



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
MARCH 25, 2016 – 8:30 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 and is available for inspection at Santa Cruz Metro’s Administrative offices at 110 Vernon Street, Santa Cruz, California.

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

BOARD ROSTER

Director Ed Bottorff	City of Capitola
Director Dene Bustichi	City of Scotts Valley
Director Karina Cervantez	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra, Vice Chair	City of Watsonville
Director Zach Friend	County of Santa Cruz
Director Norm Hagen	County of Santa Cruz
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin, Chair	County of Santa Cruz
Ex-Officio Director Donna Blitzer	UC Santa Cruz
Alex Clifford	METRO CEO/General Manager
Leslyn K. Syren	METRO District Counsel

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

Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with the 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 March 11, 2016 Letter: FTA Drug and Alcohol Compliance Auditing Program

5.2 March 21, 2016 Letter: Campaign for Sensible Transportation

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 ACCEPT AND FILE: RECOMMENDED ACTION ON TORT CLAIMS**
Liseth Guizar, Safety, Security and Risk Manager
- 9-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF FEBRUARY 2016**
Debbie Kinslow, Assistant Finance Manager
- 9-03 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF FEBRUARY 26, 2016**
Alex Clifford, CEO/General Manager
- 9-04 ACCEPT AND FILE: MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF JANUARY 20, 2016**
Alex Clifford, CEO/General Manager
- 9-05 ACCEPT AND FILE: CONSIDERATION OF METROBASE MONTHLY CHANGE ORDER REPORT**
Andew Kreck, Project Manager, Hill International
- 9-06 APPROVAL REQUESTED: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR RESEALING AND RESTRIPIING OF PARKING LOTS AT SANTA CRUZ METRO FACILITIES**
Al Pierce, Maintenance Manager
- 9-07 APPROVAL REQUESTED: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR PAINTING THE EXTERIOR OF WATSONVILLE TRANSIT CENTER**
Al Pierce, Maintenance Manager
- 9-08 APPROVAL REQUESTED: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR ROOF SECTION REPAIR AT PACIFIC STATION**
Al Pierce, Maintenance Manager
- 9-09 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF NOVEMBER 30, 2015**
Debbie Kinslow, Assistant Finance Manager
- 9-10 APPROVAL REQUESTED: APPROVAL OF FY17 AND FY18 PRELIMINARY OPERATING BUDGETS AND FY17 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES**
Debbie Kinslow, Assistant Finance Manager
- 9-11 APPROVAL REQUESTED: CONSIDERATION OF RESOLUTION APPROVING THE FY16 REVISED CAPITAL BUDGET**
Debbie Kinslow, Assistant Finance Manager

9-12 INFORMATION ONLY: ORAL UPDATE REGARDING THE JUDY K. SOUZA OPERATIONS FACILITY

[Andy Kreck, Project Manager, Hill International](#)

REGULAR AGENDA

10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR GEORGE CAWALING, JASON LOGIUDICE, RODNEY VAN DINE AND CHRISTOPHER WALSH

[Chair Mike Rotkin](#)

11 PUBLIC HEARING TO COMMENCE AT 9:00AM, OR AS SOON AS THEREAFTER THE MATTER CAN BE HEARD REGARDING CONSIDERATION OF PROPOSED MODIFICATIONS TO METRO'S TITLE VI PROGRAM REGULATION AND SYSTEM-WIDE SERVICE STANDARDS

[Leslyn Syren, General Counsel](#)

12 APPROVAL REQUESTED: CONSIDERATION OF A \$17,000 SEPARATION INCENTIVE UPON DEPARTURE FROM SANTA CRUZ METRO

[METRO COA Ad Hoc Committee](#)

13 ACCEPT AND FILE: UPDATE ON THE COMPREHENSIVE OPERATIONAL ANALYSIS

[Barrow Emerson, Planning and Development Manager](#)

14 APPROVAL REQUESTED: CONSIDERATION OF A RESOLUTION TO ESTABLISH THE REVISED BOARD OF DIRECTORS MEETING SCHEDULE & LOCATIONS FOR THE CALENDAR YEAR 2016

[Alex Clifford, CEO/General Manager](#)

15 CEO TO GIVE ORAL REPORT

[Alex Clifford, CEO/General Manager](#)

16 ORAL ANNOUNCEMENT OF NEXT MEETING: FRIDAY, APRIL 22, 2016 AT 8:30 AM, WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE

[Chair Mike Rotkin](#)

17 ADJOURNMENT

[Chair Mike Rotkin](#)

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

COMMUNICATIONS TO THE BOARD OF DIRECTORS



U.S. Department
of Transportation

Headquarters

1200 New Jersey Ave., S.E.
Washington, D.C. 20590

Federal Transit
Administration

3/11/16

Electronic, Portable Document

Mr. Alexander Clifford
CEO/General Manager
Santa Cruz Metropolitan Transit District
110 Vernon St.
Santa Cruz, CA 95060

RE: FTA Drug and Alcohol Compliance Auditing Program

Dear Mr. Clifford,

The Federal Transit Administration has reviewed the responses of the Santa Cruz Metropolitan Transit District (SCMTD), to the formally-submitted findings of the Drug and Alcohol Compliance Audit Team. Based on the information provided, the Federal Transit Administration has found the SCMTD to currently be in compliance with the federally-mandated Drug and Alcohol Testing Program.

It is important for you and your organization to diligently maintain all aspects of the drug and alcohol testing program so that all will remain in compliance in the future.

Thank you for your cooperation and for being prompt in your response. Please let me know at any time if I can be of further service to you.

Sincerely,

A handwritten signature in black ink that reads "Lyon Rosario".

Lyon Rosario
Drug and Alcohol Program Manager
FTA Office of Transit Safety and Oversight

Electronic cc:

Robyn Slater, SCMTD

Leslie T. Rogers, FTA Region IX Administrator

Bernardo Bustamante, FTA Region IX

Jeff Davis, FTA Region IX

Lori DeCoste, Volpe National Transportation Systems Center

Joseph Lofgren, Cahill Swift, LLC

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COMMUNICATIONS TO THE BOARD OF DIRECTORS



The Campaign for Sensible Transportation

PO Box 7927, Santa Cruz, 95061

March 21, 2016

Dear Board Members,

We believe that the current budgetary crisis at Metro calls for our leaders to step up to the challenge of prioritizing public transit in our County. Thus far, the Metro Board's response to budgetary constraints is to create a service reduction plan. What we need is a Transit First Policy such as was adopted by the San Francisco Board of Supervisors in 1973. If our community can decide to make public transit a priority, the long-term economic, social, and environmental benefits to our community will be profound.

The following are two steps that you can take immediately in your role as elected leaders to prioritize transit and reduce the need for Metro service cuts.

1. Increase Metro's portion of the transportation sales tax for November, 2016. The 15% of the revenue allocated to Metro is inadequate. It would reduce Metro's \$6.5 million annual deficit by \$2.2 million. To gut Metro service at the same time as allocating funds for an ineffectual widening of Highway 1 worsens social inequity in our County. This runs counter to our deeply held community value for social justice.

The EIR on the Highway 1 projects estimates that the congestion relief for the proposed TSM Alternative will be "very slight". The TSM Alternative is a much larger project than the widening project envisioned in the proposed sales tax measure. So there is no credible evidence that the smaller highway project that could be funded by the sales tax measure will have any measurable impact on traffic congestion.

2. Implement a plan for comprehensive Transportation Demand Management that includes free or discounted employee bus passes. For example, UCSC provides bus passes for employees for \$10 per month. We urge you to campaign for a similar program at all large employers in the County as well as all businesses in Downtown Santa Cruz where bus passes could be funded by the Downtown Parking District.

For CFST,

Rick Longinotti, Outreach Coordinator

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DATE: March 25, 2016
TO: Board of Directors
FROM: Liseth Guizar, Safety, Security and Risk Manager
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Reject the Attached Claim for the Month of March 2016

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 one claim for the month of March 2016 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)). Staff has attached a recommendation with the claim.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

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

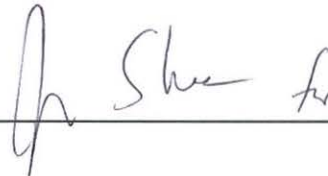
- Reject the claim entirely;
- Allow it in full;
- Allow it in part and reject the balance;
- Compromise it, if the liability or amount due is disputed (Govt C §912.4(a)); or
- Do nothing, and allow the claim to be denied by operation of law (Govt C §912.4 (c)).

VI. ATTACHMENTS

Attachment A: Claim and Recommended Action for Martinez, Luis; 16-0003

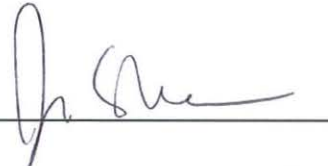
VII. APPROVALS:

Liseth Guizar
Safety, Security and Risk Manager



for L.G.
3/16/16

Approved as to form:
Leslyn K. Syren, District Counsel



for L.S. 3/16/16

Alex Clifford, CEO/General Manager



ATTACHMENT A

GOVERNMENT TORT CLAIM RECOMMENDED ACTION

TO: Board of Directors

FROM: Liseth Guizar, Safety, Security and Risk Manager

RE: Claim of: Martinez, Luis
Date of Incident: 1/21/16

Received: 3/1/16 Claim #: 16-0003
Occurrence Report No.: SC0116-13

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

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

By _____

Date: _____

Liseth Guizar
Safety, Security and Risk Manager

I, Gina Pye, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of December 11, 2015.

By _____

Date: _____

Executive Assistant to CEO

Attachment(s)

Attachment A

Claim for Damages Against the Santa Cruz Metropolitan Transit District

Please submit claim and supporting documentation to:

Santa Cruz Metropolitan Transit District (METRO), Risk Department, 110 Vernon Street, Santa Cruz, CA 95060

Untimely or insufficient (incomplete) claims will be returned.

* = Required ** = Required if known

Please print or type clearly

<p>1. *Claimant's Name and Street Address:</p> <p>Name: <u>Luis Martinez</u></p> <p>Address: _____</p> <p>City: _____ Zip: _____</p> <p>Telephone Numbers: _____</p> <p>Home: _____ Cell: _____</p>	<p>2. *Send Official Notices and Correspondence to:</p> <p>Name: <u>Luis Martinez</u></p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone Numbers: _____</p> <p>Home: _____ Cell: _____</p>												
<p>3. *Medicare Reporting</p> <p>Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes <input type="checkbox"/> or No <input checked="" type="checkbox"/></p> <p>IF YES please provide the following information- Medicare Claim Number: <u>N/A</u></p> <p>Date of Birth: _____ Social Security Number: <u>None</u> Gender: M <input checked="" type="checkbox"/> or F <input type="checkbox"/></p>													
<p>4. Incident Information</p> <p>*Date of Incident: <u>1-21-2016</u> **Time of Incident: <u>9:00</u> (AM/PM) **Location: _____</p> <p>Weather Conditions: <u>Fair</u> Bus Number: _____ Route: _____</p> <p>**Name or ID of METRO Employee who allegedly caused injury or loss: <u>you should have that?</u></p>													
<p>5. Witnesses involved:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 40%;">Address</th> <th style="width: 30%;">Telephone:</th> </tr> </thead> <tbody> <tr> <td>1) _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2) _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3) _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Name	Address	Telephone:	1) _____	_____	_____	2) _____	_____	_____	3) _____	_____	_____
Name	Address	Telephone:											
1) _____	_____	_____											
2) _____	_____	_____											
3) _____	_____	_____											
<p>6. *Amount Claimed- Property damage or loss and method of computation. Attach supporting documentation (see instructions)</p> <p><u>lost of work 10 days</u> \$ _____</p> <p><u>of work. I am</u> \$ _____</p> <p><u>a Electrician, and</u> \$ _____</p> <p><u>get paid cash lost</u> \$ _____</p> <p><u>of work.</u> \$ _____</p> <p style="text-align: right;">Total Amount Claimed: <u>\$2000</u></p> <p>IF amount claimed over \$10,000, check the following:</p> <p>Limited (up to \$25,000) <input type="checkbox"/> Unlimited (over \$25,000) <input type="checkbox"/></p>	<p style="text-align: center;">METRO USE ONLY:</p> <p>Claim # _____</p> <p>Date Received (date stamp): _____</p>												

Attachment A

Claim for Damages Against the Santa Cruz Metropolitan Transit District

7. *Basis of Claim: State in detail the facts and circumstances of the incident. Identify all persons, entities and property involved. State why you believe METRO is responsible for the alleged injury, property damage or loss (use a separate sheet of paper if necessary).

~~The driver was negligent & the weather conditions~~
~~caused the accident & the bus crossing safety~~
& harm to several passengers.

responsible I am a passenger on metro transit
bus I was hurt on walk bus on 1-21-2010
do to accident that occurred, cut hit by
a other car and straight into bus, that it
was in. I was hurt. Sprain neck, your metro
are responsible need to pay hospital and lost of my wages.

8. *Description of Claimant's Injury, Property Damage or Loss:

Sprain Neck do to Accident on 1-21-2010
lost of work 21-22-23-24-25-26 & 27 28 29 30; 2010
Also do to Accident 1-21-2010

I had to pay for a ride home from hospital
I had to borrow \$500 to pay for household expenses
I was & continue to be behind on my Rent due to injury.

9. *SIGNATURE

Luis Martinez Luis Martinez 2-24-2010
Claimant or Representative's Signature Print Name Date

CRIMINAL PENALTY FOR PRESENTING A FALSE OR FRAUDULENT CLAIM IS IMPRISONMENT OR FINE OR BOTH
(PENAL CODE §72)

Additional Information:

If claim is for property damage, please include the following documentation:

- o Vehicle registration (if applicable)
- o Two repair estimates



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DATE: March 25, 2016
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF FEBRUARY 2016**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of February 2016.

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of February 2016.
- The Finance Department is submitting the check journal 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 February 2016 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 February 2016 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 February 2016

Prepared By: Holly Riley, Senior Accounting Technician

VII. APPROVALS:

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

DATE 03/01/16 10:11

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

PAGE 1

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
52332	02/22/16	-112.50 989		STUCKER, NANCY K.	7	64632	BILINGUAL TESTING	-112.50	**VOID
52987	02/08/16	-247.08 001097		GREENWASTE RECOVERY, INC.		65942	MAY 15 TRASH SVTC	-247.08	**VOID
54015	02/08/16	-340.09 002245		STAPLES CONTRACT & COMM INC		67870	OFFICE SUPPLIES	-345.53	**VOID
						67905	CREDIT	5.44	
54044	02/17/16	-52.90 959		FIRST ADVANTAGE OCCUPATIONAL	0	68081	SEP15 DOT DRUG TESTS	-52.90	**VOID
54447	02/25/16	-193.23 294		ANDY'S AUTO SUPPLY		68631	NON INVENTORY ITEMS	-95.70	**VOID
						68714	INVENTORY PARTS PC	-97.53	
55008	02/01/16	431.76 003151		ABC BUS INC		69767	INVENTORY ORDER	428.50	
						69768	INVENTORY ORDER	3.26	
55009	02/01/16	375.00 001128		ALWAYS TOWING & RECOVERY, INC		69739	RPR VEH #2406	375.00	
55010	02/01/16	155.69 192		ALWAYS UNDER PRESSURE		69781	MMF WASHER SUMP	155.69	
55011	02/01/16	32.25 002861		AMERICAN MESSAGING SVCS, LLC		69769	JAN 16 PAGER RENTAL	32.25	
55012	02/01/16	858.75 001D		AT&T		69784	12/10-1/9 TRIPLE T1	858.75	
55013	02/01/16	90.00 001G		AT&T		69780	1/7-2/6 REPEATER OPS	90.00	
55014	02/01/16	4,511.91 001348		ATHENS INSURANCE SERVICE, INC.		69759	FEB 16 TPA FEES	4,511.91	
55015	02/01/16	352.27 002363		BATTERIES PLUS #314		69790	BATTERIES	352.27	
55016	02/01/16	27.78 580		BLOCK AND COMPANY, INC.		69732	OFFICE SUPPLIES	27.78	
55017	02/01/16	2,950.00 616		BROWN ARMSTRONG		69782	FY15 AUDIT FINAL	2,950.00	
55018	02/01/16	156.81 002929		CHEVROLET OF WATSONVILLE LLC	7	69763	RPR VEH #803	156.81	
55019	02/01/16	3,482.47 001346		CITY OF SANTA CRUZ-FINANCE		69776	COOP RETAIL MGMT	3,482.47	
55020	02/01/16	49.40 130		CITY OF WATSONVILLE UTILITIES		69711	12/1-1/12 WTC	49.40	
55021	02/01/16	4,453.15 909		CLASSIC GRAPHICS		69764	RPR VEH #2801	2,775.39	
						69765	RPR VEH #2801	1,677.76	
55022	02/01/16	44,591.19 001124		CLEAN ENERGY		69771	LNG 12/24/15	10,226.86	
						69772	LNG 12/21/15	7,936.67	
						69773	LNG 12/18/15	8,097.82	
						69774	LNG 12/16/15	8,120.54	
						69775	LNG 12/28/15	10,209.30	
55023	02/01/16	111.46 E957		CLIFFORD, ALEX		69708	REIMBURSEMENT	25.83	
						69709	REIMBURSEMENT	61.57	
						69710	REIMBURSEMENT	24.06	
55024	02/01/16	2,890.00 003034		COASTAL LANDSCAPING INC. DBA		69789	JAN 16 LANDSCAPING	2,890.00	
55025	02/01/16	93.27 002814		CREATIVE BUS SALES, INC.		69766	INVENTORY ORDER	93.27	
55026	02/01/16	7,034.76 003116		CUMMINS PACIFIC LLP		69734	RPR VEH #2808	1,803.31	
						69735	RPR VEH #2808	1,005.57	
						69736	INVENTORY ORDER	1,003.03	
						69737	CREDIT	-86.39	
						69738	CREDIT	-407.22	
						69740	RPR VEH #2811	139.50	
						69741	RPR VEH #2810	959.18	
						69742	RPR VEH #2810	2,617.78	
55027	02/01/16	64.00 002567		DEPARTMENT OF JUSTICE		69745	DECL5 FINGERPRINTING	64.00	
55028	02/01/16	60.00 916		DOCTORS ON DUTY MEDICAL CLINIC		69760	DOT DRUG TESTS	60.00	
55029	02/01/16	1,265.78 002962		FIS		69539	OCT 15 CORRECTION	-1,510.21	
						69540	OCT 15 CORRECTION	1,510.21	
						69750	DEC 15 MERCHANT FEES	1,265.78	

Attachment A

DATE 03/01/16 10:11

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

PAGE 2

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55030	02/01/16	6,593.49 002952	FLYERS ENERGY LLC	7	69754	12/15-12/31 FUEL PC	6,593.49		
55031	02/01/16	110.00 001189	GARY KENVILLE LOCKSMITH		69787	LOCK RPR PARACRUZ	110.00		
55032	02/01/16	1,495.60 647	GENFARE A DIV OF SPX CORP		69755	GFI COMPONENT REPAIR	169.55		
					69756	GFI COMPONENT REPAIR	906.59		
					69757	GFI COMPONENT REPAIR	146.74		
					69758	RPR TRIM PRINTER	272.72		
					69783	CREDIT	-219.87		
55033	02/01/16	305.69 282	GRAINGER		69802	STOCK ORDER	19.76		
					69803	ELECTRIC TIMER VERNO	477.44		
					69806	INVENTORY PARTS	21.31		
					69807	NON INVENTORY PARTS	7.05		
55034	02/01/16	250.84 546	GRANITEROCK COMPANY		69778	SHEETROCK SCREWS	123.04		
					69779	SHEETROCK SCREWS	28.50		
					69788	STEEL FRAMING	99.30		
55035	02/01/16	1,290.75 001097	GREENWASTE RECOVERY, INC.		69712	DEC 15 TRASH MT HERM	19.74		
					69713	DEC 15 TRASH SVTC	253.11		
					69714	1/1-3/31 TRASH HWY9	59.79		
					69715	1/1-3/31 BIG BASIN	59.79		
					69716	1/1-3/31 AIR-FREEDOM	119.58		
					69717	1/1-3/31 GRNVLY-CARN	59.79		
					69718	1/1-3/31 SOQUEL-COTT	119.43		
					69719	1/1-3/31 SOQUEL-COTT	59.79		
					69720	1/1-3/31 FREEDOM	59.79		
					69721	1/1-3/31 FREE-BOWKER	59.79		
					69722	1/1-3/31 HWY17-BOULD	179.37		
					69749	DEC 15 PARACRUZ	240.78		
55036	02/01/16	595.00 E021	HILTNER, THOMAS		69751	TUITION REIMBURSEMEN	595.00		
55037	02/01/16	455.00 R612	HOWIE & SMITH, L.L.P.		69706	SC 07-14-17	455.00		
55038	02/01/16	460.80 852	LAW OFFICES OF MARIE F. SANG	7	69746	CL # 2010226708	460.80		
55039	02/01/16	3,595.00 001332	LIBBERT, CASSIDY & WHITMORE	7	69761	2016 MEMBERSHIP	3,595.00		
55040	02/01/16	711.00 001145	MANAGED HEALTH NETWORK		69707	FEB 16 EAP	711.00		
55041	02/01/16	11,199.50 003017	MANSFIELD OIL CO OF GAINSVILLE		69752	DIESEL 12/18/15	11,199.50		
55042	02/01/16	349.91 T287	NGUYEN, DAN LUONG		69748	REIMBURSEMENT	349.91		
55043	02/01/16	983.55 003115	OFFICE TEAM		69743	TEMP W/E 1/15/16	983.55		
55044	02/01/16	265.70 107A	SAN LORENZO LUMBER & HOME CTR		69747	RPR VEH #1116 PC	2.73		
					69791	DOOR LOCK WTC	12.25		
					69792	WTC REMODEL	5.25		
					69793	WTC REMODEL	139.53		
					69794	WTC REMODEL	21.49		
					69795	MMF STEAM CLEANER	23.25		
					69796	MMF STEAM CLEANER	45.07		
					69797	WTC FLEX JOINT KNIFE	16.13		
55045	02/01/16	7,741.29 079	SANTA CRUZ MUNICIPAL UTILITIES		69723	12/8-1/6 VERNON	515.99		
					69724	12/8-1/6 VERNON IRR1	71.10		
					69725	12/8-1/6 1200B RIVER	2,045.25		
					69726	12/8-1/6 GOLF CLUB	1,264.91		

Attachment A

DATE 03/01/16 10:11

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

PAGE 3

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55046	02/01/16					69727	12/8-1/6 GOLF CLUB	71.10	
55047	02/01/16					69728	12/8-1/6 SOQ FREDR	907.53	
55048	02/01/16					69729	12/8-1/6 PACIFIC	96.85	
55049	02/01/16					69730	12/8-1/6 PACIFIC	2,215.22	
55050	02/01/16					69731	12/8-1/6 DUBOIS	553.34	
55046	02/01/16	275.54 973		SANTA CRUZ NISSAN DODGE VOLKS		69770	RPR VEH #1124 PC	275.54	
55047	02/01/16	190.93 122		SCMTD PETTY CASH - OPS		69808	REPLENISHMENT	190.93	
55048	02/01/16	117.46 002675		THOMSON REUTERS BARCLAYS WEST		69744	12/5-1/4 SUBSCRIPTIO	117.46	
55049	02/01/16	382.53 003037		TYCO INTEGRATED SECURITY		69777	2/1-4/30 GOLF CLUB	382.53	
55050	02/01/16	382.31 003152		UNIFIRST CORPORATION		69785	LAUNDRY SERVICE	69.01	
						69786	LAUNDRY SERVICE	205.52	
						69798	LAUNDRY SERVICE	6.48	
						69799	LAUNDRY SERVICE	40.42	
						69800	LAUNDRY SERVICE	6.99	
						69801	LAUNDRY SERVICE	6.99	
						69804	LAUNDRY SERVICE	40.42	
						69805	LAUNDRY SERVICE	6.48	
55051	02/01/16	1,436.90 434		VERIZON WIRELESS	0	69733	12/2-1/PUSH2TALK PC	486.65	
55052	02/01/16	298.37 148		ZEP SALES & SERVICE INC.		69753	12/13-1/12 BUS WIFI	950.25	
55054	02/08/16	1,849.48 003151		ABC BUS INC		69762	SOAP PARTS WASHER	298.37	
						69925	INVENTORY ORDER	388.70	
						69926	INVENTORY ORDER	81.56	
						69927	INVENTORY ORDER	1,379.22	
55055	02/08/16	3,417.67 382		AIRTEC SERVICE INC.		69821	RPR HVAC PARACRUZ	722.67	
55056	02/08/16	131.34 294		ANDY'S AUTO SUPPLY	0	69833	INSTALLED HEAT EXCH	2,695.00	
55057	02/08/16	4,511.61 001D		AT&T		69929	INVENTORY ORDER PC	131.34	
						69864	12/19-1/18 CALNET3	165.95	
						69869	12/19-1/18 CALNET3	4,236.75	
						69903	12/19-1/18 CALNET2	108.91	
55058	02/08/16	964.23 003105		AT&T MOBILITY		69936	12/24-1/23 WIFI BUS	964.23	
55059	02/08/16	102.18 002363		BATTERIES PLUS #314		69840	BATTERIES	56.53	
						69841	BATTERIES	45.65	
55060	02/08/16	1,767.29 001356		BRENCO OPERATING-TEXAS, LP		69928	SPARK PLUGS	1,767.29	
55061	02/08/16	76.12 001112		BRINKS AWARDS & SIGNS	7	69832	NAME PLATES	54.37	
						69870	NAME PLATES	21.75	
55062	02/08/16	194.66 914		CALTRONICS BUSINESS SYSTEMS		69823	OFFICE SUPPLIES	194.66	
55063	02/08/16	795.18 002627		CDW GOVERNMENT, INC.		69842	OFFICE SUPPLIES	795.18	
55064	02/08/16	174.81 002898		CEB CONTINUING EDUCATION OF		69819	EVIDENCE EXPERT TEST	174.81	
55065	02/08/16	977.85 130		CITY OF WATSONVILLE UTILITIES		69904	12/20-1/20 WTC	23.16	
						69905	1/21 SOLID WASTE WTC	754.00	
						69906	12/20-1/20 WTC	200.69	
55066	02/08/16	1,054.60 075		COAST PAPER & SUPPLY INC.		69849	CUSTODIAL SUPPLIES	1,054.60	
55067	02/08/16	100.00 367		COMMUNITY TELEVISION OF		69844	12/11/15 BOD MEETING	100.00	
55068	02/08/16	6,195.96 003116		CUMMINS PACIFIC LLP		69836	RPIC ECM UNIT 2813	3,621.11	
						69837	CREDIT	-56.55	
						69838	INVENTORY ORDER	543.86	

Attachment A

DATE 03/01/16 10:11

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

PAGE 4

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55069	02/08/16	002953	175.00	EPICOR SOFTWARE CORP		69839	ENGINE REBUILD 2805	2,087.54	
55070	02/08/16	002952	8,529.27	FLYERS ENERGY LLC		69907	HCM UPGRADE	175.00	
						69830	PROPANE	23.68	
						69831	1/1-1/15 FUEL	2,195.24	
55071	02/08/16	001189	488.51	GARY KENVILLE LOCKSMITH	7	69923	1/1-1/15 FUEL PC	6,310.35	
						69850	LOCK RPR PARACRUZ	158.29	
						69851	WTC RPLC DOOR CYPHER	145.41	
						69852	RPR LOCKS SMC	184.81	
55072	02/08/16	002954	16,775.17	GCR TIRES & SERVICE	7	69875	TIRES	1,804.89	
						69876	TIRES	527.01	
						69877	TIRES	1,251.78	
						69878	TIRES	1,804.89	
						69879	TIRES	312.26	
						69880	TIRES	1,107.79	
						69881	TIRES	1,036.92	
						69882	TIRES	2,503.54	
						69883	TIRES	163.13	
						69884	TIRES	156.14	
						69885	TIRES	518.47	
						69886	TIRES	553.90	
						69887	TIRES	902.45	
						69888	TIRES	259.87	
						69889	TIRES	98.81	
						69890	TIRES	18.00	
						69891	TIRES	3,755.32	
55073	02/08/16	647	702.90	GENFARE A DIV OF SPX CORP		69827	INVENTORY ORDER	702.90	
55074	02/08/16	282	228.14	GRAINGER		69828	NON INVENTORY ORDER	40.62	
						69829	NON INVENTORY ORDER	123.54	
						69848	MMF KNEE BOOTS	63.98	
55075	02/08/16	546	75.53	GRANITEROCK COMPANY		69847	WTC/VERN OFFICE	75.53	
55076	02/08/16	E984	76.11	HILL, CAYLA		69908	BUSINESS CARDS	76.11	
55077	02/08/16	166	146.54	HOSE SHOP, THE INC		69854	HIGH PRESSURE HOSE	10.01	
						69855	STEAM CLEANER MMF	64.82	
						69910	NON INVENTORY PARTS	71.71	
55078	02/08/16	003220	400.00	INFINISOURCE, INC		69935	20 TIMEFORCE USERS	400.00	
55079	02/08/16	1117	300.00	KELLEY'S SERVICE INC.		69924	RPR VEH #1782	300.00	
55080	02/08/16	167	330.67	KEYSTON BROTHERS		69914	INVENTORY ORDER	330.67	
55081	02/08/16	852	1,633.50	LAW OFFICES OF MARIE F. SANG	7	69814	CL 14005515	1,633.50	
55082	02/08/16	001555	19.02	MAC TOOLS INC DBA		69930	TOOL REPLACEMENT	19.02	
55083	02/08/16	003017	10,454.63	MANSFIELD OIL CO OF GAINSVILLE		69825	DIASEL 1/8/16	10,454.63	
55084	02/08/16	003187	174.95	MARTY FRANICH CHRYSLER DODGE		69826	RPR VEH #1127 PC	174.95	
55085	02/08/16	001063	7,972.37	NEW FLYER IND. CANADA ULC DBA		69912	INVENTORY ORDER	214.67	
						69913	INVENTORY ORDER	803.09	
						69915	INVENTORY ORDER	2,840.47	
						69916	INVENTORY ORDER	211.23	
						69932	INVENTORY ORDER	2,555.17	

Attachment A

DATE 03/01/16 10:11

PAGE 5

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

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55086	02/08/16	004	3,149.86	NORTH BAY FORD LINC-MERCURY		69933	INVENTORY ORDER	367.51	
						69934	INVENTORY ORDER	980.23	
						69586	CORRECT ENTRY	-84.96	
						69587	CORRECTION INV PARTS	84.96	
						69909	RPR VEH #1106 PC	1,045.77	
						69917	INVENTORY ORDER	405.72	
						69918	INVENTORY ORDER	286.71	
						69919	INVENTORY ORDER	45.41	
						69920	INVENTORY ORDER	36.15	
						69921	INVENTORY ORDER	1,517.00	
						69922	CREDIT	-198.84	
						69931	RPR VEH #1106 PC	11.94	
						69820	DEC 15 MAINTENANCE	3,966.67	
55087	02/08/16	002940	3,966.67	OJO TECHNOLOGY, INC.		69815	12/24-1/25 1200BRIVE	196.80	
55088	02/08/16	009	14,051.59	PACIFIC GAS & ELECTRIC		69816	12/23-1/24 1200BRIVE	2,084.94	
						69817	12/23-1/24 GOLF CLUB	6,793.71	
						69818	12/24-1/25 VERNON	4,976.14	
55089	02/08/16	043	1,214.10	PALACE ART & OFFICE SUPPLY		69834	OFFICE SUPPLIES	22.83	
						69845	OFFICE SUPPLIES	1,075.98	
						69866	OFFICE SUPPLIES	71.81	
						69871	OFFICE SUPPLIES	43.48	
						69872	JAN 16 COURIER SVC	1,058.00	
55090	02/08/16	002947	1,058.00	PEDALERS EXPRESS	7	69892	JAN 16 PEST CONTROL	75.50	
55091	02/08/16	481	626.00	PIED PIPER EXTERMINATORS, INC.		69893	JAN 16 PEST METROMKT	53.50	
						69894	JAN 16 PEST BETTYS	58.00	
						69895	JAN 16 PEST DUBOIS	248.50	
						69896	JAN 16 PEST VERNON	190.50	
						69867	FEB 16 DENTAL	36,686.90	
55092	02/08/16	002939	36,686.90	PREFERRED BENEFIT		69835	9/24-12/23 IMAGES	161.03	
55093	02/08/16	003024	161.03	RICOH USA, INC CA		69853	WTC/VERN OFFICE	224.30	
55094	02/08/16	045	224.30	ROYAL WHOLESALE ELECTRIC		69865	HAZARDOUS WASTE DISP	2,447.78	
55095	02/08/16	001379	2,447.78	SAFETY-KLEEN INC		69843	SBF CORD CONTROL	45.03	
55096	02/08/16	107A	125.69	SAN LORENZO LUMBER & HOME CTR		69856	WTC/VERN OFFICE	4.87	
						69857	WTC/VERN OFFICE	56.60	
						69858	CEMENT VERNON	2.73	
						69859	RPR VERNON OFFICE	14.42	
						69860	SMC REFRIDGE LIGHT	2.04	
55097	02/08/16	003242	168.56	THE JANEK CORPORATION		69824	RPR LUMINATOR	168.56	
55098	02/08/16	982	9,551.17	TRANSPORTATION MANAGEMENT		69873	JAN 16 COA	9,551.17	
55099	02/08/16	003152	82.27	UNIFIRST CORPORATION		69898	LAUNDRY SERVICE	40.42	
						69899	LAUNDRY SERVICE	6.48	
						69900	LAUNDRY SERVICE	14.19	
						69901	LAUNDRY SERVICE	14.19	
						69902	LAUNDRY SERVICE	6.99	
55100	02/08/16	434B	57.85	VERIZON CALIFORNIA		69874	1/13-2/12 SKY-OCEAN	57.85	
55101	02/08/16	001043	9,711.52	VISION SERVICE PLAN		69868	FEB 16 VISION	9,711.52	

Attachment A

DATE 03/01/16 10:11

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

PAGE 6

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55102	02/08/16	001165	225.00	VU, THANH DR. MD	7	69822	DMV EXAM	75.00	
						69846	DMV EXAM	75.00	
						69911	DMV EXAM	75.00	
55103	02/08/16	147	29.68	ZEE MEDICAL SERVICE CO.		69897	VISITOR SPECTACLES	29.68	
55104	02/15/16	003151	521.57	ABC BUS INC		69985	INVENTORY ORDER	521.57	
55105	02/15/16	854	224.02	AMERICAN SEATING COMPANY		70033	INVENTORY ORDER	224.02	
55106	02/15/16	059	2,022.75	BATTERIES USA, INC.		70019	BATTERIES	2,022.75	
55107	02/15/16	B034	150.00	BOTTORFF, EDWARD A.		70020	JAN16 BOARD MEETINGS	150.00	
55108	02/15/16	B018	100.00	BUSTICHI, DENE	7	70021	JAN16 BOARD MEETINGS	100.00	
55109	02/15/16	914	632.47	CALTRONICS BUSINESS SYSTEMS		69974	INVENTORY ORDER	632.47	
55110	02/15/16	001324	5,250.00	CAPITALEDGE ADVOCACY, INC.		70003	FEB 16 LEGISLATE SVC	5,250.00	
55111	02/15/16	001159	81.56	CATTO'S GRAPHICS, INC.		70070	INVENTORY ORDER	81.56	
55112	02/15/16	B033	50.00	CERVANTEZ, KARINA		70022	JAN16 BOARD MEETINGS	50.00	
55113	02/15/16	B035	100.00	CHASE, CYNTHIA		70023	JAN16 BOARD MEETINGS	100.00	
55114	02/15/16	667	76.87	CITY OF SCOTT'S VALLEY		70056	11/15-1/15 SEWER SVT	76.87	
55115	02/15/16	909	3,807.01	CLASSIC GRAPHICS		70064	RPR VEH #9803	2,332.38	
						70065	RPR VEH #9803	1,474.63	
55116	02/15/16	001124	76,156.40	CLEAN ENERGY		70081	LNG 1/6/16	9,036.90	
						70082	LNG 1/4/16	5,400.36	
						70083	LNG 1/2/16	4,533.10	
						70084	LNG 12/31/15	10,502.67	
						70085	LNG 1/8/16	8,791.82	
						70086	LNG 1/13/16	8,320.50	
						70087	LNG 1/22/16	10,235.14	
						70088	LNG 1/20/16	10,351.38	
						70089	LNG 1/11/16	8,984.53	
55117	02/15/16	003102	617.38	CLEVER DEVICES LTD		70098	INVENTORY ORDER	617.38	
55118	02/15/16	075	867.50	COAST PAPER & SUPPLY INC.		69939	INVENTORY ORDER	867.50	
55119	02/15/16	003116	5,176.72	CUMMINS PACIFIC LLP		70066	INVENTORY ORDER	1,589.47	
						70067	INVENTORY ORDER	120.14	
						70069	INVENTORY ORDER	170.65	
						70079	RPR VEH #2805	1,561.18	
						70079	INVENTORY ORDER	1,379.02	
						70080	INVENTORY ORDER	356.26	
55120	02/15/16	003050	1,609.33	CYNTHIA AGUADO & EVA AVALOS		70117	DEPOSIT RETURN	1,109.33	
						70119	SETTLEMENT	500.00	
55121	02/15/16	002946	2,126.25	DAY WIRELESS SYSTEMS		70018	JAN 16 MAINTENANCE	2,126.25	
55122	02/15/16	002949	1,330.60	DEANE INDUSTRIAL MACHINING		70097	RPR VEH #2805	1,330.60	
55123	02/15/16	002567	96.00	DEPARTMENT OF JUSTICE		70105	JAN16 FINGERPRINTING	96.00	
55124	02/15/16	480	2,213.07	DIESEL MARINE ELECTRIC, INC.		70062	RPR BUS 1111 PC	989.63	
						70063	INVENTORY ORDER	1,223.44	
55125	02/15/16	001329	89.95	DOC AUTO LLC		70041	RPR VEH #1103 PC	89.95	
55126	02/15/16	B036	100.00	DUTRA, JAMES MICHAEL		70024	JAN16 BOARD MEETINGS	100.00	
55127	02/15/16	003131	3,485.74	DYNAMIC SYSTEMS INC		70103	2/28-2/27/17 SUPPORT	1,973.78	
						70104	2/4-2/3/17 SUPPORT	1,511.96	
55128	02/15/16	003153	2,550.01	ENVIRONMENTAL LOGISTICS INC		69993	HAZARDOUS WASTE	2,550.01	

Attachment A

DATE 03/01/16 10:11

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

PAGE 7

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55129	02/15/16	002042	450.00	F.A.S.T. BUSINESS SERVICES	7	70016	CV 181444	450.00	
55130	02/15/16	1,025.00 447	1,025.00	FERRIS HOLST & REPAIR, INC.		70012	MMF REPAIR CHAIN	1,025.00	
55131	02/15/16	50.00 B032	50.00	FRIEND, ZACHARIAH		70025	JAN16 BOARD MEETINGS	50.00	
55132	02/15/16	253.96 001302	253.96	GARDA CL WEST, INC.		69938	FEB 16 SVCS	253.96	
55133	02/15/16	5,375.73 002954	5,375.73	GCR TIRES & SERVICE	7	69968	TIRES	1,804.89	
						69969	TIRES	1,168.69	
						69970	TIRES	1,107.79	
						69971	TIRES	1,294.36	
55134	02/15/16	382.20 647	382.20	GENFARE A DIV OF SPX CORP		69972	INVENTORY ORDER	382.20	
55135	02/15/16	479.35 117	479.35	GILLIG LLC		70051	INVENTORY ORDER	148.31	
						70052	SEAT CUSHIONS	331.04	
55136	02/15/16	2,021.46 282	2,021.46	GRAINGER		70047	INVENTORY ORDER	238.03	
						70048	INVENTORY ORDER	580.91	
						70049	NON INVENTORY ORDER	88.45	
						70050	NON INVENTORY ORDER	13.45	
						70053	INVENTORY ORDER	332.22	
						70055	GRAFFITI SPRAY PAINT	107.01	
						70057	SMC DOOR	661.39	
55137	02/15/16	73.08 546	73.08	GRANITEROCK COMPANY		70004	NEW OPS BLDG	73.08	
55138	02/15/16	4,850.50 003109	4,850.50	HANSON BRIDGETT LLP		69994	M# 032117.000003	4,850.50	
55139	02/15/16	5,150.80 878	5,150.80	KELLY SERVICES, INC.		69995	TEMP W/E 1/10/16	2,412.40	
						69996	TEMP W/E 1/17/16	2,738.40	
55140	02/15/16	100.00 B037	100.00	LANE, DONALD STEVEN		70026	JAN16 BOARD MEETINGS	100.00	
55141	02/15/16	50.00 B026	50.00	LEOPOLD, JOHN	7	70027	JAN16 BOARD MEETINGS	50.00	
55142	02/15/16	50.00 880	50.00	LEXISNEXIS RISK SOLUTIONS		70058	JAN 16 SERVICE	50.00	
55143	02/15/16	157.10 003059	157.10	MAILFINANCE INC		70002	1/28-2/27 LEASE ADM	157.10	
55144	02/15/16	5,500.00 001303	5,500.00	MAINTSTAR		70040	SUPPORT MODULE	5,500.00	
55145	02/15/16	50.00 B031	50.00	MCPHERSON, BRUCE		70028	JAN16 BOARD MEETINGS	50.00	
55146	02/15/16	400.00 003061	400.00	NEOFUNDS BY NEOPOST DBA		70102	*****-***-1598	400.00	
55147	02/15/16	9,859.43 001063	9,859.43	NEW FLYER IND. CANADA ULC DBA		69975	INVENTORY ORDER	3.59	
						69976	INVENTORY ORDER	3,482.82	
						69977	INVENTORY ORDER	1,443.60	
						69978	INVENTORY ORDER	763.68	
						69979	INVENTORY ORDER	32.91	
						69980	INVENTORY ORDER	28.56	
						69981	INVENTORY ORDER	275.20	
						69982	INVENTORY ORDER	49.87	
						69983	INVENTORY ORDER	349.79	
						69984	INVENTORY ORDER	18.52	
						70036	INVENTORY ORDER	101.85	
						70042	INVENTORY ORDER	101.21	
						70043	INVENTORY ORDER	190.18	
						70044	INVENTORY ORDER	2,999.01	
						70045	INVENTORY ORDER	18.64	
55148	02/15/16	109.98 002721	109.98	NEXTEL COMMUNICATIONS/SPRINT		70038	12/26-1/25TVM WIRELE	109.98	
55149	02/15/16	78.28 002323	78.28	NORTHERN SAFETY CO., INC.		70017	INVENTORY ORDER	78.28	

Attachment A

DATE 03/01/16 10:11

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

PAGE 8

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55150	02/15/16	003115	2,961.76	OFFICE TEAM		69973	TEMP W/E 1/22/16	843.98	
						70111	TEMP W/E 1/29/16	897.60	
						70112	TEMP W/E 1/22/16	897.60	
						70114	TEMP W/E 1/15/16	322.58	
55151	02/15/16	009	3,451.67	PACIFIC GAS & ELECTRIC		70034	12/29-1/27 PACIFIC	2,566.48	
						70113	12/30-1/28 METROBASE	885.19	
55152	02/15/16	043	391.99	PALACE ART & OFFICE SUPPLY		69997	OFFICE SUPPLIES	233.68	
						69998	OFFICE SUPPLIES	9.75	
						69999	OFFICE SUPPLIES	22.40	
						70000	OFFICE SUPPLIES	11.30	
						70001	OFFICE SUPPLIES	114.86	
55153	02/15/16	187	2,286.88	POLAR RADIATOR SERVICE INC		69941	RPR VEH #2311	2,286.88	
55154	02/15/16	002927	127.80	PRAXAIR DISTRIBUTION, INC.		69959	TOOL REPAIR	87.74	
						69966	PARTS 4 SHOP WELDER	40.06	
55155	02/15/16	E969	65.42	PYE, GINA		70030	BOD MEETING REIMBURS	65.42	
55156	02/15/16	003020	125.25	QUEST DIAGNOSTIC INC.		70109	DOT DRUG TESTING	125.25	
55157	02/15/16	001153	444.94	REPUBLIC ELEVATOR COMPANY INC		69992	JAN 16 SERVICE	444.94	
55158	02/15/16	536	305.59	RIVERSIDE LIGHTING & ELECTRIC		69986	RPR BUS WASHER	35.78	
						69987	RPR BUS WASHER	73.20	
						69988	RPR BUS WASHER	31.45	
						69989	WTC WALL	10.60	
						69990	VERNON OFFICE	2.57	
55159	02/15/16	B038	50.00	ROTKIN, MICHAEL E		69991	VERNON OFFICE	151.99	
55160	02/15/16	018	586.37	SALINAS VALLEY FORD SALES INC		70029	JAN16 BOARD MEETINGS	50.00	
						69634	CREDIT	-64.95	
						69960	INVENTORY ORDER	889.79	
						69961	INVENTORY ORDER	89.94	
						69962	CREDIT	-324.75	
						69963	CREDIT	-54.13	
						69964	INVENTORY ORDER	50.47	
55161	02/15/16	107A	308.80	SAN LORENZO LUMBER & HOME CTR		70005	VERNON OFFICE	24.50	
						70006	CREDIT	-16.11	
						70007	RPR WTC	129.42	
						70008	VERNON OFFICE	6.44	
						70009	VERNON OFFICE	7.07	
						70010	RPR LEAK	30.44	
						70011	WTC WALL	127.04	
55162	02/15/16	135	1,042.70	SANTA CRUZ AUTO PARTS, INC.		69942	INVENTORY ORDER	5.89	
						69943	INVENTORY ORDER	74.03	
						69944	INVENTORY ORDER	37.92	
						69945	INVENTORY ORDER	129.36	
						69946	CREDIT	-17.40	
						69947	INVENTORY ORDER	17.11	
						69948	INVENTORY ORDER	169.58	
						69949	INVENTORY ORDER	137.83	
						69950	INVENTORY ORDER	36.20	

Attachment A

DATE 03/01/16 10:11

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

PAGE 9

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55163	02/15/16	1,379.00	002700	SANTA CRUZ COUNTY ENVIRONMENTAL		69951	INVENTORY ORDER	32.93	
55164	02/15/16	14,178.21	002917	SANTA CRUZ METRO TRANSIT W/C		69952	INVENTORY ORDER	59.60	
55165	02/15/16	490.67	T278	SANTA CRUZ METROPOLITAN TRANS		69953	INVENTORY ORDER	11.02	
55166	02/15/16	240.00	001292	SANTA CRUZ RECORDS MNGMT INC		69954	INVENTORY ORDER	148.89	
55167	02/15/16	2.46	002459	SCOTT'S VALLEY WATER DISTRICT		69955	CREDIT	-17.40	
55168	02/15/16	2,844.00	003197	SMARTSHEET.COM INC		69956	INVENTORY ORDER	31.96	
55169	02/15/16	384.65	001976	SPORTWORKS NORTHWEST, INC.		69957	INVENTORY ORDER	46.50	
55170	02/15/16	217.00	080C	STATE BOARD OF EQUALIZATION		69958	INVENTORY ORDER	138.68	
55171	02/15/16	77,719.96	003231	THE HON COMPANY LLC DBA ATHC		70010	HEALTH PERMIT GOLF	1,379.00	
55172	02/15/16	852.33	001800	THERMO KING OF SALINAS, INC		70011	1/16-1/31 W/C REPLEN	14,178.21	
55173	02/15/16	7,020.66	057	U.S. BANK		70018	TAQUERIA EL DANDY	490.67	
55174	02/15/16	905.78	003152	UNIFIRST CORPORATION		69940	JAN 16 SHREDDING	240.00	
						70037	JAN 16 WATER SVTC	2.46	
						70039	2/16-2/17 25 LLICENSE	2,844.00	
						69965	INVENTORY ORDER	187.00	
						69967	INVENTORY ORDER	197.65	
						69937	2015 HAZARDOUS WASTE	217.00	
						70015	FURNITURE METROBASE	77,719.96	
						70031	RPR BEH #2804	602.32	
						70032	INVENTORY ORDER	250.01	
						70120	*****-****-5056	1,441.31	
						70121	*****-****-6490	-275.00	
						70122	*****-****-0811	5,854.35	
						70014	LAUNDRY SERVICE	6.48	
						70015	LAUNDRY SERVICE	40.42	
						70046	LAUNDRY SERVICE	6.99	
						70054	LAUNDRY SERVICE	14.19	
						70090	LAUNDRY SERVICE	69.01	
						70091	LAUNDRY SERVICE	69.01	
						70092	LAUNDRY SERVICE	231.15	
						70093	LAUNDRY SERVICE	199.76	
						70094	LAUNDRY SERVICE	69.01	
						70095	LAUNDRY SERVICE	199.76	
55175	02/15/16	95.85	007	UNITED PARCEL SERVICE		70059	FREIGHT	32.98	
						70060	FREIGHT	26.97	
						70061	FREIGHT	35.90	
55176	02/15/16	96.00	003200	UPS STORE #1128		70106	FINGERPRINTING	32.00	
						70107	FINGERPRINTING	32.00	
						70108	FINGERPRINTING	32.00	
55177	02/15/16	2,098.96	002829	VALLEY POWER SYSTEMS, INC.		70072	INVENTORY ORDER	1,317.93	
						70073	INVENTORY ORDER	136.67	
						70074	INVENTORY ORDER	42.76	
						70075	INVENTORY ORDER	69.58	
						70076	INVENTORY ORDER	494.92	
						70077	INVENTORY ORDER	9.50	
						70078	INVENTORY ORDER	27.60	

Attachment A

DATE 03/01/16 10:11

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

PAGE 10

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55178	02/15/16	221	1,231.83	VEHICLE MAINTENANCE PROG INC		70071	INVENTORY ORDER	73.74	
55179	02/15/16	434B	57.85	VERIZON CALIFORNIA		70096	INVENTORY ORDER	1,158.09	
55180	02/15/16	043	1,085.76	PALACE ART & OFFICE SUPPLY		70123	OFFICE SUPPLIES	57.85	
55181	02/22/16	002941	207.71	AA SAFE & SECURITY CO		70194	DOOR LOCK VERNON OFF	1,085.76	
55182	02/22/16	003151	1,176.62	ABC BUS INC		70174	INVENTORY ORDER	207.71	
55183	02/22/16	002861	32.25	AMERICAN MESSAGING SVCS, LLC		70205	INVENTORY ORDER	298.76	
55184	02/22/16	001D	282.87	AT&T		70215	FEB 16 PAGER RENTAL	877.86	
55185	02/22/16	001G	323.99	AT&T		70223	12/19-1/18 CALNET3	32.25	
55186	02/22/16	003199	529.95	B & H FOTO & ELECTRONICS CORP		70125	2/5-3/4 REPEATERS	282.87	
55187	02/22/16	001356	1,767.25	BRENCO OPERATING-TEXAS, LP		70133	TV FOR CEO OFFICE	323.99	
55188	02/22/16	001844	6,911.70	BRINKS INCORPORATED		70136	INVENTORY ORDER	529.95	
55189	02/22/16	014A	12,528.00	CABRILLO COLLEGE EXTENSION		70129	DEC 15 1200B SERVICE	1,767.25	
55190	02/22/16	003081	1,943.59	CAPITOLA MALL LLC	7	70130	DEC 15 1200B SERVICE	4,019.86	
55191	02/22/16	001159	130.50	CATTO'S GRAPHICS, INC.		70225	SUPERVISORY ACADEMY	2,891.84	
55192	02/22/16	002627	1,078.64	CDW GOVERNMENT, INC.		70161	MAR 16 RENT	12,528.00	
55193	02/22/16	003034	2,890.00	COASTAL LANDSCAPING INC. DBA		70132	EMERGENCY SIGNS	130.50	
55194	02/22/16	003204	448.00	CREKSIDO COURT REPORTING		70134	CONFERENCE PHONE CEO	599.66	
55195	02/22/16	003116	2,444.64	CUMMINS PACIFIC LLP		70135	VERNON OFFICE	478.98	
55196	02/22/16	480	2,513.21	DIESEL MARINE ELECTRIC, INC.		70142	FEB 16 LANDSCAPING	2,890.00	
55197	02/22/16	372	12.13	FEDERAL EXPRESS		70210	INVENTORY ORDER	82.06	
55198	02/22/16	001172	176.50	FERGUSON ENTERPRISES INC. #795		70206	INVENTORY ORDER	2,088.27	
55199	02/22/16	959	26.95	FIRST ADVANTAGE OCCUPATIONAL		70180	FREIGHT	2,513.21	
55200	02/22/16	002295	39,823.37	FIRST ALARM		70191	RPR RESTROOM WTC	12.13	
55201	02/22/16	002952	8,082.04	FLYERS ENERGY LLC		70193	RPR RESTROOM WTC	103.67	
55202	02/22/16	002954	2,779.72	GCR TIRES & SERVICE	7	70166	JAN 16 DOT DRUG TEST	72.83	
55203	02/22/16	T288	32.00	GEORGE, CLARENCE		70151	DEC 15 SECURITY	26.95	
55204	02/22/16	117	501.16	GILLIG LLC		70181	1/16-1/31 FUEL PC	39,823.37	
55205	02/22/16	282	273.94	GRAINGER		70207	1/16-1/31 FUEL	5,925.53	
55206	02/22/16	001097	524.05	GREENWASTE RECOVERY, INC.		70208	PROPANE	2,108.78	
						70198	TIRES	47.73	
						70199	TIRES	1,538.71	
						70200	TIRES	862.90	
						70201	TIRES	62.80	
						70224	8 TICKETS @ \$4.00/EA	315.31	
						70203	INVENTORY ORDER	32.00	
						70204	INVENTORY ORDER	405.68	
						70196	CLEANING SUPPLIES	95.48	
						70197	JUMPER CABLES	210.12	
						70216	RECYCLE CONTAINERS	29.48	
						70126	RPLC CK #52987	34.34	
						70146	JAN 16 SVTC	247.08	
								19.74	

Attachment A

DATE 03/01/16 10:11

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

PAGE 11

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55207	02/22/16	167,460.76 003178		HILL INTERNATIONAL INC		70147	JAN 16 SVTC	257.23	
55208	02/22/16	97.86 E984		HILL, CAYLA		70187	DEC 15 MB PROJ MGMT	167,460.76	
55209	02/22/16	2,408.01 002979		HUNT & SONS, INC.		70124	BUSINESS CARDS	97.86	
55210	02/22/16	4,120.00 002117		IULIANO #2 LLC	7	70221	INVENTORY ORDER	1,802.13	
55211	02/22/16	-4,120.00 002117		IULIANO #2 LLC	7	70222	INVENTORY ORDER	605.88	
		5,671.41 878		KELLY SERVICES, INC.		70184	MAR 16 RENT	4,120.00	VOIDED
						70184	MAR 16 RENT	-4,120.00	**VOID
						70145	TEMP W/E 1/31/16	652.00	
						70154	CONVERSION FEE PARTS	3,182.40	
						70179	TEMP W/E 1/24/16	1,837.01	
55212	02/22/16	8,885.00 003066		KIM FAMILY ENTERPRISES LLP		70186	MAR 16 RENT	8,885.00	VOIDED
55213	02/22/16	-8,885.00 003066		KIM FAMILY ENTERPRISES LLP		70186	MAR 16 RENT	-8,885.00	**VOID
55214	02/22/16	1,396.50 216		LABOR READY, INC.		70131	TEMP W/E 1/29/16	455.70	
55215	02/22/16	280.50 852		LAW OFFICES OF MARIE F. SANG	7	70183	TEMP W/E 2/5/16	940.80	
55216	02/22/16	9,115.12 003017		MANSFIELD OIL CO OF GAINSVILLE		70163	CL# 1999103213	115.50	
55217	02/22/16	6.92 003187		MARTY FRANICH CHRYSLER DODGE		70164	CL# 1989102352	165.00	
55218	02/22/16	129.50 003249		MAXIMUM OIL SERVICE LLC		70182	DIESEL 1/27/16	9,115.12	
55219	02/22/16	2,239.41 001063		NEW FLYER IND. CANADA ULC DBA		70202	RPR VEH #1126 PC	6.92	
						70217	USED WASTE OIL	129.50	
						70137	CREDIT	-577.68	
						70138	CREDIT	-53.35	
55219	02/22/16	4,459.26 004		NORTH BAY FORD LINC-MERCURY		70140	INVENTORY ORDER	223.91	
						70157	INVENTORY ORDER	113.60	
						70167	INVENTORY ORDER	435.92	
						70168	INVENTORY ORDER	1,212.49	
						70169	INVENTORY ORDER	63.94	
						70170	INVENTORY ORDER	17.49	
						70214	INVENTORY ORDER	803.09	
						70158	RPR VEH #1120 PC	3,621.68	
						70159	RP VEH #713	58.88	
						70171	INVENTORY ORDER PC	545.80	
						70172	INVENTORY ORDER PC	232.90	
						70144	TEMP W/E 2/5/16	1,442.93	
						70188	TEMP W/E 1/29/16	1,388.48	
						70148	1/6-2/3 SVT WTC PNR	2,687.56	
						70149	1/5-2/2 SVT TENANT	49.82	
						70153	OFFICE FURNITURE OPS	22,044.93	
						70141	2/16-2/17 LEASE	1,280.00	
						70155	2016 RENEWAL	15,000.00	
						70189	LEGAL AD 1/28/16	122.82	
						70190	LEGAL AD 1/28/16	136.82	
						70226	1/26-2/25 IMAGES C/S	930.82	
						70218	VERNON OFFICE	93.85	
						70192	RPR DRAIN BREAKROOM	12.50	
						70165	2/1-2/15 W/C REPLNT	8,891.86	
						70175	TOOL REPLACEMENT	13.66	

Attachment A

DATE 03/01/16 10:11

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

PAGE 12

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55231	02/22/16	13,833.45 001075	13,833.45	SOQUEL III ASSOCIATES	7	70162	MAR 16 RENT	13,833.45	
55232	02/22/16	488.53 002245	488.53	STAPLES CONTRACT & COMM INC		70127	RPLC CK #54015	-5.44	
						70128	RPLC CK #54015	345.53	
						70143	OFFICE SUPPLIES	148.44	
55233	02/22/16	765.45 001008	765.45	SWAGelok NORTHERN CALIFORNIA		70195	INVENTORY ORDER	765.45	
55234	02/22/16	116.96 366	116.96	TENNANT COMPANY		70173	RPR FLOOR SCRUBBER	116.96	
55235	02/22/16	117.00 003010	117.00	TOYOTA MATERIAL HANDLING	7	70156	EQUIPMENT REPAIR	117.00	
55236	02/22/16	315.67 003152	315.67	UNIFIRST CORPORATION		70211	LAUNDRY SERVICE	69.01	
						70212	LAUNDRY SERVICE	199.76	
						70219	LAUNDRY SERVICE	6.48	
						70220	LAUNDRY SERVICE	40.42	
55237	02/22/16	34.51 007	34.51	UNITED PARCEL SERVICE		70139	FREIGHT	34.51	
55238	02/22/16	29.37 946	29.37	UNITED SITE SERVICES OF CA INC		70150	1/27-2/23 FENCE RENT	29.37	
55239	02/22/16	3,500.00 003074	3,500.00	WAVE CREST DEVELOPMENT INC.		70185	MAR 16 RENT	3,500.00	
55240	02/22/16	8,366.00 676	8,366.00	WEBER, HAYES & ASSOCIATES INC		70152	SOIL TEST 115 DUBOIS	8,366.00	
55241	02/22/16	652.75 002291	652.75	WINCHESTER AUTO		70176	INVENTORY ORDER	652.75	
55242	02/18/16	52.90 959	52.90	FIRST ADVANTAGE OCCUPATIONAL		70160	SEPT15 DOT DRUG TEST	52.90	
55243	02/22/16	4,738.00 002117	4,738.00	IULIANO #2 LLC	7	70227	MAR 16 RENT	4,738.00	
55244	02/22/16	9,735.00 003066	9,735.00	KIM FAMILY ENTERPRISES LLP		70228	MAR 16 RENT	9,735.00	
55245M02	02/22/16	112.50 989	112.50	STUCKER, NANCY K. REPLACE CK #52332	7	70274	REPLACE CK #52332	112.50	MANUAL
55246	02/29/16	1,985.00 001712	1,985.00	ABACHERLI FENCE COMPANY	7	70312	FENCE REPAIR	1,985.00	
55247	02/29/16	505.41 294	505.41	ANDY'S AUTO SUPPLY	0	70299	INVENTORY ORDER	6.53	
						70335	INVENTORY ORDER	284.57	
						70336	INVENTORY ORDER	21.08	
						70392	NON INVENTORY ITEM	95.70	
						70393	INVENTORY PARTS PC	97.53	
55248	02/29/16	90.00 001G	90.00	AT&T		70239	2/7-3/6 REPEATERS	90.00	
55249	02/29/16	3,055.88 059	3,055.88	BATTERIES USA, INC.		70247	BATTERIES	3,055.88	
55250	02/29/16	874.00 478	874.00	BEE CLENE INC	0	70241	2/6/16 CARPET CLEAN	874.00	
55251	02/29/16	1,450.00 002035	1,450.00	BOWMAN & WILLIAMS INC		70387	JAN 16 GOLF CLUB	270.00	
						70391	GENERATOR PROJECT	1,180.00	
55252	02/29/16	815,601.42 502	815,601.42	CA PUBLIC EMPLOYEES'		70275	MAR 16 MEDICAL	815,601.42	
55253	02/29/16	585.08 914	585.08	CALTRONICS BUSINESS SYSTEMS		70323	OFFICE SUPPLIES	585.08	
55254	02/29/16	101.62 M022	101.62	CAPELLA, KATHLEEN	0	70386	MAR 16 RETIREE SUPP	101.62	
55255	02/29/16	1,037.13 002627	1,037.13	CDW GOVERNMENT, INC.		70266	NETWORK METROBASE	830.41	
						70322	LEGAL PAPER TRAY ADM	206.72	
55256	02/29/16	335.49 002898	335.49	CEB CONTINUING EDUCATION OF		70287	CA CIVIL WRITE PRACT	182.97	
						70315	CA TORT GUIDE	152.52	
55257	02/29/16	103.20 001346	103.20	CITY OF SANTA CRUZ-FINANCE		70238	JAN 16 LANDFILL	103.20	
55258	02/29/16	49.40 130	49.40	CITY OF WATSONVILLE UTILITIES		70356	1/12-2/9 WATER WTC	49.40	
55259	02/29/16	5,631.56 909	5,631.56	CLASSIC GRAPHICS		70371	RPR VEH #2811	775.06	
						70372	RPR VEH #2811	4,856.50	
55260	02/29/16	38,370.18 001124	38,370.18	CLEAN ENERGY		70248	LNG 1/29/16	8,536.26	
						70249	LNG 1/27/16	9,642.30	
						70250	LNG 1/17/16	10,270.72	

Attachment A

DATE 03/01/16 10:11

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

PAGE 13

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55261	02/29/16	175.00 367	COMMUNITY TELEVISION OF		70251	LNG 1/25/16	9,920.90		
55262	02/29/16	366.76 002814	CREATIVE BUS SALES, INC.		70347	1/22/16 BOD MEETING	175.00		
55263	02/29/16	198.90 003204	CREEKSIDE COURT REPORTING		70328	INVENTORY ORDER	366.76		
55264	02/29/16	804.48 003116	CUMMINS PACIFIC LLP		70290	COURT RPT TRANSCRIPT	198.90		
					70327	INVENTORY ORDER	85.77		
					70359	RPR VEH #1305	96.51		
					70370	INVENTORY ORDER	622.20		
55265	02/29/16	50.91 M039	DAVILA, ANA MARIA	0	70380	MAR 16 RETIREE SUPP	50.91		
55266	02/29/16	145.00 002949	DEANE INDUSTRIAL MACHINING		70329	2 PC MANIFOLD	145.00		
55267	02/29/16	54.54 E986	DELFIN, MONIK		70352	TRAVEL REIMBURSEMENT	54.54		
55268	02/29/16	1,828.18 001329	DOC AUTO LLC		70353	RPR VEH #304	1,828.18		
55269	02/29/16	150.00 002388	DOGHERRA'S INC.		70255	TOWING VEH #2404 PC	150.00		
55270	02/29/16	52.00 T289	DURET, CAMILLE		70278	TICKET REFUND	52.00		
55271	02/29/16	175.00 002953	EPICOR SOFTWARE CORP		70348	HCM UPGRADE	175.00		
55272	02/29/16	228.86 E980	EUSSE-GILL, ANDREA		70351	TRAVEL REIMBURSEMENT	228.86		
55273	02/29/16	15.00 002295	FIRST ALARM		70286	JAN 16 DISPATCH PC	15.00		
55274	02/29/16	1,304.11 002962	FIS		70229	JAN 16 MERCHANT FEES	1,304.11		
55275	02/29/16	74.73 003077	FREEDMAN SEATING COMPANY		70368	INVENTORY ORDER	74.73		
55276	02/29/16	210.68 001189	GARY KENVILLE LOCKSMITH	7	70313	WTC LOCK REKEY	210.68		
55277	02/29/16	2,850.16 002954	GCR TIRES & SERVICE	7	70254	TIRES	1,338.51		
					70305	TIRES	259.87		
					70306	TIRES	1,251.78		
55278	02/29/16	101.62 M041	GOUVEIA, ROBERT	0	70381	MAR 16 RETIREE SUPP	101.62		
55279	02/29/16	537.64 282	GRAINGER		70297	INVENTORY ORDER	480.47		
					70311	RPR SNAKE	57.17		
55280	02/29/16	240.78 001097	GREENWASTE RECOVERY, INC.		70234	JAN 16 TRASH PC	240.78		
55281	02/29/16	771.42 166	HOSE SHOP, THE INC		70318	NON INVENTORY ORDER	197.39		
					70319	INVENTORY ORDER	188.19		
					70330	NON INVENTORY PARTS	100.57		
					70332	NON INVENTORY ORDER	88.30		
					70333	NON INVENTORY ORDER	22.67		
					70334	NON INVENTORY ORDER	146.05		
55282	02/29/16	1,675.46 001233	KIMBALL MIDWEST		70374	INVENTORY ORDER	28.25		
					70252	NON INVENTORY ORDER	23.77		
					70253	NON INVENTORY ORDER	77.31		
					70317	NON INVENTORY ORDER	1,574.38		
55283	02/29/16	140.00 002990	KISMET	7	70284	CPR FIRST AID TRAINI	140.00		
55284	02/29/16	1,200.00 003251	KURT FOUTS ARBORIST CONSULTANT		70355	ARBORIST EUCALYPTUS	1,200.00		
55285	02/29/16	325.00 002893	LETTER PUBLICATIONS		70289	TRANSIT ACCESS RPTS	325.00		
55286	02/29/16	208.09 003059	MAILFINANCE INC		70282	3/7-6/6 LEASE PC	208.09		
55287	02/29/16	12,286.68 003258	MAN ENGINES & COMPONENTS INC		70245	REAR DIFFERENTIAL	12,286.68		
55288	02/29/16	1,671.44 001052	MID VALLEY SUPPLY INC.		70342	CUSTODIAL SUPPLIES	1,671.44		
55289	02/29/16	306.79 001802	NATIONAL BUSINESS FURNITURE,		70267	UTILITY TABLE METROB	306.79		
55290	02/29/16	3,304.06 001063	NEW FLYER IND. CANADA ULC DBA		70243	INVENTORY ORDER	345.46		
					70244	INVENTORY ORDER	230.67		
					70246	INVENTORY ORDER	-577.68		

Attachment A

DATE 03/01/16 10:11

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

PAGE 14

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55291	02/29/16	331.84 004		NORTH BAY FORD LINC-MERCURY		70320	INVENTORY ORDER	203.91	
						70321	RPR VEH #2808/2805	488.31	
						70363	CREDIT	-367.61	
						70364	CREDIT	-79.24	
						70365	CREDIT	-118.85	
						70366	CREDIT	-162.77	
						70367	RPR VEH #2808/2805	228.34	
						70373	INVENTORY ORDER	1,179.51	
						70375	INVENTORY ORDER	60.22	
						70376	INVENTORY ORDER	60.22	
						70377	INVENTORY ORDER	1,813.57	
						70316	INVENTORY ORDER	164.38	
						70331	KEYS VEH #1503 1504	17.23	
						70361	RPR VEH #2402 PC	150.23	
						70230	TEMP W/E 2/5/16	996.00	
						70265	TEMP W/E 2/5/16	1,122.00	
						70273	TEMP W/E 1/29/16	996.00	
						70349	TEMP W/E 2/12/16	290.40	
						70350	TEMP W/E 2/12/16	762.30	
						70378	TEMP W/E 2/5/16	581.63	
						70379	TEMP W/E 2/12/16	990.00	
						70314	FEB 16 MAINTENANCE	3,966.67	
						70237	1/8-2/7 PARACRUZ	954.03	
						70354	RPR VEH #701	92.44	
						70358	FORKLIFT ACCESS HNDL	52.10	
						70277	OFFICE SUPPLIES	1,923.57	
						70291	OFFICE SUPPLIES	322.77	
						70298	OFFICE SUPPLIES	164.44	
						70346	OFFICE SUPPLIES	16.89	
						70382	MAR 16 RETIREE SUPP	58.00	
						70292	FEB 16 PEST	50.91	
						70293	FEB 16 PEST	53.50	
						70294	FEB 16 PEST	248.50	
						70295	FEB 16 PEST	190.50	
						70339	RPR VEH #2401 PC	239.25	
						70341	RPR WTC RESTROOM	372.00	
						70383	MAR 16 RETIREE SUPP	101.62	
						70384	MAR 16 RETIREE SUPP	50.91	
						70296	SANDBAPER	2.93	
						70343	RPR GARBAGE DISPOSAL	4.20	
						70344	SMC HOOK FOR GATE	16.14	
						70300	BATTERY	118.48	
						70301	INVENTORY ORDER	5.45	
						70302	INVENTORY ORDER	3.22	
						70303	INVENTORY ORDER	5.34	
						70304	CREDIT	-17.40	
55293	02/29/16	3,966.67 002940		OJO TECHNOLOGY, INC.					
55294	02/29/16	954.03 009		PACIFIC GAS & ELECTRIC					
55295	02/29/16	144.54 872		PACIFIC MATERIAL HANDLING SOL.					
55296	02/29/16	2,427.67 043		PALACE ART & OFFICE SUPPLY					
55297	02/29/16	50.91 M109		PEREZ, CHERYL					
55298	02/29/16	550.50 481		PIED PIPER EXTERMINATORS, INC.					
55299	02/29/16	239.25 187		POLAR RADIATOR SERVICE INC					
55300	02/29/16	372.00 001149		PREFERRED PLUMBING, INC.					
55301	02/29/16	101.62 M085		ROSSI, DENISE	0				
55302	02/29/16	50.91 M030		ROWE, RUBY					
55303	02/29/16	23.27 107A		SAN LORENZO LUMBER & HOME CTR					
55304	02/29/16	447.31 135		SANTA CRUZ AUTO PARTS, INC.					

Attachment A

DATE 03/01/16 10:11

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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ALL CHECKS FOR ACCOUNTS PAYABLE

PAGE 15

DATE: 02/01/16 THRU 02/29/16

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
55305	02/29/16	9,209.50 079		SANTA CRUZ MUNICIPAL UTILITIES		70337	RPR VEH #1127 PC	138.32	
						70338	INVENTORY ORDER	186.83	
						70340	INVENTORY ORDER	7.07	
						70235	12/12-1/12 WATER PC	499.65	
						70240	1/7-2/5 WATER DUBOIS	691.04	
						70257	1/7-2/5 CED-WALNUT	907.53	
						70258	1/7-2/5 GOLF IRRIG	71.10	
						70259	1/7-2/5 PACIFIC	88.83	
						70260	1/7-2/5 PACIFIC	2,713.98	
						70261	1/7-2/5 WATER RIVER	2,369.25	
						70262	1/7-2/5 GOLF	1,273.01	
						70263	1/7-2/5 VERNON	524.01	
						70264	1/7-2/5 VERNON IRRI	71.10	
						70283	JAN 16 SHREDDING PC	40.00	
						70285	JAN 16 SERVICES	2,070.56	
						70231	MEMBERSHIP FEE	2,000.00	
						70345	FEB 16 LEGISLATE SVC	2,500.00	
						70388	2015/JAN CAM CHARGES	918.70	
						70389	FEB 16 CAM INCREASE	70.67	
						70390	MAR 16 CAM INCREASE	70.67	
						70362	INVENTORY ORDER	221.55	
						70276	LONGEVITY AWARD	200.30	
						70288	JAN 16 SERVICES	393.35	
						70395	TRAVEL REIMBURSEMENT	784.38	
						70242	3/1-5/31 ALARM RIVER	565.91	
						70268	INSTALL ELEVATOR MB	1,356.92	
						70269	2/6-4/30 1200 RIVER	231.76	
						70232	LAUNDRY SERVICE	6.99	
						70233	LAUNDRY SERVICE	6.99	
						70279	LAUNDRY SERVICE	14.19	
						70307	LAUNDRY SERVICE	289.71	
						70308	LAUNDRY SERVICE	69.01	
						70309	LAUNDRY SERVICE	6.48	
						70310	LAUNDRY SERVICE	40.42	
						70324	LAUNDRY SERVICE	14.19	
						70360	FREIGHT	56.04	
						70325	INVENTORY ORDER	394.35	
						70326	INVENTORY ORDER	1,089.10	
						70236	1/2-2/1 TELECOM PC	315.90	
						70256	1/2-2/1 PUSH 2 TALK	138.72	
						70394	SC 06-15-19	1,070.30	
						70270	DMV EXAM	75.00	
						70271	DMV EXAM	75.00	
						70272	DMV EXAM	75.00	
						70280	DMV EXAM	75.00	
						70281	DMV EXAM	75.00	
55306	02/29/16	40.00 001292		SANTA CRUZ RECORDS MNGMT INC					
55307	02/29/16	2,070.56 977		SANTA CRUZ TRANSPORTATION, LLC					
55308	02/29/16	2,000.00 003261		SCRITC SOUTHERN CA REGIONAL					
55309	02/29/16	2,500.00 002267		SHAW / YODER / ANTIWIH, INC.					
55310	02/29/16	1,060.04 001075		SOQUEL III ASSOCIATES	7				
55311	02/29/16	221.55 001976		SPORTWORKS NORTHWEST, INC.					
55312	02/29/16	200.30 001040		TERRYBERRY CO., LLC					
55313	02/29/16	393.35 002675		THOMSON REUTERS BARCLAYS WEST					
55314	02/29/16	784.38 E382		TOLINE, SHARON					
55315	02/29/16	2,154.59 003037		TYCO INTEGRATED SECURITY					
55316	02/29/16	447.98 003152		UNIFIRST CORPORATION					
55317	02/29/16	56.04 007		UNITED PARCEL SERVICE					
55318	02/29/16	1,483.45 002829		VALLEY POWER SYSTEMS, INC.					
55319	02/29/16	454.62 434		VERIZON WIRELESS	0				
55320	02/29/16	1,070.30 R669		VINNITSKAYA, LARISA					
55321	02/29/16	375.00 001165		VU, THANH DR. MD	7				

Attachment A

DATE 03/01/16 10:11

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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PAGE 16

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55322	02/29/16	4,372.96	WELLER TRUCK PARTS	003223		69609	CREDIT	-4,330.00	
55323	02/29/16	50.91	YAGI, RANDY	M088	0	70369	RPR VEH #9828	8,702.96	
						70385	MAR 16 RETIREE SUPP	50.91	
TOTAL		1,859,097.74	ACCOUNTS PAYABLE				TOTAL CHECKS	322	1,859,097.74



DATE: March 25, 2016
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD
OF DIRECTORS MEETING OF FEBRUARY 26, 2016**

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of February 26, 2016

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meetings of February 26, 2016
- 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 for previous METRO Board of Directors meetings. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

None

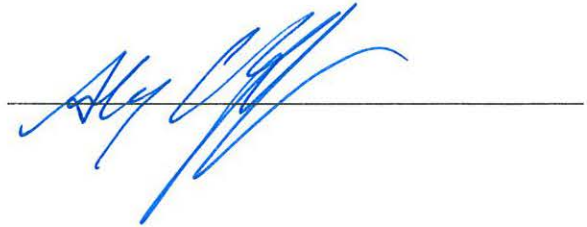
VI. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meeting of February 26, 2016

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
REGULAR MEETING
FEBRUARY 26, 2016 – 8:30 AM
WATSONVILLE CITY 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, February 26, 2016 at the Watsonville City Chambers, 275 Main Street, Watsonville, CA.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California.

This document has been created with accessibility in mind. This document passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmttd.com

SECTION I: OPEN SESSION

1 **CALL TO ORDER at 8:36AM** by Chair Bustichi.

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

Ex-Officio Director Donna Blitzer	UC Santa Cruz	Arrived @ 8:40A
Director Ed Bottorff	City of Capitola	
Director Dene Bustichi, Chair	City of Scotts Valley	
Director Karina Cervantez	City of Watsonville	
Director Cynthia Chase	City of Santa Cruz	
Director Jimmy Dutra	City of Watsonville	
Director Zach Friend	County of Santa Cruz	
Director Norm Hagen	County of Santa Cruz	
Director Don Lane	City of Santa Cruz	
Director John Leopold	County of Santa Cruz	
Director Bruce McPherson	County of Santa Cruz	Arrived @ 8:40A
Director Mike Rotkin, Vice Chair	County of Santa Cruz	

No Directors were absent.

STAFF PRESENT:

Alex Clifford, CEO
Leslyn Syren, District Counsel

DRAFT

9-03A.1

Attachment A

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

Heather Adamson, AMBAG
Angela Aitken, METRO
Erron Alvey, METRO
Liseth Guizar, METRO

Michael Will Regan, SEIU VMU
Ernestina Saldana, Commission On
Disabilities
Daniel Zaragoza, METRO

3 **CONSIDERATION OF ELECTING MEMBERS TO SERVE AS BOARD OFFICERS, ELECTING REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC), ELECTING A DIRECTOR TO THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) BOARD AND REAFFIRM THE CURRENT APPOINTEES TO VARIOUS AD HOC COMMITTEES**

At Chair Bustichi's request, the Clerk read aloud the slate presented at the January 22, 2016 meeting. After which Director Bottorff put forth the following slate:

Board Chair	Mike Rotkin
Board Vice Chair	Jimmy Dutra
SCCRTC Representatives (in order):	Karina Cervantez Cynthia Chase Ed Bottorff
SCCRTC Alternates (in order):	Dene Bustichi Mike Rotkin Norm Hagen
SCCIC Director	Norm Hagen

**ACTION: VOTE TO ACCEPT THE SLATE AS PRESENTED BY DIRECTOR BOTTORFF
SLATE PASSED WITH 8 AYES (Directors Bottorff, Bustichi, Chase, Friend, Hagen, Leopold, McPherson and Rotkin. Directors Cervantez, Dutra and Lane abstained.**

4 **ANNOUNCEMENTS**

Chair Rotkin made the following announcements:

- Carlos Landaverry is onsite and available for Spanish interpretation as needed. Carlos introduced himself and his services in Spanish.
- Renee Sheets will be today's Community Television technician
- Tamara Vides was the Technician from the City of Watsonville.
- The Board will recess at 9:00A or as soon thereafter as possible to hold the SCCIC (Santa Cruz Civic Improvement Corporation) Annual Meeting. We will reconvene immediately after it adjourns. The meeting is anticipated to last no more than 5-10 minutes.
- Information and forms for direct deposit of Board compensation were distributed to the Board members

5 **BOARD OF DIRECTORS COMMENTS**

Hearing none, the Board moved to the next item.

Attachment A

6 COMMUNICATIONS TO THE BOARD OF DIRECTORS

Chair Rotkin requested that the CEO respond to Ms. Adamic's letter.

Liseth Guizar, Safety, Security and Risk Manager, asked that the assembly commemorate this day and send their condolences to the families of Santa Cruz Police Department Detectives Butch Baker and Beth Butler today, the anniversary of their shooting. Detective Butler was the partner of a former bus operator. Staff expressed their thanks to our local law enforcement for their support. Chair Rotkin asked for a moment of silence.

Christine Bagnall, METRO rider, spoke about the affects the September 1st service changes have had on her church attendance. She is concerned about future changes and the potential effect to others. She has spoken to the Board four times and there have been no changes.

Chair Rotkin received Ms. Bagnall's permission to send a transcript of her comments to State and Federal representatives so they can gain a better understanding of how the changes have affected the public.

Luis Jiminez, ParaCruz rider, asked METRO to continue to work toward a schedule which would permit him to live independently. He was unaware of the bus schedule changes.

Board comments:

Director Dutra thanked CEO Clifford for organizing the recent presentation to Cabrillo's Student Senate and fellow Directors Bottorff, Lane and McPherson and Mr. Montesino for their participation. Cabrillo has created an Ad Hoc Committee to draft language for a successful student ballot measure which would impose a student fee for bus passes. This has the potential of increasing ridership and an additional \$750K in revenue to METRO.

7 WRITTEN COMMUNICATIONS FROM MAC

Having none, the meeting proceeded to the next agenda item.

8 LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino, UTU representative, congratulated Chair Rotkin and Vice Chair Dutra on their appointments and thanked the Board for their advocacy. He echoed the positive nature of the Cabrillo presentation.

9 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Director Rotkin announced the following items were distributed to Board Members and are available at the back of the room for public viewing:

- SCCIC Agenda Packet
- Item 11-11B: Lease Assignment signed by Tenant and Assignee (and approved by Leslyn K. Syren, General Counsel, approved as to form)
- Closed Session Item: Agenda items have been properly placed under Section II
- News articles of interest

CONSENT AGENDA

11-01 RECOMMENDED ACTION ON TORT CLAIMS

Attachment A

Chair Rotkin thanked Mr. Eulalio Abrego for his 15 years as Bus Operator. Mr. Abrego expressed his gratitude for 15 years of working with this great team; his coworkers are good friends and METRO is a good community.

- 13 ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF October 31, 2015

Angela Aitken, Finance Manager, added commentary to the presentation.

Director Lane asked if the fuel price was lower now than it had been in October. Ms. Aitken responded yes. She added that most of METRO's buses are CNG and that price has been stable.

ACTION: MOTION TO ACCEPT THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF OCTOBER 31, 2015 AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR McPHERSON

MOTION PASSED WITH 11 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.

- 14 CONSIDERATION OF METROBASE MONTHLY CHANGE ORDER REPORT, RATIFICATION OF CHANGE ORDER APPROVAL BY THE CEO, AND INCREASING THE CEO'S CHANGE ORDER NOT-TO-EXCEED AUTHORITY TO \$1,641,562

Alex provided a brief history of the METRObase change order flow, noting that no singular change order exceeded the CEO's authority.

Hearing no Board or public comments, the following motion was presented.

ACTION: MOTION TO ACCEPT THE METROBASE MONTHLY CHANGE ORDER REPORT, RATIFICATION OF CHANGE ORDER APPROVAL BY THE CEO, AND INCREASING THE CEO'S CHANGE ORDER NOT-TO-EXCEED AUTHORITY TO \$1,641,562 AS PRESENTED

MOTION: DIRECTOR LANE

SECOND: DIRECTOR HAGEN

MOTION PASSED WITH 11 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.

- 15 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 1ST AMENDMENT EXTENDING THE CONTRACT WITH LAW OFFICES OF MARIE F. SANG FOR LEGAL SERVICES IN THE AREA OF WORKERS' COMPENSATION

Robyn D. Slater, Human Resources Manager, had asked that this item be placed on the Regular Agenda so that she can bring the Board's attention to the great job Ms. Sang does on behalf of METRO. Ms. Sang has closed 14 claims in the past three years and has several more ready to close. Due to her conscientiousness and judicious use of time, no additional funds have been required; we've been able to use the monies budgeted for three years over five years. Ms. Sang is to be commended for her efforts.

Director Leopold thanked Ms. Slater for bringing this forward, adding that good legal representation makes a difference in obtaining equitable settlements.

Director Hagen spoke as an individual who travels on 25-30 different routes per week and has observed great safety experiences.

Attachment A

Eduardo Montesino said METRO as an organization is very safety conscious. And, given the terrain, the minimal incidents experienced over the recent past have been few.

ACTION: MOTION TO AUTHORIZE THE CEO TO EXECUTE A 1st AMENDMENT EXTENDING THE CONTRACT WITH LAW OFFICES OF MARIE F. SANG FOR LEGAL SERVICES IN THE AREA OF WORKERS' COMPENSATION AS PRESENTED

**MOTION: DIRECTOR McPHERSON SECOND: DIRECTOR LEOPOLD
MOTION PASSED WITH 11 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.**

- 16 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 1ST AMENDMENT EXTENDING THE CONTRACT FOR 5 YEARS WITH CLEAN ENERGY FOR MAINTENANCE SERVICES FOR LCNG FUELING STATION, INCREASING THE CONTRACT TOTAL BY \$803,000

Al Pierce, Maintenance Manager, noted 86% of METRO's fleet operates on CNG; the fuel facility is a mission critical item and a very complex process.

ACTION: MOTION TO AUTHORIZE THE CEO TO EXECUTE A 1st AMENDMENT EXTENDING THE CONTRACT FOR 5 YEARS WITH CLEAN ENERGY FOR MAINTENANCE SERVICES FOR LCNG FUELING STATION, INCREASING THE CONTRACT TOTAL BY \$803,000 AS PRESENTED

**MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR CHASE
MOTION PASSED WITH 11 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.**

- 17 UPDATE ON THE COMPREHENSIVE OPERATIONAL ANALYSIS
Barrow Emerson, Planning & Development Manager referred the Assembly to Page 17B.1, the schedule planned to achieve \$6.5M in cost savings.

The 15 second Public Service Announcement was shared with the Assembly. There will be 200+ monthly airings.

Director Friend suggested future messages emphasize the collection of input as well.

Eduardo Montesino commended Mr. Emerson for his engagement and the pop-ups. He warned of a "tug-of-war" over proposed cuts and increased public input via email and telephone. The changes will affect everyone.

Chair Rotkin thanked staff and the Unions for their public education efforts.

No Board action required.

- 18 CONSIDERATION OF A LIFE OF PROJECT BUDGET FOR THE LAND MOBILE RADIO (LMR) NETWORK UPGRADE
Liseth Guizar, Safety, Security and Risk Manager, provided background of the project nothing that no additional funding is being requested at this time.

Director Leopold predicted that additional funds will be required and asked, in the event the LOP budget is exceeded, where METRO would find the additional funds. Ms. Guizar responded that additional funds would come from reprioritization of other projects and the grant is very broad and would cover any additional funds.

Attachment A

CEO Clifford clarified that the Life of Project process puts a monetary boundary around the project. If the budget is exceeded, METRO will return to the Board with (re)prioritized project list.

Chair Rotkin asked if his understanding was correct; that the remaining issues are basic radio operation problems. Ms. Guizar answered yes; we are working with Day Wireless to fix the Motorola system. It is improving.

Mr. Montesino expressed his appreciation for staff's efforts with Day Wireless to get the system to work; but, he has no faith in Day Wireless. There should not be problems at METRO Center. Some drivers continue to use their personal cell phones.

If this comes back to the Board, Director Bustichi requested a Day Wireless representative be present to question and better understand the situation.

ACTION: MOTION TO ACCEPT THE LIFE OF PROJECT BUDGET FOR THE LAND MOBILE RADIO (LMR) NETWORK UPGRADE AS PRESENTED

MOTION: DIRECTOR BUSTICHI

SECOND: DIRECTOR DUTRA

MOTION PASSED WITH 11 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.

19 **CONSIDERATION OF A RESOLUTION TO ESTABLISH THE REVISED BOARD OF DIRECTORS MEETING SCHEDULE & LOCATIONS FOR THE CALENDAR YEAR 2016**

Director Leopold said the disabled community has voiced their concerns about the accessibility and difficulty to reach the Vernon Street facility. He recommended that the meetings be moved to the Santa Cruz City Chambers particularly in light of this year's service cuts to maintain accessibility.

Director Dutra requested CEO Clifford provide a history of the proposed changes. CEO Clifford responded that the Board had approved once-a-month meetings at December 2015 Board meeting. And, at that time there were 5 meetings scheduled at the Santa Cruz Chambers and 4 at the Watsonville Chambers. Since then, a May 13, 2016 meeting has been added at the Santa Cruz City Chambers due to the budget cycle and the need to have a meeting in a timely fashion. The Watsonville City Chambers is not available on September 23rd. The November 18th and December 9th meetings are proposed to be held at METRO's Admin Offices.

CEO Clifford strongly advocates holding some meetings at METRO as this continues to save staff time and money. The METRO facility is accessible with an elevator on property, via Route 4 which alights at the office and the schedule fits the Board Meetings.

Director Hagen reminded the Assembly that ParaCruz is an option for the disabled community. He himself rides Route 4 to attend meetings at METRO.

Director Bustichi said all of the cities are well represented and believes a majority of the meetings should be held at METRO.

Attachment A

After much discussion regarding accessibility, traffic, alternate locations, television coverage, etc. the following motion was presented:

ACTION: MOTION TO APPROVE THE RESOLUTION TO ESTABLISH THE REVISED BOARD OF DIRECTORS MEETING SCHEDULE & LOCATIONS FOR THE CALENDAR YEAR 2016 RELOCATING THE NOVEMBER MEETING TO WATSONVILLE CHAMBERS IF AVAILABLE. A REVISED SCHEDULE TO BE PRESENTED AT THE NEXT MEETING

MOTION: DIRECTOR FRIEND

SECOND: DIRECTOR BOTTORFF

MOTION PASSED WITH 7 AYES (Directors Bottorff, Chase, Friend, Lane, Leopold, McPherson and Rotkin. Directors Bustichi, Cervantez, Dutra and Hagen opposed.

20 CONSIDERATION OF ESTABLISHING BOARD STANDING COMMITTEES

Chair Rotkin asked CEO Clifford to bring this to the Board for Board input. No decisions will be made today regarding the committees to be formed. He further clarified the difference between standing and ad hoc committees; noting there will always be a use for ad hoc committees.

Directors Dutra and Lane do not support an outside facilitator; they feel METRO has adequate in-house expertise and framework available.

Suggested Committees were: Construction/Facilities, Finance (with rotating Chair/Vice Chair onboard), Nominating, Personnel with advice to create a few committees with specific duties.

Chair Rotkin will schedule an initial meeting to develop a list of Board Standing Committees to be presented to the Board at a future date. Volunteers for this initial meeting were: Chair Rotkin, Vice Chair Dutra and Director Lane.

ACTION: MOTION TO USE AN IN-HOUSE COMMITTEE TO DEVELOP A LIST OF BOARD STANDING COMMITTEES TO BE PRESENTED TO THE BOARD

MOTION: DIRECTOR BUSTICHI

SECOND: DIRECTOR DUTRA

MOTION PASSED WITH 11 AYES (Directors Bottorff, Bustichi, Cervantez, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin.

21 CEO TO GIVE ORAL REPORT

Alex Clifford, CEO/General Manager, thanked board members for their participation in the Cabrillo Student Senate presentation yesterday. It went well.

AB 2090 has been introduced. Josh Shaw worked with Assemblyman Alejo to introduce AB 2090. If this legislation passes, it will provide the opportunity for METRO to use LCTOP funds under certain constraints; e.g., declaring a fiscal emergency.

Envision Silicon Valley update: VTA has been very supportive. We should know by April/May if the ballot will contain funding for the 6 buses and charging stations we've asked for.

Recognizing the pressure Board members are experiencing from various groups regarding the potential use of the 15% from the tax measure, CEO Clifford provided the following data to aid in answering any questions regarding possible impact to riders: In FY15, METRO Fixed Route provided 516,000 rides for discount passes and 98,000 rides on ParaCruz. Fixed Route is five times the amount of rides provided on ParaCruz.

Attachment A

Board of Directors Meeting Minutes
February 26, 2016
Page 9 of 9

Director Bustichi departed at 10:12A.

- 22 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION
Leslyn Syren, General Counsel announced the following topics. She did not anticipate any announcements after the closed session. :
1. Conference with Legal Counsel - Potential Litigation
Pursuant to subdivision (b) of Government Code section 54956.9 – One case.
 2. Conference with Legal Counsel – Existing Litigation
Pursuant to subdivision (a) of Government Code section 54956.9 – One case.
Peter Wu v. Santa Cruz METRO, WCAB No. ADJ9877286
- 23 **ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MARCH 25, 2016 AT 8:30 AM, SANTA CRUZ CITY COUNCIL, 809 CENTER STREET, SANTA CRUZ**
Chair Rotkin announced the next meeting as above.

Meeting adjourned at 10:13A by Chair Rotkin.

Respectfully submitted,

Gina Pye
Executive Assistant

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DATE: March 25, 2016
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY
COMMITTEE (MAC) MEETING OF JANUARY 20, 2016**

I. RECOMMENDED ACTION

**That the Board of Directors accept and file the minutes for the METRO
Advisory Committee (MAC) meeting of January 20, 2016.**

II. SUMMARY

- Staff is providing minutes from the MAC meeting on January 20, 2016.
- Each month 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 previous MAC meetings. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

IV. ATTACHMENTS

Attachment A: Approved Minutes for the MAC meeting of
January 20, 2016

Prepared By: Dawn Martin, Administrative Assistant

V. APPROVALS:

Alex Clifford, CEO/General Manager



MINUTES

MAC MEETING OF JANUARY 20, 2016



The METRO Advisory Committee (MAC) met on Wednesday, January 20, 2016 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1 CALL TO ORDER

Meeting was called to order at 6:00 p.m.

ROLL CALL

MEMBERS PRESENT

Veronica Elsea, Chair

Nicona Keesaw

Joseph Martinez

Donald Peattie

Michael Pisano

Ernestina Saldana

Becky Taylor

MEMBERS ABSENT

Naomi Gunther, Vice Chair

SANTA CRUZ METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT

Ciro Aguirre, METRO

Barrow Emerson, METRO

April Warnock, METRO

Dennis Etlar, Member of the Public

2 AGENDA ADDITIONS/DELETION

Chair Elsea indicated this will be the last time this item will be included on the MAC agenda.

3 ORAL/WRITTEN COMMUNICATION

Mr. Dennis Etlar, member of the public, provided a handout and background information from local non-profit organization Project Pollinate.

Project Pollinate is very concerned regarding the impact the service cuts, which become effective September 2016, will have on the populations most in need of public transit; i.e., students, disabled and low income residents.

Chair Elsea indicated Mr. Etlar's presentation should be included in the COA discussion that will be presented later in tonight's meeting.

Chair Elsea shared she will be attending the January 22, 2016 Board meeting, representing E&D TAC, regarding discussions with METRO and RTC on the potential ballot initiative RTC is putting forward. Chair Elsea indicated there is some confusion concerning the fund allocation if the ballot measure is passed.

Ms. Ernestina Saldana requested assistance from the committee regarding locating a representative from the San Lorenzo area for the Commission of Disabilities. The committee provided a couple of suggestions.

Attachment A

4 ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING:

MOTION: ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF DECEMBER 16, 2015

MOTION: SALDANA

SECONDED: PISANO

MOTION: CARRIED – UNANIMOUS WITH CORRECTIONS INDICATED BELOW:

6) DISCUSS COMMENTS REGARDING COA

TMD will start the process by bringing ~~three scenarios for the~~ a service reduction proposal to the Board in March. A further refined proposal will come to the Board in April. At that point the Board will set a formal 30-day public comment period culminating at the May Board meeting. ~~to choose from, the next month will be two scenarios and then a 30-day period of public involvement.~~ The Board is scheduled to make a decisions on a reduced service network in May or June in conjunction with the annual budget. There will be a lot of opportunity to get involved and provide input.

5 COMMUNICATIONS FROM METRO ADVISORY COMMITTEE

Chair Elsea referred to the letter, included in the MAC packet, she sent to CEO Clifford as a result of the December meeting discussion regarding updating the MAC Bylaws.

6 RECEIVE AND FILE PARACRUZ ROUTE RIDERSHIP REPORT

None

7 RECEIVE AND FILE FIXED ROUTE RIDERSHIP REPORT

None

8 DISCUSS COMMENTS REGARDING COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

Mr. Barrow Emerson began the discussion by outlining four areas he would be speaking to:

1. Structural Deficit
2. Review of current technical planning and public outreach activities.
3. Review of schedule from now to June 24, 2016 Board meeting, when final decision of service reductions will be made.
4. Discussion of input from MAC.

Mr. Emerson stated structural deficits happen at public transit agencies when recurring operating costs exceed recurrent revenue. Typically, they have money in reserve to solve problems. METRO has run out of reserves. Ms. April Warnock also added that the state, federal, and local funding have not kept up with increasing operating costs.

METRO does not have technology on our buses to track ridership and trip times which is important data when trying to analyze the effectiveness and efficiency of the system. The survey work done over a five-day period in October 2015 by the consulting team that reports to Mr. Emerson is an effort to address this issue. The surveys focused on routes for which METRO didn't have accurate recent information.

Attachment A

METRO has had offers to ride and obtain data from entities such as Project Pollinate. We would need the proper authority prior to accepting their assistance. We currently have interns riding buses regularly counting boardings/alightings and verifying times.

Mr. Emerson's internal team is working with the unions, having sessions regarding every route and checking for efficiencies. His team has been analyzing, looking at the market, evaluating the current service and doing surveys.

This topic will be presented to the Board five months in a row with a vote coming in the last month.

- February – Staff reports to the Board on public outreach, recent technical planning activities, and the schedule going forward.
- March – Provide the initial service reduction.
- April – Staff will present any updates to the service reduction proposal and the Board will initiate a 30-day public comment period.
- May – The Board will hold and close a public hearing and staff will provide updates of recent activities including the input from the 30-day public comment period.
- June – The Board will adopt the agency budget along with the final service reduction proposal for service beginning September 8, 2016.

Mr. Emerson has met with Board members over the last few weeks walking them through our process.

Chair Elsea commented that when METRO has had public outreach in the past, there hasn't been much advance notice. Chair Elsea requested the public outreach events be available in the daytime and evenings, along with plenty of publicity. Ms. Saldana also pointed out when selecting a location for a public outreach, to look for spaces that have bus stops and service in close proximity.

Mr. Emerson went through the range of types of impacts that could be part of a service reduction:

- Fewer bus stops
- Reduced frequency of buses per hour on specific routes
- Span of service (less hours per day and/or less days of the week)
- Elimination of a route

Committee provided input regarding the items above. The MAC also noted the need to be mindful of increasing paratransit ridership, which increases cost.

Mr. Emerson discussed the METRO Forward page of METRO's web site. Clicking on 'Got Questions' will open an email addressed to info@scmetroforward.com which goes directly to Mr. Emerson. You will be able to write as much as you like and attach files. You can also join the project mailing list via the website to receive information about the project. Another way to reach Mr. Emerson directly is via planning@scmttd.com.

Attachment A

COO Aguirre encouraged the committee to communicate with other riders. Every rider has different needs and communicating real-time issues will enable a better approach to the whole process.

9 DISCUSS DEVELOPMENT OF A MAC WORKING GROUP, INCLUDING MR. HARLAN GLATT AND MS. MARIA GRANADOS-BOYCE, TO REVIEW CURRENT ONLINE COMPLAINT FORM AND TO OFFER EDITS TO MAKE IT MORE USER-FRIENDLY

Tabled for next meeting

10 UPDATE ON REVIEW OF MAC BYLAWS

Chair Elsea provided a brief overview of the changes to the Bylaws after the December 2015 submission which included clarification of Chair terms and clearer language regarding accessible documents. Chair Elsea reiterated the January 2016 meeting will not count as the first quarter meeting. MAC will schedule one meeting per quarter with a possibility of an additional special meeting, as needed.

11 COMMUNICATIONS TO THE SANTA CRUZ METRO CEO

None

12 COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

None

13 ITEMS FOR NEXT MEETING

1. COA
2. Discuss development of MAC working group – complaint form
3. Name tags and comment cards - update

14 ELECT CHAIR AND VICE CHAIR

Chair Elsea outlined the duties of the Chair and Vice Chair.

MOTION: TO ELECT CHAIR VERONICA ELSEA TO A SECOND TERM (2016)

MOTION: SALDANA

SECONDED: KEESAW

MOTION: CARRIED – UNANIMOUS

MOTION: TO ELECT VICE CHAIR NAOMI GUNTHER TO AN ADDITIONAL TERM (2016)

MOTION: KEESAW

SECONDED: PISANO

MOTION: CARRIED

Attachment A

Minutes – METRO Advisory Committee
January 20, 2016
Page 5 of 5

15 DEVELOP MAC MEETING DATES FOR 2016

2016 MAC Meeting dates below:

March 16, 2016
April 20, 2016
August 17, 2016
November 16, 2016

16 DISTRIBUTION OF VOUCHERS

Ciro Aguirre, COO

17 ADJOURNMENT

Meeting adjourned at 8:00 p.m.

Respectfully submitted,
Dawn Martin
Administrative Assistant

9-04A.5

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DATE: March 25, 2016
TO: Board of Directors
FROM: Andrew Kreck, Project Manager, Hill International
SUBJECT: CONSIDERATION OF METROBASE MONTHLY CHANGE ORDER REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept and file the MetroBase Monthly Change Order Report.

II. DISCUSSION/BACKGROUND

The Santa Cruz Metropolitan Transit District (METRO) has a contract with Lewis C. Nelson and Sons, Inc. for the construction of the Judy K. Souza Operations Building.

Per the Board's request, the Project Manager is to provide a monthly summary of change orders. Since the last Report to the Board on February 26, 2016, METRO has issued 10 new unilateral change orders to Lewis C. Nelson and Sons, Inc.

III. FINANCIAL CONSIDERATIONS/IMPACT

Since the last Board Meeting on February 26, 2016, 10 unilateral change orders have been issued to Lewis C. Nelson and Sons, Inc., totaling \$54,438.00. Funds for these change orders are included in the MetroBase LOP Budget.

Total CEO CCO Authority NTE (Cap)	\$1,641,562
History:	
CEO CCOs Approved through 2/26/2016 Board Report	\$1,341,562
Additional COOs Approved through 3/25/2016 Board Report	\$54,438
New CEO CCO Cumulative Amount Approved	\$1,396,000
CEO CCO Authority Remaining	\$245,562

IV. ATTACHMENTS

Attachment A: Executed Change Orders Table

Prepared by: Joan Jeffries, Administrative Assistant

V. APPROVALS:

Andrew Kreck, Project Manager

Andrew Kreck

Approved as to form:
Leslyn K. Syren, District Counsel

for Syren for LS 3/16/16

Approved as to fiscal impact:
Angela Aitken, Finance Manager

aka low for AA
3/14/16

Alex Clifford, CEO/General Manager

Alex Clifford

Attachment A

Executed Change Orders

Contract No. 12-23

Original Contract Amount:	\$13,572,000.00	Revised Contract Amount:	\$15,692,927.17
Original Contract Time (Days):	668	Revised Contract Time (Days):	1096
Total Construction Contingency:	\$2,324,773.20	Contingency Remaining:	\$203,846.03

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
001	5/16/13	Site improvements at 135 Dubois	\$ 200,586.00	-0-	Board/Les White
002	6/4/13	Extend completion date by 49 days	\$ -	49	Board/Les White
003	6/4/13	Additional site improvements at 135 Dubois	\$ 36,369.00	-0-	Les White
004	6/4/13	Demolish concrete sound wall; Provide Pile Driving Notification	\$ 17,297.00	-0-	Les White
005	6/4/13	Demolish CPU planter wall, trees, shrubs, and chain link fencing	\$ 8,905.00	-0-	Les White
006	7/25/13	Expose tops of overdriven piles	\$ 2,324.00	-0-	Les White
007	8/7/13	Cut off prestressed concrete piles 54 ft. long or less	\$ 50,000.00	-0-	Les White
007 S1	4/21/15	Cut off prestressed concrete piles 54 ft. long or less	\$ -	16	Board/Alex Clifford
007.S2	11/16/15	Pile Cutoff (Time Related Overhead)	\$ 24,208.00	-0-	Board/Alex Clifford
008	9/26/13	Cut off prestressed concrete piles longer than 54 ft. to achieve correct elevation	\$ 26,000.00	-0-	Les White
009	9/26/13	Provide labor, equipment, and materials to modify pile caps	\$ 18,994.00	-0-	Les White
010	9/15/14	Fire Service Backflow Preventor (FD #17)	\$ 10,621.00	-0-	Alex Clifford
011	2/25/14	Weather & Misc. Delay	\$ -	13	Board/Alex Clifford
012	11/20/14	Differing site condition encountered during parking lot demolition.	\$ 49,777.00	-0-	Alex Clifford
013	11/20/14	Modification of parking deck storm drain piping at grid lines E/1 on ground floor	\$ 1,920.00	-0-	Alex Clifford
014	3/17/15	Add battery backups/delete over head coils	\$ -	-0-	Alex Clifford
015	12/8/14	Partnering sessions (METRO's one half share of cost)	\$ 10,000.00	-0-	Alex Clifford
016	1/6/15	Furnishing and installing of epoxy-coated rebar dowels	\$ 3,798.68	-0-	Alex Clifford
017	1/14/15	Additional vehicular PCC pavement	\$ 15,182.00	-0-	Alex Clifford
018	6/16/15	Aluminum Brake Metal	\$ 28,280.50	deferred	Alex Clifford
018.S1	11/16/15	Aluminum Brake Metal	\$ -	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
019	6/26/15	CalTrans Encroachment Permit	\$ 23,523.00	deferred	Alex Clifford
019.S1	11/16/15	CalTrans Encroachment Permit	\$ -	-0-	Ad Hoc/Alex Clifford
020	6/16/15	Relocate Firewall - Door Louvers and FSDs	\$ (803.00)	deferred	Alex Clifford
020.S1	11/16/15	Relocate Firewall - Door Louvers and FSDs	\$ -	-0-	Ad Hoc/Alex Clifford
021	11/16/15	Room A303 and Room A404 Changes	\$ (858.00)	-0-	Ad Hoc/Alex Clifford
022	6/16/15	Elevator Penthouse	\$ 23,870.00	deferred	Alex Clifford
022.S1	11/16/15	Elevator Penthouse	\$ -	-0-	Ad Hoc/Alex Clifford
023	5/4/15	Stair Gate	\$ 4,446.00	-0-	Alex Clifford
024	11/16/15	Transformer Enclosure	\$ 17,034.00	-0-	Ad Hoc/Alex Clifford
025	6/16/15	Illuminated Handrail	\$ 21,668.00	deferred	Alex Clifford
025.S1	11/16/15	Illuminated Handrail	\$ -	-0-	Ad Hoc/Alex Clifford
026	6/16/15	Plumbing Changes	\$ 6,740.00	deferred	Alex Clifford
026.S1	11/16/15	Plumbing Changes	\$ -	-0-	Ad Hoc/Alex Clifford
027	6/8/15	Security Camera Conduits	\$ 55,616.00	deferred	Board/Alex Clifford
027.S1	11/16/15	Added Security Camera Infrastructure (Conduits)	\$ -	-0-	Ad Hoc/Alex Clifford
028	6/8/15	Future Car Charging Conduits	\$ 21,399.00	deferred	Alex Clifford
028.S1	11/16/15	Future Car Charging Conduits	\$ -	-0-	Ad Hoc/Alex Clifford
029	6/16/15	Contaminated Soil Abatement	\$ 32,011.00	deferred	Alex Clifford
029.S1	11/16/15	Contaminated Soil Abatement	\$ -	-0-	Ad Hoc/Alex Clifford
030	6/16/15	HVAC Revisions - Split System	\$ 14,385.00	deferred	Alex Clifford
030.S1	11/16/15	HVAC Revisions - Split System	\$ -	-0-	Ad Hoc/Alex Clifford
031	3/17/15	Pile Redesign	\$ 62,942.00	12	Board/Alex Clifford
031.S1	11/16/15	Pile Redesign (Time Related Overhead)	\$ 18,156.00	-0-	Board/Alex Clifford
032	3/17/15	Pile Cap Redesign	\$ 31,717.00	21	Board/Alex Clifford
032.S1	11/16/15	Pile Redesign (Time Related Overhead)	\$ 31,773.00	-0-	Board/Alex Clifford
033	3/17/15	Additional Sitework	\$ 12,799.00	-0-	Alex Clifford
035	6/16/15	Provide Cut Metal Letters	\$ 19,467.00	deferred	Alex Clifford
035.S1	11/16/15	Provide Cut Metal Letters	\$ -	-0-	Ad Hoc/Alex Clifford
036	4/8/15	Dwarf Wall & 6 Inch Sill Curb	\$ 6,712.00	-0-	Alex Clifford
037	11/16/15	Added Site Lighting	\$ 30,573.00	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
038	11/16/15	Spec 02823 Powder Coating Delta 005 & Orsogrill	\$ 16,045.00	-0-	Ad Hoc/Alex Clifford
039.S1	7/10/15	Buy America FRC Panels	\$ -	deferred	Alex Clifford
039.S2	11/16/15	Buy America FRC Panels (Cost Over Run)	\$ 299,929.00	179	Board/Alex Clifford
040	6/16/15	Added Motor Operated Solar Shades	\$ 20,199.00	deferred	Alex Clifford
040.S1	11/16/15	Added Motor Operated Solar Shades	\$ -	-0-	Ad Hoc/Alex Clifford
041	11/16/15	Shift Parking Lot and Add Steel Handrail	\$ 8,246.00	-0-	Ad Hoc/Alex Clifford
042	11/16/15	Add Beams on Top of Wall	\$ 10,724.00	-0-	Ad Hoc/Alex Clifford
043	6/16/15	PG&E Gas and Electric Substructures	\$ 2,499.00	deferred	Alex Clifford
043.S1	11/16/15	PG&E Gas and Electric Substructures	\$ -	-0-	Ad Hoc/Alex Clifford
044	11/16/15	P-3 Sump Pump	\$ 21,091.00	-0-	Ad Hoc/Alex Clifford
045	11/16/15	Type E Wall at First Floor Column E/6	\$ 4,041.00	-0-	Ad Hoc/Alex Clifford
046	11/16/15	Monitor, Rack and UPS Changes	\$ 9,181.00	-0-	Ad Hoc/Alex Clifford
047	7/7/15	Concrete Backfill at Waterline in River Street	\$ 28,444.00	deferred	Alex Clifford
047.S1	11/16/15	Concrete Backfill at Waterline in River Street	\$ -	-0-	Ad Hoc/Alex Clifford
048	6/25/15	Boulder Removal	\$ 632.00	deferred	Alex Clifford
048.S1	11/16/15	Boulder Removal	\$ -	-0-	Ad Hoc/Alex Clifford
049	11/16/15	Relocate Gas and Water Vaults	\$ 16,350.00	-0-	Ad Hoc/Alex Clifford
051	6/16/15	Delete Fixture Type DD at Transformer Enc.	\$ (905.00)	deferred	Alex Clifford
051.S1	11/16/15	Delete Fixture Type DD at Transformer Enc.	\$ -	-0-	Ad Hoc/Alex Clifford
052	6/16/15	Relocate Fixture Type WE	\$ 352.00	deferred	Alex Clifford
052.S1	11/16/15	Relocate Fixture Type WE	\$ -	-0-	Ad Hoc/Alex Clifford
053	7/6/15	Delete Grout Bed	\$ (2,382.00)	deferred	Alex Clifford
053.S1	11/16/15	Delete Grout Bed	\$ -	-0-	Ad Hoc/Alex Clifford
053.S2	3/3/16	Correct Shower Slope to 2%	\$ 7,113.00	deferred	Alex Clifford
054	7/10/15	Edge of Slab Revision	\$ 1,297.00	deferred	Alex Clifford
054.S1	11/16/15	Edge of Slab Revision	\$ -	-0-	Ad Hoc/Alex Clifford
055	11/16/15	Underground Conduit	\$ (2,969.01)	-0-	Ad Hoc/Alex Clifford
056	11/16/15	Pre-Action Dry Pipe Fire Suppression System	\$ 24,460.00	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
057	11/16/15	Delta 5 Door and Borrowed Light Changes	\$ 5,470.00	-0-	Ad Hoc/Alex Clifford
058	11/16/15	Demolish Fencing and CMU Wall	\$ 3,035.00	-0-	Ad Hoc/Alex Clifford
059	11/16/15	Revise Wall from 8in to 12in on South Side of Building Entrance	\$ 5,000.00	-0-	Ad Hoc/Alex Clifford
060	11/16/15	Revised Striping Plan	\$ 5,774.00	-0-	Ad Hoc/Alex Clifford
061	1/12/16	Remove Logs and Debris	\$ 4,535.00	-0-	Alex Clifford
062	7/30/15	Chain Link Fence on Retaining Wall	\$ 2,234.00	deferred	Alex Clifford
062.S1	11/16/15	Chain Link Fence on Retaining Wall	\$ -	-0-	Ad Hoc/Alex Clifford
063	11/16/15	PG&E Gas Houseline	\$ 3,568.00	-0-	Ad Hoc/Alex Clifford
064	11/16/15	Roof Screen Detail and End Treatments	\$ 1,444.00	-0-	Ad Hoc/Alex Clifford
065	11/16/15	LED Substitution and Two 30 Foot Poles	\$ 30,585.00	-0-	Ad Hoc/Alex Clifford
066	11/16/15	Electrical Conduit across the Driveway Entrance	\$ 7,706.00	-0-	Ad Hoc/Alex Clifford
067	11/16/15	Install 6in Storm Drain to Connection	\$ 1,163.00	-0-	Ad Hoc/Alex Clifford
068	11/16/15	Install Parapet Gap Closure	\$ 2,195.00	-0-	Ad Hoc/Alex Clifford
069	11/16/15	Add Impervious Material Beneath Line 7 Sub-Drain	\$ 3,646.00	-0-	Ad Hoc/Alex Clifford
070	11/16/15	Revisions to architectural louvers	\$ 8,792.00	-0-	Ad Hoc/Alex Clifford
071	11/16/15	Caulk 2" gap at CMU wall in electrical room A104	\$ 4,389.00	-0-	Ad Hoc/Alex Clifford
072	11/16/15	Revise Installed CMU Clips in the Elevator Shaft	\$ 2,824.00	-0-	Ad Hoc/Alex Clifford
073	11/16/15	Parapet Detail Revisions	\$ 12,993.00	-0-	Ad Hoc/Alex Clifford
074	11/16/15	Added Security Fence	\$ 20,881.00	-0-	Ad Hoc/Alex Clifford
075	11/16/15	Added Ledger	\$ 5,252.00	-0-	Ad Hoc/Alex Clifford
076	11/16/15	Balcony Railing	\$ 9,699.00	-0-	Ad Hoc/Alex Clifford
077	11/16/15	Expansion anchors	\$ 4,015.00	-0-	Ad Hoc/Alex Clifford
078	11/16/15	Generator Room Scupper	\$ 1,678.00	-0-	Ad Hoc/Alex Clifford
079	11/16/15	Door and Hardware Revisions	\$ 5,517.00	-0-	Ad Hoc/Alex Clifford
080	11/16/15	¼" x 4" Galvanized Flat-bar to Curtain Wall Support Brackets	\$ 2,186.00	-0-	Ad Hoc/Alex Clifford
081	11/16/15	Barbed Wire	\$ 8,555.00	-0-	Ad Hoc/Alex Clifford
082	11/16/15	Provide 2" gap at crash wall and moment frame intersection	\$ 10,184.00	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
083	11/16/15	Provide Specified Dowels at Housekeeping Pads	\$ 1,134.00	-0-	Ad Hoc/Alex Clifford
084	11/16/15	Weather days January - May 2015	\$ -	6	Ad Hoc/Alex Clifford
085	11/16/15	Additional steel - submittal review comments 05511	\$ 10,399.00	-0-	Ad Hoc/Alex Clifford
086	11/16/15	Dewatering	\$ 5,126.00	-0-	Ad Hoc/Alex Clifford
087	11/16/15	ADA Path Modification	\$ 19,552.00	-0-	Ad Hoc/Alex Clifford
088	11/16/15	Stair Tread Nosing	\$ 815.00	-0-	Ad Hoc/Alex Clifford
089	11/16/15	Demolish Existing Concrete Foundation/Slab per FD-47	\$ 1,368.00	-0-	Ad Hoc/Alex Clifford
090	11/30/15	Slope in Bathroom - Ardex Material	\$ 13,087.00	-0-	Alex Clifford
091	11/16/15	Excavate PG&E box per FD-64	\$ 672.00	-0-	Ad Hoc/Alex Clifford
092	11/16/15	Revisions to Room Names, Widen Ramp, Add Door and Sidelight per FD-50 & RFQ-27	\$ 4,388.00	-0-	Ad Hoc/Alex Clifford
096	11/16/15	Antenna Infrastructure	\$ 19,751.00	deferred	Ad Hoc/Alex Clifford
097	11/16/15	Provide Electrical Conduit at Bike Canopy	\$ 1,680.00	-0-	Ad Hoc/Alex Clifford
098	1/8/16	Outfall Construction	\$ 24,002.00	-0-	Alex Clifford
099	11/16/15	RFQ 36 Framing	\$ 28,535.00	deferred	Ad Hoc/Alex Clifford
100	11/16/15	RFQ 36 - Framing, Glazing, Fire Protection, Mechanical, Plumbing, Insulation, Floor Revisions	\$ 42,442.00	deferred	Ad Hoc/Alex Clifford
101	11/16/15	Relocation of HP-20 per RFI #349	\$ 1,473.00	-0-	Ad Hoc/Alex Clifford
102	11/16/15	Mechanical Platform Steel Posts per RFIs #256 and #356.R1	\$ 1,299.00	-0-	Ad Hoc/Alex Clifford
103	11/16/15	Provide and Install Conduit at Card Reader Pedestal per FD-16	\$ 540.00	deferred	Ad Hoc/Alex Clifford
104	11/16/15	Traffic Coating Above Electrical Room A104	\$ 6,347.00	-0-	Ad Hoc/Alex Clifford
106	11/16/15	Relocate Piping for Fixture "FF" at B-4	\$ 1,987.00	-0-	Ad Hoc/Alex Clifford
107	11/16/15	Revise Walls & Add Telecom Outlets at 1st & 2nd Floors	\$ 11,450.00	-0-	Ad Hoc/Alex Clifford
108	11/16/15	Quiet Rock at Restrooms per FD-73 & ASI-60	\$ 8,056.00	-0-	Ad Hoc/Alex Clifford
109	11/16/15	Add Temporary Enclosure at W-6 Window	\$ 500.00	-0-	Ad Hoc/Alex Clifford
110	11/16/15	Add Water Heater Condensate Plenum Drains	\$ 1,919.00	-0-	Ad Hoc/Alex Clifford
111	11/16/15	Provide and Install Shaftliner at Elevator Fronts	\$ 2,013.00	-0-	Ad Hoc/Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
112	11/16/15	Add Horizontal Window Mullions at Curtain Walls W5, W17, and W18	\$ 6,737.00	-0-	Ad Hoc/Alex Clifford
113	11/16/15	Repaint Bus Parking Blue and Yellow	\$ 8,545.00	-0-	Ad Hoc/Alex Clifford
114	11/16/15	Geo H. Wilson's Added Engineering, Labor, and Material Costs for Delta 5 Revisions	\$ 3,607.00	-0-	Ad Hoc/Alex Clifford
115	11/16/15	Add 6" Bed Gravel for Outfall	\$ 1,635.00	-0-	Ad Hoc/Alex Clifford
116	11/16/15	Bus Parking Lot - Revised Striping and Added Lighting	\$ 2,577.00	-0-	Ad Hoc/Alex Clifford
117	11/16/15	Revise Canopy Roof Parapet Plywood to Densdeck Prime	\$ 1,714.00	-0-	Ad Hoc/Alex Clifford
118	11/16/15	Extend Guardrail @ Bike Canopy	\$ 4,599.00	-0-	Ad Hoc/Alex Clifford
119	1/12/16	Delay Pricing Increase (Cookson)	\$ 8,443.00	-0-	Alex Clifford
120	11/16/15	Added 2 Each Polycarbonate Panels Work due to revision at Stairway #1 Column Spacing	\$ 5,000.00	-0-	Ad Hoc/Alex Clifford
121	11/16/15	Provide and install 25 LF of Curb per RFI 93.R1	\$ 3,969.00	-0-	Ad Hoc/Alex Clifford
122	11/16/15	Lower ACT to Avoid Condensate Pump	\$ 6,562.00	-0-	Ad Hoc/Alex Clifford
123	11/16/15	X-Ray Concrete Roof Beams at Antenna Tower	\$ 1,930.00	-0-	Ad Hoc/Alex Clifford
124	11/16/15	Additional Work at Pile Caps	\$ 5,657.00	-0-	Alex Clifford
125	11/16/15	Relocation of Stormwater Riser at Stair #1	\$ 1,472.00	-0-	Ad Hoc/Alex Clifford
125.S1	2/9/16	Relocation of Fire Riser at Stair #1	\$ 2,898.00	deferred	Alex Clifford
126	11/17/15	Neutral Wires for Six Heat Pumps	\$ 2,069.00	-0-	Alex Clifford
128	11/16/15	Window waterproofing & flashing revision	\$ 49,455.00	-0-	Alex Clifford
129	11/16/15	Parking Deck Level Hose Vault Locations	\$ 2,402.00	-0-	Ad Hoc/Alex Clifford
130	11/16/15	Sinks in Breakrooms A416 and A308	\$ 270.00	-0-	Ad Hoc/Alex Clifford
131	11/16/15	Weather Days Dec 2014	\$ -	38	Ad Hoc/Alex Clifford
132	2/16/16	Revisions to North Sidewalk	\$ 11,462.00	-0-	Alex Clifford
133	12/4/15	Add Pony Wall in Dispatch Room A303	\$ 2,418.00	deferred	Alex Clifford
134	12/4/15	Shroud Above CRAC	\$ 2,608.00	deferred	Alex Clifford
135	12/4/15	Modify Deck Drainage	\$ 6,731.00	deferred	Alex Clifford
135.S1	2/9/16	Modify Deck Drainage	\$ (3,886.00)	deferred	Alex Clifford
136	12/4/15	Mechanical Platform Chemical Treatment Modifications	\$ 12,718.00	-0-	Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
137	12/24/15	ADA Ramp, Door Infill, Cut Wall	\$ 42,216.00	deferred	Alex Clifford
137.S1	1/26/16	Additional ADA Curb Ramp	\$ 11,003.00	deferred	Alex Clifford
138	1/8/16	Cut Metal Letters	\$ 10,413.00	deferred	Alex Clifford
139	12/16/15	Light Switch Exchange in Elevator Machine Room	\$ 498.00	deferred	Alex Clifford
140	12/29/15	Contract Extension	\$ -	94	Board/Alex Clifford
141	12/24/15	Stair 1 Drains	\$ 12,582.00	deferred	Alex Clifford
142	1/8/16	Caulking at Bike Canopy / Crash Wall	\$ 973.00	deferred	Alex Clifford
143	12/18/15	Handicap Toilet Grab Bar Changes	\$ 835.00	deferred	Alex Clifford
144	2/3/16	Wheel Stop ADA Striping Relocate EV Conduits	\$ 9,869.00	deferred	Alex Clifford
146	1/6/16	Waterproof First Floor Balcony Break Out Area	\$ 7,659.00	deferred	Alex Clifford
148	1/6/16	Water Intrusion Consultant Review	\$ 5,239.00	-0-	Alex Clifford
149	1/8/16	Interior Signage	\$ 2,486.00	deferred	Alex Clifford
150	1/8/16	Cover Exposed Conduit in A321	\$ 2,503.00	deferred	Alex Clifford
151	1/12/16	Delete Fire Shutters and Ceiling Changes	\$ (10,774.00)	deferred	Alex Clifford
152	1/8/16	Stair #1 Roof Drain/Scupper	\$ 6,454.00	deferred	Alex Clifford
153	1/8/16	Revise Heat Pump Wiring	\$ 9,077.00	deferred	Alex Clifford
154	1/19/16	Panic Hardware	\$ 14,133.00	deferred	Alex Clifford
155	1/19/16	Remove Red Concrete	\$ 1,092.00	-0-	Alex Clifford
156	1/19/16	Roof Curb Extensions	\$ 2,785.00	-0-	Alex Clifford
157	1/19/16	Wind Load Clips	\$ 3,580.00	-0-	Alex Clifford
158	1/22/16	Concrete Pavement Joint Layout	\$ 1,110.00	-0-	Alex Clifford
159	1/26/16	Generator Steps	\$ 566.00	-0-	Alex Clifford
160	1/22/16	Elevator Company Remobilization	\$ 2,500.00	deferred	Alex Clifford
161	2/2/16	Door A501 Modifications	\$ 7,418.00	deferred	Alex Clifford
162	1/26/16	Revisions to Counter Tops	\$ 896.00	-0-	Alex Clifford
163	1/26/16	Revisions to Ardex at Breakout Room	\$ 3,737.00	deferred	Alex Clifford
164	2/16/16	Relocate Fire Extinguisher Cabinets	\$ 1,827.00	deferred	Alex Clifford
165	2/25/16	Exterior Mock Up 50% Share	\$ 5,491.00	-0-	Alex Clifford
167	2/25/16	3 Rows of Bathroom Tile	\$ 3,225.00	deferred	Alex Clifford

Attachment A

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
168	2/25/16	Handrail Modifications and Cane Detection (Steel)	\$ 4,047.00	deferred	Alex Clifford
168.S1	3/3/16	Handrail Modifications and Cane Detection (Aluminum)	\$ 9,097.00	deferred	Alex Clifford
169	2/25/16	Cane 2 Head Clearance and Cane Detection	\$ 13,164.00	deferred	Alex Clifford

Totals: \$ 2,120,927.17 428

BOLD entries indicate those added since the last report.



DATE: March 25, 2016

TO: Board of Directors

FROM: Al Pierce, Maintenance Manager

**SUBJECT: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS
FOR RESEALING AND RESTRIPING OF PARKING LOTS AT SANTA
CRUZ METRO FACILITIES**

I. RECOMMENDED ACTION

That the Board of Directors authorize the Purchasing Manager to issue a formal Invitation for Bids for Resealing and Restriping of Parking Lots at the Santa Cruz METRO facilities.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) requires the services of a licensed contractor to reseal and restripe the upper and lower parking lots at the Administration building, located at 110 Vernon Street, Santa Cruz, CA; the parking lot at Cavallaro Transit Center, located at 246 Kings Village Road Scotts Valley, CA; and the parking lot at Park & Ride, located at 3003 Paul Sweet Road, Santa Cruz, CA.

III. DISCUSSION/BACKGROUND

Parking lots at three METRO facilities (Administration building, Cavallaro Transit Center, and Park & Ride), totaling approximately 260,000 square feet, are weathered and in need of asphalt resealing and restriping.

Staff is recommending the issuance of a formal Invitation for Bids for Resealing and Restriping of Parking Lots at the three METRO facilities.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize the initiation of a procurement estimated to result in a contract with a value of approximately \$75,000. METRO has budgeted \$60,000 from the FTA 5339 Grant and a \$15,000 local match from the Operating and Capital Reserve Fund.

V. ALTERNATIVES CONSIDERED

- Do not reseal and restripe the asphalt surface at these facilities. This is not recommended, as it will allow continued deterioration of asphalt, eventually leading to the need for complete replacement.

VI. ATTACHMENTS

Attachment A: Authorizing Resolution

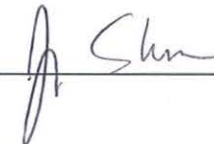
Prepared By: Al Pierce, Maintenance Manager
Joan Jeffries, Administrative Assistant

VII. APPROVALS:

Al Pierce, Maintenance Manager




Approved as to form:
Leslyn K. Syren, District Counsel

 for LS
3/16/16

Approved as to fiscal impact:
Angela Aitken, Finance Manager

dla cow for AA
3/15/16

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 BIDS FOR RESEALING AND RESTRIPING OF PARKING LOTS AT SANTA CRUZ METRO FACILITIES

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for resealing and restriping of parking lots at the Administration building, 110 Vernon Street, Santa Cruz, CA; at Cavallaro Transit Center, 246 Kings Village Road, Scotts Valley, CA; and at Park & Ride, 3003 Paul Sweet Road, Santa Cruz, CA.

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

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

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

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 25th day of March, 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Mike Rotkin, Board Chair

9-06A.1

Attachment A

Resolution No. _____
Page 2

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel



DATE: March 25, 2016
TO: Board of Directors
FROM: Al Pierce, Maintenance Manager
**SUBJECT: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS
FOR PAINTING THE EXTERIOR OF WATSONVILLE TRANSIT CENTER**

I. RECOMMENDED ACTION

That the Board of Directors authorize the Purchasing Manager to issue a formal Invitation for Bids for Painting the Exterior of Watsonville Transit Center.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) requires the services of a licensed contractor to paint the exterior of the Watsonville Transit Center, located at 475 Rodriguez Street, Watsonville, California.

III. DISCUSSION/BACKGROUND

The Watsonville Transit Center consists of a terminal building, two kiosks, and a clock tower, with canopies over the waiting area. All exterior painted surfaces are faded and/or peeling. This condition is not only aesthetically poor, but it accelerates deterioration of the structures. Repainting is necessary to address both these concerns.

Staff is recommending the issuance of a formal Invitation for Bids for Painting the Exterior of Watsonville Transit Center.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize the initiation of a procurement estimated to result in a contract with a value of approximately \$107,040. METRO has budgeted \$85,632 from the FTA 5339 Grant and a \$21,408 local match from the Operating and Capital Reserve Fund.

V. ALTERNATIVES CONSIDERED

- Do not repaint the exterior. This is not recommended, as it will enable continued deterioration of structure and aesthetics.

VI. ATTACHMENTS

Attachment A: Authorizing Resolution

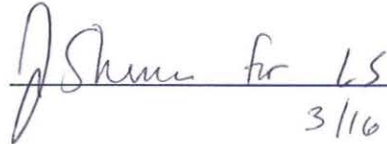
Prepared By: Al Pierce, Maintenance Manager
Joan Jeffries, Administrative Assistant

VII. APPROVALS:

Al Pierce, Maintenance Manager



Approved as to form:
Leslyn K. Syren, District Counsel



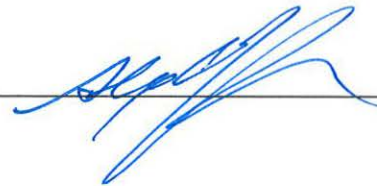
3/16/16

Approved as to fiscal impact:
Angela Aitken, Finance Manager



3/15/16

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 BIDS FOR PAINTING THE EXTERIOR OF WATSONVILLE TRANSIT CENTER

WHEREAS, the Santa Cruz Metropolitan Transit District has a need for painting the exterior of the Watsonville Transit Center, located at 475 Rodriguez Street, Watsonville, California;

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

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

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

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 25th day of March, 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Mike Rotkin, Board Chair

Attachment A

Resolution No. _____
Page 2

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel



DATE: March 25, 2016
TO: Board of Directors
FROM: Al Pierce, Maintenance Manager
**SUBJECT: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS
FOR ROOF SECTION REPAIR AT PACIFIC STATION**

I. RECOMMENDED ACTION

That the Board of Directors authorize the Purchasing Manager to issue a formal Invitation for Bids for Roof Section Repair at Pacific Station.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) requires the services of a licensed contractor to repair the roof at Pacific Station, located at 920 Pacific Avenue, Santa Cruz, California.

III. DISCUSSION/BACKGROUND

Due to the building architecture and atrium design, the roof at Pacific Station has several small sections of roofing. One section, over the Customer Service area, is leaking. This small section of roof is in need of repair due to deterioration of flashing and sub structure.

Staff is recommending the issuance of a formal Invitation for Bids for Roof Repair at Pacific Station.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will authorize the initiation of a procurement estimated to result in a contract with a value of approximately \$15,000. METRO has budgeted \$12,000 from the FTA 5339 Grant and a \$3,000 local match from the Operating and Capital Reserve Fund.

V. ALTERNATIVES CONSIDERED

- Do not repair the roof. This is not recommended, as the water intrusion from the leak will cause additional damage to the structure.

VI. ATTACHMENTS

Attachment A: Authorizing Resolution

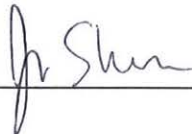
Prepared By: Al Pierce, Maintenance Manager
Joan Jeffries, Administrative Assistant

VII. APPROVALS:


Al Pierce, Maintenance Manager




Approved as to form:
Leslyn K. Syren, District Counsel


_____ for LS
3/16/16

Approved as to fiscal impact:
Angela Aitken, Finance Manager


_____ for AA
3/15/16

Alex Clifford, CEO/General Manager



Attachment A



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

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

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE PURCHASING MANAGER TO SOLICIT BIDS FOR ROOF REPAIR AT PACIFIC STATION

WHEREAS, the Santa Cruz Metropolitan Transit District has a need to repair the roof at Pacific Station, located at 920 Pacific Avenue, Santa Cruz, California;

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

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

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

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 25th day of March, 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Mike Rotkin, Board Chair

Attachment A

Resolution No. _____
Page 2

Attest:

Alex Clifford, CEO/General Manager _____

Approved as to form:

Leslyn K. Syren, District Counsel _____



Year to Date Monthly Financial Report as of November 30, 2015

Santa Cruz METRO Board of Directors

March 25, 2016

Angela Aitken, Finance Manager

FY16 Operating Revenue and Expenses For the Month Ending November 30, 2015

42% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Actual vs Budget
Operating Revenue:	\$4,377	\$4,274	\$103
Operating Expenses:			
Labor - Regular	\$1,309	\$1,472	(\$163)
Labor - Overtime	\$221	\$202	\$19
Fringe Benefits	\$1,571	\$1,716	(\$145)
Non-Personnel Expenses	\$625	\$726	(\$101)
Total Operating Expenses:	\$3,726	\$4,116	(\$390)
Operating Budget Under / (Over):			\$493

9-09-2



FY16 Operating Revenue and Expenses Year to Date as of November 30, 2015

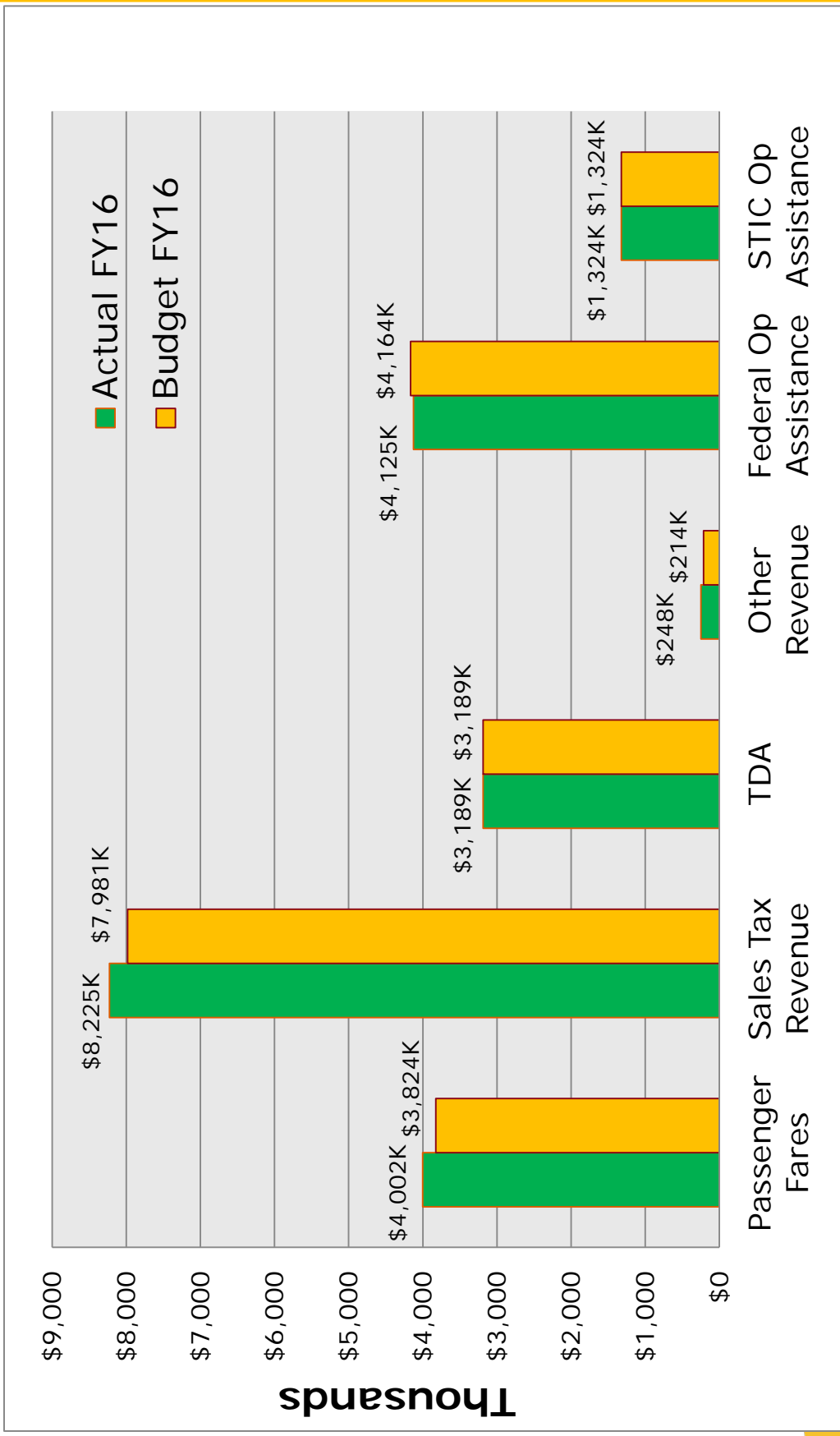
42% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Actual vs Budget
Operating Revenue:	\$21,113	\$20,696	\$417
Operating Expenses:			
Labor - Regular	\$6,882	\$7,360	(\$478)
Labor - Overtime	\$1,169	\$1,008	\$161
Fringe Benefits	\$7,754	\$8,582	(\$828)
Non-Personnel Expenses	\$3,561	\$3,678	(\$117)
Total Operating Expenses:	\$19,366	\$20,628	(\$1,262)
Operating Budget Under / (Over):			\$1,679

9-09-3

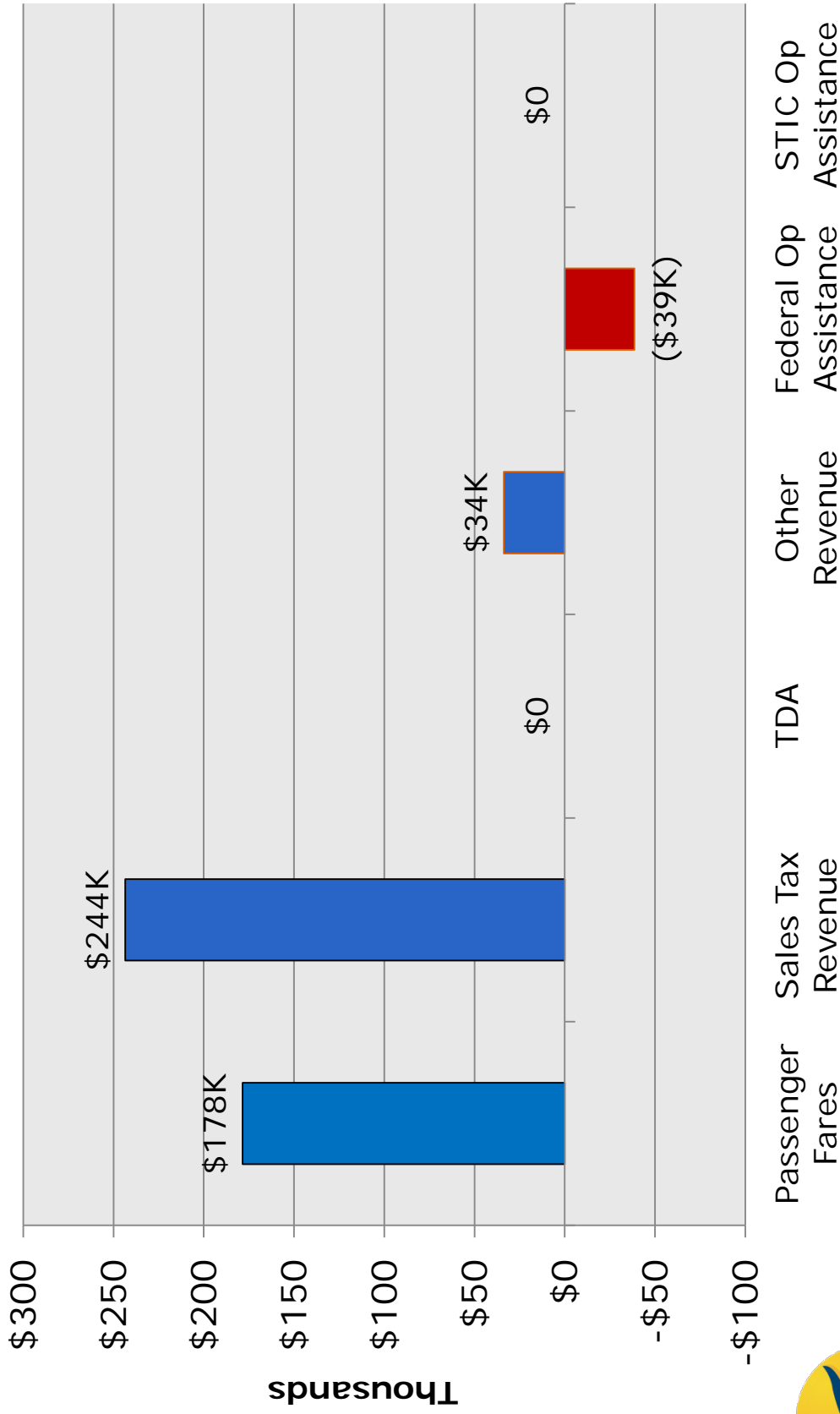


FY16 Operating Revenue by Major Funding Source Year to Date as of November 30, 2015 42% of Fiscal Year Elapsed



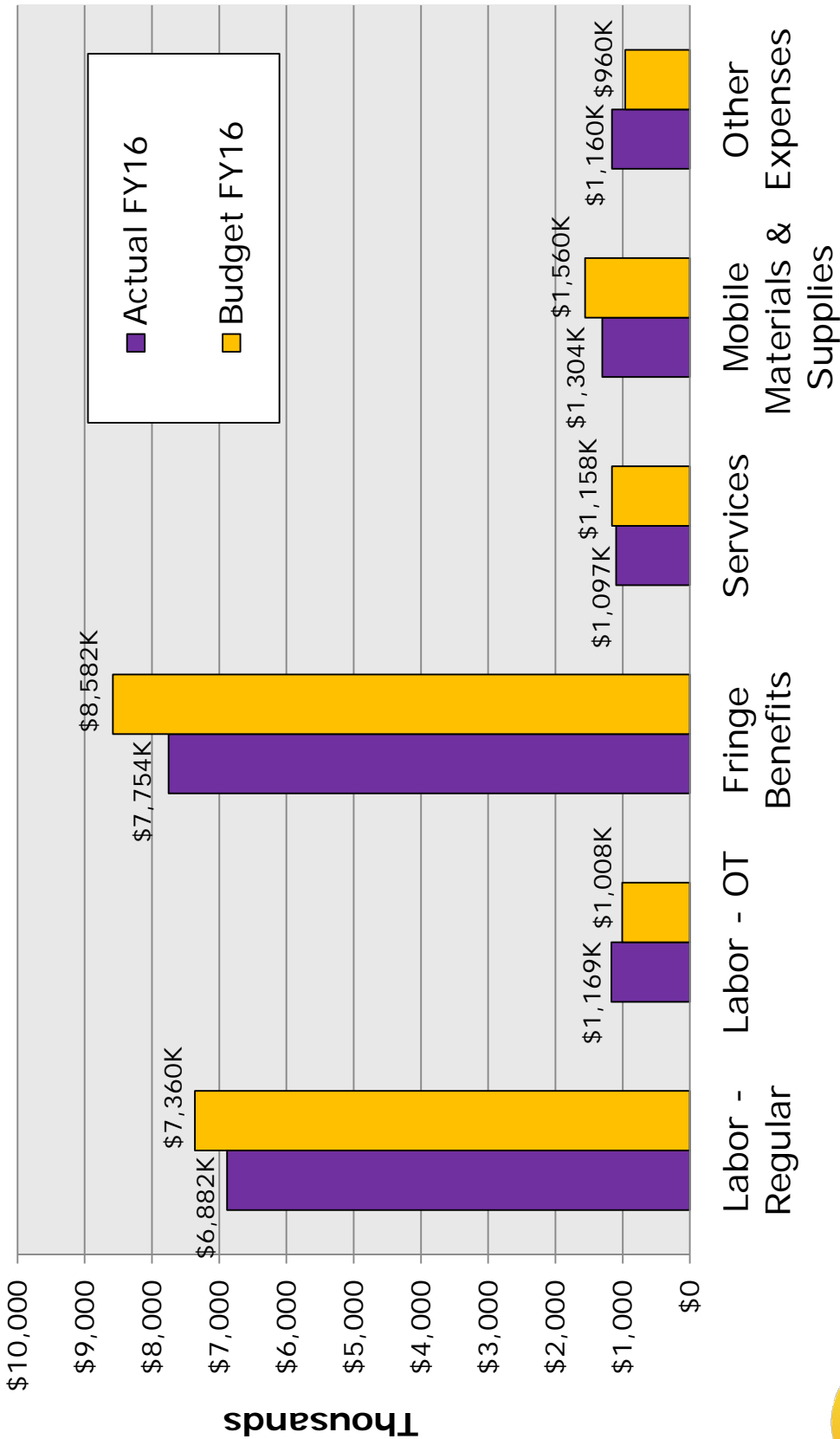
Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of November 30, 2015

42% of Fiscal Year Elapsed



FY16 Operating Expenses by Major Expense Category Year to Date as of November 30, 2015

42% of Fiscal Year Elapsed



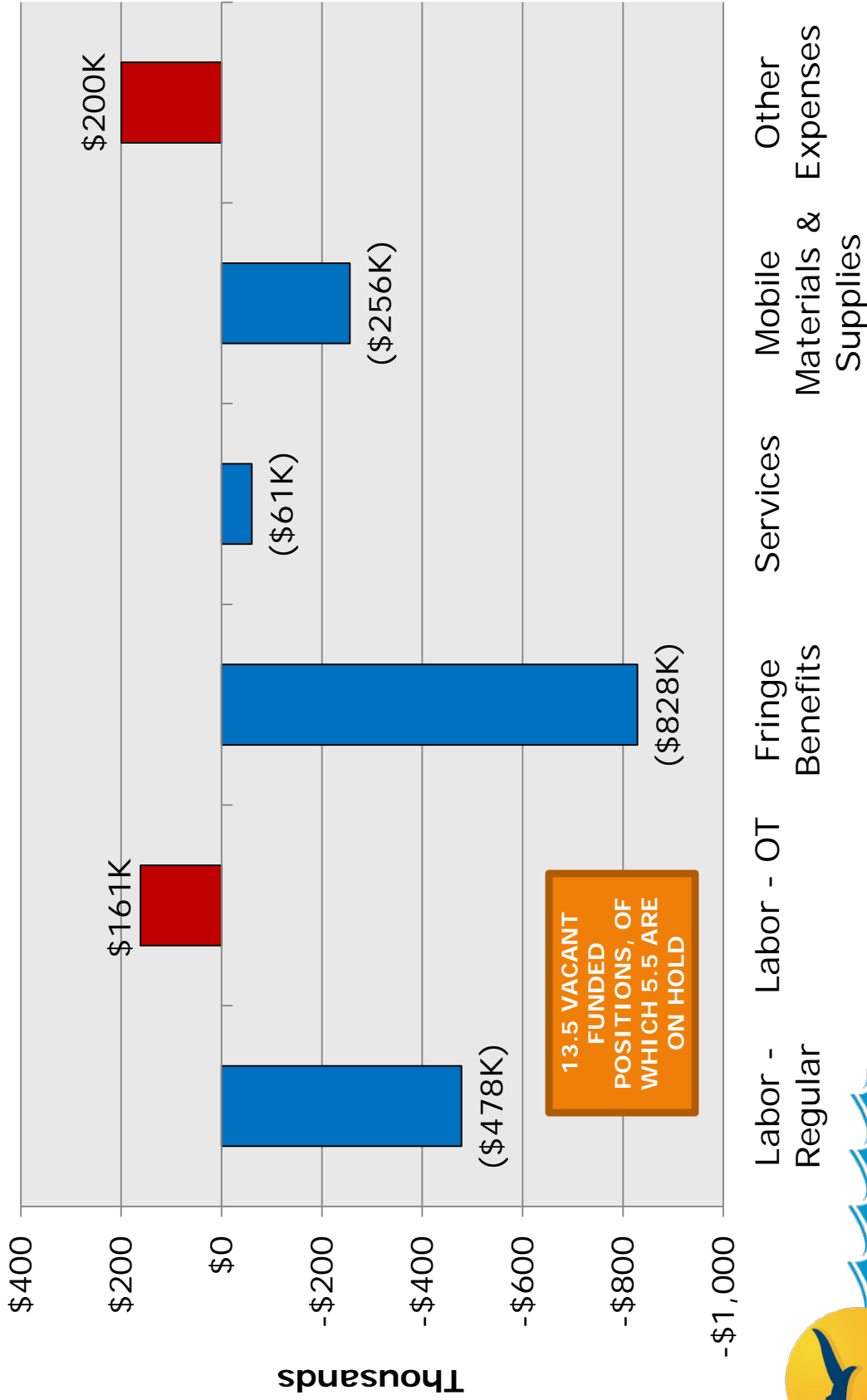
9-9-6



SANTA CRUZ METRO

(Favorable)/Unfavorable Expense Variance to Budget Year to Date as of November 30, 2015

42% of Fiscal Year Elapsed



9-09-15

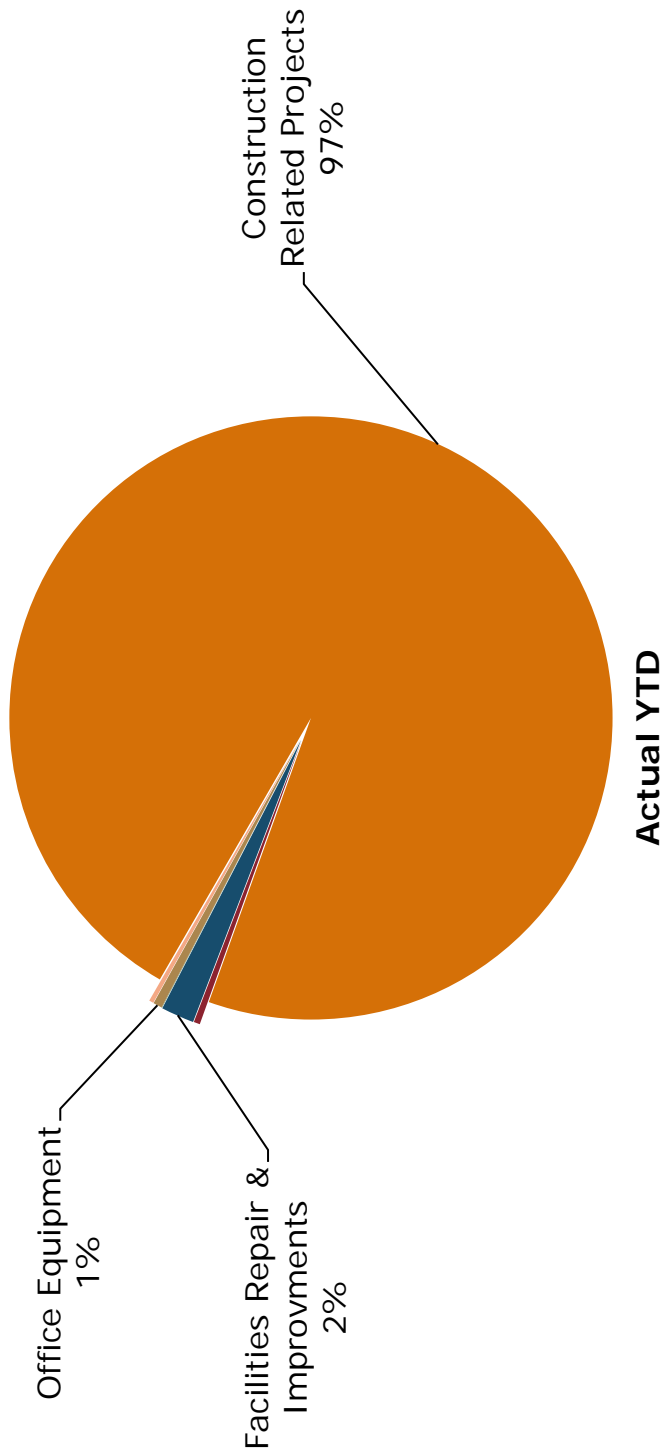


FY16 Capital Budget

Spending Year to Date as of November 30, 2015

42% of Fiscal Year Elapsed

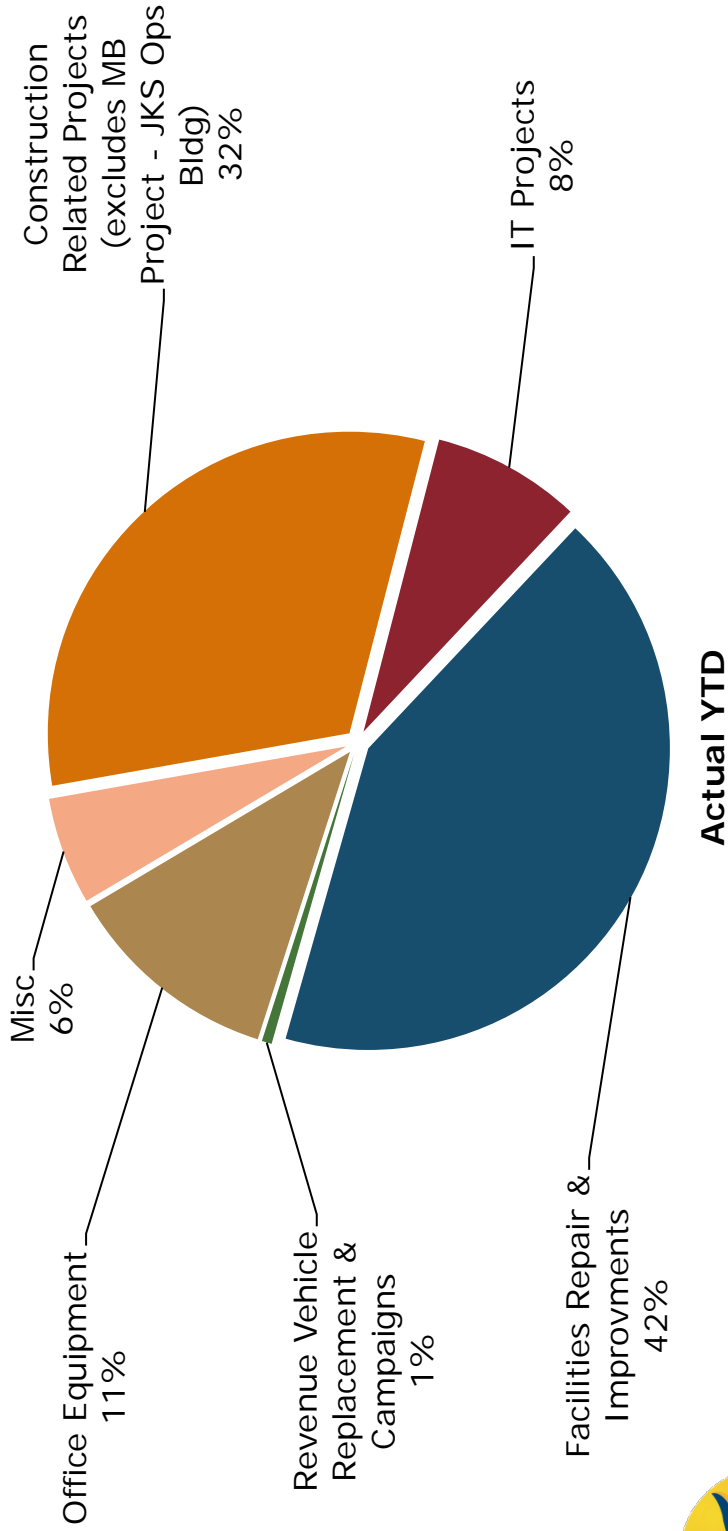
	Actual YTD	Total FY16 Budget	% Spent YTD
Total Capital Projects:	\$5,548,195	\$12,300,503	45%



FY16 Capital Budget - Excludes MetroBase Project - JKS Ops Bldg. Spending Year to Date as of November 30, 2015

42% of Fiscal Year Elapsed

	Actual YTD	Total FY16 Budget	% Spent YTD
Total Capital Projects:	\$231,691	\$2,519,470	9%



9-09-9



MetroBase Phase II Operations Building

Life of Project

Budget Adopted January 22, 2016

Spending as of March 3, 2016

9-09.10



MetroBase Phase II - Life of Project

Spending as of March 3, 2016

\$ In Thousands	Budget	Actual	Remaining	% Spent
LCN – Prime Construction Contract	\$13,572	\$13,302	\$270	98%
Construction Contract Contingency	\$2,325	\$2,006	\$319	86%
In-House Project Management	\$653	\$636	\$17	97%
Consultant Costs (Hill Int'l., TRC and RNL)	\$6,269	\$5,503	\$766	88%
Non-Construction Contingencies	\$150	\$0	\$150	0%
Contracted Professional Services – prior to 9/26/14	\$150	\$150	\$0	100%
Additional Cost and Services (VSWs, Security, Dubois, etc.)	\$3,293	\$2,259	\$1,034	69%
Totals Under/(Over):	\$26,412	\$23,855	\$2,557	90%

9.09.11

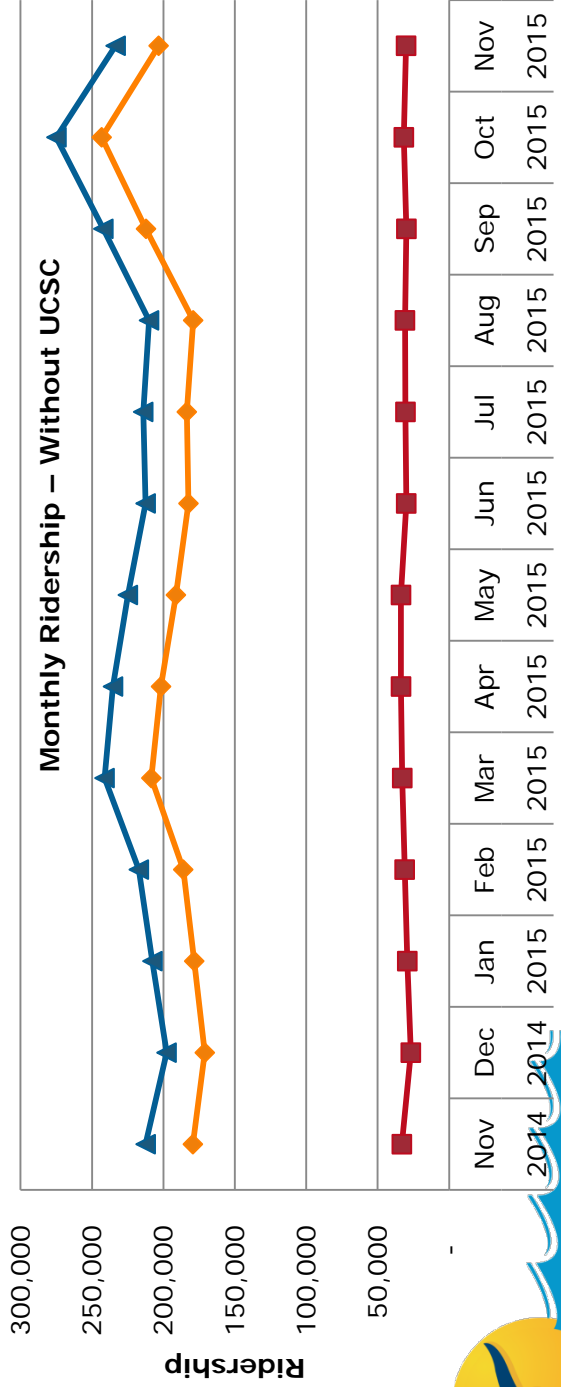
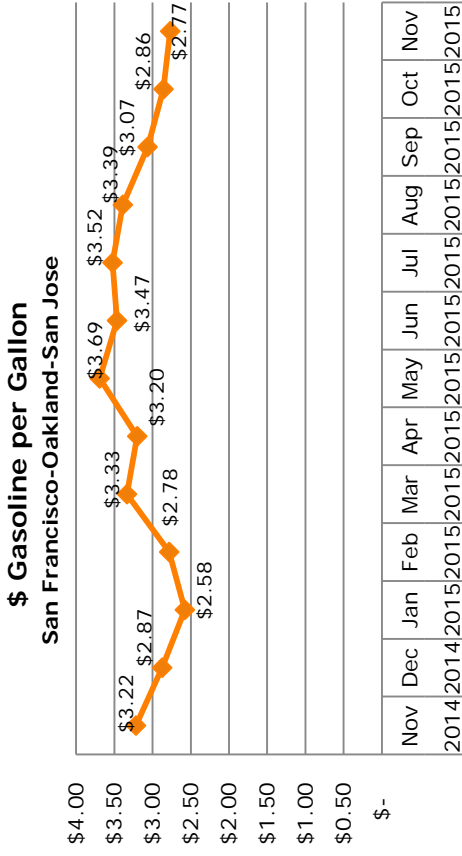
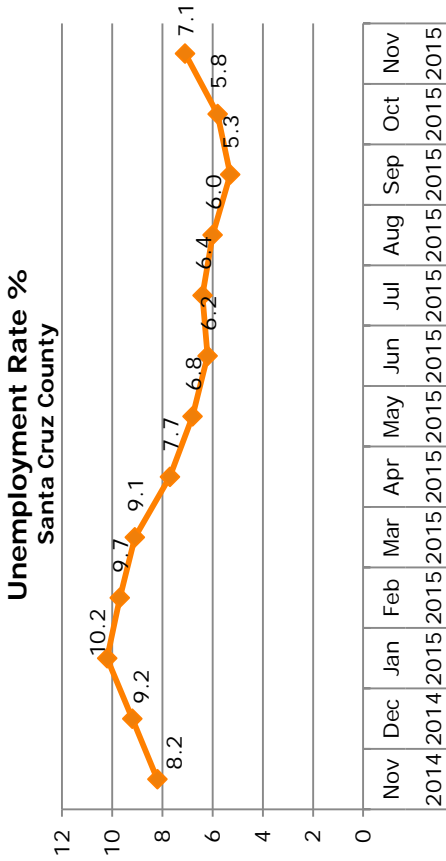


Additional Information

9-09.12



Additional Information



Questions

9-09.14





DATE: March 25, 2016
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: APPROVAL OF FY17 AND FY18 PRELIMINARY OPERATING BUDGETS AND FY17 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES

I. RECOMMENDED ACTION

That the Board of Directors adopt the attached FY17 and FY18 preliminary line item Operating Budgets and FY17 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 Metropolitan Transit District's (METRO) Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1st deadline.
- The proposed two-year FY17 Revised and FY18 preliminary line item Operating Budgets – Attachment A total \$49,850,197 and \$52,176,569, respectively. 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 FY17 Capital Budget – Attachment B totals \$7,922,678.
- The Board adopted the FY16 and FY17 Final Operating Budgets on June 26, 2015. This budget revises the adopted FY17 Final Operating Budget and is a new FY18 Preliminary Operating Budget.
- 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.

III. DISCUSSION/BACKGROUND

The Board of Directors must adopt a preliminary line item budget in order to allow submittal of METRO's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1st 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 \$49,850,197 in FY17 and \$52,176,569 in FY18. Major Operating Revenue assumptions in the preliminary FY17 Revised budget over the FY16 Final budget, adopted in June 2015, include:

- No increase in Passenger Fares, Special Transit Fares, Paratransit Fares and Highway 17 Fares and Payments in anticipation of additional information regarding the impact of the Comprehensive Operational Analysis (COA) on routes and ridership.
- Sales Tax – increase of 2.5% or \$477K. Sluggish economy does not support much of an increase.
- Transportation Development Act (TDA) - increase of 5.1% or \$324K in accordance with information from the Santa Cruz County Regional Transportation Commission (SCCRTC)
- FTA Sec 5307 – Operating Assistance - increase of 2.0% or \$83K.
- AMBAG/Misc. Grant Funding – decrease of 87.5% or (\$56K). No additional grants are anticipated at this time.
- FTA Sec 5307 - STIC – increase of 60% or \$864K due to meeting 11 out of 12 performance factors for the two UZAs (Urbanized Areas) – Watsonville and Santa Cruz. Approximately 50% or \$1.1M of the STIC funds will be transferred to the Capital Budget as per the Structural Deficit Presentation to the Board on January 23, 2015.
- STA – decrease of -34.7% or (\$982K). Significant reduction in STA funding from the State in FY17 due to redistribution of funding and lower fuel prices. 20% or \$370K of the STA funds will be transferred to the Capital Budget as per the Structural Deficit Presentation to the Board on January 23, 2015.
- Low Carbon Transit Operations Program (LCTOP) – decrease of 100% or (\$101K). Grant was not funded last year as expected.
- Unrealized Revenue – increase of 100% or \$6.3M due to the budget deficit.

Budget assumptions above are consistent with revenue trends from the past 5 years, actual revenue collections for the first 7 months in FY16, as well as current economic indicators and information updates from local, state and federal authorities.

Moderate increases in most Operating Revenue Sources are budgeted in FY18, such as:

- Sales Tax – increase year-over-year to 2.5% resulting in an anticipated increase in revenue of \$489K.
- Transportation Development Act (TDA) - increase year-over-year to 2% resulting in an anticipated increase in revenue of \$134K.
- FTA Sec 5307 – Operating Assistance - increase year-over-year to 2.0% resulting in an anticipated increase in revenue of \$83K.
- STIC – increase of 2% or \$42K. Another 1/5 of the STIC will be transferred to the Capital Budget in the amount of \$1.4M, as per the Structural Deficit Presentation to the Board on January 23, 2015.

An increase in Unrealized Revenue of 35.7% year-over-year or \$2.3M due to the need to close the projected budget gap.

B. Operating Expenses

Operating Expenses total \$49,850,197 in FY17 and \$52,176,569 in FY18. Major Operating Expenses assumptions in the preliminary FY17 Revised budget over the FY16 Final budget, adopted in June 2015, include:

- Personnel Expenses (Labor and Fringe Benefits) increased by 1.7% or \$682K.
- Non-Personnel Expenses decreased by -4.8% or (\$427K).

Personnel Expenses:

The moderate increase in Personnel Expenses (Labor and Fringe Benefits) is primarily due to:

- 0% COLA (cost of living adjustment) for all Bargaining Units and Management, as per negotiated contract extensions in 2015.
- Increase in CalPERS retirement employer contribution from 21.0% to 22.6% in FY17, as per CalPERS actuarial information from 2015.
- Anticipated average increase of 8% in Medical Insurance Premiums.
- Increased number of retirees.
- 1 Customer Service Representative and 1 Customer Service Coordinator:
2 FTEs for the new Customer Service Office at the Watsonville Transit Center.

Non–Personnel Expenses:

To narrow the budget gap and promote operational efficiencies, Staff took the approach to align the FY17 Revised budget projections in Non-Personnel to the FY16 Final budget, adopted in June 2015, and implement further budget reductions, when possible. The Board should recall that the FY16 Budget was aligned to the FY14 actual expense outcome plus changes in wages and benefits. Significant budget savings (greater than \$50K) are depicted in the table below:

Category:	FY16 Final Budget June 2015	FY17 Revised Budget March 2016	\$ VAR
SERVICES	\$2,854,293	\$2,670,842	(\$183,451)
MOBILE MATERIALS & SUPPLIES	\$3,745,084	\$3,291,600	(\$453,484)
PURCHASED TRANS.	\$200,00	\$150,000	(\$50,000)

Utilities and Casualty and Liability are two areas where significant (greater than \$50K) budget increases are anticipated due to:

- The addition of the new JKS Operations Building.
- An anticipated increase in physical liability insurance due to adverse development of losses in the insurance pool.

Utilities are projected to increase by 15.1% or \$79K, and Casualty and Liability by 14.2% or \$102K.

Major Operating Expense assumptions in the preliminary FY18 budget over the FY17 Revised budget include:

- Personnel Expenses (Labor and Fringe Benefits) increased by 5.3% or \$2.2MK due to:
 - Postponed 2% COLAs to FY18.
 - Projected increase in retirement as per CalPERS Annual Valuation Report from October 2015.
 - Anticipated increase in medical insurance premiums based on historical trends, as well as current market conditions.
- Non-Personnel Expenses increased by 1.4% or \$115K primarily due to anticipated increases in Services (Prof/Technical Fees and Security Services), as well as Casualty and Liability (Insurance – PL/PD).

C. Capital Budget

The preliminary FY17 Capital Budget as shown in Attachment B totals \$7,922,678. The Capital Budget is funded by STIC transfers, STA transfers, assumed PTMISEA balance; PTMISEA Cal-OES; Metrobase closeout funding and other prior years' funded projects in which the remainder will be expensed in FY17.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The proposed two-year FY17 Revised and FY18 preliminary line item Operating Budgets total \$49,850,197 and \$52,176,569, respectively. The preliminary FY17 Revised Operating Budget will be tentatively balanced with the use of Reserve Funds. The preliminary FY17 Revised and FY18 Operating Budgets are not structurally balanced budgets. This means that recurring expenses exceed recurring revenues. For a variety of reasons, true structural balance may not be possible at a given time. In such a case, using reserves to balance the budget may be considered, but only in the context of a plan to return to structural balance, replenish fund balances, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken.

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 METRO's Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1st 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: FY17 Revised and FY18 preliminary line item Operating Budgets

Attachment B: FY17 Preliminary Capital Budget


Prepared By: Kristina Mihaylova, Sr. Financial Analyst

VII. APPROVALS:

Angela Aitken, Finance Manager




Approved as to form:
Leslyn K. Syren, District Counsel


_____ 3/26/16

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET
REVENUE SOURCES**

REVENUE SOURCE	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
1 Passenger Fares	3,800,000	3,800,000	0.0%	3,800,000	0.0%
2 Special Transit Fares	3,400,000	3,400,000	0.0%	3,400,000	0.0%
3 Paratransit Fares	354,000	354,000	0.0%	354,000	0.0%
4 Highway 17 Fares	1,775,000	1,775,000	0.0%	1,775,000	0.0%
5 Highway 17 Payments	500,000	500,000	0.0%	500,000	0.0%
6 Commissions	3,500	3,500	0.0%	3,500	0.0%
7 Advertising Income	225,000	275,000	22.2%	275,000	0.0%
8 Rent Income	144,344	150,000	3.9%	154,500	3.0%
9 Interest Income	65,000	45,000	-30.8%	30,000	-33.3%
10 Other Non-Transp Revenue	13,000	13,000	0.0%	13,000	0.0%
11 Sales Tax (1/2 cent)	19,095,116	19,572,494	2.5%	20,061,806	2.5%
12 Additional Sales Tax (RTC)	-	-	0.0%	-	0.0%
13 SLPP Backfill for Metro Base	(2,000,000)	-	-100.0%	-	0.0%
14 Transp Dev Act (TDA) Funds	6,377,491	6,701,163	5.1%	6,835,186	2.0%
15** FTA Sec 5307 - Op Assistance	4,163,523	4,246,793	2.0%	4,331,729	2.0%
16 FTA Sec 5311 - Rural Op Asst	177,787	166,738	-6.2%	152,000	-8.8%
17 AMBAG/Misc. Grant Funding	64,000	8,000	-87.5%	-	-100.0%
18 STIC	1,323,588	2,118,060	60.0%	2,160,421	2.0%
19 STIC (Transfer to Capital Budget)	-	(1,095,612)	100.0%	(1,378,248)	25.8%
20 STA - SLPP Backfill for Metro Base	2,000,000	-	-100.0%	-	0.0%
21 STA - Operating (Current Year)	2,832,152	1,850,000	-34.7%	1,850,000	0.0%
22 STA - Operating (Current Year) (1/5 Transfer to Capital Budget)	-	(370,000)	100.0%	(740,000)	100.0%
23 Low Carbon Transit Operations Program	100,694	-	-100.0%	-	0.0%
24 Fuel Tax Credit	638,208	638,208	0.0%	657,354	3.0%
25 Fuel Tax Credit (Transfer to Reserves)	(638,208)	(638,208)	0.0%	(657,354)	3.0%
26 Medicare Subsidy	141,743	-	-100.0%	-	0.0%
27 Transfer (to)/from Operating Reserves	5,038,761	-	-100.0%	-	0.0%
UNREALIZED REVENUE	-	6,337,061	100.0%	8,598,675	35.7%
TOTAL REVENUE	49,594,699	49,850,197	0.5%	52,176,569	4.7%

* Budgeted Fares Revenue have not been revised and are consistent with the FY17 Final Budget adopted in June 2015.

** (The numbers will be revised after the impact of the COA on fares can be determined).

** FTA funding is used solely to fund labor expense

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
Consolidated Expenses

ACCOUNT	FINAL	REVISED	% CHANGE		% CHANGE	
	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
LABOR						
501011 Bus Operator Pay	9,550,366	9,334,751	-2.3%		9,723,477	4.2%
501013 Bus Operator OT	1,904,774	1,904,813	0.0%		1,939,783	1.8%
501021 Other Salaries	8,114,801	8,080,530	-0.4%		8,396,112	3.9%
501023 Other OT	513,937	490,574	-4.5%		511,235	4.2%
Totals	20,083,878	19,810,668	-1.4%		20,570,607	3.8%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	348,447	344,280	-1.2%		357,491	3.8%
502021 Retirement	4,538,548	4,824,659	6.3%		5,284,440	9.5%
502031 Medical Ins	9,658,090	10,366,453	7.3%		11,123,601	7.3%
502041 Dental Ins	554,034	514,144	-7.2%		527,378	2.6%
502045 Vision Ins	128,734	128,698	0.0%		132,229	2.7%
502051 Life Ins/AD&D	52,358	52,455	0.2%		53,732	2.4%
502060 State Disability Ins (SDI)	219,218	222,991	1.7%		238,323	6.9%
502061 Long Term Disability Ins	143,298	154,978	8.2%		163,180	5.3%
502071 State Unemployment Ins (SUI)	75,080	79,889	6.4%		84,252	5.5%
502081 Worker's Comp Ins	850,000	850,000	0.0%		875,500	3.0%
502101 Holiday Pay	660,541	652,362	-1.2%		678,723	4.0%
502103 Floating Holiday	96,241	97,380	1.2%		101,643	4.4%
502109 Sick Leave	1,013,417	1,000,700	-1.3%		1,041,120	4.0%
502111 Annual Leave	1,981,314	1,989,701	0.4%		2,061,920	3.6%
502121 Other Paid Absence	195,454	192,622	-1.4%		200,535	4.1%
502251 Phys. Exams	14,110	14,110	0.0%		14,110	0.0%
502253 Driver Lic Renewal	4,656	4,656	0.0%		4,656	0.0%
502999 Other Fringe Benefits	63,453	62,410	-1.6%		61,221	-1.9%
Totals	20,596,993	21,552,488	4.6%		23,004,054	6.7%

Consolidated

3/10/2016

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
Consolidated Expenses

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
			BUDG FY16	BUDG FY17		
SERVICES						
503011 Accting/Audit Fees	83,250	95,250	14.4%	14.4%	95,250	0.0%
503012 Admin/Bank Fees	360,003	370,500	2.9%	2.9%	376,060	1.5%
503031 Prof/Technical Fees	615,558	365,815	-40.6%	-40.6%	426,208	16.5%
503032 Legislative Services	94,000	101,000	7.4%	7.4%	101,000	0.0%
503033 Legal Services	106,396	106,396	0.0%	0.0%	106,396	0.0%
503034 Pre-Employment Exams	8,720	5,800	-33.5%	-33.5%	5,800	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%
503161 Custodial Services	34,642	6,468	-81.3%	-81.3%	8,468	30.9%
503162 Uniforms/Laundry	28,368	24,280	-14.4%	-14.4%	24,280	0.0%
503171 Security Services	468,500	505,323	7.9%	7.9%	515,323	2.0%
503221 Classified/Legal Ads	13,048	12,200	-6.5%	-6.5%	12,200	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%
503225 Graphic Services	-	5,500	100.0%	100.0%	-	-100.0%
503351 Repair - Bldg & Impr	55,342	48,590	-12.2%	-12.2%	48,590	0.0%
503352 Repair - Equipment	581,233	651,768	12.1%	12.1%	650,446	-0.2%
503353 Repair - Rev Vehicle	327,233	301,500	-7.9%	-7.9%	301,500	0.0%
503354 Repair - Non Rev Vehicle	30,000	30,000	0.0%	0.0%	30,000	0.0%
503363 Haz Mat Disposal	48,000	40,452	-15.7%	-15.7%	40,452	0.0%
Totals	2,854,293	2,670,842	-6.4%	-6.4%	2,741,973	2.7%
MOBILE MATERIALS & SUPPLIES						
504011 Fuels & Lubricants - Non Rev Veh	84,952	90,000	5.9%	5.9%	90,000	0.0%
504012 Fuels & Lubricants - Rev Veh	2,400,000	2,000,000	-16.7%	-16.7%	2,000,000	0.0%
504021 Tires & Tubes	272,023	300,000	10.3%	10.3%	300,000	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%
504191 Rev Vehicle Parts	988,109	901,600	-8.8%	-8.8%	901,600	0.0%
Totals	3,745,084	3,291,600	-12.1%	-12.1%	3,291,600	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
Consolidated Expenses

ACCOUNT	FINAL	REVISED	% CHANGE		% CHANGE	
	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
OTHER MATERIALS & SUPPLIES						
504205 Freight Out	136	136	0.0%	0.0%	136	0.0%
504211 Postage & Mailing	12,575	13,550	7.8%	7.8%	11,550	-14.8%
504214 Promotional Items	800	1,400	75.0%	75.0%	1,400	0.0%
504215 Printing	36,184	50,805	40.4%	40.4%	40,805	-19.7%
504217 Photo Supp/Process	2,686	2,500	-6.9%	-6.9%	2,500	0.0%
504311 Office Supplies	71,537	71,062	-0.7%	-0.7%	68,562	-3.5%
504315 Safety Supplies	22,039	16,860	-23.5%	-23.5%	16,860	0.0%
504317 Cleaning Supplies	54,480	53,830	-1.2%	-1.2%	53,830	0.0%
504409 Repair/Maint Supplies	117,000	114,983	-1.7%	-1.7%	114,983	0.0%
504417 Tenant Repairs	10,000	9,000	-10.0%	-10.0%	9,000	0.0%
504421 Non-Inventory Parts	20,000	39,730	98.7%	98.7%	39,730	0.0%
504511 Small Tools	4,269	7,736	81.2%	81.2%	4,236	-45.2%
504515 Employee Tool Replacement	783	2,180	178.4%	178.4%	2,180	0.0%
Totals	352,489	383,772	8.9%	8.9%	365,772	-4.7%
UTILITIES						
505011 Gas & Electric	269,200	297,000	10.3%	10.3%	297,000	0.0%
505021 Water & Garbage	111,000	147,240	32.6%	32.6%	147,240	0.0%
505031 Telecommunications	144,989	160,434	10.7%	10.7%	160,734	0.2%
Totals	525,189	604,674	15.1%	15.1%	604,974	0.0%
CASUALTY & LIABILITY						
506011 Insurance - Property	61,615	61,904	0.5%	0.5%	63,138	2.0%
506015 Insurance - PL/PD	507,311	609,254	20.1%	20.1%	670,180	10.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-	0.0%
506123 Settlement Costs	150,000	150,000	0.0%	0.0%	150,000	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%
Totals	718,926	821,158	14.2%	14.2%	883,318	7.6%

Consolidated

3/10/2016

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Consolidated Expenses

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	15,000	14,280	-4.8%	14,280	0.0%
507201 Licenses & Permits	14,701	19,296	31.3%	19,296	0.0%
507999 Other Taxes	15,548	14,400	-7.4%	14,400	0.0%
Totals	45,249	47,976	6.0%	47,976	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	200,000	150,000	-25.0%	150,000	0.0%
Totals	200,000	150,000	-25.0%	150,000	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	76,295	86,860	13.8%	86,860	0.0%
509081 Advertising - District Promo	30,000	30,500	1.7%	30,500	0.0%
509101 Employee Incentive Program	20,300	15,200	-25.1%	15,200	0.0%
509121 Employee Training	39,266	69,160	76.1%	74,337	7.5%
509122 BOD Travel	3,000	3,000	0.0%	3,000	0.0%
509123 Travel	65,755	74,435	13.2%	67,835	-8.9%
509125 Local Meeting Expense	6,521	6,520	0.0%	6,520	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%
Totals	253,737	298,275	17.6%	296,852	-0.5%
LEASES & RENTALS					
512011 Facility Lease	195,322	201,350	3.1%	202,050	0.3%
512061 Equipment Rental	23,539	17,394	-26.1%	17,394	0.0%
Totals	218,861	218,744	-0.1%	219,444	0.3%
PERSONNEL TOTAL	40,680,871	41,363,156	1.7%	43,574,660	5.3%
NON-PERSONNEL TOTAL	8,913,828	8,487,041	-4.8%	8,601,909	1.4%
TOTAL OPERATING EXPENSES	49,594,699	49,850,197	0.5%	52,176,569	4.7%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Departmental Expenses

DEPARTMENT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
1100 Administration	1,225,745	1,242,577	1.4%	1,365,704	9.9%
1200 Finance	1,916,116	2,020,215	5.4%	2,104,692	4.2%
1300 Customer Service	812,870	899,446	10.7%	924,061	2.7%
1400 Human Resources	690,054	685,987	-0.6%	712,012	3.8%
1500 Information Technology	1,076,163	1,062,919	-1.2%	1,085,847	2.2%
Planning, Grants,					
1600 Governmental Affairs	1,025,571	940,163	-8.3%	1,003,613	6.7%
1700 District Counsel	606,155	622,496	2.7%	654,174	5.1%
1800 Risk Management	966,705	973,366	0.7%	996,013	2.3%
1900 Purchasing	863,775	894,698	3.6%	948,720	6.0%
2200 Facilities Maintenance	2,757,986	2,809,755	1.9%	2,896,586	3.1%
3100 Paratransit Program	5,086,077	5,159,588	1.4%	5,402,323	4.7%
3200 Operations	2,470,922	2,472,466	0.1%	2,577,081	4.2%
3300 Bus Operators	18,488,078	18,628,696	0.8%	19,601,396	5.2%
4100 Fleet Maintenance	8,787,544	8,406,296	-4.3%	8,635,120	2.7%
5100 Capital Funded Labor	-	-	0.0%		
9001 Cobra Benefits	-	-	0.0%	-	0.0%
9005 Retired Employee Benefits	2,820,685	3,031,276	7.5%	3,268,978	7.8%
700 SCCIC	250	250	0.0%	250	0.0%
TOTAL OPERATING EXPENSES	49,594,699	49,850,197	0.5%	52,176,569	4.7%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
Administration - 1100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	413,060	395,756	-4.2%	417,627	5.5%
501023 Other OT	11,900	10,000	-16.0%	10,000	0.0%
Totals	424,960	405,756	-4.5%	427,627	5.4%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	7,583	7,308	-3.6%	7,701	5.4%
502021 Retirement	107,322	111,649	4.0%	124,027	11.1%
502031 Medical Ins	70,027	94,839	35.4%	101,437	7.0%
502041 Dental Ins	5,602	5,245	-6.4%	5,402	3.0%
502045 Vision Ins	1,281	1,281	0.0%	1,319	3.0%
502051 Life Ins/AD&D	5,339	5,339	0.0%	5,430	1.7%
502060 State Disability Ins (SDI)	3,520	3,415	-3.0%	3,677	7.7%
502061 Long Term Disability Ins	2,883	3,000	4.1%	3,159	5.3%
502071 State Unemployment Ins (SUI)	891	945	6.1%	1,003	6.1%
502081 Worker's Comp Ins	12,537	12,537	0.0%	12,913	3.0%
502101 Holiday Pay	14,765	15,201	3.0%	16,035	5.5%
502103 Floating Holiday	17,955	18,484	3.0%	19,459	5.3%
502109 Sick Leave	22,147	22,801	3.0%	24,052	5.5%
502111 Annual Leave	39,669	38,216	-3.7%	40,193	5.2%
502121 Other Paid Absence	3,461	3,563	3.0%	3,758	5.5%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	11,959	10,761	-10.0%	10,765	0.0%
Totals	326,939	354,585	8.5%	380,329	7.3%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Administration - 1100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
SERVICES					
503011 Acting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	225,561	226,580	0.5%	301,973	33.3%
503032 Legislative Services	94,000	101,000	7.4%	101,000	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	4,150	5,000	20.5%	5,000	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	6,025	3,357	-44.3%	3,475	3.5%
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%
Totals	329,736	335,937	1.9%	411,448	22.5%
MOBILE MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
Administration - 1100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	6,365	4,200	-34.0%	4,200	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	1,009	1,050	4.1%	1,050	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	14,926	15,500	3.8%	15,500	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%
Totals	22,300	20,750	-7.0%	20,750	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
Administration - 1100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	56,010	64,350	14.9%	64,350	0.0%
509081 Advertising - District Promo	-	500	100.0%	500	0.0%
509101 Employee Incentive Program	20,100	15,000	-25.4%	15,000	0.0%
509121 Employee Training	1,600	1,600	0.0%	1,600	0.0%
509122 BOD Travel	3,000	3,000	0.0%	3,000	0.0%
509123 Travel	20,000	20,000	0.0%	20,000	0.0%
509125 Local Meeting Expense	6,500	6,500	0.0%	6,500	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%
Totals	119,810	123,550	3.1%	123,550	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	2,000	2,000	0.0%	2,000	0.0%
Totals	2,000	2,000	0.0%	2,000	0.0%
PERSONNEL TOTAL	751,899	760,340	1.1%	807,956	6.3%
NON-PERSONNEL TOTAL	473,846	482,237	1.8%	557,748	15.7%
DEPARTMENT TOTALS	<u>1,225,745</u>	<u>1,242,577</u>	<u>1.4%</u>	<u>1,365,704</u>	<u>9.9%</u>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Finance - 1200

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	498,924	501,838	0.6%	511,863	2.0%
501023 Other OT	5,000	5,000	0.0%	5,000	0.0%
Totals	503,924	506,838	0.6%	516,863	2.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	8,992	9,059	0.8%	9,239	2.0%
502021 Retirement	129,177	140,073	8.4%	150,457	7.4%
502031 Medical Ins	157,757	158,751	0.6%	170,646	7.5%
502041 Dental Ins	11,729	10,981	-6.4%	11,311	3.0%
502045 Vision Ins	2,241	2,241	0.0%	2,308	3.0%
502051 Life Ins/AD&D	1,027	1,027	0.0%	1,058	3.0%
502060 State Disability Ins (SDI)	5,383	5,580	3.6%	5,883	5.4%
502061 Long Term Disability Ins	4,090	4,234	3.5%	4,382	3.5%
502071 State Unemployment Ins (SUI)	1,560	1,654	6.1%	1,755	6.1%
502081 Worker's Comp Ins	17,552	17,552	0.0%	18,078	3.0%
502101 Holiday Pay	18,639	18,774	0.7%	19,149	2.0%
502103 Floating Holiday	10,282	10,585	2.9%	10,796	2.0%
502109 Sick Leave	27,959	28,162	0.7%	28,724	2.0%
502111 Annual Leave	54,954	56,031	2.0%	57,151	2.0%
502121 Other Paid Absence	4,369	4,400	0.7%	4,488	2.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,091	4,095	0.1%	4,101	0.1%
Totals	459,802	473,200	2.9%	499,527	5.6%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Finance - 1200

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
SERVICES					
503011 Accting/Audit Fees	83,000	95,000	14.5%	95,000	0.0%
503012 Admin/Bank Fees	360,003	370,500	2.9%	376,060	1.5%
503031 Prof/Technical Fees	30,500	17,500	-42.6%	12,500	-28.6%
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%
Totals	473,503	483,000	2.0%	483,560	0.1%
MOBILE MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Finance - 1200

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	725	750	3.4%	750	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%
Totals	725	750	3.4%	750	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	61,448	61,737	0.5%	62,971	2.0%
506015 Insurance - PL/PD	406,854	481,310	18.3%	529,442	10.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	468,302	543,047	16.0%	592,413	9.1%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Finance - 1200

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	960	980	2.1%	980	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	1,400	2,900	107.1%	3,100	6.9%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	7,500	9,500	26.7%	7,500	-21.1%
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%
Totals	9,860	13,380	35.7%	11,580	-13.5%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	963,726	980,038	1.7%	1,016,389	3.7%
NON-PERSONNEL TOTAL	952,390	1,040,177	9.2%	1,088,303	4.6%
DEPARTMENT TOTALS	1,916,116	2,020,215	5.4%	2,104,692	4.2%

3/11/2016

Finance - 1200

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	338,960	360,491	6.4%	373,049	3.5%
501023 Other OT	10,000	10,000	0.0%	10,500	5.0%
Totals	348,960	370,491	6.2%	383,549	3.5%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	6,271	6,605	5.3%	6,835	3.5%
502021 Retirement	88,718	100,691	13.5%	109,696	8.9%
502031 Medical Ins	170,355	190,801	12.0%	204,874	7.4%
502041 Dental Ins	10,371	13,045	25.8%	13,437	3.0%
502045 Vision Ins	2,241	2,561	14.3%	2,638	3.0%
502051 Life Ins/AD&D	820	937	14.3%	966	3.0%
502060 State Disability Ins (SDI)	4,009	4,350	8.5%	4,636	6.6%
502061 Long Term Disability Ins	2,639	3,354	27.1%	3,558	6.1%
502071 State Unemployment Ins (SUI)	1,560	1,891	21.2%	2,006	6.1%
502081 Worker's Comp Ins	17,552	17,552	0.0%	18,078	3.0%
502101 Holiday Pay	12,759	13,517	5.9%	13,990	3.5%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	19,139	20,275	5.9%	20,985	3.5%
502111 Annual Leave	48,621	48,085	-1.1%	49,605	3.2%
502121 Other Paid Absence	2,990	3,168	5.9%	3,279	3.5%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	191	223	16.6%	230	3.0%
Totals	388,236	427,056	10.0%	454,812	6.5%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET Customer Service - 1300

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	8,000	8,000	0.0%	8,000	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	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	200	100.0%	200	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	5,500	100.0%	-	-100.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	1,117	3,400	204.4%	3,200	-5.9%
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%
Totals	9,117	17,100	87.6%	11,400	-33.3%
MOBILE MATERIALS & SUPPLIES					
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	1,565	1,600	2.2%	1,600	0.0%
Totals	1,565	1,600	2.2%	1,600	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
Customer Service - 1300

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	2,000	3,500	75.0%	3,000	-14.3%
504214 Promotional Items	600	1,200	100.0%	1,200	0.0%
504215 Printing	23,000	35,000	52.2%	25,000	-28.6%
504217 Photo Supp/Process	767	1,000	30.4%	1,000	0.0%
504311 Office Supplies	2,300	3,000	30.4%	3,000	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%
Totals	28,667	43,700	52.4%	33,200	-24.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Customer Service - 1300

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	2,500	2,500	0.0%	2,500	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	2,500	2,500	0.0%	2,500	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	30,000	30,000	0.0%	30,000	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	1,000	100.0%	1,000	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%
Totals	30,000	32,500	8.3%	32,500	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	3,825	4,500	17.6%	4,500	0.0%
Totals	3,825	4,500	17.6%	4,500	0.0%
PERSONNEL TOTAL	737,196	797,546	8.2%	838,361	5.1%
NON-PERSONNEL TOTAL	75,674	101,900	34.7%	85,700	-15.9%
DEPARTMENT TOTALS	812,870	899,446	10.7%	924,061	2.7%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	344,757	336,041	-2.5%	345,377	2.8%
501023 Other OT	2,000	4,000	100.0%	4,000	0.0%
Totals	346,757	340,041	-1.9%	349,377	2.7%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	6,243	6,127	-1.9%	6,294	2.7%
502021 Retirement	89,998	94,594	5.1%	102,359	8.2%
502031 Medical Ins	74,040	67,530	-8.8%	72,671	7.6%
502041 Dental Ins	4,720	4,883	3.4%	5,029	3.0%
502045 Vision Ins	1,601	1,601	0.0%	1,649	3.0%
502051 Life Ins/AD&D	796	796	0.0%	820	3.0%
502060 State Disability Ins (SDI)	3,767	3,853	2.3%	4,089	6.1%
502061 Long Term Disability Ins	3,137	3,206	2.2%	3,329	3.8%
502071 State Unemployment Ins (SUI)	1,114	1,182	6.1%	1,254	6.1%
502081 Worker's Comp Ins	12,537	12,537	0.0%	12,913	3.0%
502101 Holiday Pay	13,187	12,831	-2.7%	13,185	2.8%
502103 Floating Holiday	9,962	9,767	-2.0%	9,962	2.0%
502109 Sick Leave	19,780	19,246	-2.7%	19,778	2.8%
502111 Annual Leave	37,786	37,666	-0.3%	38,688	2.7%
502121 Other Paid Absence	3,091	3,007	-2.7%	3,090	2.8%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,037	5,240	29.8%	5,244	0.1%
Totals	285,797	284,066	-0.6%	300,356	5.7%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE	
			BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
SERVICES						
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%
503031 Prof/Technical Fees	29,700	21,800	-26.6%		21,800	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%
503034 Pre-Employment Exams	8,720	5,000	-42.7%		5,000	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	7,000	6,000	-14.3%		6,000	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	-	-	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%
Totals	45,420	32,800	-27.8%		32,800	0.0%
MOBILE MATERIALS & SUPPLIES						
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%
Totals	-	-	0.0%		-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	1,800	1,800	0.0%	1,800	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	4,500	21,500	377.8%	26,500	23.3%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	5,760	5,760	0.0%	1,160	-79.9%
509125 Local Meeting Expense	21	20	-4.8%	20	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
Totals	12,081	29,080	140.7%	29,480	1.4%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	632,554	624,108	-1.3%	649,733	4.1%
NON-PERSONNEL TOTAL	57,501	61,880	7.6%	62,280	0.6%
DEPARTMENT TOTALS	690,054	685,987	-0.6%	712,012	3.8%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET
 Information Technology - 1500

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	395,134	382,233	-3.3%	393,426	2.9%
501023 Other OT	1,500	1,500	0.0%	1,500	0.0%
Totals	396,634	383,733	-3.3%	394,926	2.9%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	7,196	6,942	-3.5%	7,145	2.9%
502021 Retirement	103,897	107,860	3.8%	116,914	8.4%
502031 Medical Ins	103,673	115,819	11.7%	124,567	7.6%
502041 Dental Ins	7,142	6,666	-6.7%	6,866	3.0%
502045 Vision Ins	1,601	1,601	0.0%	1,649	3.0%
502051 Life Ins/AD&D	896	896	0.0%	923	3.0%
502060 State Disability Ins (SDI)	4,304	4,295	-0.2%	4,578	6.6%
502061 Long Term Disability Ins	2,786	3,541	27.1%	3,717	5.0%
502071 State Unemployment Ins (SUI)	1,114	1,182	6.1%	1,254	6.1%
502081 Worker's Comp Ins	12,537	12,537	0.0%	12,913	3.0%
502101 Holiday Pay	15,223	14,685	-3.5%	15,115	2.9%
502103 Floating Holiday	14,950	14,190	-5.1%	14,660	3.3%
502109 Sick Leave	22,835	22,027	-3.5%	22,672	2.9%
502111 Annual Leave	43,039	40,680	-5.5%	41,818	2.8%
502121 Other Paid Absence	3,568	3,442	-3.5%	3,543	2.9%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	5,987	5,989	0.0%	5,993	0.1%
Totals	350,749	362,351	3.3%	384,326	6.1%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET Information Technology - 1500

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	16,375	16,375	0.0%	6,375	-61.1%
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	281,606	266,660	-5.3%	266,420	-0.1%
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%
Totals	297,981	283,035	-5.0%	272,795	-3.6%
MOBILE MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET
 Information Technology - 1500

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
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%
Totals	30,800	30,800	0.0%	30,800	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET
 Information Technology - 1500

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
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	-	2,000	100.0%	2,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	1,000	100.0%	1,000	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%
Totals	-	3,000	100.0%	3,000	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	747,382	746,084	-0.2%	779,252	4.4%
NON-PERSONNEL TOTAL	328,781	316,835	-3.6%	306,595	-3.2%
DEPARTMENT TOTALS	<u>1,076,163</u>	<u>1,062,919</u>	<u>-1.2%</u>	<u>1,085,847</u>	<u>2.2%</u>

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	426,196	447,825	5.1%	473,655	5.8%
501023 Other OT	14,518	12,000	-17.3%	12,000	0.0%
Totals	440,714	459,825	4.3%	485,655	5.6%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	7,857	8,099	3.1%	8,560	5.7%
502021 Retirement	110,740	123,516	11.5%	137,653	11.4%
502031 Medical Ins	174,528	195,734	12.2%	211,331	8.0%
502041 Dental Ins	12,150	13,227	8.9%	13,624	3.0%
502045 Vision Ins	2,241	2,241	0.0%	2,308	3.0%
502051 Life Ins/AD&D	924	924	0.0%	951	3.0%
502060 State Disability Ins (SDI)	4,879	5,127	5.1%	5,536	8.0%
502061 Long Term Disability Ins	1,404	3,668	161.2%	3,832	4.5%
502071 State Unemployment Ins (SUI)	1,560	1,654	6.1%	1,505	-9.1%
502081 Worker's Comp Ins	16,298	16,298	0.0%	16,787	3.0%
502101 Holiday Pay	16,827	16,413	-2.5%	17,437	6.2%
502103 Floating Holiday	5,069	5,479	8.1%	5,869	7.1%
502109 Sick Leave	24,338	23,693	-2.7%	25,163	6.2%
502111 Annual Leave	51,099	49,418	-3.3%	52,319	5.9%
502121 Other Paid Absence	3,803	3,702	-2.7%	3,932	6.2%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,141	2,145	0.2%	2,151	0.3%
Totals	435,857	471,338	8.1%	508,958	8.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET Planning, Grants, Governmental Affairs - 1600

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	140,000	-	-100.0%	-	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%
Totals	140,000	-	-100.0%	-	0.0%
MOBILE MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	3,000	100.0%	3,000	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	2,000	1,000	-50.0%	1,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	7,000	5,000	-28.6%	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%
Totals	9,000	9,000	0.0%	9,000	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	876,571	931,163	6.2%	994,613	6.8%
NON-PERSONNEL TOTAL	149,000	9,000	-94.0%	9,000	0.0%
DEPARTMENT TOTALS	1,025,571	940,163	-8.3%	1,003,613	-2.1%
	6,770	1,003,613	14.9%	1,003,613	0.0%
	1,032,341	941,776	-9.1%	1,007,226	-0.5%
	1,039,111	941,776	-9.1%	1,007,226	-0.5%
	1,045,881	941,776	-9.1%	1,007,226	-0.5%
	1,052,651	941,776	-9.1%	1,007,226	-0.5%
	1,059,421	941,776	-9.1%	1,007,226	-0.5%
	1,066,191	941,776	-9.1%	1,007,226	-0.5%
	1,072,961	941,776	-9.1%	1,007,226	-0.5%
	1,079,731	941,776	-9.1%	1,007,226	-0.5%
	1,086,501	941,776	-9.1%	1,007,226	-0.5%
	1,093,271	941,776	-9.1%	1,007,226	-0.5%
	1,100,041	941,776	-9.1%	1,007,226	-0.5%
	1,106,811	941,776	-9.1%	1,007,226	-0.5%
	1,113,581	941,776	-9.1%	1,007,226	-0.5%
	1,120,351	941,776	-9.1%	1,007,226	-0.5%
	1,127,121	941,776	-9.1%	1,007,226	-0.5%
	1,133,891	941,776	-9.1%	1,007,226	-0.5%
	1,140,661	941,776	-9.1%	1,007,226	-0.5%
	1,147,431	941,776	-9.1%	1,007,226	-0.5%
	1,154,201	941,776	-9.1%	1,007,226	-0.5%
	1,160,971	941,776	-9.1%	1,007,226	-0.5%
	1,167,741	941,776	-9.1%	1,007,226	-0.5%
	1,174,511	941,776	-9.1%	1,007,226	-0.5%
	1,181,281	941,776	-9.1%	1,007,226	-0.5%
	1,188,051	941,776	-9.1%	1,007,226	-0.5%
	1,194,821	941,776	-9.1%	1,007,226	-0.5%
	1,201,591	941,776	-9.1%	1,007,226	-0.5%
	1,208,361	941,776	-9.1%	1,007,226	-0.5%
	1,215,131	941,776	-9.1%	1,007,226	-0.5%
	1,221,901	941,776	-9.1%	1,007,226	-0.5%
	1,228,671	941,776	-9.1%	1,007,226	-0.5%
	1,235,441	941,776	-9.1%	1,007,226	-0.5%
	1,242,211	941,776	-9.1%	1,007,226	-0.5%
	1,248,981	941,776	-9.1%	1,007,226	-0.5%
	1,255,751	941,776	-9.1%	1,007,226	-0.5%
	1,262,521	941,776	-9.1%	1,007,226	-0.5%
	1,269,291	941,776	-9.1%	1,007,226	-0.5%
	1,276,061	941,776	-9.1%	1,007,226	-0.5%
	1,282,831	941,776	-9.1%	1,007,226	-0.5%
	1,289,601	941,776	-9.1%	1,007,226	-0.5%
	1,296,371	941,776	-9.1%	1,007,226	-0.5%
	1,303,141	941,776	-9.1%	1,007,226	-0.5%
	1,309,911	941,776	-9.1%	1,007,226	-0.5%
	1,316,681	941,776	-9.1%	1,007,226	-0.5%
	1,323,451	941,776	-9.1%	1,007,226	-0.5%
	1,330,221	941,776	-9.1%	1,007,226	-0.5%
	1,336,991	941,776	-9.1%	1,007,226	-0.5%
	1,343,761	941,776	-9.1%	1,007,226	-0.5%
	1,350,531	941,776	-9.1%	1,007,226	-0.5%
	1,357,301	941,776	-9.1%	1,007,226	-0.5%
	1,364,071	941,776	-9.1%	1,007,226	-0.5%
	1,370,841	941,776	-9.1%	1,007,226	-0.5%
	1,377,611	941,776	-9.1%	1,007,226	-0.5%
	1,384,381	941,776	-9.1%	1,007,226	-0.5%
	1,391,151	941,776	-9.1%	1,007,226	-0.5%
	1,397,921	941,776	-9.1%	1,007,226	-0.5%
	1,404,691	941,776	-9.1%	1,007,226	-0.5%
	1,411,461	941,776	-9.1%	1,007,226	-0.5%
	1,418,231	941,776	-9.1%	1,007,226	-0.5%
	1,425,001	941,776	-9.1%	1,007,226	-0.5%
	1,431,771	941,776	-9.1%	1,007,226	-0.5%
	1,438,541	941,776	-9.1%	1,007,226	-0.5%
	1,445,311	941,776	-9.1%	1,007,226	-0.5%
	1,452,081	941,776	-9.1%	1,007,226	-0.5%
	1,458,851	941,776	-9.1%	1,007,226	-0.5%
	1,465,621	941,776	-9.1%	1,007,226	-0.5%
	1,472,391	941,776	-9.1%	1,007,226	-0.5%
	1,479,161	941,776	-9.1%	1,007,226	-0.5%
	1,485,931	941,776	-9.1%	1,007,226	-0.5%
	1,492,701	941,776	-9.1%	1,007,226	-0.5%
	1,499,471	941,776	-9.1%	1,007,226	-0.5%
	1,506,241	941,776	-9.1%	1,007,226	-0.5%
	1,513,011	941,776	-9.1%	1,007,226	-0.5%
	1,519,781	941,776	-9.1%	1,007,226	-0.5%
	1,526,551	941,776	-9.1%	1,007,226	-0.5%
	1,533,321	941,776	-9.1%	1,007,226	-0.5%
	1,540,091	941,776	-9.1%	1,007,226	-0.5%
	1,546,861	941,776	-9.1%	1,007,226	-0.5%
	1,553,631	941,776			

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

District Counsel - 1700

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	245,255	256,122	4.4%	271,438	6.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	245,255	256,122	4.4%	271,438	6.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	4,359	4,551	4.4%	4,823	6.0%
502021 Retirement	63,131	70,940	12.4%	79,162	11.6%
502031 Medical Ins	46,132	41,680	-9.7%	45,519	9.2%
502041 Dental Ins	3,035	2,351	-22.6%	2,421	3.0%
502045 Vision Ins	960	960	0.0%	989	3.0%
502051 Life Ins/AD&D	455	455	0.0%	469	3.0%
502060 State Disability Ins (SDI)	2,150	2,247	4.5%	2,398	6.8%
502061 Long Term Disability Ins	1,816	1,883	3.7%	1,972	4.7%
502071 State Unemployment Ins (SUI)	668	709	6.1%	752	6.1%
502081 Worker's Comp Ins	7,522	7,522	0.0%	7,748	3.0%
502101 Holiday Pay	9,250	9,658	4.4%	10,234	6.0%
502103 Floating Holiday	7,456	8,011	7.4%	8,580	7.1%
502109 Sick Leave	13,875	14,487	4.4%	15,351	6.0%
502111 Annual Leave	22,619	23,351	3.2%	24,611	5.4%
502121 Other Paid Absence	2,168	2,264	4.4%	2,399	6.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,032	2,034	0.1%	2,036	0.1%
Totals	187,628	193,103	2.9%	209,464	8.5%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

District Counsel - 1700

ACCOUNT	FINAL	REVISED	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDGET FY17	BUDG FY16 BUDG FY17	BUDGET FY18	BUDG FY17 BUDG FY18
SERVICES							
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	50,000	50,000	0.0%	50,000	0.0%	50,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%	-	0.0%
503033 Legal Services	100,000	100,000	0.0%	100,000	0.0%	100,000	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%
Totals	150,000	150,000	0.0%	150,000	0.0%	150,000	0.0%
MOBILE MATERIALS & SUPPLIES							
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%
Totals	-	-	0.0%	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

District Counsel - 1700

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
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	1,262	1,262	0.0%	1,262	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%
Totals	1,262	1,262	0.0%	1,262	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

District Counsel - 1700

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	12,010	12,010	0.0%	12,010	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	5,000	5,000	0.0%	5,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	5,000	5,000	0.0%	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%
Totals	22,010	22,010	0.0%	22,010	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	432,883	449,224	3.8%	480,902	7.1%
NON-PERSONNEL TOTAL	173,272	173,272	0.0%	173,272	0.0%
DEPARTMENT TOTALS	606,155	622,496	2.7%	654,174	5.1%

3/11/2016

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	142,774	139,585	-2.2%	145,514	4.2%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	142,774	139,585	-2.2%	145,514	4.2%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	2,572	2,521	-2.0%	2,627	4.2%
502021 Retirement	37,250	39,300	5.5%	43,113	9.7%
502031 Medical Ins	40,225	12,682	-68.5%	13,696	8.0%
502041 Dental Ins	2,727	2,532	-7.1%	2,608	3.0%
502045 Vision Ins	640	640	0.0%	660	3.0%
502051 Life Ins/AD&D	338	338	0.0%	348	3.0%
502060 State Disability Ins (SDI)	1,644	1,660	1.0%	1,781	7.3%
502061 Long Term Disability Ins	790	1,280	62.0%	1,335	4.3%
502071 State Unemployment Ins (SUI)	446	473	6.1%	502	6.1%
502081 Worker's Comp Ins	5,012	5,012	0.0%	5,162	3.0%
502101 Holiday Pay	5,458	5,351	-2.0%	5,574	4.2%
502103 Floating Holiday	4,286	4,201	-2.0%	4,286	2.0%
502109 Sick Leave	8,187	8,026	-2.0%	8,361	4.2%
502111 Annual Leave	15,399	15,478	0.5%	16,107	4.1%
502121 Other Paid Absence	1,279	1,254	-2.0%	1,306	4.2%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,005	3,206	59.9%	3,207	0.1%
Totals	128,258	103,954	-18.9%	110,672	6.5%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Risk Management - 1800

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	65,898	7,898	-88.0%	7,898	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	6,396	6,396	0.0%	6,396	0.0%
503034 Pre-Employment Exams	-	600	100.0%	600	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	460,000	495,833	7.8%	505,833	2.0%
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	-	60,000	100.0%	60,000	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%
Totals	532,294	570,727	7.2%	580,727	1.8%
MOBILE MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Risk Management - 1800

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
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	100	100	0.0%	100	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	1,000	1,000	0.0%	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%
Totals	1,600	1,600	0.0%	1,600	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
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%
Totals	150,000	150,000	0.0%	150,000	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Risk Management - 1800

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
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	9,769	4,000	-59.1%	4,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	1,510	3,000	98.7%	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%
Totals	11,779	7,500	-36.3%	7,500	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	271,032	243,539	-10.1%	256,186	5.2%
NON-PERSONNEL TOTAL	695,673	729,827	4.9%	739,827	1.4%
DEPARTMENT TOTALS	966,705	973,366	0.7%	996,013	2.3%

3/11/2016

Risk Mgmt - 1800

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET Purchasing - 1900

ACCOUNT	FINAL	REVISED	% CHANGE		% CHANGE	
	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18	BUDG FY18
LABOR						
501011 Bus Operator Pay	-	-	0.0%	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	0.0%	-	0.0%
501021 Other Salaries	419,261	419,396	0.0%	0.0%	441,185	5.2%
501023 Other OT	1,765	1,765	0.0%	0.0%	1,765	0.0%
Totals	421,026	421,161	0.0%	0.0%	442,950	5.2%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	7,545	7,595	0.7%	0.7%	7,989	5.2%
502021 Retirement	108,899	117,981	8.3%	8.3%	130,710	10.8%
502031 Medical Ins	167,058	187,703	12.4%	12.4%	199,691	6.4%
502041 Dental Ins	11,450	11,111	-3.0%	-3.0%	11,444	3.0%
502045 Vision Ins	2,561	2,561	0.0%	0.0%	2,638	3.0%
502051 Life Ins/AD&D	1,044	1,044	0.0%	0.0%	1,076	3.0%
502060 State Disability Ins (SDI)	4,766	4,941	3.7%	3.7%	5,308	7.4%
502061 Long Term Disability Ins	3,499	4,007	14.5%	14.5%	4,244	5.9%
502071 State Unemployment Ins (SUI)	1,782	1,891	6.1%	6.1%	2,006	6.1%
502081 Worker's Comp Ins	20,059	20,059	0.0%	0.0%	20,661	3.0%
502101 Holiday Pay	15,956	16,063	0.7%	0.7%	16,899	5.2%
502103 Floating Holiday	4,793	4,935	3.0%	3.0%	5,284	7.1%
502109 Sick Leave	23,934	24,094	0.7%	0.7%	25,348	5.2%
502111 Annual Leave	50,881	53,786	5.7%	5.7%	56,526	5.1%
502121 Other Paid Absence	3,740	3,765	0.7%	0.7%	3,961	5.2%
502251 Phys. Exams	-	-	0.0%	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	0.0%	-	0.0%
502999 Other Fringe Benefits	2,169	2,174	0.2%	0.2%	2,180	0.3%
Totals	430,137	463,709	7.8%	7.8%	495,965	7.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET Purchasing - 1900

ACCOUNT	FINAL	REVISED	% CHANGE		% CHANGE	
	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
SERVICES						
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	1,898	1,000	-47.3%	-	1,000	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%
Totals	2,748	1,850	-32.7%		1,850	0.0%
MOBILE MATERIALS & SUPPLIES						
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%
Totals	-	-	0.0%		-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
Purchasing - 1900

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	500	300	-40.0%	300	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	300	100.0%	300	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	2,497	1,500	-39.9%	1,500	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%
Totals	2,997	2,100	-29.9%	2,100	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET Purchasing - 1900

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	315	320	1.6%	320	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	3,747	2,308	-38.4%	2,285	-1.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	2,805	3,250	15.9%	3,250	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%
Totals	6,867	5,878	-14.4%	5,855	-0.4%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	851,163	884,870	4.0%	938,915	6.1%
NON-PERSONNEL TOTAL	12,612	9,828	-22.1%	9,805	-0.2%
DEPARTMENT TOTALS	863,775	894,698	3.6%	948,720	6.0%

3/11/2016

Purchasing - 1900

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
Facilities Maintenance - 2200

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	745,866	741,149	-0.6%	769,574	3.8%
501023 Other OT	41,470	41,470	0.0%	41,470	0.0%
Totals	787,336	782,619	-0.6%	811,044	3.6%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	13,948	13,861	-0.6%	14,365	3.6%
502021 Retirement	193,293	206,666	6.9%	225,912	9.3%
502031 Medical Ins	385,613	393,079	1.9%	419,834	6.8%
502041 Dental Ins	27,394	26,012	-5.0%	26,792	3.0%
502045 Vision Ins	5,442	5,442	0.0%	5,606	3.0%
502051 Life Ins/AD&D	1,992	1,992	0.0%	2,052	3.0%
502060 State Disability Ins (SDI)	8,917	9,127	2.4%	9,743	6.7%
502061 Long Term Disability Ins	6,119	7,160	17.0%	7,573	5.8%
502071 State Unemployment Ins (SUI)	3,787	4,018	6.1%	4,263	6.1%
502081 Worker's Comp Ins	42,625	42,625	0.0%	43,904	3.0%
502101 Holiday Pay	28,321	28,137	-0.7%	29,206	3.8%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	42,482	42,205	-0.7%	43,810	3.8%
502111 Annual Leave	97,134	96,365	-0.8%	99,772	3.5%
502121 Other Paid Absence	6,638	6,595	-0.7%	6,845	3.8%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	464	474	2.0%	488	3.0%
Totals	864,169	883,758	2.3%	940,165	6.4%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET
 Facilities Maintenance - 2200

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	41,550	13,688	-67.1%	13,688	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	33,642	5,468	-83.7%	7,468	36.6%
503162 Uniforms/Laundry	2,200	4,330	96.8%	4,330	0.0%
503171 Security Services	8,500	9,490	11.6%	9,490	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	55,342	48,590	-12.2%	48,590	0.0%
503352 Repair - Equipment	251,811	278,846	10.7%	278,846	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	48,000	40,452	-15.7%	40,452	0.0%
Totals	441,045	400,864	-9.1%	402,864	0.5%
MOBILE MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET
 Facilities Maintenance - 2200

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	7,000	6,005	-14.2%	6,005	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	1,000	2,000	100.0%	2,000	0.0%
504315 Safety Supplies	6,191	6,220	0.5%	6,220	0.0%
504317 Cleaning Supplies	48,560	47,600	-2.0%	47,600	0.0%
504409 Repair/Maint Supplies	117,000	114,983	-1.7%	114,983	0.0%
504417 Tenant Repairs	10,000	9,000	-10.0%	9,000	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	1,236	1,236	0.0%	1,236	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
Totals	190,987	187,044	-2.1%	187,044	0.0%
UTILITIES					
505011 Gas & Electric	258,200	285,000	10.4%	285,000	0.0%
505021 Water & Garbage	105,800	140,840	33.1%	140,840	0.0%
505031 Telecommunications	68,000	83,808	23.2%	83,808	0.0%
Totals	432,000	509,648	18.0%	509,648	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	12,201	16,796	37.7%	16,796	0.0%
507999 Other Taxes	15,548	14,400	-7.4%	14,400	0.0%
Totals	27,749	31,196	12.4%	31,196	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
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	3,000	3,000	0.0%	3,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	500	100.0%	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%
Totals	3,000	3,500	16.7%	3,500	0.0%
LEASES & RENTALS					
512011 Facility Lease	5,000	5,000	0.0%	5,000	0.0%
512061 Equipment Rental	6,700	6,125	-8.6%	6,125	0.0%
Totals	11,700	11,125	-4.9%	11,125	0.0%
PERSONNEL TOTAL	1,651,505	1,666,378	0.9%	1,751,209	5.1%
NON-PERSONNEL TOTAL	1,106,481	1,143,377	3.3%	1,145,377	0.2%
DEPARTMENT TOTALS	2,757,986	2,809,755	1.9%	2,896,586	3.1%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	1,096,922	1,092,807	-0.4%	1,128,606	3.3%
501013 Bus Operator OT	156,250	156,289	0.0%	156,289	0.0%
501021 Other Salaries	913,289	903,998	-1.0%	933,341	3.2%
501023 Other OT	80,000	80,000	0.0%	80,000	0.0%
Totals	2,246,461	2,233,095	-0.6%	2,298,237	2.9%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	38,632	38,518	-0.3%	39,669	3.0%
502021 Retirement	509,885	546,952	7.3%	594,880	8.8%
502031 Medical Ins	1,067,336	1,132,956	6.1%	1,229,989	8.6%
502041 Dental Ins	63,204	58,868	-6.9%	60,634	3.0%
502045 Vision Ins	16,327	16,327	0.0%	16,817	3.0%
502051 Life Ins/AD&D	6,131	6,131	0.0%	6,315	3.0%
502060 State Disability Ins (SDI)	24,609	25,325	2.9%	26,877	6.1%
502061 Long Term Disability Ins	16,463	16,930	2.8%	17,989	6.3%
502071 State Unemployment Ins (SUI)	11,362	12,054	6.1%	12,788	6.1%
502081 Worker's Comp Ins	121,607	121,607	0.0%	125,256	3.0%
502101 Holiday Pay	73,899	73,656	-0.3%	76,098	3.3%
502103 Floating Holiday	8,149	8,161	0.2%	8,509	4.3%
502109 Sick Leave	114,820	114,446	-0.3%	118,240	3.3%
502111 Annual Leave	203,626	209,810	3.0%	216,865	3.4%
502121 Other Paid Absence	17,320	17,263	-0.3%	17,835	3.3%
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	5,293	5,321	0.5%	5,364	0.8%
Totals	2,302,908	2,408,570	4.6%	2,578,368	7.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Paratransit - 3100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	3,474	3,474	0.0%	3,474	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	1,000	1,000	0.0%	1,000	0.0%
503162 Uniforms/Laundry	2,164	1,000	-53.8%	1,000	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	3,737	4,000	7.0%	3,000	-25.0%
503353 Repair - Rev Vehicle	2,233	1,500	-32.8%	1,500	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	12,608	10,974	-13.0%	9,974	-9.1%
MOBILE MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	3,500	5,000	42.9%	3,500	-30.0%
504214 Promotional Items	200	200	0.0%	200	0.0%
504215 Printing	3,221	3,200	-0.7%	3,200	0.0%
504217 Photo Supp/Process	1,219	1,000	-18.0%	1,000	0.0%
504311 Office Supplies	5,500	5,500	0.0%	3,000	-45.5%
504315 Safety Supplies	120	120	0.0%	120	0.0%
504317 Cleaning Supplies	420	500	19.0%	500	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%
Totals	14,180	15,520	9.4%	11,520	-25.8%
UTILITIES					
505011 Gas & Electric	11,000	12,000	9.1%	12,000	0.0%
505021 Water & Garbage	5,200	6,400	23.1%	6,400	0.0%
505031 Telecommunications	10,800	9,600	-11.1%	9,600	0.0%
Totals	27,000	28,000	3.7%	28,000	0.0%
CASUALTY & LIABILITY					
506011 Insurance - Property	167	167	0.0%	167	0.0%
506015 Insurance - PL/PD	100,457	127,944	27.4%	140,738	10.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
Totals	100,624	128,111	27.3%	140,905	10.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Paratransit - 3100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	200,000	150,000	-25.0%	150,000	0.0%
Totals	200,000	150,000	-25.0%	150,000	0.0%
MISC EXPENSE					
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	3,750	2,700	-28.0%	2,700	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	6,880	4,925	-28.4%	4,925	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%
Totals	10,630	7,625	-28.3%	7,625	0.0%
LEASES & RENTALS					
512011 Facility Lease	167,622	173,650	3.6%	173,650	0.0%
512061 Equipment Rental	4,044	4,044	0.0%	4,044	0.0%
Totals	171,666	177,694	3.5%	177,694	0.0%
PERSONNEL TOTAL	4,549,369	4,641,664	2.0%	4,876,605	5.1%
NON-PERSONNEL TOTAL	536,708	517,924	-3.5%	525,718	1.5%
DEPARTMENT TOTALS	5,086,077	5,159,588	1.4%	5,402,323	4.7%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Operations - 3200

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	1,091,752	1,075,243	-1.5%	1,122,071	4.4%
501023 Other OT	220,000	199,838	-9.2%	220,000	10.1%
Totals	1,311,752	1,275,081	-2.8%	1,342,071	5.3%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	23,088	22,458	-2.7%	23,602	5.1%
502021 Retirement	288,183	304,870	5.8%	335,033	9.9%
502031 Medical Ins	391,045	418,282	7.0%	412,762	-1.3%
502041 Dental Ins	27,386	24,646	-10.0%	23,195	-5.9%
502045 Vision Ins	5,763	5,763	0.0%	5,606	-2.7%
502051 Life Ins/AD&D	2,316	2,316	0.0%	2,158	-6.8%
502060 State Disability Ins (SDI)	14,640	14,674	0.2%	15,828	7.9%
502061 Long Term Disability Ins	6,858	9,116	32.9%	9,527	4.5%
502071 State Unemployment Ins (SUI)	4,010	4,254	6.1%	4,012	-5.7%
502081 Worker's Comp Ins	45,133	45,133	0.0%	46,487	3.0%
502101 Holiday Pay	41,972	41,254	-1.7%	43,061	4.4%
502103 Floating Holiday	7,750	7,814	0.8%	8,371	7.1%
502109 Sick Leave	62,958	61,882	-1.7%	64,592	4.4%
502111 Annual Leave	158,032	153,122	-3.1%	159,515	4.2%
502121 Other Paid Absence	9,837	9,669	-1.7%	10,092	4.4%
502251 Phys. Exams	530	530	0.0%	530	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,392	4,402	0.2%	2,438	-44.6%
Totals	1,093,893	1,130,186	3.3%	1,166,809	3.2%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Operations - 3200

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE	
			BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
SERVICES						
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%
503031 Prof/Technical Fees	4,000	500	-87.5%		500	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%
503033 Legal Services	-	200	100.0%		200	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	654	600	-8.3%		600	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	937	1,000	6.7%		1,000	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%
Totals	5,591	2,300	-58.9%		2,300	0.0%
MOBILE MATERIALS & SUPPLIES						
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%
Totals	-	-	0.0%		-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Operations - 3200

ACCOUNT	FINAL	REVISED	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDGET FY17	BUDG FY16 BUDG FY17	BUDGET FY18	BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	210	300	42.9%	300	42.9%	300	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	365	3,500	858.9%	3,500	858.9%	3,500	0.0%
504217 Photo Supp/Process	600	400	-33.3%	400	-33.3%	400	0.0%
504311 Office Supplies	10,252	10,000	-2.5%	10,000	-2.5%	10,000	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%
Totals	11,427	14,200	24.3%	14,200	24.3%	14,200	0.0%
UTILITIES							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	13,189	16,500	25.1%	16,500	25.1%	16,800	1.8%
Totals	13,189	16,500	25.1%	16,500	25.1%	16,800	1.8%
CASUALTY & LIABILITY							
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%
Totals	-	-	0.0%	-	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Operations - 3200

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
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	2,000	6,000	200.0%	6,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	5,000	5,000	0.0%	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%
Totals	7,000	11,000	57.1%	11,000	0.0%
LEASES & RENTALS					
512011 Facility Lease	22,700	22,700	0.0%	23,400	3.1%
512061 Equipment Rental	5,370	500	-90.7%	500	0.0%
Totals	28,070	23,200	-17.3%	23,900	3.0%
PERSONNEL TOTAL					
	2,405,645	2,405,266	0.0%	2,508,881	4.3%
NON-PERSONNEL TOTAL					
	65,277	67,200	2.9%	68,200	1.5%
DEPARTMENT TOTALS					
	2,470,922	2,472,466	0.1%	2,577,081	4.2%

3/11/2016

Operations - 3200

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	8,453,443	8,241,944	-2.5%	8,594,870	4.3%
501013 Bus Operator OT	1,748,524	1,748,524	0.0%	1,783,494	2.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
Totals	10,201,967	9,990,468	-2.1%	10,378,364	3.9%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	173,831	170,711	-1.8%	177,347	3.9%
502021 Retirement	2,150,366	2,265,565	5.4%	2,486,467	9.8%
502031 Medical Ins	3,234,315	3,484,235	7.7%	3,736,529	7.2%
502041 Dental Ins	219,467	208,129	-5.2%	214,373	3.0%
502045 Vision Ins	52,183	52,183	0.0%	53,748	3.0%
502051 Life Ins/AD&D	19,047	19,047	0.0%	19,619	3.0%
502060 State Disability Ins (SDI)	111,132	112,411	1.2%	120,285	7.0%
502061 Long Term Disability Ins	73,134	74,728	2.2%	78,910	5.6%
502071 State Unemployment Ins (SUI)	36,315	38,526	6.1%	40,872	6.1%
502081 Worker's Comp Ins	408,702	408,702	0.0%	420,963	3.0%
502101 Holiday Pay	312,573	305,951	-2.1%	318,957	4.3%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	488,395	478,048	-2.1%	498,371	4.3%
502111 Annual Leave	871,389	887,104	1.8%	918,772	3.6%
502121 Other Paid Absence	114,040	111,576	-2.2%	116,370	4.3%
502251 Phys. Exams	8,487	8,487	0.0%	8,487	0.0%
502253 Driver Lic Renewal	3,183	3,183	0.0%	3,183	0.0%
502999 Other Fringe Benefits	6,852	6,941	1.3%	7,078	2.0%
Totals	8,283,411	8,635,528	4.3%	9,220,331	6.8%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE	
			BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
SERVICES						
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	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	2,500	2,500	0.0%	0.0%	2,500	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%
Totals	2,500	2,500	0.0%	0.0%	2,500	0.0%
MOBILE MATERIALS & SUPPLIES						
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%
Totals	-	-	0.0%	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Bus Operators - 3300

ACCOUNT	FINAL	REVISED	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	
OTHER MATERIALS & SUPPLIES							
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%
Totals	-	-	0.0%	-	0.0%	-	0.0%
UTILITIES							
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%
Totals	-	-	0.0%	-	0.0%	-	0.0%
CASUALTY & LIABILITY							
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%
Totals	-	-	0.0%	-	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Bus Operators - 3300

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	200	200	0.0%	200	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%
Totals	200	200	0.0%	200	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	18,485,378	18,625,996	0.8%	19,598,696	5.2%
NON-PERSONNEL TOTAL	2,700	2,700	0.0%	2,700	0.0%
DEPARTMENT TOTALS	18,488,078	18,628,696	0.8%	19,601,396	5.2%

3/11/2016

Operators - 3300

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
Fleet Maintenance - 4100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	2,139,575	2,120,855	-0.9%	2,197,991	3.6%
501023 Other OT	125,783	125,000	-0.6%	125,000	0.0%
Totals	2,265,358	2,245,855	-0.9%	2,322,991	3.4%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	40,331	39,923	-1.0%	41,295	3.4%
502021 Retirement	557,689	594,002	6.5%	648,057	9.1%
502031 Medical Ins	876,878	943,442	7.6%	1,016,822	7.8%
502041 Dental Ins	59,265	57,446	-3.1%	59,169	3.0%
502045 Vision Ins	12,806	12,806	0.0%	13,190	3.0%
502051 Life Ins/AD&D	4,687	4,687	0.0%	4,827	3.0%
502060 State Disability Ins (SDI)	25,498	25,987	1.9%	27,704	6.6%
502061 Long Term Disability Ins	17,680	18,871	6.7%	19,655	4.2%
502071 State Unemployment Ins (SUI)	8,912	9,454	6.1%	10,281	8.7%
502081 Worker's Comp Ins	110,327	110,327	0.0%	113,637	3.0%
502101 Holiday Pay	81,713	80,872	-1.0%	83,782	3.6%
502103 Floating Holiday	5,589	5,753	2.9%	5,868	2.0%
502109 Sick Leave	122,569	121,308	-1.0%	125,674	3.6%
502111 Annual Leave	287,064	280,589	-2.3%	289,977	3.3%
502121 Other Paid Absence	19,151	18,954	-1.0%	19,637	3.6%
502251 Phys. Exams	1,910	1,910	0.0%	1,910	0.0%
502253 Driver Lic Renewal	412	412	0.0%	412	0.0%
502999 Other Fringe Benefits	6,043	3,064	-49.3%	3,098	1.1%
Totals	2,238,523	2,329,808	4.1%	2,484,995	6.7%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
SERVICES					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	500	-	-100.0%	-	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	20,000	15,000	-25.0%	15,000	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	36,000	34,505	-4.2%	34,505	0.0%
503353 Repair - Rev Vehicle	325,000	300,000	-7.7%	300,000	0.0%
503354 Repair - Non Rev Vehicle	30,000	30,000	0.0%	30,000	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
Totals	411,500	379,505	-7.8%	379,505	0.0%
MOBILE MATERIALS & SUPPLIES					
504011 Fuels & Lubricants - Non Rev Veh	84,952	90,000	5.9%	90,000	0.0%
504012 Fuels & Lubricants - Rev Veh	2,400,000	2,000,000	-16.7%	2,000,000	0.0%
504021 Tires & Tubes	272,023	300,000	10.3%	300,000	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	986,544	900,000	-8.8%	900,000	0.0%
Totals	3,743,519	3,290,000	-12.1%	3,290,000	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
Fleet Maintenance - 4100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
504205 Freight Out	136	136	0.0%	136	0.0%
504211 Postage & Mailing	-	250	100.0%	250	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	364	500	37.4%	500	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	3,000	1,500	-50.0%	1,500	0.0%
504315 Safety Supplies	14,728	9,520	-35.4%	9,520	0.0%
504317 Cleaning Supplies	5,500	5,730	4.2%	5,730	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	20,000	39,730	98.7%	39,730	0.0%
504511 Small Tools	3,033	6,500	114.3%	3,000	-53.8%
504515 Employee Tool Replacement	783	2,180	178.4%	2,180	0.0%
Totals	47,544	66,046	38.9%	62,546	-5.3%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	53,000	50,526	-4.7%	50,526	0.0%
Totals	53,000	50,526	-4.7%	50,526	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET Fleet Maintenance - 4100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	15,000	14,280	-4.8%	14,280	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	15,000	14,280	-4.8%	14,280	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
509011 Dues/Subscriptions	4,700	3,900	-17.0%	3,900	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	2,500	16,152	546.1%	16,152	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	4,300	10,000	132.6%	10,000	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%
Totals	11,500	30,052	161.3%	30,052	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	1,600	225	-85.9%	225	0.0%
Totals	1,600	225	-85.9%	225	0.0%
PERSONNEL TOTAL	4,503,881	4,575,662	1.6%	4,807,986	5.1%
NON-PERSONNEL TOTAL	4,283,663	3,830,634	-10.6%	3,827,134	-0.1%
DEPARTMENT TOTALS	8,787,544	8,406,296	-4.3%	8,635,120	2.7%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Capital Funded Labor - 5100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE	
			BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
LABOR						
501011 Bus Operator Pay	-	-	0.0%	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	0.0%	-	0.0%
Totals						
	-	-	0.0%	0.0%	-	0.0%
FRINGE BENEFITS						
502011 Medicare/Soc. Sec.	-	-	0.0%	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	0.0%	-	0.0%
Totals						
	-	-	0.0%	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Capital Funded Labor - 5100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE	
			BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
SERVICES						
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	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	-	-	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%
Totals	-	-	0.0%	0.0%	-	0.0%
MOBILE MATERIALS & SUPPLIES						
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%
Totals	-	-	0.0%	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Capital Funded Labor - 5100

ACCOUNT	FINAL	REVISED	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDGET FY18	BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES							
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%
Totals	-	-	0.0%	-	0.0%	-	0.0%
UTILITIES							
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%
Totals	-	-	0.0%	-	0.0%	-	0.0%
CASUALTY & LIABILITY							
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%
Totals	-	-	0.0%	-	0.0%	-	0.0%

Capital Labor- 5100

3/11/2016

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Capital Funded Labor - 5100

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
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	-	-	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%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS					
	-	-	0.0%	-	0.0%
	-	-	0.0%	-	0.0%
	-	-	0.0%	-	0.0%

3/11/2016

Capital Labor- 5100

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY17 & FY18 PRELIMINARY OPERATING BUDGET**
 COBRA Benefits - 9001

ACCOUNT	FINAL	REVISED	% CHANGE	% CHANGE
	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDG FY17 BUDG FY18
LABOR				
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%
Totals	-	-	0.0%	0.0%
FRINGE BENEFITS				
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%
Totals	-	-	0.0%	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET COBRA Benefits - 9001

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE		% CHANGE	
			BUDG FY16	BUDG FY17	BUDG FY17	BUDG FY18
SERVICES						
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	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	-	-	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%
Totals	-	-	0.0%	0.0%	-	0.0%
MOBILE MATERIALS & SUPPLIES						
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%
Totals	-	-	0.0%	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
COBRA Benefits - 9001

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

COBRA Benefits - 9001

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
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	-	-	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%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS					
	-	-	0.0%	-	0.0%

3/11/2016

COBRA- 9001

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
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%
Totals	-	-	0.0%	-	0.0%
FRINGE BENEFITS					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	2,699,107	2,928,918	8.5%	3,163,232	8.0%
502041 Dental Ins	88,391	69,002	-21.9%	71,072	3.0%
502045 Vision Ins	20,847	20,490	-1.7%	21,105	3.0%
502051 Life Ins/AD&D	6,545	6,525	-0.3%	6,721	3.0%
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	5,796	6,341	9.4%	6,848	8.0%
Totals	2,820,685	3,031,276	7.5%	3,268,978	7.8%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET

Retired Employee Benefits - 9005

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
SERVICES					
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	-	-	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%
Totals	-	-	0.0%	-	0.0%
MOBILE MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
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	-	-	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%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL	2,820,685	3,031,276	7.5%	3,268,978	7.8%
NON-PERSONNEL TOTAL	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS	<u>2,820,685</u>	<u>3,031,276</u>	<u>7.5%</u>	<u>3,268,978</u>	<u>7.8%</u>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
SCCIC - 700

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
LABOR					
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%
Totals	-	-	0.0%	-	0.0%
FRINGE BENEFITS					
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%
Totals	-	-	0.0%	-	0.0%

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY17 & FY18 PRELIMINARY OPERATING BUDGET SCCIC - 700

ACCOUNT	FINAL	REVISED	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY16 June 2015	BUDGET FY17	BUDG FY16 BUDG FY17	BUDGET FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18	BUDG FY17 BUDG FY18
SERVICES							
503011 Accting/Audit Fees	250	250	0.0%	250	0.0%	250	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%	-	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	-	-	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%
Totals	250	250	0.0%	250	0.0%	250	0.0%
MOBILE MATERIALS & SUPPLIES							
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%
Totals	-	-	0.0%	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
SCCIC - 700

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
OTHER MATERIALS & SUPPLIES					
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%
Totals	-	-	0.0%	-	0.0%
UTILITIES					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
CASUALTY & LIABILITY					
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%
Totals	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY17 & FY18 PRELIMINARY OPERATING BUDGET**
SCCIC - 700

ACCOUNT	FINAL BUDGET FY16 June 2015	REVISED BUDGET FY17	% CHANGE BUDG FY16 BUDG FY17	BUDGET FY18	% CHANGE BUDG FY17 BUDG FY18
TAXES					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PURCHASED TRANS.					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
MISC EXPENSE					
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	-	-	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%
Totals	-	-	0.0%	-	0.0%
LEASES & RENTALS					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
PERSONNEL TOTAL					
	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL					
	250	250	0.0%	250	0.0%
DEPARTMENT TOTALS					
	250	250	0.0%	250	0.0%

Attachment B

9-10B.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT PRELIMINARY FY17 CAPITAL BUDGET AS OF MARCH 25, 2016

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	UNRESTRICTED FY17 FTA STIC (1/5) + EXTRA (5/6 Perf Watsonville)	RESTRICTED - PTMISEA (1B) PLACEHOLDER	RESTRICTED - CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED - STIP	RESTRICTED - CAPITAL STA	UNRESTRICTED FY17 STA (1/5)	TOTAL
Estimated Cash Balance on Hand (if applicable)	N/A	\$ 480,000	\$ -	\$ 5,949,126	\$ 1,090,000	N/A	\$ 165,000	\$ -	\$ 370,000
Amount Available	\$ 891,740	\$ -	\$ 1,095,612			\$ 247,950			
Construction Related Projects									
1 Metrobase Project - Judy K. Souza - Operations Bldg.	\$ -	\$ 460,000		\$ 545,000	\$ 445,000	\$ -	\$ -		\$ 2,870,000
2 Transit Security Projects			\$ 300,000		\$ 630,000				\$ 630,000
3 River Street Overflow Parking Lot (1211, 1217)									\$ 300,000
4 Pacific Station/Metro Center - Conceptual Design / MOU	\$ 182,154							\$ 45,538	\$ 227,692
5 Fire Egress (Design, Eng., Bid Docs. only)							\$ 36,665		\$ 36,665
Subtotal	\$ 182,154	\$ 460,000	\$ 300,000	\$ 545,000	\$ 1,075,000	\$ -	\$ 36,665	\$ 45,538	\$ 4,064,357
IT Projects									
6 Bus Automatic Vehicle Locator (AVL)									
7 Financial Management Software Replacement			\$ 215,000	\$ 2,000,000					\$ 2,000,000
8 IT Backup System			\$ 20,000				\$ 35,000		\$ 250,000
9 Offsite Servers			\$ 15,000						\$ 20,000
Subtotal	\$ -	\$ -	\$ 250,000	\$ 2,000,000	\$ -	\$ -	\$ 35,000	\$ -	\$ 2,285,000
Facilities Repair & Improvements									
10 Capital Upgrade of Existing Transit Facilities			\$ 50,000						\$ 50,000
11 Administration Remodel			\$ 50,000						\$ 50,000
12 Maintenance Bldg. Structural Upgrade (per Alex 2/10)	\$ 7,638		\$ 1,910						\$ 9,548
13 Relocate Mechanics Sink-Golf Club (FTA 5339)-ON HOLD	\$ 6,400		\$ 1,600						\$ 8,000
14 Upgrade Exhaust Evac.-Golf Club (FTA 5339)-ON HOLD	\$ 14,038		\$ 153,510						\$ 167,548
Subtotal	\$ -	\$ -	\$ 153,510	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167,548
Revenue Vehicle Replacement & Campaigns									
25 Paracruz Van Replacements (4)			\$ 86,250						\$ 334,200
26 Mid-Life Bus Engine Overhaul (6) (FTA 5339)-ON HOLD	\$ 189,666		\$ 47,416			\$ 247,950			\$ 237,082
27 Bus Repaint Campaign (56) (FTA 5339)-ON HOLD	\$ 162,539							\$ 40,635	\$ 203,174
28 Mid-Life Bus Engine Overhauls			\$ 188,000						\$ 188,000
29 FTA Section 5310-(1) Paratransit Vehicle (TBD)	\$ 50,400		\$ 12,600						\$ 63,000
Subtotal	\$ 402,605	\$ -	\$ 334,266	\$ -	\$ -	\$ 247,950	\$ -	\$ 40,635	\$ 1,025,456
Non-Revenue Vehicle Replacement									
30 Replace 11 Non-Revenue Vehicles (FTA 5339)-ON HOLD	\$ 171,023							\$ 42,756	\$ 213,779
31 Replace High Lift Bucket Truck (FTA 5339)-ON HOLD	\$ 75,318		\$ 18,830						\$ 94,148
32 Propane Fueled Tow Motor (FTA 5339)-ON HOLD	\$ 46,602		\$ 11,651						\$ 58,253
Subtotal	\$ 292,943	\$ -	\$ 30,481	\$ -	\$ -	\$ -	\$ -	\$ 42,756	\$ 366,180
Fleet & Maint Equipment									
33 None at this time	\$ -								\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Equipment									
34 None at this time	\$ -								\$ -
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc.									
TVM Audible Improvements - Firmware, Braille Placards, and Key Pads			\$ 14,137						\$ 14,137
Subtotal	\$ -	\$ -	\$ 14,137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,137
TOTAL CAPITAL PROJECTS	\$ 891,740	\$ 460,000	\$ 1,082,394	\$ 1,420,000	\$ 1,075,000	\$ 247,950	\$ 71,665	\$ 128,929	\$ 7,922,678

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT PRELIMINARY FY17 CAPITAL BUDGET

AS OF MARCH 25, 2016

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED - SAKATALAW SUIT PROCEEDS	UNRESTRICTED FY17 FTASTIC (1/5) + EXTRA (5/6 Perf Thresholds Watsonville)	RESTRICTED - PTMISEA (1B) - PACIFIC STATION PLACEHOLDER	RESTRICTED - CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED - STIP	RESTRICTED - CAPITAL STA	UNRESTRICTED FY17 STA (1/5)	TOTAL
CAPITAL PROGRAM FUNDING									
Federal Sources of Funds:									
Federal Grants (FTA)	\$ 891,740								\$ 891,740
Sakata / Lawsuit Proceeds		\$ 460,000							\$ 460,000
FTA Section 5307 - STIC - (Meet 5/6 Perf. Thresholds)									-
FTA Section 5307 - STIC - (1/5 of FY17 Allocation)			\$ 1,082,394						\$ 1,082,394
State Sources of Funds:									
PTMISEA (1B)			\$ 1,420,000	\$ 2,545,000	\$ 1,075,000				\$ 3,965,000
Cal-OES Prop 1B Transit Security Grant Funds (CTSGP)									\$ 1,075,000
Statewide Transportation Improvement Program (STIP)						\$ 247,950			\$ 247,950
Capital Restricted - State Transit Assistance (STA)							\$ 71,665		\$ 71,665
State Transit Assistance (STA) - (1/5 of FY17 Allocation)								\$ 128,929	\$ 128,929
Local Sources of Funds:									
Operating and Capital Reserve Fund									-
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 891,740	\$ 460,000	\$ 1,082,394	\$ 1,420,000	\$ 1,075,000	\$ 247,950	\$ 71,665	\$ 128,929	\$ 7,922,678
Restricted Funds	\$ 891,740	\$ 460,000		\$ 1,420,000	\$ 1,075,000	\$ 247,950	\$ 71,665		\$ 6,711,355
Unrestricted Funds			\$ 1,082,394					\$ 128,929	\$ 1,211,323
TOTAL CAPITAL FUNDING	\$ 891,740	\$ 460,000	\$ 1,082,394	\$ 1,420,000	\$ 1,075,000	\$ 247,950	\$ 71,665	\$ 128,929	\$ 7,922,678
* All FTA 5339 funded projects are currently on hold - with the exception of four (4) projects with pre-award authority. It is expected that the grant will be awarded in February 2016 or later.									

9-10B.2



DATE: March 25, 2016
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY16 REVISED
CAPITAL BUDGET**

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution approving the FY16 Revised Capital Budget, as presented in Attachment B

II. SUMMARY

- The Board of Directors adopted the FY16 Capital Budget on June 26, 2015.
- 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 of Directors must adopt an Operating and Capital Budget by June 30th each year. The Board adopted the FY16 & FY17 Operating and FY16 Capital Budget on June 26, 2015.

This will be the second revision to the FY16 Capital Budget since it was adopted.

Staff requests that the Board adopt a resolution (Attachment A) to approve the Revised FY16 Capital Budget (Attachment B)

A Reconciliation by Project as of December 11, 2015 (Attachment C) is provided; this reconciles the (current) FY16 Revised Capital Budget against the (original) Final FY16 Capital Budget adopted on June 26, 2015.

This revision adds one (1) capital project.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The original FY16 Capital Budget adopted June 26, 2015 totals \$13,248,387.

- Revision 1 – October 23, 2015 - the first revision primarily adjusted the capital projects for spending through the end of FY15, and detailed the list of projects funded with FTA Section 5339 funding (\$956,023) that were presented as a placeholder in June. This revision was a net decrease of \$974,196, for a revised FY16 Capital Budget balance of \$12,274,192.
- Revision 2 – December 11, 2015 – this revision adds two (2) capital projects; Two (2) Bus Shelters funded by the contractor of the Lexington Hotel in Scotts Valley, and a UPS and Extended Battery, funded with money in the Security department operating budget that will be held aside and not spent - to offset this unbudgeted emergency replacement. This revision will be a net increase of \$26,311, for a revised FY16 Capital Budget balance of \$12,300,503.
- Revision 3 – March 25, 2016 – this revision adds one (1) capital project; Loaner Laptop – General Use funded by the Operating and Capital Reserve Fund. This revision is a net increase of \$1,026, for a revised FY16 Capital Budget balance of \$12,301,528.

The Reconciliation by Project as of March 25, 2016 (Attachment C) lists the detail of all changes by project since adoption on June 26, 2015. The year to date change is a net decrease of \$946,860.

V. ALTERNATIVES CONSIDERED

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

VI. ATTACHMENTS

- Attachment A:** FY16 Capital Budget Resolution
- Attachment B:** FY16 Capital Budget as of March 25, 2016
- Attachment C:** FY16 Capital Budget – Reconciliation by Project as of March 25, 2016

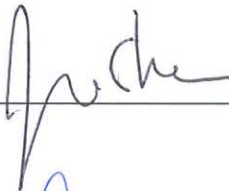
Prepared By: Debbie Kinslow, Assistant Finance Manager

VII. APPROVALS:

Angela Aitken, Finance Manager



Approved as to form:
Leslyn K. Syren, District Counsel

 for LS
3/16/16

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 FY16 CAPITAL BUDGET

WHEREAS, the Board of Directors approved the FY16 Capital Budget on June 26, 2015; and it is necessary to revise the adopted FY16 Capital Budget of the Santa Cruz Metropolitan Transit District to provide for revisions in the capital budget.

NOW, THEREFORE, BE IT RESOLVED, the FY16 Capital Budget is hereby amended per Attachment B to this resolution.

PASSED AND ADOPTED this 25th day of March 2016, by the following vote:

AYES: Directors -
NOES: Directors -
ABSENT: Directors -
ABSTAIN: Directors -

Approved _____
MIKE ROTKIN
Board Chair

ATTEST _____
ALEX CLIFFORD,
CEO, General Manager

APPROVED AS TO FORM:

LESLYN SYREN
District Counsel

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Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY16 CAPITAL BUDGET AS OF MARCH 25, 2016

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - PTMISEA (1B)	RESTRICTED SLPP	RESTRICTED - CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED - STIP	RESTRICTED - CAPITAL STA	SALES TAX MATCH - SLPP - (BACKFILL W/STA)	OPERATING / CAPITAL RESERVES - CARRYOVER FROM FY15	OPERATING / CAPITAL RESERVES - NEW FOR FY16	TOTAL
Construction Related Projects											
1 Metrobase Project - Judy K.Souza - Operations Bldg. w/ City of SC	\$ 148,452	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 646,033	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ 9,781,033
2 Transit Security Projects					\$ 164,882				\$ 37,113		\$ 185,565
3 Fire Egress									\$ 48,000		\$ 48,000
4 Subtotal	\$ 148,452	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 810,915	\$ -	\$ -	\$ 1,000,000	\$ 85,113	\$ -	\$ 10,217,155
IT Projects											
6 Finance Software Replacement (Partial Funding ~ 50%)									\$ 90,000		\$ 125,000
7 HR Software Upgrade									\$ 35,629		\$ 35,629
8 Mainstar Advanced Query Module											\$ 5,500
9 Loaner Laptop - General Use										\$ 1,025	\$ 1,025
10 Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,500	\$ -	\$ 125,629	\$ 1,025	\$ 167,154
Facilities Repair & Improvements											
10 Upgrade L/CNG Fueling Facility									\$ 130,000		\$ 130,000
11 Rebuild Roof-110 Vernon (FTA 5339)	\$ 100,000								\$ 25,000		\$ 125,000
12 Repair Watsonville Transit Center (FTA 5339)	\$ 85,632								\$ 21,408		\$ 107,040
13 Bus Stop Repairs / Improvements	\$ 60,000						\$ 84,065		\$ 16,934		\$ 100,999
14 Reseal, Resurface Parking Lots (FTA 5339)									\$ 15,000		\$ 15,000
15 12 Bus Shelters in SV (Lexington Hotel)	\$ 12,000								\$ 23,821		\$ 35,821
16 Repair Roof at Pacific Station (FTA 5339)	\$ 7,638								\$ 3,000		\$ 10,638
17 Relocate Mechanics Sink-Golf Club (FTA 5339)	\$ 6,400								\$ 1,910		\$ 8,310
18 Upgrade Exhaust Evacuation-Golf Club (FTA 5339)	\$ 271,670						\$ 84,065		\$ 146,934		\$ 492,669
19 Subtotal	\$ 402,605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,065	\$ -	\$ 247,950	\$ 60,907	\$ 734,527
Revenue Vehicle Replacement & Campaigns											
19 Paracruz Van Replacements (4)									\$ 86,250		\$ 86,250
20 Mid-Life Bus Engine Overhaul (6) (FTA 5339)	\$ 189,666								\$ 39,744		\$ 229,410
21 Bus Repair Campaign (56) (FTA 5339)	\$ 162,539								\$ 40,635		\$ 203,174
22 FTA Section 5310-(1) Paratransit Vehicle TBD	\$ 50,400								\$ 12,600		\$ 63,000
23 State of Good Repair # 2-Tooling, Diagnostic Equipment									\$ 1,250		\$ 1,250
24 Subtotal	\$ 402,605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,065	\$ -	\$ 127,244	\$ 60,907	\$ 674,821
Non-Revenue Vehicle Replacement											
24 Replacement Non-Revenue Vehicles (11) (FTA 5339)	\$ 171,023								\$ 42,756		\$ 213,779
25 Replace High Lift Bucket Truck (FTA 5339)	\$ 75,318								\$ 18,830		\$ 94,148
26 Propane Fueled Tow Motor (for buses) (FTA 5339)	\$ 46,602								\$ 11,651		\$ 58,253
27 Subtotal	\$ 292,943	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,237	\$ -	\$ 366,180
Fleet & Maint Equipment											
27 None at this time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28 Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Equipment											
28 Office Furniture Ergonomic & Distressed Furniture (STA)											\$ 26,700
29 Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,700	\$ -	\$ -	\$ -	\$ 26,700
29 Ticket Vending Machine-SLV											\$ 63,735
30 TVM Audible Improvements - Firmware, Braille Placards, and Key Pads											\$ 25,000
31 UPS and Extended Battery for Video Surveillance											\$ 2,490
32 Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,735	\$ 2,490	\$ 91,225
TOTAL CAPITAL PROJECTS	\$ 1,115,670	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 810,915	\$ 247,950	\$ 188,940	\$ 1,000,000	\$ 646,892	\$ 156,161	\$ 12,301,528

9-110-1

Attachment B

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY16 CAPITAL BUDGET
AS OF MARCH 25, 2016**

PROJECT/ACTIVITY	RESTRICTED FEDERAL FUNDS	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - PTMISEA (1B)	RESTRICTED SLPP	RESTRICTED - CAL-OES PROP 1B - TRANSIT SECURITY	RESTRICTED - STIP	RESTRICTED - CAPITAL STA	SALES TAX MATCH - SLPP - (BACKFILL W/STA)	OPERATING / CAPITAL RESERVES - CARRYOVER FROM FY15	OPERATING / CAPITAL RESERVES - NEW FOR FY16	TOTAL
CAPITAL PROGRAM FUNDING											
Federal Sources of Funds:											
Federal Grants (FTA)	\$ 1,115,670										\$ 1,115,670
Sakata / Lawsuit Proceeds		\$ 635,000									\$ 635,000
State Sources of Funds:											
PTMISEA (1B)			\$ 6,500,000								\$ 6,500,000
State-Local Partnership Program (SLPP)				\$ 1,000,000							\$ 1,000,000
Cal-OES Prop 1B Transit Security Grant Funds (CTSGP)					\$ 810,915						\$ 810,915
Statewide Transportation Improvement Program (STIP)						\$ 247,950					\$ 247,950
Capital Restricted - State Transit Assistance (STA)							\$ 188,940				\$ 188,940
Sales Tax Match for SLPP - (Backfilled w/STA)								\$ 1,000,000			\$ 1,000,000
Local Sources of Funds:											
Operating / Capital Reserve Fund									\$ 646,892	\$ 156,161	\$ 803,053
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 1,115,670	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 810,915	\$ 247,950	\$ 188,940	\$ 1,000,000	\$ 646,892	\$ 156,161	\$ 12,301,528
Restricted Funds	\$ 1,115,670	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 810,915	\$ 247,950	\$ 188,940	\$ 1,000,000			\$ 11,498,475
Non-Restricted Funds									\$ 646,892	\$ 156,161	\$ 803,053
TOTAL CAPITAL FUNDING	\$ 1,115,670	\$ 635,000	\$ 6,500,000	\$ 1,000,000	\$ 810,915	\$ 247,950	\$ 188,940	\$ 1,000,000	\$ 646,892	\$ 156,161	\$ 12,301,528

9-11B.2

**FY16 CAPITAL BUDGET
RECONCILIATION BY PROJECT
AS OF MARCH 25, 2016-3rd REVISION**

Attachment C

FY16 FINAL CAPITAL BUDGET ADOPTED JUNE 26, 2015: **\$ 13,248,387**

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Reduce: Cal-OES Transit Security Projects	Cal-OES	\$ (373,118)	
Reason: Adjust project balance to account for funds on-hand at the end of FY15 + the next allocation of \$440,505 which should arrive mid-December 2015			
Reduce: Pacific Station/Metro Center - Conceptual Design / MOU w/City of Santa Cruz Project	FTA RESERVES	\$ (151,548) \$ (37,887)	
Reason: Adjust project balance to account for FY15 spending			
Reduce: WTC - Conceptual Design Project	RESERVES	\$ (110,000)	
Reason: Adjust project balance to account for FY15 spending			
Remove: WTC Customer Service Booth Remodel	LCTOP (Cap & Trade)	\$ (82,000)	
Reason: Low Carbon Transit Operations Program (Cap & Trade) grant was not awarded			
Reduce: Adjust Fire Egress Project	STA	\$ (12,325)	
Reason: Adjust project balance to account for FY15 spending			
Reduce: HR Software Upgrade Project	STA RESERVES	\$ (10,000) \$ (4,371)	
Reason: Adjust project balance to account for spending at the end of FY15; remove \$10K of STA funds added for travel, as travel was included in the original project proposal			
Add: Maintstar Advanced Query Module	STA	\$ 5,500	
Reason: Purchase advanced query module for Fleet & Facilities Maintstar software; good return on investment, as it will improve productivity			
Reduce: Bus Stop Improvements	RESERVES	\$ (14,227)	
Reason: Adjust project balance to account for FY15 spending			

**FY16 CAPITAL BUDGET
RECONCILIATION BY PROJECT
AS OF MARCH 25, 2016-3rd REVISION**

Attachment C

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Remove: WTC Renovations & Repairs	STA	\$ (7,000)	
	RESERVES	\$ (30,000)	
Reason: Project scope reduced; completed in FY15			
Reduce: Paracruz Van Replacement	STIP	\$ (97,050)	
Reason: 2 Paracruz Vans purchased in FY15 using STIP funds only - no local match - adjust project balance for spending; local match will be used for the remaining vehicles			
Reduce: State of Good Repair #2 - Tooling, Diagnostic Equipment	RESERVES	\$ (33,750)	
Reason: Adjust project balance to account for FY15 spending			
Reduce: Office Furniture / Ergonomic & Distressed Furniture	STA	\$ (15,300)	
Reason: Adjust project balance to account for FY15 spending			
Remove: WTC Police Substation - Workstation	RESERVES	\$ (1,120)	
Reason: Workstation was purchased against the Office Furniture / Ergonomic & Distressed Furniture project			
Add: UPS & Extended Battery for Video Surveillance at WTC	RESERVES	\$ 2,490	
Reason: UPS purchased in 2011 that is used for the video surveillance equipment at WTC has failed; contractor recommended replacement rather than repair for warranty reasons. Funds in the Security department operating budget will be held aside and not spent - to offset this unbudgeted replacement.			
Add: Two (2) Bus Shelters in SV (Lexington Hotel)	RESERVES	\$ 23,820	
Reason: The Lexington Hotel contractor agreed that in exchange of a bus pull out directly in front of the Lexington Hotel project, they would reimburse METRO for two bus shelters and corresponding labor to install.			
Add: Loaner Laptop - General Use	RESERVES	\$ 1,026	

**FY16 CAPITAL BUDGET
RECONCILIATION BY PROJECT
AS OF MARCH 25, 2016-3rd REVISION**

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Reason: Needed due to lack of available laptops to loan out to staff.			
	Cal-OES	\$ (373,118)	
	FTA	\$ (151,548)	
	LCTOP	\$ (82,000)	
	STA	\$ (39,125)	
	STIP	\$ (97,050)	
	RESERVES	\$ (204,019)	
TOTAL CAPITAL BUDGET REVISIONS 10/23/15:			\$ (946,860)
FY16 REVISED CAPITAL BUDGET AS OF MARCH 25, 2016:			\$ 12,301,527

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VERBAL PRESENTATION ONLY

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THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

GEORGE CAWALING RECEIVING PARTS CLERK

FOR THE COMPLETION OF **30** YEARS OF SERVICE
BETWEEN 1986 AND 2016

GIVEN THIS 25TH DAY OF MARCH 2016

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

JASON LOGIUDICE
LEAD MECHANIC

FOR THE COMPLETION OF **15 YEARS OF SERVICE**
BETWEEN 2001 AND 2016

GIVEN THIS 25TH DAY OF MARCH 2016

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

RODNEY VAN DINE
BUS OPERATOR

FOR THE COMPLETION OF **10 YEARS OF SERVICE**
BETWEEN 2006 AND 2016.

GIVEN THIS 25TH DAY OF MARCH 2016

CHAIR, BOARD OF DIRECTORS

CEO/GENERAL MANAGER



THE BOARD OF DIRECTORS PROUDLY PRESENTS THIS

CERTIFICATE OF APPRECIATION

To

CHRISTOPHER WALSH
BUS OPERATOR

FOR THE COMPLETION OF **10 YEARS OF SERVICE**
BETWEEN 2006 AND 2016.

GIVEN THIS 25TH DAY OF MARCH 2016

CHAIR, BOARD OF DIRECTORS

CEO / GENERAL MANAGER



DATE: March 25, 2016
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel

**SUBJECT: PUBLIC HEARING: CONSIDERATION OF PROPOSED
MODIFICATIONS TO METRO'S TITLE VI PROGRAM REGULATION
AND SYSTEM-WIDE SERVICE STANDARDS**

I. RECOMMENDED ACTION

That the Board of Directors accept and consider comments received during the Public Hearing and Approve the proposed modifications to METRO's Title VI Program Regulation and System-Wide Service Standards.

II. SUMMARY

- As a recipient of Federal Transit Administration (FTA) funds, Santa Cruz Metropolitan Transit District (METRO) is required to comply with Title VI of the Civil Rights Act of 1964, and its implementing regulations which provide that no person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service that receives federal financial assistance.
- METRO's Title VI Policy was updated on Nov. 30, 2012 to comply with the changes in the FTA Circular 4702.1B.
- METRO is required to submit a Title VI Program Report update to FTA every three (3) years for compliance monitoring. METRO's submittal is due April 1, 2016.
- METRO staff reviewed the proposed modifications to the Title VI Program (Title VI, Chp. 1 of METRO's Admin Code) and the System-Wide Service Standards (AR-1033) with the Elderly & Disabled Transportation Advisory Committee (E&D TAC) at their February 9th meeting.
- The proposed modifications will be presented to the METRO Advisory Committee (MAC) on March 16, 2016.
- METRO staff reviewed the amended Title VI Program Report and are requesting that the Board adopt the amended Title VI Program Regulation and System-Wide Service Standards and approve the attached Resolution.

III. DISCUSSION/BACKGROUND

Section 601 of Title VI of the Civil Rights Act of 1964 prohibits discrimination against any individual or group on the basis of race, color or national origin under

any program, activity or service that received federal financial assistance. The FTA regulates implementation of Title VI by all recipients of FTA financial assistance through the *Code of Federal Regulations (CFR 49, Section 21)* and provides guidance to recipients of FTA financial assistance through the FTA Circular, *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*, which it updates from time to time. METRO last updated its Title VI Program in November 2012 to comply with changes in FTA Circular 4702.1B.

METRO is required to submit a Title VI Program Submittal to FTA every three (3) years for compliance monitoring. Prior to METRO's Title VI Submittal with FTA, staff determined that the Title VI Program Regulation be updated to revise job titles and complaint procedures. The Title VI Program Submittal includes METRO's Title VI Program and Complaint Procedures, any Title VI complaints/investigations and lawsuits, the public participation plan, METRO's public outreach efforts to engage minority and low-income populations, and system-wide service standards and service policies.

METRO's District Counsel presented the Title VI Program Report to the Elderly and Disabled Transportation Advisory Committee (E&D TAC) on February 9, 2016 to obtain input from the committee members. No comments were received at this time. In addition, the proposed Title VI Program Report was provided to the METRO Advisory Committee (MAC) on March 16, 2016 for their review and comment.

The proposed Title VI Program Report has been posted on METRO's website since January 22, 2016 to allow for public review and comments. No public comments were received via the website.

At this time, staff recommends that the Board adopt the Title VI Program Report (*Exhibit A*) and approve the attached Resolution (*Attachment A*) for submittal to FTA prior to the April 1, 2016 deadline.

IV. FINANCIAL CONSIDERATIONS/IMPACT

No further costs, beyond those incurred for the publication of METRO's Public Notice in general circulation media and minority-focused media. Total costs for publication of the Public Hearing Notices was \$682.44.

METRO has paid no settlements for Title VI complaints in the preceding three years.

V. ALTERNATIVES CONSIDERED

- Make no changes to the existing Title VI Program.

- Staff does not recommend this option. This is a legal requirement under federal law (*CFR 49, Section 21*). Failure on the part of METRO to maintain an active, approved Title VI Program will result in grant denials and suspension of federal funds from FTA.

VI. ATTACHMENTS

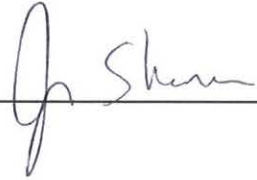
Attachment A: Resolution Adopting the Amended Title VI Program Report and Authorizing its Submission to the FTA pursuant to Title 49 of the Code of Federal Regulations, Part 21 (49CFR 21)

Exhibit A: METRO's Amended Title VI Program - 2016 Report

Prepared By: Rickie-Ann Kegley, Paralegal


VII. APPROVALS:

Approved as to form:
Leslyn K. Syren, District Counsel



for LS
3/16/16

Approved as to fiscal impact:
Angela Aitken, Finance Manager



for AA
3/14/16

Alex Clifford, CEO/General Manager



Attachment A



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

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

RESOLUTION ADOPTING THE AMENDED TITLE VI PROGRAM REPORT AND AUTHORIZING ITS SUBMISSION TO THE FEDERAL TRANSIT ADMINISTRATION PURSUANT TO TITLE 49 OF THE CODE OF FEDERAL REGULATIONS, PART 21 (49CFR 21)

WHEREAS, Title VI of the Civil Rights Act of 1964 states that, “no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service that receives federal financial assistance;” and

WHEREAS, the Santa Cruz Metropolitan Transit District (District), receives federal financial assistance from the Federal Transit Administration (FTA) for the provision of public transit service; and

WHEREAS, the FTA prescribes the method and delivers guidance to public transit operators to comply with Title VI in accordance with the regulations in *Title 49 Code of Federal Regulations, part 21 (49CFR 21)*; and

WHEREAS, on November 30, 2012, the District amended its Title VI Program Regulation and Complaint Procedure (AR-1029); and

WHEREAS, the District has determined that it is necessary to amend its Title VI Program Regulation and Complaint Procedure, and incorporate it into the Administrative Code, as Chapter 1 to Title VI;

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 Title VI Program Regulation and Complaint Procedure (AR-1029) previously adopted on November 30, 2012, is hereby rescinded.

Attachment A

2. The Title VI Program Regulation and Complaint Procedure attached and labeled "Exhibit A" is hereby adopted, including appendices labeled:
 - a. "Attachment A", Title VI Policy Statement; and
 - b. "Attachment B", Title VI Discrimination Complaint Form.
3. The System-Wide Service Standards and Policies adopted on January 25, 2013, as attached, is hereby adopted.
4. The Title VI Program- 2016 Report, "Exhibit A" (as attached) shall be submitted to FTA prior to the April 1, 2016 deadline.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on March 25th, 2016, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

MIKE ROTKIN
Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

ATTACHMENT A

EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RESOLUTION NO. _____

METRO's Amended Title VI Program- 2016 Report

(Attached)

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Santa Cruz Metropolitan Transit District

Title VI Program 2016 Report



March 2016

Santa Cruz Metropolitan Transit District

Title VI Program

2016 Report

***Title VI Program
Regulation***

Complaint Form

Public Notice



March 2016

EXHIBIT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ADMINISTRATIVE CODE

TITLE VI – TITLE VI PROGRAM REGULATION AND COMPLAINT PROCEDURE

CHAPTER 1

(This Chapter replaces AR-1029 pursuant to Resolution No. _____)

Table of Contents:

Article I	General Requirements
Article II	Applicability of the Title VI Program
Article III	Guidelines & Procedures
Article IV	Environmental Justice Requirements
Article V	Limited English Proficient (LEP) Individuals and Public Participation Requirements
Article VI	Complaints/Lawsuits and Appeals
Article VII	Deficiencies with Title VI Compliance
Article VIII	Administration of Title VI Program

Article 1

General Requirements

§6.1.101 Policy

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is committed to ensuring that no person is excluded from participation in, denied the benefits of or otherwise subjected to discrimination under any of its programs, activities or services on the basis of race, color, national origin, age, sex, sexual orientation or gender identity. All persons, regardless of their citizenship, are covered under this regulation. In addition, METRO prohibits discrimination on the basis of race, color, national origin, age, sex, sexual orientation or gender identity in its employment and business opportunities.

§6.1.102

METRO will not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and/or this regulation.

EXHIBIT A

- §6.1.103** As a Federal Transit Administration (FTA) fund recipient, METRO will ensure that its programs, policies and activities comply with the Department of Transportation (DOT) Title VI Regulations of the Civil Rights Act of 1964.
- §6.1.104** METRO will ensure that the level and quality of its transportation service is provided without regard to race, color, national origin, age, sex, sexual orientation or gender identity.
- §6.1.105** METRO will promote the full and fair participation of all affected populations in the transportation decision-making process.
- §6.1.106** METRO will prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- §6.1.107** METRO will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within METRO's service area.
- §6.1.108** METRO will ensure that Limited English Proficient (LEP) individuals have access to METRO's programs, activities and services.
- §6.1.109** This Regulation shall be maintained in English and Spanish.

§ 6.1.110 Definitions

The following capitalized words and phrases whenever used in this Chapter shall be construed as defined below:

ADVERSE EFFECT means having a harmful or undesired effect.

BOARD shall mean the Board of Directors of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

DISCRIMINATION refers to any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub recipient, or contractor that results in disparate treatment, disparate impact, or perpetuates the effect of prior discrimination based on race, color, national origin, age, sex, sexual orientation, or gender identity.

GENDER IDENTITY refers to an individual's gender, or lack thereof, a person self identifies with. It is not necessarily based on biological fact, either real or perceived, nor is it always based on sexual orientation. The gender identities one may choose from include male, female, both, somewhere in between (third gender) or neither.

EXHIBIT A

LIMITED ENGLISH PROFICIENT (LEP) PERSONS are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

LOW INCOME POPULATION means any readily identifiable groups of low-income individuals who live in geographic proximity, and if circumstances warrant, geographically dispersed transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed DOT program, policy or activity.

MINORITY INDIVIDUALS include the following:

- a) American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- b) Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent.
- c) Black or African American, which refers to people having origins in any of the Black racial groups of Africa.
- d) Hispanic or Latino, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- e) Native Hawaiian and Other Pacific Islanders, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.

NATIONAL ORIGIN means the particular nation in which a person was born, or where the person's parents or ancestors were born.

RACE means a group of people united or classified together on the basis of common history, nationality or geographic distribution.

RECIPIENT means one that has received or is receiving Federal financial assistance under the Acts. The term includes sub recipients of a recipient and sub recipients in FTA's State administered programs.

RETALIATION Any adverse action taken against another individual because of his/her participation in the complaint, investigation or hearing relating to this policy or the provision of federal or state law.

Santa Cruz METRO shall mean the Santa Cruz Metropolitan Transit District as established and operated under Part 10, Division 10 of the *California Public Utilities Code*.

SEX refers to the classification of an individual's gender as either male, or female.

EXHIBIT A

SEXUAL ORIENTATION refers to an individual's preference in terms of sexual relationship with others, whether the individual is homosexual, heterosexual or bisexual.

VITAL DOCUMENTS are documents that convey information that critically affects the ability of the customer to make informed decisions about his/her participation in the program. (e.g., public notices, consent forms, complaint forms, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, and notices informing customers of the availability of free language assistance).

Article II

Applicability of the Title VI Program

§ 6.1.201 This policy is applicable to all Santa Cruz METRO employees, members of the public and all contractors hired by Santa Cruz METRO.

§6.1.202 Failure of a Santa Cruz METRO employee to follow this policy and procedure shall subject such employee to disciplinary action up to and including employment termination.

Article III

Guidelines & Procedures

§6.1.301 METRO will carry out its programs, activities and services in compliance with Title VI of the Civil Rights Act of 1964. METRO or any of its employees will not, on the grounds of race, color, national origin, age, sex, sexual orientation, or gender identity, exclude any person from participating in, deny the benefits of, or subject him/her to discrimination under any of METRO's programs, services, or activities.

§6.1.302 METRO or any of its employees will not, on the grounds of race, color, national origin, age, sex, sexual orientation, or gender identity:

- a) Provide any service, financial aid, or benefit that is different from that provided to others;
- b) Subject an individual to segregation or separate treatment;
- c) Restrict an individual in the enjoyment of any advantage or privilege enjoyed by others;
- d) Deny any individual service, financial aid, or benefits under any of METRO's programs, services, or activities;
- e) Treat individuals differently in terms of whether they satisfy admission or eligibility requirements; and

EXHIBIT A

- f) Deny an individual the opportunity to participate as a member of a planning or advisory body.

§6.1.303 METRO is encouraged to evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether these changes have a discriminatory impact on low-income and Limited English Proficient individuals. This applies to major service changes that affect more than 25% of service hours of a route.

§6.1.304 METRO holds at least one Board Meeting every month at a varying location throughout its geographic boundaries (e.g., Capitola, Scotts Valley, Watsonville and downtown Santa Cruz) to ensure that all individuals are afforded an opportunity to participate in METRO's transportation decisions.

- a) There will not be any Board Meetings conducted in the month of July.
- b) METRO's Board Chair or designee may cancel board Meetings for business reasons.

§6.1.305 In addition to all Title VI requirements, METRO provides a bilingual (Spanish-speaking) interpreter at the ~~second regularly scheduled~~ Board Meeting every month, to ensure meaningful participation by persons with Limited English Proficiency. A Spanish-speaking interpreter can be obtained for any ~~of its regular~~ other Board Meetings by contacting METRO's Administrative Services Coordinator at (831) 426-6080.

§6.1.306 METRO's District Counsel or his/her designee will maintain a list (a minimum of four years in active status) of any Title VI investigations, complaints, or lawsuits filed which allege METRO discriminated against a person or group on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity. This list will include:

- a) The date the investigation, complaint, or lawsuit was filed;
- b) A summary of the allegation(s);
- c) The status of the investigation, complaint, or lawsuit; and
- d) Any actions, or corrective actions taken by METRO in response to the investigation, complaint or lawsuit.

§6.1.307 METRO will keep the public informed of the protections against discrimination afforded to them by Title VI and METRO's obligations under Title VI by posting this policy, or a *Title VI Policy Statement* (Attachment A), on METRO's website at www.scmttd.com, on transit center bulletin boards and on the official METRO bulletin board, located at METRO's Administrative offices. METRO's *Title VI Policy Statement* (Attachment A) will be posted in English and Spanish at all designated METRO facility locations.

EXHIBIT A

- §6.1.308** METRO will take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs, activities and services for individuals who are Limited English Proficient (LEP).
- §6.1.309** METRO will provide information, upon request from FTA, in order to investigate Complaints of discrimination, or to resolve concerns about possible noncompliance with Title VI.
- §6.1.310** METRO will submit its Title VI Program to the FTA's regional civil rights officer once every three years to ensure compliance with Title VI Requirements.
- §6.1.311** METRO will ensure that minority and low-income individuals have meaningful access to METRO's programs, activities and services.

Article IV

Environmental Justice Requirements

§6.1.401 METRO shall integrate an environmental justice analysis into its National Environmental Protection Act (NEPA) documentation of construction projects. METRO is not required to conduct environmental justice analyses of projects where NEPA documentation is not required. METRO will prepare and submit FTA's Categorical Exclusion (CE) checklist for those construction projects that do not require an environmental justice analyses. FTA's CE checklist includes a review of community disruption and environmental justice. METRO will consider preparing an environmental assessment (EA) or environmental impact statement (EIS) to integrate into its documents the following components:

- a) A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g., analysis of Census data, direct observation, or a public involvement process);
- b) A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations;
- c) A discussion of all positive effects of the project that would affect the identified minority and low-income populations, such as improvements in transit service, mobility, or accessibility;
- d) A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project;

EXHIBIT A

- e) A discussion of the remaining effects, if any, and why further mitigation is not proposed; and
- f) For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas.

Article V

Limited English Proficient (LEP) Individuals and Public Participation Requirements

- §6.1.501** METRO will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. METRO's public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.
- §6.1.502** METRO will ensure that individuals have access to its programs, activities and services by developing and carrying out the language plan herein. METRO will continually assess the language assistance needs of the population to be served.
- §6.1.503** METRO will use the following four factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals.
- a) Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service.
 - b) Frequency with which LEP individuals come into contact with METRO's programs, activities and services.
 - c) Importance of the program, activity or service provided by METRO to LEP individual's lives.
 - d) Resources needed to provide effective language assistance and costs.
- §6.1.504** **ORAL LANGUAGE ASSISTANCE**
- a) METRO maintains bilingual staff to provide Spanish-speaking interpretation at its Administrative offices and within its Customer Service facility for basic transit questions and trip planning assistance.
 - b) METRO's paratransit service provides Spanish-speaking reservationists to assist paratransit customers when scheduling a trip.
 - c) A bilingual (Spanish) interpreter is present for translation services at the ~~second~~ regularly scheduled Board of Directors' Meeting every month.

EXHIBIT A

- d) Upon notification 24-hours in advance, METRO will provide an interpreter at ~~the first other~~ Board Meetings, if requested.
- e) METRO's Ticket Vending Machines provide assistance with ticket purchases in English and Spanish.

§6.1.505 NOTIFY LEP CUSTOMERS OF AVAILABILITY OF LANGUAGE ASSISTANCE SERVICES

- a) METRO will post on its official bulletin board at its Administrative offices, at the Metro Center, Scotts Valley and at the Watsonville Transit Center, signs, which notify customers of the Language Assistance program and that free language assistance is available, if requested in a timely manner.
- b) METRO's fixed route buses and ParaCruz vans have language assistance cards informing passengers that language assistance is available in Spanish, if needed.

§6.1.506 TRANSLATION OF VITAL DOCUMENTS/WRITTEN LANGUAGE ASSISTANCE

- a) All public hearings that require notification to the public are posted in English and Spanish throughout METRO's service area and in local newspapers.
- b) METRO's Title VI Policy Statement (Attachment A) and Complaint Form (Attachment B) will be available in Spanish on METRO's website at www.scmtd.com, at Transit Centers, ~~in transit vehicles,~~ and on the official bulletin board at METRO's Administrative offices.
- ~~c) METRO's Title VI Policy Statement (Attachment A) and Title VI Complaint Form (Attachment B) have been translated into Spanish and will be posted at transit centers, in transit vehicles, and on the official METRO bulletin board at METRO's Administrative offices.~~
- ~~d)c) _____~~ METRO's fixed route buses have Bus Cards (English/Spanish) informing passengers of their rights under Title VI of the Civil Rights Act of 1964.
- ~~e)d) _____~~ METRO's Headways is provided in English and Spanish.
- ~~f) METRO will post a copy of the Board of Directors Agenda in Spanish on the official METRO bulletin board, located at METRO's Administrative offices.~~
- e) METRO's ParaCruz Guide is provided on the website in Spanish.

§6.1.507 METRO will provide written translations of vital documents for each LEP group that constitutes a minimum of 5% of the service area population or consists of at least 1,000 people.

§6.1.508 METRO's Board Meetings are held at varying locations throughout Santa Cruz County to ensure that low-income, minority and LEP individuals have meaningful access to these meetings. These locations include Capitola, Santa Cruz, Scotts Valley and Watsonville.

EXHIBIT A

Article VI

Complaints/Lawsuits and Appeals

§6.1.601 **How to File a Title VI Complaint with METRO:** Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity with respect to METRO's programs, activities, services, or other transit related benefits, may file a written Complaint with METRO. A Complaint may be filed by the individual or by a representative. Customers are encouraged to file a Complaint with METRO after the alleged discrimination, and complainants are encouraged to submit complaints as soon as possible. METRO will promptly investigate all Complaints filed under Title VI, pursuant to this Regulation.

§6.1.602 **Complaint must include the following information:**

- a) A Complaint must be in writing, signed and dated by the Complainant or his/her representative before any action can be taken.
- b) A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the name and address of the complainant, the date, time and location of the incident. The Complaint shall include a description of the program, activity or service on which the alleged discrimination occurred.

§6.1.603 ***A Complaint Form*** (Attachment B) can be used to file a Title VI complaint with METRO. *A Complaint Form* will be made in an accessible format upon request. *A Complaint Form* can be obtained at the following locations:

- a) At the Santa Cruz METRO website, www.scmttd.com;
- b) By calling Santa Cruz METRO's Administrative Services Coordinator, or his/her designee at (831) 426-6080, (TDD 711 (TTY/voice)) a complaint form can be mailed.
- c) By picking up a Complaint Form at Customer Service, Pacific Station (formerly METRO Center), 920 Pacific Avenue, Santa Cruz, CA 95060 or Santa Cruz METRO Administrative offices, 110 Vernon Street, Santa Cruz, CA 95060.

§6.1.604 If the Complaint is received by anyone besides METRO's [CEO/General Manager](#), the individual in receipt of the Complaint shall forward it to the [CEO/General Manager](#) or his/her designee as soon as practicable but no later than 2 working days of receipt. The [CEO/General Manager](#) shall immediately provide a copy of the Complaint to the Chair of the Board of Directors and the METRO Manager responsible for the program, activity or service that is identified as being out of compliance.

EXHIBIT A

- §6.1.605** **METRO's Procedures For Investigating Complaints:** The METRO Manager responsible for the program, activity or service which is alleged to be out of compliance shall promptly investigate the alleged complaint and shall prepare a written response as soon as practicable, but no later than 10 working days of his/her receipt of the complaint. The Manager may consult with appropriate METRO Staff in the preparation of his/her response to the complaint. The Manager shall forward his/her written response to the [CEO/General Manager](#) or his/her designee within the designated time frame.
- §6.1.606** **Efforts to Contact Complainant:** The [CEO/General Manager](#) or his/her designee shall make efforts to speak (meeting or telephone conversation) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that his/her rights under Title VI have been violated. The [CEO/General Manager](#) or his/her designee shall review and consider the response prepared by the Manager identified in Section 67.05, all the information provided by the complainant, if any, and any other evidence available regarding the allegations of the complaint. The [CEO/General Manager](#) or his/her designee shall prepare a written report of his/her findings and if corrective action is required, a timetable for the completion of such action.
- §6.1.607** **Completion of Investigation:** As soon as is practicable, but no later than 20 working days following receipt of the initial complaint, the [CEO/General Manager](#) or his/her designee shall inform the complainant of his/her findings and any corrective action to be taken as a result of the complaint together with the timetable for completion of such action.
- §6.1.608** **Appeal to Chair:** If the complainant is not satisfied with the findings and/or action of METRO's [CEO/General Manager](#) or his/her designee, then the complainant may file his/her Complaint with the Chair of the Board of Directors (see Section 67.09 below), or with the FTA's Office of Civil Rights (see Section 67.11 below).
- §6.1.609** **Appeal Process:** If the complainant chooses to file his/her Complaint with the Chair of the Board of Directors, then the complaint and any supporting documentation should be submitted within 15 working days of his/her receipt of the results of the [CEO/General Manager's](#) investigation, with the Chair of the Board of Directors by providing it to ~~the the Executive Assistant~~[Administrative Services Coordinator](#), or his/her designee, 110 Vernon Street, Santa Cruz, CA 95060. If an accommodation is needed, additional time may be provided to submit the appeal. Upon review of the file, the Chair of the Board shall notify the complainant of what actions, if any, will be taken as a result of the review by the Chair within 10 working days of the Chair's notification that the complainant is not satisfied with the results of the [CEO/General Manager's](#) investigation. The decision of the Chair of METRO's Board of Directors shall be final.

EXHIBIT A

§6.1.610 **Timeline Waiver:** Any timeline set forth herein may be extended by the [CEO/General Manager](#) as an accommodation (if needed), or upon a showing of good cause.

§6.1.611 **How to File a Title VI Complaint with the FTA:** Any person who believes that he/she, or as a member of any specific class of individuals, has been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity, with respect to METRO's programs, activities, or services, or other transit related benefits, may file a written complaint with FTA. A Complaint may be filed by the individual or by a representative. FTA will promptly investigate all Complaints filed under Title VI in accordance with DOT regulations 49 CFR §§21.11(b) and 21.11(c).

a) **A Complaint must include the following information:**

A Complaint [may be filed by printing, completing and mailing the FTA Complaint Form found on FTA's website:](#)

http://www.fta.dot.gov/printer_friendly/12328_5104.html

The Complaint must be in writing, signed and dated by the Complainant or his/her representative before any action can be taken. In cases where a Complainant is unable or incapable of providing a written statement, but wishes FTA or DOT to investigate alleged discrimination, a verbal Complaint of discrimination may be made to the FTA Director, Office of Civil Rights. If necessary, the Civil Rights Official will assist the person in converting the verbal Complaint into writing. All Complaints must, however, be signed by the Complainant or his/her representative.

FTA Civil Rights Office Address:

Federal Transit Administration
Office of Civil Rights

Attn: [Complaint Team](#)~~Title VI Program Coordinator~~

East Building, 5th Floor - TCR
1200 New Jersey Avenue, S.E.
Washington, DC 20590

TTY: 1-800-877-8339

Voice: 1-866-377-8642

FTA.ADAAssistance@dot.gov

b) [Please provide a summary of your allegations. A Complaint shall state, as fully as possible, the facts and circumstances surrounding the alleged discrimination, including the dates, times and location of the incident\(s\). Include any supporting documentation.](#) The Complaint shall include a description of the program, activity or service on which the alleged

EXHIBIT A

discrimination occurred. [Any related correspondence from the transit provider may be included.](#)

b)c) [It is not required; however, FTA encourages individuals to first file a Complaint directly with the transit provider to give the provider the opportunity to resolve any situation that may be present.](#)

§6.1.612 **Complaint Acceptance:** Once a Complaint has been accepted, FTA will notify METRO that it has been subject to a Title VI Complaint and ask METRO to respond in writing to the Complainant's allegations. Once the Complainant agrees to release the Complaint to METRO, FTA will provide METRO with the Complaint. FTA may choose to close a Complaint if the Complainant does not agree to release the Complaint to METRO. FTA strives to promptly investigate all Title VI Complaints.

§6.1.613 **Investigations:** FTA will make a prompt investigation whenever a compliance review, report, Complaint or any other information indicates a possible failure to comply with Title VI Regulations. FTA's investigation will include a review of the pertinent practices and policies of METRO, the circumstances under which the possible noncompliance occurred, and other factors relevant to a determination as to whether METRO has failed to comply with Title VI regulations.

§6.1.614 Following the investigation, FTA's Office of Civil Rights will transmit to the Complainant and METRO one of the following three letters based on its findings:

- a) **Letter of Resolution:** which explains the steps that METRO has taken or promises to take to come into compliance with Title VI.
- b) **Letter of Finding (Compliance):** which explains that METRO is found to be in compliance with Title VI. This letter will include an explanation of why METRO was found to be in compliance, and provide notification of the Complainant's appeal rights.
- c) **Letter of Finding (Noncompliance):** which explains that METRO is found to be in noncompliance. This letter will include each violation referenced, the applicable regulations, a brief description of proposed remedies, notice of the time limit on the conciliation process, the consequences for failure to achieve voluntary compliance, and an offer of assistance to METRO in devising a remedial plan for compliance.

§6.1.615 **Appeals Process:** The letters of finding and resolution will offer the Complainant and METRO the opportunity to provide additional information that would lead FTA to reconsider its conclusions. FTA requests that the parties in the Complaint provide this additional information within 60 days of the date of the FTA letter of finding. FTA's Office of Civil Rights will respond to an appeal either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

EXHIBIT A

Article VII

Deficiencies with Title VI Compliance

- §6.1.701** Compliance Reviews will be conducted periodically by FTA, as part of its ongoing responsibility pursuant to its authority under *49 CFR §21.11(a)*.
- §6.1.702** If FTA determines that METRO is in noncompliance with Title VI, it will transmit a *Letter of Finding* that describes FTA's determination and requests that METRO voluntarily take corrective action(s) which FTA deems necessary and appropriate.
- §6.1.703** METRO will submit a remedial action plan including a list of planned corrective actions and, if necessary, sufficient reasons and justification for FTA to reconsider any of its findings or recommendations within 30 days of receipt of FTA's *Letter of Finding*.

Article VIII

Administration

- §6.1.801** METRO will integrate the provisions within its Title VI Program into all programs, activities and services provided by METRO's Fixed Route service, Paratransit service and METRO facilities.
- §6.1.802** METRO will integrate the Title VI Program into its ~~policies and procedures.~~[Administrative Code.](#)

EXHIBIT A
ATTACHMENT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



TITLE VI POLICY STATEMENT

The Santa Cruz Metropolitan Transit District (METRO) is committed to providing public transportation in an environment that is free from discrimination on the basis of race, color, national origin, age, sex, sexual orientation or gender identity. METRO operates its programs, activities and services without regard to race, color, national origin, age, sex, sexual orientation or gender identity.

As a Federal Transit Administration (FTA) fund recipient, METRO will ensure that its programs, policies and activities comply with Title VI of the Civil Rights Act of 1964, as amended, and Department of Transportation regulations.

Any person who believes that he/she, has been subjected to discrimination on the basis of race, color, national origin, age, sex, sexual orientation, or gender identity, with respect to METRO's programs, activities, services, or other transit related benefits, may file a Title VI complaint. Complaints must be filed in writing and signed by the complainant, or a representative, and should include the complainants name, address, and telephone number or other means by which the complainant can be contacted. Complaint forms are available at Santa Cruz METRO Administration, 110 Vernon St., Santa Cruz, 831-426-6080; Customer Service, 920 Pacific Avenue (Pacific Station); and on the web at www.scmtd.com. Customers are encouraged to submit Complaints as soon as possible and can call the ~~Executive Assistant Administrative Coordinator~~ at (831) 426-6080 for assistance.

To request additional information on METRO's non-discrimination obligations or to file a Title VI Complaint, please submit your request or complaint in writing to:

Santa Cruz Metropolitan Transit District

Attn: [CEO](#)/General Manager
110 Vernon Street
Santa Cruz, CA 95060

Federal Transit Administration (FTA) Title VI Complaints may be filed directly to:

Federal Transit Administration
Office of Civil Rights
[Attn: Complaint Team Title VI Program Coordinator](#)
East Building, 5th Floor - TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

EXHIBIT A

ATTACHMENT B

Santa Cruz Metropolitan Transit District
TITLE VI DISCRIMINATION COMPLAINT FORM
110 Vernon Street, Santa Cruz, CA 95060

Complainant's Name or Authorized 3rd Party: _____

Street Address: _____

City/State/Zip: _____

Phone: _____ E-mail Address: _____

Date/Time of Violation: _____ Date of Complaint: _____

Place of Violation: _____

Bus Number: _____ Bus Route: _____

Please indicate discrimination in this complaint because of any of the following, which are prohibited by Title VI of the Civil Rights Act of 1964:

Race Color National Origin

Please indicate discrimination in this complaint because of any of the following, which are strictly prohibited by Santa Cruz METRO:

Age Sex Sexual Orientation Gender Identity

Please provide the name(s) of the METRO Directors, employees and/or agents who allegedly discriminated against you, including their job titles (if known):

Identify what METRO service, program or activity (e.g. fixed route service, ParaCruz, etc.) resulted in discrimination against you:

Identify individuals by name, address and phone number that have information relating to the violation:

Explain as clearly as possible what happened, how you feel you were discriminated against and who was involved. Describe how you were treated differently:*

Signature of Complainant: _____ Date: _____

ADMINISTRATIVE CODE
TITLE VI, CHP. 1 - TITLE VI PROGRAM

*You may use additional sheets of paper, if necessary.

11A.Exhibit A.17

EXHIBIT A

DISTRITO DE TRANSPORTE METROPOLITANO DE SANTA CRUZ

CÓDIGO ADMINISTRATIVO

TÍTULO VI – TÍTULO VI REGLAMENTO DEL PROGRAMA Y PROCEDIMIENTO DE QUEJAS

CAPÍTULO 1

(Este Capítulo reemplaza el AR-1029 de conformidad con la Resolución No. _____)

Tabla de Contenidos:

Artículo I	Requisitos Generales
Artículo II	Aplicabilidad del Programa del Título V
Artículo III	Directrices y Procedimientos
Artículo IV	Requisitos de Justicia Ambiental
Artículo V	Requisitos para participación del público y de individuos con dominio del inglés limitado (LEP por sus siglas en inglés)
Artículo VI	Quejas/Demandas y Apelaciones
Artículo VII	Deficiencias con el Cumplimiento del Título VI
Artículo VIII	Administración del Programa del Título VI

Artículo 1

Requisitos Generales

§6.1.101 Política

El Distrito de Transporte Metropolitano de Santa Cruz (Santa Cruz METRO) se compromete a garantizar que ninguna persona sea excluida de participar en, negársele los beneficios de, o sea sujeto a discriminación bajo cualquiera de sus programas, actividades o servicios por su raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género. Todas las personas, independientemente de su nacionalidad, están protegidas por el presente Reglamento. Además, METRO prohíbe la discriminación por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género en su empleo y oportunidades de negocio.

§6.1.102

METRO no tolerará represalias contra un individuo por intentar hacer valer sus derechos conforme con el Título VI, o porque él / ella presentó una queja o participó en una investigación en virtud del Título VI, y / o el presente Reglamento.

EXHIBIT A

- §6.1.103** Como destinatario de fondos de la Administración Federal de Tránsito (FTA), METRO asegurará que sus programas, políticas y actividades cumplan con los Reglamentos del Departamento de Transporte (DOT) del Título VI del Acta de Derechos Civiles de 1964.
- §6.1.104** METRO asegurará que el nivel y la calidad de su servicio de transporte se ofrezca sin distinción de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género.
- §6.1.105** METRO promoverá la participación plena y equitativa de todas las poblaciones afectadas en el proceso de toma de decisiones de transporte.
- §6.1.106** METRO impedirá la denegación, reducción o retraso en los beneficios relacionados con los programas y actividades que son de beneficio a las poblaciones minoritarias o de las poblaciones de bajos ingresos.
- §6.1.107** METRO hará esfuerzos de buena fe para lograr la justicia ambiental como parte de su misión identificando y abordando, según correspondan, efectos adversos desproporcionadamente altos a la salud humana o al ambiente resultando de sus programas, actividades y servicios en las poblaciones minoritarias y poblaciones de bajos ingresos dentro del área de servicio de METRO.
- §6.1.108** METRO se asegurará que individuos con dominio del inglés limitado (LEP por sus siglas en inglés) tengan acceso a los programas, actividades y servicios de METRO.
- §6.1.109** El presente Reglamento se mantendrá en inglés y español.
- § 6.1.110** **Definiciones**
- Las siguientes palabras y frases en letras mayúsculas siempre que se utilicen en este Capítulo se interpretarán como se define a continuación:
- EFFECTO ADVERSO** significa tener un efecto perjudicial o no deseado.
- JUTA DIRECTIVA** significará la Junta Directiva del Distrito de Transporte Metropolitano de Santa Cruz (Santa Cruz Metro).
- DISCRIMINACIÓN** se refiere a cualquier acto u omisión, ya sea intencional o no intencional, en cualquier programa o actividad de un beneficiado, sub-receptor, o contratista, de ayuda federal, que resulte en el trato desigual, impacto desigual, o que perpetúa los efectos de previa discriminación basada en la raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género.
- IDENTIDAD DE GÉNERO** se refiere al género de un individuo, o su ausencia, con el que una persona se identifica. No es basada necesariamente en hechos biológicos, ya

EXHIBIT A

sea real o percibido, ni tampoco es siempre basado en la orientación sexual. Las identidades de género que se puede elegir incluyen hombres, mujeres, ambas, en algún punto intermedio (tercer género) o ninguno.

PERSONAS CON DOMINIO DEL INGLÉS LIMITADO (LEP por sus siglas en inglés)

son aquellas personas para las que el inglés no es su lengua materna y que tienen una capacidad limitada para hablar, entender, leer o escribir en el idioma inglés. Incluye a las personas que reportaron en el Censo de EE.UU. que no hablan bien el idioma Inglés, o que no hablan inglés en lo absoluto.

POBLACIÓN DE BAJOS INGRESOS se refiere a cualquier grupo fácilmente identificable de personas de bajos ingresos que viven en la proximidad geográfica, y si las circunstancias lo justifican, personas transeúntes dispersas geográficamente (tales como los trabajadores emigrantes o Nativos Americanos) que serán igualmente afectados por una propuesta de programa, política, o actividad del DOT.

INDIVIDUOS DE LAS MINORÍAS incluye a los siguientes:

- a) Indios Americanos y Nativos de Alaska, que se refiere a las personas con orígenes en cualquiera de los pueblos originarios de América del Norte y América del Sur (incluyendo América Central), y que mantiene afiliación tribal o de comunidad. Indios Americanos y Nativos de Alaska, que se refiere a las personas con orígenes en cualquiera de los pueblos originarios de América del Norte y América del Sur (incluyendo América Central), y que mantiene afiliación tribal o lazos comunitarios
- b) Asiáticos, que se refiere a las personas con orígenes en cualquiera de los pueblos originales del lejano Oriente, el sudeste asiático o el subcontinente Indio.
- c) Afro-Americanos, que se refiere a las personas con orígenes en cualquiera de los grupos raciales negros de África.
- d) Hispanos o Latinos, que incluyen a personas cubanas, mexicanas, puertorriqueñas, sudamericanas o centroamericanas, o de cualquier otra cultura u origen español, independientemente de la raza.
- e) Nativos de Hawái y de otras islas del Pacífico, que se refiere a las personas con orígenes en cualquiera de las personas originarias de Hawái, Guam, Samoa u otras islas del Pacífico.

ORIGEN NACIONAL NATIONAL ORIGIN se refiere a la nación en particular en el que una persona nació o dónde nacieron los padres o antecesores de la persona.

RAZA es un grupo de personas unidas o clasificadas juntas en base de la historia común, la nacionalidad, o la distribución geográfica.

BENEFICIARIO es uno que ha recibido o está recibiendo asistencia financiera federal en virtud de las leyes. El término incluye a los sub-beneficiarios de un

EXHIBIT A

beneficiario y los sub-beneficiarios en los programas administrados del Estado de FTA

REPRESALIA Cualquier acción adversa en contra de otro individuo a causa de su participación en la denuncia, la investigación, o audiencia relacionada con esta política o la disposición de la ley federal o estatal.

Santa Cruz METRO significará Distrito de Transporte Metropolitano de Santa Cruz como se establece y se opera bajo el Inciso 10, División 10 del *Código de Utilidades Públicas de California*.

SEXO se refiere a la clasificación de género de un individuo ya sea masculino o femenino.

ORIENTACIÓN SEXUAL se refiere a la preferencia de un individuo en términos de relación sexual con otros, si la persona es homosexual, heterosexual o bisexual.

DOCUMENTOS VITALES son documentos que transmiten la información que afecta gravemente la capacidad de los clientes al tomar decisiones informadas sobre su participación en el programa. (por ejemplo, avisos públicos, formularios de consentimiento, formularios de quejas, normas de elegibilidad, los anuncios relativos a la reducción, la denegación o cancelación de servicios o beneficios, el derecho de apelación, y las comunicaciones informando a los clientes de la disponibilidad de la asistencia lingüística gratuita).

Artículo II

Aplicabilidad del Programa del Título VI

- § 6.1.201** Esta política es aplicable a todos los empleados de METRO, los miembros del público y de todos los contratistas empleados por METRO.
- §6.1.202** Falta de seguir esta política y procedimiento por parte de un empleado de METRO objetará a dicho empleado a acción disciplinaria hasta e incluyendo la terminación de empleo.

Artículo III

Directrices y Procedimientos

- §6.1.301** METRO llevará a cabo sus programas, actividades y servicios de conformidad con el Título VI del Acta de Derechos Civiles de 1964. METRO o cualquiera de sus empleados no excluirá a ninguna persona de participar en, negar los beneficios de, ni sujetar a él / ella a discriminación en cualquiera de los programas, servicios o

EXHIBIT A

actividades de METRO por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género.

§6.1.302 METRO o cualquiera de sus empleados, no hará lo siguiente por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género:

- a) Proporcionar cualquier servicio, ayuda financiera, o beneficio de manera diferente de lo previsto para los demás;
- b) Someter a una persona a segregación o tratamiento separado;
- c) Limitar a un individuo a disfrutar de cualquier ventaja o privilegio disfrutado por los demás;
- d) Negar cualquier servicio individual, ayuda financiera, o beneficios en virtud de cualquiera de los programas, servicios o actividades de METRO
- e) Tratar a las personas de manera diferente en función de si cumplen los requisitos de admisión o de elegibilidad; y
- f) Negar a una persona la oportunidad de participar como miembro de un órgano de planificación o consultivo.

§6.1.303 METRO está motivado a evaluar el sistema de servicio a escala significativa y cambios en las tarifas y las mejoras propuestas en las etapas de planificación y programación para determinar si estos cambios tienen un efecto discriminatorio sobre las personas de bajos ingresos y las personas con dominio del inglés limitado. Esto se aplica a cambios en los servicios principales que afectan a 25% de las horas de servicio de una ruta.

§6.1.304 METRO celebra al menos una reunión de la Junta cada mes en lugares distintos a lo largo de sus fronteras geográficas (por ejemplo, Capitola, Scotts Valley, Watsonville y el centro de Santa Cruz) para garantizar que todas las personas tengan la oportunidad de participar en las decisiones de transporte de METRO.

- a) No habrá ninguna reunión de la Junta Directiva en el mes de julio
- b) Las reuniones de la Junta Directiva podrán ser canceladas por motivos de negocios por el Presidente de la Junta de METRO o la persona designada

§6.1.305 Además a todos los requisitos del Título VI, METRO proporciona un intérprete de español en la ~~segunda~~ reunión de la Junta ~~programada~~ cada mes, para asegurar una participación significativa de las personas con dominio del inglés limitado. Puede obtener un intérprete de español para cualquiera de ~~sus las~~ reuniones ~~periódicas~~ de la Junta poniéndose en contacto con el Coordinador de Servicios Administrativos de METRO al (831) 426-6080.

§6.1.306 El/La Abogado del Distrito de METRO o su designado, mantendrá una lista (un mínimo de cuatro años en estado activo) de las investigaciones, quejas o demandas del Título VI presentadas que alegan que METRO discriminó en contra de una persona o grupo sobre la base de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género. Esta lista incluye:

EXHIBIT A

- a) La fecha que fue presentada la investigación, denuncia o querrela;
- b) Un resumen de la/las acusación/es;
- c) El estado de la investigación, denuncia o querrela; y
- d) Cualesquier medida o acciones correctivas adoptadas por METRO en respuesta a la investigación, queja o demanda.

- §6.1.307** METRO mantendrá al público informado de las protecciones contra la discriminación que les ofrece el Título VI y las obligaciones de METRO en el Título VI mediante la publicación de esta política, o la *Declaración de Política del Título VI* (Anexo A), en la página web de METRO, www.scmttd.com, sobre los tableros de anuncios del Centro de Tránsito y en el tablón de anuncios oficial de METRO ubicado en las oficinas de Administración de METRO. La *Declaración de Política del Título VI* de METRO (Anexo A) será publicada en inglés y español en todos los lugares de instalación designados de METRO.
- §6.1.308** METRO tomará las medidas responsables para garantizar un acceso significativo a los beneficios, servicios, información y otras partes importantes de sus programas, actividades y servicios para personas que son de dominio del inglés limitado (LEP por sus siglas en inglés).
- §6.1.309** METRO proporcionará la información, a petición de la FTA, a fin de investigar las denuncias de discriminación, o para resolver las preocupaciones acerca de posibles incumplimientos con el Título VI.
- §6.1.310** METRO presentará su Programa de Título VI al oficial de la región de derechos civiles de la FTA, una vez cada tres años para garantizar el cumplimiento de los Requisitos de Título VI.
- §6.1.311** METRO asegurará que las minorías y las personas de bajos ingresos tengan acceso significativo a los programas, actividades y servicios METRO.

Artículo IV

Requisitos de Justicia Ambiental

- §6.1.401** METRO deberá integrar un análisis de justicia ambiental a su documentación de la Ley Nacional de Protección Ambiental (NEPA por sus siglas en inglés) de los proyectos de construcción. METRO no está obligado a realizar análisis de justicia ambiental en los proyectos donde la documentación de NEPA no es requerida. METRO preparará y presentará la lista de Exclusión Categórica (CE) de la FTA para los proyectos de construcción que no requieren un análisis de justicia ambiental. La lista CE de la FTA incluye una revisión de la interrupción de la comunidad y de justicia ambiental. METRO considerará la preparación de una evaluación ambiental

EXHIBIT A

(EA) o la declaración de impacto ambiental (EIS) para integrar en sus documentos los siguientes componentes:

- a) Una descripción de la población minoritaria y de bajos ingresos dentro de las áreas de estudio afectadas por el proyecto, y una discusión sobre el método utilizado para identificar a esta población (por ejemplo, el análisis de los datos del Censo, la observación directa, o un proceso de participación pública);
- b) Una discusión de todos los efectos adversos del proyecto, tanto durante como después de la construcción que afectaría a las poblaciones identificadas tanto minoritarias como de bajos ingresos;
- c) Una discusión de todos los efectos positivos del proyecto que afectaría a las poblaciones identificadas tanto minoritarias como de bajos ingresos, tales como mejoras en el servicio de transporte, la movilidad o accesibilidad;
- d) Una descripción de todas las acciones de mitigación y mejoramiento ambiental incorporado en el proyecto para abordar los efectos adversos, incluyendo pero no limitado a, todas las características especiales del programa de reubicación que van más allá de los requisitos de la Ley Uniforme de Reubicación y abordar los efectos adversos de la comunidad tales como el tema de separación o de la cohesión, y la sustitución de los recursos de la comunidad destruidos por el proyecto;
- e) Una discusión de los efectos restantes, si los hubiese, y por qué no se propone más mitigación; y
- f) Para los proyectos que atraviesan zonas predominantemente de minorías y de bajos ingresos y proyectos en zonas de predominantemente no-minorías y no-bajos ingresos, una comparación de las acciones de mitigación y mejoramiento del medio ambiente que afectan a zonas predominantemente de bajos ingresos y de minorías con las mitigaciones aplicadas en zonas predominantemente de no-minorías y de no-bajos ingresos.

Artículo V

Requisitos para Participación del Público y de Individuos con Dominio del Inglés Limitado (LEP por sus siglas en inglés)

- §6.1.501** METRO buscará y examinará los puntos de vista de la población de minorías, de bajos ingresos y con dominio del inglés limitado (LEP) en el curso de la realización de actividades de divulgación y actividades de participación. La estrategia de participación pública de METRO ofrecerá oportunidades tempranas y continuas para que el público participe en la identificación de los impactos sociales, económicos y ambientales de las decisiones de transporte propuestas.
- §6.1.502** METRO se asegurará que las personas tengan acceso a sus programas, actividades y servicios mediante el desarrollo y ejecución del plan de idioma en el mismo. METRO

EXHIBIT A

continuamente evaluará la necesidad de la asistencia lingüística de la población servida.

§6.1.503 METRO utilizará los siguientes cuatro factores para determinar qué medidas deben llevarse a cabo para proporcionar un acceso razonable y significativo para las personas con LEP.

- a) Idiomas verosímilmente de ser encontrados y el número o la proporción de personas con LEP en la población de servicios elegibles que podrían verse afectados por el programa, actividad o servicio.
- b) Frecuencia con la que los individuos con LEP entran en contacto con los programas, actividades y servicios de METRO.
- c) Importancia del programa, actividad o servicio prestado por METRO a las vidas individuales de las personas con LEP.
- d) Los recursos necesarios para prestar asistencia eficaz de las lenguas y los costos.

§6.1.504 ASISTENCIA DE LENGUAJE ORAL

- a) METRO mantiene personal bilingüe para proporcionar interpretación a español en sus oficinas administrativas y en sus instalaciones de Servicio al Cliente para las preguntas básicas de tránsito y asistencia para la planificación del viaje.
- b) El servicio de paratransito de METRO ofrece reservacionistas de habla hispana para ayudar a los clientes de paratransito para programar un viaje.
- c) Un intérprete bilingüe (español) está presente para servicios de traducción en la ~~segunda~~ reunión de la Junta Directiva ~~programada de~~ cada mes.
- d) Tras la notificación con 24 horas de anticipación, METRO proporcionará un intérprete en la ~~primera~~ reunión de la Junta, si así lo solicitan.
- e) Las Máquinas Expendedoras de Boletos de METRO proporcionan asistencia para la compra de boletos en inglés y español.

§6.1.505 NOTIFICACIÓN A CLIENTES CON LEP DE LA DISPONIBILIDAD DE SERVICIOS DE ASISTENCIA DE LENGUAJE

- a) METRO publicará en su tablón oficial de anuncios en sus oficinas administrativas, en el Centro de METRO, en Scotts Valley y en el Centro de Tránsito de Watsonville, carteles notificándole a los clientes sobre el programa de Asistencia Lingüística y que la asistencia lingüística gratuita está disponible, si se solicita de manera oportuna.
- b) Los autobuses de ruta fija de METRO y vehículos de ParaCruz cuentan con tarjetas de Asistencia Lingüística que informan a los pasajeros que hay ayuda disponible en el idioma español, si es necesario.

EXHIBIT A

§6.1.506 TRADUCCIÓN DE DOCUMENTOS VITALES/ASISTENCIA DE LENGUAJE ESCRITO

- a) Todas las audiencias públicas que requieren notificación al público están publicadas en inglés y español a través de las áreas de servicio de METRO y en periódicos locales.
- b) *La Declaración de Política del Título VI de METRO (Anexo A) y Formulario de Quejas (Anexo B) estarán disponibles en español en el sitio web de METRO, www.scmtd.com, en los Centros de Tránsito y el tablón oficial de anuncios de METRO.*
- ~~c) *La Declaración de Política del Título VI de METRO (Anexo A) y Formulario de Quejas (Anexo B) han sido traducidos al español y se publicarán en los centros de tránsito, en los vehículos de tránsito, y en el tablón oficial de anuncios en las oficinas Administrativas de METRO.*~~
- ~~d) *Los autobuses de ruta fija de METRO cuentan con Tarjetas de Autobús (inglés/español) informando a pasajeros sobre sus derechos en virtud del Título VI de la Ley de Derechos Civiles de 1964.*~~
- ~~e) *La evolución de METRO se ofrecen en inglés y español.*~~
- ~~f) *METRO publicará una copia del Programa de la Junta de Directores en español en el tablón oficial de METRO, ubicado en las oficinas de Administrativas de METRO.*~~
- ~~g) *La Guía de Viajeros de ParaCruz se proporciona en el sitio web en español.*~~

§6.1.507 METRO proporcionará traducciones escritas de documentos vitales para cada grupo de LEP que constituya un mínimo del 5% de la población del área de servicio o se componga de al menos 1,000 personas.

§6.1.508 Las reuniones de la Junta Directiva de METRO se llevan a cabo en diferentes lugares dentro del Condado de Santa Cruz para garantizar que personas de bajos recursos, minorías y con LEP tengan acceso sustancioso a estas juntas. Estos lugares incluyen Capitola, Santa Cruz, Scotts Valley y Watsonville.

Artículo VI

Quejas/Demandas y Apelaciones

§6.1.601 **Cómo presentar una queja de Título VI con METRO:** Cualquier persona que considere que él / ella, o como miembro de cualquier categoría específica de personas, ha sido objeto de discriminación por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género, con respecto a los programas, actividades, servicios u otros beneficios de METRO relacionados con el tránsito, puede presentar una Queja por escrito con METRO. Una Queja puede ser presentada por el individuo o por un representante. Se anima a los clientes presentar una Queja con METRO después de la supuesta discriminación, y se les anima a los denunciantes presentar las quejas tan pronto como sea posible. METRO investigará de inmediato todas las Quejas presentadas en virtud del Título VI, conforme con el presente Reglamento.

EXHIBIT A

§6.1.602 **La Queja debe incluir la siguiente información:**

- a) Una Queja debe ser por escrito, firmada y fechada por el Demandante o su representante antes de que cualquier acción pueda ser tomada.
- b) Una Queja debe indicar, lo más plenamente posible, los hechos y circunstancias circundantes a la presunta discriminación, incluyendo el nombre y dirección del demandante, la fecha, hora y lugar del incidente. La Queja deberá incluir una descripción del programa, actividad o servicio en el que ocurrió la presunta discriminación.

§6.1.603 **El Formulario de Quejas** (Anexo B) puede ser utilizado para presentar una Queja de Título VI con METRO. El *Formulario de Quejas* elaborará en un formato accesible a petición. Un *Formulario de Quejas* se puede obtener en los siguientes lugares:

- a) En el sitio web de Santa Cruz METRO, www.scmttd.com;
- b) Llamando al Coordinador de Servicios Administrativos de Santa Cruz METRO o su designado al (831) 426-6080, (TDD 711 (TTY/voz)) un formulario de queja puede ser enviado por correo.
- c) Tomando un Formulario de Quejas en Servicio al Cliente, en la Estación Pacific (anteriormente Centro Metro), en el 920 Pacific Avenue, Santa Cruz, CA 95060 ó en las oficinas Administrativas de Santa Cruz Metro, en el 110 Vernon Street, Santa Cruz, CA 95060.

§6.1.604 Si la Queja es recibida por alguien más aparte del CEO/Gerente General de METRO, la persona quien recibió la Queja la remitirá al CEO/Gerente General o su designado tan pronto como sea posible pero a más tardar 2 días hábiles de su recepción. El CEO/ Gerente General proporcionará inmediatamente una copia de la Queja al Presidente de la Junta de Directores y al Gerente de METRO responsable por el programa, actividad o servicio que se identifica como fuera de cumplimiento.

§6.1.605 **Procedimientos de METRO Para Investigar las Quejas:** El Gerente de METRO responsable por el programa, actividad o servicio que se supone que esta fuera de cumplimiento investigará sin demora la supuesta queja y preparará una respuesta por escrito tan pronto como sea posible pero a más tardar 10 días hábiles de la recepción de la reclamación. El Gerente podrá consultar con el personal de METRO adecuado para la preparación de su respuesta a la queja. El Gerente remitirá su respuesta por escrito al CEO/Gerente General o su designado dentro del marco de tiempo designado.

§6.1.606 **Esfuerzos para Contactar al Demandante:** El CEO/ Gerente General o su designado deberá hacer esfuerzos para hablar (en persona o conversación telefónica) con el demandante, en cuyo momento el demandante podrá dar testimonio oral o por escrito en apoyo a la alegación de que sus derechos en virtud del Título VI han sido violados. El CEO/ Gerente General o su designado deberá revisar y considerar la respuesta preparada por el Gerente identificado en la Sección

EXHIBIT A

67.05, toda la información proporcionada por el demandante, si los hubiese, y cualquier otra evidencia disponible sobre los alegatos de la queja. El CEO/Gerente General o su designado deberá elaborar un informe escrito de sus conclusiones y si se requieren medidas correctivas, un calendario para la realización de dicha acción.

- §6.1.607** **Conclusión de la Investigación:** Tan pronto como sea posible, pero a más tardar, 20 días hábiles siguientes a la recepción de la denuncia inicial, el CEO/Gerente General o su designado deberá informar al demandante de sus conclusiones y las medidas correctivas que deben adoptarse como consecuencia de la denuncia junto con el calendario para la realización de dicha acción.
- §6.1.608** **Apelación al Presidente de la Junta:** Si el demandante no está satisfecho con las conclusiones y/o acciones del CEO/Gerente General de METRO o su designado, entonces el demandante podrá presentar su Queja con el Presidente de la Junta de Directores (referirse a la Sección 67.09 a continuación), o con Oficina de Derecho Civiles de la FTA (refiérase a la Sección 67.11 a continuación).
- §6.1.609** **Proceso de Apelación:** Si el demandante opta por presentar su Queja con el Presidente de la Junta de Directores, entonces la denuncia y la documentación de respaldo debe presentarse dentro de los 15 días hábiles de la recepción de los resultados de la investigación del CEO/Gerente General, con el Presidente de la Junta de Directores, proporcionándosela al Asistente Ejecutivo, o su designado, en el 110 Vernon Street, Santa Cruz, CA 95060. Si se requiere de un acomodo, un tiempo adicional puede ser proporcionado para presentar la apelación. Tras examinar el expediente, el Presidente de la Junta notificará al denunciante de las acciones que, de haberlas, se tomarán como resultado de la revisión por el Presidente dentro de 10 días hábiles de la notificación del Presidente de que el denunciante no está satisfecho con los resultados de la investigación del CEO/Gerente General. La decisión del Presidente de la Junta Directiva de METRO será definitiva.
- §6.1.610** **Extensión de Plazo:** Cualquier plazo establecido en el presente documento podrá ser prorrogado por el CEO/Gerente General como una acomodación (si es necesario), o en una muestra de una buena causa.
- §6.1.611** **Cómo Presentar una Queja de Título VI con el FTA:** Cualquier persona que considere que él/ella, o como miembro de cualquier categoría específica de personas, ha sido objeto de discriminación por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género, con respecto a los programas, actividades o servicios de METRO, o de otros beneficios conexos de tránsito, puede presentar una Queja por escrito al FTA. Una Queja puede ser presentada por el individuo o por un representante. La FTA investigará de inmediato todas las denuncias presentadas en virtud del Título VI, de conformidad con las regulaciones del DOT 49 CFR §§ 21.11 (b) y 21.11 (c).

EXHIBIT A

a) **La Queja debe incluir la siguiente información:**

Una queja podrá ser presentada mediante la impresión, llenado y envío por correo del **Formulario de Quejas de la FTA** que se puede encontrar en el sitio web de la FTA:

[http://www.fta.dot.gov/printer friendly/12328 5104.html](http://www.fta.dot.gov/printer%20friendly/12328%205104.html)

La Queja debe ser por escrito, firmada y fechada por el demandante o su representante antes de que cualquier acción pueda ser tomada. En casos donde un demandante no puede o sea incapaz de proporcionar una declaración por escrito, pero desea que la FTA o el DOT investigue la supuesta discriminación, una Queja verbal de la discriminación puede ser presentada al Director de la FTA, Oficina de Derechos Civiles. De ser necesario, el Oficial de Derechos Civiles ayudará a la persona a convertir la queja verbal en escrito. Todas las quejas, sin embargo, tienen que ser firmadas por el demandante o su representante.

Dirección de la Oficina de Derechos Civiles de la FTA:

Oficina de Derechos Civiles de la Administración Federal de Tránsito

En Atención: Equipo de Quejas

East Building, 5th Floor - TCR

1200 New Jersey Avenue, S.E.

Washington, DC 20590

TTY (escritor teletipo): 1-800-877-8339

Voz: 1-866-377-8642

FTA.ADAAssistance@dot.gov

- b) Favor de proporcionar un resumen de sus acusaciones, incluyendo las fechas, horas y lugares del/los incidente/s. Incluya toda la documentación de respaldo. La Queja deberá incluir una descripción del programa, actividad o servicio en donde el supuesto acto de discriminación ocurrió. Cualquier otra correspondencia del proveedor de transporte podrá ser incluida.
- c) No lo es requerido; no obstante, la FTA alienta a las personas a que primero presenten la Queja directamente con el proveedor de transporte para darle al proveedor una oportunidad para que resuelva cualquier situación que pueda presentarse.

§6.1.612

Aceptación de Quejas: Una vez que una Queja haya sido aceptada, la FTA notificará a METRO que ha sido objeto de una Queja de Título VI y le pedirá a METRO que responda por escrito a las acusaciones del demandante. Una vez que el demandante este de acuerdo en liberar la Queja a METRO, la FTA le turnará la Queja a METRO. LA FTA podrá optar por cerrar una Queja si el demandante no está de acuerdo en liberar la demanda a METRO. La FTA se esfuerza por investigar con prontitud todas las Quejas de Título VI.

EXHIBIT A

§6.1.613 **Investigaciones:** La FTA realizará una investigación puntual cada vez que una revisión de cumplimiento, reporte, queja o cualquier otra información que indique una posible falla en el cumplimiento con los Reglamentos del Título VI. La investigación de la FTA incluirá una revisión de las prácticas y políticas pertinentes de METRO, las circunstancias en que ocurrió el posible incumplimiento y otros factores relevantes para una determinación en cuanto a si METRO ha dejado de cumplir con las regulaciones del Título VI.

§6.1.614 Tras la investigación, la Oficina de Derechos Civiles de la FTA remitirá al demandante y a METRO una de las siguientes tres cartas basadas en sus conclusiones:

- a) **Carta de Resolución:** la cual explica los pasos que ha tomado METRO o las que se compromete a tomar para cumplir con el Título VI.
- b) **Carta de Conclusión (Cumplimiento):** la cual explica que se ha encontrado que METRO está en cumplimiento con el Título VI. Esta carta incluirá una explicación del por qué se encontró que METRO está en cumplimiento, y proporcionará notificación al demandante sobre sus derechos de apelación.
- c) **Carta de Conclusión (Incumplimiento):** la cual explica que se ha encontrado que METRO está en incumplimiento. Esta carta incluirá cada violación referenciada, la normativa aplicable, una breve descripción de las soluciones propuestas, notificación del límite de tiempo en el proceso de conciliación, las consecuencias por el fracaso para lograr el cumplimiento voluntario y una oferta de asistencia para METRO para la elaboración de un plan correctivo para el cumplimiento.

§6.1.615 **Proceso de Apelación:** Las cartas de conclusión y resolución ofrecerán al demandante y a METRO la oportunidad de proporcionar información adicional que llevaría a la FTA a reconsiderar sus conclusiones. La FTA solicita que las partes involucradas en la Queja proporcionen esta información adicional dentro de 60 días de la fecha de la carta de conclusión. La Oficina de Derechos Civiles de la FTA responderá a una apelación, ya sea mediante la emisión de una carta de revisión de la resolución o conclusión a la parte apelante, o informando a la parte apelante de que la carta original de la resolución o conclusión sigue en vigor.

Artículo VII

Deficiencias con el Cumplimiento del Título VI

§6.1.701 Revisiones de Cumplimiento serán llevadas a cabo periódicamente por la FTA, como parte de su responsabilidad continua en virtud a su autoridad bajo el estatuto 49 CFR §21.11(a).

EXHIBIT A

- §6.1.702** Si la FTA determina que METRO está incumpliendo con el Título VI, le enviará una *Carta de Conclusión* que describa las determinaciones de la FTA y solicitando que METRO tome voluntariamente la/s acción/acciones correctiva/s, las cuales la FTA considere necesarias y apropiadas.
- §6.1.703** METRO presentará un plan de medidas correctivas que incluya una lista de acciones correctivas planeadas y, de ser necesario, las razones suficientes y justificadas para que la FTA reconsidere cualquiera de sus conclusiones o recomendaciones en un plazo de 30 días de recibida la *Carta de Conclusión* de la FTA.

Artículo VIII

Administración

- §6.1.801** METRO integrará las disposiciones dentro de su Programa de Título VI en todos sus programas, actividades y servicios brindados por el servicio de Ruta Fija y de Paratransporte de METRO y las instalaciones de METRO.
- §6.1.802** METRO integrará el Programa del Título VI a su Código Administrativo.

EXHIBIT A

ANEXO A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



DECLARACIÓN DE POLÍTICA DEL TÍTULO VI

El Distrito de Transporte Metropolitano de Santa Cruz (METRO) está comprometido con proporcionar transporte público en un ambiente libre de discriminación con base en la raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género. METRO opera sus programas, actividades y servicios sin consideración alguna de la raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género.

Como beneficiario de fondos de la Administración Federal de Tránsito, METRO se asegurará de que sus programas, políticas y actividades cumplan con el Título VI de la Ley de Derechos Civiles de 1964, en su versión enmendada, y con las regulaciones del Departamento de Transporte.

Cualquier persona que considere que él/ella, ha sido objeto de discriminación por motivos de raza, color, origen nacional, edad, sexo, orientación sexual o identidad de género, con respecto a los programas, actividades, servicios u otros beneficios relacionados con el transporte de METRO, puede presentar una queja del Título VI. Las quejas deben ser presentadas por escrito y firmadas por el demandante, o su representante, y debe incluir el nombre, la dirección y número telefónico del demandante u otro medio por el cual pueda ser contactado el demandante. Los formularios de quejas están disponibles en la Administración de Santa Cruz METRO en, 110 Vernon St., Santa Cruz, 831-426-6080; Servicio al Cliente, 920 Pacific Avenue (Estación Pacific); y en línea en www.scmttd.com. Se les anima a los clientes a que presenten las Quejas tan pronto como sea posible y llamen al Asistente Ejecutivo al (831) 426-6080 para recibir asistencia.

Para solicitar información adicional sobre las obligaciones de no discriminación de METRO o para presentar una Queja del Título VI, por favor envíe su solicitud o queja por escrito al:

Distrito de Transporte Metropolitano de Santa Cruz

Atención: CEO/General Manager

110 Vernon Street

Santa Cruz, CA 95060

Las Quejas del Título VI de la Administración Federal de Tránsito pueden ser presentadas directamente al:

Oficina de Derechos Civiles de la Administración Federal de Tránsito

Atención: Equipo de Quejas East Building, 5th Floor – TCR

1200 New Jersey Avenue, SE

Washington, DC 20590

CÓDIGO ADMINISTRATIVO

TÍTULO VI, CAP. 1 – PROGRAMA DEL TÍTULO VI

11A.Exhibit A.32

EXHIBIT A

ANEXO B

Distrito de Transporte Metropolitano de Santa Cruz

FORMULARIO DE QUEJA DE DISCRIMINACIÓN DEL TÍTULO VI 110 Vernon Street, Santa Cruz, CA 95060

Nombre del Demandante o Representante Autorizado _____

Dirección: _____

Ciudad/Estado/C.P.: _____

Teléfono: _____ correo electrónico: _____

Fecha/Hora de Violación: _____ Fecha de la Queja: _____

Lugar de Violación: _____

Número de Autobús: _____ Ruta del Autobús: _____

Favor de indicar la discriminación de esta queja por cualquiera de los siguientes motivos, los cuales están prohibidos por el Título VI de la Ley de Derechos Civiles de 1964:

Raza Color Origen Nacional

Favor de indicar la discriminación de esta queja por cualquiera de los siguientes motivos, los cuales están prohibidos por Santa Cruz METRO:

Edad Sexo Orientación Sexual Identidad de Género

Favor de proporcionar el/los nombre/s de los Directores, empleados y/o agentes de METRO quienes presuntamente discriminaron contra usted, incluyendo su puesto laboral (si lo sabe):

Identifique que servicio, programa o actividad de METRO (por ejemplo: servicio de ruta fija ParaCruz, etc.) dio lugar a la discriminación en su contra:

Identifique a las personas que cuenten con información relevante a la violación con nombre, dirección y teléfono:

Explique tan claro como sea posible qué sucedió, cómo siente que fue discriminado y quién estuvo involucrado. Describa cómo fue tratado de manera diferente:*

Firma del Demandante: _____ Fecha: _____

EXHIBIT A

Protocol for Reporting Protected Class Complaints of Discrimination/Harassment/Retaliation

(For Customer Service Representatives, Clerks, Reservationists, Dispatchers and Receptionists)

1. When a Customer/Member of the Public contacts Santa Cruz METRO to file a complaint, Santa Cruz METRO's Representative must listen to the complaint in order to determine whether the basis for the alleged violation is a protected class status;
2. The Customer Service Representative, Clerk, or Receptionist who takes the complaint of an alleged Title VI violation shall immediately send an email to his/her Manager/Supervisor describing the complaint and identifying the Complainant's contact information. The Manager/Supervisor will determine if a Title VI violation has occurred and inform the employee to proceed with the Protocol below.
3. If the alleged violation is as a result of a protected class status, an email describing the complaint, its basis and identifying the Complainant's contact information must be immediately forwarded to the General Manager, and the Affected Manager with a copy to the District Counsel;
4. Protected Classes include the following: Race, Color, National Origin, Ancestry, Religion, Age, Disability, Sex, Genetic Information, Sexual Orientation, Gender and Marital Status. Additionally, if anyone alleges that Santa Cruz METRO violated his/her rights because he/she were engaging in protected activity (i.e. assisting an individual with the filing of a complaint of discrimination based on a protected class) that should also be reported as set forth above.
5. Upon receipt of the Complaint, the General Manager/Designee will follow the appropriate Complaint Procedure for investigation and resolution of the matter.

6. **Examples of Complaints that need to be reported pursuant to this protocol:**
 - a.) "My service dog was denied entry onto a bus." (Protected Class: Disability);
 - b.) "The bus passed me by because I am black." (Protected Class: Race/Color/National Origin);
 - c.) "The Bus Driver said I had to sit in the front of the bus because I am a Muslim and he wanted to keep an eye on me." (Protected Class: Religion); and/or
 - d.) "The Bus Driver said I was too slow to wait until I got to my seat so he took off and caused me to fall. I am 92 years old." (Protected Class: Disability).

EXHIBIT A

Title VI Program 2016 Report

**Title VI Investigations, Complaints
And Lawsuits**

EXHIBIT A

LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS AND LAWSUITS

	Date of Incident	Summary (include basis of complaint: Race, color, or national origin)	Status	Action(s) Taken
Investigations conducted by FTA/other				
1. NONE	N/A			
Lawsuits				
1. Raymond Emme v. SCMTD, CV174743	Claim Received 1/13/12 (Claim #12-0002); 7/26/12 (Complaint Filed in Superior Court)	Emme filed a Claim against METRO. METRO's BOD rejected his claim on 1/27/12. Emme then filed a Civil Tort Claim with the Superior Court alleging that bus operators have treated him differently because he is a poor white male.	Order dismissing Plaintiff's complaint without leave to amend filed in the Sixth District Appellate Court on 6/23/14. Allegations made by Appellant were vague, uncertain and have no supporting facts. All Santa Cruz METRO employees who are identified in the litigation deny the allegations.	Order After Hearing on Demurrer submitted to the Superior Court on 4/3/13. Notice of Entry of Judgment filed 4/13/13. Plaintiff filed Notice of Appeal on 4/25/13. This matter was reviewed by the Sixth District Appellate Court in May 2014. The ORDER from the Appellate Court affirmed the decision of the Superior Court.

EXHIBIT A

Title VI Program 2016 Report

Service Standards and Policies

EXHIBIT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR-1033

Computer Title: System Standards

Effective Date: January 25, 2013

Pages: 7

TITLE: SYSTEM-WIDE SERVICE STANDARDS AND POLICIES

Procedure History

NEW POLICY

SUMMARY OF POLICY

APPROVED

January 25, 2013

New Regulation



I. POLICY

- 1.01 It is the policy of the Santa Cruz METRO, as a recipient of Federal Transit Administration (FTA) funds, that it shall comply with Title VI of the Civil Rights Act of 1964 which provides that, "No person in the United States shall on the ground of race, color or national origin be excluded from participation or be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."
- 1.02 Santa Cruz METRO ensures that the level and quality of its public transportation service are provided in a nondiscriminatory manner. Santa Cruz METRO promotes full and fair participation in public transportation decision-making without regard to race, color or national origin. Additionally, Santa Cruz METRO ensures meaningful access to transit-related programs and activities by persons with limited English proficiency (LEP).
- 1.03 Santa Cruz METRO shall not utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color or national origin. Santa Cruz METRO will implement these System-Wide Service Standards and Policies to ensure that service design and operation does not result in discrimination on the basis of race, color or national origin.
- 1.04 Santa Cruz METRO's service standards and policies address how service and amenities are distributed throughout the transit system. Santa Cruz METRO created these service standards and policies to prevent discrimination in the routing, scheduling and quality of transportation service provided throughout its service area. Santa Cruz METRO ensures that the manner of distribution of its transit services affords all users equal access to these assets.
- 1.05 It is the policy of Santa Cruz METRO that the location of routes, level of service, quality and age of its vehicles and quality of transit amenities serving different area may not be determined on the basis of race, color or national origin.

EXHIBIT A

II. APPLICABILITY

- 2.01 This policy and the system-wide service standards and service policies set forth herein apply to Santa Cruz METRO's employees in the creation of its transit service according to standards for the location of routes, headway between buses, passenger loads and on-time performance, and policies for assigning buses and installing transit amenities.

III. DEFINITIONS

- 3.01 **CNG:** Compressed natural gas.
- 3.02 **Highway 17 Express:** A regional route which provides service between Santa Cruz County and Santa Clara County along SR-17.
- 3.03 **Intercity:** The primary trunk lines with better than hourly service on arterial roads linking transit centers or significant activity centers (Santa Cruz, Watsonville, Scotts Valley). An intercity route tends to have high frequency and a long span of service
- 3.04 **Local:** An urban route which connects residential areas or major trip generators with transit centers
- 3.05 **National Origin:** The particular nation in which a person was born, or where the person's parents or ancestors were born.
- 3.06 **Non-peak:** The times of a given day with lower travel demand.
- 3.07 **On-Time Performance:** A measure of transit runs completed as scheduled.
- 3.08 **Peak:** The highest level of daily travel demand generally between the hours of 7am – 9am and between the hours of 2pm – 7pm.
- 3.09 **Program or Activity:** A facet of service provided by Santa Cruz METRO.
- 3.10 **Race:** A group of people united or classified together on the basis of common history, nationality or geographic distribution.
- 3.11 **Recipient:** A transit agency or transportation agency that receives federal financial assistance from the Federal Transit Administration. The term includes subrecipients of a designated recipient.
- 3.12 **Rural:** A transit route that provides service to rural areas beyond the urbanized area boundaries within Santa Cruz County. A rural route which provides the only transportation available to the transit dependent is lifeline service. A rural route tends to have low frequency and a short span of service
- 3.13 **Service Area:** The geographic area in which Santa Cruz METRO operates public transit services.
- 3.14 **Service Availability:** A general measure of a person's access to public transit within Santa Cruz County.

EXHIBIT A

- 3.15 **Service Standard/Policy:** An established service performance measure or policy used by Santa Cruz METRO to plan or distribute services and amenities within its service area.
- 3.16 **Transit Amenities:** Items of comfort, convenience and safety that are available to the general riding public. Examples include bus stop signs, benches, shelters, trashcans and lighting.
- 3.17 **UCSC Routes:** A route serving the University of California Santa Cruz campus. Some UCSC routes operate only during the UCSC school term and are not in service during the summer months. The UCSC routes tend to have the greatest frequency and the longest span of service in Santa Cruz METRO's route categories.
- 3.18 **Vehicle Headway Standard:** The amount of time scheduled between two transit vehicles traveling in the same direction along the same street. A shorter headway corresponds to a higher level of service. Vehicle headway is one component of the amount of travel time expended by a passenger to reach his/her destination. Headway standards can impact vehicle load.
- 3.19 **Vehicle Load Standard:** Expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus a vehicle load of 1.5 means all seats are filled and there are 20 standees. The intent of monitoring vehicle load standard is to provide commensurate safety, comfort and service levels throughout the system.

IV. SERVICE STANDARDS

FTA requires all fixed route transit providers to develop quantitative standards for the following indicators: Vehicle Load, Vehicle Headway, On-Time Performance and Service Availability.

- 4.01 **Vehicle Load Standard.** Santa Cruz METRO's Vehicle Load Standard is based upon the factors listed below. The average of all loads on a route should not exceed the load factors shown below.

Load Factors

Vehicle Type	Seated	Standing	Total	Load Factor
25' Mini Bus	19	9	28	1.5
40' Low Floor Bus	39	19	58	1.5
35' Bus	30	15	45	1.5
40' Highway 17 Bus*	36-43	12	48-55	1.2-1.3

Note: The last trip of the night on any given route may have a higher load factor in the effort not to leave passengers stranded.

* Santa Cruz METRO operates a number of different 40' Highway 17 coaches which have different seating capacities

EXHIBIT A

If a route exceeds these standards, it will be monitored. In the event that an overload is documented on fifteen (15) days, over a six-month period, corrective action shall be considered to achieve a balanced vehicle load within the acceptable limits of these standards but dependent on the financial capability of Santa Cruz METRO.

4.02 **Vehicle Headway Standard:** Santa Cruz METRO strives to strike a balance between headways and span of service. Santa Cruz METRO uses the following five route categories to delineate different service characteristics and establishes different vehicle headway standards as shown in the table below to meet the trip characteristics in each category.

- a. **Rural:** Routes that serve sparsely populated unincorporated areas, although the routes may start within an incorporated city.
- b. **Intercity:** Routes that travel between incorporated cities and may travel through rural areas and/or unincorporated areas.
- c. **Local:** Routes that travel within and/or around an incorporated city.
- d. **UCSC:** Routes which enter the University of California Santa Cruz campus during the school term.
- e. **Highway 17 Express:** A single, intercounty commuter express route with limited stops between Santa Cruz and San Jose.

Headway Standard

Routes	Weekday Peak	Weekday Base	Weekday Night	Weekend
Rural	30	60	90	30
Intercity	15	30	60	60
Local	60	60	60	60
UCSC	10	30	30	30
Highway 17 Express	20	60	60	60

Note: Peak hours are 7:00am - 9:00am and 2:00pm - 7:00pm.
Night service hours are 8:00pm - 12:00am. Not all routes in a route group will operate at all times of a day

Monitoring will be done prior to the beginning of each bid. Vehicle headways will be improved first on routes that exceed the load factor standard.

4.03 **On-Time Performance Standard:** The Santa Cruz METRO has a 72% on-time performance standard.

EXHIBIT A

Policy and Regulation

Page 5 of 7

- a. Santa Cruz METRO buses are considered on time if the actual departure is no earlier than zero seconds before and no later than five minutes after the scheduled departure time.
- b. Santa Cruz METRO buses are considered on time if the actual arrival is within five minutes of the scheduled arrival time.

Currently, Santa Cruz METRO does not have the technology or staffing to regularly track on-time performance. Santa Cruz METRO will collect on-time performance data twice a year using a point check with surveyors stationed at the three major transit centers (Santa Cruz, Capitola Mall and Watsonville) to record arrivals and departures. This policy is in place until Santa Cruz METRO is able to implement an Automatic Vehicle Locator system.

- 4.04 **Service Availability.** The Santa Cruz METRO Service Availability Standard considers the range of geographic variability within the service area.

Santa Cruz METRO serves the County of Santa Cruz, which encompasses 445.2 square miles with an average density of 589 persons per square mile and a total population of 262,382. Urban development in the county lies primarily within the incorporated cities of Capitola, Santa Cruz, Scotts Valley and Watsonville which serve as the predominant employment and residential centers in the service area. Numerous unincorporated places within the County separated by extensive rural areas lend for a generally low-density service area with medium densities within the incorporated cities. In addition, Santa Cruz METRO serves a non-urban university campus of approximately 20,000 students and staff which require a high level of transit service due to travel restrictions, even though the vast campus does not approach urban densities.

In consideration of the varied service area geography, Santa Cruz METRO will implement a service availability standard such that:

- a. Ninety percent (90%) of all residents living within the incorporated cities of Capitola, Santa Cruz, Scotts Valley and Watsonville are within a ½ mile of a bus stop.
- b. Ninety percent (90%) of all residents of Santa Cruz County are within 1 mile of a bus stop.

V. SERVICE POLICIES

FTA requires all fixed route transit providers to develop policies to ensure that the assignment of buses and distribution of transit amenities do not result in discrimination. Service policies do not have a quantitative threshold; rather, they govern how service is implemented.

- 5.01 **Vehicle Assignment.** Vehicle assignment refers to the process by which transit vehicles are placed into service on routes throughout Santa Cruz METRO's service area.

- a. Santa Cruz METRO assigns buses to vehicle tasks and blocks based on the following criteria:

EXHIBIT A

Policy and Regulation

Page 6 of 7

1. Ridership/vehicle capacity;
 2. Whether the bus is being operated during peak periods;
 3. Whether there are topographical or geographical limitations that would prohibit a specific bus from being operated in that area;
 4. Availability.
- b. Santa Cruz METRO assigns suburban style buses with overhead bins to the Highway 17 Express.
- 5.02 **Transit Amenities**. Implementation of the following transit amenities will occur at bus stops and transit centers based on the objective criteria cited below:
- a. **Signs:** Bus stop information signs shall be installed at all Santa Cruz METRO bus stops. To promote accessibility and readability, the signs shall be located at a minimum of two (2) feet from the curb face; with the top of the information sign positioned no more than seven (7) feet from ground level.
 - b. **Benches/Shelters:**
 1. Proximity to hospitals, schools, senior centers, shopping centers, medical centers, transit transfer centers, and transit centers;
 2. Frequency of service (shorter headways, no bench; longer headways, benches);
 3. Adjacent land use compatibility (e.g. apartment complexes, senior and/or disabled communities/housing);
 4. Availability of space to construct shelters and waiting areas is required. The location must accommodate a concrete pad and is required to set back two feet from the roadway. The bench/shelter must not block the view of vehicular traffic and site must comply with all federal, state and local legal requirements;
 5. Passenger/Public requests;
 6. Existing bench or shelter locations will be considered for equity in distribution within the service area.
 - c. **Bike racks:** Bike racks will be installed at all transit center locations. Bike racks will be installed in bus stops located in major shopping centers.
 - d. **Trash Cans:** Santa Cruz METRO provides trash cans at all urban and inner city bus stops and upon request in interconnecting and rural routes.
 - e. **Lighting:** All new sheltered bus stops will receive solar lighting.
- 5.03 **Replacement of Existing Amenities**. Existing bus stops with vandalized, defective or damaged bus shelters or benches will receive priority for a new and/or repaired to a state of good repair bus shelter or bench.

EXHIBIT A

Policy and Regulation

Page 7 of 7

VI. REQUESTS FOR NEW SERVICE

6.01 Requests for new bus service received from a resident when the request is supported by community organizations, a majority of the residents, and/or political representatives of the community will be considered and evaluated.

VII. USE OF SERVICE STANDARDS

7.01 These system-wide service standards will be used by Santa Cruz METRO's Planning Department and Operations Department to ensure that service is distributed across the system in a nondiscriminatory manner which affords users equal access to public transit assets.

7.02 Santa Cruz METRO's Planning Department and Operations Department are responsible for monitoring Santa Cruz METRO's service standards and notifying the Board of Directors if changes are necessary.

VIII. ADMINISTRATION OF REGULATION

8.01 The Operations Manager is responsible to administer and enforce this policy within the respective department.

8.02 This policy will be updated as needed as determined by the Operations Manager or the General Manager.

8.03 Santa Cruz METRO will integrate these System-Wide Service Standards and Policies into its Administrative Regulations and procedures.

EXHIBIT A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Número de Reglamento: AR-1033
Título de Computadora Normas del Sistema
Fecha Efectiva: 25 de enero de 2013
Páginas: 8

TÍTULO: NORMAS Y POLÍTICAS DE SERVICIO DE TODO EL SISTEMA

Historia de Procedimiento

NUEVA POLÍTICA	RESUMEN DE LA POLÍTICA	APROBADO
25 de enero, 2013	Nuevo Reglamento	

I. POLÍTICA

- 1.01 Es la política del Santa Cruz METRO, como recipiente de fondos de la Administración Federal de Tránsito (FTA), que deberá cumplir con el Título VI de la Acta de Derechos Civiles de 1964, que establece que: "Ninguna persona en los Estados Unidos será, por motivos de raza, color u origen nacional, excluida de participar o ser negado los beneficios de, o ser sujeto a discriminación bajo cualquier programa o actividad que reciba asistencia financiera Federal. "
- 1.02 Santa Cruz METRO asegura que el nivel y la calidad de su servicio de transporte público se proporciona de manera no discriminatoria. Santa Cruz METRO promueve la participación plena y justa en el transporte público de tomar de decisiones, sin distinción de raza, color u origen nacional. Además, Santa Cruz METRO asegura acceso significativo a los programas relacionados con el tránsito y las actividades de las personas con Dominio Limitado del Inglés (LEP).
- 1.03 Santa Cruz METRO no utilizará los criterios o métodos de administración que tienen el efecto de someter a las personas a la discriminación por motivos de raza, color u origen nacional. Santa Cruz METRO aplicará estas Normas y Políticas de Servicio de Todo el Sistema para asegurar que el diseño de servicios y la operación no dé lugar a la discriminación por motivos de raza, color u origen nacional.
- 1.04 Normas y políticas de servicio del Santa Cruz METRO dirigen como el servicio y las instalaciones están distribuidas en todo el sistema de tránsito. Santa Cruz METRO creó estas normas y políticas de servicio para evitar la discriminación en el enrutamiento, la programación y la calidad del servicio de transporte proporcionado a través de su área de servicio. Santa Cruz METRO asegura que la forma de distribución de sus servicios de transporte brinda a todos los usuarios el mismo acceso a estos bienes.

EXHIBIT A

- 1.05 Es la política del Santa Cruz METRO que la ubicación de las rutas, nivel de servicio, calidad y edad de sus vehículos y la calidad de los servicios de tránsito que sirven áreas diferentes no puede determinarse sobre la base de raza, color u origen nacional.

II. APLICABILIDAD

- 2.01 Esta política y las normas de servicio de todo el sistema y las políticas de servicios establecidas en este documento se aplican a los empleados del Santa Cruz METRO en la creación de su servicio de transporte de acuerdo con las normas para la ubicación de las rutas, progreso entre los autobuses, cargas de pasajeros y el rendimiento a tiempo, y las políticas para la asignación de los autobuses y la instalación de los servicios de tránsito.

III. DEFINICIONES

- 3.01 **CNG:** Gas Natural Comprimido
- 3.02 **Highway 17 Express:** Una ruta regional que da servicio entre el Condado de Santa Cruz y el Condado de Santa Clara a lo largo de la ruta estatal SR-17.
- 3.03 **Interurbanos:** Las líneas troncales primarias con mejor servicio cada hora en las carreteras principales que unen los centros de tránsito o los centros importantes de actividad (Santa Cruz, Watsonville, Scotts Valley). Una ruta interurbana tiende a tener alta frecuencia y un largo período de servicio
- 3.04 **Local:** Una ruta urbana que conecta las zonas residenciales o generadores de viaje principales con los centros de tránsito
- 3.05 **Origen Nacional:** La nación particular en que nació una persona, o donde nacieron los padres o antepasados de la persona.
- 3.06 **No Pico:** Las horas de cualquier día con la demanda de viajes más baja.
- 3.07 **Rendimiento de Puntualidad:** Una medida de corridas de tránsito que se completan como programadas.
- 3.08 **Pico:** El nivel más alto de la demanda de viajes al día generalmente entre las horas de 7am-9a.m. y entre las horas de 2pm - 7pm.
- 3.09 **Programa o Actividad:** Una faceta del servicio proporcionado por Santa Cruz METRO.
- 3.10 **Raza:** Un grupo de personas unidas o clasificadas juntas sobre la base de la historia común, la nacionalidad o la distribución geográfica.
- 3.11 **Recipiente:** Una agencia de transporte o agencia de transporte que recibe asistencia financiera federal de la Administración Federal de Tránsito. El término incluye a los beneficiarios secundarios de un beneficiario designado.
- 3.12 **Rural:** Una ruta de tránsito que da servicio a las zonas rurales más allá de los límites de las áreas urbanizadas dentro del Condado de Santa Cruz. Una ruta rural que ofrece el único medio de transporte disponible para los dependientes de tránsito es un servicio de línea de vida. Una ruta rural tiende a tener baja frecuencia y un corto periodo de servicio

EXHIBIT A

Política y Reglamento

Página 3 de 7

- 3.13 **Área de servicio:** El área geográfica en la que Santa Cruz METRO opera servicios de transporte público.
- 3.14 **Disponibilidad del servicio:** Una medida general de acceso de las personas al transporte público en el Condado de Santa Cruz.
- 3.15 **Política/Norma de Servicio:** Una medida de rendimiento del servicio establecido o la política utilizada por el Santa Cruz METRO para planear o distribuir servicios y amenidades dentro de su área de servicio.
- 3.16 **Servicios de Tránsito:** Los artículos de comodidad, conveniencia y seguridad que están disponibles para el público viajero en general. Los ejemplos incluyen las señales de paradas de autobús, bancas, marquesinas, basureros e iluminación.
- 3.17 **Rutas UCSC:** Una ruta sirviendo al campus de la Universidad de California Santa Cruz. Algunas rutas UCSC operan solamente durante el período escolar UCSC y no están en servicio durante los meses de verano. Las rutas UCSC tienden a tener la mayor frecuencia y la distancia más larga de servicio en categorías de rutas del Santa Cruz METRO.
- 3.18 **Norma de Avance de Vehículo:** La cantidad de tiempo programado entre dos vehículos de tránsito que viajan en la misma dirección a lo largo de la misma calle. Un avance más corto corresponde a un nivel más alto de servicio. Avanzar vehículo es un componente de la cantidad de tiempo de viaje gastado por un pasajero para llegar a su destino. Normas de Avance pueden afectar la carga del vehículo.
- 3.19 **Norma de Carga de Vehículo:** Expresada como la relación de los pasajeros y el número total de asientos en el vehículo. Por ejemplo, en un autobús de 40-asientos, la carga de un vehículo de 1.5 significa que todos los asientos están ocupados y hay 20 pasajeros de pie. La intención de la norma de carga de vehículo es para proporcionar niveles de seguridad adecuados, confort y servicio en todo el sistema.

IV. NORMAS DE SERVICIO

FTA requiere que todos los proveedores de transporte de ruta fija desarrollen normas cuantitativas para los siguientes indicadores: carga del vehículo, avances del vehículo, rendimiento de puntualidad y disponibilidad de servicios.

- 4.01 **Norma de Carga de Vehículo.** La Norma de Carga de Vehículos del Santa Cruz METRO se basa en los factores que se enumeran a continuación. El promedio de todas las cargas en una ruta no debe superar los factores de carga que se muestra a continuación.

Factores de Carga

Tipo de Vehículo	Sentado	Parado	Total	Factor de Carga
25' Mini Autobús	19	9	28	1.5
40' Autobús de Piso Bajo	39	19	58	1.5

EXHIBIT A

35' Autobus	30	15	45	1.5
40' Autobús Highway 17*	36-43	12	48-55	1.2-1.3

Nota: El último viaje de la noche en cualquier ruta puede tener un factor de carga mayor en el esfuerzo de no dejar a los pasajeros varados.

* Santa Cruz METRO cuenta con un número de diferentes autobuses del Highway 17 de 40' que tienen diferentes capacidades de asientos

Si una ruta excede las normas mencionadas, será objeto de seguimiento. En el caso de que una sobrecarga está documentada en quince (15) días, durante un período de seis meses, la acción correctiva se considerará para lograr una carga de vehículo equilibrada dentro de los límites aceptables de estas normas, pero depende de la capacidad financiera de Santa Cruz METRO .

4.02 **Normas de Avance de Vehículo:** Santa Cruz METRO se esfuerza por lograr un equilibrio entre avances y palmos de servicio. Santa Cruz METRO utiliza las siguientes cinco categorías de ruta para delinear las diferentes características de servicio y establece las diferentes normas de avance de vehículo como se muestra en la tabla siguiente para cumplir con las características de actuación de cada categoría.

- a. **Rural:** Rutas que sirven áreas poco pobladas y no incorporadas, aunque las rutas pueden empezar dentro de una ciudad incorporada.
- b. **Interurbano:** Las rutas que viajan entre ciudades incorporadas y pueden viajar a través de zonas rurales y / o áreas no incorporadas.
- c. **Local:** Las rutas que viajan dentro y / o alrededor de una ciudad incorporada.
- d. **UCSC:** Las rutas que entran en la Universidad de California en Santa Cruz durante el término escolar.
- e. **Highway 17 Express:** Una sola ruta expresa entre condados con paradas limitadas entre Santa Cruz y San José.

Norma de Avance

Rutas	Pico Día entre Semana	Base Día entre Semana	Noche Fin de Semana	Fin de Semana
Rural	30	60	90	30
Interurbano	15	30	60	60
Local	60	60	60	60
UCSC	10	30	30	30
Highway 17 Express	20	60	60	60

EXHIBIT A

Nota: Las horas pico son 7a.m.-9 a.m. y 2:00 pm - 7:00 pm. Horas de servicio nocturno son de 8:00 pm - 12:00 am. No todas las rutas en un grupo de ruta se operan durante todo el día.

El seguimiento se realizará antes del comienzo de cada oferta. Avances de vehículos serán mejorados primero en las rutas que exceden el factor de normas de carga.

4.03 **Norma de Rendimiento de Puntualidad:** El Santa Cruz METRO tiene un estándar de 72% de rendimiento de puntualidad.

- a. Autobuses del Santa Cruz METRO se consideran a tiempo si la salida real es no antes de cero segundos y no más tarde de cinco minutos después de la hora de salida programada.
- b. Autobuses del Santa Cruz METRO se consideran a tiempo si la llegada real está durante cinco minutos de la hora de llegada prevista.

Actualmente, Santa Cruz METRO no tiene la tecnología ni el personal para hacer un seguimiento con regularidad de rendimientos de puntualidad. Santa Cruz METRO recogerá los datos de rendimiento de puntualidad dos veces al año usando un punto de control con inspectores destacados en los tres principales centros de tránsito (Santa Cruz, Capitola Mall y Watsonville) para registrar las entradas y salidas. Esta política está en su lugar hasta que Santa Cruz METRO sea capaz de implementar un Sistema Automático de Localizador de Vehículos.

4.04 **Disponibilidad del servicio.** La Norma de Disponibilidad de Servicio del Santa Cruz METRO considera el alcance de variabilidad geográfica dentro del área de servicio.

Santa Cruz METRO sirve el condado de Santa Cruz, que abarca 445.2 millas cuadradas con una densidad media de 589 habitantes por milla cuadrada y una población total de 262,382. El desarrollo urbano en el condado se encuentra principalmente dentro de las ciudades incorporadas de Capitola, Santa Cruz, Scotts Valley y Watsonville que sirven como las áreas de empleo y centros residenciales predominantes en el área de servicio. Numerosos lugares no incorporados dentro del Condado son separados por amplias zonas rurales para prestar un área de servicio en general de baja densidad con densidades medias dentro de las ciudades incorporadas. Además, Santa Cruz METRO sirve un campus universitario no urbano de aproximadamente 20,000 estudiantes y personal que requieren un alto nivel de servicio de tránsito debido a las restricciones de viaje, a pesar de que el enorme campus no se acerca a la densidad urbana.

En consideración de la geografía de área de servicio variado, Santa Cruz METRO implementará una norma de disponibilidad de servicio de tal manera que:

- a. El noventa por ciento (90%) de todos los residentes que viven dentro de las ciudades incorporadas de Santa Cruz, Santa Cruz, Scotts Valley y Watsonville se encuentran a media milla de una parada de autobús.
- b. El noventa por ciento (90%) de todos los residentes del Condado de Santa Cruz están a 1 milla de una parada de autobús.

EXHIBIT A

Política y Reglamento

Página 6 de 7

V. SERVICE POLICIES

FTA requiere que todos los proveedores de transporte de ruta fija desarrollen políticas para asegurar que la asignación de buses y la distribución de los servicios de tránsito no den lugar a la discriminación. Políticas de servicio no tienen un umbral cuantitativo, sino que gobiernan cómo el servicio del Santa Cruz METRO se lleva a cabo.

5.01 **Asignación de vehículos.** Asignación de vehículos se refiere al proceso por el cual los vehículos de transporte se ponen en servicio en las rutas a través del área de servicio

a. Santa Cruz METRO asigna autobuses para tareas de vehículos y bloques basado en los siguientes criterios:

1. El número de pasajeros / capacidad de vehículo;
2. Si el autobús está en funcionamiento durante las horas pico;
3. Si existen limitaciones topográficas o geográficas que prohíben a un autobús específico de ser operado en esa zona;
4. Disponibilidad

b. Santa Cruz METRO asigna autobuses estilo suburbano con compartimentos superiores al Highway 17 Express.

5.02 **Servicios de Tránsito.** Implementación de los servicios de tránsito siguientes ocurrirán en las paradas de autobuses y centros de tránsito en base a los criterios objetivos citados a continuación:

a. **Signos:** Los signos informativos de paradas se instalarán en todas las paradas de autobuses del Santa Cruz METRO. Para promover la accesibilidad y legibilidad, los signos, se colocarán en un mínimo de dos (2) pies del bordillo, con la parte superior del cartel informativo colocado no más de siete (7) metros desde el nivel del suelo.

b. **Bancas / Marquesinas:**

1. Proximidad a hospitales, escuelas, centros de ancianos, centros comerciales, centros médicos, centros de transferencia de tránsito y centros de tránsito;
2. Frecuencia del servicio (avances cortos, no hay bancas, avances largos, bancas);
3. Compatibilidad de uso de tierra adyacente (por ejemplo, complejos de apartamentos, viviendas de comunidades mayores y / o discapacitados);
4. Disponibilidad de espacio para construcción de marquesinas y áreas de espera es necesario. La localidad debe acomodar una base de concreto y es necesario retrasarla dos pies de la carretera. La banca / marquesina no deben bloquear la vista del tráfico vehicular y el sitio debe cumplir con todos los requisitos federales, estatales y locales legales;
5. Pasajeros / solicitudes públicas;

EXHIBIT A

6. Los actuales ubicaciones de bancas o marquesinas serán consideradas para la equidad en la distribución dentro del área de servicio.
 - c. **Bastidores de bicicletas:** Los portabicicletas se instalarán en todas las ubicaciones de los centros de tránsito. Bastidores de bicicletas se instalarán en las paradas de autobús ubicadas en centros comerciales importantes.
 - d. **Basureros:** Santa Cruz METRO ofrece basureros en todas las paradas de autobuses urbanos e interior de la ciudad y bajo petición en las rutas rurales interconexiónadas.
 - e. **Iluminación:** Todas las nuevas paradas de autobús protegidas recibirán iluminación solar.
- 5.03 **Sustitución de Servicios Existentes.** Paradas de autobús existentes con vandalismo, marquesinas o bancas defectuosas o dañadas tendrán prioridad para un nuevo y / o reparado a un estado de buen reparo de marquesinas de autobús y bancas.

VI. SOLICITUDES DE NUEVO SERVICIO

- 6.01 Las solicitudes de nuevo servicio de autobús recibido de un residente, cuando la solicitud esté apoyada por organizaciones de la comunidad, la mayoría de los residentes, y / o representantes políticos de la comunidad serán considerados y evaluados.

VII. UTILIZACIÓN DE LAS NORMAS DE SERVICIO

- 7.01 Estas normas de servicio de todo el sistema serán utilizados por el Departamento de Planificación y de Operaciones del Santa Cruz METRO para garantizar que el servicio se distribuya a través del sistema de una manera no discriminatoria, que ofrezca a los usuarios acceso igual a los bienes de transporte público.
- 7.02 El Departamento de Planificación y Operaciones del Santa Cruz METRO es responsable de supervisar las normas de servicio del Santa Cruz METRO e informar a la Junta Directiva si los cambios son necesarios.

VIII. ADMINISTRACIÓN DEL REGLAMENTO

- 8.01 El Gerente de Operaciones es responsable de administrar y aplicar dicha política en el departamento respectivo
- 8.02 Esta política se actualizará cuando sea necesario según lo determine el Gerente de Operaciones o el Gerente General.
- 8.03 Santa Cruz METRO integrará estas normas y políticas de servicio de todo el sistema en su Reglamento y Procedimientos Administrativos.

EXHIBIT A

Title VI Program 2016 Report

**Public Outreach & Involvement
Public Participation Plan**

EXHIBIT A

Public Outreach and Involvement Activities

Date of Activity	Activity	Low-Income/ Minority / LEP Population
<p>Tentatively, the MAC will be meeting the third Wednesday of the assigned month, and will meet quarterly thereafter at the Metro Center Conference Room, 920 Pacific Ave., Santa Cruz.</p>	<p><u>METRO Advisory Committee Meetings:</u></p> <p>The METRO Advisory Committee (MAC) provides advice to Santa Cruz METRO’s Board of Directors on matters of Santa Cruz METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board. The Committee may also address issues which members or the public raise with respect to the quantity and quality of services provided by Santa Cruz METRO.</p> <p>Each member of Santa Cruz METRO’s Board of Directors will appoint one member to the Metro Advisory Committee after reviewing the applications received. All appointees must be residents of the County of Santa Cruz and the term of membership shall be two years, with a possibility of reappointment for two successive terms. Terms shall commence on appointment by the Board of Directors.</p>	
<p>Meetings are generally held at 1:30pm on the 2nd Tuesday of even numbered months (i.e., Feb, April, June, Aug, Oct, Dec).</p>	<p><u>Elderly and Disabled Transportation Advisory Committee (E&D TAC):</u>The E&D TAC advises the Regional Transportation Commission (RTC) and other transportation agencies on the network of specialized transportation services for seniors and people with disabilities in Santa Cruz County as well as about the transportation needs of these members of our community</p> <p>In addition, the E&D TAC serves as the local Social Services Transportation Advisory Council (SSTAC), a state-required entity that seeks input - from transit-dependent and transit disadvantaged persons, including seniors, people with disabilities, low income persons, and youth -regarding transit needs in Santa Cruz County.</p> <p>The E&D TAC has 16 members comprised of citizen, service provider and agency representatives. Santa Cruz METRO is a member of this Advisory Committee. According to RTC Bylaws, the committee must include the following:</p> <ol style="list-style-type: none"> 1. Potential transit user who is 60 years of age or older 2. Potential transit user who is handicapped 3. Local social service provider for seniors 4. Social service transportation provider. 5. Local social service provider for persons of limited means. 	

EXHIBIT A

Public Outreach and Involvement Activities

6. Local consolidated transportation service agency.		
Date of Activity	Activity	Low-Income/ Minority / LEP Population
Meetings are held once a month with the exception of July, when there are no meetings.	<p><u>METRO's Board of Directors' Meetings:</u></p> <p>The Santa Cruz Metropolitan Transit District is governed by an eleven member board, plus one ex-officio member from UCSC. The Directors are appointed by City & County jurisdictions and represent various areas throughout the service area.</p> <p>The first Board meeting (if necessary) of every month is held at METRO's Administration office. The second meeting of every month is held at varying locations throughout METRO's service area (i.e., Capitola, Scotts Valley, Santa Cruz and Watsonville). *At least 3 meetings a year are held in Watsonville. A bilingual (Spanish) interpreter is present for translation services at the 2nd meeting of every month.</p>	Low income, Minority and LEP
January 2013	Updated informational signage for all Ticket Vending Machines (TVM's), to include CRUZ Card instructions (English & Spanish).	Low income, Minority and LEP
Spring, Summer, Fall & Winter 2013	Transit Tips / Posters at all METRO Transit Centers and on all buses re: schedule changes.	
Fall 2013- 12/2013	UCSC Night Owl Bus Service informational posters, and handouts on all UCSSC buses	
Holidays 2013	Posters and flyers created for all holiday schedule changes: New Year's Eve/Day, Martin Luther King Day, Presidents' Day, Memorial Day , 4th of July, Labor Day, Veteran's Day, Thanksgiving Day/Day After, Christmas Eve, Christmas Day. Posted at all Transit Centers, flyers for distribution and Posters on buses. Facebook update and gov.delivery. Local newspaper ads, Headways Rider's Guide and Customer Service contact provides information. Website and CS phone info updated.	Low income, Minority and LEP
April 2013	First Friday Outreach /Pacific Avenue (Customer Surveys in English and Spanish).	Low income, Minority and LEP

EXHIBIT A

Public Outreach and Involvement Activities

Date of Activity	Activity	Low-Income/ Minority / LEP Population
July 4, 2013	4 th of July Parade Outreach Watsonville /Aptos.	
September 2013	SC County Fair: <ul style="list-style-type: none"> • Week at the fair with a booth, interactive games, promotional items, information on ParaCruz service and demonstrations. • Fixed route bus tours. Educating children on using the bus and how to board. Posters, flyers, bus fares, bus schedules provided to public. • ParaCruz service to the Fair. • Flyers distributed @ Customer Service., on Facebook and gov.delivery.Website. 	
6/28/13	Public Hearing on FY14 Final Budget at Board Meeting, which was held at the Santa Cruz City Council Chambers.	Low income, Minority and LEP
February 2014	Discussion RE: Community Outreach for Pacific Station Redesign	
2/14/14	Public Hearing on FY14 Revised Budget at Board Meeting, which was held at Santa Cruz METRO's Administrative Offices.	Low income, Minority and LEP
Spring, Summer, Fall Winter 2014	Transit Tips / Posters at all METRO Transit Centers and on all buses re: schedule changes. Schedule Changes to gov.delivery sent to all subscribers on gov.delivery. Also posted on METRO's website.	
April 2014	Campaign for Hwy 17 Express fare Increases. Posters, flyers, handouts at all Transit Centers and buses. Website.	
April 2014	CS Representatives at Transit Center in Watsonville, Capitola Mall, Santa Cruz distributing information re: Hwy 17 fare increase and Rt. 68 /Rt. 6 issues. Public meetings to follow. Gov.delivery info sent to subscribers.	
April 2014	Campaign for Rt. 68 /Rt. 6 Changes. Brochure, posters on buses at Transit Centers and Customer Service.	

EXHIBIT A

Public Outreach and Involvement Activities

Date of Activity	Activity	Low-Income/ Minority / LEP Population
May 2014	RIDER ALERT poster, handouts at Transit Centers and on all buses and Customer Service. Information regarding bay area Clipper Cards not honored for upgrade on Hwy 17 Express buses. Gov.delivery. Website.	
May 2014	Highway 17 Express 10 Year Anniversary Celebration at Pacific Station. Speeches local dignitaries, Former State Senator ,music, refreshments open to the public.	
June 2014	NATIONAL DUMP THE PUMP DAY Posters, handouts buttons and tabling at Metro Center focusing awareness on the difference made when using alternative	
6/27/14	Public Hearing on FY15 & FY16 Final Budget at Board Meeting, which was held at the Santa Cruz City Council Chambers.	Low income, Minority and LEP
July 2014	HOT Summer Discount for Students \$1.00 fare. Posters, flyers, at Transit Centers, Buses , Customer Service and website.	
July 2014	<u>Capitol Corridor Schedule Changes</u> as they relate to the Hwy 17 Express transfers. Posters , flyers and handouts available on Buses, Transit Centers ,Customer Service and website.	
July 2014	Outreach re: New 49 ers Levi Stadium. KEEP CALM Take the bus to the stadium! Posters, handouts at Transit Centers, on buses Customer Service, website. Facebook.	
August 2014	Informational Outreach to all K- 21 Schools in SC County re: Field Trip Bus Program . Sent via email.	
September 2014	SC County Fair . Week at the fair; booth, interactive games, promotional items , information ParaCruz van and demonstrations, Fixed route bus tours and kid education. Posters , flyers, Fair Bus schedules, ParaCruz service to the Fair. Transit Centers, buses , flyer distribution, Customer Service. Facebook and gov.delivery.Website.	
10/9 & 10/10/14	Re-Imagine Pacific Station beginning of Community Meetings to encourage conversation re: a new Metro Building downtown Santa Cruz Interactive.	

EXHIBIT A

Public Outreach and Involvement Activities

Date of Activity	Activity	Low-Income/ Minority / LEP Population
December 2014	CRUZ with METRO Student Art Contest starts. Posters, handouts, emails to county wide schools K – 12. Website. Newspaper. Contest deadline January 31, 2015.	
January 2015	January 31, 2015 Art Contest - Judged and winners chosen. Top 4 winners have artwork on outside of several buses that serve routes in the area of their school. All artwork submitted displayed on interior of buses. Presentation and slide show of Artwork at Board of Directors meeting March 2015. Awards presented to winning Artists.	Low-Income/ Minority / LEP Population
January 2015	<u>Public Hearing</u> Outreach Route 68 & Route 6 Broadway/Frederick Travel time increases, change connecting times Eliminate Rt. 6 . Posters, Brochures at Transit Centers , buses, handouts and at Customer Service. Website.	
2/10/15 @ SCCRTC	Structural Deficit and potential Fare and Service Restructuring Meeting for the Elderly & Disabled Transportation Advisory Committee (E&D TAC) at the Santa Cruz County Regional Transportation Commission offices. (a total of 12 public outreach meetings were conducted in Feb. 2015)	
2/11/15 @ SC Downtown Library	Public Meeting #1: Structural Deficit and potential Fare and Service Restructuring Meeting at SC Downtown Library.	Low income, Minority
2/12/15 @ Aptos Library	Public Meeting #2: Structural Deficit and potential Fare and Service Restructuring Meeting at Aptos Public Library.	
2/12/15 @ SCCRTC	Structural Deficit and potential Fare and Service Restructuring Meeting conducted for the Commission On Disabilities at SCCRTC.	Low income, Minority
2/18/15 @ SV City Council	Structural Deficit and potential Fare and Service Restructuring Meeting at Scotts Valley City Council.	
2/18/15 @ Pacific Station	Structural Deficit and potential Fare and Service Restructuring Meeting to the METRO Advisory Committee (MAC).	
2/23/15 @ Ben Lomond Fire Station	Public Meeting #3: Structural Deficit and potential Fare and Service Restructuring Meeting at Ben Lomond Fire Station.	Low income

EXHIBIT A

Public Outreach and Involvement Activities

Date of Activity	Activity	Low-Income/ Minority / LEP Population
2/24/15 @ Watsonville Public Library	Public Meeting #4: Structural Deficit and potential Fare and Service Restructuring Meeting at the Watsonville Public Library.	Low income, Minority and LEP
2/24/15 @ SVCC	Structural Deficit and potential Fare and Service Restructuring Meeting at the Scotts Valley City Council.	
2/25/15 @ Swim Ctr.	Public Meeting #5: Structural Deficit and potential Fare and Service Restructuring Meeting at the Simpkins Swim Center.	Low income, Minority and LEP
2/26/15 @ Capitola	Structural Deficit and potential Fare and Service Restructuring Meeting at the Capitola City Council Chambers.	
February 2015	Outreach at Cabrillo College. Discussion with Student Senate re: METRO/Cabrillo bus pass, in the future. Onsite educational outreach with a bus on campus. Posters created specific for youth. Focus on green, sustainable, cost savings.	
February 2015	Structural Deficit Brochure created to educate the public and elicit feedback from the public re: possible solutions. Posters and brochures distributed on buses, at Transit Centers, Customer Service and on website.	
February 2015	NOTICE OF PUBLIC MEETINGS TO CONSIDER FARE RESTRUCTURE & CHANGES TO PARTRANSIT SERVICE. Posters, handouts, brochures at all Transit Centers; on buses, gov. delivery, website. Information and outreach materials available at Customer Service.	Low income, Minority
3/10/15 @ SCC	Structural Deficit and potential Fare and Service Restructuring Meeting at the Santa Cruz County Board of Supervisors.	
March 2015	Transit Driver Appreciation Day ! Posters on Buses , Transit Centers, handouts on buses and in Headways Rider's Guide.	
March 2015	Outreach event at Cabrillo College to encourage bus ridership and educate about schedules, bus service and eliciting feedback /survey. Bus tours and outreach material available.	

EXHIBIT A

Public Outreach and Involvement Activities

Date of Activity	Activity	Low-Income/ Minority / LEP Population
April 2015	Public Hearings on Restructuring of Hwy 17 Fares, Adjustments to ParaCruz service. FINAL BOARD ACTION posters, flyers, at Transit Centers, on buses on website, Headways, newspaper.	Low income, Minority and LEP
April 2015	<u>STAND UP4 TRANSPORTATION</u> National education calling attention to state of transportation, need long term funding. Event held at Metro Center open to the public, speakers; local politicians, Board members, other agency representatives, music etc... Posters, invitation flyers, handouts on buses, at Customer Service, on website, at Transit Centers. TV and local newspaper coverage.	
May 2015	OPEN STREETS Watsonville: Participation in outreach to Spanish speaking community . Brochures, information, educational games to encourage bus awareness. Promotional gifts, bus tours. Posters, on buses, at Transit Centers.	Low income, Minority and LEP
6/26/15	Public Hearing @ Board Meeting for final adoption of the FY16 and FY17 Final Budget. Board Mtg. held at the Santa Cruz City Council Chambers.	Low income, Minority and LEP
June 2015	NATIONAL DUMP THE PUMP DAY Posters, handouts buttons and tabling at Metro Center focusing awareness on the difference made when using alternative transportation. Thanking METRO customers! Outreach materials on buses, at Transit Centers & on website. Local newspaper ad for event.	
July 2015	ADA 25 years . Posters, handouts, at Transit Centers, Customer Service, on buses and website.	
August 2015	CS supervisor interviewed by internet Travel writer for article titled " <i>Santa Cruz CAR FREE JOURNEY</i> ". Tips on riding the bus in SC county, where to go, buses to get to local places of interest. Personal favorite special places in each SC Community.	
August 2015	Outreach event at Cabrillo College first week of semester to encourage bus ridership and educate about schedules, bus service and eliciting feedback/survey. Bus tours and outreach material available.	Low income, Minority
September 2015	Informational Outreach to all K- 21 Schools in SC County re: Field Trip Bus Program. Sent via email.	Low income, Minority

EXHIBIT A

Public Outreach and Involvement Activities

Date of Activity	Activity	Low-Income/ Minority / LEP Population
September 2015	<p>SC County Fair: Week at the fair; booth, interactive games, promotional items, information ParaCruz van and demonstrations, Fixed route bus tours and kid education.</p> <p>Title VI survey distribution and Comprehensive Operational Analysis (COA) outreach. Posters , flyers, Fair Bus schedules, ParaCruz service to the Fair. Transit Centers, buses , flyer distribution, Customer Service. Facebook, gov.delivery and website.</p>	Low-Income/ Minority / LEP Population
September 2015	<p>OPEN STREETS: Westside Participation in outreach to Santa Cruz community.</p> <p>Title VI survey distribution and Comprehensive Operational Analysis (COA) outreach, and recording public comments.</p> <p>Brochures, information, educational games to encourage bus awareness. Promotional gifts, bus tours, Posters on buses and at Transit Centers.</p>	
September 2015	<p><u>ParaCruz Service Brochures :</u> Extensive outreach to the community re: changes in the ParaTransit Service. Fare structure, service area. Brochures, posters, available on all fixed route buses, ParaCruz buses, outreach via US Postal Service to all ParaCruz clients. Brochure on the Website, at Customer Service and distributed by all operators.</p>	Low-Income
October 2015	<p>FIRST FRIDAY Event (Downtown SC): Title VI survey distribution and Comprehensive Operational Analysis (COA) outreach and recording public comments.</p>	
October 2015	<p>SC Farmers' Market: Title VI survey distribution and Comprehensive Operational Analysis (COA) outreach and recording public comments.</p>	Minority / LEP Population
November 2015	<p>Live Oak OPEN HOUSE: Comprehensive Operational Analysis (COA) outreach and disseminating information on structural deficit. Activity to rank public's transit priorities.</p>	Low-Income/ Minority / LEP Population
November 2015	<p>Aptos Library OPEN HOUSE: Comprehensive Operational Analysis (COA) outreach and disseminating information on structural deficit. Activity to rank public's transit priorities.</p>	

EXHIBIT A

Public Outreach and Involvement Activities

Date of Activity	Activity	Low-Income/ Minority / LEP Population
November 2015	Watsonville Transit Center OPEN HOUSE: Comprehensive Operational Analysis (COA) outreach and disseminating information on structural deficit. Activity to rank public's transit priorities.	Low-Income/ Minority / LEP Population
November 2015	Watsonville Civic Plaza OPEN HOUSE: Comprehensive Operational Analysis (COA) outreach and disseminating information on structural deficit. Activity to rank public's transit priorities.	Low-Income/ Minority / LEP Population
November 2015	SC Farmers' Market: Comprehensive Operational Analysis (COA) outreach and recording public comments. Activity to rank public's transit priorities.	Minority / LEP Population
November 2015	Climate Action Network: Comprehensive Operational Analysis (COA) outreach and recording public comments. Activity to rank public's transit priorities.	
December 2015	FIRST FRIDAY Event (Downtown SC): Comprehensive Operational Analysis (COA) outreach and recording public comments. Activity to rank public's transit priorities.	
December 2015	Watsonville Transit Center: Comprehensive Operational Analysis (COA) outreach and recording public comments. Activity to rank public's transit priorities.	Low-Income/ Minority / LEP Population
December 2015	Pacific Station (Downtown SC): Comprehensive Operational Analysis (COA) outreach and recording public comments. Activity to rank public's transit priorities.	Minority / LEP Population
1/21/16	Pop-up (Live Oak) Luncheon at the Live Oak Senior Center to discuss Comprehensive Operational Analysis and potential service reductions.	
1/22/16	Public Hearing @ Board Meeting re: FFY15-FFY17 Disadvantaged Business Enterprise (DBE) goal. Board Mtg. to be held at the Santa Cruz City Council Chambers, 809 Center St., Santa Cruz.	

EXHIBIT A

Public Outreach and Involvement Activities

Date of Activity	Activity	Low-Income/ Minority / LEP Population
2/09/16	Speaking Event (Aptos) Board Meeting of the Seacliff Improvement Association to discuss Comprehensive Operational Analysis and potential service reductions.	
2/22/16	Pop-up (Aptos) Set up at Cabrillo college to discuss Comprehensive Operational Analysis and potential service reductions.	
2/23/16	Speaking Event (Downtown SC) Meeting of the Seniors Commission of Santa Cruz to discuss Comprehensive Operational Analysis and potential service reductions.	
2/24/16	Pop-up (Downtown SC) Set up at the Downtown Santa Cruz Farmer's Market to discuss Comprehensive Operational Analysis and potential service reductions.	Minority / LEP Population
2/25/16	Pop-up (Watsonville) Set up at the Watsonville Transit Center to discuss Comprehensive Operational Analysis and potential service reductions	Low-Income/ Minority / LEP Population
2/26/16	Pop-up (Watsonville) Set up at the Watsonville Farmer's Market to discuss Comprehensive Operational Analysis and potential service reductions.	Low-Income/ Minority / LEP Population
2/28/16	Pop-up (Capitola) Set up at the Mid County Senior Center Breakfast to discuss Comprehensive Operational Analysis and potential service reductions.	
2/28/16	Pop-up (Live Oak) Set up at the Live Oak Farmer's Market to discuss Comprehensive Operational Analysis and potential service	
2/29/16	Pop-up (Capitola) Set up at the Capitola Mall to discuss Comprehensive Operational Analysis and potential service reductions.	

EXHIBIT A

Public Outreach and Involvement Activities

Date of Activity	Activity	Low-Income/ Minority / LEP Population
3/2/16	Pop-up (Downtown SC) Set up at Pacific Station to discuss Comprehensive Operational Analysis and potential service reductions.	Minority / LEP Population
3/9/16	Speaking Event (Santa Cruz) Meeting of the Santa Cruz County Business Council to discuss Comprehensive Operational Analysis and potential service reductions.	
3/10/16	Public Meeting of the Boulder Creek Business Association to discuss Comprehensive Operational Analysis and potential service reductions.	

EXHIBIT A

Improving Access for People with Limited English Proficiency (LEP)

Implementation Plan



Santa Cruz Metropolitan Transit District

110 Vernon Street
Santa Cruz, CA 95060

www.scmtd.com

(831) 426-6080

EXHIBIT A



Improving Access for People with Limited English Proficiency (LEP)

Four-Factor Analysis

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is a public transit agency that provides fixed route and paratransit services throughout the County of Santa Cruz and its regional area. Santa Cruz METRO conducted this analysis to meet its requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Federal Transit Administration (FTA). By conducting this analysis, Santa Cruz METRO is better able to determine the appropriate mix of language assistance necessary for its customers and potential customers to access its transportation services. This analysis is designed to comport with the Department of Transportation (DOT) LEP Guidance.

Analysis Using Four Factor Framework:

Santa Cruz METRO conducted the following analysis using the four factors identified in the DOT's LEP Guidance:

I. Factor 1: The number and proportion of LEP persons served or encountered in the eligible service population.

Task 1, Step 1: Examine prior experiences with LEP individuals.

The County of Santa Cruz's ethnic makeup continues to be dominated by whites and Latinos, who combine to make up more than 91 percent of the population.¹ Additionally, Santa Cruz County has experienced a growing Latino population in the last decade.² The City of Watsonville grew 15.7 percent from 2000 to 2010, increasing from 44,265 people to 51,199.³ Watsonville's growth is largely attributable to an expansion of the city's already strong Latino majority, who make up 81 percent of its population.⁴

¹ 2010 U.S. Census.

² 2010 U.S. Census.

³ 2010 U.S. Census.

⁴ Based on population totals received from the 2010 U.S. Census.

EXHIBIT A

The University of California at Santa Cruz (UCSC) which Santa Cruz METRO serves brings people from all over California to Santa Cruz. A large majority of the 16,451 undergraduate and graduate students come from the San Francisco and Monterey Bay Areas and Southern California. UCSC also attracts students from the Central Valley and adjacent areas. According to UCSC Institutional Research Office (Student data from 2010-11 3rd Quarter Average) undergraduate and graduate students at UCSC, 45% identified themselves as white, 22% Asian/Pacific Islander, 19% Latino, 3% African American, 1% Native American and 9% Other /unknown. Less than 2% of the student population was International.⁵

Santa Cruz METRO Staff conducted a poll to obtain the number of LEP persons who come into contact with Santa Cruz METRO's services on a daily basis. This poll was conducted by Santa Cruz METRO's Customer Service personnel, Paratransit Reservationists, Accessible Services Coordinator, and the ADA Eligibility Coordinator. Individuals who contacted Santa Cruz METRO were counted for the four weeks of October 2011. In most cases, the information requested from Santa Cruz METRO related to the use of transit services including requests for route and schedule information, fare information and transfers (Survey Results; Appendix B.1).

The Administrative Services Coordinator indicated that he and his staff (Administration/ Reception) have a minimum of five contacts per week from LEP persons who generally are Spanish speakers (Survey Results; Appendix B.1). Santa Cruz METRO's poll confirms that approximately 89% of the LEP population served by Santa Cruz METRO speaks Spanish. English-speaking family members or friends are sometimes, but not always, available to help with translation when needed.

Santa Cruz METRO's fixed-route transit operators report daily interactions with LEP persons, who are primarily Spanish speakers. During 2011, Santa Cruz METRO conducted 592 paratransit eligibility assessments and, of those, 50 individuals required a Spanish/English translator (Santa Cruz METRO ParaCruz Records).

Task 1, Step 2: Become familiar with data from the U.S. Census.

The 2010 American Community Survey of the U.S. Census Bureau⁶ describes the languages spoken in Santa Cruz County and the number of individuals speaking each language as follows:

**(See chart on next page)*

⁵ UCSC Office for Diversity, Equity and Inclusion (July 2011) website

⁶ 2010 American Community Survey of the U.S. Census Bureau (1-year Estimates) – Appendix B-5.

EXHIBIT A

<u>Language Spoken</u>	<u>Number of Speakers</u>	<u>Speak English “less than very well”</u>
Total population 5 years and over	248,383	***
English only	171,633	***
Spanish/Spanish Creole	63,586	31,602
Asian/Pacific Island languages	6,210	1,428
Other Indo-European languages	5,464	929
Other languages	1,242	1,015
Total:	248,383	<u>35,022</u>

The most significant non-English language populations speak Spanish. More detailed information shown by Census tract is available on Appendix B.2 and B.3.

Task 1, Step 2A: Identify the geographic boundaries of the area that your agency serves.

Santa Cruz METRO’s service area is defined by the County of Santa Cruz boundaries, plus a regional commuter route (Highway 17) which extends into Santa Clara County. Appendix B.4 includes a map showing the boundary of Santa Cruz METRO’s taxing district with census tracts included.

Task 1, Step 2B: Obtain Census data on the LEP population in your service area.

Appendix B.5 contains census data on English proficiency in Santa Cruz County, listing population by language spoken at home and the percentage of those persons speaking English “less than very well.”

Task 1, Step 2C: Analyze the data you have collected.

Non-proficiency is determined by counting those who speak English in any category other than *very well*. According to the 2010 American Community Survey, in Santa Cruz County, 30.9% of the population (5 years and over) speaks a language other than English at home, and 14.1% of the population in the county (or 35,022 people 5 years and over) speak English *less than very*

EXHIBIT A

*well. Of these LEP persons, 61.6% are foreign-born (See page 2 of Appendix B.6). *Please note that these figures apply to SC County. For information on the individual cities, see the chart on page 5.*

According to the data from the 2010 American Community Survey (1-year Estimates), 90% of LEP persons in Santa Cruz county speak Spanish. The next largest group of LEP persons speak Asian and Pacific Island languages, which make up 4.1% of the LEP population.⁷

Task 1, Step 2D: Identify any concentrations of LEP persons within your service area.

The chart below shows the language spoken at home by the population five years old and over in each of the four cities that Santa Cruz METRO serves. In the City of Watsonville, approximately 69.9% of the population 5 years and over (or 31,556 people) speak Spanish/Spanish-Creole at home.⁸ In contrast, only 4.6% of the population 5 years and over (or 493 people) in Scotts Valley speak Spanish/Spanish-Creole at home.⁹

In the City of Santa Cruz, there is a pocket of low-income residents concentrated in the Beach Flats area, which also had the highest concentration of minority households.¹⁰ According to data from the 2000 Census, 39% of the residents in the Beach Flats community are below poverty level. In addition, 82% of the individuals in this neighborhood are Spanish-speakers, and 40% are monolingual.¹¹

Language Spoken at home for the population 5 yrs. old and over ¹²	<u>Santa Cruz</u>	<u>Scotts Valley</u>	<u>Capitola</u>	<u>Watsonville</u>
Total Population (5 years old and over)	55,880	10,728	9,177	45,145
People who speak <u>only English at home</u>	43,921	9,526	7,525	11,737
People who speak Spanish/Spanish-Creole at home	7,543	493	963	31,556
Other languages (non-English and non-Spanish)	4,416	709	689	6,852
Total population who speak a language other than English at home	11,959	1,202	1,652	33,408

⁷ 2010 American Community Survey of the U.S. Census Bureau (1-year Estimates).

⁸ American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

⁹ American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

¹⁰ City of Santa Cruz (2007-2014) Draft Housing Element.

¹¹ Beach Flats Community Center - <http://www.beachflatscommunitycenter.org/bfcc/Home.html>

¹² American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

EXHIBIT A

Language Spoken at home for the population 5 yrs. old and over¹³	<u>Santa Cruz</u>	<u>Scotts Valley</u>	<u>Capitola</u>	<u>Watsonville</u>
Percent of population who speak Spanish/ Spanish-Creole at home	13.5%	4.6%	10.5%	69.9%

The chart above confirms that the majority of persons who speak Spanish at home live in the City of Watsonville. Although the percentage is much smaller in the City of Santa Cruz (13.5%),¹⁴ the predominant language spoken, other than English, is the same. There is also a small percentage of individuals who speak Asian and Pacific Island languages at home.

Task 1, Step 3: Consult State and local sources of data.

Information received from the California Department of Education (CDE) supports the conclusion that larger concentrations of Spanish-speaking people live in Watsonville. During the 2010 – 11 school year, the CDE reported a total of 11,126 English Learners (EL) for grades K-12 in Santa Cruz County. Of those EL students, 10,754 were Spanish-speakers (see Appendix B.7). The second highest concentration of non-English speakers (115 students) for grades K-12 speak Mixteco (an indigenous language of the Aztecs).

Santa Cruz County reported a total of 919 teachers providing Specially Designed Academic Instruction in English (SDAIE), English language development (ELD), or primary language instruction to EL students in grades K-12. Pajaro Valley Unified School District reported 442 teachers providing these services to their students in Watsonville (See Appendices B.8 and B.9). The number of EL students in Santa Cruz County has increased every year since 2007, from 10,195 to 11,359 students, as illustrated on the graph in Appendix B.10.¹⁵

Task 1, Step 4: Community Organizations that serve LEP persons.

Santa Cruz METRO identified and contacted community organizations that serve LEP persons, including organizations that Santa Cruz METRO has associations with, such as, La Manzanita Community Resource Center in Watsonville, and Live Oak Family Resource Center. La Manzanita is a neighborhood and community-based center where families can receive a broad range of services, as well as information and referrals to other programs that may be of assistance to their specific needs. La Manzanita provides translation services for persons speaking

¹³ American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

¹⁴ American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

¹⁵ California Dept. of Education, Educational Demographics Office – SC County 2010-11.

EXHIBIT A

limited English, as well as English classes for Spanish speakers. In recent years, Santa Cruz METRO has held focus groups at La Manzana to reach out to the minority, LEP community, and traditionally ride-dependent groups within the Watsonville community.

The Live Oak Family Resource Center provides health services, parenting classes and paraprofessional counseling to low-income and LEP persons. The Live Oak Resource Center is also a Santa Cruz METRO pass outlet.

Task 1, Step 4A: Identify community organizations.

LEP persons are served by many organizations in the Santa Cruz County community. Santa Cruz METRO identified community organizations and churches that provide services to LEP individuals within Santa Cruz County (See list in Appendix B.11).

Task 1, Step 4B: Contact relevant community organizations.

Santa Cruz METRO Staff created a list of community organizations that provide assistance and translation services to LEP, low-income and minority individuals. The following organizations are involved in serving LEP persons within the community, and were contacted by Santa Cruz METRO:

- Beach Flats Community Center
- Central California Alliance for Health
- Community Action Board of SC County – SC County Immigration Project
- Community Bridges
- Davenport Resource Center
- Familia Center
- First 5 Santa Cruz County
- La Manzana Community Resource Center
- Lift Line Transportation Services
- Live Oak Family Resource Center
- Mountain Community Resources
- Our Lady Help of Christians Parish
- Pajaro Valley Prevention and Student Assistance, Inc.
- Santa Cruz County Housing Authority
- Santa Cruz Zen Center
- St. Patrick Parish
- Valley Churches United

EXHIBIT A

- Volunteer Centers of Santa Cruz County, Literacy Program
- Watsonville Family YMCA

In October 2011, a letter and survey were sent to each of these organizations requesting information to assist Santa Cruz METRO on improving its LEP services that it provides. A sample letter and survey is provided in Appendix B.12.

Task 1, Step 4C: Obtain Information.

Survey Results:

Live Oak Family Resource Center provides health services, parenting classes and paraprofessional counseling to low-income and LEP persons. Most individuals in this group are high school graduates who speak English and/or Spanish. The most frequently traveled destinations are downtown Santa Cruz, Capitola Mall and local routes within the Live Oak area. The group stated that the prices to ride the bus are expensive. The group also expressed a need for transit service to Portola and East Cliff Drive.¹⁶

Familia Center is responsive to the needs of low-income Latinos and functions as a one-stop resource center that provides parenting classes, food and clothing assistance. The educational level of this group is 6th grade or less in Spanish, therefore, rendering the group as LEP. Frequently traveled destinations are Watsonville and the Palo Alto Medical Clinic in downtown Watsonville. The group expressed a need for transit service to the Santa Cruz City Schools Office on Old San Jose Road in Soquel. The Program Director at Familia Center indicated that the best way to deliver messages to this group would be to have Santa Cruz METRO Staff come to the Center and conduct outreach directly with the group.¹⁷

Valley Churches United is a coalition of community and church volunteers that provide humanitarian aide to San Lorenzo and Scotts Valley residents. The agency also provides Santa Cruz METRO bus passes to those who are in need, as the bus stops within one block of their mission. Most individuals who receive assistance speak English. The most frequently traveled destinations are San Lorenzo Valley, Scotts Valley and the adjacent unincorporated areas. Mountain Community Resources provides translation services when needed.¹⁸

Mountain Community Resources is a family resource center serving San Lorenzo and Scotts Valley residents. This organization assists individuals with housing, employment, counseling, domestic violence prevention and child care services. They also provide bilingual services to

¹⁶ Survey received from Live Oak Family Resource Center.

¹⁷ Survey received from Program Director at Familia Center.

¹⁸ Survey received from Valley Churches United.

EXHIBIT A

LEP persons. The most frequently traveled destinations are the Emeline Clinic, the Santa Cruz County Courthouse, and the Watsonville Courthouse. The group expressed concern about the timing of bus service and the 2011 service cuts. The group would like to have service restored to Big Basin Way, China Grade, Graham Hill and Zayante/Lompico. According to their Community Advocate, the best means of communication with this group would be a community survey or a community forum to receive public input.¹⁹

Santa Cruz County Immigration Project is a resource center that provides free general information regarding immigration topics. They provide assistance with replacement green cards and citizenship papers, as well as offering workshops on immigrant topics. Most individuals in this group speak Spanish or one of the indigenous languages of Mexico. The educational level of this group is low and most of their clients have less than six years of formal education. Public transit is used by this group to attend medical appointments, access local schools, and the county court house. In addition, this group relies on public transit to get to/from work, school, shopping and appointments.²⁰

II. Factor 2: The frequency with which LEP individuals come into contact with your programs, activities, and services.

Task 2, Step 1: Review the relevant program, activities and services you provide.

As identified in Task 1, LEP individuals inquire about, use, and are affected by the services that Santa Cruz METRO provides on a daily basis. Operational services include fixed route service and ADA Paratransit service (ParaCruz). LEP individuals also come into contact with Santa Cruz METRO Staff on a daily basis by calling Santa Cruz METRO's Customer Service Center, the Administrative Office, and the Reservationists at ParaCruz, as well as using Santa Cruz METRO's website, www.scmtd.com.

Task 2, Step 2: Review information obtained from community organizations.

Individuals from the Live Oak Family Resource Center indicated that their most frequently traveled destinations are downtown Santa Cruz, Capitola Mall and local routes within the Live Oak area. The group stated that the prices to ride the bus are expensive. The group also expressed a need for service to Portola and East Cliff Drive.

¹⁹ Survey received from Mountain Community Resources.

²⁰ Survey received from Santa Cruz County Immigration Project.

EXHIBIT A

Frequently traveled destinations for individuals at Familia Center are Watsonville and the Palo Alto Medical Clinic in downtown Watsonville. The group expressed a need for transit service to the Santa Cruz City Schools Office on Old San Jose Road in Soquel.

Santa Cruz METRO conducted a survey of community organizations in the Fall of 2011, with the results summarized above. In addition to its current efforts to reach the LEP community, Santa Cruz METRO plans to meet with some of these organizations by the end of the 2012 calendar year to ask LEP persons whether they are aware of the types of language assistance Santa Cruz METRO provides and to discuss which forms of communication are most helpful. Santa Cruz METRO would also like to find out which, if any, additional language assistance measures would be beneficial to LEP persons in the community. Santa Cruz METRO has submitted questions which address the LEP community in the Santa Cruz County Regional Transportation Commission's (SCCRTC) survey, which will be conducted in the Spring of 2012.

Task 2, Step 3: Consult directly with LEP persons.

Santa Cruz METRO held focus groups from July 2010 through August 2011 in an effort to actively engage the Watsonville Community in the transit planning process and receive public input on Santa Cruz METRO's current services. The focus groups targeted seniors, low-income residents, LEP residents, youth, and recently-released prison inmates. Moore and Associates staff assisted Santa Cruz METRO in facilitating these meetings and translation services were available through the social service agency, if needed. In general, the issues raised by focus group attendees fell into four broad categories: (1) new areas to be served; (2) enhancements; (3) Capital/Technology; and (4) policy.

Focus group attendees indicated that the west side of Watsonville is growing faster than the rest of Watsonville. They also expressed a need for more frequent service on existing routes, and stated that Route 69 needs more capacity, as the bus is always full. Attendees suggested that there be more bike racks on buses and that all crosswalks near bus stops should be improved.

They also expressed a need for benches at the bus stops on Lincoln Street, and the bus stop in front of the Social Security office, which has no sidewalk, shelter, or bench. The focus groups indicated that the bus stops along Green Valley, Lincoln, Pennsylvania, Freedom, Clifford, and at Pajaro Valley High School need improvements.

Many LEP persons ride buses throughout Watsonville and requested that the bus stop announcements be in Spanish all the time. Some focus groups suggested that information packets be provided to schools and teachers to make sure students have information about Santa Cruz METRO's services. The most requested recommendation was for new service to Sunset

EXHIBIT A

Beach, the fairgrounds, and the labor camps. As predicted, lower fares were a universal request.²¹

III. Factor 3: The importance to LEP persons of your program, activities, and services.

Task 3, Step 1: Identify your agency's most critical services.

Using public transportation is very important to LEP persons as indicated from survey results. Santa Cruz METRO's most critical services are:

- Fixed Route transit services.
- Paratransit services.
- UCSC service.
- Highway 17 Express service.

If limited English is a barrier to using these services then the consequences for the individual are serious, including limited access to obtain health care, education, or employment. Critical information from Santa Cruz METRO which can affect access includes:

- Route and schedule information
- Fare and payment information
- Information about how to ride and purchase tickets/passes
- Public hearing announcements
- Safety and security announcements
- Complaint Forms
- Information about Santa Cruz METRO's ParaCruz service & eligibility
- Information needed to correctly book daily paratransit rides

Task 3, Step 2: Review input from community organizations and LEP persons

Concentrations of LEP Spanish-speaking riders use Santa Cruz METRO fixed routes 71, 75 and 69W. In addition, routes 72, 74, 79 and 69A, which either begin or end in Watsonville, have high concentrations of Spanish-speaking riders.

IV. Factor 4: The resources available to the recipient and costs

²¹ Santa Cruz Metro – Preliminary Results from Watsonville Transit Study conducted by Moore & Associates, Inc.

EXHIBIT A

Task4, Step 1: Inventory language assistance measures currently being provided, along with associated costs.

Santa Cruz METRO provides the following language assistance measures:

- Santa Cruz METRO maintains bilingual staff to provide Spanish-speaking interpretation throughout its employment ranks. Bus operators, ParaCruz operators, Administrative staff, and Customer Service representatives are fluent in English and Spanish to provide assistance to Santa Cruz METRO's LEP population on an as needed basis with transit questions, route and scheduling information and trip planning assistance. Santa Cruz METRO provides a premium pay to those employees who qualify as able to speak/read/write Spanish.
- Santa Cruz METRO's Paratransit service provides Spanish-speaking reservationists to assist Paratransit customers when scheduling a trip.
- A bilingual (Spanish) interpreter is present for translation services at the second Board of Directors' Meeting every month. Upon notification 24-hours in advance, Santa Cruz METRO will provide an interpreter at the first Board Meeting, if requested.
- Santa Cruz METRO's fixed route buses have Bus Cards (English/Spanish) informing passengers of their rights under Title VI of the Civil Rights Act, and informing passengers that Language assistance is available in Spanish, if needed.
- Santa Cruz METRO's Ticket Vending Machines provide assistance with ticket purchases in English and Spanish.
- Santa Cruz METRO's ParaCruz Guide is provided in English and Spanish and is available on Santa Cruz METRO's website in both languages.
- Vital information on Santa Cruz METRO's website is translated into Spanish.
- Santa Cruz METRO has a sign on its bulletin board at the Administrative office and at Metro Center Pacific Station, which indicates that *free language assistance is available if requested in a timely manner.*
- All public hearings that require notification to the public are posted in English and Spanish throughout Santa Cruz METRO's service area and in local newspapers.
- Santa Cruz METRO's *Headways Magazine* is provided in English and Spanish. The Headways Magazine contains all transit-related information on transit routes and schedules.

EXHIBIT A

- Bilingual services are available at the Customer Service Booth at the Santa Cruz METRO Center (Pacific Station).
- Security Officers at the Santa Cruz Metro Center (Pacific Station) and the Watsonville Transit Center are bilingual speakers (English/Spanish).
- Station Manager at the Watsonville Transit Center provides bilingual (English/Spanish) transit information.
- Signage in Santa Cruz METRO's bus shelters is in English and Spanish.
- Most signage at Santa Cruz METRO's transit centers is in English and Spanish.
- Training of Santa Cruz METRO staff including bus operators and ParaCruz Operators for interactions with LEP speakers.

The cost of providing these services has been less than \$10,000 annually depending on the number of public hearings that are held each year.

Task 4, Step 2: Determine what, if any additional services are needed to provide meaningful access.

Due to the small size of the agency, limited resources and consideration of the language assistance services already provided, Santa Cruz METRO should focus its language measures on areas that have not already been covered. The following measures will be implemented on an on-going basis as funds become available:

- Translation of safety and security related information at all transit centers.
- "I Speak" cards in Spanish for each reception area.
- Availability for Reception/Staff to Telephone translation services when necessary.
- Electronic translators for the Customer Service Booths at each transit center and the Administrative Reception areas in each Santa Cruz METRO facility.
- Encouraging advertisers with Santa Cruz METRO to provide their advertisements in both English and Spanish.

Task 4, Step 3: Analyze your budget.

Like most public agencies, Santa Cruz METRO is constrained by several factors, including staff and funding resources. Santa Cruz METRO Grants/Legislative Analyst will be directed to seek monies which could pay for the electronic translators that would assist with translation in any language. "I Speak" cards will be created with administrative funds that are available. The

EXHIBIT A

Operations and Maintenance Departments will provide necessary funding for the translation of the safety and security information at the transit centers.

Task 4, Step 4: Consider cost effective practices for providing language services.

Santa Cruz METRO may wish to collaborate with the community organizations identified in Task 1 to provide cost-effective practices. Santa Cruz METRO may wish to partner with these organizations to provide:

- Distribution channels for printed information.
- Translation assistance for LEP persons.
- Educational and outreach opportunities to help improve access for LEP persons.

In addition, Santa Cruz METRO may research and pursue language assistance products and translation services developed and paid for by local, regional, or state government agencies.

EXHIBIT A

Number of LEP Customers for December 2015

Language Spoken by Individuals who speak English 'less than very well'	Week One (Dec. 1 st - 4 th)	Week Two (Dec. 7 th - 11 th)	Week Three (Dec. 14 th - 18 th)	Week Four (Dec. 21 st - 24 th)	Week Five (Dec. 28 th - Jan. 1 st)
Spanish	103	101	67	30	3
Chinese	11	5	8		
Portuguese	2	1		2	
Japanese	-	3	3	3	
Korean	-	-			
Tagalog	5	4	1	1	
German	1	4			
Russian	-	-	1		
Other	<i>Specify: Arabic, Hindi</i>	26 (1 Arabic, 2 Hindi)		2 (2-Turkish)	1-Hindi

EXHIBIT A

Number of LEP Customers for January 2016

Language Spoken by Individuals who speak English ' <i>less than very well</i> '	Week Six (Jan. 4 th - 8th)	Week Seven (Jan. 11 th - 15 th)	Week Eight (Jan. 18 th - 22 nd)
Spanish	15		1
Chinese	1		
Portuguese			
Japanese			
Korean	-	-	
Tagalog			
German	1		
Russian	-	-	
Other	<i>Specify:</i>		

EXHIBIT A
Sample Polling Sheet

Language Use and Limited English Proficiency

Week of Dec. 1 – Dec. 4, 2015

Employee Name: _____

Job Title: _____

1. Please track the number of *Limited English Proficient (LEP)* individuals you come into contact with on a daily basis. Use “tally” marks to track each *LEP* person that you come into contact with via telephone or in person. **Place tally marks for each LEP person encountered:**

2. What is the LEP person’s language of use? (Place tally mark in appropriate column)

Language Spoken by Individuals who speak English <i>'less than very well'</i>	Number of People (use tally marks)
Spanish	
Chinese	
Portuguese	
Japanese	
Korean	
Tagalog	
German	
Russian	
Other	<i>Specify:</i>

Date: _____

Signature: _____

EXHIBIT A

Title VI Program 2016 Report

Language Assistance Plan

EXHIBIT A



Improving Access for People with Limited English Proficiency (LEP)

Language Assistance Plan

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) has adopted the following implementation plan to meet requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the FTA. Santa Cruz METRO prepared a Four-Factor Analysis to focus its attention on the needs of the LEP populations that it serves.

Plan for Implementation

I. Identify LEP individuals who need language assistance.

Research and field work completed in the four-factor analysis establish that the ethnic make-up of the County of Santa Cruz, Santa Cruz METRO's service area, is dominated by whites and Latinos who combine to make up more than 91% of the County's total population of 262,382.²² Of the county population, 29.9% speak a language other than English, and 14.4% or 36,993 are individuals with Limited English Proficiency (LEP).²³ Of this group, 90% speak Spanish or Spanish-Creole, 4.1% speak Asian/Pacific Island languages, and 2.7% speak other Indo-European languages.²⁴ A large proportion of the Spanish-speaking LEP persons, approximately 31,556 people reside within the City of Watsonville.²⁵

Information collected from the United Transportation Union (UTU) Committee of Adjustments, the Union that represents Santa Cruz METRO's fixed-route coach operators, and paratransit drivers, reservationists and dispatchers, indicates that Santa Cruz METRO serves a multi lingual community in which staff comes into contact with LEP Spanish-speaking persons on a daily basis. Santa Cruz METRO's customer service

²² 2010 American Community Survey of the U.S. Census Bureau (1-year Estimates).

²³ American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates).

²⁴ 2010 American Community Survey of the U.S. Census Bureau (1-year Estimates).

²⁵ American Community Survey of the U.S. Census Bureau (2006-2010) 5-year Estimates.

EXHIBIT A

and administration staff has also indicated that they have contact with LEP persons speaking Spanish on a daily basis.

II. **Language assistance measures.**

Santa Cruz METRO currently has in place numerous language assistance measures that are set forth in the Four-Factor Analysis for the Spanish-speaking LEP population. Santa Cruz METRO's intentions are to continue to utilize these measures. In addition, Santa Cruz METRO staff needs to be prepared to communicate orally and in writing with LEP Spanish-speakers. It is critical that Santa Cruz METRO connect in a consistent and positive way with the LEP population, which will also insure that Santa Cruz METRO transit services are readily accessible to them.

Written Language:

Santa Cruz METRO staff receives written communications in different ways from LEP persons who write/read Spanish. Individuals write to the Santa Cruz METRO's Board of Directors about a concern, an interest, or to request additional transit services. They may also file a tort claim seeking compensation for injuries sustained while utilizing Santa Cruz METRO's transit services or file complaints regarding the transit service provided or what transit service was not provided.

When a written communication in Spanish is received at the Santa Cruz METRO's Administration Offices, 110 Vernon Street, Santa Cruz, CA, it is forwarded to the Administrative Services Coordinator or METRO's Claims Investigator for translation into English and translation of the response into the native Spanish language.

- Santa Cruz Metropolitan Transit District
Administrative Services Coordinator
**(incumbent speaks/writes Spanish fluently)*
110 Vernon Street
Santa Cruz, CA 95060
(831) 426-6080
- Santa Cruz Metropolitan Transit District
Claims Investigator
**(incumbent speaks/writes Spanish fluently)*
110 Vernon Street
Santa Cruz, CA 95060
(831) 426-6080

EXHIBIT A

- When a written communication in Spanish is received at the Santa Cruz METRO's ParaCruz Offices, 2880 Research Park Drive #160, Santa Cruz, CA, it is forwarded to a bilingual Reservationist for translation into English and translation of the response into the native language. Santa Cruz METRO ParaCruz uses a translation service to translate eligibility letters from English to Spanish. Vital documents such as the ParaCruz Customer Guide and the Quick Guide have been translated and are available in Spanish.
- When a written communication in Spanish is received at the Santa Cruz METRO's Operations Department, Santa Cruz, CA, it is forwarded to the Claims Investigator for translation into English and translation of the response into the native language.
- When a written communication in Spanish is received at the Santa Cruz METRO's Customer Service Offices, Pacific Station, 920 Pacific Avenue, Santa Cruz, CA, it is forwarded to the Customer Service Supervisor for translation into English and translation of the response into the native language. Complex and legal documents received at the Customer Service Office are forwarded to the Claims Investigator for translation services.

Oral language:

- Santa Cruz METRO Customer Service Staff (831) 425-8600, and the Administrative Services Coordinator (831) 426-6080 are available to provide Spanish translation services by telephone or in person to customers.
- Currently, 37% of the Fixed Route Operators are receiving bilingual pay to assist Spanish-speaking passengers. 23% of the ParaCruz Operators are bilingual and able to provide assistance to Spanish-speaking passengers. In addition, three of Santa Cruz METRO's transit supervisors are bilingual.

When a phone call from a Spanish-speaking LEP customer is received, or when the customer comes into the Administrative offices in person, the Administrative Services Coordinator (ASC) will be contacted. If the ASC is not available, then Santa Cruz METRO's Claims Investigator will be contacted. Some Santa Cruz METRO bus operators and Paratransit operators are bilingual (English/Spanish) to provide bilingual assistance to passengers.

Bilingual Staff: Santa Cruz METRO maintains bilingual staff to provide Spanish-speaking interpretation on its buses, at its Administrative offices, at its paratransit facility and within its Customer Service facility for basic transit questions, paratransit assessment

EXHIBIT A

appointments and trip planning assistance. For an employee to qualify for bilingual pay, he/she must take a test with an outside testing facility that tests for oral and written skills in Spanish. Upon the successful completion of the test, employees are paid bilingual pay in accordance with their labor agreement.

It may be difficult for a non-bilingual bus operator to provide assistance to an LEP person who boards the vehicle and requests information. In such circumstances, the bus operator has been instructed to ask if another passenger on the bus could serve as a translator, or the driver could provide the phone number for Customer Service (831) 425-8600 for translation assistance. If available, the bus operator could also direct the passenger to translated transit information in the Santa Cruz METRO *Headways Magazine*, such as printed schedules and routes. In the case of a non-bilingual paratransit operator, the operator may open one-on-one communication with a bilingual dispatcher or reservationist utilizing the operator's hand held radio.

It is important for Santa Cruz METRO to ensure the competency of its oral and written translation services. Santa Cruz METRO requires testing in order to be eligible for bilingual pay.

The competency of the translation providers listed above is assured. Each has demonstrated the ability to provide accurate oral and written translation and is familiar with terminology associated with public transit.

III. Training Staff

Santa Cruz METRO Staff and Management are likely to come into contact with LEP persons. These include bus operators, paratransit personnel, dispatchers, transit supervisors, customer service personnel, coordinators, administrative staff and management.

Training on Santa Cruz METRO's responsibility to serve LEP persons is implemented by the following means:

- Orientation and initial training for new bus operators, Paratransit operators and ongoing training, will include information on serving LEP persons, *with retraining at least one time every three years.*
- Dispatchers, transit supervisors, customer service personnel, Paratransit reservationists, administrative staff, and management will take part in ongoing training, *with at least one training session every three years on the topic of serving LEP persons.*

EXHIBIT A

IV. Providing Notice to LEP Persons

Santa Cruz METRO incorporates a variety of methods to communicate with transit users and the public. Route and printed schedule information is available in English and Spanish in the *Headways Magazine*, on Santa Cruz METRO's website and at the Customer Service Booth at METRO Center. In addition, Santa Cruz METRO's fixed route buses have bus cards (English/Spanish) informing passengers of their rights under Title VI of the Civil Rights Act, and informing passengers that language assistance is available, if needed. Santa Cruz METRO ParaCruz customer Guide is available in English and Spanish. Santa Cruz METRO has a sign on the bulletin board at the Administrative office and at METRO Center, which indicates that free language assistance is available if requested in a timely manner. All public hearings that require notification to the public are posted in English/Spanish throughout Santa Cruz METRO's service area, in local newspapers, and on Santa Cruz METRO's website.

Santa Cruz METRO will conduct outreach efforts beginning in March of 2012 to the organizations identified in Task 1 of the Four-Factor Analysis. The Operations Manager will conduct these efforts.

V. New LEP Assistance Measures

Dependent on funding resources and available staff, Santa Cruz METRO will be implementing five new measures to reach out to and connect with its LEP population. The first, will be translating all safety and security signage at the Santa Cruz METRO's transit centers currently only in English into Spanish. Taking this action will insure that the LEP persons who utilize Santa Cruz METRO's services will have the same access to safety and security measures as those who speak English. Additionally, Santa Cruz METRO will be obtaining "I Speak" cards for its Administrative and transit center receptionist areas so that as LEP customers seek transit information, Santa Cruz METRO employees who do not speak Spanish can respond adequately without having to send the person to someone else. Further, Santa Cruz METRO will authorize the use of telephone translation services when bilingual staff is not available. Additionally, Santa Cruz METRO will be encouraging its advertiser to provide bilingual advertisements. Finally, Santa Cruz METRO will be seeking to purchase electronic translators which can be located at each transit center and each Santa Cruz METRO administrative reception area so that if an individual needs transit-related information, no matter the language, Santa Cruz METRO staff can provide it.

VI. Monitoring and Updating the LEP Plan

Ongoing outreach efforts will include a process to obtain feedback on Santa Cruz METRO's language assistance measures. Monitoring of the program will be assigned to the Operations Manager. Specific tasks will include triennial contact with the

EXHIBIT A

organizations to measure results and discuss needs of LEP persons. These efforts will reveal any changes to the implementation plan that may be necessary, including any noticeable changes in demographics of the LEP population or the availability of new resources.

Santa Cruz METRO needs to determine whether any additional language assistance measures would be beneficial to LEP persons in the community. Santa Cruz METRO will be making outreach efforts to the community organizations that it identified and communicated with during this process. Additionally, Santa Cruz METRO prepared questions which address the LEP community that are being included in the Santa Cruz County Regional Transportation Commission's (SCCRTC) survey, which will be conducted in the Spring of 2012.

The Department of Transportation (DOT) guidance also recommends internal monitoring by performing ride checks, in which LEP persons are engaged to ride and report on their experience. It should be noted that this activity is designed to collect information on LEP implementation, not monitor the performance of any specific employees resulting in corrective or disciplinary action.

Based on the feedback received, Santa Cruz METRO may make incremental changes to the type of written and oral language assistance provided. Evaluation may result in expansion of language assistance measures that are effective, or the modification or elimination of measures that are proven to be ineffective for the LEP population.

If service is expanded into areas with high concentrations of LEP persons, Santa Cruz METRO should consider modifying the implementation plan as needed in order to ensure meaningful access by previously un-served LEP persons.

EXHIBIT A

Bilingual Employees by Department

Employee Headcount: 319

Department	Number of Employees	Bilingual Employees
Administration	4	
Finance	7	
Customer Service	5	4
Human Resources	5	1
Information Technology	5	
Service Planning	7	1
District Counsel	3	
Risk Management	2	
Purchasing	7	
Facilities Maintenance	16	
Paracruz Non Drivers	16	8
Paracruz Management	4	
Paracruz Drivers	31	17
Operations Non-Drivers	13	4
Operations Drivers	158	77
Fleet Maintenance	36	
Total of Employees	319	112

Bilingual Employees 35.11%

EXHIBIT A

**Task performed on an ongoing basis.

	<u>Language Assistance Measures Currently Provided</u>	<u>Steps taken to ensure compliance and Date completed</u>
	ORAL LANGUAGE ASSISTANCE MEASURES	
1.	METRO maintains bilingual staff to provide Spanish-speaking interpretation at its Administrative offices and within its Customer Service booth for basic transit questions and trip planning assistance.	Job descriptions for Customer Service Coordinator and Customer Service Representative contain the following statement: <i>“Conversational knowledge of Spanish preferred.”</i>
2.	More than 30% of METRO’s employees are bilingual and available to assist Spanish-speaking passengers. 48% of our fixed route operators are bilingual. 53% of our ParaCruz operators are bilingual.	See attached spreadsheet entitled <i>“Bilingual employee’s by Department”</i> .
3.	METRO’s paratransit service provides Spanish-speaking reservationists to assist paratransit customers when scheduling a trip.	**
3.	A bilingual (Spanish) interpreter is present for each Board of Directors’ Meeting every month.	Included on every Board Agenda.
4.	METRO’s Ticket Vending Machines provide assistance with ticket purchases in English and Spanish. The visual (on screen) assistance and audio assistance are available in Spanish.	
	NOTIFY LEP CUSTOMERS OF AVAILABILITY OF LANGUAGE ASSISTANCE SERVICES	
5.	METRO has posted on its official bulletin board at its Administrative offices and at the following transit centers: Pacific Station, Cavallaro, Watsonville and the Capitola Mall, a sign which indicates that free language assistance is available, if requested in a timely manner.	12/1/15: NEW copies posted at all transit centers and on Admin bulletin board.
6.	METRO’s fixed route buses and Paratransit vehicles have language assistance cards informing passengers that language assistance is available in Spanish, if needed.	12/2015: Fleet is currently conducting an audit of all fixed route and Paratransit vehicles.

EXHIBIT A

**Task performed on an ongoing basis.

	<u>Language Assistance Measures Currently Provided</u>	<u>Steps taken to ensure compliance and Date completed</u>
	TRANSLATION OF VITAL DOCUMENTS / WRITTEN LANGUAGE ASSISTANCE MEASURES	
1.	All public hearings that require notification to the public are posted in English and Spanish throughout METRO's service area and in local newspapers.	METRO's Executive Assistant takes care of ensuring this.
2.	METRO's <i>Title VI Policy Statement</i> and <i>Complaint Form</i> will be available in Spanish on METRO's website at www.scmttd.com .	**
3.	METRO's <i>Title VI Policy Statement</i> (English & Spanish) is posted at the transit centers. The <i>Title VI Policy Statement</i> is also posted on the official METRO bulletin board at METRO's Admin. Office.	Currently posted. 11/25/15: NEW Policy Statement updated at all transit centers and on Admin bulletin board.
4.	METRO's fixed route buses have Bus Cards (English/Spanish) informing passengers of their rights under <u>Title VI of the Civil Rights Act of 1964</u> .	12/2015: Fleet is currently conducting an audit of all fixed route and Paratransit vehicles.
5.	METRO's Headways is provided in English and Spanish.	**
6.	The Board of Directors' Agenda has a statement on the first page, which reads: <i>"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."</i>	**
7.	METRO's ParaCruz Guide is provided on the website in Spanish.	
8.	METRO will provide written translations of vital documents for each LEP group that constitutes a minimum of 5% of the service area population or consists of at least 1,000 people.	METRO currently provides all vital docs. In English/Spanish. (e.g., ADA Policy, ParaCruz Guide)

EXHIBIT A

**Task performed on an ongoing basis.

	<u>Language Assistance Measures Currently Provided</u>	<u>Steps taken to ensure compliance and Date completed</u>
9.	METRO’s Board Meetings are held at varying locations throughout Santa Cruz county to ensure that low-income, minority and LEP individuals have meaningful access to these meetings. These locations include Capitola, Santa Cruz, Scotts Valley and Watsonville.	**
	ADDITIONAL LANGUAGE ASSISTANCE MEASURES – METRO’S IMPLEMENTATION PLAN	
10.	Signage in Santa Cruz METRO’s bus shelters is in English and Spanish.	
11.	Most signage at Santa Cruz METRO’s transit centers is in English and Spanish.	
12.	Training of Santa Cruz METRO staff including bus operators and ParaCruz Operators for interactions with LEP speakers.	
13.	Translation of safety and security related information at all transit centers. Operations and Maintenance Depts. will provide necessary funding for the translation of the safety and security information at the transit centers.	
14.	“I Speak” cards in Spanish for each reception area. “I Speak” cards are available at the Admin office, and Customer Service, if needed.	
15.	Availability for Reception/Staff to Telephone translation services when necessary.	

EXHIBIT A

Title VI Program 2016 Report

Advisory Committees

EXHIBIT A

TABLE DEPICTING MINORITY REPRESENTATION ON COMMITTEES AND COUNCILS SELECTED BY SANTA CRUZ METRO

Santa Cruz METRO receives advisory information from two committees, the METRO Advisory Committee (MAC) and the Elderly and Disabled Advisory Committee (E&D TAC).

The MAC shall be composed of no greater than 7 members appointed by the Board of Directors. All MAC members shall serve for a term of four (4) years and will serve at the pleasure of the Board of Directors. Members wishing to resign from an appointment may submit such resignation to the CEO/General Manager.

The METRO Board of Directors shall nominate individuals to be considered for appointment as members of the MAC. Additionally, Santa Cruz County residents who have submitted an application directly to METRO shall be considered. Annually, the METRO Board Chair shall appoint an Ad Hoc Committee composed of four members of the Board and who shall meet as needed to review the list of Board nominees and other citizen applications and make appointment recommendations to the full Board. Appointments to the MAC shall be made by the METRO Board of Directors.

The Santa Cruz County Regional Transportation Commission (SCCRTC) selects members of the E&D TAC. Santa Cruz METRO has no authority over or influence on the selection process. The racial composition of the E&D TAC members is not known at this time.

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Hispanic/Latino	African American	Asian	Native American
Service Area Population	64.1%	42.5%	1.2%	5.5%	0.9%
*METRO Advisory Committee	0%	0%	0%	0%	0%

*This information is unavailable, as we did not poll the current MAC Members when they were appointed to their position.

EXHIBIT A

Title VI Program 2016 Report

Subrecipient Compliance Monitoring

EXHIBIT A

METRO has no Subrecipients

EXHIBIT A

Title VI Program 2016 Report

Title VI Equity Analysis for New Facilities

EXHIBIT A



Title VI Equity Analysis for New Facilities Santa Cruz METRO

Title VI compliance requires that Santa Cruz METRO evaluate the impact of new facilities on minority and low-income populations. The environmental review process of a capital construction project incorporates an assessment of negative impacts upon minority and low incomes within the federal National Environmental Protection Act.

Santa Cruz METRO embarked upon a new facilities project in 1995 to replace maintenance and operating facilities that were damaged by the 1989 Loma Prieta earthquake. Environmental Impact Reports were prepared for multiple sites prior to selecting a site in 2002. The preferred and financially feasible site finally selected used existing properties, some of which had been leased, vacated other leased properties and acquired additional right of way around the owned properties to build replacement facilities consolidated within a cluster of adjacent sites. Santa Cruz METRO named the comprehensive project "MetroBase." MetroBase was the only new facilities project which Santa Cruz METRO initiated since 2002.

For several reasons, the Federal Transit Administration determined MetroBase to be Categorically Exempt from further environmental review for NEPA compliance. First, MetroBase replaced existing facilities and did not create increased public transit service delivery; there were no traffic impacts. Second, Santa Cruz METRO's consolidation project occurred within an area zoned for industry. Third, Santa Cruz METRO's operation was compatible with surrounding industrial operations. Finally, MetroBase did not displace residents because there were no residences in proximity.

Although not required by the Federal Transit Administration, Santa Cruz METRO prepared an Environmental Impact Report anyway in order to accommodate in-depth public review of the project's impacts. The Environmental Impact Report did not disclose any unmitigated impacts on nearby populations.

An on-site Title VI compliance review at Santa Cruz METRO in September 2011 generated an advisory on the environmental justice assessment. Santa Cruz METRO had not used a checklist which specified an environmental justice assessment in the environmental scoping process for MetroBase. Although the scoping process and the written justification to support a Categorical Exclusion considered potential impacts on residences within the zone of influence, it did not reference separately environmental justice for low-income and minority populations. The advisory stated that for future construction projects, Santa Cruz METRO must use the environmental impact checklist to address environmental justice. In the future, Santa Cruz METRO will use the environmental assessment checklist to ensure an evaluation of impacts on minority and low-income population.

EXHIBIT A

Santa Cruz METRO
Title VI Equity Analysis
for New Facilities

While Santa Cruz METRO did not initiate any new facilities projects during the last three years, the 2011 Title VI Compliance Review, which produced an advisory finding in the Title VI Equity Analysis for New Facilities, occurred during the reporting period. An excerpt of the Title VI Equity Analysis from the Title VI Compliance Review report is attached along with the FTA's determination for a Categorical Exclusion and supporting documents for the Categorical Exclusion.

EXHIBIT A

COPY

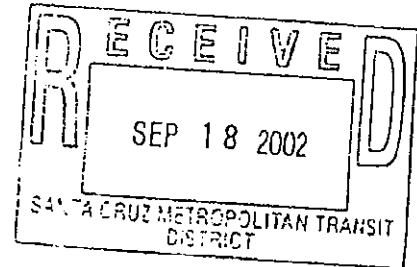
U.S. Department
of Transportation
Federal Transit
Administration

REGION IX
Arizona, California,
Hawaii, Nevada, Guam

201 Mission Street
Suite 2210
San Francisco, CA 94105-1835
415-744-3133
415-744-2726 (fax)

SEP 16 2002

Mr. Leslie White
General Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060



Re: Categorical Exclusion; Metrobase Facility

Dear Mr. White:

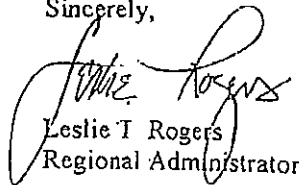
The Federal Transit Administration has completed its review of your September 5, 2002 request and attachments requesting an environmental determination on the Santa Cruz Metropolitan Transit District (SCMTD) Metrobase project to be located at Harvey West Industrial Park in Santa Cruz. Based on the information submitted, we concur in your determination that this project qualifies as a categorical exclusion under 23 CFR part 771.117(d)(8), "Construction of new bus storage and maintenance facilities in areas used predominately for industrial or transportation purposes where such construction is not inconsistent with existing zoning and located on or near a street with adequate capacity to handle anticipated bus and support vehicle traffic."

Your letter states that the project is consistent with the criteria associated with this categorical exclusion since this project is located within a heavy industrial zone and the local street capacities are adequate to handle project-generated traffic. The Facility will be built on property leased by the SCMTD and will not require any displacement of households, but will require the relocation of two commercial businesses. We agree with your assessment that this project is consistent with the criteria under the requirements for this categorical exclusion.

This review, which is based on past experience with similar projects, finds that this project: does not induce significant environmental impacts to planned growth or land use for the area; does not require the relocation of significant numbers of people; does not have a significant impact on natural, cultural, recreational, historical or other resource; does not involve significant air, noise, or water quality impacts; does not have significant impacts on travel patterns; or does not otherwise, either individually or cumulatively, have any significant environmental impacts.

If you have any questions about this review, please contact Paul Page at 415.744.3116.

Sincerely,


Leslie T. Rogers
Regional Administrator

cc: pp
9/11/02

11A.Exhibit A.99

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DATE: March 25, 2016
TO: Board of Directors
FROM: METRO COA Ad Hoc Committee
SUBJECT: CONSIDERATION OF A \$17,000 SEPARATION INCENTIVE UPON DEPARTURE FROM SANTA CRUZ METRO

I. RECOMMENDED ACTION

That the Board of Directors approve a proposal of a \$17,000 separation incentive upon departure from Santa Cruz METRO no earlier than June 1, 2016 and no later than June 15, 2016.

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) is facing a structural deficit of \$6.5M in FY17.
- Later this year, the Board will consider possible deep service reductions. Such deep service reductions could result in layoffs.
- On March 11th, in an effort to reduce layoffs, the COA Ad Hoc Committee approved offering a one-time \$17,000 separation incentive for those employees who voluntarily depart from METRO no earlier than June 1, 2016, and no later than June 15, 2016.
- Those employees who wish to take advantage of this opportunity must notify METRO's Human Resources Department no later than close of business day May 23, 2016. METRO reserves the right to cease offering the payment of the incentive for voluntary separations earlier than the May 23, 2016 notification end date, dependent on the number of employees participating.

III. DISCUSSION/BACKGROUND

As you may recall, the FY16 budget, adopted June 2015, was aligned to the FY14 Actuals, plus changes in wages and benefits that occurred over that fiscal year. Various cost containment and efficiency measures were identified and implemented, including holding in abeyance several vacant positions.

Over the past year, METRO has continued to reduce or limit increases on expenses; however, METRO will be facing a structural deficit of \$6.5M as a result of recurring expenses continuing to exceed available recurring revenues.

On March 11th, the COA Ad Hoc Committee recommended offering a one-time \$17,000 separation incentive for employees who voluntarily depart from METRO no earlier than June 1, 2016, and no later than June 15, 2016. This incentive payment will not be included in the employee's pension benefits.

Employees wishing to take advantage of this opportunity must notify METRO's Human Resources Department no later than close of business day May 23, 2016.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Employees taking advantage of the separation incentive should help offset the number of employees that might be subject to layoffs.

V. ALTERNATIVES CONSIDERED

The Board may choose to reject the proposal, and let attrition happen among the ranks of the employees. This alternative is not recommended by staff.

VI. ATTACHMENTS

None

Prepared by: Angela Aitken, Finance Manager

VII. APPROVALS:

Approved as to form:
Leslyn K. Syren, District Counsel

LS for LS
3/16/16

Approved as to fiscal impact:
Angela Aitken, Finance Manager

AA For AA
3/14/16

Alex Clifford, CEO/General Manager

AC

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DATE: March 25, 2016
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Manager
SUBJECT: UPDATE ON THE COMPREHENSIVE OPERATIONAL ANALYSIS

I. RECOMMENDED ACTION

That the Board of Directors:

- A) Receive a Comprehensive Operational Analysis (COA) update, including an initial proposal for reductions to the METRO fixed-route service network;**
- B) Accept the Board Ad Hoc COA Committee recommendation to hold ParaCruz whole relative to fixed-route service changes in September 2016 that might otherwise impact ParaCruz services; and,**
- C) Accept the Board Ad Hoc COA Committee recommendation to resolve the structural deficit without making assumptions about the outcome (either positive or negative) of a potential sales tax measure or the proposed Cabrillo College student pass.**

II. SUMMARY

- The Board received updates on the COA in October and December of 2015 and February of 2016 on public outreach and technical activities.
- The project team has now developed an initial proposal for a reduced fixed-route service network to meet the required operating budget savings target.
- This proposal was vetted on March 11th by the COA Ad Hoc Committee, which consists of four members of the Board.
- Staff recommends that the Board receive:
 - An initial baseline proposal for a reduced fixed-route service network;
 - An overview of the potential financial savings from the reduced service network; and,
 - The schedule for formal public meetings and Board meetings for the remainder of the COA process.
- Accept the Board Ad Hoc COA Committee recommendation to hold ParaCruz whole relative to fixed-route service changes in September 2016 that might otherwise impact ParaCruz services, and
- Accept the Board Ad Hoc COA Committee recommendation to resolve the structural deficit without making assumptions about the outcome (either positive or negative) of a potential sales tax measure or the proposed Cabrillo College student pass.

III. DISCUSSION/BACKGROUND

In 2014, Santa Cruz Metropolitan Transit District (METRO) identified the systemic causes of a structural deficit resulting from recurring revenue failing to keep pace with recurring expenses. METRO has used its operating and capital reserves year-after-year to balance the operating budget and forecasts the full depletion of the remaining reserves in FY17. Aligning transit service costs with recurring revenue is necessary in order to provide effective, sustainable transit service throughout the county.

Through a combination of technical analysis by the consultant Transportation Management and Design, Inc. (TMD), METRO staff and public input from an extensive outreach program, an initial service reduction proposal has been developed, which attempts to meet the financial savings target while still maintaining a viable fixed-route service network that provides community mobility and geographic coverage.

The proposed fixed-route service network targets a \$6.5 million reduction in operating costs for the FY17 year.

Over the course of the next month, the Project Management Team (PMT) will continue to fine-tune the current proposal, and at the April 22nd Board meeting, staff will present a revised draft service reduction proposal. This revised network will include further refinements to routes and a potential UCSC proposal to support additional services. In addition, the current proposal does not include a proposal for Highway 17 Express changes. METRO is in the process of working with its JPA partners in Santa Clara County and will address this service in the April 22nd presentation.

At this April Board meeting, staff will request that the Board initiate a 30-day formal public comment period, which will culminate with formal public hearings convened by the Board on Thursday and Friday, May 26th and 27th, respectively.

On June 24th, the Board will be asked to adopt a final fixed-route service reduction plan in conjunction with the Fiscal Year 2017 annual budget for the District.

Attachment A is a spreadsheet summarizing service changes by route, including hour and cost savings, the rationale behind the modifications, and the projected ridership impact of these changes.

Attachment B is series of maps supporting Attachment A, which show the location of proposed modified and new routes, routes proposed for elimination, and proposed changes in frequency and span of service for remaining routes.

ParaCruz Service Impacts

The Ad Hoc Committee also discussed the potential of fixed-route service reduction impacts to ParaCruz. Given that ParaCruz service realignments approved by the Board last year impacted ParaCruz customers, the Ad Hoc Committee recommends that ParaCruz be held whole through the fixed-route service changes. That is, there will not be any changes to the service area or service windows for ParaCruz that might otherwise result from fixed-route service changes this Fall.

Potential Sales Tax Measure and Cabrillo College Student Pass

The Ad Hoc Committee also discussed the potential passage of a sales tax measure in November and the concept of a Cabrillo College student pass helping to offset the structural deficit target. The Ad Hoc Committee recommends that the Board vigorously support both, but that there be no assumptions made one way or the other about these initiatives and the structural deficit. Further, that in the event that one or both of these initiatives successfully come to fruition, the Board would consider its options to restore as much service as would be financially prudent.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The target for Fiscal Year 2017 savings from reductions to the fixed-route service network is \$6.5 million.

V. ALTERNATIVES CONSIDERED

Savings of less than \$6.5 million in fixed-route operating costs will not achieve the savings target and require additional commitment of Reserves.

VI. ATTACHMENTS

Attachment A: Route-by-route summary of proposed service changes.

Attachment B: Maps showing locations of modified, new, and eliminated routes; along with service features including frequency and span of service.

Prepared by: Barrow Emerson, Planning & Development Manager

VII. APPROVALS:

Barrow Emerson
Planning & Development Manager

Barrow Emerson 3/15/16

Approved as to form:
Leslyn K. Syren, District Counsel

LS Syren for LS
3/16/16

Approved as to fiscal impact:
Angela Aitken, Finance Manager

d/aa low for AA
3/15/16

Alex Clifford, CEO/General Manager

Alex Clifford

Santa Cruz Metro Service Concept

San Lorenzo Valley

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
30	6:45A - 2:15P	2 trips			Service discontinued	Low ridership on route	-970	7,400
33	6:53A - 2:50P	2 trips			No change		0	-
34	7:25A - 3:30P	2 trips			No change		0	-
35	5:40A - 11:00P	30	6:30A - 10:00P	30 peak, 60 offpeak	Service past Mountain Store/Country Club discontinued	Low ridership on outer segments, trip level ridership lower on weekends and midday compared to other parts of the network	-5,889	16,300
					Weekend/midday service reduced to be every 60 minutes			
Total							-6,859	23,700

Davenport/Bonny Doon

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
40	6:40A - 3:25P	4 trips	6:40A - 5:25P	5 trips	Route restructured to serve Davenport with 5 weekday trips, 2 weekend trips; service west of Davenport discontinued (Cement Plant, Waddell Creek)	Weekday Route 40 service has decent ridership with passengers going to SCHS and Pacific School, low ridership west of Davenport; midday trip kept for Wednesday early release at Pacific School	108	-
41	5:50A - 5:30P	4 trips			Service discontinued	Low ridership, half of ridership occurs between Pacific Station and UCSC	-1,816	11,500
42	8:30P	1 trip			Service discontinued	Low ridership as combination of 40/41	-532	4,000
Total							-2,240	15,500

Attachment A

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
3	6:50A - 5:50P	60	6:50A - 5:50P	60	No change		0	-
4	6:45A - 4:45P	60	7:45A - 4:45P	60	Service to Emeline discontinued; covered by Route 35 on weekdays before 5pm	Simplify operation of the service	-716	10,710
					First trip discontinued	First trip carries 7 passengers; remaining trips average 17 passengers per trip		1,800
8	7:35A	1 trip			Service discontinued	Low ridership (fewer than 5 passengers)	-166	1,400
10	6:50A - 7:20P	60 (30)	7:20A - 7:20P	60 (30)	First trip discontinued	Low ridership on first trip	-180	4,900
12	7:10A	(1 trip)			Service discontinued	Duplicates existing service along Routes 16, 68. Majority of boardings occur along Route 16 portion west of Pacific Station	-185	11,400
15	6:40A - 8:50P	(7-30)	6:37A - 8:37P	(15-30)	School year service reduced to be consistently every 30 minutes during day, 15 minutes peak	Many trips run on top of each other, supplemental service should be timed to new campus bell times	-2,541	-
					First trip discontinued, consistent service over the school year	Less likelihood of bunching and overcrowding on specific vehicles		
16	6:25A - 11:15P	30 (15)	6:52A - 11:07P	30 (15)	Headways reduced to be consistent 30 minutes during weekends	Weekend evening service has low ridership, UCSC runs campus shuttles between 6-11pm on weekends to provide connections to campus	-539	6,100
					Weekend service after 7pm to terminate at the base of campus using Meder/Western/High	Allows for one vehicle to be used instead of two during evenings		
19	7:30A - 11:30P	30	7:30A - 11:30P	30	Service changed to run school-year only	Low ridership during the summer, overlay of service on Routes 3, 15, 16	-1,938	64,500
20	7:20A - 10:20P	60 (extra)	7:20A - 10:20P	60	20D service shifted onto new Route 22	Route 22 proposed new alignment to serve Safeway	-1,783	-
22			7:20A - 5:20P	60	New number for 20D, connects UCSC to Delaware via Western, Mission, Fair/Almar	Provide new connection between UCSC and Safeway; reduces congestion around Pacific Collegiate School	1,639	-
Total							-6,409	100,810

Attachment A

Intercity

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss	
	Span	Freq.	Span	Freq.					
69A	6:45A - 6:00P	60			Service discontinued	69W is stronger route out of the semi-express services	-11,252	260,900	
69W	6:20A - 8:50P	60	6:20A - 8:37P	30 peak, 60 offpeak	Peak service increased to every 30 minutes	Reduces overcrowding on peak trips with loss of 69A	3,115		
					Evening service currently every 30 minutes reduced to every 60 minutes	Route 69W runs every hour during the day except after 6pm, when trips are run every 30 minutes.			
71	6:10A - 11:45P	15-30	6:10A - 11:10P	30	Service rerouted onto Water Street from Soquel	Preserve service on Water St previously served by Route 71	-6,750		
					Frequency all days reduced to 30 minutes all day (currently 15 minutes peak, 30 midday)	Ridership per trip on peak vehicles between 20-25 passengers per trip, which can be absorbed into service every 30 minutes			
91X	5:55A - 5:45P	15-30			Watsonville service consolidated on Freedom Road and Lincoln; Service on Clifford Avenue discontinued	Approximately 10-20 daily boardings on Clifford, Freedom Blvd has stronger demand	-10,223	215,800	
					Route 71 to run on Soquel Ave instead of Water St	Supports Santa Cruz's corridor prioritization of Soquel Avenue			
Service discontinued							Current service is duplicative of Route 69W between Cabrillo College and Watsonville, ridership is primarily college students (low summer ridership), can be shifted over to Route 69 service.		
Total								-25,110	476,700

Attachment A

Live Oak/Capitola/Rio del Mar/Aptos

Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Annual Change Hours	Potential Ridership Loss
	Span	Freq.	Span	Freq.				
54	5:35P	1 trip			Service discontinued	Low ridership (3-5 passengers per trip)	-676	2,800
55	7:30A – 4:30P	60			Service discontinued on Rio del Mar Blvd	Low ridership on segments east of Rio del Mar Beach	-426	8,700
56	8:00A – 1:55P	2 trips			Service discontinued	Low ridership (3-5 passengers per trip)	-508	1,100
66	6:45A - 10:00P	60	6:45A - 10:00P	60	Service rerouted onto Soquel Drive	Supports Santa Cruz's corridor prioritization of Soquel Avenue; Simplifies network with 66/66N designation	0	-
68	6:15A - 6:30P	60	6:15A - 9:15A, 2:15P - 5:15P	60 peak	Service reduced to run peak only	Provide additional service on Portola during peak periods, retain residential to UCSC connection (covers loss of Route 12)	-3,743	72,600
Total							-5,353	85,200

Attachment A

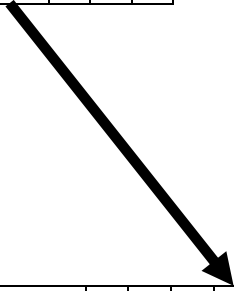
Watsonville Local

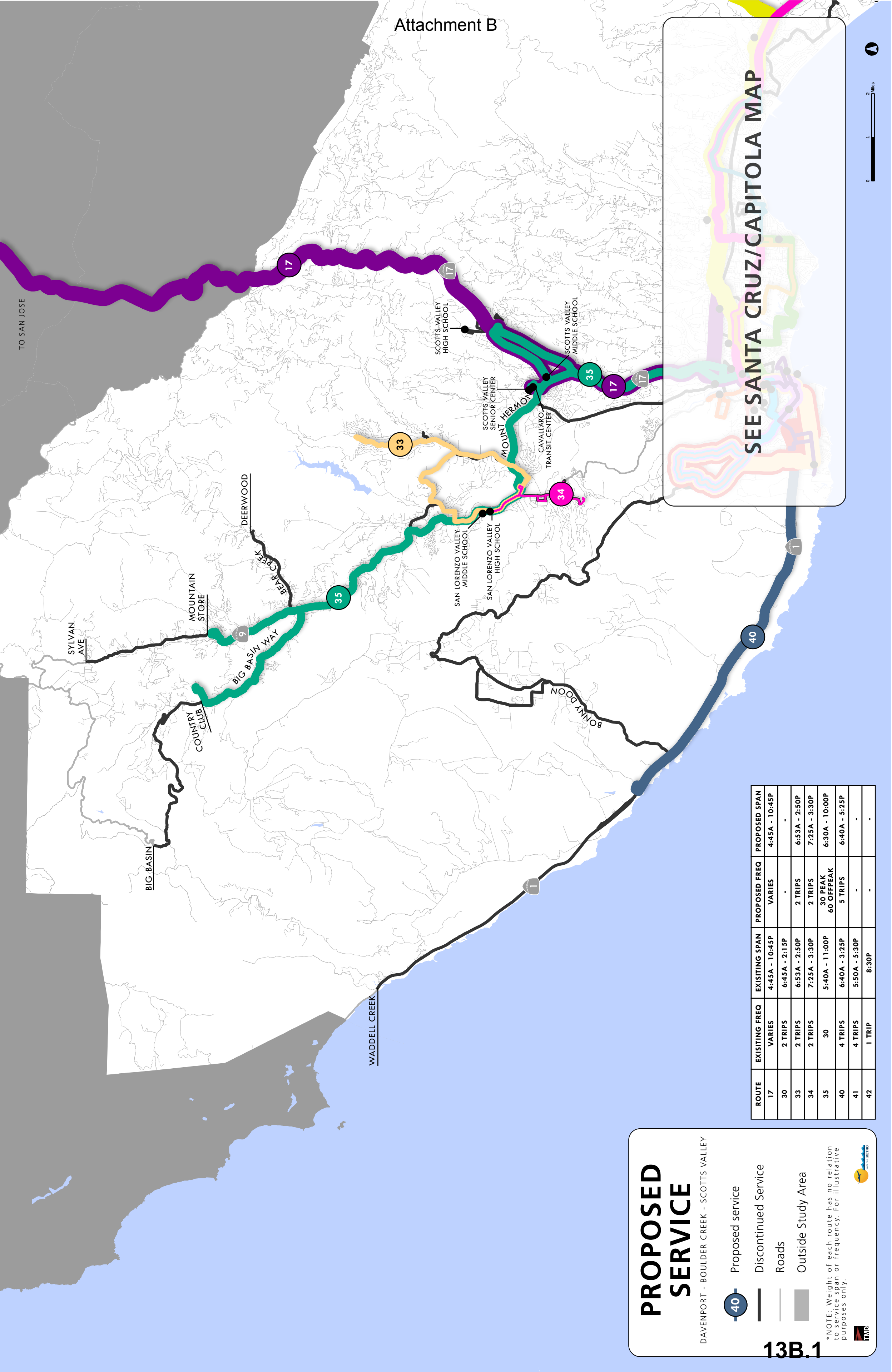
Route	Existing Wkdy		Proposed Wkdy		Change	Reason	Hours	Potential Ridership Loss
	Span	Freq	Span	Freq				
72	5:45A - 6:45P	60	6:45A - 5:45P	60	Alignment change south of Freedom Centre, serves Airport Blvd and Ohlone Parkway Service to Corralitos discontinued	Route to cover segments lost with Route 74 discontinuation: Ohlone Parkway, Airport Blvd, Social Security Office, Watsonville Community Hospital Less than 10 daily boardings on this segment	-116	2,800
74	6:10A - 6:10P	60			Service discontinued	Poor route design, low ridership on all segments, Ohlone Parkway segment covered by Route 72, Shady Oaks service within walking distance of Airport Blvd Service (69A, new 79) and Green Valley Road service (Route 75)	-4,053	12,300
75	5:15A - 7:15P	60	7:15A - 6:15P	60	Span reduced, first and last trips discontinued Weekday Span now 7:15A-6:15P Weekend Span now 8:15A-5:15P	Green Valley corridor has strong ridership compared to other Watsonville local routes, but early morning/late evening trips have low ridership	-1,359	8,700
77	6:30A - 6:30P	60			Service discontinued	Low ridership, service covered by MST in Pajaro Valley (free transfers to SCMetro), and Route 71 on Freedom Blvd.	-1,939	10,200
79	6:25A - 5:45P	60	6:25A - 5:45P	60	Weekend service discontinued	Low ridership on weekends	-966	-
Total							-8,433	34,000

Summary of Changes by Area

Category	Annual Change		Potential Ridership Loss
	Hours	Percent	
Scotts Valley / San Lorenzo Valley	-6,859	12.6%	23,700
Davenport/Bonny Doon	-2,240	4.1%	15,500
UCSC / Santa Cruz Local	-6,409	11.8%	100,810
Intercity	-25,110	46.2%	476,700
Live Oak/Capitola/Rio del Mar/Aptos	-5,353	9.8%	85,200
Watsonville Local	-8,433	15.5%	34,000
Total	-54,404	100.0%	735,910

Category	Annual Change	
	Hours	Percent
Santa Cruz to Cabrillo College	-10,882	20.0%
Cabrillo College to Watsonville	-9,526	17.5%
City of Watsonville	-4,702	8.6%





PROPOSED SERVICE

DAVENPORT - BOULDER CREEK - SCOTTS VALLEY

- Proposed service
- Discontinued Service
- Roads
- Outside Study Area

*NOTE: Weight of each route has no relation to service span or frequency. For illustrative purposes only.



ROUTE	EXISTING FREQ	EXISTING SPAN	PROPOSED FREQ	PROPOSED SPAN
17	VARIES	4:45A - 10:45P	VARIES	4:45A - 10:45P
30	2 TRIPS	6:45A - 2:15P	-	-
33	2 TRIPS	6:53A - 2:50P	2 TRIPS	6:53A - 2:50P
34	2 TRIPS	7:25A - 3:30P	2 TRIPS	7:25A - 3:30P
35	30	5:40A - 11:00P	30 PEAK 60 OFFPEAK	6:30A - 10:00P
40	4 TRIPS	6:40A - 3:25P	5 TRIPS	6:40A - 5:25P
41	4 TRIPS	5:50A - 5:30P	-	-
42	1 TRIP	8:30P	-	-



SEE SANTA CRUZ/CAPITOLA MAP



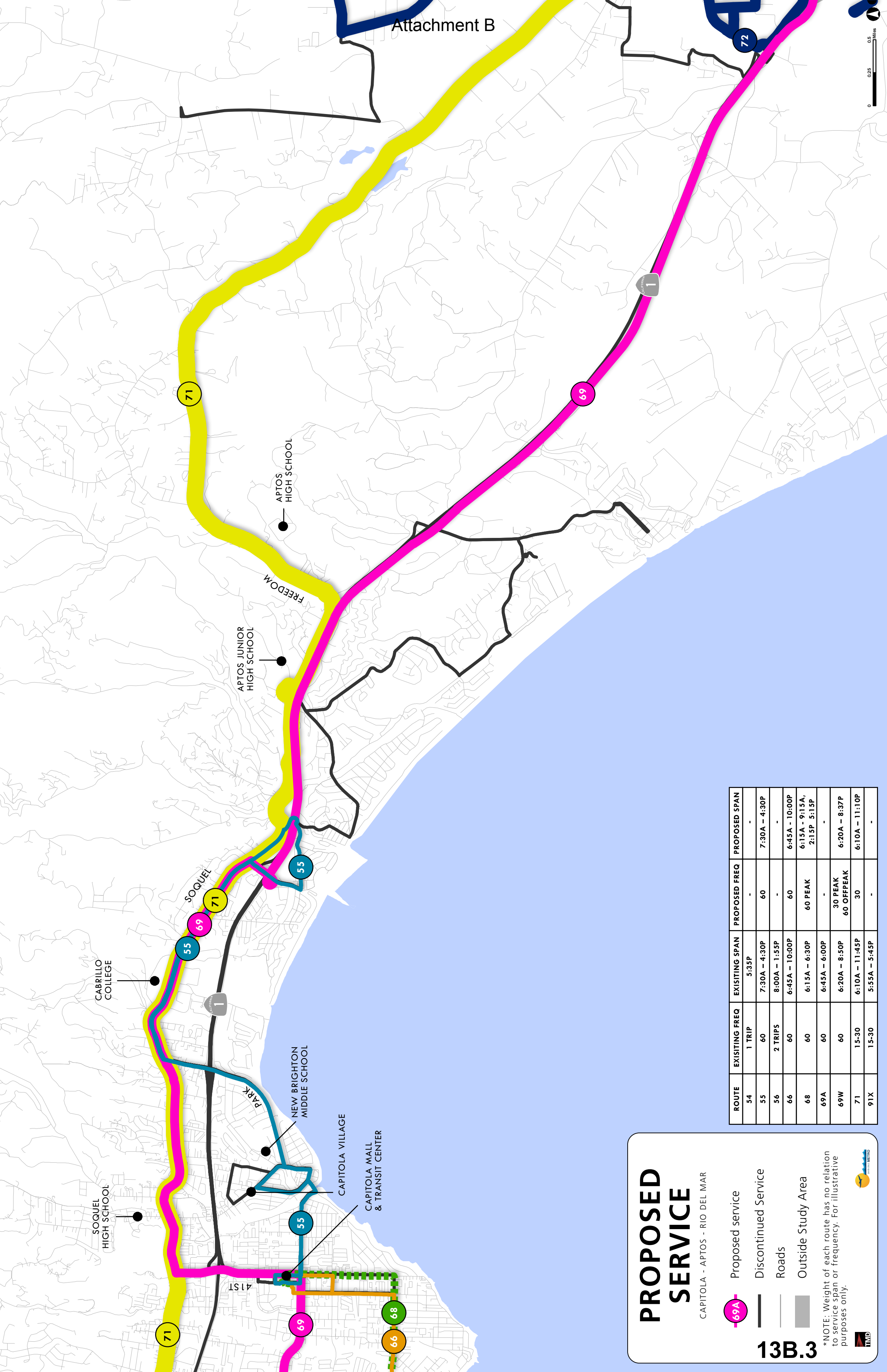
PROPOSED SERVICE

SANTA CRUZ - LIVE OAK

- 40** Proposed service
- Discontinued Service
- Roads
- Outside Study Area

*NOTE: Weight of each route has no relation to service span or frequency. For illustrative purposes only.

ROUTE	EXISTING FREQ	EXISTING SPAN	PROPOSED FREQ	PROPOSED SPAN	PROPOSED SPAN
3	60	6:50A - 5:50P	60	6:50A - 5:50P	6:50A - 5:50P
4	60	6:45A - 4:45P	60	6:45A - 4:45P	7:45A - 4:45P
8	1 TRIP	7:35A	-	-	-
10	60 (30)	6:50A - 7:20P	60 (30)	6:50A - 7:20P	7:20A - 7:20P
12	1 TRIP	7:10A	-	-	-
15	(7-30)	6:40A - 8:50P	(15-30)	6:37A - 8:37P	6:37A - 8:37P
16	30 (15)	6:25A - 11:15P	30 (15)	6:52A - 11:07P	6:52A - 11:07P
19	30	7:30A - 11:30P	(30)	7:30A - 11:30P	7:30A - 11:30P
20	60 (EXTRA)	7:20A - 10:20P	60	7:20A - 10:20P	7:20A - 10:20P
22	-	-	60	7:20A - 5:20P	7:20A - 5:20P
66	60	6:45A - 10:00P	60	6:45A - 10:00P	6:45A - 10:00P
68	60	6:15A - 6:30P	60 PEAK	6:15A - 9:15A, 2:15P - 5:15P	6:15A - 9:15A, 2:15P - 5:15P
69A	60	6:45A - 6:00P	-	-	-
69W	60	6:20A - 8:50P	30 PEAK 60 OFFPEAK	6:20A - 8:37P	6:20A - 8:37P
71	15-30	6:10A - 11:45P	30	6:10A - 11:10P	6:10A - 11:10P
91X	15-30	5:55A - 5:45P	-	-	-



PROPOSED SERVICE

CAPITOLA - APTOS - RIO DEL MAR

- 69A Proposed service
- Discontinued Service
- Roads
- Outside Study Area

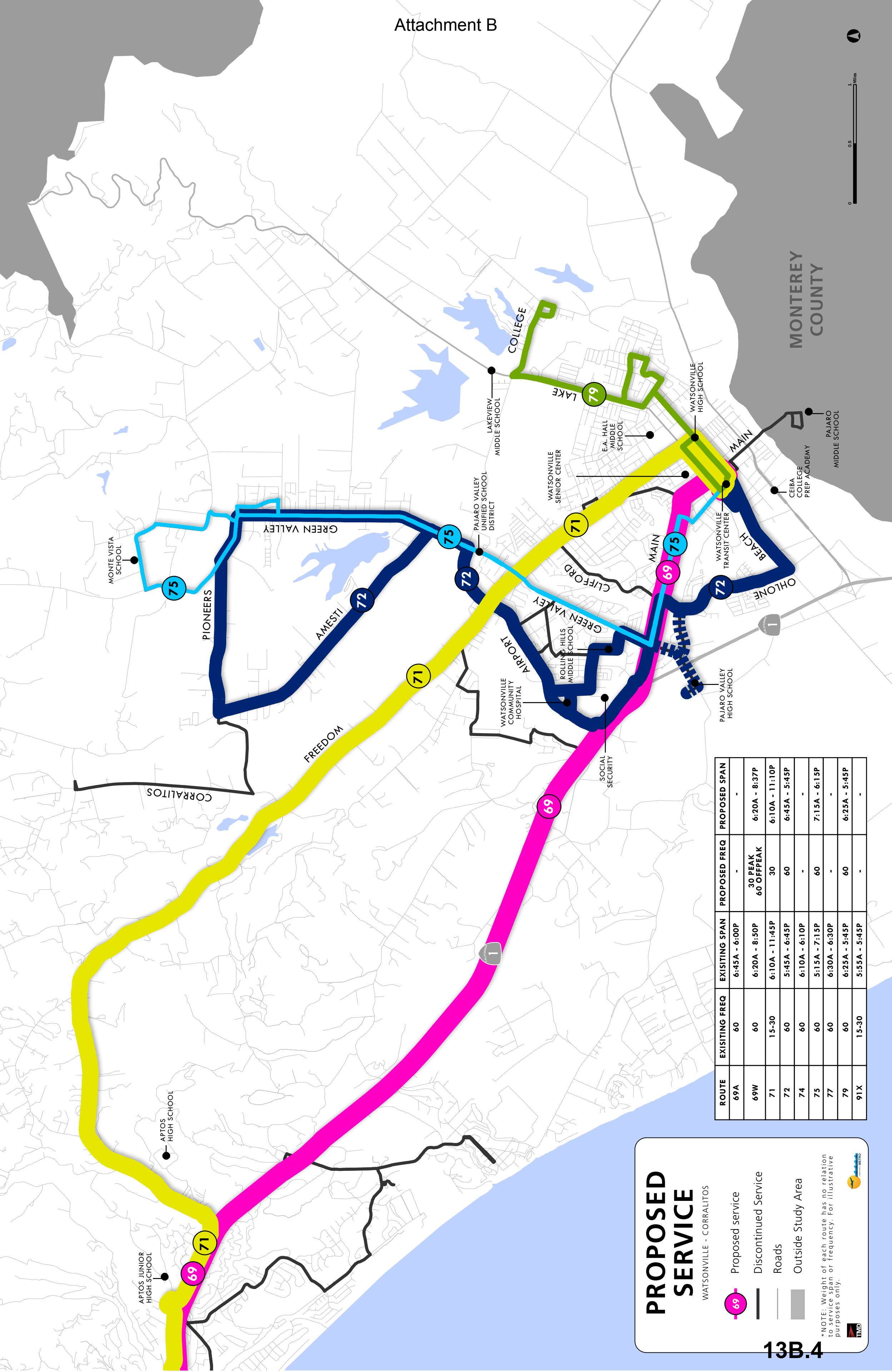
*NOTE: Weight of each route has no relation to service span or frequency. For illustrative purposes only.



ROUTE	EXISTING FREQ	EXISTING SPAN	PROPOSED FREQ	PROPOSED SPAN
54	1 TRIP	5:35P	-	-
55	60	7:30A - 4:30P	60	7:30A - 4:30P
56	2 TRIPS	8:00A - 1:55P	-	-
66	60	6:45A - 10:00P	60	6:45A - 10:00P
68	60	6:15A - 6:30P	60 PEAK	6:15A - 9:15A, 2:15P - 5:15P
69A	60	6:45A - 6:00P	-	-
69W	60	6:20A - 8:50P	30 PEAK 60 OFFPEAK	6:20A - 8:37P 6:10A - 11:10P
71	15-30	6:10A - 11:45P	30	6:10A - 11:10P
91X	15-30	5:55A - 5:45P	-	-



MONTEREY COUNTY



ROUTE	EXISTING FREQ	EXISTING SPAN	PROPOSED FREQ	PROPOSED SPAN
69A	60	6:45A - 6:00P	-	-
69W	60	6:20A - 8:50P	30 PEAK 60 OFFPEAK	6:20A - 8:37P
71	15-30	6:10A - 11:45P	30	6:10A - 11:10P
72	60	5:45A - 6:45P	60	6:45A - 5:45P
74	60	6:10A - 6:10P	-	-
75	60	5:15A - 7:15P	60	7:15A - 6:15P
77	60	6:30A - 6:30P	-	-
79	60	6:25A - 5:45P	60	6:25A - 5:45P
91X	15-30	5:55A - 5:45P	-	-

PROPOSED SERVICE

WATSONVILLE - CORRALITOS

- Proposed service
- Discontinued Service
- Roads
- Outside Study Area

*NOTE: Weight of each route has no relation to service span or frequency. For illustrative purposes only.



DATE: March 25, 2016
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: CONSIDERATION OF A RESOLUTION TO ESTABLISH THE REVISED BOARD OF DIRECTORS MEETING SCHEDULE & LOCATIONS FOR THE CALENDAR YEAR 2016

I. RECOMMENDED ACTION

That the Board of Directors approve a resolution to establish the revised calendar year 2016 Board Meeting Schedule and Locations

II. SUMMARY

- Staff recommends that the Board Members approve a resolution (Attachment A) to establish the revised calendar year 2016 Board Meeting Schedule and locations (Attachment B).

III. DISCUSSION/BACKGROUND

- On December 11, 2015, the Board approved the proposed meeting schedule and locations continuing once-a-month Board meetings indefinitely, or until changed by a future Board action.
- Upon further examination, it was determined that the METRO Administrative offices had been overlooked in the location rotation.
- On February 26, 2016, the Board requested equitable representation in North and South Counties.

IV. FINANCIAL CONSIDERATIONS/IMPACT

There may be nominal budget savings; but, the real value of once-a-month meetings at METRO's Administrative offices, in addition to offsite locations, is in the staff time savings that can be reinvested in other mission critical projects and tasks.

V. ALTERNATIVES CONSIDERED

- Not include METRO's Administrative offices located at 110 Vernon Street, Santa Cruz, CA in the location rotation – not recommended.

VI. ATTACHMENTS

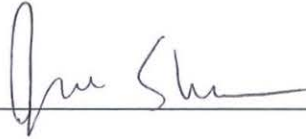
Attachment A: Authorizing Resolution

Attachment B: Calendar Year 2016 Board of Directors Meeting Schedule

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Approved as to form:
Leslyn K. Syren, District Counsel

 for LS 3/16/16

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 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS ESTABLISHING THE DATE, TIME AND LOCATION OF BOARD MEETINGS FOR 2016

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

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the METRO that the following revised schedule for its 2016 meetings shall be as follows:

January 22, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
February 26, 2016	8:30am	Watsonville City Council Chambers, 275 Main St., Watsonville
March 25, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
April 22, 2016	8:30am	Watsonville City Council Chambers, 275 Main St., Watsonville
May 13, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
May 26, 2016	5:00pm	Watsonville City Council Chambers, 275 Main St., Watsonville
May 27, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
June 24, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
August 26, 2016	8:30am	Scotts Valley City Council Chambers, 1 Civic Center Dr., Scotts Valley
September 23, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St, Santa Cruz
October 28, 2016	8:30am	Capitola City Council Chambers, 420 Capitola Ave., Capitola

Attachment A

Resolution No. _____
Page 2

November 18, 2016 8:30am Watsonville City Council Chambers, 275 Main St., Watsonville
December 9, 2016 8:30am METRO Admin Offices, 110 Vernon Street, Santa Cruz

PASSED AND ADOPTED this 25th day of March 2016 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Mike Rotkin, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel
















Attachment B

BOARD OF DIRECTORS MEETING SCHEDULE

2016

Meetings are scheduled for the 4th Friday of the month unless otherwise indicated.

 January 22, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
 February 26, 2016	8:30am	Watsonville City Council Chambers, 275 Main St., Watsonville
 March 25, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
 April 22, 2016	8:30am	Watsonville City Council Chambers, 275 Main St., Watsonville
 May 13, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
 May 26, 2016	5:00pm	Watsonville City Council Chambers, 275 Main St., Watsonville
 May 27, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
 June 24, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
<i>THERE ARE NO MEETINGS IN JULY</i>		
 August 26, 2016	8:30am	Scotts Valley City Council Chambers, 1 Civic Center Dr., Scotts Valley
 September 23, 2016	8:30am	Santa Cruz City Council Chambers, 809 Center St., Santa Cruz
 October 28, 2016	8:30am	Capitola City Council Chambers, 407 Capitola Ave., Capitola
 November 18, 2016	8:30am	Watsonville City Council Chambers, 275 Main St., Watsonville
 December 9, 2016	8:30am	METRO Admin Offices, 110 Vernon Street, Santa Cruz

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- ADDITIONAL MATERIALS DISTRIBUTED
AT BOARD MEETING -

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COMMUNICATIONS TO THE BOARD OF DIRECTORS

3-24-16

c/o Administrative Services Coordinator

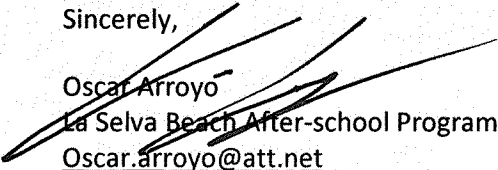
Dear Board of Directors,

My name is Oscar Arroyo and I work as a recreation coordinator for the Santa Cruz County Parks Department. One of my primary responsibilities as a recreation coordinator is to oversee the La Selva Beach After-school program & La Selva Beach Summer Camp for children 6-12 years old. Our program is located at the La Selva Beach Club House on 314 Estrella Avenue off of Playa in La Selva Beach.

I am writing this letter because I have read in the newspaper that more bus routes will be eliminated due to budget cuts and am writing as a voice to please keep the 56 La Selva bus routes open in the future. Very recently I have learned that the 56 La Selva route is proposed to be a route that will be cut. The children whom attend our after school program take the 56 La Selva bus route, that stops on the Playa bus stop at 2:20pm on Wednesdays, two to three times a month to go on local field trips. We take the children to places such as the boardwalk bowl, mini-golf, the Santa Cruz Roller Palladium, the Simpkins Swim Center, Pump'd Inflatable Fun Center, Anna Jean Cummings Park, Aptos Village Park, San Lorenzo Park & local museums. During our summer camp we use the 56 La Selva bus route that arrives on Playa at 8:20am each Wednesday to go on local field trips as well. Due to a previous 2010 56 La Selva bus route cut, during the summer we are not able to return to La Selva Beach from local field trips and parents have to pick their children up at our field trip destination. That was the first time in the previous 18 summers that the children were not be able to return to La Selva Beach from our local field trips because the 4:20pm 56 bus route, arriving at Playa in La Selva Beach, was cut in 2010. Carpooling is not an option for us because of the number of children in our program and because all of the children's parents are working and unable to car pool. During the school year we average 30+ children on our after school A.C.E. Wednesday field trips and we average 40+ children on our weekly La Selva Beach summer camp field trips.

If the current 56 La Selva Beach morning and/or early afternoon bus routes are eliminated we would be unable to take our children on local field trips during our summer and after school programs which would very much negatively affect our children's program. I humbly request on behalf of the many children, parents & staff of the La Selva Beach After-school & Summer Camp programs that no further cuts be made to the 56 La Selva Beach bus routes. *Possibly an option of running the route once a week on Wednesdays at 8:20 am during the summer and 2:20 pm on Wednesdays during the school year to allow us to continue to go on field trips at our La Selva Beach After-school Childhood Enrichment program .* We have been taking field trips using the Santa Cruz Metro for the past 22 + years. The children, parents and staff would be very grateful and appreciative! Thank you for your attention.

Sincerely,


Oscar Arroyo
La Selva Beach After-school Program & Summer Camp
Oscar.arroyo@att.net

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Judy K. Souza

Operations Facility Project



2016 First Quarter Status Report

Judy K. Souza Operations Facility Project

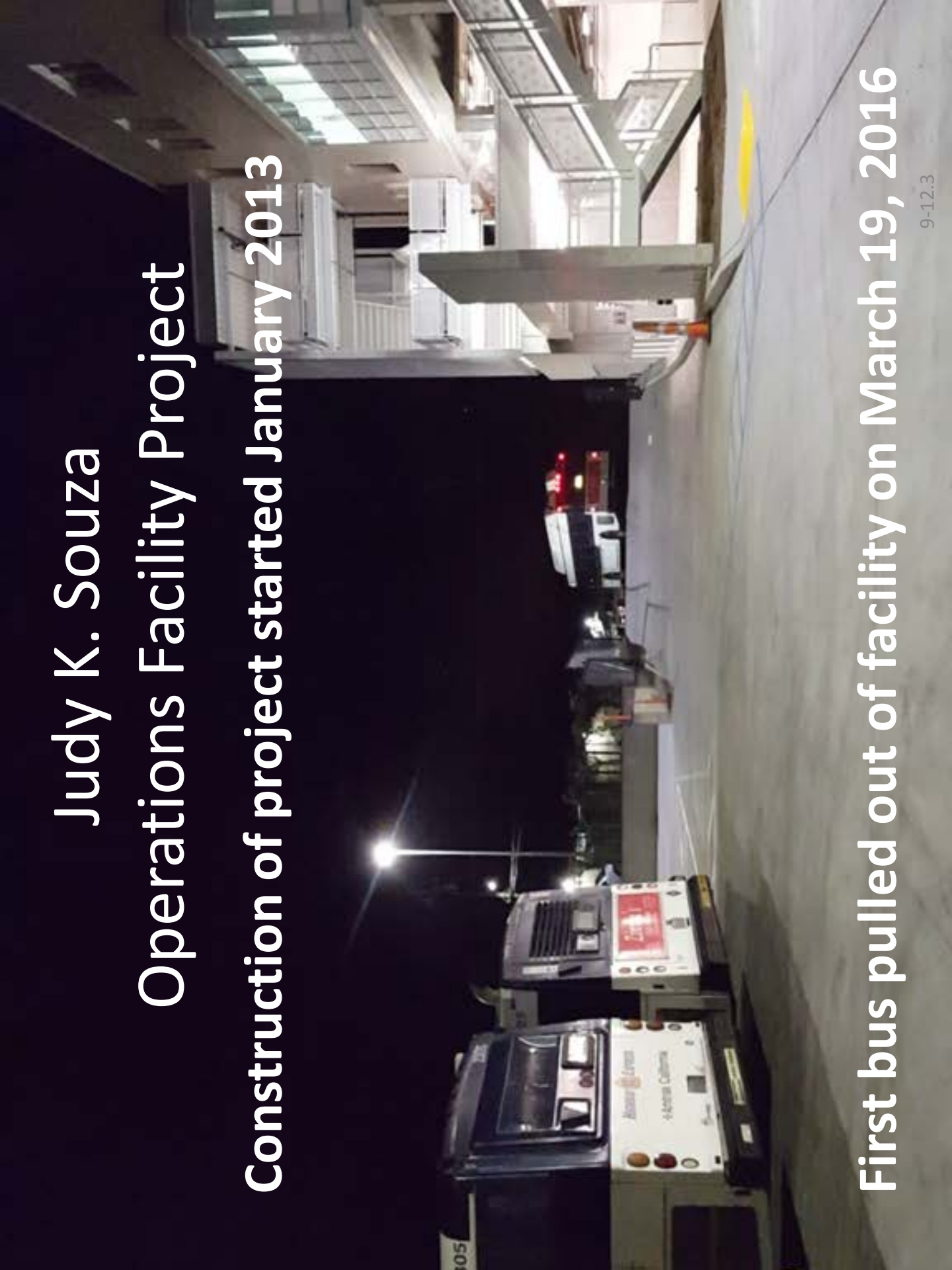
New four-story, 54,132 SF, Category IV Essential Facility.

Facility includes parking spaces for 90+ buses



Judy K. Souza Operations Facility Project

Construction of project started January 2013



First bus pulled out of facility on March 19, 2016

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Attachment A

ONE-TIME SEPARATION INCENTIVE PROPOSED TIMELINE REVISION

Following the March 11th Comprehensive Operational Analysis (COA) Ad Hoc Committee Meeting a proposal to offer a one-time \$17,000 Employee Separation Incentive was approved, in concept, for presentation to the METRO Board of Directors (BOD). METRO staff met with United Transportation Union Local 23 (UTU), at their request, on March 24, 2016 regarding the following concerns:

- Notification to METRO's Human Resources Department set "no later than close of business day May 23, 2016."
- Proposed voluntary departure dates being "no earlier than June 1, 2016, and no later than June 15, 2016."

UTU requested of management that the effective date of this offering be revised to take effect March 25, 2016 subject to authorization by the BOD, allowing time for employees to take advantage of the offer through September 7, 2016, the day before the bus operator bid and service changes take effect on September 8, 2016.

This would allow for a more controlled exodus of employees wishing to exercise this separation incentive offer thus mitigating service impact to the community that could be experienced under a shorter time frame

Staff recommends that the Board approve the attached staff report as written, with the modification of the separation timeline as follows:

- **A one-time \$17,000 separation incentive for those employees who voluntarily depart from METRO no earlier than March 28, 2016, and no later than September 07, 2016.**
- **Those employees who wish to take advantage of this opportunity must notify METRO's Human Resources Department no later than close of business day August 23, 2016. METRO reserves the right to cease offering the payment of the incentive for voluntary separations earlier than the August 23, 2016 notification end date, dependent on the number of employees participating.**

A resolution, retroactive to March 25, 2016, will be provided for approval at the next BOD meeting scheduled for April 22, 2016.

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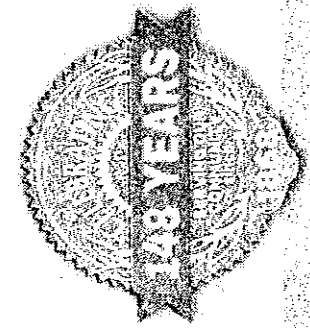
NEWS CLIPS

February 26, 2016 – March 25, 2016



CASINO NIGHT
 Freedom Rotary hosts 32nd annual event
 LOCAL, A2

OUT TO REPEAT
 MBL Softball Preview
 SPORTS, B1



REGISTER PAJARONIAN

METRO faced with cuts

Meeting Friday to discuss reduction plan

By ERIK CHALHOUB
OF THE REGISTER-PAJARONIAN

SANTA CRUZ COUNTY — After years of spending from its reserves to weather the economic recession, Santa Cruz METRO has found itself in a \$6.5 million hole.

Now, METRO officials are looking at which bus routes should be cut or reduced in frequency in order to balance the budget for the next fiscal year. An initial proposal will be presented to the METRO Board of Directors on Friday, with a final decision expected to be made on June 24.

Watsonville City Councilman Jimmy Dutra, who was recently elected Vice Chair of METRO's Board of Directors, said that although the entire county is going to be hit, Watsonville residents are among the most dependent in the county on METRO's services.

"It's going to affect everyone," he said. "It's important to have somebody on the board that's from Watsonville that will really fight for the needs of South County."

A number of factors have put METRO in what it calls a "structural deficit." Decreased oil prices and the rise of fuel-efficient vehicles have resulted in a lower state gas tax, which is where the bulk of transportation funding comes from.

In addition, ridership has been relatively flat, according to METRO, as well as stagnant sales tax and minimal funding from state and federal sources.

See METRO, page A10

METRO

From page A1

If sales tax had grown about 3 percent every year since the economic downturn in 2008, METRO estimates it would have received \$26 million more revenue, but instead, it had to dig into \$21.8 million of its reserves, which is quickly running out.

Dutra pointed to a 1/2-cent sales tax measure that the Santa Cruz County Regional Transportation Commission is putting on the November ballot. If approved by a two-thirds vote, the tax is expected to generate \$450 million over its 30-year life, with 15 percent of the funds going to METRO.

The sales tax, should it pass, would categorize Santa Cruz County as a "self-help" county, making it more competitive for grants, according to Dutra.

The talk of cuts comes at a time when METRO and city officials are looking to upgrade Watsonville's aging bus station on Rodriguez Street.

The transit center relocated to 475 Rodriguez St. in 1994, a site that was originally a bank, and since then has not seen any major upgrades or improvements.

In 2012, METRO began asking users what could be improved at the facility. A series of



Tarmo Hannula/Register-Pajaronian

Watsonville City Councilman Jimmy Dutra, who is Vice Chair of the Santa Cruz METRO Board of Directors, talks recently about cuts to bus routes.

public meetings have been held in the years following to gather more input.

Initial designs call for a two-story structure, with a conference room and space for businesses, as well as expanded capacity, which would be achieved by purchasing a neighboring property that is currently occupied with residences.

But movement has been slow on the project, Dutra said.

"I've worked hard to get Watsonville on a fast track to get this station moving," he

said.

The City of Watsonville has applied for grant funding to help pay for an environmental impact report, according to Dutra, and it should find out if it was successful within the next few months.

•••

The Santa Cruz METRO Board of Directors will hold a public meeting Friday at 8:30 a.m. at the Santa Cruz City Council Chambers, 809 Center St. in Santa Cruz. For information, visit scmetroforward.com.

REGISTER-PAJARONIAN

100 Westridge Dr., Watsonville, CA 95076 • Ph: 831-761-7300 • Fax: 831-722-8386

Local news

METRO faced with cuts

Posted: Monday, Mar 21st, 2016

BY: ERIK CHALHOUB

*By Erik Chalhoub
Staff Writer*

SANTA CRUZ COUNTY – After years of spending from its reserves to weather the economic recession, Santa Cruz METRO has found itself in a \$6.5 million hole.

Now, METRO officials are looking at which bus routes should be cut or reduced in frequency in order to balance the budget for the next fiscal year. An initial proposal will be presented to the METRO Board of Directors on Friday, with a final decision expected to be made on June 24.

For the complete article see the 03-22-2016 issue.



Watsonville City Councilman Jimmy Dutra and vice chair of Santa Cruz METRO talks recently about cuts to bus routes.



METRO IS CONSIDERING MAKING MAJOR REDUCTIONS TO ITS BUS SERVICES IN SEPTEMBER 2016.

METRO ESTA CONSIDERANDO HACER GRANDES REDUCCIÓN A SU SERVICIO DE AUTOBUS EN SEPTIEMBRE DEL 2016.

Visit our website for more details and to sign-up for project updates.

Visite nuestro sitio web para más detalles y para inscribirse para las actualizaciones del proyecto.

Santa Cruz Sentinel (<http://www.santacruzsentinel.com>)

Piet Canin: Trail can fit with rail for sustainable transit options

By Piet Canin, Special to the Sentinel

Sunday, March 20, 2016

There is growing support in the community for a car-free, scenic and accessible bike and walking path in Santa Cruz County's coastal rail corridor. The rail trail will be a paved path serving a variety of users including school kids on bike and foot, bike commuters, parents with baby strollers, families on healthy outings, and seniors getting exercise and fresh air.

The coastal rail corridor dates to 1876 and has moved passenger, recreational and freight trains for decades. The rail corridor is now a public asset thanks to the county Regional Transportation Commission, which purchased it at the end of 2012. The RTC both owns the corridor and is the lead public agency for building the trail with assistance from local public works departments.

The RTC conducted an extensive trail planning process that provided the general blueprint for the 32-mile trail, which stretches from Davenport to Watsonville. The plans call for a rail-with-trail set up that provides for both biking and walking as well as maintaining options for active rail service, leaving decisions about rail service for the future. There are more than 150 such rails with trails nationally and 33 in California alone.

The rail trail will be within a mile of half the county's population, 44 schools and 92 parks and beaches. Over the past few years, through a variety of collaborative and unique funding sources both public and private, 25 percent of the trail miles have been funded and are now being worked on. By 2018 there will be sections of trail completed in Watsonville, Santa Cruz and on the North Coast, some even sooner. You will be able to ride your bike or walk from the Santa Cruz Beach Boardwalk to just two miles shy of Davenport almost entirely car-free.

One of the misconceptions about the rail corridor is that it is not wide enough to have both a trail and rail. The corridor is wide for cyclists, walkers, joggers, families and seniors, even with the tracks. Ninety-six percent of the entire rail corridor is wide enough for at least an 8-foot-wide paved path plus 2 feet of paved or unpaved shoulder on either side for a total of 12 feet of useable width. And significant portions of the trail can be wider than 12 feet. Only about one-third of a mile of the corridor is so narrow only an 8-foot wide paved trail, without any shoulders, can fit, and these are short pinch points spread out over the 32-mile corridor.

But let's take a look at trail design as it is happening right now, for example the section of trail that will run through Santa Cruz's Westside. With encouragement from Friends of the Rail & Trail, Ecology Action and Bike Santa Cruz County, city traffic engineers and consultants have designed the trail to be mostly 12 feet wide with 2 feet of shoulder on either side, giving trail users 16 feet of useable trail width. In comparison, this section of rail trail is 100 percent wider than the narrowest paved section of the popular Arana Gulch trail. On any given day you can find adults on bikes, parents with baby strollers, people in wheelchairs and others sharing the trail in Arana Gulch. Double the Arana Gulch trail at its narrowest and you get the rail trail.

There are a few spots where the Westside trail section will narrow to 12 feet paved width, still enough room for everyone to enjoy this car-free route shielded from traffic-clogged streets.

The Rails-to-Trails Conservancy, the leading national rail trail organization, has this to say about the combination of trails and active rails: “Constructing a trail along an active railroad multiplies the value a community derives from the rail corridor and provides citizens with transportation options.”

Increased mobility choices will allow us to live a life less dependent on automobiles. We could more easily reduce our carbon footprint and contribute to safer and more livable neighborhoods.

Piet Canin is Ecology Action vice president of transportation and a board member of Friends of the Rail & Trail, a community group advocating for the best trail user experience and for optimizing rail transit options in the coastal rail corridor. For more information, visit www.santacruztrail.org.

URL: <http://www.santacruzsentinel.com/opinion/20160320/piet-canin-trail-can-fit-with-rail-for-sustainable-transit-options>

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PRESS-BANNER

Serving the San Lorenzo Valley and Scotts Valley since 1850

VALLEY PRESS | MARCH 18, 2016 | VOL. 56, NO. 12



ROUTE PLANNING: METRO bus 35A leaves the stop at Scotts Valley Drive and Granite Creek Road on Tuesday afternoon. The METRO Board of Directors is considering service changes to save the system \$6.5 million.

Michael Ellis Langley/
Press-Banner

Possible bus service cuts ahead

Press-Banner staff report

On Jan. 5 Santa Cruz County's METRO, the Santa Cruz County Metropolitan Transit District, announced it must reduce the system's annual operating budget by \$6.5 million for the next fiscal year.

METRO spent \$54.9 million to run the buses for the fiscal year encompassing July 2014 to June 2015.

On March 10, METRO held a public forum at the IOOF Building in Boulder Creek. More than 30 concerned citizens attended, including representatives of the Boulder Creek Business

Association, Valley Women's Club, Valley Churches United Missions, Mountain Community Resources, and the San Lorenzo Valley Unified School District Office.

Supervisor Bruce McPherson, who

METRO, CONTINUED ON NEXT PAGE

METRO CONTINUED FROM COVER

is on METRO's Board of Directors, METRO CEO Alex Clifford, and METRO Planning Director Barrow Emerson all stressed the need to reduce the annual operating budget. The needed changes may include: frequency of buses, the length of a service day, fewer service days of the week — with a possibility of Saturday and/or Sunday services eliminated, and the elimination of some routes altogether.

On March 25 Clifford will present the initial service reduction proposal to the METRO Board of Directors. During the public meeting he made it clear that the public's response will be very important. He said everyone should wait to see how the cuts will affect the San Lorenzo Valley and then write letters or send emails through the METRO website, www.scmtd.com.

The Boulder Creek Business Association will organize a letter writing campaign to help reinforce the importance of bus service to the San Lorenzo Valley, according to Secretary Janet Coit. "At that time we will need our area to be loud and make our voices heard. Although all areas will most likely have some reductions, we need to be sure this transportation lifeline is still available to those who depend on it in the San Lorenzo Valley," Coit said.

■ Contact the Press-Banner at pbeditor@pressbanner.com or (831)438-2500.

Santa Cruz Sentinel



Sunny
H: 70 L: 48
PAGE 59

Wednesday, March 16, 2016 \$1.50 FACEBOOK.COM/SCSENTINEL TWITTER.COM/SCSENTINEL

OPINION



Santa Cruz Sentinel

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Don Miller, Editor
Marc DesJardins, Features Editor

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Wednesday, March 16, 2016 » MORE AT FACEBOOK.COM/SCSENTINEL AND TWITTER.COM/SCSENTINEL

santacruzsentinel.com

As you see it

Trains cooler than buses

I've heard many local residents claim the Regional Transportation Commission's proposed train running through the county rail corridor will be the mass-transit solution that they desperately need. I'd really like to hear just how many times these same people have taken or even tried a pretty awesome mass-transit system that already exists in this county — the bus. I see empty seats on nearly every bus in town except the Highway 17 Express and some of the Cabrillo routes. The Metro connects the entire county, it has a much higher frequency of trips than a single-track train ever will, and it even stops right in

front of all the major employers. Oh I get it ... it's not as cool. Lose the tracks build a trail.

— Andrew Murray, Santa Cruz

BUS SYSTEM

City Council urges priority bus routes' protection

Santa Cruz's Soquel Avenue, Oceans Street and UCSC named top paths

By Jessica A. York
fyork@santacruzsentinel.com
@ReporterJess on Twitter

SANTA CRUZ » As Santa Cruz Metropolitan Transit District board looks in September to cutting back services to address an estimated \$6.5 million deficit, the city of Santa Cruz made a plea to the agency to retain some core bus routes.

Tuesday, the Santa Cruz City Council passed a resolution prioritizing city routes along two of its four major transportation corridors, including Ocean Street and

COUNCIL » PAGE 3

Council

FROM PAGE 2

Soquel Avenue, where city planning documents have committed to supporting transit options. The council also asked that UC Santa Cruz campus service, representing nearly

half of Metro's overall weekday ridership, not be disrupted.

The federal Title VI Act requires the transportation system not disproportionately impact low-income and minority populations and consider impact to the paratransit service for any fixed-route reductions.

"This requirement means that even the highest performing routes in the system, many of which are within the city, are not immune from cuts," city department heads wrote in a report to the council.

A letter from Rick Hyman, who lives adjacent to Ocean Avenue, wrote a letter asking the coun-

cil also to prioritize Water Street, though no action to modify the resolution was taken Tuesday afternoon.

"Most Water Street routes continue onto Soquel Avenue," Hyman wrote. "However, not mentioning Water Street in the priority list could be interpreted as endorsing cuts to Water Street service."

Santa Cruz Sentinel (<http://www.santacruzsentinel.com>)

Santa Cruz urges Metro to prioritize major city bus routes in pending cuts

Santa Cruz's Soquel Avenue, Oceans Street and UCSC named top paths

By Jessica A. York, Santa Cruz Sentinel

Wednesday, March 9, 2016

SANTA CRUZ >> As Santa Cruz Metropolitan Transit District board looks in September to cutting back services to address an estimated \$6.5 million deficit, the city of Santa Cruz made a plea to the agency to retain some core bus routes.

Tuesday, the Santa Cruz City Council passed a resolution prioritizing city routes along two of its four major transportation corridors, including Ocean Street and Soquel Avenue, where city planning documents have committed to supporting transit options. The council also asked that UC Santa Cruz campus service, representing nearly half of Metro's overall weekday ridership, not be disrupted.

The federal Title VI Act requires the transportation system not disproportionately impact low-income and minority populations and consider impact to the paratransit service for any fixed-route reductions.

"This requirement means that even the highest performing routes in the system, many of which are within the city, are not immune from cuts," city department heads wrote in a report to the council.

A letter from Rick Hyman, who lives adjacent to Ocean Avenue, wrote a letter asking the council also to prioritize Water Street, though no action to modify the resolution was taken Tuesday afternoon.

"Most Water Street routes continue onto Soquel Avenue," Hyman wrote. "However, not mentioning Water Street in the priority list could be interpreted as endorsing cuts to Water Street service."

URL: <http://www.santacruzsentinel.com/marketplace/20160309/santa-cruz-urges-metro-to-prioritize-major-city-bus-routes-in-pending-cuts>

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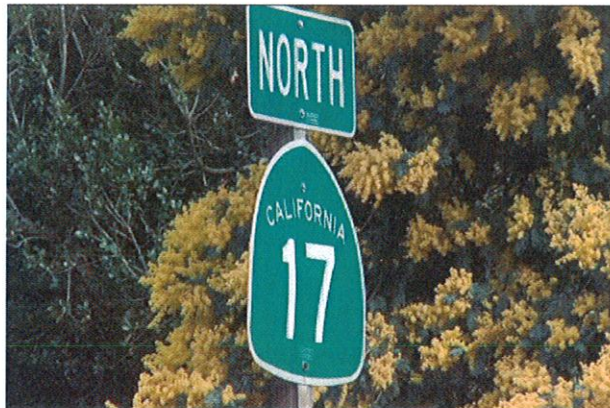
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Highway 17 commuters follow jobs over hill

Author: Brandon Castillo, Reporter, brandon.castillo@kionrightnow.com
(<mailto:brandon.castillo@kionrightnow.com>)

Published On: Mar 02 2016 07:07:08 PM CST



SANTA CRUZ, Calif. -If you've ever traveled on Highway 17 during commute hours you know how much of a mess that can be. The majority of the commuters don't have any other option but to take the highway to get to work in Silicon Valley.

Highway 17 is known for its twists and turns, but for the thousands of drivers who use it every morning, it's the traffic that really grinds their gears.

Watsonville resident, Michael Gaither, who has been commuting to Silicon Valley for decades said he's seen a lot of bad drivers on the road. Gaither decided to write a song drivers could relate to, appropriately

titled "Highway 17."

"Honestly I wanted it to be funny. I wanted it to just illustrate some of the nonsense that happens on that road and hopefully people relate to it," said Gaither.

Santa Cruz resident Angela Madden is another long time commuter. Like many others, she takes the bus to avoid getting behind the wheel.

"Riding the bus is definitely a better option for me. There's Wi-Fi on the bus. My boss is super cool so I can use my commute time for my eight hours a day and I don't have to stress out being in the car like everybody else," said Madden.

About 20,000 people take Highway 17 from Santa Cruz to San Jose every day. It's a good hour drive so some folks on the bus like to use that time getting work done. The question is why do so many work over the hill?

"The reason is we have a talented workforce. Over 50 percent of the city of Santa Cruz has at least a bachelor's degree or higher. That puts us at the top of the charts. (We are a) very educated, tech-savvy community," said Santa Cruz Economic Development Manager J. Guevara.

While the brain drain is flowing in the direction of Silicon Valley, Santa Cruz said it's trying to keep techies local.

"We are going to become Silicon Valley's first community with a gigabit fiber to the home network. What that means is that every resident in every business will have firsthand access to world markets with at least a gig," Guevara said.

Heather Gorley, who lives in Scotts Valley has been a Highway 17 commuter for 35 years.

"The commute has gotten to be the worst it's ever been," said Gorley.

But until Santa Cruz can improve its tech industry, it's over the hill Gorley goes.

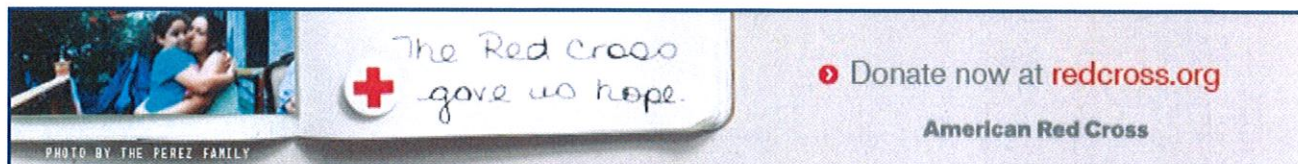
"Well I'd like them all to stay home, and I'll continue on the bus," said Gorley.

The Santa Cruz Economic Development manager said by 2018 new technology will bring more opportunities and companies to the Central Coast. The city hopes to cut out the long commute for some drivers.

Here's a link to the "Highway 17" song: <https://www.youtube.com/watch?v=JCL2sFyUNCo>
(<http://https://www.youtube.com/watch?v=JCL2sFyUNCo>)

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Clean Energy Wins Major Transit Deal; Shows Continued Growth with New and Existing Customers

March 02, 2016 06:00 AM Eastern Standard Time

NEWPORT BEACH, Calif.--(BUSINESS WIRE)--Clean Energy Fuels Corp. (NASDAQ: CLNE) announced that it won a \$10 million, multi-year procurement from New Jersey Transit, the nation's third largest provider of bus, rail and light rail transit, which links major points in New Jersey, New York and Philadelphia and provides close to 223 million passenger trips each year.

The procurement includes rebuilding a large compressed natural gas (CNG) fueling station, as well as additional garage modifications and the repair and maintenance of facilities through 2020. NJ Transit is expected to operate a fleet of 147 CNG commuter buses estimated to consume approximately 2 million gasoline gallon equivalents (GGEs) each year.

Clean Energy also signed other agreements across the transit, refuse and trucking markets, including the construction of new stations and extended maintenance and fueling contracts.

Transit

- SP+, a provider of professional parking management, has signed a 5-year fueling agreement with Clean Energy to fuel 16 CNG buses for a new Consolidated Rent-A-Car facility located at the San Diego International Airport. The buses, owned by the San Diego Airport Authority, are anticipated to consume approximately 27,000 GGEs per month and will fuel with Redeem™, Clean Energy's renewable natural gas (RNG) derived from biomethane.
- On Feb. 10, 2016, the Los Angeles County Metropolitan Transportation Authority (LA Metro) opened its Division 13 facility, a \$6 million private CNG fueling station built by Clean Energy. The new facility, which will be

maintained by Clean Energy for the next 10 years, will fuel approximately 175 buses, which are expected to consume a total of 2 million GGEs of CNG annually.

- Clean Energy extended its maintenance contract with Santa Cruz Metropolitan Transit District (Santa Cruz Metro) for an additional 5 years. The maintenance services support a station that fuels Santa Cruz Metro's 100 CNG buses used throughout the county.
- Clean Energy customer MV Transportation was awarded a CNG bus contract with Los Angeles World Airports. The 14 CNG buses will fuel exclusively at Clean Energy stations.
- The City of Long Beach recently announced the purchase of over 100 additional light- and medium-duty CNG vehicles that will fuel at two Clean Energy stations in the city.

Trucking

- Long-time customer, Dillon Transportation, has signed a new agreement with Clean Energy to fuel its heavy duty trucks in Texas with Redeem™. Dillon currently operates 72 CNG and liquefied natural gas (LNG) trucks out of Dallas, San Antonio, Midland and Houston which now fuel with Redeem to meet its customers' sustainability goals. In 2015, Dillon's fleet consumed 1.1 million GGEs of natural gas in Texas.
- Raven Transport will deploy an additional 10 new LNG tractors out of Clean Energy's Fort Worth, Texas, station starting in early March, which are expected to consume approximately 220,000 GGEs annually. The fueling contract runs through 2020.
- Blackrock Logistics, based out of Pleasanton, Calif., and new customer, has deployed 10 CNG trucks for its fleet and will be fueling at Clean Energy's Fontana, Calif., station. The 3-year fueling agreement represents approximately 110,000 GGEs of CNG each year.

Refuse

- Clean Energy will design, build, lease and operate a new station in Orange County, Fla., for FCC, a multi-national construction firm that was awarded a refuse collection contract with the county. FCC has deployed

46 CNG trucks for that contract and will be fueling at Clean Energy's Orlando International Airport station until the new station is completed. FCC is anticipated to consume close to 410,000 GGEs per year.

- Clean Energy has signed a contract to design and build two stations for Recology Inc., one of the largest private refuse fleets in the country. In Brisbane, Calif., Clean Energy will design and build a time-fill and fast-fill station to support Recology's current fleet of 64 CNG trucks, and be able to support their growth to 200 trucks in the future. At Recology's Gilroy, Calif. station, Clean Energy will design and build a time-fill station to support 50 CNG trucks.
- Harrison Brothers Enterprises has signed a station design and build contract with Clean Energy to support their fleet of 13 CNG refuse trucks. The station will include 24 fueling hoses and have the capacity to fuel over 100 trucks, supporting the refuse haulers plans to expand their use of CNG as their fueling solution of choice.

Natural gas fuel costs less than gasoline or diesel, depending on local market conditions. The use of natural gas fuel also reduces greenhouse gas emissions up to 21 percent. In addition, nearly all natural gas consumed in North America is produced in North America.

About Clean Energy

Clean Energy Fuels Corp. (Nasdaq: CLNE) is the leading provider of natural gas fuel for transportation in North America. We build and operate compressed natural gas (CNG) and liquefied natural gas (LNG) fueling stations; manufacture CNG and LNG equipment and technologies for ourselves and other companies; develop renewable natural gas (RNG) production facilities; and deliver more CNG and LNG fuel than any other company in the U.S. Clean Energy also sells Redeem™ RNG fuel and believes it is the cleanest transportation fuel commercially available, reducing greenhouse gas emissions by up to 90%. For more information, visit www.CleanEnergyFuels.com.

Forward-Looking Statements

This news release contains forward-looking statements within the meaning of Section 27A of the Securities Act of 1933 and Section 21E of the Securities Exchange Act of 1934 that involve risks, uncertainties and assumptions, including without limitation statements about numbers of vehicles expected to be deployed, amounts of natural gas fuel expected to be consumed, and the benefits of natural gas relative to gasoline and diesel. Actual results and the timing of events could differ materially from those anticipated in these forward-looking statements as a result of several factors, including, without limitation, the price of natural gas relative to gasoline and diesel, the cost and operating experience associated with natural gas vehicles, and permitting and other factors affecting construction. The forward-looking statements made herein speak only as of the date of this press release and, unless otherwise required by law, the Company undertakes no obligation to publicly update such forward-looking statements to reflect subsequent events or circumstances. Additionally,

the reports and other documents the Company files with the SEC (available at www.sec.gov) contain risk factors, which may cause actual results to differ materially from the forward-looking statements contained in this news release.

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25 Feb

From The Editor

[| Print |](#)

WEDNESDAY, 02 MARCH 2016 00:00 STEVE PALOPOLI COLUMNS - EDITORS

NOTE


Plus Letters To the Editor

I remember running a story about the mysterious “disappearance” of bees way back in 2005, when beekeepers first started reporting it. It was called a disappearance then, though it quickly became clear that what they were dealing with was a mass die-off. What wasn't clear was *pretty much everything else*—what was causing it, how many hives it was affecting or what could be done about it.

It's remarkable that 10 years later, there still aren't many concrete answers to these questions. No one even knows for sure how many **honeybees** are dying every year, but the best estimates are shocking. **Henry Houskeeper** talks about those numbers this week, and what scientists believe the solution to this decade-old mystery

might be.

But just because we don't know for sure what's causing the problem doesn't mean that no one is doing anything about it—and that's where Houskeeper reveals a whole new wrinkle in the story. The hobbyist beekeepers who are rallying to sustain the bee population—a new breed of local heroes—are at the heart of his cover story, and for that reason it's the most hopeful story I've read on the topic yet.

STEVE PALOPOLI | EDITOR-IN-CHIEF



Spare the Routes

Re: “Cuts Loom for METRO”: Santa Cruzans love to complain about how there is no parking downtown, or how it's too expensive, or the carbon footprint blah blah blah, but many would never consider taking a bus. What if the reason METRO ticket sales are flat is that the system doesn't serve the needs of those who would really use it? Rather than cutting service, perhaps it ought to be expanded.

There are many routes that don't run frequently or late enough to be of good use to those who need them most; for instance from Portola to and from downtown, and to and from the Capitola Mall. Not everyone has a car or can ride a bicycle, and low-wage workers (such as those who work on either end of these routes) can't afford Uber.

I have been in Santa Cruz for 10 years, and relied on public transportation for eight of those years when I lived downtown and had no car. I have watched the deepening service cuts with great concern. Currently I'm right on a bus line that I would love to be able to use more frequently, except I would have no way to get back home in the evenings without huge expense. For me, it is an inconvenience, but there are low-income folks, the disabled and seniors, who are much more adversely impacted. In addition, the economy of our county is at risk when people can't get to and from work, shop, or grab a bite after 6 p.m.

Here's public input, Mr. Emerson: spare all the routes, and improve service in underserved areas. Work on educating the public about how important it is for growing cities to have good public transportation and why they can benefit by using it.

The city, county, business community and citizenry should be concerned about further cutbacks and work with METRO to find solutions that are for the common good.

Carol L. Skolnick, Santa Cruz

Radical Memories

Re: "Acid Test": Thanks to Geoffrey Dunn for the memories of the mid-'60s in Santa Cruz. My husband and I and young children moved to Santa Cruz in 1962. We were thinking of moving to Australia or New Zealand because of the increasing militarization in our country. We met some folks from Santa Cruz at a Humanist Conference in San Francisco. Al Johnsen, Manny and Alice Santana, and some others urged us to move to Santa Cruz to help organize what they called an active liberals group to counter the active conservatives who had formed a John Birch group. So we did, and joined the establishment of the Santa Cruz ACLU chapter.

Soon the Peace Center and a draft information center to help young men were organized. (The Resource Center for Nonviolence came later.) Also, a branch of the Women's International League for Peace and Freedom was organized.

Bill Stewart from Monterey stirred up the old established Democratic Party system when he ran for the House of Representatives as a peace candidate in a primary.

Later in the 1960s, another peace candidate stirred up the old established Democratic Central Committee by running for representative, and urged our group of anti-war, anti-draft, pro-farm-worker-union-and-civil-rights advocates to run for membership in the Democratic Central Committee. A few of us, including me, said, "Sure. Uh ... what is the Democratic Central Committee?"

Our chosen candidate, Richard Miller from Pacific Grove, was a history professor at the San Francisco Art Institute, so he explained the importance of becoming a member of that establishment political power.

During the course of Richard Miller's campaign, a fund-raiser was held. The location was the Santa Cruz Civic Auditorium, and the most popular of the music groups to play was Jefferson Airplane. A light show was done by Dick Smith, a dentist from Felton who was good friends with some of the Merry Pranksters. The light show stirred up the fears of the influential, who considered such things to be conducive to all sorts of misbehavior. An effort was made to not allow the affair because there were too many people. But some of the organizers who were upstanding citizens of the community and were on good terms with the chief of police talked with the chief, and the event went on.

Of course, Richard Miller did not win in the primary. But his campaign was a valuable part of the changes that happened in the '60s: the civil rights movement. The farm workers strike. The anti-war, anti-draft actions.

I remember the unveiling of Ron Boise's statue, and the supportive speech made by the mayor. The Mothers for Morality formed to fight such sinful art. Their leader said that sins made dents on the brain. Even naughty little babies who threw their food on the floor would get dents on their brains. The dents would be there until Jesus washed them away.

I can still see Lee Quarnstrom roller skating in the aisles of the Hip Pocket book store when he was working there.

Ken Kesey and the Merry Pranksters were a valuable part of all this.

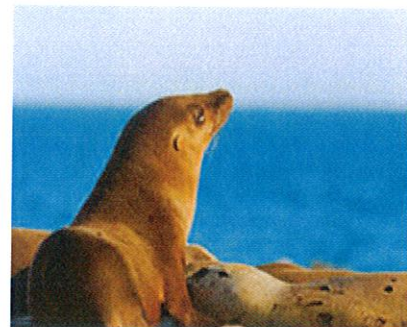
Pat Miller, Santa Cruz

Letters Policy

Letters should not exceed 300 words and may be edited for length, clarity, grammar and spelling. They should include city of residence to be considered for publication. Please direct letters to the editor, query letters and employment queries to letters@gtweekly.com. All website-related queries, including corrections, should be directed to webmaster@gtweekly.com.



PUP CULTURE Sea lions sunning themselves on the rocks beyond Lighthouse Field, because that's how they roll. Photograph by Steve Allen.





ENTER STAGE LEFT

After seeing how Santa Cruz Shakespeare was burned by UCSC, it's exciting to see the city of Santa Cruz throwing its weight behind the iconic local group, as it welcomes SCS to its new home at the equally beautiful DeLaveaga Park. The festival has announced that this year's plays will be *Hamlet* and *A Midsummer Night's Dream*.



SURE FOOTING

The Pajaro Valley Shelter is gearing up for the 32nd Annual Mother's Day Run/Walk at Ramsay Park. Both the 5K and 10K events benefit homeless women and children. The gathering includes T-shirts, a continental breakfast, a DJ, roses for mothers, and medals for winners. Last year's event saw 700 runners and 84 sponsors. For more information on fees and how to register, visit pvshelter.org.



“If the bee disappeared off the face of the earth, man would only have four years left to live.”— Maurice Maeterlinck

[Next >](#)



From the Silicon Valley Business Journal:

<http://www.bizjournals.com/sanjose/news/2016/03/01/whos-behind-the-employee-headcount-tax-being.html>

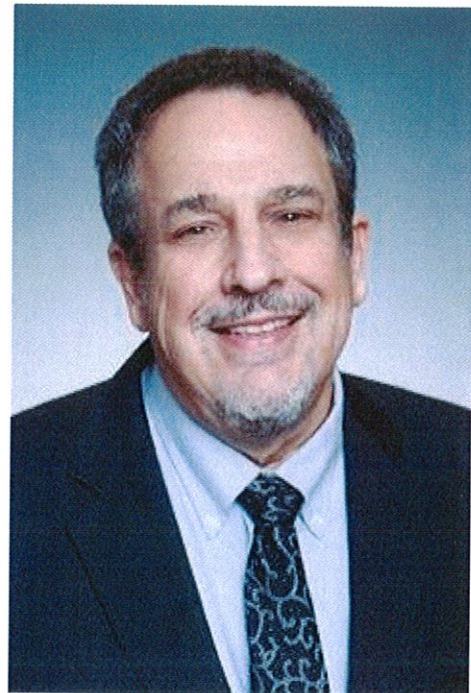
Who's behind the employee-headcount tax being floated in North County?

Mar 1, 2016, 9:02pm PST Updated: Mar 2, 2016, 7:30am PST

As first reported Friday by the Mountain View Voice, officials from Palo Alto, Mountain View, Sunnyvale and Cupertino have been in talks for weeks about simultaneously establishing new employee-based business taxes in their respective cities.

The primary motivator behind the idea is to generate funds, controlled by the municipalities as opposed to the **Santa Clara Valley Transportation Authority** (VTA), for local transportation projects to relieve the severe and growing congestion plaguing the region.

"One of the ideas to do this at multiple cities is to prevent opponents from playing one city off of another,"



Lenny Siegel, Mountain View councilmember

Mountain View Councilmember Lenny Siegel told the Business Journal.

Other officials involved in the discussion include Palo Alto Mayor Patrick Burt, Cupertino Councilmember Rod Sinks and Mayor Barry Chang, as well as, according to Siegel, Mountain View Vice Mayor Pat Showalter and Councilmember John McAlister, and Sunnyvale Councilmember Dave Whittum.

Join the conversation: Follow @SVbizjournal on Twitter, "Like" us on Facebook and sign up for our free email newsletters.

To be clear, the idea of an employee-headcount tax in any of the cities is still very much in a trial balloon stage, and the topic has not yet been discussed formally in any councils.

Burt said that in an ideal scenario, cities would adopt very similar employee-based taxes, but he pointed out that cities have different needs. "We're not bound to that, and it may not work out that way," he said.

Highlighting that point is a proposal floated by one of the discussion participants that hasn't been embraced by others.

A week after a Feb. 10 meeting of officials, Chang told the Mercury News he thought Cupertino should tax businesses with 100 or more employees \$1,000 per worker.

"(It) was a little more extreme than what we talked about," Siegel said.

When asked about Chang's proposal, council colleague Sinks responded via email that he doesn't support a specific proposal at this time. Sinks went on to stress he wants to work with cities and

businesses to come up with a common approach to improving transit options "essential to the continued prosperity of Silicon Valley."

In Mountain View, Siegel said based on his talks with large employers, he thinks voters and companies would support an employee-based business tax.

Mayor Burt in Palo Alto also struck an optimistic tone.

"The positive part is we have a crisis that both residents and businesses agree on ... and we'll see if we have (agreement on) methods to address it," he said.

Sunnyvale Mayor Glenn Hendricks assumed his post on Jan. 5. He was invited to the February meeting, where he learned about the proposed tax for the first time.

Hendricks said he was "very much in info-gathering mode" during the meeting and he needs to know more before commenting on any specific proposals.

He did say that formal exploration of an employee-based tax in Sunnyvale would likely start no earlier than January 2017, when the council normally determines which issues staff will study for the year.

This suggested tax highlights North County cities' strained relationship with the VTA and uncertainty over how much money from a November transportation tax initiative — if approved — would address their needs.

"Because San Jose has a majority on the VTA board, we have felt neglected," Siegel said.

Bryce Druzin

Economic development reporter
Silicon Valley Business Journal



Lynn Robinson: New Executive Director of VCUM



Lynn Robinson has a new vocation and an eleven-mile daily commute into the mountains of Santa Cruz to Ben Lomond. The UCSC graduate, co-founder of Santa Cruz Neighbors, City of Santa Cruz Councilwoman from 2006 to 2014, former Chairman of the Santa Cruz Metro Board, former member of the Regional Transportation Commission, AMBAG and Monterey Bay Sanctuary Advisory Council — among others — is now the Executive Director of Valley Churches United Missions.

"When I first walked in the door as interim director," said Robinson, "I knew it was the perfect fit for me. Even though I've been in public service for a number of years, this was the first time I've worked in a non-profit. And I want you to know that Valley Churches United helps the needy with no government support."

"Lynn has immersed herself in becoming an integral part of VCUM," said Dene Bustichi, Board Chair. "Her eagerness to get to know the volunteers and staff, her enthusiasm and new ideas, her management of day-to-day activities and involvement with the local community are just a few of the reasons we are so pleased she has accepted the position."

Robinson's, wide-ranging connections with civic leaders throughout the Central Coast and in local government gives her a multifaceted perspective on the resources available to help those in need in the San Lorenzo Valley and Scotts Valley areas. "As the need grows, our outreach and our resources to serve must also grow," said Robinson.



"There is a network of service agencies, both non-profit and governmental, in our county that provide basic needs such as food, clothing, transportation and temporary housing in an emergency," Robinson stated. "Organizations such as Second Harvest Food Bank working with VCUM provide a tremendous resource for those who would otherwise go hungry."

Robinson talked about the legacy of VCUM founder Annette Marcum and the many volunteers that have served the community through VCUM since its founding in 1982. "In addition to our dedicated veteran volunteers, we are seeing a new generation serving as volunteers and board members. VCUM is always ready to help in a sudden emergency such as storm, or fire, or earthquake, but we are also here every day to help those who are going through a personal time of need."

VCUM Board President, Dene Bustichi, pointed out that in a mountain community it's easy to become separated or isolated in times of difficulty or trouble. "Our mission at VCUM is to provide the resources that make a difference for those in need. Lynn is a can-do dynamic person who will make sure that VCUM will continue to meet those needs in our community."

...

Valley Churches United Missions is a 501(c)(3) non-profit with no government funding that is dependent on donations from the local community to provide supplemental food distribution, crisis rent/mortgage assistance, utility needs, educational supplies, disaster relief to those in need.

VCUM has served residents in the San Lorenzo Valley, Scotts Valley and Bonny Doon since

1982. For more information, please visit www.vcum.org.

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Posted by [Michael Oppenheimer](#) on March 1, 2016 Filed under [Featured News Scotts Valley](#). You can follow any responses to this entry through the [RSS 2.0](#). You can leave a response or [trackback](#) to this entry

5



WATSONVILLE

C A L I F O R N I A



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Bus Systems Will Slash \$6.5 Million Worth of Bus Routes

Drastic reductions are coming to Santa Cruz County's public bus system this fall, and transit authorities are seeking public input on which routes should be spared.



Since the 2008 recession, Santa Cruz METRO's expenses have exceeded revenues, forcing the bus system to dip into its reserves. Rising operating costs, stagnant funding, flat ticket sales, and a growing backlog of repairs and capital needs have pushed the transit system against the wall. In March, METRO officials will present an initial plan to cut its bus system costs by \$6.5 million—the system's largest cutback to date, says Barrow Emerson, the transit system's new planning and development manager.

After the initial plan of cuts is presented to the METRO board in March, a 30-day public comment period follows in April and May. The board votes on the amended plan in June and cuts take effect in September.

[Read More >](#)



About the Plan

Study Documents

Event Calendar

COMMENTS OR QUESTIONS



For the Spanish version of these Q&As, please [Click Here](#).

What is the METRO Forward Transit Plan?

The METRO Forward Plan is the process through which the transit district must reduce operating expenses by \$6.5 million for the 2017 fiscal year, by significantly reducing fixed-route bus service starting in September of 2016.

To accomplish this, METRO is conducting an in-depth Comprehensive Operational Analysis (COA). An initial proposal for a reducing bus network/system will be presented to the METRO Board of Directors at their March 25th meeting, with further consideration at their April and May meetings with a final decision to be made at their June 24th meeting.

Why is METRO conducting the Plan?

METRO currently has a structural deficit where annual recurring revenues cannot keep up with annual recurring costs. This requires a \$6.5M reduction in the fiscal year 2017 budget (details of this issue can be found [here](#)). Operating costs have increased significantly in recent years, while funding sources have been flat or declining. In an effort to achieve financial sustainability in the future, METRO must reduce the scale of bus operations.

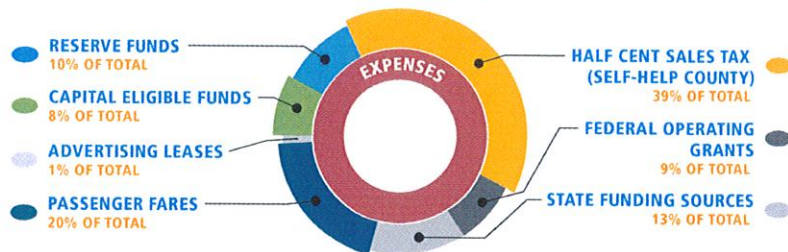
What type of outreach and community

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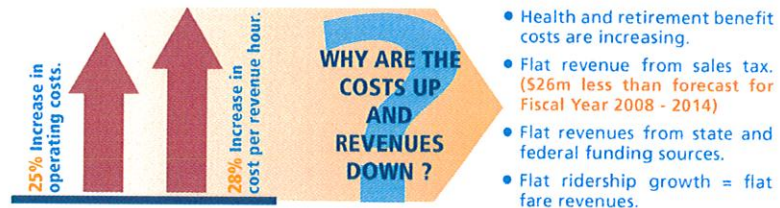
SANTA CRUZ FINANCIAL PERFORMANCE

Santa Cruz METRO currently has a financial structural deficit that requires a shrinking of the operating budget, therefore a reduction in the level of bus service provided. Below is the information (more comprehensive information can be found in the CEO's memo [here](#)) to explain this situation.

EXPENSES VS OPERATING FUNDING SOURCES



Reserve and Capital funding used from Fiscal year 2008 - 2014 equals \$21.8 million.



NEXT STEPS

STOP USING CAPITAL REVENUES FOR OPERATING



Need to invest in vehicles and new technology to be able to provide better service. Need \$20 million each year for 10 years to address capital need.

REDUCE TRANSIT SERVICE TO A FINANCIALLY SUSTAINABLE LEVEL

Work with colleges to develop new and strengthen partnerships.
 Increase ridership through marketing.
 Increase advertising and lease revenues.

participation is planned?

There are opportunities for general public and transit rider comment/input through pop-ups, open houses, and online response at the website. METRO staff also is available to speak with community and business groups upon request. Refer to the [Event Calendar](#) to see where and when METRO staff will be engaging the public. Members of the public are also welcome to attend METRO Board hearings to observe presentations that relate to the project.

What has the analysis included?

Market Assessment

In-depth analysis of the mobility needs and development patterns in Santa Cruz County. This key piece of the study helps identify what markets have a higher propensity to use transit and where they are located in the region. This interim document has been completed and can be found [here](#).

Service Assessment

Evaluation of existing services and identification of opportunities to support the efficient and effective use of resources. During the Service Assessment, a survey of many routes (either whole routes or key segments) was conducted to observe and record passenger activity at each stop. This interim document has been completed and can be found [here](#).

Transit Network Solutions

Taking into consideration the current financial constraints, as well as the information gleaned from the Market and Service Assessments, the team will develop a service scenario that presents a redesigned transit network which achieves the required \$6.5 million reduction in operating costs. The service scenarios will provide detail regarding ridership impacts (both to fixed route and Paracruz services), service hours, and operating costs. While a significant amount of service hours will need to be eliminated, METRO will strive to maintain key services in and between communities.

How can I stay informed about the project and get details or

Join the mailing list:

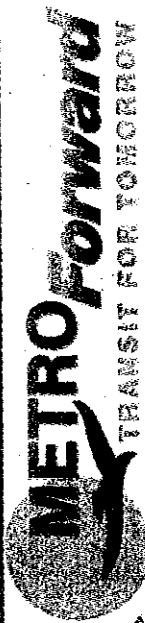
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METRO IS CONSIDERING MAKING MAJOR REDUCTIONS TO ITS BUS SERVICES IN SEPTEMBER 2016.

METRO ESTA CONSIDERANDO HACER GRANDES REDUCCION A SU SERVICIO DE AUTOBUS EN SEPTIEMBRE DEL 2016.

Visit our website for more details and to sign-up for project updates. Visite nuestro sitio web para más detalles y para inscribirse para las actualizaciones del proyecto.

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