCO, STODDARD, FERENBACH		88285	PROPERTY TAX PC	71.24		
63072	08/20/18	190.00 003249	MAXIMUM OIL SERVICE LLC		88330	7/28-8/27 POSTAGE AD	157.36		
63073	08/20/18	2,613.14 001052	MID VALLEY SUPPLY INC.		88327	WEB SITE TESTING	3,720.00		
					88303	WASTE OIL PICK UP	190.00		
63074	08/20/18	311.02 041	MISSION UNIFORM		88299	INVENTORY ORDER	1,129.07		
					88346	INVENTORY ORDER	1,472.33		
					88347	CUSTODIAL SUPPLIES	11.74		
					88286	CUSTODIAL SUPPLIES	10.50		
					88287	CUSTODIAL SUPPLIES	10.50		
					88300	CUSTODIAL SUPPLIES	30.00		
					88331	LAUNDRY SERVICES	30.50		
					88345	CUSTODIAL SUPPLIES	30.00		
					88354	LAUNDRY SERVICE	180.52		
					88355	CUSTODIAL SUPPLIES	19.00		
63075	08/20/18	184.51 004	NORTH BAY FORD LINC-MERCURY		88320	INVENTORY ORDER	184.51		
63076	08/20/18	26,726.50 009	PACIFIC GAS & ELECTRIC		88284	6/7-7/8 PARACRUZ	770.74		
					88296	6/22-7/23 GOLF CLUB	7,041.52		
					88297	6/22-7/23 1200B RIVE	2,072.50		
					88298	6/22-7/23 VERNON	7,153.02		
					88357	6/27-7/26 PACIFIC	3,320.86		
					88374	7/3-8/1 SVTC TENANT	68.70		
					88375	7/3-8/1 WTC SVT PNR	2,710.23		
					88376	6/27-7/26 1200A RIVE	3,588.93		
63077	08/20/18	100.00 002809	PACIFIC PROPANE		88302	PROPANE TANK FEE	100.00		
63078	08/20/18	709.05 043	PALACE ART & OFFICE SUPPLY		88313	OFFICE SUPPLIES	182.46		
					88336	OFFICE SUPPLIES	10.45		
					88337	CREDIT	-65.41		
					88348	OFFICE SUPPLIES	205.32		
					88349	OFFICE SUPPLIES	40.60		
63079	08/20/18	36,673.80 002939	PREFERRED BENEFIT		88369	AUG 18 DENTAL	36,673.80		
63080	08/20/18	757.55 882	PRINT SHOP SANTA CRUZ		88289	PREPRINTED FORMS PC	757.55		
63081	08/20/18	78.95 107A	PROBUILD COMPANY LLC		88317	INVENTORY ORDER	19.61		
					88318	INVENTORY ORDER	55.46		
					88319	INVENTORY ORDER	3.88		
63082	08/20/18	593.25 001153	REPUBLIC ELEVATOR COMPANY INC		88365	AUG 18 MAINTENANCE	593.25		
63083	08/20/18	110.09 003024	RICOH USA, INC CA		88312	AUG 18 SERVICES OPS	110.09		
63084	08/20/18	208.62 135	SANTA CRUZ AUTO PARTS, INC.		88335	INVENTORY ORDER	20.04		
					88343	INVENTORY ORDER	149.59		

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63085	08/20/18	217.58 079		SANTA CRUZ MUNICIPAL UTILITIES		88344	INVENTORY ORDER	38.99	
63086	08/20/18	632.00 149		SANTA CRUZ SENTINEL	0	88293	6/13-7/12 PARACRUZ	217.58	
63087	08/20/18	191.20 122		SCMTD PETTY CASH - OPS		88315	PUBLIC HEARING NOTIC	310.40	
63088	08/20/18	207.75 002459		SCOTTS VALLEY WATER DISTRICT		88380	REPLENISHMENT	191.20	
63089	08/20/18	2,500.00 002267		SHAW / YODER / ANTIWIL, INC.		88358	6/30-7/31 REC WATER	207.75	
63090	08/20/18	1,800.00 001277		SJB GLOBALNET, INC.		88372	AUG 18 LEGISLATE	2,500.00	
63091	08/20/18	221.81 366		TENNANT COMPANY		88295	JUL 18 SERVICES	1,800.00	
63092	08/20/18	1,433.35 003242		THE JANEK CORPORATION		88378	FLOOR SCRUBBER PARTS	221.81	
63093	08/20/18	1,936.88 003285		TRANSIT HOLDINGS INC		88309	RPR ELECTRIC ITEMS	1,754.90	
63094	08/20/18	56.65 007		UNITED PARCEL SERVICE		88310	CREDIT	-321.55	
63095	08/20/18	220.75 434		VERIZON WIRELESS		88281	CREDIT	-457.80	
63096	08/20/18	227.56 001353		VISION COMMUNICATIONS		88324	INVENTORY ORDER	173.99	
63097	08/27/18	828.36 003151		ABC BUS INC		88351	INVENTORY ORDER	3,205.97	
63098	08/27/18	1,755.00 003398		ADVANCED COMPUTER TECH SOL INC		88352	CREDIT	-985.28	
63099	08/27/18	389.89 001934		ALDRAN CHEMICAL, INC		88282	FREIGHT	56.65	
63100	08/27/18	574.90 001D		AT&T		88377	7/2-8/1 POINT2POINT	220.75	
63101	08/27/18	4,927.41 001348		ATHENS INSURANCE SERVICE, INC.	0	88308	INVENTORY ORDER	227.56	
63102	08/27/18	144.00 T324		AZZARO, LAURA		88427	INVENTORY ORDER	828.36	
63103	08/27/18	244.02 003199		B & H FOTO & ELECTRONICS CORP		88402	EXCEL LEVEL 1	1,755.00	
63104	08/27/18	8,782.00 002035		BOWMAN & WILLIAMS INC		88477	INVENTORY ORDER	389.89	
63105	08/27/18	72.26 001346		CITY OF SANTA CRUZ-FINANCE		88493	JUL 18 POINT 2 POINT	574.90	
63106	08/27/18	12,577.92 001124		CLEAN ENERGY		88409	AUG 18 TPA FEES	4,927.41	
63107	08/27/18	2,890.00 003034		COASTAL LANDSCAPING INC. DBA		88444	36 @ \$4.00/EA	144.00	
63108	08/27/18	552.00 700		CPS - HUMAN RESOURCE SERVICES		88432	PORTABLE BATTERY PAC	244.02	
63109	08/27/18	865.44 003116		CUMMINS PACIFIC LLP		88465	JUL 18 CHARGING STAT	8,782.00	
63110	08/27/18	6,000.00 003250		DAVID G JENSEN S3 INC		88396	LANDFILL	72.26	
63111	08/27/18	224.00 002567		DEPARTMENT OF JUSTICE		88453	LNG 7/18/18	5,606.62	
63112	08/27/18	4,880.00 003153		ENVIRONMENTAL LOGISTICS INC		88454	LNG 7/24/18	6,971.30	
63113	08/27/18	3,741.48 432		EXPRESS SERVICES INC.		88424	AUG 18 LANDSCAPING	2,890.00	
63114	08/27/18	38,737.36 002295		FIRST ALARM		88399	TRAINING JOB ANALYSI	184.00	
63115	08/27/18	335.97 282		GRAINGER		88400	TRAINING JOB ANALYSI	184.00	
63116	08/27/18	319.01 001097		GREENWASTE RECOVERY, INC.		88401	TRAINING JOB ANALYSI	184.00	
63117	08/27/18	257.80 003327		IO, RODNEY H		88423	INVENTORY ORDER	865.44	
						88412	COACHING	6,000.00	
						88408	JUL18 FINGERPRINTING	224.00	
						88425	NON HAZARDOUS WASTE	1,547.50	
						88451	BUS WASHER FLUID	3,332.50	
						88413	TEMP W/E 8/5/18	844.72	
						88461	TEMP W/E 8/5/18	931.50	
						88462	TEMP W/E 7/29/18	1,004.40	
						88463	TEMP W/E 8/12/18	960.86	
						88440	JUL 18 SECURITY ALL	38,737.36	
						88492	INVENTORY ORDER	335.97	
						88447	JUL18 WASTE PARACRUZ	319.01	
						88480	RPR VEH #401	257.80	

Attachment A

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

DATE: 08/01/18 THRU 08/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
63118	08/27/18	003284	409.00	KEISH ENVIRONMENTAL PC CORP		88422	JUL 18 OUTFALL MITIG	409.00	
63119	08/27/18	1117	464.11	KELLEY'S SERVICE INC.		88471	INVENTORY ORDER	841.96	
						88472	RPR VEH #1109 PC	6.97	
						88473	CREDIT	-392.40	
63120	08/27/18	003271	684.00	KJRB INC		88486	INVENTORY ORDER	7.58	
63121	08/27/18	852	1,063.00	LAW OFFICES OF MARIE F. SANG	7	88428	TOWING VEH #1201	288.00	
						88476	TOWING VEH #2811	396.00	
						88403	CL# 11002083	169.50	
						88404	CL# 2001103388 3414	434.50	
						88405	CL#1136 2697 6778	459.00	
63122	08/27/18	003293	1,009.01	MAKAI SOLUTIONS		88395	RPR BAY #9	1,009.01	
63123	08/27/18	003017	20,284.63	MANSFIELD OIL CO OF GAINSVILLE		88455	DIESEL 7/30/18	20,284.63	
63124	08/27/18	406	2,305.50	MESITI-MILLER ENGINEERING, INC	0	88464	MECHANICAL PLAT 7/25	1,323.00	
						88467	BARICADES OPS 7/25	982.50	
63125	08/27/18	003273	2,066.00	MGP XI REIT LLC		88397	SEPT 18 RENT	2,066.00	
63126	08/27/18	041	245.52	MISSION UNIFORM		88431	LAUNDRY SERVICE	30.50	
						88434	CUSTODIAL SUPPLIES	10.50	
						88435	CUSTODIAL SUPPLIES	10.50	
						88443	UNIFORM EMBLEMS	10.90	
						88484	LAUNDRY SERVICE	164.12	
						88485	CUSTODIAL SUPPLIES	19.00	
63127	08/27/18	003115	1,241.36	OFFICE TEAM		88414	TEMP W/E 8/3/18	1,241.36	
63128	08/27/18	009	770.15	PACIFIC GAS & ELECTRIC		88445	7/9-8/6 PARACRUZ	770.15	
63129	08/27/18	023	59.00	PACIFIC TRUCK PARTS, INC.		88441	INVENTORY ORDER	63.59	
						88442	CREDIT	-4.59	
63130	08/27/18	043	808.33	PALACE ART & OFFICE SUPPLY		88433	OFFICE SUPPLIES	36.41	
						88449	OFFICE SUPPLIES	26.87	
						88470	OFFICE SUPPLIES	611.75	
63131	08/27/18	481	363.00	PIED PIPER EXTERMINATORS, INC.		88481	OFFICE SUPPLIES	133.30	
						88489	AUG 18 PEST VERNON	190.50	
						88490	AUG 18 PEST GOLF CLU	67.50	
						88491	AUG18 PEST OPS CREEK	105.00	
63132	08/27/18	107A	80.88	PROBUILD COMPANY LLC		88487	HARDWARE	13.95	
						88488	INVENTORY ORDER	66.93	
63133	08/27/18	003020	127.75	QUEST DIAGNOSTIC INC.		88406	DOT DRUG TESTING	127.75	
63134	08/27/18	003024	200.07	RICOH USA, INC CA		88398	RPR COPIER PC	200.07	
63135	08/27/18	536	1,056.63	RIVERSIDE LIGHTING & ELECTRIC		88474	TRANSFORMER	39.19	
						88475	LIGHTING	66.44	
63136	08/27/18	002099	417.12	SANDMAN GLASS INC		88426	RPR BROKEN DOOR SMC	417.12	
63137	08/27/18	135	71.92	SANTA CRUZ AUTO PARTS, INC.		88482	INVENTORY ORDER	71.92	
63138	08/27/18	307	637.50	SANTA CRUZ CHAMBER OF COMMERCE		88410	7/1-12/31 MEMBERSHIP	637.50	
63139	08/27/18	002917	51,738.29	SANTA CRUZ METRO TRANSIT W/C		88478	JUN 18 REPLENISH W/C	23,303.04	
						88479	JUL 18 REPLENISH W/C	28,435.25	
63140	08/27/18	001277	1,800.00	SUB GLOBALNET, INC.		88450	AUG 18 SERVICES	1,800.00	
63141	08/27/18	001075	15,480.94	SOQUEL III ASSOCIATES	7	88415	SEPT 18 RENT	15,480.94	
63142	08/27/18	002871	284.50	STATE ELECTRIC GENERATOR		88448	RPR GENERATOR VERNON	284.50	

Attachment A

DATE 09/04/18 10:05

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

PAGE 10

DATE: 08/01/18 THRU 08/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
63143	08/27/18	21,299.00 002137		TERRY W BOYD		88466	PIPE PROTECTION OPS	21,299.00	
63144	08/27/18	2,858.85 003285		TRANSIT HOLDINGS INC		88429	INVENTORY ORDER	69.84	
						88430	RPR VEH #2034	472.56	
						88452	CREDIT	-985.28	
						88456	RPR VEH #2034	66.20	
						88457	INVENTORY ORDER	1,797.68	
						88458	INVENTORY ORDER	1,257.12	
						88483	INVENTORY ORDER	180.73	
63145	08/27/18	3,837.11 002829		VALLEY POWER SYSTEMS, INC.		88459	INVENTORY ORDER	3,837.11	
63146	08/27/18	309.02 434		VERIZON WIRELESS	0	88446	7/2-8/1 PARACRUZ	309.02	
63147	08/27/18	375.00 001165		VU, THANH DR. MD	7	88416	DMV EXAM	75.00	
						88417	DMV EXAM	75.00	
						88418	DMV EXAM	75.00	
						88419	DMV EXAM	75.00	
						88420	DMV EXAM	75.00	
						88421	JUL 18 CHEM TESTING	275.00	
63148	08/27/18	275.00 003316		WATER TECH SPECIALTIES INC		88469	INVENTORY ORDER	1,571.89	
63149	08/27/18	1,571.89 001506		WESTERN STATES OIL CO.		88407	JOB PLACEMENT AD	694.20	
63150	08/27/18	694.20 915		WORKIN.COM, INC.		88494	10 BUS ADS 2018 FAIR	2,229.05	
63151	08/27/18	2,229.05 002196		STOKES SIGNS	7	88627	SEPT 18 RETIREE SUPP	88.90	
63152	08/29/18	88.90 M022		CAPELLA, KATHLEEN	0	88622	SEPT 18 RETIREE SUPP	44.45	
63153	08/29/18	44.45 M041		GOUVEIA, ROBERT	0	88623	SEPT 18 RETIREE SUPP	44.45	
63154	08/29/18	44.45 M109		PEREZ, CHERYL	0	88624	SEPT 18 RETIREE SUPP	88.90	
63155	08/29/18	88.90 M085		ROSSI, DENISE	0	88625	SEPT 18 RETIREE SUPP	44.45	
63156	08/29/18	44.45 M030		ROWE, RUBY	0	88626	SEPT 18 RETIREE SUPP	44.45	
63157	08/29/18	44.45 M088		YAGI, RANDY	0				
TOTAL		760,512.86		ACCOUNTS PAYABLE			TOTAL CHECKS	235	760,512.86



DATE: September 28, 2018
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: ACCEPT AND FILE MINUTES OF THE AUGUST 24, 2018 BOARD OF DIRECTORS MEETING

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes of the August 24, 2018 Santa Cruz Metropolitan Transit District (METRO) Board of Directors

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Regular Meeting of August 24, 2018.
- Each meeting staff will provide minutes from the previous METRO Board of Directors meeting.

III. DISCUSSION/BACKGROUND

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

None.

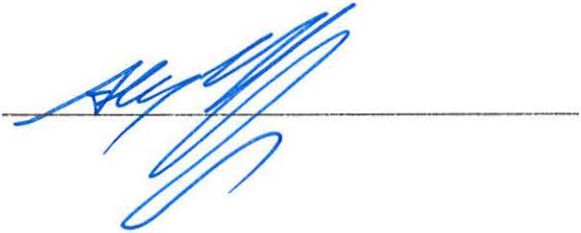
VI. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Regular Meeting of August 24, 2018

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS

Alex Clifford, CEO/General Manager



Attachment A



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA MEETING MINUTES*
AUGUST 24, 2018 – 9:00 AM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, August 24, 2018 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

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

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SECTION I: OPEN SESSION

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

Julie Sherman, General Counsel, swore in new ex-officio board member, Zach McDaniel, who spoke a few words.

CABRILLO/METRO RELATIONSHIP, MATTHEW WETSTEIN, CABRILLO COLLEGE PRESIDENT AND SUPERINTENDENT

Mr. Wetstein thanked METRO for the opportunity for Mr. McDaniel to serve on the board. He expressed his appreciation for the services provided to the students.

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

Director Ed Bottorff	City of Capitola
Director Cynthia Chase	City of Santa Cruz
Director Trina Coffman-Gomez	City of Watsonville
Director Jimmy Dutra	City of Watsonville
Director Norm Hagen	County of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Ex-Officio Zach McDaniel	Cabrillo College
Director Bruce McPherson	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Davon Thomas	UCSC

Directors Coffman-Gomez, Dutra and Lind were absent.

Attachment A

STAFF PRESENT:

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

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

Heather Adamson, AMBAG
Angela Aitken, SCMTD
Sarah Christensen, RTC

Jennifer Fischer, SCMTD
Joan Jeffries, SEIU

ANNOUNCEMENTS

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

BOARD OF DIRECTORS COMMENTS

Hearing none, Chair McPherson moved to the next agenda item.

ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Hearing none, Chair McPherson moved to the next agenda item.

WRITTEN COMMUNICATIONS FROM MAC

Chair McPherson acknowledged the letter received from MAC Chair Pisano, page 8.1 of the agenda.

LABOR ORGANIZATION COMMUNICATIONS

Hearing none, Chair McPherson moved to the next item.

ADDITIONAL DOCUMENTATION

CEO Clifford noted that a slight correction had been made to page 12-11.2 and distributed to the Board with copies available to the public.

INNOVATION IN TRANSPORTATION PRESENTATION BY JARRETT WALKER

Mr. Barrow Emerson, Planning and Development Director, introduced Jarrett Walker, Human Transit.org, who spoke to the attached presentation. Mr. Emerson also referred the assembly to agenda item 12-10 for Planning Department past, current and future activities.

There was discussion among the Directors and Mr. Walker regarding the benefits of a system configured to best achieve ridership or coverage. Concern was also voiced surrounding the 70/80/90 prediction(s) provided and the County and City planned developments, which may not be accurately reflected in these projections.

Director Leopold requested that some time be dedicated to this topic at the upcoming October Board Workshop as we define our strategic plan for the next five years. Strategic and financial metrics need to be established.

There were no public comments.

Attachment A

CONSENT AGENDA

- 12-01 RECOMMENDED ACTION ON TORT CLAIMS
- 12-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTHS OF JUNE AND JULY 2018
- 12-03 ACCEPT AND FILE: MINUTES OF THE JUNE 22, 2018 BOARD OF DIRECTORS MEETING
- 12-04 ACCEPT AND FILE: MINUTES OF THE AUGUST 10, 2018 CAPITAL PROJECTS STANDING COMMITTEE MEETING
- 12-05 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR APRIL, MAY AND JUNE 2018
- 12-06 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE FOURTH QUARTER OF FY18
- 12-07 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE GRANTS AND FUTURE OPPORTUNITIES APRIL – JUNE 2018
- 12-08 APPROVE: UPDATE ON METRO'S GRANT APPLICATION TO THE US DEPARTMENT OF TRANSPORTATION FOR THE BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT (BUILD) PROGRAM
- 12-09 APPROVE: CONSIDER ADOPTING A RESOLUTION THAT RATIFIES A GRANT APPLICATION, AUTHORIZES \$2.95 MILLION IN MATCHING FUNDS AND AUTHORIZES THE CEO TO EXECUTE AGREEMENTS TO RECEIVE FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION (FTA) FY 2018 BUS AND BUS FACILITIES INFRASTRUCTURE INVESTMENT PROGRAM TO BUY REPLACEMENT BUSES
- 12-10 APPROVE: ACCEPT AND FILE METRO PLANNING DEPARTMENT ANNUAL STATUS REPORT
- 12-11 APPROVE: CONSIDERATION OF CHANGING THE ADMIN CLERK I POSITION TO A PARTS CLERK
- 12-12 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 4TH AMENDMENT EXTENDING THE CONTRACT FOR TWO YEARS WITH BOWMAN & WILLIAMS, INC. FOR GENERAL ON-CALL ENGINEERING SERVICES, INCREASING THE CONTRACT TOTAL BY \$80,650
- 12-13 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO BATTERY SYSTEMS, INC. FOR PURCHASE, DELIVERY AND SERVICING OF HEAVY DUTY COACH BATTERIES NOT TO EXCEED \$122,500
- 12-14 APPROVE: CONSIDERATION OF AUTHORIZING THE PURCHASING MANAGER TO OBTAIN PURCHASE OPTIONS FOR SIX (6) CNG BUSES FROM THE LOS ANGELES DEPARTMENT OF TRANSPORTATION CONTRACT WITH GILLIG, LLC IN AN AMOUNT NOT TO EXCEED \$3,953,322

Attachment A

- 12-15 APPROVE: CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ CITY FOR THE CITY'S PUBLIC WORKS DEPARTMENT'S USE OF THE METRO FUELING FACILITY AT 1200-B RIVER STREET TO FUEL THE PUBLIC WORKS CNG REFUSE TRUCKS
- 12-16 APPROVE: CONSIDERATION OF REASSIGNMENT OF ASSISTANT OPERATIONS MANAGER FROM THE PARATRANSIT DIVISION TO THE FIXED ROUTE DIVISION
- 12-17 APPROVE: CONSIDERATION OF APPROVAL OF AUDIT ENGAGEMENT LETTER WITH BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES FOR THE FISCAL YEAR ENDED JUNE 30, 2018
- 12-18 APPROVE: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY19 WITH ZURICH AMERICAN INSURANCE COMPANY
- 12-19 APPROVE: CONSIDERATION OF A RESOLUTION TO RATIFY THE REVISED BOARD OF DIRECTORS MEETING SCHEDULE FOR THE CALENDAR YEAR 2018
- 12-20 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3-YEAR LEASE FOR THE PROPERTY LOCATED AT 2880 RESEARCH PARK IN SOQUEL
- 12-21 ACCEPT: RECEIVE AN UPDATE FROM THE CEO ON THE CALIFORNIA AIR RESOURCES BOARD (CARB) REVISED ZERO EMISSIONS INTEGRATED CLEAN TRANSIT (ICT) REGULATION
- 12-22 APPROVE: CONSIDERATION OF AUTHORIZING THE ISSUANCE OF A FORMAL REQUEST FOR PROPOSALS FOR A CONSTRUCTION MANAGEMENT FIRM TO ASSIST WITH THE PACIFIC STATION ROOF AND WINDOWS REPLACEMENT PROJECT
- 12-23 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MAY 31, 2018

Public comment: Referencing agenda item 12-14, Mr. Norm Reynolds, Gillig Regional Sales Manager, thanked METRO for supporting American buses and said he is looking forward to a long term partnership.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

REGULAR AGENDA

- 13. **PRESENTATION OF EMPLOYEE LONGEVITY AWARD FOR ERNEST BROWN, ELEUTERIO GARCIA-SUMANO AND DAN STEVENSON**
Chair McPherson announced and congratulated each employee in absentia. CEO Clifford added that, due to Mr. Stevenson's work schedule, he will be recognized at the September meeting.
- 14. **PRESENTATION OF EMPLOYEE RETIREMENT RESOLUTIONS FOR PATTI DAVIDOSKI, LOUISE KELLER, CHRISTOPHER LANAGAN, JUKKA NAUKKARINEN AND APRIL WARNOCK**
Bruce McPherson, Board Chair, congratulated everyone in absentia.

Attachment A

ACTION: MOTION TO APPROVE THE RETIREMENT RESOLUTIONS FOR PATTI DAVIDOSKI, LOUISE KELLER, CHRISTOPHER LANAGAN, JUKKA NAUKKARINEN AND APRIL WARNOCK AS PRESENTED

MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR CHASE

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

15. CEO ORAL REPORT

Alex Clifford, CEO/General Manager, provided an oral update of various subjects, including welcoming and congratulating the following METRO employees:

- **New Hires:**

<u>Name</u>	<u>Hire Date</u>	<u>Job title</u>
Hernandez, Marcos	7/18/18	Paratransit Operator
Crotwell, Andrew	7/18/18	Paratransit Operator
Mendoza Garcia, Jesse	7/18/18	Paratransit Operator
Crane, Sara	7/23/18	Admin. Specialist
Rivera, Cristobal	8/1/18	Facilities Maint. Worker I
Rodriguez, Ezequiel	8/1/18	Facilities Maint. Worker I
Diaz, Edward	8/20/18	Mechanic I
Alvarez Castillo, Cesar	8/20/18	Mechanic I

- **Promotions:**

Carranco, Jose	7/12/18	Promoted from PC Operator to PC Dispatch/Scheduler
Alcorn, Holly	8/9/18	Promoted from Sr. Accounting Tech to Accounting Specialist

The transportation industry is waiting to see how the House and Senate versions of the THUD funding bills will play out. The legislature is considering implementing a possible preclusion of buying Chinese products with federally funded monies. For METRO, this would manifest itself in BYD bus orders, even though they are manufactured in Antelope Valley. The potential legislation is less about “build America” than where the ownership is (which is in China.) Again, no one knows how this will play out.

Copies of METRO’s response to the 6/15/18 complaint from the Commission on Disabilities have been provided to the Board and are available to the public at the back of the room. METRO extensively researched this complaint. With regard to service window closures, CEO Clifford noted that we have a legal obligation to provide our employees with two 15 minute breaks and one lunch break. While on break, a clock is displayed which indicates when the employee will return to the booth window.

There was no public comment.

16. PUBLIC HEARING: PROPOSED ELIMINATION OF ROUTES 33 AND 34 DUE TO LOW RIDERSHIP, FOLLOWED BY POTENTIAL BOARD ACTION REGARDING ELIMINATION OF THE TWO ROUTES

Chair McPherson opened the public hearing at 10:35AM

Barrow Emerson, Planning and Development Director, provided background to the staff report proposing the elimination of routes 33 and 34.

Attachment A

Public comment:

An unidentified gentleman, who said he made the conscious decision not to own a car, spoke of the importance of a bus line east of Highway 9. He said this change will affect him and others for a long time.

Gail Jones, President of Lompico Community Center, referenced her letter, page 16A.7 in the board packet. She asked that the board determine if their goal is ridership or coverage.

Director Rotkin thanked the public for their comments. He said the Board recognizes the impact of this difficult decision, reminding the assembly that they made a conscious decision years ago to keep these two routes with the anticipation that ridership would improve. Unfortunately, it has not.

In response to Director Bottorff's question regarding school service guidelines, CEO Clifford responded there is a regulation which prohibits METRO from competing with contracted bus services that provide school service. These routes did not conflict with the regulation, as it they are open door routes that includes some students as riders.

Chair McPherson acknowledged the Board's efforts to keep the service in the hopes of higher ridership. Unfortunately, this has not happened. The Board's approach to providing service will be discussed at the October workshop.

Director Leopold requested the names be shown in the customer correspondence provided to the Board going forward. All other personal information will be redacted.

The public hearing was closed at 10:56AM

ACTION: MOTION TO APPROVE THE ELIMINATION OF ROUTES 33 AND 34 DUE TO LOW RIDERSHIP AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR HAGEN

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

17. PUBLIC HEARING: AWARD OF CONTRACT FOR THE METRO FACILITIES LIGHTING RETROFIT PROJECT

Eddie Benson, Maintenance Manager, spoke to the report.

Julie Sherman, General Counsel, explained that an exception to competitive bidding rules exists for energy saving contracts, which requires that a public hearing be held prior to awarding the contract. Additionally, the Board is required to make specific findings after it holds the public hearing, which findings are set forth in the staff report.

Several Directors cautioned the Board to be aware of possible public complaints regarding the brightness of the new bulbs. METRO should be prepared to install shields.

Chair McPherson opened the public hearing at 11:00AM

There was no public comment.

The public hearing was closed at 11:01AM

Attachment A

ACTION: MOTION TO APPROVE THE AWARD OF CONTRACT FOR THE METRO FACILITIES LIGHTING RETROFIT PROJECT AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR CHASE

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

18. APPROVE: SELECTION OF A REPLACEMENT SANTA CRUZ METRO BOARD VICE-CHAIR

Vice Chair Chase spoke to the staff report, adding she will continue to serve as a board member through the length of her Councilmember term with the City of Santa Cruz, but is resigning her Vice Chair seat to enable a new Vice Chair to prepare for the following year. She then nominated Director Bottorff as Vice Chair for the remainder of her term.

Amidst questions regarding term limits, elections, etc. General Counsel Sherman advised that a board member's service on the METRO board ends with their respective appointing agency term. That is, if there is an outgoing City/County/Board of Supervisors representative, and a replacement is not yet appointed, METRO does not benefit from their membership on our board. Fixing this requires a state legislative fix to amend METRO's enabling legislation.

There was no public comment.

ACTION: MOTION TO ACCEPT VICE CHAIR CHASE'S RESIGNATION AND APPROVE THE SELECTION OF A REPLACEMENT BOARD VICE-CHAIR AS NOMINATED AND ELECTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR CHASE

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

19. APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 2ND CONTRACT AMENDMENT WITH CPS HR CONSULTING TO INCREASE THE CONTRACT TOTAL BY \$60,688 FOR AN SEIU CLASSIFICATION AND COMPENSATION STUDY

Angela Aitken, CFO and Interim HR Director, provided background to the staff report.

Director Rotkin voiced his support.

There was no public comment.

ACTION: MOTION TO AUTHORIZE THE CEO TO EXECUTE A 2ND CONTRACT AMENDMENT WITH CPS HR CONSULTING TO INCREASE THE CONTRACT TOTAL BY \$60,688 FOR AN SEIU CLASSIFICATION AND COMPENSATION STUDY AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR MATHEWS

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

Attachment A

20. APPROVE: CONSIDERATION OF A RESOLUTION OPPOSING PROPOSITION 6, WHICH WOULD REPEAL SENATE BILL 1

CEO Clifford provided commentary to the staff report, adding that many other transit properties and legislative bodies are passing resolutions opposing Proposition 6. METRO and other Santa Cruz County agencies' CEOs, City Managers, Public Works Directors, Communications personnel, etc. will work together to educate the public. The gas tax, which has not been raised since 1993, funds all road services. The impact to METRO's \$50M budget could be \$2.5M. If Prop 6 is approved, some tough fiscal decisions will have to be made. CEO Clifford will provide contact information and a link to the committee as well as distribute available informational material to the Directors to use with their respective agencies, etc.

Various Directors noted the potential loss of revenue to their respective constituents. Chair McPherson clarified that the State has a history of reallocating voter-approved transportation funds to different agencies. A June ballot measure, which passed, requires funds dedicated to transportation to stay in transportation.

At Director Thomas' request, Mr. Emerson will advocate to the committee for UCSC and Cabrillo representation.

Public comment:

Joan Jeffries, PSA President, offered to coordinate efforts with the Union(s).

ACTION: MOTION TO APPROVE A RESOLUTION OPPOSING PROPOSITION 6, WHICH WOULD REPEAL SENATE BILL 1 AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

21. APPROVE: 2016 LOW OR NO EMISSION GRANT PRESERVATION REQUEST: APPROVAL OF A LETTER TO THE FEDERAL TRANSIT ADMINISTRATION, REGION 9

CEO Clifford spoke to the staff report, stressing that the Board recognize that the FTA has said if they approve this and its more expensive to buy three OTR coaches later, METRO has to provide the difference to purchase three OTR coaches.

Questions were asked and answered regarding infrastructure: METRO is designing the system to provide sufficient capacity to charge ten buses. The problem may be on the "other side of the transformer"; i.e., where we charge the buses, inductive charging, etc. The industry, as a whole, is discussing standardizing of charging times, connectors, etc.

Speaking on behalf of Gillig, Mr. Reynolds said the prototype 30, 35 and 40 foot vehicles will be online later this year., but "over the road" coaches are not being planned at this time. He encouraged visits to their facility.

CEO Clifford thanked Gillig for their support.

There was no public comment.

ACTION: MOTION TO APPROVE THE 2016 LOW OR NO EMISSION GRANT PRESERVATION REQUEST THROUGH A LETTER TO THE FTA REGION 9 AS PRESENTED

MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR ROTKIN

Attachment A

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

22. APPROVE: STATE ROUTE 1 BUS ON SHOULDERS FEASIBILITY STUDY

Barrow Emerson, Planning and Development Director, spoke to the staff report and referred the assembly to the full report located [at this link](#). He also introduced Sarah Christianson, who was present from the SCCRTC and available to answer any questions.

The agenda item received broad support from the present board members who acknowledged the time and money savings potential for the public and METRO.

Mr. Emerson and Ms. Christianson explained the differences and use of auxiliary lanes versus shoulders. There are some technical challenges, which everyone believes we can work through. The procedural challenge is to go through construction once. We are working with Caltrans for a streamlined approach.

CEO Clifford noted this has the potential to be Santa Cruz County's first Bus Rapid Transit (BRT).

There was no public comment.

ACTION: MOTION TO APPROVE THE STATE ROUTE 1 BUS ON SHOULDERS FEASIBILITY STUDY AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR BOTTORFF

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

23. APPROVE: CONSIDERATION OF AUTHORIZING METRO TO CONTINUE THE UCSC ARTICULATED BUS PILOT PROJECT AND FOR THE CEO TO EXECUTE AGREEMENT AMENDMENTS WITH SHUTTLE BUS LEASING FOR THE BUSES AND WITH UCSC TO FUND ALL RELATED COSTS OF OPERATIONS

Barrow Emerson, Planning and Development Director, spoke to the report; highlighting that UCSC is absorbing the entire cost. He also introduced Larry Pageler from UCSC who was present to answer any questions.

Director Thomas appealed to the Board to approve the motion, noting there have been no complaints from students or student organizations.

Chair McPherson thanked UCSC for helping METRO and voiced his appreciation for their funding of the project.

Public comment.

Eduardo Montesino voiced his initial concerns but noted we are in a better space now.

ACTION: MOTION TO AUTHORIZE METRO TO CONTINUE THE UCSC ARTICULATED BUS PILOT PROJECT AND AUTHORIZE THE CEO TO EXECUTE AGREEMENT AMENDMENTS WITH SHUTTLE BUS LEASING FOR THE BUSES AND WITH UCSC TO FUND ALL RELATED COSTS OF OPERATIONS AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR MATHEWS

Attachment A

Board of Directors Meeting Minutes
August 24, 2018
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MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

Chair McPherson announced the next meeting: Friday, September 28, 2018 at 9:00AM at the Santa Cruz City Chambers, 809 Center Street, Santa Cruz, CA. and adjourned the meeting at 11:54AM.

Respectfully submitted,

Gina Pye
Executive Assistant

DRAFT



DATE: September 28, 2018
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY
COMMITTEE (MAC) MEETING OF AUGUST 15, 2018**

I. RECOMMENDED ACTION

**Board of Directors accept and file the minutes for the METRO Advisory
Committee (MAC) meeting of August 15, 2018**

II. SUMMARY

- Staff is providing minutes from the MAC meeting of August 15, 2018.
- Each quarter staff will provide the minutes from the previous MAC meeting.

III. DISCUSSION/BACKGROUND

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

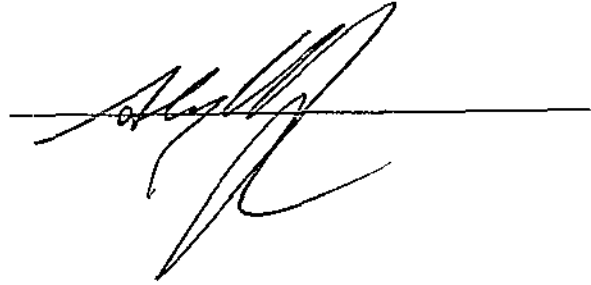
IV. ATTACHMENTS

Attachment A: Draft Minutes for the MAC meeting of August 15, 2018

Prepared By: Donna Bauer, Administrative Assistant

V. APPROVALS:

Alex Clifford, CEO/General Manager

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

MINUTES*

MAC MEETING OF AUGUST 15, 2018



The METRO Advisory Committee (MAC) met on Wednesday, August 15, 2018 in the Pacific Station located at 920 Pacific Street, Suite 11, in Santa Cruz, CA. *Minutes are "summary" minutes, not verbatim minutes.

1 INTRODUCTION OF NEW MAC MEMBER, JASON LOPEZ**2 CALL TO ORDER**

Meeting was called to order at 6:06 PM by Vice Chair Martinez.

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

Michael Pisano, Chair (Arrived 6:13 PM)	Jason Lopez
Joseph Martinez, Vice Chair	Cassity Mega
Kevin Andrews	Becky Taylor
Veronica Elsea	

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

Ciro Aguirre, METRO	Shonoa Ruddick, METRO
Joanna Edmonds, SCCRTC	Anais Schenk, SCCRTC
Barrow Emerson, METRO	Daniel Zaragoza, METRO
Isaac Holly, METRO	

3 COMMUNICATIONS TO THE METRO ADVISORY COMMITTEE

Ms. Elsea inquired if ParaCruz is equipped to service a mother with two small children who require car seats. Daniel Zaragoza, Operations Manager - Paratransit Division, responded that ParaCruz can accommodate children. Either personal car seats can be used or ParaCruz can provide them, but that should be requested when the ride is booked.

Ms. Elsea mentioned that she requested help from Customer Service a couple of times about using Stop ID but was given inaccurate information. She suggested Customer Service be familiar with this since it is a service METRO is promoting.

Vice Chair Martinez raised concerns about the Customer Service Booth at Watsonville Transit Center (WTC). Currently, there is only one Customer Service Representative (CSR) in the booth. When that CSR goes on break, the booth shuts down and customers have to wait until the CSR's break is over. He recommended that two CSRs be there for full coverage throughout the day. He also mentioned there is a rumor floating around that METRO is going to close the WTC Customer Service Booth. Barrow Emerson, Planning and Development Director, said that is not true. Vice Chair Martinez requested flyers for the Hwy. 17 Route be restocked at the WTC because they are currently out of them. Mr. Emerson thanked him for the information and said he would take care of that.

Vice Chair Martinez suggested there be more outreach regarding Customer Service's hours. Many are not aware that Customer Service is available via telephone on the weekends. Customers think it is a Monday through Friday service only.

Vice Chair Martinez also raised concern about the fare on Route 79. Someone had paid \$6 for a ride that should have been \$4. Mr. Zaragoza said that the fare had not been adjusted yet to correlate to the route change, but it is being worked on.

Attachment A

Minutes – METRO Advisory Committee

August 15, 2018

Page 2 of 5

Vice Chair Martinez inquired about the status of the Watsonville mural. Mr. Emerson said it is on hold for now and provided background. Originally, there was a desire to do a new mural at the WTC. The artist who did the existing mural years ago initially was interested in the new project but later handed it off to another artist. At a public meeting, there was a ground swell of people who felt the old mural should be kept and refurbished. METRO's concern is that a grant was received from the Arts Council to do a new one, not refurbish the old one. METRO is looking for some direction from Director Dutra before starting the process again.

Ms. Taylor handed out a memorandum dated June 15, 2018 addressed to Chair Bruce McPherson from the Santa Cruz County Commission on Disabilities regarding the WTC hours of operation (attached). Two different members of the disability community visited the WTC during its advertised and posted business hours and found it closed. The Commission requested an investigation by METRO into the matter. Chair Pisano voiced concern about any riders who have taken time off work to go to the WTC and then find it closed during business hours.

Chair Pisano asked if any thought has been given to standing, bus-stop seating and handed out a flyer illustrating available options (attached). This may help reduce the number of people who currently loiter at a bus stop. Instead of a regular sit-down bench, the seats are slightly elevated and angled so that you don't sit down, but just lean against them. Ms. Elsea said there may be some people who would have trouble assuming that position. Vice Chair Martinez recommended the two-seater benches with the bar in the middle so people can't sleep on the benches.

4 ACCEPT AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF FEBRUARY 21, 2018

MOTION: ACCEPT AND FILE CORRECTED MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF APRIL 18, 2018

Page 1 of the April 18, 2018 Minutes were corrected to reflect the correct spelling of "unanimous."

MOTION: ELSEA

SECOND: MEGA

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

NAYES: NONE

ABSTAIN: NONE

MOTION CARRIED: UNANIMOUS

5 COMMUNICATIONS FROM METRO ADVISORY COMMITTEE

Chair Pisano gave a brief recap of his presentation at the June 2018 Board of Directors meeting.

6 WATSONVILLE COMPLETE STREETS

Anais Schenk, Transportation Planner for the Santa Cruz County Regional Transportation Commission (SCCRTC), introduced herself and Joanna Edmond, Transportation Planning Technician, also with SCCRTC. Anais explained that the SCCRTC recently partnered with Watsonville to work on their downtown Complete Streets Plan and she is helping with the outreach portion of the plan.

Watsonville recently embarked on conceptual improvements for the downtown area. The handout provides input from the community with suggested street design alternatives for

Attachment A

Minutes – METRO Advisory Committee

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Page 3 of 5

Main Street, Rodriguez Street, and Brennan Street/Union Street. The design alternatives focus on bike oriented or pedestrian oriented plans versus the existing vehicular oriented streets. The focus is on lane configuration and physical improvements. Ms. Schenk described the differences in each street plan. One of the goals is to attract more businesses to these areas and provide a vibrant place for foot and bicycle traffic.

Ms. Schenk encouraged MAC members to provide their feedback to the City of Watsonville by September 7, 2018. This feedback will be considered in developing the final plan.

7 UPDATE ON PROCUREMENT OF AN INTELLIGENT TRANSPORTATION SYSTEM (ITS) FOR THE FIXED-ROUTE FLEET

Isaac Holly, Information Technology and Intelligent Transportation Systems Director, gave a timeline on the procurement of an Intelligent Transportation System (ITS) that METRO is seeking for the Fixed-Route fleet. The project has gone out to bid and procurement will close mid-September. We want to take the contract to the Board of Directors in October 2018. This allows METRO to lock this project in so if SB1 is overturned in November 2018, we can still retain the funding awarded by the California Transportation Commission (CTC). METRO wants to award the contract to a vendor this November. Vendors are projecting that it can take up to a year to complete the project, so we are looking at the end of 2019. Ms. Elsea requested that METRO specify in its contract that any application used by the public work with voiceover or talk-back software so that visually impaired passengers can look at the real time information on the buses as well. Mr. Holly confirmed they will do that.

8 SERVICE PLANNING UPDATE

Mr. Emerson reviewed the Q4 - FY18 ridership reports for the Board of Directors meeting on August 24, 2018.

Mr. Emerson reminded the group that Routes 33 and 34 in the San Lorenzo Valley are being reviewed for elimination and the public hearing will be on August 24, 2018. In the Winter, if the Board is willing to eliminate these two routes, METRO will run service through the first school semester before eliminating them. Route 79 in Watsonville was realigned to catch more of the downtown area and destinations people want to go to.

Ms. Elsea inquired if the introduction of the articulated buses made any difference in UCSC ridership and meeting connections. Mr. Emerson said the articulated buses have almost eliminated leaving students at a stop on their way to class and coming down the hill. What makes it challenging for us, especially without AVL, is getting the timing right between stops on campus because the class schedules change daily. METRO can't solve all of its connectivity problems with the current level of service but recognizes that span of service across the system as well as frequency need to be prioritized. In Fall 2018, METRO wants to bring back the Articulated Bus Pilot Project to be funded by UCSC,

Mr. Emerson also reviewed the Planning Department's annual updates for the Board of Directors meeting on August 24, 2018. This report highlights current route performance and opportunities for fixed-route service expansion if SB1 is not repealed. One priority is to improve the Route 35/35A evening frequency and to provide northbound traffic on Scotts Valley Drive.

Attachment A

Minutes – METRO Advisory Committee

August 15, 2018

Page 4 of 5

9 REVISED PASSENGER CODES OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION POLICIES FOR:

- **FIXED-ROUTE SERVICES AND TRANSIT FACILITIES**
- **VIOLENT, SERIOUSLY DISRUPTIVE, AND/OR ILLEGAL CONDUCT ON PARATRANSIT VEHICLES**

Mr. Aguirre, Chief Operations Officer, said that he and Mr. Zaragoza were there to answer any questions MAC may have on the revised policy. Ms. Elsea remarked that this document is much improved over what she saw in the Board packet last January. She was appreciative that METRO sought MAC's advice and took its concerns seriously. She felt her concerns were completely addressed. Chair Pisano agreed and suggested if there is ever a problem on the bus, make the Bus Operator aware of it so that he/she can address it.

Discussion ensued on how the policy will be enforced and what the outreach should entail. Chair Pisano suggested Ms. Mega's suggestion from MAC's April 18, 2018 meeting on preparing friendly messaging boards for outreach be considered.

Ms. Mega questioned how Item 2.02 of the policy could be posted at METRO's transit centers and bus stops/shelters considering the thickness of the policy. Mr. Aguirre replied that the key points will be posted and that this is mainly a tool for our Security, Bus Operators and Customer Service Representatives.

Ms. Elsea expressed concern in keeping the messaging friendly and welcoming because having a friendly bus system is a hallmark of Santa Cruz. Mr. Aguirre said the intent is not about confrontation but providing a pleasant experience for everyone.

Ms. Mega commented on Item 4.04C with regard to people handing out flyers. The policy states at least 5 business days' notice be given to METRO before being at a bus stop to hand out materials. She suggested listing the contact person to reach out to on these occasions on the website. Mr. Aguirre said the Interim Customer Service Manager, Shonoa Ruddick, could be contacted or go to the booth and make that request.

MOTION: CHAIR PISANO WRITE A LETTER TO THE BOARD OF DIRECTORS ON BEHALF OF MAC RECOMMENDING THE APPROVAL OF THE REVISED POLICY: USE OF FIXED ROUTE SERVICES AND TRANSIT FACILITIES, INCLUDING PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION AS PRESENTED.

MOTION: ELSEA

SECOND: ANDREWS

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

NAYES: NONE

ABSTAIN: NONE

MOTION CARRIED: UNANIMOUS

10 SANTA CRUZ COUNTY FAIR – SEPTEMBER 12 – 16, 2018

Mr. Zaragoza advised the group that the Santa Cruz County Fair runs September 12-16, 2018 at the Santa Cruz County Fairgrounds located at 2601 E. Lake Avenue in Watsonville. METRO will provide the same level of service as last year. METRO will have a booth as well as ParaCruz and Fixed Route vehicles available for the kids to sit in the driver's seat. Junior Bus Operator stickers and tchotchkes will be handed out to the kids.

11 COMMUNICATIONS TO THE SANTA CRUZ METRO CEO

None.

9-04A.4

Attachment A

Minutes – METRO Advisory Committee

August 15, 2018

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12 COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

None.

13 ITEMS FOR NEXT MEETING AGENDA

Chair Pisano brought up the 2020 census and asked what METRO can do to help with that. Ms. Elsea said because METRO is a government agency, it will not be able to campaign for it. But, as individuals, we can speak on behalf of METRO to make sure that we encourage everybody to fill out the forms and participate because those numbers will correlate to the funding of federal programs, including transportation.

14 DISTRIBUTION OF VOUCHER

Vouchers distributed by Mr. Aguirre.

15 ADJOURNMENT

Meeting adjourned at 7:49 PM.

Respectfully submitted,

Donna Bauer
Administrative Assistant

DRAFT

Attachment A

County of
Santa Cruz



Commission on Disabilities

www.scccod.net

PERSONNEL DEPARTMENT

701 Ocean Street, Room 510

Santa Cruz, CA 95060

P: 831-454-2600 /F: 831-454-2411/ TDD: 711

MEMORANDUM

Date: June 15, 2018

To: Chair Bruce McPherson, Santa Cruz METRO Board of Directors

From: Vice-Chair Felipa de Leon, Santa Cruz County Commission on Disabilities

Re: Watsonville Transit Center Hours of Operation

Chair McPherson and Members of the Board:

It has been brought to the Commission's attention from two different members of the Watsonville disability community that they visited METRO's Watsonville Transit Center on multiple occasions during its advertised and posted business hours only to find it closed. One of these individuals took time off from work in order to visit the Transit Center, which made its unanticipated and unannounced closure that much more inconvenient for this patron. Office closure during advertised business hours is clearly unacceptable.

We respectfully request that you investigate this matter and rectify the problem as soon as possible. The Commission also requests to be apprised of your findings. We as a Commission and the local disability community have worked hard to secure a Customer Service Representative at the Watsonville Transit Center. My personal efforts to advocate for the extension of services at this location began in 2013. As you are aware, South County historically has been underserved in terms of resources invested toward public transportation and related services and infrastructure. Last year, we as a Commission applauded your recognition of this inequity of services and your efforts to address it with the commitment of customer service staff in Watsonville.

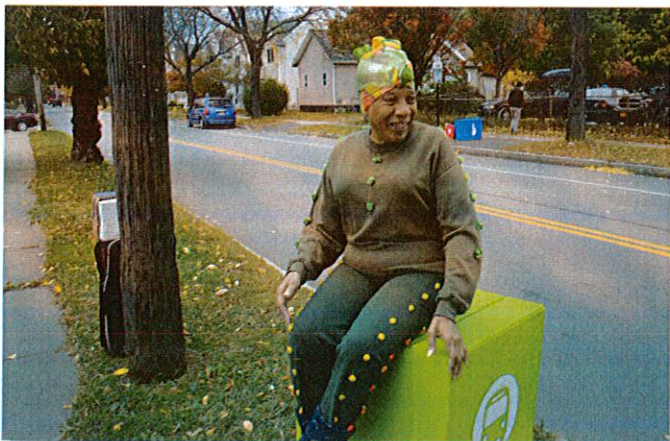
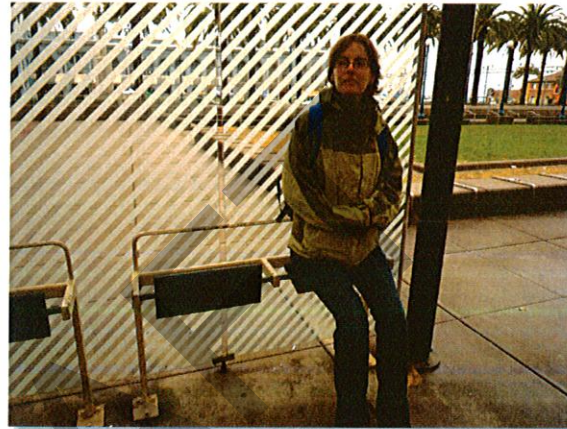
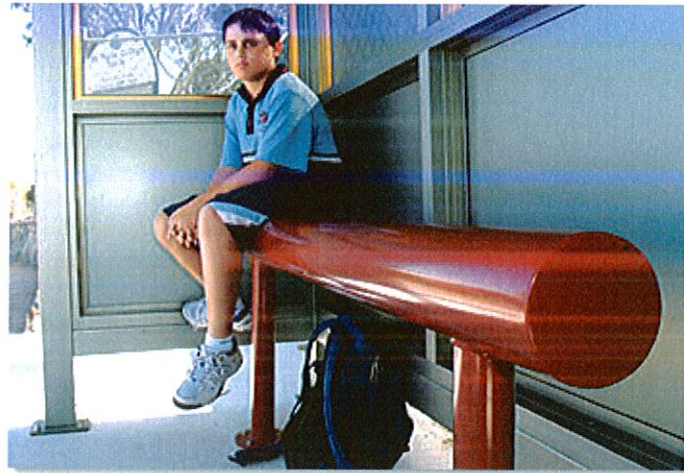
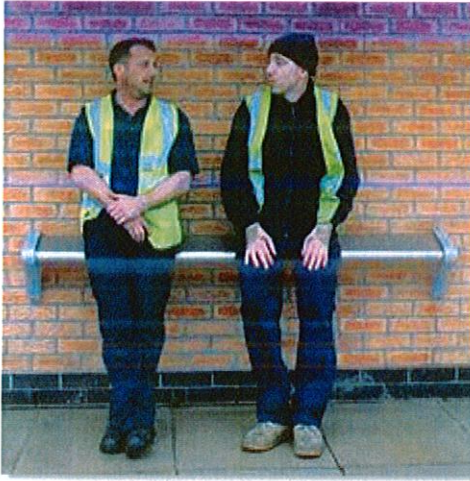
The office's closure during its posted "regular business hours" causes unnecessary inconvenience and is unfair to the community members who rely on your services and depend on the accuracy of the information you provide. For persons with disabilities, many of whom rely substantially on public transit as their primary means of transportation, inconsistent office hours are especially detrimental, as other options may be limited, less accessible, and less available. The volume of METRO ticket sales and ridership are inextricably tied to the consistency, accessibility, and dependability of the services offered. In light of these facts, we hope that you take our concerns seriously and provide equal access to services for all members of our community.

Thank you for your courtesy and consideration. We look forward to your response.

Felipa de Leon, Vice-Chair

On behalf of the Santa Cruz County Commission on Disabilities

Attachment A





MINUTES*

MAC MEETING OF APRIL 18, 2018

The METRO Advisory Committee (MAC) met on Wednesday, April 18, 2018 in the Pacific Station located at 920 Pacific Street, in Santa Cruz, CA. The Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California. *Minutes are "summary" minutes, not verbatim minutes.

1 CALL TO ORDER

Meeting was called to order at 5:58 PM by Chair Pisano.

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

Michael Pisano, Chair
Joseph Martinez, Vice Chair
Kevin Andrews

Veronica Elsea
Cassity Mega
Becky Taylor

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

Angela Aitken, METRO
Alex Clifford, METRO
Barrow Emerson, METRO

Anna Marie Gouveia, METRO
Stanley Sokolow, Self
Daniel Zaragoza, METRO

2 COMMUNICATIONS TO THE METRO ADVISORY COMMITTEE

Mr. Sokolow informed MAC members that he will be taking a trip to Eugene, OR in July 2018 to see how its bus system works. He plans to investigate how they implement rapid transit, how their routes work, how their stations look, and how they handle bikes on their buses. He plans to interview riders, staff, bus operators, etc. He requested MAC members email him specific questions or concerns relating to this topic and he will try to address them when he visits Oregon.

Ms. Elsea mentioned that she still hasn't seen any text messages regarding school terms ending with regards to UCSC or Cabrillo. For riders who use these same buses as students and don't know the schools' schedules, a text message would give the riders a heads up on what to expect. Mr. Emerson, Planning and Development Manager, thought this had been implemented but will double check on its status.

3 ACCEPT AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF FEBRUARY 21, 2018

MOTION: ACCEPT AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF FEBRUARY 21, 2018 AS CORRECTED

Page 2 of the February 21, 2018 Minutes were revised to reflect a change in wording from "sight" impaired to "visually" impaired (attached).

MOTION: ELSEA

SECOND: ANDREWS

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

NAYES: NONE

ABSTAIN: NONE

MOTION CARRIED: **UNANIMOUS**

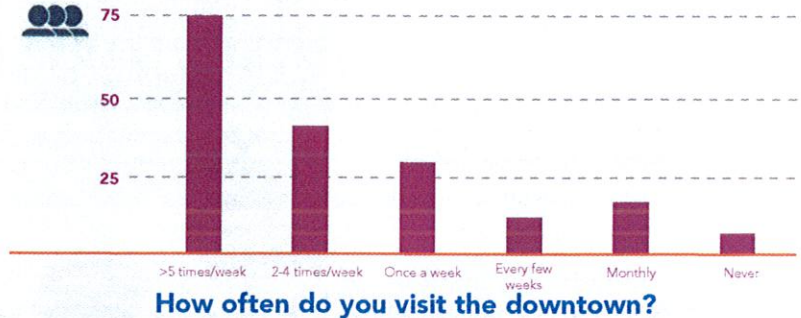
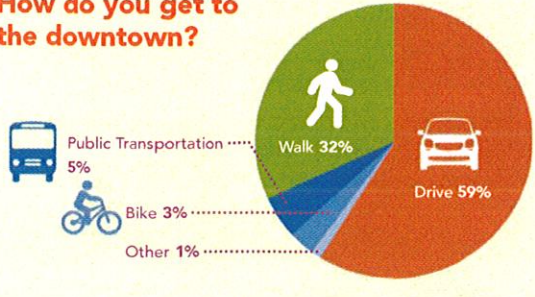
Initial Public Outreach Results



COMMUNITY INPUT RESULTS WATSONVILLE COMPLETE STREETS PLAN



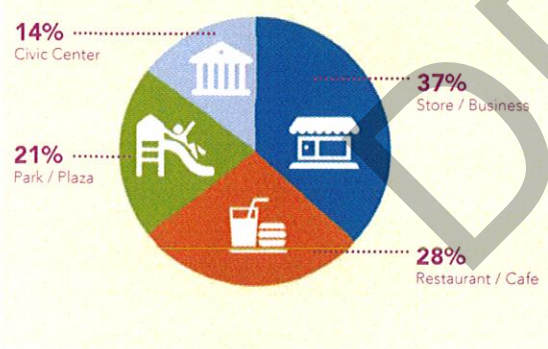
How do you get to the downtown?



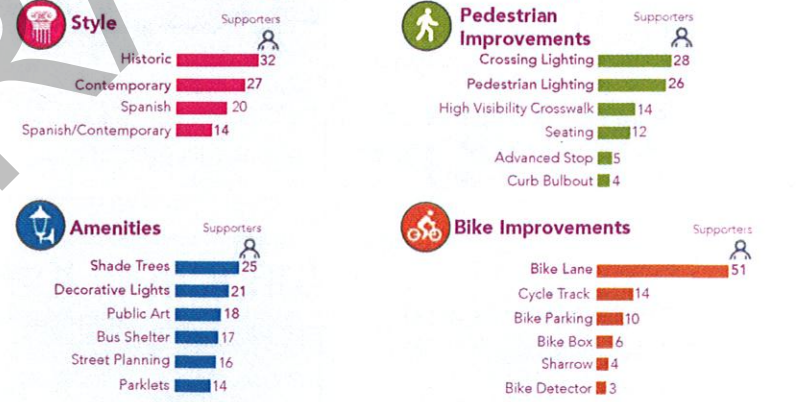
Which route do you take through the downtown?



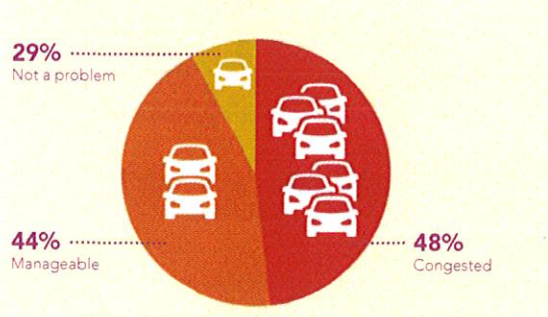
Where is your favorite place to go in the downtown?



What improvement options do you most support?



How would you describe traffic congestion in downtown?



What street design option do you most support?



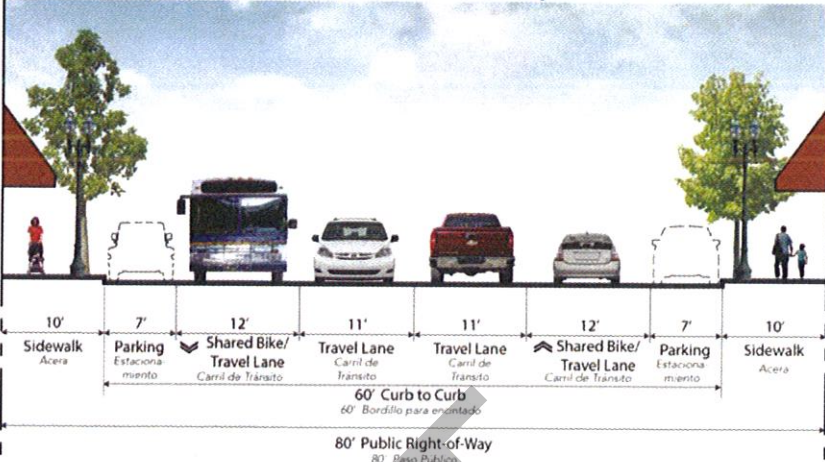
Watsonville Downtown Complete Streets Plan Information provided by SCCRTC for August 15 2018 MAC Meeting

Scenarios

MAIN STREET

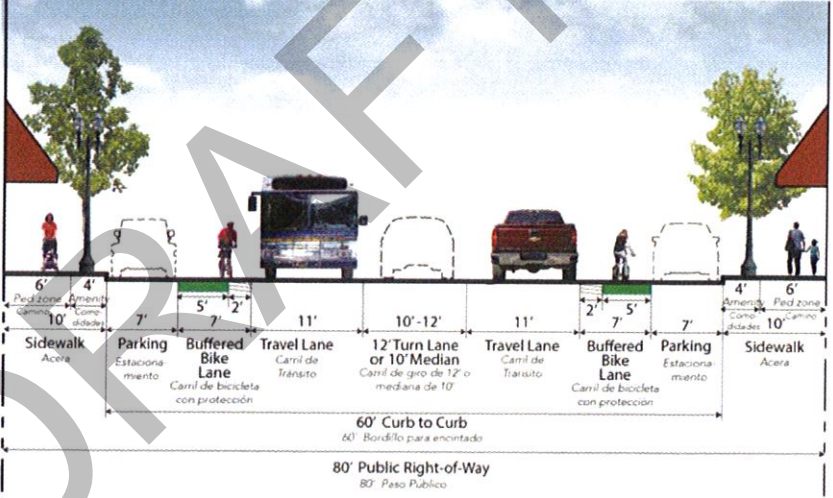
EXISTING / EXISTENTE (PLAN VIEW NOT SHOW / VISTA DE PLANO NO ES MOSTRADA)

- Vehicular oriented
- Keeps 4 travel lanes
- Keeps parking
- Lacks bike lanes
- Orientado hacia vehiculos
- Mantiene 4 carriles de tránsito
- Mantiene estacionamiento
- Falta de carriles para bicicletas



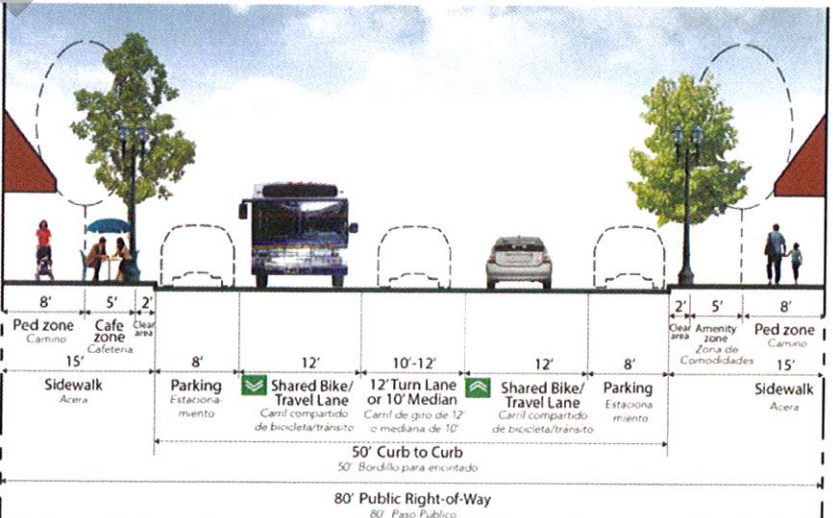
ALTERNATIVE A / ALTERNATIVA A

- Bike oriented
- Reduces travel lanes from 4 to 2
- Adds center turn lane
- Adds buffered bike lanes
- Keeps parking
- Orientado hacia bicicletas
- Reduce los carriles de tránsito de 4 a 2
- Agrega carril central de giro
- Agrega carriles para bicicletas
- Mantiene estacionamiento



ALTERNATIVE B / ALTERNATIVA B

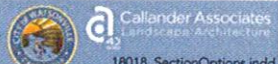
- Pedestrian oriented
- Reduces travel lanes from 4 to 2
- Adds center turn lane
- Increases sidewalk width, allows for outdoor cafe space
- Keeps parking
- Orientado hacia peatones
- Reduce los carriles de tránsito de 4 a 2
- Agrega carril central de giro
- Aumenta lo ancho de la acera, permite espacio para un café
- Mantiene estacionamiento



Watsonville Downtown Complete Streets Plan Information provided by SCCRTC for August 15 2018 MAC Meeting



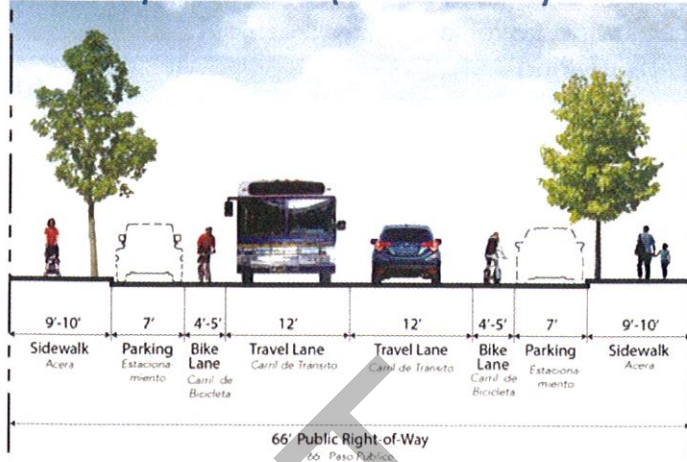
STREET DESIGN OPTIONS / OPCIONES DE DISEÑO PARA LA CALLE
DOWNTOWN WATSONVILLE COMPLETE STREETS PLAN / PLAN DE CALLES COMPLETAS DE WATSONVILLE



RODRIGUEZ STREET

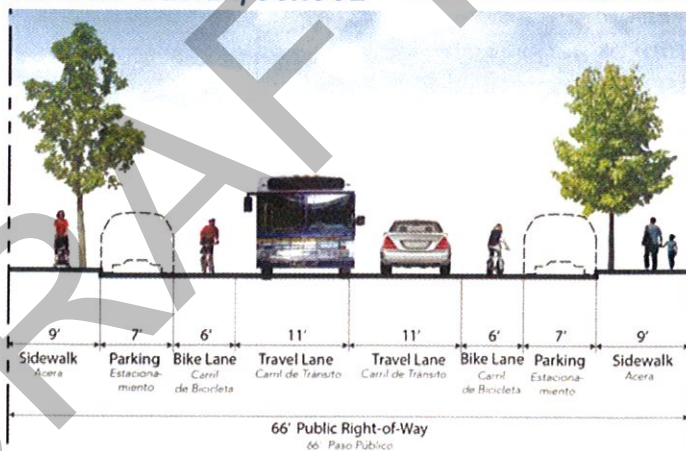
- Has substandard bike lane width
- Keeps parking
- Has adequate sidewalk widths
- Lo ancho del carril para bicicletas es inferior al estándar
- Mantiene estacionamiento
- Tiene la anchura adecuada para la acera

EXISTING / EXISTENTE (PLAN VIEW NOT SHOWN) VISTA DE PLANO NO ES MOSTRADA



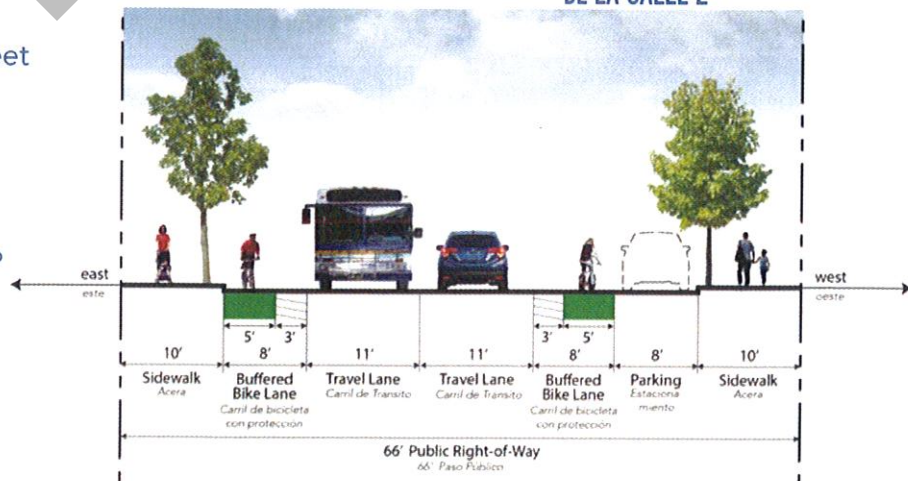
- Reduces turn lanes
- Reduces travel lane widths
- Increases width of bike lanes
- Reduce los carriles de giro
- Reduce lo ancho de los carriles de tránsito
- Aumenta lo ancho de los carriles para bicicletas

TRANSIT CENTER/SCHOOL - CENTRO DE TRÁNSITO/ESCUELA



- Removes center turn lane north of 2nd street
- Increases width of bike lanes
- Reduces widths of travel lane
- Elimina carril central de giro
- Aumenta lo ancho de los carriles para bicicletas
- Reduce lo ancho de los carriles de tránsito

2ND STREET PARKING GARAGE - GARAJE DE ESTACIONAMIENTO DE LA CALLE 2ND



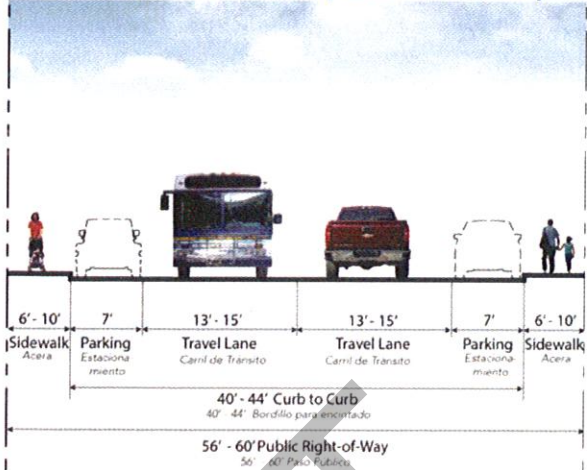
Watsonville Downtown Complete Streets Plan Information provided by SCCRTC for August 15 2018 MAC Meeting



BRENNAN STREET/UNION STREET

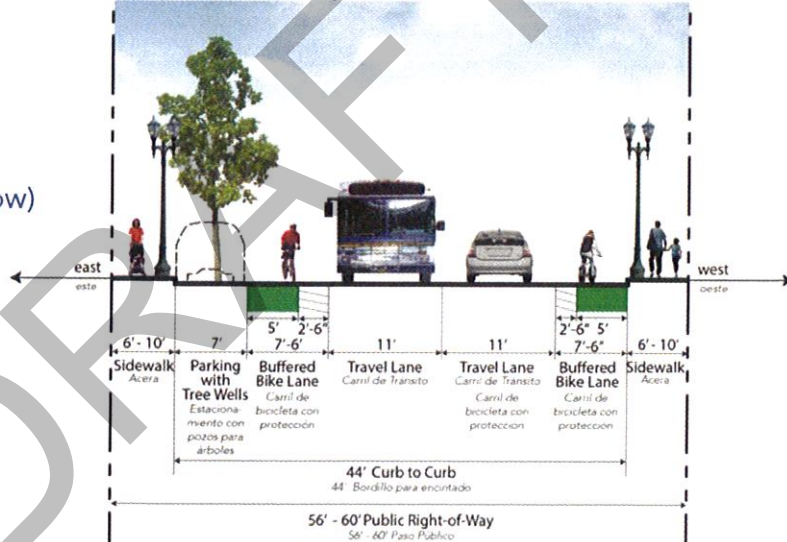
- Vehicular oriented
- Keeps wide travel lanes
- Keeps parking
- Brennan street lacks trees
- Orientado hacia vehiculos
- Mantiene lo ancho de los carriles de tránsito
- Mantiene estacionamiento
- La calle Brennan falta de árboles

EXISTING / EXISTENTE (PLAN VIEW NOT SHOW) VISTA DE PLANO NO ES MOSTRADA



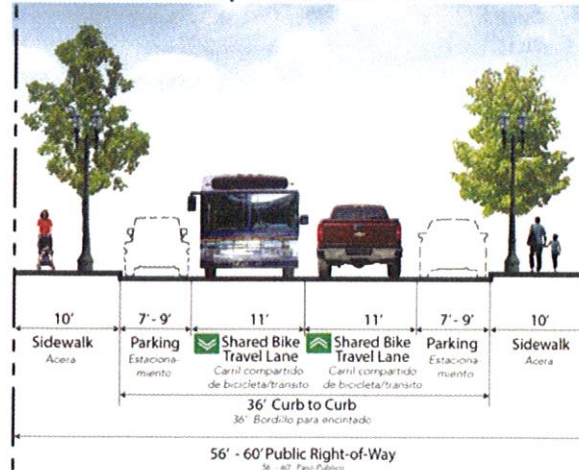
- Bike oriented
- Removes parking on west (commercial) side
- Adds buffered bike lanes
- Adds tree wells in parking zone (where narrow)
- Orientado hacia bicicletas
- Elimina el estacionamiento en el lado oeste (comercial)
- Agrega carriles para bicicletas
- Agrega pozos para árboles en la zona de estacionamiento

ALTERNATIVE A / ALTERNATIVA A



- Pedestrian oriented
- Reduces travel lane widths
- Increases width of sidewalks (where narrow)
- Adds street trees
- Reduces crosswalk distance with addition of curb extensions
- Orientado hacia peatones
- Reduce lo ancho de los carriles de tránsito
- Aumenta lo ancho de las aceras
- Agrega árboles
- Reduce lo ancho del cruce peatonal

ALTERNATIVE B / ALTERNATIVA B



Watsonville Downtown Complete Streets Plan Information provided by SCCRTC for August 15 2018 MAC Meeting



STREET DESIGN OPTIONS / OPCIONES DE DISEÑO PARA LA CALLE
DOWNTOWN WATSONVILLE COMPLETE STREETS PLAN / PLAN DE CALLES COMPLETAS DE WATSONVILLE



Attachment A

Audio Script for Virtual Reality Renderings

Main Street – Existing Conditions

You are looking down Main Street. There are currently four travel lanes (two in each direction), and on-street parking on both sides. Sidewalks are 10 feet wide, which provides room for walking, shade trees, and pedestrian lighting. Main Street is designated as a bicycle route, but bicyclists share the road with motorists.

Alternative A: Main Street – Bicycle Oriented

You are looking at a possible future version of Main Street if improvements are made that create a separate space for bicyclists. Notice the street has been reduced from four travel lanes to two lanes. This change provides room to add bike lanes while still keeping parking. The green markings in the bike lane help improve their visibility to drivers.

Alternative B: Main Street – Pedestrian Oriented

You are looking at a possible future version of Main Street if improvements are made that create more space for pedestrians. Notice the street has been reduced from four travel lanes to two lanes. This change provides the room to widen the sidewalk from 10 feet to 15 feet, which provides space for outdoor dining areas, seating, new landscaping, and other pedestrian-friendly features. A raised landscaped divider would be added in the center of the roadway. A turn lane would be provided at intersections or driveways to maintain access to parking lots and businesses. Parking would still be provided on both sides of the street. Bicycle markings, referred to as "sharrows," would be painted in the travel lanes to alert motorists that they must share the travel lane with bicyclists.

Union Street and Brennan Street – Existing Conditions

You are looking down Union Street. There are currently two travel lanes (one in each direction), and on-street parking on both sides. Sidewalks vary in width. Along Union Street, it is generally 10 feet wide, which provides room for walking and shade trees. Further up the road on Brennan Street, the sidewalks are only 6 feet to 8 feet wide, and there is not enough room for planting trees. There are no bicycle lanes and it is not currently designated as a bicycle route.

A raised landscaped divider would be added in the center of the road. A turn lane would be provided at intersections or driveways to maintain access to parking lots and businesses. Parking would still be provided on both sides of the street. The sidewalks would remain 10 feet wide.

Attachment A

Alternative A: Union / Brennan Streets – Pedestrian Oriented

You are looking at a possible future version of Brennan and Union Street if improvements are made that create more space for pedestrians. To create more space, the two vehicle lanes would be narrowed to 11 feet, but on-street parking would remain unchanged. The sidewalk would stay 10 feet wide along Union Street. Along Brennan Street, the sidewalk would widen from 6 feet to 10 feet and new trees would be planted.

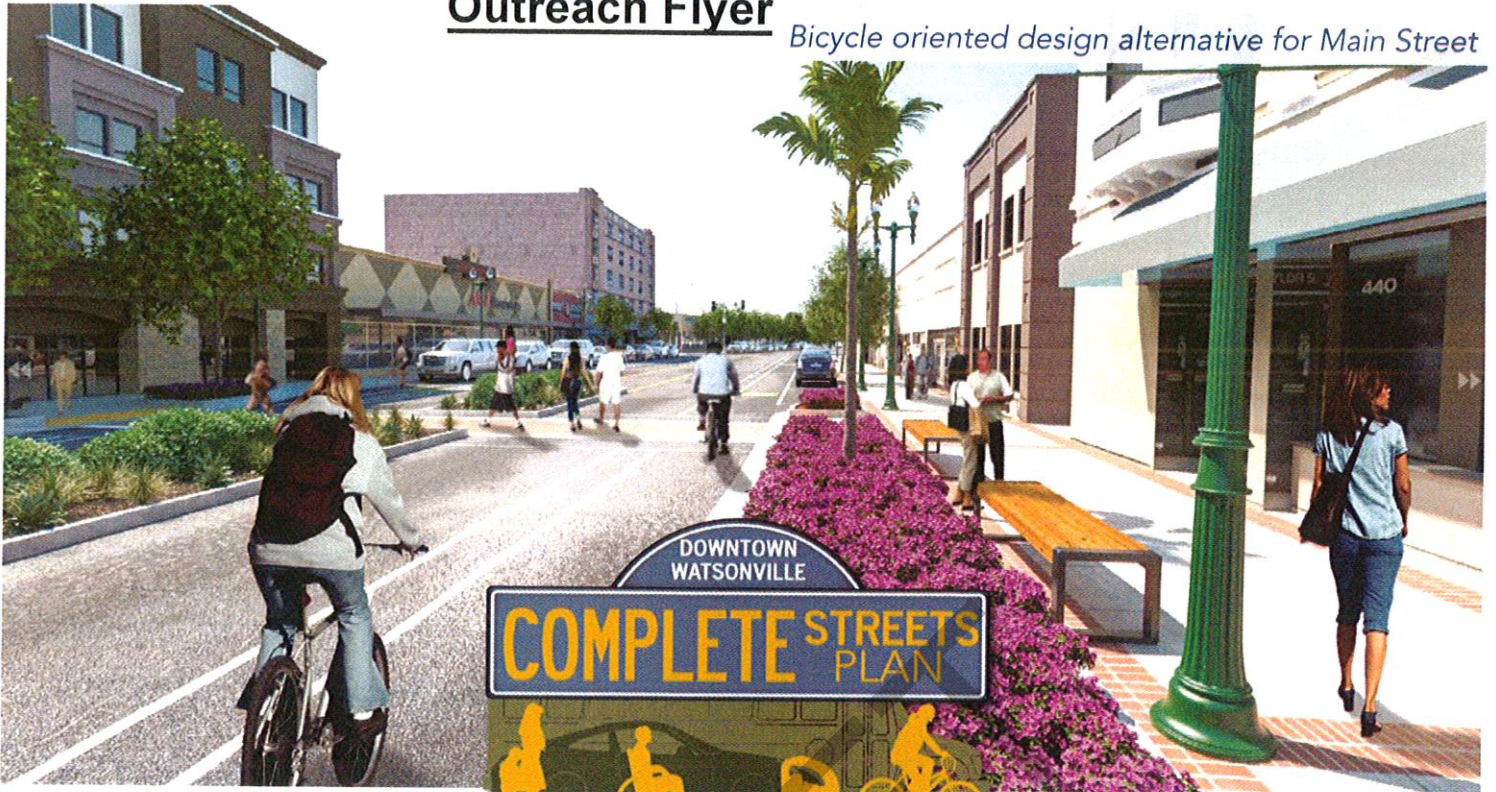
Alternative B: Union / Brennan Streets – Bicycle Oriented

You are looking at a possible future version of Brennan-Union Street if improvements are made that create more space for bicyclists. Notice that parking on the west side of the roadway has been eliminated. This creates the space for adding a bike lane so that bicyclists don't have to share the same space as vehicles. The bike lane would include green markings which improves a bicyclist's visibility to drivers. The sidewalk width would remain unchanged. Along Brennan Street where the sidewalk is only 6 feet wide, trees would be added in the parking lane to maximize the sidewalk space available for pedestrians.

DRAFT

Outreach Flyer

Bicycle oriented design alternative for Main Street



COME SHARE YOUR THOUGHTS!

WE WANT TO HEAR FROM YOU!

The City of Watsonville is preparing a Complete Streets Plan for the Downtown area to guide improvements that will make it easier, safer, and more inviting for all users to get through Downtown. Come to the next community meeting to learn about the design alternatives for Main Street and Brennan/Union Streets and experience the proposed designs in virtual reality. Would you prefer a more bicycle or pedestrian oriented street? Let us know!

See the project website for updates:

www.cityofwatsonville.org/Downtown-Complete-Streets-Plan

For more information please call 831-768-3100



INPUT OPPORTUNITIES:

AUGUST 4, 2018

PROJECT INPUT BOOTH #2

Watsonville Strawberry Festival, 11 am to 3 pm

Historic Downtown Watsonville

Tell Us Which Plan Alternative You Prefer!

AUGUST 17, 2018

PROJECT INPUT BOOTH #3

Farmers Market, City Plaza, 2 pm to 7 pm

Tell Us Which Plan Alternative You Prefer!

SEPTEMBER 5, 2018

PROJECT INPUT BOOTH #4

Cabrillo College Watsonville Center, 11:30 am to 1:30 pm

Multipurpose Room A130

(Please park in nearby city public parking lots as school will be in session and parking restrictions will be enforced in the staff and student lots)

Tell Us Which Plan Alternative You Prefer!

WINTER 2018

PROJECT INPUT BOOTH #5

Tell Us What You Think Of The Preferred Plan!

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DATE: September 28, 2018
TO: Board of Directors
FROM: Erron Alvey, Purchasing & Special Projects Director
SUBJECT: ACCEPT AND FILE QUARTERLY PROCUREMENT REPORT FOR 2ND QUARTER OF FY19

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Quarterly Procurement Report for the 2nd quarter of FY19.

II. SUMMARY

- This staff report provides the Board with a Quarterly Procurement Report for the 2nd quarter of FY19, covering the months of July through September.
- Each quarter staff will provide a Quarterly Procurement Report listing anticipated formal procurements within the upcoming quarter that are not being presented to the Board separately.

III. DISCUSSION/BACKGROUND

The purpose of this report is to provide the Board of Directors an opportunity to review and comment on upcoming formal procurements before they are ready for award.

Formal procurements are defined as construction valued at \$10,000 or more, goods and materials valued at \$25,000 or more, and professional services valued at \$50,000 or more.

Formal procurements related to major projects will be presented to the Board separately in stand-alone Staff Reports.

Attachment A details the regular formal procurements the Purchasing Department is planning on issuing during the 2nd quarter of FY19 (October through December).

IV. FINANCIAL CONSIDERATIONS/IMPACT

See attached.


V. ATTACHMENTS

Attachment A: FY19: 2nd Quarter Anticipated Procurement Listing

Prepared by: Joan Jeffries, Administrative Specialist
Erron Alvey, Purchasing & Special Projects Director

VI. APPROVALS:

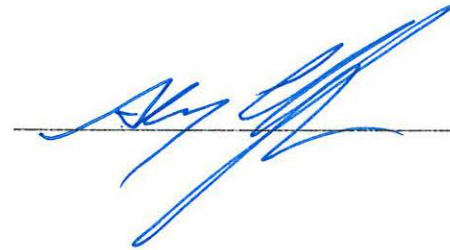
Erron Alvey, Purchasing and
Special Projects Director



Approved as to fiscal impact:
Angela Aitken, CFO

ok low for AA

Alex Clifford, CEO/General Manager



Anticipated Procurement Listing

FY19: 2nd Quarter

Month Anticipated to be Issued	Description	Purpose	Department	Funding Source	Anticipated Value (life of contract)
Expiring Reoccurring Contracts					
October	Radio System Maintenance	To provide repairs, scheduled preventive maintenance, and service for all of METRO's radio communication system equipment, including but not limited to mobile units, base stations, and repeater units.	Fleet	Operations	\$ 300,000
November	Off Site Fueling Services	To provide off-site fueling of METRO's ParaCruz and non-revenue vehicles with regular unleaded gasoline; to provide red-dyed diesel for emergency generators.	Fleet	Operations	\$ 1,500,000
December	Industrial Waste Removal and Emergency Response Services	To provide industrial waste removal/ recycle/disposal services and industrial waste emergency response services.	Facilities	Operations	\$ 160,000
One-Off Contracts					
October	Refurbish 3 buses	To rehabilitate 3 CNG buses and extend their lives.	Fleet	CTC 2018 STIP	\$ 1,016,605

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DATE: September 28, 2018
TO: Board of Directors
FROM: Isaac Holly, IT and ITS Director
SUBJECT: PROJECT CLOSEOUT: ONBOARD BUS AND PARATRANSIT VEHICLE SECURITY SURVEILLANCE SYSTEM

I. RECOMMENDED ACTION

Accept this report on the project closeout of the onboard bus and paratransit vehicle security surveillance system.

II. SUMMARY

- On April 28, 2017, the Board authorized staff to issue a Request for Proposals (RFP) for Onboard Bus and Paratransit Vehicle Security Surveillance
- On May 26, 2017, Santa Cruz Metropolitan Transit District (METRO) legally advertised and distributed Request for Proposals No. 17-17 to 32 firms
- On July 26, 2017, proposals were received and opened from ten firms and evaluated by a five-member team composed of METRO staff, followed by the selection of Apollo Video Technology
- On October 27, 2017, the Board approved a contract award to Apollo Video Technology
- On February 14, 2018, METRO issued a contract amendment for a change order for an additional sum of \$14,008 to add mounting brackets required for the on vehicle monitors
- On July 16, 2018, the vehicle installation was completed
- On August 22, 2018. the last invoice was processed for payment signifying project completion

III. DISCUSSION/BACKGROUND

On April 28, 2017, the Board authorized staff to issue a Request for Proposals for Onboard Bus and Paratransit Vehicle Security Surveillance. On May 26, 2017, METRO legally advertised and distributed Request for Proposals (RFP) No. 17-17 to 32 firms, posted notice on its website and sent email notices to all GovDelivery subscribers.

On July 26, 2017, proposals were received and opened from ten firms. A five-member evaluation team comprised of METRO staff evaluated the proposals and

selected Apollo Video Technology as the most innovative vendor with outstanding references.

On November 28, 2017, a kick-off meeting was held with the Apollo Video team and the project commenced.

During the first article (prototyping) phase of the project, the vendor and METRO determined that special mounting brackets were required for the on vehicle monitors near the entrance on each bus. Subsequently, on February 14, 2018, METRO issued a contract amendment for a change order for an additional sum of \$14,008 to cover the cost of these mounting brackets.

The final prototypes for each type of vehicle consisted of the following number of cameras:

- Fixed Route Bus: 10
- Paracruz Cut-Away: 8
- Paracruz Pop-Top Van: 7
- Paracruz Minivan: 7

On July 16, 2018, the vehicle installation was completed and on August 22, 2018, the last invoice was processed for payment, signifying project completion.

Throughout the project, Apollo Video Technology was highly professional, communicative and responsive to METRO requests and METRO has been very pleased with the outcome and performance of the surveillance system. This system has already been instrumental in demonstrating METRO's (through its operators) lack of responsibility for vehicle/bus incidents and providing another layer of safety and security for METRO employees, its customers and the community.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The original not-to-exceed value of the contract was \$967,181. A change order in the amount of \$14,008 was issued for a new total contract value not-to-exceed \$981,189.

Actual expenditures came in at \$974,902. The remaining funds (Cal OES) will be redistributed to other eligible projects.

V. ALTERNATIVES CONSIDERED

None recommended.

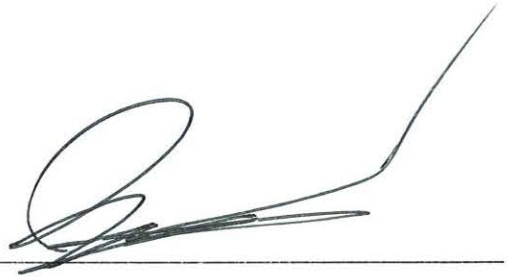
VI. ATTACHMENTS

None

Prepared by: Isaac Holly, IT and ITS Director

VII. APPROVALS:

Isaac Holly, IT and ITS Director



Approved as to fiscal impact:
Angela Aitken, CFO

allow for AA

Alex Clifford, CEO/General Manager





DATE: September 28, 2018

TO: Board of Directors

FROM: Alex Clifford, CEO/General Manager

SUBJECT: CONCUR IN THE APPOINTMENT OF ED BOTTORFF, BOARD VICE CHAIR, AS DIRECTOR CHASE'S REPLACEMENT ON SANTA CRUZ METRO BOARD PERSONNEL/HR STANDING COMMITTEE

I. RECOMMENDED ACTION

That the Board concurs in the Chair's appointment of Ed Bottorff, new Board Vice Chair, on the Personnel/HR Standing Committee as a result of Vice Chair Chase's resignation

II. SUMMARY/DISCUSSION

- At the August 24, 2018 Vice Chair Chase resigned her position as Vice Chair and her seat on the Personnel/HR Standing Committee as Vice Chair, but continues as a Board member until the end of her elected term in office
- As a result, the Board nominated and selected her replacement, Ed Bottorff, to serve as Vice Chair until the selection of his successor
- The METRO Board Bylaws, Section §1.2.1401, Creation of Committees, provides the following:
 - C. If a vacancy occurs, the Board Chair shall appoint a Director to fill the vacancy.
- Bruce McPherson, Board Chair, hereby appoints, and the Board concurs in the appointment of, Vice Chair Ed Bottorff to fill the Personnel/HR Standing Committee seat created by the resignation of Director Chase as Vice Chair

III. FINANCIAL CONSIDERATIONS/IMPACT

There is no identifiable fiscal impact to the agency in approving this replacement of Vice Chair

IV. ALTERNATIVES CONSIDERED

- The METRO Board could discuss other approaches to resolving the replacement of the Vice Chair on the Personnel/HR Standing Committee

V. ATTACHMENTS

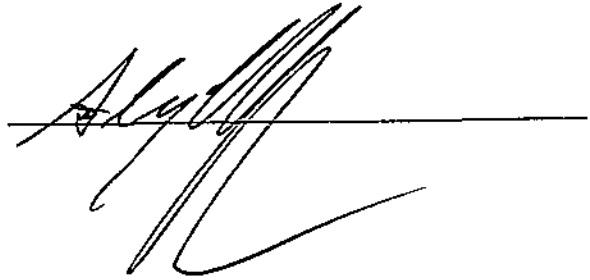
Attachment A: Redlined Committee Appointment Roster

Attachment B: Clean Committee Appointment Roster

Prepared by: Alex Clifford, CEO/General Manager

VI. APPROVALS

Alex Clifford, CEO/General Manager

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

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Attachment A
**BOARD CHAIR & VICE CHAIR,
STANDING AND AD HOC
COMMITTEE APPOINTMENTS**



2018 Chair, Vice Chair and Standing Committees

Chair
BRUCE McPHERSON

Vice Chair
~~CYNTHIA CHASE~~
ED BOTTORFF

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

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

Personnel/Human Resources Standing Committee
Committee Established 8/26/16
BRUCE McPHERSON, Current Chair
~~CYNTHIA CHASE, Current Vice Chair~~
ED BOTTORFF, Current Vice Chair
JIMMY DUTRA, Immediate Past Chair
NORM HAGEN
JOHN LEOPOLD

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Attachment B
**BOARD CHAIR & VICE CHAIR,
STANDING AND AD HOC
COMMITTEE APPOINTMENTS**



2018 Chair, Vice Chair and Standing Committees

Chair
BRUCE McPHERSON

Vice Chair
ED BOTTORFF

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

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

Personnel/Human Resources Standing Committee
Committee Established 8/26/16
BRUCE McPHERSON, Current Chair
ED BOTTORFF, Current Vice Chair
JIMMY DUTRA, Immediate Past Chair
NORM HAGEN
JOHN LEOPOLD

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DATE: September 28, 2018
TO: Board of Directors
FROM: Angela Aitken, Chief Financial Officer
SUBJECT: ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2018; AND, ADOPTION OF THE PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES

I. RECOMMENDED ACTION

That the Board of Directors accept and file the fiscal year end monthly budget status reports year to date as of June 30, 2018 and adopt the preliminary schedule of reserve account balances report.

II. SUMMARY OF ISSUES

- An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.
- This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of June 30, 2018 (Attachment A).
- The attached preliminary monthly FY18 Operating Revenue and Expense reports (Attachment B), and FY18 Capital Budget spending report (Attachment C) represent the status of the FY18 Operating and Capital Budgets, as of June 30, 2018, the end of the fiscal year. The numbers presented in these reports are preliminary, and could change if there are any accounting adjustments as a result of the final audit due later this calendar year.
- The Preliminary Schedule of Reserve Account Balances (Attachment D) was prepared using the preliminary monthly operating revenue and expense reports (Attachment B), and the preliminary monthly capital budget report (Attachment C). In FY18 revenues exceeded expenses, resulting in a favorable variance (surplus) or carryover in the amount of \$3,951,906. Carryover is non-recurring one-time money and should never be used to support recurring operating expenditures. The FY18 carryover was distributed amongst the Reserve Funds to bring their funding status to 100% as per Administrative Code Title I – Administration - Chapter 7 - Reserve Fund Policy.
- The FY18 Capital Budget Project Status Report as of June 30, 2018 is presented in Attachment E.
- The final audited financial statements will be presented to the Board at the conclusion of the audit.

- Staff recommends that the Board of Directors accept and file the attached year-end budget status reports as of fiscal year end June 30, 2018 and adopt the Preliminary Schedule of Reserve Account balances report.
- This report is required per the Board Bylaws Article 16.01(e) and Public Utility Code (PUC) § 98145, to be presented to the Board within 90 days from the end of each fiscal year.

III. DISCUSSION/BACKGROUND

An analysis of METRO's budget status is prepared monthly in order to inform the Board of Directors regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue and expense reports represent the preliminary status (unaudited) of METRO's FY18 fiscal year-end budget as of June 30, 2018.

The fiscal year has elapsed 100%.

A. Operating Revenue and Expenses

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of June 30, 2018 (Attachment A). The fiscal year has elapsed 100%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of June 30, 2018

Slide 2

FY18 Operating Revenue and Expenses for the Month Ending June 30, 2018

- Operating Revenues for the month are favorable by \$924K
- Operating Expenses
 - Labor Regular - favorable by \$136K
 - Labor OT - unfavorable by \$114K
 - Fringe Benefits – favorable by \$54K
 - Non-Personnel - unfavorable by \$218K
- Total Operating Expenses – unfavorable by \$250K
- Transfers – favorable by \$2,821K
- Operating Balance - unfavorable by \$3,022K (*Operating Balance equals revenue minus expenses and transfers*).

Slide 3

FY18 Operating Revenue and Expenses Year to Date as of June 30, 2018

- Operating Revenues Year to Date are favorable by \$1,472K
- Operating Expenses
 - Labor Regular - favorable by \$760K
 - Labor OT - unfavorable by \$1,441K
 - Fringe Benefits - favorable by \$1,893K
 - Non-Personnel - favorable by \$190K
- Total Operating Expenses –favorable by \$1,402K
- Transfers – favorable by \$2,874
- Operating Balance is \$0 (Operating Balance equals revenue minus expenses and transfers).

Slide 4

FY18 Operating Revenue by Major Funding Source - Year to Date as of June 30, 2018

- Passenger Fares- actual is \$10,281K while budget is \$10,622K
- Sales Tax Revenue (including Measure D)- actual is \$24,889K while budget is \$23,041K
- TDA- - actual and budget are \$6,768K
- Other Revenue- actual is \$621K while budget is \$491K
- Other Op Assistance/Funding- actual is \$104K while budget is \$10K.
- STA Op Assistance- actual is \$3,196K while the budget is \$3,380K
- STIC Op Assistance- actual is \$2,543K while the budget is \$2,210K
- Federal Op Assistance- actual is \$4,197K while the budget is \$4,302K
- Fuel Tax Credit- actual is \$355K while the budget is \$657K.

Slide 5

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of June 30, 2018

- Passenger Fares variance to budget is unfavorable by \$341K primarily due to:
 - Fixed Route and Highway 17 Fares under budget. The FY18 budget was based on the anticipated FY17 Actual Passenger Fares with no projected growth in FY18. Actual FY18 Fixed-Route and Highway 17 Fares, however fell behind budget targets as Fixed-Route and Highway 17 ridership decreased by 0.6% and 4.4%, respectively, year-over-year.

- Sales Tax Revenue (including Measure D) variance to budget is favorable by \$1,848K due to higher than anticipated receipts. The FY18 Sales Tax budget was based on the FY17 budget and an anticipated 2.5% increase in FY18. Sales Tax receipts in both FY17 and FY18, however, significantly exceeded economic expectations.
- Other Revenue variance to budget is favorable by \$130K primarily due to Advertising and Interest income.
- Other Op Assistance/Funding variance to budget is favorable by \$94K due to additional funding received by UCSC for the Articulated Bus Project (that was not anticipated and budgeted in FY18).
- STA Op Assistance variance to budget is unfavorable by \$184K due to lower than anticipated receipts.
- STIC – Op Assistance variance to budget is favorable by \$332K due to a higher apportionment.
- Federal Op Assistance variance to budget is unfavorable by \$105K.
- Fuel Tax Credit variance to budget is unfavorable by \$303K due to a change in the method of conversion for reimbursement from Liquefied Natural Gas (LNG) gallons purchased to Compressed Natural Gas (CNG) Gasoline Gallon Equivalent (GGE) used.

Operating Revenue Variances, by line item, are depicted in more details (amounts and percentages) in Attachment B.

Slide 6

FY18 Operating Expenses by Major Expense Category Year to Date as of June 30, 2018

- Labor - Regular- actual is \$15,637K while budget is \$16,397K
- Labor – OT - actual is \$3,091K while budget is \$1,650K
- Fringe Benefits - actual is \$19,447K while budget is \$21,340K
- Services - actual is \$3,227K while budget is \$3,543K
- Mobile Materials & Supplies - actual is \$2,710K while budget is \$2,941K
- Other Expenses - actual is \$2,564K while budget is \$2,207K

Slide 7

Favorable/ (Unfavorable) Expense Variance to Budget Year to Date as of June 30, 2018

- Labor – Regular variance to budget is favorable by \$760K due to:
 - 11 vacant funded positions (average for FY18)
 - Extended unpaid leaves of absence

- Labor – OT variance to budget is unfavorable by \$1,441K due to the need to backfill for vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$1,892K primarily due to:
 - Vacant funded positions and extended unpaid leaves of absence
 - Lower than anticipated medical insurance premiums
 - Lower worker's compensation expenses
- Services variance to budget is favorable by \$316K due to:
 - Prof & Tech Fees (and the favorable budget variances in departments Administration and Planning)
 - Budget underruns in Prof & Tech Fees are offset by increased Temp Help costs in various departments (incurred due to vacancies and extended leaves of absence).
- Mobile Materials & Supplies variance to budget is favorable by \$231K primarily due to Fuel & Lube Rev Veh and Tires & Tubes (Fleet Maintenance).
- Other Expenses are unfavorable by \$357K due to:
 - Misc. – Other Misc. Expenses due to accrued potential liability for the IRS 2015 Alternative Fuel Tax Rebate.
 - Unbudgeted Interest Expense on a Capital Lease.
 - Leases & Rentals – Operating Lease Expense (Artic Buses).

Operating Expense Variances, by line item, are depicted in more details (amounts and percentages) in Attachment B.

Slide 8

FY18 Transfers Year to Date as of June 30, 2018

- Transfer to Capital Budget (2016 Net Sales Tax Measure D)- actual is \$2,093K while budget is \$0
- Transfer to Capital Budget (TDA-STA-Operating, Includes SB1)- actual is \$233K while budget is \$2,263K
- Transfer to Operating and Capital Reserve Fund (Fuel Tax) - actual is \$355K while budget is \$657K
- Transfer Excess to Operating and Capital Reserve Fund - actual is \$3,597K while budget is \$484K

Slide 9

Favorable/ (Unfavorable) Transfers Variance to Budget Year to Date as of June 30, 2018

- Transfer to Capital Budget (2016 Net Sales Tax Measure D) variance to budget is favorable by \$2,093K as the transfers were not programmed in the FY18 Budget. (The FY18 Budget was finalized, prior to submitting the 5-Year Program of Projects to RTC and therefore does not reflect the transfers of Sales Tax Measure D funds to the Capital Budget.)
- Transfer to Capital Budget (TDA-STA-Operating, Includes SB1) variance to budget is unfavorable by \$2,030K as funds from Measure D were transferred instead, as per the 5-Year Program of Projects funded by Measure D Revenues.
- Transfer to Operating and Capital Reserve Fund (Fuel Tax) variance to budget is unfavorable by \$303K due to the change in the method of conversion for reimbursement from Liquefied Natural Gas (LNG) gallons purchased to Compressed Natural Gas (CNG) Gasoline Gallon Equivalent (GGE) used.
- Transfer Excess to Operating and Capital Reserve Fund variance to budget is favorable by \$3,114K due to favorable budget variances in operating revenues and expenses in FY18.

Slide 10

FY18 Capital Budget Spending Year to Date (by Funding Source) as of June 30, 2018

- Total Capital Funding year to date is \$2,924K; FY18 budget is \$17.6M; 17% spent
 - Cal-OES Prop 1B Transits Security Grant funding (CTSGP) is \$1,329K
 - Operating and Capital Reserve funding is \$307K
 - Federal Capital Grants (FTA) funding is \$553K
 - Sales Tax Measure D funding is \$559K
 - State Transits Assistance (STA) – Transfers from Operating Budget funding is \$57K
 - State – PTMISEA (1B) funding is (\$127K). (Settlement proceeds)
 - Statewide Transportation Improvement Program (STIP) funding is \$247K

Slide 11

FY18 Capital Budget Spending Year to Date as of June 30, 2018

- Total Capital Projects spending year to date is \$2,924K; FY18 budget is \$17.6M; 17% spent
 - Construction Related Projects spending is \$1,401K
 - Revenue Vehicle Replacements spending is \$1,123K
 - Non-Revenue Vehicle Replacements spending is \$273K

- IT Projects spending is \$62K
- Facilities Repair & Improvements spending is \$27K
- Misc. spending is \$30K
- Office Equipment is \$9K
- The following major projects contributed to the remaining unspent balance of \$14.7M:
 - Pacific Station/Metro Center – Conceptual Design Project - \$2,099 – (\$1.9M in PTMISEA funds, \$174K in FTA funds, and \$25K of STA funding) is currently allocated to the project; subject to future Board action
 - Metrobase Project - Judy K Souza Operations Bldg.- \$3.5M remains as budgeted but not all funding will be spent; this project should close out by December 2018
 - Revenue Vehicle Replacement and Campaigns - \$8.2M remains; spending will begin on the Electric Bus projects at the end of 2018, and early 2019; other replacement vehicle projects are currently underway

Slide 12

(Cover Sheet) - Additional Information

Slide 13

Additional Information for the Month of June 2018

- Unemployment Rate % in Santa Cruz County is 4.5%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.79
- Monthly Ridership - Without UCSC (Highway 17 and Fixed Route) has decreased in June 2018.

Slide 14

FY19 Operating Expenses Year to Date as of August 31, 2018: Preliminary

- Operating Expenses
 - Labor Regular - favorable by \$330K
 - Labor OT - unfavorable by \$164K
 - Fringe Benefits - favorable by \$209K
 - Non-Personnel - favorable by \$584K
- Total Operating Expenses - favorable by \$960K

Slide 15

(Cover Sheet) – FY19 & FY20 Non-Controllable Budget Risks as of September 19, 2018

Slide 16

FY19 & FY20 Non-Controllable Budget Risks (exceeding \$200K)

- SB1 Repeal Risk; New TDA-STA PUC 99313 & 99314; New TDA –STA- SGR Revenue
 - Operating Budget-TDA-STA-SB1-100% of the SB1 is at risk due to potential voter repeal – \$1.4M and \$1. 3M at risk, in FY19 and FY20, respectively.
 - Capital Budget-TDA-STA-SB1-SGR-100% of the SB1-SGR is at risk due to potential voter repeal – \$671K at risk, in both FY19 and FY20 (as per Revised SCO estimate dated 8/01/18).
 - Capital Budget- SB1-LPP-100% is at risk due to potential voter repeal - \$314K at risk, in both FY19 and FY20.
 - Total SB1 Repeal Operating and Capital Budget Risk is \$2,385K in FY19 and \$2,285K in FY20.

B. Non-Operating Expenses

- Non-Operating Expenses for the year total \$11,361,632. These non-cash accounting entries will be included as part of the annual Audited Financial Statements, although they are not presented in these financial reports. Non-operating expenses are non-cash accounting entries that Santa Cruz METRO is required to record.
 - Incurred but not Reported (IBNR) Worker’s Compensation Losses – In accordance with Governmental Accounting Standards Board (GASB) Statement #10, the annual accounting entry for the workers’ compensation IBNR was an increase of \$123,526. GASB Statement #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and estimated unreported worker’s compensation claims.
 - “Other post-employment benefits” (OPEB) Cost – GASB 75 – (replaced GASB 45) - In accordance with GASB Statement #75 the net effect of the annual accounting entry was \$3,617,622 in additional OPEB expenses for retiree medical benefits. Briefly, benefits include subsidized medical, dental, vision and life insurance coverage for eligible retirees.
 - Net Pension Liability – GASB 68 - Santa Cruz METRO implemented GASB 68 in FY15 and is now required to recognize a pension liability on the financial statements. The effect of the annual accounting entry was a \$3,093,333 increase to retirement expenses.
 - Annual Depreciation of grant and district funded capital assets was \$4,527,151; effective with the FY18 financial close, grant funded

depreciation is now combined with district funded depreciation to comply with GASB Statement No. 33

- These non-cash accounting entries are all required and therefore will be incorporated into the annual Audited Financial Statements; they are not included in the reports presented here.

C. Capital Improvement Program

Capital expenditures for the FY18 Capital Budget (Attachment C), total \$2,924,017 or 17% of the \$17,652,029 budgeted. These capital improvement projects were funded with a combination of Federal, State and Local funds. Measure D provided \$558,825 in (new) funding for Revenue Vehicle Replacements and Campaigns, while the Operating and Capital Reserve Fund provided funding in the amount of \$306,812.

Some of the larger Capital Projects include:

- \$394,589 was spent on the – Judy K. Souza - Operations Bldg.
- \$992,392 was spent on – Transit Security Projects (Cameras on Buses - \$964K, Emergency Generator Replacement Project - \$21K, and the Security Camera Consultant \$7K
- \$1,123,439 was spent on various – Revenue Vehicle Replacements & Campaigns
- \$272,502 was spent on – Non-Revenue Vehicle Replacements
- Other funded projects include: landscaping, office equipment replacements, an IT server, a phone system replacement, and six (6) AEDs, among other miscellaneous projects.

Some of the capital projects are multi-year projects and unexpended resources will be carried over to FY19, including:

- Multiple Bus and Bus Replacement Projects and Campaigns including:
 - Electric Bus (3) + Infrastructure Project
 - Electric Bus (1) – Watsonville ZEB Circulator
 - (2) CNG Bus Replacements
 - Paracruz Van Replacements
 - Mid-Life Bus Engine Overhauls
 - Bus Repaints
- Emergency Generator Replacement
- Fuel Management System
- Golf Club Fire Egress, and
- Multiple projects funded with various FTA Section 5339 funds

D. Preliminary Schedule of Reserve Account Balances

FY18 Carryover (Favorable Variance) \$ 3,951,906

Transfers to Replenish Reserves:

100%	Operating & Capital Reserve Fund	*	\$	640,740
100%	Operations & Sustainability Reserve Fund		\$	1,840,444
100%	Cash Flow Reserve Fund	**	\$	-
100%	Worker's Compensation Reserve Fund		\$	1,248,635
100%	Liability Insurance Reserve Fund		\$	222,087
Total Transfers to Reserves			<u>\$</u>	<u>3,951,906</u>

* Note - the estimated transfer to the Operating and Capital Reserve Fund as per the Preliminary Schedule of Reserve Account Balances is (\$557,024) net - rather than the \$640, 740 reflected above due to spending during the year, and commitments and releases of funds committed (local match) against capital projects that are ultimately not awarded.

** The Cash Flow Reserve was already funded at 100% of the Board adopted target, therefore no transfer was required

The Preliminary Schedule of Reserves Account Balances is reported on Attachment D. As per Administrative Code, Title 1, Chapter 7 - Reserve Fund Policy adopted 10/23/15 excess revenues (carryover) in the amount of \$3,597,080, plus the amount due for the 2017 Alternative Fuel Tax Rebate of \$354,826 for a total of \$3,951,906. were distributed amongst the various Reserve Funds to fully fund them at the Board adopted minimum or target levels. A breakdown of each of the reserves as of June 30th, 2018 is as follows:

- **Operating and Capital Reserve Fund:** Estimated *available* balance is \$529,951 with funds in the amount of \$1,617,830 committed against the FY18 FTA 5339 (b) grant; *there is no Board adopted minimum balance for this reserve.*
- **Operations Sustainability Reserve Fund:** Estimated Balance \$7,500,000; *currently funded at 100% of the Board adopted minimum balance.* The purpose of the Operations Sustainability Reserve Fund is to cover revenue shortfalls and respond to unforeseen events (fiscal, natural disaster or emergency.) At fiscal year end, the adopted minimum balance is \$7,500,000; this amount represents two (2) months of the average operating expenses for the most current fiscal year's budget. The Government Finance Officers Association (GFOA) Best Practice recommends, at a minimum, that general-

purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. The amount in the Operations Sustainability Reserve Fund is an estimate and is what remains in the General Fund at the County Treasury after all other reserve balances are deducted.

- **Cash Flow Reserve Fund:** Balance \$3,000,000; *currently funded at 100% of the Board adopted minimum balance.* Necessary to maintain adequate “cash flow” or “cash on hand” because operating expense outflows do not equally match revenue inflows, and there can be significant delays in capital grant reimbursements.
- **Workers Compensation Reserve Fund:** Estimated Balance \$3,495,798; *currently funded at 100% of the Board adopted minimum balance.* The long-term portion of the workers’ compensation liability as of 06/30/18 is \$3,495,798, as per the Actuarial Review of the Self-Insured Santa Cruz Metropolitan Transit District Workers' Compensation Program report dated 04/12/16.
- **Liability Insurance Reserve Fund:** Balance \$767,262; *currently funded at 100% of the Board adopted minimum balance.* To minimize volatility effective 06/30/13, the minimum balance in the reserve account is equal to the Self Insured Retention (SIR) of \$250,000 **each** for the liability and physical damage claims program (CalTIP) and the employment practices liability (EPL) program plus the 5-year rolling average of outstanding claims at year end.

The balances provided in the Preliminary Schedule of Reserve Account Balances are preliminary pending completion of the financial audit later this calendar year. If the Schedule of Reserve Account Balances changes significantly following the final audit, it will be brought back to the Board.

Staff recommends that the Board accept and adopt the:

- Year to Date Monthly Financial Report as of June 30, 2018 Presentation (Attachment A)
- FY18 Operating Revenue & Expenses Year to Date as of 06/30/18 (Attachment B)
- FY18 Capital Budget Report for the month ending 06/30/18 (Attachment C)
- FY18 (Preliminary) Schedule of Reserve Account Balances - 06/30/18 (unaudited) (Attachment D)
- FY18 Capital Budget Project Status Report as of June 30, 2018 (Attachment E)

IV. FINANCIAL CONSIDERATIONS/IMPACT

Favorable budget variances in Operating Revenues and Expenses contributed to higher than anticipated Transfers to the Operating and Capital Reserve Fund, which resulted in replenishing the reserves and strengthening the financial health of METRO.

V. ALTERNATIVES CONSIDERED

- The Board could choose to only incrementally replenish the Reserves over time, rather than use the current year Carryover to replenish them all to 100% funded as per Administrative Code Title I – Administration - Chapter 7 - Reserve Fund Policy. Staff does not recommend this choice because the purpose of fully funded Reserves is to ensure the long-term financial health, stability and viability of the agency.
- The Board could choose to commit the entire FY18 carryover of \$3,951,906 to the Operating and Capital Reserve Fund to fund capital projects only and dismiss funding the other Reserves to 100% funded status. Staff also does not recommend this choice for the reason stated above.

VI. ATTACHMENTS

Attachment A: Year to Date Monthly Financial Report as of June 30, 2018 Presentation

Attachment B: FY18 Operating Revenue and Expenses - for the month ending 06/30/18

Attachment C: FY18 Capital Budget - for the month ending – 06/30/18

Attachment D: FY18 Preliminary Schedule of Reserve Account Balances – 06/30/18 (unaudited)

Attachment E: FY18 Capital Budget Project Status Report as of June 30, 2018

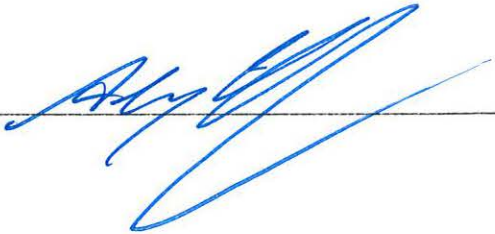
Prepared by: Debbie Kinslow, Finance Deputy Director
Kristina Mihaylova, Sr. Financial Analyst

VII. APPROVALS:

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

allow for AA

Alex Clifford, CEO/General Manager



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Year to Date Monthly Financial Report as of June 30, 2018

Santa Cruz METRO Board of Directors

September 28, 2018

Angela Aitken, Chief Financial Officer

FY18 Operating Revenue and Expenses

For the Month Ending June 30, 2018

100% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Operating Revenue:	\$5,743	\$4,819	\$924
Operating Expenses:			
Labor - Regular	\$1,230	\$1,366	\$136
Labor - Overtime	\$251	\$137	(\$114)
Fringe Benefits	\$1,832	\$1,778	\$54
Non-Personnel Expenses	\$923	\$705	(\$218)
Total Operating Expenses:	\$4,237	\$3,987	(\$250)
Transfers:	(\$4,528)	(\$1,707)	\$2,821
Operating Balance*:	(\$3,022)	\$0	(\$3,022)

*Operating Balance = Revenue – Expenses + Transfers

FY18 Operating Revenue and Expenses

Year to Date as of June 30, 2018

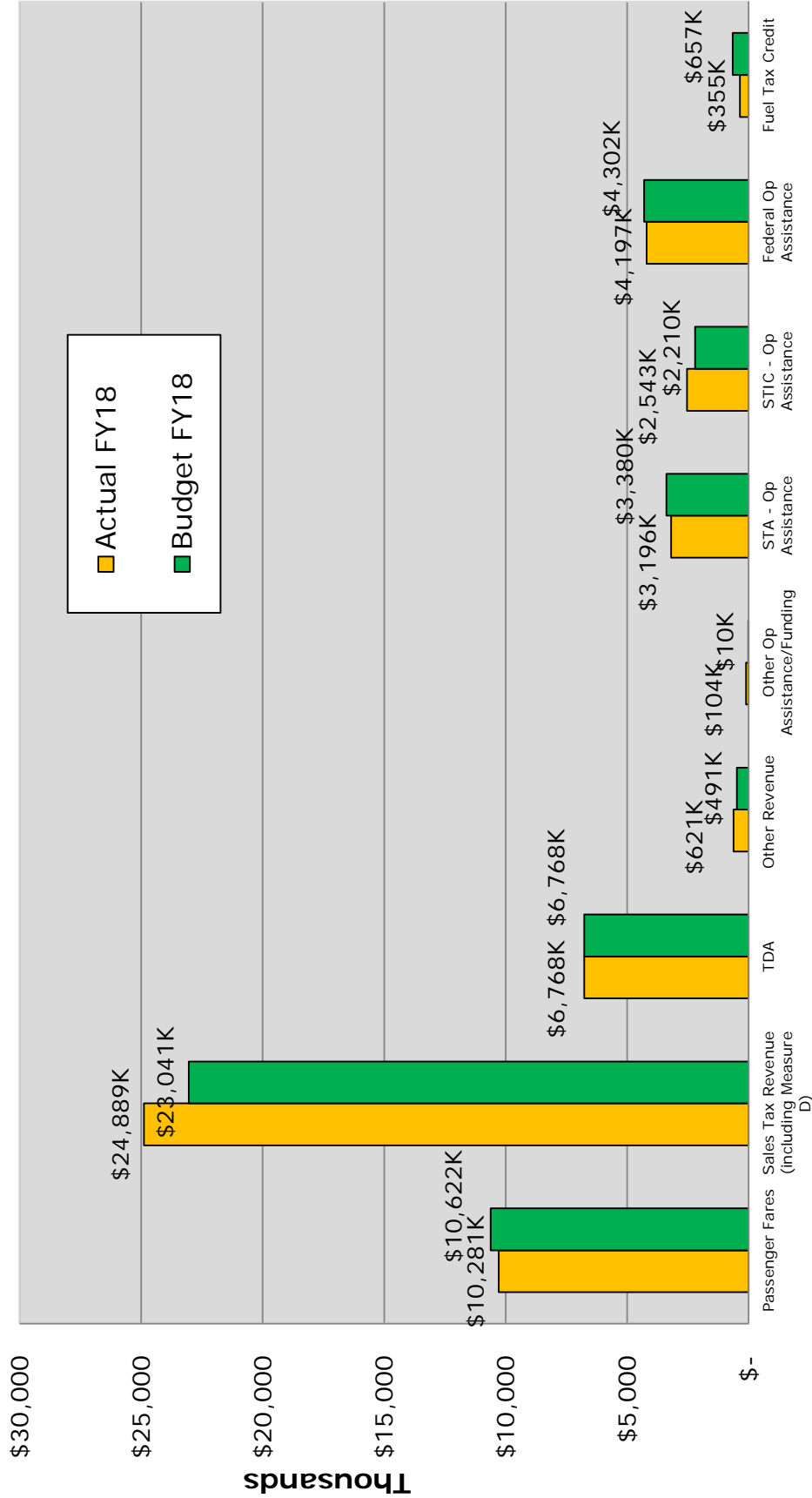
100% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Operating Revenue:	\$52,954	\$51,482	\$1,472
Operating Expenses:			
Labor - Regular	\$15,637	\$16,397	\$760
Labor - Overtime	\$3,091	\$1,650	(\$1,441)
Fringe Benefits	\$19,447	\$21,340	\$1,893
Non-Personnel Expenses	\$8,501	\$8,691	\$190
Total Operating Expenses:	\$46,676	\$48,077	\$1,402
Transfers:	(\$6,278)	(\$3,404)	\$2,874
Operating Balance*:	\$0	\$0	\$0

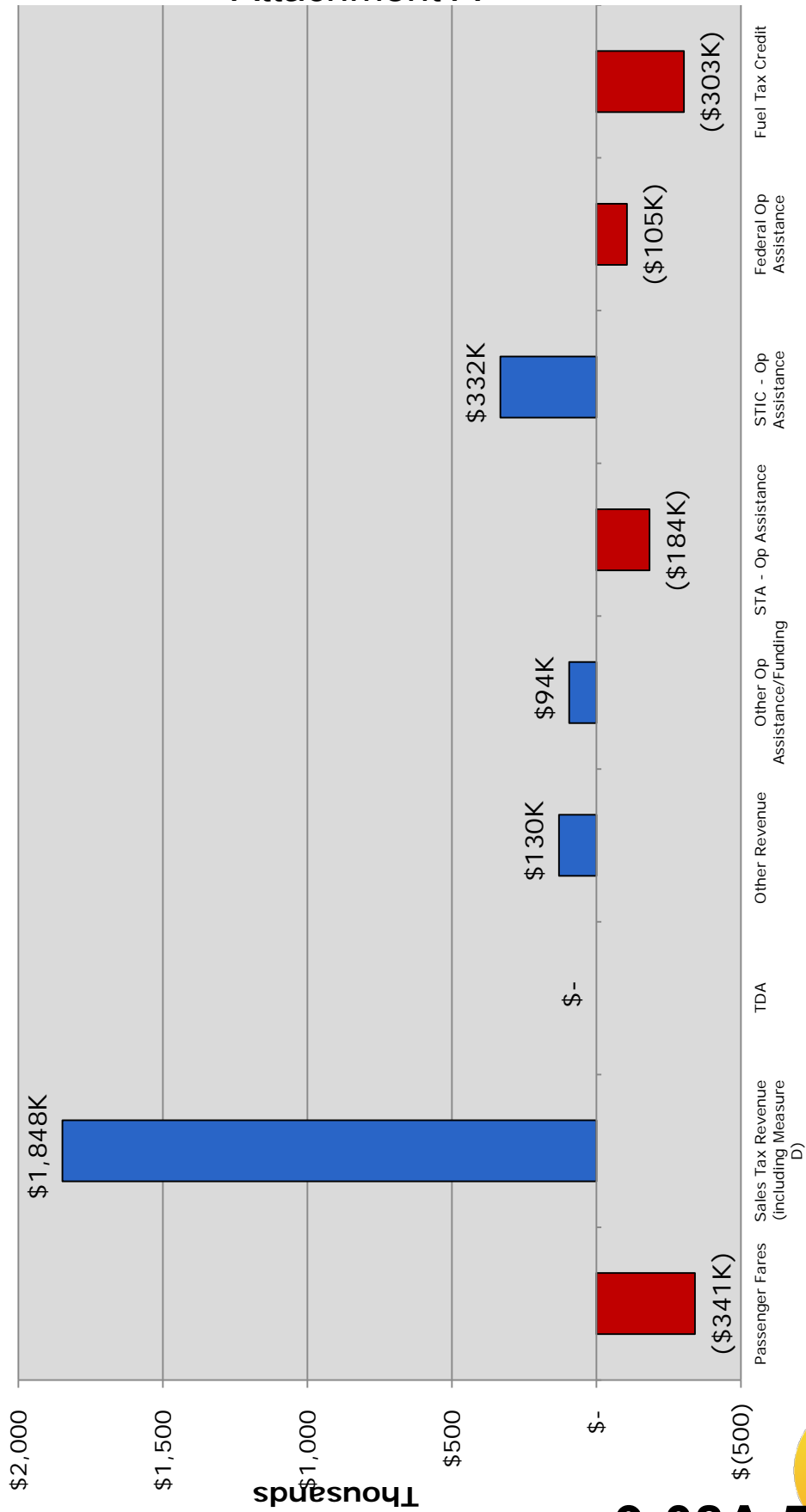
*Operating Balance = Revenue – Expenses + Transfers



FY18 Operating Revenue by Major Funding Source
Year to Date as of June 30, 2018
100% of Fiscal Year Elapsed



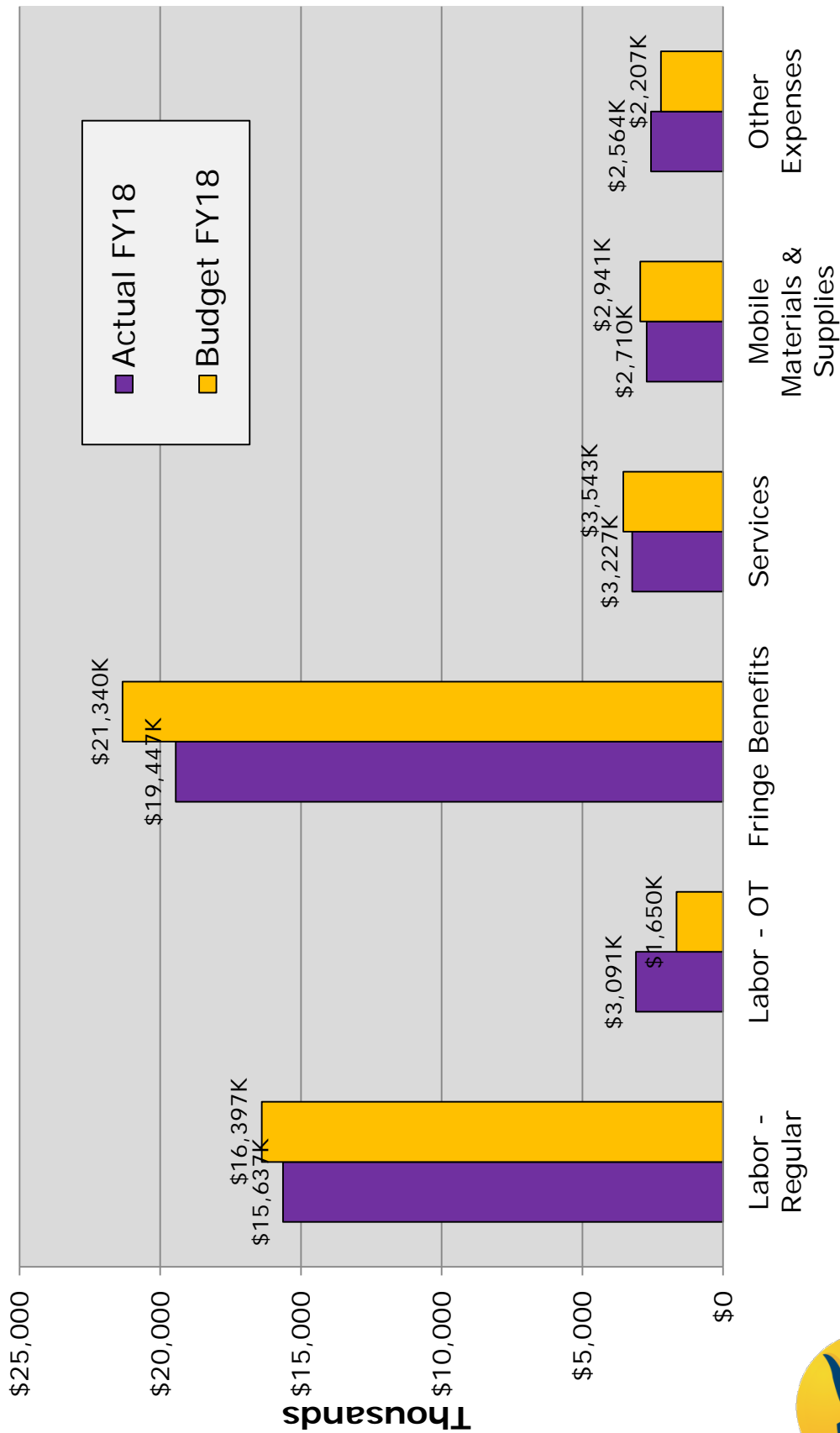
Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of June 30, 2018 100% of Fiscal Year Elapsed



9-08A.5



FY18 Operating Expenses by Major Expense Category
Year to Date as of June 30, 2018
100% of Fiscal Year Elapsed

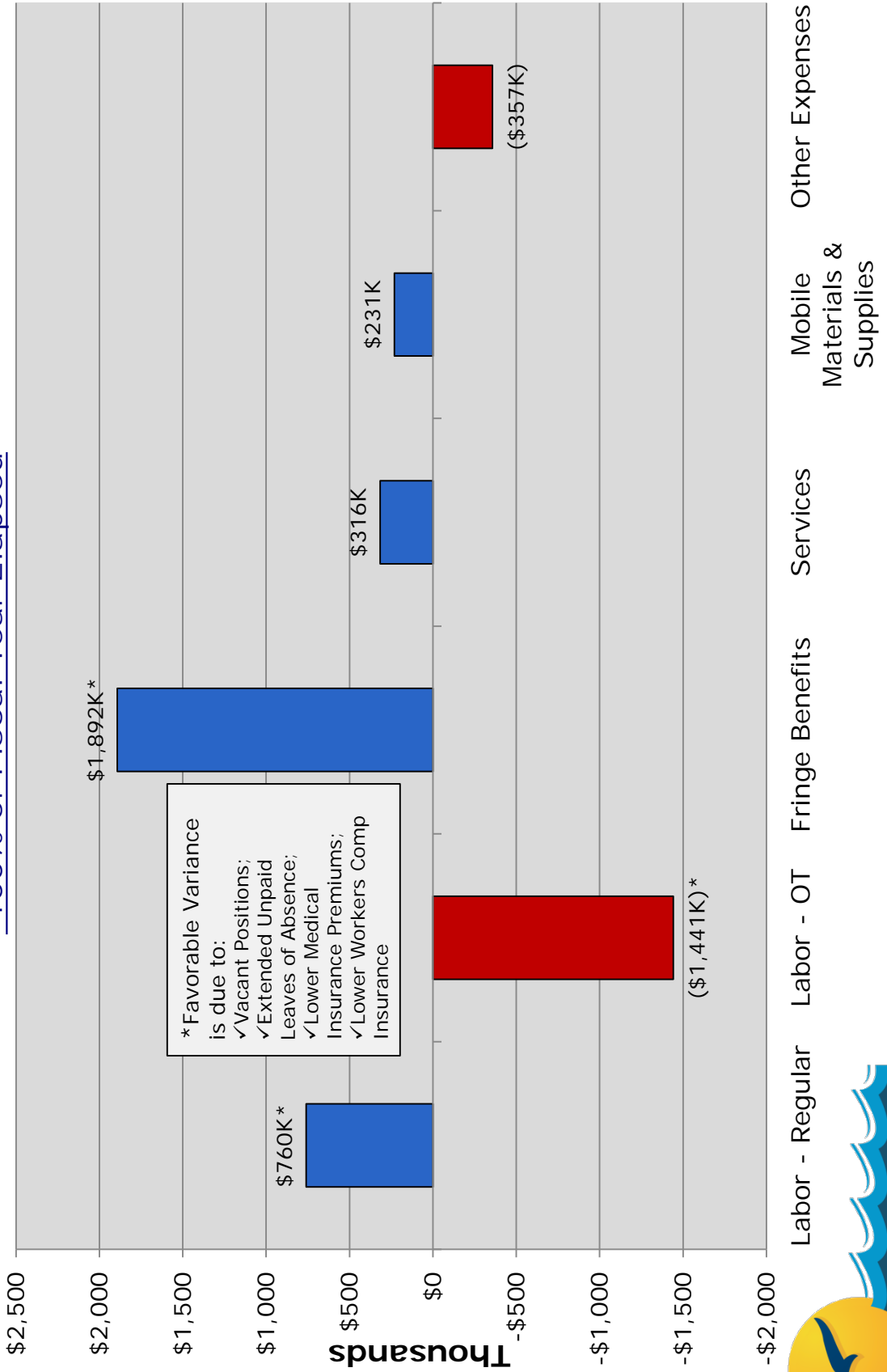


9-08A.6



Favorable/(Unfavorable) Expense Variance to Budget Year to Date as of June 30, 2018

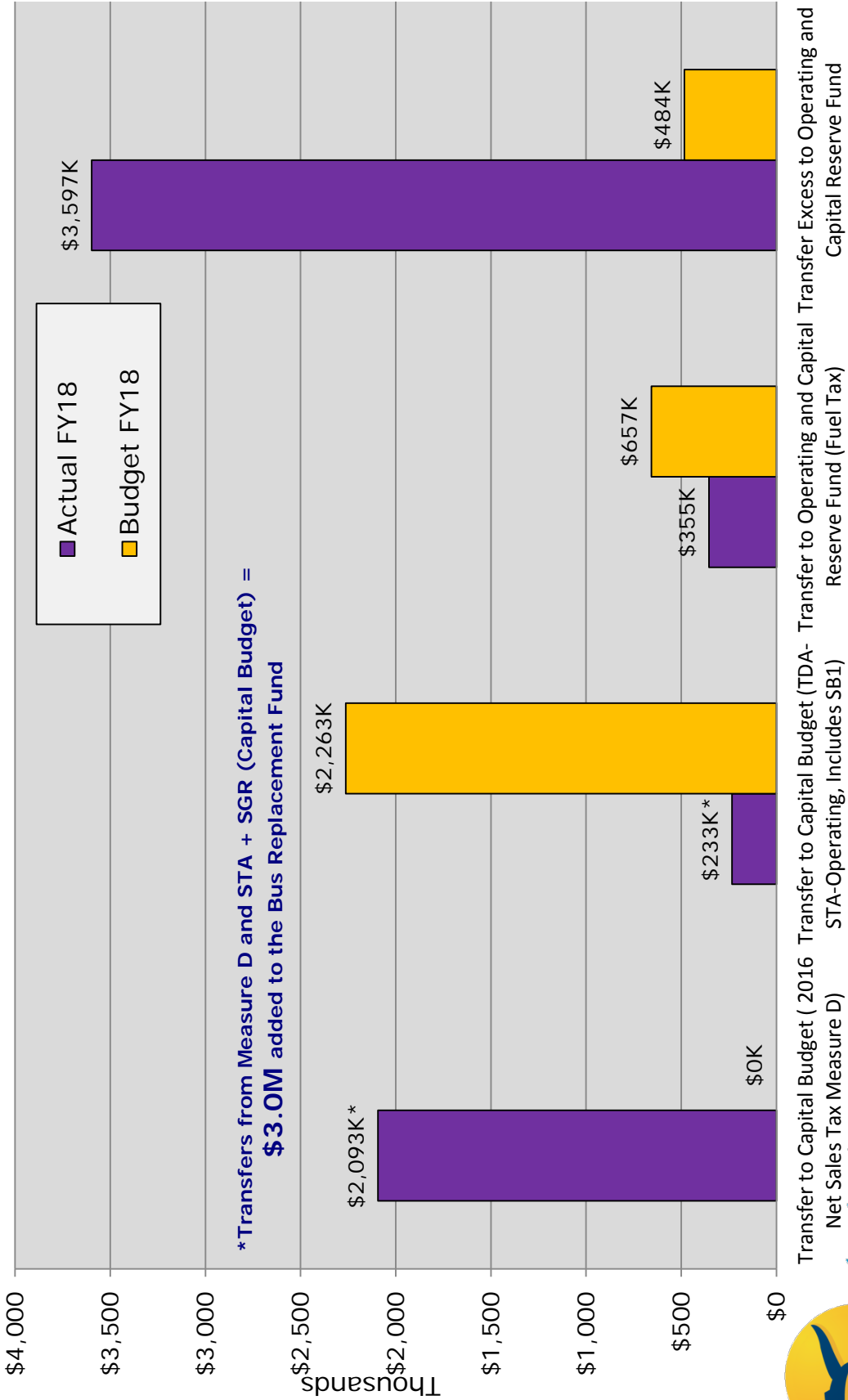
100% of Fiscal Year Elapsed



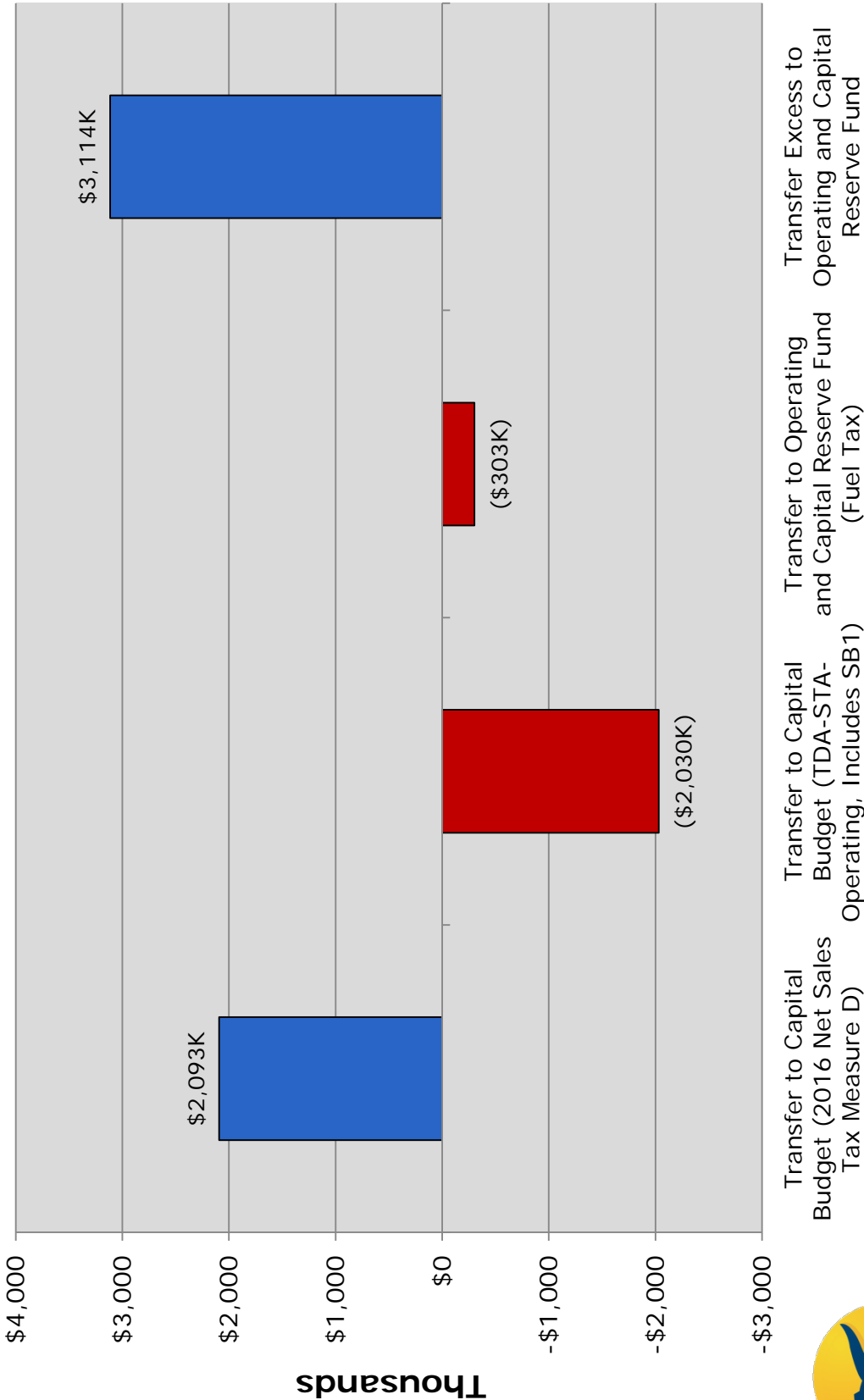
*Favorable Variance is due to:
 ✓Vacant Positions;
 ✓Extended Unpaid Leaves of Absence;
 ✓Lower Medical Insurance Premiums;
 ✓Lower Workers Comp Insurance



FY18 Transfers
Year to Date as of June 30, 2018
100% of Fiscal Year Elapsed



Favorable/(Unfavorable) Transfers Variance to Budget
Year to Date as of June 30, 2018
100% of Fiscal Year Elapsed



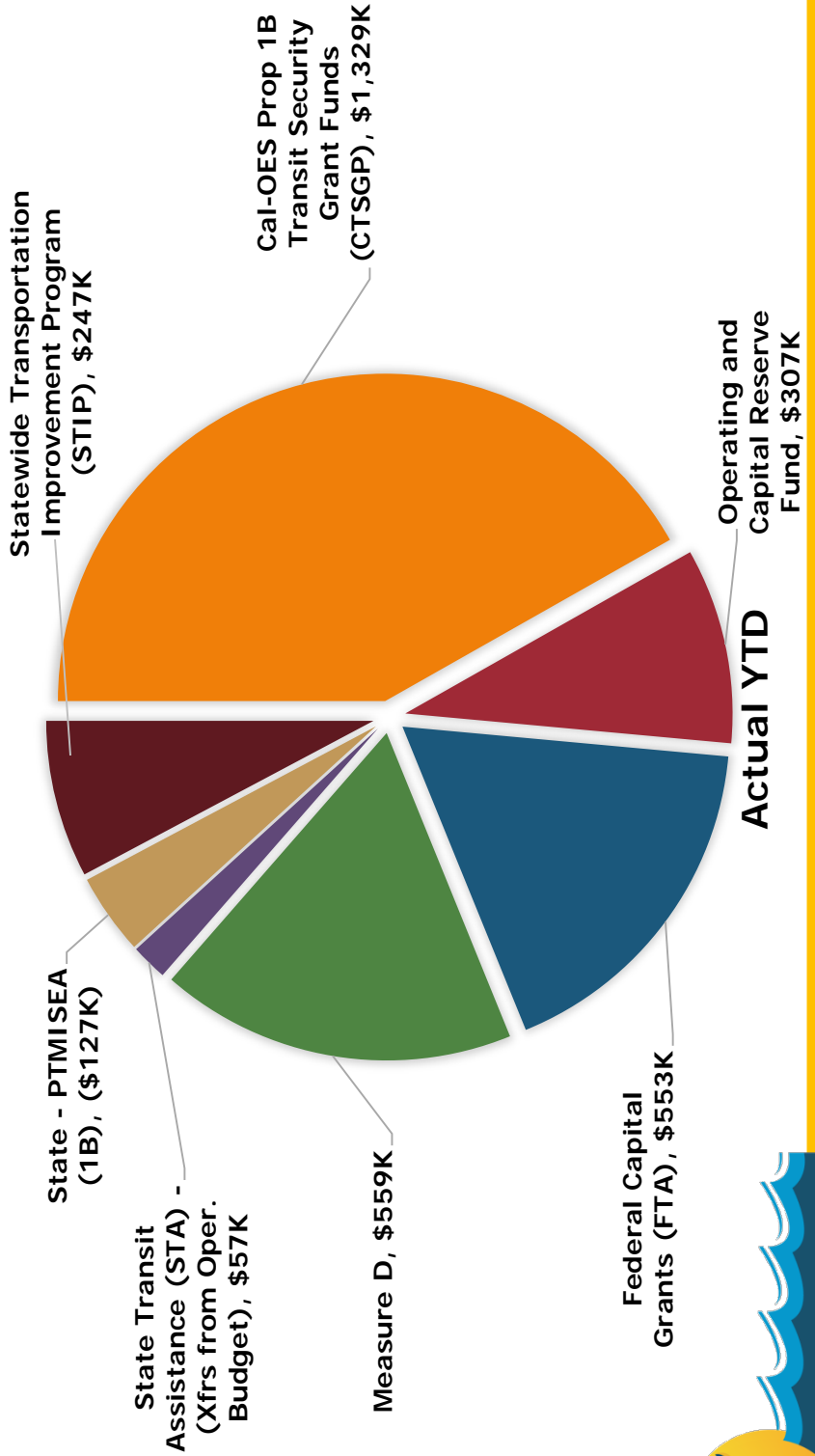
9-08A-9



FY18 Capital Budget:

Spending Year to Date (by Funding Source) as of June 30, 2018
 100% of Fiscal Year Elapsed

	Actual YTD	Total FY18 Budget	% Spent YTD
Total Capital Funding:	\$2,924,017	\$17,652,029	17%

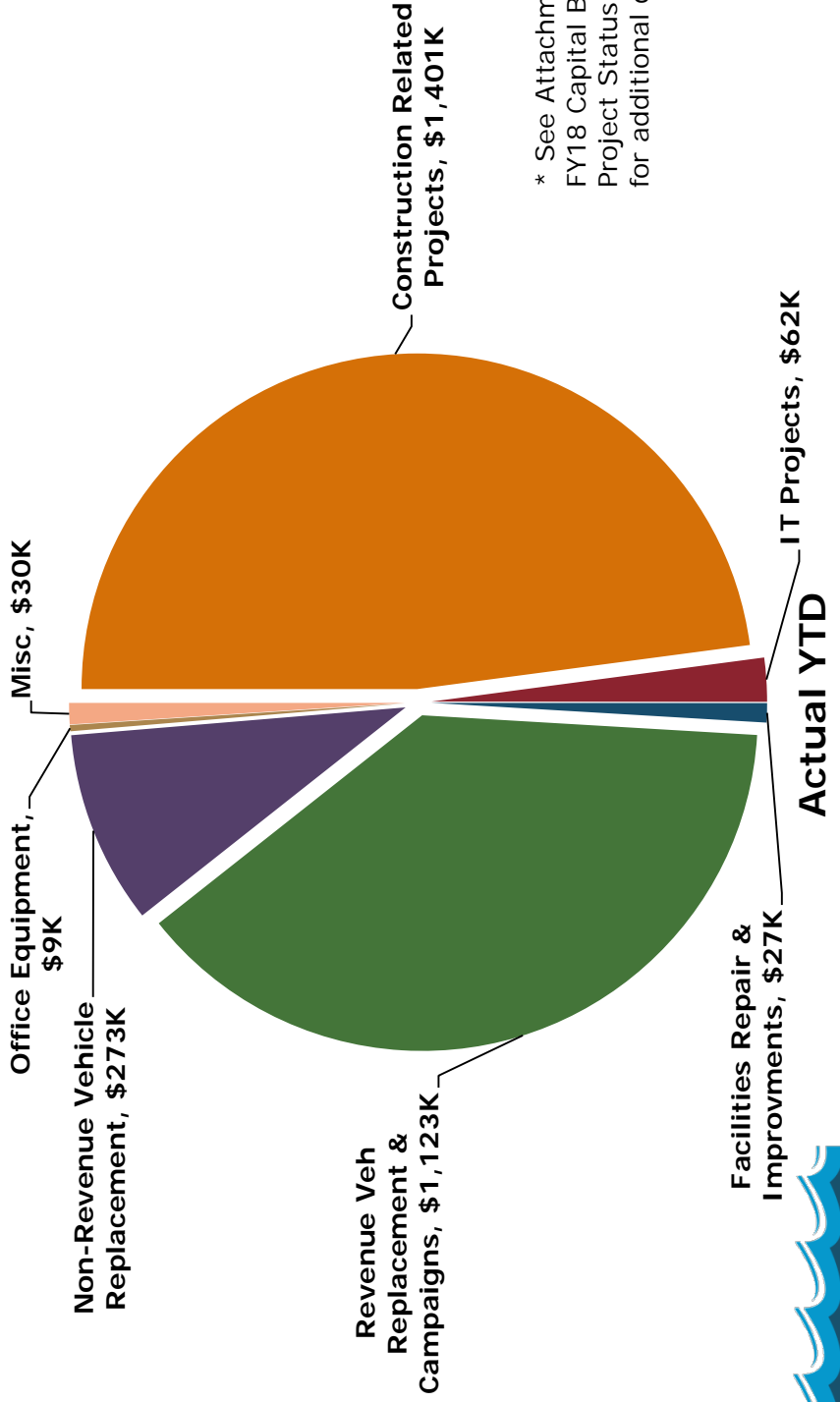


FY18 Capital Budget:

Spending Year to Date as of June 30, 2018

100% of Fiscal Year Elapsed

	Actual YTD	Total FY18 Budget	% Spent YTD
Total Capital Projects:	\$2,924,017	\$17,652,029	17%



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

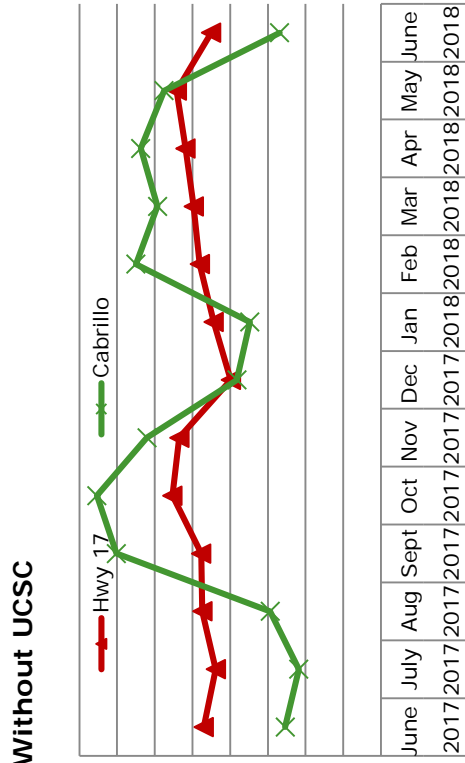
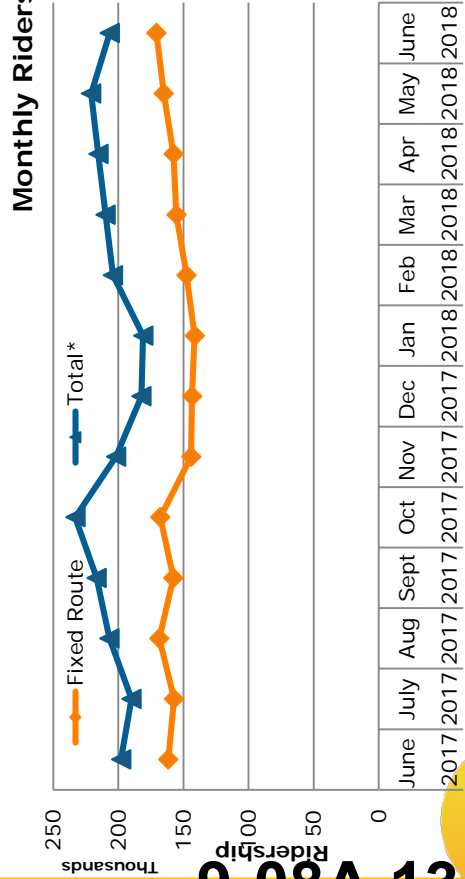
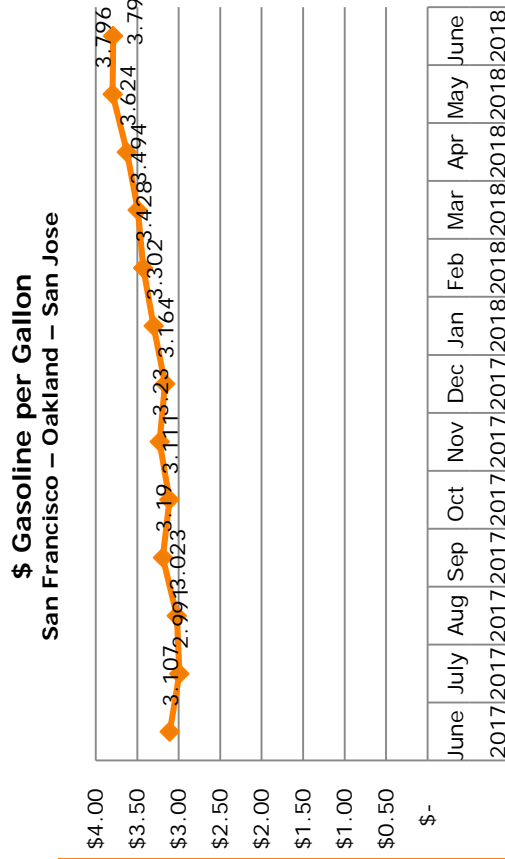
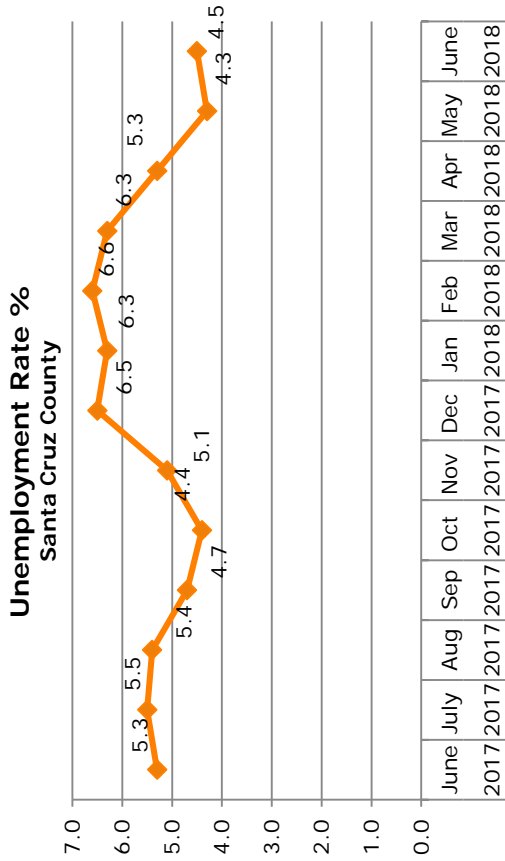


Additional Information

9-08A.12



Additional Information



* Total = Fixed Route + Hwy 17 + Cabrillo Ridership



FY19 Operating Expenses:

Year to Date as of August 31, 2018: PRELIMINARY

17% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Operating Expenses:			
Labor - Regular	\$2,532	\$2,862	\$330
Labor - Overtime	\$448	\$284	(\$164)
Fringe Benefits	\$3,348	\$3,557	\$209
Non-Personnel Expenses	\$982	\$1,566	\$584
Total Operating Expenses:	\$7,309	\$8,269	\$960

**FY19 & FY20
Non-Controllable Budget Risks
as of September 19, 2018:**

9-08A.15



FY19 & FY20 : Non-Controllable Budget Risks (>\$200K)

<u>SB1 Repeal Risk</u> NEW TDA-STA PUC 99313 & 99314 <u>NEW TDA-STA-SGR Revenue</u>	FY19 Budget Adopted 06/22/2018	FY20 Budget Adopted 06/22/2018
<u>Operating Budget:</u> <u>IDA-STA-SB1:</u> 100% of the SB1 is at risk due to potential voter repeal	(\$1.4M)	(\$1.3M)
<u>Capital Budget:</u> <u>IDA-STA-SGR (Capital):</u> 100% is at risk due to potential voter repeal <u>SB1- LPP (Capital):</u> 100% is at risk due to potential voter repeal	(\$671K)* (\$314K)	(\$671K)* (\$314K)
<u>TOTAL SB1 Repeal Operating and Capital Budget Risk:</u>	<u>(\$2,385K)</u>	<u>(\$2,285K)</u>

Questions

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Attachment B



FY18
Operating Revenue & Expenses
Year to Date as of June 30, 2018

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual FY17	\$ Var	% Var
Revenue:						
Passenger Fares	\$ 10,280,559	\$ 10,621,629	-3%	\$ 9,720,869	\$ 559,690	6%
Other Revenue	\$ 621,069	\$ 491,393	26%	\$ 608,943	\$ 12,126	2%
Sales Tax Revenue	\$ 21,526,675	\$ 20,061,806	7%	\$ 20,338,220	\$ 1,188,455	6%
Sales Tax Revenue Measure D	\$ 3,362,419	\$ 2,978,897	13%	\$ 530,808	\$ 2,831,611	533%
Transp Dev Act (TDA) - Op Asst	\$ 6,767,933	\$ 6,767,933	0%	\$ 6,804,838	\$ (36,905)	-1%
Federal Op Assistance	\$ 4,197,074	\$ 4,302,285	-2%	\$ 4,371,936	\$ (174,862)	-4%
Other Op Assistance/Funding	\$ 104,412	\$ 10,000	944%	\$ 9,749	\$ 94,663	971%
STA - Op Assistance	\$ 3,196,463	\$ 3,380,240	-5%	\$ 2,041,333	\$ 1,155,130	57%
STIC - Op Assistance	\$ 2,542,610	\$ 2,210,167	15%	\$ 2,083,750	\$ 458,860	22%
Fuel Tax Credit	\$ 354,826	\$ 657,354	-46%	\$ 284,419	\$ 70,407	25%
Total Revenue	\$ 52,954,040	\$ 51,481,704	3%	\$ 46,794,865	\$ 6,159,175	13%
Expenses:						
Labor - Regular	\$ 15,636,839	\$ 16,397,130	-5%	\$ 14,927,933	\$ 708,906	5%
Labor - Overtime	\$ 3,090,877	\$ 1,649,985	87%	\$ 3,470,460	\$ (379,583)	-11%
Fringe Benefits	\$ 19,447,463	\$ 21,339,717	-9%	\$ 19,446,302	\$ 1,161	0%
Services	\$ 3,227,204	\$ 3,543,479	-9%	\$ 2,862,729	\$ 364,475	13%
Mobile Materials & Supplies	\$ 2,709,880	\$ 2,940,500	-8%	\$ 2,773,306	\$ (63,426)	-2%
Other Materials & Supplies	\$ 427,088	\$ 387,070	10%	\$ 398,430	\$ 28,658	7%
Utilities	\$ 579,259	\$ 609,000	-5%	\$ 533,399	\$ 45,860	9%
Casualty & Liability	\$ 696,292	\$ 667,784	4%	\$ 107,929	\$ 588,363	545%
Taxes	\$ 41,917	\$ 50,252	-17%	\$ 43,407	\$ (1,490)	-3%
Purchased Transportation	\$ -	\$ -	0%	\$ 100,760	\$ (100,760)	-100%
Miscellaneous	\$ 481,950	\$ 267,508	80%	\$ 222,757	\$ 259,193	116%
Interest Expense	\$ 26,492	\$ -	100%	\$ -	\$ 26,492	100%
Leases & Rentals	\$ 310,870	\$ 225,394	38%	\$ 222,614	\$ 88,256	40%
Total Expenses	\$ 46,676,131	\$ 48,077,820	-3%	\$ 45,110,026	\$ 1,566,105	3%
Transfers:						
Transfers to Capital Budget	\$ (2,326,003)	\$ (2,263,000)	3%	\$ (370,000)	\$ (1,956,003)	529%
Transfers to Operating and Capital Reserve Fund	\$ (3,951,906)	\$ (1,140,884)	246%	\$ (1,314,839)	\$ (2,637,067)	201%
Total Transfers	\$ (6,277,909)	\$ (3,403,884)	84%	\$ (1,684,839)	\$ (4,593,070)	273%
Operating Balance	\$ 0	\$ 0	0%	\$ -	\$ 0	0%



FY18

Operating Revenue

Year to Date as of June 30, 2018

100%

Percent of Year Elapsed -

	Year to Date		YTD Year Over Year Comparison	
	Actual	Budget	\$ Var	% Var
Passenger Fares				
Passenger Fares	\$ 2,631,707	\$ 2,791,893	\$ (160,186)	-6%
Paratransit Fares	\$ 287,363	\$ 339,141	\$ (51,779)	-15%
Special Transit Fares - Contract	\$ 5,273,571	\$ 5,206,844	\$ 66,727	1%
Highway 17 Fares	\$ 1,564,281	\$ 1,758,751	\$ (194,470)	-11%
Highway 17 Payments	\$ 523,636	\$ 525,000	\$ (1,364)	0%
Subtotal Passenger Revenue	\$ 10,280,559	\$ 10,621,629	\$ (341,070)	-3%

Other Revenue				
Commissions	\$ 2,522	\$ 1,500	\$ 1,022	68%
Advertising Income	\$ 308,952	\$ 225,000	\$ 83,952	37%
Rent Income - SC Pacific Station	\$ 97,210	\$ 108,011	\$ (10,801)	-10%
Rent Income - Watsonville TC	\$ 44,175	\$ 46,290	\$ (2,115)	-5%
Interest Income	\$ 141,653	\$ 90,000	\$ 51,653	57%
Other Non-Transp Revenue	\$ 26,557	\$ 20,592	\$ 5,965	29%
Subtotal Other Revenue	\$ 621,069	\$ 491,393	\$ 129,676	26%

Sales Tax Revenue	\$ 21,526,675	\$ 20,061,806	\$ 1,464,869	7%
Sales Tax Revenue Measure D	\$ 3,362,419	\$ 2,978,897	\$ 383,522	13%
Subtotal Sales Tax Revenue	\$ 24,889,095	\$ 23,040,703	\$ 1,848,392	8%

Transp Dev Act (TDA) - Op Asst	\$ 6,767,933	\$ 6,767,933	\$ -	0%
Subtotal TDA Op Assistance	\$ 6,767,933	\$ 6,767,933	\$ -	0%

Federal Op Assistance				
FTA Sec 5307 - Op Asst	\$ 4,025,845	\$ 4,131,857	\$ (106,012)	-3%
FTA Sec 5311 - Rural Op Asst	\$ 170,428	\$ 170,428	\$ -	0%
Medicare Subsidy	\$ 801	\$ -	\$ 801	100%
Subtotal Federal Op Assistance	\$ 4,197,074	\$ 4,302,285	\$ (105,211)	-2%



FY18
Operating Revenue
Year to Date as of June 30, 2018
 100%

	Year to Date			YTD Year Over Year Comparison			
	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY17</u>	<u>\$ Var</u>	<u>% Var</u>
Percent of Year Elapsed -							
Other Op Assistance/Funding							
AMBAG Funding	\$ -	\$ 10,000	\$ (10,000)	-100%	\$ 9,749	\$ (9,749)	-100%
Other Op Assistance/Funding	\$ 104,412	\$ -	\$ 104,412	100%	\$ -	\$ 104,412	100%
Subtotal Other Op Assistance/Funding	\$ 104,412	\$ 10,000	\$ 94,412	944%	\$ 9,749	\$ 94,663	971%
STA - Op Assistance	\$ 3,196,463	\$ 3,380,240	\$ (183,777)	-5%	\$ 2,041,333	\$ 1,155,130	57%
STIC -Op Assistance	\$ 2,542,610	\$ 2,210,167	\$ 332,443	15%	\$ 2,083,750	\$ 458,860	22%
Fuel Tax Credit	\$ 354,826	\$ 657,354	\$ (302,528)	-46%	\$ 284,419	\$ 70,407	25%
Total Revenue	\$ 52,954,040	\$ 51,481,704	\$ 1,472,336	3%	\$ 46,794,865	\$ 6,159,175	13%
Transfers							
Transfers to Capital Budget							
Transfer to Capital Budget (2016 Net Sales Tax Measure D)	\$ (2,093,000)	\$ -	\$ (2,093,000)	100%	\$ -	\$ (2,093,000)	100%
Transfer to Capital Budget (TDA - STA - Operating, includes SB1)	\$ (233,003)	\$ (2,263,000)	\$ 2,029,997	-90%	\$ (370,000)	\$ 136,997	-37%
Subtotal Transfers to Capital Budget	\$ (2,326,003)	\$ (2,263,000)	\$ (63,003)	3%	\$ (370,000)	\$ (1,956,003)	529%
Transfers to Operating and Capital Reserve Fund							
Transfer to Operating and Capital Reserve Fund (Fuel Tax Credit)	\$ (354,826)	\$ (657,354)	\$ 302,528	-46%	\$ (284,419)	\$ (70,407)	25%
Transfer Excess to Operating and Capital Reserve Fund	\$ (3,597,080)	\$ (483,530)	\$ (3,113,550)	644%	\$ (1,030,421)	\$ (2,566,659)	249%
Subtotal Transfers to Reserves	\$ (3,951,906)	\$ (1,140,884)	\$ (2,811,022)	246%	\$ (1,314,839)	\$ (2,637,067)	201%
Total Transfers	\$ (6,277,909)	\$ (3,403,884)	\$ (2,874,025)	84%	\$ (1,684,839)	\$ (4,593,070)	273%
Total Operating Expenses	\$ 46,676,131				\$ 45,110,026		
Operating Balance	\$ -				\$ -		



FY18
Consolidated Operating Expenses
Year to Date as of June 30, 2018

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	FY17	\$ Var	% Var	
Labor								
501011 Bus Operator Pay	\$ 8,268,866	\$ 8,697,054	\$ (428,188)	-5%	\$ 7,989,496	279,370	3%	
501013 Bus Operator Overtime	\$ 2,290,714	\$ 1,225,000	\$ 1,065,714	87%	\$ 2,751,892	(461,178)	-17%	
501021 Other Salaries	\$ 7,367,973	\$ 7,700,076	\$ (332,103)	-4%	\$ 6,938,437	429,536	6%	
501023 Other Overtime	\$ 800,162	\$ 424,985	\$ 375,177	88%	\$ 718,568	81,594	11%	
Total Labor -	\$ 18,727,716	\$ 18,047,115	\$ 680,601	4%	\$ 18,398,393	329,323	2%	
Fringe Benefits								
502011 Medicare/Soc. Sec.	\$ 312,049	\$ 315,706	\$ (3,657)	-1%	\$ 310,584	1,465	0%	
502021 Retirement	\$ 4,686,776	\$ 4,773,207	\$ (86,431)	-2%	\$ 3,870,883	815,893	21%	
502031 Medical Insurance	\$ 9,311,509	\$ 10,570,926	\$ (1,259,417)	-12%	\$ 9,492,512	(181,003)	-2%	
502041 Dental Insurance	\$ 452,032	\$ 508,672	\$ (56,641)	-11%	\$ 455,678	(3,646)	-1%	
502045 Vision Insurance	\$ 117,345	\$ 130,774	\$ (13,429)	-10%	\$ 120,591	(3,246)	-3%	
502051 Life Insurance	\$ 51,887	\$ 45,222	\$ 6,666	15%	\$ 49,222	2,665	5%	
502060 State Disability	\$ 205,319	\$ 192,651	\$ 12,668	7%	\$ 193,447	11,872	6%	
502061 Disability Insurance	\$ 128,901	\$ 150,020	\$ (21,118)	-14%	\$ 127,632	1,269	1%	
502071 State Unemp. Ins	\$ 54,231	\$ 55,825	\$ (1,594)	-3%	\$ 55,057	(826)	-1%	
502081 Worker's Comp Ins	\$ 470,753	\$ 875,500	\$ (404,747)	-46%	\$ 662,592	(191,839)	-29%	
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	-	0%	
502101 Holiday Pay	\$ 461,971	\$ 615,208	\$ (153,237)	-25%	\$ 452,178	9,793	2%	
502103 Floating Holiday	\$ 110,877	\$ 92,042	\$ 18,835	20%	\$ 109,118	1,759	2%	
502109 Sick Leave	\$ 646,671	\$ 943,922	\$ (297,250)	-31%	\$ 567,691	78,980	14%	
502111 Annual Leave	\$ 2,196,884	\$ 1,849,191	\$ 347,693	19%	\$ 2,268,855	(71,971)	-3%	
502121 Other Paid Absence	\$ 178,265	\$ 144,189	\$ 34,076	24%	\$ 189,463	(11,198)	-6%	
502251 Physical Exams	\$ 8,004	\$ 14,280	\$ (6,276)	-44%	\$ 7,275	729	10%	
502253 Driver Lic Renewal	\$ 1,709	\$ 4,956	\$ (3,247)	-66%	\$ 1,791	(82)	-5%	
502999 Other Fringe Benefits	\$ 52,279	\$ 57,427	\$ (5,148)	-9%	\$ 511,733	(459,454)	-90%	
Total Fringe Benefits -	\$ 19,447,463	\$ 21,339,717	\$ (1,892,255)	-9%	\$ 19,446,302	1,161	0%	
Total Personnel Expenses -	\$ 38,175,179	\$ 39,386,833	\$ (1,211,654)	-3%	\$ 37,844,695	330,484	1%	



FY18
Consolidated Operating Expenses
Year to Date as of June 30, 2018

Year to Date YTD Year Over Year Comparison

	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY17</u>	<u>\$ Var</u>	<u>% Var</u>
Services							
503011 Acctg & Audit Fees	\$ 87,661	\$ 95,250	\$ (7,590)	-8%	\$ 84,476	\$ 3,185	4%
503012 Admin & Bank Fees	\$ 387,189	\$ 380,500	\$ 6,689	2%	\$ 369,684	\$ 17,505	5%
503031 Prof & Tech Fees	\$ 292,640	\$ 972,279	\$ (679,640)	-70%	\$ 190,965	\$ 101,675	53%
503032 Legislative Services	\$ 95,451	\$ 101,000	\$ (5,549)	-5%	\$ 94,604	\$ 847	1%
503033 Legal Services	\$ 400,443	\$ 350,000	\$ 50,443	14%	\$ 294,413	\$ 106,030	36%
503034 Pre-Employ Exams	\$ 2,603	\$ 5,500	\$ (2,896)	-53%	\$ 6,928	\$ (4,325)	-62%
503041 Temp Help	\$ 232,911	\$ -	\$ 232,911	100%	\$ 287,162	\$ (54,251)	-19%
503161 Custodial Services	\$ 4,141	\$ 8,300	\$ (4,159)	-50%	\$ 2,223	\$ 1,918	86%
503162 Uniform & Laundry	\$ 22,843	\$ 24,150	\$ (1,307)	-5%	\$ 23,804	\$ (961)	-4%
503171 Security Services	\$ 499,252	\$ 515,600	\$ (16,348)	-3%	\$ 490,351	\$ 8,901	2%
503221 Classified/Legal Ads	\$ 13,214	\$ 13,200	\$ 14	0%	\$ 15,832	\$ (2,618)	-17%
503222 Legal Advertising	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 68,516	\$ 50,000	\$ 18,516	37%	\$ 73,533	\$ (5,017)	-7%
503352 Repair - Equipment	\$ 675,717	\$ 622,800	\$ 52,917	8%	\$ 610,225	\$ 65,492	11%
503353 Repair - Rev Vehicle	\$ 372,203	\$ 326,500	\$ 45,703	14%	\$ 251,454	\$ 120,749	48%
503354 Repair - Non Rev Vehicle	\$ 19,148	\$ 30,000	\$ (10,852)	-36%	\$ 23,688	\$ (4,540)	-19%
503363 Haz Mat Disposal	\$ 53,274	\$ 48,400	\$ 4,874	10%	\$ 43,389	\$ 9,885	23%
Total Services -	\$ 3,227,204	\$ 3,543,479	\$ (316,275)	-9%	\$ 2,862,729	\$ 364,475	13%

	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY17</u>	<u>\$ Var</u>	<u>% Var</u>
Mobile Materials & Supplies							
504011 Fuels & Lube Non Rev Veh	\$ 62,667	\$ 60,000	\$ 2,667	4%	\$ 51,877	\$ 10,790	21%
504012 Fuels & Lube Rev Veh	\$ 1,503,335	\$ 1,847,000	\$ (343,665)	-19%	\$ 1,756,817	\$ (253,482)	-14%
504021 Tires & Tubes	\$ 185,340	\$ 300,000	\$ (114,660)	-38%	\$ 184,066	\$ 1,274	1%
504161 Other Mobile Supplies	\$ -	\$ -	\$ -	0%	\$ 23,149	\$ (23,149)	-100%
504191 Rev Vehicle Parts	\$ 958,537	\$ 733,500	\$ 225,037	31%	\$ 757,396	\$ 201,141	27%
Total Mobile Materials & Supplies -	\$ 2,709,880	\$ 2,940,500	\$ (230,620)	-8%	\$ 2,773,306	\$ (63,426)	-2%



FY18
Consolidated Operating Expenses
Year to Date as of June 30, 2018

	Year to Date			YTD Year Over Year Comparison			
	<u>Actual</u>	<u>Budget</u>	<u>\$ Var</u>	<u>% Var</u>	<u>FY17</u>	<u>\$ Var</u>	<u>% Var</u>
Other Materials & Supplies							
504205 Freight Out	\$ 5,195	\$ 2,500	\$ 2,695	108%	\$ 2,455	\$ 2,740	112%
504211 Postage & Mailing	\$ 7,869	\$ 12,300	\$ (4,431)	-36%	\$ 9,224	\$ (1,355)	-15%
504214 Promotional Items	\$ 243	\$ 200	\$ 43	22%	\$ 1,400	\$ (1,157)	-83%
504215 Printing	\$ 60,142	\$ 48,850	\$ 11,292	23%	\$ 97,715	\$ (37,573)	-38%
504217 Photo Supply/Processing	\$ 1,934	\$ 1,500	\$ 434	29%	\$ 349	\$ 1,585	454%
504311 Office Supplies	\$ 99,428	\$ 71,800	\$ 27,628	38%	\$ 80,602	\$ 18,826	23%
504315 Safety Supplies	\$ 15,912	\$ 11,320	\$ 4,593	41%	\$ 16,713	\$ (801)	-5%
504317 Cleaning Supplies	\$ 44,188	\$ 48,600	\$ (4,412)	-9%	\$ 44,147	\$ 41	0%
504409 Repair/Maint Supplies	\$ 106,699	\$ 110,500	\$ (3,801)	-3%	\$ 82,979	\$ 23,720	29%
504417 Tenant Repairs	\$ 1,258	\$ 9,000	\$ (7,742)	-86%	\$ 513	\$ 745	145%
504421 Non-Inventory Parts	\$ 72,176	\$ 58,000	\$ 14,176	24%	\$ 50,553	\$ 21,623	43%
504511 Small Tools	\$ 10,864	\$ 9,500	\$ 1,364	14%	\$ 9,124	\$ 1,740	19%
504515 Employee Tool Rplcmt	\$ 1,180	\$ 3,000	\$ (1,820)	-61%	\$ 2,655	\$ (1,475)	-56%
Total Other Materials & Supplies -	\$ 427,088	\$ 387,070	\$ 40,018	10%	\$ 398,430	\$ 28,658	7%
Utilities							
505011 Gas & Electric	\$ 284,274	\$ 304,000	\$ (19,726)	-6%	\$ 287,985	\$ (3,711)	-1%
505021 Water & Garbage	\$ 154,332	\$ 147,400	\$ 6,932	5%	\$ 128,424	\$ 25,908	20%
505031 Telecommunications	\$ 140,653	\$ 157,600	\$ (16,947)	-11%	\$ 116,990	\$ 23,663	20%
Total Utilities -	\$ 579,259	\$ 609,000	\$ (29,741)	-5%	\$ 533,399	\$ 45,860	9%
Casualty & Liability							
506011 Insurance - Property	\$ 59,694	\$ 61,737	\$ (2,043)	-3%	\$ 62,882	\$ (3,188)	-5%
506015 Insurance - PL & PD	\$ 423,187	\$ 406,047	\$ 17,140	4%	\$ 326,551	\$ 96,636	30%
506021 Insurance - Other	\$ 29,204	\$ 50,000	\$ (20,796)	-42%	\$ -	\$ 29,204	100%
506123 Settlement Costs	\$ 174,185	\$ 150,000	\$ 24,185	16%	\$ (265,708)	\$ 439,893	-166%
506127 Repairs - Dist Prop	\$ 10,022	\$ -	\$ 10,022	100%	\$ (15,797)	\$ 25,819	-163%
Total Casualty & Liability -	\$ 696,292	\$ 667,784	\$ 28,508	4%	\$ 107,929	\$ 588,363	545%
Taxes							
507051 Fuel Tax	\$ 14,341	\$ 15,000	\$ (659)	-4%	\$ 14,991	\$ (650)	-4%
507201 Licenses & permits	\$ 16,316	\$ 20,852	\$ (4,536)	-22%	\$ 17,177	\$ (861)	-5%
507999 Other Taxes	\$ 11,261	\$ 14,400	\$ (3,139)	-22%	\$ 11,239	\$ 22	0%
Total Taxes -	\$ 41,917	\$ 50,252	\$ (8,335)	-17%	\$ 43,407	\$ (1,490)	-3%



FY18
Consolidated Operating Expenses
Year to Date as of June 30, 2018

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY17	\$ Var	% Var
Purchased Transportation						
503406 Contr/Paratrans	\$ -	\$ -	0%	100,760	(100,760)	-100%
<i>Total Purchased Transportation -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>0%</i>	<i>100,760</i>	<i>(100,760)</i>	<i>-100%</i>
Miscellaneous						
509011 Dues & Subscriptions	\$ 76,306	\$ 82,730	-8%	74,593	1,713	2%
509081 Advertising - Dist Promo	\$ 810	\$ -	100%	19,268	(18,458)	-96%
509101 Emp Incentive Prog	\$ 9,072	\$ 19,100	-53%	1,426	7,646	536%
509121 Employee Training	\$ 33,965	\$ 65,073	-48%	39,146	(5,181)	-13%
509122 BOD Travel	\$ 6,052	\$ 8,000	-24%	10,104	(4,052)	-40%
509123 Travel	\$ 58,766	\$ 69,705	-16%	56,877	1,889	3%
509125 Local Meeting Exp	\$ 11,682	\$ 10,300	13%	8,304	3,378	41%
509127 Board Director Fees	\$ 6,240	\$ 12,600	-50%	7,435	(1,195)	-16%
509150 Contributions	\$ -	\$ -	0%	325	(325)	-100%
509197 Sales Tax Expense	\$ -	\$ -	0%	-	-	0%
509198 Cash Over/Short	\$ 24,516	\$ -	100%	5,278	19,238	364%
509999 Other Misc. Expenses	\$ 254,542	\$ -	100%	-	254,542	100%
<i>Total Misc -</i>	<i>\$ 481,950</i>	<i>\$ 267,508</i>	<i>80%</i>	<i>222,757</i>	<i>259,193</i>	<i>116%</i>
Interest Expense						
511102 Interest Expense	\$ 26,492	\$ -	100%	-	26,492	100%
<i>Total Interest Expense -</i>	<i>\$ 26,492</i>	<i>\$ -</i>	<i>100%</i>	<i>-</i>	<i>26,492</i>	<i>100%</i>
Leases & Rentals						
512011 Facility Rentals	\$ 214,832	\$ 208,100	3%	209,558	5,274	3%
512061 Equipment Rentals	\$ 96,038	\$ 17,294	455%	13,056	82,982	636%
512220 OP Lease Expense	\$ -	\$ -	0%	-	-	0%
<i>Total Leases & Rentals -</i>	<i>\$ 310,870</i>	<i>\$ 225,394</i>	<i>38%</i>	<i>222,614</i>	<i>88,256</i>	<i>40%</i>
Total Non-Personnel Expenses -	\$ 8,500,952	\$ 8,690,988	-2%	\$ 7,265,331	1,235,621	17%
TOTAL OPERATING EXPENSE -	\$ 46,676,131	\$ 48,077,820	-3%	\$ 45,110,026	1,566,105	3%

* Expenses do not include year-end Depreciation, W/C IBNR, GASB 75 OPEB adjustments, or GASB 68 Pension adjustments.

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FY18

CAPITAL BUDGET

For the month ending - June 30, 2018

	<u>YTD Actual</u>	<u>FY18 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Construction Related Projects</u>				
Pacific Station/Metro Center - Conceptual Design / MOU	\$ 13,656	\$ 2,112,360	\$ 2,098,704	1%
Metrobase Project - Judy K.Souza - Operations Bldg.	\$ 394,589	\$ 3,903,419	\$ 3,508,830	10%
Transit Security Projects	\$ 992,392	\$ 1,361,932	\$ 369,540	73%
Subtotal Construction Related Projects	\$ 1,400,637	\$ 7,377,711	\$ 5,977,074	19%
<u>IT Projects</u>				
Replace Aging Servers	\$ 49,040	\$ 50,000	\$ 960	98%
HR Software Upgrade (con't.)	\$ -	\$ 18,000	\$ 18,000	0%
Phone System	\$ 9,673	\$ 10,000	\$ 327	97%
Wireless Microphone System-Vernon PA	\$ 2,964	\$ 3,000	\$ 36	99%
Subtotal IT Projects	\$ 61,677	\$ 81,000	\$ 19,323	76%
<u>Facilities Repair & Improvements</u>				
Fuel Management System (FTA 5339a FY17)	\$ -	\$ 180,000	\$ 180,000	0%
138 Golf Club Fire Egress (FTA 5339a FY17)	\$ -	\$ 97,523	\$ 97,523	0%
Bus Stop & Fac Improvements (FTA 5339a FY15/16)	\$ -	\$ 34,174	\$ 34,174	0%
WTC Landscaping	\$ 27,089	\$ 30,000	\$ 2,911	90%
Admin Bldg. Engineering & Renovations	\$ -	\$ 20,000	\$ 20,000	0%
Maintenance Bldg. Structural Upgrade	\$ -	\$ 21,500	\$ 21,500	0%
Relocate Mechanics Sink-Golf Club (FTA 5339a FY14)	\$ -	\$ 9,548	\$ 9,548	0%
Upgrade Exhaust Evac.-Golf Club (FTA 5339a FY14)	\$ -	\$ 8,000	\$ 8,000	0%
Subtotal Facilities Repair & Improvements Projects	\$ 27,089	\$ 400,745	\$ 373,656	7%

**FY18
CAPITAL BUDGET**

For the month ending - June 30, 2018



	<u>YTD Actual</u>	<u>FY18 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Revenue Vehicle Replacement & Campaigns</u>				
Electric Bus (3) + Infrastructure & Project Mgmt. (FTA 5339c FY16)	\$ 139,524	\$ 4,844,542	\$ 4,705,018	3%
Electric Bus (1) - Watsonville ZEB Circulator (FY15/16)	\$ -	\$ 1,066,508	\$ 1,066,508	0%
Paracruz Van Replacements (11) (FTA 5339a FY15/16)	\$ 30,748	\$ 863,232	\$ 832,484	4%
CNG Bus (1) - (STBG FY17-via SCCRTC)	\$ -	\$ 570,000	\$ 570,000	0%
CNG Bus (1) - (FTA 5339 Rural FY16)	\$ -	\$ 537,596	\$ 537,596	0%
Paracruz Van Replacements (3) (STIP)	\$ 347,033	\$ 347,204	\$ 171	100%
Year 1 - Capitalized Lease + tax - 3 New Flyer Buses	\$ 165,392	\$ 283,529	\$ 118,137	58%
Bus Engine Replacement and Installation (5)	\$ 179,620	\$ 182,000	\$ 2,380	99%
Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14)	\$ 106,384	\$ 165,564	\$ 59,180	64%
Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)	\$ -	\$ 160,000	\$ 160,000	0%
Capitalized Lease- One Time Expenses	\$ 76,176	\$ 80,000	\$ 3,824	95%
Capitalized Lease- External Announcement System	\$ -	\$ 28,500	\$ 28,500	0%
Bus Repaint Campaign (36) (FTA 5339a FY14)	\$ 32,653	\$ 131,834	\$ 99,181	25%
Bus Repaint Campaign (20) (FTA 5339a FY13)	\$ 29,529	\$ 29,529	\$ -	100%
Paratransit Vehicle - (1) (FTA 5310 FY13/14)	\$ 2,372	\$ 68,367	\$ 65,995	3%
Bus Repaints (3) was Repair Roof @ Pac Stn (FTA 5339a FY13)	\$ 14,008	\$ 13,802	\$ (206)	101%
Subtotal Revenue Vehicle Replacements & Campaigns	\$ 1,123,439	\$ 9,372,207	\$ 8,248,768	12%

<u>Non-Revenue Vehicle Replacement</u>				
Replace 11 Non-Revenue Vehicles (FTA 5339a FY13)	\$ 175,383	\$ 180,046	\$ 4,663	97%
Replace High Lift Bucket Truck (FTA 5339a FY14)	\$ 97,119	\$ 97,814	\$ 695	99%
Propane Fueled Tow Motor (FTA 5339a FY14)	\$ -	\$ 60,000	\$ 60,000	0%
Subtotal Non-Revenue Vehicle Replacements	\$ 272,502	\$ 337,860	\$ 65,358	81%



FY18

CAPITAL BUDGET

For the month ending - June 30, 2018

	<u>YTD_Actual</u>	<u>FY18_Budget</u>	<u>Remaining_Budget</u>	<u>%_Spent_YTD</u>
<u>Fleet & Maintenance Equipment</u>				
None			\$ -	N/A
Subtotal Fleet & Maintenance Equipment	\$ -	\$ -	\$ -	N/A
<u>Office Equipment</u>				
Business Copy Machine-Operations	\$ 8,720	\$ 9,000	\$ 280	97%
Subtotal Office Equipment	\$ 8,720	\$ 9,000	\$ 280	97%
<u>Misc</u>				
Ticket Vending Machine-SLV-Installation Costs	\$ -	\$ 17,045	\$ 17,045	0%
Ticket Vending Machine-Cash Devices & Components	\$ -	\$ 10,750	\$ 10,750	0%
Misc. Emergency Capital Items \$1K to \$5K	\$ -	\$ 198	\$ 198	0%
Misc Emergency Capital Items-Noise Abatement	\$ 3,818	\$ 5,000	\$ 1,182	76%
Misc Emergency Capital Items - Yard Vacuum	\$ 3,124	\$ 3,124	\$ -	100%
Misc Emergency Capital Items-GUI Touch Screen Monitor	\$ 1,678	\$ 1,678	\$ -	100%
AEDs (local match for 6)	\$ 7,793	\$ 7,846	\$ 53	99%
Watsonville Transit Mural + (\$3K from Arts Council SC)	\$ -	\$ 5,700	\$ 5,700	0%
ID Card Printer	\$ 2,874	\$ 5,000	\$ 2,126	57%
Ticket Vending Machine-Software/Pin Pad Upgrade	\$ -	\$ 4,250	\$ 4,250	0%
Fire King File Cabinet - HR	\$ 3,855	\$ 4,030	\$ 175	96%
Fire King File Cabinet - Finance	\$ 2,362	\$ 3,860	\$ 1,498	61%
Cubicles - C/S (2) Demo Project	\$ 2,711	\$ 3,225	\$ 514	84%
Landa Cyclone Surface Cleaner	\$ 1,738	\$ 1,800	\$ 62	97%
Subtotal Misc.	\$ 29,953	\$ 73,506	\$ 43,553	41%
TOTAL CAPITAL PROJECTS	\$ 2,924,017	\$ 17,652,029	\$ 14,728,012	17%

**FY18
CAPITAL BUDGET**

For the month ending - June 30, 2018



	<u>YTD Actual</u>	<u>FY18 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
CAPITAL FUNDING				
Federal Capital Grants (FTA)	\$ 552,747	\$ 5,975,128	\$ 5,422,381	9%
Surface Transportation Block Grant (STBG)	\$ -	\$ 816,000	\$ 816,000	0%
State - PTMISEA (1B)	\$ (127,081)	\$ 6,242,128	\$ 6,369,209	-2%
Cal-OES Prop 1B Transit Security Grant Funds (CTSGP)	\$ 1,328,529	\$ 1,705,950	\$ 377,421	78%
Statewide Transportation Improvement Program (STIP)	\$ 246,953	\$ 246,954	\$ 1	100%
Low Carbon Transit Operations Program (LCTOP)	\$ -	\$ 709,292	\$ 709,292	0%
State Transit Assistance (STA) - Prior Years	\$ 57,232	\$ 168,750	\$ 111,518	34%
State Transit Assistance (STA-SB-1-FY18)	\$ -	\$ -	\$ -	N/A
State Transit Assistance (STA-SB-1SGR FY18)	\$ -	\$ -	\$ -	N/A
Measure D	\$ 558,825	\$ 1,244,798	\$ 685,973	45%
Operating and Capital Reserve Fund	\$ 306,812	\$ 543,029	\$ 236,217	57%
TOTAL CAPITAL FUNDING	\$ 2,924,017	\$ 17,652,029	\$ 14,728,012	17%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY18 PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES-PRE CLOSE, PRE AUDIT
AS OF 9/28/18**

Fund Title	Explanation and Use:	Balance at 6/30/17	ESTIMATED Additions/ (Withdrawals) in FY18	ESTIMATED Available Balance at 6/30/18	Board Adopted Minimum or Target Level	% Funded	Surplus / (Deficient)	Suggested Guidelines:	Board Adopted Recommendation:
Operating and Capital Reserve Fund (formerly - Operating / Capital Reserves)	Liquid and unrestricted assets that an organization can use to support its operations in the event of an unanticipated loss of revenue or increase in expenses. Includes Alternative Fuel Tax Rebates transferred from the Operating Budget and any excess revenues above actual expenses	\$ 1,086,975	\$ (557,024)	\$ 529,951	N/A	N/A	N/A	Any use of Operating and Capital Reserves above CEO executive authority will be brought to the BOD for consideration. To be used as the local match for capital grants.	There is no Board Adopted Minimum Balance established; this fund shall not be used to support recurring operating expenditures.
Operations Sustainability Reserve Fund (formerly - Operating Reserves)	Funds set aside to protect the organization's essential services and funding requirements during periods of economic downturn or natural disasters. Target = two month's operating expenses (Payroll and Accounts Payable).	\$ 5,659,556	\$ 1,840,444	\$ 7,500,000	\$ 7,500,000	100%	\$ (0)	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.	Fund Operations Sustainability Reserve Fund to target level that equals two (2) months of the average operating expenses for the most current fiscal year's budget, to be adjusted annually through the budget process.
Cash Flow Reserve Fund (formerly - Cash Flow Reserves)	Funds set aside to "cash flow" capital and/or operating expenses incurred before receiving reimbursements from various funding sources (Annual FTA 5307 (& STIC), STA, etc).	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	100%	\$ -	Staff will manage flexibility of Cash Flow Reserve Fund, according to project levels and capital needs as they fluctuate from year to year.	Fund Cash Flow Reserve Fund to minimum or target levels; set annually through the budget process.
Workers Compensation Reserve Fund (formerly - Workers Compensation Reserves)	Funds set aside to finance the (discounted) long term portion of workers' compensation liability, as of the end of the fiscal year.	\$ 2,247,163	\$ 1,248,635	\$ 3,495,798	\$ 3,495,798	100%	\$ (0)	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported workers' compensation claims.	Fund Workers' Comp Reserves to minimum or target levels; a bi-annual study of potential liability areas and risk shall be the basis for determining minimum reserves.
Liability Insurance Reserve Fund (formerly - Liability Insurance Reserves)	Funds set aside to pay the cost of outstanding liability and physical damage claims + proposed employment practices liability claims. (Self Insured Retention - SIR - \$250K each program)	\$ 545,175	\$ 222,087	\$ 767,262	\$ 767,262	100%	\$ (0)	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported liability and physical damage claims.	Fund Liability Insurance Reserves to minimum or target levels; calculated annually based on the 5-year rolling average of outstanding claims at fiscal year end + \$250K each SIR.
		\$ 12,538,869	\$ 2,754,142	\$ 15,293,011			\$ (1)		

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY18 CAPITAL BUDGET - REVISION 3 - 6/22/18
Project Status - Spending as of June 30, 2018**

9-08E.1

Project / Activity	PM*	Total Fiscal Year Budget	Total Spent - Fiscal Year to Date	% Project Complete ⁽¹⁾	Start Date	New - Estimated Start Date	Estimated End Date of:	New - Estimated End Date	Project Status ⁽²⁾	Source of Funds	Grant Expiration Date
Construction Related Projects											
Pacific Station/Metro Center - Conceptual Design / MOU	BE	\$ 210,627	\$ 13,656	85%	1/1/2013		6/30/2016	9/30/2019	2 locally funded studies to be complete end of 2018. Then confirm with FTA use of remaining funds. Funds currently being used for environmental analysis	FTA, CAPITAL RESERVES	9/30/2019
Station Rehabilitation	EA	\$ 1,901,733	\$ -	0%		unknown			Working w/City of SC	PTMISEA	6/30/2022
Metrobase Project - Judy K. Souza - Operations Bldg.	EA	\$ 3,559,401	\$ 53,280	95%	9/26/2014		6/30/2018	9/28/2018	Contractor working on punch list.	PTMISEA, CAL-OES, RES	6/30/2022
Access Control - JKS	IH	\$ 224,018	\$ 224,190	100%					Completed	CAL-OES	3/31/2018
Mechanical Platform Upgrade - JKS	EA	\$ 120,000	\$ 117,119	100%	8/26/2016		6/30/2018	9/28/2018	Complete. Need to issue notice of completion.	CAL-OES	3/31/2019
Transit Security Projects											
Cameras on Buses	IH	\$ 967,181	\$ 964,153	70%	3/1/2017		6/30/2018		Awaiting the delivery of the last 2 Paracrux vehicles to justify the mobilization of the installers to finish the installation.	CAL-OES	3/31/2019
Emergency Generators - Equip.	EB, CA	\$ 299,183	\$ -	70%	7/10/2014		6/15/2018		Vernon - construction on hold pending results of third party plan review.	CAL-OES	3/31/2019
Security Cameras Install	IH	\$ 52,421	\$ -	0%		7/30/2018	11/30/2018		See "Security Cameras Consultant" item. Spec from Security Camera Consultant required to go out to bid.	CAL-OES	3/31/2019
Security Cameras Consultant	IH	\$ 25,000	\$ 7,438	60%	6/1/2017		6/22/2018	10/31/2018	Staff is obtaining for review State DGS contracts with Ojo Technology in lieu of METRO procurement.	CAL-OES	3/31/2019
Emergency Generators - Consultant	EB, CA	\$ 18,147	\$ 20,801	50%	7/10/2014		12/31/2018		Electrical engineer continuing to work on bid set for Pac Station and awaiting results of third party plan review for Vernon.	CAL-OES	3/31/2019
IT Projects											
Replace Aging Servers	IH	\$ 50,000	\$ 49,040	100%	9/1/2017		3/30/2018		Completed	CAPITAL RESERVES	N/A
HR Software Upgrade (cont.)	JC/HG	\$ 18,000	\$ -	100%	2/2/2015		8/25/2017		Completed	STA	N/A
Phone System	IH	\$ 10,000	\$ 9,673	100%	9/1/2017		1/3/2018		Completed	CAPITAL RESERVES	N/A
Wireless Microphone System-Vernon PA	IH	\$ 3,000	\$ 2,964	100%	9/1/2017		1/31/2018		Completed. Added new desktop conference microphones with improved performance.	CAPITAL RESERVES	N/A
Facilities Repair & Improvements											
Fuel Management System (FTA 5339a FY17)	EB, CA	\$ 180,000	\$ -	10%	10/1/2017		12/31/2018		Pending executed grant agreement	FTA	Awaiting
138 Golf Club Fire Egress (FTA 5339a FY17)	EB, CA	\$ 97,523	\$ -	30%	4/1/2015		10/1/2018		Pending executed grant agreement	FTA	pending Awarded

Attachment 1

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY18 CAPITAL BUDGET - REVISION 3 - 6/22/18
Project Status - Spending as of June 30, 2018**

08E.2

Project / Activity	PM*	Total Fiscal Year Budget	Total Spent - Fiscal Year to Date	% Project Complete ⁽¹⁾	Start Date	New - Estimated Start Date	Estimated End Date of:	New - Estimated End Date	Project Status ⁽²⁾	Source of Funds	Grant Expiration Date
Bus Stop & Fac Improve. (FTA 5339a FY15/16)	EB, CA	\$ 34,174	\$ -	0%	8/1/2016		9/1/2018		Pending development of sight specify priority list.	FTA	Award 8/14/17, 5 years to obligate
WTC Landscaping (FTA 5339a FY15/16)	EB, CA	\$ 30,000	\$ 27,089	90%			12/31/2018		Pending Alex notice to proceed.(Mural wall painting) on	FTA	
Maintenance Bldg. Structural Upgrade	EB, CA	\$ 21,500	\$ -	0%		9/1/2018			Project evaluation/follow-up scope review needed	STA	N/A
Admin Bldg. Engineering & Renovations	EB, CA	\$ 20,000	\$ -	20%	4/1/2018		6/1/2018		Pending executed grant agreement (FY18 5339a)	CAPITAL RESERVES	N/A
Relocate Mechanics Sink-Golf Club (FTA 5339a FY14)	EB, CA	\$ 9,548	\$ -	0%		9/1/2019			Transferring to the purchase of a scissor Lift and trailer for Facilities	FTA, STA	Award 8/14/17, 5 years to obligate
Upgrade Exhaust Evac.-Golf Club (FTA 5339a FY14)	EB, CA	\$ 8,000	\$ -	0%		7/1/2019			Transferring to the purchase of a scissor Lift and trailer for Facilities	FTA, STA	Award 8/14/17, 5 years to obligate
		\$ 400,745	\$ 27,089								
Revenue Vehicle Replacement & Campaigns											
Electric Bus (3) + Infrastructure & Project Mgmt. (FTA 5339c FY16) PMC & STAFF TRAIN=15%, INFRASTRUCTURE=10%, BUS=30%	EA	\$ 4,844,542	\$ 139,524	5%	9/7/2016		6/30/2022		Bus purchase element to be put out to bid in 2019 instead of buying from BYD. Infrastructure moving ahead, all other elements on hold	FTA, PTMISEA, MEAS D	Award 8/23/17, 5 years to obligate. PTMISEA 6/30/22
Electric Bus (1) - Watsonville ZEB Circulator (FY15/16)	EA	\$ 1,066,508	\$ -	50%	6/1/2016		6/30/2019		Received Proterra's cost proposal 9/18/2018 order pending executed contract and issuance of purchase order. Deadline extension request still pending.	PTMISEA, LCTOP	PTMISEA 6/30/22, LCTOP Award 6/2/16 3 years to obligate (6/1/19)
Paracruz Van Replacements (11) (FTA 5339a FY15/16)	EB, CA	\$ 863,232	\$ 30,748	75%	4/1/2018		4/15/2018	9/30/2018	Paracruz Vans corrections still ongoing. Vans 1701 and 1708 are done and in service, the others are being repaired or waiting to be	FTA, MEASURE D	Award 8/14/17, 5 years to obligate
CNG Bus (1) - (SCRTC.FY17 STBG)	CA	\$ 570,000	\$ -	0%	9/1/2016		5/1/2019		Ordered placed 9/11/2018	FTA, PTMISEA	6/1/19, 6/30/22
CNG Bus (1) - (FTA 5339 Rural FY16)	EB, EA, CA	\$ 537,596	\$ -	0%		5/1/2018			Waiting for Caltrans to execute agreement. Piggybacking documentation sent to Caltrans 8/16/18.	FTA, MEASURE D STIP, MEASURE D	Award pending 1/21/2018
Paracruz Van Replacements (3) (STIP)	EB, CA	\$ 347,204	\$ 347,033	95%	12/1/2014		3/30/2018		Completed		
Year 1 - Capitalized Lease + tax - 3 New Flyer Buses	EB, CA	\$ 283,529	\$ 165,392	13%	12/1/2017		6/30/2018	11/30/2023	Making monthly payments against the lease (9 of 72 payments as of 8/1/18)	MEASURE D CAPITAL RESERVES	N/A
Bus Engine Replacement and Installation (3) (now 5)	EB, CA	\$ 182,000	\$ 179,620	100%	8/1/2017		2/28/2018		Completed		N/A
Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14)	EB, CA	\$ 165,564	\$ 106,384				6/13/2018		Completed	FTA, MEASURE D	
Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)	EB, CA	\$ 160,000	\$ -	0%	9/1/2017		6/30/2018	4/30/2019	Pending executed grant agreement	FTA	Award pending

Attachment E

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY18 CAPITAL BUDGET - REVISION 3 - 6/22/18
Project Status - Spending as of June 30, 2018

08F.3

Project / Activity	PM*	Total Fiscal Year Budget	Total Spent - Fiscal Year to Date	% Project Complete ⁽¹⁾	Start Date	New - Estimated Start Date	Estimated End Date of:	New - Estimated End Date	Project Status ⁽²⁾	Source of Funds	Grant Expiration Date
Bus Repaint Campaign (36) (FTA 5339a FY14)	EB, CA	\$ 131,834	\$ 32,653	10%	2/15/2018		6/30/2019		Classic Gratic body and Paint - 16 completed and 24 remain. Project on going.	FTA, MEASURE D	Award 8/14/17, 5 years to obligate
Capitalized Lease - One-Time Expenses	EB, CA	\$ 80,000	\$ 76,176						Completed	MEASURE D	N/A
Paratransit Vehicle - (1) (FTA Section 5310)	EB, CA	\$ 68,367	\$ 2,372	98%	4/1/2017		6/30/2018	7/18/2018	Paracruz Van 1712 repairs complete, waiting on acceptance	FTA, MEASURE D	Award 3/1/16, 10 years to obligate
Bus Repaint Campaign (20) (FTA 5339a FY13) 20%	EB, CA	\$ 29,529	\$ 43,537	95%	4/20/2017		6/30/2018		Completed	FTA, MEASURE D	7/29/2018
Capitalized Lease - External Announcement System	EB, CA	\$ 28,500	\$ -	85%			10/30/2018		Internal/External Announcements Paul Revier Buses- Internal announcement completed - External announcement solution on going by Cleaver Device.	FTA, MEASURE D	N/A
Bus Repaints (3) - was-Repair Roof at Pacific Station (FTA 5339a FY13)	EB, CA	\$ 13,802	\$ -	99%			6/30/2018		3 repaints totaled 10,884.30, which leave 2,917.70. Has this grant expired?	FTA, MEASURE D	None per Tom
		\$ 9,372,207	\$ 1,123,439								
Non-Revenue Vehicle Replacement											
Replace 11 Non-Revenue Vehicles (FTA 5339a FY13)	EB, CA	\$ 180,046	\$ 175,383	100%	4/1/2016		6/30/2018		Completed	FTA, STA	7/29/2018
Replace High Lift Bucket Truck (FTA 5339a FY14)	EB, CA	\$ 97,814	\$ 97,119	99%	5/1/2017		7/1/2018		Completed	FTA, STA, RES	Award 8/14/17, 5 years to obligate
Propane Fueled Tow Motor (FTA 5339a FY14)	EB, CA	\$ 60,000	\$ -	65%	4/1/2017		6/30/2018	8/31/2018	Tow Motor delivered 7/27/18 - Following up with tug regarding Propane 10 vs. 5, should be resolved by 8/31/18	FTA, STA, RES	Award 8/14/17, 5 years to obligate
		\$ 337,860	\$ 272,502								
Fleet & Main Equipment											
None		\$ -	\$ -	0%						N/A	N/A
		\$ -	\$ -								
Office Equipment											
Business Copy Machine-Operations	CA	\$ 9,000	\$ 8,720	100%	3/1/2014		6/1/2018		Completed	CAPITAL RESERVES	N/A
		\$ 9,000	\$ 8,720								
Misc.											
Ticket Vending Machine-SLV-Installation Costs	CA	\$ 17,045	\$ -	0%		9/1/2018			Awaiting authorization from Safeway	STA	N/A
Ticket Vending Machine-Cash Devices & Components	CA, AA	\$ 10,750	\$ -	0%					Not delayed - to be used when needed	CAPITAL RESERVES	N/A
Misc. Emergency Capital Items \$1K to \$5K	MISC	\$ 198	\$ -	0%		N/A	N/A		Leftover funds to be absorbed back to Reserves	CAPITAL RESERVES	N/A
Misc. Emergency Capital Items-Noise Abatement	EB, CA	\$ 5,000	\$ 3,818	0%	3/1/2018		8/31/2018		Testing concluded and was within required levels, acoustic panels to be installed by 11/1/18.	CAPITAL RESERVES	N/A

Attachment E

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT												
FY18 CAPITAL BUDGET - REVISION 3 - 6/22/18												
Project Status - Spending as of June 30, 2018												
Project / Activity	PM*	Total Fiscal Year Budget	Total Spent - Fiscal Year to Date	% Project Complete ⁽¹⁾	Start Date	New - Estimated Start Date	Estimated End Date of:	New - Estimated End Date	Project Status ⁽²⁾	Source of Funds	Grant Expiration Date	
Misc. Emergency Capital Items-Yard Vacuum	EB	\$ 3,124	\$ 3,124	100%				Completed		CAPITAL RESERVES	N/A	
Misc. Emergency Capital Items-GUI Touch Screen Monitor	CA	\$ 1,678	\$ 1,678	100%				Completed		CAPITAL RESERVES	N/A	
AEDs (local match for 6)	TS	\$ 7,846	\$ 7,793	100%				Completed		CAPITAL RESERVES	N/A	
Watsonville Transit Mural+(\$2.7K from Arts Council SC)	TH	\$ 5,700	\$ -	5%	12/20/2017		11/1/2018		Pending local elections.	ARTS COUNCIL/CAP RES	N/A	
ID Card Printer	IH	\$ 5,000	\$ 2,874	100%	7/1/2017		8/4/2017	Completed		CAPITAL RESERVES	N/A	
Ticket Vending Machine-Software/Pin Pad Upgrade	CA, AA	\$ 4,250	\$ -	0%					Not delayed - to be used when needed	CAPITAL RESERVES	N/A	
Fire King File Cabinet - HR	JC	\$ 4,030	\$ 3,855	100%				Completed		CAPITAL RESERVES	N/A	
Fire King File Cabinet - Finance	DK	\$ 3,860	\$ 2,362	10%	5/7/2018		6/30/2018	Completed		CAPITAL RESERVES	N/A	
Cubicles - C/S (2) Demo Project	AA	\$ 3,225	\$ 2,711	100%	5/18/2018		6/30/2018	Cubicles received and installed 7/3/18 (FTA FY18 5339a)		CAPITAL RESERVES	N/A	
Landa Cyclone Surface Cleaner	EB	\$ 1,800	\$ 1,738	100%				Completed		CAPITAL RESERVES	N/A	
		\$ 73,506	\$ 29,953									
*PM = Project Manager		\$ 17,652,029	\$ 2,924,017	17%								

⁽¹⁾ A "% Project Complete" of 99% indicates the project is complete pending final payment
⁽²⁾ "Project Status" indicates most current status available as of report preparation date



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

TO

BRIAN LAM
FACILITIES MAINTENANCE WORKER II

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

GIVEN THIS 28TH DAY OF SEPTEMBER 2018


CHAIR, BOARD OF DIRECTORS


CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

DANIEL STEVENSON
BUS OPERATOR

**FOR THE COMPLETION OF 20 YEARS OF SERVICE
BETWEEN 1998 AND 2018**

GIVEN THIS 24TH DAY OF AUGUST 2018

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

ANGEL VALDEZ
BUS OPERATOR

FOR THE COMPLETION OF **30 YEARS OF SERVICE**
BETWEEN 1988 AND 2018

GIVEN THIS 28TH DAY OF SEPTEMBER 2018

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER

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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF LETICIA CALLEJAS AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

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

WHEREAS, METRO, requiring an employee with expertise and dedication, appointed Leticia Callejas to serve in the position of Bus Operator, and

WHEREAS, Leticia Callejas served as a member of the Operations Fixed Route Department of METRO for the time period of November 28, 2000 to August 31, 2018, and

WHEREAS, Leticia Callejas provided METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Leticia Callejas served METRO with distinction, and

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that upon her retirement as Bus Operator, the Board of Directors of METRO does hereby commend her efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, the METRO staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 28th Day of September 2018 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Bruce McPherson, Chair

Attest:
Alex Clifford, CEO/General Manager

Approved as to form:
Julie Sherman, General Counsel



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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF ELLYN PETERSON AS BENEFITS ADMINISTRATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

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

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

WHEREAS, METRO, requiring an employee with expertise and dedication, appointed Ellyn Peterson to serve in the position of Benefits Administrator, and

WHEREAS, Ellyn Peterson served as a member of the Human Resources Department of METRO for the time period of July 8, 2004 to August 31, 2018, and

WHEREAS, Ellyn Peterson provided METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Ellyn Peterson served METRO with distinction, and

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that upon her retirement as Benefits Administrator, the Board of Directors of METRO does hereby commend her efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, the METRO staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 28th Day of September 2018 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Bruce McPherson, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Julie Sherman, General Counsel

VERBAL PRESENTATION ONLY

CEO UPDATE

Alex Clifford

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VERBAL PRESENTATION ONLY

ORAL UPDATE ON EDUCATING THE PUBLIC
ABOUT THE BENEFITS OF SENATE BILL 1

Barrow Emerson

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DATE: September 28, 2018
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Director
SUBJECT: LONG RANGE BUS REPLACEMENT PLAN

I. RECOMMENDED ACTION

That the Board receive a presentation on the proposed Long Range Bus Replacement Plan and refer it to the Board Capital Projects Standing Committee

II. SUMMARY

- As a result of years of reduced new bus acquisitions during the great recession, over 50% of Santa Cruz Metropolitan Transit District's (METRO) fixed-route bus fleet is beyond its useful life and in need of replacement.
- METRO has established a strategy to fund extending the useful life of some buses and to procure new buses over the next 22 years through 2040.
- As part of this bus replacement plan, METRO will meet the California Air Resources Board (CARB) pending mandate to have an all-electric fixed-route bus fleet by 2040.
- The primary component of this plan is the recently established \$3 million annual funding commitment to bus replacement in the capital budget.
- This recurring funding is now available to METRO due to the passage of both Measure D and Senate Bill 1, the Road Repair and Accountability Act of 2017.

III. DISCUSSION/BACKGROUND

Through the early 2000s, METRO had always been able to acquire new buses to replace buses that had reached their useful life (12 years). Due to the extended recession, which limited funding availability and the elimination of the ability to acquire new buses through the federal earmark process, over 50% of METRO's fleet is now beyond its useful life. Older buses are still operational but have significantly increased maintenance costs.

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

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

A key parameter of this plan is the inclusion of the procurement of electric buses as will be required by the CARB, which will soon be adopting its Innovative Clean Transit Rule that will mandate procurement of electric buses. The working assumption is that 100% of METRO's fleet will need to be electric by 2040 and there will be requirements for electric buses to be an increasingly higher percentage of bus procurements starting in either 2023 or 2026. On May 17, 2017, the METRO Board adopted a ZEB 2040 Plan. Once the CARB regulation is adopted, staff will begin revising METRO's ZEB Plan to be in compliance with the regulation.

The key component of the bus replacement plan is the budgetary strategy adopted for the FY18 budget of committing \$3 million annually in capital funding for a Bus Replacement Program.

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

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

- Refurbishing existing buses to extend their useful life,
- New buses funded from grants already won,
- Lease-to-purchase agreements,
- Buses provided to METRO from the Santa Clara Valley Transportation Authority (VTA),
- Purchases of buses with METRO capital funding.

For example, Attachment A shows that at the start of FY18 62 of METRO's 98 fixed-route bus fleet were beyond their useful life. As a result of the decommissioning of four older buses no longer required following the September 2016 service reduction and five bus refurbishments, METRO started FY19 with only 53 buses beyond their useful life.

Grants

This Bus Replacement Plan is the minimum accomplishment to reducing the number of buses in the METRO fleet beyond their useful life. There are no assumptions for awards of competitive grants in Attachment A beyond current awards of three and ten buses in FY19 and FY20.

In addition to funding the initiatives in the bullets above, a key strategy of this program relies on having up to \$3 million in additional funding available annually for METRO to contribute toward state and federal grant opportunities as our local match. Generally, grant applications that can show a significant level of funding through a local match, are more successful than those that cannot. Any successful grants would further reduce the number of buses beyond their useful life by the number of buses procured with the grants.

IV. FINANCIAL CONSIDERATIONS/IMPACT

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

This annual \$3 million capital funding commitment for bus replacement is assumed in the rolling 5-year Measure D expenditure plan METRO provides to RTC annually.

V. ALTERNATIVES CONSIDERED

There is no alternative as it is an Federal Transit Administration (FTA) requirement to not have a viable/funded fixed-route bus replacement plan. Not having a bus replacement plan would ultimately lead to METRO having a reduced bus fleet and not having enough buses to provide the current level of service around the County. In addition, METRO would not be able to successfully implement the CARB mandate to have an all-electric fixed-route bus fleet by 2040.


VI. ATTACHMENTS

Attachment A: Profile of METRO Buses Beyond Useful Life

Prepared by: Barrow Emerson, Planning & Development Director

VII. APPROVALS:

Barrow Emerson
Planning & Development Director



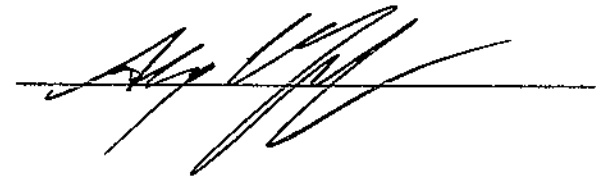
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Approved as to fiscal impact:
Angela Aitken, CFO



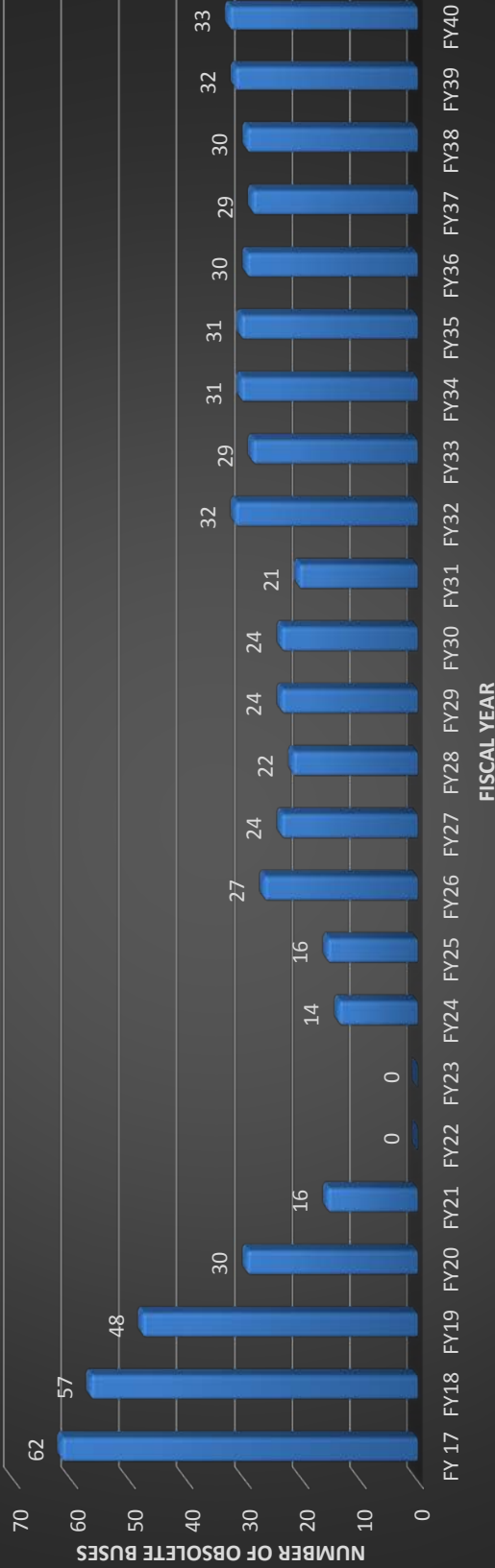
A handwritten signature in cursive script, appearing to read "allow for AA", is written over a horizontal line.

Alex Clifford, CEO/General Manager



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Profile of METRO Buses Beyond Useful Life



	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34	FY35	FY36	FY37	FY38	FY39	FY40
As of 8/7/18																								
Start of FY Bus Replacement Needs	62	62	57	48	30	16	0	0	14	16	27	24	22	24	24	21	32	29	31	31	30	29	30	32
Decomissions	0	0	-4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Refurbishments	0	-5	-2	-3	-3	-4	-3	0	0	-3	-3	-3	0	0	0	0	-3	-3	0	0	0	0	0	0
Bus Replacements	0	0	-3	-15	-5	-8	0	0	0	-1	-3	-3	-1	-3	-3	-2	-3	-1	0	-1	-1	0	-1	-2
Lease Buses	0	0	0	0	0	-4	-2	-2	0	0	0	0	0	0	0	0	-6	-4	-2	-2	0	0	0	0
Replacement of refurbishments due	0	0	0	0	0	0	0	+5	+2	+3	+3	+4	+3	0	0	+3	+3	+3	0	0	0	0	0	0
Additional buses become obsolete	0	0	0	0	0	0	+5	+11	0	+12	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Buses bought since 2018 become obsolete	0	0	0	0	0	0	0	0	0	0	0	0	0	+3	0	+10	+6	+7	+2	+2	0	+1	+3	+3
End of FY Bus Replacement Needs	62	57	48	30	16	0	0	14	16	27	24	22	24	24	21	32	29	31	31	30	29	30	32	33

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DATE: September 28, 2018

TO: Board of Directors

FROM: Alex Clifford, CEO/General Manager

SUBJECT: ADOPTING TITLE IV, CHAPTER 1 OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ADMINISTRATIVE CODE RELATED TO (1) A REVISED POLICY REGARDING THE USE OF FIXED ROUTE SERVICES AND TRANSIT FACILITIES, INCLUDING PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION AND (2) A REVISED PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION / EXCLUSION POLICY FOR PARACRUZ

I. RECOMMENDED ACTION

That the Board of Directors adopt Title IV, Chapter 1 of the Metro Administrative Code related to (1) a revised policy regarding use of fixed route services and transit facilities, including passenger code of conduct and service suspension/exclusion, and (2) a revised ParaCruz passenger code of conduct and service suspension/exclusion policy.

II. SUMMARY

- In January 2018, the Santa Cruz Metropolitan Transit District (METRO) Board of Directors (Board) approved the adoption of passenger code of conduct and service suspension/exclusion policies for fixed-route, transit facilities and ParaCruz.
- At that time, the Board directed staff to further review the policies with the Metro Advisory Committee (MAC) and RTC's Elderly and Disabled Transportation Advisory Committee (E & D TAC) and return to the Board after taking into account any feedback received from those committees.
- Staff has incorporated such feedback into the revised policies.
- In addition, in response to operational matters that have arisen since the policies were adopted, staff and legal counsel have made substantive revisions to the fixed route and transit facilities policy, which revisions address a number of matters, including but not limited to, expressive activities, filming activities and the use of "segways" on fixed routes.
- These substantive revisions have also been shared with the MAC and E & D TAC committees and the SEIU and UTU for feedback.
- Staff requests that the Board adopt the revised policies, which will be contained in Title IV, Chapter 1 of the Metro Administrative Code, after which METRO will engage in a public education process, with the intent of

mitigating disruptive behaviors and ensuring the safety of our operators and passengers, as well as ensuring that the system continues to be a reliable and welcoming form of transportation for our community.

III. DISCUSSION/BACKGROUND

Although staff and legal counsel have worked effectively with local law enforcement to mitigate passenger disruptive behavior when it becomes violent, law enforcement is not as effective or available when behavior is seriously disruptive, but not violent. In order to more effectively deal with these types of disruptive passengers, staff and legal counsel have developed the passenger code of conduct and service suspension/exclusion policies.

The policies were drafted in compliance with FTA civil rights and ADA regulations and guidance and would provide METRO with the ability to suspend offenders from using METRO's system for an appropriate period of time. Each incident will be evaluated on a case-by-case basis and any service suspension will include a notice and appeals process.

At the January 26, 2018 Board meeting, the METRO Board approved the adoption of passenger code of conduct and service suspension/exclusion policies for fixed-route, transit facilities and ParaCruz. At that time, the Board directed staff to further review the policies with the MAC and E & D TAC committees and return to the Board after taking into account any feedback received from those committees. Staff has incorporated such feedback into the revised policies.

In addition, in response to operational matters that have arisen since the policies were adopted, staff and legal counsel have made substantive revisions to the fixed route and transit facilities policy, which revisions address a number of matters, including but not limited to, expressive activities, filming activities and the use of "segways" on fixed routes. These substantive revisions have also been shared with the MAC and E & D TAC committees and the SEIU and UTU for feedback.

As with the original policies, operators will have no new duties under the proposed policies. As they do today, operators will continue to use good judgment and follow existing operating procedures in determining how best to handle a disruptive passenger.

Staff requests that the Board adopt the revised policies, which will be contained in Title IV, Chapter 1 of the Metro Administrative Code, after which METRO will engage in an a public education process, with the intent of mitigating disruptive behaviors and ensuring the safety of our operators and passengers, as well as ensuring that the system continues to be a reliable and welcoming form of transportation for our community.

If adopted by the METRO Board, the policies will go into effect immediately. A bilingual pamphlet will be developed that will communicate the key points of the

policies; the full policies will be posted on METRO's website; and the bilingual pamphlet will also be available on the METRO website. In addition, the METRO ParaCruz Customer Guide will be updated to reflect the ParaCruz policy.

IV. FINANCIAL CONSIDERATIONS/IMPACT

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

V. ALTERNATIVES CONSIDERED

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

VI. ATTACHMENTS


Attachment A: Resolution Containing Revised Versions of Policies (Exhibits A & B)

Attachment B: Redlined Policies (Exhibits A & B)

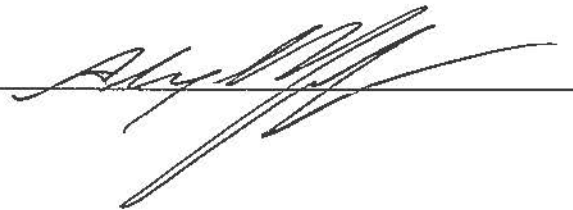
Prepared by: Alex Clifford, CEO/General Manager
Julie Sherman, General Counsel

VII. APPROVALS:

Julie A. Sherman, District Counsel



Alex Clifford, CEO/General Manager



Attachment A



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

Resolution No.

On the Motion of Director:

Duly Seconded by Director:

The Following Resolution is Adopted:

A RESOLUTION ADOPTING TITLE IV, CHAPTER 1 OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ADMINISTRATIVE CODE RELATED TO THE USE OF FIXED ROUTE SERVICES AND TRANSIT FACILITIES, INCLUDING PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION AND A PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION / EXCLUSION POLICY FOR PARACRUZ SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FACILITIES

WHEREAS, the Santa Cruz Metropolitan Transit District ("Metro") was created pursuant to the "Santa Cruz Metropolitan Transit District Act of 1967" as codified in Public Utilities Code sections 98000 et. seq; and

WHEREAS, the Metro Board of Directors may take all actions necessary for the proper administration of the affairs of the district; and

WHEREAS, staff proposes implementing regulations regarding (1) the use of fixed route services and transit facilities, including passenger code of conduct and service suspension/exclusion, and (2) a ParaCruz passenger code of conduct and service suspension/exclusion policy, in accordance with the specific regulations attached to this Resolution as Exhibit A and Exhibit B.

NOW THEREFORE, BE IT RESOLVED that the Santa Cruz Metropolitan Transit District hereby adopts Title IV, Chapter 1 of the Administrative Code of Santa Cruz Metropolitan Transit District as set forth in Exhibit A and Exhibit B to this Resolution; and

BE IT FURTHER RESOLVED THAT Exhibit A and Exhibit B shall be posted on Metro's website and available for examination by interested persons at Metro's administration building at 110 Vernon, Santa Cruz, California; and

BE IT FURTHER RESOLVED THAT Metro's CEO/GM is authorized to execute all documents on behalf of Metro necessary for the implementation of Exhibit A and Exhibit B and to take such actions as may be necessary to give effect to this Resolution.

Attachment A

Resolution No. _____
Page 2

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on September 28, 2018, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Bruce McPherson, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Julie A. Sherman, General Counsel

Attachment A - Exhibit A



Legal Department

Department Manager/Title

CEO

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

Policy #: AP-_____ **Origination Date:** _____ **Revised Date:** _____

I. PURPOSE

- 1.01 The Santa Cruz Metropolitan Transit District ("Santa Cruz METRO") is committed to providing quality and non-discriminatory public transportation within Santa Cruz METRO's service area. There are occasions, however, when customer behavior seriously disrupts or endangers the health and safety of our employees and members of the public who use our services. When this occurs, it may be necessary to deny Santa Cruz METRO services and/or access to Santa Cruz METRO facilities to those customers in accordance with the criteria and procedures specified in this Policy.
- 1.02 The rules contained herein are intended to regulate conduct occurring on Santa Cruz METRO vehicles, within or upon Santa Cruz METRO facilities and properties, and in connection with Santa Cruz METRO's provision of public transportation services. The Policy is enacted pursuant to the authority granted to Santa Cruz METRO by the California Penal Code Section 640 and the California Public Utilities Code Sections 98112 and 99170.
- 1.03 Reference Article V of this Policy for those circumstances/behavior that may result in suspension/exclusion.

II. APPLICABILITY

- 2.01 This Policy applies to any member of the public utilizing Santa Cruz METRO's fixed route service, or while on Santa Cruz METRO's property or facilities.



-
- 2.02 Santa Cruz METRO will post this Policy at each of its transit centers and on its website upon adoption.

III. DEFINITIONS

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



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

4.01 Boarding/Alighting and Fare Payment

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

4.02 Strollers, Bicycles, Skateboards, "Segways", Hoverboards

- A. Folding strollers and folding bikes (under 5 feet in length when folded) are allowed inside the bus, as long as they can be folded and stored out of the aisle and controlled by the passenger and do not obstruct additional seats beyond the seat in which the passenger is sitting. Reference the most recent Santa Cruz METRO "Headways" publication and Santa Cruz METRO regulation AR-4001 (E) for additional rules pertaining to bicycles on board METRO bus system. In

Attachment A - Exhibit A



the event of any conflict between this Policy and those additional rules, this Policy shall control.

- B. Electric personal assistive mobility devices ("EPAMD"), which are self-balancing, non-tandem two-wheeled, electric-propulsion system devices (e.g. "Segways"), may only be transported using Santa Cruz METRO's bus systems by persons with disabilities who use the device as a mobility aid. If an operator has a doubt that the user is disabled and uses the EPAMD as a mobility device, the operator may ask the customer if the EPAMD is being used as a mobility device. If the customer says it is, the operator must allow the customer to board with the EPAMD. If an operator still has a doubt that the user is disabled and uses the EPAMD as a mobility device, the operator shall contact dispatch to report suspected abuse of this Policy. EPAMDs must remain "OFF" while onboard the vehicle. A person shall not transport an EPAMD with willful or wanton disregard for the safety of persons or property.

The operator shall not board a customer with an EPAMD unless a wheelchair securement position is vacant. On buses with lifts, the operator will deploy the lift so a customer may either pull or push the EPAMD onto the lift. The customer must, without assistance from the operator, maneuver the EPAMD onto the lift. The customer must accompany the EPAMD on the lift but may not ride the EPAMD on the lift. The customer may need to lower their head to avoid hitting the top of the door opening when the lift is in motion. On reaching the bus floor, the customer must maneuver the EPAMD, without assistance from the operator, to the wheelchair securement area. On buses with ramps, the operator will deploy the ramp so a customer may either pull or push the EPAMD onto or off the bus. The same procedures will be followed in reverse for deboarding.

The customer shall position the EPAMD in the wheelchair securement area. The EPAMD shall be positioned with the handlebar resting on the folded seat bottom and against the seatback to prevent rearward movement. The bus operator shall secure the EPAMD with securement straps to prevent movement. The customer shall sit in the



closest available seat to the EPAMD. If no seats are available, the customer shall stand as close to the EPAMD as possible.

- C. Bicycles, skates, skateboards, kick scooters and other wheeled devices, except wheelchairs and mobility aid devices, may not be ridden on Santa Cruz METRO property or buses. Passengers must carry or walk permissible wheeled riding devices in a safe manner at Santa Cruz METRO facilities to park and/or board the bus. While riding the bus, skates, skateboards, kick scooters must be safely stored out of the way of other passengers, must be controlled by the passenger and may not obstruct additional seats beyond the seat in which the passenger is sitting. Where under bus storage is available, passengers may store permissible (non-mobility aid) wheeled riding devices, without assistance from the operator, in such storage areas.
- D. All passengers with wheeled riding devices, including wheelchairs and mobility aid devices, excluding hand-held skates or skateboards, must use ramps or lifts to access elevated or lowered platforms.
- E. Tandem, three-wheeled, or fuel-powered bicycles are not permitted on any Santa Cruz METRO facilities or buses.
- F. Since many of Santa Cruz METRO's buses operate on compressed natural gas, "hoverboards" are expressly precluded from METRO buses and facilities given their documented propensity to catch fire.

4.03 Animals

- A. Animals are not permitted in Santa Cruz METRO facilities or vehicles, unless one of the following applies:
 - 1. The animal is in a secure carrier specifically designed for transporting animals;
 - 2. The animal is a certified police dog and is accompanied by a peace officer; or



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

4.04 Expressive Activity

- A. No person shall conduct or participate in assemblies or demonstrations, display or post signs or banners, solicit funds, or distribute written pamphlets, flyers, petitions or other materials (collectively, "Expressive Activity") in or on any of the following areas: (1) any bus or van operated by or for Santa Cruz METRO, or (2) Santa Cruz METRO owned or occupied workshops, offices, maintenance facilities or garages.
- B. Expressive Activity is authorized on other public property owned or controlled by Santa Cruz METRO pursuant to the terms and conditions of this Policy.
- C. Any person participating in an assembly or demonstration, displaying signs or banners, or distributing pamphlets, flyers, petitions or other materials in public areas surrounding Santa Cruz METRO buses or property shall not: (1) interfere with the access or egress of passengers to and from vehicles, (2) interfere with the access or egress of vehicles to and from bus stops or Santa Cruz METRO property, (3) interfere with Santa Cruz METRO employees' conduct of



their business, or (4) harass, threaten or coerce any person. Any person or group that will conduct or participate in an Expressive Activity shall provide Santa Cruz METRO with at least 5 business days' notice voluntarily providing the name, address and telephone number of the person or group, specifying the proposed Expressive Activity, the date and time of the activity and the number of participants. Santa Cruz METRO may impose conditions to avoid injury to persons or property or to assure the safe and orderly use of Santa Cruz METRO property. Such conditions may include limitations on the number of participants, the time and duration of the activity, the place of the activity, and safety and security issues involving the activity.

- D. Any person or organization conducting or participating in Expressive Activity shall be responsible for the removal of all written materials and the cleanup of the property used for the Expressive Activity. No written materials shall be left unattended on Santa Cruz METRO controlled or owned property.
- E. No person, other than Santa Cruz METRO personnel or agents, shall post flyers, pamphlets, posters, or any other materials in Santa Cruz METRO buses or bus shelters.
- F. Nothing in this Policy is intended to abrogate or limit a person or organization's ability to address the METRO Board of Directors in public meetings.

4.05 Commercial Filming

- A. Filming and/or still photography, which does not include filming home videos or still photography by individuals solely for personal use, on Santa Cruz METRO property requires a filming permit, payment of a per diem filming fee, and reimbursement for actual costs incurred by METRO due to filming, including, but not limited to, costs of any METRO personnel required to monitor or assist in the filming activity. Requests to film on Santa Cruz METRO property will be considered by METRO management on an individual basis.



A filming permit shall be issued to the eligible permittee upon approval of METRO management and payment of the applicable per diem charge. METRO management shall determine the per diem charge applicable to permittee's project. Permittee shall conform with insurance requirements and other conditions applicable to use of Santa Cruz METRO property as set forth by METRO management.

4.06 Miscellaneous

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

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

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

5.02 Fare Evasion

Attachment A - Exhibit A



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

5.03 Blocking

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

5.04 Animals

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

5.05 Food, Alcohol, Drugs and Weapons

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



-
- D. Sticking of affixing chewing gum onto any surfaces in a bus or Santa Cruz METRO facility is strictly prohibited.

5.06 Disorderly Conduct

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



-
- I. Placing one's feet or shoes on seats or furnishings within buses and transit centers.
 - J. Urinating, defecating, vomiting, spitting or inappropriately discharging of bodily fluids on transit property.
 - K. Possession of alcohol, controlled or hazardous substances, guns, knives or devices that are weapons or appear to be capable of being used as a weapon. This provision does not apply to law enforcement or security personnel.
 - L. Hanging or swinging on bars or stanchions, with feet off the floor, inside a transit vehicle or other transit property; hanging onto or otherwise attaching oneself at any time to the exterior of a transit vehicle or other transit property.
 - M. Disregard of, or failure to follow, a reasonable request made by METRO Security or a METRO employee (Operator, Supervisor).
 - N. Throwing any object from a transit vehicle.
 - O. Criminal conduct prohibited by the California Penal Code.

5.07 Noise, Odors, Health and Safety

- A. Intentionally disturbing others by engaging in loud, boisterous, raucous, unruly, or harassing behavior that is harmful and intimidating to others, including gum popping, whistling and drumming or pounding.
- B. Playing an audio device, audible game device, cell phone on speaker, musical instrument or any other sound producing equipment, except when the equipment is connected to earphones that limit the sound to the individual listener. When using earphones, the volume must be lowered such that passengers sitting in adjacent seats will not be bothered by the sounds emanating from the earphones.



- C. Failing to maintain acceptable standards of personal hygiene, which could expose Santa Cruz METRO customers or employees to health and safety risks, or is seriously disruptive to the use, operation or enjoyment of Santa Cruz METRO facilities.
- D. Other behavior or condition that presents an unacceptable health, safety or welfare risk to Santa Cruz METRO customers or employees.

5.08 Loitering

- A. Camping, laying down, or sleeping in or on Santa Cruz METRO transit property, including bus stops and bus shelters; storing personal property (unless such property is being taken on the bus (e.g., luggage)) on benches, floors or other areas of Santa Cruz METRO transit property.
- B. Failure to disembark the bus at the end of the line (bus layover).
- C. Loitering at a Santa Cruz METRO facility, including bus stops and bus shelters, is strictly prohibited. No one shall be allowed in a Santa Cruz METRO facility without a valid bus fare, or other bona fide purpose related to METRO transit services, Greyhound services, or vendors in METRO facilities.
- D. Use of Santa Cruz METRO transit facility public restrooms by non-Santa Cruz METRO bus patrons, Santa Cruz METRO employees and patrons of authorized vendors at the transit facility.

5.09 Commercial Activity / Solicitation / Commercial Filming

- A. Soliciting, advertising, selling or distributing goods or services on transit property, except as authorized by Santa Cruz METRO or its agents.
- B. Engaging in or soliciting another person to engage in prostitution or other illicit activity.
- C. Failure to conform to commercial filming requirements set forth in Section 4.05.

5.10 Expressive Activity



A. Failure to conform to requirements set forth in Section 4.04.

5.11 Miscellaneous

- A. Smoking or carrying a lighted or smoldering pipe, cigar, cigarette, electronic cigarette, "vaping" device, or using any tobacco, cannabis or other products on Santa Cruz METRO properties or buses. Smoking is also prohibited within 50 feet of any bus stop or 25 feet of any Santa Cruz METRO facility window door, and on or in any transit vehicle or facility.
- B. Discharging or activating a laser-emitting device on a transit vehicle or Santa Cruz METRO facility, directing such a device from a transit vehicle toward any other moving vehicle, or directing such a device toward any Santa Cruz METRO employee or passenger.
- C. Failure to wear soled foot covering (shoes, flip flops, high heels, etc.) while on a Santa Cruz METRO bus or at a Santa Cruz METRO facility.

VI. PROCEDURES FOR SUSPENSION AND/OR EXCLUSION

- 6.01 A person who violates this Policy is subject to a notice of violation and imposition of any and all remedies, fines, criminal sanctions, damages, and penalties available by law. Enforcement of any provisions of this Policy involving the payment of any fees, penalties or other administrative amounts, or community service, based on California Penal Code section 640 (b) and (c), shall be pursuant to the authority and according to the procedures, herein and as set forth in the California Public Utilities Code including section 99580 et seq. Parents or guardians shall also be responsible in addition to the minor for any fees, penalties, or fines incurred or damages caused by their minor in connection with a citation. violation of this Policy that is also a violation of a local, state, or federal law may be prosecuted in a court proceeding by the appropriate authority,



in addition to any enforcement by or remedies available to Santa Cruz METRO. Failure to comply with an exclusion determination may result in fines, a citation for criminal trespass, and any other applicable criminal and civil remedies.

- 6.02 Service may be suspended and the passenger may be removed from the bus if a passenger engages in suspendable conduct. Based upon the seriousness of the passenger's conduct, prior experiences with the passenger and, taking into account information presented by the involved passenger and Santa Cruz METRO employees, Santa Cruz METRO will determine the length of the suspension or determine whether exclusion from service is warranted.
- 6.03 A Notice of Suspension/Exclusion will, if possible, be mailed to the involved passenger. If service of the Notice of Suspension/Exclusion on the passenger cannot be accomplished by regular mail, Santa Cruz METRO may use other methods of obtaining service on the passenger, including hand-delivery.
- 6.04 Passengers may present information opposing a suspension or exclusion by contacting the Chief Operations Officer (COO) at Santa Cruz METRO's Administration offices, located at 110 Vernon Street, Santa Cruz, CA. Information concerning the passenger's right to present opposing information will be included in the Notice of Suspension/Exclusion.
- 6.05 Santa Cruz METRO reserves the right to pursue all remedies at law, but not limited to, enlisting the services of local law enforcement, petitioning the Superior Court for a Temporary Restraining Order (TRO) and/or seeking a permanent injunction in appropriate cases.

VII. ADMINISTRATION OF POLICY

- 7.01 Nothing in this Policy shall be applied in a manner that discriminates against individuals with disabilities. It is not discrimination to refuse to



provide service to an individual with disabilities because that person engages in violent, seriously disruptive or illegal conduct.

7.02 Each Department Manager is responsible for administering this Policy and procedures within their department in accordance with this Policy.

7.03 Santa Cruz METRO will integrate this Policy into the agency's policies and procedures.

VIII. REVISION HISTORY

Date	Action	Approved By

END OF POLICY

DRAFT

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Attachment A - Exhibit B



Legal Department

Department Manager/Title

CEO

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

Policy #: AP-_____ **Origination Date:** _____ **Revised Date:** _____

I. PURPOSE

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

II. APPLICABILITY

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

Attachment A - Exhibit B

III. CRITERIA FOR SUSPENSION OF PARATRANSIT SERVICE

3.01 In accordance with Section 37.5(h) of the ADA regulations, the Santa Cruz Metropolitan Transit District (METRO) will not permit passengers to ride its paratransit services who have exhibited behavior that is violent, seriously disruptive, or illegal. Violent, seriously disruptive and/or illegal conduct (hereinafter referred to as "Suspendable Conduct"), including, but is not limited to, the following conduct:

- A. Eat, drink, play radios, cassette players, mp3 players, or CD players (without headphones), or litter on vehicles;
- B. Intentionally soil the vehicle with bodily fluids or waste;
- C. Fail to maintain acceptable standards of personal hygiene, which could expose passengers and drivers to health and safety risks;
- D. Distract the driver or interfere with or damage the vehicle or equipment;
- E. Use abusive, threatening, or obscene language;
- F. Commit violent or illegal actions or any criminal conduct prohibited by the California Penal Code;
- G. Fraudulently obtain paratransit service for themselves or others;
- H. Behave in ways that seriously disrupt the service or delay the vehicle;
- I. Harass, abuse or threaten other riders or METRO staff;
- J. Wear strong fragrances;
- K. Smoke (including electronic or "vaping" devices) on, or within forty (40) feet, of the vehicles.

IV. PROCEDURES FOR SUSPENSION AND/OR EXCLUSION

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

Attachment A - Exhibit B

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

V. PROCEDURES FOR APPEAL OF SUSPENSION AND/OR EXCLUSION

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

VI. ADMINISTRATION OF POLICY

- 6.01 Suspendable Conduct, which is determined to be due to a disability of the rider, may not result in a suspension. However, METRO may require the rider to travel with a Personal Care Attendant (PCA) if it is established that the rider's behavior poses a significant, potential threat of harm to other

Attachment A - Exhibit B

passengers or the driver. If such Suspendable Conduct continues and the required PCA is unable to prevent further instances of such behavior so that the rider continues to present a potential health, welfare, or safety problem, service for the rider may be suspended.

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

VII. REVISION HISTORY

Date	Action	Approved By

END OF POLICY

DRAFT

Attachment B - Exhibit A



Legal Department

Department Manager/Title

CEO

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

Policy #: AP-_____ **Origination Date:** _____ **Revised Date:** _____

I. PURPOSE

- 1.01 The Santa Cruz Metropolitan Transit District ("Santa Cruz METRO") is committed to providing quality and non-discriminatory public transportation within Santa Cruz METRO's service area. There are occasions, however, when customer behavior seriously disrupts or endangers the health and safety of our employees and members of the public who use our services. When this occurs, it may be necessary to deny Santa Cruz METRO services and/or access to Santa Cruz METRO facilities to those customers in accordance with the criteria and procedures specified in this Policy.
- 1.02 The rules contained herein are intended to regulate conduct occurring on Santa Cruz METRO vehicles, within or upon Santa Cruz METRO facilities and properties, and in connection with Santa Cruz METRO's provision of public transportation services. The Policy is enacted pursuant to the authority granted to Santa Cruz METRO by the California Penal Code Section 640 and the California Public Utilities Code Sections 98112 and 99170.
- 1.03 Reference Article V of this Policy for those circumstances/behavior that may result in suspension/exclusion.

II. APPLICABILITY

- 2.01 This Policy applies to any member of the public utilizing Santa Cruz METRO's fixed route service, or while on Santa Cruz METRO's property or facilities.

Attachment B - Exhibit A



- 2.02 Santa Cruz METRO will post this Policy at each of its transit centers ~~at bus stops/shelters. Recommend not including bus stops/shelters, as there 990 of them and not all can accommodate posting of this policy in its entirety. We can post at Pacific Station, Watsonville, and Cavallaro TC's~~ and on its website upon adoption.

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III. DEFINITIONS

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

Attachment B - Exhibit A



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

4.01 Boarding/Alighting and Fare Payment

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

4.02 Strollers, Bicycles, ~~and~~ Skateboards, "Segways", Hoverboards

- A. Folding strollers and folding bikes (under 5 feet in length when folded) are allowed inside the bus, as long as they can be folded and stored out of the aisle and controlled by the passenger and do not obstruct

Attachment B - Exhibit A



additional seats beyond the seat in which the passenger is sitting. Reference the most recent Santa Cruz METRO "Headways" publication and Santa Cruz METRO regulation AR-4001 (E) for additional rules pertaining to bicycles on board METRO bus system. In the event of any conflict between this Policy and those additional rules, this Policy shall control.

B. Electric personal assistive mobility devices ("EPAMD"), which are self-balancing, non-tandem two-wheeled, electric-propulsion system devices (e.g. "Segways"), may only be transported using Santa Cruz METRO's bus systems by persons with disabilities who use the device as a mobility aid. If an operator has a doubt that the user is disabled and uses the EPAMD as a mobility device, the operator may ask the customer if the EPAMD is being used as a mobility device. If the customer says it is, the operator must allow the customer to board with the EPAMD. If an operator still has a doubt that the user is disabled and uses the EPAMD as a mobility device, the operator shall contact dispatch to report suspected abuse of this Policy. EPAMDs must remain "OFF" while onboard the vehicle. A person shall not transport an EPAMD with willful or wanton disregard for the safety of persons or property.

The operator shall not board a customer with an EPAMD unless a wheelchair securement position is vacant. On buses with lifts, the operator will deploy the lift so a customer may either pull or push the EPAMD onto the lift. The customer must, without assistance from the operator, maneuver the EPAMD onto the lift. The customer must accompany the EPAMD on the lift but may not ride the EPAMD on the lift. The customer may need to lower their head to avoid hitting the top of the door opening when the lift is in motion. On reaching the bus floor, the customer must maneuver the EPAMD, without assistance from the operator, to the wheelchair securement area. On buses with ramps, the operator will deploy the ramp so a customer may either pull or push the EPAMD onto or off the bus. The same procedures will be followed in reverse for deboarding.

Attachment B - Exhibit A



The customer shall position the EPAMD in the wheelchair securement area. The EPAMD shall be positioned with the handlebar resting on the folded seat bottom and against the seatback to prevent rearward movement. The bus operator shall secure the EPAMD with securement straps to prevent movement. The customer shall sit in the closest available seat to the EPAMD. If no seats are available, the customer shall stand as close to the EPAMD as possible.

C. Bicycles, skates, skateboards, kick scooters and other wheeled devices, except wheelchairs and mobility aid devices, may not be ridden on Santa Cruz METRO property or buses. Passengers

~~C. Passengers may must~~ carry or walk permissible wheeled riding devices ~~, excluding hoverboards,~~ in a safe manner at Santa Cruz METRO facilities to park and/or board the bus. While riding the bus, skates, skateboards, kick scooters must be safely stored out of the way of other passengers, must be controlled by the passenger and may not obstruct additional seats beyond the seat in which the passenger is sitting. Where under bus storage is available, passengers may store permissible (non-mobility aid) wheeled riding devices, without assistance from the operator, in such storage areas.

D. All passengers with wheeled riding devices, including wheelchairs and mobility aid devices, excluding hand-held skates or skateboards, must use ramps or ~~elevators~~ lifts to access elevated or lowered platforms.

E. Tandem, three-wheeled, or fuel-powered bicycles are not permitted on any Santa Cruz METRO facilities or buses.

F. Since many of Santa Cruz METRO's buses operate on compressed natural gas, ~~electronic skateboards, sometimes called "hoverboards," and other similar electronic-powered devices~~ are expressly precluded from METRO buses and facilities given their documented propensity to catch fire.

4.03 Animals

Attachment B - Exhibit A



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

4.04 Expressive Activity

A. No person shall conduct or participate in assemblies or demonstrations, display or post signs or banners, solicit funds, or distribute written pamphlets, flyers, petitions or other materials (collectively, "Expressive Activity") in or on any of the following areas: (1) any bus or van operated by or for Santa Cruz METRO, or (2) Santa Cruz METRO owned or occupied workshops, offices, maintenance facilities or garages.

Attachment B - Exhibit A



B. Expressive Activity is authorized on other public property owned or controlled by Santa Cruz METRO pursuant to the terms and conditions of this Policy.

C. Any person participating in an assembly or demonstration, displaying signs or banners, or distributing pamphlets, flyers, petitions or other materials in public areas surrounding Santa Cruz METRO buses or property shall not: (1) interfere with the access or egress of passengers to and from vehicles, (2) interfere with the access or egress of vehicles to and from bus stops or Santa Cruz METRO property, (3) interfere with Santa Cruz METRO employees' conduct of their business, or (4) harass, threaten or coerce any person. Any person or group that will conduct or participate in an Expressive Activity shall provide Santa Cruz METRO with at least 5 business days' notice voluntarily providing the name, address and telephone number of the person or group, specifying the proposed Expressive Activity, the date and time of the activity and the number of participants. Santa Cruz METRO may impose conditions to avoid injury to persons or property or to assure the safe and orderly use of Santa Cruz METRO property. Such conditions may include limitations on the number of participants, the time and duration of the activity, the place of the activity, and safety and security issues involving the activity.

D. Any person or organization conducting or participating in Expressive Activity shall be responsible for the removal of all written materials and the cleanup of the property used for the Expressive Activity. No written materials shall be left unattended on Santa Cruz METRO controlled or owned property.

E. No person, other than Santa Cruz METRO personnel or agents, shall post flyers, pamphlets, posters, or any other materials in Santa Cruz METRO buses or bus shelters.

F. Nothing in this Policy is intended to abrogate or limit a person or organization's ability to address the METRO Board of Directors in public meetings.

4.05 Commercial Filming

Attachment B - Exhibit A



A. Filming and/or still photography, which does not include filming home videos or still photography by individuals solely for personal use, on Santa Cruz METRO property requires a filming permit, payment of a per diem filming fee, and reimbursement for actual costs incurred by METRO due to filming, including, but not limited to, costs of any METRO personnel required to monitor or assist in the filming activity. Requests to film on Santa Cruz METRO property will be considered by METRO management on an individual basis.

4.04 A filming permit shall be issued to the eligible permittee upon approval of METRO management and payment of the applicable per diem charge. METRO management shall determine the per diem charge applicable to permittee's project. Permittee shall conform with insurance requirements and other conditions applicable to use of Santa Cruz METRO property as set forth by METRO management.

4.054.06 Miscellaneous

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

Attachment B - Exhibit A



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- E. Santa Cruz METRO transit facility public restrooms are for Santa Cruz METRO bus patrons, Santa Cruz METRO employees and patrons of authorized vendors at the transit facility.

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

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

5.02 Fare Evasion

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

5.03 Blocking

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

5.04 Animals

Attachment B - Exhibit A



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

5.05 Food, Alcohol, Drugs and Weapons

A. Failure to follow the standards provided in Section 4.04 above.

B. Carrying any flammable liquids, explosives, acid, battery, or other article or material likely to cause harm to others. Firearms, fireworks and hoverboards are strictly prohibited on all buses and at all facilities.

C. Drinking or carrying alcohol in an open container is prohibited on all buses and Santa Cruz METRO facilities.

D. Sticking or affixing chewing gum onto any surfaces in a bus or Santa Cruz METRO facility is strictly prohibited.

5.06 Disorderly Conduct

A. Harassing or abusing a Santa Cruz METRO employee or customer because of that person's race, nationality, sexual orientation or other protected classifications.

B. Sexually harassing any Santa Cruz METRO employee or customer.

C. Disruptive conduct of customers who are temporarily unable to care for themselves due to illness or intoxication (alcohol, drugs, or other intoxicating substances), which interferes with the safe and smooth operation of the system.

D. Verbal, threatening, violent or physical abuse of Santa Cruz METRO employees, or customers. This includes engaging in or soliciting another person to engage in lewd conduct.

Attachment B - Exhibit A



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- E. Defacing, destroying or otherwise damaging Santa Cruz METRO property or any signs, notices or advertisements on transit property, or buses, including graffiti of any kind. Willfully tampering with, removing, displacing, damaging, or destroying any part of any facility or vehicle of Santa Cruz METRO.
 - F. Discarding litter other than in designated trash receptacles.
 - G. Behavior that presents a danger to the health, safety or welfare of the offending customer, other customers, or a Santa Cruz METRO employee. Such behavior includes conduct which is violent, seriously disruptive, or illegal as defined by the California Penal Code.
 - H. Extending an object or a portion of one's body through the door or window of a transit vehicle while it is in motion.
 - I. Placing one's feet or shoes on seats or furnishings within buses and transit centers.
 - J. Urinating, defecating, vomiting, spitting or inappropriately discharging of bodily fluids on transit property.
 - K. Possession of alcohol, controlled or hazardous substances, guns, knives or devices that are weapons or appear to be capable of being used as a weapon. This provision does not apply to law enforcement or security personnel.
 - L. Hanging or swinging on bars or stanchions, with feet off the floor, inside a transit vehicle or other transit property; hanging onto or otherwise attaching oneself at any time to the exterior of a transit vehicle or other transit property.
 - M. ~~Disregard of, or noncompliance or failure to follow,~~ a reasonable request made by METRO Security or a METRO employee (Operator, Supervisor).
 - M.N. Throwing any object from a transit vehicle.

Attachment B - Exhibit A



~~N.O.~~ Criminal conduct prohibited by the California Penal Code.

5.07 Noise, Odors, Health and Safety

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

5.08 Loitering

- A. Camping, laying down, or sleeping in or on Santa Cruz METRO transit property, including bus stops and bus shelters; storing personal property (unless such property is being taken on the bus (e.g., luggage)) -on benches, floors or other areas of Santa Cruz METRO transit property.
- B. Failure to disembark the bus at the end of the line (bus layover).

Attachment B - Exhibit A



- C. Loitering at a Santa Cruz METRO facility, including bus stops and bus shelters, is strictly prohibited. No one shall be allowed in a Santa Cruz METRO facility without a valid bus fare, ~~unless in the process of moving towards a ticket vending machine or customer service window to purchase a valid bus fare, or to patronize one of the authorized vendors at the transit facility~~ or other bona fide purpose related to METRO transit services, Greyhound services, or vendors in METRO facilities.
- D. Use of Santa Cruz METRO transit facility public restrooms by non-Santa Cruz METRO bus patrons, Santa Cruz METRO employees and patrons of authorized vendors at the transit facility.

5.09 Commercial Activity / Solicitation / Commercial Filming

- ~~A.~~ A. Soliciting, advertising, selling or distributing goods or services on transit property, except as authorized by Santa Cruz METRO or its agents. *
- B. Engaging in or soliciting another person to engage in prostitution or other illicit activity. *
- ~~C.~~ Failure to conform to commercial filming requirements set forth in Section 4.05. *

5.10 Expressive Activity

- A. Failure to conform to requirements set forth in Section 4.04. *
- ~~5.10~~ *

5.11 Miscellaneous

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

Attachment B - Exhibit A



feet of any Santa Cruz METRO facility window door, and on or in any transit vehicle or facility.

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

VI. PROCEDURES FOR SUSPENSION AND/OR EXCLUSION

6.01 A person who violates this Policy is subject to a notice of violation and imposition of any and all remedies, fines, criminal sanctions, damages, and penalties available by law. Enforcement of any provisions of this Policy involving the payment of any fees, penalties or other administrative amounts, or community service, based on California Penal Code section 640 (b) and (c), shall be pursuant to the authority and according to the procedures, herein and as set forth in the California Public Utilities Code including section 99580 et seq. Parents or guardians shall also be responsible in addition to the minor for any fees, penalties, or fines incurred or damages caused by their minor in connection with a citation. violation of this Policy that is also a violation of a local, state, or federal law may be prosecuted in a court proceeding by the appropriate authority, in addition to any enforcement by or remedies available to Santa Cruz METRO. Failure to comply with an exclusion determination may result in fines, a citation for criminal trespass, and any other applicable criminal and civil remedies.

6.02 Service may be suspended and the passenger may be removed from the bus if a passenger engages in suspendable conduct. Based upon the seriousness of the passenger's conduct, prior experiences with the passenger and, taking into account information presented by the involved passenger and Santa Cruz METRO employees, Santa Cruz METRO will determine the length of the suspension or determine whether exclusion from service is warranted.

Attachment B - Exhibit A



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

VII. ADMINISTRATION OF POLICY

7.01 Nothing in this Policy shall be applied in a manner that discriminates against individuals with disabilities. It is not discrimination to refuse to provide service to an individual with disabilities because that person engages in violent, seriously disruptive or illegal conduct.

~~7.01~~7.02 Each Department Manager is responsible for administering this Policy and procedures within their department in accordance with this Policy.

7.03 Santa Cruz METRO will integrate this Policy into the agency's policies and procedures.

VIII. REVISION HISTORY

Date	Action	Approved By
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Attachment B - Exhibit A



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END OF POLICY

Attachment B - Exhibit B



Legal Department

Department Manager/Title

CEO

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

Policy #: AP-_____ **Origination Date:** _____ **Revised Date:** _____

I. PURPOSE

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

II. APPLICABILITY

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

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III. CRITERIA FOR SUSPENSION OF PARATRANSIT SERVICE

3.01 In accordance with Section 37.5(h) of the ADA regulations, the Santa Cruz Metropolitan Transit District (METRO) will not permit passengers to ride its paratransit services who have exhibited behavior that is violent, seriously disruptive, or illegal. Violent, seriously disruptive and/or illegal conduct (hereinafter referred to as "Suspendable Conduct"), including, but is not limited to, the following conduct:

- A. Eat, drink, play radios, cassette players, mp3 players, or CD players (without headphones), or litter on vehicles;
- B. Intentionally soil the vehicle with bodily fluids or waste;
- C. Fail to maintain acceptable standards of personal hygiene, which could expose passengers and drivers to health and safety risks;
- D. Distract the driver or interfere with or damage the vehicle or equipment;
- E. Use abusive, threatening, or obscene language;
- F. Commit violent or illegal actions or any criminal conduct prohibited by the California Penal Code;
- G. Fraudulently obtain paratransit service for themselves or others;
- H. Behave in ways that seriously disrupt the service or delay the vehicle;
- I. Harass, abuse or threaten other riders or METRO staff;
- J. Wear strong fragrances;
- K. Smoke (including electronic or "vaping" devices) on, or within forty (40) feet, of the vehicles.

IV. PROCEDURES FOR SUSPENSION AND/OR EXCLUSION

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

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

V. PROCEDURES FOR APPEAL OF SUSPENSION AND/OR EXCLUSION

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

VI. ADMINISTRATION OF POLICY

- 6.01 Suspendable Conduct, which is determined to be due to a disability of the rider, may not result in a suspension. However, METRO may require the rider to travel with a Personal Care Attendant (PCA) if it is established that the rider's behavior poses a significant, potential threat of harm to other

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passengers or the driver. If such Suspendable Conduct continues and the required PCA is unable to prevent further instances of such behavior so that the rider continues to present a potential health, welfare, or safety problem, service for the rider may be suspended.

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

VII. REVISION HISTORY

Date	Action	Approved By

END OF POLICY



DATE: September 28, 2018
TO: Board of Directors
FROM: Pete Rasmussen, Transportation Planner
SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR AN ELECTRONIC FARE PAYMENT PILOT PROJECT FOR THE HIGHWAY 17 EXPRESS SERVICE

I. RECOMMENDED ACTION

That the Board of Directors authorize the Purchasing Director to issue a formal Request for Proposals for an electronic fare payment pilot project for the Highway 17 Express service

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) requires modern, supplemental electronic fare collection equipment and/or services.
- Mobile ticketing or other upgraded electronic fare collection will offer METRO customers more options to pay their fares, therefore greater convenience. Reduced usage of cash fare payments should lead to a reduction in boarding time.
- METRO staff seeks to pilot a mobile ticketing solution on the Highway 17 commuter service.
- Mobile ticketing may result in improved Highway 17 on-time performance by reducing overall time associated with fare payment.
- The total cost of the pilot project will be determined based on vendor proposals and the features that METRO chooses to procure.

III. DISCUSSION/BACKGROUND

METRO's fare collection system was installed in 2011-2012. It included new fareboxes across the entire fixed-route fleet, as well as ticket vending machines (TVMs) at key locations and print-encoding machines (PEMs) for Customer Service to encode tickets and passes. The fareboxes themselves are expected to last through around 2023, but the TVMs and PEMs are experiencing ongoing failures that have required extensive maintenance and/or replacement.

As part of initial fare restructuring discussions in January 2018, the Finance Committee and the full Board directed staff to explore options for new fare technology in order to address several limitations with the current fare collection system including:

- There is currently no single-ride Highway 17 Express ticket available for purchase at a METRO ticket vending machine (TVM) or Customer Service Booth, which forces a single-ride customer to pay on board the bus, and means that they must pay with cash rather than a credit or debit card.
- The adult fare for Highway 17 Express is \$7, and no change is provided.
- Cash payment on board the bus is time-consuming: at peak travel times, staff has observed boarding times as long as 10 to 12 minutes, with most of that time due to the time it takes to feed bills and coins into the farebox.
- Customers who ride METRO frequently and pay with a period pass, such as a 31-day pass, or use a stored-value card, such as Cruz Cash, typically must go to a METRO transit center in order to add value to their card – this may necessitate an additional trip solely for that purpose. METRO rider research shows that patrons would much prefer an option to reload value either online or at a retail outlet near their neighborhood.

Transit fare payment technology is in a period of rapid transition. Small to midsize transit agencies have relied for decades on fareboxes that receive cash and read magnetic striped disposable passes. Major metropolitan transit agencies have had durable plastic stored value cards (the Bay Area's Clipper card is an example) for 10-20 years, but these were generally too expensive for smaller agencies until recently. Although METRO does have a similar system of "smart cards" – Cruz Passes and Cruz Cash – METRO's system has limitations that have hampered its usefulness, and therefore, its adoption by the public. The primary limitation is that reloading value to Cruz Passes or Cash requires a trip to a METRO TVM or Customer Service booth, since there is no ability to reload online.

Within the last five years, and accelerating in 2018, more than 50 transit agencies across the country have introduced mobile ticketing – the ability to purchase and display a transit ticket on a smartphone. It addresses many of the problems outlined above, and is a technology that can be deployed quickly and with minimal disruption to the existing fare collection process.

Many of METRO's customers are younger and part of a generation that has grown accustomed to using smartphones to make routine purchases, including other transportation options such as ride-hailing, bike and scooter sharing, and long distance inter-city buses.

Staff recommends that the Board authorize the release of a Request for Proposals for an initial 12-month pilot of electronic fare collection, including mobile ticketing, on the Highway 17 Express. The pilot will address, in part, the

fare collection limitations outlined above, and will inform a decision regarding the future direction of METRO's fare collection system.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize the initiation of a procurement estimated to result in a contract with a yet-to-be-determined cost. METRO has budgeted up to \$50,000 in the FY19 Planning Department budget under Professional and Technical Services (1600-503031). This budget is available for initial setup fees and validator leasing fees (not applicable if the selected product/service only uses visual verification).

The type of fare collection solution METRO is seeking is typically priced as a service, rather than a one-time capital purchase. The vendor's fees are collected either as a percentage of the fare amount collected, or a set fee per transaction, or a blend of the two. The exact nature of the compensation will be determined based on proposals received, as well as contract negotiations with the selected vendor.

Therefore, the cost to METRO will depend on the adoption rate of the new technology. The net fare revenue that METRO receives will be less than the full fare amount received with a cash fare. That cost must be weighed against the benefits of faster boardings and greater customer convenience.

METRO will only compensate the vendor for those fares that are transacted using their system; those facilitated with METRO's current fare equipment will not incur any new fees.

V. ALTERNATIVES CONSIDERED

- The alternative is to not undertake any changes to the fare collection system. That alternative is not recommended because there are limitations of the current system identified by staff and the Board, and the Board has directed staff to implement changes that would address those deficiencies.

VI. ATTACHMENTS

Attachment A: Authorizing Resolution

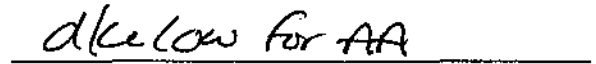
Prepared by: Pete Rasmussen, Transportation Planner

VII. APPROVALS:

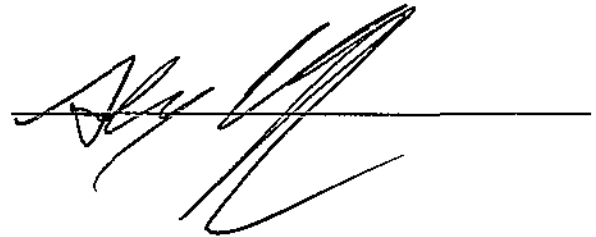
Barrow Emerson
Planning and Development Director



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



Alex Clifford, CEO/General Manager



Attachment A



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

Resolution No.

On the Motion of Director:

Duly Seconded by Director:

The Following Resolution is Adopted:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE PURCHASING & SPECIAL PROJECTS DIRECTOR TO SOLICIT PROPOSALS FOR AN ELECTRONIC FARE PAYMENT PILOT FOR HIGHWAY 17 EXPRESS SERVICE

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for an electronic fare payment pilot for the Highway 17 Express Service;

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

THAT, the Purchasing & Special Projects Director 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 by the Board of Directors of the Santa Cruz Metropolitan Transit District this 28th day of September, 2018 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Bruce McPherson, Board Chair

Attachment A

Resolution No. _____
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Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Julie A. Sherman, General Counsel
