



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
CAPITAL PROJECTS STANDING COMMITTEE AGENDA
REGULAR MEETING
FEBRUARY 8, 2019 – 1:00PM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

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Committee recommendations are subject to action and/or change by the Board of Directors.

COMMITTEE ROSTER

Director Ed Bottorff
Vacant Director
Director Bruce McPherson

City of Capitola
City of Santa Cruz
County of Santa Cruz

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

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MEETING TIME: 1:00PM

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 ADDITIONS OR DELETIONS FROM AGENDA / ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

4 ORAL AND WRITTEN COMMUNICATIONS TO THE CAPITAL PROJECTS STANDING COMMITTEE

This time is set aside for Directors and members of the general public to address any item not on the Agenda, but which is within the matter jurisdiction of the Committee. Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Committee, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

5 CAPITAL BUDGET PROGRAM

A APPROVE STAFF RECOMMENDATION FOR REVISION TO FY19 CAPITAL PROJECTS PROGRAM

Barrow Emerson, Planning and Development Director

B CAPITAL PROJECTS PROGRAM OVERVIEW

Barrow Emerson, Planning and Development Director

6 ORAL UPDATE ON PACIFIC STATION

Barrow Emerson, Planning and Development Director

7 ADJOURNMENT

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



DATE: February 8, 2019
TO: Capital Projects Standing Committee
FROM: Barrow Emerson, Planning & Development Director
SUBJECT: APPROVE STAFF RECOMMENDATION FOR REVISION TO FY19 CAPITAL PROJECTS PROGRAM

I. RECOMMENDED ACTION

That the Capital Projects Standing Committee approve staff recommendation for revision to FY19 capital projects resulting from increased allocation of Federal Transit Authority (FTA) 5339(a) funding

II. SUMMARY

- At the March 15, 2018 Capital Projects Standing Committee meeting, the Committee approved the proposed allocation of \$450,000 in FY18 FTA 5339(a) formula funds to the Santa Cruz Metropolitan Transit District (METRO) FY19 Capital Projects program.
- Following the March 15th program approval, the FTA provided additional funding to its initial allocation resulting in a new budget of \$596,725 for the FY18 FTA 5339(a) program.
- METRO staff proposes that the modified project list identified in Attachment B now be funded.

III. DISCUSSION/BACKGROUND

Annually, METRO prioritizes its most immediate and critical non-bus replacement needs and proposes a list of projects to be funded from the annual FTA 5339(a) formula allocation of funds.

In early 2018, staff developed a priority list of projects based on a preliminary FY18 budget estimate provided by the FTA. This program (Attachment A) was approved by the METRO Capital Standing Committee on March 15, 2018.

Following the March 15th approval by the Capital Committee, the FTA provided additional funding of \$246,725 to its initial allocation, resulting in a new budget of \$596,725 for the FY18 FTA 5339(a) program

METRO staff has reviewed the status of the original program of projects and proposes to use the additional \$246,725 for the modified project list

identified in Attachment B.

If approved, these projects would be included in an updated FY19 Capital Projects List, that would be presented at the February 22, 2019 Board meeting.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Funding of \$596,725 is available for the new proposed FY19 Capital Projects List from the modified FY18 FTA 5339(a) allocation.

V. ALTERNATIVES CONSIDERED

Do not add the modified project list from the FY18 FTA 5339(a) formula program to the FY19 Capital Projects program. As these projects have been identified as near term priorities, this is not recommended.

VI. ATTACHMENTS

Attachment A: FTA FY18 5339(a) Project List Approved 3/15/19


Attachment B: Proposed Modified FTA FY18 5339(a) Project List

Prepared by: Barrow Emerson, Planning & Development Director

VII. APPROVALS:

Barrow Emerson,
Planning & Development Manager  _____

Approved as to fiscal impact:
Angela Aitken, CFO  _____

Alex Clifford, CEO/General Manager  _____

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Attachment A

FY19 PROPOSED NEW CAPITAL PROJECTS				
#	Project	Description	Cost (000s)	Project Sponsor
1	Gate Control - bus entries at JKS	Security gates and gate controller for upper and lower entries to bus yard. Upper in FY19; lower (fueling) in FY20	\$ 100	Eddie Benson
2	Financial Management Software	Financial, Payroll, Timekeeping Software. \$30k is for consultant to draft scope; \$125k for 1st module in FY19; module 2 in FY20	\$ 155	Angela Aitken
3	Bus Yard Scrubber/Sweeper	M20 Scrubber/Sweeper to clean bus parking lot surface	\$ 75	Eddie Benson
4	Bus Shelter Reconditioning	Lighting for safety and visibility of riders	\$ 25	Eddie Benson
5	Admin Building Engineering and Renovations	For reconfiguration of office space for multiple departments	\$ 10	Eddie Benson
6	Business Copy Machine	Copy machine - Admin	\$ 20	Gina Pye
7	Furniture	12 CSR call center desks: \$15k; Coordinator and Ticket Pass Specialist furniture	\$ 19	Angela Aitken/Jolene Church
8	ParaCruz MDC replacements	ParaCruz MDC replacements (two per year)	\$ 8	Ciro Aguirre/April Warnock
9	Concrete Surface Repair - bus yard	Surface repair at fueling facility entry gate	\$ 10	Eddie Benson
10	Facilities Improvements	Capital upgrades of bus stops, including ADA features	\$ 28	Barrow Emerson

Total FY19 Requests	\$ 450
Available funding from FY18 FTA 5339a	\$ 450

5A.Attachment A.1

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Attachment B

FY19 PROPOSED CAPITAL PROJECTS

#	Project	Description	FY 19 Cost	Project Sponsor
1	Gate Control - bus entries at JKS	Security gates and gate controller for upper and lower entries to bus yard. Lower in FY19; <u>upper (fueling) in FY20</u>	\$ 100,000	Eddie Benson
2	Bus Yard Scrubber/Sweeper	M20 Scrubber/Sweeper to clean bus parking lot surface	\$ 75,000	Eddie Benson
3	Bus Stop Improvements	Reconditioning of bus shelters purchased from VTA; solar lighting for selected shelters	\$ 124,725	Eddie Benson
4	Admin Building Engineering and Renovations	For reconfiguration of office space for multiple departments. Angela will spend this 10k 5339a funds first, <u>then 20k Capital Reserves next.</u>	\$ 10,000	Angela Aitken
5	CS Call Center Cubicles and Furniture	12 CSR call center cubicles and furniture: \$15k; Coordinator and Ticket Pass Specialist furniture \$4k. This is done and waiting on drawdown.	\$ 19,000	Angela Aitken
6	Concrete Surface Repair - bus yard	Surface repair at fueling facility entry gate	\$ 10,000	Eddie Benson
7	Facilities Improvements	Capital facilities projects	\$ 75,000	Barrow Emerson
8	Floor Scrubbers	Floor Scrubber(1) for Maintenance Shop	\$ 45,000.00	Eddie Benson
9	Maintenance Facility - Paint Exterior	Paint the entire exterior of the Golf Club Maintenance Shop	\$ 60,000.00	Eddie Benson
10	Metro Center - Layover Lot Repairs	Asphalt repairs to bus parking stalls in layover lot	\$ 16,000.00	Eddie Benson
11	Fencing Projects	Fencing behind diesel tank \$2,495/OPS – Fencing in between City Water yard and Generator \$1,100/1217 River – Fencing in front \$3,155	\$ 7,000.00	Eddie Benson
12	SBF - Awning A&E	Awning needed at front of fueling island to protect employees when working in the rain and/or hot sun. <i>Cost is for design phase only, <u>Construction on unfunded capital FY22.</u></i>	\$ 25,000.00	Eddie Benson
13	Custodial Vehicles	Custodian support vehicle replacement (<u>2nd vehicle on FY20 unfunded</u>)	\$ 30,000.00	Eddie Benson

New TOTAL Request for FY19	\$ 596,725	
Available funding from FY18 FTA 5339a (capital only)		\$ 596,725
Balance (need to source funds/reduce \$)	\$ -	

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DATE: February 8, 2019
TO: Capital Projects Standing Committee
FROM: Barrow Emerson, Planning & Development Director
SUBJECT: CAPITAL PROJECTS PROGRAM OVERVIEW

I. RECOMMENDED ACTION

Information only, no action required.

II. SUMMARY

- At every monthly Santa Cruz Metropolitan Transit District (METRO) Board meeting, as part of the “Year to Date Finance Report”, a status of the Capital Budget is included.
- As part of the monthly presentation, there is generally only reference to overall budget and expenditures with limited details about the individual projects.
- This Capital Standing Committee presentation is intended to provide additional details on some of the more significant projects.

III. DISCUSSION/BACKGROUND

Attachment A is the Capital Projects portion of the “FY19 Year to Date Finance Report” presented at the January 25, 2019 Board meeting, summarizing activity through October 31, 2018, and is provided to serve as the reference example for this presentation.

In addition to providing a list of all capital projects and their budgets, the important information to note on the monthly spreadsheet is each project’s current status, its schedule, and remaining budget. The information is presented in two ways; by funding source (various federal, state, and local) and project type (construction, revenue and non-revenue vehicles, facilities, office equipment and miscellaneous).

This project list is updated as new projects are added and the status of existing projects change.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This presentation has no specific financial impact; it is only an overview of the capital program.

V. ALTERNATIVES CONSIDERED

Not applicable; informational only.


VI. ATTACHMENTS

Attachment A: January 25, 2019 METRO Board Agenda Item #11-08B “FY19 Capital Budget Project Status Report as of October 31, 2018”

Prepared by: Barrow Emerson, Planning & Development Director

VII. APPROVALS:

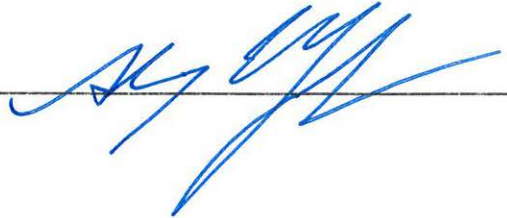
Barrow Emerson,
Planning & Development Manager



Approved as to fiscal impact:
Angela Aitken, CFO

OKed for AA

Alex Clifford, CEO/General Manager



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Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT												
FY19 REVISED CAPITAL BUDGET												
For JANUARY 25, 2019 Board Meeting												
Report Status - Spending as of October 31, 2018												
Updated: 12/26/2018												
	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	
17	AA	\$ 10,000	\$ -	0%	1/4/2019				Angela is expecting to kick this off in January.	FTA	Award Pending	
18	FR, EB	\$ 10,000	\$ -	0%	1/4/2019				Project Kick-off meeting set for 1/4/2019 An ask for funds to be reallocated to purchase of Pressure Washer for Facilities	FTA	Award Pending	
19	FR, EB	\$ 9,548	\$ -									
20	FR, EB	\$ 8,910	\$ -	0%	1/4/2019				Project Kick-off meeting set for 1/4/2019 An ask for funds to be reallocated to purchase of Pressure Washer for Facilities	FTA	Award Pending	
21	FR, EB	\$ 8,000	\$ -									
		\$ 811,237	\$ 1,451									
Revenue, Vehicle Purchases, Replacements & Campaigns												
22	EA	\$ 4,919,542	\$ 9,887	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	
23	EB	\$ 2,635,548		0%					Order placed. Waiting for build schedule from Gillig	FTA, STA-SGR, MEAS D		
24	EB, EA	\$ 1,656,000		0%						STIP, LPP, HVIP (\$300K)		
25	IH	\$ 1,581,385		0%						STIP, MEAS D		
26	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)	
27	EB	\$ 1,016,605		0%						STIP, MEAS D		
28	EB	\$ 1,000,000	\$ 136,274	5%					Eddie and Freddy are working on cost estimates for work on buses. 1 Gillig and 1 Artie should be ready for Dec. 14th event.	MEAS D		
29	EB, CA	\$ 863,232	\$ 826,899	100%	4/1/2018		4/15/2018	9/30/2018	Complete, all vehicles in service.	FTA, MEASURE D	Award 8/14/17, 5 years to obligate	
30	EB, EA	\$ 863,102								LCTOP		
31	EB, EA	\$ 658,887	\$ -	5%	9/1/2016		5/1/2019		Ordered placed 9/11/2018 FTA has not executed the contract as they are waiting for their Procurement Branch to complete their review of the LAVTA contract	FTA, PTMISEA	6/1/19, 6/30/22	
32	EB, EA	\$ 658,889	\$ -	1%	5/1/2018				FTA has not executed the contract as they are waiting for their Procurement Branch to complete their review of the LAVTA contract	FTA, MEASURE D	Award pending	
33	EB, CA	\$ 283,529	\$ 80,483	13%	12/1/2017		6/30/2018	11/30/2023	Making monthly payments against the lease (13 of 72 payments as of 12/1/18)	MEASURE D	N/A	
34	EB, CA	\$ 165,239	\$ -	100%			6/13/2018		Completed	FTA, MEASURE D		
35	EB, CA	\$ 160,000	\$ -	0%	9/1/2017		6/30/2018	4/30/2019	Grant being submitted by Tom	FTA	Award pending	
36	EB, CA	\$ 102,809	\$ 36,281	53%	2/15/2018		6/30/2019		Classic Graphic body and Paint -22 completed and 14 remain. Project on going.	FTA, MEASURE D	Award 8/14/17, 5 years to obligate	
37	EB, CA	\$ 68,367	\$ 65,131	100%	4/1/2017		6/30/2018	7/18/2018	Completed	FTA, MEASURE D	Award 3/1/16, 10 years to obligate	
38	EB, CA	\$ 28,500	\$ 25,665	85%			10/30/2018		Internal /External Announcements Paul Revere Buses- Internal announcement completed - External announcement solution on going by Clever Device.	FTA, MEASURE D	N/A	
39	EB, CA	\$ 13,802	\$ -	100%			6/30/2018		Project Close-Out complete 10/31/2018	FTA, MEASURE D	None per Tom	
		\$ 17,741,944	\$ 1,180,620									

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VERBAL PRESENTATION ONLY

UPDATE ON PACIFIC STATION

BARROW EMERSON, PLANNING AND
DEVELOPMENT DIRECTOR

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