



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA  
REGULAR MEETING  
JUNE 22, 2018 – 9:00 AM  
SANTA CRUZ CITY CHAMBERS  
809 CENTER STREET  
SANTA CRUZ, CA 95060**

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

The Board Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com) and is available for inspection at METRO’s Administrative offices at 110 Vernon Street, Santa Cruz, California.

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**BOARD ROSTER**

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

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

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

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

**AMERICANS WITH DISABILITIES ACT**

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

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

## **SECTION I: OPEN SESSION**

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

### **1 CALL TO ORDER**

### **2 ROLL CALL**

### **3 ANNOUNCEMENTS**

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

### **4 BOARD OF DIRECTORS COMMENTS**

### **5 COMMUNICATIONS TO THE BOARD OF DIRECTORS**

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

- 5.1 May 24, 2018 Letter to the Board from Geoffrey Ellis

### **6 WRITTEN COMMUNICATIONS FROM MAC (if applicable)**

### **7 LABOR ORGANIZATION COMMUNICATIONS**

### **8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

## **CONSENT AGENDA**

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

**9-01 RECOMMENDED ACTION ON TORT CLAIMS**

Alex Clifford, CEO/General Manager

**9-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF MAY 2018**

Angela Aitken, Finance Manager

**9-03 ACCEPT AND FILE: MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF APRIL 18, 2018**

Alex Clifford, CEO/General Manager

**9-04 ACCEPT AND FILE: MINUTES OF THE MAY 18, 2018 BOARD OF DIRECTORS MEETING**

Alex Clifford, CEO/General Manager

**9-05 ACCEPT: A SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

Angela Aitken, Finance Manager

**9-06 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY18 REVISED CAPITAL BUDGET**

Angela Aitken, Finance Manager

**9-07 APPROVE: RENEWAL OF AGREEMENT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES**

Angela Aitken, Finance Manager

**9-08 APPROVE: RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY19**

Angela Aitken, Finance Manager

**9-09 APPROVE: CONSIDERATION TO PURCHASE GENFARE (GFI) TICKET VENDING MACHINE (TVM) CREDIT CARD READERS**

Angela Aitken, Finance Manager

**9-10 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A LOAN APPLICATION & CONSTRUCTION CONTRACT FOR AN ENERGY EFFICIENT LED LIGHTING RETROFIT & CALL FOR A PUBLIC HEARING ON AN ENERGY SERVICE CONTRACT**

Eddie Benson, Maintenance Manager

**9-11 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 1<sup>ST</sup> QUARTER OF FY19**

Erron Alvey, Purchasing Manager

- 9-12 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO T. BOYD CONSTRUCTION FOR INSTALLATION OF BOLLARDS AND PIPE PROTECTION AT THE JUDY K. SOUZA OPERATIONS FACILITY**  
Erron Alvey, Purchasing Manager
- 9-13 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 6<sup>TH</sup> AMENDMENT EXTENDING THE CONTRACT FOR ONE YEAR WITH ALLIANT INSURANCE SERVICES, INC. FOR EXCESS WORKERS' COMPENSATION INSURANCE**  
Jolene Church, Human Resources Manager
- 9-14 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO MARK THOMAS & COMPANY, INC. FOR CONCEPTUAL LAYOUT DRAWINGS FOR DOWNTOWN TRANSIT CENTER NOT TO EXCEED \$31,440**  
Barrow Emerson, Planning and Development Manager
- 9-15 APPROVE: CONSIDER ADOPTING A RESOLUTION TO AUTHORIZE THE CEO TO SUBMIT GRANT APPLICATIONS AND EXECUTE AGREEMENTS TO RECEIVE FEDERAL FUNDS FROM THE LOW AND NO EMISSION BUS PROGRAM (LOW NO) AND FROM THE BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT PROGRAM (BUILD); AND, TO USE CALIFORNIA TOLL CREDITS AS THE LOCAL MATCH FOR ANY GRANT AWARD**  
Thomas Hiltner, Grants/Legislative Analyst
- 9-16 APPROVE: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR AN ON-BOARD SURVEY AND RIDECHECK**  
Barrow Emerson, Planning and Development Manager
- 9-17 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT FOR TRANSIT SERVICES WITH THE CABRILLO COLLEGE**  
Barrow Emerson, Planning and Development Manager
- 9-18 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A ONE YEAR EXTENSION AMENDMENT (THIRD AMENDMENT) TO THE CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA SANTA CRUZ (UCSC)**  
Barrow Emerson, Planning and Development Manager
- 9-19 WATSONVILLE TRANSIT CENTER MURAL UPDATE**  
Alex Clifford, CEO/General Manager

#### **REGULAR AGENDA**

- 10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR KAREN BLIGHT AND SERAFIN RUIZ**  
Bruce McPherson, Board Chair

- 11 **PRESENTATION OF EMPLOYEE RETIREMENT RESOLUTIONS FOR STEVEN MARCUS AND SHARON TOLINE**  
Bruce McPherson, Board Chair
- 12 **CEO ORAL REPORT**  
Alex Clifford, CEO/General Manager
- 13 **PRESENTATION OF LEADERSHIP SANTA CRUZ CLASS 33 GRADUATES: LEO PENA AND PETE RASMUSSEN**  
Alex Clifford, CEO/General Manager
- 14 **INTRODUCTION OF NEW OPERATORS**  
Alex Clifford, CEO/General Manager
- 15 **STATE LEGISLATIVE UPDATE FROM JOSH SHAW OF SHAW / YODER / ANTWIH, INC.**  
Josh Shaw, Shaw/Yoder/Antwih
- 16 **FEDERAL LEGISLATIVE UPDATE FROM CHRIS GIGLIO OF CAPITAL EDGE**  
Chris Giglio, Capital Edge
- 17 **PUBLIC HEARING: FINAL ADOPTION OF SANTA CRUZ METRO'S FINAL FY19 AND FY20 OPERATING BUDGETS, FINAL FY19 CAPITAL BUDGET TO COMMENCE AT 9:00AM OR AS SOON THEREAFTER AS THE MATTER CAN BE HEARD**  
Angela Aitken, Finance Manager
- 18 **ORAL METRO ADVISORY COMMITTEE (MAC) SEMI-ANNUAL REPORT**  
Michael Pisano, MAC Chair
- 19 **APPROVE: CONSIDERATION OF OPENING A PUBLIC COMMENT PERIOD ON THE PROPOSED ELIMINATION OF ROUTES 33 AND 34 DUE TO LOW RIDERSHIP**  
Barrow Emerson, Planning and Development Manager
- 20 **ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF APRIL 30, 2018**  
Angela Aitken, Finance Manager
- 21 **APPROVE: CONSIDERATION OF APPROVING THE AMENDED DRUG AND ALCOHOL TESTING POLICY AND APPROVAL OF THE RESOLUTION REGARDING THIS ACTION**  
Jolene Church, Human Resources Manager

- 22 APPROVE: CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S AMENDED CONFLICT OF INTEREST CODE AND APPROVAL OF THE RESOLUTION CONFIRMING THIS ACTION**  
Julie A. Sherman, General Counsel
- 23 APPROVE: CONSIDERATION OF AUTHORIZING THE PROCUREMENT OF AN INTELLIGENT TRANSPORTATION SYSTEM (ITS)**  
Isaac Holly, IT Manager
- 24 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, AUGUST 24, 2018 AT 9:00 AM, AT SCOTTS VALLEY CITY CHAMBERS, ONE CIVIC CENTER DRIVE, SCOTTS VALLEY, CA**  
Bruce McPherson, Board Chair
- 25 ADJOURNMENT**  
Bruce McPherson, Board Chair

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

# COMMUNICATIONS TO THE BOARD

Geoffrey Ellis

May 24, 2018

Santa Cruz METRO,  
Attn: Executive Assistant  
110 Vernon Street  
Santa Cruz, CA 95060

To the METRO Transit Board:

There has been recent talk at the Santa Cruz City Council about commandeering the Soquel Park and Ride on Paul Sweet Road, APN 02505406, for use as a homeless camp. I ask that you keep this property for transportation purposes. The property is needed for its current use and would be difficult for the District to replace.

Thank you.

Regards



Geoffrey Ellis



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**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS**

**I. RECOMMENDED ACTION**

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

**II. SUMMARY**

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

**III. DISCUSSION/BACKGROUND**

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

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None

**V. ALTERNATIVES CONSIDERED**

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

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

**VI. DESCRIPTION OF CLAIMS**

Claimant	Claim #	Description	Recommended Action
Parker, Barbara	18-0011	Claimant alleges that a METRO bus entered her lane and collided with her car. Amount of claim: \$3,399.73.	Reject
Johnson, James	18-0012	Claimant alleges that he was injured from falling off the bus and out of his wheelchair when the Bus Operator directed him to exit before extending the ramp. Amount of claim: \$1,080,000.00.	Reject

Prepared by: Tom Szeszowicki, Safety Specialist

**VII. APPROVAL:**

Alex Clifford, CEO/General Manager

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to read 'Alex Clifford'.

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**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL  
DETAIL FOR THE MONTH OF MAY 2018**

**I. RECOMMENDED ACTION**

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

**II. SUMMARY**

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

**III. DISCUSSION/BACKGROUND**

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

All invoices submitted for the month of May 2018 have been processed, checks issued and signed by the Finance Manager.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

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

**V. ALTERNATIVES CONSIDERED**

N/A

**VI. ATTACHMENTS**

**Attachment A:** Check Journal Detail for the Month of May 2018

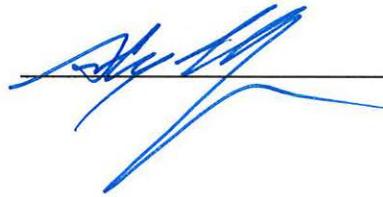
Prepared By: Holly Alcorn, Senior Accounting Technician

**VII. APPROVALS:**

Angela Aitken, Finance Manager

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_

# Attachment A

DATE 06/04/18 09:01

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

PAGE 1

DATE: 05/01/18 THRU 05/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
62154	05/07/18	37.53 002941	37.53	AA SAFE & SECURITY CO		86522	10 KEYS	37.53	
62155	05/07/18	2,178.79 003151	2,178.79	ABC BUS INC		86541	INVENTORY ORDER	5.18	
						86606	INVENTORY ORDER	646.41	
						86607	INVENTORY ORDER	534.10	
						86608	INVENTORY ORDER	205.75	
						86609	INVENTORY ORDER	484.51	
						86631	INVENTORY ORDER	7.36	
						86632	INVENTORY ORDER	295.48	
62156	05/07/18	1,134.98 192	1,134.98	ALWAYS UNDER PRESSURE		86583	INVENTORY ORDER	1,134.98	
62157	05/07/18	1,819.30 001	1,819.30	***DO NOT USE***AT&T		86540	3/13-4/12 POINT2POIN	1,819.30	VOIDED
62157	05/07/18	-1,819.30 001	-1,819.30	***DO NOT USE***AT&T		86540	3/13-4/12 POINT2POIN	-1,819.30	**VOID
62158	05/07/18	934.79 001D	934.79	AT&T		86525	3/10-4/9 INTERNET	934.79	
62159	05/07/18	639.82 002689	639.82	B & B SMALL ENGINE CORP		86582	TRIMMER	639.82	
62160	05/07/18	1,656.80 003185	1,656.80	B&C TRUCK ELECTRIC SERVICE INC		86549	INVENTORY ORDER	1,656.80	
62161	05/07/18	92.62 002363	92.62	BATTERIES PLUS #314		86523	BATTERIES	92.62	
62162	05/07/18	874.00 478	874.00	BEE CLENE INC	0	86629	CARPET CLEANING VERN	874.00	
62163	05/07/18	7,551.25 002035	7,551.25	BOWMAN & WILLIAMS INC		86520	MAR 18 EV CHARGING	7,551.25	
62164	05/07/18	6,473.55 909	6,473.55	CLASSIC GRAPHICS		86519	MIDLIFE VEH #2311	6,473.55	
62165	05/07/18	10,784.62 001124	10,784.62	CLEAN ENERGY		86599	LNG 4/2/18	6,112.26	
						86600	LNG 4/6/18	4,672.36	
62166	05/07/18	450.00 003102	450.00	CLEVER DEVICES LTD		86517	INVENTORY ORDER	450.00	
62167	05/07/18	172.66 E957	172.66	CLIFFORD, ALEX		86619	MEETING REIMBURSEMEN	172.66	
62168	05/07/18	903.81 075	903.81	COAST PAPER & SUPPLY INC.		86559	CUSTODIAL SUPPLIES	903.81	
62169	05/07/18	4,976.58 003116	4,976.58	CUMMINS PACIFIC LLP		86514	INVENTORY ORDER	758.83	
						86515	INVENTORY ORDER	3,778.32	
62170	05/07/18	4,283.31 003274	4,283.31	EAST BAY TIRE CO.		86591	INVENTORY ORDER	439.43	
						86547	TIRES	549.99	
						86548	TIRES	725.38	
						86581	TIRES	435.98	
						86589	TIRES	65.00	
						86622	TIRES	483.59	
						86623	TIRES	151.83	
						86624	TIRES	366.66	
						86625	TIRES	483.46	
						86626	TIRES	1,021.42	
62171	05/07/18	82.54 001172	82.54	FERGUSON ENTERPRISES INC. #795		86554	INVENTORY ORDER	82.54	
62172	05/07/18	12,049.63 002952	12,049.63	FLYERS ENERGY LLC		86586	4/1-4/15 FUEL	2,388.25	
62173	05/07/18	57.72 003279	57.72	FRONTIER COMMUNICATIONS CORP		86604	4/1-4/15 FUEL PC	9,661.38	
62174	05/07/18	475.82 282	475.82	GRAINGER		86561	4/16-5/15 SKY-RIVER	57.72	
						86562	INVENTORY ORDER	55.00	
						86562	RPR RESTROOM	172.01	
						86563	INVENTORY ORDER	114.52	
						86564	RPR ELECTRICAL	134.29	
62175	05/07/18	736.63 166	736.63	HOSE SHOP, THE INC		86555	BUS WASHER NOZZLE	9.94	
62176	05/07/18	12,209.40 002979	12,209.40	HUNT & SONS, INC.		86603	INVENTORY ORDER	726.69	
						86543	INVENTORY ORDER	11,002.65	

# Attachment A

DATE 06/04/18 09:01

PAGE 2

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

DATE: 05/01/18 THRU 05/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
62177	05/07/18	663.60 1117	KELLEY'S SERVICE INC.			86544	INVENTORY ORDER	1,206.75	
						86550	INVENTORY ORDER	51.50	
						86567	INVENTORY ORDER	175.20	
						86576	INVENTORY ORDER	57.29	
						86577	INVENTORY ORDER	4.34	
						86578	INVENTORY ORDER	26.16	
						86579	INVENTORY ORDER	301.71	
						86580	CREDIT	-6.00	
						86587	INVENTORY ORDER	47.55	
						86588	RPR VEH #2201	5.85	
						86546	INVENTORY ORDER	2,757.20	
62178	05/07/18	2,757.20 001233	KIMBALL MIDWEST			86572	4/28-5/27 LEASE ADM	157.36	
62179	05/07/18	157.36 003059	MAILFINANCE INC			86516	DIESEL 4/16/18	19,858.44	
62180	05/07/18	19,858.44 003017	MANSFIELD OIL CO OF GAINSVILLE			86627	CALIBRATION TESTING	3,980.50	
62181	05/07/18	6,093.50 003368	MDC SYSTEMS CORP			86628	WALL SWITCHES PARTS	2,113.00	
62182	05/07/18	403.30 001052	MID VALLEY SUPPLY INC.			86558	CUSTODIAL SUPPLIES	403.30	
62183	05/07/18	3,855.15 001802	NATIONAL BUSINESS FURNITURE,			86637	FIREKING 4DRAWER CAB	3,855.15	
62184	05/07/18	20.00 003326	NIDAL HALABI & NADA ALGHARIB			86568	NAME PLATE	20.00	
62185	05/07/18	147.56 004	NORTH BAY FORD LINC-MERCURY			86566	RPR VEH #1106 PC	147.56	
62186	05/07/18	3,449.85 003115	OFFICE TEAM			86634	TEMP W/E 4/20/18	1,490.40	
						86635	TEMP W/E 4/20/18	738.72	
						86636	TEMP W/E 4/20/18	1,220.73	
62187	05/07/18	737.38 009	PACIFIC GAS & ELECTRIC			86598	3/8-4/5 PARACRUZ	737.38	
62188	05/07/18	708.10 043	PALACE ART & OFFICE SUPPLY			86521	OFFICE SUPPLIES	427.57	
						86552	OFFICE SUPPLIES	51.15	
						86553	OFFICE SUPPLIES	229.38	
62189	05/07/18	36,517.10 002939	PREFERRED BENEFIT			86512	APR 18 DENTAL	36,517.10	
62190	05/07/18	425.10 882	PRINT SHOP SANTA CRUZ		7	86573	BUS OPERATOR STICKER	425.10	
62191	05/07/18	253.67 107A	PROBULD COMPANY LLC			86536	SINK JANITORS CLOSET	3.23	
						86537	INVENTORY ORDER	95.90	
						86538	RPR DRAIN WTC	15.86	
						86539	RPR PLUMBING OPS	22.33	
						86602	INVENTORY ORDER	116.35	
						86551	INVENTORY ORDER	66.60	
62192	05/07/18	355.05 135	SANTA CRUZ AUTO PARTS, INC.			86569	CREDIT	-78.54	
						86570	CREDIT	-52.56	
						86571	INVENTORY ORDER	141.84	
						86575	INVENTORY ORDER	277.71	
62193	05/07/18	150.00 002700	SANTA CRUZ COUNTY ENVIRONMENTAL			86574	PACIFIC STAT CONSULT	150.00	
62194	05/07/18	10,984.94 079	SANTA CRUZ MUNICIPAL UTILITIES			86526	3/7-4/5 GOLF CLUB	1,381.89	
						86527	3/7-4/5 VERNON	493.99	
						86528	3/7-4/5 1200B RIVER	3,623.03	
						86529	3/7-4/5 1200A RIVER	308.34	
						86530	3/7-4/5 1200RIV IRR	183.00	
						86531	3/7-4/5 GOLF IRR	10.53	
						86532	3/7-4/5 PACIFIC ISLA	54.03	

# Attachment A

DATE 06/04/18 09:01

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

DATE: 05/01/18 THRU 05/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
62195	05/07/18					86533	3/7-4/5 PACIFIC	3,917.95	
62196	05/07/18	184.00 149	2,811.38 003292	SANTA CRUZ SENTINEL	0	86534	3/7-4/5 WATER-GOVT	1,000.56	
				SLINGSHOT CONNECTIONS LLP		86535	3/7-4/5 VERNON IRRIG	11.62	
62197	05/07/18	3,881.56 003108		SOUND WAVES INSULTION INC		86595	TEMP W/E 4/15/18	1,378.13	
62198	05/07/18	514.30 001008		SWAGELOK NORTHERN CALIFORNIA		86596	TEMP W/E 4/8/18	1,433.25	
62199	05/07/18	4,200.98 003285		TRANSIT HOLDINGS INC		86545	INVENTORY ORDER	3,881.56	
						86594	INVENTORY ORDER	496.94	
						86542	INVENTORY ORDER	46.83	
						86592	INVENTORY ORDER	1,090.14	
						86610	RPR VEH #1301	225.84	
						86611	INVENTORY ORDER	16.97	
						86620	INVENTORY ORDER	2,680.90	
						86621	INVENTORY ORDER	140.30	
62200	05/07/18	202.39 003268		TWO GO LLC DBA MONTEREY BAY		86590	INVENTORY ORDER	202.39	
62201	05/07/18	347.08 003152		UNIFIRST CORPORATION		86556	MATS	6.48	
						86557	CUSTODIAL SUPPLIES	41.78	
						86560	MATS TOWELS	7.58	
						86565	MATS TOWELS	7.58	
						86584	LAUNDRY SERVICE	207.15	
						86585	CUSTODIAL SUPPLIES	76.51	
62202	05/07/18	73.18 007		UNITED PARCEL SERVICE		86518	FREIGHT	73.18	
62203	05/07/18	321.68 003093		UPS FREIGHT		86633	FREIGHT	321.68	
62204	05/07/18	205.63 002829		VALLEY POWER SYSTEMS, INC.		86601	CREDIT	-170.31	
						86612	CREDIT	-68.13	
						86613	CREDIT	-1,839.38	
						86614	CREDIT	-68.13	
						86615	CREDIT	-170.31	
						86616	INVENTORY ORDER	29.92	
						86617	INVENTORY ORDER	16.33	
						86618	INVENTORY ORDER	2,475.64	
62205	05/07/18	75.00 001165		VU, THANH DR. MD	7	86513	DMV EXAM	75.00	
62206	05/07/18	3,986.00 186		WILSON, GEORGE H., INC.		86524	RPR SEWER LINE OPS	3,986.00	
62207	05/07/18	163.15 148		ZEP SALES & SERVICE INC.		86605	PARTS WASHER SOAP	163.15	
62208	05/14/18	650.00 E930		ALMANZA, CANDIS		86654	TRAVEL ADVANCE	650.00	
62209	05/14/18	1,098.81 192		ALWAYS UNDER PRESSURE		86656	PUMP REPLACEMENT	1,098.81	
62210	05/14/18	6,109.62 001D		AT&T		86638	3/19-4/18 MAIN ACCT	3,707.10	
						86711	3/13-4/12 POINT2POIN	1,819.30	
						86728	3/19-4/18 OCEAN-SKY	281.45	
						86729	3/19-4/18 OCEAN-CEME	165.13	
						86771	3/19-4/18 ELEV OPS	136.64	
						86672	3/24-4/23 BUS WIFI	980.23	
62211	05/14/18	980.23 003105		AT&T MOBILITY		86650	MAY 18 TFA FEES	4,927.41	
62212	05/14/18	4,927.41 001348		ATHENS INSURANCE SERVICE, INC.		86726	INVENTORY ORDER	1,656.80	
62213	05/14/18	1,656.80 003185		B&C TRUCK ELECTRIC SERVICE INC		86685	BATTERIES	141.95	
62214	05/14/18	141.95 002363		BATTERIES PLUS #314					

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62215	05/14/18	3,461.15 059	BATTERIES USA, INC.	86705	BATTERIES	3,461.15			
62216	05/14/18	4,286.67 588	CALTIP	86649	APR 18 CODE = 5100	4,286.67			
62217	05/14/18	5,250.00 001324	CAPITALEGE ADVOCACY, INC.	86648	MAY 18 LEGISLATE SVC	5,250.00			
62218	05/14/18	1,409.81 130	CITY OF WATSONVILLE UTILITIES	86680	3/19-4/16 WATER IRRI	35.34			
				86681	3/19-4/16 WATER WTC	73.53			
				86682	3/19-4/16 WATER WTC	434.00			
				86683	4/20 SOLID WASTE	866.94			
62219	05/14/18	2,372.25 909	CLASSIC GRAPHICS	86686	DECALS VEH #1701 PC	2,372.25			
62220	05/14/18	19,820.76 001124	CLEAN ENERGY	86699	LNG 4/12/18	6,392.60			
				86700	LNG 4/10/18	6,748.66			
				86701	LNG 4/4/18	5,608.20			
				86749	BALL VALVE	1,071.30			
62221	05/14/18	676.89 075	COAST PAPER & SUPPLY INC.	86679	CUSTODIAL SUPPLIES	595.14			
				86731	CUSTODIAL SUPPLIES	81.75			
62222	05/14/18	115.29 002063	COSTCO	86763	4/27 BOD MEETING	115.29			
62223	05/14/18	3,262.20 003116	CUMMINS PACIFIC LLP	86710	INVENTORY ORDER	135.04			
				86712	RPR VEH #2806	188.57			
				86721	INVENTORY ORDER	10.50			
				86722	INVENTORY ORDER	449.59			
				86723	INVENTORY ORDER	1,047.53			
				86734	INVENTORY ORDER	1,430.97			
62224	05/14/18	2,126.25 002946	DAY WIRELESS SYSTEMS	86740	APR 18 MAINTENANCE	2,126.25			
62225	05/14/18	2,967.61 003274	EAST BAY TIRE CO.	86725	TIRES	1,021.42			
				86760	FORKLIFT TIRES #700	542.40			
				86761	TIRES	522.02			
				86762	TIRES	881.77			
62226	05/14/18	2,170.00 432	EXPRESS SERVICES INC.	86642	TEMP W/E 1/14/18	2,170.00			
62227	05/14/18	3,436.73 002952	FLYERS ENERGY LLC	86707	4/16-4/30 FUEL	3,436.73			
62228	05/14/18	9,009.38 001302	GARDA CL WEST, INC.	86652	MAY 18 SERVICES	277.70			
				86653	MAY 18 VAULT SERVICE	8,731.68			
				86678	INVENTORY ORDER	12.11			
62229	05/14/18	2,052.09 282	GRAINGER	86720	INVENTORY ORDER	156.75			
				86750	PAINT SUPPLIES	31.55			
				86753	INVENTORY ORDER	137.87			
				86754	INVENTORY ORDER	95.45			
				86755	PERMIT HOLDERS	38.00			
				86765	BATTERIES	62.78			
				86766	INVENTORY ORDER	368.94			
				86767	INVENTORY ORDER	12.38			
				86768	PORTABLE 2WAY RADIOS	37.58			
				86772	INVENTORY ORDER	571.33			
				86773	SENSOR ASSY OPS	527.35			
				86778	APR 18 WASTE BLOMOND	51.88			
				86779	APR 18 BIG BASIN	51.88			
				86780	APR 18 AIRPORT-FREED	51.88			
62230	05/14/18	861.52 001097	GREENWASTE RECOVERY, INC.	86781	APR 18 HWY17-BOULDER	155.64			



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62250	05/14/18	300.60 003020		QUEST DIAGNOSTIC INC.		86745	UPHOLSTERY SUPPLIES	33.33	
62251	05/14/18	1,235.37 E991		RASMUSSEN, PETE		86751	INVENTORY ORDER	14.12	
62252	05/14/18	199.00 061		REGISTER PAJARONIAN LLC		86752	DOOR HOLDER	9.60	
62253	05/14/18	102.24 536		RIVERSIDE LIGHTING & ELECTRIC		86774	TOOL	216.91	
						86775	TOOL	40.69	
62254	05/14/18	273.44 E334		ROCHA, LUIS		86639	APR 18 DOT DRUG TEST	300.60	
62255	05/14/18	389.93 135		SANTA CRUZ AUTO PARTS, INC.		86790	TRAVEL REIMBURSEMENT	1,235.37	
						86789	PUBLIC MEETING ADV	199.00	
						86670	LIGHT RESTROOM SMC	14.08	
						86671	EMERGENCY LIGHTS	9.55	
						86674	RPR LIGHTS	78.61	
						86792	TRAVEL REIMBURSEMENT	273.44	
						86733	INVENTORY ORDER	88.10	
						86744	INVENTORY ORDER	191.54	
						86757	RPR WHEELCHAIR RAMP	96.55	
						86758	INVENTORY ORDER	13.74	
62256	05/14/18	2,821.00 002700		SANTA CRUZ COUNTY ENVIRONMENTAL		86684	6/1 HEALTH PERMIT	2,821.00	
62257	05/14/18	97.50 T319		SANTA CRUZ HOMELESS SERVICE		86655	REFUND INV 17957	97.50	
62258	05/14/18	40,769.65 002917		SANTA CRUZ METRO TRANSIT W/C		86651	APR 18 W/C REPLENISH	40,769.65	
62259	05/14/18	313.81 079		SANTA CRUZ MUNICIPAL UTILITIES		86697	3/13-4/11 PARACRUZ	313.81	
62260	05/14/18	344.58 002459		SCOTT'S VALLEY WATER DISTRICT		86691	2/6-4/4 WATER SVT	18.75	
						86692	2/6-4/4 WATER SVT	300.35	
						86693	3/31-4/30 REC WATER	25.48	
62261	05/14/18	15,000.00 003365		SHUTTLE BUS LEASING CORP		86698	MAY 18 ARTIC LEASE	15,000.00	
62262	05/14/18	664.90 003242		THE JANEK CORPORATION		86738	RPR ELECTRONIC ITEMS	664.90	
62263	05/14/18	297.45 E917		THORN, MIKE		86793	TRAVEL REIMBURSEMENT	297.45	
62264	05/14/18	243.00 003010		TOYOTA MATERIAL HANDLING	7	86713	RPR FORKLIFT #700	127.00	
						86714	RPR FORKLIFT #700	116.00	
62265	05/14/18	766.95 003285		TRANSIT HOLDINGS INC		86702	CREDIT	-2,097.96	
						86703	INVENTORY ORDER	64.83	
						86704	CREDIT	-59.47	
						86724	RPR VEH #9816	185.87	
						86739	RPR VEH #1305	264.99	
						86776	INVENTORY ORDER	2,408.69	
62266	05/14/18	387.76 003152		UNIFIRST CORPORATION		86664	MATS	6.48	
						86665	CUSTODIAL SUPPLIES	41.78	
						86727	MAT TOWELS	7.58	
						86742	LAUNDRY SERVICES	207.15	
						86743	CUSTODIAL SUPPLIES	76.51	
						86746	CUSTODIAL SUPPLIES	41.78	
						86747	MATS OPS	6.48	
62267	05/14/18	38.16 007		UNITED PARCEL SERVICE		86706	FREIGHT	38.16	
62268	05/14/18	1,829.15 001353		VISION COMMUNICATIONS		86777	RADIOS #1713,14,15	1,829.15	
62269	05/14/18	300.00 001165		VU, THANH DR. MD	7	86644	DMV EXAM	75.00	
						86645	DMV EXAM	75.00	
						86646	DMV EXAM	75.00	

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62270	05/14/18	40.00 003290	40.00	WORKFORCEQA LLC		86756	DMV EXAM	75.00	
62271	05/14/18	321.89 147	321.89	ZEE MEDICAL SERVICE CO.		86640	MAR 18 DOT DRUG TEST	40.00	
						86658	FIRST AID KIT REPLEN	18.60	
						86659	FIRST AID KIT REPLEN	20.31	
						86660	FIRST AID KIT REPLEN	30.43	
						86661	FIRST AID KIT REPLEN	67.69	
						86662	FIRST AID KIT REPLEN	28.84	
						86663	FIRST AID KIT REPLEN	156.02	
62272	05/14/18	403.84 E957	403.84	CLIFFORD, ALEX		86795	TRAVEL REIMBURSEMENT	403.84	
62273	05/21/18	508.77 003151	508.77	ABC BUS INC		86820	INVENTORY ORDER	508.77	
62274	05/21/18	394.60 E636	394.60	AGUIRRE, CIRO		86834	TRAVEL REIMBURSEMENT	394.60	
62275	05/21/18	84.52 E437	84.52	AITKEN, ANGELA		86860	MEETING REIMBURSEMENT	84.52	
62276	05/21/18	437.50 497A	437.50	AMERICAN PUBLIC TRANSPORTATION		86833	JOB PLACEMENT AD	437.50	
62277	05/21/18	19,440.00 003362	19,440.00	APOLLO VIDEO TECHNOLOGY LLC		86835	VEHICLE CAMERA PROJ	21,189.60	
						86836	CREDIT SALES TAX	-1,749.60	
62278	05/21/18	574.90 001D	574.90	AT&T		86844	APR 18 PT TO PT WTC	574.90	
62279	05/21/18	56.66 002363	56.66	BATTERIES PLUS #314		86854	BATTERIES	56.66	
62280	05/21/18	695.00 478	695.00	BEE CLENE INC	0	86875	4/21 CARPET CLEANING	500.00	
						86876	4/22 CARPET CLEAN OP	195.00	
62281	05/21/18	555.00 002035	555.00	BOWMAN & WILLIAMS INC		86885	APR 18 EV CHARGING	555.00	
62282	05/21/18	5,104.77 001356	5,104.77	BRENCO OPERATING-TEXAS, LP		86810	INVENTORY ORDER	2,430.56	
						86811	INVENTORY ORDER	2,674.21	
62283	05/21/18	272.73 542	272.73	CAIG LABORATORIES INC.		86848	INVENTORY ORDER	272.73	
62284	05/21/18	259.29 001159	259.29	CATTO'S GRAPHICS, INC.		86846	BUS STOP STICKERS	119.90	
						86871	MEASURE D STICKERS	139.39	
62285	05/21/18	5,278.11 002627	5,278.11	CDW GOVERNMENT, INC.		86796	15 HP WORKSTATIONS	5,278.11	
62286	05/21/18	45.87 001346	45.87	CITY OF SANTA CRUZ-FINANCE		86864	LANDFILL	45.87	
62287	05/21/18	8,845.80 909	8,845.80	CLASSIC GRAPHICS		86797	MIDLIFE VEH #1003	6,473.55	
						86798	DECALS VEH #1702	2,372.25	
62288	05/21/18	37,913.64 001124	37,913.64	CLEAN ENERGY		86804	LNG 4/16/18	7,044.69	
						86805	LNG 4/18/18	5,498.38	
						86806	LNG 4/20/18	5,203.03	
						86807	LNG 4/24/18	6,927.37	
						86872	LNG 4/26/18	6,339.40	
						86873	LNG 4/30/18	6,900.77	
62289	05/21/18	6,970.45 003034	6,970.45	COASTAL LANDSCAPING INC. DBA		86879	RPR IRRIGATION OPS	1,535.78	
						86880	D RIP IRRIG WTC	1,834.67	
						86881	REMOVE TREE STUMP WT	3,600.00	
62290	05/21/18	1,053.00 003256	1,053.00	COMCAST HOLDINGS CORPORATION		86822	3/26-4/29 PSA TV	1,053.00	
62291	05/21/18	272.00 367	272.00	COMMUNITY TELEVISION OF		86838	4/27 BOD MEETING	272.00	
62292	05/21/18	3,089.43 003116	3,089.43	CUMMINS PACIFIC LLP		86867	INVENTORY ORDER	192.18	
						86869	RPR VEH #1003	2,897.25	
62293	05/21/18	64.00 002567	64.00	DEPARTMENT OF JUSTICE		86825	APR 18 FINGERPRINTIN	64.00	
62294	05/21/18	2,042.84 003274	2,042.84	EAST BAY TIRE CO.		86852	TIRES	2,042.84	
62295	05/21/18	4,034.82 432	4,034.82	EXPRESS SERVICES INC.		86826	TEMP W/E 4/8/18	936.57	
						86827	TEMP W/E 4/15/18	668.25	

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62296	05/21/18	10,965.05 002952	10,965.05	FLYERS ENERGY LLC		86828	TEMP W/E 4/22/18	799.88	
62297	05/21/18	142.96 282	142.96	GRAINGER		86829	TEMP W/E 4/29/18	916.31	
62298	05/21/18	319.01 001097	319.01	GREENWASTE RECOVERY, INC.		86830	TEMP W/E 5/6/18	713.81	
62299	05/21/18	34,662.70 003109	34,662.70	HANSON BRIDGETT LLP		86812	4/16-4/30 FUEL PC	10,965.05	
						86813	INVENTORY ORDER	115.16	
						86814	RPR VEH #908	27.80	
						86824	APR18 WASTE PARACRUZ	24,000.00	
						86888	APR 18 RETIANER	2,267.50	
						86889	M# 032117.003001	215.50	
						86890	M# 032117.006003	1,703.50	
						86891	M# 032117.006006	620.00	
						86892	M# 032117.006008	4,316.20	
						86893	M# 032117.006009	1,540.00	
						86894	M# 032117.008002	1,355.53	
62300	05/21/18	1,355.53 003380	1,355.53	HEARST STATIONS INC		86861	PSA ADS	123.04	
62301	05/21/18	417.50 166	417.50	HOSE SHOP, THE INC		86849	RPR VEH #2221	294.46	
62302	05/21/18	4,330.40 002979	4,330.40	HUNT & SONS, INC.		86850	INVENTORY ORDER	1,806.25	
62303	05/21/18	42.67 039	42.67	KINKO'S INC.		86818	INVENTORY ORDER	2,524.15	
62304	05/21/18	816.72 406	816.72	MESITI-MILLER ENGINEERING, INC 0		86819	INVENTORY ORDER	42.67	
62305	05/21/18	200.00 003061	200.00	NEOFUNDS BY NEOPOST DBA		86859	AERIAL MAP	262.70	
62306	05/21/18	13,324.60 003218	13,324.60	NVB EQUIPMENT, INC.		86886	MECHANICAL PLAT 4/25	554.02	
62307	05/21/18	2,993.47 003115	2,993.47	OFFICE TEAM		86887	JKS PIPE PROTECTION	200.00	
62308	05/21/18	2,136.11 364	2,136.11	OVERHEAD DOOR CO. OF SALINAS		86823	***-***-***-1598	13,324.60	
62309	05/21/18	5,394.71 009	5,394.71	PACIFIC GAS & ELECTRIC		86884	FIRE SUPPRESSION SYS	1,405.26	
62310	05/21/18	74.39 023	74.39	PACIFIC TRUCK PARTS, INC.		86882	TEMP W/E 5/4/18	1,588.21	
62311	05/21/18	69.27 043	69.27	PALACE ART & OFFICE SUPPLY		86839	QTRLY MAINTENANCE	2,136.11	
62312	05/21/18	74.84 107A	74.84	PROBUILD COMPANY LLC		86865	3/28-4/26 PACIFIC	2,470.20	
62313	05/21/18	157.30 003266	157.30	REFLECTIVE APAREL FACTORY INC		86866	3/28-4/26 1200ARIVER	2,864.72	
62314	05/21/18	436.84 215	436.84	RICOH USA, INC. TX		86874	4/3-5/2 SVT TENANT	59.79	
62315	05/21/18	2,757.99 001379	2,757.99	SAFETY-KLEEN INC		86851	INVENTORY ORDER	74.39	
62316	05/21/18	40.00 001292	40.00	SANTA CRUZ RECORDS MNGMT INC		86799	OFFICE SUPPLIES	69.27	
62317	05/21/18	331.60 149	331.60	SANTA CRUZ SENTINEL	0	86855	TOOL	31.45	
62318	05/21/18	1,947.75 003292	1,947.75	SLINGSHOT CONNECTIONS LLP		86856	INVENTORY ORDER	43.39	
62319	05/21/18	94.76 115	94.76	SNAP-ON INDUSTRIAL		86870	REFLECTIVE VESTS	157.30	
62320	05/21/18	15,480.94 001075	15,480.94	SOQUEL III ASSOCIATES		86857	4/26-5/25 RENEWAL	436.84	
62321	05/21/18	204.09 001040	204.09	TERRYBERRY CO., LLC		86863	PARTS WASHER SOLVENT	2,757.99	
62322	05/21/18	4,122.64 003285	4,122.64	TRANSIT HOLDINGS INC		86853	APR 18 SHREDDING WTC	40.00	
						86858	CANCEL PUBLIC HEARIN	250.00	
						86878	RFP BATTERIES	81.60	
						86800	TEMP W/E 4/29/18	551.25	
						86801	TEMP W/E 4/22/18	1,396.50	
						86847	TOOL	94.76	
						86845	JUN 18 RENT	15,480.94	
						86837	ANNIVERSARY AWARD	204.09	
						86815	INVENTORY ORDER	76.36	

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62323	05/21/18	14,405.60 057		U.S. BANK			INVENTORY ORDER	19.11	
62324	05/21/18	242.29 003152		UNIFIRST CORPORATION			INVENTORY ORDER	2,326.59	
62325	05/21/18	69.23 007		UNITED PARCEL SERVICE			INVENTORY ORDER	49.99	
62326	05/21/18	2,503.82 002829		VALLEY POWER SYSTEMS, INC.			INVENTORY ORDER	1,650.59	
62327	05/21/18	221.76 434		VERIZON WIRELESS	0		***-***-***-5056	14,405.60	
62328	05/21/18	150.00 001165		VU, THANH DR. MD	7		LAUNDRY SERVICE	14.93	
62329	05/21/18	1,051.30 915		WORKIN.COM, INC.			LAUNDRY SERVICE	14.93	
62330	05/28/18	7.52 003151		ABC BUS INC			CUSTODIAL SUPPLIES	76.51	
62331	05/28/18	96,423.58 003352		ALTEC INC			LAUNDRY SERVICE	135.92	
62332	05/28/18	473.50 192		ALWAYS UNDER PRESSURE			LAUNDRY SERVICE	135.92	
62333	05/28/18	429.00 003199		B & H FOTO & ELECTRONICS CORP			FREIGHT	69.23	
62334	05/28/18	138.59 002363		BATTERIES PLUS #314			INVENTORY ORDER	378.25	
62335	05/28/18	1,170.49 914		CALTRONICS BUSINESS SYSTEMS			INVENTORY ORDER	2,125.57	
62336	05/28/18	88.90 M022		CAPELLA, KATHLEEN			DMV EXAM	221.76	
62337	05/28/18	2,448.00 002109		CITY OF SANTA CRUZ/PARKING			DMV EXAM	75.00	
62338	05/28/18	1,270.52 E957		CLIFFORD, ALEX			DMV EXAM	75.00	
62339	05/28/18	310.96 075		COAST PAPER & SUPPLY INC.			DMV EXAM	75.00	
62340	05/28/18	2,890.00 003034		COASTAL LANDSCAPING INC. DBA			JOB PLACEMENT AD	297.30	
62341	05/28/18	1,199.32 003116		CUMMINS PACIFIC LLP			JOB PLACEMENT AD	754.00	
62342	05/28/18	1,477.89 003274		EAST BAY TIRE CO.			INVENTORY ORDER	7.52	
62343	05/28/18	1,335.00 003153		ENVIRONMENTAL LOGISTICS INC			INVENTORY ORDER	96,423.58	
62344	05/28/18	39,325.80 002295		FIRST ALARM			BOOM TRUCK VEH #1725	473.50	
62345	05/28/18	55.41 002952		FLYERS ENERGY LLC			LANDA PUMP VERNON	429.00	
62346	05/28/18	124.47 003279		FRONTIER COMMUNICATIONS CORP			OFFICE SUPPLIES	138.59	
62347	05/28/18	75.00 003286		GARY RICHARD SNYDER			OFFICE SUPPLIES	1,170.49	
62348	05/28/18	153.81 647		GENFARE A DIV OF SPX CORP			JUN 18 RETIREE SUPP	88.90	
							JUL-DEC PARKING PERM	2,448.00	
							TRAVEL REIMBURSEMENT	713.80	
							TRAVEL REIMBURSEMENT	556.72	
							CUSTODIAL SUPPLIES	225.96	
							CUSTODIAL SUPPLIES	85.00	
							MAY 18 LANDSCAPING	2,890.00	
							INVENTORY ORDER	122.47	
							INVENTORY ORDER	29.32	
							INVENTORY ORDER	1,047.53	
							DATE CORRECTION	-14,150.32	
							DATE CORRECTION	14,150.32	
							TIRES	1,021.42	
							TIRES	183.33	
							TIRES	273.14	
							NON HAZARDOUS WASTE	1,335.00	
							APR 18 SECURITY OPS	800.00	
							APR 18 SECURITY ALL	38,525.80	
							PROPANE	55.41	
							5/13-6/12 SKY-OCEAN	66.75	
							5/16-6/15 SKY-RIVER	57.72	
							BIKE RACK PREP WELD	75.00	
							INVENTORY ORDER	44.93	

# Attachment A

DATE 06/04/18 09:01

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

DATE: 05/01/18 THRU 05/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
62349	05/28/18	117	321.00	GILLIG LLC		86954	INVENTORY ORDER	108.88	
62350	05/28/18	M041	44.45	GOUVEIA, ROBERT	0	86915	INVENTORY ORDER	255.82	
62351	05/28/18	001745	15,176.49	HARTFORD LIFE AND ACCIDENT INS		86917	INVENTORY ORDER	65.18	
62352	05/28/18	166	57.12	HOSE SHOP, THE INC		86979	JUN 18 RETIREE SUPP	44.45	
62353	05/28/18	1117	536.79	KELLEY'S SERVICE INC.		86986	MAY 18 LTD	11,042.04	
62354	05/28/18	001233	53.02	KIMBALL MIDWEST		86987	MAY 18 LIFE AD&D	4,134.45	
62355	05/28/18	003059	208.78	MAILFINANCE INC		86943	INVENTORY ORDER	40.70	
62356	05/28/18	003017	20,180.26	MANSFIELD OIL CO OF GAINSVILLE		86944	SIDWALK WASHER PART	16.42	
62357	05/28/18	980	19.55	MCMASTER-CARR SUPPLY CO		86907	INVENTORY ORDER	87.45	
62358	05/28/18	001064	5,396.93	MUNICIPAL MAINTENANCE EQUIPMNT		86921	INVENTORY ORDER	230.14	
62359	05/28/18	004	222.12	NORTH BAY FORD LINC-MERCURY		86922	INVENTORY ORDER	140.23	
62360	05/28/18	003115	921.86	OFFICE TEAM		86923	INVENTORY ORDER	95.32	
62361	05/28/18	009	2,140.47	PACIFIC GAS & ELECTRIC		86961	CREDIT	-16.35	
62362	05/28/18	043	170.82	PALACE ART & OFFICE SUPPLY		86916	RPR VEH #2221	53.02	
62363	05/28/18	M109	44.45	PEREZ, CHERYL		86957	5/3-8/2 LEASE PC	208.78	
62364	05/28/18	481	425.50	PIED PIPER EXTERMINATORS, INC.		86896	DIESEL 5/3/18	20,180.26	
62365	05/28/18	002927	155.89	PRAXAIR DISTRIBUTION, INC.		86974	INVENTORY ORDER	19.55	
62366	05/28/18	001149	334.52	PREFERRED PLUMBING, INC.		86969	INSPECT & RPR LIFTS	5,396.93	
62367	05/28/18	107A	175.11	PROBUILD COMPANY LLC		86911	INVENTORY ORDER	57.12	
62368	05/28/18	001153	593.25	REPUBLIC ELEVATOR COMPANY INC		86935	RPR VEH #807	165.00	
62369	05/28/18	M085	88.90	ROSSI, DENISE		86959	TEMP W/E 5/11/18	921.86	
62370	05/28/18	M030	44.45	ROWE, RUBY		86958	4/5-5/2 PNR SVT WTC	2,140.47	
62371	05/28/18	135	295.16	SANTA CRUZ AUTO PARTS, INC.		86908	OFFICE SUPPLIES	75.54	
62372	05/28/18	002267	2,500.00	SHAW / YODER / ANTWIH, INC.		86939	OFFICE SUPPLIES	83.57	
62373	05/28/18	115	88.88	SNAP-ON INDUSTRIAL		86940	OFFICE SUPPLIES	11.71	
62374	05/28/18	002067	1,920.00	SOILCONTROL LAB		86980	JUN 18 RETIREE SUPP	44.45	
62375	05/28/18	001976	400.22	SPORTWORKS NORTHWEST, INC.		86924	MAY 18 PEST VERNON	190.50	
						86925	MAY 18 PEST OPS CREE	105.00	
						86926	MAY 18 PEST GOLF	67.50	
						86927	MAY 18 PEST OPS PARK	62.50	
						86947	WELDING WIRE	155.89	
						86902	HOT WATER VERNON	334.52	
						86913	UNIFORM CLOSET	135.89	
						86931	FAUCET REPAIR	39.22	
						86928	MAY 18 ELEVATOR MAIN	593.25	
						86981	JUN 18 RETIREE SUPP	88.90	
						86982	JUN 18 RETIREE SUPP	44.45	
						86906	INVENTORY ORDER	174.40	
						86918	INVENTORY ORDER	1.91	
						86919	INVENTORY ORDER	10.30	
						86920	INVENTORY ORDER	108.55	
						86949	MAY 18 LEGISLATE SVC	2,500.00	
						86952	RIVET KIT	88.88	
						86941	RIVER ST SAMPLE	960.00	
						86942	GOLF CLUB SAMPLE	960.00	
						86965	INVENTORY ORDER	400.22	

# Attachment A

DATE 06/04/18 09:01

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

DATE: 05/01/18 THRU 05/31/18

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
62376	05/28/18	003285	305.16	TRANSIT HOLDINGS INC		86898	INVENTORY ORDER	46.33	
						86899	INVENTORY ORDER	88.94	
						86962	INVENTORY ORDER	120.86	
						86964	INVENTORY ORDER	49.03	
62377	05/28/18	003268	760.38	TWO GO LLC DBA MONTEREY BAY	0	86933	RPR VEH #1124 PC	760.38	
62378	05/28/18	002207	493.65	TY CUSTOM DESIGN		86932	SAFE DRIVER PATCHES	493.65	
62379	05/28/18	003152	7.58	UNIFIRST CORPORATION		86905	MATS TOWELS	7.58	
62380	05/28/18	00202	147.00	UNITED STATES POST OFFICE		86968	3 ROLLS STAMPS	147.00	
62381	05/28/18	002829	287.38	VALLEY POWER SYSTEMS, INC.		86914	INVENTORY ORDER	32.91	
						86937	INVENTORY ORDER	254.47	
62382	05/28/18	00221	2,448.77	VEHICLE MAINTENANCE PROG INC		86955	INVENTORY ORDER	30.87	
						86956	INVENTORY ORDER	2,417.90	
62383	05/28/18	00434	308.92	VERIZON WIRELESS	0	86897	4/2-5/1 PARACRUZ	308.92	
62384	05/28/18	001165	150.00	VU, THANH DR. MD	7	86973	DMV EXAM	75.00	
						86975	DMV EXAM	75.00	
62385	05/28/18	003316	275.00	WATER TECH SPECIALTIES INC		86978	APR 18 SERVICE	275.00	
62386	05/28/18	M088	44.45	YAGI, RANDY	0	86983	JUN 18 RETIREE SUPP	44.45	
TOTAL			839,959.27	ACCOUNTS PAYABLE			TOTAL CHECKS	839,959.27	

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**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY  
COMMITTEE (MAC) MEETING OF APRIL 18, 2018**

**I. RECOMMENDED ACTION**

**Board of Directors accept and file the minutes for the METRO Advisory  
Committee (MAC) meeting of April 18, 2018**

**II. SUMMARY**

- Staff is providing minutes from the MAC meeting of April 18, 2018.
- Each quarter staff will provide the minutes from the previous MAC meeting.

**III. DISCUSSION/BACKGROUND**

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

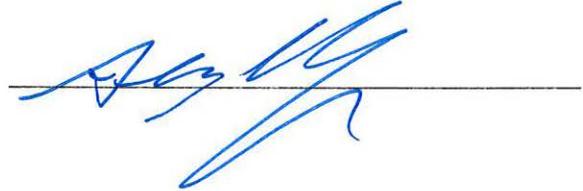
**IV. ATTACHMENTS**

**Attachment A:** Draft Minutes for the MAC meeting of April 18, 2018

Prepared By: Donna Bauer, Administrative Assistant

V. APPROVALS:

Alex Clifford, CEO/General Manager



**MINUTES\***

MAC MEETING OF APRIL 18, 2018



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

**1 CALL TO ORDER**

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

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

Michael Pisano, Chair  
Joseph Martinez, Vice Chair  
Kevin Andrews

Veronica Elsea  
Cassity Mega  
Becky Taylor

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

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

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

**2 COMMUNICATIONS TO THE METRO ADVISORY COMMITTEE**

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

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

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

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

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

MOTION: ELSEA

SECOND: ANDREWS

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

NAYES: NONE

ABSTAIN: NONE

MOTION CARRIED: UNANIMIOUS

# Attachment A

Minutes – METRO Advisory Committee

April 18, 2018

Page 2 of 4

## **4 COMMUNICATIONS FROM METRO ADVISORY COMMITTEE**

None.

## **5 UPDATE ON MAC VACANCY**

Chair Pisano informed MAC members that Jason Lopez will be joining MAC and will officially be appointed at the April 28, 2018 Board of Directors Meeting.

## **6 ORAL PRESENTATION OF FY19 AND FY20 PRELIMINARY OPERATING BUDGETS AND FY19 PRELIMINARY CAPITAL BUDGET**

Ms. Aitken, Finance Manager, distributed the March 23, 2018 Board of Directors staff report on [the FY19 and FY20 Preliminary Operating Budgets and FY19 Preliminary Capital Budget](#) (attached). Angela reviewed the revenue sources, operating expenses, personnel expenses, and non-personnel expenses.

CEO Clifford explained the significance of the upcoming ballot measures—Prop 69 in June and SB1 in November. Discussion ensued about funds at risk if SB1 is repealed in November.

Chair Pisano reminded the group that we are also waiting for the results of the UCSC vote. Ms. Aitken said monies are not added to the budget until we know for sure they are available.

Vice Chair Martinez asked if there were cameras on the buses now. CEO Clifford said that METRO used the last of its CalOES State Prop. 1B monies for cameras. Not all buses have cameras. We placed them on all of our paratransit vehicles and some of the fixed-route buses. Now we will have audio and visual information if there is an accident/incident. Ms. Mega asked if there is notification to the passengers that cameras are installed. CEO Clifford added that every bus with cameras has signage to alert passengers.

Ms. Elsea asked if METRO had submitted its Measure D plan. Mr. Emerson said that METRO turned in their first one following the June 2017 Board of Directors meeting. Our second one will be submitted after this June's Board of Directors meeting.

## **7 SERVICE PLANNING UPDATE**

Mr. Emerson, Planning and Development Manager, handed out a map showing the new alignment for Route 79 and two reports showing a comparison of February FY18 vs. FY17 route ridership and pass and fare usage (attached).

Mr. Emerson gave an overview of upcoming changes to the summer and fall schedules. He emphasized that some changes are on hold until after the November election and the outcome on the repeal of SB1.

Discussion ensued about the articulated buses running on UCSC and their fate to be determined by the student election in May 2018. If the students pass the measure, then UCSC will bring these buses back in the fall.

Chair Pisano requested Mr. Emerson review the transfer arrival times between Outbound Route 35A with Inbound Route 35 at the Scotts Valley Transit Center. Those connections seem to be off by a minute or so.

Mr. Sokolow inquired about METRO's input on the Unified Corridor Investment Study being conducted by the RTC. Mr. Emerson explained that part of the technical planning by METRO was providing the RTC with a bus network that would go with whatever they proposed to do in each corridor. In the Soquel/Freedom corridor, METRO proposed a bus route with increased frequency of service. For Hwy. 1, we looked at bus on shoulder and

# Attachment A

what we would do if they built the HOV lane. In the rail corridor, we provided what we thought was a common sense bus feeder network to the rail concept and what we also would do if it wasn't rail but bus rapid transit.

## **8 PASSENGER CODE OF CONDUCT AND SERVICE SUSPENSION/EXCLUSION POLICIES FOR FIXED-ROUTE SERVICES, TRANSIT FACILITIES AND PARACRUZ**

Ms. Gouveia, Fixed-Route Superintendent, mentioned this item had been added to the agenda so MAC could review and provide input on the policy. Ms. Elsea made the following suggestions:

- Attachment A, Section 4.01.C – Change the wording to “If possible, stand up and make yourself visible to the bus operator as the bus approaches the bus stop.”
- Attachment A, Section 5.07.C – Remove the word “unavoidable” and just say “repulsive odor.”
- Attachment A, Section 5.08.C – It states “No one shall be allowed on a Santa Cruz METRO facility without a valid bus fare, unless in the process of moving towards a ticket vending machine or customer service window to purchase a valid bus fare, or to patronize one of the authorized vendors at the transit facility.” Ms. Elsea asked how this would be enforced. Ms. Gouveia stated the Code of Conduct policy will enable METRO to address those who continually hang out at the transit center for an extended period of time. If there is a legitimate reason for a person to be there, we aren't going to kick them out.
- Attachment A, Section 5.08.D – Raised concern on how loitering in METRO's transit facility public restrooms will be managed—will it be complaint driven? Ms. Aitken, Interim Customer Service Manager, said an abundant number of people come in and use the restrooms for hours. The Code of Conduct, along with signage, will aide METRO's security officers in helping people move on and get to their destinations.

Ms. Mega asked if we are talking about people who are experiencing homelessness. Ms. Gouveia replied that it is not just homelessness. We are dealing with a variety of issues—METRO security officers have to deal with drugs in the restrooms, people changing, bathing, doing laundry in the sink, etc.

Ms. Mega suggested we follow Vancouver, B.C.'s example and be creative when we display the rules of conduct—cute animal slogans to get the message across versus just words on a sign. It's more user-friendly and memorable.

- Attachment B, Section 3.01.B – Add “intentionally” at the beginning so it is not misinterpreted with “accidentally.”

In closing, Ms. Elsea requested MAC members be informed when the final version of the policy is available.

## **9 DENSITY HOUSING BONUS DISCUSSION**

Chair Pisano said there are several Senate Bills regarding density housing bonus which is based on transit that we should keep an eye on. The bills suggest that if you are able to only build two stories up to 30 feet and are located within a half mile of a transit bus that runs every 15 minutes, the developer may be able to increase the height of the project to 85 feet, go denser and take away parking. Chair Pisano is concerned that these Senate Bills don't allow any money to go back into the transportation system they are relying on.

# Attachment A

Minutes – METRO Advisory Committee

April 18, 2018

Page 4 of 4

Discussion continued on the possible use of an eco-pass for riders in this situation. Ms. Aitken brought up Pacific Shores and how that contract is managed. The plans were approved by the County of Santa Cruz because the developer committed to providing transit passes to the residents. Pacific Shores is an affordable housing complex which METRO provides service and is paid full price per rider on a monthly basis. METRO provides a special smart card that provides unlimited rides for a period of three years after the date of first usage.

Ms. Elsea was concerned that a half mile is a long way to go to catch a bus for some people. It sounds really good—we don't want anyone to have cars, or park but it is necessary to look at how people function and where they go. Buses don't necessarily go where people want to go or run often enough.

## **10 COMMUNICATIONS TO THE SANTA CRUZ METRO CEO**

None.

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

None.

## **12 ITEMS FOR NEXT MEETING AGENDA**

- Code of Conduct Policy

## **13 DISTRIBUTION OF VOUCHER**

Chair Pisano brought up the idea of changing the MAC Bylaws to give MAC members a discounted pass for the yearly term instead of using vouchers. Ms. Elsea gave a brief history on the creation of the MAC Bylaws. There was concern that if a pass was given, it might appear that MAC members are getting remuneration and it clearly states in the MAC Bylaws that the members can't be compensated. The voucher is given on the grounds that it could be used to get to and from the MAC meeting. Ms. Aitken clarified that if METRO gave a pass for a whole year, a member could show up for a couple of meetings and never come again.

Vouchers distributed by Ms. Gouveia.

## **14 ADJOURNMENT**

Meeting adjourned at 7:19 PM.

Respectfully submitted,

Donna Bauer  
Administrative Assistant

**9-03A.4**

# Attachment A

**REVISED**

MOTION: ELSEA

SECOND: MEGA

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

NAYES: NONE

ABSTAIN: NONE

MOTION: CARRIED - UNANIMOUS

## **COMMUNICATIONS FROM METRO ADVISORY COMMITTEE**

None.

## **SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC) FUNDING FOR AUTOMATIC VEHICLE LOCATOR (AVL)**

Isaac Holly, IT Manager, gave a description of what the Automatic Vehicle Locator (AVL) system is and what it offers as benefits to both the METRO Bus Operators and riders.

METRO will be looking at on-time performance, planning tools for better utilization of routes, reducing response time from the Computer Aided Design (CAD) aviator so the Dispatchers can more effectively communicate to our Bus Operators and understand where the vehicles are in real time to make rerouting decisions more efficient. From the riders' perspective, almost every AVL offering has a real time CAD passenger information application. Chair Pisano said that will help riders plan their trips better.

Discussion continued on AVL timing and available funding sources.

## **INVESTIGATE APPLICATION USED ON UCSC SHUTTLE SYSTEM FOR IMPLEMENTATION ON METRO CAMPUS BUSES**

Mr. Emerson addressed why METRO cannot use the application used on UCSC's shuttle system. The UCSC system uses a series of towers on campus to triangulate the location of a campus vehicle. METRO's technology works with satellites and GPS location that is available throughout the whole county.

Discussion followed on Intelligent Transportation Systems (ITS) and how AVL, AVA (Automated Vehicle Announcement), and APC (Automatic Passenger Counters) are components of ITS.

Ms. Elsea asked if the technology exists to help a rider put out a distress signal to a Bus Operator. (i.e., I am here and having trouble finding where the bus stop is or which side of the street it is on; I'm looking for the next 71; please keep an eye out for me). Mr. Holly said it depends on the vendor and application. METRO's Schedule by Stop has some of those features but can't provide feedback in real time. Ms. Elsea said it is based on knowing Bus Stop ID Numbers and being able to see it which does not work for the visually impaired. Mr. Holly said that when he talks to vendors, he does ask how they are addressing accessibility. The good news is that the technology exists; it's a matter of utilizing and incorporating that data into the application chosen. Our first meaningful phase is to implement AVL.

## **WI-FI AT TRANSIT CENTERS AND PLANS FOR INTEGRATING WI-FI ON BUSES**

COO Aguirre expressed that METRO does not currently plan to have Wi-Fi at the transit centers. The goal is to keep the flow of traffic moving so that riders can get to their destination in a timely manner. There is a concern that Wi-Fi would create an environment where the public would come to congregate and not use METRO's services, thus taxing our security and ability to provide seating space for riders.

Ms. Taylor commented that METRO should want people to congregate, encourage them to use the bus system, and METRO could sell ads on it. Chair Pisano expressed concern for riders who are

# Attachment A

*Santa Cruz Metropolitan  
Transit District*



**DATE:** March 23, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: APPROVAL OF FY19 AND FY20 PRELIMINARY OPERATING BUDGETS AND FY19 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES**

## I. RECOMMENDED ACTION

**That the Board of Directors adopt the attached FY19 and FY20 preliminary line item Operating Budgets and FY19 Capital Budget, for review and TDA/STA claims purposes.**

## II. SUMMARY

- The Board of Directors must adopt a preliminary line item budget in order to allow submittal of Santa Cruz METRO's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1<sup>st</sup> deadline.
- The proposed two-year FY19 and FY20 preliminary line item Operating Budgets – Attachment A total \$53,568,005 and \$54,792,958, respectively (inclusive of Transfers and Operating Balance). This is a “first-cut” budget. Over the next few months, staff will continue to refine revenue and expense projections, as updated information becomes available. An updated proposed two-year budget will be presented to the Board of Directors in May, which will reflect the latest data regarding revenues and expenses.
- The preliminary FY19 Capital Budget – Attachment B totals \$25,551,624.
- The Board adopted the FY18 and FY19 Final Operating Budgets on June 23, 2017. This budget revises the adopted FY19 Final Operating Budget and is a new FY20 Preliminary Operating Budget.
- At its March 12, 2018 meeting, the Finance, Budget and Audit Standing Committee received, approved and forwarded the staff recommendation to the full board for their collective approval at the March 23, 2018 meeting.
- A Budget Workshop with the Unions will be scheduled for early May to answer questions regarding staff's recommended budget and to obtain input from the employee organizations.

# Attachment A

## III. DISCUSSION/BACKGROUND

The Board of Directors must adopt a preliminary line item budget in order to allow submittal of Santa Cruz METRO's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1<sup>st</sup> deadline. This is a "first-cut" budget. An updated proposed two-year budget will be presented to the Board of Directors in May, which will reflect the latest data regarding projected revenues and expenses.

### A. Operating Revenues

**Operating Revenues** total \$53,568,005 in FY19 and \$54,792,958 in FY20 (inclusive of Transfers and Operating Balance). Major Operating Revenue assumptions in the preliminary FY19 budget over the FY18 Final budget, adopted in June 2017, include:

- Passenger Fares – decrease of -6.3% or (\$176K) primarily due to decreased Fixed-Route ridership. The budget projection is based on an estimated FY18 passenger fares revenue of \$2.7M and an anticipated 2% decrease in FY19. The estimated FY18 passenger fares revenue is based on the actual fares revenue for the first 5 months of FY18 and will be updated during the course of the fiscal year. The anticipated 2% decrease correlates to the national trend of decreasing public transit ridership.
- Special Transit Fares – increase of 3.4% or \$175K due to anticipated increase in student enrollment and ridership for fixed routes that serve UCSC. A contract increase of 2.5% is budgeted for UCSC in FY19. No contract increase is anticipated and budgeted for Cabrillo in FY19.
- Paratransit Fares – decrease of -9.9% or (\$34K) due to anticipated unfavorable FY18 budget variance for the year and no growth projections for FY19.
- Highway 17 Fares – decrease of -15.9% or (\$279K) due to decreased Highway 17 Ridership as a result of increased car ownership and congestion, as well as inability to meet high ridership demand during peak commute times. The FY19 budget projection is based on an estimated FY18 Highway 17 fares revenue of \$1.6M and an anticipated 5% decrease in FY19. The estimated FY18 Highway 17 fares revenue is based on the actual fares revenue for the first 5 months of FY18 and will be updated during the course if the fiscal year. The anticipated 5% decrease is related to the national trend of decreasing public transit ridership.
- 1979 Gross Sales Tax (1/2 cent) – increase of 7.8% or \$1.6M due to anticipated favorable FY18 budget variance for the year, resulting in

# Attachment A

projected FY18 actual of \$21M and a 3% increase due to the general economic outlook in 2018.

- 2016 Net Sales Tax (Measure D) – increase of 7.8% or \$232K. The projected increase mirrors the anticipated increase in the 1979 Gross Sales Tax (1/2 cent).
- Transportation Development Act (TDA-LTF) - increase of 1.9% or \$129K, as per recent CPI growth projections.
- FTA Sec 5307 – Operating Assistance - increase of 5.8% or \$238K, as per current budget projections from the Federal Transit Administration (FTA).
- STIC – increase of 6% or \$132K, as per recent information, provided by Planning and Grants.
- TDA – STA – Operating (includes SB1) – increase of 4.8% or \$161K, as per SCO allocation estimate from January 31, 2018.
- Fuel Tax Credit – decrease of -13.8% or (\$91K), as per recent information regarding the anticipated 2017 refund, if the two year renewal of the Alt. Fuel Tax Credit is successful.

Moderate increases in most Operating Revenue Sources are budgeted in FY20, such as:

- 1979 Gross Sales Tax (1/2 cent) – increase of 3.0% or \$649K.
- 2016 Net Sales Tax (Measure D) – increase of 3.0% or \$96K.
- Transportation Development Act (TDA) - increase of 1.9% or \$131K.
- FTA Sec 5307 – Operating Assistance - increase of 2.2% or \$96K.
- AMBAG/Misc. Grants funding – increase of 4000% or \$200K due to an operating grant from Monterey Bay Air Resources District (MBARD) for operation of the Watsonville Circulator.
- STIC – increase of 13.5% or \$317K due to changes in the allocation formula.
- TDA - STA – Operating (includes SB1) – decrease of -6.5% or (\$229K) due to declining allocations of PUC 99313 funds to Santa Cruz METRO (85% in FY20) as per agreement with RTC at their 12/7/17 meeting.

## **B. Operating Expenses**

**Operating Expenses** total \$49,778,966 in FY19 and \$51,648,568 in FY20.

Major Operating Expenses assumptions in the preliminary FY19 budget over the FY18 Final budget, adopted in June 2017, include:

- **Personnel Expenses** (Labor and Fringe Benefits) increased by 1.9% or \$732K.

# Attachment A

- **Non-Personnel Expenses** increased by 11.1% or \$969K.

## **Personnel Expenses:**

Personnel Expenses (Labor and Fringe Benefits) increase by 1.9% or \$732K primarily due to:

- Contractual items - step and longevity increases.
- Increase in CalPERS retirement employer contribution from 23.656% to 26.803% in FY19, as per CalPERS actuarial information.
- Increased number of FTEs (Full Time Equivalents):
  - Customer Service Representative (CSR): 2 FTEs
  - Customer Service Coordinator: 1 FTE
  - Sr. Customer Service Representatives: 2 FTEs (authorized, but not funded)
  - Financial Analyst: 1 FTE
  - FM Mechanic II: 1 FTE
  - Bus Operator: 1 FTE
  - Marketing Communications and Customer Service Manager: 1 FTE
  - The increase is partially offset by a defunded position: Admin Assistant: 1 FTE (Department: District General Counsel)
- Additional budget savings are anticipated in Medical Insurance costs due to lower premiums in 2018. The budgeted increase in premiums for 2019 is 5% (based on the average increase in the two main HMO plans for the last 6 years).

## **Non – Personnel Expenses:**

Non-Personnel Expenses increase by 11.1% or \$969K primarily due to:

- Services – increase of 5.0% or \$178K. Major contributors are:
  - Legal Services: 14.3% or \$50K (anticipated increase due to Year-to-Date spending trends and the unfavorable variance to FY18 Budget)
  - Repair Equipment: 7.7% or \$48K due to anticipated increases in the Fleet and Facilities Maintenance Departments (Radio Maintenance Repairs)
  - Repair – Rev Vehicle: 23.0% or \$75K due to aging fleet.

# Attachment A

- Mobile Materials & Supplies – increase of 13.4% or \$394K due to Rev Vehicle Parts in the Fleet Maintenance Department, 63.7% or \$467K. The increase is mitigated by budget savings in Tires & Tubes, -33.3% or (\$100K).
- Other Materials & Supplies – increase of 16.7% or \$64K. Major Contributors are:
  - Promotional Items: 10675.0% or \$21K increase due to funds added in the Customer Service Department for outreach and marketing.
  - Non-Inventory Parts: 46.6% or \$27K in the Fleet Maintenance Department, the anticipated increase is based on current usage trends and unfavorable budget variance in FY18.
- Casualty & Liability – increase of 25.5% or \$170K primarily due to 47% or \$191K estimated increase in Insurance PL/PD (increased insurance premiums). More information will be available in April 2018.
- Miscellaneous Expenses – increase by 48.8% or \$131K primarily due to Employee Training in the Fleet Maintenance Department.

Major Operating Expense assumptions in the preliminary FY20 budget over the FY19 budget include:

- **Personnel Expenses** (Labor and Fringe Benefits) increase by 5.3% or \$2.1M due to:
  - Contractual obligations in FY20.
  - Projected increase in Retirement as per CalPERS Annual Valuation Reports.
  - Anticipated increase in Medical insurance premiums, effective in January 2020.
- **Non-Personnel Expenses** decrease by -2.6% or (\$249K) primarily due to Services (Prof/Technical Fees).

## **Transfers & Operating Balance**

Beginning in FY19, Transfers & Operating Balance(s) are presented in a separate section, after Operating Revenue and Expenses. The change in presentation is made in an attempt to facilitate budget tracking and transparency between the Operating and Capital Budgets/Reserves, as funds are allocated and committed to various capital projects. In addition, clearly identified transfers of funds between the Operating and Capital Budgets, as well as their

# Attachment A

corresponding capital projects, will be beneficial for the year-end audits of the 2016 Net Sales Tax Measure D Funds.

In FY19, the Transfers to the Capital Budget are as follows:

- 2016 Net Sales Tax Measure D: 100% increase or \$2.0M (over the FY18 Final budget, adopted in June 2017)

- TDA – STA – Operating, Includes SB1: -87.1% decrease or (\$2.0M)

The above variances are primarily due to the change in presentation. In FY19, a portion of the 2016 Net Sales Tax Measure D is transferred to the Capital Budget as per the 5-Year Program of Projects, provided to RTC. The FY18 budget was finalized, prior to submitting the 5-Year Program of Projects for Measure D funds to RTC and therefore does not reflect the transfer of funds. The ultimate goal is to consistently honor our commitment to the Capital Budget and maintain assets in a state of good repair by transferring \$3.0M each year (\$2.3M from the Measure D and TDA-STA Operating, and \$0.7M from the TDA-STA-SGR, Capital).

The Transfers to the Operating and Capital Reserves Funds are as follows:

- Fuel Tax Credit: -13.8% decrease or (\$91K) as per recent information regarding the anticipated 2017 refund, if the two year renewal of the Alt. Fuel Tax Credit is successful.

- Operating Excess Funds: 55.1% increase or \$266K, as more budget savings and efficiencies are achieved in FY19.

There are no significant changes in the budgeted Transfers & Operating Balance in FY20, with the exception of the Transfers to Operating and Capital Reserve Fund: -52.5% decrease or (\$692K) due to anticipated growth of Operating Expenses exceeding the projected growth in Revenue Sources.

## **C. Capital Budget**

The preliminary **FY19 Capital Budget** as shown in **Attachment B** totals **\$25,551,624**.

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

- The proposed two-year FY19 and FY20 preliminary line item Operating Budgets – Attachment A total \$53,568,005 and \$54,792,958, respectively (inclusive of Transfers and Operating Balance). This is a “first-cut” budget. An updated proposed two-year budget will be presented to the Board of Directors in May, which will reflect the latest data regarding revenues and expenses.
- The preliminary FY19 Capital Budget – Attachment B totals \$25,551,624.

# Attachment A

## V. ALTERNATIVES CONSIDERED

- There are no recommended alternatives at this time. The Board of Directors must adopt a preliminary line item budget in order to allow submittal of Santa Cruz METRO's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1<sup>st</sup> deadline. This is a "first-cut" budget. A two-year budget proposal will be presented to the Board of Directors in May, which will reflect the latest data regarding projected revenues and expenses.

## VI. ATTACHMENTS

**Attachment A:** FY19 and FY20 Preliminary Line Item Operating Budgets

**Attachment B:** FY19 Preliminary Capital Budget

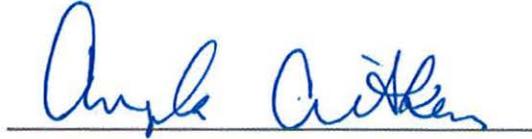
Prepared By: Kristina Mihaylova, Sr. Financial Analyst

# Attachment A

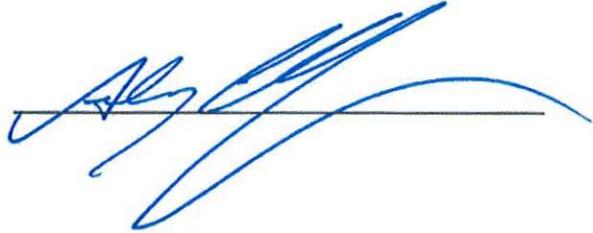
Board of Directors  
March, 23, 2018  
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## VII. APPROVALS:

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





# Attachment A

## *Santa Cruz Metropolitan Transit District*



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### MEMORANDUM

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**TO: METRO Advisory Committee**  
**FROM: Barrow Emerson, Manager, Planning & Development**  
**SUBJECT: February 2018 vs. February 2017 Ridership Analysis**  
**DATE: April 18, 2018**

Attached are two reports detailing a comparison of February FY18 vs. FY17 route ridership and pass and fare usage.

Important details to note regarding the February 2018 Report:

- Total ridership was 480,156 which is an increase of 20,315 boardings compared to February 2017: a 4% increase.
  - Hwy 17 ridership increased by 3,346 riders: a 16% increase
  - UCSC route ridership increased by 564 riders, however, most UCSC routes had ridership decreases in February 2018. The addition of the route 22 in FY18 allowed for UCSC routes to maintain a net gain in ridership.
- Hwy 17 ridership experienced a 16% increase
  - All Hwy 17 passes and cash fares increased
  - The relative increase in Hwy 17 ridership in February 2018 is largely due to the impact of adverse weather conditions and the resulting 29 dropped trips that occurred in February 2017.
- Absolute Pass and Cash fare usage increased 3% and 5%, respectively
  - All cash-based fare usage increased, excepting Local Day Passes purchased on the bus with cash
  - All regular pass usage increased excluding the Local Day Pass, 31-Day Local Pass, and 7-Day Local pass
  - All discount pass usage increased, no including the 7-Day Local Discount Pass

# Attachment A

## *Santa Cruz Metropolitan Transit District*



- Absolute Student Passes increased 3%
  - UCSC ridership increased by 7,789 boardings and usage was 57% of system-wide ridership; this is a 1% decrease in UCSC pass usage relative to overall pass and fare usage from February 2017
  - Cabrillo ridership increased by 10,213 boardings and usage was 7% of system-wide ridership; this is unchanged from February 2017

# Attachment A

Boardings by Route Report				
FY18 New Routes				
Route	Feb-17 Monthly Ridership	Feb-18 Monthly Ridership	February Difference	February % Change Boardings
<b>Local Santa Cruz</b>				
3	1,781	1,986	205	12%
4	3,926	3,906	(20)	-1%
<b>Subtotal</b>	<b>5,707</b>	<b>5,892</b>	<b>185</b>	<b>3%</b>
<b>UCSC</b>				
10	35,000	31,593	(3,407)	-10%
15	49,893	48,821	(1,072)	-2%
16	114,739	118,187	3,448	3%
19	37,552	36,180	(1,372)	-4%
20	27,410	19,515	(7,895)	-29%
20D	10,232	8,482	(1,750)	-17%
22	0	12,612	12,612	-
<b>Subtotal</b>	<b>274,826</b>	<b>275,390</b>	<b>564</b>	<b>0%</b>
<b>Scotts Valley / SLV</b>				
33	250	229	(21)	-8%
34	30	22	(8)	-27%
35/35A	24,200	28,296	4,096	17%
<b>Subtotal</b>	<b>24,480</b>	<b>28,547</b>	<b>4,067</b>	<b>17%</b>
<b>North Coast</b>				
40	815	918	103	13%
41	326	439	113	35%
42	899	1,077	178	20%
<b>Subtotal</b>	<b>2,040</b>	<b>2,434</b>	<b>394</b>	<b>19%</b>
<b>Mid County</b>				
55	3,347	3,512	165	5%
<b>Live Oak</b>				
66	11,929	12,772	843	7%
68	7,579	7,590	11	0%
<b>Subtotal</b>	<b>19,508</b>	<b>20,362</b>	<b>854</b>	<b>4%</b>
<b>Cabrillo/South County</b>				
69A	16,184	17,458	1,274	8%
69W	22,478	24,450	1,972	9%
71	45,757	51,568	5,811	13%
91X	14,746	15,134	388	3%
<b>Subtotal</b>	<b>99,165</b>	<b>108,610</b>	<b>9,445</b>	<b>10%</b>
<b>Local Watsonville</b>				
72/72W	3,040	3,636	596	20%
74	475	689	214	45%
75	5,014	5,339	325	6%
79	1,416	1,576	160	11%
<b>Subtotal</b>	<b>9,945</b>	<b>11,240</b>	<b>1,295</b>	<b>13%</b>
<b>Highway 17</b>				
Hwy 17	20,823	24,169	3,346	16%
<b>Total</b>	<b>459,841</b>	<b>480,156</b>	<b>20,315</b>	<b>4%</b>

Calendar Days		
	Feb-17	Feb-18
WD	20	20
WE	8	8
Holiday	0	0

Rainy Days		
	Feb-17	Feb-18
WD	13	6
Sat	3	1
Sun	1	0

Daily Ridership Averages		
	Feb-17	Feb-18
WD	19,506	20,677
Sat	9,479	10,276
Sun	7,289	8,223

# Attachment A

Pass & Fare Type Usage							
	Feb-17	Feb-18	February	January	Feb-17	Feb-18	February
Pass & Fare Type	Pass & Fare Usage	Pass & Fare Usage	Difference	% Change	% Total Usage	% Total Usage	% Change Usage
<b>Period Passes &amp; Cruz Cash</b>							
Local Day Pass	7,200	7,125	(75)	-1%	2%	1%	0%
Local Discount Day Pass	3,958	4,591	633	16%	1%	1%	0%
Hwy 17 Day Pass	771	1,006	235	30%	0%	0%	0%
31-Day Local Pass	15,838	14,881	(957)	-6%	3%	3%	0%
31-Day Local Discount Pass	21,636	24,749	3,113	14%	5%	5%	0%
31-Day Local Youth Pass	5,801	6,783	982	17%	1%	1%	0%
31-Day Hwy 17 Pass	6,024	6,269	245	4%	1%	1%	0%
Stored Value Cards	3,460	3,563	103	3%	1%	1%	0%
15-Ride Hwy 17 Pass	952	1,369	417	44%	0%	0%	0%
3-Day Local Pass	219	259	40	18%	0%	0%	0%
3-Day Local Discount Pass	38	71	33	87%	0%	0%	0%
7-Day Local Pass	54	36	(18)	-33%	0%	0%	0%
7-Day Local Discount Pass	110	86	(24)	-22%	0%	0%	0%
15-Ride Local Pass	2,603	2,687	84	3%	1%	1%	0%
15-Ride Local Discount Pass	1,305	1,421	116	9%	0%	0%	0%
<b>Subtotal</b>	<b>69,969</b>	<b>74,896</b>	<b>4,927</b>	<b>7%</b>	<b>15%</b>	<b>15%</b>	<b>0%</b>
<b>Cash</b>							
Local Regular Fare	43,376	47,512	4,136	10%	9%	10%	0%
Local Discount Fare	14,491	16,876	2,385	16%	3%	3%	0%
Hwy 17 Regular Fare	10,056	11,250	1,194	12%	2%	2%	0%
Hwy 17 Discount Fare	1,528	1,713	185	12%	0%	0%	0%
Local Day Pass-Cash	1,092	1,040	(52)	-5%	0%	0%	0%
Day Pass Discount-Cash	1,312	1,439	127	10%	0%	0%	0%
Hwy 17 Day Pass-Cash	326	383	57	17%	0%	0%	0%
<b>Subtotal</b>	<b>72,181</b>	<b>80,213</b>	<b>8,032</b>	<b>11%</b>	<b>16%</b>	<b>17%</b>	<b>1%</b>
<b>Student Passes</b>							
UCSC Student	266,293	274,082	7,789	3%	58%	57%	-1%
UCSC Staff	9,790	9,983	193	2%	2%	2%	0%
Cabrillo	30,841	33,072	2,231	7%	7%	7%	0%
<b>Subtotal</b>	<b>306,924</b>	<b>317,137</b>	<b>10,213</b>	<b>3%</b>	<b>67%</b>	<b>65%</b>	<b>-1%</b>
<b>Misc.</b>							
Free	3,885	5,134	1,249	32%	1%	1%	0%
Pacific Shores	503	578	75	15%	0%	0%	0%
Employee	1,383	1,476	93	7%	0%	0%	0%
County Employee	91	14	(77)	-85%	0%	0%	0%
Eco Pass	216	181	(35)	-16%	0%	0%	0%
Amtrak	539	596	57	11%	0%	0%	0%
MST Transfer	526	710	184	35%	0%	0%	0%
Child	3,583	4,016	433	12%	1%	1%	0%
Ticket	41	22	(19)	-46%	0%	0%	0%
<b>Subtotal</b>	<b>10,767</b>	<b>12,727</b>	<b>1,960</b>	<b>18%</b>	<b>2%</b>	<b>3%</b>	<b>0%</b>
<b>Total Boardings</b>	<b>459,841</b>	<b>484,973</b>	<b>25,132</b>	<b>5%</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: ACCEPT AND FILE MINUTES OF THE MAY 18, 2018 BOARD OF DIRECTORS MEETING**

**I. RECOMMENDED ACTION**

**That the Board of Directors Accept and File the Minutes of the May 18, 2018 Santa Cruz Metropolitan Transit District (METRO) Board of Directors**

**II. SUMMARY**

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Regular Meeting of May 18, 2018.
- Each meeting staff will provide minutes from the previous METRO Board of Directors meeting.

**III. DISCUSSION/BACKGROUND**

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

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

None.

**V. ALTERNATIVES CONSIDERED**

None.

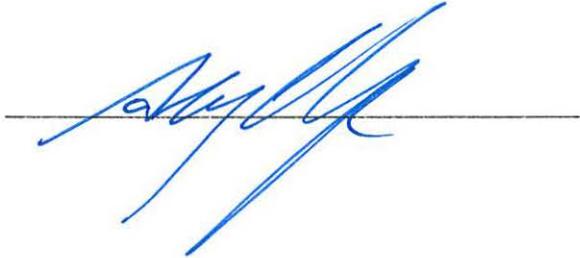
**VI. ATTACHMENTS**

**Attachment A:** Draft minutes for the Board of Directors Regular Meeting of May 18, 2018

Prepared by: Gina Pye, Executive Assistant

**VII. APPROVALS**

Alex Clifford, CEO/General Manager



# Attachment A



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA MEETING MINUTES\*  
MAY 18, 2018 – 9:00 AM  
WATSONVILLE CITY COUNCIL CHAMBERS  
275 MAIN STREET  
WATSONVILLE, CA 95076**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, May 18, 2018 at the Watsonville City Council Chambers, 275 Main Street, Watsonville, 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 9:08 AM by Chair McPherson.**

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

<b>Director Ed Bottorff</b>	<b>City of Capitola</b>
<b>Director Trina Coffman-Gomez</b>	<b>City of Watsonville</b>
<b>Director Jimmy Dutra</b>	<b>City of Watsonville AR 9:20AM</b>
<b>Director Norm Hagen</b>	<b>County of Santa Cruz</b>
<b>Director Donna Lind</b>	<b>City of Scotts Valley</b>
<b>Director Cynthia Mathews</b>	<b>City of Santa Cruz</b>
<b>Director Bruce McPherson</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>
<b>Ex-Officio Director Davon Thomas</b>	<b>UC Santa Cruz</b>
<b>Vacant Ex-Officio Director</b>	<b>Cabrillo College</b>

Directors Chase and Leopold were absent.

### **STAFF PRESENT:**

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

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

Heather Adamson, AMBAG	Joan Jeffries, SEIU
Angela Aitken, METRO	Zach McDaniel, Cabrillo College
Felipa de Leon, Commission on Disabilities	Daniel Zaragoza, METRO
Mitch Doukas, METRO	

# Attachment A

## **ANNOUNCEMENTS**

Chair McPherson introduced Carlos Landaverry and his Spanish Language interpretation services. He announced that the meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Lynn Dunton. Watsonville's City Technician is Mr. Suryel Vasquez

## **BOARD OF DIRECTORS COMMENTS**

Director Rotkin, after experiencing the commute to Watsonville this morning, stressed the importance of bringing public awareness to traffic congestion during commute hours.

Chair McPherson is unaware of any current or pending state legislation; however, METRO may want to investigate the feasibility of a bus/HOV lane on Highway 1.

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

## **COMMUNICATIONS TO THE BOARD OF DIRECTORS**

Ms. Felipa de Leon advised the assembly that a letter would be forthcoming from two ParaCruz riders who were unable to get their PC tickets as the information booth was closing early on the day they stopped by. She asked that the booth have longer operating hours.

Chair McPherson and Director Rotkin asked staff to investigate and report findings at a future board meeting.

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

## **COMMUNICATIONS FROM MAC**

Having none, Chair McPherson moved to the next item.

## **LABOR ORGANIZATION COMMUNICATIONS**

Eduardo Montesino, representing Bus Operators and ParaTransit, spoke of the perceived lack of communication and process between HR and METRO employees in response to complaints. He stressed the continued need to work on communication and process.

Michael Rios, PSA-SEIU, and Joan Jeffries, SEA-SEIU, introduced themselves. Referring to agenda item 18, Ms. Jeffries provided a copy of a June 12, 2015 staff report as an example of how CEO performance evaluations had been previously handled. Using this example, she requested the board consider publishing the proposed employment agreement amendments in advance of the meeting to allow time for public input. Chair McPherson requested that Gina Pye scan and provide copies of Ms. Jeffries' handout to the Board. (See attached.)

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

## **ADDITIONAL DOCUMENTATION**

Having none, Chair McPherson moved to the next item.

## **CONSENT AGENDA**

- 9-01 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS
- 9-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF APRIL 2018
- 9-03 ACCEPT AND FILE: MINUTES OF THE APRIL 27, 2018 BOARD OF DIRECTORS MEETING

# Attachment A

Board of Directors Meeting Minutes  
May 18, 2018  
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- 9-04 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO PERSONNEL/ HUMAN RESOURCES STANDING COMMITTEE MEETING OF MAY 1, 2018
- 9-05 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING OF MAY 10, 2018
- 9-06 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE GRANTS AND FUTURE OPPORTUNITIES JANUARY – MARCH 2018
- 9-07 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY, FEBRUARY AND MARCH 2018
- 9-08 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE THIRD QUARTER OF FY18
- 9-09 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES NOT TO EXCEED \$124,149
- 9-10 APPROVE: CONSIDERATION OF A CONTRACT AMENDMENT WITH THE LAW FIRM OF HOWIE & SMITH LLP, IN AN AMOUNT NOT TO EXCEED \$50,000
- 9-11 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO CAL ELITE BUILDERS FOR PURCHASE AND INSTALLATION OF A GENERATOR NOT TO EXCEED \$184,800
- 9-12 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 1ST AMENDMENT EXTENDING THE CONTRACT WITH FIRST ALARM SECURITY & PATROL, INC. FOR SECURITY GUARD SERVICES, INCREASING THE CONTRACT TOTALLY BY \$255,308

There was no public comment.

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

**MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR COFFMAN-GOMEZ**

**MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Dutra, Hagen, Lind, Mathews, McPherson, Rothwell and Rotkin). Directors Chase and Leopold were absent.**

## REGULAR AGENDA

### **10. PRESENTATION OF EMPLOYEE LONGEVITY AWARD FOR MITCHELL DOUKAS**

Bruce McPherson, Board Chair, welcomed Mr. Doukas and thanked him for his service. Mr. Doukas thanked his fellow employees and spoke of his family's employment longevity with METRO and said he plans to stay with METRO.

### **11. PRESENTATION OF EMPLOYEE RETIREMENT RESOLUTIONS FOR GILLIAN McGLAZE AND DOUGLAS VEST**

Bruce McPherson, Board Chair, congratulated Ms. McGlaze on her 30 years of service.

Ms. McGlaze thanked Director Rotkin for presenting her with the plaque. She summarized her work experiences with METRO since 1985, acknowledging various members of METRO staff.

**9-04A.3**

# Attachment A

## **ACTION: MOTION TO APPROVE THE RETIREMENT RESOLUTIONS FOR GILLIAN McGLAZE AND DOUGLAS VEST AS PRESENTED**

**MOTION: DIRECTOR ROTKIN      SECOND: DIRECTOR COFFMAN-GOMEZ**

**MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Dutra, Hagen, Lind, Mathews, McPherson, Rothwell and Rotkin). Directors Chase and Leopold were absent.**

### **12.CEO ORAL REPORT**

- HR Manager, Jolene Church, introduced Dawn Crummie, METRO's new HR Assistant Manager, to the assembly. Ms. Crummie thanked the assembly.
- Alex Clifford, CEO/General Manager, provided an oral update of various subjects, including:
  - Thanking the board members who attended and participated in the recent UCSC articulated bus media event on May 16 He praised Barrow Emerson, Planning and Development Manager, and his team for their hard work, which contributed to the success of the event!
  - Invited the board to the May 31, SB1 and Measure D media event to celebrate the purchase of ParaCruz cutaway vans, new buses, etc.
  - Reminded the assembly of the June 23 – 26, 2018 APTA Universities Conference at the Scotts Valley Hilton, which includes a welcome reception on June 24.
  - Congratulated Director Dutra on his successful completion of the USC's master's program.
  - Updates on various federal and state funding programs. Nationwide increases are anticipated.
  - Internal Promotions:
    - 5/17/18– Lucas Iriguchi - Facilities Maintenance Worker I to Facilities Maintenance Worker II
    - 5/3/18 – Maritza Mendoza - Dispatch/Scheduler to Admin Assistant Supervisor
    - 5/3/18 – Rina Solorio - Admin Assistant Supervisor to Purchasing Assistant
    - 5/3/18 – Heather Forshner- Jensen - Customer Service Representative to Customer Service Coordinator
    - 4/16/18 – Adrian Jimenez – Paratransit Operator to Bus Operator
    - 4/5/18 – Stefan Woliczko - Facilities Maintenance Worker II to Sr. Facilities Maintenance Worker

Chair McPherson congratulated CEO Clifford on his various professional achievements, including the recognition by the California Transit Association (CTA) Small Operators Award.

There was no public comment.

### **13. ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MARCH 31, 2018**

Angela Aitken, Finance Manager, provided commentary to the presentation. Slide 13A.13 is a new slide that provides additional insight into METRO's financial status.

Various opinions were expressed regarding ballot measures on the June and November ballots and the potential negative impact to transit agencies, cities and counties alike and how it would affect infrastructure.

Discussion between METRO staff and various Directors regarding overtime, work/life balance, CalPERS contributions, METRO's reserve policy and the reserve "buckets" ensued. Staff will provide Director Coffman-Gomez with a full report addressing these issues and aim for a presentation to the full board at the August board meeting.

# Attachment A

Public comment:

Mr. Montesino cautioned the assembly regarding possible challenges METRO could face as senior Operators retire and the lack of Operators willing to take on the extra work.

## **MOTION TO ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MARCH 31, 2018 AS PRESENTED**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR MATHEWS**

**MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Dutra, Hagen, Lind, Mathews, McPherson, Rothwell and Rotkin). Directors Chase and Leopold were absent.**

## **14. CONSIDERATION OF SANTA CRUZ METRO'S FY19 AND FY20 OPERATING BUDGETS, FY19 CAPITAL BUDGET, AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 22, 2018**

Angela Aitken, Finance Manager, provided commentary to the presentation and alerted the board of a potential debt to the IRS of approximately \$250K - \$500K, brought to the attention of METRO through an IRS audit and change in reporting procedure(s). METRO has been notified of an increase of 18-25% to our medical insurance costs after the first of the calendar year.

CEO Clifford noted the planned addition of two Bus Operator FTEs between FY19 and FY20, dependent upon the November ballot outcome.

Chair McPherson congratulated staff for filling the reserve buckets and expressed appreciation for the stability this represents to the service provided to the community, etc. CEO Clifford said a number of options to replenish reserve buckets and the capital operating budget will be presented to the board later in the year. He also asked the board to review the current reserve fund policy to ensure their continued agreement with the current approach.

Director Dutra added his support for reserve funding as presented and the job well done by staff.

Director Lind acknowledged the continuing need to meet matching funds and replace 62 buses.

Director Rotkin asked staff to add the total number(s) to the membership slide in future presentations.

## **MOTION TO APPROVE SANTA CRUZ METRO'S FY19 AND FY20 OPERATING BUDGETS, FY19 CAPITAL BUDGET, AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 22, 2018 AS PRESENTED**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR MATHEWS**

**MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Dutra, Hagen, Lind, Mathews, McPherson, Rothwell and Rotkin). Directors Chase and Leopold were absent.**

There was no public comment.

## **15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Julie Sherman, General Counsel, announced the closed session topic: Public Employee Performance Evaluation Pursuant to Government Code Section 54957(B)(1), Conference with Labor Negotiator Pursuant to Government Code Section 54957.6.

Agency Designated Representative: Bruce McPherson, Board Chair

Title/Unrepresented Employee: Alex Clifford, CEO/General Manager

General Counsel Sherman noted there would be a return to open session to discuss potential actions, provided the evaluation is completed by the board today.

# Attachment A

Board of Directors Meeting Minutes  
May 18, 2018  
Page 6 of 6

Public comment:

Mr. Montesino thanked CEO Clifford for establishing a monthly meeting to work on communication, saying he would be available to discuss issues.

Recessed to Closed Session at 10:37AM

Reconvened to Open Session at 11:53AM

Chair McPherson and Director Rotkin acknowledged the previous public comments regarding input into the CEO evaluation process, stated that the proposed third amendment was available for the public's review, the board would be moving forward with discussion of the proposed amendments at today's meeting, but would be setting up a meeting with the unions in the near future to discuss the process.

Chair McPherson recessed at 11:55AM to allow the public time to review the third amendment to the CEO's employment agreement.

Reconvened to Open Session at 12:01PM.

Public comment:

Mr. Montesino reminded the assembly that the employees have not received COLA or wage increases for nearly four years.

Ms. Jeffries expressed disappointment with the board's decision to move forward with discussion of the proposed amendments at today's meeting; however, she did say she looked forward to future communication between management and the unions.

Numerous directors acknowledged and thanked the CEO for his excellent performance. Director Rotkin provided an oral summary of the proposed amendment, which amendment reflects a step increase in the CEO's compensation; other METRO employees have not been denied step increases.

Director Rotkin also noted the CEO Ad Hoc Committee would be meeting in the near future to establish future goals and objectives.

## **MOTION TO APPROVE THE THIRD AMENDMENT TO THE CEO'S EMPLOYMENT AGREEMENT AS PRESENTED**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR ROTHWELL**

**MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Dutra, Hagen, Lind, Mathews, McPherson, Rothwell and Rotkin). Directors Chase and Leopold were absent.**

CEO Clifford thanked the board for their part in the process, which has led to quality policy decisions and said he looks forward to another four years with METRO. He acknowledged all METRO staff for their assistance over the years.

Chair McPherson announced the next meeting: Friday, June 22, 2018 at 9:00AM at the Santa Cruz City Chambers, 809 Center Street, Santa Cruz and adjourned the meeting at 12:08PM.

Respectfully submitted,

Gina Pye  
Executive Assistant

**9-04A.6**

*Example of how amendments to CEO/GM Employment Agreements  
have traditionally been handled going back over 14 years*  
Santa Cruz Metropolitan  
Transit District

DATE: June 12, 2015

TO: Board of Directors

FROM: Dene Bustichi, Chairman of the Board of Directors

SUBJECT: CONSIDERATION OF ADOPTION OF THE FIRST AMENDMENT TO  
THE EMPLOYMENT AGREEMENT WITH THE CHIEF EXECUTIVE  
OFFICER/GENERAL MANAGER



### I. RECOMMENDED ACTION

**That the Board of Directors authorize the Board Chairman to sign the First Amendment to the Employment Agreement with the Santa Cruz Metropolitan Transit District Chief Executive Officer/General Manager as follows: Effective May 7, 2015, (1) As required in the CEO's employment Agreement, adjust his salary to step three (3) of the wage scale, as noted in Attachment B of this report, AND (2) Increase his annual leave accruals from twenty (20) days/year to twenty-three (23) days/year, the maximum accrual as reflected in the Management Compensation Plan**

### II. SUMMARY

- On May 22, 2015 the Board of Directors conducted the annual performance review of the Chief Executive Officer/General Manager (CEO).
- Based on those discussions, the Board Chairman is recommending a salary increase and an increase in annual leave accruals for the CEO.
- Government Code section 3511.2 requires that any salary increases for Executives be authorized in open session.
- The CEO's Employment Agreement requires that upon satisfactory performance, he shall advance to the next step in the range on his Anniversary Date.
- Based on the Board's review of excellent performance, this action will authorize the Board Chairman to execute an amendment to the Employment Agreement with Alexander D. Clifford, CEO/General Manager, effective May 7, 2015, to increase his salary to Step 3 of the salary grade for this position (Attachment B) and to increase his annual leave accruals to 23 days/year, the maximum accrual as reflected in the Management Compensation Plan.

### III. DISCUSSION/BACKGROUND

On March 13, 2015 and May 22, 2015, the Board of Directors discussed the performance of the CEO. The discussions occurred in closed session. Based on the discussions, it was determined the CEO's performance in his first year on the

**9-04A.7**  
**8-01.1**

job to be exceptional, exceeding the minimum "satisfactory performance" requirement for advancing to the next step in the salary range, as reflected in the CEO Employment Agreement, Section 4 - Compensation. The CEO's Employment Agreement requires that upon satisfactory performance, he shall advance to the next step in the range on his Anniversary Date. Therefore, the Board Chairman is recommending that effective May 7, 2015, the CEO's Anniversary Date, a salary increase for the CEO to Step 3, as reflected in Attachment B (salary schedule effective 06/19/2014), and, that the CEO's annual leave accrual be increased from 20 days/year to 23 days/year, the maximum accrual as reflected in the Management Compensation Plan.

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

This action will authorize the Board Chairman to enter into an Amendment to the Employment Agreement with the CEO, to authorize the compensation step increase and additional annual leave accruals to become effective May 7, 2015, the CEO's Anniversary Date.

#### IV. FINANCIAL CONSIDERATIONS/IMPACT

The funding for this action in the amount of \$9,231/year will be partially offset by FY15 favorable Operating budget variance for the remainder of FY15 and will be budgeted in FY16, as well as the additional fringe costs, estimated to be \$3,100.

#### V. ALTERNATIVES CONSIDERED

- Do not approve the salary increase and the additional annual leave days. This action is not recommended as the Employment Agreement with the CEO requires an annual step adjustment upon satisfactory performance.

#### VI. ATTACHMENTS

**Attachment A:** First Amendment to CEO/General Manager's Employment Agreement

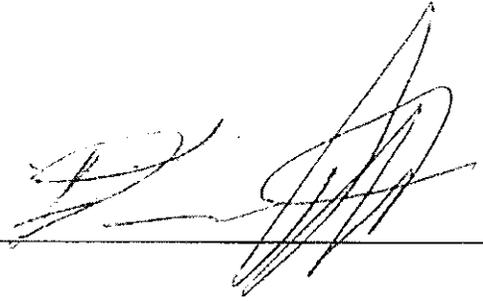
**Attachment B:** Management Compensation Plan effective 6/19/2014 and 6/18/2015

**9-04A.8**

**8-01.2**

VII. APPROVALS:

Dene Bustichi,  
Chairman of the Board of Directors



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DRAFT

# Attachment A

## Attachment - DISTRIBUTED BY J JEFFRIES AT 5/18/18 BOARD MEETING

### FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

This First Amendment to an employment agreement made and entered into on June 12, 2015, by and between the Santa Cruz Metropolitan Transit District (hereinafter referred to as "SC METRO") and Alexander D. Clifford (hereinafter referred to as "Employee").

#### I. RECITALS

- 1.1 SC METRO and Employee entered into an Employment Agreement (Agreement) on March 28, 2014 for a five year term.
- 1.2 The Agreement allows for amendment upon mutual written consent.
- 1.3 SC METRO and Employee desire to amend the Agreement to increase the Compensation of Employee.

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

#### II. COMPENSATION

- 2.1 SECTION 4 – COMPENSATION of the Agreement is amended as follows:

"Commencing May 7, 2015 (Anniversary Date), Employee shall be paid at Step 3 of the salary range established for the position of CEO/General Manager."

#### III. VACATION.

- 3.1 SECTION 5 – VACATION of the Agreement is amended as follows:

"Commencing May 7, 2015, Employee shall accrue an additional 3 days of vacation leave per year for a total of 23 vacation days per year."

#### IV. REMAINING TERMS AND CONDITIONS

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

IN WITNESS WHEREOF, the undersigned have executed this First Amendment to the Agreement.  
Dated this \_\_\_ day of June, 2015, at Santa Cruz, California.

Employee:

Santa Cruz Metropolitan Transit District

\_\_\_\_\_  
Alexander D. Clifford

\_\_\_\_\_  
Dene Bustichi  
Chair, Board of Directors

Approved as to Form:

  
\_\_\_\_\_  
Leslyn K. Syren, District Counsel

**9-04A.10**

**8-01A.1**

Attachment -  
DISTRIBUTED  
BY  
J JEFFRIES AT  
5/18/18  
BOARD  
MEETING

# Attachment B

MANAGEMENT  
HOURLY RATES SCHEDULE

REVISED

Effective 06/19/2014  
Corrected - 06/17/13  
Updated - 03/28/14  
Updated - 08/22/14  
Updated - 12/12/14  
Updated - 2/13/15

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

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

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

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

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

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

\*\*\*\*\* Changed Assistant General Manager to Chief Operations Officer per BOD action Dec 12, 2014

+ Replaced Planning and Marketing Manager with **Marketing, Communications and Customer Service Manager** per BOD action Feb 13, 2015

++ Changed position title from Assistant Paratransit Superintendent to **Assistant Superintendent** per BOD action Feb 13, 2015

+++ Replaced Security and Risk Administrator with **Safety, Security and Risk Manager** per BOD action Feb 13, 2015

++++ Add **Planning and Development Manager** per BOD action Feb 13, 2015

**9-04A.11**

**8-01B.1**

# Attachment B

Attachment -  
DISTRIBUTED  
BY  
J JEFFRIES AT  
5/18/18  
BOARD  
MEETING

## MANAGEMENT MONTHLY RATES SCHEDULE

REVISED

Effective 06/19/2014  
Corrected - 06/17/13  
Updated - 03/28/14  
Updated - 08/22/14  
Updated - 12/12/14  
Updated - 2/13/15

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

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

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+ + Changed position title from Assistant Paratransit Superintendent to **Assistant Superintendent** per BOD action Feb 13, 2015

+ + + Replaced Security and Risk Administrator with **Safety, Security and Risk Manager** per BOD action Feb 13, 2015

+ + + + Add **Planning and Development Manager** per BOD action Feb 13, 2015

**9-04A.12**

**8-01B.2**

# Attachment B

Attachment -  
DISTRIBUTED  
BY  
J JEFFRIES AT  
5/18/18  
BOARD  
MEETING

Effective 06/18/15  
Updated - 06/17/14  
Updated - 08/22/14  
Updated - 12/12/14  
Updated - 02/13/15  
Updated - 2/13/15

## MANAGEMENT HOURLY RATES SCHEDULE

REVISED

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

\*\*\*\*\*

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

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

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

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

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+++ Replaced Security and Risk Administrator with **Safety, Security and Risk Manager** per BOD action Feb 13, 2015

++++ Add **Planning and Development Manager** per BOD action Feb 13, 2015

**9-04A.13**

**8-01B.3**

Effective 06/18/15  
Updated - 06/17/14  
Updated - 08/22/14  
Updated - 12/12/14  
Updated - 02/13/15  
Updated - 2/13/15

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

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

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

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

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

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

\*\*\*\*\* Changed Assistant General Manager to Chief Operations Officer per BOD action Dec 12, 2014

+ Replaced Planning and Marketing Manager with **Marketing, Communications and Customer Service Manager** per BOD action Feb 13, 2015

++ Changed position title from Assistant Paratransit Superintendent to **Assistant Superintendent** per BOD action Feb 13, 2015

+++ Replaced Security and Risk Administrator with **Safety, Security and Risk Manager** per BOD action Feb 13, 2015

++++ Add **Planning and Development Manager** per BOD action Feb 13, 2015

**9-04A.14**

**8-01B.4**



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, DBE Liaison Officer, Finance Manager  
**SUBJECT: A SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S  
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

## **I. RECOMMENDED ACTION**

**That the Board of Directors receive a Semi-Annual Report on the status of METRO's Disadvantaged Business Enterprise Program**

## **II. SUMMARY**

- As a recipient of federal funds, Santa Cruz Metropolitan Transit District (METRO) participates in the federal Disadvantaged Business Enterprise (DBE) Program as specified in Title 49, Code of Federal Regulations, Part 26 (49 CFR 26).
- The Federal Transit Administration (FTA) requires METRO to recalculate its DBE goal triennially and to report goal attainment semi-annually as a requirement to receive federal funds.
- METRO's FFY18-20 goal for DBE participation is 1.93% of all federally funded procurements with competitive contract bidding opportunities.
- A Semi-Annual report is required to be provided to the Board in concurrence with the FTA reporting schedule and per METRO's DBE Policy. Staff is providing this status report on the DBE Program for the first six months of Federal Fiscal Year 2018, October 1, 2017 – March 31, 2018
- October 1, 2017 – March 31, 2018, METRO's DBE attainment for contracts awarded, payments on ongoing contracts, and payments on completed contracts was 0.00%.

## **III. DISCUSSION/BACKGROUND**

The Department of Transportation established a Disadvantaged Business Enterprise (DBE) Program in 1980 to ensure that firms competing for federally funded contracts are not subject to unlawful discrimination. DBEs, as defined by the US Department of Transportation, are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically

disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

The FTA requires each qualified recipient of more than \$250,000 annually in federal funds to implement a DBE program, recalculate a DBE goal triennially, and report its goal attainment semi-annually, as specified by 49 CFR 26. METRO received approximately \$7 million from the FTA in FFY18 and, therefore, must maintain a DBE Program.

It is important to acknowledge the restrictions placed on DBE goal setting, attainment, and reporting:

- Only competitively biddable contracts with federal funding are counted in the procurement opportunities in which DBEs can participate.
  - The majority of METRO's FTA funding is used to pay for internal labor costs and fringe benefits, and is not required to be monitored for the DBE program.
- Several large expenses have no competitive contract opportunities:
  - Utilities, leases and rent payments, subscription services, membership costs, travel.
- Only certified DBEs can be included for setting goals and measuring attainment.
  - Many businesses are owned by minorities and women, but not all of these owners register as DBEs in the statewide program.

#### **IV. DBE STATUS**

METRO's current DBE goal is 1.93% as seen in METRO's DBE semi-annual report for the period covering October 1, 2017 – March 31, 2018 provided as Attachment A. During this reporting period, METRO's DBE attainment for contracts awarded, payments on ongoing contracts, and payments on completed contracts is 0.00%. All contracts awarded during this reporting period were for non-revenue vehicle purchases, there were no payments made on ongoing contracts, and only one payment was made on a single closed contract.

#### **V. FINANCIAL CONSIDERATIONS/IMPACT**

The DBE Program has direct expenses of less than \$850 for publishing ads and public hearing notices. Failure to update the goal and submit semi-annual reports would jeopardize METRO's receipt of over \$7 million in federal financial assistance in FFY18.

## **VI. ALTERNATIVES CONSIDERED**

There are no alternatives. Receiving the semi-annual report is a legal requirement connected to METRO receiving federal financial assistance and Staff is required to provide this information to inform the Board of this important program per METRO's DBE policy, Art. III § 3.304(G).

## **VII. ATTACHMENTS**

**Attachment A:** June 1, 2018 DBE Semi-Annual Report (October 1, 2017 – March 31, 2018)

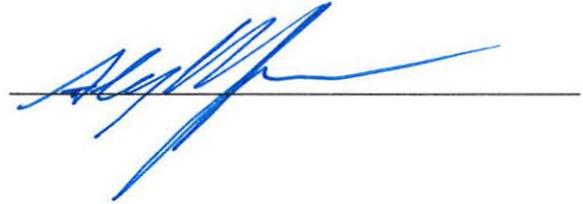
Prepared by: Cayla Hill, Administrative Specialist

**VIII. APPROVALS:**

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



# Attachment A

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS										
FTA Section										
**Please refer to the instruction sheet for directions on filling out this form**										
1	Submitted to (check only one)		<input type="checkbox"/> FHWA		<input type="checkbox"/> FAA		<input checked="" type="checkbox"/> FTA - Recipient ID Number 1622			
2	Grant Number(s) (FTA Recipients):									
3	Federal Fiscal year in which reporting period falls:		FFY2018			4. Date This Report Submitted:		5/14/2018		
5	Reporting Period:		<input checked="" type="checkbox"/> Report due for period Oct 1-Mar 31			<input type="checkbox"/> Report due for period April 1-Sep 30		<input type="checkbox"/> FAA annual report due Dec 1		
6	Name and address of Recipient:		Recipient or subrecipient completing this form							
7	Annual DBE Goal(s):		Race Conscious Projection: 0.00%			Race Neutral Projection: 1.93%		OVERALL Goal: 1.93%		
Awards/Commitments this Reporting Period										
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD <small>(Total contracts and subcontracts committed during this reporting period)</small>	A	B	C	D	E	F	G	H	I
		Total Federal Share Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs/Race Conscious (dollars)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period (Standard Agreements)	\$ 258,477.53	8	\$ -	0			\$ -	0	0%
9	Subcontracts awarded/committed this period (3rd Party Contracts)	\$ -	0	\$ -	0	\$ -	0	\$ -	0	0%
10	<b>TOTAL</b>			\$ -	0	\$ -	0	\$ -	0	0.00%
B	BREAKDOWN BY ETHNICITY & GENDER	A	B	C	D	E	F			
		Total to DBE (dollar amount)			Total to DBE (number)					
		Women	Men	Total	Women	Men	Total			
11	Black American	\$ -	\$ -	\$ -	0	0	0			
12	Hispanic American	\$ -	\$ -	\$ -	0	0	0			
13	Native American	\$ -	\$ -	\$ -	0	0	0			
14	Asian-Pacific American	\$ -	\$ -	\$ -	0	0	0			
15	Subcontinent Asian Americans	\$ -	\$ -	\$ -	0	0	0			
17	Non-Minority	\$ -	\$ -	\$ -	0	0	0			
17	<b>TOTAL</b>	\$ -	\$ -	\$ -	0	0	0			
Payments Made this Reporting Period										
C	PAYMENTS ON ONGOING CONTRACTS	A	B	C	D	E	F			
		Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs			
18	Prime and subcontracts currently in progress	0	\$ -	0	\$ -	0	0.00%			
D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	E				
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs				
19	Race Conscious	0	\$ -	\$ -	-	\$ -	#DIV/0!			
20	Race Neutral	1	\$ 10,901.00	\$ 10,901.00	-	\$ -	0.00%			
21	Totals	1	\$ 10,901.00	\$ 10,901.00	-	\$ -	0.00%			
22	Submitted by: Cayla Hill			23. Signature:			24. Phone Number: 831-420-2581			

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**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY18 REVISED CAPITAL BUDGET**

**I. RECOMMENDED ACTION**

**That the Board of Directors adopt a resolution approving the FY18 Revised Capital Budget, as presented in Attachment B**

**II. SUMMARY**

- The Board of Directors (Board) adopted the FY18 Capital Budget on June 23, 2017.
- Periodic capital budget revisions may be required due to new grant awards, new projects, changes to the scope of existing projects, spending and removal of projects that are no longer needed.
- Revisions to an adopted capital budget require Board approval and the adoption of a resolution.

**III. DISCUSSION/BACKGROUND**

The Board must adopt an Operating and Capital Budget by June 30<sup>th</sup> each year. The Board adopted the FY18 & FY19 Operating and FY18 Capital Budget on June 23, 2017.

This will be the third revision to the FY18 Capital Budget since it was adopted.

Staff requests that the Board adopt a resolution (Attachment A) to approve the FY18 Revised Capital Budget (Attachment B)

A Reconciliation by Project as of June 22, 2018 (Attachment C) is provided; this reconciles the (current) FY18 Revised Capital Budget against the (original) Final FY18 Capital Budget adopted on June 23, 2017.

This revision impacts multiple projects.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

The original FY18 Capital Budget adopted June 23, 2017 totals \$18,634,373.

- Revision 1 – October 27, 2017 – This revision added eight (8) capital projects and adjusted the funding for three (3). This revision resulted in a net increase of \$1,138,605, for an FY18 Revised Capital Budget balance of \$19,772,978.
- Revision 2 – February 23, 2018 – This revision impacts fifteen (15) capital projects with project details listed on Attachment C for a net increase of \$717,017 and an FY18 Revised Capital Budget balance of \$20,489,995.
- Revision 3 – June 22, 2018 – This revision changes multiple projects; project details are listed on Attachment C for a net decrease of \$2,837,968 and an FY18 Revised Capital Budget balance of \$17,652,029. The significant decrease is attributable to removing the Bus Replacement Fund ‘placeholder project’ and allocating the funds amongst the actual awarded projects funded with this source. Recall the new annual capital funding strategy for the Bus Replacement Fund utilizes Measure D funds and STA SB1 funds combined with STA-SGR funds totaling \$3M per year.

The Reconciliation by Project as of June 22, 2018 (Attachment C) lists the detail of all changes by project since adoption on June 23, 2017, and includes an explanation for the action. The year to date change is a net decrease of (\$982,346.)

The estimated balance of the Operating and Capital Reserve Fund after this revision is approximately \$1.5M. Please note, the estimate provided here includes deductions for approved capital projects *and* commitments (the required local match) against grants that have *not* yet been awarded; those un-awarded projects are not included in the attached revised budget.

## V. ALTERNATIVES CONSIDERED

- There are no recommended alternatives at this time. If the revised budget is not approved, important capital improvements and capital projects may be delayed or cancelled.

## VI. ATTACHMENTS

- Attachment A:** FY18 Capital Budget Resolution
- Attachment B:** FY18 Revised Capital Budget as of June 22, 2018
- Attachment C:** FY18 Revised Capital Budget – Reconciliation by Project as of June 22, 2018

Prepared By: Debbie Kinslow, Assistant Finance Manager

VII. APPROVALS:

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



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:

### A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING A REVISION TO THE FY18 CAPITAL BUDGET

**WHEREAS**, the Board of Directors approved the FY18 Capital Budget on June 23, 2017 with a total budget of \$18,634,373; and

**WHEREAS**, it is necessary to revise the adopted FY18 Capital Budget by (\$982,346) to adjust funds for various capital projects;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby amends the FY18 Capital Budget per Attachment B to this resolution for a total FY18 Revised Capital Budget of \$17,652,029.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of June 2018, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved \_\_\_\_\_  
Board Chair

**ATTEST** \_\_\_\_\_

ALEX CLIFFORD  
CEO, General Manager

**APPROVED AS TO FORM**

\_\_\_\_\_  
JULIE A. SHERMAN  
General Counsel

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY18 (REVISED) CAPITAL BUDGET  
AS OF JUNE 22, 2018 3<sup>RD</sup> REVISION**

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED PTMISEA (1B)	RESTRICTED PTMISEA (1B)+ INT-PAC STATION/JKS/B US & BUS FAC, ETC.	RESTRICTED CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED STIP	RESTRICTED LCTOP	RESTRICTED CAPITAL RESTRICTED STA	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	BUS REPLACEMENT FUND	MEASURE D	OPERATING & CAPITAL RESERVE FUND	TOTAL
<b>Non-Revenue Vehicle Replacement</b>													
31 Replace 11 Non-Revenue Vehicles (FTA 5339a FY13)	\$ 144,037						\$ 36,009					\$ 3,666	\$ 180,046
32 Replace High Lift Bucket Truck (FTA 5339a FY14)	\$ 75,318						\$ 18,830					\$ 97,814	\$ 97,814
33 Propane Fueled Tow Motor (FTA 5339a FY14)	\$ 46,602						\$ 11,651					\$ 1,747	\$ 60,000
Subtotal	\$ 265,957	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,490	\$ -	\$ -	\$ -	\$ -	\$ 5,413	\$ 337,860
<b>Fleet &amp; Maint. Equipment</b>													
34 None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Office Equipment</b>													
35 Business Copy Machine-Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000
<b>Misc.</b>													
36 Ticket Vending Machine-SLV-Installation Costs							\$ 17,045					\$ 10,750	\$ 17,045
37 Ticket Vending Machine-Cash Devices & Components												\$ 198	\$ 198
38 Misc. Emergency Capital Items \$1K to \$5K												\$ 5,000	\$ 5,000
38a Misc. Emergency Capital Items-WTC Noise Abatement												\$ 3,124	\$ 3,124
38b Misc. Emergency Capital Items-Yard Vacuum												\$ 1,678	\$ 1,678
38c Misc. Emergency Capital Items-GUI Touch Screen Monitor												\$ 7,846	\$ 7,846
39 AEDs (local match for 6 + 1 @ full cost)												\$ 5,700	\$ 5,700
40 Watsonville Transit Mural-\$2.7K from Arts Council SC												\$ 5,000	\$ 5,000
41 ID Card Printer												\$ 4,250	\$ 4,250
42 Ticket Vending Machine-Software/Pin Pad Upgrade												\$ 4,030	\$ 4,030
43 Fire King File Cabinet - HR												\$ 3,860	\$ 3,860
44 Fire King File Cabinet - Finance												\$ 3,225	\$ 3,225
45 Cubicles - C/S (2) Demo Project												\$ 1,800	\$ 1,800
46 Landia Cyclone Surface Cleaner												\$ 56,461	\$ 56,461
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,045	\$ -	\$ -	\$ -	\$ -	\$ 96,461	\$ 73,506
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 6,791,128</b>	<b>\$ 266,000</b>	<b>\$ 5,976,128</b>	<b>\$ 1,705,950</b>	<b>\$ 246,954</b>	<b>\$ 709,292</b>	<b>\$ 168,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,244,798</b>	<b>\$ 543,028</b>	<b>\$ 17,652,029</b>

Attachment B

9-06B.2



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**FY18 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 22, 2018-3RD REVISION**

**Attachment C**

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**FY18 FINAL CAPITAL BUDGET ADOPTED JUNE 23, 2017:** **\$ 18,634,373**

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CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
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**Add:** Replace Aging Servers RESERVES \$ 50,000

**Reason:** Original funding source was designated as FTA 5339(a) but those funds were exhausted due to other high priority projects (mid-life bus engine overhauls and a fuel management system.)

---

**Add:** FY17 Allocation - FTA 5339(a) Bus & Bus Facilities Grant FTA 5339(a) FY17 \$ 437,523

**Reason:** Add projects submitted under the FY17 FTA 5339(a) Bus & Bus Facilities Grant. Toll credits will be used as the local match.

Fuel Management System	\$ 180,000
Golf Club Fire Egress	\$ 97,523
4 Midlife Overhauls @ \$40K each	\$ 160,000

---

**Add / Reduce:** Parking Lot Reconfiguration / Bus Stop & Facilities Improvements FTA 5339(a) FY15&16 \$ 9,206  
FTA 5339(a) FY15&16 \$ (9,206)

**Reason:** Add Parking Lot Reconfiguration Project at Vernon and - Reduce funds available in Bus Stop & Facilities Improvements Project

---

**Adjust Funding Sources:** Paratransit Vehicle (1) FTA 5310 FY13/14 STA \$ (12,600)  
FTA 5310 \$ 12,600

**Reason:** Project originally entered with a local match of 20% using STA funds; local match of 20% not needed

---

**Add:** Bus Engine Replacement and Installation (3) RESERVES \$ 110,000

**Reason:** Bus engine replacements needed for service delivery; approved at the 9/22/17 Board Meeting - 3 @ \$35K - not to exceed \$110K

**FY18 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 22, 2018-3RD REVISION**

**Attachment C**

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
<b>Adjust:</b> Replace High Lift Bucket Truck	RESERVES	\$ 1,390	
<b>Reason:</b> The local match for this project was revised at the 6/23/17 Board Meeting, but the project was rolled forward in the FY18 Final Capital Budget incorrectly; this corrects the project value			
<b>Adjust:</b> Purchase 1 additional AED	RESERVES	\$ 2,096	
<b>Reason:</b> Add funds to purchase one (1) additional AED - for a total of seven (7)			
<b>Add:</b> Purchase 1 40' CNG Bus	FTA 5339 FY16 - Rural	\$ 456,957	
	RESERVES	\$ 80,639	
<b>Reason:</b> Add funds to purchase one (1) 40' CNG Bus-via Caltrans			
<b>Transfer funds between projects:</b> Pacific Station & Metrobase Proj	PTMISEA	\$ (1,675,000)	
	PTMISEA	\$ 1,675,000	
<b>Reason:</b> Transfer funds from Pacific Station project to Metrobase Project for LCN settlement (per BOD action 9/22/17)			
<b>Add:</b> Metrobase Project	RESERVES	\$ 207,154	
<b>Reason:</b> Add funding for FY18 Legal Expense (Legal expenses are not an eligible PTMISEA or Cal-OES expenditure)			
<b>Remove:</b> Repaint Watsonville Transit Center	FTA 5339(a) FY13	\$ (63,040)	
	STA	\$ (15,760)	
<b>Reason:</b> Project completed at the end of FY17			
<b>Remove:</b> Reseal, Resurface Parking Lots	FTA 5339(a) FY13	\$ (60,000)	
	STA	\$ (15,000)	
<b>Reason:</b> Project completed at the end of FY17			
<b>Adjust:</b> Bus Stop & Fac Improvements	FTA 5339(a) FY16	\$ (5,092)	
<b>Reason:</b> Additional funds were needed for the (FTA 5339(a) FY13) Reseal, Resurface Parking Lots Project, so funds were transferred from the FY16 allocation - completed at the end of FY17			
<b>Remove:</b> Parking Lot Reconfiguration	FTA 5339(a) FY16	\$ (9,206)	
<b>Reason:</b> Project completed in FY17			

**FY18 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 22, 2018-3RD REVISION**

**Attachment C**

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
<b>Adjust:</b> Paracruz Van Replacements	STIP	\$ (997)	
	RESERVES	\$ (249)	
<b>Reason:</b> Adjust for spending in FY17			
<b>Add:</b> Year 1 - Capitalized Lease - 3 New Flyer Buses	RESERVES	\$ 283,529	
<b>Reason:</b> Add funding for 1st year of 6-year capitalized lease for 3 New Flyer Buses per Board action at 11/17/17 BOD meeting			
<b>Add:</b> Bus Engine Replacement & Installation (3) (now 5)	RESERVES	\$ 72,000	
<b>Reason:</b> Add funds for 2 additional emergency engine replacements, including installation. Total of 5 bus engines per Board action at 9/22/17 BOD meeting			
<b>Adjust:</b> Replace 11 Non-Revenue Vehicles	FTA 5339(a) FY13	\$ (26,986)	
	STA	\$ (6,747)	
<b>Reason:</b> Adjust for spending in FY17			
<b>Adjust:</b> Bus Repaints - 20 @ \$3,628.10 each	FTA 5339(a) FY13	\$ (34,830)	
	STA	\$ (8,707)	
<b>Reason:</b> Adjust for spending in FY17 - 12 completed			
<b>Adjust:</b> Mid-Life Bus Engine Overhauls	FTA 5339(a) FY14	\$ (88,826)	
	STA	\$ (22,206)	
<b>Reason:</b> Adjust for spending in FY17			
<b>Adjust:</b> Electric Bus (3) + Infrastructure and Project Mgmt.	FTA 5339(c) LoNo	\$ (78,274)	
	PTMISEA	\$ (13,696)	
<b>Reason:</b> Adjust for spending in FY17			
<b>Add:</b> Transit Security Projects - (Cal-OES funded)	Cal-OES	\$ 792,909	
		\$ (67,959)	
<b>Reason:</b> Add the FY16 and FY17 final allocation receipts - \$440,505, and \$352,404, and adjust for FY17 spending			
<b>Reduce:</b> Metrobase Project JKS Ops Bldg.	PTMISEA	\$ (124,000)	
<b>Reason:</b> Adjust for spending at the end of FY17			

**FY18 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 22, 2018-3RD REVISION**

**Attachment C**

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
<b>Add:</b> Watsonville Transit Center Mural	RESERVES	\$ 3,000	
<b>Reason:</b> Add Watsonville Transit Center Mural project; \$3K from Arts Council Santa Cruz matched with \$3K in Reserves			
<b>Add / Reduce:</b> Landscaping - WTC / Bus Stop & Facilities Improvements & Adjust Balance Available	FTA 5339(a) FY15&16	\$ 30,000	
	FTA 5339(a) FY15&16	\$ (30,000)	
	FTA 5339(a) FY15&16	\$ 5,092	
	<b>See above</b>		
<b>Reason:</b> Add Landscaping @ WTC Project - Reduce funds available in Bus Stop & Facilities Improvements Project and adjust balance available due to over/under spending in other FTA 5339(a) FY15/16 projects			
<b>Adjust:</b> Paracruz Van Replacements (11) FTA 5339(a) FY15/16	RESERVES	\$ 35,647	
<b>Reason:</b> Add funds for decals, striping and radios and Buy America certification			
<b>Adjust:</b> Paracruz Van Replacements (3) RSTP/STIP	RESERVES	\$ 4,510	
<b>Reason:</b> Add funds for decals, striping and radios			
<b>Add:</b> Record the Contingency Fund for Capitalized Lease for 3 New CNG Buses; split between misc one-time expenses \$80K and an External Announcement System Programming Patch \$20K	RESERVES	\$ 80,000	
	RESERVES	\$ 20,000	
<b>Reason:</b> Funds approved by BOD on 10/27/17 for the one-time purchase of ancillary equipment for the 3 new CNG buses purchased with a capital lease			
<b>Add / Reduce:</b> Add additional funds to the External Announcement System Programming Patch (Clever Devices) project (\$20K) from the Maint. Bldg. Structural Upgrades Project - revised project amount is now \$28,500	RESERVES	\$ 8,500	
	RESERVES	\$ (8,500)	
<b>Reason:</b> Add funds to the existing \$20K project for the External Announcement System / Reduce the Maint. Bldg. Structural Upgrades project by same amount			
<b>Adjust:</b> Paratransit Vehicle (1) FTA 5310 FY13/14	RESERVES	\$ 2,367	
<b>Reason:</b> Add funds for decals, striping and radios			

**FY18 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 22, 2018-3RD REVISION**

**Attachment C**

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
<b>Add:</b> Watsonville Transit Center Mural Project	RESERVES	\$ 2,700	
<b>Reason:</b> Add funds for the grant funded portion of the project-METRO will be reimbursed for these funds but does not have this funding category listed as a funding source due to the de minimis amount			
<b>Add:</b> Fire Proof File Cabinet for HR	RESERVES	\$ 4,030	
<b>Reason:</b> Additional fire proof cabinet needed to store documents			
<b>Add:</b> Fire Proof File Cabinet for Finance	RESERVES	\$ 3,860	
<b>Reason:</b> Additional fire proof cabinet needed to store fixed asset documents and related grant files			
<b>Add:</b> C/S Cubicles (Demo Project)	RESERVES	\$ 3,225	
<b>Reason:</b> Two cubicles for the CSRs to use to determine the one that best suits their needs.			
<b>Swap:</b> Bus Repaints (3) swap for Repair Roof at Pacific Station	FTA	\$ (1,198)	
	FTA	\$ 13,802	
	FTA	\$ (13,802)	
<b>Reason:</b> Adjust balance for spending in other projects in the FY13 FTA 5339(a) allocation and distribute funds remaining to Bus Repaints (3) rather than the Pacific Station Roof Repair so the grant can be expended by the due date. Approval to issue IFBs for the Roof Repair for Pacific Station was approved at the 3/23/18 BOD meeting - Only \$13,802 remains in this grant			
<b>Add:</b> Landa Cyclone Surface Cleaner	RESERVES	\$ 1,800	
<b>Reason:</b> Replacement sidewalk pressure surface cleaner needed for Pacific Station			
<b>Swap:</b> Fixed Route & Paratransit Vehicle local match funding source	Measure D	\$ 1,244,798	
	RESERVES	\$ (1,244,798)	
<b>Reason:</b> Utilize Measure D Funds rather than Cash Reserves for Fixed Route and Paratransit Vehicle purchases as per the Measure D 5-Year Program of Projects submitted to RTC			

**FY18 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 22, 2018-3RD REVISION**

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
<b>Remove:</b> Eliminate the place-holder project titled Bus Replacement Fund and list and identify the actual projects funded with Bus Replacement Funds			
	STA-SB1	\$ (2,263,000)	
	STA-SGR	\$ (737,000)	
<b>Reason:</b> Only list the projects that are actually funded with Bus Replacement funds in the Projects section of the budget document; detail the amount available at the top of the budget document.			
<b>FUNDING SUMMARY:</b>			
	Cal-OES	\$ 724,950	
	FTA	\$ 544,720	
	LCTOP	\$ -	
	MEASURE D	\$ 1,244,798	
	PTMISEA	\$ (137,696)	
	RESERVES	\$ (277,101)	
	STA-Prior	\$ (81,020)	
	STA-SB1	\$ (2,263,000)	
	STA-SGR	\$ (737,000)	
	STBG	\$ -	
	STIP	\$ (997)	
<b>TOTAL CAPITAL BUDGET REVISIONS THROUGH 6/22/18:</b>			<b>\$ (982,346)</b>
<b>FY18 REVISED CAPITAL BUDGET AS OF JUNE 22, 2018:</b>			<b>\$ 17,652,027</b>



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: RENEWAL OF AGREEMENT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO/General Manager to execute a new agreement with the County of Santa Cruz for payroll services, through June 30, 2022, not to exceed \$55,000 annually**

## **II. SUMMARY**

- The current agreement with the County of Santa Cruz (County) for payroll services will expire June 30, 2018. Santa Cruz Metropolitan Transit District (METRO) has contracted with the County to provide payroll services for approximately forty-three years.
- Due to the specialized needs of METRO, including over thirty different types of pay, and approximately fifteen deductions, the County is uniquely positioned to economically provide these payroll services.
- The County has adapted its computer system to provide specialized services and reports exclusive to METRO, and has established computer links to facilitate the data transfer process. The County has been very responsive to METRO's payroll needs, especially when changes are made as a result of re-negotiated labor agreements with the labor organizations, and changes to processes related to CalPERS reporting.

## **III. DISCUSSION/BACKGROUND**

METRO's current agreement with the County for payroll services will expire June 30, 2018.

METRO is responsible for providing the County with accurate documentation of hours worked by each employee, while the County actually processes the bi-weekly payroll for approximately 330 employees, which includes the following services and deductions:

- Process bi-weekly payroll including approximately thirty types of pay such as straight time, overtime, double-time, bilingual, shift differential, uniform allowance, instructor pay, union non-work pay, sick pay, vacation pay,

personal leave pay, administrative leave pay, out-of-class pay, accrual payoffs, accident pay, jury duty, etc.

- File all payments for Federal and State taxes within prescribed time limits
- Remittance to the appropriate payees, for deductions such as insurance, garnishments, deferred compensation, retirement, direct deposit to banks, union dues, etc.
- CalPERS retirement deductions, deferred compensation, monthly medical benefit payments, mandatory monthly Unfunded Accrued Liability (UAL) payments, and other related CalPERS reporting
- Issue paychecks and year-end W-2's, etc.

The County has provided payroll services to METRO for approximately forty-three (43) years in a satisfactory manner, at a cost significantly lower than private service bureaus for similar services and deductions.

Over the years, the County has adapted its computer system to provide specialized services and reports exclusive to METRO, and has established computer links to facilitate the data transfer process. It has been very responsive to METRO's payroll needs, especially when changes are made as a result of re-negotiated labor agreements with the labor organizations.

Staff requests that the Board of Directors authorize the CEO/General Manager to execute a new agreement with the County of Santa Cruz for payroll services, through June 30, 2022, not to exceed \$55,000 annually.

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

The following outlines the elements of the recommendation:

1. Amount of Recommendation:
  - Not to Exceed \$55,000 per fiscal year for four (4) years
2. Source Of Funding:
  - FY19 – FY20 Operating Budget – Operating Revenue
    - In FY17, \$43,726 was charged for the fiscal year; we won't have the FY18 invoices until the end of June
3. Expense Accounts:
  - Accounting/Audit Fees (503011-1200)
4. Fiscal Impact:
  - The cost for the recommendation of the renewal of the County Payroll Services Agreement is included in the Finance Department FY19 – FY20 Operating Budget.

- Because this is a four (4) year agreement, funds will be budgeted accordingly in future years.

## **V. ALTERNATIVES CONSIDERED**

- METRO could go out to bid for payroll services
- METRO could procure the appropriate payroll software to perform these functions in-house

The above alternatives are not recommended due to the complexities of the METRO payroll and the forty-three (43) years of experience the County has with processing METRO payroll, in a cost-effective manner.

## **VI. ATTACHMENTS**

**Attachment A:** Santa Cruz Metropolitan Transit District – Independent Contractor Agreement with County of Santa Cruz

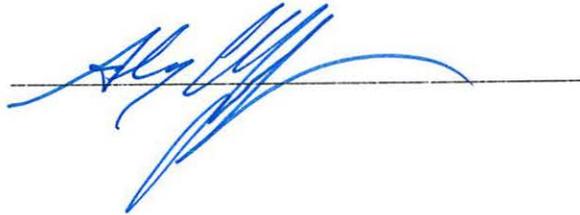
Prepared By: Debbie Kinslow, Assistant Finance Manager

**VII. APPROVALS:**

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



# Attachment A

## INDEPENDENT CONTRACTOR AGREEMENT (STANDARD)

This Contract, which is effective on the date it is fully executed, is between SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, hereinafter called METRO, and the COUNTY OF SANTA CRUZ, hereinafter called COUNTY. The parties agree as follows:

### WITNESSETH

WHEREAS, the County is able to furnish and METRO wishes to receive and purchase payroll services as hereinafter set forth it is agreed as follows:

NOW, THEREFORE, in consideration of the policies, covenants and obligations of the parties hereinafter set forth it is agreed as follows:

THE COUNTY shall continue to maintain the level of service provided to METRO as of June 30, 2018, which shall include the following:

1. **DUTIES OF COUNTY.** COUNTY agrees exercise special skill to accomplish the following results for METRO during the term of this Agreement with regard to METRO'S payroll:
  - A. To process Santa Cruz METRO'S bi-weekly payroll for approximately 350 employees, all of whom have wages computed hourly and must be reported by department.
  - B. To include approximately thirty types of pay, including but not limited to the following: straight time, overtime, bilingual, shift differential, uniform allowance, instructor pay, union non-work pay, sick pay, vacation pay, administrative leave pay, personal leave pay, guarantee pay, termination pay, out-of-class pay, accrual payoffs, accident report pay, travel time, jury duty, holiday pay, trainee pay, over-80 hours pay, double-time, and advance pay.
  - C. To include payee deductions with remittance to appropriate payees, including but not limited to the following: various insurance deductions, garnishments, retirement, direct deposit to banks, deferred compensation, union dues, Medicare, and credit unions.
  - D. To provide for timekeeper data entry and retrieval of attendance information, which shall include corrections and balancing by either hard copy via mail or pick up, courier, or electronic file.
  - E. To issue, sign and prepare checks for pick-up by 12:00 noon on Thursday following the end of the pay period, or Wednesday if Thursday is a holiday, and to manually prepare pay warrants when necessary, upon request.

# Attachment A

- F. To provide each payee with an Earnings, Deductions & Leave statement which shows, at a minimum, the following:
  - i. current earnings by hours and amount, current taxes and other deductions by amount;
  - ii. year-to-date earnings, taxes and other deductions;
  - iii. current balances for sick, annual, personal, administrative leave and floating holidays.
- G. To provide for direct deposit to banks both for saving, checking and net pay.
- H. To file all Federal and State payroll taxes within prescribed time limits.
- I. To deduct for Medicare from employees hired after 4/1/86, and for FICA as necessary.
- J. For Santa Cruz METRO employees covered by the Public Employees Retirement System, COUNTY will process all retirement deductions in accordance with the PERS contract with Santa Cruz METRO, which includes:
  - i. Deductions on first 80 hours only (not to include overtime). Santa Cruz METRO shall provide COUNTY a copy of its contract with PERS;
  - ii. Payment for the monthly CalPERS Unfunded Accrued Liability;
  - iii. And, Payment for the monthly CalPERS medical benefits invoice.
- K. To interface with One Solution and provide journal entries for posting to general ledger within five (5) work days of payday.
- L. To provide reports by department with the following information and frequency shown in parenthesis:
  - i. By department and employee, usage and balance-available reports on compensatory time, sick leave, annual leave, administrative leave, personal leave, floating holidays, overtime reports, leave usage, hours and liability for leave reports (payday).
  - ii. Payroll history by employee made available by payday.
    - a. Master File
    - b. Earnings History
  - iii. Hours and earnings (payday). Hours register by department as well as one total for all departments.
  - iv. Deductions (payday).
  - v. Audit report (payday).

# Attachment A

- vi. Last rate of pay increase, by employee amount and date (monthly).
  - vii. Payroll register (payday).
  - M. To generate new reports as required and to provide direct access to the database for retrieval of information as required. If an additional charge for a report is required, the County will notify Santa Cruz METRO in advance so that Santa Cruz METRO may approve charges.
  - N. To account for taxable, non-cash fringe benefits.
  - O. To issue W-2's and quarterly reports; to provide, upon request, duplicate W-2's.
  - P. To provide information needed for special project reports.
  - Q. To maintain the payroll system in conformance with State and Federal laws and regulations and PERS requirements.
2. **DUTIES OF METRO.** METRO agrees during the term of this Agreement to perform the following functions and duties with regard to METRO'S payroll:
- A. METRO shall deposit in advance with the COUNTY such funds as are necessary to process and make payment of required payroll.
  - B. METRO shall provide COUNTY accurate documentation of hours worked by each employee in advance of payday.
3. **COMPENSATION.** In consideration for COUNTY accomplishing said results with regards to METRO'S payroll, COUNTY and METRO agree:
- A. METRO agrees to pay COUNTY for all services rendered, not to exceed \$55,000 annually,
  - B. COUNTY agrees to submit an annual invoice for total payroll services provided.
4. **TERM.** The term of this Contract shall be: July 1, 2018 through June 30, 2022.
5. **EARLY TERMINATION.** Either party hereto may terminate this Contract as of June 30 of any year by giving one hundred twenty (120) days' written notice to the other party.
6. **MODIFICATION OF AGREEMENT.** the fees, terms or conditions of this Agreement may be modified in writing with the consent of the parties. No amendment to this Agreement shall be effective unless it is in writing and signed by duly authorized representative of both parties.
7. **OBLIGATIONS UPON TERMINATION.** Upon termination of this Agreement, a final accounting shall be made of the fees payable to the COUNTY and any funds belonging to METRO in the possession of COUNTY and any balance due either party shall be promptly paid by the debtor party.

# Attachment A

8. **RECORDS.** All records, reports and material pertaining to METRO payroll subject to this Agreement shall be the property of METRO and shall be available to METRO.
9. **INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.** To the fullest extent allowed by law, each of the Parties will indemnify, hold harmless and defend the other Party and its directors, officers, employees and agents (collectively, "Indemnitees") against all liability, claims, suits, actions, costs or expenses under or in connection with any work or authority delegated to such Party under this Contract. Neither Party, nor any director, officer, employee, or agent thereof, shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Party hereto, under or in connection with any work or authority delegated to such other Party under this Contract. This indemnification will survive termination or expiration of this Contract.
10. **NONASSIGNMENT.** Neither party shall assign this Agreement or any part hereof without the written consent of the other party. This provision is not intended to restrict the COUNTY from engaging personnel, as COUNTY deems reasonably advisable.
11. **INDEPENDENT CONTRACTOR.** While performing service hereunder, the COUNTY shall be an independent contractor and not an agent, officer, or employee of the METRO.
12. **PRESENTATION OF CLAIMS.** Presentation and processing of any or all claims arising out of or related to this Contract shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.
13. **ATTACHMENTS.** Should a conflict arise between the language in the body of this Contract and any attachment to this Contract, the language in the body of this Contract controls. This Contract includes the following attachments:  
  
Attachments included: None
14. **AUTHORITY.** Each party has full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each has been properly authorized and empowered to enter into this Agreement. Each party further acknowledges that it has read this Agreement, understands it, and agrees to be bound by it.
15. **MISCELLANEOUS.** This written Contract, along with any attachments, is the full and complete integration of the parties' agreement forming the basis for this Contract. The parties agree that this written Contract supersedes any previous written or oral agreements between the parties, and any modifications to this Contract must be made in a written document signed by all parties. The unenforceability, invalidity or illegality of any provision(s) of this Contract shall not render the other provisions unenforceable, invalid or illegal. Waiver by any party of any portion of this Contract shall not constitute a waiver of any other portion thereof. Any arbitration, mediation, or litigation arising out of this Contract shall occur only in the County of Santa Cruz, notwithstanding the fact that one of the contracting parties may reside outside of the County of Santa Cruz. This Contract shall be governed by, and interpreted in accordance with, California law.

# Attachment A

END OF PAGE  
SEE SIGNATURE PAGE BELOW

# Attachment A

## SIGNATURE PAGE

### INDEPENDENT CONTRACTOR AGREEMENT

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

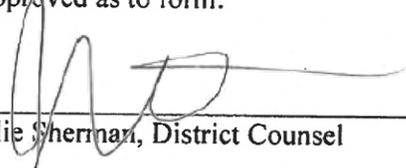
**SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT**

**COUNTY OF SANTA CRUZ**

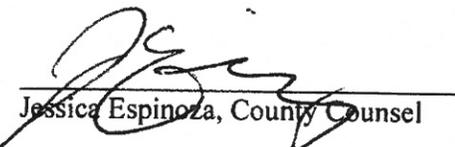
By: \_\_\_\_\_  
Alex Clifford, CEO/General Manager

By: \_\_\_\_\_  
Edith Driscoll, Auditor-Controller-  
Treasurer-Tax Collector

Approved as to form:

  
\_\_\_\_\_  
Julie Sherman, District Counsel

Approved as to form:

  
\_\_\_\_\_  
Jessica Espinoza, County Counsel

Company Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

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



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE  
INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY19**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorize payment to the California Transit Indemnity Pool (CalTIP) in the amount of \$608,887 for participation in the FY19 liability and vehicle physical damage insurance coverage programs**

## **II. SUMMARY**

- Santa Cruz METRO carries liability and vehicle physical damage insurance through CalTIP, a pool of California public transit agencies established in 1987.
- The Liability Program Contribution Deposit for FY19 in the amount of \$558,168 provides for general liability, and public officials' errors and omissions insurance coverage.
- The Vehicle Physical Damage Program Contribution Deposit for FY19 is \$50,719 for vehicle physical damage insurance coverage.
- Staff recommends that the Board of Directors authorize payment to the California Transit Indemnity Pool (CalTIP) in the amount of \$608,887 for participation in the FY19 liability and vehicle physical damage insurance coverage programs, and authorize the CEO/General Manager, or designee, to take such actions as may be necessary with regard to METRO's participation in said programs..

## **III. DISCUSSION/BACKGROUND**

Santa Cruz METRO has been a member of CalTIP since its inception in 1987. Each member agency has a representative on CalTIP's Board of Directors. Debbie Kinslow, Assistant Finance Manager, is Santa Cruz METRO's appointed director to the Board, and Ciro Aguirre, Chief Operations Officer, is an alternate.

Liability: CalTIP's Liability Program provides protection against covered losses for bodily injury or physical damage caused by METRO or an owned vehicle. The pooled and excess coverage provides general liability, public officials' errors and omissions, and vehicle liability. CalTIP self-funds or "pools" the first \$1.75M of liability coverage for any claim. (The CalTIP Board approved an increase of \$250K to the pooled layer limit to \$1.75M beginning with the 2018/19 program

year.) The \$1.75M is inclusive of Santa Cruz METRO's self-insured retention (SIR) which is \$250K. CalTIP purchases reinsurance and excess insurance applying to losses that exceed the \$1.75M Pooled Layer. The general liability coverage limit is now \$30M.

The premium for Liability coverage for FY19 is \$558,168, an increase of \$103,318 or 23% over FY18. This increase in premium is primarily due to limited renewal options in the excess and reinsurance layers due to poor loss experience in recent years, and a hardening of the auto liability market coupled with additional funding required for the increase in the pool SIR from \$1.5M to \$1.75M.

Vehicle Physical Damage (VPD): The VPD Program provides comprehensive and collision coverage to transit, staff, and maintenance vehicles. CalTIP currently self-funds, or "pools", the first \$100K of coverage over the member agency's deductible. Santa Cruz METRO's per vehicle deductible is \$500 for non-revenue vehicles, and \$5K for buses and Paratransit vehicles. CalTIP purchases excess insurance for losses exceeding \$100K and provides METRO with coverage up to \$30M per occurrence.

The premium for vehicle physical damage coverage for FY19 is \$50,719, a decrease of \$478 or -1% from FY18.

Staff recommends that the Board of Directors authorize payment to the California Transit Indemnity Pool (CalTIP) in the amount of \$608,887 for participation in the FY19 liability and vehicle physical damage insurance coverage programs, and authorize the CEO/General Manager, or designee, to take such actions as may be necessary with regard to METRO's participation in said programs.

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

The following outlines the elements of the above recommendation:

1. Amount of recommendation: \$608,887
2. Source of Funding: \$508,887 from the FY19 Operating Budget – Finance & Paracruz Departments budgets, and the use of \$100,000 in retrospective premium adjustments (credit) from METRO's Rate Offset Reserve Fund (RORF). The RORFs are held by CalTIP and members may elect to retain their entire RORF balances on deposit with CalTIP or apply any portion thereof towards the respective gross contribution deposit.
3. Expense accounts to charge: Insurance Property - 506011 / Insurance PL&PD - 506015

**V. ALTERNATIVES CONSIDERED**

- Using an alternate insurance carrier would lose many of the other important services provided by CalTIP, including safety and risk control programs: the Field Service Program, Samba FleetWatch, and the Bus Operator Selection Survey (BOSS), to name a few.
- Santa Cruz METRO could self-insure – but does not currently have the cash reserves to support such a program.

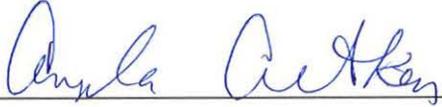
**VI. ATTACHMENTS**

None

Prepared By: Debbie Kinslow, Assistant Finance Manager

**VII. APPROVALS:**

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: CONSIDERATION TO PURCHASE GENFARE (GFI) TICKET VENDING MACHINE (TVM) CREDIT CARD READERS**

**I. RECOMMENDED ACTION**

**That the Board of Directors consider the purchase of Genfare (GFI) ticketing vending machine (TVM) credit card readers, and authorize the CEO/GM the authority to execute the subject contract with GFI.**

**II. SUMMARY**

- Santa Cruz Metropolitan Transit District (METRO) has purchased ticket vending machines (TVMs) from Genfare (GFI), who has become our sole source vender or these machines and components
- New regulations have come into effect that require credit card machines to have additional encryption and card chip features
- Staff recommends that the METRO Board of Directors approve the purchase of the upgraded credit card readers, and authorize the CEO/GM the authority to execute the subject contract with GFI.

**III. DISCUSSION/BACKGROUND**

METRO has purchased ticket vending machines (TVMs) from Genfare (GFI) for many years. GFI is our sole source vender or these machines and corresponding components.

New regulations have come into effect that require credit card machines to have additional encryption and card chip features to prevent fraud. Our current card readers on the TVM machines do not have this feature and we are susceptible to fraudulent changes via the TVM machines. Additionally, the credit card readers are getting old and breaking down.

In coordination with Fleet, Customer Service and Finance, staff recommends that the METRO Board of Directors approve the purchase of the upgraded credit card readers.

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

The required funding in the amount up to \$70,000 will be included in the FY19 Capital budget.

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

- Ordering old credit card machines would not be fiscally responsible, and buying these new machines will lessen any threat stemming from fraudulent transactions.
- Do nothing is an alternative, but TVM machines will go down and not be of use to the public wanting to use credit cards.

#### **VI. ATTACHMENTS**

**Attachment A:** SPX Genfare Sales Quote for Credit Card Readers

Prepared By: Angela Aitken, Finance Manager

**VII. APPROVALS:**

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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**Genfare**  
 A Division of SPX Corporation  
 800 Arthur Ave  
 Elk Grove Village, IL 60007  
 Ph: (847) 593-8855  
 Fax:(847) 758-4998

# Sales Quotation

**Sold-To-Party**

Santa Cruz Metro Transit Dist  
 110 Vernon Street  
 Santa Cruz CA 95060

**Ship-To-Party**

Santa Cruz Metro Transit District  
 Fleet Maintenance  
 138 Golf Club Drive  
 Santa Cruz CA 95060

**Information**

**Sales Quote No.** 5018554  
**Document Date** 05/15/2018  
**Customer No.** 539  
**Currency** USD  
**Contact Name** Angela Aitken  
**Phone** 831-425-8951  
**FAX** 831-426-6117  
**EMAIL** astrudley@scmtd.com  
**Validity Start Date** 05/15/2018  
**Validity End Date** 12/31/2018  
**Req Ship Date** 05/15/2018

**End User**

Santa Cruz Metro Transit Dist  
 110 Vernon Street  
 Santa Cruz CA 95060

Item	Material	Quantity	Price	Amount
10	B30032-0001 KIT, TVM3 BEZEL 8 UPGRADE	6 EA	6,550.00 USD	39,300.00
	Tax	1 EA	589.50 USD	3,537.00
	<b>Delivery date:</b> 06/29/2018			
20	INSTALL Install	6 EA	750.00 USD	4,500.00
	<b>Delivery date:</b> 05/15/2018			
30	ITEM EMV Software setup	6 EA	1,100.00 USD	6,600.00
	Tax	1 EA	99.00 USD	594.00
	<b>Delivery date:</b> 05/15/2018			
40	ITEM Pin/Debit Functionality	6 EA	1,100.00 USD	6,600.00
	Tax	1 EA	99.00 USD	594.00
	<b>Delivery date:</b> 05/15/2018			
50	FREIGHT Freight	1 EA	476.00 USD	476.00
	<b>Delivery date:</b> 05/15/2018			

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

**Date:** 05/15/2018

**Sales Representative:**

Mark Mahon

**Phone:** 847-871-1415

**Email:**

mark.mahon@spx.com

**Genfare Price Quotation Summary Terms & Conditions:** All prices are valid for 90 days from the Document Date unless otherwise noted above. Delivery will be made within 120 After Receipt of Order (ARO) unless otherwise noted above. Prices do not include any state or local taxes or freight charges unless specifically listed. Regardless of any taxes included above, applicable taxes due are determined as of the date of sale. All price quotations are subject to and shall be governed solely and exclusively by the Genfare Standard Terms And Conditions Of Sale, a copy of which is attached and incorporated herein.

**Sales Quotation****Sold-To-Party**

Santa Cruz Metro Transit Dist  
 110 Vernon Street  
 Santa Cruz CA 95060

**Ship-To-Party**

Santa Cruz Metro Transit District  
 Fleet Maintenance  
 138 Golf Club Drive  
 Santa Cruz CA 95060

**Information**

**Sales Quote No.** 5018554  
**Document Date** 05/15/2018  
**Customer No.** 539  
**Currency** USD  
**Contact Name** Angela Aitken  
**Phone** 831-425-8951  
**FAX** 831-426-6117  
**EMAIL** astrudley@scmttd.com  
**Validity Start Date** 05/15/2018  
**Validity End Date** 12/31/2018  
**Req Ship Date** 05/15/2018

**End User**

Santa Cruz Metro Transit Dist  
 110 Vernon Street  
 Santa Cruz CA 95060

<b>Gross Value:</b>	57,476.00
<b>Total Tax:</b>	4,725.00
<b>Final Amount:</b>	62,201.00

**Signature:****Date:** 05/15/2018**Sales Representative:**

Mark Mahon

**Phone:** 847-871-1415**Email:**

mark.mahon@spx.com

**Genfare Price Quotation Summary Terms & Conditions:** All prices are valid for 90 days from the Document Date unless otherwise noted above. Delivery will be made within 120 After Receipt of Order (ARO) unless otherwise noted above. Prices do not include any state or local taxes or freight charges unless specifically listed. Regardless of any taxes included above, applicable taxes due are determined as of the date of sale. All price quotations are subject to and shall be governed solely and exclusively by the Genfare Standard Terms And Conditions Of Sale, a copy of which is attached and incorporated herein.

# Attachment A

TERMS AND CONDITIONS OF SALE

**1. GENERAL.** Unless otherwise agreed in writing by Genfare, the Quotation, these Terms and Conditions of Sale (including the attached Warranty), the Order Acknowledgment (if issued) and the Software License (for any licensed Software), constitute the entire agreement between Genfare and Customer (the "Agreement") and are the exclusive terms and conditions governing the underlying order and shall apply in precedence over any such other terms and conditions, or otherwise under any applicable law. The Software is licensed to Customer under the Genfare Software License in effect at the time of purchase of such Software. Genfare's Services Agreement shall be the sole document governing any Software subscriptions purchased by Customer from Genfare. ANY ADDITIONAL OR INCONSISTENT TERMS OR CONDITIONS CONTAINED IN ANY PURCHASE ORDER OR OTHER DOCUMENT OF CUSTOMER ARE OBJECTED TO BY GENFARE AND SHALL NOT BE EFFECTIVE OR BINDING AS TO GENFARE UNLESS AGREED TO IN A WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF GENFARE. Genfare shall sell to Customer, and Customer shall purchase from Genfare, the equipment identified in the Quotation (the "Equipment") and a license to certain software identified in the Quotation or embedded in the Equipment (the "Software") in accordance with the Agreement (the Equipment and Software collectively referred to as the "Products"). Genfare accepts Customer's purchase orders for Products and agrees to deliver the Products to Customer only on the terms of the Agreement. Genfare's acceptance of Customer's purchase order is expressly made conditional on Customer's assent to the Agreement. No variation of the Agreement shall be binding unless agreed to in writing by authorized representatives of Genfare and Customer. The following provisions of these Terms and Conditions of Sale shall survive termination of the Agreement for whatever reason: Sections 1, 3, 6, 7, 8, 9, 11, 12, 15 and 16.

**2. SHIPPING & INSURANCE.** Genfare shall arrange shipping and insurance and shall bill Customer for the Products with the shipping and insurance costs as separate items, on an invoice ("Invoice"). Subject to other provisions of the Agreement, Genfare shall ship the Products to Customer on the agreed upon Shipping Date.

**3. TERMS OF PAYMENT.** Genfare may require certain payments to be made prior to delivery of Products or other services. Notwithstanding the preceding sentence, Customer shall pay for all Products, fees, shipping, insurance, and where agreed, all duties and taxes net 30 days from date of Invoice. However, if the parties have agreed that the Products are to be installed by Genfare, Customer shall pay 90% of the total cost of each Product upon shipping of the Product and 10% upon installation of the Product. All services are invoiced at 100%. If Customer fails to pay any Invoice when due, Genfare may, without prejudice to any other remedy, postpone shipments, alter payment terms, terminate the Agreement and charge interest on all overdue amounts at the rate of 1.5% per month compounded monthly (or if less, the maximum rate allowed by law). Upon demand, Customer shall pay all such interest charges and all reasonable collection fees, including reasonable legal expenses.

**4. TRANSFER OF TITLE AND RISK OF LOSS; DELIVERY.** All products will be shipped FOB Destination. Risk of loss and title to all Products shall pass to Customer, free of encumbrances, at the time of delivery to Customer's destination. Genfare will endeavor to meet any estimated or firm delivery dates requested by Customer, but shall not be liable in damages or otherwise, nor shall Customer be relieved of performance under the Agreement, because of failure to meet them.

**5. CHANGES TO SPECIFICATIONS.** Genfare may, without notice to Customer, make changes to the specifications of the Products which do not materially affect the quality or performance of the Products.

**6. ACCEPTANCE, RETURNS AND EXCHANGES.** The Products and services shall be deemed accepted, and any attempt by Customer to reject an order or shipment of Products shall be waived and not enforceable, unless: (i) Customer has promptly inspected the Products and services, and written notice from Customer of any defect has been received by Genfare within thirty (30) days following any delivery of Products or performance of services. The return of defective Products is covered by the Warranty as described in Attachment A.

**Return/Exchange Procedures.** Customer may only return a Product which is not defective if: (a) the Product does not correspond to the Products ordered in the Agreement (a "Return"), or (b) the Product has been ordered in error by the Customer and Genfare has granted written permission to Customer to remedy its mistake by ordering the correct equipment or software and returning the Product (an "Exchange"). The party liable for all shipping, insurance and any other expenses incurred by Customer in returning the Product pursuant to the preceding sentence and for all loss or damage to the Product until received by Genfare, shall be Genfare for Returns and Customer for Exchanges. If Customer returns the Product in accordance with these Procedures in an undamaged condition, in the original configuration and, where appropriate, in the original packing, before the later of: (i) 21 days after the date of the Invoice for that Product; and (ii) the date of substantial completion of installation of the Product by Genfare, Genfare shall: (A) for Returns, issue a credit to Customer for the full Invoice price of the returned Product; or (B) for Exchanges, issue a credit to Customer for the full Invoice price of the returned Product less: (I) a restocking fee of 25% of the Invoice price; and (II) the original shipping and insurance cost as shown on the Invoice. If Customer does not comply with the Procedures in this Section for Returns and Exchanges, Customer shall pay the full amount of the Invoice.

**7. CUSTOMER POSTPONEMENT OF SCHEDULED SHIPPING DATE.** If Genfare receives a request from Customer to delay the Shipping Date (a) 30 days or more prior to the Shipping Date, Genfare may postpone the Shipping Date and may charge Customer 2% of the net Agreement total for each full or partial month the Shipping Date is delayed or (b) less than 30 days prior to the Shipping Date, Genfare may treat the Agreement as canceled and may bill Customer in accordance with the provisions of Section 8.

**8. CANCELLATION.** If Customer cancels an Agreement before the

Shipping Date, Genfare may charge Customer a cancellation charge calculated by multiplying the following applicable percentage by the Agreement total (as shown on the Quotation/Order Acknowledgment): (a) if cancelled 40 business days or more before Shipping Date, the applicable percentage is 25%, and (b) if cancelled 39 business days or less before Shipping Date, the applicable percentage is 50%. In addition to the applicable percentage charge, if Customer cancels all or part of the order without cause, Customer will reimburse Genfare for (i) Genfare's expenses incurred to fulfill the order through the cancellation date, including, without limitation, materials and labor. If Customer's order includes special order Products or vendor Products, Genfare may also charge, in addition to the other amounts set forth in this Section 8, (A) for special order Products, 100% of the amount shown on the Quotation/Order Acknowledgment for that Product; and (B) for vendor Products, the lesser of 100% of the cost to Genfare of vendor Product; or, if the vendor accepts the return of its Product the restocking charge levied by the vendor. Customer shall pay all cancellation charges within 30 days of receipt of Invoice.

**9. FORCE MAJEURE.** To the extent that either party is not able to perform an obligation under this Agreement due to fire, flood, acts of God, severe weather conditions, strikes or labor disputes, war or other violence, acts of terrorism, any law or order of any governmental agency, or other cause beyond that party's reasonable control ("Force Majeure"), that party may be excused from such performance so long as such party provides the other party with prompt written notice describing the condition and takes reasonable steps to avoid or remove such causes of nonperformance and promptly continues performance whenever and to the extent such causes are removed.

**10. INSTALLATION.** If installation is purchased, Customer shall complete all of the action necessary to prepare Customer's premises for the installation of Products prior to the scheduled installation date. If Customer complies with the preceding sentence, Genfare's authorized technicians shall commence the installation of Products on the scheduled installation date. Genfare may invoice Customer for an amount in addition to the installation charge specified on the Quotation/Order Acknowledgment if Genfare incurs additional installation costs as a result of Customer's failure to have the site, other manufacturers' equipment or Products ready for Genfare's technicians on the scheduled installation date.

**11. WARRANTY.** All Products are covered by Genfare's Standard

Warranty as described in Attachment A attached hereto and incorporated herein.

**12. WAIVER OF CONSEQUENTIAL DAMAGES; LIMITATION OF LIABILITY.** Notwithstanding anything in this Agreement to the contrary, to the fullest extent permitted by applicable law, Genfare will not be liable for damages related to any business interruption or loss of profit, increased operating costs, anticipated savings, data, contract, goodwill or the like or for incidental, special, indirect or consequential damages of any nature under any theory of relief, including, without limitation, breach of warranty, breach of contract, tort (including negligence), and strict liability, arising out of or related to Seller's acts or omissions. Under no circumstances shall Genfare's liability to Customer exceed the contract price for the specific goods and services upon which such liability is based. Any action for breach of contract or otherwise must be commenced within one (1) year after the cause of action has accrued.

**13. INDEMNIFICATION.** Genfare agrees to indemnify and hold harmless Customer, its elected and appointed officers and employees, from and against any and all claims, demands, defense costs, liability or damages brought by third parties and to the extent arising solely from: (a) personal injury or property damage resulting directly from Genfare's (or Genfare's subcontractors, if any), negligent acts, errors or omissions or willful misconduct or (b) any actual infringement by Genfare of a patent, trademark, copyright, trade secret or other intellectual or proprietary rights regarding the Products (except to the extent resulting from Customer's combination of Genfare's products with other products or services not provided by Genfare). Notwithstanding the foregoing, there shall be no indemnification hereunder by Genfare as to any losses caused by the negligence or fault of Customer or any of its officers, employees or agents. If Customer shall claim indemnification hereunder, Customer shall notify Genfare in writing of the basis for such claim or demand setting forth the nature of the claim or demand in reasonable detail. Genfare agrees to assume the defense of any such claim and to defend the same at Genfare's expense. The parties agree to reasonably cooperate with each other on any such claims. If the Customer desires to participate in the defense, then Customer shall have the right to do so through counsel of its own choosing, provided that Customer will be responsible for all of its costs in so doing.

**14. INSURANCE.** Genfare shall maintain insurance coverage

consistent with its existing programs but shall not name Customer as an additional insured nor will Genfare or its insurers be obligated to waive any rights of subrogation Genfare or such insurers may have against Customer or its affiliates.

9-09A.3

# Attachment A

Genfare shall use commercially reasonable efforts to provide Customer with written notice of cancellation of any applicable policy thirty (30) days prior to the effective cancellation date of such policy, but failure to do so shall impose no obligation or liability upon Genfare or its insurers, agents or representatives. Genfare shall provide Customer with its standard certificate of insurance upon request.

**15. NOTICE.** All requests, instructions and notices from one party to the other must be in writing and may be given via registered post or facsimile transmission to the address of the parties shown on the Quotation/Order Acknowledgment.

**16. MISCELLANEOUS.** No waiver by Genfare of any breach of this Agreement shall be considered as a waiver of any subsequent breach of the same or any other provision. Any provision of the Agreement which is, or is deemed to be, unenforceable in any jurisdiction shall be severable from the Agreement in that jurisdiction without in any way invalidating the remaining provisions of the Agreement, and that unenforceability shall not make that provision unenforceable in any other jurisdiction. The rights which accrue to Genfare by virtue of the Agreement shall endure for the benefit of and be binding upon the successors and assigns of Genfare. The Agreement shall be governed by the laws of the State of Illinois, however Genfare may enforce the provisions of the Agreement in accordance with the laws of the jurisdiction in which the Products are situated. The United Nations Convention on the Sale of Goods (the Vienna Convention) shall not apply to the Agreement.

## ATTACHMENT A- WARRANTY

### 1. GENERAL TERMS

1.1 Subject to the provisions of this Warranty, Genfare warrants that the equipment and software described in Paragraph 1.2 shall conform to their specifications in all material respects and that the equipment shall be free from material defects in materials and workmanship.

1.2 This Warranty applies to all original purchases of new Genfare supplied equipment and spare parts, including licensed software (collectively the "Equipment"). This Warranty does not apply to any subscriptions purchased by customer.

1.3 The "Warranty Period" shall begin on the earliest of (a) the date of delivery of the Equipment if the equipment is not to be installed, (b) the date of installation completion by a Genfare, or Genfare approved technician, or (c) the date the Equipment is placed into revenue service, and shall end (y) twelve (12) months thereafter for equipment purchases and (z) ninety (90) days thereafter for any spare parts purchases; provided, however, that the Warranty Period for Equipment purchased under Genfare's Upgrade/Reconditioning Program that has been reconditioned or refurbished shall end 6 months after commencement, unless otherwise specified in writing by Genfare.

### 2. RETURN OF EQUIPMENT UNDER WARRANTY

2.1 If an item of Equipment malfunctions or fails in normal use within the applicable Warranty Period:

2.2 Customer shall promptly notify Genfare of the problem and the serial number of the defective item;

(a) Genfare shall, at its option, either resolve the problem over the telephone, or provide Customer with authorization to ship the defective item to Genfare;

(b) if Genfare provides Customer with authorization to ship the defective item to Genfare, Customer shall attach a return tag with a description of the fault. Customer shall, at its cost, properly pack the item to be returned, prepay the insurance and shipping charges, and ship the item to the specified Genfare Service Center;

(c) Genfare shall either repair or replace the returned item. The replacement item may be new or refurbished; if refurbished, it shall be equivalent in operation to new Equipment. If a returned item is replaced by Genfare, the Customer agrees that the returned item shall become the property of Genfare;

(d) Genfare shall, at its cost, ship the repaired item or replacement to the Customer. If the Customer has requested express shipping, the Customer shall pay Genfare an expediting fee.

2.2 Equipment which is repaired or replaced by Genfare under this Warranty shall be covered under all of the provisions of this Warranty for the remainder of the applicable Warranty Period or ninety (90) days from the date of repair or replacement, whichever is longer.

2.3 A failure is defined as a malfunction of a given device or component in the Equipment that renders the Equipment inoperative and/or unsuitable for the intended purpose.

2.4 It is understood that Genfare shall be responsible for the costs of all materials and labor, except as provided herein. It is further understood that the costs of discovery of the problem associated with a given item of Equipment and the costs associated with the removal and installation of the defective part shall be the responsibility of Customer.

**3. TELEPHONE TECHNICAL ASSISTANCE.** During the applicable Warranty Period, Genfare shall provide the Customer with over-the-telephone technical fault analysis. Genfare shall not charge Customer for the first ten (10) calls per location per month, and may charge Customer for all additional calls.

**4. UPGRADES.** During the applicable Warranty Period, Genfare shall, at no charge, provide Customer with non-feature software updates to the version of Software installed at the Customer's location and, if the Equipment is sent to Genfare for Warranty repair, those revision level updates deemed necessary by Genfare. Non-feature software updates and revision level updates do not generally include additional equipment, such as hardware memory, which enables the upgrades to function in the existing Equipment of Customer. Customer may purchase this additional equipment from Genfare.

**5. DEFAULT AND TERMINATION.** Genfare may immediately terminate this Warranty and all of its performance under this Warranty, upon notification to Customer, if Customer: (a) makes any unauthorized modifications to the Equipment; (b) assigns or transfers the Customer's rights or obligations under this Warranty without the prior written consent of Genfare; (c) becomes bankrupt or insolvent, or is put into receivership; or (d) has not paid Genfare all amounts for services, advance replacement parts supplied under this Warranty, or other additional charges within thirty (30) days of receipt of written notice from Genfare. If this Warranty is terminated by Genfare, Customer shall remain liable for all amounts due to Genfare.

**6. LIMITATIONS AND QUALIFICATIONS OF WARRANTY.** This Warranty does not apply to normal consumable items, items which are replaced in usual and scheduled preventative maintenance such as light bulbs, nor does it apply to any damage, defect or failure caused by:

(a) any part of the Equipment having been modified, adapted, transported or relocated by any person other than Genfare personnel, a Genfare authorized service agent or Genfare approved technician without Genfare's prior written consent;

(b) improper installation, operation or maintenance by Customer or a third party;

(c) storage or environmental characteristics which do not conform to the applicable sections of the appropriate Genfare Equipment Manual;

(d) failure to conform with the Equipment Operating Instructions in the applicable Genfare Equipment Manual;

(e) inaccurate or incomplete information or data supplied or approved by Customer;

(f) external causes, including external electrical stress or lightning, or use in conjunction with incompatible equipment, unless such use was with Genfare's prior written consent;

(g) cosmetic damage;

(h) accidental damage, negligence, neglect, mishandling, abuse or misuse, other than by Genfare personnel, a Genfare authorized service agent or Genfare approved technician; or

(i) Force Majeure (as defined in Genfare's Terms and Conditions of Sale).

### 7. LIMITATION ON DAMAGES.

**7.1 THE WARRANTY STATED HEREIN ARE THE CUSTOMER'S SOLE AND EXCLUSIVE WARRANTY FOR THE EQUIPMENT. GENFARE SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND OF MERCHANTABILITY.**

**7.2 EXCEPT AS OTHERWISE EXPRESSLY AGREED BY THE PARTIES, GENFARE SHALL NOT BE LIABLE IN TORT, INCLUDING LIABILITY IN NEGLIGENCE OR STRICT LIABILITY, AND SHALL HAVE NO LIABILITY AT ALL FOR INJURY TO PERSONS OR PROPERTY. GENFARE'S LIABILITY FOR FAILURE TO FULFILL ITS OBLIGATIONS UNDER THIS WARRANTY OR ANY OTHER LIABILITY UNDER OR IN CONNECTION WITH THE EQUIPMENT SHALL BE LIMITED TO THE AMOUNT OF THE PURCHASE PRICE OF THE EQUIPMENT.**

**7.3 EVEN IF GENFARE HAS BEEN ADVISED OF THE POSSIBILITY OF THEM, GENFARE SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING LOST PROFITS AND REVENUES, FAILURE TO REALIZE EXPECTED SAVINGS, ANY CLAIM AGAINST A CUSTOMER BY A THIRD PARTY, OR ANY OTHER COMMERCIAL OR ECONOMIC LOSSES OF ANY KIND.**

# 9-09A.4



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Eddie Benson, Maintenance Manager  
**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A LOAN APPLICATION AND CONSTRUCTION CONTRACT FOR AN ENERGY EFFICIENT LED LIGHTING RETROFIT AND CALL FOR A PUBLIC HEARING ON AN ENERGY SERVICE CONTRACT**

## **I. RECOMMENDED ACTION**

- 1. That the Board of Directors authorize the CEO to execute a loan application to fund an Energy Efficient LED Lighting Retrofit; and**
- 2. That the Board of Directors call for a public hearing to be held at its August 24, 2018 meeting to consider entering into an energy service contract to retrofit light fixtures all at of its facilities.**

## **II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has a need to replace its light fixtures with energy-efficient LEDs at all of its facilities as part of the area-wide effort to have a more sustainable and eco-friendly business.
- The Association of Monterey Bay Area Governments (AMBAG) and Pacific Gas & Electric (PG&E) have partnered in an Energy Watch Program (the Program), which offers resources for energy efficiency projects to eligible PG&E customers.
- METRO is eligible for free Project Management from AMBAG and PG&E rebates valued between 15% - 46% of the total cost of the project.
- METRO is required to submit a PG&E loan application in order to participate in the Program, which will cover the up-front cost of the installations.
- The total value of the loan package is \$129,104. This amount is above the CEO's contracting authority and requires Board of Director's approval.
- Setting the public hearing is required for a public agency to enter into an energy service contract under Government Code §4217.10.

## **III. DISCUSSION/BACKGROUND**

Light-emitting diode (LED) light bulbs have a lifespan and electrical efficiency that are significantly greater than either incandescent or most fluorescent bulbs. The mercury content of fluorescent bulbs, which requires that they be disposed of as hazardous waste, is another reason it is desirable to switch to LEDs.

The Association of Monterey Bay Area Governments (AMBAG) has partnered with Pacific Gas and Electric Company (PG&E) to deliver the AMBAG Energy Watch Program. As a special district, METRO is eligible to participate in the Program. METRO previously participated in this Program with a successful LED retrofit project at the Watsonville Transit Center and a portion of the Maintenance Shop in Santa Cruz in 2015.

AMBAG has assessed METRO's remaining facilities and has provided energy and cost saving proposals for the following locations:

- Pacific Station in downtown Santa Cruz
- Cavallero Transit Center in Scotts Valley
- Judy K. Souza Operations Facility in Santa Cruz
- Administration Office in Santa Cruz
- Maintenance Shop in Santa Cruz (remaining portion)
- Fueling and Washing Station in Santa Cruz
- Soquel Park 'N Ride lot in Santa Cruz

Staff recommends that the Board of Directors authorize the CEO to execute a loan application with PG&E.

Staff further recommend that the Board hold a public hearing at its August 24, 2018 meeting to consider entering into an energy service contract and receive public input on the proposed energy service contract to retrofit existing lighting.

The proposed energy service contract would include the design, materials purchase, and installation of the LED lights. Government Code Section 4217.10 authorizes a public agency to enter into an energy service contract if the governing body:

1. Determines the contract is in the best interests of the public agency; and,
2. Finds that the anticipated cost to the public agency for the electrical energy or conservation services will be less than the anticipated marginal cost to the public agency for the energy that would have been consumed in the absence of the contract.

These findings must be made at a public hearing, noticed two weeks in advance.

The specifics of the project and energy service contract, and estimated operational cost savings will be presented to the Board at the beginning of the August 24 public hearing.

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

The Program provides Project Management from AMBAG at no cost to METRO, and the PG&E loan will be repaid in monthly installments on METRO's regular billing. It will take approximately three and a half years to fully repay the loan. There is 0% interest on this loan.

The value of the resulting loan is \$129,104. Funds to support this contract are included in the Facilities Maintenance FY19 Gas & Electric account #505011 in its Operating Budget. Funds will be included in future Operating Budgets.

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

- METRO could continue to use the current light fixtures, bulbs and ballasts. The energy use of these is higher and more costly, and therefore not recommended.
- METRO could delay the project or slowly retrofit the lighting fixtures over the next few years. This is not recommended as the Program could end at any time.

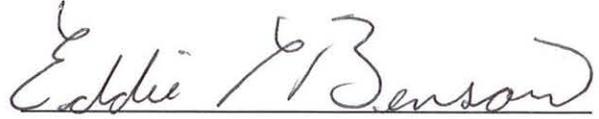
#### **VI. ATTACHMENTS**

**Attachment A:** PG&E Loan Application

Prepared By: Erron Alvey, Purchasing Manager  
Joan Jeffries, Administrative Specialist

**VII. APPROVALS:**

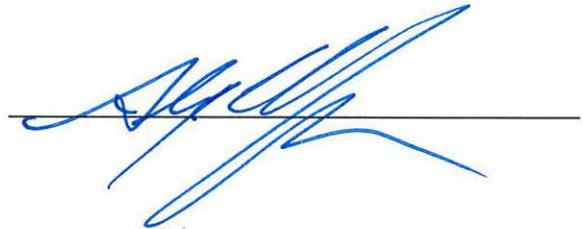
Eddie Benson, Maintenance Manager

  
\_\_\_\_\_

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

*OK low for AA*  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_



# Financing Supplement to the Energy Efficiency Retrofit Program Application

The Energy Efficiency Retrofit Loan Program (the "Program") is funded by California utility customers and administered by Pacific Gas and Electric Company (PG&E) under the auspices of the California Public Utilities Commission (CPUC). The Program provides qualified PG&E customers with a means to finance energy-efficient (EE) retrofit projects implemented under select PG&E EE Programs (the "Qualified Program"). The loans issued under the Program are interest-free, unsecured loans to fully or partially reimburse qualified PG&E customers for the costs they incur in connection with a qualified retrofit project (the "Retrofit Project"), which term shall mean the energy efficiency retrofit project described in Customer's relevant Energy Efficiency Program Application.

1. **Conditions for Eligibility:** Participation in the Program is limited to PG&E customers that meet the following conditions and satisfy these conditions throughout the duration of the Retrofit Project up to and including the date of Final Verification (defined below in Section 8): (a) the PG&E customer must be a business ("Commercial Customer") or a federal, state, county or local government agency ("Government Customer"); Commercial Customers and Government Customers are collectively referred to as "Customer;" (b) Customer currently receives service from PG&E at the location of the Retrofit Project (the "Location"); (c) Customer has continually maintained an active PG&E account for the previous 24 months and has a minimum of 12 months of historical metered energy usage at Customer's current Location; (d) at the time the Customer's Program Application is Approved and Customer's Loan Agreement is executed, and at the time the loan is to be funded following completion of the Retrofit Project and satisfaction of all other requirements of the Loan Agreement, Customer must be in good credit standing, as determined by PG&E through credit review which may include a commercial credit check and a bill history review, which may be based upon the following and other criteria:
  - a. No 24-hour disconnection notices in the last 12 months;
  - b. No returned payments within the last 12 months;
  - c. No more than 1 payment arrangement in the last 12 months;
  - d. No broken payment arrangements within the last 12 months;
  - e. No deposit assessed within the last 12 months; and
  - f. The Retrofit Project qualifies and Customer is eligible for an incentive under the Qualified Program.

2. **Loan Features:** The loans offered under the Program are interest-free (0%) and free of any fees, late payment penalties or other charges. The loan terms and conditions are set to provide simple payback from energy savings during the maximum allowed loan term, and are calculated by dividing the loan amount (eligible project cost less Qualified Program Incentives) by the estimated monthly energy savings resulting from the Retrofit Project. The ensuing number of monthly payments must not exceed the Maximum Loan Term set forth in chart below ("Loan Amount and Term Limitations").
3. **Eligibility:** Prior to purchasing and installing any energy-efficient measures or equipment under the Qualified Program, Customer must satisfy the eligibility requirements of both the Program and Qualified Program. Because energy efficiency projects in progress are ineligible under the Program, Customer must have an inspection of the Retrofit Project and Location conducted and completed by PG&E before commencing any work or purchasing any equipment for the Retrofit Project.
4. **Inspection:** PG&E will assist Customers in understanding the energy efficiency measures available under the Qualified Program and will answer their questions concerning this Program. After Customer has decided upon the measures that comprise the Retrofit Project, PG&E will request an engineering review, perform an inspection of the Location, calculate the Loan Terms and prepare the Loan Documents. Thereafter, PG&E will provide Customer with a copy of the inspection report, a Loan Agreement, the Application, the applicable On-Bill Financing (OBF) Gas and/or Electric Rate Schedule and Loan Calculation Summary Sheet (collectively, the "Loan Documents").
5. **Loan Documents:** If the terms of the loan are acceptable, Customer shall execute the Loan Documents and return them to PG&E prior to the commencement of the Retrofit Project. Incomplete or incorrect applications cannot be processed and may result in the delay of PG&E's approval and possible disqualification from the Program. Customer may withdraw this Application for any reason without penalty by sending written notice to PG&E.
6. **Customer's Responsibilities for Contractor and Vendor:** Upon PG&E's notification to Customer that the Retrofit Project is eligible for the Program, Customer may begin the Retrofit Project pursuant to the contract agreed upon by Customer, its contractor or vendor. PG&E does not endorse or recommend any particular contractor or vendor nor does PG&E review any contractor or vendor proposals. Rather, Customer shall be solely responsible for reviewing the feasibility of the contractor's and vendor's proposal(s) and verifying their respective qualifications, pricing, energy savings, warranties and the terms and conditions of the contractor's and/or vendor's contract with Customer.

Loan Amount and Term Limitations	
Interest	0%, with no additional fees or charges
Minimum Loan Amount	\$5,000
Maximum Loan Amount	Commercial Customer: \$100,000 / premises Government Customer: \$250,000 / meter
Maximum Loan Term, not to exceed the Expected Useful Life (EUL) of the measures	Commercial Customer: 60 months Government Customer: 120 months

\*Residential customers are ineligible.

# Attachment A

- 7. PG&E Disclaimers:** CUSTOMER'S DESIGN OF THE RETROFIT PROJECT AND SELECTION AND USE OF ENERGY EFFICIENCY EQUIPMENT, MEASURES AND SELECTION OF CONTRACTORS AND VENDORS IS AT CUSTOMER'S SOLE DISCRETION AND AT CUSTOMER'S SOLE RISK. TO THE EXTENT PERMITTED BY APPLICABLE LAW, PG&E EXPRESSLY AND SPECIFICALLY DISCLAIMS ANY LIABILITY IN RESPECT OF ANY ADVICE, INFORMATION OR OTHER INSTRUCTION PROVIDED BY OR ON BEHALF OF PG&E TO CUSTOMER IN CONNECTION WITH THE QUALIFIED PROGRAM, PROGRAM OR RETROFIT PROJECT. PG&E DOES NOT WARRANT OR BEAR ANY RESPONSIBILITY FOR ANY OF THE FOLLOWING:
- a.** THE WORK PERFORMED BY CUSTOMER'S CONTRACTOR(S) OR VENDOR(S), THAT THE RETROFIT PROJECT IS APPROPRIATE FOR THE LOCATION;
  - b.** THE RETROFIT WILL RESULT IN OR YIELD ANY ENERGY EFFICIENCY SAVINGS OR A SPECIFIC AMOUNT OF ENERGY EFFICIENCY SAVINGS OR OTHER REDUCTION IN CUSTOMER'S PG&E UTILITY BILL AFTER COMPLETION OF THE RETROFIT PROJECT;
  - c.** THE CONTRACTOR'S OR VENDOR'S SERVICES WILL BE TIMELY, COMPLETE OR ERROR-FREE, OR THAT DEFECTS IN THE RETROFIT PROJECT WILL BE CORRECTED BY SUCH INDIVIDUALS;
  - d.** ANY ERRORS, OMISSIONS, DEFECTS OR DELAYS IN THE DESIGN OR CONSTRUCTION OF THE RETROFIT PROJECT OR THE OPERATION OF ANY ENERGY EFFICIENCY MEASURES INSTALLED AT THE LOCATION.
- 8. Verification:** Upon completion of the Retrofit Project, Customer shall request PG&E's post-completion inspection and final verification that the Retrofit Project has been completed in conformity with the requirements of the Qualified Program and that customer remains eligible (the "Final Verification").
- a.** If there has been any change to the Retrofit Project's scope, cost and/or incentives available under the Qualified Program or energy savings, Customer will be required to enter into a Loan Modification Agreement with PG&E, which may include new contract terms reflecting the changes in the Retrofit Project. (If a Loan Modification Agreement is required, it shall be deemed part of the "Loan Documents.")
- b.** If the changes to the Retrofit Project are such that it no longer meets the Program's payback criteria or other conditions, the Retrofit Project will be considered ineligible, the Loan Agreement will be terminated and no loan proceeds will be disbursed.
  - c. IF PG&E DETERMINES, IN ITS ABSOLUTE DISCRETION, THAT CUSTOMER'S CREDIT HAS DETERIORATED OR HAS OTHERWISE PLACED CUSTOMER'S REPAYMENT OF THE LOAN AT RISK, THE LOAN PROCEEDS SHALL NOT BE ISSUED, EVEN THOUGH THE RETROFIT PROJECT MAY HAVE BEEN SATISFACTORILY COMPLETED AT CUSTOMER'S EXPENSE.**
- 9. Disbursements:** Subject to and following PG&E's satisfactory Final Verification, an incentive check and the loan proceeds will be issued to Customer or, at Customer's written direction, to Customer's contractor or vendor.
- 10. General Provisions:**
- a.** Applications for loans under the Program will be accepted from qualified Customers on a first-come, first-served basis until the funds allocated by PG&E for the Program are no longer available. The Program may be modified or terminated by the CPUC or PG&E at any time and without prior notice. However, termination of the Program following execution of a Loan Agreement by Customer will not affect that Loan Agreement, or, if Customer thereafter satisfies all Program conditions, the disbursement.
  - b.** The loan proceeds may only be used to pay or reimburse Customer for implementing or installing energy-efficient measures or equipment through the Qualified Program.
  - c.** If there is any conflict between the terms of any document relating to the Program, the Loan Documents shall control.
  - d.** For all retrofit projects, including but not limited to streetlight, HVAC and lighting retrofits, Customer acknowledges and understands that Customer is able to use the installation vendor or contractor of their choice.

I have read, understand and agree to all of the Energy Efficiency Retrofit Loan Program requirements and terms and conditions set forth in this Program description. I understand that loan calculations will be based on pre-inspection results and on the applicable program documentation, and that my agency/company must meet all eligibility criteria and requirements in order to participate in the Program. Any unapproved changes to project scope, costs or run hours, or to my agency's/company's creditworthiness, between the time the Loan Documents are accepted and signed and the Retrofit Project is completed and the project's and my agency's/company's continued eligibility are verified, could result in loan ineligibility.

Legal Name of Business (i.e., the formal name on your tax return)	Authorized Representative's Printed Name	
Authorized Representative's Signature	Title	Date
<b>Tax identification information (select one):</b>		
<input type="checkbox"/> Federal Tax ID Number: _____		
<input type="checkbox"/> Social Security Number: _____		

<b>FOR PG&amp;E USE ONLY:</b>		
PG&E OBF Administrator	Printed Name	Date
Retrofit Program Application Number	OBF Application Number	





**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Erron Alvey, Purchasing Manager  
**SUBJECT: ACCEPT AND FILE QUARTERLY PROCUREMENT REPORT FOR 1<sup>ST</sup>  
QUARTER OF FY19**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Quarterly Procurement Report for the 1<sup>st</sup> quarter of FY19.**

**II. SUMMARY**

- This staff report provides the Board with a Quarterly Procurement Report for the 1<sup>st</sup> quarter of FY19, covering the months of July through September.
- Each quarter staff will provide a Quarterly Procurement Report listing anticipated formal procurements within the upcoming quarter that are not being presented to the Board separately.

**III. DISCUSSION/BACKGROUND**

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

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

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

Attachment A details the regular formal procurements the Purchasing Department is planning on issuing during the 1<sup>st</sup> quarter of FY19 (July through September).

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

See attached.

**V. ATTACHMENTS**

**Attachment A:** FY19: 1<sup>st</sup> Quarter Anticipated Procurement Listing

Prepared by: Joan Jeffries, Administrative Specialist  
Erron Alvey, Purchasing Manager

VI. APPROVALS:

Erron Alvey, Purchasing Manager



Approved as to fiscal impact:  
Angela Aitken, Finance Manager

*dla low for AA*



Alex Clifford, CEO/General Manager



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**Anticipated Procurement Listing**

**FY19: 1st Quarter**

<b>Month Anticipated to be Issued</b>	<b>Description</b>	<b>Purpose</b>	<b>Department</b>	<b>Funding Source</b>	<b>Anticipated Value (life of contract)</b>
<b>Expiring Reoccurring Contracts</b>					
August	EAP Program Services	Employee Assistance Programs help employees deal with personal problems that might adversely impact job performance.	Human Resources	Operating Budget	\$ 60,000
September	Bus Air, Fuel and Oil Filters	These filters are used in the routine maintenance of fleet vehicles.	Maintenance	Operating Budget	\$ 75,000
September	Fasteners, Electrical Terminals & Miscellaneous Items	These items are used in repairing revenue and non-revenue fleet vehicles, as well as in facilities repairs.	Maintenance	Operating Budget	\$ 150,000

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**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Erron Alvey, Purchasing Manager  
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO T. BOYD  
CONSTRUCTION FOR INSTALLATION OF BOLLARDS AND PIPE  
PROTECTION AT THE JUDY K. SOUZA OPERATIONS FACILITY**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO to execute a contract with T. Boyd Construction for Installation of Bollards and Pipe Protection at the Judy K. Souza Operations Facility in an amount not to exceed \$57,900, with a \$5,790 contingency**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has a need for additional bollards and pipe protection in the parking area at the Judy K. Souza Operations Facility.
- The City of Santa Cruz required that METRO protect all utilities in the parking areas as a condition of occupancy.
- This work was de-scoped from the Lewis C. Nelson and Sons, Inc. building contract as disputed work.
- A competitive procurement was conducted to solicit bids from qualified firms. Four (4) firms submitted bids for METRO's review.
- Staff has reviewed all submitted bids and is recommending that the Board of Directors authorize a contract with T. Boyd Construction.

**III. DISCUSSION/BACKGROUND**

The Judy K Souza Operations Facility automobile parking area has exposed piping and building infrastructure that could be damaged by automobiles. Some bollards were installed during construction, but not enough to adequately protect the exposed piping and infrastructure. Lewis C. Nelson and Sons, Inc. disputed that they were responsible for utility and pipe protection to the extent that the City of Santa Cruz was requiring in order to issue METRO an Occupancy Permit. METRO rented and place twenty three (23) water filled barriers to protect the areas and satisfy the City of Santa Cruz. The Board of Directors directed staff to issue a formal Invitation for Bids to remedy this situation.

On March 23, 2018, METRO legally advertised and distributed Invitation for Bids (IFB) No. 18-13 to thirty-one (31) firms and ten (10) builders' exchanges, posted notice on its website, and sent email notices to all GovDelivery subscribers. On May 3, 2018, bids were received and opened from four (4) firms. A list of firms and a summary of the bids received are provided in Attachment A. Staff has reviewed all submitted bids. T. Boyd Construction has been determined to be the lowest responsible bidder whose bid is responsive to all the requirements of the IFB.

Staff recommends that the Board of Directors authorize the CEO to execute a contract on behalf of METRO with T. Boyd Construction for Installation of Bollards and Pipe Protection at the Judy K. Souza Operations Facility in an amount not to exceed \$57,900. Staff is also requesting to add a 10% contingency to this amount, or \$5,790, and approval authority for the CEO to execute any necessary change orders up to this contingency amount. Contractor will provide all equipment and materials meeting all METRO's specifications and requirements of the contract. Erron Alvey, Purchasing Manager and Project Administrator, will serve as the Contract Administrator and will ensure contract compliance.

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

The value of the contract is \$57,900. The addition of a 10% contingency for any necessary change orders would bring the total to \$63,690. Funds to support this contract are included in the MetroBase Life of Project Budget.

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

- Currently, METRO is renting barriers to protect piping and infrastructure, at a cost of \$1,150 a month, for a total of \$29,900 to date. METRO could continue to rent barriers, but a more permanent solution will save METRO money over time.
- If METRO discontinues renting barriers and does not implement a more permanent solution, piping and infrastructure will remain vulnerable to damage by automobiles. Staff does not recommend this option.

#### **VI. ATTACHMENTS**

**Attachment A:** Summary of Bids Received

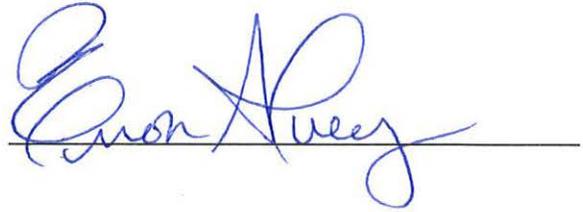
**Attachment B:** Contract with T. Boyd Construction

**Note: A full copy of the Contract is available on request.**

Prepared By: Joan Jeffries, Administrative Specialist  
Erron Alvey, Purchasing Manager

**VII. APPROVALS:**

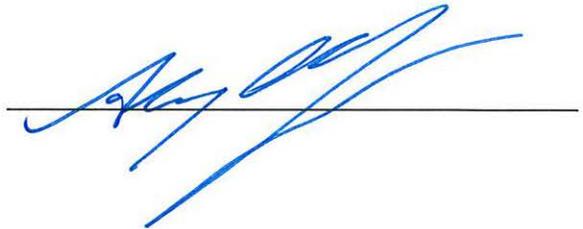
Erron Alvey, Purchasing Manager



Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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# Attachment A



## Bid Results for IFB No. 18-13

### Installation of Bollards and Pipe Protection at the Judy K. Souza Operations Facility

Opened May 3, 2018 at 2:00 PM

<b>BIDDER</b>	<b>AMOUNT BID</b>
C2 Builders Inc., Royal Oaks, CA	\$85,500
Escon Builders, Union City, CA	\$79,000
Golden Bay Fence Plus Iron Works, Inc., Stockton, CA	\$61,838
T. Boyd Construction, Coeur d'Alene, ID	\$57,900

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# Attachment B

## CONTRACT FOR INSTALLATION OF BOLLARDS AND PIPE PROTECTION AT THE JUDY K. SOUZA OPERATIONS FACILITY No. 18-13

THIS CONTRACT is made effective on June 27, 2018 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and T. BOYD CONSTRUCTION (“Contractor”).

### 1. RECITALS

#### 1.01 Santa Cruz METRO’s Primary Objective

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

#### 1.02 Santa Cruz METRO’s Need for Installation of Bollards and Pipe Protection at the Judy K. Souza Operations Facility

Santa Cruz METRO requires Installation of Bollards and Pipe Protection at the Judy K. Souza Operations Facility. In order to obtain said Installation of Bollards and Pipe Protection at the Judy K. Souza Operations Facility, Santa Cruz METRO issued an Invitation for Bids, dated March 23, 2018, setting forth specifications for Installation of Bollards and Pipe Protection at the Judy K. Souza Operations Facility. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.03 Contractor’s Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is P.O. Box 3783, Coeur d’Alene, Idaho 83816. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for Provision of said Installation of Bollards and Pipe Protection at the Judy K. Souza Operations Facility, which is attached hereto and incorporated herein by reference as Exhibit B.

#### 1.04 Selection of Contractor and Intent of Contract

On May 29, 2018, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Installation of Bollards and Pipe Protection at the Judy K. Souza Operations Facility, located at 1200 River Street, Santa Cruz, California 95060. The purpose of this Contract is to set forth the provisions of this procurement.

#### 1.05 Contractor and Supplier Synonymous

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

Santa Cruz METRO and Contractor agree as follows:

### 2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

#### 2.01 Documents Incorporated in This Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties’ Contract, and it is

# Attachment B

a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Part III, Section 11.13 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids No. 18-13" dated March 23, 2018, including Addendum numbers 1 and 2.

b) Exhibit B (Bid Form)

Contractor's submitted bid to Santa Cruz METRO for Installation of Bollards and Pipe Protection at the Judy K. Souza Operations Facility as signed by Contractor.

## 2.02 Conflicts

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

## 2.03 Recitals

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

## 3. **TIME OF PERFORMANCE**

### 3.01 General

The work under this Contract shall be completed within 120 calendar days after the date of commencement specified in the Notice to Proceed, unless modified by the parties under Part III, subsection 11.13 of the General Conditions to the Contract or terminated pursuant to Part III, Section 2.

### 3.02 Term

The term of this Contract shall commence upon the execution of the Contract by Santa Cruz METRO. Issuance of a Notice to Proceed shall remain in force until Final Acceptance as provided by Part IV, Section 21 of this Contract.

### 3.03 Acceptance of Terms

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

## 4. **SCOPE OF WORK**

4.01 Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services as specified in and in full accordance with the Invitation for Bids (IFB) No. 18-13 dated March 23, 2018 for Installation of Bollards and Pipe Protection at the Judy K. Souza Operations Facility. The Contractor shall provide a complete

# Attachment B

project in conformance with the intent shown on the drawings and specified herein and as provided for and set forth in the IFB.

- 4.02 Contractor and Santa Cruz METRO agree to comply with and fulfill all obligations, promises, covenants and conditions imposed upon each of them in the Contract Documents. All of said work done under this Contract shall be performed to the satisfaction of Santa Cruz METRO or its representative, who shall have the right to reject any and all materials and supplies furnished by Contractor which do not strictly comply with the requirements contained herein, together with the right to require Contractor to replace any and all work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the Contract Documents.

## 5. COMPENSATION

### 5.01 Terms of Payment

Santa Cruz METRO agrees to pay Contractor an amount not to exceed Fifty-Seven Thousand Nine Hundred Dollars as identified in the Bid Form, Exhibit B, for satisfactory completion of all work, including all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit and all other costs incidental to the performance of the services specified under this Contract. A schedule of values shall be submitted to Santa Cruz METRO on which all progress payments shall be based. Payments for completed work will be made within thirty (30) days of receipt of progress payment request. Contractor understands and agrees that if they exceed the **\$57,900** maximum amount payable under this Contract, they do so at their own risk.

### 5.02 Release of Claims

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

### 5.03 Retention of progress payments

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

### 5.04 Change in Contract Price

#### 5.04.01 General

- A. The Contract price constitutes the total compensation payable to Contractor for performing the work. All duties, responsibilities, and obligations assigned to or undertaken by Contractor to perform the work shall be at Contractor's expense without change in the Contract price.

# Attachment B

- B. The Contract price may only be changed by a change order. Any request for an increase in the Contract price shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the amount of the request with supporting data shall be delivered within 45 days after the date of the occurrence, unless the Contract Administrator allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the amount requested covers all amounts (direct, indirect, and consequential) to which the Contractor is entitled as a result of the occurrence of the event. No request for an adjustment in the Contract price will be valid if not submitted in accordance with this Article.
- C. The value of any work covered by a change order or of any request for an increase or decrease in the Contract price shall be determined in one of the following ways:
  - 1. Where the work involved is covered by unit prices contained in the Contract documents, by application of unit prices to the quantities of the items involved; or
  - 2. By mutual acceptance of a lump sum, which may include an allowance for overhead and profit not necessarily in accordance with Article 5.04.04; or
  - 3. On the basis of the cost of work (determined as provided in Articles 5.04.02 and 5.04.03) plus a Contractor's fee for overhead and profit (determined as provided in Article 5.04.04).

## 5.04.02 Cost of Work (Based on Time and Materials)

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

# Attachment B

operating similar equipment already on the work, or in the absence of such labor, established by collective bargaining agreements for the type of workers and location of the extra work, whether or not the operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein in accordance with the provisions of subsection 2 of Article 5.04.02 B herein, which surcharge shall constitute full compensation for payments imposed by State and Federal laws, and all other payments made to on behalf of workers other than actual wages.

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

# Attachment B

2. All equipment shall be in good working condition and suitable for the purpose for which the equipment is to be used.
  3. Before construction equipment is used on the extra work, Contractor shall plainly stencil or stamp an identifying number thereon at a conspicuous location, and shall furnish to the Contract Administrator, in duplicate, a description of the equipment and its identifying number.
  4. Unless otherwise specified, manufacturer's ratings and manufacturer-approved modifications shall be used to classify equipment for the determination of applicable rental rates. Equipment which has no direct power unit shall be powered by a unit of at least the minimum rating recommended by the manufacturer.
  5. Individual pieces of equipment or tools having a replacement value of \$500 or less, whether or not consumed by use, shall be considered to be small tools and no payment will be made therefore.
- E. Owner-Operated Equipment: When owner-operated equipment is used to perform work and is to be paid for as extra work, Contractor will be paid for the equipment and operator as follows:

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

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

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

- F. Equipment Time: The rental time to be paid for equipment on the work shall be the time the equipment is in productive operation on the work being performed and shall include the time required to move the equipment to the new location and return it to the original location or to another location requiring no more time than that required to return it to its original location; except that moving time will not be paid if the equipment is used on other than the extra work. Loading and transporting costs will be allowed, in lieu of moving time, when the equipment is moved by means other than its own power. No payment will be made for loading and transporting costs when the equipment is used at the site of the extra work on other than the extra work. The following shall be used in computing the rental time of equipment on the work:
1. When hourly rates are listed, any part of an hour less than 30 minutes of operation shall be considered to be ½-hour of operation, and any part of an hour in excess of 30 minutes will be considered 1-hour of operation.
  2. When daily rates are listed, operation for any part of a day less than 4 hours shall be considered to be ½-day of operation.

# Attachment B

3. Rental time will not be allowed while equipment is inoperative due to breakdowns or Contractor-caused delays.
- G. Cost of Work Documentation: The Contractor shall furnish the Contract Administrator Daily Extra Work Reports on a daily basis covering the direct costs of labor and materials and charges for equipment whether furnished by Contractor, subcontractor, or other forces. Santa Cruz METRO will provide the Daily Extra Work Report forms to Contractor. The Contractor or an authorized agent shall sign each Daily Extra Work Report. The Daily Extra Work Report shall provide names and classifications of workers and hours worked; size, type, and identification number of equipment; and the hours operated. Copies of certified payrolls and statement of fringe benefit shall substantiate labor charges. Valid copies of vendor's invoices shall substantiate material charges.

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

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

## 5.04.03 Special Services

Special services are defined as that work characterized by extraordinary complexity, sophistication, or innovations, or a combination of the foregoing attributes that are unique to the construction industry. The following may be considered by the Contract Administrator in making estimates for payment for special services:

- A. When the Contract Administrator and the Contractor, by agreement, determine that a special service is required which cannot be performed by the forces of the Contractor or those of any of its subcontractors, the special service may be performed by an entity especially skilled in the work to be performed. After validation of invoices and determination of market values by the Contract Administrator, invoices for special services based upon the current fair market value thereof may be accepted without complete itemization of labor, material, and equipment rental costs.
- B. When Contractor is required to perform work necessitating special fabrication or machining process in a fabrication or a machine shop facility away from the jobsite, the charges for that portion of the work performed at the offsite facility may, by agreement, be accepted as a special service and accordingly, the invoices for the work may be accepted without detailed itemization.
- C. All invoices for special services will be adjusted by deducting all trade discounts offered or available, whether the discounts were taken or not. In lieu of the allowances for overhead and profit on labor, materials, and equipment specified in Article 5.04.04 herein, a single allowance of ten (10) percent will be added to invoices for special services.

# Attachment B

## 5.04.04 Contractor's Fee

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

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

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

## 5.04.05 Compensation for Time Extensions

Adjustments in compensation for time extension will be allowed only for causes in Article 5.05.01 B.1 through Article 5.05.01 B.3 computed in accordance with Article 5.04 and the following. No adjustments in compensation will be allowed when Santa Cruz METRO-caused delays to a controlling item of work and Contractor-caused delays to a controlling item of work occur concurrently or for causes in Article 5.05.01 B.4 through Article 5.05.01 B.5.

Compensation for idle time of equipment will be determined in accordance with the provisions in Article 5.04.02.F and Section 8-1.09 of the State Specifications.

## 5.05 Change of Contract Time

### 5.05.01 General

- A. The Contract time may only be changed by a change order. Any request for an extension of the Contract time shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the extent of the request with supporting data shall be delivered within 45 days after the date of such occurrence, unless the Contract Administrator allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written

# Attachment B

statement that the adjustment requested is the entire adjustment to which the Contractor has reason to believe it is entitled as a result of the occurrence of said event. No request for an adjustment in the Contract time will be valid if not submitted in accordance with the requirements of this Article.

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

- B. The Contract time will be extended in an amount equal to time lost due to delays beyond the control of the Contractor if a request is made therefore as provided in this Article. An extension of Contract time will only be granted for days on which the Contractor is prevented from proceeding with at least 75 percent of the normal labor and equipment force actually engaged on the said work, by said occurrences or conditions resulting immediately therefrom which impact a controlling item of work as determined by the Contract Administrator. Such delays shall include:
1. Changes.
  2. Failure of Santa Cruz METRO to furnish access, right of way, completed facilities of related projects, drawings, materials, equipment, or services for which Santa Cruz METRO is responsible.
  3. Survey error by Santa Cruz METRO.
  4. Occurrences of a severe and unusual nature including, but not restricted to, acts of God, fires, other force majeure events, and excusable inclement weather. A force majeure event includes an earthquake, flood, cloudburst, cyclone or other cataclysmic phenomena of nature beyond the power of the Contractor to foresee or to make preparation in defense against, but does not include ordinary inclement weather. Excusable inclement weather is any weather condition, the duration of which varies in excess of the average conditions expected, which is unusual for the particular time and place where the work is to be performed, or which could not have been reasonably anticipated by the Contractor, as determined from U.S. Weather Bureau records for the preceding 3-year period or as provided for in the Special Provisions.
  5. Act of the public enemy, act of another governmental entity, public utility, epidemic, quarantine restriction, freight embargo, strike, or labor dispute. A delay to a subcontractor or supplier due to the above circumstances will be taken into consideration for extensions to the time of completion.

## 5.05.02 Extensions of Time for Delay Due to Excusable Inclement Weather

- A. The Contract time will be extended for as many days in excess of the average number of days of excusable inclement weather, as defined in Article 5.05.01 B.5, as the Contractor is specifically required under the Special Provisions to suspend construction operations, or as many days as the Contractor is prevented by excusable inclement weather, or conditions resulting immediately therefrom, from proceeding

# Attachment B

with at least 75 percent of the normal labor and equipment force engaged on critical items of work as shown on the schedule.

- B. Should the Contractor prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather, prevents work from beginning at the usual starting time and the crew is dismissed as a result thereof, the Contractor will be entitled to a 1-day extension whether or not conditions change thereafter during said day and the major portion of the day could be considered to be suitable for such construction operations.
- C. The Contractor shall base the construction schedule upon the inclusion of the number of days of excusable inclement weather specified in the Article titled "Excusable Inclement Weather Delays," of the Special Provisions. No extension of the Contract time due to excusable inclement weather will be considered until after the said aggregate total number of days of excusable inclement weather has been reached; however, no reduction in Contract time would be made if said number of days of excusable inclement weather is not reached.

## 5.06 Changed Site Conditions

If any work involves digging trenches or other excavations below the surface, Contractor shall promptly, and before the following conditions are disturbed, notify Santa Cruz METRO in writing of any:

- A. Material that Contractor believes may be a regulated material which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
- B. Subsurface or latent physical conditions at the site differing from those indicated in this Contract.
- C. Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

Santa Cruz METRO will promptly investigate the condition and if it finds that the conditions do materially so differ, or do involve regulated material, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the work, Santa Cruz METRO will issue a change order under the procedures described in this Contract. For regulated materials, Santa Cruz METRO reserves the right to use other forces for exploratory work to identify and determine the extent of such material and for removing regulated material from such areas.

In the event that a dispute arises between Santa Cruz METRO and the Contractor on whether the conditions materially differ or on the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by this Contract but shall proceed with all work to be performed under the Contract. The Contractor shall retain any and all rights provided either by this Contract or by law, which pertain to the resolution of disputes and protests between the contracting parties.

# Attachment B

## 5.07 Waivers and Releases

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

## 6. NOTICES

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

Santa Cruz METRO

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

Attention: Alex Clifford, CEO/General Manager

CONTRACTOR

T. Boyd Construction  
P.O. Box 3783  
Coeur d’Alene, Idaho 83816

Attention: Terry Boyd

## 7. ENTIRE AGREEMENT

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

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

# Attachment B

## 8. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by scanned image as an attachment to electronic mail. Such scanned signature must be treated in all respects as having the same effect as an original signature. Each party further agrees that this Contract may be executed in two or more counterparts, all of which constitute one and the same instrument.

## 9. AUTHORITY

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

Signed on  6-11-18 \_\_\_\_\_

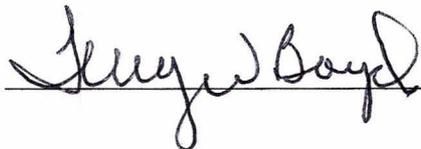
Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT  
DISTRICT

Alex Clifford, CEO/General Manager

\_\_\_\_\_

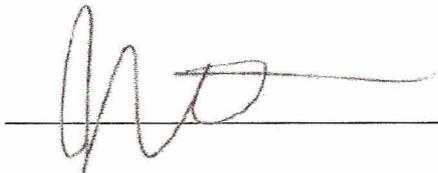
Contractor –  
T. BOYD CONSTRUCTION

Terry W. Boyd, Owner

 \_\_\_\_\_

Approved as to Form:

Julie A. Sherman, General Counsel

 \_\_\_\_\_



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Dr. Jolene Church, Human Resources Manager  
**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 6<sup>TH</sup> AMENDMENT EXTENDING THE CONTRACT FOR ONE YEAR WITH ALLIANT INSURANCE SERVICES, INC. FOR EXCESS WORKERS' COMPENSATION INSURANCE**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO to execute a 6<sup>th</sup> amendment, extending the contract for one year with Alliant Insurance Services, Inc. for Excess Workers' Compensation Insurance administered by California State Association of Counties Excess Insurance Authority (CSAC EIA), in an amount not to exceed \$175,000 for the premium and broker fee for the additional one-year period**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) uses workers' compensation excess insurance from California State Association of Counties Excess Insurance Authority (CSAC EIA). Alliant Insurance Services, Inc. is the broker that METRO is required to use when contracting services with CSAC EIA.
- METRO's contract with Alliant will expire on June 30, 2018.
- The contract with Alliant was established on July 1, 2011 and is due to expire on June 30, 2018.
- The base contract, effective July 1, 2011, was for two years, with three 1-year renewal options. All options have been exercised.
- The estimated premium for Excess Workers' Compensation Insurance ranges from \$157,000 to \$175,000 for the next year. The final proposed premium will not be available until mid to late June.
- CSAC EIA and Alliant Insurance Services, Inc. have performed their duties very well under this contract, and therefore a one-year contract extension is recommended.
- Staff recommends that the Board approve a contract extension with Alliant Insurance Services, Inc. for Excess Workers' Compensation Insurance, which will be administered by CSAC EIA, in an amount not to exceed \$175,000.

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

METRO has an insurance policy for individual worker's compensation claims exceeding \$350,000 from the CSAC EIA using Alliant Insurance Services, Inc. as broker. The contract with Alliant was established on July 1, 2011 and is due to expire on June 30, 2018. The base contract, effective July 1, 2011, was for two years, with three 1-year renewal options. All options have been exercised.

METRO procured this sole source contract via its membership in the California Public Entity Insurance Authority Joint Powers Agreement, which METRO joined in 2003. CSAC Excess Insurance Authority requires the brokerage of Alliant Insurance Services Inc. when participating in the CSAC Excess Insurance Program.

A review of the quality of service over the past year of the CSAC EIA and Alliant Insurance Services, Inc. shows that the service level and quality of service provided have been very good and no change is recommended at this time.

CSAC EIA will not have a final premium proposal for the next year until mid to late June. An early premium estimate, prepared in December 2017, ranged from \$160,000 to \$175,000. A more recent premium estimate, from March 2018, is \$157,000. These estimates are based on METRO's estimated 2018/19 payroll and METRO's workers' compensation claim experience in past years. In addition to the premium, a separate broker fee will be due to Alliant, which has been \$5,000 for the past three years.

Staff recommends that METRO extend the current contract with Alliant Insurance Services, Inc. for an additional one-year period, with authority for additional funds up to \$175,000. Staff further recommends that the Board of Directors authorize the CEO to sign a one-year contract extension on behalf of METRO for the specific proposed premium amount. The contract extension Amendment will not be finalized until the final proposal is received from Alliant. If the combined broker fee and premium proposal exceed \$175,000, staff will return to the Board for authorization. Jolene Church, Human Resources Manager, will continue to serve as the Contract Administrator and will ensure contract compliance.

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

The final early estimate for the coming year's premium has dropped by \$6,000 from last year's final early estimate. The premium projection is based on METRO's workers' compensation claim experience, the pool's workers' compensation claim experience, and METRO's estimated 2018/19 payroll.

Funds in an amount not to exceed \$175,000 are requested for approval at this time. The amount that staff is requesting is based on the high end of the

December 2017 estimate. Staff expects this amount to be enough to also cover the anticipated broker fee of \$5,000.

Funds to support this contract are paid out of operating expenses from the G/L Account 502081, Workers' Compensation. Costs are billed to departments based on number of employees in the department.

**V. ALTERNATIVES CONSIDERED**

Do not extend this contract. Staff does not recommend this option, as METRO is legally obligated to provide Workers' Compensation Insurance to its employees.

**VI. ATTACHMENTS**

**Attachment A:** 2018/2019 Estimates from CSAC EIA

Prepared by: Joan Jeffries, Administrative Specialist

**VII. APPROVALS:**

Jolene Church, HR Manager

A handwritten signature in blue ink, appearing to read "Jolene Church", written over a horizontal line.

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

A handwritten signature in blue ink that reads "dka low for AA", written over a horizontal line.

Alex Clifford, CEO/General Manager

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

**9-13.4**

# Attachment A

## CSAC Excess Insurance Authority 2018/19 Budget Estimates, December 2017 Santa Cruz Metro Transit District

This second round of early estimates have been prepared to further aid you in budgeting for the 2018/19 fiscal year. It is important to keep in mind it is still early in the process of determining each Program's total cost for the upcoming year. Since the initial version provided in October, we have updated the budget estimates to reflect the estimated 2018/19 payroll submitted via the renewal applications and losses evaluated as of 6/30/2017. The estimates provided are intended to be conservative; however, since there is a chance that final premiums may be in excess of these estimates, we recommend you budget towards the high end of the range.

If you are aware that you have had any substantial changes over the past 12 months, please contact Brian Kelley and a better estimate will be developed for you.

### Excess Workers' Compensation Program

Estimated Premium: **\$160,000** to **\$175,000** Estimated Payroll: **\$21,141,677**  
Rating Group: **Low Safety**

#### Estimate Assumptions & Updates

The EWC premium projections have been updated to reflect your entity's estimated 2018/19 payroll, as provided on your renewal application and your entity's losses based on the 6/30/17 evaluation date. This premium estimate assumes pool rate increases of 0%-10% and excess and reinsurance rate increases of 5-15%. The estimates have become more accurate with updated exposure and losses, but are still conservative due to the pending actuarial results and final reinsurance rates. Once those are received, we will distribute more accurate premium numbers in March.

#### Rating Methodology Change

In 2016/17, the Board of Directors voted to change the rating methodology for the Public Entity (PE) rating group by splitting it into two groups. The Public Entity rating group was separated into a High Safety group, members with more than 40% of total payroll in safety classcodes, and a Low Safety group, members with less than 40% safety payroll. The methodology change is being phased-in over 5 years, 2018/19 will be the 3rd year. These estimates account for the methodology phase-in, the premiums for public entity members are now based on 3/5ths of the new split rating group methodology and 2/5ths on the old rating methodology. The rating changes do not affect schools or counties.

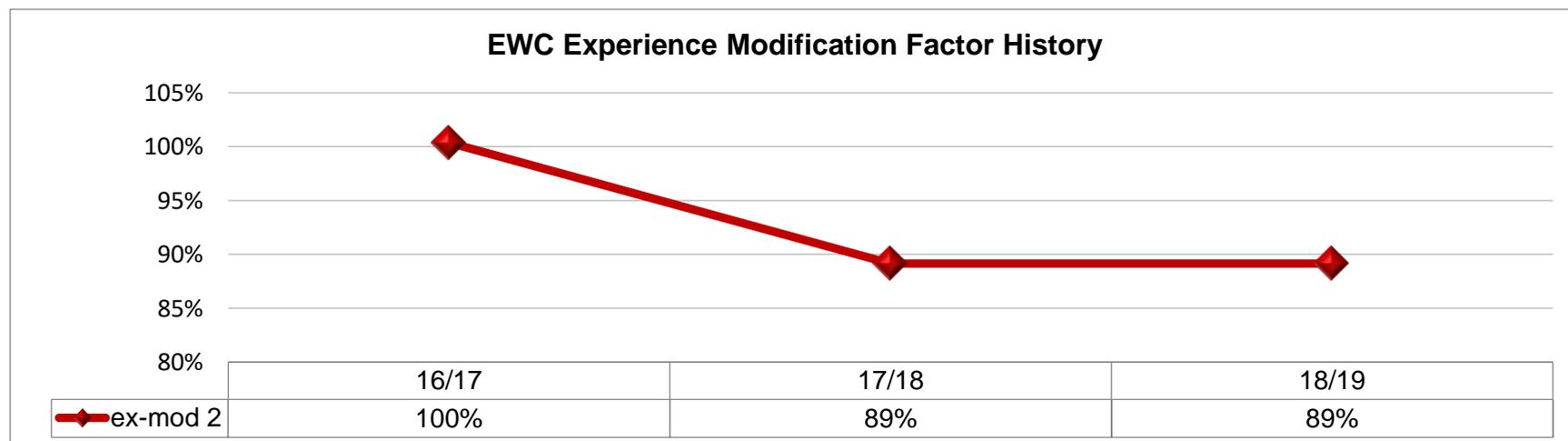
#### Payroll Audit Adjustment

If you have directed us to apply the 2016/17 payroll audit to your 2018/19 premium, it has been included in the total collection shown. If you have decided to handle the payroll audit outside of your premium, the Estimated Premium shown is the estimated total collection.

#### Experience Modification Factor

Your experience modification factors (ex-mod) have been calculated for 2018/19 using the updated payroll and loss data. Your ex-mod represents how your loss rate (based on 7 years of payroll and losses) compares to the average loss rate for your rating group. An ex-mod of less than 100% indicates that your loss rate is better than average, while one that is greater than 100% indicates that your loss rate is worse than average.

In the table below, ex-mod 1 reflects your ex-mod for the \$125K-\$300K rating layer, while ex-mod 2 reflects your ex-mod for the \$300K to \$1M rating layer. Therefore if your SIR is \$300K or higher, you will only see ex-mod 2 below.



#### EWC Payroll History

2017/18 Estimated Payroll: \$21,207,283  
2016/17 Estimated Payroll: \$24,088,426

#### EWC Premium History

2017/18: \$161,597  
2016/17: \$197,257



Santa Cruz Metro Transit District

This final round of early estimates have been prepared to further aid you in budgeting for the 2018/19 fiscal year. At this time, updated estimates are being provided for all major programs. Since the December version: (1) The budget estimates have been updated with actuarial rates for the pooled layers; (2) The reinsurance rates were updated where we have proposals; and (3) We have incorporated more accurate administrative budget numbers. While the estimates provided are more refined from the previous version, they still contain a range if there are still outstanding items specific to the program. The estimates are still intended to be conservative, however there may be a chance that final numbers may come in higher than the assumptions currently in place. For this reason we recommend continuing to budget toward the high end of the estimate range where one is provided.

**Excess Workers' Compensation Program**

Premium

16/17 Premium:	\$197,257	2016/17 Estimated Payroll:	\$24,088,426
17/18 Premium:	\$161,597	2017/18 Estimated Payroll:	\$21,207,283
18/19 Estimated Premium:	<b>\$157,000</b>	2018/19 Estimated Payroll:	\$21,141,677

The EWC premium projections have been updated to reflect your entity's estimated 2018/19 exposure, as provided on your renewal application, as well as losses based on the June 30, 2017 data collection. Since the December estimate, we have updated the projected program administrative costs and received and updated the pool and reinsurance rates.

Pool rates have changed from last year as follows:

- County rates are down 2% on average
- Low Safety rates are down 0.2% on average
- High Safety rates are down 6.2% on average
- School rates are down 5.9% on average

Reinsurance Premiums changed from last year as follows:

- Ace layer \$45m x \$5M - 3.5% increase
- Liberty Mutual layer \$50M to Statutory - Pending proposals, estimated 5% increase
- Safety National - No Rate change

The estimates have become more accurate, however, we are still pending the finalization of some miscellaneous fees. To remain somewhat conservative at this point, the estimates were rounded up to the nearest \$1,000. We will distribute final premium numbers in June once the nominal fees are finalized.



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Barrow Emerson, Planning and Development Manager  
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO MARK THOMAS & COMPANY, INC. FOR CONCEPTUAL LAYOUT DRAWINGS FOR DOWNTOWN TRANSIT CENTER NOT TO EXCEED \$31,440**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO to execute a contract with Mark Thomas & Company, Inc. for Conceptual Layout Drawings for Downtown Transit Center in an amount not to exceed \$31,440.**

## **II. SUMMARY**

- This project is part of a two-step analysis related to long-range planning for Pacific Station.
- The Santa Cruz Metropolitan Transit District (METRO) has a need for Conceptual Layout Drawings for a Downtown Transit Center.
- A formal request for proposals was conducted to solicit proposals from qualified firms. One (1) firm submitted a proposal for METRO's review.
- A three-member evaluation team comprised of METRO and City of Santa Cruz staff reviewed and evaluated the proposal, and is recommending an award to Mark Thomas & Company, Inc.

## **III. DISCUSSION/BACKGROUND**

METRO and the City of Santa Cruz are partnering on investigating redevelopment opportunities involving Pacific Station and adjacent properties under the control of the City.

This project is part of a two-step analysis related to this planning. The other component of the two-step project is a strategic planning analysis of the METRO system operation with a focus on downtown to determine four things:

1. Whether all bus routes that currently service downtown need to serve downtown;
2. If there are efficient and effective ways to service downtown other than with a single major transit center;
3. If an off-street terminal is needed and its appropriate size;

4. If Automatic Vehicle Locator (AVL) technology can facilitate “hot-berthing” and thus reduce the number of required bays.

The strategic planning analysis will be completed this fall and will be presented to the City Council and METRO Board in conjunction with the project under consideration today (the Downtown Transit Center Layout Drawings).

These layout drawings will determine the bus bay and ancillary facility capacity relative to METRO needs, which is to be confirmed through the other study.

External consultants were engaged for this exercise as METRO does not have the in-house professional skills required for this exercise

On August 25, 2017, the Board authorized staff to issue a Request for Proposals for conceptual layout concepts for Pacific Station. On January 31, 2018, METRO distributed Request for Proposals (RFP) No. 18-05 to thirty-eight (38) firms, posted notice on its website, and sent email notices to all GovDelivery subscribers. On March 2, 2018, one proposal was received and opened from Mark Thomas & Company, Inc. A three-member evaluation team, comprised of staff from both METRO and the City of Santa Cruz, has reviewed and evaluated the proposal.

The evaluation team used the following criteria as contained in the Request for Proposals:

<b>Evaluation Criteria</b>	<b>Points</b>
Ability to perform work in required timeframe	Pass/Fail
Project understanding	10
Past record of team members’ performance and experience	50
Cost proposal	40
<b>Total Points Possible</b>	<b>100</b>

Staff is recommending that the Board of Directors authorize the CEO to execute a contract on behalf of METRO with Mark Thomas & Company, Inc. for Conceptual Layout Drawings for Downtown Transit Center in an amount not to exceed \$31,440. The consultant will provide all services meeting all METRO’s specifications and requirements of the contract. Barrow Emerson, Planning and Development Manager, will serve as the Contract Administrator and will ensure contract compliance.

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

The value of the contract is \$31,440. As the City of Santa Cruz has agreed to contribute 50% of this cost, METRO's share will be \$15,720. Funds to support METRO's portion of this contract are included in the Planning Department FY18 & FY19 Professional/Technical Services (503031) Operating Budgets.

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

- No alternative is recommended. The information requested from the consultant is necessary in order to make important decisions about the future of METRO operations in downtown Santa Cruz.

#### **VI. ATTACHMENTS**

**Attachment A:** Contract with Mark Thomas & Company, Inc.

**Note:** A full copy of the Contract is available on request.

Prepared By: Joan Jeffries, Administrative Specialist  
Barrow Emerson, Planning & Development Manager

**VII. APPROVALS:**

Barrow Emerson, Planning &  
Development Manager

Barrow Emerson

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

dla low for AA

Alex Clifford, CEO/General Manager

Alex Clifford

# Attachment A

## PROFESSIONAL SERVICES CONTRACT FOR CONCEPTUAL LAYOUT DRAWINGS FOR DOWNTOWN TRANSIT CENTER (18-05)

THIS CONTRACT is made effective on June 27, 2018 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and MARK THOMAS & COMPANY, INC. (“Consultant”).

### 1. RECITALS

#### 1.01 Santa Cruz METRO’s Primary Objective

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

#### 1.02 Santa Cruz METRO’s Need for Conceptual Layout Drawings for Downtown Transit Center

Santa Cruz METRO has the need for Conceptual Layout Drawings for Downtown Transit Center. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated January 31, 2018, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.03 Consultant’s Proposal

Consultant is a firm qualified to provide Conceptual Layout Drawings for Downtown Transit Center and whose principal place of business is 2290 North First Street, Suite 304, San Jose, California 95131. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Consultant submitted a proposal for Conceptual Layout Drawings for Downtown Transit Center, which is attached hereto and incorporated herein by reference as Exhibit B

#### 1.04 Selection of Consultant and Intent of Contract

On May 10, 2018, Santa Cruz METRO selected Consultant as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Conceptual Layout Drawings for Downtown Transit Center described herein. This Contract is intended to fix the provisions of these services.

On May 10, 2018, Santa Cruz METRO and Consultant completed negotiations on the Cost Proposal and Scope of Work. Clarifications to the Scope of Work and the final negotiated and agreed upon Cost Proposal are attached hereto as Exhibit C.

Santa Cruz METRO and Consultant agree as follows:

### 2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

#### 2.01 Documents Incorporated in this Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties’

# Attachment A

Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 12.15 of the General Conditions to the Contract.

A. Exhibit A

Santa Cruz METRO's "Request for Proposals" dated January 31, 2018, including Addendums No. 1 and No. 2.

B. Exhibit B (Consultant's Proposal)

Consultant's Proposal to Santa Cruz METRO for Conceptual Layout Drawings for Downtown Transit Center, signed and dated by Consultant.

C. Exhibit C

Clarifications to the Scope of Work and Consultant's final negotiated and agreed upon Cost Proposal dated 5/10/2018.

2.02 Conflicts

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

2.03 Recitals

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

**3. DEFINITIONS**

3.01 General

The terms below (or pronouns in place of them) have the following meaning in the Contract:

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Part IV, Section 12.15 of the General Conditions to the Contract.

3.01.02 CONSULTANT - The Consultant selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued January 31, 2018.

3.01.03 CONSULTANT'S STAFF - Employees of Consultant.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Consultant whose proposal was accepted under the terms and conditions of the Request for Proposals issued January 31, 2018.

# Attachment A

3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

3.01.07 SCOPE OF WORK (OR “WORK”) - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

## **4. CHANGES TO EXHIBIT A, PART IV. GENERAL CONDITIONS**

### 4.01 PROFESSIONAL STANDARDS

Article 4. PROFESSIONAL STANDARDS is replaced in its entirety by the following:

Contractor shall at all times during the term of this Contract possess the technical ability, experience, financial ability, and other skills, licenses, and resources necessary to perform and complete the scope of work in a professional, skillful and competent manner, consistent with the standards generally recognized as being employed by professionals qualified to perform the Services in the same discipline in the State of California.

### 4.02 INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS

Article 6. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS is replaced in its entirety by the following:

For all claims other than those arising from professional services as defined by Civil Code section 2782.8, Contractor shall indemnify, defend, and hold harmless Santa Cruz METRO (which for the purpose of Articles 6 and 7 shall include, without limitation, its directors, officers, and employees) from and against:

Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature arising out of any of the following:

- Any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance of this Contract by the Consultant caused by a negligent act or omission or willful misconduct of the Consultant or its employees, subcontractors or agents; or
- Any allegation that materials or services provided by the Consultant under this Contract infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party; or
- Any and all Federal, state and local taxes, charges, fees, or contributions required to be paid with respect to Contractor, Contractor’s officers, employees and agents engaged in the performance of this Contract (including, without limitation, unemployment insurance, social security, and payroll tax withholding).

If Consultant’s obligation to indemnify and/or hold harmless arises out of Consultant’s performance of “design professional” services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant’s indemnification obligation shall be limited to claims

# Attachment A

that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

## 5. TIME OF PERFORMANCE

### 5.01 Term

The term of this Contract will be for a period not to exceed **one (1)** year and shall commence upon the execution of the Contract by Santa Cruz METRO.

Upon satisfactory performance of services, Santa Cruz METRO may extend this agreement beyond the initial term when mutually agreed to in writing by the parties.

## 6. COMPENSATION

### 6.01 Terms of Payment

Santa Cruz METRO shall compensate Consultant in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Consultant's written invoice for said work. Consultant understands and agrees that if they exceed the \$31,128.52 maximum amount payable under this Contract, they do so at their own risk.

### 6.02 Invoices

As Santa Cruz METRO and the City of Santa Cruz are splitting the cost for this project 50/50, Consultant shall issue invoices that reflect the 50/50 split, and send each agency a copy on a monthly basis. Each agency will be responsible for paying its 50%. Consultant's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Consultant represents that all amounts billed to Santa Cruz METRO and the City of Santa Cruz are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

## 7. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand, or three (3) days after posting if sent by registered mail, receipt requested, to a party hereto at the

# Attachment A

address hereinunder set forth, or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

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

Attention: Alex Clifford, CEO

CONSULTANT

Mark Thomas & Company, Inc.  
2290 North First Street, Suite 304  
San Jose, CA 95131

Attention: Sasha Dansky  
(408) 453-5373  
[sdansky@markthomas.com](mailto:sdansky@markthomas.com)

## 8. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by scanned image as an attachment to electronic mail. Such scanned signature must be treated in all respects as having the same effect as an original signature. Each party further agrees that this Contract may be executed in two or more counterparts, all of which constitute one and the same instrument.

## 9. AUTHORITY

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

SIGNATURES ON NEXT PAGE

# Attachment A

Signed on \_\_\_\_\_

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT  
DISTRICT

Alex Clifford, CEO/General Manager

\_\_\_\_\_

Consultant –  
MARK THOMAS & COMPANY, INC.

Sasha Dansky, Principal/Vice President

  
\_\_\_\_\_

Approved as to Form:

Julie A. Sherman, General Counsel

  
\_\_\_\_\_



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Thomas Hiltner, Grants/Legislative Analyst  
**SUBJECT:** **CONSIDER ADOPTING A RESOLUTION TO AUTHORIZE THE CEO TO SUBMIT GRANT APPLICATIONS AND EXECUTE AGREEMENTS TO RECEIVE FEDERAL FUNDS FROM THE LOW AND NO EMISSION BUS PROGRAM (LOW NO) AND FROM THE BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT PROGRAM (BUILD); AND, TO USE CALIFORNIA TOLL CREDITS AS THE LOCAL MATCH FOR ANY GRANT AWARD**

**I. RECOMMENDED ACTION**

**That the Board of Directors adopt a resolution that authorizes the CEO to submit grant applications and execute agreements for funding from the Low No and BUILD programs to build electric charging infrastructure and that approves using California Toll Credits as the local match**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has an opportunity to submit applications to both the Federal Transit Administration (FTA) and to the US Department of Transportation (USDOT) for infrastructure development funds.
- The FTA announced a funding opportunity for the competitive FY18 Low and No Emission Bus Program (Low No) on April 25, 2018.
- The US Department of Transportation (USDOT) announced a funding opportunity for the Better Utilizing Investments to Leverage Development Program (BUILD) on April 27, 2018.
- METRO needs to build battery-electric charging infrastructure to support its fleet of battery-electric buses (ZEBs) and proposes a project to construct a canopy of photo-voltaic panels and install storage batteries at the Judy K. Souza Operating Facility.
- The project budget is approximately \$5 million. Staff recommends using California Transportation Development Credits (Toll Credits) for the local matching share, eliminating the need to contribute local cash to the project.
- Adopting the attached resolution (Attachment A) would authorize the CEO to submit grant applications to both programs and to execute all agreements necessary to receive FTA and DOT funds and Toll Credits for the project.

### III. BACKGROUND/DISCUSSION

Two recent grant solicitations from the FTA and the USDOT offer METRO an opportunity to submit applications for fleet electrification infrastructure. The FTA solicited competitive grant applications for its FY18 Low No program on April 25, 2018, and on April 27, 2018 the USDOT announced a funding opportunity for BUILD, a new name for the grant program formerly known as TIGER (Transportation Investment Generating Economic Recovery). Both programs fund infrastructure development; and, an identical project can be submitted for both.

Although METRO has temporarily paused its aggressive acquisition of ZEB replacement buses to allow vehicle manufacturers time to develop ZEBs with better performance, METRO still needs to build ZEB charging infrastructure to fuel its currently funded fleet of seven battery-electric buses and to accommodate future charging requirements. The current variable rate structure for electricity can push operating costs beyond current costs for fossil fuel buses, negating the savings from reduced maintenance costs. A solar power-generating canopy combined with battery storage is an “off-grid” solution that enables electric power generated from photo-voltaic panels during the day to be stored for ZEB charging at night.

Battery-storage of solar-generated electricity is a new technology. METRO intends to partner with Paired Power to define project parameters for the application and to build the infrastructure if a grant is awarded. Paired Power is a Campbell, California company that has successfully implemented over 700 megawatts of solar-electric vehicle charging stations for light duty vehicles and seeks this opportunity to deploy its technology for heavy-duty electric fleet charging. This will not be a research or demonstration project; rather, it will be a fully-operational installation tailored to meet METRO’s charging requirements.

METRO and Paired Power will scope a project with a budget of approximately \$5 million, the minimum project proposal for the \$1.5 billion available nationwide for the BUILD Program. The Low No Program has \$89.5 million available nationwide and previously awarded grants ranged from \$100,000 to over \$9 million for ZEBs and infrastructure projects. A proposed project budget in the \$5 million range would be appropriate for both programs.

The proposed project budget will not require local matching funds from METRO. The California Department of Transportation has brokered an arrangement with the USDOT in which toll revenue previously committed as the local match for federally funded infrastructure, like the Bay Bridge, greatly exceeded the required matching share. To compensate California, USDOT allows the excess toll revenue, Transportation Development Credits (Toll Credits), to be counted as the

local matching share for *new* federally funded projects. Toll Credits will be used to pay the 20% local match for BUILD or 10% match for a Low No grant.

Staff recommends that the Board adopt a resolution (Attachment A) that authorizes the CEO to submit applications and execute agreements necessary to receive funds from BUILD or Low No and which approves the use of Toll Credits for the required local match.

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

If awarded, an infrastructure grant from BUILD or Low No would provide approximately \$5 million in capital revenue to build ZEB charging infrastructure with no local cash requirement. Staff will request a Capital Budget amendment if the grant is awarded.

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

Alternative 1: Do not submit a BUILD or Low No application. METRO is seeking capital funding from external sources to build the charging infrastructure needed to support a fleet of ZEBs. The current federal grant solicitations present an opportunity to acquire infrastructure funds with no local share. Forgoing this opportunity will postpone METRO's ZEB deployment. Alternative 1 is not recommended.

Alternative 2: Submit USDOT applications for different projects. Replacement buses and the ZEB charging infrastructure are currently METRO's first priority. The recommended project meets the innovative technology criteria in both programs and will likely compete well in that area. Proposing a non-ZEB infrastructure project is not recommended, and METRO has decided to postpone additional ZEB purchases until the technology improves. Alternative 2 is not recommended.

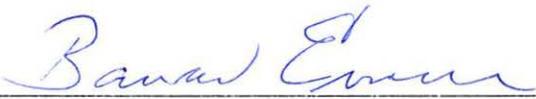
#### **VI. ATTACHMENTS**

**Attachment A:** Resolution authorizing the CEO to submit applications and to execute agreements necessary to receive Low No and BUILD funds and Toll Credits to build ZEB charging infrastructure.

Prepared by: Thomas Hiltner, Grants/Legislative Analyst

**VII. APPROVALS:**

Barrow Emerson, Planning  
And Development Manager



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Approved as to fiscal impact:  
Angela Aitken, Finance Manager

*dla low for AA*

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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 BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE CEO TO SUBMIT GRANT APPLICATIONS AND EXECUTE AGREEMENTS NECESSARY TO RECEIVE FEDERAL FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION AND DEPARTMENT OF TRANSPORTATION TO BUILD BATTERY-ELECTRIC BUS CHARGING INFRASTRUCTURE AND APPROVING THE USE OF TOLL CREDITS FOR THE LOCAL GRANT MATCH**

**WHEREAS**, the Federal Transit Administration (FTA) is soliciting grant applications for \$89.5 million available nationwide in its Low and No Emission Bus Program (Low No) and the US Department of Transportation (USDOT) is soliciting grant applications for \$1.5 billion available nationwide in the Better Utilizing Investments to Leverage Development program (BUILD); and,

**WHEREAS**, the Santa Cruz Metropolitan Transit District (METRO) is an eligible recipient of FTA and USDOT grant funds from the Low No and BUILD programs; and,

**WHEREAS**, METRO needs capital funding to build battery-electric charging infrastructure for its current and future battery-electric bus (ZEB) fleet; and,

**WHEREAS**, METRO can obtain a commitment from the California Department of Transportation to furnish Transportation Development Credits (Toll Credits) for the required local matching funds to the grant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby authorizes its CEO/General Manager, or his designee, to submit grant applications to the FTA and USDOT for funds to design and build solar-electric generating and battery storage infrastructure, to execute all agreements necessary to receive said funds, and to use California Toll Credits to pay the local grant matching funds.

# Attachment A

Resolution No. \_\_\_\_\_  
Page 2

**PASSED AND ADOPTED** this 22<sup>nd</sup> Day of June 2018 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
BRUCE MCPHERSON  
Board Chair

**ATTEST** \_\_\_\_\_  
ALEX CLIFFORD  
CEO/General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
JULIE SHERMAN  
District Counsel



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Barrow Emerson, Planning and Development Manager  
**SUBJECT: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR AN ON-BOARD SURVEY AND RIDECHECK**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorize the Purchasing Manager to issue a formal Request for Proposals for an On-board survey and ridecheck**

## **II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) requires the services of a market and field research firm to execute an on-board survey and ridecheck.
- This On-board Survey and Ridecheck will provide METRO with valuable data and analysis on passenger demographics, customer satisfaction, technology capacity, and route performance.

## **III. DISCUSSION/BACKGROUND**

On-board surveys are a tool transit agencies use to assist in designing and marketing services to better provide the mobility services needed by the community. By better understanding rider demographic trends, customer satisfaction, technology capacity, and route performance, METRO can modify services and develop more accurate marketing and customer service strategies.

The last On-board Survey and system wide Ridecheck was performed six years ago in 2012, which is longer than the industry standard for how often these activities should be updated.

The need for this exercise is timely given a few key issues:

- Because of the system wide service reduction two years ago, METRO now has a different system with, in many cases, different riders in different life circumstances than six years ago.
- The economy has changed significantly in the last six years, again changing the role of METRO services in rider's lives.
- METRO is currently investigating fare restructuring, including improvements to customer service and fare payment technologies.

- Traffic levels, patterns, and congestion have evolved and created new and different travel times and recurring delay locations.
- METRO is potentially implementing a Marketing and Customer Services Manager role, for which this type of information is a valuable tool for planning and implementation of strategic initiatives.

Staff is recommending the Board authorize the issuance of a formal Request for Proposals for an On-board Survey and Ridecheck.

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

This action will authorize the initiation of a procurement estimated to result in a contract with a value of approximately \$100,000. METRO has budgeted \$100,000 in the FY19 Planning budget under Professional and Technical Services (1600-503031).

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

The alternative is to not undertake this research and analysis project. This is not recommended, as METRO staff needs empirical data to maximize its efficiency in planning and delivering services to the public in the most cost-effective manner possible.

#### **VI. ATTACHMENTS**

**Attachment A:** Authorizing Resolution

Prepared By: Barrow Emerson, Planning and Development Manager

**VII. APPROVALS:**

Barrow Emerson  
Planning and Development Manager

  
\_\_\_\_\_

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

  
\_\_\_\_\_

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 BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE PURCHASING MANAGER TO SOLICIT PROPOSALS FOR AN ON-BOARD SURVEY AND RIDECHECK SERVICES**

**WHEREAS**, the Santa Cruz Metropolitan Transit District has a need for On-board Survey and Ridecheck services.

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

**THAT**, the Purchasing Manager is authorized to issue a Request for Proposals (RFP) for the services described above; and

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

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District this 22nd day of June, 2018 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:

Bruce McPherson, Board Chair

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# Attachment A

Resolution No. \_\_\_\_\_  
Page 2

Attest:

Alex Clifford, CEO/General Manager

\_\_\_\_\_

Approved as to form:

Julie A. Sherman, General Counsel

\_\_\_\_\_



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Barrow Emerson, Planning and Development Manager  
**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A  
CONTRACT FOR TRANSIT SERVICES WITH THE CABRILLO  
COLLEGE**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO to execute a Contract for  
Transit Services with Cabrillo College beginning July 1, 2018**

**II. SUMMARY**

- Cabrillo College has established a student fee for use of Santa Cruz Metropolitan Transit District's (METRO) fixed route public bus services (except Highway 17 Express service).
- METRO and Cabrillo College have provided a student bus pass program for the last two school years (2016-17 and 2017-18) and desire to continue this arrangement for another three years, pursuant to this new contract, which includes an option for an additional two-year period.
- METRO and Cabrillo College have agreed to continue the current level of service and cost.

**III. DISCUSSION/BACKGROUND**

In the spring of 2016, through a student ballot measure, Cabrillo College students assessed themselves a transportation fee to be used to provide student passes for access to METRO fixed route services. This fee was approved again in November 2017 in a second student vote which garnered a 78% "yes" vote. The fee provides \$948,840 annually for services during the school year (Fall, Winter, Summer semesters).

Based on the funding level, and using the results of a student survey, Cabrillo College and METRO representatives established a suite of services which is described in detail in Attachment A. Through this funding Cabrillo College has been able to sustain a number of services which provide access to the College, which would have been eliminated in the September 2016 service reduction without support from the College.

A new contract is being proposed which will run for three school years (2018-19 through 2020-21) and includes an option for two additional school years (2021-22 and 2022-23).

METRO along with Cabrillo College staff and the Student Senate have worked collaboratively to promote the student bus pass program in an effort to increase Cabrillo student ridership. During the second school year of the program (2017-18) Cabrillo ridership increased by 5%. The two parties are continuing to work together on various promotions including a current campaign on all METRO buses promoting enrolling at Cabrillo.

Cabrillo students will be able to use their active student identification card to access all METRO fixed route services (except the Highway 17 express service) seven days a week at no cost.

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

Cabrillo College and METRO representatives examined a number of approaches to costing methodologies and established a preferred approach based on the direct cost to METRO of providing bus services, which includes the cost of salary and fringe benefits for eight bus operators and the associated consumable costs of fuel and parts.

The draft METRO FY19 operating budget currently includes \$948,840 for Cabrillo oriented services, which matches the College commitment in this contract.

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

An alternative option would be to execute a transit service Contract with Cabrillo College. This is not recommended by staff as Cabrillo College students need to utilize these services for access to school and METRO is able to retain services and bus operators as a result of this contract.

#### **VI. ATTACHMENTS**

**Attachment A:** Contract for Transit Services with Regents of Cabrillo College  
Exhibit A: Bus Transit Services  
Exhibit B: Service Costing Methodology  
Exhibit C: Explanation of Service Costs

Prepared by: Barrow Emerson, Planning and Development Manager

**VII. APPROVALS:**

Barrow Emerson,  
Planning and Development Manager

  
\_\_\_\_\_

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
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# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### CONTRACT FOR TRANSIT SERVICES WITH CABRILLO COMMUNITY COLLEGE DISTRICT

This Contract for transit services is made effective July 1, 2018 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California, hereinafter called "METRO", and Cabrillo Community College District, hereinafter called "College."

#### I. RECITALS

- 1.01 Whereas METRO provides fixed-route public transportation services throughout the County of Santa Cruz according to published schedules;
- 1.02 Whereas, METRO desires to provide transportation (METRO Transit Service) for students, faculty and staff of the College, to and from the College and throughout the County of Santa Cruz pursuant to METRO's public fixed-route transportation services;
- 1.03 Whereas, the College desires that students, faculty and staff utilize the METRO Transit Service to the maximum extent possible at an affordable rate;
- 1.04 Whereas, during the first year of a previous contract METRO provided Transit Services to College students during two semesters of the 2016-17 school year (Fall 2016 and Spring 2017); and
- 1.05 Whereas, during the second year of the previous Contract, METRO provided Transit Services to College students (and potentially to College faculty and staff) during all three semesters of the school year (Fall, Spring and Summer).
- 1.06 Whereas, METRO and the College now desire to enter into a new Contract for an additional three years, with an option for a two-year extension.

Now therefore, METRO and College agree as follows:

#### II. SCOPE OF AGREEMENT

- 2.01 Cabrillo College has adopted a transportation fee, the revenue from which is intended to fund operation of regularly scheduled METRO Transit Services, which will also be open to the public.
- 2.02 College will issue a METRO approved "Cabrillo College Bus Pass" to its current students, faculty and staff under such terms and conditions as College deems appropriate in its sole discretion, which shall be valid without payment of an additional fare on any METRO fixed route bus, except those in operation on the Highway 17 Express route.
- 2.03 The bus pass will only be issued to students and will take the form of a valid Cabrillo College Student ID. METRO will provide Transit Services to College students during all three semesters of the school year (Fall, Spring and Summer), with the understanding that such Transit Services may be extended to College faculty and staff.

# Attachment A

- 2.04 METRO operates four separate service periods during a year (Fall, Winter, Spring Summer), called “Bids”, starting on Thursdays in early September, mid December, early March, and mid June respectively, when adjustments to the service network and bus operator assignments are made. College has three semesters in the school year (Fall, Spring, Summer) starting in late August, late January , and sometime between late May and mid June respectively. The parties will work cooperatively to establish the protocols for College student access to METRO Transit Service during the transition period between school semesters.
- 2.05 In the context of Item 3.01, METRO intends to, in conjunction with College, schedule less College-oriented service during the Summer “Bids” to match the reduced enrollment level at College during the summer semester. There is currently no College-oriented weekend services as part of METRO’s service plan.
- 2.06 The intent of the parties is to have this Contract cover College school years 2018-19, 2019-20 and 2020-21, with a possible extension through the 2021-22 and 2022-23 school years, although either party can pursue renegotiation of features of the Contract, including Transit Service routes and schedules, with 120 days advance notice to the other party. Furthermore, to be effective in the Spring Semester, notice of College required changes to service routes and schedules must be given to METRO by the prior November 1, for implementation in the first two weeks of the following March. To be effective in the Fall Semester, notice of College required changes to service routes and schedules must be given to METRO by the prior May 1, for implementation in the first two weeks of the following September.
- 2.07 College shall provide METRO with any changes to the format of the “Cabrillo College Bus Pass” 120 days in advance of implementation of any such changes.
- 2.08 College and METRO staff will meet regularly to monitor service and ridership, consider route and schedule adjustments, and identify other issues to be addressed. Such issues identified by the project team as of the effective date of this Contract include the following:
- a. Technology – METRO desires to introduce “smart card” technology, which has the potential to improve the efficiency and accuracy of boarding data. METRO will discuss the College’s participation in this initiative going forward.
  - b. Marketing –METRO appreciates this opportunity to work with the College to help sustain some of the bus service currently scheduled for elimination/reduction. In order to sustain this partnership and the College’s support, METRO is committed to providing a service that meets the College’s needs and is seen as a benefit to the College community. METRO looks forward to shared marketing/advertising efforts, which inform students, faculty and staff about the primary benefits of the program, including:
    - Individual financial savings
    - Opportunity to contribute to environmental goal of greenhouse gas reduction
    - Freeing up time to study, relax, work, etc. by not having to drive

### III. BUS TRANSIT SERVICES

# Attachment A

- 3.01 The specific set of METRO routes and trips implemented for the College is agreed upon between the parties and is documented in Exhibit A, and is hereby incorporated into this contract. Exhibit B “METRO-Cabrillo College Service Costing Methodology, and Exhibit C “METRO-Cabrillo Route Matrix/ Explanation of Service Costs” are hereby incorporated into this contract.
- 3.02 METRO bus operators will register each boarding through the farebox, providing route and trip specific data to the College & METRO project team for planning purposes.

## IV. REIMBURSEMENT FOR COSTS

- 4.01 The College will pay METRO for the costs of operating the METRO Transit Services provided to College pursuant to this Contract. Payment will be based on the full annual METRO cost of providing an operator and the per mile cost of providing the Transit Services, for a total annual amount of \$118,605, multiplied by the number of operators that will provide the METRO Transit Services. The specific components of this cost are identified in Exhibit B. Such costs may increase on an annual basis, in accordance with increases in costs incurred by METRO to provide the Transit Services.
- 4.02 The College has identified \$948,840 (Nine hundred and Forty Eight Thousand, Eight Hundred and Forty Dollars) in funding that is available for the each school year, which currently funds eight (8) operators for 12months at \$9883.75 (Nine Thousand Eight Hundred and Eighty Three Dollars and Seventy Five Cents) per operator per month and their associated operating miles. Six (6) of these operators will provide regularly scheduled service and two (2) will be assigned to the extra board, which provides backup operators to assist in maintaining the Transit Services in cases of scheduled operator unavailability, in keeping with standard transit operations standards.
- 4.03 METRO will invoice College the monthly METRO costs per clause 4.02 (\$79,070) on a monthly basis, beginning August 1, 2018

## V. TERM AND TERMINATION

- 5.01 The initial term of this Contract shall be three (3) years, from July 1, 2018 through June 30, 2021. By mutual agreement in an amendment to this agreement this Contract may be extended for a two-year period to June 30, 2023.
- 5.02 Following the first year of the Contract term, either party may terminate this Contract with 120 days advance notice in writing to the other party.

## VI. NOTICES

- 6.01 Any notice, request, instruction, or other document deemed by either Party to be necessary or desirable to be given to the other Party shall be in writing and may be given by personal delivery to a representative of the Parties at the address below or by mailing the same, addressed as follows:

COLLEGE:

Cabrillo College

# Attachment A

6500 Soquel Drive, Bldg 2030  
Aptos, CA 95005  
Attention: Director of Purchasing, Contracts, Risk Management & Auxiliary Services

METRO:

Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060  
Attention: CEO/General Manager

## VII. MUTUAL INDEMNITY

7.01 College agrees to indemnify, save harmless and defend METRO, its directors, officers, agents and employees from legal liability of any nature or kind on account of any claim for damages to property or personal injuries to or death of person or persons incurred by reason of any act, or failure to act, of the College, its directors, officers, agents, and employees, or any of them, in performing any duties required by this Contract, unless such claims arise out of the sole negligence of METRO, its directors, officers, agents, or employees.

METRO agrees to indemnify, save harmless and defend the College, its directors, officers, agents, and employees from legal liability of any nature or kind on account of any claim for damages to property or personal injuries to or death of person or persons incurred by reason of any act, or failure to act, of METRO, its directors, officers, agents, and employees, or any of them, in performing any duties required by this Agreement, unless such claims arise out of the sole negligence of the College, its directors, officers, agents, or employees.

## VIII. COLLEGE REQUIRED INSURANCE PROVISIONS

8.01 METRO Insurance. At all times while providing or performing Services under this Agreement, the METRO shall obtain and maintain the policies of insurance described in this Section. The minimum coverage amounts of each policy of insurance to be obtained and maintained by the METRO while providing or performing Services in connection in or about the College shall be as set forth in Section 8.07, below. Policies of insurance required of the METRO will be accepted by the College only if the insurer(s) are: (i) A.M. Best rated A- or better; (ii) A.M. Best Financial Size Category VII or higher; and (iii) authorized under California law to transact business in the State of California and authorized to issue insurance policies in the State of California.

8.02 Workers Compensation and Employers Liability Insurance. METRO shall purchase and maintain Workers' Compensation Insurance covering claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts may be liable. METRO shall also purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by METRO. The Employer's Liability Insurance required of METRO hereunder may be obtained by METRO as a separate policy of insurance or as an additional coverage under the Workers' Compensation Insurance policy.

8.03 Commercial General Liability and Property Insurance. METRO shall purchase and maintain Commercial General Liability and Property Insurance as will protect METRO from the types of claims set forth below which may arise out of or result from METRO's Services under this Agreement and for which METRO may be legally responsible: (i) claims for damages because of

# Attachment A

bodily injury, sickness or disease or death of any person other than METRO's employees; (ii) claims for damages insured by usual personal injury liability coverage; (iii) claims for damages, other than to the Work of the Project itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (iv) claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle; and (v) contractual liability insurance applicable to METRO's obligations under this Agreement. College shall be endorsed as an additional insured to METRO's commercial general liability insurance policy.

8.04 Subcontractors' Insurance. Each Subcontractor providing or performing a portion of the Services or obligations of the METRO under this Agreement shall obtain and maintain policies of insurance for Workers Compensation, Employers Liability, and Commercial General Liability/Property Damage. Each policy of insurance to be obtained by each of the METRO's Subcontractors shall conform to the standards or requirements set forth in Section 2.6.

8.05 Policy Endorsements; Evidence of Insurance. METRO shall deliver to the College Certificates of Insurance evidencing each of the policies of insurance in the coverage amounts required hereunder. All policies of insurance required hereunder shall be issued by insurer(s) admitted to issue insurance by the State of California and to the reasonable satisfaction of the College. Coverages under each policy of insurance required hereunder, whether by endorsement or otherwise, shall provide that such policy will not be modified or canceled without at least thirty (30) days advance written notice to the College.

8.06 The following sentence shall be included in the additional insured endorsements:

“Cabrillo Community College District, its Governing Board, as individuals and as an entity, its officers, directors, employees, agents, and volunteers, are hereby named as additional insured, with respect to all work performed by or on behalf of the named insured under its contract with the Certificate Holder.”

8.07 METRO's Insurance Minimum Coverage Amounts. Minimum coverage amounts for policies of insurance to be obtained and maintained by METRO and each of its Subcontractors are:

Workers Compensation	In accordance with applicable law
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Employers Liability (Injury or Death and Property Damage)	\$1,000,000
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Commercial General Liability (including Bodily Injury or Death and Property Damage)	
Per Occurrence	\$2,000,000
Aggregate	\$4,000,000

Automobile Liability - Bodily Injury or Death	
Per Occurrence	\$ 10,000,000

## IX. MISCELLANEOUS PROVISIONS

# Attachment A

- 9.01 In the event suit is brought to enforce or interpret any part of this Contract, the prevailing party shall be entitled to recover as an element of its costs of suit, and not as damages, reasonable attorneys' fees to be fixed by the court. The "prevailing party" shall be the party that is entitled to recover its costs of suit, whether or not the suit proceeds to final judgment. A party not entitled to recover its costs shall not recover attorney's fees. No sum for attorney's fees shall be counted in calculating the amount of judgment for purposes of determining whether a party is entitled to recover its costs or attorney's fees.
- 9.02 This Contract, together with all subordinate and other documents incorporated by reference herein, constitutes the entire agreement between the parties with respect to the subject matter contained herein and may only be modified by an amendment executed in writing by both parties hereto. All prior agreements, representations, statements, negotiations, understandings and undertakings are superseded hereby.
- 9.03 METRO represents that it currently has no interest, and shall not have any interest, direct or indirect, that would conflict in any manner with the performance of services required under this Contract.
- 9.04 In connection with the distribution and use of "Cabrillo College Bus Pass" and METRO Transit Services, College and METRO shall not on the grounds of race, color, creed, ancestry, national origin, religion, sex, sexual preference, marital status, age, medical condition or disability discriminate or permit discrimination against any person or group or persons in any manner prohibited by Federal, State or local laws.
- 9.05 College and METRO agree to comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified handicapped persons in federally assisted programs
- 9.06 No term or provision hereof shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether express or implied, shall not constitute a consent to, waiver of, or excuse for any other different or subsequent breach.
- 9.07 College shall not assign or transfer any interest in this Contract without prior, written consent of METRO. Any attempted assignment or transfer shall be void.
- 9.08 METRO shall not assign or transfer any interest in this Contract without prior, written consent of College. Any attempted assignment or transfer shall be void.
- 9.09 Time is of the essence in this Contract.
- 9.10 Each party to this Contract shall maintain books, accounts, records and data related to this Contract in accordance with applicable state and federal requirements and shall maintain those books, accounts, records and data for three (3) years after the termination of this Contract. For the duration of the Contract and for a period of three years thereafter, either party's representatives and representatives of the United States Department of Transportation, the Controller General of the United States and the Auditor General of the State of California shall have the right to examine these books, accounts, records, data and other information relative to this Contract for the purpose of auditing and verifying statements, invoices, bills and revenues pursuant to this Contract.

# Attachment A

- 9.11 College agrees to submit to METRO any and all advertising, sales promotion, and other publicity matter relating to any METRO Transit service wherein METRO's name is mentioned or language used from which the connection of METRO's name therewith may, within reason, be inferred or implied. College further agrees not to publish or use any such advertising, sales promotion, or publicity matter without the prior written consent of the METRO.
- 9.12 METRO agrees to submit to College any and all advertising, sales promotion, and other publicity matter relating to any College Transit service wherein College's name is mentioned or language used from which the connection of College's name therewith may, within reason, be inferred or implied. METRO further agrees not to publish or use any such advertising, sales promotion, or publicity matter without the prior written consent of the College.
- 9.13 Each party has full power and authority to enter into and perform this Contract and the persons signing this agreement on behalf of each party has been properly authorized to enter into it. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first written above.

SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT

CABRILLO COLLEGE

BY: \_\_\_\_\_  
Alex Clifford  
CEO/General Manager

BY: \_\_\_\_\_  
Michael Robins  
Director of Purchasing, Contracts, Risk  
Management & Auxiliary Services  
Governing Board Authorized Contract Signer on  
Behalf of the Governing Board  
Cabrillo Community College District

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Julie Sherman  
General Counsel

\_\_\_\_\_  
Gale Stevens  
District Buyer

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# Exhibit A

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

### **CONTRACT FOR TRANSIT SERVICES WITH REGENTS OF CABRILLO COMMUNITY COLLEGE DISTRICT**

#### **EXHIBIT A (BUS TRANSIT SERVICES)**

METRO will provide Transit Services to College students during all three semesters of the school year (Summer, Fall, and Spring). The following trips will run ONLY when Cabrillo is in session during those two semesters:

#### **Route 91X**

- 11 Inbound trips
- 11 Outbound trips

The following trips will run year round to help with overcrowding of College students:

#### **Route 71**

- 2 Inbound trips
- 2 Outbound trips

#### **Route 69A**

- 3 Inbound trips
- 3 Outbound trips

#### **Route 35A**

- 2 Outbound trips

#### **Route 35**

- 2 Inbound trips

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# Exhibit B

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT CONTRACT FOR TRANSIT SERVICES WITH REGENTS OF CABRILLO COMMUNITY COLLEGE DISTRICT EXHIBIT B (SERVICE COSTING METHODOLOGY)**

As part of its financial and service planning METRO has established the cost of one operator providing service for a year. Using FY17 data, this cost has been set at \$118,605 per operator, consisting of the full cost of an operator (salary and fringe benefits) and the cost of the operating mile “consumables” required to operate the bus (fuels, oil, parts).

This cost is referred to as the “direct” or “marginal” cost of the providing the service and does not include other “overhead” including maintenance, facilities, and administrative costs.

Operator Cost	\$95,092
Mileage Cost	\$23,513
Total Cost	\$118,605

### Operator Cost

The Operator cost of \$95,092 was derived from the average salary/fringe benefits for the lowest paid 20% of operators.

This cost can continue to fluctuate as over time as the salary and benefit costs of operators change over time. It is the intent of METRO to revise its operating cost every fiscal year.

### Mileage Cost

The Mileage cost was established as shown below.

Assumptions: 1,370 revenue service hours (RSH) per year per operator  
18% deadhead hours in addition to revenue service hours (system average)

1,370 RSH per year  
X 1.18 (deadhead hours)  
=1616 total hours per operator per year  
X 15 miles per hour (system average)  
=24,240 miles per operator per year

The cost per mile is based on the FY16 budget for Fleet Supplies of \$3.71M divided by the FY16 total miles of 3,819,878.

\$3,710,000 divided by 3,819,878 total annual miles = \$0.97 per mile

24,240 miles per year per operator X \$0.97 = \$23,513 consumables per operator per year.

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# Exhibit C

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

### **CONTRACT FOR TRANSIT SERVICES WITH CABRILLO COMMUNITY COLLEGE DISTRICT**

#### **EXHIBIT C (METRO-Cabrillo Route Matrix/ Explanation of Service Costs)**

Cabrillo funding will support eight (8) bus operators. This exhibit will explain how the Cabrillo services are covered by those operators.

The following describes the work assignments:

To create efficient daily work assignments and follow the work rules in the UTU Labor Agreement, not all of the work assignments can be exclusively assigned to Cabrillo services.

Two (2) of the six (6) operator assignments are entirely Cabrillo oriented Route 91X services.

To create the next four (4) full-time equivalent assignments requires parts of seven (7) different bus operators daily shifts to provide the remaining Cabrillo oriented services listed in Exhibit A. These seven (7) operators will provide Cabrillo oriented services including Routes 35A/35, 69A, 71 and additional 91X trips as a portion of their day, while providing other METRO services during the rest of their day.

Per agreement with Cabrillo Community College staff, standard transit industry and METRO business practice, transit agencies maintain a 25% "Extraboard Operators", which provides coverage during absences for regularly assigned operators and for back-up trips of these services, as needed. The remaining two (2) Cabrillo College funded operators are committed to this Extraboard.

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**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Barrow Emerson, Planning and Development Manager  
**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A ONE YEAR EXTENSION AMENDMENT (THIRD AMENDMENT) TO THE CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA, SANTA CRUZ (UCSC)**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO to execute a Third Amendment to the Contract for Transit Services with the University of California, Santa Cruz (UCSC), which will extend the Contract for a one-year terms, beginning July 1, 2018:**

- 1) Establishing a one-year cost for all scheduled METRO services at 4,509,846; and,**
- 2) Increasing the bus trip rate from \$140 to \$154 for supplemental services or dropped trips.**

**II. SUMMARY**

- Santa Cruz Metropolitan Transit District (METRO) entered into a written Contract for Transit Services with the University of California, Santa Cruz (UCSC) on September 1, 2010.
- METRO and UCSC have executed Extension Amendments, including the most recent one that began on September 1, 2017, and is terminating on June 30, 2018.
- UCSC has committed \$4,509,846 funding for the 2018-19 academic school year to support METRO increased bus operator levels for fixed routes that service USCS. This is a 3.77% increase over the previous year, based on projected enrollment growth.
- The bus trip rate for any additional supplemental service or dropped trip is to increase from \$140 to \$154 per trip.
- METRO and UCSC would like to extend this Contract by an additional one-year as detailed in the Proposed Third Amendment (Attachment A).

**III. DISCUSSION/BACKGROUND**

METRO and UCSC entered into formal agreements for transit services in 1972, with numerous revisions and amendments extending through the mid 1990's. A restructured Contract for Transit Services became effective on September 1,

2010 and has been extended for various terms since that time. The most recent Extension Amendment between METRO and UCSC began on September 1, 2017 and terminates on June 30, 2018.

UCSC has committed \$4,509,846 in funding for this one-year extension period, a 3.77% increase over the previous year, based on projected enrollment growth, to support METRO increasing operating costs. UCSC will pay METRO one-twelfth of this annual cost per month.

Prior to the 2016-17 school year amendment UCSC paid METRO based on a per trip cost, \$1.39 per trip for the 2015-16 school year, for a total of approximately \$3.7 million. In part due to the major service reduction implemented in September 2016, for the 2016-17 school year the two parties determined that establishing a set cost for the school year would serve both parties better, providing certainty on costs and revenue. UCSC provided an increase in funding for the 2016-17 school year for an additional \$358,000, to pay for some METRO services which had been recommended for elimination in the September 2016 service reduction. For the 2017-18 school year UCSC again paid a lump sum for the year of \$4,298,000, an increase of \$240,000 to pay for introduction of the new Route 22 between the main campus and the Long Marine Lab and to support increased bus operator levels.

At this time METRO and UCSC would like to execute a Third Amendment (Attachment A), establishing a one-year cost for all scheduled METRO services to UCSC, and increasing from \$140 to \$154 per trip the bus rate as set forth in the attached Extension Amendment for the period of July 1, 2018 through June 30, 2019.

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

UCSC will pay METRO \$4,509,846 million for METRO fixed route services during FY19, an increase of 3.77% over FY18.

As set forth in this Third Amendment, the Bus Trip Rate will increase from \$140.00 to \$154.00 (80% of METRO FY17 total hourly operating cost) for the costing of any additional supplemental services or dropped trips from July 1, 2018 through June 30, 2019.

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

An alternative option would be to not extend the Contract which terminates on June 30, 2018. This is not recommended by staff.

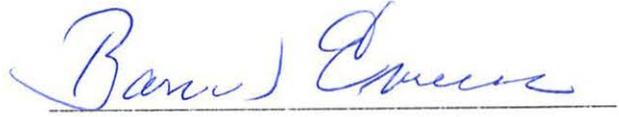
**VI. ATTACHMENTS**

**Attachment A:** Third Amendment to the Contract for Transit Services with Regents of the University of California Santa Cruz

Prepared by: Barrow Emerson, Planning and Development Manager

**VII. APPROVALS**

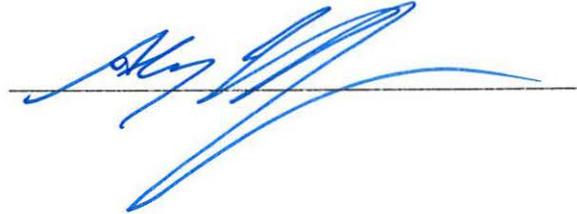
Barrow Emerson,  
Planning and Development Manager



Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### THIRD AMENDMENT TO THE CONTRACT FOR TRANSIT SERVICES WITH REGENTS OF THE UNIVERSITY OF CALIFORNIA SANTA CRUZ

This Third Amendment to the Contract for Transit Services is made effective July 1, 2018 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California, (“Santa Cruz METRO”), and the Regents of the University of California, on behalf of the University of California Santa Cruz, (“University”).

#### I. RECITALS

- 1.01 Whereas Santa Cruz METRO provides public transportation services throughout the County of Santa Cruz according to published schedules;
- 1.02 Whereas, Santa Cruz METRO desires to provide transportation for students, faculty and staff of the University, to and from the University and throughout the County of Santa Cruz;
- 1.03 Whereas, University desires that students, faculty and staff utilize the transit service to the maximum extent possible at an affordable rate;
- 1.04 Whereas Santa Cruz METRO and University entered into a Contract for Transit Services, hereinafter “Contract” effective September 1, 2015 for a one-year initial term;
- 1.05 Whereas, Paragraph 5.01 of the Contract allows the parties to renew the contract by the parties executing extensions to the Contract;
- 1.06 Whereas, the parties extended the Contract for an additional year, effective September 1, 2016 (First Amendment); and
- 1.07 Whereas, the parties extended the Contract for an additional year, effective September 1, 2017 (Second Amendment); and
- 1.08 Whereas, the parties now desire to extend the Contract for an additional year, effective July 1, 2018, and increase the amount of compensation that University will pay Santa Cruz METRO.

Now therefore, Santa Cruz METRO and University amend specific sections of the Contract by deleting the current language and implementing the language set forth below:

#### II. SCOPE OF AGREEMENT

There are no changes to the Contract for this section.

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### III. COMPENSATION

- 3.01 University shall pay Santa Cruz METRO a payment of \$4,509,846 for the period of September 1, 2017 through June 30, 2018.
- 3.02 Santa Cruz METRO shall bill the University on a monthly basis for \$375,820.50, equivalent to one twelfth of the payment noted in Paragraph 3.01.

### IV. SUPPLEMENTAL SERVICES

- 4.01 At the request of the University, Santa Cruz METRO shall consider the operation of supplemental services, which are defined as transit services that are not currently in regular operation or provided for in the Santa Cruz METRO budget. These Supplemental Services shall only be provided on a Route Guarantee Basis with the costs paid for by the University and are limited to the following Routes:

A. None at this time

- 4.02 Santa Cruz METRO shall provide an invoice to the University for the supplemental services requested. Reimbursement for these services shall be based on the rates set forth in Paragraph 4.03 of providing the service less all farebox revenues collected on the supplemental services.
- 4.03 Santa Cruz METRO shall bill the University on a monthly basis for the supplemental services provided at the following rates:

A. Bus Hourly Rate

- i. The Bus Hourly Rate shall be billed at the rate of \$154/hour.
- ii. The Bus Hourly Rate shall be billed to the University for every service hour that is provided for the supplemental service trips.

### V. PERFORMANCE PENALTY

- 5.01 Santa Cruz METRO shall document, on a monthly basis, any and all scheduled service to the main campus of the University (as defined below) that is dropped due to staffing shortages or equipment failures. Dropped service shall be reported by day, by trip, and by route, with a summary of the total scheduled service hours dropped on a monthly basis.
- 5.02 The University shall be credited for these dropped service hours by multiplying the total number of service hours dropped each month by the Bus Hourly Rate. This credit will be applied toward the monthly payment defined under section 3.02.

**Attachment A**  
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

5.03 Santa Cruz METRO routes serving the main campus of the University include the following:

- A. Route 10
- B. Route 15
- C. Route 16
- D. Route 19
- E. Route 20
- F. Route 20D
- G. Route 22

V. TERM AND TERMINATION

6.01 This Contract shall commence on September 1, 2015, and shall continue through June 30, 2019. This Contract may be renewed for succeeding terms by the parties executing extensions to this contract.

VI. NOTICES

7.01 The addresses where notices shall be sent are as follows:

UNIVERSITY

Larry Pageler  
Director, Transportation and Parking Services  
University of California  
MS: TAPS Carriage House  
1156 High Street  
Santa Cruz, CA 95064

And

Darin Matthews  
Director, Procurement Services  
University of California  
MS: Procurement Services  
1156 High Street  
Santa Cruz, CA 95064

**Attachment A**  
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Santa Cruz METRO:

Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060  
Attention: CEO/General Manager

**VII. MISCELLANEOUS PROVISIONS**

- 8.01 Each party has full power and authority to enter into and perform this Contract and the persons signing this agreement on behalf of each party has been properly authorized to enter into it. Each party further acknowledges that it has read this contract, understands it, and agrees to be bound by it.
- 8.02 All other terms and conditions of the Contract shall remain the same and each party further agrees to be bound by those terms and conditions during the Extension period.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first written above.

SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT

REGENTS OF THE  
UNIVERSITY OF CALIFORNIA

BY: \_\_\_\_\_  
Alex Clifford  
CEO/General Manager

BY: \_\_\_\_\_  
Darin Matthews  
Director, Procurement Services

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Julie A. Sherman  
District Counsel

\_\_\_\_\_  
Counsel to University of California, Santa Cruz



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: WATSONVILLE TRANSIT CENTER MURAL UPDATE**

**I. RECOMMENDED ACTION**

**That the Board of Directors receive a status report regarding creating a new mural at the Watsonville Transit Center**

**II. SUMMARY**

- On 3/24/17, the Board approved the concept of creating a new mural to replace the fading mural at the Watsonville Transit Center (WTC) and directed staff to seek funding for the project.
- Staff identified a funding opportunity through the Arts Council of Santa Cruz, and the METRO Board committed \$3,000 on 8/25/17 to pay the local match for the mural project.
- On 12/13/17, the Arts Council awarded a grant of \$2,700 for the mural to the Watsonville Police Activity League (PAL), the designated non-profit organization that will lead the project.
- In May and June 2018, METRO staff solicited public input on the design of a new mural and the majority of responses advocated restoring the old Mural rather than creating a new one.
- This report is provided to update the Board on the status of the project.

**III. DISCUSSION/BACKGROUND**

On March 24, 2017, METRO Board Chair Dutra presented a proposal to create a new mural to replace the faded mural at WTC depicted below. The original mural had been painted in 1999, and Chair Dutra believed that it is outdated and no longer representative of the Watsonville community. Chair Dutra wanted to coordinate and lead an effort within the City of Watsonville that would result in a project to create a new mural, and the Board directed staff to seek funding for the project.



In July 2017, the Arts Council of Santa Cruz solicited project proposals for a competitive grant program which would offer up to \$3,000 for a community art project. Only non-profit, non-governmental agencies were eligible to receive the funding, and the grant required an equal matching share from the sponsor. The Watsonville Police Activity League (PAL) agreed to lead the project, and in September 2017, METRO submitted a successful application to the Arts Council, which was awarded \$2,700 from the *Create* grant program.

In May and June of 2018, METRO staff conducted a public outreach process to garner public input for the proposed mural design. The majority of comments supported restoring the existing mural rather than creating a new one, and a petition advocating restoration of the mural has gathered over 60 signatures.

The Arts Council's guidelines allow some flexibility in project execution. The new mural was to have been completed by 12/31/18. In light of the public sentiment regarding the mural, additional time is needed to determine the path forward. The Arts Council indicated that it would be willing to extend the project completion date to June 2019.

However, the Arts Council maintains that the grant was awarded to create new public art, and it requests that the grant be returned rather than be used to restore an existing mural.

Staff will continue to work with the community and artists to develop a preferred path forward which could include any of the following alternatives:

- Continue with the current plan to create a new mural.
- Pursue a restoration of the exiting mural, which would require returning the grant funding.
- Create the new mural at another location at the Watsonville Transit Center using the Arts Council grant project, and restore the existing mural using other funds.

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

METRO has committed \$3,000 in operating and capital reserves to the mural project.

#### **V. ATTACHMENTS**

None

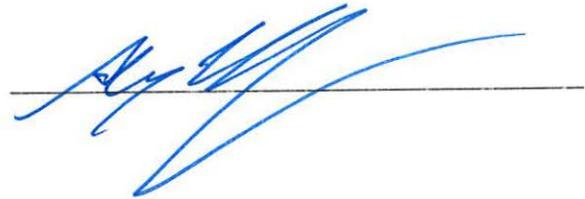
Prepared By: Alex Clifford, CEO/General Manager

VI. APPROVALS:

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

allow for AA

Alex Clifford, CEO/General Manager





THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

TO

**KAREN BLIGHT**  
**ADMINISTRATIVE ASSISTANT**

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

**GIVEN THIS 22<sup>ND</sup> DAY OF JUNE 2018**

*Bruce M. Peterson*

CHAIR, BOARD OF DIRECTORS

*[Signature]*

CEO, GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

# **CERTIFICATE OF APPRECIATION**

To

**SARAFIN RUIZ**  
**BUS OPERATOR**

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

**GIVEN THIS 22<sup>ND</sup> DAY OF JUNE 2018**

**CHAIR, BOARD OF DIRECTORS**

**CEO/GENERAL MANAGER**



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

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

### **RESOLUTION OF APPRECIATION FOR THE SERVICES OF STEVEN MARCUS AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

**WHEREAS**, METRO, requiring an employee with expertise and dedication, appointed Steven Marcus to serve in the position of Bus Operator, and

**WHEREAS**, Steven Marcus served as a member of the Operations Department of METRO for the time period of November 9, 1999 to May 2, 2018, and

**WHEREAS**, Steven Marcus provided METRO with dedicated service and commitment during the time of employment, and

**WHEREAS**, Steven Marcus served METRO with distinction, and

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

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

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

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

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

**PASSED AND ADOPTED** this 22<sup>nd</sup> Day of June, 2018 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:

Bruce McPherson, Chair

---

Attest:

Alex Clifford, CEO/General Manager

---

Approved as to form:

Julie Sherman, General Counsel

---



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

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

### **RESOLUTION OF APPRECIATION FOR THE SERVICES OF SHARON TOLINE AS SAFETY AND TRAINING COORDINATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

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

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

**WHEREAS**, METRO, requiring an employee with expertise and dedication, appointed Sharon Toline to serve in the position of Safety and Training Coordinator, and

**WHEREAS**, Sharon Toline served as a member of the Operations Department of METRO for the time period of July 8, 1996 to June 1, 2018, and

**WHEREAS**, Sharon Toline provided METRO with dedicated service and commitment during the time of employment, and

**WHEREAS**, Sharon Toline served METRO with distinction, and

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

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

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

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

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

**PASSED AND ADOPTED** this 22<sup>nd</sup> Day of June, 2018 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:

Bruce McPherson, Chair

\_\_\_\_\_

Attest:

Alex Clifford, CEO/General Manager

\_\_\_\_\_

Approved as to form:

Julie Sherman, General Counsel

\_\_\_\_\_

VERBAL PRESENTATION ONLY

CEO UPDATE

Alex Clifford

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VERBAL PRESENTATION ONLY

LEADERSHIP SANTA CRUZ  
CLASS 33 GRADUATES

Alex Clifford

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VERBAL PRESENTATION ONLY

NEW OPERATOR INTRODUCTIONS

Alex Clifford

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VERBAL PRESENTATION ONLY

STATE LEGISLATIVE UPDATE

Josh Shaw  
Shaw/Yoder/Antwih, Inc.

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VERBAL PRESENTATION ONLY

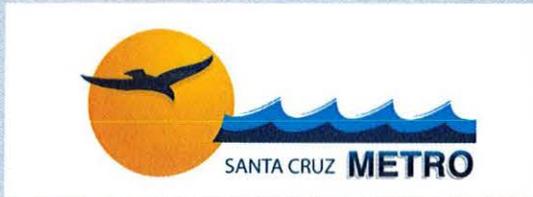
FEDERAL LEGISLATIVE UPDATE

Chris Giglio  
Capital Edge

# FEDERAL UPDATE



JUNE 2018



## WASHINGTON, DC TRIP



- April trip was successful!
- Meetings with:
  - Congressional Delegation
  - Congressional Committees
  - California Members of the House Transportation Committee
  - Department of Transportation
- Discussed long-term funding needs
- Advocated for grant applications
- Outlined issues with electric buses
- Learned about TIFIA loan program



## FEDERAL BUDGET



- FY 2018 DOT Budget
  - Rejected White House proposed cuts
  - Included increases for transit programs
  - Formula programs at FAST Act levels (+2%)
  - Competitive programs received increases over FAST Act levels
  - Bus and Bus Facilities finally exceeds pre-2012 levels



## FEDERAL BUDGET



- FY 2019 DOT Budget
  - Again rejected White House proposals
  - Transit funding similar to FY18 levels
  - Bus and Bus Facilities issues to address
  - STIC Program to increase



## INFRASTRUCTURE PACKAGE



- White House principles short on transit detail
- \$200m federal investment to leverage \$800m
- Public Private Partnerships encouraged
- Congress not expected to act in 2018



## INFRASTRUCTURE PACKAGE



- More likely to be considered in pieces
- DOT using existing programs to implement
  - Smaller awards
  - Rural projects
  - Overmatch
- FAST Act Reauthorization in 2020
  - Possible vehicle for infusion of transit funds
  - Long-term funding source



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**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT:** **ADOPTION OF THE FINAL FY19 AND FY20 BUDGET**

**I. RECOMMENDED ACTION**

**That the Board of Directors adopt a resolution approving the FY19 & FY20 Final Budget as presented in Attachments C- I**

**II. SUMMARY**

- The FY19 and FY20 Operating Budget, and FY19 Capital Budget are presented this month for Board and public review. A public hearing has been scheduled for 9:00am, June 22, 2018 in the Santa Cruz City Council Chambers.
- The 5 – Year Budget Plan for Santa Cruz METRO is presented in Attachment B. It depicts the proposed two–year FY19 and FY20 Operating Budget and Budget Forecasts for FY21 to FY23.
- The proposed two-year FY19 and FY20 Operating Expenses (Attachment C) total \$49,851,878 in FY19 and \$52,029,674 in FY20. In addition, Santa Cruz METRO will be transferring \$3.7M in FY19 and \$3.0M in FY20 to the Capital Budget and Operating and Capital Reserve Fund for a total budget of \$53,731,242 in FY19 and \$55,172,352 in FY20. This is a Final Budget, which reflects the latest data regarding revenues and expenses.
- Revenue growth of approximately \$2.25M from FY18 to FY19 results from increased revenue expectations in local sales tax (1979 ½ cent and Measure D), TDA-LTF, FTA-5307 and Federal STIC.
- On June 23, 2017 the Board adopted the FY18 and FY19 Final Operating Budgets. Santa Cruz METRO produces a 2-year rolling budget. This budget revises the June 2017 FY19 Budget and presents a new FY20 Operating Budget.
- A Budget Workshop with the Unions was held on May 9, 2018 to answer questions about the two-year FY19 and FY20 Operating Budget and the FY19 Capital Budget and to obtain input from our union partners.
- At its May 10<sup>th</sup> meeting the Finance, Budget and Audit Standing Committee received this staff recommendation and endorsed forwarding it to the May 18<sup>th</sup> Board of Directors meeting for action.
- The Authorized and Funded Personnel lists are presented in Attachment D.

- The FY19 Capital Budget – Attachment E totals \$17,690,059.
- Board Member Travel, Employee Incentive Programs, Board Authorized METRO Support Activities, and Memberships (Dues & Subscriptions) budgeted in FY19 and FY20 are presented in Attachments F – I.
- The Preliminary Schedule of Reserve Balances is presented in Attachment J.
- The Measure D: 5-Year Program of Projects (FY18/19 – FY22/23) is presented in Attachment K.
- The Unfunded Capital Projects list, as of 3/7/2018, presented in Attachment L, totals approximately \$226M over the next ten years to get Santa Cruz METRO to a State of Good Repair.
- Staff recommends that the Board of Directors adopt a resolution approving the FY19 & FY20 Final Budget as presented in Attachments C-I.

### III. DISCUSSION/BACKGROUND

The Board of Directors must adopt the FY19 Final and FY20 Final Operating Budgets and FY19 Capital Budget by June 30, 2018. The FY19 and FY20 Operating Budgets and the FY19 Capital Budget are presented this month for Board and public review. A public hearing has been scheduled for 9:00 am, June 22, 2018 in the Santa Cruz City Council Chambers.

On June 23, 2017 the Board adopted the FY18 and FY19 Final Operating Budgets. Santa Cruz METRO produces a 2-year rolling budget. This budget revises the June 2017 FY19 Budget and presents a new FY20 Operating Budget.

A Budget Workshop with the Unions was held on May 9, 2018 to answer questions about the two-year FY19 and FY20 Operating Budgets and the FY19 Capital Budget and to obtain input from our union partners.

On May 10<sup>th</sup> the Finance, Budget and Audit Standing Committee received this staff recommendation and endorsed forwarding it to the May 18<sup>th</sup> Board of Directors meeting for action.

#### **A. FY19 Operating Revenues**

Operating Revenues total \$53,731,242 in FY19 (inclusive of Transfers and Operating Balance). Major Operating Revenue assumptions in the FY19 budget over the FY18 Final budget, adopted in June 2017, include:

- Passenger Fares – decrease of -8.2% or (\$229K) primarily due to decreased Fixed-Route ridership. The budget projection is based on estimated FY18 passenger fares revenue of \$2.6M and an anticipated 2% decrease in FY19. The estimated FY18 passenger fares revenue is based on the actual fares revenue data from July 2017 to March 2018. The anticipated 2% decrease

correlates to the national trend of decreasing public transit ridership.

- Special Transit Fares – increase of 3.4% or \$175K due to anticipated increase in student enrollment and ridership for fixed routes that serve UCSC. A contract increase of 2.5% is budgeted for UCSC in FY19. No contract increase is anticipated and budgeted for Cabrillo in FY19.
- Paratransit Fares – decrease of -14.0% or (\$48K) due to anticipated unfavorable FY18 budget variance for the year and no growth projections for FY19.
- Highway 17 Fares – decrease of -16.1% or (\$283K) due to decreased Highway 17 Ridership as a result of increased car ownership and congestion, as well as inability to meet high ridership demand during peak commute times. The FY19 budget projection is based on estimated FY18 Highway 17 fares revenue of \$1.6M and an anticipated 5% decrease in FY19. The estimated FY18 Highway 17 fares revenue is based on the actual fares revenue data from July 2017 to March 2018. The anticipated 5% decrease correlates to the national trend of decreasing public transit ridership.
- 1979 Gross Sales Tax (1/2 cent) – increase of 8.4% or \$1.7M due to anticipated favorable FY18 budget variance for the year, resulting in projected FY18 actual of \$21.1M and a 3% increase due to the general economic outlook in 2018.
- 2016 Net Sales Tax (Measure D) – increase of 8.4% or \$250K. The projected increase mirrors the anticipated increase in the 1979 Gross Sales Tax (1/2 cent). See Attachment K for the details of METRO's proposed Measure D 5-year expenditure plan assumptions, which includes funding for fixed-route and Paratransit (ParaCruz) services as well as vehicle replacements. RTC requires this 5-Year Plan to be updated and adopted annually following a public hearing, which in the case of METRO is the public hearing held annually at the June Board meeting for the agency's fiscal year budget.
- Transportation Development Act (TDA-LTF) - increase of 4.5% or \$307K, as per recent CPI growth projections, as well as the Appropriation Summary included in the RTC FY19 Proposed Budget (03/08/2018).
- FTA Sec 5307 – Operating Assistance - increase of 6.8% or \$280K, as per current budget projections from the Federal Transit Administration (FTA).

- STIC – increase of 9.7% or \$214K, as per recent information, provided by Planning and Grants.
- TDA – STA – Operating (includes SB-1) – increase of 4.8% or \$161K, as per SCO allocation estimate from January 31, 2018.
- Fuel Tax Credit – decrease of -46.6% or (\$306K) based on anticipated CNG usage per year.

**B. FY19 Operating Expenses**

Operating Expenses total \$49,851,878 in FY19. Major Operating Expenses assumptions in the preliminary FY19 budget over the FY18 Final budget, adopted in June 2017, include:

- Personnel Expenses (Labor and Fringe Benefits) increased by 2.1% or \$833K.
- Non-Personnel Expenses increased by 10.8% or \$941K.

**Personnel Expenses:**

Personnel Expenses (Labor and Fringe Benefits) increase by 2.1% or \$833K primarily due to:

- Contractual items - step and longevity increases.
- Inclusion of the results from the Classification and Compensation Study for Management.
- Increase in CalPERS retirement employer contribution from 23.656% to 26.803% in FY19, as per CalPERS actuarial information.
- Increased number of FTEs (Full Time Equivalents); most of which are funded for one-half of the fiscal year due to the potential voter repeal of the TDA-STA-SB-1. The new positions will be on hold until after the results of the November 2018 SB-1 ballot measure is known.
  - Customer Service Representative (CSR): 2 FTEs, funded for 6 months in FY19 and a full year in FY20. The two CSRs are needed to fully staff the Pacific Station Booth and the Watsonville Transit Center Booth up to 11 hours a day and the Customer Service call center 7 days a week for up to 10 hours a day for customer service calls and 9 hours a day for Paratransit calls.
  - Customer Service Coordinator (CSC): 1 FTE, funded for a full year. The position is needed to have supervision for the CSRs at Pacific Station and Watsonville Transit Center, for up to 7 days a week and up to 11 hours a day.
  - Sr. Customer Service Representatives: 2 FTEs (authorized, but not funded). The authorization of the two Sr. CSRs is needed to

avail the ability for cross training and afford the CSRs the ability to gain supervisory experience to cover for the CSC when that person is on leave. Currently, there is no ability to pay someone to train new hires or cover for CSC absences without OT.

- Financial Analyst: 1 FTE, funded for 6 months in FY19 and a full year in FY20. The position is needed to provide Payroll backup, develop and maintain KPI reporting and Financial Reporting for Grants, as well as Ad Hoc Analysis and Miscellaneous Projects.
- FM Mechanic II: 1 FTE, funded for 6 months in FY19 and a full year in FY20. The position is being requested in order to meet scheduled preventative maintenance inspections, repairs, running repairs, and unscheduled repairs of Fixed Route and Paratransit vehicles. Santa Cruz METRO has engaged in an aggressive engine repair, replacement and component replacement program with the intent to extend equipment useful life. The FM Mechanic II will be engaged in these aspects.
- Bus Operator: 1 FTE, funded for 6 months and a full year in FY20. The FTE was intended to be introduced in FY19 for the Fall 18 Bid with an improvement to the service in the San Lorenzo Valley and Scotts Valley area. The position is funded by Measure D, but on hold until after the results of the November 2018 ballot measure are known. If SB-1 survives we can introduce this increased service in Spring 2019. The service improvements will consist of higher evening frequency up the Valley variances (County Club, Mountain Home), inbound/northbound service on Scotts Valley Drive, and possible service to UCSC /Borland site. This planning project will also bring up the discussion of the option of allowing local inbound trips from Cavallaro Transit Center to Santa Cruz on the Hwy 17 Express.
- Marketing Communications and Customer Service Manager: 1 FTE, funded for 6 months in FY19 and a full year in FY20. The budget justification for the position is provided in Attachment M.
- The overall increase is partially offset by a defunded position:  
Admin Assistant: 1 FTE (Department: District General Counsel)
- o Additional budget savings are anticipated in Medical Insurance costs due to lower premiums in 2018. The budgeted increase in premiums for 2019 is 5% (based on the average increase in the two main HMO plans for the last 6 years).

**Non – Personnel Expenses:**

Non-Personnel Expenses increase by 10.8% or \$941K primarily due to:

- o Services – increase of 5.6% or \$198K. Major contributors are:

- Legal Services: 14.3% or \$50K (anticipated increase due to Year-to-Date spending trends and the unfavorable variance to FY18 Budget)
- Repair Equipment: 7.7% or \$48K due to anticipated increases in the Fleet and Facilities Maintenance Departments (Radio Maintenance Repairs)
- Repair – Rev Vehicle: 23.0% or \$75K due to aging fleet.
- o Mobile Materials & Supplies – increase of 13.4% or \$394K due to Rev Vehicle Parts in the Fleet Maintenance Department, 63.7% or \$467K. The increase is mitigated by anticipated savings in Tires & Tubes, -33.3% or (\$100K).
- o Other Materials & Supplies – increase of 16.7% or \$64K. Major Contributors are:
  - Promotional Items: 10675.0% or \$21K increase due to funds added in the Customer Service Department for outreach and marketing.
  - Non-Inventory Parts: 46.6% or \$27K in the Fleet Maintenance Department, the anticipated increase is based on current usage trends and unfavorable budget variance in FY18.
- o Casualty & Liability – increase of 12.3% or \$82K primarily due to 25.3% or \$103K increase in Insurance PL/PD (increased insurance premiums) as the result of substantial increases in excess and reinsurance rates.
- o Miscellaneous Expenses – increase of 48.9% or \$131K primarily due to Employee Training in the Fleet Maintenance Department.
- o Interest Expense – 100% increase or \$40K. This is a new budgeted expense in FY19 (interest expense on the capital lease for the purchase of 3 CNG buses in FY18).

### **C. FY19 Transfers & Operating Balance**

Beginning in FY19, Transfers & Operating Balance(s) are presented in a separate section, after Operating Revenue and Expenses. The change in presentation is made in an attempt to facilitate budget tracking and transparency between the Operating and Capital Budgets/Reserves, as funds are allocated and committed to various capital projects. In addition, clearly indentified transfers of funds between the Operating and Capital Budgets, as well as their corresponding capital projects, will be beneficial for the year-end audits of the 2016 Net Sales Tax Measure D Funds.

In FY19, the Transfers to the Capital Budget are as follows:

- 2016 Net Sales Tax Measure D: 100% increase or \$1.9M (over the FY18 Final budget, adopted in June 2017)
- TDA – STA – Operating, Includes SB-1: -79.3% decrease or (\$1.8M)

The above variances are primarily due to the change in presentation. In FY19, a significant amount of the 2016 Net Sales Tax Measure D is transferred to the Capital Budget as per the 5-Year Program of Projects, provided to RTC. The FY18 budget was finalized, prior to submitting the 5-Year Program of Projects for Measure D funds to RTC and therefore does not reflect the transfer of funds. The ultimate goal is to consistently honor our commitment to the Capital Budget and maintain assets in a state of good repair by making \$3M available each year (transfer of \$2.3M from the Measure D and TDA-STA Operating, in addition to the \$0.7M in TDA-STA-SGR funds that go directly to the Capital Budget).

The Transfers to the Operating and Capital Reserves Funds are as follows:

- Fuel Tax Credit: -46.6% decrease or (\$306K) as the anticipated Fuel Tax Credit is now based on estimated CNG usage per year.
- Operating Excess Funds: 118.4% increase or \$572K, as additional budget savings and efficiencies are expected in FY19, including anticipated budget savings from the new FTEs funded for one-half of the fiscal year due to uncertainty about the potential repeal of SB-1 and the amount of TDA-STA-SB-1 funding ultimately available in the year.

#### **D. FY20 Operating Revenues**

Operating Revenues total \$55,172,352 in FY20 (inclusive of Transfers and Operating Balance). Major Operating Revenue assumptions in the FY20 budget over the FY19 budget include:

- Special Transit Fares – increase of 2.0% or \$110K.
- 1979 Gross Sales Tax (1/2 cent) – increase of 3.0% or \$652K.
- 2016 Net Sales Tax (Measure D) – increase of 3.0% or \$97K.
- Transportation Development Act (TDA) - increase of 3.0% or \$212K.
- FTA Sec 5307 – Operating Assistance - increase of 2.2% or \$97K.
- AMBAG/Misc. Grants funding – increase of 754% or \$181K due to an operating grant from Monterey Bay Unified Air Pollution Control District (MBUAPCD) for operation of a new Watsonville Circulator.
- STIC – increase of 13.5% or \$328K due to changes in the allocation formula.

- TDA - STA – Operating (includes SB-1) – decrease of -4.5% or (\$161K) due to declining allocations of PUC 99313 funds to Santa Cruz METRO (85% in FY20) as per agreement with RTC at their 12/7/17 meeting.

#### **E. FY20 Operating Expenses**

Operating Expenses total \$52,029,674 in FY20. Major Operating Expense assumptions in the preliminary FY20 budget over the FY19 budget include:

- Personnel Expenses (Labor and Fringe Benefits) increase by 6.1% or \$2.5M due to:
  - Contractual obligations in FY20.
  - Funding for all new FTEs (listed in Section B. FY19 Operating Expenses) for a full year, as well as an additional FTE: Bus Operator for the Fall 2019 Bid with the introduction of the electric bus for the Watsonville Circulator (predicated on a Proterra bus delivery in June 2019). The position is funded by a grant from the MBUAPCD for a one-year pilot funding of \$200K. The anticipation is to absorb the position permanently, whether for this route or elsewhere in the system. In addition, we will be applying to the MBUAPCD for a second year of operating dollars.
  - Projected increase in Retirement as per CalPERS Annual Valuation Reports.
  - Anticipated increase in Medical insurance premiums, effective in January 2020.
- Non-Personnel Expenses decrease by -3.0% or (\$279K) primarily due to a reduction in Services (Prof/Technical Fees).

#### **F. FY20 Transfers & Operating Balance**

There are no significant changes in the budgeted Transfers & Operating Balance in FY20, with the exception of the Transfers to Operating and Capital Reserve Fund: -55.7% decrease or (\$784K) due to anticipated growth of Operating Expenses exceeding the projected growth in Revenue Sources.

#### **G. Capital Budget**

The preliminary FY19 Capital Budget as shown in Attachment E totals \$17,690,059.

The current FY19 Capital budget consists of ongoing projects rolled forward from FY18, and new projects funded by a variety of sources detailed on Attachment E

In FY18 a new capital budget funding strategy was introduced that will result in an estimated \$3M per year to be dedicated to the annual capital budget. The strategy of creating a “Bus Replacement Fund” establishes

consistent annual transfers of STA-SB1 funds and Measure D funds to the capital budget to provide funding and stability for the required local match for fixed-route buses and Paratransit vehicles that are obsolete and over their life expectancy in both age and mileage. Funds accumulate in the Bus Replacement Fund until allocated to specific projects and spent on new and replacement buses and vans.

Noteworthy ongoing capital project activity (> \$100K) this fiscal year includes:

- Ongoing - Pacific Station Conceptual Design Project / Station Rehabilitation - Working with the City of Santa Cruz on a technical analysis / feasibility study to assume combined footprint or reconfigured footprint of the current Santa Cruz METRO properties (Greyhound lot, bus station tarmac, 920 Pacific buildings) along with the City parking lot and any other City controlled property to meet both Santa Cruz METRO and City needs.
- Ongoing – Pacific Station Window Replacement and Roof Repair – Funds allocated to this project will repair the roof, replace leaking windows, and repair any water-damaged materials discovered during construction.
- Near Completion - Judy K. Souza (JKS) Operations Facility – A contract for the final portion of work is expected to be awarded at the June 22, 2018 Board meeting. This project is anticipated to be fully closed out by December 2018.
- Ongoing - Transit Security Projects – Current programmed projects include emergency generators for Vernon and Pacific Station, in addition to security cameras and a mechanical platform upgrade at JKS.
- Ongoing – Facilities Upgrades and Improvements
  - Fuel Management System – a combination of hardware and software providing reliable and accurate, real-time control and data acquisition for vehicles, employees, fuel/fluids and tank monitor systems. The controller can then use this data to generate dozens of useful reports and/or automatically pass it along to a VMS system in real-time or at specified times of the day. Will be used to track vehicle mileage, monitor fuel and fluid usage, schedule preventive maintenance and reconcile fluids, etc.
- New – Facilities Upgrades and Improvements
  - Gate Control at JKS – Security gates and gate controller are needed for the upper and lower entries to the bus yard at JKS
- Ongoing – Vehicle Replacement Projects – Santa Cruz METRO has been awarded grants from a variety of Federal, State and local

agencies to replace aging revenue and non-revenue (service) vehicles including:

- Electric Buses (4) + Infrastructure and Project Management
  - Paracruz Vans (15)
  - CNG Bus Replacements (2)
  - Non-Revenue (Service) Vehicles (2)
    - The four (4) electric bus replacements are in alignment with METRO's strategy to begin replacing its fossil-fueled bus fleet with all-electric buses.
    - One (1) of the four electric buses will be dedicated to the Watsonville service area.
    - The CNG buses will assist in the replacement of obsolete vehicles
    - Non-Revenue (Service) Vehicles – A Propane Fueled Tow Motor, and two (2) replacement Custodial Support Vehicles
- Ongoing – Mid-Life Bus Engine Overhauls Campaign – Mid-life overhaul increases bus reliability and reduces maintenance cost during years 7 to 12, usually enabling an additional 2 years of lower maintenance cost operation through 14 years. Meets the FTA State of Good Repair (SGR) requirements and yields partial savings in the operating fund in Fleet Maintenance.
  - Ongoing – Bus Repaint Campaign - Bus exterior paint deteriorates through bus washing and sun UV fading. Repainting provides a protective seal for body seams, a good public image and enables ease of cleaning.

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

The proposed two-year FY19 and FY20 Operating Expenses – Attachment C total \$49,851,878 in FY19 and \$52,029,674 in FY20. In addition, Santa Cruz METRO will be transferring \$3.7M in FY19 and \$3.0M in FY20 to the Capital Budget and Operating and Capital Reserve Fund for a total budget of \$53,731,242 in FY19 and \$55,172,352 in FY20.

The proposed FY19 Capital Budget – Attachment E totals \$17,690,059. This amount includes prior funded capital projects that have not yet been completed.

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

There are no recommended alternatives at this time. Staff recommends that the Board of Directors adopt a resolution approving the FY19 & FY20 Operating Budget, and FY19 Capital Budget.

## **VI. ATTACHMENTS**

- Attachment A:** Presentation on FY19 & FY20 Operating Budgets and FY19 Capital Budget
- Attachment B:** 5 – Year Budget Plan
- Attachment C:** FY19 and FY20 Operating Budgets
- Attachment D:** Authorized and Funded Personnel
- Attachment E:** FY19 Capital Budget
- Attachment F:** FY19 Board Member Travel
- Attachment G:** FY19 & FY20 Employee Incentive Program
- Attachment H:** FY19 & FY20 Board Authorized METRO Support Activities
- Attachment I:** FY19 & FY20 Memberships
- Attachment J:** Preliminary Schedule of Reserve Balances
- Attachment K:** Measure D: 5-Year Program of Projects (FY18/19 – FY22/23)
- Attachment L:** Unfunded Capital Projects as of 03-07-2018
- Attachment M:** Funding Justification: Marketing, Communications, and Customer Service Manager
- Attachment N:** Resolution – FY19 and FY20 Final Budget

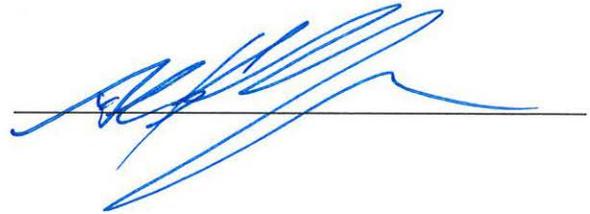
Prepared By: Kristina Mihaylova, Sr. Financial Analyst

**VII. APPROVALS:**

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





# **FY19 & FY20 Operating Budget and FY19 Capital Budget**

Board of Directors

*June 22, 2018*

Angela Aitken, Finance Manager

# Overview of Today's Presentation

- **5 – Year Budget Plan**
  - Total Revenue Sources – 5 Year Projections
  - Total Operating Expenses – 5 Year Projections
  - Transfers – 5 Year Projections
- **Total Rev and Exp % change vs. CPI % Change**
  - Budget FY08-FY20
  - Actual FY08-FY18 Projected Actual
- **FY19 & FY20 Operating Budget Changes**
  - March 23, 2018 to June 22, 2018
- **Projected Operating Reserve Balances**
  - As of June 30, 2018 (estimate)
- **FY19 & FY20 Non-Controllable Operating Budget Risks**
- **Board Authorized METRO Support Activities FY19 & FY20**
- **Budgeted Memberships**
- **FY19 Capital Budget**

17A.2

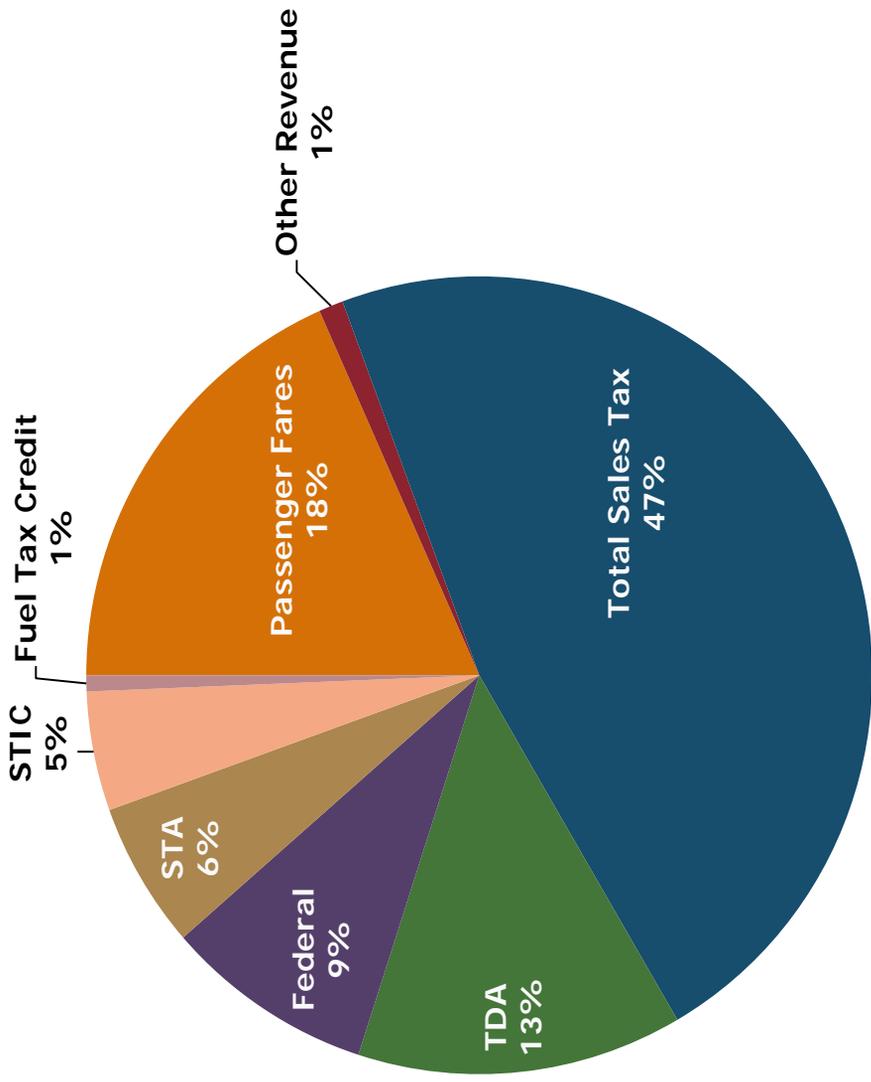


# 5 – Year Budget Plan

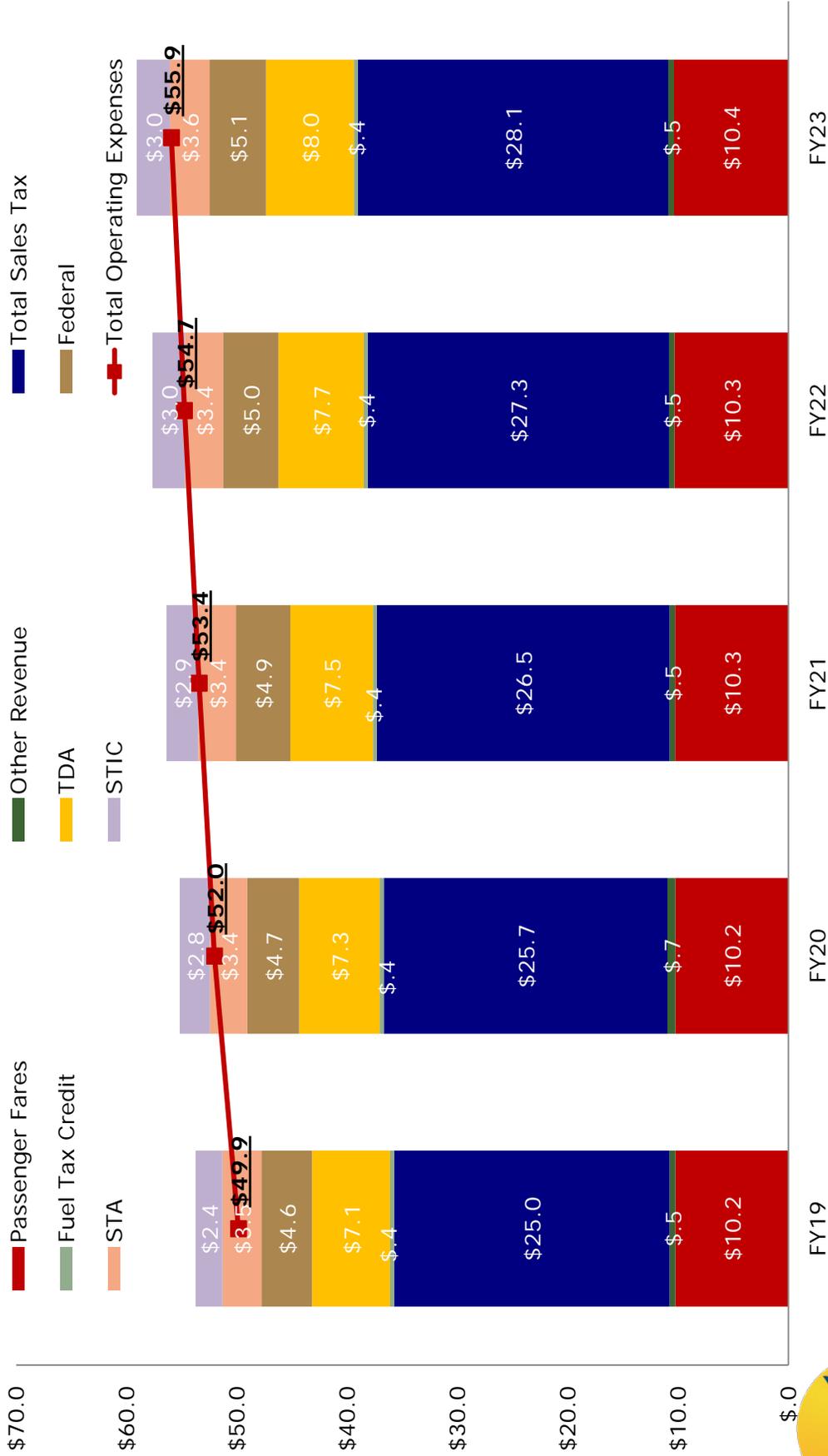
17A.3



# Total Revenue Sources – 5 Year Projections:



# Total Revenue Sources – 5 Year Projections: (in \$ millions)

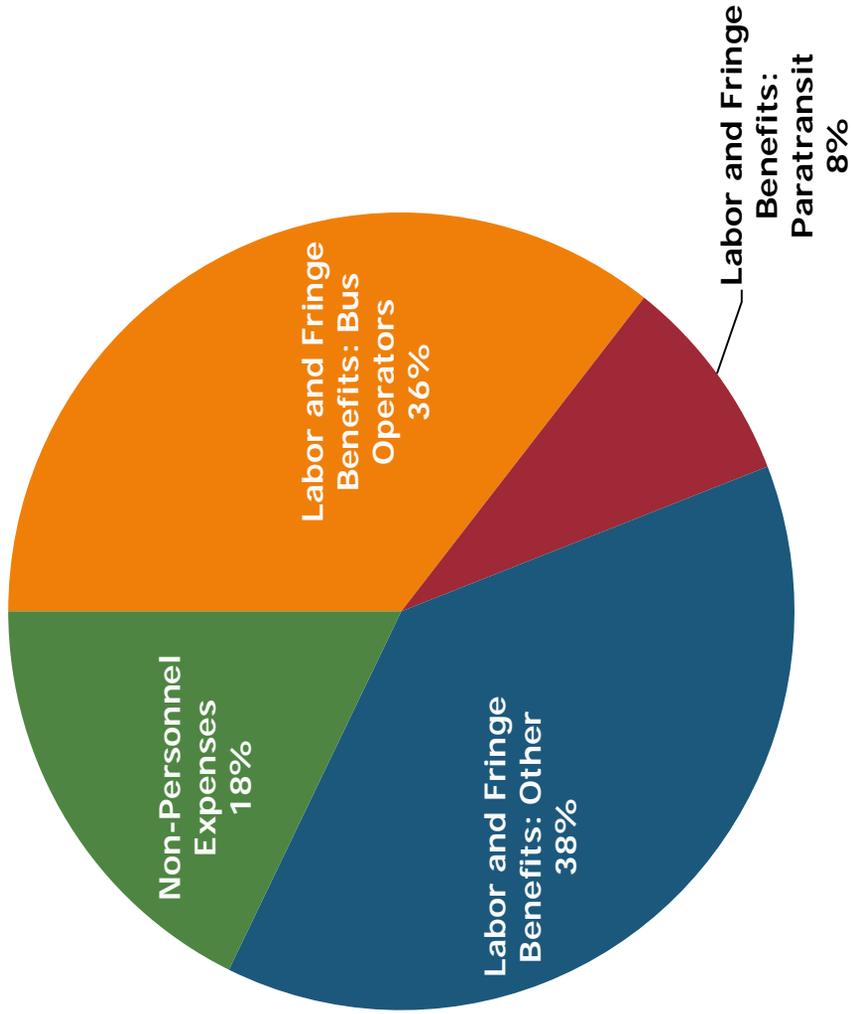


\*The difference between Total Revenue and Total Operating Expenses equals the Transfers to Capital to purchase buses.

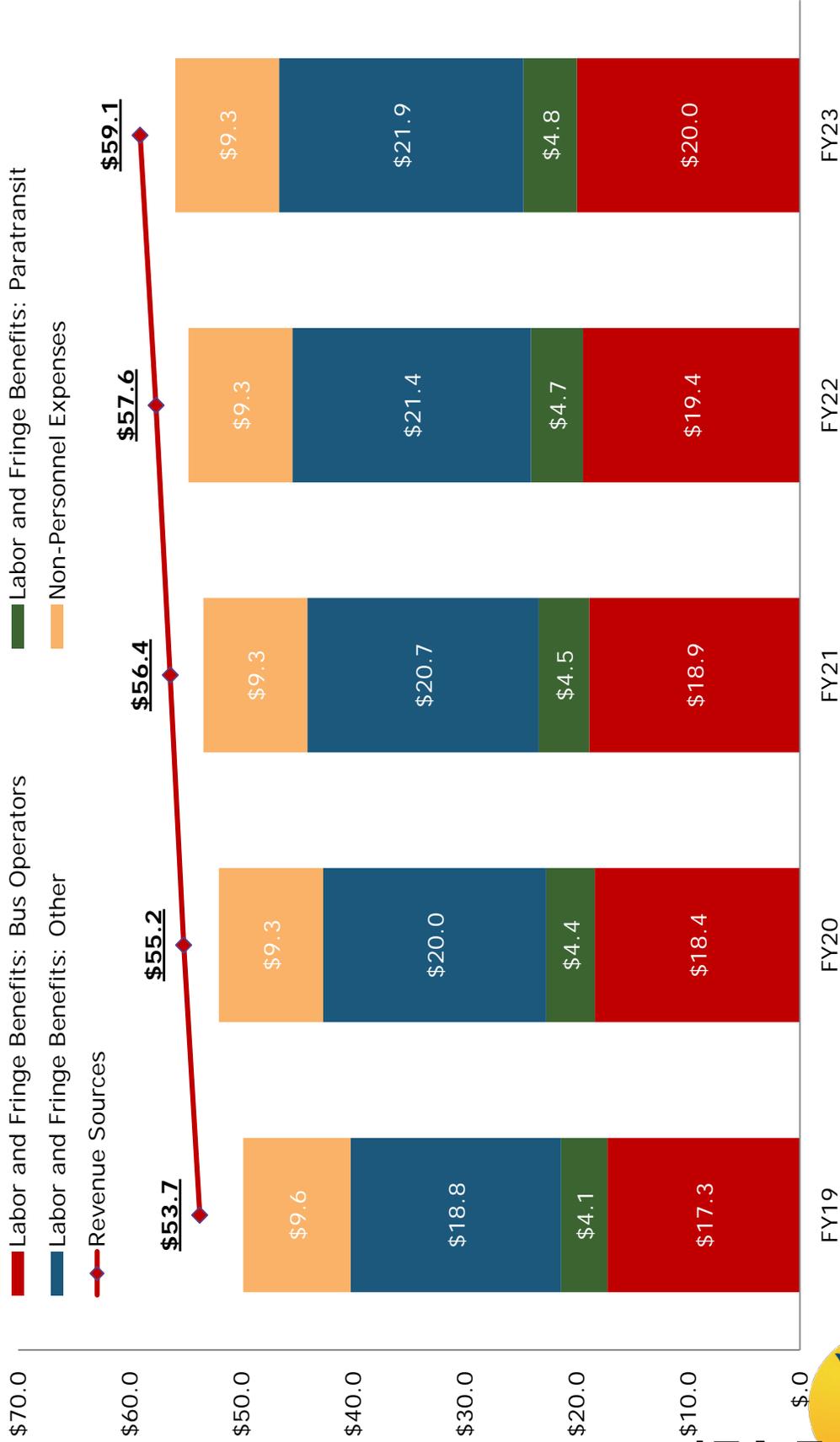
17A.5



# Total Operating Expenses - 5 Year Projections:



# Total Operating Expenses - 5 Year Projections: (in \$ millions)

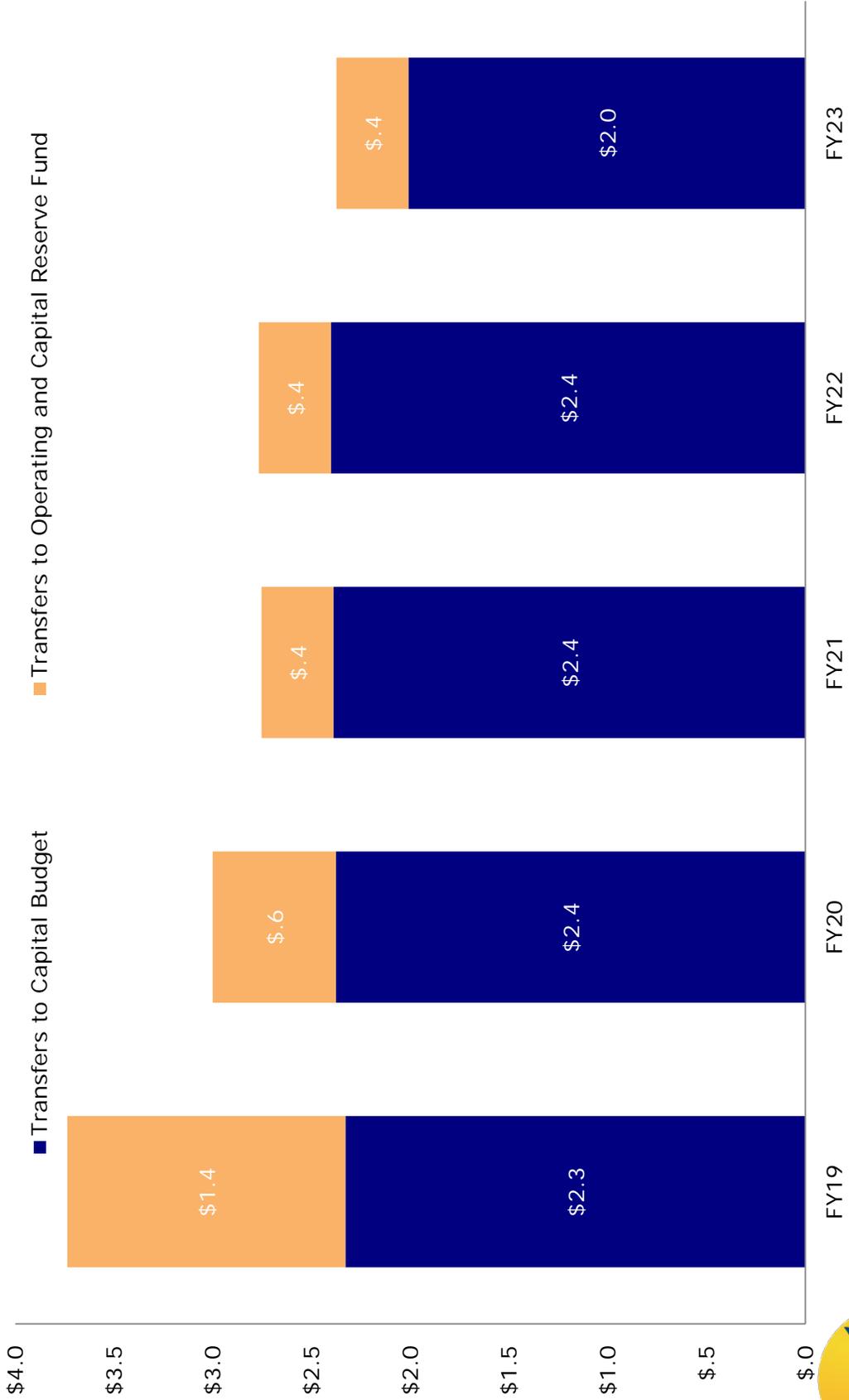


\*The difference between Total Revenue and Total Operating Expenses equals the Transfers to Capital to purchase buses.

17A.7



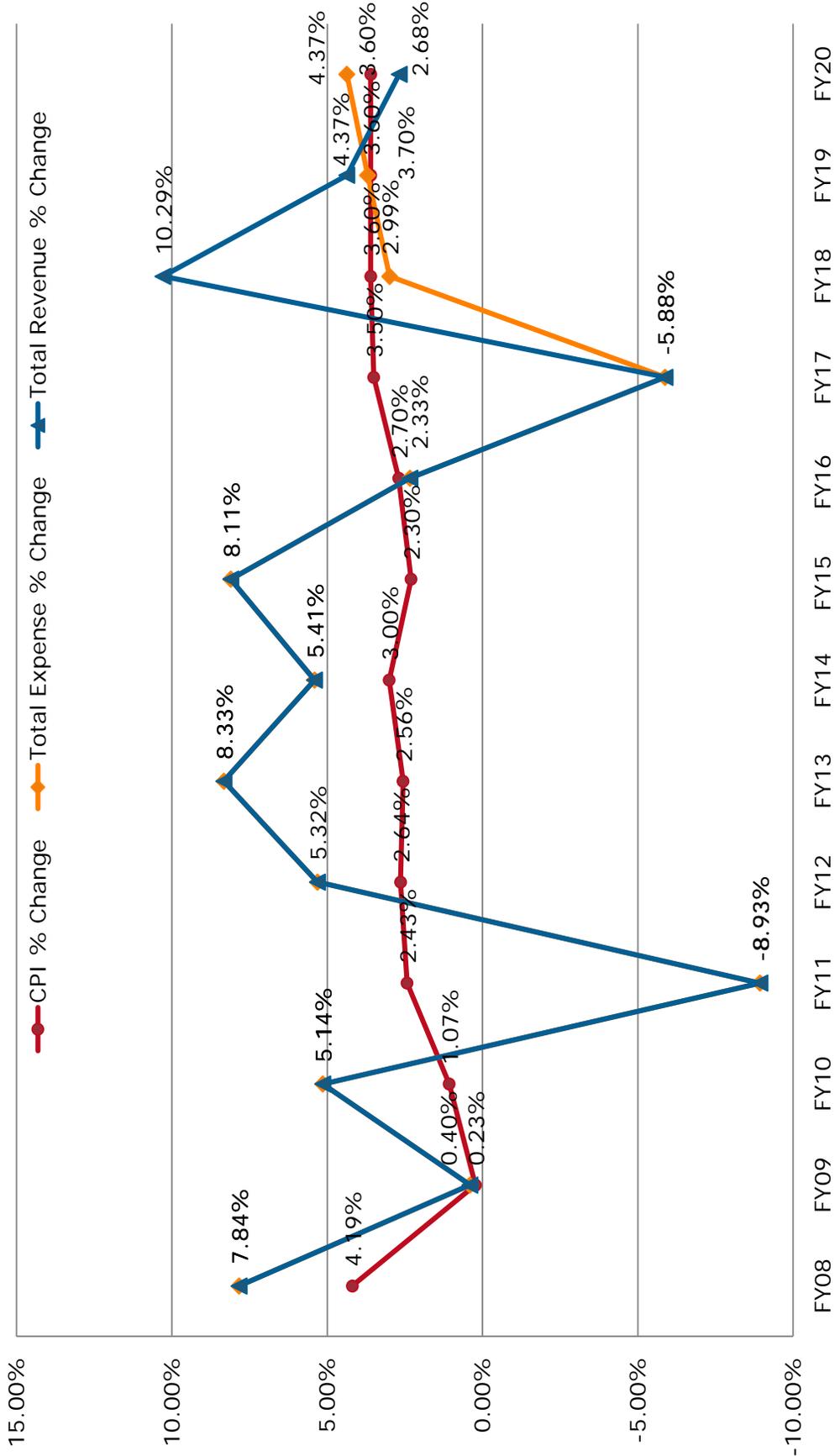
# Transfers - 5 Year Projections (in \$ millions):



17A.8



# Total Budget (Revenue and Expense) % Change vs. CPI % Change

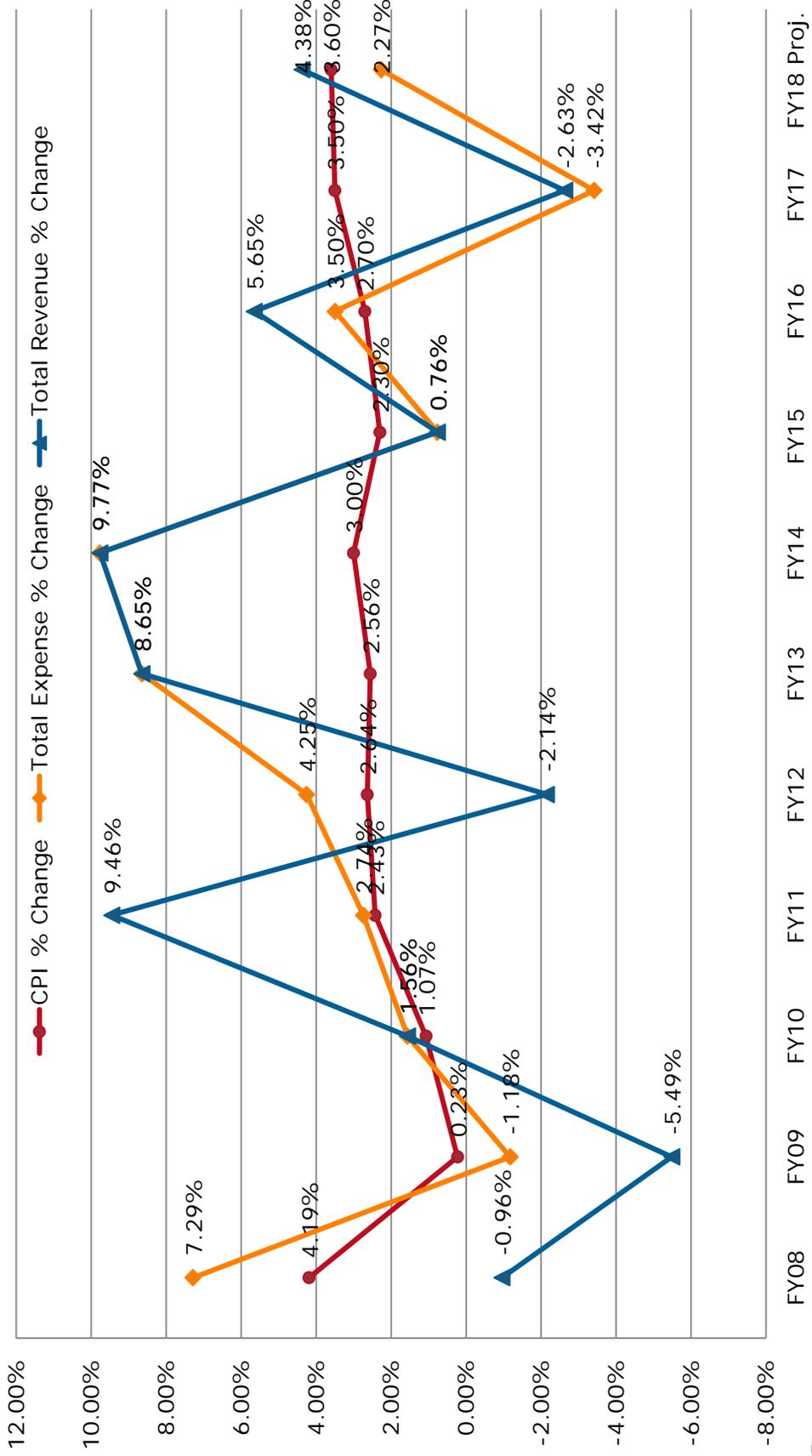


## Attachment A

17A.9



# Total Actual Revenue and Expense % Change vs. CPI % Change



# Operating Budget Changes March 23, 2018 to June 22, 2018

- **FY19 & FY20 Operating Revenues :**

- Decrease in Passenger Fares, Highway 17 Fares, and Paratransit Fares as per most recent actual revenue data in FY18 (July to March 2018)
- Increase in Sales Tax (1979 Gross Sales Tax and 2016 Measure D) due to anticipated additional increase in the favorable FY18 budget variance (the anticipated FY18 sales tax receipts are used in the budget projections for FY19 and FY20)
- Increase in the TDA – LTF Funds as per Appropriation Summary included in the RTC FY19 Proposed Budget (03/08/2018)
- Increased Misc. Grant Funding due to LoNo grant award for staff training in FY19
- Increase in the FTA Sec 5307 and STIC, and STA (FY20 only)
- Decrease in the Fuel Tax Credit based on anticipated CNG usage per year

**Total Budget Changes: \$163K in FY19; \$379K in FY20**



# Operating Budget Changes March 23, 2018 to June 22, 2018

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- **FY19 & FY20 Operating Expenses:**

- Increase in Personnel Expenses due to the inclusion of the results from the Classification and Compensation Study for Management (offset by budget savings in FY19 due to the delay in the hiring of new positions added to the budget in March 2018: CSRs: 2; Financial Analyst: 1; FM Mechanic II: 1; Marketing Manager: 1; Bus Operator: 1, the positions are on hold until after the result of the November 2018 SB-1 ballot measure is known).
- Decrease in Non-Personnel Expenses primarily due to updated Insurance PL/PD amounts as per most recent information provided by CalTIP (meeting in April 2018)

**Total Budget Changes: \$73K in FY19; \$381K in FY20**

# Estimated Operating Reserves as of

## 6/30/2018\*:

(estimate as of 6/22/2018)

**Target: \$3.5M**



**Fully Funded**

**Target: \$3.0M**



**Fully Funded**

**Target: \$0.5M**



**Fully Funded**

**Fully Funded**



**Target: \$7.5M**

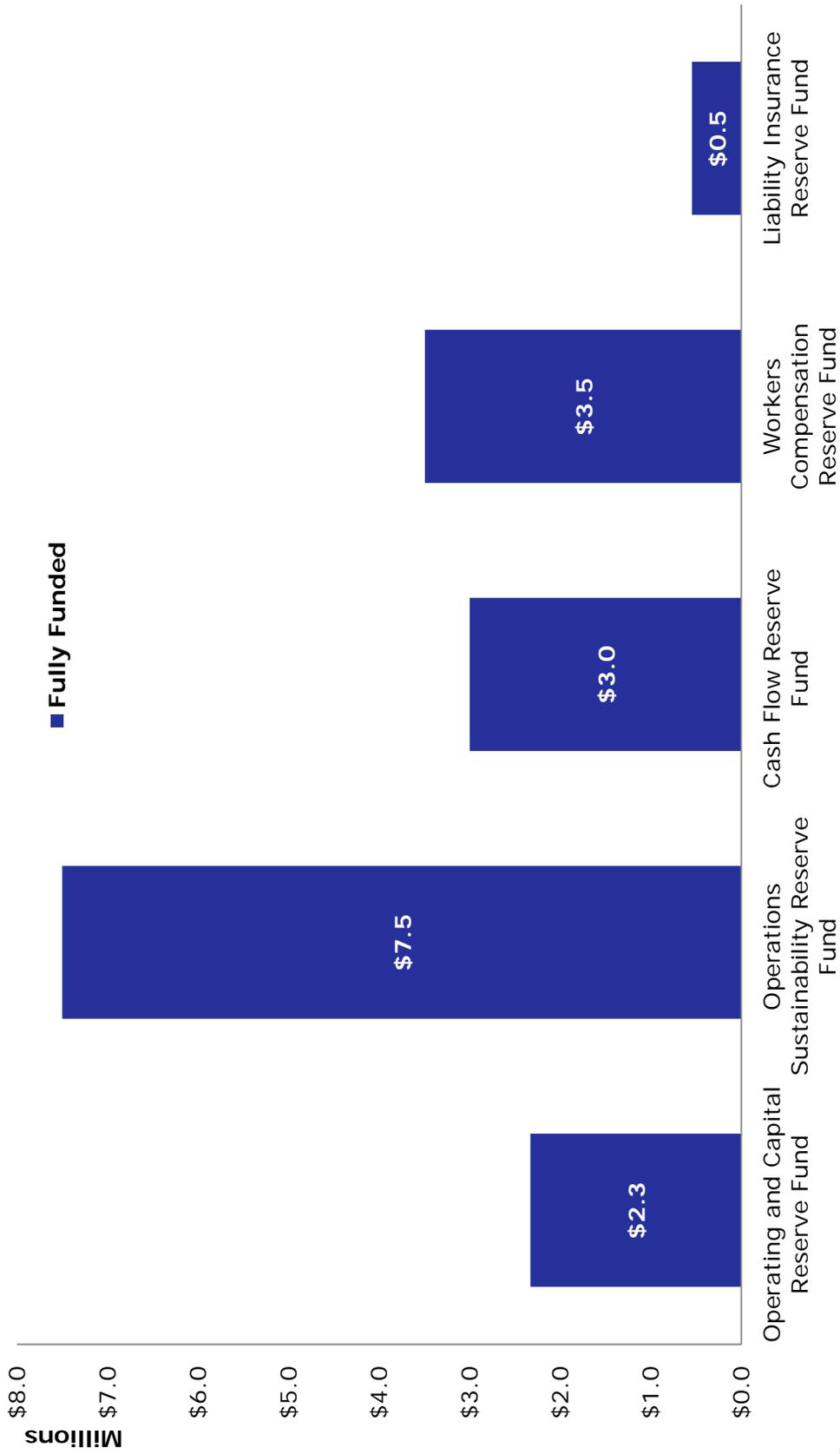
**Operations Sustainability Reserve Fund \$7.5M**



**No Minimum Balance**

\* Subject to Board action on FY18 favorable variance later this year. The Board may choose to place some favorable variance in Capital Programs.

# FY18 Preliminary Reserve Account Balances as of 6/30/2018 (in \$ millions):



# FY19 & FY20 Non-Controllable Operating Budget Risks

17A.15



# FY19 & FY20 Non-Controllable Operating Budget Risks

- Revenues
  - Passenger Fares and Paratransit Fares
    - Fluctuations in ridership
  - TDA-STA-SB1
    - 100% of the SB1 is at risk due to potential voter repeal
  - Alternative Fuel Tax Credit
    - Must be renewed every year; historically been significantly delayed; based on CNG use
  - Federal FTA 5307, STIC, 5311
    - Subject to appropriation
  - Sales Tax
    - Consumer spending may stall

# FY19 & FY20 Non-Controllable Operating Budget Risks

- Expenses
  - CNG and Diesel Engine Failures
  - Fuel Costs Volatility
  - Workers Comp Insurance
  - Medical Insurance
    - Final costs come out in January
  - Contract renewals and rebids
    - Costs could come in higher than budgeted
  - Settlement Costs
    - Costs could come in higher than previous years
  - Aging Fleet
    - Increased Maintenance Costs
  - Changes in Unfunded Mandates

# Ongoing Activities



17A.18



# Board Authorized METRO Support Activities FY19 & FY20

Santa Cruz County Fair	Senior Luncheon
Santa Cruz Follies	Metro Advisory Committee (MAC) METRO Tour
Santa Cruz Seaside Company (Late Night Transit Service to Watsonville for the Summer)	Leadership Santa Cruz

17A.19



# Memberships FY19 & FY20

- Administration:

- American Public Transportation Association (APTA): \$35,100
- California Transit Association (CTA): \$18,740
- Monterey Bay Economic Partnership (MBEP): \$5,000
- Community Transport Association of America (CTAA): \$3,900
- Center for Transportation and the Environment (CTE): \$3,000
- Chamber of Commerce: \$3,000
- Bus Coalition: \$3,000
- Eastern Contra Costa Transit Agency (ZEBRA Membership): \$4,000
- California Association of Coordinated Transportation (CalACT): \$955
- Letter Press: \$675
- Santa Cruz Sentinel: \$380
- Register-Pajaronian: \$130
- Costco: \$120
- **Total: \$78,000**

- Finance:

- California Society of Municipal Finance Officers (CSMFO): \$450
- Government Finance Officers Association (GFOA): \$300
- Kiplinger Letters: \$100
- **Total: \$850**

- Customer Service:

- Miscellaneous: \$200
- **Total: \$200**

# Memberships FY19 & FY20

- Human Resources:

- California Public Employers Labor Relations Associations (CalPERLA): \$1,000
- Society for Human Resource Management (SHRM): \$600
- Northern California Human Resources Association (NCHRA): \$500
- John Dash: \$250
- **Total: \$2,350**

- Risk Management:

- Miscellaneous: \$500
- **Total: \$500**

- Purchasing:

- California Association of Public Procurement Officials (CAPPO): \$300
- **Total: \$300**

- Fleet Maintenance:

- Cummins INSITE Fleet books Software: \$3,012
- John Deere Software: \$2,400
- Southern California Regional Transit Training Consortium (SCR TTC): \$1,000
- Mitchell Online Vehicle Manuals: \$500
- Allison Transp. Software: \$88
- **Total: \$7,000**

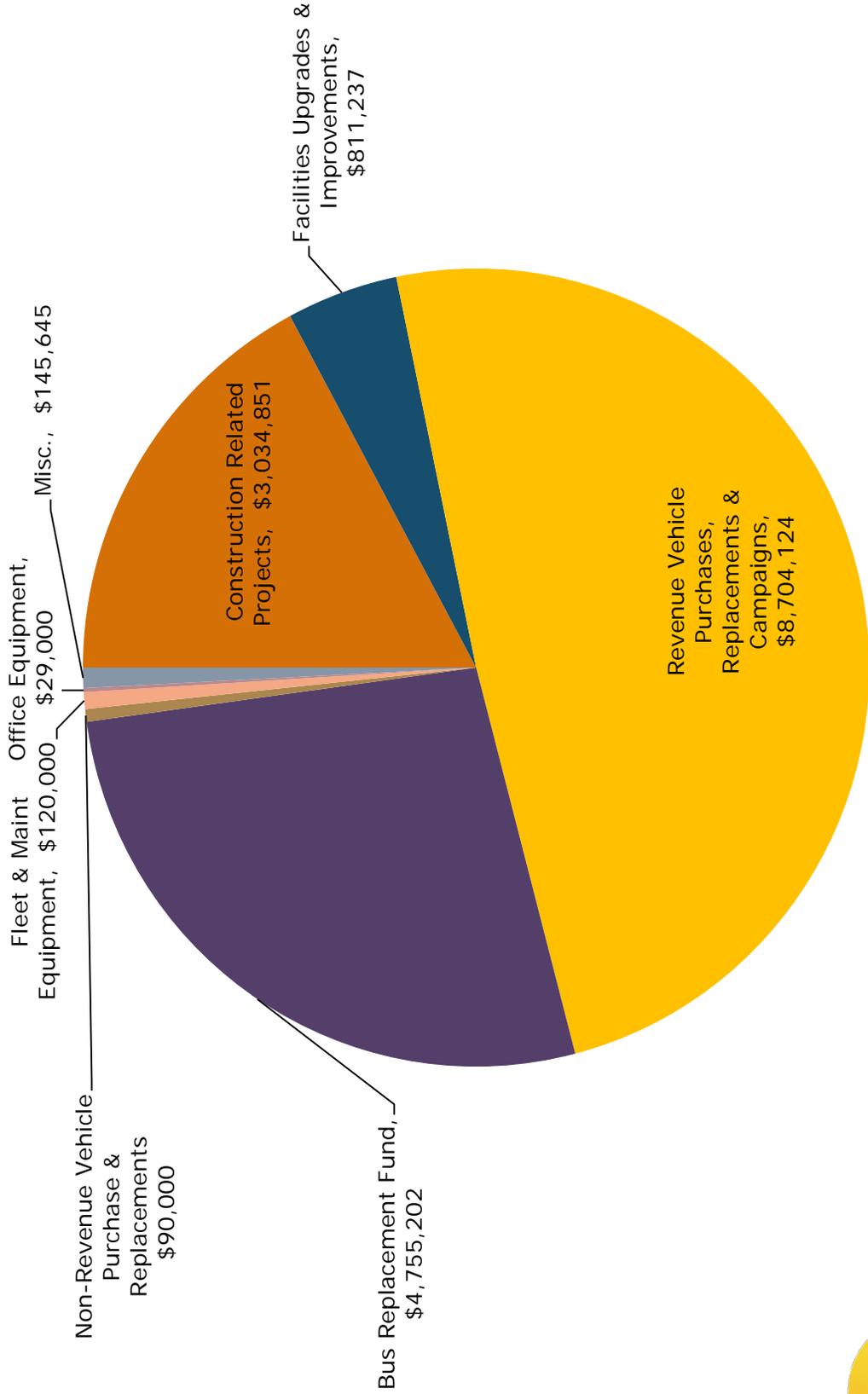
**Total Memberships: \$89,200**

# FY19 Capital Budget

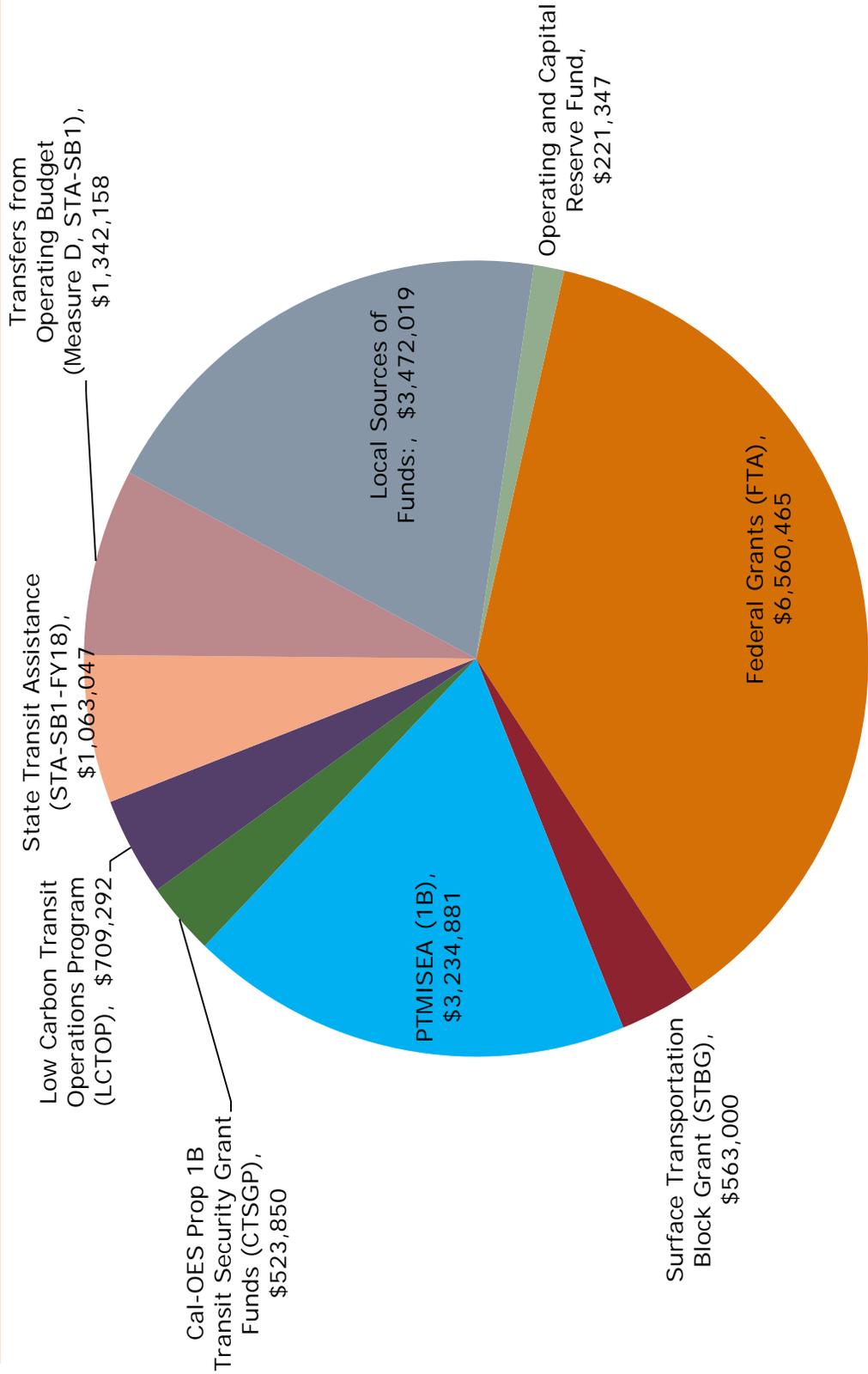
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# FY19 Capital Budget – Projects: \$17.7M



# FY19 Capital Budget – Funding Sources: \$17.7M



# Questions

17A.25



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## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT - 5 - YEAR BUDGET PLAN

REVENUE:	BUDGET FY19	BUDGET FY20	% VAR	FORECASTED BUDGET FY21	% VAR	FORECASTED BUDGET FY22	% VAR	FORECASTED BUDGET FY23	% VAR
Passenger Fares	10,243,114	10,247,604	0.0%	10,272,535	0.2%	10,316,449	0.4%	10,378,399	0.6%
<i>Passenger Fares</i>	2,563,172	2,511,909	-2.0%	2,461,671	-2.0%	2,412,437	-2.0%	2,364,189	-2.0%
<i>Special Transit Fares</i>	5,381,772	5,491,908	2.0%	5,604,798	2.1%	5,720,510	2.1%	5,839,114	2.1%
<i>Paratransit Fares</i>	291,566	291,566	0.0%	291,566	0.0%	291,566	0.0%	291,566	0.0%
<i>Highway 17 Fares</i>	1,475,275	1,416,264	-4.0%	1,373,776	-3.0%	1,346,301	-2.0%	1,332,838	-1.0%
<i>Highway 17 Payments</i>	531,329	535,957	0.9%	540,724	0.9%	545,635	0.9%	550,692	0.9%
Other Revenue	534,455	714,564	33.7%	518,724	-27.4%	523,005	0.8%	526,782	0.7%
1979 Gross Sales Tax (1/2 cent)	21,747,344	22,399,764	3.0%	23,071,757	3.0%	23,763,910	3.0%	24,476,827	3.0%
2016 Net Sales Tax (Measure D)	3,229,124	3,325,998	3.0%	3,425,778	3.0%	3,528,551	3.0%	3,634,408	3.0%
Transp Dev Act (TDA) - Op Asst	7,074,858	7,287,104	3.0%	7,505,717	3.0%	7,730,888	3.0%	7,962,815	3.0%
*Federal Op Assistance	4,586,412	4,686,855	2.2%	4,921,198	5.0%	5,028,972	2.2%	5,139,106	2.2%
STA - Operating (includes SB1)	3,540,904	3,380,111	-4.5%	3,410,473	0.9%	3,437,856	0.8%	3,575,380	4.0%
STIC - Op Assistance	2,424,031	2,752,352	13.5%	2,889,970	5.0%	2,953,260	2.2%	3,017,937	2.2%
Fuel Tax Credit	351,000	378,000	7.7%	364,500	-3.6%	364,500	0.0%	364,500	0.0%
<b>TOTAL REVENUE</b>	<b>53,731,242</b>	<b>55,172,352</b>	<b>2.7%</b>	<b>56,380,652</b>	<b>2.2%</b>	<b>57,647,391</b>	<b>2.2%</b>	<b>59,076,154</b>	<b>2.5%</b>
<b>OPERATING EXPENSES:</b>									
Labor and Fringe Benefits: Bus Operators	17,250,327	18,356,053	6.4%	18,867,260	2.8%	19,424,191	3.0%	19,967,019	2.8%
Labor and Fringe Benefits: Paratransit	4,128,721	4,366,764	5.8%	4,522,261	3.6%	4,657,018	3.0%	4,787,251	2.8%
Labor and Fringe Benefits: Other	18,841,065	19,961,938	5.9%	20,711,291	3.8%	21,354,646	3.1%	21,877,819	2.4%
Services	3,741,053	3,481,335	-6.9%	3,481,335	0.0%	3,481,335	0.0%	3,481,335	0.0%
Mobile and Other Materials and Supplies	3,785,520	3,808,645	0.6%	3,785,145	-0.6%	3,785,145	0.0%	3,785,145	0.0%
Utilities	630,900	645,900	2.4%	645,900	0.0%	645,900	0.0%	645,900	0.0%
Casualty & Liability and Taxes	796,775	850,391	6.7%	850,391	0.0%	850,391	0.0%	850,391	0.0%
Purchased Transportation	-	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Leases & Rentals	677,517	558,648	-17.5%	550,897	-1.4%	542,907	-1.5%	534,671	-1.5%
Misc. Expense, Interest Expense, and Leases & Rentals	-	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>49,851,878</b>	<b>52,029,674</b>	<b>4.4%</b>	<b>53,414,481</b>	<b>2.7%</b>	<b>54,741,534</b>	<b>2.5%</b>	<b>55,929,532</b>	<b>2.2%</b>
<b>TRANSFERS:</b>									
Transfers to Capital Budget	2,328,921	2,377,258	2.1%	2,389,185	0.5%	2,401,450	0.5%	2,009,356	-16.3%
Transfers to Operating and Capital Reserve Fund	1,406,962	623,289	-55.7%	364,500	-41.5%	364,500	0.0%	364,500	0.0%
<b>TOTAL TRANSFERS</b>	<b>3,735,883</b>	<b>3,000,547</b>	<b>-19.7%</b>	<b>2,753,685</b>	<b>-8.2%</b>	<b>2,765,950</b>	<b>0.4%</b>	<b>2,373,856</b>	<b>-14.2%</b>
<b>Operating Balance</b>	<b>143,481</b>	<b>142,132</b>	<b>-0.9%</b>	<b>212,486</b>	<b>49.5%</b>	<b>139,907</b>	<b>-34.2%</b>	<b>772,766</b>	<b>452.3%</b>

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY19 & FY20 OPERATING BUDGET  
REVENUE SOURCES**

**Attachment C**

REVENUE SOURCE	Jun-17	Jun-18	% CHANGE		\$ CHANGE		Jun-18	% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
1 Passenger Fares	2,791,893	2,563,172	-8.2%	(228,721)	2,511,909	-2.0%	(51,263)				
2 Special Transit Fares	5,206,844	5,381,772	3.4%	174,928	5,491,908	2.0%	110,136				
3 Paratransit Fares	339,141	291,566	-14.0%	(47,575)	291,566	0.0%	-				
4 Highway 17 Fares	1,758,751	1,475,275	-16.1%	(283,476)	1,416,264	-4.0%	(59,011)				
5 Highway 17 Payments	525,000	531,329	1.2%	6,329	535,957	0.9%	4,628				
6 Commissions	1,500	2,500	66.7%	1,000	2,500	0.0%	-				
7 Advertising Income	225,000	250,000	11.1%	25,000	250,000	0.0%	-				
8 Rent Income	154,301	147,405	-4.5%	(6,896)	151,514	2.8%	4,109				
9 Interest Income	90,000	90,000	0.0%	-	85,000	-5.6%	(5,000)				
10 Other Non-Transp Revenue	20,592	20,000	-2.9%	(592)	20,000	0.0%	-				
11 1979 Gross Sales Tax (1/2 cent)	20,061,806	21,747,344	8.4%	1,685,538	22,399,764	3.0%	652,420				
12 2016 Net Sales Tax (Measure D)	2,978,897	3,229,124	8.4%	250,227	3,325,998	3.0%	96,874				
13 Transp Dev Act (TDA - LTF) Funds	6,767,933	7,074,858	4.5%	306,925	7,287,104	3.0%	212,246				
14* FTA Sec 5307 - Op Assistance	4,131,857	4,412,091	6.8%	280,234	4,508,716	2.2%	96,625				
15 FTA Sec 5311 - Rural Op Asst	170,428	174,321	2.3%	3,893	178,139	2.2%	3,818				
16 AMBAG/Misc. Grant Funding	10,000	24,000	140.0%	14,000	205,000	754.2%	181,000				
17 STIC	2,210,167	2,424,031	9.7%	213,864	2,752,352	13.5%	328,321				
18 TDA - STA - Operating (Includes SB1)	3,380,240	3,540,904	4.8%	160,664	3,380,111	-4.5%	(160,793)				
19 Fuel Tax Credit	657,354	351,000	-46.6%	(306,354)	378,000	7.7%	27,000				
20 Medicare Subsidy	-	550	100.0%	550	550	0.0%	-				
<b>TOTAL REVENUE</b>	<b>51,481,704</b>	<b>53,731,242</b>	<b>4.4%</b>	<b>2,249,538</b>	<b>55,172,352</b>	<b>2.7%</b>	<b>1,441,110</b>				
<b>TRANSFERS</b>	<b>(3,403,884)</b>	<b>(3,735,883)</b>	<b>9.8%</b>	<b>(331,999)</b>	<b>(3,000,547)</b>	<b>-19.7%</b>	<b>735,336</b>				
<b>TOTAL OPERATING REVENUE</b>	<b>48,077,820</b>	<b>49,995,359</b>	<b>4.0%</b>	<b>1,917,540</b>	<b>52,171,806</b>	<b>4.4%</b>	<b>2,176,446</b>				

FTA funding is used solely to fund labor expense

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET

Consolidated Expenses

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		Jun-18	% CHANGE		\$ CHANGE		
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	
<b>LABOR</b>												
501011 Bus Operator Pay	8,697,054	8,934,707	2.7%		237,653		9,343,011	4.6%		408,304		
501013 Bus Operator OT	1,225,000	1,238,781	1.1%		13,781		1,292,433	4.3%		53,652		
501021 Other Salaries	7,700,077	8,240,187	7.0%		540,111		8,556,422	3.8%		316,234		
501023 Other OT	424,985	466,213	9.7%		41,228		477,590	2.4%		11,377		
<b>Totals</b>	<b>18,047,115</b>	<b>18,879,888</b>	<b>4.6%</b>		<b>832,773</b>		<b>19,669,455</b>	<b>4.2%</b>		<b>789,567</b>		
<b>FRINGE BENEFITS</b>												
502011 Medicare/Soc. Sec.	315,704	331,001	4.8%		15,297		344,562	4.1%		13,561		
502021 Retirement	4,773,205	5,639,195	18.1%		865,990		6,502,208	15.3%		863,013		
502031 Medical Ins	10,570,926	9,419,857	-10.9%		(1,151,069)		9,985,178	6.0%		565,321		
502041 Dental Ins	508,672	500,840	-1.5%		(7,832)		523,291	4.5%		22,451		
502045 Vision Ins	130,773	125,302	-4.2%		(5,471)		130,328	4.0%		5,025		
502051 Life Ins/AD&D	45,222	50,015	10.6%		4,793		51,914	3.8%		1,899		
502060 State Disability Ins (SDI)	192,651	228,733	18.7%		36,082		245,681	7.4%		16,948		
502061 Long Term Disability Ins	150,021	143,675	-4.2%		(6,345)		153,962	7.2%		10,287		
502071 State Unemployment Ins (SUI)	55,825	58,581	4.9%		2,756		62,340	6.4%		3,759		
502081 Worker's Comp Ins	875,500	901,766	3.0%		26,266		928,818	3.0%		27,052		
502101 Holiday Pay	615,209	645,068	4.9%		29,859		671,844	4.2%		26,776		
502103 Floating Holiday	92,042	110,689	20.3%		18,647		114,982	3.9%		4,293		
502109 Sick Leave	943,920	989,326	4.8%		45,406		1,030,478	4.2%		41,152		
502111 Annual Leave	1,849,196	1,970,491	6.6%		121,295		2,037,677	3.4%		67,186		
502121 Other Paid Absence	144,190	151,188	4.9%		6,998		157,463	4.2%		6,276		
502251 Phys. Exams	14,280	12,283	-14.0%		(1,997)		9,783	-20.4%		(2,500)		
502253 Driver Lic Renewal	4,956	3,211	-35.2%		(1,745)		4,211	31.1%		1,000		
502999 Other Fringe Benefits	57,426	59,004	2.7%		1,578		60,581	2.7%		1,577		
<b>Totals</b>	<b>21,339,718</b>	<b>21,340,225</b>	<b>0.0%</b>		<b>508</b>		<b>23,015,300</b>	<b>7.8%</b>		<b>1,675,075</b>		

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET

Consolidated Expenses

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY20
<b>SERVICES</b>										
503011 Accting/Audit Fees	95,250	105,250	10.5%	10,000	106,750	1.4%	1,500	106,750	1.4%	1,500
503012 Admin/Bank Fees	380,500	380,000	-0.1%	(500)	388,280	2.2%	8,280	388,280	2.2%	8,280
503031 Prof/Technical Fees	972,279	970,968	-0.1%	(1,311)	685,968	-29.4%	(285,000)	685,968	-29.4%	(285,000)
503032 Legislative Services	101,000	101,000	0.0%	-	101,000	0.0%	-	101,000	0.0%	-
503033 Legal Services	350,000	400,000	14.3%	50,000	400,000	0.0%	-	400,000	0.0%	-
503034 Pre-Employment Exams	5,500	5,525	0.5%	25	5,525	0.0%	-	5,525	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	8,300	8,300	0.0%	-	8,300	0.0%	-	8,300	0.0%	-
503162 Uniforms/Laundry	24,150	25,910	7.3%	1,760	25,910	0.0%	-	25,910	0.0%	-
503171 Security Services	515,600	525,700	2.0%	10,100	536,002	2.0%	10,302	536,002	2.0%	10,302
503221 Classified/Legal Ads	13,200	14,700	11.4%	1,500	14,700	0.0%	-	14,700	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	50,000	50,000	0.0%	-	50,000	0.0%	-	50,000	0.0%	-
503352 Repair - Equipment	622,800	670,800	7.7%	48,000	676,000	0.8%	5,200	676,000	0.8%	5,200
503353 Repair - Rev Vehicle	326,500	401,500	23.0%	75,000	401,500	0.0%	-	401,500	0.0%	-
503354 Repair - Non Rev Vehicle	30,000	33,000	10.0%	3,000	33,000	0.0%	-	33,000	0.0%	-
503363 Haz Mat Disposal	48,400	48,400	0.0%	-	48,400	0.0%	-	48,400	0.0%	-
<b>Totals</b>	<b>3,543,479</b>	<b>3,741,053</b>	<b>5.6%</b>	<b>197,574</b>	<b>3,481,335</b>	<b>-6.9%</b>	<b>(259,718)</b>	<b>3,481,335</b>	<b>-6.9%</b>	<b>(259,718)</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	60,000	60,000	0.0%	-	60,000	0.0%	-	60,000	0.0%	-
504012 Fuels & Lubricants - Rev Veh	1,847,000	1,873,500	1.4%	26,500	1,897,000	1.3%	23,500	1,897,000	1.3%	23,500
504021 Tires & Tubes	300,000	200,000	-33.3%	(100,000)	200,000	0.0%	-	200,000	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	733,500	1,200,500	63.7%	467,000	1,200,500	0.0%	-	1,200,500	0.0%	-
<b>Totals</b>	<b>2,940,500</b>	<b>3,334,000</b>	<b>13.4%</b>	<b>393,500</b>	<b>3,357,500</b>	<b>0.7%</b>	<b>23,500</b>	<b>3,357,500</b>	<b>0.7%</b>	<b>23,500</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Consolidated Expenses

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	2,500	7,500	200.0%	5,000	7,500	0.0%	5,000	7,500	0.0%	5,000
504211 Postage & Mailing	12,300	10,600	-13.8%	(1,700)	10,600	0.0%	(1,700)	10,600	0.0%	(1,700)
504214 Promotional Items	200	21,550	10675.0%	21,350	21,550	0.0%	21,350	21,550	0.0%	21,350
504215 Printing	48,850	53,450	9.4%	4,600	53,450	0.2%	4,600	53,450	0.2%	4,600
504217 Photo Supp/Process	1,500	3,400	126.7%	1,900	3,400	0.0%	1,900	3,400	0.0%	1,900
504311 Office Supplies	71,800	70,800	-1.4%	(1,000)	70,800	0.0%	(1,000)	70,800	0.0%	(1,000)
504315 Safety Supplies	11,320	16,120	42.4%	4,800	16,120	0.0%	4,800	16,120	0.0%	4,800
504317 Cleaning Supplies	48,600	44,600	-8.2%	(4,000)	44,600	0.0%	(4,000)	44,600	0.0%	(4,000)
504409 Repair/Maint Supplies	110,500	110,500	0.0%	-	110,500	0.0%	-	110,500	0.0%	-
504417 Tenant Repairs	9,000	14,000	55.6%	5,000	14,000	0.0%	5,000	14,000	0.0%	5,000
504421 Non-Inventory Parts	58,000	85,000	46.6%	27,000	85,000	0.0%	27,000	85,000	0.0%	27,000
504511 Small Tools	9,500	11,000	15.8%	1,500	10,500	-4.5%	1,500	10,500	-4.5%	(500)
504515 Employee Tool Replacement	3,000	3,000	0.0%	-	3,000	0.0%	-	3,000	0.0%	-
<b>Totals</b>	<b>387,070</b>	<b>451,520</b>	<b>16.7%</b>	<b>64,450</b>	<b>451,145</b>	<b>-0.1%</b>	<b>64,450</b>	<b>451,145</b>	<b>-0.1%</b>	<b>(375)</b>
<b>UTILITIES</b>										
505011 Gas & Electric	304,000	319,000	4.9%	15,000	334,000	4.7%	15,000	334,000	4.7%	15,000
505021 Water & Garbage	147,400	158,400	7.5%	11,000	158,400	0.0%	11,000	158,400	0.0%	11,000
505031 Telecommunications	157,600	153,500	-2.6%	(4,100)	153,500	0.0%	(4,100)	153,500	0.0%	(4,100)
<b>Totals</b>	<b>609,000</b>	<b>630,900</b>	<b>3.6%</b>	<b>21,900</b>	<b>645,900</b>	<b>2.4%</b>	<b>21,900</b>	<b>645,900</b>	<b>2.4%</b>	<b>15,000</b>
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	61,737	60,808	-1.5%	(929)	62,632	3.0%	(929)	62,632	3.0%	1,824
506015 Insurance - PL/PD	406,047	508,887	25.3%	102,840	559,776	10.0%	102,840	559,776	10.0%	50,889
506021 Insurance - Other	50,000	30,080	-39.8%	(19,920)	30,983	3.0%	(19,920)	30,983	3.0%	903
506123 Settlement Costs	150,000	150,000	0.0%	-	150,000	0.0%	-	150,000	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>667,784</b>	<b>749,775</b>	<b>12.3%</b>	<b>81,991</b>	<b>803,391</b>	<b>7.2%</b>	<b>81,991</b>	<b>803,391</b>	<b>7.2%</b>	<b>53,616</b>
<b>TAXES</b>										
507051 Fuel Tax	15,000	15,000	0.0%	-	15,000	0.0%	-	15,000	0.0%	-
507201 Licenses & Permits	20,852	17,600	-15.6%	(3,252)	17,600	0.0%	(3,252)	17,600	0.0%	-
507999 Other Taxes	14,400	14,400	0.0%	-	14,400	0.0%	-	14,400	0.0%	-
<b>Totals</b>	<b>50,252</b>	<b>47,000</b>	<b>-6.5%</b>	<b>(3,252)</b>	<b>47,000</b>	<b>0.0%</b>	<b>(3,252)</b>	<b>47,000</b>	<b>0.0%</b>	<b>-</b>

6/11/2018

Consolidated

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Consolidated Expenses

ACCOUNT	Jun-17 BUDGET FY18	Jun-18 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19	Jun-18 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	82,730	89,200	7.8%	6,470	89,200	0.0%	-
509081 Advertising - District Promo	-	5,000	100.0%	5,000	5,000	0.0%	-
509101 Employee Incentive Program	19,100	13,900	-27.2%	(5,200)	13,900	0.0%	-
509121 Employee Training	65,073	180,050	176.7%	114,977	68,700	-61.8%	(111,350)
509122 BOD Travel	8,000	11,000	37.5%	3,000	11,000	0.0%	-
509123 Travel	69,705	78,900	13.2%	9,195	78,900	0.0%	-
509125 Local Meeting Expense	10,300	7,650	-25.7%	(2,650)	7,650	0.0%	-
509127 Board Director Fees	12,600	12,600	0.0%	-	12,600	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
Totals	267,508	398,300	48.9%	130,792	286,950	-28.0%	(111,350)
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	39,617	100.0%	39,617	32,098	-19.0%	(7,519)
Totals	-	39,617	100.0%	39,617	32,098	-19.0%	(7,519)
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	208,100	225,800	8.5%	17,700	225,800	0.0%	-
512061 Equipment Rental	17,294	13,800	-20.2%	(3,494)	13,800	0.0%	-
Totals	225,394	239,600	6.3%	14,206	239,600	0.0%	-
<b>PERSONNEL TOTAL</b>							
	39,386,833	40,220,113	2.1%	833,281	42,684,755	6.1%	2,464,641
<b>NON-PERSONNEL TOTAL</b>							
	8,690,987	9,631,765	10.8%	940,778	9,344,919	-3.0%	(279,327)
<b>TOTAL OPERATING EXPENSES</b>	<b>48,077,820</b>	<b>49,851,878</b>	<b>3.7%</b>	<b>1,774,059</b>	<b>52,029,674</b>	<b>4.4%</b>	<b>2,185,314</b>

6/11/2018

Consolidated

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY19 & FY20 OPERATING BUDGET  
TRANSFERS & OPERATING BALANCE**

TRANSFERS	Jun-17 BUDGET FY18	Jun-18 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19	Jun-18 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20
<b>Transfers to Capital Budget</b>							
1	-	1,860,148	100.0%	1,860,148	1,820,095	-2.2%	(40,053)
2	2,263,000	468,773	-79.3%	(1,794,227)	557,163	18.9%	88,390
<b>Totals</b>	2,263,000	2,328,921	2.9%	65,921	2,377,258	2.1%	48,337
<b>Transfers to Operating and Capital Reserve Fund</b>							
3	657,354	351,000	-46.6%	(306,354)	378,000	7.7%	27,000
4	483,530	1,055,962	118.4%	572,433	245,289	-76.8%	(810,673)
<b>Totals</b>	1,140,884	1,406,962	171.8%	266,078	623,289	-55.7%	(783,673)
<b>TOTAL TRANSFERS</b>	<b>3,403,884</b>	<b>3,735,883</b>	<b>9.8%</b>	<b>331,999</b>	<b>3,000,547</b>	<b>-19.7%</b>	<b>(735,336)</b>
<b>TOTAL REVENUE</b>	<b>51,481,704</b>	<b>53,731,242</b>	<b>4.4%</b>	<b>2,249,538</b>	<b>55,172,352</b>	<b>2.7%</b>	<b>1,441,110</b>
<b>TOTAL EXPENSES</b>	<b>48,077,820</b>	<b>49,851,878</b>	<b>3.7%</b>	<b>1,774,059</b>	<b>52,029,674</b>	<b>4.4%</b>	<b>2,177,795</b>
<b>TOTAL TRANSFERS</b>	<b>(3,403,884)</b>	<b>(3,735,883)</b>	<b>9.8%</b>	<b>(331,999)</b>	<b>(3,000,547)</b>	<b>-19.7%</b>	<b>735,336</b>
<b>OPERATING BALANCE</b>	<b>-</b>	<b>143,481</b>	<b>100.0%</b>	<b>143,481</b>	<b>142,132</b>	<b>-0.9%</b>	<b>(1,349)</b>

\*Beginning in FY19, 2016 Net Sales Tax Measure D is transferred to the Capital Budget as per 5-Year Program of Projects, provided to RTC. The 5-Year Program of Projects should be updated yearly, after the budget is adopted in June, in order to reflect Santa Cruz METRO's latest Measure D growth projections, presented above.  
 \*\*Subject to annual renewal of the tax extenders

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET

### Departmental Expenses

DEPARTMENT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		Jun-18	% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
1100 Administration	1,410,480	1,387,101	-1.7%	(23,379)	1,417,904	2.2%	30,803				
1200 Finance	2,161,459	2,406,024	11.3%	244,565	2,533,203	5.3%	127,180				
1300 Customer Service	1,182,225	1,462,307	23.7%	280,083	1,708,980	16.9%	246,672				
1400 Human Resources	873,261	1,033,070	18.3%	159,809	1,082,980	4.8%	49,910				
1500 Information Technology	1,146,885	1,254,897	9.4%	108,011	1,278,751	1.9%	23,854				
Planning, Grants,											
1600 Governmental Affairs	1,175,932	1,242,207	5.6%	66,274	1,057,487	-14.9%	(184,719)				
1700 District Counsel	466,174	400,000	-14.2%	(66,174)	400,000	0.0%	-				
1800 Risk Management	405,842	440,167	8.5%	34,326	459,952	4.5%	19,785				
1900 Purchasing	925,219	980,723	6.0%	55,504	1,013,557	3.3%	32,835				
2200 Facilities Maintenance	2,786,946	2,830,867	1.6%	43,921	2,918,201	3.1%	87,334				
3100 Paratransit Program	4,461,839	4,482,307	0.5%	20,468	4,731,037	5.5%	248,730				
3200 Operations	2,649,916	2,763,474	4.3%	113,558	2,872,420	3.9%	108,946				
3300 Bus Operators	17,069,239	17,256,227	1.1%	186,987	18,361,953	6.4%	1,105,726				
4100 Fleet Maintenance	8,043,643	8,829,303	9.8%	785,659	8,958,643	1.5%	129,341				
9001 Cobra Benefits	-	-	0.0%	-	-	0.0%	-				
9005 Retired Employee Benefits	3,318,508	3,082,954	-7.1%	(235,554)	3,234,354	4.9%	151,400				
700 SCCIC	250	250	0.0%	-	250	0.0%	-				
<b>TOTAL OPERATING EXPENSES</b>	<b>48,077,820</b>	<b>49,851,878</b>	<b>3.7%</b>	<b>1,774,059</b>	<b>52,029,674</b>	<b>4.4%</b>	<b>2,177,795</b>				

6/11/2018

DepartExpenses

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET

Administration - 1100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	402,408	444,995	10.6%	42,587	456,294	2.5%	11,298
501023 Other OT	6,500	6,500	0.0%	-	6,665	2.5%	165
<b>Totals</b>	<b>408,908</b>	<b>451,495</b>	<b>10.4%</b>	<b>42,587</b>	<b>462,959</b>	<b>2.5%</b>	<b>11,463</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	7,379	8,210	11.3%	831	8,418	2.5%	209
502021 Retirement	103,573	127,702	23.3%	24,129	140,776	10.2%	13,074
502031 Medical Ins	96,493	59,238	-38.6%	(37,256)	61,394	3.6%	2,156
502041 Dental Ins	5,222	4,151	-20.5%	(1,071)	4,275	3.0%	125
502045 Vision Ins	1,319	1,229	-6.8%	(90)	1,266	3.0%	37
502051 Life Ins/AD&D	5,017	5,092	1.5%	75	5,175	1.6%	83
502060 State Disability Ins (SDI)	3,223	3,870	20.0%	646	4,091	5.7%	221
502061 Long Term Disability Ins	3,099	2,942	-5.1%	(157)	3,053	3.8%	111
502071 State Unemployment Ins (SUI)	700	721	3.0%	21	765	6.1%	44
502081 Worker's Comp Ins	11,260	11,598	3.0%	338	11,946	3.0%	348
502101 Holiday Pay	15,458	17,221	11.4%	1,763	17,659	2.5%	438
502103 Floating Holiday	19,019	21,332	12.2%	2,313	21,816	2.3%	484
502109 Sick Leave	23,187	25,832	11.4%	2,645	26,488	2.5%	657
502111 Annual Leave	38,687	46,270	19.6%	7,583	47,518	2.7%	1,248
502121 Other Paid Absence	3,623	4,036	11.4%	413	4,139	2.5%	103
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	10,761	11,961	11.2%	1,200	11,965	0.0%	3
<b>Totals</b>	<b>348,022</b>	<b>351,406</b>	<b>1.0%</b>	<b>3,384</b>	<b>370,745</b>	<b>5.5%</b>	<b>19,339</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Administration - 1100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>										
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	379,900	306,000	-19.5%	(73,900)	306,000	0.0%	-	306,000	0.0%	-
503032 Legislative Services	101,000	101,000	0.0%	-	101,000	0.0%	-	101,000	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	5,000	4,000	-20.0%	(1,000)	4,000	0.0%	-	4,000	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	3,500	4,000	14.3%	500	4,000	0.0%	-	4,000	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>489,400</b>	<b>415,000</b>	<b>-15.2%</b>	<b>(74,400)</b>	<b>415,000</b>	<b>-15.2%</b>	<b>(74,400)</b>	<b>415,000</b>	<b>0.0%</b>	<b>-</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Administration - 1100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>											
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504211 Postage & Mailing	4,500	4,500	0.0%	-	4,500	0.0%	-	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504215 Printing	1,100	1,100	0.0%	-	1,100	0.0%	-	-	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504311 Office Supplies	18,000	18,000	0.0%	-	18,000	0.0%	-	-	-	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>23,600</b>	<b>23,600</b>	<b>0.0%</b>	<b>-</b>	<b>23,600</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>23,600</b>	<b>0.0%</b>	<b>-</b>
<b>UTILITIES</b>											
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>CASUALTY &amp; LIABILITY</b>											
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>TAXES</b>											
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

6/11/2018

Admin - 1100

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY19 & FY20 OPERATING BUDGET**  
 Administration - 1100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>PURCHASED TRANS.</b>											
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>MISC EXPENSE</b>											
509011 Dues/Subscriptions	70,950	78,000	9.9%	7,050	78,000	0.0%	-	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509101 Employee Incentive Program	15,000	10,000	-33.3%	(5,000)	10,000	0.0%	-	-	-	0.0%	-
509121 Employee Training	2,000	2,000	0.0%	-	2,000	0.0%	-	-	-	0.0%	-
509122 BOD Travel	8,000	11,000	37.5%	3,000	11,000	0.0%	-	-	-	0.0%	-
509123 Travel	20,000	23,000	15.0%	3,000	23,000	0.0%	-	-	-	0.0%	-
509125 Local Meeting Expense	10,000	7,000	-30.0%	(3,000)	7,000	0.0%	-	-	-	0.0%	-
509127 Board Director Fees	12,600	12,600	0.0%	-	12,600	0.0%	-	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	138,550	143,600	3.6%	5,050	143,600	0.0%	-	-	-	0.0%	-
<b>INTEREST EXPENSE</b>											
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>LEASES &amp; RENTALS</b>											
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
512061 Equipment Rental	2,000	2,000	0.0%	-	2,000	0.0%	-	2,000	2,000	0.0%	-
Totals	2,000	2,000	0.0%	-	2,000	0.0%	-	2,000	2,000	0.0%	-
<b>PERSONNEL TOTAL</b>											
	756,930	802,901	6.1%	45,971	833,704	3.8%	-	-	-	3.8%	30,803
<b>NON-PERSONNEL TOTAL</b>											
	653,550	584,200	-10.6%	(69,350)	584,200	0.0%	-	-	-	0.0%	-
<b>DEPARTMENT TOTALS</b>											
	1,410,480	1,387,101	-1.7%	(23,379)	1,417,904	2.2%	-	-	-	2.2%	30,803

Admin - 1100

6/11/2018

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY19 & FY20 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	607,589	679,376	11.8%	71,787	715,382	5.3%	36,006
501023 Other OT	2,400	2,400	0.0%	-	2,527	5.3%	127
<b>Totals</b>	<b>609,989</b>	<b>681,776</b>	<b>11.8%</b>	<b>71,787</b>	<b>717,909</b>	<b>5.3%</b>	<b>36,134</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	10,942	12,398	13.3%	1,456	13,028	5.1%	630
502021 Retirement	179,029	228,531	27.7%	49,502	266,097	16.4%	37,566
502031 Medical Ins	199,295	185,674	-6.8%	(13,622)	208,546	12.3%	22,872
502041 Dental Ins	12,837	11,125	-13.3%	(1,711)	12,384	11.3%	1,258
502045 Vision Ins	2,638	2,612	-1.0%	(26)	2,849	9.1%	237
502051 Life Ins/AD&D	1,036	1,168	12.8%	132	1,261	8.0%	94
502060 State Disability Ins (SDI)	6,235	7,624	22.3%	1,389	8,389	10.0%	765
502061 Long Term Disability Ins	4,953	4,627	-6.6%	(326)	5,248	13.4%	621
502071 State Unemployment Ins (SUI)	1,400	1,622	15.9%	222	1,721	6.1%	99
502081 Worker's Comp Ins	19,706	20,297	3.0%	591	20,906	3.0%	609
502101 Holiday Pay	22,775	25,835	13.4%	3,060	27,168	5.2%	1,333
502103 Floating Holiday	11,521	14,288	24.0%	2,767	14,288	0.0%	-
502109 Sick Leave	34,163	38,753	13.4%	4,590	40,752	5.2%	1,999
502111 Annual Leave	70,837	88,326	24.7%	17,489	91,992	4.1%	3,665
502121 Other Paid Absence	5,338	6,055	13.4%	717	6,368	5.2%	312
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	4,122	4,136	0.3%	14	4,158	0.5%	21
<b>Totals</b>	<b>586,826</b>	<b>653,072</b>	<b>11.3%</b>	<b>66,246</b>	<b>725,153</b>	<b>11.0%</b>	<b>72,081</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET

Finance - 1200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>										
503011 Acting/Audit Fees	95,000	105,000	10.5%	10,000	106,500	1.4%	1,500	106,500	1.4%	1,500
503012 Admin/Bank Fees	380,500	380,000	-0.1%	(500)	388,280	2.2%	8,280	388,280	2.2%	8,280
503031 Prof/Technical Fees	42,500	36,600	-13.9%	(5,900)	11,600	-68.3%	(25,000)	11,600	-68.3%	(25,000)
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>518,000</b>	<b>521,600</b>	<b>0.7%</b>	<b>3,600</b>	<b>506,380</b>	<b>-2.9%</b>	<b>(15,220)</b>	<b>506,380</b>	<b>-2.9%</b>	<b>(15,220)</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET

Finance - 1200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504215 Printing	750	1,050	40.0%	300	1,175	11.9%	125	125	0.0%	125
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>750</b>	<b>1,050</b>	<b>40.0%</b>	<b>300</b>	<b>1,175</b>	<b>11.9%</b>	<b>125</b>	<b>125</b>	<b>0.0%</b>	<b>125</b>
<b>UTILITIES</b>										
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	61,737	60,808	-1.5%	(929)	62,632	3.0%	1,824	1,824	0.0%	1,824
506015 Insurance - PL/PD	320,777	402,021	25.3%	81,244	442,223	10.0%	40,202	40,202	0.0%	40,202
506021 Insurance - Other	50,000	30,080	-39.8%	(19,920)	30,983	3.0%	903	903	0.0%	903
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>432,514</b>	<b>492,909</b>	<b>14.0%</b>	<b>60,395</b>	<b>535,838</b>	<b>8.7%</b>	<b>42,929</b>	<b>42,929</b>	<b>0.0%</b>	<b>42,929</b>
<b>TAXES</b>										
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

6/11/2018

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY19 & FY20 OPERATING BUDGET

Finance - 1200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>										
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	980	850	-13.3%	(130)	850	0.0%	-	850	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	2,900	3,150	8.6%	250	1,800	-42.9%	(1,350)	1,800	0.0%	(1,350)
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509123 Travel	9,500	12,000	26.3%	2,500	12,000	0.0%	-	12,000	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	13,380	16,000	19.6%	2,620	14,650	-8.4%	(1,350)	14,650	-8.4%	(1,350)
<b>INTEREST EXPENSE</b>										
511102 Interest Expense	-	39,617	100.0%	39,617	32,098	-19.0%	(7,519)	32,098	-19.0%	(7,519)
Totals	-	39,617	100.0%	39,617	32,098	-19.0%	(7,519)	32,098	-19.0%	(7,519)
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>										
	1,196,815	1,334,848	11.5%	138,033	1,443,062	8.1%	108,215	1,443,062	8.1%	108,215
<b>NON-PERSONNEL TOTAL</b>										
	964,644	1,071,176	11.0%	106,532	1,090,141	1.8%	26,484	1,090,141	1.8%	26,484
<b>DEPARTMENT TOTALS</b>										
	2,161,459	2,406,024	11.3%	244,565	2,533,203	5.3%	134,699	2,533,203	5.3%	134,699

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	507,609	630,982	24.3%	123,373	730,953	15.8%	99,971
501023 Other OT	14,288	21,000	47.0%	6,712	21,574	2.7%	574
<b>Totals</b>	<b>521,897</b>	<b>651,982</b>	<b>24.9%</b>	<b>130,086</b>	<b>752,526</b>	<b>15.4%</b>	<b>100,544</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	9,122	11,532	26.4%	2,411	13,284	15.2%	1,752
502021 Retirement	146,319	207,541	41.8%	61,222	265,692	28.0%	58,151
502031 Medical Ins	283,283	294,340	3.9%	11,057	349,917	18.9%	55,577
502041 Dental Ins	14,997	19,277	28.5%	4,280	22,630	17.4%	3,352
502045 Vision Ins	3,957	4,456	12.6%	499	5,065	13.7%	608
502051 Life Ins/AD&D	1,243	1,650	32.7%	407	1,875	13.7%	225
502060 State Disability Ins (SDI)	5,662	8,192	44.7%	2,530	9,720	18.6%	1,528
502061 Long Term Disability Ins	4,987	4,751	-4.7%	(236)	7,053	48.5%	2,302
502071 State Unemployment Ins (SUI)	2,100	2,884	37.3%	784	3,060	6.1%	176
502081 Worker's Comp Ins	36,596	37,694	3.0%	1,098	38,825	3.0%	1,131
502101 Holiday Pay	18,580	23,441	26.2%	4,861	27,142	15.8%	3,700
502103 Floating Holiday	-	2,283	100.0%	2,283	4,794	110.0%	2,512
502109 Sick Leave	27,871	35,162	26.2%	7,291	40,713	15.8%	5,551
502111 Annual Leave	56,371	76,960	36.5%	20,589	84,624	10.0%	7,665
502121 Other Paid Absence	4,355	5,494	26.2%	1,139	6,361	15.8%	867
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	334	2,578	672.6%	2,245	3,608	40.0%	1,030
<b>Totals</b>	<b>615,776</b>	<b>738,235</b>	<b>19.9%</b>	<b>122,459</b>	<b>884,363</b>	<b>19.8%</b>	<b>146,128</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>										
503011 Acting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	9,500	9,980	5.1%	480	9,980	0.0%	-	9,980	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	200	960	380.0%	760	960	0.0%	-	960	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	2,500	2,000	-20.0%	(500)	2,000	0.0%	-	2,000	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>12,200</b>	<b>12,940</b>	<b>6.1%</b>	<b>740</b>	<b>12,940</b>	<b>0.0%</b>	<b>0.0%</b>	<b>12,940</b>	<b>0.0%</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	500	500	0.0%	-	500	0.0%	-	500	0.0%	-
<b>Totals</b>	<b>500</b>	<b>500</b>	<b>0.0%</b>	<b>-</b>	<b>500</b>	<b>0.0%</b>	<b>0.0%</b>	<b>500</b>	<b>0.0%</b>	<b>0.0%</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET

Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>												
504205 Freight Out	-	-	0.0%	-	-	-	-	-	-	-	-	-
504211 Postage & Mailing	4,700	3,000	-36.2%	(1,700)	3,000	-	(1,700)	-	3,000	-	3,000	0.0%
504214 Promotional Items	-	21,350	100.0%	21,350	21,350	-	21,350	-	21,350	-	21,350	0.0%
504215 Printing	-	800	100.0%	800	800	-	800	-	800	-	800	0.0%
504217 Photo Supp/Process	1,500	3,400	126.7%	1,900	3,400	-	1,900	-	3,400	-	3,400	0.0%
504311 Office Supplies	7,500	6,500	-13.3%	(1,000)	6,500	-	(1,000)	-	6,500	-	6,500	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
<b>Totals</b>	<b>13,700</b>	<b>35,050</b>	<b>155.8%</b>	<b>21,350</b>	<b>35,050</b>							
<b>UTILITIES</b>												
505011 Gas & Electric	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
505031 Telecommunications	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>							
<b>CASUALTY &amp; LIABILITY</b>												
506011 Insurance - Property	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>							
<b>TAXES</b>												
507051 Fuel Tax	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
507201 Licenses & Permits	4,752	5,600	17.8%	848	5,600	-	848	-	5,600	-	5,600	0.0%
507999 Other Taxes	-	-	0.0%	-	-	-	-	-	-	-	-	0.0%
<b>Totals</b>	<b>4,752</b>	<b>5,600</b>	<b>17.8%</b>	<b>848</b>	<b>5,600</b>							

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-17 BUDGET FY18	Jun-18 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19	Jun-18 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	200	100.0%	200	200	0.0%	-
509081 Advertising - District Promo	-	5,000	100.0%	5,000	5,000	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	3,500	5,500	57.1%	2,000	5,500	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	5,000	3,000	-40.0%	(2,000)	3,000	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	8,500	13,700	61.2%	5,200	13,700	0.0%	-
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	4,900	4,300	-12.2%	(600)	4,300	0.0%	-
<b>Totals</b>	4,900	4,300	-12.2%	(600)	4,300	0.0%	-
<b>PERSONNEL TOTAL</b>	1,137,673	1,390,217	22.2%	252,545	1,636,890	17.7%	246,672
<b>NON-PERSONNEL TOTAL</b>	44,552	72,090	61.8%	27,538	72,090	0.0%	-
<b>DEPARTMENT TOTALS</b>	<u>1,182,225</u>	<u>1,462,307</u>	<u>23.7%</u>	<u>280,083</u>	<u>1,708,980</u>	<u>16.9%</u>	<u>246,672</u>

6/11/2018

CustService - 1300

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY19 & FY20 OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	398,074	465,970	17.1%	67,896	483,785	3.8%	17,815
501023 Other OT	4,500	7,200	60.0%	2,700	7,475	3.8%	275
<b>Totals</b>	<b>402,574</b>	<b>473,170</b>	<b>17.5%</b>	<b>70,596</b>	<b>491,261</b>	<b>3.8%</b>	<b>18,091</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	7,200	8,344	15.9%	1,144	8,661	3.8%	317
502021 Retirement	117,107	152,304	30.1%	35,197	175,172	15.0%	22,868
502031 Medical Ins	118,200	81,111	-31.4%	(37,089)	84,761	4.5%	3,651
502041 Dental Ins	6,766	5,189	-23.3%	(1,577)	5,345	3.0%	156
502045 Vision Ins	1,979	1,844	-6.8%	(135)	1,899	3.0%	55
502051 Life Ins/AD&D	621	883	42.2%	262	910	3.0%	27
502060 State Disability Ins (SDI)	4,379	5,341	22.0%	962	5,678	6.3%	337
502061 Long Term Disability Ins	3,723	3,611	-3.0%	(113)	3,760	4.1%	150
502071 State Unemployment Ins (SUI)	1,050	1,082	3.0%	32	1,147	6.1%	66
502081 Worker's Comp Ins	14,076	14,498	3.0%	422	14,933	3.0%	435
502101 Holiday Pay	15,079	17,423	15.5%	2,344	18,087	3.8%	664
502103 Floating Holiday	8,882	11,677	31.5%	2,795	12,260	5.0%	583
502109 Sick Leave	22,619	26,135	15.5%	3,516	27,131	3.8%	996
502111 Annual Leave	43,857	42,947	-2.1%	(910)	44,303	3.2%	1,356
502121 Other Paid Absence	3,534	4,084	15.5%	549	4,239	3.8%	156
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	4,067	4,067	0.0%	-	4,072	0.1%	5
<b>Totals</b>	<b>373,138</b>	<b>380,538</b>	<b>2.0%</b>	<b>7,400</b>	<b>412,357</b>	<b>8.4%</b>	<b>31,819</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Human Resources - 1400

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	55,900	131,988	136.1%	76,088	131,988	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	5,500	5,525	0.5%	25	5,525	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	7,000	9,500	35.7%	2,500	9,500	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>68,400</b>	<b>147,013</b>	<b>114.9%</b>	<b>78,613</b>	<b>147,013</b>	<b>0.0%</b>	<b>-</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Human Resources - 1400

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	-	
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	-	
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-	
504215 Printing	-	2,000	100.0%	2,000	2,000	0.0%	-	-	-	
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-	
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	-	
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	-	
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	-	
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	-	
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	-	
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	-	
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	-	
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	-	2,000	100.0%	2,000	2,000	0.0%	-	-	-	
<b>UTILITIES</b>										
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-	
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-	
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-	
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	
<b>TAXES</b>										
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-	

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Human Resources - 1400

ACCOUNT	Jun-17 BUDGET FY18	Jun-18 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19	Jun-18 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	2,350	2,350	0.0%	-	2,350	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	24,000	25,000	4.2%	1,000	25,000	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	2,500	2,500	0.0%	-	2,500	0.0%	-
509125 Local Meeting Expense	300	500	66.7%	200	500	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>29,150</b>	<b>30,350</b>	<b>4.1%</b>	<b>1,200</b>	<b>30,350</b>	<b>0.0%</b>	<b>-</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>PERSONNEL TOTAL</b>	<b>775,712</b>	<b>853,708</b>	<b>10.1%</b>	<b>77,996</b>	<b>903,618</b>	<b>5.8%</b>	<b>49,910</b>
<b>NON-PERSONNEL TOTAL</b>	<b>97,550</b>	<b>179,363</b>	<b>83.9%</b>	<b>81,813</b>	<b>179,363</b>	<b>0.0%</b>	<b>-</b>
<b>DEPARTMENT TOTALS</b>	<b>873,261</b>	<b>1,033,070</b>	<b>18.3%</b>	<b>159,809</b>	<b>1,082,980</b>	<b>4.8%</b>	<b>49,909</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY19 & FY20 OPERATING BUDGET**  
 Information Technology - 1500

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	410,649	466,931	13.7%	56,281	470,060	0.7%	3,129
501023 Other OT	1,627	1,600	-1.6%	(27)	1,611	0.7%	11
<b>Totals</b>	<b>412,276</b>	<b>468,531</b>	<b>13.6%</b>	<b>56,255</b>	<b>471,671</b>	<b>0.7%</b>	<b>3,140</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	7,429	8,499	14.4%	1,070	8,554	0.6%	55
502021 Retirement	121,547	156,675	28.9%	35,128	174,727	11.5%	18,052
502031 Medical Ins	121,429	104,656	-13.8%	(16,773)	110,325	5.4%	5,669
502041 Dental Ins	6,637	5,518	-16.9%	(1,119)	5,683	3.0%	166
502045 Vision Ins	1,649	1,537	-6.8%	(112)	1,583	3.0%	46
502051 Life Ins/AD&D	828	870	5.1%	42	896	3.0%	26
502060 State Disability Ins (SDI)	4,258	4,951	16.3%	693	5,215	5.3%	264
502061 Long Term Disability Ins	3,739	3,560	-4.8%	(179)	3,667	3.0%	107
502071 State Unemployment Ins (SUI)	875	901	3.0%	26	956	6.1%	55
502081 Worker's Comp Ins	14,076	14,498	3.0%	422	14,933	3.0%	435
502101 Holiday Pay	15,714	17,986	14.5%	2,272	18,102	0.6%	116
502103 Floating Holiday	14,896	18,525	24.4%	3,629	18,525	0.0%	-
502109 Sick Leave	23,571	26,979	14.5%	3,408	27,153	0.6%	174
502111 Annual Leave	42,190	49,907	18.3%	7,717	50,225	0.6%	319
502121 Other Paid Absence	3,683	4,215	14.5%	533	4,243	0.6%	27
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	5,989	5,989	0.0%	-	5,993	0.1%	4
<b>Totals</b>	<b>388,509</b>	<b>425,266</b>	<b>9.5%</b>	<b>36,757</b>	<b>450,780</b>	<b>6.0%</b>	<b>25,514</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Information Technology - 1500

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	16,400	16,400	0.0%	-	6,400	-61.0%	(10,000)
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	295,800	310,800	5.1%	15,000	316,000	1.7%	5,200
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>312,200</b>	<b>327,200</b>	<b>4.8%</b>	<b>15,000</b>	<b>322,400</b>	<b>-1.5%</b>	<b>(4,800)</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Information Technology - 1500

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	-	
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	-	
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-	
504215 Printing	-	-	0.0%	-	-	0.0%	-	-	-	
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-	
504311 Office Supplies	30,800	30,800	0.0%	-	30,800	0.0%	-	-	-	
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	-	
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	-	
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	-	
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	-	
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	-	
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	-	
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	<b>30,800</b>	<b>30,800</b>	<b>0.0%</b>	<b>-</b>	<b>30,800</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>UTILITIES</b>										
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-	
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-	
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-	
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TAXES</b>										
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY19 & FY20 OPERATING BUDGET**  
 Information Technology - 1500

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	1,100	1,100	0.0%	-	1,100	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	2,000	2,000	0.0%	-	2,000	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
Totals	3,100	3,100	0.0%	-	3,100	0.0%	-
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>							
	800,785	893,797	11.6%	93,011	922,451	3.2%	28,654
<b>NON-PERSONNEL TOTAL</b>							
	346,100	361,100	4.3%	15,000	356,300	-1.3%	(4,800)
<b>DEPARTMENT TOTALS</b>							
	1,146,885	1,254,897	9.4%	108,011	1,278,751	1.9%	23,854

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	373,890	420,333	12.4%	46,444	423,221	0.7%	2,887
501023 Other OT	10,134	10,375	2.4%	241	10,446	0.7%	71
<b>Totals</b>	<b>384,024</b>	<b>430,708</b>	<b>12.2%</b>	<b>46,685</b>	<b>433,667</b>	<b>0.7%</b>	<b>2,959</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	6,846	7,580	10.7%	734	7,631	0.7%	51
502021 Retirement	109,950	137,331	24.9%	27,381	153,206	11.6%	15,875
502031 Medical Ins	130,053	104,970	-19.3%	(25,083)	109,727	4.5%	4,757
502041 Dental Ins	7,435	6,303	-15.2%	(1,132)	6,492	3.0%	189
502045 Vision Ins	1,649	1,537	-6.8%	(112)	1,583	3.0%	46
502051 Life Ins/AD&D	621	669	7.7%	48	689	3.0%	20
502060 State Disability Ins (SDI)	3,972	4,772	20.2%	801	4,991	4.6%	218
502061 Long Term Disability Ins	2,979	2,808	-5.7%	(171)	2,892	3.0%	84
502071 State Unemployment Ins (SUI)	875	901	3.0%	26	956	6.1%	55
502081 Worker's Comp Ins	14,076	14,498	3.0%	422	14,933	3.0%	435
502101 Holiday Pay	13,863	15,414	11.2%	1,551	15,521	0.7%	107
502103 Floating Holiday	5,868	7,372	25.6%	1,504	7,372	0.0%	-
502109 Sick Leave	20,795	23,121	11.2%	2,326	23,281	0.7%	160
502111 Annual Leave	44,311	42,521	-4.0%	(1,790)	42,815	0.7%	294
502121 Other Paid Absence	3,249	3,613	11.2%	363	3,638	0.7%	25
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	2,089	2,089	0.0%	-	2,093	0.2%	4
<b>Totals</b>	<b>368,629</b>	<b>375,498</b>	<b>1.9%</b>	<b>6,869</b>	<b>397,820</b>	<b>5.9%</b>	<b>22,322</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		Jun-18		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
<b>SERVICES</b>												
503011 Accting/Audit Fees	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503031 Prof/Technical Fees	379,079	390,000	2.9%	10,921	180,000	180,000	180,000	180,000	-53.8%	(210,000)	(210,000)	(210,000)
503032 Legislative Services	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503033 Legal Services	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503041 Temp Help	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503161 Custodial Services	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503171 Security Services	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503222 Legal Ads	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503225 Graphic Services	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503352 Repair - Equipment	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
<b>Totals</b>	<b>379,079</b>	<b>390,000</b>	<b>2.9%</b>	<b>10,921</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>-53.8%</b>	<b>(210,000)</b>	<b>(210,000)</b>	<b>(210,000)</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>												
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
504021 Tires & Tubes	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	-	-	-	0.0%	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	-	
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	-	
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-	
504215 Printing	35,000	35,000	0.0%	-	35,000	0.0%	-	-	-	
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-	
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	-	
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	-	
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	-	
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	-	
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	-	
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	-	
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	-	
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	<b>35,000</b>	<b>35,000</b>	<b>0.0%</b>	<b>-</b>	<b>35,000</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>UTILITIES</b>										
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-	
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-	
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-	
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TAXES</b>										
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-17 BUDGET FY18	Jun-18 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19	Jun-18 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	4,000	4,500	12.5%	500	4,500	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	5,200	6,500	25.0%	1,300	6,500	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	9,200	11,000	19.6%	1,800	11,000	0.0%	-
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>	752,653	806,207	7.1%	53,553	831,487	3.1%	25,281
<b>NON-PERSONNEL TOTAL</b>	423,279	436,000	3.0%	12,721	226,000	-48.2%	(210,000)
<b>DEPARTMENT TOTALS</b>	<u>1,175,932</u>	<u>1,242,207</u>	<u>5.6%</u>	<u>66,274</u>	<u>1,057,487</u>	<u>-14.9%</u>	<u>(184,719)</u>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET District General Counsel - 1700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	46,112	-	-100.0%	(46,112)	-	0.0%	-
501023 Other OT	111	-	-100.0%	(111)	-	0.0%	-
<b>Totals</b>	<b>46,224</b>	<b>-</b>	<b>-100.0%</b>	<b>(46,224)</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	806	-	-100.0%	(806)	-	0.0%	-
502021 Retirement	13,203	-	-100.0%	(13,203)	-	0.0%	-
502031 Medical Ins	31,136	-	-100.0%	(31,136)	-	0.0%	-
502041 Dental Ins	1,904	-	-100.0%	(1,904)	-	0.0%	-
502045 Vision Ins	330	-	-100.0%	(330)	-	0.0%	-
502051 Life Ins/AD&D	104	-	-100.0%	(104)	-	0.0%	-
502060 State Disability Ins (SDI)	500	-	-100.0%	(500)	-	0.0%	-
502061 Long Term Disability Ins	459	-	-100.0%	(459)	-	0.0%	-
502071 State Unemployment Ins (SUI)	175	-	-100.0%	(175)	-	0.0%	-
502081 Worker's Comp Ins	8,445	-	-100.0%	(8,445)	-	0.0%	-
502101 Holiday Pay	1,707	-	-100.0%	(1,707)	-	0.0%	-
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-
502109 Sick Leave	2,560	-	-100.0%	(2,560)	-	0.0%	-
502111 Annual Leave	4,694	-	-100.0%	(4,694)	-	0.0%	-
502121 Other Paid Absence	400	-	-100.0%	(400)	-	0.0%	-
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	28	-	-100.0%	(28)	-	0.0%	-
<b>Totals</b>	<b>66,450</b>	<b>-</b>	<b>-100.0%</b>	<b>(66,450)</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET District General Counsel - 1700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	-	-	0.0%	-	-	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	350,000	400,000	14.3%	50,000	400,000	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>350,000</b>	<b>400,000</b>	<b>14.3%</b>	<b>50,000</b>	<b>400,000</b>	<b>0.0%</b>	<b>-</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET District General Counsel - 1700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-
504215 Printing	-	-	0.0%	-	-	0.0%	-	-	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-
<b>UTILITIES</b>									
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-
<b>TAXES</b>									
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	-

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY19 & FY20 OPERATING BUDGET**  
 District General Counsel - 1700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	500	-	-100.0%	(500)	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	1,500	-	-100.0%	(1,500)	-	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	1,500	-	-100.0%	(1,500)	-	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
Totals	3,500	-	-100.0%	(3,500)	-	0.0%	-
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>							
	112,674	-	-100.0%	(112,674)	-	0.0%	-
<b>NON-PERSONNEL TOTAL</b>							
	353,500	400,000	13.2%	46,500	400,000	0.0%	-
<b>DEPARTMENT TOTALS</b>							
	466,174	400,000	-14.2%	(66,174)	400,000	0.0%	-

District Counsel - 1700

6/11/2018

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET

Risk Management - 1800

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	128,361	145,709	13.5%	17,348	152,959	5.0%	7,250
501023 Other OT	-	200	100.0%	200	210	5.0%	10
<b>Totals</b>	<b>128,361</b>	<b>145,909</b>	<b>13.7%</b>	<b>17,548</b>	<b>153,169</b>	<b>5.0%</b>	<b>7,260</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	2,312	2,633	13.9%	321	2,764	5.0%	131
502021 Retirement	37,945	48,620	28.1%	10,675	56,556	16.3%	7,936
502031 Medical Ins	31,975	27,737	-13.3%	(4,238)	29,852	7.6%	2,115
502041 Dental Ins	3,807	3,645	-4.3%	(162)	3,754	3.0%	109
502045 Vision Ins	660	615	-6.8%	(45)	633	3.0%	18
502051 Life Ins/AD&D	207	328	58.3%	121	338	3.0%	10
502060 State Disability Ins (SDI)	1,435	1,870	30.4%	436	2,022	8.1%	152
502061 Long Term Disability Ins	1,186	1,260	6.2%	74	1,339	6.2%	79
502071 State Unemployment Ins (SUI)	350	361	3.0%	11	382	6.1%	22
502081 Worker's Comp Ins	5,627	5,796	3.0%	169	5,970	3.0%	174
502101 Holiday Pay	4,906	5,581	13.8%	676	5,859	5.0%	278
502103 Floating Holiday	3,526	4,296	21.8%	770	4,511	5.0%	215
502109 Sick Leave	7,358	8,372	13.8%	1,014	8,789	5.0%	417
502111 Annual Leave	14,132	16,130	14.1%	1,999	16,933	5.0%	803
502121 Other Paid Absence	1,150	1,308	13.8%	158	1,373	5.0%	65
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	3,206	3,206	0.0%	-	3,207	0.1%	2
<b>Totals</b>	<b>119,781</b>	<b>131,758</b>	<b>10.0%</b>	<b>11,977</b>	<b>144,284</b>	<b>9.5%</b>	<b>12,525</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET

Risk Management - 1800

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	500	500	0.0%	-	500	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>500</b>	<b>500</b>	<b>0.0%</b>	<b>-</b>	<b>500</b>	<b>0.0%</b>	<b>-</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Risk Management - 1800

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-
504215 Printing	500	500	0.0%	-	500	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-
504315 Safety Supplies	1,200	1,000	-16.7%	(200)	1,000	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>1,700</b>	<b>1,500</b>	<b>-11.8%</b>	<b>(200)</b>	<b>1,500</b>	<b>0.0%</b>	<b>-</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	150,000	150,000	0.0%	-	150,000	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>	<b>-</b>	<b>150,000</b>	<b>0.0%</b>	<b>-</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Risk Management - 1800

ACCOUNT	Jun-17 BUDGET FY18	Jun-18 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19	Jun-18 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	500	500	0.0%	-	500	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	3,000	5,000	66.7%	2,000	5,000	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	2,000	5,000	150.0%	3,000	5,000	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>5,500</b>	<b>10,500</b>	<b>90.9%</b>	<b>5,000</b>	<b>10,500</b>	<b>0.0%</b>	<b>-</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>PERSONNEL TOTAL</b>	<b>248,142</b>	<b>277,667</b>	<b>11.9%</b>	<b>29,526</b>	<b>297,452</b>	<b>7.1%</b>	<b>19,785</b>
<b>NON-PERSONNEL TOTAL</b>	<b>157,700</b>	<b>162,500</b>	<b>3.0%</b>	<b>4,800</b>	<b>162,500</b>	<b>0.0%</b>	<b>-</b>
<b>DEPARTMENT TOTALS</b>	<b>405,842</b>	<b>440,167</b>	<b>8.5%</b>	<b>34,326</b>	<b>459,952</b>	<b>4.5%</b>	<b>19,785</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY19 & FY20 OPERATING BUDGET**  
 Purchasing - 1900

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
<b>LABOR</b>										
501011 Bus Operator Pay	-	-	0.0%	-	-	-	0.0%	-	-	-
501013 Bus Operator OT	-	-	0.0%	-	-	-	0.0%	-	-	-
501021 Other Salaries	447,977	484,771	8.2%	36,795	489,422	4,651	1.0%	4,651	4,651	1.0%
501023 Other OT	1,100	1,128	2.5%	28	1,139	11	1.0%	11	11	1.0%
<b>Totals</b>	<b>449,077</b>	<b>485,899</b>	<b>8.2%</b>	<b>36,823</b>	<b>490,561</b>	<b>4,662</b>	<b>1.0%</b>	<b>4,662</b>	<b>4,662</b>	<b>1.0%</b>
<b>FRINGE BENEFITS</b>										
502011 Medicare/Soc. Sec.	8,100	8,796	8.6%	696	8,877	81	0.9%	81	81	0.9%
502021 Retirement	132,686	162,283	22.3%	29,598	181,486	19,202	11.8%	19,202	19,202	11.8%
502031 Medical Ins	168,106	143,123	-14.9%	(24,982)	149,499	6,376	4.5%	6,376	6,376	4.5%
502041 Dental Ins	8,978	8,960	-0.2%	(18)	9,229	269	3.0%	269	269	3.0%
502045 Vision Ins	2,638	2,459	-6.8%	(180)	2,532	74	3.0%	74	74	3.0%
502051 Life Ins/AD&D	932	1,011	8.4%	78	1,041	30	3.0%	30	30	3.0%
502060 State Disability Ins (SDI)	4,899	5,780	18.0%	881	6,051	271	4.7%	271	271	4.7%
502061 Long Term Disability Ins	4,227	4,004	-5.3%	(223)	4,141	137	3.4%	137	137	3.4%
502071 State Unemployment Ins (SUI)	1,400	1,442	3.0%	42	1,530	88	6.1%	88	88	6.1%
502081 Worker's Comp Ins	22,521	23,197	3.0%	676	23,892	695	3.0%	695	695	3.0%
502101 Holiday Pay	17,154	18,630	8.6%	1,476	18,802	172	0.9%	172	172	0.9%
502103 Floating Holiday	5,284	6,918	30.9%	1,633	6,918	-	0.0%	-	-	0.0%
502109 Sick Leave	25,731	27,945	8.6%	2,214	28,203	258	0.9%	258	258	0.9%
502111 Annual Leave	57,336	62,838	9.6%	5,502	63,311	473	0.8%	473	473	0.8%
502121 Other Paid Absence	4,020	4,366	8.6%	346	4,407	40	0.9%	40	40	0.9%
502251 Phys. Exams	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	-	0.0%	-	-	0.0%
502999 Other Fringe Benefits	2,172	2,172	0.0%	-	2,179	7	0.3%	7	7	0.3%
<b>Totals</b>	<b>466,184</b>	<b>483,923</b>	<b>3.8%</b>	<b>17,739</b>	<b>512,096</b>	<b>28,173</b>	<b>5.8%</b>	<b>28,173</b>	<b>28,173</b>	<b>5.8%</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Purchasing - 1900

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	-	-	0.0%	-	-	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	850	850	0.0%	-	850	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	1,200	1,200	0.0%	-	1,200	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>2,050</b>	<b>2,050</b>	<b>0.0%</b>	<b>-</b>	<b>2,050</b>	<b>0.0%</b>	<b>-</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Purchasing - 1900

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>											
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504211 Postage & Mailing	100	100	0.0%	-	100	0.0%	-	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504215 Printing	300	200	-33.3%	(100)	200	0.0%	-	-	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504311 Office Supplies	1,500	1,500	0.0%	-	1,500	0.0%	-	-	-	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>1,900</b>	<b>1,800</b>	<b>-5.3%</b>	<b>(100)</b>	<b>1,800</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>UTILITIES</b>											
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>CASUALTY &amp; LIABILITY</b>											
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>TAXES</b>											
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Purchasing - 1900

ACCOUNT	Jun-17 BUDGET FY18	Jun-18 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19	Jun-18 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	450	300	-33.3%	(150)	300	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	2,308	2,100	-9.0%	(208)	2,100	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	3,250	4,500	38.5%	1,250	4,500	0.0%	-
509125 Local Meeting Expense	-	150	100.0%	150	150	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>6,008</b>	<b>7,050</b>	<b>17.3%</b>	<b>1,042</b>	<b>7,050</b>	<b>0.0%</b>	<b>-</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>PERSONNEL TOTAL</b>	<b>915,261</b>	<b>969,823</b>	<b>6.0%</b>	<b>54,562</b>	<b>1,002,657</b>	<b>3.4%</b>	<b>32,835</b>
<b>NON-PERSONNEL TOTAL</b>	<b>9,958</b>	<b>10,900</b>	<b>9.5%</b>	<b>942</b>	<b>10,900</b>	<b>0.0%</b>	<b>-</b>
<b>DEPARTMENT TOTALS</b>	<b>925,219</b>	<b>980,723</b>	<b>6.0%</b>	<b>55,504</b>	<b>1,013,557</b>	<b>3.3%</b>	<b>32,835</b>

6/11/2018

Purchasing - 1900

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	719,432	725,762	0.9%	6,330	743,346	2.4%	17,584
501023 Other OT	40,452	41,425	2.4%	973	42,429	2.4%	1,004
<b>Totals</b>	<b>759,884</b>	<b>767,187</b>	<b>1.0%</b>	<b>7,303</b>	<b>785,775</b>	<b>2.4%</b>	<b>18,588</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	13,443	13,516	0.5%	73	13,837	2.4%	321
502021 Retirement	211,021	238,734	13.1%	27,713	270,820	13.4%	32,086
502031 Medical Ins	376,712	345,292	-8.3%	(31,420)	360,148	4.3%	14,856
502041 Dental Ins	25,004	22,553	-9.8%	(2,451)	23,230	3.0%	677
502045 Vision Ins	5,606	5,224	-6.8%	(382)	5,381	3.0%	157
502051 Life Ins/AD&D	1,761	1,934	9.8%	173	1,992	3.0%	58
502060 State Disability Ins (SDI)	8,344	9,601	15.1%	1,257	10,124	5.4%	523
502061 Long Term Disability Ins	7,133	6,762	-5.2%	(371)	7,081	4.7%	320
502071 State Unemployment Ins (SUI)	2,975	3,064	3.0%	89	3,251	6.1%	187
502081 Worker's Comp Ins	47,857	49,293	3.0%	1,436	50,771	3.0%	1,478
502101 Holiday Pay	27,281	27,406	0.5%	125	28,057	2.4%	651
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-
502109 Sick Leave	40,922	41,109	0.5%	187	42,085	2.4%	976
502111 Annual Leave	92,612	89,997	-2.8%	(2,615)	91,787	2.0%	1,790
502121 Other Paid Absence	6,394	6,423	0.5%	29	6,576	2.4%	153
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	473	473	0.0%	-	487	3.0%	14
<b>Totals</b>	<b>867,537</b>	<b>861,380</b>	<b>-0.7%</b>	<b>(6,157)</b>	<b>915,626</b>	<b>6.3%</b>	<b>54,246</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>										
503011	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503012	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503031	25,000	30,000	20.0%	5,000	30,000	0.0%	-	-	0.0%	-
503032	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503033	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503034	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503041	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503161	7,000	7,000	0.0%	-	7,000	0.0%	-	-	0.0%	-
503162	4,500	4,500	0.0%	-	4,500	0.0%	-	-	0.0%	-
503171	10,600	10,600	0.0%	-	10,600	0.0%	-	-	0.0%	-
503221	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503222	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503225	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503351	50,000	50,000	0.0%	-	50,000	0.0%	-	-	0.0%	-
503352	280,000	290,000	3.6%	10,000	290,000	0.0%	-	-	0.0%	-
503353	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503354	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503363	48,400	48,400	0.0%	-	48,400	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>425,500</b>	<b>440,500</b>	<b>3.5%</b>	<b>15,000</b>	<b>440,500</b>	<b>0.0%</b>	<b>15,000</b>	<b>440,500</b>	<b>0.0%</b>	<b>-</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504012	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504021	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504161	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-
504215 Printing	-	-	0.0%	-	-	0.0%	-	-	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-
504311 Office Supplies	2,000	2,000	0.0%	-	2,000	0.0%	-	-	-
504315 Safety Supplies	6,000	6,000	0.0%	-	6,000	0.0%	-	-	-
504317 Cleaning Supplies	38,000	38,000	0.0%	-	38,000	0.0%	-	-	-
504409 Repair/Maint Supplies	110,500	110,500	0.0%	-	110,500	0.0%	-	-	-
504417 Tenant Repairs	9,000	14,000	55.6%	5,000	14,000	0.0%	-	-	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	-
504511 Small Tools	3,000	3,000	0.0%	-	2,500	-16.7%	(500)	-	(500)
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	<b>168,500</b>	<b>173,500</b>	<b>3.0%</b>	<b>5,000</b>	<b>173,000</b>	<b>-0.3%</b>	<b>(500)</b>		
<b>UTILITIES</b>									
505011 Gas & Electric	292,000	307,000	5.1%	15,000	322,000	4.9%	15,000	-	15,000
505021 Water & Garbage	141,000	152,000	7.8%	11,000	152,000	0.0%	-	-	-
505031 Telecommunications	84,000	85,000	1.2%	1,000	85,000	0.0%	-	-	-
<b>Totals</b>	<b>517,000</b>	<b>544,000</b>	<b>5.2%</b>	<b>27,000</b>	<b>559,000</b>	<b>2.8%</b>	<b>15,000</b>		
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>		
<b>TAXES</b>									
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-
507201 Licenses & Permits	16,100	12,000	-25.5%	(4,100)	12,000	0.0%	-	-	-
507999 Other Taxes	14,400	14,400	0.0%	-	14,400	0.0%	-	-	-
<b>Totals</b>	<b>30,500</b>	<b>26,400</b>	<b>-13.4%</b>	<b>(4,100)</b>	<b>26,400</b>	<b>0.0%</b>	<b>-</b>		<b>Fac Maint- 2200</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	Jun-17 BUDGET FY18	Jun-18 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19	Jun-18 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	6,500	6,500	0.0%	-	6,500	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	400	400	0.0%	-	400	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>6,900</b>	<b>6,900</b>	<b>0.0%</b>	<b>-</b>	<b>6,900</b>	<b>0.0%</b>	<b>-</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	5,000	5,000	0.0%	-	5,000	0.0%	-
512061 Equipment Rental	6,125	6,000	-2.0%	(125)	6,000	0.0%	-
<b>Totals</b>	<b>11,125</b>	<b>11,000</b>	<b>-1.1%</b>	<b>(125)</b>	<b>11,000</b>	<b>0.0%</b>	<b>-</b>
<b>PERSONNEL TOTAL</b>							
	1,627,421	1,628,567	0.1%	1,146	1,701,401	4.5%	72,834
<b>NON-PERSONNEL TOTAL</b>							
	1,159,525	1,202,300	3.7%	42,775	1,216,800	1.2%	14,500
<b>DEPARTMENT TOTALS</b>							
	2,786,946	2,830,867	1.6%	43,921	2,918,201	3.1%	87,334

6/11/2018

Fac Maint- 2200

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY19 & FY20 OPERATING BUDGET

Paratransit - 3100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	1,050,570	1,073,416	2.2%	22,846	1,122,977	4.6%	49,561
501013 Bus Operator OT	225,000	238,781	6.1%	13,781	249,806	4.6%	11,025
501021 Other Salaries	666,118	678,545	1.9%	12,426	699,837	3.1%	21,292
501023 Other OT	57,095	59,126	3.6%	2,031	60,981	3.1%	1,855
<b>Totals</b>	<b>1,998,784</b>	<b>2,049,868</b>	<b>2.6%</b>	<b>51,084</b>	<b>2,133,601</b>	<b>4.1%</b>	<b>83,733</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	34,290	35,207	2.7%	916	36,626	4.0%	1,419
502021 Retirement	495,693	570,938	15.2%	75,245	657,896	15.2%	86,958
502031 Medical Ins	996,758	845,359	-15.2%	(151,399)	888,025	5.0%	42,666
502041 Dental Ins	52,618	49,106	-6.7%	(3,512)	50,579	3.0%	1,473
502045 Vision Ins	14,510	13,522	-6.8%	(988)	13,928	3.0%	406
502051 Life Ins/AD&D	4,764	5,206	9.3%	442	5,363	3.0%	156
502060 State Disability Ins (SDI)	21,230	24,918	17.4%	3,688	26,741	7.3%	1,824
502061 Long Term Disability Ins	15,058	14,451	-4.0%	(607)	15,442	6.9%	991
502071 State Unemployment Ins (SUI)	7,700	7,931	3.0%	231	8,414	6.1%	483
502081 Worker's Comp Ins	121,050	124,681	3.0%	3,631	128,422	3.0%	3,741
502101 Holiday Pay	63,556	64,733	1.9%	1,176	67,348	4.0%	2,616
502103 Floating Holiday	8,509	8,916	4.8%	407	8,916	0.0%	-
502109 Sick Leave	98,644	100,464	1.8%	1,819	104,551	4.1%	4,087
502111 Annual Leave	180,452	188,883	4.7%	8,431	195,724	3.6%	6,841
502121 Other Paid Absence	14,896	15,172	1.9%	276	15,785	4.0%	613
502251 Phys. Exams	3,183	3,183	0.0%	-	3,183	0.0%	-
502253 Driver Lic Renewal	1,061	1,061	0.0%	-	1,061	0.0%	-
502999 Other Fringe Benefits	5,124	5,124	0.0%	-	5,160	0.7%	37
<b>Totals</b>	<b>2,139,096</b>	<b>2,078,853</b>	<b>-2.8%</b>	<b>(60,243)</b>	<b>2,233,163</b>	<b>7.4%</b>	<b>154,310</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Paratransit - 3100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19 BUDG FY20
<b>SERVICES</b>										
503011	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503012	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503031	3,500	3,500	0.0%	-	3,500	0.0%	-	3,500	0.0%	-
503032	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503033	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503034	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503041	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503161	1,300	1,300	0.0%	-	1,300	0.0%	-	1,300	0.0%	-
503162	1,000	1,000	0.0%	-	1,000	0.0%	-	1,000	0.0%	-
503171	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503221	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503222	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503225	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503351	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503352	4,000	4,000	0.0%	-	4,000	0.0%	-	4,000	0.0%	-
503353	1,500	1,500	0.0%	-	1,500	0.0%	-	1,500	0.0%	-
503354	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
503363	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	11,300	11,300	0.0%	-	11,300	0.0%	-	11,300	0.0%	-
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504012	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504021	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504161	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504191	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	0.0%	-

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Paratransit - 3100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDGET FY20	BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>									
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%
504211 Postage & Mailing	2,700	2,700	0.0%	-	2,700	0.0%	-	2,700	0.0%
504214 Promotional Items	200	200	0.0%	-	200	0.0%	-	200	0.0%
504215 Printing	3,200	3,200	0.0%	-	3,200	0.0%	-	3,200	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%
504311 Office Supplies	2,500	2,500	0.0%	-	2,500	0.0%	-	2,500	0.0%
504315 Safety Supplies	120	120	0.0%	-	120	0.0%	-	120	0.0%
504317 Cleaning Supplies	-	600	100.0%	600	600	0.0%	-	600	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>8,720</b>	<b>9,320</b>	<b>6.9%</b>	<b>600</b>	<b>9,320</b>	<b>0.0%</b>	<b>600</b>	<b>9,320</b>	<b>0.0%</b>
<b>UTILITIES</b>									
505011 Gas & Electric	12,000	12,000	0.0%	-	12,000	0.0%	-	12,000	0.0%
505021 Water & Garbage	6,400	6,400	0.0%	-	6,400	0.0%	-	6,400	0.0%
505031 Telecommunications	9,600	4,500	-53.1%	(5,100)	4,500	0.0%	(5,100)	4,500	0.0%
<b>Totals</b>	<b>28,000</b>	<b>22,900</b>	<b>-18.2%</b>	<b>(5,100)</b>	<b>22,900</b>	<b>0.0%</b>	<b>(5,100)</b>	<b>22,900</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>									
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%
506015 Insurance - PL/PD	85,270	106,866	25.3%	21,596	117,553	10.0%	10,687	117,553	10.0%
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>85,270</b>	<b>106,866</b>	<b>25.3%</b>	<b>21,596</b>	<b>117,553</b>	<b>10.0%</b>	<b>10,687</b>	<b>117,553</b>	<b>10.0%</b>
<b>TAXES</b>									
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	0.0%
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY19 & FY20 OPERATING BUDGET**  
 Paratransit - 3100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>											
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>MISC EXPENSE</b>											
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509121 Employee Training	2,700	2,700	0.0%	-	2,700	0.0%	-	-	2,700	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509123 Travel	4,925	3,000	-39.1%	(1,925)	3,000	0.0%	-	-	3,000	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	7,625	5,700	-25.2%	(1,925)	5,700	0.0%	-	-	5,700	0.0%	-
<b>INTEREST EXPENSE</b>											
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>LEASES &amp; RENTALS</b>											
512011 Facility Lease	179,000	196,000	9.5%	17,000	196,000	0.0%	-	-	196,000	0.0%	-
512061 Equipment Rental	4,044	1,500	-62.9%	(2,544)	1,500	0.0%	-	-	1,500	0.0%	-
Totals	183,044	197,500	7.9%	14,456	197,500	0.0%	-	-	197,500	0.0%	-
<b>PERSONNEL TOTAL</b>											
	4,137,880	4,128,721	-0.2%	(9,159)	4,366,764	5.8%	238,043				
<b>NON-PERSONNEL TOTAL</b>											
	323,959	353,586	9.1%	29,627	364,273	3.0%	10,687				
<b>DEPARTMENT TOTALS</b>											
	4,461,839	4,482,307	0.5%	20,468	4,731,037	5.5%	248,730				

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Operations - 3200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	933,388	981,078	5.1%	47,690	1,005,419	2.5%	24,341
501023 Other OT	168,000	172,409	2.6%	4,409	176,687	2.5%	4,278
<b>Totals</b>	<b>1,101,388</b>	<b>1,153,487</b>	<b>4.7%</b>	<b>52,099</b>	<b>1,182,105</b>	<b>2.5%</b>	<b>28,619</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	19,467	20,177	3.6%	710	20,670	2.4%	493
502021 Retirement	279,549	326,758	16.9%	47,209	370,909	13.5%	44,152
502031 Medical Ins	325,182	326,104	0.3%	922	342,634	5.1%	16,530
502041 Dental Ins	17,288	18,579	7.5%	1,291	19,137	3.0%	557
502045 Vision Ins	5,276	4,917	-6.8%	(359)	5,065	3.0%	148
502051 Life Ins/AD&D	1,761	1,921	9.1%	160	1,978	3.0%	58
502060 State Disability Ins (SDI)	11,903	14,146	18.8%	2,243	14,969	5.8%	823
502061 Long Term Disability Ins	8,262	7,883	-4.6%	(379)	8,164	3.6%	281
502071 State Unemployment Ins (SUI)	2,800	2,884	3.0%	84	3,060	6.1%	176
502081 Worker's Comp Ins	45,042	46,393	3.0%	1,351	47,785	3.0%	1,392
502101 Holiday Pay	35,984	37,367	3.8%	1,383	38,282	2.4%	915
502103 Floating Holiday	4,856	5,079	4.6%	224	5,079	0.0%	-
502109 Sick Leave	53,976	56,051	3.8%	2,075	57,423	2.4%	1,373
502111 Annual Leave	137,938	130,776	-5.2%	(7,162)	133,677	2.2%	2,900
502121 Other Paid Absence	8,434	8,758	3.8%	324	8,972	2.4%	215
502251 Phys. Exams	700	700	0.0%	-	700	0.0%	-
502253 Driver Lic Renewal	300	300	0.0%	-	300	0.0%	-
502999 Other Fringe Benefits	2,395	2,395	0.0%	-	2,408	0.6%	13
<b>Totals</b>	<b>961,113</b>	<b>1,011,187</b>	<b>5.2%</b>	<b>50,074</b>	<b>1,081,213</b>	<b>6.9%</b>	<b>70,026</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Operations - 3200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>										
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-	-	-	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-	-	-	-
503031 Prof/Technical Fees	10,000	6,000	-40.0%	(4,000)	6,000	0.0%	-	-	-	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-	-	-	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-	-	-	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-	-	-	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-	-	-	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-	-	-	-
503162 Uniforms/Laundry	600	600	0.0%	-	600	0.0%	-	-	-	-
503171 Security Services	505,000	515,100	2.0%	10,100	525,402	2.0%	10,302	525,402	536,002	10,302
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-	-	-	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-	-	-	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-	-	-	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-	-	-	-
503352 Repair - Equipment	2,500	4,000	60.0%	1,500	4,000	0.0%	-	-	-	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	-	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-	-	-	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	<b>518,100</b>	<b>525,700</b>	<b>1.5%</b>	<b>7,600</b>	<b>536,002</b>	<b>2.0%</b>	<b>10,302</b>	<b>536,002</b>	<b>536,002</b>	<b>10,302</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-	-	-	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-	-	-	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-	-	-	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-	-	-	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Operations - 3200

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>											
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504211 Postage & Mailing	300	300	0.0%	-	300	0.0%	-	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504215 Printing	8,000	8,000	0.0%	-	8,000	0.0%	-	-	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504311 Office Supplies	8,000	8,000	0.0%	-	8,000	0.0%	-	-	-	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>16,300</b>	<b>16,300</b>	<b>0.0%</b>	<b>-</b>	<b>16,300</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>16,300</b>	<b>0.0%</b>	<b>-</b>
<b>UTILITIES</b>											
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505031 Telecommunications	14,000	14,000	0.0%	-	14,000	0.0%	-	-	14,000	0.0%	-
<b>Totals</b>	<b>14,000</b>	<b>14,000</b>	<b>0.0%</b>	<b>-</b>	<b>14,000</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>14,000</b>	<b>0.0%</b>	<b>-</b>
<b>CASUALTY &amp; LIABILITY</b>											
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>TAXES</b>											
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>Operations - 3200</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Operations - 3200

ACCOUNT	Jun-17 BUDGET FY18	Jun-18 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19	Jun-18 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	5,165	6,000	16.2%	835	6,000	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	9,750	12,000	23.1%	2,250	12,000	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>14,915</b>	<b>18,000</b>	<b>20.7%</b>	<b>3,085</b>	<b>18,000</b>	<b>0.0%</b>	<b>-</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	24,100	24,800	2.9%	700	24,800	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>24,100</b>	<b>24,800</b>	<b>2.9%</b>	<b>700</b>	<b>24,800</b>	<b>0.0%</b>	<b>-</b>
<b>PERSONNEL TOTAL</b>							
	2,062,501	2,164,674	5.0%	102,173	2,263,318	4.6%	98,644
<b>NON-PERSONNEL TOTAL</b>							
	587,415	598,800	1.9%	11,385	609,102	1.7%	10,302
<b>DEPARTMENT TOTALS</b>							
	2,649,916	2,763,474	4.3%	113,558	2,872,420	3.9%	108,946

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY19 & FY20 OPERATING BUDGET**  
 Bus Operators - 3300

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
<b>LABOR</b>										
501011 Bus Operator Pay	7,646,484	7,861,291	2.8%	214,807	8,220,034	4.6%	358,743			
501013 Bus Operator OT	1,000,000	1,000,000	0.0%	(0)	1,042,627	4.3%	42,627			
501021 Other Salaries	-	-	0.0%	-	-	0.0%	-			
501023 Other OT	-	-	0.0%	-	-	0.0%	-			
<b>Totals</b>	<b>8,646,484</b>	<b>8,861,291</b>	<b>2.5%</b>	<b>214,807</b>	<b>9,262,661</b>	<b>4.5%</b>	<b>401,370</b>			
<b>FRINGE BENEFITS</b>										
502011 Medicare/Soc. Sec.	149,705	154,212	3.0%	4,508	161,044	4.4%	6,832			
502021 Retirement	2,219,220	2,582,557	16.4%	363,338	2,988,970	15.7%	406,413			
502031 Medical Ins	3,556,388	3,057,154	-14.0%	(499,235)	3,241,814	6.0%	184,661			
502041 Dental Ins	208,758	185,247	-11.3%	(23,511)	193,606	4.5%	8,359			
502045 Vision Ins	50,454	47,174	-6.5%	(3,280)	49,064	4.0%	1,890			
502051 Life Ins/AD&D	15,692	17,462	11.3%	1,770	18,162	4.0%	700			
502060 State Disability Ins (SDI)	92,920	109,544	17.9%	16,624	117,829	7.6%	8,285			
502061 Long Term Disability Ins	71,644	69,284	-3.3%	(2,360)	73,187	5.6%	3,904			
502071 State Unemployment Ins (SUI)	26,775	27,759	3.7%	984	29,640	6.8%	1,882			
502081 Worker's Comp Ins	411,006	432,036	5.1%	21,030	444,997	3.0%	12,961			
502101 Holiday Pay	284,759	293,761	3.2%	9,002	306,947	4.5%	13,186			
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-			
502109 Sick Leave	444,936	459,002	3.2%	14,066	479,605	4.5%	20,603			
502111 Annual Leave	800,534	871,425	8.9%	70,892	904,345	3.8%	32,920			
502121 Other Paid Absence	66,740	68,850	3.2%	2,110	71,941	4.5%	3,090			
502251 Phys. Exams	8,487	6,500	-23.4%	(1,987)	4,000	-38.5%	(2,500)			
502253 Driver Lic Renewal	3,183	1,600	-49.7%	(1,583)	2,600	62.5%	1,000			
502999 Other Fringe Benefits	5,455	5,469	0.3%	14	5,640	3.1%	171			
<b>Totals</b>	<b>8,416,656</b>	<b>8,389,036</b>	<b>-0.3%</b>	<b>(27,620)</b>	<b>9,093,392</b>	<b>8.4%</b>	<b>704,356</b>			

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
<b>SERVICES</b>										
503011 Accting/Audit Fees	-	-	0.0%	-	-	-	0.0%	-	-	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	-	0.0%	-	-	-
503031 Prof/Technical Fees	-	-	0.0%	-	-	-	0.0%	-	-	-
503032 Legislative Services	-	-	0.0%	-	-	-	0.0%	-	-	-
503033 Legal Services	-	-	0.0%	-	-	-	0.0%	-	-	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	-	0.0%	-	-	-
503041 Temp Help	-	-	0.0%	-	-	-	0.0%	-	-	-
503161 Custodial Services	-	-	0.0%	-	-	-	0.0%	-	-	-
503162 Uniforms/Laundry	2,000	2,000	0.0%	-	-	-	0.0%	2,000	-	-
503171 Security Services	-	-	0.0%	-	-	-	0.0%	-	-	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	-	0.0%	-	-	-
503222 Legal Ads	-	-	0.0%	-	-	-	0.0%	-	-	-
503225 Graphic Services	-	-	0.0%	-	-	-	0.0%	-	-	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	-	0.0%	-	-	-
503352 Repair - Equipment	-	-	0.0%	-	-	-	0.0%	-	-	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	-	0.0%	-	-	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	-	0.0%	-	-	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	-	0.0%	-	-	-
<b>Totals</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>2,000</b>	<b>-</b>	<b>-</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	-	0.0%	-	-	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	-	0.0%	-	-	-
504021 Tires & Tubes	-	-	0.0%	-	-	-	0.0%	-	-	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	-	0.0%	-	-	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	-	0.0%	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504211 Postage & Mailing	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504214 Promotional Items	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504215 Printing	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504311 Office Supplies	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504315 Safety Supplies	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504417 Tenant Repairs	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504511 Small Tools	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
<b>UTILITIES</b>										
505011 Gas & Electric	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
505021 Water & Garbage	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
505031 Telecommunications	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
506021 Insurance - Other	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
506123 Settlement Costs	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
<b>TAXES</b>										
507051 Fuel Tax	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
507201 Licenses & Permits	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
507999 Other Taxes	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-

6/11/2018

Bus Operators - 3300

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Bus Operators - 3300

ACCOUNT	Jun-17 BUDGET FY18	Jun-18 BUDGET FY19	% CHANGE BUDG FY18 BUDG FY19	\$ CHANGE BUDG FY18 BUDG FY19	Jun-18 BUDGET FY20	% CHANGE BUDG FY19 BUDG FY20	\$ CHANGE BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	4,100	3,900	-4.9%	(200)	3,900	0.0%	-
509121 Employee Training	-	-	0.0%	-	-	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	-	-	0.0%	-	-	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>4,100</b>	<b>3,900</b>	<b>-4.9%</b>	<b>(200)</b>	<b>3,900</b>	<b>0.0%</b>	<b>-</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>PERSONNEL TOTAL</b>	<b>17,063,139</b>	<b>17,250,327</b>	<b>1.1%</b>	<b>187,187</b>	<b>18,356,053</b>	<b>6.4%</b>	<b>1,105,726</b>
<b>NON-PERSONNEL TOTAL</b>	<b>6,100</b>	<b>5,900</b>	<b>-3.3%</b>	<b>(200)</b>	<b>5,900</b>	<b>0.0%</b>	<b>-</b>
<b>DEPARTMENT TOTALS</b>	<b>17,069,239</b>	<b>17,256,227</b>	<b>1.1%</b>	<b>186,987</b>	<b>18,361,953</b>	<b>6.4%</b>	<b>1,105,726</b>

6/11/2018

Bus Operators - 3300

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY19 & FY20 OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	2,058,469	2,115,736	2.8%	57,267	2,185,744	3.3%	70,008
501023 Other OT	118,778	142,850	20.3%	24,072	145,846	2.1%	2,996
<b>Totals</b>	<b>2,177,247</b>	<b>2,258,586</b>	<b>3.7%</b>	<b>81,339</b>	<b>2,331,590</b>	<b>3.2%</b>	<b>73,004</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	38,665	39,898	3.2%	1,233	41,167	3.2%	1,269
502021 Retirement	606,365	699,220	15.3%	92,855	799,900	14.4%	100,681
502031 Medical Ins	933,940	903,921	-3.2%	(30,019)	960,298	6.2%	56,376
502041 Dental Ins	58,421	57,371	-1.8%	(1,051)	60,017	4.6%	2,646
502045 Vision Ins	12,531	11,832	-5.6%	(699)	12,345	4.3%	513
502051 Life Ins/AD&D	3,936	4,581	16.4%	645	4,777	4.3%	196
502060 State Disability Ins (SDI)	23,691	28,124	18.7%	4,433	29,861	6.2%	1,737
502061 Long Term Disability Ins	18,571	17,733	-4.5%	(837)	18,936	6.8%	1,202
502071 State Unemployment Ins (SUI)	6,650	7,030	5.7%	380	7,458	6.1%	428
502081 Worker's Comp Ins	104,162	107,287	3.0%	3,125	110,505	3.0%	3,218
502101 Holiday Pay	78,392	80,269	2.4%	1,876	82,870	3.2%	2,601
502103 Floating Holiday	9,681	10,004	3.3%	323	10,503	5.0%	499
502109 Sick Leave	117,588	120,403	2.4%	2,815	124,305	3.2%	3,901
502111 Annual Leave	265,246	263,511	-0.7%	(1,735)	270,423	2.6%	6,912
502121 Other Paid Absence	18,373	18,813	2.4%	440	19,423	3.2%	610
502251 Phys. Exams	1,910	1,900	-0.5%	(10)	1,900	0.0%	-
502253 Driver Lic Renewal	412	250	-39.3%	(162)	250	0.0%	-
502999 Other Fringe Benefits	4,957	4,971	0.3%	14	5,017	0.9%	46
<b>Totals</b>	<b>2,303,491</b>	<b>2,377,117</b>	<b>3.2%</b>	<b>73,626</b>	<b>2,559,953</b>	<b>7.7%</b>	<b>182,836</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	-	-	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	50,000	40,000	-20.0%	(10,000)	-	-100.0%	(40,000)
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	15,000	16,000	6.7%	1,000	16,000	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	34,500	56,000	62.3%	21,500	56,000	0.0%	-
503353 Repair - Rev Vehicle	325,000	400,000	23.1%	75,000	400,000	0.0%	-
503354 Repair - Non Rev Vehicle	30,000	33,000	10.0%	3,000	33,000	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>454,500</b>	<b>545,000</b>	<b>19.9%</b>	<b>90,500</b>	<b>505,000</b>	<b>-7.3%</b>	<b>(40,000)</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	60,000	60,000	0.0%	-	60,000	0.0%	-
504012 Fuels & Lubricants - Rev Veh	1,847,000	1,873,500	1.4%	26,500	1,897,000	1.3%	23,500
504021 Tires & Tubes	300,000	200,000	-33.3%	(100,000)	200,000	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	733,000	1,200,000	63.7%	467,000	1,200,000	0.0%	-
<b>Totals</b>	<b>2,940,000</b>	<b>3,333,500</b>	<b>13.4%</b>	<b>393,500</b>	<b>3,357,000</b>	<b>0.7%</b>	<b>23,500</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>											
504205 Freight Out	2,500	7,500	200.0%	5,000	7,500	0.0%	-	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504215 Printing	-	1,600	100.0%	1,600	1,600	0.0%	-	-	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504311 Office Supplies	1,500	1,500	0.0%	-	1,500	0.0%	-	-	-	0.0%	-
504315 Safety Supplies	4,000	9,000	125.0%	5,000	9,000	0.0%	-	-	-	0.0%	-
504317 Cleaning Supplies	10,600	6,000	-43.4%	(4,600)	6,000	0.0%	-	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
504421 Non-Inventory Parts	58,000	85,000	46.6%	27,000	85,000	0.0%	-	-	-	0.0%	-
504511 Small Tools	6,500	8,000	23.1%	1,500	8,000	0.0%	-	-	-	0.0%	-
504515 Employee Tool Replacement	3,000	3,000	0.0%	-	3,000	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>86,100</b>	<b>121,600</b>	<b>41.2%</b>	<b>35,500</b>	<b>121,600</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>121,600</b>	<b>0.0%</b>	<b>-</b>
<b>UTILITIES</b>											
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
505031 Telecommunications	50,000	50,000	0.0%	-	50,000	0.0%	-	-	50,000	0.0%	-
<b>Totals</b>	<b>50,000</b>	<b>50,000</b>	<b>0.0%</b>	<b>-</b>	<b>50,000</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>0.0%</b>	<b>-</b>
<b>CASUALTY &amp; LIABILITY</b>											
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>TAXES</b>											
507051 Fuel Tax	15,000	15,000	0.0%	-	15,000	0.0%	-	-	15,000	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>Totals</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>	<b>-</b>	<b>15,000</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>0.0%</b>	<b>-</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY19 & FY20 OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>							
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	7,000	7,000	0.0%	-	7,000	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	6,400	116,500	1720.3%	110,100	6,500	-94.4%	(110,000)
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-
509123 Travel	3,680	5,000	35.9%	1,320	5,000	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-
Totals	17,080	128,500	652.3%	111,420	18,500	-85.6%	(110,000)
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	225	-	-100.0%	(225)	-	0.0%	-
Totals	225	-	-100.0%	(225)	-	0.0%	-
<b>PERSONNEL TOTAL</b>							
	4,480,738	4,635,703	3.5%	154,964	4,891,543	5.5%	255,841
<b>NON-PERSONNEL TOTAL</b>							
	3,562,905	4,193,600	17.7%	630,695	4,067,100	-3.0%	(126,500)
<b>DEPARTMENT TOTALS</b>							
	8,043,643	8,829,303	9.8%	785,659	8,958,643	1.5%	129,341

Fleet Maint- 4100

6/11/2018

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY19 & FY20 OPERATING BUDGET**  
 COBRA Benefits - 9001

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	-	-	0.0%	-
501013 Bus Operator OT	-	-	0.0%	-	-	0.0%	-
501021 Other Salaries	-	-	0.0%	-	-	0.0%	-
501023 Other OT	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	-	-	0.0%	-	-	0.0%	-
502021 Retirement	-	-	0.0%	-	-	0.0%	-
502031 Medical Ins	-	-	0.0%	-	-	0.0%	-
502041 Dental Ins	-	-	0.0%	-	-	0.0%	-
502045 Vision Ins	-	-	0.0%	-	-	0.0%	-
502051 Life Ins/AD&D	-	-	0.0%	-	-	0.0%	-
502060 State Disability Ins (SDI)	-	-	0.0%	-	-	0.0%	-
502061 Long Term Disability Ins	-	-	0.0%	-	-	0.0%	-
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	-	0.0%	-
502081 Worker's Comp Ins	-	-	0.0%	-	-	0.0%	-
502101 Holiday Pay	-	-	0.0%	-	-	0.0%	-
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-
502109 Sick Leave	-	-	0.0%	-	-	0.0%	-
502111 Annual Leave	-	-	0.0%	-	-	0.0%	-
502121 Other Paid Absence	-	-	0.0%	-	-	0.0%	-
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-
502999 Other Fringe Benefits	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET COBRA Benefits - 9001

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
<b>SERVICES</b>										
503011	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503012	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503031	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503032	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503033	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503034	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503041	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503161	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503162	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503171	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503221	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503222	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503225	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503351	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503352	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503353	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503354	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
503363	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504012	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504021	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504161	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
504191	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-
Totals	-	-	0.0%	0.0%	-	-	0.0%	0.0%	-	-

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET COBRA Benefits - 9001

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		Jun-18	% CHANGE		\$ CHANGE		
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20	
<b>OTHER MATERIALS &amp; SUPPLIES</b>												
504205 Freight Out	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504211 Postage & Mailing	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504214 Promotional Items	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504215 Printing	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504311 Office Supplies	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504315 Safety Supplies	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504417 Tenant Repairs	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504511 Small Tools	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
<b>Totals</b>	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
<b>UTILITIES</b>												
505011 Gas & Electric	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
505021 Water & Garbage	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
505031 Telecommunications	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
<b>Totals</b>	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
<b>CASUALTY &amp; LIABILITY</b>												
506011 Insurance - Property	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
506021 Insurance - Other	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
506123 Settlement Costs	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
<b>Totals</b>	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
<b>TAXES</b>												
507051 Fuel Tax	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
507201 Licenses & Permits	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
507999 Other Taxes	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	
<b>Totals</b>	-	-	0.0%	0.0%	-	-	-	0.0%	0.0%	-	-	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY19 & FY20 OPERATING BUDGET**  
 COBRA Benefits - 9001

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19	BUDG FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>PURCHASED TRANS.</b>											
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>MISC EXPENSE</b>											
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509121 Employee Training	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509123 Travel	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>INTEREST EXPENSE</b>											
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>LEASES &amp; RENTALS</b>											
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>											
-											
<b>NON-PERSONNEL TOTAL</b>											
-											
<b>DEPARTMENT TOTALS</b>											
-											

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Retired Employee Benefits - 9005

ACCOUNT	Jun-17		Jun-18		% CHANGE		\$ CHANGE		Jun-18		% CHANGE		\$ CHANGE	
	BUDGET	FY18	BUDGET	FY19	BUDG	BUDG	BUDG	BUDG	BUDGET	FY20	BUDG	BUDG	BUDG	BUDG
<b>LABOR</b>														
501011 Bus Operator Pay	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
501013 Bus Operator OT	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
501021 Other Salaries	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
501023 Other OT	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>
<b>FRINGE BENEFITS</b>														
502011 Medicare/Soc. Sec.	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502021 Retirement	-	-	-	-	0.0%	-	-	-	-	-	-	0.0%	-	-
502031 Medical Ins	3,201,976	2,941,179	-8.1%	(260,798)	3,088,238	5.0%	147,059							
502041 Dental Ins	78,000	103,816	33.1%	25,816	106,930	3.0%	3,114							
502045 Vision Ins	25,578	26,345	3.0%	767	27,136	3.0%	790							
502051 Life Ins/AD&D	6,699	7,240	8.1%	541	7,458	3.0%	217							
502060 State Disability Ins (SDI)	-	-	0.0%	-	-	0.0%	-							
502061 Long Term Disability Ins	-	-	0.0%	-	-	0.0%	-							
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	-	0.0%	-							
502081 Worker's Comp Ins	-	-	0.0%	-	-	0.0%	-							
502101 Holiday Pay	-	-	0.0%	-	-	0.0%	-							
502103 Floating Holiday	-	-	0.0%	-	-	0.0%	-							
502109 Sick Leave	-	-	0.0%	-	-	0.0%	-							
502111 Annual Leave	-	-	0.0%	-	-	0.0%	-							
502121 Other Paid Absence	-	-	0.0%	-	-	0.0%	-							
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	-							
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	-							
502999 Other Fringe Benefits	6,255	4,374	-30.1%	(1,881)	4,593	5.0%	219							
<b>Totals</b>	<b>3,318,508</b>	<b>3,082,954</b>	<b>-7.1%</b>	<b>(235,554)</b>	<b>3,234,354</b>	<b>4.9%</b>	<b>151,400</b>							

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Retired Employee Benefits - 9005

ACCOUNT	Jun-17		Jun-18		% CHANGE		\$ CHANGE		Jun-18		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDGET FY20	BUDGET FY20	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>SERVICES</b>														
503011	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503012	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503031	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503032	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503033	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503034	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503041	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503161	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503162	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503171	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503221	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503222	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503225	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503351	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503352	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503353	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503354	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
503363	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
Totals	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
<b>MOBILE MATERIALS &amp; SUPPLIES</b>														
504011	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
504012	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
504021	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
504161	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
504191	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-
Totals	-	-	-	-	0.0%	0.0%	-	-	-	-	0.0%	0.0%	-	-

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Retired Employee Benefits - 9005

ACCOUNT	Jun-17		Jun-18		% CHANGE		\$ CHANGE		Jun-18		% CHANGE		\$ CHANGE	
	BUDGET	BUDGET	BUDGET	BUDGET	BUDG	BUDG	BUDG	BUDG	BUDGET	BUDGET	BUDG	BUDG	BUDG	BUDG
	FY18	FY19	FY18	FY19	FY18	FY19	FY18	FY19	FY20	FY20	FY19	FY20	FY19	FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>														
504205 Freight Out	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504211 Postage & Mailing	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504214 Promotional Items	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504215 Printing	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504217 Photo Supp/Process	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504311 Office Supplies	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504315 Safety Supplies	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504317 Cleaning Supplies	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504417 Tenant Repairs	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504511 Small Tools	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
<b>UTILITIES</b>														
505011 Gas & Electric	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
505021 Water & Garbage	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
505031 Telecommunications	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
<b>CASUALTY &amp; LIABILITY</b>														
506011 Insurance - Property	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
506021 Insurance - Other	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
506123 Settlement Costs	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
506127 Repairs - District Prop	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
<b>TAXES</b>														
507051 Fuel Tax	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
507201 Licenses & Permits	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
507999 Other Taxes	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	-	-	-	-	-	0.0%	-	-	-

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET Retired Employee Benefits - 9005

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET	BUDGET	BUDG FY18	BUDG FY19	BUDGET	BUDG FY19	BUDG FY19	BUDGET	BUDG FY20	BUDG FY20
	FY18	FY19	BUDG FY18	BUDG FY19	FY20	BUDG FY20	BUDG FY20	FY20	BUDG FY20	BUDG FY20
<b>PURCHASED TRANS.</b>										
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509121 Employee Training	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509123 Travel	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>INTEREST EXPENSE</b>										
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>	3,318,508	3,082,954	-7.1%	(235,554)	3,234,354	4.9%	151,400			
<b>NON-PERSONNEL TOTAL</b>	-	-	0.0%	-	-	0.0%	-			
<b>DEPARTMENT TOTALS</b>	<u>3,318,508</u>	<u>3,082,954</u>	<u>-7.1%</u>	<u>(235,554)</u>	<u>3,234,354</u>	<u>4.9%</u>	<u>151,400</u>			

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET SCCIC - 700

ACCOUNT	Jun-17	Jun-18	% CHANGE		\$ CHANGE		% CHANGE		\$ CHANGE	
	BUDGET FY18	BUDGET FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19	BUDG FY18	BUDG FY19
<b>LABOR</b>										
501011 Bus Operator Pay	-	-	0.0%	-	-	-	0.0%	-	-	-
501013 Bus Operator OT	-	-	0.0%	-	-	-	0.0%	-	-	-
501021 Other Salaries	-	-	0.0%	-	-	-	0.0%	-	-	-
501023 Other OT	-	-	0.0%	-	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	-	0.0%	-	-	-
<b>FRINGE BENEFITS</b>										
502011 Medicare/Soc. Sec.	-	-	0.0%	-	-	-	0.0%	-	-	-
502021 Retirement	-	-	0.0%	-	-	-	0.0%	-	-	-
502031 Medical Ins	-	-	0.0%	-	-	-	0.0%	-	-	-
502041 Dental Ins	-	-	0.0%	-	-	-	0.0%	-	-	-
502045 Vision Ins	-	-	0.0%	-	-	-	0.0%	-	-	-
502051 Life Ins/AD&D	-	-	0.0%	-	-	-	0.0%	-	-	-
502060 State Disability Ins (SDI)	-	-	0.0%	-	-	-	0.0%	-	-	-
502061 Long Term Disability Ins	-	-	0.0%	-	-	-	0.0%	-	-	-
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	-	-	0.0%	-	-	-
502081 Worker's Comp Ins	-	-	0.0%	-	-	-	0.0%	-	-	-
502101 Holiday Pay	-	-	0.0%	-	-	-	0.0%	-	-	-
502103 Floating Holiday	-	-	0.0%	-	-	-	0.0%	-	-	-
502109 Sick Leave	-	-	0.0%	-	-	-	0.0%	-	-	-
502111 Annual Leave	-	-	0.0%	-	-	-	0.0%	-	-	-
502121 Other Paid Absence	-	-	0.0%	-	-	-	0.0%	-	-	-
502251 Phys. Exams	-	-	0.0%	-	-	-	0.0%	-	-	-
502253 Driver Lic Renewal	-	-	0.0%	-	-	-	0.0%	-	-	-
502999 Other Fringe Benefits	-	-	0.0%	-	-	-	0.0%	-	-	-
<b>Totals</b>	-	-	0.0%	-	-	-	0.0%	-	-	-

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET SCCIC - 700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>SERVICES</b>							
503011 Accting/Audit Fees	250	250	0.0%	-	250	0.0%	-
503012 Admin/Bank Fees	-	-	0.0%	-	-	0.0%	-
503031 Prof/Technical Fees	-	-	0.0%	-	-	0.0%	-
503032 Legislative Services	-	-	0.0%	-	-	0.0%	-
503033 Legal Services	-	-	0.0%	-	-	0.0%	-
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	-
503041 Temp Help	-	-	0.0%	-	-	0.0%	-
503161 Custodial Services	-	-	0.0%	-	-	0.0%	-
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	-
503171 Security Services	-	-	0.0%	-	-	0.0%	-
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	-
503222 Legal Ads	-	-	0.0%	-	-	0.0%	-
503225 Graphic Services	-	-	0.0%	-	-	0.0%	-
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	-
503352 Repair - Equipment	-	-	0.0%	-	-	0.0%	-
503353 Repair - Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	-	0.0%	-
503363 Haz Mat Disposal	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>250</b>	<b>250</b>	<b>0.0%</b>	<b>-</b>	<b>250</b>	<b>0.0%</b>	<b>-</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	-	0.0%	-
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	-
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	-
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	-
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

# Attachment C

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 & FY20 OPERATING BUDGET SCCIC - 700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY19 BUDG FY20
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504211 Postage & Mailing	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504214 Promotional Items	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504215 Printing	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504311 Office Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504511 Small Tools	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>UTILITIES</b>										
505011 Gas & Electric	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
505031 Telecommunications	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
506015 Insurance - PL/PD	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
506021 Insurance - Other	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
506123 Settlement Costs	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
506127 Repairs - District Prop	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>
<b>TAXES</b>										
507051 Fuel Tax	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
507201 Licenses & Permits	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
507999 Other Taxes	-	-	0.0%	-	-	0.0%	-	-	0.0%	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY19 & FY20 OPERATING BUDGET  
 SCCIC - 700

ACCOUNT	Jun-17	Jun-18	% CHANGE	\$ CHANGE	Jun-18	% CHANGE	\$ CHANGE	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
	BUDGET FY18	BUDGET FY19	BUDG FY18 BUDG FY19	BUDG FY18 BUDG FY19	BUDGET FY20	BUDG FY19 BUDG FY20	BUDG FY18 BUDG FY19	BUDG FY19	BUDG FY20	BUDG FY19	BUDG FY20
<b>PURCHASED TRANS.</b>											
503406 Contract/Paratransit	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>MISC EXPENSE</b>											
509011 Dues/Subscriptions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509081 Advertising - District Promo	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509101 Employee Incentive Program	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509121 Employee Training	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509122 BOD Travel	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509123 Travel	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509125 Local Meeting Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509127 Board Director Fees	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509150 Contributions	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509198 Cash Over/Short	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
509999 Other Misc Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>INTEREST EXPENSE</b>											
511102 Interest Expense	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>LEASES &amp; RENTALS</b>											
512011 Facility Lease	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
512061 Equipment Rental	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
Totals	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>PERSONNEL TOTAL</b>											
	-	-	0.0%	-	-	0.0%	-	-	-	0.0%	-
<b>NON-PERSONNEL TOTAL</b>											
	250	250	0.0%	-	250	0.0%	-	250	250	0.0%	-
<b>DEPARTMENT TOTALS</b>											
	250	250	0.0%	-	250	0.0%	-	250	250	0.0%	-

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**FY19 & FY20 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Summary**

Position Title	FY 19 June 2017		FY 19 June 2017		FY 19 2018		FY 20 2018	
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Authorized	Funded
Administration - 1100	5.00	4.00	5.00	4.00	5.00	4.00	5.00	4.00
Finance - 1200	9.50	8.00	10.50	8.50	10.50	8.50	10.50	9.00
Customer Service - 1300	15.25	12.00	18.25	14.50	18.25	14.50	18.25	16.00
Human Resources - 1400	8.00	6.00	8.00	6.00	8.00	6.00	8.00	6.00
Information Technology - 1500	7.00	5.00	7.00	5.00	7.00	5.00	7.00	5.00
Planning, Grants, Governmental Affairs - 1600	11.00	5.00	11.00	5.00	11.00	5.00	11.00	5.00
District Counsel - 1700	3.00	1.00	3.00	0.00	3.00	0.00	3.00	0.00
Risk Management - 1800	3.00	2.00	3.00	2.00	3.00	2.00	3.00	2.00
Purchasing - 1900	9.00	8.00	9.00	8.00	9.00	8.00	9.00	8.00
Facilities Maintenance - 2200	22.00	17.00	22.00	17.00	22.00	17.00	22.00	17.00
Paratransit - 3100	53.00	44.00	53.00	44.00	53.00	44.00	53.00	44.00
Operations - 3200	22.00	16.00	22.00	16.00	22.00	16.00	22.00	16.00
Bus Operators - 3300	171.00	153.00	171.00	153.50	171.00	153.50	171.00	155.00
Fleet Maintenance - 4100	57.00	38.00	57.00	38.50	57.00	38.50	57.00	39.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>395.75</b>	<b>319.00</b>	<b>399.75</b>	<b>322.00</b>	<b>399.75</b>	<b>322.00</b>	<b>399.75</b>	<b>326.00</b>

# Attachment D

## FY19 & FY20 OPERATING BUDGET Authorized and Funded Personnel - Full Time Equivalent (FTE) Administration - 1100

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
CEO/General Manager	1.00	1.00	1.00	1.00	1.00	1.00
Chief Operations Officer	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	2.00	1.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>

FY19 & FY20 OPERATING BUDGET  
 Authorized and Funded Personnel - Full Time Equivalent (FTE)  
 Finance - 1200

Position Title	FY 19 June 2017		FY 19 June 2017		FY 19 2018		FY 20 2018	
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Authorized	Funded
Chief Financial Officer (CFO)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accountant	0.50	0.00	0.50	0.00	0.50	0.00	0.50	0.00
Accountant II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Accounting Tech	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ticket & Pass Program Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Financial Analyst	0.00	0.00	1.00	0.50	1.00	0.50	1.00	1.00
Revenue Specialist	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>9.50</b>	<b>8.00</b>	<b>10.50</b>	<b>8.50</b>	<b>10.50</b>	<b>8.50</b>	<b>10.50</b>	<b>9.00</b>

FY19 & FY20 OPERATING BUDGET  
 Authorized and Funded Personnel - Full Time Equivalent (FTE)  
 Customer Service - 1300

Position Title	Authorized FY 19 June 2017	Funded FY 19 June 2017	Authorized FY 19 2018	Funded FY 19 2018	Authorized FY20 2018	Funded FY 20 2018
Marketing, Communications and Customer Service Director	1.00	0.00	1.00	0.50	1.00	1.00
Customer Service Coordinator	1.00	1.00	2.00	2.00	2.00	2.00
CSR	12.00	10.00	12.00	11.00	12.00	12.00
Sr CSR	0.00	0.00	2.00	0.00	2.00	0.00
Administrative Assistant	1.25	1.00	1.25	1.00	1.25	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>15.25</b>	<b>12.00</b>	<b>18.25</b>	<b>14.50</b>	<b>18.25</b>	<b>16.00</b>

**FY19 & FY20 OPERATING BUDGET  
 Authorized and Funded Personnel - Full Time Equivalent (FTE)  
 Human Resources - 1400**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Generalist	1.00	1.00	1.00	1.00	1.00	1.00
Benefits Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	0.00	1.00	0.00	1.00	0.00
Human Resources Clerk	1.00	0.00	1.00	0.00	1.00	0.00
Paralegal with HR Duties	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>8.00</b>	<b>6.00</b>	<b>8.00</b>	<b>6.00</b>	<b>8.00</b>	<b>6.00</b>

FY19 & FY20 OPERATING BUDGET  
 Authorized and Funded Personnel - Full Time Equivalent (FTE)  
 Information Technology - 1500

Position Title	FY 19 June 2017		FY 19 June 2017		FY 19 2018		FY 20 2018	
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Authorized	Funded
Information Technology and ITS Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
Sr. Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator/Sr	1.00	0.00	1.00	0.00	1.00	1.00	1.00	1.00
IT Technician/Sr IT Tech	2.00	2.00	2.00	1.00	2.00	1.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>7.00</b>	<b>5.00</b>	<b>7.00</b>	<b>5.00</b>	<b>7.00</b>	<b>5.00</b>	<b>7.00</b>	<b>5.00</b>

**FY19 & FY20 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Planning, Grants, Governmental Affairs - 1600**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Planning and Development Director	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	1.00	2.00	1.00	2.00	1.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00	1.00	0.00
Jr. Transportation Planner	1.00	0.00	1.00	0.00	1.00	0.00
Sr. Transportation Planner	1.00	0.00	1.00	0.00	1.00	0.00
Transportation Planner	1.00	1.00	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	0.00	1.00	0.00	1.00	0.00
Planning Analyst	1.00	1.00	1.00	1.00	1.00	1.00
Schedule Analyst	2.00	1.00	2.00	1.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>11.00</b>	<b>5.00</b>	<b>11.00</b>	<b>5.00</b>	<b>11.00</b>	<b>5.00</b>

**FY19 & FY20 OPERATING BUDGET  
 Authorized and Funded Personnel - Full Time Equivalent (FTE)  
 District Counsel - 1700**

Position Title	Authorized FY 19 June 2017	Funded FY 19 June 2017	Authorized FY 19 2018	Funded FY 19 2018	Authorized FY20 2018	Funded FY 20 2018
District Counsel	1.00	0.00	1.00	0.00	1.00	0.00
Paralegal	1.00	0.00	1.00	0.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	0.00	1.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>1.00</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>

\* Transferred to Human Resources as Paralegal with HR Duties

FY19 & FY20 OPERATING BUDGET  
 Authorized and Funded Personnel - Full Time Equivalent (FTE)  
 Risk Management - 1800

Position Title	Authorized FY 19 June 2017	Funded FY 19 June 2017	Authorized FY 19 2018	Funded FY 19 2018	Authorized FY20 2018	Funded FY 20 2018
Claims Investigator II	1.00	0.00	1.00	0.00	1.00	0.00
Safety Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Safety, Security and Risk Director	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>

**FY19 & FY20 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Purchasing - 1900**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Purchasing and Special Projects Direc	1.00	1.00	1.00	1.00	1.00	1.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	0.00	1.00	0.00
Purchasing Assistant	1.00	0.00	1.00	1.00	1.00	1.00
Supervisor of Parts & Materials	1.00	1.00	1.00	1.00	1.00	1.00
FM Lead Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Receiving Parts Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Admin Clerk I	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>9.00</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>

**FY19 & FY20 OPERATING BUDGET  
 Authorized and Funded Personnel - Full Time Equivalent (FTE)  
 Facilities Maintenance - 2200**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Facilities Maintenance Manager	1.00	0.00	1.00	0.00	1.00	0.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Sr. Facilities Maint Worker	1.00	1.00	1.00	1.00	1.00	1.00
Admin Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maint Worker II	7.00	6.00	7.00	6.00	7.00	6.00
Facilities Maint Worker I	2.00	0.00	2.00	0.00	2.00	0.00
Lead Custodian	1.00	1.00	1.00	1.00	1.00	1.00
Custodial Service Worker I	7.00	7.00	7.00	7.00	7.00	7.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>22.00</b>	<b>17.00</b>	<b>22.00</b>	<b>17.00</b>	<b>22.00</b>	<b>17.00</b>

**FY19 & FY20 OPERATING BUDGET  
Authorized and Funded Personnel - Full Time Equivalent (FTE)  
Paratransit - 3100**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Operations Manager: Paratransit	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Operations Manager: Paratransit	1.00	1.00	1.00	1.00	1.00	1.00
Accessible Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	0.00	1.00	0.00	1.00	0.00
Safety/Road Response Coord	1.00	0.00	1.00	0.00	1.00	0.00
Dispatcher/Scheduler	4.00	4.00	4.00	4.00	4.00	4.00
Dispatcher	5.00	3.00	5.00	3.00	5.00	3.00
Clerk I-II-III	2.00	1.00	2.00	1.00	2.00	1.00
Van Operator	34.00	30.00	34.00	30.00	34.00	30.00
Paratransit Supervisor	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>53.00</b>	<b>44.00</b>	<b>53.00</b>	<b>44.00</b>	<b>53.00</b>	<b>44.00</b>

**FY19 & FY20 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Operations - 3200**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Assistant Superintendent	1.00	0.00	1.00	0.00	1.00	0.00
Operations Manager: Fixed Route	1.00	1.00	1.00	1.00	1.00	1.00
Transit Supervisor	15.00	11.00	15.00	11.00	15.00	11.00
Assistant Safety Coordinator	1.00	0.00	1.00	0.00	1.00	0.00
Safety & Training Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>22.00</b>	<b>16.00</b>	<b>22.00</b>	<b>16.00</b>	<b>22.00</b>	<b>16.00</b>

**FY19 & FY20 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Bus Operators - 3300**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 19 2018	FY20 2018	FY 20 2018
Bus Operators	171.00	153.00	171.00	153.50	171.00	155.00
Total Full-Time Equivalents (FTEs)	171.00	153.00	171.00	153.50	171.00	155.00

FY19 & FY20 OPERATING BUDGET  
 Authorized and Funded Personnel - Full Time Equivalent (FTE)  
 Fleet Maintenance - 4100

Position Title	Authorized		Funded		Authorized		Funded	
	FY 19 June 2017	FY 19 June 2017	FY 19 June 2017	FY 19 June 2017	FY 19 2018	FY 20 2018	FY 19 2018	FY 20 2018
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Fleet Maint Supervisor	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
FM Lead Mechanic	6.00	4.00	4.00	4.00	6.00	6.00	4.00	4.00
FM Mechanic III	4.00	2.00	2.00	2.00	4.00	4.00	2.00	2.00
FM Mechanic I - II	18.00	13.00	13.00	13.50	18.00	18.00	14.00	14.00
Body Repair Mechanic	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Upholsterer I - II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Admin Assistant/Supervisor	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Admin Specialist	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Accounting Tech/Sr Acctng Tech	2.00	1.00	1.00	1.00	2.00	2.00	1.00	1.00
Administrative Clerk I	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Vehicle Service Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Detailer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Worker I - II	12.00	7.00	7.00	7.00	12.00	12.00	7.00	7.00
Electronic Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>57.00</b>	<b>38.00</b>	<b>38.00</b>	<b>38.50</b>	<b>57.00</b>	<b>57.00</b>	<b>38.50</b>	<b>39.00</b>

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# Attachment E

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY19 CAPITAL BUDGET AS OF JUNE 22, 2018

17E.2

PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	CAL-OES PROP 1B - TRANSIT SECURITY	LCTOP	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D	OPERATING & CAPITAL RESERVE FUND	TOTAL
29 Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)	\$ 160,000									\$ 160,000
30 Bus Repair Campaign (36) (FTA 5339a FY14)	\$ 82,247							\$ 20,562		\$ 102,809
31 Paratransit Vehicle - (1) (FTA 5310 FY13/14)	\$ 63,000							\$ 5,367		\$ 68,367
32 Capitalized Lease - 3 New Flyer Buses-External Announcement System Programming Patch (Clever Devices)										
33 Bus Repairs (3) was- Repair Roof at Pacific Station (FTA 5339a FY13)	\$ 11,042							\$ 28,500		\$ 28,500
Subtotal	\$ 5,953,511	\$ 988,548	\$ -	\$ 709,292	\$ -	\$ -	\$ -	\$ 1,052,772	\$ -	\$ 8,704,124
<b>Bus Replacement Fund - \$3M per Year</b>										
34 FY18 Budgeted STA-SGR (Carryover)							\$ 671,079			\$ 671,079
35 FY18 Budgeted STA-SB1-(Carryover Amount)						\$ 525,024				\$ 525,024
36 FY18 Measure D-(Carryover)								\$ 559,099		\$ 559,099
37 FY19 STA-SGR Estimated Allocation							\$ 671,079			\$ 671,079
38 FY19 STA-SB1-Budgeted Transfer from Operating						\$ 468,773				\$ 468,773
39 FY19 Measure D-Budgeted Transfer from Operating								\$ 1,860,148		\$ 1,860,148
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 993,797	\$ 1,342,158	\$ 2,419,247	\$ -	\$ 4,755,202
<b>Non-Revenue Vehicle Purchases &amp; Replacements</b>										
40 Propane Fueled Tow Motor (FTA 5339a FY14)	\$ 46,602									\$ 46,602
41 Replace Custodial Support Vehicles (2) (FTA5339a FY18)	\$ 30,000							\$ 11,651	\$ 1,747	\$ 30,000
Subtotal	\$ 76,602	\$ -	\$ -	\$ -	\$ -	\$ 11,651	\$ -	\$ -	\$ 1,747	\$ 90,000
<b>Fleet &amp; Maint Equipment</b>										
42 Bus Yard Scrubber/Sweeper (FTA 5339a FY18)	\$ 75,000									\$ 75,000
43 Floor Scrubbers for Maint. Shop (FTA 5339a FY18)	\$ 45,000									\$ 45,000
Subtotal	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
<b>Office Equipment</b>										
44 Business Copy Machine-Admin (FTA 5339a FY18)	\$ 20,000									\$ 20,000
45 Business Copy Machine-Operations	\$ 20,000								\$ 9,000	\$ 29,000
Subtotal	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 29,000
<b>Misc.</b>										
46 TVM Pin Pad Bezel & Upgrade (6)									\$ 70,000	\$ 70,000
47 C/S Call Center Furnishings (FTA 5339a FY18)	\$ 19,000								\$ 19,000	\$ 19,000
48 Ticket Vending Machine-SLV-Installation Costs + Misc						\$ 17,045			\$ 15,000	\$ 32,045
49 Misc. Emergency Capital Items \$1K to \$6K									\$ 10,000	\$ 10,000
50 Paracruz MDC Replacements (FTA 5339a FY18)	\$ 8,000								\$ 8,000	\$ 8,000
51 Watsonville Transit Mural-(\$2,700 from Arts Council SC)	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ 17,045	\$ -	\$ -	\$ 6,600	\$ 6,600
Subtotal	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$ 17,045	\$ -	\$ -	\$ 101,600	\$ 145,645

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY19 CAPITAL BUDGET  
 AS OF JUNE 22, 2018

17E-3

PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	LCTOP	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D	OPERATING & CAPITAL RESERVE FUND	TOTAL
<b>TOTAL CAPITAL PROJECTS</b>	\$ 7,123,465	\$ 3,234,881	\$ 523,850	\$ 709,292	\$ 1,063,047	\$ 1,342,158	\$ 3,472,019	\$ 221,347	\$ 17,690,059	
<b>CAPITAL PROGRAM FUNDING</b>										
<b>Federal Sources of Funds:</b>										
Federal Grants (FTA)	\$ 6,560,465								\$ 6,560,465	
Surface Transportation Block Grant (STBG)	\$ 563,000								\$ 563,000	
<b>State Sources of Funds:</b>										
PTMISEA (1B)		\$ 3,234,881							\$ 3,234,881	
Cal-OES Prop 1B Transit Security Grant Funds (CTSGP)			\$ 523,850						\$ 523,850	
Low Carbon Transit Operations Program (LC:TOP)				\$ 709,292					\$ 709,292	
State Transit Assistance (STA-SB1-FY18)					\$ 1,063,047				\$ 1,063,047	
Transfers from Operating Budget (Measure D, STA-SB1)						\$ 1,342,158			\$ 1,342,158	
<b>Local Sources of Funds:</b>										
Operating and Capital Reserve Fund							\$ 3,472,019		\$ 3,472,019	
<b>TOTAL CAPITAL FUNDING BY FUNDING SOURCE</b>	\$ 7,123,465	\$ 3,234,881	\$ 523,850	\$ 709,292	\$ 1,063,047	\$ 1,342,158	\$ 3,472,019	\$ 221,347	\$ 17,690,059	
Restricted Funds	\$ 7,123,465	\$ 3,234,881	\$ 523,850	\$ 709,292			\$ 3,472,019		\$ 16,405,666	
Unrestricted Funds					\$ 1,063,047			\$ 221,347	\$ 1,284,394	
<b>TOTAL CAPITAL FUNDING</b>	\$ 7,123,465	\$ 3,234,881	\$ 523,850	\$ 709,292	\$ 1,063,047	\$ 1,342,158	\$ 3,472,019	\$ 221,347	\$ 17,690,059	
*) When funds here are allocated to an approved / awarded project - they will be moved from this line item accordingly										

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# Attachment F

## BOARD MEMBER TRAVEL

FY19

### American Public Transportation Association (APTA) Meetings

Legislative Conference  
March 2019  
Washington, DC  
Two Board Members

Annual Conference  
September 2018  
Nashville, TN  
Two Board Members

### California Transit Association (CTA) Meetings

Annual Meeting  
October 2018  
Long Beach, CA  
One Board Member

Legislative Conference  
Spring 2019  
One Board Member

### Additional Travel

Meetings with legislators and government officials in Washington, D.C., San Francisco and Sacramento, as approved by the Chair of the Board.

Expenses related to Board members meeting with CEO/General Manager and staff.

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# Attachment G

## EMPLOYEE INCENTIVE PROGRAM FY19 and FY20

<u>EVENT/ACTIVITY</u>	<u># EMP</u>	<u>RATE</u>	<u>FY19</u>	<u>FY20</u>	<u>DEPT/ACCOUNT</u>
District Service Awards			\$ 4,000	\$ 4,000	1100-509101
Employee Picnic & Holiday Party			\$ 5,000	\$ 5,000	1100-509101
Transit Driver Appreciation Day			\$ 1,000	\$ 1,000	1100-509101
Safe Driver Patches and Certificates			\$ 1,250	\$ 1,250	3300-509101
Line Instruction Patches			\$ 550	\$ 550	3300-509101
Pens			\$ 2,100	\$ 2,100	3300-509101
Departmental Programs					
<b><u>Administrative Facility (110 Vernon)</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1200-509101
<b><u>Customer Service (Metro Center)</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	1300-509101
<b><u>Facilities Maintenance</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	2200-509101
<b><u>ParaCruz</u></b>					
Employee Recognition/Appreciation Events		\$ -	\$ -	\$ -	3100-509101
<b><u>Operations</u></b>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	3200-509101
<b><u>Fleet Maintenance</u></b>					
Employee Recognition/Appreciation Events and Shift Bid Refreshments		\$ -	\$ -	\$ -	4100-509101
<b>TOTALS</b>			<b>\$ 13,900</b>	<b>\$ 13,900</b>	

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# Attachment H

## Board Authorized METRO Support Activities

### FY19 and FY20

Santa Cruz County Fair

Santa Cruz Follies

Santa Cruz Seaside Company - Late Night Transit Service to Watsonville for the summer

Senior Luncheon

Metro Advisory Committee METRO Tour

Leadership Santa Cruz

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# Attachment I

## MEMBERSHIPS FY19 and FY20

<b>MEMBERSHIPS / Dues &amp; Subscriptions</b>	<b>FY19</b>	<b>FY20</b>	<b>DEPT/ACCOUNT</b>
<b>Administration</b>			
American Public Transportation Association (APTA)	\$ 35,100	\$ 35,100	1100-509011
California Transit Association (CTA)	\$ 18,740	\$ 18,740	1100-509011
Monterey Bay Economic Partnership (MBEP)	\$ 5,000	\$ 5,000	1100-509011
Eastern Contra Costa Transit Agency (ZEBRA Membership)	\$ 4,000	\$ 4,000	1100-509011
Community Transportation Association of America (CTAA)	\$ 3,900	\$ 3,900	1100-509011
Center for Transportation and the Environment (CTE)	\$ 3,000	\$ 3,000	1100-509011
Chamber of Commerce	\$ 3,000	\$ 3,000	1100-509011
Bus Coalition	\$ 3,000	\$ 3,000	1100-509011
California Association for Coordinated Transportation (CalACT)	\$ 955	\$ 955	1100-509011
Letter Press	\$ 675	\$ 675	1100-509011
Santa Cruz Sentinel	\$ 380	\$ 380	1100-509011
Register - Pajaronian	\$ 130	\$ 130	1100-509011
Costco	\$ 120	\$ 120	1100-509011
<b>Total:</b>	<b>\$ 78,000</b>	<b>\$ 78,000</b>	
<b>Finance</b>			
California Society of Municipal Finance Officers (CSMFO)	\$ 450	\$ 450	1200-509011
Government Finance Officers Association (GFOA)	\$ 300	\$ 300	1200-509011
Kiplinger Letters	\$ 100	\$ 100	1200-509011
<b>Total:</b>	<b>\$ 850</b>	<b>\$ 850</b>	
<b>Customer Service</b>			
Miscellaneous	<b>Total: \$ 200</b>	<b>\$ 200</b>	1300-509011
<b>Human Resources</b>			
California Public Employers Labor Relations Association (CalPERLA)	\$ 1,000	\$ 1,000	1400-509011
Society for Human Resource Management (SHRM)	\$ 600	\$ 600	1400-509011
Northern California Human Resources Association (NCHRA)	\$ 500	\$ 500	1400-509011
John Dash	\$ 250	\$ 250	1400-509011
<b>Total:</b>	<b>\$ 2,350</b>	<b>\$ 2,350</b>	
<b>Risk Management</b>			
Miscellaneous	<b>Total: \$ 500</b>	<b>\$ 500</b>	1800-509011
<b>Purchasing</b>			
California Association of Public Procurement Officials (CAPPO)	\$ 300	\$ 300	1900-509011
<b>Total:</b>	<b>\$ 300</b>	<b>\$ 300</b>	
<b>Fleet Maintenance</b>			
Cummins INSITE Fleet books (6) Software	\$ 3,012	\$ 3,012	4100-509011
John Deere Software	\$ 2,400	\$ 2,400	4100-509011
Southern California Regional Transit Training Consortium (SCR TTC)	\$ 1,000	\$ 1,000	4100-509011
Mitchell Online Vehicle Manuals	\$ 500	\$ 500	4100-509011
Allison Transport. Software	\$ 88	\$ 88	
<b>Total:</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	
<b>TOTALS</b>	<b>\$ 89,200</b>	<b>\$ 89,200</b>	

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# Attachment J

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY18 PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES-PRE CLOSE, PRE AUDIT AS OF 6/22/18

Fund Title	Explanation and Use:	Balance at 6/30/17	ESTIMATED Additions/ (Withdrawals) in FY18	ESTIMATED Available Balance at 6/30/18	Board Adopted Minimum or Target Level	% Funded	Surplus / (Deficient)	Suggested Guidelines:	Board Adopted Recommendation:
<b>Operating and Capital Reserve Fund</b> (formerly - Operating / Capital Reserves)	Liquid and unrestricted assets that an organization can use to support its operations in the event of an unanticipated loss of revenue or increase in expenses. Includes Alternative Fuel Tax Rebates transferred from the Operating Budget and any excess revenues over budget	\$ 1,086,975	\$ 1,243,946	\$ 2,330,921	N/A	N/A	N/A	Any use of Operating and Capital Reserves above CEO executive authority will be brought to the BOD for consideration. To be used as the local match for capital grants.	There is no Board Adopted Minimum Balance established; this fund shall not be used to support recurring operating expenditures.
<b>Operations Sustainability Reserve Fund</b> (formerly - Operating Reserves)	Funds set aside to protect the organization's essential services and funding requirements during periods of economic downturn or natural disasters. Target = two month's operating expenses (Payroll and Accounts Payable).	\$ 5,659,556	\$ 1,840,444	\$ 7,500,000	\$ 7,500,000	100%	\$ (0)	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.	Fund Operations Sustainability Reserve Fund to target level that equals two (2) months of the average operating expenses for the most current fiscal year's budget, to be adjusted annually through the budget process.
<b>Cash Flow Reserve Fund</b> (formerly - Cash Flow Reserves)	Funds set aside to "cash flow" capital and/or operating expenses incurred before receiving reimbursements from various funding sources (Annual FTA 5307 (& STIC), STA, SLPP, etc).	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	100%	\$ -	Staff will manage flexibility of Cash Flow Reserve Fund, according to project levels and capital needs as they fluctuate from year to year.	Fund Cash Flow Reserve Fund to minimum or target levels; set annually through the budget process.
<b>Workers Compensation Reserve Fund</b> (formerly - Workers Compensation Reserves)	Funds set aside to finance the (discounted) long term portion of workers' compensation liability, as of the end of the fiscal year.	\$ 2,247,163	\$ 1,248,635	\$ 3,495,798	\$ 3,495,798	100%	\$ (0)	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported workers' compensation claims.	Fund Workers' Comp Reserves to minimum or target levels; a bi-annual study of potential liability areas and risk shall be the basis for determining minimum reserves.
<b>Liability Insurance Reserve Fund</b> (formerly - Liability Insurance Reserves)	Funds set aside to pay the cost of outstanding liability and physical damage claims + proposed employment practices liability claims. (Self Insured Retention - SIR - \$250K)	\$ 545,175	\$ -	\$ 545,175	\$ 545,175	100%	\$ -	GASB #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported liability and physical damage claims.	Fund Liability Insurance Reserves to minimum or target levels; calculated annually based on the 5-year rolling average of outstanding claims at fiscal year end.
		\$ 12,538,869	\$ 4,333,025	\$ 16,871,894			\$ (1)		

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**Measure D: 5-Year Program of Projects (FY18/19-FY22/23)**  
**Agency: Santa Cruz METRO**  
**Expenditure Plan Category: Transportation for E&D**

		Measure D Revenues										
		Estimated Annual Measure D Allocations <i>(update for your agency per RTC notice)</i>										
		FY18/19	FY19/20	FY20/21	FY21/22	FY22/23						
		\$3,229,124	\$3,325,998	\$3,425,778	\$3,528,551	\$3,634,408						
		Amount of Measure funds to be used										
Name/Road/ limits	Description, complete streets components	FY19	FY20	FY21	FY22	FY23	Total cost estimate	Other Funds \$	Other fund sources	Est. Construction start date	Major project? * (yes/no)	
Fixed route - 4 operators (average cost of Operator with benefits plus cost of mileage driven in year)	frequency, span of service - Routes 35, 40, 41, 68, 69A, 71, 72, 75, 79, 91X	544,896	570,304	586,228	600,332	614,060						
Fixed route - 4 operators (average cost of Operator with benefits plus cost of mileage driven in year)	Extra Board staffing to ensure reliability/delivery of all service Route 71 weekend - 17 additional trips to provide 30 minute frequency in/outbound for 8 hours during the days	544,896	570,304	586,228	600,332	614,060						
Fixed route - 1 operator (average cost of Operator with benefits plus cost of mileage driven in year)	Service in the San Lorenzo Valley/Scotts Valley area increasing span of service/frequency and additional routing	136,224	142,576	146,557	150,083	153,515						
Fixed route - .5 (FY19) and 1.0 (FY20-23) operator (average cost of Operator with benefits plus cost of mileage driven in year)	1 operator minus farebox recovery	68,112	142,576	146,557	150,083	153,515						
Sustaining of ParaCruz service levels	1 operator minus farebox recovery	74,848	80,143	83,748	86,918	89,902						
Total Operations support		1,368,976	1,505,903	1,549,318	1,587,748	1,625,052						
Capital - vehicle replacement	Measure D funding received by METRO will be used to increase Fixed-route service, sustain ParaCruz service, maintain service reliability, and to allow for the purchase of new Fixed-route buses and ParaCruz vans.	1,860,148	1,820,095	1,876,460	1,940,803	2,009,356						
Fixed-route bus and ParaCruz operations (assumes 2.5% annual increase in funding)		\$3,229,124	\$3,325,998	\$3,425,778	\$3,528,551	\$3,634,408	263,702,301	Fares, 1979 Sales Tax, TDA, FTA 5307, STA, STIC, Fuel Tax Credits	Non-applicable	Non-applicable		
<b>Estimated Annual Measure D Expenditures</b>		\$3,229,124	\$3,325,998	\$3,425,778	\$3,528,551	\$3,634,408						
<b>Annual Interest Earnings on Measure D Revenues</b>		\$0	\$0	\$0	\$0	\$0						

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# Attachment L

UNFUNDED CAPITAL PROJECTS (000s)												
Construction		19	20	21	22	23	24	25	26	27	28	
#	Project	Description	Cost (000s)									
1	ADA Access Bus Stops	Remedial ADA Access at all bus stops: pending COA and bus stop audit	\$ 792	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	
2	ADA Access at all Facilities	Remedial ADA Access at all facilities. Needs to be identified in future Accessibility Study	\$ 792	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	\$ 88	
3	Vernon Street Bus Stop	Move (Route 4) bus stop to lower Admin parking lot (fronts River Street) . Install base and concrete to bus stop pad and maneuvering apron. Necessary precursor to securing maintenance facility.	\$ 600	\$ 300	\$ 300							
4	Felton Fair Bus Stop	Either relocate or improve path of travel for 2 stops	\$ 200	\$ 200								
5	1231 River St. Property Acquisition	Maintenance Facility Expansion	\$ 850	\$ 850								
6	Roof Reconstruction, Golf Club	Reconstruct built-up roof on first-half of Maintenance Building	\$ 100	\$ 100								
7	ParaCruz Operating Facility (Mobility Management Center)	Property Acquisition, Design, Right-of-Way and construction for new ParaCruz Operating Facility	\$ 12,000		\$ 12,000							
8	Maintenance Facility Wing 2	Property Acquisition, Design, Right-of-Way and Construction for second wing of Maintenance Facility	\$ 15,000		\$ 15,000							
9	Pacific Station Renovation	Consider mixed-use or transit only renovations	\$ 25,000		\$ 25,000							
10	Park and Ride Lots for Bus Commuters	Fund purchase and construction of parking areas for commuter bus patrons at 17th ave & 41st Ave.	\$ 2,000		\$ 2,000							
11	Solar Panels	Energy reduction through installation of roof mounted solar panels at the Judy K. Souza Operations Facility	\$ 2,000	\$ 2,000								
12	Remove Diesel Tank	Remove tank after replacement of last diesel bus fleet. On hold, as more diesel buses may be added to the fleet.	\$ 50		\$ 50							
13	Signal Priority/Pre-emption for Buses	Enable coach operators to actuate traffic signals to prolong green or change red lights to improve transit running time	\$ 2,000		\$ 2,000							
14	South County Ops. & Maint. Facility	Auxiliary Operating & Maintenance Facility in Watsonville.	\$ 50,000						\$ 50,000			
15	Watsonville Park and Ride Lot	South County P&R to support Hwy 1 commuters	\$ -									

# Attachment L

UNFUNDED CAPITAL PROJECTS (000s)												
Construction			19	20	21	22	23	24	25	26	27	28
#	Project	Description	Cost (000s)									
16	Cavallaro Transit Center Parking Structure	Parking Structure to support Hwy 17 Express commuters	\$ 26,400			\$ 26,400						
17	Bike Station at Pacific Station	Bike Station to provide secure, convenient bicycle parking for METRO riders, reducing bikes onboard demand	\$ 1,000			\$ 1,000						
18	Bike Stations at Pacific Station and Capitola Mall TC	Bike Station to provide secure, convenient bicycle parking for METRO riders, reducing bikes onboard demand	\$ 1,000			\$ 1,000						
19	New Watsonville Transit Center	Replacement of current transit center	\$ -									
<b>Unfunded Capital Costs thru 2028</b>			<b>\$ 139,784</b>	<b>\$ -</b>	<b>\$ 3,626</b>	<b>\$ 2,526</b>	<b>\$ 82,576</b>	<b>\$ 176</b>	<b>\$ 176</b>	<b>\$ 50,176</b>	<b>\$ 176</b>	<b>\$ 176</b>

# Attachment L

UNFUNDED CAPITAL PROJECTS (000s)											
Vehicle SGR		19	20	21	22	23	24	25	26	27	28
#	Project	Description	Cost (000s)								
1	Bus Mid-Life Overhaul, 2017-2026	Bus Mid-Life Overhaul (25% reduction)	\$ 2,250	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225
2	Bus Replacements 2018	Replace (17) buses	\$ 11,985								
3	ParaCruz Adds & Replacement Vans 2018	Replace (5) Paracruz cutaways and (5) PT vans	\$ 860	\$ 860							
4	Bus Replacements 2019	Bus Replacements Replace (12) buses	\$ 8,460	\$ 8,460							
5	ParaCruz Adds & Replacement Vans 2019	Replace (2) Paracruz cutaways and (7) PT vans	\$ 729	\$ 729							
6	Bus Replacements 2020	Bus Replacements Replace (22) buses	\$ 15,510	\$ 15,510							
7	ParaCruz Adds & Replacement Vans 2020	Replace (12) Paracruz PT Vans and 5 Minivans	\$ 1,149	\$ 1,149							
8	Bus Replacements 2021	Bus Replacements Replace (12) buses	\$ 8,460	\$ 8,460							
9	ParaCruz Adds & Replacement Vans 2021	Replace (2) Paracruz Minivans	\$ 90	\$ 90							
10	Bus Replacements 2022	Bus Replacements Replace (13) 2800s CNG Buses	\$ 9,165	\$ 9,165							
11	Bus Replacements 2023	Bus Replacements Replace (5) 1000s CNG Buses	\$ 3,525	\$ 3,525							
12	Bus Replacements 2024	Bus Replacements Replace (5) 1000s CNG Buses	\$ 3,525	\$ 3,525							
13	Bus Replacements 2025	Bus Replacements Replace (6) 1200s CNG Buses	\$ 4,230	\$ 4,230							
14	Bus Replacements 2026	Bus Replacements Replace (6) 1300s CNG Buses	\$ 4,230	\$ 4,230							
15	Non-revenue Vehicle Replacements	Non-revenue trucks and cars	\$ 2,000	\$ 510	\$ 340	\$ 205	\$ 70	\$ 25	\$ 490	\$ 20	\$ 340
<b>Unfunded Capital Costs thru 2028</b>			<b>\$ 76,168</b>	<b>\$ 22,769</b>	<b>\$ 17,224</b>	<b>\$ 8,980</b>	<b>\$ 9,460</b>	<b>\$ 3,750</b>	<b>\$ 3,775</b>	<b>\$ 9,175</b>	<b>\$ 565</b>
Rolling Stock Replacements			\$ 74,168	\$ 22,034	\$ 16,659	\$ 8,550	\$ 9,165	\$ 3,525	\$ 3,525	\$ 8,460	\$ -

17L.4

# Attachment L

Facilities Maintenance		UNFUNDED CAPITAL PROJECTS (000s)																		
		19	20	21	22	23	24	25	26	27	28									
#	Project	Description	Cost (000s)																	
1	Capital upgrade of existing transit facilities	Capital upgrade of bus stops, parking lots, transit centers, buildings	\$ 450	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
2	Upgrade HVAC Systems, all sites	Heating Ventilation Air Conditioning	\$ 430	\$ 160	\$ 60	\$ 50	\$ 120	\$ 40												
3	Custodial Equipment Replacement	Vacuums, Buffers, Scrubbers	\$ -																	
4	Landscaping/Irrigation	Re-landscape & irrigate all sites	\$ -																	
5	Administration Remodel	Office remodel of 110 Vernon St.; upgrade HVAC and move/add office space	\$ 100	\$ 50	\$ 50															
6	Bird Abatement	All Facilities	\$ 10	\$ 10																
7	Furniture	All Facilities	\$ 150	\$ 50	\$ 50	\$ 50														
8	Fire Proof File Cabinets	Administrative Building	\$ 5	\$ 5																
9	Emergency Operations Centers	Purchase of equipment for EOC at OPS and Admin	\$ 15	\$ 15																
10	Bus Washer	Replace N/S Wash System purchased 2009 & upgrade water recycling system	\$ 80		\$ 80															
11	Bus Lifts	Remove and Replace lifts	\$ 1,000		\$ 1,000															
12	Exterior/Interior Painting	Exterior: Vernon, 138 Golf Club, Fueling Station interior/exterior	\$ 345	\$ 100	\$ 125	\$ 120														
13	Parts Washers (3)	Replace the JRI units purchased 2010	\$ 100											\$ 100						
14	Roof Replacement, Fueling Station	Replace Roof	\$ 150											\$ 150						
15	Roof Replacement, Scotts Valley	Replace Roof	\$ 100											\$ 100						
16	Admin Building Engineering and Renovations	For reconfiguration of office space for multiple departments	\$ 10	\$ 10																
17	Bus Shelter Reconditioning	Reconditioning of bus shelters purchased from VTA; solar lighting for selected shelters	\$ 50	\$ 25	\$ 25															
18	Bus Yard Scrubber/Sweeper	M20 Scrubber/Sweeper to clean bus parking lot surface	\$ 75	\$ 75																
19	Medium Duty Trash Truck	Safer and more efficient bus stop trash cleanup	\$ 150	\$ 150																
20	Gate Control - bus entries at JKS	Security gates and gate controller for upper and lower entries to bus yard. Upper in FY19; lower (fueling) in FY20	\$ 200	\$ 100	\$ 100															
21	Fuel and Wash Facility - rust removal and repaint	Remove rust and repaint bus fuel and wash facility	\$ 50	\$ 50																
22	Concrete Surface Repair - bus yard	Surface repair at fueling facility entry gate	\$ 10	\$ 10																
23	Furniture	12 CSR call center cubicles and furniture: \$15k; Coordinator and Ticket Pass Specialist furniture \$4k	\$ 19	\$ 19																
<b>Unfunded Capital Costs thru 2028</b>			<b>\$ 3,499</b>	<b>\$ 239</b>	<b>\$ 765</b>	<b>\$ 1,415</b>	<b>\$ 270</b>	<b>\$ 170</b>	<b>\$ 90</b>	<b>\$ 50</b>	<b>\$ 400</b>	<b>\$ 50</b>								

17L.5

# Attachment L

## UNFUNDED CAPITAL PROJECTS (000s)

IT		19	20	21	22	23	24	25	26	27	28
#	Project	Description	Cost (000s)								
1	Bus AVL	Automatic Vehicle Locator system on all METRO Buses	\$ 1,400	\$ 1,400							
2	Financial Management Software	Financial, Payroll, Timekeeping Software. \$30k is for consultant to draft scope; \$125k for 1st module in FY19; module 2 in FY20	\$ 250	\$ 125	\$ 125						
3	Backup system	Backup system to meet growing disaster recovery needs	\$ 20		\$ 20						
4	Highway 17 Express WiFi upgrade	Upgrade routers for additional functionality. Bus AVL implementation may negate the need for this project.	\$ 10		\$ 10						
5	Fare System Integration and Upgrade	Upgrade or supplement GFI Fare collection system to enable online fare card reloading and smartphone ticketing.	\$ 1,000	\$ 500	\$ 500						
6	MaintStar Expansion Software and Mobile Equipment	Asset and Maintenance Managing software and equipment with onsite training and installation. Work field orders.	\$ 150		\$ 150						
7	Bus APC	Automatic Passenger Counter systems on all METRO buses.	\$ 1,200	\$ 1,200							
8	WiFi expansion	Public WiFi equipment on all facilities and routes beginning w/UCSCs and Express buses. Bus AVL implementation may negate the need for this.	\$ 1,000		\$ 1,000						
9	Cameras on buses	Phase 2 (remaining buses). Phase 1 completed.	\$ 800		\$ 800						
10	Camera security system for ParaCruz facility	Camera security system for ParaCruz facility	\$ 150		\$ 150						
11	ParaCruz MDC replacements	ParaCruz MDC replacements (two per year)	\$ 15	\$ 8	\$ 8						
12	TVMs - replacements and additional	TVM Upgrades and/or replacements	\$ 210		\$ 210						
	Business Copy Machine	Copy machine - Admin	\$ 20	\$ 20							
	Backup Repeater Site	2-way Radio Equipment to allow JKS to function as a radio repeater site	\$ 15		\$ 15						
<b>Unfunded Capital Costs thru 2028</b>			<b>\$ 6,240</b>	<b>\$ 3,253</b>	<b>\$ 2,953</b>	<b>\$ 35</b>	<b>\$ -</b>				

17L.6

# Attachment L

UNFUNDED CAPITAL PROJECTS (000s)												
Communications			19	20	21	22	23	24	25	26	27	28
#	Project	Description	Cost (000s)									
1	Metro Rebranding	Establish consistent brand with uniform signage, letterhead, ads	\$ 500	\$ 500								
		<b>Unfunded Capital Costs thru 2028</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>							

17L.7

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# Attachment M

## Funding Justification: Marketing, Communications & Customer Service Manager

On November 14, 2014 the METRO Board established the Marketing, Communications and Customer Service position and on February 13, 2015 the Board approved the Class Specification and Wage Scale for the position. Unfortunately, the CEO was unable to recommend funding for the new position in the FY16 budget due to the fiscal structural deficit at the time and the potential of layoffs.

The FY19 budget proposes to fund this position, although it only funds it for **one-half of a year**. This, due to the SB1 challenge expected to be on the ballot this November 2018. SB1 is the Road Repair and Accountability Act of 2017.

If SB1 survives the challenge, the CEO will initiate a recruitment to fill the position in early December 2018. However, if SB1 is overturned by the voters, the CEO will be forced to present to the Board a number of operations budget reductions. Under this scenario, the Board will consider whether or not to fill the position in conjunction with their consideration of other budget reductions that will be needed as a result of the loss of over \$1 million.

Various audits and reviews have suggested the position/function be created/filled:

### 2013 Short Range Transit Plan (SRTP)

- The SRTP includes a significant section (12) devoted to a Marketing Plan. However, while the information is useful, METRO has never had the staffing resources with which to accomplish the suggested marketing efforts.
- “Departments work together, but no single department is responsible for the overall appearance of METRO’s marketing tools, adherence to any design policies or programs, or management of the marketing function.”
- **“CONCLUSION:** Transit agencies have found that taken together, the marketing and public awareness strategies discussed in this chapter help to confirm within a community that transit is an integral part of daily life. Buses help reduce congestion in Santa Cruz County, provide affordable mobility, and sport the METRO brand that incorporates local geography, instilling a sense of connection to Santa Cruz and local pride among riders and non-riders alike.”

### FY2013 – 2015 TDA Audit

- “A marketing manager type position would coordinate the various efforts being conducted and design a comprehensive strategy including actions proposed by the SRTP to increase awareness and brand strength. The prevalence of social media and technology in marketing campaigns raises

# Attachment M

the importance of an experienced transit marketer. Santa Cruz METRO should develop a strategy to centralize marketing functions, whether creating a dedicated marketing management position or designating qualified staff within the existing departments. This would have the effect of creating efficiencies in consistent messaging and marketing service across communication channels with riders and the public.”

## Grand Jury report June 2017

- *“Business Development Unit:* In today’s financial climate, special districts must be their own advocates in augmenting their budgets. While there are tax dollars allocated, they must proactively seek out additional funding, brand themselves, and actively market their services. The district needs the mindset of an entrepreneur to flourish. The Metro organization chart has had an unfilled position for a marketing manager for three years. This may be short-sighted. A person in this position, particularly if it were expanded to include business development, could be:
  - developing and championing ways to increase revenues,
  - exploring new concepts and programs,
  - pursuing partnerships similar to those with UCSC and Cabrillo College,
  - establishing community outreach programs,
  - expanding grant writing oversight, and
  - advocating for an improved rider experience.

Currently these activities are disjointed and sporadic, and are constrained by a narrow definition of marketing. A business development manager would also examine the practices of similar and more financially robust transit systems to identify proven strategies.

- **F9.** Metro marketing functions are handled inefficiently, in significant part due to an unfilled marketing manager position. Marketing must be more than just selling advertising on buses.
- **F10.** Metro lacks a business development manager. Currently, business development responsibilities

On November 14, 2014 the CEO provided the following position justification:

### **“Increasing Revenues and Santa Cruz METRO Branding**

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

# Attachment M

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

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

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

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# Attachment N



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

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

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT TO ADOPT A BUDGET FOR FISCAL YEARS 2019 AND 2020

**WHEREAS**, it is in the interest of the Santa Cruz Metropolitan Transit District to adopt a budget for each fiscal year;

**WHEREAS**, a budget for Capital and Operating expenses and revenues has been developed for fiscal years 2019 and 2020;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, that the budget attached hereto as Attachment C – Attachment I and presented to the Board of Directors is hereby adopted

**PASSED AND ADOPTED** this 22<sup>nd</sup> Day of June 2018 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:  
Bruce McPherson, Chair

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Attest:  
Alex Clifford, CEO/General Manager

---

# Attachment N

Resolution No. \_\_\_\_\_  
Page 2

Approved as to form:  
Julie A. Sherman, General Counsel \_\_\_\_\_

VERBAL PRESENTATION ONLY

METRO ADVISORY COMMITTEE (MAC)  
SEMI-ANNUAL REPORT

Michael Pisano  
MAC Chair

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**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Barrow Emerson, Planning & Development Manager  
**SUBJECT: CONSIDERATION OF OPENING A PUBLIC COMMENT PERIOD ON  
THE PROPOSED ELIMINATION OF ROUTES 33 AND 34 DUE TO LOW  
RIDERSHIP**

## **I. RECOMMENDED ACTION**

**That the Board of Directors open a public comment period on the proposed elimination of Routes 33 and 34**

## **II. SUMMARY**

- On June 24, 2016, the Santa Cruz Metropolitan Transit District (METRO) Board approved a series of service reductions to address a significant structural deficit.
- On September 8, 2016, the service reduction was implemented, eliminating approximately 19% of fixed-route trips.
- As part of the Comprehensive Operational Analysis (COA) conducted to determine recommendations for service modifications, it was recommended to eliminate the Routes 33 and 34 due to low ridership per trip and low farebox recovery.
- It was ultimately decided to retain these routes, which primarily provide school service to the San Lorenzo Valley (SLV) Junior and Senior High Schools, in the hope that their ridership would improve.
- For the past two school years since the service reduction, METRO Planning staff has monitored the performance of these two routes and data confirms that their ridership has not grown and they have the lowest per trip average ridership in the system, while other services in the County are in need of additional capacity and span of service to meet demand.
- Staff recommends the Board initiate a public comment period culminating with a public hearing held at the August 24, 2018 METRO Board meeting.

## **III. DISCUSSION/BACKGROUND**

### Service Restructure

In May of 2015, METRO initiated a in a system wide restructuring, referred to as the Comprehensive Operational Analysis (COA), the first such review in over fifteen years to address a systemic structural deficit. Irrespective of a fiscal structural deficit or not, METRO was overdue for a systemwide restructuring.

METRO accomplished both a system wide restructure and identified approximately \$5 million in service reductions.

Following Board approval on June 24, 2016, a service reduction was implemented on September 8, 2016, which eliminated approximately 19% of fixed-route trips.

Among the routes initially recommend for elimination were Routes 33 and 34, which had among the lowest average boarding per trip in the METRO system. It was ultimately decided to retain these services, which primarily provide service to SLV Junior and Senior High Schools, in the hope that ridership would improve.

#### Performance of Routes 33 and 34 for the 2016-17 and 2017-18 school years

For the past two school years, METRO Planning staff has monitored the ridership for these two routes. Survey data confirms that their ridership has not grown and they have the lowest per trip average ridership in the system.

The ridership on Route 34 has averaged approximately 2 riders per trip in both the morning and afternoon while Route 33 has averaged less than 6 student riders in the morning and approximately 8 student riders in the afternoon.

#### Staff recommendation

Staff recommends that the vehicles and bus operator resources be reallocated to other services in the County, which are in need of additional capacity and span service to meet demand.

#### Coordination with SLV Schools District

METRO staff has worked with the SLV School District over the last two school years to identify enrollment patterns, alternative funding strategies, and provide information for student families in an effort to increase student ridership. METRO will continue to coordinate with the School District on fixed route service opportunities, including the existing Route 35/35A on which METRO provides twice an hour service directly to the Junior/Senior High School complex, including enhanced school term service in the morning arrival and afternoon departure periods.

#### Next Steps

METRO staff proposes to culminate the public comment period with a public hearing on this proposed service reduction at the August 24, 2018 Board meeting.

After receiving and considering public input, if the Board endorses the proposed service reduction, these routes would be eliminated effective December 13, 2018.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

The resources committed to these two services would be reallocated to other METRO services, therefore there would be no net impact on the Operating budget.

**V. ALTERNATIVES CONSIDERED**

The alternative is to maintain this service, which is not recommended, as there are other more productive services in need of frequency and span of service improvements.

**VI. ATTACHMENTS**

**Attachment A:** Resolution opening a public comment period and setting a public hearing for August 24, 2018.

Prepared by: Barrow Emerson, Planning & Development Manager

**VII. APPROVALS**

Barrow Emerson  
Planning & Development Manager

Barrow Emerson

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

allow for AA

Alex Clifford, CEO/General Manager

Alex Clifford

# 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:

### **OPENING A 64-DAY PUBLIC COMMENT PERIOD AND SETTING A PUBLIC HEARING FOR AUGUST 24, 2018 TO DISCUSS PROPOSED ELIMINATION OF METRO ROUTES 33 AND 34**

**WHEREAS**, the Santa Cruz Metropolitan Transit District (METRO) receives federal financial assistance from the Federal Transit Administration (FTA) for the provision of public transit service; and

**WHEREAS**, the District monitors the performance of its routes to ensure it is using its limited financial resources in a cost-effective manner; and

**WHEREAS**, due to low ridership on Routes 33 and 34, METRO staff recommends elimination of such routes; and

**WHEREAS**, pursuant to METRO's regulations concerning notice requirements and procedures for public hearings (Administrative Code, Title III, Chp. 2) METRO must obtain public input and hold a public hearing prior to making significant Fixed-Route service changes; and

**WHEREAS**, staff recommends the Board of Directors initiate a public comment period with regard to the elimination of Routes 33 and 34, culminating with a public hearing to be held at the August 24, 2018 METRO Board meeting.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that:**

A Public Hearing shall be conducted on August 24, 2018, at 9:30am, or as soon thereafter as the matter can be heard, at the Scotts Valley Council Chambers, One Civic Center Drive, Scotts Valley, California, for purposes of discussing the elimination of Routes 33 and 34.

# Attachment A

Resolution #  
Page 2 of 3

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on June 22, 2018, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

---

BRUCE McPHERSON  
Chairperson

ATTEST:

---

ALEX CLIFFORD  
CEO/General Manager

APPROVED AS TO FORM:

---

JULIE SHERMAN  
District Counsel

# Attachment A

Resolution #  
Page 3 of 3

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

### **NOTICE OF PUBLIC HEARING TO DISCUSS PROPOSED MODIFICATIONS TO SANTA CRUZ METRO'S FIXED ROUTE BUS SERVICE**

(Attached)

# Exhibit A

Notice is hereby given that a public hearing will be held by the Board of Directors of Santa Cruz METRO to continue to elicit public feedback regarding the proposal to eliminate Routes #33 and #34 due to low ridership. The proposal is intended to eliminate an unproductive service for the purpose of reallocating vehicle and bus operator resources to other services in the County, which are in need of additional capacity and span service to meet demand.

At the hearing the Santa Cruz METRO Board of Directors will afford an opportunity for interested persons to be heard with respect to the recommendation on the service elimination proposal to the Board of Directors. Interested parties may address the Santa Cruz METRO Board of Directors orally or in writing at the public hearing. In addition, documents and written comments addressed to the Board of Directors will be received through 8:00AM on August 24, 2018 via USPS at the following address: Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060, via email at [planning@scmtd.com](mailto:planning@scmtd.com) or via phone at 831.420.2537.

The public hearing will commence on Friday, August 24, 2018 at 9:00AM or as soon thereafter as can be heard at the Scotts Valley City Council Chambers, One Civic Center Drive, Scotts Valley, CA.

The METRO Board of Directors will take final board action on August 24, 2018. Spanish translation will be available.

Se da de aviso que la Junta Directiva de Santa Cruz METRO tendrá una audiencia pública para seguir obteniendo comentarios del público con respecto a la propuesta de eliminar la Ruta 33 y Ruta 34 debido a la baja cantidad de pasajeros. La propuesta tiene por objeto eliminar un servicio improductivo para el fin de reasignar los recursos de los choferes y autobuses a otros servicios en el Condado que están en necesidad de capacidad adicional y un servicio integral para satisfacer la demanda.

En la audiencia, la Junta Directiva de Santa Cruz METRO brindará la oportunidad de que las personas interesadas sean escuchadas por la Junta Directiva con respecto a la recomendación sobre la propuesta de eliminación del servicio. Aquellos interesados pueden dirigirse a la Junta Directiva de Santa Cruz METRO oralmente o por escrito en la audiencia pública. Además, los documentos y comentarios escritos dirigidos a la Junta Directiva se recibirán hasta las 8:00AM el 24 de agosto del 2018 a través de correo postal a la siguiente dirección: Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060, por correo electrónico a [planning@scmtd.com](mailto:planning@scmtd.com) o por teléfono al 831.420-2537.

La audiencia pública comenzará el viernes 24 de agosto del 2018 a las 9:00AM o tan pronto como se pueda escuchar en la Cámara del Consejo Municipal de Scotts Valley, One Civic Center Drive, Scotts Valley, CA.

La Junta Directiva de METRO tomará acción final el 24 de agosto del 2018.



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Finance Manager  
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF APRIL 30, 2018**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Year to Date Monthly Financial Report as of April 30, 2018**

**II. SUMMARY**

- 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 April 30, 2018."
- 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 April 30, 2018. The fiscal year has elapsed 83%.

Slide 1

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

Slide 2

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

- Operating Revenues for the month are unfavorable by \$1,389K
- Operating Expenses
  - Labor Regular - favorable by \$33K
  - Labor OT - unfavorable by \$130K
  - Fringe Benefits – favorable by \$255K
  - Non-Personnel - favorable by \$62K

- Total Operating Expenses – favorable by \$222K
- Total Budget to Actual Variance - unfavorable by \$1,167K

Slide 3

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

- Operating Revenues Year to Date are favorable by \$178K
- Operating Expenses
  - Labor Regular - favorable by \$649K
  - Labor OT - unfavorable by \$1,150K
  - Fringe Benefits - favorable by \$1,807K
  - Non-Personnel - favorable by \$373K
- Total Operating Expenses –favorable by \$1,681K

Total Budget to Actual Variance - favorable by \$1,859K

Slide 4

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

- Passenger Fares- actual is \$8,572K while budget is \$8,828K
- Sales Tax Revenue (including Measure D)- actual is \$18,471K while budget is \$18,871K
- TDA- actual and budget are \$5,076K
- Other Revenue- actual is \$504K while budget is \$409K
- Other Op Assistance/Funding- actual is \$71K while budget is \$8K
- STA – Op Assistance- actual is \$1,235K while budget is \$559K
- Federal Op Assistance – actual is \$171K while budget is \$170K

Slide 5

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

- Passenger Fares variance to budget is unfavorable by \$256K primarily due to:
  - Fixed Route and Highway 17 Fares under budget.
- Sales Tax Revenue variance to budget is unfavorable by \$400K due to transfers of Sales Tax Measure D funds to the Capital Budget as per 5-Year Program of Projects funded by Measure D Revenues. (The FY18 budget was finalized, prior to submitting the 5-Year Program of Projects to RTC and therefore does not reflect the transfers of Sales Tax Measure D funds to the Capital Budget.)

- Other Revenue variance to budget is favorable by \$94K primarily due to Advertising and Interest income.
- Other Op Assistance/Funding variance to budget is favorable by \$63K due to additional funding received by UCSC for the Articulated Bus Project (that was not anticipated and budgeted in FY18).
- STA – Op Assistance variance to budget is favorable by \$676K as FY18 transfers to the Capital Budget are postponed until year-end, while the budget reflects quarterly transfers.
- Federal Op Assistance variance to budget is favorable by \$1K.

Slide 6

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

- Labor - Regular- actual is \$13,015K while budget is \$13,664K
- Labor – OT - actual is \$2,525K while budget is \$1,375K
- Fringe Benefits - actual is \$15,976K (*of which \$3,897K is the Retirement Expense YTD*) while budget is \$17,783K
- Services - actual is \$2,616K while budget is \$2,933K
- Mobile Materials & Supplies - actual is \$2,467K while budget is \$2,450K
- Other Expenses - actual is \$1,766K while budget is \$1,839K

Slide 7

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

- Labor – Regular variance to budget is favorable by \$649K due to:
  - Vacant funded positions
  - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$1,150K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$1,807K primarily due to lower medical and workers comp insurance costs.
- Services variance to budget is favorable by \$317K primarily due to Prof & Tech Fees under budget.
- Mobile Materials & Supplies variance to budget is unfavorable by \$17K due to Rev Veh Parts.
- Other Expenses variance to budget is favorable by \$73K primarily due to Casualty & Liability (Settlement Costs).

Slide 8

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

- Total Capital Spending year to date is \$2,526K; FY18 budget is \$20.5M
  - Cal-OES Prop 1B Transits Security Grant funding (CTSGP) is \$1.2M
  - Operating and Capital Reserve funding is \$291K
  - Federal Capital Grants (FTA) funding is \$393K
  - Sales Tax Measure D funding is \$490K
  - State Transits Assistance (STA) – Transfers from Operating Budget funding is \$57K
  - State – PTMISEA (1B) funding is (\$140K).(Settlement proceeds)
  - Statewide Transportation Improvement Program (STIP) funding is \$247K

Slide 9

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

- Total Capital Projects spending year to date is \$2,526K; FY18 budget is \$20.5M
  - Construction Related Projects spending is \$1,247K
  - Revenue Vehicle Replacements spending is \$917K
  - Non-Revenue Vehicle Replacements spending is \$272K
  - IT Projects spending is \$62K
  - Misc. spending is \$23K
  - Facilities Repair & Improvements spending is \$5K

Slide 10

(Cover Sheet) - Additional Information

Slide 11

Additional Information for the Month of April 2018

- Unemployment Rate % in Santa Cruz County is 5.4%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.62
- Monthly Ridership - Without UCSC (Cabrillo, Highway 17 and Fixed Route) has increased in April 2018.

Slide 12

FY18 Operating Expenses Year to Date as of May 31, 2018: Preliminary

- Operating Expenses
  - Labor Regular - favorable by \$627K
  - Labor OT - unfavorable by \$1,327K
  - Fringe Benefits - favorable by \$1,990K
  - Non-Personnel - favorable by \$1,000K
- Total Operating Expenses - favorable by \$2,290

Slide 13

(Cover Sheet) – FY18 & FY19 Non-Controllable Budget Risks as of May 31, 2018

Slide 14

FY18 & FY19 Non-Controllable Budget Risks (exceeding \$200K)

- SB1 Repeal Risk; New TDA-STA PUC 99313 & 99314; New TDA –STA-SGR Revenue
  - Operating Budget-TDA-STA-SB1-100% of the SB1 is at risk due to potential voter repeal – \$1,230K and \$1,766 at risk, in FY18 and FY19, respectively.
  - Capital Budget-TDA-STA-SB1-SGR-100% of the SB1-SGR is at risk due to potential voter repeal – \$671K at risk, in both FY18 and FY19 (as per Revised SCO estimate dated 11/3/17).
  - Capital Budget- SB1-LPP-100% is at risk due to potential voter repeal - \$314K at risk, in both FY18 and FY19.
  - Total SB1 Repeal Operating and Capital Budget Risk is \$2,215K in FY18 and \$2,751K in FY19.

**IV. FINANCIAL CONSIDERATIONS/IMPACT**

Total Budget to Actual Variances for the month and year to date are unfavorable by \$1,167K (Sales Tax Measure D transfers to Capital Budget) and favorable by \$1,859K, respectively.

Non-Controllable budget risks currently exist that could have a significant impact to the operating and capital budgets. Staff will have more information about the potential SB1 voter repeal issue later in the year.

**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 April 30, 2018  
Presentation

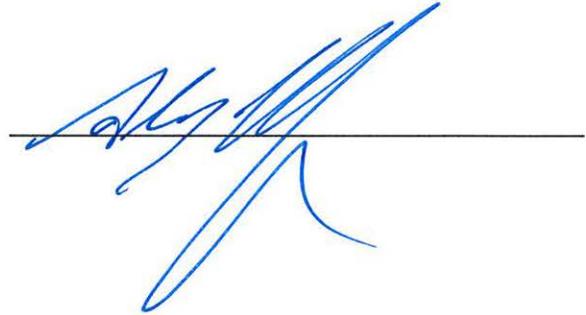
Prepared by: Kristina Mihaylova, Sr. Financial Analyst

**VII. APPROVALS:**

Approved as to fiscal impact:  
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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# **Year to Date Monthly Financial Report as of April 30, 2018**

Santa Cruz METRO Board of Directors

*June 22, 2018*

Angela Aitken, Finance Manager

# FY18 Operating Revenue and Expenses

## For the Month Ending April 30, 2018

83% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
<b>Operating Revenue:</b>	\$856 *	\$2,245	(\$1,389)
<b>Operating Expenses:</b>			
Labor - Regular	\$1,333	\$1,366	\$33
Labor - Overtime	\$267	\$137	(\$130)
Fringe Benefits	\$1,523	\$1,778	\$255
Non-Personnel Expenses	\$642	\$704	\$62
<b>Total Operating Expenses:</b>	<b>\$3,765</b>	<b>\$3,987</b>	<b>\$222</b>
<b>Operating Budget Favorable/ (Unfavorable):</b>			<b>(\$1,167)</b>

\* Actual Revenue Amount reflects Sales Tax Measure D Transfers to Capital Budget



# FY18 Operating Revenue and Expenses

**Year to Date as of April 30, 2018**

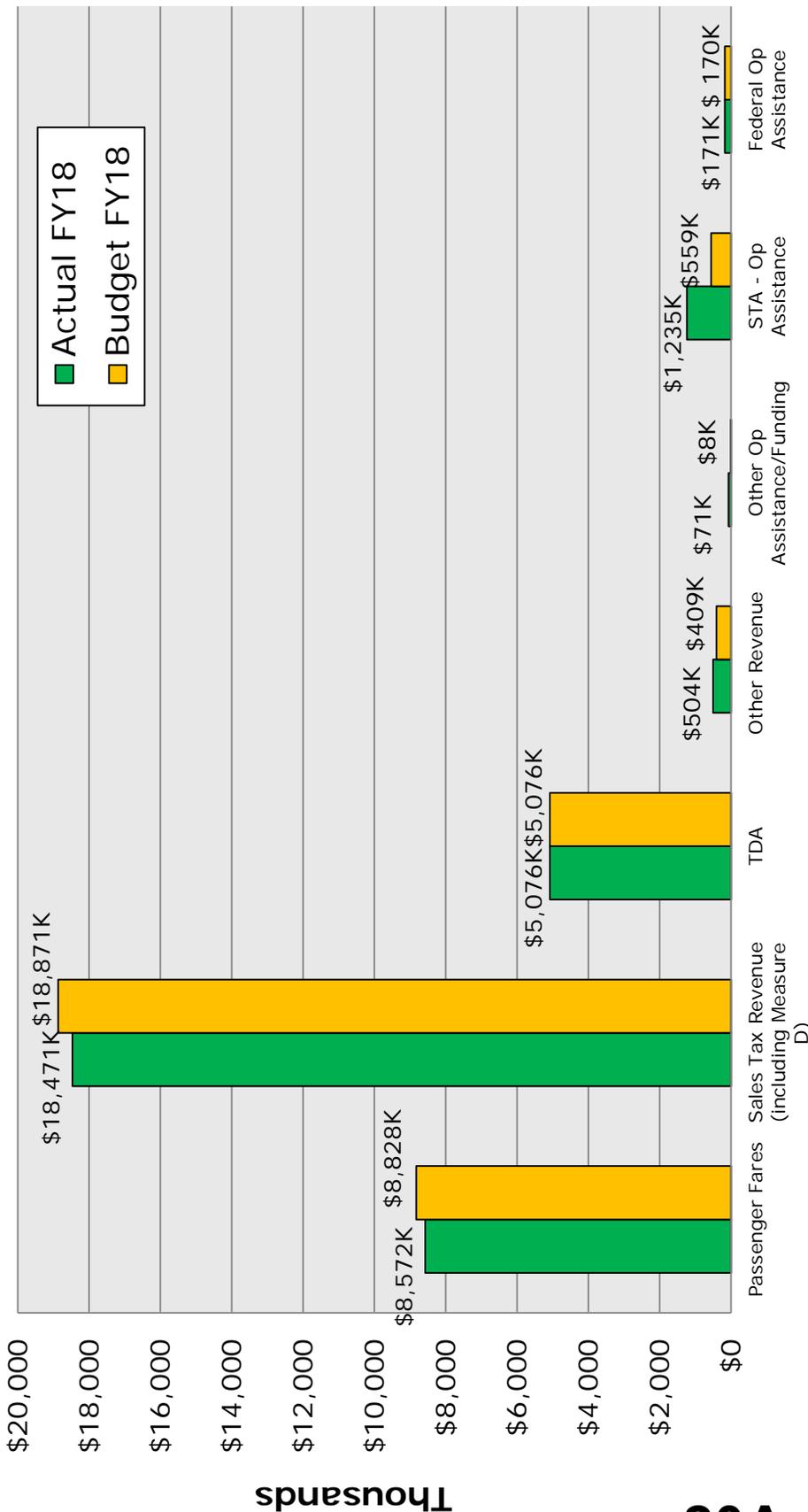
83% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual
<b>Operating Revenue:</b>	\$34,100	\$33,921	\$178
<b>Operating Expenses:</b>			
Labor - Regular	\$13,015	\$13,664	\$649
Labor - Overtime	\$2,525	\$1,375	(\$1,150)
Fringe Benefits	\$15,976	\$17,783	\$1,807
Non-Personnel Expenses	\$6,849	\$7,222	\$373
<b>Total Operating Expenses:</b>	<b>\$38,364</b>	<b>\$40,045</b>	<b>\$1,681</b>
<b>Operating Budget Favorable/ (Unfavorable):</b>			<b>\$1,859</b>

20A.3

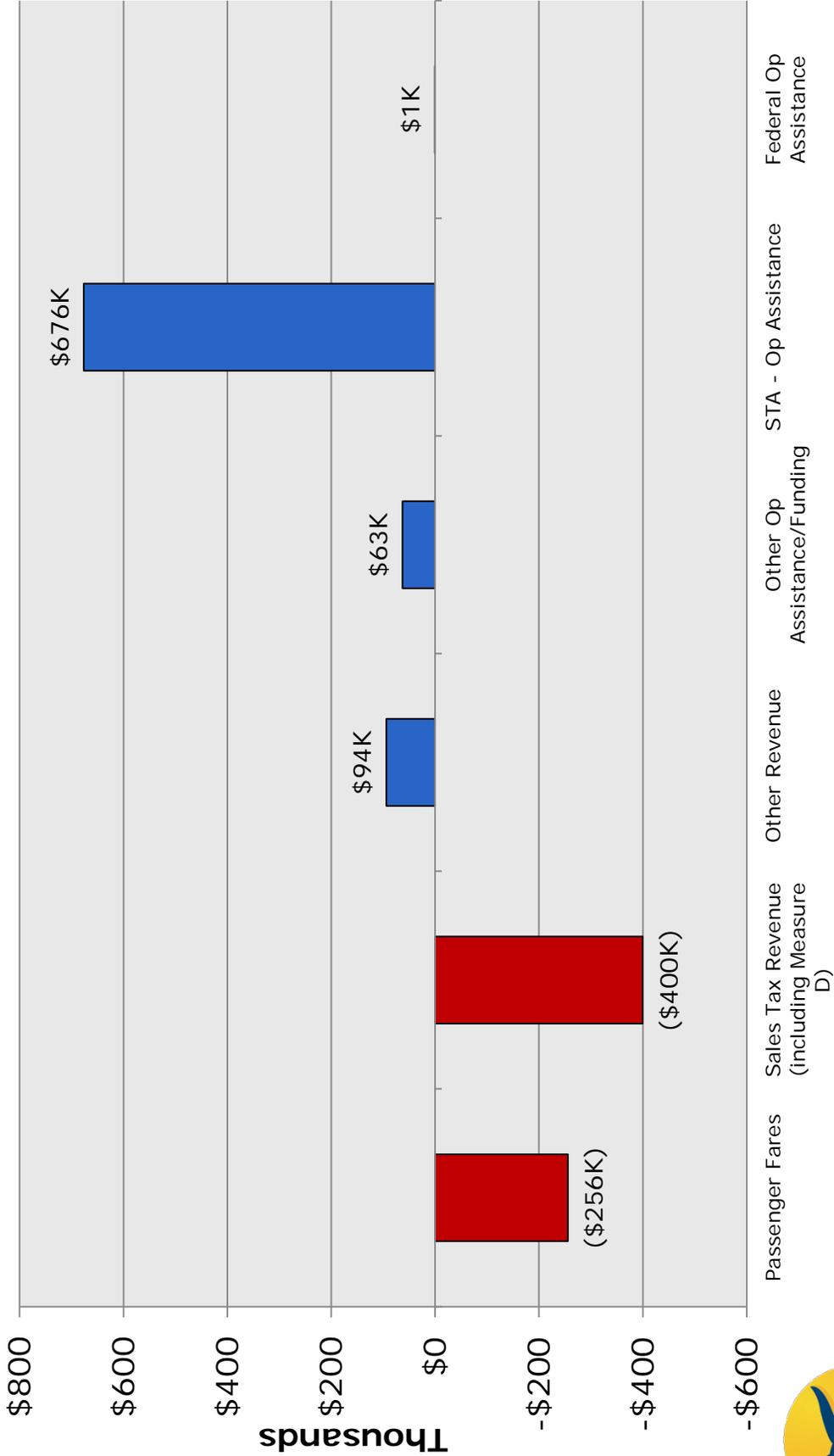


FY18 Operating Revenue by Major Funding Source  
Year to Date as of April 30, 2018  
 83% of Fiscal Year Elapsed



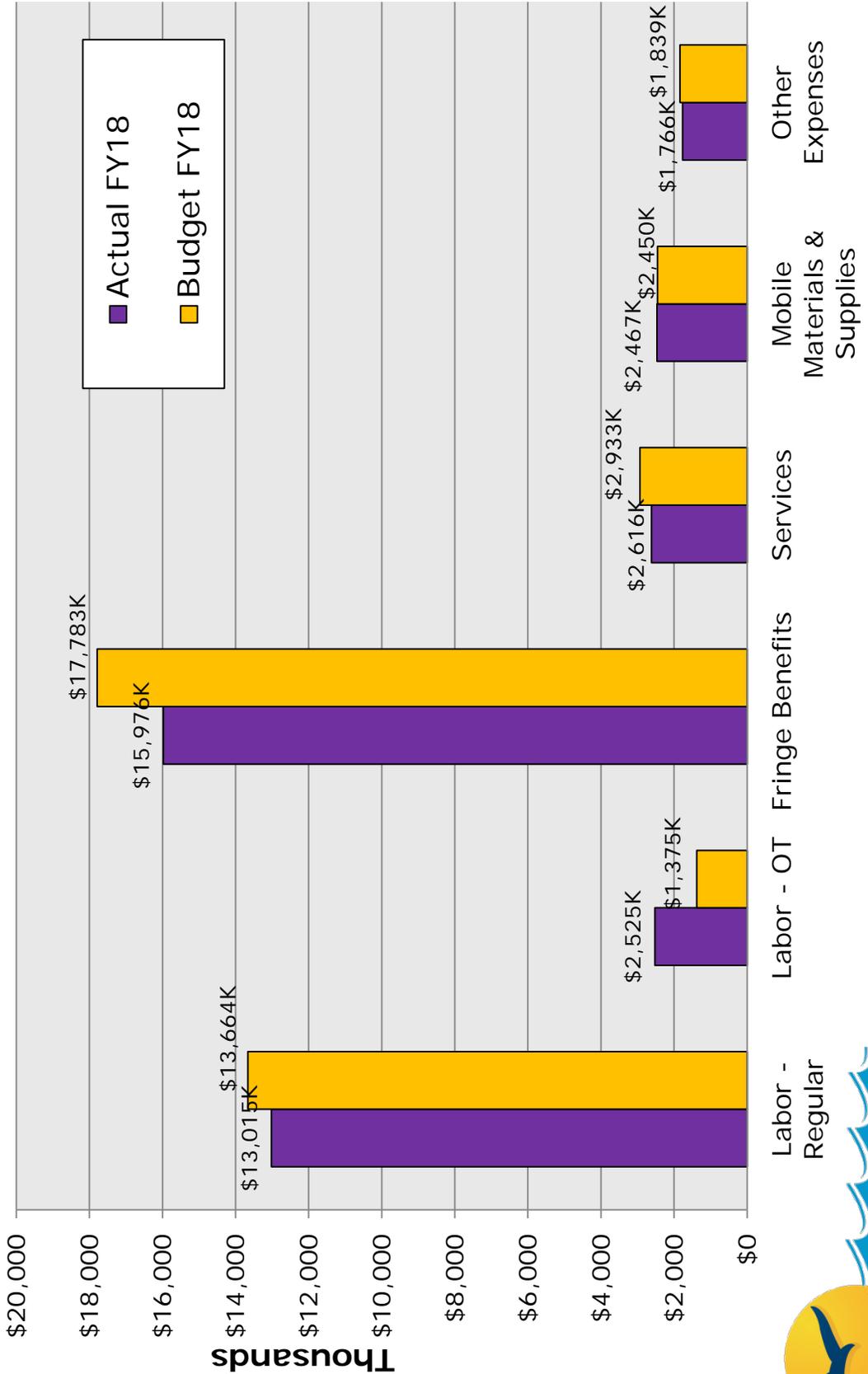
Favorable/(Unfavorable) Revenue Variance to Budget  
Year to Date as of April 30, 2018

83% of Fiscal Year Elapsed



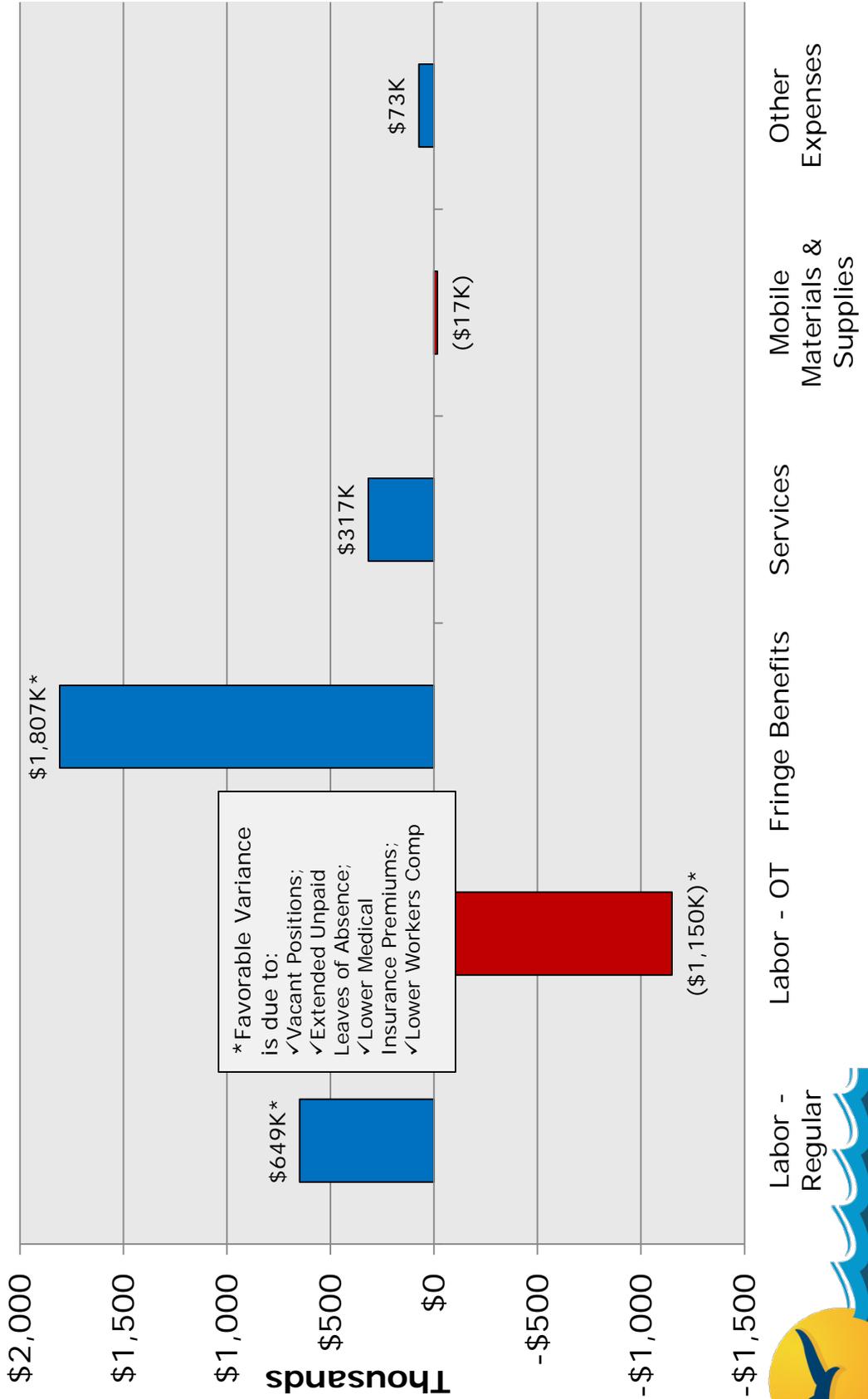
FY18 Operating Expenses by Major Expense Category  
Year to Date as of April 30, 2018

83% of Fiscal Year Elapsed



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

83% of Fiscal Year Elapsed

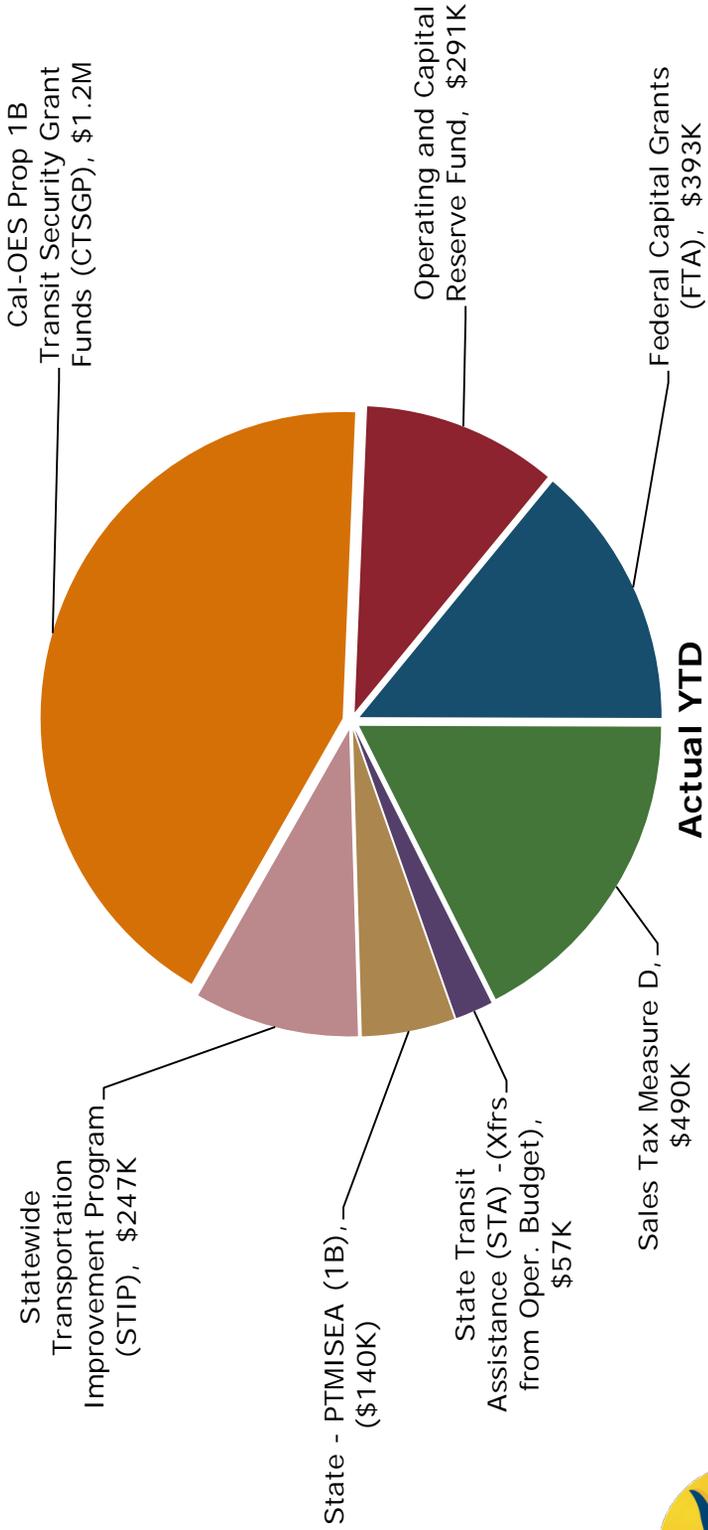


# FY18 Capital Budget:

Spending Year to Date (by Funding Source) as of April 30, 2018

83% of Fiscal Year Elapsed

	Actual YTD	Total FY18 Budget	% Spent YTD
<b>Total Capital Funding:</b>	<b>\$2,526,167</b>	<b>\$20,489,996</b>	<b>12%</b>

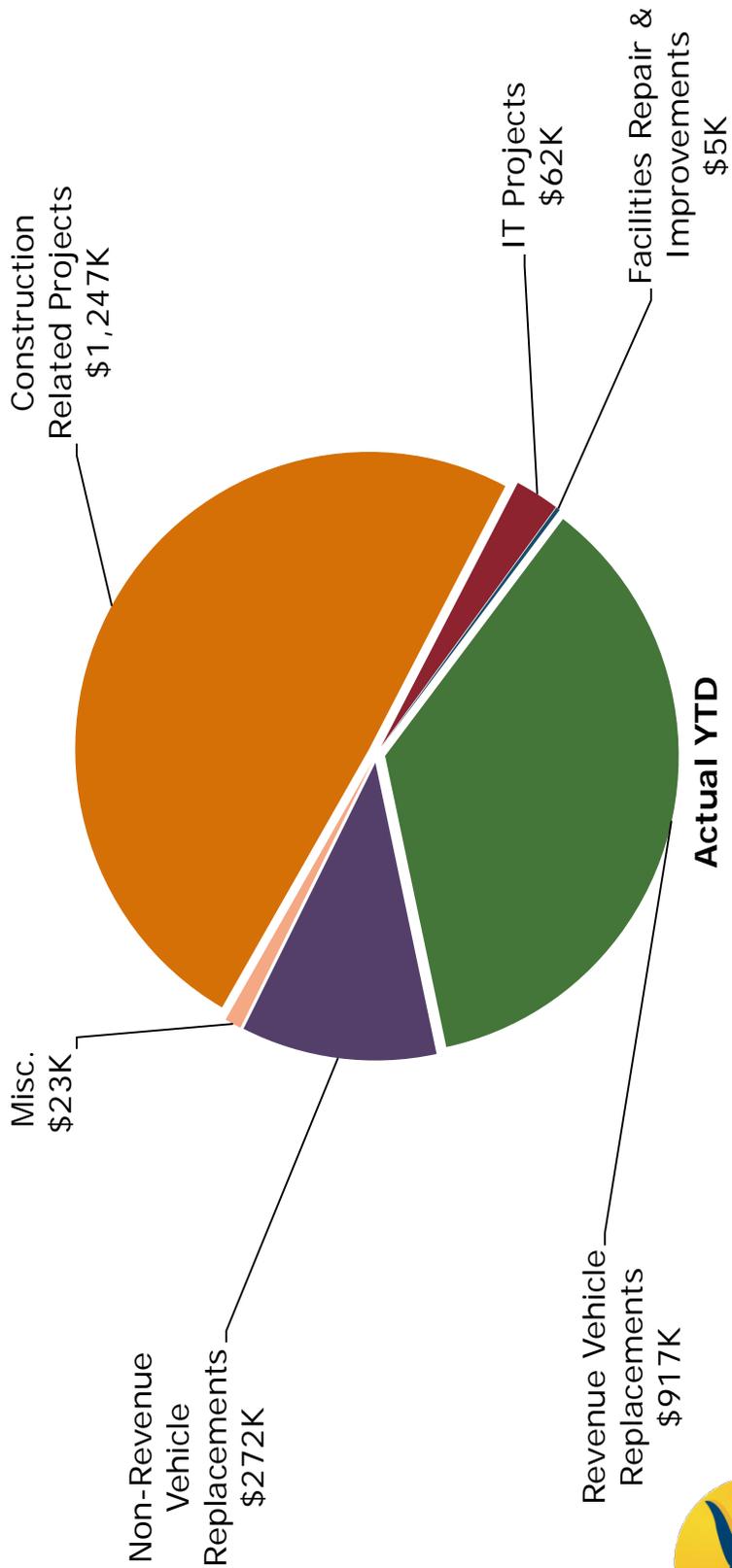


# FY18 Capital Budget:

Spending Year to Date as of April 30, 2018

83% of Fiscal Year Elapsed

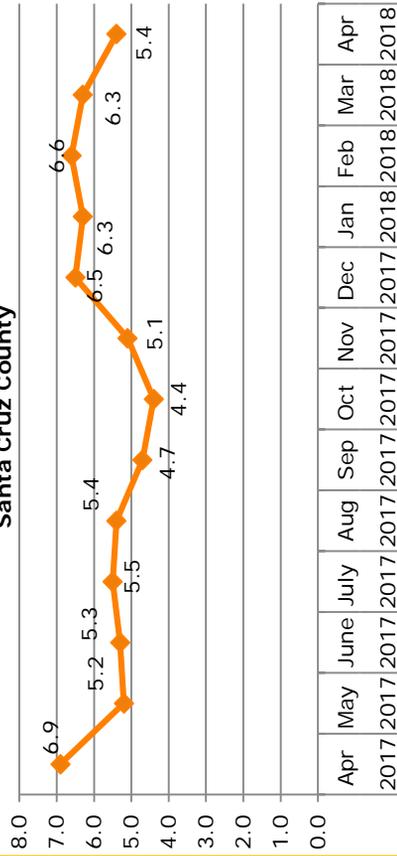
	Actual YTD	Total FY18 Budget	% Spent YTD
<b>Total Capital Projects*:</b>	<b>\$2,526,167</b>	<b>\$20,489,996</b>	<b>12%</b>



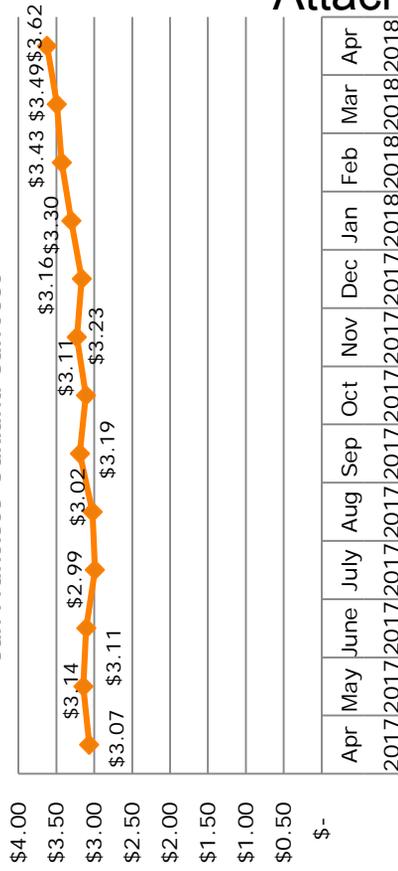
# Additional Information

# Additional Information

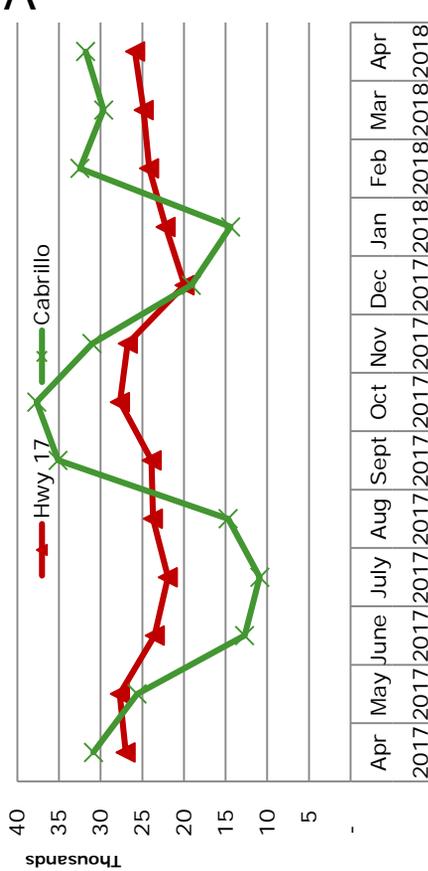
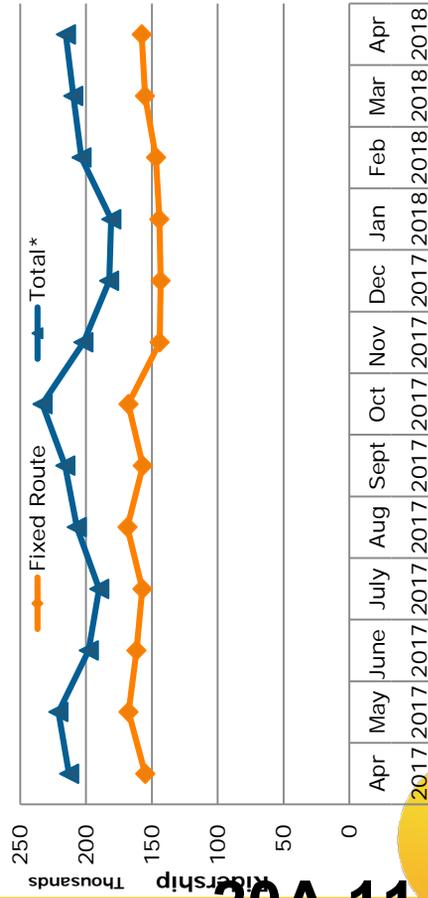
Unemployment Rate %  
Santa Cruz County



\$ Gasoline per Gallon  
San Francisco-Oakland-San Jose



Monthly Ridership – Without UCSC



\* Total = Fixed Route + Hwy 17 + Cabrillo Ridership



# FY18 Operating Expenses:

## Year to Date as of May 31, 2018: PRELIMINARY

92% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
Operating Expenses:			
Labor - Regular	\$14,404	\$15,031	\$627
Labor - Overtime	\$2,839	\$1,512	(\$1,327)
Fringe Benefits	\$17,571	\$19,561	\$1,990
Non-Personnel Expenses	\$6,927	\$7,927	\$1,000
Total Operating Expenses:	\$41,741	\$44,031	\$2,290

**FY18 & FY19  
Non-Controllable Budget Risks  
as of May 31, 2018:**

# FY18 & FY19

## Non-Controllable Budget Risks (>\$200K)

<p><b><u>SB1 Repeal Risk</u></b>  <b>NEW TDA-STA PUC 99313 &amp; 99314</b>  <b><u>NEW TDA-STA-SGR Revenue</u></b></p>	<p><b>FY18</b>  <b>Budget</b>  <b>Adopted</b>  <b>06/23/2017</b></p>	<p><b>FY19</b>  <b>Budget</b>  <b>Adopted</b>  <b>06/23/2017</b></p>
<p><b><u>Operating Budget:</u></b>  <b><u>IDA-STA-SB1:</u></b> 100% of the SB1 is at risk due to potential voter repeal</p>	<p>(\$1,230K)</p>	<p>(\$1,766K)</p>
<p><b><u>Capital Budget:</u></b>  <b><u>IDA-STA-SGR (Capital):</u></b> 100% is at risk due to potential voter repeal  <b><u>SB1- LPP (Capital):</u></b> 100% is at risk due to potential voter repeal</p>	<p>(\$671K)*                  (\$314K)</p>	<p>(\$671K)*                  (\$314K)</p>
<p><b><u>TOTAL SB1 Repeal Operating and Capital Budget Risk:</u></b></p>	<p><b><u>(\$2,215K)</u></b></p>	<p><b><u>(\$2,751K)</u></b></p>

\*Revised from \$737K, as per SCO estimate dated 11/3/17



# Questions

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**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Jolene Church, Human Resources Manager  
**SUBJECT: CONSIDERATION OF APPROVING THE AMENDED DRUG AND ALCOHOL TESTING POLICY AND APPROVAL OF THE RESOLUTION REGARDING THIS ACTION**

## **I. RECOMMENDED ACTION**

**That the Board of Directors Adopt Santa Cruz METRO's Amended Drug and Alcohol Testing Policy (AR-3013) and Approve the Resolution Adopting the Amended Policy**

## **II. SUMMARY**

- In accordance with federal law, Santa Cruz METRO's Drug and Alcohol Testing Policy (Policy) became effective on January 1, 1996. Since that time, several amendments have been made due to changes in the federal regulations.
- The Department of Transportation (DOT) recently amended *49 CFR Part 40*, relating to drug and alcohol testing procedures for the federally regulated transportation industry.
- Effective January 1, 2018, the DOT expanded the list of drugs required to be tested, to include testing for Opioids (codeine, heroin, morphine, 6-AM, hydrocodone, hydromorphone, oxycodone and oxymorphone).
- METRO Staff has updated the list of Safety Sensitive job classifications to include the Assistant Maintenance Manager. Staff also updated the management titles on Attachment 1 of the amended policy.
- The Service Employees International Union (SEIU), Local 521 and United Transportation Union (UTU), Local 23 have reviewed and discussed the revised Policy with management.
- METRO Staff is recommending Board approval of the revised Policy.

## **III. DISCUSSION/BACKGROUND**

METRO's Policy (*Exhibit A*) was established to ensure the safe and efficient operation and maintenance of its transportation system for its passengers and to provide a safe work environment for all METRO employees. METRO is responsible for meeting all applicable requirements and procedures outlined in the Department of Transportation's (DOT's) federal regulations (*49 CFR Part 40, as amended*).

The DOT recently amended *49 CFR Part 40*, relating to drug and alcohol testing procedures for the federally regulated transportation industry. The DOT expanded the list of substances for which an employer shall test to include Opioids, (codeine, heroin, morphine, 6-AM, hydrocodone, hydromorphone, oxycodone and oxymorphone). The final DOT regulations became effective January 1, 2018. Section 8.02 of METRO's Policy has been amended to include testing for these substances.

In addition, the informational sheets (Attachments 1-3) of the revised Policy have been removed. Also, the list of Safety Sensitive Job Classifications has been updated to include the Assistant Maintenance Manager, as well as updates to the management job titles to reflect current job classifications found in the Management Classification Study that was performed by CPS HR Consulting (*See Attachment 1 of Exhibit A*).

Representatives from Service Employees International Union (SEIU), Local 521 and the United Transportation Union (UTU), Local 23 have been given the opportunity to review and discuss the revised Policy and they did not raise objections to changes that were made.

At this time, METRO Staff recommends that the Board of Directors approve the revised Policy (*Exhibit A*).

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

There are no financial considerations at this time.

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

- None. This action derives from a federal requirement.

#### **VI. ATTACHMENTS**

**Attachment A:** Resolution Adopting the Amended Drug and Alcohol Testing Policy (AR-3013)

Exhibit A: Drug and Alcohol Testing Policy (final and redlined versions)

Prepared By: Rickie-Ann Kegley, Paralegal

**VII. APPROVALS:**

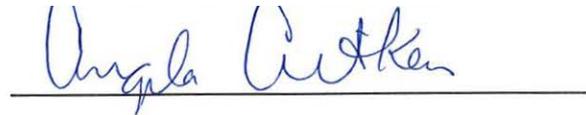
Jolene Church  
Manager of Human Resources



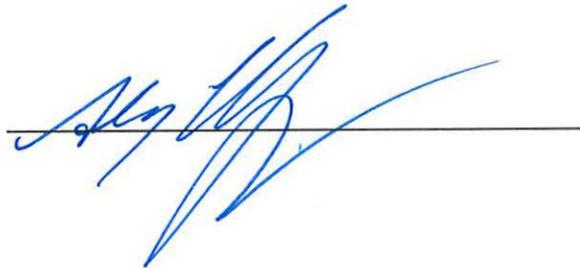
Approved as to form:  
Julie Sherman, General Counsel



Approved as to financial impact:  
Angela Aitken, Finance Manager



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:

### **ADOPTION OF SANTA CRUZ METRO'S AMENDED DRUG AND ALCOHOL TESTING POLICY**

**WHEREAS**, *49 CFR Part 40* describes required procedures for conducting workplace drug and alcohol testing for the federally regulated transportation industry; and

**WHEREAS**, on January 1, 1996, METRO adopted the Drug and Alcohol Testing Policy, which was last amended on January 22, 2016; and

**WHEREAS**, the Department of Transportation (DOT) recently amended *49 CFR Part 40*; and

**WHEREAS**, General Counsel has reviewed the current Drug and Alcohol Testing Policy and has determined that the Policy should be updated to reflect changes in the DOT's federal regulations and METRO's current job classifications; and

**WHEREAS**, Staff recommends that the Board of Directors amend METRO's Drug and Alcohol Testing Policy to comply with recent changes in federal regulations and METRO's current job classifications.

**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 Drug and Alcohol Testing Policy previously adopted on January 22, 2016, is hereby rescinded.
2. The amended Drug and Alcohol Testing Policy attached and labeled "Exhibit A" is hereby adopted, including "Appendix 1", List of Safety Sensitive Job Classifications by Title, is hereby adopted.

# Attachment A

Resolution #  
Page 2 of 3

3. The CEO/GM, or designee, is authorized to take such actions as may be necessary to give effect to this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on June 22, 2018, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

---

BRUCE MC PHERSON  
Chairperson

ATTEST:

---

ALEX CLIFFORD  
CEO/General Manager

APPROVED AS TO FORM:

---

JULIE A. SHERMAN  
General Counsel

# Attachment A

Resolution #  
Page 3 of 3

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

### **DRUG AND ALCOHOL TESTING POLICY (AR-3013)**

(Attached)

## Exhibit A



---

Bruce McPherson / Board Chair

---

CEO

### Drug & Alcohol Testing Policy

**Policy #:** AR-3013

**Origination Date:** 1/1/1996

**Revised Date:** 6/00/18

---

#### I. PURPOSE

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (METRO) that its workplace is free from the effects of drug and alcohol abuse. This policy is enforced in order to insure the safe and efficient operation and maintenance of its transportation system for its passengers, and to provide a safe work environment for its employees. This policy is also to avoid the dangers arising from substance abuse in the work place. These dangers include death and injury to the employee, co-workers, and the public resulting from accidents, dereliction of duty, poor judgment and carelessness. Substance abuse also results in lost productivity, reduced efficiency, and increased absenteeism by the substance abuser and interferes with the job performance of employees who do not use illegal or unauthorized substances.
- 1.02 No METRO employee shall: (1) use, possess, or be under the influence of drugs or other mind-altering substances; or (2) use or possess a container of alcohol or be under the influence to any extent that would impede the employee's ability to perform his or her duties safely and effectively. Furthermore, employees shall not perform duties, which because of drugs or medication taken under a legal prescription or non-prescription, cannot be performed without posing a threat to the health or safety of the employee or others.
- 1.03 METRO is committed to providing safe, reliable, and efficient transportation services to the public, and a safe, healthy and productive work environment for its employees. In order to meet these goals, the Policy of METRO is to:
- a. Create a work environment free from the adverse effects of drug and alcohol misuse;



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- b. Encourage employees to seek professional assistance when personal problems, including alcohol or drug dependency adversely affect their ability to perform their duties in a safe, productive and courteous manner;
  - c. Ensure that employees do not report to work or work with alcohol or drugs in their systems;
  - d. Prohibit the illegal use, possession, manufacture, sale or distribution of controlled substances by its employees;
  - e. Ensure that the reputation of METRO and its employees is as responsible citizens worthy of public trust;
  - f. Provide guidelines and outline responsibilities for the testing of employees and employment candidates to determine drug abuse and alcohol misuse; and
  - g. Implement programs that are designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of drugs by employees who perform safety sensitive functions.
- 1.04 METRO safety-sensitive employees will be subject to urine drug testing and breath alcohol testing in accordance with applicable federal law.
- 1.05 This Policy complies with the Federal Transit Administration (FTA) Regulations (49 CFR Parts 40 and 655 with applicable amendments) that mandate urine drug testing and breath-alcohol testing for safety- sensitive employees and the U.S. Department of Transportation (DOT) standards for the collection and testing of urine and breath specimens. All drug and alcohol testing as required by this policy is mandated by the FTA Regulations, except that a second drug test is required if the results of a first test are determined by the MRO to be a negative dilute drug test, which is pursuant to METRO's own authority (See Section 10.10) and shall be in compliance with all Federal and State laws and regulations.
- 1.06 Attachment 1 lists job classifications considered to be safety-sensitive.



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**II. APPLICABILITY**

- 2.01 This policy applies to all full-time and part-time safety- sensitive employees.
- 2.02 Participation in the testing program as described in this policy is a condition of METRO employment for all safety-sensitive employees, but no employee-authorization is required.
- 2.03 An employee violating this policy is subject to disciplinary action up to and including discharge. See also Articles XI Employees' Responsibilities, and XII Actions After a Positive Test for specific disciplinary actions. Any disciplinary actions taken as a result of a violation of this policy is pursuant to METROs own authority.
- 2.04 Compliance with this policy does not relieve an employee of compliance with applicable Federal and State laws and regulations.

**III. CONTRACTOR APPLICABILITY**

- 3.01 METROs contractors and subcontractors, as required, shall comply with 49 Code of Federal Regulations Parts 40 and 655 to the extent required by Federal law.
- 3.02 The Human Resources Manager shall insure that all applicable METROs contractors and subcontractors, who are required to comply with the FTA drug and alcohol testing requirements, are in actual compliance.

**IV. DEFINITIONS**

- 4.01 Accident - Accident means an occurrence associated with the operation of a vehicle, including the operation of the lift or ramp, if as a result: 1) an individual dies; or 2) an individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or 3) one or more vehicles (including non-FTA funded vehicles) incurs disabling



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damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle.

- 4.02 Alcohol Misuse - Occurs when an employee arrives at the work site with alcohol in his/her system; consumes a beverage containing alcohol while on duty, subject to duty, within four hours of reporting for duty, or during coffee and/or lunch breaks; or is late to work or absent from work due to the consumption of alcohol.
- 4.03 Breath Alcohol Technician (BAT) - Alcohol breath tests must be performed by a BAT who is trained in proficiency in the operation of the EBT he/she is using and in the alcohol procedures specified in the regulations.
- 4.04 Collection Site - A place designated by the employer where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.
- 4.05 Contractor – a person or organization that provides a safety-sensitive service for METRO consistent with a specific understanding or arrangement. The understanding can be a written contract or informal arrangement that reflects an ongoing relationship between the parties. Collection sites are certified by the Department of Health and Human Services (DHHS).
- 4.06 Controlled Substances - Any drugs that are classified by the Drug Enforcement Administration (DEA) into the five schedules or classes on the basis of their potential for abuse, accepted medical use and accepted safety for use under medical supervision. A drug in any of these schedules identifies that it is a controlled substance and determines the nature of supervisory control that must be exercised. Medications containing any controlled substances must be prescribed by a physician having a valid DEA license number.
- 4.07 DHHS - Department of Health and Human Services
- 4.08 Dilute specimen: A specimen with creatinine and specific gravity values that are lower than expected for human urine.
- 4.09 DOT - United States Department of Transportation.



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- 4.10 Drug Abuse - Use of any illegal drug or controlled substance without a valid prescription, misuse of legally prescribed drugs, or use of illegally obtained prescription drugs. This includes use of prescription drugs legally prescribed to another individual other than one's self.
  - 4.11 Employee - See Section 4.23 "Safety-Sensitive Employee".
  - 4.12 Evidential Breath Testing (EBT) Device - A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.
  - 4.13 Follow-Up Testing - Unannounced drug and alcohol testing given to employees who have returned to duty after evaluation by the SAP. This type of test may be done up to a total of five years from the date the employee returns to duty. A minimum of six tests during the first twelve months is required.
  - 4.14 FTA - Federal Transit Administration, an agency of the U.S. Department of Transportation.
  - 4.15 Illegal Use - Use of any illegal drug, misuse of legally prescribed drugs and use of illegally obtained prescription drugs.
  - 4.16 Incident - A single event or occurrence, which triggers drug and alcohol tests, as defined in this policy.
  - 4.17 Public Transportation Vehicle - Bus, van or automobile.
  - 4.18 Medical Review Officer (MRO) - A METRO authorized licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory drug test results, who has knowledge of substance abuse disorders but who has been trained to interpret and evaluate laboratory test results in conjunction with an employee's medical history. A MRO verifies a positive test result by reviewing a laboratory report and an employee's unique medical history to determine whether the result was caused by the use of prohibited drugs or by an employee's medical condition. MROs are required to subscribe to ODAPC's list-serve.



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- 4.19 Metabolite - A modified form of a drug that has been chemically altered by the body's metabolic system.
- 4.20 On-Call - See Section 4.24 "Subject to Duty".
- 4.21 Positive Alcohol Test - The presence of alcohol in the body at a concentration of 0.02 or greater as measured by an Evidential Breath Testing (EBT) Device. Refusal to take a breath test without a valid medical explanation also constitutes a positive alcohol test.
- 4.22 Positive Drug Test - Any urine or blood that is chemically tested (screened and confirmed), shows the presence of controlled substances and is verified by the MRO. Refusal to take a drug test without a valid medical explanation also constitutes a positive drug test. The District tests for all drugs listed in 49 CFR Part 40 (as amended), and complies with the initial and confirmatory cut-off levels listed in those regulations. See 49 CFR §§ 40.85 to 40.87.
- 4.23 Safety-Sensitive Employee - An employee whose job functions are, or whose job description includes the performance of functions, related to the safe operation of public transportation service. Performing a safety sensitive function is defined as any time the employee is actually performing, ready to perform, or immediately available to perform such functions. Safety-sensitive means any of the following types of duties:
- a. operating a revenue service vehicle, including when not in revenue service;
  - b. operating a non-revenue service vehicle when required to be operated by a holder of a Commercial Driver's License (CDL);
  - c. maintaining (including repairs, overhauls and rebuilding) revenue service vehicles or equipment used in revenue service; and
  - d. controlling dispatch or movement of a revenue service vehicle or equipment used in revenue service.

Any supervisor who performs or whose job description includes the performance of any function listed above is considered a safety-sensitive employee.



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- 4.24 Subject-to-Duty - The status of an employee who is scheduled to report for work at an assigned time and/or who has not been finally and completely released from the responsibility of performing further work that day. Subject-to-Duty also means any employee who is responsible for being available to perform work on an emergency basis when called to do so, i.e., in an on call status, if said employee is guaranteed extra compensation because of his/her status as being on call. An employee who is simply responsible for responding if available when said employee is not within either definition above is not considered to be subject-to-duty for the purpose of this Policy.
- 4.25 Substance Abuse Professional (SAP) - A METRO authorized licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or a certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. The SAP must be a drug and alcohol counselor certified by an organization listed at <https://www.transportation.gov/odapc.sap>.
- 4.26 Use - The presence of any controlled substance in the body or the consumption of any beverage mixture or preparation, including any medication containing alcohol.
- 4.27 Vehicle - A bus, electric bus, van, automobile, rail car, trolley car, trolley bus or vessel. A public transportation vehicle is a vehicle used for public transportation.
- 4.28 Vehicle Disabling Damage - Damage, which precludes departure of the vehicle from the scene of the accident in its usual manner in daylight after simple repairs. It includes damage to vehicles that could have been operated but would have been further damaged if so operated.
- a. Inclusion: Damage to vehicles that could have been driven but would have been further damaged if so driven.
  - b. Exclusions:
    - i. Damage, which can be remedied temporarily at the scene of the accident without special tools or parts.



- ii. Tire disablement without damage even if no spare tire is available.
- iii. Headlamp or tail light damage.
- iv. Damage to turn signals, horn, or windshield wipers, which make it inoperable.

### **V. RESPONSIBILITIES OF DESIGNATED EMPLOYER REPRESENTATIVE AND OTHERS**

- 5.01 The Human Resources Manager (or in his/her absence, the Assistant Human Resources Manager) is designated as METROs Drug and Alcohol Testing Coordinator and Designated Employer Representative (DER), and shall ensure that the administration of all drug and/or alcohol tests comply with applicable laws. The Human Resources Manager shall be knowledgeable about the DOT and FTA regulations, and METROs policies and procedures for drug and alcohol testing. The Human Resources Manager shall be immediately accessible to collection site personnel, Breath Alcohol Technicians (BAT), and Medical Review Officers (MRO) and be prepared to address drug and alcohol testing issues, make decisions and provide direction in a timely manner. An employee seeking additional information about the program can contact his or her manager and/or the Human Resources Manager, 110 Vernon Street, Santa Cruz, CA, 95060, (831) 420-2540.
- 5.02 The Human Resources Manager shall post and distribute METROs Drug & Alcohol Testing Policy to each safety- sensitive employee and to representatives of employee organizations.
- 5.03 The Human Resources Manager shall maintain all records and reports pertaining to the drug and alcohol-testing program in a confidential manner.
- 5.04 Each safety-sensitive employee shall receive a copy of this Policy and is responsible for reading, understanding and adhering to this Policy.
- 5.05 Managers and supervisors will be held accountable for the consistent application and enforcement of this Policy. Any manager/supervisor who knowingly disregards the requirements of this Policy, or who is found to



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have deliberately misused the Policy in regard to subordinates shall be subject to disciplinary action, up to and including discharge.

- 5.06 Any employee who has actual knowledge that an employee has used alcohol within four hours of performing a safety-sensitive function or is under the influence of drugs while performing a safety sensitive function shall report such knowledge immediately to either his/her Manager or the Human Resources Manager.
- 5.07 A Manager or Supervisor having actual knowledge that an employee is using alcohol while performing safety-sensitive functions shall not permit the employee to perform or continue to perform safety-sensitive functions.
- 5.08 After obtaining an applicant or employee's written consent who is seeking employment or a transfer to a safety sensitive position, the Human Resources Manager shall request the following information from DOT-regulated employers who have employed the applicant/employee during any period during the two years before the date of the applicant/employee's application or transfer request:
- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
  - b. Verified positive drug tests;
  - c. Refusals to be tested, including verified or substituted drug test results;
  - d. Other violations of DOT agency drug and alcohol testing regulations;
  - e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements, including follow-up tests. If no documentation is forthcoming, the Human Resources Manager shall seek to obtain the information from the applicant/employee.
- 5.09 If the applicant/employee refuses to provide written consent pursuant to Section 5.08 above, the applicant/employee shall not be permitted to perform safety-sensitive functions.

## VI. EDUCATION/TRAINING



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- 6.01 The Human Resources Manager shall be responsible to establish and maintain an education and training program in order to promote the deterrence of the misuse of drugs and alcohol. The education component shall include display and distribution to every safety-sensitive employee informational material and a community service hot-line telephone number for employee assistance, if available. The Human Resources Manager shall maintain a copy of 49 CFR Part 40 in her/his office, which shall be made available to employees upon request.
  - 6.02 Safety-sensitive employees shall be provided at least 60 minutes of training, which must cover the effects and consequences of prohibited drug use on personal health, safety and the work environment and include information on the signs and symptoms that indicate prohibited drug use.
  - 6.03 Managers, Supervisors and/or other METRO officials who are authorized to make reasonable suspicion determinations shall undergo at least one hour of training on the physical, behavioral, and performance indicators of probable drug use and at least one hour of training on the physical, behavioral, speech and performance indicators of probable alcohol misuse.

## VII. REHABILITATION

- 7.01 Drug users and alcohol abusers are encouraged to make every effort to overcome the abuse and addiction that comes from use. Successful rehabilitation hinges upon users rehabilitating themselves with the assistance of outside professionals. METRO provides an Employee Assistance Program (EAP) to assist employees in dealing with drug and alcohol related problems. Employees of METRO who have a problem with drug or alcohol use are strongly encouraged to seek help voluntarily. In addition, all employees are encouraged to make use of other available resources for treatment for alcohol and substance abuse problems.
- 7.02 An employee may voluntarily seek help through a community based alcohol and/or drug rehabilitation program or through METROs EAP which provides assessment and referral services. A supervisor/manager may refer an employee to EAP for any problem(s) impacting job performance



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with the exception of an employee testing positive for drugs/alcohol in which case the employee will be referred to a Substance Abuse Professional (SAP).

- 7.03 An employee will be allowed up to a 30-day leave of absence for rehabilitation purposes. Employees may use their accumulated sick leave or annual leave for such purposes.

## VIII. TESTING

- 8.01 Employees shall submit to a urine test for the detection of drugs under the following circumstances:

- a. Pre-employment/Transfer to a safety sensitive position for the first time/Return to work;
- b. Post accident;
- c. Reasonable suspicion;
- d. Random; and
- e. Return-to-duty/follow-up.

- 8.02 An employee shall be tested for the following drugs:

- a. Marijuana;<sup>1</sup>
- b. Cocaine;
- c. Opioids; (codeine, heroin, morphine, 6-AM, hydrocodone, hydromorphone, oxycodone, and oxymorphone)
- d. Amphetamines (MDMA, MDA, MDE); and
- e. Phencyclidine.

- 8.03 Employees are prohibited from consuming the drugs identified in Section 8.02 at all times.

- 8.04 Employees shall submit to a breath test for the detection of alcohol in the following circumstances:

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<sup>1</sup> Note: While the use of marijuana has been legalized under state law, it remains an illegal drug under federal law. Marijuana use impacts the workplace and is prohibited by the District's policy.



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- a. Transfer to a safety sensitive position for the first time/Return to work;
  - b. Post accident;
  - c. Reasonable suspicion;
  - d. Random; and
  - e. Return-to-Duty/Follow-Up Testing.

8.05 An employee is prohibited from using alcohol while performing safety-sensitive functions.

**IX. TYPES OF TESTING**

9.01 Pre-employment/Transfer Testing/Return to work:

- a. Applicants for METROs employment in safety-sensitive positions and employees transferring into safety-sensitive positions shall undergo urine drug testing with a verified negative result prior to employment or transfer.
- b. No pre-employment drug tests shall be given to an applicant or employee unless a contingent offer of employment or transfer subject to the applicant /employee passing the test has been made.
- c. The Human Resources Department shall inform an applicant and/or an employee seeking a safety sensitive position, prior to testing that drug tests including those for the detection of marijuana, cocaine, amphetamines, opioids, and phencyclidine will be administered. This notification shall be in writing and shall inform the applicant/employee that a positive test result shall be the basis for the decision to refuse to make the appointment or transfer as the case may be.
- d. Failure of a drug test will disqualify an applicant for employment to a safety-sensitive position.



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- e. Employees attempting to transfer into safety-sensitive positions who fail a drug test shall not be permitted to transfer.
  - f. Employees or applicants who have previously failed or refused a pre-employment drug test administered under this part, must provide proof of having successfully completed a referral, evaluation and treatment plan as described in section XII.
  - g. When an employee has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the random selection pool during that time, the employee shall take a pre-employment drug test with a verified negative result before performing safety-sensitive duties. An employee may, at the employee's discretion, take the test while he/she is still on leave as long as the applicable procedures are followed. Whether on leave or not, an employee testing positive shall be subjected to the procedures required by this policy following a positive test including disciplinary action.
  - h. An applicant for METRO employment for a safety sensitive positions and employees transferring into safety sensitive positions shall undergo an alcohol test before employment or transfer.
  - i. The alcohol test shall not be conducted until a contingent offer of employment or transfer subject to the applicant/employee passing the pre-employment alcohol test is made.
  - j. An applicant or an employee wishing to transfer into a safety-sensitive position shall not be allowed to begin performing safety-sensitive functions unless the result of the employee's test indicates an alcohol concentration of less than 0.02

### 9.02 Reasonable Suspicion Testing:

- a. An employee shall be subject to drug and alcohol tests when there is a reason to suspect that such employee has used a prohibited drug or has misused alcohol. A reasonable suspicion referral for



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testing will be made on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, by a manager/supervisor trained in detecting signs and symptoms of drug use and alcohol misuse.

- b. A supervisor/manager who has made the required observations may direct an employee to undergo reasonable suspicion testing for alcohol only while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.
- c. If an alcohol test required by this section is not administered within two hours following the determinations to test, the supervisor/manager who made the observations shall prepare a report stating the reasons the alcohol test was not promptly administered. If the alcohol test is not given within eight (8) hours, following the determination to test, efforts to administer the test shall cease and the supervisor/manager shall prepare a report stating the reasons for not administering the test. All reports required by this section shall be forwarded promptly to the Human Resources Manager for review and appropriate action. The Human Resources Manager shall maintain a file for such reports.
- d. Under no circumstances shall an employee suspected of drug and/or alcohol intoxication be permitted to drive a METRO vehicle. METRO personnel shall transport such employee to the collection test site and offer to transport him/her to his/her residence or other appropriate destination after the test.
- e. The supervisor/manager who determined that there was reasonable suspicion to require a drug and alcohol test shall complete a report on a form provided by the METRO setting forth the behavioral signs and symptoms observed in the employee suspected of being under the influence of drugs and/or alcohol. A copy of the report shall be marked confidential and forwarded to the



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Human Resources Manager within twenty-four (24) hours of the determination.

### 9.03 Post Accident Testing:

- a. As soon as practicable following an accident involving the loss of human life, the METRO shall test for drugs and alcohol each surviving employee operating the public transportation vehicle (regardless of whether or not the vehicle is in revenue service) at the time of the accident. Any other employee whose performance could have contributed to the accident as determined by a manager/supervisor using the best information available at the time of the decision shall also be tested for drugs and alcohol.
- b. As soon as practicable following an accident (see “accident” definition) not involving the loss of human life, in which a public transportation vehicle is involved (regardless of whether or not the vehicle is in revenue service), each employee operating the public transportation vehicle at the time of the accident shall be tested for drugs and alcohol, unless a manager/supervisor determines using the best information available at the time of the decision that the employee’s performance can be completely discounted as a contributing factor to the accident. Such a decision must be documented in detail including the decision making process used to reach the decision not to test.
- c. Other employees whose performance could have contributed to the accident, as determined by a manager/supervisor using the best information available at the time of the decision shall also be tested for drugs and alcohol.
- d. Following an accident, the employee(s) shall be tested as soon as possible but not later than eight (8) hours for alcohol testing and 32 hours for drug testing. An employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until (s)he undergoes a post-accident alcohol test, whichever comes first. Following an accident, an employee must remain



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readily available for testing. If an employee does not remain readily available, he/she may be deemed to have refused the tests and will be subject to employment discharge.

- e. An employee who leaves the scene of the accident without appropriate authorization prior to submission to drug and alcohol testing may be deemed to have refused the tests and will be subject to employment discharge.
- f. Following an accident, field supervisory personnel at the scene shall do an immediate assessment of the condition of the employee to detect possible signs of the presence of drugs or alcohol.
- g. In compliance with FTA requirements alcohol testing shall be administered as soon as practicable after an accident. If the alcohol test is not administered within two (2) hours of the accident, the responsible Manager or Supervisor shall prepare a written report stating the reason why the test was not promptly administered. A copy of such report shall be forwarded to the Human Resources Manager and shall be available for inspection by the DOT or the FTA. All attempts to administer an alcohol test shall cease after eight (8) hours and all attempts to administer a drug test shall cease after 32 hours following the accident and shall be documented in the same manner with a written report to the Human Resources Manager.
- e. Following an accident based test, an employee shall not be allowed to perform safety-sensitive functions until the results of the test are known to METRO and the employee.
- f. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a safety-sensitive employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.



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- J. The results of a blood, urine, or breath test for the use of prohibited drugs or alcohol misuse, conducted by Federal, State or local officials having independent authority for the test shall be considered to meet the requirements of this section provided such test conforms to the applicable Federal, State or local testing requirements and that the test results are obtained by METRO. Such test results shall be used only when METRO is unable to perform a post-accident test within the required period noted above.

### 9.04 Random Testing:

- a. A safety-sensitive employee will be subject to random, unannounced testing for drugs and alcohol using a computer based random number selection method at a minimum annual percentage of covered employees as required by the FTA. Each employee in the random pool will have an equal chance of being selected for testing and shall remain in the pool even after being tested. Random testing will be administered at random times during the day (or shift) to avoid predictability. Each employee shall be assigned a unique number, which shall be entered into a pool from which the selection should be made. The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year.
- b. Once an employee is notified of his/her selection for a random test, he/she must be escorted immediately to the collection test site.
- c. A safety-sensitive employee shall be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such function. An employee may be randomly tested for prohibited drug use anytime while on duty.
- d. Following a positive random drug test, the employee will be given one opportunity to receive treatment and take a return to duty test. Following a positive alcohol test of 0.04 or higher the employee will



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be given the opportunity to receive treatment and take a return to duty test. Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority.

- e. An employee who is not on duty because of sickness, vacation, jury duty, leave of absence, worker's compensation, family medical leave or any other purpose shall be removed from the random pool for purposes of random testing if the Manager of Human Resources determines using the best information available at the time that such employee will be absent for at least 90 days.

### 9.05 Employee Retest:

- a. After notification by the Medical Review Officer or the Human Resources Manager of a confirmed verified positive drug test, an employee may, within 72 hours, request that an additional test be conducted at a different DHHS - certified laboratory specified by METRO. The request can only be made by the employee himself/herself but may be made orally. The test shall be conducted on the split sample that was provided at the same time as the original or primary sample.
- b. All costs for the employee requested testing, including the transportation of the split specimen to the second laboratory shall be paid by METRO pursuant to METRO's own authority.

### 9.06 Return to Duty:

- a. Before any employee is allowed to return to duty to perform a safety-sensitive function following a verified positive random drug test result, an alcohol result of 0.04 or greater, or for any other reason as required by FTA regulations, that employee must first be evaluated by a Substance Abuse Professional (SAP) and pass a return to duty test. The SAP will recommend a course of action to the employee. Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own



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authority and will be referred to a Substance Abuse Therapists (SAT).

- b. The purpose of the return to duty test and the evaluation of an individual's return to duty status by the SAP is to provide assurance that the individual is presently free of alcohol and/or any prohibited drugs and is able to return to work without undue concern about continued substance abuse. An employee must follow the recommendations of the SAP.
- c. Before a return to duty test is performed, the employee must be evaluated by a SAP to determine whether the employee has followed the recommendations for action by the SAP, including participation in a rehabilitation program.
- d. The employee must have a verified negative drug test result or an alcohol test result of less than 0.02 to return to a safety-sensitive function. If a drug test result is canceled, the employee shall be required to submit to and pass another drug test.
- e. All employee return-to-duty drug test specimens will be collected under direct observation<sup>2</sup>.

### 9.07 Follow-Up Testing:

- a. Once allowed to return to duty, an employee shall be subject to unannounced follow-up testing for at least 12 but not more than 60 months. The frequency and duration of the follow-up testing will be recommended by the SAP as long as a minimum of six tests are performed during the first 12 months after the employee has returned to duty. All employee follow-up drug test specimens will be collected under direct observation<sup>1</sup>.

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<sup>2</sup> Direct Observation collections will be made according to the DOT Urine Specimen Collection Guidelines.



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- b. Follow-up testing is separate from and in addition to the regular random testing program. Employees subject to follow-up testing must also remain in the standard random pool and must be tested whenever their names come up for random testing even if this means being tested twice in the same day, week or month.
  - c. If the employee is subject to drug follow-up tests, the employee may also be required to take one or more follow-up alcohol tests. If the employee is subject to alcohol follow-up tests, the employee may be required to take one or more follow-up drug tests with a verified negative result.
  - d. Any safety sensitive employee with a confirmed positive follow-up drug and/or alcohol test will be terminated from employment with METRO. Alcohol test results between 0.02 and 0.039 will be treated as a positive DOT test under METRO's own authority.

### **X. MEDICAL REVIEW OFFICER (MRO)**

- 10.01 All positive drug testing laboratory results will be reviewed by METRO's MRO. The MRO shall verify and validate or invalidate test results.
- 10.02 The MRO shall conduct an administrative review of the control and custody form to ensure its accuracy.
- 10.03 The MRO shall review and interpret an employee's confirmed positive test by: (1) reviewing the individual's medical history including any medical records and biomedical information provided, (2) affording the individual an opportunity to discuss the test result, and (3) deciding whether there is a legitimate medical explanation for the result, including legally prescribed medication.
- 10.04 The MRO shall attempt to notify each employee who has a verified positive test that the employee has 72 hours in which to request a test of the split specimen. If the employee requests an analysis of the split specimen within 72 hours of having been informed of a verified positive test, the MRO shall direct, in writing, the laboratory to ship the split



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specimen to another DHHS-certified laboratory for analysis. If the retest is determined to be negative then the first test shall be considered to have a negative result.

- 10.05 If the employee has not contacted the MRO within 72 hours of being notified of a verified positive drug test, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test or other circumstances unavoidably prevented the employee from contacting the MRO in time.
- 10.06 If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within 72 hours, the MRO shall direct that the analysis of the split specimen be performed.
- 10.07 If the MRO concludes that there is no legitimate explanation for the employee's failure to contact the MRO within 72 hours, then the MRO is not required to direct the analysis of the split specimen to be performed.
- 10.08 The MRO shall report each verified test result to the Human Resources Manager. Reporting of a verified positive result will not be delayed pending the split specimen analysis.
- 10.09 If the MRO determines that a positive drug test was dilute, the MRO and METRO shall treat the test as a verified positive test. The employee will not be permitted to take another test based on the fact that the specimen was dilute.
- 10.10 If the MRO informs METRO that a negative test was dilute, the following action will be taken:
  - a. If the MRO directs METRO to conduct a recollection under direct observation<sup>2</sup> (i.e. because the creatinine concentration of the specimen was equal to or greater than 2mg/dL, but less than or equal to 5 mg/dL), METRO will cause the recollection to take place under direct observation immediately.



- b. Otherwise (i.e., if the creatinine concentration of the dilute specimen is greater than 5 mg/dL), METRO will under its own authority direct the employee to take another test immediately pursuant to METRO's own authority. The collection of the specimen shall not be collected under direct observation unless there is another basis for such direct collection. The results of the second test, not that of the original test, will become the test of record on which the METRO will rely for purposes of this policy. If the second test is also negative and dilute, the employee will not be required to take a third test. If an employee is directed to take another test pursuant to this section and the employee declines to do so, the employee has refused the test for purposes of the Department of Transportation regulations and this policy and action will be taken in accordance with this policy.

## XI. EMPLOYEE RESPONSIBILITIES

11.01 As a condition of employment, an employee must:

- a. Submit immediately to alcohol and/or drug tests at a METRO authorized collection site when ordered by a District Manager, Supervisor or law enforcement personnel.
- b. Refrain from alcohol consumption within four (4) hours of reporting for duty or during the hours that (s)he is subject to duty, and while on-call.
- c. Refrain from reporting for duty or remaining on duty while having an alcohol concentration level of 0.02 or greater.
- d. Refrain from alcohol use for eight (8) hours following an accident or until (s)he undergoes a post-accident alcohol test, whichever occurs first.



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- e. Refrain from the use of prohibited drugs.
  - f. Upon arrival at the designated collection test site, he/she shall follow all instructions given by collection site personnel and METRO supervisory personnel in providing a specimen for drug and/or alcohol detection tests.
  - g. Complete a drug and/or alcohol detection test, as applicable, in accordance with federal laws and regulations.
  - h. Comply with the interview examination and/or evaluation as directed by the MRO.
  - i. Comply with METRO requirements for treatment, after care, return to duty testing and follow-up testing.
- 11.02 a. An employee shall be considered to have refused a drug and/or alcohol test under the following circumstances:
- i. Failure to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
  - ii. Failure to remain at the testing site until the testing process is complete;
  - iii. Failure to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations;
  - iv. In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen;
  - v. Failure to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
  - vi. Failure or refusal to take a second test the employer or collector has directed;
  - vii. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as



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- directed by the DER as part of the “shy bladder” or “shy lung” procedures;
- viii. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);
  - ix. If the MRO reports that there is verified adulterated or substituted test result;
  - x. Failure or refusal to sign Step 2 of the alcohol testing form;
  - xi. Failure to follow the observer’s instructions during an observed collection including instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh,, and to turn around to permit the observer to determine if there is present any type of prosthetic or other device that could be used to interfere with the collection process;
  - xii. Possession or wearing of a prosthetic or other device that could be used to interfere with the collection process;
  - xiii. Admitting to the collector or MRO that the specimen was adulterated or substituted.
- b. An employee who refuses to submit to a drug and/or alcohol test as described above shall be removed from duty and immediately, referred to a SAP, and under METROs own authority, the employee shall be discharged from his/her employment with METRO.
  - c. In no event shall an employee who engages in any of the conduct set forth above be permitted to perform any safety-sensitive function.
  - d. An employee/applicant shall be denied transfer/appointment to a safety sensitive position under METROs own authority.
- 11.03 Any employee/applicant who is being tested for a pre-employment test will not be considered to have refused the test if he/she engages in any of the behaviors set forth in Section 11.02 unless the applicant/employee has actually begun the collection process.



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- 11.04 For an on-call employee the following procedure is established should he/she consume alcohol within 4 hours of performing a safety-sensitive function: 1) When notified that he/she must report for duty he/she must advise METRO if he/she has used alcohol, and 2) indicate whether he/she is able to perform his/her safety sensitive function.
- a. If the employee believes he/she is not capable of performing safety sensitive functions, the employee shall be excused from doing so.
  - b. If the employee believes he/she is capable of performing a safety-sensitive function, the employee shall be tested for alcohol and the employee shall be permitted to perform a safety-sensitive function if his/her alcohol concentration level measures less than 0.02. If the employee alcohol concentration level measures at 0.02 or greater, he/she shall not be permitted to work. The standards for disciplinary action set forth in Article XII shall be applicable.

## **XII. ACTIONS AFTER A POSITIVE TEST**

The consequences for a covered employee who has a verified positive drug or a confirmed alcohol test result with an alcohol concentration of 0.04 or greater, for tests other than a random, or who refuses to submit to a test under this part, including the mandatory requirement that the covered employee be removed immediately from his or her safety-sensitive function and be evaluated by a substance abuse professional, (SAP) as required by 49 CFR Part 40.

Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority. In this case an employee will be referred to a Substance Abuse Therapist (SAT) who will perform the same function as a SAP does for verified positive drug and/or alcohol tests.

Where a covered employee refused to submit to a test, has a verified positive random drug test, and/or has a confirmed random alcohol test of 0.04 or greater, METRO, before returning the employee to duty to perform a safety-sensitive function, shall follow the procedures outlined in 49 CFR Part 40. Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority.



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- 12.01 In the performance of its duties and responsibilities, the SAP shall follow the requirements of federal law and regulations. Neither METRO nor the employee shall seek a second evaluation by a SAP in order to obtain another recommendation. METRO is prohibited from relying on a second SAP evaluation obtained by an employee. The employee shall also be informed by the Human Resources Manager of educational and rehabilitation programs and resources available to the employee in evaluating and resolving problems associated with prohibited drug and alcohol use. Referral to the SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with METRO. Within fifteen (15) working days of providing the employee with the list of SAPS, the employee shall provide the Human Resources Manager with evidence of participation in a SAP's evaluation and/or a SAP's referral. Failure to do so shall result in employment termination pursuant to METRO's own authority. METRO shall pay for all SAP costs resulting from a first positive test. All treatment costs associated with a first positive test shall be the responsibility of the employee who may use his/her medical insurance, if applicable. Any SAP and/or treatment costs for a second positive test are the sole responsibility of the employee.
- 12.02 When an employee has a verified positive, adulterated, or substituted test result or has otherwise violated a DOT agency drug & alcohol regulation, the employee will not be returned to the performance of safety-sensitive functions until or unless the employee successfully completes the return to duty process set forth herein.
- 12.03 A positive test for drugs or alcohol shall result in disciplinary proceedings being initiated pursuant to METRO's own authority.
- 12.04 The following disciplinary standards shall apply for an employee who tests positive for drugs or alcohol:
- a. If the breath sample tests at an alcohol concentration level of 0.02 - 0.039 (other than random), the employee shall be immediately removed from duty, referred to a SAT, and shall not be allowed to return to duty for at least eight hours. Such employee must follow the recommendations of the SAT. If an employee tests a second



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time at a concentration level of 0.02 or greater or tests at this level in a follow-up test, such employee shall be discharged.

- b. When a test (other than random) shows the presence of alcohol, at a concentration level of 0.04 or greater, or drugs the following disciplinary standards shall apply:
  - i. Illegal Drugs - The safety-sensitive employee will be discharged following a positive test result.
  - ii. Alcohol - The safety-sensitive employee will be discharged following a positive test result.
  
- c. When a random test shows the presence of drugs or alcohol in a concentration level of 0.04 or greater the following disciplinary standards shall apply:
  - i. Such employee shall be allowed to return to duty after compliance with Articles 0 Return to Duty and 0 Follow-Up Testing. Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority.
  
  - ii. An employee who tests positive on a second test for alcohol, at a concentration level of 0.04 or greater, or drugs shall be discharged from his/her employment. Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority.

12.05 Nothing contained herein shall prevent METRO from imposing a more severe disciplinary action should the specific facts and circumstances of the situation warrant such action.

12.06 Voluntary enrollment in the EAP or the SAP rehabilitation program does not excuse or exempt an employee from discipline if (s)he has alcohol or illegal drugs in his/her system while on duty.



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- 12.07 Violations of this Policy shall be grounds for disciplinary action, up to and including discharge. Refusal to submit immediately to drug and alcohol tests at a METRO authorized collection site when ordered by a District Manager, Supervisor or law enforcement personnel shall subject employees to discharge proceedings for insubordination and gross misconduct. Such refusal shall be considered an admission of guilt.
- 12.08 When an employee has a verified positive drug test result, or has a confirmed alcohol test of 0.04 or greater, or refuses to submit to a drug or alcohol test required, the Human Resources Manager shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses and telephone number of SAPs and counseling and treatment programs.

### **XIII. RELEASE OF TESTING RESULTS**

- 13.01 METRO is not authorized by federal law to release any testing records to law enforcement.
- 13.02 METRO is allowed to release testing records in a criminal or civil action resulting from an employee's performance of safety-sensitive duties in which a court of competent jurisdiction determines that the drug or alcohol test information sought is relevant to the case and issues an order directing METRO to produce the information.
- 13.03 METRO will provide drug/alcohol-testing information of an employee or former employee to other agencies/companies, or an identified person when authorized in writing by such employee(s).
- 13.04 METRO will release information pertaining to an employee's drug or alcohol test including the results, without the employee's consent in certain legal proceedings including a lawsuit, grievance (e.g. An arbitration concerning disciplinary action taken by METRO against the employee) or administrative proceeding brought by, or on behalf of, the employee and resulting from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results).



13.05 In addition to the foregoing, METRO will release drug or alcohol test information only as allowed by federal law or regulations.

13.06 METRO will immediately notify the employee in writing of any information released pursuant to sections 13.02 and 13.04.

13.07 METRO will comply with a request from DOT representatives as follows:

- a. Access to the facilities used for drug/alcohol program functions;
- b. Release of all written, printed and computer based drug/alcohol program record, reports, files, materials, data, documents, agreements, contracts, policies and statements that are required by federal laws and regulations relating to drug/alcohol testing.

**XIV. RETENTION OF RECORDS**

14.01 The Human Resources Manager shall maintain records of the anti-drug and alcohol misuse programs as required by federal laws and regulations. The records shall be maintained in a secure location with controlled access.

14.02 METRO shall keep the following records for the following periods of time:

Records of alcohol test results with alcohol concentration of 0.02 or greater	5 years
Records of verified positive drug test results and refusals	5 years
Documentation of refusals to take required alcohol/drug tests (including substituted or adulterated drug test results)	5 years
Referrals to the SAP, SAP reports, Copies of annual MIS reports submitted to FTA	5 years
All follow-up tests and schedules for follow-up tests	5 years
Information obtained from previous employers concerning drug and alcohol test results of employees	3 years

## Exhibit A



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Records of the inspection, maintenance, and calibration of EBTs, Records related to the collection process and employee training.	2 years
Records of negative drug test results and alcohol test results with a concentration of less than 0.02	1 year

### XV. ADMINISTRATION OF POLICY

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

15.02 Santa Cruz METRO will integrate this policy and procedures into the agency's policies and procedures.

### XVI. REVISION HISTORY

Date	Action	Approved By
8/21/98	Footnotes added to Page 16	S.A.
10/22/04	Implementation of New Federal Law Requirements & other modifications	E.R.
8/25/08	Changes to Federal Regulations	J.B.
9/24/10	Changes to Federal Regulations	E.P.
1/22/16	Obsolete language removed per Regulation; Job Classifications added	D.B.
6/22/18	Changes to Federal Regulations, 49 CFR Part 40: Procedures for Transportation Workplace Drug and Alcohol Testing Programs	

**END OF POLICY**



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ATTACHMENT 1

***LIST OF SAFETY SENSITIVE JOB CLASSIFICATIONS BY TITLE***

Vehicle Service Worker I/II  
Vehicle Service Detailer  
Vehicle Service Technician  
Upholsterer  
Body Repair Mechanic  
Mechanic I/II/III  
Lead Mechanic  
Fleet Maintenance Supervisor  
Electronic Technician  
Maintenance Manager  
Assistant Maintenance Manager

Bus Operator  
Transit Supervisor  
Safety and Training Coordinator  
Operations Manager: Fixed Route  
Assistant Safety & Training Coordinator

Operations Manager: Paratransit  
Assistant Operations Manager: Paratransit  
Paratransit Reservation and Scheduling Coordinator  
Paratransit Safety & Road Response Coordinator  
Paratransit Dispatch / Scheduler  
Paratransit Dispatcher  
Paratransit Operator  
Paratransit Mechanic I and II  
Paratransit Supervisor

**NOTE:** List is subject to change as classifications are amended or added.

# Exhibit A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-3013  
Computer Title: drug policy.doc  
Effective Date: January 1, 1996  
Pages: 37  
TITLE: **DRUG & ALCOHOL TESTING POLICY**

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Procedure History REVISION DATE	SUMMARY OF REVISION	APPROVED
8/21/98	Footnotes added to Page 16	S.A.
10/22/04	Implementation of New Federal Law Requirements; and other modifications.	E.R.
8/25/08	Changes to Federal Regulations	J.B.
9/24/10	Changes to Federal Regulations	
1/22/16	Obsolete language removed per Regulation; Job Classifications added	D.B.

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4/ /18 Changes to Federal Regulations, 49 CFR Part 40: Procedures for  
Transportation Workplace Drug and Alcohol Testing Programs

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### I. POLICY

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (METRO) that its workplace is free from the effects of drug and alcohol abuse. This policy is enforced in order to insure the safe and efficient operation and maintenance of its transportation system for its passengers, and to provide a safe work environment for its employees. This policy is also to avoid the dangers arising from substance abuse in the work place. These dangers include death and injury to the employee, co-workers, and the public resulting from accidents, dereliction of duty, poor judgment and carelessness. Substance abuse also results in lost productivity, reduced efficiency, and increased absenteeism by the substance abuser and interferes with the job performance of employees who do not use illegal or unauthorized substances.
- 1.02 No METRO employee shall: (1) use, possess, or be under the influence of drugs or other mind-altering substances; or (2) use or possess a container of alcohol or be under the influence to any extent that would impede the employee's ability to perform his or her duties safely and effectively. Furthermore, employees shall not perform duties, which because of drugs or medication taken under a legal prescription or non-prescription,

## Exhibit A

### Drug and Alcohol Testing Policy

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cannot be performed without posing a threat to the health or safety of the employee or others.

1.03 METRO is committed to providing safe, reliable, and efficient transportation services to the public, and a safe, healthy and productive work environment for its employees. In order to meet these goals, the Policy of METRO is to:

- a. Create a work environment free from the adverse effects of drug and alcohol misuse;
- b. Encourage employees to seek professional assistance when personal problems, including alcohol or drug dependency adversely affect their ability to perform their duties in a safe, productive and courteous manner;
- c. Ensure that employees do not report to work or work with alcohol or drugs in their systems;
- d. Prohibit the illegal use, possession, manufacture, sale or distribution of controlled substances by its employees;
- e. Ensure that the reputation of METRO and its employees is as responsible citizens worthy of public trust;
- f. Provide guidelines and outline responsibilities for the testing of employees and employment candidates to determine drug abuse and alcohol misuse; and
- g. Implement programs that are designed to help prevent accidents, injuries, and fatalities resulting from the misuse of alcohol and use of drugs by employees who perform safety sensitive functions.

1.04 METRO safety-sensitive employees will be subject to urine drug testing and breath alcohol testing in accordance with applicable federal law.

1.05 This Policy complies with the Federal Transit Administration (FTA) Regulations (49 CFR Parts 40 and 655 with applicable amendments) that mandate urine drug testing and breath-alcohol testing for safety-sensitive employees and the U.S. Department of Transportation (DOT) standards for the collection and testing of urine and breath specimens. All drug and alcohol testing as required by this policy is mandated by the FTA Regulations, except that a second drug test is required if the results of a first test are determined by the MRO to be a negative dilute drug test, which is pursuant to METRO's own authority (See Section 9.10) and shall be in compliance with all Federal and State laws and regulations.

1.06 ~~As required by the FTA Regulations, Attachment 1 lists the drugs or classes of drugs to be tested for and describes the testing procedures for drugs and alcohol; Attachment 2 provides information about the effects of alcohol misuse and the signs and symptoms of an alcohol problem; Attachment 3 provides information about the effects of drug abuse and the signs and symptoms of drug problems for each of the drugs to be tested; Attachment 14 lists job classifications considered to be safety-sensitive.~~

## **Exhibit A**

### **II. APPLICABILITY**

- 2.01 This policy applies to all full-time and part-time safety- sensitive employees.
- 2.02 Participation in the testing program as described in this policy is a condition of METRO employment for all safety-sensitive employees, but no employee-authorization is required.
- 2.03 An employee violating this policy is subject to disciplinary action up to and including discharge. See also Articles X Employees' Responsibilities, and XI Actions After a Positive Test for specific disciplinary actions. Any disciplinary actions taken as a result of a violation of this policy is pursuant to METROs own authority.
- 2.04 Compliance with this policy does not relieve an employee of compliance with applicable Federal and State laws and regulations.

### **III. CONTRACTOR APPLICABILITY**

- 3.01 METROs contractors and subcontractors, as required, shall comply with 49 Code of Federal Regulations Parts 40 and 655 to the extent required by Federal law.
- 3.02 The Human Resources Manager shall insure that all applicable METROs contractors and subcontractors, who are required to comply with the FTA drug and alcohol testing requirements, are in actual compliance.

### **IV. RESPONSIBILITIES OF DESIGNATED EMPLOYER REPRESENTATIVE AND OTHERS**

- 4.01 The Human Resources Manager (or in his/her absence, the Assistant Human Resources Manager) is designated as METROs Drug and Alcohol Testing Coordinator and Designated Employer Representative (DER), and shall ensure that the administration of all drug and/or alcohol tests comply with applicable laws. The Human Resources Manager shall be knowledgeable about the DOT and FTA regulations, and METROs policies and procedures for drug and alcohol testing. The Human Resources Manager shall be immediately accessible to collection site personnel, Breath Alcohol Technicians (BAT), and Medical Review Officers (MRO) and be prepared to address drug and alcohol testing issues, make decisions and provide direction in a timely manner. An employee seeking additional information about the program can contact his or her manager and/or the Human Resources Manager, 110 Vernon Street, Santa Cruz, CA, 95060, (831) 420-2540.

## Exhibit A

### Drug and Alcohol Testing Policy

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- 4.02 The Human Resources Manager shall post and distribute METROs Drug & Alcohol Testing Policy to each safety- sensitive employee and to representatives of employee organizations.
- 4.03 The Human Resources Manager shall maintain all records and reports pertaining to the drug and alcohol-testing program in a confidential manner.
- 4.04 Each safety-sensitive employee shall receive a copy of this Policy and is responsible for reading, understanding and adhering to this Policy.
- 4.05 Managers and supervisors will be held accountable for the consistent application and enforcement of this Policy. Any manager/supervisor who knowingly disregards the requirements of this Policy, or who is found to have deliberately misused the Policy in regard to subordinates shall be subject to disciplinary action, up to and including discharge.
- 4.06 Any employee who has actual knowledge that an employee has used alcohol within four hours of performing a safety-sensitive function or is under the influence of drugs while performing a safety sensitive function shall report such knowledge immediately to either his/her Manager or the Human Resources Manager.
- 4.07 A Manager or Supervisor having actual knowledge that an employee is using alcohol while performing safety-sensitive functions shall not permit the employee to perform or continue to perform safety-sensitive functions.
- 4.08 After obtaining an applicant or employee's written consent who is seeking employment or a transfer to a safety sensitive position, the Human Resources Manager shall request the following information from DOT-regulated employers who have employed the applicant/employee during any period during the two years before the date of the applicant/employee's application or transfer request:
  - a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
  - b. Verified positive drug tests;
  - c. Refusals to be tested, including verified or substituted drug test results;
  - d. Other violations of DOT agency drug and alcohol testing regulations;
  - e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements, including follow-up tests. If no documentation is forthcoming, the Human Resources Manager shall seek to obtain the information from the applicant/employee.
- 4.09 If the applicant/employee refuses to provide written consent pursuant to Section 4.08 above, the applicant/employee shall not be permitted to perform safety-sensitive functions.

## Exhibit A

### V. EDUCATION/TRAINING

- 5.01 The Human Resources Manager shall be responsible to establish and maintain an education and training program in order to promote the deterrence of the misuse of drugs and alcohol. The education component shall include display and distribution to every safety-sensitive employee informational material and a community service hot-line telephone number for employee assistance, if available. The Human Resources Manager shall maintain a copy of 49 CFR Part 40 in her/his office, which shall be made available to employees upon request.
- 5.02 Safety-sensitive employees shall be provided at least 60 minutes of training, which must cover the effects and consequences of prohibited drug use on personal health, safety and the work environment and include information on the signs and symptoms that indicate prohibited drug use.
- 5.03 Managers, Supervisors and/or other METRO officials who are authorized to make reasonable suspicion determinations shall undergo at least one hour of training on the physical, behavioral, and performance indicators of probable drug use and at least one hour of training on the physical, behavioral, speech and performance indicators of probable alcohol misuse.

### VI. REHABILITATION

- 6.01 Drug users and alcohol abusers are encouraged to make every effort to overcome the abuse and addiction that comes from use. Successful rehabilitation hinges upon users rehabilitating themselves with the assistance of outside professionals. METRO provides an Employee Assistance Program (EAP) to assist employees in dealing with drug and alcohol related problems. Employees of METRO who have a problem with drug or alcohol use are strongly encouraged to seek help voluntarily. In addition, all employees are encouraged to make use of other available resources for treatment for alcohol and substance abuse problems.
- 6.02 An employee may voluntarily seek help through a community based alcohol and/or drug rehabilitation program or through METRO's EAP which provides assessment and referral services. A supervisor/manager may refer an employee to EAP for any problem(s) impacting job performance with the exception of an employee testing positive for drugs/alcohol in which case the employee will be referred to a Substance Abuse Professional (SAP).
- 6.03 An employee will be allowed up to a 30-day leave of absence for rehabilitation purposes. Employees may use their accumulated sick leave or annual leave for such purposes.

## Exhibit A

### VII. TESTING

- 7.01 Employees shall submit to a urine test for the detection of drugs under the following circumstances:
- a. Pre-employment/Transfer to a safety sensitive position for the first time/Return to work;
  - b. Post accident;
  - c. Reasonable suspicion;
  - d. Random; and
  - e. Return-to-duty/follow-up.
- 7.02 An employee shall be tested for the following drugs:
- a. Marijuana;<sup>1</sup>
  - b. Cocaine;
  - ~~e. Opiates (codeine, heroin, morphine, 6-AM);~~ c. Opioids; (codeine, heroin, morphine, 6-AM, hydrocodone, hydromorphone, oxycodone, and oxymorphone)
  - ~~d.c.~~ Amphetamines (MDMA, MDA, MDE); and
  - e. Phencyclidine.
- 7.03 Employees are prohibited from consuming the drugs identified in Section 7.02 at all times.
- 7.04 Employees shall submit to a breath test for the detection of alcohol in the following circumstances:
- a. Transfer to a safety sensitive position for the first time/Return to work;
  - b. Post accident;
  - c. Reasonable suspicion;
  - d. Random; and
  - e. Return-to-Duty/Follow-Up Testing.
- 7.05 An employee is prohibited from using alcohol while performing safety-sensitive functions.

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<sup>1</sup> Note: While the use of marijuana has been legalized under state law, it remains an illegal drug under federal law. Marijuana use impacts the workplace and is prohibited by the District's policy.

## Exhibit A

### VIII. TYPES OF TESTING

#### 8.01 Pre-employment/Transfer Testing/Return to work:

- a. Applicants for METROs employment in safety-sensitive positions and employees transferring into safety-sensitive positions shall undergo urine drug testing with a verified negative result prior to employment or transfer.
- b. No pre-employment drug tests shall be given to an applicant or employee unless a contingent offer of employment or transfer subject to the applicant /employee passing the test has been made.
- c. The Human Resources Department shall inform an applicant and/or an employee seeking a safety sensitive position, prior to testing that drug tests including those for the detection of marijuana, cocaine, amphetamines, opioidsates, and phencyclidine will be administered. This notification shall be in writing and shall inform the applicant/employee that a positive test result shall be the basis for the decision to refuse to make the appointment or transfer as the case may be.
- d. Failure of a drug test will disqualify an applicant for employment to a safety-sensitive position.
- e. Employees attempting to transfer into safety-sensitive positions who fail a drug test shall not be permitted to transfer.
- f. Employees or applicants who have previously failed or refused a pre-employment drug test administered under this part, must provide proof of having successfully completed a referral, evaluation and treatment plan as described in section XI.
- g. When an employee has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the random selection pool during that time, the employee shall take a pre-employment drug test with a verified negative result before performing safety-sensitive duties. An employee may, at the employee's discretion, take the test while he/she is still on leave as long as the applicable procedures are followed. Whether on leave or not, an employee testing positive shall be subjected to the procedures required by this policy following a positive test including disciplinary action.
- h. An applicant for METRO employment for a safety sensitive positions and employees transferring into safety sensitive positions shall undergo an alcohol test before employment or transfer.

## Exhibit A

### Drug and Alcohol Testing Policy

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- i. The alcohol test shall not be conducted until a contingent offer of employment or transfer subject to the applicant/employee passing the pre-employment alcohol test is made.
- j. An applicant or an employee wishing to transfer into a safety-sensitive position shall not be allowed to begin performing safety-sensitive functions unless the result of the employee's test indicates an alcohol concentration of less than 0.02

#### 8.02 Reasonable Suspicion Testing:

- a. An employee shall be subject to drug and alcohol tests when there is a reason to suspect that such employee has used a prohibited drug or has misused alcohol. A reasonable suspicion referral for testing will be made on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee, by a manager/supervisor trained in detecting signs and symptoms of drug use and alcohol misuse.
- b. A supervisor/manager who has made the required observations may direct an employee to undergo reasonable suspicion testing for alcohol only while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.
- c. If an alcohol test required by this section is not administered within two hours following the determinations to test, the supervisor/manager who made the observations shall prepare a report stating the reasons the alcohol test was not promptly administered. If the alcohol test is not given within eight (8) hours, following the determination to test, efforts to administer the test shall cease and the supervisor/manager shall prepare a report stating the reasons for not administering the test. All reports required by this section shall be forwarded promptly to the Human Resources Manager for review and appropriate action. The Human Resources Manager shall maintain a file for such reports.
- d. Under no circumstances shall an employee suspected of drug and/or alcohol intoxication be permitted to drive a METRO vehicle. METRO personnel shall transport such employee to the collection test site and offer to transport him/her to his/her residence or other appropriate destination after the test.
- e. The supervisor/manager who determined that there was reasonable suspicion to require a drug and alcohol test shall complete a report on a form provided by the METRO setting forth the behavioral signs and symptoms observed in the employee suspected of being under the influence of drugs and/or alcohol. A copy of the report shall be marked confidential and forwarded to the Human Resources Manager within twenty-four (24) hours of the determination.

## Exhibit A

### Drug and Alcohol Testing Policy

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#### 8.03 Post Accident Testing:

- a. As soon as practicable following an accident involving the loss of human life, the METRO shall test for drugs and alcohol each surviving employee operating the public transportation vehicle (regardless of whether or not the vehicle is in revenue service) at the time of the accident. Any other employee whose performance could have contributed to the accident as determined by a manager/supervisor using the best information available at the time of the decision shall also be tested for drugs and alcohol.
- b. As soon as practicable following an accident (see “accident” definition) not involving the loss of human life, in which a public transportation vehicle is involved (regardless of whether or not the vehicle is in revenue service), each employee operating the public transportation vehicle at the time of the accident shall be tested for drugs and alcohol, unless a manager/supervisor determines using the best information available at the time of the decision that the employee’s performance can be completely discounted as a contributing factor to the accident. Such a decision must be documented in detail including the decision making process used to reach the decision not to test.
- c. Other employees whose performance could have contributed to the accident, as determined by a manager/supervisor using the best information available at the time of the decision shall also be tested for drugs and alcohol.
- d. Following an accident, the employee(s) shall be tested as soon as possible but not later than eight (8) hours for alcohol testing and 32 hours for drug testing. An employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until (s)he undergoes a post-accident alcohol test, whichever comes first. Following an accident, an employee must remain readily available for testing. If an employee does not remain readily available, he/she may be deemed to have refused the tests and will be subject to employment discharge.
- e. An employee who leaves the scene of the accident without appropriate authorization prior to submission to drug and alcohol testing may be deemed to have refused the tests and will be subject to employment discharge.
- f. Following an accident, field supervisory personnel at the scene shall do an immediate assessment of the condition of the employee to detect possible signs of the presence of drugs or alcohol.
- g. In compliance with FTA requirements alcohol testing shall be administered as soon as practicable after an accident. If the alcohol test is not administered within two (2) hours of the accident, the responsible Manager or Supervisor shall prepare a written report stating the reason why the test was not promptly administered. A copy of such report shall be forwarded to the Human Resources Manager and

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shall be available for inspection by the DOT or the FTA. All attempts to administer an alcohol test shall cease after eight (8) hours and all attempts to administer a drug test shall cease after 32 hours following the accident and shall be documented in the same manner with a written report to the Human Resources Manager.

- h. Following an accident based test, an employee shall not be allowed to perform safety-sensitive functions until the results of the test are known to METRO and the employee.
- i. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a safety-sensitive employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- J. The results of a blood, urine, or breath test for the use of prohibited drugs or alcohol misuse, conducted by Federal, State or local officials having independent authority for the test shall be considered to meet the requirements of this section provided such test conforms to the applicable Federal, State or local testing requirements and that the test results are obtained by METRO. Such test results shall be used only when METRO is unable to perform a post-accident test within the required period noted above.

#### 8.04 Random Testing:

- a. A safety-sensitive employee will be subject to random, unannounced testing for drugs and alcohol using a computer based random number selection method at a minimum annual percentage of covered employees as required by the FTA. Each employee in the random pool will have an equal chance of being selected for testing and shall remain in the pool even after being tested. Random testing will be administered at random times during the day (or shift) to avoid predictability. Each employee shall be assigned a unique number, which shall be entered into a pool from which the selection should be made. The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year.
- b. Once an employee is notified of his/her selection for a random test, he/she must be escorted immediately to the collection test site.
- c. A safety-sensitive employee shall be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such function. An employee may be randomly tested for prohibited drug use anytime while on duty.

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- d. Following a positive random drug test, the employee will be given one opportunity to receive treatment and take a return to duty test. Following a positive alcohol test of 0.04 or higher the employee will be given the opportunity to receive treatment and take a return to duty test. Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority.
- e. An employee who is not on duty because of sickness, vacation, jury duty, leave of absence, worker's compensation, family medical leave or any other purpose shall be removed from the random pool for purposes of random testing if the Manager of Human Resources determines using the best information available at the time that such employee will be absent for at least 90 days.

#### 8.05 Employee Retest:

- a. After notification by the Medical Review Officer or the Human Resources Manager of a confirmed verified positive drug test, an employee may, within 72 hours, request that an additional test be conducted at a different DHHS - certified laboratory specified by METRO. The request can only be made by the employee himself/herself but may be made orally. The test shall be conducted on the split sample that was provided at the same time as the original or primary sample.
- b. All costs for the employee requested testing, including the transportation of the split specimen to the second laboratory shall be paid by METRO pursuant to METRO's own authority.

#### 8.06 Return to Duty:

- a. Before any employee is allowed to return to duty to perform a safety-sensitive function following a verified positive random drug test result, an alcohol result of 0.04 or greater, or for any other reason as required by FTA regulations, that employee must first be evaluated by a Substance Abuse Professional (SAP) and pass a return to duty test. The SAP will recommend a course of action to the employee. Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority and will be referred to a Substance Abuse Therapists (SAT).
- b. The purpose of the return to duty test and the evaluation of an individual's return to duty status by the SAP is to provide assurance that the individual is presently free of alcohol and/or any prohibited drugs and is able to return to work without undue concern about continued substance abuse. An employee must follow the recommendations of the SAP.
- c. Before a return to duty test is performed, the employee must be evaluated by a SAP to determine whether the employee has followed the recommendations for action by the SAP, including participation in a rehabilitation program.

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- d. The employee must have a verified negative drug test result or an alcohol test result of less than 0.02 to return to a safety-sensitive function. If a drug test result is canceled, the employee shall be required to submit to and pass another drug test.
- e. All employee return-to-duty drug test specimens will be collected under direct observation<sup>2</sup>.

#### 8.07 Follow-Up Testing:

- a. Once allowed to return to duty, an employee shall be subject to unannounced follow-up testing for at least 12 but not more than 60 months. The frequency and duration of the follow-up testing will be recommended by the SAP as long as a minimum of six tests are performed during the first 12 months after the employee has returned to duty. All employee follow-up drug test specimens will be collected under direct observation<sup>1</sup>.
- b. Follow-up testing is separate from and in addition to the regular random testing program. Employees subject to follow-up testing must also remain in the standard random pool and must be tested whenever their names come up for random testing even if this means being tested twice in the same day, week or month.
- c. If the employee is subject to drug follow-up tests, the employee may also be required to take one or more follow-up alcohol tests. If the employee is subject to alcohol follow-up tests, the employee may be required to take one or more follow-up drug tests with a verified negative result.
- d. Any safety sensitive employee with a confirmed positive follow-up drug and/or alcohol test will be terminated from employment with METRO. Alcohol test results between 0.02 and 0.039 will be treated as a positive DOT test under METRO's own authority.

## IX. MEDICAL REVIEW OFFICER (MRO)

- 9.01 All positive drug testing laboratory results will be reviewed by METRO's MRO. The MRO shall verify and validate or invalidate test results.
- 9.02 The MRO shall conduct an administrative review of the control and custody form to ensure its accuracy.

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<sup>2</sup> Direct Observation collections will be made according to the DOT Urine Specimen Collection Guidelines.

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- 9.03 The MRO shall review and interpret an employee's confirmed positive test by 1) reviewing the individual's medical history including any medical records and biomedical information provided, 2) affording the individual an opportunity to discuss the test result, and 3) deciding whether there is a legitimate medical explanation for the result, including legally prescribed medication.
- 9.04 The MRO shall attempt to notify each employee who has a verified positive test that the employee has 72 hours in which to request a test of the split specimen. If the employee requests an analysis of the split specimen within 72 hours of having been informed of a verified positive test, the MRO shall direct, in writing, the laboratory to ship the split specimen to another DHHS-certified laboratory for analysis. If the retest is determined to be negative then the first test shall be considered to have a negative result.
- 9.05 If the employee has not contacted the MRO within 72 hours of being notified of a verified positive drug test, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test or other circumstances unavoidably prevented the employee from contacting the MRO in time.
- 9.06 If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within 72 hours, the MRO shall direct that the analysis of the split specimen be performed.
- 9.07 If the MRO concludes that there is no legitimate explanation for the employee's failure to contact the MRO within 72 hours, then the MRO is not required to direct the analysis of the split specimen to be performed.
- 9.08 The MRO shall report each verified test result to the Human Resources Manager. Reporting of a verified positive result will not be delayed pending the split specimen analysis.
- 9.09 If the MRO determines that a positive drug test was dilute, the MRO and METRO shall treat the test as a verified positive test. The employee will not be permitted to take another test based on the fact that the specimen was dilute.
- 9.10 If the MRO informs METRO that a negative test was dilute, the following action will be taken:
- a. If the MRO directs METRO to conduct a recollection under direct observation<sup>2</sup> (i.e. because the creatinine concentration of the specimen was equal to or greater than 2mg/dL, but less than or equal to 5 mg/dL), METRO will cause the recollection to take place under direct observation immediately.
  - b. Otherwise (i.e., if the creatinine concentration of the dilute specimen is greater than 5 mg/dL), METRO will under its own authority direct the employee to take another test immediately pursuant to METROs own authority. The collection of

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the specimen shall not be collected under direct observation unless there is another basis for such direct collection. The results of the second test, not that of the original test, will become the test of record on which the METRO will rely for purposes of this policy. If the second test is also negative and dilute, the employee will not be required to take a third test. If an employee is directed to take another test pursuant to this section and the employee declines to do so, the employee has refused the test for purposes of the Department of Transportation regulations and this policy and action will be taken in accordance with this policy.

## X. EMPLOYEE RESPONSIBILITIES

10.01 As a condition of employment, an employee must:

- a. Submit immediately to alcohol and/or drug tests at a METRO authorized collection site when ordered by a District Manager, Supervisor or law enforcement personnel.
- b. Refrain from alcohol consumption within four (4) hours of reporting for duty or during the hours that (s)he is subject to duty, and while on-call.
- c. Refrain from reporting for duty or remaining on duty while having an alcohol concentration level of 0.02 or greater.
- d. Refrain from alcohol use for eight (8) hours following an accident or until (s)he undergoes a post-accident alcohol test, whichever occurs first.
- e. Refrain from the use of prohibited drugs.
- f. Upon arrival at the designated collection test site, he/she shall follow all instructions given by collection site personnel and METRO supervisory personnel in providing a specimen for drug and/or alcohol detection tests.
- g. Complete a drug and/or alcohol detection test, as applicable, in accordance with federal laws and regulations.
- h. Comply with the interview examination and/or evaluation as directed by the MRO.
- i. Comply with METRO requirements for treatment, after care, return to duty testing and follow-up testing.

10.02

- a. An employee shall be considered to have refused a drug and/or alcohol test under the following circumstances:

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- i. Failure to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
  - ii. Failure to remain at the testing site until the testing process is complete;
  - iii. Failure to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations;
  - iv. In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of the provision of a specimen;
  - v. Failure to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
  - vi. Failure or refusal to take a second test the employer or collector has directed;
  - vii. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder” or “shy lung” procedures;
  - viii. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process);
  - ix. If the MRO reports that there is verified adulterated or substituted test result;
  - x. Failure or refusal to sign Step 2 of the alcohol testing form;
  - xi. Failure to follow the observer’s instructions during an observed collection including instructions to raise clothing above the waist, lower clothing and underpants to mid-thigh, and to turn around to permit the observer to determine if there is present any type of prosthetic or other device that could be used to interfere with the collection process;
  - xii. Possession or wearing of a prosthetic or other device that could be used to interfere with the collection process;
  - xiii. Admitting to the collector or MRO that the specimen was adulterated or substituted.
- b. An employee who refuses to submit to a drug and/or alcohol test as described above shall be removed from duty and immediately, referred to a SAP, and under METROs own authority, the employee shall be discharged from his/her employment with METRO.
- c. In no event shall an employee who engages in any of the conduct set forth above be permitted to perform any safety-sensitive function.
- d. An employee/applicant shall be denied transfer/appointment to a safety sensitive position under METROs own authority.

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- 10.03 Any employee/applicant who is being tested for a pre-employment test will not be considered to have refused the test if he/she engages in any of the behaviors set forth in Section 10.02 unless the applicant/employee has actually begun the collection process.
- 10.04 For an on-call employee the following procedure is established should he/she consume alcohol within 4 hours of performing a safety-sensitive function: 1) When notified that he/she must report for duty he/she must advise METRO if he/she has used alcohol, and 2) indicate whether he/she is able to perform his/her safety sensitive function.
- a. If the employee believes he/she is not capable of performing safety sensitive functions, the employee shall be excused from doing so.
  - b. If the employee believes he/she is capable of performing a safety-sensitive function, the employee shall be tested for alcohol and the employee shall be permitted to perform a safety-sensitive function if his/her alcohol concentration level measures less than 0.02. If the employee alcohol concentration level measures at 0.02 or greater, he/she shall not be permitted to work. The standards for disciplinary action set forth in Article XI shall be applicable.

## XI. ACTIONS AFTER A POSITIVE TEST

The consequences for a covered employee who has a verified positive drug or a confirmed alcohol test result with an alcohol concentration of 0.04 or greater, for tests other than a random, or who refuses to submit to a test under this part, including the mandatory requirement that the covered employee be removed immediately from his or her safety-sensitive function and be evaluated by a substance abuse professional, (SAP) as required by 49 CFR Part 40.

Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority. In this case an employee will be referred to a Substance Abuse Therapist (SAT) who will perform the same function as a SAP does for verified positive drug and/or alcohol tests.

Where a covered employee refused to submit to a test, has a verified positive random drug test, and/or has a confirmed random alcohol test of 0.04 or greater, METRO, before returning the employee to duty to perform a safety-sensitive function, shall follow the procedures outlined in 49 CFR Part 40. Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority.

- 11.01 In the performance of its duties and responsibilities, the SAP shall follow the requirements of federal law and regulations. Neither METRO nor the employee shall seek a second evaluation by a SAP in order to obtain another recommendation. METRO is prohibited from relying on a second SAP evaluation obtained by an employee. The employee shall also be informed by the Human Resources Manager of educational and rehabilitation programs and resources available to the employee in evaluating and

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resolving problems associated with prohibited drug and alcohol use. Referral to the SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with METRO. Within fifteen (15) working days of providing the employee with the list of SAPS, the employee shall provide the Human Resources Manager with evidence of participation in a SAP's evaluation and/or a SAP's referral. Failure to do so shall result in employment termination pursuant to METRO's own authority. METRO shall pay for all SAP costs resulting from a first positive test. All treatment costs associated with a first positive test shall be the responsibility of the employee who may use his/her medical insurance, if applicable. Any SAP and/or treatment costs for a second positive test are the sole responsibility of the employee.

- 11.02 When an employee has a verified positive, adulterated, or substituted test result or has otherwise violated a DOT agency drug & alcohol regulation, the employee will not be returned to the performance of safety-sensitive functions until or unless the employee successfully completes the return to duty process set forth herein.
- 11.03 A positive test for drugs or alcohol shall result in disciplinary proceedings being initiated pursuant to METRO's own authority.
- 11.04 The following disciplinary standards shall apply for an employee who tests positive for drugs or alcohol:
  - a. If the breath sample tests at an alcohol concentration level of 0.02 - 0.039 (other than random), the employee shall be immediately removed from duty, referred to a SAT, and shall not be allowed to return to duty for at least eight hours. Such employee must follow the recommendations of the SAT. If an employee tests a second time at a concentration level of 0.02 or greater or tests at this level in a follow-up test, such employee shall be discharged.
  - b. When a test (other than random) shows the presence of alcohol, at a concentration level of 0.04 or greater, or drugs the following disciplinary standards shall apply:
    - i. Illegal Drugs - The safety-sensitive employee will be discharged following a positive test result.
    - ii. Alcohol - The safety-sensitive employee will be discharged following a positive test result.
  - c. When a random test shows the presence of drugs or alcohol in a concentration level of 0.04 or greater the following disciplinary standards shall apply:
    - i. Such employee shall be allowed to return to duty after compliance with Articles 8.06 Return to Duty and 8.07 Follow-Up Testing. Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority.

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- ii. An employee who tests positive on a second test for alcohol, at a concentration level of 0.04 or greater, or drugs shall be discharged from his/her employment. Alcohol test results between 0.02 and 0.039 will be treated the same as a positive DOT test result under METRO's own authority.

- 11.05 Nothing contained herein shall prevent METRO from imposing a more severe disciplinary action should the specific facts and circumstances of the situation warrant such action.
- 11.06 Voluntary enrollment in the EAP or the SAP rehabilitation program does not excuse or exempt an employee from discipline if (s)he has alcohol or illegal drugs in his/her system while on duty.
- 11.07 Violations of this Policy shall be grounds for disciplinary action, up to and including discharge. Refusal to submit immediately to drug and alcohol tests at a METRO authorized collection site when ordered by a District Manager, Supervisor or law enforcement personnel shall subject employees to discharge proceedings for insubordination and gross misconduct. Such refusal shall be considered an admission of guilt.
- 11.08 When an employee has a verified positive drug test result, or has a confirmed alcohol test of 0.04 or greater, or refuses to submit to a drug or alcohol test required, the Human Resources Manager shall advise the employee of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, including the names, addresses and telephone number of SAPs and counseling and treatment programs.

## XII. RELEASE OF TESTING RESULTS

- 12.01 METRO is not authorized by federal law to release any testing records to law enforcement.
- 12.02 METRO is allowed to release testing records in a criminal or civil action resulting from an employee's performance of safety-sensitive duties in which a court of competent jurisdiction determines that the drug or alcohol test information sought is relevant to the case and issues an order directing METRO to produce the information.
- 12.03 METRO will provide drug/alcohol-testing information of an employee or former employee to other agencies/companies, or an identified person when authorized in writing by such employee(s).
- 12.04 METRO will release information pertaining to an employee's drug or alcohol test including the results, without the employee's consent in certain legal proceedings including a lawsuit, grievance (e.g. An arbitration concerning disciplinary action taken by

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METRO against the employee) or administrative proceeding brought by, or on behalf of, the employee and resulting from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results).

12.05 In addition to the foregoing, METRO will release drug or alcohol test information only as allowed by federal law or regulations.

12.06 METRO will immediately notify the employee in writing of any information released pursuant to sections 12.02 and 12.04.

12.07 METRO will comply with a request from DOT representatives as follows:

- a. Access to the facilities used for drug/alcohol program functions;
- b. Release of all written, printed and computer based drug/alcohol program record, reports, files, materials, data, documents, agreements, contracts, policies and statements that are required by federal laws and regulations relating to drug/alcohol testing.

### XIII. RETENTION OF RECORDS

13.01 The Human Resources Manager shall maintain records of the anti-drug and alcohol misuse programs as required by federal laws and regulations. The records shall be maintained in a secure location with controlled access.

13.02 METRO shall keep the following records for the following periods of time:

Records of alcohol test results with alcohol concentration of 0.02 or greater	5 years
Records of verified positive drug test results and refusals	5 years
Documentation of refusals to take required alcohol/drug tests (including substituted or adulterated drug test results)	5 years
Referrals to the SAP, SAP reports, Copies of annual MIS reports submitted to FTA	5 years
All follow-up tests and schedules for follow-up tests	5 years
Information obtained from previous employers concerning drug and alcohol test results of employees	3 years
Records of the inspection, maintenance, and calibration of EBTs, Records related to the collection process and employee training.	2 years
Records of negative drug test results and alcohol test results with a concentration of less than 0.02	1 year

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### XIV. DEFINITIONS

- 14.01 Accident - Accident means an occurrence associated with the operation of a vehicle, including the operation of the lift or ramp, if as a result: 1) an individual dies; or 2) an individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or 3) one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle.
- 14.02 Alcohol Misuse - Occurs when an employee arrives at the work site with alcohol in his/her system; consumes a beverage containing alcohol while on duty, subject to duty, within four hours of reporting for duty, or during coffee and/or lunch breaks; or is late to work or absent from work due to the consumption of alcohol.
- 14.03 Breath Alcohol Technician (BAT) - Alcohol breath tests must be performed by a BAT who is trained in proficiency in the operation of the EBT he/she is using and in the alcohol procedures specified in the regulations.
- 14.04 Collection Site - A place designated by the employer where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs. Collection sites are certified by the Department of Health and Human Services (DHHS).
- 14.05 Contractor – a person or organization that provides a safety-sensitive service for METRO consistent with a specific understanding or arrangement. The understanding can be a written contract or informal arrangement that reflects an ongoing relationship between the parties.
- 14.06 Controlled Substances - Any drugs that are classified by the Drug Enforcement Administration (DEA) into the five schedules or classes on the basis of their potential for abuse, accepted medical use and accepted safety for use under medical supervision. A drug in any of these schedules identifies that it is a controlled substance and determines the nature of supervisory control that must be exercised. Medications containing any controlled substances must be prescribed by a physician having a valid DEA license number.
- 14.07 DHHS - Department of Health and Human Services
- 14.08 Dilute specimen: A specimen with creatinine and specific gravity values that are lower than expected for human urine.
- 14.09 DOT - United States Department of Transportation.
- 14.10 Drug Abuse - Use of any illegal drug or controlled substance without a valid prescription, misuse of legally prescribed drugs, or use of illegally obtained prescription drugs. This

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### Drug and Alcohol Testing Policy

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includes use of prescription drugs legally prescribed to another individual other than one's self.

- 14.11 Employee - See Section 14.23 Safety-Sensitive Employee.
- 14.12 Evidential Breath Testing (EBT) Device - A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations, and placed appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from on the NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).
- 14.13 Follow-Up Testing - Unannounced drug and alcohol testing given to employees who have returned to duty after evaluation by the SAP. This type of test may be done up to a total of five years from the date the employee returns to duty. A minimum of six tests during the first twelve months is required.
- 14.14 FTA - Federal Transit Administration, an agency of the U.S. Department of Transportation.
- 14.15 Illegal Use - Use of any illegal drug, misuse of legally prescribed drugs and use of illegally obtained prescription drugs.
- 14.16 Incident - A single event or occurrence, which triggers drug and alcohol tests, as defined in this policy.
- 14.17 Public Transportation Vehicle - Bus, van or automobile.
- 14.18 Medical Review Officer (MRO) - A METRO authorized licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory drug test results, who has knowledge of substance abuse disorders but who has been trained to interpret and evaluate laboratory test results in conjunction with an employee's medical history. A MRO verifies a positive test result by reviewing a laboratory report and an employee's unique medical history to determine whether the result was caused by the use of prohibited drugs or by an employee's medical condition. MROs are required to subscribe to ODAPC's list-serve.
- 14.19 Metabolite - A modified form of a drug that has been chemically altered by the body's metabolic system.
- 14.20 On-Call - See "Subject to Duty." See Section 14.24.
- 14.21 Positive Alcohol Test - The presence of alcohol in the body at a concentration of 0.02 or greater as measured by an Evidential Breath Testing (EBT) Device. Refusal to take a breath test without a valid medical explanation also constitutes a positive alcohol test.

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### Drug and Alcohol Testing Policy

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- 14.22 Positive Drug Test - Any urine or blood that is chemically tested (screened and confirmed), shows the presence of controlled substances and is verified by the MRO. Refusal to take a drug test without a valid medical explanation also constitutes a positive drug test. The District tests for all drugs listed in 49 CFR Part 40 (as amended), and complies with the initial and confirmatory cut-off levels listed in those regulations. See 49 CFR §§ 40.85 to 40.87.
- 14.23 Safety-Sensitive Employee - An employee whose job functions are, or whose job description includes the performance of functions, related to the safe operation of public transportation service. Performing a safety sensitive function is defined as any time the employee is actually performing, ready to perform, or immediately available to perform such functions. Safety-sensitive means any of the following types of duties:
- a. operating a revenue service vehicle, including when not in revenue service;
  - b. operating a non-revenue service vehicle when required to be operated by a holder of a Commercial Driver's License (CDL);
  - c. maintaining (including repairs, overhauls and rebuilding) revenue service vehicles or equipment used in revenue service; and,
  - d. controlling dispatch or movement of a revenue service vehicle or equipment used in revenue service.
- Any supervisor who performs or whose job description includes the performance of any function listed above is considered a safety-sensitive employee.
- 14.24 Subject-to-Duty - The status of an employee who is scheduled to report for work at an assigned time and/or who has not been finally and completely released from the responsibility of performing further work that day. Subject-to-Duty also means any employee who is responsible for being available to perform work on an emergency basis when called to do so, i.e., in an on call status, if said employee is guaranteed extra compensation because of his/her status as being on call. An employee who is simply responsible for responding if available when said employee is not within either definition above is not considered to be subject-to-duty for the purpose of this Policy.
- 14.25 Substance Abuse Professional (SAP) - A METRO authorized licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional, or a certified addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. The SAP must be a drug and alcohol counselor certified by an organization listed at <https://www.transportation.gov/odapc.sap>.
- 14.26 Use - The presence of any controlled substance in the body or the consumption of any beverage mixture or preparation, including any medication containing alcohol.
- 14.27 Vehicle - A bus, electric bus, van, automobile, rail car, trolley car, trolley bus or vessel. A public transportation vehicle is a vehicle used for public transportation.

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14.28 Vehicle Disabling Damage - Damage, which precludes departure of the vehicle from the scene of the accident in its usual manner in daylight after simple repairs. It includes damage to vehicles that could have been operated but would have been further damaged if so operated.

- a. Inclusion: Damage to vehicles that could have been driven but would have been further damaged if so driven.
- b. Exclusions:
  - i. Damage, which can be remedied temporarily at the scene of the accident without special tools or parts.
  - ii. Tire disablement without damage even if no spare tire is available.
  - iii. Headlamp or tail light damage.
  - iv. Damage to turn signals, horn, or windshield wipers, which make it inoperable.

# Exhibit A

## ATTACHMENT 1

### ~~FACT SHEETS~~

#### ~~DRUG DETECTION PERIODS~~

~~Detection periods vary; rates of metabolism and excretion are different for each drug and use. Detection periods should be viewed as estimates. Cases can always be found to contradict these approximations.~~

<del>Drug</del>	<del>Detection Period</del>
<del>Amphetamines: Amphetamine Methamphetamine MDMA, MDA, MDEA</del>	<del>2-4 days 2-4 days 1-4 days</del>
<del>Cocaine: Benzoylcegonine</del>	<del>12-72 hours</del>
<del>Cannabinoids (Marijuana) Casual Use Chronic Use</del>	<del>2-7 days Up to 30 days</del>
<del>Ethanol (Alcohol)</del>	<del>12-24 hours</del>
<del>Opiates: Codeine Hydromorphone (Dilaudid) Morphine (for Heroin) Heroin 6-AM (a marker for heroin)</del>	<del>2-4 days 2-4 days 2-4 days 2-4 days 2-4 days</del>
<del>Phencyclidine (PCP) Casual Use Chronic Use</del>	<del>2-7 days Up to 30 days</del>

# Exhibit A

## ATTACHMENT 2

### ALCOHOL FACT SHEET

~~Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.~~

#### SIGNS AND SYMPTOMS OF USE

- ~~\_\_\_ Dulled mental processes~~
- ~~\_\_\_ Lack of coordination~~
- ~~\_\_\_ Odor of alcohol on breath~~
- ~~\_\_\_ Possible constricted pupils~~
- ~~\_\_\_ Sleepy or stuporous condition~~
- ~~\_\_\_ Slowed reaction rate~~
- ~~\_\_\_ Slurred speech~~

#### HEALTH EFFECTS

~~The chronic consumption of alcohol (average of three 12-oz. servings of beer per day, 1 ounce of whiskey, or six ounces of wine) over time may result in the following health hazards:~~

- ~~\_\_\_ Decreased sexual functioning~~
- ~~\_\_\_ Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")~~
- ~~\_\_\_ Fatal liver diseases~~
- ~~\_\_\_ Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma~~
- ~~\_\_\_ Kidney disease~~
- ~~\_\_\_ Pancreatitis~~
- ~~\_\_\_ Spontaneous abortion and neonatal mortality~~
- ~~\_\_\_ Ulcers~~
- ~~\_\_\_ Birth defects (up to 54% of all birth defects are alcohol-related).~~

#### SOCIAL ISSUES

- ~~\_\_\_ Two thirds of all homicides are committed by people who drink prior to the crime.~~
- ~~\_\_\_ Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.~~
- ~~\_\_\_ Two thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.~~
- ~~\_\_\_ The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.~~
- ~~\_\_\_ 40% of family court cases are alcohol problem related.~~
- ~~\_\_\_ Alcoholics are 15 times more likely to commit suicide than are other segments of the population.~~

## Exhibit A

### Drug and Alcohol Testing Policy

Page 26 of 38

~~More than 60% of burns, 40% of falls, 69% of boating accidents and 76% of private aircraft accidents are alcohol-related.~~

#### ~~THE ANNUAL TOLL~~

~~24,000 people will die on the highway due to the legally impaired driver.~~

~~12,000 more will die on the highway due to the alcohol-affected driver.~~

~~15,800 will die in non-highway accidents.~~

~~30,000 will die due to alcohol caused liver disease.~~

~~10,000 will die due to alcohol induced brain disease or suicide.~~

~~Up to another 125,000 will die due to alcohol related conditions or accidents.~~

#### ~~WORKPLACE ISSUES~~

~~It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.~~

~~Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.~~

~~A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.~~

## Exhibit A

### ATTACHMENT 3

#### AMPHETAMINE FACT SHEET

~~Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the U.S. or clandestinely manufactured in crude laboratories.~~

#### DESCRIPTION

- ~~• Amphetamine is sold in counterfeit capsules or as white, flat, double scored “mini bennies.” It is usually taken by mouth.~~
- ~~• Methamphetamine is often sold as a creamy white and granular powder or in lumps and is packaged in aluminum foil wraps or sealable plastic bags. Methamphetamine may be taken orally, injected, or snorted into the nose.~~
- ~~• Trade/street names include Biphphetamine, Delcobese, Desotyn, Detedrine, Chetrol, Ritalin, Speed, Meth, Crank, Crystal, Monster, Black Beauties, and Rits.~~

#### SIGNS AND SYMPTOMS OF USE

- ~~• Hyperexcitability, restlessness~~
- ~~• Dilated pupils~~
- ~~• Increased heart rate and blood pressure~~
- ~~• Heart palpitations and irregular beats~~
- ~~• Profuse sweating~~
- ~~• Rapid respiration~~
- ~~• Confusion~~
- ~~• Panic~~
- ~~• Talkativeness~~
- ~~• Inability to concentrate~~
- ~~• Heightened aggressive behavior.~~

#### HEALTH EFFECTS

- ~~• Regular use produces strong psychological dependence and increasing tolerance to drug.~~
- ~~• High doses may cause toxic psychosis resembling schizophrenia.~~
- ~~• Intoxication may induce a heart attack or stroke due to spiking of blood pressure.~~
- ~~• Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.~~
- ~~• The euphoric stimulation increases impulsive and risk-taking behaviors, including bizarre and violent acts.~~
- ~~• Withdrawal from the drug may result in severe physical and mental depression.~~

## Exhibit A

### ~~WORKPLACE ISSUES~~

- ~~• Since amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness because of unusual overtime demands or failure to get rest.~~
- ~~• Low dose amphetamine use will cause a short term improvement in mental and physical functioning. With greater use or increasing fatigue, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.~~

## Exhibit A

### ATTACHMENT 3 (Continued)

#### COCAINE FACT SHEET

~~Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are more tense, the heart beats faster and stronger, and the body burns more energy. The brain experiences exhilaration caused by a large release of neurohormones associated with mood elevation.~~

#### DESCRIPTION

- ~~• The source of cocaine is the coca bush, grown almost exclusively in the mountainous regions of northern South America.~~
- ~~• Cocaine Hydrochloride—"snorting coke" is a white to creamy granular or lumpy powder that is chopped into a fine powder before use. It is snorted into the nose, rubbed on the gums, or injected in veins. The effect is felt within minutes and lasts 40 to 50 minutes per "line" (about 60 to 90 milligrams). Common paraphernalia include a single edged razor blade and a small mirror or piece of smooth metal, a half straw or metal tube, and a small screw cap vial or folded paper packet containing the cocaine.~~
- ~~• Cocaine Base—a small crystalline rock about the size of a small pebble. It boils at a low temperature, is not soluble in water, and is up to 90 percent pure. It is heated in a glass pipe and the vapor is inhaled. The effect is felt within seven seconds. Common paraphernalia includes a "crack pipe" (a small glass smoking device for vaporizing the crack crystal) and a lighter, alcohol lamp, or small butane torch for heating.~~
- ~~• Trade/street names include Coke, Rock, Crack, Free Base, Flake, Snow, Smoke and Blow.~~

#### SIGNS AND SYMPTOMS OF USE

- ~~• Financial problems~~
- ~~• Frequent and extended absences from meeting or work assignment 0%~~
- ~~• Increased physical activity and fatigue~~
- ~~• Isolation and withdrawal from friends and normal activities~~
- ~~• Secretive behaviors, frequent non-business visitors, delivered packages, phone calls~~
- ~~• Unusual defensiveness, anxiety, agitation~~
- ~~• Wide mood swings~~
- ~~• Runny or irritated nose~~
- ~~• Difficulty in concentration~~
- ~~• Dilated pupils and visual impairment~~
- ~~• Restlessness~~
- ~~• Formication (sensation of bugs crawling on skin)~~
- ~~• High blood pressure, heart palpitations, and irregular rhythm~~
- ~~• Hallucinations~~
- ~~• Hyperexcitability and overreaction to stimulus~~
- ~~• Insomnia~~
- ~~• Paranoia and hallucinations~~
- ~~• Profuse sweating and dry mouth~~
- ~~• Talkativeness~~

## Exhibit A

### HEALTH EFFECTS

- ~~Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.~~
- ~~Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes or heart attacks.~~
- ~~Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days (crack) or within several months (snorting coke). Cocaine causes the strongest mental dependency of any known drug.~~
- ~~Treatment success rates are lower than for other chemical dependencies.~~
- ~~Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths has tripled in the last four years.~~
- ~~Cocaine overdose was the second most common drug emergency in 1986—up from 11<sup>th</sup> place in 1980.~~

### WORKPLACE ISSUES

- ~~Extreme mood and energy swings create instability. Sudden noises can cause a violent reaction.~~
- ~~Lapses in attention and ignoring warning signals greatly increase the potential for accidents.~~
- ~~The high cost of cocaine frequently leads to workplace theft and/or dealing.~~
- ~~A developing paranoia and withdrawal create unpredictable and sometimes violent behavior.~~
- ~~Work performance is characterized by forgetfulness, absenteeism, tardiness, and missed assignments.~~

## Exhibit A

### ~~ATTACHMENT 3 (Continued)~~

### ~~CANNABINOIDS (MARIJUANA) FACT SHEET~~

~~Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood—and perception altering effects it produces.~~

#### ~~DESCRIPTION~~

- ~~• Usually sold in plastic sandwich bags, leaf marijuana will range in color from green to light tan. The leaves are usually dry and broken into small pieces. The seeds are oval with one slightly pointed end. Less prevalent, hashish is a compressed, sometimes tar like substance ranging in color from pale yellow to black. It is usually sold in small chunks wrapped in aluminum foil. It may also be sold in an oily liquid.~~
- ~~• Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense.~~
- ~~• Cigarette papers, roach clip holders, and small pipes made of bone, brass, or glass are commonly found. Smoking “bongs” (large bore pipes for inhaling large volumes of smoke) can easily be made from soft drink cans and toilet paper rolls.~~
- ~~• Trade/street names include Marinol, THC, Pot, Grass, Joint, Reefer, Acapulco Gold, Sinsemilla, Thai Sticks, Hash, and Hash Oil.~~

#### ~~SIGNS AND SYMPTOMS OF USE~~

- ~~• Reddened eyes (often masked by eye drops)~~
- ~~• Slowed speech~~
- ~~• Distinctive odor on clothing~~
- ~~• Lackadaisical “I don’t care” attitude~~
- ~~• Chronic fatigue and lack of motivation~~
- ~~• Irritating cough, chronic sore throat~~

#### ~~HEALTH EFFECTS GENERAL~~

- ~~• When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.~~
- ~~• One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.~~
- ~~• Marijuana is commonly contaminated with the fungus Aspergillus, which can cause serious respiratory tract and sinus infections.~~
- ~~• Marijuana smoking lowers the body’s immune system response, making users more susceptible to infection. The U.S. government is actively researching a possible connection between marijuana smoking and the activation of AIDS in positive human immunodeficiency virus (HIV) carriers.~~

## Exhibit A

### ~~PREGNANCY PROBLEMS AND BIRTH DEFECTS~~

- ~~• The active chemical, tetrahydrocannabinol (THC), and 60 other related chemicals in marijuana concentrate in the ovaries and testes.~~
- ~~• Chronic smoking of marijuana in males causes a decrease in sex hormone, testosterone, and an increase in estrogen, the female sex hormone. The result is a decrease in sperm count, which can lead to temporary sterility. Occasionally, the onset of female sex characteristics including breast development occurs in heavy users.~~
- ~~• Chronic smoking of marijuana in females causes a decrease in fertility and an increase in testosterone.~~
- ~~• Pregnant women who are chronic marijuana smokers have a higher than normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life.~~
- ~~• In test animals, THC causes birth defects, including malformations of the brain, spinal cord, forelimbs, and liver and water on the brain and spine.~~
- ~~• Offspring of test animals who were exposed to marijuana have fewer chromosomes than normal, causing gross birth defects or death of the fetus. Pediatricians and surgeons are concluding that the use of marijuana by either or both parents, especially during pregnancy, leads to specific birth defects of the infant's feet and hands.~~
- ~~• One of the most common effects of prenatal cannabinoid exposure is underweight newborn babies.~~
- ~~• Fetal exposure may decrease visual functioning and causes other ophthalmic problems.~~

### ~~MENTAL FUNCTION~~

~~Regular use can cause the following effects:~~

- ~~• Delayed decision making~~
- ~~• Diminished concentration~~
- ~~• Impaired short term memory, interfering with learning~~
- ~~• Impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery~~
- ~~• Impaired tracking (the ability to follow a moving object with the eyes) and visual distance measurements~~
- ~~• Erratic cognitive function~~
- ~~• Distortions in time estimation~~
- ~~• Long term negative effects on mental function known as "acute brain syndrome," which is characterized by disorders in memory, cognitive function, sleep patterns, and physical condition.~~

### ~~ACUTE EFFECTS~~

- ~~• Aggressive urges~~
- ~~• Anxiety~~
- ~~• Confusion~~
- ~~• Fearfulness~~
- ~~• Hallucinations~~
- ~~• Heavy sedation~~

## Exhibit A

Drug and Alcohol Testing Policy  
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- ~~Immobility~~
- ~~Mental dependency~~
- ~~Panic~~
- ~~Paranoid reaction~~
- ~~Unpleasant distortions in body image.~~

### WORKPLACE ISSUES

- ~~The active chemical, THC, stores in body fat and slowly releases over time. Marijuana smoking has a long-term effect on performance.~~
- ~~A 500 to 800 percent increase in THC concentration in the past several years makes smoking three to five joints a week today equivalent to 15 to 40 joints a week in 1978.~~
- ~~Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.~~

## Exhibit A

### ~~ATTACHMENT 3 (Continued)~~

### ~~OPIATES (NARCOTICS) FACT SHEET~~

~~Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and, when taken in large doses, cause a strong euphoric feeling.~~

#### ~~DESCRIPTION~~

- ~~• Natural and natural derivatives—opium, morphine, codeine, and heroin~~
- ~~• Synthetics—merperidine (Demerol), exymorphone (Numorphan), and oxycodone (Percodan)~~
- ~~• May be taken in pill form, smoked, or injected, depending upon the type of narcotic used.~~
- ~~• Trade/street names include Smack, Horse, Emma, Big D, Dollies, Juice, Syrup, and China White.~~

#### ~~SIGNS AND SYMPTOMS OF USE~~

- ~~• Mood changes~~
- ~~• Impaired mental functioning and alertness~~
- ~~• Constricted pupils~~
- ~~• Depression and apathy~~
- ~~• Impaired coordination~~
- ~~• Physical fatigue and drowsiness~~
- ~~• Nausea, vomiting, and constipation~~
- ~~• Impaired respiration.~~

#### ~~HEALTH EFFECTS~~

- ~~• IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles.~~
- ~~• Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity.~~
- ~~• Narcotics' effects are multiplied when used in combination with other depressant drugs and alcohol, causing increased risk for an overdose.~~

#### ~~SOCIAL ISSUES~~

- ~~• There are over 500,000 heroin addicts in the U.S., most of whom are IV needle users.~~
- ~~• An even greater number of medicinal narcotic dependent persons obtain their narcotics through prescriptions.~~
- ~~• Because of tolerance, there is an ever increasing need for more narcotics to produce the same effect.~~
- ~~• Strong mental and physical dependency occurs.~~
- ~~• The combination of tolerance and dependency creates an increasing financial burden for the user. Costs for heroin can reach hundreds of dollars a day.~~

## Exhibit A

Drug and Alcohol Testing Policy  
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### ~~WORKPLACE ISSUES~~

- ~~• Unwanted side effects such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident.~~
- ~~• Narcotics have a legitimate medical use in alleviating pain. Workplace use may cause impairment of physical and mental functions.~~

## Exhibit A

### ATTACHMENT 3 (Continued)

#### PHENCYCLIDINE (PCP) FACT SHEET

~~Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood-altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare with eyelids half closed. Sudden noises or physical shocks may cause a “freak out” in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.~~

#### DESCRIPTION

- ~~• PCP is sold as a creamy, granular powder and is often packaged in one-inch square aluminum foil or folded paper “packets.”~~
- ~~• It may be mixed with marijuana or tobacco and smoked. It is sometimes combined with procaine, a local anesthetic, and sold as imitation cocaine.~~
- ~~• Trade/street names include Angel Dust, Dust, and Hog.~~

#### SIGNS AND SYMPTOMS OF USE

- ~~• Impaired coordination~~
- ~~• Severe confusion and agitation~~
- ~~• Extreme mood shifts~~
- ~~• Muscle rigidity~~
- ~~• Nystagmus (jerky eye movements)~~
- ~~• Dilated pupils~~
- ~~• Profuse sweating~~
- ~~• Rapid heartbeat~~
- ~~• Dizziness~~

#### HEALTH EFFECTS

- ~~• The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.~~
- ~~• PCP is potentiated by other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.~~
- ~~• Misdiagnosing the hallucinations as LSD induced, and then treating with Thorazine, can cause a fatal reaction.~~
- ~~• Use can cause irreversible memory loss, personality changes, and thought disorders.~~
- ~~• There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia, and agitation. The third phase is a drug-induced schizophrenia that may last a~~

## Exhibit A

Drug and Alcohol Testing Policy  
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~~month or longer. The fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.~~

### ~~WORKPLACE ISSUES~~

- ~~• PCP abuse is less common today than in recent years. It is also not generally used in a workplace setting due to the severe disorientation that occurs.~~

## Exhibit A

Drug and Alcohol Testing Policy  
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### ATTACHMENT 14

#### LIST OF SAFETY SENSITIVE JOB CLASSIFICATIONS BY TITLE

Vehicle Service Worker I/II

Vehicle Service Detailer

Vehicle Service Technician

Upholsterer

Body Repair Mechanic

Mechanic I/II/III

Lead Mechanic

Fleet Maintenance Supervisor

~~Fleet Maintenance Manager~~

Electronic Technician

**Maintenance Manager**

**Assistant Maintenance Manager**

Bus Operator

Transit Supervisor

Safety and Training Coordinator

**Operations Manager: Fixed Route** ~~Fixed Route Superintendent~~

~~Operations Manager~~

Assistant Safety & Training Coordinator

**Operations Manager: Paratransit** ~~Paratransit Superintendent~~

**Assistant Operations Manager: Paratransit** ~~Assistant Superintendent~~

Paratransit Reservation and Scheduling Coordinator

Paratransit Safety & Road Response Coordinator

Paratransit Dispatch / Scheduler

Paratransit Dispatcher

Paratransit Operator

Paratransit Mechanic I and II

Paratransit Supervisor

NOTE: List is subject to change as classifications are amended or added.



**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Julie A. Sherman, General Counsel  
**SUBJECT: CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S  
AMENDED CONFLICT OF INTEREST CODE AND APPROVAL OF THE  
RESOLUTION CONFIRMING THIS ACTION**

## **I. RECOMMENDED ACTION**

**Adopt Santa Cruz METRO's amended Conflict of Interest Code for Designated Officials, Employees and Consultants and Approve the Resolution Adopting the Amended Code.**

## **II. SUMMARY**

- All local agencies and special districts are required by Government Code §87300 to adopt a Conflict of Interest Code ("Code").
- Government Code §87306.5 requires every local agency to review its Conflict of Interest Code in each even-numbered year and to amend the Code, if necessitated by changed circumstances.
- Santa Cruz METRO received the final Management Classification Study Report from CPS HR Consulting in December 2017. This report resulted in revised job classifications for several members of the management team, which need to be reflected in the Code.
- The Code also needs to be updated to remove a number of listed positions that are no longer staffed at METRO.
- The Code also requires amendments to reflect Fair Political Practices Commission (FPPC) regulations and advice, and to facilitate the use of Santa Cruz County's electronic filing system for disclosures of economic interests
- Santa Cruz METRO General Counsel and CEO have reviewed the Code and are requesting that the Board adopt the amended Code and approve the attached Resolution.

## **III. DISCUSSION/BACKGROUND**

The Political Reform Act (PRA) regulates conflicts of interests of public officials through disclosure of financial interests and prohibitions on participation in the making of decisions in which the official knows, or has reason to know, he/she has a financial interest. The FPPC has also adopted regulations implementing the PRA, see Title 2 of the California Code of Regulations Section 18109 et seq.

In accordance with the PRA, all government agencies must adopt a Conflict of Interest Code, which must be reviewed each even-numbered year and amended when circumstances change, such as when new positions are created or existing positions change.

In December 2017, Santa Cruz METRO received the final Management Classification Study Report from CPS HR Consulting. The final results of Phase 1 of the Classification Study resulted in revised job classifications for several members of the management team. Accordingly, we have revised the job classifications for these management positions. In addition, there are several positions in the existing Code that are no longer staffed at METRO, which have therefore been removed from the Code.

The Code has also been amended to reflect FPPC regulations and advice, and to facilitate the use of Santa Cruz County's electronic filing system for disclosures of economic interests.

These changes are reflected in Santa Cruz METRO's amended Conflict of Interest Code (*Exhibit A*).

General Counsel and the CEO recommend that the Board adopt the amended Code and approve the Resolution Adopting the Amended Conflict of Interest Code (*Attachment A*).

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

There is no financial consideration for this action.

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

Periodic updates to METRO's Conflict of Interest Code are legally required, therefore there are no alternatives.

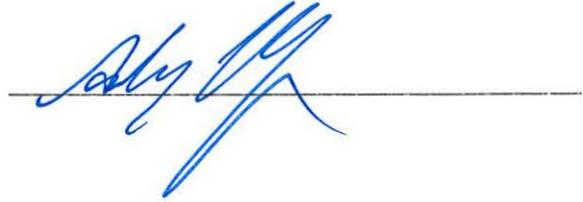
#### **VI. ATTACHMENTS**

**Attachment A:** Resolution Adopting the Amended Conflict of Interest Code  
Exhibit A: METRO's Amended Conflict of Interest Code (final and redlined versions)

Prepared By: Rickie-Ann Kegley, Paralegal

**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:

### **ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT**

**WHEREAS**, California Government Code Section 87306.5 requires that the Santa Cruz Metropolitan Transit District (METRO) review its Conflict of Interest Code every other year, and revise it if necessary; and

**WHEREAS**, General Counsel and the CEO have reviewed the current Conflict of Interest Code and have determined that the Code should be updated to reflect current job titles and Fair Political Practices Commission regulations and advice; and

**WHEREAS**, General Counsel and the CEO recommend adopting the attached Conflict of Interest Code.

**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 revised Conflict of Interest Code attached and labeled "Exhibit A" is hereby adopted.

2. METRO staff is directed to transmit a copy of the revised Code to the Board of Supervisors of Santa Cruz County.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on June 22, 2018, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

# Attachment A

Resolution No. \_\_\_\_\_  
Page 2 of 3

ABSTAIN:                    DIRECTORS –

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BRUCE MCPHERSON  
Chairperson

ATTEST:

---

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. \_\_\_\_\_**

### **CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS, EMPLOYEES, MEMBERS AND CONSULTANTS**

(Attached)

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# Exhibit A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### ADMINISTRATIVE CODE

#### TITLE IX – CONFLICT OF INTEREST

##### CHAPTER 1

#### CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS, EMPLOYEES, MEMBERS AND CONSULTANTS

(This chapter replaces AR-1025 pursuant to Resolution No. 15-03-01)

Amended on June 22, 2018 pursuant to Resolution No. 18-\_\_\_

#### Table of Contents

**Article I**      **Policy**

**Appendix A**   **Designated Positions and Assigned Disclosure Category**

**Appendix B**   **Disclosure Categories**

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#### **Article I** **Policy**

**§9.1.101**      The Political Reform Act of 1974, Government Code Sections 81000, et seq., requires State and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments by the Fair Political Practices Commission in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

Individuals holding designated positions shall either electronically file their statements of economic interests with the County of Santa Cruz or file their statements of economic interests with Santa Cruz METRO, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Santa Cruz METRO will retain a copy of each statement and forward original

# Exhibit A

## Appendix A

statements, which have not been electronically filed, to the Santa Cruz County Board of Supervisors, which shall be the filing officer.

### Designated Positions and Assigned Disclosure Category

<b>Position</b>	<b>Assigned Disclosure Category</b>
Chief Operations Officer (COO)	Category 1
District General Counsel	Category 1
Assistant General Manager	Category 1
Maintenance Manager	Category 1
Finance Deputy Director	Category 1
Project Manager	Category 1
Purchasing and Special Projects Director	Category 4a
Purchasing Agent	Category 4a
Purchasing Assistant	Category 4a
Human Resources Director	Category 4b
Human Resources Deputy Director	Category 4b
Information Technology and Intelligent Transportation Systems Director	Category 1
Information Technology and Intelligent Transportation Systems Deputy Director	Category 4b
Database Administrator/Senior Database Administrator	Category 4b
Operations Manager: Fixed Route and Paratransit	Category 4b

# Exhibit A

## Appendix A

<b>Position</b>	<b>Assigned Disclosure Category</b>
Assistant Operations Manager: Fixed Route and Paratransit	Category 4b
Planning and Development Director	Category 4b
Marketing, Communications & Customer Service Director	Category 4b
Assistant Maintenance Manager	Category 4b
Financial Analyst Senior Financial Analyst	Category 4b
Accountant I	Category 4b
Accountant II	Category 4b
Grants/Legislative Analyst	Category 4b
Safety, Security & Risk Director	Category 4b
Claims Investigator I Claims Investigator II	Category 4b
Consultants/New Positions	*

\*Pursuant to Title 2, Division 6, California Code of Regulations, section 18734, Consultants/New Positions that make or participate in the making of decisions that may foreseeably have a material effect on any financial interest are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code, subject to the following limitation:

The CEO/General Manager may determine in writing that a particular consultant or a new position, is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in this section. Such determination shall include a statement of the consultant's or a new position's duties, and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same

# Exhibit A

## Appendix A

manner and location as this Conflict of Interest Code. (Gov. Code Section 81008.) Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

The positions listed below are NOT covered by the Conflict of Interest Code because they must file a statement of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Members of the Santa Cruz METRO Board of Directors

CEO/General Manager

Chief Finance Officer (CFO)

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

# Exhibit A

## Appendix B

### Disclosure Categories

#### **Full Disclosure-Category 1:**

All interests in real property located within the jurisdiction, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

#### **Full Disclosure (excluding interest s in real property)-Category 2:**

All investments, business positions in business entities, and sources of income, including gifts, loans and travel payments.

#### **Interests in Real Property-Category 3**

All interests in real property located in the jurisdiction.

#### **General Contracting Categories-Category 4**

- a) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the Santa Cruz METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's department or area of authority.

#### **Grant/Service Providers/Agencies that Oversee Programs-Category 5**

- a) A designated employee in this category must report all investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Santa Cruz METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative or educational services concerning the prevention, treatment or rehabilitation of persons suffering from (alcohol related problems/drug abuse).

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# Exhibit A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### ADMINISTRATIVE CODE

#### TITLE IX – CONFLICT OF INTEREST

##### CHAPTER 1

#### CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS, EMPLOYEES, MEMBERS AND CONSULTANTS

(This chapter replaces AR-1025 pursuant to Resolution No. 15-03-01)

Amended on June 22, 2018 pursuant to Resolution No. 18-

#### Table of Contents

#### Article I Policy

#### Appendix A Designated Positions and Assigned Disclosure Category

#### Appendix B Disclosure Categories

#### ~~Article II Designated Positions~~

#### ~~Article III Disclosure Categories~~

#### ~~Article IV Disqualification~~

---

#### Article I Policy

- §9.1.101** The Political Reform Act of 1974, Government Code Sections 81000, et seq., requires State and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments by the Fair Political Practices Commission in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

## Exhibit A

~~Individuals holding designated positions shall either electronically file their statements of economic interests with the County of Santa Cruz or file their statements of economic interests with Santa Cruz METRO, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Santa Cruz METRO will retain a copy of each statement and forward original statements, which have not been electronically filed, to the Santa Cruz County Board of Supervisors, which shall be the filing officer.~~

### ~~Designated Positions and Assigned Disclosure Category~~ The Political Reform

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~~Act Section 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission (FPPC) has adopted a regulation, Article 2 of the California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. The terms of Article 2 of the California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated by reference and, all officials, employees, members and consultants designated herein and disclosure categories set forth herein, constitute the Conflict of Interest Code of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).~~

~~**§9.1.102** Designated Officials, Employees, Members and Consultants shall file Statements of Economic Interests (Form 700) with the Santa Cruz METRO at its Administrative Offices located at 110 Vernon Street, Santa Cruz, California 95060 on forms prescribed by the FPPC and supplied by the Santa Cruz METRO no later than April 1<sup>st</sup> of each year, (Title 2 of the California Code of Regulations, Section 18730). Such forms can be obtained from Santa Cruz METRO's Executive Assistant.~~

~~**§9.1.103** Designated Officials, Employees, Members and Consultants assuming positions after the April 1<sup>st</sup> deadline of this code shall file Statements of Economic Interests (Form 700) within thirty (30) days after assuming the designated positions with Santa Cruz METRO's Executive Assistant.~~

~~**§9.1.104** Santa Cruz METRO will retain the completed Form 700s prepared by all designated officials, employees, members and consultants. Santa Cruz METRO will make the Form 700s available for public inspection and reproduction upon request.~~

## Exhibit A

~~§9.1.105~~ Designated Officials, Employees, Members and Consultants violating any provision of this regulation are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. Additionally, any violation may subject a Santa Cruz METRO employee to disciplinary action up to and including employment termination.

~~§9.1.106~~ In the event that the Conflict of Interest Code is amended, all newly designated officials, employees, members and consultants added to *Appendix A*, shall provide Santa Cruz METRO with an Economic Statement (Form 700) within thirty (30) days after adoption of the amended Code. Such forms shall be submitted to Santa Cruz METRO's Executive Assistant.

### Article II

#### Designated Positions

~~§9.1.201~~ The persons holding positions listed in *Appendix A* are designated Officials, Employees, Members or Consultants for purposes of Santa Cruz METRO's Conflict of Interest Code. It has been determined that these persons through their Santa Cruz METRO employment position or their status as a Santa Cruz METRO Official, Member or Consultant make or participate in the making of governmental decisions which may foreseeably have a material effect on economic or financial interests of their own or others.

~~§9.2.202~~ Santa Cruz METRO Officials, Employees and Members listed in *Appendix A* shall complete their Form 700s pursuant to the Disclosure Category set forth in *Appendix A*.

~~§9.2.203~~ Designated Consultants listed in *Appendix A* shall disclose pursuant to the broadest disclosure category (Category 1) unless Santa Cruz METRO's CEO/General Manager determines in writing that a particular Consultant, although holding a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The CEO/General Manager's determination is a public record and

## Exhibit A

~~shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.~~

~~§9.2.204~~ All persons who leave designated positions shall file Statements of Economic Interest (Form 700) within thirty (30) days after leaving office with Santa Cruz METRO's Executive Assistant.

~~§9.1.205~~ An individual holding one of the positions listed in *Appendix A* may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if he/she believes that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200 and as a result the individual holding such position is required to complete a Statement of Economic Interest (Form 700).

### Article III

#### Disclosure Categories

~~§9.1.301~~ Disclosure Categories are the following:

##### ~~Full Disclosure Category 1:~~

~~All interests in real property located within the jurisdiction, as well as investments, business positions and sources of income, including gifts, loans and travel payments.~~

##### ~~Full Disclosure (excluding interest in real property) Category 2:~~

~~All investments, business positions in business entities, and sources of income, including gifts, loans and travel payments.~~

##### ~~Interests in Real Property Category 3~~

~~All interests in real property located in the jurisdiction.~~

##### ~~General Contracting Categories Category 4~~

~~a) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the Santa Cruz METRO.~~

~~b) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles,~~

## Exhibit A

~~machinery or services, including training or consulting services, of the type utilized by the employee's department or area of authority.~~

### ~~Grant/Service Providers/Agencies that Oversee Programs-Category 5~~

- ~~a) A designated employee in this category must report all investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Santa Cruz METRO.~~
- ~~b) All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative or educational services concerning the prevention, treatment or rehabilitation of persons suffering from (alcohol related problems/drug abuse).~~

### **Article IV Disqualification**

~~§9.1.401 — No designated individual shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family in violation of 2 Cal. Code of Regs. Section 18730.~~

~~§9.1.402 — No designated employee shall be prevented from making or participating in making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.~~

~~§9.1.403 — If a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.~~

## Appendix A

Position	Assigned Disclosure Category
<del>Santa Cruz METRO Directors</del>	<del>Category 1</del>
<del>Chief Executive Officer (CEO)/General Manager</del>	<del>Category 1</del>
Chief <del>Operating Operations</del> Officer (COO)	Category 1
District <del>General</del> Counsel	Category 1
Assistant General Manager	Category 1
Maintenance Manager	Category 1
<del>Finance Manager</del>	<del>Category 1</del>
<del>Assistant Finance Manager</del> <del>Finance Deputy Director</del>	Category 1
Project Manager	Category 1
Purchasing <del>and Special Projects</del> <del>Director</del> <del>Manager</del>	Category 4a
Purchasing Agent	Category 4a
Purchasing Assistant	Category 4a
<del>Consultants Designated by Contract</del>	<del>Form 805</del>
Human Resources <del>Manager</del> <del>Director</del>	Category 4b
<del>Human Resources Deputy Director</del> <del>Assistant Human Resources Manager</del>	Category 4b
<del>Information Technology and Intelligent</del> <del>Transportation Systems Director</del> <del>Information Technology Manager</del>	Category 1
<del>Information Technology and Intelligent</del> <del>Transportation Systems Deputy Director</del> <del>Assistant Manager of Information Technology</del> <del>Services</del>	Category 4b

Conflict of Interest Code – Exhibit A

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## Appendix A

Position	Assigned Disclosure Category
Database Administrator/Senior Database Administrator	Category 4b
<del>Paratransit Superintendent</del>	<del>Category 4b</del>
<del>Assistant Paratransit Superintendent</del>	<del>Category 4b</del>
<del>Operations Manager: Fixed Route and Paratransit</del> <del>Fixed Route Superintendent</del>	Category 4b
Assistant <del>Fixed Route Superintendent</del> <del>Operations Manager: Fixed Route and Paratransit</del>	Category 4b
<del>Planning and Development Director</del>	<del>Category 4b</del>
Marketing, Communications & Customer Service <del>Manager</del> <del>Director</del>	Category 4b
<del>Assistant Maintenance Manager</del> <del>Fleet Maintenance Supervisor</del>	Category 4b
Financial Analyst Senior Financial Analyst	Category 4b
Accountant I	Category 4b
Accountant II	Category 4b
Grants/Legislative Analyst	Category 4b
Safety, Security & Risk <del>Manager</del> <del>Director</del>	Category 4b
Claims Investigator I Claims Investigator II	Category 4b
<del>Consultants/New Positions</del>	<del>*</del>

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## Appendix A

\*Pursuant to Title 2, Division 6, California Code of Regulations, section 18734, Consultants/New Positions that make or participate in the making of decisions that may foreseeably have a material effect on any financial interest are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code, subject to the following limitation:

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The CEO/General Manager may determine in writing that a particular consultant or a new position, is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in this section. Such determination shall include a statement of the consultant's or a new position's duties, and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Section 81008.) Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

The positions listed below are NOT covered by the Conflict of Interest Code because they must file a statement of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Members of the Santa Cruz METRO Board of Directors

CEO/General Manager

Chief Finance Officer (CFO)

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

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## Appendix B

### **Disclosure Categories**

#### **Full Disclosure-Category 1:**

All interests in real property located within the jurisdiction, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

#### **Full Disclosure (excluding interest s in real property)-Category 2:**

All investments, business positions in business entities, and sources of income, including gifts, loans and travel payments.

#### **Interests in Real Property-Category 3**

All interests in real property located in the jurisdiction.

#### **General Contracting Categories-Category 4**

- a) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the Santa Cruz METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's department or area of authority.

#### **Grant/Service Providers/Agencies that Oversee Programs-Category 5**

- a) A designated employee in this category must report all investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Santa Cruz METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative or educational services concerning the prevention, treatment or rehabilitation of persons suffering from (alcohol related problems/drug abuse).

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**DATE:** June 22, 2018  
**TO:** Board of Directors  
**FROM:** Isaac Holly, IT Manager  
**SUBJECT: CONSIDERATION OF AUTHORIZING THE PROCUREMENT OF AN INTELLIGENT TRANSPORTATION SYSTEM (ITS)**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorize the procurement of an Intelligent Transportation System (ITS) for the Fixed-Route Fleet**

## **II. SUMMARY**

- Santa Cruz Metropolitan Transit District (METRO) is not currently equipped with a complete Intelligent Transportation System (ITS) for its fixed-route fleet; a set of sub-systems that would be capable of providing METRO and its riders with a number of benefits, including:
  - Automatic Vehicle Location (AVL)
    - A customer-facing mobile application that would provide riders with real-time arrival and departure information for all routes and stops
    - On-time performance data that would be utilized to make more informed route planning and efficient scheduling decisions
    - Provide dispatchers and field supervisors with the location of buses to aid in the response to emergencies and changes in traffic conditions
  - Audio/Visual Annunciation System (AVAS)
    - ADA-mandated automatic audio announcements and visual displays of destination and stop information for passengers with disabilities
    - The METRO fixed route fleet is currently equipped with an AVAS that is no longer supported by its manufacturer, which obligates the inclusion of a replacement within this project
  - Automated Passenger Counter (APC)
    - Live passenger load information to provide riders the tools to better plan their trips
    - Route and stop utilization data to drive service and facility planning decisions
    - Granular ridership data for National Transit Database (NTD) reporting, which drives federal funding for METRO

- An AVL system and an updated AVAS are the primary objectives for this project with an option in the specifications for an APC system if within the project budget
- The California Transportation Commission (CTC) awarded METRO \$1.4M grant funding for this project on 3/22/18.

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

On-board technology in the transit industry has developed rapidly over the past decade. These technologies have afforded transit operators the ability to utilize detailed data to optimize services and offer an array of conveniences to their riders.

METRO has already adopted some elements that comprise an ITS, such as an Audio/Visual Annunciation System (AVAS) in 2002 and, more recently, an on-board Surveillance System for its Fixed Route and ParaCruz fleet. METRO has had the need to incorporate additional ITS technologies, most specifically Automatic Vehicle Location (AVL) and Automated Passenger Counter (APC) systems, to maximize operational efficiency and customer amenity. The following describes these technologies in more detail.

#### **Automatic Vehicle Location (AVL)**

AVL is a means of automatically determining and transmitting the geographic location of a vehicle. This data, from one or more vehicles, may then be collected by a vehicle tracking system to manage an overview of vehicle travel.

In public transit applications, AVL describes the use of computers and Global Positioning Systems (GPS) in dispatching and tracking transit vehicles. AVL is accompanied by added costs of operating and maintaining additional computer equipment; however, transit agencies and their riders benefit from the improvements to service planning and customer service through real-time information. Because AVL is becoming so common, it is increasingly becoming expected as standard in public transit.

An AVL system is capable of providing:

- Real-time arrival and departure information to riders via mobile and desktop web applications. Passengers also perceive their transit systems to be more modern and reliable because they can access real-time bus information
- Improved service by increasing schedule adherence and enabling agencies to easily monitor on-time performance
- Reduced response time to operational problems by improving communication between bus operators and dispatchers

- Providing dispatchers the ability to handle communication and the monitoring of a greater volume of vehicles
- Aids in planning by collecting better historical data
- Reduced inquiry volume for Customer Service staff who respond to real-time requests about bus arrivals/departures

### **Audio/Visual Annunciation System (AVAS)**

AVAS provides automatic audio announcements and visual displays of destination and stop information for passengers with disabilities utilizing GPS to obtain a vehicle's location on a path of travel.

METRO procured an AVAS in response to ADA-related litigation in 2002. Our current AVAS is no longer supported and is faced with dwindling parts availability. Therefore, an updated AVAS is deemed an essential element to this project.

### **Automated Passenger Counter (APC)**

An APC is a system composed of electronic devices installed on transit vehicles, which accurately record boarding and alighting data. This technology can improve the accuracy and reliability of tracking transit ridership over traditional methods of manual counting by drivers or estimation through random surveys.

These devices are becoming more common among transit operators seeking to improve the accuracy of reporting patronage as well as analyzing transit use patterns by linking boarding and alighting data with stop or station location. An APC provides the following benefits:

- Live passenger load information to provide riders with the tools to better plan their trips
- Route and stop utilization data to drive planning decisions
- Granular ridership data for National Transit Database (NTD) reporting, which drives federal funding for METRO

METRO has been aware of its need for an expanded ITS for several years. However, funding for a project of this magnitude has not been available until now. An AVL system and an updated AVAS are the primary objectives for this project with an option in the specifications for an APC system if within project budget.

METRO is among the few public transit agencies not equipped with AVL and APC systems and is eager to adopt these technologies in order to provide better service to our riders and community.

On March 22, 2018, the California Transportation Commission (CTC) awarded METRO grant funding for this project.

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

These grant funds are scheduled to be approved by the CTC for programming in FY19.

- Statewide Transportation Improvement Program (STIP) grant: \$1,400,000
- Local match of State Transit Assistance (STA) funds: \$181,385
  - Total project budget: \$1,581,385

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

- Opt out on the grant funding opportunity and allocate the STA local match to another project.
  - Staff does not recommend this action. METRO has sought to fund this project for the past four years. This would be a missed opportunity to implement a system that would provide an immediate benefit to both our agency and its riders.

#### **VI. ATTACHMENTS**

**Attachment A:** Authorizing Resolution

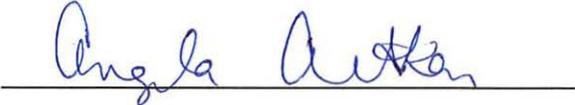
Prepared by: Isaac Holly, IT Manager

**VII. APPROVALS:**

Isaac Holly, IT Manager

A handwritten signature in black ink, appearing to read 'Isaac Holly', written over a horizontal line.

Approved as to fiscal impact:  
Angela Aitken, Finance Manager

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

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 BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE PURCHASING MANAGER TO SOLICIT PROPOSALS FOR AN INTELLIGENT TRANSPORTATION SYSTEM (ITS)**

**WHEREAS**, the Santa Cruz Metropolitan Transit District has a need for an Intelligent Transportation System (ITS).

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

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

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

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District this 22<sup>nd</sup> day of June, 2018 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:  
Bruce McPherson, Board Chair

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# Attachment A

Resolution No. \_\_\_\_\_  
Page 2

Attest:

Alex Clifford, CEO/General Manager

\_\_\_\_\_

Approved as to form:

Julie A. Sherman, General Counsel

\_\_\_\_\_

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- ADDITIONAL MATERIALS DISTRIBUTED  
AT BOARD MEETING -

# **NEWS CLIPS**

**May 18, 2018 – June 22, 2018**

**SANTA CRUZ  
COUNTY  
ARTICLES**

## New buses for Santa Cruz Metro

By Libby Leyden  
Press Banner

In an effort to revitalize transportation services in the county, Santa Cruz METRO is replacing several aging vehicles.

Eighteen new vehicles were purchased with funds from the county's Measure D sales tax and Senate Bill 1, which raised gas and diesel taxes in the state.

Of the 98 vehicles METRO has, 62 needed to be replaced because of aging equipment, according to Alex Clifford, CEO and General Manager of Santa Cruz METRO. The new vehicles purchased are replacing 20-year-old buses that had surpassed their useful life.

"Transportation is always one of the most top priorities for the county and what people call in about wanting addressed," said

Bruce McPherson, Santa Cruz County 5th District Supervisor and chair of the METRO Board. "The value of transportation cannot really be overstated."

McPherson spoke on Thursday at a press conference unveiling the new buses. McPherson is concerned an effort to repeal SB 1 will be successful in November, which could put future bus replacements in jeopardy.

The ability for METRO to purchase the new vehicles is due to Measure D, approved by county voters in 2016, which provides approximately \$3 million annually for transit and paratransit services. In addition, SB 1, also known as the Road Repair and Accountability Act of 2017, generates \$5 billion annually statewide for transport services. METRO received

approximately \$3 million for operating and infrastructure support.

METRO acquired three Paul Revere buses, three ParaCruz Cut-Away buses and 12 ParaCruz vans.

Of the 18 new vehicles there are three "Paul Revere" buses, each \$517,750 and can hold 60 people; three mini-buses, each \$132,205; and can hold seven people with wheelchairs using ParaCruz service, and 12 vans, each \$75,000 and can hold three people with wheelchairs using Paracruz.

"This was a cooperative effort," McPherson said. "We have to address the needs of everyone."

The new vehicles help METRO in its ongoing effort to replace obsolete vehicles for both fixed-route and ParaCruz functions, according to Clifford.

# Santa Cruz Sentinel

Saturday, June 2, 2018

\$1.50 FACEBOOK.COM/SCSENTINEL TWITTER.COM/SCSENTINEL

Santa Cruz

TRANSPORTATION

## NEW BUSES HIT THE ROAD RUNNING

**Santa Cruz Metro officials:** Measure D, law targeted for repeal provided local funding



PHOTOS BY DAN COYRO - SANTA CRUZ SENTINEL

Karen Coleman, who rides the bus regularly from her home on the Westside to Cabrillo College, checks out one of the new, \$517,750 Santa Cruz Metro buses funded by the county's Measure D and the state's Senate Bill 1.

**By Jondi Gumz**

*jgumz@santacruzsentinel.com*  
*@jondigumz on Twitter*

**SANTA CRUZ »** Dana Bagshaw was happy to see new buses in the Santa Cruz Metro downtown station Thursday morning.

"I have ridden every bus except 55," she said. "I choose not to have a car. We have to think about transit-oriented development."

A retired business analyst, she downsized and bought a home downtown after working for 20 years in England where she took advantage of public transit.

Now she's a member of Bus-By-Choice Santa Cruz, a 2-year-old group that aims to encourage new riders and reduce carbon emissions.

The 18 new vehicles include:

- Three "Paul Revere" buses at \$517,750 each and each accommodating 60 people.
- Three mini-buses at \$132,205 each, and each big enough for seven riders with wheelchairs using ParaCruz service.
- Twelve vans at \$75,000 each, big enough for three Paracruz riders with wheelchairs.

Metro officials said these new vehicles were purchased with funding from the Measure D sales tax and higher gas and diesel taxes enacted by Senate Bill

1, replacing models that were 20 years old.

The benefit, they said, is reduced diesel emissions and more reliable service.

The average life expectancy of a bus is 12 years or 500,000 miles, according to transit officials, but many Metro buses are older.

Of the 98 buses in the Metro fleet, 62 need to be replaced due to age, according to Metro CEO Alex Clifford, noting it takes 23 new diesel buses or 30 compressed natural gas-powered buses to equal the emissions from one 1998 bus.

"We have to be good citizens and work on air quality," Clifford said.

County supervisor Bruce McPherson, who chairs the Metro board, is concerned that an effort to repeal SB 1 will be successful in November, putting bus replacements in jeopardy.

He said the gas tax motorists pay has not increased in 20 years, and money designated for transportation often was reallocated, prompting Proposition 69, a measure on Tuesday's ballot to prohibit the Legislature from diverting transportation funds.

McPherson said Metro's 21 routes have 5 million riders a year, 80 percent of them depend-

**BUSES » PAGE 3**



Bruce McPherson, 5th District supervisor and chairman of the Santa Cruz Metro board, introduces the new buses and ParaCruz vans funded by the county's Measure D and the state's Senate Bill 1.

## Buses

FROM PAGE 2

ing on Metro.

"We have to address the needs of everyone," he said.

Karen Coleman, 64, who lives in Santa Cruz and rides the bus, remembers decades ago when buses came every 15 minutes but the Metro budget doesn't provide that level of service today.

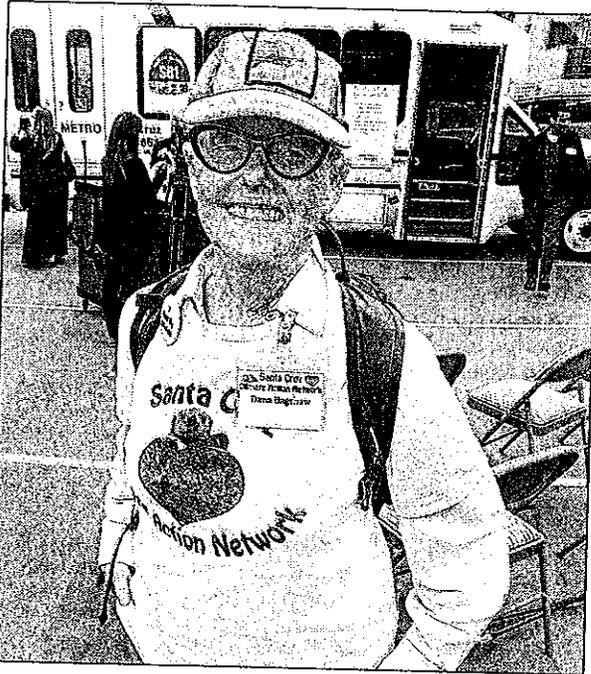
Eduardo Montesino, president of the bus driver's union, said Measure D revenue "saved a lot of routes, 35 to Boulder Creek, 40 to Davenport, 41 to Bonny Doon, and 71 and 91 to Watsonville."

Casey Beyer, president of the Santa Cruz Chamber of Commerce, pointed out that Measure D provided funds vital to match state and federal grants.

For the group's more than 600 members, "jobs, housing, transportation — they're all linked," Beyer said.

Ciro Aguirre, Metro's chief operating officer, said he had been looking at a Gillig brand bus for \$679,000 when he saw the "Paul Revere" overstock buses available for \$150,000 less.

"First time I've seen that kind of deal," said Aguirre,



DAN COYRO — SANTA CRUZ SENTINEL

Dana Bagshaw, a member of the Bus By Choice, was on hand Thursday to view the new Santa Cruz Metro buses and vans. She said she bought a home in downtown Santa Cruz to access the bus routes.

who has worked in transit 38 years.

"Our goal is to go into electric, but we don't have all the infrastructure," he said.

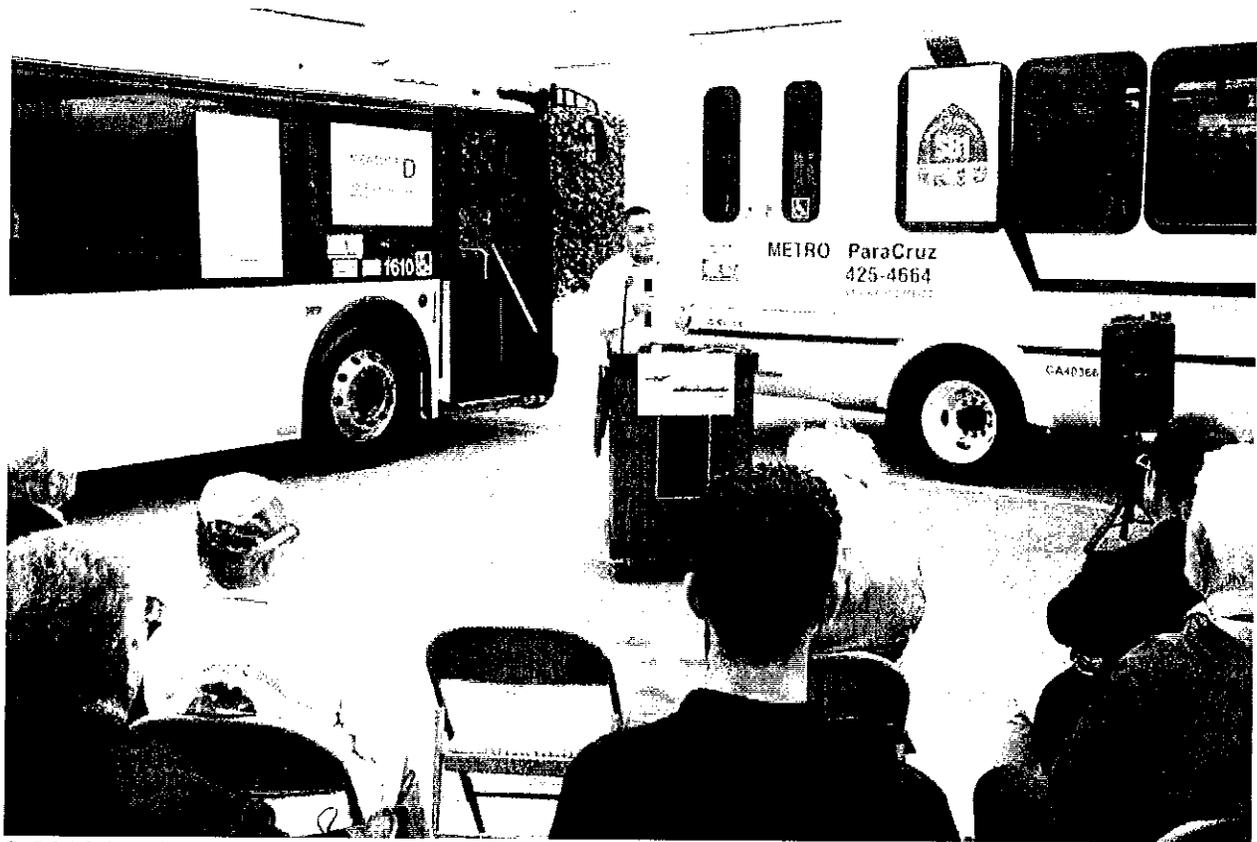
There's no rush to switch because Metro's compressed natural gas fueling station, built in 2007, expected to last 20 to 40 years.

Electric bus technology

has improved from a 29-mile average range — not good enough for rides to and from San Jose — to 200 miles but Aguirre is cautious about a big investment.

During the 2017 storms, he recalled, "We had to divert buses to (Highway) 101 it took two-and-a-half to three hours."

## METRO Launches New Fleet



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*(Santa Cruz METRO bus operator Eduardo Montesino addresses a crowd Thursday morning at a kickoff ceremony for a new fleet of buses and vans. Photo by Tarmo Hannula/Register-Pajaronian)*

SANTA CRUZ — A fleet of new Santa Cruz METRO buses and vans got a grand send off Thursday at a ceremony at the downtown Santa Cruz METRO Station.

With a handful of dignitaries present, 18 new vehicles that will be more efficient and run cleaner were set forth to replace aging vehicles.

“To make progress toward our greenhouse gas reduction goals and ensure reliable service for riders, replacement of older buses is a top priority,” said Bruce McPherson, chair of the METRO Board. “These new vehicles would not be possible without funding from Measure D and SB 1.”

Measure D, a one-half cent, 30-year transportation sales tax passed in November 2016, allows for METRO to receive \$3 million annually.

SB 1, the road repair accountability act of 2017, generates about \$5 billion statewide annually for ongoing and new transportation improvements. SB 1 provides METRO with approximately \$3 million for operating and infrastructure support.

“Transportation is what people call us about more than anything else,” McPherson said. “The value of transportation can’t be overstated.”

METRO bus operator and former Watsonville mayor Eduardo Montesino told the gathering of the importance of the addition of the new fleet that will affect some routes to Watsonville. He said the buses will enhance METRO’s service to seniors getting to the market and a wide range of students who take the bus to school.

“I encourage people in Santa Cruz to keep moving forward,” he said.

The new fleet includes:

- Three new Paul Revere buses with a capacity of 40 seats and 20 standing (60 total capacity) per bus. Life expectancy is 12 years or 500,000 miles. Each bus costs \$517,750 on a seven-year lease to buy program.
- Three new ParaCruz “Cut-Away” buses that can hold seven mobility devices or 22 ambulatory riders. Life expectancy is five years or 150,000 miles. The cost is \$132,205 each.
- Twelve new vans at a cost of \$75,000 each. Their capacity is three mobility devices or one mobility device plus nine ambulatory riders. Life expectancy is five years or 150,000 miles.

**SANTA CRUZ****SB1 funds awarded for Granite Creek Road**

The County of Santa Cruz has received \$476,000 for pavement rehabilitation and overlay along Granite Creek Road and Branciforte Drive.

The funds, from the 2017 Road Repair and Accountability Act, or SB1, will fund reconstruction of 1.85 miles of Granite Creek Road from mile marker 0.56 to Scotts Valley city limit and 0.62 miles of Branciforte Drive from mile marker 2.4 to Granite Creek Road.

This route is used by people driving from Scotts Valley to Branciforte Drive and benefits residents and emergency vehicle access, as well as Happy Valley School and Scotts Valley Unified School District, visitors to DeLaveaga Park, Happy Valley Conference Center and the Mystery Spot.

The funds are being awarded through Caltrans' Local Partnership Program.

SB1 is expected to provide \$115 million to Santa Cruz County's cities and unincorporated area over 10 years, according to county officials. In Santa Cruz County, the funds are helping rebuild local roads following the winter storms of 2017, serving as a local match to state and federal emergency repair dollars. Due in part to SB1, several priority road repair projects have already been completed, including Valencia Road, Soquel-San Jose Road, Glenwood Drive and Soquel Drive in Aptos Village.



## More Than A Dozen New Buses And Vans Added To Santa Cruz Metro

By: Ashley Keehn    Posted: May 31, 2018

SANTA CRUZ COUNTY, Calif. - The Santa Cruz Metropolitan Transit District is getting a revamp, thanks to funding from Measure D and SB 1 they are adding more than a dozen new buses and vans.

Thursday, 18 new vans and clean air buses were rolled out to replace some of the older equipment.

The Santa Cruz Metro said they provide an average of 5 million trips a year.

“80 percent of those people do not have a different or own mode of transportation so they’re dependent on metro service,” said Chairman of Santa Cruz Metro, Bruce McPherson.

Some of the buses being used date back to 1998 making them 20 years old. An average buses life span is only 12 years.

SB1, better known as the gas tax, along with Measure D, a Santa Cruz County sales tax passed in 2016 made getting the new equipment possible.

Now there are talks of repealing SB1, while it’s not officially on the November ballot yet, many have expressed their dislike of it. Metro says taking that away would be a big setback.

Metro general manager and CEO, Alex Clifford says if it is repealed, “I will struggle with finding the money to replace equipment and I will be running older equipment, older and older equipment which unfortunately will break down, will make our services less dependable and we won’t be able to do the things that we do at this agency and we promise the customers that we will deliver to them which is on time service.”

Metro employees say they will be getting six more clean air buses and four electric buses early in 2019.

The California Air Resources Board wants Metro to be 100 percent electric bus by 2040.

KION was told there will also be a proposition on the ballot called Prop 69 which would make sure money that is targeted to go towards transportation would actually go there.

# Santa Cruz Sentinel

Wednesday, May 23, 2018

\$1.50 FACEBOOK.COM/SCSENTINEL · TWITTER.COM/SCSENTINEL

santa cru

## HOMELESSNESS

# Shelter solutions get rebuffed

By Jessica A. York

*jjork@santacruzsentinel.com*  
*@ReporterJess on Twitter*

**SANTA CRUZ »** In what is becoming a familiar response to local homeless shelter talks, the Santa Cruz City Council heard Tuesday from dozens of residents opposed to setting up a temporary facility in their neighborhood.

This time, the majority of speakers were spurred on by recent publicity of the city and Santa Cruz County administrators' consideration of a Santa Cruz Metro-owned park-and-ride lot near Paul Sweet Road and Soquel Drive. Defending itself again the public onslaught, officials said county officials had recommended the site and that the lot, in the unincorporated county area, had not been vetted and was not being recommended that afternoon.

"Literally every solution and proposed site

**HOMELESS » PAGE 6**

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# Homeless

FROM PAGE 1

that's been suggested has had opposition, and so it is a fantasy to think that we're going to find a site that doesn't," Councilwoman Cynthia Chase said. "So we just have to be really clear that there's going to be opposition, regardless of where the site is. It's about us doing our due diligence to make sure that we create the safest and most responsible place for that to be, knowing we need the shelter."

The latest work in an

accelerated city-county plan working toward creating a new year-round regional homeless shelter is based on the premise that a city-run homeless encampment, dubbed the River Street Camp, will close by June 30. While a permanent new shelter site is sought, officials are on the lookout for interim use of a shelter site, for up to three years.

City officials are due to return to the City Council by its June 12 meeting with a formal site recommendation and/or a "wind-down alternative," according to city Principal Management Analyst Susie O'Hara.

## Public input

Before officials would move forward in recommending that or other sites, Assistant City Manager Tina Shull said; they would gather community input. However, one Emeline Avenue resident said it did not seem feasible for officials to both find a site and connect with residents within less than three weeks.

"Once you recommend a shelter site, I think it'll be too late, so I'm here to argue that the parking lot is the wrong site for the shelter," resident Dan Friedman said, joining his neighbors in listing concerns about the site's proximity to area parks and school, and less robust law enforcement availability through the Santa Cruz County Sheriff's Office.

Several speakers opposing other considered shelter site locations, including Dimeo Lane, Pogonip open space and Emeline Avenue, also spoke out.

"Council member (Richelle) Noroyan said, 'don't put us in your bullet sites.' Well, who am I going to talk to? You're my City Council," said Emeline Avenue resident Chris Lewis, who said the council must look to industrial areas, rather than residential neighborhoods, for a shelter. "There are bad options, because all I've seen are bad options. But that doesn't mean you have to pick one on an arbitrary timeline that is made up by the council."

Councilman Chris Krohn followed up on the idea, confirmed with a council legal adviser that it is possible for the city to try to force a private industrial property owner to sell to

the city, under eminent domain laws.

## Next steps

Officials are working to identify a shelter program operator and set a budget, now scaled up from earlier estimates to an estimated \$1.3 million a year. City staff members are also trying to lock down shelter funding commitments from local partners, state programs and the cities of Capitola and Scotts Valley and County of Santa Cruz. Santa Cruz is recommending the cost share between municipalities mirror cost breakdowns used in the joint Homeless Action Partnership, which pays for the annual winter shelter facility. Officials said they particularly are looking to the county, which could be asked to supply about 51 percent of the budget, for buy-in will have Mayor David Terrazas write a letter to the County Board of Supervisors, seeking its commitment to the effort.

One speaker asked the council why it has decided to run a homeless camp at all, or believes it can effectively keep such an operation under control.

"Something like this cannot be done without collaboration, we don't have enough resources," Chase said. "We are clear that we need a shelter here. There is plenty of data to show that."

Serg Kagno, one of the three who responded to a city-county request for an interim shelter operator proposals, said he recognized resident concerns about having a shelter, but believed that a facility could be operated in a safe way, as with the River Street Camp.

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## There Are Ways To Solve UCSC's Traffic Problem

Posted: 05/20/18, 8:00 PM PDT |

By Rick Longinotti

In January, UCSC Chancellor George Blumenthal announced that he'd asked campus planners to accommodate growth to 28,000 students by 2040, a substantial increase from the current enrollment of approximately 18,000. In response, the City Council put Measure U on the June ballot calling on city officials to "take policy and legal actions to limit the growth proposed for UCSC."

Whatever the outcome of the struggle over UCSC growth, it is possible to eliminate any increase in vehicle trips to campus. We know this due to the experience of Stanford University, which has had zero increase in peak period vehicle trips to campus since 2001. Stanford chose to reduce car trips to fulfill a requirement by Santa Clara County. Stanford pays for all staff train and bus commutes. Staff who join the Commute Club receive \$300 per year in exchange for their agreement not to purchase more than eight daily parking permits per month. Stanford has built an employee culture of sustainable commuting through an outreach program that engages employees about the specific obstacles they face in ditching the solo driver commute.

UCSC has also made remarkable progress in reducing solo auto commutes to campus. Vehicle trips to campus peaked at 25,000 per day in 2003-2006. Then trips fell, in spite of enrollment growth, dropping below 20,000 trips per day in 2012 and 2013. Since that time, vehicle trips are rising at a rate that is faster than enrollment growth. This may be due to students and staff seeking less expensive housing farther from campus, making auto commutes more attractive. Ride service companies, Uber and Lyft, may be playing a role in increasing traffic.

Ironically, Uber and Lyft may become part of the solution. Both companies have endorsed congestion pricing (tolls for vehicles using the roads) in New York City in addition to charges on each Uber/Lyft trip. An article in the New York Times quotes an Uber spokeswoman saying, "A comprehensive congestion pricing plan that is applied to all vehicles in the central business district is the best way to fully fund mass transit, reduce congestion and improve transportation for outer borough New Yorkers."

At UCSC a charge could be levied for use of the roads that enter campus, using the technology that many of us are familiar with on Bay Area highways and bridges. Transportation researchers such as Susan Handy at UC Davis have found that congestion pricing is the only strategy with lasting impact on traffic congestion, in contrast to widening roads, highways and intersections, where benefits are of short duration.

With congestion pricing, there is a need to address social equity, since the impact of a toll is heavier on low income people. Congestion pricing can improve social equity if revenues are devoted to our Santa Cruz Metro system, enabling improved service. Additionally, toll discounts or waivers could be granted based on need.

Another strategy for reducing car trips would be for UCSC to cancel plans to build new parking facilities, and spend the money on alternatives to solo driving. Brodie Hamilton, former transportation chief at Stanford, estimated that by reducing car trips, Stanford saved over \$100 million in avoided costs of new parking facilities. Hopefully Stanford's example will inspire the Santa Cruz City Council as it considers a Metro plan to issue bus passes to all workers Downtown, part of a commuter incentive program to free up parking for visitors to downtown. These incentives can make parking spaces available at a fraction of the cost of building spaces in a new garage. The City Council will meet 7 p.m. June 19 in a study session on parking downtown.

You're invited to a free public event on Wednesday, May 23, where I'll be leading a discussion on ZERO New UCSC Traffic, 7 p.m., at the Santa Cruz Police Community Room.

Rick Longinotti is co-chair of Campaign for Sustainable Transportation.

## New Santa Cruz Homeless Shelter's Site, Funding, Operator Remain Question Marks

By Jessica A. York, Santa Cruz Sentinel

Posted: 05/20/18, 4:09 PM

SANTA CRUZ >> In the less than two weeks since Santa Cruz dropped plans to open a temporary homeless shelter at the vacant National Guard Armory building, no alternative site has risen to take its place.

On Tuesday afternoon, however, city officials scrambling to identify an interim shelter site before July 1 will update the Santa Cruz City Council on so-called phase two shelter efforts.

City Principal Management Analyst Susie O'Hara said, as of her May 15 report to the council, that she did not expect to name an alternative site at Tuesday's meeting. In addition to already-named shelter site opportunities on Emeline Avenue, Dimeo Lane and in Pogonip open space, one site under very preliminary investigation emerged publicly this week as Santa Cruz Metro's Soquel Park & Ride, at the end of Paul Sweet Road. Santa Cruz County Supervisor John Leopold alerted area residents in an email that the site was under consideration, saying he had concerns about the site — not far from the shelved armory building — and urging his constituents to contact council members with questions and concerns.

O'Hara said Friday that, if the site began to look viable, officials had intended to conduct community outreach prior to publicly announcing its potential as a shelter site, citing community pushback from neighborhoods surrounding the armory.

"We did not wish to create concern in the community without underlying outreach and information," O'Hara wrote in an email. "And again, we have no degree of certainty that the Metro site can work or if we even want to pursue the site."

### RUNNING THE SHOW

In parallel to officials' work to identify a shelter site, authorities are researching funding options and seeking an outside operator to run a year-round program with both overnight shelter and day center provisions for 150 people, for up to three years, on an annual estimated budget of \$800,000. Drawing from city goals spelled out by a City Council subcommittee in 2017, the second and third phases of the new homeless shelter program will be modeled after San Francisco's homeless Navigation Centers. For Santa Cruz, phase one is the existing four-month River Street tent encampment; phase two will last from 18 months to three years; phase three is a permanent new regional shelter.

In response to a joint solicitation from city and Santa Cruz County administrators, three entities interested in operating the city's interim shelter reportedly have stepped forward to date. Officials are evaluating the three, unnamed in the council report, based on factors such as budget, operational plans and scope.

The interim shelter's operations, as recommended, would serve as many 150 people, about three times the use of the existing River Street Camp, a fenced-in encampment on a small city-owned lot at 1220 River St. Compared to that site's \$90,000-a-month cost, the medium-term interim shelter is expected to operate on at about \$280,000 less, at under \$800,000 a year.

The 2017 Santa Cruz County homeless census, during a one-day count, found 1,204 people living homeless within the city of Santa Cruz, of which 934 were unsheltered.

#### WHAT'S NEXT

Santa Cruz leaders have made a point to distinguish the future year-round shelter from existing homeless services, likening the new effort to the "low-barrier" model in San Francisco. That city's first of numerous Navigation Center temporary sites opened in 2015, aiming to ease shelter access by allowing pets, keeping together partners and providing secure storage for people's possessions for short durations. In an invitation to potential operators to apply, the Santa Cruz program model was described as helping with "developing pathways to permanent housing, income, and improved health."

"The mixed use facility will include single tents, one or more large dormitory-style tents, showers, bathrooms, and laundry facilities," the Santa Cruz contractor information request reads. "Programming will include intake and assessment, comprehensive case management, clinical and behavioral health services, meal services, benefits enrollment and assistance, and referrals to housing programs clients may be eligible for."

The Navigation Center model targets the most vulnerable and long-term homeless people "who are often fearful of accessing traditional shelter and services." Though not spelled out in city documents, the San Francisco model does not allow drop-ins or external referrals, instead pulling from city Department of Homelessness and Supportive Housing's referrals.

Santa Cruz's existing Homeless Services Center — with family, transitional and emergency housing facilities, meals, case workers and other daytime services — shares a similar goal of paving a path out of homeless, but its facilities are somewhat limited for extensive storage and keeping together partners, said center Executive Director Phil Kramer. He said the center's leaders "absolutely support the city and county's additional investment in creating net new capacity."

"We're doing many of those things already," Kramer said, when asked to differentiate the existing model and new proposal. "We certainly are in the spirit of what a navigation center is, a pathways to housing, connecting people with the right intervention strategy; benefits, case management, support — that's what we do."

# Santa Cruz Sentinel

Letter: Metro Driver The Reason Community Is So Great

Posted: 05/18/18, 8:00 PM PDT | Updated: 2 days ago

I would like to say Thank You to Mike the Metro driver who found my wallet that I had lost and called me. It felt so good when I got the call that someone who I don't even know would take a bit of time to help me in this situation. Thanks again Mike, you are exactly why I like our community so much. And a thumbs up to the Metro for having folks like Mike working for them.

— Todd Anderson, Capitola

# Santa Cruz Chamber of Commerce

Santa Cruz News – 5/17/18

UCSC Students Embrace METRO's Articulated Buses, Resulting in Increased Ridership  
*Pilot project operates on five university-oriented routes during Winter and Spring quarters*

Santa Cruz METRO and UC-Santa Cruz today shared the success of their Articulated Buses Pilot Project in increasing METRO ridership by university students, reducing bus overcrowding and lessening route "passbys" during peak demand.

Since Jan. 1, three articulated buses have been in use by METRO on five routes that serve UCSC and the Coastal Science Campus during Winter and Spring quarters. The pilot project, funded by UC Santa Cruz and the City of Santa Cruz, attempts to meet increasing student demand for bus service and reduce "pass-bys" — instances when buses that are full decline to stop at bus stops because there is no space for additional passengers.

"As a UCSC student who relies on METRO buses to commute to and from campus, I've experienced a significant reduction in bus pass-bys on major routes since the articulated buses were implemented," said Alice Malmberg, 4th Year, Vice President of Internal Affairs, UCSC Student Union Assembly. "This has helped students getting to class and work on time, as well as getting off campus more easily at the end of the day."

Articulated buses can carry up to 100 passengers — 40 passengers more than standard 40-foot METRO buses — without significantly increasing METRO operating costs.

"This very successful pilot project provides additional capacity without additional bus trips because each articulated bus can carry 40 riders more than a standard METRO bus," METRO CEO Alex Clifford said. "Ridership levels of almost 100 students have been noted on some peak trips, helping to address demand which has historically resulted in pass-bys and overcrowding."

The articulated buses make 39 trips each weekday, and 24 each trips each on Saturday and Sunday on routes 10, 15, 16, 19 and 20.

"Although one might think the longer buses would be difficult to operate on city streets, they actually are easier than a traditional 40-foot bus because the distance between axles is shorter," Larry Pageler, UCSC Transportation and Parking Series Director, said. "These buses also provide easier access for those with disabilities because they are 'low-floor' vehicles that do not require lifts to get wheelchairs in and out."

METRO is leasing the three articulated buses from Shuttle Bus Leasing at a cost of \$5,000 per vehicle per month from January through June 2018. UCSC has paid for the lease costs along with all other costs related to this pilot project. Additional funding has been provided by the City of Santa Cruz as part of the 2008 Comprehensive Settlement

Agreement between the University and various parties.

Pending UCSC funding availability, this pilot project could be continued for the 2018-19 school year.





## **ABOUT SANTA CRUZ METRO**

Established in 1968, Santa Cruz METRO provides 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. METRO operates 26 year-round routes throughout the county and one additional route when UC-Santa Cruz is in session. Learn more at [www.scmttd.com](http://www.scmttd.com).

Santa Cruz Sentinel

## Jarrett Walker, Transit Expert, Sees 'Aptos Chokepoint'

By: Jondi Gumz, Santa Cruz Sentinel

Posted: 05/16/18



Transit expert Jarrett Walker speaks about 'Innovators in Transportation' on Wednesday night at the Simpkins Swim Center community room.  
(Dan Coyro -- Santa Cruz Sentinel)



Transit expert Jarrett Walker speaks about Santa Cruz County transportation problems Wednesday night at the Simpkins Swim Center community room.  
(Dan Coyro -- Santa Cruz Sentinel)

LIVE oak >> International transit consultant Jarrett Walker laid it on the line Wednesday for his Santa Cruz audience.

“You do not have very much transit for a county your size,” he told 40 people at the Simpkins Family Swim Center. “Do you want to be providing a competitive transit service? A higher level of service would be useful to a lot more people.”

He zeroed in on Highway 1 congestion — “the Aptos chokepoint” — with the freeway, Soquel Drive and a rail line running through an area where people want a community.

“This is the problem of sharing space,” he said. “Everyone has to figure out what everyone needs and how it might fit.

It doesn’t work when one group gets a bunch of energy to go ahead and do something. That is the concern I’ve having with moving forward rapidly with a decision on the rail line.”

Walker, a blogger in Portland, Oregon, and author of “Human Transit,” was the first speaker in the “Innovation of Transportation” series started by the Santa Cruz County Regional Transportation Commission, which owns the rail line in question and is studying how to make improvements in the Santa Cruz-to-Watsonville corridor.

He will speak to the RTC at 9 a.m. Thursday at Santa Cruz City Hall, elaborating on his evening presentation.

Bus systems face two competing purposes, ridership and coverage, as Walker sees it, and boosting service on well-used routes to boost ridership means cutting routes with a handful of riders.

“If folks at Metro are sometimes beaten down, it’s because they’re told to do opposite things,” he said. “You cannot tell your transit system to do ridership and coverage at the same time.”

These budgetary decisions are up to elected officials, he said.

He marveled at the Aptos chokepoint, saying “I can think of few places that have such a tight geography problem.”

He diagnosed the cause of the congestion as people living in Watsonville seeking opportunity driving on Highway 1 to Santa Cruz, the part of the county that offers more opportunities.

Walker, familiar with transit from Adelaide to Amsterdam and Tel Aviv to Toronto, said he did not have an answer for Santa Cruz County.

He suggested discussions with all the people affected, including those in Watsonville, to look for solutions.

“It has to work for everyone before it works,” he said, “It has to make driving possible. It has to make a community.”

As for removing the track, Walker said “a transit solution makes that possible,” adding, “If you have a bike trail, whose freedom is reduced? You have to pause and have that conversation.”

He questioned whether anyone from Watsonville was in the room, and attendees pointed out Jenny Sarmiento, a candidate for Watsonville City Council, in attendance.

Rail and trail advocate Mark Mesiti-Miller asked Walker how more frequent service on Highway 1 would improve congestion?

“I will never tell you a certain frequency will reduce congestion,” Walker said, noting if roads become less congested, people use them more.

“Good enough transit — even stuck in traffic — is better than what people’s options are,” he added, noting people could have a choice of sitting an hour in a car unable to look at their cellphone or 90 minutes on a bus reading or checking their messages.

Evan Siroky of Santa Cruz YIMBY works in public transport and was familiar with Walker’s work.

“He has a really great philosophy of transportation,” Siroky said, noting his honing in on coverage or frequency.

Barrow Emerson, a manager at Santa Cruz Metro, also attended, making plans to meet with Walker on Thursday.

When the talk ended, attendees lingered, sharing their thoughts with one another.

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### **WALKER’s WISDOM**

Insights from transit expert Jarrett Walker’s blog:

**Budget:** Driver labor and time-based costs are often 70 percent of transit operating budgets.

**Costs:** Frequency of service costs money and speed saves money.

**For ridership:** High frequency of service is critical.

**Parking:** Charge a fair market price at a public park and ride lot.

**Infrastructure:** Only transit service can get people to their destination.

**Ask:** What percentage of the budget should be deployed pursuing ridership?

**Santa Cruz Sentinel**

## **UC Santa Cruz Students To Vote On Future Of Articulated Buses**

By: Elaine Ingalls

Posted: 05/16/18



One of three articulated buses now in service by Santa Cruz Metro is reflected in a window at Seymour Marine Discovery Center on Wednesday. (Shmuel Thaler -- Santa Cruz Sentinel)



An articulated bus was front and center at a joint press conference between Santa Cruz Metro at UC Santa Cruz. (Shmuel Thaler -- Santa Cruz Sentinel)

Santa Cruz >> The fate of a pilot program that brought three articulated buses — almost twice the length of a normal Metro bus — to UC Santa Cruz will be decided next week by a student vote.

The UCSC and Santa Cruz Metro initiative came out of concern for students who expected to board a crowded 40-foot transit bus and were left behind and had to wait for the next bus on routes running toward the campus, said Alex Clifford, CEO/general manager of Santa Cruz Metro.

A pilot program, which started Jan. 1, added three articulated buses stretching 60 feet long and carrying up to 100 people, compared to the 40-foot transit buses with a capacity of 60 passengers. Santa Cruz Metro operated the buses throughout Santa Cruz's Westside, and leased them from Shuttle Bus Leasing for \$5,000 per vehicle.

The program's \$150,000 cost was split between UCSC and funds remaining from a 2008 comprehensive settlement agreement stemming from a city lawsuit. Santa Cruz Metro did not contribute any funds to the program.

Santa Cruz Metro and UCSC held a press conference Wednesday at the Seymour Marine Discovery Center to discuss the project's success and need for more funding.

According to Barrow Emerson, planning and development manager for Santa Cruz Metro, there are 5 million boardings on the Metro buses per year, of which UC Santa Cruz and Cabrillo College students make up about 57 percent.

Cabrillo and UCSC students only have to flash their ID to board, and don't have to buy a ticket, since they pay a transit fee to their campuses. The cost of a standard transit fare is \$2, but a senior or disabled pass is half the price.

UC Santa Cruz students will vote during student elections next week on Measure 69, an act to increase their transit fees. Larry Pageler, director of Parking and Transportation Services at UCSC said the measure will include an \$82 increase in the next five years. He said it currently stands at \$111.

The measure needs a two-thirds vote to pass.

Without further funding, the project will end with UC Santa Cruz's spring quarter.

# Look for the Purple 2018 CLEAN OCEAN BUSINESS emblem in the City of Santa Cruz

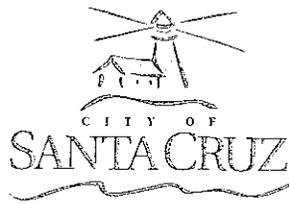


*These local businesses have made special efforts to protect local creeks, the San Lorenzo River, and the Monterey Bay National Marine Sanctuary by adopting practices that keep pollutants away from both storm drains and the sewer system!*

## These Auto Shops are 2018 Clean Ocean Businesses

- AAMCO Transmissions
- Advanced Auto
- Ainsworth Auto Repair
- Aloha Motors
- Apco Gasoline
- Art of Steel
- Autoworld Sales & Leasing
- Avis Rent a Car
- Bayside Oil II
- Beach Auto Sales
- Big O Tires
- Bordner Auto Body
- Chevron
- City of Santa Cruz Auto Services (Fleet)
- County of Santa Cruz Auto Services (Fleet)
- Doc Auto
- Fanucci Auto Body
- Fidelity Automotive
- Firestone Complete Auto Care
- First Transit
- Flyers
- Graniterock (Fleet)
- Greg Solow's Engine Room
- Hertz Car Rentals
- Holiday Muffler & Brakes
- Jiffy Lube
- Jim Ludy's Automotive
- Keener Auto Body
- Las Animas Concrete (Fleet)
- Legacy Automotive
- Lloyd's Tire Service
- Monterey Bay Automotive
- Monterey Bay Marine
- North Bay Ford Dealership
- Ocean 76
- Perrigo's Auto Body Shop
- Polar Auto & Radiator
- Rene's Auto Repair
- Red & Ros Gas Mart 2
- Rotten Robbie
- RPM Auto Repair
- Rusty's Repair
- RV Service Center of SC
- Santa Cruz Auto Body
- Santa Cruz Auto Parts
- Santa Cruz Auto Tech
- Santa Cruz High School Auto Shop
- Santa Cruz Metro Transit District (Fleet)
- Santa Cruz Motorsports
- Santa Cruz Nissan
- Santa Cruz Volkswagen - Dodge
- Scott's Body Shop
- Soquel Auto Sales
- Stanford Ave Garage
- Stoodley's Small Engine Services
- Tim's Auto Electric
- U.S. Post Office
- United Parcel Service (Fleet)
- Valero, 2202 Mission St
- Valero, 335 Mission St
- Valero, Ocean St
- Valero, Soquel Ave
- Water Star Motors
- Weston's Auto Body & Paint
- Westside Auto Repair
- Whalers Car Wash
- Wheel Works

Auto Detailing



PUBLIC WORKS DEPARTMENT  
Wastewater Treatment Facility 110 California Street, Santa Cruz, CA 95060 • 831 420-6050 • FAX: 831 420-6489 • www.cityofsantacruz.com

Santa Cruz Metro Transit District (Fleet)  
110 Vernon St  
Santa Cruz, CA 95060

May 8, 2018

Dear Owner/Manager:

CONGRATULATIONS! The Department of Public Works is recognizing Santa Cruz Metro Transit District (Fleet) as a “Clean Ocean Business”. This means your business was inspected in 2017 and found to be in compliance with the City of Santa Cruz Vehicle Service Facilities Best Management Practices. We greatly appreciate the time, energy, and expense that you have invested to help meet the City’s objectives of reducing pollution from storm water runoff.

The two enclosed decals can be displayed on your windows, walls or display counters to inform your customers that Santa Cruz Metro Transit District (Fleet) is using Best Management Practices to help protect water and wildlife from pollution.

In addition to the decals, the City will also be advertising your business with the other Clean Ocean Businesses in the Sentinel on Sunday, May 13 and the Good Times on Wednesday, May 16. The ad will also appear in the Sentinel online edition from May 13 – May 27. Be sure to look for your name!

Thank you for taking the time to help prevent pollutants from entering our local creeks, the San Lorenzo River, and ultimately the Monterey Bay National Marine Sanctuary.

Sincerely,

Mark R. Dettle,  
Director of Public Works

cc: City Council  
City Manager  
Public Works Commission  
Environmental Compliance Manager/Inspectors

# **Other Transit Related Articles**



## **Soaring Gas Prices Take Transit Savings to Highest Level of the Year Commuters Look to "Dump the Pump" on June 21 and Try Public Transit**

*Source: APTA June 11, 2018*

Gasoline prices are on the rise, which sets the stage for more people to participate in this year's annual Dump the Pump Day on June 21. Public transportation agencies nationwide will be encouraging commuters in their community to try public transit to avoid high gas prices.

The average annual savings is \$10,160 for a person who switches his or her daily commute from driving to taking public transportation, according to the American Public Transportation Association's (APTA) June Transit Savings Report. This is the highest transit savings recorded this year. Individuals who ride public transportation instead of driving can save, on average, more than \$847 per month.

These savings are based on the cost of commuting by public transportation compared to the cost of owning and driving a vehicle. Driving costs include the June 6, 2018, national average gas price (\$2.94 per gallon, as reported by AAA) and the national unreserved monthly parking rate.

APTA releases this monthly Transit Savings Report to examine how an individual in a two-person household can save money by taking public transportation and living with one fewer car.

The national average for a monthly unreserved parking space in a downtown business district is \$166.26, according to the latest report of the Colliers International Parking Rate Study. Over the course of a year, parking costs for a vehicle can amount to an average of \$1,995.

The top 20 cities with the highest public transit ridership are ranked in order of their transit savings based on the purchase of a monthly public transit

pass. The savings also factor in local gas prices for June 6, 2018 and the local monthly unreserved parking rate. \*

	<b>City</b>	<b>Monthly</b>	<b>Annual</b>
1	New York	\$1,247	\$14,969
2	San Francisco	\$1,128	\$13,531
3	Boston	\$1,093	\$13,116
4	Philadelphia	\$1,015	\$12,184
5	Seattle	\$1,011	\$12,135
6	Chicago	\$1,006	\$12,078
7	Honolulu	\$981	\$11,773
8	Los Angeles	\$969	\$11,627
9	San Diego	\$922	\$11,066
10	Portland	\$907	\$10,886
11	Minneapolis	\$886	\$10,631
12	Denver	\$871	\$10,451
13	Baltimore	\$869	\$10,430
14	Washington, DC	\$848	\$10,178
15	Pittsburgh	\$838	\$10,053
16	Cleveland	\$823	\$9,873
17	Miami	\$799	\$9,591
18	Atlanta	\$799	\$9,583
19	Las Vegas	\$796	\$9,551
20	Dallas	\$792	\$9,503

\*Based on gasoline prices as reported by AAA on 6/6/18

## **Methodology**

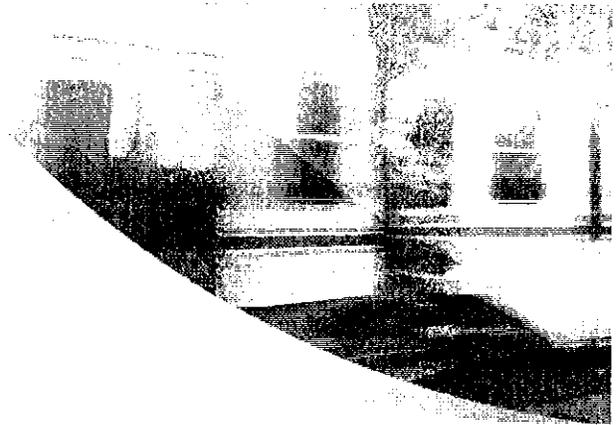
APTA calculates the average cost of taking public transit by determining the cost of the average monthly transit pass of local public transit agencies across the country. This information is based on the annual APTA fare collection survey and is weighted based on ridership (unlinked passenger trips). The assumption is that a person making a switch to public

transportation would likely purchase an unlimited pass on the local public transit agency, typically available monthly.

APTA then compares the average monthly transit fare to the average cost of driving. The cost of driving is calculated using the 2017 AAA average cost of driving formula. That formula is based on variable and fixed costs. The variable costs include the cost of gas, maintenance and tires. The fixed costs include insurance, license registration, depreciation and finance charges. The comparison also uses the average mileage of a mid-size auto at 23.1 miles per gallon and the price for self-serve regular unleaded gasoline as recorded by AAA on June 6, 2018 at \$2.94 per gallon. The analysis also assumes that a person will drive an average of 15,000 miles per year. The savings assumes that a person in a two-person household lives with one fewer car.

In determining the cost of parking, APTA uses the data from the most recent Colliers International Parking Rate Study for monthly unreserved parking rates for the United States.

June 1, 2018



## Santa Cruz METRO Set to Host APTA Universities Conference

The Santa Cruz Metropolitan Transit District (METRO) is set to host APTA's 2018 Public Transportation and Universities Conference, taking place June 23-26 at the Hilton Santa Cruz / Scotts Valley.

The conference will focus on issues being faced by colleges and the transit districts which serve them, and will share how to make campus transit systems thrive – whether provided by the local transit agency or university-operated – and will examine the trends and opportunities facing universities' transportation systems now and into the future.

Pre-registration is available through June 18, after which only onsite registrations can be accommodated. For questions regarding registration, contact Heather Rachels at [hrachels@apta.com](mailto:hrachels@apta.com) or (202) 496-4838. For more information about the program, contact DeeNaye Williams at [dwilliams@apta.com](mailto:dwilliams@apta.com) or (202) 496-4899.

## CA: Voters Favor Bay Area Bridge Toll Hikes for Transit Upgrades

Kevin Fixler On Jun 7, 2018

Source: McClatchy

June 06--Voters in the Bay Area's nine counties appeared to show support for a proposal to use bridge toll hikes to raise \$4.45 billion and fund infrastructure projects across the region.

Regional Measure 3 was favored with 54 percent of the vote throughout the region, according to election results posted Wednesday. The ballot measure required a majority of votes across the nine counties to be approved.

"It seems like we should pull through and get RM3 passed, the way it looks," said Jake Mackenzie, chair of the Metropolitan Transportation Commission. "As far as we're concerned at MTC, that's a very good thing based on ... the broad array of projects across the whole nine Bay Area counties, with clearly some real benefits for the North Bay."

Regional Measure 3 would institute three \$1 increases on all state-run bridges in the Bay Area over the next seven years, with the exception of the Golden Gate Bridge. The first hike would take effect Jan. 1, 2019, with subsequent increases in 2022 and 2025 toward the estimated \$4.45 billion mark over the next 25 years.

Passage seemed assured early Wednesday morning with 4,483 of 4,816 precincts across the nine counties reporting.

With all of Sonoma County's 405 precincts reporting, voters backed the measure by a margin of 53-to-47 percent, with 35,064 votes for and 31,348 against. Included among the local traffic relief projects for the county was \$120 million toward completion of the long-awaited Marin-Sonoma Narrows Highway 101 lane-widening project.

Regional transportation officials believe the influx of cash for the three-lane roadway expansion from Petaluma to north of Novato will allow it to be completed by the end of 2023. Because of other transportation funding being used toward Sonoma County's portion of the remaining work, most of the \$120 million from RM3 will likely go to Marin County for its section.

Passage of Regional Measure 3 means \$100 million toward the North Bay's Highway 37 improvement project. The SMART train commuter line will also see \$40 million for its planned Santa Rosa Airport Station-to-Windsor line, possibly with some money left over for the beginning of a proposed extension to Healdsburg.

"It's good to see people didn't make a rash decision by voting with their pocketbook versus what's going to be better for how to get around the Bay Area and how our quality of life is

affected long term," said Sonoma County Supervisor David Rabbitt, who plays a lead role in regional transportation. "Overall, it's inevitable I believe -- perhaps contrary to some people's beliefs -- things like tolls on bridges will go up over the course of time. It's a matter of taking care of individual structures ... and making sure the entire system works cohesively together."

Bay Area Rapid Transit, or BART, is the largest beneficiary. The public transportation system will see \$500 million of the toll revenues for new cars to reduce crowding and provide more reliable service. It will get another \$375 million toward its multibillion dollar, four-station expansion from San Jose to Santa Clara.

Other big-dollar projects receiving funding through RM3 include \$325 million for extending the Caltrain to Transbay Transit Center in San Francisco, and \$300 million each for expanded ferry service and toward express lanes in several Bay Area counties. The San Francisco Bay Trail for pedestrians and cyclists will also receive \$150 million.

# San Francisco Chronicle

## Regional Measure 3: Work On Transportation Improvements Could Start Next Year

By Michael Cabanatuan

June 6, 2018

Traffic flows through the Bay Bridge toll plaza on Thursday, June 8, 2017, in Oakland, Calif. Regional Measure 3, which would raise tolls on the Bay Area's latticework of state-owned bridges by \$3 to fund ... more

With Regional Measure 3 victorious, Bay Area commuters can look forward to \$4.5 billion of transportation improvements — from a BART extension to Santa Clara to completion of Highway 101's Marin-Sonoma Narrows and to an expansion of the region's ferry system and express-lane network.

But eager commuters shouldn't expect to see earthmovers and concrete trucks right away because what gets funded — and built — isn't as simple as going down a list and getting things done one item at a time. Projects considered shovel-ready — with construction and financing plans completed — will probably be first in line for funding.

Voters approved the nine-county ballot measure Tuesday with 54 percent of the vote. The measure, which required a simple majority vote overall, will raise tolls on seven state-owned bridges by \$3 over the next six years with \$1 increases in 2019, 2022 and 2025 to pay for a list of proposed improvements to address what is considered one of the Bay Area's most nettlesome problems.

First on the list of 35 items likely to be tackled will be the widening of a 5-mile stretch of Highway 101, known as the Marin-Sonoma Narrows, and the purchase of railcars to expand BART and San Francisco's Muni Metro fleets. Also, the addition of more hybrid toll-carpool lanes to the regional express-lane network, extension of the SMART train to Windsor and improvements to increase the capacity of the Bay Bridge corridor.

Work on those projects could start as early as next year, said John Goodwin, a spokesman for the Metropolitan Transportation Commission, the Bay Area's transportation planning and financing agency.

But before regional officials can start handing out money for any of the projects, the nine Bay Area counties' boards of supervisors and the Bay Area Toll Authority have to certify the election results, and the authority will need to go through the official steps of raising bridge tolls, in 2019. Those chores could take months.

State legislators who selected the menu of 35 projects when they allowed the Bay Area to put the measure on the ballot did not create a priority list, and not all of the projects can be done at once.

Jake Mackenzie, chairman of the Metropolitan Transportation Commission, which doubles as the Bay Area Toll Authority, said the agency will need to work with cities, counties, transportation operators and Caltrans to determine which projects are ready to go, and when.

“County by county, and for the region as a whole, the passage of RM-3 is grand news,” he said.

Several other projects are on the shovel-ready list and could also start construction in 2019. Those include projects to speed the hauling of goods in and out of the Bay Area; land purchase for a new interchange at Interstates 80 and 680 and Highway 12; an overcrossing to an east Contra Costa transit station in Brentwood; expansion of the San Francisco Bay Trail; and a light-rail link between Eastridge and BART in east San Jose.

Many of the bigger projects — like a BART extension to downtown San Jose and Santa Clara and the Caltrain extension to downtown San Francisco — will take years because they require federal funding, which can be difficult to obtain.

“There’s a good chunk of this that can go forward quickly, and some that will take a bit of time,” said Jim Wunderman, executive director of the Bay Area Council, a business group active in the campaign to pass Regional Measure 3.

Carl Guardino, executive director of the Silicon Valley Leadership Group, who serves on the California Transportation Commission, which hands out state money for projects, said it’s important to establish a process that avoids politics while fairly determining which projects are ready to proceed.

“I’m one of 8 million Bay Area residents who wishes these projects were started yesterday, but not one of them could have been started without what happened yesterday,” Guardino said. “These are all desperately needed improvements, with decades of desperation and pounding the steering wheel in frustration. We should do them as soon as they’re ready to go and funding is available.”



## **Napolitano, Van Hollen, Katko Introduce the Bus Operator and Pedestrian Protection Act**

June 6, 2018

(WASHINGTON, DC) Today, U.S. Rep. Grace F. Napolitano (D-CA-32), U.S. Senator Chris Van Hollen (D-MD), and U.S. Rep. John Katko (R-NY-24) introduced the *Bus Operator and Pedestrian Protection Act* with the support of bus drivers and union leaders from across the country.

“The bill we are introducing today seeks to protect drivers from assaults, increase public safety by eliminating dangerous and unnecessary blind spots, and provide additional upgrades to ensure safer travel for all,” Napolitano said. “Every day we hear major news stories of bus drivers being beaten, having items thrown at them, spitted upon, and verbally abused. LA Metro, for instance, which operates in my district experiences approximately 130 assaults on bus drivers per year. This is an unthinkable experience for drivers, and it also has major safety impacts on passengers, motorists and pedestrians, as these assaults often occur while the bus is moving. Assaults on bus drivers are very costly for the personal health of drivers and their families, but also for transit agencies that end up paying for healthcare costs and lost time of bus drivers off duty. We must do everything we can to stop assaults on bus drivers and reduce bus accidents with available technology.”

“Ensuring a safe work environment for transit operators is crucial to improving our transportation system for both passengers and employees,” said Senator Chris Van Hollen. “This legislation makes a long overdue push to improve safety conditions for these men and women -- and invests the resources to make it happen. I will continue working to secure critical investments in our transportation system.”

“The bipartisan, bicameral legislation we’ve introduced today addresses some of the major safety issues facing bus operations in Central New York and nationwide. When drivers encounter hazardous situations, pedestrians and all travelers on the roadway are put in danger,” said Rep. Katko. “Many of these assaults and risks are avoidable, and this measure takes steps to prioritize the well-being of bus drivers and pedestrians, as well as all travelers utilizing our nation’s transportation systems.”

Napolitano unveiled the legislation during a congressional briefing and press conference, flanked by bus drivers and union leaders from the Amalgamated Transit Union (ATU).

“This legislation is not just for Los Angeles, it’s for the whole United States,” said Art Aguilar, President, ATU Local 1277 in Los Angeles. “Operators have been unjustly terminated because of blind spots that they cannot control. This bill provides protection for our operators to not be

found guilty right away or treated as criminals. Assaults on operators is the other major issue, and it is about time we are doing something about it. An injury to one operator is an injury to us all. We need to take care of them.”

The Bus Operator and Pedestrian Protection Act gives transit agencies two years to develop Bus Operations Safety Risk Reduction Programs in partnership with their transit workforce, and with oversight from the U.S. Department of Transportation (DOT). The bill authorizes \$25 million per year for 5 years to pay for the implementation of these safety improvements as part of their Bus Operations Safety Risk Reduction Programs:

- Assault mitigation infrastructure and technology, including barriers to prevent assault on bus drivers
- De-escalation training for bus drivers
- Modified bus specifications and retrofits to reduce visibility impairments
- Driver assistance technology that reduces accidents
- Installation of bus driver seating to reduce ergonomic injuries

This legislation will also require transit agencies to report all assaults on bus drivers to the U.S. DOT’s National Transit Database (NTD). It is supported by the ATU, International Association of Sheet Metal, Air, Rail, and Transportation Workers (SMART), Transport Workers Union of America (TWU), AFL-CIO Transportation Trades Department, and Teamsters.

# **NBC BAY AREA NEWS**

## **California Lawmaker Introduces Federal Bill To Protect Bus Drivers**

*Following recent Investigative Unit reports about a spike in the number of reported assaults on bus drivers, a bipartisan bill seeks to improve bus driver safety nationwide.*

By: Vicky Nguyen, Jeremy Carroll and Kevin Nious

June 6, 2018

Bus drivers from across the country testified before members of Congress Wednesday in Washington DC, sharing stories about how they've suffered violent attacks while on the job, and asking lawmakers to support of a new bill designed to protect passengers and drivers.

The Bus Operator and Pedestrian Protection Act, co-sponsored by Democratic congresswoman Grace Napolitano from California's 32nd district, and Republican John Katko of New York's 24th congressional district, would require installation of protective shields, training to de-escalation violent situations, and compel transit agencies to track and report the number of assaults and violent incidents against drivers to the Department of Transportation.

Napolitano said just as pilots are protected in the cockpit, bus operators should also feel safe on the job as they transport thousands of passengers.

"It also has a major safety impact to passengers and motorists as well as pedestrians...as they assaults occur often while the bus is moving," Napolitano said.

In February, NBC Bay Area's Investigative Unit first exposed the extent of the violence against drivers. NBC Bay Area requested data from all the major transit agencies including VTA, BART, Muni and learned AC Transit drivers suffer the most reported attacks with drivers beaten, choked, and even threatened with guns facing weapons, at a rate much higher than the agency or the public knew about.

"There are major news stories every day of bus drivers being beaten," Napolitano said.

Drivers told NBC Bay Area they do not feel safe in their jobs and that they fear a driver will be killed if drastic action is not taken soon.

After NBC Bay Area's first report aired in February, AC Transit announced it would install driver shields this summer for a test run. Four months later, drivers are still waiting.

Drivers also expressed concerns to the Investigative Unit that they do not have a direct line to police or 911 when an assault is underway. Instead they have to call dispatch for help and wait for those operators to relay the information to law enforcement. AC Transit said that system allows the district to locate the bus and operator quickly and efficiently. AC Transit Drivers Say Delayed Emergency Response Puts Public in Harm's Way.

The proposed law comes in response to serious attacks on transit operators nationwide. Napolitano, whose district includes the LA Metro bus district, said that agency records roughly 130 assaults against drivers each year.

"We must do everything we can to stop assaults on bus drivers," Napolitano said. "They're our friends they're our neighbors, our sisters, our brothers and we should protect them."

The bill would also require transit districts to come up with a risk assessment plan in the next two years, including a plan for how to track assault data and report those numbers to the Department of Transportation.

It will cost an estimated \$25 million a year for five years to implement. The congresswoman urged transit operators across the country to call their lawmakers and share their personal stories if they've been assaulted on the job.

"Talk to your representatives. Make them understand how vital this is the assault on bus drivers is a growing problem."

# GENFARE

## Introducing a New Transit Fare Medium: Nano Cards

Blog News 6/5/18

### **CDTA leverages new technology to enhance social service program support and introduce passengers to smart cards**

Like most transit agencies, the Capital District Transportation Authority (CDTA) in Albany, NY, has distributed old-fashioned punch cards and, more recently, magnetic stripe fare cards to the various social service programs who rely on CDTA for their participants' travel to and from appointments. Unlike most agencies, however, CDTA has implemented some of the latest technologies to make their social service programs more cost effective and secure, and it came from an unlikely source: gaming.

The new nano card technology Genfare is leveraging on behalf of CDTA was originally developed for entertainment venues like Dave & Buster's and GameWorks for their arcade gaming cards, and it proved to be the perfect solution for CDTA.

### **Phasing Out Magnetic Cards Drives the Need**

The need for a new solution arose when CDTA determined that it wanted to eliminate magnetic stripe fare media system-wide, after successfully launching the Navigator smart card solution to its passengers in 2017. In fact, CDTA has stopped selling any magnetic fare media and will no longer accept magnetic fare media effective April 1, 2018. So, they turned to Genfare, who had engineered and implemented the Navigator success, with the challenge.

"CDTA needed a cost-effective solution for its social service programs. The smart cards that are commonly used for transit fare media cost far more than the magnetic stripe cards they have been using for the programs, so we couldn't recommend that solution," said Kirk Hoffman, Genfare Program Manager. "We also knew that CDTA did not want to return to using paper script or punch cards, so we accepted the challenge and searched other industries for a solution," said Hoffman.

What Hoffman and the Genfare team found was the new nano card technology developed by NXP. Nano cards look and function just like a smart card, but they are significantly less expensive, because they are intended for only short-term use, like what you would find at an entertainment venue with arcade games. The technology embedded in the nano cards is not as robust as that found in a true smart card, but CDTA's social service programs do not require long-term security or complicated technologies. The intent of the fare media is simply for a short-term purpose: getting to and from an appointment or travelling CDTA's system for just one day.

### **Piloting the Nano Card System to Support Social Service Programs**

The team at Genfare collaborated with NXP to develop a pilot program to test the nano cards in a transit environment and to enhance the CDTA passenger experience.

“We determined quickly that the nano card solution should work quite well and could potentially be a new transit fare medium,” said Hoffman.

According to Hoffman, the pilot program did not require any changes to the hardware already installed for CDTA’s Genfare fare payment systems. They did need to develop and load some software to accommodate the new fare medium, but the barriers to testing the nano cards proved to be minimal.

NXP agreed to supply 50,000 cards, branded with CDTA’s Navigator fare payment logo, that were loaded with a fare value equal to just one transit trip. Each card is labeled and programmed with a unique serial number, so Genfare and CDTA can track each card’s use, including date and time of use and the route for which it is used.

The pilot period began in January 2018 and has already been successful. “We plan to invest in at least a year’s worth of cards to support our social service programs.” said Thomas G. Guggisberg, CDTA’s Director of Information Technology. “We hope to expand their use beyond social service programs, for other short-term applications or as a free transit pass for passengers who are new to our Navigator program and may want to give the smart card payment system a try for the first time.”

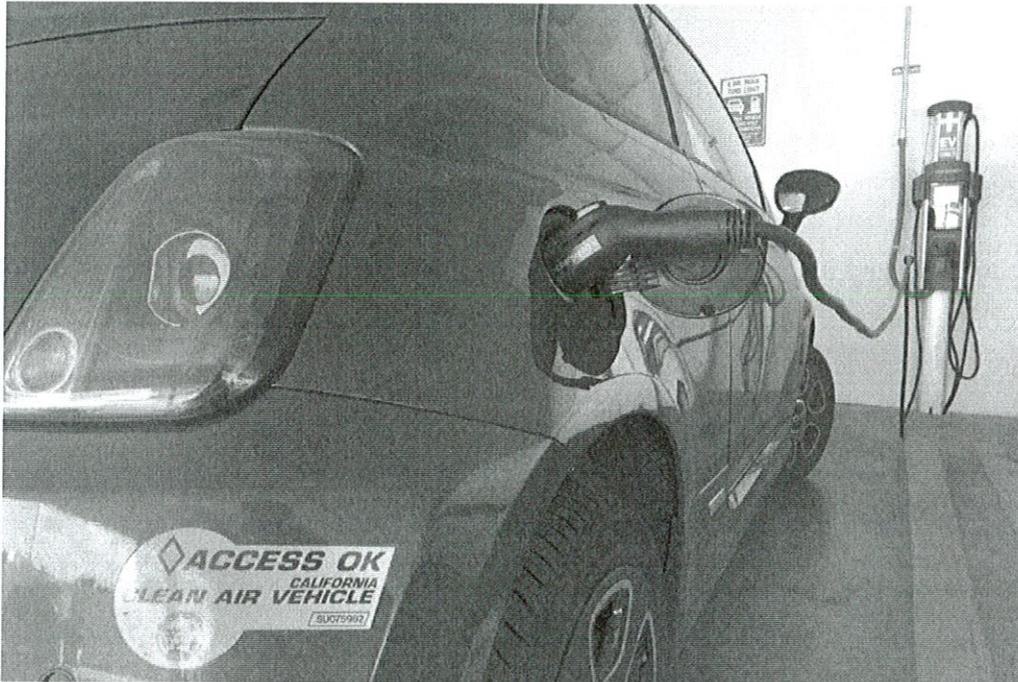
### **Enhancing the Passenger Experience with Collaboration and Creativity**

The CDTA’s unique need resulted in a truly collaborative and creative solution from the team at Genfare. “We love the idea of researching and borrowing ideas from industries outside of transit,” said Guggisberg. “We have done that before with Genfare and other partners, but it is especially gratifying that our partners are open to solving our challenges by looking at them from a wide variety of angles.”

“We are absolutely excited to begin using the nano cards and grow it as a unique solution for the special arrangements we have and to introduce smart card technology to our new riders,” said Guggisberg.

# AP

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LOS ANGELES (AP) — California utilities will invest nearly \$768 million to expand a network of charging stations and build other infrastructure for electric vehicles as the state moves toward a goal of 5 million zero-emission cars on the roads by 2030.

The California Public Utilities Commission voted 5-0 Thursday to pay for programs statewide over the next five years, with an emphasis on establishing facilities in disadvantaged communities where traffic and air pollution are often heaviest.

The funding includes \$136 million by San Diego Gas & Electric Co. to provide rebates for as many as 60,000 customers to install home charging stations.

Pacific Gas & Electric will build 230 direct current fast-charging stations, for a total of nearly \$22.5 million. And PG&E and Southern California Edison will spend a combined \$580 million to support the electrification of almost 15,000 medium- and heavy-duty vehicles including transit and school buses, semi-trucks, forklifts and cargo equipment at ports.

"If we're successful with this and other electrification efforts already underway, much of the nation will likely follow California's lead," said CPUC Commissioner Carla J. Peterman.

The utilities initially asked for \$1 billion to implement the projects. After a series of workshops and hearings, the CPUC decided on a budget of approximately \$738 million, with an additional \$29.5 million for program evaluation.

The overall plan is a result of a 2016 CPUC order directing utilities to submit applications proposing projects aimed at accelerating transportation electrification across all sectors, from light-duty passenger cars to medium- and heavy-duty fleet, transit and freight vehicles.

Edison's Katie Sloan estimated its projects would lead to a monthly bill increase for customers of about 50 cents over a few years. After that, she said, ratepayers will see their bills steadily drop as the infrastructure is completed.

PG&E and SDGE did not immediately have estimates for whether their plans would increase monthly bills for customers.

Gov. Jerry Brown in January outlined a \$2.5 billion proposal to help Californians buy electric vehicles as part of a long-term plan to reduce greenhouse gas emissions. Currently there are about 350,000 zero-emission vehicles on California roads; Brown wants that number to grow 15-fold over the next dozen years.

The Democratic governor has positioned California as a global leader in fighting climate change amid President Donald Trump's decision to pull the U.S. out of the Paris climate accord.

Transportation

May 31, 2018

## **California Public Utilities Commission Approves Historic Investment in Charging Infrastructure**

This morning, the California Public Utilities Commission unanimously approved \$768 million in investments in charging infrastructure to support the deployment of electric buses, trucks and cars. This investment is the result of the Transportation Electrification (TE) proceeding initiated by the CPUC pursuant to SB 350 (de Leon) [Chapter 547, Statutes of 2015], to support the deployment of electric buses, trucks and cars.

Of this total, transit agencies in the service jurisdictions of Southern California Edison (SCE) and Pacific Gas & Electric (PG&E) will be eligible to benefit from up to \$227.7 million of investment in electric bus charging infrastructure, and are guaranteed a minimum investment of \$52.5 million.

This investment, which will be brought online later this year, will flow through SCE's Medium/Heavy-Duty Charging Infrastructure Program and PG&E's Fleet Ready Program. These programs will fully fund the construction and installation of the electric vehicle (EV) service connection and supply infrastructure –often referred to as “make-ready” infrastructure – which is required for the installation of an electric bus charger. This infrastructure and equipment includes every component from the distribution circuit up to the stub for the bus charger. As part of this investment, SCE and PG&E will also offer transit agencies rebates for the purchase of electric bus chargers, at a value of up to 50% of the cost the chargers.

In addition to approving investment in charging infrastructure, the CPUC also approved SCE's new EV rate design, which will eliminate demand charges for a five-year "introductory period" and, instead, reclaim costs through volumetric energy charges. After this five-year period, SCE will begin to phase in demand charges over a five-year "intermediate period." The CPUC also approved PG&E's commitment to introduce a new EV rate design proposal benefitting heavy-duty customers.

The Association and several transit agency members were key participants in this TE proceeding, having submitted comments and testimony to the CPUC over the last year that outlined the enormous infrastructure investment needs of our industry. Our collective input was routinely cited as justification for the size and importance of investment in public transit.

**In the coming months, the Association will work with SCE and PG&E to disseminate information on how our transit agency members can access the investments brought online by the TE proceeding.**

We thank the CPUC and all parties involved for this historic action!

If you have any questions or comments about this Funding Update  
please contact Legislative Advocate Matt Robinson at 916-446-4656, ext. 1022 or [matt@caltransit.org](mailto:matt@caltransit.org),  
or Legislative and Regulatory Advocate Michael Pimentel at 916-446-4656 ext. 1034 or [michael@caltransit.org](mailto:michael@caltransit.org).

# Eno Transportation Weekly

## China Transit Procurement Ban Has Potential to Divide Stakeholders

By: Jeff Davis

May 31, 2018

The surprise inclusion in the draft fiscal 2019 Transportation-IIUD appropriations act of a provision banning the use of federal transit dollars to purchase transit vehicles from Chinese companies could have enormous implications for transit agencies in Chicago, Boston and Los Angeles – but it’s also about a long-term strategy to prevent Chinese rail car makers from getting into the separate U.S. market for freight rail cars.

The provision would prevent federal transit money from buying any rail cars from the Chinese CRRC company and would also prevent federal transit bus money from buying any electric buses from the Chinese BYD company – despite the fact that both companies are capable of complying with current Buy America laws, which mandate that between 60 and 70 percent of total components for the vehicles be made in the U.S. and that the company open a plant in the U.S. for final vehicle assembly.

Section 165 of the draft bill approved by the House Appropriations Committee last week says the following:

None of the funds appropriated or otherwise made available to the Federal Transit Administration under this Act may be used in awarding any contract or subcontract for the procurement of an asset within the mass transit and passenger rail or freight rail subsectors included within the transportation systems sector defined by President Policy Directive 21 (Critical Infrastructure Security and Resilience) including rolling stock, and the ensuing regulations if the entity is owned, directed, or subsidized by a country identified as a priority watch list country by the United States Trade Representative in the most recent report required under section 182 of the Trade Act of 1974 (19 U.S.C. 2242) and is subject to monitoring by the Trade Representative under section 306 of the Trade Act of 1974 (19 U.S.C. 2416).

A few clarifications:

- Funds “otherwise made available to” FTA presumably includes highway money transferred to mass transit through the “flex” transfer process and potentially TIGER or BUILD grant money transferred from the Office of the Secretary to FTA as well.
- The various sub-sectors of the transportation sector under that Obama-era policy directive are defined here. For the mass transit and passenger rail subsection, the asset list includes “terminals, operational systems, and supporting infrastructure for passenger services by transit buses, trolleybuses, monorail, heavy rail—also known as subways or metros—light rail, passenger rail, and vanpool/rideshare.”

- To get on the blacklist, a company must be “owned, directed or subsidized” by a country on two different U.S. Trade Rep. watch lists, which means the People’s Republic of China.

CRRC has had success in the last few years making the lowest bid on contracts for new rail transit cars for U.S. cities. Its initial success was for MBTA in Boston in 2014, where it bid \$567 million and won the Orange/Red Line contract (the next lowest bid was \$721 million), prompting it to build a plant in Springfield, Mass. for vehicle assembly. It then won a \$1.3 billion contract for Chicago’s CTA (prompting a new assembly factory in the Windy City dedicated by Mayor Rahm Emanuel). CRRC won a third contract for L.A. Metro (\$647 million) last year as well as a much smaller contract for SEPTA in Philadelphia.

The degree to which CRRC has been able to underbid other manufacturers has caused concern that the subsidies they get from their government owners are allowing them to compete unfairly.

Normally, the solution would be to strengthen the existing Buy America laws, which already have an exemption from WTO tariff rules (since they are government procurements) and which were strengthened under the FAST Act to take the percentage of domestic content up to 70 percent by 2020.

However, the other companies that manufacture subway and rail cars have names like Siemens and Alstom and Bombardier and Hyundai. Since they aren’t American either, simply ratcheting up Buy America percentages won’t necessarily do any good. (The complete lack of a domestic mass transit rail car industry is a big reason why the Obama Administration’s proposal to take the Buy America component standard up to 100 percent was not enacted) But singling out companies owned by the Chinese government will stop CRRC, particularly if paired with overall national security concerns about Chinese cybersecurity efforts.

Likewise, BYD is one of the leading suppliers of electric buses. They are also majority-owned by the Chinese government. (Surprisingly, Warren Buffett’s Berkshire Hathaway is also a major stakeholder in BYD, having bought an interest nine years ago.) But they have sold at least 165 of their electric buses to U.S. agencies (according to a December 2017 Reuters article), and have just developed the first hydrogen-electric bus, both of which presumably are leading candidates for the annual no-low emission set-aside bus program at FTA.

If the other foreign-owned companies that sell mass transit cars have a vested interest in stopping the growth of CRRC market share, the other backers of the new appropriations provision are less obvious. A May 2016 blurb in *The Hill* noted that a new group called the Rail Security Alliance that did not, as yet, have a website had just hired its first lobbying firm. (RSA does have a website now.) It appears to be an association of interests relating to freight rail car manufacture.

Since then, RSA’s lobbyist-head, Erik Olson, has been traveling the country warning about the implications of continued CRRC contract wins. His op-ed in the *Washington Times* five months ago alleges that MBTA got such a good bid from CRRC that it decided not to use any federal funding for the procurement, liberating it from Buy America laws and allowing the Chinese share of total components to exceed that Buy America limit. And RSA commissioned a widely-

read report from an international economics consulting firm analyzing how CRRC took over the freight rail car industry in Australia and what those economic effects would look like if replicated here in the U.S.

Now, the one issue does not directly relate to the other. While CRRC manufactures both freight and passenger rail cars, there is no FTA money involved in the purchase of freight rail cars by private freight railroads, so the new appropriations language would not, by itself, have any effect on CRRC's ability to sell freight rail cars in the U.S. But by preventing CRRC from getting a bigger foothold in the subway/passenger rail car market in the U.S., RSA and its members may be trying to prevent CRRC from converting those U.S. subway car assembly plants to freight rail car assembly plants later on.

U.S. rail car manufacturers are free to make a complaint to the World Trade Organization to complain about the subsidies given to CRRC, and they might eventually win, but a lot of people might be driven out of business or die of old age before a final WTO decision was made and enforced.

The fact that freight rail car manufacturers are heavily invested in this debate is clear from who sponsored the provision. At the Appropriations markup, subcommittee chairman Mario Diaz-Balart (R-FL) made it clear that Defense Subcommittee chairman Kay Granger (R-TX) was the prime mover, and Granger spoke in favor of the provision. It just so happens that Trinity Industries, the leading U.S. manufacturer of freight rail cars, is headquartered in Granger's metropolitan area and has major facilities there.

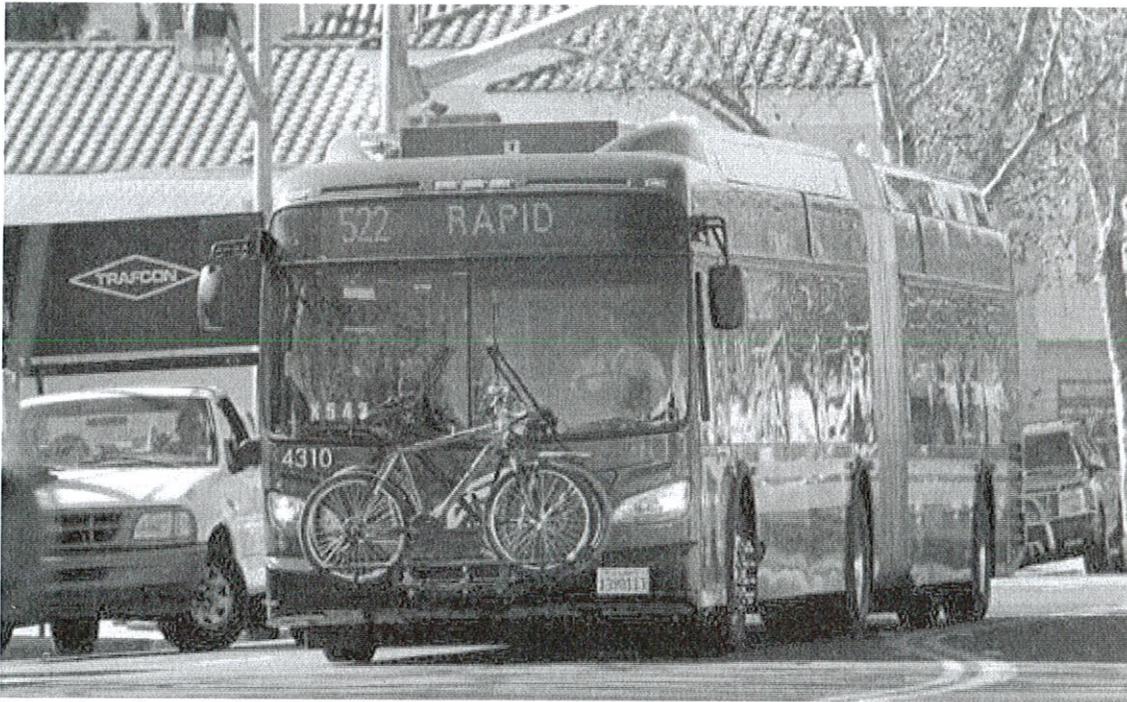
(Aside from Trinity, the other three major U.S. rail car manufacturers are Greenbrier Companies, American Railcar Industries, and (far behind the others) FreightCar America.)

How will this issue shake out when the House bill is brought up for floor consideration in a few weeks? A member from Chicago or Los Angeles or elsewhere may offer an amendment to strike section 165 from the bill. Generally strong GOP support for the underlying provision is likely (no Republicans spoke against it in committee), and on the Democratic side, it is hard to predict how the Democratic votes will go. Organized labor may not take a formal stand – on the one hand, they may represent the workers at the new CRRC plants, but on the other hand, they never saw a strengthening of protections for the U.S. manufacturing sector that they didn't like, and the prospect of underlying job losses at U.S. railcar manufacturers may worry them.

In negotiations with the Senate, Richard Durbin (D-IL), a senior member of the Appropriations Committee and the Deputy Minority Leader, is expected to lead the fight against the House provision. But while Durbin is much more of a nationally-known figure than Granger, within the confines of an Appropriations conference, Granger may have as much pull as Durbin – she is in the majority, and she is a leading candidate to take over from retiring chairman Rodney Frelinghuysen (R-NJ) next year. (Granger is chairman of the House Defense Subcommittee and Durbin is ranking member of the Senate Defense Subcommittee, so maybe they can settle the issue as part of their Pentagon funding negotiations.)

## **Gridlock Traffic Means Fewer Bus Riders**

By: Gary Richards | Bay Area News Group | May 30, 2018



Ridership on buses is down across the Bay Area as jammed roads makes buses late and frustrate riders. (Karl Mondon/Bay Area News Group file)

Bus ridership is down across the Bay Area, and officials say fed up riders are jumping back into their cars because too much traffic is making too many buses late.

From July to March, every local transit agency had a significant drop in bus ridership compared to the same period a year ago. Down 10.7 percent at the Valley Transportation Authority, 9.3 percent at the Golden Gate Bridge-Marín agency, 9 percent at San Francisco MUNI, 7.8 percent at SamTrans and 2.1 percent at AC Transit.

That's 15,924 fewer riders in just nine months.

"We're in a vicious cycle," said Stuart Cohen, executive director at TransForm in Oakland, a transportation advocacy nonprofit, "where the more traffic, the slower the buses go, leading more people to abandon them, leading to more traffic, and so on."

It's a worry nationwide as bus ridership fell 6.3 percent over the last year. Almost every major urban area across the U.S. with a population of 842,000 or larger lost transit riders.

Johnny Dee's AC Transit ride over the Bay Bridge into San Francisco now takes 15 minutes longer. Heavy traffic not only means a slower crawl across the bridge, he said, but increased congestion "adds to (slowdowns into) downtown San Francisco" for bus riders.

Hector Sanchez' trip on Bus 22 up El Camino Real is more stop-than-go from Santa Clara to Mountain View. It means an extra 20 minutes going up El Camino and back, five days a week. "It adds up," he said.

The VTA says travel speeds have declined approximately 20 percent over the past 30 years. But the slowdown has been steeper in recent years, amounting to a decline of 1.5 percent annually since 2013.

That may not seem like much, but each one percent drop corresponds to an extra \$3.2 million that the VTA must spend to maintain the same frequency of service — one bus every 12 to 15 minutes.

More buses must be added to routes to maintain that service, and the buses are either taken from other routes or added at an additional cost.

The line along El Camino is the most heavily used in Santa Clara County, carrying nearly 19,000 riders each weekday. But the average travel speed on Route 22 has declined 43 percent, from 15.7 mph in 1995 to 9 mph today during commute times. That's led to a 47 percent increase in operating costs.

"With the economic boom comes new problems, one of those is congestion," said San Jose councilman and VTA board director Johnny Khamis. "The board understands that people need to get to places faster."

Agencies are scrambling to speed up runs.

MUNI now allows passengers to enter from rear doors if they use an electronic payment system like Clipper. SamTrans revises its routes three times a year. AC Transit has opened a 9.5-mile bus-only transit lane in the East Bay along International Boulevard and East 14th Street. And driverless shuttles ferry riders from transit stops to the sprawling Bishop Ranch area in San Ramon and will be expanded throughout Contra Costa County, helping users avoid parking hassles and getting off a bus.

The VTA opened an express route on Alum Rock Avenue in San Jose more than a year ago and has another planned from the new Berryessa BART station along Santa Clara Street and Stevens Creek Boulevard to De Anza College in Cupertino. Allowing passengers to board in the street instead of curbside to speed up stops is also being considered.

But there are pushbacks. Cities are hesitant to give buses priority at lights along busy commuter routes on Lawrence and San Tomas expressways. And a radical plan to reserve a lane for buses only on El Camino was soundly trashed.

Plus, the Bay Area's soaring home and rental prices are driving out lower income folks, who are most likely to ride a bus.

"SamTrans has blamed their falling ridership in part to this trend," said TransForm's Cohen, adding that "when you get free parking but have to pay for transit, you get high drive-alone rates. We need to turn that on its head, with free transit but market rate parking."

"People may complain, but would you rather be sitting in an hour of traffic on the way to work?"

REPEAL GAS TAX

## **CA: Majority of California Voters Want to Repeal Gas Tax Increase, Poll Finds**

*Patrick McGreevy On May 24, 2018*

*Source: McClatchy*

May 24--SACRAMENTO -- As a new poll found a majority of California voters want to repeal increases to the state's gas tax and vehicle fees, Gov. Jerry Brown has begun campaigning to preserve them, arguing the sacrifice is needed to fix long-neglected roads and bridges and improve mass transit.

Repeal of the higher taxes and fees was supported by 51% of registered voters in the state, according to a new USC Dornsife/Los Angeles Times statewide poll.

The survey found 38% of registered voters supported keeping the higher taxes, 9% hadn't heard enough to say either way and 2% said they wouldn't vote on the measure.

The results bode well for a measure that Republican members of Congress hope to place on the November statewide ballot that could boost turnout of GOP voters by offering the chance to repeal the gas tax increase, said Bob Shrum, director of the Jesse M. Unruh Institute of Politics at USC.

"If it qualifies for the ballot it will be, I suspect, very hard to sustain it," Shrum said of the tax. "It's almost dead."

At issue is Senate Bill 1, approved by the Legislature and governor in April 2017. It raised the gas tax by 12 cents per gallon, boosted the diesel fuel tax by 20 cents per gallon and increased vehicle fees. The new charges will raise \$5.4 billion annually for road and transit projects.

In launching a campaign to preserve the taxes, Brown has come out swinging, calling the proposed repeal initiative "devious and deceptive" in a speech Friday to Southern California transportation leaders.

"The test of America's strength is whether we defeat this stupid repeal measure, which is nothing more than a Republican stunt to get a few of their losers returned to Congress, and we're not going to let that happen," Brown told the transportation officials at Union Station in Los Angeles.

The California Transportation Commission has so far allocated \$2.7 billion for transportation projects throughout California as a result of SB 1, he noted.

The governor's comments drew a sharp rebuke as "disgraceful name-calling" from Carl DeMaio, a Republican leader of the initiative drive who is a former member of the San Diego City Council.

The poll results are encouraging, he said.

"It just goes to show you that in order for Gov. Jerry Brown and his backers to prevail in keeping the tax in place they are going to have to pull out all stops, and the level of dishonesty is going to be breathtaking," DeMaio said.

The governor and other supporters of the tax "might have a chance" to succeed, Shrum said, if they make the question about safe bridges, fixing the state's crumbling roads and boosting the economy.

That is the tactic that seems to be emerging.

Caltrans officials held a press conference Tuesday in Oxnard to announce \$68.6 million in SB 1 funds to build an overpass for Rice Avenue over busy rail tracks.

The project will end delays as cars wait for trains to pass and make safer an intersection that has been identified as one of the most dangerous in the state, officials said.

Brown had planned to attend the Oxnard event, but his flight from Sacramento was delayed. The governor plans similar events throughout the state, aides said, and he made his case to reporters in a conference call.

"It's great to recognize this, one of many projects that SB 1 is going to finance," Brown said. "It's going to save lives. It's going to make commuting and traveling easier and safer."

That supporters of the tax are addressing voters outside of Los Angeles and San Francisco is also noteworthy. The poll found only 44% of voters in Los Angeles want to repeal the tax, but the number goes to 55% in the suburbs, 56% in the state's Central Valley and 64% in Orange and San Diego counties and the Inland Empire.

Shrum said supporters of the tax should be concerned about the level of opposition by voters, including the poll findings that half of Latino voters want to repeal the taxes. "That's not a promising number, given you have to use a Democratic base" to mount a campaign to keep the tax, he said.

"If Democrats are going to save this they are going to have to spend a lot of money," Shrum added.

Hoping to boost turnout of GOP voters, Republican leaders providing major funding of the repeal initiative include House Speaker Paul D. Ryan of Wisconsin, House Majority Whip Steve Scalise of Louisiana and House Majority Leader Kevin McCarthy of Bakersfield, who, because he is poised to be the next speaker, has a lot on the line when it comes to who controls Congress.

The campaign against the initiative is backed by a coalition of deep-pocketed big business that often align with Republicans to fight higher taxes. and also has support from labor, law enforcement and cities.

The "Fix Our Roads" coalition fighting repeal includes the Los Angeles Area Chamber of Commerce, the Bay Area Council, the Silicon Valley Leadership Group, the League of California Cities, the State Building & Construction Trades Council of California and the California Assn. of Highway Patrolmen.

A political committee set up to fight any attempt to repeal the gas tax has raised more than \$1 million so far.

The poll did not shake the confidence of anti-repeal coalition leader Michael Quigley, executive director of the California Alliance for Jobs.

"This campaign will be about whether voters want to rip away thousands of local projects, whether they want unsafe, congested roads, and whether they want to let partisan politicians take us backward," Quigley said.

The governor's leading role could help to keep the gas tax on the books, but his ability to assist is limited, said Mike Murphy, a Republican strategist and consultant to the poll. "The governor's numbers aren't what they used to be."

The poll found that 48% of voters approved of the job Brown has done and 40% disapproved.

The online survey was conducted from April 18 to May 18 and included 691 registered voters. The overall margin of sampling error is plus or minus 4 percentage points.

Jill Darling, survey director, USC Dornsife Center for Economic and Social Research, contributed to this report.



## Local Bus Fares Will Change on July 1, 2018

### News Articles

05/21/2018

At AC Transit we're committed to providing safe, efficient and reliable bus service to the riders who depend on us every day. The District established a long-term plan in 2011 to anticipate increasing costs and schedule periodic fare adjustments.

As a result, AC Transit will adjust the cost of local fares and passes on **Sunday, July 1, 2018**.

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The new cost for the Local Adult 31-Day pass is **\$84.60**.

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1600 Franklin St., Oakland

Monday through Friday, 8 a.m. to 5 pm

# L.A. Times

## Stalls, Stops And Breakdowns: Problems Plague Push For Electric Buses

By: Paige St. John

5/20/18



BYD in 2017 doubled the size of its production facility in Lancaster. Metro evaluators criticized production in the original facility as "disorganized." (Mel Melcon / Los Angeles Times)

When Chinese battery maker BYD Ltd. approached Southern California officials in 2008 touting ambitious plans to build electric cars, local politicians jumped at the promise of thousands of jobs and cleaner air.

In the nine years since, agencies have awarded BYD grants, subsidies and public contracts worth more than \$330 million for its battery-powered buses, forklifts and trucks. The company is positioned to be a prime supplier of electric buses to the nation's second-largest system, as Los Angeles' Metro sets a 12-year deadline to abandon fossil fuels.

But largely unbeknownst to the public, BYD's electric buses are contending with a record of poor performance and mechanical problems.

A Times investigation found its buses stalled on hills, required service calls much more frequently than older buses and had unpredictable driving ranges below advertised distances, which were impaired by the heat, the cold or the way drivers braked.

A federal testing center and transit agencies across the country logged driving ranges that were dozens of miles short of company claims, limiting the routes they can handle and requiring passengers to shuffle onto replacement buses when the batteries go low.

The first five buses BYD sent to Los Angeles Metro were pulled off the road after less than five months of service. Internal emails and other agency records show that agency staff called them "unsuitable," poorly made and unreliable for more than 100 miles. Despite strong concerns from its own staff about the quality and reliability of the company's vehicles, the transit agency awarded BYD tens of millions of dollars more in public contracts.

BYD's expansion underscores a major shift at public transit agencies in California and around the country as officials try to reduce pollution and comply with climate change goals by investing taxpayer dollars into electric vehicle technology even as it develops. BYD has won passionate support from some of the region's most powerful politicians.

Thousands of pages of public records and interviews with those dealing directly with the company show BYD to be a skilled political operator. The company's business model involves hiring lobbyists and grant writers to secure no-bid purchases by public agencies, and it has invited public officials on foreign junkets and employed their close associates. Those officials then repeatedly came to the company's defense as concerns about the buses heightened.

BYD's backers hail electric buses as a clean-burning answer to the belching municipal rigs of the past and the natural gas models that followed. In the onset of this conversion, BYD — and, to an extent, the rest of the electric bus industry — has struggled to make buses that run as reliably and cheaply as the fleets they seek to replace.

Some transit officials say problems are to be expected as new technology makes its debut on busy city routes, and that environmental benefits are worth the gamble. But critics, including some within the Metro staff, are alarmed by BYD's track record and have questioned further massive public investment in the company.

BYD executives rebutted reports of poor performance and recurring mechanical problems, contending the company has received overwhelmingly positive feedback from transit districts. However, government emails and bus inspection records show that multiple agencies have confronted the company on quality and range issues. BYD executives blamed those issues on outside forces, including drivers braking too hard, a negative publicity campaign by labor activists pushing to unionize BYD employees and transit managers they say are insufficiently committed to switching to electric. They maintained that the company should be lauded for providing an important public service.

"If you want to find the problem for the new technology, you always can try to," said Stella Li, president of U.S.-based BYD Motors Inc. "If you want success," she said, "everything is positive."



BYD Motors President Stella Li sits between Lancaster Mayor Rex Parris, left, and then-County Supervisor Mike Antonovich in 2013. Antonovich's county staff helped scout locations for BYD and his wife counseled the company while he owned BYD stock. (Francine Orr / Los Angeles Times)

### **Born of necessity and political connections**

The deep bond between Los Angeles and BYD, built on the promise of jobs, began at a cocktail reception in Tianjin, China, in September 2008.

Christine Antonovich, wife of then-Los Angeles County Supervisor Mike Antonovich, accompanied a Los Angeles delegation to a business forum where her husband was a guest speaker. It was there that regional business promoter Bill Allen said Christine Antonovich pulled him aside to meet an executive from a Chinese company looking to invest in the U.S.

BYD was then a cellphone battery supplier with an automotive branch churning out cheap gas cars. Its chairman boasted of plans to dominate world auto sales by 2025, a claim made more credible by the news that came days before that billionaire investor Warren Buffett bought a 10% stake in the Chinese company. Buffett, still a major stockholder, said publicly the draw was BYD's electric vehicle plans.

Following the meeting, Allen's nonprofit Los Angeles County Economic Development Corp. began to woo what business development pitches described as a 2,000-worker car assembly plant for BYD.

The Antonovich team would prove key to BYD's decision to narrow its choice to Los Angeles County, opening headquarters in downtown L.A. in exchange for an \$8-million incentive package and an assembly plant in Lancaster in return for the desert town's \$1.45-million enticement.

Christine Antonovich, a former Chinese actress who sidelined as a business consultant, shepherded Lancaster officials through private dinners and trips to China to meet with BYD executives. She declined repeated requests to discuss her role with BYD, but her husband said she received no compensation for her work on the company's behalf.

Mike Antonovich was chairman of Metro, the nation's second-largest bus transit system. He presided on a government board steering Metro's use of electric buses and sat on the regional air quality board that doled out state grants for which BYD would apply.

State ethics filings show that in 2009 and 2010, Mike Antonovich held BYD stock valued at less than \$10,000. At the same time, Christine Antonovich counseled BYD, and city emails show that her husband's county staff scouted business locations for the company. The stock no longer appeared on his financial disclosure form the next year when Antonovich and then-Los Angeles Mayor Antonio Villaraigosa co-sponsored a \$30-million Metro project to test new bus technology. Almost all of that money would be awarded to BYD.



BYD and then-Supervisor Mike Antonovich, third from left, unveil the first five electric buses delivered to Metro in 2015. Instead of going into service, the buses were sent back to BYD for "extensive" reworking. (Barbara Davidson / Los Angeles Times)

Over the next five years, Antonovich introduced or voted on multiple public initiatives that benefited BYD, including a \$1.9-million grant for Lancaster's bus agency to buy BYD buses, Metro contracts with the company and policies to convert the entire fleet to electric. In 2015, BYD and its executives made the first of what would be \$13,500 in political contributions to Antonovich or his officeholder account. Antonovich has since retired from the board.

The Times found a single instance in which Antonovich declared a conflict of interest — sitting out a vote by the regional air pollution board on an \$8-million grant for BYD electric trucks.

Antonovich denied having a conflict of interest otherwise. "When I voted, I was advised that it was proper to vote," he said during a brief interview at a BYD reception before two of the company's employees whisked him away to a back room. He refused to say who gave him that advice and did not respond to subsequent attempts to contact him.

To avoid conflicts, Metro provides directors with a list of companies affected by scheduled votes before meetings so they can check against past campaign contributions. The list for meetings on which Antonovich voted included BYD, according to copies provided to The Times. Since 1997, the state has also prohibited Metro directors from accepting more than \$10 from entities doing business with the public agency.

Metro Inspector General Karen Gorman would not comment on the propriety of those donations. Through an agency spokesman, she said it was not within Metro's jurisdiction to enforce the state contribution restriction, and that Antonovich "was no longer on the Metro board when we became aware of the contributions question."

BYD now employs more than 700 workers in Lancaster, and the Antelope Valley Transit Authority is converting its entire fleet to BYD buses.

"When we support our local community, we're supporting it. I don't care how much they cost," Lancaster Vice Mayor Marvin Crist said at a 2014 transit board meeting to buy eight electric buses, arguing BYD's higher cost was offset by the boost to the local economy.

The purchase was thrown out a month later after objections that the decision violated state law, as it was not posted on a public agenda. Two years later, the transit agency gave a \$72-million contract to electrify its entire fleet to BYD, the only company to bid.

BYD paid for Antelope Valley's transit manager, Len Engel, to spend a week in 2016 visiting its facilities in China, on what officially was a plant inspection. Engel said he did not complete a written report from his trip, nor was he able to provide a copy of the itinerary or other documents detailing how his time was spent there. He was accompanied by six U.S. transit officials whose travel expenses also were covered by BYD. The gift was not reported as required by California ethics laws, until after The Times raised questions.

Six months after the China trip, BYD sent Engel to Ecuador for nearly a week and he gave a 15-minute speech at a three-day conference on urban development and housing. At his recommendation, BYD hired his sister-in-law to an administrative post. Engel said the relative's hiring bought BYD no favors and that she was "absolutely qualified."



With visions of electric car sales, Los Angeles city leaders in 2010 fast-tracked an \$8-million incentive package to secure BYD's downtown headquarters. By 2016 the showroom remained nearly empty. (Rick Loomis / Los Angeles Times)

The city of Los Angeles also chased BYD's jobs. Term sheets in city files show promises from Austin Beutner, then-Mayor Villaraigosa's deputy in charge of business development, that went beyond leases and fleet sales to include marketing assistance from the mayor's office and business leads for a \$450-million city solar project.

Beutner, recently appointed superintendent of the Los Angeles Unified School District, did not respond to repeated interview requests concerning BYD. Villaraigosa sidestepped questions at a BYD function last fall about whether the company delivered on its promises and focused instead on what he called "the revolution."

"Electric vehicles are the future," Villaraigosa said.

In response to the city's overtures, BYD laid out a five-year business plan to import more than 55,000 electric cars. It was enough to put the Chinese company at the forefront of the U.S. market. BYD later abandoned the plan as gas prices fell and consumer appetite waned.

The public market for electric buses, however, only grew.



In 2010, BYD's California venture focused on electric cars, including the e6. BYD Chairman Wang Chuanfu presents then-Los Angeles Mayor Antonio Villaraigosa a gift depicting the car, which was never marketed to U.S. consumers. (Al Seib / Los Angeles Times)

### **Problems from the start**

On a sunny morning in spring 2015, BYD rolled out its first five buses for an Earth Day ceremony outside the Los Angeles County Metropolitan Transportation Authority headquarters.

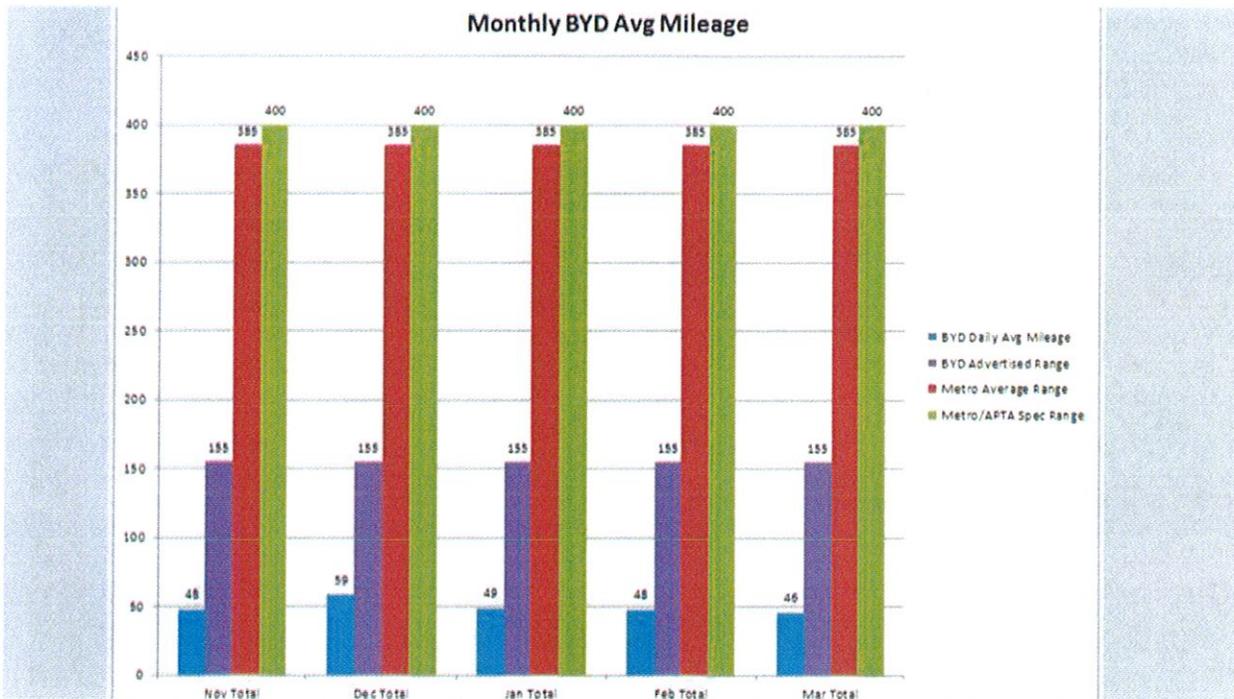
Then the buses were quietly sent back to the factory.

Internal Metro reports show the buses required an "extensive campaign of retrofits, modifications and upgrades to correct irregularities."

More problems arose when they returned months later to carry paying passengers for the first time, daily Metro logs show.

White smoke issued from the rear wheel of #1005. Bus #1004 wouldn't start its second run of the day and on its next run needed a jump-start. Bus #1001 limped back to the depot when its battery dropped to 15% charge after just 68 miles, failing to complete its route. Then, logs show, #1005 stalled on the road.

That was the first 10 days.



BYD's first five buses came with the promised range of 155 miles, but in practice Metro drivers realized less than 59 miles a day, according to this transit agency chart. Problems included low batteries but also frequent service interruptions and stalling on hills. (Public records provided by Los Angeles County Metropolitan Transportation Authority)

In the following months, transit logs show the buses repeatedly stalled on city hills, including a downtown incline a little more than a mile from BYD's Los Angeles headquarters. Once, the driver radioed that the bus was unsafe, rolling backward.

Though Metro was promised a range of 155 miles per charge, Metro records show the buses never went farther than 133 miles, and were forced back to the garage to recharge in as little as 78 miles. Factoring in breakdowns and other service interruptions, Metro reports show drivers realized no better than an average of 59 miles between charges. Most months, according to Metro records, the buses managed fewer than 400 miles between road calls, requiring emergency service or a return to the garage 10 times worse than the rest of the fleet.

According to internal Metro records, staff decided after only four months the buses were "unsuitable." BYD offered to take them back.

BYD Senior Vice President Macy Neshati said he initiated the recall because Metro had "an obvious reticence" toward the electric buses. He rejected claims in Metro records that BYD's buses were prone to poor quality and fell far short of the promised driving range. Instead, he said, Metro drove BYD's buses on hills that were too steep, and drivers made unnecessary road calls. "I said I want to buy the buses back," Neshati said. "You guys don't want to operate them."

Internal Metro agency records detail not just broken buses but delays for parts and staff frustration with responsiveness. In interviews with The Times and at public meetings, Metro

administrators speak positively of BYD's track record, praising the company as a "partner" and the \$5-million purchase as a pilot that was never intended to remain long on the road.

The manager of Metro's electric bus project, Steve Schupak, attributed BYD's poor road performance to "about the most taxing of a service environment you can put a vehicle through," a 13-mile Koreatown-to-Montebello run. "It's a real heavy urban, stop and go, heavy-duty line," he said.

The problems in Los Angeles were not unique.

In Anaheim, daily logs for the bus system serving Disney resorts reported repeated door and air system failures that forced the district to pick up passengers with replacement buses. In Denver, a transit spokesman said, BYD buses arrived with doors that would not open and close — a problem that persisted.

The BYD buses returned by Los Angeles went to Columbia, Mo., where transit logs show the mechanical problems continued and extended to new buses from BYD. One morning last May, passengers on a new bus with a history of issues were jolted by an explosion and a wheel fire. BYD's Neshati blamed the explosion on heat buildup from stuck brake calipers, an issue he said is common on any bus.

- Range selector Buttons get stuck
- CS Center AXle Rear AIR Bag Leaking from base
- Door Behind Rear AXle DAMAGED
- SS AXle seal ~~is~~ Leaking oil
- NO Rear AXle mud flaps.
- front AXle mounting Bolts NOT TIGHTENED AND PAINT
- NO static STRAPS
- front wheel SPINDLES Both Rusty
- ~~NO~~ CURB feeler.
- FAIR Box LOOSE

Part of a three-page list of defects found in one of BYD's new buses delivered to Albuquerque. (City of Albuquerque)

Public officials in Albuquerque were so alarmed by production problems and severe range shortfalls on BYD's newest product, a \$1-million 60-foot articulated bus, that they raised concerns about its \$23-million contract. Mayor Tim Keller said a nearly 100-mile gap in driving

range could force the city to spend millions of dollars more on buses. "The whole thing is a bit of a lemon," Keller said, "and now we've got to learn to make lemonade."

Neshati said the Albuquerque buses are being fixed and can go the promised distance. But emails between the company and public transit agencies show cracks appeared in the bus frame during federal endurance testing last year, and BYD must now retrofit the buses it has delivered.

Would-be buyers, including L.A. Metro, Antelope Valley and Indianapolis, cannot use federal funds to pay for the buses they have ordered until it passes.

BYD regularly promotes its 40-foot buses as capable of running 155 to 180 miles on a charge, and in bid documents it told Metro that its bus "yields" 230 miles in Gardena and "is getting 250 miles" in Antelope Valley. Such performance is key to delivering the energy savings and pollution reductions BYD claims, and necessary if its buses are to replace conventional models that in Los Angeles run 385 miles between fuel stops.

Road tests and driving logs in nine cities show variability in bus range, and averages below what the company claims. Antelope Valley managers travel to transit conferences across the country touting a 180-mile range on its BYD buses, but internal logs show the initial average three years ago was 170 miles, and since December has fallen to 130. Some drivers muster less than 100 miles. In Gardena, where the district has limited further purchases, the average was below 140 miles.

Operators and consultants at Stanford University, a federal test track in Pennsylvania, and the cities of Phoenix and Long Beach also documented ranges dozens of miles below BYD's claims. And in Long Beach, consultants said bus range dropped to 108 miles when air conditioning was used in mild weather. They warned performance could be worse in bad weather, and the bus would lose more range as its batteries degrade as much as 30%.

Experts said these issues are common to electric vehicles, and other manufacturers have contended with insurmountable hills and quality control issues at new plants. The loss of battery power over time is also inherent with the technology, as are power drains. Heaters and air conditioners can sap 20% to 50% of the power, said Rajit Gadh, director of the Smart Grid Energy Research Center at UCLA.

Battery-powered buses also require special handling by drivers and careful selection of the routes they are put on, industry experts said. Bus manufacturers are prone to touting ranges that exist only in theory, said Michael Lewis at the University of Texas at Austin's Center of Electromechanics.

Both experts said the buses can't be swapped for current conventional vehicles without careful planning to reduce distances, speeds and hills.

That constraint is evident in Solano County, where transit officials limited BYD's buses to routes of 80 miles or less. After watching BYD's bus crawl slowly up a hill, they decided to keep it off steep grades.

Soltrans operations manager Michael Abegg said his expectation is that by the time Solano's diesel fleet is ready to retire, "the electric technology will have caught up."



BYD assembly plant worker Jesus Martin applies glue before an aluminum skin is placed on the exterior of an electric bus at the BYD production facility in Lancaster. (Mel Melcon / Los Angeles Times)

BYD flatly rejects the idea that its buses can't simply be swapped one-for-one with diesel or natural gas. BYD's Neshati said that objective is "what our buses need to prove, and we're proving that in cities across the country."

Neshati said reported mechanical problems, from doors that won't close to buses that spontaneously kneel, are the kind of glitches common to any new delivery. He took issue with Metro transit logs showing aborted bus runs, saying transit drivers returned to their garages with power to spare.

The company provided its own analysis of Metro's logs to calculate a theoretical range of 147 miles, less than the promised 155 but in the opinion of BYD, not significantly. To arrive at that range, though, the buses would have to be driven until their batteries were dead — a practice that would severely shorten battery life and strand buses along their routes. BYD recommends operating buses at charge levels from 85% to 15% to preserve battery life, according to a Metro contract evaluation.

Contracting documents show BYD is now conceding shorter ranges. Its most recent bid for a Metro contract still boasted extended ranges but included charging stations along bus routes to top off battery packs.



Workers install batteries on top of a bus destined for UC Irvine. BYD's business began with production of cellphone batteries. (Mel Melcon / Los Angeles Times)

### **Politics and contracts**

A 2016 expert report commissioned by Metro as the agency sought to ward off a state mandate for zero-emission buses concluded it will be years until battery technology is robust enough to replace conventional fleets, while currently available technology can cut most of the pollution at a tenth the cost.

BYD turned to Los Angeles Mayor Eric Garcetti's office for help. Garcetti, chairman of Metro's board, is an avid proponent of smog-reducing electric vehicles. The mayor and his administration invited BYD to test new product lines within city agencies, arranged for city administrators to visit the company's factory and pushed its elevated monorail in public appearances and to Metro's technology board.

City records show two city departments sought to give BYD contracts without competitive bidding. In both cases when the projects hit snags, agency emails show, managers told the staff that the purchases were "political," and in one case to work around problems with the bus. The sanitation department was awaiting approval to buy an electric shuttle bus from BYD in May 2017 when The Times sought records on the purchase. The sale immediately stalled and has remained pending for nearly a year. City airport administrators last year sought to expedite a contract to BYD as the sole supplier of airfield buses, until a competitor forced public bidding. Last month the agency awarded a \$23-million contract to BYD, declaring the company alone met city specifications.

The mayor's office encouraged city departments to do business with BYD, suggesting that the airport and Metro consider a joint contract with BYD, and giving agency referrals and support to

BYD sales staff. In one case, BYD included in a grant proposal it wrote for the city a commitment for Los Angeles to buy \$10 million in electric garbage trucks. Agency emails show sanitation managers balked at the idea of agreeing to buy something they had not yet tested, but the promise was included anyway in the grant application the city filed with the regional air board.

Garcetti would not agree to an interview on the access and support BYD has received from his administration. In a written statement, his press office noted that though BYD representatives had more meetings with the mayor's office than other companies, Garcetti had still at times voted to award Metro contracts to its competitors. "To be clear, access in the form of meetings and conversations does not equal business," the statement said.

The statement also characterized Garcetti's promotion of a BYD monorail system to carry commuters over the congested 405 Freeway as only an exploration of the concept. "Any firm is free, at any time, to submit an idea" to Metro, the statement said.

### strange roads

1 message

Shaun Kadlec <[REDACTED]>  
To: Eric Garcetti <[REDACTED]>, EM Garcetti <[REDACTED]>

Mon, Jun 12, 20

Hey Eric,

So many changes in the last few months. Hope all is well with you. I'm adjusting pretty well. Had dinner with Rick over weekend--first time we've met up since we separated--and that was really nice. I was happy to hear that you guys are of good work together. The Accelerator sounds awesome.

I am, bizarrely, working at BYD as their marketing director right now. It's actually a lot of fun, and the stability came at time. They have been good to me, which I appreciate. Stella asked me if I would let you know about a bid they just lost to Metro. I said that you and I don't have a political relationship and that it feels a little weird. She said that she would not do anything like this again. So I said I would give you a shout about it, this one time. I don't believe she will ever ask again. I will most certainly say no when she does.

The basic deal is that BYD was competing against New Flyer to build a bunch of 60' electric buses for LA Metro. BYD was cheaper and will create like 500 local jobs (compared to 0 with New Flyer), and they think the scoring that the Metro used was unfairly based on old data. They want the transportation board to reevaluate the bids. Stella is especially sad since it's her hometown/high profile etc. I've looked at the data, and it's true that BYD only lost by 30 points out of 1000. I think they made a pretty good argument. So anyway. Please ignore all of this if it feels best! And as always, more info is available.

Big hug,  
Shaun

After Metro staff recommended a \$60-million contract for 60-foot buses go to a competitor, BYD did not file a bid protest. Instead, its lobbyists and employees asked Metro directors, including Mayor Eric Garcetti, to hand the company the contract. (California Public Records Act response by Los Angeles mayor's office)

Garcetti's staff has led the campaign for Metro to convert its 2,200-bus fleet to electric despite the poor results with BYD, authoring policy motions and setting up a private meeting between Metro executives and environmental lobbyists and pro-BYD labor unions, interviews and city records and emails show.

The board voted unanimously in support of Garcetti's motion to electrify the fleet by 2030. However, in an email to Garcetti's staff obtained via a public records request, an aide to Metro

director John Fasana questioned the wisdom of undertaking that project "without knowing the success of the demo, the total impact or net clean air gain."

Garcetti's office told The Times the support is justified and that BYD has "demonstrated an improvement in the quality of their electric buses."

Under Garcetti's policies, Metro decided to electrify two bus routes and last year sought bids for 40-foot and 60-foot buses potentially worth more than \$200 million. Staff evaluations released to The Times show that while technical issues were raised for all of the bidders, BYD's evaluations alone included harsh criticism and skepticism that the company could follow through on its promises of improved quality and performance. The scoring sheets contained comments that BYD was "unable to clearly articulate" how it could meet Metro's needs and that it posed the "highest risk" of failure among its competitors.

They cited "inaccurate and misleading" claims concerning BYD's workload and "exceptionally inaccurate or unrealistic" claims of the speed in which it could build a pilot bus, and noted the company's lack of performance data despite having delivered 39,000 electric buses, mostly in China. Some evaluators deemed major parts of BYD's bus, including its electrical system and doors, "marginal."

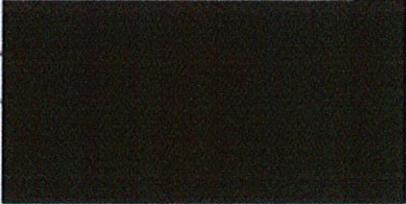
All of the evaluators ranked BYD as "unqualified" or "marginal" to meet quality and reliability requirements.

CONFIDENTIAL

RFP NO: OP28367 -40' AND 60' SINGLE DECK BUS PROCUREMENT

**Overall Evaluation:** This entire section is deficient. BAFO-NON RESPONSIVE. THE PROPOSER HAS NOT PROVEN THAT TH THAT WILL MEET THE RANGE CLAIMED. OUR PAST EXPERIENCE WITH THEIR INITIAL COACHES SUGGESTED A POORLY CREDIBILITY OF THIS PROPOSER IS QUESTIONED.

Signature:



Date

9/5/17

BYD in 2017 won a \$47-million contract with Metro for 40-foot electric buses despite critical remarks by four senior-level Metro employees evaluating BYD's bid. One evaluator called the company's buses "poorly crafted." (Los Angeles County Metropolitan Transportation Authority)

When the low scores on its 60-foot bus caused BYD to lose that \$60 million sale to competitor New Flyer, BYD launched a lobbying blitz. Emails show BYD turned to Garcetti's office for support, obtaining private meetings and tapping personal ties to the mayor. Labor leaders aligned with BYD launched attacks on its nonunion competitors. And BYD's lobbyist focused on Metro director Ara Najarian, sending the former Glendale mayor scripted remarks urging that the contract be given to BYD, his emails show.

In a recent interview, Najarian said he led a failed effort to give the company the contract despite its poor marks due to the jobs BYD promised in Lancaster, not because of the efforts of BYD's lobbyist, a longtime friend. Najarian said he believes BYD can overcome its production and performance problems, and that its economic engine is a valuable regional asset. It was a conviction he also expressed at a Metro board meeting in 2016, when he argued for a tempered response to the poor performance of BYD's buses.

"What we don't want to happen is BYD to feel that they are losing support of this agency or this county," Najarian said at the time.

**wasn't worth it for this "small" order.**

**That doesn't sit well with me.**

- **BYD committed to creating 110 good paying local Union jobs as well as the 440 indirect jobs, and an overall commitment of \$13.7 million in Los Angeles County. This is above and beyond the company's current 400,000 sq ft facility expansion project in Lancaster and over 600 Los Angeles County current employees.**

**I am having a problem with saying that New Flyer is a "better value" over BYD to Metro for 60' ZEBs. New Flyer costs \$10M more with NO local jobs commitment.**

**That's a real dilemma for me. While I understand staff is familiar with New Flyer and they provide a solid bus product that carries our riders everyday, I can't say its Best Value to spend more for a bus and have NO local job investment on this specific contract.**

**As board members, we went to LA County voters and asked them to trust us, we would be good stewards of their tax dollars to improve transportation in LA County. We told voters that we would also provide good local jobs with their tax**

Faced with losing a \$60-million contract, BYD lobbied Metro directors, including sending a script to director Ara Najarian for the public contract vote. Najarian did not use the words but did lead an effort to give the contract to BYD. The vote failed. (California Public Records Act response by Los Angeles County Metropolitan Transportation Authority)

BYD came close to also losing the 40-foot contract because its initial bus design didn't meet requirements, but Metro extended bid deadlines to allow BYD to submit a redesigned model, packing more power and with a promise that it can climb Los Angeles hills. After vowing to create 68 jobs, BYD won the \$47-million contract.

None of the 65 buses Metro has ordered from BYD are yet on the road. Metro and BYD are currently designing a strategy to use bus route chargers to extend the range of the 40-foot buses approved in July. The replacement buses Metro ordered in exchange for the ones the agency returned in 2016 have yet to pass federal durability testing. There is no plan yet on how Metro will meet its self-imposed deadline to electrify the entire fleet.

Before stepping down in September as director of vehicle technology, John Drayton told directors that converting the entire fleet hinges on something yet elusive — "a bus with an honest 250-mile range."

BYD in March told Metro's technology board it will make that bus by the end of the year.

**Indian Express**

## **Central Govt Gives In Principle Permit To Mumbai Metro Work Beneath Defence Lands**

**A small parcel of a land owned by the Navy in Colaba, and another small portion owned by the Air Force in Santacruz, fall in the alignment of the Metro corridor.**

By: [Express News Service](#) | Mumbai | Published: May 19, 2018 3:23:51 am

UNION DEFENCE Minister Nirmala Sitharaman on Friday agreed in principle to permit construction work for the Mumbai's underground Metro Rail — the 33.5 km-long Colaba-Bandra-Seepez line — underneath defence ministry owned lands in Colaba and Santacruz. Sitharaman, who was in Mumbai on Friday, okayed the state government's request to permit the right of way for the Metro work on defence lands.

A small parcel of a land owned by the Navy in Colaba, and another small portion owned by the Air Force in Santacruz, fall in the alignment of the Metro corridor. "The Union minister has directed officials to grant working permissions for public infrastructure and utility projects," Chief Minister [Devendra Fadnavis](#) tweeted later in the day.

Apart from Mumbai, the Union ministry has also agreed to provide easement rights for construction of the Pune Metro Rail. Further, the state government on Friday sought Sitharaman's permission to conduct a mapping of slums encroaching defence lands in Mumbai. Sources said that the permission was granted. The defence authorities, meanwhile, have sought relocation of slums near the defence land in Colaba, sources added.

MEDIA 1380

## San Francisco Commits To All-Electric Bus Fleet By 2035

Posted on May 17, 2018



San Francisco Muni's fleet of low-emissions electric-hybrid vehicles run on battery, as well as clean, renewable diesel.  
Photo: SFMTA

Mayor Mark Farrell and the San Francisco Municipal Transportation Agency (SFMTA), which operates Muni, announced San Francisco's commitment to have an all-electric bus fleet by 2035. This means that the SFMTA will only purchase all-electric buses starting in 2025 to meet the goal for 2035.

The SFMTA Board of Directors approved a resolution supporting the commitment towards an all-electric bus fleet. Muni currently operates the largest fleet of zero-emissions electric trolley buses. Trolley buses, like all light rail, streetcar, and cable car vehicles, run on 100 percent greenhouse gas-free Hetch Hetchy electricity via overhead wires. Muni also runs a fleet of low-emissions electric-hybrid vehicles. The electric-hybrid vehicles run on battery, as well as clean, renewable diesel.

The SFMTA has been rolling out new electric-hybrid buses with higher-capacity on-board battery systems. The increased on-board battery capacity will allow the SFMTA to run a test program to operate "Green Zones" along several electric hybrid routes that would run only by battery for significant portions of the route. The "Green Zone" signifies an area in which the

vehicle will not produce any emissions. The SFMTA is working to identify these zones throughout the city.

The SFMTA is at the ready to move forward with electric bus technology when manufacturers can prove their electric buses can withstand heavy ridership and steep hills. The agency would also have to consider new facilities that can charge a large fleet and developing a systemwide infrastructure to charge vehicles in service or on the street.



In recent years, the SFMTA has replaced over 90 percent of its older diesel buses with cleaner, more efficient electric hybrid vehicles that run on renewable diesel. Photo: SFMTA

John Haley, SFMTA’s Transit Director said, “While the battery technology is emerging rapidly, it isn’t quite ready for primetime. Manufacturers aren’t yet producing the number of all-electric buses San Francisco and other urban areas would need, nor could we guarantee that the vehicles would work for the required 15 years with heavy ridership and challenging topography.”

In 2019, the SFMTA intends to purchase a limited number of zero-emission battery electric buses and test them in service throughout San Francisco to evaluate how they perform on crowded and hilly routes. The most important step to support the zero-emission goal is to determine the infrastructure needs for electric buses, including upgrades for our existing facilities to accommodate charging requirements and maintenance.

Of the nearly 900 all-electric buses purchased across the country, only 207 are actually in service. By contrast, Muni is currently operating 250 electric trolley vehicles.

In recent years, the SFMTA has replaced over 90 percent of its older diesel buses with cleaner, more efficient electric hybrid vehicles that run on renewable diesel. These electric hybrid

vehicles offer dramatically lower fuel consumption, decreased engine idling time while in service, and a substantial reduction in emissions. The SFMTA's switch from conventional diesel to electric-hybrid vehicles has reduced consumption of fuel by 5.4 million gallons and 82,000 tons of CO2 over the 12-year life of the fleet.

Over 50 percent of the transit fleet, including light rail, cable cars, historic streetcars and electric trolley buses are largely powered by greenhouse gas-free hydropower generated from Hetch Hetchy. Beyond that, the agency's new electric hybrid buses use 100 percent renewable fuel. This eliminates greenhouse gas emissions and petroleum fuel and saves a million gallons of fuel each year. San Francisco's transportation sector generates approximately 46 percent of the City's total greenhouse gas emissions mostly generated by the use of private cars and commercial trucks. By contrast, Muni carries 26 percent of all trips in the city, but accounts for less than two percent of these emissions.

On April 19, 2018, in celebration of Earth Day, Mayor Mark Farrell committed San Francisco to net-zero greenhouse gas emission by 2050, a move that will eliminate the City's carbon footprint.



## Mass Transit Is Collapsing Everywhere

By: Randal O'Toole, opinion contributor — 05/13/18

The views expressed by contributors are their own and not the view of The Hill



© Greg Nash

Nationwide transit ridership in March 2018 was 5.9 percent below March 2017, according to the latest data published by the Federal Transit Administration. Following three years of steady declines, these numbers present a dire picture of the nation's transit industry.

Ridership declined in all of the nation's 38 largest urban areas (and the 39th, Providence, gained only 0.1 percent new riders). Transit systems in Austin, Boston, Charlotte, Cleveland, Miami, Milwaukee, Philadelphia, San Diego, and Tampa-St. Petersburg all suffered double-digit declines, with Austin losing 19.5 percent and Charlotte 15.4 percent despite being two of the fastest growing urban areas in the nation.

Data from 2017 showed that ridership in Seattle and Houston grew from 2016, providing hope to transit advocates that other regions could reverse ridership declines if they emulated the examples of those two cities. But transit systems in both Seattle and Houston lost riders in March 2017.

A recent article in Bloomberg claimed that the decline in ridership “is confined to buses,” implying that cities can reverse the decline by building expensive rail transit systems. But that wasn’t even true when the article was written (it admitted that heavy-rail ridership was declining), and the March data show all major forms of transit are declining: buses, commuter rail, light rail, and heavy rail.

Cities that have spent billions of dollars on rail transit have not been immune from the decline. Charlotte won new rail riders by opening a new light-rail line in March, but it lost 2.5 bus riders for every rail rider gained. Denver also lost about 2.5 bus riders for every new rail rider. Dallas, Los Angeles, Salt Lake, and several other regions lost both rail and bus riders.

Denver-area voters agreed in 2004 to spend billions building new rail transit lines, and the region has opened several lines since then. Yet by 2016 transit carried only about 10,000 more of the urban area’s commuters to work than it did in 2000, while nearly 280,000 more commuters drove to work.

Transit apologists offer many excuses for ridership declines, such as low gas prices and crumbling infrastructure. But gas prices were 10 percent higher in March 2018 than March 2017 and ridership is declining even in areas with brand-new transit infrastructure.

The fundamental problem is that big-box transit — moving people in 60-passenger buses, 450-passenger light-rail trains or 1,500-passenger heavy-rail or commuter-rail trains — no longer works in American cities. Such transit made sense a century ago when most jobs were in downtowns surrounded by dense residential areas. But today only New York City comes close to looking like that.

Modern urban areas have far more jobs scattered across the suburbs than concentrated in downtowns. Job location is only one of many factors people consider when deciding where to live. The result is jobs, residences, retail, schools, and other activity centers are widely dispersed.

The number of transit trips taken by the average urban resident declined from nearly 300 in 1918 to about 60 in 1964, when Congress began offering federal subsidies to transit. Since then, federal, state, and local governments have spent more than \$1.1 trillion on transit subsidies, yet trips per urban resident have fallen to about 38 in 2017.

Here’s a stark reality: according to table B08141 of the 2016 American Community Survey, just 4.3 percent of American workers live in households without cars — and 58 percent of them don’t rely on transit to get to work. Transit doesn’t even work for people who don’t have cars, much less is it able to compete for the business of most of those who do.

Some propose to redesign American cities to serve obsolete transit systems: forcing more jobs downtown, building high-density transit-oriented developments in transit corridors, and turning highway and street lanes into dedicated bus lanes. Yet huge changes in urban form are needed to get a small change in transit usage, and the benefits are trivial. Transit isn’t particularly green,

using more energy and producing more greenhouse gases, per passenger mile, than the average car.

Seattle has done the most to reshape itself into an early twentieth-century city. Draconian land-use policies and tax subsidies increased the city's population density by 25 percent since 2000 and increased the number of downtown jobs from 215,000 in 2010 to 281,000 in 2017. These policies came at a terrible price: housing is no longer affordable and traffic is practically gridlocked. The urban area gained 58,000 transit commuters since 2000, but it also gained 190,000 auto commuters.

It is time to stop thinking that transit is somehow morally superior to driving and that it deserves the \$50 billion in subsidies that it receives each year. Ending the subsidies would lead to a variety of private transit alternatives where people will use them and allow cities to concentrate on relieving congestion and making roads safer and cleaner for everyone else.