



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA  
REGULAR MEETING  
OCTOBER 25, 2019 – 9:00 AM  
METRO ADMIN OFFICES  
110 VERNON STREET, SANTA CRUZ, CA**

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](http://www.SCMTD.com) and is available for inspection at METRO’s Administrative offices at 110 Vernon Street, Santa Cruz, California.

This document has been created with accessibility in mind. With the exception of certain 3rd party and other attachments, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to [accessibility@scmttd.com](mailto:accessibility@scmttd.com)

The Board of Directors may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

**BOARD ROSTER**

Director Ed Bottorff	City of Capitola
Director Trina Coffman-Gomez	City of Watsonville
Director Aurelio Gonzalez	City of Watsonville
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Donna Meyers	City of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Stephen Preston	UC Santa Cruz
Ex-Officio Director Alta Northcutt	Cabrillo College

Alex Clifford  
Julie Sherman

METRO CEO/General Manager  
METRO General Counsel

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

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

### **AMERICANS WITH DISABILITIES ACT**

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## **SECTION I: OPEN SESSION**

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

### **1 CALL TO ORDER**

### **2 ROLL CALL**

### **3 ANNOUNCEMENTS**

3-1. Mindy Esqueda to introduce her Spanish language interpretation services, which will be available during "Oral Communications" and for any other agenda item for which these services are needed.

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

### **4 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Julie Sherman, General Counsel

### **5 RECESS TO CLOSED SESSION**

## **SECTION II: CLOSED SESSION**

### **6 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) – One Potential Case

### **7 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code Section 54956.9(a)(1) – Jane Doe v. Santa Cruz Metropolitan Transit District Case No. 19V02170

### **8 CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)**

**Agency Negotiators:** Alex Clifford, CEO/General Manager  
Pat Glenn, Labor Counsel

**Employee Organizations:** SEIU, Local 521

### **SECTION III: RECONVENE TO OPEN SESSION**

#### **9 REPORT OF CLOSED SESSION ITEMS**

Julie Sherman, General Counsel

#### **APPROVE: CONSIDERATION OF RATIFICATION OF A LABOR AGREEMENT WITH SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 521 (SEIU)**

Dawn Crummié, HR Director

#### **10 BOARD OF DIRECTORS COMMENTS**

#### **11 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Communications to the Board of Directors on a future agenda. In accordance with District Resolution 614-2-1, 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.

#### **12 WRITTEN COMMUNICATIONS FROM MAC**

#### **13 LABOR ORGANIZATION COMMUNICATIONS**

#### **14 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.

#### **15-01 ACCEPT AND FILE THE MINUTES OF THE SEPTEMBER 27, 2019 METRO BOARD OF DIRECTORS MEETING AND THE AUGUST 21, 2019 METRO ADVISORY COMMITTEE (MAC) MEETING**

Alex Clifford, CEO/General Manager

#### **15-02 ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF SEPTEMBER 2019**

Angela Aitken, CFO

#### **15-03 ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF AUGUST 31, 2019**

Angela Aitken, CFO

#### **15-04 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**

Angela Aitken, CFO

**15-05 RECOMMENDED ACTION ON TORT CLAIMS**

Rufus Francis, Safety, Security and Risk Management Director

**15-06 APPROVAL OF SEIU RECLASSIFICATION FOR ADMINISTRATIVE ASSISTANT TO ADMINISTRATIVE SPECIALIST IN THE ADMINISTRATION DEPARTMENT**

Dawn Crummié, Human Resources Director

**15-07 CONSIDERATION OF DECLARATION OF AN EMERGENCY AND AUTHORIZATION FOR PURCHASE AND INSTALLATION OF GATES AT MAINTENANCE FACILITY FOR AN AMOUNT NOT TO EXCEED \$75,000**

Freddy Rocha, Facilities Maintenance Manager

**REGULAR AGENDA**

**16 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:**

**15 YEARS:** Esmeralda Arias, Paul Camacho, Bonita Cramer, Miguel Escarcega, Jr., Alma Gutierrez, Robert Maldonado, Luis Rocha, Brenda Roman, Daniel Zaragoza, Israel Zaragoza,

**35 YEARS:** Dennis Baldwin

Ed Bottorff, Board Chair

**17 CEO ORAL REPORT**

Alex Clifford, CEO/General Manager

**18 CONSIDERATION OF A RESOLUTION TO ESTABLISH THE BOARD OF DIRECTORS MEETING SCHEDULE & LOCATIONS FOR THE 2020 CALENDAR YEAR**

Alex Clifford, CEO/General Manager

**19 ORAL PACIFIC STATION UPDATE**

Barrow Emerson, Planning and Development Director

**20 ADOPTION OF AMENDMENT TO METRO'S DISCOUNT FARE POLICY TO INCLUDE A FREE FARE PROGRAM FOR LEGALLY BLIND INDIVIDUALS**

Jayme Ackemann, Marketing, Communications & Customer Service Director

**21 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, NOVEMBER 15, 2019 AT 9:00 AM, AT WATSONVILLE CITY CHAMBERS, 275 MAIN STREET, WATSONVILLE, CA**

Ed Bottorff, Board Chair

**22 ADJOURNMENT**

Ed Bottorff, Board Chair



**DATE:** October 25, 2019

**TO:** Board of Directors

**FROM:** Alex Clifford, CEO/General Manager

**SUBJECT: ACCEPT AND FILE THE MINUTES OF THE SEPTEMBER 27, 2019 METRO BOARD OF DIRECTORS MEETING AND THE AUGUST 21, 2019 METRO ADVISORY COMMITTEE (MAC) MEETING**

**I. RECOMMENDED ACTION**

**That the Board of Directors Accept and File the Minutes of the September 27, 2019 Board of Directors Meeting and the August 21, 2019 METRO Advisory Committee (MAC) Meeting**

**II. SUMMARY**

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) September 27, 2019 Board of Directors and August 21, 2019 METRO Advisory Committee (MAC) Meetings.
- Each meeting staff will provide minutes from the previous METRO Board and Committee meetings.

**III. DISCUSSION/BACKGROUND**

The Board requested that staff include, in the Board Packet, minutes from previous METRO Board and Committee meetings. Staff is enclosing the minutes from these meetings.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None.

**V. ALTERNATIVES CONSIDERED**

None.

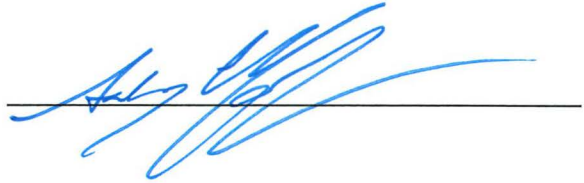
**VI. ATTACHMENTS**

**Attachment A:** Draft minutes for the Board of Directors Meeting of September 27, 2019

**Attachment B:** Draft minutes for the METRO Advisory Committee (MAC) Meeting of August 21, 2019

## VII. APPROVALS

Alex Clifford, CEO/General Manager



# Attachment A



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA MEETING MINUTES\*  
SEPTEMBER 27, 2019 – 9:00 AM  
METRO ADMIN OFFICES  
110 VERNON STREET, SANTA CRUZ, CA**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, September 27, 2019 at the Santa Cruz City Chambers, 809 Center Street, Santa Cruz, CA.

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

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## **SECTION I: OPEN SESSION**

**CALL TO ORDER** at 9:00 AM by Chair Bottorff.

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

<b>Director Ed Bottorff</b>	<b>City of Capitola</b>
Director Trina Coffman-Gomez	City of Watsonville
<b>Director Aurelio Gonzalez</b>	<b>City of Watsonville</b>
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
<b>Director Cynthia Mathews</b>	<b>City of Santa Cruz</b>
<b>Director Donna Meyers</b>	<b>City of Santa Cruz</b>
<b>Director Bruce McPherson</b>	<b>County of Santa Cruz</b>
<b>Director Larry Pageler</b>	<b>County of Santa Cruz</b>
<b>Director Dan Rothwell</b>	<b>County of Santa Cruz</b>
<b>Director Mike Rotkin</b>	<b>County of Santa Cruz</b>

Ex-Officio Director Alta Northcutt	Cabrillo College
Ex-Officio Director Stephen Preston	UCSC

Directors Coffman-Gomez, Leopold, Lind and Ex-Officio Directors Northcutt and Preston were absent.

### **STAFF PRESENT:**

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

# Attachment A

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

None signed in

### **3 ANNOUNCEMENTS**

Chair Bottorff introduced Mindy Esqueda and her Spanish Language interpretation services. Ms. Esqueda announced her services in Spanish for the assembly. Chair Bottorff also announced that the meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Kingston Rivera.

Chair Bottorff announced there would not be a closed session today. (Proposed as Agenda Items 4 – 7)

### **8 BOARD OF DIRECTORS COMMENTS**

Hearing none, Chair Bottorff moved to the next agenda item

### **9 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

Rachelle read a letter from Marilyn Garrett to Mr. Isaac Holly, IT & ITS Director at Santa Cruz METRO regarding the potential biological harm to bus riders and the public caused by exposure to radio frequency, etc..

Marilyn Garrett spoke briefly of the dangers associated with exposure to radiation, likening it to second hand smoke except it is an invisible assault. She believes this is a health and safety issue for the Operators and the passengers, which is discouraging her from riding the bus.

Hearing no further comments, Chair Bottorff moved to the next agenda item.

### **10 WRITTEN COMMUNICATIONS FROM MAC**

Having none, Chair Bottorff moved to the next agenda item.

### **11 LABOR ORGANIZATION COMMUNICATIONS**

Olivia Martinez, SEIU internal organizer, asked that the Board members get involved to understand the various types of situations occurring at METRO. Using visual aids and documentation provided at the meeting (see attached), she and union representatives stated there are examples of bad faith bargaining wherein METRO management had verbally agreed to one thing then proceeded to act differently. She also stated the union was unable to counter the latest proposal before being presented with the latest last best and final, which the employees voted down. SEIU believes this is regressive bargaining. No communication has been sent to the workers regarding recent safety-related matters. .

James Sandoval, SMART Local 21, reminded the Board that there remain issues to be ironed out and thanked them for their support.

Joan Jeffries, SEA President, expressed her disappointment over not reaching an agreement. She provided documentation (see attached) which purports to delineate the negotiation progression of the transit supervisor and training coordinator positions, offering to go into more detail with the board members if they would like.

Vice Chair Rotkin thanked everyone for their respectful comments.

Having no further comments, Chair Bottorff moved to the next item.



# Attachment A

## 12 ADDITIONAL DOCUMENTATION

The following items were distributed and are available at the table in the lobby:

- Agenda Item 12 and 12C, Public Hearing on Fixed Route Free Fare Program for Legally Blind Customers, updated staff report and Attachment C to reflect current number of public comments received.
- Agenda Item 16, REDLINE version of the Fixed Route Discount Fare Program Policy
- News Clips were posted to the website and are available at the back of the room.

## CONSENT AGENDA

- 13-01 ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF AUGUST 2019 – **PULLED FROM CONSENT BY CHAIR BOTTORFF TO BECOME AGENDA ITEM 21A**
- 13-02 ACCEPT AND FILE MINUTES OF THE AUGUST 23, 2019 REGULAR AND SPECIAL BOARD OF DIRECTORS MEETINGS
- 13-03 ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORT FOR JUNE 30, 2019 and THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JULY 31, 2019
- 13-04 ACCEPT AND FILE QUARTERLY PROCUREMENT REPORT FOR 2<sup>ND</sup> QUARTER OF FY20
- 13-05 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION
- 13-06 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY20 REVISED CAPITAL BUDGET
- 13-07 CONSIDERATION OF ADOPTING METRO'S AMENDED TITLE VI PROGRAM REGULATION
- 13-08 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 1<sup>ST</sup> CONTRACT AMENDMENT WITH MANSFIELD OIL COMPANY TO INCREASE THE CONTRACT FUNDS AND AUTHORITY BY \$300,000 FOR FURNISHING AND DELIVERING CARB ULTRA-LOW SULFUR DIESEL FUEL

At Director Mathews' request the Chair pulled Agenda Item 13-01, Accept and File Preliminary Approved Check Journal Detail for the Month of August 2019, to become Agenda Item 21A.

There was no public comment.

**ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED.**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR McPHERSON**

**MOTION PASSED WITH 8 AYES (Directors Bottorff, Gonzalez, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Directors Coffman-Gomez, Leopold and Lind were absent.**

# Attachment A

## REGULAR AGENDA

### 14 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR

**15 YEARS:** Candis Almanza, Sandra Howard, Melody Martin and Lupe Sanchez  
Vice Chair Rotkin provided brief bios of the employees and congratulated them.

Sandra Howard and Lupe Sanchez accepted their certificates from Chair Bottorff and expressed their thanks to the board.

### 15 INTRODUCTION OF NEW MECHANIC (Gabriel Moreno) AND FIXED ROUTE OPERATORS

(Bernabe Carranco, Pio Quinto Carrillo, Michell Collins, David DeMara, Cindi Farrell, Jaime Jimenez-Neri, Theresa Lustik, Pablo Martinez, Maribel Negrete, Darna Stewart, Daniela Leal, Miguel Avalos)

Michael Rios, Training and Safety Coordinator, and Leo Pena, Assistant Training and Safety Coordinator, introduced themselves and the new employees who individually commented on becoming a member of the METRO team.

### 16 PUBLIC HEARING ON FIXED ROUTE FREE FARE PROGRAM FOR LEGALLY BLIND CUSTOMERS

#### PUBLIC HEARING OPENED AT 9:34A

Jayme Ackemann, Marketing, Communications and Customer Service Director, provided commentary to the staff report and asked the Board to consider public comment to amend METRO's discount fare program.

#### Public Comment:

Catherine Fisher, an attorney representing riders of SCMTD, said the current five machines work fine if you can see. Instead of fixing the current machines, METRO is proposing a free fare program until the machines are replaced. They are in support of a free fare program as an alternative, but this must allow the blind customers to access the system at the same time as the seeing public. They are opposed to the medical verification and application process.

Len Burns said he has been a blind user of METRO for almost 40 years. When the TVMs were introduced approximately ten years ago, there was some concern; there has been some limited progress. However, these machines do not meet state or federal law and are in violation of ADA. We do support a free fare program until METRO can fix this problem. He asked the board to rethink how the program is rolled out.

Veronica Elsea, representing herself as a fixed route transit user, has been using the METRO system for 40 years and, as a transit user, said this feels like exchanging one onerous burden for another. In order to comply with the proposed policy, she would have to get an appointment with her primary care provider. The earliest appointment is not until November. Ophthalmologist appointments are even further out. Everyone supports the proposed free fare, not the complicated procedure. She asked that the board not approve the policy as written and allow a self-identified rider to ride the METRO.

Becky Taylor asked that the Board listen to the speakers and permit them to ride free rather than completing the proposed paperwork.

Brandon Freeman, Sr. Vice Chair of SMART Local 23, said the Operators aren't interested in seeing an additional ID for this; they don't want to know what the individual disability is. The Operators prefer to handle it on a case-by-case basis.

Vice Chair Rotkin asked if the policy would be an issue for the Operators.

# Attachment A

Mr. Freeman responded that the Operators do not get into conflicts with riders over fare(s).

Mr. Sandoval noted that, from an Operator's perspective, they would now be put into a judgment situation. The best solution is to fix the TVMs.

Director Mathews asked METRO to estimate the number of program participants.

Hearing no further comments, Chair Bottorff closed the hearing and moved to the next agenda item.

## **PUBLIC HEARING CLOSED AT 9:55AM**

### **17 CONSIDERATION OF ADOPTION OF FREE FARE POLICY FOR LEGALLY BLIND INDIVIDUALS**

Taking the public and board comments received above into consideration, the following motion was made:

**ACTION: MOTION TO POSTPONE A DECISION ON THE POLICY AS PRESENTED TODAY, AND ASK STAFF TO RETURN NEXT MONTH WITH AN UPDATED RECOMMENDATION.**

**MOTION: DIRECTOR BOTTORFF**

**SECOND: DIRECTOR ROTKIN**

**MOTION PASSED WITH 8 AYES (Directors Bottorff, Gonzalez, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Directors Coffman-Gomez, Leopold and Lind were absent.**

### **18 ORAL CEO UPDATE**

CEO Clifford welcomed and announced the promotion of Monik Delfin to HR Deputy Director and provided a brief update on various federal and state funding programs.

There was no public comment.

### **19 ORAL UPDATE ON FY19 TRIENNIAL REVIEW**

CEO Clifford reported that the FY19 triennial review was completed yesterday, September 26<sup>th</sup>. There were two small findings regarding preventative maintenance. An event will be planned to celebrate this wonderful result and board members will be invited.

Director Mathews congratulated METRO on the results and segued into the Downtown Santa Cruz EcoPass Program.

Claire Fliesler, City of Santa Cruz Transportation Planner, introduced herself and explained the "Go Santa Cruz" Program which was scheduled to launch October 1<sup>st</sup>.

*Director McPherson departed at 10:05AM*

There was no public comment.

### **20 ORAL PACIFIC STATION UPDATE**

Barrow Emerson, Planning and Development Director, provided an update on Pacific Station and funding therefor, noting a draft METRO/Santa Cruz City MOU will be presented to the Board and City Council in the near future.

Director Mathews thanked Mr. Emerson and others for their efforts. She requested support from METRO on an additional mixed-use project that is also part of the Downtown vision.

Director Meyers also thanked staff for their efforts, noting there is a huge need and commitment to build affordable housing in the City.

# Attachment A

- 21 ACCEPT AND FILE METRO PLANNING AND MARKETING ANNUAL STATUS REPORT**  
Mr. Emerson and Jayme Ackemann, Marketing, Communications and Customer Service Director, touched on the six key topics they plan to focus on over the next year: Ridership, Upcoming Bus Service Initiatives, Other Non-Service Major Initiatives, Recent Onboard Rider Survey, Priorities for Future Additional Service and Marketing.

Ms. Ackemann brought the assembly's attention to the slightly modified METRO logo and spoke briefly of the exciting programs rolling out in 2020. One of the highlights will be celebrating METRO's 50<sup>th</sup> anniversary!

There were various comments surrounding the upcoming marketing programs, applications, case studies, etc. among the board and staff.

There was no public comment.

- 21A CONSENT AGENDA ITEM 13-01, ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF AUGUST 2019, PULLED AND DISCUSSED AS AGENDA ITEM 21A**

Director Mathews questioned the inclusion of a monthly check journal.

Angela Aitken, CFO, responded this is informative and provides financial transparency to the public.

There was no public comment.

**ACTION: MOTION TO ACCEPT AND FILE THE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF AUGUST 2019 AS PRESENTED**

**MOTION: DIRECTOR MATHEWS SECOND: DIRECTOR ROTKIN**

**MOTION PASSED WITH 8 AYES (Directors Bottorff, Gonzalez, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Directors Coffman-Gomez, Leopold and Lind were absent.**

- 22 ORAL UPDATE ON THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) REQUIREMENT BY THE FTA**

Rufus Francis, Safety, Security and Risk Management Director, provided background to the staff report, noting this is the first time the PTASP requires Board approval. He will return to the board in December with a plan as it must be implemented no later than July 2020.

There was no public comment.

- 23 CONSIDER APPROVAL OF SMART LOCAL 23 FIXED ROUTE WAGE SCALES AND RELATED CONTRACT LANGUAGE**

Agenda Items 22 and 23 were discussed together.

- 24 CONSIDER APPROVAL OF SMART LOCAL 23 PARACRUZ WAGE SCALES AND RELATED CONTRACT LANGUAGE**

Angela Aitken, CFO, explained the pay table process, calculation of longevity and formula(s) used to establish the pay tables. Today she is requesting board approval, adding the unions have reviewed and approved.

There was no public comment

**ACTION: MOTION TO APPROVE THE SMART LOCAL 23 FIXED ROUTE AND PARACRUZ WAGE SCALES AND RELATED CONTRACT LANGUAGE AS PRESENTED**

# Attachment A

Board of Directors Meeting Minutes  
September 27, 2019  
Page 7 of 7

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR ROTHWELL**

**MOTION PASSED WITH 8 AYES (Directors Bottorff, Gonzalez, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Directors Coffman-Gomez, Leopold and Lind were absent.**

**25 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, OCTOBER 25, 2019 AT 9:00 AM, AT METRO ADMIN OFFICES, 110 VERNON STREET, SANTA CRUZ, CA**  
Chair Bottorff announced the next meeting as above.

Chair Bottorff adjourned the meeting at 10:48A

Respectfully submitted,

Gina Pye  
Executive Assistant

DRAFT

**15-01A.7**

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# Attachment A

**SIDE AGREEMENT BETWEEN  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AND  
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 521 (SEA)**

Service Employees International Union Local 521 (hereinafter SEIU) and the Santa Cruz Metropolitan Transit District (hereinafter METRO) agree as follows:

On June 20, 2019, representatives of SEIU met with METRO management and agreed to the following:

1. Add the classification of "Projects Coordinator" into SEIU-SEA Salary Schedule.
2. The position of "Projects Coordinator" is a non-exempt position.
3. The salary range for the Administrative Specialist was agreed to be used for this new classification, which is based in line with administrative duties and the minimum qualifications for both positions.

It is the intent of the parties that no precedence is set by these actions.

The position of Projects Coordinator will be added to the SEA Salary Schedule, Appendix A, once the 2019 Memorandum of Understanding is ratified between SEIU and Santa Cruz METRO.


The undersigned have reviewed the side agreement and mutually agree to its intent.

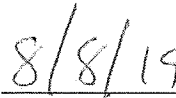
\_\_\_\_\_  
Alex Clifford  
Chief Executive Officer

\_\_\_\_\_  
Date

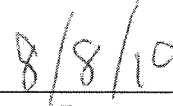
\_\_\_\_\_  
Dawn Crummié  
Human Resources Director

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Olivia Martinez  
SEIU Local 521 Representative

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Joan Jeffries  
SEA President

  
\_\_\_\_\_  
Date

SIDE AGREEMENT BETWEEN  
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 AND  
 SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 521 (SEA)

**WAGE SCALE FOR PROJECTS COORDINATOR**  
 Effective: 07-01-2019

SEA SALARY SCHEDULE	Step 1	Step 1 L	Step 1 LL	Step 2	Step 2 L	Step 2 LL	Step 3	Step 3 L	Step 3 LL	Step 4	Step 4 L	Step 4 LL	Step 5	Step 5 L	Step 5 LL	Step 6	Step 6 L	Step 6 LL
PROJECT'S COORDINATOR	24.19	25.40	26.61	25.37	26.64	27.91	26.66	27.99	29.32	28.01	29.41	30.81	29.37	30.84	32.31	30.84	32.38	33.92
ADMIN SPECIALIST*	24.19	25.40	26.61	25.37	26.64	27.91	26.66	27.99	29.32	28.01	29.41	30.81	29.37	30.84	32.31	30.84	32.38	33.92

\*For reference only

\_\_\_\_\_  
 Dawn Crummié  
 Human Resources Director

\_\_\_\_\_  
 Olivia Martinez  
 SEIU Local 521 Representative

\_\_\_\_\_  
 Joan Jeffries  
 SEA President

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 Date 8/8/19

\_\_\_\_\_  
 Date 8/8/19



# Attachment A

*Santa Cruz Metropolitan  
Transit District*



**DATE:** March 22, 2019  
**TO:** Board of Directors  
**FROM:** Erron Alvey, Purchasing and Special Projects Director  
**SUBJECT:** **AUTHORIZATION OF A PROVISIONAL ADMINISTRATIVE SPECIALIST POSITION IN THE PURCHASING DEPARTMENT**

## I. RECOMMENDED ACTION

**That the Board of Directors authorize authorized Provisional Administrative Specialist for a period of six months in the Purchasing Department**

## II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) has been awarded several grants for capital projects in the last few years from both the State of California and the Federal Transit Administration.
- Currently there is \$2.2M in the FY19 Capital Budget for open and active projects, some dating back to 2014 grants.
- Since there is no single Project Manager at METRO, the department heads are designated project managers and are responsible for seeing the projects through. Facilities Maintenance has the bulk of the projects.
- Due to a limited number of department-level administrative staff, the Purchasing and Special Projects Director brought in a temporary employee to assist departments with their capital projects.
- The current temporary employee assigned to the position began in August of 2018 and has reached the annual capacity of hours allowed by CalPERS to be worked by any temporary employee.
- As the job description for a Projects Coordinator and the duties and tasks of the position are still being developed, staff is requesting that the Provisional Administrative Specialist be authorized now in order to retain the employee that has already received training and that this provisional position be funded in FY20 for three months (July – September 2019).

## III. DISCUSSION/BACKGROUND

METRO has been very successful with grant awards for capital projects. Capital projects are typically either vehicles (transit buses, paratransit vehicles and support vehicles) or facilities improvements. The bulk of the latter projects are assigned to the Facilities Maintenance Department, where the Facilities Maintenance Manager is designated Project Manager. This department has one

# Attachment A

Board of Directors  
March 22, 2019  
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administrative support position, with remaining staff performing maintenance on METRO's buildings and grounds. Many of these grants have extensive administrative requirements such as, regular reporting on formal procurement, expenses, project milestones, vendor performance and closeout activities. Unfortunately, due to the lack of administrative staff, these duties often fall to Planning & Grants and/or Purchasing staff to complete. Project Managers also have difficulties meeting project milestones and have come up against spending deadlines putting funding at risk.

In order to try and address these needs, the Purchasing and Special Projects Director brought in a temporary employee to assist all departments with their capital projects. Alex Clifford, CEO, has also made closing out the oldest grants the highest priority for this position.

From August 2018 to date, this temporary employee has assisted with closing out nine grant-related projects, and has performed the following duties concurrently on the 40 projects currently assigned:

- Single point of contact for working groups. Schedules project meetings, prepares minutes, distributes action items, follows up for status.
- Organizes project details for easy reference and reports monthly status to CEO and Finance for Board of Directors meetings.
- Resolves problems with expenses, grant rules, meeting deadlines.

The current temporary employee assigned to the position began in August of 2018 and has reached the annual capacity of hours allowed by CalPERS to be worked by any temporary employee.

As the job description for a Projects Coordinator and the duties and tasks of the position are still being developed, staff is requesting that the Provisional Administrative Specialist be authorized now in order to retain the employee that has already received training and that this provisional position be funded in FY20 for three months (July – September 2019).

While this temporary employee has been very helpful with communication and organization, the next step is to identify and develop more tasks that will directly move projects along (a more "hands-on" approach), provide better oversight of expenditures, and ensure project managers stay on schedule in order to meet the required milestones.

This position was discussed with SEIU/SEA Chapter President, Joan Jeffries. She understands the intent and supports authorizing this provisional Administrative Specialist position.

# Attachment A

Board of Directors  
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## IV. FINANCIAL CONSIDERATIONS/IMPACT

FY19 funding for this position will be provided partially from a separate vacant position (Purchasing Assistant) in the Purchasing Department and the remaining will be unspent FY19 funds. Staff is requesting that funds in the amount of \$19,212 be approved for FY20 to cover three months. Funding sources are as follows:

- FY20 1900-503041 Purchasing – Temp Help
  - \$35,000 budgeted specifically for the original temp position
  - \$19,212 to be moved to Labor & Fringe for an additional Administrative Specialist
- All grants going forward will request funding for administrative support. If awarded, with this as an eligible expense, labor hours worked on that project by this employee will be billed to the grant.

## V. ALTERNATIVES CONSIDERED

Continue to use temporary employee services. This is not recommended as temporary employees have limited annual capacity (999 hours out of 2080), and are at a higher cost. This position requires the incumbent to gain institutional knowledge, and bringing in someone new every six months would mean losing knowledge gained and starting over again each time.

## VI. ATTACHMENTS

None

Prepared by: Erron Alvey, Purchasing and Special Projects Director

# Attachment A

Santa Cruz METRO Board of Directors  
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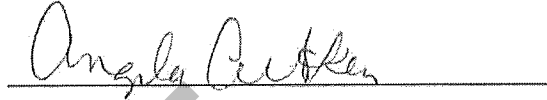
## VII. APPROVALS:

Erron Alvey, Purchasing &  
Special Projects Director



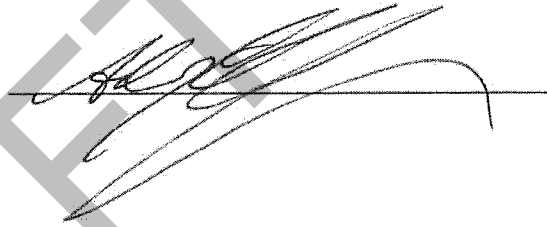
A handwritten signature in black ink, appearing to read "Erron Alvey", written over a horizontal line.

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



A handwritten signature in black ink, appearing to read "Angela Aitken", written over a horizontal line.

Alex Clifford, CEO/General Manager



A handwritten signature in black ink, appearing to read "Alex Clifford", written over a horizontal line.

DRAFT

## VI. Internal Equity Analysis and Recommendations

### Step 5: Defining Vertical Series Relationships for Non-Benchmark Classes

During the classification study phase of this project, Santa Cruz METRO established 38 class series' (see Appendix C). Although some series consist of a single class, others have multiple levels. Therefore, after resolving classes with insufficient and possible anomalies and defining the proposed salary bands, CPS HR analyzed the remaining 37 non-benchmark classes based on their relationships to the established benchmarks. The results can be found in Table 9 below. The Proposed New Maximum Salaries reflect the following recommended **spreads between levels:**

**Entry:** Set 10.0% below Journey Level

**Journey**

**Advanced:** Set 10.0% above Journey Level

**Advanced-Lead:** Set 20.0% above Journey Level

**Supervisor 1:** Set 27.5% above Journey Level

**Supervisor 2:** Set 35.0% above Journey Level

Although it is possible to calculate "average" spreads using labor market data, such averages are not reliable when the number of comparator agencies is small and/or when several of the agencies don't have matches for all class levels. The above-proposed spreads incorporate CPS HR's professional experience as well as Santa Cruz METRO's classification structure.

It is our opinion that a **10% differential between classes in a series recognizes the increased responsibilities of the higher level, provides an adequate salary separation between supervisors and subordinates, and provides a reasonable promotional incentive.**

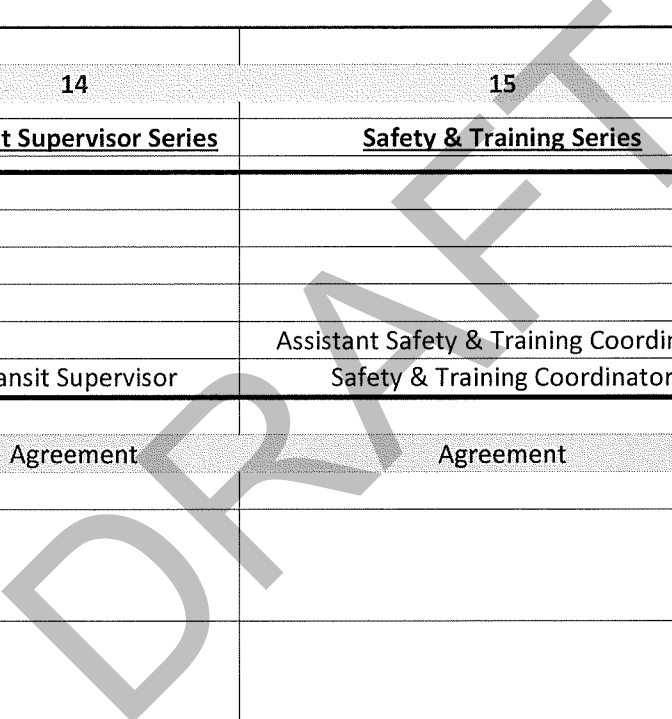
**Likewise, a 15% spread between the top supervisory class (Supervisor 2) and the highest-level non-supervisory class (Advanced-Lead) is also consistent with our market experience.**

[Supervisor 2 is 35% above Journey. Advanced-Lead is 20% above Journey. Therefore, the spread between the two is 15%, as 35 - 20 = 15.]

# Attachment A

Final SEIU agreed to 38 series and 75 positions - 011719

<b>75 positions</b>				
	Series across	14	15	16
	<b>Classes</b>	<b>Transit Supervisor Series</b>	<b>Safety &amp; Training Series</b>	<b>Safety and Training Program Specialist Series</b>
leveling terms	Entry/First working level			Safety and Training Program Specialist I
	Journey			Safety and Training Program Specialist II
	Advanced			
	Advanced - Lead			
	Supervisor		Assistant Safety & Training Coordinator	
	Supervisor	Transit Supervisor	Safety & Training Coordinator	
		Agreement	Agreement	Agreement



# Attachment A

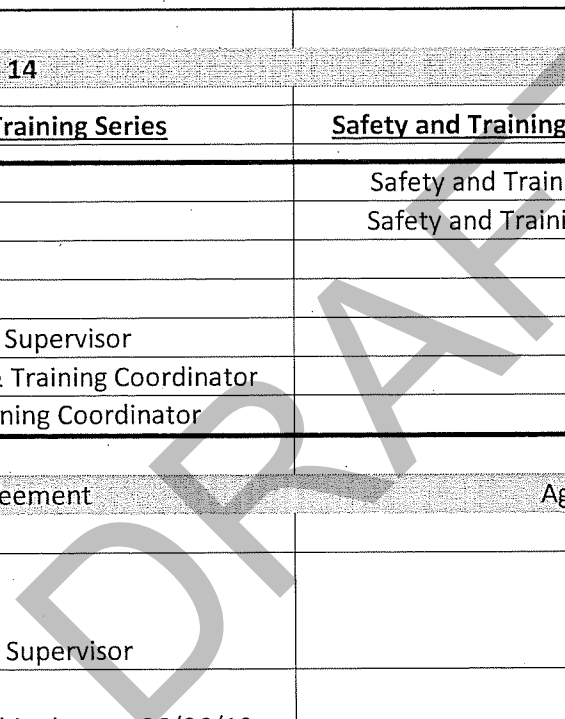
Final SEIU agreed to 37 series and 75 positions - 060619

75 positions	Series across	14	15	16
Classes	<u>Safety &amp; Training Series</u>	<u>Safety and Training Program Specialist Series</u>	<u>Information Technology Support Analyst Series</u>	
leveling terms	Entry/First working level		Safety and Training Program Specialist I	Information Technology Support Analyst I
	Journey		Safety and Training Program Specialist II	Information Technology Support Analyst II
	Advanced			
	Advanced - Lead			
	Supervisor I	Transit Supervisor		
	Supervisor II	Assistant Safety & Training Coordinator		
	Supervisor III	Safety & Training Coordinator		
		Agreement	Agreement	Agreement
		Transit Supervisor		
		Agreed to put in this class on 06/06/19, instead of in its own class.		

# Attachment A

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	Advanced			
	Advanced - Lead			
	Supervisor I	Transit Supervisor		
	Supervisor II	Assistant Safety & Training Coordinator		
	Supervisor III	Safety & Training Coordinator		
		Agreement	Agreement	Agreement
		Transit Supervisor		
		Agreed to put in this class on 06/06/19, instead of in its own class.		





Attachment A

Classification	Current Max Salary Hourly	<u>SPREAD</u> % increase above Transit Supervisor
Safety and Training Coordinator	\$ 40.57	11.1%
Assistant Safety and Training Coordinator	\$ 38.64	5.9%
<b>Transit Supervisor</b>	\$ 36.50	

Vendor's Table 9 Recommendation		
New Max Salary Hourly	% inc. from Current Salary	<u>SPREAD</u> % increase above Transit Supervisor
\$ 44.28	9.2%	11.6%
\$ 40.96	6.0%	3.2%
\$ 39.69	8.7%	

Last Best & Final 8/8/2019		
New Max Salary Hourly	% inc. from Current Salary	<u>SPREAD</u> % increase above Transit Supervisor
\$ 47.63	17.4%	20.0%
\$ 43.66	13.0%	10.0%
\$ 39.69	<b>8.7%</b>	

<u>NEW</u> Last Best & Final 9/17/2019		
New Max Salary Hourly	% inc. from Current Salary	<u>SPREAD</u> % increase above Transit Supervisor
\$ 48.78	20.2%	27.5%
\$ 45.91	18.8%	20.0%
\$ 38.26	<b>4.8%</b>	

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**MINUTES\***

MAC MEETING OF AUGUST 21, 2019



The METRO Advisory Committee (MAC) met on Wednesday, August 21, 2019 in the METRO Administrative Office located at 110 Vernon Street, in Santa Cruz, CA. \*Minutes are “summary” minutes, not verbatim minutes.

**1 CALL TO ORDER** at 5:59 PM.

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

Veronica Elsea, Chair  
Joseph Martinez, Vice Chair  
Jason Lopez

Michael Pisano  
Becky Taylor

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

Ciro Aguirre, METRO  
Isaac Holly, METRO  
Jayme Ackemann, METRO  
Barrow Emerson, METRO

Rufus Francis, METRO  
Pete Rasmussen, METRO  
Virginia Vasquez, METRO  
James Von Hendy, Public

**2 COMMUNICATIONS TO THE METRO ADVISORY COMMITTEE**

None

**3 ACCEPT AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF APRIL 17, 2019**

MOTION: ACCEPT AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF APRIL 17, 2019

MOTION: LOPEZ

SECOND: TAYLOR

AYES: MARTINEZ, LOPEZ, PISANO, AND TAYLOR

NAYES: NONE

ABSTAIN: ELSEA

MOTION CARRIED: FOUR IN FAVOR AND ONE ABSTAINING

**4 COMMUNICATIONS FROM METRO ADVISORY COMMITTEE**

Chair Elsea gave a brief synopsis of the semi-annual MAC update given to the Board of Directors on June 28, 2019. She informed them of some of the areas that MAC has been involved with: Code of Conduct Policy and marketing ideas for implementing the policy to riders; removal of benches/shelters; temporary Customer Service booth; reviewing the budget; ParaCruz on-time performance; Wi-Fi and new apps; and presentations from the public to MAC.

Mr. Pisano thanked Chair Elsea for her presentation to the Board. Chair Elsea commented that the Board was happy to get the detailed information.

Mr. Pisano asked if the Bus Operators see something (i.e., car fire), are they allowed to call it in. Ciró Aguirre, COO, said they are trained to report incidents.

Ms. Taylor expressed appreciation for METRO Bus Operators. Chair Elsea applauded the training the Bus Operators are getting in dealing with challenging passengers. COO Aguirre encouraged the MAC members to get a Bus Operator’s badge number, time of day and bus

# Attachment B

Minutes – METRO Advisory Committee

August 21, 2019

Page 2 of 5

route when they notice a Bus Operator doing an outstanding job so that METRO can recognize them. The same applies if there is an issue to report so that it can be addressed immediately. Chair Elsea commented that when she had recently reported issues, she felt her concerns were heard and action was taken. She said Customer Service is doing a better job now in handling complaints than 5-6 years ago.

## **5 UPDATE ON INFORMATION TECHNOLOGY SYSTEMS (ITS) – AUTOMATIC VEHICLE LOCATION (AVL)**

Isaac Holly, IT and ITS Director, explained that METRO is experiencing some integration challenges with the AVL and he has placed a temporary hold on vehicle installation until those issues are resolved. Mr. Pisano asked which software METRO is using and Director Holly explained the whole system is with the same vendor, GMV Syncromatics.

## **6 UPDATE ON ECOLANE DRT SOFTWARE FOR PARACRUZ**

Director Holly handed out information on Ecolane's mobile application (attached) and explained that Ecolane is a scheduling software used by ParaCruz. It will give METRO the ability to batch-schedule rides and allow riders to see where their ride is in real time. Chair Elsea asked if this requires the rider to have a specific app. Director Holly said the rider would need the app to use the service; however, if a rider chooses to forego the app, they can still get paratransit service by calling and scheduling a ride. Chair Elsea recommended that a demo on accessibility be completed prior to the app going live to the public. Mr. Lopez asked if the rider has to pay for this app and Mr. Holly replied, "No."

Chair Elsea invited Director Holly to return in November to give a status update.

## **7 ORAL PRESENTATION REGARDING THE AUTHORIZATION OF A PUBLIC HEARING ON A FIXED-ROUTE FREE FARE PROGRAM FOR LEGALLY BLIND CUSTOMERS**

Jayme Ackemann, Marketing, Communications and Customer Service Director, announced this item will go to the Board of Directors on August 23, 2019 to set a public hearing to consider a free fare program for legally blind customers. METRO continues to have accessibility issues related to the audio component of the Ticket Vending Machines (TVMs). After reviewing its options, METRO is proposing a free fare program to be in place until it can replace the TVMs with newer technology.

To be eligible for the free fare program, customers would be required to provide a Certificate of Legal Blindness signed off by their doctor. Discussion ensued on where to obtain the form, time consumed and the cost to the rider in acquiring a doctor to complete the form, and the public outreach needed for the program.

Chair Elsea encouraged MAC members to submit their concerns in writing by September 19, 2019 if they could not attend the September 27, 2019 Board of Directors meeting.

## **8 UPDATE ON SANTA CRUZ COUNTY FAIR – SEPTEMBER 11-15, 2019**

Director Ackemann gave an overview of METRO's location at the fairgrounds as well as informing the Committee that bus service will be provided on all days of the fair. METRO will have paratransit and fixed route vehicles on display along with Bus Operators who can showcase them to the public and answer questions. There will be an information table, raffle prizes to give away, and special treats for children.

Vice Chair Martinez inquired if an electric bus will be on display. Barrow Emerson, Planning and Development Director, said the first electric bus is expected to arrive in February 2020. Director Ackemann added that METRO will have a special public event to celebrate that milestone.

**15-01B.2**

# Attachment B

Minutes – METRO Advisory Committee

August 21, 2019

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Mr. Pisano expressed concern in using the trip planner at METRO's website. It does not give a direct route to the fair. Director Ackemann said these special events are not in our HASTUS system so will not show up in the trip planner. However, the schedule is in both the electronic and paper version of the Headways. Customer Service can also provide assistance. Mr. Pisano suggested putting something on the home page of the website.

## 9 SERVICE PLANNING UPDATE

Director Emerson gave a quick update on action items from the last MAC meeting:

- METRO is working with GFI on the expiring 31-day pass and change card.
- Facilities is working on lighting the bus schedules at the transit centers so they are more visible at night.
- METRO will not be competing for the Lift Line business used by Central California Alliance for Health. In order to do so, ParaCruz would have to increase staff.
- ParaCruz is fully staffed now which will help with on-time performance.
- METRO did not get the grant for the fast charger at the Watsonville Transit Center. Vice Chair Martinez asked if an arrangement could be made with Lift Line to use their chargers. Director Emerson said their chargers would not work for a full-size bus.
- METRO staff talked to Kaiser about their development on Soquel Avenue and discussed possible route solutions for their patients.
- Route changes to the San Lorenzo Valley frequency and adding service to Scotts Valley Drive and Enterprise Technology Center are still a priority; but will be pushed out to next year when we can add another Bus Operator to staff that route.

Director Emerson then addressed the agenda items:

- a. Update on bench/shelter removal and ridership feedback:  
We have been able to put Simme-Seats in two locations (CVS downtown Santa Cruz and Felton Fair) where benches were removed. There have been no further complaints received. Mr. Lopez said he has noticed a positive change at the CVS location and it is a lot cleaner. Mr. Pisano thanked Director Emerson for the bench solution.
- b. Update on Capitola Mall rebuild and relocating METRO Transit Center:  
METRO will have a bus station near the front door of Macy's in the proposed development. We are still in the design phase and working on the correct access/egress for the bays.
- c. Update on Pacific Station redesign:  
METRO and the City of Santa Cruz are jointly applying for \$10-15 million in grants (one federal and one state) to rebuild Pacific Station. We are working with the City of Santa Cruz on the design so that in February 2020 we can submit the grant application to the California Affordable Housing and Sustainable Communities Program. Next summer we will apply for the federal grant. Mr. Lopez asked what the timeline is for awarding the state money. Director Emerson said it takes approximately four months after the deadline passes. Chair Elsea asked if MAC could provide any support in the grant application process. Director Emerson said METRO would reach out to MAC, Elderly and Disabled Transportation Advisory Committee (E&D TAC), and the Commission on Disabilities to make a few key points on why their committee supports this facility.

**15-01B.3**

# Attachment B

Minutes – METRO Advisory Committee

August 21, 2019

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d. Tri MyRide on-demand transit:

Mr. Pisano said Try MyRide is an on-demand service used in Antioch and Cupertino. Director Emerson said the Planning Department would follow up on this and mentioned that METRO has a couple of pilot projects it is considering. One is to come up with an Uber/Lyft type program to cover south of Capitola where we had to cut Routes 54, 55 and 56. We also want to try another model with taxi service in the evening beyond Felton Fair and the Scotts Valley Transit Center. In this case, METRO would buy a few taxis for the night instead of running fixed route buses to service these areas. Look for these ideas to unfold early next year.

Last, Director Emerson gave an update on the ridership and reported that ridership is flat. We hope the new buses and mobile ticketing will improve ridership.

Mr. Pisano asked if METRO had thought about splitting Route 71 and Director Emerson said we are looking at variations to Route 69 instead. Mr. Pisano asked if we are involved in the Diridon Station remodel. Pete Rasmussen, Transportation Planner, said he is working with the City of San Jose on a bikeway on East San Fernando Street, which could impact the Hwy. 17 bus route. METRO is waiting for Google to go public with their development plans so that METRO can determine the next steps needed.

Vice Chair Martinez inquired about the number of Bus Operators currently enrolled in the training class. Director Emerson said we have 12 currently going through the course.

Mr. Lopez commented that he was able to ride the new diesel hybrid bus and it was very nice and was wondering if we plan to get more. Director Emerson explained that we got 10 used ones from VTA and there is no plan to acquire more at this time.

Mr. Pisano asked if Dominican Hospital would be interested in buying bus passes for its employees. Director Emerson said METRO has reached out extensively to Dominican Hospital to be a partner but at this time, there is no interest.

## **10 UPDATE ON IMPLEMENTING POLICY: USE OF FIXED ROUTE SERVICES AND TRANSIT FACILITIES, INCLUDING PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION**

COO Aguirre provided an update on the Code of Conduct Policy. Our current class of Bus Operators is being trained on the policy. This class is scheduled to graduate mid-October. Once that happens, our two Training Coordinators will train the rest of the Bus Operators. Simultaneously Director Ackemann will devise an approach for informing the public.

COO Aguirre also gave an update on a new feature that will be on the six Gillig buses ordered. The forward facing seats after the securement area will now have flip up individual seats. You will be able to sit down and flip one seat up to fit a cart, or whatever you are carrying, so there is more aisle room. Ms. Taylor thought that would be good for Routes 4 and 66.

Ms. Taylor thought METRO should consider adding no sleeping on the fixed route front seats to the code of conduct. She went on to explain an encounter that took place on Route 71.

Chair Elsea asked at what point would it be good to have Director Ackemann give an update on the preliminary marketing plans for the Code of Conduct so that MAC can offer some input. COO Aguirre suggested doing that at the next MAC meeting.

**15-01B.4**

# Attachment B

Minutes – METRO Advisory Committee

August 21, 2019

Page 5 of 5

## **11 COMMUNICATIONS TO THE METRO CEO**

### a. Proposed letter of appreciation

Chair Elsea requested Mr. Pisano explain the type of letter he proposed. Mr. Pisano recounted the incident that took place in April 2019 in Capitola. A decision was made to express a verbal appreciation for the tone of communication conveyed by METRO in the Santa Cruz Sentinel article following the incident.

## **12 COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS**

None

## **13 ITEMS FOR NEXT MEETING AGENDA**

- Update from Marketing Director on implementation of the Code of Conduct Policy
- Update on AVL and Ecolane
- Update on free fare program
- Explore bio-based fuels from Blume Distillation for METRO's use
- Update on recent class of Bus Operators – how many graduated

## **14 DISTRIBUTION OF VOUCHER**

Vouchers distributed by COO Aguirre.

## **15 ADJOURNMENT**

Meeting adjourned at 7:37 PM.

Respectfully submitted,

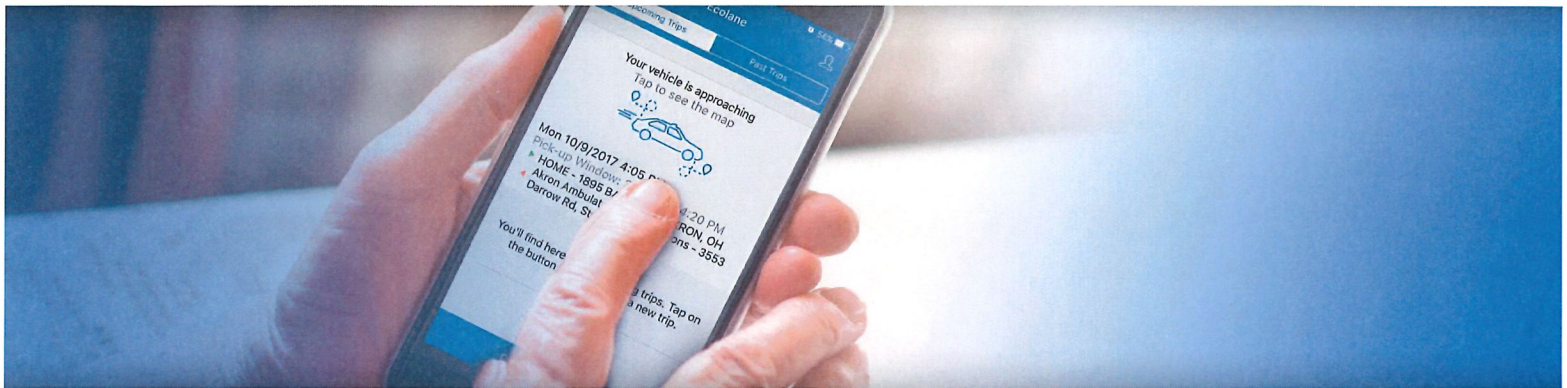
Donna Bauer  
Administrative Assistant

DRAFT

**15-01B.5**

# Ecolane

## The app you've been waiting for.



Check out why Ecolane's mobile app simplifies your life. You can book trips yourself in real-time without the need of calling the agency.

The simplest, most user-friendly mobile app giving you freedom to review and manage your personal transportation needs. Web-based self-service scheduling, Ecolane's mobile app gets you where you want when you want right from your own mobile phone.

Available now for both iOS and Android.

## Rider Benefits



### Flexibility to Manage Trips in Real-time

Empowering you with direct access to review and manage your transportation needs. You can view both upcoming and recently completed trips.



### Simple Mobile Interface

Trip planning has never been an easier experience than with the Ecolane app. Reservations with a single tap, connected to the most powerful, industry leading scheduling and dispatch platform that performs continuous real-time optimization.



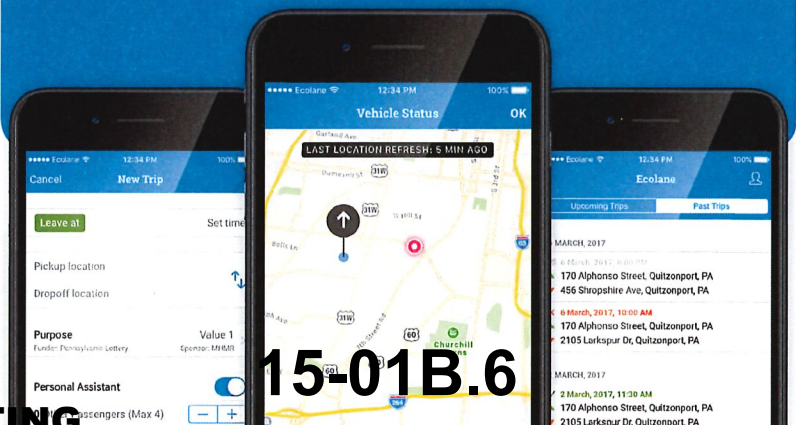
### Convenient Trip Details View

Notifications remind you of trip pick-up windows. When your vehicle is on its way, you are able to follow your bus on a visual map.

## Mobile App 2.0

Here's what's new with the latest update:

- View trip in progress (when on board, see my ETA and number of stops until drop-off).
- Share my ETA (when on bus, share your ETA with someone else using one of the other messaging apps on your phone).
- Quick link to trigger a phone call to your transportation agency for help or to reach out about a will-call trip.
- Integration with phone calendar so that you can see your appointments when booking a trip.
- Information to see vehicle ID number.







**DATE:** October 25, 2019  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL  
DETAIL FOR THE MONTH OF SEPTEMBER 2019**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of September 2019**

**II. SUMMARY**

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of September 2019.
- The Finance Department is submitting the check journals for Board acceptance and filing.

**III. DISCUSSION/BACKGROUND**

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

All invoices submitted for the month of September 2019 that have been processed, checks issued and signed by the Chief Financial Officer.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None. The check journals are a presentation of invoices paid in September 2019 for purposes of Board review, agency disclosure, accountability and transparency.

**V. ALTERNATIVES CONSIDERED**

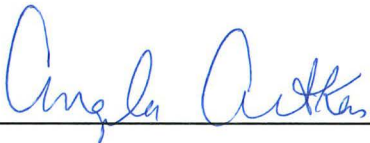
N/A

**VI. ATTACHMENTS**

**Attachment A:** Check Journal Detail for the Month of September 2019

Prepared by: Holly Alcorn, Accounting Specialist

**VII. APPROVALS:**

Angela Aitken, Chief Financial Officer 

Alex Clifford, CEO/General Manager 

# Attachment A

DATE 10/02/19 09:04

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

PAGE 1

DATE: 09/01/19 THRU 09/30/19

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
65732	09/11/19	-206.40	SANTA CRUZ SENTINEL	0	94347	06/12/19 PUBLICATION	-206.40	**VOID
65973	09/11/19	-400.00	SANTA CRUZ SENTINEL	0	94731	JUNE 19 PUBLICATIONS	-400.00	**VOID
66312	09/02/19	82.85	ALLIED ELECTRONICS		95525	INVENTORY ORDER	82.85	
66313	09/02/19	898.25	ALWAYS UNDER PRESSURE		95507	PARTS/RPR PRES WASH	898.25	
66314	09/02/19	8,473.26	AT&T		95500	7/10-8/9 INTERNET	889.38	
					95543	7/13-8/12/19 P2P	1,823.76	
					95571	7/19-8/18 MAIN	5,353.16	
					95572	7/19-8/18 OCEAN - LG	280.71	
					95573	7/19-8/18 DAVENPORT	126.25	
66315	09/02/19	330.00	AUTOMATIC DOOR SYSTEMS, INC.		95508	SMC PACIFIC STATION	330.00	
66316	09/02/19	163.44	B & B SMALL ENGINE CORP		95506	RPR/MAINT SUPPLIES	163.44	
66317	09/02/19	185.87	B & H FOTO & ELECTRONICS CORP		95483	WIFI MESH BRIDGE	185.87	
66318	09/02/19	187.44	BATTERIES PLUS #314		95445	BATTERIES	187.44	
66319	09/02/19	850.00	BAYER, LORRAINE		95452	CALCPA CLASS	850.00	
66320	09/02/19	56.53	CITY OF WATSONVILLE UTILITIES		95540	7/10-8/12 WTC UTILIT	56.53	
66321	09/02/19	720.00	CLAREMONT EAP		95448	SEPT 19 EAP	720.00	
66322	09/02/19	2,272.50	CLEAN AIR TECHNOLOGIES INC		95511	EUROVAC SUPPLIES	2,272.50	
66323	09/02/19	3,451.31	COAST PAPER & SUPPLY INC.		95443	CUSTODIAL SUPPLIES	2,073.56	
					95487	CUSTODIAL SUPPLIES	1,133.03	
					95489	CUSTODIAL SUPPLIES	53.53	
66324	09/02/19	322.24	DELFIN, MONIK		95522	INVENTORY ORDER	191.19	
66325	09/02/19	1,319.01	EAST BAY TIRE CO.		95496	RECRUITING SUPPLIES	322.24	
66326	09/02/19	150.00	ESQUEDA MINDY		95498	TIRES	780.25	
66327	09/02/19	11,814.40	EXPRESS SERVICES INC.		95482	TIRES	538.76	
					95482	8/23 BOO INTERPRET	150.00	
					95581	TEMP W/E 07/28/19	2,271.20	
					95582	TEMP W/E 7/21	1,008.00	
					95583	TEMP W/E 7/07	806.40	
					95584	TEMP W/E 7/14	806.40	
					95585	TEMP W/E 6/09	1,022.40	
					95586	TEMP W/E 7/28	1,008.00	
					95587	TEMP W/E 8/4	1,008.00	
					95588	TEMP W/E 8/11	604.80	
					95596	TEMP W/E 8/18	1,008.00	
					95597	TEMP WE 08/18	1,135.60	
					95503	TEMP WE 08/18	2,011.29	
66328	09/02/19	2,011.29	FERGUSON ENTERPRISES INC. #795		95503	WATER HEATER SMC	57.26	
66329	09/02/19	57.26	FRONTIER COMMUNICATIONS - 3025		95541	8/16-9/15 SKY-RIVER	57.26	
66330	09/02/19	57.26	FRONTIER COMMUNICATIONS - 6145		95484	209-91-6033-112614-5	57.26	
66331	09/02/19	1,200.00	GENFARE A DIV OF SPX CORP		95579	PEM MODIFICATION	1,200.00	
66332	09/02/19	48.55	GOUVEIA, ROBERT	0	95577	SEPT 19 RETIREE SUP	48.55	
66333	09/02/19	847.41	GRAINGER		95451	PAINT SUPPLIES	231.56	
					95480	PAINTING SUPPLIES	42.29	
					95486	AIR SWITCH	81.21	
					95490	PLUMBING SUPPLIES	31.11	
					95501	TIRE AND TUBE	40.79	

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66334	09/02/19		33.84	GRANITEROCK COMPANY		95499	CONCRETE	33.84	
66335	09/02/19		1,240.00	HENRY GEHRING		95464	INSPECT 8 CRANES	1,240.00	
66336	09/02/19		649.10	HOSE SHOP, THE INC		95458	INVENTORY ORDER	64.94	
						95492	RPR VEH# 2316	584.16	
66337	09/02/19		5,387.71	IO, RODNEY H		95545	VEH # 602	1,209.71	
						95566	PC1706 WO# 166349	573.15	
						95567	PC 1123 WO# 166170	470.48	
66338	09/02/19		746.55	JOHNSON CONTROLS INC		95568	PC1124 WO# 166273	3,134.37	
66339	09/02/19		1,097.42	KAADY CHEMICAL LLC		95447	9/1-11/30 ALARM SBF	746.55	
66340	09/02/19		1,104.45	KELLEY'S SERVICE INC.		95565	INVENTORY ORDER	1,097.42	
						95546	VEH# 708	131.10	
						95547	CREDIT	-35.60	
						95548	VEH# 601	121.98	
						95549	GLOSS WHITE PAINT	94.72	
						95550	VEH# 1717	516.48	
						95551	CREDIT	-17.48	
						95552	INVENTORY ORDER	132.62	
						95553	BLWR MOTOR	67.77	
						95554	CREDIT	-1.15	
						95555	CREDIT	-2.29	
						95556	2014 GILLIG BUSES	17.21	
						95557	OW-20	52.05	
						95558	HOSE FOR SHOP	27.04	
66341	09/02/19		1,686.05	KELLY-MOORE PAINT CO., INC.		95465	PAINT	1,237.75	
						95467	PAINT WTC	210.62	
						95479	PAINT SUPPLIES	237.68	
66342	09/02/19		75.00	LANDAVERY, CARLOS G.		95580	TRANS: HEADWAYS 2019	75.00	
66343	09/02/19		374.00	LAW OFFICES OF MARIE F. SANG	7	95469	CL# 19022275	374.00	
66344	09/02/19		7,831.04	MAKAI SOLUTIONS		95513	RPR LIFT	7,831.04	
66345	09/02/19		57,342.50	MARSH USA INC		95601	9/1-9/1/20 RENEW	57,342.50	
66346	09/02/19		165.00	MAXIMUM OIL SERVICE LLC		95519	HAZMAT DISPOSAL	165.00	
66347	09/02/19		2,095.03	MID VALLEY SUPPLY INC.		95457	INVENTORY ORDER	1,364.42	
						95518	INVENTORY ORDER	730.61	
66348	09/02/19		795.69	MISSION UNIFORM		95468	CUSTODIAL SUPPLIES	34.50	
						95488	UNIFORMS	36.00	
						95505	CUSTODIAL SUPPLIES	34.50	
						95560	UNIFORMS	244.63	
						95561	TOWELS	50.00	
						95562	UNIFORM EARL	23.91	
						95563	UNIFORMS	322.15	

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66349	09/02/19	78.00	MORENO, GABRIEL		95564	TOWELS	50.00	
66350	09/02/19	2,295.15	MUNICIPAL MAINTENANCE EQUIPMNT		95504	DMV REIMBURSEMENT	78.00	
66351	09/02/19	24.04	NIDAL HALABI & NADA ALGHARIB		95592	LOCK REPAIR	2,295.15	
66352	09/02/19	69.64	NORTH BAY FORD LINC-MERCURY		95453	ELECTRICAL SUPPLIES	24.04	
66353	09/02/19	826.11	PACIFIC GAS & ELECTRIC		95600	VEH# 1716	69.64	
66354	09/02/19	897.86	PALACE ART & OFFICE SUPPLY		95591	7/10-8/08 RESEARCH	826.11	
					95441	OFFICE SUPPLIES	113.20	
					95470	OFFICE SUPPLIES	96.14	
					95471	OFFICE SUPPLIES	308.82	
					95475	OFFICE SUPPLIES	168.33	
					95476	OFFICE SUPPLIES	69.50	
					95477	OFFICE SUPPLIES	116.68	
					95481	OFFICE SUPPLIES	25.19	
66355	09/02/19	1,790.00	PEDALERS EXPRESS	7	95463	JULY 19 COURIER SVC	1,790.00	
66356	09/02/19	48.55	PEREZ, CHERYL		95578	SEPT 19 RETIREE SUP	48.55	
66357	09/02/19	435.50	PIED PIPER EXTERMINATORS, INC.		95455	AUG 19 PEST METROMKT	55.50	
					95456	AUG 19 PEST KIOSK	40.00	
					95466	AUG 19 PEST WTC	79.50	
					95491	AUG 19 PEST VERNON	260.50	
66358	09/02/19	248.67	PLATT ELECTRIC SUPPLY		95442	LIGHTING WTC	248.67	
66359	09/02/19	786.27	PROBUILD COMPANY LLC		95449	ELECTRICAL SUPPLIES	61.79	
					95450	ELECTRICAL SUPPLIES	2.91	
					95459	PLUMBING SUPPLIES	15.60	
					95460	BUILDING SUPPLIES	117.45	
					95461	CUSTODIAL SUPPLIES	135.43	
					95462	PAINT SUPPLIES	10.77	
					95478	INVENTORY ORDER	108.07	
					95509	RPR/MAINT SUPPLIES	23.87	
					95514	RPR/MAINT SUPPLIES	41.52	
					95515	RPR/MAINT SUPPLIES	68.38	
					95516	RPR/MAINT SUPPLIES	34.00	
					95517	RPR/MAINT SUPPLIES	37.91	
					95520	RPR/MAINT SUPPLIES	86.69	
					95521	RPR/MAINT SUPPLIES	41.88	
66360	09/02/19	65.44	ROMAINE ELECTRIC CORP		95472	INVENTORY ORDER	65.44	
66361	09/02/19	282.92	ROYAL WHOLESale ELECTRIC		95454	ELECTRICAL SUPPLIES	282.92	
66362	09/02/19	235.64	SANTA CRUZ AUTO PARTS, INC.		95493	INVENTORY ORDER	30.48	
					95494	INVENTORY ORDER	41.17	
					95495	RPR VEH# 101	26.30	
					95497	RPR VEH# 804	32.27	
					95502	RPR VEH # 804	13.79	
					95526	VEH # 401 FUEL CAP	14.74	
					95527	INVENTORY ORDER	76.89	
					95569	2004 CHEVY GAS CAP	20.01	
					95570	CREDIT	-20.01	
66363	09/02/19	11,757.45	SANTA CRUZ MUNICIPAL UTILITIES		95531	7/10-8/7 PACIFIC WTR	700.73	

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66364	09/02/19	1,842.43	003292	SLINGSHOT CONNECTIONS LLP		95532	7/10-8/7 VERNON WTR	528.62	
66365	09/02/19	49.85	001232	SPECIALIZED AUTO AND		95533	7/10-8/7 GOLF CLUB	1,452.30	
66366	09/02/19	330.18	366	TENNANT COMPANY		95534	7/10-8/7 RIVER ST #B	3,341.44	
66367	09/02/19	73.78	007	UNITED PARCEL SERVICE		95535	7/10-8/7 CEDAR/WALNT	1,050.60	
66368	09/02/19	6,898.59	002829	VALLEY POWER SYSTEMS, INC.		95536	7/10-8/7 PACIFIC WST	4,257.39	
						95537	7/10-8/7 RIVER ST #A	276.87	
						95538	7/10-8/7 GCD IRRIGTN	11.83	
						95539	7/10-8/7 METRO ISLAND	137.67	
						95594	TEMP WE 5/19	1,039.87	
						95595	TEMP WE 08/04	802.56	
						95446	SMOG VEH # 0003	49.85	
						95528	RPR WATER LEAK	330.18	
						95599	FLEET	73.78	
						95473	INVENTORY ORDER	161.02	
						95474	INVENTORY ORDER	3,351.59	
						95529	INVENTORY ORDER	3,484.87	
						95530	INVENTORY ORDER	140.09	
						95542	CREDIT	-68.28	
						95544	CREDIT	-170.70	
66369	09/02/19	1,530.28	434	VERIZON WIRELESS	0	95589	06/02-07/01 PARACRUZ	308.96	
						95590	07/02-08/01 PARACRUZ	309.08	
						95598	7/13-8/12 BUS WIFI	912.24	
66370	09/02/19	1,197.65	001353	VISION COMMUNICATIONS		95485	RADIO INST. VEH#1901	1,197.65	
66371	09/02/19	330.78	003435	WILLIAMS SCOTSMAN, INC.		95510	EQUIP RENTAL	330.78	
66372	09/02/19	120.00	003290	WORKFORCEQA LLC		95593	6/18-7/22 PRE EXAMS	120.00	
66374	09/09/19	114.18	002689	B & B SMALL ENGINE CORP		95646	CHAIN	114.18	
66375	09/09/19	189.33	002363	BATTERIES PLUS #314		95649	INVENTORY ORDER	189.33	
66376	09/09/19	275.00	003188	CAREERS IN GOVERNMENT INC		95663	FIN ANALYST JOB POST	275.00	
66377	09/09/19	1,791.28	130	CITY OF WATSONVILLE UTILITIES		95630	7/16-8/20 63720478	559.27	
						95631	7/16-8/19 17592424	87.50	
						95632	7/16-8/20 58241036	133.29	
66378	09/09/19	750.00	003204	CREEKSIDE COURT REPORTING LLC		95633	WTC SOLID WASTE	1,011.22	
66379	09/09/19	7,108.20	003116	CUMMINS PACIFIC LLP		95611	6/26 NEGOTIATIONS	750.00	
						95612	INVENTORY ORDER	3,926.47	
						95613	REBUILD VEH# 1204	3,454.86	
						95614	CREDIT	-273.13	
66380	09/09/19	6,721.50	003153	ENVIRONMENTAL LOGISTICS INC		95660	MMF NON HAZ DISPOSAL	2,068.75	
						95661	SBF HAZMAT DISPOSAL	1,549.00	
						95662	SBF NON HAZ DISPOSAL	3,103.75	
66381	09/09/19	512.00	432	EXPRESS SERVICES INC.		95655	8/19-8/25 ADMIN TEMP	512.00	
66382	09/09/19	8,562.84	002952	FLYERS ENERGY LLC		95610	8/1-8/15 FUEL PC	8,562.84	
66383	09/09/19	1,800.00	647	GENFARE A DIV OF SPX CORP		95634	FARE STRUCTURE MOD	2,400.00	
						95635	CREDIT	-600.00	
66384	09/09/19	93.76	282	GRAINGER		95650	INNER TUBE	9.89	
						95651	INVENTORY ORDER	83.87	
66385	09/09/19	16,644.98	001745	HARTFORD LIFE AND ACCIDENT INS		95672	SEPT 19 LTD	10,846.16	

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66386	09/09/19	144.34	KELLEY'S SERVICE INC.		95673	SEPT 19 AD&D	5,798.82	
66387	09/09/19	8,875.00	KL2 CONNECTS LLC		95605	VEH # 401 VEH# 103	144.34	
66388	09/09/19	2,100.00	MACLEOD WATTS INC		95657	RECRUITMENT	8,875.00	
66389	09/09/19	157.62	MAILFINANCE INC		95659	GASB 75 ACTUARIAL	2,100.00	
66390	09/09/19	193.00	MISSION UNIFORM		95669	08/28-9/27 LEASE	157.62	
					95607	TOWELS	50.00	
					95647	TOWELS, MOPS , MATS	34.50	
					95656	UNIFORMS	36.00	
					95658	UNIFORMS	36.25	
					95667	UNIFORMS	36.25	
66391	09/09/19	72.00	MUSITELLI, WES		95665	18 @ \$4.00 EA	72.00	
66392	09/09/19	912.14	NATIONAL CINEMEDIA LLC		95678	RECRUITING ADVERT	912.14	
66393	09/09/19	50.99	NORTH BAY FORD LINC-MERCURY		95609	VEH # 1717	50.99	
66394	09/09/19	815.90	PACIFIC GAS & ELECTRIC		95664	7/26-8/26 1122 RIVER	34.31	
					95674	6/10-7/09 PARACRUZ	781.59	
66395	09/09/19	1,876.78	PACIFIC TRUCK PARTS, INC.		95606	BUS # 1209	1,956.72	
					95608	INVENTORY ORDER	660.74	
					95615	REBUILD VEH# 1204	38.96	
					95638	INVENTORY ORDER	65.00	
					95639	INVENTORY ORDER	272.39	
					95640	INVENTORY ORDER	207.77	
					95641	CREDIT	-655.50	
					95642	CREDIT	-9.20	
					95643	CREDIT	-4.60	
					95644	CREDIT	-655.50	
66396	09/09/19	87.40	PALACE ART & OFFICE SUPPLY		95675	OFFICE SUPPLIES	87.40	
					95676	OFFICE SUPPLIES	14.75	
					95677	CREDIT	-14.75	
66397	09/09/19	47,134.00	PREFERRED BENEFIT		95670	SEPT 19 DENTAL	37,976.50	
66398	09/09/19	182.39	PROBULLD COMPANY LLC		95671	SEPT 19 VISION	9,157.50	
					95653	BALLAST 40 WATT LAMP	24.02	
					95654	PAINT PRIMER	123.02	
					95668	DOOR STOPS	35.35	
66399	09/09/19	1,200.00	PROTERA, INC.		95627	MOLD REMOVAL	600.00	
					95628	MOLD REMOVAL	600.00	
66400	09/09/19	267.66	RICOH USA, INC. TX		95625	9/03-10/02 C/S LEASE	267.66	
66401	09/09/19	38.18	RIVERSIDE LIGHTING & ELECTRIC		95648	INVENTORY ORDER	38.18	
66402	09/09/19	2,426.44	ROMAINE ELECTRIC CORP		95616	INVENTORY ORDER	2,426.44	
66403	09/09/19	231.25	SANTA CRUZ AUTO PARTS, INC.		95621	INVENTORY ORDER	23.60	
					95622	CREDIT	-23.60	
					95623	INVENTORY ORDER	90.58	
66404	09/09/19	240.00	SANTA CRUZ RECORDS MNGMT INC		95636	INVENTORY ORDER	140.67	
66405	09/09/19	6,658.33	STATE ELECTRIC GENERATOR		95629	SHRED P/U ALL LOC	240.00	
66406	09/09/19	158.99	TERRYBERRY CO., LLC		95645	GENERATOR SERVICE	6,658.33	
					95624	EMPLOYEE ANNIVER	158.99	
					95604	FREIGHT	25.56	

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66408	09/09/19	002829	495.92	VALLEY POWER SYSTEMS, INC.		95603	INVENTORY ORDER	50.78	
						95617	VEH # 1204	309.70	
						95619	INVENTORY ORDER	64.35	
						95620	INVENTORY ORDER	71.09	
66409	09/09/19	001986	19.37	WAGER CO., INC. ROBERT		95602	FREIGHT	19.37	
66410	09/09/19	001506	2,127.20	WESTERN STATES OIL CO.		95637	INVENTORY ORDER	2,127.20	
66411	09/12/19	E1032	1,400.00	BALLESTROS, IVAN		95820	TRAVEL ADVANCE	1,400.00	
66412	09/12/19	002917	115,472.01	SANTA CRUZ METRO TRANSIT W/C		95818	JULY 19 W/C REPLEN	52,581.21	
						95819	AUG 19 W/C REPLEN	62,890.80	
66413	09/16/19	003283	3,003.56	ACCOUNTEMPS A ROBERT HALF CO		95816	W/E 8/2 TEMP SVS	1,993.60	
						95817	W/E 8/2 TEMP SVS	1,009.96	
66414	09/16/19	E636	106.28	AGUIRRE, CIRO		95815	SEPT 19 TRAVEL REIMB	106.28	
66415	09/16/19	382	2,227.75	AIRTEC SERVICE INC.		95800	SERV/REP AC @ OPS	980.24	
						95693	PREVENTIVE MAINT SBF	220.00	
						95694	PREVENTIVE MAINT PRC	262.00	
						95695	PREVENTIVE MAINT SVT	257.00	
						95696	PREVENTIVE MAINT WTC	508.51	
66416	09/16/19	E437	65.03	AITKEN, ANGELA		95772	MST LUNCH	65.03	
66417	09/16/19	001934	431.02	ALDRAN CHEMICAL, INC		95784	INVENTORY ORDER	431.02	
66418	09/16/19	192	476.09	ALWAYS UNDER PRESSURE		95713	W.O. # 16632	476.09	
66419	09/16/19	002861	68.68	AMERICAN MESSAGING SVCS, LLC		95757	SEPT 19 PAGER	68.68	
66420	09/16/19	001D	717.63	AT&T		95730	7/19-8/18 OPS ELEV	144.25	
						95812	AUG 19 PT2PT WTC	573.38	
66421	09/16/19	003105	997.62	AT&T MOBILITY		95720	7/24-8/23 BUS WIFI	997.62	
66422	09/16/19	001348	5,074.25	ATHENS INSURANCE SERVICE, INC.		95777	SEPT 19 TFA FEES	5,074.25	
66423	09/16/19	001356	1,519.36	BRENCO OPERATING-TEXAS, LP		95787	INVENTORY ORDER	1,519.36	
66424	09/16/19	616	6,000.00	BROWN ARMSTRONG ACCOUNTANCY		95776	FY 19 AUDIT FEES	6,000.00	
66425	09/16/19	588	10,958.75	CALTIP		95783	AUG 19 CODE=5100	10,958.75	
66426	09/16/19	001324	10,500.00	CAPITALEDDGE ADVOCACY, INC.		95767	AUG 19 LEGISLATE SVC	5,250.00	
						95768	SEP 19 LEGISLATE SVC	5,250.00	
66427	09/16/19	001159	248.54	CATTO'S GRAPHICS, INC.		95697	691B ROUTE STICKERS	248.54	
66428	09/16/19	002627	1,805.71	CDW GOVERNMENT, INC.		95775	OFFICE SUPPLIES	1,805.71	
66429	09/16/19	003373	195.51	CITY OF SANTA CRUZ FINANCE RRF		95805	8/1-8/30 LANDFILL	195.51	
66430	09/16/19	075	81.94	COAST PAPER & SUPPLY INC.		95724	INVENTORY ORDER	81.94	
66431	09/16/19	002872	67,621.44	COOPERATIVE PERSONNEL SERVICES		95798	CNC SEIU	35,567.07	
						95799	CNC MGMT STUDY	10,000.00	
						95800	CNC MGMT STUDY	22,054.37	
66432	09/16/19	002814	583.37	CREATIVE BUS SALES, INC.		95788	RPR VEH# 1712 PC	583.37	
66433	09/16/19	003116	660.98	CUMMINS PACIFIC LLP		95698	INVENTORY ORDER	660.98	
66434	09/16/19	003209	9,156.00	ELECTRONIC DATA MAGNETICS INC.		95789	INVENTORY ORDER	4,578.00	
						95790	INVENTORY ORDER	4,578.00	
66435	09/16/19	003449	531.42	ELKHART BRASS MFG CO INC		95793	VTA BUSES	531.42	
66436	09/16/19	003153	787.75	ENVIRONMENTAL LOGISTICS INC		95684	MMF HAZAMAT DISPOSAL	787.75	
66437	09/16/19	432	5,786.82	EXPRESS SERVICES INC.		95766	TEMP W/E 9/01/19	1,216.00	
						95803	8/19-8/25 TEMP SVCS	2,044.08	
						95804	8/26-9/1 TEMP SVCS	2,526.74	



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66438	09/16/19	2,617.43	039	FEDEX OFFICE		95700	FALL HEADWAYS	1,131.09	
						95701	SERVICE DISRUPTION	690.97	
						95702	FALL TC POSTERS	795.37	
66439	09/16/19	123.17	001172	FERGUSON ENTERPRISES INC. #795		95769	RPR/MAINT SUPPLIES	123.17	
66440	09/16/19	150.00	002295	FIRST ALARM SECURITY & PATROL		95760	MIN SERV CALL CHRGR	150.00	VOIDED
66440	09/24/19	-150.00	002295	FIRST ALARM SECURITY & PATROL		95760	MIN SERV CALL CHRGR	-150.00	**VOID
66441	09/16/19	67.50	E1039	FRANCIS, RUFUS		95801	8/20-8/30 EXPENSES	67.50	
66442	09/16/19	9,400.16	001302	GARDA CL WEST, INC.		95718	SEPT 19 VAULT SERV	9,093.26	
						95764	SEPT 19 SERVICES	306.90	
66443	09/16/19	375.57	282	GRAINGER		95682	PRESSURE GAUGE TEST	12.82	
						95683	PAINT SUPPLIES	109.54	
						95706	WASHROOM MIRROR	185.59	
						95707	NON INV SUPPLIES	21.68	
						95708	REP/MAINT SUPPLIES	45.94	
66444	09/16/19	7.91	166	HOSE SHOP, THE INC		95785	RPR BUS WASHER	42.66	
						95786	CREDIT	-57.50	
						95795	FUEL PRESSURE GUAGE	22.75	
66445	09/16/19	1,001.09	003327	IO, RODNEY H		95782	RPR VEH# 714	1,001.09	
66446	09/16/19	1,741.52	001233	KIMBALL MIDWEST		95756	BULK SUPPLY ORDER	1,741.52	
66447	09/16/19	189.00	024	LLOYD'S TIRE SERVICE, INC.		95759	RPR VEH #1710PC	189.00	
66448	09/16/19	555.90	041	MISSION UNIFORM		95709	JANITORIAL	34.50	
						95729	UNIFORMS	204.77	
						95779	UNIFORMS/LAUNDRY	245.63	
						95780	TOWELS	50.00	
						95791	TOWELS	10.50	
						95792	TOWELS	10.50	
66449	09/16/19	125.00	001454	MONTEREY BAY SYSTEMS		95771	RPR COPIER HR	125.00	
66450	09/16/19	109.98	002721	NEXTEL COMMUNICATIONS/SPRINT		95703	7/26-8/25 OPS	109.98	
66451	09/16/19	109.78	004	NORTH BAY FORD LINC-MERCURY		95778	RPR VEH# 1710 PC	101.74	
						95781	VEH# 1710 PC	8.04	
66452	09/16/19	18,968.12	009	PACIFIC GAS & ELECTRIC		95762	7/25-8/25 GOLF CLUB	5,654.14	
						95763	7/25-8/25 1122 RIVER	1,957.57	
						95765	7/25-8/25 VERNON ST.	6,312.61	
						95811	7/30-8/28 1200 RIVER	5,043.80	
66453	09/16/19	1,956.72	023	PACIFIC TRUCK PARTS, INC.		95808	RPR VEH# 1204	1,956.72	
66454	09/16/19	1,323.42	043	PALACE ART & OFFICE SUPPLY		95710	OFFICE SUPPLIES	78.27	
						95711	OFFICE SUPPLIES	19.57	
						95716	OFFICE SUPPLIES	99.52	
						95794	OFFICE SUPPLIES	1,126.06	
66455	09/16/19	67.50	481	PIED PIPER EXTERMINATORS, INC.		95809	SEPT 19 138 GOLF DR	67.50	
66456	09/16/19	364.63	187	POLAR RADIATOR SERVICE INC		95796	RPR VEH# 9819	364.63	
66457	09/16/19	38.49	107A	PROBULLD COMPANY LLC		95681	REP/MAINT SUPPLIES	26.21	
						95712	SEAM BINDER/ CARPET	12.28	
66458	09/16/19	148.76	E969	PYE, GINA		95773	MEETING SUPPLIES	148.76	
66459	09/16/19	1,575.50	003439	ROBERT WILLIAMSON		95761	RPR BUS #1211	1,575.50	
66460	09/16/19	9.54	848	SANTA CRUZ ELECTRONICS, INC.		95774	OFFICE SUPPLIES	9.54	

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66461	09/16/19	731.26 002459	SCOTTS VALLEY WATER DISTRICT		95685	6/04-8/05 SVT		238.62	
66462	09/16/19	760.00 003292	SLINGSHOT CONNECTIONS LLP		95802	AUG 19 WATER SVT		492.64	
66463	09/16/19	3,166.30 001232	SPECIALIZED AUTO AND		95705	8/19-8/25 PROOFREAD		760.00	
					95744	VEH #502 SMOG		49.85	
					95745	VEH #1116PC SMOG		87.95	
					95746	VEH #601 SMOG		49.85	
					95747	VEH #707 SMOG		49.85	
					95748	VEH #806 SMOG		49.85	
					95749	VEH #804 SMOG		49.85	
					95750	VEH #802 SMOG		49.85	
					95751	VEH #1111PC SMOG		87.95	
					95752	PC #1125 REPAIR		2,541.75	
					95753	VEH #801 SMOG		49.85	
					95754	VEH #714 SMOG		49.85	
					95755	VEH #103 SMOG		49.85	
66464	09/16/19	10,600.00 002871	STATE ELECTRIC GENERATOR		95679	ANNUAL GEN LOAD TEST		10,600.00	
66465	09/16/19	75.98 E983	SZESTOWICKI, THOMAS		95813	9/5 RT MILEAGE RCTE		75.98	
66466	09/16/19	4,805.26 003285	THE AFTERMARKET PARTS CO LLC		95687	INVENTORY ORDER		337.06	
					95688	WIND REBUILD 2200 'S		712.19	
					95689	INVENTORY ORDER		78.07	
					95691	BUS # 9824		3,677.94	
66467	09/16/19	72.84 007	UNITED PARCEL SERVICE		95725	FREIGHT		72.84	
66468	09/16/19	269.36 003093	UPS FREIGHT		95704	FREIGHT		154.20	
66469	09/16/19	897.47 002829	VALLEY POWER SYSTEMS, INC.		95797	OUTGOING FREIGHT		115.16	
					95721	INVENTORY ORDER		840.34	
					95722	INVENTORY ORDER		57.13	
					95806	INVENTORY ORDER		420.27	
					95807	CREDIT		-420.27	
66470	09/16/19	223.92 434	VERIZON WIRELESS		95810	8/2-9/1 PT2PT FLEET		223.92	
66471	09/16/19	825.00 001165	VU, THANH DR. MD		95733	DMV EXAM		75.00	
					95734	DMV EXAM		75.00	
					95735	DMV EXAM		75.00	
					95736	DMV EXAM		75.00	
					95737	DMV EXAM		75.00	
					95738	DMV EXAM		75.00	
					95739	DMV EXAM		75.00	
					95740	DMV EXAM		75.00	
					95741	DMV EXAM		75.00	
					95742	DMV EXAM		75.00	
					95743	DMV EXAM		75.00	
66472	09/16/19	3,968.36 001986	WAGER CO., INC. ROBERT		95731	OPACITY METER		3,968.36	
66473	09/16/19	275.00 003316	WATER TECH SPECIALTIES INC		95719	AUG 19 TEST MMF		275.00	
66474	09/16/19	2,634.21 E329	ZARAGOZA, DANIEL		95814	AUG 19 TRAVEL REIMB		2,634.21	
66475	09/16/19	96.75 147	ZEE MEDICAL SERVICE CO.		95770	SAFETY SUPPLIES		96.75	
66476	09/16/19	14,524.72 003116	CUMMINS PACIFIC LLP		95821	RPR BUS # 2807		14,524.72	
66477	09/23/19	169.34 192	ALWAYS UNDER PRESSURE		95822	SOAP FOR PARTS WASH		169.34	

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66478	09/23/19	30.59 003362	APOLLO VIDEO TECHNOLOGY LLC	95823	CAMERAS ON BUS #2	30.59			
66479	09/23/19	2.88 002689	B & B SMALL ENGINE CORP	95884	INVENTORY ORDER	2.88			
66480	09/23/19	5,707.20 002802	BATTERY SYSTEMS CORP	95824	INVENTORY ORDER	2,804.43			
66481	09/23/19	171.06 E659	BAYER, LORRAINE	95865	INVENTORY ORDER	2,902.77			
66482	09/23/19	5,265.85 001089	CASEY PRINTING, INC	95914	CPA LICENSE RENEWAL	171.06			
66483	09/23/19	44.00 E441	CASTILLO, ANTONIO	95888	FALL HEADWAYS	5,265.85			
66484	09/23/19	900.00 002109	CITY OF SANTA CRUZ/PARKING	95850	SEPT 19 TRAVEL REIMB	44.00			
66485	09/23/19	28,386.12 001124	CLEAN ENERGY	95828	OCT 19 PARKING	900.00			
				95829	08/08/19 LNG	4,657.23			
				95830	08/16/19 LNG	5,023.55			
				95831	08/12/19 LNG	7,366.02			
				95832	08/14/19 LNG	5,331.44			
				95833	NOZZLE REPAIR	6,007.88			
66486	09/23/19	2,890.00 003034	COASTAL LANDSCAPING INC. DBA	95866	SEPT 19 LANDSCAPE	2,890.00			
66487	09/23/19	225.73 003116	CUMMINS PACIFIC LLP	95826	RPR COACH # 4208	225.73			
66488	09/23/19	32.00 002567	DEPARTMENT OF JUSTICE	95833	AUG 19 FINGERPRINT	32.00			
66489	09/23/19	1,520.00 432	EXPRESS SERVICES INC.	95827	8/19-8/25 TEMP SVCS	1,008.00			
				95903	6/4-6/9 TEMP SVCS	512.00			
66490	09/23/19	152.50 002295	FIRST ALARM SECURITY & PATROL	95889	FIRE ALARM INSPECT	152.50	VOIDED		
66490	09/30/19	-152.50 002295	FIRST ALARM SECURITY & PATROL	95889	FIRE ALARM INSPECT	-152.50	**VOID		
66491	09/23/19	659.38 282	GRAINER	95834	INVENTORY SUPPLIES	405.05			
				95867	SUPPLY ORDER	25.55			
				95868	SEALANT FOR BUS CAMP	81.81			
				95869	RPR VEH# 908	20.95			
				95890	INVENTORY ORDER	45.78			
66492	09/23/19	64,349.00 003109	HANSON BRIDGETT LLP	95904	AUG 19 RETAINER	24,000.00			
				95905	M # 032117.006001	2,419.00			
				95906	M # 032117.006006	320.00			
				95907	M # 032117.006011	640.00			
				95908	M # 032117.006017	3,903.40			
				95909	M # 032117.008001	1,038.50			
				95910	M # 0032117.006012	8,676.80			
				95911	M # 032117.006013	22,875.80			
				95912	M # 032117.006014	475.50			
66493	09/23/19	73.65 166	HOSE SHOP, THE INC	95870	SHOP SUPPLIES	31.66			
				95871	SBF PISTOL NOZZLE	41.99			
66494	09/23/19	466.46 003327	IO, RODNEY H	95845	RPR VEH# FC1106	466.46			
66495	09/23/19	780.00 003402	KAUFMAN DOLOWICH VOLUCK	95886	CL# QE-0073	780.00			
66496	09/23/19	131.10 1117	KELLEY'S SERVICE INC.	95893	RPR VEH# 1707	131.10			
66497	09/23/19	23,627.38 003366	KEY GOVERNMENT FINANCE INC	95892	SEPT 19 BUS LEASE	23,627.38			
66498	09/23/19	770.00 002990	KISMET	95880	CPR/1ST AID TRAINING	770.00			
66499	09/23/19	220.06 003059	MAILFINANCE INC	95846	08/03-11/02/19 LEASE	220.06			
66500	09/23/19	1,000.00 E1052	MARTINEZ, JESS	95887	TRAVEL ADV ZEB CONF	1,000.00			
66501	09/23/19	2,155.21 003273	MGP XI REIT LLC	95915	OCT19 RENT CAP MALL	2,155.21			
66502	09/23/19	637.76 041	MISSION UNIFORM	95835	TOWELS	10.50			

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66503	09/23/19					95836	TOWELS	10.50	
66504	09/23/19					95837	TOWELS	10.50	
66505	09/23/19					95838	TOWELS	10.50	
66506	09/23/19					95839	TOWELS	10.50	
66507	09/23/19					95840	TOWELS	10.50	
66508	09/23/19					95841	TOWELS	10.50	
66509	09/23/19					95842	TOWELS	50.00	
66510	09/23/19					95843	UNIFORMS	209.63	
66511	09/23/19					95844	TOWELS	34.50	
66512	09/23/19					95872	TOWELS	10.50	
66513	09/23/19					95873	TOWELS	50.00	
66514	09/23/19					95874	UNIFORMS	209.63	
66515	09/23/19					95847	08/08-08/19 POSTAGE	200.00	
66516	09/23/19					95825	NAME BADGES PC	132.73	
66517	09/23/19					95918	BUS BADGES	544.26	
66518	09/23/19					95882	TRAVEL ADVANCE	800.00	
66519	09/23/19					95875	RPR VEH# 802	15.23	
66520	09/23/19					95883	RPR VEH# 1702	203.47	
66521	09/23/19					95917	JUL19-JUN20 USER FEE	100.00	
66522	09/23/19					95848	INVENTORY ORDER	3,358.52	
66523	09/23/19					95851	OFFICE SUPPLIES	233.29	
66524	09/23/19					95876	OFFICE SUPPLIES	807.41	
66525	09/23/19					95919	OFFICE SUPPLIES	92.54	
66526	09/23/19					95852	SEPT 19 1200 RIVER	62.50	
66527	09/23/19					95853	SEPT 19 CREEK AREA	105.00	
66528	09/23/19					95923	ACCOUNT 32789216	1,000.00	
66529	09/23/19					95854	SCM WATER DAMAGE RPR	9,998.44	
66530	09/23/19					95855	SEPT 19 MAINT	639.17	
66531	09/23/19					95860	9/1-9/30 OPS	110.17	
66532	09/23/19					95861	08/14-9/13 PARACRUZ	249.62	
66533	09/23/19					95856	RPR VEH# 908	56.78	
66534	09/23/19					95857	INVENTORY ORDER	4.79	
66535	09/23/19					95858	INVENTORY ORDER	56.15	
66536	09/23/19					95885	W/C REPLENISHMENT	71,312.85	
66537	09/23/19					95921	JUNE 19 PUBLICATIONS	400.00	
66538	09/23/19					95922	6/12/19 PUBLICATION	206.40	
66539	09/23/19					95913	SEPT 19 LEGISLATIVE	2,500.00	
66540	09/23/19					95859	08/26-09/01 TEMP SVC	912.00	
66541	09/23/19					95916	SEPT19 SEC DEP/RENT	782.72	
66542	09/23/19					95920	OCT19 RENT RESEARCH	15,995.61	
66543	09/23/19					95881	EMPLOYEE ANNIVERSARY	277.27	
66544	09/23/19					95864	RPR COACH # 1211	238.14	
66545	09/23/19					95894	INVENTORY ORDER	191.07	
66546	09/23/19					95895	INVENTORY ORDER	2,063.34	
66547	09/23/19					95896	RPR VEH# 1004	118.45	
66548	09/23/19					95897	RPR COACH # 1211	1,355.98	

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66523	09/23/19	341.41	THERMO KING OF SALINAS, INC		95898	RPR VEH#1301 TASK 3	378.58	
66524	09/23/19	65.85	UNITED PARCEL SERVICE, INC.		95899	CREDIT	-137.88	
66525	09/23/19	280.16	VALLEY POWER SYSTEMS, INC.		95900	CREDIT	-337.06	
66526	09/23/19	3,812.50	VISION COMMUNICATIONS		95901	CREDIT	-33.30	
66527	09/30/19	2,306.89	ABC BUS INC		95902	CREDIT	-1,857.19	
					95862	INVENTORY ORDER	341.41	
					95877	OUTBOUND FREIGHT	65.85	
					95878	INVENTORY ORDER	280.16	
					95863	DISP. RADIO RPR	251.50	
					95879	RPR DISPATCH SYSTEM	3,561.00	
					95963	INVENTORY ORDER	1,359.18	
					95964	INVENTORY ORDER	268.76	
					95965	INVENTORY ORDER	642.84	
					95966	INVENTORY ORDER	266.15	
					96005	CREDIT	-230.04	
66528	09/30/19	394.59	ACKEMANN, JAYME		95941	8/21-9/16 REIMBURSMT	394.59	
66529	09/30/19	350.00	AIRTEC SERVICE INC.		95943	MMF HVAC SERVICE/RPR	350.00	
66530	09/30/19	7,354.17	AT&T		96006	INTERNET 8/1-9/9/19	889.38	
					96009	PTP 8/13-9/12/19	1,823.76	
					96059	7/19-8/18 OPS ELEV	144.25	
					96060	8/19-9/18 OPS ELEV	145.43	
					96063	8/19-9/18 OCEAN-LG	280.71	
					96064	8/19-9/18 DAVENPORT	164.69	
					96065	8/19-9/18 MAIN	3,905.95	
			B & H FOTO & ELECTRONICS CORP		95942	OFFICE SUPPLIES	138.87	
			CALCOG CALIFORNIA ASSOCIATION		95990	2019/20 R L A	2,900.00	
			CRYSTAL AVRES		96066	SCCF STICKER DESIGN	300.00	
			CITY OF WATSONVILLE UTILITIES		95944	8/12-9/10 WTS	56.53	
			CLAREMONT EAP		96035	OCT 19 EAP PREM	715.50	
			CLASSIC GRAPHICS		95945	VTA # 4209	6,477.69	
			CLEAN ENERGY		95949	08/06/19 LNG	7,611.73	
					95950	07/31/19 LNG	6,128.72	
					95951	08/02/19 LNG	4,349.34	
			COAST PAPER & SUPPLY INC.		95946	NON INV CLEANING SUP	519.16	
66538	09/30/19	1,079.57			95947	INVENTORY ORDER	81.94	
					96015	INVENTORY ORDER	421.66	
					96016	INVENTORY ORDER	56.81	
			COMMUNITY TELEVISION OF		95994	8/23/19 MTG COVERAGE	430.00	
66539	09/30/19	430.00	COMPLETE COACH WORKS INC		96036	RPR COACH # 1204	4,109.18	
66540	09/30/19	4,109.18	CREATIVE BUS SALES, INC.		96057	INVENTORY ORDER	736.65	
66541	09/30/19	736.65	CUMMINS PACIFIC LLP		95948	REFURB VEH# 1205	1,799.76	
66542	09/30/19	6,186.90			95952	INVENTORY ORDER	1,982.94	
					95953	INVENTORY ORDER	930.00	
					95967	INVENTORY ORDER	27.32	
					96026	REFURB VEH# 1205	1,394.44	
					96049	INVENTORY ORDER	52.44	

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66543	09/30/19	628.60	EAST BAY TIRE CO.		96088	FLAT REPAIR	44.92	
					96089	FLAT REPAIR	44.92	
					96090	TIRES	538.76	
66544	09/30/19	15,070.72	EXPRESS SERVICES INC.		95924	6/3-6/9 TEMP SVCS	480.96	
					95925	6/3-6/9 TEMP SVCS	1,135.60	
					95926	9/9-9/15 TEMP SVS	2,044.08	
					95927	9/2-9/8 TEMP SVCS	2,044.08	
					95954	7/29-8/11 TEMP SVCS	661.50	
					95955	8/12-8/25 TEMP SVCS	715.50	
					95956	8/26-9/8 TEMP SVCS	594.00	
					96002	5/27-6/9/19 TEMP SVC	3,750.00	
					96011	7/22-7/28 TEMP SVC	1,200.00	
					96012	7/29-8/4 TEMP SVC	1,200.00	
					96013	8/5-8/11 TEMP SVC	1,245.00	
66545	09/30/19	44.19	FEDEX OFFICE		96008	OFFICE SUPPLIES	44.19	
66546	09/30/19	47,176.98	FIRST ALARM SECURITY & PATROL		96007	AUG 19 SECURITY ALL	47,176.98	
66547	09/30/19	302.50	FIRST ALARM		95962	SMC FIRE ALARM INSP	152.50	
					96023	MIN SERV CALL CHRGR	150.00	
66548	09/30/19	1,424.33	FIS		96040	AUG 19 MERCHANT FEES	1,424.33	
66549	09/30/19	9,362.22	FLYERS ENERGY LLC		96055	8/16-8/31 FUEL PC	9,362.22	
66550	09/30/19	57.26	FRONTIER COMMUNICATIONS - 3025		96086	9/16-10/15 SKY-RIVE	57.26	
66551	09/30/19	57.26	FRONTIER COMMUNICATIONS - 6145		96062	9/13-10/12 SKY-LG	57.26	
66552	09/30/19	137.41	GENFARE A DIV OF SPX CORP		96047	INVENTORY ORDER	96.53	
					96048	INVENTORY ORDER	40.88	
66553	09/30/19	8,205.35	GILLIG LLC		96051	CREDIT	-399.77	
					96052	CREDIT	-600.88	
					96069	INVENTORY ORDER	1,867.17	
					96074	RPR BUS # 4207 4205	61.35	
					96075	INVENTORY ORDER	2,831.33	
66554	09/30/19	48.55	GOUVEIA, ROBERT	0	96076	LED PRJ BS 9801-9830	4,446.15	
66555	09/30/19	603.06	GRAINGER		96053	OCT 19 RETIREE SUPP	48.55	
					96014	CAULK GUN	25.02	
					96017	INVENTORY ORDER	373.00	
					96020	INVENTORY ORDER	142.14	
					96021	OFFICE SUPPLIES	25.36	
					96022	INVENTORY ORDER	10.14	
					96079	OFFICE SUPPLIES	27.40	
					95928	AUG19 WASTE BL	58.36	
					95929	AUG19 WASTE FREE	58.36	
					95930	AUG19 WASTE HWY 9	175.08	
					95931	AUG19 WASTE SVT	22.59	
					95932	AUG19 WASTE RESEARCH	358.89	
					95933	AUG19 WASTE BIGB	58.36	
					95934	AUG19 WASTE BOWKER	58.36	
					95935	AUG19 WASTE FREEDOM	58.36	
66556	09/30/19	1,196.38	GREENWASTE RECOVERY, INC.		95936	AUG19 WASTE SVT	289.66	

# Attachment A

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

DATE: 09/01/19 THRU 09/30/19

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	VENDOR TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
66557	09/30/19	3,023.88	HUNT & SONS, INC.		95937	AUG19 WASTE GV	58.36	
					96083	INVENTORY ORDER	1,211.50	
					96084	INVENTORY ORDER	1,812.38	
66558	09/30/19	2,663.05	JOHNSON CONTROLS INC		95958	RPR SMC	1,805.25	
					95959	10/01-12/31 WTC	258.18	
					95960	10/01-12/31 SMC	356.62	
					95961	10/1-12/31 SVT	243.00	
66559	09/30/19	1,502.51	KELLEY'S SERVICE INC.		96019	INVENTORY ORDER	1,502.51	
66560	09/30/19	8,875.00	KL2 CONNECTS LLC		95981	RECRUITING SVCS	8,875.00	
66561	09/30/19	952.00	LAW OFFICES OF MARIE F. SANG	7	95986	CL# 19000436	782.00	
					96038	CL# 1999103213	170.00	
66562	09/30/19	18,449.80	MANSFIELD OIL CO OF GAINSVILLE		96087	8/22 DIESEL	18,449.80	
66563	09/30/19	2,600.00	MAYWEATHER, ANSON		96056	TUITION REIMBURSEMT	2,600.00	
66564	09/30/19	2,056.25	MILLER MAXFIELD INC		96077	AUG 19 GRAPHIC DSGN	2,056.25	
66565	09/30/19	83.00	MISSION UNIFORM		95978	UNIFORMS	36.25	
					95979	UNIFORMS	36.25	
					95980	TOWELS	10.50	
66566	09/30/19	977.86	PACIFIC GAS & ELECTRIC		96078	08/9-9/9 PC	977.86	
66567	09/30/19	6,196.00	***DO NOT USE***		95939	8/5-9/4 TVM SVT	74.09	
					95940	7/30-8/28 PACIF SMC	3,426.43	
					95995	SVT PNR WTC 8/5-9/4	2,695.48	
66568	09/30/19	34.36	PACIFIC TRUCK PARTS, INC.		96044	REFURB VEH#1205 TSK3	38.96	
66569	09/30/19	127.27	PALACE ART & OFFICE SUPPLY		96045	CREDIT	-4.60	
					95968	OFFICE SUPPLIES	139.89	
					96058	CREDIT	-12.62	
66570	09/30/19	48.55	PEREZ, CHERYL		96054	OCT 19 RETIREE SUPP	48.55	
66571	09/30/19	25.48	PROBUILD COMPANY LLC		95969	INVENTORY ORDER	25.48	
66572	09/30/19	798.00	PYE, GINA		96039	EMP REIMBURSEMENT	798.00	
66573	09/30/19	1,124.20	QUEST DIAGNOSTIC INC.		95970	JUL 19 LAB SERVICES	792.05	
					95971	AUG 19 LAB SERVICES	332.15	
66574	09/30/19	96.14	RANDY WEST		96018	BUSINESS CARDS	96.14	
66575	09/30/19	925.00	RICHARD HOWARD		96003	CARPET CLN ADMIN	925.00	
66576	09/30/19	133.52	RICOH USA, INC CA		96080	9/14-10/13 SERVICE	66.76	
					96081	7/14-8/13 SERVICE	66.76	
66577	09/30/19	1,306.91	ROMAINE ELECTRIC CORP		95975	INVENTORY ORDER	1,196.29	
					95976	CREDIT	-546.25	
					95977	REFURB VEH# 1204	355.06	
					96042	CREDIT	-348.23	
					96043	INVENTORY ORDER	650.04	
66578	09/30/19	46.00	ROMAN, BRENDA		95982	DL RENEWAL FEE	46.00	
66579	09/30/19	16.37	SANTA CRUZ AUTO PARTS, INC.		95983	INVENTORY ORDER	16.37	
66580	09/30/19	12,153.03	SANTA CRUZ MUNICIPAL UTILITIES		95996	OPS 8/1-8/31/19	193.13	
					95997	JERK SHOP 8/8-9/6/19	366.85	
					95998	VER 8/1-8/31/19	221.52	
					96027	8/8-9/6 MMF	1,531.55	
					96028	8/8-9/6 0 PAC & CTR	1,050.60	

# Attachment A

DATE 10/02/19 09:04

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

PAGE 14

DATE: 09/01/19 THRU 09/30/19

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
66581	09/30/19					96029	8/8-9/6 IRRIGATE MMF	24.86	
66582	09/30/19					96030	8/8-9/6 OPS	276.87	
66583	09/30/19					96031	8/8-9/6 SMC	4,131.31	
						96032	8/8-9/6 SEF	3,674.29	
						96033	8/8-9/6 VER	528.62	
						96034	8/8-9/6 LA MANCHA	153.43	
66584	09/30/19		2,669.88	SANTA CRUZ STAFFING, LLC		96025	08/26-9/01 TEMP SVCS	2,669.88	
66585	09/30/19		1,800.00	SJB GLOBALNET, INC.		95999	SEPT 19 SERVICES	1,800.00	
66586	09/30/19		1,919.00	SLINGSHOT CONNECTIONS LLP		95987	8/12-8/18 TEMP SVCS	912.00	
						95988	9/2-9/8 TEMP SVCS	1,007.00	
66587	09/30/19		1,916.18	SPORTWORKS NORTHWEST, INC.		96010	INVENTORY ORDER	1,916.18	
66588	09/30/19		1,500.00	SWIFT CONSULTING SERVICES INC		96000	APN: 025-054-06	1,500.00	
66589	09/30/19		143.07	TACONY CORPORATION		96046	INVENTORY ORDER	143.07	
66590	09/30/19		181.13	THERMO KING OF SALINAS, INC		96041	INVENTORY ORDER	181.13	
66591	09/30/19		37.36	TWO GO LLC DBA MONTEREY BAY		95972	RPR VEH # PC1126	37.36	
66592	09/30/19		13,023.87	U.S. BANK		96024	07/23-8/22 CHARGES	13,023.87	
						95993	OUTGOING FREIGHT	41.04	
						96085	DEC 15 TAXES	2,414.41	
						95974	INVENTORY ORDER	38.27	
						95984	INVENTORY ORDER	542.95	
						96037	REFURB VEH# 1205	309.54	
						96070	CREDIT	-43.70	
						96071	CREDIT	-420.27	
						96072	INVENTORY ORDER	435.01	
						96073	INVENTORY ORDER	1,245.30	
66593	09/30/19		1,221.14	VERIZON WIRELESS	0	96001	8/2-9/1 DATA	308.90	
66594	09/30/19		56.00	WORKFORCEQA LLC		96082	8/13-9/12 BUS WIFI	912.24	
66595	09/30/19		774.00	WORKIN.COM, INC.		95991	DTO MRO SVCS	56.00	
66596	09/30/19		19.10	ZEE MEDICAL SERVICE CO.		95992	MECH I/II JOB POST	387.00	
66597	09/30/19		513.98	ZEP SALES & SERVICE INC.		95989	SR ACCT TECH JB POST	387.00	
						95973	1ST AID SUPPLIES	19.10	
							INVENTORY ORDER	513.98	
TOTAL			1,088,409.11	ACCOUNTS PAYABLE			TOTAL CHECKS	289	1,088,409.11





**DATE:** October 25, 2019  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF AUGUST 31, 2019**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Year to Date Monthly Financial Report as of August 31, 2019**

**II. SUMMARY OF ISSUES**

- An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.
- This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of August 31, 2019."
- Staff recommends that the Board of Directors accept and file the attached report.

**III. DISCUSSION/BACKGROUND**

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of August 31, 2019. The fiscal year has elapsed 17%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of August 31, 2019

Slide 2

FY20 Operating Revenue and Expenses for the Month Ending August 31, 2019

- Operating Revenues for the month are unfavorable by \$186K
- Operating Expenses
  - Labor Regular - favorable by \$129K
  - Labor OT - unfavorable by \$95K
  - Fringe Benefits – favorable by \$156K
  - Non-Personnel - unfavorable by \$40K

- Total Operating Expenses – favorable by \$151K
- Transfers – unfavorable by \$68K
- Operating Balance – favorable by \$33K

Slide 3

FY20 Operating Revenue and Expenses Year to Date as of August 31, 2019

- Operating Revenues for the month are favorable by \$140K
- Operating Expenses
  - Labor Regular - favorable by \$253K
  - Labor OT - unfavorable by \$211K
  - Fringe Benefits – favorable by \$300K
  - Non-Personnel - unfavorable by \$96K
- Total Operating Expenses – favorable by \$246K
- Transfers – favorable by \$1K
- Operating Balance – favorable by \$385K

Slide 4

FY20 Operating Revenue by Major Funding Source - Year to Date as of August 31, 2019

- Passenger Fares- actual is \$1,711K while budget is \$1,766K
- Sales Tax Revenue (including Measure D)- actual is \$4,198K while budget is \$4,065K
- Other Revenue- actual is \$194K while budget is \$132K
- TDA – actual and budget are both \$1,883K
- Federal Op Assistance – actual and budget are both \$4,441K
- STIC – Op Assistance – actual and budget are both \$2,619K

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of August 31, 2019 are as follows:

- Passenger Fares variance to budget is unfavorable by \$55K primarily due to:
  - Highway 17 Fares under budget.
- Sales Tax Revenue variance to budget is favorable by \$134K (higher than anticipated receipts).
- Other Revenue variance to budget is favorable by \$62K primarily due to Interest income (average cash balance at the County Treasury being much higher than budgeted).

Slide 5

FY20 Operating Expenses by Major Expense Category Year to Date as of August 31, 2019

- Labor - Regular- actual is \$2,660K while budget is \$2,913K
- Labor – OT - actual is \$522K while budget is \$311K
- Fringe Benefits - actual is \$6,889K (*of which \$4,347K is the Retirement Expense YTD due to prepayment of the CalPERS UAL in FY20*) while budget is \$7,189K
- Services - actual is \$779K while budget is \$664K
- Mobile Materials & Supplies - actual is \$438K while budget is \$443K
- Other Expenses - actual is \$456K while budget is \$470K.

Favorable/ (Unfavorable) Expense Variance to Budget Year to Date as of August 31, 2019 are as follows:

- Labor – Regular variance to budget is favorable by \$253K due to:
  - Vacant funded positions
  - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$211K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$300K primarily due to lower medical and retirement costs YTD.
- Services variance to budget is unfavorable by \$116K primarily due to Temp Help (offset by savings in Personnel Expenses) and Prof & Tech Fees over budget.
- Mobile Materials & Supplies variance to budget is favorable by \$5K due to Fuel/Lube Rev Vehicle under budget.
- Other Expenses variance to budget is favorable by \$14K primarily due to Miscellaneous expenses (Employee Training).

Slide 6

FY20 Transfers Year to Date as of August 31, 2019

- Transfer to Capital Budget (2016 Net Sales Tax Measure D)- actual is \$340K while budget is \$341K.
- Transfer to Capital Budget (2016 Net Sales Tax Measure D) variance to budget is favorable by \$1K.

Slide 7

FY20 Capital Budget Spending Year to Date (by Funding Source) as of August 31, 2019

- Total Capital Spending year to date is \$762K; FY20 budget is \$21.4M
  - Operating and Capital Reserve Fund spending is \$16K
  - Federal Capital Grants (FTA) spending is \$18K
  - Transfers from Operating Budget (Measure D) spending is \$159K
  - State – PTMISEA (1B) spending is \$70K
  - Surface Transportation Block Grant (STBG) spending is \$500K

Slide 8

FY20 Capital Budget Spending Year to Date as of August 31, 2019

- Total Capital Projects spending year to date is \$762K; FY20 budget is \$21.4M
  - Fleet & Maintenance Equipment spending is \$4K for the following project:
    - Heavy Duty Opacity Smoke Meter
  - Construction Related Projects spending is \$7K for the following projects:
    - Pacific Station/Metro Center – Conceptual Design/MOU
  - IT Projects spending is \$13K for the following projects:
    - Cameras on Buses #2
  - Revenue Vehicle Replacements spending is \$739K for the following projects:
    - VTA Bus Transfer – Decommission & Retrofit
    - CNG Bus (1) – (STBG FY17 – via SCCRTC)
    - Year 3 of 6 – Capitalized Lease – Principal only (3 New Flyer Buses)
    - Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)

Slide 9

(Cover Sheet) - Additional Information

Slide 10

Additional Information for the Month of August 2019

- Unemployment Rate % in Santa Cruz County is 3.9%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.60;  
\$ Diesel is \$3.91

- Ridership YTD as of August 2019 changed as follows, year-over-year (FY19 – FY20):
  - 2.5% increase in Total ridership
  - 1.4% decrease in Highway 17 ridership
  - 2.8% increase in Local ridership
  - 10.3% increase in UCSC ridership
  - 4.7% decrease in Cabrillo ridership
  - 0.4% increase in Non-Student ridership

Slide 11

FY20 Operating Revenue, Expenses, and Transfers Year to Date as of September 30, 2019: Preliminary

- Revenue – favorable by \$225K
- Operating Expenses:
  - Personnel Expenses - favorable by \$468K
  - Non-Personnel - unfavorable by \$144K
- Total Operating Expenses - favorable by \$324K
- Transfers – unfavorable by \$2K
- Operating Balance – favorable by \$550K

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

Favorable budget variances in Operating Revenues and Expenses contributed to higher than anticipated Transfer to Capital Budget and favorable budget variance in Operating Balance, Year to Date as of August 31, 2019.

**V. ALTERNATIVES CONSIDERED**

- There are no alternatives to consider, as this is an accept and file Year to Date Monthly Financial Report.

**VI. ATTACHMENTS**

**Attachment A:** Year to Date Monthly Financial Report as of August 31, 2019 Presentation

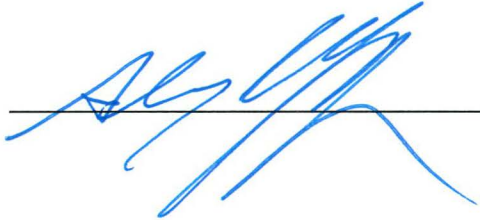
Prepared by: Kristina Mihaylova, Sr. Financial Analyst

## VII. APPROVALS

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

OK for AA

Alex Clifford, CEO/General Manager





# **Year to Date Monthly Financial Report as of August 31, 2019**

Santa Cruz METRO Board of Directors

*October 25, 2019*

Angela Aitken, Chief Financial Officer

# **FY20 Operating Revenue and Expenses**

**For the Month Ending August 31, 2019**

**17% of Fiscal Year Elapsed**

<b>\$ In Thousands</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget to Actual Favorable/ (Unfavorable)</b>
<b>Operating Revenue:</b>	<b>\$4,457</b>	<b>\$4,643</b>	<b>(\$186)</b>
<b>Operating Expenses:</b>			
Labor - Regular	\$1,327	\$1,456	\$129
Labor - Overtime	\$250	\$155	(\$95)
Fringe Benefits	\$1,416	\$1,572	\$156
Non-Personnel Expenses	\$829	\$789	(\$40)
<b>Total Operating Expenses:</b>	<b>\$3,822</b>	<b>\$3,973</b>	<b>\$151</b>
<b>Transfers:</b>	<b>(\$103)</b>	<b>(\$171)</b>	<b>(\$68)</b>
<b>Operating Balance:</b>			<b>\$33</b>

**15-03A.2**





# FY20 Operating Revenue and Expenses

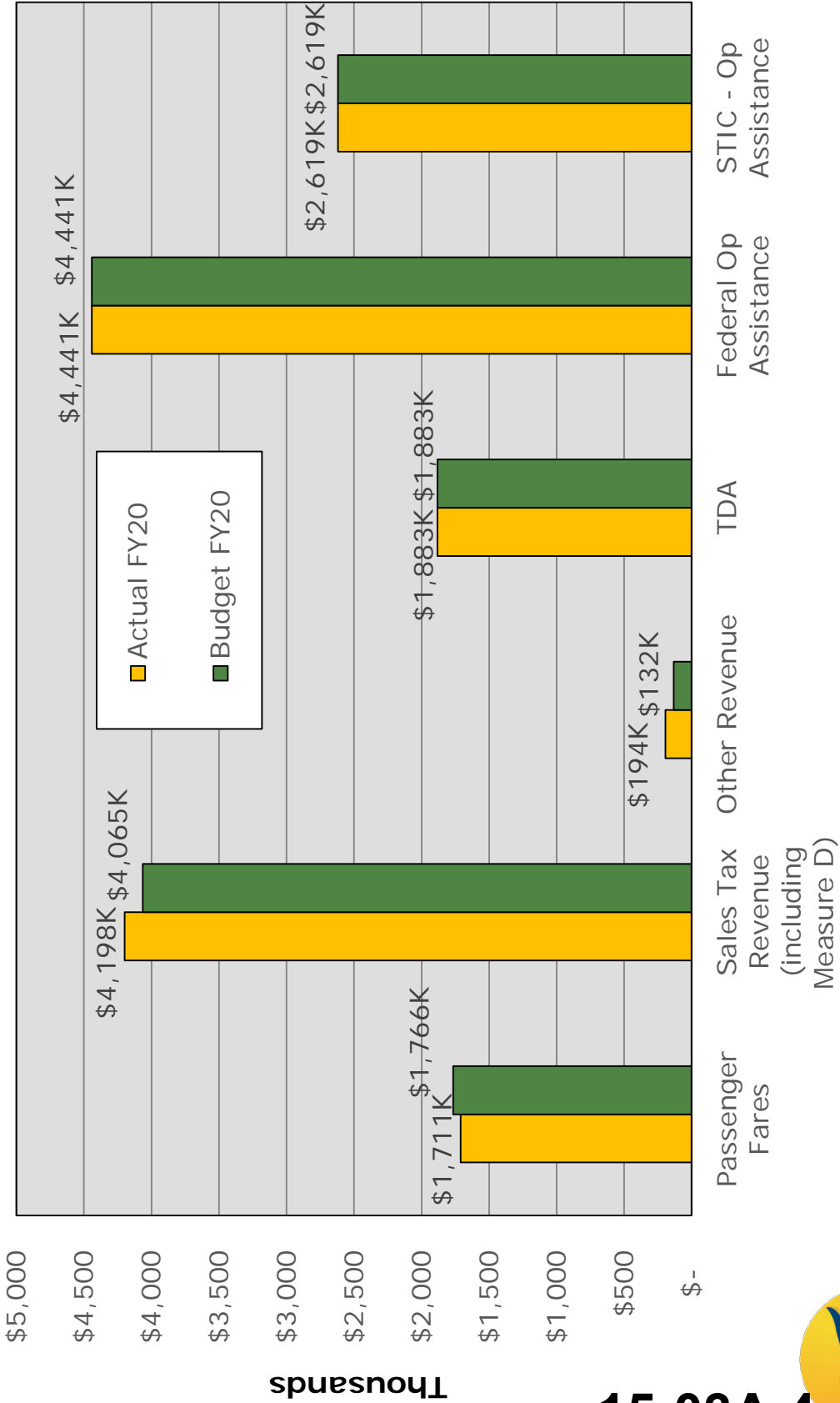
Year to Date as of August 31, 2019  
17% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Operating Revenue:</b>	<b>\$15,046</b>	<b>\$14,906</b>	<b>\$140</b>
<b>Operating Expenses:</b>			
Labor - Regular	\$2,660	\$2,913	\$253
Labor - Overtime	\$522	\$311	(\$211)
Fringe Benefits	\$6,889	\$7,189	\$300
Non-Personnel Expenses	\$1,673	\$1,577	(\$96)
<b>Total Operating Expenses:</b>	<b>\$11,744</b>	<b>\$11,990</b>	<b>\$246</b>
<b>Transfers:</b>	<b>(\$340)</b>	<b>(\$341)</b>	<b>\$1</b>
<b>Operating Balance:</b>			<b>\$385</b>

15-03A.3



**FY20 Operating Revenue by Major Funding Source**  
**Year to Date as of August 31, 2019**  
**17% of Fiscal Year Elapsed**

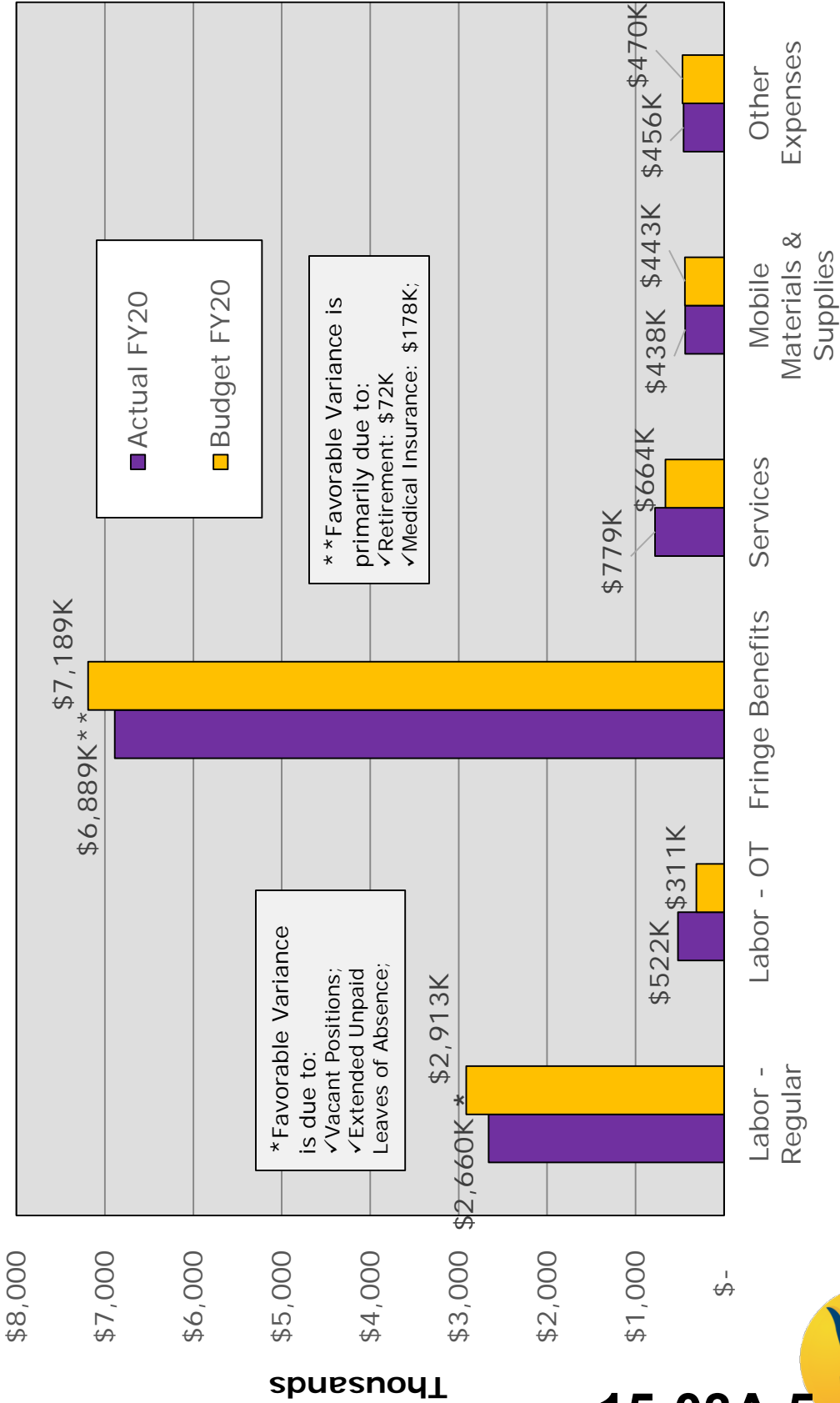


15-03A.4



# FY20 Operating Expenses by Major Expense Category Year to Date as of August 31, 2019

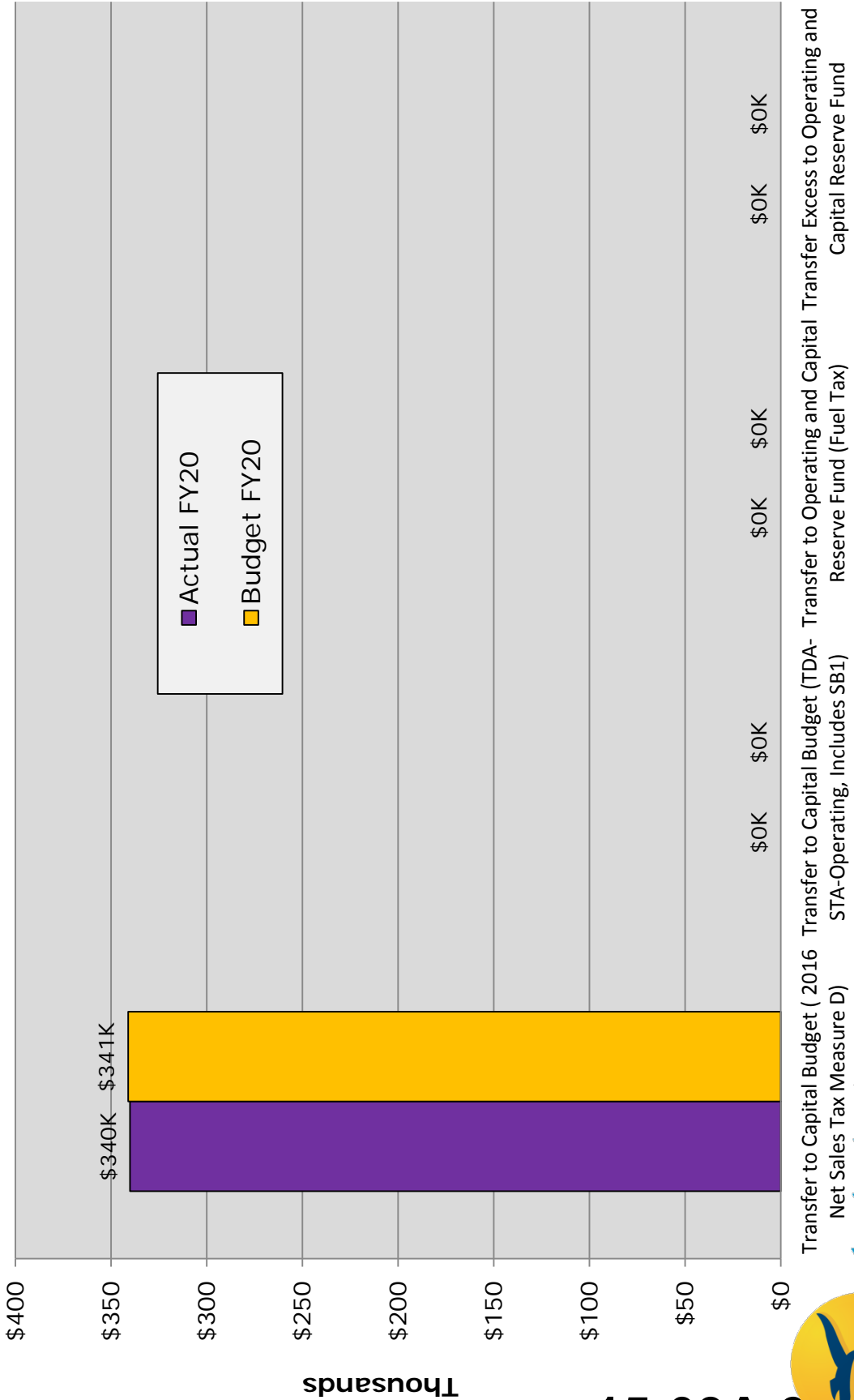
17% of Fiscal Year Elapsed



15-03A.5



**FY20 Transfers**  
**Year to Date as of August 31, 2019**  
**17% of Fiscal Year Elapsed**



15-03A.6

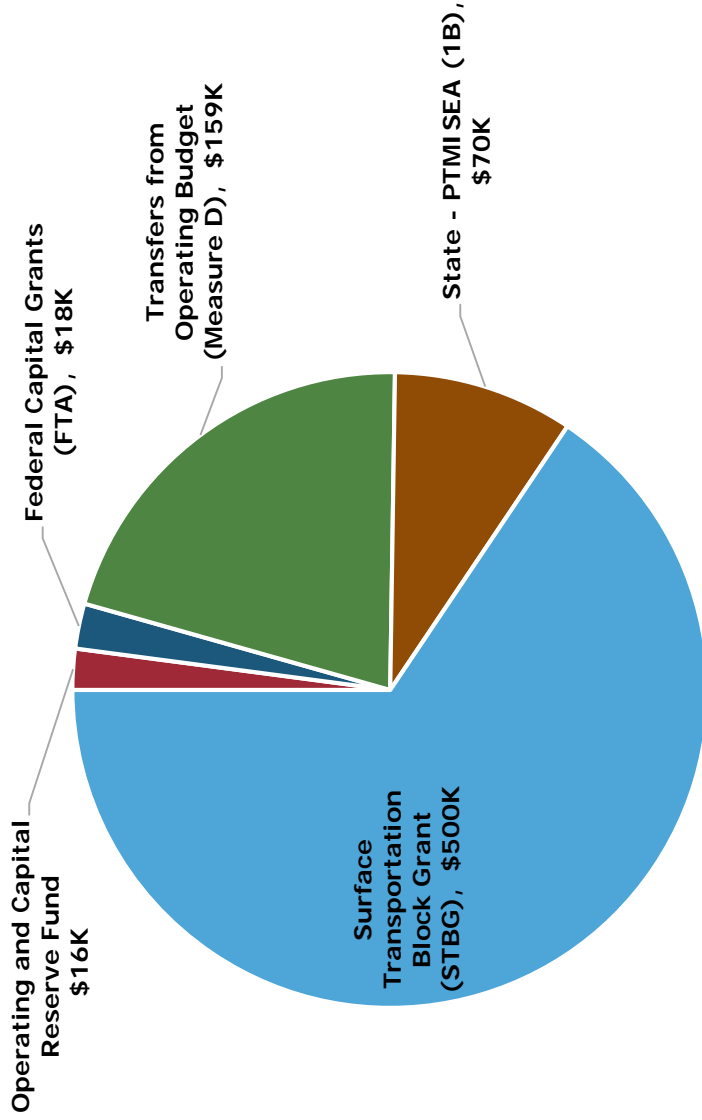


# FY20 Capital Budget:

**Spending Year to Date (by Funding Source) as of August 31, 2019**

**17% of Fiscal Year Elapsed**

	Actual YTD	Total FY20 Budget	% Spent YTD
<b>Total Capital Funding:</b>	<b>\$762,434</b>	<b>\$21,458,920</b>	<b>4%</b>



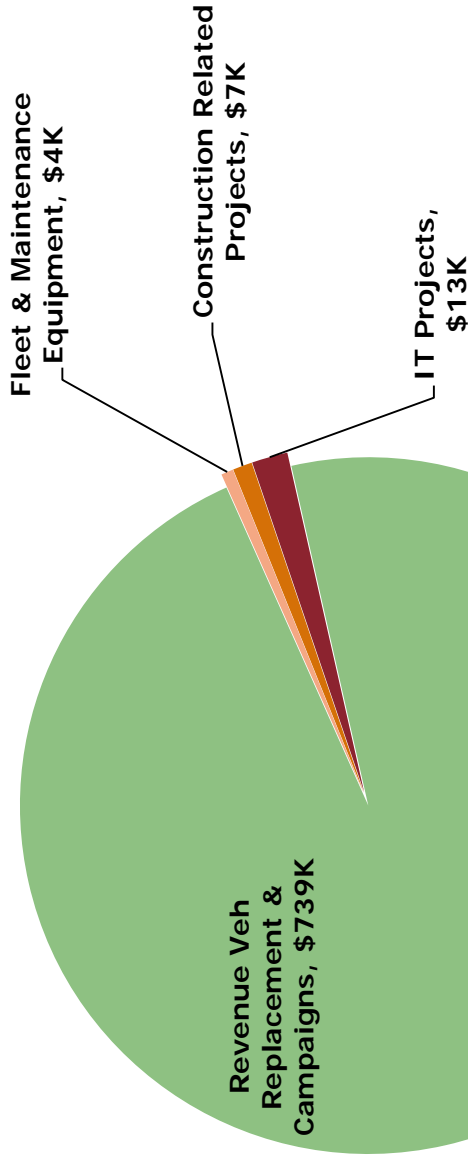
Actual YTD

# FY20 Capital Budget:

Spending Year to Date as of August 31, 2019

17% of Fiscal Year Elapsed

	Actual YTD	Total FY20 Budget	% Spent YTD
Total Capital Projects:	\$762,434	\$21,458,920	4%



Actual YTD

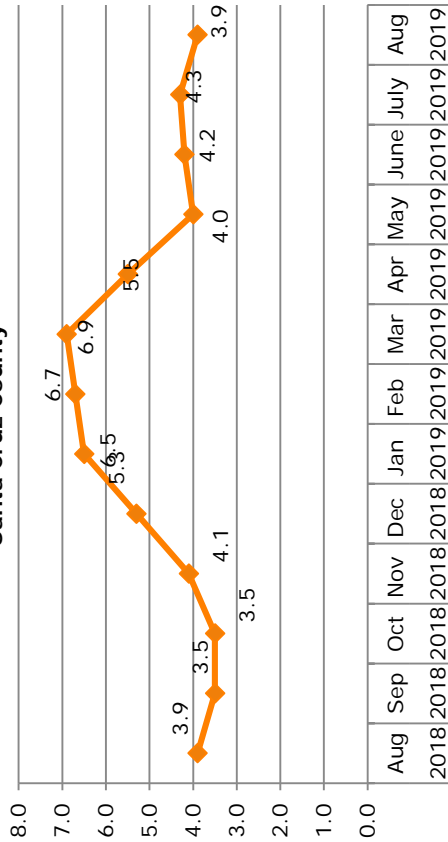
# Additional Information

15-03A.9

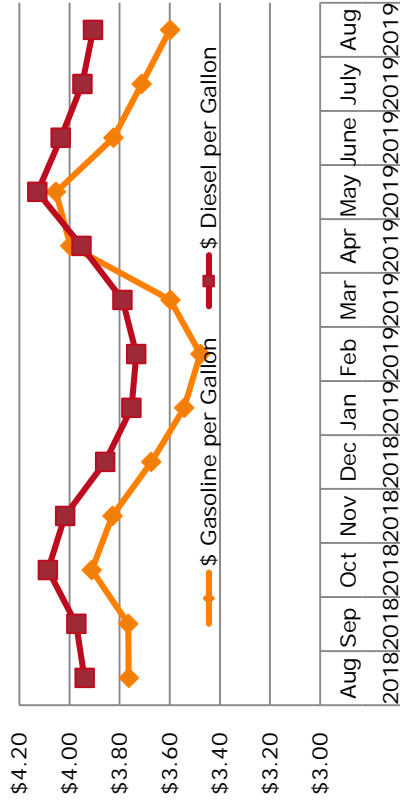


# Economic Indicators & Ridership:

Unemployment Rate %  
Santa Cruz County



\$ Diesel/Gasoline per Gallon  
San Francisco – Oakland – San Jose



	FY19-20 Ridership: August YTD		
Ridership	August-FY19	August-FY20	% Change
<b>Total</b>	533,176	546,394	2.5%
Hwy 17	45,066	44,442	-1.4%
Local	488,110	501,952	2.8%
UCSC	137,630	151,772	10.3%
Cabrillo	32,003	30,514	-4.7%
Non-Student	318,477	319,666	0.4%





# **FY20 Operating Revenue, Expenses, and Transfers:** **Year to Date as of September 30, 2019: PRELIMINARY:**

**25% of Fiscal Year Elapsed**

Attachment A

<b>\$ In Thousands</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget to Actual Favorable/ (Unfavorable)</b>
<b>Revenue:</b>	<b>\$18,239</b>	<b>\$18,014</b>	<b>\$225</b>
<b>Operating Expenses:</b>			
Personnel Expenses	\$13,129	\$13,597	\$468
Non-Personnel Expenses	\$2,510	\$2,366	(\$144)
<b>Total Operating Expenses:</b>	<b>\$15,639</b>	<b>\$15,963</b>	<b>\$324</b>
<b>Transfers:</b>			
Transfers to Capital Budget	\$510	\$512	(\$2)
Transfers to Operating and Capital Reserve Fund	\$0	\$0	\$0
<b>Total Transfers:</b>	<b>\$510</b>	<b>\$512</b>	<b>(\$2)</b>
<b>Operating Balance:</b>			<b>\$550</b>

15-03A.11



# Questions



**DATE:** October 25, 2019  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT  
AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**

## **I. RECOMMENDED ACTION**

**That the Board of Directors approve a resolution declaring vehicles and/or obsolete equipment as ready for disposal or auction and direct the CEO to dispose of the surplus items in conformance with METRO's Administrative Policy Number AP-2020 - Fixed Assets and Inventoried Items**

## **II. SUMMARY**

- In accordance with Santa Cruz Metropolitan Transit District's (METRO) policy on disposal of fixed assets, at least once per year the Chief Financial Officer shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- Vehicles and/or equipment have exceeded their useful lives and are no longer needed by METRO.
- Staff recommends that the Board of Directors approve the resolution for the disposal or auction of excess property (Attachment A) and declare the item(s) listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

## **III. DISCUSSION/BACKGROUND**

The following vehicles/equipment identified in the Excess Vehicle & Equipment Listing (Exhibit A) have become obsolete and surpassed their useful life expectancy:

- Two (2) 2003 Orion CNG buses in poor condition.
- One (1) 2002 New Flyer CNG bus in poor condition.
- One (1) 2007 Ford Transporter in poor condition.
- One (1) 2012 Honda Civic CNG in poor condition.

The vehicles recommended for disposal are fully depreciated, so there is no financial obligation to a granting agency with regard to the recommended disposal. The cost to repair and continue using these vehicles outweighs their value, therefore they are recommended for disposal at this time.

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

Staff recommends that the Board of Directors approve a resolution (Attachment A) and declare the items listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

The estimated gross market value of these vehicles is approximately \$7,200. All vehicles have reached the end of their useful life and are obsolete. There is no financial impact because of these disposals.

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

#### **V. ALTERNATIVES CONSIDERED**

- Keep the vehicles in inventory. Staff does not recommend this alternative because the vehicles have exceeded their useful life, and are cost prohibitive to repair.

#### **VI. ATTACHMENTS**


**Attachment A:** Resolution to Approve for the Disposal or Auction of Excess Property

**Exhibit A:** Excess Vehicle & Equipment Listing—as of October 25, 2019

Prepared by: Caitlin Nelson, Financial Analyst

**VII. APPROVALS**

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

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_

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# Attachment A



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

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

### **RESOLUTION TO APPROVE THE DISPOSAL OR AUCTION OF EXCESS ASSETS**

**WHEREAS**, the Santa Cruz Metropolitan Transit District (District), receives federal financial assistance from the Federal Transit Administration (FTA) to acquire real property, equipment and supplies, and rolling stock; and

**WHEREAS**, all such assets must be managed, used, and disposed of in accordance with applicable laws and regulations; and

**WHEREAS**, the FTA prescribes the method and delivers guidance to public transit operators to comply with grant management requirements in accordance with the regulations in *Title 49 Code of Federal Regulations, part 24 (49CFR 24)* and FTA Circular 5010.1E; and

**WHEREAS**, the acquisition cost of each item identified as excess is greater than \$5,000; and

**WHEREAS**, the District has determined that it is necessary to either dispose of the property, and/or to place the items up for auction.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, that it hereby resolves, determines and orders as follows:

1. The following assets are declared excess property on the Excess Vehicle & Equipment Listing as of 10/25/19, "Exhibit A" and may be disposed of or auctioned as such:
  - a. "One (1) 2003 Orion CNG Bus no. 2308";
  - b. "One (1) 2003 Orion CNG Bus no. 2311";

**15-04A.1**

# Attachment A

Resolution No. \_\_\_\_\_

Page 2 of 3

- c. "One (1) 2002 New Flyer CNG Bus no. 2233";
- d. "One (1) 2007 Ford Transporter no. 2701";
- e. "One (1) 2012 Honda Civic CNG no. 1212";

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on October 25, 2019, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

---

ED BOTTORFF, Board Chair

ATTEST:

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ALEX CLIFFORD  
CEO/General Manager

APPROVED AS TO FORM:

---

JULIE SHERMAN  
General Counsel



# Attachment A

Resolution No. \_\_\_\_\_

Page 3 of 3

## **EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RESOLUTION NO. \_\_\_\_\_**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 10/25/19

(Attached)





**DATE:** October 25, 2019  
**TO:** Board of Directors  
**FROM:** Rufus Francis, Safety, Security and Risk Management Director  
**SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS**

**I. RECOMMENDED ACTION**

**That the Board of Directors Approve Staff Recommendations for Claims for the Month of October 2019**

**II. SUMMARY**

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

**III. DISCUSSION/BACKGROUND**

METRO's Risk Department received two claims for the month of October 2019 for money or damages. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)). See staff recommendations in paragraph VI.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None

**V. ALTERNATIVES CONSIDERED**

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

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

**VI. DESCRIPTION OF CLAIMS**

Claimant	Claim #	Description	Recommended Action
Velasquez, Marrisol	19-0009	Claimant alleges that a METRO bus damaged the bumper of her parked vehicle. Amount of claim: \$1,800.00.	Reject
Merica, Ethan	19-0010	Claimant alleges that he was injured when he fell while on the bus. Amount of claim: \$3,586.00.	Reject
Santa Clara Valley Transportation Authority (VTA)	19-0011	Claimant alleges that a METRO bus damaged a VTA bus mirror. Amount of claim: \$592.15.	Reject

Prepared by: Tom Szeszowicki, Safety Specialist

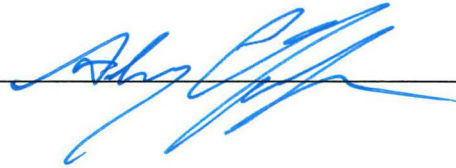
**VII. APPROVALS**

Rufus Francis, Safety, Security  
and Risk Management Director



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Alex Clifford, CEO/General Manager



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**DATE:** October 25, 2019  
**TO:** Board of Directors  
**FROM:** Dawn Crummié, Human Resources Director  
**SUBJECT: APPROVAL OF SEIU RECLASSIFICATION FOR ADMINISTRATIVE ASSISTANT TO ADMINISTRATIVE SPECIALIST IN THE ADMINISTRATION DEPARTMENT**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept the recommendation to reclassify one incumbent in the Administration Department from an Administrative Assistant to an Administrative Specialist classification**

**II. SUMMARY**

- Between August 2018 and November 2018, an SEIU Classification and Total Compensation Study was conducted at the Santa Cruz Metropolitan Transit District (METRO). METRO staff engaged in position description questionnaires (PDQs), interviews and activities to determine what changes were needed to update existing and outdated job classifications (job descriptions).
- METRO and the Service Employees International Union (SEIU) met and conferred on the new job classifications and came to a final agreement.
- In August 2019, METRO approved new classifications (job descriptions) for all SEIU job classifications.
- In September 2019, SEIU requested a non-precedented job analysis for the Administrative Assistant position in the Administration Department of the SEIU Memorandum of Understanding (MOU). SEIU noted that the core duties of the current incumbent, Donna Bauer, were inconsistent with her current classification as an Administrative Assistant.
- Staff reviewed incumbent's duties in the current classification of Administrative Assistant and compared the duties against those in the Administrative classification series.
- After evaluating all the materials submitted, it was determined that the work allocated to the incumbent did, in fact, exceed the scope of the Administrative Assistant job classification. The work being performed by the incumbent is more appropriately classified at the revised Administrative Specialist classification.

- Staff recommends that the Board of Directors accept the recommendation to reclassify one incumbent in the Administration Department from Administrative Assistant to Administrative Specialist classification and fund the position within the Administration Department. Such reclassification will not result in any additional headcount being added to the department.

### **III. DISCUSSION/BACKGROUND**

Prior to the recent classification study conducted by CPS HR Consulting, the Administrative Assistant in the Administration Department was responsible for advanced level class duties, including administering METRO's travel program. After the CPS classification study was complete, the Board of Directors adopted the Administrative Assistant classification without the advanced duties.

SEIU requested a non-precedented job analysis for the Administrative Assistant position of the SEIU-MOU in the Administration Department because SEIU believed that the core duties of the current incumbent, Donna Bauer, was at a higher classification than the new classification to which she was assigned.

METRO staff, in good faith and in order to maintain a good business relationship with our Unions, performed a non-precedented job analysis for the position of Administrative Assistant in the Administration Department as requested by SEIU. It was determined that the current classification did not reflect the current duties and responsibilities that the incumbent was performing.

After evaluating all of the materials submitted and consulting with the head of the department, it was determined that the work assigned to the current incumbent exceeds the scope of her new current classification, and is more closely aligned to that of the revised Administrative Specialist classification.

The duties currently performed by the incumbent are necessary for optimum functioning of the Administration Department.

A meet and confer process was undertaken and the Union has agreed to this change.

Staff recommends that the Board of Directors accept the recommendation to reclassify one incumbent in the Administration Department from an Administrative Assistant to an Administrative Specialist classification and fund the position within the Administration Department.

### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

The required funding of \$1K in FY20 and \$4K in FY21 will be absorbed in the FY20 and FY21 Operating budget within the Administration Department. No additional headcount will be added to the Administration Department as a result of this single reclassification.



## **V. ALTERNATIVES CONSIDERED**

- Stop having the incumbent perform work at a higher classification. Staff does not recommend this option as the incumbent administers and maintains METRO's travel program.
- Do nothing. Staff does not recommend this option, as the incumbent has been performing at the higher classification and has extensive knowledge of METRO policies, procedures and industry standards.

## **VI. ATTACHMENTS**

**Attachment A:** Administrative Assistant Job Classification

**Attachment B:** Administrative Specialist Job Classification

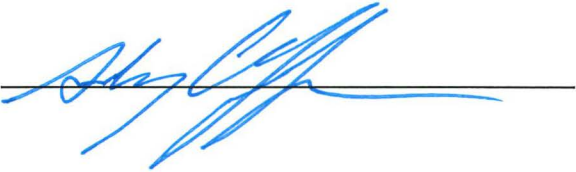
Prepared by: Monik Delfin, HR Deputy Director

**VII. APPROVALS:**

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



Alex Clifford, CEO/General Manager





# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: AS103*  
*FLSA Status: Non-exempt*

### **Administrative Assistant**

#### **Bargaining Unit: SEA**

#### **DEFINITION:**

Under general supervision, an Administrative Assistant performs journey-level and difficult clerical duties to relieve management staff of administrative detail; assists in the preparation of difficult correspondence, reports, budget documents, and manuals; researches and compiles data from multiple and varied sources to prepare reports or complete forms; coordinates and provides administrative support during meetings; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

Administrative Assistant is a journey-level class in the series. An incumbent in this class performs a wide range of administrative duties that require knowledge of administrative support practices and procedures. This class is distinguished from the lower level class of Administrative Clerk because an incumbent in the latter class performs clerical tasks that are of routine to average difficulty. This class is also distinguished from the higher level class of Administrative Specialist because an incumbent in the latter class performs technical, administrative duties that require substantial interpretation and application of laws, regulations and/or specialized departmental and/or program policies.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Assists in the preparation of correspondence, reports, budget documents, manuals, detailed operating procedures, minutes, agendas, and other written materials; researches and compiles data from multiple and varied sources to prepare reports or complete forms; compiles and organizes content; selects formats, edits, and proofreads various documents; and finalizes documents.
- Prepares, monitors, and processes a variety of transactional documents, including purchase requisitions, budget requests and transfers, expenditure claims, and personnel/payroll actions.
- Greets customers in person or over the telephone and directs them to appropriate officials, vendors, or departmental staff; answers inquiries on administrative matters, and provides standard forms as needed; receives complaints and resolves if possible, referring unresolvable issues to a superior.
- Schedules meetings involving multiple participants and/or locations; prepares and distributes agendas and meeting materials; maintains appointment calendars for management.
- Enters and retrieves information from both hard copy and electronic records; utilizes various manual and electronic tools to log, track, summarize, and report information.
- Maintains, and updates general administrative filing systems in accordance with departmental records retention programs; documents retention storage; creates reference material.
- Budget tracking for department.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Receives and assists in gathering routine financial documents, including invoices and bills; prepares payment authorizations, requisitions and check requests; maintains a department petty cash fund; requisitions a variety of supplies, parts, and materials; maintains inventory.
- Develops and maintains mailing lists; prepares and distributes inter-office mail; prepares difficult external mailings.
- May handle sensitive or confidential materials, records, files, and other privileged information.
- Makes employee arrangement to attend meetings.
- Assists in coordinating projects and assignments.
- Operates standard office equipment; utilizes standard business computer software in performing job tasks.
- May utilize specialized Santa Cruz METRO software
- Drive a Santa Cruz METRO vehicle to perform assignments.
- Performs related work as required

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Office practices, procedures, and equipment.
- Clerical processes pertaining to accounting, purchasing, and data maintenance.
- Methods of maintaining information in digital or hard copy files.
- Clerical methods of researching, gathering, organizing, and reporting data.
- Methods of prioritizing, planning, and organizing work.
- Time management techniques.
- Clerical customer service techniques.
- Intermediate mathematics, including percentages and Intermediate statistics.
- Advanced telephone techniques and etiquette.
- The effective use of modern office equipment, personal computers, and standard business software.

##### **Ability to:**

- Follow oral and written instructions accurately.
- Interpret and apply Santa Cruz METRO policies and labor contract provisions, including those related to payroll and employee benefits administration.
- Maintain confidentiality of materials, records, files, and other privileged information.
- Maintain records and control systems with accuracy and attention to detail.
- Type finished copy from rough draft or machine transcription.
- Type at a corrected rate of 40 words per minute from clear copy.
- Input data into a database.
- Adhere to established work schedules and timelines.
- Maintain a calm demeanor in stressful situations.
- Work independently using good judgment, tact, and discretion.
- Balance multiple assignments simultaneously and effectively.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned.
- Communicate clearly and effectively in both oral and written form.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education, Training, and Experience:**

Three (3) years of progressively responsible clerical experience requiring the operation of personal computers, database systems, typing and maintaining recordkeeping systems.

#### **LICENSES AND CERTIFICATES:**

A valid California Driver's License will be required at the time of appointment and throughout employment.

Must be able to obtain and maintain a current, valid California Class "C" Driver's License.

#### **PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this job, the employee is frequently required to reach with hands and arms; walk, sit and stand; use finger dexterity; talk and hear, and use a keyboard. Work often requires stooping at the waist and the repetitive use of both hands to grasp and feel objects. Work may require lifting up to 20 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

#### **Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; solves problems; uses math and mathematical reasoning; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

#### **Work Environment:**

The employee typically works in a standard office environment where the noise level is moderate.

#### **OTHER CONDITIONS OF EMPLOYMENT:**

- Must pass a requisite background check.
- May occasionally work extended hours or hours outside of the regular schedule.

\*Adopted: 12-11-18

\*BOD Approved: 08-23-19



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

\*Revised: 00-00-00  
\*Job Family: Administrative Clerical  
\*Job Series: Administrative  
\*Job Series Level: Journey  
\*Confidential: Yes, in Human Resources Department



# Attachment B

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: AS104*  
*FLSA Status: Non-exempt*

### **Administrative Specialist**

#### **Bargaining Unit: SEA**

#### **DEFINITION:**

Under general supervision, an Administrative Specialist performs technical, administrative duties to support complex administrative or operational activities; researches, gathers, organizes and prepares data; reviews documents and data for compliance with program requirements; maintains complex files, records, reports, correspondence and other documents; prepares detailed reports regarding budgetary and funding allocations and expenditures; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

Administrative Specialist is an advanced level class in the series. An incumbent in this class performs technical, administrative duties that require substantial interpretation and application of laws, regulations and/or specialized departmental, and/or program policies. Develop, administer, maintain and adhere to Santa Cruz METRO's travel principles and policy for each Employee, Board of Director, and external candidate traveler and communicates with business event sponsors and organizations in arranging complex travel. This class is distinguished from the lower-level class of Administrative Assistant because an incumbent in the latter class performs advanced-level clerical rather than technical, administrative duties. This class is also distinguished from the higher-level class of Administrative Supervisor as an incumbent in the latter class supervises the work of subordinate clerical and/or technical administrative staff.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Reviews a wide variety of documents and data including records, forms, correspondence, agreements, grants, contracts, operating plans, program audits, progress reports, service reports, and files, for accuracy, completeness, and compliance with program policies, procedures, and requirements.
- Assists in controlling budget account ledgers; assists in researching, compiling, and preparing budget proposals; prepares estimates for supply and equipment requirements for budgetary purposes.
- Develops, maintains, and updates administrative procedures; classifies correspondence, reports, documents, publications, and other material in accordance with established index systems; reviews dated files to purge or combine materials; updates index and cross reference files.
- Provides input regarding the design, organization, retrieval, and reporting functions for information management systems; conducts studies to determine the feasibility of modifying administrative systems and procedures to improve efficiencies of automated records processing.
- Collects, compiles, and organizes data for reports, recommendations, policies, and special projects for State and Federal agencies, as well as the public; collects, assembles, and interprets data related to project and program operations.



## Attachment B

### HUMAN RESOURCES DEPARTMENT

#### Santa Cruz METRO

- Prepares, monitors, and processes a variety of transactional documents, including purchase requisitions, budget requests and transfers, expenditure claims, and personnel/payroll actions.
- Composes and prepares correspondence and reports; prepares detailed narrative, oral, statistical and graphic reports; provides information and explains policies to staff and other agencies; researches and prepares responses as directed; maintain complex files and record-keeping systems.
- Receives, reviews, and processes requests and complaints from other departments, members of the public, and other agencies; researches information to assist management in formulating a response.
- Conducts, tracks, and monitors technical, administrative studies and projects concerning Santa Cruz METRO policies, procedures, programs, or grants; assists in planning, implementing, and evaluating administrative tools and opportunities for process improvement; makes recommendations on proposed methods and procedures.
- Designs and develops measurement tools or techniques to assess needs, services, and program effectiveness; develop questionnaires and forms to gather, organize, and tabulate data and information; investigates, studies, and composes reports pertaining to operating procedures and administrative problems.
- Operates standard office equipment; utilizes standard business computer software in performing job tasks.
- May utilize specialized Santa Cruz METRO software.
- Drive a Santa Cruz METRO vehicle to perform assignments.
- Performs related work as required

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Technical principles, practices, and procedures common to public administration, including budgeting, records management, purchasing, and the use of technology.
- Basic and regulations applicable to the area of assignment.
- Advanced administrative and office practices, procedures, and equipment, including the use of automated information systems to improve administrative practices.
- Technical processes pertaining to accounting, purchasing, and data maintenance.
- Advanced business correspondence, formatting, and report writing.
- Technical methods of researching, gathering, organizing, and reporting data.
- Advanced methods of prioritizing, planning, and organizing work.
- Advanced time management techniques.
- Advanced customer service techniques.
- Intermediate mathematics, including percentages and Intermediate statistics.
- Advanced telephone techniques and etiquette.
- The effective use of modern office equipment, personal computers, and standard business software.

##### **Ability to:**

- Evaluate, interpret, and apply policies, regulations, and requirements as they apply to technical, administrative activities.





# Attachment B

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Interpret and apply policies, procedures, and Federal State and local regulations to comply with program or project reporting requirements, public outreach, and organize data into functional reports.
- Coordinate and perform technical, administrative activities and meetings in a manner that complies with applicable laws, regulations, and policies.
- Perform meeting minutes in a highly technical setting and transcribe into report format.
- Investigate and document administrative, operational, and programmatic problems.
- Work independently using good judgment, tact, and discretion.
- Review and screen documents for minimum qualifications or other requirements.
- Maintain confidentiality of materials, records, files, and other privileged information
- Interpret, explain, and apply policies, procedures, and regulations.
- Maintain records and control systems with accuracy and attention to detail.
- Adhere to established work schedules and timelines.
- Maintain a calm demeanor in stressful situations.
- Balance multiple assignments simultaneously and effectively.
- Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned.
- Communicate clearly and effectively in both oral and written form.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.
- Review and edit documents for proper grammar, punctuation, and spelling.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education, Training, and Experience:**

Two (2) years course work from an accredited college in industrial relations, public administration, business administration, or a related field.

#### **AND**

Three (3) years of responsible administrative experience performing program monitoring and reporting, including responsibility for complex records retention and filing.

Experience in a public agency is desirable.

#### **LICENSES AND CERTIFICATES:**

A valid California Driver's License will be required at the time of appointment and throughout employment.

Must be able to obtain and maintain a current, valid California Class "C" Driver's License.



**Attachment B**  
**HUMAN RESOURCES DEPARTMENT**  
**Santa Cruz METRO**

**PHYSICAL AND MENTAL DEMANDS:**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, the employee is frequently required to reach with hands and arms; walk, sit and stand; use finger dexterity; talk and hear, and use a keyboard. Work often requires stooping at the waist and the repetitive use of both hands to grasp and feel objects. Work may require lifting up to 20 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

**Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; solves problems; uses math and mathematical reasoning; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

**Work Environment:**

The employee typically works in a standard office environment where the noise level is moderate.

**OTHER CONDITIONS OF EMPLOYMENT:**

- Must pass requisite a background check.
- May occasionally work extended hours or hours outside of the regular schedule.

*Adopted:	12-11-18
*BOD Approved:	08-23-19
*Revised:	00-00-00
*Job Family:	Administrative Technical
*Job Series:	Administrative
*Job Series Level:	Advanced
*Confidential:	No



**DATE:** October 25, 2019  
**TO:** Board of Directors  
**FROM:** Freddy Rocha, Facilities Maintenance Manager  
**SUBJECT: CONSIDERATION OF DECLARATION OF AN EMERGENCY AND  
AUTHORIZATION FOR PURCHASE AND INSTALLATION OF GATES  
AT MAINTENANCE FACILITY FOR AN AMOUNT NOT TO EXCEED  
\$75,000**

**I. RECOMMENDED ACTION**

**That the Board of Directors declare an emergency and authorize the CEO/General Manager to enter into an agreement for the procurement and installation of three gates to be installed at the Maintenance Facility, 138 Golf Club Drive for a not to exceed (NTE) amount of \$75,000**

**II. SUMMARY**

- The California Public Contract Code requires that all public works projects \$10,000 and above be bid formally; however, a non-formal, sole source award is allowed for emergencies.
- California Public Contract Code Section 1102 defines an emergency as “a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services”.
- The Santa Cruz Metropolitan Transit District (METRO) Maintenance Facility at 138 Golf Club Drive has experienced a number of unauthorized entries by private citizens.
- On October 1, 2019, an individual trespassed and assaulted a METRO Employee.
- On October 3, 2019, an individual trespassed METRO property and was able to access the tool room.
- Golf Club Drive is experiencing a high level of public activity late at night and in the early hours of the morning as persons travel to and from the Pogonip area.

- These unauthorized entries are creating unsafe conditions for both METRO employees and those unauthorized persons entering the Maintenance Facility.
- Currently, recurring expenditures are being made to have Security posted at Golf Club Drive to mitigate unauthorized entries, keep employees and the public safe.
- METRO's intent is to "harden" the facility's security by purchasing and installing gates at the three open driveways to restrict public ingress and egress to the facility.
- Due to the need to immediately protect METRO employees, and METRO property, the issue was determined by the CEO/General Manager and District Counsel as requiring emergency security gate installation.
- METRO staff is requesting that the Board declare an emergency and authorize the CEO/General Manager to enter into an agreement for the purchase and installation of these gates for a not to exceed cost of \$75,000.

### **III. DISCUSSION/BACKGROUND**

METRO's Maintenance Facility, located at 138 Golf Club Drive, has experienced a number of unauthorized entries and thefts by members of the public, compromising the safety and security of METRO employees and of those persons entering the facility.

Currently, the security of the facility is compromised by not having gates that close off the three driveways. In an attempt to mitigate unauthorized entry to the facility, METRO has established procedures that require all bay doors and building doors be secured at a specified time. METRO has also assigned security to the site to assist in prohibiting unauthorized access to the site. However, these efforts are short term and will not be as effective as the measures that are the subject of this report.

METRO intends to "harden" the security of the site by installing the needed security gates and has requested quotes from three gate vendors for the manufacture and installation of these gates, but has not received these quotes in time for this October, 2019 Board meeting. Given the safety and security concerns surrounding this unauthorized entry practice, METRO is requesting that the Board declare an emergency and authorize the CEO to enter into a purchasing and installation agreement by a selected vendor for a not to exceed amount of \$75,000 for all three security gates.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

- Project to be funded by the FTA FY18 5339(a) grant with funds from the “Facilities Improvements” project.
- Once the gates are installed, there will be significant cost savings by curtailing the use of security services.
- Manufacture and installation of three gates NTE \$75,000.

#### **V. ALTERNATIVES CONSIDERED**

- Do not purchase/install gates and continue to employ security services. This is not recommended, as, over time, recurring costs will become prohibitive and will not be as effective.

#### **VI. ATTACHMENTS**

- None

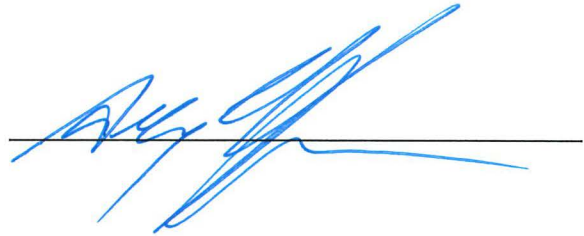
Prepared by:           Ciro Aguirre, Chief Operations Officer

**VII. APPROVALS:**

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

dk for AA

Alex Clifford, CEO/General Manager





THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

**ESMERALDA ARIAS**  
**CUSTOMER SERVICE REPRESENTATIVE**

**FOR THE COMPLETION OF 15 YEARS OF SERVICE**  
**BETWEEN 2004 AND 2019**

**GIVEN THIS 25<sup>TH</sup> DAY OF OCTOBER 2019**

**CHAIR, BOARD OF DIRECTORS**

**CEO/GENERAL MANAGER**



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# CERTIFICATE OF APPRECIATION

TO

**DENNIS R. BALDWIN**  
**BUS OPERATOR**

FOR THE COMPLETION OF **35** YEARS OF SERVICE  
BETWEEN 1984 AND 2019

GIVEN THIS 25<sup>TH</sup> DAY OF OCTOBER 2019

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER





THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# CERTIFICATE OF APPRECIATION

TO

**PAUL Q. CAMACHO**  
DISPATCHER

FOR THE COMPLETION OF **15 YEARS OF SERVICE**  
BETWEEN 2004 AND 2019

GIVEN THIS 25<sup>TH</sup> DAY OF OCTOBER 2019

CHAIR, BOARD OF DIRECTORS

CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

**BONITA J. CRAMER**  
**PARATRANSIT CLERK III**

**FOR THE COMPLETION OF 15 YEARS OF SERVICE**  
**BETWEEN 2004 AND 2019**

**GIVEN THIS 25<sup>TH</sup> DAY OF OCTOBER 2019**

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

**MIGUEL ESCARCEGA JR.**  
**PARATRANSIT OPERATOR**

**FOR THE COMPLETION OF 15 YEARS OF SERVICE  
BETWEEN 2004 AND 2019**

**GIVEN THIS 25<sup>TH</sup> DAY OF OCTOBER 2019**

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

**ALMA R. GUTIERREZ**  
**DISPATCHER/SCHEDULER**

**FOR THE COMPLETION OF 15 YEARS OF SERVICE**  
**BETWEEN 2004 AND 2019**

**GIVEN THIS 25<sup>TH</sup> DAY OF OCTOBER 2019**

CHAIR, BOARD OF DIRECTORS

CEO / GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

**ROBERT P. MALDONADO**  
**BUS OPERATOR**

**FOR THE COMPLETION OF 15 YEARS OF SERVICE**  
**BETWEEN 2004 AND 2019**

**GIVEN THIS 25<sup>TH</sup> DAY OF OCTOBER 2019**

CHAIR, BOARD OF DIRECTORS

CEO, GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

**LUIS A. ROCHA**  
**FM MECHANIC II**

**FOR THE COMPLETION OF 15 YEARS OF SERVICE  
BETWEEN 2004 AND 2019**

**GIVEN THIS 25<sup>TH</sup> DAY OF OCTOBER 2019**

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

**BRENDA E. ROMAN**  
**PARATRANSIT OPERATOR**

**FOR THE COMPLETION OF 15 YEARS OF SERVICE**  
**BETWEEN 2004 AND 2019**

**GIVEN THIS 25<sup>TH</sup> DAY OF OCTOBER 2019**

\_\_\_\_\_  
CHAIR, BOARD OF DIRECTORS

\_\_\_\_\_  
CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# CERTIFICATE OF APPRECIATION

TO

**DANIEL L. ZARAGOZA**  
OPERATIONS MANAGER, PARATRANSIT DIVISION

FOR THE COMPLETION OF **15 YEARS OF SERVICE**  
BETWEEN 2004 AND 2019

GIVEN THIS 25<sup>TH</sup> DAY OF OCTOBER 2019

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER





THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

**ISRAEL ZARAGOZA**  
**PARATRANSIT OPERATOR**

**FOR THE COMPLETION OF 15 YEARS OF SERVICE**  
**BETWEEN 2004 AND 2019**

**GIVEN THIS 25<sup>TH</sup> DAY OF OCTOBER 2019**

**CHAIR, BOARD OF DIRECTORS**

**CEO/GENERAL MANAGER**

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VERBAL PRESENTATION ONLY

CEO UPDATE

Alex Clifford

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**DATE:** October 25, 2019  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: CONSIDERATION OF A RESOLUTION TO ESTABLISH THE BOARD OF DIRECTORS MEETING SCHEDULE & LOCATIONS FOR THE 2020 CALENDAR YEAR**

**I. RECOMMENDED ACTION**

**That the Board of Directors approve a resolution to establish the 2020 calendar year Board Meeting Schedule and Locations as represented in either Exhibit A or B**

**II. SUMMARY**

- Staff recommends that the Board Members approve a resolution (Attachment A) to establish the revised 2020 calendar year Board Meeting Schedule and locations.
- Exhibit A offers a continuation of a Friday board meeting and Exhibit B offers a Wednesday Board meeting calendar as an alternate approach.
- Public access to the Vernon Street facility from Pacific Station/downtown is available Monday through Friday via Route 4 on an hourly basis from approximately 7:00AM through 5:00PM. Currently, two morning buses arrive at METRO's Admin Offices prior to the start of the 9:00AM Board meeting.

**III. DISCUSSION/BACKGROUND**

Annually the Board of Directors approves a schedule of meeting dates, times and locations for the following calendar year. The Board of Directors meeting schedule typically calls for regular meetings on the fourth Friday of each month, though some dates are modified depending on holidays and the annual budget public hearing posting requirements.

Effective 2019, METRO staff requested and received authority to permit revisions to meeting locations as necessitated throughout the year, without requesting Board approval in advance.

The CEO proposes that the once-a-month Board meetings have been effective and appear to be well received by both the Board members and the public. To avoid possible conflicts with holiday weekends and other METRO partners, the CEO is proposing the meeting be held on the fourth Wednesday of each month,

rather than the current fourth Friday of each month; except for the month of July, which is dark, and the May meeting which is held the third week of the month to meet the 30-day posting requirement applicable to METRO's budget and public hearing scheduled annually in June. Staff is proposing two meeting schedules for Board consideration: Exhibit A or Exhibit B.

Should Exhibit A be approved, the CEO recommends that the Board Members continue to protect the second Friday of each month on their respective calendars from 8:00AM – noon for potential METRO Special Board meetings, Ad Hoc Committee meetings and/or Board Committee meetings. Should Exhibit B be approved, the CEO recommends that the Board Members protect the second Wednesday of each month on their respective calendars from 8:00AM – noon for potential METRO Special Board meetings, Ad Hoc Committee meetings and/or Board Committee meetings.

Public access to the Vernon Street facility from Pacific Station/downtown is available Monday through Friday via Route 4 on an hourly basis from approximately 7:00AM through 5:00PM. Currently, two morning buses arrive at METRO's Admin Offices prior to the start of the 9:00AM Board meeting.

If approved by the Board, amended Bylaws reflecting the new meeting day will be presented at the next Board meeting for approval.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

There is no financial impact to adoption of this schedule.

#### **V. ALTERNATIVES CONSIDERED**

The Board could suggest alternate locations to hold its meetings. This is not recommended.

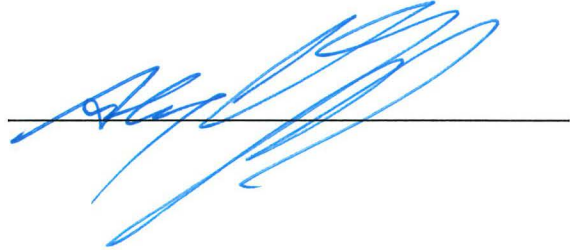
#### **VI. ATTACHMENTS**

**Attachment A:** Authorizing Resolution with Exhibits A and B

Prepared by: Gina Pye, Executive Assistant

## VII. APPROVALS

Alex Clifford, CEO/General Manager



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# Attachment A



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

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

### RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS ESTABLISHING THE DATE, TIME & LOCATION OF BOARD MEETINGS FOR 2020

**WHEREAS**, the Board of Directors shall establish a meeting schedule for all regular meetings;  
and,

**WHEREAS**, this schedule shall include the date, location and commencement time for each regular meeting of the Board of Directors and shall be posted on METRO's website and official bulletin board throughout the year; and,

**WHEREAS**, the Board of Directors may establish the time for commencement and duration of its meetings as necessary through resolution;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Santa Cruz Metropolitan Transit District that the schedule for its 2020 meetings shall be as stated in Exhibit A:

**PASSED AND ADOPTED** this 25<sup>th</sup> day of October 2019 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:

Ed Botorff, Chair

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Attest:

Alex Clifford, CEO/General Manager

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Approved as to form:

Julie Sherman, General Counsel

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# Exhibit A Friday Board Meetings

# BOARD OF DIRECTORS MEETING SCHEDULE

## 2020

Meetings are scheduled for the 4<sup>th</sup> Friday of the month unless otherwise indicated.

	January 24, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	February 28, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	March 27, 2020	9:00am	Scotts Valley City Council Chambers, 1 Civic Center Dr., Scotts Valley
	April 24, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	May 15, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	June 26, 2020	9:00am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
<b><i>THERE IS NO MEETING IN JULY</i></b>			
	August 28, 2020	9:00am	Watsonville City Council Chambers, 275 Main St., Watsonville
	September 25, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	October 23, 2020	9:00am	Capitola Council Chambers, 420 Capitola Ave., Capitola
	November 20, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	December 18, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz

Approved at October 25, 2019 METRO Board Meeting Resolution # \_\_\_\_\_

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# Exhibit B Wednesday Board Meetings

# BOARD OF DIRECTORS MEETING SCHEDULE

## 2020

Meetings are scheduled for the 4<sup>th</sup> Wednesday of the month unless otherwise indicated.

	January 22, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	February 26, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	March 25, 2020	9:00am	Scotts Valley City Council Chambers, 1 Civic Center Dr., Scotts Valley
	April 22, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	May 13, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	June 24, 2020	9:00am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
<b><i>THERE IS NO MEETING IN JULY</i></b>			
	August 26, 2020	9:00am	Watsonville City Council Chambers, 275 Main St., Watsonville
	September 23, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	October 28, 2020	9:00am	Capitola Council Chambers, 420 Capitola Ave., Capitola
	November 11, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz
	December 16, 2020	9:00am	METRO Admin Offices, 110 Vernon Street, Santa Cruz

Approved at October 25, 2019 METRO Board Meeting Resolution # \_\_\_\_\_

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VERBAL PRESENTATION ONLY

PACIFIC STATION UPDATE

Barrow Emerson  
Planning & Development Director

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**DATE:** October 25, 2019  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager



**SUBJECT: ADOPTION OF AMENDMENT TO METRO'S DISCOUNT FARE POLICY TO INCLUDE A FREE FARE PROGRAM FOR LEGALLY BLIND INDIVIDUALS**

**I. RECOMMENDED ACTION**

**Staff Proposes the Board of Directors adopt an amendment to the Discount Fare Policy to include a free fare program for legally blind individuals**

**II. SUMMARY**

- This report provides information and background on the proposed free fare program to enhance use of fixed-route bus services for customers with qualifying visual impairments. While Santa Cruz Metropolitan Transit District (METRO) provides meaningful access to its transit service to customers with visual impairments, it does not want METRO's currently available technology to purchase tickets to prevent a customer with a qualifying visual impairment from using METRO.

**III. DISCUSSION/BACKGROUND**

METRO works closely with local organizations and commissions that work with our communities' elderly and disabled populations to identify improvements that enhance our system's accessibility for all customers.

Over the span of several years, METRO has received reports from visually-impaired customers that METRO's ticket vending machines (TVMs) present issues related to the user's experience. While there are other methods to pay for METRO fares, TVMs are the only way to physically purchase tickets when customer service representatives are off duty. METRO has worked diligently and collaboratively with its TVM vendor (GFI) and members of the visually impaired community to respond to these reported concerns.

Although some improvements have been reported, and despite METRO's best efforts, we continue to receive reported concerns regarding the use of the TVMs for individuals with visual impairments.

In the interest of best serving this community, METRO is proposing a free fare program for customers who can provide medical certification that they are "legally blind." The program would be discontinued once METRO replaces its existing

TVMs or substitutes other new technologies (e.g., mobile ticketing applications) in their place.

Legal blindness is a designation used by government agencies when evaluating who is eligible for certain disability and other benefits. Customers meeting this designation will be able to apply for a special pass that indicates to the bus operator that they may ride for free. These passes will be available to qualifying customers, whether they are local to Santa Cruz and the Bay Area, or visitors from other areas. No customer with a qualifying visual impairment is required to apply for the special pass to use METRO's transit service, as they may continue to purchase tickets from customer service representatives or use other available methods if they choose to pay for transit services on METRO.

METRO collected public feedback on the proposed program throughout the months of September and October, 2019; and, a Public Hearing was held on September 27, 2019. A summary of the complete outreach effort is described further below.

## **OUTREACH**

- Public Hearing Notices posted at each of METRO's offices and transit centers.
- Public Hearing Notice advertised in Santa Cruz Sentinel (9/6/19 & 9/13/19)
- Public Hearing Notice advertised in Register-Pajaronian (English 9/6/19 & Spanish 9/13/19)
- Public Hearing Press Release issued 9/12/19
- Public Hearing Notice Posted and Linked to Home Page of scmttd.com
- Two open houses held on 9/18/19
- Public Hearing held on September 27, 2019
- 15 Comments received

As a result of comments received from the public and the Board, staff is recommending modifications/clarifications to the free fare certification requirements and process.

#### **IV. FINANCIAL CONSIDERATIONS/IMPACT**

Although it is difficult to quantify the financial impact of the proposed program, staff believes the potential impact is negligible based on the small number of visually impaired residents currently residing in Santa Cruz County. According to the 2017 American Community Survey, which collects data on Americans with disabilities, there are 6,171 individuals with a visual disability and 63,408 individuals with any type of disability living in Santa Cruz County.

METRO served more than 5 million trips in 2018. Approximately 12.7% of those trips were taken by individuals with any type of qualifying disability or older adults eligible for the discount fare.

#### **V. ALTERNATIVES CONSIDERED**

- Replace all TVMs – Not feasible due to lack of funding. The projected cost of replacement is approximately \$1,000,000.
- Eliminate all TVMs – Eliminates a vital option for customers needing to purchase tickets after hours and on weekends when the Customer Information Booth is not staffed.
- No Change – Certain members of the visually impaired community report continuing difficulties using TVMs that would not be addressed.

#### **VI. ATTACHMENTS**

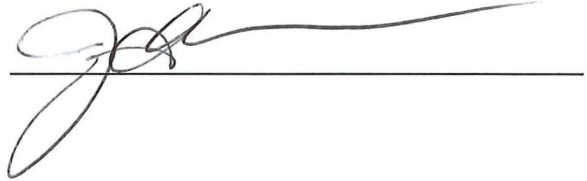
**Attachment A:** AR-1028 Older Adult, Persons with Disabilities and Legally Blind Persons Fixed Route Discount Fare Program (Proposed and Redline Versions)

**Attachment B:** Authorizing Resolution

Prepared by: Jayme Ackemann, Marketing, Communication and Customer Service Director

**VII. APPROVALS**

Jayne Ackemann, Marketing,  
Communications & Customer Service  
Director

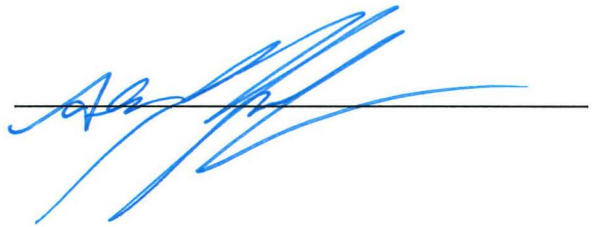


Approved as to fiscal impact:  
Angela Aitken, CFO

dk for AA



Alex Clifford, CEO/General Manager



# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1028

Computer Title: Discount Fare.doc

Effective Date: March 27, 2009

Pages: 13

**TITLE: OLDER ADULT, PERSONS WITH DISABILITIES AND LEGALLY BLIND PERSONS FIXED ROUTE DISCOUNT FARE PROGRAM**

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### Procedure History

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

---

## I. POLICY

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

## II. APPLICABILITY

- 2.1 This policy is applicable to Santa Cruz METRO employees and qualified individuals using the fixed route service.
- 2.2 The free fare portion of this policy is solely applicable to legally blind individuals using the fixed route service.

# Attachment A

## III. DEFINITIONS

- 3.1 **“Discount Fare”** means one-half the regular fare.
- 3.2 **“Free Fare”** means 0% of the regular fare.
- 3.3 **“Legally Blind”** means an individual whose vision meets the criteria set forth in Section 4.6.
- 3.4 **“Individual with a Disability”** means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, or an individual who has one of the valid documents listed in Section 4.01(b) of this policy.
- 3.5 **“Older Adult”** means an individual who is at least 62 years old.
- 3.6 **“Temporary Disability”** means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, and that disability is not permanent.

## IV. ELIGIBILITY

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

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

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

**b. For Persons with Disabilities:**

- i.) Santa Cruz METRO Discount Photo Identification Card;
- ii.) Santa Cruz METRO ParaCruz Identification Card;
- iii.) Paratransit Identification Card issued by another Transit Agency;

# Attachment A

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

c. **Any individual presenting a valid Medicare Identification Card.** The person presenting a Medicare ID Card must also present a legal photo ID to check the validity of the Medicare Card.

d. **For Legally Blind Persons:**

- i.) Santa Cruz METRO Blind Access Card.

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

4.3 If an individual does not have one of the valid identification cards listed in Section 4.01 of this policy, he/she may still be eligible for a Santa Cruz METRO **Discount Fare Card**. An additional way to qualify for a Santa Cruz METRO **Discount Fare Card** is to submit a completed "Discount Fare Application" (*Attachment A*), available at: [http://www.scmtd.com/images/department/legal/policies/attach\\_a\\_prof\\_verification\\_disability\\_status\\_2014.pdf](http://www.scmtd.com/images/department/legal/policies/attach_a_prof_verification_disability_status_2014.pdf). Attachment A must identify the appropriate eligibility category from Section 4.04 and must be completed by one of the following licensed professionals for such category:

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

# Attachment A

- g. Licensed marriage family and child counselors (MFCC), marriage and family therapists, and licensed clinical social workers (LCSW) may certify in Category 17.

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

1. **Non-ambulatory Disabilities**—Impairments that, regardless of cause, require individuals to use a wheelchair for mobility;
2. **Mobility Aids**—Impairments that cause individuals to walk with significant difficulty, including individuals using a leg brace, cane walker, or crutches to achieve mobility;
3. **Musculo-Skeletal Impairment (Including Arthritis)**—Musculo- skeletal impairment such as muscular dystrophy, osteogenesis imperfecta or any type of arthritis; such as functional Class III or anatomical Stage III;
4. **Amputation** – Persons who suffer amputation of, or anatomical deformity of (i.e. loss of major function due to degenerative changes associated with vascular or neurological deficits, traumatic loss of muscle mass or tendons and x-ray evidence of bony or fibrous ankylosis at an unfavorable angle, joint subluxation or instability): (a) both hands; or (b) one hand and one foot; or (c) amputation of lower extremity at or above the tarsal region (one or both legs);
5. **Cerebrovascular Accident (Stroke)**—With one of the following: (a) pseudobulbar palsy; or (b) functional motor deficit in any of two extremities; or (c) ataxia affecting two extremities substantiated by appropriate cerebellar signs or proprioceptive loss post 4 months.
6. **Pulmonary Ills**—Respiratory Impairments of Class 3 and 4. Class 3: FVC between 51 percent and 59 percent of predicted; or FEV between 41 percent and 59 percent of predicted. Class 4: FVC less than or equal to 50 percent of predicted; or FEV less than or equal to 40 percent of predicted.
7. **Cardiac Ills**—Cardiovascular impairments of functional Class III or IV. Functional Classification: Class III: Individuals with cardiac disease resulting in marked limitation of physical activity. They are comfortable at rest. Less than ordinary physical activity causes fatigue, palpitation, dyspnea or anginal pain. For instance, inability to walk one or more level blocks or climbing a flight of ordinary stairs. Class IV: Individuals with cardiac disease resulting in inability to carry out any physical activity without discomfort. Symptoms of cardiac insufficiency or of the anginal syndrome may be present even at rest. If physical activity is undertaken, discomfort is increased.



# Attachment A

8. **Dialysis**—Individuals whose disability requires the use of a kidney dialysis machine.
9. **Hearing Disabilities**—Deafness or hearing incapacity that makes an individual unable to communicate or hear warning signals, including only those persons whose hearing loss is 70 dba or greater in the 500, 1000, 2000 Hz. Ranges.
10. **Disabilities of Incoordination**—Individuals suffering faulty coordination or palsy from brain, spinal or peripheral nerve injury and any person with a functional nerve injury and any person with a functional motor deficit in any two limbs or who suffers manifestations which significantly reduce mobility, coordination or perceptiveness not accounted for in previous categories;
11. **Intellectual Disability**—Individuals characterized by significant limitations both in intellectual functioning and in adaptive behavior as expressed in conceptual, social, and practical adaptive skills. This disability generally originates during the developmental period before the age of 18 or as the result of illness or accident later in life and is associated with impairment in adaptive behavior (a general guideline is an IQ which is more than two standard deviations below the norm).
12. **Cerebral Palsy**—A disorder dating from birth or early infancy or as the result of illness or accident later in life, non-progressive, although if not treated there is marked regression in functioning characterized by examples of aberrations of motor functions (paralysis, weakness, incoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, developmental disabilities, learning difficulty and behavioral disorders.
13. **Epilepsy (Convulsive Disorder)**—A clinical disorder involving impairment of consciousness, characterized by seizures (e.g., generalized, complex partial, major motor, grand mal, petit mal or psychomotor), occurring more frequently than once a month in spite of prescribed treatment, with (a) diurnal episodes (loss of consciousness and convulsive seizure); (b) nocturnal episodes which show residual interfering with activity during the day; or (c) a disorder involving absence (petit mal) or mild partial (psychomotor) seizures occurring more frequently than once per week in spite of prescribed treatment with Alteration of awareness or loss of consciousness; and 2) Transient postictal manifestations of conventional or antisocial behavior. Person exhibiting seizure-free control for a continuous period of more than six (6) months duration are not included in the statement of Epilepsy defined in this category.
14. **Infantile Autism**—A syndrome described as consisting of withdrawal,

# Attachment A

very inadequate social relationships, language disturbance and monotonously repetitive motor behavior. Many children with autism will also be seriously impaired in general intellectual functioning. This syndrome usually appears before the age of six and is characterized by severe withdrawal and inappropriate response to external stimuli.

15. **Neurological Impairment**—A syndrome characterized by learning, perception and/or behavioral disorders of an individual who's IQ is not less than two standard deviations below the norm. These characteristics exist as a result of brain dysfunctions (any disorder in learning using the senses), neurologic disorder or any damage to the central nervous system, whether due to genetic, hereditary, accident or illness factors. This section includes people with severe gait problems who are restricted in mobility.
16. **Mental Disorders**—Individuals whose mental impairment substantially limits one or more of their major life activities. This includes inability to learn, work or care for oneself. A principal diagnosis from the SSM IV classification in one of the following areas is required for eligibility: Organic Mental Disorders, Schizophrenic Disorders, Paranoid Disorders, Psychotic Disorders not elsewhere classified, Affective Disorders, Somata Form Disorders, Dissociative Disorders, Adjustment Disorders, Psychological Factors Affecting Physical Condition, and Post Traumatic Stress Syndrome. These diagnoses must be at Class 3 to 5 levels:
- Class 3-Moderate Impairment. Levels compatible with some, but not all, useful functions.
  - Class 4-Marked Impairment. Levels significantly impede useful functioning.
  - Class 5-Extreme Impairment. Levels preclude useful functioning,
- (**Note:** If a person's disorder is in remission or primary incapacity is acute or chronic alcoholism or drug addiction, they are specifically excluded from discount fare eligibility.)
17. **Chronic Progressive Debilitating Disorders**—Individuals who experience chronic and progressive debilitating diseases that are characterized by constitutional symptoms such as fatigue, weakness, weight loss, pain and changes in mental status that, taken together, interfere in the activities of daily living and significantly impair mobility. Examples of such disorders include: (a) Progressive, uncontrollable malignancies (i.e., terminal malignancies or malignancies being treated with aggressive radiation or chemotherapy); (b) Advanced connective tissue diseases (i.e., advance stages of disseminated lupus erythematosus, scleroderma or polyarteritis nodosa); (c) Symptomatic HIV infection (i.e., AIDS or ARC) in CDC defined clinical categories B and C.

# Attachment A

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

4.5 To qualify for a Santa Cruz METRO **Blind Access Card**, the individual must meet the following criteria: those individuals whose vision in the better eye, after best correction, is 20/200 or less; or those individuals whose visual field is contracted (commonly known as tunnel vision) so the widest diameter subtends an angle no greater than 20 degrees.

4.6 To qualify for a Santa Cruz METRO **Blind Access Card**, an applicant must provide the following:

- a. Certificate of Blindness (*Attachment C*) issued by the individual's physician or other blindness certification. Santa Cruz METRO will work collaboratively with individuals that express difficulty obtaining a blindness certification. Collaborative efforts may include: (1) issuance of a temporary pass; (2) certification by Santa Cruz METRO staff; or (3) continued training for bus operators to allow blind individuals to ride for free without a pass, particularly where an individual's disability is obvious (for example, if service dog is observed guiding an individual who is blind or the person is using a white cane.)

Questions regarding certification may be submitted to: [customerservice@scmttd.com](mailto:customerservice@scmttd.com)

i.) If eligible, individuals will be issued a **Blind Access Card** immediately.

ii.) **Out-of-Service Visitors:** If individuals are visiting from out of Santa Cruz METRO's service area and can provide the appropriate documentation, Santa Cruz METRO will give them a temporary bus pass valid for 7 days of travel. Within 7 – 10 days of their application, they will also receive a permanent **Blind Access Card** valid for future visits to Santa Cruz METRO's service area.

4.7 Individuals that are eligible for a **Discount Fare Card** or **Blind Access Card** may pay the full prices fare if they desire.

## V. OBTAINING SANTA CRUZ METRO DISCOUNT AND BLIND ACCESS ID CARDS

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

- a. Santa Cruz Metro Center (Pacific Station) Information Booth on weekdays. Please contact (831-425-8600) Santa Cruz METRO for specific times.
- b. Watsonville Transit Center at West Lake and Rodriguez Streets the second Tuesday of

# Attachment A

every month by appointment ONLY. Please contact (831-425-8600) Santa Cruz METRO to make an appointment.

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

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

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

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

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

The forms are also available on-line at Santa Cruz METRO’s website:

**[www.scmttd.com](http://www.scmttd.com)**

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

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

## VI. PERSONAL CARE ATTENDANTS

6.1 Persons with Disabilities, including legally blind individuals, are eligible to have one personal care attendant travel with him/her without paying a second fare. To qualify, Attachment A must indicate a need for a Personal Care Attendant, and must be certified by a licensed medical practitioner or other licensed professional. Upon acceptance by Santa Cruz METRO, the eligible individual will be provided with specific identification that authorizes transportation with one Personal Care Attendant.

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

# Attachment A

## VII. TEMPORARY DISABILITIES

- 7.1 Persons with temporary disabilities, who meet one or more of the Categories listed in Section 4.04 or Section 4.6 of this Policy, may qualify for a Temporary (non-permanent) Santa Cruz METRO **Discount Fare Card** (Peach colored Discount Card) or **Blind Access Card** (Red colored Discount Card).
- 7.2 This Temporary **Discount Fare Card** or **Blind Access Card** will reflect an expiration date, which corresponds with the individual's "Certification of Disability Status" portion of Attachment A. Once expired, the person would be required to receive a new "Certification of Disability Status" Form from a licensed professional in Section 4.03 in order to extend their Santa Cruz METRO **Discount Fare Card** or **Blind Access Card**.

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

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

### APTOS

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

### BOULDER CREEK

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

### CAPITOLA

SaveMart Supermarket, 1475 – 41<sup>st</sup> Avenue (462-6917)

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

### LIVE OAK

Live Oak Family Resource Center, 1740 17<sup>th</sup> Avenue (476-7284)

### SANTA CRUZ

Metro Center (Pacific Station) - 920 Pacific Avenue

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

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

### SCOTTS VALLEY

# Attachment A

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

## **WATSONVILLE**

Food Maxx, 1465 Main Street (768-1483)

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

## **IX. ORDER PASSES BY MAIL**

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

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

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

## **X. ADMINISTRATION OF REGULATION**

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



# Attachment A Discount Fare Application (Cont'd)

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

**Patient/applicant release:**

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

Patient/applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

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

Applicant's name: \_\_\_\_\_

Applicant's date of birth: \_\_\_\_\_

Health care provider's name: \_\_\_\_\_

Title: \_\_\_\_\_

State certification or license #: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

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

**His/Her Disability is:**

Permanent

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

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

Yes  No

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

\*\*\*\*\*

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Service Staff may contact you for verification.

**ORIGINAL Completed Application** may be mailed to:

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



# Attachment A



## Attachment B

### REQUEST FOR REDUCED CHILDREN'S FARE WITH DISCOUNT FARE CARD

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

**CHILDREN:**

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

**Discount Fare Card Holder:**

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ *Date:* \_\_\_\_\_

\*\*\*\*\*

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

# Attachment A

## Attachment C

### CONFIRMATION OF LEGAL BLINDNESS

The federal definition of "blindness" under Title XVI of the Social Security Act currently states:

(2) "An individual shall be considered to be blind for purposes of this title if he has central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of the first sentence of this subsection as having a central visual acuity of 20/200 or less." [http://www.ssa.gov/OP\\_Home/ssact/title16b/1614.htm](http://www.ssa.gov/OP_Home/ssact/title16b/1614.htm)

*Translation: If you wear your glasses or contacts (or both) and then are measured on an eye chart as seeing 20/200 or less, or if the width of vision for both your eyes totals an arc of 20 degrees or less, you are legally blind according to this federal definition.*

#### CONSUMER / CLIENT / PATIENT:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

#### Best corrected vision:

OD (right eye) \_\_\_\_\_ OS (left eye) \_\_\_\_\_ OU (both eyes) \_\_\_\_\_

Width of Visual Field (in degrees): \_\_\_\_\_

Specific eye condition(s): \_\_\_\_\_

---

#### CERTIFYING AUTHORITY:

I certify that \_\_\_\_\_ is legally blind in both eyes as specified in the federal definition quoted above.

(Signed) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_. (Title) \_\_\_\_\_

Please attach your business card OR print/type your name, profession, and address here: \_\_\_\_\_

# **Redlined Documents**

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# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1028

Computer Title: Discount Fare.doc

Effective Date: March 27, 2009

Pages: 13

**TITLE: OLDER ADULT, ~~AND~~ PERSONS WITH DISABILITIES AND LEGALLY BLIND PERSONS FIXED ROUTE DISCOUNT FARE PROGRAM**

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### Procedure History

<b>NEW POLICY</b>	<b>SUMMARY OF POLICY</b>	<b>APPROVED</b>
March 27, 2009	New Policy	D.B.
October 22, 2010	Revised Section 4.01, and revisions to include purchase of passes on website	E.P.
September 26, 2014	Update METRO Pass Outlets, add Ticket Vending Machine locations and revise Attachment A <a href="#">Revisions to incorporate free fare programs for legally blind individuals</a>	

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## I. POLICY

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

## II. APPLICABILITY

- 2.1 This policy is applicable to Santa Cruz METRO employees and qualified individuals using the fixed route service.
- 2.2 [The free fare portion of this policy is solely applicable to legally blind individuals using the fixed route service.](#)

# Attachment A

## III. DEFINITIONS

3.1 “Discount Fare” means one-half the regular fare.

3.2 “Free Fare” means 0% of the regular fare.

3.3 “Legally Blind” means an individual whose vision meets the criteria set forth in Section 4.6.

3.33.4 “Individual with a Disability” means an individual whose disability and/or medical condition meets one or more of the categories set forth in Section 4.04, or an individual who has one of the valid documents listed in Section 4.01(b) of this policy.

3.5 “Older Adult” means an individual who is at least 62 years old.

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

## IV. ELIGIBILITY

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

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

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

**b. For Persons with Disabilities:**

- i.) Santa Cruz METRO Discount Photo Identification Card;
- ii.) Santa Cruz METRO ParaCruz Identification Card;
- iii.) Paratransit Identification Card issued by another Transit Agency;

# Attachment A

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

**c. Any individual presenting a valid Medicare Identification Card.** The person presenting a Medicare ID Card must also present a legal photo ID to check the validity of the Medicare Card.

**d. For Legally Blind Persons:**

**i.) Santa Cruz METRO Blind Access Card.**

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

4.3 If an individual does not have one of the valid identification cards listed in Section 4.01 of this policy, he/she may still be eligible for a Santa Cruz METRO **Discount Fare Card**. An additional way to qualify for a Santa Cruz METRO **Discount Fare Card** is to submit a completed "Discount Fare Application" (*Attachment A*), available at: [http://www.scmttd.com/images/department/legal/policies/attech\\_a\\_prof\\_verification\\_disability\\_status\\_2014.pdf](http://www.scmttd.com/images/department/legal/policies/attech_a_prof_verification_disability_status_2014.pdf). Attachment A must identify the appropriate eligibility category from Section 4.04 and must be completed by one of the following licensed professionals for such category:

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

# Attachment A

- g. Licensed marriage family and child counselors (MFCC), marriage and family therapists, and licensed clinical social workers (LCSW) may certify in Category 17.

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

1. **Non-ambulatory Disabilities**—Impairments that, regardless of cause, require individuals to use a wheelchair for mobility;
2. **Mobility Aids**—Impairments that cause individuals to walk with significant difficulty, including individuals using a leg brace, cane walker, or crutches to achieve mobility;
3. **Musculo-Skeletal Impairment (Including Arthritis)**—Musculo- skeletal impairment such as muscular dystrophy, osteogenesis imperfecta or any type of arthritis; such as functional Class III or anatomical Stage III;
4. **Amputation** – Persons who suffer amputation of, or anatomical deformity of (i.e. loss of major function due to degenerative changes associated with vascular or neurological deficits, traumatic loss of muscle mass or tendons and x-ray evidence of bony or fibrous ankylosis at an unfavorable angle, joint subluxation or instability): (a) both hands; or (b) one hand and one foot; or (c) amputation of lower extremity at or above the tarsal region (one or both legs);
5. **Cerebrovascular Accident (Stroke)**—With one of the following: (a) pseudobulbar palsy; or (b) functional motor deficit in any of two extremities; or (c) ataxia affecting two extremities substantiated by appropriate cerebellar signs or proprioceptive loss post 4 months.
6. **Pulmonary Ills**—Respiratory Impairments of Class 3 and 4. Class 3: FVC between 51 percent and 59 percent of predicted; or FEV between 41 percent and 59 percent of predicted. Class 4: FVC less than or equal to 50 percent of predicted; or FEV less than or equal to 40 percent of predicted.
7. **Cardiac Ills**—Cardiovascular impairments of functional Class III or IV. Functional Classification: Class III: Individuals with cardiac disease resulting in marked limitation of physical activity. They are comfortable at rest. Less than ordinary physical activity causes fatigue, palpitation, dyspnea or anginal pain. For instance, inability to walk one or more level blocks or climbing a flight of ordinary stairs. Class IV: Individuals with cardiac disease resulting in inability to carry out any physical activity without discomfort. Symptoms of cardiac insufficiency or of the anginal syndrome may be present even at rest. If physical activity is undertaken, discomfort is increased.



# Attachment A

8. **Dialysis**—Individuals whose disability requires the use of a kidney dialysis machine.
- ~~9. **Sight Disabilities**—Those individuals whose vision in the better eye, after best correction, is 20/200 or less; or those individuals whose visual field is contracted (commonly known as tunnel vision): (a) to 10 degrees or less from a point of fixation; or (b) so the widest diameter subtends an angle no greater than 20 degrees; and (c) individuals who are unable to read information signs or symbols for other than language reasons.~~
- ~~10.9. **Hearing Disabilities**—Deafness or hearing incapacity that makes an individual unable to communicate or hear warning signals, including only those persons whose hearing loss is 70 dba or greater in the 500, 1000, 2000 Hz. Ranges.~~
- ~~11.10. **Disabilities of Incoordination**—Individuals suffering faulty coordination or palsy from brain, spinal or peripheral nerve injury and any person with a functional nerve injury and any person with a functional motor deficit in any two limbs or who suffers manifestations which significantly reduce mobility, coordination or perceptiveness not accounted for in previous categories;~~
- ~~12.11. **Intellectual Disability**—Individuals characterized by significant limitations both in intellectual functioning and in adaptive behavior as expressed in conceptual, social, and practical adaptive skills. This disability generally originates during the developmental period before the age of 18 or as the result of illness or accident later in life and is associated with impairment in adaptive behavior (a general guideline is an IQ which is more than two standard deviations below the norm).~~
- ~~13.12. **Cerebral Palsy**—A disorder dating from birth or early infancy or as the result of illness or accident later in life, non-progressive, although if not treated there is marked regression in functioning characterized by examples of aberrations of motor functions (paralysis, weakness, incoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, developmental disabilities, learning difficulty and behavioral disorders.~~
- ~~14.13. **Epilepsy (Convulsive Disorder)**—A clinical disorder involving impairment of consciousness, characterized by seizures (e.g., generalized, complex partial, major motor, grand mal, petit mal or psychomotor), occurring more frequently than once a month in spite of prescribed treatment, with (a) diurnal episodes (loss of consciousness and convulsive seizure); (b) nocturnal episodes which show residual interfering with activity during the day; or (c) a disorder involving absence (petit mal) or mild partial (psychomotor) seizures occurring more frequently than once~~

# Attachment A

per week in spite of prescribed treatment with Alteration of awareness or loss of consciousness; and 2) Transient postictal manifestations of conventional or antisocial behavior. Person exhibiting seizure-free control for a continuous period of more than six (6) months duration are not included in the statement of Epilepsy defined in this category.

~~15.~~14. **Infantile Autism**—A syndrome described as consisting of withdrawal, very inadequate social relationships, language disturbance and monotonously repetitive motor behavior. Many children with autism will also be seriously impaired in general intellectual functioning. This syndrome usually appears before the age of six and is characterized by severe withdrawal and inappropriate response to external stimuli.

~~16.~~15. **Neurological Impairment**—A syndrome characterized by learning, perception and/or behavioral disorders of an individual who's IQ is not less than two standard deviations below the norm. These characteristics exist as a result of brain dysfunctions (any disorder in learning using the senses), neurologic disorder or any damage to the central nervous system, whether due to genetic, hereditary, accident or illness factors. This section includes people with severe gait problems who are restricted in mobility.

~~17.~~16. **Mental Disorders**—Individuals whose mental impairment substantially limits one or more of their major life activities. This includes inability to learn, work or care for oneself. A principal diagnosis from the SSM IV classification in one of the following areas is required for eligibility: Organic Mental Disorders, Schizophrenic Disorders, Paranoid Disorders, Psychotic Disorders not elsewhere classified, Affective Disorders, Somata Form Disorders, Dissociative Disorders, Adjustment Disorders, Psychological Factors Affecting Physical Condition, and Post Traumatic Stress Syndrome. These diagnoses must be at Class 3 to 5 levels:

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

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

~~18.~~17. **Chronic Progressive Debilitating Disorders**—Individuals who experience chronic and progressive debilitating diseases that are characterized by constitutional symptoms such as fatigue, weakness, weight loss, pain and changes in mental status that, taken together, interfere in the

# Attachment A

activities of daily living and significantly impair mobility. Examples of such disorders include: (a) Progressive, uncontrollable malignancies (i.e., terminal malignancies or malignancies being treated with aggressive radiation or chemotherapy); (b) Advanced connective tissue diseases (i.e., advance stages of disseminated lupus erythematosus, scleroderma or polyarteritis nodosa); (c) Symptomatic HIV infection (i.e., AIDS or ARC) in CDC defined clinical categories B and C.

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

4.5 To qualify for a Santa Cruz METRO **Blind Access Card**, the individual must meet the following criteria: those individuals whose vision in the better eye, after best correction, is 20/200 or less; or those individuals whose visual field is contracted (commonly known as tunnel vision) so the widest diameter subtends an angle no greater than 20 degrees.

4.6 To qualify for a Santa Cruz METRO **Blind Access Card**, an applicant must provide the following:

a. Certificate of Blindness (*Attachment C*) issued by the individual's physician or other blindness certification. Santa Cruz METRO will work collaboratively with individuals that express difficulty obtaining a blindness certification. Collaborative efforts may include: (1) issuance of a temporary pass; (2) certification by Santa Cruz METRO staff; or (3) continued training for bus operators to allow blind individuals to ride for free without a pass, particularly where an individual's disability is obvious (for example, if service dog is observed guiding an individual who is blind or the person is using a white cane.)

Questions regarding certification may be submitted to: [customerservice@scmtd.com](mailto:customerservice@scmtd.com)

i.) If eligible, individuals will be issued a **Blind Access Card** immediately.

ii.) Out-of-Service Visitors: If individuals are visiting from out of Santa Cruz METRO's service area and can provide the appropriate documentation, Santa Cruz METRO will give them a temporary bus pass valid for 7 days of travel. Within 7 – 10 days of their application, they will also receive a permanent **Blind Access Card** valid for future visits to Santa Cruz METRO's service area.

4.7 Individuals that are eligible for a **Discount Fare Card** or **Blind Access Card** may pay the full prices fare if they desire.

# Attachment A

## V. PURCHASING/OBTAINING SANTA CRUZ METRO DISCOUNT AND BLIND ACCESS ID CARDS

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

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

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

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

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

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

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

**[www.scmttd.com](http://www.scmttd.com)**

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

5-25.3 Children (under the age of 18) of Santa Cruz METRO passengers using a Santa Cruz METRO Discount Fare Card can ride at the discounted rate when accompanying their qualifying parent. Parents must complete a registration form (*Attachment B*), available at Pacific Station and Watsonville Transit Centers to qualify for this extended coverage. The registration form is also available on Santa Cruz METRO's website ([www.scmttd.com](http://www.scmttd.com)).

## VI. PERSONAL CARE ATTENDANTS

6.1 Persons with Disabilities, including legally blind individuals, are eligible to have one personal care attendant travel with him/her without paying a second fare. To qualify, ~~the Verification of~~

# Attachment A

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

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

## VII. TEMPORARY DISABILITIES

- 7.1 Persons with temporary disabilities, who meet one or more of the Categories listed in Section 4.04 or Section 4.6 of this Policy, may qualify for a Temporary (non-permanent) Santa Cruz METRO **Discount Fare Card** (Peach colored Discount Card) or **Blind Access Card (Red colored Discount Card)**.
- 7.2 This Temporary **Discount Fare Card** or **Blind Access Card** will reflect an expiration date, which corresponds with the individual's "Certification of Disability Status" portion of **Attachment A**. Once expired, the person would be required to receive a new "Certification of Disability Status" Form from a licensed professional in Section 4.03 in order to extend his/her/their Santa Cruz METRO **Discount Fare Card** or **Blind Access Card**.

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

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

### **APTOS**

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

### **BOULDER CREEK**

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

### **CAPITOLA**

SaveMart Supermarket, 1475 – 41<sup>st</sup> Avenue (462-6917)  
Capitola Mall, 1855- 41<sup>st</sup> Avenue – Ticket Vending Machine (24/7)

### **LIVE OAK**

# Attachment A

Live Oak Family Resource Center, 1740 17<sup>th</sup> Avenue (476-7284)

## **SANTA CRUZ**

Metro Center (Pacific Station) - 920 Pacific Avenue

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

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

## **SCOTTS VALLEY**

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

## **WATSONVILLE**

Food Maxx, 1465 Main Street (768-1483)

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

## **IX. ORDER PASSES BY MAIL**

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

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

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

## **X. ADMINISTRATION OF REGULATION**

- 10.1 The Operations Manager or designee is responsible for the following:
- a. Ensuring that this regulation is disseminated to all existing fixed route drivers, customer service agents and transit center ticket agents.
  - b. Ensuring that this regulation is disseminated to all new and future fixed route drivers, customer service agents and transit center ticket agents.
  - c. Providing guidance, training and assistance to all employees, customer service agents and transit center ticket agents who are responsible for issuing Santa Cruz METRO **Discount and Blind Access** ID Cards and passes.

# Attachment A

- 10.2 Santa Cruz METRO will integrate the Santa Cruz METRO Discount Fare Card Program into its Policies and Procedures.





# Attachment A Discount Fare Application (Cont'd)

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

**Patient/applicant release:**

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

Patient/applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

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

Applicant's name: \_\_\_\_\_

Applicant's date of birth: \_\_\_\_\_

Health care provider's name: \_\_\_\_\_

Title: \_\_\_\_\_

State certification or license #: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

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

**His/Her Disability is:**

**Permanent**

**Temporary** (defined as impairment lasting not more than 12 months). Duration is \_\_\_\_\_ months.

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

**Yes**     **No**

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

\*\*\*\*\*

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Customer Service Staff may contact you for verification.

**ORIGINAL Completed Application** may be mailed to:  
**Santa Cruz METRO Information Booth, 920 Pacific Station, Suite 21, Santa Cruz, CA 95060**

# Attachment A



## Attachment B

### REQUEST FOR REDUCED CHILDREN'S FARE WITH DISCOUNT FARE CARD

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

**CHILDREN:**

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

**Discount Fare Card Holder:**

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ *Date:* \_\_\_\_\_

\*\*\*\*\*

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

# Attachment A

## Attachment C

### CONFIRMATION OF LEGAL BLINDNESS

The federal definition of "blindness" under Title XVI of the Social Security Act currently states:

(2) "An individual shall be considered to be blind for purposes of this title if he has central visual acuity of 20/200 or less in the better eye with the use of a correcting lens. An eye which is accompanied by a limitation in the fields of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees shall be considered for purposes of the first sentence of this subsection as having a central visual acuity of 20/200 or less." [http://www.ssa.gov/OP\\_Home/ssact/title16b/1614.htm](http://www.ssa.gov/OP_Home/ssact/title16b/1614.htm)

*Translation: If you wear your glasses or contacts (or both) and then are measured on an eye chart as seeing 20/200 or less, or if the width of vision for both your eyes totals an arc of 20 degrees or less, you are legally blind according to this federal definition.*

#### CONSUMER / CLIENT / PATIENT:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_

#### Best corrected vision:

OD (right eye) \_\_\_\_\_ OS (left eye) \_\_\_\_\_ OU (both eyes) \_\_\_\_\_

Width of Visual Field (in degrees): \_\_\_\_\_

Specific eye condition(s): \_\_\_\_\_

---

#### CERTIFYING AUTHORITY:

I certify that \_\_\_\_\_ is legally blind in both eyes as specified in the federal definition quoted above.

(Signed) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_. (Title) \_\_\_\_\_

Please attach your business card OR print/type your name, profession, and address here: \_\_\_\_\_

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# Attachment B



## 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 AMENDING SANTA CRUZ METRO'S DISCOUNT FARE POLICY IN ORDER TO INCLUDE A FREE FARE PROGRAM FOR LEGALLY BLIND INDIVIDUALS**

**WHEREAS**, on March 27, 2009, the Santa Cruz Metropolitan Transit District (METRO) adopted an Older Adult and Persons with Disabilities Fixed Route Discount Fare Program (Discount Fare Program); and

**WHEREAS**, as a result of METRO's receipt of reports from blind customers concerning the use of METRO's existing ticket vending machines (TVMs), staff developed a draft free fare program for legally blind individuals (Free Fare Program); and

**WHEREAS**, METRO collected public feedback on the proposed program throughout the months of September and October, 2019, including the holding of two open houses on September 18, 2019, outreach to community organizations, and a public hearing held on September 27, 2019; and

**WHEREAS**, having considered all public comments received, staff and Legal Counsel recommend amendment of the Discount Fare Program to include the Free Fare Program, with the understanding that the Free Fare Program will be effective November 1, 2019 and will be discontinued once METRO replaces its existing TVMs or substitutes other new technologies (e.g., mobile ticketing applications) in their place.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, that it hereby amends the Discount Fare Program to include the Free Fare Program, with the understanding that the Free Fare Program will be effective November 1, 2019 and will be discontinued

# Attachment B

once METRO replaces its existing TVMs or substitutes other new technologies (e.g., mobile ticketing applications) in their place.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on October 25, 2019, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

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ED BOTTORFF  
Chairperson

ATTEST:

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ALEX CLIFFORD  
CEO/General Manager

APPROVED AS TO FORM:

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JULIE A. SHERMAN  
General Counsel