



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS REGULAR MEETING AGENDA  
JUNE 26, 2020 – 9:00 AM**

**DUE TO COVID-19, THE MAY 15, 2020 SANTA CRUZ METRO BOARD OF DIRECTORS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR’S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT**

**MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.**

The public may participate remotely via the Zoom website [at this link](#) or by calling 1-669-900-6833 Meeting ID 898 0878 2652.

Public comment may be submitted via email to [boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the Board’s correspondence that is posted online at the board meeting packet link.

The Board of Directors Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com).

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

**BOARD ROSTER**

Director Ed Bottorff	City of Capitola
Director Trina Coffman-Gomez	City of Watsonville
Director Aurelio Gonzalez	City of Watsonville
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Donna Meyers	City of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex Officio Director Dan Henderson	UC Santa Cruz
Ex Officio Director Alta Northcutt	Cabrillo College
Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

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

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

### **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. Today's meeting is being broadcast by Community Television of Santa Cruz County.
- 4 BOARD OF DIRECTORS COMMENTS**
- 5 LABOR ORGANIZATION COMMUNICATIONS**
- 6 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

### **CONSENT AGENDA**

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

- 7-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF MAY 2020**  
Angela Aitken, CFO
- 7-02 ACCEPT AND FILE: MINUTES OF THE MAY 15, 2020 METRO BOARD OF DIRECTORS MEETING, THE JUNE 12, 2020 FINANCE, BUDGET & AUDIT STANDING COMMITTEE AND THE JUNE 12, 2020 PERSONNEL/HR STANDING COMMITTEE MEETINGS**  
Alex Clifford, CEO/General Manager
- 7-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF APRIL 30, 2020**  
Angela Aitken, CFO
- 7-04 ACCEPT AND FILE: SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**  
Angela Aitken, DBELO and CFO
- 7-05 ACCEPT THE PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 2.65 % FOR FEDERALLY FUNDED PROCUREMENTS FOR FFY21 - FFY23 AND OPEN THE PUBLIC COMMENT PERIOD BEGINNING JUNE 26, 2020**  
Angela Aitken, DBELO and CFO

- 7-06 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY20 REVISED CAPITAL BUDGET**  
Angela Aitken, CFO
- 7-07 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**  
Angela Aitken, CFO
- 7-08 APPROVE: ADOPTION OF A RESOLUTION AUTHORIZING THE EXAMINATION OF STATE BOARD OF EQUALIZATION AND CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION TRANSACTIONS (SALES) AND USE TAX RECORDS PERTAINING TO SANTA CRUZ METRO ORDINANCE 78-3-1**  
Angela Aitken, CFO
- 7-09 APPROVE RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY21**  
Rufus Francis, Safety, Security and Risk Management Director
- 7-10 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS**  
Rufus Francis, Safety, Security and Risk Management Director
- 7-11 APPROVE: REQUEST FOR AUTHORIZATION OF A CUSTOMER SERVICE ASSISTANT POSITION IN THE CUSTOMER SERVICE DEPARTMENT**  
Dawn Crummié, HR Director
- 7-12 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE AN 8<sup>TH</sup> AMENDMENT EXTENDING THE CONTRACT FOR ONE YEAR WITH ALLIANT INSURANCE SERVICES, INC. FOR EXCESS WORKERS' COMPENSATION INSURANCE, INCREASING THE CONTRACT TOTAL BY AN AMOUNT NOT TO EXCEED \$150,000**  
Dawn Crummié, HR Director
- 7-13 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO McDONNELL ROOFING, INC. FOR ROOF REPLACEMENT AT METRO MAINTENANCE FACILITY NOT TO EXCEED \$329,670**  
Freddy Rocha, Facilities Maintenance Manager
- 7-14 CONSIDERATION OF AWARD OF CONTRACT TO DON CHAPIN CO., INC. FOR FIRE EGRESS PROJECT NOT TO EXCEED \$237,050**  
Freddy Rocha, Facilities Maintenance Manager
- 7-15 CONSIDERATION OF ADOPTION OF A CODIFIED TARIFF FOR THE SANTA CRUZ METROPOLITAN TRANSIT SYSTEM**  
John Urgo, Planning and Development Director
- 7-16 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A SIX MONTH EXTENSION AMENDMENT (FIFTH AMENDMENT) TO THE CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA, SANTA CRUZ (UCSC)**  
John Urgo, Planning and Development Director

- 7-17 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 1<sup>ST</sup> QUARTER OF FY21**  
Greg Willis, Purchasing Manager
- 7-18 APPROVE A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF SANTA CRUZ FOR THE POSSIBLE REDEVELOPMENT OF PACIFIC STATION**  
Alex Clifford, CEO/General Manager

**REGULAR AGENDA**

- 8 ORAL METRO ADVISORY COMMITTEE (MAC) SEMI-ANNUAL REPORT**  
Veronica Elsea, MAC Chair
- 9 INTRODUCTION OF MARGO ROSS, NEW CHIEF OPERATIONS OFFICER**  
Alex Clifford, CEO/General Manager
- 10 COVID-19 TRANSIT FISCAL CRISIS ORAL REPORT**  
Alex Clifford, CEO/General Manager
- 11 CEO ORAL REPORT**  
Alex Clifford, CEO/General Manager
- 12 APPROVE SANTA CRUZ METRO'S POLICY STATEMENT REGARDING FY20 CARRYOVER TO THE FY21 AND FY22 OPERATING BUDGET**  
Angela Aitken, CFO
- 13 PUBLIC HEARING: FINAL ADOPTION OF SANTA CRUZ METRO'S FY21 AND FY22 OPERATING BUDGET AND FY21 CAPITAL BUDGET – TO COMMENCE AT 9:00AM OR AS SOON THEREAFTER AS POSSIBLE**  
Angela Aitken, CFO
- 14 CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S AMENDED CONFLICT OF INTEREST CODE AND APPROVAL OF THE RESOLUTION CONFIRMING THIS ACTION**  
Julie Sherman, General Counsel
- 15 ORAL UPDATE: RIDER SURVEY RESULTS**  
John Urgo, Planning and Development Director
- 16 CONSIDERATION OF APPROVAL OF PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)**  
Rufus Francis, Safety, Security and Risk Management Director
- 17 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**  
Julie Sherman, General Counsel
- 18 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, AUGUST 28, 2020 AT 9:00 AM. VENUE (TELECONFERENCE OR PHYSICAL) TO BE DETERMINED**  
Mike Rotkin, Board Chair

**19 RECESS TO CLOSED SESSION**

**SECTION II: CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

**GOVERNMENT CODE SECTION 54956.9(d)(1)**

**CLAIMANT: BONNIE MORR**

**AGENCY: SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
MARIE SANG, ATTORNEY**

**SECTION III: RECONVENE TO OPEN SESSION**

**20 REPORT OF CLOSED SESSION ITEMS**

Julie Sherman, General Counsel

**21 ADJOURNMENT**

Mike Rotkin, Board Chair

**Accessibility for Individuals with Disabilities**

This document has been created with accessibility in mind. With the exception of certain 3rd party and other attachments, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to [accessibility@scmttd.com](mailto:accessibility@scmttd.com). Upon request, Santa Cruz METRO will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com) or submitted by phone to the Executive Assistant at 831.426.6080. Requests made by mail (sent to the Executive Assistant, Santa Cruz METRO, 110 Vernon Street, Santa Cruz, CA 95060) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

**Public Comment**

If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

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# LABOR ORGANIZATION COMMUNICATIONS

**From:** [Peggy Flechtner](#)  
**To:** [boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com)  
**Subject:** Agenda Item Labor Communications Increase in Passenger Capacity  
**Date:** Thursday, June 25, 2020 5:42:34 AM

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Dear Santa Cruz Metro Transit Board Members,

My name is Peg Flechtner and I've been a bus operator for nearly 14 years.

I'm emailing all of you to express my grave concern about increasing passenger capacity. With a surge of Covid19 cases in CA and Santa Cruz county, increasing passenger capacity would be highly irresponsible and extremely dangerous. Medical experts strongly caution against relaxing social distancing. The communities around the country that have relaxed social distancing are now experiencing surges in Covid19. Increasing capacity by 50% puts passengers right next to each other!

How dare you put the public and drivers' health at risk! Management making this decision are not the ones jeopardizing their health. You as board members making this decision are not the ones jeopardizing your health. How cavalier of you. How irresponsible of you. Are you going to have passengers sign a waiver not to sue SCMTD in case they get sick? And now if I get sick I will accrue an occurrence adding insult to injury. I as a driver will not sign any waiver. As a driver in good conscience, I WILL NOT transport more than 8 passengers on a 40ft coach. I will strongly try to persuade my fellow bus drivers to do the same. I suggest that if you want to increase passenger capacity on Metro buses, you put your own health at risk and drive the buses yourself. To ask me and my fellow bus drivers to jeopardize our health is something you don't have the right to do.

Peg Flechtner  
Bus Operator

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# LABOR ORGANIZATION COMMUNICATIONS

**From:** [Jesus Manuel Garcia`](mailto:Jesus.Manuel.Garcia@scmtd.com)  
**To:** [boardinquiries@scmtd.com](mailto:boardinquiries@scmtd.com)  
**Subject:** Labor Communication  
**Date:** Wednesday, June 24, 2020 11:14:56 PM

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## Labor Communication

I would like to take this moment to address the concerns regarding the proposal for a 50% capacity limit. New cases and outbreaks are surging as states loosen mandates and/or companies are not in compliance with CDC social distancing guidelines. In the Santa Cruz Sentinel, published on June 11, 2020, Melissa Murphy wrote, "The Santa Cruz County Health Officer, Dr. Gail Newel, said 'the county saw 10 new coronavirus cases Wednesday, the most the county has seen in one day'". If we consider that there was an increase in cases within Santa Cruz county and the plan is to increase the capacity limits just to save the company money, then we are contributing and being part of the potential surge of COVID-19 cases which could increase beyond the 10 we recently saw. The dangers of increasing capacity not only puts drivers at risk but passengers as well. If a driver happens to come in contact or get exposed during a work shift, the driver(s) are then returning to the base and exposing the rest of the employees and potentially their families.

I am concerned about the 50% capacity increase due to the fact that I am a driver. I've seen people avoid walking near others for fear of contracting the 2019 novel Coronavirus. How can you make passengers feel safe by essentially forcing people to be within the 6-ft distance recommended by the CDC? I fear that many will become discouraged from using public transit or opt for other transit and transportation options.

I am asking for you to reconsider your proposal. Metro has recommended that drivers maintain at least a 6-foot distance to promote passenger and driver safety, as well as adhering and complying with health experts' recommendations. We want to encourage people to utilize public transportation, not deter them.

I appreciate your time.

Sincerely  
JMG



# LABOR ORGANIZATION COMMUNICATIONS

**From:** [Cindi Farrell](mailto:Cindi.Farrell@scmttd.com)  
**To:** [boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com)  
**Subject:** SCMTD Board Meeting - June 26, 2020  
**Date:** Thursday, June 25, 2020 1:23:17 PM

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In reference to agenda item “ Labor Communications”

Dear Members of the Board,

My name is Cindi Farrell and I am a very grateful Bus Operator for the SC Metro. I am writing in regards to the Metro’s decisions on increasing passenger capacity and eliminating sick time occurrences.

### ***Increasing Passenger Capacity***

By raising the passenger capacity to 50% the Metro will be breaking the 6ft social distancing mandate by the Santa Cruz county Health officer. Increasing the passenger capacity to 50%, and having Bus Operators come back to a full schedule greatly increases the Bus Operators chances of contracting the Covid 19 virus.

With Covid 19 case numbers rising at an alarming rate I’m concerned not only for my own health but the health and safety of my family, my Metro brothers & sisters and our community. Although Covid 19 case numbers are rising in Santa Cruz, it’s true that Santa Cruz Covid 19 cases have stayed low (in comparison to other Counties) but that could be because of the precautions we’ve taken thus far. Increasing passenger capacity at a time when numbers are increasing each day more than ever equals higher risk of contracting Covid 19 and that multiplies exponentially equaling sickness and possibly death for myself, my family, Metro employee’s and members of our community. This is a risk I do not wish to take.

Let me ask two questions...

1) With Bus Operators being at twice the risk of contracting Covid 19, if one Bus Operator contracts the virus, asymptotically, and spreads it all over the Metro’s buildings and buses, we could all get sick. Who will then drive the buses? That’s all it will take is one of us, contracting it and spreading it. We need to keep the seating limit as social distancing dictates. Especially if Bus Operators will be on a full time schedule.

2) Would you like to sit in a driver/passenger seat with the possibility of 15 infected passengers behind/around you, for any length of time (15min/8hrs)? I would rather not and I beg you to keep the limited seating as it is.

### ***Sick Time Occurrences***

So to go along with increased passenger capacity, which equals an increased chance of contracting Covid 19, the Metro wants to reinstate discipline to the Bus Operators for taking time off to get tested and wait for the results... which in turn will protect Metro employees and

# LABOR ORGANIZATION COMMUNICATIONS

our community.

I have an at risk person in my household. I need to be diligent in my battle against contracting this virus and we need the flexibility to take time off without worrying about being disciplined at work.

Please continue to allow us to take the time needed to get tested and wait for the results, if needed, without discipline.

Best Regards,

Cindi Farrell  
SC Metro Transit District  
Bus Operator  
(831) 706-5306

# LABOR ORGANIZATION COMMUNICATIONS

**From:** [Louie Costa](#)  
**To:** [boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com)  
**Subject:** Increased passenger loads in the midst of the Corona Virus  
**Date:** Thursday, June 25, 2020 7:09:52 PM  
**Attachments:** [image001.png](#)

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Dear Mr. Clifford,

By way of introduction my name is Louie Costa, California State legislative Director for SMART-Transportation Division; representing the members of Local 23 in Santa Cruz and all SMART-Transportation Division members in the State of California.

It has been brought to our attention that METRO plans to ease the restriction on the number of passengers allowed on board its buses. We, the Union, are troubled by this development and are concerned for the safety of our members and the community. The curve in cases in Santa Cruz County is still on the rise, just today another death was reported. Community spread is prevalent in the county and the County Health and Services Department recommends continued social distancing as detailed by the CDC, a minimum six feet of separation. The changes proposed by METRO would make social distancing impossible.

It has also been brought to our attention that there are plenty of drivers and options available to METRO to provide services to the community without adding additional risk to the drivers/operators or to the community that METRO serves. Allowing 50% capacity will make it impossible for riders to maintain social distancing increasing the risk of community spread and putting the drivers/operators and the community at great risk.

It is because of the procedures that METRO, in cooperation with Local 23 officers, has put in place that not one driver/operator has contracted COVID-19. We would hate to see a rush to suspend the current procedures with the development of a potential risk to our members, your employees, and the community all being unnecessarily exposed to the virus.

We urge you to reconsider this proposed change in operations/protocol and to continue the current practices that have been successful in mitigating the risk to our members and the community that METRO serves.

Respectively,

Louie Costa / Director  
California State Legislative Board  
SMART-Transportation Division  
[cslb@ca-smart-td.org](mailto:cslb@ca-smart-td.org)

# LABOR ORGANIZATION COMMUNICATIONS

(916) 441-2051 office

(209) 601-2929 cell



# LABOR ORGANIZATION COMMUNICATIONS

**From:** [Todd Pinsky](#)  
**To:** [boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com)  
**Subject:** Labor Communication  
**Date:** Friday, June 26, 2020 12:13:27 AM

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re: SCMTD Board of Directors Meeting 6/26/2020  
agenda item: Labor Communication

Metro holds public safety as a highest priority. Now the agency finds itself in the spotlight, called upon to provide crucial support to our heavily burdened Health Services Agency as they work to coordinate effective response to the Covid-19 pandemic. It is accepted as fact that widespread, unified public cooperation can slow infection rates and buy time for development of new solutions. Thus, Metro has two choices: Support a public health effort or undermine it. This is an enormous opportunity to step up as community leaders... and to save lives.

Although I have not had the chance to read today's proposals, it seems clear they are not consistent with guidelines and mandates from the CDC, the State, and the County Department of Public Health. Increasing passenger capacity would make it difficult, if not impossible, to enforce distancing and mask guidelines. Half-capacity means 20 passengers (on a 40-foot bus). Currently, transporting 8 in the same bus, I frequently need to engage with specific passengers to remind them to put a mask back on or to move away from another passenger. This itself requires more time spent watching passengers in the internal mirror, which distracts from the road.

Furthermore, the proposed changes to employee sick leave policy would discourage drivers from staying home even if experiencing symptoms, or having knowledge of exposure. Public transit is known to be a primary vector of infection. These proposals would dramatically increase the risk of infection among employees, their families and the community at large. We would effectively be creating a feedback loop or increased exposure from the public and from co-workers.

Scientists and medical professionals have been loud and clear: face coverings and social distancing are currently the best tools we have. But in order to be effective, widespread compliance must become modeled, normalized, and upheld. We are obligated to do everything in our power to support and advance these efforts.

This will require big systemic changes.

First, Metro must commit to total internal compliance with guidelines and legal orders. Flyers for company regulations as well as County Health Orders, posted copiously and stuffed individually in our mailboxes, have been ineffective. The April 24 Order of the Health

# LABOR ORGANIZATION COMMUNICATIONS

Officer, which clearly applies to all Metro properties and vehicles, in no way suggests that the orders are optional or open to interpretation. In fact, the document bluntly states: “Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code§ 120295, etseq.; Cal. Penal Code§§ 69, 148(a)(l))”

There is no substitute for leadership by example. Top level Management, Administrators, and Supervisors must consistently model appropriate and legally ordered behavior to foster a culture of cooperation. Only then can we enforce compliance with guidelines and orders in a meaningful way. I could agree with a “Zero Tolerance” policy for violations, but it would be meaningless without a “100% Encouragement” approach to community safety and mutual respect. Once we take full responsibility for our own organization, we can become a helpful model for the community and a trusted partner with other agencies and concerned professionals.

I respectfully ask the Board to consider my remarks, and to reject the proposed changes as a first step toward promoting and rewarding responsible leadership at Metro.

Todd Pinsky  
Fixed Route Bus Operator

# LABOR ORGANIZATION COMMUNICATIONS

**From:** [patrick.forthun](mailto:patrick.forthun)  
**To:** [boardinquiries@scmtd.com](mailto:boardinquiries@scmtd.com)  
**Subject:** Labor Communication  
**Date:** Thursday, June 25, 2020 8:16:37 PM

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Dear Members of the Board,

As a bus operator at metro, I am writing to voice my apprehension regarding increased occupancy on our coaches. With the growing number of COVID-19 cases within our county, state, and country, this decision greatly concerns me. Plastic shields and marked "out-of-service" seats will do nothing to stop the spread of the virus once occupancy is increased. As the decision makers for this district, aren't you concerned that Santa Cruz Metro busses could act as a conduit to spread this virus, further endangering the health and welfare of the riding public as well as your employees? I urge you to reconsider at least until the numbers reflect a more positive trajectory. Thank you for your time.

Patrick Forthun

# LABOR ORGANIZATION COMMUNICATIONS

**From:** [Mr. Mister](#)  
**To:** [boardinquiries@scmtd.com](mailto:boardinquiries@scmtd.com)  
**Subject:** Labor Communication  
**Date:** Friday, June 26, 2020 5:06:05 AM

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Hello, board members.

I am curious to know how many of you would be willing to work in a crowded room of people, possibly every one infected with a contagious and deadly disease, for eight hours a day and the hourly wage of \$26.00? (Please check the current rent prices in Santa Cruz).

Unfortunately, our bus drivers cannot transport our passengers to work through Zoom meetings. Our drivers deserve better working conditions and pay rates, not banners declaring them heroes while the hazards to their health at work remain the same.

Please consider your decisions today, because real human lives are being put at risk. Try to understand that our drivers are important members of this community, just as all of you are.

Thank you for your time,  
Dispensable Hero



# LABOR ORGANIZATION COMMUNICATIONS

**From:** [Dr. Catherine Sonquist Forest](mailto:Dr.Catherine.Sonquist.Forest)  
**To:** [boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com); [toddcofa@gmail.com](mailto:toddcofa@gmail.com)  
**Subject:** Re: Labor Communication  
**Date:** Friday, June 26, 2020 7:22:00 AM

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Dear Mr. Pinsky

I want to amplify your sound, practical recommendations to the SC Metro Board for taking an active civic leadership role in modeling and normalizing crucial public health measures we must all do in order for our community and economy to function in the COVID19 pandemic: namely physical distancing and masking when outside our homes.

As you noted, signage is not enough. 1) Leadership must model, 2) must make it easy to do the right thing with free, available masks and sanitizers, and clearly marked available spaces seating, and 3) help people understand that these measures work: my mask protects you, yours protects me — since the most infectious COVID19 days are before symptoms.

#EssentialTravel4EssentialWorkers

To SC Metro Board:

Your foundational role up to now in playing a role in traffic safety throughout Santa Cruz County has been clear. Keep it up by LEADING on COVID19 safety now! Make it easy, understood, and expected to do the right thing.

Mr. Pinsky has given you action plan.

Stay safe  
Create Safety

Catherine Sonquist Forest, MD MPH FAAFP  
she/her/they/them  
Clinical Associate Professor of Medicine - Family Medicine  
UCSF Natividad Family Medicine Residency  
Co-Chair, Board of Trustees  
Encompass Community Services  
[dr.catherineforest@gmail.com](mailto:dr.catherineforest@gmail.com)

----- Forwarded message -----

**From:** **Todd Pinsky** <[toddcofa@gmail.com](mailto:toddcofa@gmail.com)>  
**Date:** Fri, Jun 26, 2020 at 12:13 AM  
**Subject:** Labor Communication  
**To:** <[boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com)>

re: SCMTD Board of Directors Meeting 6/26/2020  
agenda item: Labor Communication

Metro holds public safety as a highest priority. Now the agency finds itself in the spotlight,

# LABOR ORGANIZATION COMMUNICATIONS

called upon to provide crucial support to our heavily burdened Health Services Agency as they work to coordinate effective response to the Covid-19 pandemic. It is accepted as fact that widespread, unified public cooperation can slow infection rates and buy time for development of new solutions. Thus, Metro has two choices: Support a public health effort or undermine it. This is an enormous opportunity to step up as community leaders... and to save lives.

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Furthermore, the proposed changes to employee sick leave policy would discourage drivers from staying home even if experiencing symptoms, or having knowledge of exposure. Public transit is known to be a primary vector of infection. These proposals would dramatically increase the risk of infection among employees, their families and the community at large. We would effectively be creating a feedback loop or increased exposure from the public and from co-workers.

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This will require big systemic changes.

First, Metro must commit to total internal compliance with guidelines and legal orders. Flyers for company regulations as well as County Health Orders, posted copiously and stuffed individually in our mailboxes, have been ineffective. The April 24 Order of the Health Officer, which clearly applies to all Metro properties and vehicles, in no way suggests that the orders are optional or open to interpretation. In fact, the document bluntly states: "Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code§ 120295, etseq.; Cal. Penal Code§§ 69, 148(a)(l))"

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# LABOR ORGANIZATION COMMUNICATIONS

orders in a meaningful way. I could agree with a “Zero Tolerance” policy for violations, but it would be meaningless without a “100% Encouragement” approach to community safety and mutual respect. Once we take full responsibility for our own organization, we can become a helpful model for the community and a trusted partner with other agencies and concerned professionals.

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Todd Pinsky  
Fixed Route Bus Operator

--

Catherine Sonquist Forest, MD MPH FAAFP  
she/her/they/them  
Clinical Associate Professor of Medicine - Family Medicine  
UCSF Natividad Family Medicine Residency  
Co-Chair, Board of Trustees  
Encompass Community Services  
Board Member  
Monterey County Medical Society

*"From the depth of need and despair, people can work together, can organize themselves to solve their own problems and fill their own needs with dignity and strength." ~ Cesar Chavez*

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# LABOR ORGANIZATION COMMUNICATIONS

**From:** [Catherine Forest](#)  
**To:** [Todd Pinsky](#)  
**Cc:** [boardinquiries@scmttd.com](mailto:boardinquiries@scmttd.com)  
**Subject:** Re: Labor Communication  
**Date:** Friday, June 26, 2020 7:01:47 AM

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This is excellent!  
I will amplify in any way I can!

On Fri, Jun 26, 2020 at 12:13 AM Todd Pinsky <[toddcofa@gmail.com](mailto:toddcofa@gmail.com)> wrote:  
re: SCMTD Board of Directors Meeting 6/26/2020  
agenda item: Labor Communication

Metro holds public safety as a highest priority. Now the agency finds itself in the spotlight, called upon to provide crucial support to our heavily burdened Health Services Agency as they work to coordinate effective response to the Covid-19 pandemic. It is accepted as fact that widespread, unified public cooperation can slow infection rates and buy time for development of new solutions. Thus, Metro has two choices: Support a public health effort or undermine it. This is an enormous opportunity to step up as community leaders... and to save lives.

Although I have not had the chance to read today's proposals, it seems clear they are not consistent with guidelines and mandates from the CDC, the State, and the County Department of Public Health. Increasing passenger capacity would make it difficult, if not impossible, to enforce distancing and mask guidelines. Half-capacity means 20 passengers (on a 40-foot bus). Currently, transporting 8 in the same bus, I frequently need to engage with specific passengers to remind them to put a mask back on or to move away from another passenger. This itself requires more time spent watching passengers in the internal mirror, which distracts from the road.

Furthermore, the proposed changes to employee sick leave policy would discourage drivers from staying home even if experiencing symptoms, or having knowledge of exposure. Public transit is known to be a primary vector of infection. These proposals would dramatically increase the risk of infection among employees, their families and the community at large. We would effectively be creating a feedback loop or increased exposure from the public and from co-workers.

Scientists and medical professionals have been loud and clear: face coverings and social distancing are currently the best tools we have. But in order to be effective, widespread compliance must become modeled, normalized, and upheld. We are obligated to do everything in our power to support and advance these efforts.

This will require big systemic changes.

# LABOR ORGANIZATION COMMUNICATIONS

First, Metro must commit to total internal compliance with guidelines and legal orders. Flyers for company regulations as well as County Health Orders, posted copiously and stuffed individually in our mailboxes, have been ineffective. The April 24 Order of the Health Officer, which clearly applies to all Metro properties and vehicles, in no way suggests that the orders are optional or open to interpretation. In fact, the document bluntly states: "Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code§ 120295, etseq.; Cal. Penal Code§§ 69, 148(a)(l))"

There is no substitute for leadership by example. Top level Management, Administrators, and Supervisors must consistently model appropriate and legally ordered behavior to foster a culture of cooperation. Only then can we enforce compliance with guidelines and orders in a meaningful way. I could agree with a "Zero Tolerance" policy for violations, but it would be meaningless without a "100% Encouragement" approach to community safety and mutual respect. Once we take full responsibility for our own organization, we can become a helpful model for the community and a trusted partner with other agencies and concerned professionals.

I respectfully ask the Board to consider my remarks, and to reject the proposed changes as a first step toward promoting and rewarding responsible leadership at Metro.

Todd Pinsky  
Fixed Route Bus Operator

# LABOR ORGANIZATION COMMUNICATIONS

To Metro and the Board of Directors,

My name is Joshua Chelise and I am proud to be a Bus Operator for SCMTD. I am concerned about the increase of passenger loads on our routes to 50% capacity and your lack of regard for the safety of operators, their families, and our community. While I understand the current operation is a financial expense, the potential cost of lives with this new plan to increase capacity is far greater. Our lives are worth more than your profit.

By allowing half the seated riders, there is an increased potential for infection. Although barriers have been implemented onboard, these have limited our visual ability to monitor potential hazards on and off board. This impedes the safety of ourselves and the public. In making us responsible for all communications regarding rules and restrictions with riding, you are placing an additional burden on our work force. Metro employees are stretched thin and over worked as it is - your unrealistic expectations will further push the limits of our quality of life and service to the community.

I call upon Metro and the Board to consider the detrimental consequences of moving forward with this plan of action. Metro employees, their families and the community hang in the balance of your hasty decisions made from the comfort and safety of your own homes. It's time to recognize that you are not the ones on the front lines. What might seem like a convenient solution will ultimately create a hostile and unsafe environment for those of us behind the wheel as shown by our previous and present experiences.

Thank you for your closer consideration,

Joshua Chelise  
Local 0023

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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL  
DETAIL FOR THE MONTH OF MAY 2020**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of May 2020**

**II. SUMMARY**

- This staff report provides the Board of Directors (Board) with a preliminary approved Check Journal Detail for the month of May 2020.
- The Finance Department is submitting the check journals for Board acceptance and filing.

**III. DISCUSSION/BACKGROUND**

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

All invoices submitted for the month of May 2020 have been processed, the checks have been issued and signed by the Chief Financial Officer.

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

2. Financial Stability, Stewardship & Accountability.

**V. FINANCIAL CONSIDERATIONS/IMPACT**

The check journals present the invoices paid in May 2020 for Board review, agency disclosure, and transparency.

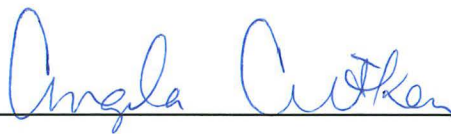
**VI. ATTACHMENTS**

**Attachment A:** Check Journal Detail for the Month of May 2020

Prepared by: Holly Alcorn, Accounting Specialist

**VII. APPROVALS:**

Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager



CHECK JOURNAL DETAIL BY CHECK NUMBER

ALL CHECKS FOR ACCOUNTS PAYABLE

CHECK # START THRU 9999999

DATE: 05/01/20 THRU 05/31/20

CHECK NUMBER	CHECK DATE	CHECK VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION COMMENT	CHECK AMOUNT	AMOUNT
67649	05/18/20	002814	CREATIVE BUS SALES, INC.		98721	RPRVEH1701,1704,1707		-363.05	**VOID
67810	05/18/20	002689	B & B SMALL ENGINE CORP		99097	TRIMMER LINE		-153.15	**VOID
68265	05/20/20	003465	SWIFT CONSULTING SERVICES INC		99098	BLOWER SERVICE KIT		-16.34	
68278	05/04/20	003151	ABC BUS INC		99107	GOAT RPR & MAINT		-120.47	
68279	05/04/20	382	AIRTEC SERVICE INC.		100097	NEW PC FAC DEV		-3,321.60	**VOID
68280	05/04/20	001D	AT&T		100182	INVENTORY ORDER		81.16	
					100183	INVENTORY ORDER		561.82	
					100205	RELC COMPRESSOR OPS		1,960.00	
					100169	3/19-4/18 MAIN		4,160.48	
					100170	3/19-4/18 OPS		145.97	
					100207	3/13-4/12 PT TO PT		1,815.36	
					100213	3/10-4/9 ALL		1,068.97	
68281	05/04/20	247	AUTOMATIC DOOR SYSTEMS, INC.		100194	DOOR INSPECTION WTC		125.00	
					100195	DOOR INSPECTION VERN		125.00	
					100196	DOOR INSPECTION SVT		255.00	
68282	05/04/20	E996	BENSON, EDDIE		100162	TRAVEL REIMBURSEMENT		46.81	
68283	05/04/20	130	CITY OF WATSONVILLE UTILITIES		100137	3/9-4/14 WTC		56.53	
68284	05/04/20	909	CLASSIC GRAPHICS		100173	TUTORING CLUB AD RPL		285.35	
					100174	RPR VEH #2807		1,933.39	
68285	05/04/20	001124	CLEAN ENERGY		100148	APR 20 MAINTENANCE		14,842.00	
					100152	LNG 4/13/2020		4,225.55	
					100153	LNG 4/16/2020		3,165.95	
					100154	LNG 4/20/2020		4,432.83	
					100171	LNG 4/9/2020		5,299.22	
					100180	LNG 4/2/2020		6,110.58	
					100181	LNG 4/6/2020		6,073.28	
68286	05/04/20	002814	CREATIVE BUS SALES, INC.		100187	RPR VEH #1702PC		110.06	
					100203	RPR VEH #1710 1705PC		120.36	

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# Attachment A

68287	05/04/20	29,692.66	003458	DUFOUR INCORPORATED	100219	RETENTION EV INFRAST	29,692.66
68288	05/04/20	754.68	003274	EAST BAY TIRE CO.	100155	TIRE DISPOSAL	120.00
68289	05/04/20	4,064.88	003485	EMPLOYNET INC	100204	TIRES PC	634.68
68290	05/04/20	6,720.08	432	EXPRESS SERVICES INC.	100138	TEMP W/E 3/29/20	874.12
68291	05/04/20	1,465.00	490	FAST RESPONSE ON-SITE	100163	TEMP W/E 4/12/20	850.88
68292	05/04/20	134.37	001297	FASTENAL COMPANY INC	100164	TEMP W/E 4/5/2020	860.83
68293	05/04/20	959.55	002962	FIS	100165	TMEP W/E 1/19/2020	628.17
68294	05/04/20	1,738.48	002952	FLYERS ENERGY LLC	100166	TEMP W/E 4/19/2020	850.88
68295	05/04/20	57.26	003279	FRONTIER COMMUNICATIONS - 3025	100161	TEMP W/E 4/19/20	4,315.28
68296	05/04/20	55.00	117	GILLIG LLC	100209	TEMP W/E 4/5/2020	1,202.40
68297	05/04/20	1,039.55	003327	IO, RODNEY H	100210	TEMP W/E 4/12/2020	1,202.40
68298	05/04/20	796.39	003442	JOHNSON CONTROLS INC	100142	COVID 19 TRAINING	145.00
68299	05/04/20	841.23	003264	KAADY CHEMICAL LLC	100201	COVID 19 SUPPLIES	1,320.00
68300	05/04/20	14,571.90	003402	KAUFMAN DOLOWICH VOLUCK	100141	COVID 19 SUPPLIES	134.37
68301	05/04/20	23.96	1117	KELLEY'S SERVICE INC.	100156	MAR 20 MERCHANT FEE	959.55
68302	05/04/20	200.94	167	KEYSTON BROTHERS	100176	4/1-4/15 FUEL	1,738.48
68303	05/04/20	10,625.00	003181	KL2 CONNECTS LLC	100159	4/16-5/15 SKY-RIVER	57.26
68304	05/04/20	119.00	852	LAW OFFICES OF MARIE F. SANG	100200	RPR VEH #4208	55.00
68305	05/04/20	32,775.99	003362	LUMINATOR TECHNOLOGY GROUP INC	100199	RPR VE #1403	1,039.55
68306	05/04/20	348.93	041	MISSION UNIFORM	100160	5/1-7/31 OPS	796.39
68307	05/04/20	92.74	004	NORTH BAY FORD LINC-MERCURY	100193	BUS WASH SUPPLIES	841.23
68308	05/04/20	42.16	043	PALACE ART & OFFICE SUPPLY	100149	CL# QE-0073	14,571.90
68309	05/04/20	495.50	481	PIED PIPER EXTERMINATORS, INC.	100190	INVENTORY ORDER	23.96
					100184	COVID 19 SHIELDS	200.94
					100151	RECRUITMENT COO	10,625.00
					100179	CL# 19004440	119.00
					100168	HD CAMERA	357.99
					100222	CAMERA ON BUS #2	32,418.00
					100185	TOWELS	62.00
					100186	LAUNDRY SERVICE	234.68
					100212	CUSTODIAL SUPPLIES	10.50
					100214	CUSTODIAL SUPPLIES	41.75
					100178	RPR VEH #1716	92.74
					100211	OFFICE SUPPLIES	42.16
					100208	APR 20 PEST WTC	79.50
					100215	APR 20 PEST METROMKT	55.50

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# Attachment A

68310	05/04/20	66.80	003024	RICOH USA, INC CA	100139	4/12-5/11 OPS	66.80	100216	APR 20 PEST PAC KIOS	40.00
68311	05/04/20	267.66	215	RICOH USA, INC. TX	100167	5/3-6/2 LEASE C/S	267.66	100217	APR 20 PEST BETTYS	60.00
68312	05/04/20	113.66	135	SANTA CRUZ AUTO PARTS, INC.	100191	RPR VEH #708	23.90	100218	APR 20 PEST VERNON	260.50
68313	05/04/20	9,824.54	079	SANTA CRUZ MUNICIPAL UTILITIES	100192	COVID 19 SUPPLIES	89.76	100139	4/12-5/11 OPS	66.80
					100130	3/10-4/8 PACIFUC AVE	50.55	100167	5/3-6/2 LEASE C/S	267.66
					100131	3/10-4/8 PACIFIC AVE	3,280.27	100191	RPR VEH #708	23.90
					100132	3/10-4/8 PACIFIC AVE	74.63	100192	COVID 19 SUPPLIES	89.76
					100133	3/10-4/8 VERNON	528.62	100130	3/10-4/8 PACIFUC AVE	50.55
					100134	3/10-4/8 GOLF CLUB	1,420.60	100131	3/10-4/8 PACIFIC AVE	3,280.27
					100135	3/10-4/8 1200 RIVER	240.35	100132	3/10-4/8 PACIFIC AVE	74.63
					100136	3/10-4/8 1200 RIVER	3,167.09	100133	3/10-4/8 VERNON	528.62
					100157	3/10-4/8 GOLF CLUB	11.83	100134	3/10-4/8 GOLF CLUB	1,420.60
					100158	3/10-4/8 CED-WALNUT	1,050.60	100135	3/10-4/8 1200 RIVER	240.35
68314	05/04/20	1,240.00	001307	SANTA CRUZ STAFFING, LLC	100150	TEMP W/E 4/19/20	620.00	100136	3/10-4/8 1200 RIVER	3,167.09
68315	05/04/20	1,600.00	002812	STRONGHOLD SECURITY INC.	100197	TEMP W/E 4/12/2020	620.00	100157	3/10-4/8 GOLF CLUB	11.83
68316	05/04/20	760.92	003285	THE AFTERMARKET PARTS CO LLC	100198	FIREWALL SUPPORT	1,600.00	100158	3/10-4/8 CED-WALNUT	1,050.60
					100147	INVENTORY ORDER	256.64	100150	TEMP W/E 4/19/20	620.00
					100188	RPR VEH #1211	58.56	100197	TEMP W/E 4/12/2020	620.00
					100189	RPR VEH #1207	181.38	100198	FIREWALL SUPPORT	1,600.00
					100202	RPR VEH #1207	264.34	100147	INVENTORY ORDER	256.64
68317	05/04/20	5,188.48	003231	THE HON COMPANY LLC	100221	PAC STATION FURNITUR	5,188.48	100188	RPR VEH #1211	58.56
68318	05/04/20	928.63	003242	THE JANEK CORPORATION	100172	RPR ELECTRONIC ITEM	928.63	100189	RPR VEH #1207	181.38
68319	05/04/20	32.09	007	UNITED PARCEL SERVICE	100143	FREIGHT	32.09	100202	RPR VEH #1207	264.34
68320	05/04/20	218.86	003093	UPS FREIGHT	100175	FREIGHT	218.86	100221	PAC STATION FURNITUR	5,188.48
68321	05/04/20	4,836.77	002829	VALLEY POWER SYSTEMS, INC.	100144	RPR VEH #9824	42.66	100172	RPR ELECTRONIC ITEM	928.63
68322	05/04/20	75.00	001165	VU, THANH DR. MD	100177	DMV EXAM	75.00	100143	FREIGHT	32.09
68323	05/04/20	1,500.00	003497	WILLIAM CHRISTOPHER KEMPF LLC	100220	PC FACILITY DESIGN	1,500.00	100175	FREIGHT	218.86
68324	05/04/20	586.67	147	ZEE MEDICAL SERVICE CO.	100206	COVID 19 SUPPLIES	586.67	100144	RPR VEH #9824	42.66
68325	05/11/20	10,890.00	001712	ABACHERLI FENCE COMPANY	100325	FENCE RENTAL	650.00	100145	RPR VEH #9824	4,682.58
					100365	WIRE INSTALL 1200RIV	765.00	100146	RPR VEH #9824	111.53

# Attachment A

68326	05/11/20	180.48	003151	ABC BUS INC				100374	FENCING PROJECT	9,475.00
								100264	INVENTORY ORDER	110.12
68327	05/11/20	445.40	001D	AT&T				100339	INVENTORY ORDER	70.36
								100344	3/19-4/18 DAVENPORT	164.69
								100345	3/19-4/18 OCEAN	280.71
68328	05/11/20	76.03	002363	BATTERIES PLUS #314				100289	BATTERIES	76.03
68329	05/11/20	5,805.51	002802	BATTERY SYSTEMS CORP				100279	BATTERIES	5,805.51
68330	05/11/20	468.00	002035	BOWMAN & WILLIAMS INC				100258	EV CHARGING STATION	252.00
								100259	VERNON GENERATOR	216.00
68331	05/11/20	527.95	001268	BUDGET BLINDS OF SANTA CRUZ	7			100236	BLINDS METRO CENTER	527.95
68332	05/11/20	275.03	542	CAIG LABORATORIES INC.				100338	INVENTORY ORDER	275.03
68333	05/11/20	500.00	003503	CATHERINE C NAPOLEON				100256	COVID 19 SUPPLIES	500.00
68334	05/11/20	1,374.95	130	CITY OF WATSONVILLE UTILITIES				100283	4/22 WASTE WTC	1,011.22
								100284	3/16-4/21 WATER WTC	194.52
								100285	3/16-4/20 WATER WTC	85.86
								100286	3/16-4/21 WATER WTC	83.35
68335	05/11/20	702.00	733	CLAREMONT EAP				100225	MAY 20 EAP	702.00
68336	05/11/20	1,164.52	909	CLASSIC GRAPHICS				100271	RPR VEH #1905	1,073.51
68337	05/11/20	5,855.82	001124	CLEAN ENERGY				100272	DECALS VEH #1905	91.01
								100233	LNG 4/23/2020	3,352.44
								100288	LNG SERVICE	2,503.38
68338	05/11/20	44.28	E957	CLIFFORD, ALEX				100247	REIMBURSEMENT	44.28
68339	05/11/20	98.98	075	COAST PAPER & SUPPLY INC.				100240	COVID 19 SUPPLIES	98.98
68340	05/11/20	150.77	019	CONNER WATER SYSTEMS DBA RAYNE				100234	12 BAGS OF SALT	150.77
68341	05/11/20	1,572.68	002814	CREATIVE BUS SALES, INC.				100235	RPR VEH #1704 PC	1,122.66
								100302	RPR VEH #1708PC	48.16
68342	05/11/20	20,046.56	003116	CUMMINS PACIFIC LLP				100342	INVENTORY ORDER	401.86
								100277	RPR VEH #2801	19,628.84
								100312	RPR VEH #2801	27.85
								100317	INVENTORY ORDER	389.87
68343	05/11/20	2,397.00	003210	DEPARTMENT OF FORESTRY & FIRE				100252	7/1-6/30/2021 LOMA P	2,397.00
68344	05/11/20	2,397.00	753B	DEPT OF GENERAL SERVICES L2629				100250	7/1-6/30 LEASE	2,397.00
68345	05/11/20	4,167.47	003274	EAST BAY TIRE CO.				100265	TIRES	1,616.27

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# Attachment A

100266	TIRES								30.00
100267	TIRES								166.41
100268	TIRES								634.68
100295	TIRES								634.68
100318	REVENUE TIRES								634.68
100353	TIRES								450.75
100241	12/7-4/13 FENCE RENT	EXPRESS FENCE LLP	450.00	003324	68346	05/11/20			450.00
100330	TEMP W/E 4/19/20	EXPRESS SERVICES INC.	1,202.40	432	68347	05/11/20			1,202.40
100228	COVID 19 SUPPLIES	FASTENAL COMPANY INC	205.51	001297	68348	05/11/20			205.51
100358	4/1-4/15 FUEL	FLYERS ENERGY LLC	988.85	002952	68349	05/11/20			988.85
100226	MAY 20 SERVICES	GARDA CL WEST, INC.	322.24	001302	68350	05/11/20			322.24
100273	INVENTORY ORDER	GILLIG LLC	514.31	117	68351	05/11/20			503.16
100357	RPR VEH #4205								11.15
100229	COVID 19 SUPPLIES	GLOBAL HEALTHCARE PRODUCT LLC	1,447.56	003499	68352	05/11/20			1,447.56
100333	COVID 19 SUPPLIES	GRAFFITI SHIELD INC	1,552.41	003412	68353	05/11/20			1,552.41
100290	DOORBELL	GRAINGER	2,461.42	282	68354	05/11/20			53.25
100291	COVID 19 SUPPLIES								67.89
100296	INVENTORY ORDER								384.93
100297	COVID 19 SUPPLIES								35.75
100298	COVID 19 SUPPLIES								69.15
100299	COVID 19 SUPPLIES								660.92
100300	COVID 19 SUPPLIES								77.87
100301	COVID 19 SUPPLIES								95.51
100313	TOOLS								281.46
100321	EXIT SIGN								163.27
100324	SAFETY SIGNS								36.09
100346	INVENTORY ORDER								12.43
100367	COVID 19 SUPPLIES								194.95
100368	INVENTORY ORDER								46.26
100369	COVID 19 SUPPLIES								30.32
100370	COVID 19 SUPPLIES								77.87
100371	COVID 19 SUPPLIES								98.53
100372	INVENTORY ORDER								48.62
100373	INVENTORY ORDER								26.35
100223	MAY 20 LTD	HARTFORD LIFE AND ACCIDENT INS	14,886.89	001745	68355	05/11/20			10,831.02
100224	MAY 20 LIFE AD&D								4,055.87

**7-01A.5**

# Attachment A

68356	05/11/20	599.75	003011	IFAX SOLUTIONS, INC	100248	3/26-3/25/2021 SUPPO	599.75
68357	05/11/20	486.88	1117	KELLEY'S SERVICE INC.	100232	INVENTORY ORDER	69.47
68358	05/11/20	198.52	036	KELLY-MOORE PAINT CO., INC.	100306	INVENTORY ORDER	31.57
68359	05/11/20	10,625.00	003181	KL2 CONNECTS LLC	100361	INVENTORY ORDER	385.84
68360	05/11/20	2,414.00	852	LAW OFFICES OF MARIE F. SANG	100337	BATHROOM REPAINT	198.52
68361	05/11/20	185.00	003249	MAXIMUM OIL SERVICE LLC	100251	RECRUITMENT COO	10,625.00
68362	05/11/20	1,023.43	041	MISSION UNIFORM	100253	CL#2001103388 103414	1,989.00
68363	05/11/20	443.50	004	NORTH BAY FORD LINC-MERCURY	100254	CL#1999103213	425.00
68364	05/11/20	11,655.32	009	PACIFIC GAS & ELECTRIC	100326	USED OIL	185.00
68365	05/11/20	1,191.69	023	PACIFIC TRUCK PARTS, INC.	100275	TOWELS	62.00
68366	05/11/20	816.36	043	PALACE ART & OFFICE SUPPLY	100276	LAUNDRY SERVICE	239.00
68367	05/11/20	1,555.00	002947	PEDX COURIER AND CARGO	100292	CUSTODIAL SUPPLIES	41.75
68368	05/11/20	737.89	107A	PROBUILD COMPANY LLC	100307	TOWELS	62.00
					100308	LAUNDRY SUPPLIES	234.68
					100328	CUSTODIAL SUPPLIES	30.75
					100331	CUSTODIAL SUPPLIES	10.50
					100363	CUSTODIAL SUPPLIES	62.00
					100364	LAUNDRY SERVICE	239.00
					100366	CUSTODIAL SUPPLIES	41.75
					100274	RPR VEH #1701 PC	212.61
					100303	CREDIT	-16.00
					100304	INVENTORY ORDER	246.89
					100237	3/26-4/24 1122 RIVER	22.86
					100238	3/25-4/23 golf	5,041.87
					100239	3/25-4/23 VERNON	4,336.37
					100242	3/25-4/23 1122 RIVER	2,254.22
					100314	INVENTORY ORDER	1,196.29
					100315	CREDIT	-4.60
					100244	OFFICE SUPPLIES	382.53
					100350	OFFICE SUPPLIES	74.80
					100351	OFFICE SUPPLIES	166.56
					100352	OFFICE SUPPLIES	178.11
					100354	OFFICE SUPPLIES	14.36
					100227	APR 20 COURIER SVC	1,555.00
					100322	RPR CHARGING ST OPS	483.56
					100323	INVENTORY ORDER	148.53

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# Attachment A

68369	05/11/20	157.62	003495	QUADIEN LEASING USA INC	100327	FAUCET MMF	88.61
68370	05/11/20	439.19	882	RANDY WEST	100335	INVENTORY ORDER	9.82
68371	05/11/20	158.83	061	REGISTER PAJARONIAN LLC	100336	INVENTORY ORDER	7.37
68372	05/11/20	66.76	003024	RICOH USA, INC CA	100294	4/28-5/27 LEASE ADM	157.62
68373	05/11/20	27.84	536	RIVERSIDE LIGHTING & ELECTRIC	100245	OFFICE SUPPLIES	439.19
68374	05/11/20	591.21	003154	ROMAINE ELECTRIC CORP	100246	PUBLIC HEARING	158.83
68375	05/11/20	352.82	135	SANTA CRUZ AUTO PARTS, INC.	100332	4/14-5/13 PARACRUZ	66.76
					100320	RPR ELECTRICAL SMC	27.84
					100263	INVENTORY ORDER	591.21
					100282	COVID 19 SUPPLIES	35.42
					100316	INVENTORY ORDER	40.51
					100347	COVID 19 SUPPLIES	35.42
					100355	COVID 19 SUPPLIES	8.39
					100356	INVENTORY ORDER	104.73
					100362	INVENTORY ORDER	128.35
68376	05/11/20	13,523.71	001253	SANTA CRUZ COUNTY REGIONAL	100257	BUS ON SHOULDER	13,523.71
68377	05/11/20	3,073.00	002700	SANTA CRUZ COUNTY ENVIROMENTAL	100287	6/1 PERMIT 1200 RIVE	3,073.00
68378	05/11/20	6,502.25	001307	SANTA CRUZ STAFFING, LLC	100243	TEMP W/E 4/19/20	2,495.50
					100249	TEMP W/E 4/12/20	620.00
					100329	TEMP W/E 4/12/2020	3,386.75
68379	05/11/20	251.20	149	SANTA CRUZ SENTINEL	100260	PUBLIC NOTICE	251.20
68380	05/11/20	959.78	001232	SPECIALIZED AUTO AND	100278	RPR VEH #707	959.78
68381	05/11/20	216.23	002871	STATE ELECTRIC GENERATOR	100293	GENERATOR COOLANT	216.23
68382	05/11/20	11,845.86	003285	THE AFTERMARKET PARTS CO LLC	100231	RPR VEH #1002	37.27
					100261	RPR VEH #1205	120.91
					100262	RPR VEH #1002	120.91
					100269	RPR VEH #1209	637.16
					100270	RPR VEH #1205	305.00
					100280	RPR VEH #1205	55.78
					100281	COVID 19 RETROFIT	63.04
					100305	RPR VEH #1209	0.61
					100309	RPR VEH #1303 1005	13.93
					100310	RPR VEH #1303	4.32
					100311	INVENTORY ORDER	2,486.24
					100319	INVENTORY ORDER	1,727.29
					100340	COVID 19 SUPPLIES	63.04

# Attachment A

100341	RPR VEH #2807								81.72
100343	RPR VEH #1210								589.82
100348	INVENTORY ORDER								262.96
100349	INVENTORY ORDER								394.18
100359	INVENTORY ORDER								4,544.99
100360	INVENTORY ORDER								336.69
100230	FREIGHT								46.19
100255	MAR 20 DOT TESTS								36.00
100334	COVID 19 SUPPLIES								22.16
100475	INVENTORY ORDER								888.85
100503	RPR VEH #9826								65.00
100383	MAY 20 PAGER RENTAL								34.18
100396	APR 20 WTC RIVER								573.38
100450	4/10-5/9 VERNON								520.54
100382	3/24-4/23 BUS WIFI								997.02
100444	COVID 19 REIMBURSEME								383.92
99097	TRIMMER LINE								16.34
99098	BLOWER SERVICE KIT								16.34
99107	GOAT RPR & MAINT								120.47
100378	BATTERIES								177.42
100430	FIRE SPRINKLER INSPE								325.00
100406	APR 20 CODE =5100								6,375.89
100431	LANDFILL								19.45
100389	RPR VEH #2214								2,167.47
100527	RPR VEH #1303								2,024.47
100465	LNG 4/29/20								6,199.24
100501	LNG 5/4/2020								6,219.31
100418	COVID 19 SUPPLIES								775.67
100515	CUSTODIAL SUPPLIES								356.07
100438	MAY 20 LANDSCAPING								2,890.00
98721	RPRVEH1701,1704,1707								363.05
100516	INVENTORY ORDER								223.45
100504	INVENTORY ORDER								439.77
100505	RPR VEH #2809								72.88
100506	RPR VEH #1211								130.06
100507	RPR VEH #1304 4203								274.47
68383	05/11/20	UNITED PARCEL SERVICE	46.19	007					
68384	05/11/20	WORKFORCEQA LLC	36.00	003290					
68385	05/11/20	ZEE MEDICAL SERVICE CO.	22.16	147					
68386	05/18/20	ABC BUS INC	953.85	003151					
68387	05/18/20	AMERICAN MESSAGING SVCS, LLC	34.18	002861					
68388	05/18/20	AT&T	1,093.92	001D					
68389	05/18/20	AT&T MOBILITY	997.02	003105					
68390	05/18/20	AXTON, RHIANNON	383.92	E388					
68391	05/18/20	B & B SMALL ENGINE CORP	153.15	002689					
68392	05/18/20	BATTERIES PLUS #314	177.42	002363					
68393	05/18/20	BAY ALARM COMPANY	325.00	003248					
68394	05/18/20	CALTIP	6,375.89	588					
68395	05/18/20	CITY OF SANTA CRUZ-FINANCE	19.45	001346					
68396	05/18/20	CLASSIC GRAPHICS	4,191.94	909					
68397	05/18/20	CLEAN ENERGY	12,418.55	001124					
68398	05/18/20	COAST PAPER & SUPPLY INC.	1,131.74	075					
68399	05/18/20	COASTAL LANDSCAPING INC. DBA	2,890.00	003034					
68400	05/18/20	CREATIVE BUS SALES, INC.	586.50	002814					
68401	05/18/20	CUMMINS PACIFIC LLP	917.18	003116					

# Attachment A

68402	05/18/20	274.48	001501	D & G SANITATION	100442	COVID19 RENT CAPITOL	274.48
68403	05/18/20	1,269.35	003274	EAST BAY TIRE CO.	100390	TIRES	1,269.35
68404	05/18/20	1,701.76	003485	EMPLOYNET INC	100380	TEMP W/E 5/3/2020	850.88
68405	05/18/20	15,804.96	432	EXPRESS SERVICES INC.	100443	TEMP W/E 4/26/20	850.88
68406	05/18/20	740.25	001297	FASTENAL COMPANY INC	100415	TEMP W/E 4/26/2020	5,905.12
68407	05/18/20	15.94	039	FEDEX OFFICE	100416	TEMP W/E 5/3/2020	7,495.04
68408	05/18/20	47,913.19	002295	FIRST ALARM SECURITY & PATROL	100435	TEMP W/E 4/26/2020	1,202.40
68409	05/18/20	1,996.11	002952	FLYERS ENERGY LLC	100436	TEMP W/E 5/3/2020	1,202.40
68410	05/18/20	57.26	003418	FRONTIER COMMUNICATIONS - 6145	100471	COVID 19 SUPPLIES	709.58
68411	05/18/20	3,168.94	647	GENFARE A DIV OF SPX CORP	100482	COVID 19 SUPPLIES	20.53
68412	05/18/20	394.92	117	GILLIG LLC	100519	COVID 19 SUPPLIES	10.14
68413	05/18/20	81.90	003412	GRAFFITI SHIELD INC	100454	AWNING PROJECT	15.94
68414	05/18/20	1,023.13	282	GRAINGER	100407	APR 20 SECURITY	38,607.75
68415	05/18/20	1,196.38	001097	GREENWASTE RECOVERY, INC.	100408	APR20 COVID19 SECURI	9,305.44
					100466	4/16-4/30 FUEL PC	1,996.11
					100541	4/13-5/12 SKYLINE	57.26
					100427	INVENTORY ORDER	1,236.92
					100428	CREDIT	-221.48
					100479	INVENTORY ORDER	2,153.50
					100513	INVENTORY ORDER	394.92
					100539	COVID 19 SUPPLIES	81.90
					100391	INVENTORY ORDER	16.60
					100400	FACILITY SIGN	44.66
					100401	COVID 19 SUPPLIES	461.22
					100429	INVENTORY ORDER	162.01
					100531	COVID 19 SUPPLIES	4.06
					100532	COVID 19 SUPPLIES	98.85
					100538	THERMOPLASTIC ROLL	235.73
					100455	APR 20 GVR/CARNATION	58.36
					100456	APR 20 PARACRUZ	358.89
					100457	APR 20 KINGS VILLAGE	289.66
					100458	APR 20 MT HERM/KINGS	22.59
					100459	APR 20 FREEDOM	58.36
					100460	APR 20 FREED/BOWKER	58.36
					100461	APR 20 HWY9/BOULDER	175.08

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68416	05/18/20	33,246.50	003109	HANSON BRIDGETT LLP	100462	APR 20 AIRPORT/FREED	58.36
					100463	APR 20 BIG BASIN/HWY	58.36
					100464	APR 20 BEN LOM/HWY9	58.36
					100487	APR 20 RETAINAGE	24,000.00
					100488	M# 032117.001001	7,855.30
					100489	M# 032117.006001	890.40
					100490	M# 032117.006003	163.50
					100491	M# 032117.006012	130.80
					100492	M# 032117.006006	206.50
68417	05/18/20	121.00	E521	HERNANDEZ, JAIME	100485	DMV RENEWAL	46.00
					100486	DMV EXAM	75.00
68418	05/18/20	17,906.10	002979	HUNT & SONS, INC.	100425	INVENTORY ORDER	14,713.96
					100426	INVENTORY ORDER	3,192.14
68419	05/18/20	2,244.84	003327	IO, RODNEY H	100529	RPR VEH #1116 PC	922.12
					100530	RPR VEH #802	1,322.72
68420	05/18/20	10,236.30	003402	KAUFMAN DOLOWICH VOLUCK	100540	APR 30 CL#QE-0073	10,236.30
68421	05/18/20	2,225.00	003284	KELSH ENVIRONMENTAL PC CORP	100441	OUTFALL MITIGATION	2,225.00
68422	05/18/20	389.62	1117	KELLEY'S SERVICE INC.	100419	INVENTORY ORDER	12.63
					100420	INVENTORY ORDER	37.89
68423	05/18/20	23,627.38	003366	KEY GOVERNMENT FINANCE INC	100533	RPR VEH #1502 PC	339.10
68424	05/18/20	847.37	167	KEYSTON BROTHERS	100375	MAY 20 LEASE	23,627.38
68425	05/18/20	35.00	003450	LANGUAGE LINE SERVICES INC	100468	COVID 19 SUPPLIES	639.35
					100520	COVID 19 SUPPLIES	208.02
					98439	DUPLICATE PAYMENT	-465.00
					98440	DEC 19 SERVICES	100.00
					99356	PHONE INTERPRETATION	100.00
					99357	PHONE INTERPRETATION	100.00
					99862	INTERPRETATION	100.00
					100404	APR 20 INTERP SVC	100.00
68426	05/18/20	1,822.74	001052	MID VALLEY SUPPLY INC.	100409	COVID 19 SUPPLIES	550.62
					100410	COVID 19 SUPPLIES	214.68
					100411	COVID 19 SUPPLIES	-1,159.25
					100412	COVID 19 SUPPLIES	1,101.24
					100413	COVID 19 SUPPLIES	60.31
					100414	COVID 19 SUPPLIES	740.10
					100497	INVENTORY ORDER	80.17

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68427	05/18/20	554.71	041	MISSION UNIFORM	100498	COVID 19 SUPPLIES	154.70
					100514	COVID 19 SUPPLIES	80.17
					100439	CUSTODIAL SUPPLIES	30.75
					100480	LAUNDRY SERVICE	30.82
					100481	LAUNDRY SERVICE	30.82
					100517	COVID 19 SUPPLIES	92.00
					100518	LAUNDRY SERVICE	370.32
68428	05/18/20	558.70	004	NORTH BAY FORD LINC-MERCURY	100394	RPR VEH #1706 PC	472.50
					100421	RPR VEH #1111 PC	86.20
68429	05/18/20	7,736.69	002940	OJO TECHNOLOGY, INC.	100537	SEC CAM SIGNAGE	7,736.69
68430	05/18/20	6,643.32	009	PACIFIC GAS & ELECTRIC	100381	3/7-3/30 CHARGE STAT	21.39
					100447	3/30-4/28 PACIFIC	3,102.17
					100448	3/30-4/28 OPS	3,428.07
					100449	4/3-5/4 SVT	43.57
					100467	3/31-4/29 CHARGE ST	48.12
68431	05/18/20	1,651.85	023	PACIFIC TRUCK PARTS, INC.	100472	INVENTORY ORDER	874.40
					100473	INVENTORY ORDER	65.00
					100474	INVENTORY ORDER	712.45
68432	05/18/20	38.34	043	PALACE ART & OFFICE SUPPLY	100500	OFFICE SUPPLIES	38.34
68433	05/18/20	235.00	481	PIED PIPER EXTERMINATORS, INC.	100432	MAY 20 PEST GOLF CLU	67.50
					100433	MAY 20 PEST RIV PARK	62.50
					100434	MAY20 PEST RIV CREEK	105.00
68434	05/18/20	147.49	050	PITNEY BOWES INC. RENTAL PMT	100379	4/1-6/30 LEASE CS	147.49
68435	05/18/20	44,062.90	002939	PREFERRED BENEFIT	100376	MAY 20 DENTAL	35,557.90
					100377	MAY 20 VISION	8,505.00
68436	05/18/20	40.09	107A	PROBUILD COMPANY LLC	100452	COVID 19 SUPPLIES	29.48
					100499	INVENTORY ORDER	10.61
68437	05/18/20	1,098.65	003020	QUEST DIAGNOSTIC INC.	100493	DOT DRUG TESTS	332.15
					100494	DOT DRUG TESTS	255.50
					100495	DOT DRUG TESTS	332.15
					100496	DOT DRUG TESTS	178.85
68438	05/18/20	881.00	592	R & S ERECTION OF	100397	RPR GATE OPS	881.00
68439	05/18/20	639.17	001153	REPUBLIC ELEVATOR COMPANY INC	100398	MAY 20 ELEVATOR MAIN	639.17
68440	05/18/20	110.17	003024	RICOH USA, INC CA	100417	MAY 20 LEASE OPS	110.17
68441	05/18/20	3,309.10	001379	SAFETY-KLEEN SYSTEMS INC	100446	HAZARDOUS WASTE	3,309.10

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68442	05/18/20	372.52	135	SANTA CRUZ AUTO PARTS, INC.	100392	INVENTORY ORDER	170.42
					100393	INVENTORY ORDER	75.82
					100534	INVENTORY ORDER	19.60
					100535	RPR VEH #103	2.65
					100536	INVENTORY ORDER	104.03
68443	05/18/20	120.00	001292	SANTA CRUZ RECORDS MNGMT INC	100451	APR 20 SHREDDING	120.00
68444	05/18/20	3,417.75	001307	SANTA CRUZ STAFFING, LLC	100405	TEMP W/E 4/26/20	620.00
					100440	TEMP W/E 4/26/2020	2,797.75
68445	05/18/20	2,313.78	681	SCOTTS BODY SHOP CORP	100445	RPR VEH #1213	2,313.78
68446	05/18/20	299.61	002459	SCOTTS VALLEY WATER DISTRICT	100395	2/5-4/3 WATER SVT	233.45
					100437	APR 20 WATER SVT	66.16
68447	05/18/20	676.36	001232	SPECIALIZED AUTO AND	100528	RPR VH #203 PC	676.36
68448	05/18/20	477.47	366	TENNANT COMPANY	100476	RPR FLOOR SCRUBBER	477.47
68449	05/18/20	3,213.31	003285	THE AFTERMARKET PARTS CO LLC	100384	RPR VEH #1209	375.18
					100385	RPR VEH #1205	463.81
					100386	RPR VEH #1209	382.14
					100387	INVENTORY ORDER	29.33
					100388	INVENTORY ORDER	5.86
					100422	RPR VEH #1208	1,394.84
					100423	INVENTORY ORDER	6.04
					100477	INVENTORY ORDER	2.53
					100478	INVENTORY ORDER	132.72
					100508	RPR VEH #1208	392.30
					100509	INVENTORY ORDER	76.54
					100510	RPR VEH #1208	25.53
					100511	RPR VEH #1610	28.66
					100512	CREDIT	-102.17
68450	05/18/20	5,232.11	001800	THERMO KING OF SALINAS, INC	100469	RPR VEH #2806	1,999.41
					100470	RPR VEH #4209	3,232.70
68451	05/18/20	48.09	007	UNITED PARCEL SERVICE	100502	FREIGHT	48.09
68452	05/18/20	2,780.13	002829	VALLEY POWER SYSTEMS, INC.	100521	INVENTORY ORDER	854.21
					100522	INVENTORY ORDER	77.04
					100523	INVENTORY ORDER	566.93
					100524	INVENTORY ORDER	701.04
					100525	INVENTORY ORDER	573.07
					100526	INVENTORY ORDER	7.84

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68453	05/18/20	13,057.69	221	VEHICLE MAINTENANCE PROG INC	100402	COVID 19 SUPPLIES	767.06
68454	05/18/20	276.28	434	VERIZON WIRELESS	100403	COVID 19 SUPPLIES	12,290.63
68455	05/18/20	150.00	001165	VU, THANH DR. MD	100542	4/2-5/1 PT 2 PT MMF	225.36
68456	05/18/20	275.00	003316	WATER TECH SPECIALTIES INC	100543	4/2-5/1 CUSTOMER SVC	50.92
68457	05/18/20	4,884.81	001506	WESTERN STATES OIL CO.	100483	DMV EXAM	75.00
68458	05/18/20	100.00	186	WILSON, GEORGE H., INC.	100484	DMV EXAM	75.00
68459	05/25/20	147.15	002363	BATTERIES PLUS #314	100399	APR 20 CHEM TEST	275.00
68460	05/25/20	2,080.00	002931	CALACT	100424	INVENTORY ORDER	4,884.81
68461	05/25/20	347.42	001297	FASTENAL COMPANY INC	100453	BACKFLOW TEST SVT	100.00
68462	05/25/20	139.37	002962	FIS	100574	BATTERIES	147.15
68463	05/25/20	997.72	002952	FLYERS ENERGY LLC	100573	COVID 19 SUPPLIES	2,080.00
68464	05/25/20	66.29	003418	FRONTIER COMMUNICATIONS - 6145	100576	NON INVENTORY ORDER	294.35
68465	05/25/20	9,022.96	001302	GARDA CL WEST, INC.	100577	NON INVENTORY ORDER	47.99
68466	05/25/20	56.39	M041	GOUVEIA, ROBERT	100578	NON INVENTORY ORDER	5.08
68467	05/25/20	5,082.50	003472	JOHN P KRUKAR	100570	APR 20 MERCHANT FEES	139.37
68468	05/25/20	2,155.21	003273	MGP XI REIT LLC	100567	4/16-4/30 FUEL	997.72
68469	05/25/20	83.00	041	MISSION UNIFORM	100579	5/13-6/12 SKYLINE	66.29
68470	05/25/20	3,301.55	009	PACIFIC GAS & ELECTRIC	100585	JAN 20 VAULT SVC	9,022.96
68471	05/25/20	220.04	043	PALACE ART & OFFICE SUPPLY	100583	JUN 20 RETIREE SUPP	56.39
68472	05/25/20	56.39	M109	PEREZ, CHERYL	100547	MAR 20 AWNING FUELST	5,082.50
68473	05/25/20	400.00	003061	QUADIANT FINANCE USA INC	100546	JUNE 20 RENT	2,155.21
68474	05/25/20	247.82	003024	RICOH USA, INC CA	100562	CUSTODIAL SUPPLIES	41.75
68475	05/25/20	141.02	079	SANTA CRUZ MUNICIPAL UTILITIES	100565	LAUNDRY SERVICES	30.75
68476	05/25/20	388.80	149	SANTA CRUZ SENTINEL	100566	CUSTODIAL SUPPLIES	10.50
68477	05/25/20	11,867.38	001075	SOQUEL III ASSOCIATES	100575	4/3-5/4 PNR SVT WTC	2,644.06
					100582	4/9-5/7 PARACRUZ	657.49
					100548	OFFICE SUPPLIES	207.96
					100549	OFFICE SUPPLIES	12.08
					100584	JUN 20 RETIREE SUPP	56.39
					100544	****-****-****-1598	400.00
					100563	2/1-4/30 IMAGES C/S	247.82
					100560	APR 20 IRRIG RIVER	10.71
					100561	APR 20 IRRIG VERNON	130.31
					100564	APR 20 LEGAL ADS	388.80
					100545	JUNE 20 RENT	11,867.38

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68478	05/25/20	976.98	003465	SWIFT CONSULTING SERVICES INC	100571	MAR20 NEW PC FAC DEV	306.00
					100572	APR20 NEW PC FAC DEV	689.46
					100586	REVERSE DOCUMENT CHG	-18.48
68479	05/25/20	10,535.80	057	U.S. BANK	100568	****-****-****-6584	-145.00
					100569	****-****-****-4338	10,680.80
68480	05/25/20	909.24	434	VERIZON WIRELESS	100580	4/2-5/1 PARACRUZ	600.36
					100581	4/2-5/1 PARACRUZ	308.88
68481	05/25/20	767.16	001165	VU, THANH DR. MD	100550	DMV EXAM	75.00
					100551	DMV EXAM	75.00
					100552	DMV EXAM	75.00
					100553	NEW HIRE EXAM	92.16
					100554	DMV EXAM	75.00
					100555	DMV EXAM	75.00
					100556	DMV EXAM	75.00
					100557	DMV EXAM	75.00
					100558	DMV EXAM	75.00
					100559	DMV EXAM	75.00
TOTAL		697,775.62		ACCOUNTS PAYABLE		TOTAL CHECKS	207
							697,775.62

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**DATE:** June 26, 2020

**TO:** Board of Directors

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

**SUBJECT: ACCEPT AND FILE MINUTES OF THE MAY 15, 2020 METRO BOARD OF DIRECTORS MEETING, THE JUNE 12, 2020 FINANCE, BUDGET & AUDIT STANDING COMMITTEE AND THE JUNE 12, 2020 PERSONNEL/HR STANDING COMMITTEE MEETING**

**I. RECOMMENDED ACTION**

**That the Board of Directors Accept and File the Minutes of the May 15, 2020 Board of Directors Meeting, the June 12, 2020 Finance, Budget & Audit Standing Committee Meeting and the June 12, 2020 Personnel/HR Standing Committee Meeting**

**II. SUMMARY**

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) May 15, 2020 Board of Directors Meeting, the June 12, 2020 Finance, Budget and Audit Standing Committee Meeting and the June 12, 2020 Personnel/HR Standing Committee Meeting.
- Each meeting staff will provide minutes from the previous METRO Board and Committee meetings.

**III. DISCUSSION/BACKGROUND**

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

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

The actions taken in this report tie to METRO's Stewardship and Accountability responsibility.

**V. FINANCIAL CONSIDERATIONS/IMPACT**

None.

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

None.

**VIII. ATTACHMENTS**

**Attachment A:** Draft minutes for the Board of Directors Meeting of May 15, 2020

**Attachment B:** Draft minutes for the Finance, Budget and Audit Standing Committee Meeting of June 12, 2020

**Attachment C:** Draft minutes for the Personnel/HR Standing Committee Meeting of June 12, 2020

Prepared by: Gina Pye, Executive Assistant

**IX. APPROVALS**

Alex Clifford, CEO/General Manager

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

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# Attachment A



## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) BOARD OF DIRECTORS MEETING MINUTES\* MAY 15, 2020 – 9:00AM MEETING HELD VIA TELECONFERENCE**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, May 15, 2020, via teleconference.

The Board Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com). \*Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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

- 1 **CALL TO ORDER** at 9:01 AM by Board Chair Rotkin.
- 2 **ROLL CALL:** The following Directors were **present** via teleconference, representing a quorum:

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

*Joined 9:10AM*

Additional METRO staff and presenters; presence confirmed via oral affirmative response.

Alex Clifford	CEO/General Manager
Julie Sherman	General Counsel
Angela Aitken	CFO
Kristina Mihaylova	Acting Finance Deputy Director
Gina Pye	Executive Assistant
John Urgo	Planning and Development Director
Pete Rasmussen	Transportation Planner II
Ginger Dykaar	SCCRTC, Sr. Transportation Planner

- 3 **ANNOUNCEMENTS**  
Chair Rotkin announced that today’s meeting is being broadcast by Community Television of Santa Cruz County.
- 4 **BOARD OF DIRECTORS COMMENTS**  
Hearing none, Chair Rotkin moved to the next agenda item.

# Attachment A

## **5 LABOR ORGANIZATION COMMUNICATIONS**

James Sandoval hopes the Board appreciates what the Operators have been asked to do on a daily basis; they are unsung heroes and have sacrificed financially. .

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

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

## **7 WRITTEN COMMUNICATIONS FROM MAC**

Hearing none, Chair Rotkin moved to the next agenda item.

## **CONSENT AGENDA**

**8-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF APRIL 2020**

**8-02 ACCEPT AND FILE: MINUTES OF THE APRIL 24, 2020 BOARD OF DIRECTORS MEETING AND THE MAY 8, 2020 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING**

**8-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MARCH 31, 2020**

**8-04 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE & PENDING GRANTS FOR THE THIRD QUARTER OF FY20**

**8-05 ACCEPT AND FILE: METRO PARACRUZ OPERATIONS STATUS REPORT FOR JANUARY, FEBRUARY AND MARCH 2020**

**8-06 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE THIRD QUARTER OF FY20**

**8-07 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO FIRST ALARM SECURITY & PATROL, INC. FOR SECURITY GUARD SERVICES NOT TO EXCEED \$1,831,692**

**8-08 APPROVE: CONSIDERATION OF FORMAL RATIFICATION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL ASSOCIATION OF SHEET METAL, AIR, RAIL AND TRANSPORTATION WORKERS (SMART LOCAL 0023, FIXED ROUTE) AND SANTA CRUZ METRO**

**8-09 APPROVE: CONSIDERATION OF FORMAL RATIFICATION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU LOCAL 521) AND SANTA CRUZ METRO**

**8-10 APPROVE: CONSIDERATION OF FORMAL RATIFICATION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE INTERNATIONAL ASSOCIATION OF SHEET METAL, AIR, RAIL AND TRANSPORTATION WORKERS (SMART LOCAL 0023, FIXED ROUTE) AND SANTA CRUZ METRO**

**8-11 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS**

# Attachment A

Board of Directors  
May 15, 2020  
Page 3 of 6

## **8-12 CONSIDERATION OF APPROVAL OF MUTUAL AID AGREEMENT WITH THE CALIFORNIA CENTRAL COAST AREA PUBLIC TRANSIT OPERATORS COMPRISED OF: MONTEREY SALINAS TRANSIT DISTRICT, SAN BENITO COUNTY TRANSPORTATION AUTHORITY, SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY AND THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

There was no public comment.

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

**MOTION: DIRECTOR MCPHERSON**

**SECOND: DIRECTOR PAGELER**

**MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, McPherson, Meyers, Pageler, Rothwell and Rotkin) Director Mathews was absent.**

### **REGULAR AGENDA**

#### **9 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR ERYLN OSORIO, MARIO TORRES SERRANO, MARIA SANCHEZ AND JOHN FUENTEZ**

Chair Rotkin read staff bios, thanked and congratulated everyone in absentia.

There was no public comment.

#### **10 RESOLUTIONS OF APPRECIATION: JOHN GOSE & BONNIE MORR**

Chair Rotkin thanked and congratulated everyone in absentia.

There was no public comment.

**ACTION: MOTION TO APPROVE THE RESOLUTIONS AS PRESENTED**

**MOTION: DIRECTOR LEOPOLD**

**SECOND: DIRECTOR PAGELER**

**MOTION PASSED WITH 11 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin)**

#### **11 CONSIDERATION OF ADOPTION OF RESOLUTION NO. 20-05-01 APPROVING A COMPENSATION ADJUSTMENT FOR THE CEO/GENERAL MANAGER EFFECTIVE MAY 7, 2020 AND CORRESPONDING FOURTH AMENDMENT TO THE CEO/GENERAL MANAGER'S EMPLOYMENT AGREEMENT**

Chair Rotkin explained the process and interviews the CEO Ad Hoc Committee (Committee) undertook. The Committee recommends that CEO receive a two-step increase, as last year the CEO declined to have a review during union negotiations. The district has not refused any step increases for any of its employees. The Board concluded the CEO's overall performance has been excellent, noting the improved communication during this difficult time.

Director Lind added that CEO Clifford has not requested any retroactive pay.

**General Counsel Julie Sherman, provided an oral summary of the modifications to Mr. Clifford's employment agreement being proposed for Board action.** Public comment.

James Sandoval agreed that the CEO has done a good job communicating during this environment. He said the Operators have taken cuts; they lost their bids and personnel are being laid off all around us. They requested the Board consider freezing the CEO increase until we have a better understanding of METRO's financial standing.

**7-02A.3**

# Attachment A

Bill Henson, a frequent rider, agreed that the Operators contribute to the success of METRO. He has some unorthodox ideas to improve METRO as a whole. Chair Rotkin suggested he send an email with his thoughts for review.

**ACTION: MOTION TO APPROVE THE COMMITTEE RECOMMENDATION THAT THE BOARD ADOPT RESOLUTION NO. 20-05-01 APPROVING AN INCREASE TO THE CEO/GENERAL MANAGER'S COMPENSATION TO \$21,029 PER MONTH AT STEP 4 OF THE CORRESPONDING FOURTH AMENDMENT TO THE CEO/GENERAL MANAGER'S EMPLOYMENT AGREEMENT WHICH REFLECTS A COLA INCREASE OF 2%, EFFECTIVE MAY 7, 2020 AS PRESENTED**

**MOTION: DIRECTOR LIND**

**SECOND: DIRECTOR BOTTORFF**

**MOTION PASSED WITH 11 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin)**

## **12 CEO ORAL REPORT**

CEO Clifford thanked the Board for their vote of confidence and proceeded to announce the following new hires and promotions:

- Mariano Bernal – new hire as Provisional IT Support Analyst II
- Matt Marquez – promotion from Provisional Planning Aide to Provisional Transportation Planner I
- Ryan MacDonell – promotion from Parts & Materials Lead to Parts & Materials Supervisor

CEO Clifford provided commentary to the slide presentation and thanked METRO's front line essential workers for their dedication and service.

CEO Clifford provided state and federal legislative updates stressing the current and future financial uncertainties. Director Leopold expressed surprise with APTA and their exclusion of smaller agencies in their latest proposal. Several Directors volunteered to help with APTA outreach. CEO Clifford and Chris Giglio, METRO's federal lobbyist, said the small agencies are communicating with APTA to get the message out. Further actions are anticipated in the coming days. The CARES Act and the mechanics involved in the process will be presented to the Finance Committee and the Board in June.

Director Mathews suggested METRO share the photo presentation with the County Health Officer and City jurisdictions.

## **13 COVID-19 TRANSIT FISCAL CRISIS ORAL REPORT**

CEO Clifford spoke to the slide. Discussion ensued among the assembly regarding the status of online, hybrid or in person classes at Cabrillo and UCSC. Class format decisions are anticipated after July 1, 2020. CEO Clifford asked the institutions to recognize that it is not as easy to scale back up if we scale down. METRO may be looking at a non-traditional contract in the next three to six months; a contract where the institutions continue to provide resources to METRO to provide a limited amount of service, but protect their ability to have that service in the future.

Public comments.

Bill Henson commended everyone for his or her efforts to provide education, emphasizing the transportation connection between METRO and students.

## **14 APPROVAL OF SANTA CRUZ METRO'S FY21 AND FY22 DRAFT OPERATING BUDGET, FY21 CAPITAL BUDGET AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 26, 2020**

Angela Aitken, CFO, spoke to various slides in the presentation, referring to the budget as a "pre-COVID budget"; i.e., one that would have been valid if COVID-19 had not occurred. As information continues to be received, revisions will be made for final budget adoption at the June board meeting; e.g., the reserve fund will be revised to reflect a target of 7.5M.



# Attachment A

In response to Directors' questions, CFO Aitken replied the three legislative bills proposing free fares earlier in the year, have been delayed until next year. In addition, while she hopes to have realistic sales tax receipts in time for the June board meeting, there are no certainties. Financial updates will be provided to the Board as requested. CEO Clifford added, in light of the fiscal uncertainty, METRO is analyzing current vacancies across the agency; vacated positions are not being refilled. There are no plans for a new Operator class at this time. Chair Rotkin emphasized we are doing our best to avoid layoffs.

Public comment.

James Sandoval asked if METRO would share the final amount saved through the Operators' restructuring their bid. CFO Aitken responded that information is not yet available. Chair Rotkin added monies were saved through the restructuring of Operator overtime.

## **ACTION: MOTION TO APPROVE THE SANTA CRUZ METRO'S FY21 AND FY22 DRAFT OPERATING BUDGET, FY21 CAPITAL BUDGET AND A RESOLUTION SETTING A PUBLIC HEARING ON JUNE 26, 2020 AS PRESENTED**

**MOTION: DIRECTOR MEYERS**

**SECOND: DIRECTOR GONZALEZ**

**MOTION PASSED WITH 11 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin)**

### **15 DEMONSTRATION OF NEW MOBILE TICKETING APP FOR HIGHWAY 17**

John Urgo, Planning and Development Director, introduced Pete Rasmussen, Transportation Planner, who spoke to the presentation. Several aspects of the program were highlighted; e.g., best fares types to assist financially strapped individuals, auto pay for regular customers, possible program acceleration, etc. In addition, he will be working with the disabled community to ensure accessibility.

Public comment:

James Sandoval said this program has the Operators' support as it represents a great opportunity for METRO and the customers.

### **16 TRANSIT CORRIDOR ALTERNATIVES ANALYSIS – SCREENING RESULTS AND DRAFT SHORT LIST OF ALTERNATIVES**

Chair Rotkin introduced the agenda item and highlighted the countywide partnership and available options. John Urgo, Planning and Development Director, introduced Ginger Dykaar, Santa Cruz County Regional Transportation Commission (SCCRTC) Sr. Transportation Planner, who spoke to the presentation and noted any recommendations will be presented to the SCCRTC board on June 4.

Public comments:

Guy Preston, SCCRTC Executive Director, added a few comments about the PRT and tram/trolley options, stressing they are concentrating on the structure, rather than selecting an actual vehicle at this time.

Brett Garrett's comments received via email on May 14 are attached.

### **17 ORAL PACIFIC STATION UPDATE**

CEO Clifford continues to work with the City of Santa Cruz (City) on a Memorandum of Understanding (MOU) with the hopes of presenting it to the Board at the June 2020 meeting.

There were no public comments

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

Chair Rotkin announced there would be no closed session today.

# Attachment A

Board of Directors  
May 15, 2020  
Page 6 of 6

**19 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MAY 15, 2020 AT 9:00AM AT SANTA CRUZ CITY CHAMBERS, 809 CENTER STREET, SANTA CRUZ, CA**

When announcing the next meeting above, Chair Rotkin reminded the assembly that the meeting might be teleconference only, dependent upon the public health orders in place at the time, and asked everyone to please check METRO's website for updates.

**20 ADJOURNMENT**

Chair Rotkin adjourned the meeting at 11:45AM

Respectfully submitted,

Gina Pye  
Executive Assistant

DRAFT

**7-02A.6**

# Attachment B



## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING MINUTES\* JUNE 12, 2020 – 8:00AM MEETING HELD VIA TELECONFERENCE**

A regular meeting of the Finance, Budget and Audit Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, June 12, 2020, via teleconference.

The Committee Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com). \*Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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1 **CALL TO ORDER** at 8:03 AM by Board Chair Rotkin.

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

<b>Director Trina Coffman-Gomez</b>	<b>City of Watsonville</b>	<b>joined via phone 8:04A</b>
<b>Director Donna Lind</b>	<b>City of Scotts Valley</b>	
<b>Director Donna Meyers</b>	<b>City of Santa Cruz</b>	
<b>Board Chair Mike Rotkin</b>	<b>County of Santa Cruz</b>	

Alex Clifford  
Julie Sherman

METRO CEO/General Manager  
METRO General Counsel

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

Angela Aitken  
Kristina Mihaylova  
John Urgo

METRO CFO  
METRO Interim Finance Deputy Director  
METRO Planning & Development Director

3 **ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE**

Hearing none, Chair Rotkin moved to the next agenda item.

4 **ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

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

5 **MONTHLY FINANCIAL UPDATE**

Angela Aitken, CFO, provided brief commentary to the presentation.

Discussion among the assembly ensued regarding STIC funding, methodology, etc. CEO Clifford explained that there is a two-year lag in receipt of the funds and the amount is based on submitted NTD data. On behalf of all STIC-recipient agencies, he submitted a request to the FTA that they use/freeze allocations at the 2019 data level based on the theory that the nation would be in recovery mode in two to three years and we could return to the “normal” process. To date, no response has been received from the FTA although there is a growing movement in regulatory relief requests.

# Attachment B

**ACTION: MOTION TO RECOMMEND APPROVAL OF THE MONTHLY FINANCIAL UPDATE AS PRESENTED**

**MOTION: DIRECTOR MEYERS**

**SECOND: DIRECTOR ROTKIN**

**The motion was unanimous by a roll call vote.**

There was no public comment.

**6 COVID-19 TRANSIT FISCAL CRISIS ORAL UPDATE**

Alex Clifford, CEO/General Manager, requested Agenda Items 6 and 7 be combined for discussion purposes. He then spoke to the two-year fiscal year model shared by Kristina Mihaylova. He noted that the model would be updated on a regular basis to provide advance notice of any impending fiscal cliff.

He then drew the assembly's attention to the slide on page 6.2, explaining the methodology for the use of the reserves and CARES Act funds.

There were no public comments.

**7 REVIEW AND RECOMMEND APPROVAL OF SANTA CRUZ METRO'S POLICY STATEMENT REGARDING FY20 CARRYOVER TO THE FY21 AND FY22 OPERATING BUDGET**

CEO Clifford briefly summarized and requested approval of the agenda item to the full board.

There were no public comments

**ACTION: MOTION TO RECOMMEND APPROVAL OF SANTA CRUZ METRO'S POLICY STATEMENT REGARDING FY20 CARRYOVER TO THE FY21 AND FY22 OPERATING BUDGET AS PRESENTED**

**MOTION: DIRECTOR MEYERS**

**SECOND: DIRECTOR LIND**

**The motion was unanimous by a roll call vote.**

**8 REVIEW AND RECOMMEND ADOPTION OF THE FINAL FY21 AND FY22 BUDGET, FY21 BUDGET**

Angela Aitken, CFO, provided commentary to the presentation, reminding the assembly that this is a pre-COVID budget reflecting the best information currently available. A revision is anticipated in the fall of 2020. Ms. Aitken then highlighted the slides reflecting changes since the budget was presented in May (8A.8, 8A.9, 8A.10 and 8A.15) and added commentary to slides 8A.17 and 8A.18.

In response to Chair Rotkin's inquiry regarding the timing of internet versus brick and mortar sales tax revenue, Ms. Aitken responded that they should be received simultaneously; however, the state has provided a 90-day deferral/leniency to retailers in paying their sales tax. She is concerned that if a company goes out of business during that 90 days, the revenue may be lost forever. A financial analyst is currently investigating this further. March receipts were reflected in April; April's receipts will be known on June 22 (the first complete COVID month).

CEO Clifford briefly highlighted the components and status of the proposed "Invest in America" and "CARES Act II" programs.

There were no public comments

**ACTION: MOTION TO RECOMMEND ADOPTION OF THE FINAL FY21 AND FY22 BUDGET, FY21 BUDGET AS PRESENTED**

**MOTION: DIRECTOR LIND**

**SECOND: DIRECTOR ROTKIN**

**The motion was unanimous by a roll call vote.**

# Attachment B

Finance, Budget and Audit Standing Committee Agenda  
June 12, 2020  
Page 3 of 3

## 9 REVIEW AND RECOMMEND ADOPTION OF A CODIFIED TARIFF FOR THE SANTA CRUZ METROPOLITAN TRANSIT SYSTEM

ADC provided a brief explanation of the process.

*Donna Meyers departed at 8:45A*

There were no public comments

**ACTION: MOTION TO RECOMMEND ADOPTION OF A CODIFIED TARIFF FOR THE SANTA CRUZ METROPOLITAN TRANSIT SYSTEM AS PRESENTED**

**MOTION: DIRECTOR MEYERS**

**SECOND: DIRECTOR LIND**

**The motion was unanimous by a roll call vote.**

## 10 ADJOURNMENT

Board Chair Rotkin adjourned the meeting at 8:48AM.

Respectfully submitted,

Gina Pye

Executive Assistant

DRAFT

**7-02B.3**

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# Attachment C



## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) PERSONNEL/HR STANDING COMMITTEE MEETING MINUTES\* JUNE 12, 2020 – 10:30AM MEETING HELD VIA TELECONFERENCE**

A regular meeting of the Personnel/HR Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, June 12, 2020, via teleconference.

The Committee Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com). \*Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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1 **CALL TO ORDER** at 10:30 AM by Board Chair Rotkin.

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

Director Ed Bottorff	City of Capitola
<b>Director Aurelio Gonzalez</b>	<b>City of Watsonville</b>
Director John Leopold	County of Santa Cruz
<b>Director Larry Pageler</b>	<b>County of Santa Cruz</b>
<b>Board Chair Mike Rotkin</b>	<b>County of Santa Cruz</b>

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

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

Dawn Crummié	METRO HR Director
Monik Delfin	METRO HR Deputy Director
Cayla Hill	METRO employee, representing SEA
Margo Ross	METRO COO <i>Joined at 10:35A</i>

3 **ORAL AND WRITTEN COMMUNICATIONS TO THE PERSONNEL/HR STANDING COMMITTEE**

Hearing none, Chair Rotkin moved to the next agenda item.

4 **ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

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

5 **REVIEW REQUEST FOR AUTHORIZATION OF A CUSTOMER SERVICE ASSISTANT POSITION IN THE CUSTOMER SERVICE DEPARTMENT**

Dawn Crummié, HR Director, spoke to the agenda item, providing history, methodology, etc. The responsible union has agreed to the attached job description and wage scale. There was a brief discussion among the assembly regarding the wage scale steps and career ladder opportunities. It was noted that the starting salary cannot be determined until a qualified candidate is identified.

Director Gonzalez asked about the job duties of the position. Ms. Crummié responded the position would handle incoming complaints, ensuring procedure compliance, among other things. CEO Clifford added

# Attachment C

one of the focused functions of the position would be to provide future reports showing METRO's timely response(s). In addition, a financial analyst is currently establishing KPIs such that this type of statistic(s) will be shared going forward.

There were no public comments.

**ACTION: MOTION TO RECOMMEND THE AUTHORIZATION OF A CUSTOMER SERVICE ASSISTANT POSITION IN THE CUSTOMER SERVICE DEPARTMENT AS PRESENTED**

**MOTION: DIRECTOR PAGELER**

**SECOND: DIRECTOR GONZALEZ**

**The motion was unanimous by a roll call vote.**

## 7 **ADJOURNMENT**

Board Chair Rotkin adjourned the meeting at 10:45 AM.

Respectfully submitted,

Gina Pye

Executive Assistant

DRAFT





**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF APRIL 30, 2020**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Year to Date Monthly Financial Report as of April 30, 2020**

**II. SUMMARY OF ISSUES**

- An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.
- This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of April 30, 2020."
- Staff recommends that the Board of Directors accept and file the attached report.

**III. DISCUSSION/BACKGROUND**

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of April 30, 2020. The fiscal year has elapsed 83%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of April 30, 2020

Slide 2

FY20 Operating Revenue and Expenses for the Month Ending April 30, 2020

- Operating Revenues for the month are unfavorable by \$1,321K
- Operating Expenses
  - Labor Regular - favorable by \$240K
  - Labor OT - unfavorable by \$19K
  - Fringe Benefits – unfavorable by \$199K
  - Non-Personnel - favorable by \$131K

- Total Operating Expenses – favorable by \$154K
- Transfers – unfavorable by \$45K
- Operating Balance – unfavorable by \$1,122K\*  
\*Expected to be covered by CARES Act funds

Slide 3

FY20 Operating Revenue and Expenses Year to Date as of April 30, 2020

- Operating Revenues for the month are unfavorable by \$1,209K
- Operating Expenses
  - Labor Regular - favorable by \$874K
  - Labor OT - unfavorable by \$1,185K
  - Fringe Benefits – favorable by \$540K
  - Non-Personnel - favorable by \$98K
- Total Operating Expenses –favorable by \$326K
- Transfers – favorable by \$133K
- Operating Balance – unfavorable by \$1,015K\*  
\*Expected to be covered by CARES Act funds

Slide 4

FY20 Operating Revenue by Major Funding Source - Year to Date as of April 30, 2020

- Passenger Fares- actual is \$7,441K while budget is \$8,664K
- Sales Tax Revenue (including Measure D)- actual is \$21,733K while budget is \$22,143K
- Other Revenue- actual is \$955K while budget is \$660K
- TDA – actual is \$6,047K while budget is \$5,649K
- Federal Op Assistance – actual is \$4,442K while budget is \$4,441K
- STA – Op Assistance – actual is \$1,995K while budget is \$2,265K
- STIC – Op Assistance – actual and budget are both \$2,619K

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of April 30, 2020 are as follows:

- Passenger Fares variance to budget is unfavorable by \$1,223K due to:
  - COVID-19 global health pandemic (Free Fares)

- Sales Tax Revenue variance to budget is unfavorable by \$410K due to lower than anticipated receipts due to COVID-19 decreasing sales.
- Other Revenue variance to budget is favorable by \$295K primarily due to Interest income (average cash balance at the County Treasury being much higher than budgeted).
- TDA variance to budget is favorable by \$398K due to the amended and increased TDA claim (based on actual FY19 TDA revenues).
- STA – Op Assistance variance to budget is unfavorable by \$270K due to lower allocations of funds as per SCO estimate from November 21, 2019.

Slide 5

FY20 Operating Expenses by Major Expense Category Year to Date as of April 30, 2020

- Labor - Regular- actual is \$13,691K while budget is \$14,565K
- Labor – OT - actual is \$2,740K while budget is \$1,555K
- Fringe Benefits - actual is \$19,227K (*of which \$5,590K is the Retirement Expense YTD due to prepayment of the CalPERS UAL in FY20*) while budget is \$19,767K
- Services - actual is \$3,319K while budget is \$3,318K
- Mobile Materials & Supplies - actual is \$2,215K while budget is \$2,217K
- Other Expenses - actual is \$2,253K while budget is \$2,351K.

Favorable/ (Unfavorable) Expense Variance to Budget Year to Date as of April 30, 2020 are as follows:

- Labor – Regular variance to budget is favorable by \$874K due to:
  - Vacant funded positions
  - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$1,185K due to vacant positions and extended leaves of absence in various departments, as well as COVID-19 related additional duties.
- Fringe Benefits variance to budget is favorable by \$540K primarily due to lower medical and retirement costs YTD.
- Services variance to budget is unfavorable by \$1K primarily due to Temp Help (offset by savings in Personnel Expenses).
- Mobile Materials & Supplies variance to budget is favorable by \$2K due to Rev Vehicle Parts and Fuel & Lube Rev Veh under budget.
- Other Expenses variance to budget is favorable by \$115K primarily due to Misc. expenses (Employee Training).

Slide 6

FY20 Transfers Year to Date as of April 30, 2020

- Transfer to Capital Budget (2016 Net Sales Tax Measure D) - actual is \$1,837K while budget is \$1,705K.
- Transfer to Capital Budget (2016 Net Sales Tax Measure D) variance to budget is favorable by \$132K.

Slide 7

FY20 Capital Budget Spending Year to Date (by Funding Source) as of April 30, 2020

- Total Capital Spending year to date is \$5,604K; FY20 budget is \$33.7M
  - Low Carbon Transit Operations Program (LCTOP) spending is \$793K
  - Operating and Capital Reserve Fund spending is \$457K
  - Federal Capital Grants (FTA) spending is \$1,552K
  - Transfers from Operating Budget (Measure D) spending is \$1,246K
  - State Transportation Improvement Plan (STIP) spending is \$308K
  - State – PTMISEA (1B) spending is \$70K
  - Surface Transportation Block Grant (STBG) spending is \$500K
  - STA – SGR spending is \$674K
  - STA – SB1 spending is \$4K.

Slide 8

FY20 Capital Budget Spending Year to Date as of April 30, 2020

- Total Capital Projects spending year to date is \$5,604K; FY20 budget is \$33.7M
  - Revenue Veh Replacement & Campaigns – Electrification Projects spending is \$826K for the following projects:
    - Electric Bus (1) – Watsonville Circulator DAC (FY15/16 LCTOP)
    - EV Charging Infrastructure @ JKS (10 Bays) (FY19 LCTOP)
    - Completion of JKS Facility – ZEB Yard Changing Infrastructure
  - Non-Revenue Vehicle Purchases & Replacements spending is \$25K for the following project:
    - Replace Custodial Support Vehicle (1) (FTA 5339a FY18)
  - Fleet & Maintenance Equipment spending is \$81K for the following project:
    - Bus Yard Scrubber/Sweeper (FTA 5339a FY18)

- Heavy Duty Opacity Smoke Meter
- Office Equipment spending is \$9K for the following project:
  - Workstations & Cubicles (HR)
- Misc. Projects spending is \$73K for the following project:
  - JKS Repeater Back-Up/Kite Hill Repeater Site
  - Ticket Vending Machine-SLV-Installation Costs
  - Square Cash Registers for Customer Service (2)
  - 2<sup>nd</sup> ID Card Printer (Pacific Station)
  - Watsonville Transit Mural
- Construction Related Projects spending is \$36K for the following projects:
  - New METRO Owned ParaCruz Facility (Grant Match for FTA5339(b))
  - Pacific Station/Metro Center – Conceptual Design/MOU
- IT Projects spending is \$6K for the following projects:
  - Replacement Laptops (4)
- Facilities Repairs & Improvements spending is \$491K for the following projects:
  - Vernon Generator Replacement Project
  - Fuel Management System (FTA 5339a FY17 & FY18, Reserves)
  - Facilities Improvements:
    - ADA Handrail (WTC)
    - Fencing at 138 Golf Club
  - Fire Egress
  - Awning – Fueling Station
  - Security Cameras Install (JKS)
  - Concrete Surface Repair – Bus Yard (FTA 5339a FY18)
- Revenue Vehicle Replacements & Campaigns spending is \$4,058K for the following projects:
  - CNG Replacements (4 40') (FTA 5339b FY17)
  - 2 ZEBs (FY18 STIP, LPP, HVIP)
  - AVL/ITS (FY18 STIP, Measure D)
  - VTA Bus Transfer – Decommission & Retrofit
  - CNG Bus (1) – (STBG FY17 – via SCCRTC)

- Year 3 of 6 – Capitalized Lease – Principal only (3 New Flyer Buses)
- Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)
- Cameras on Buses #2

Slide 9

(Cover Sheet) - Additional Information

Slide 10

Additional Information for the Month of April 2020

- Unemployment Rate % in Santa Cruz County is 17.4%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$2.86;  
\$ Diesel is \$3.28
- Ridership YTD as of April 2020 changed as follows, year-over-year (FY19 – FY20):
  - 17.4% decrease in Total ridership
  - 17.0% decrease in Highway 17 ridership
  - 17.4% decrease in Local ridership
  - 21.2% decrease in UCSC ridership
  - 18.6% decrease in Cabrillo ridership
  - 11.6% decrease in Non-Student ridership
- Enrollment Information, year-over-year (2018/19 – 2019/20):
  - UCSC: Fall (Total On-campus) enrollment decreased 0.09%
  - Cabrillo: Fall enrollment increased 9.2%

Actual Spring 2020 enrollment for UCSC and Cabrillo will be available later in the year.

Slide 11

FY20 Operating Revenue, Expenses, and Transfers Year to Date as of May 31, 2020: Preliminary

- Revenue – unfavorable by \$4,569K
- Operating Expenses:
  - Personnel Expenses - favorable by \$510K
  - Non-Personnel - favorable by \$164K
- Total Operating Expenses - favorable by \$674K
- Transfers – unfavorable by \$1K
- Operating Balance – unfavorable by \$3,894K\*

\*Expected to be covered by CARES Act funds

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report pertains to METRO's Financial Stability, Stewardship & Accountability.

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

Favorable budget variances in Operating Revenues and Expenses contributed to higher than anticipated Transfer to Capital Budget and favorable budget variance in Operating Balance, Year to Date as of April 30, 2020.

#### **VI. CHANGES FROM COMMITTEE**

None.

#### **VII. ALTERNATIVES CONSIDERED**

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


#### **VIII. ATTACHMENTS**

**Attachment A:** Year to Date Monthly Financial Report as of April 30, 2020  
Presentation


Prepared by: Caitlin Nelson, Financial Analyst

**IX. APPROVALS**

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

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_





# **Year to Date Monthly Financial Report as of April 30, 2020**

Santa Cruz METRO Board of Directors

*June 26, 2020*

Angela Aitken, Chief Financial Officer

# FY20 Operating Revenue and Expenses

## For the Month Ending April 30, 2020

83% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Operating Revenue:</b>	<b>\$1,878</b>	<b>\$3,199</b>	<b>(\$1,321)</b>
<b>Operating Expenses:</b>			
Labor - Regular	\$1,216	\$1,456	\$240
Labor - Overtime	\$174	\$155	(\$19)
Fringe Benefits	\$1,771	\$1,572	(\$199)
Non-Personnel Expenses	\$658	\$789	\$131
<b>Total Operating Expenses:</b>	<b>\$3,819</b>	<b>\$3,973</b>	<b>\$154</b>
<b>Transfers:</b>	<b>(\$125)</b>	<b>(\$171)</b>	<b>(\$45)</b>
<b>Operating Balance:</b>			<b>(\$1,122)*</b>

\* Expected to be covered by CARES Act funds

# FY20 Operating Revenue and Expenses

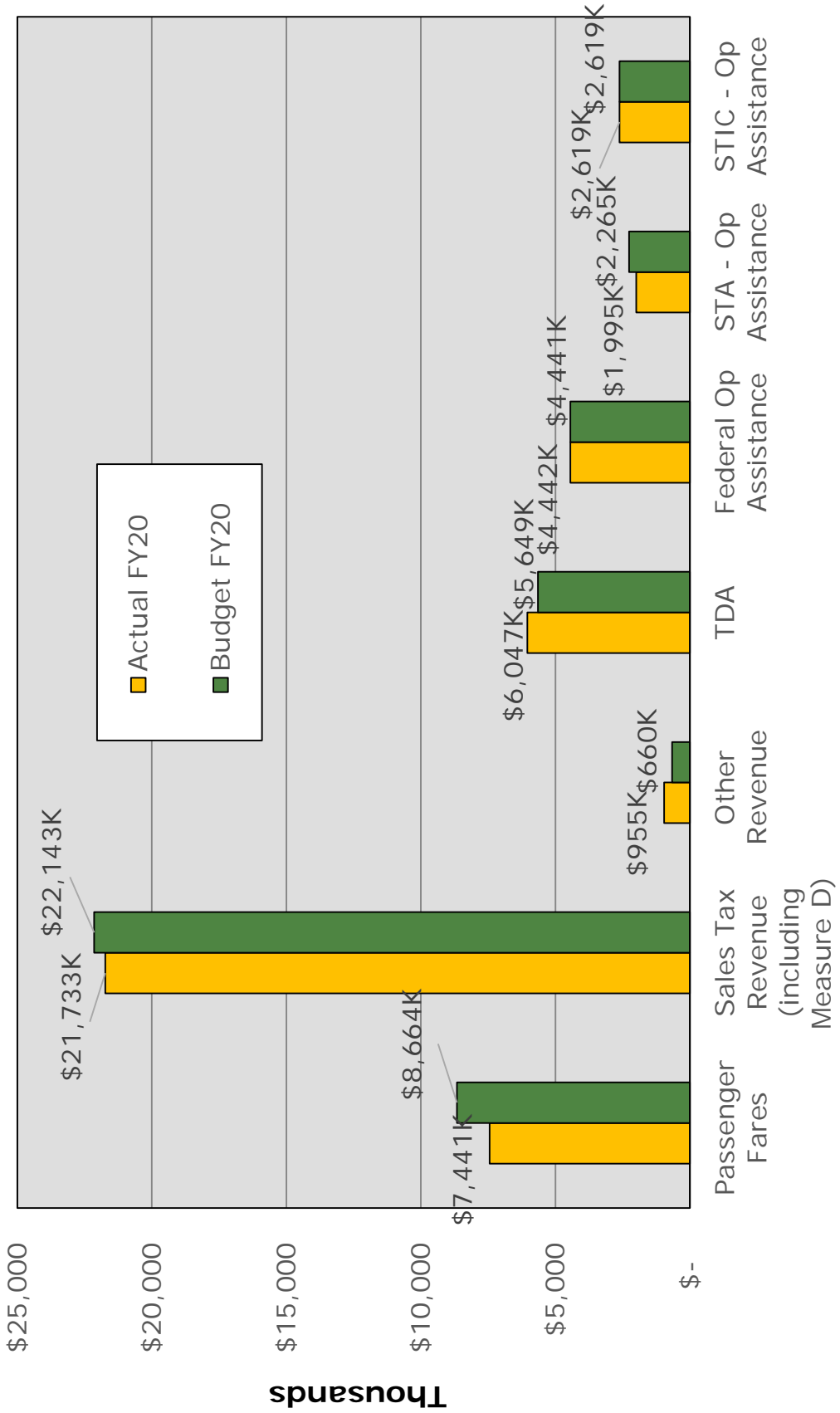
Year to Date as of April 30, 2020

83% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Operating Revenue:</b>	<b>\$45,233</b>	<b>\$46,442</b>	<b>(\$1,209)</b>
<b>Operating Expenses:</b>			
Labor - Regular	\$13,691	\$14,565	\$874
Labor - Overtime	\$2,740	\$1,555	(\$1,185)
Fringe Benefits	19,227	\$19,767	\$540
Non-Personnel Expenses	\$7,787	\$7,885	\$98
<b>Total Operating Expenses:</b>	<b>\$43,446</b>	<b>\$43,772</b>	<b>\$326</b>
<b>Transfers:</b>	<b>(\$1,838)</b>	<b>(\$1,705)</b>	<b>\$133</b>
<b>Operating Balance:</b>			<b>(\$1,015)*</b>

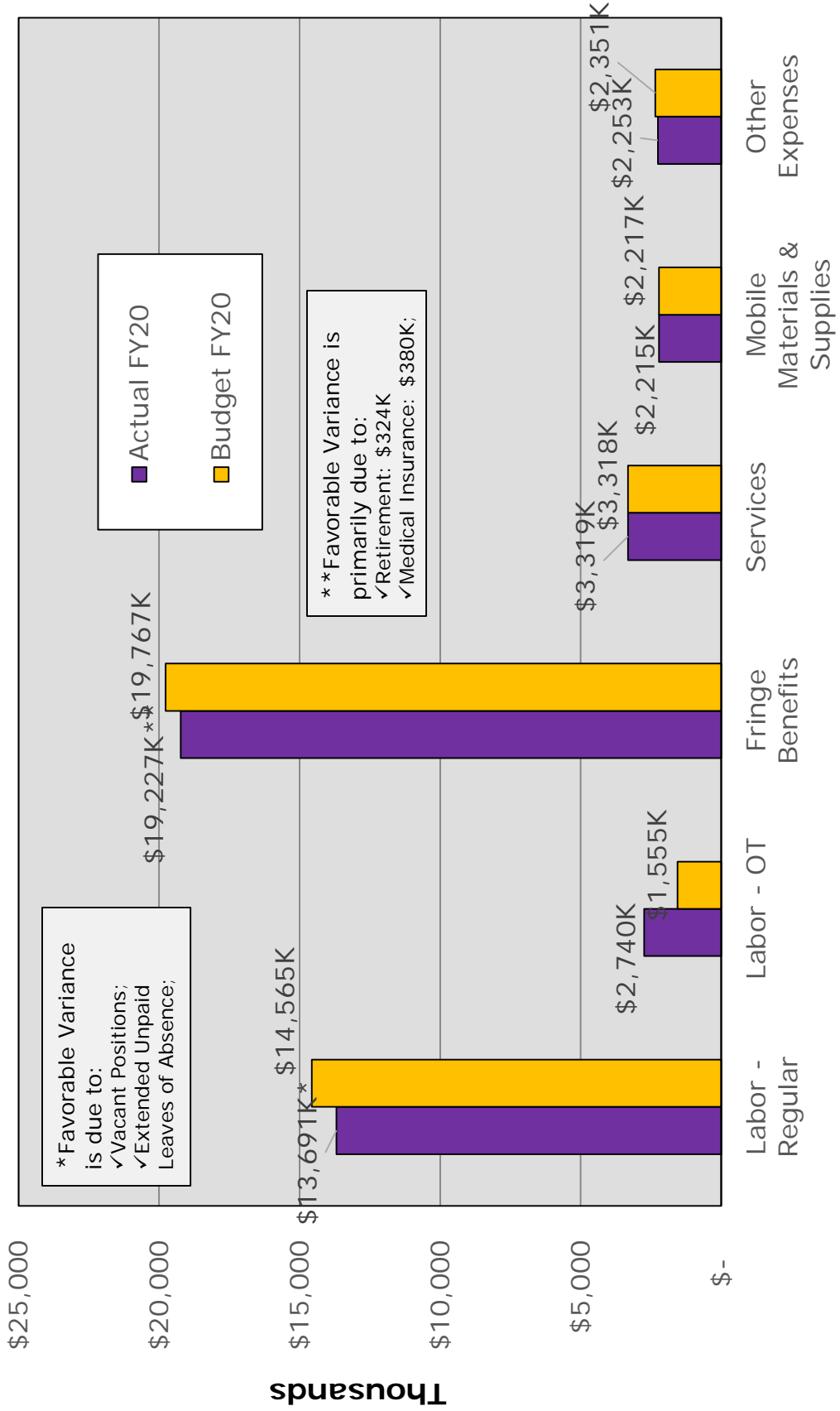
\* Expected to be covered by CARES Act funds

# FY20 Operating Revenue by Major Funding Source Year to Date as of April 30, 2020: 83% of Fiscal Year Elapsed

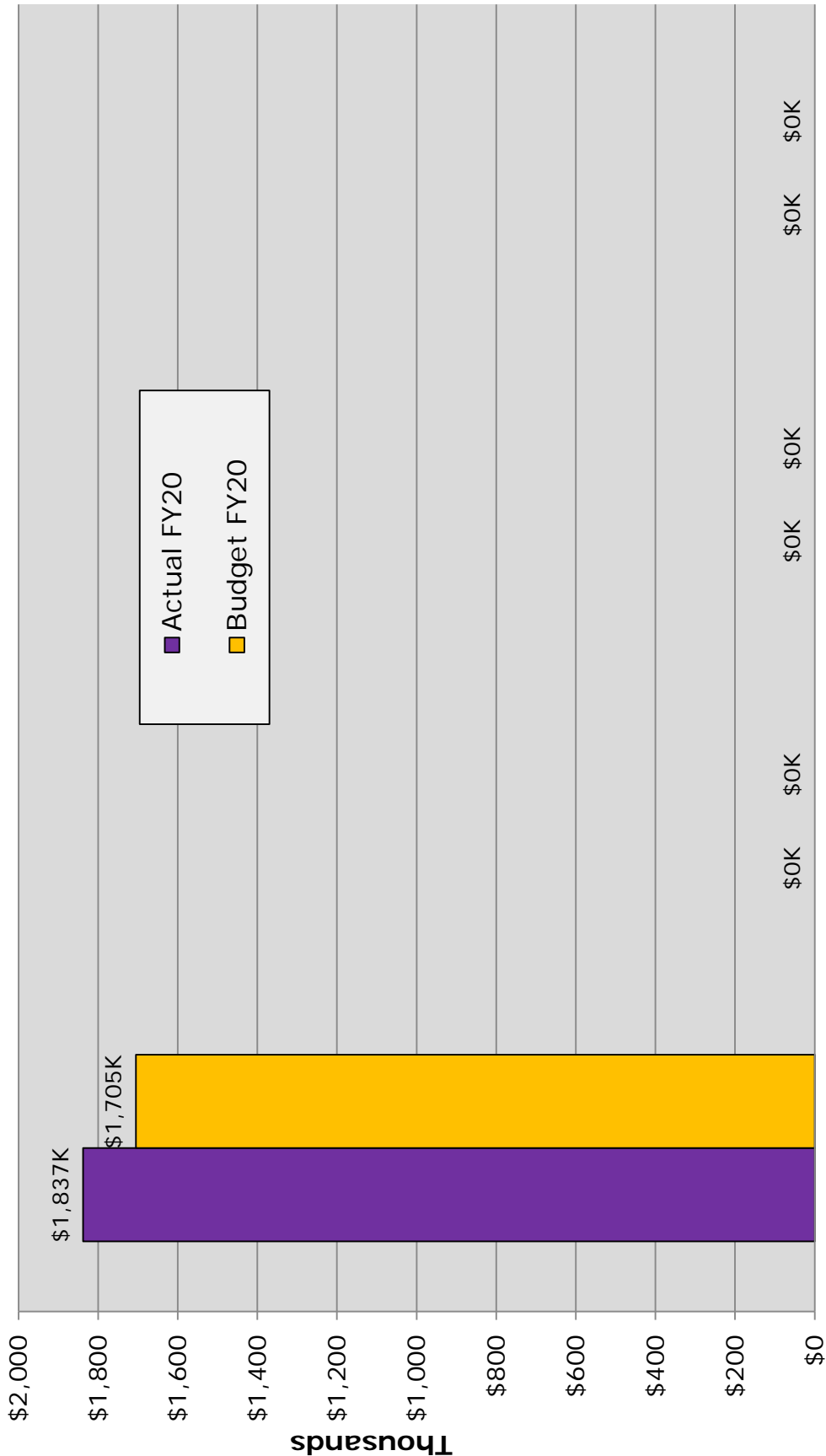


# FY20 Operating Expenses by Major Expense Category Year to Date as of April 30, 2020

83% of Fiscal Year Elapsed



**FY20 Transfers**  
**Year to Date as of April 30, 2020**  
**83% of Fiscal Year Elapsed**



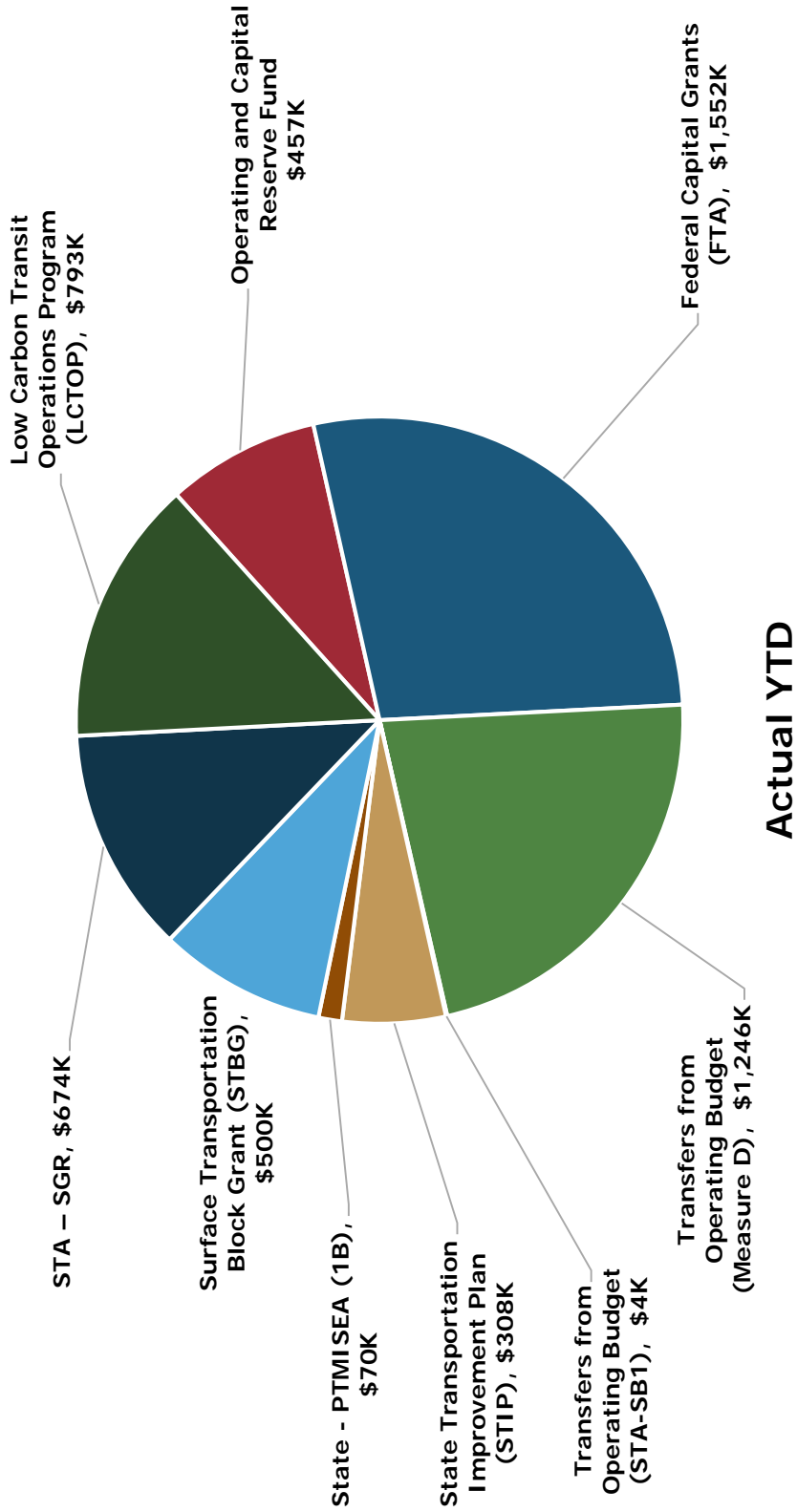
Transfer to Capital Budget ( 2016 Net Sales Tax Measure D)      STA-Operating, Includes SB1)      Reserve Fund (Fuel Tax)      Capital Reserve Fund

# FY20 Capital Budget:

Spending Year to Date (by Funding Source) as of April 30, 2020

83% of Fiscal Year Elapsed

	Actual YTD	Total FY20 Budget	% Spent YTD
<b>Total Capital Funding:</b>	<b>\$5,604,329</b>	<b>\$33,674,925</b>	<b>17%</b>

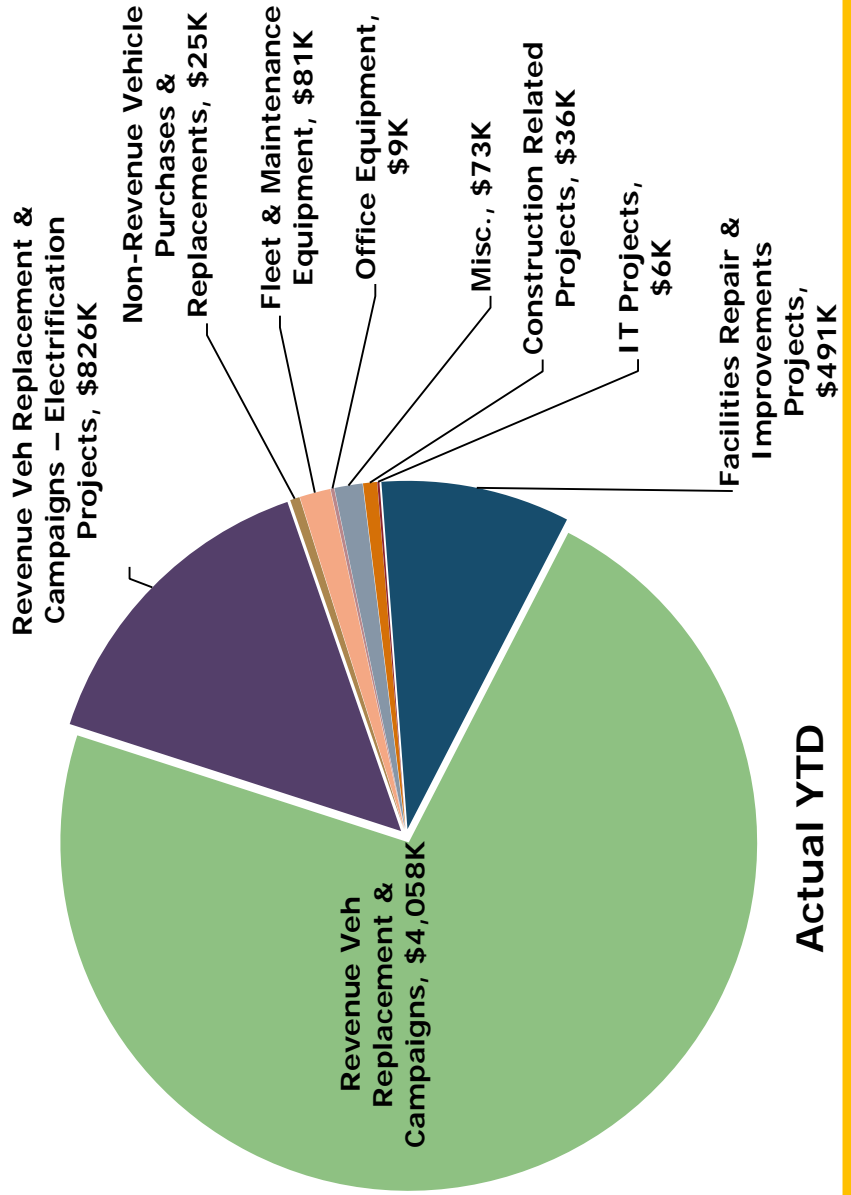


# FY20 Capital Budget:

Spending Year to Date as of April 30, 2020

83% of Fiscal Year Elapsed

	Actual YTD	Total FY20 Budget	% Spent YTD
Total Capital Projects:	\$5,604,329	\$33,674,925	17%

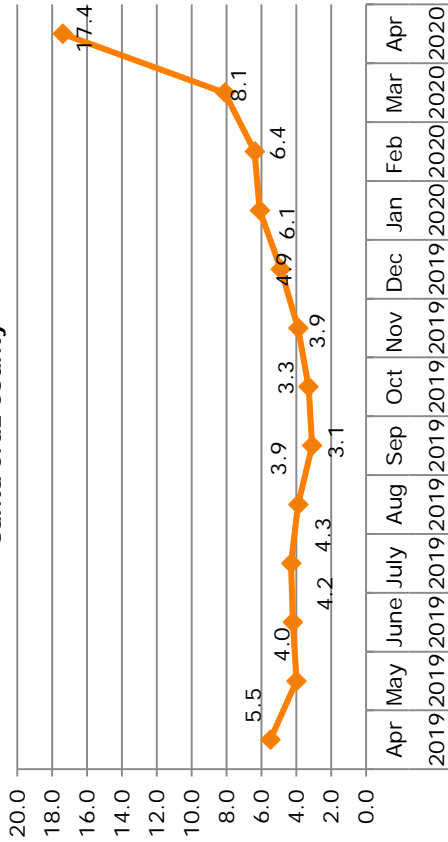




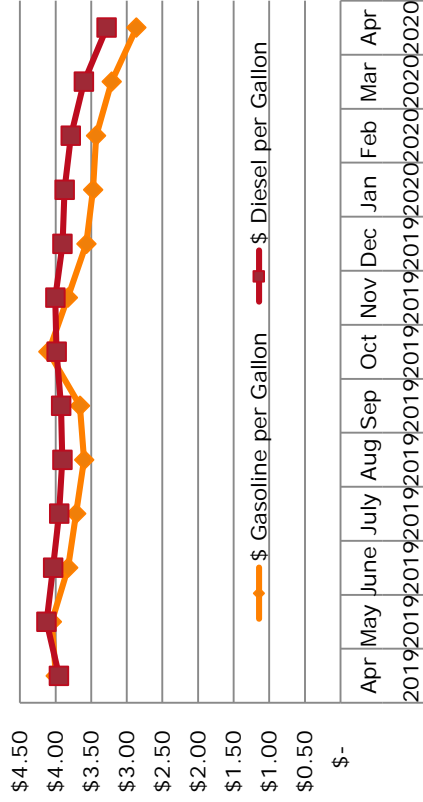
# Additional Information

# Economic Indicators & Ridership:

Unemployment Rate %  
Santa Cruz County



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



FY19-20 Ridership: April YTD			
Ridership	FY19	FY20	% Change
<b>Total</b>	4,179,140	3,451,783	-17.4%
Hwy 17	237,138	196,883	-17.0%
Local	3,942,002	3,254,900	-17.4%
UCSC	2,193,104	1,728,041	-21.2%
Cabrillo	269,342	219,367	-18.6%
Non-Student	1,479,556	1,307,492	-11.6%

Enrollment Information			
UCSC	Winter (Total On-campus) *		% Change
	2018/19	2019/20	
18,604	18,621	0.09%	
Fall*			
Cabrillo	2018/19		% Change
	11,490	12,548	9.2%

\*Actual Spring 2020 enrollment for UCSC and Cabrillo will be available later in the year.

FY20 Operating Revenue, Expenses, and Transfers:  
Year to Date as of May 31, 2020: PRELIMINARY:

92% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Revenue:</b>	<b>\$46,397</b>	<b>\$50,966</b>	<b>(\$4,569)</b>
<b>Operating Expenses:</b>			
Personnel Expenses	\$38,561	\$39,071	\$510
Non-Personnel Expenses	\$8,510	\$8,674	\$164
<b>Total Operating Expenses:</b>	<b>\$47,071</b>	<b>\$47,745</b>	<b>\$674</b>
<b>Transfers:</b>			
Transfers to Capital Budget	\$1,874	\$1,875	(\$1)
Transfers to Operating and Capital Reserve Fund	\$0	\$0	\$0
<b>Total Transfers:</b>	<b>\$1,874</b>	<b>\$1,875</b>	<b>(\$1)</b>
<b>Operating Balance:</b>			<b>(\$3,894) *</b>

\* Expected to be covered by CARES Act funds

# Questions



**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, DBE Liaison Officer, CFO  
**SUBJECT: ACCEPT AND FILE THE SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

## **I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Semi-Annual Report on the status of METRO's Disadvantaged Business Enterprise Program**

## **II. SUMMARY**

- As a recipient of federal funds, Santa Cruz Metropolitan Transit District (METRO) participates in the federal Disadvantaged Business Enterprise (DBE) Program as specified in Title 49, Code of Federal Regulations, Part 26 (49 CFR 26).
- The Federal Transit Administration (FTA) requires METRO to recalculate its DBE goal triennially and to report goal attainment semi-annually as a requirement to receive federal funds.
- METRO's FFY18-20 goal for DBE participation is 1.93% of all federally funded procurements with competitive contract bidding opportunities.
- A semi-annual report is provided to the Board in concurrence with the FTA reporting schedule per METRO's DBE Policy.
- October 1, 2019 – March 31, 2020, METRO's DBE attainment was 0.00% for contracts awarded, payments on ongoing contracts, and payments on completed contracts.

## **III. DISCUSSION/BACKGROUND**

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

The FTA requires each qualified recipient of more than \$250,000 annually in federal funds to implement a DBE program, recalculate a DBE goal triennially, and report its goal attainment semi-annually, as specified by 49 CFR 26. METRO received approximately \$29.8 million from the FTA in FFY20 and, therefore, must maintain a DBE Program. The growth in federal funding, compared to previous fiscal years, is due to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Formula Operating Assistance, which provided METRO an additional \$20.7 million in FY20.

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

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

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

Filing and accepting the semi-annual report on the status of METRO's Disadvantaged Business Enterprise Program aligns with METRO's goal of Financial Stability, Stewardship & Accountability because failing to do so jeopardizes the receipt of federal funding.

#### **V. DBE STATUS**

METRO's current DBE goal is 1.93% as seen in METRO's DBE semi-annual report for the period covering October 1, 2019 – March 31, 2020 provided as Attachment A. During this reporting period, METRO's DBE attainment for contracts awarded, payments on ongoing contracts, and payments on completed contracts is 0.00%, 0.00%, and 0.00%, respectively.

METRO did not award or close any large construction procurements with subcontracting opportunities for DBEs during this reporting period. The majority of METRO's federal capital funds were obligated for revenue and non-revenue

vehicle replacements for which the Transit Vehicle Manufacturer (TVM) reports DBE participation, not METRO.

**VI. UPCOMING DBE OPPORTUNITIES**

In the second half of FFY20, METRO will have approximately \$3.3 million in contract opportunities. Over \$2.5 million of those funds will be spent on ten construction procurements, which allow for subcontracting opportunities with DBEs. METRO encourages prime contractors to subcontract portions of the work to facilitate participation by DBEs and other small businesses to assist METRO in meeting their DBE goal.

**VII. FINANCIAL CONSIDERATIONS/IMPACT**

The DBE Program has direct expenses of less than \$850 for publishing ads and public hearing notices. Failure to update the goal and submit semi-annual reports would jeopardize METRO's receipt of over \$29.8 million in federal financial assistance in FFY20.

**VIII. CHANGES FROM COMMITTEE**

N/A

**IX. ALTERNATIVES CONSIDERED**

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

**X. ATTACHMENTS**

**Attachment A:** June 1, 2020 DBE Semi-Annual Report (October 1, 2019 – March 31, 2020)

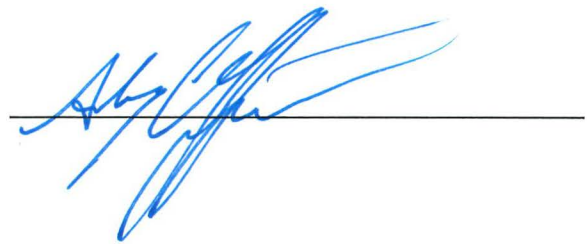
Prepared by: Cayla Hill, Planning Analyst

**IX. APPROVALS**

Approved as to fiscal impact:  
Angela Aitken,  
DBE Liaison Officer & CFO



Alex Clifford, CEO/General Manager





# Attachment A

## UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

### FTA Section

\*\*Please refer to the instruction sheet for directions on filling out this form\*\*

1	Submitted to (check only one)	<input type="checkbox"/> FHWA	<input type="checkbox"/> FAA	<input checked="" type="checkbox"/> FTA - Recipient ID Number 1622
2	Grant Number(s) (FTA Recipients):			
3	Federal Fiscal year in which reporting period falls:	FFY2020	4. Date This Report Submitted:	5/29/2020
5	Reporting Period:	<input checked="" type="checkbox"/> Report due for period Oct 1-Mar 31		<input type="checkbox"/> Report due for period April 1-Sep 30
6	Name and address of Recipient:	Recipient or subrecipient completing this form		
7	Annual DBE Goal(s):	Race Conscious Projection: 0.00%	Race Neutral Projection: 1.93%	OVERALL Goal: 1.93%

### Awards/Commitments this Reporting Period

		A	B	C	D	E	F	G	H	I
A	<b>AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD</b> <small>(Total contracts and subcontracts committed during this reporting period)</small>	Total Federal Share Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs/Race Conscious (dollars)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8	Prime contracts awarded this period (Standard Agreements)	\$ 363,443.96	10	\$ -	0			\$ -	0	0%
9	Subcontracts awarded/committed this period (3rd Party Contracts)	\$ -	0	\$ -	0	\$ -	0	\$ -	0	0%
10	<b>TOTAL</b>			\$ -	0	\$ -	0	\$ -	0	0.00%

		A	B	C	D	E	F
B	<b>BREAKDOWN BY ETHNICITY &amp; GENDER</b>	Total to DBE (dollar amount)			Total to DBE (number)		
		Women	Men	Total	Women	Men	Total
11	Black American	\$ -	\$ -	\$ -	0	0	0
12	Hispanic American	\$ -	\$ -	\$ -	0	0	0
13	Native American	\$ -	\$ -	\$ -	0	0	0
14	Asian-Pacific American	\$ -	\$ -	\$ -	0	0	0
15	Subcontinent Asian Americans	\$ -	\$ -	\$ -	0	0	0
17	Non-Minority	\$ -	\$ -	\$ -	0	0	0
17	<b>TOTAL</b>	\$ -	\$ -	\$ -	0	0	0

### Payments Made this Reporting Period

		A	B	C	D	E	F
C	<b>PAYMENTS ON ONGOING CONTRACTS</b>	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18	Prime and subcontracts currently in progress	4	\$ 709,364.82	0	\$ -	0	0.00%

		A	B	C	D	E
D	<b>TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD</b>	Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19	Race Conscious	0	\$ -	\$ -	\$ -	#DIV/0!
20	Race Neutral	4	\$ 163,194.05		\$ -	0.00%
21	Totals	4	\$ 163,194.05		\$ -	0.00%

22 Submitted by: Cayla Hill	23. Signature:	24. Phone Number: 831-420-2581
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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, CFO & DBELO  
**SUBJECT: ACCEPT THE PROPOSED DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL OF 2.65% FOR FEDERALLY FUNDED PROCUREMENTS FOR FFY21 - FFY23 AND OPEN THE PUBLIC COMMENT PERIOD BEGINNING JUNE 26, 2020**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept the proposed DBE Goal for FFY21 – FFY23 and open a 45-day Public Comment Period beginning June 26, 2020 for METRO to receive comments**

**II. SUMMARY**

- As a recipient of Federal Transit Administration (FTA) Funds, the Santa Cruz Metropolitan Transit District (METRO) is required to comply with Title 49 of the Code of Federal Regulations, Part 26 (49 CFR Part 26), which states that grantees must establish and implement a Disadvantaged Business Enterprise (DBE) program and set DBE participation targets in Department of Transportation (DOT) Assisted contracts.
- METRO staff calculated the proposed DBE Goal for FFY21-FFY23 of 2.65%, using the goal setting methodology in Attachment A.
- METRO's Public Notice announcing its proposed DBE Goal for FFY21-FFY23 will be published in the Santa Cruz Sentinel, the Register-Pajaronian, at METRO's Administrative office, its transit centers and on its website.
- METRO will accept public comments on the proposed goal and its rationale during the 45-day comment period beginning June 26, 2020 through August 10, 2020.
- Any comments received during the public comment period will be provided to the Board of Directors (Board) at its August 28, 2020 meeting.

**III. DISCUSSION/BACKGROUND**

The FTA requires that any recipient expending more than \$250,000 in FTA funds on contracting opportunities annually must set a DBE Goal. METRO will receive approximately \$3,179,455 in FTA funding FFY21 through FFY23 and has set a proposed DBE Goal on the anticipated projects.

Using the goal setting methodology in Attachment A, METRO staff recommends an overall DBE goal of 2.65% for Department of Transportation (DOT) assisted contracts. This three-year goal was calculated using current federally funded projects, as well as anticipated future grant awards that METRO is likely to receive. If future grant awards are either not received or are significantly different than projected, METRO will adjust the DBE goal, as necessary.

The purpose of the DBE program is to increase the opportunities for minority, veteran-owned, and women-owned small businesses to participate in federally funded projects. The primary objective of the DBE program is to provide a level playing field on which DBEs can compete fairly for DOT-assisted contracts. Establishing a level playing field helps to guarantee nondiscrimination in the award and administration of DOT-assisted contracts. Only certified firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs in California.

It is the policy of METRO to ensure that DBEs have an equal opportunity to receive and participate in DOT-assisted contracts. METRO will never exclude any person from participating in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, national origin, disability or sexual orientation.

At this time, METRO staff is requesting that the Board accept the proposed DBE goal of 2.65% and open the 45-day public comment period. Any comments received during the comment period will be provided to the Board at its August 28, 2020 meeting.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This action aligns to the following strategic priorities:

- Financial Stability, Stewardship & Accountability
- Strategic Alliances and Community Outreach

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

METRO staff anticipates that there will be costs associated with the outreach efforts to gather public comments, including the costs for publication in the Santa Cruz Sentinel and the Watsonville Pajaronian, but does not anticipate that it will be more than \$1,500. Adopting the proposed DBE Program Goal for FFY21 – FFY23 has no significant financial impact. However, contracts funded with FTA assistance will be monitored for DBE goal achievement and reported to FTA on a semiannual basis.

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

- There is no alternative. METRO is required to commence this process or its receipt of federal grant funds will be jeopardized.

**VIII. ATTACHMENTS**

**Attachment A:** FFY21 – FFY23 DBE Overall Goal and Goal Setting Methodology

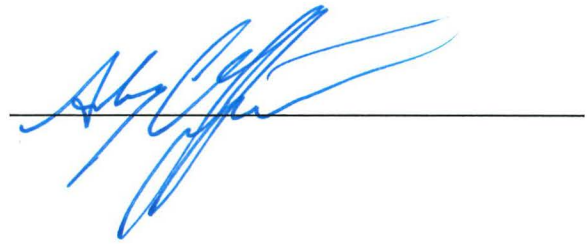
Prepared by: Wondimu Mengistu, Grants/Legislative Analyst  
Greg Willis, Purchasing Manager  
Rickie-Ann Kegley, Paralegal  
Joan Jeffries, Purchasing Assistant  
Cayla Hill, Planning Analyst

**IX. APPROVALS**

Approved as to fiscal impact:  
Angela Aitken,  
DBE Liaison Officer & CFO



Alex Clifford, CEO/General Manager



# Attachment A



## **Federal Fiscal Year FFY21-FFY23 Disadvantaged Business Enterprise Overall Goal and Goal Setting Methodology**

### **I. INTRODUCTION**

The Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”) is the sole public transit operator in Santa Cruz County, and operates its transit services through 4 transit centers and 996 bus stops. It has a fleet of 98 buses to operate 26 routes. Santa Cruz METRO also provides paratransit services utilizing a fleet of shuttles and mini-vans. Santa Cruz METRO’s service area is the entire county, with a population of 273,213<sup>1</sup>, and provides over 5 million rides annually. As a recipient of Federal Transit Administration funding, Santa Cruz METRO is required to have a Disadvantaged Business Enterprise (DBE) Program and develop and submit a Triennial Overall DBE Goal for its FTA-assisted capital projects.

Santa Cruz METRO herein sets forth its Overall DBE goal and corresponding federally prescribed goal-setting methodology for the three-year FFY21-FFY23 period (October 1, 2020 through September 30, 2023), pursuant to Title 49 Code of Federal Regulations (CFR) Part 26 “Participation by Disadvantaged Business Enterprises in U.S. Department of Transportation Programs.” The purpose of the DBE goal-setting process is to level the playing field so that DBEs can compete fairly for Department of Transportation-assisted contracts, however, the program must be narrowly tailored in accordance with applicable law.

Santa Cruz METRO anticipates receiving approximately \$3,179,455 in federal funding for its capital project expenditures from October 1, 2020 through September 30, 2023, and has developed a 2.65% DBE Goal, with a 100% race neutral and 0% race conscious split to be applied to this funding. Santa Cruz METRO does not have FTA sub-recipients or pass-through FTA funds to other agencies; therefore, sub-recipient contracting opportunities do not exist and are not included in the goal calculation.

Santa Cruz METRO will periodically evaluate the goal and the award of federally assisted contracts to determine whether the present goal continues to be realistic or whether mid-course adjustments will be necessary. The DBE goal developed for FTA-assisted contracts identify the relative availability of DBEs, based on evidence of ready, willing and able DBEs in relationship to all comparable businesses that are likely to be available to compete for Santa Cruz METRO’s FTA-assisted contracts. The three-year overall goal reflects Santa Cruz METRO’s determination of the level of DBE participation that would be expected absent the effects of discrimination.

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<sup>1</sup> <https://www.census.gov/quickfacts/santacruzcountycalifornia>

# Attachment A

## II. FTA-ASSISTED CONTRACTING OPPORTUNITIES FOR FFY21-FFY23

**Table 1** represents Santa Cruz METRO’s FTA-assisted contracting opportunities, which consist of both projects that Santa Cruz METRO has already been awarded the funding for, and anticipated projects based on current and planned grant applications. These projects, which include Construction, Professional Services and Materials/Supplies contracting opportunities, are as follows:

<b>Project Name/Description</b>	<b>Estimated Total Project Cost in Period</b>
Maintenance Facility Interior Rehabilitation	\$150,000.00
Fuel and Wash Facility Rehabilitation	\$100,000.00
Upgrade Pasatiempo Northbound Stop	\$142,500.00
Bus Washer Mid-life Overhaul	\$100,000.00
Cavallaro Transit Center Roof Replacement and Solar Panels	\$150,000.00
Maintenance Facility Bay 11 and Other Modifications	\$360,000.00
Capital Upgrade of Bus Stops, Parking Lots, Transit Centers, Buildings	\$365,750.00
Vernon Street Bus Stop - Install Base and Concrete to Bus Stop Pad	\$572,954.00
Fuel and Wash Facility - Awning Construction Phase	\$215,000.00
On Route Construction/Installation	\$237,500.00
Inductive Charger Purchase	\$735,751.00
Maintenance Facility Electronic Access Control	\$50,000.00
<b>TOTAL</b>	<b>\$3,179,455.00</b>



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**Table 2** provides a summary of the categories of work with the estimated cost for each. Categories of work are groups utilizing the comparable North American Industry Classification System (NAICS) codes for purposes of weighting the categories based on the project’s estimated cost.

Category of Work	NAICS Code	Estimated \$ by NAICS	Estimated NAICS %
Commercial and Institutional Building Construction	236220	\$700,183.00	22.02%
Electrical Contractors and Other Wiring Installation Contractors	238210	\$381,961.00	12.01%
Plumbing & HVAC Contractors	238220	\$109,500.00	3.44%
Painting and Wall Covering Contractors	238320	\$200,000.00	6.29%
Engineering Services (Building Inspection Services)	237310	\$17,881.10	0.56%
Site Preparation Contractor (grading, drainage)	238910	\$223,090.90	7.02%
Poured Concrete Foundation and Structural Contractors	238110	\$342,090.90	10.76%
Other Heavy and Civil Engineering Construction (land drainage contractors)	237990	\$12,750.00	0.40%
Prefabricated Metal Building and Component Manufacturing (bus shelter)	332311	\$78,000.00	2.45%
Car Washes	811192	\$70,000.00	2.20%
All Other Support Services (includes water softening and conditioning)	561990	\$10,000.00	0.32%
Roofing Contractors	238160	\$110,000.00	3.46%
Solar Electric Power Generation	221114	\$40,000.00	1.26%
All other Specialty Trade Contractors (parking lot paving and sealing)	238990	\$96,029.90	3.02%
Water and Sewer Line and Related Structures Construction	237110	\$12,062.20	0.38%
Landscape Architectural Services	541320	\$30,155.00	0.95%
All Other Miscellaneous Electrical Equipment and Component Manufacturing (inductive charger purchase)	335999	\$735,751.00	23.14%
Locksmiths	561622	\$10,000.00	0.32%
<b>TOTAL</b>		<b>\$3,179,455.00</b>	<b>100.00%</b>

### III. OVERALL GOAL SETTING METHODOLOGY

The two-step goal setting process required by 49 CFR 26.45 regulations has been used to determine the recommended overall goal for FFY21-FFY23. The two steps for setting an overall DBE goal are:

1. Establish a base figure for the relative availability of DBEs
2. Determine the base figure adjustment, if necessary

In order to establish the base figure for the relative availability of DBEs, Santa Cruz METRO staff determined a simple percentage of DBE vendors in the contracted types of work, weighted by the proportion of total project-based contract opportunities in that type of work. The base DBE goal was

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then further adjusted to reflect Santa Cruz METRO's actual experience to narrowly tailor the base goal to market conditions. This multi-step process is set forth in detail below.

## Step 1: Establishing a Base Figure

### A. Analyzing Available DBEs in the Relevant Contracting Markets

To establish Santa Cruz METRO's Base Figure of the relative availability of DBEs to all comparable firms (DBE and Non-DBE) available to bid or propose on Santa Cruz METRO's contracting opportunities, staff followed the prescribed federal methodology. This was accomplished by accessing data from the California Department of Transportation (Caltrans) database of all statewide, certified DBE vendors, and the latest (2017) US Bureau of Census County Business Patterns (CBP) database. Both the CBP and Caltrans DBE vendor database offer vendor groupings according to the type of work vendors perform, as categorized by NAIC.

Staff first determined the market area from which vendors that bid on Santa Cruz METRO contracts would likely be chosen by reviewing Santa Cruz METRO's bidder's list and identifying all surrounding counties from which vendors typically submit bids or proposals. The following 14 counties create Santa Cruz METRO's market area for the purposes of developing the base DBE goal:

- Alameda County
- Contra Costa County
- Marin County
- Monterey County
- Napa County
- San Benito County
- San Francisco County
- San Luis Obispo County
- San Mateo County
- Santa Barbara County
- Santa Clara County
- Santa Cruz County
- Solano County
- Sonoma County

After determining the relevant market area, staff extracted a count of all vendors in the market area from the County Business Patterns (CBP) database and the Caltrans DBE vendor directory (using Caltrans Districts 04 and 05 which correspond to the 14 counties) by using the same NAICS code attached to each piece of potential contract work identified in the Contracting Opportunities.

By using the formula below, the Base Figure is derived by dividing the number of ready, willing and able DBE firms identified for each work category by the number of all firms identified for each corresponding work category (relative availability), weighting the relative availability for each work category by the corresponding work category weight from Table 2 (weighted ratio), and adding the weighted ratio figures together. A concerted effort was made to ensure

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that the type of businesses included in the numerator was as similar as possible to the type of businesses in the denominator.

$$\text{Base Figure} = \sum \frac{(\text{Number of Ready, Willing and Able DBEs}) \times \text{weight}}{\text{Number of All Ready, Willing and Able Firms}} \times 100$$

For the numerator: CUCP DBE Database of Certified Firms

For the denominator: 2017 U.S. Census Bureau's Business Patterns Database. The result of the Base Figure calculation is shown in **Table 3** as follows:

Category of Work	NAICS	Category Weight	DBEs	All Firms	Weighted Ratio
Commercial and Institutional Building Construction	236220	22.02%	40	1010	0.87%
Electrical Contractors and Other Wiring Installation Contractors	238210	12.01%	39	2200	0.21%
Plumbing & HVAC Contractors	238220	3.44%	15	2471	0.02%
Painting and Wall Covering Contractors	238320	6.29%	16	1443	0.07%
Engineering Services (Building Inspection Services)	237310	0.56%	130	2828	0.03%
Site Preparation Contractor (grading, drainage)	238910	7.02%	40	581	0.48%
Poured Concrete Foundation and Structural Contractors	238110	10.76%	35	443	0.85%
Other Heavy and Civil Engineering Construction (land drainage contractors)	237990	0.40%	31	76	0.16%
Prefabricated Metal Building and Component Manufacturing (bus shelter)	332311	2.45%	0	6	0.00%
Car Washes	811192	2.20%	0	327	0.00%
All Other Support Services (includes water softening and conditioning)	561990	0.32%	13	298	0.01%
Roofing Contractors	238160	3.46%	6	638	0.03%
Solar Electric Power Generation	221114	1.26%	0	11	0.00%
All other Specialty Trade Contractors (parking lot paving and sealing)	238990	3.02%	61	677	0.27%
Water and Sewer Line and Related Structures Construction	237110	0.38%	25	196	0.05%
Landscape Architectural Services	541320	0.95%	28	342	0.08%
All Other Miscellaneous Electrical Equipment and Component Manufacturing (inductive charger purchase)	335999	23.14%	1	53	0.44%
Locksmiths	561622	0.32%	0	118	0.00%
<b>BASE FIGURE</b>					<b>3.58%</b>

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## Step 2: Adjusting the Base Figure

Upon establishing the Base Figure, staff considered the possible use of the Caltrans 2016 Disparity Study, reviewed past DBE goal attainment, and considered if there may be other evidence or information that would have an impact on achieving the DBE Goal.

### A. Evidence from Disparity Studies

The State of California's Department of Transportation, Caltrans, performed a disparity study in 2016. The study was amended in April 2017. The original study counted a high dollar construction contract twice. The amended study corrected the data and no additional clarifications were required. Santa Cruz METRO was informed that it may be able to use this study in its DBE Program.

Staff reviewed and analyzed the study to determine if it would be applicable to its local market area, and if using race conscious methods based on this study would be appropriate. The study mostly found disparity in the area of construction, which makes up a large part of the contracting opportunities for this goal period. This is also the main area that Santa Cruz METRO has been able to engage DBEs, but agrees that it may be an area with an opportunity to increase participation. Staff will consider using contract goals on future construction contracts if it observes or anticipates low participation in any given year of the current goal.

Overall, since this study covered the entire State of California, staff did not feel it was representative of its local market and would likely not qualify as "narrowly tailoring" Santa Cruz METRO's DBE Program.

### B. Statistical Disparities Relating to Financing, Bonding and Insurance

The Caltrans 2017<sup>2</sup> Disparity study revealed that marketplace conditions indicate that minorities, women, and minority- and woman-owned businesses face substantial barriers nationwide and in California. Race and gender-based disparities exist in terms of acquiring human capital, accruing financial capital, owning businesses, and operating successful businesses.

### C. Past DBE Goal Attainment

As outlined in the USDOT's, "Tips for Goal-Setting in the Disadvantaged Business Enterprise (DBE) Program," if warranted, a Step-2 adjustment for past participation may be made by calculating a median past participation percentage. Based on DBE attainment data for the last four years, METRO could consider 2.65% as its potential overall DBE goal—the average of the 3.58% current base figure and 1.72% past participation median value rounded to the nearest tenth percent.

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<sup>2</sup> <https://dot.ca.gov/-/media/dot-media/programs/civil-rights/documents/f0007117-proposedgoalandmethodology.pdf>

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## D. Employment and Other Data

In 2016, the U.S. Small Business Administration published data on California small businesses reflecting that 99.8% of California business are small businesses, and that 1.6 million of the 3.8 million small businesses are minority owned. This data is encouraging as it supports that there are ready, willing and able DBEs and small businesses in the overall California marketplace.

According to California's Employment Development Department (EDD), as of February 2020 the unemployment rate of 3.9%<sup>3</sup> was the lowest since 2006. Previous to the COVID-19 pandemic, EDD projected construction jobs statewide to increase 36% over the next ten years. However, due to the COVID-19 pandemic, the unemployment rate has jumped to 16.1% for California and 14.4% for the nation during the same period.<sup>4</sup> The areas of education and health services, government and construction saw the greatest numbers of job losses. While California's job growth between 2018 and 2019 was responsible for 22% of the nationwide growth, well outperforming all other states, the unemployment rate in Santa Cruz County was 17.4 percent in April 2020, up from a revised 8.1 percent in March 2020, and above the year-ago estimate of 5.3 percent.

Upon consideration of all of the above information and applying it to the planned projects, Santa Cruz METRO is making an adjustment for past participation to the Base Figure. The adjusted goal of 2.65% appears to be obtainable and beneficial to the DBE and small business contracting community.

## IV. PROPOSED OVERALL DBE GOAL

**The final Proposed Overall DBE Goal for FFY21-23 for Santa Cruz METRO's FTA-assisted contracts is 2.65%.** As part of the prescribed goal-setting methodology, Santa Cruz METRO must project the percentage of its Proposed Overall Goal that can be met utilizing race-neutral and race-conscious measures.

## V. RACE-CONSCIOUS & RACE-NEUTRAL PROJECTION

Santa Cruz METRO has achieved its goal through race-neutral means for two out of the last four federal fiscal years. DBE participation was higher in years in which the majority of contracting opportunities were in construction projects; DBE participation was lower when transportation, wholesale, and services contracts predominated. Since the majority of contracting opportunities in the current period are related to construction, Santa Cruz METRO will continue to employ an entirely race-neutral program.

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<sup>3</sup>The last data released was for **February 2020**. <https://www.labormarketinfo.edd.ca.gov/data/Top-Statistics.html#UR>

<sup>4</sup> [https://www.labormarketinfo.edd.ca.gov/file/lfmonth/scrz\\$pd.pdf](https://www.labormarketinfo.edd.ca.gov/file/lfmonth/scrz$pd.pdf)

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RACE-CONSCIOUS & RACE-NEUTRAL PROJECTIONS	
DBE Base Figure	2.65%
Race-Conscious Component	0.00%
Race-Neutral Component	2.65%

## VI. RACE-NEUTRAL IMPLEMENTATION MEASURES

The U.S. DOT Regulations require that the maximum feasible portion of the DBE overall goal be met by using race-neutral methods. Race-neutral methods include efforts made to assure that bidding and contracting requirements facilitate participation by DBEs and other small businesses, such as unbundling large contracts to make them more accessible, encouraging prime contractors to subcontract portions of the work, and providing technical assistance, outreach and communications programs.

The three-year overall DBE goal also complies with the California Civil Rights Initiative, Proposition 209, in that any continuing race-conscious measures for new contracts, or contracts in progress, apply only to U.S. DOT-assisted contracts. The race-neutral elements of Santa Cruz METRO's DBE Program are applicable to all third-party contracts, regardless of funding source, in a manner that is consistent with Proposition 209. By this means, the administration of Santa Cruz METRO's contracts to include the participation of DBEs on a nondiscriminatory basis is preserved.

Efforts to meet the goal in this manner include:

- Santa Cruz METRO will focus on developing, refining and implementing race-neutral methods for facilitating DBE participation by advising prospective contractors of the areas for possible subcontracting opportunities, and providing contract information on available DBE firms who perform such work. Santa Cruz METRO will continue to solicit DBE participation on an ongoing basis, use DBE firms that have successfully completed prior projects, encourage eligible firms to become certified as DBEs, and provide requested technical assistance and related services when feasible.
- Santa Cruz METRO's website and solicitation documents advise its contracting community of the online directory of certified DBEs, found at the California Unified Certification Program website: <https://dot.ca.gov/programs/civil-rights/dbe-certification-information>.
- Using the Caltrans DBE database, procurement staff proactively sends formal solicitations to registered DBEs that may be interested. Pre-bid and pre-proposal conferences are held, which include a networking component to promote teaming opportunities between prospective prime contractors and the DBE and Small Business contracting community.
- Santa Cruz METRO will provide assistance in overcoming limitations such as inability to obtain bonding or financing (by means of simplifying the bonding process, eliminating the impact of surety costs from bids, and providing assistance with obtaining bonding and insurance when possible). Staff will refer the DBE and Small Business contracting community to the SBA Bonding Assistance Program.

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- Santa Cruz METRO attends regular Business Fairs, providing information on its DBE Program and soliciting Small Businesses to participate in its contracts. The last event attended was a “Meet the Primes” event hosted by the Business Outreach Committee (a consortium of Bay Area transportation agencies) on November 5, 2019.
- Santa Cruz METRO will monitor carefully its progress during the course of each year and consider whether contract-based DBE goals would increase participation. All contracts that have DBE commitments will be monitored for compliance.

## **VII. Fostering Small Business Participation**

Santa Cruz METRO has implemented several strategies to foster small business participation in its contracting process. In addition to what is noted above, Santa Cruz METRO:

- Evaluates large projects for consideration of unbundling contracting opportunities into smaller portions so that small businesses, including DBEs, would have a greater opportunity to compete.
- Strongly encourages bidders on prime contracts to consider their subcontracting opportunities be a size that small businesses, including DBEs, can reasonably perform, and reach out to those communities proactively.
- Will partner with other local agencies and organizations to identify and advertise small business contracting opportunities, such as the Central Coast Small Business Development Center, the Business Outreach Committee, and the Regional Business Diversity Program (administered by the Valley Transportation Authority).

## **VIII. Public Participation and Facilitation**

Federal Regulations require that Santa Cruz METRO publish a notice in general circulation and DBE-oriented media announcing the proposed goal for FFY21 through FFY23 contracts assisted by U.S. DOT. An advertisement in both English and Spanish has been prepared and will be published in July 2020 in the Santa Cruz Sentinel and the Register-Pajaronian, and posted at all four major transit centers.

A Public Comment period will be opening on June 26, 2020, wherein staff will solicit comments from the public. During this period, staff will also contact as many diverse and disadvantaged business organizations as possible in order to meet with them, review the proposed goal and methodology, and consider their input, and incorporate all comments into the final document submitted to the FTA. A Public Hearing is scheduled for August 28, 2020 to finalize the Overall Goal.

Santa Cruz METRO will use its own website and subscriber notification system, GovDelivery, to publish information about the Proposed Goal and solicit input from interested parties.

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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, CFO  
**SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY20 REVISED CAPITAL BUDGET**

**I. RECOMMENDED ACTION**

**That the Board of Directors adopt a resolution approving the FY20 Revised Capital Budget, as presented in Attachment B**

**II. SUMMARY**

- The Board of Directors (Board) adopted the FY20 Capital Budget on June 28, 2019.
- Periodic capital budget revisions may be required due to new grant awards, new projects, changes to the scope of existing projects, spending adjustments and removal of projects that are no longer active.
- Revisions to an adopted capital budget require Board approval and the adoption of a resolution.

**III. DISCUSSION/BACKGROUND**

The Board must adopt an Operating and Capital Budget by June 30<sup>th</sup> each year. The Board adopted the FY20 & FY21 Operating and FY20 Capital Budget on June 28, 2019.

Periodically, capital budget revisions are required to add new projects, revise project balances and funding sources, update project descriptions, etc. This will be the fifth revision to the FY20 Capital Budget since adoption.

Staff requests that the Board adopt a resolution (Attachment A) to approve the FY20 Revised Capital Budget (Attachment B)

A Reconciliation by Project as of June 26, 2020 (Attachment C) is provided. This reconciles the (current) FY20 Revised Capital Budget against the (original) Final FY20 Capital Budget adopted on June 28, 2019.

This revision impacts multiple projects.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This pertains to METRO's Financial Stability, Stewardship & Accountability

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

The original FY20 Capital Budget adopted June 28, 2019 totals \$20,362,532.

- Revision 1 – September 27, 2019 – This revision added six (6) capital projects, added additional funding to two (2) existing projects and revised the description on one (1) project. This revision resulted in a net increase of \$1,096,388, for an FY20 Revised Capital Budget balance of \$21,458,920.
- Revision 2 – January 24, 2020 – This revision added ten (10) projects, added additional funding to three (3), revised one (1) and removed one (1). The projects that were added have been before the Finance, Budget and Audit Committee at their 11/8/19 meeting and the full Board of Directors at their 11/15/19 meeting and are needed to maintain the agency's facilities and equipment in a state of good repair and to meet its operational needs. This revision resulted in a net increase of \$7,925,661, for an FY20 Revised Capital Budget balance of \$29,384,581. Additionally, the correct funding source for one of the projects - New METRO-Owned ParaCruz Facility, should be listed as Operating and Capital Reserve Fund. When presented to the Finance, Budget and Audit Committee at their 11/8/19 meeting and the full Board of Directors (11/15/19), the project was erroneously presented as funded from the Federal Alternative Fuel Tax receipts.
- Revision 3 – February 28, 2020 – This revision one (1) project, added funds to two (2) projects, adjusted funding on one (1) project, swapped funding sources on two (2) projects, and changed project title on two (2) projects. This revision resulted in a net increase of \$1,730,345, for an FY20 Revised Capital Budget balance of \$31,114,926.
- Revision 4 – April 24, 2020 – This revision added three (3) projects, adjusted the funding on five (5) projects, and revised the description on one (1) project. This revision resulted in a net increase of \$2,560,000, for an FY20 Revised Capital Budget balance of \$33,674,925.
- Revision 5 – June 26, 2020 – This revision added three (3) projects, adjusted the funding on fifteen (17) projects, and revised the description on one (1) project resulting in a net decrease of \$67,510, for an FY20 Revised Capital Budget balance of \$33,607,415.

The Reconciliation by Project as of June 26, 2020 (Attachment C) lists the detail of all changes by project since adoption on June 28, 2019, and includes an

explanation for the action. The year to date change is a net increase of \$13,244,884.

The estimated balance of the Operating and Capital Reserve Fund after this revision is an accrued balance of approximately \$674K, from calendar 2018 and 2019 alternative fuel tax rebates that have not yet been received from the IRS. Reminder: The Operating and Capital Reserve Fund is comprised of Alternative Fuel Tax Rebates from prior years, and any excess revenues above actual expenses (carryover) transferred from the Operating Budget. Note that the estimate provided here includes deductions for approved capital projects *and* commitments (the required local match) against grants that may *not* yet have been awarded; those un-awarded projects are *not* included in the attached revised budget. If or when those grants are awarded, the capital budget will be revised accordingly.

#### **VI. CHANGES FROM COMMITTEE**

None.

#### **VII. ALTERNATIVES CONSIDERED**

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

#### **VIII. ATTACHMENTS**

**Attachment A:** FY20 Capital Budget Resolution

**Attachment B:** FY20 Revised Capital Budget as of June 26, 2020

**Attachment C:** FY20 Revised Capital Budget – Reconciliation by Project as of June 26, 2020


Prepared by: Kristina Mihaylova, Sr. Financial Analyst/ Acting Finance  
Deputy Director

**VIII. APPROVALS**

Approved as to fiscal impact:  
Angela Aitken, CFO



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:

### A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING A REVISION TO THE FY20 CAPITAL BUDGET

**WHEREAS**, the Board of Directors approved the FY20 Capital Budget on June 28, 2019 with a total budget of \$20,362,532; and

**WHEREAS**, it is necessary to revise the adopted FY20 Capital Budget by \$13,244,884 to add funds for various capital projects;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby amends the FY20 Capital Budget per Attachment B to this resolution for a total FY20 Revised Capital Budget of \$33,607,415.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of June 2020, 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

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

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 (REVISED) CAPITAL BUDGET  
AS OF JUNE 26, 2020**

	PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	RESTRICTED	RESTRICTED	RESTRICTED	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
									STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)		
									\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	MEASURE D (XFR FROM OPER BUDGET)		
<b>Construction Related Projects</b>												
1	19-0001 New METRO Owned Paracruz Facility-FY20 LPP (Grant Match for 5339(b))										\$ 2,300,000	\$ 2,300,000
2	19-0002 Pacific Station/Metro Center Redevelopment w/ City of SC	\$ 136,388							\$ 34,097	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
3	19-0003 Pacific Station/Metro Center-Conceptual Design/MOU (5309)	\$ 136,388							\$ 34,097	\$ 1,000,000	\$ 2,300,000	\$ 3,470,485
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>IT Projects</b>												
4	19-0004 Replace Financial System (includes \$50K Consulting)										\$ 800,000	\$ 800,000
5	19-0005 Replacement Laptops (6)										\$ 6,500	\$ 6,500
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 806,500	\$ 806,500
<b>Facilities Upgrades &amp; Improvements</b>												
6	19-0006 Maint Yard-Security Hardening/Expanded Parking										\$ 950,000	\$ 950,000
7	19-0008 Access Control for Maintenance Facility										\$ 50,000	\$ 50,000
8	19-0007 Maintenance Facility Roof Replacement (FTA 5339a FY19)	\$ 329,670									\$ 329,670	\$ 329,670
9	19-0008 Vernon Generator Replacement Project										\$ 307,732	\$ 307,732
10	19-0009 Fuel Management System (FTA 5339a FY17 & FY18)	\$ 180,000									\$ 8,054	\$ 188,054
11	19-0010 Bus Stop Improvements (FTA 5339a FY18)	\$ 124,725									\$ 124,725	\$ 124,725
12	19-0011 Gate Control at JKS Bus Entry (FTA 5339a FY18)	\$ 100,000									\$ 100,000	\$ 100,000
13	19-0012 JKS Facility - Bus Wash Rehab (FTA 5339a FY19)	\$ 100,000									\$ 100,000	\$ 100,000
14	19-0013 JKS Facility - Upper Security Gates										\$ 19,197	\$ 19,197
15	19-0017 138 Golf Club Fire Egress (FTA 5339a FY17)	\$ 217,853									\$ 237,050	\$ 454,903
16	19-0015 Facilities Improvements Orig. \$85K (FTA 5339a FY18)	\$ 44,070									\$ 44,070	\$ 44,070
15a	19-0015a Fac Imp (FTA 5339a FY18)-ADA Handrail-WTC	\$ 7,300									\$ 7,300	\$ 7,300
15b	19-0015b Fac Imp (FTA 5339a FY18)-ADA HR Window-Admin	\$ 9,780									\$ 9,780	\$ 9,780
15c	19-0015c Fac Imp (FTA 5339a FY18)-Fencing @ T38 Golf Club	\$ 23,850									\$ 23,850	\$ 23,850
15d	19-0015d CS Call Center Cubicles and Furniture (FTA FY18 5339a) additional spending in FY20	\$ 3,345									\$ 3,345	\$ 3,345
17	19-0016 Paint Exterior-Maint. Facility (FTA 5339a FY18)	\$ 60,000									\$ 60,000	\$ 60,000
18	19-0014 Fire Egress - (Design Only) was Facilities Improvements (FTA 5339a FY15/16)-all FTA funds spent - only local match remains										\$ 34,174	\$ 34,174
19	19-0018 Awning @ Fueling Station A&E only (FTA 5339a FY18)	\$ 25,000									\$ 10,000	\$ 35,000
20	19-0019 Security Camera Install - JKS - (Carryover fr FY18)										\$ 23,000	\$ 23,000
21	19-0020 Admin Bldg. Engineering & Renovations										\$ 20,000	\$ 20,000
22	19-0021 Asphalt Repair-Pac Station Layover (FTA 5339a FY18)	\$ 15,005									\$ 15,005	\$ 15,005
23	19-0022 Concrete Surface Repair - Bus Yard (FTA 5339a FY18)	\$ 6,950									\$ 6,950	\$ 6,950
24	19-0023 Fencing Behind Diesel Tank (FTA 5339a FY18)	\$ 10,050									\$ 10,050	\$ 10,050
	Subtotal	\$ 1,257,598	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,522,157	\$ 2,779,755

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 (REVISED) CAPITAL BUDGET  
AS OF JUNE 26, 2020**

PROJECT/ACTIVITY	FEDERAL FUNDS	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	RESTRICTED	RESTRICTED	RESTRICTED	LPP	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D (XFR FROM OPER BUDGET)	OPERATING & CAPITAL RESERVE FUND	TOTAL
<b>Revenue Vehicle Purchases, Replacements &amp; Campaigns</b>														
25 19-0024		\$ 4,036,017										\$ 100,000		\$ 4,136,017
26 19-0025	\$ 1,206,518									\$ 673,297		\$ 755,733		\$ 2,635,548
27 19-0026				\$ 870,000		\$ 786,000						\$ 656,811		\$ 2,312,811
28 19-0028				\$ 900,000								\$ 416,493		\$ 1,316,493
29 19-0027				\$ 904,936										\$ 904,936
30 19-0029												\$ 709,569		\$ 709,569
31 19-0030	\$ 456,957											\$ 207,842		\$ 664,799
32 19-0031	\$ 500,000	\$ 70,000										\$ 88,887		\$ 658,887
33 20-0001						\$ 302,000						\$ 302,000		\$ 604,000
34 19-0032												\$ 251,431		\$ 251,431
35 19-0033	\$ 200,000											\$ 259,342		\$ 459,342
36 19-0034	\$ 60,948											\$ 52,132	\$ 7,210	\$ 68,158
37 19-0035													\$ 100,000	\$ 100,000
38 19-0036												\$ 47,000		\$ 47,000
39 20-0002	\$ 1,088,000											\$ 272,000		\$ 1,360,000
40 20-0003														
	\$ 3,512,423	\$ 4,106,017	\$ 2,674,936	\$ -	\$ 1,088,000	\$ -	\$ 1,088,000	\$ -	\$ -	\$ 700,000	\$ 1,373,297	\$ 4,659,898	\$ 107,210	\$ 17,521,781
<b>Revenue Vehicle Purchases, Replacements &amp; Campaigns-Fleet Electrification Projects</b>														
41 19-0037	\$ 3,588,622											\$ 1,087,153		\$ 4,675,775
42 19-0038												\$ 185,051		\$ 1,251,559
43 19-0039		\$ 357,216			\$ 709,292							\$ 231,843		\$ 1,094,945
44 19-0040					\$ 863,102									\$ 863,102
45 19-0041					\$ 646,496									\$ 646,496
46 19-0042													\$ 297,327	\$ 297,327
47 20-0004													\$ 59,500	\$ 59,500
	\$ 3,588,622	\$ 357,216	\$ -	\$ -	\$ 2,218,890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,504,047	\$ 411,500	\$ 8,080,275
<b>Non-Revenue Vehicle Purchases &amp; Replacements</b>														
48 19-0043	\$ 28,755													\$ 28,755
	\$ 28,755	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,755



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 (REVISED) CAPITAL BUDGET  
AS OF JUNE 26, 2020**

	PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	STA-SB1 (XFR FROM OPER BUDGET)	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
								RESTRICTED	RESTRICTED		
								\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED		
<b>Fleet &amp; Maint. Equipment</b>											
49	19-0044 Bus Yard Scrubber/Sweeper (FTA 5338a FY18)	\$ 76,245									\$ 76,245
50	19-0045 Floor Scrubber (1) for Maint. Shop (FTA 5339a FY18)	\$ 45,000									\$ 45,000
51	19-0046 Heavy Duty Opacity Smoke Meter	\$ 121,245									\$ 121,245
	Subtotal										\$ 242,490
<b>Office Equipment</b>											
52	19-0047 Workstations & Cubicles (HR)										\$ 20,000
	Subtotal										\$ 20,000
<b>Misc.</b>											
53	19-0048 Misc Capital Contingency-\$800K - 11/15/19 BOD										\$ 612,825
54	19-0048a JKS Repeater Back-Up / Kite Hill Repeater Site										\$ 9,000
55	19-0048b WTC - Server and Security Cameras (3 new, 3 replacements)										\$ 44,529
56	19-0048c Pac Station Office Furniture										\$ 7,185
57	19-0048d Replace Video Surveillance Server (Pacific Station)						\$ 17,045				\$ 30,000
58	19-0050 TVM Pm Pad Bezel 8 Upgrade (6)										\$ 15,000
59	19-0051 Misc. Emergency Capital Items-\$10K (\$1K to \$5K)										\$ 22,185
60	19-0051 (2nd) ID Card Printer (Pacific Station)										\$ 3,600
61	19-0053 Square Cash Registers for C/S (2)										\$ 3,300
62	19-0054 Watsonville Transit Mural-(\$2,700 from Arts Council SC)										\$ 3,100
	Subtotal						\$ 17,045				\$ 6,600
											\$ 757,324
											\$ 612,825
											\$ 9,000
											\$ 44,529
											\$ 7,185
							\$ 17,045				\$ 30,000
											\$ 15,000
											\$ 22,185
											\$ 3,600
											\$ 3,300
											\$ 3,100
											\$ 6,600
											\$ 757,324
<b>TOTAL CAPITAL PROJECTS</b>		<b>\$ 8,645,031</b>	<b>\$ 4,463,233</b>	<b>\$ 2,874,936</b>	<b>\$ 2,218,890</b>	<b>\$ 1,088,000</b>	<b>\$ 51,142</b>	<b>\$ 1,373,297</b>	<b>\$ 7,163,945</b>	<b>\$ 5,928,941</b>	<b>\$ 33,607,415</b>

**7-06B.3**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 (REVISED) CAPITAL BUDGET  
AS OF JUNE 26, 2020**

PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
						RESTRICTED	RESTRICTED		
						STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D (XFR FROM OPER BUDGET)	
						\$3M PER YEAR (MEASURE D + SB1 STA&SGR)			
<b>CAPITAL PROGRAM FUNDING</b>									
<b>Federal Sources of Funds:</b>									
Federal Grants (FTA)	\$ 7,945,031								\$ 7,945,031
Surface Transportation Block Grant (STBG)	\$ 700,000								\$ 700,000
<b>State Sources of Funds:</b>									
PTMISEA (1B)		\$ 4,463,233							\$ 4,463,233
State Transportation Improvement Program (STIP)			\$ 2,674,936						\$ 2,674,936
Low Carbon Transit Operations Program (LCTOP)				\$ 2,218,890					\$ 2,218,890
Local Partnership Program (LPP)					\$ 1,088,000				\$ 1,088,000
State Transit Assistance (STA)-Prior Years						\$ 51,142			\$ 51,142
Transfers from Operating Budget (STA-SB1)	*								\$ -
STA-SGR (SB1)	*						\$ 1,373,297		\$ 1,373,297
Transfers from Operating Budget (Measure D)	*							\$ 7,163,945	\$ 7,163,945
<b>Local Sources of Funds:</b>									
Operating and Capital Reserve Fund								\$ 5,928,941	\$ 5,928,941
<b>TOTAL CAPITAL FUNDING BY FUNDING SOURCE</b>	<b>\$ 8,645,031</b>	<b>\$ 4,463,233</b>	<b>\$ 2,674,936</b>	<b>\$ 2,218,890</b>	<b>\$ 1,088,000</b>	<b>\$ 51,142</b>	<b>\$ 1,373,297</b>	<b>\$ 7,163,945</b>	<b>\$ 33,607,415</b>
Restricted Funds	\$ 8,645,031	\$ 4,463,233	\$ 2,674,936	\$ 2,218,890	\$ 1,088,000		\$ 1,373,297	\$ 7,163,945	\$ 27,627,332
Unrestricted Funds						\$ 51,142			\$ 5,980,083
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 8,645,031</b>	<b>\$ 4,463,233</b>	<b>\$ 2,674,936</b>	<b>\$ 2,218,890</b>	<b>\$ 1,088,000</b>	<b>\$ 51,142</b>	<b>\$ 1,373,297</b>	<b>\$ 7,163,945</b>	<b>\$ 33,607,415</b>
* NOTE: The amounts listed here represent the amounts committed against awarded grants and projects, and therefore will not equal the \$3M allocated to the Bus Replacement Fund in any given year.									

**FY20 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 26, 2020- 5th REVISION**

# Attachment C

<b>FY20 FINAL CAPITAL BUDGET ADOPTED JUNE 28, 2019:</b>					<b>\$</b>	<b>20,362,532</b>
<b>CAPITAL PROJECT</b>	<b>PJT#</b>	<b>OWNER</b>	<b>SOURCE</b>	<b>AMOUNT</b>	<b>TOTAL</b>	
<b>Add Back project:</b> Cameras on Buses #2	36	IH	MEASURE D	\$ 47,000		
<b>Reason:</b> Project was not complete at the end of FY19, but was inadvertently not carried forward to FY20						
<b>Add:</b> Replacement Laptops (6)	5	IH	OP & CAPITAL RESERVE	\$ 5,500		
<b>Reason:</b> Replace laptops that have become technologically obsolete						
<b>Add:</b> Vernon Generator Replacement Project.	8	FR	OP & CAPITAL RESERVE	\$ 307,732		
<b>Reason:</b> Add project as per Board approval at the August 23, 2019 BOD meeting						
<b>Add Funds:</b> CNG Bus (1) - Caltrans FY13-FY17 5339 Statewide Discretionary	30	EB	MEASURE D	\$ 5,910		
<b>Reason:</b> Add additional funding needed to backfill the difference between the cost of the bus and the amount of the grant award						
<b>Add:</b> EV Charging Infrastructure @ JKS - 10 Bays (FY19 LCTOP)	40	CA	LCTOP	\$ 646,496		
<b>Reason:</b> Add project - grant awarded						
<b>Change Description Only - No \$:</b> Replace Custodial Vehicles (2) (FTA 5339a FY18)	43	EB	FTA	\$ -		
<b>Reason:</b> Revise project description since only one (1) custodial support vehicle will be purchased - not two (2)						
<b>Add:</b> Heavy Duty Opacity Smoke Meter	46	EB	OP & CAPITAL RESERVE	\$ 4,250		
<b>Reason:</b> Replace failing opacity meter to meet new CARB standards						
<b>Add:</b> Workstations & Cubicles (HR)	47	DC	OP & CAPITAL RESERVE	\$ 20,000		
<b>Reason:</b> Replace furniture in HR department						
<b>Add:</b> ZEB Deployment & Fleet Planning (CTE)	42	EB	OP & CAPITAL RESERVE	\$ 59,500		
<b>Reason:</b> Add funds for CTE contract with CTE needed for the ZEB deployment and fleet planning						

**FY20 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 26, 2020- 5th REVISION**

**Attachment C**

CAPITAL PROJECT	PJT#	OWNER	SOURCE	AMOUNT	TOTAL
<b>Add:</b> Pacific Station/Metro Center Redevelopment w/City of SC	2	FR	MEASURE D	\$ 1,000,000	
<b>Reason:</b> Add funds as per the 11/15/19 BOD meeting: Year 1 of the 4 year commitment of \$1M per year (\$4M total) towards the redevelopment of the Pacific Station transit facility in conjunction with the City of Santa Cruz					
<b>Add:</b> Four (4) Replacement CNG Buses	24	EB	PTMISEA	\$ 1,253,667	
<b>Reason:</b> Add PTMISEA funds (accumulated interest earnings, refunds, retention withheld from contractor, etc.) to the existing amount of PTMISEA funds that were earmarked for the Pacific Station Rehabilitation project (\$2,246,333) to make \$3.5M available to purchase 4 replacement CNG buses as per the 11/15/19 BOD meeting because these funds will expire in June 2023. The Pacific Station/City of Santa Cruz Redevelopment project (see project add - directly above) is now funded with Bus Replacement Funds (Measure D) because those funds do not 'expire.'					
<b>Add:</b> New Paracruz Facility (Grant Match for 5339 (b))	1	DZ	OP & CAPITAL RESERVE	\$ 2,300,000	
<b>Reason:</b> Add grant match as per 11/15/19 BOD meeting using Operating and Capital Reserve funds for a New Paracruz Facility; these funds will serve as the match when METRO applies for an FTA 5339 (b) Bus & Bus Facilities Discretionary grant					
<b>Add:</b> Maintenance Facility Roof Replacement (FTA 5339a FY19)	7	FR	FTA	\$ 450,000	
<b>Reason:</b> Add FY19 FTA 5339a projects - as per 11/15/19 BOD meeting					
<b>Add:</b> JKS Facility - Bus Wash Rehab (FTA 5339a FY19)	12	FR	FTA	\$ 100,000	
<b>Reason:</b> Add FY19 FTA 5339a projects - as per 11/15/19 BOD meeting					
<b>Add:</b> New Projects as per 11/15/19 BOD Meeting:			OP & CAPITAL RESERVE	\$ 2,300,000	
<b>Reason:</b> Add grant match as per 11/15/19 BOD meeting using Operating and Capital Reserve funds for a New Paracruz Facility; these funds will serve as the match when METRO applies for an FTA 5339 (b) Bus & Bus Facilities Discretionary grant					
Completion of Cameras on Buses (6 buses)	35	IH	\$	100,000	
JKS Facility - Upper Security Gates	13	FR	\$	100,000	
Completion of JKS Facility-ZEB Yard Charging Infrastructure	41	CA	\$	300,000	
Misc. Capital Contingency	48	AC	\$	800,000	
Maint Yard-Security Hardening/Expanded Parking	6	RF	\$	1,000,000	
<b>Remove:</b> METRO Logo Sign for JKS			OP & CAPITAL RESERVE	\$ (4,480)	
<b>Reason:</b> Project Completed in prior year					

**FY20 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 26, 2020- 5th REVISION**

# Attachment C

CAPITAL PROJECT	PJT#	OWNER	SOURCE	AMOUNT	TOTAL
<b>Add back:</b> Security Camera Install - JKS - (Carryover from FY19)	19	IH	OP & CAPITAL RESERVE	\$ 23,000	
<b>Reason:</b> Carryover project that was not completed in FY19 but was removed because it was scheduled to be completed prior to year end					
<b>Add funds:</b> New Laptops - Purchase 6 rather than 4	5	IH	OP & CAPITAL RESERVE	\$ 1,000	
<b>Reason:</b> Add 2 more laptops to be replaced-technologically obsolete					
<b>Add:</b> Paracruz Van Replacement (3) STBG FY19 (via RTC)	33	EB	STBG MEASURE D	\$ 200,000 \$ 22,940	
<b>Reason:</b> Add project - grant awarded					
<b>Add funds:</b> Electric Bus (1) - Watsonville Circulator DAC (FY15/16 LCTOP)	39	EB	MEASURE D	\$ 156,614	
<b>Reason:</b> Add additional funding needed to backfill the difference between the cost of the bus and the amount of the grant award					
<b>Add funds:</b> FY18 STIP - 2 ZEBs (STIP, LPP, HVIP = \$300K)	26	EB	MEASURE D	\$ 122,920	
<b>Reason:</b> Add additional funding needed to backfill the difference between the cost of the bus and the amount of the grant award					
<b>Add funds:</b> FY20 LPP - New METRO Owned Paracruz Facility-FY20 LPP (Grant Match for 5339(b))	1	DZ	LPP	\$ 300,000	
<b>Reason:</b> Add additional funding to matching funds; FY20 LPP funds have not yet been approved by CTC, although staff is certain that the project will be approved as funds are routine and formula based					
<b>Adjust funds to actual:</b> Adjust funding for the 4 40" CNG Replacements project	25	EB	STA-SGR MEASURE D	\$ 2,218 \$ (2,218)	
<b>Reason:</b> Adjust amount recorded for FY17/18 STA-SGR to actual amount received, and adjust Measure D match accordingly					

**FY20 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 26, 2020- 5th REVISION**

**Attachment C**

CAPITAL PROJECT	PJT#	OWNER	SOURCE	AMOUNT	TOTAL
<b>Swap Funding Sources:</b> <u>From</u> : Electric Bus (3) + Infra & Proj Mgmt. (FTA 5339c FY16)	37	EB	PTMISEA	\$ (536,017)	
<b>Swap Funding Sources:</b> <u>To</u> : Replace Six (6) CNG Buses	24	EB	PTMISEA	\$ 536,017	
<b>Swap Funding Sources:</b> Electric Bus (3) + Infra & Proj Mgmt. (FTA 5339(c) FY16) Swap in Bus Replacement Funds (Measure D) to backfill for the transfer of PTMISEA funds to the Replace Six (6) CNG Buses	37	EB	MEASURE D	\$ 536,017	
<b>Change Project Title &amp; Add funds:</b> Change description from Replace Four (4) CNG Buses - to Replace Six (6) CNG Buses and add \$100K from Bus Replacement Fund (Measure D)	24	EB	MEASURE D	\$ 100,000	
<b>Reason:</b> Move PTMISEA funds from the FTA 5339 @ LoNo project to the "Replace Six (6) CNG Buses" project to preserve funds from expiring before they can be spent; backfill the loss of the PTMISEA funds from the 5339 (c) LoNo project with funds from the \$2M Bus Replacement Fund (Measure D) xfr approved at the 11/15/19 BOD meeting, and backfill the difference needed for the 6th CNG bus with \$100K of Bus Replacement Funds (Measure D)					
<b>Add project:</b> 7 Replacement Paracruz Vans (FY19 LPP, Measure D)	20-01	DZ	LPP	\$ 302,000	
			MEASURE D	\$ 302,000	
<b>Reason:</b> Add new project; FY19 LPP funds have not yet been approved by CTC, although staff is certain that the project will be approved as funds are routine and formula based					
<b>Add funds:</b> Refurb 4 Buses project (FY18 STIP, Measure D)	28	EB	MEASURE D	\$ 190,328	
<b>Reason:</b> Add additional funding from Bus Replacement Fund (Measure D) to fully fund contract with Complete Coach Works for \$1,316,493 as per BOD meeting 6/28/19					
<b>Change Project Title Only:</b> To: Electric Bus (1) Watsonville Service (FY17/18 LCTOP) From: Electric Bus (1) Watsonville Circulator DAC (FY16/16 LCTOP)	39			\$ -	
<b>Reason:</b> Project scope revised					
<b>Remove funds:</b> FY20 LPP - New METRO Owned Paracruz Facility- FY20 LPP (Grant Match for 5339(b))	1	DZ	LPP	\$ (300,000)	
<b>Reason:</b> METRO hasn't yet submitted its FY20 LPP project to the CTC for programming. Applications are due 06/12/2020. METRO can only use LPP funds after CTC adopts the program by Dec 2, 2020.					
<b>Add Funds:</b> Fuel / Fluid Management System	9	EB	OP & CAPITAL RESERVE	\$ 8,054	
	48		Misc. Capital Contingency	\$ (8,054)	
<b>Reason:</b> Add additional funding needed to backfill the difference of the costs					
<b>Add Funds:</b> Awning at Fueling Station A&E only (Phase 1)	18	FR	OP & CAPITAL RESERVE	\$ 10,000	
	48		Misc. Capital Contingency	\$ (10,000)	
<b>Reason:</b> Increase budget to create construction plans					

**FY20 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 26, 2020- 5th REVISION**

**Attachment C**

CAPITAL PROJECT	PJT#	OWNER	SOURCE	AMOUNT	TOTAL
<b>Add: 2 35' CNG Buses</b>	20-02	EB	FY19 FTA 5339 (discretionary)	\$ 1,088,000	
			MEASURE D	\$ 272,000	
<b>Reason:</b> New Buses					
<b>Add: 14 CNG Buses, Lease to Buy</b>	20-03	EB	STA-SGR	\$ 700,000	
			MEASURE D	\$ 800,000	
<b>Reason:</b> New Buses, Lease to Buy, \$1.5M/year; Year 1 of 6					
<b>Add: Bus Wrap Electric Buses</b>	20-04	EB	OP & CAPITAL RESERVE	\$ 52,000	
	48		Misc. Capital Contingency	\$ (52,000)	
<b>Reason:</b> Bus wrap for electric buses advertising they are electric					
<b>Add Funds: Trailer / Bus Yard Scrubber Sweeper</b>	44	FR	FY18 5339a	\$ 1,245	
<b>Transfer Funds: Left over funds from FY18 5339a Custodial Support Vehicle</b>	43	FR	FY18 5339a	\$ (1,245)	
<b>Reason:</b> Additional \$1,245.28 which will be covered by left over funds from FY18 5339a custodial support vehicle for Trailer purchase					
<b>Add: Pac Station Office Furniture (19-0048c)</b>	48c	RS	OP & CAPITAL RESERVE	\$ 5,200	
	48		Misc. Capital Contingency	\$ (5,200)	
<b>Reason:</b> From Misc. Capital Contingency to pay for office furniture at Pacific Station					
<b>Change Project Title:</b> Change description from Ticket Vending Machines -SLV Installation + Misc - to TVM Component Upgrades.	49	AA		\$ -	
<b>Reason:</b> to prevent confusion and the mis-labeling of invoice payments as the "TVM-SLV Install"					
<b>Add:</b> Access Control for Maintenance Facility	6a	IH	OP & CAPITAL RESERVE	\$ 50,000	
<b>Adjust Funding:</b> Maint Yard-Security Hardening/Expanded Parking	6	RF	OP & CAPITAL RESERVE	\$ (50,000)	
<b>Reason:</b> to fund a sub-project of a larger capital project, 19-006, funding and scope authorized on Nov 15, 2019					
<b>Add Funds:</b> Paint Exterior-Maint. Facility (FTA 5339a FY18)	16	FR	FY18 5339a	\$ 39,108	
<b>Transfer Funds:</b> Facilities Improvements Orig. \$85K (FTA 5339a FY18 - Left over funds)	15	FR	FY18 5339a	\$ (39,108)	
<b>Reason:</b> Additional funds needed for project 19 - 0016 which will be covered by left over funds from FY18 5339a - Facilities Improvements					
<b>Add back:</b> CS Call Center Cubicles and Furniture (FTA FY18 5339a) additional spending in FY20	15d		FY18 5339a	\$ 2,350	
<b>Add funds:</b> Additional funds needed for the project	15d		FY18 5339a	\$ 995	
<b>Transfer Funds:</b> Asphalt Repair-Pac Station Layover (FTA 5339a FY18)	21	FR	FY18 5339a	\$ (995)	
<b>Reason:</b> Project that was not completed in FY19 but was removed because it was scheduled to be completed prior to year end					

**FY20 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 26, 2020- 5th REVISION**

**Attachment C**

CAPITAL PROJECT	PJT#	OWNER	SOURCE	AMOUNT	TOTAL
<b>Add Funds:</b> Fencing Behind Diesel Tank (FTA 5339a FY18)	23	FR	FY18 5339a	\$ 3,050	
<b>Transfer Funds:</b> Concrete Surface Repair - Bus Yard (FTA 5339a FY18)	22	FR	FY18 5339a	\$ (3,050)	
<b>Reason:</b> Additional funds needed for project 19 - 0023 which will be covered by left over funds from FY18 5339a - Concrete Surface Repair					
<b>Add Funds:</b> Paracruz Van Replacement (3) (STBG FY19 via RTC)	33	EB	<b>Measure D</b>	\$ 29,191	
			Misc. Capital Contingency	\$ 7,210	
<b>Transfer Funds:</b> Additional Funds needed for Project 19-0033	48		Misc. Capital Contingency	\$ (7,210)	
<b>Reason:</b> Additional funds needed for project 19 - 0033					
<b>Adjust Funds to Actual:</b> Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)	34	EB	FY17 5339a	\$ (99,052)	
<b>Reason:</b> Adjust FY20 Capital budget for prior year spending					
<b>Add Funds:</b> Replace Video Surveillance Server (Pacific Station)	48d		Misc. Capital Contingency	\$ 30,000	
<b>Transfer Funds:</b> Funds needed for new project	48		Misc. Capital Contingency	\$ (30,000)	
<b>Reason:</b> Funds needed for project 19 - 0048d due to an emergency repair/replacement					
<b>Add Funds &amp; Change Project Description:</b> WTC - Server and Security Cameras (3 new, 3 replacements)	48b		Misc. Capital Contingency	\$ 21,529	
<b>Transfer Funds:</b> Funds needed for new project	48		Misc. Capital Contingency	\$ (21,529)	
<b>Reason:</b> Funds needed for project 19 - 0048b due to an emergency repair/replacement					
<b>Add: Pac Station Office Furniture (19-0048c)</b>	48c	RS	OP & CAPITAL RESERVE	\$ 1,985	
	48		Misc. Capital Contingency	\$ (1,985)	
<b>Reason:</b> From Misc. Capital Contingency to pay for office furniture at Pacific Station					
<b>Adjust Funds to Actual:</b> EV Charging Infrastructure @ JKS (10 Bays) (FY19 LCTOP)	40	EB	OP & CAPITAL RESERVE	\$ 2,673	
<b>Transfer Funds:</b> Completion of JKS Facility-ZEB Yard Charging Infrastructure	41	EB	OP & CAPITAL RESERVE	\$ (2,673)	
<b>Reason:</b> Additional funds needed for project 19 - 0040					
<b>Add Funds:</b> Maintenance Facility Roof Replacement (FTA 5339a FY19)	17	FR	FY19 5339a	\$ 120,330	
<b>Transfer Funds:</b> Maintenance Facility Roof Replacement (FTA 5339a FY19)	7	FR	FY19 5339a	\$ (120,330)	
<b>Reason:</b> Additional funds needed for project 19 - 0017					
<b>Add Funds:</b> Maintenance Facility Roof Replacement (FTA 5339a FY19)	17	FR	Misc. Capital Contingency	\$ 19,197	
<b>Transfer Funds:</b> Maintenance Facility Roof Replacement (FTA 5339a FY19)	48	AC	Misc. Capital Contingency	\$ (19,197)	
<b>Reason:</b> Additional funds needed for project 19 - 0017 (Contingency)					



**FY20 CAPITAL BUDGET  
RECONCILIATION BY PROJECT  
AS OF JUNE 26, 2020- 5th REVISION**

**Attachment C**

CAPITAL PROJECT	PJT# OWNER	SOURCE	AMOUNT	TOTAL
<b>FUNDING SUMMARY:</b>				
		OP & CAPITAL RESERVE	\$ 5,016,503	
		FTA	\$ 1,541,298	
		LCTOP	\$ 646,496	
		LPP	\$ 302,000	
		MEASURE D	\$ 3,046,685	
		PTMISEA	\$ 1,789,684	
		STA	\$ -	
		STA-SGR	\$ 702,218	
		STBG	\$ 200,000	
		STIP	\$ -	
<b>TOTAL CAPITAL BUDGET REVISIONS THROUGH 6/26/20:</b>				\$ 13,244,884
<b>FY20 REVISED CAPITAL BUDGET AS OF JUNE 26, 2020:</b>				\$ 33,607,415

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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer

**SUBJECT: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT  
AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**

## **I. RECOMMENDED ACTION**

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

## **II. SUMMARY**

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

## **III. DISCUSSION/BACKGROUND**

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

- One (1) Generac 70KW Generator

The vehicles and equipment recommended for disposal are all fully depreciated, so there is no financial obligation to a granting agency with regard to the recommended disposal. METRO no longer has a need for these vehicles and equipment, therefore they are recommended for disposal at this time.

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

Staff recommends that the Board approve a resolution (Attachment A) and

declare the items listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report pertains to Financial Stability, Stewardship, & Accountability.

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

The estimated gross market value of these vehicles and equipment is approximately \$4,000. All vehicles and equipment have reached the end of their useful life and are obsolete. There is no financial impact because of these disposals.

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

#### **VI. CHANGES FROM COMMITTEE**

N/A

#### **VII. ALTERNATIVES CONSIDERED**

Keep the vehicles and equipment in inventory. Staff does not recommend this alternative because the vehicles have exceeded their useful life and are cost prohibitive to repair; the generator is no longer used.

#### **VIII. ATTACHMENTS**

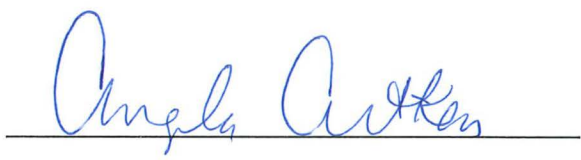
**Attachment A:** Resolution to Approve for the Disposal or Auction of Excess Property

**Exhibit A:** Excess Vehicle & Equipment Listing—as of June 26, 2020

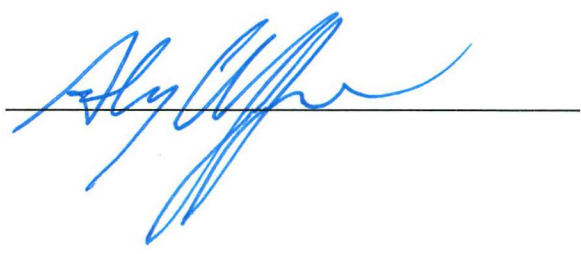
Prepared by: Caitlin Nelson, Financial Analyst

**IX. APPROVALS**

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



Alex Clifford, CEO/General Manager



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# Attachment A



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

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

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

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

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

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

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

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

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

1. The following assets are declared excess property on the Excess Vehicle & Equipment Listing as of 06/26/2020, "Exhibit A" and may be disposed of or auctioned as such:
  - a. "One (1) Generac 70KW Generator

# Attachment A

Resolution No. \_\_\_\_\_  
Page 2 of 3

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on June 26, 2020, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

---

MIKE ROTKIN  
Board Chair

ATTEST:

---

ALEX CLIFFORD  
CEO/General Manager

APPROVED AS TO FORM:

---

JULIE SHERMAN  
General Counsel



# Attachment A

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

Page 3 of 3

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 06/26/2020

(Attached)

# Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT EXCESS VEHICLE & EQUIPMENT LISTING AS OF 06/26/2020										
Vehicle or Asset Tag #	Description	Acquisition Date	Cost	Accumulated Depreciation	Net Book Value	Est. Market Value	Reason for Disposal	Condition	VIN / SN	License #
5487A	Generac 70KW Generator	12/1/2006	\$ 26,661	\$ 26,661	\$ -	\$ 4,000.00	END USEFUL LIFE	POOR	N/A	N/A

7-07A.Exhibit A.1



**DATE:** June 26, 2020

**TO:** Board of Directors

**FROM:** Angela Aitken, CFO

**SUBJECT: ADOPTION OF A RESOLUTION AUTHORIZING THE EXAMINATION OF STATE BOARD OF EQUALIZATION AND CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION TRANSACTIONS (SALES) AND USE TAX RECORDS PERTAINING TO SANTA CRUZ METRO ORDINANCE 78-3-1**

**I. RECOMMENDED ACTION**

**That the Board of Directors adopt the attached resolution requesting permission to examine State Board Tax of Equalization and California Department of Tax and Fee Administration Transactions (Sales) and Use Tax records**

**II. SUMMARY**

- Voters in Santa Cruz County approved a measure to change the financing of Santa Cruz Metropolitan Transit District (METRO) from property tax, to a ½-cent sales tax in 1979. Ordinance 78-3-1, enacted by the Board of Directors of METRO imposed a tax on retail transactions and use tax.
- Pursuant to Ordinance No. 78-3-1 adopted March 17, 1978 and §7270 of the Revenue and Taxation Code, METRO entered into a contract with the State Board of Equalization to perform all functions incident to the administration and operation of the Transactions and Use Tax Ordinance.
- METRO deems it desirable and necessary for authorized representatives of METRO to examine confidential transactions and use tax records of the State Board of Equalization and California Department of Tax and Fee Administration Transactions pertaining to transactions and use taxes collected by the State Board of Equalization for METRO.
- §7056 of the Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of State Board of Equalization and California Department of Tax and Fee Administration records, and establishes criminal penalties for the unlawful disclosure of information contained in or derived from, the transactions and use tax records of the State Board of Equalization and California Department of Tax and Fee Administration.
- METRO Resolution No. 89-7-1 Attachment A, adopted on July 21, 1989, permits certain authorized personnel to examine the records and procedures of the State Board of Equalization concerning taxpayers subject to Ordinance 78-3-1.

- METRO Resolution No. 10-06-01, Attachment B, adopted June 25, 2010, provided a new resolution to the State Board of Equalization, allowing METRO to have access to this information at any given point. Staff replaced the “Director of Management and Budget” with the Assistant Finance Manager, and the “Senior Accountant” was deleted from the resolution.
- Staff requests that CEO/GM, CFO, Finance Deputy Director, and Finance Staff, (Sr. Financial Analyst, Financial Analyst, Accountant I/II, and Accounting Specialist), or other officer or employee of METRO designated in writing by the Board of Directors of the Santa Cruz Metropolitan Transit District, to the State Board of Equalization and California Department of Tax and Fee Administration, is hereby appointed to represent METRO with authority to examine transactions and use tax records of the State Board of Equalization and California Department of Tax and Fee Administration pertaining to transactions and use taxes collected for METRO by the State Board of Equalization, pursuant to the contract between METRO and the State Board of Equalization and California Department of Tax and Fee Administration.
- This new resolution supersedes METRO Resolution No. 10-6-1 and all prior transactions and use tax resolutions of METRO adopted pursuant to subdivision (b) of Revenue and Taxation §7056.

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

Voters in Santa Cruz County approved a measure to change the financing of METRO from property tax to a ½-cent sales tax in 1979. Ordinance 78-3-1, enacted by the Board of Directors of METRO imposed a tax on retail transactions and use tax.

The California State Board of Equalization exclusively performs all functions incident to the administration and operation of Ordinance 78-3-1.

The California Revenue and Taxation Code §7056 and the Agreement between the State Board of Equalization and METRO allows authorized personnel of METRO to examine the records and procedures of the State Board of Equalization and California Department of Tax and Fee Administration concerning taxpayers subject to Ordinance 78-3-1.

METRO Resolution No. 89-7-1, Attachment A, adopted on July 21, 1989 permits certain authorized personnel to examine the records and procedures of the State Board of Equalization concerning taxpayers subject to Ordinance 78-3-1.

METRO Resolution No. 10-06-01, Attachment B, adopted June 25, 2010, provided a new resolution to the State Board of Equalization, allowing the agency to have access to this information at any given point. Staff replaced the “Director of

Management and Budget” with the Assistant Finance Manager, and the “Senior Accountant” was deleted from the resolution.

Staff requests that a new resolution, Attachment C, be adopted. Staff requests that CEO/GM, CFO, Finance Deputy Director, and Finance Staff (Sr. Financial Analyst, Financial Analyst, Accountant I/II, and Accounting Specialist), or other officer or employee of METRO designated in writing by the Board of Directors of the Santa Cruz Metropolitan Transit District to the State Board of Equalization and California Department of Tax and Fee Administration is hereby appointed to represent METRO with authority to examine transactions and use tax records of the State Board of Equalization and California Department of Tax and Fee Administration pertaining to transactions and use taxes collected for METRO by the State Board of Equalization, pursuant to the contract between METRO, the State Board of Equalization and California Department of Tax and Fee Administration.

The information obtained by examination of State Board of Equalization and California Department of Tax and Fee Administration records shall be used only for purposes related to the collection of METRO’s transactions and use taxes by the State Board of Equalization and California Department of Tax and Fee Administration, pursuant to the contract.

This new resolution supersedes METRO Resolution No. 89-7-1 and all prior transactions and use tax resolutions of METRO adopted pursuant to subdivision (b) of Revenue and Taxation §705

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report and subsequent Resolution pertains to Financial Stability, Stewardship, & Accountability of METRO and our corresponding Sales Tax revenue.

**V. FINANCIAL CONSIDERATIONS/IMPACT**

This action will authorize designated staff to review and validate sales tax receipts from the State Board of Equalization and California Department of Tax and Fee Administration.

**VI. CHANGES FROM COMMITTEE**

N/A

## **VII. ALTERNATIVES CONSIDERED**

Do nothing is an alternative, but would prevent access to Sales Tax information that specific Finance Department Staff need to perform their positions.

## **VIII. ATTACHMENTS**

**Attachment A:** Resolution No. 89-7-1 dated July 21, 1989

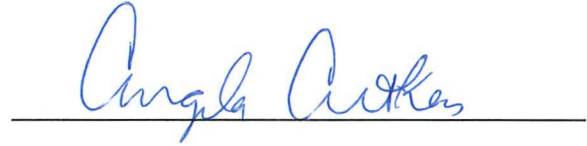
**Attachment B:** Resolution No. 10-7-1 dated June 25, 2010

**Attachment C:** Resolution of the Santa Cruz Metropolitan Transit District Authorizing the Examination of California Department of Tax and Fee Administration and State Board of Equalization Transaction (Sales) and Use Tax Records Pertaining to Santa Cruz Metropolitan Transit District Ordinance 78-3-1

Prepared by: Caitlin Nelson, Financial Analyst

**IX. APPROVALS**

Approved as to fiscal impact:  
Angela Aitken, CFO



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. 89-7-1

On the motion of Director Cavallaro  
Duly seconded by Director McNeil  
The following Resolution is adopted

RESOLUTION REQUESTING PERMISSION TO EXAMINE  
STATE BOARD OF EQUALIZATION RECORDS  
PERTAINING TO DISTRICT ORDINANCE 78-3-1

WHEREAS, Santa Cruz Metropolitan Transit District Ordinance 78-3-1, enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District, imposed a tax on retail transaction and use tax; and

WHEREAS, the State Board of Equalization exclusively performs all functions incident to the administration and operation of this District ordinance pursuant to an Agreement for State Administration of District Transaction and Use Taxes, which was entered into by the parties and became effective on January 1, 1979; and

WHEREAS, the California Revenue and Taxation Code §7056 and the Agreement between the State Board of Equalization and the Santa Cruz Metropolitan Transit District allows authorized personnel of the Santa Cruz Metropolitan Transit District to examine the records and procedures of the State Board of Equalization concerning taxpayers subject to the District Ordinance 78-3-1.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District requests that the State Board of Equalization permit certain authorized personnel of the District, namely, the General Manager, the Assistant General Manager, the Manager of Finance, the Director of Management and Budget and the Senior Accountant to examine the records and procedures of the State Board of Equalization concerning taxpayers subject to District Ordinance 78-3-1.

BE IT FURTHER RESOLVED, that any information obtained by examination of the State Board of Equalization records, as permitted herein, shall be used only for purposes related to the collection of District transactions and use taxes by the State Board of Equalization, pursuant to the Agreement with the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 21st day of July, 1989, by the following vote:

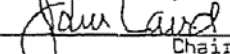
AYES: DIRECTORS Laird, McFarren, Cavallero, Kaplan, Keeley, Ghio, Graves,  
Lane, McNeil, Sauceda

NOES: DIRECTORS

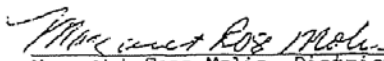
ABSENT: DIRECTORS Patton

ABSTAIN: DIRECTORS

ATTEST   
Secretary/General Manager

APPROVED   
Chair

APPROVED AS TO FORM:

  
Margaret Rose Molin, District Counsel

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# Attachment B

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

Resolution No. 10-06-01

On the Motion of Director: Graves

Duly Seconded by Director: Leopold

The Following Resolution is Adopted:

### A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE EXAMINATION OF STATE BOARD OF EQUALIZATION TRANSACTIONS (SALES) AND USE TAX RECORDS PERTAINING TO SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ORDINANCE 78-3-1

**WHEREAS**, pursuant to Ordinance No. 78-3-1 of the Santa Cruz Metropolitan Transit District, herein after called Santa Cruz METRO and §7270 of the Revenue and Taxation Code, Santa Cruz METRO entered into a contract with the State Board of Equalization to perform all functions incident to the administration and operation of the Transactions and Use Tax Ordinance and;

**WHEREAS**, Santa Cruz METRO deems it desirable and necessary for authorized representatives of Santa Cruz METRO to examine confidential transactions and use tax records of the State Board of Equalization pertaining to transactions and use taxes collected by the Board for Santa Cruz METRO pursuant to that contract and,

**WHEREAS**, §7056 of the Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Board of Equalization records and establishes criminal penalties for the unlawful disclosure of information contained in or derived from, the transactions and use tax records of the Board;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED AS FOLLOWS:** That the General Manager, the Assistant General Manager, the Finance Manager, and the Assistant Finance Manager or other officer or employee of Santa Cruz METRO designated in writing by the Board of Directors of the Santa Cruz Metropolitan Transit District to the State Board of Equalization (hereafter referred to as Board) is hereby appointed to represent Santa Cruz METRO with authority to examine transactions and use tax records of the Board pertaining to transactions and use taxes collected for Santa Cruz METRO by the Board pursuant to the contract between Santa Cruz METRO and the Board. The information obtained by examination of Board records shall be used only for purposes related to the collection of Santa Cruz METRO's transactions and use taxes by the Board pursuant to the contract.

**BE IT FURTHER RESOLVED**, that the information obtained by examination of Board records shall be used only for purposes related to the collection of Santa Cruz METRO's transactions and use taxes by the Board pursuant to the contracts between Santa Cruz METRO and Board, and;

**BE IT FURTHER RESOLVED**, that this resolution supersedes all prior transactions and use tax resolutions of Santa Cruz METRO adopted pursuant to subdivision (b) of Revenue and Taxation §7056.

**PASSED AND ADOPTED** this 25<sup>th</sup> day of June 2010, by the following vote:

**7-08B.1**

# Attachment B

Resolution No. 10-06-01

Page 2

**AYES:** Directors - Bustichi, Graves, Hagen, Hinkle, Leopold, Pirie, Robinson, Stone

**NOES:** Directors - None

**ABSTAIN:** Directors - None

**ABSENT:** Directors - Rivas, Rotkin, Tavantzis

**APPROVED**



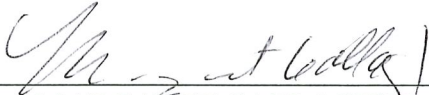
ELLEN PIRIE  
Chair

**ATTEST**



LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**



MARGARET GALLAGHER  
District Counsel



**7-08B.2**

# Attachment C



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

Resolution No. 20-06-\_\_\_\_

On the Motion of Director:

Duly Seconded by Director:

The Following Resolution is Adopted:

### **A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE EXAMINATION OF CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION AND STATE BOARD OF EQUALIZATION TRANSACTIONS (SALES) AND USE TAX RECORDS PERTAINING TO SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ORDINANCE 78-3-1**

**WHEREAS**, pursuant to Ordinance No. 78-3-1 of the Santa Cruz Metropolitan Transit District, herein after called Santa Cruz METRO and §7270 of the Revenue and Taxation Code, Santa Cruz METRO entered into a contract with the State Board of Equalization to perform all functions incident to the administration and operation of the Transactions and Use Tax Ordinance; and

**WHEREAS**, Santa Cruz METRO deems it desirable and necessary for authorized representatives of Santa Cruz METRO to examine confidential transactions and use tax records of the State Board of Equalization and California Department of Tax and Fee Administration pertaining to transactions and use taxes collected by the State Board of Equalization for Santa Cruz METRO pursuant to that contract; and

**WHEREAS**, §7056 of the Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of State Board of Equalization and California Department of Tax and Fee Administration records and establishes criminal penalties for the unlawful disclosure of information contained in or derived from, the transactions and use tax records of the State Board of Equalization and California Department of Tax and Fee Administration.

**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:

That the CEO/GM, CFO, Finance Deputy Director, and Finance Staff (Sr. Financial Analyst, Financial Analyst, Accountant I/II, and Accounting Specialist) or other officer or employee of Santa Cruz METRO designated in writing by the Board of Directors of the Santa Cruz Metropolitan Transit District to the State Board of and California Department of Tax and Fee Administration is hereby appointed to represent Santa Cruz METRO with authority to examine transactions and use tax records of the State Board of Equalization and California Department of Tax and Fee Administration pertaining to transactions and use taxes collected for Santa Cruz METRO by the State Board of Equalization and California Department of Tax and Fee Administration

# Attachment C

pursuant to the contract between Santa Cruz METRO and the State Board of Equalization and California Department of Tax and Fee Administration. The information obtained by examination of State Board of Equalization and California Department of Tax and Fee Administration records shall be used only for purposes related to the collection of Santa Cruz METRO's transactions and use taxes by the State Board of Equalization and California Department of Tax and Fee Administration pursuant contract;

**BE IT FURTHER RESOLVED**, that the information obtained by examination of State Board of Equalization and California Department of Tax and Fee Administration records shall be used only for purposes related to the collection of Santa Cruz METRO's transactions and use taxes by the State Board of Equalization and California Department of Tax and Fee Administration, pursuant to the contracts between Santa Cruz METRO, State Board of Equalization and California Department of Tax and Fee Administration; and

**BE IT FURTHER RESOLVED**, that this resolution supersedes all prior transactions and use tax resolutions of Santa Cruz METRO adopted pursuant to subdivision (b) of Revenue and Taxation §7056.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on June 26, 2020, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

---

Mike Rotkin  
Board Chair

ATTEST:

---

ALEX CLIFFORD  
CEO/General Manager

APPROVED AS TO FORM:

---

JULIE SHERMAN  
General Counsel



**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Rufus Francis, Safety, Security and Risk Management Director  
**SUBJECT: RENEWAL OF LIABILITY AND VEHICLE PHYSICAL DAMAGE  
INSURANCE PROGRAM COVERAGE WITH CALTIP FOR FY21**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorizes payment to the California Transit Indemnity Pool (CalTIP) in the amount of \$750,761 for participation in the FY21 liability and vehicle physical damage insurance coverage programs**

## **II. SUMMARY**

- Santa Cruz Metropolitan Transit District (METRO) carries liability and vehicle physical damage insurance through CalTIP, a pool of California public transit agencies established in 1987.
- The Liability Program Contribution Deposit for FY21 in the amount of \$741,114 provides for general liability, and public officials' errors and omissions.
- The Vehicle Physical Damage Program Contribution Deposit for FY21 is \$89,647 for vehicle physical damage insurance coverage.
- Staff recommends that the Board of Directors (Board) authorize payment to the California Transit Indemnity Pool (CalTIP) in the amount of \$750,761 for participation in the FY21 liability and vehicle physical damage insurance coverage programs.

## **III. DISCUSSION/BACKGROUND**

METRO has been a member of CalTIP since its inception in 1987. Each member agency has a representative on CalTIP's Board of Directors. Rufus Francis, Safety, Security and Risk Management Director, is METRO's appointed director to the Board, and Ciro Aguirre, Chief Operations Officer, is an alternate.

In 2016 METRO moved to CalTIP 's full service program as there were no internal resources available within METRO to handle the liability and vehicle physical damage insurance coverage program.

Liability: CalTIP's Liability Program provides protection against covered losses for bodily injury or physical damage caused by METRO or a METRO-owned vehicle. The pooled and excess coverage provides general liability, public officials' errors and omissions, and vehicle liability. CalTIP self-funds or "pools" the first \$2.0M of liability coverage for any claim. The \$2.0M is inclusive of METRO's Self-Insured

Retention (SIR), which is \$250K. CalTIP purchases reinsurance and excess insurance applying to losses that exceed the \$2.0M pooled layer. The general liability coverage limit is now \$25M.

The premium for liability coverage for FY21 is \$741,114, an increase of \$77,840 or 11.7% over FY20. This increase in premium is primarily due to limited renewal options in the excess and reinsurance layers due to poor loss experience in recent years, and a hardening of the auto liability market. Catastrophic property related claims/losses due to weather extremes (flooding, thunderstorm, wildfire and hurricane), coupled with lower investment earnings, have also contributed to premium increases in the liability insurance market.

Vehicle Physical Damage (VPD): The VPD Program provides comprehensive and collision coverage to transit, staff and maintenance vehicles. CalTIP currently self-funds, or “pools”, the first \$100K of coverage over the member agency’s deductible. METRO’s per vehicle deductible is \$500 for non-revenue vehicles and \$5K for buses and paratransit vehicles. CalTIP purchases excess insurance for losses exceeding \$100K and provides currently METRO with coverage up to \$20M per occurrence. However, CalTIP is striving hard to increase this coverage to up to \$30M and, if successful, will notify METRO accordingly.

The premium for vehicle physical damage coverage for FY21 is \$89,647, a decrease of \$26,716 or 23% from FY20. This decrease is attributable to a decrease in the vehicle values and a slight decrease in the loss fund deposit.

Below is the table reflecting five years of experience broken out by Liability and Vehicle Physical Damage insurance coverage program:

**Liability Program**

Program Year	2016/17	2017/18	2018/19	2019/20	2020/21
Net Contribution	\$268,010	\$364,967	\$571,604	\$578,199	\$686,114

**Vehicle Physical Damage Program**

Program Year	2016/17	2017/18	2018/19	2019/20	2020/21
Net Contribution	\$42,642	\$41,080	\$42,389	\$101,438	\$64,647

Staff recommends that the Board authorize payment to the California Transit Indemnity Pool (CalTIP) in the amount of \$750,761 for participation in the FY21 liability and vehicle physical damage insurance coverage programs.



#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report aligns with the following METRO Strategic Priorities:

1. Financial Stability, Stewardship & Accountability
2. Service Quality and Delivery

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

The following outlines the elements of the above recommendation:

1. Amount of recommendation: \$750,761
2. Source of Funding: \$750,761 from the FY21 Operating Budget – Finance & ParaCruz Departments' budgets, and the use of \$80,000 in retrospective premium adjustments (credit) from METRO's Rate Offset Reserve Fund (RORF). CalTIP holds the RORFs and members may elect to retain their entire RORF balances on deposit with CalTIP or apply any portion thereof toward the respective gross contribution deposit.
3. Expense accounts to charge: Insurance Property - 506011 / Insurance PL&PD - 506015

#### **VI. CHANGES FROM COMMITTEE**

N/A.

#### **VII. ALTERNATIVES CONSIDERED**

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

#### **VIII. ATTACHMENTS**

None

Prepared by: Rufus Francis, Safety, Security and Risk Management  
Director

**IX. APPROVALS**

Rufus Francis, Safety, Security  
and Risk Management Director



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Approved as to fiscal impact:  
Angela Aitken, CFO



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Alex Clifford, CEO/General Manager



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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Rufus Francis, Safety, Security and Risk Management Director  
**SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS**

**I. RECOMMENDED ACTION**

**That the Board of Directors Approve Staff Recommendations for Claims for the Month of June 2020**

**II. SUMMARY**

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

**III. DISCUSSION/BACKGROUND**

METRO's Risk Department received two claims for the month of June 2020 for money or damages. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)). See staff recommendations in paragraph VIII.

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report pertains to METRO's Financial Stability, Stewardship and Accountability.

**V. FINANCIAL CONSIDERATIONS/IMPACT**

None

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. 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)).

**VIII. DESCRIPTION OF CLAIM**

Claimant	Claim #	Description	Recommended Action
Martin, Mayuko Saeki	20-0008	Claimant alleges that a METRO bus hit her parked car. Amount of claim: \$2,708.37	Reject
CSAA Insurance, Loomis, Victoria	20-0009	Claimant alleges that a METRO bus ran a red light and collided with her vehicle. Amount of claim: \$5,244.82	Reject

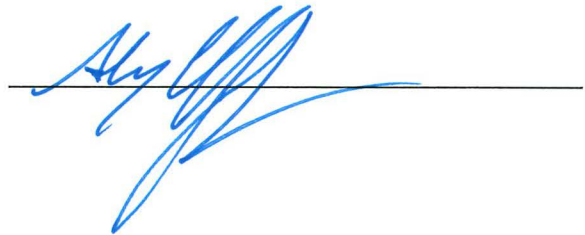
Prepared by: Tom Szeszowicki, Safety Specialist

**IX. APPROVALS**

Rufus Francis, Safety, Security  
and Risk Management Director



Alex Clifford, CEO/General Manager



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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Dawn Crummié, Human Resources Director  
**SUBJECT: REQUEST FOR AUTHORIZATION OF A CUSTOMER SERVICE ASSISTANT POSITION IN THE CUSTOMER SERVICE DEPARTMENT**

**I. RECOMMENDED ACTION**

**Approve the new position of Customer Service Assistant in the Customer Service Department**

**II. SUMMARY**

- In order to address the needs of the Customer Service Department, the former Marketing, Communications & Customer Service Director, Jayme Ackemann, requested the creation of a new position to replace the existing Administrative Assistant in the Customer Service Department through a classification and compensation study.
- On October 4, 2019, Service Employees International Union Local 521 (SEIU), Human Resources (HR) staff and Jayme Ackemann met and agreed to the creation of “Customer Service Assistant” to better address the needs of the Santa Cruz Metropolitan Transit District (METRO).
- On November 16, 2019, the Administrative Assistant to the Customer Service Department retired from METRO.
- METRO contracted with Koff & Associates (hereinafter K&A) to conduct a total classification and compensation study in November 2019. On March 27, 2020, the Marketing, Communications and Customer Service Director left the organization and Rina Solorio became the interim Assistant Operations Manager to oversee the Customer Service Department. This study was placed on hold to allow Ms. Solorio to evaluate the needs of the department.
- After an evaluation of the Customer Service Department, HR staff and Ms. Solorio requested to continue with the study to create a new position in the Customer Service Department.
- HR staff worked with K&A to create a new Customer Service Assistant position description and its wage scale.
- In May 2020, HR staff and K&A presented the classification and compensation study to SEIU. SEIU is in agreement with the findings and this recommendation.

- On June 12, 2020, HR staff presented this item to Personnel/Human Resources Standing Committee. The Personnel/Human Resources Standing Committee recommended the Board approve this as presented.

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

In order to address the needs of the Customer Service Department, the former Marketing, Communications & Customer Service Director, Jayme Ackemann, requested the creation of a Customer Service Assistant position to replace the existing Administrative Assistant in the Customer Service Department through a classification and compensation study.

The study shows the need for a position that would perform a combination of administrative tasks, as well as customer service tasks, which included develop and manage customer interaction tracking tools and provide final follow-up with customers awaiting responses or customers who have submitted concerns to METRO in writing.

This position will continue to provide communication, administration and organization duties, as well as perform tasks on a case-by-case basis which will directly track tasks performed in the Customer Service Department in order to meet the required milestones.

HR staff worked with K&A to create a new Customer Service Assistant job description (class specification) and corresponding wage scale. Upon approval, an open recruitment will be undertaken to fill the Customer Service Assistant position.

K&A presented a total compensation study, which reflected comparison agency salaries and benefits. The ten labor market comparable agencies were:

- Alameda-Contra Costa Transit District
- Central Contra Costa Transit Authority
- City of Santa Cruz
- County of Santa Cruz
- Golden Gate Bridge, Highway and Transportation District
- Monterey-Salinas Transit District
- Riverside Transit Agency
- San Joaquin Regional Transit District
- Santa Barbara Metropolitan Transit District
- Santa Clara Valley Transportation Authority



This position was discussed with SEIU/SEA Chapter President, Joan Jeffries, and SEIU representatives, Holly Alcorn and Olivia Martinez. All SEIU representatives are in support of this new classification.

Staff requests the Board approve the creation of Customer Service Assistant position, for final adoption at the June 26, 2020 board meeting.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This item aligns to the following Strategic Plan Priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop

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

Funding for this position will be provided from the current authorized, funded and vacant position (Administrative Assistant) in the Customer Service Department's FY20 & FY21 Operating Budget.

#### **VI. CHANGES FROM COMMITTEE**

None. On June 12, 2020, the Personnel/Human Resources Committee met to review this request. The Committee recommends the full Board approve the creation of Customer Service Assistant in the Customer Service Department as presented.

#### **VII. ALTERNATIVES CONSIDERED**

- Do nothing is an alternative. Staff does not recommend this option. This position meets the needs of METRO.
- Reject the suggested classification and wage survey. Staff does not recommend this action since the new class specification and its wage survey were researched and developed based on the developing needs of METRO.

#### **VIII. ATTACHMENTS**

**Attachment A:** Customer Service Assistant Job Description

**Attachment B:** Customer Service Assistant Wage Scale

Prepared by: Monik Delfin, HR Deputy Director

**IX. APPROVALS**

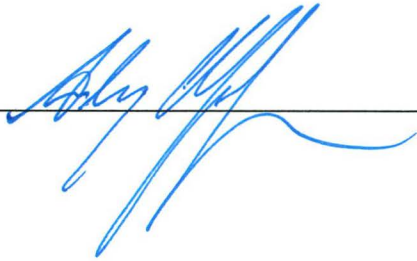
Dawn Crummié, HR Director

  
\_\_\_\_\_

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

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

*Class Code: AS120*  
*FLSA Status: Non-exempt*

### **Customer Service Assistant**

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

#### **DEFINITION:**

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

#### **DISTINGUISHING CHARACTERISTICS:**

Customer Service Assistant is a journey-level class in the series. An incumbent in this class performs a combination of administrative tasks as well as customer service tasks that require a broad general skill set, including good writing skills and the ability to manage inventory and small budgets and oversee office orders and materials procurement. An incumbent also develops and manages customer interaction tracking tools and provides final follow up with customers awaiting responses or customers who have submitted concerns to the District in writing. An incumbent will support the planning and execution of Department and agency events and activities as needed. This class uses technical, administrative duties that require substantial interpretation and application of laws, regulations, and/or specialized departmental and/or program policies.

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

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

- Prepares and assists in the preparation of correspondence, customer complaint reports, budget reports and documents, manuals, detailed operating procedures, minutes, agendas, and other reports and written materials; researches and compiles data from multiple and varied sources to prepare reports or complete forms; compiles and organizes content; selects formats, edits, and proofreads various documents; and finalizes documents.
- Prepares, monitors, and processes a variety of documents, including purchase requisitions, invoices, budget requests and transfers, expenditure claims, payment authorizations, check requests, and personnel/payroll actions.
- Greets customers in person or over the telephone and directs them to appropriate officials, vendors, or departmental staff; answers inquiries on administrative matters, and provides standard forms as needed .
- Develops and maintains customer service complaint data tracking; writes customer follow-ups; receives, closes out, and provides final responses on customer complaints or refers unresolvable issues to a superior.
- Schedules meetings involving multiple participants and/or locations; prepares and distributes agendas and meeting materials; maintains appointment calendars for management.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Enters and retrieves information from both hard copy and electronic records; utilizes various manual and electronic tools to log, track, summarize, and report information.
- Maintains, and updates general administrative filing systems in accordance with departmental records retention programs; documents retention storage; creates reference material.
- Monitors budget, purchase order, and account balances and tracks expenditures; maintains department petty cash fund; organizes and oversees department contracts.
- Requisitions and maintains inventory of supplies, parts, and materials; develops inventory control processes.
- Develops and maintains mailing lists; prepares and distributes inter-office mail; prepares difficult external mailings.
- Maintains all internal department communications and training materials; maintains all department policies and procedures and updates and communicates changes as directed by the Department Director.
- Performs a variety of department office support duties such as assisting in coordinating projects and assignments; acting as backup for the Revenue Account Coordinator; and making employee arrangement to attend meetings.
- Operates standard office equipment; utilizes standard business computer software in performing job tasks; may utilize specialized Santa Cruz METRO software.
- May handle sensitive or confidential materials, records, files, and other privileged information.
- Drives a Santa Cruz METRO vehicle to perform assignments.
- Performs related work as required

#### **EMPLOYMENT STANDARDS:**

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

- Modern office practices, equipment, and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Clerical processes pertaining to accounting, purchasing, and data maintenance.
- Methods of maintaining information in digital or hard copy files.
- Clerical methods of researching, gathering, organizing, and reporting data.
- Methods of prioritizing, planning, and organizing work.
- Time management techniques.
- Clerical customer service techniques.
- Intermediate mathematics, including percentages and intermediate statistics.
- Cash handling and balancing skills.
- Advanced telephone techniques and etiquette.

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

- Follow oral and written instructions accurately.
- Maintain confidentiality of materials, records, files, and other privileged information.
- Maintain records and control systems with accuracy and attention to detail.
- Type finished copy from rough draft.
- Input data into a database.



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

- Adhere to established work schedules and timelines.
- Maintain a calm demeanor in stressful situations.
- Work independently using good judgment, tact, and discretion.
- Balance multiple assignments simultaneously and effectively.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and effectively in both oral and written form.
- Safely operate a vehicle to perform assignments.
- Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

#### **MINIMUM QUALIFICATIONS:**

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

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

Associate degree in business, marketing, communications, public relations, or related fields.

**OR**

Two (2) years of experience in advertising, marketing, public relations, customer service, or business related areas or vocational training.

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

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

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

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

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

#### **Physical Demands**

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

#### **Mental Demands**

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

#### **Work Environment:**

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



# Attachment A

## HUMAN RESOURCES DEPARTMENT

### Santa Cruz METRO

#### OTHER CONDITIONS OF EMPLOYMENT:

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

\*Adopted: XXXX  
\*BOD Approved: XXXXXX  
\*Revised: 00-00-00  
\*Job Family: Customer Service  
\*Job Series: Customer Service Assistant Series  
\*Job Series Level: Journey  
\*Confidential: No

**FY20: Effective June 27, 2019/Adopted by the Board as of February 28, 2020**

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	19.31	20.28	21.25	20.28	21.29	22.30	23.41	23.35	23.41	22.35	23.47	24.59	23.47	24.64	25.81	24.64	25.87	27.10
SES	29.98	31.48	32.98	31.48	33.05	34.62	33.05	34.70	36.35	34.70	36.44	38.18	36.44	38.26	40.08	38.26	40.17	42.08
SES	31.10	32.66	34.22	32.66	34.29	35.92	34.29	36.00	37.71	36.00	37.80	39.60	37.80	39.69	41.58	39.69	41.67	43.65
SES	29.71	31.20	32.69	31.20	32.76	34.32	32.76	34.40	36.04	34.40	36.12	37.84	36.12	37.93	39.74	37.93	39.83	41.73
SES	27.24	28.60	29.96	28.60	30.03	31.46	30.03	31.53	33.03	31.53	33.11	34.69	33.11	34.77	36.43	34.77	36.51	38.25
SES	20.89	21.93	22.97	21.93	23.03	24.13	23.03	24.18	25.33	24.18	25.39	26.60	25.39	26.66	27.93	26.66	27.99	29.32
SES	18.79	19.73	20.67	19.73	20.72	21.71	20.72	21.76	22.80	21.76	22.85	23.94	22.85	23.99	25.13	23.99	25.19	26.39
SES	34.99	36.74	38.49	36.74	38.58	40.42	38.58	40.44	42.44	40.44	42.54	44.67	42.54	44.67	46.80	44.67	46.90	49.13
SES	38.90	40.85	42.80	40.84	42.88	44.92	42.88	45.02	47.16	45.02	47.27	49.52	47.27	49.63	51.99	49.63	52.11	54.59
SES	29.98	31.48	32.98	31.48	33.05	34.62	33.05	34.70	36.35	34.70	36.44	38.18	36.44	38.26	40.08	38.26	40.17	42.08
SES	26.34	27.66	28.98	27.66	29.04	30.42	29.04	30.49	31.94	30.49	32.01	33.53	32.01	33.61	35.21	33.61	35.29	36.97
SES	23.88	25.07	26.26	25.07	26.32	27.57	26.32	27.64	29.02	27.64	29.02	30.47	29.02	30.47	31.92	30.47	31.99	33.51
SES	39.90	41.90	43.90	41.90	44.00	46.10	43.99	46.19	48.39	46.19	48.50	50.81	48.50	50.93	53.36	50.93	53.48	56.03
SES	29.05	30.50	31.95	30.50	32.03	33.56	32.03	33.62	35.22	33.62	35.30	36.98	35.30	37.07	38.84	37.07	38.91	40.76
SES	45.01	47.26	49.51	47.26	49.62	51.98	49.62	52.10	54.58	52.10	54.71	57.32	54.71	57.45	60.19	57.45	60.32	63.19
SES	40.36	42.38	44.40	42.38	44.40	46.62	44.40	46.73	49.06	46.73	49.06	51.40	49.06	51.51	53.96	51.51	54.09	56.67
SES	40.91	42.96	45.01	42.96	45.11	47.26	45.11	47.37	49.63	47.37	49.74	52.11	49.74	52.23	54.72	52.23	54.84	57.45
SES	30.27	31.78	33.29	31.78	33.37	34.96	33.37	35.04	36.71	35.04	36.79	38.54	36.79	38.63	40.47	38.63	40.56	42.49
SES	33.63	35.31	36.99	35.31	37.08	38.85	37.08	38.93	40.78	38.93	40.88	42.83	40.88	42.92	44.96	42.92	45.07	47.22
SEV	31.10	32.66	34.22	32.66	34.29	35.92	34.29	36.00	37.71	36.00	37.80	39.60	37.80	39.69	41.58	39.69	41.67	43.65
SEV	31.60	33.18	34.76	33.18	34.84	36.50	34.84	36.58	38.32	36.58	38.41	40.24	38.41	40.33	42.25	40.33	42.35	44.37
SEV	26.75	28.09	29.43	28.09	29.49	30.89	29.49	30.96	32.43	30.96	32.51	34.06	32.51	34.14	35.77	34.14	35.85	37.56
SEV	22.38	23.50	24.62	23.50	24.68	25.86	24.67	25.90	27.13	25.90	27.20	28.50	27.20	28.56	29.92	28.56	29.99	31.42
SEV	23.70	24.89	26.08	24.89	26.13	27.37	26.13	27.44	28.75	27.44	28.81	30.18	28.81	30.25	31.69	30.25	31.76	33.27
SEV	26.34	27.66	28.98	27.66	29.04	30.42	29.04	30.49	31.94	30.49	32.01	33.53	32.01	33.61	35.21	33.61	35.29	36.97
SEV	28.97	30.42	31.87	30.42	31.94	33.46	31.94	33.54	35.14	33.54	35.22	36.90	35.22	36.98	38.74	36.98	38.83	40.68
SEV	22.30	23.42	24.54	23.42	24.58	25.75	24.58	25.81	27.04	25.81	27.10	28.39	27.10	28.46	29.82	28.46	29.87	31.29
SEV	22.38	23.50	24.62	23.50	24.68	25.86	24.68	25.91	27.14	25.91	27.21	28.51	27.21	28.57	29.93	28.57	30.00	31.43
SEV	24.62	25.85	27.08	25.85	27.14	28.43	27.14	28.50	29.86	28.50	29.93	31.36	29.93	31.43	32.93	31.43	33.00	34.57
SEV	24.62	25.85	27.08	25.85	27.14	28.43	27.14	28.50	29.86	28.50	29.93	31.36	29.93	31.43	32.93	31.43	33.00	34.57
SEV	20.50	21.53	22.56	21.53	22.61	23.69	22.61	23.74	24.87	23.74	24.93	26.12	24.93	26.18	27.43	26.18	27.49	28.80
SEV	16.78	17.62	18.46	17.62	18.50	19.38	18.50	19.43	20.36	19.43	20.40	21.37	20.40	21.42	22.44	21.42	22.49	23.56
SEV	18.71	19.65	20.59	19.66	20.64	21.62	20.61	21.64	22.67	21.64	22.70	23.78	22.70	23.81	24.94	23.81	24.99	26.18

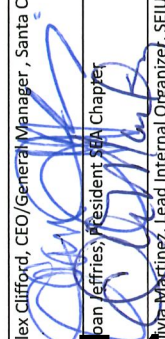
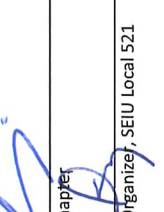
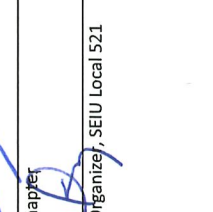
**Special Handling - filled positions as of 10/26/2019**

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	24.46	25.68	26.90	25.67	26.95	28.23	26.95	28.30	29.65	28.33	29.75	31.17	29.73	31.22	32.71	31.24	32.80	34.36
SES	25.21	26.47	27.73	26.47	27.79	29.11	27.75	29.14	30.53	29.18	30.64	32.10	30.64	32.17	33.70	32.19	33.80	35.41
SES	22.74	23.88	25.02	23.87	25.06	26.25	25.05	26.30	27.55	26.34	27.66	28.98	27.63	29.01	30.39	29.03	30.48	31.93
SES	30.37	31.89	33.41	31.89	33.48	35.07	33.48	35.15	36.82	35.15	36.91	38.67	36.90	38.75	40.60	38.75	40.69	42.63
SEV	24.10	25.31	26.52	25.31	26.58	27.85	26.58	27.91	29.24	27.91	29.31	30.71	29.31	30.78	32.25	30.78	32.32	33.86
SEV	16.99	17.84	18.69	17.82	18.71	19.60	18.68	19.61	20.54	19.59	20.57	21.55	20.58	21.61	22.64	21.60	22.68	23.76

Notes: \* Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020

**Tentative Agreement**

Article 10.1 Pay Rates  
Agree to pay scales as provided above.

Alex Clifford, CEO/General Manager, Santa Cruz METRO  
  
 Juan Jeffries, President SEA Chapter  
  
 Onyia Martinez, Lead Internal Organizer, SEIU Local 521  


# Attachment B

FY20: Effective June 27, 2019/Adopted by the Board as of February 28, 2020

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SEP	29.39	30.86	32.33	33.94	32.40	33.94	32.40	34.02	35.64	34.02	35.72	37.42	35.72	37.51	39.30	37.51	39.39	41.27
SEP	32.10	33.71	35.32	37.08	35.39	37.08	35.38	37.15	38.92	37.15	39.01	40.87	39.01	40.96	42.91	40.96	43.01	45.06
SEP	21.80	23.94	25.08	26.34	25.14	26.34	25.14	26.40	27.66	26.40	27.72	29.04	27.72	29.11	30.50	29.11	30.57	32.03
SEP	26.87	28.21	29.55	31.03	29.62	31.10	29.62	31.10	32.58	31.10	32.66	34.22	32.66	34.28	35.91	34.28	35.99	37.70
SEP	31.42	32.99	34.56	36.29	34.64	36.29	34.64	36.37	38.10	36.37	38.19	40.01	38.19	40.10	42.01	40.10	42.11	44.12
SEP	35.55	37.33	39.11	41.07	39.20	41.07	39.20	41.16	43.12	41.16	43.22	45.28	43.22	45.38	47.54	45.38	47.65	49.92
SEP	30.10	31.61	33.12	34.60	33.18	34.60	33.18	34.84	36.50	34.84	36.58	38.32	36.58	38.41	40.24	38.41	40.33	42.25
SEP	25.38	26.65	27.92	29.38	29.31	29.38	29.31	29.38	30.78	29.38	30.85	32.32	30.85	32.39	33.93	32.39	34.01	35.63
SEP	34.70	36.44	38.18	40.07	38.25	40.07	38.25	40.16	42.17	40.16	42.17	44.18	42.17	44.28	46.39	44.28	46.49	48.70
SEP	31.10	32.66	34.22	35.92	34.29	35.92	34.29	36.00	37.71	36.00	37.80	39.60	37.80	39.69	41.58	39.69	41.67	43.65
SEP	45.41	47.88	49.95	52.44	50.06	52.44	50.06	52.56	55.06	52.56	55.19	57.62	55.19	57.95	60.71	57.95	60.85	63.75
SES	23.98	25.18	26.38	27.70	26.44	27.70	26.44	27.76	29.08	27.76	29.15	30.54	29.15	30.61	32.07	30.61	32.14	33.67
SES	29.98	31.48	32.98	34.62	33.05	34.62	33.05	34.70	36.35	34.70	36.44	38.18	36.44	38.26	40.08	38.26	40.17	42.08
SES	32.97	34.62	36.27	38.08	36.35	38.08	36.35	38.17	39.99	38.17	40.08	41.99	40.08	42.08	44.08	42.08	44.18	46.28
SES	19.90	20.90	21.90	22.97	21.93	22.97	21.93	23.03	24.13	23.03	24.18	25.33	24.18	25.39	26.60	25.39	26.66	27.93
SES	23.70	24.89	26.08	27.37	26.13	27.37	26.13	27.44	28.75	27.44	28.81	30.18	28.81	30.25	31.69	30.25	31.76	33.27
SES	23.06	24.21	25.36	26.63	25.42	26.63	25.42	26.69	27.96	26.69	28.02	29.35	28.02	29.42	30.82	29.42	30.89	32.36
SES	20.75	21.79	22.88	23.97	22.88	23.97	22.88	24.02	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12
SES	25.35	26.62	27.89	29.28	27.95	29.28	27.95	29.35	30.75	29.35	30.82	32.29	30.82	32.36	33.90	32.36	33.98	35.60
SES	24.76	26.00	27.24	28.60	27.30	28.60	27.30	28.67	30.04	28.67	30.10	31.53	30.10	31.61	33.12	31.61	33.19	34.77
SES	21.62	22.70	23.78	24.98	23.84	24.98	23.83	25.02	26.21	25.02	26.27	27.52	26.27	27.58	28.89	27.58	28.96	30.34
SES	24.02	25.22	26.42	27.74	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58	29.19	30.65	32.11	30.65	32.18	33.71
SES	16.97	17.82	18.67	19.57	18.68	19.57	18.65	19.58	20.51	19.57	20.55	21.53	20.55	21.56	22.59	21.56	22.64	23.72
SES	19.90	20.90	21.90	22.97	21.93	22.97	21.93	23.03	24.13	23.03	24.18	25.33	24.18	25.39	26.60	25.39	26.66	27.93
SES	23.06	24.21	25.36	26.63	25.42	26.63	25.42	26.69	27.96	26.69	28.02	29.35	28.02	29.42	30.82	29.42	30.89	32.36
SES	20.95	22.00	23.05	24.20	22.00	24.20	22.00	23.10	24.20	23.10	24.26	25.42	24.26	25.46	26.73	25.46	26.73	28.07
SES	23.28	24.44	25.60	26.88	25.66	26.88	25.66	26.94	28.22	26.94	28.29	29.64	28.29	29.70	31.11	29.70	31.19	32.68
SES	36.29	38.10	39.91	41.92	40.00	41.92	40.00	42.00	44.00	42.00	44.10	46.20	44.10	46.31	48.52	46.31	48.62	50.94
SES	33.63	35.31	36.99	38.85	37.08	38.85	37.08	38.93	40.78	38.93	40.88	42.83	40.88	42.92	44.96	42.92	45.07	47.22
SES	20.95	22.00	23.05	24.20	22.00	24.20	22.00	23.10	24.20	23.10	24.26	25.42	24.26	25.46	26.73	25.46	26.73	28.07
SES	23.04	24.19	25.34	26.61	25.40	26.61	25.40	26.67	27.94	26.67	28.00	29.33	28.00	29.40	30.80	29.40	30.87	32.34
SES	24.20	25.41	26.62	27.95	26.68	27.95	26.68	28.01	29.34	28.01	29.41	30.81	29.41	30.88	32.35	30.88	32.42	33.96
SES	24.43	25.65	26.87	28.21	26.93	28.21	26.93	28.28	29.63	28.28	29.69	31.10	29.69	31.17	32.65	31.17	32.73	34.29
SES	27.13	28.49	29.85	31.33	29.91	31.33	29.91	31.41	32.98	31.41	32.98	34.55	32.98	34.63	36.28	34.63	36.36	38.09
SES	20.28	21.29	22.30	23.35	23.41	23.35	23.41	23.55	24.59	23.47	24.64	25.81	24.64	25.87	27.10	25.87	27.16	28.45
SES	27.91	29.31	30.71	32.25	30.78	32.25	30.78	32.32	33.86	32.32	33.94	35.56	33.94	35.64	37.34	35.64	37.42	39.20
SES	20.95	22.00	23.05	24.20	22.00	24.20	22.00	23.10	24.20	23.10	24.26	25.42	24.26	25.46	26.73	25.46	26.73	28.07
SES	32.97	34.62	36.27	38.08	36.35	38.08	36.35	38.17	39.99	38.17	40.08	41.99	40.08	42.08	44.08	42.08	44.18	46.28
SES	29.98	31.48	32.98	34.62	33.05	34.62	33.05	34.70	36.35	34.70	36.44	38.18	36.44	38.26	40.08	38.26	40.17	42.08
SES	24.20	25.41	26.62	27.95	26.68	27.95	26.68	28.01	29.34	28.01	29.41	30.81	29.41	30.88	32.35	30.88	32.42	33.96



# Attachment B

RY21: 1.5% wage increase, effective June 25, 2020/Adopted by the Board as of February 28, 2020

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	19.60	20.58	21.56	20.58	21.61	22.64	21.61	22.69	23.77	24.95	23.82	24.95	23.82	25.01	26.20	25.01	26.26	27.51
SES	30.43	31.95	33.47	31.95	33.55	35.15	33.55	35.23	36.91	35.23	36.99	38.75	36.99	38.84	40.69	38.84	40.78	42.72
SES	31.57	33.15	34.73	33.15	34.81	36.47	34.81	36.55	38.29	36.55	38.38	40.21	38.38	40.30	42.22	40.30	42.32	44.34
SES	30.16	31.67	33.18	31.67	33.25	34.83	33.25	34.91	36.57	34.91	36.66	38.41	36.66	38.49	40.32	38.49	40.41	42.33
SES	27.65	29.03	30.41	29.03	30.48	31.93	30.48	32.00	33.52	32.00	33.60	35.20	33.60	35.28	36.96	35.28	37.04	38.80
SES	21.20	22.26	23.32	22.26	23.37	24.48	23.37	24.54	25.71	24.54	25.77	27.00	25.77	27.06	28.35	27.06	28.41	29.76
SES	19.07	20.02	20.97	20.02	21.02	22.02	21.02	22.07	23.12	22.07	23.17	24.27	23.17	24.33	25.49	24.33	25.55	26.77
SES	35.51	37.29	39.07	37.29	39.15	41.01	39.15	41.11	43.07	41.11	43.17	45.23	43.17	45.33	47.49	45.33	47.60	49.87
SES	39.48	41.45	43.42	41.45	43.52	45.59	43.52	45.70	47.88	45.70	47.99	50.28	47.99	50.39	52.79	50.39	52.91	55.43
SES	30.43	31.95	33.47	31.95	33.55	35.15	33.55	35.23	36.91	35.23	36.99	38.75	36.99	38.84	40.69	38.84	40.78	42.72
SES	26.74	28.08	29.42	28.08	29.48	30.88	29.48	30.95	32.42	30.95	32.50	34.05	32.50	34.13	35.76	34.13	35.84	37.55
SES	24.24	25.45	26.66	25.45	26.72	27.99	26.72	28.06	29.40	28.06	29.46	30.86	29.46	30.93	32.40	30.93	32.48	34.03
SES	40.50	42.53	44.56	42.53	44.66	46.79	44.66	46.89	49.12	46.89	49.23	51.57	49.23	51.69	54.15	51.69	54.27	56.85
SES	29.49	30.96	32.43	30.96	32.51	34.06	32.51	34.14	35.83	34.14	35.85	37.64	35.85	37.64	39.52	37.64	39.52	41.40
SES	45.69	47.97	50.25	47.97	50.37	52.77	50.37	52.89	55.53	52.89	55.53	58.31	55.53	58.31	61.09	58.31	61.23	64.15
SES	40.97	43.02	45.07	43.02	45.17	47.32	45.17	47.43	49.69	47.43	49.80	52.17	49.80	52.29	54.78	52.29	54.90	57.51
SES	41.52	43.60	45.68	43.60	45.78	47.96	45.78	48.07	50.36	48.07	50.47	52.87	50.47	52.99	55.51	52.99	55.64	58.29
SES	30.72	32.26	33.80	32.26	33.87	35.48	33.87	35.56	37.25	35.56	37.34	39.12	37.34	39.21	41.08	39.21	41.17	43.13
SES	34.13	35.84	37.55	35.84	37.63	39.42	37.63	39.51	41.39	39.51	41.49	43.47	41.49	43.56	45.63	43.56	45.74	47.92
SEV	31.57	33.15	34.73	33.15	34.81	36.47	34.81	36.55	38.29	36.55	38.38	40.21	38.38	40.30	42.22	40.30	42.32	44.34
SEV	32.07	33.67	35.27	33.67	35.35	37.03	35.35	37.12	38.89	37.12	38.98	40.84	38.98	40.93	42.88	40.93	42.98	45.03
SEV	27.15	28.51	29.87	28.51	29.94	31.37	29.94	31.44	32.94	31.44	33.01	34.58	33.01	34.66	36.31	34.66	36.39	38.12
SEV	22.72	23.86	25.00	23.86	25.05	26.24	25.05	26.30	27.55	26.30	27.62	28.94	27.62	29.00	30.38	29.00	30.45	31.90
SEV	24.06	25.26	26.46	25.26	26.52	27.78	26.52	27.85	29.18	27.85	29.24	30.63	29.24	30.70	32.16	30.70	32.24	33.78
SEV	26.74	28.08	29.42	28.08	29.48	30.88	29.48	30.95	32.42	30.95	32.50	34.05	32.50	34.13	35.76	34.13	35.84	37.55
SEV	29.40	30.87	32.34	30.87	32.41	33.95	32.41	34.03	35.65	34.03	35.73	37.43	35.73	37.52	39.31	37.52	39.40	41.28
SEV	22.63	23.76	24.89	23.76	24.95	26.14	24.95	26.20	27.45	26.20	27.51	28.82	27.51	28.89	30.27	28.89	30.33	31.77
SEV	22.72	23.86	25.00	23.86	25.05	26.24	25.05	26.30	27.55	26.30	27.62	28.94	27.62	29.00	30.38	29.00	30.45	31.90
SEV	24.99	26.24	27.49	26.24	27.55	28.86	27.55	28.93	30.31	28.93	30.38	31.83	30.38	31.90	33.42	31.90	33.50	35.10
SEV	24.99	26.24	27.49	26.24	27.55	28.86	27.55	28.93	30.31	28.93	30.38	31.83	30.38	31.90	33.42	31.90	33.50	35.10
SEV	20.81	21.85	22.89	21.85	22.94	24.03	22.94	24.09	25.24	24.09	25.29	26.49	25.29	26.55	27.81	26.55	27.88	29.21
SEV	17.03	17.88	18.73	17.88	18.77	19.66	18.77	19.71	20.65	19.71	20.70	21.69	20.70	21.74	22.78	21.74	22.83	23.92
SEV	18.99	19.94	20.89	19.94	20.94	21.94	20.94	21.99	23.04	21.99	23.09	24.19	23.09	24.24	25.39	24.24	25.45	26.66

Date

### Tentative Agreement

Article 10.1 Pay Rates

Agree to pay scales as provided above.

Alex Clifford, CEO/General Manager, Santa Cruz METRO

\*Joak Vestfries, President SEA Chapter

Olivia Macfinez, Lead Internal Organizer, SEIU Local 521

7-11B.3

FY21: 1.5% wage increase, effective June 25, 2020/Adopted by the Board as of February 28, 2020

UNION	Step 1	1L	1L	Step 2	2L	2L	21L	Step 3	3L	3L	3L	Step 4	4L	4L	4L	4L	Step 5	5L	5L	5L	51L	Step 6	6L	6L	61L		
SEP	29.83	31.32	32.81	31.32	32.81	34.46	34.46	32.89	34.53	36.17	34.53	36.26	37.99	36.26	37.99	39.88	36.26	38.07	39.88	38.07	39.88	38.07	39.88	38.07	39.88	41.87	
SEP	32.58	34.21	35.84	34.21	35.82	37.63	35.92	37.72	39.52	37.72	39.52	37.72	39.52	41.50	39.52	41.50	39.52	41.59	43.57	41.59	43.57	41.59	43.57	41.59	43.57	45.75	
SEP	23.14	24.30	25.46	24.30	25.46	26.74	25.52	26.80	28.08	26.80	28.08	26.80	28.14	29.48	26.80	28.14	29.48	28.14	29.55	30.96	29.55	30.96	29.55	30.96	29.55	31.03	
SEP	27.27	28.63	29.99	28.63	30.06	31.49	30.06	31.56	33.06	31.56	33.06	31.56	33.14	34.72	31.56	33.14	34.72	31.56	34.80	36.46	34.80	36.46	34.80	36.46	34.80	38.28	
SEP	31.89	33.48	35.07	33.48	35.15	36.82	35.15	36.91	38.67	36.91	38.67	36.91	38.75	40.61	36.91	38.75	40.61	36.91	40.70	42.64	40.70	42.64	40.70	42.64	40.70	44.78	
SEP	36.08	37.88	39.68	37.88	39.77	41.66	39.77	41.76	43.75	41.76	43.75	41.76	43.85	45.94	41.76	43.85	45.94	41.76	46.04	48.23	46.04	48.23	46.04	48.23	46.04	50.64	
SEP	30.55	32.08	33.61	32.08	33.68	35.28	33.68	35.36	37.04	35.36	37.04	35.36	37.13	38.90	35.36	37.13	38.90	35.36	39.05	40.85	39.05	40.85	39.05	40.85	39.05	42.89	
SEP	25.76	27.05	28.34	27.05	28.40	29.75	28.40	29.82	31.24	29.82	31.24	29.82	31.31	32.80	29.82	31.31	32.80	29.82	32.88	34.45	32.88	34.45	32.88	34.45	32.88	36.16	
SEP	35.22	36.98	38.74	36.98	38.83	40.68	38.83	40.77	42.71	40.77	42.71	40.77	42.81	44.85	40.77	42.81	44.85	40.77	44.95	47.09	44.95	47.09	44.95	47.09	44.95	49.45	
SEP	31.57	33.15	34.73	33.15	34.81	36.47	34.81	36.55	38.29	36.55	38.29	36.55	38.38	40.21	36.55	38.38	40.21	36.55	40.30	42.22	40.30	42.22	40.30	42.22	40.30	44.34	
SEP	46.09	48.39	50.69	48.39	50.81	53.23	50.81	53.35	55.89	53.35	55.89	53.35	56.02	58.69	53.35	56.02	58.69	53.35	58.82	61.62	58.82	61.62	58.82	61.62	58.82	64.70	
SES	24.34	25.56	26.78	25.56	26.84	28.12	26.84	28.18	29.52	26.84	28.18	29.52	31.00	29.52	31.00	29.52	31.00	29.52	31.07	32.55	31.07	32.55	31.07	32.55	31.07	32.62	34.17
SES	30.43	31.95	33.47	31.95	33.55	35.15	33.55	35.23	36.91	33.55	35.23	36.91	35.23	36.99	33.55	36.99	35.23	36.99	38.84	40.78	38.84	40.78	38.84	40.78	38.84	42.72	
SES	33.46	35.13	36.80	35.13	36.89	38.65	36.89	38.73	40.57	36.89	38.73	40.57	38.73	40.67	36.89	40.67	38.73	40.67	42.70	44.84	40.67	42.70	44.84	40.67	42.70	44.98	
SES	20.20	21.21	22.22	21.21	22.27	23.38	22.27	23.38	24.49	22.27	23.38	24.49	22.27	23.38	22.27	23.38	24.49	22.27	24.55	25.78	24.55	25.78	24.55	25.78	24.55	27.07	
SES	29.40	30.87	32.34	30.87	32.41	33.95	32.41	34.03	35.63	32.41	34.03	35.63	34.03	35.73	32.41	35.73	37.52	32.41	37.52	39.40	37.52	39.40	37.52	39.40	37.52	41.28	
SES	24.06	25.26	26.46	25.26	26.52	27.78	26.52	27.85	29.18	26.52	27.85	29.18	26.52	28.46	26.52	28.46	29.82	26.52	29.88	31.30	29.88	31.30	29.88	31.30	29.88	32.86	
SES	23.41	24.58	25.75	24.58	25.81	27.04	25.81	27.10	28.39	25.81	27.10	28.39	25.81	28.46	25.81	28.46	29.82	25.81	29.88	31.30	29.88	31.30	29.88	31.30	29.88	32.86	
SES	21.06	22.11	23.16	22.11	23.22	24.33	23.22	24.38	25.54	23.22	24.38	25.54	23.22	24.38	23.22	24.38	25.60	23.22	25.84	27.07	25.84	27.07	25.84	27.07	25.84	27.13	
SES	25.73	27.02	28.31	27.02	28.37	29.72	28.37	29.79	31.21	28.37	29.79	31.21	28.37	31.28	28.37	31.28	32.77	28.37	32.84	34.40	32.84	34.40	32.84	34.40	32.84	34.48	
SES	25.13	26.39	27.65	26.39	27.71	29.03	27.71	29.10	30.49	27.71	29.10	30.49	27.71	29.10	27.71	29.10	30.56	27.71	30.62	32.09	30.62	32.09	30.62	32.09	30.62	32.99	
SES	21.94	23.04	24.14	23.04	24.19	25.34	24.19	25.40	26.61	24.19	25.40	26.61	24.19	25.40	24.19	25.40	26.67	24.19	26.77	27.94	26.77	27.94	26.77	27.94	26.77	29.56	
SES	24.38	25.60	26.82	25.60	26.88	28.16	26.88	28.22	29.56	26.88	28.22	29.56	26.88	28.22	26.88	28.22	29.63	26.88	29.63	31.11	29.63	31.11	29.63	31.11	29.63	32.67	
SES	17.22	18.08	18.94	18.08	18.98	19.88	18.98	19.93	20.88	18.98	19.93	20.88	18.98	19.93	18.98	19.93	20.93	18.98	20.93	21.98	20.93	21.98	20.93	21.98	20.93	23.08	
SES	20.20	21.21	22.22	21.21	22.27	23.33	22.27	23.38	24.49	22.27	23.38	24.49	22.27	23.38	22.27	23.38	24.55	22.27	24.55	25.78	24.55	25.78	24.55	25.78	24.55	27.07	
SES	23.41	24.58	25.75	24.58	25.81	27.04	25.81	27.10	28.39	25.81	27.10	28.39	25.81	28.46	25.81	28.46	29.82	25.81	29.88	31.30	29.88	31.30	29.88	31.30	29.88	32.86	
SES	21.26	22.32	23.38	22.32	23.44	24.56	23.44	24.56	25.79	23.44	24.56	25.79	23.44	24.61	23.44	24.61	25.84	23.44	25.84	27.07	25.84	27.07	25.84	27.07	25.84	27.13	
SES	23.63	24.81	25.99	24.81	26.05	27.29	26.05	27.35	28.65	26.05	27.35	28.65	26.05	27.35	26.05	27.35	28.72	26.05	28.72	30.09	28.72	30.09	28.72	30.09	28.72	31.18	
SES	36.83	38.67	40.51	38.67	40.60	42.53	40.60	42.63	44.66	40.60	42.63	44.66	40.60	42.63	40.60	42.63	44.76	40.60	44.76	46.89	44.76	46.89	44.76	46.89	44.76	49.35	
SES	34.13	35.84	37.55	35.84	37.63	39.42	37.63	39.51	41.39	37.63	39.51	41.39	37.63	39.51	37.63	39.51	41.49	37.63	41.49	43.56	41.49	43.56	41.49	43.56	41.49	45.74	
SES	21.26	22.32	23.38	22.32	23.44	24.56	23.44	24.56	25.79	23.44	24.56	25.79	23.44	24.61	23.44	24.61	25.84	23.44	25.84	27.07	25.84	27.07	25.84	27.07	25.84	27.13	
SES	23.39	24.56	25.73	24.56	25.79	27.02	25.79	27.08	28.37	25.79	27.08	28.37	25.79	27.08	25.79	27.08	28.43	25.79	28.43	29.78	28.43	29.78	28.43	29.78	28.43	31.34	
SES	24.56	25.79	27.02	25.79	27.08	28.37	27.08	28.43	29.78	27.08	28.43	29.78	27.08	28.43	27.08	28.43	29.85	27.08	29.85	31.27	29.85	31.27	29.85	31.27	29.85	31.34	
SES	24.80	26.04	27.28	26.04	27.34	28.64	27.34	28.71	30.08	27.34	28.71	30.08	27.34	30.15	27.34	30.15	31.59	27.34	31.66	33.17	31.66	33.17	31.66	33.17	31.66	34.82	
SES	27.54	28.92	30.30	28.92	30.37	31.82	30.37	31.89	33.41	30.37	31.89	33.41	30.37	31.89	30.37	31.89	33.48	30.37	33.48	35.07	33.48	35.07	33.48	35.07	33.48	36.91	
SES	20.58	21.61	22.64	21.61	22.69	23.77	22.69	23.82	24.95	22.69	23.82	24.95	22.69	23.82	22.69	23.82	25.01	22.69	25.01	26.26	25.01	26.26	25.01	26.26	25.01	28.68	
SES	28.33	29.75	31.17	29.75	31.24	32.73	31.24	32.80	34.36	31.24	32.80	34.36	31.24	32.80	31.24	32.80	34.44	31.24	34.44	36.08	34.44	36.08	34.44	36.08	34.44	39.78	
SES	21.26	22.32	23.38	22.32	23.44	24.56	23.44	24.56	25.79	23.44	24.56	25.79	23.44	24.61	23.44	24.61	25.84	23.44	25.84	27.07	25.84	27.07	25.84	27.07	25.84	27.13	
SES	30.43	31.95	33.47	31.95	33.55	35.15	33.55	35.23	36.91	33.55	35.23	36.91	33.55	35.23	33.55	35.23	36.99	33.55	36.99	38.75	36.99	38.75	36.99	38.75	33.91		
SES	33.46	35.13	36.80	35.13	36.89	38.65	36.89	38.73	40.57	36.89	38.73	40.57	36.89	38.73	36.89	38.73	40.67	36.89	40.67	42.70	40.67	42.70	40.67	42.70	40.67	44.84</	

# Attachment B

FY22: 2.5% wage increase, effective June 24, 2021/Adopted by the Board as of February 28, 2020

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	20.09	21.09	22.14	23.19	24.26	25.33	26.41	27.49	28.57	29.65	30.73	31.81	32.89	33.97	35.05	36.13	37.21	38.29
SES	34.31	35.31	36.31	37.31	38.31	39.31	40.31	41.31	42.31	43.31	44.31	45.31	46.31	47.31	48.31	49.31	50.31	51.31
SES	32.36	33.36	34.36	35.36	36.36	37.36	38.36	39.36	40.36	41.36	42.36	43.36	44.36	45.36	46.36	47.36	48.36	49.36
SES	30.91	31.91	32.91	33.91	34.91	35.91	36.91	37.91	38.91	39.91	40.91	41.91	42.91	43.91	44.91	45.91	46.91	47.91
SES	28.34	29.34	30.34	31.34	32.34	33.34	34.34	35.34	36.34	37.34	38.34	39.34	40.34	41.34	42.34	43.34	44.34	45.34
SES	21.73	22.73	23.73	24.73	25.73	26.73	27.73	28.73	29.73	30.73	31.73	32.73	33.73	34.73	35.73	36.73	37.73	38.73
SES	19.55	20.55	21.55	22.55	23.55	24.55	25.55	26.55	27.55	28.55	29.55	30.55	31.55	32.55	33.55	34.55	35.55	36.55
SES	36.40	37.40	38.40	39.40	40.40	41.40	42.40	43.40	44.40	45.40	46.40	47.40	48.40	49.40	50.40	51.40	52.40	53.40
SES	40.47	41.47	42.47	43.47	44.47	45.47	46.47	47.47	48.47	49.47	50.47	51.47	52.47	53.47	54.47	55.47	56.47	57.47
SES	31.19	32.19	33.19	34.19	35.19	36.19	37.19	38.19	39.19	40.19	41.19	42.19	43.19	44.19	45.19	46.19	47.19	48.19
SES	27.41	28.41	29.41	30.41	31.41	32.41	33.41	34.41	35.41	36.41	37.41	38.41	39.41	40.41	41.41	42.41	43.41	44.41
SES	41.51	42.51	43.51	44.51	45.51	46.51	47.51	48.51	49.51	50.51	51.51	52.51	53.51	54.51	55.51	56.51	57.51	58.51
SES	30.23	31.23	32.23	33.23	34.23	35.23	36.23	37.23	38.23	39.23	40.23	41.23	42.23	43.23	44.23	45.23	46.23	47.23
SES	46.83	47.83	48.83	49.83	50.83	51.83	52.83	53.83	54.83	55.83	56.83	57.83	58.83	59.83	60.83	61.83	62.83	63.83
SES	41.99	42.99	43.99	44.99	45.99	46.99	47.99	48.99	49.99	50.99	51.99	52.99	53.99	54.99	55.99	56.99	57.99	58.99
SES	42.56	43.56	44.56	45.56	46.56	47.56	48.56	49.56	50.56	51.56	52.56	53.56	54.56	55.56	56.56	57.56	58.56	59.56
SES	31.49	32.49	33.49	34.49	35.49	36.49	37.49	38.49	39.49	40.49	41.49	42.49	43.49	44.49	45.49	46.49	47.49	48.49
SES	34.98	35.98	36.98	37.98	38.98	39.98	40.98	41.98	42.98	43.98	44.98	45.98	46.98	47.98	48.98	49.98	50.98	51.98
SEV	32.36	33.36	34.36	35.36	36.36	37.36	38.36	39.36	40.36	41.36	42.36	43.36	44.36	45.36	46.36	47.36	48.36	49.36
SEV	32.87	33.87	34.87	35.87	36.87	37.87	38.87	39.87	40.87	41.87	42.87	43.87	44.87	45.87	46.87	47.87	48.87	49.87
SEV	27.83	28.83	29.83	30.83	31.83	32.83	33.83	34.83	35.83	36.83	37.83	38.83	39.83	40.83	41.83	42.83	43.83	44.83
SEV	23.29	24.29	25.29	26.29	27.29	28.29	29.29	30.29	31.29	32.29	33.29	34.29	35.29	36.29	37.29	38.29	39.29	40.29
SEV	24.66	25.66	26.66	27.66	28.66	29.66	30.66	31.66	32.66	33.66	34.66	35.66	36.66	37.66	38.66	39.66	40.66	41.66
SEV	27.41	28.41	29.41	30.41	31.41	32.41	33.41	34.41	35.41	36.41	37.41	38.41	39.41	40.41	41.41	42.41	43.41	44.41
SEV	30.14	31.14	32.14	33.14	34.14	35.14	36.14	37.14	38.14	39.14	40.14	41.14	42.14	43.14	44.14	45.14	46.14	47.14
SEV	23.20	24.20	25.20	26.20	27.20	28.20	29.20	30.20	31.20	32.20	33.20	34.20	35.20	36.20	37.20	38.20	39.20	40.20
SEV	23.29	24.29	25.29	26.29	27.29	28.29	29.29	30.29	31.29	32.29	33.29	34.29	35.29	36.29	37.29	38.29	39.29	40.29
SEV	25.61	26.61	27.61	28.61	29.61	30.61	31.61	32.61	33.61	34.61	35.61	36.61	37.61	38.61	39.61	40.61	41.61	42.61
SEV	21.33	22.33	23.33	24.33	25.33	26.33	27.33	28.33	29.33	30.33	31.33	32.33	33.33	34.33	35.33	36.33	37.33	38.33
SEV	17.46	18.46	19.46	20.46	21.46	22.46	23.46	24.46	25.46	26.46	27.46	28.46	29.46	30.46	31.46	32.46	33.46	34.46
SEV	19.46	20.46	21.46	22.46	23.46	24.46	25.46	26.46	27.46	28.46	29.46	30.46	31.46	32.46	33.46	34.46	35.46	36.46

**Special Handling - filled positions as of 10/26/2019**

UNION	Step 1	1L	1LL	Step 2	2L	2LL	Step 3	3L	3LL	Step 4	4L	4LL	Step 5	5L	5LL	Step 6	6L	6LL
SES	25.45	26.45	27.45	28.45	29.45	30.45	31.45	32.45	33.45	34.45	35.45	36.45	37.45	38.45	39.45	40.45	41.45	42.45
SES	26.23	27.23	28.23	29.23	30.23	31.23	32.23	33.23	34.23	35.23	36.23	37.23	38.23	39.23	40.23	41.23	42.23	43.23
SES	23.66	24.66	25.66	26.66	27.66	28.66	29.66	30.66	31.66	32.66	33.66	34.66	35.66	36.66	37.66	38.66	39.66	40.66
SES	31.60	32.60	33.60	34.60	35.60	36.60	37.60	38.60	39.60	40.60	41.60	42.60	43.60	44.60	45.60	46.60	47.60	48.60
SEV	25.07	26.07	27.07	28.07	29.07	30.07	31.07	32.07	33.07	34.07	35.07	36.07	37.07	38.07	39.07	40.07	41.07	42.07
SEV	17.67	18.67	19.67	20.67	21.67	22.67	23.67	24.67	25.67	26.67	27.67	28.67	29.67	30.67	31.67	32.67	33.67	34.67

*Longevity Pay is based only on length of service.*  
Notes: \* Adding Customer Service Assistant to the SEA Chapter. Position and wage approved on BOD 06.26.2020

**Tentative Agreement**

Article 10.1 Pay Rates  
Agree to pay scales as provided above.

Alex Clifford, CEO/General Manager, Santa Cruz METRO

\*Joan Jeffrey, President SEA Chapter

Olivia Martinez, Lead Internal Organizer, SEIU Local 521

Date \_\_\_\_\_

# Attachment B

FY22: 2.5% wage increase, effective June 24, 2021/Adopted by the Board as of February 28, 2020

UNION	Step 1	1L	Step 2	2L	2L	Step 3	3L	3L	Step 4	4L	4L	Step 5	5L	5L	Step 6	6L	6L
SEP	30.58	32.11	33.64	35.17	35.33	33.72	35.41	37.10	35.41	37.18	38.95	37.18	39.04	40.90	39.04	40.99	42.94
SEP	33.39	35.06	36.73	38.56	38.56	36.81	38.65	40.49	38.65	40.58	42.51	40.58	42.61	44.64	42.61	44.74	46.87
SEP	23.72	24.91	26.10	27.41	27.41	26.16	27.47	28.84	27.47	28.84	30.21	28.84	30.28	31.72	30.28	31.79	33.30
SEP	27.95	29.35	30.75	32.29	32.29	30.82	32.36	33.90	32.36	33.98	35.60	33.98	35.68	37.38	35.68	37.46	39.24
SEP	32.69	34.32	35.95	37.64	37.64	36.04	37.84	39.73	37.84	39.73	41.62	39.73	41.72	43.71	41.72	43.81	45.90
SEP	36.98	38.83	40.68	42.71	42.71	40.77	42.81	44.85	42.81	44.95	47.09	44.95	47.20	49.45	47.20	49.56	51.92
SEP	31.31	32.88	34.45	36.16	36.16	34.52	36.25	38.06	36.25	38.06	39.87	38.06	39.96	41.86	39.96	41.96	43.96
SEP	26.40	27.72	29.04	29.11	29.11	28.03	29.11	30.57	29.11	30.57	32.10	30.57	32.10	33.71	32.10	33.71	35.40
SEP	36.10	37.91	39.72	41.71	41.71	39.81	41.80	43.79	41.80	43.89	45.98	43.89	46.08	48.27	46.08	48.38	50.68
SEP	32.36	33.98	35.60	37.38	37.38	36.04	37.46	39.33	37.46	39.33	41.20	39.33	41.20	43.27	41.20	43.27	45.44
SEP	47.24	49.60	51.96	54.56	54.56	52.08	54.68	57.28	54.68	57.41	60.14	57.41	60.28	63.15	60.28	63.29	66.30
SES	24.95	26.20	27.45	28.82	27.51	28.89	30.27	28.89	30.33	31.77	30.33	31.85	33.37	31.85	33.44	35.03	35.03
SES	31.19	32.75	34.31	34.39	36.03	34.39	36.11	37.83	36.11	37.92	39.73	37.92	39.82	41.72	39.82	41.81	43.80
SES	34.30	36.02	37.74	36.02	37.82	39.62	37.82	39.71	41.60	39.71	41.70	43.69	41.70	43.79	45.88	43.79	45.98
SES	20.71	21.75	22.79	23.92	23.92	22.84	23.98	25.12	23.98	25.18	26.38	25.18	26.44	27.70	26.44	27.76	29.08
SES	30.14	31.65	33.16	34.81	34.81	33.23	34.89	36.55	34.89	36.63	38.37	36.63	38.46	40.29	38.46	40.38	42.30
SES	24.66	25.89	27.12	28.47	28.47	27.18	28.54	29.90	28.54	29.97	31.40	29.97	31.47	32.97	31.47	33.04	34.61
SES	24.00	25.20	26.40	27.72	27.72	26.46	27.78	29.10	27.78	29.17	30.56	29.17	30.63	32.09	30.63	32.16	33.69
SES	21.79	22.88	23.97	25.16	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58
SES	24.22	25.43	26.64	27.79	27.79	26.70	27.97	29.38	27.97	29.44	30.84	29.44	30.91	32.38	30.91	32.46	34.01
SES	37.75	39.64	41.53	43.60	43.60	41.62	43.70	45.78	43.70	45.89	48.08	45.89	48.18	50.47	48.18	50.59	53.00
SES	21.79	22.88	23.97	25.16	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58
SES	23.97	25.17	26.37	27.69	27.69	26.43	27.97	29.38	27.97	29.44	30.84	29.44	30.91	32.38	30.91	32.46	34.01
SES	34.98	36.73	38.48	39.64	41.62	38.57	40.41	42.43	40.50	42.53	44.56	42.53	44.66	46.79	44.66	46.89	49.12
SES	21.79	22.88	23.97	25.16	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58
SES	25.17	26.43	27.69	29.07	29.07	27.75	29.14	30.53	29.14	30.53	32.06	30.53	32.13	33.66	32.13	33.74	35.35
SES	25.42	26.69	27.96	29.35	29.35	28.02	29.42	30.82	29.42	30.89	32.36	30.89	32.43	33.97	32.43	34.05	35.67
SES	28.23	29.64	31.05	32.60	32.60	31.12	32.68	34.24	32.68	34.31	35.94	34.31	36.03	37.75	36.03	37.83	39.63
SES	21.09	22.14	23.19	24.36	24.36	23.25	24.41	25.57	24.41	25.63	26.85	25.63	26.91	28.19	26.91	28.26	29.61
SES	29.04	30.49	31.94	33.09	33.09	32.01	33.53	35.21	33.53	35.29	36.97	35.29	37.05	38.81	37.05	38.90	40.75
SES	21.79	22.88	23.97	25.16	25.16	24.02	25.22	26.42	25.22	26.48	27.74	26.48	27.80	29.12	27.80	29.19	30.58
SES	31.19	32.75	34.31	34.39	36.03	34.39	36.11	37.83	36.11	37.92	39.73	37.92	39.82	41.72	39.82	41.81	43.80
SES	34.30	36.02	37.74	36.02	37.82	39.62	37.82	39.71	41.60	39.71	41.70	43.69	41.70	43.79	45.88	43.79	45.98
SES	31.19	32.75	34.31	34.39	36.03	34.39	36.11	37.83	36.11	37.92	39.73	37.92	39.82	41.72	39.82	41.81	43.80
SES	25.17	26.43	27.69	29.07	29.07	27.75	29.14	30.53	29.14	30.60	32.06	30.60	32.13	33.66	32.13	33.74	35.35



**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Dawn Crummié, Human Resources Director  
**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE AN 8<sup>TH</sup> AMENDMENT EXTENDING THE CONTRACT FOR ONE YEAR WITH ALLIANT INSURANCE SERVICES, INC. FOR EXCESS WORKERS' COMPENSATION INSURANCE, INCREASING THE CONTRACT TOTAL BY AN AMOUNT NOT TO EXCEED \$150,000**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO/General Manager to execute an 8<sup>th</sup> amendment, extending the contract for one year with Alliant Insurance Services, Inc. for Excess Workers' Compensation Insurance administered by California State Association of Counties Excess Insurance Authority (CSAC EIA), in an amount not to exceed \$150,000 for the next one-year period**

## **II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) uses workers' compensation excess insurance from California State Association of Counties Excess Insurance Authority (CSAC EIA). Alliant Insurance Services, Inc. is the broker that METRO is required to use when contracting services with CSAC EIA.
- METRO's contract with Alliant will expire on June 30, 2020.
- The final estimated premium for Excess Workers' Compensation Insurance for the next year is **\$147,978**. Alliant's final proposed premium will not be available until the end of June.
- CSAC EIA and Alliant Insurance Services, Inc. have performed their duties very well under this contract; therefore, a one-year contract extension is recommended.
- Staff recommends that the Board of Directors (Board) approve extending the contract with Alliant Insurance Services, Inc. for Excess Workers' Compensation Insurance, which will be administered by CSAC EIA, in an amount not to exceed \$150,000.

## **III. DISCUSSION/BACKGROUND**

METRO has an insurance policy for individual worker's compensation claims exceeding \$350,000 from the CSAC EIA using Alliant Insurance Services, Inc. as

broker. The contract with Alliant was established on July 1, 2011 and is due to expire on June 30, 2020. Per Dawn Crummié, Human Resources Director, over the past year the quality of service provided by CSAC EIA and Alliant Insurance Services, Inc. has been very good.

CSAC EIA's final estimated premium for the next year is **\$147,978**. This premium estimate is based on METRO's estimated 2020/21 payroll and METRO's workers' compensation claim experience in past years. The final premium proposal has not yet been received, but based on the final estimate, it is expected to be no greater than \$150,000.

CSAC EIA's final premium proposals for the 2016/17, 2017/18, 2018/19, and 2019/20 fiscal years were \$197,257, \$161,597, \$156,418, and \$157,520, respectively. Normally Alliant also charges a separate broker fee, which has been \$5,000 for the past five years, but they are waiving their broker fee this year. See Attachment B for a history of annual premiums.

Staff recommends that the Board authorize the CEO to execute an amendment to extend the current contract with Alliant Insurance Services, Inc. for an additional one-year period in an amount not to exceed \$150,000. The amendment will not be finalized until the final proposal is received from Alliant, and will be for the specific dollar amount proposed. If the premium proposal exceeds \$150,000, staff will return to the Board for authorization. Dawn Crummié, Human Resources Director, will continue to serve as the Contract Administrator and will ensure contract compliance.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This contract aligns to the following Strategic Priorities:

- Safety First Culture
- Financial Stability, Stewardship & Accountability

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

The final premium estimate has decreased from last year's final premium estimate by about 8%. Funds in an amount of \$150,000 are requested for approval at this time.

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

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

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

**VIII. ATTACHMENTS**

**Attachment A:** 2020/2021 Final Premium Estimate from CSAC EIA

**Attachment B:** History of Annual Premiums

Prepared By: Joan Jeffries, Purchasing Assistant

**IX. APPROVALS**

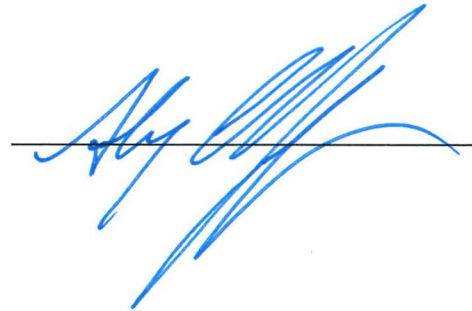
Dawn Crummié, Human Resources  
Director

  
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Approved as to fiscal impact:  
Angela Aitken, CFO

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_





**Public Risk Innovation, Solutions, and Management (PRISM)  
2020/21 Premium Summary, June 2020**

**Santa Cruz Metro Transit District**

Premiums for the majority of the June 30 and July 1 renewals are essentially final, pending approval of the budget by the Board on Friday, June 5th. Additional detail has been provided for programs with pending renewals. For those programs that are subject to a premium audit or dividend, and the member has requested that the audit/dividend be applied to the premium, the amount is shown below and has been applied to the 2020/21 Collection shown. If you have elected to receive a check or invoice, no amount will be shown for the audit/dividend.

<b>Program</b>	<b>Premium Audit</b>	<b>Dividend</b>	<b>2020/21 Total Collectible</b>	<b>2019/20 Premium</b>
<b>Excess Workers' Compensation</b>	\$3,219		\$147,978	\$157,520

Due to the potential impact the current COVID-19 pandemic is anticipated to have on the member workforce, estimated payrolls for members of the PWC and EWC programs have been reduced by 10%. This has been done to provide immediate premium relief to members and to help avoid hitting the minimum premium requirements in some of the reinsurance placements. Estimated payrolls will still be audited based on actual payroll figures at the end of the year.

An email was sent out to all program members on May 22nd detailing the change and requesting that members notify staff if they wanted to handle their entity's estimated payroll differently than the 10% payroll reduction. If we received your request before June 1st, it has been incorporated into your June estimates. You still retain the ability to change your payroll estimates at any time, but in order to include the change in your entity's renewal invoice, staff will need to be notified by June 23rd.

If you have any questions regarding the estimates or changing your estimated payroll, please feel free to reach out to Brian Kelley (bkelley@csac-eia.org) or Max Larkin (mlarkin@csac-eia.org)

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# Attachment B



## History of METRO's Annual Costs for Excess Workers' Compensation Insurance through CSAC EIA

<b>Term</b>	<b>CSAC's Final Premium Proposal</b>	<b>Alliant's Broker Fee</b>
2016/17	\$197,257	\$5,000
2017/18	\$161,597	\$5,000
2018/19	\$156,418	\$5,000
2019/20	\$157,520	\$5,000
2020/21	TBD	-0-

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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Freddy Rocha, Facilities Maintenance Manager  
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO MCDONNELL ROOFING, INC. FOR ROOF REPLACEMENT AT METRO MAINTENANCE FACILITY NOT TO EXCEED \$329,670**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO/General Manager to execute a contract with McDonnell Roofing, Inc. for Roof Replacement at METRO Maintenance Facility in an amount not to exceed \$299,700, with a \$29,970 contingency.**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Roof Replacement at the METRO Maintenance Facility.
- A competitive procurement was conducted to solicit bids from qualified firms. Two firms submitted bids for METRO's review; one bid was later withdrawn.
- Staff has reviewed the remaining bid and is recommending that the Board of Directors (Board) authorize the CEO to execute a contract on behalf of METRO with McDonnell Roofing, Inc. for Roof Replacement at the METRO Maintenance Facility in an amount not to exceed \$299,700. Staff is also recommending the addition of a 10% contingency to this amount, or \$29,970, and requesting approval authority for the CEO to execute any necessary change orders up to this contingency amount. It is not uncommon in a project such as this to find unexpected problems once the old roof is removed.

**III. DISCUSSION/BACKGROUND**

The roof on the Maintenance Facility is in poor condition and in need of replacement. The Maintenance building has been plagued with water intrusion at expansion joints and at tilt-up walls.

The Facilities Maintenance Department has performed multiple temporary repairs to reduce water intrusion; but, due to the tilt-up wall type of construction of the Maintenance building and the current type of roof system, we can expect to continue to have water intrusion as the building shifts.

Installing a seamless roof system will eliminate water intrusion at tilt-up walls and expansion joints. This seamless type of roofing allows the building to shift while preventing water intrusion. The roof replacement is needed to maintain the facility in a state of good repair.

This capital project was one of many approved by the Board on November 15, 2019, and it was included in the FY20 Revised Capital Budget that was approved on January 24, 2020.

On April 13, 2020, METRO legally advertised and distributed notice of Invitation for Bids (IFB) No. 20-13 to 98 firms and 11 builders' exchanges, posted notice on its e-procurement website and sent email notices to all GovDelivery subscribers. On May 13, 2020, bids were received and opened from two firms, McDonnell Roofing, Inc., from Riverside, California, and Stronger Building Services, from San Leandro, California. A day later, Stronger Building Services formally requested that their bid be withdrawn due to a clerical error in filling out their pricing.

Staff reviewed the remaining bid submitted by McDonnell Roofing, Inc., and has determined this vendor to be a responsible bidder whose bid is responsive to all the requirements of the IFB.

Staff recommends that the Board authorize the CEO to execute a contract on behalf of METRO with McDonnell Roofing, Inc. for Roof Replacement at the METRO Maintenance Facility in an amount not to exceed \$299,700. Staff is also recommending the addition of a 10% contingency to this amount, or \$29,970, and requesting approval authority for the CEO to execute any necessary change orders up to this contingency amount. It is not uncommon in a project such as this to find unexpected problems once the installation of the roof membrane system is underway. Contractor will provide all equipment and materials meeting all METRO's specifications and requirements of the contract. Freddy Rocha, Facilities Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

The award of this contract would align with the following strategic priority:

- State of Good Repair

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

The value of the contract is \$299,700. The addition of a 10% contingency for any necessary change orders would bring the total to \$329,670. Funds to support this project are available in the Capital Budget using FTA 5339a FY19 grant funding.

**VI. CHANGES FROM COMMITTEE**

N/A.

**VII. ALTERNATIVES CONSIDERED**

- Do nothing. Staff does not recommend this option, as water intrusion can cause progressive damage, including damage from mold, which leads to increased costs to maintain a state a good repair and a potential of exposing employees to a hazardous environment.
- Perform the work in-house. Staff does not recommend this option, as METRO has no in-house staff with the expertise to apply a seamless roof system. In addition, contractors must be certified by the product manufacturer to install the roofing system in order for the warranty to be valid.

**VIII. ATTACHMENTS**

**Attachment A:** Contract with McDonnell Roofing, Inc.

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

Prepared by: Joan Jeffries, Purchasing Assistant  
Freddy Rocha, Facilities Maintenance Manager

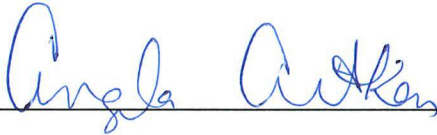
**IX. APPROVALS**

Freddy Rocha, Facilities Maintenance  
Manager



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Approved as to fiscal impact:  
Angela Aitken, CFO



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Alex Clifford, CEO/General Manager



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# Attachment A

## **CONTRACT FOR ROOF REPLACEMENT AT METRO MAINTENANCE FACILITY No. 20-13**

THIS CONTRACT is made effective on June 26, 2020 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and McDonnell Roofing, Inc. ("Contractor").

### **1. RECITALS**

#### 1.1 Santa Cruz METRO's Primary Objective

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

#### 1.2 Requirement

Santa Cruz METRO requires a roof replacement at the METRO Maintenance Facility. In order to obtain said requirement, Santa Cruz METRO issued an Invitation for Bids, dated April 13, 2020, setting forth specifications for the roof replacement. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.3 Contractor's Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is 1215 Columbia Avenue, C1, Riverside, California 92507. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for provision of said requirement, which is attached hereto and incorporated herein by reference as Exhibit B.

#### 1.4 Selection of Contractor and Intent of Contract

On May 21, 2020, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said roof replacement at the METRO Maintenance Facility, located at 138 Golf Drive, Santa Cruz, California. The purpose of this Contract is to set forth the provisions of this procurement.

#### 1.5 Contractor and Supplier Synonymous

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

Santa Cruz METRO and Contractor agree as follows:

### **2. INCORPORATED DOCUMENTS AND APPLICABLE LAW**

#### 2.1 Documents Incorporated in This Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Part III, Section 11.13 of the General Conditions of the Contract.

# Attachment A

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids No. 20-13" dated April 13, 2020, including Addendum No. 1.

b) Exhibit B (Bid Form)

Contractor's submitted bid to Santa Cruz METRO for Roof Replacement at METRO Maintenance Facility as signed by Contractor.

2.2 Conflicts

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

2.3 Recitals

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

3. **TIME OF PERFORMANCE**

3.1 General

The work under this Contract shall be completed within **90 calendar days** after the date of commencement specified in the Notice to Proceed, unless modified by the parties under Part III, subsection 11.13 of the General Conditions to the Contract or terminated pursuant to Part III, Section 2.

3.2 Term

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

3.3 Acceptance of Terms

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

4. **SCOPE OF WORK**

4.1 Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services as specified in and in full accordance with the Invitation for Bids (IFB) No. 20-13 dated April 13, 2020 for roof replacement at the METRO Maintenance Facility. The Contractor shall provide a complete project in conformance with the intent shown on the drawings and specified herein and as provided for and set forth in the IFB.

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

# Attachment A

to require Contractor to replace any and all work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the Contract Documents.

## 5. COMPENSATION

### 5.1 Terms of Payment

Santa Cruz METRO agrees to pay Contractor an amount not to exceed **\$299,700.00** as identified in the Bid Form, Exhibit B, for satisfactory completion of all work, including all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit and all other costs incidental to the performance of the services specified under this Contract, under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if they exceed the maximum amount payable under this Contract, they do so at their own risk.

### 5.2 Release of Claims

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

### 5.3 Reserved

### 5.4 Change in Contract Price

#### 5.4.1 General

- A. The Contract price constitutes the total compensation payable to Contractor for performing the work. All duties, responsibilities, and obligations assigned to or undertaken by Contractor to perform the work shall be at Contractor's expense without change in the Contract price.
- B. The Contract price may only be changed by a change order. Any request for an increase in the Contract price shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the amount of the request with supporting data shall be delivered within 45 days after the date of the occurrence, unless the Contract Administrator allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the amount requested covers all amounts (direct, indirect, and consequential) to which the Contractor is entitled as a result of the occurrence of the event. No request for an adjustment in the Contract price will be valid if not submitted in accordance with this Article.
- C. The value of any work covered by a change order or of any request for an increase or decrease in the Contract price shall be determined in one of the following ways:
  1. Where the work involved is covered by unit prices contained in the Contract documents, by application of unit prices to the quantities of the items involved; or
  2. By mutual acceptance of a lump sum, which may include an allowance for overhead and profit not necessarily in accordance with Article 5.4.4; or
  3. On the basis of the cost of work (determined as provided in Articles 5.4.2 and 5.4.3) plus a Contractor's fee for overhead and profit (determined as provided in Article 5.4.4).

# Attachment A

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

- A. General: The term “cost of work” means the sum of all costs necessarily incurred and paid by Contractor for labor, materials, and equipment in the proper performance of work. Except as otherwise may be agreed to in writing by Santa Cruz METRO, such costs shall be in amounts no higher than those prevailing in the locality of the project.
- B. Labor: The cost of labor used in performing work by Contractor, a subcontractor, or other forces, will be the sum of the following:
1. The actual wages paid plus any employer payments to or on behalf of workers for fringe benefits, including health and welfare, pension, vacation, and similar purposes. The cost of labor may include the wages paid to foremen when it is determined by the Contract Administrator that the services of foremen do not constitute a part of the overhead allowance.
  2. There will be added to the actual wages, as defined above, a percentage set forth in the latest “Labor Surcharge and Equipment Rental Rates” in use by the California State Department of Transportation which is in effect on the date upon which the work is accomplished. This percentage shall constitute full compensation for all payments imposed by State and Federal laws including, but not limited to, workers’ compensation insurance and Social Security payments.
  3. The amount paid for subsistence and travel required by collective bargaining agreements.
  4. For equipment operators, payment for the actual cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the work, or in the absence of such labor, established by collective bargaining agreements for the type of workers and location of the extra work, whether or not the operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein in accordance with the provisions of subsection 2 of Article 5.4.2 B herein, which surcharge shall constitute full compensation for payments imposed by State and Federal laws, and all other payments made to on behalf of workers other than actual wages.
- C. Materials: The cost of materials used in performing work will be the cost to the purchaser, whether Contractor or subcontractor, from the supplier thereof, except as the following are applicable:
1. Trade discounts available to the purchaser shall be credited to Santa Cruz METRO notwithstanding the fact that such discounts may not have been taken by Contractor.
  2. For materials secured by other than a direct purchase and direct billing to the purchaser, the cost shall be deemed to be the price paid to the actual supplier as determined by the Contract Administrator. Markup, except for actual costs incurred in the handling of such materials, will not be allowed.
  3. Payment for materials from sources owned wholly or in part by the purchaser shall not exceed the price paid by the purchaser for similar materials from said sources on extra work items or the current wholesale price for such materials delivered to the work site, whichever price is lower.
  4. If, in the opinion of the Contract Administrator, the cost of material is excessive, or the Contractor does not furnish satisfactory evidence of the cost of such material, then the

# Attachment A

cost shall be deemed to be the lowest current wholesale price for the quantity concerned delivered to the work site, less trade discount. Santa Cruz METRO reserves the right to furnish materials for the extra work and no claim shall be made by the Contractor for costs and profit on such materials.

- D. **Equipment:** The Contractor will be paid for the use of equipment at the rental rate listed for such equipment specified in the current edition of the Department of Transportation publication entitled "Labor Surcharge and Equipment Rental Rates" which is in effect on the date upon which the work is accomplished. Such rental rates will be used to compute payments for equipment whether the equipment is under the Contractor's control through direct ownership, leasing, renting, or another method of acquisition. The rental rate to be applied for use of each item of equipment shall be the rate resulting in the least total cost to Santa Cruz METRO for the total period of use. If it is deemed necessary by the Contractor to use equipment not listed in the foregoing publication, the Contract Administrator will establish an equitable rental rate for the equipment. The Contractor may furnish cost data that might assist the Contract Administrator in the establishment of the rental rate.
1. The rental rates paid, as above provided, shall include the cost of fuel, oil, lubrication supplies, small tools, necessary attachments, repairs and maintenance of all kinds, depreciation, storage, insurance, and all incidentals. Operators of equipment will be separately paid for as provided in subsection 4 of Article 5.4.2 B.
  2. All equipment shall be in good working condition and suitable for the purpose for which the equipment is to be used.
  3. Before construction equipment is used on the extra work, Contractor shall plainly stencil or stamp an identifying number thereon at a conspicuous location, and shall furnish to the Contract Administrator, in duplicate, a description of the equipment and its identifying number.
  4. Unless otherwise specified, manufacturer's ratings and manufacturer-approved modifications shall be used to classify equipment for the determination of applicable rental rates. Equipment which has no direct power unit shall be powered by a unit of at least the minimum rating recommended by the manufacturer.
  5. Individual pieces of equipment or tools having a replacement value of \$500 or less, whether or not consumed by use, shall be considered to be small tools and no payment will be made therefore.
- E. **Owner-Operated Equipment:** When owner-operated equipment is used to perform work and is to be paid for as extra work, Contractor will be paid for the equipment and operator as follows:

Payment for the equipment will be made in accordance with the provisions in Article 5.4.2 D, "Equipment."

Payment for the cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the project, or, in the absence of such other workers, at the rates for such labor established by collective bargaining agreement for type of worker and location of the work, whether or not the owner-operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein, in accordance with the provisions in subsection 2 of Article 5.4.2 B, "Labor."

# Attachment A

To the direct cost of equipment rental and labor, computed as provided herein, will be added the markup for equipment rental and labor as provided in Article 5.4.4, "Contractor's Fee."

- F. **Equipment Time:** The rental time to be paid for equipment on the work shall be the time the equipment is in productive operation on the work being performed and shall include the time required to move the equipment to the new location and return it to the original location or to another location requiring no more time than that required to return it to its original location; except that moving time will not be paid if the equipment is used on other than the extra work. Loading and transporting costs will be allowed, in lieu of moving time, when the equipment is moved by means other than its own power. No payment will be made for loading and transporting costs when the equipment is used at the site of the extra work on other than the extra work. The following shall be used in computing the rental time of equipment on the work:
1. When hourly rates are listed, any part of an hour less than 30 minutes of operation shall be considered to be ½-hour of operation, and any part of an hour in excess of 30 minutes will be considered 1-hour of operation.
  2. When daily rates are listed, operation for any part of a day less than 4 hours shall be considered to be ½-day of operation.
  3. Rental time will not be allowed while equipment is inoperative due to breakdowns or Contractor-caused delays.
- G. **Cost of Work Documentation:** The Contractor shall furnish the Contract Administrator Daily Extra Work Reports on a daily basis covering the direct costs of labor and materials and charges for equipment whether furnished by Contractor, subcontractor, or other forces. Santa Cruz METRO will provide the Daily Extra Work Report forms to Contractor. The Contractor or an authorized agent shall sign each Daily Extra Work Report. The Daily Extra Work Report shall provide names and classifications of workers and hours worked; size, type, and identification number of equipment; and the hours operated. Copies of certified payrolls and statement of fringe benefit shall substantiate labor charges. Valid copies of vendor's invoices shall substantiate material charges.

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

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

## 5.4.3 Compensation for Time Extensions

Adjustments in compensation for time extension will be allowed only for causes in Article 5.5.1 B.1 through Article 5.5.1 B.3 computed in accordance with Article 5.4 and the following. No adjustments in compensation will be allowed when Santa Cruz METRO-caused delays to a controlling item of work and Contractor-caused delays to a controlling item of work occur concurrently or for causes in Article 5.5.1 B.4 through Article 5.5.1 B.5.

Compensation for idle time of equipment will be determined in accordance with the provisions in Article 5.4.2.F and Section 8-1.09 of the State Specifications.

# Attachment A

## 5.5 Change of Contract Time

### 5.5.1 General

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

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

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

# Attachment A

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

- A. The Contract time will be extended for as many days in excess of the average number of days of excusable inclement weather, as defined in Article 5.5.1 B.5, as the Contractor is specifically required under the Special Provisions to suspend construction operations, or as many days as the Contractor is prevented by excusable inclement weather, or conditions resulting immediately therefrom, from proceeding with at least 75 percent of the normal labor and equipment force engaged on critical items of work as shown on the schedule.
- B. Should the Contractor prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather, prevents work from beginning at the usual starting time and the crew is dismissed as a result thereof, the Contractor will be entitled to a 1-day extension whether or not conditions change thereafter during said day and the major portion of the day could be considered to be suitable for such construction operations.
- C. The Contractor shall base the construction schedule upon the inclusion of the number of days of excusable inclement weather specified in the Article titled "Excusable Inclement Weather Delays," of the Special Provisions. No extension of the Contract time due to excusable inclement weather will be considered until after the said aggregate total number of days of excusable inclement weather has been reached; however, no reduction in Contract time would be made if said number of days of excusable inclement weather is not reached.

## 5.6 Changed Site Conditions

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

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

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

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



# Attachment A

## 5.7 Waivers and Releases

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

## 6. NOTICES

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

Santa Cruz METRO

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

Attention: Alex Clifford, CEO/General Manager

CONTRACTOR

McDonnell Roofing, Inc.  
1215 Columbia Avenue, C1  
Riverside, CA 92507

Attention: Gene McDonnell, President

## 7. ENTIRE AGREEMENT

- 7.1 This Contract represents the entire agreement of the parties with respect to the subject matter hereof, and all such agreements entered into prior hereto are revoked and superseded by this Contract, and no representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.
- 7.2 This Contract may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Contract shall be void and of no effect.

# Attachment A

## 8. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by facsimile or other electronic method by either of the parties, and each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Contract are intended to authenticate this writing and to have the same force and effect as manual signatures. Each party further agrees that this Contract may be executed in two or more counterparts, each of which will be deemed an original, and all of which constitute one and the same instrument.

## 9. AUTHORITY

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

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

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

\_\_\_\_\_

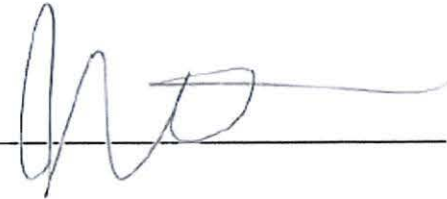
Contractor –  
McDonnell Roofing Inc.

Gene McDonnell, President

  
\_\_\_\_\_

Approved as to Form:

Julie A. Sherman, General Counsel

  
\_\_\_\_\_



**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Freddy Rocha, Facilities Maintenance Manager  
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO THE DON CHAPIN CO., INC. FOR FIRE EGRESS PROJECT NOT TO EXCEED \$237,000**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO/General Manager to execute a contract with The Don Chapin Co., Inc. for Fire Egress Project in an amount not to exceed \$215,500, with a 10% contingency of \$21,550**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has a need for a fire egress from the second floor office area of the Maintenance Building.
- A competitive procurement was conducted to solicit bids from qualified firms. Three firms submitted bids for METRO's review.
- Staff has reviewed all submitted bids and is recommending that the Board of Directors (Board) authorize the CEO to execute a contract on behalf of METRO with The Don Chapin Co., Inc. (the lowest responsive and responsible bidder) for a Fire Egress Project in an amount not to exceed \$215,500. Staff is also recommending the addition of a 10% contingency to this amount, or \$21,500, and requesting authority for the CEO to execute any necessary change orders up to this contingency amount. In a construction project such as this, it is not uncommon to come across items that could not have been anticipated at the time of bidding.

**III. DISCUSSION/BACKGROUND**

The Fire Egress Project is the design and construction of a new bridge (walkway) to provide egress from the second story offices located in the METRO Maintenance Building in the event of a fire or other emergency.

The Maintenance Building, which opened in December 2008, does not currently include any additional exit from the offices located on the second floor. There is only one entrance to and from this area. In the event of a fire or other emergency, employees working in this second floor office area could be trapped inside the building. The egress bridge would allow employees to exit the building from the second story Conference Room and travel across the bridge to an exit gate located on Vernon Street. The bridge would not allow entrance into the building, only an exit from it.

In January 2018, the Board authorized staff to issue an Invitation for Bids for the Fire Egress Project. Plans and drawings were prepared by Bowman & Williams and Fehr Engineering, as staff worked on securing the funding required for the construction. On April 20, 2020, METRO legally advertised and distributed notice of Invitation for Bids (IFB) No. 20-17 to 11 builders' exchanges and 1,810 firms, at least 36 of which were identified on the Caltrans database as disadvantaged business enterprises (DBEs), posted notice on its website, and sent email notices to all GovDelivery subscribers.

On June 5, 2020, bids were received and opened from three firms. A list of these firms and a summary of the bids received are provided in Attachment A. Staff reviewed all submitted bids, and has determined that The Don Chapin Co., Inc. is the lowest responsible bidder whose bid is responsive to all the requirements of the IFB.

Staff recommends that the Board authorize the CEO to execute a contract on behalf of METRO with The Don Chapin Co., Inc. for the Fire Egress Project in an amount not to exceed \$215,500. Staff is also recommending the addition of a 10% contingency, or \$21,500, and requesting authority for the CEO to execute any necessary change orders up to this contingency amount. In a construction project such as this, it is not uncommon to come across items that could not have been anticipated at the time of bidding. The Don Chapin Co., Inc. will provide all equipment and materials meeting all METRO's specifications and requirements of the contract. Freddy Rocha, Facilities Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

The award of this contract would align with the Safety First Culture strategic priority.

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

The value of the contract is \$215,500. The addition of a 10% contingency for any necessary change orders would bring the total to \$237,000. Funds to support this project are available in the Capital Budget using FTA 5339a and capital contingency as follows:

\$ 97,523	FY17 5339a formula funding
\$116,943	FY19 5339a formula funding, repurposed from the Golf Club roof replacement project
<u>\$ 22,534</u>	Capital Contingency
\$237,000	

**VI. CHANGES FROM COMMITTEE**

N/A.

**VII. ALTERNATIVES CONSIDERED**

- Do nothing. Staff does not recommend this option, as employees' lives would be at risk if a fire, crisis or disaster required an immediate evacuation of the building and the single entrance to the second floor office area was blocked or unsafe.
- A rope ladder and a sledgehammer to break through the Conference Room window.

**VIII. ATTACHMENTS**

**Attachment A:** Summary of Bids Received


**Attachment B:** Contract with The Don Chapin Co., Inc.

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

Prepared by: Joan Jeffries, Purchasing Assistant  
Greg Willis, Purchasing Manager

**IX. APPROVALS**

Freddy Rocha, Facilities Maintenance  
Manager



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Approved as to fiscal impact:  
Angela Aitken, CFO



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Alex Clifford, CEO/General Manager



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# Attachment A



**Bid Results for IFB No. 20-17**  
**Fire Egress Project**  
**Opened June 5, 2020 at 2:00 PM**

<b>BIDDER</b>	<b>AMOUNT BID</b>
The Don Chapin Co., Inc.	\$215,500
Granite Construction Company	\$345,685
CWS Construction Group, Inc.	\$475,000

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# Attachment B

## CONTRACT FOR FIRE EGRESS PROJECT No. 20-17

THIS CONTRACT is made effective on June 26, 2020 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and The Don Chapin Co., Inc. (“Contractor”).

### 1. RECITALS

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

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

#### 1.2 Requirement

Santa Cruz METRO requires Fire Egress Project at the METRO Maintenance Facility. In order to obtain said Fire Egress Project, Santa Cruz METRO issued an Invitation for Bids, dated April 20, 2020, setting forth specifications for said Fire Egress Project. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.3 Contractor’s Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is 560 Crazy Horse Canyon Road, Salinas, California 93907. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for provision of said Fire Egress Project, which is attached hereto and incorporated herein by reference as Exhibit B.

#### 1.4 Selection of Contractor and Intent of Contract

On June 15, 2020, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Fire Egress Project. The purpose of this Contract is to set forth the provisions of this procurement.

#### 1.5 Contractor and Supplier Synonymous

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

Santa Cruz METRO and Contractor agree as follows:

### 2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

#### 2.1 Documents Incorporated in This Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties’ Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Part III, Section 11.13 of the General Conditions of the Contract.

# Attachment B

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids No. 20-17" dated April 20, 2020, including Addenda numbers 1 through 3.

b) Exhibit B (Bid Form)

Contractor's submitted bid to Santa Cruz METRO for the Fire Egress Project as signed by Contractor.

2.2 Conflicts

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

2.3 Recitals

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

3. **TIME OF PERFORMANCE**

3.1 General

The work under this Contract shall be completed by **November 30, 2020**, unless modified by the parties under Part III, subsection 11.13 of the General Conditions to the Contract or terminated pursuant to Part III, Section 2.

3.2 Term

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

3.3 Acceptance of Terms

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

4. **SCOPE OF WORK**

4.1 Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services as specified in and in full accordance with the Invitation for Bids (IFB) No. 20-17 dated April 20, 2020 for Fire Egress Project. The Contractor shall provide a complete project in conformance with the intent shown on the drawings and specified herein and as provided for and set forth in the IFB.

4.2 Contractor and Santa Cruz METRO agree to comply with and fulfill all obligations, promises, covenants and conditions imposed upon each of them in the Contract Documents. All of said work done under this Contract shall be performed to the satisfaction of Santa Cruz METRO or its representative, who shall have the right to reject any and all materials and supplies furnished by

# Attachment B

Contractor which do not strictly comply with the requirements contained herein, together with the right to require Contractor to replace any and all work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the Contract Documents.

## 5. COMPENSATION

### 5.1 Terms of Payment

Santa Cruz METRO agrees to pay Contractor an amount not to exceed **\$215,500.00** as identified in the Bid Form, Exhibit B, for satisfactory completion of all work, including all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit and all other costs incidental to the performance of the services specified under this Contract. Contractor understands and agrees that if they exceed the maximum amount payable under this Contract, they do so at their own risk.

Contractor shall submit a schedule of values to Santa Cruz METRO on which all progress payments shall be based. Payments for completed work will be made within thirty (30) days of receipt of progress payment request.

### 5.2 Release of Claims

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

### 5.3 Retention of progress payments

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

### 5.4 Change in Contract Price

#### 5.4.1 General

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

# Attachment B

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

- C. The value of any work covered by a change order or of any request for an increase or decrease in the Contract price shall be determined in one of the following ways:
  - 1. Where the work involved is covered by unit prices contained in the Contract documents, by application of unit prices to the quantities of the items involved; or
  - 2. By mutual acceptance of a lump sum, which may include an allowance for overhead and profit not necessarily in accordance with Article 5.4.4; or
  - 3. On the basis of the cost of work (determined as provided in Articles 5.4.2 and 5.4.3) plus a Contractor's fee for overhead and profit (determined as provided in Article 5.4.4).

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

- A. General: The term "cost of work" means the sum of all costs necessarily incurred and paid by Contractor for labor, materials, and equipment in the proper performance of work. Except as otherwise may be agreed to in writing by Santa Cruz METRO, such costs shall be in amounts no higher than those prevailing in the locality of the project.
- B. Labor: The cost of labor used in performing work by Contractor, a subcontractor, or other forces, will be the sum of the following:
  - 1. The actual wages paid plus any employer payments to or on behalf of workers for fringe benefits, including health and welfare, pension, vacation, and similar purposes. The cost of labor may include the wages paid to foremen when it is determined by the Contract Administrator that the services of foremen do not constitute a part of the overhead allowance.
  - 2. There will be added to the actual wages, as defined above, a percentage set forth in the latest "Labor Surcharge and Equipment Rental Rates" in use by the California State Department of Transportation which is in effect on the date upon which the work is accomplished. This percentage shall constitute full compensation for all payments imposed by State and Federal laws including, but not limited to, workers' compensation insurance and Social Security payments.
  - 3. The amount paid for subsistence and travel required by collective bargaining agreements.
  - 4. For equipment operators, payment for the actual cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the work, or in the absence of such labor, established by collective bargaining agreements for the type of workers and location of the extra work, whether or not the operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein in accordance with the provisions of subsection 2 of Article 5.4.2 B herein, which surcharge shall constitute

# Attachment B

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

- C. Materials: The cost of materials used in performing work will be the cost to the purchaser, whether Contractor or subcontractor, from the supplier thereof, except as the following are applicable:
1. Trade discounts available to the purchaser shall be credited to Santa Cruz METRO notwithstanding the fact that such discounts may not have been taken by Contractor.
  2. For materials secured by other than a direct purchase and direct billing to the purchaser, the cost shall be deemed to be the price paid to the actual supplier as determined by the Contract Administrator. Markup, except for actual costs incurred in the handling of such materials, will not be allowed.
  3. Payment for materials from sources owned wholly or in part by the purchaser shall not exceed the price paid by the purchaser for similar materials from said sources on extra work items or the current wholesale price for such materials delivered to the work site, whichever price is lower.
  4. If, in the opinion of the Contract Administrator, the cost of material is excessive, or the Contractor does not furnish satisfactory evidence of the cost of such material, then the cost shall be deemed to be the lowest current wholesale price for the quantity concerned delivered to the work site, less trade discount. Santa Cruz METRO reserves the right to furnish materials for the extra work and no claim shall be made by the Contractor for costs and profit on such materials.
- D. Equipment: The Contractor will be paid for the use of equipment at the rental rate listed for such equipment specified in the current edition of the Department of Transportation publication entitled "Labor Surcharge and Equipment Rental Rates" which is in effect on the date upon which the work is accomplished. Such rental rates will be used to compute payments for equipment whether the equipment is under the Contractor's control through direct ownership, leasing, renting, or another method of acquisition. The rental rate to be applied for use of each item of equipment shall be the rate resulting in the least total cost to Santa Cruz METRO for the total period of use. If it is deemed necessary by the Contractor to use equipment not listed in the foregoing publication, the Contract Administrator will establish an equitable rental rate for the equipment. The Contractor may furnish cost data that might assist the Contract Administrator in the establishment of the rental rate.
1. The rental rates paid, as above provided, shall include the cost of fuel, oil, lubrication supplies, small tools, necessary attachments, repairs and maintenance of all kinds, depreciation, storage, insurance, and all incidentals. Operators of equipment will be separately paid for as provided in subsection 4 of Article 5.4.2 B.
  2. All equipment shall be in good working condition and suitable for the purpose for which the equipment is to be used.
  3. Before construction equipment is used on the extra work, Contractor shall plainly stencil or stamp an identifying number thereon at a conspicuous location, and shall furnish to the Contract Administrator, in duplicate, a description of the equipment and its identifying number.

# Attachment B

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

Payment for the equipment will be made in accordance with the provisions in Article 5.4.2 D, "Equipment."

Payment for the cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the project, or, in the absence of such other workers, at the rates for such labor established by collective bargaining agreement for type of worker and location of the work, whether or not the owner-operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein, in accordance with the provisions in subsection 2 of Article 5.4.2 B, "Labor."

To the direct cost of equipment rental and labor, computed as provided herein, will be added the markup for equipment rental and labor as provided in Article 5.4.4, "Contractor's Fee."

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

# Attachment B

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

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

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

## 5.4.3 Special Services

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

- A. When the Contract Administrator and the Contractor, by agreement, determine that a special service is required which cannot be performed by the forces of the Contractor or those of any of its subcontractors, the special service may be performed by an entity especially skilled in the work to be performed. After validation of invoices and determination of market values by the Contract Administrator, invoices for special services based upon the current fair market value thereof may be accepted without complete itemization of labor, material, and equipment rental costs.
- B. When Contractor is required to perform work necessitating special fabrication or machining process in a fabrication or a machine shop facility away from the jobsite, the charges for that portion of the work performed at the offsite facility may, by agreement, be accepted as a special service and accordingly, the invoices for the work may be accepted without detailed itemization.
- C. All invoices for special services will be adjusted by deducting all trade discounts offered or available, whether the discounts were taken or not. In lieu of the allowances for overhead and profit on labor, materials, and equipment specified in Article 5.4.4 herein, a single allowance of ten (10) percent will be added to invoices for special services.

## 5.4.4 Contractor's Fee

- A. Work ordered on the basis of time and materials will be paid for at the actual and necessary cost as determined by the Contract Administrator, plus allowances for overhead and profit, which allowances shall constitute the "Contractor's Fee," except as provided in subparagraph B of this Article. For extra work involving a combination of increases and decreases in the work, the actual necessary cost will be the arithmetic sum of the additive and deductive costs. The allowance for overhead and profit shall include compensation for superintendence, bond and insurance premiums, taxes, all field and home office expenses, and all other items of expense or cost not included in the cost of labor, materials, or equipment provided for under Articles 5.4.2 B, C, D, and E herein. The

# Attachment B

allowance for overhead and profit will be made in accordance with the following schedule:

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

- B. Labor, materials, and equipment may be furnished by the Contractor or by the subcontractor on behalf of the Contractor. When a subcontractor performs all or any part of the extra work, the allowance specified in subparagraph A of Article 5.4.4 shall only be applied to the labor, materials, and equipment costs of the subcontractors, to which the Contractor may add 5 percent of the subcontractor's total cost for the extra work. Regardless of the number of hierarchal tiers of subcontractors, the 5 percent increase above the subcontractor's total cost, which includes the allowances for overhead and profit specified herein, may be applied one time only for each separate work transaction.

## 5.4.5 Compensation for Time Extensions

Adjustments in compensation for time extension will be allowed only for causes in Article 5.5.1 B.1 through Article 5.5.1 B.3 computed in accordance with Article 5.4 and the following. No adjustments in compensation will be allowed when Santa Cruz METRO-caused delays to a controlling item of work and Contractor-caused delays to a controlling item of work occur concurrently or for causes in Article 5.5.1 B.4 through Article 5.5.1 B.5.

Compensation for idle time of equipment will be determined in accordance with the provisions in Article 5.4.2.F and Section 8-1.09 of the State Specifications.

## 5.5 Change of Contract Time

### 5.5.1 General

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

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



# Attachment B

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

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

- A. The Contract time will be extended for as many days in excess of the average number of days of excusable inclement weather, as defined in Article 5.5.1 B.5, as the Contractor is specifically required under the Special Provisions to suspend construction operations, or as many days as the Contractor is prevented by excusable inclement weather, or conditions resulting immediately therefrom, from proceeding with at least 75 percent of the normal labor and equipment force engaged on critical items of work as shown on the schedule.
- B. Should the Contractor prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather, prevents work from beginning at the usual starting time and the crew is dismissed as a result thereof, the Contractor will be entitled to a 1-day extension whether or not conditions change thereafter during said day and the major portion of the day could be considered to be suitable for such construction operations.
- C. The Contractor shall base the construction schedule upon the inclusion of the number of days of excusable inclement weather specified in the Article titled "Excusable Inclement Weather Delays," of the Special Provisions. No extension of the Contract time due to excusable inclement weather will be considered until after the said aggregate total number

# Attachment B

of days of excusable inclement weather has been reached; however, no reduction in Contract time would be made if said number of days of excusable inclement weather is not reached.

## 5.6 Changed Site Conditions

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

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

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

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

## 5.7 Waivers and Releases

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

# Attachment B

## 6. NOTICES

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

Santa Cruz METRO

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

Attention: Alex Clifford, CEO/General Manager

CONTRACTOR

The Don Chapin Co., Inc.  
560 Crazy Horse Canyon Road  
Salinas, CA 93907

Attention: Donald D. Chapin, Jr., President and CEO

## 7. ENTIRE AGREEMENT

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

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

## 8. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by facsimile or other electronic method by either of the parties, and each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Contract are intended to authenticate this writing and to have the same force and effect as manual signatures. Each party further agrees that this Contract may be executed in two or more counterparts, each of which will be deemed an original, and all of which constitute one and the same instrument.

## 9. AUTHORITY

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

# Attachment B

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

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

\_\_\_\_\_


Contractor –  
THE DON CHAPIN CO., INC.

Caroline Hodges, Executive Vice President

 10/17/2020

Approved as to Form:

Julie A. Sherman, General Counsel





**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** John Urgo, Planning & Development Director  
**SUBJECT: CONSIDERATION OF ADOPTION OF A CODIFIED TARIFF FOR THE  
SANTA CRUZ METROPOLITAN TRANSIT SYSTEM**

**I. RECOMMENDED ACTION**

**That the Board of Directors adopt a codified tariff for the Santa Cruz Metropolitan Transit District (METRO) system.**

**II. SUMMARY**

- This report provides information and background on a proposed codified tariff (Codified Tariff) for the Santa Cruz Metropolitan Transit District (METRO) system.
- The proposed Codified Tariff consolidates various fare policies that currently exist for METRO service with the addition of the one exception that the Codified Tariff includes authority for the CEO/General Manager to set special and promotional fares from time to time, such as a free ride program on New Year's Eve.

**III. DISCUSSION/BACKGROUND**

Since its creation, METRO has established multiple policies that relate to transit fares. These policies address topics such as discount fare eligibility, paratransit fare calculation, bulk pass rates, eco-pass programs, university pass programs, and free fares for the legally blind, among others. While these policies were created to address and improve different aspects of how METRO riders pay for transit service, they were never consolidated into a single Codified Tariff.

The purpose of the proposed codified tariff is to consolidate METRO's various fare policies into a single document for agency publication. The Codified Tariff includes sections that define the following: fare prices, service and pass types, paratransit fare calculation, fare payment types, transfer policies, bulk pass agreements, and parking rates. With one exception, approval of the Codified Tariff would not change any fare rates, categories or policies that were already in place; it would simply merge METRO's existing fare policies into a single codified

tariff that can be more easily understood. The one exception is that the Codified Tariff includes authority for the CEO/General Manager to set special and promotional fares from time to time, such as a free ride program on New Year's Eve.

Staff is requesting Board of Directors approval of the new Codified Tariff.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

Adoption of the Codified Tariff supports the following Strategic Priorities:

- Financial Stability, Stewardship & Accountability
- Service Quality and Delivery

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

There is no financial impact related to the adoption of the Codified Tariff.

#### **VI. CHANGES FROM COMMITTEE**

None.

#### **VII. ALTERNATIVES CONSIDERED**

The existing policies could be left in place as separate Board of Directors' approved documents. Staff does not recommend this alternative.

#### **VIII. ATTACHMENTS**

**Attachment A:** Resolution Adopting a Codified Tariff


Prepared by: John Urgo, Planning & Development Director

**IX. APPROVALS**

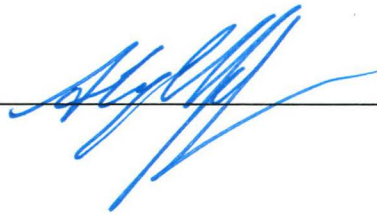
John Urgo,  
Planning and Development Director



Approved as to fiscal impact:  
Angela Aitken, CFO



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 ADOPTING A CODIFIED TARIFF FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**WHEREAS**, since its creation, the Santa Cruz Metropolitan Transit District (METRO) has established multiple policies that relate to transit fares, including policies addressing topics such as discount fare eligibility, paratransit fare calculation, bulk pass rates, eco-pass programs, university pass programs, and free fares for the legally blind, among others;

**WHEREAS**, while these policies were created to address and improve different aspects of how METRO riders pay for transit service, they were never consolidated into a single document (Codified Tariff);

**WHEREAS**, the Codified Tariff includes sections that define the following: fare prices, service and pass types, paratransit fare calculation, fare payment types, transfer policies, bulk pass agreements, and parking rates;

**WHEREAS**, Staff is requesting, and the Finance, Budget and Audit Standing Committee concurs, that the Board of Directors approval of the new Codified Tariff.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby adopts the Santa Cruz Metropolitan Transit District Codified Tariff, attached to this Resolution as Attachment A.

**PASSED AND ADOPTED** this 26<sup>th</sup> Day of June 2020 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

# Attachment A

**ABSENT:** Directors -

Approved:

Mike Rotkin, Chair

---

Attest:

Alex Clifford, CEO/General Manager

---

Approved as to form:

Julie A. Sherman, General Counsel

---

# Attachment A

Adopted –

Effective –

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### STATE OF CALIFORNIA

\* \* \*

### CODIFIED TARIFF

#### I. FARE PRICES

Fixed Route Service					
Local					
Product	Fare Payment Options	Purchase Locations	Category	Eff. 9/15/2011	Current
1-Ride Pass	Cash, Paper Pass, Smartcard, Cruz Cash	Info Booths, Online, TVMs	Adult	\$2.00	
			Discount	\$1.00	
15-Ride Pass	Cash, Paper Pass, Smartcard, Cruz Cash	Info Booths, Online, TVMs	Adult	\$27.00	
			Discount	\$13.50	
Day Pass	Cash, Paper Pass, Smartcard, Cruz Cash	Info Booths, Online, TVMs, Farebox	Adult	\$6.00	
			Discount	\$3.00	
3-Day Pass	Cash, Paper Pass, Smartcard, Cruz Cash	Info Booths, Online, TVMs	Adult	\$15.00	
			Discount	\$7.50	
7-Day Pass	Cash, Paper Pass, Smartcard, Cruz Cash	Info Booths, Online, TVMs	Adult	\$32.00	
			Discount	\$16.00	
31-Day Pass	Cash, Paper Pass, Smartcard, Cruz Cash	Info Booths, Online, TVMs	Adult	\$65.00	
			Youth	\$48.00	
			Discount	\$32.00	
Group, Bulk, and School Field Trip Passes	Varies	Santa Cruz METRO Administrative Offices	Varies	Varies	
METRO Cash (Cruz Cash)	Cash, Paper Pass, Smartcard, Cruz Cash	Info Booths, Online, TVMs	Adult	\$10.00	
			Adult	\$20.00	
			Adult	\$30.00	
			Adult	\$50.00	

# Attachment A

Highway 17					
Product	Fare Payment Options	Purchase Locations	Category	Eff. 9/10/2015	Current
1-Ride Pass	Cash, Paper Pass, Smartcard, Cruz Cash, Mobile App	Info Booths, Online, TVMs, Mobile App	Adult	\$7.00	
			Discount	\$3.50	
15-Ride Pass	Cash, Paper Pass, Smartcard, Cruz Cash, Mobile App	Info Booths, Online, TVMs, Mobile App	Adult	\$94.50	
			Discount	\$94.50	
Day Pass	Cash, Paper Pass, Smartcard, Cruz Cash, Mobile App	Info Booths, Online, TVMs, Farebox, Mobile App	Adult	\$14.00	
			Discount	\$14.00	
31-Day Pass	Cash, Paper Pass, Smartcard, Cruz Cash, Mobile App	Info Booths, Online, TVMs, Mobile App	Adult	\$145.00	
			Youth	\$145.00	
			Discount	\$145.00	
METRO Cash (Cruz Cash)	Cash, Paper Pass, Smartcard, Cruz Cash	Info Booths, Online, TVMs	Adult	\$10.00	
			Adult	\$20.00	
			Adult	\$30.00	
			Adult	\$50.00	

Para Cruz (Demand Response Services)					
Product	Payment Options	Purchase Locations	Category	Eff. 9/10/2015	Current
\$2 ParaCruz Coupons	Coupon	Info Booths, Online	Discount	\$2.00	
\$4 ParaCruz Coupons	Coupon	Info Booths, Online	Discount	\$4.00	
ParaCruz Base Fare	Cash, Coupon	Info Booths, Online, On-Board	Discount	\$4.00	
ParaCruz Additional Fare	Cash, Coupon	Info Booths, Online, On-Board	Discount	Max \$6.00	

Other Products					
Product	Payment Options	Purchase Locations	Category	Eff. 7/1/2019	Current
1st Photo		Info Booth	Adult	\$2.00	
2nd Photo		Info Booth	Adult	\$5.00	
Lanyards		Info Booth, Online	Adult	\$3.00	

# Attachment A

Parking					
Product	Payment Options	Purchase Locations	Category	Eff. 7/1/2019	Current
Overnight Parking Permit	Info Booth, Online, Mobile App		Adult	\$5.00	

## II. FIXED ROUTE SERVICE TYPES AND FARE CATEGORIES

### A. Fare Types

1. **Local Single-Ride Pass.** The local single-ride passes are valid for one boarding on any local bus route. Not valid on Hwy 17 Express.
2. **Local Day-Pass.** The local day-pass is valid for unlimited trips on local service from the time it is validated in the farebox until 11:59 p.m. that night. Not valid on Hwy 17 Express.
3. **Local 3-Day Pass.** The local 3-day pass is valid for unlimited trips on local service from the time it is validated in the farebox until 11:59 p.m. three nights later. Not valid on Hwy 17 Express.
4. **Local 7-Day Pass.** The local 7-day pass is valid for unlimited trips on local service from the time it is validated in the farebox until 11:59 p.m. seven nights later. Not valid on Hwy 17 Express.
5. **Local 31-Day Pass.** The local 31-day pass is valid for unlimited trips on local service from the time it is validated in the farebox until 11:59 p.m. 31 nights later. Not valid on Hwy 17 Express.
6. **Local 15-Ride Pass.** The local 15-ride pass is valid for 15 individual boardings on local service. Not valid on Hwy 17 Express.
7. **Highway 17 Express Single-Ride Pass.** The highway 17 express single-ride passes are valid for one boarding on any highway 17 express bus. Also valid on local METRO service. If used on local service the difference in value will not be refunded.
8. **Highway 17 Express Day-Pass.** The highway 17 express day-pass is valid for unlimited trips on highway 17 express service from the time it is validated in the farebox until 11:59 p.m. that night. Also valid on local METRO service.
9. **Highway 17 Express 3-Day Pass.** The highway 17 express 3-day pass is valid for unlimited trips on highway 17 express service from the time it is validated in the farebox until 11:59 p.m. three nights later. Also valid on local METRO service.
10. **Highway 17 Express 7-Day Pass.** The highway 17 express 7-day pass is valid for unlimited trips on highway 17 express service from the time it is validated in the farebox until 11:59 p.m. seven nights later. Also valid on local METRO service.
11. **Highway 17 Express 31-Day Pass.** The highway 17 express 31-day pass is valid for unlimited trips on highway 17 express service from the time it is validated in the farebox until 11:59 p.m. 31 nights later. Also valid on local METRO service.

# Attachment A

12. **Highway 17 Express 15-Ride Pass.** The highway 17 express 15-ride pass is valid for 15 individual boardings on highway 17 express service. Also valid on local METRO service. If used on local service the difference in value will not be refunded.

## B. FARE CATEGORIES

1. **Adult.** Passengers aged eighteen through sixty-two must pay the adult base fare for all trips.
2. **Eligible Discount.** Passengers aged sixty-two or older and persons with disabilities who possess a METRO Discount ID Card, a Medicare Card, a current Disabled Person Placard Identification Card issued by the Department of Motor Vehicles (DMV), or a valid transit discount card issued by another California transit agency which is equivalent to the METRO Discount ID Card, are permitted to pay the eligible discount fare.
3. **Youth.** Passengers who are seventeen years old or younger and are taller than 46 inches are required to pay the standard adult fare.
  - a) **Youth Fare Exception:** The 31-Day Youth Pass is priced at 24 times the single adult fare.
4. **Child.** Up to three children, less than 46 inches tall may travel free with each adult or eligible discount fare-paying passenger. Additional children are subject to the youth fare.
5. **Waived Fares**
  - a. Employees/Retirees: Santa Cruz METRO employees, and qualified retirees, spouse, domestic partner and dependent children under the age of eighteen can ride any district-operated fixed-route at any time using their employee identification or family transportation pass for fare.
  - b. Personal Care Attendants: Personal care attendants accompanying ADA customers who hold a valid METRO Discount ID Card with a green dot are allowed to ride all local fixed-route trips without paying a fare.
  - c. Free Fare Program for Legally Blind Riders: Beginning November 1, 2019, customers who are legally blind may ride the Santa Cruz METRO fixed-route bus system for free, including the Highway 17 Express.
6. **Special Promotional Fares.** From time to time, the General Manager/CEO may authorize the establishment of special and promotional fares.

## III. ADA PARATRANSIT (PARACRUZ) FARE TYPES AND CATEGORIES

ADA Paratransit ParaCruz service requires advanced reservations; service area restrictions apply.

- A. **Individuals.** For passengers with disabilities who (i) are certified by the District as eligible for paratransit under the ADA, and (ii) possess a valid METRO Paratransit ID Card or a comparable card from another transit agency.
  1. **ParaCruz Fares.** A Reservationist will inform the paratransit passenger of the exact fare at the time of booking the ride, based on the following criteria: If a paratransit passenger's ride were equivalent to a single fixed route bus fare, they would pay a paratransit base fare. If a paratransit passenger's ride is equivalent to two or more fixed

# Attachment A

route bus fares, they would pay a paratransit base fare plus the value of a standard adult fixed-route base fare. The maximum cost for a ParaCruz trip is one and a half times the ParaCruz base fare.

2. **Premium Fares.** For will-call returns, a paratransit passenger will pay twice the base fare. For a re-dispatched vehicle, a paratransit passenger will pay four times the base fare.

## IV. FARE PAYMENT

- A. **Cash Payment** Cash payments are made by feeding bills or coins into the farebox. Bills up to \$20 (twenty dollars) and coins of one cent, five cents, 10 cents and 25 cents are accepted. No cash change is provided in case of overpayment.
- B. **Disposable Paper Passes** Disposable paper passes are validated by feeding the magnetic stripe into the top of the farebox. Paper passes can have stored value in the following denominations: (i) Single Ride; (ii) Day Pass; (iii) 3-Day Pass; (iv) 7-Day Pass; (v) 31-Day Pass; (vi) 15-Ride Pass; and (vii) METRO Cash.
- C. **Reusable Plastic Smartcards.** Reusable plastic smartcards are validated by tapping the card on the interface of the farebox. Plastic smartcards can have stored value in the following denominations: (i) Single Ride; (ii) Day Pass; (iii) 3-Day Pass; (iv) 7-Day Pass; (v) 31-Day Pass; (vi) 15-Ride Pass; and (vii) METRO Cash.
- D. **METRO Cash Cards.** METRO Cash Cards are either a reusable plastic smartcard that is validated by tapping the card on the interface of the farebox or a disposable paper pass validated by feeding the magnetic stripe into the top of the farebox. METRO cash cards can have stored value in the following denominations: (i) \$10.00; (ii) \$20.00; (iii) \$30; and (iv) \$50.
- E. **UC Santa Cruz and Cabrillo College student/staff identification cards.** UC Santa Cruz students and designated staff/faculty may use their identification card to board local fixed route bus services. UCSC and Cabrillo College Passes are validated visually by bus operators who ensure the ID has a current registration sticker.
- F. **Highway 17 Express Mobile fare payment app pilot program.** Customers may purchase Highway 17 Express fares via the METRO mobile fare payment app: (i) Highway 17 Full Fare and Discount Fare single one-way tickets (1-Ride); (ii) Full Fare Day Passes; (iii) Full Fare 15-Ride passes; and (iv) Full Fare 31-Day passes. Credit and debit cards are accepted. All fare types may be purchased in advance of use, and expire 180 days from purchase. Validity is determined by the time of activation just prior to boarding the bus (or the first use, in the case of a Day Pass, 15-Ride pass or 31-Day Pass). Day passes are valid until 12:59am of the day after purchase. 31-Day passes are good until 12:59am of the day after the 31<sup>st</sup> consecutive day from the date of activation.
- G. **Downtown “Go Santa Cruz” Eco-Pass.** The downtown eco-pass program is a pilot program funded by the city of Santa Cruz. Passes are issued to employees who work within the downtown business district. Eco-passes are valid for unlimited trips on local service within the terms of the pilot. Eco-passes are validated by tapping on the interface of the farebox. Not valid on Highway 17 Express service.

# Attachment A

- H. **Pacific Shores Transit Pass.** The Pacific Shores transit pass program is funded by the Pacific Shores development. Passes are issued to residents. Pacific Shores passes are valid for unlimited trips on local service. Pacific Shores passes are validated by tapping on the interface of the farebox. Not valid on Highway 17 Express service.
- I. **Amtrak Tickets.** Passengers boarding at Santa Cruz Metro Center or Cavallaro Scotts Valley Transit Center may present a valid Amtrak ticket including through travel (e.g. Santa Cruz – Oakland) as one-way fare. Passengers boarding at San Jose Diridon Station may present a valid Amtrak ticket including through travel (e.g. Oakland - Santa Cruz) as one-way fare.
- J. **Inter-agency Transfers**
  - 1. **Santa Clara Valley Transportation Authority (VTA), Capitol Corridor Joint Powers Authority (CCJPA), San Joaquin Joint Powers Authority (SJJPA) and Amtrak**
    - a. Day Passes issued for the Amtrak Highway 17 Express will be honored on all Santa Cruz METRO buses and local VTA Services for unlimited rides on the transit day specified.
    - b. Amtrak Highway 17 Express 31-Day Passes will be honored on all Santa Cruz METRO and local VTA Services for unlimited rides within the valid 31 consecutive days period.
    - c. Amtrak Highway 17 Express day passes and 31-Day passes are valid for unlimited rides on VTA local services for that transit day (Day Pass) or 31-day validity period (31-Day Pass).
  - 2. **Monterey-Salinas Transit District**
    - a. Santa Cruz METRO Passengers to MST:
      - (1) Santa Cruz METRO transfers or Day Passes cannot be applied towards the purchase of any MST fare media.
      - (2) MST will honor a free, valid Santa Cruz METRO transfer as payment for passengers boarding MST buses at Watsonville Transit Center or Santa Cruz Metro Center.
      - (3) MST will NOT honor transfers issued from the Amtrak/Highway 17 Express service.
      - (4) MST will honor Santa Cruz METRO discount photo ID for travel on any MST route along with the appropriate discount fare.
      - (5) MST does NOT honor Santa Cruz METRO 31-Day passes.



# Attachment A

b) MST Passengers to Santa Cruz METRO:

- (1) Santa Cruz METRO will honor free valid MST transfers for one-way travel within the Santa Cruz METRO service area as far as Santa Cruz Metro Center (Pacific Station).
- (2) There is no additional fare to travel to Santa Cruz when boarding with an MST transfer.
- (3) Riders must obtain a transfer when they first board MST.
- (4) An MST transfer will be issued on line 78 for free travel on any one Santa Cruz METRO bus with the exception of Amtrak and Highway 17 Express service.
- (5) Santa Cruz METRO will honor MST discount photo ID for travel on any Santa Cruz METRO route along with the appropriate discount fare.
- (6) MST GoPasses are not honored by Amtrak or Highway 17 Express.

**K. Prepaid School Field Trips.** Santa Cruz METRO offers a flat rate for K-12 school groups wishing to use Local Fixed Route service. The procedure to schedule a field trip is as follows:

1. A request form is submitted 2 weeks in advance for a specific date, time and trip start location and destination.
2. Pay the appropriate Field Trip Rate
3. Once both the request form and Field Trip Rate are submitted, an itinerary will be faxed to the group representative who will show the itinerary to the bus operator upon boarding.

Prepaid School Field Trip Rate (35 persons, including chaperones, maximum): \$35.00

Trips are not guaranteed as school riders are riding on fixed routes open to the general public.

**L. Group Pass Contract.** A reduced rides rate is available to members of a group only upon execution of an agreement between the group and Santa Cruz METRO. The group shall provide identification cards for members which shall be satisfactory to Santa Cruz METRO and shall be responsible for fee collection. The group shall pay Santa Cruz METRO for tickets in response to delivery of tickets and or billing by Santa Cruz METRO.

The agreement shall include as a minimum the following items:

1. Definition of people included in group.
2. Dates during which reduced rides rate is valid.
3. Method of billing.

# Attachment A

**M. Bulk Bus Pass Agreements and Discount Rates.** Santa Cruz METRO may enter into an agreement with a group to provide bulk bus pass purchases to that group at an agreed upon per pass rate. The group must specify type of bus pass and the quantity desired so they can be invoiced properly. Bus Passes will be issued upon appropriate payment and will be eligible to use onboard Santa Cruz METRO buses at their own discretion. Bulk bus passes will function like normal bus passes, needing to be validated when first used onboard a Santa Cruz METRO bus and will expire from the set time after first use.

The agreement shall include as a minimum the following items:

1. Definition of the people included in the group.
2. A per bus pass rate.
3. Method of billing.

Discount Rates: The following discounts shall apply to quantity purchases of the Local 31 Consecutive Day Pass only:

12-50 passes	10% Discount
51-100 passes	15% Discount
More than 100 passes	20% Discount

**N. Rules Governing Use of Passes and METRO Cash Cards**

1. 31-Day Passes shall be valid 31 days from the date of first use.
2. 7-Day Passes shall be valid 7 days from the date of first use.
3. 3-Day Passes shall be valid 3 days from the date of first use.
4. 15-Ride Passes shall be valid for 15 individual boardings.
5. 1-Ride Passes shall be valid for 1 boarding.
6. Day passes shall be valid from the time of activation at the farebox until 11:59 p.m. that night.
7. Passes and METRO Cash Cards shall not be subject to refund or replacement.
8. The individual ride value of a pass shall be valid for any route that has a fare for the specified ride value or less.
9. Passes and METRO Cash Cards shall be subject to District regulations as may be adopted from time to time.
10. Misuse of a pass or cash card, or violation of the laws governing behavior on transit vehicles makes the pass or cash card subject to revocation.
11. Passes must be kept in the possession of the rider at all times and treated as cash, lost or stolen value cannot be recovered.

# Attachment A

12. Local route passes are not valid on Hwy 17 or Paracruz service.
13. Paracruz passes are not valid on local or Hwy 17 service.
14. Hwy 17 passes may be used on local service.
15. The balance on METRO Cash Cards may be used toward the cost of future bus rides.
16. Pre-purchased Passes and METRO Cash Cards do not expire.

## V. SERVICE CLASSIFICATIONS

- A. **Local Service.** Transit routes of an intra-community or inter-community nature that operate primarily on local and arterial streets are classified as Local service. Local routes provide service at each established bus stop.
- B. **Express service.** Express service includes specialized routes of an inter-community nature that operate a significant portion of the route length along freeways without intermediate stops.
- C. **ADA Paratransit.** Service known as ParaCruz operates for certified passengers with disabilities traveling in the Santa Cruz Metropolitan Transit District service area. Advance reservations are required, and certain qualifying and service area restrictions apply.

The METRO ParaCruz service area mirrors the fixed route bus service. ParaCruz operates in the same geographical areas, on the same days, and at the same time of day as the fixed route bus service operates. METRO ParaCruz rides **must** begin and end within  $\frac{3}{4}$  of a mile around a fixed route bus line (Commuter lines exempted).

## VI. PARKING

- A. **Fees.** Parking fees for overnight parking at the Cavallaro Scotts Valley Transit Center lot are \$5.00 per night per automobile or motorcycle. There is a limit of 14 consecutive days/nights of parking. Overnight parking permits may be purchased through the Passport Parking mobile payment app, or in-person at the Santa Cruz Metro Center Customer Service booth. In addition, the CEO/General Manager may authorize the sale of monthly or annual parking permits to organizations or businesses by special agreement at a negotiated rate. From time to time, the General Manager/CEO may authorize an adjustment to or suspension of the parking agreements and rates stated above.
- B. **Restrictions.** The use of Santa Cruz METRO parking facilities shall be in accordance with Santa Cruz METRO Vehicle Parking Regulations and other rules.

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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** John Urgo, Planning and Development Director  
**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A SIX MONTH EXTENSION AMENDMENT (FIFTH AMENDMENT) TO THE CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA, SANTA CRUZ (UCSC)**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO to execute a Fifth Amendment to the Contract for Transit Services with the University of California, Santa Cruz (UCSC), which will extend the Contract for a six-month term, beginning July 1, 2020**

## **II. SUMMARY**

- Santa Cruz Metropolitan Transit District (METRO) entered into a written Contract for Transit Services (Contract) with the University of California, Santa Cruz (UCSC) on September 1, 2010.
- METRO and UCSC have executed various extension amendments, including the most recent one that began on July 1, 2019, and is terminating on June 30, 2020.
- Due to the COVID-19 pandemic and uncertainty surrounding future on-campus enrollment, the proposed Extension Amendment differs from previous amendments in the following ways:
  - Shorter (six-month) term
  - Payment based on per vehicle trip, rather than per passenger trip
  - Performance penalty adjustments to clarify reimbursement to UCSC for different categories of dropped service by METRO
- METRO and UCSC would like to extend the Contract by an additional six months as detailed in the proposed Fifth Amendment (Attachment A).

## **III. DISCUSSION/BACKGROUND**

METRO and UCSC entered into formal agreements for transit services related to public fixed routes in 1972, with numerous revisions and amendments extending through the mid 1990's. A restructured Contract for Transit Services became effective on September 1, 2010 and has been extended for various terms since that time. The most recent extension amendment between METRO and UCSC began on July 1, 2019 and terminates on June 30, 2020.

Due to the COVID-19 pandemic and uncertainty surrounding the level of on-campus instruction, UCSC and METRO have agreed to a shorter term six-month extension. The current shelter-in-place order issued by the County of Santa Cruz and the suspension of most on-campus activities by UCSC has resulted in a ninety-five percent reduction in METRO ridership. As a result, METRO has decreased its fixed routes that service UCSC by more than fifty percent. While both parties expect passenger demand to return, the timing is unknown. A six-month extension will allow for greater flexibility in service planning and delivery to the campus as the County proceeds through various stages of its phased reopening. It will also allow METRO to provide more service in the short term on non-UCSC routes to address customer pass-ups due to capacity restricted buses.

The parties have also agreed to change the payment model from a per passenger trip to a per vehicle trip basis. For the 2019-2020 school year, UCSC committed \$4,509,846 to support METRO's operating costs related to the fixed routes servicing UCSC and used by UCSC's students, the same amount as the previous year. This amount was based roughly on a discounted per passenger trip cost of \$1.60, with additional funding provided to preserve some services that had been recommended for elimination in 2016, as well as to support increased Operator levels on certain University routes.

Under the proposed Fifth Amendment, UCSC has agreed to pay METRO a fee per vehicle trip based on the level of service provided in a given month. The new payment model accomplishes two things: 1) It guards METRO against revenue loss due to lower ridership as a result of the shelter-in-place order, while ensuring UCSC is provided the service it needs to support campus mobility and reopening; and, 2) It helps METRO recover some of the costs of retaining the workforce needed to provide higher levels of service in the future by setting a higher fee per vehicle trip for lower levels of service.

Finally, the proposed Fifth Amendment incorporates new language requested by UCSC under the Performance Penalty section to clarify reimbursement to the University for different categories of dropped service.

At this time METRO and UCSC would like to execute a Fifth Amendment (Attachment A), for the period of July 1, 2020 through December 31, 2020.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This action aligns with the following Strategic Priorities:

- Financial Stability, Stewardship and Accountability
- Service Quality and Delivery
- Strategic Alliances and Community Outreach

**V. FINANCIAL CONSIDERATIONS/IMPACT**

UCSC will pay METRO a fee per vehicle trip for METRO fixed route services based on the level of service METRO provides to UCSC in a given month. Should METRO service return to historic levels, UCSC will support METRO operating costs at the same level as the previous Extension Amendment executed for FY20, plus a three percent cost of living adjustment. Due to service reductions currently in place as a result of the COVID-19 pandemic, staff estimates the six-month value of the proposed Extension Amendment to be \$1.5 million, subject to the actual levels of service provided.

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

An alternative option would be to not extend the Contract which terminates on June 30, 2020. This is not recommended by staff.


**VIII. ATTACHMENTS**

**Attachment A:** Fifth Amendment to the Contract for Transit Services with Regents of the University of California Santa Cruz - (final and redline versions)

Prepared by: John Urgo, Planning and Development Director

**IX. APPROVALS**

John Uργο,  
Planning and Development Director



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



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Alex Clifford, CEO/General Manager



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# Attachment A

## FIFTH AMENDMENT TO THE CONTRACT FOR TRANSIT SERVICES WITH REGENTS OF THE UNIVERSITY OF CALIFORNIA SANTA CRUZ

This Fifth Amendment to the Contract for Transit Services amends the Contract for Transit Services with the Regents of the University of California, dated effective September 1, 2010 (the “2010 Contract”), and is made effective July 1, 2020 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California, (“Santa Cruz METRO”), and the Regents of the University of California, on behalf of its Santa Cruz campus, (the “University”). This Fifth Amendment, the 2010 Contract, and the University Terms and Conditions of Purchase (attached here to as Addendum A), collectively constitute the entirety of the Agreement between the parties.

### I. RECITALS

- 1.01 Whereas Santa Cruz METRO provides public transportation services throughout the County of Santa Cruz according to published schedules;
- 1.02 Whereas, Santa Cruz METRO desires to provide transportation for students, faculty and staff of the University, to and from the University and throughout the County of Santa Cruz;
- 1.03 Whereas, University desires that students, faculty and staff utilize the transit service to the maximum extent possible at an affordable rate;
- 1.04 Whereas Santa Cruz METRO and University entered into a Contract for Transit Services, hereinafter “Contract” effective September 1, 2010 for a one-year initial term;
- 1.05 Whereas, Paragraph 5.01 of the Contract allows the parties to renew the Contract by the parties executing extensions to the Contract;
- 1.06 Whereas, the parties extended the Contract for additional years (through August 31, 2016) pursuant to various Extension Amendments; and
- 1.07 Whereas, the parties extended the Contract for an additional year, effective September 1, 2016 (First Amendment); and
- 1.08 Whereas, the parties extended the Contract for an additional 10-month term, effective September 1, 2017 (Second Amendment); and
- 1.09 Whereas, the parties extended the Contract for an additional year, effective July 1, 2018 (Third Amendment); and
- 1.10 Whereas, the parties extended the Contract for an additional year, effective July 1, 2019 (Fourth Amendment);
- 1.11 Whereas, the parties now desire to extend the Contract for an additional 6 month term, effective July 1, 2020 (Fifth Amendment).

# Attachment A

Now therefore, Santa Cruz METRO and University agree to amend specific sections of the 2010 Contract as follows: For each section set forth below, the language of the 2010 Contract is deleted in its entirety and replaced with the following provisions corresponding to the 2010 Contract section number. For the avoidance of doubt, section numbers shall correspond to section numbers as listed in the 2010 contract. Section numbers below that do not appear in the 2010 contract are additional sections.

## II. SCOPE OF AGREEMENT

- 2.01 University will issue a METRO approved "UCSC Bus Pass" to eligible students, faculty and staff based on enrollment or employment status under such terms and conditions as University deems appropriate in its sole discretion. Such "UCSC Bus Pass" shall be valid without payment of an additional fare on any Santa Cruz METRO fixed route bus, except those in operation on the Highway 17 Express route.
- 2.02 University shall provide Santa Cruz METRO with any changes to the "UCSC Bus Pass" ten (10) days in advance of any implementation.
- 2.03 University agrees to expeditiously implement this Agreement and to identify a transportation coordinator whose job functions shall include marketing transit resources to the University community.

## III. COMPENSATION

3.01 "Main Campus" shall be defined as all transit stops, twenty-six (26) in total, set forth as "STOPS" in Exhibit A.

3.02 University shall pay Santa Cruz METRO a per trip payment based on the level of service provided in a given month, as outlined in the table below, on any routes in paragraph 5.03, inclusive of all stops located on the Main Campus and Coastal Science Campus of the University, on each Campus Route as defined in section 5.03 below (the "Fixed Routes"), for the term of this Agreement. For avoidance of doubt, dropped trips, as defined in section 5.02 below, shall not be a cause for University to pay a higher Fee Per Vehicle Trip in any given month (e.g. – if there is a mutually agreed upon 1,010 planned trips in a month, and then 11 or more dropped trips, University will remit payment for provided trips only, but at the agreed-upon service level of pricing).

Vehicle Trip Fee Schedule

Monthly Vehicle Trips	Fee Per Vehicle Trip
0-999	\$159.00
1000-1999	\$144.00
2000-2999	\$129.00
3000-3999	\$114.00
4000+	\$99.00

3.03 Santa Cruz METRO shall invoice University on a monthly basis for payment due, based on trips provided on METRO's fixed-routes, as reflected in sections 3.02 and 5.03.

# Attachment A

## IV. SUPPLEMENTAL SERVICES

4.01 At the request of the University, Santa Cruz METRO shall consider the operation of scheduled supplemental services, which are defined as transit services that are not currently in regular fixed-route operation or provided for in the Santa Cruz METRO budget. These Supplemental Services shall only be provided on a Route Guarantee Basis with the costs paid for by the University and are limited to the following Routes:

A. None at this time

4.02 Santa Cruz METRO shall provide an invoice to the University for the supplemental services requested. Reimbursement for these services shall be based on the rates set forth in Paragraph 4.03 of providing the service.

4.03 Santa Cruz METRO shall bill the University on a monthly basis for the approved scheduled supplemental services reflected in section 4.01A at the following rates:

A. Bus Hourly Rate

- i. The Bus Hourly Rate for agreed upon supplemental services shall be billed at the rate of \$159/hour.
- ii. The Bus Hourly Rate for agreed upon supplemental services shall be billed to the University for every service hour that is provided for the supplemental service trips.

# Attachment A

## V. PERFORMANCE PENALTY

5.01 Santa Cruz METRO shall document, on a monthly basis, any and all scheduled trips on any routes in paragraph 5.03, including all stops located on the Main Campus and Coastal Science Campus of the University. Santa Cruz METRO shall also document all dropped service, which includes all trips, stops, and routes not serviced, for any reason, by Santa Cruz METRO, and reported by day, by trip, and by route, with a summary of the total scheduled service trips dropped, to the University on a monthly basis.

A. Dropped Service: Santa Cruz METRO shall categorize dropped service according to the following:

- i. Service trips cancelled due to staffing shortage or equipment failures.
- ii. Service trips that normally would operate through the Main Campus but do not due to any labor actions or informational gatherings or picket lines established, whether or not endorsed by bona fide labor organizations, *where traffic is unimpeded*, and where Santa Cruz METRO determines there was no direct threat to METRO equipment, METRO bus operators or METRO customers. In the event that there is a disagreement between the parties as to whether there was a direct threat to METRO equipment, METRO bus operators, or METRO customers, whether traffic at that time and at that location was unimpeded and free flowing will be determinative.
- iii. Service trips that normally would operate through the Main Campus but do not due to a sanctioned labor action or bona fide labor organization picket line, where entering the Main Campus or going through a bona fide labor organization's picket line will likely result in damage to Santa Cruz METRO equipment or physical injury to the METRO employee or where physical injury to the persons in the picket line could result.

5.02 The University shall be credited for qualifying dropped service as follows:

5.02.1 Dropped trips under 5.01(A)(i) shall result in a credit of the full purchased price per trip dropped based on the number of trips scheduled to operate in the month according to the fee schedule under section 3.02.

Dropped trips under 5.01(A)(ii) shall result in a credit of fifty per cent of the purchased price per trip dropped based on the number of trips scheduled to operate in the month according to the fee schedule under section 3.02.

The performance penalty shall not apply to trips dropped under 5.01(A)(iii), or to trips dropped due to a request by the University or due to a Force Majeure event as defined below.

# Attachment A

5.03 Santa Cruz METRO routes serving the main campus of the University (“Campus Routes”) include the following:

- A. Route 10
- B. Route 15
- C. Route 16
- D. Route 19
- E. Route 20
- F. Route 20D
- G. Route 22

## VI. SERVICE STANDARDS

- 6.01 METRO Transit Services on Campus Routes shall be provided per a schedule mutually and reasonably agreed upon by Santa Cruz METRO and University.
- 6.02 Santa Cruz METRO shall document, and report to University monthly, each occasion a regularly scheduled transit stop, where any number of passengers are waiting, is passed up and another METRO bus arrival is not imminent on Campus Routes (“Pass-By”).
- 6.03 Santa Cruz METRO shall, when operationally feasible, immediately deploy additional buses to any affected stops anytime a Pass-By should occur, at no additional charge to University.

# Attachment A

## VII. MISCELLANEOUS PROVISIONS

7.01 All other terms and conditions of the 2010 Contract shall remain the same and each party further agrees to be bound by those terms and conditions during the Extension period.

7.02 Article 9(B) of the University's Terms and Conditions, attached as Addendum A, is deleted in its entirety and replaced with the following:

*Business Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than \$15,000,000 per occurrence*

7.03 Article 27 of the University's Terms and Conditions, attached as Addendum A, is deleted in its entirety and replaced with the following:

***Force Majeure.*** *Neither party will be liable for delays or cessation of service, or cessation of need of service, due to causes beyond the Party's control, including, but not restricted to, war, civil disturbances, earthquakes, fires, floods, epidemics and pandemics, and quarantine restrictions. In the event a force majeure event results in delay or cessation of service obligations of METRO, the University will, not be required to pay for such services not performed as a result of such force majeure event, and METRO, likewise, will not be required to pay the performance penalty under section V for such services. For the avoidance of doubt, a force majeure event does not include events that are reasonably foreseeable and does not include labor actions or strikes at the University that do not impede the flow of traffic. Additionally, the parties acknowledge and understand that the on-going pandemic known as the COVID-19 public health emergency may constitute a force majeure event during some or part of this Agreement term, depending on the assessment of the public health in the University community, Santa Cruz County, and taking into account the restrictions posed by the Santa Cruz County Department of Public Health's Public Health Order's, as they are amended from time to time. The Parties agree to work collaboratively and update each other as needed on the impacts of the COVID-19 public health emergency on their respective services and service needs, and assess whether a force majeure arises during this Agreement term.*

7.04 Articles 2-4, 7, 11, 13, 14(A-B), 15-16, 17(A-D, F), 20, 23, 26, 27, and 31 of the University's Terms and Conditions, attached as Addendum A are deleted. The remainder of the Articles of the University's Terms and Conditions are expressly incorporated herein.

7.05 UC FAIR WAGE / FAIR WORK PROFESSIONAL SERVICES EXEMPTION is hereby incorporated pursuant to Article 25 of the University's Terms and Conditions as Addendum B.

# Attachment A

## VIII. NOTICES

8.01 The addresses where notices shall be sent are as follows:

### UNIVERSITY

Dan Henderson  
Director, Transportation and Parking Services  
University of California  
MS: TAPS Carriage House  
1156 High Street  
Santa Cruz, CA 95064

and

Kathleen Rogers  
Procurement Services  
University of California  
MS: Procurement Services  
1156 High Street  
Santa Cruz, CA 95064

### Santa Cruz METRO:

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

Notices must be sent via overnight delivery or by certified mail with return receipt requested, and with an electronic curtesy copy, to the other party's representative as identified above.

# Attachment A

## IX. TERM AND TERMINATION

- 8.02 The extension term shall commence on July 1, 2020, and shall continue through December 30, 2020. The Contract may be renewed for succeeding terms by the parties executing extensions to the Contract.
- 8.03 Either party may terminate the Contract with 60 days advance notice in writing to the other party.

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

SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT

REGENTS OF THE  
UNIVERSITY OF CALIFORNIA

BY: \_\_\_\_\_  
Alex Clifford  
CEO/General Manager

BY: \_\_\_\_\_  
Biju Kamaleswaran  
Assoc. Vice Chancellor and  
Campus Controller

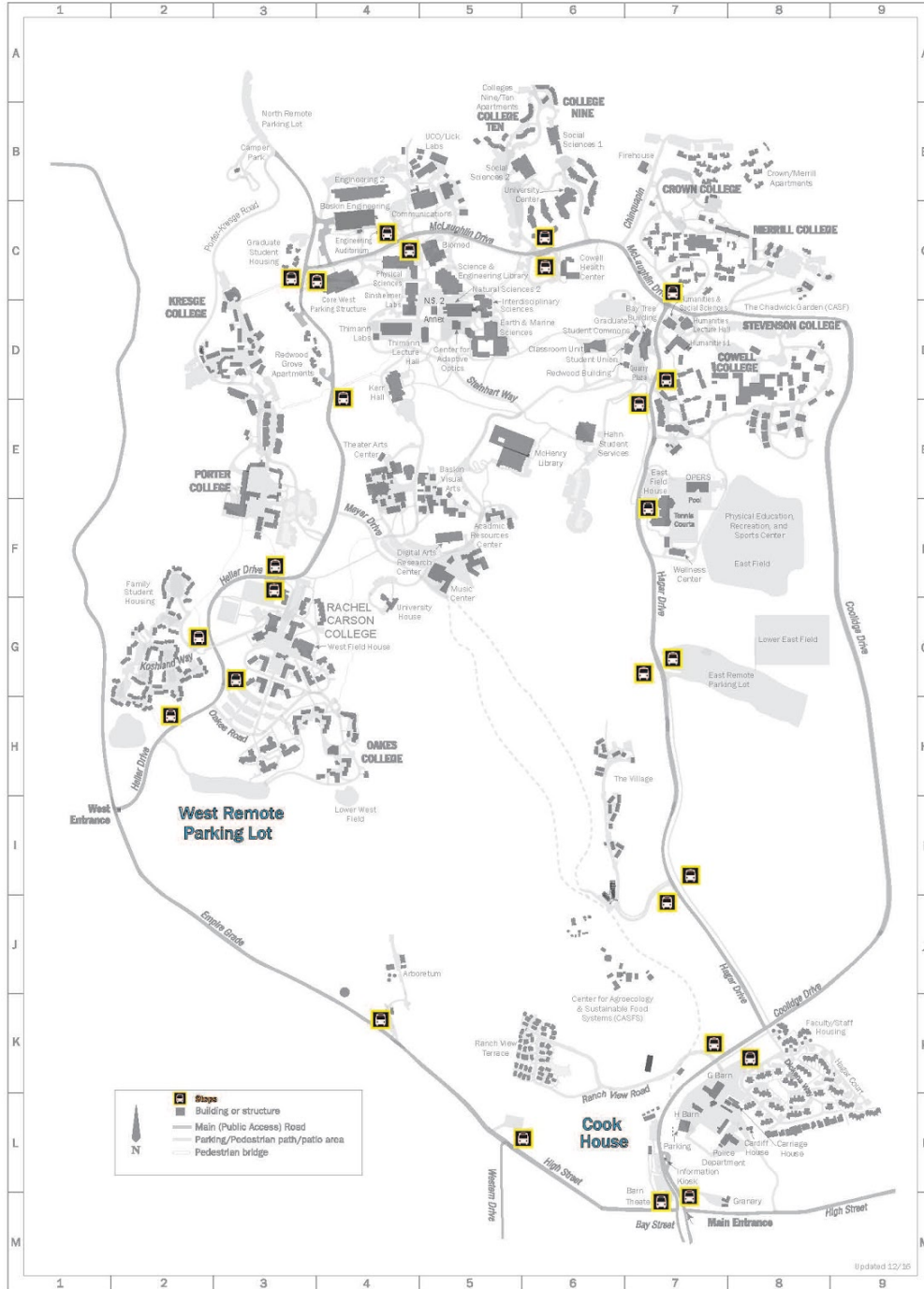
Approved as to form:

\_\_\_\_\_  
Julie A. Sherman  
District Counsel



# Attachment A

## EXHIBIT A



# Attachment A

## ADDENDUM A UNIVERSITY TERMS AND CONDITIONS OF PURCHASE

### ARTICLE 1 – GENERAL

The equipment, materials, or supplies (“Goods”) and/or services (“Services”) furnished by Supplier (together, the “Goods and Services”) and covered by the UC Purchase Order (“PO”) and/or other agreement (which, when combined with these Terms and Conditions and any other documents incorporated by reference, will constitute the “Agreement”) are governed by the terms and conditions set forth herein. As used herein, the term “Supplier” includes Supplier and its sub-suppliers at any tier. As used herein, “UC” refers to The Regents of the University of California, a corporation described in California Constitution Art. IX, Sec. 9, on behalf of the UC Locations identified in the Agreement and/or the PO. UC and Supplier individually will be referred to as “Party” and collectively as “Parties.” Any defined terms not defined in these Terms and Conditions of Purchase will have the meaning ascribed to such term in any of the other documents incorporated in and constituting the Agreement. No other terms or conditions will be binding upon the Parties unless accepted by them in writing. Written acceptance or shipment of all or any portion of the Goods, or the performance of all or any portion of the Services, covered by the Agreement, will constitute Supplier’s unqualified acceptance of all of the Agreement’s terms and conditions. The terms of any proposal referred to in the Agreement are included and made a part of the Agreement only to the extent the proposal specifies the Goods and/or Services ordered, the price therefor, and the delivery thereof, and then only to the extent that such terms are consistent with the terms and conditions of the Agreement.

### ARTICLE 2 – TERM AND TERMINATION

- A. As applicable, the term of the Agreement (“Initial Term”) will be stated in the Agreement. Following the Initial Term, the Agreement may be extended by written mutual agreement.
- B. UC’s obligation to proceed is conditioned upon the appropriation of state, federal and other sources of funds not controlled by UC (“Funding”). UC will have the right to terminate the Agreement without damage, penalty, cost or further obligation in the event that through no action or inaction on the part of UC, the Funding is withdrawn.
- C. UC may, by written notice stating the extent and effective date thereof, terminate the Agreement for convenience in whole or in part, at any time. The effective date of such termination shall be consistent with any requirements for providing notice specified in the Agreement, or immediate if no such terms are set forth in the Agreement. As specified in the termination notice, UC will pay Supplier as full compensation the pro rata Agreement price for performance through the later of the date that (i) UC provided Supplier with notice of termination or (ii) Supplier’s provision of Goods and/or Services will terminate.
- D. UC may by written notice terminate the Agreement for Supplier’s breach of the Agreement, in whole or in part, at any time, if Supplier refuses or fails to comply with the provisions of the Agreement, or so fails to make progress as to endanger performance and does not cure such failure within five (5) business days, or fails to supply the Goods and/or Services within the time specified or any written extension thereof. In such event, UC may purchase or otherwise secure Goods and/or Services and, except as otherwise provided herein, Supplier will be liable to UC for any excess costs UC incurs thereby.
- E. UC’s Appendix – Data Security, Appendix – BAA, and/or Appendix – GDPR will control in the event that one or more appendices are incorporated into the Agreement and conflicts with the provisions of this Article.

### ARTICLE 3 – PRICING, INVOICING METHOD, AND SETTLEMENT METHOD AND TERMS.

Pricing is set forth in the Agreement or Purchase Order, and the amount UC is charged and responsible for shall not exceed the amount specified in the Agreement unless UC has given prior written approval. Unless otherwise agreed in writing by UC, Supplier will use the invoicing method and payment settlement method (and will extend the terms applicable to such settlement method) set forth in UC’s Supplier Invoicing, Terms & Settlement Matrix. UC will pay Supplier, upon submission of acceptable invoices, for Goods and/or Services provided and accepted. Invoices must be itemized and reference the Agreement or Purchase Order number. UC will not pay shipping, packaging or handling expenses, unless specified in the Agreement or Purchase Order. Unless otherwise provided, freight is to be FOB destination. Any of Supplier’s expenses that UC agrees to reimburse will be reimbursed under UC’s Travel Policy, which may be found at <http://www.ucop.edu/central-travel-management/resources/index.html>. Where applicable, Supplier will pay all taxes imposed on Supplier in connection with its performance under the Agreement, including any federal, state and local income, sales, use, excise and other taxes or assessments. Notwithstanding any other provision to the contrary, UC will not be responsible for any fees, interest or surcharges Supplier wishes to impose.

# Attachment A

## **ARTICLE 4 – INSPECTION.**

The Goods and/or Services furnished will be exactly as specified in the Agreement, free from all defects in Supplier's performance, design, skill and materials, and, except as otherwise provided in the Agreement, will be subject to inspection and test by UC at all times and places. If, prior to final acceptance, any Goods and/or Services furnished are found to be incomplete, or not as specified, UC may reject them, require Supplier to correct them at the sole cost of Supplier, or require provision of such Goods and/or Services at a reduction in price that is equitable under the circumstances. If Supplier is unable or refuses to correct such deficiencies within a time UC deems reasonable, UC may terminate the Agreement in whole or in part. Supplier will bear all risks as to rejected Goods and/or Services and, in addition to any costs for which Supplier may become liable to UC under other provisions of the Agreement, will reimburse UC for all transportation costs, other related costs incurred, or payments to Supplier in accordance with the terms of the Agreement for unaccepted Goods and/or Services and materials and supplies incidental thereto. Notwithstanding final acceptance and payment, Supplier will be liable for latent defects, fraud or such gross mistakes as amount to fraud.

## **ARTICLE 5 – ASSIGNED PERSONNEL; CHARACTER OF SERVICES**

Supplier will provide the Services as an independent contractor and furnish all equipment, personnel and materiel sufficient to provide the Services expeditiously and efficiently, during as many hours per shift and shifts per week, and at such locations as UC may so require. Supplier will devote only its best-qualified personnel to work under the Agreement. Should UC inform Supplier that anyone providing the Services is not working to this standard, Supplier will immediately remove such personnel from providing Services and he or she will not Oagain, without UC's written permission, be assigned to provide Services. At no time will Supplier or Supplier's employees, sub-suppliers, agents, or assigns be considered employees of UC for any purpose, including but not limited to workers' compensation provisions. Supplier shall not have the power nor right to bind or obligate UC, and Supplier shall not hold itself out as having such authority. Supplier shall be responsible to UC for all Services performed by Supplier's employees, agents and subcontractors, including being responsible for ensuring payment of all unemployment, social security, payroll, contributions and other taxes with respect to such employees, agents and subcontractors.

# Attachment A

## ARTICLE 6 – WARRANTIES

In addition to the warranties set forth in Articles 11, 12, 17, 23, 24, 25 and 26 herein, Supplier makes the following warranties. Supplier acknowledges that failure to comply with any of the warranties in the Agreement will constitute a material breach of the Agreement and UC will have the right to terminate the Agreement without damage, penalty, cost or further obligation.

- A. General Warranties. Supplier represents, warrants and covenants that: (i) Supplier is free to enter into this Agreement and that Supplier is not, and will not become, during the Term, subject to any restrictions that might restrict or prohibit Supplier from performing the Services or providing the Goods ordered hereunder; (ii) Supplier will comply with all applicable laws, rules and regulations in performing Supplier's obligations hereunder; (iii) the Goods and/or Services shall be rendered with promptness and diligence and shall be executed in a skilled manner by competent personnel, in accordance with the prevailing industry standards; and if UC Appendix Data Security is NOT included: (iv) Supplier has developed a business interruption and disaster recovery program and is executing such program to assess and reduce the extent to which Supplier's hardware, software and embedded systems may be susceptible to errors or failures in various crisis (or force majeure) situations; (v) if Supplier uses electronic systems for creating, modifying, maintaining, archiving, retrieving or transmitting any records, including test results that are required by, or subject to inspection by an applicable regulatory authority, then Supplier represents and warrants that Supplier's systems for electronic records are in compliance; and (vi) Supplier agrees that the Goods and/or Services furnished under the Agreement will be covered by the most favorable warranties Supplier gives to any customer for the same or substantially similar goods or services, or such other more favorable warranties as specified in the Agreement. The rights and remedies so provided are in addition to and do not limit any rights afforded to UC by any other article of the Agreement.
- B. Permits and Licenses. Supplier agrees to procure all necessary permits or licenses and abide by all applicable laws, regulations and ordinances of the United States and of the state, territory and political subdivision or any other country in which the Goods and/or Services are provided.
- C. Federal and State Water and Air Pollution Laws. Where applicable, Supplier warrants that it complies with the requirements in UC Business and Finance Bulletin BUS-56 (Material Management; Purchases from Entities Violating State or Federal Water or Air Pollution Laws). Consistent with California Government Code 4477, these requirements do not permit UC to contract with entities in violation of Federal or State water or air pollution laws.
- D. Web Accessibility Requirements. As applicable to the Supplies and/or Services being provided under the Agreement, Supplier warrants that:
1. It complies with California and federal disability laws and regulations; and
  2. The Goods and/or Services will conform to the accessibility requirements of WCAG 2.0AA.
  3. Supplier agrees to promptly respond to and resolve any complaint regarding accessibility of its Goods and/or Services;
- E. General Accessibility Requirements. Supplier warrants that:
1. It will comply with California and federal disability laws and regulations;
  2. Supplier will promptly respond to remediate to any identified accessibility defects in the Goods and Services to conform to WCAG 2.0 AA; and
  3. Supplier agrees to promptly respond to and use reasonable efforts to resolve and remediate any complaint regarding accessibility of its Goods and/or Services.
- F. Warranty of Quiet Enjoyment. Supplier warrants that Supplier has the right of Quiet Enjoyment in, and conveys the right of Quiet Enjoyment to UC for UC's use of, any and all intellectual property that will be needed for Supplier's provision, and UC's use of, the Goods and/or Services provided by Supplier under the Agreement.
- G. California Child Abuse and Neglect Reporting Act ("CANRA"). Where applicable, Supplier warrants that it complies with CANRA.
- H. Debarment and Suspension. Supplier warrants that it is not presently debarred, suspended, proposed for debarment, or declared ineligible for award of federal contracts or participation in federal assistance programs or activities.
- I. UC Trademark Licensing Code of Conduct. If the Goods will bear UC's name (including UC campus names, abbreviations of these names, UC logos, UC mascots, or UC seals) or other trademarks owned by UC, Supplier warrants that it holds a valid license from UC and complies with the Trademark Licensing Code of Conduct policy, available at <http://policy.ucop.edu/doc/3000130/TrademarkLicensing>.
- J. Outsourcing (Public Contract Code section 12147) Compliance. Supplier warrants that if the Agreement will displace UC employees, no funds paid under the Agreement will be used to train workers who are located outside of the United States, or plan to relocate outside the United States as part of the Agreement. Additionally, Supplier warrants that no work will be performed under the Agreement with workers outside the United States, except as described in Supplier's bid. If Supplier or its sub-supplier performs the Agreement with workers outside the United States during the life of the Agreement and Supplier did not describe such work in its bid, Supplier acknowledges and agrees that (i) UC may terminate the Agreement without further obligation for noncompliance, and (ii) Supplier will forfeit to UC the amount UC paid for the percentage of work that was performed with workers outside the United States and not described in Supplier's bid.

# Attachment A

## ARTICLE 7 – INTELLECTUAL PROPERTY, COPYRIGHT, PATENTS, AND DATA RIGHTS

### A. Goods and/or Services Involving Work Made for Hire.

1. Unless UC indicates that the Goods and/or Services do not involve work made for hire, Supplier acknowledges and agrees that any deliverables provided to UC by Supplier in the performance of the Agreement, and any intellectual property rights therein, (hereinafter the "Deliverables") will be owned by UC. The Deliverables will be considered "work made for hire" under U.S. copyright law and all right, title, and interest to and in such Deliverables including, but not limited to, any and all copyrights or trademarks, will be owned by UC. In the event that it is determined that UC is not the owner of such Deliverables under the "work made for hire" doctrine of U.S. copyright law, Supplier hereby irrevocably assigns to UC all right, title, and interest to and in such Deliverables and any copyrights or trademarks thereto.
2. The Deliverables must be new and original. Supplier must not use any pre-existing copyrightable or trademarked images, writings, or other proprietary materials (hereinafter "Pre-Existing Materials") in the Deliverables without UC's prior written permission. In the event that Supplier uses any Pre-Existing Materials in the Deliverables in which Supplier has an ownership interest, UC is hereby granted, and will have, a non-exclusive, royalty-free, irrevocable, perpetual, paid-up, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, perform, display publicly, sell, and otherwise distribute such Pre-Existing Materials in connection with the Deliverables.
3. Whenever any invention or discovery is made or conceived by Supplier in the course of or in connection with the Agreement, Supplier will promptly furnish UC with complete information with respect thereto and UC will have the sole power to determine whether and where a patent application will be filed and to determine the disposition of title to and all rights under any application or patent that may result.
4. Supplier is specifically subject to an obligation to, and hereby does, assign all right, title and interest in any such intellectual property rights to UC as well as all right, title and interest in tangible research products embodying any such inventions whether the inventions are patentable or not. Supplier agrees to promptly execute any additional documents or forms that UC may require in order to effectuate such assignment.

### B. Goods and/or Services Not Involving Work Made for Hire.

1. If the Goods and/or Services do not involve work made for hire, and in the event that Supplier uses any Pre-Existing Materials in the Deliverables in which Supplier has an ownership interest, UC is hereby granted, and will have, a non-exclusive, royalty-free, irrevocable, perpetual, paid-up, worldwide license (with the right to sublicense) to make, have made, copy, modify, make derivative works of, use, perform, display publicly, sell, and otherwise distribute such Pre-Existing Materials in connection with the Deliverables.
2. The Deliverables must be new and original. Supplier must not use any Pre-Existing Materials in the Deliverables without UC's prior written permission.
3. Whenever any invention or discovery is made or conceived by Supplier in the course of or in connection with the Agreement, Supplier will promptly furnish UC complete information with respect thereto and UC will have the sole power to determine whether and where a patent application will be filed and to determine the disposition of title to and all rights under any application or patent that may result.
4. Supplier is specifically subject to an obligation to, and hereby does, assign all right, title and interest in any such intellectual property rights to UC as well as all right, title and interest in tangible research products embodying any such inventions whether the inventions are patentable or not. Supplier agrees to promptly execute any additional documents or forms that UC may require in order to effectuate such assignment.

### C. General. Should the Goods and/or Services become, or in Supplier's opinion be likely to become, the subject of a claim of infringement of any patent, copyright, trademark, trade name, trade secret, or other proprietary or contractual right of any third party, Supplier will provide written notice to UC of the circumstances giving rise to such claim or likely claim. In the event that UC receives notice of a claim of infringement or is made a party to or is threatened with being made a party to any claim of infringement related to the Goods and/or Services, UC will provide Supplier with notice of such claim or threat. Following receipt of such notice, Supplier will either (at Supplier's sole election) (i) procure for UC the right to continue to use the affected portion of the Goods and/or Services, or (ii) replace or otherwise modify the affected portion of the Goods and/or Services to make them non-infringing, or obtain a reasonable substitute product for the affected portion of the Goods and/or Services, provided that any replacement, modification or substitution under this paragraph does not effect a material change in the Goods and/or Services' functionality. If none of the foregoing options is reasonably acceptable to UC, UC will have the right to terminate the Agreement without damage, penalty, cost or further obligation.

### D. UC Rights to Institutional Information. Institutional Information shall belong exclusively to UC and unless expressly provided, this Agreement shall not be construed as conferring on Supplier any patent, copyright, trademark, license right or trade secret owned or obtained by UC. Any right for Supplier to use Institutional Information is solely provided on a non-exclusive basis, and only to the extent required for Supplier to provide the Goods or Services under the Agreement. As used herein, "Institutional Information" means any information or data created, received, and/or collected by UC or on its behalf, including but not limited to application logs, metadata and data derived from such data.

# Attachment A

## **ARTICLE 8 – INDEMNITY AND LIABILITY**

To the fullest extent permitted by law, Supplier will defend, indemnify, and hold harmless UC, its officers, employees, and agents, from and against all losses, expenses (including, without limitation, reasonable attorneys' fees and costs), damages, and liabilities of any kind resulting from or arising out of the Agreement, including the performance hereunder of Supplier, its officers, employees, agents, sub-suppliers, or anyone directly or indirectly employed by Supplier, or any person or persons under Supplier's direction and control, provided such losses, expenses, damages and liabilities are due or claimed to be due to the acts or omissions of Supplier, its officers, employees, agents, sub-suppliers, or anyone directly or indirectly employed by Supplier, or any person or persons under Supplier's direction and control. UC agrees to provide Supplier with prompt notice of any such claim or action and to permit Supplier to defend any claim or action, and that UC will cooperate fully in such defense. UC retains the right to participate in the defense against any such claim or action, and the right to consent to any settlement, which consent will not unreasonably be withheld.

In the event Appendix DS applies to this Agreement, Supplier shall reimburse or otherwise be responsible for any costs, fines or penalties imposed against UC as a result of Supplier's Breach of Institutional Information and/or failure to cooperate with UC's response to such Breach. As used herein, "Breach" means: (1) any disclosure of Institutional Information to an unauthorized party or in an unlawful manner; (2) unauthorized or unlawful acquisition of information that compromises the security, confidentiality or integrity of Institutional Information and/or IT Resources; and (3) the acquisition, access, use, or disclosure of Protected Health Information or medical information in a manner not permitted under the Health Insurance Portability and Accountability Act (HIPAA) or California law. "IT Resources" means IT infrastructure, cloud services, software, and/or hardware with computing and/or networking capability that is Supplier owned/managed, or UC-owned, or a personally owned device that stores Institutional Information, is connected to UC systems, is connected to UC networks, or is used for UC business.

# Attachment A

## ARTICLE 9 – INSURANCE

Supplier, at its sole cost and expense, will insure its activities in connection with providing the Goods and/or Services and obtain, keep in force, and maintain the following insurance with the minimum limits set forth below, unless UC specifies otherwise:

- A. Commercial Form General Liability Insurance (contractual liability included) with limits as follows:
  1. Each Occurrence \$ 1,000,000
  2. Products/Completed Operations Aggregate \$ 2,000,000
  3. Personal and Advertising Injury \$ 1,000,000
  4. General Aggregate \$ 2,000,000
- B. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than one million dollars (\$1,000,000) per occurrence. (Required only if Supplier drives on UC premises or transports UC employees, officers, invitees, or agents in the course of supplying the Goods and/or Services to UC.)
- C. If applicable, Professional Liability Insurance with a limit of two million dollars (\$2,000,000) per occurrence or claim with an aggregate of not less than two million dollars (\$2,000,000). If this insurance is written on a claims-made form, it will continue for three years following termination of the Agreement. The insurance will have a retroactive date of placement prior to or coinciding with the effective date of the Agreement.
- D. Workers' Compensation as required by applicable state law and Employer's Liability with limits of one million dollars (\$1,000,000) per occurrence. Workers' Compensation as required by applicable state law and Employer's Liability with limits of one million dollars (\$1,000,000) per occurrence.
- E. If applicable, Supplier Fidelity Bond or Crime coverage for the dishonest acts of its employees in a minimum amount of one million dollars (\$1,000,000). Supplier will endorse such policy to include a "Regents of the University of California Coverage" or "Joint Payee Coverage" endorsement. UC and, if so requested, UC's officers, employees, agents and sub-suppliers will be named as "Loss Payee, as Their Interest May Appear" in such Fidelity Bond.
- F. In the event Appendix DS applies to this Agreement, Supplier, at its sole cost and expense, will obtain, keep in force, and maintain one or more insurance policies that provide coverage for technology, professional liability, data protection, and/or cyber liability. Typically referred to as Privacy, Technology and Data Security Liability, Cyber Liability, or Technology Professional Liability insurance, it will cover liabilities for financial loss due to the acts, omissions, or intentional misconduct of Supplier, its officers, employees, agents, sub-suppliers, or anyone directly or indirectly employed by Supplier, or any person or persons under Supplier's direction and control, in connection with the performance of this Agreement, as well as all Supplier costs, including damages it is obligated to pay UC or any third party, that are associated with any confirmed or suspected Breach or compromise of Institutional Information. In some cases, Professional Liability policies may include some coverage for data breaches or loss of Institutional Information. Regardless of the type of policy(ies) in place, such coverage will include without limitation: (i) costs to notify parties whose data were lost or compromised; (ii) costs to provide credit monitoring and credit restoration services to parties whose data were lost or compromised; (iii) costs associated with third party claims arising from the confirmed or suspected Breach or loss of Institutional Information, including litigation costs and settlement costs; (iv) any investigation, enforcement, fines and penalties, or similar miscellaneous costs; and (v) any payment made to a third party as a result of extortion related to a confirmed or suspected Breach. The following insurance coverage is based on the highest Protection Level Classification of Institutional Information identified in Exhibit 1 to Appendix DS:
  1. P1 - This insurance policy must have minimum limits of \$500,000 each occurrence and \$500,000 in the aggregate.
  2. P2 - This insurance policy must have minimum limits of \$1,000,000 each occurrence and \$1,000,000 in the aggregate.
  3. P3 and P4, less than 70,000 records - this insurance policy must have minimum limits of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.
  4. P3 and P4, 70,000 or more records - this insurance policy must have minimum limits of \$10,000,000 each occurrence and \$10,000,000 in the aggregate.

Protection Level Classifications are defined in the UC Systemwide Information Security Classification of Information and IT Resources:

<https://security.ucop.edu/policies/institutional-information-and-it-resource-classification.html>

# Attachment A

- G. Additional other insurance in such amounts as may be reasonably required by UC against other insurable risks relating to performance. If the above insurance is written on a claims-made form, it will continue for three years following termination of the Agreement. The insurance will have a retroactive date of placement prior to or coinciding with the effective date of the Agreement. If the above insurance coverage is modified, changed or cancelled, Supplier will provide UC with not less than fifteen (15) days' advance written notice of such modification, change, or cancellation, and will promptly obtain replacement coverage that complies with this Article.
- I. The coverages referred to under A and B of this Article must include UC as an additional insured. It is understood that the coverage and limits referred to under A, B and C of this Article will not in any way limit Supplier's liability. Supplier will furnish UC with certificates of insurance (and the relevant endorsement pages) evidencing compliance with all requirements prior to commencing work under the Agreement. Such certificates will:
  - 1. Indicate that The Regents of the University of California has been endorsed as an additional insured for the coverage referred to under A and B of this Article. This provision will only apply in proportion to and to the extent of the negligent acts or omissions of Supplier, its officers, agents, or employees.
  - 2. Include a provision that the coverage will be primary and will not participate with or be excess over any valid and collectible insurance or program of self-insurance carried or maintained by UC.

## ARTICLE 10 – USE OF UC NAME AND TRADEMARKS

Supplier will not use the UC name, abbreviation of the UC name, trade names and/or trademarks (i.e., logos and seals) or any derivation thereof, in any form or manner in advertisements, reports, or other information released to the public, or place the UC name, abbreviations, trade names and/or trademarks or any derivation thereof on any consumer goods, products, or services for sale or distribution to the public, without UC's prior written approval. Supplier agrees to comply at all times with California Education Code Section 92000.

## ARTICLE 11 – FEDERAL FUNDS

Supplier who supplies Goods and/or Services certifies and represents its compliance with the following clauses, as applicable. Supplier shall promptly notify UC of any change of status with regard to these certifications and representations. These certifications and representations are material statements upon which UC will rely.

- A. For commercial transactions involving funds on a federal contract (federal awards governed by the FAR), the following provisions apply, as applicable:
  - 1. FAR 52.203-13, Contractor Code of Business Ethics and Conduct;
  - 2. FAR 52.203-17, Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights;
  - 3. FAR 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements;
  - 4. FAR 52.219-8, Utilization of Small Business Concerns;
  - 5. FAR 52.222-17, Non-displacement of Qualified Workers;
  - 6. FAR 52.222-21, Prohibition of Segregated Facilities;
  - 7. FAR 52.222-26, Equal Opportunity;
  - 8. FAR 52.222-35, Equal Opportunity for Veterans;
  - 9. FAR 52.222-36, Equal Opportunity for Workers with Disabilities;
  - 10. FAR 52.222-37, Employment Reports on Veterans;
  - 11. FAR 52.222-40, Notification of Employee Rights Under the National Labor Relations Act;
  - 12. FAR 52.222-41, Service Contract Labor Standards;
  - 13. FAR 52.222-50, Combating Trafficking in Persons;
  - 14. FAR 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment - Requirements;
  - 15. FAR 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services - Requirements;
  - 16. FAR 52.222-54, Employment Eligibility Verification;
  - 17. FAR 52.222-55, Minimum Wages Under Executive Order 13658;
  - 18. FAR 52.222-62, Paid Sick Leave under Executive Order 13706;
  - 19. FAR 52.224-3, Privacy Training;
  - 20. FAR 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations;
  - 21. FAR 52.233-1, Disputes; and
  - 22. FAR 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels.
- B. For non-commercial transactions involving funds on a federal contract, the UC Appendix titled '*Federal Government Contracts Special terms and Conditions (Non-Commercial Items or Services)*' and located at [www.ucop.edu/procurement-services/policies-forms/index.html](http://www.ucop.edu/procurement-services/policies-forms/index.html) is hereby incorporated herein by this reference.
- C. For transactions involving funds on a federal grant or cooperative agreement (federal awards governed by eCFR Title 2, Subtitle A, Chapter II, Part 200) the following provisions apply, as applicable:



# Attachment A

1. Rights to Inventions. If Supplier is a small business firm or nonprofit organization, and is providing experimental, development, or research work under this transaction, Supplier must comply with the requirements of 3 CFR Part 401, "Rights to Inventions Made by nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements".
  2. Clean Air Act. Supplier agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
  3. Byrd Anti-Lobbying. Supplier certifies that it will not, and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.
  4. Procurement of Recovered Materials. If Supplier is a state agency or agency of a political subdivision of a state, then Supplier must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
- D. In these provisions, the term "contractor" as used therein will refer to Supplier, and the terms "Government" or "Contracting Officer" as used therein will refer to UC. Where a purchase of items is for fulfillment of a specific U.S. Government prime or subcontract, additional information and/or terms and conditions may be included in an attached supplement. By submitting an invoice to UC, Supplier is representing to UC that, at the time of submission:
1. Neither Supplier nor its principals are presently debarred, suspended, or proposed for debarment by the U.S. government (see FAR 52.209-6);
  2. Supplier has filed all compliance reports required by the Equal Opportunity clause (see FAR 52.222-22); and
  3. Any Supplier representations to UC about U.S. Small Business Administration or state and local classifications, including but not limited to size standards, ownership, and control, are accurate and complete.
  4. Byrd Anti-Lobbying. Supplier certifies that it will not, and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

## ARTICLE 12 – EQUAL OPPORTUNITY AFFIRMATIVE ACTION

Supplier will abide by the requirements set forth in Executive Orders 11246 and 11375. Where applicable, Supplier will comply with 41 CFR

§§ 60-1.4(a), 60-300.5(a) and 60-741.5(a), incorporated by reference with this statement: **“This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.”**

With respect to activities occurring in the State of California, Supplier agrees to adhere to the California Fair Employment and Housing Act. Supplier will provide UC on request a breakdown of its labor force by groups as specified by UC, and will discuss with UC its policies and practices relating to its affirmative action programs. Supplier will not maintain or provide facilities for employees at any establishment under its control that are segregated on a basis prohibited by federal law. Separate or single-user restrooms and necessary dressing or sleeping areas must be provided, however, to ensure privacy.

## ARTICLE 13 – LIENS

Supplier agrees that upon UC's request, Supplier will submit a sworn statement setting forth the work performed or material furnished by sub-suppliers and material men, and the amount due and to become due to each, and that before the final payment called for under the Agreement, will upon UC's request submit to UC a complete set of vouchers showing what payments have been made for such work performed or material furnished. Supplier will promptly notify UC in writing, of any claims, demands, causes of action, liens or suits brought to its attention that arise out of the Agreement. UC will not make final payment until Supplier, if required, delivers to UC a complete release of all liens arising out of the Agreement, or receipts in full in lieu thereof, as UC may require, and if required in either case, an affidavit that as far as it has knowledge or information, the receipts include all the labor and materials for which a lien could be filed; but Supplier may, if any sub-supplier refuses to furnish a release or receipt in full, furnish a bond satisfactory to UC to indemnify it against any claim by lien or otherwise. If any lien or claim remains unsatisfied after all payments are made, Supplier will refund to UC all monies that UC may be compelled to pay in discharging such lien or claim, including all costs and reasonable attorneys' fees.

# Attachment A

## ARTICLE 14 – PREMISES WHERE SERVICES ARE PROVIDED

- A. Cleaning Up. Supplier will at all times keep UC premises where the Services are performed and adjoining premises free from accumulations of waste material or rubbish caused by its employees or work of any of its sub-suppliers, and, at the completion of the Services; will remove all rubbish from and about the premises and all its tools, scaffolding, and surplus materials, and will leave the premises "broom clean" or its equivalent, unless more exactly specified. In case of dispute between Supplier and its sub-suppliers as to responsibility for the removal of the rubbish, or if it is not promptly removed, UC may remove the rubbish and charge the cost to Supplier.
- B. Environmental, Safety, Health and Fire Protection. Supplier will take all reasonable precautions in providing the Goods and Services to protect the health and safety of UC employees and members of the public and to minimize danger from all hazards to life and property, and will comply with all applicable environmental protection, health, safety, and fire protection regulations and requirements (including reporting requirements). In the event that Supplier fails to comply with such regulations and requirements, UC may, without prejudice to any other legal or contractual rights of UC, issue an order stopping all or any part of the provision of the Goods and/or Services; thereafter a start order for resumption of providing the Goods and/or Services may be issued at UC's discretion. Supplier will not be entitled to make a claim for extension of time or for compensation or damages by reason of or in connection with such stoppage. Supplier will have sole responsibility for the safety of all persons employed by Supplier and its sub-suppliers on UC premises, or any other person who enters upon UC premises for reasons relating to the Agreement. Supplier will at all times maintain good order among its employees and all other persons who come onto UC's premises at Supplier's request and will not engage any unfit or unskilled person to provide the Goods and/or Services. Supplier will confine its employees and all other persons who come onto UC's premises at Supplier's request or for reasons relating to the Agreement and its equipment to that portion of UC's premises where the Services are to be provided or to roads leading to and from such work sites, and to any other area which UC may permit Supplier to use. Supplier will take all reasonable measures and precautions at all times to prevent injuries to or the death of any of its employees or any other person who enters upon UC premises at Supplier's request. Such measures and precautions will include, but will not be limited to, all safeguards and warnings necessary to protect workers and others against any conditions on the premises that could be dangerous and to prevent accidents of any kind whenever the Goods and/or Services are being provided in proximity to any moving or operating machinery, equipment or facilities, whether such machinery, equipment or facilities are the property of or are being operated by, Supplier, its sub-suppliers, UC or other persons. To the extent compliance is required, Supplier will comply with all relevant UC safety rules and regulations when on UC premises.
- C. Tobacco-free Campus. UC is a tobacco-free institution. Use of cigarettes, cigars, oral tobacco, electronic cigarettes and all other tobacco products is prohibited on all UC owned or leased sites.

## ARTICLE 15 – LIABILITY FOR UC - FURNISHED PROPERTY

Supplier assumes complete liability for any materials UC furnishes to Supplier in connection with the Agreement and Supplier agrees to pay for any UC materials Supplier damages or otherwise is not able to account for to UC's satisfaction. UC furnishing to Supplier any materials in connection with the Agreement will not, unless otherwise expressly provided in writing by UC, be construed to vest title thereto in Supplier.

## ARTICLE 16 – COOPERATION

Supplier and its sub-suppliers, if any, will cooperate with UC and other suppliers and will so provide the Services that other cooperating suppliers will not be hindered, delayed or interfered with in the progress of their work, and so that all of such work will be a finished and complete job of its kind.

# Attachment A

## ARTICLE 17 – ADDITIONAL TERMS APPLICABLE TO THE FURNISHING OF GOODS

The terms in this Article have special application to the furnishing of Goods:

- A. Price Decreases. Supplier agrees immediately to notify UC of any price decreases from its suppliers, and to pass through to UC any price decreases.
- B. Declared Valuation of Shipments. Except as otherwise provided in the Agreement, all shipments by Supplier under the Agreement for UC's account will be made at the maximum declared value applicable to the lowest transportation rate or classification and the bill of lading will so note.
- C. Title. Title to the Goods purchased under the Agreement will pass directly from Supplier to UC at the f.o.b. point shown, or as otherwise specified in the Agreement, subject to UC's right to reject upon inspection.
- D. Changes. Notwithstanding the terms in Article 34, Amendments, UC may make changes within the general scope of the Agreement in drawings and specifications for specially manufactured Goods, place of delivery, method of shipment or packing of the Agreement by giving notice to Supplier and subsequently confirming such changes in writing. If such changes affect the cost of or the time required for performance of the Agreement, UC and Supplier will agree upon an equitable adjustment in the price and/or delivery terms. Supplier may not make changes without UC's written approval. Any claim of Supplier for an adjustment under the Agreement must be made in writing within thirty (30) days from the date Supplier receives notice of such change unless UC waives this condition in writing. Nothing in the Agreement will excuse Supplier from proceeding with performance of the Agreement as changed hereunder. Supplier may not alter or misbrand, within the meaning of the applicable Federal and State laws, the Goods furnished.
- E. Forced, Convict and Indentured Labor. Supplier warrants that no foreign-made Goods furnished to UC pursuant to the Agreement will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction. If UC determines that Supplier knew or should have known that it was breaching this warranty, UC may, in addition to terminating the Agreement, remove Supplier from consideration for UC contracts for a period not to exceed one year. This warranty is in addition to any applicable warranties in Articles 6 and 11.
- F. Export Control. Supplier agrees to provide UC (the contact listed on the Purchase Order) with written notification that identifies the export-controlled Goods and such Goods' export classification if any of the Goods is export-controlled under the International Traffic in Arms Regulations (ITAR) (22 CFR §§ 120-130), the Export Administration Regulations (15 CFR §§ 730-774) 500 or 600 series, or controlled on a military strategic goods list. Supplier agrees to provide UC (the contact listed on the Purchase Order) with written notification if Supplier will be providing information necessary for the operation, installation (including on-site installation), maintenance (checking), repair, overhaul, and refurbishing of the Goods that is beyond a standard user manual (i.e. "Use" technology as defined under the EAR 15 CFR § 772.1), or "Technical Data" (as defined under the ITAR 22 CFR § 120.10).

## ARTICLE 18 – CONFLICT OF INTEREST

Supplier affirms that, to the best of Supplier's knowledge, no UC employee who has participated in UC's decision-making concerning the Agreement has an "economic interest" in the Agreement or Supplier. A UC employee's "economic interest" means:

- A. An investment worth \$2,000 or more in Supplier or its affiliate;
- B. A position as director, officer, partner, trustee, employee or manager of Supplier or its affiliate;
- C. Receipt during the past 12 months of \$500 in income or \$440 in gifts from Supplier or its affiliate; or
- D. A personal financial benefit from the Agreement in the amount of \$250 or more.

In the event of a change in these economic interests, Supplier will provide written notice to UC within thirty (30) days after such change, noting such changes. Supplier will not be in a reporting relationship to a UC employee who is a near relative, nor will a near relative be in a decision making position with respect to Supplier.

## ARTICLE 19 – AUDIT REQUIREMENTS

The Agreement, and any pertinent records involving transactions relating to this Agreement, is subject to the examination and audit of the Auditor General of the State of California or Comptroller General of the United States or designated Federal authority for a period of up to five (5) years after final payment under the Agreement. UC, and if the underlying grant, cooperative agreement or federal contract so provides, the other contracting Party or grantor (and if that be the United States or an instrumentality thereof, then the Comptroller General of the United States) will have access to and the right to examine Supplier's pertinent books, documents, papers, and records involving transactions and work related to the Agreement until the expiration of five (5) years after final payment under the Agreement. The examination and audit will be confined to those matters connected with the performance of the Agreement, including the costs of administering the Agreement.

# Attachment A

## ARTICLE 20 – PROHIBITION ON UNAUTHORIZED USE OR DISCLOSURE OF INSTITUTIONAL INFORMATION

- A. Prohibition on Access, Use and Disclosure of Institutional Information. Supplier will not access, use or disclose Institutional Information, other than to carry out the purposes for which UC disclosed the Institutional Information to Supplier, except as required by applicable law, or as otherwise authorized in writing by UC prior to Supplier's disclosure. Supplier shall have the limited right to disclose Institutional Information to Supplier's employees provided that: (i) Supplier shall disclose only such Institutional Information as is necessary for the Supplier to perform its obligations under this Agreement, and (ii) Supplier informs such employees of the obligations governing the access, use and disclosure of Institutional Information prior to Supplier's disclosure. Supplier shall be liable for any breach of this Agreement by its employees. For avoidance of doubt, this provision prohibits Supplier from using for its own benefit Institutional Information and any information derived therefrom. For the avoidance of doubt, the sale of Institutional Information is expressly prohibited.
- B. Compliance with Applicable Laws and Industry Best Practices. Supplier agrees to comply with all applicable state, federal, and foreign laws, as well as industry best practices, governing the collection, access, use, disclosure, safeguarding and destruction of Institutional Information. Supplier agrees to protect the privacy and security of Institutional Information according to all applicable laws and industry best practices, and no less rigorously than it protects its own information, but in no case less than reasonable care.
- C. Confidential Institutional Information. Supplier agrees to hold UC's Confidential Institutional Information, and any information derived therefrom, in strict confidence. Confidential Institutional Information shall be defined as any Institutional Information which is (i) marked as "Confidential" at the time of disclosure; (ii) if disclosed orally, identified at the time of such oral disclosure as confidential, and reduced to writing as "Confidential" within thirty (30) days of such oral disclosure; and (iii) if not marked as "Confidential," information that would be considered by a reasonable person in the relevant field to be confidential given its content and the circumstances of its disclosure. Confidential Information will not be considered confidential to the extent that: (i) Supplier can demonstrate by written records was known to Supplier prior to the effective date of the Agreement; (ii) is currently in, or in the future enters, the public domain other than through a breach of the Agreement or through other acts or omissions of Supplier; (iii) is obtained lawfully from a third party; or (iv) is disclosed under the California Public Records Act or legal process. For the avoidance of doubt, as applicable to Supplier's Services, Confidential Institutional Information may include any information that identifies or is capable of identifying a specific individual, including but not limited to:
1. Personally identifiable information,
  2. Protected Health Information as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the HIPAA regulations (including, but not limited to 45 C.F.R. § 160.103),
  3. Medical information as defined by California Civil Code § 56.05,
  4. Cardholder data,
  5. Student records, or
  6. Individual financial information that is subject to laws restricting the use and disclosure of such information, including but not limited to:
    - a. Article 1, Section 1 of the California Constitution; the California Information Practices Act (Civil Code § 1798 *et seq.*);
    - b. The federal Gramm-Leach-Bliley Act (15 U.S.C. §§ 6801(b) and 6805(b)(2));
    - c. The federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g);
    - d. The federal Fair and Accurate Credit Transactions Act (15 U.S.C. § 1601 *et seq.*);
    - e. The Fair Credit Reporting Act (15 U.S.C. § 1681 *et seq.*), and
    - f. Applicable international privacy laws, including, but not limited to the General Data Protection Regulation.
- D. Required Disclosures of Institutional Information. If Supplier is required by a court of competent jurisdiction or an administrative body to disclose Institutional Information, Supplier will notify UC in writing immediately upon receiving notice of such requirement and prior to any such disclosure (unless Supplier is prohibited by law from doing so), to give UC an opportunity to oppose or otherwise respond to such disclosure. To the extent Supplier still required to disclose Institutional Information, Supplier will furnish only that portion that is legally required and will exercise all reasonable efforts to obtain reliable assurance that confidential treatment will be afforded to any Confidential Institutional Information.
- E. No Offshoring. Supplier's transmission, transportation or storage of Institutional Information outside the United States, or access of Institutional Information from outside the United States, is prohibited except with prior written authorization by UC.
- F. Conflict in Terms. UC's Appendix – Data Security, Appendix – BAA, and/or Appendix GDPR will control in the event that one or more appendices is incorporated into the Agreement and conflicts with the provisions of this Article.
- G. Acknowledgement. Supplier acknowledges that remedies at law would be inadequate to protect UC against any actual or threatened breach of this Section by Supplier, and, without prejudice to any other rights and remedies otherwise available to UC, Supplier agrees to the granting of injunctive relief in UC's favor without proof of actual damages.

## ARTICLE 21 – UC WHISTLEBLOWER POLICY

UC is committed to conducting its affairs in compliance with the law, and has established a process for reporting and investigating suspected improper governmental activities. Please visit <http://www.ucop.edu/uc-whistleblower/> for more information.

# Attachment A

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### SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

#### ARTICLE 22 – SUSTAINABLE PROCUREMENT GUIDELINES

Supplier will conduct business using environmentally, socially, and economically sustainable products and services (defined as products and services with a lesser or reduced effect on human health and the environment, and which generate benefits to the University as well as to society and the economy, while remaining within the carrying capacity of the environment), to the maximum possible extent consistent with the Agreement, and with the University of California Sustainable Practices Policy (<https://policy.ucop.edu/doc/3100155>) and the University of California Sustainable Procurement Guidelines: (<https://www.ucop.edu/procurement-services/files/sustainableprocurementguidelines.pdf>).

In accordance with the University of California Sustainable Practices Policy, Supplier will adhere to the following requirements and standards, as applicable. Supplier acknowledges that failure to comply with any of the sustainability standards and requirements in the Agreement will constitute a material breach of the Agreement and UC will have the right to terminate the Agreement without damage, penalty, cost or further obligation.

- A. Sustainability Marketing Standards. Supplier sustainability related claims, where applicable, must meet UC recognized certifications and standards set forth in the UC Sustainable Procurement Guidelines and/or meet the standards of Federal Trade Commission's (FTC) Green Guides.
- B. Electronic Transfer of Supplier Information. Suppliers, when interacting with the UC, shall be prohibited from providing hard copies of presentations, marketing material, or other informational materials. Suppliers will be required to present all information in electronic format that is easily transferable to UC staff. Materials may be provided in hard copy or physical format if specifically required or requested by a UC representative.
- C. Packaging Requirements. All packaging must be compliant with the Toxics in Packaging Prevention Act (AB 455) and must meet all additional standards and requirements set forth in the UC Sustainable Practices Policy. In addition, UC requires that all packaging meet at least one of the criteria listed below:
  1. Uses bulk packaging;
  2. Uses reusable packaging (e.g. totes reused by delivery service for next delivery);
  3. Uses innovative packaging that reduces the weight of packaging, reduces packaging waste, or utilizes packaging that is a component of the product;
  4. Maximizes recycled content and/or meets or exceeds the minimum post-consumer content level for packaging in the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines;
  5. Uses locally recyclable or certified compostable material.
- D. Foodservice Foam Ban. As of 2018, the University no longer allows packaging foam or expanded polystyrene (EPS) for takeaway containers or other food service items, in any University-owned or -operated food service facility.
- E. Product Packaging Foam Ban. Beginning January 1st, 2020, the University will prohibit all contracted and non-contracted suppliers from selling or distributing packaging foam (other than that utilized for laboratory supply or medical packaging) to UC campuses. Packaging foam is defined as any open or closed cell, solidified, polymeric foam used for cushioning or packaging, including but not limited to: low-density polyethylene foam, polypropylene foam, polystyrene foam (i.e. expanded polystyrene (EPS)), polyurethane foam, polyethylene foam, polyvinyl chloride (PVC) foam, and microcellular foam. Not included in this ban are easily biodegradable, plant-based foams such as those derived from corn or mushrooms.
- F. E-Waste Recycling Requirements. All recyclers of UC electronic equipment must be e-Steward certified by the Basel Action Network (BAN).
- G. Hosted and Punch-out Catalog Requirements. Suppliers enabled with eProcurement hosted catalog functionality must clearly identify products with UC-recognized certifications, as defined by the UC Sustainable Procurement Guidelines, in both hosted and punch-out catalog e-procurement environments.

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**ARTICLE 23 – PATIENT PROTECTION AND AFFORDABLE CARE ACT (PPACA) EMPLOYER SHARED RESPONSIBILITY**

If the Services involve Supplier furnishing UC with temporary or supplementary staffing, Supplier warrants that:

- A. If Supplier is an Applicable Large Employer (as defined under Treasury Regulation Section 54.4980H-1(a)(4)):
  - 1. Supplier offers health coverage to its full-time employees who are performing Services for UC;
  - 2. Supplier’s cost of enrolling such employees in Supplier’s health plan is factored into the fees for the Services; and
  - 3. The fees for the Services are higher than what the Services would cost if Supplier did not offer health coverage to such full-time employees.
- B. If Supplier is not an Applicable Large Employer (as defined above):
  - 1. Supplier offers group health coverage to its full-time employees who are performing Services for UC and such coverage is considered Minimum Essential Coverage (as defined under Treasury Regulation Section 1-5000A-2) and is Affordable (as defined under Treasury Regulation Section 54.4980H-5(e)); or
  - 2. Supplier’s full-time employees who are performing services for UC have individual coverage and such coverage satisfies the PPACA requirements for mandated individual coverage.

Supplier acknowledges that UC is relying on these warranties to ensure UC’s compliance with the PPACA Employer Shared Responsibility provision.

**ARTICLE 24 - PREVAILING WAGES**

Unless UC notifies Supplier that the Services are not subject to prevailing wage requirements, Supplier will comply, and will ensure that all sub-suppliers comply, with California prevailing wage provisions, including but not limited to those set forth in Labor Code sections 1770, 1771, 1771.1, 1772, 1773, 1773.1, 1774, 1775, 1776, 1777.5, and 1777.6. For purposes of the Agreement, the term “sub-supplier” means a person or firm, of all tiers, that has a contract with Supplier or with a sub-supplier to provide a portion of the Services. The term sub- supplier will not include suppliers, manufacturers, or distributors. Specifically, and not by way of limitation, if apprenticable occupations are involved in providing the Services, Supplier will be responsible for ensuring that Supplier and any sub-suppliers comply with Labor Code Section 1777.5. Supplier and sub-supplier may not provide the Services unless currently registered and qualified to perform public work pursuant to Labor Code Section 1725.5 and 1771.1. Notwithstanding the foregoing provisions, Supplier will be solely responsible for tracking and ensuring proper payment of prevailing wages regardless if Services are partially or wholly subject to prevailing wage requirements. In every instance, Supplier will pay not less than the UC Fair Wage (defined as \$13 per hour as of 10/1/15, \$14 per hour as of 10/1/16, and \$15 per hour as of 10/1/17) for Services being performed at a UC Location (defined as any location owned or leased by UC).

The California Department of Industrial Relations (DIR) has ascertained the general prevailing per diem wage rates in the locality in which the Services are to be provided for each craft, classification, or type of worker required to provide the Services. A copy of the general prevailing per diem wage rates will be on file at each UC Location’s procurement office, and will be made available to any interested party upon request. Supplier will post at any job site:

- A. Notice of the general prevailing per diem wage rates, and
- B. Any other notices required by DIR rule or regulation.

By this reference, such notices are made part of the Agreement. Supplier will pay not less than the prevailing wage rates, as specified in the schedule and any amendments thereto, to all workers employed by Supplier in providing the Services. Supplier will cause all subcontracts to include the provision that all sub-suppliers will pay not less than the prevailing rates to all workers employed by such sub- suppliers in providing the Services. The Services are subject to compliance monitoring and enforcement by the DIR. Supplier will forfeit, as a penalty, not more than \$200 for each calendar day or portion thereof for each worker that is paid less than the prevailing rates as determined by the DIR for the work or craft in which the worker is employed for any portion of the Services provided by Supplier or any sub-supplier. The amount of this penalty will be determined pursuant to applicable law. Such forfeiture amounts may be deducted from the amounts due under the Agreement. If there are insufficient funds remaining in the amounts due under the Agreement, Supplier will be liable for any outstanding amount remaining due. Supplier will also pay to any worker who was paid less than the prevailing wage rate for the work or craft for which the worker was employed for any portion of the Services, for each day, or portion thereof, for which the worker was paid less than the specified prevailing per diem wage rate, an amount equal to the difference between the specified prevailing per diem wage rate and the amount which was paid to the worker. Review of any civil wage and penalty assessment will be made pursuant to California Labor Code section 1742.

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**ARTICLE 25 – FAIR WAGE/FAIR WORK**

If the Agreement is for Services that will be performed at one or more UC Locations, does not solely involve furnishing Goods, and are not subject to extramural awards containing sponsor-mandated terms and conditions, Supplier warrants that it is in compliance with applicable federal, state and local working conditions requirements, including but not limited to those set forth in Articles 11, 12 and 14 herein, and that Supplier pays its employees performing the Services no less than the UC Fair Wage. Supplier agrees UC may conduct such UC Fair Wage/Fair Work interim compliance audits as UC reasonably requests, as determined in UC's sole discretion. Supplier agrees to post UC Fair Wage/Fair Work notices, in the form supplied by UC, in public areas (such as break rooms and lunch rooms) frequented by Supplier employees who perform Services.

For Services rendered (actual spend) not subject to prevailing wage requirements in excess of \$100,000 in a year (under the Agreement or any combination of agreements for the same service), Supplier will (i) at Supplier's expense, provide an annual independent verification (<https://www.ucop.edu/procurement-services/for-suppliers/fww-resources-suppliers.html>) performed by a licensed public accounting firm (independent accountant) or the Supplier's independent internal audit department (<http://na.theiia.org/standards-guidance/topics/Pages/Independence-and-Objectivity.aspx>) in compliance with UC's required verification standards and procedures (<https://www.ucop.edu/procurement-services/for-suppliers/fww-resources-suppliers.html>), concerning Supplier's compliance with this provision, and (ii) ensure that in the case of a UC interim audit, its independent accountant/independent internal auditor makes available to UC its UC Fair Wage/Fair Work work papers for the most recent verification period. Supplier agrees to provide UC with a UC Fair Wage/Fair Work verification annually, in a form acceptable to UC, no later than ninety days after the end of the 12-month period in which \$100,000 in spend is reached.

The Fair Wage Fair Work annual independent verification requirement does not extend to contracts for professional services or consulting for which pre-certification has been provided to UC (<https://www.ucop.edu/procurement-services/for-suppliers/fww-resources-suppliers.html>). Please see the UC Procurement/Supply Chain Management Policy BUS-43 (<https://www.ucop.edu/procurement-services/policies-forms/business-and-finance/index.html>) for the definition of professional services and consulting.

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**ARTICLE 26 – MEDICAL DEVICES**

This Article applies when the Goods and/or Services involve UC purchasing or leasing one or more medical devices from Supplier, or when Supplier uses one or more medical devices in providing Goods and/or Services to UC.

Medical Device as used herein will have the meaning provided by the U.S. Food and Drug Administration (“FDA”) and means an instrument, apparatus, implement, machine, contrivance, implant, in vitro reagent, or other similar or related article, including a component part, or accessory which is: (i) recognized in the official National Formulary, or the United States Pharmacopoeia, or any supplement to them; (ii) intended for use in the diagnosis of disease or other conditions, or in the cure, mitigation, treatment, or prevention of disease, in humans or other animals, or (iii) intended to affect the structure or any function of the body of humans or other animals, and which does not achieve any of its primary intended purposes through chemical action within or on the body of humans or other animals and which is not dependent upon being metabolized for the achievement of any of its primary intended purposes.

Supplier warrants that prior to UC’s purchase or lease of any Medical Device or Supplier’s use of any Medical Device in providing Goods and/or Services hereunder, Supplier will: (i) perform security testing and validation for each such Goods and/or Services or Medical Device, as applicable; (ii) perform security scans to detect malware on any software embedded within any Goods and/or Services or Medical Device, as applicable, in order to verify that the software does not contain any known malware; (iii) conduct a vulnerability scan encompassing all ports and fuzz testing; and (iv) provide UC with reports for (i) – (iii). Supplier warrants that any Good or Medical Device is compliant with FDA’s most current guidance or regulation for the quality system related to the cybersecurity and the Management of Cybersecurity in Medical Devices, and that Supplier will maintain compliance with any updates to such guidance or regulations.

Throughout Supplier’s performance of this Agreement, Supplier will provide UC with reasonably up-to-date patches, firmware and security updates for any Medical Device provided to UC, and any other Medical Device used in the course of providing Services, as applicable. All such patches and other security updates will be made available to UC within thirty (30) days of its commercial release or as otherwise recommended by Supplier or Supplier’s sub-supplier, whichever is earlier.

Supplier warrants that all software and installation media not specifically required for any Medical Device used by Supplier or Goods and/or Services delivered to UC under this Agreement as well as files, scripts, messaging services and data will be removed from all such Goods and/or Services or Medical Device following installation, and that all hardware ports and drivers not required for use or operation of such Goods and/or Services or Medical Device will be disabled at time of installation. In addition, Medical Devices must be configured so that only Supplier-approved applications will run on such Medical Devices.

Supplier agrees that UC may take any and all actions that it, in its sole discretion, deems necessary to address, mitigate and/or rectify any real or potential security threat, and that no such action, to the extent such action does not compromise device certification, will impact, limit, reduce or negate Supplier’s warranties or any of Supplier’s other obligations hereunder.

Supplier warrants that any Medical Device provided to UC, and any other Medical Device used in the course of providing such Goods and/or Services, meet and comply with all cyber-security guidance and similar standards promulgated by the FDA and any other applicable regulatory body.

If the Goods and/or Services entail provision or use of a Medical Device, Supplier will provide UC with a completed Manufacturer Disclosure Statement for Medical Device Security (MDS2) form for each such Medical Device before UC is obligated to purchase or lease such Medical Device or prior to Supplier’s use of such device in its performance of Services. If Supplier provides an MDS2 form to UC concurrently with its provision of Goods and/or Services, UC will have a reasonable period of time to review such MDS2 form, and if the MDS2 form is unacceptable to UC, then UC in its sole discretion may return the Goods or terminate the Agreement with no further obligation to Supplier.

**ARTICLE 27 – FORCE MAJEURE**

Neither Party will be liable for delays due to causes beyond the Party’s control (including, but not restricted to, war, civil disturbances, earthquakes, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather).

**ARTICLE 28 – ASSIGNMENT AND SUBCONTRACTING**

Except as to any payment due hereunder, Supplier may not assign or subcontract the Agreement without UC’s written consent. In case such consent is given, the assignee or subcontractor will be subject to all of the terms of the Agreement.

**ARTICLE 29 – NO THIRD-PARTY RIGHTS**

Nothing in the Agreement, express or implied, is intended to make any person or entity that is not a signer to the Agreement a third-party beneficiary of any right created by this Agreement or by operation of law.

**ARTICLE 30 – OTHER APPLICABLE LAWS**



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Any provision required to be included in a contract of this type by any applicable and valid federal, state or local law, ordinance, rule or regulations will be deemed to be incorporated herein.

**ARTICLE 31 – NOTICES**

A Party must send any notice required to be given under the Agreement by overnight delivery or by certified mail with return receipt requested, to the other Party’s representative at the address specified by such Party.

**ARTICLE 32 – SEVERABILITY**

If a provision of the Agreement becomes, or is determined to be, illegal, invalid, or unenforceable, that will not affect the legality, validity or enforceability of any other provision of the Agreement or of any portion of the invalidated provision that remains legal, valid, or enforceable.

**ARTICLE 33 – WAIVER**

Waiver or non-enforcement by either Party of a provision of the Agreement will not constitute a waiver or non-enforcement of any other provision or of any subsequent breach of the same or similar provision.

**ARTICLE 34 – AMENDMENTS**

The Parties may make changes in the Goods and/or Services or otherwise amend the Agreement, but only by a writing signed by both Parties’ authorized representatives. In the event there is a Material Change to the Agreement, the parties agree to meet and confer in good faith in order to modify the terms of the Agreement. A Material Change as used herein refers to:

- A. A change to the scope of Goods and/or Services to be provided by Supplier, as agreed to by UC;
- B. A change in the Institutional Information Supplier is required to create, receive, maintain or transmit in performance of the Agreement, such that the Protection Level Classification of such Institutional Information changes;
- C. Changes in the status of the parties;
- D. Changes in flow down terms from external parties; and
- E. Changes in law or regulation applicable to this Agreement.

Each party shall notify the other party upon the occurrence of a Material Change.

**ARTICLE 35 – GOVERNING LAW AND VENUE**

California law will control the Agreement and any document to which it is appended. The exclusive jurisdiction and venue for any and all actions arising out of or brought under the Agreement is in a state court of competent jurisdiction, situated in the county in the State of California in which the UC Location is located or, where the procurement covers more than one UC Location, the exclusive venue is Alameda County, California.

**ARTICLE 36 – ASSISTANCE IN LITIGATION OR ADMINISTRATIVE PROCEEDINGS**

Supplier will make itself and its employees, subcontractors, or agents assisting Supplier in the performance of its obligations reasonably available to UC at no cost to UC to testify as witnesses, or otherwise, in the event of investigations, or proceedings against UC, its directors, officers, agents, or employees relating to the Goods or Services.

**ARTICLE 37 – SUPPLIER TERMS**

Any additional terms that Supplier includes in an order form or similar document will be of no force and effect, unless UC expressly agrees in writing to such terms.

**ARTICLE 38 – SURVIVAL CLAUSE**

Upon expiration or termination of the Agreement, the following provisions will survive: WARRANTIES; INTELLECTUAL PROPERTY, COPYRIGHT, PATENTS, AND DATA RIGHTS; INDEMNITY AND LIABILITY; USE OF UC NAMES AND TRADEMARKS; LIABILITY FOR UC-FURNISHED PROPERTY; COOPERATION; TERMS APPLICABLE TO THE FURNISHING OF GOODS; AUDIT REQUIREMENTS; PROHIBITION ON UNAUTHORIZED USE OR DISCLOSURE OF INSTITUTIONAL INFORMATION; GOVERNING LAW AND VENUE, and, to the extent incorporated into the Agreement, the terms of the APPENDIX–DATA SECURITY, APPENDIX–BAA, and/or APPENDIX–GDPR.

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### SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

#### ARTICLE 39 – CONTRACTING FOR COVERED SERVICES

Covered Services, for the purpose of this Agreement, are defined as work customarily performed by bargaining unit employees at the University in the categories of services described in Regents Policy 5402, and American Federation of State, County, and Municipal Employees (AFSCME) Collective Bargaining Agreement Article 5. Covered Services include, but are not necessarily limited to, the following services: cleaning, custodial, janitorial, or housekeeping services; food services; laundry services; grounds keeping; building maintenance (excluding skilled crafts); transportation and parking services; and security services.

Unless UC notifies Supplier that the Services are not Covered Services, Supplier warrants that it is in compliance with applicable federal, state and local working conditions requirements, including but not limited to those set forth in in other Articles of the Agreement. In accordance with Regents Policy 5402 and AFSCME Collective Bargaining Agreement Article 5, Supplier also warrants that it pays its employees performing the Covered Services at UC locations the equivalent value of the wages and benefits – as determined in the Wage and Benefit Parity Appendix – received by UC employees providing similar services at the same, or nearest UC location.

Supplier agrees UC may conduct such compliance audits as UC reasonably requests, and determined at UC's sole discretion. Supplier agrees to post UC Contracting for Covered Services notices, in the template supplied by UC, in a prominent and accessible place (such as break rooms and lunch rooms) where it may be easily seen by workers who perform Covered Services. The term "Supplier" includes Supplier and its Sub-Suppliers at any tier. Supplier also agrees to:

- (a) upon UC's request, provide verification of an independent audit performed by Supplier's independent auditor or independent internal audit department (<http://na.theiia.org/standards-guidance/topics/Pages/Independence-and-Objectivity.aspx>) and at Supplier's expense; and
- (b) ensure that, in the case of a UC interim audit, Supplier's auditor makes available to UC its Contracting for Covered Services work papers for the most recently audited time period. Supplier agrees to provide UC requested verification, in a form acceptable to UC, no later than ninety days after receiving UC's request.

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

~~FOURTH~~FIFTH AMENDMENT TO THE CONTRACT FOR TRANSIT SERVICES WITH  
REGENTS OF THE UNIVERSITY OF CALIFORNIA SANTA CRUZ

This ~~Fifth~~Fourth Amendment to the Contract for Transit Services amends the Contract for Transit Services with the Regents of the University of California, dated effective September 1, 2010 (the "2010 Contract"), ~~-and~~ is made effective July 1, 20~~20~~19 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California, ("Santa Cruz METRO"), and the Regents of the University of California, on behalf of ~~the University of California~~its Santa Cruz campus, (the "University"). This Fifth Amendment, the 2010 Contract, and the University Terms and Conditions of Purchase (attached here to as Addendum A), collectively constitute the entirety of the Agreement between the parties.

I. RECITALS

- 1.01 Whereas Santa Cruz METRO provides public transportation services throughout the County of Santa Cruz according to published schedules;
- 1.02 Whereas, Santa Cruz METRO desires to provide transportation for students, faculty and staff of the University, to and from the University and throughout the County of Santa Cruz;
- 1.03 Whereas, University desires that students, faculty and staff utilize the transit service to the maximum extent possible at an affordable rate;
- 1.04 Whereas Santa Cruz METRO and University entered into a Contract for Transit Services, hereinafter "Contract" effective September 1, 201~~0~~5 for a one-year initial term;
- 1.05 Whereas, Paragraph 5.01 of the Contract allows the parties to renew the Contract by the parties executing extensions to the Contract;
- ~~1.06~~ 1.06 Whereas, the parties extended the Contract for ~~an~~ additional years (through August 31, 2016) pursuant to various Extension Amendments; and
- ~~1.07~~ 1.07 Whereas, the parties extended the Contract for an additional year, effective September 1, 2016 (First Amendment); and
- ~~1.08~~ 1.08 Whereas, the parties extended the Contract for an additional 10-month term, effective September 1, 2017 (Second Amendment); and
- ~~1.09~~ 1.09 Whereas, the parties extended the Contract for an additional year, effective July 1, 2018 (Third Amendment); and
- 1.10 Whereas, the parties ~~now desire to extend~~ed the Contract for an additional year, effective July 1, 2019 (Fourth Amendment);

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## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

~~1.091.11~~ Whereas, the parties now desire to extend the Contract for an additional 6 month term, effective July 1, 2020 (Fifth Amendment).

Now therefore, Santa Cruz METRO and University agree to amend specific sections of the 2010 Contract as follows: For each section set forth below, the language of the 2010 Contract is deleted in its entirety and replaced with the following provisions corresponding to the 2010 Contract section number. For the avoidance of doubt, section numbers shall correspond to section numbers as listed in the 2010 contract. Section numbers below that do not appear in the 2010 contract are additional sections. ~~amend specific sections of the Contract by deleting the current language and implementing the language set forth below:~~

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#### II. SCOPE OF AGREEMENT

2.01 University will issue a METRO approved "UCSC Bus Pass" to eligible students, faculty and staff based on enrollment or employment status under such terms and conditions as University deems appropriate in its sole discretion. Such "UCSC Bus Pass" shall be valid without payment of an additional fare on any Santa Cruz METRO fixed route bus, except those in operation on the Highway 17 Express route.

2.02 University shall provide Santa Cruz METRO with any changes to the "UCSC Bus Pass" ten (10) days in advance of any implementation.

2.03 University agrees to expeditiously implement this Agreement and to identify a transportation coordinator whose job functions shall include marketing transit resources to the University community.

~~2.03~~

III. COMPENSATION [Please note the following is one option for the fee structure. We are open exploring a flat monthly fee structure per my email as well.]

3.01 "Main Campus" shall be defined as all transit stops, twenty-six (26) in total, set forth as "STOPS" in Exhibit A.

3.02 University shall pay Santa Cruz METRO a per trip payment based on the level of service provided in a given month, as outlined in the table below, ~~of \$96 per trip on any routes in paragraph 5.03, inclusive of all stops located on the Main Campus and Coastal Science Campus of the University, on each Campus Route as defined in section 5.03 below (the "Fixed Routes"), for the term of this Agreement. For avoidance of doubt, dropped trips, as defined in section 5.02 below, shall not be a cause for University to pay a higher Fee Per Vehicle Trip in any given month (e.g. – if there is a mutually agreed upon 1,010 planned trips in a month, and then 11 or more dropped trips, University will remit payment for provided trips only, but at the agreed-upon service level of pricing).~~

#### Vehicle Trip Fee Schedule

Monthly Vehicle Trips	<del>Cost</del> Fee Per Vehicle Trip
0-999	<del>\$167</del> 159.00
1000-1999	<del>\$151</del> 144.00
2000-2999	<del>\$135</del> 129.00
3000-3999	\$1149.00
4000+	<del>\$103</del> 99.00

III. 3.03 Santa Cruz METRO shall ~~bill~~ invoice University on a monthly basis for payment due, based on trips provided on METRO's fixed-routes, as reflected in sections ~~routes serviced per 3.02 above~~ and 5.03.

#### IV. SUPPLEMENTAL SERVICES

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4.01 At the request of the University, Santa Cruz METRO shall consider the operation of scheduled supplemental services, which are defined as transit services that are not currently in regular fixed-route operation or provided for in the Santa Cruz METRO budget. These Supplemental Services shall only be provided on a Route Guarantee Basis with the costs paid for by the University and are limited to the following Routes:

A. None at this time

4.02 Santa Cruz METRO shall provide an invoice to the University for the supplemental services requested. Reimbursement for these services shall be based on the rates set forth in Paragraph 4.03 of providing the service ~~less all farebox revenues collected on the supplemental services.~~

4.03 Santa Cruz METRO shall bill the University on a monthly basis for the approved scheduled supplemental services ~~provided reflected in section 4.01A~~ at the following rates:

A. Bus Hourly Rate

- i. The Bus Hourly Rate for agreed upon supplemental services shall be billed at the rate of ~~\$154~~167.59/hour, ~~for standard sized buses. Articulated Buses shall be billed at the rate of \$154/hour plus \$1.65 per hour in high capacity bus premium operator pay.~~
- ii. The Bus Hourly Rate for agreed upon supplemental services shall be billed to the University for every service hour that is provided for the supplemental service trips.

V. PERFORMANCE PENALTY

~~5.01 “Main Campus” shall be defined as all transit stops, twenty-six (26) in total, as set forth as “STOPS”, in Exhibit A.~~

5.01 Santa Cruz METRO shall document, on a monthly basis, any and all scheduled ~~service trips~~ service trips on any routes in paragraph 5.0403, including all stops located on the Main Campus and Coastal Science Campus of the University, ~~that are dropped due to staffing shortages or equipment failures, or for any other reason unless otherwise approved by the University or due to a Force Majeure event as defined below. Dropped service shall not include trips whereby Santa Cruz METRO, in its sole discretion, reasonably determines that the operation of such service would result in damage to METRO property or threats to METRO personnel.~~ Santa Cruz METRO Dropped service shall also document all dropped service, which includes all trips, stops, and routes not serviced, for any reason, by Santa Cruz METRO, and be reported by day, by trip, and by route, with a summary of the total scheduled service hours-trips dropped, to the University on a monthly basis.

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### SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

A. Dropped Service: ~~For the avoidance of doubt, Santa Cruz METRO shall categorize dropped service according to the following:~~

i. Service trips cancelled due to staffing shortage or equipment failures.

~~—Service trips that normally would operate to Bay Drive and High Street but not through to the Main~~

ii. ~~—Campus but do not due to any unsanctioned labor actions or; informational gatherings or picket lines established, or whether or not endorsed by bona fide labor organizations, where traffic is unimpeded, and Santa Cruz METRO determines where Santa Cruz METRO determines there was no direct perceived threat to METRO equipment, METRO bus operators or METRO customers. In the event that there is a disagreement between the parties as to whether there was a direct threat to METRO equipment, METRO bus operators, or METRO customers, whether traffic at that time and at that location was unimpeded and free flowing will be determinative.~~

iii. Service trips that normally would operate to Bay Drive and High Street but not through the Main Campus but do not due to a sanctioned labor action or bona fide labor organization picket line, where entering the Main Campus or going through a bona fide labor organization's picket line will likely result in potential damage to Santa Cruz METRO equipment or physical injury to the METRO employee or where physical injury to the persons in the picket line could result. ~~(per Article 21.01 of the Labor Agreement between United Transportation Local 23 and the Santa Cruz METRO).~~

~~picketing, labor actions or strikes at the University that do not impede the flow of traffic do not excuse performance of service to the Main Campus and any trips dropped by Santa Cruz METRO due to picketing or labor action events which did not impede the flow of traffic will be subject to performance penalties under this Agreement.~~

5. ~~0302~~ The University shall be credited for ~~these qualifying dropped service hours by multiplying the total number of service hours dropped each month by the Bus Hourly Rate~~ as follows:

5.02.1 Dropped trips under 5.01(A)(i) shall result in a credit of the full purchased price per trip dropped ~~the 5.02.1 following based based~~ on the number of trips scheduled to operate in the month according to the fee schedule under section 3.02.

Dropped trips under 5.01(A)(ii) shall result in a credit of fifty per cent of the purchased price per trip dropped based on the number of trips scheduled to operate in the month according to the fee schedule under section 3.02.

The performance penalty shall not apply to trips dropped under 5.01(A)(iii), or to trips dropped due to a request by the University or due to a Force Majeure event as defined below.

# Attachment A - REDLINE

## DRAFT

### SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

~~This credit will be applied toward the monthly payment defined under section 3.02. The performance penalty shall apply to trips dropped due to METRO staffing shortages and mechanical equipment failures. The performance penalty shall not apply to trips dropped for any other reason; or due to a force majeure event, as defined below; or due to labor and non-labor actions (sanctioned or unsanctioned by either Santa Cruz metro or the university) and civil unrest on campus or at the entrance/exit to the campus. , or for any other reason unless otherwise approved by the University or due to a Force Majeure event as defined below. Additionally, dropped service shall not include trips whereby Santa Cruz METRO, in its sole discretion, reasonably determines that the operation of such service would result in damage to METRO property, threats to METRO personnel or in which the university cannot assure the METRO bus and bus operator safe passage. The performance penalty shall also not apply to service that is dropped at the request of the University.~~

~~5.02.1 One (1)XXX to three (3)XXX dropped trips in one calendar month shall result in a credit equivalent to either 125% of the per scheduled trip cost defined in section 3.01 or two hundred and six dollars (\$206), whichever number is less, xxxx per dropped trip.~~

~~XXX to XXX dropped trips in one calendar month shall result in a credit xxxx per dropped trip. Four (4) to six (6) dropped trips in one calendar month shall result in a credit equivalent to either 150% of the per scheduled trip cost defined in section 3.01 or two hundred and six dollars (\$206), whichever number is less, per dropped trip.~~

~~XXX to XXX dropped trips in one calendar month shall result in a credit xxxx per dropped trip. Seven (7) to nine (9) dropped trips in one calendar month shall result in a credit equivalent to either 175% of the per scheduled trip cost defined in section 3.01 or two hundred and six dollars (\$206), whichever number is less, per dropped trip.~~

~~XXX to XXX dropped trips in one calendar month shall result in a credit xxxx per dropped trip. Ten (10) or more dropped trips in one calendar month shall result in a credit equivalent to either 200% of the per scheduled trip cost defined in section 3.01 or two hundred and six dollars (\$206), whichever number is greater, per dropped trip.~~

5.034 Santa Cruz METRO routes serving the main campus of the University (“Campus Routes”) include the following:

- A. Route 10
- B. Route 15
- C. Route 16
- D. Route 19
- E. Route 20



**Attachment A - REDLINE**  
**DRAFT**  
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

F. Route 20D

G. Route 22

# Attachment A - REDLINE

DRAFT

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### VI. SERVICE STANDARDS

- 6.01 METRO Transit Services on Campus Routes shall be provided per a schedule mutually and reasonably agreed upon by Santa Cruz METRO and University.
- 6.02 Santa Cruz METRO shall document, and report to University monthly, each occasion a regularly scheduled transit stop, where any number of passengers are waiting, is passed up and another METRO bus arrival is not imminent on Campus Routes (“Pass-By”).
- 6.03 Santa Cruz METRO shall, when operationally feasible, immediately deploy additional buses to any affected stops anytime a Pass-By should occur, at no additional charge to University.

### VII. ~~TERM AND TERMINATION~~ MISCELLANEOUS PROVISIONS

~~7.01 This Contract shall commence on July 1, 2019, and shall continue through June 30, 2020. This Contract may be renewed for succeeding terms by the parties executing extensions to this contract.~~

7.12 All other terms and conditions of the 2010 Contract shall remain the same and each party further agrees to be bound by those terms and conditions during the Extension period.

7.14 Article 9(B) of the University’s Terms and Conditions, attached as Addendum A, is deleted in its entirety and replaced with the following:

*Business Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit of not less than [ ] per occurrence*

7.13 Article 27 of the University’s Terms and Conditions, attached as Addendum A, is deleted in its entirety and replaced with the following:

*Force Majeure. Neither party will be liable for delays or cessation of service, or cessation of need of service, due to causes beyond the Party’s control, including, but not restricted to, war, civil disturbances, earthquakes, fires, floods, epidemics and pandemics, and quarantine restrictions. In the event a force majeure event results in delay or cessation of service obligations of METRO, the University will, likewise, not be required to pay for such services not performed as a result of such force majeure event, and METRO, likewise, will not be required to pay the performance penalty under section V for such services. For the avoidance of doubt, a force majeure event does not include events that are reasonably foreseeable and does not include labor actions or strikes at the University that do not impede the flow of traffic. Additionally, the parties acknowledge and understand that the on-going pandemic known as the COVID-19 public health emergency may constitute a force majeure event during some or part of this Agreement term, depending on the assessment of the public health in the University community, Santa Cruz County, and taking into account the restrictions posed by the Santa Cruz County Department of Public Health’s Public Health Order’s, as they are amended from time to time. The Parties agree to work collaboratively and update each other as needed on the impacts of the*

# Attachment A - REDLINE

DRAFT

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

COVID-19 public health emergency on their respective services and service needs, and assess whether a force majeure arises during this Agreement term.

7.14 Articles 2-4, 7, 11, 13, 14(A-B), 15-16, 17(A-D, F), 20, 23, 26, 27, and 31 of the University's Terms and Conditions, attached as Addendum A are deleted. The remainder of the Articles of the University's Terms and Conditions are expressly incorporated herein.

7.14 UC FAIR WAGE / FAIR WORK PROFESSIONAL SERVICES EXEMPTION is hereby incorporated pursuant to Article 25 of the University's Terms and Conditions as Addendum B.

### VIII. NOTICES

8.01 The addresses where notices shall be sent are as follows:

#### UNIVERSITY

Dan Henderson  
Director, Transportation and Parking Services  
University of California  
MS: TAPS Carriage House  
1156 High Street  
Santa Cruz, CA 95064

and

~~Darin Matthews~~ Kathleen Rogers  
~~Director,~~ Procurement Services  
University of California  
MS: Procurement Services  
1156 High Street  
Santa Cruz, CA 95064

Santa Cruz METRO:

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

Notices must be sent via overnight delivery or by certified mail with return receipt requested, and with an electronic courtesy copy, to the other party's representative as identified above.

### ~~IX. MISCELLANEOUS PROVISIONS~~

**Attachment A - REDLINE**  
**DRAFT**  
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

~~9.01—Each party has full power and authority to enter into and perform this Contract and the persons signing this agreement on behalf of each party has been properly authorized to enter into it. Each party further acknowledges that it has read this contract, understands it, and agrees to be bound by it.~~

~~9.02—All other terms and conditions of the Contract shall remain the same and each party further agrees to be bound by those terms and conditions during the Extension period.~~

**Attachment A - REDLINE**  
**DRAFT**  
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

IX. TERM AND TERMINATION

7.01 ~~This Contract~~The extension term shall commence on July 1, 2020, and shall continue through December 30, 2020. ~~This~~The Contract may be renewed for succeeding terms by the parties executing extensions to ~~this~~the Ceontract.

7.02 Either party may terminate the Contract ~~this Agreement~~ with 60 days advance notice in writing to the other party.

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

SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT

REGENTS OF THE  
UNIVERSITY OF CALIFORNIA

BY: \_\_\_\_\_  
Alex Clifford  
CEO/General Manager

BY: \_\_\_\_\_  
~~Darin Matthews~~ Biju Kamaleswaran  
~~Director,~~ Assoc. Vice Chancellor and  
Campus Controller

Approved as to form:

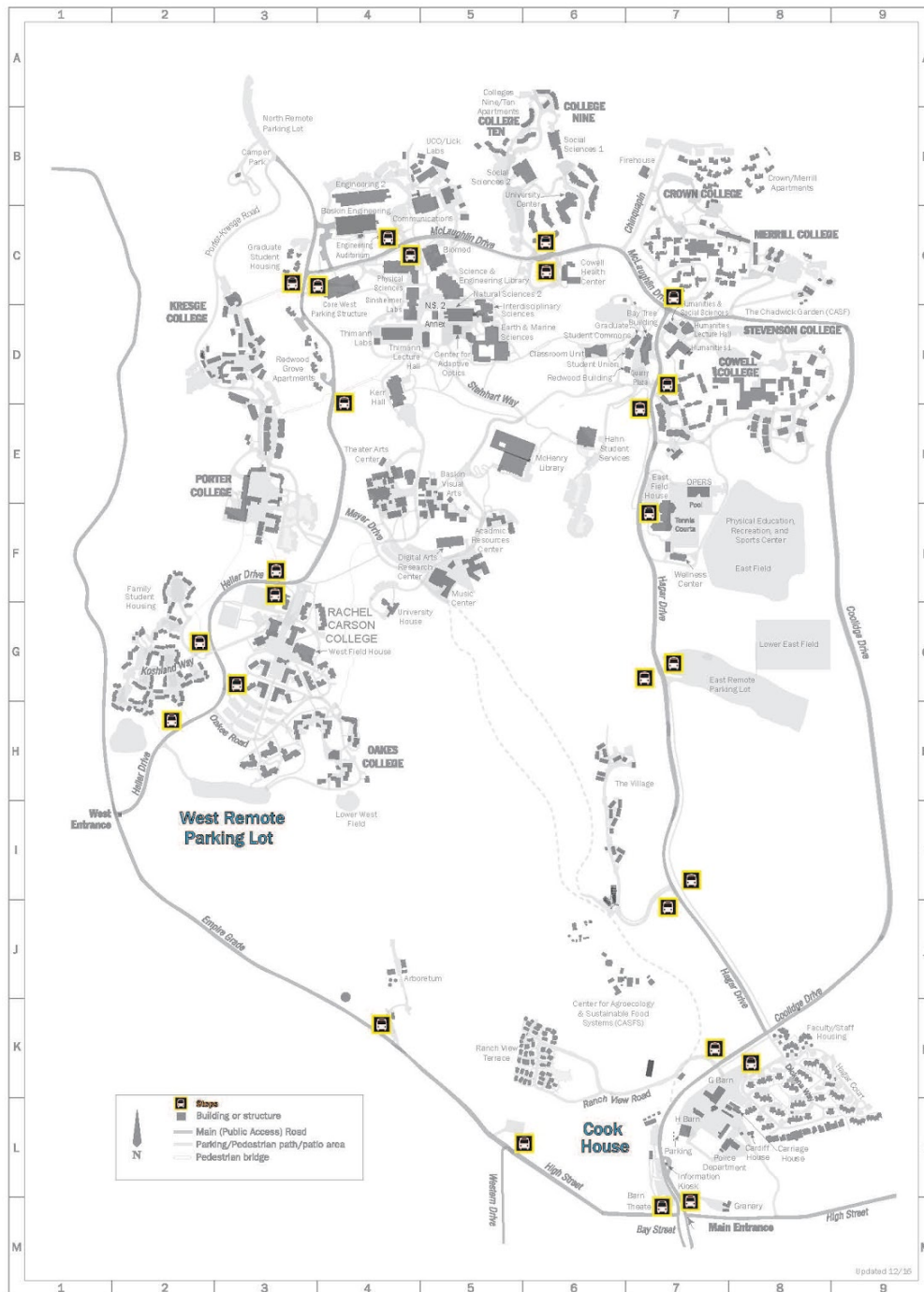
~~Approved as to form:~~

\_\_\_\_\_  
Julie A. Sherman  
District Counsel

\_\_\_\_\_  
Counsel to University of California, Santa Cruz

# Attachment A - REDLINE DRAFT SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## EXHIBIT A



Attachment A - REDLINE  
DRAFT  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
ADDENDUM A  
UNIVERSITY TERMS AND CONDITIONS OF PURCHASE

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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Greg Willis, Purchasing Manager  
**SUBJECT: ACCEPT AND FILE THE QUARTERLY PROCUREMENT REPORT FOR  
1<sup>ST</sup> QUARTER OF FY21**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Quarterly Procurement Report for the 1<sup>st</sup> quarter of FY21**

**II. SUMMARY**

- This staff report provides the Board of Directors (Board) with a Quarterly Procurement Report for the 1<sup>st</sup> quarter of FY21, covering the months of July through September.
- Each quarter staff will provide a Quarterly Procurement Report listing anticipated formal procurements within the upcoming quarter that are not being presented to the Board separately.

**III. DISCUSSION/BACKGROUND**

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

Formal procurements are defined as construction valued at \$10,000 or more, and goods, materials and professional services valued at \$50,000 or more. Formal procurements related to major projects will be presented to the Board separately in stand-alone staff reports.

Attachment A details the regular formal procurements the Purchasing Department is planning on issuing during the 1<sup>st</sup> quarter of FY21 (July through September).

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report aligns to Financial Stability, Stewardship & Accountability.

**V. FINANCIAL CONSIDERATIONS/IMPACT**

See attached.

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

N/A


**VIII. ATTACHMENTS**

**Attachment A:** FY21 1<sup>st</sup> Quarter Anticipated Procurements Listing

Prepared by: Joan Jeffries, Purchasing Assistant

**IX. APPROVALS**

Greg Willis, Purchasing Manager



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Approved as to fiscal impact:  
Angela Aitken, CFO



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Alex Clifford, CEO/General Manager



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Anticipated Procurement Listing

FY21: 1st Quarter

Month Anticipated to be Issued	Description	Purpose	Department	Funding Source	Anticipated Value (life of contract)	Project No.
<b>One-Off Contracts</b>						
July	Bus Wash Rehabilitation at JKS Fuel & Wash Facility	Perform a mid-life overhaul of the bus wash system	Facilities	FTA 5339a FY19	\$100,000	19-0012
July	Awning at JKS Fuel & Wash Facility	To protect employees at the Fuel & Wash Facility from the elements, e.g., rain and sun	Facilities	FTA 5339a FY18	\$215,000	19-0018

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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR THE POSSIBLE REDEVELOPMENT OF PACIFIC STATION**

**I. RECOMMENDED ACTION**

**That the Board of Directors approve the Memorandum of Understanding (MOU) between the City of Santa Cruz and Santa Cruz Metropolitan Transit District (METRO), expiring December 31, 2022, in which the City and METRO agree to work together to apply for a state Affordable Housing and Sustainable Communities (AHSC) grant to redevelop the current Pacific Station site and adjacent City owned properties into a bus tarmac and mixed use development.**

**II. SUMMARY**

- On April 26, 2019, the Santa Cruz Metropolitan Transit District (METRO) Board of Directors (Board) directed the METRO CEO/General Manager to initiate negotiations with the City of Santa Cruz (City) relative to a possible Pacific Station redevelopment partnership.
- The negotiations with the City of Santa Cruz has resulted in the attached Memorandum of Understanding (MOU).
- The MOU captures certain responsibilities in which the City and METRO will accomplish towards a joint Affordable Housing and Sustainable Communities (AHSC) grant and/or possibly a federal Better Utilizing Investments to Leverage Development (BUILD) grant
- The CEO recommends the approval of Attachment A, Memorandum of Understanding between METRO and the City of Santa Cruz

**III. DISCUSSION/BACKGROUND**

The Pacific Station Transit Center (Pacific Station) is in dire need of substantial investment. METRO and the City have studied and discussed the future development/redevelopment of the Pacific Station Transit Center for over ten years and METRO and the Federal Transit Administration (FTA) have invested over one million dollars in these studies/analyses over that period of time. The last study resulted in a financially unfeasible project.

Following the last study, the City requested that METRO continue to engage the City in discussions that could lead to the redevelopment of Pacific Station. The City further requested that METRO reevaluate the need for a downtown-centric bus hub and METRO's current and future bus bay requirements.

To further understand the opportunities related to current and future METRO operations in downtown Santa Cruz, METRO, in partnership with the City, contracted for two separate consultant engagements in 2018 to determine if the current downtown-centric bus hub operations is the best approach going forward and to determine the minimum number of bus bays METRO will require, taking into consideration potential future growth in operations.

#### Downtown Transit Operations Analysis

This study reviewed the overall strategic approach to providing METRO bus service in downtown Santa Cruz and provided an analysis of our operating protocols to identify whether there were opportunities for operating efficiencies and improved customer convenience. This analysis was intended to answer four key questions. The questions and their answers are summarized below.

- *Do all bus routes that currently serve downtown need to serve downtown?*  
The answer is yes. University of California, Santa Cruz (UCSC) students form a compact commuter shed, with over 70 percent living west of the San Lorenzo River according to UCSC data. The number of students living elsewhere is not sufficient to justify a route to UCSC that bypasses downtown. Pacific Station is also a logical terminus for longer routes serving south county locations.
- *Are there efficient and effective ways to serve downtown other than with a single major transit center?*  
The study has confirmed that an off-street hub operation in downtown Santa Cruz is the most effective option to provide bus service given the origins and destinations METRO serves. There is no workable alternative in Santa Cruz. Typical alternatives are multiple transit centers at the edges of downtown connected by a very frequent shuttle and on-street "super-stops." Denver is an example of multiple transit centers connected by a free shuttle on a downtown transit mall that operates every five minutes, but its downtown is orders of magnitude larger than downtown Santa Cruz, making the expense of a frequent shuttle difficult to justify. On-street "super-stops" are rare in downtowns because of the impact on parking availability.
- *Is an off-street terminal needed and what is its appropriate size?*  
The answer is yes; an off-street terminal is needed. Off-street terminals are common in downtowns similar to Santa Cruz, as shown by the peer analysis. Based on existing schedules and changes to where certain buses hold over, this analysis recommends 22-24 bays in Pacific Station, including 14 active



bays, 4-6 bays for holdover buses and 4 bays for future system growth. The study also noted that there is no additional bay consolidation opportunity with the introduction of Automatic Vehicle Location (AVL).

- *Can Automatic Vehicle Locator (AVL) technology facilitate “hot-berthing” and thus reduce the number of required bays?*

The answer is no. AVL is unlikely to help with hot-berthing for two reasons: (1) METRO already does hot-berthing within lanes 1 and 4 today; and, (2) extending this concept to include all lanes would force passengers to cross lanes and create unnecessary safety hazards.

### Conceptual Layout Drawings

This exercise developed three alternative concepts to determine the feasibility of various numbers of bays considering various retail/commercial/residential development footprints. One of the three concepts, Alternative 2, could only accommodate 19 bus bays and is considered not viable. The other two identified 24-26 bays that could possibly be accommodated on the expanded site (including the NIAC building and the City-owned parking lot on Pacific Avenue). The 26-bay concept assumes three bays on Front Street.

Given the encouraging results of these two studies, it seems that a 24-bay plan, building on the concepts developed in the *Conceptual Layout Drawings*, could potentially meet the goals of both the City and METRO; pending resolution of a number of technical issues including:

- Confirmation that a 24-bay bus facility can safely and effectively operate multiple routes given the geometric parameters,
- The pending need for electric bus charging infrastructure at the station,
- Station ingress and egress to various destinations,
- Potential costs related to added runtime for various ingress/egress options,
- Development of an operationally feasible plan for downtown bus operations during project construction,
- Accommodation of METRO ancillary facility needs, including:
  - Customer Services and call center operations;
  - ParaCruz and ADA functions;
  - Greyhound ticketing and baggage storage;
  - Operators’ break room and restroom facility;
  - The security office;
  - Employee parking;
  - Non-revenue vehicle and private delivery parking; and

- That METRO buses can safely and effectively operate in both directions through the Front Street and Laurel Street intersection as Pacific Avenue would no longer be available for buses.

Following the completion of the two studies, METRO staff contracted for a thorough review of the structural condition of the Pacific Station main building and then analyzed three possible scenarios to address the urgent need to replace or rehabilitate the transit facility.

Scenario 1: Pacific Station Refurbishment/Rehabilitation – Estimate \$5.6 million

The preliminary cost estimate for METRO to refurbish/rehabilitate the current Pacific Station to an appropriate level is approximately \$5.6 million. This scenario would seek to open all walls and replace/upgrade needed plumbing, electrical and HVAC; replace all windows; replace the roof; bring the facility up to current code; and reinstall new drywall. This project would also seek to upgrade the exterior presentation of the structure in an attempt to modernize the architectural features to better integrate with the redevelopment of adjacent properties.

Scenario 2: Complete Rebuild of the Existing Station – Estimate \$12.5 million

The cost estimate for a complete rebuild of the existing station on the same footprint is approximately \$12.5 million. This scenario would seek to raze the existing structure and to rebuild a new structure on the existing footprint and footings.

METRO staff does not believe that Scenario 2, the complete rebuild of the existing station, is a fundable option in the near future without significant state and/or federal grants.

Note: The County of Santa Cruz has confirmed that no environmental remediation related to ground conditions at the station is required until a significant redevelopment project is undertaken.

Scenario 3: Total Redevelopment of Pacific Station – Estimated at \$8 million

- With this scenario, the City has proposed a redevelopment concept that preliminarily indicates an investment of \$6.7 to \$9.8 million is needed for the transit facility portion of a proposed mixed-use development concept.
- This scenario envisions razing all structures and facilities on both the METRO property and the adjacent City-owned properties and remapping the City and METRO properties to create a METRO-owned bus tarmac and bus bays, inclusive of a structure for bus operator facilities. Access/egress to the new bus facility would be via Front Street. The remainder of the property would be owned by the City and would facilitate a mixed-use concept that might include commercial/retail, offices and housing.
- METRO has analyzed its capacity to dedicate funding under this scenario to a proposed turnkey redevelopment project and has determined that METRO has the capacity to contribute up to \$1 million per year annually over the next

four years towards a turnkey redevelopment project with the City of Santa Cruz. Doing so will leave an approximate \$4+ million shortfall in needed funding.

On April 26, 2019, the METRO Board approved the concept of exploring a development partnership with the City and the commitment to a “turnkey” bus tarmac, inclusive of ancillary functions and amenities, that would meet METRO’s specifications in the amount of \$4 million. The \$4 million commitment will be achieved by METRO setting aside \$1 million per year for four successive years starting in FY20. The shortfall in funding needed to construct a turnkey bus tarmac, inclusive of all METRO required ancillary functions and amenities, will require the identification of a non-METRO funding source(s) and grants.

To that end, the attached MOU creates a collaborative partnership between the City and METRO that will attempt to create a “shovel ready” project for submission to either or both the state Affordable Housing and Sustainable Communities (AHSC) Program and/or the federal Better Utilizing Investments to Leverage Development (BUILD) Program. The MOU expires on December 31, 2022.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This proposed action is consistent with the following Board Strategic Priorities:

1. Financial Stability, Stewardship & Accountability
2. Service Quality and Delivery
3. Internal and External Technology
4. State of Good Repair
5. Strategic Alliances and Community Outreach

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

- On April 26, 2019, the METRO Board authorized a set-aside of \$1 million per year for four consecutive years from its \$3 million/year bus replacement capital program for the Pacific Station redevelopment project. The first \$1 million was set aside in the FY20 budget year.
- The MOU envisions METRO expending a portion of these funds to accomplish certain tasks related to the bus tarmac as the City of Santa Cruz and METRO endeavor to achieve a shovel ready project for grant submission.

#### **VI. ALTERNATIVES CONSIDERED**

The Board could choose to give staff alternate direction, which could include:

- Abandoning the concept of a joint development and instead moving forward on one of the three scenarios described above.
- Abandoning all rehabilitation/redevelopment concepts and continue instead to repair the facility ongoing - as needed.
- Identify alternate goals and direct staff to negotiate a different MOU with the City of Santa Cruz

**VII. CHANGES FROM COMMITTEE**

N/A

**VIII. ATTACHMENTS**

**Attachment A:** Memorandum of Understanding between the City of Santa Cruz and the Santa Cruz Metropolitan Transit District

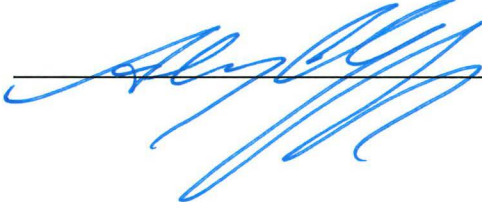
Prepared by: Alex Clifford, CEO/General Manager

**IX. APPROVALS**

Approved as to fiscal impact:  
Angela Aitken, CFO

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_

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# Attachment A

## MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE CITY OF SANTA CRUZ

This Memorandum of Understanding, hereinafter referred to as “**MOU**,” is entered into on this \_\_\_\_ day of June 2020, by and between the Santa Cruz Metropolitan Transit District, hereinafter referred to as “**METRO**,” and the City of Santa Cruz, hereinafter referred to as “**City**,” collectively the “**Parties**,” who agree as follows:

### RECITALS

Whereas, METRO is a public transit district of the State of California established by the Santa Cruz Metropolitan Transit District Act of 1967 (CA Public Utilities Code §98000) to provide public transit service, including rapid transit, in Santa Cruz County. METRO’s administrative offices are located at 110 Vernon Street, Santa Cruz, California 95060.

Whereas, City is a charter city whose administrative offices are located at 809 Center Street, Santa Cruz, CA 95060.

Whereas, one of METRO’s primary transit centers, Metro Center, is located at 920 Pacific Avenue, within the City’s central business district, and is directly adjacent to another parcel used as a METRO layover facility, hereinafter collectively referred to as the “**Metro Site**.”

Whereas, Metro Center is in need of significant investment and the City is interested in the economic revitalization of lower Pacific Avenue where the Metro Center is located. The City and METRO share the same vision and goals to make Metro Center more effective and efficient; to work in collaboration towards the concept of a transit-oriented and pedestrian-friendly mixed-use joint development project, to be known herein as “**Pacific Station**,” to include a multi-modal regional transit facility.

Whereas, the Parties desire to explore the potential joint development of a multi-modal regional transit center in conjunction with a mixed-use commercial and residential development, which may feature offices, parking, affordable housing and ground-floor retail space. Collectively, this development shall be referred to as the “**Project**.”

Whereas, City owns the current City Parking Lot #12 and the NIAC Building at 333 Front Street (the “**City Sites**”), both of which will be included in the Project.

Whereas, METRO and City entered into an MOU on December 1, 2001 to facilitate the acquisition, rehabilitation, redesign, expansion and construction of Pacific Station. That MOU expired in 2003 of its own terms. The Parties renewed the MOU in 2007 and extended it in 2010 and 2013. The most recent MOU expired on October 31, 2016.

Whereas, this MOU supersedes all outstanding MOUs between METRO and the City regarding this Project.

# Attachment A

*Santa Cruz METRO  
City of Santa Cruz  
MOU for Pacific Station  
Page 2*

Whereas, the purpose of this MOU is to acknowledge and memorialize the ongoing commitment of the Parties to realize their vision and goals and to clarify and define the roles and responsibilities of each party to implement the Project.

Whereas, the METRO Board of Directors has expressed support for creating a mixed-use project on the Metro Site, with the understanding that there is value that will accrue to the benefit of METRO, which may be applied to defray the cost of the new transit center.

Whereas, METRO and City desire to work collaboratively through project development, financing, and implementation to ensure that METRO's local, regional, and rapid public transit services are maintained and expanded and that the Project meets the City's interests of supporting the continued revitalization of the downtown area and creating much needed affordable housing for the greater community.

Whereas, METRO and the City jointly acknowledge the importance of their collaboration and leadership to ensure that the Project realizes its full potential and maximizes the long-term benefits for the downtown area and the entire Santa Cruz community.

Whereas, METRO is willing to explore the Project in good faith, however, given the age and condition of the METRO Center, it must reserve the right to terminate this MOU and proceed separately with the refurbishment of its current facility.

## **AGREEMENT**

### **I. PROJECT SCOPE**

It is expected that the City will be responsible for the procurement of the private developer and the negotiation of a ground lease or other arrangement for the development of the residential and commercial components of the Project. It is anticipated that the project developer will build the entire Project and that Metro will join in the City's agreement with the developer for the construction of an integrated facility. The purpose of this MOU is to document the basic understandings of the Parties with regard to the Project and outline the next steps they will take to determine its feasibility.

### **II. PROJECT SITE**

The Project is planned to be located on the Metro Site and the City Sites. The Parties understand that, in the final configuration, elements of the Project that will be controlled by one party may be located on property currently owned by the other party and that the Parties may need to enter into one or more property rights transfers (either with each other or a private developer) in order to facilitate the development of the Project. Any such transfer will need to comply with any applicable grant obligations or legal constraints applicable to the property and the Parties. To the extent a portion of METRO's property is required for the residential or commercial components of the Project, METRO will negotiate in good faith for the use of its property, provided that the final property allocation



# Attachment A

will be in line with all previous federal funding guidelines associated with the federal investment at these two locations and is compliant, including approval from the FTA, with FTA Circular FTA C 7050.1A and any other federal regulations that might apply.

### **III. ROLES OF THE PARTIES**

#### **A. Joint Responsibilities**

The Parties shall each assemble a "**Project Team**" of relevant staff and stakeholders who shall represent and advocate for each Party's interest in the Project. The Project Team shall conduct or coordinate all necessary reviews and provide project assistance as necessary to complete the Project in timely manner.

Each Party shall designate a single point of contact as primary "**Project Officer**" for the Party. Respective Project Officers shall be responsible for coordinating all internal coordination and decision-making approvals for their respective agency.

Each Project Officer shall be empowered by their respective legislative body to act on behalf of the Party and to make such decisions as have been delegated by the management of the Party. These decisions may include approvals of various documents, including solicitation documents, project design documents, and developer solicitation documents.

#### **B. Metro Roles, Requirements and Responsibilities**

##### **1. Project Assumptions:**

METRO has indicated a willingness to partner with the City in the joint development of the Project, provided it will result in a facility that meets METRO's requirements (as stated elsewhere in this MOU, including this Section III.B and Section V) within its available budget. If a Project meeting these requirements cannot be implemented within the agreed upon milestones as later defined in this document, both METRO and City may consider terminating this MOU for joint development of the Project. A mandatory requirement for METRO to move forward with the Project will be the establishment of an interim downtown operating facility and an interim operations plan, to be approved by the METRO Board, to maintain bus and transit services for community members during construction of the Project. Any costs in excess of METRO's standard operating costs as well as any capital costs related to implementation, including, but not limited to, site preparation, related to implementation of the interim downtown operating facility shall become a cost to the Project and any costs not absorbed by the project must be approved by the METRO Board and the City Council.

# Attachment A

2. Metro Requirements:

a. Interim Operations:

City and METRO will jointly coordinate efforts to locate and plan for an alternative site(s) for the METRO public transit service during the construction of the Project and will coordinate with METRO, City departments, property owners, the County Department of Public Works, as necessary, and Caltrans to make all agreements necessary for operating temporary transit facilities outside of the Project limits. The Interim Operations Plan is anticipated to include temporary alternate locations for offices, ticket sales, transit services, customer services, call center operations and all current ancillary functions, operators' break room and restroom facility, security office and facilities to service other carriers such as Greyhound ticketing, bus loading, and baggage storage, and may also include alternate locations for existing businesses.

b. Transit Center:

METRO requires delivery of an operationally functional, “turnkey” development project that meets its stated specifications. The Project needs to include utility and other needed infrastructure to support a 24-bay facility, including electrical infrastructure to support potential future electric charging infrastructure, as well as Ancillary Space, as defined by METRO, for required functions, including but not limited to offices, ticket sales, transit services, customer services, call center operations and all current ancillary functions, operators' break room and restroom facility, a security office, and facilities to service other carriers, such as Greyhound ticketing, bus loading and baggage storage. A facility of this type will allow the potential for METRO to host current and future private inter-city transit services at Pacific Station. The Project shall include 11 parking bays for ParaCruz operations, facilities, and security staff vehicles, and private delivery parking, some of which may be accommodated off-site subject to agreement with METRO on offsite locations. It is anticipated that all features of the Ancillary Space will be included in the final Project, but METRO may consider proposed changes to these features at the time it approves the METRO portion of the Project.

The new Transit Center shall reflect a City commitment to satisfactory implementation of the Front St./Laurel St. intersection geometric (including a right-turn pocket at Laurel Street for buses leaving the station on Front Street and headed towards Laurel Street, signal phasing, and lane striping improvements, which will facilitate safe and efficient movements between Front St. and Laurel St. for buses moving between the station and the west side of Santa Cruz and the UCSC campus.

# Attachment A

## **C. City Roles, Requirements and Responsibilities**

### 1. Project Assumptions:

The City wishes to facilitate the development of the Project to promote economic development in the Lower Pacific Avenue area and the creation of affordable housing. The City desires to facilitate the renovation of the Metro Center and wishes to promote the development of adjacent properties through the creation of additional frontage on Pacific Avenue for commercial and residential use. The City will take the lead in securing a private developer and negotiating a transaction for the commercial and residential development of the Project.

### 2. City Requirements:

The City requires a building development envelope along Pacific Avenue, which will include:

- (a) Minimum lot depth sufficient to support a “double loaded” residential corridor, currently estimated at 75 feet from the eastern edge of the Pacific Avenue right-of-way or back of sidewalk setback; and
- (b) Potential air and easement rights to satisfy any project conditions or design elements that may be accommodated outside of the parcel boundaries to maximize buildable area, provided such easements or rights do not impact transit service.

### 3. City Responsibilities:

#### a. Development:

City will act in the capacity of development facilitator for the Project, including the residential and commercial components. As development facilitator, the City shall perform the following tasks:

- 1. Consider alternative Project designs and provide constructive input for the development of a "**Project Scope**" that will support the goals established by the City for redevelopment of Front Street and Pacific Avenue between Cathcart Street and Laurel Street and promote the development of a new transit center that meets METRO's requirements;
- 2. Determine, with approval from METRO, the initial Project Scope to be included in the Project;
- 3. Coordinate with METRO in the planning, design and environmental phases of the Project to ensure that the Project meets the requirements of METRO, the City, federal and state law and all necessary funding sources;

# Attachment A

4. Develop and circulate, with input from METRO, Requests for Proposals or Requests for Qualifications to identify a private partner for the Project. The City, with input from METRO, shall solicit and select from a pool of qualified mixed-use developers and shall recommend a project partner from said pool. Such solicitation shall seek developers with specialized experience in transit-oriented development (TOD), affordable housing, and public facilities. Any such solicitation shall comply with applicable FTA regulations for federally-assisted TOD projects, unless otherwise directed by METRO;
5. Assist with securing additional partners or tenants to facilitate the development, financing, and lease-up of the Project, with the understanding that METRO will have the opportunity to review and comment upon any Development Agreement prior to its execution; Evaluate alternative Project conceptual designs and provide direction on the entitlement reforms necessary for each alternative and the preferred Project;
6. Facilitate and coordinate the acquisition of all development entitlements required for the Project by the City, including but not limited to plan amendments, zoning approval, development permits, and special use permits including the prerequisite environmental certification, coastal zone permits, traffic study and massing study;
7. Conduct an environmental review process under the California Environmental Quality Act (CEQA) of the Project; and
8. Secure and manage professional services for a land use, visual impact and traffic studies for the Project in addition to professional services for entitlements, City environmental review and other services as necessary.

b. Administration:

City shall:

1. Develop and conduct a public outreach process in coordination with METRO's public outreach to meet the needs of the City for equitable and accessible public participation, consensus building and community support;
2. Assist METRO staff and consultants with presentations before the City Council and the METRO Board of Directors as needed; and
3. Make available public facilities for outreach and the community engagement process.

# Attachment A

## **IV. TERM**

This MOU shall be effective as of January 1, 2020 and expire December 31, 2022 or upon failure of the Project to be awarded a 2022 AHSC and/or 2022 BUILD grant.

This MOU may be extended by mutual written agreement of the Parties.

This MOU may be terminated upon a 30-day written notice by either party to the other if adequate future grant funding cannot be procured for the Project by key milestone funding dates, as further defined in the preliminary Performance Schedule, as agreed upon by both parties; or by mutual consent of both Parties.

Except as otherwise expressly provided in this MOU, if the performance of any act required by this MOU to be performed by either party is prevented or delayed by reason of any act of God, earthquake, natural disaster, flood, strike, lockout, labor dispute, inability to secure materials or reasonable substitutes therefore, restrictive governmental laws or regulations, unusually severe weather substantially differing from what normally would have been expected (based on historic weather data), or any other cause (except financial inability) beyond the reasonable control of and not caused by the fault or negligence of the Party required to perform the act, the time for performance of the act will be extended for a period equivalent to the period of delay and performance of the act during the period of delay will be excused.

This MOU may be terminated by either party if either party's governing body determines that the fiscal impact from the COVID-19 pandemic requires said party to devote its funds originally intended to be dedicated to the Project to other matters. The terminating party must provide a 30 day notice to the other party. Each party will be responsible for their respective costs up to the date of the notice of termination.

## **V. REAL PROPERTY**

The Project is anticipated to be developed on the Metro Site and the City Sites. If additional property is required for the Project, the parties may mutually agree to the details of such an acquisition. The final location of each Party's facilities in the Project may be on land that is currently owned by the other Party. As a result, the Project arrangements will likely feature some form of property rights transfer, such as a ground lease, property sale or joint ownership agreement, in a format yet to be determined. With regard to the Metro Site, the parties understand that such arrangements will need to guarantee permanent METRO access to the bus facility, along with its ancillary needs, in a manner that satisfies the Federal Transit Administration (FTA) rules (and receives any necessary FTA approvals) related to the maintenance of "satisfactory continuing control" of a federally assisted facility. METRO and the City do not anticipate at this time that METRO buses will need future ingress/egress onto Pacific Avenue.

# Attachment A

To the extent either Party provides property that is used for the other's function, that Party shall be compensated as part of the Project, either through the payment of cash consideration or through an offset of the other Party's costs related to the Project.

To the extent required by State and federal regulations related to sites that may contain environmental contaminants, the costs of any environmental remediation are to be included in the Project costs and no assumptions are made for assigning cost responsibility until such time as such costs, responsibility and remediation scope are determined. Regardless of responsibility, prioritization will be given to financing required environmental remediation through grant funding and to the extent that such grant funding is not available, the parties will meet and confer regarding cost responsibility and to determine if adequate funding for remediation can be secured. Further, regardless of responsibility, the costs of such environmental remediation will not increase METRO's committed contribution to the Project, as defined in Section VI of this Agreement. The parties will discuss whether or not to do a Phase I environmental review at the appropriate time.

## **VI. FINANCIAL CONSIDERATIONS**

The Parties intend to contribute their "fair share" of resources to the Project. Resource contributions may include direct funding contributions, real property, in-kind services, professional assessments and plans, and assistance acquiring outside funding, such as may include grants, assessments, tax credits, donations, consultant fees, associated infrastructure investments, debt financing, or other such funding not directly sourced from an agency's traditional budget. A basic assumption regarding the Project is that, through the contribution of each Party's real estate assets, and the acquisition of sufficient grant funding to support the Project, the Parties will have sufficient financial resources to undertake the Project or will act to provide additional resources as the discretion of their governing bodies. As currently approved by the METRO Board on April 26, 2019, METRO's total financial contribution to the Project is \$4,000,000, which is \$1 million/year for four years starting with METRO's FY20 Capital Budget, for a "...turnkey redevelopment project with the City of Santa Cruz," exclusive of any value derived from the use of METRO's real estate assets. The Parties would agree in advance to any shared pre-construction costs.

METRO and City may, separately or jointly, apply for available grant funding for the various components of the Project. METRO will support an application for a State of California Affordable Housing and Sustainable Communities grant in early 2021 and the federal Better Utilizing Investments to Leverage Development (BUILD) grant program in the summer of 2021. If these grant applications are unsuccessful, and if no other solution to the anticipated budgetary shortfall is identified by the City or METRO, the Parties may proceed to terminate the MOU pursuant to Section IV above.

In the event, that this MOU is cancelled by either Party, each Party shall remain responsible for the cost of all services and materials, contracted for, committed to, or agreed to by said Party as of the cancellation of this MOU. This clause shall be deemed to relate to all

# Attachment A

*Santa Cruz METRO  
City of Santa Cruz  
MOU for Pacific Station  
Page 9*

agreements contemplated and entered into related to this MOU. This clause shall survive the termination of this MOU and shall stand until such time that it is determined in writing and to the satisfaction of both Parties, that all outstanding expenses, liens, or litigation related to the project have been resolved.

In no event, shall either Party be responsible for the costs assigned to our incurred by the other Party, its contractors, or third parties, without prior written consent of an authorized signatory from both parties.

If sufficient funds are obtained to move forward with the Project, the parties will enter into a binding agreement regarding the construction of the Project, the transfer of any real estate interests, and the payment of other Project costs, as well as the financing of the Project.

## **VII. NOTICES**

All notices under this MOU shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested; to a party hereto at the address hereunder set forth or to such other address as a party may designate by notice pursuant hereto.

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

CITY  
City of Santa Cruz  
Economic Development Department  
337 Locust Street Santa Cruz, CA 95060  
Attention: Director

## **VIII. AUTHORITY TO CONTRACT**

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

# Attachment A

*Santa Cruz METRO  
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## **IX. INDEMNITY**

METRO agrees to protect and does hereby agree to indemnify, defend, and hold City harmless from all demands, liability, claims, actions, and damages to any person or property, costs and expenses (including, but not limited to, reasonable attorneys' fees) arising out of or connected with the performance by METRO of its obligations under this Agreement.

The City agrees to protect and does hereby agree to indemnify, defend and hold METRO harmless from all demands, liability, claims, actions and damages to any person or property, costs and expenses (including, but not limited to, reasonable attorneys' fees) arising out of or connected with the performance by City of its obligations under this Agreement.



# Attachment A

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**IN WITNESS WHEREOF**, the Parties have executed this Agreement as of the latest date written below.

## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

By \_\_\_\_\_  
Alex Clifford, General Manager

Date \_\_\_\_\_

Approved as to Form:

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

Date \_\_\_\_\_

## **CITY OF SANTA CRUZ**

By \_\_\_\_\_  
Martin Bernal, City Manager

Date \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
Tony Condotti, City Attorney

Date \_\_\_\_\_

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VERBAL PRESENTATION ONLY

METRO ADVISORY COMMITTEE (MAC)  
SEMI ANNUAL REPORT

Veronica Elsea, MAC Chair

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VERBAL PRESENTATION ONLY

INTRODUCTION OF MARGO ROSS,  
NEW CHIEF OPERATIONS OFFICER

Alex Clifford, CEO

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VERBAL PRESENTATION ONLY

COVID-19 TRANSIT FISCAL CRISIS

Alex Clifford

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VERBAL PRESENTATION ONLY

CEO UPDATE

Alex Clifford

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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: APPROVE SANTA CRUZ METRO'S POLICY STATEMENT REGARDING  
FY20 CARRYOVER TO THE FY21 AND FY22 OPERATING BUDGET**

## **I. RECOMMENDED ACTION**

**That the Board of Directors review and approve the policy statement regarding FY20 carryover to the FY21 and FY22 Operating Budget**

## **II. SUMMARY OF ISSUES**

- The FY21 and FY22 Operating Budget is being presented this month for final public review and Board of Directors' (Board) approval and adoption.
- The current FY20 Operating budget is expecting to have a carryover at the end of the fiscal year due to reimbursement of Federal Transit Administration (FTA) qualifying operating expenses related to the Coronavirus Aid, Relief and Economic Security Act (CARES Act) and Federal Emergency Management Agency (FEMA) reimbursements in FY20.
- Carryover funding will be comprised of fungible revenues such as local sales tax (1979 ½ cent and Measure D), TDA-STA, TDA-LTF and fare box revenues.
- At its June 12<sup>h</sup> meeting the Finance, Budget and Audit Standing Committee received this staff recommendation and endorsed forwarding it to the June 26<sup>th</sup> Board of Directors meeting for action.
- Staff recommends that the Board approve the following Policy Statement:
  - "The reimbursement of FTA qualifying operating expenses related to the CARES Act and FEMA reimbursements in FY20, will likely result in carryover at the end of FY20, which Santa Cruz Metropolitan Transit District (METRO) will reinvest into the FY21 Operating budget, to sustain services to the greatest extent possible during the economic recovery, or until these funds are exhausted."

## **III. DISCUSSION/BACKGROUND**

On March 4, 2020, Governor Newsom declared a State of Emergency in California because of the threat of COVID-19. Included in the Governor's 16 critical

infrastructure sectors is the Transportation Systems Sector – Mass Transit and Passenger Rail.

On March 10, 2020, the Santa Cruz County Board of Supervisors declared a local emergency and ratified a concurrent declaration of a local health emergency related to the 2019 Novel Coronavirus. In response to these Emergency declarations, METRO has been providing fixed-route and paratransit service during this health pandemic.

On March 13, 2020, the President declared a nationwide emergency and on March 22, 2020, approved Major Declaration FEMA-4482-DR-CA (DR4482) making Federal emergency aid available from the Federal Emergency Management Agency (FEMA), for the Coronavirus pandemic to METRO.

METRO is now eligible to apply for State and Federal disaster relief funding through the California Office of Emergency Services (CalOES).

On March 16, 2020, the Santa Cruz County Health Services Agency directed all individuals living in the county to shelter at their place of residence except that they may leave to provide or receive certain essential services or engage in certain essential activities and work for essential businesses and government services until midnight on April 7, 2020. Since then, these orders have been extended many times.

On March 18, 2020, the President signed the Families First Coronavirus Response Act, effective April 1, 2020 – December 31, 2020.

On March 19, 2020, Governor Newsom ordered individuals living in the State of California to stay home or at their place of residence (shelter in place) except as needed to maintain continuity of operations of the federal critical infrastructure sectors. Included in the Governor's 16 critical infrastructure sectors is the Transportation Systems Sector – Mass Transit and Passenger Rail. This order went into effect immediately and shall stay in effect until further notice.

On March 27, 2020, the President signed the CARES Act, providing METRO approximately \$20M in COVID relief funds.

The FY21 and FY22 Operating Budget is being presented this month for final public review and Board approval and adoption.

The current FY20 Operating budget is expected to have a carryover at the end of the fiscal year due to reimbursement of FTA qualifying operating expenses related to the CARES Act and FEMA reimbursements in FY20.

Carryover funding will be comprised of fungible revenues such as local sales tax (1979 ½ cent and Measure D), TDA-STA, TDA-LTF, and fare box revenues.

Staff recommends that the Board approve the following Policy Statement:

“The reimbursement of FTA qualifying operating expenses related to the CARES Act and FEMA reimbursements in FY20, will likely result in carryover at the end of FY20, which Santa Cruz Metropolitan Transit District (METRO) will reinvest into the FY21 Operating budget, to sustain services to the greatest extent possible during the economic recovery, or until these funds are exhausted.”

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report pertains to METRO's Financial Stability, Stewardship & Accountability.

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

Due to the COVID-19 pandemic, significant reductions in all forms of revenues, particularly in Passenger & Special Transit Fares and Sales Tax based revenue sources, are anticipated. A number of budget balancing actions will be considered and analyzed, as more information becomes available in the next few months.

Adopting this policy statement will ensure that fungible revenues such as local sales tax (1979 ½ cent and Measure D), TDA-STA, TDA-LTF and fare box revenues, which are displaced by the CARES Act and FEMA, are used to sustain services to the greatest extent possible during the economic recovery.

#### **VI. CHANGES FROM COMMITTEE**

None.

#### **VII. ALTERNATIVES CONSIDERED**

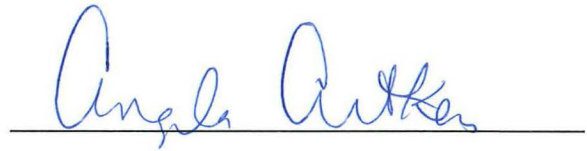
There are no recommended alternatives at this time. Staff recommends that the Board approve this Policy statement.

#### **VIII. ATTACHMENTS**

**Attachment A:** Estimated Reserve Bucket list as of 06/30/20

**VIII. APPROVALS**

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



Alex Clifford, CEO/General Manager



# Operating Reserves as of 06/30/2020:

Target: \$2.1M



Fully Funded

Target: \$7.5M



Fully Funded

Target: \$3.0M

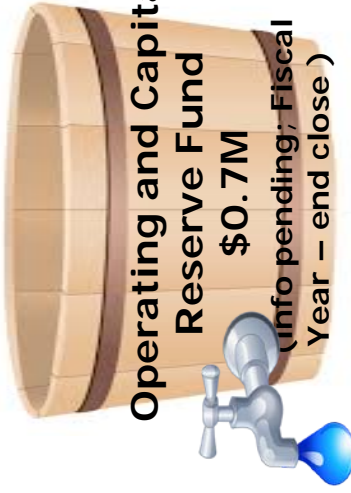


Fully Funded

Target: \$0.8M



Fully Funded



No Minimum Balance

\*METRO will reinvest the funds into the FY21 Operating budget, to sustain services to the greatest extent possible during the economic recovery, or until these funds are exhausted. Source will be FY20 Carryover comprised of METRO's 1979 Local Sales Tax and 2016 Measure D Sales Tax, TDA-STA, TDA-LTF and Farebox revenues.

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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: ADOPTION OF THE FINAL FY21 AND FY22 BUDGET**

## **I. RECOMMENDED ACTION**

**That the Board of Directors adopt a resolution approving the FY21 and FY22 Operating Budget, and FY21 Capital Budget, as presented in Attachments B-H**

## **II. SUMMARY OF ISSUES**

- The FY21 and FY22 Operating Budget, and FY21 Capital Budget are presented this month for Board and public review. A public hearing has been scheduled for 9:00 am or as soon thereafter as possible, on Friday, June 26, 2020 [at this link](#) or by calling 1-669-900-9128 Meeting ID 898 0878 2652.
- The proposed two-year FY21 and FY22 Operating Expenses – Attachment B – total \$54,998,409 in FY21 and \$56,738,942 in FY22. In addition, Santa Cruz Metropolitan Transit District (METRO) will be transferring \$2.3M in FY21 and FY22 to the Capital Budget for a total budget of \$57,263,399 in FY21 and \$57,203,307 in FY22. This is a Final Budget, which reflects the latest (pre-COVID-19) data regarding revenues and expenses.
- On June 28, 2019, the Board of Directors (Board) adopted the Final FY20 and FY21 Operating Budget. METRO produces a 2-year rolling budget. This budget revises the June 2019 FY21 Budget and presents a new FY22 Operating Budget.
- A Budget Workshop with the unions was held on May 6, 2020 to answer questions about the two-year FY21 and FY22 Operating Budget and the FY21 Capital Budget and to obtain input from our union partners.
- At its June 12<sup>th</sup> meeting the Finance, Budget and Audit Standing Committee received this staff recommendation and endorsed forwarding it to the June 26<sup>th</sup> Board of Directors meeting for action.
- The Authorized and Funded Personnel lists are presented in Attachment C.
- The FY21 Capital Budget – Attachment D – totals \$29,136,935.
- Board Member Travel, Employee Incentive Programs, Board Authorized METRO Support Activities, and Memberships (Dues & Subscriptions) budgeted in FY21 and FY22 are presented in Attachments E – H.
- The Preliminary Schedule of Reserve Balances is presented in Attachment I.

- The Measure D: 5-Year Program of Projects (FY20/21 – FY24/25) is presented in Attachment J.
- The Unfunded Capital Projects list, as of April 30, 2020, presented in Attachment K, totals approximately \$197M over the next ten years to get METRO to a State of Good Repair.
- Staff recommends that the Board adopt a resolution approving the FY21 and FY22 Operating Budget and FY21 Capital Budget, as presented in Attachments B-H.

### III. DISCUSSION/BACKGROUND

The Board must adopt the Final FY21 and FY22 Operating Budget and FY21 Capital Budget by June 30, 2020. The FY21 and FY22 Operating Budgets and the FY21 Capital Budget are presented this month for Board and public review. A public hearing has been scheduled for 9:00 am or as soon thereafter as possible, on Friday, June 26, 2020 [at this link](#) or by calling 1-669-900-9128 Meeting ID 898 0878 2652.

On June 28, 2019, the Board adopted the Final FY20 and FY21 Operating Budget. METRO produces a two-year rolling budget. This budget revises the June 2019 FY21 Budget and presents a new FY22 Operating Budget.

A Budget Workshop with the unions was held on May 6, 2020 to answer questions about the two-year FY21 and FY22 Operating Budget and the FY21 Capital Budget and to obtain input from our union partners.

On June 12<sup>th</sup> the Finance, Budget and Audit Standing Committee received this staff recommendation and endorsed forwarding it to the June 26<sup>th</sup> Board of Directors meeting for action.

#### A. Operating Revenues

Operating Revenues total \$57,263,399 in FY21 and \$57,203,307 in FY22 (inclusive of transfers). Major Operating Revenue assumptions in the FY21 budget over the FY20 final budget, adopted in June 2019, include:

- Passenger Fares – decrease of 2.2% or (\$54K). The budget projection is based on projected FY20 passenger fares revenue of \$2.4M and no anticipated increase in ridership in FY21.
- Special Transit Fares – decrease of 0.8% or (\$48K) is due to no anticipated increase in student enrollment and ridership for fixed routes that serve the University of Santa Cruz (UCSC). No contract increase is anticipated and/or budgeted for Cabrillo College (Cabrillo) in FY21.
- Highway 17 Fares – increase of 0.1% or \$2K. The budget projection is based on projected FY20 Highway 17 fares revenue of \$1.5M and an anticipated 2% decrease in FY21, reflecting recent trends in Highway 17 ridership.
- Highway 17 Payments – decrease of 3.5% or (\$19K) due to an anticipated decrease in the VTA bill for the year. (VTA will no longer be billed for ECO

Pass boardings, as this is no longer a valid fare on the Hwy 17 after December 31, 2019.)

- Advertising Income – increase of 25% or \$69K. The projection is based on estimates from a new bus advertising company and the expectation to significantly increase advertising, provided the new contract is awarded before the start of the new fiscal year.
- Rent Income – decrease of 8.3% or (\$15K), based on an anticipated FY20 actual rent income of \$163K and CPI increase in FY21, when applicable.
- Interest Income – increase of 175% or \$175K, based on current (FY20) trends. (Average cash balance at the County Treasury being much higher than budgeted.)
- Other Non-Transportation Revenue – increase of 489% or \$146K due to a parking agreement for the Scotts Valley Transit Center and Park and Ride Facility.
- 1979 Gross Sales Tax (1/2 cent) – decrease of 1.0% or (\$229K) due to a potential unfavorable FY20 budget variance for the year and the general economic outlook for 2020 and 2021.
- 2016 Net Sales Tax (Measure D) – increase of 4.2% or \$142K. The projected increase reflects recent trends in Measure D tax revenues received by METRO.
- Transportation Development Act (TDA-LTF) - increase of 1.3% or \$97K, as per most recent TDA claim submitted to RTC.
- FTA Sec 5307 – Operating Assistance - increase of 3.2% or \$142K, as per current budget projections from the Federal Transit Administration (FTA) – 2020 Apportionment Table updated in February 2020.
- FTA Sec 5311 – Rural Op Assistance - increase of 7.4% or \$13K as per current budget projections from the Federal Transit Administration (FTA).
- STIC – increase of 3.2% or \$84K as per current budget projections from the Federal Transit Administration (FTA).
- TDA – STA – Operating (includes SB1) – decrease of 0.8% or (\$37K), reflecting most recent estimates (January 2020) from the State Controller’s Office (SCO).
- Fuel Tax Credit – increase 12.1% or \$38K based on anticipated CNG usage in FY21.

Moderate increases in most Operating Revenue Sources are budgeted in FY22, such as:

- 1979 Gross Sales Tax (1/2 cent) – increase of 1.0%.
- 2016 Net Sales Tax (Measure D) – increase of 1.0%.
- Transportation Development Act (TDA) - increase of 3.0%.
- FTA Sec 5307 – Operating Assistance - increase of 2.2%.

- STIC – increase of 2.2%.

## **B. Operating Expenses**

Operating Expenses total \$54,998,409 in FY21 and \$56,738,942 in FY22. Major Operating Expense's assumptions in the FY21 budget over the FY20 Final Budget, adopted in June 2019, include:

- **Personnel Expenses** (Labor and Fringe Benefits) increased by 7.4% or \$3,110K.
- **Non-Personnel Expenses** increased by 1.8% or \$171K.

### **Personnel Expenses:**

Personnel Expenses (Labor and Fringe Benefits) increase by 7.4% or \$3,110K primarily due to:

- Wage Increases (1.5% for SEIU and 3% for SMART) and contractual obligations (step and longevity increases)
- Increase in CalPERS retirement employer contribution from 29.4% in FY20 to 32.8% in FY21, as per CalPERS actuarial information.
- Budgeted increase in the medical insurance premiums for 2021: 5% (based on the average increase in the two main HMO plans for the last 5 years).

Anticipated increases are offset by:

- Planned reduction in overtime, when possible
- Reduction in FTEs (Full Time Equivalents; 2 FTEs – vacant positions) in the Customer Service and Purchasing Departments due to consolidation of duties and streamlined work processes.

Additional changes in FTEs are depicted below, as well as reflected in the Authorized and Funded Personnel lists (presented in Attachment C):

- 1 FTE: Project Manger (formerly Administrative Specialist) is transferred from the Purchasing to the Finance Department in FY21
- 1 FTE: Information Technology Support Analyst II (provisional) is funded in the Information Technology Department in FY21 (not funded in FY22 at this point)
- 1 FTE: Transpiration Planner I (provisional) is funded in the Planning Department (Planning Aide position, also provisional is unfunded) in FY21 (not funded in FY22 at this point)
- 1 FTE: Purchasing Agent is funded in the Purchasing Department (Budget increase is offset by defunding 2 FTEs: Lead Parts and Materials Clerk and Parts and Materials Clerk)

- 2 FTEs: Paratransit Supervisor and Dispatcher/Scheduler are funded in the Paratransit Department (Budget increase is offset by defunding 3 FTEs: Dispatchers)
- 1 FTE: Bus Operator (Watsonville Circulator) remains funded in FY21

**Non – Personnel Expenses:**

Non-Personnel Expenses increase by 1.8% or \$171K primarily due to:

- Mobile Materials & Supplies – increase 7.4% or \$196K due to anticipated increases in Fuel & Lubricants Rev Vehicle and Parts in the Fleet Maintenance Department.
- Interest Expense – increase by 443.2% or \$142K due to additional interest payments on a capital lease for 14 buses.

Above increase is offset by anticipated budget reductions in the following category:

- Services – decrease of 4.8% or (\$171K) primarily due to significant reduction in Prof/Tech Fees in the Planning Department (Alternative Service Model Study).

**Major Operating Expense** assumptions in the preliminary FY22 budget over the FY21 budget include:

**Personnel Expenses** (Labor and Fringe Benefits) increase by 4.3%

- Wage Increases (2.5% for SEIU and 2.25% for SMART) and contractual items (step and longevity increases).
- Projected increase in retirement as per CalPERS Annual Valuation Reports: 34.5%
- Anticipated increase in medical insurance premiums: 5%, effective in January 2022.

**Non-Personnel Expenses** decrease by -2.1% primarily due to Services (Prof/Technical Fees).

**Transfers & Operating Balance**

Transfers total \$2,264,991 in FY21 and FY22. Assumptions in the preliminary FY21 budget over the FY20 Final budget, adopted in June 2019, include:

- **Transfers to Capital Budget** decrease by 4.4% or (\$105K). The transfer is consistent with the goal to honor our commitment to the Capital Budget and maintain assets in a State of Good Repair by committing \$3.0M each year (\$2.3M from the Measure D and TDA-STA transfer from Operating, and \$0.7M from the TDA-STA-SGR that goes directly to the Capital Budget).
- **Transfers to/(from) Operating and Capital Reserve Fund/Operations Sustainability Reserve** decrease by 100.0% or (\$2,670K) due to anticipated increases in personnel expenses in FY21, coupled with moderate increases in Revenue Sources, primarily Sales Tax. Excess operating funds, when available,

should be dedicated to the funding of additional payments to METRO's Unfunded CalPERS Liability (UAL) and Other Post-Employment Benefits (OPEB).

There are no significant changes in the budgeted Transfers & Operating Balance in FY22.

### **C. Capital Budget**

The FY21 Capital Budget as shown in Attachment D totals \$29,136,935.

The current FY21 Capital budget consists primarily of ongoing projects rolled forward from FY20, funded by a variety of sources that are further detailed on Attachment D.

In FY18, a new capital budget funding strategy was adopted by the Board that results in \$3M per year being dedicated to the annual capital budget. This new strategy created the "Bus Replacement Fund" and establishes consistent annual transfers of STA-SB1 funds and Measure D funds to the capital budget that are needed to provide funding and stability for the required local match for obsolete fixed-route buses and Paratransit vehicles. Annual unspent Measure D and STA-SGR funds will 'accumulate' in the Bus Replacement Fund until they are allocated to specific projects and spent on new replacement buses and vans.

The following amounts are dedicated to the Bus Replacement Fund in FY21:

- (2016 Net Sales Tax) – Measure D - \$2,090,279 (transfer from Operating budget)
- STA-SB1 - \$174,712 (transfer from Operating budget)
- STA-SGR - \$735,009 (goes directly to the capital budget)
- Total = \$3,000,000

Noteworthy ongoing capital project activity (> \$100K) this fiscal year includes:

- Ongoing – METRO Owned ParaCruz Facility Project – \$2.3M from the Operating & Capital Reserve Fund. The project is identified as critical to move the agency forward towards a sustainable future, in support of the METRO 10-Year Strategic Business Plan, and was approved by the Board on November 15, 2019.
- Ongoing – Pacific Station/METRO Center Redevelopment with the City of Santa Cruz – \$4M, over four years, from the Bus Replacement Fund, toward the redevelopment of the facility in conjunction with the City of Santa Cruz.
- Ongoing - Pacific Station Conceptual Design Project – Based on a recommendation from the Capital Projects Standing Committee on April 19, 2019, the full Board directed the CEO/General Manager on April 26, 2019 to initiate formal negotiations with the City of Santa Cruz on a possible Pacific Station redevelopment partnership. The Project is funded with Federal: \$121K and STA-SB1:\$30K funds.
- Ongoing – Financial Management Software – The current financial system was purchased in the late 1990's, more than 20 years ago, and only stores two years of financial information. A Fixed Assets, Purchasing, and Budgeting module would likely be incorporated into the new financial software system for a more

efficient and integrated system. The \$800K budgeted includes \$50K for consulting, funded from the Operating & Capital Reserve Fund.

- Ongoing – Facilities Upgrades and Improvements
  - Maintenance Yard – Security Hardening and Expanded Parking - \$950K from the Operating & Capital Reserve Fund. This is Phase I of the project: Engineering Analysis to address items, such as assessment of sink hole, draining problems, underground river water, utility lines, demolition of house and removal, recommendation of concrete or asphalt for lot, etc.
  - Maintenance Facility Roof Replacement - \$450K, Federal funds.
  - Fuel Management System – a combination of hardware and software providing reliable and accurate, real-time control and data acquisition for vehicles, employees, fuel/fluids and tank monitor systems. The controller can then use this data to generate dozens of useful reports and/or automatically pass it along to a VMS system in real-time or at specified times of the day. The fuel system will be used to track vehicle mileage, monitor fuel and fluid usage, schedule preventive maintenance and reconcile fluids, etc. The project is funded with Federal funds: \$94K and Operating & Capital Reserve Funds: \$8K.
  - Bus Stop Improvements – refurbish approximately 60 used bus stops acquired from the Valley Transit Authority (VTA). The project is funded with Federal funds: \$125K.
- Ongoing – Vehicle Replacement Projects – METRO has been awarded grants from a variety of Federal, State and local agencies to replace aging revenue and non-revenue (service) vehicles including:
  - Electric Buses (7) + Infrastructure and Project Management
  - CNG Bus Replacements (8)
  - CNG Bus Replacements (17): Capital Lease
  - ParaCruz Van Replacements (10)
    - Six (6) of the seven (7) electric bus replacements are in alignment with METRO’s strategy to begin replacing its fossil-fueled bus fleet with all-electric buses.
    - The one (1) additional electric bus will be assigned/dedicated to the Watsonville service area.
    - The CNG buses will assist in the replacement of obsolete vehicles
- Ongoing – Mid-Life Bus Engine Overhauls Campaign – Mid-life overhaul increases bus reliability and reduces maintenance cost during years 7 to 12, usually enabling an additional two years of lower maintenance cost operation through 14 years. Meets the FTA State of Good Repair (SGR) requirements and yields partial savings in the operating fund in Fleet Maintenance.

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

This report pertains to METRO's Financial Stability, Stewardship & Accountability.

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

The proposed two-year FY21 and FY22 Operating Expenses – Attachment B - total \$54,998,409 in FY21 and \$56,738,942 in FY22. In addition, Santa Cruz METRO will be transferring \$2.3M in FY21 and FY22 to the Capital Budget for a total budget of \$57,263,399 in FY21 and \$57,203,307 in FY22. This budget reflects recent (pre-COVID-19) data regarding revenues and expenses.

The FY21 Capital Budget – Attachment D totals \$29,136,935. This amount includes capital-funded projects rolled over from the prior year that have yet to be completed.

Due to the COVID-19 pandemic, significant reductions in all forms of Revenues, particularly in Passenger & Special Transit Fares and Sales Tax based revenue sources are anticipated. A number of budget balancing actions will be considered and analyzed, as more information becomes available in the next few months.

Additionally, the current FY20 Operating budget is expecting to have a carryover at the end of the fiscal year due to reimbursement of FTA qualifying operating expenses related to the CARES act and FEMA reimbursements in FY20. METRO will reinvest the carryover into the FY21 Operating budget, to sustain services to the greatest extend possible during the economic recovery, or until these funds are exhausted.

#### **VI. ALTERNATIVES CONSIDERED**

There are no recommended alternatives at this time. Staff recommends that the Board of Directors adopt a resolution approving the FY21 and FY22 Operating Budget, and FY21 Capital Budget.

#### **VII. ATTACHMENTS**

- Attachment A:** Presentation on FY21 & FY22 Operating Budget and FY21 Capital Budget
- Attachment B:** FY21 and FY22 Operating Budget
- Attachment C:** Authorized and Funded Personnel
- Attachment D:** FY21 Capital Budget
- Attachment E:** FY21 Board Member Travel
- Attachment F:** FY21 & FY22 Employee Incentive Program
- Attachment G:** FY21 & FY22 Board Authorized METRO Support Activities
- Attachment H:** FY21 & FY22 Memberships
- Attachment I:** Preliminary Schedule of Reserve Balances



- Attachment J:** Measure D: 5-Year Program of Projects (FY20/21 – FY24/25)  
**Attachment K:** Unfunded Capital Projects as of 04-30-2020  
**Attachment L:** Resolution to Adopt a Budget for Fiscal Years 2021 and 2022

Prepared by: Kristina Mihaylova, Sr. Financial Analyst/Acting Finance  
Deputy Director

**VIII. APPROVALS**

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

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
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# **FY21 & FY22 Operating and FY21 Capital Budget**

Board of Directors

*June 26, 2020*

Angela Aitken, Chief Financial Officer

# Overview of Today's Presentation

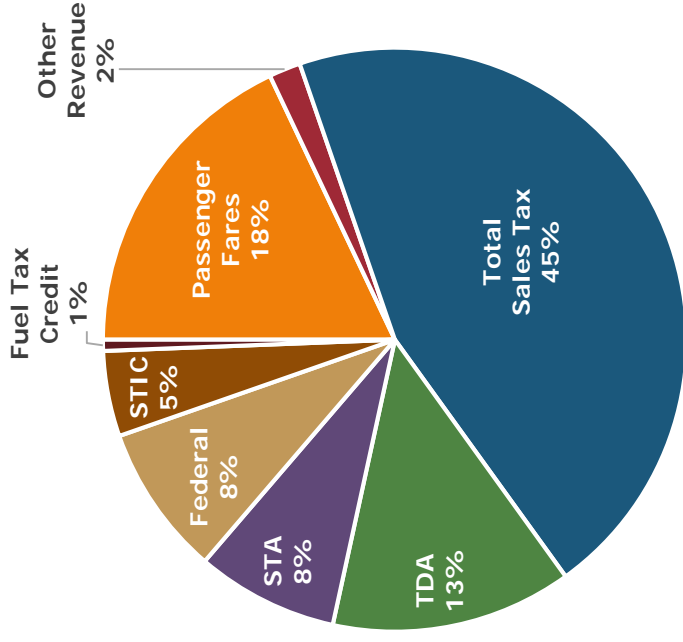
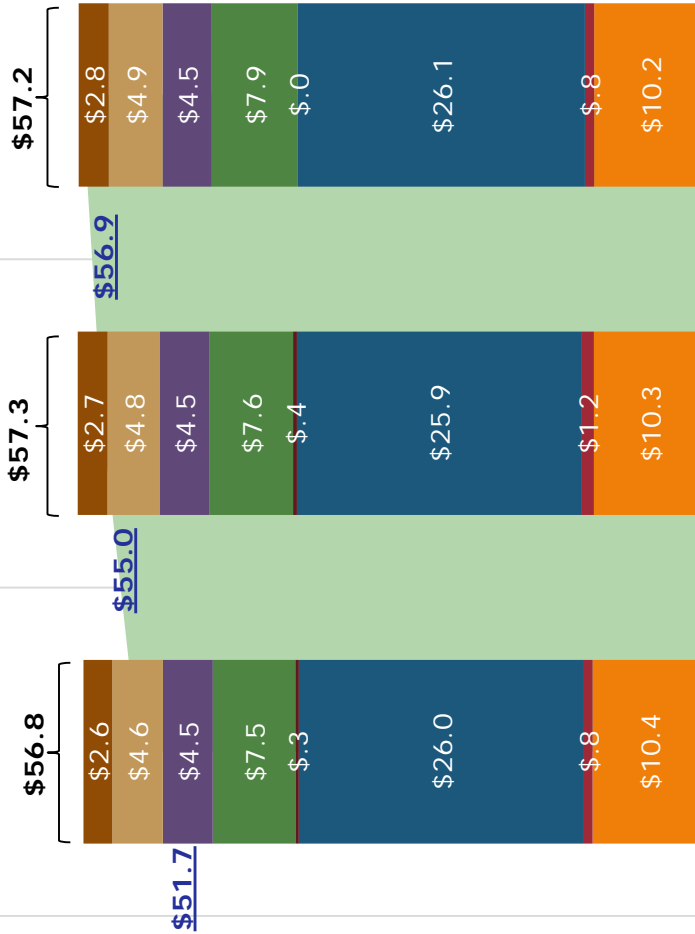
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- **FY21 & FY22 Operating Budget:**
  - Total Revenue Sources
  - Total Operating Expenses
  - Total Transfers
- **FY21 & FY22 Operating Budget Changes**
  - May 8, 2020 to June 12, 2020
- **Total Rev and Exp % change vs. CPI % Change**
  - Budget FY10-FY22
  - Actual FY10-FY19
- **Projected Operating Reserve Balances**
  - As of June 30, 2020 (estimate)
- **FY21 & FY22 Non-Controllable Operating Budget Risks**
- **Additional Information FY21 & FY22**
- **FY21 Capital Budget**
- **Budget Timeline**

# FY21 and FY22 Operating Budget

# Total Revenue Sources FY21 & FY22: (in \$ millions)

\*The difference between Total Revenue and Total Operating Expenses equals the Transfers to Capital Budget and Operating and Capital Reserve Fund

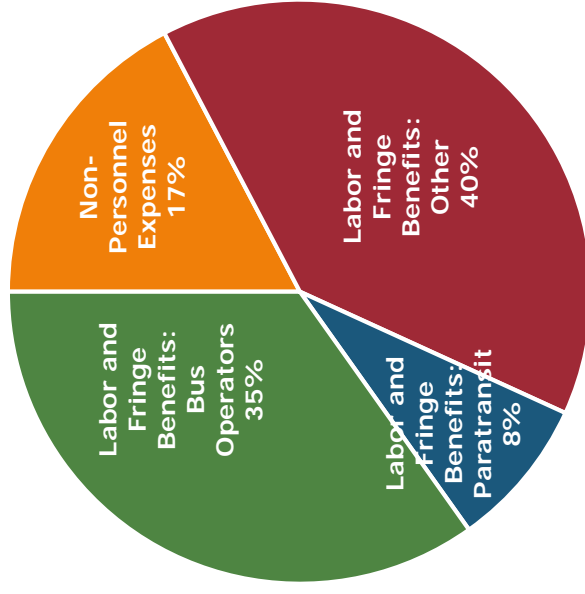
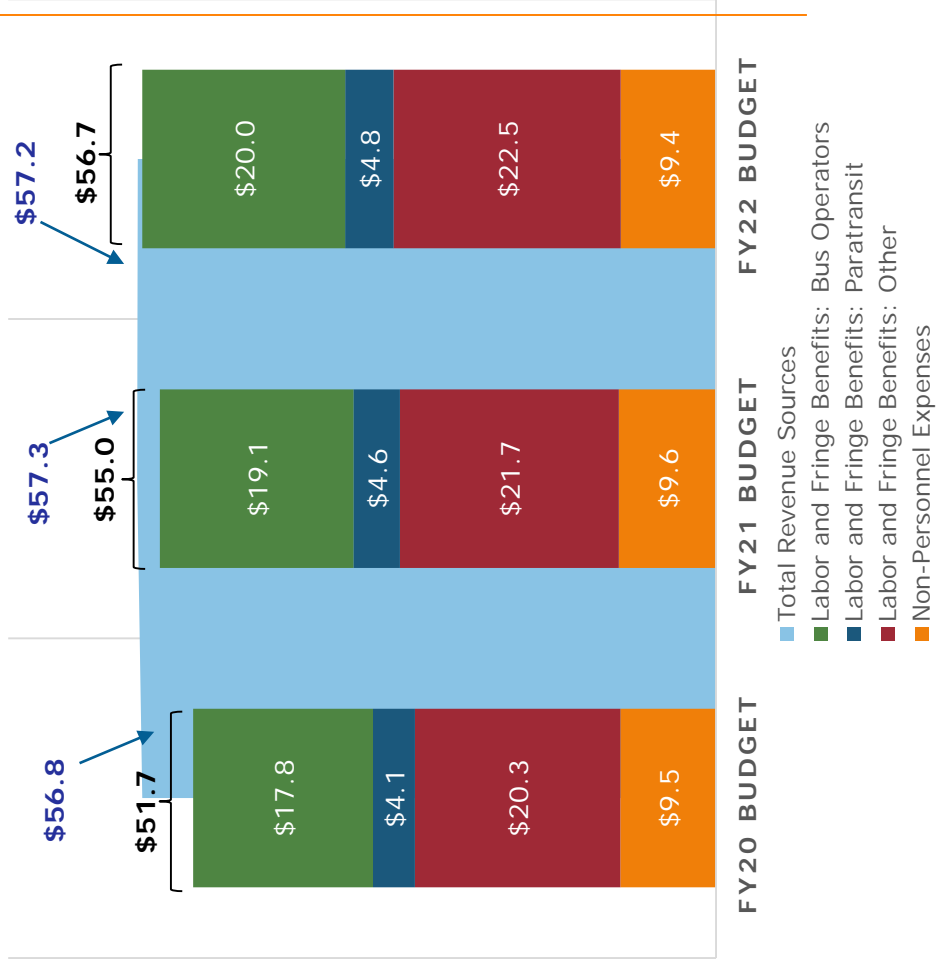


FY21 & FY22 Budget\*

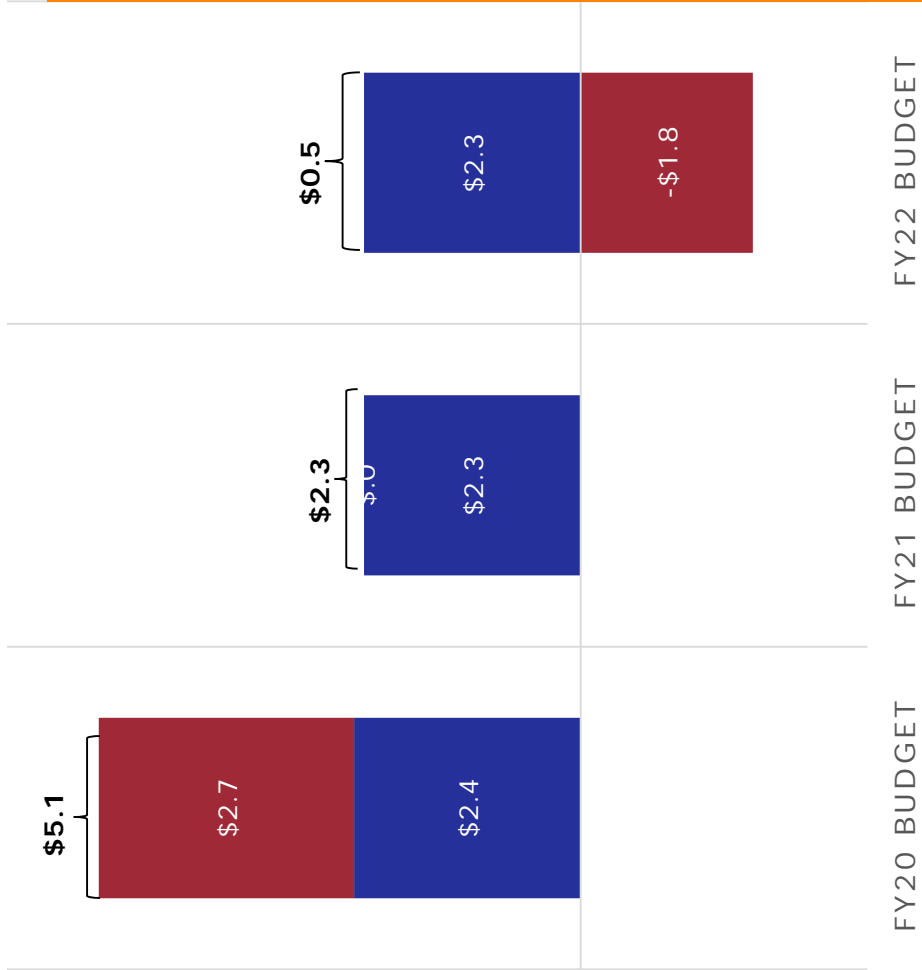
\*Percentages reflect Total Operating Revenues

# Total Operating Expenses FY21 & FY22: (in \$ millions)

\*The difference between Total Revenue and Total Operating Expenses equals the Transfers to Capital Budget and Operating and Capital Reserve Fund



# Total Transfers FY21 & FY22: (in \$ millions)



	FY21	FY22
Transfers to Capital Budget (Measure D and STA)		<b>\$3M Annual Commitments to the Capital Budgets <u>will be met in FY21 and FY22*</u></b>
Transfers to/(from) Operating and Capital Reserve Fund (Fuel Tax Credit, CalPERS UAL & OPEB)		Operating Surplus, if available, would be committed to the <b><u>UAL &amp; OPEB Trust Fund.</u></b> ***
		Operating Deficit (FY22) should be resolved prior to FY22. <b><u>Transfers from Reserves are not a sustainable strategy and should not be used to fund ongoing budget deficits.</u></b>

\* Transfers to Capital Budget + STA SGR = \$3M; (STA - SGR goes directly to the Capital Budget).



**FY21 and FY22 Operating Budget Changes  
May 8, 2020 – June 12, 2020**

## Operating Budget Changes May 8, 2020 to June 12, 2020

- Operating Revenues :

	FY21	FY22
A: May 2020	\$57,263,399	\$57,263,399
B: June 2020	\$57,263,399	\$57,203,307
<b>Variance (B-A)</b>	\$0	\$0

- No Budget Changes at this time.

## Operating Budget Changes May 8, 2020 to June 12, 2020

- **Operating Expenses:**

	FY21	FY22
A: May 2020	\$55,043,433	\$56,891,843
B: June 2020	\$54,998,409	\$56,738,942
<b>Variance (B-A)</b>	<b>(\$45,024)</b>	<b>(\$152,901)</b>

- **FY21 Operating expenses** increased by \$144K primarily due to increases in Personnel: \$55K (provisional positions) Security Services: \$19K (new contract) and Insurance PL/PD: \$64K (CalTIP Premiums). The increase is offset by reductions in Other Overtime: (\$124K) and Employee Training: (\$64K) due to the need to balance the FY21 budget.
  - **FY22 Operating expenses** increased by \$70K primarily due to increases in Security Services: \$6K (new contract) and Insurance PL/PD: \$64K (CalTIP Premiums). The increase is offset primarily by reductions in Other Overtime: (\$127K) and Employee Training: (\$64K).

## Operating Budget Changes May 8, 2020 to June 12, 2020

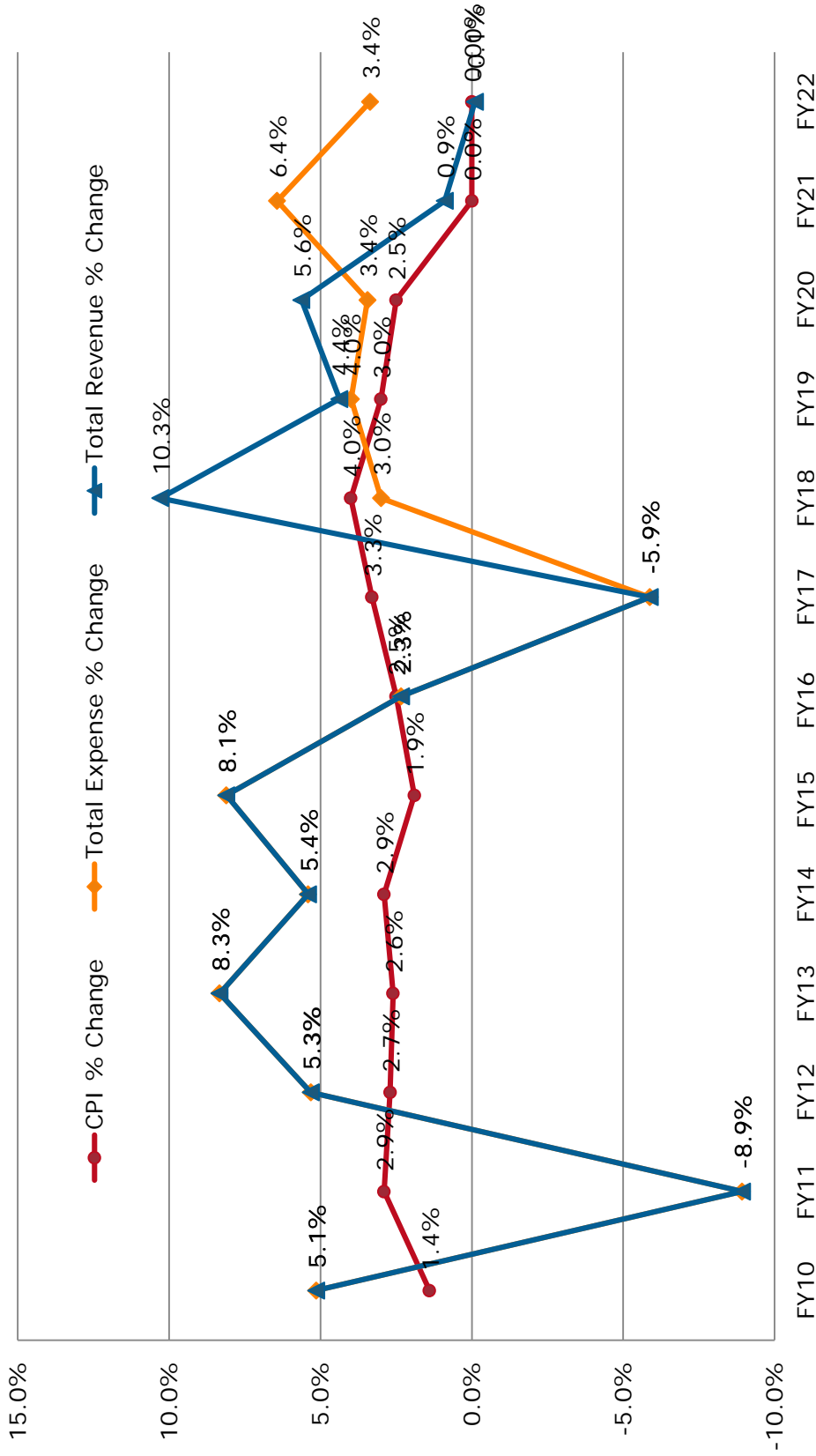
- **Transfers:**

	FY21	FY22
A: May 2020	\$2,219,967	\$311,464
B: June 2020	\$2,264,991	\$2,264,991
<b>Variance (B-A)</b>	\$45,042	(\$1,953,527)

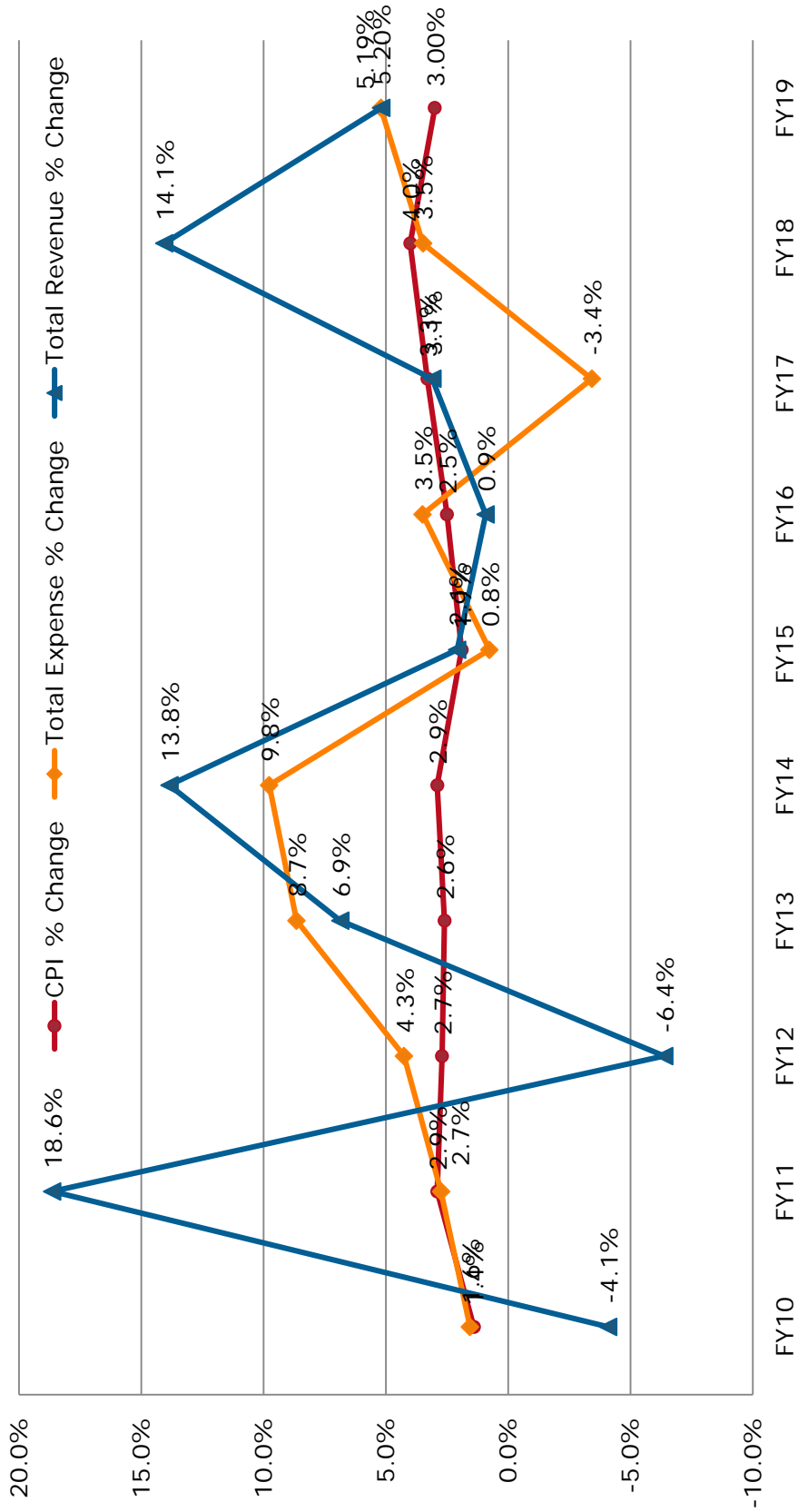
- FY21 Transfers to Operating Capital Reserve Fund increased by \$45K due to budget reductions, which resulted in a Balanced FY21 Budget
- FY22 Transfers from Operating and Capital Reserve Fund: decreased by \$1,954K as **Operating Deficit should be resolved prior to FY22.**

**Total Revenue and Expense % change vs.  
CPI % Change: UPDATE**

# Total Budget (Revenue and Expense) % Change vs. CPI % Change



# Total Actual Revenue and Expense % Change vs. CPI % Change



**Projected Operating Reserve Balances  
As of June 30, 2020 (estimate)**



# Operating Reserves as of 06/30/2020:

Target: \$2.1M



Fully Funded

Target: \$7.5M



Fully Funded

Target: \$3.0M



Fully Funded

Target: \$0.8M



Fully Funded



No Minimum Balance

No Minimum Balance

\*METRO will reinvest the funds into the FY21 Operating budget, to sustain services to the greatest extent possible during the economic recovery, or until these funds are exhausted.

# Non-Controllable Operating Budget Risks FY21 & FY22

# FY21 & FY22 Non-Controllable Operating Budget Risks

- Revenues
  - Passenger Fares and Paratransit Fares
    - Fluctuations in ridership
    - \$0 Fixed Route and Paratransit Fares since April 2020
  - Special Transit Fares
    - Contracts being eliminated or severely reduced (UCSC, Cabrillo, City of Santa Cruz)
    - Reduced Trips: almost 98% down in Ridership since April 2020
  - Sales Tax and TDA – LTF
    - Consumer spending stalling due to COVID-19 Pandemic
    - 38+ % reduced sales tax receipts (March – June 2020)
      - February actual sales tax receipts are down \$400K or 21% unfavorable variance to budget
      - March actual sales tax receipts are down \$559K or 38% unfavorable variance to budget
  - Federal FTA 5307, STIC, 5311
    - Subject to appropriation/reauthorization
  - Alternative Fuel Tax Credit
    - Must be renewed every year; historically been significantly delayed; based on CNG use

# FY21 & FY22 Non-Controllable Operating Budget Risks

- Expenses
  - CNG and Diesel Engine Failures
  - Fuel Costs Volatility
  - Workers Comp Insurance
  - Medical Insurance
    - Final costs come out in January
  - Contract renewals and rebids
    - Costs could come in higher than budgeted
  - Settlement Costs
    - Costs could come in higher than previous years
  - Aging Fleet
    - Increased Maintenance Costs
  - Changes in Unfunded Mandates
  - Overtime costs due to Covid-19 required response
  - Uncertainty about the possibility of CARES Act II
  - More government mandates for employee paid leaves that are not reimbursable.

# Additional Information FY21 and FY22

# Board Authorized METRO Support Activities

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Santa Cruz County Fair	Senior Luncheon
Santa Cruz Follies	Metro Advisory Committee (MAC) METRO Tour
Santa Cruz Seaside Company (Late Night Transit Service to Watsonville for the Summer)	Leadership Santa Cruz

# Memberships:

- Administration:

- American Public Transportation Association (APTA): \$39,250
- California Transit Association (CTA): \$18,000
- Monterey Bay Economic Partnership (MBEP): \$5,000
- Community Transport Association of America (CTAA): \$3,900
- Center for Transportation and the Environment (CTE): \$5,000
- Chamber of Commerce: \$1,300
- Bus Coalition: \$7,500
- Eastern Contra Costa Transit Agency (ZEBRA Membership): \$3,000
- California Association of Coordinated Transportation (CalACT): \$1,055
- Letter Press: \$675
- Santa Cruz Sentinel: \$500
- Register-Pajaronian: \$62
- Costco: \$120
- National Notary: \$750
- **Total: \$86,112**

- Finance:

- California Society of Municipal Finance Officers (CSMFO): \$220
- Government Finance Officers Association (GFOA): \$300
- Kiplinger Letters: \$100
- **FY21 Total: \$620 FY22 Total: \$627**

- Customer Service:

- Miscellaneous: \$1,000
- **Total: \$1,000**

# Memberships:

- Human Resources:

- California Public Employers Labor Relations Associations (CalPERLA): \$1,000
- Society for Human Resource Management (SHRM): \$836
- Northern California Human Resources Association (NCHRA): \$500
- John Dash: \$250
- Cal Chamber: \$849
- **Total: \$3,435**

- Risk Management:

- Miscellaneous: \$400
- **Total: \$400**

- Purchasing:

- California Association of Public Procurement Officials (CAPPO): \$300
- National Institute of Governmental Purchasing (NIGP): \$200
- **Total: \$500**

- Fleet Maintenance:

- Cummins INSITE Fleet books Software: \$3,000
- John Deere Software: \$500
- Southern California Regional Transit Training Consortium (SCR TTC): \$1,000
- Mitchell Online Vehicle Manuals: \$500
- Allison Transp. Software: \$2,000
- All Data: \$1,000
- **Total: \$8,000**

**FY21 Total: \$100,067**      **FY22 Total: \$100,074**



## Board Member Travel Budget Assumptions

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### American Public Transportation Association (APTA) Meetings

<b>Annual Conference</b> October 2020 Anaheim, CA Two Board Members	<b>Legislative Conference</b> March 2021 Washington, DC Three Board Members
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### California Transit Association (CTA) Meetings

<b>Annual Meeting</b> November 2020 Ontario Convention center One Board Member	<b>Legislative Conference</b> May 2021 TBD One Board Member
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### Additional Travel

Meetings with legislators and government officials in Washington, San Francisco and Sacramento, as approved by the Chair of the Board.

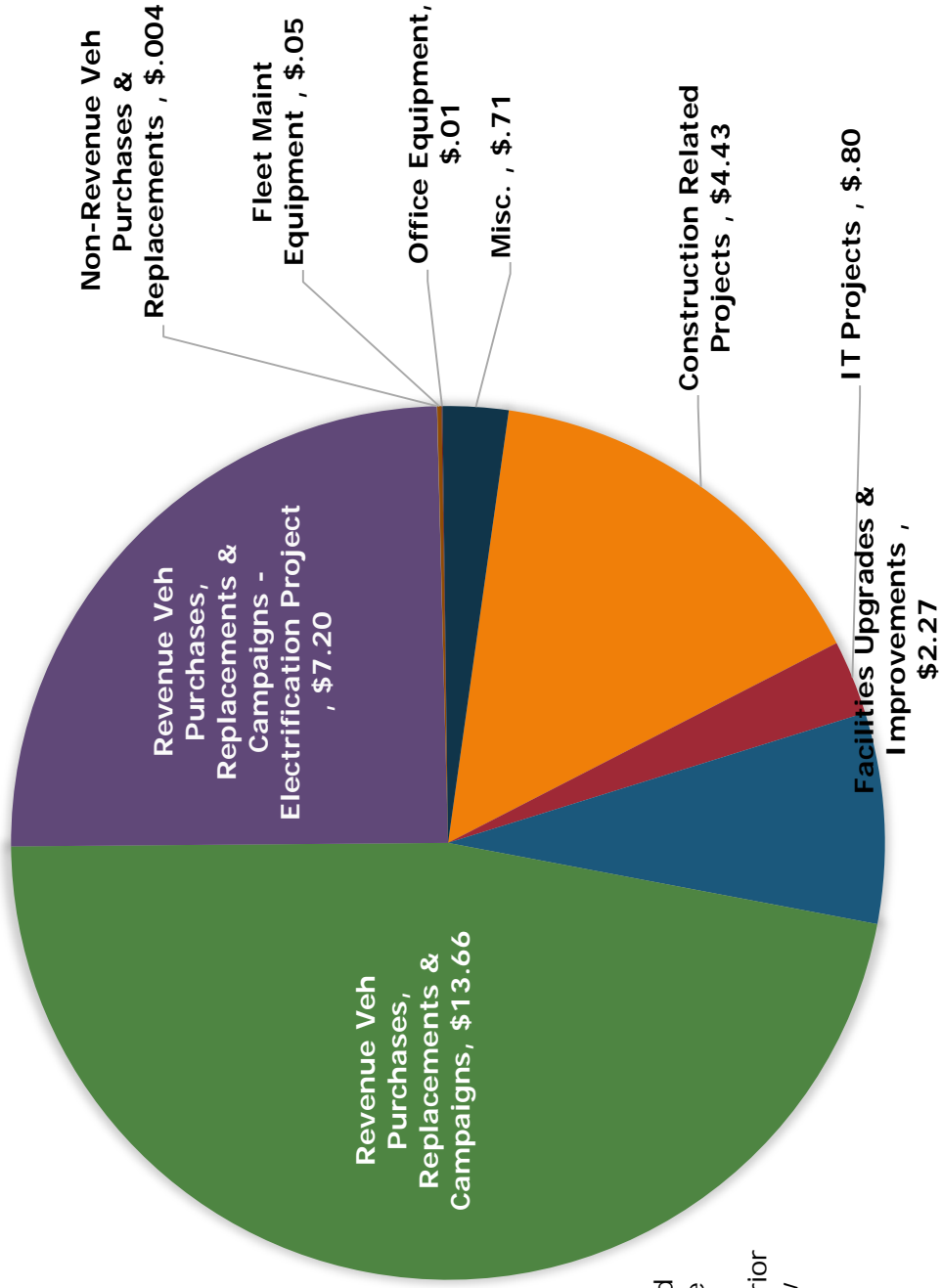
Expenses related to Board Members meeting with CEO/General Manager and Staff.

# Employee Incentive Programs:

Event/Activity	FY21	FY22	Department
District Service Awards	\$4,000	\$4,000	Administration
Employee Picnic and Holiday Party	\$5,000	\$5,000	Administration
Transit Driver Appreciation Day	\$1,000	\$1,000	Administration
Employee Appreciation Event <u>(new)</u>	\$8,000 \$200 \$3,000	\$8,000 \$200 \$3,000	Administration Customer Service Risk Management
Awards Safe Driver Certificates/ Patches Line Instruction Patches	\$3,000	\$3,000	Bus Operators
Awards	\$300	\$300	Paratransit
<b>Total</b>	<b>\$24,500</b>	<b>\$24,500</b>	

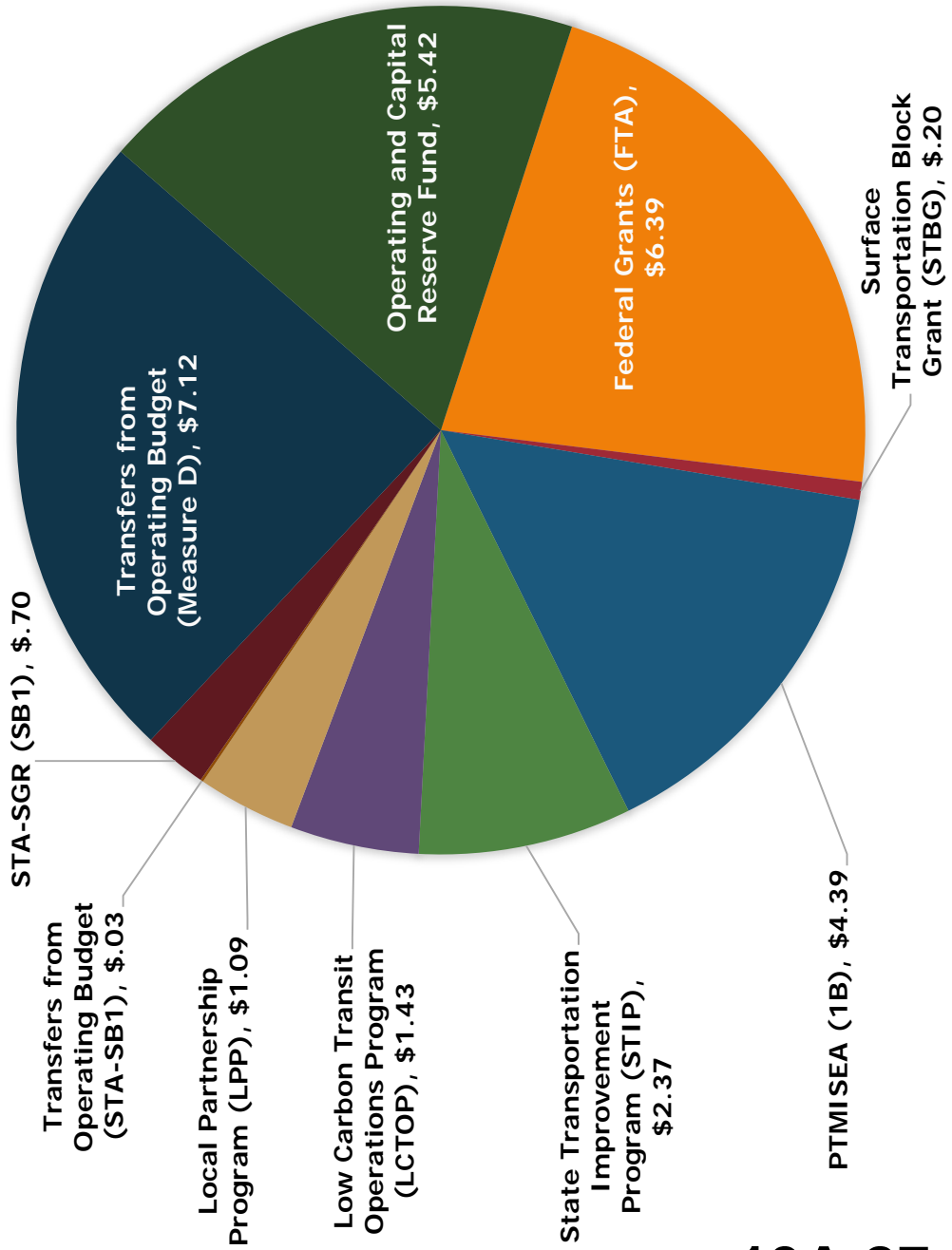
# FY21 Capital Budget

# FY21 Capital Budget – Projects: \$29.1M\* (in \$ millions)



\* Projects that are funded and may or may not have yet been started. All commitments from the prior year rollover into the new year.

# FY21 Capital Budget – Projects: \$29.1M (in \$ millions)



# Budget Timeline

## February 2020

**02-14-2020: Committee:** Presentation of FY21 and FY22 Preliminary Operating Budget Assumptions

## March 2020

### **03-13-2020: Committee:**

Presentation of FY21 and FY22 Preliminary Operating Budget, and FY21 Capital Budget

### **03-27-2020: Board Meeting: (moved to April 24, 2020 BOD meeting due to Covid-19 mandates)**

Adoption of the Preliminary line item budget in order to allow submittal of METRO's TDA and STA claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1<sup>st</sup> deadline.

## April 2020

Staff will continue to refine revenue and expense projections.

## May 2020

**1<sup>st</sup> week in May:** Budget Presentation to Union Partners

**05-08-2020: Committee:** Review and Recommend Approval of METRO's Draft FY21 and FY22 Operating Budget, and FY21 Capital budget

### **05-15-2020: Board Meeting:**

Consideration of METRO's FY21 and FY22 Operating Budget, FY21 Capital Budget, and a Resolution setting a public hearing on June 26, 2020

## June 2020

**06-12-2020: Committee:** Review and Recommend Adoption of METRO's Final; FY21 and FY22 Operating Budget, and FY21 Capital budget

**06-26-2020: Board Meeting: Adoption of the Final FY21 and FY22 Budget**

# Questions

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# Attachment B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 OPERATING BUDGET REVENUE SOURCES

REVENUE SOURCE	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
1 Passenger Fares	2,425,337	2,371,000	-2.2%	2,371,000	0.0%
2 Special Transit Fares	5,632,252	5,584,803	-0.8%	5,584,803	0.0%
3 Paratransit Fares	291,566	291,566	0.0%	291,566	0.0%
4 Highway 17 Fares	1,487,489	1,489,600	0.1%	1,459,808	-2.0%
5 Highway 17 Payments	536,491	517,803	-3.5%	522,769	1.0%
6 Commissions	2,500	2,500	0.0%	2,500	0.0%
7 Advertising Income	275,000	343,750	25.0%	429,688	25.0%
8 Rent Income	180,000	165,000	-8.3%	165,000	0.0%
9 Interest Income	100,000	275,000	175.0%	200,000	-27.3%
10 Other Non-Transp Revenue	30,000	176,700	489.0%	30,000	-83.0%
11 1979 Gross Sales Tax (1/2 cent)	22,617,238	22,388,476	-1.0%	22,612,361	1.0%
12 2016 Net Sales Tax (Measure D)	3,358,289	3,500,617	4.2%	3,535,623	1.0%
13 Transp Dev Act (TDA - LTF) Funds	7,531,910	7,628,850	1.3%	7,857,716	3.0%
14* FTA Sec 5307 - Op Assistance	4,441,297	4,582,912	3.2%	4,683,278	2.2%
15 FTA Sec 5311 - Rural Op Asst	178,139	191,234	7.4%	195,422	2.2%
16 AMBAG/Misc. Grant Funding	205,000	205,000	0.0%	5,000	-97.6%
17 STIC	2,619,113	2,702,626	3.2%	2,761,814	2.2%
18 TDA - STA - Operating (Includes SB1)	4,530,969	4,494,411	-0.8%	4,494,411	0.0%
19 Fuel Tax Credit	313,126	351,000	12.1%	-	-100.0%
20 Medicare Subsidy	550	550	0.0%	550	0.0%
<b>TOTAL REVENUE</b>	<b>56,756,266</b>	<b>57,263,399</b>	<b>0.9%</b>	<b>57,203,307</b>	<b>-0.1%</b>
<b>TRANSFERS</b>	<b>(5,038,620)</b>	<b>(2,264,991)</b>	<b>-55.0%</b>	<b>(2,264,991)</b>	<b>0.0%</b>
<b>TOTAL OPERATING REVENUE</b>	<b>51,717,646</b>	<b>54,998,409</b>	<b>6.3%</b>	<b>54,938,316</b>	<b>-0.1%</b>

\* FTA funding is used solely to fund labor expense

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Consolidated Expenses

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>LABOR</b>					
501011 Bus Operator Pay	8,976,794	9,756,207	8.7%	10,136,098	3.9%
501013 Bus Operator OT	1,249,806	1,000,001	-20.0%	1,039,148	3.9%
501021 Other Salaries	8,500,829	8,995,355	5.8%	9,236,529	2.7%
501023 Other OT	615,696	557,534	-9.4%	576,643	3.4%
<b>Totals</b>	<b>19,343,124</b>	<b>20,309,097</b>	<b>5.0%</b>	<b>20,988,418</b>	<b>3.3%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	338,125	355,395	5.1%	366,757	3.2%
502021 Retirement	6,288,626	7,494,975	19.2%	8,116,451	8.3%
502031 Medical Ins	10,297,885	10,910,916	6.0%	11,379,163	4.3%
502041 Dental Ins	471,737	445,429	-5.6%	451,615	1.4%
502045 Vision Ins	124,091	107,226	-13.6%	110,014	2.6%
502051 Life Ins/AD&D	51,735	51,039	-1.3%	52,319	2.5%
502060 State Disability Ins (SDI)	234,438	246,897	5.3%	263,523	6.7%
502061 Long Term Disability Ins	151,493	151,125	-0.2%	157,104	4.0%
502071 State Unemployment Ins (SUI)	55,512	40,824	-26.5%	43,310	6.1%
502081 Worker's Comp Ins	928,818	956,683	3.0%	985,383	3.0%
502101 Holiday Pay	655,718	699,240	6.6%	723,672	3.5%
502103 Floating Holiday	113,993	115,351	1.2%	117,763	2.1%
502109 Sick Leave	1,005,413	1,072,392	6.7%	1,109,965	3.5%
502111 Annual Leave	1,966,061	2,153,060	9.5%	2,184,162	1.4%
502121 Other Paid Absence	153,684	163,884	6.6%	169,611	3.5%
502251 Phys. Exams	11,183	11,083	-0.9%	11,083	0.0%
502253 Driver Lic Renewal	2,911	3,011	3.4%	3,411	13.3%
502999 Other Fringe Benefits	60,581	77,700	28.3%	72,755	-6.4%
<b>Totals</b>	<b>22,912,003</b>	<b>25,056,230</b>	<b>9.4%</b>	<b>26,318,062</b>	<b>5.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Consolidated Expenses

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>SERVICES</b>							
503011 Accting/Audit Fees	105,250	98,402	-6.5%		100,250		1.9%
503012 Admin/Bank Fees	417,244	468,321	12.2%		475,000		1.4%
503031 Prof/Technical Fees	932,204	704,864	-24.4%		513,180		-27.2%
503032 Legislative Services	101,000	101,000	0.0%		101,000		0.0%
503033 Legal Services	400,000	400,000	0.0%		400,000		0.0%
503034 Pre-Employment Exams	7,450	7,450	0.0%		7,450		0.0%
503041 Temp Help	-	-	0.0%		-		0.0%
503161 Custodial Services	9,500	9,000	-5.3%		9,000		0.0%
503162 Uniforms/Laundry	26,600	25,600	-3.8%		25,600		0.0%
503171 Security Services	559,002	607,789	8.7%		607,789		0.0%
503221 Classified/Legal Ads	21,900	19,200	-12.3%		19,200		0.0%
503222 Legal Ads	-	-	0.0%		-		0.0%
503225 Graphic Services	75,000	50,000	-33.3%		50,000		0.0%
503351 Repair - Bldg & Impr	53,000	73,000	37.7%		73,000		0.0%
503352 Repair - Equipment	697,500	713,000	2.2%		709,700		-0.5%
503353 Repair - Rev Vehicle	501,000	450,000	-10.2%		450,000		0.0%
503354 Repair - Non Rev Vehicle	25,000	20,000	-20.0%		20,000		0.0%
503363 Haz Mat Disposal	50,000	63,000	26.0%		63,000		0.0%
<b>Totals</b>	<b>3,981,650</b>	<b>3,810,626</b>	<b>-4.3%</b>		<b>3,624,169</b>		<b>-4.9%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	71,000	76,000	7.0%		76,000		0.0%
504012 Fuels & Lubricants - Rev Veh	1,500,000	1,600,000	6.7%		1,600,000		0.0%
504021 Tires & Tubes	188,500	180,000	-4.5%		180,000		0.0%
504161 Other Mobile Supplies	-	-	0.0%		-		0.0%
504191 Rev Vehicle Parts	900,500	1,000,000	11.0%		1,000,000		0.0%
<b>Totals</b>	<b>2,660,000</b>	<b>2,856,000</b>	<b>7.4%</b>		<b>2,856,000</b>		<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Consolidated Expenses

ACCOUNT	Jun-19		Jun-20		% CHANGE		Jun-20		% CHANGE	
	BUDGET	FY20	BUDGET	FY21	BUDG FY20	BUDG FY21	BUDGET	FY22	BUDG FY21	BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	8,000	8,000	8,000	8,000	0.0%	0.0%	8,000	8,000	0.0%	0.0%
504211 Postage & Mailing	10,360	10,320	10,320	10,320	-0.4%	-0.4%	10,320	10,320	0.0%	0.0%
504214 Promotional Items	30,900	30,900	25,000	25,000	-19.1%	-19.1%	25,000	25,000	0.0%	0.0%
504215 Printing	53,675	53,675	55,950	51,900	4.2%	4.2%	51,900	51,900	-7.2%	-7.2%
504217 Photo Supp/Process	2,000	2,000	2,000	2,000	0.0%	0.0%	2,000	2,000	0.0%	0.0%
504311 Office Supplies	72,300	72,300	72,600	71,600	0.4%	0.4%	71,600	71,600	-1.4%	-1.4%
504315 Safety Supplies	26,620	26,620	28,620	27,820	7.5%	7.5%	27,820	27,820	-2.8%	-2.8%
504317 Cleaning Supplies	52,100	52,100	60,600	60,600	16.3%	16.3%	60,600	60,600	0.0%	0.0%
504409 Repair/Maint Supplies	120,000	120,000	120,000	120,000	0.0%	0.0%	120,000	120,000	0.0%	0.0%
504417 Tenant Repairs	14,000	14,000	10,000	10,000	-28.6%	-28.6%	10,000	10,000	0.0%	0.0%
504421 Non-Inventory Parts	50,000	50,000	50,000	50,000	0.0%	0.0%	50,000	50,000	0.0%	0.0%
504511 Small Tools	13,900	13,900	15,000	15,000	7.9%	7.9%	15,000	15,000	0.0%	0.0%
504515 Employee Tool Replacement	3,000	3,000	3,000	3,000	0.0%	0.0%	3,000	3,000	0.0%	0.0%
Totals	456,855	456,855	461,090	461,090	0.9%	0.9%	455,240	455,240	-1.3%	-1.3%
<b>UTILITIES</b>										
505011 Gas & Electric	319,000	319,000	312,000	312,000	-2.2%	-2.2%	312,000	312,000	0.0%	0.0%
505021 Water & Garbage	186,400	186,400	180,000	180,000	-3.4%	-3.4%	180,000	180,000	0.0%	0.0%
505031 Telecommunications	138,000	138,000	157,000	157,000	13.8%	13.8%	157,000	157,000	0.0%	0.0%
Totals	643,400	643,400	649,000	649,000	0.9%	0.9%	649,000	649,000	0.0%	0.0%
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	64,329	64,329	66,630	66,630	3.6%	3.6%	66,630	66,630	0.0%	0.0%
506015 Insurance - PL/PD	679,250	679,250	750,761	750,761	10.5%	10.5%	750,761	750,761	0.0%	0.0%
506021 Insurance - Other	40,179	40,179	37,216	37,216	-7.4%	-7.4%	37,216	37,216	0.0%	0.0%
506123 Settlement Costs	150,000	150,000	150,000	150,000	0.0%	0.0%	150,000	150,000	0.0%	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
Totals	933,758	933,758	1,004,607	1,004,607	7.6%	7.6%	1,004,607	1,004,607	0.0%	0.0%
<b>TAXES</b>										
507051 Fuel Tax	15,000	15,000	15,000	15,000	0.0%	0.0%	15,000	15,000	0.0%	0.0%
507201 Licenses & Permits	22,000	22,000	24,000	24,000	9.1%	9.1%	24,000	24,000	0.0%	0.0%
507999 Other Taxes	15,000	15,000	21,000	15,000	40.0%	40.0%	15,000	15,000	-28.6%	-28.6%
Totals	52,000	52,000	60,000	54,000	15.4%	15.4%	54,000	54,000	-10.0%	-10.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Consolidated Expenses

ACCOUNT	Jun-19 BUDGET FY20	Jun-20 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21	Jun-20 BUDGET FY22	% CHANGE BUDG FY21 BUDG FY22
<b>PURCHASED TRANS.</b>					
503406 Contract/Paratransit	-	-	0.0%	-	0.0%
Totals	-	-	0.0%	-	0.0%
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	91,142	100,067	9.8%	100,074	0.0%
509081 Advertising - District Promo	5,000	15,000	200.0%	15,000	0.0%
509101 Employee Incentive Program	19,200	24,500	27.6%	24,500	0.0%
509121 Employee Training	214,834	104,076	-51.6%	103,076	-1.0%
509122 BOD Travel	15,000	13,000	-13.3%	13,000	0.0%
509123 Travel	88,500	110,650	25.0%	102,820	-7.1%
509125 Local Meeting Expense	12,150	11,550	-4.9%	11,550	0.0%
509127 Board Director Fees	12,600	12,600	0.0%	12,600	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
Totals	458,426	391,443	-14.6%	382,620	-2.3%
<b>INTEREST EXPENSE</b>					
511102 Interest Expense	32,097	174,346	443.2%	166,356	-4.6%
Totals	32,097	174,346	443.2%	166,356	-4.6%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	232,533	214,970	-7.6%	229,470	6.7%
512061 Equipment Rental	11,800	11,000	-6.8%	11,000	0.0%
Totals	244,333	225,970	-7.5%	240,470	6.4%
<b>PERSONNEL TOTAL</b>					
	42,255,127	45,365,327	7.4%	47,306,480	4.3%
<b>NON-PERSONNEL TOTAL</b>					
	9,462,519	9,633,082	1.8%	9,432,462	-2.1%
<b>TOTAL OPERATING EXPENSES</b>					
	51,717,646	54,998,409	6.3%	56,738,942	3.2%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 OPERATING BUDGET  
TRANSFERS & OPERATING BALANCE**

<b>TRANSFERS</b>	<b>Jun-19 BUDGET FY20</b>	<b>Jun-20 BUDGET FY21</b>	<b>% CHANGE BUDG FY20 BUDG FY21</b>	<b>Jun-20 BUDGET FY22</b>	<b>% CHANGE BUDG FY21 BUDG FY22</b>
<b>Transfers to Capital Budget</b>					
1	2,046,031	2,090,279	2.2%	2,068,032	-1.1%
2	322,746	174,712	-45.9%	196,959	12.7%
	<b>Totals</b>	<b>2,264,991</b>	<b>-4.4%</b>	<b>2,264,991</b>	<b>0.0%</b>
<b>Transfers to/(from) Operating and Capital Reserve Fund</b>					
3	313,126	-	-100.0%	-	0.0%
4	2,000,000	-	-100.0%	-	0.0%
5	356,717	-	-100.0%	-	0.0%
	<b>Totals</b>	<b>-</b>	<b>-100.0%</b>	<b>-</b>	<b>0.0%</b>
<hr/>					
<b>TOTAL TRANSFERS</b>	<b>5,038,620</b>	<b>2,264,991</b>	<b>-55.0%</b>	<b>2,264,991</b>	<b>0.0%</b>
<hr/>					
<b>TOTAL REVENUE</b>	<b>56,756,266</b>	<b>57,263,399</b>	<b>0.9%</b>	<b>57,203,307</b>	<b>-0.1%</b>
<b>TOTAL EXPENSES</b>	<b>51,717,646</b>	<b>54,998,409</b>	<b>6.3%</b>	<b>56,738,942</b>	<b>3.2%</b>
<b>TOTAL TRANSFERS</b>	<b>(5,038,620)</b>	<b>(2,264,991)</b>	<b>-55.0%</b>	<b>(2,264,991)</b>	<b>0.0%</b>
<b>OPERATING BALANCE</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>(1,800,626)</b>	<b>100.0%</b>

\*Subject to annual renewal of the tax extenders

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 OPERATING BUDGET**

Departmental Expenses

DEPARTMENT	Jun-20	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
1100 Administration	1,203,842	1,287,241	6.9%	1,316,565	2.3%
1200 Finance	2,603,854	3,213,533	23.4%	3,158,029	-1.7%
1300 Customer Service	2,006,579	2,167,394	8.0%	2,196,391	1.3%
1400 Human Resources	1,043,009	1,064,670	2.1%	1,115,686	4.8%
1500 Information Technology	1,334,310	1,398,050	4.8%	1,367,311	-2.2%
Planning, Grants, 1600 Governmental Affairs	1,441,837	1,253,447	-13.1%	1,124,455	-10.3%
1700 District Counsel	406,000	406,000	0.0%	406,000	0.0%
Safety, Security , and Risk 1800 Management	1,038,443	1,130,704	8.9%	1,124,677	-0.5%
1900 Purchasing	1,062,456	950,175	-10.6%	979,775	3.1%
2200 Facilities Maintenance	3,199,427	3,442,015	7.6%	3,579,326	4.0%
3100 Paratransit Program	4,519,959	4,930,786	9.1%	5,173,737	4.9%
3200 Operations	2,586,980	2,810,136	8.6%	2,939,686	4.6%
3300 Bus Operators	17,800,434	19,148,193	7.6%	20,048,990	4.7%
4100 Fleet Maintenance	8,161,588	8,412,040	3.1%	8,658,067	2.9%
9001 Cobra Benefits	-	-	0.0%	-	0.0%
9005 Retired Employee Benefits	3,308,678	3,383,772	2.3%	3,549,996	4.9%
700 SCCIC	250	250	0.0%	250	0.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>51,717,646</b>	<b>54,998,409</b>	<b>6.3%</b>	<b>56,738,942</b>	<b>3.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Administration - 1100

ACCOUNT	Jun-19 BUDGET FY20	Jun-20 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21	Jun-20 BUDGET FY22	% CHANGE BUDG FY21 BUDG FY22
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	454,457	476,834	4.9%	490,661	2.9%
501023 Other OT	4,545	4,768	4.9%	4,907	2.9%
<b>Totals</b>	<b>459,002</b>	<b>481,602</b>	<b>4.9%</b>	<b>495,568</b>	<b>2.9%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	8,354	8,809	5.4%	9,018	2.4%
502021 Retirement	138,899	161,031	15.9%	169,710	5.4%
502031 Medical Ins	65,353	96,092	47.0%	101,195	5.3%
502041 Dental Ins	4,102	4,003	-2.4%	4,063	1.5%
502045 Vision Ins	1,266	1,112	-12.1%	1,146	3.0%
502051 Life Ins/AD&D	5,072	5,311	4.7%	5,401	1.7%
502060 State Disability Ins (SDI)	3,965	4,166	5.1%	4,390	5.4%
502061 Long Term Disability Ins	3,053	2,977	-2.5%	3,067	3.0%
502071 State Unemployment Ins (SUI)	683	504	-26.2%	535	6.1%
502081 Worker's Comp Ins	11,946	11,775	-1.4%	12,128	3.0%
502101 Holiday Pay	17,587	18,545	5.5%	18,986	2.4%
502103 Floating Holiday	21,717	22,610	4.1%	23,144	2.4%
502109 Sick Leave	26,380	27,818	5.5%	28,478	2.4%
502111 Annual Leave	47,301	52,568	11.1%	51,313	-2.4%
502121 Other Paid Absence	4,122	4,347	5.5%	4,450	2.4%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	11,965	10,758	-10.1%	10,761	0.0%
<b>Totals</b>	<b>371,764</b>	<b>432,427</b>	<b>16.3%</b>	<b>447,785</b>	<b>3.6%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Administration - 1100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>SERVICES</b>							
503011	-	-	0.0%	0.0%	-	0.0%	0.0%
503012	-	-	0.0%	0.0%	-	0.0%	0.0%
503031	75,940	55,000	-27.6%		55,000		0.0%
503032	101,000	101,000	0.0%	0.0%	101,000	0.0%	0.0%
503033	-	-	0.0%	0.0%	-	0.0%	0.0%
503034	-	-	0.0%	0.0%	-	0.0%	0.0%
503041	-	-	0.0%	0.0%	-	0.0%	0.0%
503161	-	-	0.0%	0.0%	-	0.0%	0.0%
503162	-	-	0.0%	0.0%	-	0.0%	0.0%
503171	-	-	0.0%	0.0%	-	0.0%	0.0%
503221	6,000	4,000	-33.3%		4,000		0.0%
503222	-	-	0.0%	0.0%	-	0.0%	0.0%
503225	-	-	0.0%	0.0%	-	0.0%	0.0%
503351	-	-	0.0%	0.0%	-	0.0%	0.0%
503352	4,200	15,000	257.1%		15,000		0.0%
503353	-	-	0.0%	0.0%	-	0.0%	0.0%
503354	-	-	0.0%	0.0%	-	0.0%	0.0%
503363	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>187,140</b>	<b>175,000</b>	<b>-6.5%</b>		<b>175,000</b>		<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011	-	-	0.0%	0.0%	-	0.0%	0.0%
504012	-	-	0.0%	0.0%	-	0.0%	0.0%
504021	-	-	0.0%	0.0%	-	0.0%	0.0%
504161	-	-	0.0%	0.0%	-	0.0%	0.0%
504191	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		<b>-</b>		<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Administration - 1100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	4,500	4,500	0.0%	0.0%	4,500	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	0.0%	-	0.0%	0.0%
504215 Printing	1,100	4,000	263.6%	263.6%	4,000	0.0%	0.0%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	0.0%	0.0%
504311 Office Supplies	22,000	20,000	-9.1%	-9.1%	20,000	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>27,600</b>	<b>28,500</b>	<b>3.3%</b>	<b>3.3%</b>	<b>28,500</b>	<b>0.0%</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	0.0%	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	0.0%	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	0.0%	0.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-	0.0%	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	0.0%	-	0.0%	0.0%
507201 Licenses & Permits	-	-	0.0%	0.0%	-	0.0%	0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Administration - 1100

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE	BUDG FY21	BUDG FY22	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22	BUDG FY21	BUDG FY22	BUDG FY21 BUDG FY22
<b>MISC EXPENSE</b>								
509011 Dues/Subscriptions	78,736	86,112	9.4%	86,112	0.0%	86,112	86,112	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%	-	-	0.0%
509101 Employee Incentive Program	13,000	18,000	38.5%	18,000	0.0%	18,000	18,000	0.0%
509121 Employee Training	2,000	3,000	50.0%	3,000	0.0%	3,000	3,000	0.0%
509122 BOD Travel	15,000	13,000	-13.3%	13,000	0.0%	13,000	13,000	0.0%
509123 Travel	25,000	25,000	0.0%	25,000	0.0%	25,000	25,000	0.0%
509125 Local Meeting Expense	10,000	10,000	0.0%	10,000	0.0%	10,000	10,000	0.0%
509127 Board Director Fees	12,600	12,600	0.0%	12,600	0.0%	12,600	12,600	0.0%
509150 Contributions	-	-	0.0%	-	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>156,336</b>	<b>167,712</b>	<b>7.3%</b>	<b>167,712</b>	<b>0.0%</b>	<b>167,712</b>	<b>167,712</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>								
511102 Interest Expense	-	-	0.0%	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>								
512011 Facility Lease	-	-	0.0%	-	0.0%	-	-	0.0%
512061 Equipment Rental	2,000	2,000	0.0%	2,000	0.0%	2,000	2,000	0.0%
<b>Totals</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0%</b>	<b>2,000</b>	<b>0.0%</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>830,766</b>	<b>914,029</b>	<b>10.0%</b>	<b>943,353</b>	<b>3.2%</b>	<b>943,353</b>	<b>943,353</b>	<b>0.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>373,076</b>	<b>373,212</b>	<b>0.0%</b>	<b>373,212</b>	<b>0.0%</b>	<b>373,212</b>	<b>373,212</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,203,842</b>	<b>1,287,241</b>	<b>6.9%</b>	<b>1,316,565</b>	<b>2.3%</b>	<b>1,316,565</b>	<b>1,316,565</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	0.0%	-	0.0%	0.0%
501013 Bus Operator OT	-	-	0.0%	0.0%	-	0.0%	0.0%
501021 Other Salaries	657,933	756,441	15.0%	15.0%	773,314	2.2%	2.2%
501023 Other OT	3,290	2,210	-32.8%	-32.8%	2,259	2.2%	2.2%
<b>Totals</b>	<b>661,222</b>	<b>758,650</b>	<b>14.7%</b>	<b>14.7%</b>	<b>775,572</b>	<b>2.2%</b>	<b>2.2%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	12,026	14,733	22.5%	22.5%	14,117	-4.2%	-4.2%
502021 Retirement	243,277	332,641	36.7%	36.7%	334,715	0.6%	0.6%
502031 Medical Ins	212,744	268,522	26.2%	26.2%	282,053	5.0%	5.0%
502041 Dental Ins	11,901	13,334	12.0%	12.0%	13,534	1.5%	1.5%
502045 Vision Ins	2,532	2,503	-1.2%	-1.2%	2,578	3.0%	3.0%
502051 Life Ins/AD&D	1,144	1,365	19.3%	19.3%	1,406	3.0%	3.0%
502060 State Disability Ins (SDI)	7,460	8,747	17.2%	17.2%	9,400	7.5%	7.5%
502061 Long Term Disability Ins	4,815	5,303	10.1%	10.1%	5,495	3.6%	3.6%
502071 State Unemployment Ins (SUI)	1,366	1,134	-17.0%	-17.0%	1,069	-5.7%	-5.7%
502081 Worker's Comp Ins	20,906	23,549	12.6%	12.6%	24,256	3.0%	3.0%
502101 Holiday Pay	25,021	28,593	14.3%	14.3%	29,491	3.1%	3.1%
502103 Floating Holiday	14,158	17,540	23.9%	23.9%	17,710	1.0%	1.0%
502109 Sick Leave	37,532	42,889	14.3%	14.3%	44,236	3.1%	3.1%
502111 Annual Leave	85,559	161,676	89.0%	89.0%	99,653	-38.4%	-38.4%
502121 Other Paid Absence	5,864	6,701	14.3%	14.3%	6,912	3.1%	3.1%
502251 Phys. Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	0.0%	0.0%	-	0.0%	0.0%
502999 Other Fringe Benefits	4,129	6,093	47.6%	47.6%	6,100	0.1%	0.1%
<b>Totals</b>	<b>690,437</b>	<b>935,324</b>	<b>35.5%</b>	<b>35.5%</b>	<b>892,724</b>	<b>-4.6%</b>	<b>-4.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>SERVICES</b>							
503011 Acting/Audit Fees	105,000	98,152	-6.5%		100,000		1.9%
503012 Admin/Bank Fees	417,244	468,321	12.2%		475,000		1.4%
503031 Prof/Technical Fees	41,005	41,300	0.7%		13,980		-66.2%
503032 Legislative Services	-	-	0.0%		-		0.0%
503033 Legal Services	-	-	0.0%		-		0.0%
503034 Pre-Employment Exams	-	-	0.0%		-		0.0%
503041 Temp Help	-	-	0.0%		-		0.0%
503161 Custodial Services	-	-	0.0%		-		0.0%
503162 Uniforms/Laundry	-	-	0.0%		-		0.0%
503171 Security Services	-	-	0.0%		-		0.0%
503221 Classified/Legal Ads	-	-	0.0%		-		0.0%
503222 Legal Ads	-	-	0.0%		-		0.0%
503225 Graphic Services	-	-	0.0%		-		0.0%
503351 Repair - Bldg & Impr	-	-	0.0%		-		0.0%
503352 Repair - Equipment	-	-	0.0%		-		0.0%
503353 Repair - Rev Vehicle	-	-	0.0%		-		0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%		-		0.0%
503363 Haz Mat Disposal	-	-	0.0%		-		0.0%
<b>Totals</b>	<b>563,249</b>	<b>607,773</b>	<b>7.9%</b>		<b>588,980</b>		<b>-3.1%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%		-		0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%		-		0.0%
504021 Tires & Tubes	-	-	0.0%		-		0.0%
504161 Other Mobile Supplies	-	-	0.0%		-		0.0%
504191 Rev Vehicle Parts	-	-	0.0%		-		0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		<b>-</b>		<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	0.0%	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	0.0%	-	0.0%	0.0%
504215 Printing	1,175	1,050	-10.6%	-10.6%	1,000	-4.8%	-4.8%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	0.0%	0.0%
504311 Office Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>1,175</b>	<b>1,050</b>	<b>-10.6%</b>	<b>-10.6%</b>	<b>1,000</b>	<b>-4.8%</b>	<b>-4.8%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	0.0%	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	64,329	66,630	3.6%	3.6%	66,630	0.0%	0.0%
506015 Insurance - PL/PD	536,526	615,624	14.7%	14.7%	615,624	0.0%	0.0%
506021 Insurance - Other	40,179	37,216	-7.4%	-7.4%	37,216	0.0%	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>641,034</b>	<b>719,470</b>	<b>12.2%</b>	<b>12.2%</b>	<b>719,470</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	0.0%	-	0.0%	0.0%
507201 Licenses & Permits	-	-	0.0%	0.0%	-	0.0%	0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	620	620	0.0%	0.0%	627	1.1%	1.1%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	0.0%	0.0%
509101 Employee Incentive Program	-	-	0.0%	0.0%	-	0.0%	0.0%
509121 Employee Training	2,020	2,300	13.9%	13.9%	2,300	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	12,000	14,000	16.7%	16.7%	11,000	-21.4%	-21.4%
509125 Local Meeting Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>14,640</b>	<b>16,920</b>	<b>15.6%</b>	<b>15.6%</b>	<b>13,927</b>	<b>-17.7%</b>	<b>-17.7%</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	32,097	174,346	443.2%	443.2%	166,356	-4.6%	-4.6%
<b>Totals</b>	<b>32,097</b>	<b>174,346</b>	<b>443.2%</b>	<b>443.2%</b>	<b>166,356</b>	<b>-4.6%</b>	<b>-4.6%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	0.0%	-	0.0%	0.0%
512061 Equipment Rental	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>1,351,659</b>	<b>1,693,974</b>	<b>25.3%</b>	<b>25.3%</b>	<b>1,668,296</b>	<b>-1.5%</b>	<b>-1.5%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>1,252,195</b>	<b>1,519,559</b>	<b>21.4%</b>	<b>21.4%</b>	<b>1,489,733</b>	<b>-2.0%</b>	<b>-2.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,603,854</b>	<b>3,213,533</b>	<b>23.4%</b>	<b>23.4%</b>	<b>3,158,029</b>	<b>-1.7%</b>	<b>-1.7%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	773,853	811,804	4.9%	844,410	4.0%
501023 Other OT	18,000	35,000	94.4%	36,406	4.0%
<b>Totals</b>	<b>791,853</b>	<b>846,804</b>	<b>6.9%</b>	<b>880,816</b>	<b>4.0%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	13,983	14,880	6.4%	15,503	4.2%
502021 Retirement	278,696	325,221	16.7%	355,890	9.4%
502031 Medical Ins	383,395	400,612	4.5%	417,340	4.2%
502041 Dental Ins	22,012	21,175	-3.8%	21,493	1.5%
502045 Vision Ins	5,381	4,450	-17.3%	4,583	3.0%
502051 Life Ins/AD&D	1,992	1,978	-0.7%	2,038	3.0%
502060 State Disability Ins (SDI)	9,933	10,541	6.1%	11,343	7.6%
502061 Long Term Disability Ins	7,456	7,444	-0.2%	7,893	6.0%
502071 State Unemployment Ins (SUI)	2,904	2,016	-30.6%	2,139	6.1%
502081 Worker's Comp Ins	38,825	50,042	28.9%	51,543	3.0%
502101 Holiday Pay	28,686	30,067	4.8%	31,345	4.3%
502103 Floating Holiday	4,794	5,284	10.2%	5,284	0.0%
502109 Sick Leave	43,029	45,101	4.8%	47,018	4.3%
502111 Annual Leave	89,252	91,921	3.0%	97,358	5.9%
502121 Other Paid Absence	6,723	7,047	4.8%	7,347	4.3%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,437	2,382	-2.3%	2,395	0.5%
<b>Totals</b>	<b>939,498</b>	<b>1,020,162</b>	<b>8.6%</b>	<b>1,080,511</b>	<b>5.9%</b>



# Attachment B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 OPERATING BUDGET Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>SERVICES</b>							
503011 Acting/Audit Fees	-	-	0.0%	0.0%	-	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	-	0.0%
503031 Prof/Technical Fees	110,864	139,364	25.7%	25.7%	75,000	-	-46.2%
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	1,300	1,300	0.0%	0.0%	1,300	-	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	75,000	50,000	-33.3%	-33.3%	50,000	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	-	0.0%
503352 Repair - Equipment	2,000	2,000	0.0%	0.0%	2,000	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	-	0.0%
<b>Totals</b>	<b>189,164</b>	<b>192,664</b>	<b>1.9%</b>	<b>1.9%</b>	<b>128,300</b>	<b>-</b>	<b>-33.4%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	-	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	-	0.0%
504191 Rev Vehicle Parts	500	-	-100.0%	-100.0%	-	-	0.0%
<b>Totals</b>	<b>500</b>	<b>-</b>	<b>-100.0%</b>	<b>-100.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	3,500	3,500	0.0%	0.0%	3,500	0.0%	0.0%
504214 Promotional Items	30,700	25,000	-18.6%	800.0%	25,000	0.0%	0.0%
504215 Printing	2,000	18,000	800.0%	0.0%	18,000	0.0%	0.0%
504217 Photo Supp/Process	2,000	2,000	0.0%	33.3%	2,000	0.0%	-16.7%
504311 Office Supplies	4,500	6,000	33.3%	0.0%	5,000	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>42,700</b>	<b>54,500</b>	<b>27.6%</b>		<b>53,500</b>		<b>-1.8%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	0.0%	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		<b>-</b>		<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	0.0%	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	0.0%	0.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-	0.0%	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		<b>-</b>		<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	0.0%	-	0.0%	0.0%
507201 Licenses & Permits	10,000	10,000	0.0%	0.0%	10,000	0.0%	0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>10,000</b>	<b>10,000</b>	<b>0.0%</b>		<b>10,000</b>		<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	1,400	1,000	-28.6%	1,000		1,000	0.0%
509081 Advertising - District Promo	5,000	15,000	200.0%	15,000		15,000	0.0%
509101 Employee Incentive Program	200	200	0.0%	200		200	0.0%
509121 Employee Training	16,064	16,064	0.0%	16,064		16,064	0.0%
509122 BOD Travel	-	-	0.0%	-		-	0.0%
509123 Travel	6,000	6,700	11.7%	6,700		6,700	0.0%
509125 Local Meeting Expense	200	300	50.0%	300		300	0.0%
509127 Board Director Fees	-	-	0.0%	-		-	0.0%
509150 Contributions	-	-	0.0%	-		-	0.0%
509198 Cash Over/Short	-	-	0.0%	-		-	0.0%
509999 Other Misc Expense	-	-	0.0%	-		-	0.0%
<b>Totals</b>	<b>28,864</b>	<b>39,264</b>	<b>36.0%</b>	<b>39,264</b>		<b>39,264</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	-		-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>		<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	-		-	0.0%
512061 Equipment Rental	4,000	4,000	0.0%	4,000		4,000	0.0%
<b>Totals</b>	<b>4,000</b>	<b>4,000</b>	<b>0.0%</b>	<b>4,000</b>		<b>4,000</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>1,731,351</b>	<b>1,866,966</b>	<b>7.8%</b>	<b>1,961,327</b>		<b>1,961,327</b>	<b>5.1%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>275,228</b>	<b>300,428</b>	<b>9.2%</b>	<b>235,064</b>		<b>235,064</b>	<b>-21.8%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,006,579</b>	<b>2,167,394</b>	<b>8.0%</b>	<b>2,196,391</b>		<b>2,196,391</b>	<b>1.3%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Human Resources - 1400

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	469,780	457,005	-2.7%	473,488	3.6%
501023 Other OT	4,678	5,000	6.9%	5,180	3.6%
<b>Totals</b>	<b>474,458</b>	<b>462,005</b>	<b>-2.6%</b>	<b>478,669</b>	<b>3.6%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	8,366	8,083	-3.4%	8,479	4.9%
502021 Retirement	168,534	181,251	7.5%	199,713	10.2%
502031 Medical Ins	109,087	135,927	24.6%	141,427	4.0%
502041 Dental Ins	7,012	6,840	-2.5%	6,943	1.5%
502045 Vision Ins	1,899	1,669	-12.1%	1,719	3.0%
502051 Life Ins/AD&D	806	910	12.8%	937	3.0%
502060 State Disability Ins (SDI)	5,424	5,512	1.6%	5,928	7.6%
502061 Long Term Disability Ins	3,773	3,647	-3.3%	3,826	4.9%
502071 State Unemployment Ins (SUI)	1,025	756	-26.2%	802	6.1%
502081 Worker's Comp Ins	14,933	17,662	18.3%	18,192	3.0%
502101 Holiday Pay	17,548	16,998	-3.1%	17,832	4.9%
502103 Floating Holiday	12,146	10,927	-10.0%	11,473	5.0%
502109 Sick Leave	26,321	25,497	-3.1%	26,748	4.9%
502111 Annual Leave	42,363	38,017	-10.3%	45,828	20.5%
502121 Other Paid Absence	4,113	3,984	-3.1%	4,179	4.9%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	4,072	4,062	-0.2%	4,067	0.1%
<b>Totals</b>	<b>427,421</b>	<b>461,741</b>	<b>8.0%</b>	<b>498,094</b>	<b>7.9%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Human Resources - 1400

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	81,595	80,000	-2.0%	80,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	7,450	7,450	0.0%	7,450	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	14,700	14,000	-4.8%	14,000	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%
<b>Totals</b>	<b>103,745</b>	<b>101,450</b>	<b>-2.2%</b>	<b>101,450</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Human Resources - 1400

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	0.0%	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	0.0%	-	0.0%	0.0%
504215 Printing	2,000	3,000	50.0%	50.0%	1,000	-66.7%	-66.7%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	0.0%	0.0%
504311 Office Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>2,000</b>	<b>3,000</b>	<b>50.0%</b>	<b>50.0%</b>	<b>1,000</b>	<b>-66.7%</b>	<b>-66.7%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	0.0%	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	0.0%	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	0.0%	0.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-	0.0%	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	0.0%	-	0.0%	0.0%
507201 Licenses & Permits	-	-	0.0%	0.0%	-	0.0%	0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Human Resources - 1400

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	2,586	3,435	32.8%		3,435		0.0%
509081 Advertising - District Promo	-	-	0.0%		-		0.0%
509101 Employee Incentive Program	-	-	0.0%		-		0.0%
509121 Employee Training	27,000	28,040	3.9%		28,040		0.0%
509122 BOD Travel	-	-	0.0%		-		0.0%
509123 Travel	4,000	4,000	0.0%		4,000		0.0%
509125 Local Meeting Expense	1,800	1,000	-44.4%		1,000		0.0%
509127 Board Director Fees	-	-	0.0%		-		0.0%
509150 Contributions	-	-	0.0%		-		0.0%
509198 Cash Over/Short	-	-	0.0%		-		0.0%
509999 Other Misc Expense	-	-	0.0%		-		0.0%
<b>Totals</b>	<b>35,386</b>	<b>36,475</b>	<b>3.1%</b>		<b>36,475</b>		<b>0.0%</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%		-		0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		<b>-</b>		<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%		-		0.0%
512061 Equipment Rental	-	-	0.0%		-		0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		<b>-</b>		<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>901,879</b>	<b>923,746</b>	<b>2.4%</b>		<b>976,762</b>		<b>5.7%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>141,131</b>	<b>140,925</b>	<b>-0.1%</b>		<b>138,925</b>		<b>-1.4%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,043,009</b>	<b>1,064,670</b>	<b>2.1%</b>		<b>1,115,686</b>		<b>4.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Information Technology - 1500

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	485,408	536,560	10.5%	516,447	-3.7%
501023 Other OT	2,427	1,052	-56.7%	1,012	-3.7%
<b>Totals</b>	<b>487,835</b>	<b>537,612</b>	<b>10.2%</b>	<b>517,459</b>	<b>-3.7%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	8,830	9,647	9.3%	9,353	-3.0%
502021 Retirement	178,629	217,947	22.0%	221,933	1.8%
502031 Medical Ins	112,246	96,459	-14.1%	86,483	-10.3%
502041 Dental Ins	5,414	6,143	13.5%	5,362	-12.7%
502045 Vision Ins	1,583	1,530	-3.4%	1,432	-6.4%
502051 Life Ins/AD&D	1,117	955	-14.5%	923	-3.3%
502060 State Disability Ins (SDI)	5,292	5,977	12.9%	6,022	0.7%
502061 Long Term Disability Ins	3,843	4,199	9.3%	3,843	-8.5%
502071 State Unemployment Ins (SUI)	854	756	-11.5%	668	-11.6%
502081 Worker's Comp Ins	14,933	14,718	-1.4%	15,160	3.0%
502101 Holiday Pay	18,663	20,439	9.5%	19,816	-3.0%
502103 Floating Holiday	19,297	19,297	0.0%	19,297	0.0%
502109 Sick Leave	27,995	30,659	9.5%	29,724	-3.0%
502111 Annual Leave	50,813	52,524	3.4%	54,101	3.0%
502121 Other Paid Absence	4,374	4,790	9.5%	4,644	-3.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	5,993	5,999	0.1%	5,989	-0.2%
<b>Totals</b>	<b>459,875</b>	<b>492,038</b>	<b>7.0%</b>	<b>484,752</b>	<b>-1.5%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Information Technology - 1500

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	6,400	6,000	-6.3%	6,000	6,000	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	0.0%	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	346,300	328,500	-5.1%	328,500	325,200	-1.0%	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>352,700</b>	<b>334,500</b>	<b>-5.2%</b>	<b>334,500</b>	<b>331,200</b>	<b>-1.0%</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

# Attachment B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 OPERATING BUDGET Information Technology - 1500

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	30,800	30,800	0.0%	30,800	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>30,800</b>	<b>30,800</b>	<b>0.0%</b>	<b>30,800</b>	<b>0.0%</b>
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Information Technology - 1500

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	1,100	1,100	0.0%	1,100	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	2,000	2,000	0.0%	2,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>3,100</b>	<b>3,100</b>	<b>0.0%</b>	<b>3,100</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>					
511102 Interest Expense	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>947,710</b>	<b>1,029,650</b>	<b>8.6%</b>	<b>1,002,211</b>	<b>-2.7%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>386,600</b>	<b>368,400</b>	<b>-4.7%</b>	<b>365,100</b>	<b>-0.9%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,334,310</b>	<b>1,398,050</b>	<b>4.8%</b>	<b>1,367,311</b>	<b>-2.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	424,331	448,323	5.7%	407,851	-9.0%
501023 Other OT	4,243	10,118	138.4%	9,204	-9.0%
<b>Totals</b>	<b>428,574</b>	<b>458,441</b>	<b>7.0%</b>	<b>417,056</b>	<b>-9.0%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	7,581	8,018	5.8%	7,375	-8.0%
502021 Retirement	152,723	178,112	16.6%	172,103	-3.4%
502031 Medical Ins	103,917	145,184	39.7%	152,277	4.9%
502041 Dental Ins	6,440	7,283	13.1%	6,826	-6.3%
502045 Vision Ins	1,912	1,669	-12.7%	1,432	-14.2%
502051 Life Ins/AD&D	806	806	0.0%	710	-12.0%
502060 State Disability Ins (SDI)	5,029	5,592	11.2%	5,257	-6.0%
502061 Long Term Disability Ins	3,291	3,276	-0.5%	2,892	-11.7%
502071 State Unemployment Ins (SUI)	854	756	-11.5%	668	-11.6%
502081 Worker's Comp Ins	14,933	17,662	18.3%	18,192	3.0%
502101 Holiday Pay	15,956	16,643	4.3%	15,306	-8.0%
502103 Floating Holiday	6,568	5,674	-13.6%	5,958	5.0%
502109 Sick Leave	23,935	24,964	4.3%	22,959	-8.0%
502111 Annual Leave	44,056	43,355	-1.6%	43,767	0.9%
502121 Other Paid Absence	3,740	3,901	4.3%	3,587	-8.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,322	6,112	84.0%	2,089	-65.8%
<b>Totals</b>	<b>395,063</b>	<b>469,007</b>	<b>18.7%</b>	<b>461,399</b>	<b>-1.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	572,200	300,000	-47.6%	220,000	-26.7%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>572,200</b>	<b>300,000</b>	<b>-47.6%</b>	<b>220,000</b>	<b>-26.7%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	35,000	15,000	-57.1%	15,000	-57.1%	15,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>35,000</b>	<b>15,000</b>	<b>-57.1%</b>	<b>15,000</b>	<b>-57.1%</b>	<b>15,000</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%	-	0.0%
509121 Employee Training	4,500	4,500	0.0%	4,500	0.0%	4,500	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%	-	0.0%
509123 Travel	6,500	6,500	0.0%	6,500	0.0%	6,500	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>11,000</b>	<b>11,000</b>	<b>0.0%</b>	<b>11,000</b>	<b>0.0%</b>	<b>11,000</b>	<b>0.0%</b>
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
PERSONNEL TOTAL	823,637	927,447	12.6%	878,455	-5.3%		
NON-PERSONNEL TOTAL	618,200	326,000	-47.3%	246,000	-24.5%		
DEPARTMENT TOTALS	<u>1,441,837</u>	<u>1,253,447</u>	<u>-13.1%</u>	<u>1,124,455</u>	<u>-10.3%</u>		

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 District General Counsel - 1700

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 District General Counsel - 1700

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	6,000	6,000	0.0%	6,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	400,000	400,000	0.0%	400,000	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>406,000</b>	<b>406,000</b>	<b>0.0%</b>	<b>406,000</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 District General Counsel - 1700

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 District General Counsel - 1700

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	-	-	0.0%	-	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	-	-	0.0%	-	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>					
511102 Interest Expense	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>406,000</b>	<b>406,000</b>	<b>0.0%</b>	<b>406,000</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>406,000</b>	<b>406,000</b>	<b>0.0%</b>	<b>406,000</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	164,659	174,646	6.1%	175,327	0.4%
501023 Other OT	823	250	-69.6%	251	0.4%
<b>Totals</b>	<b>165,482</b>	<b>174,896</b>	<b>5.7%</b>	<b>175,578</b>	<b>0.4%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	2,990	3,050	2.0%	3,168	3.9%
502021 Retirement	60,490	68,934	14.0%	75,203	9.1%
502031 Medical Ins	31,049	27,066	-12.8%	29,130	7.6%
502041 Dental Ins	3,530	2,723	-22.9%	2,764	1.5%
502045 Vision Ins	633	556	-12.1%	573	3.0%
502051 Life Ins/AD&D	338	338	0.0%	348	3.0%
502060 State Disability Ins (SDI)	2,123	2,167	2.1%	2,318	7.0%
502061 Long Term Disability Ins	1,446	1,371	-5.2%	1,446	5.5%
502071 State Unemployment Ins (SUI)	342	252	-26.2%	267	6.1%
502081 Worker's Comp Ins	5,970	5,883	-1.5%	6,060	3.0%
502101 Holiday Pay	6,320	6,465	2.3%	6,715	3.9%
502103 Floating Holiday	5,144	4,900	-4.8%	5,144	5.0%
502109 Sick Leave	9,480	9,697	2.3%	10,072	3.9%
502111 Annual Leave	18,315	12,878	-29.7%	19,401	50.7%
502121 Other Paid Absence	1,481	1,515	2.3%	1,574	3.9%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,207	6,004	87.2%	6,006	0.0%
<b>Totals</b>	<b>152,859</b>	<b>153,799</b>	<b>0.6%</b>	<b>170,190</b>	<b>10.7%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%	-	0.0%
503031 Prof/Technical Fees	6,200	30,200	387.1%	10,200	-66.2%	-	-
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	548,402	593,789	8.3%	593,789	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>554,602</b>	<b>623,989</b>	<b>12.5%</b>	<b>603,989</b>	<b>-3.2%</b>		
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	500	5,000	900.0%	3,000	-40.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	2,500	3,500	40.0%	2,700	-22.9%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>3,000</b>	<b>8,500</b>	<b>183.3%</b>	<b>5,700</b>	<b>-32.9%</b>
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	150,000	150,000	0.0%	150,000	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>	<b>150,000</b>	<b>0.0%</b>
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	500	400	-20.0%	400	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	3,000	3,000	0.0%	3,000	0.0%
509121 Employee Training	3,000	7,200	140.0%	7,200	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	6,000	8,920	48.7%	8,620	-3.4%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>12,500</b>	<b>19,520</b>	<b>56.2%</b>	<b>19,220</b>	<b>-1.5%</b>
<b>INTEREST EXPENSE</b>					
511102 Interest Expense	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>318,341</b>	<b>328,695</b>	<b>3.3%</b>	<b>345,768</b>	<b>5.2%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>720,102</b>	<b>802,009</b>	<b>11.4%</b>	<b>778,909</b>	<b>-2.9%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,038,443</b>	<b>1,130,704</b>	<b>8.9%</b>	<b>1,124,677</b>	<b>-0.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Purchasing - 1900

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	0.0%	-	0.0%	0.0%
501013 Bus Operator OT	-	-	0.0%	0.0%	-	0.0%	0.0%
501021 Other Salaries	499,651	413,073	-17.3%	-17.3%	425,213	2.9%	2.9%
501023 Other OT	2,498	1,812	-27.5%	-27.5%	1,865	2.9%	2.9%
<b>Totals</b>	<b>502,149</b>	<b>414,886</b>	<b>-17.4%</b>	<b>-17.4%</b>	<b>427,078</b>	<b>2.9%</b>	<b>2.9%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	9,047	7,379	-18.4%	-18.4%	7,734	4.8%	4.8%
502021 Retirement	183,008	166,381	-9.1%	-9.1%	183,163	10.1%	10.1%
502031 Medical Ins	182,020	205,194	12.7%	12.7%	197,085	-4.0%	-4.0%
502041 Dental Ins	9,802	6,398	-34.7%	-34.7%	6,494	1.5%	1.5%
502045 Vision Ins	2,840	1,947	-31.4%	-31.4%	2,005	3.0%	3.0%
502051 Life Ins/AD&D	1,158	924	-20.2%	-20.2%	951	3.0%	3.0%
502060 State Disability Ins (SDI)	6,326	5,242	-17.1%	-17.1%	5,659	8.0%	8.0%
502061 Long Term Disability Ins	4,149	3,500	-15.6%	-15.6%	3,676	5.0%	5.0%
502071 State Unemployment Ins (SUI)	1,537	882	-42.6%	-42.6%	936	6.1%	6.1%
502081 Worker's Comp Ins	23,892	26,493	10.9%	10.9%	27,288	3.0%	3.0%
502101 Holiday Pay	19,121	15,603	-18.4%	-18.4%	16,355	4.8%	4.8%
502103 Floating Holiday	5,548	4,097	-26.2%	-26.2%	4,302	5.0%	5.0%
502109 Sick Leave	28,681	23,405	-18.4%	-18.4%	24,532	4.8%	4.8%
502111 Annual Leave	63,939	47,268	-26.1%	-26.1%	57,289	21.2%	21.2%
502121 Other Paid Absence	4,481	3,657	-18.4%	-18.4%	3,833	4.8%	4.8%
502251 Phys. Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	0.0%	0.0%	-	0.0%	0.0%
502999 Other Fringe Benefits	2,208	2,139	-3.1%	-3.1%	2,145	0.3%	0.3%
<b>Totals</b>	<b>547,757</b>	<b>520,510</b>	<b>-5.0%</b>	<b>-5.0%</b>	<b>543,447</b>	<b>4.4%</b>	<b>4.4%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Purchasing - 1900

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	2,000	2,000	0.0%	0.0%	2,000	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	1,200	1,200	0.0%	0.0%	1,200	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>3,200</b>	<b>3,200</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3,200</b>	<b>0.0%</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Purchasing - 1900

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	100	100	0.0%	0.0%	100	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	0.0%	-	0.0%	0.0%
504215 Printing	200	200	0.0%	0.0%	200	0.0%	0.0%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	0.0%	0.0%
504311 Office Supplies	1,500	1,500	0.0%	0.0%	1,500	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>1,800</b>	<b>1,800</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1,800</b>	<b>0.0%</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	0.0%	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	0.0%	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	0.0%	0.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-	0.0%	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	0.0%	-	0.0%	0.0%
507201 Licenses & Permits	-	-	0.0%	0.0%	-	0.0%	0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Purchasing - 1900

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	300	500	66.7%		500		0.0%
509081 Advertising - District Promo	-	-	0.0%		-		0.0%
509101 Employee Incentive Program	-	-	0.0%		-		0.0%
509121 Employee Training	2,100	2,500	19.0%		1,500		-40.0%
509122 BOD Travel	-	-	0.0%		-		0.0%
509123 Travel	5,000	6,530	30.6%		2,000		-69.4%
509125 Local Meeting Expense	150	250	66.7%		250		0.0%
509127 Board Director Fees	-	-	0.0%		-		0.0%
509150 Contributions	-	-	0.0%		-		0.0%
509198 Cash Over/Short	-	-	0.0%		-		0.0%
509999 Other Misc Expense	-	-	0.0%		-		0.0%
<b>Totals</b>	<b>7,550</b>	<b>9,780</b>	<b>29.5%</b>		<b>4,250</b>		<b>-56.5%</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%		-		0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		<b>-</b>		<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%		-		0.0%
512061 Equipment Rental	-	-	0.0%		-		0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		<b>-</b>		<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>1,049,906</b>	<b>935,395</b>	<b>-10.9%</b>		<b>970,525</b>		<b>3.8%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>12,550</b>	<b>14,780</b>	<b>17.8%</b>		<b>9,250</b>		<b>-37.4%</b>
<b>DEPARTMENT TOTALS</b>	<b>1,062,456</b>	<b>950,175</b>	<b>-10.6%</b>		<b>979,775</b>		<b>3.1%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	822,151	863,640	5.0%	908,124	5.2%
501023 Other OT	98,658	103,637	5.0%	108,975	5.2%
<b>Totals</b>	<b>920,809</b>	<b>967,277</b>	<b>5.0%</b>	<b>1,017,099</b>	<b>5.2%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	16,134	16,872	4.6%	17,808	5.5%
502021 Retirement	298,623	347,769	16.5%	385,671	10.9%
502031 Medical Ins	387,648	436,157	12.5%	472,239	8.3%
502041 Dental Ins	24,041	22,570	-6.1%	22,908	1.5%
502045 Vision Ins	5,698	5,006	-12.1%	5,156	3.0%
502051 Life Ins/AD&D	2,213	2,213	0.0%	2,279	3.0%
502060 State Disability Ins (SDI)	11,288	11,861	5.1%	12,868	8.5%
502061 Long Term Disability Ins	7,814	7,794	-0.3%	8,304	6.5%
502071 State Unemployment Ins (SUI)	3,074	2,268	-26.2%	2,406	6.1%
502081 Worker's Comp Ins	50,771	52,986	4.4%	54,575	3.0%
502101 Holiday Pay	31,200	32,614	4.5%	34,436	5.6%
502103 Floating Holiday	5,363	5,363	0.0%	5,631	5.0%
502109 Sick Leave	46,800	48,921	4.5%	51,655	5.6%
502111 Annual Leave	101,174	101,766	0.6%	111,268	9.3%
502121 Other Paid Absence	7,313	7,644	4.5%	8,071	5.6%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	2,466	2,436	-1.2%	2,451	0.6%
<b>Totals</b>	<b>1,001,618</b>	<b>1,104,238</b>	<b>10.2%</b>	<b>1,197,728</b>	<b>8.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	30,000	30,000	0.0%	30,000	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	7,000	8,000	14.3%	8,000	0.0%
503162 Uniforms/Laundry	2,500	2,500	0.0%	2,500	0.0%
503171 Security Services	10,600	14,000	32.1%	14,000	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	53,000	73,000	37.7%	73,000	0.0%
503352 Repair - Equipment	300,000	330,000	10.0%	330,000	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	50,000	63,000	26.0%	63,000	0.0%
<b>Totals</b>	<b>453,100</b>	<b>520,500</b>	<b>14.9%</b>	<b>520,500</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants - Non Rev Veh	-	6,000	100.0%	6,000	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>6,000</b>	<b>100.0%</b>	<b>6,000</b>	<b>0.0%</b>

# Attachment B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 OPERATING BUDGET Facilities Maintenance - 2200

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%	-	0.0%
504311 Office Supplies	1,500	2,000	33.3%	2,000	33.3%	2,000	0.0%
504315 Safety Supplies	6,000	7,000	16.7%	7,000	16.7%	7,000	0.0%
504317 Cleaning Supplies	45,000	50,000	11.1%	50,000	11.1%	50,000	0.0%
504409 Repair/Maint Supplies	120,000	120,000	0.0%	120,000	0.0%	120,000	0.0%
504417 Tenant Repairs	14,000	10,000	-28.6%	10,000	-28.6%	10,000	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	5,400	5,000	-7.4%	5,000	-7.4%	5,000	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>191,900</b>	<b>194,000</b>	<b>1.1%</b>	<b>194,000</b>	<b>1.1%</b>	<b>194,000</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	307,000	300,000	-2.3%	300,000	-2.3%	300,000	0.0%
505021 Water & Garbage	180,000	180,000	0.0%	180,000	0.0%	180,000	0.0%
505031 Telecommunications	95,000	113,000	18.9%	113,000	18.9%	113,000	0.0%
<b>Totals</b>	<b>582,000</b>	<b>593,000</b>	<b>1.9%</b>	<b>593,000</b>	<b>1.9%</b>	<b>593,000</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	-	0.0%	-	0.0%
507201 Licenses & Permits	12,000	14,000	16.7%	14,000	16.7%	14,000	0.0%
507999 Other Taxes	15,000	21,000	40.0%	15,000	40.0%	15,000	-28.6%
<b>Totals</b>	<b>27,000</b>	<b>35,000</b>	<b>29.6%</b>	<b>29,000</b>	<b>29.6%</b>	<b>29,000</b>	<b>-17.1%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	-	-	0.0%	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	13,000	8,000	-38.5%	8,000	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	2,000	7,000	250.0%	7,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>	<b>15,000</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>					
511102 Interest Expense	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	5,000	5,000	0.0%	5,000	0.0%
512061 Equipment Rental	3,000	2,000	-33.3%	2,000	0.0%
<b>Totals</b>	<b>8,000</b>	<b>7,000</b>	<b>-12.5%</b>	<b>7,000</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>1,922,427</b>	<b>2,071,515</b>	<b>7.8%</b>	<b>2,214,826</b>	<b>6.9%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>1,277,000</b>	<b>1,370,500</b>	<b>7.3%</b>	<b>1,364,500</b>	<b>-0.4%</b>
<b>DEPARTMENT TOTALS</b>	<b>3,199,427</b>	<b>3,442,015</b>	<b>7.6%</b>	<b>3,579,326</b>	<b>4.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Paratransit - 3100

ACCOUNT	Jun-19 BUDGET FY20	Jun-20 BUDGET FY21	% CHANGE		Jun-20 BUDGET FY22	% CHANGE BUDG FY21 BUDG FY22
			BUDG FY20	BUDG FY21		
<b>LABOR</b>						
501011 Bus Operator Pay	1,057,001	1,244,898	17.8%		1,295,232	4.0%
501013 Bus Operator OT	249,806	250,000	0.1%		260,109	4.0%
501021 Other Salaries	627,579	672,896	7.2%		696,680	3.5%
501023 Other OT	60,981	46,184	-24.3%		47,817	3.5%
<b>Totals</b>	<b>1,995,367</b>	<b>2,213,978</b>	<b>11.0%</b>		<b>2,299,837</b>	<b>3.9%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	34,121	38,001	11.4%		39,452	3.8%
502021 Retirement	601,479	762,683	26.8%		831,494	9.0%
502031 Medical Ins	889,419	911,664	2.5%		962,452	5.6%
502041 Dental Ins	48,345	39,782	-17.7%		40,379	1.5%
502045 Vision Ins	13,611	11,680	-14.2%		12,031	3.0%
502051 Life Ins/AD&D	5,142	5,025	-2.3%		5,175	3.0%
502060 State Disability Ins (SDI)	24,194	26,962	11.4%		28,865	7.1%
502061 Long Term Disability Ins	14,151	15,336	8.4%		16,328	6.5%
502071 State Unemployment Ins (SUI)	7,345	5,292	-27.9%		5,748	8.6%
502081 Worker's Comp Ins	128,422	126,576	-1.4%		130,373	3.0%
502101 Holiday Pay	62,103	70,750	13.9%		73,469	3.8%
502103 Floating Holiday	4,960	5,208	5.0%		5,208	0.0%
502109 Sick Leave	96,534	110,003	14.0%		114,244	3.9%
502111 Annual Leave	179,640	204,209	13.7%		210,872	3.3%
502121 Other Paid Absence	14,555	16,582	13.9%		17,219	3.8%
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	3,182	3,084	-3.1%		3,118	1.1%
<b>Totals</b>	<b>2,131,447</b>	<b>2,357,081</b>	<b>10.6%</b>		<b>2,500,673</b>	<b>6.1%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Paratransit - 3100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	2,000	2,000	0.0%	0.0%	2,000	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	2,500	1,000	-60.0%	-60.0%	1,000	0.0%	0.0%
503162 Uniforms/Laundry	2,200	2,200	0.0%	0.0%	2,200	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	3,000	3,000	0.0%	0.0%	3,000	0.0%	0.0%
503354 Repair - Non Rev Vehicle	1,000	-	-100.0%	-100.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>10,700</b>	<b>8,200</b>	<b>-23.4%</b>	<b>-23.4%</b>	<b>8,200</b>	<b>0.0%</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Paratransit - 3100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	0.0%	-		0.0%
504211 Postage & Mailing	2,000	2,000	0.0%	0.0%	2,000		0.0%
504214 Promotional Items	200	-	-100.0%		-		0.0%
504215 Printing	3,700	3,700	0.0%	0.0%	3,700		0.0%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-		0.0%
504311 Office Supplies	2,500	2,500	0.0%	0.0%	2,500		0.0%
504315 Safety Supplies	120	120	0.0%	0.0%	120		0.0%
504317 Cleaning Supplies	600	600	0.0%	0.0%	600		0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-		0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-		0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-		0.0%
504511 Small Tools	-	-	0.0%	0.0%	-		0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-		0.0%
<b>Totals</b>	<b>9,120</b>	<b>8,920</b>		<b>-2.2%</b>	<b>8,920</b>		<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	12,000	12,000	0.0%	0.0%	12,000		0.0%
505021 Water & Garbage	6,400	-	-100.0%		-		0.0%
505031 Telecommunications	4,000	5,000	25.0%	25.0%	5,000		0.0%
<b>Totals</b>	<b>22,400</b>	<b>17,000</b>		<b>-24.1%</b>	<b>17,000</b>		<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	0.0%	-		0.0%
506015 Insurance - PL/PD	142,724	135,137	-5.3%	-5.3%	135,137		0.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-		0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-		0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-		0.0%
<b>Totals</b>	<b>142,724</b>	<b>135,137</b>		<b>-5.3%</b>	<b>135,137</b>		<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	0.0%	-		0.0%
507201 Licenses & Permits	-	-	0.0%	0.0%	-		0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-		0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>		<b>0.0%</b>	<b>-</b>		<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Paratransit - 3100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	0.0%	-	-	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	-	0.0%
509101 Employee Incentive Program	-	300	100.0%		300		0.0%
509121 Employee Training	2,700	2,700	0.0%	0.0%	2,700		0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	-	0.0%
509123 Travel	3,000	3,000	0.0%	0.0%	3,000		0.0%
509125 Local Meeting Expense	-	-	0.0%	0.0%	-	-	0.0%
509127 Board Director Fees	-	-	0.0%	0.0%	-	-	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	-	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	-	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	-	0.0%
<b>Totals</b>	<b>5,700</b>	<b>6,000</b>	<b>5.3%</b>	<b>5.3%</b>	<b>6,000</b>		<b>0.0%</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>		<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	201,000	182,970	-9.0%		196,470		7.4%
512061 Equipment Rental	1,500	1,500	0.0%	0.0%	1,500		0.0%
<b>Totals</b>	<b>202,500</b>	<b>184,470</b>	<b>-8.9%</b>	<b>-8.9%</b>	<b>197,970</b>		<b>7.3%</b>
<b>PERSONNEL TOTAL</b>	<b>4,126,815</b>	<b>4,571,060</b>	<b>10.8%</b>	<b>10.8%</b>	<b>4,800,510</b>		<b>5.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>393,144</b>	<b>359,727</b>	<b>-8.5%</b>	<b>-8.5%</b>	<b>373,227</b>		<b>3.8%</b>
<b>DEPARTMENT TOTALS</b>	<b>4,519,959</b>	<b>4,930,786</b>	<b>9.1%</b>	<b>9.1%</b>	<b>5,173,737</b>		<b>4.9%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Operations - 3200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	0.0%	-	0.0%	0.0%
501013 Bus Operator OT	-	-	0.0%	0.0%	-	0.0%	0.0%
501021 Other Salaries	1,094,833	1,221,116	11.5%	11.5%	1,265,908	3.7%	3.7%
501023 Other OT	172,409	132,498	-23.1%	-23.1%	137,356	3.7%	3.7%
<b>Totals</b>	<b>1,267,242</b>	<b>1,353,614</b>	<b>6.8%</b>	<b>6.8%</b>	<b>1,403,264</b>	<b>3.7%</b>	<b>3.7%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	22,150	23,803	7.5%	7.5%	24,672	3.7%	3.7%
502021 Retirement	399,101	495,123	24.1%	24.1%	539,010	8.9%	8.9%
502031 Medical Ins	434,961	437,082	0.5%	0.5%	457,070	4.6%	4.6%
502041 Dental Ins	25,520	25,062	-1.8%	-1.8%	25,438	1.5%	1.5%
502045 Vision Ins	6,014	5,006	-16.8%	-16.8%	5,156	3.0%	3.0%
502051 Life Ins/AD&D	2,330	2,316	-0.6%	-0.6%	2,385	3.0%	3.0%
502060 State Disability Ins (SDI)	15,566	16,837	8.2%	8.2%	18,018	7.0%	7.0%
502061 Long Term Disability Ins	9,228	8,989	-2.6%	-2.6%	9,319	3.7%	3.7%
502071 State Unemployment Ins (SUI)	3,074	2,268	-26.2%	-26.2%	2,406	6.1%	6.1%
502081 Worker's Comp Ins	47,785	52,986	10.9%	10.9%	54,575	3.0%	3.0%
502101 Holiday Pay	41,506	46,036	10.9%	10.9%	47,731	3.7%	3.7%
502103 Floating Holiday	8,276	8,430	1.9%	1.9%	8,590	1.9%	1.9%
502109 Sick Leave	62,259	69,054	10.9%	10.9%	71,597	3.7%	3.7%
502111 Annual Leave	138,581	153,636	10.9%	10.9%	159,147	3.6%	3.6%
502121 Other Paid Absence	9,728	10,790	10.9%	10.9%	11,187	3.7%	3.7%
502251 Phys. Exams	700	700	0.0%	0.0%	700	0.0%	0.0%
502253 Driver Lic Renewal	300	200	-33.3%	-33.3%	200	0.0%	0.0%
502999 Other Fringe Benefits	4,416	8,386	89.9%	89.9%	8,401	0.2%	0.2%
<b>Totals</b>	<b>1,231,495</b>	<b>1,366,702</b>	<b>11.0%</b>	<b>11.0%</b>	<b>1,445,602</b>	<b>5.8%</b>	<b>5.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Operations - 3200

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>SERVICES</b>					
503011 Accting/Audit Fees	-	-	0.0%	-	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	15,000	100.0%	15,000	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	600	600	0.0%	600	0.0%
503171 Security Services	-	-	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	2,000	2,000	0.0%	2,000	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>2,600</b>	<b>17,600</b>	<b>576.9%</b>	<b>17,600</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Operations - 3200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	0.0%	-	-	0.0%
504211 Postage & Mailing	260	220	-15.4%	-	220	-	0.0%
504214 Promotional Items	-	-	0.0%	0.0%	-	-	0.0%
504215 Printing	7,000	5,000	-28.6%	5,000	5,000	5,000	0.0%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	-	0.0%
504311 Office Supplies	8,000	8,000	0.0%	8,000	8,000	8,000	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%
<b>Totals</b>	<b>15,260</b>	<b>13,220</b>	<b>-13.4%</b>	<b>13,220</b>	<b>13,220</b>	<b>13,220</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	0.0%	-	-	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	-	0.0%
505031 Telecommunications	9,000	14,000	55.6%	14,000	14,000	14,000	0.0%
<b>Totals</b>	<b>9,000</b>	<b>14,000</b>	<b>55.6%</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	0.0%	-	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	0.0%	-	-	0.0%
507201 Licenses & Permits	-	-	0.0%	0.0%	-	-	0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Operations - 3200

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	0.0%	-	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	0.0%	0.0%
509101 Employee Incentive Program	-	-	0.0%	0.0%	-	0.0%	0.0%
509121 Employee Training	22,850	6,000	-73.7%	-73.7%	6,000	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	12,000	12,000	0.0%	0.0%	12,000	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>34,850</b>	<b>18,000</b>	<b>-48.4%</b>	<b>-48.4%</b>	<b>18,000</b>		<b>0.0%</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>		<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	26,533	27,000	1.8%	1.8%	28,000	3.7%	3.7%
512061 Equipment Rental	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>26,533</b>	<b>27,000</b>	<b>1.8%</b>	<b>1.8%</b>	<b>28,000</b>		<b>3.7%</b>
<b>PERSONNEL TOTAL</b>	<b>2,498,737</b>	<b>2,720,316</b>	<b>8.9%</b>	<b>8.9%</b>	<b>2,848,866</b>		<b>4.7%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>88,243</b>	<b>89,820</b>	<b>1.8%</b>	<b>1.8%</b>	<b>90,820</b>		<b>1.1%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,586,980</b>	<b>2,810,136</b>	<b>8.6%</b>	<b>8.6%</b>	<b>2,939,686</b>		<b>4.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Bus Operators - 3300

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>LABOR</b>							
501011 Bus Operator Pay	7,919,793	8,511,309	7.5%	7.5%	8,840,866	3.9%	3.9%
501013 Bus Operator OT	1,000,000	750,000	-25.0%	-25.0%	779,039	3.9%	3.9%
501021 Other Salaries	-	-	0.0%	0.0%	-	0.0%	0.0%
501023 Other OT	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>8,919,793</b>	<b>9,261,309</b>	<b>3.8%</b>	<b>3.8%</b>	<b>9,619,906</b>	<b>3.9%</b>	<b>3.9%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	154,872	160,393	3.6%	3.6%	166,574	3.9%	3.9%
502021 Retirement	2,851,001	3,383,243	18.7%	18.7%	3,690,266	9.1%	9.1%
502031 Medical Ins	3,275,290	3,634,156	11.0%	11.0%	3,764,801	3.6%	3.6%
502041 Dental Ins	182,645	179,074	-2.0%	-2.0%	181,760	1.5%	1.5%
502045 Vision Ins	48,114	42,271	-12.1%	-12.1%	43,539	3.0%	3.0%
502051 Life Ins/AD&D	17,707	17,810	0.6%	0.6%	18,345	3.0%	3.0%
502060 State Disability Ins (SDI)	110,012	113,935	3.6%	3.6%	121,875	7.0%	7.0%
502061 Long Term Disability Ins	70,760	69,744	-1.4%	-1.4%	72,716	4.3%	4.3%
502071 State Unemployment Ins (SUI)	25,962	19,152	-26.2%	-26.2%	20,586	7.5%	7.5%
502081 Worker's Comp Ins	444,997	444,490	-0.1%	-0.1%	457,824	3.0%	3.0%
502101 Holiday Pay	295,302	314,465	6.5%	6.5%	326,687	3.9%	3.9%
502103 Floating Holiday	-	-	0.0%	0.0%	-	0.0%	0.0%
502109 Sick Leave	461,409	491,351	6.5%	6.5%	510,448	3.9%	3.9%
502111 Annual Leave	854,104	920,794	7.8%	7.8%	954,270	3.6%	3.6%
502121 Other Paid Absence	69,211	73,703	6.5%	6.5%	76,567	3.9%	3.9%
502251 Phys. Exams	5,400	5,700	5.6%	5.6%	5,700	0.0%	0.0%
502253 Driver Lic Renewal	1,300	1,500	15.4%	15.4%	1,900	26.7%	26.7%
502999 Other Fringe Benefits	5,554	8,104	45.9%	45.9%	8,227	1.5%	1.5%
<b>Totals</b>	<b>8,873,641</b>	<b>9,879,884</b>	<b>11.3%</b>	<b>11.3%</b>	<b>10,422,084</b>	<b>5.5%</b>	<b>5.5%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Bus Operators - 3300

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	2,000	2,000	0.0%	0.0%	2,000	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>2,000</b>	<b>2,000</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2,000</b>	<b>0.0%</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Bus Operators - 3300

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	-	-	0.0%	0.0%	-	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	0.0%	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	0.0%	-	0.0%	0.0%
504215 Printing	-	-	0.0%	0.0%	-	0.0%	0.0%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	0.0%	0.0%
504311 Office Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	0.0%	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	0.0%	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	0.0%	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	0.0%	0.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-	0.0%	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>TAXES</b>							
507051 Fuel Tax	-	-	0.0%	0.0%	-	0.0%	0.0%
507201 Licenses & Permits	-	-	0.0%	0.0%	-	0.0%	0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Bus Operators - 3300

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	0.0%	-	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	0.0%	0.0%
509101 Employee Incentive Program	3,000	3,000	0.0%	0.0%	3,000	0.0%	0.0%
509121 Employee Training	2,000	2,000	0.0%	0.0%	2,000	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>5,000</b>	<b>5,000</b>	<b>0.0%</b>	<b>0.0%</b>	<b>5,000</b>	<b>0.0%</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	0.0%	-	0.0%	0.0%
512061 Equipment Rental	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>17,793,434</b>	<b>19,141,193</b>	<b>7.6%</b>	<b>7.6%</b>	<b>20,041,990</b>	<b>4.7%</b>	<b>4.7%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>7,000</b>	<b>7,000</b>	<b>0.0%</b>	<b>0.0%</b>	<b>7,000</b>	<b>0.0%</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>17,800,434</b>	<b>19,148,193</b>	<b>7.6%</b>	<b>7.6%</b>	<b>20,048,990</b>	<b>4.7%</b>	<b>4.7%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	0.0%	-	0.0%	0.0%
501013 Bus Operator OT	-	-	0.0%	0.0%	-	0.0%	0.0%
501021 Other Salaries	2,026,194	2,163,016	6.8%	6.8%	2,259,107	4.4%	4.4%
501023 Other OT	243,143	215,006	-11.6%	-11.6%	221,411	3.0%	3.0%
<b>Totals</b>	<b>2,269,338</b>	<b>2,378,022</b>	<b>4.8%</b>	<b>4.8%</b>	<b>2,480,517</b>	<b>4.3%</b>	<b>4.3%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	39,673	41,728	5.2%	5.2%	43,503	4.3%	4.3%
502021 Retirement	734,165	874,639	19.1%	19.1%	957,581	9.5%	9.5%
502031 Medical Ins	904,357	821,277	-9.2%	-9.2%	855,314	4.1%	4.1%
502041 Dental Ins	51,325	48,026	-6.4%	-6.4%	48,747	1.5%	1.5%
502045 Vision Ins	12,029	10,290	-14.5%	-14.5%	10,598	3.0%	3.0%
502051 Life Ins/AD&D	4,452	4,556	2.3%	2.3%	4,693	3.0%	3.0%
502060 State Disability Ins (SDI)	27,825	29,359	5.5%	5.5%	31,580	7.6%	7.6%
502061 Long Term Disability Ins	17,713	17,542	-1.0%	-1.0%	18,299	4.3%	4.3%
502071 State Unemployment Ins (SUI)	6,491	4,788	-26.2%	-26.2%	5,080	6.1%	6.1%
502081 Worker's Comp Ins	110,505	111,861	1.2%	1.2%	115,217	3.0%	3.0%
502101 Holiday Pay	76,705	82,024	6.9%	6.9%	85,502	4.2%	4.2%
502103 Floating Holiday	6,022	6,022	0.0%	0.0%	6,022	0.0%	0.0%
502109 Sick Leave	115,058	123,036	6.9%	6.9%	128,253	4.2%	4.2%
502111 Annual Leave	250,965	272,448	8.6%	8.6%	279,894	2.7%	2.7%
502121 Other Paid Absence	17,978	19,224	6.9%	6.9%	20,040	4.2%	4.2%
502251 Phys. Exams	1,900	1,500	-21.1%	-21.1%	1,500	0.0%	0.0%
502253 Driver Lic Renewal	250	250	0.0%	0.0%	250	0.0%	0.0%
502999 Other Fringe Benefits	3,039	10,976	261.2%	261.2%	11,007	0.3%	0.3%
<b>Totals</b>	<b>2,380,451</b>	<b>2,479,546</b>	<b>4.2%</b>	<b>4.2%</b>	<b>2,623,078</b>	<b>5.8%</b>	<b>5.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	16,000	15,000	-6.3%	-	15,000	-	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	40,000	32,500	-18.8%	-	32,500	-	0.0%
503353 Repair - Rev Vehicle	500,000	450,000	-10.0%	-	450,000	-	0.0%
503354 Repair - Non Rev Vehicle	25,000	20,000	-20.0%	-	20,000	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>581,000</b>	<b>517,500</b>	<b>-10.9%</b>	<b>-</b>	<b>517,500</b>	<b>-</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	71,000	70,000	-1.4%	-	70,000	-	0.0%
504012 Fuels & Lubricants - Rev Veh	1,500,000	1,600,000	6.7%	-	1,600,000	-	0.0%
504021 Tires & Tubes	188,500	180,000	-4.5%	-	180,000	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	900,000	1,000,000	11.1%	-	1,000,000	-	0.0%
<b>Totals</b>	<b>2,659,500</b>	<b>2,850,000</b>	<b>7.2%</b>	<b>-</b>	<b>2,850,000</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>							
504205 Freight Out	8,000	8,000	0.0%	0.0%	8,000	0.0%	0.0%
504211 Postage & Mailing	-	-	0.0%	0.0%	-	0.0%	0.0%
504214 Promotional Items	-	-	0.0%	0.0%	-	0.0%	0.0%
504215 Printing	1,000	1,000	0.0%	0.0%	1,000	0.0%	0.0%
504217 Photo Supp/Process	-	-	0.0%	0.0%	-	0.0%	0.0%
504311 Office Supplies	1,500	1,800	20.0%	20.0%	1,800	0.0%	0.0%
504315 Safety Supplies	18,000	18,000	0.0%	0.0%	18,000	0.0%	0.0%
504317 Cleaning Supplies	6,500	10,000	53.8%	53.8%	10,000	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	0.0%	-	0.0%	0.0%
504421 Non-Inventory Parts	50,000	50,000	0.0%	0.0%	50,000	0.0%	0.0%
504511 Small Tools	8,500	10,000	17.6%	17.6%	10,000	0.0%	0.0%
504515 Employee Tool Replacement	3,000	3,000	0.0%	0.0%	3,000	0.0%	0.0%
<b>Totals</b>	<b>96,500</b>	<b>101,800</b>	<b>5.5%</b>	<b>5.5%</b>	<b>101,800</b>	<b>0.0%</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	-	-	0.0%	0.0%	-	0.0%	0.0%
505021 Water & Garbage	-	-	0.0%	0.0%	-	0.0%	0.0%
505031 Telecommunications	30,000	25,000	-16.7%	-16.7%	25,000	0.0%	0.0%
<b>Totals</b>	<b>30,000</b>	<b>25,000</b>	<b>-16.7%</b>	<b>-16.7%</b>	<b>25,000</b>	<b>0.0%</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>							
506011 Insurance - Property	-	-	0.0%	0.0%	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	0.0%	0.0%	-	0.0%	0.0%
506021 Insurance - Other	-	-	0.0%	0.0%	-	0.0%	0.0%
506123 Settlement Costs	-	-	0.0%	0.0%	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TAXES</b>							
507051 Fuel Tax	15,000	15,000	0.0%	0.0%	15,000	0.0%	0.0%
507201 Licenses & Permits	-	-	0.0%	0.0%	-	0.0%	0.0%
507999 Other Taxes	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>	<b>0.0%</b>	<b>15,000</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>MISC EXPENSE</b>					
509011 Dues/Subscriptions	7,000	8,000	14.3%	8,000	0.0%
509081 Advertising - District Promo	-	-	0.0%	-	0.0%
509101 Employee Incentive Program	-	-	0.0%	-	0.0%
509121 Employee Training	116,500	20,672	-82.3%	20,672	0.0%
509122 BOD Travel	-	-	0.0%	-	0.0%
509123 Travel	5,000	15,000	200.0%	15,000	0.0%
509125 Local Meeting Expense	-	-	0.0%	-	0.0%
509127 Board Director Fees	-	-	0.0%	-	0.0%
509150 Contributions	-	-	0.0%	-	0.0%
509198 Cash Over/Short	-	-	0.0%	-	0.0%
509999 Other Misc Expense	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>128,500</b>	<b>43,672</b>	<b>-66.0%</b>	<b>43,672</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>					
511102 Interest Expense	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	-	-	0.0%	-	0.0%
512061 Equipment Rental	1,300	1,500	15.4%	1,500	0.0%
<b>Totals</b>	<b>1,300</b>	<b>1,500</b>	<b>15.4%</b>	<b>1,500</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>4,649,788</b>	<b>4,857,568</b>	<b>4.5%</b>	<b>5,103,595</b>	<b>5.1%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>3,511,800</b>	<b>3,554,472</b>	<b>1.2%</b>	<b>3,554,472</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>8,161,588</b>	<b>8,412,040</b>	<b>3.1%</b>	<b>8,658,067</b>	<b>2.9%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 COBRA Benefits - 9001

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>LABOR</b>					
501011 Bus Operator Pay	-	-	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	-	0.0%
501021 Other Salaries	-	-	0.0%	-	0.0%
501023 Other OT	-	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	0.0%
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	-	-	0.0%	-	0.0%
502021 Retirement	-	-	0.0%	-	0.0%
502031 Medical Ins	-	-	0.0%	-	0.0%
502041 Dental Ins	-	-	0.0%	-	0.0%
502045 Vision Ins	-	-	0.0%	-	0.0%
502051 Life Ins/AD&D	-	-	0.0%	-	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	-	0.0%
502061 Long Term Disability Ins	-	-	0.0%	-	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	-	0.0%
502081 Worker's Comp Ins	-	-	0.0%	-	0.0%
502101 Holiday Pay	-	-	0.0%	-	0.0%
502103 Floating Holiday	-	-	0.0%	-	0.0%
502109 Sick Leave	-	-	0.0%	-	0.0%
502111 Annual Leave	-	-	0.0%	-	0.0%
502121 Other Paid Absence	-	-	0.0%	-	0.0%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	-	-	0.0%	-	0.0%
<b>Totals</b>	-	-	0.0%	-	0.0%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 COBRA Benefits - 9001

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>SERVICES</b>							
503011 Accting/Audit Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503032 Legislative Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	0.0%	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	0.0%	0.0%	-	0.0%	0.0%
503171 Security Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	0.0%	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	0.0%	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	0.0%	-	0.0%	0.0%
503352 Repair - Equipment	-	-	0.0%	0.0%	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	0.0%	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	0.0%	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	0.0%	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	0.0%	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
Totals	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 COBRA Benefits - 9001

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 COBRA Benefits - 9001

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
MISC EXPENSE							
509011 Dues/Subscriptions	-	-	0.0%	0.0%	-	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	0.0%	0.0%
509101 Employee Incentive Program	-	-	0.0%	0.0%	-	0.0%	0.0%
509121 Employee Training	-	-	0.0%	0.0%	-	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	0.0%	-	0.0%	0.0%
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	0.0%	-	0.0%	0.0%
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	0.0%	-	0.0%	0.0%
512061 Equipment Rental	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	0.0%	-	0.0%	0.0%
PERSONNEL TOTAL	-	-	0.0%	0.0%	-	0.0%	0.0%
NON-PERSONNEL TOTAL	-	-	0.0%	0.0%	-	0.0%	0.0%
DEPARTMENT TOTALS	-	-	0.0%	0.0%	-	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Retired Employee Benefits - 9005

ACCOUNT	Jun-19		Jun-20		% CHANGE		Jun-20		% CHANGE	
	BUDGET	FY20	BUDGET	FY21	BUDG FY20	BUDG FY21	BUDGET	FY22	BUDG FY21	BUDG FY22
<b>LABOR</b>										
501011 Bus Operator Pay	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
501013 Bus Operator OT	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
501021 Other Salaries	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
501023 Other OT	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>FRINGE BENEFITS</b>										
502011 Medicare/Soc. Sec.	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502021 Retirement	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502031 Medical Ins	3,206,400	3,295,521	3,206,400	3,460,297	2.8%	3,460,297	3,460,297	3,460,297	5.0%	5.0%
502041 Dental Ins	69,649	63,014	69,649	64,905	-9.5%	64,905	64,905	64,905	3.0%	3.0%
502045 Vision Ins	20,579	17,539	20,579	18,065	-14.8%	18,065	18,065	18,065	3.0%	3.0%
502051 Life Ins/AD&D	7,458	6,532	7,458	6,728	-12.4%	6,728	6,728	6,728	3.0%	3.0%
502060 State Disability Ins (SDI)	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502061 Long Term Disability Ins	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502071 State Unemployment Ins (SUI)	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502081 Worker's Comp Ins	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502101 Holiday Pay	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502103 Floating Holiday	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502109 Sick Leave	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502111 Annual Leave	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502121 Other Paid Absence	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502251 Phys. Exams	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
502999 Other Fringe Benefits	4,593	1,165	4,593	1,165	-74.6%	1,165	1,165	1,165	-100.0%	-100.0%
<b>Totals</b>	3,308,678	3,383,772	3,308,678	3,549,996	2.3%	3,549,996	3,549,996	3,549,996	4.9%	4.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Retired Employee Benefits - 9005

ACCOUNT	Jun-19		Jun-20		% CHANGE		Jun-20		% CHANGE	
	BUDGET	BUDGET	BUDGET	BUDGET	BUDG FY20	BUDG FY21	BUDGET	BUDGET	BUDG FY21	BUDG FY22
	FY20	FY21	FY20	FY21			FY22	FY22		
<b>SERVICES</b>										
503011 Accting/Audit Fees	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503012 Admin/Bank Fees	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503031 Prof/Technical Fees	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503032 Legislative Services	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503033 Legal Services	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503041 Temp Help	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503161 Custodial Services	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503171 Security Services	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503222 Legal Ads	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503225 Graphic Services	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503352 Repair - Equipment	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503353 Repair - Rev Vehicle	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503354 Repair - Non Rev Vehicle	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
503363 Haz Mat Disposal	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>MOBILE MATERIALS &amp; SUPPLIES</b>										
504011 Fuels & Lubricants - Non Rev Veh	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504021 Tires & Tubes	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%

# Attachment B

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 OPERATING BUDGET Retired Employee Benefits - 9005

ACCOUNT	Jun-19		Jun-20		% CHANGE		Jun-20		% CHANGE	
	BUDGET	BUDGET	BUDGET	BUDGET	BUDG FY20	BUDG FY21	BUDGET	BUDGET	BUDG FY21	BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>										
504205 Freight Out	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504211 Postage & Mailing	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504214 Promotional Items	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504215 Printing	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504217 Photo Supp/Process	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504311 Office Supplies	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504315 Safety Supplies	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504417 Tenant Repairs	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504511 Small Tools	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>UTILITIES</b>										
505011 Gas & Electric	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
505021 Water & Garbage	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
505031 Telecommunications	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>										
506011 Insurance - Property	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
506015 Insurance - PL/PD	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
506021 Insurance - Other	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
506123 Settlement Costs	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
506127 Repairs - District Prop	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TAXES</b>										
507051 Fuel Tax	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
507201 Licenses & Permits	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
507999 Other Taxes	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 Retired Employee Benefits - 9005

ACCOUNT	Jun-19		Jun-20		% CHANGE		Jun-20		% CHANGE	
	BUDGET	FY20	BUDGET	FY21	BUDG	BUDG	BUDGET	FY22	BUDG	BUDG
					FY20	FY21			FY21	FY22
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509081 Advertising - District Promo	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509101 Employee Incentive Program	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509121 Employee Training	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509122 BOD Travel	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509123 Travel	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509125 Local Meeting Expense	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509127 Board Director Fees	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509150 Contributions	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509198 Cash Over/Short	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
509999 Other Misc Expense	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>INTEREST EXPENSE</b>										
511102 Interest Expense	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>LEASES &amp; RENTALS</b>										
512011 Facility Lease	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
512061 Equipment Rental	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>PERSONNEL TOTAL</b>	3,308,678	3,383,772	3,308,678	3,383,772	2.3%	2.3%	3,549,996	3,549,996	4.9%	4.9%
<b>NON-PERSONNEL TOTAL</b>	-	-	-	-	0.0%	0.0%	-	-	0.0%	0.0%
<b>DEPARTMENT TOTALS</b>	<u>3,308,678</u>	<u>3,383,772</u>	<u>3,308,678</u>	<u>3,383,772</u>	<u>2.3%</u>	<u>2.3%</u>	<u>3,549,996</u>	<u>3,549,996</u>	<u>4.9%</u>	<u>4.9%</u>

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 OPERATING BUDGET  
 SCCIC - 700

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>LABOR</b>							
501011 Bus Operator Pay	-	-	0.0%	0.0%	-	0.0%	0.0%
501013 Bus Operator OT	-	-	0.0%	0.0%	-	0.0%	0.0%
501021 Other Salaries	-	-	0.0%	0.0%	-	0.0%	0.0%
501023 Other OT	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	-	-	0.0%	0.0%	-	0.0%	0.0%
502021 Retirement	-	-	0.0%	0.0%	-	0.0%	0.0%
502031 Medical Ins	-	-	0.0%	0.0%	-	0.0%	0.0%
502041 Dental Ins	-	-	0.0%	0.0%	-	0.0%	0.0%
502045 Vision Ins	-	-	0.0%	0.0%	-	0.0%	0.0%
502051 Life Ins/AD&D	-	-	0.0%	0.0%	-	0.0%	0.0%
502060 State Disability Ins (SDI)	-	-	0.0%	0.0%	-	0.0%	0.0%
502061 Long Term Disability Ins	-	-	0.0%	0.0%	-	0.0%	0.0%
502071 State Unemployment Ins (SUI)	-	-	0.0%	0.0%	-	0.0%	0.0%
502081 Worker's Comp Ins	-	-	0.0%	0.0%	-	0.0%	0.0%
502101 Holiday Pay	-	-	0.0%	0.0%	-	0.0%	0.0%
502103 Floating Holiday	-	-	0.0%	0.0%	-	0.0%	0.0%
502109 Sick Leave	-	-	0.0%	0.0%	-	0.0%	0.0%
502111 Annual Leave	-	-	0.0%	0.0%	-	0.0%	0.0%
502121 Other Paid Absence	-	-	0.0%	0.0%	-	0.0%	0.0%
502251 Phys. Exams	-	-	0.0%	0.0%	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	0.0%	0.0%	-	0.0%	0.0%
502999 Other Fringe Benefits	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	-	-	0.0%	0.0%	-	0.0%	0.0%



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 OPERATING BUDGET  
 SCCIC - 700**

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>SERVICES</b>					
503011 Accting/Audit Fees	250	250	0.0%	250	0.0%
503012 Admin/Bank Fees	-	-	0.0%	-	0.0%
503031 Prof/Technical Fees	-	-	0.0%	-	0.0%
503032 Legislative Services	-	-	0.0%	-	0.0%
503033 Legal Services	-	-	0.0%	-	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	0.0%
503041 Temp Help	-	-	0.0%	-	0.0%
503161 Custodial Services	-	-	0.0%	-	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	0.0%
503171 Security Services	-	-	0.0%	-	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	0.0%
503222 Legal Ads	-	-	0.0%	-	0.0%
503225 Graphic Services	-	-	0.0%	-	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	0.0%
503352 Repair - Equipment	-	-	0.0%	-	0.0%
503353 Repair - Rev Vehicle	-	-	0.0%	-	0.0%
503354 Repair - Non Rev Vehicle	-	-	0.0%	-	0.0%
503363 Haz Mat Disposal	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>250</b>	<b>250</b>	<b>0.0%</b>	<b>250</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>					
504011 Fuels & Lubricants - Non Rev Veh	-	-	0.0%	-	0.0%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	0.0%
504021 Tires & Tubes	-	-	0.0%	-	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 OPERATING BUDGET**  
 SCCIC - 700

ACCOUNT	Jun-19	Jun-20	% CHANGE	Jun-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22
<b>OTHER MATERIALS &amp; SUPPLIES</b>					
504205 Freight Out	-	-	0.0%	-	0.0%
504211 Postage & Mailing	-	-	0.0%	-	0.0%
504214 Promotional Items	-	-	0.0%	-	0.0%
504215 Printing	-	-	0.0%	-	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	0.0%
504311 Office Supplies	-	-	0.0%	-	0.0%
504315 Safety Supplies	-	-	0.0%	-	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>UTILITIES</b>					
505011 Gas & Electric	-	-	0.0%	-	0.0%
505021 Water & Garbage	-	-	0.0%	-	0.0%
505031 Telecommunications	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>CASUALTY &amp; LIABILITY</b>					
506011 Insurance - Property	-	-	0.0%	-	0.0%
506015 Insurance - PL/PD	-	-	0.0%	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
<b>TAXES</b>					
507051 Fuel Tax	-	-	0.0%	-	0.0%
507201 Licenses & Permits	-	-	0.0%	-	0.0%
507999 Other Taxes	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 OPERATING BUDGET  
 SCCIC - 700**

ACCOUNT	Jun-19	Jun-20	% CHANGE		Jun-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>MISC EXPENSE</b>							
509011 Dues/Subscriptions	-	-	0.0%	0.0%	-	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	0.0%	0.0%
509101 Employee Incentive Program	-	-	0.0%	0.0%	-	0.0%	0.0%
509121 Employee Training	-	-	0.0%	0.0%	-	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509125 Local Meeting Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
509127 Board Director Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
509150 Contributions	-	-	0.0%	0.0%	-	0.0%	0.0%
509198 Cash Over/Short	-	-	0.0%	0.0%	-	0.0%	0.0%
509999 Other Misc Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>INTEREST EXPENSE</b>							
511102 Interest Expense	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>LEASES &amp; RENTALS</b>							
512011 Facility Lease	-	-	0.0%	0.0%	-	0.0%	0.0%
512061 Equipment Rental	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>							
	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>NON-PERSONNEL TOTAL</b>							
	250	250	0.0%	0.0%	250	0.0%	0.0%
<b>DEPARTMENT TOTALS</b>							
	250	250	0.0%	0.0%	250	0.0%	0.0%

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**FY21 & FY22 OPERATING BUDGET  
Authorized and Funded Personnel - Full Time Equivalent (FTE)  
Summary**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY21 2020
Administration - 1100	5.00	4.00	5.00	4.00	5.00	4.00	5.00	4.00
Finance - 1200	9.00	8.00	10.00	9.00	10.00	9.00	10.00	9.00
Customer Service - 1300	19.25	17.00	19.25	16.00	19.25	16.00	19.25	16.00
Human Resources - 1400	8.00	6.00	8.00	6.00	8.00	6.00	8.00	6.00
Information Technology - 1500	7.00	5.00	7.00	6.00	7.00	6.00	7.00	5.00
Planning, Grants, Governmental Affairs - 1600	12.00	6.00	12.00	6.00	12.00	6.00	12.00	5.00
District Counsel - 1700	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00
Safety, Security, and Risk Management - 1800	3.00	2.00	3.00	2.00	3.00	2.00	3.00	2.00
Purchasing - 1900	10.00	9.00	11.00	7.00	11.00	7.00	11.00	7.00
Facilities Maintenance - 2200	23.00	18.00	23.00	18.00	23.00	18.00	23.00	18.00
Paratransit - 3100	54.00	43.00	55.00	42.00	55.00	42.00	55.00	42.00
Operations - 3200	22.00	18.00	22.00	18.00	22.00	18.00	22.00	18.00
Bus Operators - 3300	171.00	151.00	171.00	152.00	171.00	152.00	171.00	152.00
Fleet Maintenance - 4100	58.00	38.00	58.00	38.00	58.00	38.00	58.00	38.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>404.25</b>	<b>325.00</b>	<b>407.25</b>	<b>324.00</b>	<b>407.25</b>	<b>324.00</b>	<b>407.25</b>	<b>322.00</b>

**FY21 & FY22 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Administration - 1100**

Position Title	Authorized	Funded	Authorized	Funded	Authorized	Funded
	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
CEO/General Manager	1.00	1.00	1.00	1.00	1.00	1.00
Chief Operations Officer	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	1.00	0.00	1.00	0.00
Administrative Specialist	0.00	0.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>	<b>5.00</b>	<b>4.00</b>

**FY21 & FY22 OPERATING BUDGET  
 Authorized and Funded Personnel - Full Time Equivalent (FTE)  
 Finance - 1200**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2020	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY21 2020	FY22 2020
Chief Financial Officer (CFO)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accountant II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Accounting Tech	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Financial Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Revenue Collection Clerk	1.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00
Project Manager*	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>9.00</b>	<b>8.00</b>	<b>10.00</b>	<b>9.00</b>	<b>10.00</b>	<b>10.00</b>	<b>9.00</b>	<b>9.00</b>

\*Transferred from Purchasing

**FY21 & FY22 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Marketing, Communications & Customer Service - 1300**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Marketing, Communications and Customer Service Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Supervisor	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Customer Service Representative	12.00	12.00	12.00	10.00	12.00	12.00	12.00	10.00
Senior Customer Service Representative	2.00	0.00	2.00	1.00	2.00	2.00	2.00	1.00
Customer Service Assistant	1.25	1.00	1.25	1.00	1.25	1.25	1.25	1.00
Revenue Account Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>19.25</b>	<b>17.00</b>	<b>19.25</b>	<b>16.00</b>	<b>19.25</b>	<b>19.25</b>	<b>19.25</b>	<b>16.00</b>



**FY21 & FY22 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Human Resources - 1400**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Human Resources Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Deputy Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Principal Human Resources Generalist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Benefits Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	0.00	0.00	0.00	1.00	0.00	1.00	0.00
Human Resources Clerk	1.00	0.00	0.00	0.00	1.00	0.00	1.00	0.00
Paralegal II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>8.00</b>	<b>6.00</b>	<b>8.00</b>	<b>6.00</b>	<b>8.00</b>	<b>6.00</b>	<b>8.00</b>	<b>6.00</b>

**FY21 & FY22 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Information Technology - 1500**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY22 2020
Information Technology and ITS Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Asst Manager of Information Technology	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00
Senior Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Database Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator/Senior	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Support Analyst I/II*	2.00	1.00	2.00	1.00	2.00	2.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>7.00</b>	<b>5.00</b>	<b>7.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	<b>6.00</b>	<b>5.00</b>

\*Provisional position (1 FTE)

**FY21 & FY22 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Planning, Grants, Governmental Affairs - 1600**

Position Title	FY21 2019		FY21 2019		FY21 2020		FY22 2020	
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Authorized	Funded
Planning and Development Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Grants/Legislative Analyst	2.00	1.00	2.00	1.00	2.00	2.00	2.00	1.00
Transportation Planning Supervisor	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Transportation Planner I*	1.00	0.00	1.00	1.00	1.00	1.00	1.00	0.00
Senior Transportation Planner	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Transportation Planner II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Transit Surveyor	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Planning Aide*	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Planning Data Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Schedule Analyst	2.00	1.00	2.00	1.00	2.00	2.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>12.00</b>	<b>6.00</b>	<b>12.00</b>	<b>6.00</b>	<b>12.00</b>	<b>6.00</b>	<b>12.00</b>	<b>5.00</b>

\*Provisional positions

**FY21 & FY22 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**District Counsel - 1700**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY21 2020
District Counsel	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
Paralegal II	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	<b>0.00</b>

**FY21 & FY22 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Safety, Security, and Risk Management - 1800**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY22 2020
Claims Technician II	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
Safety and Training Program Specialist I	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Safety, Security and Risk Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>

**FY21 & FY22 OPERATING BUDGET  
Authorized and Funded Personnel - Full Time Equivalent (FTE)  
Purchasing - 1900**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY21 2020
Purchasing and Special Projects Director*	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Purchasing Manager	0.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist*	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Purchasing Agent	1.00	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Purchasing Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Buyer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Parts and Materials Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lead Parts and Materials Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.00
Parts and Materials Clerk	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.00
Administrative Clerk	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>10.00</b>	<b>9.00</b>	<b>11.00</b>	<b>7.00</b>	<b>11.00</b>	<b>7.00</b>	<b>11.00</b>	<b>7.00</b>

\*1 FTE transferred to Finance; New Title is Project Manager

**FY21 & FY22 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Facilities Maintenance - 2200**

Position Title	FY21 2019		FY21 2020		FY21 2020		FY22 2020	
	Authorized	Funded	Authorized	Funded	Authorized	Funded	Authorized	Funded
Facilities Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lead Facilities Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Worker II	7.00	6.00	7.00	6.00	7.00	6.00	7.00	6.00
Facilities Maintenance Worker I	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00
Custodial Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lead Custodial Service Worker	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Custodial Service Worker	7.00	6.00	7.00	6.00	7.00	6.00	7.00	6.00
Administrative Assistant	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>23.00</b>	<b>18.00</b>	<b>23.00</b>	<b>18.00</b>	<b>23.00</b>	<b>18.00</b>	<b>23.00</b>	<b>18.00</b>

**FY21 & FY22 OPERATING BUDGET  
Authorized and Funded Personnel - Full Time Equivalent (FTE)  
Paratransit - 3100**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2020	FY21 2019	FY21 2020	FY21 2020	FY21 2020	FY21 2020	FY22 2020
Operations Manager: Paratransit Division	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Operations Manager: Paratransit*	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00
Accessible Services Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Paratransit Eligibility Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Reservation & Scheduling Coord	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00
Safety/Road Response Coord	1.00	1.00	0.00	0.00	1.00	1.00	0.00	0.00
Dispatcher/Scheduler	4.00	5.00	4.00	5.00	5.00	5.00	5.00	5.00
Dispatcher	5.00	5.00	3.00	0.00	5.00	5.00	0.00	0.00
Paratransit Clerk I-II-III	2.00	2.00	1.00	1.00	2.00	2.00	1.00	1.00
Van Operator	34.00	34.00	30.00	30.00	34.00	34.00	30.00	30.00
Paratransit Supervisor	3.00	3.00	2.00	3.00	3.00	3.00	3.00	3.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>54.00</b>	<b>55.00</b>	<b>43.00</b>	<b>42.00</b>	<b>55.00</b>	<b>55.00</b>	<b>42.00</b>	<b>42.00</b>



**FY21 & FY22 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Operations - 3200**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2020	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020	
Assistant Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Operations Manager: Fixed Route Division	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Transit Supervisor	15.00	11.00	11.00	11.00	15.00	15.00	11.00	
Assistant Safety & Training Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Safety & Training Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Administrative Assistant Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
Payroll Specialist	1.00	1.00	1.00	1.00	1.00	1.00	1.00	
<b>Total Full-Time Equivalents (FTEs)</b>	<b>22.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>22.00</b>	<b>22.00</b>	<b>18.00</b>	

**FY21 & FY22 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Bus Operators - 3300**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Bus Operators *	171.00	151.00	171.00	152.00	171.00	152.00	171.00	152.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>171.00</b>	<b>151.00</b>	<b>171.00</b>	<b>152.00</b>	<b>171.00</b>	<b>152.00</b>	<b>171.00</b>	<b>152.00</b>

\* 1 FTE is funded by a grant for one year in FY21 or/and FY22

**FY21 & FY22 OPERATING BUDGET**  
**Authorized and Funded Personnel - Full Time Equivalent (FTE)**  
**Fleet Maintenance - 4100**

Position Title	Authorized		Funded		Authorized		Funded	
	FY21 2019	FY21 2019	FY21 2019	FY21 2019	FY21 2020	FY21 2020	FY22 2020	FY22 2020
Maintenance Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Maintenance Manager	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Fleet Maintenance Supervisor	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Lead Mechanic	6.00	4.00	6.00	4.00	6.00	6.00	6.00	4.00
Mechanic III	4.00	2.00	4.00	2.00	4.00	4.00	4.00	2.00
Mechanic I - II	18.00	14.00	18.00	14.00	18.00	18.00	18.00	14.00
Vehicle Body Repair Mechanic	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Upholsterer I - II	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant Supervisor	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Administrative Specialist	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Accounting Technician/Senior	2.00	1.00	2.00	1.00	2.00	2.00	2.00	1.00
Administrative Clerk	1.00	0.00	1.00	0.00	1.00	1.00	1.00	0.00
Lead Vehicle Service Worker	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Detailer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Vehicle Service Worker I - II	12.00	7.00	12.00	7.00	12.00	12.00	12.00	7.00
Electronic Technician	2.00	1.00	2.00	1.00	2.00	2.00	2.00	1.00
<b>Total Full-Time Equivalents (FTEs)</b>	<b>58.00</b>	<b>38.00</b>	<b>58.00</b>	<b>38.00</b>	<b>58.00</b>	<b>58.00</b>	<b>58.00</b>	<b>38.00</b>

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 FINAL CAPITAL BUDGET  
AS OF JUNE 12, 2020**

	PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	BUS REPLACEMENT FUND		TOTAL
											\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	STA-SGR (SB 1)	
<b>Construction Related Projects</b>													
1	19-0001 New METRO Owned Paracruz Facility-FY20 LPP (Grant Match for 5339(b))												
2	19-0002 Pacific Station/Metro Center Redevelopment w/ City of SC	\$ 121,391											\$ 2,282,397
3	19-0003 Pacific Station/Metro Center-Conceptual Design/MOU (5309)	\$ 121,391											\$ 2,000,000
	Subtotal	\$ 121,391											\$ 2,282,397
													\$ 4,434,135
<b>IT Projects</b>													
4	19-0004 Replace Financial System (includes \$50K Consulting)												\$ 800,000
	Subtotal	\$ -											\$ 800,000
<b>Facilities Upgrades &amp; Improvements</b>													
5	19-0006 Maint Yard-Security Hardening/Expanded Parking												\$ 950,000
6	19-0006a Access Control for Maintenance Facility												\$ 50,000
7	19-0007 Maintenance Facility Roof Replacement (FTA 5339a FY19)	\$ 450,000											\$ 450,000
8	19-0008 Vernon Generator Replacement Project												\$ 17,536
9	19-0009 Fuel Management System (FTA 5339a FY17 & FY18)	\$ 94,156											\$ 8,054
10	19-0010 Bus Stop Improvements (FTA 5339a FY18)	\$ 124,725											\$ 102,210
11	19-0011 Gate Control at JKS Bus Entry (FTA 5339a FY18)	\$ 100,000											\$ 100,000
12	19-0012 JKS Facility - Bus Wash Rehab (FTA 5339a FY19)	\$ 100,000											\$ 100,000
13	19-0013 JKS Facility - Upper Security Gates												\$ 100,000
14	19-0017 138 Golf Club Fire Egress (FTA 5339a FY17)	\$ 97,523											\$ 97,523
15	19-0016 Paint Exterior-Maint. Facility (FTA 5339a FY18)	\$ 99,108											\$ 99,108
	Fire Egress - (Design Only) was Facilities Improvements (FTA 5339a FY15/16)-all FTA funds spent - only local match remains												\$ 28,519
16	19-0014 Awning @ Fueling Station A&E only (FTA 5339a FY18)	\$ 337											\$ 10,337
17	19-0018 Security Camera Install - JKS - (Carryover fr FY18)												\$ 3,687
18	19-0019 Admin Bldg. Engineering & Renovations												\$ 20,000
19	19-0020 Asphalt Repair-Pac Station Layover (FTA 5339a FY18)	\$ 16,000											\$ 16,000
20	19-0021 Fencing Behind Diesel Tank (FTA 5339a FY18)	\$ 575											\$ 575
21	19-0023 Subtotal	\$ 1,082,424											\$ 1,187,796
													\$ 2,270,220

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 FINAL CAPITAL BUDGET  
AS OF JUNE 12, 2020**

PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	RESTRICTED	BUS REPLACEMENT FUND		TOTAL		
							\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED			
	FEDERAL FUNDS						STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D (XFR FROM OPER BUDGET)	OPERATING & CAPITAL RESERVE FUND	
<b>Revenue Vehicle Purchases, Replacements &amp; Campaigns</b>											
22 19-0024		\$ 4,036,017							\$ 100,000		\$ 4,136,017
23 19-0026			\$ 725,790		\$ 786,000				\$ 656,811		\$ 2,168,601
24 19-0028			\$ 900,000						\$ 416,493		\$ 1,316,493
25 19-0027			\$ 741,249								\$ 741,249
26 19-0029									\$ 544,149		\$ 544,149
27 19-0030	\$ 456,957								\$ 207,158		\$ 664,115
29 20-0001					\$ 302,000				\$ 302,000		\$ 604,000
30 19-0032									\$ 259,182		\$ 259,182
31 19-0033	\$ 200,000								\$ 52,132	\$ 7,210	\$ 259,342
32 19-0034	\$ 7,966										\$ 7,966
33 19-0035									\$ 100,000		\$ 100,000
34 19-0036									\$ 2,438		\$ 2,438
35 20-0002	\$ 1,088,000								\$ 272,000		\$ 1,360,000
36 20-0003									\$ 800,000		\$ 1,500,000
		\$ 1,752,923	\$ 2,367,039	\$ -	\$ 1,088,000	\$ -	\$ -	\$ 700,000	\$ 3,612,363	\$ 107,210	\$ 13,663,552
<b>Revenue Vehicle Purchases, Replacements &amp; Campaigns-Fleet Electrification Projects</b>											
37 19-0037	\$ 3,588,622								\$ 1,087,153		\$ 4,675,775
38 19-0038		\$ 357,216		\$ 565,082					\$ 185,051		\$ 1,107,349
39 19-0039				\$ 863,102					\$ 231,843		\$ 1,094,945
40 19-0041										\$ 265,103	\$ 265,103
41 19-0042										\$ 8,500	\$ 8,500
42 20-0004										\$ 52,000	\$ 52,000
		\$ 3,588,622	\$ -	\$ 1,428,184	\$ -	\$ -	\$ -	\$ -	\$ 1,504,047	\$ 325,603	\$ 7,203,672
<b>Non-Revenue Vehicle Purchases &amp; Replacements</b>											
43 19-0043	\$ 3,903										\$ 3,903
	\$ 3,903										\$ 3,903

**13D.2**

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 FINAL CAPITAL BUDGET  
AS OF JUNE 12, 2020**

	PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	LCTOP	LPP	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D (XFR FROM OPER BUDGET)	BUS REPLACEMENT FUND		TOTAL
												\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED	
	<b>Fleet &amp; Maint Equipment</b>													
44	19-0045 Floor Scrubber (1) for Maint. Shop (FTA 5339a FY18)	\$ 45,000												\$ 45,000
	Subtotal	\$ 45,000												\$ 45,000
	<b>Office Equipment</b>													
45	19-0047 Workstations & Cubicles (HR)													
	Subtotal	\$ -												\$ 10,768
	<b>Misc.</b>													
46	19-0048 Misc Capital Contingency-\$800K - 11/15/19 BOD													
47	19-0048b replacement)													\$ 635,371
48	19-0050 TVM Pin Pad Bezel 8 Upgrade (6)													\$ 44,529
49	19-0054 Watsonville Transit Mural-(\$2,700 from Arts Council SC)													\$ 22,185
	Subtotal	\$ -												\$ 3,600
	<b>TOTAL CAPITAL PROJECTS</b>	\$ 6,594,263	\$ 4,393,233	\$ 2,367,039	\$ 1,428,184	\$ 1,085,000	\$ 30,347	\$ 700,000	\$ 7,116,410	\$ 5,419,459	\$ 29,136,935			

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 FINAL CAPITAL BUDGET  
AS OF JUNE 12, 2020**

PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	RESTRICTED	BUS REPLACEMENT FUND		TOTAL
							\$3M PER YEAR (MEASURE D + SB1 STA&SGR) RESTRICTED	STA-SGR (SB 1)	
<b>CAPITAL PROGRAM FUNDING</b>									
<b>Federal Sources of Funds:</b>									
Federal Grants (FTA)	\$ 6,394,263								\$ 6,394,263
Surface Transportation Block Grant (STBG)	\$ 200,000								\$ 200,000
<b>State Sources of Funds:</b>									
PTMISEA (1B)		\$ 4,393,233							\$ 4,393,233
State Transportation Improvement Program (STIP)			\$ 2,367,039						\$ 2,367,039
Low Carbon Transit Operations Program (LCTOP)				\$ 1,428,184					\$ 1,428,184
Local Partnership Program (LPP)					\$ 1,088,000				\$ 1,088,000
State Transit Assistance (STA)-Prior Years						\$ 30,347			\$ 30,347
Transfers from Operating Budget (STA-SB1)									\$ -
STA-SGR (SB1)							\$ 700,000		\$ 700,000
Transfers from Operating Budget (Measure D)								\$ 7,116,410	\$ 7,116,410
<b>Local Sources of Funds:</b>									
Operating and Capital Reserve Fund									\$ 5,419,459
<b>TOTAL CAPITAL FUNDING BY FUNDING SOURCE</b>	<b>\$ 6,594,263</b>	<b>\$ 4,393,233</b>	<b>\$ 2,367,039</b>	<b>\$ 1,428,184</b>	<b>\$ 1,088,000</b>	<b>\$ 30,347</b>	<b>\$ 700,000</b>	<b>\$ 7,116,410</b>	<b>\$ 29,136,935</b>
Restricted Funds	\$ 6,594,263	\$ 4,393,233	\$ 2,367,039	\$ 1,428,184	\$ 1,088,000		\$ 700,000	\$ 7,116,410	\$ 23,687,129
Unrestricted Funds						\$ 30,347			\$ 5,449,806
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 6,594,263</b>	<b>\$ 4,393,233</b>	<b>\$ 2,367,039</b>	<b>\$ 1,428,184</b>	<b>\$ 1,088,000</b>	<b>\$ 30,347</b>	<b>\$ 700,000</b>	<b>\$ 7,116,410</b>	<b>\$ 29,136,935</b>

\* NOTE: The amounts listed here represent the amounts committed against awarded grants and projects, and therefore will not equal the \$3M allocated to the Bus Replacement Fund in any given year.



# Attachment E

## BOARD MEMBER TRAVEL

**FY21**

### American Public Transportation Association (APTA) Meetings

Legislative Conference  
March 2021  
Washington, DC  
Three Board Members

Annual Conference  
October 2020  
Anaheim, CA  
Two Board Members

### California Transit Association (CTA) Meetings

Annual Meeting  
November 2020  
Ontario Convention Center  
One Board Member

Legislative Conference  
May 2021  
TBD  
One Board Member

### Additional Travel

Meetings with legislators and government officials in Washington, D.C., San Francisco and Sacramento, as approved by the Chair of the Board.

Expenses related to Board members meeting with CEO/General Manager and staff.

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# Attachment F

## EMPLOYEE INCENTIVE PROGRAM FY21 and FY22

<b>EVENT/ACTIVITY</b>	<b>FY21</b>	<b>FY22</b>	<b>DEPT/ACCOUNT</b>
District Service Awards	\$ 4,000	\$ 4,000	1100-509101
Employee Picnic & Holiday Party	\$ 5,000	\$ 5,000	1100-509101
Transit Driver Appreciation Day	\$ 1,000	\$ 1,000	1100-509101
Employee Appreciation Events			
Administration	\$ 8,000	\$ 8,000	1100-509101
Marketing, Communications, and Customer Service	\$ 200	\$ 200	1300-509101
Safety, Security, and Risk Management	\$ 3,000	\$ 3,000	1800-509101
Awards	\$ 1,000	\$ 1,000	3300-509101
	\$ 300	\$ 300	3100-509101
Safe Driver Patches and Certificates	\$ 1,000	\$ 1,000	3300-509101
Line Instruction Patches	\$ 1,000	\$ 1,000	3300-509101
<b>TOTALS</b>	<b>\$ 24,500</b>	<b>\$ 24,500</b>	

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# Attachment G

## **Board Authorized METRO Support Activities**

### **FY21 and FY22**

Santa Cruz County Fair

Santa Cruz Follies

Santa Cruz Seaside Company - Late Night Transit Service to Watsonville for the summer

Senior Luncheon

Metro Advisory Committee METRO Tour

Leadership Santa Cruz

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# Attachment H

## MEMBERSHIPS FY21 and FY22

<b>MEMBERSHIPS / Dues &amp; Subscriptions</b>	<b>FY21</b>	<b>FY22</b>	<b>DEPT/ACCOUNT</b>
<b>Administration</b>			
American Public Transportation Association (APTA)	\$ 39,250	\$ 39,250	1100-509011
California Transit Association (CTA)	\$ 18,000	\$ 18,000	1100-509011
Monterey Bay Economic Partnership (MBEP)	\$ 5,000	\$ 5,000	1100-509011
Eastern Contra Costa Transit Agency (ZEBRA Membership)	\$ 3,000	\$ 3,000	1100-509011
Community Transportation Association of America (CTAA)	\$ 3,900	\$ 3,900	1100-509011
Center for Transportation and the Environment (CTE)	\$ 5,000	\$ 5,000	1100-509011
Chamber of Commerce	\$ 1,300	\$ 1,300	1100-509011
Bus Coalition	\$ 7,500	\$ 7,500	1100-509011
California Association for Coordinated Transportation (CalACT)	\$ 1,055	\$ 1,055	1100-509011
Letter Press	\$ 675	\$ 675	1100-509011
Santa Cruz Sentinel	\$ 500	\$ 500	1100-509011
Register - Pajaronian	\$ 62	\$ 62	1100-509011
Costco	\$ 120	\$ 120	1100-509011
National Notary	\$ 750	\$ 750	1100-509011
<b>Total:</b>	<b>\$ 86,112</b>	<b>\$ 86,112</b>	
<b>Finance</b>			
California Society of Municipal Finance Officers (CSMFO)	\$ 220	\$ 227	1200-509011
Government Finance Officers Association (GFOA)	\$ 300	\$ 300	1200-509011
Kiplinger Letters	\$ 100	\$ 100	1200-509011
<b>Total:</b>	<b>\$ 620</b>	<b>\$ 627</b>	
<b>Marketing, Communications, and Customer Service</b>			
Miscellaneous	<b>Total: \$ 1,000</b>	<b>\$ 1,000</b>	1300-509011
<b>Human Resources</b>			
California Public Employers Labor Relations Association (CalPERLA)	\$ 1,000	\$ 1,000	1400-509011
Society for Human Resource Management (SHRM)	\$ 836	\$ 836	1400-509011
Northern California Human Resources Association (NCHRA)	\$ 500	\$ 500	1400-509011
John Dash	\$ 250	\$ 250	1400-509011
Cal Chamber	\$ 849	\$ 849	1400-509011
<b>Total:</b>	<b>\$ 3,435</b>	<b>\$ 3,435</b>	
<b>Safety, Security, and Risk Management</b>			
Miscellaneous	<b>Total: \$ 400</b>	<b>\$ 400</b>	1800-509011
<b>Purchasing</b>			
California Association of Public Procurement Officials (CAPPO)	\$ 300	\$ 300	1900-509011
National Institute of Governmental Purchasing (NIGP)	\$ 200	\$ 200	1900-509011
<b>Total:</b>	<b>\$ 500</b>	<b>\$ 500</b>	
<b>Fleet Maintenance</b>			
Cummins INSITE Fleet books Software	\$ 3,000	\$ 3,000	4100-509011
John Deere Software	\$ 500	\$ 500	4100-509011
Southern California Regional Transit Training Consortium (SCR TTC)	\$ 1,000	\$ 1,000	4100-509011
Mitchell Online Vehicle Manuals	\$ 500	\$ 500	4100-509011
Allison Transport. Software	\$ 2,000	\$ 2,000	4100-509011
All Data	\$ 1,000	\$ 1,000	4100-509011
<b>Total:</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	
<b>TOTALS</b>	<b>\$ 100,067</b>	<b>\$ 100,074</b>	

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# Attachment I

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY20 PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES-PRE-CLOSE; PRE-AUDIT AS OF 6/30/20

Fund Title	Explanation and Use:	Post-Audit Balance at 6/30/19	ESTIMATED Additions/ (Withdrawals) in FY20	ESTIMATED Available Balance at 6/30/20	Board Adopted Minimum or Target Level	% Funded	Surplus / (Deficient)	Suggested Guidelines:	Board Adopted Recommendation:
<b>Operating and Capital Reserve Fund</b> (formerly - Operating / Capital Reserves)	Liquid and unrestricted assets that an organization can use to support its operations in the event of an unanticipated loss of revenue or increase in expenses. Includes Alternative Fuel Tax Rebates transferred from the Operating Budget and any excess revenues above actual expenses	\$ 4,274,534	\$ (3,602,402)	\$ 672,132	N/A	N/A	N/A	Any use of Operating and Capital Reserves above CEO executive authority will be brought to the BOD for consideration. To be used as the local match for capital grants.	There is no Board Adopted Minimum Balance established; this fund shall not be used to support recurring operating expenditures.
<b>Operations Sustainability Reserve Fund</b> (formerly - Operating Reserves)	Funds set aside to protect the organization's essential services and funding requirements during periods of economic downturn or natural disasters. Target = two month's operating expenses (Payroll and Accounts Payable).	\$ 7,500,000	-	\$ 7,500,000	\$ 7,500,000	100%	\$ -	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.	Fund Operations Sustainability Reserve Fund to target level that equals two (2) months of the average operating expenses for the most current fiscal year's budget, to be adjusted annually through the budget process.
<b>Cash Flow Reserve Fund</b> (formerly - Cash Flow Reserves)	Funds set aside to "cash flow" capital and/or operating expenses incurred before receiving reimbursements from various funding sources (Annual FTA 5307 (& STIC), STA, etc).	\$ 3,000,000	-	\$ 3,000,000	\$ 3,000,000	100%	\$ -	Staff will manage flexibility of Cash Flow Reserve Fund, according to project levels and capital needs as they fluctuate from year to year.	Fund Cash Flow Reserve Fund to minimum or target levels; set annually through the budget process.
<b>COVID Reserves</b>	The current FY20 Operating budget is expecting to have a carryover at the end of the fiscal year due to reimbursement of FTA qualifying operating expenses related to the CARES act and FEMA reimbursements in FY20	-	\$ 12,797,766	\$ 12,797,766	N/A	N/A	N/A	METRO will reinvest the funds into the FY21 Operating budget, to sustain services to the greatest extent possible during the economic recovery, or until these funds are exhausted	
<b>Workers Compensation Reserve Fund</b> (formerly - Workers Compensation Reserves)	Funds set aside to finance the (discounted) long term portion of workers' compensation liability, as of the end of the fiscal year.	\$ 2,105,734	-	\$ 2,105,734	\$ 2,105,734	100%	\$ -	GASB#10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported workers' compensation claims.	Fund Workers' Comp Reserves to minimum or target levels; a bi-annual study of potential liability areas and risk shall be the basis for determining minimum reserves.
<b>Liability Insurance Reserve Fund</b> (formerly - Liability Insurance Reserves)	Funds set aside to pay the cost of outstanding liability and physical damage claims + proposed employment practices liability claims. (Self Insured Retention - SIR - \$250K each program)	\$ 767,262	-	\$ 767,262	\$ 767,262	100%	\$ (0)	GASB#10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported liability and physical damage claims.	Fund Liability Insurance Reserves to minimum or target levels; calculated annually based on the 5-year rolling average of outstanding claims at fiscal year end + \$250K each SIR.
		<b>\$ 17,647,530</b>	<b>\$ 9,195,364</b>	<b>\$ 26,842,894</b>			<b>\$ (0)</b>		

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**Measure D: 5-Year Program of Projects (FY20/21-FY24/25)**  
**Agency: Santa Cruz METRO**  
**Expenditure Plan Category: Transportation for E&D**

		Measure D Revenues										
		FY20/21	FY21/22	FY22/23	FY23/24	FY24/25						
Estimated Annual Measure D Allocations <i>(update for your agency per RTC notice)</i>		\$3,500,617	\$3,535,623	\$3,588,658	\$3,660,431	\$3,733,639						
		Amount of Measure funds to be used						Total cost estimate	Other Funds \$	Other fund sources	Est. Construction start date	Major project? * (yes/no)
Name/Road/ limits	Description, complete streets components	FY21	FY22	FY23	FY24	FY25						
Fixed route - 4 operators (average cost of Operator with benefits plus cost of mileage driven in year)	frequency, span of service - Routes 35, 40, 41, 68, 69A, 71, 72, 75, 79, 91X	587,802	610,842	625,743	637,718	648,584						
Fixed route - 4 operators (average cost of Operator with benefits plus cost of mileage driven in year)	Extra Board staffing to ensure reliability/delivery of all service Route 71 weekend - 17 additional trips	587,802	610,842	625,743	637,718	648,584						
Fixed route - 1 operator (average cost of Operator with benefits plus cost of mileage driven in year)	to provide 30 minute frequency in/outbound for 8 hours during the days	146,950	152,711	156,436	159,430	162,146						
Sustaining of ParaCruz service levels Total Operations support	1 operator minus farebox recovery	87,784	93,196	96,080	99,528	102,360						
		1,410,338	1,467,591	1,504,002	1,534,394	1,561,674						
Capital - vehicle replacement		2,090,279	2,068,032	2,084,656	2,126,037	2,171,965						
	Measure D funding received by METRO will be used to increase Fixed-route service, sustain ParaCruz service, maintain service reliability, and to allow for the purchase of new Fixed-route buses and ParaCruz vans.								Fares, 1979 Sales Tax, TDA, FTA 5307, STA, STIC, Fuel Tax Credits	Non-applicable	Non-applicable	
		\$3,500,617	\$3,535,623	\$3,588,658	\$3,660,431	\$3,733,639						
	Estimated Annual Measure D Expenditures	\$3,500,617	\$3,535,623	\$3,588,658	\$3,660,431	\$3,733,639						
	Carry over to next fiscal year	\$0	\$0	\$0	\$0	\$0						
	Annual Interest Earnings on Measure D Revenues	\$0	\$0	\$0	\$0	\$0						

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# Attachment K

## 10 year METRO Unfunded Capital Projects - Summary

Category	5-yr need (000s)	10-yr need (000s)
Construction	\$ 72,125	\$ 147,475
Vehicle State of Good Repair (SGR)	\$ 28,825	\$ 33,195
Facilities Maintenance	\$ 6,045	\$ 9,170
Information Technology (IT)/Communications	\$ 7,321	\$ 7,321
<b>Total</b>	<b>\$ 114,316</b>	<b>\$ 197,161</b>

UNFUNDED CAPITAL PROJECTS (000s)													
#	Project	Construction Description	Cost (000s)	21	22	23	24	25	26	27	28	29	30
1	ParaCruz Operating Facility (Mobility Management Center)	Property Acquisition, Design, Right-of-Way and construction for new ParaCruz Operating Facility	\$ 3,700	\$ 3,700									
2	Cavallaro Transit Center roof replacement and solar panels	Shingle roof and solar panels	\$ 75	\$ 75									
3	Maintenance Facility Bay 11 Modifications	Modify Bay 11 to better accommodate articulated buses.	\$ 100	\$ 100									
4	Upgrade Pasatiempo Northbound stop	Design, engineering, and construction of shelter pad and waiting area	\$ 50	\$ 50									
5	Fluid Management System Phase 2	Purchase and installation of fluid management system	\$ 650		\$ 650								
6	ZEB Fast-charging Infrastructure at WTC	Fast-charging infrastructure at Watsonville Transit Center	\$ 1,000		\$ 1,000								
7	Vernon Street Bus Stop	Move (Route 4) bus stop to to lower Admin parking lot. Install base and concrete to bus stop pad and maneuvering apron. Necessary precursor to securing maintenance facility.	\$ 600					\$ 300	\$ 300				
8	Solar Panels at Ops, Maintenance, Admin	Energy cost reduction through installation of roof-mounted solar panels at the Judy K. Souza Operations Facility, Golf Club, and Vernon	\$ 2,000			\$ 2,000							
9	Maintenance Facility Wing 2 (to accommodate articulated buses)	Property Acquisition (including 1231 River St), Design, Right-of-Way and Construction for second wing of Maintenance Facility	\$ 15,850					\$ 15,850					
10	Soquel/Freedom Traffic Signal Priority/Pre-Emption for Buses	Enable coach operators to actuate traffic signals to prolong green or change red lights to improve transit running time	\$ 2,000					\$ 2,000					
11	Mid-county Park and Ride	New mid-county park and ride to replace Soquel Park & Ride. Capitola Mall?	\$ 10,000					\$ 10,000					
12	Watsonville Park and Ride Lot	South County P&R to support Hwy 1 commuters (200 spaces)	\$ 10,000					\$ 10,000					
13	Cavallaro Transit Center Parking Structure	3-Story Parking Structure to support Hwy 17 Express commuters and City activities	\$ 26,400					\$ 26,400					
14	Remove Diesel Tank	Remove tank after replacement of last diesel bus fleet. On hold, as more diesel buses may be added to the fleet.	\$ 50								\$ 50		
15	South County Ops. & Maint. Facility	Auxiliary Operating (including ParaCruz) & Maintenance Facility in Watsonville.	\$ 50,000										\$ 50,000
16	New Watsonville Transit Center	Replacement of current transit center	\$ 25,000										\$ 25,000
		<b>Unfunded Capital Costs thru FY2030</b>	<b>\$147,475</b>	<b>\$ 3,925</b>	<b>\$ 1,650</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ 64,550</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ 75,000</b>
		Unfunded Capital Costs thru FY2025	\$ 72,125										

UNFUNDED CAPITAL PROJECTS (000s)												
Vehicle SGR		21	22	23	24	25	26	27	28	29	30	31
#	Project	Description	Cost (000s)									
1	ParaCruz Replacements	5 new vehicles per year FY20-22; 3 new vehicles per year FY23-29	\$ 2,145	\$ 360	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	\$ 255	
2	Bus Replacements 2022	Bus Replacements Replace (6) CNG buses	\$ 4,200	\$ 4,200								
3	Bus Replacements 2023	Bus Replacements Replace (16) CNG buses	\$ 11,200	\$ 11,200								
4	Bus Replacements 2024	Bus Replacements Replace (0) buses	\$ -									
5	Bus Replacements 2025	Bus Replacements Replace (7) CNG buses	\$ 4,900		\$ 4,900							
6	Bus Replacements 2026	Bus Replacements Replace (10) CNG buses	\$ 7,000		\$ 7,000							
7	Bus Replacements 2027	Bus Replacements Replace (0) buses	\$ -									
8	Bus Replacements 2028	Bus Replacements Replace (0) buses	\$ -									
9	Bus Replacements 2029	Bus Replacements Replace (4) buses (3 CNG; 1 ZEB)	\$ 3,350									
10	Diesel-electric Hybrid Battery Replacements	10 buses - replace 4 batteries per year in FY21-22; 2 in FY23 (\$40k/battery)	\$ 400	\$ 160	\$ 80				\$ 3,350			
11	Non-revenue Vehicle Replacements	Non-revenue trucks and cars	\$ -									
		<b>Unfunded Capital Costs thru FY2030</b>	<b>\$ 33,195</b>	<b>\$ 4,360</b>	<b>\$ 335</b>	<b>\$ 5,155</b>	<b>\$ 7,255</b>	<b>\$ 255</b>	<b>\$ 3,605</b>	<b>\$ 255</b>	<b>\$ 255</b>	<b>\$ -</b>
		Unfunded Capital Costs thru FY2025	\$ 28,825	\$ 4,360	\$ 335	\$ 5,155	\$ 7,255	\$ 255	\$ 3,605	\$ 255	\$ 255	\$ -

\*\*\* Based on 10/31/19 Long-Range Bus Replacement Plan  
 \*\*\* Based on 2019 cost assumptions: CNG 35' & 40' - \$700k; artics - \$850k; ZEBs - \$1.25M  
 \*\*\* The project year (Bus Replacements 20XX) is the year the bus needs replacement. The funding need is placed in the previous fiscal year because it takes about a year from purchase to receive the bus.

		UNFUNDED CAPITAL PROJECTS (000s)											
		Facilities Maintenance											
#	Project	Description	Cost (000s)	21	22	23	24	25	26	27	28	29	30
1	Pacific Station Rehabilitation or Redevelopment	Rehab of existing facility or redevelopment as part of City project, subject to availability of grant funding	\$ 1,800		\$ 1,800								
2	Capital upgrade of existing transit facilities	Capital upgrade of bus stops, parking lots, transit centers, buildings	\$ 750	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
3	Custodial Equipment Replacement	Vacuums, Buffers, Scrubbers	\$ 200	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
4	Landscaping/Irrigation	Re-landscape & irrigate all sites	\$ 300	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30
5	Bird Abatement	All Facilities	\$ 10	\$ 10									
6	Furniture	All Facilities	\$ 150	\$ 50	\$ 50	\$ 50							
7	Fueling and Wash Facility - Awning Install	Construction phase - Awning at front of fueling island	\$ 250	\$ 250									
8	Fuel and Wash Facility - rust removal and repaint	Remove rust and repaint bus fuel and wash facility and equipment	\$ 125	\$ 125									
9	Replace Pressure Washer System	Pressure washer for engine cleaning	\$ 580	\$ 580									
10	Golf Club Flooring		\$ 400	\$ 400									
11	Emergency Operations Centers	Phones, radios, flat-screen TV monitors, laptops	\$ 200	\$ 200									
12	Maintenance parking lot drainage	French drain or other solution to ensure water doesn't drain to Rayne building	\$ 50	\$ 50									
13	Portable Bus Lifts	1 sets of 4 standard lifts, \$75k. Estimate includes labor.	\$ 75	\$ 75									
14	Administration Remodel	Office remodel of 110 Vernon St.: move/add office space and reconfigure/replace HVAC	\$ 1,000		\$ 1,000								
15	Golf Club Interior Painting	Golf Club Interior Painting	\$ 150		\$ 150								
16	Medium Duty Trash Truck	Specialty truck for safer and more efficient bus stop trash cleanup	\$ 150		\$ 150								
17	Shop bay door drainage	French drain or other solution for shop bay door drainage	\$ 200		\$ 200								
18	Golf Club Parts Washers (3)	Replace the JRI units purchased 2010	\$ 80			\$ 80							
19	Parallelogram Lift Replacement		\$ 200			\$ 200							
20	Fueling Station	Roof replacement and mid-life rehab. Includes sewer lift pump	\$ 250						\$ 250				
21	Golf Club Generator Replacement		\$ 100							\$ 100			
22	Bus Washer Replacement		\$ 450								\$ 450		
23	In-ground Bus Lifts	Remove and replace in-ground lifts	\$ 1,700									\$ 1,700	
			<b>\$ 9,170</b>	<b>\$ 1,865</b>	<b>\$ 3,275</b>	<b>\$ 375</b>	<b>\$ 405</b>	<b>\$ 125</b>	<b>\$ 125</b>	<b>\$ 375</b>	<b>\$ 225</b>	<b>\$ 2,275</b>	<b>\$ 125</b>
			\$ 6,045										



UNFUNDED CAPITAL PROJECTS (000s)		IT											
#	Project	Description	Cost (000s)	21	22	23	24	25	26	27	28	29	30
1	Bus APC	Automatic Passenger Counter (APC) systems on all METRO buses.	\$ 650	\$ 650									
2	Maintenance Facility Electronic Access Control	Electronic building access control to Golf Club Maintenance building; security lighting and cameras	\$ 50	\$ 50									
3	Backup (to Kite Hill) Repeater Site	2-way Radio Equipment to allow JKS to function as an emergency radio repeater site	\$ 25	\$ 25									
4	Eligibility Coordinator ID Card Printer		\$ 6	\$ 6									
5	Account-based Fare Collection Upgrade	Account-based fare collection upgrade to replace GFI paper and plastic pass system (excluding fareboxes and vaults)	\$ 1,500	\$ 1,500									
6	Financial Management Software	Financial, Payroll, Timekeeping Software	\$ 250	\$ 125	\$ 125								
7	Security System Replacement for WTC and Pacific Station	Replace security system at end-of-life	\$ 375	\$ 375									
8	Website Upgrade		\$ 150		\$ 150								
9	Rebranding - Phase 1		\$ 75		\$ 75								
10	Backup system	Backup system to meet growing disaster recovery needs	\$ 20		\$ 20								
11	TVMs - replacements and additional	Pending decision on new fare system, as TVMs may no longer be required	\$ 250		\$ 250								
12	MaintStar Expansion Software and Mobile Equipment	Asset and Maintenance Managing software and equipment with onsite training and installation. Work field orders.	\$ 150		\$ 150								
13	ITS	Public WiFi equipment on all facilities and routes beginning w/UCSCs and Express buses. Bus AVL implementation may negate the need for this.	\$ 1,000		\$ 1,000								
14	Camera security system for ParaCruz facility	Camera security system for ParaCruz facility	\$ 150		\$ 150								
15	Security System Replacement for Vernon and Golf Club	Replace security system at end-of-life	\$ 350		\$ 350								
16	Replace Fareboxes and Vaults	Replace fareboxes and vaults at end-of-life.	\$ 2,250				\$ 2,250						
17	Phone System Replacement	Replace phone system at end-of-life	\$ 70				\$ 70						
<b>Unfunded Capital Costs thru FY2030</b>			<b>\$ 7,321</b>	<b>\$ 2,731</b>	<b>\$ 2,270</b>	<b>\$ -</b>	<b>\$ 2,320</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Unfunded Capital Costs thru FY2025			\$ 7,321										

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# Attachment L



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

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

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT TO ADOPT A BUDGET FOR FISCAL YEARS 2021 AND 2022**

**WHEREAS**, it is in the interest of the Santa Cruz Metropolitan Transit District to adopt a budget for each fiscal year;

**WHEREAS**, a budget for Capital and Operating expenses and revenues has been developed for fiscal years 2021 and 2022;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, that the budget attached hereto as Attachments B – Attachment H and presented to the Board of Directors is hereby adopted

**PASSED AND ADOPTED** this 26<sup>th</sup> Day of June 2020 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

Approved:

Mike Rotkin, Chair

---

Attest:

Alex Clifford, CEO/General Manager

---

# Attachment L

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

Approved as to form:  
Julie A. Sherman, General Counsel \_\_\_\_\_



**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Julie A. Sherman, General Counsel  
**SUBJECT: CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S  
AMENDED CONFLICT OF INTEREST CODE AND APPROVAL OF THE  
RESOLUTION CONFIRMING THIS ACTION**

**I. RECOMMENDED ACTION**

**Adopt METRO's amended Conflict of Interest Code for Designated Officials, Employees and Consultants and Approve the Resolution Adopting the Amended Code**

**II. SUMMARY**

- All local agencies and special districts are required by Government Code §87300 to adopt a Conflict of Interest Code (Code).
- Government Code §87306.5 requires every local agency to review its Conflict of Interest Code in each even-numbered year and to amend the Code, if necessitated by changed circumstances.
- The Code also needs to be updated to reflect current job titles.
- Santa Cruz Metropolitan Transit District (METRO) General Counsel and CEO/General Manager have reviewed the Code and are requesting that the Board of Directors (Board) adopt the amended Code and approve the attached Resolution.

**III. DISCUSSION/BACKGROUND**

The Political Reform Act (PRA) regulates conflicts of interests of public officials through disclosure of financial interests and prohibitions on participation in the making of decisions in which the official knows, or has reason to know, he/she has a financial interest. The California Fair Political Practices Commission (FPPC) has also adopted regulations implementing the PRA, see Title 2 of the California Code of Regulations Section 18109 et seq.

In accordance with the PRA, all government agencies must adopt a Conflict of Interest Code, which must be reviewed each even-numbered year and amended when circumstances change, such as when new positions are created or existing positions change.

The Code has also been amended to reflect current job titles.

These changes are reflected in METRO's amended Conflict of Interest Code (Exhibit A).

General Counsel and the CEO/General Manager recommend that the Board adopt the amended Code and approve the Resolution Adopting the Amended Conflict of Interest Code (Attachment A).

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

There is no financial consideration for this action.

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

Periodic updates to METRO's Conflict of Interest Code are legally required, therefore there are no alternatives.

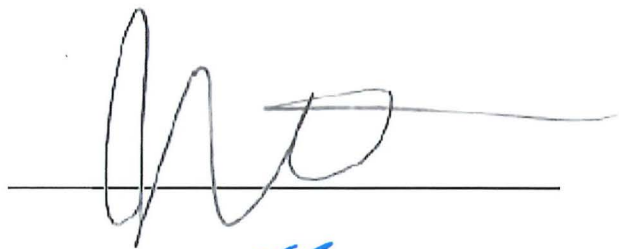
#### **VI. ATTACHMENTS**

**Attachment A:** Resolution Adopting the Amended Conflict of Interest Code  
**Exhibit A:** METRO's Amended Conflict of Interest Code (final and redlined versions)

Prepared by: Julie A. Sherman, General Counsel

**VII. APPROVALS**

Julie A. Sherman, General Counsel



Alex Clifford, CEO/General Manager



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# Attachment A



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

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

### ADOPTING AN AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT

**WHEREAS**, California Government Code Section 87306.5 requires that the Santa Cruz Metropolitan Transit District (METRO) review its Conflict of Interest Code every other year, and revise it if necessary;

**WHEREAS**, General Counsel and the CEO/General Manager have reviewed the current Conflict of Interest Code and have determined that the Code should be updated to reflect current job titles; and

**WHEREAS**, General Counsel and the CEO/General Manager recommend adopting the attached Conflict of Interest Code.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby determines and orders as follows:

1. The revised Conflict of Interest Code attached and labeled "Exhibit A" is hereby adopted.

2. METRO staff is directed to transmit a copy of the revised Code to the Board of Supervisors of Santa Cruz County.

**PASSED AND ADOPTED** this 26<sup>th</sup> Day of June 2020 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

# Attachment A

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

**ABSENT:** Directors -

Approved:  
Mike Rotkin, Chair

---

Attest:  
Alex Clifford, CEO/General Manager

---

Approved as to form:  
Julie A. Sherman, General Counsel

---

# Exhibit A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### ADMINISTRATIVE CODE

#### TITLE IX – CONFLICT OF INTEREST

##### CHAPTER 1

#### CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS, EMPLOYEES, MEMBERS AND CONSULTANTS

(This chapter replaces AR-1025 pursuant to Resolution No. 15-03-01)

Amended on June 22, 2018 pursuant to Resolution No. 18-06-09

Amended on June 26, 2020 pursuant to Resolution No. 20-\_\_\_

#### Table of Contents

**Article I**      **Policy**

**Appendix A**   **Designated Positions and Assigned Disclosure Category**

**Appendix B**   **Disclosure Categories**

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#### **Article I** **Policy**

**§9.1.101**      The Political Reform Act of 1974, Government Code Sections 81000, et seq., requires State and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments by the Fair Political Practices Commission in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).

Individuals holding designated positions shall either electronically file their statements of economic interests with the County of Santa Cruz or file their statements of economic interests with Santa Cruz METRO, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Santa Cruz METRO will retain a copy of each statement and forward original statements, which have not been electronically filed, to the Santa Cruz County Board of Supervisors, which shall be the filing officer.

# Exhibit A

## Appendix A

### Designated Positions and Assigned Disclosure Category

<b>Position</b>	<b>Assigned Disclosure Category</b>
Chief Operations Officer (COO)	Category 1
District General Counsel	Category 1
Assistant General Manager	Category 1
Maintenance Manager	Category 1
Finance Deputy Director	Category 1
Project Manager	Category 1
Purchasing Manager	Category 4a
Purchasing Agent	Category 4a
Purchasing Assistant	Category 4a
Human Resources Director	Category 4b
Human Resources Deputy Director	Category 4b
Information Technology and Intelligent Transportation Systems Director	Category 1
Information Technology and Intelligent Transportation Systems Deputy Director	Category 4b
Database Administrator/Senior Database Administrator	Category 4b
Operations Manager: Fixed Route and Paratransit	Category 4b
Assistant Operations Manager: Fixed Route and Paratransit	Category 4b

# Exhibit A

## Appendix A

<b>Position</b>	<b>Assigned Disclosure Category</b>
Planning and Development Director	Category 4b
Marketing, Communications & Customer Service Director	Category 4b
Assistant Maintenance Manager	Category 4b
Facilities Manager	Category 4b
Financial Analyst Senior Financial Analyst	Category 4b
Accountant I	Category 4b
Accountant II	Category 4b
Grants/Legislative Analyst	Category 4b
Safety, Security & Risk Director	Category 4b
Claims Investigator I Claims Investigator II	Category 4b
Consultants/New Positions	*

\*Pursuant to Title 2, Division 6, California Code of Regulations, section 18734, Consultants/New Positions that make or participate in the making of decisions that may foreseeably have a material effect on any financial interest are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code, subject to the following limitation:

The CEO/General Manager may determine in writing that a particular consultant or a new position, is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in this section. Such determination shall include a statement of the consultant's or a new position's duties, and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Section 81008.) Nothing

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herein excuses any such consultant from any other provision of this Conflict of Interest Code.

The positions listed below are NOT covered by the Conflict of Interest Code because they must file a statement of economic interests pursuant to Government Code Section 87200 and, therefore, are listed for information purposes only:

Members of the Santa Cruz METRO Board of Directors

CEO/General Manager

Chief Finance Officer (CFO)

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the determination whether a position is covered by Section 87200.

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## Appendix B

### **Disclosure Categories**

#### **Full Disclosure-Category 1:**

All interests in real property located within the jurisdiction, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

#### **Full Disclosure (excluding interests in real property)-Category 2:**

All investments, business positions in business entities, and sources of income, including gifts, loans and travel payments.

#### **Interests in Real Property-Category 3**

All interests in real property located in the jurisdiction.

#### **General Contracting Categories-Category 4**

- a) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the Santa Cruz METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's department or area of authority.

#### **Grant/Service Providers/Agencies that Oversee Programs-Category 5**

- a) A designated employee in this category must report all investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Santa Cruz METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative or educational services concerning the prevention, treatment or rehabilitation of persons suffering from (alcohol related problems/drug abuse).

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# Exhibit A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

### ADMINISTRATIVE CODE

#### TITLE IX – CONFLICT OF INTEREST

##### CHAPTER 1

#### CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS, EMPLOYEES, MEMBERS AND CONSULTANTS

(This chapter replaces AR-1025 pursuant to Resolution No. 15-03-01)

Amended on June 22, 2018 pursuant to Resolution No. 18-06-09

Amended on June 26, 2020 pursuant to Resolution No. 20-\_\_\_\_\_

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#### Article I Policy

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VERBAL PRESENTATION ONLY

RIDER SURVEY RESULTS

John Urgo, Planning & Development Director

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**DATE:** June 26, 2020  
**TO:** Board of Directors  
**FROM:** Rufus Francis, Safety, Security and Risk Management Director  
**SUBJECT: CONSIDERATION OF APPROVAL OF PUBLIC TRANSPORTATION  
AGENCY SAFETY PLAN (PTASP)**

**I. RECOMMENDED ACTION**

**That the Board of Directors Approve Santa Cruz Metropolitan Transit District Public Transportation Agency Safety Plan**

**II. SUMMARY**

- On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Rule 49 CFR Part 673 that requires certain transit operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop a PTASP (Plan) that include the processes and procedures to implement Safety Management System (SMS).
- The FTA Rule 49 CFR Part 673 requires that the Board of Directors (Board) receive a presentation to adopt and approve the PTASP.
- FTA has extended the PTASP Rule compliance deadline from July 20, 2020 to December 31, 2020.

**III. DISCUSSION/BACKGROUND**

- FTA has adopted the principles and methods of SMS as the basis for enhancing the safety of public transportation in the United States.
- The Rule 49 CFR Part 673 became effective on July 19, 2019. FTA published a Dear Colleague letter on July 19, 2019, to alert the transit industry of the July 20, 2020 safety compliance deadline. However, in light of the extraordinary challenges presented by the COVID-19 Pandemic, FTA issued a "Notice of Enforcement Discretion," effectively extending the PTASP compliance deadline from July 20, 2020 to December 31, 2020.

- The PTASP must include all applicable requirements of Part 673. The PTASP must be signed by the CEO/General Manager of the transit agency and approved by the transit agency's Board of Directors. Transit agency also must certify they have a PTASP in place meeting the requirements of the rule by July 20 of each year. The PTASP must be reviewed, updated if needed and certified by the transit agency annually.
- The rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307).

#### **IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

The PTASP aligns to the following Strategic Priorities:

1. Safety First Culture
2. Service Quality and Delivery

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

None.

#### **VI. CHANGES FROM COMMITTEE**

N/A

#### **VII. ALTERNATIVES CONSIDERED**

There is no alternative for compliance with this federal regulation issued by the FTA along with its compliance deadline.

#### **VIII. ATTACHMENTS**

Attachment A: Santa Cruz Metropolitan Transit District Public  
Transportation Agency Safety Plan

Prepared by: Rufus Francis, Safety, Security and Risk Management  
Director

**IX. APPROVALS**

Rufus Francis, Safety, Security  
& Risk Management Director



Alex Clifford, CEO/General Manager



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# Santa Cruz Metropolitan Transit District Public Transportation Agency Safety Plan (PTASP)



Issue Date: June 26, 2020

# Attachment A

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## **Santa Cruz METRO Public Transportation Agency Safety Plan (PTASP)**

*Version 0, Issued 09/25/2019*

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### **Public Transportation Agency Safety Plan (PTASP) Rule Overview**

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Rule that requires certain transit operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop a PTASP (Plan) that include the processes and procedures to implement Safety Management System (SMS).

- The Rule 49 CFR Part 673 became effective on July 19, 2019.
- FTA published a Dear Colleague letter on July 19, 2019, to alert the transit industry of the July 20, 2020 safety compliance deadline.

The PTASP must include all applicable requirements of Part 673. The PTASP must be signed by the CEO/General Manager of the transit agency and approved by the transit agency's Board of Directors. Transit agency also must certify they have a PTASP in place meeting the requirements of the rule by July 20, 2020. The PTASP must be updated and certified by the transit agency annually.

The rule applies to all operators of public transportation systems that are recipients and sub-recipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307).

The rule does not apply to agencies that are subject to the safety jurisdiction of another federal agency, including passenger ferry operators regulated by the U.S. Coast Guard and rail operators regulated by the Federal Railroad Administration.

FTA has adopted the principles and methods of SMS as the basis for enhancing the safety of public transportation in the United States.



# Attachment A

## SECTION 1 TRANSIT AGENCY INFORMATION

**Santa Cruz METRO (METRO)** was established in 1968. METRO's Headquarters building is located at 110 Vernon Street, Santa Cruz, CA 95060. METRO employs 306 employees, and majority of employees are from the bus operations department. METRO is comprised of twelve (12) departments: (1) Administration; (2) Finance; (3) Human Resources; (4) Information Technology; (5) Customer Service/Marketing; (6) Operations; (7) Planning Grants & Government Affairs; (8) Purchasing; (9) Risk Management; (10) Facilities Maintenance; (11) Fleet Maintenance; and (12) Paratransit. METRO's Organization Chart is attached as Appendix – A.

METRO is governed by 11 Board of Directors and two (2) Ex-Officio Directors, representing various jurisdictions of METRO's service areas. The Board Chairperson is selected from among the Board members on a term period. The Board meetings are usually held once a month as per an established schedule. The agenda and meeting minutes are documented and posted on our website.

METRO provides fixed route and Highway 17 commuter service throughout Santa Cruz County, with limited service connecting to Monterey Salinas Transit at our Watsonville Transit Center and VTA in Santa Clara County, transporting more than 5 million passenger trips a year. METRO also operates ParaCruz paratransit service to Santa Cruz County, providing about 72,000 trips per year. METRO's operating budget in FY20 was approximately \$52 million and is funded through a combination of fare-box revenues, sales tax, state and federal sources.

**Today METRO operates a fleet of 98 buses on 26 fixed routes. METRO does not provide service on behalf of another transit agency or entity.**

PTASP Rule applies to all large and small transit systems that receive Urbanized Area Formula Program funds and all rail transit operators, regardless of FTA funding source. Santa Cruz METRO is a recipient of state and federal grants. These state and federal formula dollars are typically used for operations, are sometimes flexible for use in both operations and capital, and are often restricted to capital only. The following page provides a chart with information about the Grant Name; Source; and Project Type at METRO.

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GRANT NAME	SOURCE		PROJECT TYPE
<b>FTA 5307 Urbanized Area Formula Grants</b>	Federal Transit Administration, US Dept. of Transportation		Operations Capital
<b>FTA 5311 Rural Operating Assistance</b>	Federal Transit Administration, US Dept. of Transportation		Operations Capital
<b>FTA Funding for Small Transit Intensive Cities (STIC)</b>	Federal Transit Administration, US Dept. of Transportation		Operations Capital
<b>FTA Section 5339 Bus and Bus Facilities</b>	Federal Transit Administration, US Dept. of Transportation		Capital
<b>State Transit Assistance, State of Good Repair (SGR)</b>	Caltrans		Capital
<b>Low Carbon Transit Operations Program (LCTOP)</b>	Caltrans		Capital
<b>Local Partnership Program (LPP)</b>	California Transportation Commission		Capital
<b>Transportation Development Act (TDA) Funds -LTF</b>	State Sales Tax		Operations
<b>TDA- State Transit Assistance (STA) Funds</b>	State Sales Tax on Motor Fuel		Operations Capital

## Subsection 1.1 Accountable Executive

**Alex Clifford, CEO/ General Manager** of METRO reports to the Board of Directors and has been assigned as the Accountable Executive for the PTASP/SMS. The Accountable Executive has ultimate responsibility for carrying out METRO's PTASP/SMS and the agency's Transit Asset Management Plan (TAM), and control or direction over the human and capital resources needed to develop and maintain this Plan and the TAM Plan.

The CEO/General Manager is accountable for ensuring that the Agency's Safety Management Systems (SMS) is effectively implemented throughout the system. The CEO/General Manager is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency's SMS. The CEO/General Manager may delegate specific responsibilities, but the ultimate accountability for METRO's

# Attachment A

safety performance cannot be delegated and always rests with the CEO/General Manager.

## Subsection 1.2 Chief Safety Officer

**Rufus Francis is the Director of Safety, Security & Risk Management** who reports to the CEO/General Manager and has been assigned as the Chief Safety Officer/Safety Management Systems (SMS) Executive for the PTASP/SMS. METRO's Chief Safety Officer has the authority and responsibility for day-to-day implementation and operation of the METRO's SMS. The Chief Safety Officer holds a direct line of reporting to the Accountable Executive as shown in the organization chart attached (Appendix –A), and has a strong working relationship with the operations and asset management functions at METRO.

## SECTION 2 PLAN DEVELOPMENT, APPROVAL, AND UPDATE

METRO is a small bus transit agency with fewer than 100 buses and has decided to develop its own PTASP and has informed the State Safety entity (Caltrans) of its decision on August 22, 2019. Consequently, METRO has developed this Plan to comply with 49 C.F.R Part 673 requirements. This regulation requires that the Plan must be developed based on the four (4) principles or pillars of the Safety Management Systems (SMS). SMS is defined as the formal, **top-down**, organization-wide, data-driven approach to **managing** safety risk and assuring the effectiveness of safety mitigations. It includes systematic policies, procedures, and practices for the **management** of safety risk. The four principles or pillars of SMS are: (1) Safety Management Policy; (2) Safety Risk Management; (3) Safety Assurance; and (4) Safety Promotion. The following page provides a pictorial view of the four pillars of SMS.



# Attachment A

## Subsection 2.1 Drafting the Plan

This Plan was drafted by Santa Cruz METRO, thus meeting the requirements of 49 CFR Part 673.11(d). FTA will oversee compliance with the requirements of Part 673 through the existing Triennial Review Process.

## Subsection 2.2 Signature by the Accountable Executive and Approval by the Board

This Plan addresses applicable requirements and standards stated in FTA's Public Transportation Safety Plan and the National Public Transportation Safety Plan. This Plan is developed by METRO and by signature below, the Accountable Executive confirms the development of this Plan.

---

Alex Clifford – Accountable Executive  
CEO/General Manager

---

Date

## Approval

The Board of Directors of METRO has approved this Plan as so indicated by the signature of the Board of Directors' Chair on the date noted below and specified in Board of Directors Resolution # 20 Meeting Minutes and Board Agenda dated June 26, 2020.

---

Mike Rotkin  
METRO Board of Directors Chair

---

Date

## Subsection 2.3 Certification of Compliance

This Plan will be certified by Alex Clifford, CEO/General Manager, METRO on June 30, 2020 or earlier and will be attested by a letter of certification which can be viewed at the Administration Office located at 110 Vernon Street, Santa Cruz, CA 95060. METRO will ensure this Plan is maintained for three years after its creation and these documents are available to FTA, Caltrans, MPO and other federal/state entities upon request.

# Attachment A

## Subsection 2.4 Plan Review and Updates

Version #	Section/Pages Affected	Reason for Change	Date Issued
0	None	None	07/20/2020

This Plan will be reviewed by the PTASP Committee:

- Annually, each year during the first quarter, METRO will conduct a review/audit of its PTASP. This effort will be led by the Safety, Security, and Risk Management Director;
- Evaluate its approach/methods to mitigating safety deficiencies and unsafe conditions or hazards;
- Evaluate organizational or operating changes that may warrant updating PTASP;
- Evaluate the need of new processes or procedures that may improve safety; and
- Evaluate implementation of PTASP/SMS processes and re-prioritize available resources to support PTASP/SMS, if needed.

Revisions or any changes/updates to the PTASP will be submitted to the Board of Directors for their approval by the second quarter Board meeting. Amendments to the PTASP will be circulate to all employees in accordance with METRO's standard communication process, and a copy be sent to Caltrans and MPO. METRO's PTASP Committee will consist of the following members:

Alex Clifford – CEO/General Manager

Rufus Francis – Safety, Security, and Risk Management Director

Ciro Aguirre – Chief Operations Officer (Executive Management/Agency Leadership)

Angela Aitken – Chief Finance Officer

Dawn Crummie – Human Resources Director

Isaac Holly – IT & ITS Director

John Urgo – Planning, Grants & Governmental Affairs Director

Rina Solorio – Customer Service Manager

Anna Marie Gouveia – Operations Manager – Fixed Route

Daniel Zaragoza – Operations Manager – Paratransit

Freddy Rocha – Facilities Maintenance Manager

Eddie Benson – Fleet Maintenance Manager

Other staff members may be added to the PTASP Committee as warranted.

# Attachment A

## SECTION 3 SAFETY PERFORMANCE TARGETS (SPTS)

### Subsection 3.1 Target Development

METRO will develop SPTs that will be reviewed and updated annually. The specific SPTs are based on the safety performance measures established under the National Public Transportation Safety Plan and the safety performance goals set by METRO based on the past three (3) Calendar years data. The SPTs for METRO for the year 2020 is expected to stay within 1% of previous three years data pertaining to fatalities, injuries, safety events, and system reliability. The rate is calculated based on Vehicle Revenue Miles (VRM) per 100,000. For example: Fatalities ÷ by VRM x 100,000; Injuries ÷ by VRM x 100,000; Safety Events ÷ by VRM x 100,000.

METRO Data for CY 2020

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability
Fixed Route Service (MBDO)	0	0	4		7		13569
Commuter Service (CBDO)	0	0	0		1		14834
ParaCruz/Paratransit (DRDO)	0	0	1		1		57886

# Attachment A

Below is the past three (3) Calendar years (2017, 2018, 2019) data of METRO fatalities, injuries, and safety events.

## METRO Data for CY 2019

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability
Fixed Route Service (MBDO)	1	0.04	4	0.16	9	0.37	13435
Commuter Service (CBDO)	0	0	0	0	1	0.15	14687
ParaCruz/Paratransit (DRDO)	0	0	1	0.16	1	0.16	57313

MBDO Mileage = 2,445,157; CBDO Mileage = 646,238; DRDO Mileage = 630,447

## METRO Data for CY 2018

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability
Fixed Route Service (MBDO)	0	0	4	0.17	7	0.29	10313
Commuter Service (CBDO)	0	0	0	0	2	0.33	12210
ParaCruz/Paratransit (DRDO)	0	0	0	0	0	0	36038

MBDO Mileage =2,413,263; CBDO Mileage = 610,503; DRDO Mileage =576,609

## METRO Data for CY 2017

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability
Fixed Route Service (MBDO)	0	0	2	0.08	4	0.17	8804
Commuter Service (CBDO)	0	0	0	0	1	0.16	8216
ParaCruz/Paratransit (DRDO)	0	0	0	0	0	0	14903

MBDO Mileage =2,377,103; CBDO Mileage = 632,625; DRDO Mileage = 521,596

# Attachment A

## Subsection 3.2 Safety Performance Target Coordination

METRO participates regularly at the monthly Interagency Technical Advisory Committee (ITAC) meetings. At ITAC meetings METRO provides the information about the safety performance targets to the State Department of Transportation – Caltrans; and Metropolitan Planning Organization (MPO). This information may also be provided through email.

The Association of Monterey Bay Area Governments (AMBAG) is the MPO for this region. AMBAG was established in 1968 for the purpose of regional collaboration and problem solving. AMBAG as it is often referred to was formed as a Joint Powers Authority (JPA) governed by a twenty-four member Board of Directors comprised of elected officials from each City and County within the region. The AMBAG region includes Monterey, San Benito and Santa Cruz County. AMBAG serves as both a federally designated Metropolitan Planning Organization (MPO) and Council of Governments (COG). AMBAG performs metropolitan level transportation planning on behalf of the region. Among its many duties, AMBAG manages the region's transportation demand model and prepares regional housing, population and employment forecast that are utilized in a variety of regional plans. Funding is primarily from state and federal transportation funds and grants as well as other project specific grants. A small, but critical component of AMBAG funding is derived from annual member dues.

<b>Targets Transmitted to the State</b>	<b>State Entity</b>	<b>Date Targets Transmitted</b>
	Caltrans	April 29 , 2020
<b>Targets Transmitted to the Metropolitan Planning Organization(s) - MPO</b>	<b>MPO</b>	<b>Date Targets Transmitted</b>
	AMBAG	April 29, 2020



# Attachment A

## **SECTION 4 OVERVIEW OF THE AGENCY'S SAFETY MANAGEMENT SYSTEM**

SMS is a comprehensive, collaborative approach that brings management and labor together to build on the transit industry's existing safety foundation to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more carefully. METRO's SMS focuses on applying resources to risk and is based on ensuring that the METRO has the organizational infrastructure to support decision-making at all levels regarding the assignment of resources. Some key parts of METRO's SMS include:

- Defined roles and responsibilities
- Strong executive safety leadership
- Formal safety accountabilities and communication
- Effective policies and procedures
- Active employee involvement

Furthermore, METRO's SMS have four distinct components, which are discussed in subsequent sections to this Safety Plan:

- Safety Policy
- Safety Risk Management
- Safety Assurance
- Safety Promotion

# Attachment A

## **SECTION 5 SAFETY MANAGEMENT POLICY**

The Safety Management Policy is the first of the four principles or pillars of SMS.

### **Subsection 5.1 Safety Management Policy Statement**

Safety is METRO's first priority. METRO is committed to implementing, developing, and improving strategies, management systems, and processes to ensure that all our activities uphold the highest level of safety performance and meet required safety standards.

We will develop and embed a safety culture in all our activities that recognizes the importance and value of effective safety management and acknowledges at all times that safety is paramount.

Our Safety Objectives includes the following:

- (a) Ensure employees and passenger safety, by minimizing the safety risks associated with transit service to as low as reasonably practicable;
- (b) Effective implementation of the Safety Management System (SMS);
- (c) Prompt and effective resolution of reported unsafe conditions and hazards; and
- (d) Meeting our safety performance targets

We will also ensure that all employees are provided with adequate and appropriate safety information and training, are competent in safety matters, and are only allocated tasks commensurate with their skills.

Responsibility for making our operations safer for everyone lies with each one of us – from executive management to frontline employees. Each manager is responsible for implementing the SMS in their area of responsibility and will be held accountable to ensure that all reasonable steps are taken to perform activities established as part of the SMS.

We have established safety performance targets to help us measure the overall effectiveness of our processes and ensure we meet our safety objectives and will keep our employees informed about our safety performance goals and objectives.

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Alex Clifford – CEO/General Manager

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## **Subsection 5.2 Safety Management Policy Communication**

The safety management policy will be posted at METRO's Safety Boards at all locations and communicated throughout the agency through various processes such as:

- Workshops/training sessions - These will be conducted for Senior Management, Directors, Managers, and Supervisors. All Union representative will be kept informed about this Plan. Once this Plan has been signed by the CEO/General Manager and approved by the Board of Directors, the Plan will be implemented at each respective department and will continue until each employee in the organization become familiar with their specific roles and responsibilities pertaining to PTASP/SMS.
- New Hire Safety Orientation – Through this program all new employees regardless of their classifications will be trained about their roles and responsibilities pertaining to PTASP and the principles of SMS.
- The safety communication will continue using safety bulletins, toolbox/tailgate safety meetings, and safety committee meetings, etc.
- In addition, annual safety audits/reviews of PTASP will be conducted to bring focus on the safety management communication aspect and the implementation status of PTASP and SMS principles.

## **Subsection 5.3 Employee Safety Reporting Program**

The purpose, description and protections for employees to report unsafe conditions & hazards are described in the Employee Safety Reporting Program as below:

### **Purpose:**

- a) To establish a system for METRO Employees to identify unsafe conditions or hazards at work and report them to their department management without fear of reprisal.
- b) To provide guidelines for facilitating the timely correction of unsafe conditions or hazards by METRO management.

### **Description:**

- a) This program provides a method for METRO management to identify, evaluate, and correct or avoid unsafe conditions or hazards, procedural deficiencies, design inadequacies, equipment failures, near misses, etc., which adversely affect the safety of employees.

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- b) The program also involves recommending corrective actions and resolutions of identified unsafe conditions or hazards and/or near miss.
- c) All employees have the obligation to report immediately any unsafe conditions or hazards and near miss to their immediate supervisor /department manager and may do so without fear of reprisal. Report of Unsafe Condition or Hazard/Near Miss Form is a means by which employees can report hazards or near misses. (See Appendix - B). These forms are available with each department Manager/Supervisor, and are also located near the Safety Bulletin Boards at each location. The corrective actions and resolutions of reported unsafe conditions or hazards are developed by the supervisor/department manager and communicated to the employee who reported about it. If it was reported anonymously, the corrective actions and resolution will be posted on the Safety Bulletin Board for 30 days.
- d) Unsafe conditions or hazards may also be identified as a result of occupational injury or illness investigations and/or by accident investigations using the HRD-58A Employee Report of Injury, HRD-58B Supervisor Report of Injury. (See Appendix - D). Employee behaviors that may result in disciplinary actions are excluded from this program.
- e) Other means by which hazards may be identified are inspections/audits or observations made by the supervisors/management staff as referenced in agency's Safety Inspection Program. Regardless of how the hazard was originally identified, departments may use the Unsafe Condition or Hazard/Near Miss Tracking Sheet to log and track all hazard near miss reports and record when the corrective actions are completed or choose their own method to track the status of corrective actions. (See Appendix - C).
- f) At the Quarterly Safety Committee Meetings represented by management and unions, a summary report is presented by the Safety, Security & Risk Management Department for all the reported hazards or unsafe conditions initiated during the previous quarter along with their corrective actions or resolutions. The summary report is reviewed by the committee members, and if any discussion is needed, it is then held at this meeting and a concurrence is reached among the members of the Quarterly Safety Committee. Any corrective actions or resolutions that are not completed or needed more work is then reviewed at the next Quarterly Safety Committee meeting.

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## **Subsection 5.4 SMS Authorities, Accountabilities, and Responsibilities**

This Plan has assigned specific authorities, accountabilities, and responsibilities to the designated Accountable Executive; Chief Safety Officer or SMS Executive; Chief Operations Officer and Agency's Leadership/Executive Management; and Key Staff/Employees. Some of these assigned tasks pertaining to PTASP/SMS are described as below:

### **Subsection 5.4.1 Accountable Executive**

The CEO/General Manager is assigned as the Accountable Executive and some of his responsibilities include:

- Reviewing draft PTASP and make any changes as warranted and obtaining approval from the Board of Directors.
- Ensuring PTASP is based on SMS principles.
- Ensuring safety concerns are considered and addressed in the agency's ongoing budget planning process.
- Ensuring transparency in safety priorities: for the Board of Directors and for the employees.
- Establishing guidance on the level of safety risk acceptable to the agency.
- Assuring safety policy is appropriately communicated throughout the agency.
- Decision making about resources (staff & funding) to support TAM, PTASP/SMS, and capital investments.

### **Subsection 5.4.2 Chief Safety Officer or SMS Executive**

The Safety, Security & Risk Management Director is assigned as the Chief Safety Officer or SMS Executive and some of the responsibilities include:

- Developing, updating and implementing PTASP/SMS
- Developing and organizing annual audits/reviews of PTASP & SMS principles to ensure compliance with 49 CFR Part 673 requirements.
- Overseeing the hazard management program and facilitating hazard identification, safety risk analysis and assessment, and the development and completion of safety risk controls and corrective actions.
- Maintaining safety documentation.
- Planning and organizing safety training.
- Providing regular reports on safety performance
- Briefing the Accountable Executive and Board of Directors on PTASP/SMS implementation activities.

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## **Subsection 5.4.3 Agency Leadership/ Executive Management**

The Agency Leadership/Executive Management is comprised of the Chief Operations Officer and the department directors or managers of each department as shown in METRO's Organization Chart Appendix – A. Some of the responsibilities include:

- Day-to-day implementing of the PTASP/SMS principles throughout their department/organization.
- Communicating safety accountability and responsibility from the frontline employees to the top of the organization.
- Ensuring employees are following their working rules and procedures and following safety rules & regulations in performing their jobs, as well as following their specific roles & responsibilities in the implementation of the PTASP and SMS principles.
- Ensuring that employees complying with the safety reporting program and are reporting unsafe conditions and hazards to their department management and those unsafe conditions and hazards are corrected in a timely manner.
- Ensuring that resources are sufficient to carry out employee training/certification and re-training as required by their job classifications.

## **Subsection 5.4.4 Key Staff/Employees**

The agency Key Staff/Employees may include managers, supervisors, specialists, analysts, database administrators, and other key employees who are performing highly technical work and overseeing employees performing critical tasks and providing support in the implementation of PTASP & SMS principles in various departments throughout the agency. The Key Staff/Employees responsibilities include:

- Ensuring that employees are complying with the safety reporting program.
- Ensuring supervisors are conducting their toolbox safety meetings
- Promoting safety in employee's respective area of responsibilities – That means: zero accidents; absence of any safety concerns; perfect employee performance; and compliance with agency rules & procedures and regulatory requirements.
- Ensuring safety of passengers, employees, and the public.
- Responding to customer complaints and expectations for frequency, reliability, and convenience of service.
- Replacing and maintaining aging facilities, equipment, and infrastructure.
- Meeting increasing demands for fixed route, commuter service and paratransit service.
- Developing and maintaining database software programs such as HASTUS, TRAPEZ/ECO LANE, MAINSTAR and IndustrySafe to gather pertinent data elements to develop Key Performance Indicators (KPI) reports and conduct useful statistical analyses to identify trends and system performance targets.

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- Establishing clear lines of safety communication and holding accountability for safety performance.

## **SECTION 6 SAFETY RISK MANAGEMENT (SRM)**

Safety Risk Management is the second of the four principles or pillars of SMS. The safety hazard identification is the key component of SRM process.

### **Subsection 6.1 Safety Hazard Identification**

Hazard identification and analysis is the first step in the SRM process and is a key component of an SRM. It involves two fundamental safety-related activities: Identifying and analyzing safety hazards; and assessing the risks associated with those hazards, and mitigating them to reduce the potential or consequences of those hazards causing harm.

- Example from METRO: Wires on floor causing tripping hazard; employees complaining of air quality in the yard as unsafe due to dust particles from the excavation/construction work.
- Examples from FTA Provided Material: Unclear roadway signage/traffic may lead to erratic vehicle speeds; worn vehicle brake assembly may lead to a collision; narrow traffic lanes may lead to collisions with other vehicles, pedestrians, bicyclists, etc.
- Most accidents occur either due to a Safety Deficiency or Hazard, and the Consequence is an injury or property damage or both.

**Safety Deficiency:** A system-wide condition that allows hazards to exist.

**Hazard:** Condition or object with the potential of causing injuries to personnel, damage to equipment or structures, loss of material, or reduction of ability to perform a prescribed function.

**Consequence:** Potential outcome(s) of the hazard.

# Attachment A

Sample chart to determine Safety Deficiency, and/or Hazard, and Consequences:

ITEM	SAFETY DEFICIENCY	HAZARD	CONSEQUENCE
Bus route operated in mixed traffic			
Employee fell while performing maintenance on vehicle roof			
Operators are allotted 5 minutes for pre-trip inspections			
Pedestrian struck at an intersection with no crosswalk			
Passenger got foot caught in accessibility lift/ramp			
Training manual contradicts established SOPs			
Deteriorating bus stop shelter			

It's important that all Hazards are reported utilizing the form in Appendix – B.

Examples of Hazard identification through other sources may include: inspections, observations; safety investigations, accident reports, compliance reviews, committee reviews, industry data, FTA & NTSB reports, customer or public reports/complaints, and new projects related reports. All such hazards must be investigated, and their consequences be analyzed and corrective actions be taken to mitigate or eliminate safety deficiencies. All reported hazards or unsafe condition along with their mitigations or resolutions, and effectiveness or ineffectiveness of mitigations and any analysis performed will be discussed at the Quarterly Safety Committee meetings. The safety risks must be mitigated to as low as reasonably practicable and the committee members must reach a concurrence for all corrective actions and resolutions.



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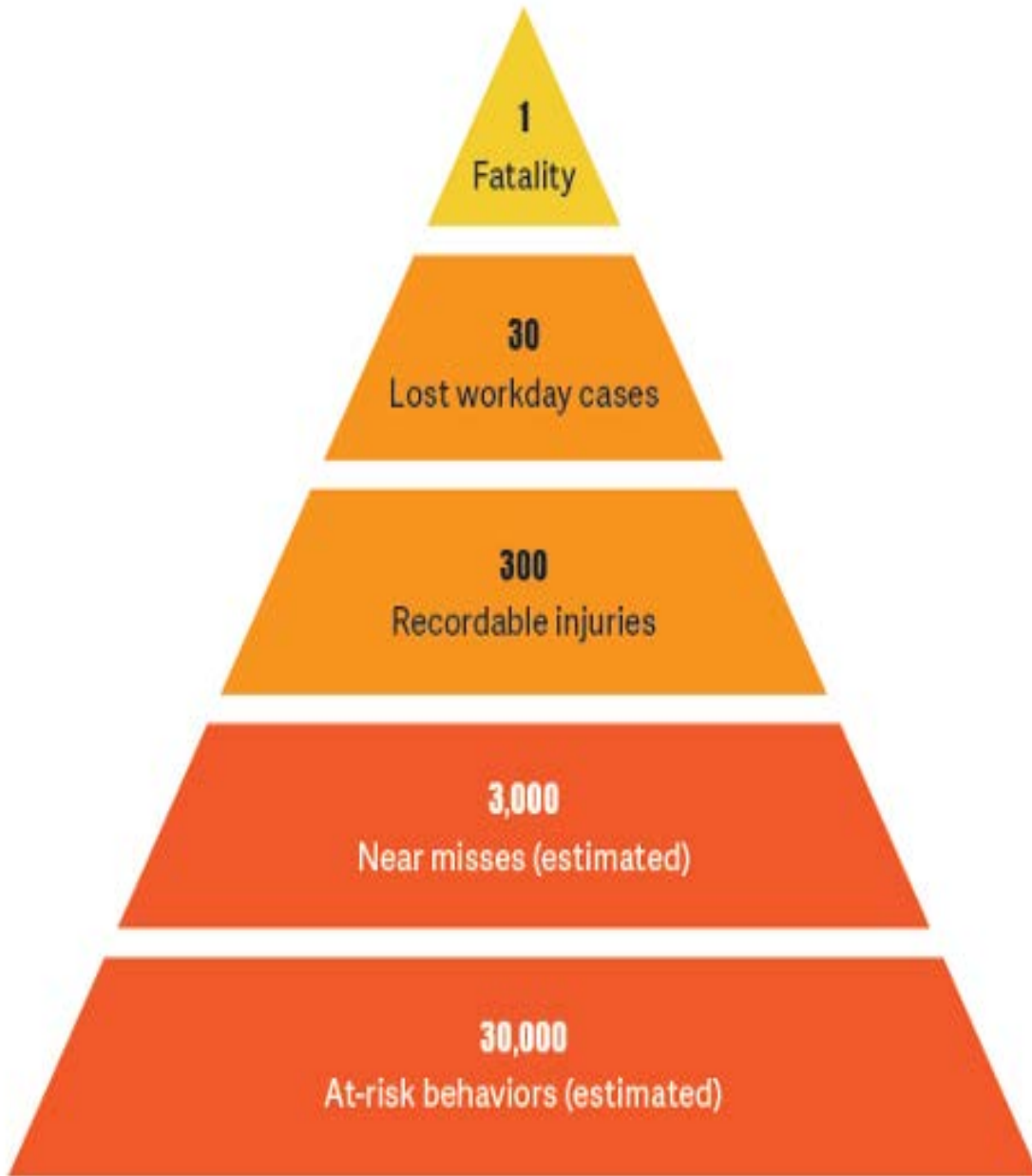


Figure 1: ConocoPhillips Marine Safety Pyramid, 2003

Conoco Phillips Marine in 2003 updated the Heinrich Ratio to include estimated near misses and eliminated at-risk behaviors, as illustrated above.

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## Subsection 6.2 Safety Risk Assessment

The quantification expressed in terms of: predicted probability and severity of the consequences of a hazard. The process involves analyzing the likelihood of a consequence occurring (probability) and evaluating the seriousness of a consequence, if it does occur (severity).

- **Safety Risk Probability** – The frequency or the likelihood of an occurrence in the life cycle of the system.

### Safety Risk Probability Table

PROBABILITY LEVELS			
Description	Level	Specific Individual Item	Fleet Inventory
Frequent	A	Likely to occur often in the life of an item	Continuously experienced
Probable	B	Will occur several times in the life of an item	Will occur frequently
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times
Remote	D	Unlikely, but possible to occur in the life of an item	Unlikely, but can reasonably be expected to occur
Improbable	E	So unlikely, it can be assumed occurrence may not be experience in the life of an item	Unlikely to occur, but possible
Eliminated	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.

The measuring goes from A to F with A being frequent or likely to occur frequently and E being improbable or expected that this event will most likely never occur. The designation F is used when potential hazards are identified and later eliminated. (Note this table has been taken from the TSI Participation Guide – SMS Principles for Transit)

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- **Safety Risk Severity** – An assessment of the damaging potential of the consequence. This must be done within the scope of worst-case but credible condition – not simply worst-case condition.

**Safety Risk Severity Table**

<b>SEVERITY CATEGORIES</b>		
<b>Description</b>	<b>Severity Category</b>	<b>Mishap Result Criteria</b>
Catastrophic	1	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M
Critical	2	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M
Marginal	3	Could result in one or more of the following: injuries or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M
Negligible	4	Could result in one or more of the following: injuries or occupational illness not resulting in lost work day, minimum environmental impact, or monetary loss less than \$100K

Like the Safety Risk Probability Table, the Safety Risk Severity Table presents a typical safety risk. It includes four categories to denote the level of severity of the occurrence of a consequence, the meaning of each category, and the assignment of a value to each category using numbers. In this table, 1 is considered catastrophic meaning possible deaths and equipment destroyed and 4 is considered negligible or of little consequence with two levels in between. (Note this table has been taken from the TSI Participant Guide – SMS Principles for Transit).

### **Subsection 6.3 Safety Risk Mitigation**

Involves evaluating the risk based on the Safety Risk Matrix and recommending appropriate mitigations. This is achieved by combining the Safety Risk Probability and

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Safety Risk Severity into the Safety Risk Index Ranking. This will also help prioritize safety risks.

## Safety Risk Matrix

MIL-STD-882E	Safety Risk Assessment Matrix			
Severity Probability	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
A – Frequent	1A	2A	3A	4A
B – Probable	1B	2B	3B	4B
C – Occasional	1C	2C	3C	4C
D – Remote	1D	2D	3D	4D
E – Improbable	1E	2E	3E	4E
F – Eliminated				

## Safety Risk Index Ranking

1A, 1B, 1C, 2A, 2B	High	Unacceptable
1D, 2C, 3A, 3B	Serious	Undesirable – with management decision required
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B	Medium	Acceptable – with review by management
4C, 4D, 4E	Low	Acceptable – without review

The mitigations may include Engineering Controls or Administrative Controls or both. The Engineering Controls may include redesign or designing the hazard out, installing safety devices, interlocks or warning systems and the Administrative Controls may include writing new rules & procedures, training or use of Personal Protective Equipment (PPE). The Safety risk must be mitigated if ranked as unacceptable (High-Red). Those Safety Risks that have been mitigated, even those mitigated risks shown as Acceptable status (Low -Green) must undergo regular and consistent monitoring to ensure the mitigation strategy is effective. These mitigations will be reviewed at the Quarterly Safety Committee Meetings.

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## **SECTION 7 SAFETY ASSURANCE**

Safety Assurance is the third of the four pillars of SMS. It ensures that processes within METRO's Safety Management System have been implemented and are effective in mitigating risks and that METRO meets or exceeds its safety objectives through the collection, analysis, and assessment of information. Safety Assurance constantly interacts with SRM. It helps agency Safety Performance is in line with Safety Objectives and targets. It ensures Safety Mitigation Activities are being implemented and they are appropriate and effective. It helps Safety Performance Monitoring and Measurement. Some of the key elements of Safety Performance Monitoring and Measurement are shown as below:

### **Subsection 7.1 Safety Performance Monitoring and Measurement**

Safety Performance Monitoring and Measurement may include the following activities:

- Monitor compliance with, and sufficiency of, METRO's procedures for operations and maintenance. This is achieved during the monthly safety inspections, accident investigations, and annual audits/reviews
- Monitor safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. This is achieved during the Quarterly Safety Committee meetings, regular inspections, accident investigations, and annual audits/reviews
- Monitor safety related information reported through internal reporting programs. This is achieved during the Quarterly Safety Committee meetings and annual audits/reviews
- Review Operator Chargeable versus Non-chargeable accidents
- Review Operator Rule-book violations. This is reviewed during accident investigations and annual audits/reviews. The investigation process follows METRO's Guidelines for Responding To Collisions and Incidents. The incident investigations are conducted of all safety events and identifies casual factors.
- Review Operator Training Program. This is reviewed during annual audits/reviews
- Review Transit Supervisor Training Program. This is reviewed during annual audits/reviews
- Review Accident Investigation Program including review of identification of casual factors and corrective actions. This is reviewed during annual audits/reviews
- Review operational data for Operators on-time performance. This is reviewed during annual audits/reviews
- Review Fleet Maintenance Plan and if bus maintenance performed as per PMs. This is reviewed during annual audits/reviews
- Review data for mean distance between major mechanical failures. This is reviewed on a quarterly basis and during annual audits/reviews

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- Review Facilities Maintenance Plan and if maintenance performed as per PMs. This is reviewed during annual audits/reviews
- Review State of Good Repair and Transit Asset Management Plan activities
- Review employee safety reporting program
- Review results of surveys/studies/tests, conducted to improve safety or reliability
- Check on the appropriateness and effectiveness of past mitigation strategies
- Review action items from safety inspection of facilities and six monthly inspections of Fuel Island areas
- Review record of new employee/new hire safety training
- Review implementation of agency's Drug & Alcohol Program & post-accident testing
- Review Cyber Security Policy, cyber-attacks and their resolutions
- Review activities of Injury and Illness Prevention Program (IIPP)
- Review development & implementation of PTASP/SMS
- Review training records of IIPP and PTASP/SMS
- Review METRO participation in emergency preparedness drills internally and/or with outside agencies, cities and counties
- Review Annual Safety Audit/review process of PTASP/SMS
- Review efforts to follow through with FTA safety advisories, NTSB recommendations and peer review sessions/conferences and workshops
- Review safety goals, objectives/targets and safety performance indicators.

## Safety Performance related Safety Goals, Objectives/Targets and Indicators

GOALS	OBJECTIVE/TARGET	SAFETY PERFORMANCE INDICATOR
Develop & Implement Safety Risk Probability, Severity, and Safety Risk Mitigation Processes	To comply with 49 CFR Part 673 and MIL STD 882E	Complete development by end of February 2020
Develop & Implement PTASP/SMS	To comply with 49 CFR Part 673. Obtain CEO/General Manager and Board of Directors Approval	Complete development of PTASP by end of June 2020

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## SECTION 8 SAFETY PROMOTION

Safety Promotion is the fourth of the four pillars of SMS. Safety Promotion is an important part of the Safety Management System, setting the tone for the PTASP/SMS and helping to establish and maintain a robust safety culture. Safety Promotion has two-components: (1) Safety Communication; and (2) Competencies and Training. Some of the key elements of Safety Communication, and Competencies & Training are shown as below:

### Subsection 8.1 Safety Communication

Ongoing Safety Communication is critical and it should occur– up, down and across all levels. Any lessons learned should be communicated to all concerned. Management commitment to resolve safety concerns & hazards should be communicated on a regular basis. One of Management’s most important responsibilities under PTASP/SMS is to encourage and motivate employees to communicate openly, authentically and without concern for reprisal. Safety Communication is the heart and soul of a successful PTASP/SMS. Ensure employees are aware of the PTASP/SMS principles and understand their roles and responsibilities. Convey safety critical information such as accident data, injuries and reported hazards and their resolutions to employees. Tools to support safety communication include:

- Safety bulletins
- Safety notices
- Posters
- CDs or Thumb drives or online safety video access
- Newsletters
- Briefings or Toolbox talks
- Seminars and workshops
- New employee training and refresher training
- Intranet or social media
- Safety committee meetings

**Competencies and Training:** The Executive Management is responsible to ensure that all employees attend the training & retraining requirements for their specific job classifications roles and as well as their responsibilities for the implementation of PTASP/SMS. All employees must acquire the competencies and knowledge for the consistent application of their skills needed for their job classifications and as well as they relate to safety performance objectives. All employees must be trained in their respective job classifications and must complete their refresher or recertification training

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requirements. All Employees, Managers and Supervisors, and Executive Management must have a good understanding of the following:

## **All Employees:**

- Understanding of their job duties, responsibilities and training requirements
- Understanding of safety performance targets
- Understanding of fundamental principles of PTASP/SMS
- Understanding of Safety Reporting Program – Reporting unsafe conditions & hazards/near miss
- Understanding of their individual roles & responsibilities for PTASP/SMS

## **Managers and Supervisors**

- Understanding of their job duties, responsibilities and training requirements
- Understanding of Safety Risk Management
- Understanding of Safety Assurance
- Understanding of Safety Promotion
- Understanding of their individual roles & responsibilities for PTASP/SMS

## **Executive Management:**

- Understanding of management commitment and support to all activities of PTASP/SMS.

## **SECTION 9 DOCUMENTATION**

Pursuant to 49 CFR Part 673.31, METRO maintains records related to this Safety Plan and SMS implementation for a minimum of three years. These documents include but are not limited to the results from SMS processes and activities. METRO will make these documents available to FTA Region 9, Caltrans, and other Federal and state agencies upon request.



# Attachment A

## REFERENCES

1. 49 Code of Federal Regulation Part 673
2. U.S. Department of Transportation, Federal Transit Administration, MAP-21
3. Military Standard 882E
4. Federal Transit Administration. SMS “Dear Colleague Letter”. May 13, 2013
5. SMS Principles For Transit – Participant Guide – Federal Transit Administration
6. Employee Reporting Program – Santa Cruz METRO – IIPP Program
7. FTA Workshop on PTASP
8. Caltrans PTASP template

# Attachment A

## Definitions

Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons.

Accountable Executive means the single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of the Agency; responsibility for carrying out the Agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the Agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the Agency's Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.

Agency, Transit Agency or METRO means Santa Cruz Metropolitan Transit District

Board means governing body of METRO.

Caltrans means the California Department of Transportation

Chief Safety Officer means the adequately trained individual who has responsibility for safety and reports directly to the Transit Agency's chief executive officer.

CFR means Code of Federal Regulations.

Event means any Accident, Incident, or Occurrence.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death, damage to or loss of the facilities, equipment, rolling stock, or infrastructure of the system, or damage to the environment.

Incident means an Event that involves any of the following: a personal injury that is not a serious injury, one or more injuries requiring medical transport, or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of the Transit Agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

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Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of the Transit Agency.

Part 673 means 49 CFR (Code of Federal Regulations) Part 673.

Performance Measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within the Transit Agency's Safety Management Systems that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the Transit Agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means the Transit Agency's documented commitment to safety, which defines the Transit Agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management Systems (SMS) means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a Transit Agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety Performance Target (SPT) means a Performance Target related to safety management activities.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the Transit Agency's public transportation system.

Safety Risk Assessment (SRA) means the formal activity whereby the Transit Agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM) means a process within the Transit Agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

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Serious injury means any injury which: (1) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received, (2) results in a fracture of any bone (except simple fractures of fingers, toes, or noses), (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ, or (5) involves second or third-degree burns, or any burns affecting more than five percent of the body surface.

State of Good Repair (SGR) means the condition in which a capital asset is able to operate at a full level of performance.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

U.S.C. means United States Code.

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## LIST OF ACRONYMS USED IN THIS PLAN

**ALARP** – As Low As Reasonably Practical

**AMBAG** – Association of Monterey Bay Area of Governments

**CBDO** – Commuter Service

**CEO/GM** – Chief Executive Officer/General Manager

**COO** – Chief Operations Officer

**DOT** – Department of Transportation

**DRDO** – ParaCruz/Paratransit Service

**FTA** – Federal Transit Administration

**KPI** – Key Performance Indicators

**MBDO** – Fixed Route Service

**MPO** – Metropolitan Planning Organization

**PTASP** – Public Transportation Agency Safety Plan

**SMS** – Safety Management Systems

**TAM** – Transit Asset Management

**VTA** – Valley Transportation Authority

# Attachment A

## APPENDICES

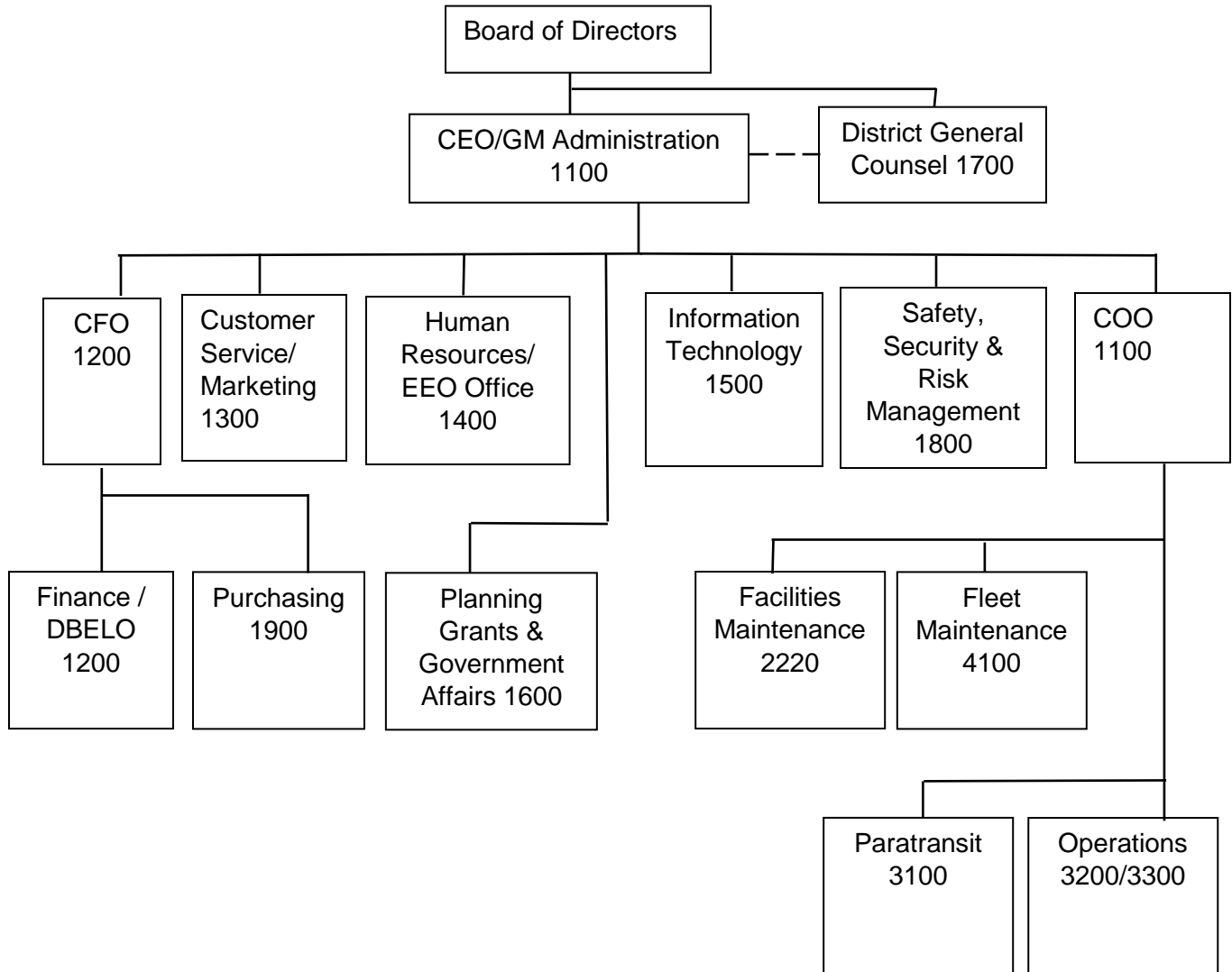
- Appendix – A: METRO Organization Chart**
- Appendix – B: Report of Unsafe Condition or Hazard/Near Miss Form**
- Appendix – C: Unsafe Condition or Hazard/Near Miss Tracking Sheet**
- Appendix – D: HRD-58A Employees Report of Injury, HRD-58B Supervisors Report of Injury**

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## APPENDIX – A

### SANTA CRUZ METROPOLITAN TRANSIT DISTRICT SANTA CRUZ METRO

ORGANIZATIONAL CHART FY-20



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## APPENDIX-B

### Report of Unsafe Condition or Hazard/Near Miss

**INSTRUCTIONS:** This form can be submitted to your supervisor, manager, or may be placed anonymously in the drop box near the safety board. If you do not receive a response in 15 days, please contact METRO's Safety Specialist at (831) 420-2564 or via email [safety@scmtd.com](mailto:safety@scmtd.com). **THERE IS NO REPRISAL OR DISCIPLINARY ACTION FOR SUBMITTING THIS FORM.**

Name (Voluntary):	Date:
Department:	Phone:
Work Location:	Supervisor:

**Location believed to have an Unsafe Condition or Hazard/Near Miss:**


**Description of the Unsafe Condition or Hazard/Near Miss:**


### Management Investigation and Response

**Name and title of person investigating this report:**

--

**Result of Investigation: (When was investigation conducted? What was found? Was the condition/practice Unsafe? If yes, what was the cause?)**


**Date of Corrective Action:** \_\_\_\_\_

**Description of Corrective Action:**


**If not corrected, give target date of Corrective Action. Provide name of person taking Corrective Action and contact information:**

--

**Was management's response provided to the employee reporting this condition?** Yes  No

**If the report was submitted anonymously, provide date the response was posted on the bulletin board. DATE:**

--

\_\_\_\_\_  
Signature of person investigating this report

\_\_\_\_\_  
Date

**MANAGEMENT RESPONSIBILITIES:** 1) Investigate the unsafe condition/work practice; 2) Ensure that this form is documented and tracked to resolution; 3) Provide a response to the reporting employee within 15 days of receipt of notice; 4) For anonymous submissions, a copy of this form will be posted on the safety bulletin board for 30 days after management signs off on corrective action.





# Attachment A

## APPENDIX-C

### EMPLOYEE REPORT OF INJURY

#### Employee Section I - General Information

Employee Name (Print): \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Job Title: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Hire: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Dept. #: \_\_\_\_\_ Date of Injury/Illness: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_AM/PM  
Date Injury/illness Reported: \_\_\_\_/\_\_\_\_/\_\_\_\_ If injury was reported *after* the date of incident, explain: \_\_\_\_\_

Witness(es) to injury/incident: Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone#: ( ) \_\_\_\_ - \_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone#: ( ) \_\_\_\_ - \_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone#: ( ) \_\_\_\_ - \_\_\_\_

Person the Injury/Incident was reported to: Name: \_\_\_\_\_  
Title: \_\_\_\_\_

#### Employee Section II - Injury/Illness Information

Body Part Injured: (INDICATE LEFT OR RIGHT WHERE APPLICABLE)

<input type="checkbox"/> Head	<input type="checkbox"/> Chest	<input type="checkbox"/> Hand (L/R)	<input type="checkbox"/> Ankle (L/R)
<input type="checkbox"/> Face	<input type="checkbox"/> Upper Back	<input type="checkbox"/> Finger (identify) L/R	<input type="checkbox"/> Foot (L/R)
<input type="checkbox"/> Eye (L/R)	<input type="checkbox"/> Mid Back	<input type="checkbox"/> Hip (L/R)	<input type="checkbox"/> Toe (identify) L/R
<input type="checkbox"/> Neck	<input type="checkbox"/> Lower Back	<input type="checkbox"/> Leg (L/R)	<input type="checkbox"/> Abdomen
<input type="checkbox"/> Shoulder (L/R)	<input type="checkbox"/> Arm (L/R)	<input type="checkbox"/> Knee (L/R)	<input type="checkbox"/> Respiratory

Other (Explain) \_\_\_\_\_

Type of Injury:

<input type="checkbox"/> Laceration	<input type="checkbox"/> Burn	<input type="checkbox"/> Contusion
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation
<input type="checkbox"/> Puncture	<input type="checkbox"/> Sprain/Strain	<input type="checkbox"/> Foreign Body

Other (Explain) \_\_\_\_\_

- Were medical services offered for this injury?  No  Yes Date Offered: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Facility where treatment was provided: \_\_\_\_\_  
Physician's Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Physician's Address: \_\_\_\_\_  
**If no, are you declining medical services?**  No  Yes **If yes, why?** \_\_\_\_\_

- If you went to the doctor before reporting your injury, explain:  
\_\_\_\_\_  
\_\_\_\_\_

Attachment A  
APPENDIX-C

- Have you ever injured this body part(s) before? No Yes **If yes, how and when?** \_\_\_\_\_  
\_\_\_\_\_
- Have you ever received treatment for this body part(s) prior to this injury? No Yes  
**If yes, where and when?** \_\_\_\_\_  
\_\_\_\_\_
- Have you ever received compensation for a past injury for this body part(s)? No Yes  
**If yes, please provide details?** \_\_\_\_\_  
\_\_\_\_\_

**Employee Section III - Description of How Injury Occurred**

- Is this a re-injury? No Yes (If yes, what was your original date of injury? \_\_\_/\_\_\_/\_\_\_)
- Did injury occur on Santa Cruz METRO property? No Yes (If yes, give address and specific location):  
\_\_\_\_\_
- If not on Santa Cruz METRO property, describe exact location and address:  
\_\_\_\_\_
- Did injury occur in van/bus/staff car? No Yes (If yes, which vehicle #: \_\_\_\_\_)
- Did injury involve another vehicle? No Yes (If yes, vehicle license #(s) : \_\_\_\_\_)
- What duties were you performing when incident/injury occurred? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Were the above regularly assigned duties? No Yes

Explain in detail how the injury occurred: (use separate sheet of paper if more room is needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's recommendations for avoiding this injury in the future:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: It is your responsibility to turn in all medical notes regarding this Workers' Compensation Claim to Santa Cruz METRO's Human Resources Department. Initial:** \_\_\_\_\_

**I certify the above is true and correct: to we want to this to be a penalty of perjury statement if so change language**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Employee Name (Print): \_\_\_\_\_  
Received By (Print): \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Title: \_\_\_\_\_

Attachment A  
APPENDIX-C



**SUPERVISOR REPORT OF INJURY**

**Supervisor Section I**

- Employee's Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone#: ( ) \_\_\_\_\_ - \_\_\_\_\_
- Date of Injury: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Injury Reported: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Employee's Start Time: \_\_\_\_ AM/PM Employee's Injury/Incident Time: \_\_\_\_ AM/PM
- What First Aid was offered, if any? \_\_\_\_\_  
\_\_\_\_\_
- If First Aid was not offered, explain: \_\_\_\_\_  
\_\_\_\_\_
- Was medical treatment beyond first aid offered? Yes No Did employee go to the doctor? Yes No
- Did doctor send employee home? Yes No
- If yes, what is the estimated return to work date? \_\_\_\_/\_\_\_\_/\_\_\_\_
- If no, did employee return to work immediately after seeing the doctor? Yes No  
If no, explain: \_\_\_\_\_
- Date Workers' Compensation Claim Form (DWC-1) was offered to employee: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**(Provide form ONLY if employee needs treatment beyond first aid or lost time beyond work shift)**
- If DWC-1 or Employee Report of Injury forms were not provided, or were provided *after* the date of injury/incident, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisor Section II (use additional sheets of paper if necessary for answers)**

- How did injury/incident occur? \_\_\_\_\_  
\_\_\_\_\_
- How did you become aware of the injury/incident? \_\_\_\_\_  
\_\_\_\_\_
- Witness(es) to injury/incidents: Name: \_\_\_\_\_ Phone#: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Name: \_\_\_\_\_ Phone#: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Name: \_\_\_\_\_ Phone#: ( ) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_
- Did employee lose time from work? Yes No Date employee last worked: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Were wages paid on date of injury/illness? Yes No
- Employee's work hours and specific job assignments on day of injury/incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Was employee performing regularly assigned duties at time of injury/incident? Yes No
- Are there any other circumstances that may have caused or contributed to the injury/incident? Yes No

YOU MUST SEND THIS FORM ALONG WITH A COMPLETED DWC-1 FORM (if required) TO HUMAN RESOURCES DEPT. WITHIN 24 HOURS OF DATE INJURY WAS REPORTED IF TREATMENT BEYOND FIRST AID IS SOUGHT OR TIME IS LOST BEYOND THE WORK SHIFT  
HRD-58B (rev.10-2015)

# Attachment A

## APPENDIX-C

- If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
- Is there any reason to suspect injury/illness did not occur as described by employee? Yes No  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
- How do you believe the injury/illness occurred? \_\_\_\_\_  
\_\_\_\_\_
- Provide information concerning any prior injuries/illnesses or medical treatment involving same body part(s) as claimed injury: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Supervisor Section III

<u>Unsafe Act or Condition</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Lack of skill or knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe act of other person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe act of employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Failure to use proper tools or protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unaware of hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used short cut to save time/effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe/improper material handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle collision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe condition of machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of Transit Santa Cruz METRO tools/equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improper job procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsafe floor, ramps, stairs, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improper lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horseplay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intoxication (under influence of drugs or alcohol)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- If yes to any of the above, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- If yes to any of the above, what corrective action will you take as the Supervisor?  
\_\_\_\_\_  
\_\_\_\_\_
- Estimated completion date of corrective action: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Supervisor's comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that the above information is true and correct: Penalty??**

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Supervisor's Name (please print) \_\_\_\_\_  
 Manager's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Manager's Name (please print) \_\_\_\_\_

YOU MUST SEND THIS FORM ALONG WITH A COMPLETED DWC-1 FORM (if required) TO HUMAN RESOURCES DEPT. **WITHIN 24 HOURS OF DATE INJURY WAS REPORTED** IF TREATMENT BEYOND FIRST AID IS SOUGHT OR TIME IS LOST BEYOND THE WORK SHIFT  
 HRD-58B (rev.10-2015)

# Attachment A

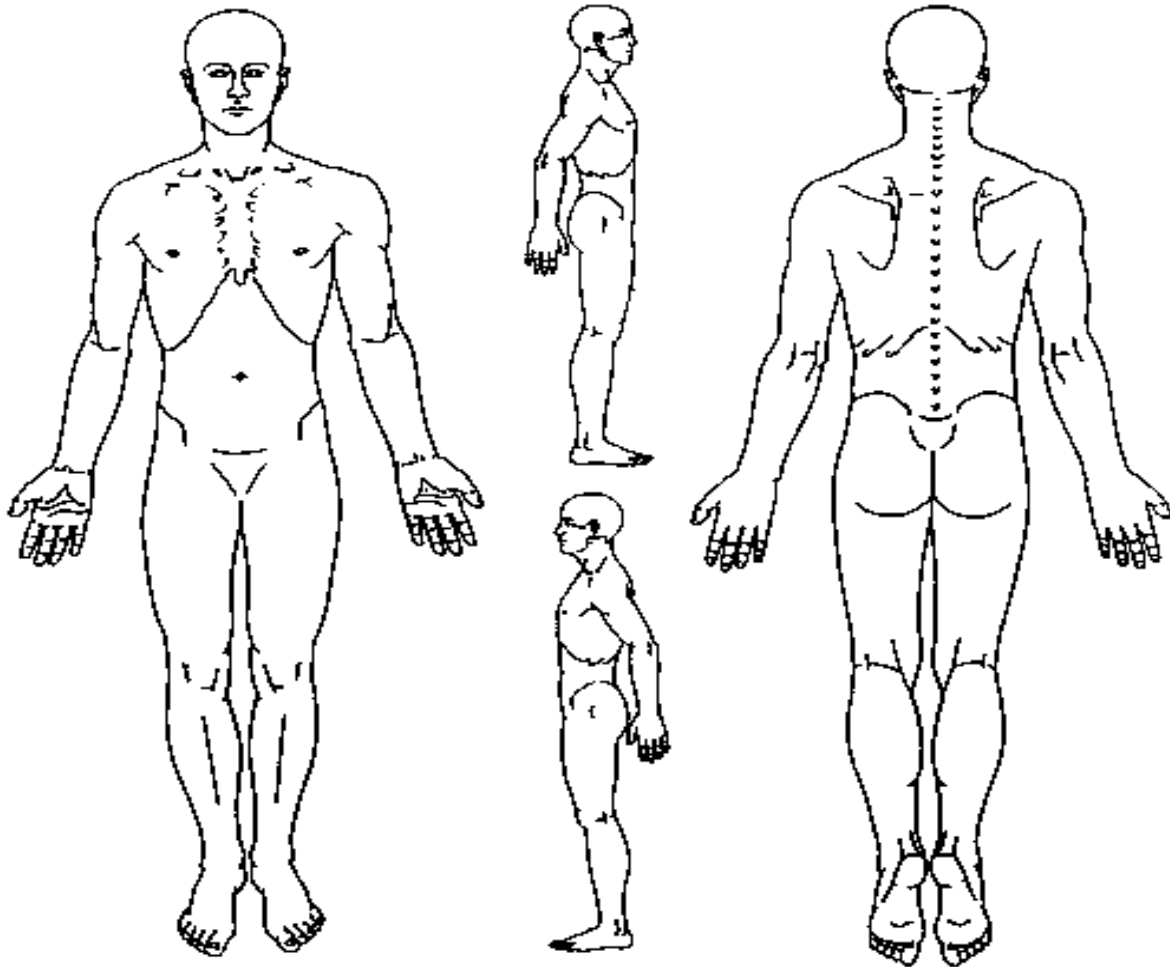
## APPENDIX-C

### PAIN DIAGRAM

EMPLOYEE NAME \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

On the diagram below, please mark the drawings according to where you hurt (if the back of your neck, mark the drawing on the back of the neck, etc.). If you feel any of the following symptoms, please indicate where you feel them by placing the letters shown below on the diagram. Include all affected areas.



- A** = ACHE
- P** = PINS & NEEDLES
- B** = BURNING
- S** = STABBING
- N** = NUMBNESS
- O** = OTHER

Employee's Signature: \_\_\_\_\_

Received By: \_\_\_\_\_

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

Date: \_\_\_\_ / \_\_\_\_ ./. \_\_\_\_

# **NEWS CLIPS**

**May 15, 2020 – June 26, 2020**

**SANTA CRUZ  
COUNTY  
ARTICLES**



# Santa Cruz Sentinel

## Santa Cruz County Cities Offer Distance-Friendly Street Expansion Options

*Businesses can apply for outdoor use permits*

By: Jessica A. York | [jjork@santacruzsentinel.com](mailto:jjork@santacruzsentinel.com) | Santa Cruz Sentinel

June 13, 2020



Amy and Maya Jensen leave Bookshop Santa Cruz after an in-person outing at the independent bookstore in downtown Santa Cruz. (Shmuel Thaler — Santa Cruz Sentinel)

**SANTA CRUZ** — Business will soon be spilling out onto the sidewalks up and down Santa Cruz County.

Even as many businesses are given the go-ahead to begin to reopen under new coronavirus-related mandates, retail shops, restaurants and bars, among others, will continue to feel the crunch of operational limitations that cut back on customer capacities. However, local jurisdictions are paving the way for their businesses to apply for short-term outdoor expansion permits as one measure aimed at offsetting impacts.

Capitola and Santa Cruz are going one step further, with each city setting plans to close off streets and parking spaces as needed in order to provide expanded business square footage.

The Santa Cruz City Council on Tuesday unanimously voted to authorize the closure of Pacific Avenue, from Lincoln to Cathcart streets, as an interim step.

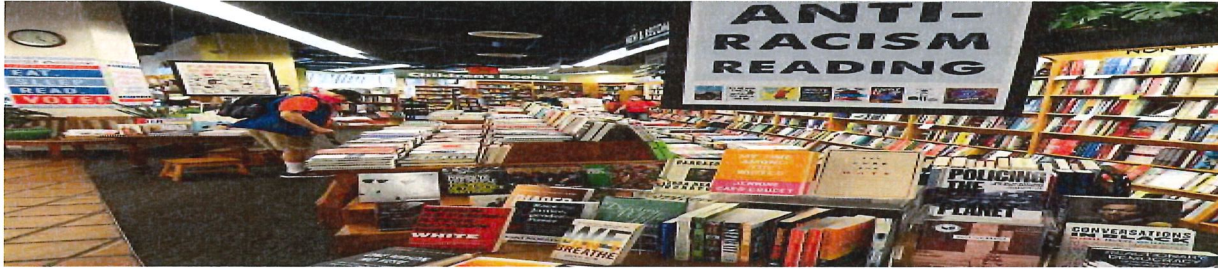
“Having a more pedestrian-friendly Pacific Garden Mall is something that I’ve always wanted to see and so I’m excited to see this, even if it’s temporary,” Councilwoman Renee Golder said at the meeting.



The chairs are full at Westside Barber Shop in Santa Cruz, where owner Johnny Guerrero, right, and his crew began cutting hair again Tuesday. Guerrero says what makes his business different is that, “We are all friends, and we make people feel like they’re a part of our shop. They are not only clients to us, but also our friends.” (Shmuel Thaler — Santa Cruz Sentinel)

Beyond the Pacific Avenue block closure, other retail and restaurant businesses citywide can apply for a free permit — typically turned around within 24 hours if they fit within city-set parameters or several days if they do not — to expand onto their sidewalks where 8 feet of clearance space remains, into setback areas, along some downtown alleys, in parking spaces and parking lots, said city Business Liaison Rebecca Unitt. She said her office already had received four applications as of Tuesday. City Economic Development Director Bonnie Lipscomb said officials also were working on another block’s closure, on Cathcart Street from Pacific Avenue to Cedar Street, next week, and would look at concentrated business applications for additional street closures. More information is available online at [choosesantacruz.com/outdoorexansion](http://choosesantacruz.com/outdoorexansion).

“We’re working through those, initially as a pilot,” Lipscomb said. “So, a main — Pacific — street downtown and a side street. And then we’ll assess, based on feedback and interest from other businesses downtown, whether or not we expand that further.”



Bookshop Santa Cruz is one of the businesses that have reopened the doors for in-person shopping. Masks and social distancing are required to shop. (Shmuel Thaler — Santa Cruz Sentinel)

## Easing the Esplanade

In Capitola, street barriers were set up last week in the Village Esplanade parking spaces in order to launch outdoor dining in designated areas. The City Council voted Thursday to codify an emergency order creating an administrative permit process allowing businesses to apply for temporary outdoor activities and encroachment agreements to create outdoor dining areas; to repurpose private parking areas; to allow tasting rooms to serve food with over-the-counter permits; and to allow over-the-counter permits to install temporary take out windows. Parking restrictions in the Village also were eased with the reopening of the lower Beach and Village parking lots and reinstating three-hour maximums for metered parking limits in the Village and establishment of 15-minute parking zones there for curbside pickup. Information for businesses applying to expand outdoors is available online at [cityofcapitola.org](http://cityofcapitola.org).

Zelda's Restaurant, at 203 Esplanade, is going one step further than its neighbors, securing permit approval from the Capitola Planning Commission at its June 4 meeting to install a permanent take-out window.

On Thursday, asked if she had personally seen the outdoor dining area in Capitola Village, Santa Cruz Health Officer Gail Newel said she had not.

"Outdoor dining, generally, though, is safer than indoor dining," Newel said.

## Around the county

Accompanying the changes for businesses will be Santa Cruz's resumption Monday of street and garage parking fees, along with full bus fares on the Metro.

On a parallel track with a slightly different theme, a group of Santa Cruz residents were collecting signatures, past 300 as of Friday, on a petition to launch a "slow streets" program, encouraging more pedestrian and bicycle use of roadways in order to address social distancing issues by closing roadways to through-automobile traffic, converting parking or excess vehicle lanes to non-auto transportation uses and reducing speeds on selected street segments. The Santa Cruz Transportation and Public Works Commission is scheduled to discuss the concept at its 6 p.m. meeting Monday at City Hall, publicly accessible only online at [cityofsantacruz.com](http://cityofsantacruz.com).

In Watsonville, City Manager Matt Huffaker signed an emergency order last week allowing restaurants and retail businesses to apply for a free permit to use outdoor areas for dining and display areas. Contact the Community Development Department at 831-768-3050 or [cdd@cityofwatsonville.org](mailto:cdd@cityofwatsonville.org) for information and to submit an Encroachment Agreement application. The Santa Cruz County Board of Supervisors voted June 2 to enact a similar six-month easing of permit restrictions and waiving of related permit fees. The board also directed its department heads to develop and implement procedures that would appropriately and safely accommodate expanded commercial and public activities within public rights of way, public parking lots, public parks and other appropriate public properties, in order to support personal and economic health during the COVID-19 pandemic.

On Wednesday, the Scotts Valley City Council is scheduled to codify a May 29 emergency order allowing the city to issue emergency temporary permits for restaurant outdoor seating in private parking lots, private sidewalks and common areas.

Editor's note: This article has been updated to clarify a meeting's public accessibility.



## SC METRO Resumes Fare Collections Monday 6/15/20

MEDIA ALERT

June 11, 2020

*Santa Cruz Metropolitan Transit District*

**On Monday, June 15, 2020, METRO will resume fare collection**

*Customers may pay their cash fare on the bus or may purchase fare media via any of the following methods*

- Please pay your cash fare through the farebox on the bus - cash only – exact amount – the Bus Operator cannot make change
- ParaCruz service will also resume fare collection on June 15th. Please use ParaCruz coupons purchased through the METRO online store or pay the exact cash fare to the Van Operator. **NEW** – ECOLane App – Allows you to prepay for rides. Call Customer Service for additional information 831-425-8600.
- Buy METRO passes - Save Money and save time boarding
  - Purchases using a Debit/Credit Card can be made at a METRO ticket Vending Machine, 24-hours a day (debit/credit cards only – NO CASH), including reloading your current Cruz Cash & Cruz Pass Card.
- o **Watsonville Transit Center**, W. Lake & Rodriguez
- o **Cavallaro Transit Center**, 246 Kings Village Road

- o **Santa Cruz METRO Center (Pacific Station)**, 920 Pacific Ave., Downtown Santa Cruz
- o **Capitola Mall**, 1855 - 41st Avenue
- o **Cabrillo College**, 6500 Soquel Drive (street level)

Fare media may also be purchased at the **Boulder Creek Pharmacy**, 13081 Highway 9

→ Purchases of Cruz Cards, ParaCruz Coupons and Metro passes can be made online using Debit/Credit cards at the METRO online store - please visit our website  
<https://www.scmttd.com/en/fares/buy-passes-online>

→ For Mail Order purchases of fare media using a personal check - please visit our website to download the *Buy Passes By Mail Order Form*  
[https://www.scmttd.com/images/department/cs/printables/Bus\\_Pass\\_Order\\_Form.pdf](https://www.scmttd.com/images/department/cs/printables/Bus_Pass_Order_Form.pdf)

**Please make note of the following:**

- Until further notice, METRO **WILL NOT** be reopening the customer service booths at Pacific Station or Watsonville Transit Center
- All bus boarding and fare payment will be via the front door of the bus. Effective June 15th customers will no longer be allowed to board through the rear doors of the bus.
- METRO will no longer enforce "Essential Travel" so the limited seats available on each bus will be first come first serve to fare-paying customers only
- Fixed-route carry-on restrictions remain – Carry-ons are limited to what one can place on their lap. Highway 17 service - carry-ons are allowable if there is sufficient room in the overhead luggage racks.
- Until further notice, in order to maintain the proper social distancing, all buses will continue to be capacity restricted to five persons for a 35' bus and 8 persons for a 40' bus, PLUS, two wheelchairs in the ADA securement area.

# Good Times

## RTC Says ‘Yes’ to Train and Buses, ‘No’ to Trail and Pod Cars

*Metro works with commission on alternatives analysis*

By: Jacob Pierce

June 4, 2020



Santa Cruz County’s rail line is due for maintenance. PHOTO: JACOB PIERCE

A countywide transportation commission voted on Thursday, June 4, to move forward with in-depth analysis of four possible options for the future of Santa Cruz County’s rail trail corridor.

The leading options right now before the Regional Transportation Commission (RTC) include bus rapid transit, electric light rail, an electric commuter train, and a mix of the train and bus options.

“I think it’s going to be helpful to us all to study these four options carefully,” Commissioner and Santa Cruz County Supervisor John Leopold said, while making a motion to approve a phase of the Transit Corridor Alternatives Analysis, worked on by RTC staff and a private consultant. The commission approved the report by an 11-1 vote. The next phase of analysis should come before the RTC in September.

During Thursday’s meeting, Santa Cruz Metro CEO Alex Clifford said the local bus agency is working with the RTC on the two-year study, spurred by the two-year-long Unified Corridor Study, which grew out of the successful 2016 ballot initiative Measure D. “This has been a highly collaborative process,” Clifford said.

Clifford did not go into detail about Metro's involvement and what's at stake, but there is a chance that a new train would impact bus routes, ridership and revenue streams. It was partly Metro's concerns about the Unified Corridor Study more than a year ago that paved the way for the alternatives analysis in the first place.

During Thursday's meeting, Commissioners Sandy Brown and Mike Rotkin floated the idea of adding personal rapid transit (PRT), or pod cars, to the list of items worthy of high-level analysis. Their reasons included that smaller cars might be a safer way to move people—assuming that riders will still be concerned about the risk of airborne disease transmission in the relatively distant future—and that it might be relatively affordable, despite findings from staff. The commission did not ultimately add PRT to the list.

Although some members of the public called for more study of a trail-only solution on the corridor, Leopold and Commissioner Alternate Andy Schiffrin said that it would be wrong to do a do-over of the Unified Corridor Study, which demonstrated less value for a trail-only transportation alternative, compared with public transit options.

According to public commenters, the passenger rail options have support from a variety of groups, including the local Sierra Club chapter, Regeneración Pajaro Valley Climate Action, Bike Santa Cruz County and Friends of the Rail and Trail.

The lone dissenting vote Thursday came from Commissioner Randy Johnson, a Scotts Valley city councilmember who questioned the cost of the items being discussed. He wondered whether voters would really have the appetite for them. He said that, when voters approved Measure D in 2016, they wanted to see progress and that they wanted it quickly.

"The expectation was that things were gonna happen," Johnson said, "and right now, we're gonna do further studies on—in my mind—options that are infeasible and—especially with the economic situation we're in right now—don't hold out any hope of being implemented."



## Santa Cruz METRO Driver Shares His ‘Love’ For The Job

By: Tony Nuñez

May 28, 2020



Uriel Mendoza, coach operator for Santa Cruz METRO, briefly removed his mask for a portrait at the Watsonville station. — Tarmo Hannula/The Pajaronian

**WATSONVILLE**—In November Uriel Mendoza of Watsonville will mark 21 years of being a bus driver for Santa Cruz METRO.

When asked what he liked about his job, he plainly responded, “My job.”

His preferred bus route?

“I like all of them,” he said.

He said his customers are what make his job “special.”

“It feels good, helping people, getting to know them,” he said.

His favorite passengers?

“I like all of my riders,” he said.

Mendoza, who is also a guitarist and a singer, said he has learned to take a calm and compassionate approach to his work “because it’s all about the customers.”

“Marriage and work: These two words I always apply to everything. My mother thinks I invented these words,” he said. “All drivers—we are good because we care. When I’m in METRO—you come and ride my bus—you will see how I treat my customers. It’s all about having fun at work. I’m at a place now that I believe that if I have a 15-minute break I prefer to give it to my customers.”

Mendoza, 63, said he was born in Michoacán, Mexico, in Avillos, a village so small it had only seven houses.

His family moved to Mexicali near the U.S. border when he was 1.

“We came to America in 1972 and I went into the eighth grade at E.A. Hall,” Mendoza said. “In June 1976 I graduated from Watsonville High School. The next day I went straight into the fields and went to work; I was 17. I worked for the next 23 years loading boxes of iceberg lettuce in the field. I probably loaded more than three million boxes. In a way, I was getting paid to work out; I mean, they were 54 to 56 pounds per box.”

Looking back at his days as a field worker, Mendoza said, “Comparing my job now as a driver to that fieldwork, I feel like a thief—it’s that big a difference. One day I was talking to a rider on the bus who used to load iceberg lettuce boxes onto a train. He said they would sometimes load 4-5-6,000 boxes a day.”

Mendoza recalled one bus trip early on in his career where he once helped an elderly man off the bus on a cold night.

“I set the brake, got off the bus and gave him my elbow,” he said. “I walked him all the way inside the senior home there. A few days later a lady gave me a tip in an envelope; she said she saw what I did. I think it was \$20. Another time, a person gave me a coin used for public transportation in another country. These things mean a lot to me. A lot of people don’t understand; it depends what kind of work you come from.”

Another time, on what Mendoza calls one of the “toughest routes,” a female rider told him “they don’t see your kindness, they think you’re weak,” referring to other riders.

“She lives in a shelter and she knows the system,” Mendoza said. “I guess she thought people never see my kindness.”

Another customer Mendoza became familiar with who rode the 17 Express from San Jose eventually disappeared and he lost track of her.

“Then one night I saw her get on the bus going to Cabrillo, like the last route 71 where I usually punch out at 1am,” he said. “She recognized me 10 years later. She told me, ‘Oh my god, my favorite bus driver. You haven’t changed, your customer service hasn’t changed.’ It’s a good feeling when you know you have the power to help people. When people ask about my job, I tell them ‘I don’t like it, I love it.’”

# The Pajaronian

## Santa Cruz METRO Steps Up Disinfecting Routines To Keep Rolling

Tarmo Hannula | May 14, 2020



Jerry Ayala fogs a Santa Cruz METRO bus with an EPA approved disinfectant at the METRO yard as part of a daily deep cleaning of METRO's fleet. — Tarmo Hannula/The Pajaronian

SANTA CRUZ COUNTY—Deep cleaning is now routine at Santa Cruz METRO to not only keep their fleet on the road, but to assure riders that busses are squeaky clean.

Every day since early March, before the first person in Santa Cruz County was diagnosed with Covid-19, busses in use get an interior disinfectant fogging and a hands-on disinfectant wipe-down, in addition to the normal cleaning and shower.

And it doesn't stop there: New workers have been hired to clean each bus at a route's end over the course of the day at the stations in Santa Cruz, Scotts Valley, Watsonville and the Capitola Mall. Equipped with cleaning tools and disinfectant, the crew sanitizes handrails, stanchions, hand straps, door handles and more.

"These workers that make sure our busses are safe for our drivers and customers, every day, are some of our unsung heroes," said METRO CEO Alex Clifford. "We don't always pay attention to these valued people who work behind the scenes."

Indeed, as most folks wrap up their workday, that's when the METRO vehicle service workers start their day. At 6 p.m., before each bus heads through a giant automatic wash station, the busses get a thorough, hand-detailed cleaning and a disinfectant fogging, by people such as Manuel Madrigal of Watsonville. He's been at it for the past three years, making sure busses head out at the start of the day sparkling clean.

"It feels good," he said. "Knowing that I am helping my community; it's important work."

Jerry Ayala of Watsonville is also on the crew.

"I work from 6 until 2:30 in the morning," he said. "It's a good job; I'm glad to be working and helping METRO."

As county residents edge into week nine of the stay-at-home/social distancing order to combat the pandemic, Clifford said METRO has made numerous temporary emergency adjustments, including switching entirely to a weekend service schedule, ending routes across the county at 8 p.m., and scrubbing routes 68 and 3. The popular Highway 17 Express that runs between Santa Cruz, Scotts Valley and San Jose has also seen modifications.

"Our drivers really love our passengers," said James Sandoval, General chairperson for SMART (International Association of Sheet Metal, Air, Rail and Transportation Workers) Local 23, who has been with METRO for over seven years. "Yes, there have been changes but our drivers keep showing up every day dedicated to the METRO. Everybody doing their part is a beautiful thing."

He said that in New York alone, about 40 bus drivers have died from the Covid-19.

Sandoval stressed that METRO management “works really well with the local 23.”

“That’s what it takes to get through this,” he said.

All buses now run an electronic message on the front marquee: Essential Travel Only—in English and Spanish. They also have customers entering and exiting through the rear door to protect operators by reducing their potential exposure.

Riders are asked to wear face coverings, keep a safe distance from operators and keep their bags to themselves, not placing them on seats and aisles. Operators are further protected by a clear plastic curtain they deploy when boarding passengers.

METRO has also suspended fares until further notice and have rearranged seating, with yellow tape and signage, to accommodate 6-foot social distancing. With roughly 150 coach operators and 94 buses, Clifford said spacing people out on the bus usually means a maximum of five to eight people, depending on the size of the bus.

He urged the public to keep the limited space available for essential travel.

“We don’t do this maliciously—it’s a METRO system-wide temporary emergency standard as we attempt to provide an essential service and to comply with the County Health Agency’s Orders,” Clifford said. “We want to minimize conflict and we are encouraging people not to be angry about these new standards. Their (drivers) job is tough. These people who provide an essential service continue to provide this level of service by putting their lives on the line.”

Clifford said that METRO will continue to re-evaluate the services they provide on a regular basis and as new state and county orders come out, and make appropriate adjustments.

Meanwhile, members of Local 23, are mourning the passing of Transportation Division retiree Domingo Tovar, who died April 14 from Covid-19.

Tovar, 68, served two stints with METRO as an operator starting in 1982, then leaving for another carrier before returning to Santa Cruz in 1987. He was involved in the initial contract talks with the carrier as well as a 37-day strike in 2005.

“Every driver was really close to him and this took a lot of people by shock and surprise,” Sandoval said.

“He had many friends. He was a happy person,” said Tovar’s wife, retired Local 23 member Serena Tovar.

They were married more than 43 years.

“He was always happy,” she said. “He just loved life and had no regrets. He was very proud of his kids and was always there for his family.”

Tovar retired in 2016 after 29 years of continuous union service, the union said. Transportation was in his blood, though—he had begun driving at age 25, had driven charter buses and had even obtained his pilot’s license. After his Santa Cruz Metro retirement, he kept working as a shuttle bus driver for UC Santa Cruz.

“I could confide in Domingo about any issue and I knew that what we talked about always stayed between us,” said Mario Espinoza, who worked alongside Tovar for years. “Domingo was someone you could trust. He was just beginning to enjoy his retirement when this virus took his life. I am still in shock and can’t comprehend this and will take some time to cope with this,” Espinoza said. “So with a heavy heart I say, Domingo, you will be missed. Rest in peace, brother.”

In addition to his wife, Tovar is survived by a daughter, Mandy, son, Damien and two grandchildren.

# KSBW

## **Santa Cruz Metro Takes Extra Steps To Clean Buses**

By: Erin Clark

May 6, 2020

*The metro hired additional employees to disinfect busses.*

Passengers and drivers are safe when they ride on any of METRO's buses. Every day, thirty-to-thirty-five buses are sanitized inside. A vehicle service worker wears protective gear during the disinfecting process, called 'fogging'. "He makes sure he gets all the corners, nooks and crannies, behind the seats, everything so the entire bus is completely covered by the time he leaves the bus." Drivers are also protected by plastic sheeting that looks like a shower curtain. METRO also hired ten additional employees to disinfect busses as they arrive.



# **Other Transit Related Articles**

*The Atlantic*

## Fear of Public Transit Got Ahead of the Evidence

*Many have blamed subways and buses for coronavirus outbreaks, but a growing body of research suggests otherwise.*

June 14, 2020

**Janette Sadik-Khan**

Former commissioner of the New York City Department of Transportation

**Seth Solomonow**

Co-author of *Streetfight: Handbook for an Urban Revolution*



STEPHANIE KEITH / GETTY

The headline of the report read like the title of a 1950s horror film: “The Subways Seeded the Massive Coronavirus Epidemic in New York City.” As America’s densest city became the epicenter of a national pandemic in March, New York’s subway system, which carried 5.5 million people on an average workday in 2019, emerged as the villain from central casting. Landing in mid-April, the report, written by an MIT economics professor, concluded that New York’s subway system was “a major disseminator—if not the principal transmission vehicle” in the city’s COVID-19 outbreak.

Ominous articles citing the report created an uproar during the opening weeks of the pandemic. Some elected officials urged Governor Andrew Cuomo to shut down New

York's transit system. Conservative commentators, long skeptical of public transportation, seized on the MIT report as more evidence of transit's unviability.

In recent months, public-health experts in the United States have urged people to avoid crowds, enclosed spaces, and time spent in close contact with others—each a feature of a normally functioning transit system. The notion that subways themselves were seeding disease interrupted this social contract and also played to long-standing fears of urban spaces.

Even during a pandemic, public-transit systems show themselves to be indispensable to the functioning of big cities, transporting essential workers to jobs, while also acting as a major engine of economic stability and equity. As New York and other cities take steps to reopen, transit agencies' most pressing job, next to managing massive budget shortfalls, will be managing fear while they seek to reclaim the passengers they have lost. High-visibility cleaning and strong health-messaging campaigns, coupled with universal mask wearing, can help reassure passengers that they can return to a safe transit system. But more reassuring still is the lack of evidence that public-transit systems have played a role in COVID-19 transmission—and a growing body of research pointing in the other direction.

*Steven Conn: A make-or-break moment for cities*

By the time the MIT report appeared, according to the transportation-data company Transit, ridership on bus and rail systems had already dropped by 74 percent in New York, 79 percent in Washington, D.C., 83 percent in Boston, and 87 percent in the Bay Area from pre-pandemic levels. The assumption that transit was accelerating infections stoked public fears and quickly hardened into conventional wisdom. "Subways, trains and buses are sitting empty around the world," a *Washington Post* headline intoned in a May headline, adding, "It's not clear if riders will return." When the New York Stock Exchange reopened in May, traders were required to avoid public transportation.

Underlying that rule is an assumption of danger that, so far, research has not borne out. A recent study in Paris found that none of 150 identified coronavirus infection clusters from early May to early June originated on the city's transit systems. A similar study in Austria found that not one of 355 case clusters in April and May was traceable to riding transit. Though these systems, like their American counterparts, were carrying fewer riders at a lower density than before the pandemic, the results suggest a far less sinister role for transit than the MIT report described.

If transit itself were a global super-spreader, then a large outbreak would have been expected in dense Hong Kong, a city of 7.5 million people dependent on a public transportation system that, before the pandemic, was carrying 12.9 million people a day. Ridership there, according to the *Post*, fell considerably less than in other transit systems around the world. Yet Hong Kong has recorded only about 1,100 COVID-19 cases, one-tenth the number in Kansas, which has fewer than half as many people. Replicating Hong Kong's success may involve safety measures, such as mask wearing,

that are not yet ingrained in the U.S., but the evidence only underscores that the coronavirus can spread outside of transit and dense urban environments—which are not inherently harmful.

Even the MIT report didn't trace any individual coronavirus case to a subway ride shared with an infected passenger. Instead, it overlaid the home ZIP codes of patients with the city subway map. Critics pilloried this methodology, noting that the report data showed that Manhattan's dense, subway-rich neighborhoods had lower infection rates than car-dominated Staten Island.

Many of the highest-profile outbreaks occurred far from the nation's buses and subways. Eleven percent of American coronavirus infections and one-third of deaths in the U.S. by early May had occurred in nursing homes. Hot spots appeared in March following a funeral in Albany, Georgia, and after a choir practice in Mount Vernon, Washington. In Nebraska, at least 3,000 meatpacking workers have tested positive for the virus. Another 6,000 cases and counting have ravaged Navajo communities in the Southwest.

*Jeffrey Ostler: Disease has never been just disease for Native Americans*

Hard-hit cities such as Milan that have reopened their transit systems have not seen subsequent infection spikes. Japan, which has some of the world's busiest rail networks, had very few infections at all—only about 17,000, less than 1 percent of that of the U.S.—and no reported upticks in Tokyo since Japan began reopening its economy. Officials traced a post-peak outbreak in Seoul, South Korea, not to transit but to a lack of social distancing at the city's reopened nightclubs.

Something that Japanese and many other Asian cities have in common is a long-standing culture of wearing face coverings in public. Scientists have not yet determined precisely how effective masks are at reducing virus transmission—and how safe transit would be if everyone wore them—but even imperfect face coverings appear to confer benefits when most people wear them. Buses and trains where masked riders silently browse their phones may prove less risky than other settings where patrons are talking loudly and singing.

It's difficult for nuances like these to break through when the Centers for Disease Control and Prevention tells American employers to encourage employees to avoid transit and to drive alone to work in offices, if possible. This message, which bewildered transit agencies scrambling to recover, fails to recognize the transportation realities of millions of Americans for whom owning and maintaining a car is simply unaffordable and impractical.

The CDC guidance also fails as a matter of transportation and environmental policy: Shifting transit commuters to single-occupancy vehicles would asphyxiate cities with congestion and pollution, and reinforce the deadly outcomes of a century of car-focused urban planning that cities have been trying to escape. Every year, 1.3 million people die

in traffic crashes worldwide—about 37,000 annually in the U.S.—and another 4.2 million die globally from the health impacts of air pollution, which is exacerbated by vehicle emissions.

Before the pandemic, cities were acting locally to fight climate change, make their streets safer, and achieve greater equity among neighborhoods. Residents would be rightly furious if their leaders restored cities to maximum traffic and increased car dependency—bringing back the same issues of congestion, pollution, inequity, and lack of access as before the crisis, but providing even fewer transportation options to confront them with.

The scariest aspects of the pandemic involve things we can't see. We can't see the virus, we don't fully understand its epidemiology, and we don't know exactly what are the most effective steps to reduce or even eliminate risk on transit and in public. But revitalized transit systems may not need hospital-level sanitization to operate safely and to win back riders. They must also look and feel safe, and agencies must create a new transit culture that reinforces public hygiene and promotes washing hands before and after trips. Expanding contactless payment and protecting transit workers can help reduce touch points and get cities working again until a vaccine and effective treatment are available.

*Scott Wiener and Anthony Iton: A backlash against cities would be dangerous*

Psychological and visual comfort already appears to be important for passengers. Ridership didn't drop as sharply on America's local bus networks nationwide. In May, the number of bus riders in New York surpassed the number of subway riders; usually, buses attract only a third as many. Some transit advocates report that riders feel more comfortable above ground than in trains and stations, and they limit the time spent in contained areas.

The way out of the economic crisis brought on by the pandemic runs along the rails and bus lanes of cities, and restoring urban transit networks to full force, expanding their service, and extending their reach across cities must be at the top of every nation's economic-recovery strategy. Far from scaling back on public transit, cities across the country need a massive transit expansion that will enable them to avert the mobility meltdown that threatens to swallow them if even a fraction of former transit commuters take to cars. The nation won't recover if it adds a traffic crisis to the ongoing health and economic crises.

Cities can take practical steps now to win passengers back and create a post-COVID covenant with transit riders. The bigger health risk may not ultimately be the bus or subway car where you spend half an hour with a group of strangers than the places that you are traveling to and from. Researchers still have much to learn. What's becoming clear is that, with appropriate precautions, transit riders can feel comfortable swiping their MetroCards again and agencies can start building the post-pandemic transit systems that cities and their residents want to see.



## **NY: Centro To Restart Bus Fares, Most Weekday Routes, Next Week**

*Much of Centro's services were scaled back in April and May amid the coronavirus. Centro stopped charging fares March 24.*

By: Teri Weaver | Syracuse Media Group, N.Y. (TNS)

June 11, 2020

Syracuse, N.Y. -- Centro will begin charging bus fares starting Monday, June 15.

The transit authority will also resume most of its regular, weekday service on Monday.

Much of Centro's services were scaled back in April and May amid the coronavirus. Centro stopped charging fares March 24.

There have been no changes to fares or fare options for customers, according to Centro.

Remember, Gov. Andrew Cuomo has signed an executive order requiring people to wear masks in public when it's impossible to stay 6 feet apart.

Here's what to expect next week, according to Centro:

These routes remain suspended:

- Sy 682 Lakeview Park – Fairgrounds (seasonal service)
- Osw 246 Oswego-Fulton-Syracuse
- Aub 236 Auburn-Syracuse via Skaneateles-Camillus
- Aub 38 Auburn-Syracuse via Weedsport-Elbridge
- Aub 138 Auburn-Syracuse via Taunton
- Aub 8 Auburn-Moravia

These routes will change

- Sy 223 James St. bus route will extend to Walmart and no longer serve ShoppingTown Mall

- Sy 530 SU-Westcott bus route will extend to Walmart and no longer serve ShoppingTown Mall

- All Sy 62 Manlius buses will no longer serve ShoppingTown Mall

- Sy 462 Manlius will extend to/from the Syracuse Transit Hub and Wegmans – DeWitt and no longer serve ShoppingTown Mall

Sy 168 Erie Blvd. will extend to Home Depot and no longer serve ShoppingTown Mall

Sy 176 Salt Springs will extend to Home Depot and no longer serve ShoppingTown Mall

### **Restricted access at Centro transit hubs**

Centro's Transit Hubs in Syracuse and Utica will reopen from 6 a.m. to 6:30 p.m. for customers to access ticket vending machines. The number of people allowed inside at one time will be limited. Anyone going inside must wear a face mask.

Waiting areas and restrooms will remain closed.

### **More safety precautions**

Barriers have been installed on Centro buses to separate customers and bus operators as passengers board through the front door and pay their fare.

Centro maintenance staff wipes down and disinfects each of its buses and frequently touched areas at its transit facilities with a germicidal disinfectant each day.

Centro buses are regularly fogged with a germicidal disinfectant.

Centro strongly encourages its customers to wear face coverings while riding on Centro buses.

When available, Centro will provide additional buses to handle heavy loads.

# MASS TRANSIT

## NJ: Surveys Say We Want To Be Back At Our Workplaces, And We'll Get On A Bus, Train Or Ferry To Do It

*Roughly 97% of commuters who responded to a NY Waterway survey said they plan to return after more coronavirus travel restrictions are lifted.*

By: Larry Higgs | nj.com (TNS)

June 11, 2020



A sign on an NJ Transit bus in Jersey City tells riders they need face coverings to ride. Surveys said commuters are willing to ride transit to work if precautions like that and rigorous cleaning are done.



How many of you plan to return to work in New York City?

Surveys say, most of you will.

Roughly 97% of commuters who responded to a NY Waterway survey said they plan to return after more coronavirus travel restrictions are lifted.

The Tri-State Transportation Campaign cast a wider net, and found 92% of riders surveyed in a four-state region said they'd return to riding public transit, if proper safety measures are in place. That survey included the New York and Philadelphia metro regions of New Jersey,

“Our survey tells us, yes, they want to go back to work and they want safety protocols,” said Pat Smith, an NY Waterway spokesman. “Now we'll see what New York City has for phase two.”

Of 200,000 people sent surveys by the ferry carrier, 2,371 responded and 75% said that had health concerns about using transit, and 56% of them said they felt less comfortable taking their previous method of transit.

NY Waterway plans to resume ferry service on most routes on the same date that a Phase Two reopening commences in the city, officials said. NY Waterway operated 23 ferry routes and 12 bus routes before the coronavirus shutdown.

Tri-State's survey received 1,074 replies. Of them, 60% rode NJ Transit, 24% ride PATH and 10% ride SEPTA or PATCO. The majority of commuters surveyed said they want increased cleaning of stations and equipment, with mask requirements in second place, followed by reducing maximum passenger capacity on trains and buses for social distancing.

Essential workers who are still commuting said they wanted more bus and train service, mirroring what NJ Transit officials did to increase frequency on bus routes experiencing crowding that made social distancing difficult for essential workers who were still riding.

The results contrast what other experts and officials said, that commuters would likely drive if they had to return to the workplace, perceiving their private vehicles as a cleaner, sanitary option. Of the commuters surveyed by Tri-State, 8% said they would return mass transit if there were a COVID-19 vaccine.

Experts interviewed for an NJ Advance Media article about post-Coronavirus commuting said that how many people are told to continue working from home or have their work hours staggered will affect commuting on highways and on transit.

Public transit also took a hit when the Center for Disease Control, suggested single travel modes such as biking, walking and driving were preferable. But transit agencies got ahead of it by requiring face coverings be worn on NJ Transit, PATH, NY Waterway

and the MTA. The ferry carrier, NJ Transit and PATH also reduced capacity to allow social distancing.

Those opinions might mirror a survey by Coach USA, which plans to resume some Suburban Transit commuter bus service to New York on June 15. That survey found that 68 % of commuters surveyed would return to the city in July. Those riders also said clean buses, social distancing, facial covering and frequency of service are the most important factors in returning to bus commuting.

NJ Transit bus service is back running on a full weekday schedule and trains are running on a modified weekend schedule. PATH is also running trains on a modified schedule.

"Many riders will need to feel that their buses and trains are safe again before they come back," said Nick Sifuentes, Tri-State executive director. "For those essential workers who have been riding transit this whole time, the least we owe them is safer transit. These recommendations are a roadmap for how to get there."

# MASS TRANSIT

## Denver RTD Taps National Medical Researcher For Insights On Recovering From COVID-19

*Dr. Kristine Moore told the Board to anticipate subsequent waves of the coronavirus into 2021.*

Regional Transportation District (RTD)

June 4, 2020



Dr. Kristine Moore, medical director, Center for Infectious Disease Research and Policy  
Denver RTD

The Denver Regional Transit District (RTD) Board of Directors was told by a national infectious disease expert at its Communications and Government Relations Committee meeting the agency should prepare for up to two years of high impact from COVID-19, relating an acclaimed research paper she co-authored that anticipates a new fall peak of cases and subsequent “waves” in 2021.

There is some consolation for Denver RTD, though, with its primary methods of attacking the spread of COVID-19 closely matching all the recommendations

experts would make for the coming battles, said Dr. Kristine Moore, medical director of the Center for Infectious Disease Research and Policy (CIDRAP).

Moore, lead author of CIDRAP's "The Future of the COVID-19 Pandemic: Lessons Learned from Pandemic Influenza," says keys for high-circulation transit agencies like Denver RTD in fighting the virus include daily bus cleaning, distancing among riders and PPE for as many people as possible.

"You want to create the safest environment possible" to minimize risk of contagion, Moore said, but "on the other hand, you probably can't get that down to zero. So be practical and pragmatic."

Moore, who has spoken to forums across the country about the conclusions in the paper, was invited to speak by remote link by a friend on the board, Director Lynn Guissing. Directors and Denver RTD staff are seeking information in a number of venues on how to protect passengers and employees from the virus, how quickly ridership might come back as the economy reopens and how future cases might impact public health, transit use and budgets.

"We are really suggesting this will go on for 18 months to two years," said Moore, who added that researchers compared the pandemic to decades of previous pandemics to look for similarities and differences. None of the previous pandemics achieved a workable vaccine or "herd immunity" quicker than that, and COVID-19 will likely follow the same pattern, Moore said.

To achieve herd immunity, meaning enough people have already been exposed to the virus and built up resistance that prevents it spreading to others, COVID-19 will have to affect 60 to 70 percent of the population, Moore said. In hard-hit areas like Italy, 15 to 25 percent of the population appears to have acquired the virus so far.

Moore did say that future waves of COVID-19 cases should not produce the kind of devastating systemic emergencies as the U.S. saw in New York City and Italy. Public health experts are watching testing and caseloads extremely closely and will be able to reinstitute distancing and other measures if cases start to rise, she said.

No single countermeasure is perfect, Moore said, although together they can block a number of new cases. Cleaning bus surfaces, limiting passengers and spreading them out, strongly encouraging mask use and liberal use of sanitizer are all important. Transit vehicles should not recirculate cabin air and should introduce fresh outside air as much as possible. Hand sanitizer stations on each vehicle

would be great, Moore said, but Denver RTD officials so far have said prices for the dispensers and liquid have been prohibitive.

Promising vaccine formulas are in testing, Moore said, but she does not expect a usable product in 2020.

“I think that’s very, very optimistic and somewhat unlikely,” Moore said. Even a vaccine for 2021 would need all steps to go nearly perfectly.

Moore concluded, “A slow burn of transmission over the next year or two is most likely.”

# SPUR

## We Need Consistent Practices Across the Region to Make Transit Safe

By: Laura Tolkoff, Regional Planning Policy Director

May 27, 2020



Photo of 19th Street BART by Sergio Ruiz

*This article is the second in a series on how to help public transit emerge from this crisis stronger than ever. Read the first post.*

As our cities start to reopen, transit agencies face two critical tasks: the first is to improve the safety of riding transit, and the second is to help people feel comfortable riding it. Riding transit is not inherently dangerous, but it does provide opportunities for person-to-person transmission. Making people safe and quelling their fears requires a serious public health commitment to the those who both operate and ride transit. Because people's travel patterns cross county lines, transit agencies and health officials need to coordinate their efforts and messages across the region. And some precious stimulus dollars will need to be directed to the new and ever-evolving hygiene precautions and social distancing requirements. For transit to recover, transit agencies and the Metropolitan Transportation Commission (MTC) will need to do five things:

### **1. Provide workers with personal protective equipment.**

The people who operate and maintain our buses and trains are essential workers. In New York City, transit workers are dying at faster rates than other frontline workers and have a high risk of contracting contagious illnesses due to the frequency of interactions, being in confined spaces, and a lack of protective gear and disinfectant. Failing to treat transit workers as essential will add to an industry-wide shortage of bus drivers — a problem that was already particularly acute in the Bay Area, given the high cost of housing here. Transit agencies need to have an adequate

supply of personal protective equipment such as masks and gloves, and they need to make a concerted effort to enhance industrial hygiene to keep everyone safe. Ideally, this would be done in coordination across agencies to help streamline procurement and staffing burdens.

## **2. Develop safety standards and protocols to contain COVID-19 and protect public health.**

Operators are already implementing numerous safety practices such as enforcing face masks or using ground markings to space passengers apart. Additional efforts to redesign stations to reduce contact with elevator buttons, ticketing machines and trash receptacles will also help contain the spread of viruses and bacteria. MTC and transit agencies should follow science-backed, public health guidance and have a coordinated campaign for implementation. MTC does not have to do it alone and can rely on county public health officers and civic partners with public health expertise.

## **3. Develop regional marketing and communications campaigns, and implement them consistently.**

While the federal government has fumbled its messaging over and over, our state, local and county public health agencies deserve enormous credit for getting six Bay Area counties to act swiftly *as a region* — and with unified, science-backed messaging — to help flatten the curve. Clear and consistent messaging will be just as important as our economy starts to reopen. The communications will need to: 1. Provide transparency into the health and safety procedures that are being taken, 2. Notify riders of new expectations, public health policies and service changes, and 3. Support the adoption of new norms and public health policies to reduce the need for enforcement.

These communications also need to be flexible: messages will need to change as public health mandates change. And there will need to be both digital messages and physical sign in stations, at stops and on transit vehicles, as people are more concerned about anything they have to touch in public, including their smartphones.

Instead of each agency coming up with its own campaign, it will be less expensive and more effective if it is done by one transit agency on behalf of all the others. Additionally, this can ensure that messages are rolled out all at once; public health mandates are often county-wide, but people's travel patterns don't respect county boundaries.

### **Public health messages have varied by transit agency.**

Consistently timed policies and communications will be key to reviving travel and the economy, both of which are inherently regional.



BART's signage, with a policy effective April 22. Image courtesy BART.



VTA's signage, with a policy effective May 4. Image courtesy VTA.



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#### **4. Learn from other regions.**

Other places around the world have started to reopen their economies and their transportation system. Each is trying to avoid the carpocalypse — some, like London, by making the city center car-free, by rapidly expanding pedestrian and bicycle networks and by remaining committed to congestion pricing. Others, like Singapore and Taipei, are stepping up efforts to clean fleets and public spaces. We can learn from each other about best practices for meeting emerging public health needs, whether that is how to clean or redesign stations and fleets, how to implement contact tracing or how to strategically adjust service to meet changes in demand.

#### **5. Enforce public health mandates equitably.**

Transit stations are already heavily surveilled spaces where people of color and homeless passengers are more likely to be targeted by law enforcement. Mandates to wear masks and maintain social distancing should be enforced equitably, without bias or undue hardship on vulnerable groups. Where possible, agencies should use communications and messaging over enforcement.

Our next article in this series will look at getting new transit projects moving to provide jobs and get the economy going again.

# The Mercury News

## Coronavirus: California's Deadliest Day Of Outbreak Follows Bay Area's Brief Respite

*122 reported deaths Tuesday eclipses single-day record, breaks Bay Area's two-day streak*

By: Evan Webeck

May 20, 2020

UPDATE: After accounting for late-reporting counties, Tuesday became the state's deadliest day yet with 122 fatalities. An updated version of the original story is below.

Any lull that occurred over the weekend had evaporated by Tuesday as California reported its most deaths from COVID-19 in a single day and more than 2,000 new cases.

The Bay Area had its two-day streak without a fatality broken, too, with its death toll ticking up 3.5%, on pace with the state's increase Tuesday. California ended the day with just over 3,400 deaths on record from the virus, according to data compiled by this news organization, including 406 in the Bay Area. The 122 reported deaths Tuesday eclipsed the previous single day record of 117, set last month.

New deaths statewide had even slowed down over the previous three days. The total deaths were the fewest in a 72-hour period since the first week of April. But that came to a screeching halt Tuesday.

For the eighth time since the outbreak began — and the third time in the past week — county health officials around the state added more than 2,000 new cases to the cumulative count, raising the total to 83,668. The seven-day average of new cases in the Bay Area was 7% higher Tuesday than it was a week ago, as the total here climbed to 11,429.

After weeks of declining nearly every day, hospitalizations in the region also rose more significantly than they had in over a month. The Bay Area had cut its hospitalizations in half since the second week of April — to their lowest levels since March — but that number rose by nearly 15% on Tuesday, to 265 total across the region's 10 counties.

Alameda County, where hospitalizations also rose again Monday after a brief dip, has nearly twice the number of patients in hospital beds and intensive care units as any other county in the Bay Area. But the 87 hospitalized there Monday — 42 in ICUs — were still a fraction of the five leading counties in Southern California, which account for 80% of the state's total hospitalizations.

Those five counties — Los Angeles, Orange, Riverside, San Bernardino and San Diego — also accounted for 76% of the new cases in the state and 83% of Tuesday's deaths, despite comprising just over half the state's population.

In Central California, Tulare County reported its most new cases Tuesday and the third-most for the day in the state (101). The Board of Supervisors there voted on the same day to reopen dine-in restaurants, churches, barbers, movie theaters and shopping malls — all businesses that fall under Phase 2 and Phase 3 of the state's reopening plan — according to local news reports.

For the second straight week, the Bay Area's largest spike in deaths came on a Tuesday, fueled by San Mateo County. The county added nine to its death toll, after adding nine the previous Tuesday, too. But it has generally only reported new fatalities one day per week.

Each of the past two Tuesdays have ended with 14 new fatalities around the region, amounting to its fourth-deadliest days of the outbreak. The state's previous single-day fatality record came on a Wednesday. It has recorded over 100 fatalities on five separate days: twice on Wednesdays and once on Tuesday, Friday and Saturday.

# SPUR

## COVID-19 Does Not Have to Be the Death of Transit

By: Laura Tolckoff, Regional Planning Policy Director

May 13, 2020

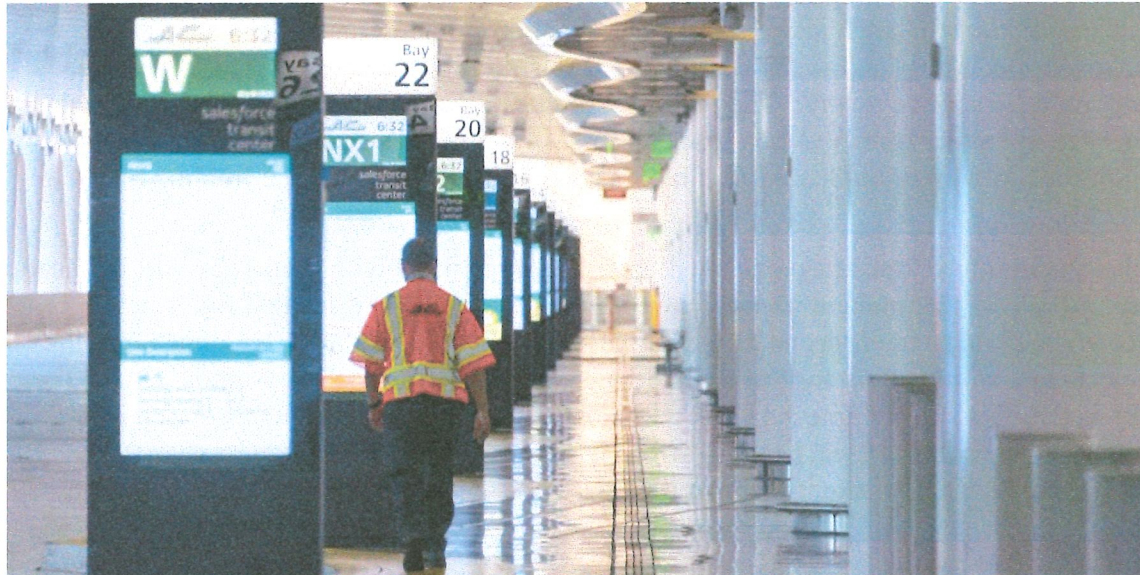


Photo of Transbay Transit Center by Sergio Ruiz

*This article is the first in a series on how to help public transit emerge from this crisis stronger than ever.*

The COVID-19 pandemic that has killed hundreds of thousands of people around the world also presents a profound threat to the future of transit. As people shelter in place and practice social distancing, transit systems are experiencing plummeting ridership and revenue. Parking fees, bridge tolls and other transportation-related fees are drying up, as well. To compound the challenges, some have suggested that density heightens the risk of contracting the disease, which has inspired not only anti-transit sentiment but arguments against cities themselves.

It's hard to speculate how the future will play out when the world today looks so different from the one we inhabited just two months ago. Even if a vaccine or treatment is developed soon, the pandemic is likely going to dominate life in cities for many months, if not years.

One thing is certain: We will still need transit.

It's a lifeline for people who have fewer resources to cope with the pandemic and its outfall, a group that is only going to grow with job losses getting bigger and bigger every week.

It enables essential workers to get to and from work — indeed, nearly a third of all transit commuters are essential workers: 33% statewide and 31% in the Bay Area.

And this means it is a lifeline for all of us, providing a critical leg in the supply chain of essential services we all rely on. We will depend on transit not just to get through this but to survive in the future. And, in the long-run, transit is essential for meeting our climate goals, as 40% of greenhouse gas emissions come from transportation. Investing in transit is the only way to bring the economy of our urban region back without total gridlock.

In response to the COVID-19 crisis, Bay Area transit agencies have quickly shifted focus. In San Francisco, Muni has reduced service and has stopped running three-quarters of its routes. Like many agencies, the Santa Clara Valley Transportation Authority has stopped collecting fares to allow for rear-door boarding and social distancing, and is running reduced service. BART has dramatically reduced service as well. The federal stimulus package passed at the end of March provides needed operating money to help backfill losses for a few months, but it's not enough. Without additional funding, the Bay Area is facing a \$1.3 billion gap in transit funding over the next 18 months.

For the foreseeable future, transit agencies will be asked to do more with less. They will be faced with shrunken budgets that make it impossible to run the amount of service that riders have become accustomed to, or to ensure that basic urban transit needs are met — let alone build the capital projects that would allow for expanded service. For most, this is an existential crisis. This stark reality is that this shortfall means there will most likely be more infrequent service and higher fares — when riders are least able to afford it. Some services could stop running altogether. If they do, it will make it that much harder to get running again when the economy recovers.

We believe that this future is unacceptable. Failing to revive transit hurts everyone. If we do fall short in bringing it back, far too many people will be left behind and the road to recovery will be crowded with cars. In the current circumstances, it is far too easy to let fear and scarcity drive our thinking and decision-making. When this happens, we stop investing in the shared infrastructure that we need to survive as a society.

Our next article will look at what's needed to keep transit safe for operators and riders alike.

# SFGATE

## The Post-Shutdown Bay Area Commute May Be Hell

By: Andrew Chamings

May 6, 2020



Photo: Justin Sullivan, Getty Images

A rush to single-occupancy vehicles after the shutdown could lead to a dramatic rise in Bay Area traffic.

As both state and local shelter-in-place orders are showing signs of relaxing, residents are starting to think about eventually getting back to work and what that may look like. But with social distancing being a part of life now, many may choose to avoid crowded BART trains, Muni buses and even casual carpools with strangers, and instead opt to get to work in their own vehicles. A new study reveals how this may affect Bay Area traffic — and it's not good.

A new study from Vanderbilt University projects a dramatic rise in traffic in the Bay Area caused by a rush to single-occupancy vehicles after the shutdown. It could potentially increase the morning commute alone by up to 42 minutes.

The model projected that San Francisco will be harder hit than any other U.S. city, giving rise to 556,000–2,736,000 added traffic hours per day spent commuting, or 20–80 minutes per person round trip. New York and Los Angeles are expected to be the second and third worst-hit areas, respectively.

The study modeled a range of scenarios and projected that even if just one in four public transit users switched to driving for their commute, the increased time it would take to get to work in San Francisco would be increased by 10 minutes. If three in four riders changed their commutes to cars, commute times would increase by 42 minutes.

## **Poor, Essential And On The Bus: Coronavirus Is Putting Public Transportation Riders At Risk**

*While many Americans work from home, millions of critical workers are still cramming onto buses and trains, putting themselves and others at risk.*

By: Trevor Hughes

April 14, 2020

DENVER – Sisters Trinity and Kiki Williams looked around the crowded bus stop as the #15 bus rumbled down Colfax Avenue toward them.

The bus looked to be about half full, the driver wearing a bandanna stretched across his nose and mouth to comply with government recommendations intended to help slow the spread of coronavirus. But among the awaiting passengers, only one wore a face covering.

"I'm damn nervous," said Kiki Williams, 19. "There's too many of us."

For protection, the women, who are African American, wore blue rubber gloves but no masks. "We forgot them at home," said Trinity Williams, 18.

Like millions of Americans, the Williams sisters depend on public transit at a time when health officials have told Americans to stay 6 feet apart and recommended that they wear face masks in public.

"It's the only transportation we've got right now," said Trinity Williams, whose car broke down and won't be repaired for weeks.

While transit ridership has dropped dramatically across the country during the coronavirus outbreak, millions of Americans are still riding public buses and trains, putting themselves and anyone they encounter at risk as they commute to work, go to the grocery store, visit the doctor, or, like the Williams sisters, travel to see family.





A passenger loads his bike onto an RTD bus in Denver before boarding during the coronavirus outbreak. (Photo: Trevor Hughes/USA TODAY)

Experts say most of the people who have stopped riding are white-collar workers who can work from home and who tend to be white, leaving many of the country's poorest workers, who are disproportionately people of color, with no other choice but to pack into a small space designed to carry lots of people. In New York City, at least 41 transit workers have died from coronavirus infections, far more than police officers and firefighters.

"As always, higher-income households have more choices," said Evelyn Blumenberg, director of the Lewis Center for Regional Policy Studies and an urban planning professor at the University of California, Los Angeles' Luskin School of Public Affairs who studies how urban structures affect low-wage workers. "For low-income workers who have to take transit, they're in a confined place, in close proximity to other people. Their problems are compounded. They have no other option."

Statistics collected by the app developer Transit suggest white riders have largely abandoned buses and trains: A survey of 15,000 of the company's U.S. users revealed that only 22% of people using transit right now are white, compared to 40% normally. Transit is one of the most popular navigation apps for iPhones and Android phones, with millions of active users across the United States and Canada.

Preliminary data from states such as New York, Colorado and Michigan suggests African Americans and other minorities are dying from coronavirus-related complications at a much higher rate than their white counterparts, in part because of health care inequalities that can contribute to preexisting conditions, including asthma, diabetes and heart disease.

Transit agencies said they were working to provide additional safety measures for riders, including adding extra carriages to create more distance between riders and operators, and requiring more frequent deep cleaning of buses and trains.

But many transit agencies have also eliminated fares, which means in some cities, large numbers of people experiencing homelessness are now riding around all day without access to either hand sanitizer or soap and water, interacting with essential workers in critical jobs.

And despite recommendations that riders wear a mask or face covering when around others, few are. In some cases, public transit systems waited weeks after state stay-at-home restrictions went into place before announcing additional protections for passengers.

In New York City, the Metropolitan Transportation Authority began distributing N-95 masks to its workers on April 4, after weeks of following federal guidelines that said masks weren't needed. New York's statewide stay-at-home order went into effect March 22.



An MTA employee sanitizes surfaces at the Classon Ave. and Lafayette Ave. subway station with bleach solutions due to COVID-19 concerns, Friday, March 20, 2020, in the Brooklyn Borough in New York. New York Gov. Andrew Cuomo is ordering all workers in non-essential businesses to stay home and banning gatherings statewide. "Only essential businesses can have workers commuting to the job or on the job," Cuomo said. (Photo: John Minchillo, AP)

In Detroit, riders as of last week were being offered surgical masks following the coronavirus death of a bus driver who had complained of a rider coughing without covering her mouth. The state issued its first stay-at-home order March 23.

In Philadelphia, riders were ordered to wear face masks last week, but transit managers later said they wouldn't enforce it. Pennsylvania's stay-at-home order went into effect March 23.

"Every single agency was caught with their pants around their ankles," says John Samuelson, 52, president of the Transit Workers Union International, which represents 150,000 bus drivers, railway employees and airline staff. "None of them did anything fast enough."

The union has been pushing agencies nationally to more aggressively protect transit workers, particularly bus drivers who are deemed critical

workers but who are being sent out day after day without appropriate safety gear, including masks.

No one is certain why so many transit workers have died, but their repeated exposure to the public may have played at least some role, along with being a generally older workforce exposed to pollutants all shift long, Samuelsen said. Nevertheless, he added, drivers and other workers are committed to helping the rest of the country keep operating.

"Transit workers are absolutely proud of the essential role we play in delivering blue-collar workers to the front lines of this fight against COVID-19," he said.

Nationwide, transit ridership demand has dropped 75% compared to normal, according to statistics compiled by the Transit app company. In San Francisco, ridership demand has dropped by 85%. In Detroit, it's down about 67% and down 60% in Philadelphia, according to the company.

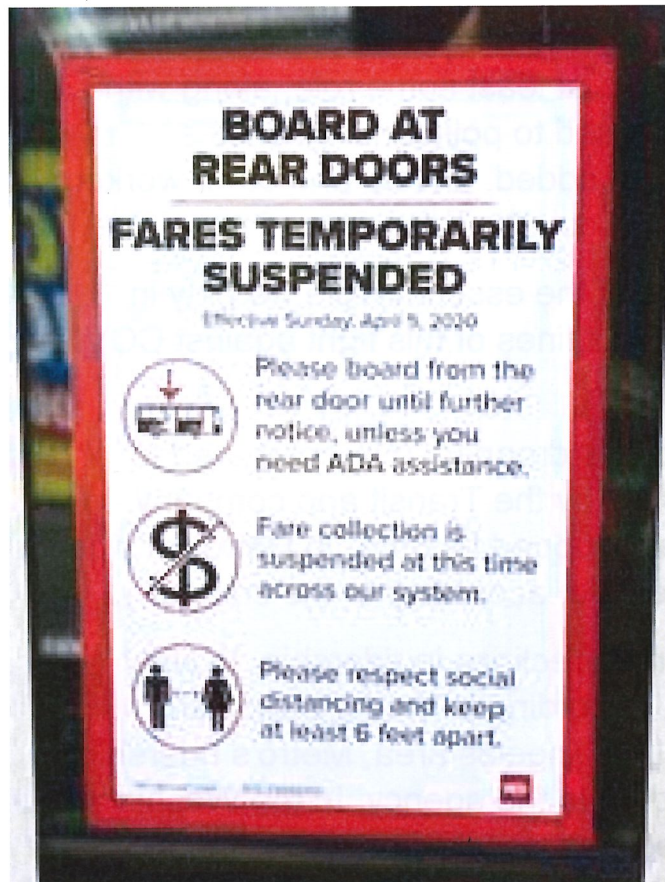
Local transit officials have also reported declines in ridership. In New York City, subway ridership is down 93%, according to the Metropolitan Transportation Authority, and in the Los Angeles area, Metro's ridership has dropped by roughly 60%, according to the agency. In the Washington, D.C., area, bus ridership has dropped by at least 60%, according to the Washington Metropolitan Area Transit Authority.

A Transit spokesman says San Francisco's sharp drop reflects the reality that white riders have largely abandoned the system, while low-income minority riders in places like Philadelphia and Detroit continue to board buses and trains. In response to the drop in ridership, San Francisco's transit system has redeployed buses to prioritize transport of low-income workers to hospitals and other critical facilities.

"The general trend we've seen is that as a share of ridership, the folks who are relying on transit to get to work are majority black or Hispanic, and younger," Transit spokesman Stephen Miller said.

In Denver, the Regional Transportation District is planning to slash service across its network because of falling ridership. Officials have limited ridership to 15 passengers per city bus and 30 per rail car. Security officers were posted at end-of-line stations to "prevent unsafe sheltering" by people

experiencing homelessness. Like most transit agencies, it's not enforcing a mask requirement for riders.



A sign on the door of an RTD bus in Denver tells riders that fares have been suspended during the coronavirus outbreak. (Photo: Trevor Hughes/USA TODAY)

"It really is tough. We've done everything we can to make it easy for people to be our partners in safety. But people have to participate in this to work," says RTD spokeswoman Pauletta Tonilas, referring to the the lack of mask wearing. "It's up to people's personal responsibility and choice. There's only so much of this that RTD can control."

RTD is providing about 120,000 trips each weekday, Tonilas said, down from about 390,000 on a normal workday before the outbreak. She said transit agencies across the country are struggling with how to best serve essential workers while keeping riders and drivers safe.

"We're all making this stuff up as we go. We are literally building the plane as we are flying it, and everybody is doing the best we can," she said.

At a bus stop on Denver's Montview Boulevard, Kevin Long, a dishwasher at Saint Joseph Hospital, said he's started walking a mile down the street to pick up a quieter line. His usual route is filled with people living on the street who are riding the now-free buses. Long, 44, worries some of them might be sick.

"There were just so many people on it," he said of his old route. "With this route, it's a little weird for sure. It's like it's always 3 a.m., it's empty and the only other person on there is drunk. And it takes like 20 minutes now, instead of 50, because it doesn't have to stop as much."

Long, who doesn't have a car, wasn't wearing a mask. He said riding the bus to work so the hospital can keep running is the right choice, despite the risk to himself and others.

At work, the hospital takes his temperature twice a day, and he constantly washes his hands and wears protective clothes while working in the kitchen.

"It feels like I'm making a difference, saving lives one dish at a time, so to speak," he said.