



AGENDA

BOARD OF DIRECTORS REGULAR MEETING

NOVEMBER 14, 2014 – 9:00 AM

WATSONVILLE CITY COUNCIL CHAMBERS

275 MAIN STREET

WATSONVILLE, CA 95076

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

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

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

Alex Clifford, CEO

Leslyn K. Syren, District Counsel

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

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



AMERICANS WITH DISABILITIES ACT

The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact the Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.



MEETING LOCATION:
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET, WATSONVILLE

9:00 AM

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1. CALL TO ORDER

2. ROLL CALL

3. ANNOUNCEMENTS

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

3-2. Today's meeting will be broadcasted by Community Television of Santa Cruz County.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

5. LABOR ORGANIZATION COMMUNICATIONS

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS



CONSENT AGENDA

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

- 7-1. RECOMMENDED ACTION ON TORT CLAIMS**
Liseth Guizar, Security & Risk Administrator

- 7-2. CONSIDERATION OF DENIAL OF LEAVE TO PRESENT A LATE CLAIM FOR THE CLAIM OF FARMERS INSURANCE SUBROGATING FOR HOWARD LOGAN**
Liseth Guizar, Security & Risk Administrator

- 7-3. ACCEPT AND FILE PRELIMINARY APPROVED CHECKS JOURNAL DETAIL FOR THE MONTH OF JUNE 2014**
Angela Aitken, Finance Manager

- 7-4. ACCEPT AND FILE PRELIMINARY APPROVED CHECKS JOURNAL DETAIL FOR THE MONTH OF JULY 2014**
Angela Aitken, Finance Manager

- 7-5. ACCEPT AND FILE MINUTES OF BOARD OF DIRECTORS MEETING OF OCTOBER 24, 2014**
Alex Clifford, CEO

- 7-6. ACCEPT AND FILE METRO PARACRUZ OPERATIONS STATUS REPORT FOR SEPTEMBER 2014**
April Warnock, Paratransit Superintendent

- 7-7. ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR SEPTEMBER 2014**
Carolyn Derwing, Schedule Analyst

- 7-8. STATUS REPORT FOR ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR NOVEMBER 2014**
Thomas Hiltner, Grants/Legislative Analyst

- 7-9. ACCEPT AND FILE QUARTERLY ACCESSIBLE SERVICES REPORT FOR JULY, AUGUST & SEPTEMBER 2014**
April Warnock, Paratransit Superintendent

- 7-10. CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR CONSTRUCTION TO COMPLETE BUS STOP IMPROVEMENTS AT GREEN VALLEY ROAD AND AIRPORT BOULEVARD IN WATSONVILLE**
Erich Friedrich, Sr. Transit Planner

- 7-11. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR RADIO SYSTEM MAINTENANCE AND REPAIR SERVICES**
Robyn Slater, HR Manager / Acting Facilities Maintenance Manager



- 7-12. CONSIDERATION OF REJECTION OF BID RECEIVED FROM WAREHOUSE DIRECT INTERIORS INC. AND AWARD OF CONTRACT WITH CINDERELLA CARPET ONE FOR CARPET REPLACEMENT AT PACIFIC STATION IN AN AMOUNT NOT TO EXCEED \$14,534**
Robyn Slater, HR Manager / Acting Facilities Maintenance Manager
- 7-13. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH GIRO, INC. FOR HASTUS SOFTWARE**
Isaac Holly, Acting I.T. Manager
- 7-14. CONSIDERATION OF A RESOLUTION TO SET A PUBLIC HEARING TO DISCUSS POSSIBLE REROUTE OF THE ROUTE 68**
Leslyn Syren, District Counsel
- 7-15. CONSIDER APPROVAL OF HUMAN RESOURCES GENERALIST CLASS SPECIFICATION AND WAGE SCALE**
Robyn Slater, HR Manager / Acting Facilities Maintenance Manager

REGULAR AGENDA

- 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**
Chair Dene Bustichi
- 9. CONSIDERATION OF A RESOLUTION OF APPRECIATION FOR SHIRLEY CRUISER**
Chair Dene Bustichi
- 10. DISCUSS EVENING BOARD OF DIRECTOR MEETINGS**
Chair Dene Bustichi
- 11. CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH FIRST ALARM SECURITY & PATROL, INC.**
Liseth Guizar, Security and Risk Administrator
- 12. PRESENTATION ON THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JULY 31, 2014**
Angela Aitken, Finance Manager
- 13. CONSIDERATION OF ADOPTION OF THE FIRST AMENDMENT TO THE EMPLOYMENT AGREEMENT WITH DISTRICT COUNSEL**
Chair Dene Bustichi
- 14. APPROVE SEVERAL MINOR ORGANIZATIONAL CHANGES**
Alex Clifford, CEO
- 15. BUDGET WORKSHOP IV OF VIII**
Alex Clifford, CEO



16. CEO TO GIVE ORAL REPORT

Alex Clifford, CEO

17. ANNOUNCEMENT OF NEXT MEETING: FRIDAY, DECEMBER 12, 2014 AT 9:00 AM AT THE SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER ST, SANTA CRUZ, CA

Chair Dene Bustichi

18. ADJOURNMENT

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

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DATE: November 14, 2014
TO: Board of Directors
FROM: Liseth Guizar, Security and Risk Administrator
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors reject the attached claims for the month of October, 2014

II. SUMMARY OF ISSUES

- This staff report provides the Board with recommendations on claims submitted to the Santa Cruz METRO.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO's Risk Department received five claims in the month of October, 2014 for money or damages. All claims are investigated and evaluated. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)).

Staff has attached recommendations with each claim.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

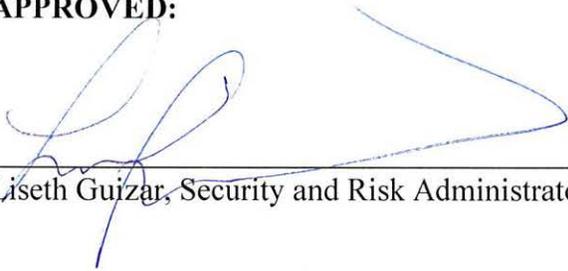
Within the 45-day period, the Board of Directors may take the following actions:

- Reject the claim entirely;
- Allow it in full;
- Allow it in part and reject the balance;
- Compromise it, if the liability or amount due is disputed (Govt C §912(a)) ; or
- Do nothing, and allow the claim to be denied by operation of law ((Govt C §912(c)).

VI. ATTACHMENTS

- Attachment A:** Claim of Jesus Rocha, #14-0014;
- Attachment B:** Claim of MetLife Auto & Home, #14-0015
- Attachment C:** Claim of Joseph Martinez, #14-0017

APPROVED:



Liseth Guizar, Security and Risk Administrator



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Rocha, Jesus
Date of Incident: 7/31/2014

Received: 10/9/2014 Claim #: 14-0014
Occurrence Report No.: SC 07-14-08

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$ _____ and reject the balance.

By _____

Liseth Guizar
Security and Risk Administrator

Date: 11-14-14

I, Eriko Dreyer, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of November 14, 2014.

By _____

Temporary Administrative Assistant

Date: _____

Attachment(s)

Attachment A

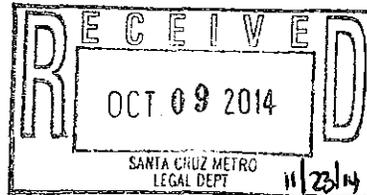


Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # 14-0014
(To be completed by METRO staff)



Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Jesus

Claimant's Legal Last Name: Rocha

Address to which notices are to be sent: c/o Walsh & Roach, LLP, 45 Brennan Street, Watsonville, CA 95076

Telephone (Home): (831) 728-3500 (attorney phone number)

Telephone (Business/Cell): (831) 728-3500 (attorney phone number)

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

IF YES, please provide the following information:

Medicare Claim Number:

Date of Birth:

Social Security Number:

Attachment A



Gender: M or F

Claimant Name: Jesus Rocha

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 07/31/2014

Time of Incident/Accident: 2:44 AM PM

Location of Incident/Accident

Street/City: Crosswalk of Main Street and Beach Street, Watsonville, CA

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

See Attached

Attachment A



Claimant Name: _____

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: claimant's damages exceed \$10,000 and are subject to the jurisdiction in the Santa Cruz County Superior Court.

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

Claimant:

Jesus Rocca
Signature/Print Name
JESUS ROCCA

Date: 10/7/14

Attorney or Representative:

Timothy J. Walsh
Signature/Print Name
TIMOTHY J. WALSH

Date: 10/7/14

Attachment A

**SANTA CRUZ METRO
CLAIM FOR DAMAGES
Claim Against Governmental Entity**

To: Santa Cruz Metropolitan Transit District
Attn: Secretary to the Board of Directors
110 Vernon Street, Santa Cruz, CA 95060

1. Claimant's Name and Address:

Jesus Rocha

2. Address to which Claimant desires notices to be sent:

Timothy J. Walsh, Esquire
Walsh & Roach, LLP
45 Brennan Street
Watsonville, CA 95076

3. Place and circumstances given rise to claim:

On July 31, 2014, at approximately 2:44 p.m., Jesus Rocha was walking westbound on the north sidewalk of Beach Street approaching Main Street in the City of Watsonville, California. The weather was clear and dry. As he approached the crosswalk, the signal turned white, which is depicted by a figure of a walking person. Jesus Rocha stepped off the crosswalk and started to cross Main Street in the crosswalk. At that time, a 2006 New Flyer Bus, owned and operated by the Santa Cruz Metro District, was attempting to make a left turn onto northbound Main Street from eastbound Beach Street. As Jesus Rocha approached the middle of the northbound lane, the left front mirror of the bus struck Jesus along the left side of his upper body and head and caused him to fall to the ground. The bus driver indicated that she did not see Jesus waiting to cross or crossing the street.

Attachment A

4. General Description of Injury:

Jesus suffered severe injuries including profuse bleeding from his head, pain to his head, neck, upper back and low back, injury to his left knee, and broken ribs.

5. Amount of Claim:

Claimant has incurred medical expenses, rehabilitation expenses, other special damages, general damages and other incidental out of pocket expenses. To date, his medical expenses exceed \$175,000. His general damages exceed \$250,000.

Dated: October 8, 2014

Walsh & Roach, LLP

By: _____


Timothy J. Walsh

Attorney for Claimant Jesus Rocha

Attachment B

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: MetLife Auto & Home Received: 10/13/2014 Claim #: 14-0015
Date of Incident: 8/21/2014 Occurrence Report No.: SC 08-14-10

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$_____ and reject the balance.

By _____

Liseth Guizar
Security and Risk Administrator

Date: 11-14-14

I, Eriko Dreyer, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of November 14, 2014.

By _____

Temporary Administrative Assistant

Date: _____

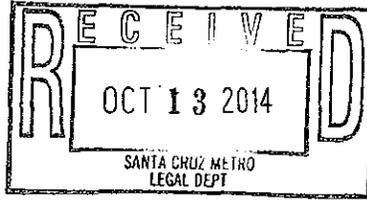
Attachment(s)

Attachment B

MetLife Auto & Home[®]
Subrogation - Warwick
Mail Processing Center
PO Box 2204
Charlotte, NC 28241-2204
800-634-9740

#14-0015

MetLife[®]



10/08/2014

Santa Cruz Metro Transit
Attn: Risk Management
110 Vernon Street
Santa Cruz, CA 95060

Your Insured: Santa Cruz Metro Transit
Your Policy Number:
Your Claim Number: DOL 8/21/14 DAV Juan
Fernandez- #SCO81401j0

Our Customer: Premwattie Sawh
Our Claim Number: MCB07657
Date of Accident: 08/21/2014

Dear Risk Management:

We understand you are financially responsible for the above referenced loss. Our investigation of the accident has determined your driver was negligent and is therefore responsible for the damages we have paid to our insured. If you have insurance coverage, please provide us with your insurance information. Enclosed is our supporting documentation.

Property Damage

Collision or ACV:	\$692.07
Deductible:	\$0.00
Rental:	\$0.00
Other:	\$0.00
TOTAL:	\$692.07
Does Massachusetts Bailment Apply?	na

Kindly remit payment to: **MetLife Auto & Home; P.O. Box 2204, Charlotte, NC 28241-2204**
If you have any questions, please call us. **Please include claim number MCB07657 on all payments.**

Thank you.

Donald Butts

SUBROGATION ADJUSTER, Ext: 6092, Fax: 866-314-9382

Metropolitan Direct Property and Casualty Insurance Company

For your protection California law requires the following to appear on this form:

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

MetLife Auto & Home is a brand of Metropolitan Property and Casualty Insurance Company and its Affiliates, Warwick, RI

7-1b.2

Attachment C

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

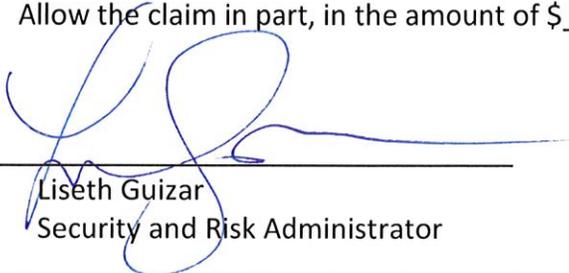
TO: Board of Directors

FROM: District Counsel

RE: Claim of: Martinez, Joseph Received: 10/15/2014 Claim #: 14-0017
Date of Incident: 8/21/2014 Occurrence Report No.: SC 10-14-05

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$_____ and reject the balance.

By  Date: 11-14-14
Liseth Guizar
Security and Risk Administrator

I, Eriko Dreyer, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of November 14, 2014.

By _____ Date: _____
Temporary Administrative Assistant

Attachment(s)

Attachment C



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

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # 14-0017
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Joseph

Claimant's Legal Last Name: Martinez

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

Attachment C



Gender: M or F

Claimant Name: Joseph Martinez

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 10/8/14

Time of Incident/Accident: approximately 10:58 AM PM

Location of Incident/Accident

Street/City: Emaline St, Santa Cruz, CA

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

I was picked up at the Santa Cruz metro center. I rolled my wheel chair up the ramp and my chair turned over, I hit my head but felt well enough to continue my trip. when I was picked up for my return home I asked the driver to assist me into the bus so I would not turn over again, when he did help the driver pushed me ~~at~~ to close to a ~~met~~ a piece of metal and it damaged the rim of my chair. Upon arriving at the Metro Center he left me strapped in well he went out to speak with a waiting supervisor.

Attachment C



Claimant Name: _____

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ 746.⁰⁰

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

Claimant: Je Joseph Martinez Date: 10-12-14
Signature/Print Name

Attorney or Representative: _____ Date: _____
Signature/Print Name



DATE: November 14, 2014

TO: Board of Directors

FROM: Liseth Guizar, Security and Risk Administrator

SUBJECT: CONSIDERATION OF DENIAL OF LEAVE TO PRESENT A LATE CLAIM FOR THE CLAIM OF FARMERS INSURANCE SUBROGATING FOR HOWARD LOGAN

I. RECOMMENDED ACTION

That the Board of Directors deny the Leave to Present a Late Claim for the Claim of Farmers Insurance, Subrogee for Howard Logan

II. SUMMARY OF ISSUES

- On January 30, 2014, Howard Logan's vehicle collided with coach 2803 as both vehicles negotiated a left turn onto Bird Avenue in San Jose, CA.
- On September 29, 2014, Santa Cruz METRO received a subrogation demand from Logan's insurance company, Farmers Insurance.
- Santa Cruz METRO returned the claim as untimely, as it was not presented within the six months after the event as required by law.
- On October 17, 2014, a Leave to Present a Late Claim was submitted by Farmers Insurance.
- Staff recommends that the Board deny the Leave to Present the Late Claim.

III. DISCUSSION/BACKGROUND

On January 30, 2014 at approximately 10:15am, Santa Cruz METRO coach no. 2803 was traveling northbound on Highway 17 and exited at the Highway 280 exit. Howard Logan was in the lane to the left of the coach. As both vehicles negotiated a left turn onto Bird Avenue, the right front bumper of Logan's vehicle collided with the left side of the bus. The bus operator contends that the coach remained in its lane while making the turn, but Logan believes the bus veered into his lane and collided with his car.

On September 30, 2014, METRO received a subrogation demand from Farmers Insurance in the sum of \$3,560.16 for the damage incurred to Logan's vehicle. Because the six-month statute of limitation to file a claim had expired on July 30, 2014, METRO returned the claim as untimely, citing sections 901 and 911.2 of California Government Code.

On October 17, 2014, METRO received the Leave to Present a Late Claim from Farmers Insurance. The application indicated that Logan was not aware of the 6-month statutory requirement to file a claim and because of this, he waited until September 2014 to get his vehicle repaired.

Under the Government Claims Act, the failure to present a claim within the 6-month claim presentation period may be excused on a showing of special circumstances. Government Code §911.6 states that the public entity must grant the application to present a late claim if the failure is due to certain circumstances, specifically if the claim was not submitted due to mistake, inadvertence, surprise, or excusable neglect (§§7.12-7.37).

The Government Claims Act further states that “mere ignorance of the claims presentation requirements is not sufficient to constitute mistake, inadvertence, surprise or excusable neglect under the Government Claims Act” (§7.24).

Logan’s ignorance of the 6-month claims filing statute does not meet the statutory requirements to grant the application to present a late claim. As such, Staff recommends that the Board deny the Leave to Present a Late Claim

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

- Grant the Leave to Present a Late Claim
 - Staff does not recommend this option. Petitioner’s Leave to Present a Late Claim does not meet the statutory requirements.

VI. ATTACHMENTS

Attachment A: Leave to Present a Late Claim from Farmers Insurance.

APPROVED:



Liseth Guizar, Security and Risk Administrator



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A



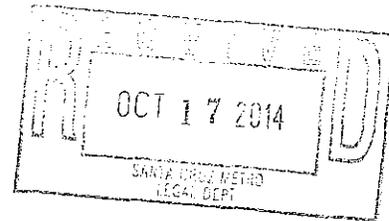
FARMERS
INSURANCE

Toll Free: (800) 435-7764
Email: myclaim@farmersinsurance.com
National Document Center
P.O. Box 268992
Oklahoma City, OK 73126-8992
Fax: (877) 217-1389

10/14/2014

Metropolitan P & C Insurance Company
Attn: Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

Our Insured: Logan Howard
Our Claim #: 099 SUB 8003392830-1
Date of Loss: 01/30/2014
Your Insured:
Your Claim #: Secretary to the Board of Directors
Amount Owed: \$.00
Deductible: \$500.00



Dear Santa Cruz Metropolitan Transit District:

Please accept this application for a leave to present a late claim.

This loss occurred in January of 2014, but my insured was not aware of the 6 month statute. Since his vehicle was driveable, there was no urgent need to get his vehicle into a shop and repaired right away.

He took his vehicle to the shop in September 2014 at which time we issued payment for the repairs.

Sincerely,

Margaret Rheinberger
Auto Subrogation Representative
Mid-Century Insurance Company
909-801-3338
margaret.rheinberger@FarmersInsurance.com

36MT 6/15/03

BZRKBP3R

7-2.1

Attachment A



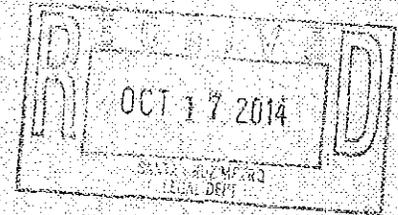
FARMERS
INSURANCE

Toll Free: (800) 433-7144
Email: myclaim@farmersinsurance.com
National Document Center
P.O. Box 268992
Oklahoma City, OK 73126-8992
Fax: (877) 237-1369

09/23/2014

Santa Cruz Metropolitan Transit District
Attn: Secretary to the Board of Directors
110 Vernon Street
Santa Cruz, CA 95060

Re: Our Insured: Logan Howard
Our Claim #: 099 SUB 8003392830-1
Date of Loss: 01/30/2014
Your Insured:
Your Claim #: Secretary to the Board of Directors
Deductible Amount: \$500.00
Loss of Use Amount: \$0.00
Rental Amount: \$0.00
Total Amount Owed: \$3,560.16



Dear Santa Cruz Metropolitan Transit District:

Our investigation has established that the above loss was caused by your negligence or someone employed by you. It has been determined that you are responsible for all or part of the material damage, bodily injury, property damage, medical, and/or related expense payments paid on our insured's behalf. The current amount we have paid on our insured's behalf may increase or decrease due to additional bodily injury, property damage, medical and/or other related expense payments. The amount for which we are seeking reimbursement is \$3,560.16.

You have the right to dispute any or all of our claim. If you do not dispute it within seven (7) days of receiving this letter, Mid-Century Insurance Company will assume that it is valid. You have a right to receive copies of documents verifying our right to claim reimbursement from you of the amount we have paid on behalf of our insured. If you would like copies of these documents please let me know.

Be advised that no partial payment, which is less than the full amount, will be considered in any way as acceptance of benefits, a novation or an accord and satisfaction of this claim without the express written release of our claims executed by an individual who identifies himself/herself as a member of our subrogation department. Therefore, our legal rights to enforce collection on the remaining amount of the claim shall not be waived or estopped due to a partial payment by you.

If you need additional support for our claim or require further information, please call me at 909-801-3338 with your FAX number so that the requested information can be sent to you.

Attachment A

Please send payment to:

National Document Center
PO Box 268992
Oklahoma City, Ok 73126

Sincerely,



Margaret Rheimberger
Auto Subrogation Representative
Mid-Century Insurance Company
909-801-3338
margaret.rheimberger@FarmersInsurance.com

Attachment A



claim#
0003392830-1

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

CLAIM FOR DAMAGES

(Pursuant to Section 910 et Seq., Government Code)

Claim # _____
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Midcentury Insurance company as subrogee

Claimant's Legal Last Name: for Logan Howard

Address to which notices are to be sent: P.O. Box 268994 Oklahoma City OK 73126

Telephone (Home): (909) 801-3338

Telephone (Business/Cell): (909) 801-3338

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

IF YES, please provide the following information:

Medicare Claim Number: N/A

Date of Birth: N/A

Social Security Number: N/A

Attachment A



17082333

Gender: M or F

Claimant Name: Mid Century Insurance
company as subrogee for
Logan Hawaii

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 01/30/2014

Time of Incident/Accident: 11:00 AM PM

Location of Incident/Accident

Street/City:

Hwy 280 and Bird Avenue
San Jose CA

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

insured and claimant were making
left hand turn and claimant (car/bus)
came into our insured's lane and
side swiped insured's vehicle.

Attachment A



SP-03-03-01

Claimant Name: Midcentury Insurance
company as subrogee
for Logan Howard.

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

EXPRESS BUS # 2803
CA LP# 1297183

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim:

\$ 3,560.16 total

If the amount exceeds \$10,000, this claim would be:

Less than \$25,000
(Limited Civil Case)

More than \$25,000

Claimant:

[Signature]
Signature/Print Name
Margaret R. Weinberger

Date:

9-23-14

Attorney or Representative:

Signature/Print Name

Date:

Attachment A



Toll Free: (800) 335-7764
 Email: myclaim@farmersinsurance.com
 National Document Center
 P.O. Box 208592
 Oklahoma City, OK 73126-8992
 Fax: (877) 217-1389

09/23/2014

Payment Log

Account Number: FEF410623
 Date of Loss: 01/30/2014
 Insured's Name: Logan Howard

Claim Number 099 SUB 8003392830-1
 Your Claim Number Secretary to the Board of Directors
 Loss Type:

Proof of Payment

Date: 09/11/2014
 Payee:
 PRECISION AUTO BODY & GLASS INC
 994 LONUS ST
 SAN JOSE, CA, 95126-3713
 Payment Description: Material Damage
 Amount: \$3,060.16

Sub Total: \$3,060.16
 Deductible Amount: \$500.00
 Salvage \$0.00

Total Amount: \$3,560.16

Mid-Century Insurance Company

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DATE: November 14, 2014

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECKS JOURNAL
DETAIL FOR THE MONTH OF JUNE 2014**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved checks journal detail for the month of June 2014.

II. SUMMARY OF ISSUES

- This staff report provides the Board with a preliminary approved check journal detail for the month of June 2014.
- Finance is submitting this check journal for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

This preliminary approved check journal gives the Board the ability to see what vendors, and how much we pay out on a monthly cash flow basis (Operating and Capital expenses).

All invoices submitted for the month of June have been processed, checks cut, and signed by the Finance Manager.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

The checks journal is a presentation of invoices paid in June 2014 for purposes of Board review, and agency disclosure, accountability and transparency.

V. ALTERNATIVES CONSIDERED

- N/A

VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of June 2014

APPROVED:



Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager

7-3.2

Attachment A

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

DATE: 06/01/14 THRU 06/30/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49472	06/02/14	265.00 002069	A TOOL SHED, INC.	59310		CONCRETE PLANER	265.00		
49473	06/02/14	60.43 E437	AITKEN, ANGELA	59258		BOD MEETING SUPPLIES	60.43		
49474	06/02/14	1,110.65 294	ANDY'S AUTO SUPPLY	59260	0	RPR VEH #801	588.75		
				59261		INVENTORY PARTS	155.44		
				59275		CREDIT NOTE	-145.91		
				59276		CREDIT NOTE	-228.83		
				59277		RPR VEH #801	579.49		
				59278		INVENTORY PARTS	74.93		
				59300		EAR MUFFS	86.78		
49475	06/02/14	85.54 001G	AT&T	59279		5/7-6/6 REPEATERS	85.54		
49476	06/02/14	8,750.00 001348	ATHENS INSURANCE SERVICE, INC.	59356		JUN14 TPA FEES	8,750.00		
49477	06/02/14	15.01 002689	B & B SMALL ENGINE CORP	59330		SPARK PLUG	15.01		
49478	06/02/14	3,670.30 059	BATTERIES USA, INC.	59381		BATTERIES	1,274.00		
				59382		BATTERIES	1,274.00		
				59383		BATTERIES	1,122.30		
49479	06/02/14	1,845.14 E659	BAYER, LORRAINE	59255		TRAVEL REIMBURSEMENT	445.14		
				59375		MEDICAL EQUIPMENT	1,400.00		
49480	06/02/14	315.00 002035	BOWMAN & WILLIAMS INC	59377		A/C SVCS THRU 4/30	315.00		
49481	06/02/14	687,951.90 502	CA PUBLIC EMPLOYEES'	59257		JUN 14 MEDICAL INS	687,951.90		
49482	06/02/14	46.92 130	CITY OF WATSONVILLE UTILITIES	59315		4/14-5/12 WTC FIRE	46.92		
49483	06/02/14	2,399.16 909	CLASSIC GRAPHICS	59335		RPR BUS #2802	2,399.16		
49484	06/02/14	45,828.36 001124	CLEAN ENERGY	59288		LNG 4/30/14	11,073.90		
				59301		LNG 4/28/14	11,612.07		
				59302		LNG 5/13/14	11,384.14		
				59331		LNG 5/3/14	11,758.25		
49485	06/02/14	200.00 367	COMMUNITY TELEVISION OF	59259		BOD MEETING 4/25/14	200.00		
49486	06/02/14	889.16 002814	CREATIVE BUS SALES, INC.	59262		PARTS PARACRUZ	223.87		
				59263		PARTS PARACRUZ	665.29		
49487	06/02/14	6,833.04 003116	CUMMINS PACIFIC LLP	59264		RPR BUS #2206	183.77		
				59303		INVENTORY ORDER	12.69		
				59304		INVENTORY ORDER	126.84		
				59352		INVENTORY ORDER	1,190.81		
				59374		INVENTORY ORDER	5,318.93		
49488	06/02/14	80.71 002389	DARCO PRINTING	59338	7	OFFICE SUPPLIES	80.71		
49489	06/02/14	88.70 E358	DAVIDOSKI, PATTI	59254		TRAVEL REIMBURSEMENT	88.70	VOIDED	
49490	06/02/14	893.68 002946	DAY WIRELESS SYSTEMS	59388		SCANNERS 1401 1402	442.70		
				59389		SCANNERS 1402 1402	450.98		
49490	06/18/14	-893.68 002946	DAY WIRELESS SYSTEMS	59388		SCANNERS 1402 1402	-442.70		*+VOID
				59389		SCANNERS 1402 1402	-450.98		
49491	06/02/14	1,866.15 480	DIESEL MARINE ELECTRIC, INC.	59311		INVENTORY ORDER	1,866.15		
49492	06/02/14	3,075.11 002937	ERGOVERA	59355	7	ERGONOMIC EVALUATION	1,875.11		
				59390		3/3/14 SVC BUS OPS	1,200.00		
49493	06/02/14	2,085.00 432	EXPRESS SERVICES INC.	59326		TEMP W/E 4/20/14	2,085.00		
49494	06/02/14	71.87 372	FEDERAL EXPRESS	59358		FREIGHT	71.87		
49495	06/02/14	3,780.00 002952	FLYERS ENERGY LLC	59351		5/1-5/15 FUEL NONREV	3,780.00		
49496	06/02/14	345.11 001189	GARY KENVILLE LOCKSMITH	59283	7	LOCK CASE	345.11		

Attachment A

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

DATE: 06/01/14 THRU 06/30/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49497	06/02/14	53.86 117	GILLIG LLC	59328		INVENTORY ORDER	53.86		
49498	06/02/14	724.51 001198	HARLAND CLARKE CORP	59359		A/P CHECKS	724.51		
49499	06/02/14	15,900.54 001745	HARTFORD LIFE AND ACCIDENT INS	59305		JUN 14 LIFE AD&D	4,541.07		
				59306		JUN 14 LTD COSTS	11,359.47		
49500	06/02/14	147.51 166	HOSE SHOP, THE INC	59307		NON INVENTORY HOSE	20.67		
				59329		BULK SILICONE	126.84		
49501	06/02/14	1,547.23 878	KELLY SERVICES, INC.	59324		TEMP W/E 5/11/14	1,547.23		
49502	06/02/14	406.16 039	KINKO'S INC.	59325		POSTERS HWY 17 ANNIV	406.16		
49503	06/02/14	735.93 001145	MANAGED HEALTH NETWORK	59256		JUN 14 EAP PREMIUM	735.93		
49504	06/02/14	25,388.75 003017	MANSFIELD OIL CO OF GAINSVILLE	59360		DIESEL 5/12/14	25,388.75		
49505	06/02/14	301.27 013	MCI SERVICE PARTS, INC.	59342		INVENTORY ORDER	301.27		
49506	06/02/14	253.95 001342	MCW ASSOCIATES, INC.	59387		APR 14 SERVICES	253.95		
49507	06/02/14	366.50 041	MISSION UNIFORM	59281		UNIFORMS	241.37		
				59282		UNIFORMS TOWELS	70.45		
				59353		UNIFORMS LINENS	54.68		
49508	06/02/14	40.00 001454	MONTEREY BAY SYSTEMS	59323		COPIER TONER	40.00		
49509	06/02/14	3,525.50 002626	NELSONVNYGAARD INC	59322	7	SVCS THRU 4/30/14	3,525.50		
49510	06/02/14	7,457.63 001063	NEW FLYER IND. CANADA ULC DBA	59265		INVENTORY PARTS	193.06		
				59266		INVENTORY PARTS	19.93		
				59267		CNG FITTINGS	11.66		
				59268		CNG FITTINGS	11.63		
				59269		INVENTORY PARTS	359.10		
				59270		INVENTORY PARTS	372.06		
				59345		ABS SENSOR	159.71		
				59346		BRAKE ACTUATOR	154.09		
				59347		INVENTORY ORDER	169.18		
				59348		CNG FITTINGS	93.23		
				59349		CREDIT MEMO	-590.82		
				59371		INVENTORY ORDER	803.10		
				59372		INVENTORY ORDER	5,104.69		
				59373		INVENTORY ORDER	5,597.01		
49511	06/02/14	538.29 004	NORTH BAY FORD LINC-MERCURY	59292		RPR VEH #302	43.81		
				59295		RPR VEH #1107 PC	114.19		
				59296		INVENTORY PARTS	65.91		
				59297		RPR VEH #1122 PC	65.91		
				59298		RPR VEH #2403 PC	65.91		
				59299		RPR VEH #602	36.49		
				59336		RPR VEH #1108 PC	146.07		
49512	06/02/14	1,959.80 003115	OFFICE TEAM	59317		TEMP W/E 5/9/14	1,959.80		
49513	06/02/14	777.71 043	PALACE ART & OFFICE SUPPLY	59280		OFFICE SUPPLIES	57.82		
				59320		OFFICE SUPPLIES	244.58		
				59321		OFFICE SUPPLIES	376.48		
				59339		OFFICE SUPPLIES	57.58		
				59340		OFFICE SUPPLIES	22.78		
				59341		OFFICE SUPPLIES	5.42		
				59357		OFFICE SUPPLIES	13.05		

Attachment A

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

DATE: 06/01/14 THRU 06/30/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANS. DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49514	06/02/14	12,206.03	003086	PAPE MACHINERY INC		59344	INVENTORY ORDER	61.92	
49515	06/02/14	48.94	882	PRINT SHOP SANTA CRUZ	7	59350	CNG BLOCK UNIT #2215	12,144.11	
49516	06/02/14	411.49	061	REGISTER PAJARONIAN LLC		59379	HWY 17 ANNIV EVENT	48.94	
49517	06/02/14	2,670.26	001379	SAFETY-KLEEN INC		59318	LEGAL ADS	293.34	
49518	06/02/14	2,197.14	018	SALINAS VALLEY FORD SALES INC		59319	LEGAL ADS	118.15	
49519	06/02/14	8,150.73	079	SANTA CRUZ MUNICIPAL UTILITIES		59343	PARTS WASHER SOLUTIO	2,670.26	
49520	06/02/14	41.75	115	SNAP-ON INDUSTRIAL		59291	INVENTORY ORDER	235.18	
49521	06/02/14	138.96	001040	TERRYBERRY CO., LLC		59337	INVENTORY ORDER	1,961.96	
49522	06/02/14	6,088.77	002954	GCR TIRES & SERVICE	7	59327	4/11-5/9 1217 RIVER	128.43	
49523	06/02/14	755.09	003037	TYCO INTEGRATED SECURITY		59361	4/11-5/9 PACIFIC ISL	106.77	
49524	06/02/14	7,925.17	057	U.S. BANK		59362	4/11-5/9 920 PACIFIC	2,598.59	
49525	06/02/14	199.36	003125	VALIN CORPORATION		59363	4/11-5/9 165 DUBOIS	481.27	
49526	06/02/14	950.25	434	VERIZON WIRELESS		59364	4/11-5/9 VERN IRRIG	43.52	
49527	06/02/14	225.00	001165	VU, THANH DR. MD		59365	4/11-5/9 VERNON	408.58	
49528	06/02/14	66.55	002028	WESTCOAST LEGAL SERVICE	7	59366	4/11-5/9 138 GOLF	1,054.43	
49529	06/02/14	248.56	147	ZEE MEDICAL SERVICE CO.		59367	4/11-5/9 1200RIVER B	2,426.03	
49530M06/02/14		427.45	788	SCMTD PETTY CASH - FINANCE		59368	4/11-5/9 BUSSTOP REF	703.59	
						59369	4/11-5/9 138 GOLF IR	199.52	
						59271	DRILL BITS	41.75	
						59316	LONGEVITY AWARD	138.96	
						59284	TIRES	171.77	
						59289	TIRES	478.60	
						59290	TIRES	629.31	
						59294	TIRES	1,313.00	
						59308	TIRES	1,007.46	
						59309	TIRES	427.19	
						59332	TIRES	478.60	
						59333	TIRES	440.95	
						59334	TIRES	1,141.89	
						59312	6/1-8/31 RIVER ALARM	527.76	
						59313	JUN14 GOLF DR ALARM	112.77	
						59314	JUN14 GOLF DR ALARM	114.56	
						59384	****-****-****-6490	20.00	
						59385	****-****-****-4048	3,565.52	
						59386	****-****-****-8502	4,339.65	
						59274	INVENTORY ORDER	199.36	
						59380	4/13-5/12 WIFI BUSES	950.25	
						59272	DMV EXAM	75.00	
						59273	DMV EXAM	75.00	
						59376	DMV EXAM	75.00	
						59378	CV 178054	66.55	
						59285	FIRST AID INVENTORY	48.77	
						59286	FIRST AID INVENTORY	49.38	
						59287	FIRST AID INVENTORY	42.00	
						59293	FIRST AID INVENTORY	108.41	
						59391	FY14 RECONCILIATION	427.45	MANUAL

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
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DATE: 06/01/14 THRU 06/30/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49531	06/02/14	11,486.89	878	FY14 RECONCILIATION KELLY SERVICES, INC.		59392	TEMP W/E 4/13/14	4,815.51	
49532	06/09/14	142.89	003151	ABC BUS INC		59393	TEMP W/E 4/20/14	6,671.38	
49533	06/09/14	231.00	382	AIRTEC SERVICE		59394	INVENTORY PARTS	142.89	
49534	06/09/14	968.09	192	ALWAYS UNDER PRESSURE		59492	RPR HVAC EQUIP PC	231.00	
49535	06/09/14	30.28	002861	AMERICAN MESSAGING SVCS, LLC		59478	PRESSURE WASHER #903	968.09	
49536	06/09/14	1,629.92	294	ANDY'S AUTO SUPPLY	0	59420	JUN 14 PAGER RENTAL	30.28	
						59420	INVENTORY ITEMS	287.45	
						59456	INVENTORY PARTS	337.13	
						59504	INVENTORY PARTS	29.41	
						59505	SPARK PLUGS	43.50	
						59506	INVENTORY PARTS	334.95	
						59507	RPR VEH #2401 PC	300.72	
						59508	INVENTORY ITEMS	218.59	
						59509	INVENTORY ITEMS	26.43	
						59510	RPR VEH #2401 PC	51.74	
49537	06/09/14	5,342.66	001D	AT&T		59412	4/19-5/18 CALNET2	4,883.99	
						59443	4/19-5/18 CEMENT PL	178.97	
						59522	4/19-5/18 SKYLINE	279.70	
49538	06/09/14	937.88	003105	AT&T MOBILITY		59482	4/24-5/23 WIFI BUSES	937.88	
49539	06/09/14	500.00	478	BEE CLENE INC	0	59493	CUSTODIAL SVC PC	500.00	
49540	06/09/14	100.00	B028	BRYANT, HILARY	7	59525	5/9-5/23 BOD MEETING	100.00	
49541	06/09/14	100.00	B018	BUSTICHI, DENE	7	59526	5/9-5/23 BOD MEETING	100.00	
49542	06/09/14	1,344.96	002627	CDW GOVERNMENT, INC.		59477	PROJECTOR PROJECT	1,344.96	
49543	06/09/14	100.00	B033	CERVANTEZ, KARINA		59527	5/9-5/23 BOD MEETING	100.00	
49544	06/09/14	1,023.75	001346	CITY OF SANTA CRUZ-FINANCE		59535	SC 02-14-02	1,023.75	
49545	06/09/14	1,050.00	002109	CITY OF SANTA CRUZ/PARKING		59411	7/1-12/31 PARK PERMI	1,050.00	
49546	06/09/14	959.13	130	CITY OF WATSONVILLE UTILITIES		59400	4/21-5/19 WTC WATER	24.41	
						59401	4/21-5/19 WTC WATER	269.94	
						59402	MAY14 WTC SOLIDWASTE	664.78	
49547	06/09/14	58,802.09	001124	CLEAN ENERGY		59418	LNG 5/15/14	11,490.86	
						59419	LNG 5/17/14	11,863.79	
						59484	LNG 5/6/14	11,844.59	
						59485	LNG 5/8/14	11,831.41	
						59486	LNG 5/10/14	11,771.44	
49548	06/09/14	169.76	E957	CLIFFORD, ALEX		59432	MEETING REIMBURSEMENT	169.76	
49549	06/09/14	2,890.00	003034	COASTAL LANDSCAPING INC. DBA		59454	MAY 14 LANDSCAPE	2,890.00	
49550	06/09/14	24,416.92	003116	CUMMINS PACIFIC LLP		59448	RPR BUS #2812 PISTON	20,006.22	
						59449	IGNITION COIL	740.00	
						59472	BUS#1211 TRAVEL TIME	615.60	
						59474	RPR BUS #2805 EXHAUS	1,799.94	
						59501	INVENTORY ORDER	1,255.16	
49551	06/09/14	100.00	002949	DEANE INDUSTRIAL MACHINING		59483	RPR EXHAUST MANIFOLD	100.00	
49552	06/09/14	1,343.52	001329	DOC AUTO LLC		59466	RPR VEH #1102 PC	1,343.52	
49553	06/09/14	100.00	B029	DODGE, DANIEL	7	59528	5/9-5/23 BOD MEETING	100.00	
49554	06/09/14	2,589.00	432	EXPRESS SERVICES INC.		59439	TEMP W/E 5/19/14	960.00	

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49555	06/09/14	3,171.27	002295	FIRST ALARM		59444	TEMP W/E 5/23/14	795.00	
49556	06/09/14	14,175.61	002952	FLYERS ENERGY LLC		59524	TEMP W/E 5/11/14	834.00	
49557	06/09/14	50.00	B032	FRIEND, ZACHARIAH		59440	MAY 14 SECURITY HWES	3,171.27	
49558	06/09/14	1,526.44	001189	GARY KENVILLE LOCKSMITH	7	59500	5/1-5/15 FUEL PC	14,175.61	
49559	06/09/14	97.50	003096	GOODWILL INDUSTRIES OF SILICON		59529	5/9 BOD MEETING	50.00	
49560	06/09/14	3,805.43	282	GRAINGER		59461	DUBOIS PROG DOORLOCK	1,526.44	
						59409	MAY 14 SHREDDING	97.50	
						59413	QUARTZ CLOCK	40.38	
						59414	NO SMOKING SIGN	47.15	
						59415	NO SMOKING SIGN	235.72	
						59429	LAMPS INVENTORY	119.03	
						59433	LAMPS INVENTORY	71.97	
						59434	BATTERY PACK	107.67	
						59435	VENDING MACHINE SVTC	489.38	
						59436	MOP & WRINGER	228.04	
						59437	GLOVES, TRASH CANS	1,843.36	
						59453	SEALANT	20.05	
						59465	SPRAY PAINT	36.86	
						59491	OFFICE SUPPLIES	169.91	
						59495	BATTERIES, MOP, LAMP	395.91	
						59488	BIG BASIN STOP RPR	59.44	
						59489	BIG BASIN STOP RPR	14.80	
						59530	5/9-5/23 BOD MEETING	100.00	
						59430	FREIGHT 44 MDT'S	2,596.00	
						59416	RPR VEH #9811	274.26	
						59417	FJIC FITTINGS	275.80	
						59455	COOLANT HOSE	52.85	
						59468	PRESSURE WASH MMF	162.07	
						59421	CURB & ZONE PAINT	155.59	
						59496	YELLOW CURB PAINT	84.24	
						59460	NON INV SHOP PARTS	748.97	
						59467	NON INV HARDWARE	2,683.56	
						59531	5/9-5/23 BOD MEETING	100.00	
						59532	5/9-5/23 BOD MEETING	100.00	
						59503	CLEANING SUPPLY	3,651.85	
						59427	UNIFORMS MMF	241.37	
						59428	UNIFORMS	70.45	
						59457	UNIFORMS GOLF MMF	245.87	
						59458	UNIFORMS RIVER SBF	70.45	
						59494	UNIFORMS	13.51	
						59498	UNIFORMS MMF	241.37	
						59499	UNIFORMS 1200 RIVER	119.50	
						59521	UNIFORMS	13.51	
						59445	4/1-6/30 COPIER FLT	616.82	
						59395	INVENTORY PARTS	56.91	
						59396	INVENTORY ITEMS	746.26	
49561	06/09/14	74.24	546	GRANITEROCK COMPANY					
49562	06/09/14	100.00	B023	GRAVES, RON	7				
49563	06/09/14	2,596.00	003104	GREYHAWK TECHNOLOGIES INC					
49564	06/09/14	602.91	166	HOSE SHOP, THE INC					
49565	06/09/14	162.07	405	JOHN'S ELECTRIC MOTOR SVC	7				
49566	06/09/14	239.83	036	KELLY-MOORE PAINT CO., INC.					
49567	06/09/14	3,432.53	001233	KIMBALL MIDWEST					
49568	06/09/14	100.00	B026	LEOPOLD, JOHN	7				
49569	06/09/14	100.00	B031	MCPHERSON, BRUCE					
49570	06/09/14	3,651.85	001052	MID VALLEY SUPPLY INC.					
49571	06/09/14	1,016.03	041	MISSION UNIFORM					
49572	06/09/14	616.82	001454	MONTEREY BAY SYSTEMS					
49573	06/09/14	1,943.42	001063	NEW FLYER IND. CANADA ULC DBA					

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49574	06/09/14	81.97	OCEAN HONDA		59397	INVENTORY PARTS	350.33	
49575	06/09/14	1,807.82	OFFICE TEAM		59398	INVENTORY PARTS	359.68	
49576	06/09/14	7,894.41	PACIFIC GAS & ELECTRIC		59399	INVENTORY PARTS	90.10	
					59447	READING LAMPS	86.86	
					59502	CNG FITTINGS	253.28	
					59481	HONDA OIL	81.97	
					59431	TEMP W/E 5/16/14	1,807.82	
					59459	4/25-5/26 1122 RIVER	2,104.24	
					59475	4/26-5/27 1217 RIVER	174.19	
					59476	4/26-5/27 1217 RIV B	14.23	
					59479	4/26-5/27 1200 RIVER	57.07	
					59480	4/25-5/27 GOLF	5,544.68	
49577	06/09/14	109.77	PALACE ART & OFFICE SUPPLY		59450	OFFICE SUPPLIES	109.77	
49578	06/09/14	7,461.53	PAPE MACHINERY INC		59451	RPR BUS #2212 EMC	2,583.39	
					59469	INVENTORY ORDER	4,878.14	
49579	06/09/14	574.00	PIED PIPER EXTERMINATORS, INC.		59404	APR 14 PEST CAFELENA	48.50	
					59405	APR 14 PEST BETTYS	53.00	
					59406	APR 15 PEST OPS	241.00	
					59407	APR 14 PEST ADMIN	183.00	
					59408	APR 14 PEST METRO MK	48.50	
					59438	7/1-9/30 POST METER	146.82	
49580	06/09/14	146.82	PITNEY BOWES INC.		59512	RPR VEH #2208	453.50	
49581	06/09/14	453.50	POLAR RADIATOR SERVICE INC		59473	SALT 10 BAGS	108.75	
49582	06/09/14	108.75	RAYNE OF SANTA CRUZ, INC.		59442	5/18-6/17 COPIER OPS	459.37	
49583	06/09/14	459.37	RICOH USA, INC.		59533	5/9-5/23 BOD MEETING	100.00	
49584	06/09/14	100.00	ROBINSON, LYNN MARIE	7	59426	SPARK PLUGS	2,707.88	
49585	06/09/14	2,707.88	ROMAINE ELECTRIC CORP		59497	ELEC SERVICE BOX RPR	21.08	
49586	06/09/14	21.08	ROYAL WHOLESALE ELECTRIC		59518	GLASS BEADS	82.11	
49587	06/09/14	298.00	SANTA CRUZ AUTO PARTS, INC.		59519	GLASS BEAD GLOVES	184.05	
					59520	MASKING TAPE	31.84	
49588	06/09/14	264.00	SECURITY SHORING & STEEL PLT		59464	4/24-5/23 MUD PLATE	264.00	
49589	06/09/14	2,500.00	SHAW / YODER / ANTIWIH, INC.		59534	MAY 14 LEGISLATE SVC	2,500.00	
49590	06/09/14	34.65	SNAP-ON INDUSTRIAL		59471	SOCKET SMALL TOOLS	34.65	
49591	06/09/14	4,258.70	SPECIALIZED AUTO AND		59511	RPR VEH #2404 PC	4,258.70	
49592	06/09/14	367.03	STATE STEEL COMPANY	0	59425	STEEL TUBING	367.03	
49593	06/09/14	6,983.82	GCR TIRES & SERVICE	7	59422	TIRES SCRAP FEE	135.94	
					59423	TIRES	2,283.78	
					59424	TIRES	313.46	
					59513	TIRES	495.39	
					59514	TIRES	427.19	
					59515	TIRES	1,223.04	
					59516	TIRES	1,141.89	
					59517	TIRES	963.13	
49594	06/09/14	227.50	TOWNSEND'S AUTO PARTS		59452	PAINT	227.50	
49595	06/09/14	57,369.17	TRC ENGINEERS, INC.		59463	3/29-4/25 MB ENG SVC	57,369.17	
49596	06/09/14	71.59	UNITED PARCEL SERVICE		59487	FREIGHT	71.59	

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49597	06/09/14		29.37	UNITED SITE SERVICES OF CA INC		59441	5/21-6/17 FENCE RENT	29.37	
49598	06/09/14		1,443.43	VALOROSO, PHYLLIS		59536	SC 02-14-17	1,443.43	
49599	06/09/14		54.90	VERIZON CALIFORNIA		59403	5/16-6/15 MT BIEWLAS	54.90	
49600	06/09/14		1,754.50	VISION COMMUNICATIONS		59490	JUN 14 MAINT RADIOS	1,754.50	
49601	06/09/14		11,419.04	VISION SERVICE PLAN		59410	JUN 14 VISION PLAN	11,419.04	
49602	06/09/14		6,035.45	PACIFIC GAS & ELECTRIC		59543	4/26-5/27 VERNON	6,035.45	MANUAL
49603	06/09/14		9,151.96	KELLY SERVICES, INC.		59537	TEMP W/E 5/25/14	1,687.18	
						59538	TEMP W/E 5/11/14	241.50	
						59539	TEMP W/E 5/18/14	295.84	
						59540	TEMP W/E 5/18/14	1,558.89	
						59541	TEMP W/E 5/18/14	3,259.45	
						59542	TEMP W/E 5/25/14	2,109.10	
49604	06/16/14		22.83	AA SAFE & SECURITY CO		59673	CAM LOCK	22.83	
49605	06/16/14		79.86	ABC BUS INC		59684	INVENTORY ORDER	79.86	
49606	06/16/14		65.38	AMERICAN REPROGRAPHICS CO LLC		59595	LANDSCAPING PLANS	65.38	
49607	06/16/14		547.99	ANDY'S AUTO SUPPLY		59581	BATTERY	118.48	
						59593	RPR VEH #707	105.48	
						59594	RPR VEH #1123 PC	101.08	
						59695	RPR VEH #710	147.81	
49608	06/16/14		774.00	BEWLEYS CLEANING		59641	INVENTORY ORDER	75.14	
49609	06/16/14		6,382.36	BRINKS INCORPORATED		59641	MAY14 JANITORIAL SVC	774.00	
49610	06/16/14		450.32	CALTRONICS BUSINESS SYSTEMS		59585	MAY 1200B SERVICE	4,129.04	
49611	06/16/14		5,000.00	CAPITALEGE ADVOCACY, INC.		59586	MAY 1200B SERVICE	2,253.32	
49612	06/16/14		396.67	CAYTO'S GRAPHICS, INC.		59605	OFFICE SUPPLIES	450.32	
49613	06/16/14		1,188.46	CDW GOVERNMENT, INC.		59688	VINYL STICKERS	396.67	
						59597	PROJECTOR PROJECT	150.77	
						59598	PROJECTOR PROJECT	350.61	
						59599	PROJECTOR PROJECT	171.77	
						59600	PROJECTOR PROJECT	515.31	
49614	06/16/14		5,300.75	CITY OF SANTA CRUZ-FINANCE		59659	PAC STAT REDEVELOPME	5,300.75	
49615	06/16/14		38,477.24	CLEAN ENERGY		59567	MAY 14 SBF MAINT	14,842.00	
						59579	LNG 5/21/14	11,957.31	
						59580	LNG 5/23/14	11,677.93	
49616	06/16/14		302.38	CLIFFORD, ALEX		59610	TRAVEL REIMBURSEMENT	302.38	
49617	06/16/14		89.93	COSTCO		59584	OFFICE SUPPLIES	89.93	
49618	06/16/14		2,746.39	CREATIVE BUS SALES, INC.		59646	RPR VEH #2407 PC	1,250.15	
49619	06/16/14		3,167.19	CUMMINS PACIFIC LLP		59647	RPR VEH #2603 PC	1,496.24	
49620	06/16/14		269.59	D & G SANITATION		59549	INVENTORY ORDER	388.58	
49621	06/16/14		897.19	DIESEL MARINE ELECTRIC, INC.		59565	MAY 14 ADA PORTAPOTT	269.59	
49622	06/16/14		2,787.78	DOC AUTO LLC		59577	RPR VEH #1105 PC	897.19	
						59670	RPR VEH #1116 PC	1,998.61	
49623	06/16/14		10.00	ESTRADA, HERIBERTO		59575	DMV REIMBURSEMENT	10.00	

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49624	06/16/14	432	768.00	EXPRESS SERVICES INC.		59562	TEMP W/E 6/1/14	768.00	
49625	06/16/14	001172	97.64	FERGUSON ENTERPRISES INC. #795		59674	RPR & MAINT	97.64	
49626	06/16/14	447	3,329.77	FERRIS HOIST & REPAIR, INC.		59671	RPR & MAINT	1,059.77	
						59672	RPR & MAINT	2,270.00	
49627	06/16/14	002295	45.00	FIRST ALARM		59637	MAY 14 DISATCH PC	45.00	
49628	06/16/14	002952	3,658.58	FLYERS ENERGY LLC		59566	PROPANE	22.96	
						59578	5/15-5/31 FUEL	3,613.03	
						59665	PROPANE	22.59	
49629	06/16/14	001302	233.64	GARDA CL WEST, INC.		59587	JUN 14 SERVICE	233.64	
49630	06/16/14	002954	10,660.97	GCR TIRES & SERVICE	7	59588	TIRES	1,141.89	
						59589	TIRES	528.75	
						59590	TIRES	129.94	
						59591	TIRES	990.78	
						59592	TIRES	420.66	
						59700	TIRES	420.66	
						59701	TIRES	1,192.59	
						59702	TIRES	2,398.23	
						59703	TIRES	2,283.78	
						59704	TIRES	1,126.19	
						59705	TIRES	27.50	
49631	06/16/14	117	375.47	GILLIG LLC		59697	INVENTORY ORDER	375.47	
49632	06/16/14	003096	16.25	GOODWILL INDUSTRIES OF SILICON		59649	MAY 14 SHREDDING PC	16.25	
49633	06/16/14	282	1,705.83	GRAINGER		59555	NITRILE GLOVES	1,305.00	
						59690	PAINTING SUPPLY	265.03	
49634	06/16/14	001097	469.87	GREENWASTE RECOVERY, INC.		59691	CASTER WHEELS	135.80	
						59639	MAY 14 WATER&GARB PC	229.49	
49635	06/16/14	166	376.56	HOSE SHOP, THE INC		59693	MAY 14 GARBAGE SVTC	240.38	
						59568	SILICONE COOLANT HOS	105.71	
						59623	BLUE COVER HOSE	245.01	
49636	06/16/14	878	1,300.49	KELLY SERVICES, INC.		59699	RPR & MAINT	25.84	
						59604	TEMP W/E 5/4/14	60.38	
						59658	TEMP W/E 6/1/14	1,240.11	
49637	06/16/14	040	32.30	LENZ ARTS, INC.		59609	OFFICE SUPPLIES	32.30	
49638	06/16/14	880	50.00	LEXISNEXIS INC		59660	MAY 14 SERVICES	50.00	
49639	06/16/14	E950	10.00	LOVENFOSSE, JEREMY		59576	DMV REIMBURSEMENT	10.00	
49640	06/16/14	511	284.91	LUMINATOR HOLDING LP		59682	RPR CONTROL BOARD	284.91	
49641	06/16/14	003059	365.19	MAILFINANCE INC		59607	5/28-6/27 LEASE ADMI	157.10	
						59636	6/7-9/6 LEASE PC	208.09	
49642	06/16/14	001052	2,722.84	MID VALLEY SUPPLY INC.		59556	CLEANING SUPPLY	101.79	
						59557	JANITORIAL SUPPLY	2,621.05	
49643	06/16/14	041	463.79	MISSION UNIFORM		59601	UNIFORMS	13.51	
						59618	UNIFORMS LINENS	244.87	
						59642	UNIFORM	54.68	
						59643	UNIFORMS	70.33	
						59692	UNIFORMS	80.40	
49644	06/16/14	001178	3,657.35	N/S CORPORATION		59632	RPR BUS WASHER	3,657.35	

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49645	06/16/14	129.10 003146	129.10	NEOPOST USA INC		59638	INK CARTRIDGES	129.10	
49646	06/16/14	15,365.23 001063	237.12	NEW FLYER IND. CANADA ULC DBA		59547	INVENTORY ORDER	237.12	
						59548	INVENTORY ORDER	20.46	
						59550	INVENTORY ORDER	221.62	
						59551	INVENTORY ORDER	2,491.82	
						59552	INVENTORY PARTS	6.03	
						59553	INVENTORY PARTS	54.34	
						59554	INVENTORY ORDER	246.73	
						59561	BRAKE RPR KIT	2,887.21	
						59563	INVENTORY ORDER	183.81	
						59571	WIPER ASSEMBLY	369.43	
						59572	INVENTORY ORDER	3,993.31	
						59622	INVENTORY ORDER	1,786.33	
						59628	INVENTORY ORDER	422.86	
						59629	INVENTORY PARTS	422.67	
						59630	INVENTORY ORDER	422.67	
						59631	EXHAUST BUS #2812	1,598.82	
49647	06/16/14	2,571.39 004	1,255.09	NORTH BAY FORD LINC-MERCURY		59624	INVENTORY PARTS	1,255.09	
						59625	INVENTORY PARTS	26.13	
						59626	INVENTORY PARTS	113.17	
						59627	INVENTORY PARTS	52.25	
						59661	RPR VEH #1102 PC	600.11	
						59666	RPR VEH #707	212.07	
						59667	INVENTORY PARTS PC	146.07	
						59668	RPR VEH #1104 PC	146.07	
						59669	INVENTORY PARTS	20.43	
						59683	RPR VEH # 502	98.75	
49648	06/16/14	98.75 003156	98.75	OCEAN HONDA		59683	RPR VEH # 502	98.75	
49649	06/16/14	2,100.68 003115	2,100.68	OFFICE TEAM		59657	TEMP W/E 5/23/14	2,100.68	
49650	06/16/14	10.00 E951	10.00	ORNELAS, JOSE HERNANDEZ		59574	DMV REIMBURSEMENT	10.00	
49651	06/16/14	5,923.93 009	3,400.99	PACIFIC GAS & ELECTRIC		59617	5/1-5/30 PACIFIC	3,400.99	
						59634	4/26-5/27 DUBOIS	2,522.94	
						59603	OFFICE SUPPLIES	68.31	
49652	06/16/14	2,624.15 043	952.90	PALACE ART & OFFICE SUPPLY		59611	OFFICE SUPPLIES	952.90	
						59612	OFFICE SUPPLIES	39.03	
						59613	OFFICE SUPPLIES	18.30	
						59614	OFFICE SUPPLIES	451.66	
						59615	OFFICE SUPPLIES	15.70	
						59650	OFFICE SUPPLIES	308.78	
						59651	OFFICE SUPPLIES	209.67	
						59652	OFFICE SUPPLIES	437.03	
						59653	OFFICE SUPPLIES	122.77	
49653	06/16/14	29,503.36 003086	7,025.38	PAPE MACHINERY INC		59663	INVENTORY ORDER	7,025.38	
						59685	RPL CAM ENGINE #2229	15,037.03	
49654	06/16/14	1,058.00 002947	7,440.95	PEDALERS EXPRESS	7	59686	TURBO CHARGES	7,440.95	
49655	06/16/14	644.00 481	1,058.00	PIED PIPER EXTERMINATORS, INC.		59544	MAY 14 COURIER SVC	1,058.00	
						59675	MAY 14 PEST DUBOIS	241.00	

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49656	06/16/14		182.55	PITNEY BOWES INC.		59676	MAY 14 PEST CAFELENA	48.50	
49657	06/16/14		43,812.30	PREFERRED BENEFIT		59677	MAY 14 PEST METROMKT	48.50	
49658	06/16/14		1,471.39	PRINT SHOP SANTA CRUZ	7	59678	MAY 14 PEST BETTYS	53.00	
						59679	MAY 14 PEST ADMIN	183.00	
						59680	MAY 14 PEST WTC	70.00	
						59689	INK CARTRIDGE	182.55	
						59582	JUN 14 DELTA DENTAL	43,812.30	
						59619	DECALS	171.83	
						59654	PRINTING	1,299.56	
						59564	JUN 14 ELEVATOR SVC	413.62	
						59545	4/19-5/18 IMAGE ADMI	323.69	
						59635	5/18-6/17 LEASE PC	491.69	
						59687	5/26-6/25 LEASE C/S	286.44	
						59662	EMERGENCY BALLASTS	800.14	
						59633	INVENTORY ORDER	536.56	
						59616	6/3/14 STATEMENT	1,074.89	
						59573	DMV REIMBURSEMENT	10.00	
						59648	4/17-5/15 WATER PC	193.20	VOIDED
						59656	MAY 14 LEGAL ADS	717.25	
						59640	MAY 14 TRANSPORT PC	11,147.99	
						59620	RPR VEH #1104 PC	1,643.30	
						59606	JUN 14 LEGISLATE SVC	2,500.00	
						59559	INVENTORY ORDER	974.07	
						59694	INVENTORY ORDER	202.30	
						59602	EMPLOYEE INCENTIVE	193.65	
						59608	EMPLOYEE INCENTIVE	87.11	
						59681	INVENTORY ORDER	937.86	
						59596	LABOR 16 LIGHTS DUBO	4,325.00	
						59655	OFFICE SUPPLIES	55.67	
						59696	INVENTORY ITEMS	37.96	
						57520	CORE CREDIT	-2,175.00	
						57556	INVENTORY ORDER	74.66	
						57557	INVENTORY ORDER	8.70	
						57693	INVENTORY ORDER	26.83	
						58045	INVENTORY PARTS	11.35	
						58173	INVENTORY ORDER	113.67	
						58177	INVENTORY ORDER	54.86	
						58273	INVENTORY PARTS	64.60	
						58274	INVENTORY PARTS	29.10	
						58303	INVENTORY ORDER	23.54	
						58305	INVENTORY ORDER	41.30	
						58494	PIPE INVENTORY ORDER	125.53	
						58675	CREDIT NOTE	-9.79	
						58676	INVENTORY ORDER	480.68	
						58733	J. DEERE SOFTWARE	190.31	
						58864	INVENTORY ORDER	668.71	

Attachment A

DATE 08/19/14 11:07

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

PAGE 11

DATE: 06/01/14 THRU 06/30/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49678	06/16/14					58880	INVENTORY ORDER	6.68	
49679	06/16/14					59178	INVENTORY ORDER	24.21	
49680	06/16/14					59569	INVENTORY ORDER	73.68	
49681	06/16/14					59570	INVENTORY ORDER	308.83	
49682	06/23/14					59644	INVENTORY ORDER	32.88	
49683	06/23/14					59645	INVENTORY ORDER	239.00	
49684	06/23/14					59558	OIL FILTERS	1,239.72	
49685	06/23/14					59664	5/2-6/1 PUSH2TALK PC	461.76	
49686	06/23/14					59621	INVENTORY ORDER	317.36	
49687	06/23/14					59755	TEMP HOUSING STANGE	3,240.00	MANUAL
49688	06/23/14					59718	REMOTE BATTERY	14.13	
49689	06/23/14					59730	INVENTORY ORDER	17.78	
49690	06/23/14					59740	INVENTORY ORDER	260.67	
49691	06/23/14					59721	RPR HVAC VERNON	779.77	
49692	06/23/14					59781	6/7-7/6 REPEATERS	85.54	
49693	06/23/14					59793	6/5-7/6 REPEATERS	297.91	
49694	06/23/14					59801	4/1-5/31 WTC EXP	11,203.50	
49695	06/23/14					59802	4/1-5/31 WTC EXP	104.60	
49696	06/23/14					59754	TRAVEL REIMBURSEMENT	271.04	
49697	06/23/14					59752	OFFICE SUPPLIES	3.09	
49698	06/23/14					59753	OFFICE SUPPLIES	170.23	
49699	06/23/14					59751	BADGES	66.07	
49700	06/23/14					59795	JUL 14 MEDICAL INS	688,474.48	
49701	06/23/14					59763	JUL 14 RETIREE SUPP	83.66	
49702	06/23/14					59707	JUL 14 RENT	1,839.41	
49703	06/23/14					59716	LANDFILL	133.13	
49704	06/23/14					59720	SBF PARTS	24.66	
49705	06/23/14					59722	LNG 5/31/14	10,825.37	
49706	06/23/14					59731	INVENTORY PARTS PC	761.16	
49707	06/23/14					59717	INVENTORY ORDER	903.26	
49708	06/23/14					59774	RPR BUS #1206	39.29	
49709	06/23/14					59776	RPR BUS #1206	64.21	
49710	06/23/14					59777	QSOL ONLINE SUBSCRIP	450.00	
49711	06/23/14					59786	RPR BUS #2807	700.69	
49712	06/23/14					59787	RPR BUS #1201	700.69	
49713	06/23/14					59756	JUL 14 RETIREE SUPP	41.83	
49714	06/23/14					59713	RPR VEH #1110 PC	147.04	
49715	06/23/14					59714	RPR VEH #1111 PC	121.19	
49716	06/23/14					59715	RPR VEH #1119 PC	646.45	
49717	06/23/14					59746	RPR VEH #1121 PC	65.45	
49718	06/23/14					59770	MEETING REIMBURSEMEN	99.49	
49719	06/23/14					59798	TEMP W/E 6/8/14	432.00	
49720	06/23/14					59764	MAY 14 MERCHANT FEES	1,044.40	
49721	06/23/14					59729	5/16-5/31 FUEL PC	13,745.54	
49722	06/23/14					59742	TIRES	1,253.49	

Attachment A

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

DATE: 06/01/14 THRU 06/30/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49704	06/23/14	176.83	647	GENFARE A DIV OF SPX CORP		59738	TIMING BELT	176.83	
49705	06/23/14	83.66	M041	GOUVEIA, ROBERT	0	59757	JUL 14 RETIREE SUPP	83.66	
49706	06/23/14	134.71	546	GRANITEROCK COMPANY		59719	CONCRETE	134.71	
49707	06/23/14	1,515.24	E530	GUIZAR, LISETH		59817	TUITION REIMBURSEMENT	1,515.24	
49708	06/23/14	4,000.00	002117	IULIANO #2 LLC	7	59711	JUL 14 RENT	4,000.00	
49709	06/23/14	3,018.58	110	JESSICA GROCERY STORE, INC.		59706	JUN 14 CUSTODIAL SVC	3,018.58	
49710	06/23/14	1,823.31	878	KELLY SERVICES, INC.		59796	TEMP W/E 6/8/14	1,593.88	
						59797	TEMP W/E 6/1/14	223.43	
49711	06/23/14	8,885.00	003066	KIM FAMILY ENTERPRISES LLP		59709	JUL 14 RENT NNN PARK	8,885.00	
49712	06/23/14	349.00	002893	LETTER PUBLICATIONS		59794	1YR SUBSCRIPTION	349.00	
49713	06/23/14	208.16	511	LUMINATOR HOLDING LP		59724	RFR CONTROL BOARD	208.16	
49714	06/23/14	25,302.88	003017	MANSFIELD OIL CO OF GAINSVILLE		59803	DIESEL 5/28/14	25,302.88	
49715	06/23/14	19.18	041	MISSION UNIFORM		59773	UNIFORMS	19.18	
49716	06/23/14	200.00	003061	NEOFUNDS BY NEOPOST DBA		59768	POSTAGE ADMIN	200.00	
49717	06/23/14	9,316.85	001063	NEW FLYER IND. CANADA ULC DBA		59732	CNG FITTINGS	62.17	
						59733	INVENTORY ORDER	806.71	
						59734	INVENTORY ORDER	16.59	
						59735	INVENTORY PARTS	389.82	
						59736	INVENTORY PARTS	102.63	
						59737	INVENTORY PARTS	390.07	
						59785	INVENTORY PARTS	367.40	
						59804	INVENTORY ORDER	185.69	
						59806	INVENTORY ORDER	4,800.72	
						59807	INVENTORY ORDER	10.82	
						59808	INVENTORY ORDER	26.38	
						59809	INVENTORY ORDER	61.69	
						59810	INVENTORY ORDER	936.38	
						59811	INVENTORY ORDER	1,159.78	
49718	06/23/14	109.98	002721	NEXTEL COMMUNICATIONS/SPRINT		59747	4/26-5/25 TWM WIRELE	109.98	
49719	06/23/14	943.03	004	NORTH BAY FORD LINC-MERCURY		59745	RFR VEH #708	943.03	
49720	06/23/14	3,528.15	003115	OFFICE TEAM		59799	TEMP W/E 5/30/14	1,802.95	
						59800	TEMP W/E 6/6/14	1,725.20	
49721	06/23/14	4,171.29	009	PACIFIC GAS & ELECTRIC		59779	5/6-6/4 PNR, SVT,WTC	3,101.96	
						59780	5/6-6/4 SVTC BLDG	62.43	
49722	06/23/14	519.28	003086	PAPE MACHINERY INC		59725	CREDIT CORE	-217.50	
						59726	INVENTORY ORDER	797.65	
						59727	INVENTORY ORDER	156.63	
						59728	CREDIT CORE	-108.75	

Attachment A

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

DATE 08/19/14 11:07

DATE: 06/01/14 THRU 06/30/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANS. DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49723	06/23/14	41.83 M109		PEREZ, CHERYL		59789	CORE CREDIT	-108.75	
49724	06/23/14	83.66 M085		ROSSI, DENISE	0	59758	JUL 14 RETIREE SUPP	41.83	
49725	06/23/14	41.83 M030		ROWE, RUBY		59759	JUL 14 RETIREE SUPP	83.66	
49726	06/23/14	41.83 M054		SLOAN, SUZANNE	0	59760	JUL 14 RETIREE SUPP	41.83	
49727	06/23/14	358.12 115		SNAP-ON INDUSTRIAL		59761	JUL 14 RETIREE SUPP	41.83	
49728	06/23/14	13,000.17 001075		SOQUEL III ASSOCIATES	7	59723	TOOL REPLACE N.P.	358.12	
49729	06/23/14	1,738.46 001976		SPORTWORKS NORTHWEST, INC.		59708	JUL 14 RENT	13,000.17	
						59775	BIKE RACK	1,531.46	
						59805	INVENTORY ORDER	207.00	
49730	06/23/14	412.63 002675		THOMSON REUTERS BARCLAYS		59766	MAY 14 SERVICES	412.63	
49731	06/23/14	1,196.00 003110		TRANSPARENT GLASS COATING OF		59784	BETTYS NOODLE GLASS	1,196.00	
49732	06/23/14	4,755.47 002543		TRI COUNTY INSULATION		59788	SMC CEILING TILES	4,755.47	
49733	06/23/14	854.86 003037		TYCO INTEGRATED SECURITY		59782	7/1-9/30 ALARM WTC	188.45	
						59783	7/1-9/30 ALARM SVTC	172.47	
						59790	JUL 14 ALARM GOLF	120.86	
49734	06/23/14	8,574.33 057		U.S. BANK		59791	JUL 14 ALARM GOLF	112.77	
						59792	7/1-9/30 ALARM PACIF	260.31	
49735	06/23/14	254.84 002829		VALLEY POWER SYSTEMS, INC.	0	59741	5/2-6/1 FUSSTALK FAC	331.52	
49736	06/23/14	829.62 434		VERIZON WIRELESS		59771	5/14-6/1 WIRELESS PC	498.10	
						59712	TRAVEL REIMBURSEMENT	103.57	
49737	06/23/14	103.57 E888		WAGLEY, EILEEN		59710	JUL 14 RENT	70.00	
49738	06/23/14	3,500.00 003074		WAVE CREST DEVELOPMENT INC.	7	59767	BOD MEETING 5/23/14	3,500.00	
49739	06/23/14	70.00 682		WEISS, AMY L.		59778	MOTOR OIL	1,733.48	
49740	06/23/14	1,733.48 001506		WESTERN STATES OIL CO.		59765	JOB PLACEMENT AD	319.00	
49741	06/23/14	319.00 915		WORKIN.COM, INC.	0	59762	JUL 14 RETIREE SUPP	41.83	
49742	06/23/14	41.83 M088		YAGI, RANDY		59818	FREIGHT	85.03	
49743	06/23/14	85.03 007		UNITED PARCEL SERVICE		59819	SCAN VEH 1401,1402	442.70	
49744	06/23/14	328.09 002946		DAY WIRELESS SYSTEMS		59820	LMR ANTENNA CABLE	450.98	
						59821	CREDIT VEH 1401,1402	-565.59	
49745M06/30/14		149.49 122		SCMTD PETTY CASH - OPS		59822	FY14 ANNUAL REIMB	149.49	MANUAL
TOTAL		2,235,103.00		ACCOUNTS PAYABLE		TOTAL CHECKS	275	2,235,103.00	

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DATE: November 14, 2014

TO: Board of Directors

FROM: Angela Aitken, Finance Manager

**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECKS JOURNAL
DETAIL FOR THE MONTH OF JULY 2014**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved checks journal detail for the month of July 2014.

II. SUMMARY OF ISSUES

- This staff report provides the Board with a preliminary approved check journal detail for the month of July 2014.
- Finance is submitting this check journal for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

This preliminary approved check journal gives the Board the ability to see what vendors, and how much we pay out on a monthly cash flow basis (Operating and Capital expenses).

All invoices submitted for the month of July have been processed, checks cut, and signed by the Finance Manager.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

The checks journal is a presentation of invoices paid in July 2014 for purposes of Board review, and agency disclosure, accountability and transparency.

V. ALTERNATIVES CONSIDERED

- N/A

VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of July 2014

APPROVED:



Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager

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

DATE: 07/01/14 THRU 07/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
48887	07/30/14		-52.76	WHITE, LES		58148	TRAVEL REIMBURSEMENT	-52.76	**VOID
49666	07/11/14		-193.20	SANTA CRUZ MUNICIPAL UTILITIES		59648	4/17-5/15 WATER PC	-193.20	**VOID
49746	07/07/14		385.00	ADVANCED MECHANICAL SERVICES	7	59906	SACKFLOW TESTING	385.00	
49747	07/07/14		1,562.25	AIRTEC SERVICE		59860	SERVER ROOM RPR	1,562.25	
49748	07/07/14		41.00	ALBARADO, IDAN		59832	DMV REIMBURSEMENT	41.00	
49749	07/07/14		127.89	ANDY'S AUTO SUPPLY	0	59840	INVENTORY PARTS	127.89	
49750	07/07/14		30.70	BAYER, LORRAINE		59825	TRAVEL REIMBURSEMENT	30.70	
49751	07/07/14		10.00	BELO, SANDRA		59830	DMV REIMBURSEMENT	10.00	
49752	07/07/14		40.62	BRINKS AWARDS & SIGNS	7	59918	OIL SIGNS	40.62	
49753	07/07/14		2,500.00	BROWN ARMSTRONG		59854	AUDIT FY14	2,500.00	
49754	07/07/14		37.89	CALTRONICS BUSINESS SYSTEMS		59902	OFFICE SUPPLIES	37.89	
49755	07/07/14		568.22	CATTO'S GRAPHICS, INC.		59905	VINYL BUS STICKERS	568.22	
49756	07/07/14		7,227.40	CDW GOVERNMENT, INC.		59911	PROJECTOR PROJECT	2,862.28	
						59913	PROJECTOR PROJECT	1,362.16	
						59914	PROJECTOR PROJECT	140.68	
						59915	PROJECTOR PROJECT	2,862.28	
49757	07/07/14		992.43	CITY OF WATSONVILLE UTILITIES		59925	5/19-6/16 SEWER WTC	254.33	
						59926	JUN14 SOLIDWASTE WTC	664.78	
						59927	5/19-6/16 WATER WTC	26.40	
						59929	5/12-6/9 SVT FIRESVC	46.92	
49758	07/07/14		53,965.99	CLEAN ENERGY		59841	LNG 6/3/14	10,811.72	
						59842	LNG 6/5/14	10,029.23	
						59936	LNG 5/29/14	11,251.04	
						59937	LNG 5/27/14	11,857.79	
						59938	LNG 6/7/14	10,016.21	
49759	07/07/14		300.00	CLEAR VIEW, LLC	0	59886	QTLY WINDOW CLEANING	300.00	
49760	07/07/14		10,989.00	COASTWIDE ENVIRONMENTAL TECH		59889	HAZMAT ABATEMENT SMC	10,989.00	
49761	07/07/14		941.17	COSTCO		59884	OFFICE SUPPLIES	941.17	
49762	07/07/14		156.72	CREATIVE BUS SALES, INC.		59835	RPR VEH #2405 PC	156.72	
49763	07/07/14		615.60	CUMMINS PACIFIC LLP		59891	RPR BUS #1203	615.60	
49764	07/07/14		840.00	DEPARTMENT OF TOXIC SUBSTANCE		59875	2014 EPA ID	840.00	
49765	07/07/14		238.64	DOC AUTO LLC		59838	RPR VEH #1127 PC	141.50	
						59892	RPR VEH #1125 PC	97.14	
49766	07/07/14		90.00	DOGHERRA'S INC.		59939	RPR VEH #1108 PC	90.00	
49767	07/07/14		10.00	DUTTON, MARY ANNE		59828	DMV REIMBURSEMENT	10.00	
49768	07/07/14		2,976.00	EXPRESS SERVICES INC.		59923	TEMP W/E 6/8/14	1,050.00	
						59932	TEMP W/E 6/15/14	966.00	
						59933	TEMP W/E 6/22/14	960.00	
49769	07/07/14		109.45	FASTENAL COMPANY INC		59907	STUD ANCHORS	109.45	
49770	07/07/14		97.73	FEDERAL EXPRESS		59931	FREIGHT	97.73	
49771	07/07/14		63.18	FIRST ADVANTAGE OCCUPATIONAL		59876	DOT DRUG TESTS	63.18	
49772	07/07/14		3,171.27	FIRST ALARM		59935	JUN 14 SECURITY SVC	3,171.27	
49773	07/07/14		51.00	FITZPATRICK, MICHELLE		59827	DMV REIMBURSEMENT	51.00	
49774	07/07/14		16,334.37	FLYERS ENERGY LLC		59893	6/1-6/15 FUEL NONREV	3,465.19	
						59921	6/1-6/15 FUEL PC	12,869.18	
49775	07/07/14		5,032.95	FOLGER GRAPHICS		59908	2014 SUMMER HEADWAY	5,032.95	

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

DATE: 07/01/14 THRU 07/31/14

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49776	07/07/14	51.00	FUENTES, JOHN		59824	DMV REIMBURSEMENT	51.00	
49777	07/07/14	23.16	GRAINGER		59834	CONCRETE DRILL BITS	23.16	
49778	07/07/14	16,334.04	GROUP 4 ARCHITECTURE, RESEARCH		59877	REMB THRU 3/14/14	2,825.24	
					59878	2/15-3/14 EXP PACIFI	12,393.48	
					59879	3/15-4/11 EXP PACIFI	1,033.00	
					59880	5/16 REIMB EXP PACIF	82.32	
49779	07/07/14	114.45	HOSE SHOP, THE INC		59845	FJIC FITTING	28.82	
					59867	NOZZEL GEAR OIL DISP	85.63	
49780	07/07/14	283.61	INSIGHT DIRECT USA INC		59903	OFFICE SUPPLIES	283.61	
49781	07/07/14	1,172.08	KELLY SERVICES, INC.		59847	TEMP W/E 6/1/14	1,172.08	
49782	07/07/14	337.30	L-COM INC		59912	PROJECTOR PROJECT	337.30	
49783	07/07/14	448,236.45	LEWIS C NELSON AND SONS INC		59881	CONST MB THRU 6/6/14	448,236.45	
49784	07/07/14	224.22	LUMINATOR HOLDING LP		59894	RFR ELIP DOT CONTROL	224.22	
49785	07/07/14	0.70	LYON GROUP HOLDINGS LLP		59857	END CAPS	0.70	
49786	07/07/14	231.19	MAHR FEDERAL INC		59916	LATHE BRAKE DRUM	231.19	
49787	07/07/14	727.09	MANAGED HEALTH NETWORK		59826	JUL 14 EAP PREMIUM	727.09	
49788	07/07/14	376.82	MISSION UNIFORM		59843	UNIFORMS	89.25	
					59844	UNIFORMS	241.37	
					59846	UNIFORMS	19.18	
					59848	UNIFORMS	13.51	
					59849	UNIFORMS	13.51	
49789	07/07/14	321.70	NEW FLYER IND. CANADA ULC DBA		59920	INVENTORY PARTS	238.93	
					59930	INVENTORY PARTS	82.77	
49790	07/07/14	98.38	NORTH BAY FORD LINC-MERCURY		59837	RPR VEH #1172 PC	98.38	
49791	07/07/14	51.00	O'HAGIN, JUSTINA		59823	DMV REIMBURSEMENT	51.00	
49792	07/07/14	822.30	PALACE ART & OFFICE SUPPLY		59850	OFFICE SUPPLIES	42.73	
					59851	OFFICE SUPPLIES	193.78	
					59899	OFFICE SUPPLIES	297.00	
					59900	OFFICE SUPPLIES	105.47	
					59901	OFFICE SUPPLIES	183.32	
49793	07/07/14	574.00	PIED PIPER EXTERMINATORS, INC.		59861	JUN 14 PEST DUBOIS	241.00	
					59862	JUN 14 PEST VERNON	183.00	
					59863	JUN 14 PEST BETTYS	53.00	
					59864	JUN 14 PEST CAFELENA	48.50	
					59865	JUN 14 PEST METROMKT	48.50	
49794	07/07/14	72.86	PRINT SHOP SANTA CRUZ		59887	PROF RECEIPT FORMS	72.86	
49795	07/07/14	219.20	PULONE REPORTING SERVICES		59897	JOB #77386	219.20	
49796	07/07/14	2,925.46	SALINAS VALLEY FORD SALES INC		59839	TURBOCHARGER	2,925.46	
49797	07/07/14	8,098.36	SANTA CRUZ MUNICIPAL UTILITIES		139 A	CORRECT ERROR	121.13	
					57773	CREDIT NOTE	-121.13	
					59858	5/10-6/10 GOLF CIUB	1,061.45	
					59868	5/10-6/10 VERNON	206.83	
					59869	5/10-6/10 1200 RIV B	2,089.07	
					59870	BOS STOP WASTE	703.59	
					59871	5/10-6/10 920 PACIFI	2,681.87	
					59872	5/10-6/10 METRO ISL	99.83	

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

DATE: 07/01/14 THRU 07/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	VENDOR TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT
49798	07/07/14	17.62 973		SANTA CRUZ NISSAN DODGE VOLKS			5/10-6/10 GOLF IRRIG	191.52
49799	07/07/14	1,380.00 001334		SANTA CRUZ SPANISH	7		5/10-6/10 VERNON IRR	43.52
49800	07/07/14	71.71 002459		SCOTT'S VALLEY WATER DISTRICT			5/16-6/16 PARAGRUZ	203.40
49801	07/07/14	264.00 957		SECURITY SHORING & STEEL PLT			5/10-6/10 1217 RIVER	132.43
49802	07/07/14	3,000.00 001277		SJE GLOBALNET, INC.			5/10-6/10 DUBOIS	684.85
49803	07/07/14	985.66 001232		SPECIALIZED AUTO AND			RPR VEH #1123 PC	17.62
49804	07/07/14	119.35 104		STATE STEEL COMPANY			ENG/SPAN TRANSLATION	1,380.00
49805	07/07/14	184.99 002675		THOMSON REUTERS BARCLAYS	0		1/15-3/15 SEWER SVTC	71.71
49806	07/07/14	55,974.98 003044		TRC ENGINEERS, INC.			5/24-6/23 MUD PLATES	264.00
49807	07/07/14	121.72 007		UNITED PARCEL SERVICE			MAY 14 SERVICE	1,500.00
49808	07/07/14	29.37 946		UNITED SITE SERVICES OF CA INC			JUN 14 SERVICE	1,500.00
49809	07/07/14	54.90 434B		VERIZON CALIFORNIA			RPR VEH #2401 PC	985.66
49810	07/07/14	950.25 434		VIZION WIRELESS	0		INVENTORY PARTS	119.35
49811	07/07/14	1,044.00 001353		VISION COMMUNICATIONS			5/5-6/4 SERVICES	184.99
49812	07/07/14	2,348.71 001506		WESTERN STATES OIL CO.			4/26-5/23 MB ENG SVC	55,974.98
49813	07/07/14	10.00 E945		YI, TONY			FREIGHT	32.68
49814	07/07/14	10.00 E959		ZACARIAS, HUGO			FREIGHT	40.92
49815	07/07/14	50.81 147		ZEE MEDICAL SERVICE CO.			FREIGHT	48.12
49816	07/14/14	525.00 001128		ALWAYS TOWING & RECOVERY, INC			6/18-7/15 FENCE RENT	29.37
49817	07/14/14	2,760.00 001141		AMERICAN BUSINESS SYSTEMS, INC			6/16-7/15 MT BIEWLAS	54.90
49818	07/14/14	689.55 294		ANDY'S AUTO SUPPLY			5/13-6/12 WIFI BUSES	950.25
49819	07/14/14	5,326.21 001D		AT&T			11/8-3/6 2WAY RADIO	1,044.00
49820	07/14/14	940.88 003105		AT&T MOBILITY			OIL & TRANS FLUID	2,348.71
49821	07/14/14	100.00 T261		AYLSWORTH, HELEN			DMV REIMBURSEMENT	10.00
49822	07/14/14	6.44 002689		E & B SMALL ENGINE CORP			DMV REIMBURSEMENT	10.00
49823	07/14/14	75.00 E251		BARTHOLOMEW, JON			SAFETY SUPPLIES	50.81
49824	07/14/14	10.00 E271		BAUER, FRANK			TOW BUS #1211	525.00
49825	07/14/14	774.00 011		BEWLEYS CLEANING			7/1-6/30/15 SUPPORT	2,760.00
49826	07/14/14	100.00 B028		BRYANT, HILARY			INVENTORY	168.02
49827	07/14/14	100.00 B018		BUSTICHI, DENE			INVENTORY PARTS	174.97
49828	07/14/14	444,840.00 588		CDW GOVERNMENT, INC.			RPR VEH #302	324.33
49829	07/14/14	82.97 002627		CLEAN ENERGY			FILTER	22.23
49830	07/14/14	18,349.05 001124		CLEAN ENERGY			5/19-6/18 CALNET2	4,867.54
							5/19-6/18 SKYLINE	279.70
							5/24-6/23 WIFI BUSES	940.88
							25 TICKETS @ \$4.00/EA	100.00
							FUEL PRIMER	6.44
							DMV REIMBURSEMENT	75.00
							DMV REIMBURSEMENT	10.00
							JUN14 JANITORIAL PC	774.00
							MEETINGS 6/13 6/27	100.00
							MEETINGS 6/13 6/27	100.00
							5/1-5/15 CONTRIBUT	444,840.00
							OFFICE SUPPLIES	82.97
							LNG 6/12/14	9,009.97

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49831	07/14/14					59967	LNG 6/14/14	9,339.08	
49832	07/14/14	197.10 E957	197.10	CLIFFORD, ALEX		59956	MEETING REIMBURSEMENT	197.10	
49833	07/14/14	2,890.00 003034	2,890.00	COASTAL LANDSCAPING INC. DBA		60000	JUN 14 LANDSCAPE	2,890.00	
49834	07/14/14	200.00 367	200.00	COMMUNITY TELEVISION OF		59946	BOD MEETING 5/23/14	200.00	
49835	07/14/14	7.36 002814	7.36	CREATIVE BUS SALES, INC.		60027	RPR VEH #1107 PC	7.36	
		1,266.50 003116	235.20	CUMMINS PACIFIC LLP		59962	RPR BUS #1001	235.20	
			235.20			59963	RPR BUS #1002	235.20	
			235.20			59964	RPR BUS #1004	235.20	
			235.20			59965	RPR BUS #1005	235.20	
			90.50			59970	RPR BUS #2805	90.50	
			235.20			60053	TRIM BUS #1003	235.20	
49836	07/14/14	900.00 002946	900.00	DAY WIRELESS SYSTEMS		60023	SCANNER VEH1401 1402	900.00	
49837	07/14/14	864.56 480	864.56	DIESEL MARINE ELECTRIC, INC.		60025	ALTERNATOR INVENTORY	864.56	
49838	07/14/14	1,680.00 001222	1,680.00	DIESEL RADIATOR CO, INC.		59979	RPR BUS #2301 2306	1,680.00	
49839	07/14/14	250.00 B029	50.00	DODGE, DANIEL	7	60064	MEETINGS 6/13	50.00	
			200.00			60070	JUL 14 AFTA MEETINGS	200.00	
49840	07/14/14	120.50 002388	120.50	DOGHERRA'S INC.		60049	TOWING BUS #1127	120.50	
49841	07/14/14	48.02 002307	26.67	EWING IRRIGATION PRODUCTS		60007	VALVE	26.67	
		3,314.26 432	21.35	EXPRESS SERVICES INC.		60008	DRAIN GRATE	21.35	
			1,130.63			59985	TEMP W/E 6/15/14	1,130.63	
			1,157.63			59986	TEMP W/E 6/22/14	1,157.63	
			1,026.00			59999	TEMP W/E 6/29/14	1,026.00	
			5.01			60001	RPR STEAM CLEANER	5.01	
49842	07/14/14	136.66 001172	131.65	FERGUSON ENTERPRISES INC. #795		60034	INVENTORY PART	131.65	
			38,757.06			60030	JUN14 SECURITY METRO	38,757.06	
49844	07/14/14	50.00 B032	50.00	FIRST ALARM		60065	MEETINGS 6/13	50.00	
49845	07/14/14	10.00 E454	10.00	FRIEND, ZACHARIAH		60058	DMV REIMBURSEMENT	10.00	
49846	07/14/14	245.50 001189	245.50	GARCIA, JULIO	7	60003	LEVER LOCK	245.50	
49847	07/14/14	3,780.34 002954	427.19	GARY KENVILLE LOCKSMITH	7	59968	TIRES	427.19	
49848	07/14/14		1,199.12	GCR TIRES & SERVICE		59969	TIRES	1,199.12	
			1,502.85			60016	TIRES	1,502.85	
			20.18			60017	TIRES	20.18	
			631.00			60018	TIRES	631.00	
49849	07/14/14	333.91 117	333.91	GILLIG LLC		59971	INVENTORY PARTS	333.91	
49850	07/14/14	16.25 003096	16.25	GOODWILL INDUSTRIES OF SILICON		60032	JUN 14 SHRED PC	16.25	
49851	07/14/14	38.66 282	28.46	GRAINGER		60006	OFFICE SUPPLIES	28.46	
			10.20			60036	BROOM	10.20	
49852	07/14/14	100.00 B023	100.00	GRAVES, RON	7	60066	MEETINGS 6/13 6/27	100.00	
49853	07/14/14	15,809.29 001745	4,532.71	HARTFORD LIFE AND ACCIDENT INS		59993	JUL 14 LIFE AD&D	4,532.71	
		3,903.59 878	11,276.58	KELLY SERVICES, INC.		59994	JUL 14 LTD COSTS	11,276.58	
			1,757.15			59998	TEMP W/E 6/22/14	1,757.15	
			470.93			59998	TEMP W/E 5/25/14	470.93	
			1,675.51			60055	TEMP W/E 6/15/14	1,675.51	
49855	07/14/14	1,463.28 003159	1,463.28	KEY HOUSING CONNECTIONS INC		60061	TEMP HOUSING STANGE	1,463.28	
49856	07/14/14	2,272.41 039	1,162.76	KINKO'S INC.		59947	2014 SUMMER POSTERS	1,162.76	
			1,109.65			59948	2014 SUMMER HEADWAYS	1,109.65	

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49857	07/14/14	558.10 E635	558.10	KINSLOW, DEBBIE		60056	TRAVEL REIMBURSEMENT	558.10	
49858	07/14/14	50.00 B026	50.00	LEOPOLD, JOHN	7	60067	MEETINGS 6/13	50.00	
49859	07/14/14	50.00 880	50.00	LEXISNEXIS INC		59988	JUN 14 SERVICE	50.00	
49860	07/14/14	649.13 511	649.13	LUMINATOR HOLDING LP		60026	FLIP DOT CONTRL RPR	424.91	
						60052	RPR FLIP DOT CONTRL	224.22	
49861	07/14/14	24,057.37 003017	24,057.37	MANSFIELD OIL CO OF GAINSVILLE		60028	DSL 6/13/14	24,057.37	
49862	07/14/14	50.00 B031	50.00	MCPHERSON, BROUCE		60068	MEETINGS 6/27	50.00	
49863	07/14/14	399.88 001342	399.88	MCW ASSOCIATES, INC.		60046	MAY 14 SERVICES	399.88	
49864	07/14/14	425.49 041	425.49	MISSION UNIFORM		59958	UNIFORMS	13.51	
						59959	UNIFORMS	13.51	
						60021	UNIFORMS	243.27	
						60022	UNIFORMS 1200 RIVER	84.75	
						60050	UNIFORMS	70.45	
49865	07/14/14	430.51 002310	430.51	MONTEREY BAY SECURITY		59997	4/1-6/30 SERVICES	430.51	VOIDED
49866	07/14/14	4,935.53 001063	4,935.53	NEW FLYER IND, CANADA ULC DBA		59960	INVENTORY PARTS	88.56	
						59972	INVENTORY PARTS	110.06	
						59973	INVENTORY PARTS	132.06	
						59976	INVENTORY	608.05	
						59977	INVENTORY PARTS	34.77	
						59978	INVENTORY ORDER	463.67	
						59980	INVENTORY PARTS	4.79	
						60010	CNG FITTINGS	67.56	
						60011	RPR BUS #1002	86.24	
						60012	INVENTORY PARTS	832.69	
						60013	RPR BUS #2210	1,239.22	
						60014	INVENTORY PARTS	59.16	
						60015	INVENTORY PARTS	241.00	
						60051	INVENTORY PARTS	967.70	
49867	07/14/14	109.98 002721	109.98	NEXTEL COMMUNICATIONS/SPRINT		60029	5/26-6/25 TVM WIRELE	109.98	
49868	07/14/14	587.10 004	587.10	NORTH BAY FORD LINC-MERCURY		60009	INVENTORY PARTS	587.10	
49869	07/14/14	19,265.76 009	19,265.76	PACIFIC GAS & ELECTRIC		60071	5/27-6/24 1200 RIVER	2,032.21	
						60072	5/28-6/25 VERNON	5,793.92	
						60073	5/27-6/24 DUBOIS	2,364.13	
						60074	5/27-6/24 GOLF CLUB	5,512.48	
						60075	5/28-6/25 1200 RIVER	46.33	
						60076	5/31-6/30 920 PACIFI	3,317.44	
						60077	5/28-6/25 1217 RIVER	33.49	
						60078	5/28-6/25 1217 RIVER	165.76	
49870	07/14/14	221.79 043	221.79	PALACE ART & OFFICE SUPPLY		59990	OFFICE SUPPLIES	178.76	
						59991	OFFICE SUPPLIES	-21.51	
						60045	OFFICE SUPPLIES	44.39	
						60047	OFFICE SUPPLIES	-37.20	
						60048	OFFICE SUPPLIES	57.35	
49871	07/14/14	43,066.70 002939	43,066.70	PREFERRED BENEFIT		59995	JUL 14 DENTAL	43,066.70	
49872	07/14/14	75.04 882	75.04	PRINT SHOP SANTA CRUZ	7	59989	STATIONARY	75.04	
49873	07/14/14	3,115.00 001071	3,115.00	QQUEST SOFTWARE SYSTEMS, INC.		59949	7/1-6/30/15SVC AGEMT	3,115.00	

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49874	07/14/14	413.25 215		413.25	RICOH USA, INC.		60043	6/18-7/17 LEASE OPS	413.25	
49875	07/14/14	100.00 B022		100.00	ROBINSON, LYNN MARIE	7	60069	MEETINGS 6/13 6/27	100.00	
49876	07/14/14	1,058.45 018		1,058.45	SALINAS VALLEY FORD SALES INC		60054	INVENTORY PARTS	1,058.45	
49877	07/14/14	148.41 570		148.41	SCMTD PETTY CASH - CUST SVC		59974	YR END RECONCILIATIO	148.41	
49878	07/14/14	185.00 001817		185.00	SOCIETY FOR HUMAN RESOURCE		59992	8/1-7/31/15 MEMBERSH	185.00	
49879	07/14/14	13,361.01 003160		12,900.00	STANGE, MICHAEL		59941	FLEET MGR 6/16-6/30	12,900.00	
				461.01			59942	FLEET MGR MILE/HOTEL	461.01	
49880	07/14/14	131.25 989		131.25	STUCKER, NANCY K.	7	60037	BILINGUAL TESTNG	131.25	
49881	07/14/14	115.00 001190		115.00	TRANSIT TALENT.COM LLC	7	60004	JOB PLACEMENT AD	115.00	
49882	07/14/14	31,945.00 475		4,550.00	TRAPEZE SOFTWARE GROUP, INC.		59950	7/1-6/30/15 PASS IVR	4,550.00	
				3,800.00			59951	7/1-6/30/15 VOICE GE	3,800.00	
				4,025.00			59952	7/1-6/30/15 PASS IVR	4,025.00	
				3,570.00			59953	7/1-6/30/15 PASSCERT	3,570.00	
				16,000.00			59954	7/1-6/30/15 PASSCERT	16,000.00	
49883	07/14/14	6,706.07 057		1,818.73	U.S. BANK		59981	*****-****-4048	1,818.73	
				2,647.89			59982	*****-****-5056	2,647.89	
				1,905.49			59983	*****-****-8502	1,905.49	
				333.96			59984	*****-****-6490	333.96	
49884	07/14/14	38.24 007		38.24	UNITED PARCEL SERVICE		60002	FREIGHT	38.24	
49885	07/14/14	11,339.00 001043		11,339.00	VISION SERVICE PLAN		59996	JUL 14 VISION PLAN	11,339.00	
49886	07/14/14	375.00 001165		75.00	VU, THANH DR. MD	7	59943	DMV EXAM	75.00	
				75.00			59944	DMV EXAM	75.00	
				75.00			60040	DMV EXAM	75.00	
				75.00			60041	DMV EXAM	75.00	
49887	07/14/14	57.00 E329		57.00	ZARAGOZA, DANIEL		60057	FINGERPRINTING	57.00	
49888	07/14/14	193.20 079		193.20	SANTA CRUZ MUNICIPAL UTILITIES		60079	4/17-5/15 WATER PC	193.20	MANUAL
				128.31			60089	LOCKS PC	128.31	
49889	07/21/14	45.00 002941		45.00	AA SAFE & SECURITY CO	7	60084	BACKFLOW SVTC	45.00	
49890	07/21/14	45.00 001088		365.00	ADVANCED MECHANICAL SERVICES	7	60091	JUN 14 GREASE P/U	365.00	
49891	07/21/14	830.00 001016		465.00	ALLARD'S SEPTIC SERVICE	7	60094	APR 14 GREASE PACIFI	465.00	
				481.25			60147	TOW BUS #1209	481.25	
49892	07/21/14	481.25 001128		413.13	ALWAYS TOWING & RECOVERY, INC		60088	RPR LANDA PRESS/WASH	413.13	
49893	07/21/14	413.13 192		30.54	ALWAYS UNDER PRESSURE		60082	JUL 14 PAGERS	30.54	
49894	07/21/14	30.54 002861		34,510.00	AMERICAN MESSAGING SVCS, LLC		60162	FY15 MEMBERSHIP DUES	34,510.00	
49895	07/21/14	497B		9,888.25	AFTA		60157	JUN 14 WTC EXP	9,888.25	
49896	07/21/14	9,920.16 003129		900.00	B PLUS U LLP		60158	JUN 14 WTC EXP	900.00	
				3,338.54			60114	JUN14 AC SERVER ROOM	3,338.54	
49897	07/21/14	900.00 002035		73.42	BOWMAN & WILLIAMS INC		60141	JUN 14 LANDFILL	73.42	
49898	07/21/14	3,338.54 001346		382.50	CITY OF SANTA CRUZ-FINANCE		60170	OTPLY PARKING FEE	382.50	
				542.81			60171	FY15 COOP MANAGEMENT	542.81	
49899	07/21/14	38,980.47 001124		10,680.32	CLEAN ENERGY		60120	OTPLY PARKING FEES	10,680.32	
				10,095.52			60121	LNG 6/10/14	10,095.52	
				8,780.31			60122	LNG 6/17/14	8,780.31	
								LNG 6/19/14		

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49900	07/21/14	79,315.35	003102	60123	LNG 6/21/14	9,424.32
49901	07/21/14	2,526.99	003034	60119	44 MDTs PROJECT	79,315.35
49902	07/21/14	200.00	367	60093	SOO P&R LANDSCAPING	2,526.99
49903	07/21/14	8,848.59	003116	60161	BOD MEETING 6/27/14	200.00
49904	07/21/14	300.00	001271	60104	RPR TR308 TRANSMISSI	8,848.59
49905	07/21/14	969.00	432	60111	DMV EXAM CLASS	300.00
49906	07/21/14	22.45	372	60175	TEMP W/E 6/29/14	969.00
49907	07/21/14	27,600.00	002955	60137	FREIGHT	22.45
49908	07/21/14	41,054.23	002295	60113	7/1-6/30/15 HCMI KIT	27,600.00
49909	07/21/14	33.52	E675	60109	MAY 14 SECURITY PACI	40,949.23
49910	07/21/14	16,662.51	002952	60133	JUN 14 SECURITY PACI	105.00
49911	07/21/14	11,613.25	002954	60081	TRAVEL REIMBURSEMENT	33.52
				60108	6/15-6/30 FUEL PC	13,497.79
				60167	6/15-6/30 FUEL	3,164.72
				60098	TIRES	1,007.85
				60099	TIRES	54.00
				60100	TIRES	443.87
				60101	TIRES	3,580.54
				60124	TIRES	1,253.49
				60125	TIRES	1,024.53
				60126	TIRES	963.13
				60127	TIRES	1,790.27
				60128	TIRES	443.87
				60129	TIRES	147.21
				60130	TIRES	563.10
				60131	TIRES	156.73
				60146	TIRES	157.66
				60148	TIRES	27.00
49912	07/21/14	97.50	003096	60140	JUN 14 SHREDDING	97.50
49913	07/21/14	1,982.02	166	60087	GUN TRIGGER	54.06
				60163	HOSES	782.70
				60164	HOSES	251.39
				60165	HOSES	38.36
				60166	HOSES	23.06
				60168	HOSES	832.45
49914	07/21/14	3,018.58	110	60112	JUL 14 CUSTODIAL SVC	3,018.58
49915	07/21/14	9,697.00	878	60115	TEMP W/E 6/22/14	2,138.08
				60116	TEMP W/E 6/29/14	1,841.84
				60117	TEMP W/E 6/15/14	2,302.30
				60118	TEMP W/E 6/8/14	1,956.96
				60143	TEMP W/E 6/29/14	1,457.82
49916	07/21/14	99.69	002240	60085	FAC PRESSUREWASHER	50.12
				60086	GUN PRESSUREWASHER	49.57
49917	07/21/14	41.00	E343	60149	DMV REIMBURSEMENT	41.00
49918	07/21/14	157.10	003059	60156	6/28-7/27 LEASE ADMN	157.10
49919	07/21/14	81,785.60	T262	60150	SETTLEMENT AGREEMENT	81,785.60

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49920	07/21/14	180.00	MCW ASSOCIATES, INC.		60132	JUN 14 SERVICE	180.00	
49921	07/21/14	305.85	MISSION UNIFORM		60092	UNIFORMS	64.48	
					60107	UNIFORMS	241.37	
49922	07/21/14	200.00	NEOFUNDS BY NEOPOST DBA		60151	*****--***--1598	200.00	
49923	07/21/14	129.73	NEW FLYER IND. CANADA ULC DBA		60106	INVENTORY PARTS	49.87	
					60176	INVENTORY PARTS	430.19	
					60177	CREDIT NOTE	-350.33	
49924	07/21/14	2,936.35	PACIFIC GAS & ELECTRIC		60173	6/6-7/7 PNR SVT WTC	2,868.77	
					60174	6/5-7/6 SVTC	67.58	
49925	07/21/14	100.00	PACIFIC PROPANE		60135	7/1-6/30/15 SVC PC	100.00	
49926	07/21/14	1,058.00	PEDALERS EXPRESS		60159	JUN 14 COURIER SVC	1,058.00	
49927	07/21/14	70.00	PIED PIPER EXTERMINATORS, INC.	7	60090	JUN 14 WTC REST PEST	70.00	
49928	07/21/14	435.20	PULONE REPORTING SERVICES		60142	CVI78054 JOB #77494	435.20	
49929	07/21/14	839.04	RICOH USA, INC.		60103	6/26-7/25 LEASE C/S	266.44	VOIDED
					60134	6/18-7/17 LEASE PC	388.62	
					60144	5/19-6/18 IMAGES ADM	183.98	
49929	07/21/14	-839.04	RICOH USA, INC.		60103	6/26-7/25 LEASE C/S	-266.44	**VOID
					60134	6/18-7/17 LEASE PC	-388.62	
49930	07/21/14	467.81	SAN LORENZO LUMBER & HOME CTR		60083	JUN 14 PARTS FOR RPR	467.81	
49931	07/21/14	15.00	SANTA CRUZ COUNTY LAW LIBRARY		60096	ORTLY COPY CHG	15.00	
49932	07/21/14	91.35	SANTA CRUZ NISSAN DODGE VOLKS		60105	RPR VEH #1127 PC	91.35	
49933	07/21/14	439.41	SANTA CRUZ SENTINEL	0	60136	LEGAL AD 14-04 14-05	439.41	
49934	07/21/14	4,521.90	SANTA CRUZ TRANSPORTATION, LLC		60102	JUN14 TRANSPORTATION	4,521.90	
49935	07/21/14	261.24	SCOTTS VALLEY WATER DISTRICT		60139	4/4-6/4 WATER SVTC	261.24	
49936	07/21/14	20.00	SECRETARY OF STATE		60080	STMT NONPROFIT CORP	20.00	
49937	07/21/14	2,500.00	SHAW / YODER / ANTWIH, INC.		60097	JUL 14 LEGISLATE SVC	2,500.00	
49938	07/21/14	374.56	STATE BOARD OF EQUALIZATION		60178	APR-JUN DIESEL FUEL	374.56	
49939	07/21/14	156.00	STATE ELECTRIC GENERATOR		60095	EXTIME CHG GENERATOR	156.00	
49940	07/21/14	83.11	TERRYBERRY CO., LLC		60155	LONGEVITY AWARD	83.11	
49941	07/21/14	37.08	THERMO KING OF SALINAS, INC		60145	RPR BUS #2229	37.08	
49942	07/21/14	29,441.69	TRAPEZE SOFTWARE GROUP, INC.		60153	MDC'S PASS-MON	27,225.00	
					60154	MDC PASS-MON	2,216.69	
49943	07/21/14	29.31	UNITED PARCEL SERVICE		60138	FREIGHT	29.31	
49944	07/21/14	1,101.50	VERIZON WIRELESS	0	60110	6/2-7/1 TELECOM PC	308.90	
					60152	6/2-7/1 TELECOM PC	461.36	
					60169	6/2-7/1 PPT FAC	331.24	
49945	07/21/14	70.00	WEISS, AMY L.	7	60160	BOD MEETING 6/27/14	70.00	
49946	07/21/14	183.98	RICOH USA, INC		60181	5/19-6/18 IMAGES ADM	183.98	
49947	07/21/14	655.06	RICOH USA, INC.		60179	6/18-7/17 IMAGES PC	388.62	
					60180	6/26-7/25 IMAGES C/S	266.44	
49948	07/28/14	53.28	AITKEN, ANGELA		60240	MEETING REIMBURSEMENT	53.28	
49949	07/28/14	639.06	ALL SUPPLIES INTERNATIONAL INC		60218	FARGO LD PRINTER RPR	639.06	
49950	07/28/14	356.76	ANDY'S AUTO SUPPLY	0	60223	INVENTORY PARTS	330.33	
					60224	INVENTORY PARTS	26.43	
49951	07/28/14	393.45	AT&T		60242	7/5-8/4 REPEATERS	307.91	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 07/01/14 THRU 07/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
49952	07/28/14	001348	8,750.00	ATHENS INSURANCE SERVICE, INC.		60243	7/7-8/6 REPEATERS	85.54	
49953	07/28/14	001844	6,850.44	BRINKS INCORPORATED		60264	JUL14 TPA FEES	8,750.00	
49954	07/28/14	502	679,504.86	CA PUBLIC EMPLOYEES'	0	60244	JUN 14 1200B SERVICE	4,129.04	
49955	07/28/14	M022	83.66	CAPELLA, KATHLEEN		60245	JUN 14 1200B SERVICE	2,721.40	
49956	07/28/14	001324	5,000.00	CAPITALEGE ADVOCACY, INC.		60276	AUG 14 MEDICAL INS	679,504.86	
49957	07/28/14	003081	1,839.41	CAPITOLA MALL LLC	7	60215	AUG 14 RETIREE SUPP	83.66	
49958	07/28/14	002929	30.07	CHEVROLET OF WATSONVILLE LLC	7	60246	JUL 14 LEGISLATE SVC	5,000.00	
49959	07/28/14	001124	34,337.03	CLEAN ENERGY		60231	AUG 14 RENT	1,839.41	
49960	07/28/14	858	198,379.00	CSAC EXCESS INSURANCE AUTHORITY		60191	RPR VEH #401	30.07	
49961	07/28/14	003116	700.69	CUMMINS PACIFIC LLP		60192	JUN 14 MAINT SEF	14,842.00	
49962	07/28/14	001501	288.19	D & G SANITATION		60208	TEMP PROBE SBF	699.69	
49963	07/28/14	M039	41.83	DAVILA, ANA MARIA	0	60233	LNG 6/26/14	10,055.28	
49964	07/28/14	432	837.00	EXPRESS SERVICES INC.		60262	7/1-7/1/15 WORK COMP	8,740.06	
49965	07/28/14	372	57.87	FEDERAL EXPRESS		60189	RPR VEH #1002	198,379.00	
49966	07/28/14	447	300.00	FERRIS HOIST & REPAIR, INC.		60269	JUN14TOILET RENT PAC	700.69	
49967	07/28/14	959	132.64	FIS		60216	AUG 14 RETIREE SUPP	288.19	
49968	07/28/14	002962	1,369.74	GARDA CL WEST, INC.		60278	TEMP W/E 7/6/14	41.83	
49969	07/28/14	001302	233.64	GCR TIRES & SERVICE	7	60279	FREIGHT	837.00	
49970	07/28/14	002954	811.14	GOUVEIA, ROBERT	0	60280	FREIGHT	11.33	
49971	07/28/14	M041	83.66	GRAINGER		60193	FREIGHT	23.27	
49972	07/28/14	282	623.47	GRANITEROCK COMPANY		60238	SVC VISIT STEAMBAY	300.00	
49973	07/28/14	546	51.09	GREENWASTE RECOVERY, INC.		60219	JUN14 DOT DRUG TEST	132.64	
49974	07/28/14	001097	1,284.91			60248	JUN 14 MERCHANT FEES	1,369.74	
49975	07/28/14	002117	4,000.00	IULIANO #2 LLC	7	60220	JUL 14 SVCS	233.64	
						60221	TIRES	302.58	
						60270	TIRES	27.00	
						60184	AUG 14 RETIREE SUPP	481.56	
						60185	LIGHTING	83.66	
						60209	LENS DROP	237.90	
						60235	OFFICE SUPPLIES	95.70	
						60190	3/4" AGGREGATE BASE	289.87	
						60196	JUN 14 TRASH PARACRU	51.09	
						60197	7/1-9/30 HWY17 & BC	229.49	
						60198	7/1-9/30 MT HERMON	174.78	
						60199	7/1-9/30 LOWOND & 9	57.81	
						60200	7/1-9/30 SOQ/COTTON	58.26	
						60201	7/1-9/30 SOQ/FREEDM	116.37	
						60202	7/1-9/30 SOQ/COTON N	116.52	
						60203	JUN14 GARBAGE SVTC	58.26	
						60204	7/1-9/30 FREEDOM BLV	240.38	
						60205	7/1-9/30 FREED/BOWKE	58.26	
						60206	7/1-9/30 GREENV/CARN	58.26	
						60250	7/1-9/30 BIGB/HWY9	58.26	
							AUG 14 RENT	4,000.00	

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49976	07/28/14	133	312.00	JOB AVAILABLE		60266	JOB PLACEMENT AD	312.00	
49977	07/28/14	878	3,460.78	KELLY SERVICES, INC.		60214	TEMP W/E 7/6/14	1,158.48	
						60277	TEMP W/E 7/13/14	2,302.30	
49978	07/28/14	036	42.04	KELLY-MOORE PAINT CO., INC.		60183	PAINT	42.04	
49979	07/28/14	003066	9,735.00	KIM FAMILY ENTERPRISES LLP		60251	JULY14 RENT MAKEUP	425.00	
						60252	AUG 14 RENT	9,310.00	
49980	07/28/14	852	1,184.00	LAW OFFICES OF MARIE F. SANG	7	60254	CL #2010226708	176.00	
						60255	2005105939,207164812	96.00	
						60256	08210149,9218396,208	112.00	
						60257	CL# 1999103213	432.00	
						60258	CL 11000452,11001281	96.00	
						60259	CL 2010223492	128.00	
						60265	2001103388 200210341	144.00	
49981	07/28/14	001145	727.09	MANAGED HEALTH NETWORK		60268	AUG 14 EAP PREMIUM	727.09	
49982	07/28/14	041	674.75	MISSION UNIFORM		60211	UNIFORMS	13.51	
						60225	TOWELS	92.20	
						60226	UNIFORMS 138 GOLF	257.22	
						60227	TOWELS UNIFORMS 138G	241.37	
						60228	TOWELS	70.45	
49983	07/28/14	001063	881.72	NEW FLYER IND. CANADA ULC DBA		60237	RFR BUS #9803	881.72	
49984	07/28/14	004	225.64	NORTH BAY FORD LINC-MERCURY		60222	RFR VEH #1113 FC	225.64	
49985	07/28/14	009	898.53	PACIFIC GAS & ELECTRIC		60239	6/10-7/9 PARACRUZ	898.53	
49986	07/28/14	043	829.74	PALACE ART & OFFICE SUPPLY		60217	OFFICE SUPPLIES	570.88	
						60232	OFFICE SUPPLIES	258.86	
49987	07/28/14	003158	8,334.47	PC FURNITURE STORE LLC		60212	CABINETS	8,334.47	
49988	07/28/14	M109	41.83	PEREZ, CHERYL		60271	AUG 14 RETIREE SUPP	41.83	
49989	07/28/14	001149	1,655.53	PREFERRED PLUMBING, INC.		60180	RFR IRRIGATION VERN	998.53	
						60234	LA MANCA TENANT RFR	657.00	
49990	07/28/14	003020	150.30	QUEST DIAGNOSTIC INC.		60260	DOT DRUG PANEL	150.30	
49991	07/28/14	001153	413.62	REPUBLIC ELEVATOR COMPANY INC		60195	JUL14 ELEVATOR MAINT	413.62	
49992	07/28/14	536	175.26	RIVERSIDE LIGHTING & ELECTRIC		60182	ELEC PARTS	175.26	
49993	07/28/14	T263	32.00	ROBIE, CLAYTON		60213	REFUND 8 @ \$4/EA	32.00	
49994	07/28/14	M085	83.66	ROSSI, DENISE		60272	AUG 14 RETIREE SUPP	83.66	
49995	07/28/14	M030	41.83	ROWE, RUBY	0	60273	AUG 14 RETIREE SUPP	41.83	
49996	07/28/14	001379	2,490.26	SAFETY-KLEEN INC		60236	PARTS WASHER HAZMAT	2,490.26	
49997	07/28/14	018	3,757.75	SALINAS VALLEY FORD SALES INC		60230	INVENTORY ORDER	3,757.75	
49998	07/28/14	345	30.00	SANTA CRUZ COUNTY OFFICE OF		60253	FINGER PRINTING	30.00	
49999	07/28/14	001121	210.00	SILENT PARTNER SECURITY INC.		60194	7/1-9/30 ALARM VERN	210.00	
50000	07/28/14	M054	41.83	SLOAN, SUZANNE	0	60274	AUG 14 RETIREE SUPP	41.83	
50001	07/28/14	001075	13,000.17	SOQUEL III ASSOCIATES	7	60247	AUG 14 RENT	1,174.00	
50002	07/28/14	080	1,174.00	STATE BOARD OF EQUALIZATION		60210	APR-JUN SALES TAX	1,174.00	
50003	07/28/14	475	2,412.49	TRAPEZE SOFTWARE GROUP, INC.		60241	MDC'S PASS MON PROJE	2,412.49	
50004	07/28/14	003037	664.37	TYCO INTEGRATED SECURITY		59852	12/13-9/14 CREDIT WT	-17.34	
						59853	2/1-9/30 CREDIT FACI	-19.17	
						60186	8/1-10/31 ALARM GOLF	338.30	
						60187	8/1-10/31 ALARM GOLF	362.58	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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50005	07/28/14	001353	1,754.50	VISION COMMUNICATIONS		60229	JUL 14 MAINT SVC	1,754.50	
50006	07/28/14	001165	92.16	VU, THANH DR. MD	7	60263	NEW HIRE EXAM	92.16	
50007	07/28/14	003074	3,500.00	WAVE CREST DEVELOPMENT INC.		60249	AUG 14 RENT	3,500.00	
50008	07/28/14	M088	41.83	YAGI, RANDY	0	60275	AUG 14 RETIREE SUPP	41.83	
50009	07/28/14	079	7,641.09	SANTA CRUZ MUNICIPAL UTILITIES		60281	6/11-7/10 GOLF CLUB	1,047.41	
						60282	6/11-7/10 METRO ISL	92.89	
						60283	6/11-7/10 920 PACIFI	2,654.11	
						60284	6/11-7/10 GOLF IRRIG	123.52	
						60285	6/11-7/10 BUS STOPS	703.59	
						60286	6/11-7/10 1200 RIVER	2,215.43	
						60287	6/11-7/10 VERNON	190.29	
						60288	6/11-7/10 VERNON IRR	111.52	
						60289	6/11-7/10 DUBOIS	502.33	
50010M07/28/14		E378	1,189.34	GRANADOS-BOYCE, MARIA		60304	TRAVEL REIMBURSEMENT	1,189.34	MANUAL
TOTAL			2,811,119.94	ACCOUNTS PAYABLE			TOTAL CHECKS	268	2,811,119.94

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 14, 2014

TO: Board of Directors

FROM:  Alex Clifford, CEO

SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OCTOBER 24, 2014

I. RECOMMENDED ACTION

That the Board of Directors accept and file the minutes for the Santa Cruz METRO Board of Directors meetings of October 24, 2014.

II. SUMMARY OF ISSUES

- Staff is providing minutes from the Santa Cruz METRO Board of Directors meeting of October 24, 2014
- Each meeting, staff will provide minutes from previous Santa Cruz METRO Board of Directors meetings.

III. DISCUSSION

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

IV. ATTACHMENTS

Attachment A: Draft Minutes for the Board of Directors Meeting of October 24, 2014

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A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on Friday, October 24, 2014 at the Santa Cruz City Council Chambers, located at 809 Center Street, in Santa Cruz, California.

SECTION I: OPEN SESSION

1. CALL TO ORDER

Chair Bustichi called the meeting to order at 9:04am.

2. ROLL CALL

The following Directors were present:

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

STAFF PRESENT

Alex Clifford, CEO
 Leslyn K. Syren, District Counsel

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

- | | |
|-----------------------------------|--------------------------------------|
| Angela Aitken, Santa Cruz METRO | Debbie Kinslow, Santa Cruz METRO |
| Ciro Aguirre, Santa Cruz METRO | Diana Prucher, Self-Senior |
| Claire Fliesler, Santa Cruz METRO | Kristina Mihaylova, Santa Cruz METRO |
| Daniel Zaragoza, Santa Cruz METRO | Suzanne Silva, Santa Cruz METRO |

3. ANNOUNCEMENTS

Chair Bustichi announced that Amy Weiss was available for Spanish language interpretation and that the meeting would be broadcast by Community Television of Santa Cruz County whose technician was Peter McGettigan. Ms. Weiss came to the podium and introduced herself and offered her translation services to the assembly.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Eduardo Montesino announced the 10th anniversary of ParaCruz. He invited the Board to the celebration on November 1st at El Alteño Restaurant in Watsonville.

Liseth Guizar thanked the Board for sponsoring the picnic and stated it was a great success.

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BOARD OF DIRECTORS MEETING
OCTOBER 24, 2014

5. **LABOR ORGANIZATION COMMUNICATIONS**
None.
6. **ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
There was a packet of e-mails titled Public Comment of Item #18.

CONSENT AGENDA

- 7-1. **CONSIDERATION OF REJECTING TORT CLAIM**
- 7-2. **ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF OCTOBER 10, 2014**
- 7-3. **ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION MEETING MINUTES REFLECTING VOTING RESULTS FROM SANTA CRUZ METRO APPOINTEES**
- 7-4. **ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR AUGUST 2014**
- 7-5. **ACCEPT AND FILE SANTA CRUZ METRO'S SYSTEM RIDERSHIP REPORT FOR AUGUST 2014**
- 7-6. **ACCEPT AND FILE STATUS REPORT FOR ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR OCTOBER 2014**
- 7-7. **CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR THIRD PARTY ADMINISTRATION OF WORKERS' COMPENSATION CLAIMS**
- 7-8. **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A ONE-YEAR CONTRACT EXTENSION WITH B+U, LLP FOR CONCEPTUAL REDESIGN OF THE WATSONVILLE TRANSIT CENTER**
- 7-9. **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT RENEWAL, EXERCISING THE FOURTH AND FINAL OPTION WITH SHAW/YODER/ANTWIH, INC., FOR STATE LEGISLATIVE REPRESENTATIVE SERVICES, IN AN AMOUNT NOT TO EXCEED \$30,000**
- 7-10. **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT RENEWAL, EXERCISING THE FOURTH AND FINAL OPTION WITH CAPITAL EDGE ADVOCACY, INC. FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES, IN AN AMOUNT NOT TO EXCEED \$64,000**
- 7-11. **CONSIDER A CONTRACT AMENDMENT WITH GROUP 4 ARCHITECTS RESEARCH + PLANNING TO ADD SERVICES FOR THE PACIFIC STATION REDESIGN PROJECT**
- 7-12. **REPORT OUT THE 2014 SUMMER STUDENT DISCOUNTED FARE PILOT PROGRAM FOR K-12 STUDENTS**
- 7-13. **CONSIDERATION OF RESOLUTION TO ESTABLISH THE BOARD OF DIRECTORS MEETING SCHEDULE AND LOCATIONS FOR 2015**
- 7-14. **CONSIDERATION OF AN AMENDMENT TO THE MANAGEMENT COMPENSATION PLAN ADDING SECTION XI. RELOCATION EXPENSES**

ACTION:

MOTION: BRYANT

SECONDED: HINKLE AND LEOPOLD

APPROVAL OF CONSENT AGENDA.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR DODGE ABSENT.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Chair Bustichi presented certificates to Paul Camacho, Miguel Escarcega, Jr., Robert Maldonado, Brenda Roman and Daniel Zaragoza celebrating their 10 years of service with Santa Cruz METRO. Chair Bustichi thanked them for their dedication and years of service and they, in turn, spoke to the assembly and thanked the Board.

Chair Bustichi presented a certificate to Miguel Escarcega celebrating their 15 years of service with Santa Cruz METRO. Chair Bustichi thanked him for his dedication and years of service and made note that Mr. Escarcega was the father of Mr. Miguel Escarcega, Jr. who was one of the 10 years of service certificate recipients. Mr. Escarcega spoke to the assembly and thanked the Board.

Chair Bustichi presented certificates to Dennis Baldwin, Mario Espinoza and Ascencion Sanchez celebrating their 30 years of service with Santa Cruz METRO. Chair Bustichi thanked them for their dedication and years of service and they, in turn, spoke to the assembly and thanked the Board.

Director Dodge arrived at 9:25am.

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

Ciro Aguirre, Manager of Operations, presented the staff report.

Philip Kramer, Director of 180/180 stated he appreciated the consideration but asked METRO to explore creating a deeper discount pass.

Director Leopold encouraged the board to find a way to contribute to the program. Director Leopold made a Motion for the Board to reexamine giving 60-day passes to the program and have staff bring back an examination of the data of uses.

Director Friend suggested that Staff reexamine the policy on group discounting which may not be as flexible as they needed it to be.

Director Dodge agreed with Director Leopold and stated there was a need of a program that addresses the growing number of homeless.

Ms. Syren acknowledged the request to reexamine the policy and discussed working to set a round-table with Mr. Clifford and Mr. Aguirre to look at available options.

Director Hinkle supported Director Leopold's motion stating there was a need to get people off the street and make them feel safe and wanted.

Director McPherson and Director Cervantez spoke in support of Director Friend's request to reexamine the policy.

Vice-Chair Robinson asked for caution on setting new policy and quantifying specific groups and emphasized the

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BOARD OF DIRECTORS MEETING
OCTOBER 24, 2014

need to examine if they were to support a program they would need to make sure they could afford to sustain it. She stated she would not support the 90 day passes.

In support of the statement made by Vice-Chair Robinson, Director Friend clarified his statement that support for programs like 180/180 was not METRO's responsibility but a county wide issue. He asked staff to look into partnering with different agencies.

Director Leopold made a motion to ask staff to review policy to look at vulnerable populations narrowly and to come back in November with revised policies that could accommodate assistance to those populations.

Director Graves asked for clarification of what the motion was asking Staff to do.

Director Leopold stated the motion was to have staff examine policies, look at the financial considerations and investigate partnerships with other agencies in support of the 180/180 program.

Director Graves stated he would support the motion at this time with the caveat that they would be able to take another vote when staff returned.

Ms. Syren stated there were limitations in changing policy as the policy was narrowly constrained due to compliance with the FTA guidelines. She said they had to discuss several before being brought back to the Board.

Director Dodge stated he appreciated Ms. Syren's comment and agreed that further information was needed.

Director Bryant stated it would be helpful when it was brought back to explore not only working with the county and also examining the possibility of deeper discounts.

In consideration of time, Mr. Clifford asked for a modification of the motion to bring back staff discoveries in the first meeting of January.

Director Leopold agreed to the postponement.

Director Lane believed that METRO had an obligation to the address needs of the medically vulnerable.

Public Comment:

Ernestina Saldana shared her experience with homelessness and urged the Board to support the program.

Chair Bustichi supported the motion but cautioned against postponing a motion just because they did not like the answer "no". Though they had a responsibility as part of the community, he supported Director Friend as they had a fiduciary responsibility to spend tax dollars in a way that provided the most benefit to the most people. He urged Mr. Kramer to bring alternate and creative solutions to staff.

ACTION: SECOND MOTION: LEOPOLD SECOND: DODGE
APPROVED FOR STAFF TO REVIEW POLICY AND TO RETURN IN JANUARY WITH PROPOSED REVISED POLICIES
THAT COULD ACCOMMODATE ASSISTANCE TO VULNERABLE POPULATIONS

MOTION PASSED UNANIMOUSLY WITH NONE ABSENT.

MINUTES

BOARD OF DIRECTORS MEETING
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**ACTION: FIRST MOTION: LEOPOLD
GRANT 60-DAY PASSES TO THE 180/180 PROGRAM AND FOR STAFF TO BRING BACK INFORMATION ON USE.
MOTION DID NOT CARRY.**

10. RECEIVE A PRESENTATION ON THE STATUS OF PACIFIC STATION REDESIGN

Claire Fliesler, Grants/Legislative Analyst, Thomas Hiltner, Grants/Legislative Analyst, and David Schnee with Group+4 Architects, presented an update of the Pacific Station Design.

Vice-Chair Robinson stated the Ad-Hoc meetings have been very productive and they had been able to review the different while keeping a unified downtown design scheme.

Director Leopold asked if the City of Santa Cruz could help the project move along.

Carrie Mulcaire, with the City of Santa Cruz, shared that the project will be presented at the next council meeting.

Director Leopold asked if NIAC building will be incorporated. Ms. Mulcaire stated that some of the scenarios did incorporate the NIAC location and the possibility was being explored.

Director Dodge asked about the parking requirements and if zoning requirements would delay the project in any way. Ms. Muclare stated the plan was being evaluated by the City Planning Department.

Public Comment:

Donald Hagen stated he was a part of the Public Outreach and that he felt the results were positive throughout.

Chair Bustichi stated the city was a close partner and were on board with the project and hoped they could continue to work together to ensure there would be no stoppages as the project continued.

In response to Director Leopold and Director Dodge's comments, Director Graves asked a firm timeline be brought back to the Board.

Chair Bustichi stated it would be better to ask for maximum approval as projects could be downsized but rarely in reverse.

David Schnee stated the process is still ongoing. To Director Dodge, David replied that there would be a firmer timeline dependant on which option was chosen.

Director Dodge stated as the project was still in limbo, it was too short a time to make decisions.

Mr. Clifford acknowledged the Board's sense of urgency and understood their concerns of losing the market on the project. He stated they would continue to have a strong partnership with the City.

Director Leopold asked who would be paying for the entitlements. Mr. Clifford replied that they were in the process of updating an MOU with the city addressing reimbursements of costs. However, up until then the city had covered the costs.

Director McPherson stated as a member of the Ad-Hoc committee that all parties involved have made a cooperative effort and he felt that Santa Cruz METRO was in a good position to ask for what they wanted to see in the project

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BOARD OF DIRECTORS MEETING

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11. PUBLIC HEARING TO DISCUSS POSSIBLE OPTIONS FOR THE ROUTE 6

Carolyn Derwing, Schedule Analyst, presented her staff report, highlighting the work staff had done with the city to address some of the safety issues the community faced while using the current service.

The Public Hearing began at 10:31 a.m.

Public Comment:

Lynn Gallagher asked for the return of bus service to the community loop along Gault and Seabright.

Sara Schifrin, a La Posada resident, stated they did not initially request the Route 6 but had instead wanted to be included in the Route 68 which was the right route for their community. She shared stories of the difficulties of using the current bus stops for the Route 68 and asked the Board to include them in the route.

Pat Miller stated that although she was still ambulatory, she could understand Ms. Schifrin's safety concerns. She stated that if the Route 68 took the neighborhood route, it may not be as costly as anticipated.

John Daugherty spoke in support of the rerouting of the Route 68. He stated the recent Short Range Transit Plan (SRTP) put neighborhoods at risk and urged the Board to say yes to community services.

Director Leopold thanked staff and the public for their comments and asked for clarification on the outstanding issues the community faced while using the existing route. Ms. Derwing replied that the construction zone was in its final stage and when completed they would fix the sidewalk. The areas which were narrowed by vegetation still met the ADA requirements.

Director Leopold asked to the status of the inbound bus stop. Ms. Derwing stated they were working with the Bus Stop Advisory Committee to improve the policy.

Director Leopold acknowledged that the one-year trial of Route 6 was a test and asked for staff to work on recommendations on a more permanent solution.

Director Lane apologized to the community members as to the delay in the public hearing. She asked if there was current testing to show the actual delay if the 68 were to include the community loop. Ms. Derwing stated she did not have the data but would bring that information back to the Board.

Director Lane stated Dominican was rededicating their facilities on Fredrick Street to become a drop-in family clinic which may increase the ridership in the area.

Chair Bustichi made a motion to hold a public hearing about the redirection of the Route 68, allowing the current riders an opportunity to hear the possible repercussions of a route change and to continue the Route 6 service until that decision can be made.

Director McPherson stated he felt the initial plan was destined for failure. He urged the Board to look at the big picture and to take into consideration the increased cost with continued low ridership.

Director Dodge echoed Director McPherson's concerns. He stated they had a responsibility to Santa Cruz METRO service which may not address the unmet needs of all community members. He stated he supported the motion.

Chair Bustichi did caution that if they supported one neighborhood another would lose out.

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BOARD OF DIRECTORS MEETING
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Director Leopold supported the motion and stated that all decisions would have a fiscal repercussion. He felt it was important to serve the community.

Director Graves expressed concern on having the Route 68 and Route 6 riders pitted against one another.

ACTION: MOTION: BUSTICHI SECOND: LANE
APPROVAL OF A PUBLIC HEARING ON ROUTE 68 AND THE CONTINUATION OF ROUTE 6.
MOTION PASSED UNANIMOUSLY WITH NONE ABSENT.

12. CONSIDERATION OF CAPITOLA MALL TRANSIT CENTER RELOCATION TO ALTERNATE SITE WITHIN CAPITOLA MALL

Ciro Aguirre, Manager of Operations, gave a presentation on the relocation of the transit center at the Capitola Mall.

Director Leopold thanked Mr. Aguirre for the presentation and stated he appreciated the look at the different options and the sound study.

Director Lane asked if the Mall would be covering the cost. Mr. Aguirre stated the move would be at the Capitola Mall and the City of Capitola's expenses.

Director Lane expressed concern about the new configuration having people walking across a busy parking lot and she asked if there would be spaces that would allow for layovers. Mr. Aguirre replied that pedestrians would not be required to walk across a parking lot. He stated the design proposed a cut-out for two layover spaces.

Director Graves stated he was glad to see the project in progress and that it put buses at the new entrance between two major tenants, Macy's and Kohl's. He expressed concern over existing service in front of Orchard. He stated he would like to see routing plans.

Director McPherson left at 11:43am

Public Comment:

Eduardo Montesino cautioned that would be a cost to rerouting the service in route changes of up to 5 minutes.

ACTION: MOTION: LEOPOLD SECOND: ROBINSON
APPROVAL OF THE CONSIDERATION OF CAPITOLA MALL TRANSIT CENTER RELOCATION TO ALTERNATE SITE WITHIN CAPITOLA MALL
MOTION PASSED UNANIMOUSLY WITH DIRECTORS BRYANT, FRIEND AND MCPHERSON ABSENT.

13. ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2014; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES

Angela Aitken, Finance Manager, presented her staff report.

ACTION: MOTION: ROBINSON SECOND: LEOPOLD
APPROVAL TO ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2014; AND ADOPTION OF THE SCHEDULE OF RESERVE ACCOUNT BALANCES
MOTION PASSED UNANIMOUSLY WITH DIRECTORS BRYANT, FRIEND AND MCPHERSON ABSENT.

14. CEO TO GIVE ORAL REPORT

In the consideration of time, this item was bypassed.

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15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslyn K. Syren, District Counsel, reviewed items to be discussed in closed session.

16. ANNOUNCEMENT OF NEXT MEETING: FRIDAY, NOVEMBER 14, 2014 AT 9:00 A.M. AT THE WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN ST, WATSONVILLE, CA

Chair Dene Bustichi announced the following meeting.

17. ADJOURNMENT

Meeting adjourned at 11:48 a.m.



DATE: November 14., 2014
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: **ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR SEPTEMBER 2014**

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Summary review of monthly operational statistics for ParaCruz.
- Summary of monthly operational information about ParaCruz.

III. DISCUSSION/BACKGROUND

Comparing September 2013 statistics to September 2014, ParaCruz rides increased by 501 rides, a significant change in number of rides.

Comparing August 2014 statistics to September 2014, ParaCruz rides increased by 1244 single trips. While September's increase in rides follows the historical trend-line, the actual number of rides is higher than in previous years. The comparison to last months number of rides reflects a significant increase, however, last months (August) number of rides was abnormally low.

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Santa Cruz Metropolitan Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.

IV. ALTERNATIVES

- Not applicable.

V. COORDINATION

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



VI. FINANCIAL CONSIDERATIONS

There are no financial considerations for this report.

VII. ATTACHMENTS

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

APPROVED:



April Warnock, Paratransit Superintendent



Ciro Aguirre, Operations Manager

Alex Clifford, CEO/General Manager

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Attachment A

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ParaCruz On-time Performance Report		
	September 2013	September 2014
Total pick ups	8215	8716
Percent in “ready window”	94.25%	91.01%
1 to 5 minutes late	2.03%	3.52%
6 to 10 minutes late	1.52%	2.23%
11 to 15 minutes late	1.01%	1.45%
16 to 20 minutes late	.57%	.79%
21 to 25 minutes late	.26%	.39%
26 to 30 minutes late	.15%	.26%
31 to 35 minutes late	.12%	.17%
36 to 40 minutes late	.06%	.13%
41 or more minutes late (excessively late/missed trips)	.02%	.06%
Total beyond “ready window”	5.75%	8.99%

During the month of September 2014, ParaCruz received two (2) Customer Service Reports. Both (2) reports were not verifiable or valid.

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

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Attachment B

Board of Directors
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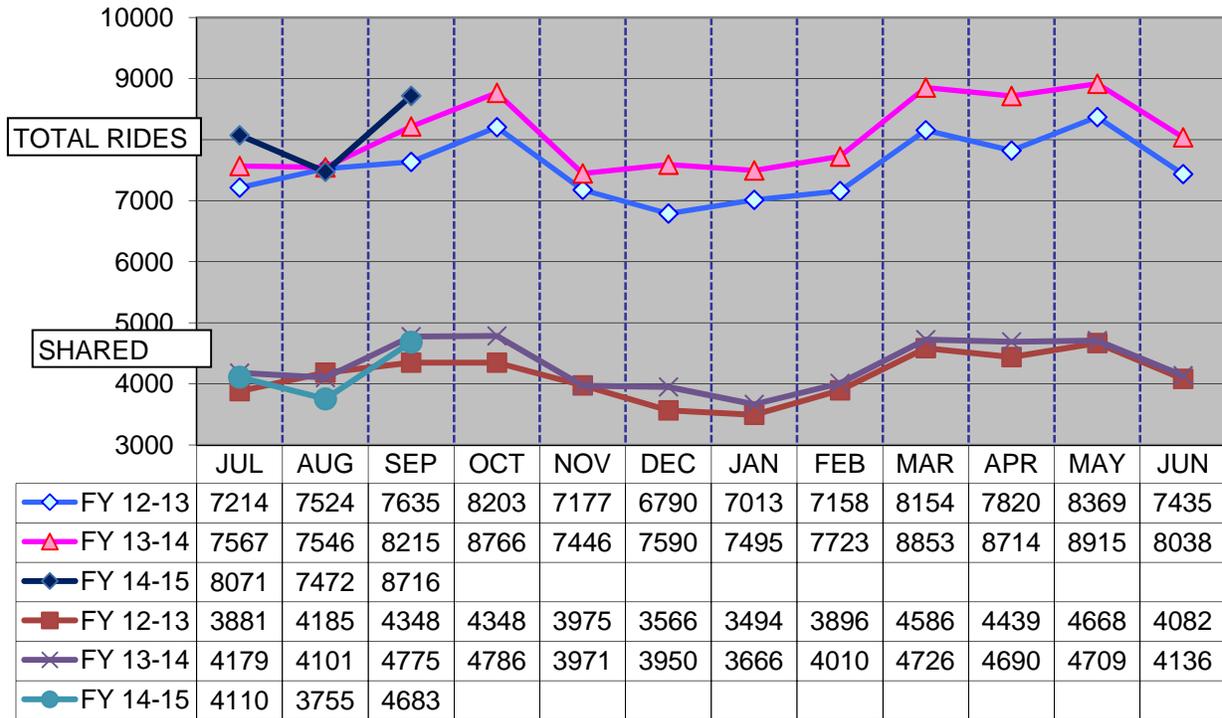
Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through September 2014.

	Sept 13	Sept 14	Fiscal 13-14	Fiscal 14-15	Performance Averages	Performance Goals
Requested	8509	9153	24,514	25259	8675	
Performed	8215	8716	23,328	242,59	8150	
Cancels	17.12%	19.22%	17.91%	18.99%	19.90%	
No Shows	2.44%	2.74%	2.75%	2.96%	3.04%	Less than 3%
Total miles	57,391	64,034	165,547	181,110	59,004	
Av trip miles	5.02	5.35	4.94	5.4	5.03	
Within ready window	94.25%	91.06%	95.04%	91.32%	93.98%	92.00% or better
Excessively late/missed trips	2	5	5	11	3.42	Zero (0)
Call center volume	N/A	6247	N/A	12.062	N/A	VOIP being UPDATED
Hold times less than 2 minutes	N/A	95.4%	N/A	96.0%	N/A	Greater than 90%
Distinct riders	820	843	1187	1173	843	
Most frequent rider	47 rides	65 rides	137 rides	160 rides	58 rides	
Shared rides	69.29%	65.5%	67.0%	63.5%	64.11%	Greater than 60%
Passengers per rev hour	2.05	1.99	1.99	1.93	1.98	Greater than 1.6 passengers/hour
Rides by supplemental providers	16.29%	4.90%	12.92%	5.41%	6.98%	No more than 25%
Vendor cost per ride	\$22.56	\$25.94	\$22.91	\$25.59	\$24.55	
ParaCruz driver cost per ride (estimated)	\$33.52	\$30.46	\$31.59	\$31.66	\$29.32	
Rides < 10 miles	63.18%	63.09%	64.34%	63.23%	63.21%	
Rides > 10	36.82%	36.91%	35.66%	36.77%	36.79%	
Denied Rides	N/A	0	N/A	0	0	Zero

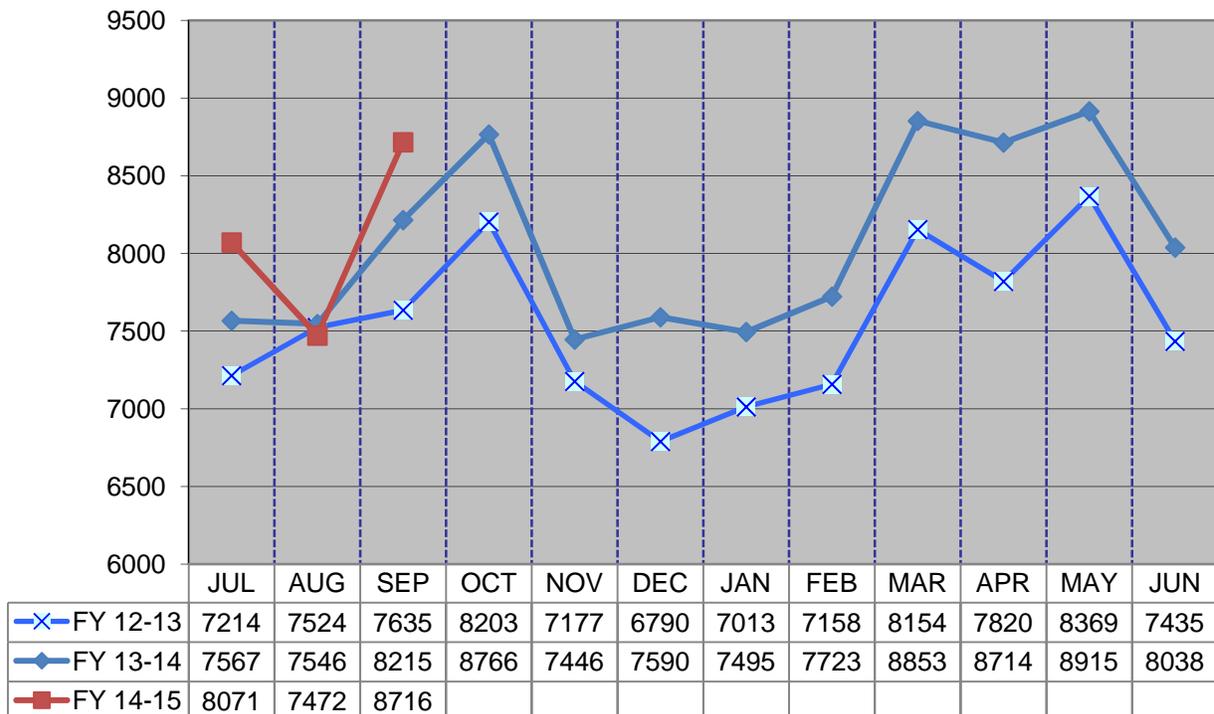
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Attachment C

TOTAL RIDES vs. SHARED RIDES



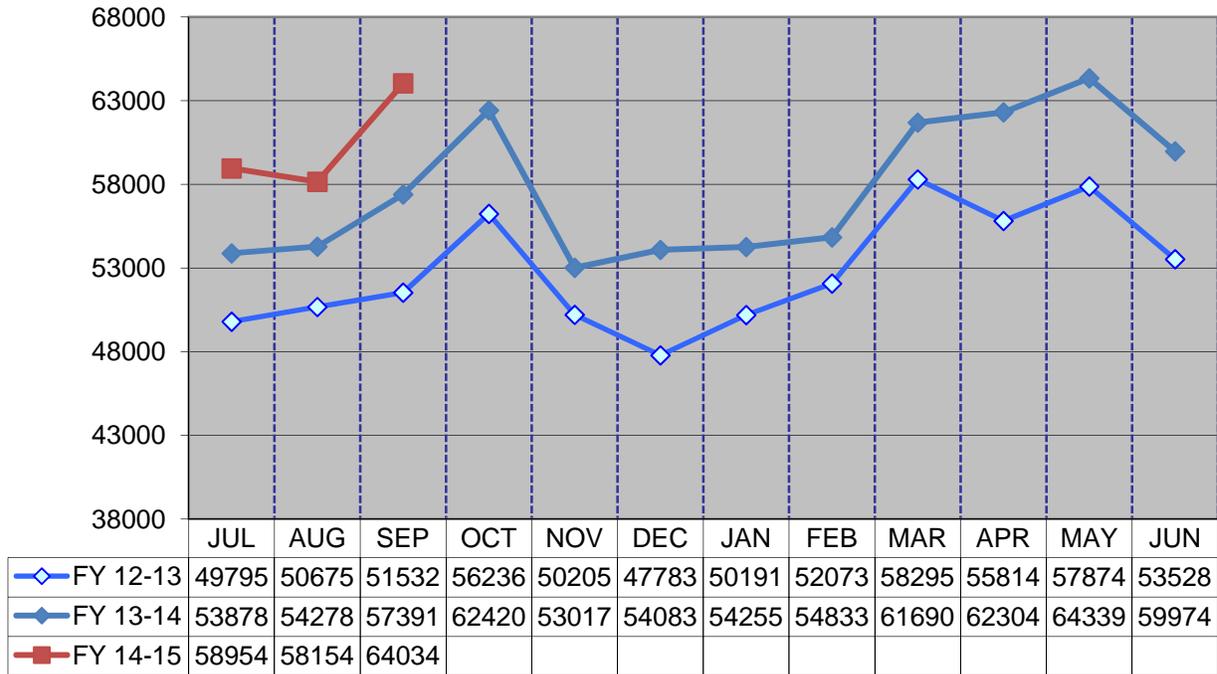
NUMBER OF RIDES COMPARISON CHART



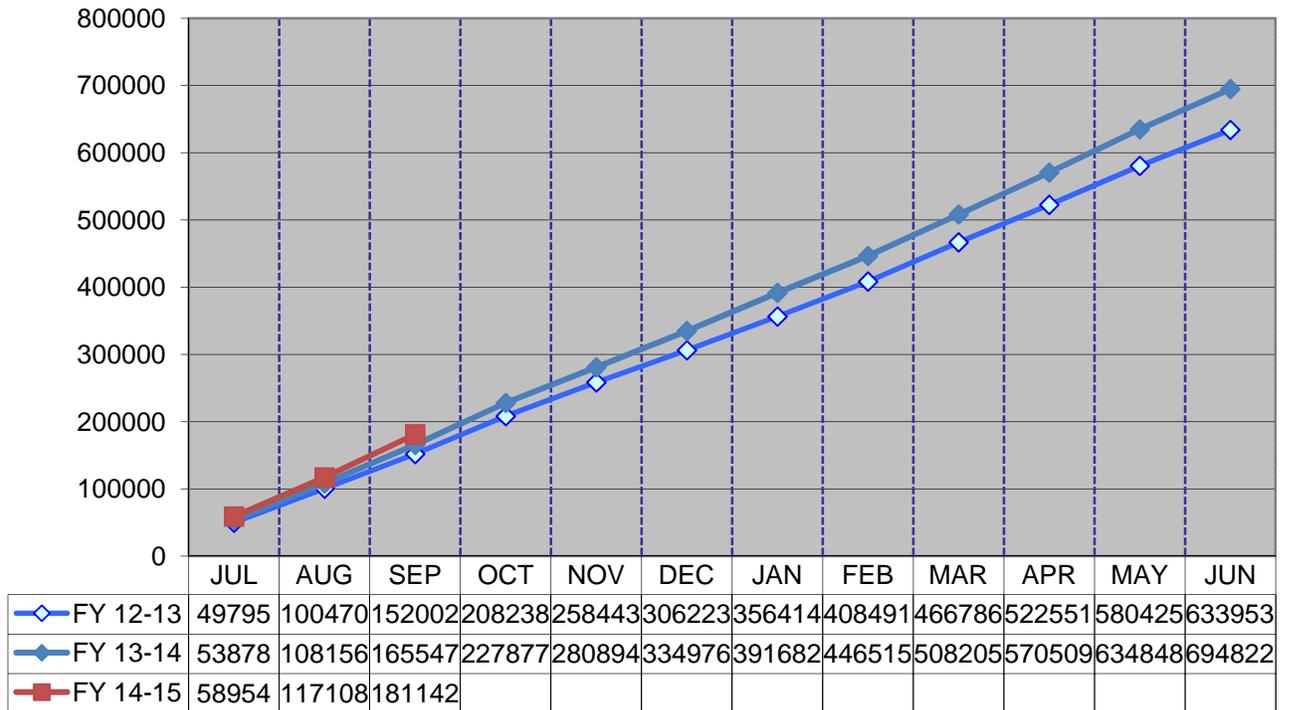
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Attachment D

MILEAGE COMPARISON



YEAR TO DATE MILEAGE COMPARISON CHART



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Attachment E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED	RESTRICTED	TEMPORARY	DENIED	TOTAL
		CONDITIONAL	TRIP BY TRIP			
OCTOBER 2013	59	0	0	1	0	60
NOVEMBER 2013	41	0	2	3	0	46
DECEMBER 2013	44	0	5	1	0	50
JANUARY 2014	60	0	2	8	0	70
FEBRUARY 2014	36	0	2	2	1	41
MARCH 2014	52	0	2	4	0	58
APRIL 2014	56	0	3	1	0	60
MAY 2014	27	2	2	1	1	33
JUNE 2014	45	1	3	5	1	55
JULY 2014	32	3	3	2	1	41
AUGUST 2014	52	6	4	0	0	62
SEPTEMBER 2014	62	0	9	3	0	74

Number of Eligible Riders for the month of September 2014 = 3449

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DATE: November 14, 2014
TO: Board of Directors
FROM: Carolyn Derwing, Schedule Analyst/Acting Planner
**SUBJECT: ACCEPT AND FILE SANTA CRUZ METRO'S SYSTEM RIDERSHIP
REPORTS FOR SEPTEMBER 2014**

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- This report contains ridership summaries and ridership statistics for Santa Cruz METRO fixed route bus service for the month of September 2014.
- System wide ridership was down 8.9% from September 2013.
- Hwy 17 Express was up 3.3% from September 2013.
- UCSC ridership was down 33.3% from September 2013.
- The late start of the 2014 – 2015 UCSC Academic Year, and the resulting lower UCSC ridership, has skewed the ridership data for the month of September 2014.

III. DISCUSSION/BACKGROUND

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

- A. Attachment "A" shows system-wide ridership statistics for September 2014 and compares them to the totals for September 2013. System-wide, September 2014 ridership was down 8.9% from the September 2013 ridership. Most of this decrease can be attributed to the fact that UCSC ridership was down significantly for the month of September (see Attachment B discussion below). Ridership for local service that did not include UCSC was actually up 2.5% for the month of September. There was also a 3.3% increase in Hwy 17 ridership for the month of September. The increase in Hwy 17 ridership can mostly be attributed to the fact that there was one more weekday in September this year than last year – weekday ridership tends to be quite a bit higher than weekend ridership.

This Report also compares "year to date" totals for FY15 as compared to FY14. Overall ridership for FY 15 is down 1.6% compared to the same time period in FY14. This includes a 1.9% decrease in local ridership as well as a 2.3% increase in Highway 17 ridership. Once again, the large decrease in UCSC ridership has affected a decrease in system-wide ridership.

B. Attachment “B” shows UCSC ridership statistics for September 2014 and compares them to the totals for September 2013. During the summer months, when UCSC is not in regular session, UCSC ridership drops dramatically. UCSC ridership was down 33.3% in September 2014 as compared to September 2013. Most of this decrease can be attributed to the late start date of the UCSC Academic Year. This year, the Fall Quarter did not begin until September 28th with classes starting on October 2nd. This is one of the latest start dates that UCSC has ever had. In 2014 there were only two school term service days in the month of September whereas in 2013 there were six school term service days. With an average weekday ridership of 11,000 – 12,000, the loss of four school term service days would have made a difference of approximately 44,000 - 48,000 passengers. Since ridership levels for UCSC are so high, the difference of a few days of service greatly affects the overall ridership statistics.

This report also compares UCSC “year to date” totals for FY15 as compared to FY14. Overall, UCSC ridership for FY15 is down 14% as compared to FY14. Once again, this decrease is attributed to the late start of the UCSC Academic Year. September is the first month of the METRO fiscal year with any school term service levels. The loss of four school term service days greatly impacts overall ridership statistics.

C. Attachment “C” shows Weekday, Saturday and Sunday ridership by route. Overall, weekday ridership was down by 5.9% from last year. Saturday ridership was down 16.8% and Sunday ridership was down 24.4%. Again, the overall low ridership is due to the late start of UCSC and the low UCSC ridership. Since UCSC provides such a larger percentage of METRO’s ridership, low UCSC ridership skews our overall ridership statistics. The Routes with the highest ridership for the month of September were the Route 71, the Route 35/35A and the Route 16. These three routes accounted for over 40% of all ridership for the month of September.

IV. FINANCIAL CONSIDERATIONS/IMPACT



Revenue derived from passenger fares and passes is reflected in the FY15 Revenue.

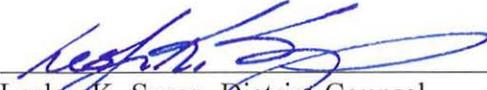
V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

- Attachment A:** Monthly Ridership Summary for September 2014
- Attachment B:** Monthly UCSC Ridership Summary for September 2014
- Attachment C:** Monthly Ridership by Route Report for September 2014

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Monthly Ridership Summary

SEPTEMBER 01, 2014 - SEPTEMBER 30, 2014

Calendar Operating Days

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

Bikes and Mobility Devices

	This Year	Last Year
Bikes	16,742	17,162
Mobility Dev.	2,396	2,298

Monthly System Totals

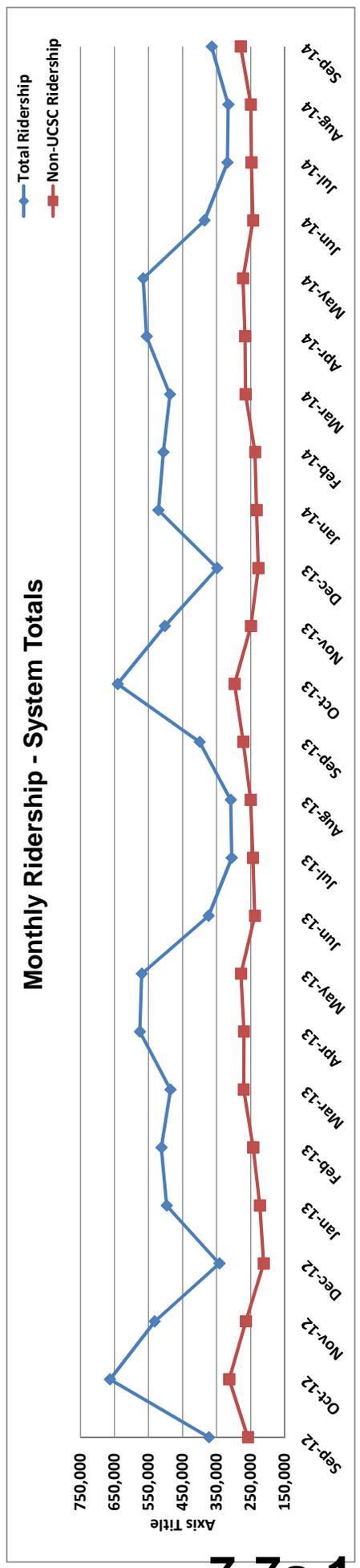
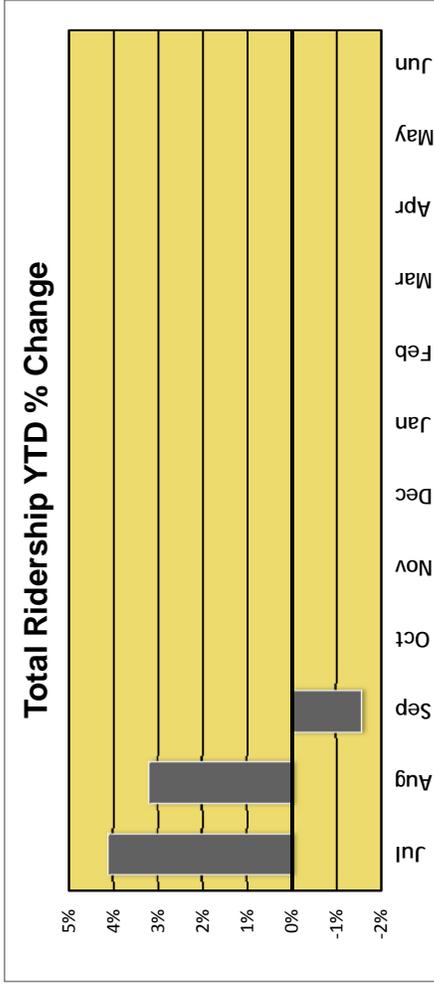
	Monthly Totals		
	This Year	Last Year	Difference
Local Fixed Route	332,940	369,406	-36,466
AMTRAK/Highway 17 Express	31,460	30,463	997
System Total	364,400	399,869	-35,469

System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	Difference	This Year	Last Year	Difference	This Year	Last Year	Difference
Local Fixed Route	12,523	14,119	-1,596	7,223	8,809	-1,586	7,138	7,536	-399
AMTRAK/Highway 17 Express	1,191	1,155	36	690	700	-10	626	681	-55
System Total	13,714	15,274	-1,560	7,912	9,508	-1,596	7,763	8,217	-454

	Year to Date Totals		
	This Year	Last Year	Difference
Local Fixed Route	907,024	924,873	-17,849
AMTRAK/Highway 17 Express	91,495	89,397	2,098
System Total	998,519	1,014,270	-15,751

Attachment A



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UCSC Ridership Summary

SEPTEMBER 01, 2014 - SEPTEMBER 30, 2014

Calendar Operating Days

	This Year	Last Year
School Term Days	2	6
Weekdays	22	21
Weekend Days	8	9

UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$98,454.48	\$148,598.09	-\$50,143.61	-33.7%
Staff Billing	\$17,730.32	\$16,665.51	\$1,064.81	6.4%
Route 20D Service	\$892.32	\$1,929.31	-\$1,036.99	-53.7%
Total	\$117,077.12	\$167,192.91	-\$50,115.79	-30.0%

UCSC Monthly System Totals

	Monthly Totals			
	This Year	Last Year	% Change	
Students	72,393	115,064	-42,671	-37.1%
Staff & Faculty	13,037	12,950	87	0.7%
Total	85,430	128,014	-42,584	-33.3%

UCSC System Daily Averages

	School Term Days			
	This Year	Last Year	% Change	
Students	10,350	11,326	-976	-8.6%
Staff & Faculty	619	614	5	0.8%
Total	10,968	11,939	-971	-8.1%

Year to Date Totals

	This Year	Last Year	Difference	% Change
Students	182,036	211,675	-29,639	-14.0%
Staff & Faculty	40,210	36,881	3,329	9.0%
Total	222,246	248,556	-26,310	-10.6%

Weekdays

	This Year	Last Year	Difference	% Change
Students	2,575	4,231	-1,656	-39.1%
Staff & Faculty	536	543	-7	-1.4%
Total	3,111	4,774	-1,663	-34.8%

Weekend Days

	This Year	Last Year	Difference	% Change
Students	1,967	2,912	-945	-32.5%
Staff & Faculty	156	171	-15	-8.9%
Total	2,123	3,083	-960	-31.2%

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Attachment C

Ridership by Route

SEPTEMBER 01, 2014 - SEPTEMBER 30, 2014

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	8,467	385	609	152	1,043	261	10,119
15	UCSC via Laurel West	2,910	132					2,910
16	UCSC via Laurel East	29,284	1,331	3,822	956	4,444	1,111	37,550
19	UCSC via Lower Bay	18,400	836	2,077	519	2,702	676	23,179
3	Mission/Beach	3,594	163	179	45	166	42	3,939
4/4W	Harvey West/Emeline	3,949	180	102	26	121	30	4,172
6	Broadway/Frederick	556	25					556
8	Emeline	79	4					79
12A	UCSC East Side District	25	13					25
20	UCSC via West Side	9671	440	1,379	345	1,529	382	12,579
20D	UCSC via West Side Supp.	1,170	585					1,170
30	Graham Hill/Scotts Valley	752	34					752
33	Lompico SLV/Felton Faire	340	16					340
34	South Felton	99	5					99
35/35A	Santa Cruz/Scotts Valley/SLV	31,082	1,413	3,607	902	3,123	781	37,812
40	Davenport/North Coast	2,151	98	72	18	79	20	2,302
41	Bonny Doon	1,406	64	40	10	28	7	1,474
42	Davenport/Bonny Doon	247	11	41	10	50	13	338
54	Capitola/Aptos/La Selva Beach	230	10	56	14	61	15	347
55	Rio Del Mar	4,041	184					4,041
56	La Selva Beach	558	25					558
66/66N	Live Oak via 17th	11,032	501	1,604	401	1,337	334	13,973
68	Like Oak via Broadway/Portola	7,250	330	1,121	280	1,005	251	9,376
69A	Capitola Road/Watsonville	16,730	760	2,615	654	2,208	552	21,553
69W	Cap. Road/Cabrillo/Watsonville	23,582	1,072	2,986	747	2,424	606	28,992
71	Santa Cruz to Watsonville	58,284	2,649	6,993	1,748	6,644	1,661	71,921
72	Corralitos	4,206	191					4,206
74	Ohlone Parkway/Rolling Hills	2,348	107	227	57	164	41	2,739
75	Green Valley Road	5,955	271	1,033	258	1,099	275	8,087
77	Civic Plaza / Pajaro	843	38					843
79	East Lake	2,188	99	215	54	222	56	2,625
91x	Santa Cruz/Watsonville Express	24,006	1,091					24,006
	Santa Cruz County Fair Service	65	65	112	112	101	101	278
Hwy 17	AMTRAK/Hwy 17 Express	26,199	1,191	2,758	690	2,503	626	31,460
Monthly Total		301,699	13,714	31,648	7,912	31,053	7,763	364,400
Previous Year		320,752	15,274	38,033	9,508	41,084	8,217	399,869
% Change		-5.9%	-10.2%	-16.8%	-16.8%	-24.4%	-5.5%	-8.9%

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DATE: November 14, 2014
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR NOVEMBER 2014

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding for more than 30% of its FY15 operating revenue and 96% of its FY15 capital budget.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Santa Cruz METRO has active grant awards totaling \$38,115,803.
- Santa Cruz METRO staff is developing new applications totaling \$6,956,743 for new projects.

III. DISCUSSION/BACKGROUND

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

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



IV. FINANCIAL CONSIDERATIONS/IMPACT

Active grant awards for operating and capital projects total \$38,115,803, an increase of approximately \$450,000 from October due to the new grant award of FY13 FTA 5339 formula capital from the application.

The unspent balance of active grants is \$26,188,492, increased by approximately \$450,000 by the addition of the executed FY13 FTA formula capital grant (above) which has had no drawdowns. Please see Attachment A.

Current grant applications request \$6,956,743, a decrease of approximately \$450,000 due to the FY13 FTA formula capital application moving to the active grants list. Please see Attachment B.

V. ALTERNATIVES CONSIDERED

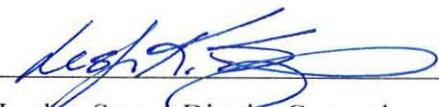
There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A: Santa Cruz METRO Active Grants Status Report as of November 3, 2014

Attachment B: Santa Cruz METRO Grant Applications as of November 3, 2014

APPROVED:



Leslyn Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

Santa Cruz METRO
Active Grants as of November 3, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
1	FY13 Transit Security Projects Expiration: 3/31/16	Video Surveillance and Lighting at remaining METRO Facilities	\$ 440,505	\$ 279,521	\$ -	Fiber optic cable installed from Watsonville Transit Center to Watsonville trunk line junction at the City Hall parking deck. \$ Grant Balance as of 11/3/14.
2	FY12 Transit Security Projects Expiration: 3/31/15	Land Mobile Radio system	\$ 440,505	\$ 333,439	\$ -	Day Wireless is under contract to install land-mobile radio system by 2/4/15. Anticipated delay in obtaining lease agreement from CDF/COF will require a contract extension. Grant Expires 3/31/15. \$ Grant Balance as of 11/3/14.
3	FTA 5309 State Good Repair grant for Buses and Mobile Data Computers Expiration: None	Purchase 6 new CNG replacement buses; purchase 42 Mobile Data Computers for ParaCruz	\$ 2,814,538	\$ 2,477	\$ 79,551	Buses and MDCs Delivered and Paid. Remaining tasks include GPS completion, outstanding Trapeze invoice for PaaraCruz. 6 NewFlyer Buses are in service. Remaining balance of approximately \$27,000 will be used for spare parts. The Project will be completed no later than 12/31/14. \$ Grant Balance as of 11/3/14
4	FY11 MBUAPCD AB2766 Expiration: 2/11/16	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ -	\$ -	Grant expended. METRO Staff is seeking direction for the Air District to close this project.
5	FY 11/12 Proposition 1B - State and Local Partnership Program (SLPP) Expiration: 12/11/15	CTC	\$ 5,812,000	\$ 3,171,876	\$ 3,171,876	CTC approved \$5.812 M allocation 8/22/12 for construction of Judy K. Souza Operations Building. Lewis C. Nelson is installing retaining walls and preparing to surface the operating tarmac. Grant Balance as of 11/3/14.

Attachment A

Santa Cruz METRO
Active Grants as of November 3, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
6	FY10 - 13 PTMISEA funds (Public Transportation Modernization, Infrastructure and Service Enhancement Act) Expiration: 6/30/17	MetroBase development, Judy K. Souza Operations Facility	\$ 12,010,147	\$ 8,112,051	\$ -	PTMISEA funds through FY13 are for the MetroBase phase II project, JKS Operations Facility including the temporary operating facility. \$ Grant Balance as of 11/3/14.
7	Pacific Station Design Engineering FTA 5309 Expiration: None	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 114,909	\$ 28,727	Group 4 and METRO presented design alternatives at 60% completion. BOD authorized a \$37,111 contract amendment to add services for both the existing and expanded sites through 100% completion. Final presentation for BOD selection of a preferred alternative tentatively scheduled for 12/12/14. Grant Balance as of 11/3/14.
8	Pacific Station Design Engineering FTA 5309 Expiration: 9/30/15	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 279,448	\$ 69,862	Group 4 and METRO presented design alternatives at 60% completion. BOD authorized a \$37,111 contract amendment to add services for both the existing and expanded sites through 100% completion. Final presentation for BOD selection of a preferred alternative tentatively scheduled for 12/12/14. Expires 9/30/15. Grant Balance as of 11/3/14.

Attachment A

Santa Cruz METRO
Active Grants as of November 3, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
9	FY14 FTA 5304 Planning Internship Expiration: 8/31/16	Hire a student intern to gain experience in public transit planning.	\$ 40,281	\$ 33,692	\$ 4,365	Caltrans awarded Internship grant 8/13/13 for \$40,281. METRO is recruiting 2 more interns to complete the project. \$ Grant Balance as of 11/3/14.
10	FY14 Caltrans FTA 5304 Planning Grant Expiration: unknown	METRO assistance to RTC Passenger Rail Study.	\$ 18,000	\$ 16,270	-	RTC pass-through from Caltrans \$250,000 feasibility study. At the 9/4/14 RTC meeting, Fehr & Peers presented scenarios and metrics for evaluation. RTC staff completed initial public outreach. Final report by 6/15/15. \$ Grant Balance as of 11/3/14.
11	2014 Regional Surface Transportation Program (RSTP) Expiration: 6/30/15	Mainline Routes Run-Time Recalibration	\$ 30,000	\$ 15,385	-	Project began on 3/17/14. Planning will conduct 2nd round of time check surveys and recommend changes to the board in January. \$ Grant Balance as of 11/3/14.
12	2014 Surface Transportation Improvement Program (STIP) Expiration: 2/20/15	ParaCruz Van Replacements	\$ 345,000	\$ 345,000	\$ 86,000	Caltrans executed a Program Supplement with METRO for \$345,000 on 9/25/14 for ParaCruz van Replacements. METRO must obligate funds with a purchase contract by 2/20/15. Procurement is initiating a buy from the State contract. \$ Balance as of 11/3/14.
13	FY15 TDA/STA Operating Assistance Expiration: None	FY15 TDA/STA Operating Assistance.	\$ 9,067,527	\$ 7,473,125	\$ 7,473,125	RTC Resolution approved TDA/STA claim on 5/1/14 for operating revenue. RTC paid the first quarter revenue from TDA account. \$ Grant Balance as of 11/3/14.

Attachment A

Santa Cruz METRO
Active Grants as of November 3, 2014

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Local Share	Grant Status
14	Feasibility Study of Downtown Circulator (Santa Cruz) Expiration: 6/30/17	Grant for a consultant feasibility study of downtown circulator with consideration of electric buses in Santa Cruz.	\$ 74,749	\$ 74,749	\$ 9,684	Grant was awarded 5/28/14. Project will kick-off January 2015. \$ Grant Balance as of 11/3/14.
15	FY15 Caltrans FTA 5304 Planning Grant pass-through to METRO. Expiration: 3/3/17	METRO assistance to RTC User-Oriented Transit Travel Planning Project.	\$ 4,338	\$ 4,338	-	RTC Project Manager has not initiated the project. METRO to be reimbursed \$4,338 for up to 100 staff hours. \$ Grant Balance as of 11/3/14.
16	FY14 FTA 5307 Urbanized Area Formula Funds Grant Executed 9/26/14	FY14 Urban Operating Assistance	\$ 5,478,097	\$ 5,478,097	-	Grant executed 9/26/14. Staff willdrawdown ASAP.
17	2013 FTA 5339 Formula Funds Expires: 9/30/16	Rolling Stock	\$ 454,116	\$ 454,116	\$ 112,981	Caltrans executed a Supplemental Agreement with METRO on 10/22/14.
		Total	\$ 38,115,803	\$ 26,188,492	\$ 10,923,190	

Attachment B

Santa Cruz METRO
Applications as of November 3, 2014

#	Application Date	Grant	Description	\$ Grant	Local Share	Funding Source	Status of Award
1	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Joint project w/Monterey Salinas Transit to study feasibility of operating Buses on Highway 1 road shoulder, subject to Board approval. \$8.3M statewide	\$ 209,473	\$ 27,140	FY15 FTA 5304	Caltrans, CHP, METRO, AMBAG, MST partnership submitted the application 10/31/14.
2	10/31/2014	FY15/16 Caltrans Sustainable Transportation Planning	Study feasibility of operating Bus Rapid Transit (BRT) on the RTC Rail right-of-way. \$8.3M statewide	\$ 218,520	\$ 28,635	FY15 FTA 5304	METRO submitted the application 10/31/14.
3	7/14/2014	FY15 PTMISEA Award/Payment Anticipated: December 2014 Anticipated Expiration: 6/30/17	Funds allocated to Pacific Station subject to Board approval.	\$ 5,875,978	\$ -	Proposition 1B	Caltrans will disburse payments in December with ~ \$55,000 added from Caltrans unspent overhead.
4	5/12/2014	FY14 FTA 5311 Rural Area formula Operating Assistance Award Anticipated: September 2014	Operate Rural Service in Santa Cruz County	\$ 212,267	\$ 275,112	FTA 5311	Application submitted to Caltrans 5/12/14. No contract agreement as of 11/3/14.
5	1/15/2014	FY14 Transit Security Projects Award Anticipated: October 2014	Comprehensive Security and Surveillance	\$ 440,505	\$ -	FY14 CTSGP funds from Cal-OES	Received Notice of Project Eligibility on 1/27/14. Financial Management Forms Workbook to be submitted. This is an advance payment grants.
			Total	\$ 6,956,743	\$ 330,887		

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DATE: November 14, 2014
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent, METRO
**SUBJECT: ACCEPT AND FILE QUARTERLY ACCESSIBLE SERVICES REPORT
FOR JULY, AUGUST & SEPTEMBER 2014**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Accessible Services Reports for the months of July, August and September 2014.

II. SUMMARY OF ISSUES

- These Accessible Services Reports track activity of METRO's Accessible Services Program (AS) for the months of April, May and June 2014.
- The Accessible Services Coordinator (ASC) provides ongoing outreach to the disability and senior/older adult communities to promote METRO bus use and accessibility. ASC services include METRO's Accessible Services Program and group orientations using METRO services and outreach to community groups.
- The ASC participates in METRO staff training and policy review regarding accessibility.
- The ASC represents METRO on outside Committees and Commissions.

III. DISCUSSION/BACKGROUND

The ASC's daily responsibilities are broken out into four categories as follows:

1. Mobility training that is customized support to allow access to METRO services.
2. Community outreach to promote METRO bus use and accessibility.
3. Participation in METRO staff training and policy review regarding accessibility.
4. Provides METRO representation on outside Committees and Commissions.

1. Mobility Training that is customized support to allow access to METRO services 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. An Assessment typically takes two to four hours.
- **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. Trip planning sessions typically take one to four hours.

- **Boarding/Disembarking Training:** Practice to board, be secured, and disembark (get off) METRO buses. This training is requested by persons using walkers, wheelchairs, scooters and service animals. The ASC coordinates the training session with the Operations Department to arrange working with an operator and an 'out of service' fixed route bus. Boarding/Disembarking Training typically 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.

2. **Ongoing community outreach to promote METRO bus use and accessibility includes:**

- Set up and carry out class and group orientation to ride the bus: The ASC works with teachers, counselors, activity coordinators, and residents who request orientations for groups. After being introduced to Metro services by the ASC, the ASC facilitates groups in setting up field trips to ride buses together, receiving orientations at various destinations, including the Santa Cruz METRO Center and the Capitola Mall. The ASC provides guidance in obtaining Discount Fare Cards and other tools to encourage bus use.
- The ASC regularly attends meetings – such as the Santa Cruz County Seniors Commission and Commission on Disabilities – where transportation issues affecting older adults and people with disabilities are discussed and acted upon.
- The ASC is also invited to speak to other community groups to promote METRO and its accessibility. ASC time spent for each meeting may include preparation such as Agenda review, research on meeting topics, and assembling handouts. After attending the meeting, follow up activity may include reports on the meeting, individual information requests and referrals for Mobility training and further outreach.

3. **Participation in METRO staff training and policy review regarding accessibility includes:**

- The ASC assists in specialized training sessions with newly hired Operators, for example, the 'Securement Testing' for new Operators.

4. **Provides METRO representation on outside Committees and Commissions.**

- The ASC attends regular committee and commission meetings, such as the Santa Cruz County Commission on Disabilities and the Elderly and Disabled Transportation Advisory Committee as a METRO Representative. This includes all sub-committees of the committees/commissions.

IV. **FINANCIAL CONSIDERATIONS/IMPACT**



The August 27, 2014 Boarding/Disembarking Training took three hours, at an approximate fixed route operator cost (\$51 X 3 hours) of \$153 plus the marginal cost for the bus.

The ASC provided a total of 5 day passes to different trainees, to complete route training sessions during the months of July, August and September 2014. The value of a day pass is \$6.00 each; total amount for day passes was \$30.00.

V. **ATTACHMENTS**

- Attachment A:** Accessible Services Report for July 2014
Attachment B: Accessible Services Report for August 2014
Attachment C: Accessible Services Report for September 2014

7-9.3

APPROVED:



April Warnock, Paratransit Superintendent



Ciro Aguirre, Operations Manager

Alex Clifford, CEO/General Manager

Attachment A

Board of Directors
Board Meeting of November 14, 2014

Accessible Services Report for July 2014

NOTE: TR is a generic reference for "Trainee" and the associated number is a unique identifier for each new trainee. This method is used in order to respect the confidentiality of the trainees.

Mobility training that is customized support to allow access for METRO services

- July 1- TR21 was referred by a therapist to ParaCruz. METRO's Eligibility Coordinator referred TR21 to METRO's Accessible Services Program via email for a mobility training assessment prior to scheduling a paratransit interview/assessment. An assessment was arranged for July 15. (1 hour)
- July 2- TR19 requested travel training between a residence on Capitola Road and a doctor's office at 550 Water Street. The ASC determined the most direct bus routing, the closest bus stop and pre-travelled round trip between Santa Cruz METRO Center, TR19's residence and the doctor's office. Total time for route check was 2 hours (3:00-5:00).
- July 3- TR19 and the ASC travelled round trip between TR19's Capitola Road residence and doctor's office at 550 Water Street. Travel training was conducted upon buses serving Route 66 in both directions (9:45-1:45). Travel time for the ASC was 1 hour.
- July 8- ASC met TR19 at a residence on Capitola Road for a trip planning session. The session included review of past bus rides, and a discussion of paths of travel to other destinations with a focus on TR19's level of stamina for bus travel (12:00 – 2:00). ASC travel time was 1 hour. Total time for the pre-travel trip, training, the trip planning session, written summaries and file updates for TR19 was 14 hours.
- July 10- Staff at the Homeless Services Center referred TR22, who showed interest in METRO's Mobility Training Program. On July 15, at an outreach event at the Homeless Services Center the ASC answered questions from TR22 and three other persons served by the Center, as described in the Outreach section of this report. Total time for the referral, the outreach event was 3 hours. ASC travel time was 1 hour.
- July 15- The ASC assessed TR21 outside a Santa Cruz residence (1:00-2:45). TR21 occasionally uses a mobility aid and has balance issues. By July 22, after follow-up emails between TR21 and the ASC, TR21 decided paratransit was the safest travel option for now. Total time for referral, assessment, and written summary for TR21 was 6 hours. ASC travel time was ½ hour.

Attachment A

Board of Directors
Board Meeting of November 14, 2014

- July 22- TR20 self-refers for route training with a walker. The referral and follow-up research on walkers took 2 hours.
- July 29- TR20 is assessed at Erik's Deli, in Watsonville at Main and Green Valley (10:00-12:00). TR20 requested trip-planning to set up route training to destinations new for TR20. Total time for the referral, assessment, and written summary for TR20 was 6 ½ hours. ASC Travel time was 1½ hours.
- July 31- A referral from a METRO Customer Service Representative arrived at Pacific Station requesting an unscheduled meeting on July 31 (12:15-1:15). The topics of the meeting were a review of bus schedules and possible future trip planning. The person inquired how to use a METRO ParaCruz ID Card to obtain a discounted fare on fixed route. The person did not request mobility training. Total time for the referral and meeting was 2 hours. There was no travel time involved.
- During July the ASC reviewed files for TR1, TR2 and TR3, TR4, TR5, TR6, TR7, TR10, TR13, TR15, TR16 and TR 17. Total time to be thorough in these file reviews, was 11.50 hours. The ASC divided the files into 'closed', 'non-active', and 'active' categories, in order to reduce the amount of time the ASC spends on file review in the future.
- During July the ASC closed files for TR14 and TR18: These trainees had completed route training and had not requested additional assistance for at least one month. Total time to close their files was 3 ½ hours.
- The amount of time dedicated to training sessions and follow up activity for the activities noted above is approximately 49 ½ hours. The ASC will continue to work with his supervisor to categorize and track this activity in greater detail in future reports.
- Tracking of scheduled appointments vs. cancelled:
Appointments scheduled on July 1, July 7, July 10, July 14 and July 22

The appointment on July 14 was cancelled and rescheduled as an outreach event at the Homeless Services Center on July 15.

Attachment A

Board of Directors
Board Meeting of November 14, 2014

Community outreach to promote METRO bus use and accessibility

- July 9- Pajaro Valley Unified School District (PVUSD) Job Club at The Towers, Watsonville: The ASC explained to six students and three staff persons, including Career Development Specialist Ms. Butterworth, how the METRO bus service assists job searches. METRO's Headways was reviewed, and the Job Club used a projection of the METRO web page to demonstrate how to access Google Transit and plan a trip. The ASC answered questions on bus connections and discount fares (10:00-12:00). ASC round trip travel time was 2 hours.
- July 15- Homeless Services Center, Santa Cruz: The ASC met with four residents, including TR22, to discuss METRO's Accessibility Services Program, METRO's Headways bus schedules and discount fare (10:00-12:00). ASC travel time between the Santa Cruz Metro and the Homeless Services Center was 1 hour.
- Throughout July, the ASC communicated with approximately 20 individuals in person and/or over the phone. Most contacts regarded meeting follow up, training and trip planning.

Staff training and policy review regarding accessibility

- None

Provides METRO representation on outside Committees and Commissions.

- July 24- Commission on Disabilities meeting at the Regional Transportation Commission (RTC) conference room in Santa Cruz: The ASC confirmed to the eight persons present, including Commission Chair Ms. Saldana, that METRO's CEO Mr. Clifford would be attending the next Commission meeting to discuss METRO's Short Range Transit Plan. (12:30-2:30). ASC round trip travel time between Santa Cruz Metro and the meeting site was ½ hour.

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Attachment B

Board of Directors
Board Meeting of November 14, 2014

Accessible Services Report for August 2014

NOTE: TR is a generic reference for "Trainee" and the associated number is a unique identifier for each new trainee. This method is used in order to respect the confidentiality of the trainees.

Mobility training that is customized support to allow access for METRO services

- August 5- TR24 was referred from METRO's Eligibility Coordinator and scheduled for an assessment on August 7. The assessment took place at TR24 residence (3:00-5:00). Prior to the assessment, the ASC checked for the safest path of travel to the nearest bus stop, and pre-travelled between the residence and METRO's Pacific Station. As TR24 did not request mobility training by August 19, the file was updated and inactivated. (1 hour) Total time for the referral, assessment, and inactivation of file was 4 hours. ASC travel time was 2 hours.
- August 19- TR25 self-referred for an assessment with a new wheelchair. TR25 had participated in mobility training with METRO in 2003 and 2006, with previous mobility devices. The ASC met TR25 at TR25's Capitola home for an assessment that included practice steering, turning and parking the new wheelchair. Total time for the referral, assessment, and the written summary was 5 hours. ASC travel time was 1 hour.
- August 20- TR26 was referred by Career Development Specialist Ms. Butterworth on August 11. TR26 requested route training between home and a worksite. TR26's assessment began at Cassidy's Pizza in Watsonville. TR26 and the ASC and TR26 practiced round trip bus rides between Main at Pennsylvania and Freedom Blvd. at Corralitos Road bus stops (1:00-4:00), in anticipation of TR26 starting part time employment. Total time for the referral, assessment, the route training, and written summary was 11 ½ hours. ASC travel time was 5 hours.
- August 21- TR20 completed route training with the ASC (9:45-13:45). TR20 rode with a walker on Routes 68, 55 and 69A. TR20 and the ASC travelled round trip between Santa Cruz METRO Center and La Selva Beach, to pass by destinations chosen by trainee. TR20 indicated contact with the ASC would be made if further training was needed. Total time for set up, route training, written summary, and inactivation of file was 9 hours. There was no travel time for the ASC.

Attachment B

Board of Directors
Board Meeting of November 14, 2014

- August 27- TR25 completed boarding and disembarking training with a new wheelchair (10:30-12:30). The practice took place on Lane 2 at the Capitola Mall. TR25 worked with the ASC, one operator and one Low Floor bus. (3 hours) Total time for the training and written summary was 5 hours. ASC travel time between Santa Cruz and Capitola was approximately 1 hour.
- August 29- TR27 was referred by school counselor Ms. Wilcox. TR27 was assessed and travelled on the 91X route with the ASC on a round trip between Water at Ocean Street bus stops and Cabrillo College bus stops. This route was practiced in anticipation of TR27 attending Cabrillo College classes. Total time for the referral, assessment and written summary was 3 ½ hours. ASC travel time was ½ hour.
- The ASC inactivated files for TR21 (40 minutes), TR22 (40 minutes), and TR25 (40 minutes), after receiving no requests for further assistance. Total time for these activities was 3 hours.
- The amount of time dedicated to training sessions and follow up activity for all activities noted above is approximately 50 hours. The ASC will continue to work with his supervisor to categorize and track this activity in greater detail in future reports.
- Tracking of scheduled appointments vs. cancelled:
Appointments scheduled on August 5, August 11, August 15 and August 18
Two appointments cancelled and not rescheduled.

Community outreach to promote METRO bus use and accessibility

- Throughout August, the ASC communicated with approximately 28 individuals in person and/or over the phone. Most contacts regarded training, meeting follow up and trip planning.

Staff training and policy review regarding accessibility

- August 1- The ASC reviewed draft revisions to the METRO Discount Fare Program and recommended that one question be deleted. The suggestion was accepted by METRO staff during the Elderly and Disabled Transportation Advisory Committee meeting on August 5.

Attachment B

Board of Directors
Board Meeting of November 14, 2014

Provides METRO representation on outside Committees and Commissions.

- August 5- Elderly and Disabled Transportation Advisory Committee (E&DTAC) meeting was held in the Regional Transportation Commission (RTC) conference room in Santa Cruz. Vice Chair Ms. Brooks led discussion for eight other committee members, visiting METRO District Counsel Ms. Syren and three other persons on topics including draft revisions to the METRO Discount Fare Program, An inspection of paratransit vehicles being considered for purchase was conducted. Committee members approved two support letters for METRO, one supporting the revised Discount Fare Program and the second letter supporting the paratransit vehicles METRO may possibly purchase (1:00-3:30). ASC round trip travel between Santa Cruz Metro and the meeting site took ½ hour.
- August 14- A Commission on Disabilities meeting was held in the RTC conference room in Santa Cruz: METRO CEO Mr. Clifford and Senior Planner Mr. Friedrich described METRO's Short Range Transit Plan and answered questions from Commissioners. Concerns were expressed about possible changes to the spacing of bus stops and the possibility that bus stops would be removed. (12:30-2:30). ASC round trip travel time between Santa Cruz Metro and the meeting site was ½ hour.

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Attachment C

Board of Directors
Board Meeting of November 14, 2014

Accessible Services Report for September 2014

NOTE: TR is a generic reference for "Trainee" and the associated number is a unique identifier for each new trainee. This method is used in order to respect the confidentiality of the trainees.

Mobility training that is customized support to allow access for METRO services

- September 10- TR28 contacted the ASC to request a route training session. TR28 was referred by a Pajaro Valley Unified School District (PVUSD) Job Club counselor (1 hour).
- September 11- Route training begins outside TR28's home in Watsonville. TR28 and the ASC used a safe path of travel to reach the Watsonville Transit Center. The Route 71 was used for travel to the Green Valley Road at Freedom Blvd bus stop. TR28 guided the ASC to the Job Club classroom. Route 71 was used to return to the Watsonville Transit Center to conclude this route training session (10:00-1:45). Total time for referral, route training and a written summary was 6¾ hours. ASC travel time from Santa Cruz Metro to TR28's home and from the Watsonville Transit Center to the Santa Cruz Metro was 2 ½ hours.
- September 15- TR29 referred self-referred for route training to travel from a skilled nursing facility (SNF) to specifically chosen destinations. A route training session was scheduled for September 19. (½ hour).
- September 16- Counselor Ms. Nargi-Brown referred high school senior TR30 for route training to enable TR30 to travel by bus to and from a worksite. An assessment was scheduled for September 17. (1 hour).
- September 17- The ASC checked for the safest paths of travel in Felton where TR30 has applied for part time employment (12:30-1:30). The ASC met TR30 at San Lorenzo Valley High School to conduct an assessment (2:00-3:00). Total time for referral, safety check, and assessment was 3 hours. ASC travel time between Santa Cruz Metro and San Lorenzo Valley High School was 1½ hours.
- September 18- TR31 contacted the ASC for route training. TR31 is a METRO ParaCruz eligible passenger who would like to have the option of using the fixed route bus for regular trips to a work site. An assessment was scheduled for September 24. (1 hour).
- September 19- TR29 and the ASC completed several route trainings between TR29's SNF residence and specific destinations chosen by TR19. Routes 71, 19, 20, 69A and 68 were utilized to travel to the Santa Cruz Municipal Wharf, King's Plaza Shopping Center, and the Santa Cruz Metro Center. (11:00-6:15).

Attachment C

Board of Directors
Board Meeting of November 14, 2014

ASC travel time round trip between Santa Cruz Metro Center and the SNF was 1 ½ hours.

- September 24- The ASC met TR31 at a High Street residence in Santa Cruz for an assessment (10:00-12:00). ASC round trip travel time between METRO and High Street was 1 hour.
- September 25- The METRO Security & Risk Administrator referred a person for boarding and disembarking training. In 2003, the same person was referred for boarding and disembarking training but declined participation in the program. (1 hour).
- The amount of time dedicated to training sessions and follow up activity for the activities noted above was approximately 28 hours.
- Tracking of scheduled appointments vs. cancelled:
Appointments set on September 10, September 15, September 16 and September 18. No appointments cancelled.

Community outreach to promote METRO bus use and accessibility

- September 9- Santa Cruz County Fair- The ASC promoted METRO's Accessible Services Program on the opening day, which was designated as Seniors Appreciation Day, by distributing Headways and Stokes Straps and answering questions on METRO accessibility (1:00-4:00). ASC travel time between Santa Cruz METRO and the County Fairgrounds was 3 hours.
- September 12- Pajaro Valley High School Life Skills Class Orientation- the ASC presented METRO's Accessible Services Program to 14 students, teacher Ms. Beltran, three aides and Workability Counselor Ms. Kruller. Orientation included the ASC's overview of METRO bus service, using a projection of METRO's web site to plan a trip and answering questions. The ASC distributed several Headways and the Discount Fare Certification Form (1:30-3:00). ASC travel time between Santa Cruz METRO and Pajaro Valley High School was 2 ¼ hours.
- September 30- UCSC Disabled Students Resource Fair- the ASC interacted with Disability Resource Center staff including Director Ms. Church, met the Department of Rehabilitation Senior Rehabilitation Counselor Ms. Wist and answered questions from approximately 30 students on where METRO could transport them to, how to access the Highway 17 Express and what Stokes Straps are. (11:30-3:30). ASC round trip travel time between METRO and UCSC was 50 minutes.

Attachment C

Board of Directors
Board Meeting of November 14, 2014

- Throughout September, the ASC communicated with approximately 29 individuals in person and/or over the phone. Most contacts happened during outreach and confirmed or followed up training activity.

Staff training and policy review regarding accessibility

- September 15- Preparatory meeting for discussion of METRO's Ticket Vending Machine (TVM) accessibility was held in the Pacific Station Conference Room at METRO's Pacific Station- The status of anticipated future improvements for METRO's TVM's was discussed (10:00-11:15). ASC preparatory time before the meeting, the meeting, and follow up emails took approximately 2 ½ hours.

Provides METRO representation on outside Committees and Commissions.

- September 18- Commission on Disabilities meeting was held at the Santa Cruz Community Credit Union in Santa Cruz: The ASC described and circulated the latest edition of Headways, and highlighted the front page and its companion text that invited the public to receive METRO alerts via email and text. (12:30-2:30). Besides the ASC there were six other Commissioners, Coordinator Ms. Thuerwachter and four members of the public present. ASC round trip travel time between METRO and the Credit Union was 15 minutes.

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DATE: November 14, 2014
TO: Board of Directors
FROM: Erich R. Friedrich, Sr. Transportation Planner

SUBJECT: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR CONSTRUCTION TO COMPLETE BUS STOP IMPROVEMENTS AT GREEN VALLEY ROAD AND AIRPORT BOULEVARD IN WATSONVILLE

I. RECOMMENDED ACTION

Authorize the Purchasing Manager to issue a formal Invitation for Bids for Construction to Complete Bus Stop Improvements at Green Valley Road and Airport Boulevard in Watsonville.

II. SUMMARY

- The bus stop located at Green Valley Road and Airport Boulevard in Watsonville requires certain improvements in order to provide ADA accessibility, upgraded amenities, and pedestrian access to nearby land uses.
- Santa Cruz METRO has obtained engineered drawings and bid specifications from Bowman & Williams, Inc.

III. DISCUSSION/BACKGROUND

The bus stop located at Green Valley Road and Airport Boulevard in Watsonville requires certain improvements in order to provide ADA accessibility, upgraded amenities, and pedestrian access to nearby land uses. To date, this bus stop is in a state of major disrepair with major safety concerns. The bus stop is not connected to any pedestrian facilities (sidewalks or crosswalks), does not have a bus pad or turnout for safe boarding and alighting, and has no passenger amenities available at the stop.

In order to improve accessibility, safety, and upgrade the amenities, the bus stop requires an 8 ½ foot by 11 foot concrete shelter pad with a minimum thickness of 4 inches and a maximum slope of 2.5%, and an ADA-compliant sidewalk leading from the pad to the Corralitos Creek bridge approximately 180 feet south of the bus stop.

Santa Cruz METRO issued a Task Order to Bowman & Williams, Inc. to prepare a set of engineered drawings for an encroachment permit from the County of Santa Cruz, as well as to prepare the technical specifications for an Invitation for Bids (IFB).

IV. FINANCIAL CONSIDERATIONS/IMPACT

*OK for
AAA*

This action will authorize the initiation of a procurement estimated to have a resulting contract with an estimated value of \$30,000. This cost will be funded from the FY15 Capital Budget, Account 514010 when the contract is awarded. To date, Santa Cruz METRO has expended \$2,460 out of \$11,930 needed for the preliminary engineering work completed by Bowman & Williams, Inc. plus staff time. Engineering work was funded by Account 514010.

V. ALTERNATIVES CONSIDERED

- Complete the bus stop improvements in house. This is not advisable due to limited staff availability. This project is expected to require a sizable construction crew to site prep, frame and pour concrete, and conduct traffic control. Santa Cruz METRO's current facilities staffing size could not construct this bus stop project and continue with current tasks concurrently.
- Take no action. This is not advisable because not taking action would delay the project and continue the status quo of having an unsafe, inaccessible, and inconvenient bus stop.

VI. ATTACHMENTS

Attachment A: Authorizing Resolution

APPROVED:



Erich R. Friedrich, Sr. Transportation Planner



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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

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

**RESOLUTION AUTHORIZING THE PURCHASING MANAGER
TO SOLICIT BIDS FOR CONSTRUCTION TO COMPLETE BUS STOP IMPROVEMENTS
AT GREEN VALLEY ROAD AND AIRPORT BOULEVARD IN WATSONVILLE**

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for construction to complete bus stop improvements at Green Valley Road and Airport Boulevard in Watsonville;

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

THAT, the Purchasing Manager is authorized to issue an Invitation for Bids for the services and/or supplies described above; and

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

PASSED AND ADOPTED this 14th day of November, 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
DENE BUSTICHI
Board Chair

ATTEST: _____
ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

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DATE: November 14, 2014
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager
SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR RADIO SYSTEM MAINTENANCE AND REPAIR SERVICES

I. RECOMMENDED ACTION

Authorize the Purchasing Manager to issue a formal Request for Proposals for Radio System Maintenance and Repair Services.

II. SUMMARY

- Santa Cruz METRO requires the services of a qualified firm to provide repairs, scheduled preventive maintenance, and service for all of its radio communication system equipment.
- The contract currently in place for these services will expire on May 31, 2015, and by the terms of the contract can no longer be renewed.

III. DISCUSSION/BACKGROUND

Santa Cruz METRO utilizes the services of an outside vendor to provide repairs, scheduled preventive maintenance, and service for all of its radio communication system equipment, including but not limited to mobile units, base stations, and repeater units.

The contract currently in place for these services is with Vision Communications Company, Inc., and is due to expire on May 31, 2015. This contract has been in effect since June 1, 2010, and all options to extend the term of the contract have been exhausted.

Staff is recommending the issuance of a formal Request for Proposals for Radio System Maintenance and Repair Services.

IV. FINANCIAL CONSIDERATIONS/IMPACT

AA

This action will authorize the initiation of a procurement estimated to have a resulting contract with a value of \$140,000 over a five-year period. Funds for these services are planned for and included in the Fleet Maintenance Out Repair Equipment account within the Operating Budget for FY15. Funds will be programmed into future operating budgets for the term on the contract once it is awarded.

V. ALTERNATIVES CONSIDERED

- Take no action allowing the contract to expire with no renewal in place. Staff does not recommend this action since many of the devices maintained and repaired are critical to the functions of Santa Cruz METRO.

VI. ATTACHMENTS

Attachment A: Authorizing Resolution

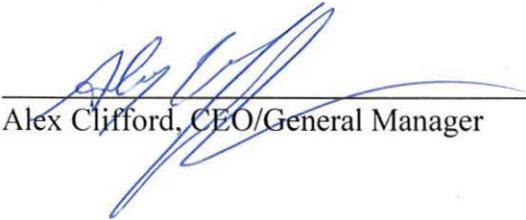
APPROVED:



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



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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

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

**RESOLUTION AUTHORIZING THE PURCHASING MANAGER
TO SOLICIT PROPOSALS FOR RADIO SYSTEM MAINTENANCE AND REPAIR
SERVICES**

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for radio system maintenance and repair services;

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

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

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

PASSED AND ADOPTED this 14th day of November, 2014, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED: _____
DENE BUSTICHI
Board Chair

ATTEST: _____
ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

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DATE: November 14, 2014
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager
SUBJECT: CONSIDERATION OF REJECTION OF BID RECEIVED FROM WAREHOUSE DIRECT INTERIORS INC. AND AWARD OF CONTRACT WITH CINDERELLA CARPET ONE FOR CARPET REPLACEMENT AT PACIFIC STATION IN AN AMOUNT NOT TO EXCEED \$14,534

I. RECOMMENDED ACTIONS

- 1) Authorize the Purchasing Manager to reject the bid received from Warehouse Direct Interiors Inc. for Carpet Replacement at Pacific Station.**
- 2) Authorize the CEO to execute a contract with Cinderella Carpet One for Carpet Replacement at Pacific Station in an amount not to exceed \$14,534**

II. SUMMARY

- Santa Cruz METRO has a need for carpet replacement at Pacific Station.
- A competitive procurement was conducted to solicit bids from qualified firms, and two (2) firms submitted bids for Santa Cruz METRO's review.
- The bid submitted by the lowest bidder has been found to be non-responsive to the submission requirements of the Invitation for Bids (IFB).
- As provided in the terms and conditions of the IFB, Santa Cruz METRO may accept or reject any or all bids received at its discretion.
- Staff has reviewed all submitted bids, and is recommending that the Board of Directors 1) authorize the rejection of one bid for non-responsiveness, and 2) authorize the execution of a contract with Cinderella Carpet One.

III. DISCUSSION/BACKGROUND

The carpeted areas on the second floor of Pacific Station are in very poor condition due to many years of wear and tear. On August 8, 2014, the Board of Directors authorized a formal procurement to replace this carpeting.

On September 17, 2014, Santa Cruz METRO legally advertised and distributed Invitation for Bids ("IFB") No. 15-03 to twenty (20) firms and ten (10) builders' exchanges, posted notice on its website, and sent email notices to all GovDelivery subscribers. On October 21, 2014, bids were received and opened from two (2) firms: Cinderella Carpet One of Salinas, California; and Warehouse Direct Interiors Inc. of Santa Cruz, California.

21, 2014, bids were received and opened from two (2) firms: Cinderella Carpet One of Salinas, California; and Warehouse Direct Interiors Inc. of Santa Cruz, California.

Upon reviewing the submitted bids, staff determined that the lowest bid, submitted by Warehouse Direct Interiors Inc., was non-responsive to the submission requirements of the IFB due to omitted items. Their bid did not contain the required bidder's bond or the required Bidder Qualification Statement (showing legal history, work capacity, financial viability, and experience). Cinderella Carpet One has been determined to be the lowest responsible bidder, whose bid is responsive to all the requirements of the IFB.

Staff is recommending two actions: 1) that the Board of Directors authorize the Purchasing Manager to reject the bid received from Warehouse Direct Interiors Inc. due to non-responsiveness; and 2) that the Board of Directors authorize the CEO to execute a three-month contract on behalf of Santa Cruz METRO with Cinderella Carpet One for Carpet Replacement at Pacific Station in an amount not to exceed \$14,534. Contractor will provide all equipment and materials meeting all Santa Cruz METRO's specifications and requirements of the contract. Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

AA

Funds to support this contract are included in the FY15 (514010-110007) Capital Budget.

V. ALTERNATIVES CONSIDERED

- The Board of Directors may choose to not award this contract. Staff does not recommend this option, as replacement of the building is still several years in the future and we are trying to extend the life of the building until this time. Recently Santa Cruz METRO has been actively working to upgrade the appearance of the Pacific Station to improve the customer experience and employee moral. This improvement is integral to both those goals.

VI. ATTACHMENTS

Attachment A: Contract with Cinderella Carpet One

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

APPROVED:



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



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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Attachment A

CONTRACT FOR CARPET REPLACEMENT AT PACIFIC STATION No. 15-03

THIS CONTRACT is made effective on November 17, 2014 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and CINDERELLA CARPET ONE (“Contractor”).

1. RECITALS

1.01 Santa Cruz METRO’s Primary Objective

Santa Cruz METRO is a public entity whose primary objective is providing public transportation and which has its principal office at 110 Vernon Street, Santa Cruz, California 95060.

1.02 Santa Cruz METRO’s Need for Carpet Replacement at Pacific Station

Santa Cruz METRO requires Carpet Replacement at Pacific Station. In order to obtain said Carpet Replacement at Pacific Station, Santa Cruz METRO issued an Invitation for Bids, dated September 17, 2014, setting forth specifications for Carpet Replacement at Pacific Station. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor’s Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is 6 Rossi Circle, Salinas, California 93907. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for Provision of said Carpet Replacement at Pacific Station, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On October 28, 2014, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Carpet Replacement at Pacific Station, located at 920 Pacific Avenue, Santa Cruz, California 95060. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms “Contractor” and “supplier” are synonymous.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties’ Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Part III, Section 13.14 of the General Conditions of the Contract.

Attachment A

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids No. 15-03" dated September 17, 2014, including Addendum numbers 1 and 2.

b) Exhibit B (Bid Form)

Contractor's submitted bid to Santa Cruz METRO for Carpet Replacement at Pacific Station as signed by Contractor.

2.02 Conflicts

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

2.03 Recitals

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

3. TIME OF PERFORMANCE

3.01 General

The work under this Contract shall be completed by December 19, 2014, unless modified by the parties under Part III, subsection 13.14 of the General Conditions to the Contract or terminated pursuant to Part III, Section 2.

3.02 Term

The term of this Contract shall commence upon the execution of the Contract by Santa Cruz METRO and shall remain in force for three (3) months after the date of commencement specified in the Notice to Proceed. Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

3.03 Acceptance of Terms

Execution of this document shall be deemed as acceptance of all of the terms and conditions as set forth herein and those contained in the Instructions to Bidders, the General Conditions, the Special Conditions, the FTA Requirements for Construction Contracts, the Specifications for Work and all attachments and addenda, which are incorporated herein by reference as integral parts of this Contract.

4. SCOPE OF WORK

4.01 Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services as specified in and in full accordance with the Invitation for Bids (IFB) No. 15-03 dated September 17, 2014 for Carpet Replacement at Pacific Station. The Contractor shall provide a complete project in conformance with the intent shown on the drawings and specified herein and as provided for and set forth in the IFB.

4.02 Contractor and Santa Cruz METRO agree to comply with and fulfill all obligations, promises, covenants and conditions imposed upon each of them in the Contract Documents. All of said work

Attachment A

done under this Contract shall be performed to the satisfaction of Santa Cruz METRO or its representative, who shall have the right to reject any and all materials and supplies furnished by Contractor which do not strictly comply with the requirements contained herein, together with the right to require Contractor to replace any and all work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the Contract Documents.

5. COMPENSATION

5.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor \$14,534, as identified in the Bid Form, Exhibit B, for satisfactory completion of all work, including all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit and all other costs incidental to the performance of the services specified under this Contract, under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if they exceed the \$14,534 maximum amount payable under this Contract, they do so at their own risk.

5.02 Release of Claims

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

5.03 Retention of Payment

Santa Cruz METRO will retain five (5%) percent of the contract price from payment made pursuant to the Contract through the completion of the Contract. The retention shall be released, with the exception of 150 percent (150%) of any disputed amount, within 60 days after the date of completion of the work. Pursuant to Section 22300 of the Public Contract Code, Contractor may substitute a deposit of securities in lieu of Santa Cruz METRO withholding any monies to ensure Contractor's performance under the Contract, or alternatively, request that Santa Cruz METRO make payment of retentions earned directly to an escrow agent at the expense of Contractor. The provisions of Public Contract Code Section 22300 are incorporated herein by reference as though set forth in full, and shall govern the substitution of securities and/or escrow account. If a Stop Notice is filed, Santa Cruz METRO will retain 125% of the amount set forth in the Stop Notice from the payment made to Contractor.

5.04 Change in Contract Price

5.04.01 General

- A. The Contract price constitutes the total compensation payable to Contractor for performing the work. All duties, responsibilities, and obligations assigned to or undertaken by Contractor to perform the work shall be at Contractor's expense without change in the Contract price.
- B. The Contract price may only be changed by a change order. Any request for an increase in the Contract price shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the amount of the request with supporting data shall be delivered within 45 days after the date of the occurrence, unless the Contract Administrator allows an additional period of time to ascertain more accurate data in support of the request, and

Attachment A

shall be accompanied by the Contractor's written statement that the amount requested covers all amounts (direct, indirect, and consequential) to which the Contractor is entitled as a result of the occurrence of the event. No request for an adjustment in the Contract price will be valid if not submitted in accordance with this Article.

- C. The value of any work covered by a change order or of any request for an increase or decrease in the Contract price shall be determined in one of the following ways:
 - 1. Where the work involved is covered by unit prices contained in the Contract documents, by application of unit prices to the quantities of the items involved; or
 - 2. By mutual acceptance of a lump sum, which may include an allowance for overhead and profit not necessarily in accordance with Article 5.04.04; or
 - 3. On the basis of the cost of work (determined as provided in Articles 5.04.02 and 5.04.03) plus a Contractor's fee for overhead and profit (determined as provided in Article 5.04.04).

5.04.02 Cost of Work (Based on Time and Materials)

- A. General: The term "cost of work" means the sum of all costs necessarily incurred and paid by Contractor for labor, materials, and equipment in the proper performance of work. Except as otherwise may be agreed to in writing by Santa Cruz METRO, such costs shall be in amounts no higher than those prevailing in the locality of the project.
- B. Labor: The cost of labor used in performing work by Contractor, a subcontractor, or other forces, will be the sum of the following:
 - 1. The actual wages paid plus any employer payments to or on behalf of workers for fringe benefits, including health and welfare, pension, vacation, and similar purposes. The cost of labor may include the wages paid to foremen when it is determined by the Contract Administrator that the services of foremen do not constitute a part of the overhead allowance.
 - 2. There will be added to the actual wages, as defined above, a percentage set forth in the latest "Labor Surcharge and Equipment Rental Rates" in use by the California State Department of Transportation which is in effect on the date upon which the work is accomplished. This percentage shall constitute full compensation for all payments imposed by State and Federal laws including, but not limited to, workers' compensation insurance and Social Security payments.
 - 3. The amount paid for subsistence and travel required by collective bargaining agreements.
 - 4. For equipment operators, payment for the actual cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the work, or in the absence of such labor, established by collective bargaining agreements for the type of workers and location of the extra work, whether or not the operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein in accordance with the provisions of subsection 2 of Article 5.04.02 B herein, which surcharge shall constitute

Attachment A

full compensation for payments imposed by State and Federal laws, and all other payments made to on behalf of workers other than actual wages.

- C. Materials: The cost of materials used in performing work will be the cost to the purchaser, whether Contractor or subcontractor, from the supplier thereof, except as the following are applicable:
1. Trade discounts available to the purchaser shall be credited to Santa Cruz METRO notwithstanding the fact that such discounts may not have been taken by Contractor.
 2. For materials secured by other than a direct purchase and direct billing to the purchaser, the cost shall be deemed to be the price paid to the actual supplier as determined by the Contract Administrator. Markup, except for actual costs incurred in the handling of such materials, will not be allowed.
 3. Payment for materials from sources owned wholly or in part by the purchaser shall not exceed the price paid by the purchaser for similar materials from said sources on extra work items or the current wholesale price for such materials delivered to the work site, whichever price is lower.
 4. If, in the opinion of the Contract Administrator, the cost of material is excessive, or the Contractor does not furnish satisfactory evidence of the cost of such material, then the cost shall be deemed to be the lowest current wholesale price for the quantity concerned delivered to the work site, less trade discount. Santa Cruz METRO reserves the right to furnish materials for the extra work and no claim shall be made by the Contractor for costs and profit on such materials.
- D. Equipment: The Contractor will be paid for the use of equipment at the rental rate listed for such equipment specified in the current edition of the Department of Transportation publication entitled "Labor Surcharge and Equipment Rental Rates" which is in effect on the date upon which the work is accomplished. Such rental rates will be used to compute payments for equipment whether the equipment is under the Contractor's control through direct ownership, leasing, renting, or another method of acquisition. The rental rate to be applied for use of each item of equipment shall be the rate resulting in the least total cost to Santa Cruz METRO for the total period of use. If it is deemed necessary by the Contractor to use equipment not listed in the foregoing publication, the Contract Administrator will establish an equitable rental rate for the equipment. The Contractor may furnish cost data that might assist the Contract Administrator in the establishment of the rental rate.
1. The rental rates paid, as above provided, shall include the cost of fuel, oil, lubrication supplies, small tools, necessary attachments, repairs and maintenance of all kinds, depreciation, storage, insurance, and all incidentals. Operators of equipment will be separately paid for as provided in subsection 4 of Article 5.04.02 B.
 2. All equipment shall be in good working condition and suitable for the purpose for which the equipment is to be used.
 3. Before construction equipment is used on the extra work, Contractor shall plainly stencil or stamp an identifying number thereon at a conspicuous location, and shall furnish to the Contract Administrator, in duplicate, a description of the equipment and its identifying number.

Attachment A

4. Unless otherwise specified, manufacturer's ratings and manufacturer-approved modifications shall be used to classify equipment for the determination of applicable rental rates. Equipment which has no direct power unit shall be powered by a unit of at least the minimum rating recommended by the manufacturer.
 5. Individual pieces of equipment or tools having a replacement value of \$500 or less, whether or not consumed by use, shall be considered to be small tools and no payment will be made therefore.
- E. Owner-Operated Equipment: When owner-operated equipment is used to perform work and is to be paid for as extra work, Contractor will be paid for the equipment and operator as follows:

Payment for the equipment will be made in accordance with the provisions in Article 5.04.02 D, "Equipment."

Payment for the cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the project, or, in the absence of such other workers, at the rates for such labor established by collective bargaining agreement for type of worker and location of the work, whether or not the owner-operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein, in accordance with the provisions in subsection 2 of Article 5.04.02 B, "Labor."

To the direct cost of equipment rental and labor, computed as provided herein, will be added the markup for equipment rental and labor as provided in Article 5.04.04, "Contractor's Fee."

- F. Equipment Time: The rental time to be paid for equipment on the work shall be the time the equipment is in productive operation on the work being performed and shall include the time required to move the equipment to the new location and return it to the original location or to another location requiring no more time than that required to return it to its original location; except that moving time will not be paid if the equipment is used on other than the extra work. Loading and transporting costs will be allowed, in lieu of moving time, when the equipment is moved by means other than its own power. No payment will be made for loading and transporting costs when the equipment is used at the site of the extra work on other than the extra work. The following shall be used in computing the rental time of equipment on the work:
1. When hourly rates are listed, any part of an hour less than 30 minutes of operation shall be considered to be ½-hour of operation, and any part of an hour in excess of 30 minutes will be considered 1-hour of operation.
 2. When daily rates are listed, operation for any part of a day less than 4 hours shall be considered to be ½-day of operation.
 3. Rental time will not be allowed while equipment is inoperative due to breakdowns or Contractor-caused delays.
- G. Cost of Work Documentation: The Contractor shall furnish the Contract Administrator Daily Extra Work Reports on a daily basis covering the direct costs of labor and materials and charges for equipment whether furnished by Contractor, subcontractor, or other

Attachment A

forces. Santa Cruz METRO will provide the Daily Extra Work Report forms to Contractor. The Contractor or an authorized agent shall sign each Daily Extra Work Report. The Daily Extra Work Report shall provide names and classifications of workers and hours worked; size, type, and identification number of equipment; and the hours operated. Copies of certified payrolls and statement of fringe benefit shall substantiate labor charges. Valid copies of vendor's invoices shall substantiate material charges.

The Contract Administrator will make any necessary adjustments. When these reports are agreed upon and signed by both parties, they shall become the basis of payment for the work performed, but shall not preclude subsequent adjustment based on a later audit.

The Contractor shall inform the Contract Administrator when extra work will begin so that the Santa Cruz METRO inspector can concur with the Daily Extra Work Reports. Failure to conform to these requirements may impact the Contractor's ability to receive proper compensation.

5.04.03 Contractor's Fee

- A. Work ordered on the basis of time and materials will be paid for at the actual and necessary cost as determined by the Contract Administrator, plus allowances for overhead and profit, which allowances shall constitute the "Contractor's Fee," except as provided in subparagraph B of this Article. For extra work involving a combination of increases and decreases in the work, the actual necessary cost will be the arithmetic sum of the additive and deductive costs. The allowance for overhead and profit shall include compensation for superintendence, bond and insurance premiums, taxes, all field and home office expenses, and all other items of expense or cost not included in the cost of labor, materials, or equipment provided for under Articles 5.04.02 B, C, D, and E herein. The allowance for overhead and profit will be made in accordance with the following schedule:

Actual Necessary Cost	Overhead and Profit Allowance
Labor	33 percent
Materials.....	15 percent
Equipment	15 percent

- B. Labor, materials, and equipment may be furnished by the Contractor or by the subcontractor on behalf of the Contractor. When a subcontractor performs all or any part of the extra work, the allowance specified in subparagraph A of Article 5.04.04 shall only be applied to the labor, materials, and equipment costs of the subcontractors, to which the Contractor may add 5 percent of the subcontractor's total cost for the extra work. Regardless of the number of hierarchal tiers of subcontractors, the 5 percent increase above the subcontractor's total cost, which includes the allowances for overhead and profit specified herein, may be applied one time only for each separate work transaction.

5.04.04 Compensation for Time Extensions

Adjustments in compensation for time extension will be allowed only for causes in Article 5.05.01 B.1 through Article 5.05.01 B.3 computed in accordance with Article 5.04 and the following. No adjustments in compensation will be allowed when Santa Cruz METRO-caused delays to a controlling item of work and Contractor-caused delays to a

Attachment A

controlling item of work occur concurrently or for causes in Article 5.05.01 B.4 through Article 5.05.01 B.5.

Compensation for idle time of equipment will be determined in accordance with the provisions in Article 5.04.02 F.

5.05 Change of Contract Time

5.05.01 General

- A. The Contract time may only be changed by a change order. Any request for an extension of the Contract time shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the extent of the request with supporting data shall be delivered within 45 days after the date of such occurrence, unless the Contract Administrator allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the adjustment requested is the entire adjustment to which the Contractor has reason to believe it is entitled as a result of the occurrence of said event. No request for an adjustment in the Contract time will be valid if not submitted in accordance with the requirements of this Article.

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

- B. The Contract time will be extended in an amount equal to time lost due to delays beyond the control of the Contractor if a request is made therefore as provided in this Article. An extension of Contract time will only be granted for days on which the Contractor is prevented from proceeding with at least 75 percent of the normal labor and equipment force actually engaged on the said work, by said occurrences or conditions resulting immediately therefrom which impact a controlling item of work as determined by the Contract Administrator. Such delays shall include:

1. Changes.
2. Failure of Santa Cruz METRO to furnish access, right of way, completed facilities of related projects, drawings, materials, equipment, or services for which Santa Cruz METRO is responsible.
3. Survey error by Santa Cruz METRO.
4. Occurrences of a severe and unusual nature including, but not restricted to, acts of God, fires, other force majeure events, and excusable inclement weather. A force majeure event includes an earthquake, flood, cloudburst, cyclone or other cataclysmic phenomena of nature beyond the power of the Contractor to foresee or to make preparation in defense against, but does not include ordinary inclement weather. Excusable inclement weather is any weather condition, the duration of which varies in

Attachment A

excess of the average conditions expected, which is unusual for the particular time and place where the work is to be performed, or which could not have been reasonably anticipated by the Contractor, as determined from U.S. Weather Bureau records for the preceding 3-year period or as provided for in the Special Provisions.

5. Act of the public enemy, act of another governmental entity, public utility, epidemic, quarantine restriction, freight embargo, strike, or labor dispute. A delay to a subcontractor or supplier due to the above circumstances will be taken into consideration for extensions to the time of completion.

5.06 Waivers and Releases

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

6. NOTICES

All notices under this Contract shall be in writing and shall be effective when received, if delivered by hand, or three (3) days after posting if sent by registered mail, return receipt requested, to a party hereto at the address hereinunder set forth, or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

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

Attention: Alex Clifford, CEO

CONTRACTOR

Cinderella Carpet One
6 Rossi Circle
Salinas, CA 93907

Attention: Michael Haynes, President and CEO
(831) 424-2916

Attachment A

7. ENTIRE AGREEMENT

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

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

8. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Attachment A

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford
CEO/General Manager

Contractor –
CINDERELLA CARPET ONE

By _____
Michael Haynes
President and CEO

Approved as to Form:

Leslyn Syren
District Counsel

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DATE: November 14, 2014
TO: Board of Directors
FROM: Isaac Holly, Acting I.T. Manager
SUBJECT: **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH GIRO, INC. FOR HASTUS SOFTWARE.**

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a contract amendment with GIRO, Inc. to renew the Hastus (Version 2009) maintenance and support contract in the amount of \$78,159 for the 2015 calendar year.

II. SUMMARY OF ISSUES

- On December 13, 2013, the Board of Directors approved a contract amendment with Giro, Inc. for Hastus software maintenance and support for the 2014 calendar year.
- This maintenance contract needs to be renewed annually in order to continue to receive the following for this mission-critical METRO system:
 - Unlimited support via telephone and email
 - Bug fixes and customization for the current Hastus version
 - Eligibility for new Hastus versions at a reduced license cost

III. DISCUSSION/BACKGROUND

Hastus is a unified software environment that enables METRO to:

- Report monthly and annual service stats to the National Transit Database (NTD) to remain eligible for FTA funding
- Plan new service changes accurately and efficiently
- Assign work to Operators and deploy them to and from the field
- Accurately compute Operator pay and schedule leave
- Track Operator performance and track license and medical certificate renewal
- Publish accurate timetables to print and web media
- Provide a data feed to the Google Transit Trip Planner

Prior to the current Hastus version, METRO was running an earlier version of Hastus with just the scheduling related modules. METRO identified a need to replace its aging, text-based dispatch system so in 2009 a grant opportunity became available via ARRA (American Reinvestment and Recovery Act). This grant funded the upgrade and expansion to the current Hastus version at the time with additional modules to allow for a complete scheduling and dispatch management system. METRO was then able to retire the legacy dispatch system. The cost for this new unified system, licensed for a fleet of 80

peak vehicles (the number of buses in service at one time) including integration and customization was \$1.4M.

Giro's maintenance schedule is based on calendar year and needs to be renewed on a yearly basis. On December 13, 2013, the Board of Directors approved a contract amendment with Giro, Inc. for the Hastus Maintenance and Support Contract for the 2014 calendar year and this contract expires at the end of December 2014. The 2015 Maintenance and Support Contract currently being presented is based on the following deployed software modules:

- Hastus-Vehicle (Service schedules)
- Hastus-Crew (Operator work creation)
- CrewOpt (Automated crew scheduling)
- Hastus-Roster (Period rosters for personnel)
- Minbus (Automated vehicle blocking)
- Hastus-ATP (Run-time analysis environment)
- Geo (Geocoding of stops and route itineraries)
- Bid (Operator work selection)
- Hastus-Daily (Operations daily vehicle and crew management)
- Hastus-Rider & Checker (ridership analysis and survey tool)
- SelfService (Operator web access to their work assignments)
- EPM (Operator Discipline and award management)

This maintenance contract includes five days worth of software development time to allow for further customizations as new needs are identified. If these days are not used, they may be carried over into the next year.

Staff recommends that the Board of Directors authorize the CEO to execute a contract amendment with Giro, Inc. for Hastus Maintenance and Support in the amount of \$78,159 for the 2015 calendar year.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The required funding in the amount of \$78,159 is included in the FY15 current fiscal year's I.T. Department Operating budget within the Maintenance Fees (503352) account.

V. ALTERNATIVES CONSIDERED

- Do nothing. There is no alternative recommended at this time. Hastus is a critical foundation to the core functions of the scheduling and deployment of METRO service. Not renewing this contract would result in losing the eligibility to receive technical support and updates, as well as incurring additional cost towards the purchase of future versions of Hastus.
- Going out to bid for a new system of this magnitude is not feasible at this time due to the lack of a viable alternative and budget to support it. METRO will conduct research into alternatives in the following months before the next renewal is due.

VI. ATTACHMENTS

Attachment A: Giro Hastus Maintenance and Support Contract (Reference number 617-8).

APPROVED:



Isaac Holly, Acting I.T. Manager



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager



Attachment A

75, rue de Port-Royal Est bureau 500
Montréal (Québec) Canada H3L 3T1

+1 514.383.0404
info@giro.ca | www.giro.ca

Improving efficiency at every turn L'efficacité sur toute la ligne

August 26, 2014

Mr. Frank Cheng
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA
USA 95060

Dear Mr Cheng:

The renewal date of the *HASTUS-Vehicle*, *HASTUS-Crew*, *CrewOpt*, *HASTUS-Roster*, *Minibus*, *HASTUS-ATP*, *Geo*, *Bid*, *HASTUS-DailyCrew*, *HASTUS-DailyVehicle*, *HASTUS-Rider*, *Checker*, *SelfService*, and *EPM* version 2009 support and maintenance contract is January 1, 2015. As stipulated in the existing contract, we are taking this opportunity to advise you of the conditions for renewal.

As in the past, the contract includes unlimited telephone and electronic mail support, and the correction of errors, plus five (5) days of modifications. It also gives you access to new versions at a significantly reduced license cost. For these services, the fees are \$78,159 US, an increase of 2.5% over last year to cover increased operating costs. Please be advised that as of August 26, 2014 the balance in your bank of modification days is 3 days.

Please find enclosed two signed originals of the *HASTUS* maintenance and support contract no. 617-8 for the new period starting on January 1, 2015. We would appreciate it if you would sign both documents and return one original to us as soon as possible.

According to our records, you are licensed to use our software for a maximum of 80 peak vehicles (allows, for *EPM* module, the management of a maximum of 90 non-driving employees). We would appreciate it if you would send us in writing the number of peak vehicles and the number of non-driving employees at your transit commission.

We hope that these renewal conditions meet with your approval and want to assure you of our continued commitment to offering Santa Cruz Metropolitan Transit District the best possible service. Please feel free to contact me if you require any further information.

Sincerely,

A handwritten signature in black ink, appearing to read "CP".

Caroline Perreault, CPA, CA
Director, Administration
caroline.perreault@giro.ca

CP:ND
Encl

7-13a.1

Attachment A

HASTUS
MAINTENANCE AND SUPPORT CONTRACT
(Reference number: 617-8)

ENTERED INTO BETWEEN:

GIRO INC./LE GROUPE EN INFORMATIQUE ET RECHERCHE OPÉRATIONNELLE, having its principal place of business at 75, Port-Royal Street East, Suite 500, in the city of Montreal, Province of Quebec, Canada, H3L 3T1.

(hereinafter referred to as "GIRO")

AND:

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, having its principal place of business at 110 Vernon Street, Santa Cruz, California, USA 95060.

(hereinafter referred to as the "Client")

FOR:

The software *HASTUS-Vehicle*, *HASTUS-Crew*, *CrewOpt*, *HASTUS-Roster*, *Minbus*, *HASTUS-ATP*, *Geo*, *Bid*, *HASTUS-DailyCrew*, *HASTUS-DailyVehicle*, *HASTUS-Rider*, *Checker*, *SelfService*, and *EPM* version 2009 (hereinafter referred to as "Software") used by the Client for the operation of a maximum of eighty (80) peak vehicles (for *EPM* module, allows management of a maximum of ninety (90) non-driving employees).

Starting on January 1, 2015 (the "Commencement Date") for successive periods of one year each.

1. SERVICES PROVIDED

GIRO will provide the Client with the following services beginning on the Commencement Date of this Agreement specified above and conditionally on payment of annual charges for support and maintenance as defined in Section 2:

1.1 GIRO will assign, in a maximum delay of 24 hours, an employee to correct a Software defect, once the Client has provided GIRO with a detailed description of the said defect. For the purposes of this Agreement, a defect is considered to exist when the Software does not perform according to the description given in the appropriate version of the User Guide and online help and when the said defect affects the performance of the Software. Correction of any problems due to one or several of the following causes is excluded from this Agreement: an accident, a disaster, faulty use of Software, inappropriate use of the Software, additions and/or modifications (including changes to system setting files) which are made to the Software by other than GIRO's personnel except if these additions and/or modifications have been done with prior approval by GIRO, a change to an unsupported version of the operating system or database management system, and failure to supply the necessary facilities for correct operation of the Software.

1.2 Electronic mail and telephone support are available from Monday to Friday inclusively from 9 a.m. to 5 p.m. (Eastern Standard Time) excluding Québec public holidays.

1.3 When the *Geo* module is included in the Software, the support required to assist in one annual conversion of the geographical data is included. However, any Software modification required for the data conversion is not covered by this Agreement and the additional costs will be invoiced.

1.4 GIRO will provide the Client with a bank of five (5) person-days of GIRO staff time. This time can be used to perform tests on system operation, to make minor modifications to the Software, to train personnel on the Client's premises, and to approve additions and/or modifications made by the Client. The use of these staff days is determined by the Client. Non-used days can be accumulated and used in subsequent years as long as this Agreement is renewed by the Client without interruption. The time needed by GIRO personnel to perform modifications requested by the Client under this Agreement and that are not defects as defined in the present Agreement will be deducted from this bank. If there are no remaining person-days available in the bank, therefore the time necessary to perform any work requested by the Client under this Agreement except for work required for defects as defined in this Agreement, will be charged to the Client by GIRO according to current rates for GIRO personnel.

Attachment A

1.5 Availability for the Client, without additional licence fees, of all additions and improvements made to the Software by GIRO for other customers, excluding new modules or new products. These improvements or additions to the Software could be a new report, a new command or a new function. If requested by the Client, they can be adapted and/or installed by GIRO on the Client's version of the Software without any additional licence fees related to their purchase. New versions of the Software up to release 2011 are also available without additional licence fees. Charges relative to the installation of these additions, improvements or new version by GIRO, if applicable, will be payable by the Client and invoiced separately. Any charges relative to third party software licences are also payable by the Client.

1.6 A 20% discount on the licence fee is accorded to the Client when a new module of *HASTUS* is added to *HASTUS-Vehicle* and *HASTUS-Crew*. This discount is valid only if the Client has maintained a Maintenance and Support Contract without interruption since the initial installation of the Software.

2. TERMS AND CONDITIONS

2.1 For services specified in Section 1, the Client will pay GIRO a fee of \$78,159 US. The total amount is payable upon receipt of an invoice from GIRO when the Agreement comes into effect. Amounts due for renewal will be invoiced by GIRO each year on the anniversary of the original Agreement.

2.2 The annual fee includes the following direct expenses: telephone charges, fax and courier incurred by GIRO during the provision of the services specified in this Agreement. Travel and living expenses that may be incurred are not included.

2.3 The present Agreement is automatically renewed for successive periods of one year each.

2.4 The Client may cancel the present Agreement by notifying GIRO in writing two (2) months before the renewal date of the present Agreement.

2.5 GIRO will notify the Client of any increases to the price of the Support and Maintenance Contract at least three (3) months before the annual renewal date.

2.6 All charges quoted or understood in the present Agreement will be increased as necessary to reflect any applicable taxes in effect at the time that the monies become due.

2.7 The Client will supply GIRO with a method to access the installed Software remotely for maintenance and support purposes.

2.8 GIRO undertakes not to reveal any of the Client's confidential information acquired during product installation and support activities without the express authorization of the Client.

2.9 Any *HASTUS* maintenance and support contract previously signed between the Client and GIRO is hereby rescinded.

The Client acknowledges that he has read this Agreement, understood it, and has agreed to be bound by its terms and conditions. Further, he agrees that it is the complete and exclusive statement of the Agreement between the parties and that it supersedes all proposals or prior Agreements, oral or written, and all other communications between the parties relating to its subject matter.

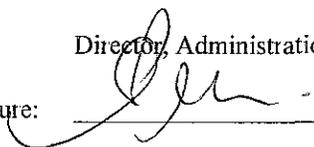
At Mummee, this 26 day of August 2014

GIRO INC./LE GROUPE EN INFORMATIQUE ET RECHERCHE OPÉRATIONNELLE

Per:

Name: Caroline Perreault, CPA, CA

Title: Director, Administration

Signature: 

Duly authorized, as she so declares.

At _____, this ____ day of _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Per:

Name: _____

Title: _____

Signature: _____

Duly authorized, as he/she so declares.

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DATE: November 14, 2014

TO: Board of Directors

FROM: Leslyn Syren, District Counsel

**SUBJECT: CONSIDERATION OF A RESOLUTION TO SET A PUBLIC HEARING
TO DISCUSS POSSIBLE REROUTE OF THE ROUTE 68**

I. RECOMMENDED ACTION

That the Board of Directors adopt a Resolution to set a public hearing on January 23, 2015, to discuss rerouting the Route 68.

II. SUMMARY OF ISSUES

- Service to the area of Frederick Street and Gault Street by the Route 6 was discontinued in 2002. Service to the same area by the Route 65 was discontinued in 2004.
- In 2013, residents of the La Posada Retirement Community petitioned Santa Cruz Metro to reinstate bus service to the Frederick and Gault area.
- As of September 2014, the Route 6 has been in operation for one year and has not met the productivity minimums established by the Board.
- On October 24, 2014, the Board held a public hearing to discuss possible options for the Route 6, including rerouting the Route 68 to serve the Frederick and Gault area.
- Staff recommends that the Board hold a public hearing to discuss rerouting the Route 68 on January 23, 2015.

III. DISCUSSION/BACKGROUND

Prior to 2002, the Route 6 provided hourly service between the hours of 6:50am and 6:50pm. At that time, the Route 6 departed the Santa Cruz Metro Center and served Broadway, Seabright, the Twin Lakes area and then Frederick and Gault before returning to the Santa Cruz Metro Center. This rendition of the Route 6 averaged 8.3 passengers per trip and the service was discontinued in 2002 due to low ridership and because most of the area along the Route 6 was covered by other service such as the Routes 12, 65 and 68.

In 2004 the Route 65, which had been providing service to the La Posada area, was also cut. The Route 65 operated from approximately 6:40am to 6:40pm and provided hourly service in both the inbound and outbound direction between the Santa Cruz Metro Center and the Capitola Mall. At the time the Route 65 was cut, it was averaging 10.23 passengers per trip. The Route 65 was cut due to lower ridership and the availability of other routes that serviced similar areas such as the Routes 66, 68 and 623 at a time when funding was an issue.

In 2013, Santa Cruz METRO received a petition from the residents of the La Posada Retirement Community requesting the reinstatement of transit service in the Frederick and Gault area of Santa Cruz. La Posada is located at 609 Frederick Street, approximately one block from Soquel Avenue. In April of 2013, Santa Cruz METRO staff met with over 20 residents of La Posada to discuss the challenges that they experienced accessing the bus stops along Soquel. The residents expressed many concerns including poor sidewalk conditions and the short length of time given by the traffic light at Soquel and Frederick to allow pedestrians to cross Soquel Avenue. A lack of a safe path of travel was the primary reason why La Posada residents were requesting the return of METRO bus service directly to the Frederick and Gault area.

On June 28, 2013, the METRO Board voted to reinstate the Route 6 on a one year trial basis. At that time, a minimum threshold of eight riders per trip was set. The Board also directed staff to continue to pursue other options including capital improvements along the Frederick Street corridor. This one year trial was later funded by the Santa Cruz County Regional Transportation Commission. During the one year trial, which ended in mid September 2014, the Route 6 averaged 1.9 – 3.1 passengers per trip.

On July 23, 2014, a group composed of METRO employees, City of Santa Cruz employees, the Mayor of Santa Cruz and residents of La Posada met to conduct an on-site examination of the physical obstacles that exist between La Posada and the bus stops along Soquel Avenue which has the highest level of transit service in the county (excluding UCSC service). As of this date, several of the issues have been mitigated by the City. The City is still following up on the timing of the pedestrian crossing at Soquel and Frederick.

The Board held a public hearing on October 24, 2014, to discuss possible options for the Route 6 and service to the Frederick and Gault area going forward. The Board directed Santa Cruz METRO Staff to further develop the option of rerouting the Route 68 to serve the Frederick and Gault area. Since the Route 68 has high productivity and this proposed reroute would adversely affect the current ridership, the Board also directed Santa Cruz METRO Staff to set up a public hearing to allow riders of the Route 68 to voice any concerns over the possible reroute. Santa Cruz METRO Staff recommends holding a public hearing on rerouting the Route 68 on January 23, 2015.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will accrue a costs for advertising the public hearing – approximately \$900. This cost will be funded from the FY15 Administration Department (Department 1100) budget, Account 503221.

V. ALTERNATIVES CONSIDERED

- Take no action.

- Set a different date for the public hearing. – this is not recommended because in order to incorporate any service changes for the Spring 2015 bid, those service changes must be finalized by January 23, 2015.

VI. ATTACHMENTS

Attachment A: Resolution to set a public hearing on January 23, 2015 to discuss possible rerouting of the Route 68.

APPROVED:



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

Attachment A

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted: _____

SET A PUBLIC HEARING ON JANUARY 23, 2015 TO DISCUSS POSSIBLE REROUTE OF THE ROUTE 68.

WHEREAS, A PUBLIC HEARING WAS HELD ON June 28, 2013, to consider possible service options to the La Posada Retirement Community;

WHEREAS, the Santa Cruz METRO Board of Directors approved the reinstatement of the Route 6 on a one-year trial basis;

WHEREAS, the Santa Cruz METRO Board of Directors directed METRO staff to continue to pursue other options;

WHEREAS, one year has past since the beginning of the trial service on the Route 6;

WHEREAS, A PUBLIC HEARING WAS HELD ON October 24, 2014, to discuss possible options to the Route 6, including rerouting the Route 68;

WHEREAS, the Santa Cruz METRO Board of Directors directed METRO staff to continue to develop the option of rerouting the Route 68 and hold a public hearing to allow riders of the Route 68 voice any concerns over the possible reroute.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby sets a public hearing on January 23, 2015, to discuss possible reroute of the Route 68.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on November 14, 2014 by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

Attachment A

DENE BUSTICHI
Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel



DATE: November 14, 2014
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager and Acting Maintenance Manager
SUBJECT: **CONSIDER APPROVAL OF HUMAN RESOURCES GENERALIST
CLASS SPECIFICATION AND WAGE SCALE**

I. RECOMMENDED ACTION

That the Board of Directors approve Human Resources Generalist class specification and the accompanying wage scale

II. SUMMARY OF ISSUES

- The Personnel Technician retired on October 16, 2014 after 12 years of service.
- Recruitment occurred using the existing class specification, which was specialized to primarily perform the recruitment functions of the department.
- After review, it was determined that the long term goals of the department would be better serviced by developing a Human Resources Generalist position.
- The Human Resources staff met with SEIU who agreed to expedite the development and wage study for this position.
- Staff recommends the Board approve the new class specification and wage scale of the Human Resources Generalist position.

III. DISCUSSION/BACKGROUND

The Personnel Technician retired in October. Rather than revise the class specification staff decided to try to recruit and hire using the existing position in an attempt to fill the vacancy prior to the incumbent leaving. A short recruitment took place but the position was not filled based on the level of expertise of the applicants.

It was determined that it would be beneficial to the Human Resources department to have a flexible class specification with the ability to perform more complex and varied tasks. A new class specification would be developed and an expedited wage survey completed. Staff met with SEIU, who agreed to the suggested expedited process.

The class specification was completed and a wage survey conducted. The Union was provided with the document and information prior to the Board meeting.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The required funding for the Human Resources Generalist position is available in the FY15 budget within the Labor and Fringe accounts.

V. ALTERNATIVES CONSIDERED

- Don't approve the class specification, wage survey and budget changes. Staff does not recommend this option. The new position would create a more flexible Human Resources department with additional skills allowing for a greater level of service to both internal and external customers.

VI. ATTACHMENTS

Attachment A: Human Resources Generalist Class Specification

Attachment B: Wage Scale for Human Resources Generalist

APPROVED:



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



Alex Clifford, CEO/General Manager

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Attachment A SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

HUMAN RESOURCES GENERALIST

DEFINITION

Under direction, may be assigned to one or more Human Resources functions including Equal Employment Opportunity, policy and procedure development, recruitment and selection, workers compensation administration, classification and compensation, employee relations, leave management, or reasonable accommodation processing, performs other related duties as assigned.

EXAMPLES OF DUTIES

Assists in planning, administering and implementing the Equal Employment Opportunity Plan and related data collection, analysis, and reporting.

May performs labor relations activities including investigating employee grievances and discrimination complaints, and possible policy violations.

Assist with conducting job analyses, evaluation, and classification studies; writes classification specifications and conducts salary surveys; compiles and compensation data to Human Resources Management.

Assists with the administration of the Human Resources Information Systems (HRIS), and records management of the department. Works with Information Technology, Finance and Payroll department staff to ensure processes are coordinated and position control data is maintained in the system.

Recommends improvements to the department's operations and systems. Develops, revises, and analyzes personnel policies and procedures. Assists in the preparation of specifications and technical documents needed for a variety of uses, such as, requests for proposals, bids, and training material.

Develops and conducts outreach and recruitment activities including strategic planning, placement of advertising and promotional announcements, attendance at career fairs, screens employment applications, examination development and administration, and certifying eligibility lists. Responds to inquiries regarding job openings and provides information regarding recruitment status.

Reviews and processes worker's compensation claim forms and related documents; may train Santa Cruz METRO staff on proper completion of injury reports and related documents.

Works with supervisory and management staff to review medical conditions that may require reasonable accommodation. Assists in conducting the interactive process, implementing reasonable accommodations, and monitoring the effectiveness of the accommodation.

Attachment A

Prepares and reviews a variety of personnel documents, reports, and correspondence. Writes, updates, and maintains department procedures manuals, specifications and technical documents.

Maintains confidential materials, records, files and other privileged information, initiates, composes, and types memos, correspondence, and reports.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of Human Resources administration.
- State and Federal laws related to the Human Resources function
- Principles of equal employment opportunity.
- Business computer software systems, including spreadsheets, presentation software and advanced word processing capabilities
- Research and analysis methodologies.
- Job analysis techniques.
- Business correspondence, report writing, spelling, grammar, and punctuation.

Ability to:

- Provide effective and responsive customer service;
- Act as a facilitator in resolving employee relations problems.
- Prepare and present both oral and written comprehensive reports and recommendations.
- Interpret and apply laws, regulations, labor agreements, policies, and procedures when making decisions.
- Plan and coordinate the implementation of new procedures and projects.
- Develop and maintain effective human resources systems, programs, and procedures.
- Establish and maintain effective working relationship with employees, other agencies and the public.
- Interpret, explain, and apply policies, procedures, and regulations to employees and members of the public.
- Exercise tact and discretion in processing confidential information.

Training and Experience

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Human Resources Management, Business Administration, and Public Administration, Organizational Development or related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

AND

A minimum of two (2) years of experience in recruitment/selection, leave administration, HRIS administration, classification/compensation, workers' compensation administration or related field. Public sector experience is preferred.

Attachment A

PHYSICAL REQUIREMENTS:

While performing the duties of this job the employee is frequently required to sit, talk or hear, both in person and by telephone, use hands, finger dexterity to handle or feel objects or controls, reach with hands and arms at or above head. The employee is regularly required to stand, walk, bend, and twist at the waist. Occasional lifting and not to exceed 20 lbs is required. Visual abilities required include close vision, distance vision, and the ability to adjust focus when reading documents and using a computer.

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**Human Resources Generalist
FY 15**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$ 27.25	\$ 28.57	\$ 30.04	\$ 31.54	\$ 33.14	\$ 34.80

**Human Resources Generalist
FY 16**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$ 27.80	\$ 29.14	\$ 30.64	\$ 32.17	\$ 33.80	\$ 35.50

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DATE: November 14, 2014

TO: Board of Directors

FROM: Chair Dene Bustichi

SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

AD

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those Santa Cruz METRO employees named on the attached list and that the Board Chair present them with awards.

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

AA

- None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

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**EMPLOYEE LONGEVITY AWARDS TO BE PRESENTED AT THE
BOARD MEETING ON NOVEMBER 14, 2014**

For November 2014

CERTIFICATE OF APPRECIATION FOR 15 YEARS

Martin Gilbert	Bus Operator
Marc Krovetz	Bus Operator
Steven Marcus	Bus Operator
Uriel Mendoza	Bus Operator
Mark Saunders	Bus Operator

CERTIFICATE OF APPRECIATION FOR 30 YEARS

Gilberto Limas	Bus Operator
Raymond F. Scargill	Supervisor of Parts & Materials – Fleet Maintenance

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

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

**A RESOLUTION OF APPRECIATION FOR THE SERVICES OF
SHIRLEY A. CRUSER AS PERSONNEL TECHNICIAN
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

WHEREAS, the Santa Cruz Metropolitan Transit District, requiring an employee with expertise and dedication appointed Shirley A. Cruser to serve in the position of Personnel Technician, and

WHEREAS, Shirley A. Cruser served as a member of the Human Resources Department of the Santa Cruz Metropolitan Transit District for the time period of September 26, 2002 to October 16, 2014, and

WHEREAS, Shirley A. Cruser provided the Santa Cruz Metropolitan Transit District with dedicated service and commitment during the time of employment, and

WHEREAS, Shirley A. Cruser served the Santa Cruz Metropolitan Transit District with distinction, and

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

WHEREAS, during the time of Shirley A. Cruser's service, Santa Cruz METRO expanded service, developed new operating facilities, purchased new equipment, developed accessible bus stops, opened new transit centers, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service, and

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

NOW, THEREFORE, BE IT RESOLVED, that upon her retirement as Personnel Technician, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Shirley A. Cruser for efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, Santa Cruz Metropolitan Transit District staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution will be presented to Shirley A. Cruser, and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 14th day of November 2014 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

DENE BUSTICHI
Board Chair

ATTEST _____

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel



DATE: November 14, 2014

TO: Board of Directors

FROM: Chair Dene Bustichi

SUBJECT: *AB* **DISCUSS EVENING BOARD OF DIRECTOR MEETINGS**

I. RECOMMENDED ACTION

That the Board of Directors discuss evening Board of Director Meetings

II. SUMMARY OF ISSUES

- The Chairman has been requested that the item of evening Board of Director meetings be discussed.

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DATE: November 14, 2014
TO: Board of Directors
FROM: Liseth Guizar, Security and Risk Administrator
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH FIRST ALARM SECURITY & PATROL, INC.

I. RECOMMENDED ACTIONS

That the Board of Directors authorize the CEO to execute a Contract Amendment with First Alarm Security & Patrol, Inc. for security guard services by increasing the Contract not-to-exceed \$300,000.

II. SUMMARY

- Santa Cruz METRO (METRO) has a contract with First Alarm Security & Patrol, Inc. (First Alarm) for security guard services.
- This contract was established on June 1, 2012 and will expire on May 31, 2015.
- Staff is requesting an additional contract authority in the amount of \$300,000.
- The additional contract authority will provide sufficient coverage while Santa Cruz METRO completes the Request for Proposal (RFP) process and contract award.

III. DISCUSSION/BACKGROUND

On June 1, 2012, METRO entered into a contract with First Alarm for security guard services at various transit centers and facilities. First Alarm additionally provides security for committee meetings, fare box vault processing services, Ticket Vending Machine revenue collection and patrols of all METRO properties at night.

Currently, security guards posted at METRO facilities receive additional training in METRO transit-specific issues such as communication codes, Post Standard Operating Procedures, mitigation of aggressive behavior, lost and found procedures, Americans with Disabilities Act (ADA) issues, transit security awareness and evacuation procedures in order to meet the needs of transit users and the agency.

When METRO first entered into contract with First Alarm in 2012, the security guards were paid an average of \$10.00 per hour which contributed to a high rate of security guard turnover. This resulted in continuous training of new guards and an increase in mistakes made by non-seasoned guards. Ciro Aguirre, Manager of Operations, worked

with First Alarm to create a wage structure that would gradually increase the wages of the guards in an effort to reduce turnover of security guards and maintain continuity in security. Since then, security guard turnover has significantly reduced.

The increase in guard wages was not factored into the original contract not-to-exceed amount. For this reason, the contract authority is reaching exhaustion earlier than originally anticipated. Additional contract authority in the amount of \$300,000 will allow a continuity of coverage until the contract expiration date of May 31, 2015.

The following is a breakdown of security costs since the inception of the First Alarm contract up to September of 2014. Because the First Alarm invoices do not break down the costs per site, the information provided is an average. Please note that security services at the Operations Yard began in April of 2013 as a result of moving Operations to the temporary facility at Harvey West.

Pacific Station	
Duties include security services 7 days per week, additional coverage of MAC meetings, providing additional security during special downtown events such as Halloween, Pride, New Years Eve, concerts.	
Average Hours per Month	1,000
Average Cost per Month	\$22,800

Watsonville Transit Center	
Duties include security services 7 days per week.	
Average Hours per Month	635
Average Cost per Month	\$13,330

Operations Yard	
Duties include providing security services, including patrolling of bus yards and employee protection 7 days per week.	
Average Hours per Month	480
Average Cost per Month	\$11,000

Vaulting	
Duties include retrieval fare box vault processing services 6 days per week.	
Average Hours per Month	214
Average Cost per Month	\$4,200

Total Spent to Date	
Total Spent from June 2012 to Present for Multiple Transit Centers and Vaulting Guard Services	\$1,070,095.30
Total Spent from April 2013 to Present for the Operations Yard Security Services	\$196,290.77
Total spent from June 2012 to Present	\$1,266,386.07

Transit Centers & Vaulting	
Original contract authority	\$1,099,981.00
Paid to date	\$1,070,095.30
Authority remaining on contract	\$29,885.70
Estimated amount required to fund until 5/31/14	\$322,640.00
Estimated additional authority required	\$292,754.30

Operations Yard	
Original contract authority	\$384,000.00
Paid to date	\$196,290.77
Authority remaining on contract	\$187,709.23
Estimated amount required to fund until 5/31/14	\$88,000.00
Remaining contract authority	\$99,709.23

Staff recommends that the Board of Directors authorize the CEO to execute a contract amendment on behalf of Santa Cruz METRO. Liseth Guizar, Security and Risk Administrator, will continue to serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT 

This contract has a total not to exceed amount of \$1,483,981. Additional funds in the amount of \$300,000 are requested for approval at this time. If approved, the new contract not-to-exceed total will be \$1,783,981.

Funds to support this contract are included in the FY15 & FY16 Operating Budget under Security and Risk Security Services (503171).

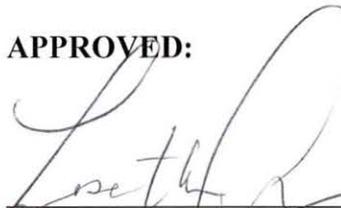
V. ALTERNATIVES CONSIDERED

- Do not increase the contract authority. This is not recommended since doing so will result in premature termination of security services at all facilities.

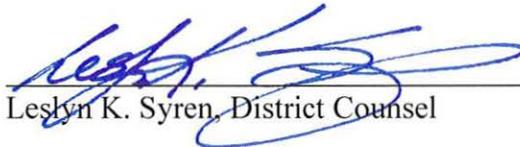
VI. ATTACHMENTS

Attachment A: Contract Amendment with First Alarm Security & Patrol, Inc.

APPROVED:



Liseth Guizar, Security and Risk Administrator



Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO CONTRACT NO. 12-28
FOR SECURITY GUARD SERVICES**

This Second Amendment to Contract No. 12-28 for Security Guard Services is made effective November 17, 2014 between the Santa Cruz Metropolitan Transit District ("Santa Cruz METRO"), a political subdivision of the State of California, and First Alarm Security & Patrol, Inc. ("Contractor").

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Security Guard Services ("Contract") on June 1, 2012.
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to increase the Contract total not-to-exceed amount.

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

II. COMPENSATION

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

Santa Cruz METRO shall compensate Contractor in an amount not to exceed \$300,000 under the terms of this Second Amendment.

The new Contract total not-to-exceed amount is \$1,783,981. Contractor understands and agrees that if he/she exceeds the \$1,783,981 maximum amount payable under this Contract, it does so at its own risk.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

- 4.1 Article 7 is amended to include the following language:

Each party has full power to enter into and perform this Second Amendment to the Contract and the person signing this Second Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further

acknowledges that it has read this Second Amendment to the Contract, understands it, and agrees to be bound by it.

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford
CEO/General Manager

Contractor –
FIRST ALARM SECURITY AND PATROL, INC.

By 

Cal Horton
President

Approved as to Form:



Leslyn Syren
District Counsel



Year to Date Monthly Financial Report as of July 31, 2014

Santa Cruz METRO Board of Directors

November 14, 2014

Angela Aitken, Finance Manager

FY15 Operating Revenue and Expenses

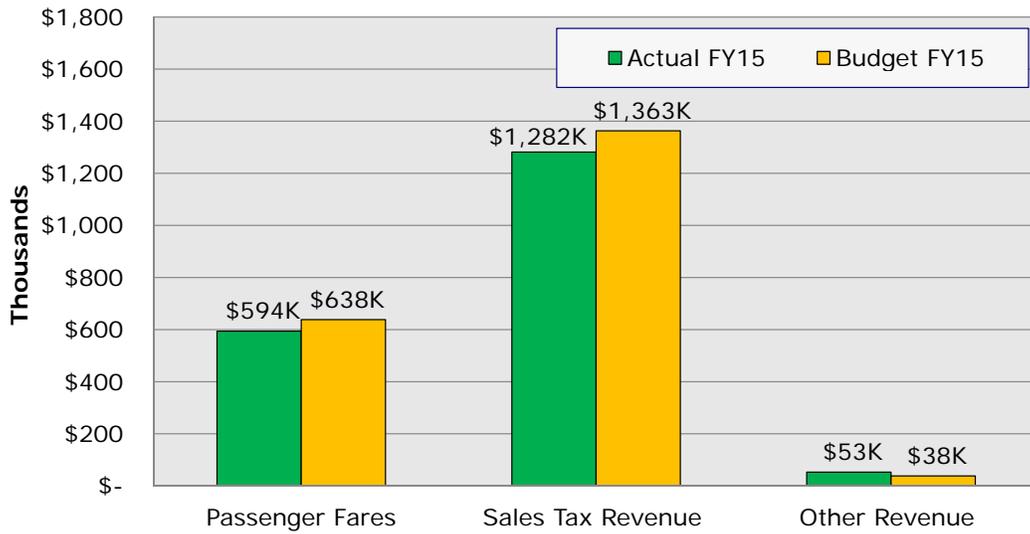
Year to Date as of July 31, 2014

8% of Fiscal Year Elapsed

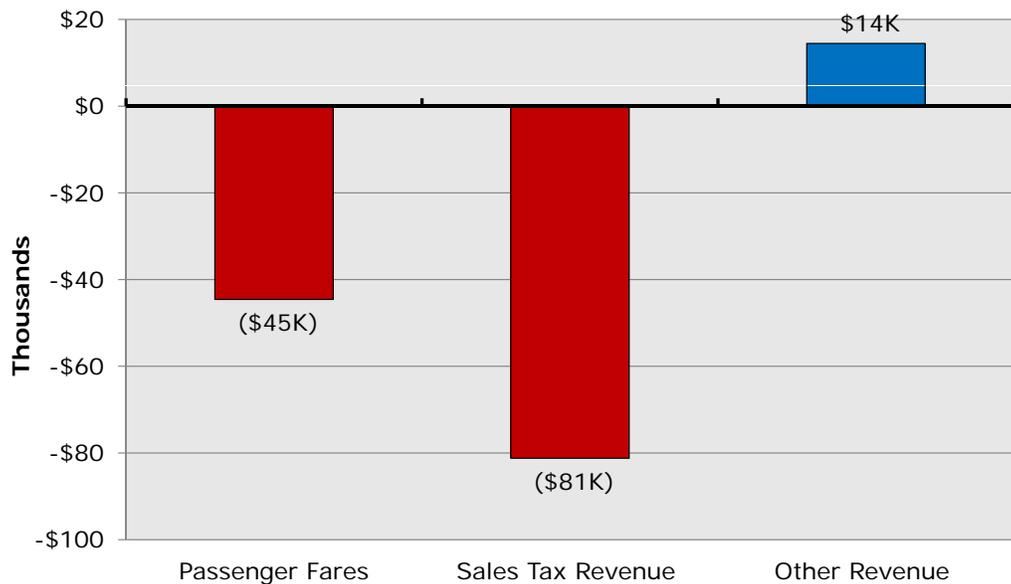
	Actual	Budget	\$ VAR	% VAR
Total Revenue:	\$1,928,509	\$2,040,616	(\$112,107)	-5%
Expenses:				
Labor & Fringe Benefits	\$3,075,252	\$3,285,902	(\$210,650)	-6%
Non-Personnel Expenses	\$654,042	\$726,738	(\$72,695)	-10%
Total Expenses:	\$3,729,294	\$4,012,640	(\$283,346)	-7%
Income (Loss)	(\$1,800,785)			



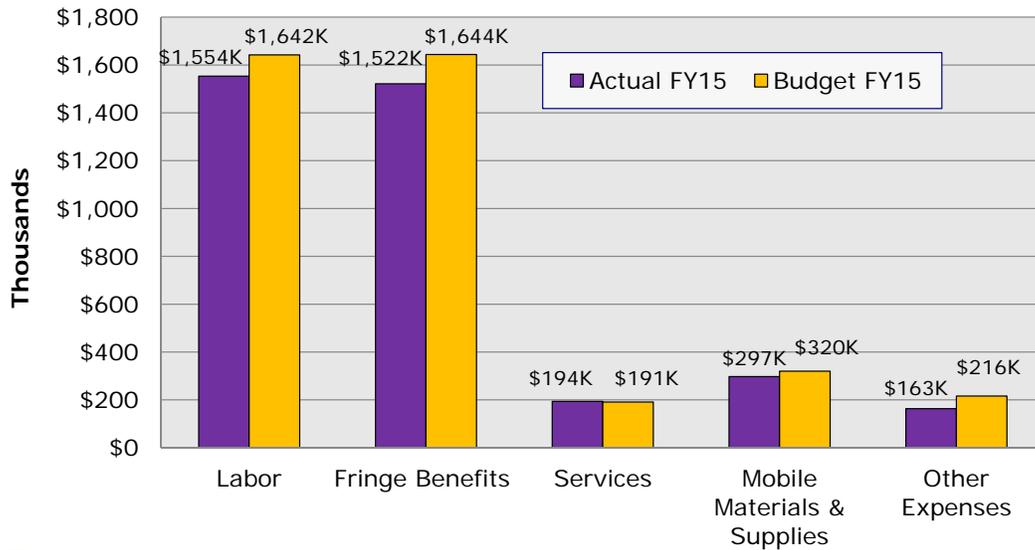
FY15 Operating Revenue by Major Funding Source
Year to Date as of July 31, 2014
8% of Fiscal Year Elapsed



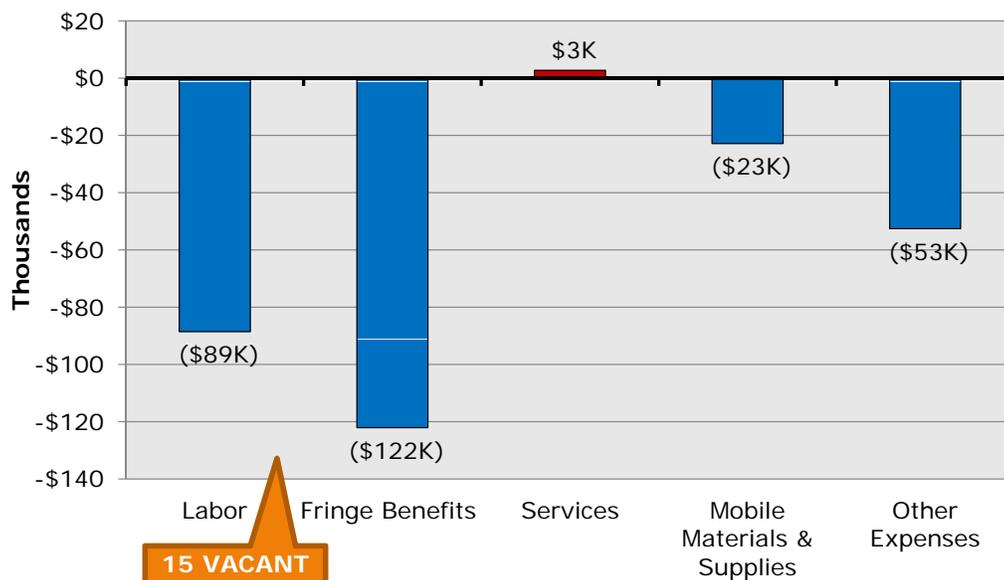
Favorable/(Unfavorable) Revenue Variance to Budget
Year to Date as of July 31, 2014
8% of Fiscal Year Elapsed



FY15 Operating Expenses by Major Expense Category
Year to Date as of July 31, 2014
8% of Fiscal Year Elapsed



(Favorable)/Unfavorable Expense Variance to Budget
Year to Date as of July 31, 2014
8% of Fiscal Year Elapsed



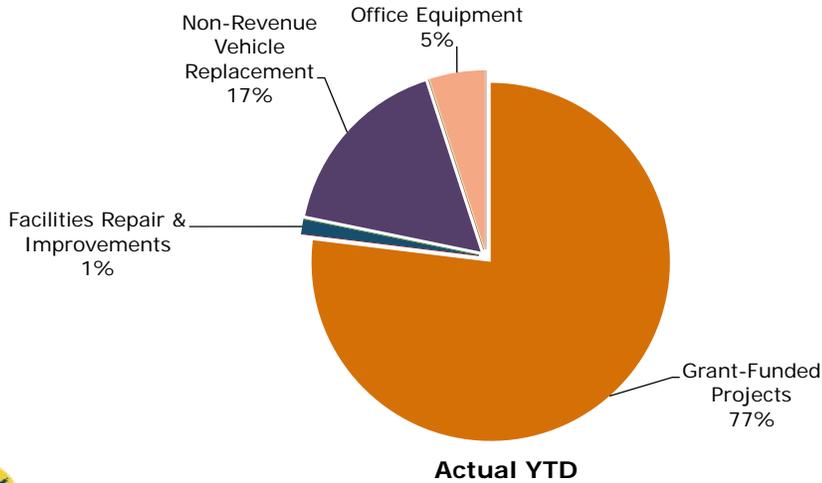
15 VACANT FUNDED POSITIONS



FY15 Capital Budget

Year to Date as of July 31, 2014
8% of Fiscal Year Elapsed

	Actual YTD	Total FY15 Budget	% Spent YTD
Total Capital Projects:	\$319,417	\$20,861,899	2%



Questions





DATE: November 14, 2014

TO: Board of Directors

FROM: Dene Bustichi, Chair of the Board of Directors

**SUBJECT: CONSIDERATION OF ADOPTION OF THE FIRST AMENDMENT TO
THE EMPLOYMENT AGREEMENT WITH DISTRICT COUNSEL**

I. RECOMMENDED ACTION

That the Board of Directors authorize the Board Chair to sign the First Amendment to the Employment Agreement with Santa Cruz METRO's District Counsel adjusting her salary to step six (6) of the wage scale.

II. SUMMARY OF ISSUES

- On November 14, 2014, the Board of Directors conducted the annual performance review of the District Counsel.
- Based on those discussions, the Board Chair is recommending a salary increase for the District Counsel.
- Government Code section 3511.2 requires that any salary increases for Executives be authorized in open session.
- This action would authorize the Board Chair to execute an amendment to the Employment Agreement with Leslyn K. Syren, District Counsel, to increase her salary to Step 6 of the salary grade for this position based on excellent performance.

III. DISCUSSION/BACKGROUND

On October 10, 2014 and October 24, 2014, the Board of Directors discussed the performance of the District Counsel and the requested salary increase for this position. These discussions occurred in closed session. Based on the discussion, the Board Chair is recommending a salary increase for the District Counsel. The suggested salary increase would place the incumbent, Leslyn Syren, at Step 6 of the Management Compensation Plan. (See, Attachments A and B.)

In order for the increase to be effective, the entire Board must approve the Contract Amendment in open session. Government Code section 3511.2 prohibits contracts between local agencies and their executives that include automatic salary increases which exceed the cost-of-living adjustments. As a result, any salary increases related to the District Counsel's employment must be specifically approved by the Board of Directors as part of regular meeting held in open session.

District Counsel's employment must be specifically approved by the Board of Directors as part of regular meeting held in open session.

This action would authorize the Board Chair to enter into an Amendment to the Employment Agreement with the District Counsel to authorize the negotiated increase to become effective on December 17, 2014 (the employee's anniversary date).

IV. FINANCIAL CONSIDERATIONS/IMPACT



The required funding for this action is approximately \$10,600 for FY15; of which \$8,500 is budgeted in the Legal Department under Labor and Fringe, and \$2,100 would need to be absorbed in the FY15 Operating budget within Labor and Benefit savings.

V. ALTERNATIVES CONSIDERED

Do not approve this increase in salary. This is not recommended by the Board Chair as this would stagnate District Counsel's salary and place her salary well below the market rate for this position.

VI. ATTACHMENTS

- Attachment A:** First Amendment to District Counsel's Employment Agreement
Attachment B: Management Compensation Plan (July 1, 2014 – June 30, 2016)

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

This First Amendment to an employment agreement made and entered into on December 7, 2012 by and between the Santa Cruz Metropolitan Transit District (hereinafter referred to as "SC METRO") and Leslyn Syren (hereinafter referred to as "Employee").

I. RECITALS

- 1.1 SC METRO and Employee entered into an Employment Agreement (Agreement) on December 7, 2012.
- 1.2 The Agreement allows for amendment upon mutual written consent.
- 1.3 SC METRO and Employee desire to amend the Agreement to increase the Compensation of Employee.

Therefore, SC METRO and Employee amend the Agreement as follows:

II. COMPENSATION

2.1 SECTION 4 – COMPENSATION is amended to read as follows:

“As compensation for the services rendered to the SC METRO during the term of this Agreement, the Employee shall be compensated at the rates identified in the District Management Compensation Plan identified as Attachment B to this Agreement, the terms of which are incorporated by reference herein as though fully set forth. It is agreed that the Employee shall initially be placed at step **six (6)** of the salary range for District Counsel as indentified in Attachment B. Any cost of living adjustments approved by the Board of Directors applying to the rates of compensation in the Management Compensation Plan shall be applied to rates identified for the position of District Counsel in the Plan. Compensation provided under this section shall be payable in accordance with the SC METRO’s regular payroll procedures.”

III. REMAINING TERMS AND CONDITIONS

3.01 All other provisions of the Agreement that are not affected by this Amendment shall remain unchanged and in full force and effect for the remainder of the term of the Agreement.

IN WITNESS WHEREOF, the undersigned have executed this First Amendment to the Agreement. Dated this ___ day of November, 2014, at Santa Cruz, California.

Employee:

Santa Cruz Metropolitan Transit District

Leslyn Syren

Dene Bustichi
Chair, Board of Directors

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

EMPLOYMENT AGREEMENT

This is an employment agreement made and entered into on December 7, 2012 by and between the Santa Cruz Metropolitan Transit District (hereinafter referred to as "SC METRO") and Leslyn Syren (hereinafter referred to as "Employee").

WHEREAS, the Board of Directors of the SC METRO is authorized pursuant to the Santa Cruz Metropolitan Transit District Act of 1967, Sections 98114 and 98115 of the California Public Utilities Code to enter into contracts on behalf of the SC METRO and to appoint and fix the salary of the District Counsel:

WHEREAS, the Board of Directors of the SC METRO desires to employ the services of Leslyn Syren in the position of District Counsel; and

WHEREAS, Leslyn Syren will serve as an at will employee in the position of District Counsel; and

WHEREAS, Leslyn Syren desires to enter into an agreement to serve in the position of District Counsel for the period December 17, 2012 through December 31, 2015.

THEREFORE, in consideration of the terms and conditions of the Agreement the parties agree as follows:

SECTION 1 – DUTIES AND RESPONSIBILITIES

A. SC METRO agrees to the employment of Employee as District Counsel and the Employee accepts such employment under the terms and conditions set forth in this Agreement.

B. Employee shall have and agrees to perform in good faith the duties and responsibilities of District Counsel. As such, Employee shall have the responsibility for the proper administration of the SC METRO in accordance with State law and such ordinance, resolutions and policies as have been or may be established by the Board of Directors. Employee shall have the general supervision and management of the legal affairs of the SC METRO under the direction of the Board of Directors and shall perform such duties as outlined in the position description, a true copy of which is attached heretofore as Attachment A, the terms of which are incorporated by reference herein as though fully set forth, and shall perform such other duties and responsibilities as may be assigned from time to time by the Board of Directors. Employee's duties shall also include but not be limited to those set forth in Public Utilities Code Section 98000 et seq (as amended) and the SC METRO Bylaws (as amended).

SECTION 2 – CONDITIONS OF EMPLOYMENT

A. Employee shall devote all of her professional energies, interests, and abilities to the performance of the duties and responsibilities of District Counsel and shall not engage in any additional professional activities without the permission of the Board of Directors.

SECTION 3 – TERM OF EMPLOYMENT

A. Subject to the provisions for termination set forth below in Section 7 of this Agreement, the Employee's term of employment shall be for the period December 17, 2012 through December 31, 2015.

Attachment A

SECTION 4 – COMPENSATION

A. As compensation for the services rendered to the SC METRO during the term of this Agreement, the Employee shall be compensated at the rates identified in the District Management Compensation Plan identified as Attachment B to this Agreement, the terms of which are incorporated by reference herein as though fully set forth. It is agreed that the Employee shall initially be placed at step **six (6)** of the salary range for District Counsel as identified in Attachment B and shall advance to the next step in the range every twelve (12) months thereafter. Any cost of living adjustments approved by the Board of Directors applying to the rates of compensation in the Management Compensation Plan shall be applied to rates identified for the position of District Counsel in the Plan. Compensation provided under this section shall be payable in accordance with the SC METRO's regular payroll procedures.

SECTION 5 – VACATION

A. Commencing upon execution of this Agreement, the Employee shall accrue vacation at a rate equivalent to three (3) weeks per year. Accrual shall be in accordance with the SC METRO's regular payroll procedures and the District's Management Compensation Plan.

SECTION 6 – SICK LEAVE

A. The Employee shall be provided sick leave benefits in accordance with the District's Management Compensation Plan identified in Attachment B of this Agreement.

SECTION 7 – TERMINATION/SUSPENSION

A. This Agreement may be terminated:

- i. By mutual agreement and upon such terms and conditions as agreed to in writing by the Employee and the SC METRO.
- ii. By adoption of a resolution approved by the affirmative vote of a majority of the Board of Directors for the removal, with or without cause, of the Employee as District Counsel. The Employee shall be provided notification of the meeting where the resolution is to be considered at least ten (10) working days prior to the meeting;
- iii. By not successfully passing the Probationary period. Employee shall be subject to an initial Probationary period of twelve (12) months. Prior to the end of the initial Probationary period, the Board of Directors act to confirm Employee's successful completion of Probation or act to extend the Probationary period for one or more additional periods of time. During the initial Probationary period or any approved extension, if it is determined by the Board of Directors that the Employee is not performing at the standards set by the Board of Directors, the Employee may be removed pursuant to the procedure set forth in subsection 7(A)(ii).
- iv. By the death or resignation of the Employee.

B. The SC METRO may suspend the Employee with or without full pay and benefits by the adoption of a resolution setting forth the reasons for the suspension approved by the affirmative vote of a majority of the Board of Directors for the suspension of the Employee as District Counsel. The Employee shall be provided notification of the meeting where the resolution is to be considered at least ten (10) working days prior to the meeting.

C. This Agreement shall not limit the rights of the parties to pursue remedies under California State

Attachment A

Law should a breach of contract occur which is not able to be mutually resolved by the parties.

SECTION 8 – COMPENSATION AFTER TERMINATION

A. If the Employee does not successfully complete the probationary period (first twelve [12] months of employment and any approved extensions), or elects to voluntarily terminate employment prior to completing the probationary period the SC METRO is under no obligation to compensate the Employee for any time left until the end of the term of the contract.

B. If this Agreement is terminated under Section 7(A)(ii) by the adoption of a resolution and the grounds for the Employee termination are malfeasance, dishonesty, or moral turpitude on the part of the Employee, which shall result in a conviction, the SC METRO shall have no additional financial obligation to the Employee. If the grounds of the Employee's termination under Section 7(A)(ii) are other than those set forth in the preceding sentence, the SC METRO shall compensate the Employee, at the level of salary and benefits in effect at the time of termination, for the remaining period of this Agreement or for a maximum period of eighteen (18) months, whichever is the lesser, and shall compensate the Employee for all unused leave accruals provided in the District's Management Compensation Plan identified in Attachment B to this Agreement.

C. If this Agreement is terminated under section 7(A)(iv) by the Employee's death the SC METRO shall compensate the Employee's beneficiary, identified in the life insurance policy provided by the SC METRO, for all unused leave accruals provided in the District's Management Compensation Plan identified in Attachment B to this Agreement.

SECTION 9 – OTHER CONDITIONS OF EMPLOYMENT

A. Employee shall be entitled to and receive the benefits and conditions of employment which are available generally to other non-bargaining unit employees of the SC METRO except as expressly modified by this Agreement. The District Management Compensation Plan is outlined in Attachment B and incorporated into this Agreement by reference. Any modifications in the District's Management Compensation Plan adopted by the Board of Directors during the term of this Agreement shall be incorporated into this Agreement at the time of adoption.

SECTION 10 – EVALUATIONS

A. The Board of Directors shall evaluate the performance of the Employee at least annually. More frequent evaluations may be conducted if the Board of Directors deems it necessary.

SECTION 11 – EXPENSES

A. The SC METRO shall provide the Employee reasonable and necessary business equipment and supplies in order to carry out the performance of her duties and responsibilities as set forth in this Agreement, in accordance with the SC METRO's normal practice. Any unanticipated reasonable and necessary business expenses which the Employee incurs shall be reimbursed by SC METRO upon satisfactory proof of detailed expenses and invoiced for which reimbursement is claimed.

SECTION 12 – INDEMNIFICATION

A. To the extent permitted under California State Law, the SC METRO shall indemnify and hold harmless the Employee from any claim or legal action arising out of the Employee's actions in carrying out the duties of the District Counsel, as long as the Employee is acting within the course and scope of her employment as defined herein.

Attachment A

SECTION 13 – OTHER TERMS AND CONDITIONS

A. Any notice to the District under this Agreement shall be furnished in writing by the Employee to the Chair of the Board, Santa Cruz Metropolitan Transit District, 110 Vernon Street, Santa Cruz, CA. 95060. Any notice to the Employee shall be furnished in writing by the SC METRO to her most recent home address as identified in her Employee Personnel file. All such notices must be sent by first class mail or delivered in person by messenger.

B. This written instrument represents the entire Agreement between the parties and supersedes any prior agreements or understandings whether oral or written with the exception of those referenced in this Agreement.

C. This Agreement cannot be changed or terminated orally and may be modified only by a written agreement executed by both parties.

D. This Agreement is personal to the Employee and cannot be assigned to any other person by the Employee.

E. This agreement shall be binding on the heirs, personal representatives, successors and assigns of the employee.

F. This Agreement shall be interpreted, construed, and applied according to the laws of the State of California.

G. The invalidity or unenforceability of any one or more provisions of this Agreement will in no way affect any other provisions.

H. The captions or headings of the paragraphs hereof are for convenience only and shall not control or affect the meaning or construction of any of the terms or provisions of this Agreement.

I. Time is of the essence.

J. No provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on December 7, 2012.

Employee:

Santa Cruz Metropolitan Transit District

Leslyn Syren

Lynn Robinson
Chair, Board of Directors

Date

Date

Attachment B

Exhibit A

MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/19/2014
Corrected - 06/17/13
Updated - 03/28/14
Updated - 08/22/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	84.54	88.76	93.20	97.86	102.75	107.90
District Counsel	65.08	68.33	71.75	75.34	79.10	83.07
Assistant General Manager	56.33	59.15	62.11	65.22	68.48	71.91
Operations Manager	51.21	53.77	56.47	59.29	62.26	65.37
Maintenance Manager	51.21	53.77	56.47	59.29	62.26	65.37
Finance Manager	51.21	53.77	56.47	59.29	62.26	65.37
Human Resources Manager	46.13	48.43	50.86	53.41	56.07	58.87
Information Technology Manager	46.13	48.43	50.86	53.41	56.07	58.87
Planning & Marketing Manager	46.13	48.43	50.86	53.41	56.07	58.87
Purchasing Manager**	46.13	48.43	50.86	53.41	56.07	58.87
Senior Database Administrator	41.24	43.31	45.47	47.75	50.12	52.63
Asst. Manager of Information Technology *	41.24	43.31	45.47	47.75	50.12	52.63
Assistant Finance Manager	38.54	40.46	42.48	44.60	46.84	49.18
Assistant HR Manager	38.54	40.46	42.48	44.60	46.84	49.18
Fixed Route Superintendent	38.54	40.46	42.48	44.60	46.84	49.18
Paratransit Superintendent	38.54	40.46	42.48	44.60	46.84	49.18
Project Manager	38.54	40.46	42.48	44.60	46.84	49.18
Facilities Maintenance Manager	37.45	39.33	41.29	43.35	45.53	47.80
Database Administrator (alternately staffed/Sr. Db Admin)	35.62	37.41	39.28	41.24	43.31	45.47
Security and Risk Administrator ***	35.62	37.41	39.28	41.24	43.31	45.47
Asst. Paratransit Superintendent	32.20	33.81	35.50	37.28	39.14	41.10
Executive Administrative Assistant ****	30.17	31.68	33.26	34.92	36.68	38.52

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

**** Added Executive Administrative Assistant per BOD Action Aug 22, 2014

Attachment B

Exhibit A

MANAGEMENT MONTHLY SALARY SCHEDULE

Effective 06/19/2014
Corrected - 06/17/13
Updated - 03/28/14
Updated - 08/22/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	14,654	15,385	16,155	16,962	17,810	18,703
District Counsel	11,281	11,844	12,437	13,059	13,711	14,399
Assistant General Manager	9,764	10,253	10,766	11,305	11,870	12,464
Operations Manager	8,876	9,320	9,788	10,277	10,792	11,331
Maintenance Manager	8,876	9,320	9,788	10,277	10,792	11,331
Finance Manager	8,876	9,320	9,788	10,277	10,792	11,331
Human Resources Manager	7,996	8,395	8,816	9,258	9,719	10,204
Information Technology Manager	7,996	8,395	8,816	9,258	9,719	10,204
Planning & Marketing Manager	7,996	8,395	8,816	9,258	9,719	10,204
Purchasing Manager**	7,996	8,395	8,816	9,258	9,719	10,204
Senior Database Administrator	7,148	7,507	7,881	8,277	8,687	9,123
Asst. Manager of Information Technology *	7,148	7,507	7,881	8,277	8,687	9,123
Assistant Finance Manager	6,680	7,013	7,363	7,731	8,119	8,525
Assistant HR Manager	6,680	7,013	7,363	7,731	8,119	8,525
Fixed Route Superintendent	6,680	7,013	7,363	7,731	8,119	8,525
Paratransit Superintendent	6,680	7,013	7,363	7,731	8,119	8,525
Project Manager	6,680	7,013	7,363	7,731	8,119	8,525
Facilities Maintenance Manager	6,491	6,817	7,157	7,514	7,892	8,285
Database Administrator (alternately staffed/Sr. Db Admin)	6,174	6,484	6,809	7,148	7,507	7,881
Security and Risk Administrator ***	6,174	6,484	6,809	7,148	7,507	7,881
Asst. Paratransit Superintendent	5,581	5,860	6,153	6,462	6,784	7,124
Executive Administrative Assistant *****	5,229	5,491	5,765	6,053	6,358	6,677

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

***** Added Executive Administrative Assistant per BOD Action Aug 22, 2014

Attachment B

Exhibit A

MANAGEMENT HOURLY RATES SCHEDULE

Effective 06/18/15
Updated - 06/17/14
Updated - 08/22/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	86.23	90.54	95.06	99.82	104.81	110.06
District Counsel	66.38	69.70	73.19	76.85	80.68	84.73
Assistant General Manager	57.46	60.33	63.35	66.52	69.85	73.35
Operations Manager	52.23	54.85	57.60	60.48	63.51	66.68
Maintenance Manager	52.23	54.85	57.60	60.48	63.51	66.68
Finance Manager	52.23	54.85	57.60	60.48	63.51	66.68
Human Resources Manager	47.05	49.40	51.88	54.48	57.19	60.05
Information Technology Manager	47.05	49.40	51.88	54.48	57.19	60.05
Planning & Marketing Manager	47.05	49.40	51.88	54.48	57.19	60.05
Purchasing Manager**	47.05	49.40	51.88	54.48	57.19	60.05
Senior Database Administrator	42.06	44.18	46.38	48.71	51.12	53.68
Asst. Manager of Information Technology *	42.06	44.18	46.38	48.71	51.12	53.68
Assistant Finance Manager	39.31	41.27	43.33	45.49	47.78	50.16
Assistant HR Manager	39.31	41.27	43.33	45.49	47.78	50.16
Fixed Route Superintendent	39.31	41.27	43.33	45.49	47.78	50.16
Paratransit Superintendent	39.31	41.27	43.33	45.49	47.78	50.16
Project Manager	39.31	41.27	43.33	45.49	47.78	50.16
Facilities Maintenance Manager	38.20	40.12	42.12	44.22	46.44	48.76
Database Administrator (alternately staffed/Sr. Db Admin)	36.33	38.16	40.07	42.06	44.18	46.38
Security and Risk Administrator ***	36.33	38.16	40.07	42.06	44.18	46.38
Asst. Paratransit Superintendent	32.84	34.49	36.21	38.03	39.92	41.92
Executive Administrative Assistant *****	30.77	32.31	33.93	35.62	37.41	39.29

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

***** Added Executive Administrative Assistant per BOD Action Aug 22, 2014

Attachment B

Exhibit A

MANAGEMENT MONTHLY SALARY SCHEDULE

Effective 06/18/15
Updated - 06/17/14
Updated - 08/22/14

<u>Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CEO/General Manager****	14,947	15,694	16,477	17,302	18,167	19,077
District Counsel	11,506	12,081	12,686	13,321	13,985	14,687
Assistant General Manager	9,960	10,457	10,981	11,530	12,107	12,714
Operations Manager	9,053	9,507	9,984	10,483	11,008	11,558
Maintenance Manager	9,053	9,507	9,984	10,483	11,008	11,558
Finance Manager	9,053	9,507	9,984	10,483	11,008	11,558
Human Resources Manager	8,155	8,563	8,993	9,443	9,913	10,409
Information Technology Manager	8,155	8,563	8,993	9,443	9,913	10,409
Planning & Marketing Manager	8,155	8,563	8,993	9,443	9,913	10,409
Purchasing Manager**	8,155	8,563	8,993	9,443	9,913	10,409
Senior Database Administrator	7,290	7,658	8,039	8,443	8,861	9,305
Asst. Manager of Information Technology *	7,290	7,658	8,039	8,443	8,861	9,305
Assistant Finance Manager	6,814	7,153	7,511	7,885	8,282	8,694
Assistant HR Manager	6,814	7,153	7,511	7,885	8,282	8,694
Fixed Route Superintendent	6,814	7,153	7,511	7,885	8,282	8,694
Paratransit Superintendent	6,814	7,153	7,511	7,885	8,282	8,694
Project Manager	6,814	7,153	7,511	7,885	8,282	8,694
Facilities Maintenance Manager	6,621	6,954	7,301	7,665	8,050	8,452
Database Administrator (alternately staffed/Sr. Db Admin)	6,297	6,614	6,945	7,290	7,658	8,039
Security and Risk Administrator ***	6,297	6,614	6,945	7,290	7,658	8,039
Asst. Paratransit Superintendent	5,692	5,978	6,276	6,592	6,919	7,266
Executive Administrative Assistant *****	5,333	5,600	5,881	6,174	6,484	6,810

* Asst Manager of Information Technology position added as per Board Action March 11, 2011

** Purchasing Manager position added as per Board Action June 28, 2013

*** Security and Risk Administrator position added per Board Action September 13, 2013

**** CEO/General Manager title / salary change per Board Action March 28, 2014

***** Added Executive Administrative Assistant per BOD Action Aug 22, 2014



DATE: November 14, 2014
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: APPROVE SEVERAL MINOR ORGANIZATIONAL CHANGES

I. RECOMMENDED ACTION

The CEO requests that the Board of Directors approve the organizational changes and recommendations reflected in Table 1 of this report.

II. SUMMARY OF ISSUES

- In May 2014, the CEO requested that a Board report containing requests for several new positions be held in abeyance until such time as the CEO could review the requests.
- The CEO has now thoroughly reviewed those requests and is recommending some of those requests along with some new requests contained in this report.
- The CEO is requesting that the Board authorized and funded position of Assistant General Manager (AGM) be converted to a new position called the Chief Operations Officer (COO).

III. DISCUSSION/BACKGROUND

Since joining Santa Cruz METRO in early May 2014, the CEO has been reviewing the current organizational structure along with numerous requests from various departments for additional support. That review has resulted in several requests as noted in table 1 of this report. The focus of the CEO's review and the resource requests are consistent with the following emphasis:

- Safety First
- Emergent staffing support and succession planning needs
- Increasing revenues and Santa Cruz METRO branding
- Effective organizational structure for operations
- Managing down fleet failures and the backlog of "deadlist" buses

In identifying the resources necessary to efficiently and effectively manage the organization, the CEO followed the premise that we must do so in a manner that does not add excessive overhead to the structure of the agency and to maintain a matrix organizational structure.

Safety First

Sr./Jr. Safety Specialist - The safety of our employees and customers is paramount. While Santa Cruz METRO has an excellent track record in this area, the agency can benefit by greater focus. We must put in place new processes and procedures that will allow the agency to increase our proactive intervention in ensuring a safe work environment for our employees and to collect and analyze workplace injuries to develop prevention strategies and training. Safety and emergency preparedness plans should also be regularly updated.

I propose that the Security and Risk Administrator's title have the word "Safety" added and the word "Manager" to replace the word "Administrator" and that the current Board approved and funded vacant Claims Investigator I position be converted to a Sr./Jr. Safety Specialist. Once hired, this individual will also be responsible for claims investigation.

Follow-up actions – The CEO will work collaboratively with the Santa Cruz METRO Human Resources Department and representatives from SEIU-SEA to develop a job specification for this revised position and pay grade, and return to the Board at a later date to request approval of both.

Estimated FY15 budget impact – Since the Claims Investigator position is already budgeted in FY15, the FY15 budget impact will be minimal.

Emergent Staffing Support and Succession Planning Needs

Sr. Facilities Maintenance Worker - The Facilities Maintenance Department is in need of additional logistical support and increased project planning and tracking.

In May 2011, former Senior Facilities Maintenance Worker (Sr. FMW), Michael Boyd, retired from employment with Santa Cruz METRO and funding for the position was eliminated. All the duties performed by the Sr. FMW such as assigning work to the Facilities Maintenance Worker I/II's, collecting information and preparing reports, coordinating training, documentation and other paperwork requirements were reassigned to the Facilities Maintenance Supervisor and the Administrative Specialist. Technical duties involving the repair and maintenance of the facilities were distributed among the existing Facilities Maintenance Staff.

Approving funding for this position will allow the Facilities Maintenance Supervisor to focus on developing and implementing procedures, improving practices and developing strategies for maintaining our aging buildings. He will also be tasked with creating Key Performance Indicators to ensure our Facilities (including bus stops) are being maintained at the highest standard and that the Facilities Maintenance Staff has a better understanding of what is expected of them.

Follow-up actions - None. This position currently exists in the SEIU contract and the job specification and pay rates are current as well. Board approval today will provide the budgetary authority to recruit and fill the position.

Estimated FY15 budget impact - \$48,339 for six months, inclusive of benefits.

Admin Clerk I - This position was previously recruited for and there has been a temporary employee filling it for nearly a year. Adding this position will correct an error that occurred in the 2014 budget in which the prior General Manager intended to add this position and it was inadvertently omitted from the budget.

The Parts division of the Purchasing Department has taken on many new and expanded functions in the past few years which have taken time away from Parts staff's ability to perform administrative tasks. These functions include, but are not limited to, centralized receiving, management of all Facilities Maintenance materials and supplies inventory, incorporation of ParaCruz vehicle repairs into Fleet Maintenance, an increased number of mechanics on each shift, management of the Safety Data Sheet Program, management of bus pass stock and related supplies for Customer Service, and forklift assistance with revenue collection at the Fueling Station for the Finance Department. As a result of this workload increase, as well as increased data entry needs and reporting limitations of Santa Cruz METRO's software programs, there are administrative duties more efficiently performed by an administrative position rather than a Parts professional. This position also assists procurement staff when time allows.

Follow-up actions – None. This position exists in the SEIU contract, and the job specification and pay rates are current. Board approval today will provide the budgetary authority to perform a new recruitment and fill the position.

Estimated FY15 budget impact - \$39,551 for six months, inclusive of benefits.

Database Administrator – Santa Cruz Metro Information Technology has identified the requirement of an additional Database Administrator (DBA) to fulfill a role in the growing needs for software upgrades, integration, website development, data warehousing, reporting, and succession planning.

At present, Santa Cruz Metro Information Technology has a Senior Database Administrator that is a management position. The reason that this position is classified as management is due to the fact that this individual works at a peer-level directly with management across all departments with issues or information that may be of a sensitive nature, periodically including support of union negotiations; thus the potential for a conflict of interest, if the position were not classified as such. Currently, the Senior DBA reports to the Information Technology Manager. At present, no personnel are specifically designated as reporting to the Senior DBA.

The DBA position would hold a junior level management title and would report to the Senior DBA with a matrix to the Information Technology Manager. Primarily under the direction of the Senior DBA, this person would be assigned projects and perform database support duties.

Follow-up actions – None. This position currently exists in the Management Compensation Plan and the job specification and pay rates are current as well. Board approval today will provide the budgetary authority to recruit and fill the position.

Estimated FY15 budget impact – \$33,417 for three months, inclusive of benefits.

Increasing Revenues and Santa Cruz METRO Branding

Marketing, Communications & Customer Service Manager – Santa Cruz METRO is in need of a full-time dedicated marketing professional. Today, certain marketing, communications and customer service functions, to the extent they are performed, are scattered among different departments. These functions need to be unified under one strategic systems approach. This lack of a dedicated resource results in Santa Cruz METRO not aggressively marketing our service and available capacity. A symptom of this lack of focus is ridership which has been relatively flat over the past few years.

Santa Cruz METRO can improve its communications with our customers, the riding and non-riding public, media, and our stakeholders, to ensure that the community understands and values the benefits public transit brings to Santa Cruz County. With this position, we will be able to grow and improve our customer centric focus and improve customer service overall. Additionally, Santa Cruz METRO needs to work on its branding. Key transit terminals and bus stops do not reflect the pride we have in our system because they are not identified as Santa Cruz METRO. We can and should do better in this area. Finally, given the discussion about our structural deficit, we must market our available capacity. Increased operating revenues, in many untapped or underutilized revenue producing areas, will help resolve the structural deficit.

In the way of a recent notable reference, the adopted Short Range Transit Plan (SRTP) references numerous marketing deficiencies and opportunities in pages 158 – 181. These deficiencies and opportunities fall into the categories of electronic informational tools; printed materials; branding of the system; fare media; bus stops – signage and facilities; and coordinated marketing.

The CEO will also move certain customer service functions and interfaces to be managed by the new Marketing, Communications & Customer Service Manager.

Follow-up actions – This is proposed to be a management level position. A job specification and pay grade will need to be developed. Once developed, the CEO will return to the Board for approval of those two components prior to initiating recruitment.

Estimated FY15 budget impact – \$44,424 for three months, inclusive of benefits.

Effective Organizational Structure for Operations

Chief Operations Officer - Converting the current vacant Assistant General Manager (AGM) position to a Chief Operations Officer position (COO). The CEO has considered the appropriate deputy level support and concluded that a COO will be a better match. Bus operations are the purpose for our existence. That is, without transit bus service (Fixed Route and ParaCruz), Santa Cruz METRO does not exist. With that in mind, the CEO proposes that a deputy level position in the form of a COO will provide vast operational focus for the CEO, rather than deputy level administration support.

If the conversion of the position is approved by the Board, the CEO will move the functions of Fixed Route, ParaCruz, Fleet Maintenance and Facilities Maintenance to report to the COO. The COO will have three direct reports and lead a portion of the organization with nearly 300 employees. Also, if the conversion is approved, the CEO will move to directly appoint Operations Manager, Ciro Aguirre, to the position of COO. Mr. Aguirre is an exemplary leader with 26 years of maintenance experience with Santa Clara Valley Transportation Authority (VTA) and eight years of operations experience with Santa Cruz METRO.

Follow-up actions – This is a management level position. A job specification and pay grade will need to be developed. Once developed, the CEO will return to the Board for approval of those two components. The CEO anticipates that the pay grade will be identical to the Board approved AGM position. The CEO will make a direct appointment to this position as an “out-of-class” assignment until the Board approves the new job specification and pay grade.

Estimated FY15 budget impact – None.

Assistant Superintendent - Reporting to, and under direction of the Fixed Route Superintendent, the Assistant Fixed Route Superintendent will have responsibility for assisting in the daily management of the Fixed Route operations facility, planning, and organizing the effective delivery of on-the-street bus service and working with various departments within Santa Cruz METRO. Additional activities managed by this classification will include Fixed Route Operations Administrative Staff, Dispatch Supervision, Field Supervision, Supervisor Training, Operator Training, and Customer Service. The Assistant Fixed Route Superintendent will be responsible for ensuring that employees meet system performance, customer service expectations, operator training standards, and to monitor employee compliance with Santa Cruz METRO regulations and internal policies and procedures. With the promotion of the Operations Manager to the position of COO and the repurposing of his former Operations Manager position to this position, the additional support for the Fixed Route Superintendent will become paramount.

Follow-up actions - This is a management level position. A job specification will need to be developed for the Assistant Superintendent. Once developed, the CEO will return to the Board for approval of this component. The pay scale for the Assistant Superintendent will be the same as the existing Assistant Paratransit Superintendent position.

Estimated FY15 budget impact – There will be a significant savings in this budget since the current Operations Manager position pays \$11,331/month (without longevity) versus the step three pay rate of an Assistant Superintendent which will pay \$7,363/month.

Assistant Training Coordinator - Currently, there is one full time position approved and funded. Having an additional position in the training department will facilitate good succession planning for this mission critical function.

Mr. Aguirre, Operations Manager, believes we can improve the training oversight of other areas in the organization that operate with commercial licenses such as maintenance personnel, Vehicle Service Workers (VSWs) and paratransit personnel. His vision is to centralize vehicle operator training to Operations, create a standard training program, and provide all persons that will be driving under a Class B commercial license the same driver training regardless if they are fixed route, paratransit, or maintenance personnel. All personnel will receive the same training, testing, monitoring and evaluation required to conscientiously and safely operate Santa Cruz METRO vehicles under a Class B commercial license.

Once the core of this training is conducted and employees complete it satisfactorily, they are then released to report to their respective departments and continue their training specific to that department's needs. The training would be inclusive of new hires and existing employees who have not had a refresher Class B commercial drivers training since having been hired. Additionally, all related documentation such as pull-notices, renewals, medical cards and other related documentation would be monitored and maintained by Operations with notifications sent to the respective departments regarding personnel licensing status.

Eventually, Mr. Aguirre would want to have these classifications assist in carrying out non-revenue vehicle safety training for all employees who operate Santa Cruz METRO vehicles. This can include a refresher course on defensive driving, training on the proper use of Santa Cruz METRO vehicles, training on how to complete accident forms, and training on a pre-trip inspection prior to operating a district vehicle.

Follow-up actions – The CEO will work collaboratively with the Santa Cruz METRO Human Resources Department and representatives from SEIU-PSA to develop a job specification for this new position and pay grade and return to the Board at a later date to request approval of both prior to initiating recruitment.

Estimated FY15 budget impact – Most, if not all of the cost of this position will be offset by a budgeted vacant Clerk position that Santa Cruz METRO no longer needs to fill.

Managing Down Fleet Failures and the Backlog of “Deadlist” Buses

Electronic Technician - Current mechanic labor expended towards revenue collection/electronic system type work for one year equates to approximately one FTE. An Electronic Technician assigned exclusively to related work will free the equivalent of a full mechanic to perform bus repair while the Electronic Technician will ensure all revenue collection systems/devices and other electronic systems are properly maintained (fareboxes, headsigns, stop annunciation system, vaults, etc.). Additionally, Santa Cruz METRO does not currently perform Preventative Maintenance (PMs) on fare boxes at any designated interval. An Electronic Technician would be tasked with this additional responsibility.

Along with electronic fareboxes, Santa Cruz METRO currently employs the use of sophisticated cash collecting receiver vaults, mobile safes and ticket vending machines that are located throughout the County. Bus automated voice annunciation systems and electronic destination headsigns also require scheduled preventative maintenance and unscheduled repairs. Further, upgrades of software and the downloading of route changes regularly occur which place labor demands on existing mechanical staff.

As such, the need for a properly trained Electronic Technician with appropriate skill sets is highly desired as it will free-up the equivalent of one FTE to provide bus mechanic work.

Follow-up actions – The CEO will work collaboratively with the Santa Cruz METRO Human Resources Department and representatives from SEIU-VMU to develop a job specification for this new position and pay grade and return to the Board at a later date to request approval of both prior to initiating recruitment.

Estimated FY15 budget impact – \$49,891 for six months, inclusive of benefits.

TABLE 1

The CEO requests the Santa Cruz METRO Board of Directors to approve the following actions:			
	Position	Board Action Requested	Follow-Up
1	Sr./Jr. Safety Specialist	<ol style="list-style-type: none"> 1. Add the word "Safety" to the job title of the Security & Risk Administrator and change Administrator to "Manager" 2. Convert the Board approved and budgeted Claims Investigator to a Sr./Jr. Safety Specialist 	The CEO will work collaboratively with the Santa Cruz METRO Human Resources Department and representatives from SEIU-SEA to develop a job specification for this revised position and pay grade and return to the Board at a later date to request approval of both prior to initiating recruitment.
2	Sr. Facilities Maintenance Worker	Add one Sr. Facilities Maintenance Worker position	None. This position currently exists in the SEIU contract and the job specification and pay rates are current as well. Board approval today will provide both the position and budgetary authority to recruit and fill the position.
3	Admin Clerk I	Add one Admin Clerk I	None. This position exists in the SEIU contract, and the job specification and pay rates are current. Board approval today will provide the budgetary authority to perform a new recruitment and fill the position.
4	Database Administrator	Add one Database Administrator	None. This position currently exists in the Management Compensation Plan and the job specification and pay rates are current as well. Board approval today will provide the budgetary authority to recruit and fill the position.
5	Marketing, Communications & Customer Service Manager	Add one Marketing, Communications & Customer Service Manager	This is proposed to be a management level position. A job specification and pay grade will need to be developed. Once developed, the CEO will return to the Board for approval of those two components prior to initiating recruitment.
6	Chief Operations Officer	Convert the current Board approved and budgeted position of Assistant General Manager to a Chief Operations Officer	This is a management level position. A job specification and pay grade will need to be developed. Once developed, the CEO will return to the Board for approval of those two components. The CEO anticipates that the pay grade will be identical to the Board approved AGM position. The CEO will make a direct appointment to this position as an "out-of-class" assignment until the Board approves the new job specification and pay grade.
7	Assistant Superintendent (Fixed Route)	Convert the Operations Manager position to an Assistant Superintendent (Fixed Route)	This is a management level position. A job specification will need to be developed for the Assistant Superintendent. Once developed, the CEO will return to the Board for approval of this component. The pay scale for the Assistant Superintendent will be the same as the existing Assistant Paratransit Superintendent

	Position	Board Action Requested	Follow-Up
8	Assistant Safety & Training Coordinator	Convert a vacant Clerk position to Assistant Safety & Training Coordinator	The CEO will work collaboratively with the Santa Cruz METRO Human Resources Department and representatives from SEIU-PSA to develop a job specification for this new position and pay grade and return to the Board at a later date to request approval of both prior to initiating recruitment.
9	Electronic Technician	Add one Electronic Technician	The CEO will work collaboratively with the Santa Cruz METRO Human Resources Department and representatives from SEIU-VMU to develop a job specification for this new position and pay grade and return to the Board at a later date to request approval of both prior to initiating recruitment.

Table 2 represents similar information as Table 1 and provides additional information reflecting the position additions relative to management or union along with the time-phasing of the additional positions in FY15 and the full FTE impact of the positions in FY16.

TABLE 2

Action Requested	FY15 Budget Impacts (est.)	Union	Management	FY15 FTE Impact	FY16 FTE Impact
Convert vacant Claims Investigator to Sr./Jr. Safety Specialist	<\$20,000	Neutral (Increased Responsibilities)		-	-
Add Sr. Facilities Maintenance Worker	\$48,339	+1		0.5	1.0
Add Admin. Clerk to the Purchasing Department	\$39,551	+1		0.5	1.0
Add Database Administrator	\$33,417		+1*	0.25	1.0
Add Marketing, Communications & Customer Service Manager	\$44,424		+1	0.25	1.0
Convert AGM to COO position	Cost Neutral		Existing (Title Change)	-	-
Convert Operations Manager to Assistant Superintendent (Fixed Route)	Savings (\$15,000)		Existing (Repurpose)	-	-
Convert one vacant Clerk position to an Assistant Safety & Training Coordinator	<\$10,000	Neutral (Repurpose)		-	-
Add Electronic Technician	\$49,891	+1		0.5	1.0
TOTAL	\$230,622	+3.0	+2.0*	+2.0	+5.0

* The Database Administrator is an existing Board approved position. This request funds the position.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The estimated financial impact to the FY15 budget is \$230,622. The CEO is not proposing a FY15 budget amendment and instead proposes to absorb the full amount in the current adopted budget by using favorable labor and benefits budgets that are the result of vacant and repurposed positions.

V. ALTERNATIVES CONSIDERED

- Do nothing. The CEO requests the adoption of the recommendations as reflected in Table 1. The recommendations are the result of an extensive organizational review and meet the five criteria noted in this report.

VI. NEXT STEPS

There are several other areas within the organization that the CEO is continuing to review for resource allocation including the restructure of the Planning, Grants and Scheduling function to become a stand-alone department. If further Board action is required, the CEO will present his next tier of recommendations during the FY16 budget process.

VII. ATTACHMENTS

None

APPROVED:



Alex Clifford, CEO/General Manager

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STRUCTURAL DEFICIT WORKSHOP

IV of VIII

Board Philosophies

Santa Cruz METRO Board of Directors

November 14, 2014

Alex Clifford, CEO

Follow-up Information from Previous Board Meeting



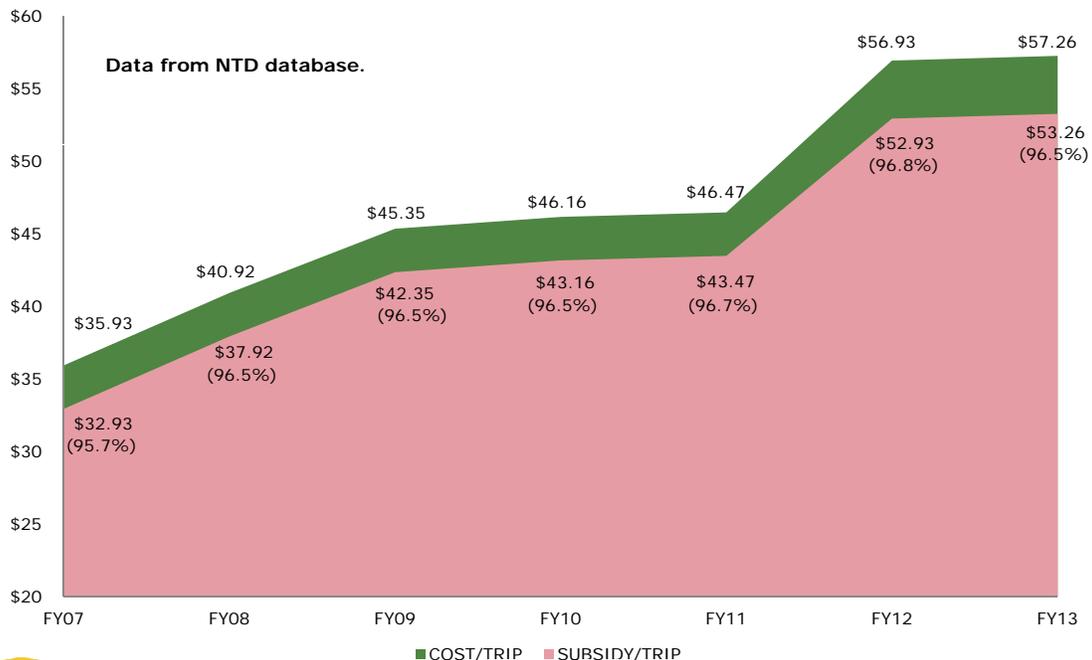
Bellingham Transit – How do they keep their fare so low?

- 6/10 of a cent sales tax (County) used exclusively for transit
- State issued Formula Amount = Other Funding Source
- 900 square mile service area
- 90 Fixed Route buses
- 30 Paratransit vehicles
- Referred to as a Public Transportation Benefit
- Their community is very supportive of transit.



3

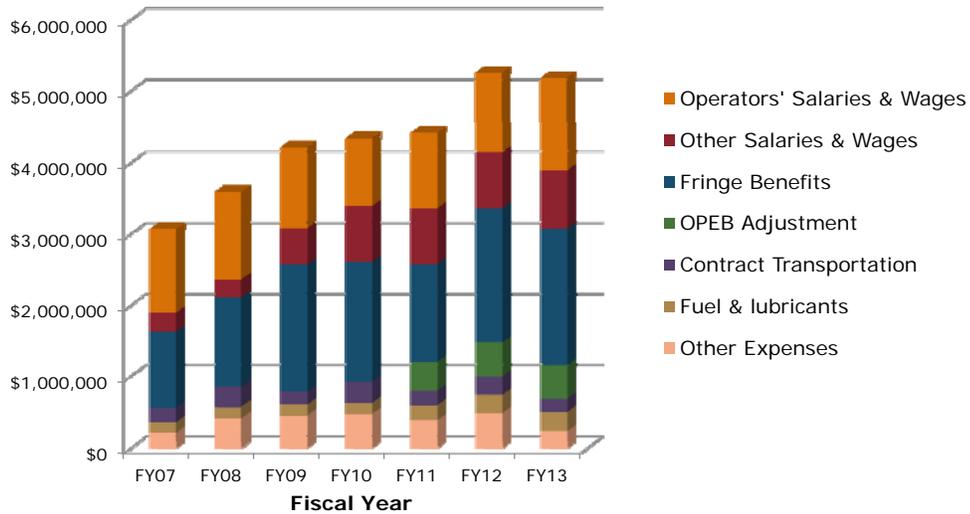
Key ParaCruz Performance Indicators



4

15.2

Key ParaCruz Performance Indicators
Expenses by Type
 (Follow-up Slide #10.22 from Oct. 10, 2014)



Board Philosophy

- *Do You Want Targeted Reserve Balances?*
- *Source and Use of Recurring Capital Eligible Funds*
- *End of Fiscal Year Favorable Variance (Carryover)*



Do You Want Targeted Reserve Balances ?



Operating Reserves as of 06/30/2014

Target: \$3.3M



\$1.2M Deficient

Target: \$7.0M



\$4.5M Deficient

Target: \$3.0M



Fully Funded

Target: \$710K



\$9K Deficient



No Minimum Balance



Workers' Compensation Reserve

Target: \$3.3M



Explanation and Use:

- Funds set aside to finance the **long term portion of workers' compensation liability**, as of the end of the fiscal year.
- The long term portion of workers' compensation liability is determined by an **actuarial review performed every 3 years**.

Suggested Guidelines: GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported workers' compensation claims.

Funding Status: \$2.1M or 63% funded

Deficit Status: \$1.2M or 37% deficient



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Liability Insurance Reserve

Target: \$710K



Explanation and Use:

- Funds set aside to pay the cost of **outstanding liability and physical damage claims**.
- Minimum balance in the reserve account = Self Insured Retention (SIR) + 5-year rolling average of outstanding claims at fiscal year end. Minimum balance is updated at the end of each fiscal year, based on in-house analysis.

Suggested Guidelines: GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported liability and physical damage claims.

Funding Status: \$701K or 99% funded;

Deficit Status: \$9K or 1% deficient



10

15.5

Board Discussion



11

Staff Recommendation

Fund Workers' Compensation and Liability Insurance Reserves to minimum or **Target** levels, as established by Actuarial and In-house reviews.



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15.6

Operating Reserves

Target: \$7.0M



Explanation and Use:

- Funds set aside to protect the organization's essential services and funding requirements during periods of economic downturn or natural disasters.
- Target = two month's operating expenses (Payroll and Accounts Payable).

Suggested Guidelines: GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.

Funding Status: \$2.5M or 36% funded;

Deficit Status: \$4.5M or 64% deficient



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Operating Reserves – Peer Data

Examples of Operating Reserve Policy Guidelines:

- No less than 2 months operating revenues – or 2 months operating expenses
- A specific \$ amount (i.e. \$7M)
- A % of annual operating expenses (i.e. 7%)

Peer Agency Reserve Policy Guidelines:

- **CCCTA – Concord**
 - No formal policy – FY14 (informal) Reserve = 32% based on operating expenses
- **GCT – Oxnard**
 - No formal policy – they do maintain a capital reserve
- **GET – Bakersfield**
 - \$6M (= 22.6% reserve based on annual operating expenses)
- **MST – Monterey**
 - 15% reserve – currently working on a staff recommendation for a minimum cash balance
- **SJ RTD – Stockton**
 - No formal policy – general practice \$200-\$300K set aside in operating budget
- **SB MTD – Santa Barbara**
 - No formal policy – informal *goal* of annual FTA 5307 - Operating Assistance + 15% of operating budget – working on a formal policy



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15.7

Operating Reserves – CSMFO Survey

General Fund Reserve Policy – Survey - April 2, 2014:

Question: At what level has your Council/Board established your General Fund Reserve as a percentage?

- Average % of the 49 agencies that responded = **24%**
- **% of Operating Reserves:**
 - 0% to 25% = 29 agencies
 - 26% to 50% = 17 agencies
 - 51% to 75% = 2 agencies
 - 76% to 100% = 1 agency



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Board Discussion



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15.8

Staff Recommendation

Fund Operating Reserves to **Target** level = 2 month's operating expenses, as recommended by GFOA.



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Cash Flow Reserves

Target: \$3.0M



Explanation and Use:

- Funds set aside to “cash flow” capital and/or operating expenses incurred before receiving reimbursements from various funding sources (Annual FTA 5307 (& STIC), STA, SLPP, etc).

Suggested Guidelines: The cash flow reserve is necessary to maintain adequate “cash flow” or “cash on hand” because expense outflows do not equally match revenue inflows. There also may be significant delays in capital grant reimbursements.

Funding Status: **\$3.0M or 100% funded** (Current target of \$3M is based on historical trend; but could be impacted significantly by new capital grant programs, with longer reimbursement cycles.)



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15.9

Board Discussion



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Staff Recommendation

Fund Cash Flow Reserves to minimum or Target levels.

Minimum or Target levels must be re-evaluated at regular intervals to ensure the established amount is adequate.

Staff would bring an annual minimum or Target level recommendation to the BOD along with the annual budget.



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15.10

Operating/Capital Reserves

Explanation and Use:

- Liquid and unrestricted assets that an organization can use to support its operations in the event of an unanticipated loss of revenue or increase in expenses.
- Allow organizations to:
 - Respond to unanticipated opportunities (development of new programs)
 - Provide the required local match to grants



Suggested Guidelines: Any use of Operating / Capital Reserves above CEO executive authority will be brought to the BOD for consideration.

Funding Status: There is no Board Adopted Minimum Balance established.



Board Discussion



Staff Recommendation

Designate the Operating/Capital Reserves to:

- **Capital Projects**
- **Required Local Match to Grants**

CEO will work within executive authority. Any use of Operating / Capital Reserves above executive authority will be brought to the BOD on a case-by-case basis for consideration.



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Source and Use of Recurring Capital Eligible Funds

- *State and Federal Funding*
- *Unfunded Capital Projects*



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15.12

State and Federal Funding

- *State Funding*

- *STA*

- *The State Controller allocates funds by formula*
 - *Claimants must meet the farebox recovery ratio requirement*
 - *Prior to FY11 – All funds were used as the Primary source for funding Capital projects and local match*
 - *FY12 – FY16 – All funds used in Operating Budget to balance (as per waiver)*
 - *STA approximately \$2.8M per year in FY15 & FY16*
 - *To use STA in the Operating Budget without the current waiver - total operating costs per revenue vehicle hour must not exceed the previous year's cost as adjusted by the CPI*
 - *Current waiver is subject to legislative renewal*
 - *Without legislative action the ability to use STA in the Operating Budget will sunset 06/30/2015.*



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State and Federal Funding (cont.)

*Absent legislation, we need to find **\$2.8M** to balance the operating budget in **FY16**.*



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15.13

State and Federal Funding (cont.)

- **Federal Funding**
 - **FTA STIC (Section 5307)**
 - Funds are allocated by formula; based on six (6) performance categories per UZA
 - FY07 to FY11 – All funds were used to fund the consolidated MetroBase Capital Project
 - FY12 – FY16 – All funds used to balance the Operating Budget
 - Approx. \$1.4M per year in FY15 & FY16
 - Pursuing legislation to increase STIC from \$1.4M to \$3.0M



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Unfunded Capital Projects

Project	Cost (000s)
Golf Club Conference Rm. Fire escape	\$100
Human Resources Software	\$75
Facilities Vehicle Tools	\$24
Bus Stops	\$50
Bus APC	\$1,200
Farebox Upgrade	\$1,300
Cameras on Buses	\$1,700
WiFi expansion	\$1,000
Signal Priority/Pre-Emption for Buses	TBD
Bus Replacements 2016	\$2,400
Bus Replacements 2017	\$23,325



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15.14

Unfunded Capital Projects

Project	Cost (000s)
Bus Replacements 2018	\$17,400
Bus Replacements 2020	\$3,000
Bus Replacements 2022	\$7,800
Bus Replacements 2023	\$3,000
Bus Replacements 2024	\$6,600
Mid-Life Overhaul, 2015-2024	\$16,000
ParaCruz Adds & Replacement Vans 2016	\$400
ParaCruz Adds & Replacement Vans 2017	\$1,300
ParaCruz Adds & Replacement Vans 2018	\$935
ParaCruz Adds & Replacement Vans 2019	\$300
Non Revenue Vehicles, 2015-2024	\$1,058



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Unfunded Capital Projects

Project	Cost (000s)
HASTUS Upgrade	\$850
Financial Management Software	\$74
Purchasing Software	TBD
Payroll Software	TBD
Pacific Station Renovation	\$12,000
Maintenance for existing transit facilities	\$500
Exhaust evacuation @ Golf Club.	\$35
Propane bus mule	\$70
Bus Washer	\$50
Parts Washers (3)	\$75
Facilities Bucket Truck	\$100



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15.15

Unfunded Capital Projects

Project	Cost (000s)
Solar Panels and Water Harvesting/Tree Removal	\$4,000
Remove Diesel Tank	\$100
Property Acquisition	\$850
ParaCruz Operating Facility (Mobility Management Center)	\$10,000
Watsonville Transit Center Renovation	TBD
Park and Ride Lots for Bus Commuters	\$1,500
Maintenance Equipment Routine replacements	\$125
Emergency Generator: move from Pacific Station to WTC	\$20
Emergency Generator: Pacific Station	\$55
Emergency Generator: Vernon	\$55
Emergency Generator: Scotts Valley	\$20



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Unfunded Capital Projects

Project	Cost (000s)
Reseal/Resurface Vernon St. lot	\$15
Reseal/Resurface Soquel P&R	\$35
Reseal/Resurface Scotts Valley	\$15
Reseal/Resurface Soquel Pacific Station	\$35
Gates/Fences Golf Club	\$75
Gates/Fences Fueling Station	\$35
LED Lights	\$150
New Clock System, All sites	\$200
Roof Replacement, Vernon	\$75
Roof Replacement, Golf Club	\$100
Roof Replacement, Pacific Station	\$250



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15.16

Unfunded Capital Projects

Project	Cost (000s)
Roof Replacement, Scotts Valley	\$100
Roof Replacement, Fueling Station	\$50
Bus Lifts	\$1,000
Parking Deck for ParaCruz fleet @ Golf Club	\$5,000
Landscaping	\$160
Exterior/Interior Painting	\$465
Custodial Equipment Replacement	\$150
Landscape Equipment replacement	\$50
Replace Fleet Hose Reels	\$100
Fleet Woodworking tools	\$75
Replace Fueling Station Hose Reels	\$75



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Unfunded Capital Projects

Project	Cost (000s)
Bird Abatement	\$10
Upgrade HVAC Systems, all sites	\$2,000
Offsite SCMTD Servers	\$50
FiberOptic Switches	\$5
Tire Carousel	\$50
Relocate Mechanics Sink, fleet	\$10
Repair Building cracks	\$10
Bus Stop 110 Vernon	\$80
Fire Suppression for IT Server Room	\$100
Furniture, all facilities	\$300
Unfunded Capital Costs thru 2025	\$130,271

Note: Unfunded Rolling Stock Total - \$82,460



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15.17

Staff Recommendation

All **STA** and **STIC** to be redirected into the **Capital Budget** upon resolution of the structural deficit.



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End of Fiscal Year Favorable Variance (Carryover)

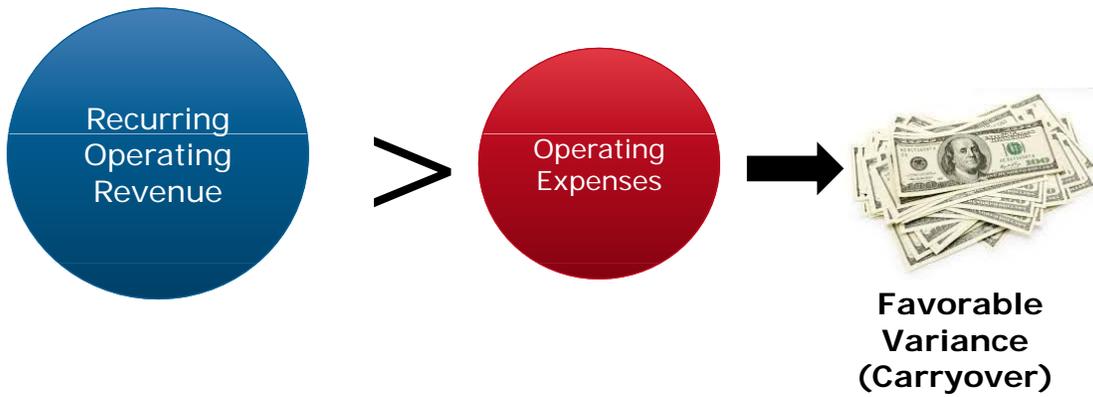
- *Use as Revenue for Next Fiscal Year*
 - *Move to Reserves*
- *Move to Unfunded Projects/Mandates*



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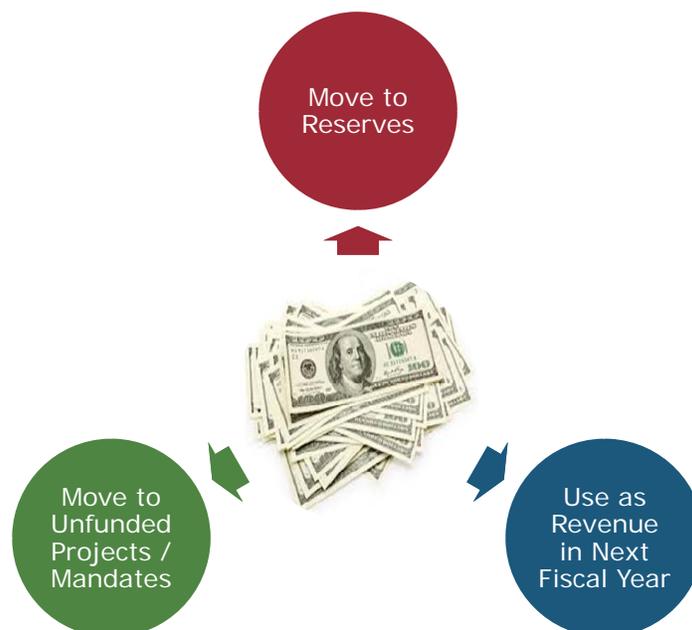
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End of Fiscal Year Favorable Variance (Carryover)



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End of Fiscal Year Favorable Variance Options (Carryover)



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15.19

Board Discussion



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Staff Recommendation

Carryover distribution options to be reviewed on an annual basis to determine the best use of funds.

1. Move to (replenish) Reserve Accounts
2. Move to Unfunded Projects / Mandates
3. Use as Revenue in next fiscal year



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15.20

Questions



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Glossary of Terms

Carryover - End of Fiscal Year Favorable Variance
GASB - Governmental Accounting Standards Board
GFOA – Government Finance Officers Association
STA – State Transit Assistance
(FTA) STIC – Small Transit Intensive Cities Program
UZA – UrbaniZed Area



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15.21

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