



AGENDA

**BOARD OF DIRECTORS
REGULAR MEETING OF JAN. 24, 2014
9:00 AM**

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

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

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

*Les White, General Manager
Leslyn Syren, District Counsel*

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

Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Interpretación en español y traducciones en español del paquete de la agenda están disponibles sobre una base como-necesaria. Por favor, hacer arreglos por adelantado con Tony Tapiz, 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 Tony Tapiz, Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.



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

9:00 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1. CALL TO ORDER

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

Daniel Dodge, Chair

3. ANNOUNCEMENTS

3-1. Today's meeting is being broadcast by Community Television of Santa Cruz County.

3-2. Amy Weiss will be available for Spanish language interpretation during "Oral Communications" and for any other agenda item for which these services are needed.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

4-1. MEMORANDUM REGARDING VACANCIES ON THE METRO ADVISORY COMMITTEE

D. Norman Hagen, Chair, METRO Advisory Committee

5. LABOR ORGANIZATION COMMUNICATIONS

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS



CONSENT AGENDA

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

- 7-1. STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR JANUARY 2014**
- 7-2. ACCESSIBLE SERVICES REPORTS FOR OCTOBER AND NOVEMBER 2013**
- 7-3. ACCEPT AND FILE DRAFT REPORT RELATED TO THE 2013 TRIENNIAL REVIEW AND RESPONSE TO THE SAME**
- 7-4. MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF OCTOBER 31, 2013**
- 7-5. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE**
- 7-6. SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR DECEMBER 2013**
- 7-7. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF OCTOBER 2013**
- 7-8. METROBASE STATUS REPORT**
- 7-9. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR INDUSTRIAL WASTE DISPOSAL SERVICES**
- 7-10. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR A BIOLOGICAL MONITOR FOR OUTFALL CONSTRUCTION**
- 7-11. REQUEST AUTHORIZATION TO USE THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CONTRACT FOR THE PURCHASE OF A CNG UTILITY BODY SERVICE TRUCK FOR THE FLEET MAINTENANCE DEPARTMENT IN THE AMOUNT OF \$106,991**
- 7-12. METRO PARACRUZ OPERATIONS STATUS REPORT—OCTOBER & NOVEMBER 2013**



REGULAR AGENDA

- 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**
Board Chair

- 9. CONSIDERATION OF APPOINTMENT OF D. NORMAN HAGEN TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2015**
Tony Tapiz, Administrative Services Coordinator

- 10. RECEIVE A REPORT ON THE STATUS OF PACIFIC STATION REDESIGN**
Thomas Hiltner, Grants and Legislative Analyst

- 11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE CITY OF WATSONVILLE TO INSTALL A FIBER OPTIC CABLE CONNECTION AND PAY FOR THE ASSOCIATED COSTS**
Liseth Guizar, Security and Claims Administrator

- 12. ORAL REPORT OF THE RECRUITMENT TASK FORCE**
Daniel Dodge, Director

- 13. ANNOUNCEMENT OF NEXT MEETING: FRIDAY FEBRUARY 14, 8:30 AM, SANTA CRUZ METRO ADMINISTRATIVE OFFICES, 110 VERNON STREET, SANTA CRUZ**
Board Chair

- 14. ADJOURNMENT**
Adjourn to the next Board of Directors meeting.

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014

TO: Board of Directors

FROM: Daniel Dodge, Chair

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

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Article 6 of the METRO Bylaws provides that the Board of Directors shall annually elect individuals to the positions of Chair and Vice Chair.
- In order to maintain representation on the Santa Cruz County Regional Transportation Commission (SCCRTC) it is necessary that the Board of Directors elect individuals to the three positions and three alternate positions that are provided for METRO.
- On January 10, 2014 the Board of Directors nominated individuals to stand for election to the positions referenced in this Staff Report.
- Elections for the positions referenced in this Staff Report are scheduled to be held at the beginning of the January 24, 2014 Board of Directors meeting.

III. DISCUSSION

The terms of the officers and appointees of the Board of Directors in the positions of Chair, Vice Chair, and SCCRTC appointees expire in January 2014. The METRO Bylaws provide that the Board of Directors shall identify nominees to be considered for election to the positions herein referenced. On January 10, 2014 the Board of Directors nominated individuals for consideration for election to the offices referenced in this Staff Report.

I recommend that the Board of Directors elect members to the positions of Chair, Vice Chair, and SCCRTC appointees and alternates. In accordance with the METRO Bylaws, nominations remain open until the positions are filled through election. The election for the referenced positions is scheduled to be held on January 24, 2014.

IV. FINANCIAL CONSIDERATIONS

Funding support for the positions identified in this Staff Report is contained in the adopted METRO FY 2013/2014 Operating Budget.

V. ATTACHMENTS

Attachment A: List of individuals nominated by the Board of Directors January 10, 2014

Attachment A

Board Nominees January 10, 2014

Chair

Dene Bustichi

Vice Chair

Lynn Robinson

SCCRTC Representatives

Dene Bustichi
Daniel Dodge
Lynn Robinson

SCCRTC Alternates (in order)

Ron Graves
Hilary Bryant
Karina Cervantez

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

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M E M O R A N D U M

Date: January 16, 2014
To: METRO Board of Directors
From: D. Norman Hagen, Chair, Metro Advisory Committee (MAC)
Subject: MAC Vacancies

On January 15, 2014, the Metro Advisory Committee met and discussed the current vacancies on the committee.

The MAC membership wishes to encourage the Board of Directors to seek out and nominate appointees from throughout the District to fill the committee vacancies and bring MAC to its full complement of eleven members.

The current roster for MAC is:

SEAT 1 / ROBINSON

Charlotte Walker

SEAT 7 / FRIEND

VACANT

SEAT 2 / CERVANTEZ

Len Burns

SEAT 8 / HINKLE

Veronica Elsea

SEAT 3 / LEOPOLD

James Anastas

SEAT 9 / GRAVES

VACANT

SEAT 4 / BRYANT

Naomi Gunther

SEAT 10 / DODGE

Rocky Barrera

SEAT 5 / LANE

Roseann Marquez

SEAT 11 / BUSTICHI

VACANT

SEAT 6 / MCPHERSON

Donald "Norm" Hagen, Chair

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR JANUARY 2014

I. RECOMMENDED ACTION

This report is for informational purposes only. Active grants and grant proposals are current as of January 17, 2014. No action is required.

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 33% of its FY14 operating revenue and 96% of its FY14 capital budget.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Santa Cruz METRO has active grant awards totaling \$47,280,347
- Santa Cruz METRO staff is developing new applications totaling \$305,152 for new projects.

III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 33% of its FY14 operating revenue and 96% of its FY14 capital funding. Transportation Development Act (TDA), State Transit Assistance (STA) and the Federal Transit Administration (FTA) annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

This staff report is to apprise the Board of Directors of active grants funding current projects and proposed grants for new projects and ongoing operating costs. **Attachment A** lists all of Santa Cruz METRO's active grants with the award amount, the remaining balance and the status of the projects funded by the grant. **Attachment B** lists Santa Cruz METRO's open grant applications with a brief description, source and status of proposed funds.

IV. FINANCIAL CONSIDERATIONS

Active grant awards for operating and capital projects total \$47,280,347, a increase from last month of \$5,511,909 from execution of the FY13 FTA urban operating assistance grant and the award of two Regional Surface Transportation Planning grants for \$375,000 to purchase new ParaCruz vans and to calibrate running time on METRO's main routes. The unspent balance of active grants is \$27,752,711, a decrease of approximately \$5 million due primarily from drawing the first two quarters of TDA operating assistance and from progress payments drawn from grants for completed work on MetroBase construction, Pacific Station redesign, security camera installation and one bus.

Current grant applications request \$305,151 in new funds, a decrease of approximately \$5.6 million resulting from the FY13 FTA Urban Area Operating Assistance and the Regional Surface Transportation Plan grant applications moving to the Active Grants list. Staff is developing a new Caltrans planning grant and an FTA capital assistance grant for open grant solicitations.

V. ATTACHMENTS

Attachment A: Santa Cruz METRO Active Grants Status Report as of January 24, 2014

Attachment B: Santa Cruz METRO Grant Applications as of January 24, 2014

Attachment A

Santa Cruz METRO
Active Grants as of January 17, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
1	FY13 Transit Security Projects	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 440,505	FY13 CTSGP funds from Cal EMA	Received FY13 advance payment on 10/29/13.
2	FY12 Transit Security Projects	Land Mobile Radio system	\$ 440,505	\$ 440,505	FY12 CTSGP funds from Cal EMA	Day Wireless contract amended on 6/14/13 to add \$150,000 for repeater sites and contingency. Total contract value now \$820,000. Expires 3/31/15. \$ Grant Balance as of 1/17/14.
3	FY11 Transit Security Project	Santa Cruz METRO video surveillance projects	\$ 440,505	\$ 139,614	FY11 CTSGP funds from Cal EMA	Ojo is finalizing camera installations at Pacific Station. The next project in the contract upgrades the existing surveillance system and adds fiber-optic access to the web. Expires 3/31/14. \$ Grant Balance as of 1/17/14.
4	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ 6,100	Caltrans State Transportation Improvement Program (STIP)	Santa Cruz METRO is sending American Asphalt a cure letter to produce photos, work completion lists and a final report before making the
5	FY11 5309 Bus/Facilities SGR Program	CNG Replacement buses and ParaCruz mobile data terminals.	\$ 2,814,538	\$ 2,289,483	FTA 5309 SGR	Santa Cruz METRO received . Trapeze is upgrading software to support 42 Mobile Data Terminals for ParaCruz; New Flyer delivered 6 New Flyer buses.

7-1a.1

Attachment A

Santa Cruz METRO
Active Grants as of January 17, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
6	FY12 MBUAPCD AB2766 Grant	Discretionary Grant	\$ 160,000	\$ 100,994	MBUAPCD (Air District)	METRO will purchase a new model year factor-built CNG F-550 and customize it with a utility body and larger fuel tank. METRO requested a grant extension 1/16/14 until 6/22/14 for manufacture and delivery. \$ Grant Balance as of 1/17/14
7	FY11 MBUAPCD AB2766	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ -	Air District AB 2766 Grant	Grant expended. Final report due by 2/11/16. Remaining 29 diesel buses must be replaced by 2/11/16. \$ Grant Balance as of 1/17/14.
8	FY 11/12 Proposition 1B - State and Local Partnership Program	CTC	\$ 5,812,000	\$ 4,573,438	CTC - SLPP	CTC approved \$5.812 M allocation 8/22/12 for Judy K. Souza Operations Building. METRO submitted a third reimbursement request to Caltrans. Grant Balance as of 1/17/14.
9	FY08,09,10,11 PTMISEA funds	MetroBase development.	\$ 20,558,730	\$ 13,442,447	FY08, FY09, FY10, FY11 Prop. 1B Public Transportation Modernization and Service Enhancement Account (PTMISEA)	Lewis C. Nelson & Sons construction contractor completed pouring foundation slab and is erecting shear walls. Funds to be drawn after SLPP grant closed. \$ Grant Balance as of 1/17/14.
10	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 133,982	FY06 FTA 5309 CA-04-0021.	Group 4 + \$632,508 contract. The project Team is completing a presentation series on the results of Round #1 public outreach. \$ Grant Balance as of 1/17/14. No expiration.

7-1a.2

Attachment A

Santa Cruz METRO
Active Grants as of January 17, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
11	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 490,000	FY08 FTA 5309 CA-04-0102.	Group 4 + \$632,508 contract. The project Team is completing a presentation series on the results of Round #1 public outreach. \$ Grant Balance as of 1/17/14. No expiration.
12	FY14 TDA/STA Operating Assistance	LTF Operating assistance from 1/4c sales tax.	\$ 8,863,800	\$ 5,043,787	TDA	SCCRTC paid FY14 2nd Quarter TDA + supplemental FY13 distribution on 11/26/13. Balance as of 1/17/14.
13	FY14 Caltrans Planning Grants	Caltrans	\$ 40,281	\$ 40,281	FTA 5304/Caltrans	Caltrans awarded Internship grant 8/13/13 for \$40,281. First Intern began 1/6/14.
14	County of Santa Cruz Prop 84 Challenge Grant	Planning/zoning in unincorporated areas to achieve sustainable growth. METRO partners as transit provider.	\$ 10,000	\$ 10,000	California Proposition 84 Planning Grant	Santa Cruz METRO awarded \$10,000 on 6/3/11 as partner. No progress.
15	AMBAG Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$ 10,000	\$ 10,000	AMBAG sub-award.	4/8/13: Planning has been participating in development of Sustainable Communities Strategies.
16	FY14 Caltrans FTA 5304 Planning Grant SCCRTC Passenger Rail Study	METRO participation pertaining to feeder bus service in the SCCRTC passenger rail study .	\$ 9,000	\$ 9,000	SCCRTC pass-through	Caltrans awarded SCCRTC \$250,000 to conduct a passenger rail study in Santa Cruz County. Grant has not kicked off.
17	FY13 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 207,574	\$ 207,574	Caltrans (FTA 5311)	Caltrans executed contract on 10/11/13. Project complete and a request for re-imbursment is in process.

7-1a.3

Santa Cruz METRO
Active Grants as of January 17, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
18	2014 RSTP/STIP Cycle	Mainline Routes Run-Time Recalibration	\$ 30,000	\$ 30,000	CTC/SCCRTC	SCCRTC Allocated \$30,000 on 1/9/14 for Runtime Recalibration. Balance as of 1/17/14.
19	2014 RSTP/STIP Cycle	ParaCruz Van Replacements	\$ 345,000	\$ 345,000	CTC/SCCRTC	SCCRTC Allocated \$345,000 on 1/9/14 for ParaCruz Replacements. Balance as of 1/17/14.
20	FY13 Urban Operating Assistance	Formula based operating assistance for public transit service in Santa Cruz and Watsonville.	\$ 5,511,909	\$ -	FTA Section 5307	FTA executed this grant on 12/8/13. METRO has drawn down all funds and the grant is closed. This grant will be removed from the active grants list.
		Total	\$ 47,280,347	\$ 27,752,711		

Santa Cruz METRO
Grant Applications as of January 17, 2014

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
21	3/15/2014	2013 FTA 5339 Formula Funds	Rolling Stock	\$ 305,151	FTA 5339/Caltrans	Caltrans call for Projects 1/15/14.
			Total	\$ 305,151		

7-1b.1

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: John Daugherty, METRO Accessible Services Coordinator
SUBJECT: ACCESSIBLE SERVICES REPORTS FOR OCTOBER AND NOVEMBER 2013

I. RECOMMENDED ACTION

This report is informational only. No action required.

II. SUMMARY OF ISSUES

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

III. DISCUSSION

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

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

Under direction, the Accessible Services Coordinator: 1) Organizes, supervises, coordinates and provides METRO services to the older adult and disability communities; 2) Organizes, directs and coordinates the activities and operation of METRO's Mobility Training function; 3) Promotes and provides Mobility Training and outreach services; 4) Acts as information source to staff, Management, funding sources, clients, community agencies and organizations, and the general public regarding Mobility Training and accessibility; 5) Works with Department Managers to ensure compliance with METRO's accessibility program and policies.

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

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

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A.1: Accessible Services Coordinator (ASC) Activity Tracking Report for October 2013

Attachment A.2: ASC Activity Tracking Report for November 2013

Prepared by: John Daugherty, METRO Accessible Services Coordinator
Date Prepared: January 16, 2014

Attachment A.1

Accessible Services Coordinator (ASC) Activity Tracking Report for October 2013

What is Mobility Training?

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

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

There was progress with 24 trainees:

- One person was a new referral from the Eligibility Coordinator: The ASC set and then he cancelled his Assessment because he is waiting for a new wheelchair. File opened.
- One person completed her next Route Training session.
- The ASC exchanged emails with three other trainees to check their progress.
- The ASC met two other persons, learned of their progress and began closing their files. The ASC began closing another trainee's file since there was no response to follow up phone calls.
- Training with 16 persons is almost complete: October activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

Attachment A.1

Training Overview for October 2013:

- Amount of time dedicated to training sessions and follow up activity: At least 84 hours
- Tracking of scheduled appointments vs. cancelled:
Five appointments scheduled, two appointment cancelled

Highlights of Other Activity - Outreach performed in the community:

- October 15 Seniors Commission meeting
- October 22 Elderly and Disabled Transportation Advisory Committee meeting
- October 25 Outreach at Farmers' Market, Watsonville

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

The total audience for October outreach/orientation was at least 60 persons. Information was provided during meetings and follow up phone calls and emails.

Requests from the community and METRO staff:

- The ASC followed up at least 28 individual contacts in person and/or over the phone. Most contacts regarded follow up on outreach activity and checking the status of individual training.
- The ASC coordinated the October 2 New Bus Fixed Route Bus Operators' Americans with Disabilities Act (ADA) Introduction Training. He presented to the class and did follow up contacts with community participants Norm Hagen, Nicon Keesaw and Lesley Wright after the training.
- Outreach activities included the ASC's October 18 visit to scout the Watsonville Farmers' Market and placing other contact phone calls and sending emails to set up activity.

Attachment A.1

Accessible Services Coordinator (ASC) Activity Tracking Report for October 2013

What is Mobility Training?

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- The ASC followed up at least 28 individual contacts in person and/or over the phone. Most contacts regarded follow up on outreach activity and checking the status of individual training.
- The ASC coordinated the October 2 New Bus Fixed Route Bus Operators' Americans with Disabilities Act (ADA) Introduction Training. He presented to the class and did follow up contacts with community participants Norm Hagen, Nicon Keesaw and Lesley Wright after the training.
- Outreach activities included the ASC's October 18 visit to scout the Watsonville Farmers' Market and placing other contact phone calls and sending emails to set up activity.

Attachment A.2

Accessible Services Coordinator (ASC) Activity Tracking Report for November 2013

There was progress with 22 trainees, including two couples:

- One person successfully completed her Route Training to a new destination.
- Another person confirmed to the ASC that she had successfully completed Route Training.
- One person referred herself for Route Training and Trip Planning assistance. The ASC provided the assistance and opened her file.
- One former trainee referred another person for Trip Planning assistance. The ASC provided the assistance and answered questions.
- One trainee updated the ASC on her progress during one bus ride. Another trainee emailed his progress.
- The ASC closed files for four trainees: One mother and daughter travelling duo required no further assistance. One lady told ASC her travel needs were met. The fourth person told ASC in downtown Santa Cruz that his travel needs were met.
- Training with 12 persons – including one husband and wife travelling duo- is almost complete: November activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

Training Overview for November 2013:

- Amount of time dedicated to training sessions and follow up activity: At least 81.50 hours
- Tracking of scheduled appointments vs. cancelled:
Three appointments were scheduled, no appointment was cancelled

Highlights of Other Activity - Outreach performed in the community:

- November 8 Outreach at Farmers' Market, Watsonville
- November 14 Commission on Disabilities meeting
- November 18 Pedestrian Safety Work Group meeting
- November 19 Orientation for Special Day Class at Harbor High School, Santa Cruz

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

The total audience for November meetings and outreach was at least 64 persons.

Questions on METRO service varied. Information was provided during meetings and follow up emails and phone calls.

Attachment A.2

Requests from the community and METRO staff:

- The ASC followed up at least 24 individual contacts in person and/or over the phone. Most contacts regarded outreach issues and training status.
- ASC outreach activities included November orientation at Harbor High School Special Day Class and December activity in Watsonville being set up -an Independence Square Presentation and Farmers' Market Outreach – as well as set up for Scotts Valley High School Special Day Class Orientation in January.
- Professor Roberto Manduchi invited the ASC to be Guest Lecturer at his November 14 UCSC class. The class title and focus is Technology, Disability and Society. The ASC's after work hours talk – “One Piece of the Independent Living Movement: The Stakes of Accessible Public Transportation ‘– involved over 70 students.
- ASC participation in the November 21 in house New Fixed Route Bus Operators' Securement Testing included wheelchair securement practice and contacting community members Lesley Wright and Norm Hagen.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel
SUBJECT: ACCEPT AND FILE DRAFT REPORT RELATED TO THE 2013 TRIENNIAL REVIEW AND RESPONSE TO THE SAME

I. RECOMMENDED ACTION

The purpose of this communication is to provide the Board of Directors with a copy of the Federal Transit Administration (FTA) Draft 2013 Triennial Report and the Response provided by Santa Cruz METRO.

II. SUMMARY OF ISSUES

- The FTA performs Triennial performance Reviews of its grantees every three years.
- Santa Cruz was reviewed in 2013 by Laurie Heinze of Interactive Elements, Inc., a contracted reviewer of the FTA.
- Volumes of documents were provided to the reviewer prior to her site visit on December 17-19, 2013.
- On January 2, 2014, the Draft Report related to this review was received by Santa Cruz METRO. (Attachment A.)
- Santa Cruz METRO was afforded an opportunity to respond to the Draft Report which was provided to FTA Region IX Administrator Leslie Rodgers and Ms. Heinze on January 10, 2014. (Attachment B.)

III. DISCUSSION

Pursuant to Chapter 53 of Title 49 of the United States Code, the Federal Transit Administration performs reviews and evaluations of urbanized area formula grant recipients at least every three years. During the review period, Santa Cruz METRO provided volumes of information to the FTA consultant. This information was provided in September and November of 2013. This was followed up with a site visit on December 17 through December 19, 2013. During this site visit, staff met with the reviewer and provided additional information.

Under a new program implemented in 2013, enhanced reviews were performed of several areas and were the subject of discussion during the on-site review. Compliance was found in a major of the areas of review; however, Santa Cruz METRO received deficiencies in a few noted areas. Most of these will be cured as the result of our response letter. Otherwise, staff is additional time to implement the recommendations provided by the review to make these areas complaint with FTA requirements.

IV. FINANCIAL CONSIDERATIONS

NONE.

V. ATTACHMENTS

Attachment A: Draft Report FY2013 Triennial Review of the Santa Cruz Metropolitan Transit District.

Attachment B: Letter to Regional Administrator – Region IX dated January 10, 2014.

Attachment C: Cover Letter and FY2013 FTA Triennial Review - Final Report

ATTACHMENT A

DRAFT REPORT

FY2013 TRIENNIAL REVIEW

of the

Santa Cruz Metropolitan Transit District

(Santa Cruz METRO)

Santa Cruz, CA

Recipient ID: 1675

Performed for:

U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL TRANSIT ADMINISTRATION

REGION IX

Prepared by:

Interactive Elements Inc.

Site Visit Dates: December 17-19, 2013

Draft Report Date: December 30, 2013

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ATTACHMENT A

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I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the Santa Cruz Metropolitan Transit District of Santa Cruz, CA. The review was performed by Laurie Heinze of Interactive Elements Inc. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. An overview presentation was given for activities related to FTA-funded projects.

The Triennial Review focused on compliance in 18 areas. Deficiencies were found with the FTA’s requirements in the eight (8) following areas:

Review Area	Deficiency/Advisory Comment
Technical	Inadequate project management Lacking project controls Inactive grants
Satisfactory Continuing Control	Excessive spare ration (37.5%)
Maintenance	Vehicle maintenance program not meeting mfg’s recommendations Late vehicle preventive maintenance
Procurement	Lacking full and open competition (added scope to RNL added scope for geotechnical) Lacking required justification for sole source award (RNL expanded scope) Lacking Cost required cost/price analysis (Metro base sole source contract; associated change orders) Insufficient documentation to support change order (MetroBase) Lacking independent cost estimate (Metrobase) No contract administration system (change order management) Bid protest procedures
Disadvantaged Business Enterprise (DBE)	Inadequate implementation of DBE program
Title VI	Public outreach deficiencies
Public Comment on Fare and Service Changes	Deficiencies in process as defined
Americans with Disabilities Act (ADA)	Inadequate tracking of trip denials Insufficient no-show policy

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II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(i). This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993). At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.

The Triennial Review includes a review of the grantee's compliance in 18 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of the Santa Cruz Metropolitan Transit District in Santa Cruz, CA. The review concentrated on procedures and practices employed during the past three years. The specific documents reviewed are referenced in this report and are available at FTA's Regional Office or at the grantee's office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee's location. The scoping meeting was conducted with the Region IX Office via teleconference on September 19, 2013. At that time, adding an enhanced review in the Technical and Procurement areas was discussed and approved in order to assess the grantee's capital project management capabilities. Necessary files retained by the regional office were sent to the reviewer electronically. A review package was sent to Santa Cruz METRO advising it of the site visit and indicating the information that would be needed and issues that would be discussed. The site visit to Santa Cruz METRO occurred December 17-19, 2013.

The on-site portion of the review began with an entrance conference in which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. Samples of ECHO disbursements, FTA-assisted procurements, and maintenance records for certain FTA-funded vehicles, facilities, and equipment were also examined during the site visit. Upon completion of the review, a "Summary of Preliminary Findings" was provided to Santa Cruz METRO at an exit conference. The individuals participating in the review are listed in Section VI of this report.

3. Metrics

The metrics used to capture whether a grantee is meeting the requirements for each of the areas reviewed are: *not deficient, deficient, advisory comment, and not applicable.*

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- *Not Deficient:* An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient:* An area is considered deficient if one or more of the requirements within the area reviewed were not met.
- *Advisory Comment:* An advisory comment is only made in the area of safety and security.
- *Not Applicable:* An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Grantee Description

Santa Cruz Metropolitan Transit District (Santa Cruz METRO) provides transit service in Santa Cruz County, California, serving all of the cities of Capitola, Santa Cruz, Scotts Valley and Watsonville and unincorporated areas of Santa Cruz County. Santa Cruz METRO is a Transit District formed under the State of California Public Utilities Code, Section 98000. The population of the service area is approximately 266,660 persons.

Santa Cruz METRO is organized into eight major departments, including the Office of the General Manager, District Counsel, Finance, Human Resources, Operations, Maintenance, Information Technology, and Fleet/Facilities Maintenance. During this Triennial Review, it was noted that the General Manager would be retiring in 2014 and that Santa Cruz METRO would be seeking a firm to assist with finding a replacement.

Santa Cruz METRO directly operates all services with a network of 38 fixed routes and supplements its paratransit service as needed with one taxicab company. Service is provided weekdays from 4:45 a.m. to 2:45 a.m. Weekend service is operated from 6:40 a.m. to 11:45 p.m. The grantee's complementary paratransit service, known as ParaCruz, operates during the same days and hours of service as the fixed routes and is provided within $\frac{3}{4}$ mile of fixed routes, except the Highway 17 commuter route. ParaCruz uses a local taxicab company to supplement its ADA paratransit service, as needed.

The basic adult fare for bus service is \$2.00. A reduced fare of \$1.00 is offered to seniors, 62 years or older, valid Medicare card holders, and persons with disabilities during off-peak hours. The Highway 17 express service route is \$5.00. The fare for ADA paratransit service is \$4.00.

Santa Cruz METRO operates a fleet of 110 buses for fixed-route service from an operations facility at 1200 River Street, Santa Cruz. Its bus fleet consists of 35- and 40-foot standard and low floor buses.

A new maintenance facility was built on the site of 120 and 138 Golf Club Drive and opened in December 2009. Newly renovated Santa Cruz Metro administration offices are at 110 Mt. Vernon Street. A temporary fleet parking and dispatch yard continues to be leased at 115 Dubois Street until completion of the MetroBase operations center in 2015.

Santa Cruz METRO fixed route service is supported by four transit centers: Pacific Station, 920 Pacific Ave., Santa Cruz Watsonville Transit Center, Rodriguez St., Watsonville Capitola Transit

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Center, Capitola Mall, 41st St., Capitola (leased and non-federally funded); and Cavallaro Transit Center, Kings Village Dr., Scotts Valley.

Santa Cruz METRO's grant activities are as follows:

Completed Projects within the past three years include:

- Award of construction management (9/12) and construction (12/12) contracts for MetroBase Operations Facility
- Installation of video surveillance and monitoring systems at two transit centers and two operating facilities
- Upgrade of land-based mobile radio system to meet FCC-mandated change to narrow-band frequencies
- Receipt of eleven (11) 40-foot CNG transit buses to replace diesel buses using State of Good Repair funds
- Purchase and installation of second 15,000 gallon LNG storage tank for fleet fueling
- Completion of the Watsonville Transit Study (2/12) to upgrade Watsonville area service
- Conducted an LEP assessment (4/12) as part of a county-wide on-board transit survey

Projects Underway include:

- Construction of the MetroBase Judy K. Souza Operations Facility. Construction is currently underway with acceptance and close-out scheduled by 12/31/15.
- Design Engineering for Pacific Station renovation and expansion. This project is currently under contract to Group 4 Architects. Project completion with selection of a preferred design is scheduled for 6/30/14.
- Transit Security projects including back-up power, video surveillance and lighting will continue until all facilities are complete. These projects are anticipated to be complete by 12/31/16.

Future Projects Next 3-5 Years

- Pacific Station renovation in Santa Cruz
- Revitalize Watsonville Transit Center in Watsonville
- Plan for new paratransit operating facility
- Install Automatic Vehicle Locator and Passenger Counting System
- Replace remaining 24 diesel buses with CNG fueled buses
- Increase security authority/measures for facilities and vehicles

Grant Activity

Santa Cruz METRO had the following 4 active grants as of the site visit:

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Grant Number	Grant Amount	Disbursed	Refund	Year	Description
CA-04-0021-00	\$396,000	\$52,468	0	2/13/2007	Pacific Station Expansion FY 2006
CA-04-0102-00	\$490,000	0	0	9/12/2008	Pacific Station Expansion FY 2008
CA-04-0225-00	\$2,814,538	0	0	8/16/2012	SGR/Rplc 4 bus; 42 ADA Mbl Data
CA-90-Z100-00	\$5,511,909	0	0	12/10/2013	FY13 FTA 5307 Operating Assistance

IV. Results of the Review

1. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take actions and responsibility on behalf of the grantee must be properly delegated and executed.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Legal.

2. Financial Management and Financial Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, financially maintain and operate FTA funded facilities and equipment, and conduct and respond to applicable audits.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Financial Management and Financial Capacity.

3. Technical

Basic Requirement: The grantee must be able to implement FTA funded projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for Technical.

Background: Prior to this review, Santa Cruz METRO had experienced significant delays in moving forward on three grants: Grant CA-90-Y751, Grant CA-04-0021, and CA-04-0102. Grant CA-90-Y751 provided approximately \$4.7M toward the construction of Santa Cruz METRO's MetroBase facility: operations center, fueling, and maintenance facilities, and Grants CA-04-0021, and CA-04-0102 provided \$886,000 toward engineering/design for Pacific Station expansion project. As a result of the inactive status of these grants, this Triennial Review included an enhanced module to examine Santa Cruz METRO's grants, projects, and procurement management processes.

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In 2005, Santa Cruz METRO bid the MetroBase construction work as one complete project. After receiving only one bid that was well over the amount budgeted for the project, Santa Cruz METRO re-scoped the construction element into three (3) different construction phases: Bus Fuel and Wash facility (completed 2008), maintenance facility (completed 2010), and last, the operations facility, which is currently under construction.

During the construction of the maintenance facility, Santa Cruz METRO's Milestone Progress Report stated that METRO had entered into arbitration with the MetroBase construction contractor. However, this fact could not be verified during this Triennial Review.

In addition, during the bidding stage for the construction of the operations center, problems occurred with the procurement process that involved a bid protest and Santa Cruz METRO's overturning of a contract award in order to award to another construction firm.

Throughout this entire timeframe, while activities were occurring on Grant CA-90-Y751, no draw downs for the construction activity line item (ALI) occurred because of Santa Cruz METRO's need to expend State funds before expiration. It was not until April 2013 that Santa Cruz METRO requested its first drawdown. In October 2013, this grant was completely drawn down and closed.

Grants CA-04-0021, awarded in 2007 and CA-04-0102, awarded in 2008, provide \$886,000 towards the design efforts to expand and renovate Pacific Station. Several factors including real estate market, toxic waste removal, and escrow closing have impacted Santa Cruz METRO's ability to move the project forward. This project involves the City of Santa Cruz and there exists an executed Memorandum of Understanding (MOU) between both parties. The first drawdown on this grant was in January 2013 in the amount of \$1,582. No drawdowns have been made against CA-04-0102.

The MOU provides for the City to act as project manager and states "at the direction of the METRO, and in compliance with METRO's DBE goals...City will select and retain" an A/E firm for the preliminary/final design drawings. However, discussions with METRO staff during the Triennial Review site visit noted that Santa Cruz METRO handled the A/E procurement.

This Triennial Review also focused on the effectiveness of Santa Cruz METRO's oversight of its FTA-funded capital projects. Santa Cruz METRO is managing the construction of the operations building by contracting with a construction management firm (CM) that manages the construction contractor, and retaining the original A/E firm to provide certain contract administration functions, and to interact with the CM and METRO's project manager. As a result of this review, the reviewer found that Santa Cruz METRO does not have internal control mechanisms for project management (including cost and schedule), contract administration (including change order management), and certain procurement-related decision processes.

Findings:

1. Inactive Grants. With respect to Grant CA-90-Y751, opportunities were available for Santa Cruz METRO to draw down for reimbursement of eligible costs. While State funds were also available, Santa Cruz METRO had an obligation to FTA to manage grant funds in accordance with sound grant management practices. METRO should have developed a project funding

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drawdown system that allowed certain drawdowns against the FTA grant while also drawing upon State funds.

2. Inadequate Project Management. Santa Cruz METRO does not have a project management plan, contract administration system, design change control (authorization) system, project records management system, nor a coordinated process that allows key METRO staff including budget, accounting, and grants to meet regularly to discuss project scope, efforts to date, risks, etc. Prior to initiating construction, Santa Cruz METRO should have assessed whether it had internal capacity and capabilities to effectively manage a capital construction project. This assessment would have then allowed METRO to either develop appropriate project management systems to control project elements or contract with a professional project management firm.

3. Lacking Internal Project Controls. Santa Cruz METRO's Project Manager is active in the project and is earnest in performing well for METRO. However, this position has been allowed to execute significant project actions (e.g. cost and design) without an acceptable process or protocol in place to inform or seek approval from key management personnel. Further, when asked to provide the final cost of the maintenance facility, Santa Cruz METRO could not produce the information.

Corrective Action and Schedule: Within 10 business days from the exit conference, Santa Cruz METRO will provide the FTA Region IX Office with a letter that describes how the District will manage the various aspects of project management for the MetroBase construction project, including, but not limited to controls for change order authorization and controls for approving contract changes.

By March 31, 2014, Santa Cruz METRO will develop and submit to the FTA Region IX Office, a project management plan that addresses how it will manage the MetroBase construction project. At a minimum, the plan will identify roles and responsibilities of staff assigned to the project; limits of staff level of authority, change control approval processes, project schedule and program cost controls, project reporting requirements; records management; DBE monitoring; Buy America compliance; ADA design requirements.

By March 31, 2014, Santa Cruz METRO is to provide the FTA Region IX Office with updated grant management procedures that address managing grant funds to ensure grants remain active.

4. Satisfactory Continuing Control

Basic Requirement: The grantee must maintain control over real property, facilities, and equipment and ensure that they are used in transit service.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for Satisfactory Continuing Control.

Records reviewed during the site visit indicated that Santa Cruz METRO is operating fixed route bus service with a 37.5% spare ratio ; 88 vehicles required for fixed route service; 64 vehicles required for peak pull-out; 24 spares. In accordance with FTA Circular 5010.1D, a reasonable spare ratio should not exceed 20 percent of the vehicles operated in maximum fixed route service.

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Discussions with staff during the site visit noted that Santa Cruz METRO was experiencing reliability issues associated with a certain series of buses, thus requiring additional spares in order to make pullout requirements. During the site visit, the reviewer examined the current day's listing of vehicles out of service, but could not identify any particular maintenance trend associated with any given series bus.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO is to submit, to the FTA Region IX Office, a plan for reducing the spare ratio to 20 percent. The plan should include a spreadsheet listing, for each bus type, the number of buses, and, for each year until the spare ratio reaches 20 percent, the number of buses to be disposed of, the number of buses to be added, the projected peak requirement, and the projected spare ratio.

The plan should include detailed justifications for years in which spare ratios exceed 20 percent. If the plan for reducing the spare ratio cannot be completed by July 1, 2014, Santa Cruz METRO is to report progress in its Milestone Progress Reports.

5. Maintenance

Basic Requirement: Grantees and subrecipients must keep federally funded equipment and facilities in good operating order and maintain ADA accessibility features.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for Maintenance. A sample of Santa Cruz METRO's preventive maintenance inspections for its paratransit fleet noted that inspections were on-time only 20%. FTA requires on-time performance of 80%. According to Santa Cruz METRO's preventive maintenance manual, ParaCruz vehicles require fluid changes every 3,000 miles.

Corrective Action and Schedule: By February 28, 2014, Santa Cruz METRO is to submit to the FTA Region IX Office, detailed procedures for completing preventive maintenance inspections on time.

Further, SCMDT is directed to submit a report, signed by the chief executive officer, on the monthly results until the data demonstrates it has conducted at least 80 percent of its preventive maintenance on time for three consecutive months. For each bus that received a preventive maintenance inspection during the month, include with the submittal a report that lists the bus number, date of the PM interval, mileage of the PM interval, mileage of the previous PM interval, and the mileage between the two PM intervals. List the percentage of the PMs performed on time. Submit back-up documentation for each bus (e.g., copy of work order, printout from the maintenance management system) documenting the date and mileage of the PM activity. Reports are to be submitted as follows:

- 1) April 10, 2014: Reporting PM results for March 1-31st
- 2) May 10, 2014: Reporting PM results April 1-30th
- 3) June 10, 2014: Reporting PM results May 1-31st

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Finding: ARRA-funded paratransit Vehicle PC1101 experienced 12,696 miles between oil changes. This is well beyond the Original Equipment Manufacturers (OEM) recommendation of 3,000 miles. Further, Santa Cruz METRO may have placed any remaining warranty on this vehicle in jeopardy due to the significant lateness of preventive maintenance activities.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO is to develop and submit a resource work plan, to the FTA Region IX Office, signed by Santa Cruz METRO's General Manager, describing how Santa Cruz METRO manages its rolling stock maintenance program. At a minimum, the plan is to identify:

- Type of maintenance activities performed on site with Santa Cruz METRO resources and what is out-sourced
- The number of work shifts Santa Cruz METRO operates, hours for each work shift, and number of staff assigned per shift for the entire maintenance program (rolling stock, equipment, and facilities)
- How Santa Cruz METRO addresses scheduled preventive maintenance, scheduled repair, unscheduled maintenance and unscheduled repair.
- The number of FTEs assigned to paratransit vehicle preventive maintenance
- Assessment of what caused paratransit PMs to be late
- Performance goals for rolling stock maintenance activities
- What changes have been implemented to ensure on-time PM performance
- Performance monitoring plan that includes periodic reports to Santa Cruz METRO's Board of Directors

It is important to note that Santa Cruz METRO uses a maintenance management software system that was very difficult to understand how it was being used to schedule maintenance activities. During the site visit, the reviewer asked for a list of revenue vehicles that were out of service due to maintenance issues.

A review of the list of open maintenance work-orders ("Dead List") dated December 18, 2013, indicated the following FTA-funded fixed route vehicles out of service:

Qty Of Buses Out of Service	Series	Mfg Year/Mfgr	Work-Order Task Status
9	2200	2003 New Flyer	Note stated 7 waiting for Tech or parts
2	2300	2003 Orion	Note stated both waiting for Tech
5	2800	2008 New Flyer	3 of 5 in for PM
6	9800	1998 New Flyer	Note stated 5 waiting for Tech

A review of open maintenance work orders ("Dead List") dated December 18, 2013, indicated the following FTA-funded paratransit vehicles were out of service:

Vehicle No.	Series	Mfg Year/Mfgr	Work-Order Task Status	WO Date
PC 2401	GCII	2003 Goshen	Note stated in for Service	11/14
PC2402	GCII	2003 Goshen	Note stated at vendor	10/29
PC1125	Amerivans	2010 Dodge Minivan	Note stated waiting for Tech	11/29
PC1101	El Dorado	2011 Ford E350	Note stated waiting for Tech	12/17
PC1106	El Dorado	2011 FordE350	Note stated waiting for Tech/Parts	12/04

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Given the number of vehicles out of service and the requirements to meet peak pullout, the reviewer asked Santa Cruz METRO how it planned for scheduled preventive maintenance, scheduled repair, and unscheduled maintenance and or repair. Staff indicated that it was time to revisit how maintenance was scheduled and how maintenance resources were being deployed.

6. Procurement

Basic Requirement: FTA grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable federal law, including 49 C FR Part 18 (specifically Section 18.36) and FTA Circular 4220.1F, “Third Party Contracting Guidance.”

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for Procurement.

A review of records detailing the bid protest on the MetroBase operations facility construction project found that the project manager for Santa Cruz METRO had authority to determine whether bidders were found responsive and responsible. This resulted in METRO receiving a bid protest, retracting an award from one firm and awarding the contract to another firm. Santa Cruz METRO must have written internal procedures that guide staff in making appropriate decisions relative to determining bidder qualifications.

A review of a sole source procurement to retain an architectural and engineering firm found that while the justification on file adequately supported the need to retain the A/E firm to revise the MetroBase operations design, the resulting contract added additional scope. In addition, this contract was amended again later to add geotechnical services. These types of changes are not permitted under FTA Circular 4220.1F.

A review of change orders on the MetroBase construction project found that the change orders were not supported by independent cost estimates and that contractor pricing had not been evaluated (cost analysis) to determine whether costs were reasonable.

Discussions with key staff and a review of MetroBase project related documents found that Santa Cruz METRO does not have a viable contract administration system. Once contracts are awarded, grantees must have documented procedures that guide staff in managing the contract terms and conditions to ensure both agency and contractor are working within the terms of the contract. Contract administration also includes contract change management, documentation control, communication parameters, levels of authorization, and contract close-out requirements.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO is to revise and submit to the FTA Region IX Office procurement procedures that address the requirements for sole source procurements, change orders, cost/price analysis, and conducting independent cost estimates. Procedures are to address how Santa Cruz METRO will control its procurement processes for each of these elements in order to maintain compliance.

By April 30, 2014, Santa Cruz METRO is to provide the FTA Region IX Office with

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documentation that demonstrates procedures have been implemented.

By May 31, 2014, Santa Cruz METRO is to provide the FTA Region IX Office with:

- Contract administration procedures
- List of job positions responsible for contract administration
- Training that will be made available to staff
- Schedule for training

7. Disadvantaged Business Enterprise (DBE)

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for DBE.

A review of Santa Cruz METRO's 2012 DBE program update identifies the General Manager as the DBELO. During the site visit, the reviewer discussed the DBELO assignment with the General Manager and he noted that, with all of the other obligations associated with the GM's position, he did not have adequate time to devote to overseeing the DBE program. Additional discussions were held with other staff members as to their individual responsibilities associated with DBE program elements (e.g. goal setting, prompt payment, procurement outreach). While certain portions of the DBE program are being implemented, other elements remain questionable. For example, FTA funded activities associated with the engineering/architectural design work for the Pacific Station has been significantly delayed over the past three years. However, the project has reached such a stage to warrant procuring design services in 2013. However, the reviewer did not see evidence that Santa Cruz METRO considered DBE contracting opportunities. Further, discussions with project management staff found that it was evident that Santa Cruz METRO is not prepared to meet the requirements for DBE monitoring and oversight.

As such, Santa Cruz METRO does not have a cohesive method of overseeing that its program is completely meeting DOT requirements.

It is important to note in this report that the current General Manager will be retiring in 2014 and that Santa Cruz METRO's Board of Directors has begun the recruiting efforts.

Corrective Action and Schedule: By March 31, 2014, the Board Chair of Santa Cruz METRO is to provide the FTA Region IX Civil Rights Officer with an interim plan that addresses how the DBE program will be managed to ensure that Santa Cruz METRO remains in compliance with this DOT requirement.

8. Planning/ Program of Projects

Basic Requirement (Planning): The grantee must participate in the transportation planning process in accordance with FTA requirements, SAFETEA-LU, and the metropolitan and

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statewide planning regulations.

Basic Requirement (Human Services Transportation): Grantees must participate in a coordinated public transit-human services transportation planning process that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation.

Basic Requirement (Program of Projects (POP)): Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a POP.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Planning/Program of Projects.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with requirements for Planning/Program of Projects.

9. Title VI

Basic Requirement: The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program, or activity receiving federal financial assistance. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

Note: The 2013 Triennial Review covers a three-year period in which the FTA issued a revised circular for Title VI that provided more information on how to comply and changed requirements for some grantees with populations over 200,000 persons. As of October 1, 2012, grantees must comply with the requirements of FTA C 4702.1B. The review examines compliance with the requirements of FTA C 4702.1A for the period prior to October 1, 2012 and compliance with the revised circular for activities after this date.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for Title VI.

While Santa Cruz METRO conducted public outreach activities for the purpose of updating its Title VI plan, the agency does not have an established system to that addresses how it will provide inclusive public participation from minority and LEP populations.

Further, it is important to note in this report that Santa Cruz METRO does not have an internal management mechanism to monitor compliance with its Title VI program. Similar to the management and oversight of its DBE program, Santa Cruz METRO does not have a staff position that is responsible for ensuring that the agency follows its Title VI plan.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO is to develop and submit, to the FTA Region IX Civil Rights Officer, the process that will be used to ensure inclusive public participation.

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10. Public Comment on Fare and Service Changes

Basic Requirement: Section 5307 grantees are expected to have a written locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for Public Comment on Fare and Service Changes. In response to this section in the Triennial Review, Santa Cruz METRO provided a process on how it manages public hearings. However, this document did not describe how public comments were solicited and how comments were considered in the decision-making process.

Corrective Action and Schedule: By April 30, 2014, Santa Cruz METRO is to revise and submit to the FTA Region IX Office, its public comment process and address how comments are sought and considered by the Board of Directors.

11. Half Fare

Basic Requirement: For fixed route services supported with Section 5307 funds, fares charged elderly persons, persons with disabilities, or individuals presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Half Fare.

12. Americans with Disabilities Act (ADA)

Basic Requirement: Titles II and III of the American with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for ADA. Complementary Paratransit services are managed in-house. During discussions with staff regarding trip denials, staff indicated that METRO does not have trip denials. Asked to show evidence of such, an d staff stated that they do not specifically track trip denials.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO is to develop a means to identify, track, and report trip denials. Provide evidence to the FTA Region IX Civil Rights Officer that this system has been implemented and also provide evidence that this system has been communicated to appropriate staff.

Finding: Santa Cruz METRO utilizes a no-show policy that is implemented based upon a set number of occurrences, rather than based upon a pattern or practice of the individual rider.

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During the site visit, staff immediately updated its website with revised policy language and circulated revised instructions to appropriate personnel.

Corrective Action and Schedule : By March 31, 2014, Santa Cruz METRO is to provide the Regional Civil Rights Officer with a plan on how it will revise the printed rider's guide documents.

13. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Charter Bus.

14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for School Bus.

15. National Transit Database (NTD)

Basic Requirement: Grantees that receive Section 5307 and 5311 grant funds must collect, record and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and the National Transit Database (NTD) Reporting Manual as required by 49 USC 5335(a).

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for NTD.

16. Safety and Security

Basic Requirement: Under the safety authority provisions of the federal transit laws, the Secretary has the authority to investigate the operations of the grantee for any conditions that appear to create a serious hazard. As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security projects are not necessary.

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Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Safety and Security.

Advisory comments were made regarding Santa Cruz METRO's safety program. While the newly completed safety plan addresses all key aspects found in a viable safety program, Santa Cruz METRO should consider how it will implement the plan. With a decentralized approach to managing safety (e.g. "everyone is responsible for safety"), the Santa Cruz METRO General Manager should consider formally assigning a department and a management position with the responsibility of implementing the program.

Implementation would include, at a minimum:

- Ensuring job tasks are assessed to identify job hazards and safety protocols
- Ensuring job descriptions adequately describe job hazards and safety requirements of the individual
- Assisting departments with training resources
- Assisting departments with conducting safety audits of processes and procedures
- Assisting departments with analyzing risk management issues and claims
- Auditing sections of the safety plan to determine level of departmental and agency compliance
- Providing oversight for projects that require contractors to submit safety plans

17. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: All grantees are required to maintain a drug free workplace for all employees and to have an ongoing drug free awareness program. Grantees receiving Section 5307, 5309 or 5311 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Drug Free Workplace and Drug and Alcohol Program.

18. Equal Employment Opportunities (EEO)

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving federal financial assistance under the federal transit laws. (Note: EEOC's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for EEO.

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V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Legal	ND				
2. Financial	ND				
3. Technical	D	Inadequate project management	Within 10 business days from the exit conference, the METRO will provide the FTA Region IX Office with a letter that describes how the District will manage the various aspects of project management for the MetroBase construction project, including, but not limited to controls for change order authorization and controls for approving contract changes.	12/29/13	12/20/13
		Inadequate project management Lacking project control	Develop a project management plan that addresses how Santa Cruz METRO will manage the MetroBase construction project. At a minimum, the plan will identify roles and responsibilities of staff assigned to the project; limits of staff level of authority, change control approval processes, project schedule and program cost controls, project reporting requirements; records management; DBE monitoring; Buy America compliance; ADA design requirements	3/31/14	
		Inactive grants	Provide the FTA regional office with updated grant management procedures that address managing grant funds to ensure grants remain active.	3/31/14	
4. Satisfactory Continuing Control	D8	Excessive spare ration (37.5%)	Santa Cruz METRO is to submit, to the FTA Region IX Office, a plan for reducing the spare ratio to 20 percent. The plan should include a spreadsheet listing, for each bus type, the number of buses, and, for each year until the spare ratio reaches 20 percent, the number of buses to be disposed of, the number of buses to be added, the projected peak requirement, and the projected spare ratio	3/31/14	

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Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
5. Maintenance	D3 D4	Vehicle maintenance program not meeting mfg's recommendations Late vehicle preventive maintenance	Santa Cruz Metro is to develop and submit detailed procedures for completing Preventive Maintenance (PM) inspections on time. Additionally, Santa Cruz Metro is to submit a report to the FTA Region IX Office, signed by Santa Cruz Metro's General Manager, on the monthly PM results until the data demonstrates it has met 80% of its PM on-time for a period of three (3) consecutive months. Reports are to be submitted on April 10, May 10, and June 10, 2013. Also, Santa Cruz METRO is to develop and submit a resource work plan, to the FTA Region IX Office, signed by Santa Cruz METRO's General Manager, describing how Santa Cruz METRO manages its rolling stock maintenance program.	2/28/14	

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Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
6. Procurement	D11	Lacking full and open competition (added scope to RNL added scope for geotechnical)	Santa Cruz METRO is to revise and submit to the FTA Region IX Office procurement procedures that address the requirements for sole source procurements, change orders, cost/price analysis, and conducting independent cost estimates. Procedures are to address how Santa Cruz METRO will control its procurement processes for each of these elements in order to maintain compliance	3/31/14	
	D21	Lacking required justification for sole source award (RNL expanded scope)			
	D17	Lacking Cost required cost/price analysis (Metro base sole source contract; associated change orders)	Santa Cruz METRO is to provide the Region IX Office with documentation that demonstrates that it has implemented revised procedures.	4/30/14	
	D18	Insufficient documentation to support change order (MetroBase)	Santa Cruz METRO is to provide the FTA Region IX Office with: <ul style="list-style-type: none"> • Contract administration procedures • List of job positions responsible for contract administration • Training that will be made available to staff • Schedule for training 	5/31/14	
	D35	Lacking independent cost estimate (Metrobase)			
	D3	No contract administration system (change order management)			
	D7	Bid protest procedures			

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Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
7. Disadvantaged Business Enterprise (DBE)	D99	Other: Inadquate implementation of DBE program	Board Chair of Santa Cruz METRO is to provide the FTA Region IX Civil Rights Officer with an interim plan that addresses how the DBE program will be managed to ensure that Santa Cruz METRO remains in compliance with this DOT requirement.	3/31/14	
8. Planning/ Program of Projects	ND				
9. Title VI	D11	Public outreach deficiencies	Santa Cruz METRO is to develop and submit, to the FTA Region IX Civil Rights Officer, the process that will be used to ensure inclusive public participation.	3/31/14	
10. Public Comment on Fare and Service Changes	D2	Deficiencies in process as defined	Santa Cruz METRO is to revise its public comment process and address how comments are sought and considered by the Board of Directors. A copy of the revised document shall be submitted to the Region IX Office.	4/30/14	
11. Half Fare	ND				
12. Americans with Disabilities Act (ADA)	D6	Inadequate tracking of trip denials	Santa Cruz METRO is to develop a means to identify, track, and report trip denials. Provide evidence to the FTA Region IX Civil Rights Officer that this system has been implemented and also provide evidence that this system has been communicated to appropriate staff.	3/31/14	
	D-B	Insufficient no-show policy	Santa Cruz METRO is to provide the Regional Civil Rights Officer with a plan on how it will revise the printed rider's guide documents.	3/31/14	
13. Charter Bus	ND				
14. School Bus	ND				
15. National Transit Database (NTD)	ND				

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Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
16. Safety and Security	ND AC05	Safety responsibilities not defined	Consider formally assigning a department and a management position with the responsibility of implementing the safety program.		
17. Drug Free Workplace and Drug and Alcohol Program	ND				
18. Equal Employment Opportunities	ND				

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VI. Attendees

Name	Title/Organization	Phone Number	e-mail address
<i>San Cruz Metropolitan Transit District</i>			
Leslie R. White	General Manager	831-426-6080 x1101	lwhite@scmttd.com
Leslyn K. Syren	District Counsel	831-426-6080 x1601	LSyren@scmttd.com
Angela Aitken	Financial Manager	831-426-6080 x1301	aaiken@scmttd.com
Ciro F. Aguirre	Manager of Operation	831-425-8951	Aguirre@scmttd.com
Debbie Kinslow	Asst. Finance Manager	831-425-6080	dkinslow@scmttd.com
Thomas Hiltner	Grants/Legislative Analyst	831-426-6080 x1314	thither@scmttd.com
Claire Fliesler	Planner	831-426-6080 x1313	cfliesler@scmttd.com
Robert Cotter	Maintenance Manager	831-426-6080 x1201	rcotter@scmttd.com
Robyn D. Slater	Human Resources Manager	831-423-5582	rslater@scmttd.com
April Warnock	Paratransit Superintendent	831-426-6080 x5101	awarnock@scmttd.com
Frank Cheng	Project Manager/IT Manager	831-426-6080 x1106	fcheng@scmttd.com
Eileen Wagley	ParaCruz Eligibility Coordinator	831-425-4664	ewagley@scmttd.com
<i>FTA Region IX</i>			
Edward Carranza	Deputy Regional Administrator	415-744-2740	Edward.Carranza@dot.gov
Philoki Barros	Transportation Program Specialist	415-744-2740	Philoki.barros@dot.gov
<i>Interactive Elements Incorporated</i>			
Laurie Heinze	Reviewer	770-843-6006	lmh@ieitransit.com

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ATTACHMENT B
*Santa Cruz Metropolitan
Transit District*



January 10, 2014
(sent via email and U.S. Mail)

Leslie T. Rogers
Regional Administrator – Region IX
U.S. Dept. of Transportation
Federal Transit Administration
201 Mission Street, Suite 1650
San Francisco, CA 94105-1839
Leslie.rogers@dot.gov

Laurie Heinze
Program Director
Interactive Elements, Inc
1875 Holly Cove Road.
Cumming, GA 30040
lmh@ieitransit.com

Re: FTA FY2013 TRIENNIAL REVIEW RESPONSES
SANTA CRUZ METRO – FTA RECIPIENT ID #1675

Thank you for the opportunity to provide a response to the Draft Report related to the Santa Cruz Metropolitan Transit District's (Santa Cruz METRO) FY 2013 Triennial Review. Santa Cruz METRO appreciates the review completed by Ms. Laurie Heinze of Interactive Elements Inc. The District is appreciative of the assistance provided during the site visit and look forward to working with the staff of Region IX to correct any deficiencies noted by the reviewer.

Notwithstanding the above, we believe that there may have been a few aspects of the report in which the reviewer may have misunderstood the responses provided by the staff of Santa Cruz METRO. Please note that Ms. Heinz advised METRO of the Enhanced Review Module during a phone call on November 18, 2013 and sent to staff a questionnaire and list of documents on November 21, 2013, with a request to provide the additional information submitted by December 6, 2013. Unfortunately, the onsite review occurred while several staff members were on vacation for the holidays, which may have led to the confusion. As such, we provide the following in an attempt to clarify any of those misunderstandings.

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Santa Cruz METRO OnLine at <http://www.scmtd.com>

7-3b.1¹

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Santa Cruz Metropolitan Transit District



Grantee Description

In what may be inconsequential, it should be noted that Santa Cruz METRO is organized into nine major departments; omitted from this list was the Procurement Department. In addition, the District has retained a firm to recruit for a replacement for General Manager, Les White, following which will be the appointment of an Assistant General Manager. Due to loss of revenue in the preceding years, additional responsibilities have been imposed on the General Manager which had formerly been assigned to the Assistant General Manager. The Board of Directors has acknowledged that the level of duties transferred to the General Manager has been excessive.

Grant Activity

Please note that an update should be made to the table located on page 5 of the report in that FTA awarded Grant CA-90-Z100 on December 10, 2013 and Santa Cruz METRO executed it on December 18, 2013, during the site visit by Ms. Heinz.

RESULTS OF THE REVIEW:

3. Technical:

Region IX has been informed of several of the obstacles faced by Santa Cruz METRO in finding suitable properties for the MetroBase projects, given local opposition to locating these facilities within certain areas of Santa Cruz. This history has been followed in several Triennial Reviews prior to the current. Moreover, the MetroBase project is actually four separate projects: reconstruction of the current offices occupied by the Administrative staff (no federal funds were utilized); Maintenance Facility; Bus Wash and Fueling Facility; and the final project which is underway, a new Operations and Parking Facility. As explained during the site visit, the "delay" of these projects has been the result of several factors beyond the control of Santa Cruz METRO.

Initially, a site was selected on the Westside of Santa Cruz; however, as the result of opposition from area residents, Santa Cruz METRO discarded this site and sought opportunities in the Harvey West Business Park as a preferred alternative site. Likewise, the Harvey West site encountered strong local opposition led by Goodwill Industries and the Harvey West Area Association. A Financial Feasibility and Impact Report (FFIR) found that the Harvey West site would cost approximately \$69 million to develop. The high cost combined with the local

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opposition resulted in discarding this site as the preferred alternative. Finally, a site was selected at River Street and Golf Club Drive in Santa Cruz that had been utilized as temporary Operations and Maintenance facility and in 2003 staff began working on the necessary steps to develop this property, including the creation of a Project Manager position.

On page 6 of the Report there are a few factual inaccuracies that should be addressed. With regard to the Maintenance Facility, please note that Santa Cruz METRO never went to Arbitration with the Contractor on this project. Instead, both sides presented their claims to one another and the parties were able to negotiate a resolution of those claims. Information in TEAM may have misrepresented this as an Arbitration proceeding, it was not.

It is also inaccurate to state that a bid protest resulted in the overturning of a contract award to another construction firm on the Operations Facilities Project (Judy K. Souza Operations Building). Instead, Santa Cruz METRO received a number of pre-award protests that were resolved pursuant to Santa Cruz METRO's Bid Protest Procedures. Both of these protests did not delay or overturn the award of the contract to Lewis C. Nelson on December 7, 2012, by the Santa Cruz METRO Board of Directors.

In March of 2006, Santa Cruz METRO was awarded FTA Grant CA-03-0730-02, for the "Pacific Station Expansion and Renovation" in the amount of \$1,457,667. The scope of work for this grant was to purchase additional right-of-way (ROW) at 425 Front Street (property owned by Greyhound and adjacent to Pacific Station) to accommodate the expansion of the transit center. FTA approved the ROW purchase price in March of 2007, and Santa Cruz METRO commenced condemnation proceedings in September of 2007, when purchase price negotiation failed. Resolving liability for site clean-up extended purchase negotiation from March 2008 until a sales agreement was executed January of 2009, and escrow closed in December of 2010.

In December 2010, 97 percent of the grant, (\$1.4 million) was drawn down for the purchase of the property, while the remainder was drawn down over time to fund invoices related to ADA access, improvements to the parking lot, line painting, speed humps, perimeter fence, lighting and legal assistance. Santa Cruz METRO began using the expanded right-of-way for transit service after lot remediation concluded in June of 2011. With conclusion of the right-of-way construction ALI in early 2012, Santa Cruz METRO drew the balance of funds and closed the right-of-way acquisition phase of the project on May 3, 2012.

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Additional funding from grants CA-04-0021, awarded in 2007 and CA-04-0112, awarded in 2008, provided \$886,000 towards design efforts to further expand and renovate the Pacific Station. Santa Cruz METRO's ability to move the project forward has been impacted by several factors including the real estate market, toxic waste removal, and escrow closing. This project is currently under contract with Group 4 Architects. Project completion with selection of a preferred design is scheduled for June of 2014, as reported to the FTA. This project involves the City of Santa Cruz and there exists an executed Memorandum of Understanding (MOU) between the parties. The initial draw down on this grant was made in January of 2013, in the amount of \$1,582, with subsequent draw downs totaling \$50,884 through October of 2013. No draw downs have been made against CA-04-0102.

Santa Cruz METRO believes that it has utilized an acceptable process for draw down of Grant CA-90-Y751 funds. Of particular note, Grant CA-90-Y751 provided \$1,108,062.00 for the MetroBase Operations construction project. All other funding for this project has been through State or local funding sources. The draw down of the federal funds related to this project occurred after obtaining State funds to avoid the consequence of having those State funds reduced by an amount equal to the federal Grant funds. This was a part of the project funding draw down strategy related to this project and not merely a lack of planning. The draw down of the above grant funds occurred within three years of the grant award (2009) which Santa Cruz METRO understood as permissible.

Notwithstanding the above, please accept the following as a representation of the project controls that Santa Cruz METRO is incorporating to improve the existing processes related to project management. Although Santa Cruz METRO holds monthly Grants meetings in which all management staff meet to plan and receive updates regarding all current projects, Santa Cruz METRO intends to hold similar meetings to discuss the progress of the MetroBase Operations and Pacific Station projects specifically, which will include written agendas and minutes for project documentation.

Santa Cruz METRO's General Manager and District Counsel are working to develop a coordinated written Change Order process that includes additional controls for approval of the change orders and contract modifications. Only the General Manager will be authorized to approve change orders, and the limits of the General Manager's authority will be reduced to \$25,000. Change order evaluations will be coordinated with the Procurement staff to develop appropriate methods of documenting and verifying that independent cost estimates/cost analyses accompany each change order request prior to approval. Finance will retain overall fiscal control

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Santa Cruz METRO OnLine at <http://www.scmttd.com>

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Santa Cruz Metropolitan Transit District



for the project and will be informed of any change orders prior to approval. Finance shall work with the Project Manager to develop a more robust project budget that will be maintained throughout the project. All change orders will be reviewed by the District Counsel with a recommendation attached, prior to submission to the General Manager. Other than the above, all contract changes must seek the approval of the Board of Directors.

These new written processes will be incorporated into a project management plan that will be used going forward on the MetroBase Operations project. This will be submitted to Region IX no later than March 31, 2014.

4. Satisfactory Continuing Control

As the reviewer will recall, staff had some variances in determining the number of vehicles necessary for peak pull out. The number needed for peak pull out is 69 based on the Santa Cruz METRO's reports to NTD. Additionally, the fleet roster provided did not take into account two vehicles that have recently been declared as surplus due to age and fire damage, as well as one vehicle only used for rural service.

Santa Cruz METRO is like many other transit agencies in that it operates 40 CNG fueled buses which have John Deere engines. There is an endemic flaw with the John Deere engines, specifically with the Universal Exhaust Gas Oxygen (UEGO) sensors, which continually give false trouble codes that shut down the buses on the road. As a result Santa Cruz METRO can have up to ten John Deere powered buses out of service on any given day, which results in a significant increase in the need for available spare buses. Since the introduction of the John Deere powered buses into the fleet, Santa Cruz METRO has replaced 1000 UEGOs on the John Deere powered buses which is significantly higher than the manufacturer's estimated replacement schedule of 100,000 miles.

Santa Cruz METRO also has 29 buses powered by Cummins ISLG natural fuel powered buses. These buses have been equally problematic, but are the only engine type which has been certified by the California Air Resources Board (CARB). The Ignition Control Module (ICM) for the 29 buses in Santa Cruz METRO's fleet that are powered by the Cummins ISLG natural fuel engine has been replaced 41 times. That is almost two ICMs per bus, resulting in engines which achieve significantly lower than the manufacturer's estimated life expectancy of 200,000 miles.

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Additionally both types of Natural Gas Powered buses run extremely hot. Of the 79 Natural Gas Powered buses in Santa Cruz METRO's fleet, 69 of those buses have experienced exhaust manifold warping issues.

Notwithstanding the above, it is the intent of Santa Cruz METRO to review our spare ratio and provide to Region IX a plan to reduce the spare ratio and/or a detailed justification for the need for any excess above 20%.

6. Procurement

As indicated above, Santa Cruz METRO did not have a bid protest that required the retraction of an award from one contractor to another. Moreover, although the staff report was provided to the Board of Directors under the signature of the Project Manager, the determination of responsiveness of bids was not made solely by the Project Manager. Instead, the bid had been reviewed for responsiveness by the Procurement Department, District Counsel and Project Manager, and recommendations provided to the Board of Directors regarding the responsiveness of those bids. The protests submitted pre-award were resolved prior to the award of contract. No protests have been received by Santa Cruz METRO since the award to Lewis C. Nelson on December 7, 2012.

Santa Cruz METRO does have bid protest procedures; however, these do not include the review of bids for responsiveness. Instead, this function is generally performed by the Procurement Department in consultation with District Counsel and the Project Manager.

With regard to an Amendment to a Contract involving the continued retention of A/E services, our review of the original contract provides that the scope of services was not actually exceeded by the amendment. However, we understand the confusion in this regard as the staff report related to this item indicated that an additional scope of work was included.

Notwithstanding the above, Santa Cruz METRO acknowledges the need to review and revise current procurement procedures and policies and is in the process of doing so. We appreciate the assistance provided by the Reviewer in this regard and look forward to adopting "user friendly" procurement documents. However, we note the current Policy and Procedures comply with FTA requirements, although revising for ease of use is acknowledged.

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Santa Cruz Metropolitan Transit District



7. Disadvantaged Business Enterprise (DBE)

Santa Cruz METRO considers DBE participation in its contract awards, especially in major projects which have subcontracting opportunities. However, State law prohibits Santa Cruz METRO from awarding contracts based on protected status, and it also cannot preferentially evaluate proposals based upon DBE participation.

Santa Cruz METRO has moved to reassign primary responsibility for the DBE program to Angela Aiken, Finance Manager, who will be designated as the DBELO. An interim plan will be provided to Region IX Civil Rights Officer by March 31, 2014.

9. Title VI

Santa Cruz METRO complies with the Title VI program and reporting requirements of FTA Circular FTA C 4702.1B issued October 1, 2012. According to the list of designated Urbanized Areas published by the U.S. Census, Santa Cruz METRO operates in the Santa Cruz Urbanized Area, which had a 2010 population of 163,703. Santa Cruz METRO therefore implements its Title VI Program with the content specified in FTA C 4702.1B, 3. A. (1), and does not report on demographic data, the public engagement process, its major service change policy, equity analysis or travel patterns (as required by transit operators with more than 50 vehicles located in a UZA of 200,000 or more in populations), although Santa Cruz METRO does monitor and retain in-house, its equity analysis of service changes.

In addition, the Region IX Civil Rights Officer approved Santa Cruz METRO's Title VI process and procedures on July 13, 2013, only five (5) months prior to this review.

10. Public Comment on Fare and Service Changes.

In response to a question under this section, it appeared from the answer to a question under this section that Santa Cruz METRO was "vetting" public responses prior to their submission to the Board of Directors. This is not true, and was an apparent misunderstanding of Santa Cruz METRO's response. All comments received are recorded by staff and provided to the Board of Director for consideration as part of the public comments provided regarding any fare or service changes.

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*Santa Cruz Metropolitan
Transit District*



This concludes Santa Cruz METRO's preliminary response to the Triennial Review Report of 2013. Please feel free to contact the undersigned regarding this response. Again, we look forward to working with Region IX as we move forward in our efforts to achieve full compliance.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Leslie R. White", written over a horizontal line.

Leslie R. White
General Manager

A handwritten signature in cursive script, appearing to read "Leslyn K. Syren", written over a horizontal line.

Leslyn K. Syren
District Counsel

Attachment C



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IX
Arizona, California,
Hawaii, Nevada, Guam
American Samoa,
Northern Mariana Islands

201 Mission Street
Suite 1650
San Francisco, CA 94105-1839
415-744-3133
415-744-2726 (fax)

Mr. Daniel Dodge, Board Chair
Santa Cruz Metropolitan Transit District Board of Directors
110 Vernon Street
Santa Cruz, CA 95060

JAN 17 2014

RE: FY 2013 Final Triennial Review Report

Dear Mr. Dodge:

This final report documents the Federal Transit Administration's (FTA) December 17-19, 2013 Triennial Review of the Santa Cruz Metropolitan Transit District in Santa Cruz, California. This review is required by Chapter 53 of Title 49, United States Code; Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of the Santa Cruz Metropolitan Transit District's compliance with federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute a comprehensive and final review of compliance with grant requirements.

No deficiencies were found with the FTA requirements in 11 of the 18 areas. Deficiencies were found in seven areas: Technical, Satisfactory Continuing Control, Maintenance, Procurement, DBE, Public Comment for Fare and Service Changes, and ADA. Please ensure corrective action for each deficiency is completed in accordance with the final report. If you need any technical assistance or have any questions, please do not hesitate to contact Audrey Bredehoft at (415) 744-2597 or audrey.bredehoft@dot.gov

Thank you and your staff for the cooperation and assistance during this Triennial Review.

Sincerely,

A handwritten signature in blue ink that reads "Leslie T. Rogers".

Leslie T. Rogers
Regional Administrator

Enclosure

cc: Leslyn K. Syren, District Counsel, Santa Cruz METRO

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FINAL REPORT

FY2013 TRIENNIAL REVIEW

of the

Santa Cruz Metropolitan Transit District

(Santa Cruz METRO)

Santa Cruz, CA

Recipient ID: 1675

Performed for:

U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL TRANSIT ADMINISTRATION

REGION IX

Prepared by:

Interactive Elements Inc.

Site Visit Dates: December 17-19, 2013

Final Report Date: January 16, 2014

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I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Santa Cruz Metropolitan Transit District of Santa Cruz, CA. The review was performed by Laurie Heinze of Interactive Elements Inc. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. An overview presentation was given for activities related to FTA-funded projects.

The Triennial Review focused on compliance in 18 areas. Deficiencies were found with the FTA's requirements in the seven (7) following areas:

Review Area	Deficiency/Advisory Comment
Technical	<ul style="list-style-type: none">• Inactive grant• Inadequate project management• Lacking project controls
Satisfactory Continuing Control	<ul style="list-style-type: none">• Excessive spare ratio
Maintenance	<ul style="list-style-type: none">• Vehicle maintenance program not meeting mfg's recommendations• Late vehicle preventive maintenance
Procurement	<ul style="list-style-type: none">• Lacking full and open competition• Lacking required justification for sole source award• Lacking Cost required cost/price analysis• Insufficient documentation to support change order• Lacking independent cost estimate No contract administration system• Deficiencies in responsibility determinations
Disadvantaged Business Enterprise (DBE)	<ul style="list-style-type: none">• Inadequate implementation of DBE program
Public Comment on Fare and Service Changes	<ul style="list-style-type: none">• Deficiencies in process as defined
Americans with Disabilities Act (ADA)	<ul style="list-style-type: none">• Inadequate tracking of trip denials• Insufficient no-show policy

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and

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evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(i). This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993). At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.

The Triennial Review includes a review of the grantee's compliance in 18 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of the Santa Cruz Metropolitan Transit District in Santa Cruz, CA. The review concentrated on procedures and practices employed during the past three years. The specific documents reviewed are referenced in this report and are available at FTA's Regional Office or at the grantee's office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee's location. The scoping meeting was conducted with the Region IX Office via teleconference on September 19, 2013. At that time, adding an enhanced review in the Technical and Procurement areas was discussed and approved in order to assess why certain grants were inactive and to review the grantee's capital project management capabilities associated with the current construction projects. Necessary files retained by the regional office were sent to the reviewer electronically. A review package was sent to Santa Cruz METRO advising it of the site visit and indicating the information that would be needed and issues that would be discussed. The site visit to Santa Cruz METRO occurred December 17-19, 2013.

The on-site portion of the review began with an entrance conference in which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. Samples of ECHO disbursements, FTA-assisted procurements, and maintenance records for certain FTA-funded vehicles, facilities, and equipment were also examined during the site visit. Upon completion of the review, a "Summary of Preliminary Findings" was provided to Santa Cruz METRO at an exit conference. The individuals participating in the review are listed in Section VI of this report.

3. Metrics

The metrics used to capture whether a grantee is meeting the requirements for each of the areas reviewed are: *not deficient*, *deficient*, *advisory comment*, and *not applicable*.

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if one or more of the requirements within the area reviewed were not met.
- *Advisory Comment*: An advisory comment is only made in the area of safety and security.

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- *Not Applicable:* An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Grantee Description

Santa Cruz Metropolitan Transit District (Santa Cruz METRO) provides transit service in Santa Cruz County, California, serving all of the cities of Capitola, Santa Cruz, Scotts Valley and Watsonville and unincorporated areas of Santa Cruz County. Santa Cruz METRO is a Transit District formed under the State of California Public Utilities Code, Section 98000. The population of the service area is approximately 266,660 persons.

Santa Cruz METRO is organized into nine major departments, including the Office of the General Manager, District Counsel, Finance, Human Resources, Operations, Maintenance, Information Technology, Procurement, and Fleet/Facilities Maintenance. During this Triennial Review, it was noted that the District has retained a firm to recruit for the replacement of the General Manager.

Santa Cruz METRO directly operates all services with a network of 38 fixed routes and supplements its paratransit service as needed with one taxicab company. Service is provided weekdays from 4:45 a.m. to 2:45 a.m. Weekend service is operated from 6:40 a.m. to 11:45 p.m. The grantee's complementary paratransit service, known as ParaCruz, operates during the same days and hours of service as the fixed routes and is provided within $\frac{3}{4}$ mile of fixed routes, except the Highway 17 commuter route. ParaCruz uses a local taxicab company to supplement its ADA paratransit service, as needed.

The basic adult fare for bus service is \$2.00. A reduced fare of \$1.00 is offered to seniors, 62 years or older, valid Medicare card holders, and persons with disabilities during off-peak hours. The Highway 17 express service route is \$5.00. The fare for ADA paratransit service is \$4.00. Santa Cruz METRO operates a fleet of 110 buses for fixed-route service from an operations facility at 1200 River Street, Santa Cruz. Its bus fleet consists of 35- and 40-foot standard and low floor buses.

A new maintenance facility was built on the site of 120 and 138 Golf Club Drive and opened in December 2009. Newly renovated Santa Cruz Metro administration offices are at 110 Mt. Vernon Street. A temporary fleet parking and dispatch yard continues to be leased at 115 Dubois Street until completion of the MetroBase operations center in 2015.

Santa Cruz METRO fixed route service is supported by four transit centers: Pacific Station, 920 Pacific Ave., Santa Cruz Watsonville Transit Center, Rodriguez St., Watsonville Capitola Transit Center, Capitola Mall, 41st St., Capitola (leased and non-federally funded); and Cavallaro Transit Center, Kings Village Dr., Scotts Valley.

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Santa Cruz METRO's grant activities are as follows:

Completed Projects within the past three years include:

- Award of construction management (9/12) and construction (12/12) contracts for MetroBase Operations Facility
- Installation of video surveillance and monitoring systems at two transit centers and two operating facilities
- Upgrade of land-based mobile radio system to meet FCC-mandated change to narrow-band frequencies
- Receipt of eleven (11) 40-foot CNG transit buses to replace diesel buses using State of Good Repair funds
- Purchase and installation of second 15,000 gallon LNG storage tank for fleet fueling
- Completion of the Watsonville Transit Study (2/12) to upgrade Watsonville area service
- Conducted an LEP assessment (4/12) as part of a county-wide on-board transit survey

Projects Underway include:

- Construction of the MetroBase Judy K. Souza Operations Facility. Construction is currently underway with acceptance and close-out scheduled by 12/31/15.
- Design Engineering for Pacific Station renovation and expansion. This project is currently under contract to Group 4 Architects. Project completion with selection of a preferred design is scheduled for 6/30/14.
- Transit Security projects including back-up power, video surveillance and lighting will continue until all facilities are complete. These projects are anticipated to be complete by 12/31/16.

Future Projects Next 3-5 Years

- Pacific Station renovation in Santa Cruz
- Revitalize Watsonville Transit Center in Watsonville
- Plan for new paratransit operating facility
- Install Automatic Vehicle Locator and Passenger Counting System
- Replace remaining 24 diesel buses with CNG fueled buses
- Increase security authority/measures for facilities and vehicles

Grant Activity

Santa Cruz METRO had three active grants during the site visit and executed a fourth grant during the site visit. The grants are as follows:

Grant Number	Grant Amount	Disbursed	Refund	Year	Description
CA-04-0021-00	\$396,000	\$52,468	0	2/13/2007	Pacific Station Expansion FY 2006
CA-04-0102-00	\$490,000	0	0	9/12/2008	Pacific Station Expansion FY 2008
CA-04-0225-00	\$2,814,538	0	0	8/16/2012	SGR/Rplc 4 bus; 42 ADA Mbl Data
CA-90-Z100-00	\$5,511,909	0	0	12/10/2013	FY13 FTA 5307 Operating Assistance

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IV. Results of the Review

1. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take actions and responsibility on behalf of the grantee must be properly delegated and executed.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Legal.

2. Financial Management and Financial Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, financially maintain and operate FTA funded facilities and equipment, and conduct and respond to applicable audits.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Financial Management and Financial Capacity.

3. Technical

Basic Requirement: The grantee must be able to implement FTA funded projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Grant CA-90-Y751, awarded in 2009, provided \$1,108,062.00, towards the construction of the MetroBase Operations construction project. The project also received PTMISEA (Public Transportation Modernization, Improvement, and Service Enhancement Account) funds from the State of California.

Grants CA-04-0021, awarded in 2007 and CA-04-0102, awarded in 2008, provide \$886,000 towards the design efforts to expand and renovate Pacific Station. During the site visit, it was noted that Santa Cruz METRO had provided sufficient information to FTA on the progress of the design work for Pacific Station.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for Technical.

Finding No. 1: Inactive Grant

Background: Grants open during the review period included three grants that would soon reach a point where changes to the scope of work and or use of any remaining funds would be limited. As the information in the table shows, Santa Cruz METRO had reached the point for each grant wherein no changes in scope could be made and any residual balances could not be reallocated within the grant. Further, the information was used to assess why grants remained inactive with

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little to no drawdown activity.

Grant No.	Availability of Funds	Year Available	Drawdown Status
CA-90-Y751	Year of apportionment plus 3	2009	1 st draw April 2013
CA-04-0021	Year of apportionment plus 2	2006	1 st draw January 2013
CA-04-0102	Year of apportionment plus 2	2008	No draws

FTA defines an inactive grant as a grant that was obligated more than five years ago and has not had a disbursement within the past 18 months. Grants that have been inactive for a substantial length of time require the grantee to provide an acceptable explanation of the delay, and when activity is expected to resume soon.

With respect to planned work under Grant CA-90-Y571, Santa Cruz METRO experienced several delays that were not in their control including problems with site selection, community opposition, and the high cost of real estate. Once the work under this grant began, Santa Cruz METRO had incurred expenses that could have been applied against the grant and drawn down. From March 2010 to February 2013, Santa Cruz METRO applied expenses against the PTMISEA funds as those funds had an expiration period. However, while State funds were available, Santa Cruz METRO had an obligation to FTA to manage grant funds in accordance with sound grant management practices. METRO should have developed a project funding drawdown system that allowed certain drawdowns against the FTA grant while also drawing upon State funds.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO is to provide the FTA Region IX Office with updated grant management procedures that address managing grant funds to ensure grants remain active.

Finding No. 2: Lacking Internal Project Controls.

Background: This Triennial Review also focused on the effectiveness of Santa Cruz METRO's oversight of its FTA-funded capital projects. Grantees are expected to ensure that continuous management of grant projects occur. While grantees with major capital projects are required to have formal Project Management Plans, grantees with smaller capital projects, such as construction projects, rolling stock procurements, and technology projects, should have a mechanism for technical oversight of the projects.

Santa Cruz METRO is managing the construction of the operations building by contracting with a construction management firm (CM) that manages the construction contractor, and retaining the original A/E firm to provide certain contract administration functions, and to interact with the CM and METRO's project manager.

Santa Cruz METRO's Project Manager is active in the project and is earnest in performing well for METRO. However, this position has been allowed to execute significant project actions (e.g. cost and design) without an acceptable process or protocol in place to inform or seek approval from key management personnel. Further, when asked to provide the final cost of the maintenance facility, Santa Cruz METRO could not produce the information.

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Corrective Action and Schedule: Within 10 business days from the exit conference, Santa Cruz METRO will provide the FTA Region IX Office with a letter that describes how the District will manage the various aspects of project management for the MetroBase construction project, including, but not limited to controls for change order authorization and controls for approving contract changes.

Follow-up Comment: FTA Region IX received a response from Santa Cruz METRO on December 20, 2013 that addressed this deficiency. The response was sufficient to address the issue and the deficiency has been closed.

Finding No. 3. Inadequate Project Management.

During the site visit, the reviewer found that Santa Cruz METRO did not have procedures that described how Santa Cruz METRO provided oversight of its capital construction project. As noted earlier in this section, Santa Cruz METRO contracted out the construction management function. The project management function was performed with an internal staff position. However, no procedures or project management plan were evident that describes the project management functions, roles and responsibilities, limits of authorization, or and how the position was to ensure adequate oversight of the project.

A review of activities associated with the MetroBase construction project found little evidence of a contract administration system, design change control (authorization) system, project records management system, or coordinated process that allowed key METRO staff, including budget, accounting, and grants, to meet regularly to discuss project scope, efforts to date, risks, etc.

During the planning stages of the entire MetroBase project, Santa Cruz METRO should have assessed whether it had internal capacity and capabilities to effectively manage a capital construction project. This assessment would have then allowed METRO to either develop appropriate project management systems to control project elements or contract with a professional project management firm.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO will develop and submit to the FTA Region IX Office, a project management plan that addresses how it will manage the MetroBase construction project. At a minimum, the plan will identify roles and responsibilities of staff assigned to the project; limits of staff level of authority, change control approval processes, project schedule and program cost controls, project reporting requirements; records management; DBE monitoring; Buy America compliance; ADA design requirements.

4. Satisfactory Continuing Control

Basic Requirement: The grantee must maintain control over real property, facilities, and equipment and ensure that they are used in transit service.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with

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USDOT requirements for Satisfactory Continuing Control.

Records reviewed during the site visit indicated that Santa Cruz METRO is operating fixed route bus service with a 37.5% spare ratio; 88 vehicles required for fixed route service; 64 vehicles required for peak pull-out; 24 spares. In accordance with FTA Circular 5010.1D, a reasonable spare ratio should not exceed 20 percent of the vehicles operated in maximum fixed route service.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO is to submit to the FTA Region IX Office, a plan for reducing the spare ratio to 20 percent. The plan is to how METRO will reduce its fleet over a period of time to reach 20%. The plan should include a spreadsheet for each bus type that shows over time, the number of buses required for peak service and spares; the number of buses to be disposed of, the number of buses to be added, the projected peak requirement, and the projected spare ratio. The plan should include detailed justifications for years in which spare ratios exceed 20 percent. If the plan for reducing the spare ratio cannot be completed by July 1, 2014, Santa Cruz METRO is to report progress in its Milestone Progress Reports.

5. Maintenance

Basic Requirement: Grantees and subrecipients must keep federally funded equipment and facilities in good operating order and maintain ADA accessibility features.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for Maintenance. A sample of Santa Cruz METRO's preventive maintenance inspections for its paratransit fleet noted that inspections were on-time only 20%. FTA requires on-time performance of 80%. According to Santa Cruz METRO's preventive maintenance manual, ParaCruz vehicles require fluid changes every 3,000 miles.

Corrective Action and Schedule: By February 28, 2014, Santa Cruz METRO is to submit to the FTA Region IX Office, detailed procedures for completing preventive maintenance inspections on time.

Further, SCMDT is directed to submit a report, signed by the chief executive officer, on the monthly results until the data demonstrates it has conducted at least 80 percent of its preventive maintenance on time for three consecutive months. For each bus that received a preventive maintenance inspection during the month, include with the submittal a report that lists the bus number, date of the PM interval, mileage of the PM interval, mileage of the previous PM interval, and the mileage between the two PM intervals. List the percentage of the PMs performed on time. Submit back-up documentation for each bus (e.g., copy of work order, printout from the maintenance management system) documenting the date and mileage of the PM activity. Reports are to be submitted as follows:

- 1) April 10, 2014: Reporting PM results for March 1-31st
- 2) May 10, 2014: Reporting PM results April 1-30th
- 3) June 10, 2014: Reporting PM results May 1-31st

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Finding: ARRA-funded paratransit Vehicle PC1101 experienced 12,696 miles between oil changes. This is well beyond the Original Equipment Manufacturers (OEM) recommendation of 3,000 miles. Further, Santa Cruz METRO may have placed any remaining warranty on this vehicle in jeopardy due to the significant lateness of preventive maintenance activities.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO is to develop and submit a resource work plan, to the FTA Region IX Office, signed by Santa Cruz METRO's General Manager, describing how Santa Cruz METRO manages its rolling stock maintenance program. At a minimum, the plan is to identify:

- Type of maintenance activities performed on site with Santa Cruz METRO resources and what is out-sourced
- The number of work shifts Santa Cruz METRO operates, hours for each work shift, and number of staff assigned per shift for the entire maintenance program (rolling stock, equipment, and facilities)
- How Santa Cruz METRO addresses scheduled preventive maintenance, scheduled repair, unscheduled maintenance and unscheduled repair.
- The number of FTEs assigned to paratransit vehicle preventive maintenance
- Assessment of what caused paratransit PMs to be late
- Performance goals for rolling stock maintenance activities
- What changes have been implemented to ensure on-time PM performance
- Performance monitoring plan that includes periodic reports to Santa Cruz METRO's Board of Directors

It is important to note that Santa Cruz METRO uses a maintenance management software system that was very difficult to understand how it was being used to schedule maintenance activities. During the site visit, the reviewer asked for a list of revenue vehicles that were out of service due to maintenance issues.

A review of the list of open maintenance work-orders ("Dead List") dated December 18, 2013, indicated the following FTA-funded fixed route vehicles out of service:

Qty Of Buses Out of Service	Series	Mfg Year/Mfgr	Work-Order Task Status
9	2200	2003 New Flyer	Note stated 7 waiting for Tech or parts
2	2300	2003 Orion	Note stated both waiting for Tech
5	2800	2008 New Flyer	3 of 5 in for PM
6	9800	1998 New Flyer	Note stated 5 waiting for Tech

A review of open maintenance work orders ("Dead List") dated December 18, 2013, indicated the following FTA-funded paratransit vehicles were out of service:

Vehicle No.	Series	Mfg Year/Mfgr	Work-Order Task Status	WO Date
PC 2401	GCII	2003 Goshen	Note stated in for Service	11/14
PC2402	GCII	2003 Goshen	Note stated at vendor	10/29
PC1125	Amerivans	2010 Dodge Minivan	Note stated waiting for Tech	11/29
PC1101	El Dorado	2011 Ford E350	Note stated waiting for Tech	12/17
PC1106	El Dorado	2011 FordE350	Note stated waiting for Tech/Parts	12/04

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Given the number of vehicles out of service and the requirements to meet peak pullout, the reviewer asked Santa Cruz METRO how it planned for scheduled preventive maintenance, scheduled repair, and unscheduled maintenance and or repair. Staff indicated that it was time to revisit how maintenance was scheduled and how maintenance resources were being deployed.

6. Procurement

Basic Requirement: FTA grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable federal law, including 49 CFR Part 18 (specifically Section 18.36) and FTA Circular 4220.1F, “Third Party Contracting Guidance.”

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for Procurement.

Santa Cruz METRO had experienced a bid protest associated with the construction procurement. The protest was the result of how METRO determined “responsive” and “responsibleness” of the proposals and proposing firms. Documents reviewed during the site visit found that METRO did not have sufficient procurement procedures that provided guidance for staff to use when determining “responsive” and “responsibleness.”

A review of a sole source procurement to retain an architectural and engineering firm found that while the justification on file adequately supported the need to retain the A/E firm to revise the MetroBase operations design, the resulting contract added additional scope. In addition, this contract was amended again later to add geotechnical services. These types of changes are not permitted under FTA Circular 4220.1F.

A review of change orders on the MetroBase construction project found that the change orders were not supported by independent cost estimates and that contractor pricing had not been evaluated (cost analysis) to determine whether costs were reasonable.

Discussions with key staff and a review of MetroBase project related documents found that Santa Cruz METRO does not have a viable contract administration system. Once contracts are awarded, grantees must have documented procedures that guide staff in managing the contract terms and conditions to ensure both agency and contractor are working within the terms of the contract. Contract administration also includes contract change management, documentation control, communication parameters, levels of authorization, and contract close-out requirements.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO is to revise and submit to the FTA Region IX Office procurement procedures that address the requirements for sole source procurements, change orders, cost/price analysis, conducting independent cost estimates, and criteria used to evaluate proposals/bids to determine responsiveness and “responsibleness.” Procedures are to address how Santa Cruz METRO will control its procurement processes for each of these elements in order to maintain compliance.

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By April 30, 2014, Santa Cruz METRO is to provide the FTA Region IX Office with documentation that demonstrates procedures have been implemented.

By May 31, 2014, Santa Cruz METRO is to provide the FTA Region IX Office with:

- Contract administration procedures
- List of job positions responsible for contract administration
- Training that will be made available to staff
- Schedule for training

7. Disadvantaged Business Enterprise (DBE)

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for DBE.

A review of Santa Cruz METRO's 2012 DBE program update identifies the General Manager as the DBELO. During the site visit, the reviewer discussed the DBELO assignment with the General Manager and he noted that, with all of the other obligations associated with the GM's position, he did not have adequate time to devote to overseeing the DBE program. Additional discussions were held with other staff members as to their individual responsibilities associated with DBE program elements (e.g. goal setting, prompt payment, procurement outreach). While certain portions of the DBE program are being implemented, other elements remain questionable. For example, FTA funded activities associated with the engineering/architectural design work for the Pacific Station has been significantly delayed over the past three years. However, the project has reached such a stage to warrant procuring design services in 2013. However, the reviewer did not see evidence that Santa Cruz METRO considered DBE contracting opportunities. Further, discussions with project management staff found that it was evident that Santa Cruz METRO is not prepared to meet the requirements for DBE monitoring and oversight.

As such, Santa Cruz METRO does not have a cohesive method of overseeing that its program is completely meeting DOT requirements.

Corrective Action and Schedule: By March 31, 2014, the Board Chair of Santa Cruz METRO is to provide the FTA Region IX Civil Rights Officer with an interim plan that addresses how the DBE program will be managed to ensure that Santa Cruz METRO remains in compliance with this DOT requirement.

8. Planning/ Program of Projects

Basic Requirement (Planning): The grantee must participate in the transportation planning process in accordance with FTA requirements, SAFETEA-LU, and the metropolitan and statewide planning regulations.

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Basic Requirement (Human Services Transportation): Grantees must participate in a coordinated public transit-human services transportation planning process that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation.

Basic Requirement (Program of Projects (POP)): Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a POP.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Planning/Program of Projects.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with requirements for Planning/Program of Projects.

9. Title VI

Basic Requirement: The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program, or activity receiving federal financial assistance. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

Note: The 2013 Triennial Review covers a three-year period in which the FTA issued a revised circular for Title VI that provided more information on how to comply and changed requirements for some grantees with populations over 200,000 persons. As of October 1, 2012, grantees must comply with the requirements of FTA C 4702.1B. The review examines compliance with the requirements of FTA C 4702.1A for the period prior to October 1, 2012 and compliance with the revised circular for activities after this date.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Title VI.

10. Public Comment on Fare and Service Changes

Basic Requirement: Section 5307 grantees are expected to have a written locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for Public Comment on Fare and Service Changes. In response to this section in the Triennial Review, Santa Cruz METRO provided a process on how it manages public hearings. However, this document did not describe how public comments were solicited and how comments were considered in the decision-making process.

Corrective Action and Schedule: By April 30, 2014, Santa Cruz METRO is to revise and submit

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to the FTA Region IX Office, its public comment process and address how comments are sought and considered by the Board of Directors.

11. Half Fare

Basic Requirement: For fixed route services supported with Section 5307 funds, fares charged elderly persons, persons with disabilities, or individuals presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Half Fare.

12. Americans with Disabilities Act (ADA)

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of Santa Cruz METRO, deficiencies were found with USDOT requirements for ADA. Complementary Paratransit services are managed in-house. During discussions with staff regarding trip denials, staff indicated that METRO does not have trip denials. Asked to show evidence of such, and staff stated that they do not specifically track trip denials.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO is to develop a means to identify, track, and report trip denials. Provide evidence to the FTA Region IX Civil Rights Officer that this system has been implemented and also provide evidence that this system has been communicated to appropriate staff.

Finding: Santa Cruz METRO utilizes a no-show policy that is implemented based upon a set number of occurrences, rather than based upon a pattern or practice of the individual rider. During the site visit, staff immediately updated its website with revised policy language and circulated revised instructions to appropriate personnel.

Corrective Action and Schedule: By March 31, 2014, Santa Cruz METRO is to provide the Regional Civil Rights Officer with a plan on how it will revise the printed rider's guide documents.

13. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Attachment C

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Charter Bus.

14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for School Bus.

15. National Transit Database (NTD)

Basic Requirement: Grantees that receive Section 5307 and 5311 grant funds must collect, record and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and the National Transit Database (NTD) Reporting Manual as required by 49 USC 5335(a).

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for NTD.

16. Safety and Security

Basic Requirement: Under the safety authority provisions of the federal transit laws, the Secretary has the authority to investigate the operations of the grantee for any conditions that appear to create a serious hazard. As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security projects are not necessary.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Safety and Security.

Advisory comments were made regarding Santa Cruz METRO's safety program. While the newly completed safety plan addresses all key aspects found in a viable safety program, Santa Cruz METRO should consider how it will implement the plan. With a decentralized approach to managing safety (e.g. "everyone is responsible for safety"), the Santa Cruz METRO General Manager should consider formally assigning a department and a management position with the responsibility of implementing the program.

Implementation would include, at a minimum:

- Ensuring job tasks are assessed to identify job hazards and safety protocols
- Ensuring job descriptions adequately describe job hazards and safety requirements of the individual
- Assisting departments with training resources

Attachment C

- Assisting departments with conducting safety audits of processes and procedures
- Assisting departments with analyzing risk management issues and claims
- Auditing sections of the safety plan to determine level of departmental and agency compliance
- Providing oversight for projects that require contractors to submit safety plans

17. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: All grantees are required to maintain a drug free workplace for all employees and to have an ongoing drug free awareness program. Grantees receiving Section 5307, 5309 or 5311 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for Drug Free Workplace and Drug and Alcohol Program.

18. Equal Employment Opportunities (EEO)

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving federal financial assistance under the federal transit laws. (Note: EEOC's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of Santa Cruz METRO, no deficiencies were found with USDOT requirements for EEO.

Attachment C

V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Legal	ND				
2. Financial	ND				
3. Technical	D4	Inactive grant	Provide the FTA Region IX Office with updated grant management procedures that address managing grant funds to ensure grants remain active.	3/31/14	
	D99-1	Lacking project controls	Within 10 business days from the exit conference, the METRO will provide the FTA Region IX Office with a letter that describes how the District will manage the various aspects of project management for the MetroBase construction project, including, but not limited to controls for change order authorization and controls for approving contract changes.	12/29/13	12/20/13
	D99-2	Inadequate project management	Develop and provide the FTA Region IX Office with a project management plan that addresses how Santa Cruz METRO will manage the MetroBase construction project. At a minimum, the plan will identify roles and responsibilities of staff assigned to the project; limits of staff level of authority, change control approval processes, project schedule and program cost controls, project reporting requirements; records management; DBE monitoring; Buy America compliance; ADA design requirements	3/31/14	
4. Satisfactory Continuing Control	D8	Excessive spare ratio	Santa Cruz METRO is to submit, to the FTA Region IX Office, a plan for reducing the spare ratio to 20 percent.	3/31/14	

Attachment C

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
6. Procurement	D11	Lacking full and open competition	Santa Cruz METRO is to revise and submit to the FTA Region IX Office procurement procedures that address the requirements for sole source procurements, change orders, cost/price analysis, conducting independent cost estimates, and criteria used to evaluate proposals/bids to determine responsiveness and "responsibleness." Procedures are to address how Santa Cruz METRO will control its procurement processes for each of these elements in order to maintain compliance.	3/31/14	
	D21	Lacking required justification for sole source award			
	D17	Lacking required cost/price analysis			
	D18	Insufficient documentation to support change			
	D35	Lacking independent cost estimate			
	D35	Deficiencies in responsibility determinations			
			Santa Cruz METRO is to provide the FTA Region IX Office with documentation that demonstrates procedures have been implemented.	4/30/14	
	D3	No contract administration system	Santa Cruz METRO is to provide the FTA Region IX Office with: <ul style="list-style-type: none"> • Contract administration procedures • List of job positions responsible for contract administration • Training that will be made available to staff • Schedule for training 	5/31/14	
7. Disadvantaged Business Enterprise (DBE)	D99	Other: Inadquate implementation of DBE program	Board Chair of Santa Cruz METRO is to provide the FTA Region IX Civil Rights Officer with an interim plan that addresses how the DBE program will be managed to ensure that Santa Cruz METRO remains in compliance with this DOT requirement.	3/31/14	
8. Planning/ Program of Projects	ND				

Attachment C

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
9. Title VI	ND				
10. Public Comment on Fare and Service Changes	D2	Deficiencies in process as defined	Santa Cruz METRO is to revise its public comment process and address how comments are sought and considered by the Board of Directors. A copy of the revised document shall be submitted to the Region IX Office.	4/30/14	
11. Half Fare	ND				
12. Americans with Disabilities Act (ADA)	D6	Inadequate tracking of trip denials	Santa Cruz METRO is to develop a means to identify, track, and report trip denials. Provide evidence to the FTA Region IX Civil Rights Officer that this system has been implemented and also provide evidence that this system has been communicated to appropriate staff.	3/31/14	
	D-B	Insufficient no-show policy	Santa Cruz METRO is to provide the Regional Civil Rights Officer with a plan on how it will revise the printed rider's guide documents.	3/31/14	
13. Charter Bus	ND				
14. School Bus	ND				
15. National Transit Database (NTD)	ND				
16. Safety and Security	ND AC05	Safety responsibilities not defined	Consider formally assigning a department and a management position with the responsibility of implementing the safety program.		
17. Drug Free Workplace and Drug and Alcohol Program	ND				
18. Equal Employment Opportunities	ND				

Attachment C

VI. Attendees

Name	Title/Organization	Phone Number	e-mail address
<i>San Cruz Metropolitan Transit District</i>			
Leslie R. White	General Manager	831-426-6080 x1101	lwhite@scmtd.com
Leslyn K. Syren	District Counsel	831-426-6080 x1601	LSyren@scmtd.com
Angela Aitken	Financial Manager	831-426-6080 x1301	aaiken@scmtd.com
Ciro F. Aguirre	Manager of Operation	831-425-8951	Aguirre@scmtd.com
Debbie Kinslow	Asst. Finance Manager	831-425-6080	dkinslow@scmtd.com
Thomas Hiltner	Grants/Legislative Analyst	831-426-6080 x1314	thither@scmtd.com
Claire Fliesler	Planner	831-426-6080 x1313	cfliesler@scmtd.com
Robert Cotter	Maintenance Manager	831-426-6080 x1201	rcotter@scmtd.com
Liseth Guizar	Security & Risk Administrator	831-426-6080	lguizar@scmtd.com
Robyn D. Slater	Human Resources Manager	831-423-5582	rslater@scmtd.com
Erron Alvey	Purchasing Manager	831-426-0199	ealvey@scmtd.com
April Warnock	Paratransit Superintendent	831-426-6080 x5101	awarnock@scmtd.com
Frank Cheng	Project Manager/IT Manager	831-426-6080 x1106	fcheng@scmtd.com
Eileen Wagley	ParaCruz Eligibility Coordinator	831-425-4664	ewagley@scmtd.com
<i>FTA Region IX</i>			
Edward Carranza	Deputy Regional Administrator	415-744-2741	Edward.Carranza@dot.gov
Philoki Barros	Transportation Program Specialist	415-744-2740	Philoki.barros@dot.gov
<i>Interactive Elements Incorporated</i>			
Laurie Heinze	Reviewer	770-843-6006	lmh@ieitransit.com

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF OCTOBER 31, 2013

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports year to date as of October 31, 2013

II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of October 31, 2013 were \$460K or 4% over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of October 31, 2013 were \$628K or 4% under budget.
- **Capital Budget** spending year to date through October 31, 2013 was \$3,193K or 10% of the Capital budget.

III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's FY14 operating and capital budgets versus actual expenditures year to date.

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

A. Operating Revenue

Operating Revenues year to date as of October 31, 2014 were \$460K or 4% over the amount budgeted. Revenue variances are primarily due to higher-than-anticipated Passenger Fares and Sales Tax Revenue.

- **Passenger Fares** are over budget primarily due to increased billable hours for weekdays for Highway 17, resulting in higher Highway 17 payments.
- **Sales Tax Revenue** is over budget due to higher-than-anticipated receipts year to date as of October 31, 2013.

B. Consolidated Operating Expenses

Consolidated Operating Expenses year to date as of October 31, 2013 were \$628K or 4% under budget. Personnel Expenses, Services, Mobile Materials & Supplies, Casualty & Liability, Purchased Transportation, and Leases & Rentals all contributed to the variance.

- **Total Personnel Expenses** are under budget due to vacant funded positions and extended leaves.
- **Services** are under budget primarily due to less than anticipated expenses for Repair – Rev Vehicle and Prof & Tech Fees.
- **Mobile Materials & Supplies** are over budget primarily due to a higher than anticipated need for Revenue Vehicle Parts.
- **Casualty & Liability** is under budget primarily due to fewer settlement costs than originally anticipated, as well as receipt of reimbursement funds collected from outside parties for repairs to district-owned property and vehicles.
- **Purchased Transportation** is over budget due to the increase need of subcontractor services to meet Paratransit demand in October 2013 due to personnel shortages (van operators on extended leave of absence, as well as vacant positions).
- **Leases & Rentals** are under budget due to the reclass of lease expenses for 115 Dubois to the MetroBase Capital Project.

C. Capital Budget

Capital Budget spending year to date through October 31, 2013 was \$3,193K or 10% of the total Capital Budget.

The MetroBase Project spending includes:

- \$1,571K spent on the MetroBase Project – FY11 Allocation Operations Bldg (Sakata, STA, PTMISEA).
- \$1,062K spent on the MetroBase Project – Operations Bldg (SLPP).

Other Projects:

- \$203K spent on the Pacific Station/MetroCenter – Conceptual Design Project (FTA,STA).
- \$111K spent on BusStop Repairs/Improvements.

IV. FINANCIAL CONSIDERATIONS

As of October 31, 2013, there is an Operating loss (budget gap) of \$4,201,471. This budget gap signifies an unsustainable budget year to date.

Small Transit Intensive Cities (STIC) Funds, Funds from Carryover from Previous Years, State Operating Assistance (STA), and Operating Reserves will be used in the listed order to bridge the budget gap at the end of the fiscal year, when the final amount of the Operating income/loss for the year is determined.

- Attachment A:** FY14 Operating Revenue & Expenses Year to Date as of 10/31/13
Attachment B: FY14 Capital Budget Report for the month ending 10/31/13
Attachment C: FY14 Capital Budget Revisions Approved through October 2013

Prepared by: Kristina Mihaylova, Sr. Financial Analyst

Date Prepared: January 14, 2014

Attachment A

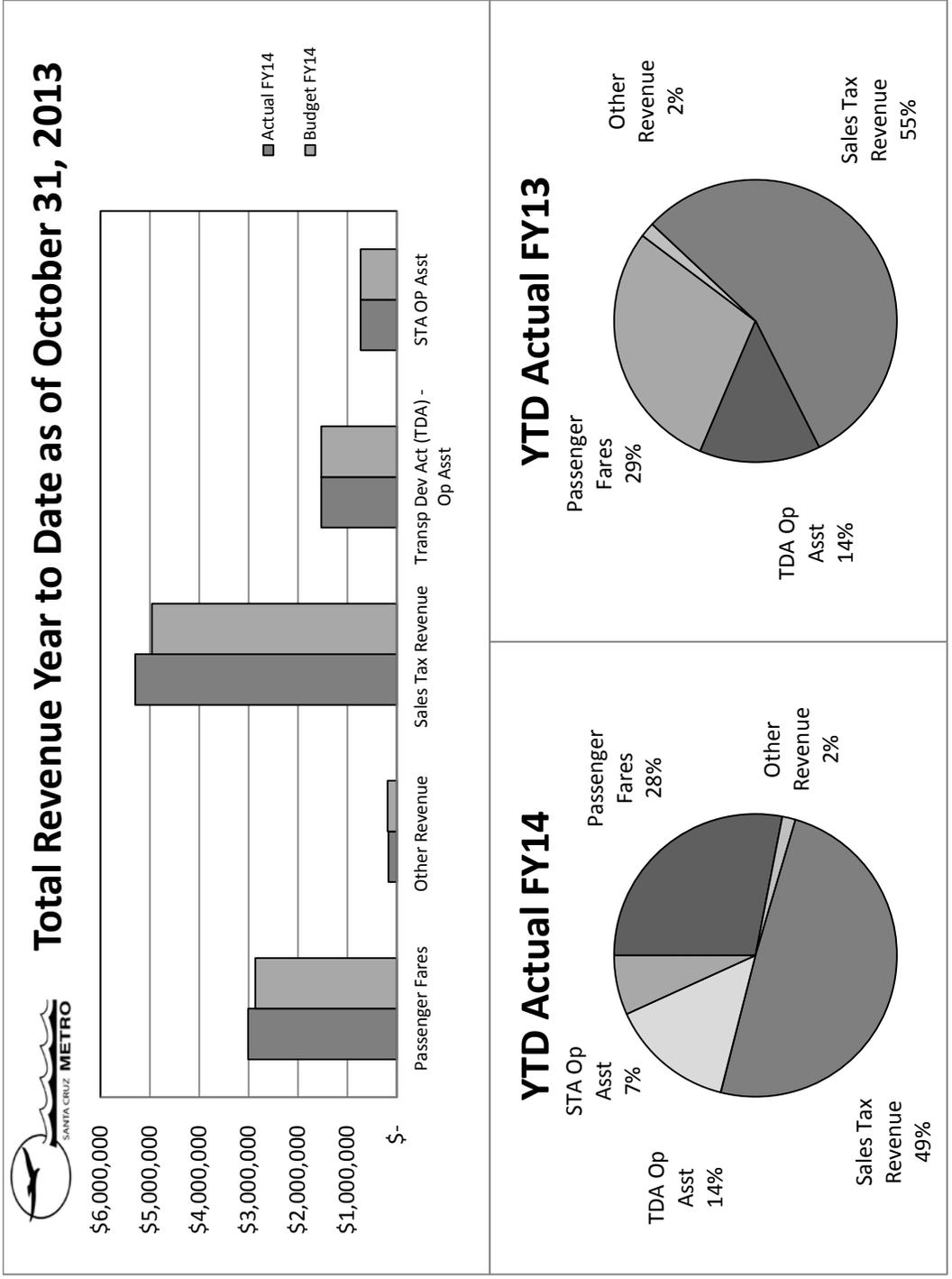


FY14

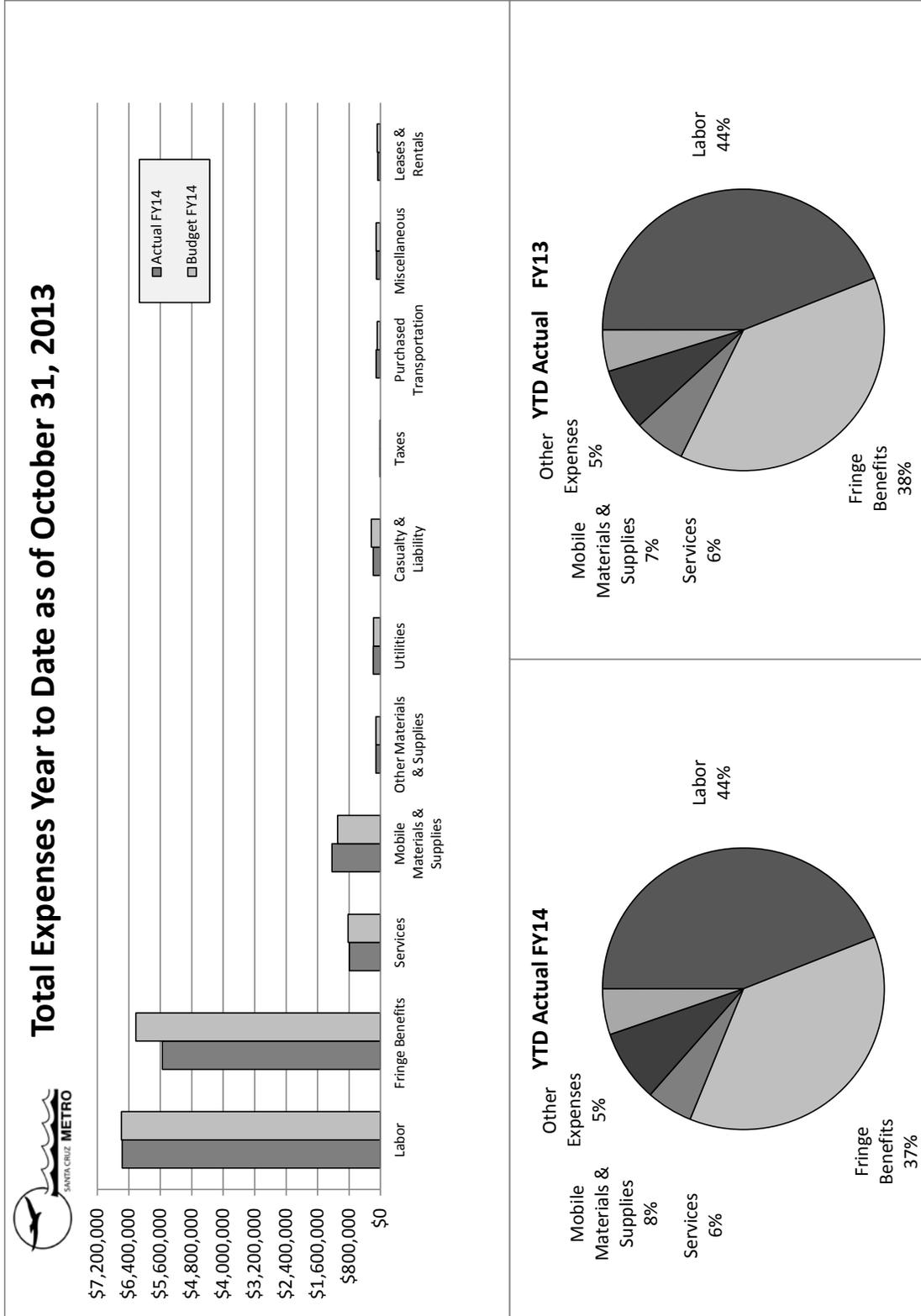
Operating Revenue & Expenses Year to Date as of October 31, 2013

	Year to Date			YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual FY13	\$ Var	% Var
Revenue:							
Passenger Fares	\$ 3,007,866	\$ 2,862,341	\$ 145,525	5%	\$ 2,827,800	\$ 180,066	6%
Other Revenue	\$ 164,065	\$ 183,253	\$ (19,189)	-10%	\$ 165,181	\$ (1,117)	-1%
Sales Tax Revenue	\$ 5,296,847	\$ 4,959,658	\$ 337,189	7%	\$ 5,438,271	\$ (141,424)	-3%
Transp Dev Act (TDA) - Op Asst	\$ 1,526,133	\$ 1,526,133	-	0%	\$ 1,353,330	\$ 172,803	13%
Federal Op Assistance	\$ 123	-	\$ 123	100%	-	\$ 123	100%
Other Op Assistance/Funding	-	\$ 3,333	\$ (3,333)	-100%	-	-	0%
STA - Op Assistance	\$ 730,823	\$ 730,823	-	0%	-	\$ 730,823	100%
STIC - Op Assistance	-	-	-	0%	-	-	0%
Fuel Tax Credit	-	-	-	0%	-	-	0%
Transfers (to)/ from Reserves	-	-	-	0%	-	-	0%
Total Revenue	\$ 10,725,856	\$ 10,265,542	\$ 460,315	4%	\$ 9,784,582	\$ 941,274	10%
Expenses:							
Labor	\$ 6,571,878	\$ 6,587,026	\$ (15,149)	0%	\$ 5,937,733	\$ 634,145	11%
Fringe Benefits	\$ 5,546,711	\$ 6,221,375	\$ (674,664)	-11%	\$ 5,169,903	\$ 376,808	7%
Services	\$ 790,147	\$ 828,033	\$ (37,886)	-5%	\$ 794,529	\$ (4,383)	-1%
Mobile Materials & Supplies	\$ 1,232,331	\$ 1,090,064	\$ 142,267	13%	\$ 955,293	\$ 277,038	29%
Other Materials & Supplies	\$ 114,236	\$ 119,272	\$ (5,035)	-4%	\$ 110,209	\$ 4,028	4%
Utilities	\$ 185,804	\$ 175,917	\$ 9,888	6%	\$ 164,956	\$ 20,848	13%
Casualty & Liability	\$ 184,386	\$ 233,333	\$ (48,948)	-21%	\$ 153,625	\$ 30,760	20%
Taxes	\$ 13,306	\$ 17,933	\$ (4,628)	-26%	\$ 11,129	\$ 2,177	20%
Purchased Transportation	\$ 111,792	\$ 83,333	\$ 28,459	34%	\$ 58,335	\$ 53,457	92%
Miscellaneous	\$ 106,279	\$ 112,998	\$ (6,718)	-6%	\$ 65,845	\$ 40,435	61%
Leases & Rentals	\$ 70,457	\$ 85,767	\$ (15,309)	-18%	\$ 76,791	\$ (6,334)	-8%
Total Expenses	\$ 14,927,327	\$ 15,555,052	\$ (627,724)	-4%	\$ 13,498,348	\$ 1,428,980	11%
Operating Income (Loss)	\$ (4,201,471)				\$ (3,713,767)		

Attachment A



Attachment A





FY14

Operating Revenue

Year to Date as of October 31, 2013

Percent of Year Elapsed - 33%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
Passenger Fares						
Passenger Fares	\$ 1,430,229	\$ 1,421,376	1%	\$ 1,369,701	\$ 60,527	4%
Paratransit Fares	\$ 110,488	\$ 95,154	16%	\$ 101,397	\$ 9,091	9%
Special Transit Fares	\$ 793,004	\$ 720,571	10%	\$ 761,439	\$ 31,565	4%
Highway 17 Fares	\$ 513,119	\$ 570,217	-10%	\$ 520,370	\$ (7,251)	-1%
Highway 17 Payments	\$ 161,027	\$ 55,024	193%	\$ 74,892	\$ 86,134	115%
Subtotal Passenger Revenue	\$ 3,007,866	\$ 2,862,341	5%	\$ 2,827,800	\$ 180,066	6%

Other Revenue						
Commissions	\$ 574	\$ 1,867	-69%	\$ 816	\$ (242)	-30%
Advertising Income	\$ 79,724	\$ 88,408	-10%	\$ 82,598	\$ (2,874)	-3%
Rent Income - SC Pacific Station	\$ 32,227	\$ 36,044	-11%	\$ 30,753	\$ 1,475	5%
Rent Income - Watsonville TC	\$ 18,358	\$ 17,601	4%	\$ 13,942	\$ 4,416	32%
Interest Income	\$ 24,613	\$ 33,333	-26%	\$ 31,633	\$ (7,021)	-22%
Other Non-Transp Revenue	\$ 8,570	\$ 6,000	43%	\$ 5,439	\$ 3,130	58%
Subtotal Other Revenue	\$ 164,065	\$ 183,253	-10%	\$ 165,181	\$ (1,117)	-1%

Sales Tax Revenue	\$ 6,027,670	\$ 5,690,481	6%	\$ 5,438,271	\$ 589,399	11%
**Less: Matching funds for SLPP Capital	\$ (730,823)	\$ (730,823)	0%	\$ -	\$ (730,823)	100%
Subtotal Sales Tax Revenue	\$ 5,296,847	\$ 4,959,658	7%	\$ 5,438,271	\$ (141,424)	-3%

Transp Dev Act (TDA) - Op Asst	\$ 1,526,133	\$ 1,526,133	0%	\$ 1,353,330	\$ 172,803	13%
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Federal Op Assistance						
FTA Sec 5307 - Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
Medicare Subsidy	\$ 123	\$ -	100%	\$ -	\$ 123	100%
Subtotal Federal Op Assistance	\$ 123	\$ -	100%	\$ -	\$ 123	100%

Other Op Assistance/Funding						
AMBAG Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ 3,333	-100%	\$ -	\$ -	0%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	0%	\$ -	\$ -	0%
Subtotal Other Op Assistance/Funding	\$ -	\$ 3,333	-100%	\$ -	\$ -	0%



FY14

Operating Revenue

Year to Date as of October 31, 2013

Percent of Year Elapsed - 33%

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
STA - Op Assistance	\$ 730,823	\$ 730,823	0%	\$ -	\$ 730,823	100%
STIC - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 10,725,856	\$ 10,265,542	4%	\$ 9,784,582	\$ 941,274	10%
Total Operating Expenses	\$ 14,927,327			\$ 13,498,348		
Variance	\$ (4,201,471)			\$ (3,713,767)		

Attachment A

7-4a.5



FY14
Consolidated Operating Expenses
Year to Date as of October 31, 2013

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	FY13	\$ Var	% Var	
Labor								
501011 Bus Operator Pay	\$ 2,879,917	\$ 3,064,978	\$ (185,061)	-6%	\$ 2,676,670	\$ 203,247	8%	
501013 Bus Operator Overtime	\$ 720,601	\$ 693,725	\$ 26,876	4%	\$ 513,691	\$ 206,910	40%	
501021 Other Salaries	\$ 2,709,045	\$ 2,678,174	\$ 30,871	1%	\$ 2,567,434	\$ 141,612	6%	
501023 Other Overtime	\$ 262,315	\$ 150,149	\$ 112,166	75%	\$ 179,938	\$ 82,376	46%	
<i>Total Labor -</i>	<i>\$ 6,571,878</i>	<i>\$ 6,587,026</i>	<i>\$ (15,149)</i>	<i>0%</i>	<i>\$ 5,937,733</i>	<i>\$ 634,145</i>	<i>11%</i>	
Fringe Benefits								
502011 Medicare/Soc. Sec.	\$ 98,170	\$ 113,564	\$ (15,394)	-14%	\$ 88,231	\$ 9,940	11%	
502021 Retirement	\$ 1,201,735	\$ 1,289,769	\$ (88,034)	-7%	\$ 1,014,916	\$ 186,819	18%	
502031 Medical Insurance	\$ 2,498,070	\$ 2,698,907	\$ (200,837)	-7%	\$ 2,238,849	\$ 259,221	12%	
502041 Dental Insurance	\$ 181,222	\$ 187,029	\$ (5,807)	-3%	\$ 171,645	\$ 9,577	6%	
502045 Vision Insurance	\$ 43,942	\$ 46,740	\$ (2,797)	-6%	\$ 41,970	\$ 1,972	5%	
502051 Life Insurance	\$ 14,331	\$ 16,524	\$ (2,193)	-13%	\$ 13,789	\$ 542	4%	
502060 State Disability	\$ 71,882	\$ 78,060	\$ (6,178)	-8%	\$ 63,149	\$ 8,733	14%	
502061 Disability Insurance	\$ 41,741	\$ 49,356	\$ (7,615)	-15%	\$ 39,476	\$ 2,264	6%	
502071 State Unemp. Ins	\$ 3,741	\$ 31,979	\$ (28,239)	-88%	\$ 2,850	\$ 890	31%	
502081 Worker's Comp Ins	\$ 320,535	\$ 433,333	\$ (112,798)	-26%	\$ 424,983	\$ (104,448)	-25%	
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
502101 Holiday Pay	\$ 138,398	\$ 205,084	\$ (66,686)	-33%	\$ 85,893	\$ 52,505	61%	
502103 Floating Holiday	\$ 11,463	\$ 27,249	\$ (15,786)	-58%	\$ 5,179	\$ 6,283	121%	
502109 Sick Leave	\$ 185,936	\$ 324,456	\$ (138,520)	-43%	\$ 198,496	\$ (12,560)	-6%	
502111 Annual Leave	\$ 655,679	\$ 640,019	\$ 15,660	2%	\$ 708,123	\$ (52,444)	-7%	
502121 Other Paid Absence	\$ 52,914	\$ 48,046	\$ 4,868	10%	\$ 45,041	\$ 7,872	17%	
502251 Physical Exams	\$ 3,075	\$ 4,703	\$ (1,628)	-35%	\$ 1,950	\$ 1,125	58%	
502253 Driver Lic Renewal	\$ 1,010	\$ 1,552	\$ (542)	-35%	\$ 776	\$ 234	30%	
502999 Other Fringe Benefits	\$ 22,868	\$ 25,005	\$ (2,137)	-9%	\$ 24,587	\$ (1,719)	-7%	
<i>Total Fringe Benefits -</i>	<i>\$ 5,546,711</i>	<i>\$ 6,221,375</i>	<i>\$ (674,664)</i>	<i>-11%</i>	<i>\$ 5,169,903</i>	<i>\$ 376,808</i>	<i>7%</i>	
Total Personnel Expenses -	\$ 12,118,588	\$ 12,808,401	\$ (689,813)	-5%	\$ 11,107,636	\$ 1,010,952	9%	



FY14
Consolidated Operating Expenses
Year to Date as of October 31, 2013

Attachment A

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	FY13	\$ Var	% Var	
Services								
503011 Acctg & Audit Fees	\$ 30,375	\$ 33,000	\$ (2,625)	-8%	\$ 22,000	\$ 8,375	38%	
503012 Admin & Bank Fees	\$ 94,632	\$ 92,667	\$ 1,965	2%	\$ 83,625	\$ 11,007	13%	
503031 Prof & Tech Fees	\$ 81,798	\$ 114,868	\$ (33,070)	-29%	\$ 66,552	\$ 15,246	23%	
503032 Legislative Services	\$ 30,000	\$ 35,000	\$ (5,000)	-14%	\$ 30,000	\$ -	0%	
503033 Legal Services	\$ 14,349	\$ 18,333	\$ (3,984)	-22%	\$ 117	\$ 14,232	12164%	
503034 Pre-Employ Exams	\$ 2,986	\$ 3,492	\$ (505)	-14%	\$ 2,308	\$ 679	29%	
503041 Temp Help	\$ 60,182	\$ -	\$ 60,182	100%	\$ 97,502	\$ (37,320)	-38%	
503161 Custodial Services	\$ 26,257	\$ 25,500	\$ 757	3%	\$ 26,070	\$ 186	1%	
503162 Uniform & Laundry	\$ 10,538	\$ 7,067	\$ 3,471	49%	\$ 7,301	\$ 3,237	44%	
503171 Security Services	\$ 175,192	\$ 156,424	\$ 18,768	12%	\$ 147,989	\$ 27,203	18%	
503221 Classified/Legal Ads	\$ 1,285	\$ 5,367	\$ (4,081)	-76%	\$ 5,107	\$ (3,822)	-75%	
503222 Legal Advertising	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
503225 Graphic Services	\$ -	\$ 1,667	\$ (1,667)	-100%	\$ -	\$ -	0%	
503351 Repair - Bldg & Impr	\$ 15,789	\$ 22,667	\$ (6,878)	-30%	\$ 28,398	\$ (12,609)	-44%	
503352 Repair - Equipment	\$ 151,640	\$ 175,982	\$ (24,342)	-14%	\$ 118,061	\$ 33,579	28%	
503353 Repair - Rev Vehicle	\$ 91,866	\$ 116,667	\$ (24,800)	-21%	\$ 134,837	\$ (42,971)	-32%	
503354 Repair - Non Rev Vehicle	\$ 2,238	\$ 5,667	\$ (3,429)	-61%	\$ 2,785	\$ (547)	-20%	
503363 Haz Mat Disposal	\$ 1,020	\$ 13,667	\$ (12,647)	-93%	\$ 21,877	\$ (20,858)	-95%	
Total Services -	\$ 790,147	\$ 828,033	\$ (37,886)	-5%	\$ 794,529	\$ (4,383)	-1%	
Mobile Materials & Supplies								
504011 Fuels & Lube Non Rev V.	\$ 29,295	\$ 29,367	\$ (71)	0%	\$ 24,835	\$ 4,460	18%	
504012 Fuels & Lube Rev Veh	\$ 815,432	\$ 777,692	\$ 37,740	5%	\$ 672,410	\$ 143,022	21%	
504021 Tires & Tubes	\$ 80,450	\$ 68,333	\$ 12,116	18%	\$ 78,960	\$ 1,490	2%	
504161 Other Mobile Supplies	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%	
504191 Rev Vehicle Parts	\$ 307,154	\$ 214,672	\$ 92,482	43%	\$ 179,087	\$ 128,067	72%	
Total Mobile Materials & Supplies -	\$ 1,232,331	\$ 1,090,064	\$ 142,267	13%	\$ 955,293	\$ 277,038	29%	

7-4a.7



FY14
Consolidated Operating Expenses
Year to Date as of October 31, 2013

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
Other Materials & Supplies						
504205 Freight Out	\$ 628	\$ 867	-28%	\$ 567	\$ 62	11%
504211 Postage & Mailing	\$ 1,869	\$ 4,417	-58%	\$ 2,796	\$ (927)	-33%
504214 Promotional Items	\$ 177	\$ 333	-47%	\$ 1,249	\$ (1,073)	-86%
504215 Printing	\$ 8,089	\$ 29,717	-73%	\$ 12,008	\$ (3,919)	-33%
504217 Photo Supply/Processing	\$ 798	\$ 1,200	-34%	\$ 626	\$ 172	28%
504311 Office Supplies	\$ 19,231	\$ 22,481	-14%	\$ 24,125	\$ (4,894)	-20%
504315 Safety Supplies	\$ 8,840	\$ 6,467	37%	\$ 9,787	\$ (947)	-10%
504317 Cleaning Supplies	\$ 17,542	\$ 17,423	1%	\$ 18,124	\$ (582)	-3%
504409 Repair/Maint Supplies	\$ 44,774	\$ 29,000	54%	\$ 37,062	\$ 7,713	21%
504421 Non-inventory Parts	\$ 8,962	\$ 3,367	166%	\$ 1,149	\$ 7,813	680%
504511 Small Tools	\$ 3,106	\$ 3,000	4%	\$ 1,670	\$ 1,436	86%
504515 Employee Tool Rplcmt	\$ 220	\$ 1,000	-78%	\$ 1,046	\$ (826)	-79%
Total Other Materials & Supplies -	\$ 114,236	\$ 119,272	-4%	\$ 110,209	\$ 4,028	4%
Utilities						
505011 Gas & Electric	\$ 97,389	\$ 85,517	14%	\$ 90,449	\$ 6,940	8%
505021 Water & Garbage	\$ 50,509	\$ 40,400	25%	\$ 44,839	\$ 5,670	13%
505031 Telecommunications	\$ 37,906	\$ 50,000	-24%	\$ 29,667	\$ 8,238	28%
Total Utilities -	\$ 185,804	\$ 175,917	6%	\$ 164,956	\$ 20,848	13%
Casualty & Liability						
506011 Insurance - Property	\$ 26,510	\$ 33,333	-20%	\$ 32,295	\$ (5,785)	-18%
506015 Insurance - PL & PD	\$ 151,422	\$ 150,000	1%	\$ 141,340	\$ 10,082	7%
506021 Insurance - Other	\$ 61	\$ -	100%	\$ -	\$ 61	100%
506123 Settlement Costs	\$ 25,755	\$ 50,000	-48%	\$ (15,204)	\$ 40,959	-269%
506127 Repairs - Dist Prop	\$ (19,362)	\$ -	100%	\$ (4,806)	\$ (14,556)	303%
Total Casualty & Liability -	\$ 184,386	\$ 233,333	-21%	\$ 153,625	\$ 30,760	20%
Taxes						
507051 Fuel Tax	\$ 5,024	\$ 4,667	8%	\$ 4,498	\$ 525	12%
507201 Licenses & permits	\$ 3,478	\$ 7,267	-52%	\$ 2,452	\$ 1,026	42%
507999 Other Taxes	\$ 4,804	\$ 6,000	-20%	\$ 4,178	\$ 626	15%
Total Taxes -	\$ 13,306	\$ 17,933	-26%	\$ 11,129	\$ 2,177	20%



FY14
Consolidated Operating Expenses
Year to Date as of October 31, 2013

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY13	\$ Var	% Var
Purchased Transportation						
503406 Contr/Paratrans	\$ 111,792	\$ 83,333	34%	\$ 58,335	\$ 53,457	92%
Total Purchased Transportation -	\$ 111,792	\$ 83,333	34%	\$ 58,335	\$ 53,457	92%
Miscellaneous						
509011 Dues & Subscriptions	\$ 27,254	\$ 22,542	21%	\$ 22,236	\$ 5,018	23%
509081 Advertising - Dist Promo	\$ 4,023	\$ 4,667	-14%	\$ 1,559	\$ 2,465	158%
509101 Emp Incentive Prog	\$ 5,460	\$ 4,500	21%	\$ 4,890	\$ 570	12%
509121 Employee Training	\$ 25,521	\$ 42,700	-40%	\$ 11,333	\$ 14,187	125%
509123 Travel	\$ 39,702	\$ 33,453	19%	\$ 21,778	\$ 17,924	82%
509125 Local Meeting Exp	\$ 1,846	\$ 1,700	9%	\$ 1,363	\$ 483	35%
509127 Board Director Fees	\$ 2,550	\$ 3,436	-26%	\$ 2,700	\$ (150)	-6%
509150 Contributions	\$ -	\$ -	0%	\$ -	\$ -	0%
509197 Sales Tax Expense	\$ -	\$ -	0%	\$ -	\$ -	0%
509198 Cash Over/Short	\$ (77)	\$ -	100%	\$ (14)	\$ (62)	444%
Total Misc -	\$ 106,279	\$ 112,998	-6%	\$ 65,845	\$ 40,435	61%
Leases & Rentals						
512011 Facility Rentals	\$ 58,877	\$ 76,800	-23%	\$ 72,372	\$ (13,496)	-19%
512061 Equipment Rentals	\$ 11,580	\$ 8,967	29%	\$ 4,419	\$ 7,161	162%
Total Leases & Rentals -	\$ 70,457	\$ 85,767	-18%	\$ 76,791	\$ (6,334)	-8%
Total Non-Personnel Expenses -	\$ 2,808,739	\$ 2,746,649	2%	\$ 2,390,712	\$ 418,027	17%
TOTAL OPERATING EXPENSE -	\$ 14,927,327	\$ 15,555,052	-4%	\$ 13,498,348	\$ 1,428,980	11%

** does not include Depreciation, W/C IBNR adjustments, and GASB OPEB Liability expense



FY14
CAPITAL BUDGET
For the month ending - October 31, 2013

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
MetroBase Project - FY11 Allocation Operations Bldg. (SAKATA, STA, PTMISEA)	\$ 1,571,007	\$ 17,618,156	\$ 16,047,149	9%
MetroBase Project - Operations Bldg. (SLPP)	\$ 1,061,966	\$ 5,800,000	\$ 4,738,034	18%
MetroBase Project - FY10 Allocation (PTMISEA)	\$ 5,786	\$ 863,917	\$ 858,131	1%
State of Good Repair #2 - 6 Buses, 42 MDCs (FTA, RES. RET. EARN.)	\$ 21,923	\$ 3,491,010	\$ 3,469,087	1%
2nd LNG Tank (MBUAPCD, PTMISEA)	\$ 35,617	\$ 969,381	\$ 933,764	4%
Video Surveillance Project - CCTV (STATE-1B)	\$ -	\$ 225,336	\$ 225,336	0%
Land Mobile Radio Project - LMR (STATE-1B)	\$ 90,746	\$ 440,505	\$ 349,759	21%
Bus Stop Improvements (STIP)	\$ -	\$ 257,300	\$ 257,300	0%
Non-Revenue Vehicle Replacement (MBUAPCD, STA)	\$ -	\$ 131,217	\$ 131,217	0%
Pacific Station/MetroCenter - Conceptual Design (FTA, STA)	\$ 202,720	\$ 632,508	\$ 429,788	32%
Pacific Station/MetroCenter - MOU City of SC (FTA, RES. RET. EARN.)	\$ -	\$ 232,500	\$ 232,500	0%
Watsonville Transit Center - Conceptual Design (STA, RES. RET. EARN.)	\$ -	\$ 160,000	\$ 160,000	0%
Subtotal Grant Funded Projects	\$ 2,989,765	\$ 30,821,830	\$ 27,832,065	10%
<u>IT Projects</u>				
Automated Purchasing System Software - Puridium (STA)	\$ -	\$ 40,000	\$ 40,000	0%
HR Software Upgrade - iVantage (STA)	\$ -	\$ 10,000	\$ 10,000	0%
Subtotal IT Projects	\$ -	\$ 50,000	\$ 50,000	0%
<u>Facilities Repair & Improvements</u>				
MetroCenter Repairs (RES. RET. EARN., STA)	\$ -	\$ 300,000	\$ 300,000	0%
Bus Stop Repairs / Improvements (RES. RET. EARN.)	\$ 110,925	\$ 163,000	\$ 52,075	68%
WTC Renovations & Repairs (STA)	\$ -	\$ 45,000	\$ 45,000	0%
Repaint SVT (STA)	\$ 700	\$ 45,000	\$ 44,300	2%
Heaters for Customer Service Booth - Pac Station (STA)	\$ -	\$ 7,500	\$ 7,500	0%
Interactive White Board - ParaCruz (STA)	\$ -	\$ 3,500	\$ 3,500	0%
Subtotal Facilities Repairs & Improvements Projects	\$ 111,625	\$ 564,000	\$ 452,375	20%



FY14
CAPITAL BUDGET
For the month ending - October 31, 2013

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Revenue Vehicle Replacement</u>				
Replace WiFi on Highway 17 buses (STA)	\$ 56,054	\$ 165,000	\$ 108,946	34%
Subtotal Revenue Vehicle Replacements	\$ 56,054	\$ 165,000	\$ 108,946	34%
<u>Non-Revenue Vehicle Replacement</u>				
Replace 3 Relief Vehicles (STA)	\$ -	\$ 66,000	\$ 66,000	0%
Replace 2 Supervisor Vehicles-SUV (STA)	\$ 35,625	\$ 90,000	\$ 54,375	40%
Subtotal Non-Revenue Vehicle Replacements	\$ 35,625	\$ 156,000	\$ 120,375	23%
<u>Fleet & Maintenance Equipment</u>				
Small Vehicle Lift - Fleet (STA)	\$ -	\$ 25,000	\$ 25,000	0%
Vehicle Diagnostic Code Scanner Program & PC - PC (STA)	\$ -	\$ 3,500	\$ 3,500	0%
Torque Wrench Calibration Tool (STA)	\$ -	\$ 3,000	\$ 3,000	0%
Subtotal Fleet & Maintenance Equipment	\$ -	\$ 31,500	\$ 31,500	0%
<u>Office Equipment</u>				
Replace two (2) Photocopier/Scanners (STA)	\$ -	\$ 52,000	\$ 52,000	0%
Subtotal Office Equipment	\$ -	\$ 52,000	\$ 52,000	0%
<u>Misc</u>				
Ticket Vending Machine (1) (STA)	\$ -	\$ 36,000	\$ 36,000	0%
Ticket Vending Machine-SLV (1) (RES. RET. EARN.)	\$ -	\$ 80,000	\$ 80,000	0%
Subtotal Misc.	\$ -	\$ 116,000	\$ 116,000	0%
TOTAL CAPITAL PROJECTS	\$ 3,193,069	\$ 31,956,330	\$ 28,763,261	10%



FY14
CAPITAL BUDGET
For the month ending - October 31, 2013

	<u>YTD Actual</u>	<u>FY14 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 184,099	\$ 3,823,151	\$ 3,639,052	5%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 1,335,000	\$ 1,335,000	0%
State - PTMISEA (1B)	\$ 550,444	\$ 12,840,000	\$ 12,289,556	4%
State - Security Bond Funds (1B)	\$ 90,746	\$ 665,841	\$ 575,095	14%
State Transit Assistance (STA)	\$ 132,923	\$ 693,604	\$ 560,681	19%
State Transit Assistance (STA) - SLPP Backfill **	\$ 1,061,966	\$ 4,956,502	\$ 3,894,536	21%
State - MBUAPCD	\$ -	\$ 104,062	\$ 104,062	0%
State - STIP	\$ -	\$ 257,300	\$ 257,300	0%
State - SLPP	\$ 1,061,966	\$ 5,800,000	\$ 4,738,034	18%
Local - Reserved Retained Earnings	\$ 110,925	\$ 1,470,870	\$ 1,359,945	8%
Local Operating Match	\$ -	\$ 10,000	\$ 10,000	0%
TOTAL CAPITAL FUNDING	\$ 3,193,069	\$ 31,956,330	\$ 28,763,261	10%

** The SLPP capital grant requires a 50% local match with sales tax from the operating budget.

Attachment C

FY14 FINAL CAPITAL BUDGET REVISIONS APPROVED THROUGH OCTOBER 2013

FY14 FINAL CAPITAL BUDGET ADOPTED JUNE 28, 2013: \$ 30,839,342

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
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Add: Increase funding to Pacific Station Conceptual Design Project	FTA	\$ 459,590	
	RESERVES	\$ 114,898	

Reason: BOD awarded a contract to Group 4 Architecture, Research + Planning, Inc. on **June 28, 2013**

Add: State of Good Repair #2 - 6 Buses, 42 MDC's	RESERVES	\$ 100,000	
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Reason: BOD approved the purchase of a 6th New Flyer bus on **August 23, 2013**

Add: Ticket Vending Machine for SLV	RESERVES	\$ 80,000	
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Reason: BOD approved funding for a 6th TVM for the residents of San Lorenzo Valley on **September 13, 2013**

Add: Amendment to the MOU with the City of Santa Cruz for project management services at Pacific Station	FTA	\$ 186,000	
	RESERVES	\$ 46,500	

Reason: BOD approved funding an amendment to the MOU with funds from FTA grant # CA-04-0102 in the amount of \$186,000 and cash reserves in the amount of \$46,500 on **September 27, 2013**

Add: Increase funding for Watsonville Transit Center - Design Project	RESERVES	\$ 130,000	
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Reason: BOD awarded a contract to B+U, LLP and approved additional funding of \$130K from cash reserves on **September 27, 2013**

TOTAL PROPOSED CAPITAL BUDGET REVISIONS YTD:	FTA	\$ 645,590	
	RESERVES	\$ 471,398	\$ 1,116,988
		\$ 1,116,988	

FY14 REVISED CAPITAL BUDGET AS OF OCTOBER 2013: \$ 31,956,330

7-4c.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: Ciro Aguirre, Manager of Operations
SUBJECT: CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE

I. RECOMMENDED ACTION

That the Board authorize the General Manager to enter into an agreement with the Santa Cruz Seaside Company to subsidize the operation of Late-Night Service on Route 71.

II. SUMMARY OF ISSUES

- METRO has operated a late-night trip on Route 71 that has been subsidized by the Seaside Company (Boardwalk) for a number of years.
- The Boardwalk agrees to pay the costs of the extra service that will operate from the Boardwalk.
- The service has been extremely successful and the Boardwalk is again interested in having METRO provide the service for the summer commencing June 19, 2014.

III. DISCUSSION

The Seaside Company (Boardwalk) has requested METRO to extend the starting point for the last Route 71 trip to include the Boardwalk for the summer of 2014. Their interest is due to the fact that a large number of their employees are young students living in Watsonville, and the METRO bus routes servicing the Boardwalk terminate service before the end of their employees evening shift. The Seaside Company has assured that METRO would not incur costs by agreeing to fund the cost of the route extension.

The service has been provided in previous years during summer, and again, would be provided through the entire summer bid. The service will operate for 84 days, from June 19 to September 10, 2014. The Boardwalk requires the late service for less than that period, but they have agreed to fully underwrite the cost of the service extension to the Beach area for the entire bid.

The total cost for the service is estimated at \$2,000.

IV. FINANCIAL CONSIDERATIONS

There is no financial impact on METRO as the Boardwalk is paying for the full cost of the extension for the entire bid.

V. ATTACHMENTS

Attachment A: January 15, 2014 - Letter from Santa Cruz Seaside Company

Attachment A



January 15, 2014

Ciro Aguirre
Manager of Operations
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Re: 2014 Request for Late Night Transit Service on Route 71 to Watsonville for the Summer

Dear Ciro,

Please take the Santa Cruz Seaside Company request for late night service to Watsonville for the summer of 2014 to the Santa Cruz Metropolitan Transit District Board. The Santa Cruz Seaside Company will sign another Agreement of Transit Service between the Santa Cruz Metropolitan Transit District (SCMTD) and the Santa Cruz Seaside Company for the summer bus service to connect our employees to the Metro Center for late night service on route 71.

We understand that the contract will be set at \$2,000 for the 2014 summer season. Our employees use the service, as do other beach area business employees. We appreciate the Transit District responding to our company and other beach area employer's needs.

Sincerely,

Kathryn L. Deagen
Director of Human Resources

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: Erich Friedrich, Sr. Transportation Planner
**SUBJECT: SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR
DECEMBER 2013**

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Total ridership for the month of December 2013 was 360,508 which is an increase of 18,573 riders or 5.43% versus December 2012. System Daily Averages for December include:
 - 13,738 riders per Weekday, a gain of 5.46%
 - 6,718 riders per Saturday, a loss of 12.33%
 - 6,275 riders per Sunday, a gain of 4.45%
- Highway 17 Express ridership for the month of December 2013 was 28,522, which is an increase of 6,169 riders, or 27.60%, from December 2012. Daily averages include:
 - 1,075 riders per Weekday, a gain of 28.71%
 - 490 riders per Saturday, a gain of 2.42%
 - 582 riders per Sunday, a gain of 20.24%
- UCSC students and staff/faculty generated 121,049 rides in December 2013, a loss of 6.87%. Total revenue derived from UCSC was \$161,891.61, a 5.9% decrease from December 2012.
- Overall, system wide ridership is statistically flat from FY 2013 to FY 2014.

III. DISCUSSION

In the twenty-two (22) weekdays, four (4) Saturdays, and five (5) Sundays of December 2013, Santa Cruz METRO's total ridership was 360,508 riders. This was a gain from the previous year, increasing by 18,573 riders or 5.43%. Ridership has increased in seven of the past nine months.

Attachment A shows that during December 2013, Santa Cruz METRO averaged 13,738 riders per Weekday. This was a gain from the previous December of 5.46% which is most likely due to stellar ridership on the Highway 17 Express and increased demand during UCSC finals week.. Saturdays experienced a loss of 12.33% while Sundays experienced a gain of 4.45%.

Attachment A also shows Highway 17 Express total ridership at 28,522 riders; this was a major increase from the previous year, gaining 6,169 riders or 27.60%.

FY13 average weekday ridership on the Highway 17 Express was 1,075 riders per weekday, a 28.71% increase per weekday. Simultaneously Highway 17 Express has seen significant ridership increases of 2.42% on Saturdays and 20.24% Sundays. These major increases in ridership could possibly be due to increased service and new schedules that emphasized better transit connections at Diridon Station in downtown San Jose.

Attachment B shows UCSC ridership decrease over December 2012, as enrollment flattened. In December 2013, UCSC generated 121,049 rides between students and staff/faculty. This accounts for over 36% of Santa Cruz METRO's total ridership count. On school term service days, UCSC ridership decreased 11.52% while overall Weekdays experienced a loss of 4.14% and Weekends experienced a 32.36% decrease in ridership. Total revenue derived from UCSC in December 2013 was \$161,891.61, a 5.2% decrease over December 2012.

Attachment C depicts Weekday, Saturday, and Sunday ridership by route. Overall, system wide ridership Year-To-Date is statistically flat mainly due to a counter balance between lack luster ridership at UCSC and the stellar increases in ridership on the Highway 17 Express. On-time performance and increased travel time due to sever traffic along Santa Cruz METRO's main corridors is also a contributing factor in the flattening of ridership levels in FY 2014.

IV. FINANCIAL CONSIDERATIONS.

Revenue derived from passenger fares and passes is reflected in the FY13 Revenue.

V. ATTACHMENTS

Attachment A: Monthly Ridership Summary

Attachment B: UCSC Ridership Summary

Attachment C: Ridership by Route

Date Prepared: January 15, 2014

Monthly Ridership Summary

DECEMBER 01, 2013 - DECEMBER 31, 2013

Calendar Operating Days

	This Year	Last Year
Weekdays	22	21
Saturdays	4	5
Sundays	5	5

Bikes and Mobility Devices

	This Year	Last Year
Bikes	13,818	10,804
Mobility Dev.	2,085	1,306

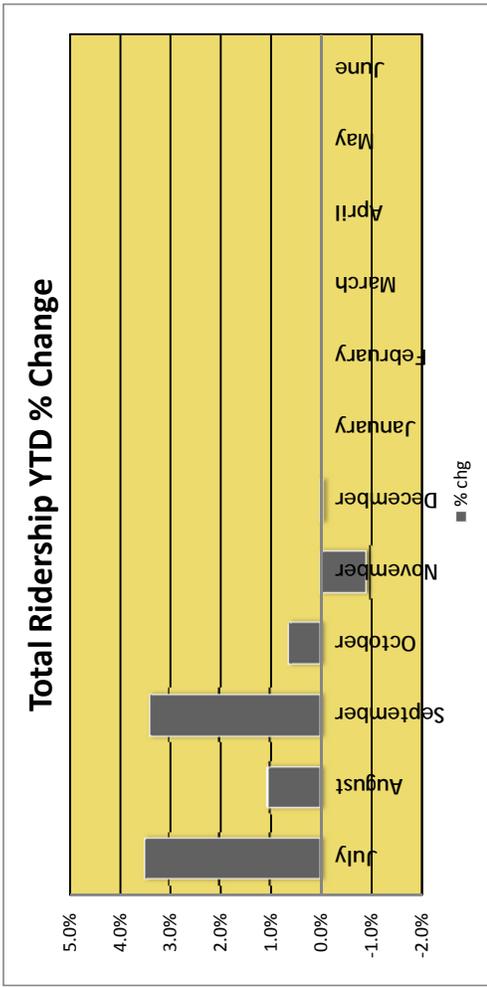
Monthly System Totals

	Monthly Totals			
	This Year	Last Year	Difference	% Change
Local Fixed Route	331,986	319,582	12,404	3.88%
AMTRAK/Highway 17 Express	28,522	22,353	6,169	27.60%
System Total	360,508	341,935	18,573	5.43%

	Year to Date Totals			
	This Year	Last Year	Difference	% Change
	2,332,527	2,347,066	-14,539	-0.62%
	184,248	171,135	13,113	7.66%
System Total	2,516,775	2,518,201	-1,426	-0.06%

System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change	
Local Fixed Route	12,663	12,193	471	3.86%	6,228	7,185	-957	-13.31%	
AMTRAK/Highway 17 Express	1,075	835	240	28.71%	490	478	12	2.42%	
System Total	13,738	13,028	711	5.46%	6,718	7,663	-945	-12.33%	
					5,693	5,523	170	3.07%	
					582	484	98	20.24%	
System Total					6,275	6,007	268	4.45%	



UCSC Ridership Summary

DECEMBER 01, 2013 - DECEMBER 31, 2013

Calendar Operating Days

	This Year	Last Year		This Year	Last Year	\$ Difference	% Change
School Term Days	10	9		\$146,970.75	\$156,253.19	-\$9,282.44	-5.9%
Weekdays	22	21		\$13,050.07	\$12,036.27	\$1,013.80	8.4%
Weekend Days	9	10		\$1,870.79	\$2,403.68	-\$532.89	-22.2%
Total				\$161,891.61	\$170,693.14	-\$8,801.53	-5.2%

UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$146,970.75	\$156,253.19	-\$9,282.44	-5.9%
Staff Billing	\$13,050.07	\$12,036.27	\$1,013.80	8.4%
Route 20D Service	\$1,870.79	\$2,403.68	-\$532.89	-22.2%
Total	\$161,891.61	\$170,693.14	-\$8,801.53	-5.2%

UCSC Monthly System Totals

	Monthly Totals			Year to Date Totals		
	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	111,151	120,699	-7.91%	892,503	857,969	4.03%
Staff & Faculty	9,898	9,273	6.74%	73,594	64,011	14.97%
Total	121,049	129,972	-6.87%	966,097	921,980	4.79%

UCSC System Daily Averages

	School Term Days			Weekdays			Weekend Days		
	This Year	Last Year	% Change	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	9,183	10,400	-11.70%	4,439	4,662	-4.80%	1,500	2,279	-34.17%
Staff & Faculty	557	608	-8.45%	400	385	3.86%	121	118	2.81%
Total	9,740	11,008	-11.52%	4,839	5,048	-4.14%	1,621	2,397	-32.36%

7-6b.1

Ridership by Route

DECEMBER 01, 2013 - DECEMBER 31, 2013

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	13,882	631	631	158	991	198	15,504
15	UCSC via Laurel West	17,386	790					17,386
16	UCSC via Laurel East	40,489	1,840	2,991	748	3,300	660	46,780
19	UCSC via Lower Bay	18,977	863	1,884	471	2,367	473	23,228
3	Mission/Beach	2,835	129	147	37	147	29	3,129
4/4W	Harvey West/Emeline	3,619	165	157	39	137	27	3,913
6	Broadway/Frederick	332	15					332
8	Emeline	145	7					145
12A	UCSC East Side District	615	28					615
20	UCSC via West Side	11,219	510	1,295	324	1,447	289	13,961
20D	UCSC via West Side Supp.	15,438	702					15,438
30	Graham Hill/Scotts Valley	557	25					557
33	Lompico SLV/Felton Faire	288	13					288
34	South Felton	47	2					47
35/35A	Santa Cruz/Scotts Valley/SLV	25,115	1,142	3,165	791	3,332	666	31,612
40	Davenport/North Coast	1,344	61	20	5	57	11	1,421
41	Bonny Doon	1,121	51	61	15	49	10	1,231
42	Davenport/Bonny Doon	150	7	55	14	73	15	278
54	Capitola/Aptos/La Selva Beach	141	6	60	15	77	15	278
55	Rio Del Mar	2,817	128					2,817
56	La Selva Beach	308	14					308
66/66N	Live Oak via 17th	10,408	473	1,546	387	1,591	318	13,545
68	Like Oak via Broadway/Portola	7,203	327	1,067	267	1,161	232	9,431
69A	Capitola Road/Watsonville	15,344	697	2,496	624	2,501	500	20,341
69W	Cap. Road/Cabrillo/Watsonville	19,666	894	2,538	635	2,919	584	25,123
71	Santa Cruz to Watsonville	43,836	1,993	5,603	1,401	7,019	1,404	56,458
72	Corralitos	2,802	127					2,802
74	Ohlone Parkway/Rolling Hills	1,612	73	167	42	179	36	1,958
75	Green Valley Road	4,262	194	820	205	919	184	6,001
77	Civic Plaza / Pajaro	362	16					362
79	East Lake	1,544	70	209	52	198	40	1,951
91x	Santa Cruz/Watsonville Express	14,746	670					14,746
Hwy 17	AMTRAK/Hwy 17 Express	23,651	1,075	1,960	490	2,911	582	28,522
Monthly Total		302,261	13,739	26,872	6,718	31,375	6,275	360,508
Previous Year		273,583	13,028	38,315	7,663	30,037	6,007	341,935
% Change		10.48%	5.46%	-29.87%	-12.33%	4.45%	4.45%	5.43%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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47245	10/07/13	1,024.20 003112	ACORN MEDIA DBA FOR PERLSTROM,	55155		REFLECT POST/SAFETY	1,024.20		
47246	10/07/13	1,827.86 001188	AGILITY FUEL SYSTEMS CORP	55189		CNG FUEL MANIFOLD	1,827.86		
47247	10/07/13	50.06 E930	ALMANZA, CANDIS	55220		OFFICE & FAIR SUPPLI	50.06		
47248	10/07/13	31.83 002861	AMERICAN MESSAGING SVCS, LLC	55172		OCT 13 PAGERS	31.83		
47249	10/07/13	29.38 003019	AMERICAN REPROGRAPHICS CO LLC	55179		PERMIT LNG	29.38		
47250	10/07/13	26.74 002820	AMERICAN TRUCK & TRLER BODY CO	55217		DECAL VEH #8026	26.74		
47251	10/07/13	8,750.00 001348	ATHENS INSURANCE SERVICE, INC.	55125		OCT 13 TPA FEE	8,750.00		
47252	10/07/13	21.87 002689	B & B SMALL ENGINE CORP	55159		OIL FILTERS	21.87		
47253	10/07/13	874.00 478	BEE CLENE INC	55203	0	CARPET CLEANING VERN	874.00		
47254	10/07/13	50.00 E040	CALDERON, SALVADOR	55168		DMV REIMBURSEMENT	50.00		
47255	10/07/13	219.24 001159	CATTO'S GRAPHICS, INC.	55127		FALL13 VINYL STICKER	219.24		
47256	10/07/13	947.59 002627	CDW GOVERNMENT, INC.	55170		OFFICE SUPPLIES	631.73		
				55171		OFFICE SUPPLIES	315.86		
47257	10/07/13	46.92 130	CITY OF WATSONVILLE UTILITIES	55204		8/12-9/12 WTC FIRESV	46.92		
47258	10/07/13	2,545.36 909	CLASSIC GRAPHICS	55154		RPR BUS #2310	2,545.36		
47259	10/07/13	35,656.16 001124	CLEAN ENERGY	55132		LNG 9/9/13	9,263.05		
				55133		LNG 9/4/13	9,861.69		
				55134		LNG 9/6/13	8,598.50		
				55163		LNG 8/28/13	7,932.92		
47260	10/07/13	80.53 002063	COSTCO	55140		BOD MEETING 9/13/13	80.53		
47261	10/07/13	516.63 504	**DO NOT USE*CUMMINS WEST, INC.	55191		LOW PRODUCT INV	516.63		
47262	10/07/13	2,604.43 001329	DOC AUTO LLC	55156		RPR VEH #1105 PC	1,019.79		
				55186		RPR VEH #1111 PC	1,304.14		
				55187		RPR VEH #1104 PC	280.50		
47263	10/07/13	3,720.00 432	EXPRESS SERVICES INC.	55131		TEMP W/E 9/15/13	948.00		
				55214		TEMP W/E 9/22/13	912.00		
				55218		TEMP W/E 9/22/13	900.00		
				55221		TEMP W/E 9/22/13	960.00		
47264	10/07/13	26.04 372	FEDERAL EXPRESS	55145		FREIGHT	26.04		
47265	10/07/13	500.00 002955	FEENEY WIRELESS, LLC	55175		WIPIPE ACT FEE	500.00		
47266	10/07/13	467.60 001172	FERGUSON ENTERPRISES INC. #795	55197		SCM KIOSK REMODEL	460.67		
				55205		RPR & MAINT SUPPLIES	6.93		
47267	10/07/13	3,171.27 002295	FIRST ALARM	55167		SEPT13 SECURITY DUBO	3,171.27		
47268	10/07/13	205.00 E675	FLEISLER, CLAIRE	55212		APA MEMBERSHIP	205.00		
47269	10/07/13	10,931.49 002952	FLYERS ENERGY LLC	55201		9/1-9/15 FUEL PC	10,931.49		
47270	10/07/13	5,164.54 912	FOLGER GRAPHICS	55122		FALL 13 HEADWAYS	5,164.54		
47271	10/07/13	235.00 001189	GARY KENVILLE LOCKSMITH	55142		WTC RESTROOM KEYS	145.00		
				55157		SV CONF ROOM RPR	90.00		
47272	10/07/13	1,162.21 117	GILLIG LLC	55183		SWITCHES	362.51		
				55184		CYLINDER	799.70		
47273	10/07/13	1,806.37 282	GRAINGER	55135		EXHAUST VENT	1,059.34		
				55136		HOLE SAW KIT	699.27		
				55137		BALLAST	47.76		
47274	10/07/13	43,229.67 003106	GROUP 4 ARCHITECTURE, RESEARCH	55123		SVCS THRU 8/16/13	2,473.92		
				55124		SVCS THRU 7/13-8/16	40,755.75		
				55169		DMV VTT	10.00		
47275	10/07/13	10.00 E026	HARTE, ANDRE	55128		LUNCH MEETING REFRES	52.17		
47276	10/07/13	52.17 E021	HILTNER, THOMAS	55182		ADAPTERS	8.74		
47277	10/07/13	8.74 166	HOSE SHOP, THE INC	55189		CHEVRON COOLANT	2,400.25		
47278	10/07/13	2,400.25 002979	HUNT & SONS, INC.	55192		OCT 13 RENT NNN PARK	8,885.00		
47279	10/07/13	8,885.00 003066	KIM FAMILY ENTERPRISES LLP	55178					

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47280	10/07/13	77.30 039		KINKO'S INC.		55141	FALL 13 POSTERS	77.30	
47281	10/07/13	416.00 852		LAW OFFICES OF MARIE F. SANG	7	55195	CL207171384 12000693	416.00	
47282	10/07/13	2,646.98 001052		MID VALLEY SUPPLY INC.		55160	CLEANING SUPPLIES	2,646.98	
47283	10/07/13	270.05 041		MISSION UNIFORM		55158	UNIFORMS	203.31	
						55164	UNIFORMS	66.74	
47284	10/07/13	77.24 001063		NEW FLYER IND. CANADA ULC DBA		55188	VALVE ASSEMBLY	54.84	
						55192	TUBE BREATHER	15.86	
						55202	AMBER LENS	6.54	
47285	10/07/13	1,841.75 004		NORTH BAY FORD LINC-MERCURY		55139	RPR VEH #2403 PC	99.66	
						55153	PEDAL PAD	8.57	
						55211	WHEELS,KEY VEH #1401	1,733.52	
47286	10/07/13	17,960.13 009		PACIFIC GAS & ELECTRIC		55206	8/24-9/24 1217 RIVER	197.45	
						55207	8/23-9/23 VERNON	6,740.90	
						55208	8/24-9/24 1200 RIVER	31.34	
						55209	8/23-9/23 GOLF CLUB	5,645.09	
						55210	8/23-9/23 165 DUBOIS	3,206.68	
						55219	8/23-9/23 1122 RIVER	2,138.67	
47287	10/07/13	544.64 043		PALACE ART & OFFICE SUPPLY		55173	OFFICE SUPPLIES	2.14	
						55176	OFFICE SUPPLIES	542.50	
47288	10/07/13	1,793.84 001149		PREFERRED PLUMBING, INC.		55143	WTC TAO LID DRAINRPR	739.91	
						55144	GOLF RPR 2" BACKFLOW	734.47	
47289	10/07/13	901.58 045		ROYAL WHOLESALE ELECTRIC		55146	PARACRUZ CLOG DRAIN	319.46	
						55161	SMC KIOSK PROJECT	91.96	
						55185	ELEC SUPPLIES KIOSK	29.51	
						55196	SMC KIOSK REMODEL	626.15	
47290	10/07/13	611.78 001286		SAFE-CARD ID SERVICES, INC		55198	SUB METERS SCM KIOSK	153.96	
47291	10/07/13	2,490.25 001379		SAFETY-KLEEN		55194	RIBBON FOR ID CARDS	611.78	
47292	10/07/13	177.77 135		SANTA CRUZ AUTO PARTS, INC.		55216	HAZ MAT WASTE	2,490.25	
						55138	ELEC CONNECT VEH#101	20.71	
						55162	MISC PARTS	12.53	
47293	10/07/13	60,238.63 002917		SANTA CRUZ METRO TRANSIT W/C		55165	DUST MASKS, ABSORBEN	144.53	
						55126	PREFUND W/C RESERVE	57,300.00	
47294	10/07/13	274.20 079		SANTA CRUZ MUNICIPAL UTILITIES		55213	W/C RESERVE	2,938.63	
47295	10/07/13	237.24 003117		SANTA CRUZ SENTINEL	0	55166	7/16-9/13 WAT/GAR PC	274.20	
47296	10/07/13	206.34 003108		SOUND WAVES INSULATION INC		55129	10/14-10/12/14 SUBSC	237.24	
47297	10/07/13	6,576.15 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	55190	LOW PROD INVENTORY	206.34	
						55147	TIRES	1,115.06	
						55148	TIRES	1,990.07	
						55149	TIRES	228.42	
						55150	TIRES	152.25	
						55151	TIRES	2,504.19	
						55152	TIRES	586.16	
47298	10/07/13	71.04 007		UNITED PARCEL SERVICE		55174	FREIGHT	71.04	
47299	10/07/13	333.67 002829		VALLEY POWER SYSTEMS, INC.		55200	MISC PARTS	333.67	
47300	10/07/13	2,568.84 221		VEHICLE MAINTENANCE PROGRAM		55180	FILTER STOCK ORDER	602.64	
						55181	FILTER STOCK ORDER	1,966.20	
47301	10/07/13	55.02 434B		VERIZON CALIFORNIA		55130	9/16-10/15 MT BIEWLA	55.02	
47302	10/07/13	75.00 001165		VU, THANH DR. MD		55193	DMV EXAM	75.00	
47303	10/07/13	3,500.00 003074		WAVE CREST DEVELOPMENT INC.	7	55177	OCT 13 RENT	3,500.00	
47305	10/14/13	2,335.00 E437		AITKEN, ANGELA		55289	TUITION REIMBURSEMENT	2,335.00	

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47306	10/14/13	B030	100.00	ALEJO, MARGARITA	7	55354	BOD MEET 9/13 9/27	100.00	
47307	10/14/13	192	1,551.15	ALWAYS UNDER PRESSURE		55302	CHEMICALS FOR FACILI	1,111.40	
47308	10/14/13	003105	942.48	AT&T MOBILITY		55306	AQUA PUMP FOR LANDA	439.75	
47309	10/14/13	001365	5,000.00	BORINICK, ROBERT S. & ASSOC.	7	55320	8/24-9/23 BUS WIRELE	942.48	
47310	10/14/13	001356	2,788.56	BRENCO OPERATING-TEXAS, LP		55346	7/13-9/13 SURVEY SVC	5,000.00	
47311	10/14/13	001112	36.75	BRINKS AWARDS & SIGNS	7	55304	FUEL INJECTORS	2,759.54	
47312	10/14/13	0028	100.00	BRYANT, HILARY	7	55345	FREIGHT & TAX	29.02	
47313	10/14/13	0018	100.00	BUSTICHI, DENE	7	55355	SECURITY NAME PLATE	36.75	
47314	10/14/13	001324	5,000.00	CAPITALEGE ADVOCACY, INC.		55356	BOD MEET 9/13 9/27	100.00	
47315	10/14/13	001159	174.00	CATTO'S GRAPHICS, INC.		55344	OCT 13 SERVICES	5,000.00	
47316	10/14/13	001346	120.04	CITY OF SANTA CRUZ-FINANCE		55288	WIFI DECALS	174.00	
47317	10/14/13	130	1,273.69	CITY OF WATSONVILLE UTILITIES		55325	LANDFILL FEES	120.04	
47318	10/14/13	001124	33,532.83	CLEAN ENERGY		55247	SEPT 13 WTC SOLIDWAS	954.54	
47319	10/14/13	002448	300.00	CLEAR VIEW, LLC	0	55248	8/19-9/23 WTC WATER	28.39	
47320	10/14/13	075	102.44	COAST PAPER & SUPPLY INC.		55249	8/19-9/23 WTC WATER	290.76	
47321	10/14/13	413	364.00	COLUMBIA EQUIPMENT COMPANY INC		55255	LNG 9/15/13	11,662.03	
47322	10/14/13	E638	89.22	COTTER, ROBERT		55256	LNG 9/18/13	11,008.45	
47323	10/14/13	002814	838.34	CREATIVE BUS SALES, INC.		55257	LNG 9/12/13	10,862.35	
47324	10/14/13	002567	256.00	DEPARTMENT OF JUSTICE		55269	WINDOW CLEANING WTC	300.00	
47325	10/14/13	001329	112.20	DOC AUTO LLC		55222	ROLL DISPENSER	102.44	
47326	10/14/13	B029	260.00	DODGE, DANIEL		55268	PAINT FOR SHELTERS	364.00	
47327	10/14/13	002388	85.00	DOGHERRA'S INC.		55224	TRAVEL REIMBURSEMENT	89.13	
47328	10/14/13	298	117.00	ERGOMETRICS& APPLIED PERSONNEL		55233	TRAVEL REIMBURSEMENT	0.09	
47329	10/14/13	432	2,820.00	EXPRESS SERVICES INC.		55238	PARTS PC	181.32	
47330	10/14/13	001172	353.41	FERGUSON ENTERPRISES INC. #795		55272	CREDIT CABLE ASSY	-108.01	
47331	10/14/13	002962	840.51	FIS		55307	ADA EQUIP VEH# 1121	242.88	
47332	10/14/13	002952	3,239.08	FLYERS ENERGY LLC		55308	ADA EQUIP PC	522.15	
47333	10/14/13	B032	50.00	FRIEND, ZACHARIAH		55296	FINGERPRINTING	256.00	
47334	10/14/13	001302	233.64	GARDA CL WEST, INC.		55263	RPR VEH #1123 PC	112.20	
47335	10/14/13	003096	113.75	GOODWILL INDUSTRIES OF SILICON	7	55242	TRAVEL ADVANCE	160.00	
47336	10/14/13	632	280.00	GOVERNMENT FINANCE OFFICERS		55357	BOD MEET 9/13 9/27	100.00	
47337	10/14/13	282	762.34	GRAINGER		55295	RPR VEH #304	85.00	
47338	10/14/13	B023	50.00	GRAVES, RON	7	55314	PC OPERATOR TESTING	117.00	
47339	10/14/13	001745	14,604.70	HARTFORD LIFE AND ACCIDENT INS		55297	TEMP W/E 9/29/13	960.00	
						55299	TEMP W/E 9/29/13	960.00	
						55321	TEMP W/E 9/29/13	900.00	
						55305	KIOSK REPAIR	353.41	
						55330	AUG 13 MERCHANT FEES	840.51	
						55235	9/1-9/15 FUEL	3,239.08	
						55358	BOD MEET 9/27	50.00	
						55266	OCT 13 SVCS	233.64	
						55278	SEPT 13 SHREDDING PC	16.25	
						55293	SEPT 13 VER,PAC,OPS	97.50	
						55253	12/13-11/14 MEMBERSH	280.00	
						55319	KEYS	143.87	
						55340	SAFETY SUPPLIES	604.48	
						55341	SMALL TOOLS	13.99	
						55359	BOD MEET 9/13	50.00	
						55229	OCT 13 LTD	10,413.66	

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47340	10/14/13	58.52 166	HOSE SHOP, THE INC			55230	OCT 13 LIFE AD&D	4,191.04	
47341	10/14/13	303.09 036	KELLY-MOORE PAINT CO., INC.			55258	RPR & MAINT	38.72	
47342	10/14/13	1,152.00 852	LAW OFFICES OF MARIE F. SANG		7	55259	HOSE KIT ASSY	19.80	
						55348	KISOK PACIFIC ISLAND	303.09	
						55310	CL# 2010226708	160.00	
						55311	CL#12004272 12000460	768.00	
						55312	CL# 1999103213	128.00	
						55313	CL# 2010223492	96.00	
47343	10/14/13	703.59 E179	LEGORRETA, PETE			55226	2013 METRO PICNIC	703.59	
47344	10/14/13	100.00 B026	LEOPOLD, JOHN		7	55360	BOD MEET 9/13 9/27	100.00	
47345	10/14/13	50.00 880	LEXISNEXIS			55331	SEPT13 SERVICES	50.00	
47346	10/14/13	27,037.97 003017	MANSFIELD OIL CO OF GAINSVILLE			55232	DIESEL 9/19/13	27,037.97	
47347	10/14/13	100.00 B031	MCPHERSON, BRUCE			55361	BOD MEET 9/13 9/27	100.00	
47348	10/14/13	333.80 041	MISSION UNIFORM			55279	UNIFORMS	18.92	
						55326	UNIFORMS	203.31	
						55327	UNIFORMS	66.74	
						55332	UNIFORMS	44.83	
47349	10/14/13	623.58 001454	MONTEREY BAY SYSTEMS			55252	7/1-9/30 OVERAGE/CON	623.58	
47350	10/14/13	799.00 469	MONTEREY BAY UNIFIED AIR			55246	RIV.VERN.MMF,TOXICFE	799.00	
47351	10/14/13	160.00 E045	MONTESINO, EDUARDO			55363	TRAVEL ADVANCE	160.00	
47352	10/14/13	11,504.19 001063	NEW FLYER IND. CANADA ULC DBA			55240	RUBBER CLAMP	103.64	
						55241	COVER MECHANISM	138.33	
						55250	FUEL FILTER	511.95	
						55273	BUSHING RADIUS ROD	956.30	
						55294	GLASS MOUNT	30.09	
						55316	LOW PRODUCT INVENTOR	47.95	
47353	10/14/13	511.14 004	NORTH BAY FORD LINC-MERCURY			55317	LOW PRODUCT INVENTOR	9,715.93	
47354	10/14/13	459.54 003115	OFFICE TEAM			55284	BUMPER VEH #1120 PC	320.82	
47355	10/14/13	3,931.78 009	PACIFIC GAS & ELECTRIC			55285	MIRROR VEH #1114 PC	190.32	
47356	10/14/13	1,239.48 043	PALACE ART & OFFICE SUPPLY			55291	TEMP W/E 9/27/13	459.54	
						55251	OFFICE SUPPLIES	3,931.78	
						55265	OFFICE SUPPLIES	-2.14	
						55270	OFFICE SUPPLIES	310.66	
						55277	OFFICE SUPPLIES	36.81	
						55280	OFFICE SUPPLIES	175.82	
						55281	OFFICE SUPPLIES	136.01	
						55318	OFFICE SUPPLIES	-45.21	
						55333	OFFICE SUPPLIES	110.60	
						55335	OFFICE SUPPLIES	45.21	
						55336	OFFICE SUPPLIES	57.58	
						55337	OFFICE SUPPLY	17.31	
						55338	OFFICE SUPPLIES	256.65	
						55260	RADIATOR VEH #2205	2,176.88	
47357	10/14/13	2,176.88 187	POLAR RADIATOR SERVICE INC			55247	OCT 13 DELTA DENTAL	45,708.13	
47358	10/14/13	45,708.13 002939	PREFERRED BENEFIT			55347	SALT	108.75	
47359	10/14/13	108.75 019	RAYNE OF SANTA CRUZ, INC.			55343	8/19-9/18 IMAGES ADM	447.16	
47360	10/14/13	447.16 003024	RICOH USA, INC			55234	9/18-10/17 LEASE OPS	413.25	
47361	10/14/13	801.87 215	RICOH USA, INC.			55264	9/18-10/17 LEASE PC	388.62	
47362	10/14/13	100.00 B022	ROBINSON, LYNN MARIE		7	55362	BOD MEET 9/13 9/27	100.00	

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47363	10/14/13	2,962.27 018	SALINAS VALLEY FORD SALES			55286	WEEKLY CORE EXCHANGE	2,574.86	
47364	10/14/13	280.07 135	SANTA CRUZ AUTO PARTS, INC.			55351	WEEKLY CORE EXCHANGE	387.41	
						55315	FUSE	2.12	
						55328	MINI LAMP	1.62	
						55334	AIR FILTER, BATTERY	131.12	
						55339	IGNITION COILS	95.45	
						55349	CREDIT NOTE	-17.07	
						55350	PARTS	66.83	
47365	10/14/13	329.00 002700	SANTA CRUZ COUNTY ENVIRONMENTAL			55342	HAZMAT HEALTH PERMIT	329.00	
47366	10/14/13	80.00 345	SANTA CRUZ COUNTY OFFICE OF			55309	FINGERPRINTING	80.00	
47367	10/14/13	10.55 848	SANTA CRUZ ELECTRONICS, INC.			55274	OFFICE SUPPLIES	10.55	
47368	10/14/13	2,500.00 002267	SHAW / YODER / ANTWIH, INC.			55290	OCT 13 LEGISLATE SVC	2,500.00	
47369	10/14/13	100.43 E239	SLATER, ROBYN			55225	TRAVEL REIMBURSEMENT	100.43	
47370	10/14/13	322.28 001976	SPORTWORKS NORTHWEST, INC.			55245	BRACKET & SWITCH	322.28	
47371	10/14/13	160.00 E535	TAPIZ, ANTHONY			55244	TRAVEL ADVANCE	160.00	
47372	10/14/13	280.00 001800	THERMO KING OF SALINAS, INC			55287	RPR HVAC BUS #1210	183.64	
47373	10/14/13	575.38 002954	TIRE DISTRIBUTION SYSTEMS, LLC 7			55303	ROBINAIR FILTER	96.36	
						55239	TIRES	32.94	
						55261	TIRES	321.76	
47374	10/14/13	3,014.37 002207	TY CUSTOM DESIGN		0	55262	TIRES	220.68	
						55231	SUPERVISOR BADGES	525.98	
47375	10/14/13	1,109.79 007	UNITED PARCEL SERVICE			55267	BUS OPERATOR PATCHES	858.65	
						55300	UNIFORMS PC	1,629.74	
47376	10/14/13	6,503.06 002829	VALLEY POWER SYSTEMS, INC.			55324	FREIGHT FABRIC	981.95	
47377	10/14/13	525.90 001353	VISION COMMUNICATIONS			55352	FREIGHT	46.85	
						55353	FREIGHT	80.99	
47378	10/14/13	11,296.80 001043	VISION SERVICE PLAN			55282	LOW INVENTORY PARTS	2,412.95	
47379	10/14/13	150.00 001165	VU, THANH DR. MD		7	55283	LOW INV PARTS	4,090.11	
47380	10/14/13	181.29 E329	ZARAGOZA, DANIEL			55271	BATTERY	382.80	
47382M10/16/13		13,448.27 001272	CITY OF SANTA CRUZ - PLANNING			55292	RADIO BATTERIES	143.10	
			LCNG PERMIT MB OPS			55275	DMV EXAM	75.00	
47383	10/21/13	86.34 E636	AGUIRRE, CIRO			55276	DMV EXAM	75.00	
47384	10/21/13	186.53 382	AIRTEC SERVICE			55223	TRAVEL REIMBURSEMENT	21.29	
47385	10/21/13	343.75 001128	ALWAYS TOWING & RECOVERY, INC			55243	TRAVEL ADVANCE	160.00	
47386	10/21/13	5,652.95 001D	AT&T			55431	LCNG PERMIT MB OPS	13,448.27	MANUAL
47387	10/21/13	809.88 011	BEWLEYS CLEANING		7	55420	TRAVEL REIMBURSEMENT	86.34	
47388	10/21/13	243.38 001112	BRINKS AWARDS & SIGNS		7	55374	MOVE THERMOSTAT VERN	186.53	
47389	10/21/13	3,000.00 616	BROWN ARMSTRONG			55385	TOWING	343.75	
47390	10/21/13	1,000.00 003022	CAFE AMIGO			55407	T1 CEMENT PLANT 9/18	179.34	
47391	10/21/13	623.52 914	CALTRONICS BUSINESS SYSTEMS			55408	T1 OCEAN SKYLINE9/18	280.28	
47392	10/21/13	1,795.25 003081	CAPITOLA MALL LLC			55411	10/5-11/4 REPEATERS	307.91	
						55433	8/19-9/18 CALNET 2	4,885.42	
						55450	CUSTODIAL SVC PC	809.88	
						55375	BADGES	243.38	
						55468	FY13 AUDIT	3,000.00	
						55461	OCT 13 CUSTODIAL SVC	1,000.00	
						55376	OFFICE SUPPLIES	623.52	
						55460	NOV 13 RENT	1,795.25	

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47393	10/21/13	4,672.57	002627	CDW GOVERNMENT, INC.		55377	MCAFFEE	934.99	
						55378	20 ACER MONITORS	3,018.43	
						55379	OFFICE SUPPLIES	719.15	
47394	10/21/13	850.00	001346	CITY OF SANTA CRUZ-FINANCE		55392	OCT 13 PARKING FEES	637.50	
						55393	OCT 13 PARKING FEES	212.50	
47395	10/21/13	2,516.54	909	CLASSIC GRAPHICS		55434	RPR BUS #9826	2,516.54	
47396	10/21/13	14,842.00	001124	CLEAN ENERGY		55386	SEPT13 FUEL ST MAINT	14,842.00	
47397	10/21/13	828.91	002063	COSTCO		55427	2013 PICNIC	828.91	
47398	10/21/13	5,852.08	003116	CUMMINS PACIFIC LLP		55442	COIL IGNITION	246.67	
						55466	MISC PARTS	5,605.41	
47399	10/21/13	77,248.33	002946	DAY WIRELESS SYSTEMS		55422	2 MIP 5000S & RADIOS	77,248.33	
47400	10/21/13	5,494.50	001492	EVERGREEN OIL INC.		55440	HAZMAT MMF	3,890.50	
						55441	HAZ MAT 1200 RIVER	1,604.00	
47401	10/21/13	888.00	432	EXPRESS SERVICES INC.		55412	TEMP W/E 10/6/13	888.00	
47402	10/21/13	223.00	001172	FERGUSON ENTERPRISES INC. #795		55382	RPR & MAINT	157.21	
						55445	KIOSK	65.79	
47403	10/21/13	47,634.45	002295	FIRST ALARM		55368	SEPT13 SECURITY DUBOI	10,288.24	
						55371	SEPT 13 SECURITY SVC	37,346.21	
47404	10/21/13	998.92	002962	FIS		55423	SEPT 13 MERCHANT FEE	998.92	
47405	10/21/13	436.11	E675	FLEISLER, CLAIRE		55413	TRAVEL REIMBURSEMENT	312.74	
						55415	LUNCH MEETING 10/14	123.37	
47406	10/21/13	11,765.89	002952	FLYERS ENERGY LLC		55424	9/15-9/30 FUEL PC	11,765.89	
47407	10/21/13	11,223.00	647	GENFARE A DIV OF SPX CORP		55384	POLY BUS PASSES	11,223.00	
47408	10/21/13	522.39	117	GILLIG LLC		55447	FIRST AID KITS	522.39	
47409	10/21/13	80.57	282	GRAINGER		55455	CLEANING SUPPLIES	80.57	
47410	10/21/13	88.22	E021	HILTNER, THOMAS		55367	MEETING REFRESHMENTS	88.22	
47411	10/21/13	98.19	166	HOSE SHOP, THE INC		55390	STAINLESS TUBING	60.42	
						55465	PARTS MMF	37.77	
47412	10/21/13	3,682.23	002117	IULIANO #2 LLC	7	55457	NOV 13 RENT	3,682.23	
47413	10/21/13	2,931.59	110	JESSICA GROCERY STORE, INC.		55462	OCT 13 CUSTODIAL SVC	2,931.59	
47414	10/21/13	80.15	036	KELLY-MOORE PAINT CO., INC.		55403	METRO ISLAND KIOSK	80.15	
47415	10/21/13	1,839.82	001233	KIMBALL MIDWEST		55436	NON INV PARTS	1,839.82	
47416	10/21/13	1,313.25	E179	LEGORRETA, PETE		55365	2013 PICNIC	92.39	
						55414	2013 PICNIC	845.21	
						55425	2013 PICNIC	216.24	
						55426	2013 PICNIC	52.97	
						55428	2013 PICNIC	106.44	
47417	10/21/13	268,318.98	003058	LEWIS C NELSON AND SONS INC		55370	CONST MB THRU9/25/13	268,318.98	
47418	10/21/13	112.50	003059	MAILFINANCE INC		55395	9/28-10/27 LEASE ADM	112.50	
47419	10/21/13	10.00	E510	MENDOZA, URIEL		55366	DMV REIMBURSEMENT	10.00	
47420	10/21/13	908.19	001052	MID VALLEY SUPPLY INC.		55449	CLEANING SUPPLIES	908.19	
47421	10/21/13	270.05	041	MISSION UNIFORM		55404	UNIFORMS	66.74	
						55429	UNIFORMS	203.31	
47422	10/21/13	500.00	003061	NEOFUNDS BY NEOPOST DBA		55467	POSTAGE 9/23	500.00	
47423	10/21/13	57.46	001063	NEW FLYER IND. CANADA ULC DBA		55394	GASKET	6.03	
						55398	SHELL MIRROR	51.43	
47424	10/21/13	49.31	002721	NEXTEL COMMUNICATIONS/SPRINT		55301	9/4-10/3 TELECOMM PC	-60.67	
						55400	8/26-9/25 TVM WIRELE	109.98	
47425	10/21/13	362.87	004	NORTH BAY FORD LINC-MERCURY		55435	GEAR KNOB	42.05	
						55463	BUMPER VEH #1102 PC	320.82	

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47426	10/21/13	3,436.73 009		PACIFIC GAS & ELECTRIC		55409	9/5-10/3 PAUL,SVT,WT	3,436.73	
47427	10/21/13	297.90 043		PALACE ART & OFFICE SUPPLY		55372	OFFICE SUPPLIES	77.72	
						55397	CREDIT OFFICE SUPPLY	-19.36	
						55401	OFFICE SUPPLIES	28.47	
						55451	OFFICE SUPPLIES	71.29	
						55452	OFFICE SUPPLIES	139.78	
						55453	OFFICE SUPPLIES	24.58	
						55454	OFFICE SUPPLIES	-24.58	
47428	10/21/13	427.05 003020		QUEST DIAGNOSTIC		55387	DOT DRUG TESTS	427.05	
47429	10/21/13	133.06 003024		RICOH USA, INC		55418	7/1-9/30 IMAGES ADMI	133.06	
47430	10/21/13	266.44 215		RICOH USA, INC.		55381	9/26-10/25 LEASE	266.44	
47431	10/21/13	1,410.00 001098		ROBERT HALF MANAGMNT RESOURCE		55419	TEMP W/E 10/4/13	1,410.00	
47432	10/21/13	132.61 045		ROYAL WHOLESALE ELECTRIC		55254	CREDIT NOTE	-69.37	
						55329	RPR & MAINT SBF	52.92	
						55383	CIRCUIT BREAK KIOSK	139.74	
						55446	KIOSK RPR PACIFIC	9.32	
47433	10/21/13	42.28 018		SALINAS VALLEY FORD SALES		55432	WEEKLY CORE EXCHANGE	42.28	
47434	10/21/13	108.08 135		SANTA CRUZ AUTO PARTS, INC.		55391	CORE CREDIT	-17.40	
						55405	OIL FILTER	11.35	
						55444	BATTERY	114.13	
47435	10/21/13	399.82 788		SCMTD PETTY CASH - FINANCE		55406	PETTY CASH RECONCILI	399.82	
47436	10/21/13	1,342.88 681		SCOTTS BODY SHOP	7	55430	RPR VEH #1123 PC	1,342.88	
47437	10/21/13	12,990.84 001075		SOQUEL III ASSOCIATES	7	55459	NOV 13 RENT	12,990.84	
47438	10/21/13	1,623.45 001976		SPORTWORKS NORTHWEST, INC.		55388	BIKE RACKS	1,452.45	
						55389	SUPPORT ARM & HOOK	171.00	
47439	10/21/13	1,600.00 080		STATE BOARD OF EQUALIZATION		55421	JUL-SEP 13 SALES TAX	1,600.00	
47440	10/21/13	377.76 080A		STATE BOARD OF EQUALIZATION		55471	JUL-SEP13 DIESEL TAX	377.76	
47441	10/21/13	115.73 001040		TERRYBERRY CO., LLC		55396	YRS OF SVC GIFT	115.73	
47442	10/21/13	402.56 002675		THOMSON REUTERS BARCLAYS		55373	SEPT 13 SERVICES	402.56	
47443	10/21/13	1,719.17 002954		TIRE DISTRIBUTION SYSTEMS, LLC	7	55399	TIRES PC	113.62	
						55437	TIRES	498.14	
						55438	TIRES	868.08	
47444	10/21/13	48,203.01 003044		TRC ENGINEERS, INC.		55439	TIRES	239.33	
47445	10/21/13	13,508.85 057		U.S. BANK		55369	7/27-8/23 MB ENG SVC	48,203.01	
						55469	****-****-****-4048	10,772.40	
						55470	****-****-****-8502	2,736.45	
47446	10/21/13	105.61 007		UNITED PARCEL SERVICE		55458	FREIGHT	105.61	
47447	10/21/13	780.00 002829		VALLEY POWER SYSTEMS, INC.		55464	PARTS	780.00	
47448	10/21/13	343.32 434		VERIZON WIRELESS	0	55410	9/2-10/1 PUSH 2 TALK	343.32	
47449	10/21/13	150.00 001165		VU, THANH DR. MD	7	55402	DMV EXAM	75.00	
						55443	DMV EXAM	75.00	
47450	10/21/13	70.00 682		WEISS, AMY L.	7	55380	BOD MEETING 9/27/13	70.00	
47451	10/21/13	91.00 002028		WESTCOAST LEGAL SERVICE	7	55456	CV 174909	91.00	
47452	10/21/13	47.69 E329		ZARAGOZA, DANIEL	7	55416	TRAVEL REIMBURSEMENT	20.38	
						55417	TRAVEL REIMBURSEMENT	27.31	
47453	10/23/13	193.40 043		PALACE ART & OFFICE SUPPLY		55448	OFFICE SUPPLIES	193.40	
47454	10/28/13	75.00 003062		ABSOLUTE AUTO GLASS INC		55564	WINDSHIELD #1102 PC	75.00	
47455	10/28/13	376.19 192		ALWAYS UNDER PRESSURE		55573	PRESSUREWASHER MMF	376.19	
47456	10/28/13	85.54 001D		AT&T		55519	10/7-11/6 REPEATERS	85.54	
47457	10/28/13	78.46 M033		BAILEY, NEIL	0	55585	NOV 13 RETIREE SUPP	78.46	

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47458	10/28/13	5,473.50	059	BATTERIES USA, INC.		55512	BATTERIES	5,050.35	
47459	10/28/13	12.00	E659	BAYER, LORRAINE		55513	BATTERIES	423.15	
47460	10/28/13	646.88	002035	BOWMAN & WILLIAMS INC		55504	TRAVEL REIMBURSEMENT	12.00	
47461	10/28/13	6,843.74	001844	BRINKS INCORPORATED		55566	SEPT13 ENG MMF/GOLF	646.88	
47462	10/28/13	649,499.04	502	CA PUBLIC EMPLOYEES'		55488	SEPT 1200B SERVICE	3,978.98	
47463	10/28/13	78.46	M022	CAPELLA, KATHLEEN	0	55489	SEPT 1200B SERVICE	2,864.76	
47464	10/28/13	2,094.13	002034	CAROL'S FIRE EXTINGUISHER		55505	NOV 13 MEDICAL INS	649,499.04	
47465	10/28/13	200.00	T249	CAROL PATTERSON FOR RICHARD		55595	NOV 13 RETIREE SUPP	78.46	
47466	10/28/13	4,400.70	001346	CITY OF SANTA CRUZ-FINANCE		55572	INSP KIOSK #9 WTC	2,094.13	
47467	10/28/13	33,398.85	001124	CLEAN ENERGY		55498	50 TICKETS @ \$4.00EA	200.00	
47468	10/28/13	2,890.00	003034	COASTAL LANDSCAPING INC. DBA		55507	PAC STATION REDEVELO	4,400.70	
47469	10/28/13	200.00	367	COMMUNITY TELEVISION OF		55492	LNG 9/29/13	11,167.73	
47470	10/28/13	50.00	003021	CSMFO-CITY OF SANTA CRUZ		55493	LNG 9/26/13	9,580.50	
47471	10/28/13	39.23	M039	DAVILA, ANA MARIA	0	55494	LNG 09/21/13	12,650.62	
47472	10/28/13	13,497.50	002946	DAY WIRELESS SYSTEMS		55482	SEPT 13 ALL LOCATION	2,890.00	
47473	10/28/13	1,729.13	480	DIESEL MARINE ELECTRIC, INC.		55571	BOD MEETING 9/27/13	200.00	
47474	10/28/13	1,166.03	001329	DOC AUTO LLC		55472	11/14/13 MEETING WAT	50.00	
47475	10/28/13	2,784.00	432	EXPRESS SERVICES INC.		55886	NOV 13 RETIREE SUPP	39.23	
47476	10/28/13	83.74	959	FIRST ADVANTAGE OCCUPATIONAL		55491	2 MIP 5000S & RADIOS	13,497.50	
47477	10/28/13	3,734.94	002952	FLYERS ENERGY LLC		55551	ALTERNATOR	1,729.13	
47478	10/28/13	39.23	M100	GARCIA, HELEN	0	55552	RPR VEH #2403 PARACR	1,166.03	
47479	10/28/13	85.00	001189	GARY KENVILLE LOCKSMITH	7	55473	TEMP W/E 10/13/13	960.00	
47480	10/28/13	849.69	117	GILLIG LLC		55496	TEMP W/E 10/06/13	924.00	
47481	10/28/13	78.46	M041	GOUVEIA, ROBERT	0	55515	TEMP W/E 10/6/13	900.00	
47482	10/28/13	1,266.97	001097	GREENWASTE RECOVERY, INC.		55522	DOT DRUG TESTS	83.74	
47483	10/28/13	3,515.87	166	HOSE SHOP, THE INC		55577	FUEL 9/16-9/30 NONRE	3,734.94	
47484	10/28/13	309.70	M061	KAMEDA, TERRY	0	55587	NOV 13 RETIREE SUPP	39.23	
47485	10/28/13	224.71	001233	KIMBALL MIDWEST		55526	SEATBELT ASM	849.69	
47486	10/28/13	67.00	001402	KIPLINGER TAX LETTER		55888	NOV 13 RETIREE SUPP	78.46	
47487	10/28/13	1,088.00	852	LAW OFFICES OF MARIE F. SANG	7	55529	10/1-12/31 AIRP/FREE	114.00	
47488	10/28/13	572.63	780	LOTTS INC.		55530	10/1-12/31 17&BOULDE	171.00	
47489	10/28/13	207.59	511	LUMINATOR HOLDING LP		55531	10/1-12/31 MTHFR/SVT	56.25	
						55532	SEPT 13 SVTC	240.38	
						55533	10/1-12/31 GREENVALL	57.00	
						55534	10/1-12/31 SOQ/COTT	57.00	
						55535	10/1-12/31 FREEDOM	57.00	
						55536	10/1-12/31 FREE/BROW	57.00	
						55537	10/1-12/31 SOQ/COTT	113.85	
						55538	10/1-12/31 BIG BASIN	57.00	
						55539	10/1-12/31 LOMOND/9	57.00	
						55547	SEPT 13 PARACRUZ	229.49	
						55549	FUEL STAT PULSE METE	3,515.87	
						55596	NOV 13 RETIREE SUPP	309.70	
						55580	HARDWARE FOR SHOP	224.71	
						55490	1YR SUBSCRIPTION	67.00	
						55524	CLAIM 11004751	384.00	
						55557	CL #2010227273	704.00	
						55508	EMER LIGHTS VEH#1401	572.63	
						55516	CONTROLLER BOARD RPR	207.59	

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47524	10/28/13	001121	445.00	SILENT PARTNER SECURITY INC.		55501	ANLN FIRE SYSCK VERN	235.00	
47525	10/28/13	001277	3,000.00	SJB GLOBALNET, INC.		55570	10/13-12/13 SECURITY	210.00	
47526	10/28/13	M054	39.23	SLOAN, SUZANNE	0	55478	SEPT 13 SERVICES	1,500.00	
47527	10/28/13	989	168.75	STUCKER, NANCY K.	7	55479	OCT 13 SERVICES	1,500.00	
47528	10/28/13	001347	7,200.00	TECHNICAL SERVICES ASSOC., INC		55592	NOV 13 RETIREE SUPP	39.23	
47529	10/28/13	002675	167.48	THOMSON REUTERS BARCLAYS		55523	BILINGUAL TESTING	168.75	
47530	10/28/13	002954	7,904.76	TIRE DISTRIBUTION SYSTEMS, LLC	7	55545	10/12-9/13 PURIDIUM	7,200.00	
						55511	9/5-10/4 SERVICE	167.48	
						55555	TIRE REPAIR	18.00	
						55556	TIRES	2,230.10	
						55582	TIRES	356.06	
						55583	TIRES	3,345.16	
						55584	TIRES	1,955.44	
47531	10/28/13	M086	39.23	TOLINE, DONALD	0	55593	NOV 13 RETIREE SUPP	39.23	
47532	10/28/13	003037	414.61	TYCO INTEGRATED SECURITY LLC		55483	NOV 13 120 GOLF CLUB	114.56	
						55484	NOV 13 WTC	57.81	
						55485	NOV 13 138 GOLF CLUB	109.48	
						55486	NOV 13 SVTC	52.91	
						55487	NOV 13 920 PACIFIC	79.85	
						55476	FREIGHT	96.02	
47533	10/28/13	007	96.02	UNITED PARCEL SERVICE		55474	10/9-11/5 FENCE RENT	10.88	
47534	10/28/13	946	10.88	UNITED SITE SERVICES		55541	9/2-10/1PUSH2TALK PC	467.48	
47535	10/28/13	434	467.48	VERIZON WIRELESS	0	55601	NOV 13 RETIREE SUPP	309.70	
47536	10/28/13	M076	309.70	VONWAL, YVETTE	0	55495	DMV EXAM	75.00	
47537	10/28/13	001165	225.00	VU, THANH DR. MD	7	55558	DMV EXAM	75.00	
						55559	DMV EXAM	75.00	
47538	10/28/13	186	77.21	WILSON, GEORGE H., INC.		55502	RPR & MAINT MMF	77.21	
47539	10/28/13	M088	39.23	YAGI, RANDY	0	55594	NOV 13 RETIREE SUPP	39.23	
47641M	10/31/13	R643	12,500.00	HANNON, JOHN P & MILTON LITVIN		55714	CV 175879	12,500.00	VOIDED
47641M	10/31/13	R643	-12,500.00	CV 175879		55714	CV 175879	-12,500.00	**VOID
47642	10/31/13	R643	12,500.00	HANNON, JOHN P & MILTON LITVIN		55714	CV 175879	12,500.00	
TOTAL			1,912,005.65	ACCOUNTS PAYABLE			TOTAL CHECKS	296	1,912,005.65

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager & I.T. Manager
SUBJECT: CONSIDERATION OF METROBASE STATUS REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept and file the MetroBase Status Report.

II. SUMMARY OF ISSUES

- Judy K. Souza Operations Building
 - Lewis C. Nelson completed concrete slab work for the ground floor.
 - Lewis C. Nelson will commence building the parking deck.
- Second LNG tank Installation Project
 - GP Strategies currently working on fine tuning and the PLC controller and close out items.

III. DISCUSSION

Judy K. Souza Operations Building

Lewis C. Nelson (LCN) completed the concrete columns and conduits for the ground floor so that the concrete slab could be poured. After the curing time, LCN will commence work on the parking deck. The foundation work is time consuming and is carefully inspected for constructing a solid foundation.

Second LNG tank Installation Project

GP Strategies currently working on fine tuning and the PLC controller and close out items. Last week, GP Strategies showed up on site to coordinate all close items. METRO is currently waiting on programming confirmation to work as specified.

Previous project status:

- Judy K. Souza Operations Building
 - Lewis C. Nelson completed work on pile caps and site layout for drainage.

- Lewis C. Nelson is working on concrete columns and conduits for the ground floor.
- City of Santa Cruz coordinated with METRO to finalize the permit fees associated with the project.
- Second LNG tank Installation Project
 - GP Strategies completed the installation of the second LNG Tank and PLC controller.
 - GP Strategies currently working on fine tuning and the PLC controller and close out items.

IV. FINANCIAL CONSIDERATIONS

Funds for the Judy K. Souza Operations Building component and the Second LNG tank Installation component of the MetroBase Project are available with the funds METRO has secured for the Project.

V. ATTACHMENTS

Attachment A: None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: Erron Alvey, Purchasing Manager
SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR INDUSTRIAL WASTE DISPOSAL SERVICES

I. RECOMMENDED ACTION

Authorize the Purchasing Manager to issue a formal Request for Proposals for Industrial Waste Disposal Services.

II. SUMMARY OF ISSUES

- Santa Cruz METRO requires the services of a fully licensed and insured contractor to provide industrial waste removal/recycle/disposal services and industrial waste emergency response services.
- Our current contract with Evergreen Oil, Inc. will expire on April 30, 2014, and can no longer be renewed.

III. DISCUSSION

Santa Cruz METRO requires the services of a fully licensed and insured contractor to provide industrial waste removal/recycle/disposal services and industrial waste emergency response services. As our current contract for these services with Evergreen Oil, Inc. will expire on April 30, 2014, staff is recommending the issuance of a formal Request for Proposals for these services.

IV. FINANCIAL CONSIDERATIONS

Funds to support a resulting contract are included in the Facilities Maintenance FY14 & FY15 Hazardous Waste Disposal budget.

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

Resolution No. _____

RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER
TO SOLICIT PROPOSALS FOR INDUSTRIAL WASTE DISPOSAL SERVICES

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for industrial waste disposal services;

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

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

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

PASSED AND ADOPTED this 24th day of January, 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
DANIEL DODGE
Board Chair

ATTEST: _____
LESLIE R. WHITE
Secretary/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: Erron Alvey, Purchasing Manager
SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR A BIOLOGICAL MONITOR FOR OUTFALL CONSTRUCTION

I. RECOMMENDED ACTION

Authorize the Purchasing Manager to issue a formal Request for Proposals for a biological monitor for outfall construction.

II. SUMMARY OF ISSUES

- Santa Cruz METRO requires the services of a professional Biological Monitor during outfall construction activities behind the new Judy K. Souza Operations Facility.
- The outfall work is scheduled to begin in June of this year.

III. DISCUSSION

Santa Cruz METRO requires the services of a professional Biological Monitor during outfall construction activities on the upper river terrace behind the new Judy K. Souza Operations Facility. This professional must be able to recognize the existing fish and wildlife species of the San Lorenzo River and riparian corridor in this area and make recommendations.

The outfall work is scheduled to begin in June of this year. Staff is recommending the issuance of a formal Request for Proposals for this service.

IV. FINANCIAL CONSIDERATIONS

Funds to support a resulting contract are included in the MetroBase Project budget.

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

Resolution No. _____

RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER
TO SOLICIT PROPOSALS FOR A BIOLOGICAL MONITOR FOR OUTFALL
CONSTRUCTION

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for a biological monitor for outfall construction;

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

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

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

PASSED AND ADOPTED this 24th day of January, 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
DANIEL DODGE
Board Chair

ATTEST: _____
LESLIE R. WHITE
Secretary/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014

TO: Board of Directors

FROM: Erron Alvey, Purchasing Manager

SUBJECT: REQUEST AUTHORIZATION TO USE THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES CONTRACT FOR THE PURCHASE OF A CNG UTILITY BODY SERVICE TRUCK FOR THE FLEET MAINTENANCE DEPARTMENT IN THE AMOUNT OF \$106,991

I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors authorize the General Manager to use the State of California, Department of General Services contract for the purchase of a CNG-powered utility body service truck from Downtown Ford Sales for the Fleet Maintenance Department in the amount of \$106,991.

II. SUMMARY OF ISSUES

- Santa Cruz METRO has funding for the purchase of a vehicle to replace an aging Fleet Maintenance service truck.
- The State of California, Department of General Services has issued a cooperative vehicle procurement contract for the purchase of these types of vehicles.
- Santa Cruz METRO requests the use of the State of California vehicle procurement contract as a means of streamlining the procurement process.
- Staff recommends that the Board of Directors authorize the General Manager to use the State of California, Department of General Services contract for the purchase of a CNG-powered utility body service truck from Downtown Ford Sales.

III. DISCUSSION

Santa Cruz METRO's Fleet Maintenance Department currently responds to roadside service calls for buses that break down with an aging diesel-powered utility body service truck.

California Assembly Bill 2766 (AB2766), signed into law in 1990, permits the Monterey Bay Unified Air Pollution Control District to allocate a \$4.00 per vehicle registration surcharge fee towards projects that reduce motor vehicle emissions. Santa Cruz METRO received funding from this program in order to replace the aging diesel-powered service vehicle with a CNG-powered service vehicle.

Each year the State of California prepares bids for vehicles, trucks, vans and utility vehicles. The resulting cooperative purchasing contracts allow smaller public agencies to purchase vehicles based on statewide government agency requirements. This process allows for better pricing than Santa Cruz METRO would normally obtain due to the greater quantities requested in the state bid.

Santa Cruz METRO has identified a Ford F550 with a Scelzi service body available to purchase from this contract. Downtown Ford Sales has provided Santa Cruz METRO with a quote in the amount of \$106,990.31 based on this contract.

It is recommended that the Board authorize the General Manager to use the State Procurement Process for the purchase of a CNG-powered utility body service truck from Downtown Ford Sales for a total amount not to exceed \$106,991.

IV. FINANCIAL CONSIDERATIONS

Funds to support this contract are from the Monterey Bay Unified Air Pollution Control District Grant Program and the FY14 Capital Budget.

V. ATTACHMENTS

Attachment A: Quotation from Downtown Ford Sales

Attachment A

QUOTATION

DF12112013910 R

DOWNTOWN FORD SALES
 525 N16th Street, Sacramento, CA. 95814
 916-442-6931 fax 916-491-3138

QUOTATION

Customer

Name SANTA CRUZ METRO
 Address _____
 City _____ CA _____
 Phone _____

Date 12/11/2013
 REP FORBESS
 Phone _____
 FOB _____

Qty	Description	Unit Price	TOTAL
1	2014 FORD F550 4X2 REGULAR CAB/CHASSIS CNG	\$39,332.00	\$39,332.00
1	CHANGE TO 40 GALLON GGE	\$9,608.00	\$9,608.00
1	CHANGE WHEELBASE TO 201" (120"CA)	\$424.00	\$424.00
1	SPARE TIRE, WHEEL AND JACK	\$329.00	\$329.00
1	CAB STEPS	\$348.00	\$348.00
1	POWER GROUP	\$1,036.00	\$1,036.00
1	DAYTIME RUNNING LIGHTS	\$42.00	\$42.00
1	SHOP MANUAL CD ROM	\$279.00	\$279.00
1	EXTRA KEY	\$78.00	\$78.00
1	SCELZI BODY PER ATTACHED	\$44,489.00	\$44,489.00
1	5 YEAR EXTRA CARE 5YR/100K \$100 DEDUCTIBLE	\$2,142.00	\$2,142.00
1	DOC FEE	\$80.00	\$80.00

Payment Details

-
-
-

	SHIPPING	\$98,187.00
	Taxes 8.75	\$200.00
		\$8,591.36
	TIRE FEE	\$12.25
	TOTAL	\$106,990.61

Office Use Only

\$500 DISCOUNT FOR PAYMENT IN 20 DAYS

Attachment A



Scelzi Enterprises, Inc.
Custom Truck Body Manufacturing

2286 E. Date Street, Fresno, CA 93706, Phone: 800-858-2883
Fax: 559-237-5554 Toll Free: (800) 858-2883

WORK ORDER / ESTIMATE

86807

Page 1 of 3

Customer: DOWNTOWN FORD
Address: SANTA CRUZ METERO TRANSIT
525 N. 16TH ST.
SACRAMENTO, CA 95814

10/30 sent email to ERM for chassis specs

Date: 07/01/13
Phone: (916) 442-6931 FAX: (916) 491-3138
Contact: DAVE FORBESS
Terms: Net 10

Make	Year	Model	Vehicle Info	Type	VIN #
	2014	CUSTTRUCK	FORD - F-550 - REG CAB - DRW - GAS - WHITE - 84" CA	Customer	

Quantity	Part No / Description	Price
----------	-----------------------	-------

PAINT BODY - WHITE
~~CNG TANK BOTH SIDES~~ I-BOX
"NO" FUEL BEZEL CUTOUTS...

***NOTE: CHASSIS TO BE ORDERED WITH DUAL ALTERNATOR

1 EA SBD-132-94-49-38-VO
SERVICE BODY DRW 84CA-132 LONG, 94 WIDE, 49 FLOOR WIDTH, 38 TALL VERTICAL OPEN TOP

NOTE:

- 1) ALL LIGHTS TO BE L.E.D
- 2) LIGHTS IN REAR END PANEL WITH GUARD

1EA - SET OF DOME LIGHTS FOR COMPARTMENTS WITH SWITCH IN DASH

2EA - ADJUSTABLE POLE LIGHTS WITH 4 X 6 SIGNAL STAT #627-WD 55 WATT LIGHT (1EA) SIDE AT REAR WITH SWITCH IN DASH

2EA - GRAB HANDLES ONE EACH SIDE AT REAR

1EA - SCELZI WRECKER PUSH BUMPER INSTALLED AT FRONT WITH GRILL GUARD

1EA - TOMMYGATE 1300LB CAPACITY LIFTGATE MODEL #G2-54-1342 TP27 WITH AND 49" X 27" LOADABLE PLATFORM AND A 4" TAPER

1EA - 40 GALLON DIESEL TANK WITH 12 VOLT 1/4 HP FILL RITE PUMP AND 12" OF HOSE - CONTROL HANDLE INCLUDED TANK MOUNTED IN CARGO AREA PASSENGER SIDE NEXT TO BULKHEAD CONTROL HANDLE NEXT TO BACKWRAPPER PASSENGER SIDE

1EA - JUMP START SYSTEM WITH BATTERY EQUALZER, 24 VOLT DUAL BRACKET ALTERNATOR [PART #: FMK4792 V-16] AND (2EA) JUMPER CABLE BOXES ONE AT REAR IN BUMPER PASSENGER SIDE ONE IN FRONT GRILLE AND (2EA) 8 D BATTERIES IN DRIVER FRONT COMPARTMENT WITH LOUVER

7-11a.2

Attachment A



Scelzi Enterprises, Inc.
Custom Truck Body Manufacturing

2286 E. Date Street, Fresno, CA 93706, Phone: 800-858-2883
Fax: 559-237-5554 Toll Free: (800) 858-2883

WORK ORDER / ESTIMATE

86807

Page 2 of 3

Customer:	DOWNTOWN FORD	Date:	07/01/13	
Address:	SANTA CRUZ METERO TRANSIT	Phone:	(916) 442-6931	FAX: (916) 491-3138
	525 N. 16TH ST.	Contact:	DAVE FORBESS	
	SACRAMENTO, CA 95814	Terms:	Net 10	

Make	Year	Model	Vehicle Info	Type	VIN #
	2014	CUSTTRUCK	FORD - F-550 - REG CAB - DRW - GAS - WHITE - 84" CA	Customer	

Quantity	Part No / Description	Price
----------	-----------------------	-------

1EA - VANNER 12V-24V DC-DC CONVERTER

1EA - 30 GALLON POLY WATER TANK MOUNTED IN CARGO AREA NEXT TO DIESEL TANK WITH 3 GPM/ 45 PSI 24 V PUMP

1EA - NATIONAL SPENCER HOSE REEL MODEL 1448R WITH 49' OF 1/2 HOSE MOUNTED IN CARGO AREA NEXT TO TANKS PLUMBED TO WATER TANK

1EA - STAND TO MOUNT REELS ON

1EA - INGERSOLL RAND 2475P COMPRESSOR WITH 30 GALLON TANK MOUNTED IN CARGO AREA AGAINST BACKWRAPPER DRIVERSIDE - RELOCATE START AND CHOKE TO PASSENGER FRONT COMPARTMENT WITH 2 EA SHUT OFF VALVES TO ISOLATE FRONT AND REAR LINES 1 EA TO QUICK CONNECTS

1EA - NATIONAL SPENCER HOSE REEL MODEL 1448 R WITH 49" OF 1/2" HOSE MOUNTED IN CARGO AREA NEXT TO TANKS PLUMBED TO COMPRESSOR

2EA - AIR CHUCKS (1EA) 1/4" AND (1EA) 1/2" QUICK CONNECT AT FRONT PASSENGER SIDE

2EA - AIR CHUCKS (1EA) 1/4" AND (1EA) 1/2" QUICK CONNECT AT REAR OF BED PASSENGER SIDE

1EA - PSE AMBER LIGHT BAR # 6000 H MOUNTED ON TOP OF CAB SWITCH IN DASH

4EA - WHELEN VTX609A AMBER STROBES WITH FLANG KIT # VTXFB (2EA) AT REAR AND (2EA) IN GRILLE WIRED TO SINGLE SWITCH IN DASH

1EA - BACK-UP ALARM

1EA - PH 15 - PINTLE HITCH WITH A-FRAME

1EA - 7 PRONG FLAT RV PLUG #12707

1 EA WEIGHT CERTIFICATE
WEIGHT CERTIFICATE OF COMPLETED UNIT

1 EA WILL CALL

7-11a.3

Attachment A



Scelzi Enterprises, Inc.

Custom Truck Body Manufacturing

2286 E. Dale Street, Fresno, CA 93706, Phone: 800-858-2883
Fax: 559-237-5554 Toll Free: (800) 858-2883

WORK ORDER / ESTIMATE

86807

Page 3 of 3

Customer: DOWNTOWN FORD
Address: SANTA CRUZ METERO TRANSIT
525 N. 16TH ST.
SACRAMENTO, CA 95814

Date: 07/01/13
Phone: (916) 442-6931 FAX: (916) 491-3138
Contact: DAVE FORBESS
Terms: Net 10

Make	Year	Model	Vehicle Info	Type	VIN #
	2014	CUSTTRUCK	FORD - F-550 - REG CAB - DRW - GAS - WHITE - 84" CA	Customer	

Quantity	Part No / Description	Price
----------	-----------------------	-------

CUSTOMER TO PICK UP COMPLETED UNIT IN FRESNO, CA

CONTACT:
DAVE FORBESS
916-442-6931

Disclaimer:

**SCELZI ENTERPRISES INC. DOES NOT GUARANTEE A PERFECT COLOR MATCH
DUE TO INCONSISTENCIES IN FACTORY PAINTS AND PROCEDURES**

**REVISIONS AFTER APPROVAL DATE ARE
SUBJECT TO ADDITIONAL CHARGES**

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

THIS WORK
AUTHORIZED BY: _____ DATE: _____

Payment in full on completion of job if credit arrangements have not been made in advance.

The above quotation is submitted according to specifications submitted by customer. Any alterations or changes increasing production costs will be charged for accordingly.

ESTIMATE
PREPARED BY: Paolilli, Joanna

SALESMAN: RUBEN / JOANNA P.

7-11a.4

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT–OCTOBER & NOVEMBER 2013

I. RECOMMENDED ACTION

This report is for information only - no action requested

II. SUMMARY OF ISSUES

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

III. DISCUSSION

Comparing October 2012 to October 2013, ParaCruz rides increased by 563 rides. Comparing November 2012 to November 2013, ParaCruz rides increased by 269 rides. This increase in ridership appears to be attributable to the economic recovery of residents of Santa Cruz County, as the actual number of ParaCruz eligible riders has not increased significantly.

From September 2013 to October 2013, ParaCruz rides increased by 551 rides. From October 2013 to November 2013, rides decreased by 1320. This decrease follows the trend displayed in Attachment C; Number of Rides Comparison.

Please note an additional line item on the bottom of the chart on Attachment B and B2. The title of the line item is 'Denied Rides', which we are now tracking within our documentation, as recommended by the Auditor who performed our Federal Triennial Audit.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

- Attachment A:** ParaCruz On-time Performance Chart
- Attachment B & B2:** Comparative Operating Statistics Table
- Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Year to Date Mileage Chart
- Attachment E:** Eligibility Chart

ATTACHMENT A

Board of Directors
Board Meeting January 24, 2014

ParaCruz On-time Performance Report		
	October 2012	October 2013
Total pick ups	8203	8766
Percent in “ready window”	95.79%	94.88%
1 to 5 minutes late	1.91%	2.09%
6 to 10 minutes late	1.15%	1.16%
11 to 15 minutes late	.75%	.90%
16 to 20 minutes late	.35%	.43%
21 to 25 minutes late	.13%	.21%
26 to 30 minutes late	.13%	.13%
31 to 35 minutes late	.01%	.06%
36 to 40 minutes late	.07%	.10%
41 or more minutes late (excessively late/missed trips)	.01%	.05%
Total beyond “ready window”	4.21%	5.12%

During the month of October 2013, ParaCruz received seven (7) Customer Service Reports. Two (2) reports were valid. Four (4) of the reports were not verifiable. One (1) report was a compliment.

ParaCruz On-time Performance Report		
	November 2012	November 2013
Total pick ups	7177	7446
Percent in “ready window”	96.61%	95.88%
1 to 5 minutes late	1.39%	1.57%
6 to 10 minutes late	1.03%	1.15%
11 to 15 minutes late	.49%	.59%
16 to 20 minutes late	.22%	.38%
21 to 25 minutes late	.10%	.23%
26 to 30 minutes late	.07%	.12%
31 to 35 minutes late	.03%	.03%
36 to 40 minutes late	.04%	.05%
41 or more minutes late (excessively late/missed trips)	.01%	.00%
Total beyond “ready window”	3.39%	4.12%

During the month of September 2013, ParaCruz received one (1) Customer Service Report. The one report was not verifiable.

ATTACHMENT B

Board of Directors
Board Meeting January 24, 2014

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through October 2013.

	Oct 12	Oct 13	Fiscal 12-13	Fiscal 13-14	Performance Averages	Performance Goals
Requested	8904	9350	32,577	33,864	8259	
Performed	8203	8766	30,576	32,074	7667	
Cancels	18.24%	18.56%	17.96%	18.10%	19.16%	
No Shows	3.38%	2.82%	3.23%	2.81%	3.08%	Less than 3%
Total miles	56,236	62,420	208,236	227,877	54,478	
Av trip miles	4.56	5.10	4.65	5.0	4.88	
Within ready window	95.79%	94.88%	95.46%	94.99%	95.54%	92.00% or better
Excessively late/missed trips	1	4	5	9	1.92	Zero (0)
Call center volume	6527	N/A	23,010	N/A	N/A	VOIP being UPDATED
Hold times less than 2 minutes	96.8%	N/A	96.92%	N/A	N/A	Greater than 90%
Distinct riders	789	782	1229	1299	788	
Most frequent rider	44 rides	56 rides	105 rides	204 rides	50 rides	
Shared rides	67.9%	65.0%	65.4%	65.5%	65.32%	Greater than 60%
Passengers per rev hour	1.93	2.13	1.97	2.04	1.96	Greater than 1.6 passengers/hour
Rides by supplemental providers	3.95%	17.12%	8.53%	14.02%	10.45%	No more than 25%
Vendor cost per ride	\$23.91	\$25.73	\$21.93	\$23.85	\$22.41	
ParaCruz driver cost per ride (estimated)	\$28.47	\$28.31	\$27.38	\$31.19	\$29.26	
Rides < 10 miles	67.85%	64.28%	67.54%	64.32%	66.06%	
Rides > 10	32.15%	35.72%	32.46%	35.68%	33.94%	
Denied Rides	N/A	0	N/A	0	0	Zero

7-12b.1

ATTACHMENT B 2

Board of Directors
Board Meeting January 24, 2014

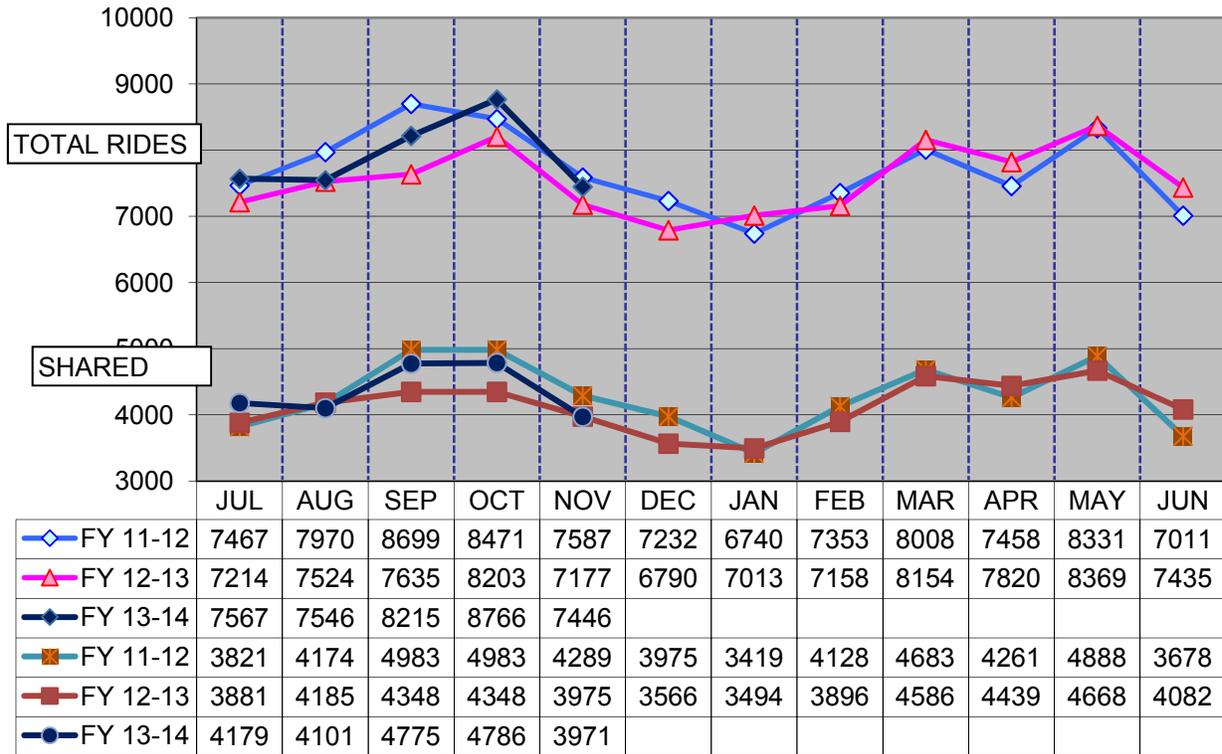
Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through November 2013.

	Nov 12	Nov 13	Fiscal 12-13	Fiscal 13-14	Performance Averages	Performance Goals
Requested	8172	8235	40,749	42,099	8264	
Performed	7177	7446	37,753	39,520	7690	
Cancel	21.66%	22.02%	18.70%	18.86%	19.19%	
No Shows	3.24%	2.68%	3.23%	2.78%	3.03%	Less than 3%
Total miles	50,205	53,017	258,441	280,894	54,711	
Av trip miles	4.85	4.96	4.63	4.99	4.92	
Within ready window	96.61%	95.88%	95.68%	95.16%	95.48%	92.00% or better
Excessively late/missed trips	1	0	6	9	1.83	Zero (0)
Call center volume	6403	N/A	29,413	N/A	N/A	VOIP being UPDATED
Hold times less than 2 minutes	96.8%	N/A	96.91%	N/A	N/A	Greater than 90%
Distinct riders	770	778	1325	1394	789	
Most frequent rider	47 rides	55 rides	184 rides	246 rides	51 rides	
Shared rides	64.7%	64.0%	65.6%	65.2%	65.26%	Greater than 60%
Passengers per rev hour	1.86	2.01	1.95	2.04	1.97	Greater than 1.6 passengers/hour
Rides by supplemental providers	2.65%	11.21%	7.41%	13.54%	11.16%	No more than 25%
Vendor cost per ride	\$21.89	\$25.60	\$21.93	\$24.12	\$22.72	
ParaCruz driver cost per ride (estimated)	\$28.07	\$32.66	\$27.25	\$31.48	\$29.64	
Rides < 10 miles	68.93%	63.36%	67.80%	64.14%	65.60%	
Rides > 10	31.07%	36.64%	32.20%	35.86%	34.40%	
Denied Rides	N/A	0	N/A	0	0	Zero

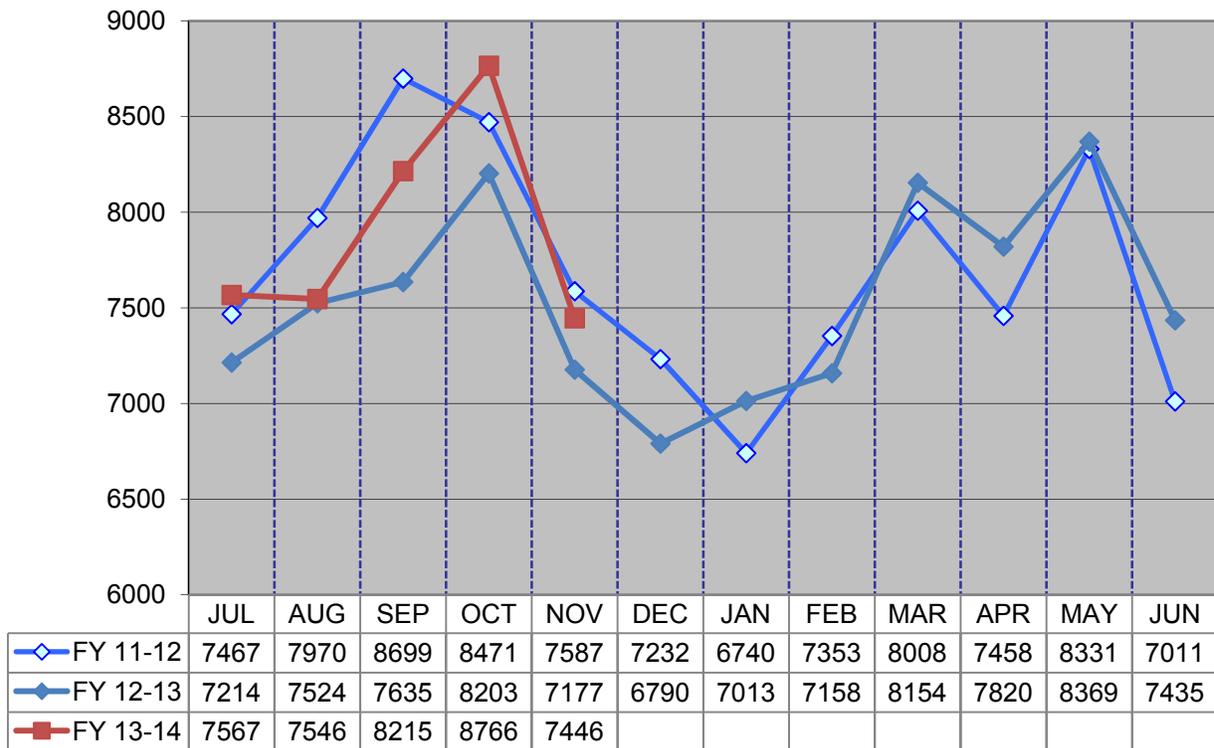
7-12b2.1

ATTACHMENT C

TOTAL RIDES vs. SHARED RIDES

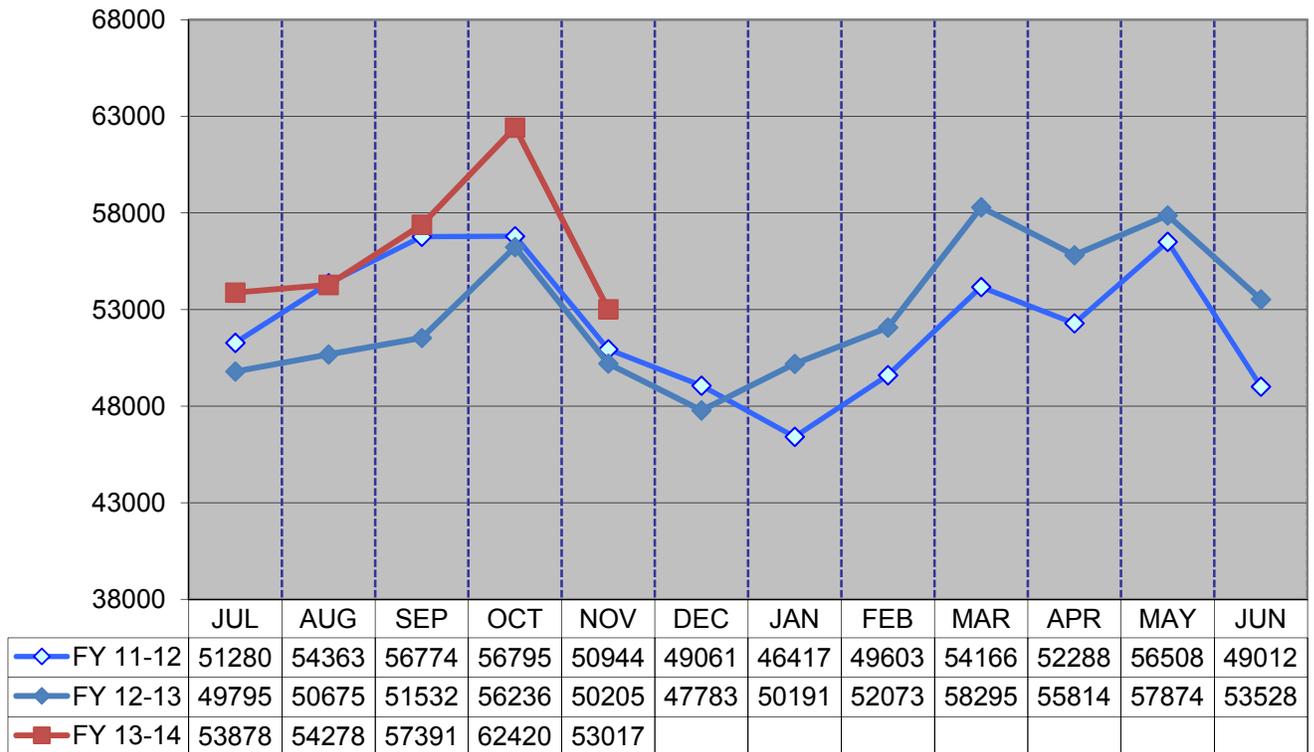


NUMBER OF RIDES COMPARISON CHART

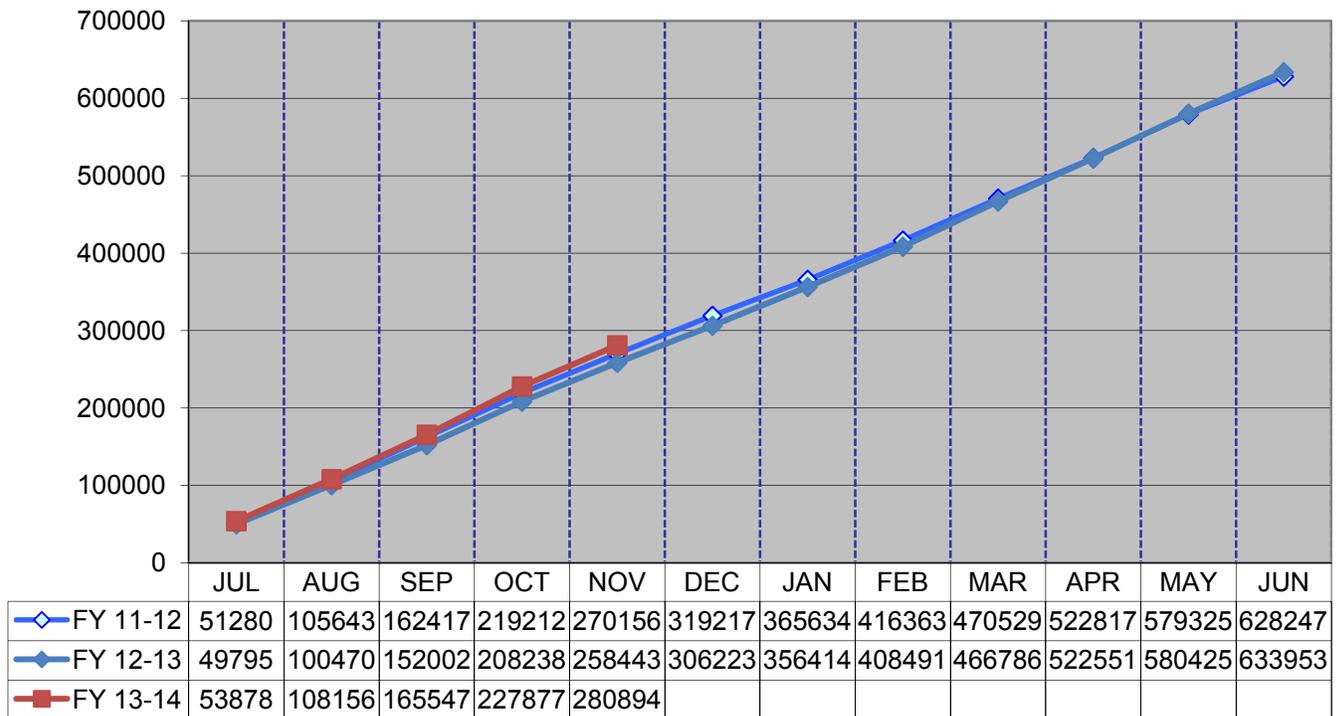


ATTACHMENT D

MILEAGE COMPARISON



YEAR TO DATE MILEAGE COMPARISON CHART



ATTACHMENT E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED	RESTRICTED	TEMPORARY	DENIED	TOTAL
		CONDITIONAL	TRIP BY TRIP			
DECEMBER 2012	42	0	3	2	0	47
JANUARY 2013	58	0	5	3	0	66
FEBRUARY 2013	41	0	4	0	0	45
MARCH 2013	58	0	8	0	0	66
APRIL 2013	42	0	2	3	0	47
MAY 2013	66	0	3	4	1	74
JUNE 2013	58	0	2	1	0	61
JULY 2013	44	0	3	1	0	48
AUGUST 2013	56	0	5	3	0	64
SEPTEMBER 2013	62	0	4	2	0	68
OCTOBER 2013	59	0	0	1	0	60
NOVEMBER 2013	41	0	2	3	0	46

Number of Eligible Riders for the month of October 2013 = 3084

Number of Eligible Riders for the month of November 2013 = 3149

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: Tony Tapiz, Administrative Services Coordinator
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those District employees named on the attached list and that the Board Chair present them with Certificates of Appreciation.

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

Many employees have provided dedicated and valuable years to the Santa Cruz Metropolitan Transit District. In order to recognize these employees, anniversary awards are presented at five-year increments beginning with the tenth year. In an effort to accommodate those employees that are to be recognized, they will be invited to attend the Board meetings to receive their awards.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

Prepared by: Tony Tapiz, Administrative Services Coordinator
Date Prepared: January 19, 2014

Attachment A



EMPLOYEE LONGEVITY AWARDS

CERTIFICATE OF APPRECIATION – 10 YEARS

The Board of Directors proudly presents this Certificate of Appreciation and 10 year Service Pin for the completion of 10 years of service between 2004 and 2014 to:

Gustavo Cortes	Bus Operator
Bonnie Farris	Bus Operator
Daniel Garcia	Bus Operator
Todd Mitchell	Bus Operator
April Warnock	Paratransit Superintendent

CERTIFICATE OF APPRECIATION – 15 YEARS

The Board of Directors proudly presents this Certificate of Appreciation for the completion of 15 years of service between 1999 and 2014 to:

Brenda Malphrus	Bus Operator
Jukka Naukkarinen	Bus Operator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014

TO: Board of Directors

FROM: Tony Tapiz, Administrative Services Coordinator

SUBJECT: CONSIDERATION OF APPOINTMENT OF DONALD NORMAN HAGEN TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING DECEMBER 31, 2015.

I. RECOMMENDED ACTION

That the Board approve the appointment of Donald N. Hagen to the Metro Advisory Committee (MAC) as the appointment of Director Bruce Mcpherson.

II. SUMMARY OF ISSUES

- There is currently a vacancy on the Metro Advisory Committee (MAC) for an appointment by Director Bruce Mcpherson.
- Director Mcpherson is nominating Donald Norman Hagen for appointment to the MAC.
- Pursuant to Section 3.2 of the MAC Bylaws the appointment of Donald Norman Hagen would be eligible for a term that would commence immediately and end December 31, 2015.

III. DISCUSSION

On December 19, 2003, after a significant amount of discussion and multiple meetings, the Board approved the creation of a new Metro Advisory Committee (MAC) that replaced the METRO Users Group (MUG), and the Board approved the structure of the new committee. Application Forms were used to solicit interested persons to participate on MAC.

The Board of Directors appointed the individuals that they wanted to serve as members of the MAC. Each member of the Board provided the name of the individual that they wanted to nominate and the Board of Directors then confirmed the individuals. In the past few years there have been vacancies on the MAC that have resulted from the resignations of some Members. A committee such as the MAC is most effective when it is comprised of a full compliment of Members. One of the current vacancies is the position responsible to Director Bruce Mcpherson.

Director Mcpherson has indicated that he would like the Board of Directors to consider the nomination of Donald Norman Hagen to serve as a Member of the MAC. The application of Donald Norman Hagen is attached to this report.

If approved by the Board of Directors, the term for Donald Norman Hagen would commence immediately and conclude on December 31, 2015.

IV. FINANCIAL CONSIDERATIONS

Funds to support the membership of Donald Norman Hagen on the MAC are provided for in the FY 2014 METRO Operating Budget.

V. ATTACHMENTS

Attachment A: MAC Application of Donald Norman Hagen

Prepared by: Tony Tapiz, Administrative Services Coordinator
Date Prepared: January 18, 2014

Attachment A

From: Santa Cruz METRO Customer Service [mailto:customer_service@scmttd.com]
Sent: Wednesday, December 21,
To: Tony Tapiz
Subject: [MAC-0000000005] Reach out to and communicate with our public

METRO Staff: Please do not reply to this email.

This is a new report from Donald N (Norm) Hagen.

To view and/or reply again to your reports, [click here to sign in to the website](#), with the user name and password above, then follow the link to Customer Service Reports, and choose either "Reports" or "My Reports" tab.

Contact Name: Donald N (Norm) Hagen
Street Address:
City:
State: CA
Zip Code:
Day Phone:

1. Do you ride METRO fixed route or Paracruz Service: **Both**
2. How often do you use METRO/Paracruz Service: **Daily**
3. What are your particular transit interests?: **Maintain/Improving Service, given these difficult financial times, especially for the large & growing senior population in Santa Cruz County. Note: the working force, and College students using Fixed Route are growing rapidly and their needs must be serviced throughout the county.**
4. What do you think are the biggest challenges for METRO?: **Metro must provide service to ALL participants, improve and provide public awareness to these participants, and reach out to them.**
5. What do you believe that you will contribute to MAC & METRO if appointed?: **Help provide an Awareness of what Metro is and be able to provide needed energy to communicate rationally to all members of the Metro Family. (Board Members, Administration, Bus and Paracruz drivers, mechanics, and Union leaders). I am retired and can attend any meetings Metro wide, especially SPARC meetings, and board meetings in order to communicate & reach out between/to Metro's groups.**
6. Donald N (Norm) Hagen:
Metro must make our possible and present users know what we can and do provide. We and Mr. Dougherty should be attending and communicating with the Senior commission, the Senior Network Services, E&DTAC and the MANY other appropriate groups to make people aware of what Metro has to offer this county. IN SHORT --- COMMUNICATE WITH OUR PRESENT AND POSSIBLE FUTURE USERS!

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Drafted for 9/26/03
Revised for 10/24/03
Revised for 12/19/03
Amended/Adopted 12/19/03
Amended/ Adopted 7/23/04
Amended/Adopted 6/23/06
Amended/Adopted 4/27/07
Amended/Adopted 5/25/07
Amended/Adopted 12/16/11

BYLAWS FOR THE METRO ADVISORY COMMITTEE

Article I **GENERAL PROVISIONS**

§1.1 Purpose

These Bylaws govern the proceedings of the METRO Advisory Committee (MAC), an advisory committee established by the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO).

§1.2 Construction of Bylaws

As used in these Bylaws, “Committee” means the METRO Advisory Committee. These Bylaws shall govern the Committee’s proceedings to the extent they are not inconsistent with METRO Regulations or California or United States Statutes. These Bylaws become effective upon approval by the METRO Board of Directors

§1.3 Definitions

- a. As used in these Bylaws, “chair” means the Chair of the Committee.
- b. As used in these Bylaws, “vice chair” means the Vice Chair of the Committee.
- c. As used in these Bylaws “staff” means staff members that are assigned to support the Committee by the METRO Secretary/General Manager.

Article II
DUTIES AND AUTHORITY

§2.1 Duties

It shall be the duty of the Committee to provide advice to the Board of Directors on matters of METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board. The Committee may also address issues which members or the public raise with respect to the quantity and quality of services provided by METRO.

§2.2 Limitations on Authority

The sole jurisdiction and authority of the Committee is to serve in an advisory capacity to the Board of Directors. It shall not have any authority to take actions that bind METRO or the Board of Directors with the exception that the Committee may design informational signs to be placed on the inside of buses and that the Committee may design and distribute an informational brochure to increase the public's knowledge of the operation and existence of the Committee. Communications by the Committee shall be to and through the Board of Directors. No individual member of the Committee shall be entitled to compensation from METRO, with the exception that Members of the Committee shall receive three (3) system-wide day passes for each monthly meeting that they attend, and any reimbursement for travel or other expenses shall receive specific prior authorization by the Board of Directors.

Article III
MEMBERSHIP

§3.1 Membership

The Committee shall be composed of 11 members appointed by the Board of Directors as follows:

Each member of the METRO Board of Directors shall nominate 1 individual to serve as members of the METRO Advisory Committee. Appointments to the METRO Advisory Committee shall be made by the METRO Board of Directors.

All members shall be residents of the County of Santa Cruz. When making its appointments, the Board shall strive to balance the membership to reflect the ethnic, gender, and geographic diversity of the County. At least 4 of the individuals appointed to

the Committee shall be persons with disabilities as evidenced by possession of a METRO Discount Photo Identification Card. No member of the Board of Directors or other elected public official shall be appointed to the Committee. No employee of METRO or any agency that provides funding to, or contracts with, METRO shall be appointed to the Committee. However, individuals that have been selected to participate on the ADA Appeals Panel, to participate in the Bus Operator Sensitivity Training, or who are employed by the University of California, Santa Cruz in departments other than the Transportation and Parking Services (TAPS), or in the offices that directly supervise TAPS, shall be exempt from the financial/contracting prohibition for Committee members outlined in this section.

§3.2 Members' Terms

The term of membership of each Committee member shall be two years, commencing with the date of appointment by the METRO Board. Members may be re-appointed for additional terms as approved by the METRO Board of Directors.

§3.3 Absences

If a member accumulates total absences from Committee Meetings of four, without excuse, and two, with excuse, in any twelve-month period, the position shall automatically be declared vacant. In the event of a known absence to an upcoming MAC Meeting it is expected of the MAC Member(s) that they will contact the Santa Cruz Metropolitan Transit District Front Office Administration Staff by telephone as soon as the occurring absence is known and no later than 12:00PM (noon) on the day of the meeting and that failure to make said contact will constitute an unexcused absence unless circumstances restrict such contact. The member of the Board of Directors that nominated such Committee member shall be notified of the vacancy so that they can nominate a successor to be appointed to fill the remainder of that Committee member's term.

§3.4 Vacancies

The member of the Board of Directors who nominated the original member shall nominate a replacement candidate to fill a position on the Committee that is declared vacant. The appointment of the replacement member shall be made by the Board of Directors.

Article IV
OFFICERS

§4.1 Chair and Vice Chair

The Committee shall elect from its membership a Chair and a Vice Chair at its first meeting of the calendar year, to serve for a one-year term. The chair shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The Vice Chair shall perform the duties of the Chair when the Chair is absent. In the event of a vacancy in the chair's position, the vice chair shall succeed as chair for the balance of the Chair's term and the Committee shall elect a successor to fill the vacancy in the Vice Chair's position as provided below. In the event of a vacancy in the Vice Chair's position, the Committee shall elect a successor from its membership to fill the Vice Chair's position for the remainder of the vice chair's term.

§4.2 Staff Support

The Secretary/General Manager of METRO shall make arrangements to furnish clerical services to prepare and distribute the Committee's agendas, notices, minutes, correspondence and other materials. The METRO staff assigned to support the committee shall maintain a record of all proceedings of the Committee as required by law and shall perform other support duties to the committee as assigned by the Secretary/General Manager. The minutes of each meeting, when approved by the Committee, shall be transmitted to the METRO Board of Directors.

Article V
MEETINGS

§5.1 Regular Meetings

Regular meetings of the Committee shall be held not less than once each calendar quarter, on the third Wednesday of the month that is selected for the meeting. Whenever a regular meeting falls on a holiday observed by METRO, the meeting shall be held on another day or canceled at the direction of the Committee. A rescheduled regular meeting shall be designated a regular meeting.

§5.2 Special Meetings

The Chair may call a special meeting. The meeting shall be called and noticed as provided in Section 5.3 below.

§5.3 Calling and Noticing of Meetings

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The Secretary/General Manager and METRO Counsel shall be given notice of all meetings.

§5.4 Quorum; Vote

The presence of 6 members shall constitute a quorum for the transaction of business. However, when there are vacancies on the Committee the quorum shall be reduced to a majority of the number of Members appointed to the Committee, with the provision that a quorum shall never be less than four (4) Members. All official acts of the Committee shall require the affirmative vote of the majority of members present, providing that a quorum is maintained at all times.

§5.5 Thirty Minute Rule

If a quorum has not been established within thirty minutes of the noticed starting time for the meeting the meeting shall be cancelled.

§5.6 Matters Not Listed On the Agenda Requiring Committee Action

Except as provided below, a matter requiring Committee action shall be listed on the posted agenda before the Committee may act upon it. The Committee may take action on items not appearing on the posted agenda under any of the following conditions:

- a. Upon a determination by an affirmative vote of the Committee that an emergency exists, as defined in Section 54956.5 of the Government Code.
- b. Upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the members are present, a unanimous vote of those members present, there is a need to take immediate action and the need to take action came to the attention of the Committee subsequent to the agenda being posted.

§5.7 Time Limits for Speakers

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. Public presentations that have been scheduled prior to the meeting with the Committee Chair shall not be subject to the time limits contained in this section.

§5.8 Impertinence; Disturbance of Meeting

Any person making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The Chair may order any person removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the Chair may direct the meeting room cleared when deemed necessary to maintain order.

§5.9 Access to Public Records Distributed at Meeting

Writings which are public records and which are distributed during a Committee meeting shall be made available for public inspection at the meeting if prepared by the METRO staff or a member of the Committee, or after the meeting if prepared by some other person.

Article VI AGENDAS AND MEETING NOTICES

§6.1 Agenda Format

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item. The agenda may include recommendations for Committee action as appropriate.

§6.2 Public Communications

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Committee on matters of interest to the public either before or during the Committee's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the Committee, under the agenda item heading "Oral/Written Communications". The Committee shall not act upon an item that is not listed on the agenda except as provided under Section 5.8. Each notice for a

special meeting shall provide an opportunity for members of the public to directly address the Committee concerning any item that has been described in the notice for the meeting before or during consideration of that item.

§6.3 Agenda Preparation

The METRO Staff assigned to the Committee shall prepare the agenda for each meeting in consultation with the Chair. Material intended for placement on the agenda shall be delivered to the secretary on or before 12:00 Noon on the date established as the agenda deadline for the forthcoming meeting. The METRO Staff, in consultation with the chair, may withhold placement on the agenda of any matter that is not timely received, lacks sufficient information or is in need of staff review and report prior to Committee consideration.

§6.4 Agenda Posting and Delivery

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the METRO Staff at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the METRO Staff at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The agenda together with supporting documents shall be transmitted to each Committee member, the Secretary/General Manager and the METRO Counsel at least five days before each regular meeting and at least 24 hours before each special meeting.

§6.5 Meeting Notices

The METRO Staff shall transmit notices of every regular meeting at least one week prior to the date set for the meeting to each person who has filed a written request with METRO for such notice as provided in Section 54954.1 of the Government Code. The notice shall be mailed at least one week prior to the date set for the meeting. Notice of special meetings called less than seven days prior to the date set for the meeting shall be given as soon as is practical.

Article VII MISCELLANEOUS

§7.1 Adoption and Amendment of Bylaws

These Bylaws shall be effective upon approval by the METRO Board of Directors.

§7.2 Committee Process

The intent of the Committee shall be to provide consensus based advice and recommendations to the METRO Board of Directors.

Approved by Board of Directors: December 16, 2011

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: RECEIVE A REPORT ON THE STATUS OF PACIFIC STATION REDESIGN.

I. RECOMMENDED ACTION

Receive a presentation on first round of public participation in the redesign of Pacific Station. No action required.

II. SUMMARY OF ISSUES

- Pacific Station is deteriorated and does not meet the needs of Santa Cruz METRO or the community.
- On June 28, 2013, the Board awarded a contract to Group 4+ Architecture, Research and Planning, Inc. (Group 4 +) to produce alternative designs for the redevelopment of Pacific Station.
- The Scope of Work for the Pacific Station redesign contract specified an extensive, iterative public participation program as part of the process.
- Today's presentation details the results from the first round of public participation and indicates the next steps in the redesign process.

III. DISCUSSION

Pacific Station was built in 1984 and has outlived its serviceable use. Santa Cruz METRO partnered with the City of Santa Cruz to manage the expansion and renovation of Pacific Station and to oversee the design of a mixed-use, transit-oriented development which will integrate well with downtown Santa Cruz and catalyze further redevelopment along lower Pacific Avenue. On June 28, 2013, the Board awarded a contract to Group 4 Architecture, Research + Planning (Group 4 +) to produce alternative designs for the redevelopment of Pacific Station. Group 4 + will lead the design process through selection of a preferred alternative, and, optionally, through production of construction drawings to solicit contractor proposals to rebuild Pacific Station.

Santa Cruz METRO and the City of Santa Cruz required that the design process include an iterative public participation program which solicits input and returns responsive designs back to the public for subsequent review. Group 4 + produced an extensive public participation plan which provides multiple opportunities for community input at three key points in the design

process. The plan employs web sites and a social media presence to broaden exposure to the project and schedules numerous stakeholder and focus group meetings to garner an in-depth assessment of the needs to be met and problems to be solved with the redesign.

The City, Santa Cruz METRO and Group 4 + team members have now completed the first of three rounds of community and stakeholder input. Staff recommends that the Board of Directors receive a staff presentation on the results of the first round of public input and a preview of the next steps in the design engineering for Pacific Station redevelopment.

IV. FINANCIAL CONSIDERATIONS

Federal Transit Administration grants pay 80% of the Pacific Station redesign costs. The FY14 Operating and Capital Budget fully funds the Group 4+ contract with \$506,006.40 in FTA funds and \$126,501.60 in local funds.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 24, 2014

TO: Board of Directors

FROM: Liseth Guizar, Security and Risk Administrator

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE CITY OF WATSONVILLE TO INSTALL A FIBER OPTIC CABLE CONNECTION AND PAY FOR THE ASSOCIATED COSTS

I. RECOMMENDED ACTION

Authorize the General Manager to enter into an agreement with the City of Watsonville for the installation of the fiber optic cable connection and pay for the associated costs not to exceed \$80,000.00.

II. SUMMARY OF ISSUES

- The Santa Cruz METRO and the City of Watsonville have been working collaboratively to find solutions to reduce crime in the area in which the Watsonville Transit Center (WTC) is located.
- Santa Cruz METRO would like to allow the Watsonville Police Department (WPD) access to the surveillance camera system as well as to the office inside the lobby, which was formerly a police substation.
- The current internet connection at the Watsonville Transit Center is “Business DSL” and does not have the capacity to allow access to external networks.
- Installing a fiber optic cable connection to the Watsonville Civic Plaza will allow the WPD access to the WTC camera system. It will also allow the WPD access to their network while working out of the WTC lobby office.

III. DISCUSSION

The Watsonville Transit Center is situated in an area in which two opposing gang territories converge. Santa Cruz METRO has attempted to make the transit center more secure by increasing the security presence and adding surveillance cameras to monitor activity at the transit center. In addition, Santa Cruz METRO, Watsonville Police Department and City of Watsonville staff has been discussing ways in which to work collaboratively to reduce crime in that area. During discussions with WPD and City staff, it was suggested that allowing WPD proximity access to the surveillance system from their patrol cars would be useful. It would also increase presence at the transit center, which will serve as a deterrent to crime.

Another suggestion was to allow WPD officers to use the empty office inside the lobby, which was formerly designated as a police substation, at their convenience. Officers would be able to access the WPD network from the office and the increased police officer and patrol car presence would greatly increase the sense of security at the transit center.

Currently, the Business DSL internet connection at the transit center is dismal and is used for the Ticket Vending Machine only. In order to allow WPD officers access to the surveillance system and to the WPD network, METRO would have to increase the internet connection to the transit center. Discussions between Santa Cruz METRO and the City of Watsonville's IT staff revealed that the most cost-effective way to do so is for Santa Cruz METRO to join the City's current fiber optic cable construction project by adding a connection from Rodriguez Street to the Watsonville Civic Plaza. The fiber connection between the WTC and the Watsonville Civic Plaza will provide WPD access to WTC security cameras as well as the ability to have a police substation at WTC. This fiber connection will also offer the potential for other types of network connectivity by leveraging network services at the Watsonville City Plaza location.

In order to accomplish the above increased security measures, staff recommends that the Board of Directors allow the General Manager to enter into a memorandum of agreement with the City of Watsonville for the installation of the fiber optic cable connection from the Watsonville Transit Center to the Watsonville Civic Plaza for an amount not to exceed \$80,000.00.

IV. FINANCIAL CONSIDERATIONS

The City of Watsonville indicated that the Santa Cruz METRO's portion of the conduit installation will cost approximately \$79,784.00.

V. ATTACHMENTS

Attachment A: Rough Estimate for Conduit Installation of Fiber Optic Cable from Civic Plaza Building to the Watsonville Transit Center.

Attachment A

Citywide Data Cabling Installation

Rough Estimate for Conduit Installation Fiber Optic Cable Installation (Version 2)

Civic Plaza Building to Transit Center

7/30/13

CRITICAL LOCATIONS	ROUTING	DISTANCE	COST @ \$35/lf for regular 2" and \$375/lf for Microduct
Vault at FS # 1 to Transit Center	From existing vault installed on Rodriguez down Rodriguez to Transit Center	1425	\$52,725
Subtotal			\$52,725
	Add 15% design contingency		\$7,909
	Total for 2" Run Conduit Installation		\$60,634
Dark Fiber Install	Dark Fiber Installation from Civic Plaza to Transit Center	1,915	\$19,150
	Total Project Installation		\$79,784