



**SANTA CRUZ METRO BOARD OF DIRECTORS MEETING  
APRIL 24, 2020 - 9:00AM**

**DUE TO COVID-19, THE APRIL 24, 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.**

Directors, staff and the public may participate remotely via the Zoom website [at this link](#) and by calling 1-669-900-6833.

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 board meeting packet link.

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

The Committee 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  
Julie Sherman

METRO CEO/General Manager  
METRO General Counsel

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

Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with the Executive Assistant at 831-426-6080. Interpretación en español y traducciones en español del paquete de la agenda están

disponibles sobre una base como-necesaria. Por favor, hacer arreglos por adelantado con Coordinador de Servicios Administrativos al numero 831-426-6080.

## **SECTION I: OPEN SESSION**

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 RECESS TO SCCIC MEETING**
- 4 RECONVENE TO BOARD OF DIRECTORS MEETING**
- 5 ANNOUNCEMENTS**  
5-1. Today's meeting is being broadcast by Community Television of Santa Cruz County.
- 6 BOARD OF DIRECTORS COMMENTS**
- 7 LABOR ORGANIZATION COMMUNICATIONS**
- 8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
- 9 WRITTEN COMMUNICATIONS FROM MAC**

## **CONSENT AGENDA**

All items appearing on the Consent Agenda are recommended actions that are considered 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.

### **10-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTHS OF FEBRUARY AND MARCH 2020**

Angela Aitken, CFO

### **10-02 ACCEPT AND FILE: MINUTES OF THE FEBRUARY 19, 2020 METRO ADVISORY COMMITTEE (MAC) MEETING, THE FEBRUARY 28, 2020 BOARD OF DIRECTORS MEETING, THE MARCH 13, 2020 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING AND THE APRIL 10, 2020 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING**

Alex Clifford, CEO/General Manager

### **10-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORTS:**

Angela Aitken, CFO

**10-03A AS OF JANUARY 31, 2020**

**10-03B AS OF FEBRUARY 29, 2020**

- 10-04 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY20 REVISED CAPITAL BUDGET**  
Angela Aitken, CFO
- 10-05 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 4<sup>TH</sup> QUARTER QUARTER OF FY20**  
Greg Willis, Purchasing Manager
- 10-06 CONSIDERATION OF RATIFICATION OF A 4TH AMENDMENT WITH ATHENS ADMINISTRATORS FOR 3RD PARTY ADMINISTRATION OF WORKERS COMPENSATION CLAIMS, EXTENDING THE CONTRACT FOR ONE YEAR AND INCREASING THE CONTRACT TOTAL BY \$34,989**  
Dawn Crummié, HR Director
- 10-07 CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION AND EXECUTE ACTIONS NECESSARY TO RECEIVE FORMULA FUNDS FROM THE FY20 LOW CARBON TRANSIT OPERATIONS PROGRAM**  
Wondimu Mengistu, Grants/Legislative Analyst
- 10-08 APPROVE: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR THE PURCHASE AND INSTALLATION OF A BUILDING ACCESS CONTROL SYSTEM FOR THE MAINTENANCE FACILITY**  
Isaac Holly, IT and ITS Director
- 10-09 CONSIDERATION OF AWARD OF CONTRACT TO RI ENGINEERING, INC. FOR ENGINEERING SERVICES AT METRO MAINTENANCE FACILITY NOT TO EXCEED \$49,550**  
Rufus Francis, Safety, Security and Risk Director

#### **REGULAR AGENDA**

- 11 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS: RYAN MacDONELL**  
(15 Years)  
Mike Rotkin, Board Chair
- 12 INTRODUCTION OF GRADUATING CLASS**  
Alex Clifford, CEO/General Manager
- 13 INTRODUCTION OF JOHN URGO, NEW PLANNING AND DEVELOPMENT DIRECTOR**  
Alex Clifford, CEO/General Manager
- 14 CEO ORAL REPORT**  
Alex Clifford, CEO/General Manager

**15 COVID-19 PANDEMIC**

The CEO/General Manager will provide a general overview of METRO'S preparations and actions to date to mitigate the potential impacts of COVID-19. The oral overview will be followed by several potential Board action items.

Alex Clifford, CEO/General Manager

**15A OPENING A PUBLIC HEARING AND DECLARATION OF A FISCAL EMERGENCY PURSUANT TO CEQA**

Angela Aitken, CFO

**15B BOARD RATIFICATION OF THE NECESSARY ACTIONS TAKEN TO ADDRESS THE IMPACTS OF THE COVID-19 PANDEMIC ON METRO OPERATIONS**

Alex Clifford, CEO/General Manager

**15C APPROVE A RESOLUTION TO AUTHORIZE THE CEO TO ACT AS THE AUTHORIZED AGENT FOR RECEIVING STATE AND/OR FEDERAL ASSISTANCE AS REQUIRED BY THE CALIFORNIA OFFICE OF EMERGENCY SERVICES**

Wondimu Mengistu, Grants/Legislative Analyst

**16 APPROVAL OF FY21 AND FY22 PRELIMINARY OPERATING BUDGETS AND FY21 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES**

Angela Aitken, CFO

**17 ORAL PACIFIC STATION UPDATE**

Alex Clifford, CEO/General Manager

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

Julie Sherman, General Counsel

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

Mike Rotkin, Board Chair

**20 RECESS TO CLOSED SESSION**

**SECTION II: CLOSED SESSION**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(b)(1), CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6**

**AGENCY DESIGNATED REPRESENTATIVE: BOARD CHAIR**

**TITLE/UNREPRESENTED EMPLOYEE: CEO/GENERAL MANAGER ALEX CLIFFORD**



**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**

**21 REPORT OF CLOSED SESSION ITEMS**  
Julie Sherman, General Counsel

**22 ADJOURNMENT**  
Mike Rotkin, Board Chair

**Accessibility for Individuals with Disabilities**

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**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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**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL  
DETAIL FOR THE MONTHS OF FEBRUARY AND MARCH 2020**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the preliminary approved Check Journal Detail for the months of February and March 2020**

**II. SUMMARY**

- This staff report provides the Board with a preliminary approved Check Journal Detail for the months of February and March 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 months of February and March 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 February and March 2020 for Board review, agency disclosure, and transparency.

**VI. ATTACHMENTS**

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

**Attachment B:** Check Journal Detail for the Month of March 2020

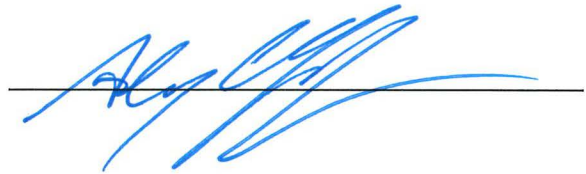
Prepared by: Holly Alcorn, Accounting Specialist

**VII. APPROVALS**

Angela Aitken, Chief Financial Officer



Alex Clifford, CEO/General Manager



# Attachment A

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

CHECK # START THRU 9999999 DATE: 02/01/20 THRU 02/29/20

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67559	02/03/20	44.00	A TOOL SHED, INC.		98571	SEWER SNAKE RENTAL	44.00	
67560	02/03/20	347.65	ABC BUS INC		98604	INVENTORY ORDER	347.65	
67561	02/03/20	130.40	ACKEMANN, JAYME		98613	EMPLOYEE REIMBURSEME	130.40	
67562	02/03/20	4,748.39	AT&T		98502	12/19/19-01/18 MAIN	4,158.52	
					98503	12/19/19-01/18 OPS	144.47	
					98504	12/19/19-1/18 OCEAN	280.71	
					98505	12/19/19-1/18 DAVNPT	164.69	
67563	02/03/20	86.85	B & B SMALL ENGINE CORP		98469	INVENTORY PARTS	86.85	
67564	02/03/20	1,402.23	BATTERY SYSTEMS CORP		98470	BATTERY INVENTORY	1,402.23	
67565	02/03/20	51.98	BRASS KEY LOCKSMITH INC		98626	VEH# 602 KEYS	51.98	
67566	02/03/20	55.46	BRUBECK, DELEE		98607	EMPLOYEE REIMBURSEME	55.46	
67567	02/03/20	170.98	CATTO'S GRAPHICS, INC.		98508	WINTER ROUTE ADDITIO	170.98	
67568	02/03/20	1,786.42	CITY OF WATSONVILLE UTILITIES		98506	12/11/19-01/13 WATER	56.53	
					98614	12/17/19-1/21 WTRWTC	104.75	
					98616	12/17/19-1/21 WTRWTC	87.81	
					98617	12/17/19-1/21 WTRWTC	526.11	
67569	02/03/20	708.75	CLAREMONT EAP		98471	FEB 20 EAP	1,011.22	
67570	02/03/20	2,944.15	CLASSIC GRAPHICS		98572	RPR VEH # 2806	708.75	
67571	02/03/20	14,842.00	CLEAN ENERGY		98602	JAN 20 MONTHLY INSPE	2,944.15	
67572	02/03/20	519.16	COAST PAPER & SUPPLY INC.		98472	SCOTCHGUARD BUS SEAT	14,842.00	
67573	02/03/20	605.66	CUMMINS PACIFIC LLP		98473	INVENTORY ORDER	519.16	
					98474	2019 GILIG PARTS CAT	99.96	
					98573	INVENTORY ORDER	107.68	
67574	02/03/20	130.00	DATALED TECHNOLOGIES, INC		98475	YIELD TO BUS SWITCH	398.02	
67575	02/03/20	190,568.06	DUFOUR INCORPORATED		98609	JAN VERNON GENERATOR	130.00	
					98610	JAN EVCHG FY19 LCTOP	127,286.32	
67576	02/03/20	1,689.07	EAST BAY TIRE CO.		98476	DEC 19 TIRE DISPOSAL	63,281.74	
					98477	VEH # 1404 TIRES	105.00	
					98583	REVENUE TIRES	535.97	
67577	02/03/20	1,996.78	ENVIRONMENTAL LOGISTICS INC		98507	1/8 HAZMAT DISPOSAL	1,048.10	
					98597	SHORT PAY 88077-AG	1,987.78	
67578	02/03/20	150.00	ESQUEDA MINDY		98596	1/24 BOD INTERPRET	9.00	
67579	02/03/20	1,631.60	EXPRESS SERVICES INC.		98478	1/13-1/19 TEMP SVC	150.00	
					98508	1/13-1/19 TEMP SVC	496.00	
67580	02/03/20	96.05	FASTENAL COMPANY INC		98509	INVENTORY ORDER	1,135.60	
67581	02/03/20	99.74	FERGUSON ENTERPRISES INC. #795		98479	FAUCET RPR MMF	96.05	
67582	02/03/20	47,229.74	FIRST ALARM SECURITY & PATROL		98606	DEC 19 SECURITY ALL	99.74	
67583	02/03/20	1,503.82	FIS		98510	DEC 19 MERCHANT FEES	47,229.74	
67584	02/03/20	8,055.11	FLYERS ENERGY LLC		98567	1/1-1/15 PC FUEL	1,503.82	
67585	02/03/20	123.55	FRONTIER COMMUNICATIONS - 3025		98480	1/13-2/12 SKY-RIVER	8,055.11	
					98511	1/16-2/15 SKY-RIVER	57.26	
67586	02/03/20	3,407.43	GENFARE A DIV OF SPX CORP		98611	TVM-SIV BUDGET	66.29	
67587	02/03/20	568.61	GRAINGER		98482	FACILITY TRUCK CONES	3,407.43	
					98483	INVENTORY ORDER	30.23	
					98484	ANALOG GUAGE	59.13	
							375.19	

# Attachment A

DATE 03/02/20 12:38

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

PAGE 2

CHECK # START THRU 9999999 DATE: 02/01/20 THRU 02/29/20

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67588	02/03/20	367.80	HOSE SHOP, THE INC		98485	FLOOR SQUEEGEE VSW	104.06	
67589	02/03/20	758.74	IO, RODNEY H		98574	COOLANT HOSES	367.80	
67590	02/03/20	4,545.76	JASPER WELLER LLC		98575	RPR VEH# PC1707	758.74	
67591	02/03/20	796.39	JOHNSON CONTROLS INC		98561	RPR VEH# 2802	4,545.76	
67592	02/03/20	2,367.72	KELLEY'S SERVICE INC.		98512	2/1-4/30/20 OPS	796.39	
					98486	RPR VEH# PC1106	329.08	
					98487	CREDIT	-129.20	
					98488	RPR VEH# PC1107	78.30	
					98489	RPR VEH# PC1107	1.52	
					98490	CREDIT	-17.48	
					98491	RPR VEH# PC1123	25.34	
					98492	INVENTORY ORDER	647.66	
					98493	INVENTORY ORDER	1,414.14	
					98494	NON INVENTORY ORDER	18.36	
67593	02/03/20	168.79	KIMBALL MIDWEST		98576	MISC SUPPLIES	168.79	
67594	02/03/20	157.62	MAILFINANCE INC		98625	1/28-2/27 LEASE	157.62	
67595	02/03/20	1,980.00	MAKAI SOLUTIONS		98513	1/4 & 1/13 LIFT INSP	1,980.00	
67596	02/03/20	19,400.16	MANSFIELD OIL CO OF GAINESVILLE		98627	1/12/20 DIESEL	19,400.16	
67597	02/03/20	1,419.91	MID VALLEY SUPPLY INC.		98495	INVENTORY ORDER	1,419.91	
67598	02/03/20	752.58	MISSION UNIFORM		98496	TOWELS/MATS	10.50	
					98497	TOWLS/MATS	10.50	
					98498	TOWELS	50.00	
					98499	UNIFORMS	269.60	
					98500	TOWELS/MATS	34.50	
					98501	UNIFORMS	36.25	
					98577	UNIFORMS	220.48	
					98578	TOWELS	50.00	
					98579	TOWELS/MATS	34.50	
					98612	UNIFORMS	36.25	
67599	02/03/20	916.45	NORTH BAY FORD LINC-MERCURY		98580	RPR VEH # PC1106	916.45	
67600	02/03/20	3,075.12	OJO TECHNOLOGY, INC.		98581	T&M LABOR SMC	699.42	
					98582	T&M LABOR GOLF	2,375.70	
67601	02/03/20	2,663.18	PACIFIC GAS & ELECTRIC		98514	12/5/19-1/3SVTPNRWTC	2,663.18	
67602	02/03/20	323.99	PACIFIC TRUCK PARTS, INC.		98515	INVENTORY ORDER	323.99	
67603	02/03/20	1,081.06	PALACE ART & OFFICE SUPPLY		98516	OFFICE SUPPLIES	3.97	
					98517	OFFICE SUPPLIES	119.56	
					98518	OFFICE SUPPLIES	195.35	
					98519	CREDIT	-118.58	
					98520	OFFICE SUPPLIES	92.12	
					98521	OFFICE SUPPLIES	292.70	
					98522	OFFICE SUPPLIES	399.61	
					98584	OFFICE SUPPLIES	55.36	
					98605	OFFICE SUPPLIES	40.97	
67604	02/03/20	1,530.00	PEDX COURIER AND CARGO	7	98523	DEC 19 SERVICES	1,530.00	
67605	02/03/20	155.50	PIED PIPER EXTERMINATORS, INC.		98599	JAN 20 PEST KIOSK	40.00	
					98600	JAN 20 PEST BETTY'S	60.00	

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67606	02/03/20	543.09	PROBUILD COMPANY LLC		98601	JAN 20 PEST METROMKT	55.50	
					98524	THERMOSTAT FOR PC	32.67	
					98525	MONITOR INSTALL	59.46	
					98526	MONITOR INSTALL	13.35	
					98527	DOOR STOPS	17.68	
					98528	FAUCET INSTALL MMF	14.24	
					98585	WALL CONSTR SMC	405.69	
67607	02/03/20	875.00	PROTERA, INC.		98529	MOLD INSPECTION SMC	875.00	
67608	02/03/20	133.56	RICOH USA, INC CA		98530	1/14-2/13 PARACRUZ	66.76	
					98538	1/12-2/11 1200 RIVER	66.80	
					98545	2/3-3/2 LEASE	279.91	
67609	02/03/20	279.91	RICOH USA, INC. TX		98531	INVENTORY ORDER	2,172.76	
67610	02/03/20	2,172.76	ROMAINE ELECTRIC CORP		98532	INVENTORY ORDER	99.48	
67611	02/03/20	277.86	SANTA CRUZ AUTO PARTS, INC.		98533	INVENTORY ORDER	58.01	
					98586	INVENTORY ORDER	63.52	
					98587	RPR VEH# 1405	15.27	
					98588	CREDIT	-15.27	
					98589	RPR VEH# 1405	28.38	
					98590	INVENTORY ORDER	28.47	
67612	02/03/20	1,734.00	SANTA CRUZ COUNTY ENVIRONMENTAL		98534	HEALTH PERMIT GOLF	1,734.00	
67613	02/03/20	11,249.13	SANTA CRUZ MUNICIPAL UTILITIES		98535	12/7/19-1/7 920PACIF	50.55	
					98536	12/7-1/7/20 CEDAR/WA	1,050.60	
					98537	12/7/19-1/7 GOLF IRR	11.83	
					98618	12/7/19-1/7 1200RVRB	3,737.69	
					98619	12/7/19-1/7 1200 RVR	276.87	
					98620	12/7/19-1/7 GOLF	1,373.05	
					98621	12/7/19-1/7 VERNON	544.38	
					98622	12/7/19-1/7 PACIFIC	106.15	
					98623	12/7/19-1/7 920 PAC	4,098.01	
67614	02/03/20	8,175.63	SANTA CRUZ STAFFING, LLC		98539	1/13-1/19 TEMP SVC	1,414.38	
					98540	1/6-1/12 TEMP SVC	1,550.00	
					98598	1/6-1/12 TEMP SVC	2,157.75	
					98603	1/6-1/12 TEMP SVC	1,953.00	
					98624	1/13-1/19 TEMP SVC	1,100.50	
67615	02/03/20	4,182.32	SLINGSHOT CONNECTIONS LLP		98541	1/6-1/12 TEMP SVC	798.00	
					98542	12/30/19-1/05 TEMP	1,081.92	
					98543	1/13-1/19 TEMP SVC	1,352.40	
					98544	1/13-1/19 TEMP SVC	950.00	
67616	02/03/20	412.96	SNAP-ON INDUSTRIAL		98568	EMP TOOL REPLACEMENT	412.96	
67617	02/03/20	1,970.00	SOIL CONTROL LAB		98546	138 GOLF SOIL LABS	985.00	
					98547	1200 RIVER SOIL LABS	985.00	
67618	02/03/20	3,250.50	SWIFT CONSULTING SERVICES INC		98548	NOV 19 PC FAC DEVEL	3,010.00	
67619	02/03/20	2,384.95	THE AFTERMARKET PARTS CO LLC		98549	DEC 19 PC FAC DEVEL	240.50	
					98550	INVENTORY ORDER	1,482.32	
					98551	INVENTORY ORDER	299.23	
					98552	RPR VEH# 2804	47.33	

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67620	02/03/20	392.59	TOYOTA MATERIAL HANDLING	7		INVENTORY ORDER	161.09	
67621	02/03/20	62.56	UNITED PARCEL SERVICE			INVENTORY ORDER	351.39	
67622	02/03/20	2,215.44	VALLEY POWER SYSTEMS, INC.			INVENTORY ORDER	43.59	
67623	02/03/20	225.00	VU, THANH DR. MD	7		SVC VEH# 700	138.59	
67624	02/03/20	40.78	WILSON, GEORGE H., INC.			SVC VEH# 701	132.00	
67625	02/03/20	96.00	WORKFORCEQA LLC			SVC VEH# 704	122.00	
67626	02/03/20	238.40	WORKIN.COM, INC.			OUTGOING FREIGHT	62.56	
67627	02/03/20	47.94	YEO, BILL			INVENTORY ORDER	789.24	
67628	02/03/20	74.62	ZEE MEDICAL SERVICE CO.			CREDIT	-170.70	
67629	02/10/20	23,850.00	ABACHERLI FENCE COMPANY	7		CREDIT	-43.70	
67630	02/10/20	63.12	ACKEMANN, JAYME			INVENTORY ORDER	884.51	
67631	02/10/20	32.60	AMERICAN MESSAGING SVCS, LLC			INVENTORY ORDER	756.09	
67632	02/10/20	573.38	AT&T			DMV RENEWAL	75.00	
67633	02/10/20	997.62	AT&T MOBILITY			DMV RENEWAL	75.00	
67634	02/10/20	23,684.05	ATHENS INSURANCE SERVICE, INC.			DMV RENEWAL	75.00	
67634	02/13/20	-23,684.05	ATHENS INSURANCE SERVICE, INC.			DMV RENEWAL	75.00	
67635	02/10/20	124.10	B & B SMALL ENGINE CORP			BATHROOM VENT SMC	40.78	
67636	02/10/20	568.06	B & H FOTO & ELECTRONICS CORP			11/27-12/26 DOT MRO	96.00	
67637	02/10/20	1,402.23	BATTERY SYSTEMS CORP			JOB PLACEMENT AD	238.40	
67638	02/10/20	180.00	BAYER, LORRAINE			REIMB JAN 20 COBRA	47.94	
67638	02/13/20	-180.00	BAYER, LORRAINE			1ST AID RESTOCK	58.01	
67639	02/10/20	3,387.50	BOWMAN & WILLIAMS INC			FY18 5339a MMF FENCE	23,850.00	
67640	02/10/20	6,730.10	CALTIP			TRAVEL REIMBURSEMENT	63.12	
67641	02/10/20	689.64	CATTO'S GRAPHICS, INC.			FEB 20 PAGER SERVICE	32.60	
67642	02/10/20	5,000.00	CENTER FOR TRANSPORTATION AND			JAN 20 WTC	573.38	
67643	02/10/20	195.03	CITY OF SCOTT'S VALLEY			12/24-1/23WIFI BUSES	997.62	
67644	02/10/20	9,473.76	CLASSIC GRAPHICS			FEB 20 TPA	5,074.25	VOIDED
						JAN 20 WC REPLENISH	18,609.80	
						FEB 20 TPA	-5,074.25	**VOID
						JAN 20 WC REPLENISH	-18,609.80	
						REPAIRS	46.18	
						REPAIRS	23.19	
						REPAIRS	54.73	
						PHOTO PROCESSING	568.06	
						BATTERIES INVENTORY	1,402.23	
						GAAP UPDATE TRAIN.	180.00	VOIDED
						GAAP UPDATE TRAIN.	-180.00	**VOID
						DEC19 VERN.GENERATOR	318.75	
						DEC 19 EV CHARGE	2,593.75	
						DEC19 FIRE EGRESS/GC	475.00	
						JAN 20 CODE 5100	6,730.10	
						SIGNS INVENTORY	689.64	
						20 ANNUAL MEMBERSHIP	5,000.00	
						11/16-1/15 SVT	195.03	
						RPR VEH 2802	5,000.00	
						RPR VEH 1201	4,074.68	



# Attachment A

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

CHECK # START THRU 9999999 DATE: 02/01/20 THRU 02/29/20

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67645	02/10/20	001124	29,362.92	CLEAN ENERGY		98662	RPR VEH 1201	399.08	
						98729	PARTS/LABOR CREDIT	-109.66	
						98730	CNG SENSOR RPR	9,838.15	
						98731	RPR CHG PUMP	1,504.90	
						98732	RPR CNG BELT	1,673.13	
						98781	LNG 1/15/2020	5,355.94	
						98782	LNG 1/21/2020	6,296.18	
						98783	LNG 1/23/2020	4,804.28	
67646	02/10/20	075	351.06	COAST PAPER & SUPPLY INC.		98658	CLEANING INV. JAN20	98.00	
						98696	INVENTORY	163.87	
						98765	CLEANING INVENTORY	89.19	
67647	02/10/20	003034	2,890.00	COASTAL LANDSCAPING INC. DBA		98803	FEB 20 LAND.MAINT.	2,890.00	
67648	02/10/20	019	226.15	CONNER WATER SYSTEMS DBA RAYNE		98711	SALT SERVICE	226.15	
67649	02/10/20	002814	363.05	CREATIVE BUS SALES, INC.		98721	RPRVEH1701,1704,1707	363.05	
67650	02/10/20	003120	110.00	CSMFO MEMBERSHIP		98811	20 ANNUAL DUE	110.00	
67651	02/10/20	003116	1,136.03	CUMMINS PACIFIC LLP		98660	INVENTORY	635.15	
						98758	RPR VEH 2802	8.98	
						98785	INVENTORY ORDER	22.81	
						98786	INVENTORY ORDER	54.65	
						98787	INVENTORY ORDER	414.44	
67652	02/10/20	003274	8,781.76	EAST BAY TIRE CO.		98652	REV TIRES	377.23	
						98653	REV TIRES	377.23	
						98654	REV TIRES	1,077.51	
						98656	REV TIRES	487.43	
						98701	REV TIRES	1,616.27	
						98702	REV TIRES	1,490.22	
						98788	TIRES PC	211.56	
						98789	TIRES	2,096.21	
						98790	TIRES	1,048.10	
67653	02/10/20	003485	914.01	EMPLOYNET INC		98633	TEMP WE 1/26/20	914.01	
67654	02/10/20	039	250.88	FEDEX OFFICE		98688	PRINTING	250.88	
67655	02/10/20	E1054	82.00	FELIX CRISTIAN		98631	DMV RENEWAL	82.00	
67656	02/10/20	002952	2,186.87	FLYERS ENERGY LLC		98774	1/16-1/31 FUEL	2,103.94	
						98780	PROPANE	82.93	
67657	02/10/20	647	1,315.81	GENFARE A DIV OF SPX CORP		98784	INVENTORY ORDER	1,315.81	
67658	02/10/20	117	4,318.68	GILLIG LLC		98700	RPR VEH 4205	47.41	
						98708	INVENTORY	400.96	
						98709	RPR VEH 4202	563.45	
						98794	INVENTORY ORDER	470.86	
						98795	INVENTORY ORDER	70.75	
						98796	INVENTORY ORDER	378.31	
						98797	VTA BUSES	2,386.94	
						98659	INVENTORY	71.51	
67659	02/10/20	282	1,891.89	GRAINGER		98663	AIR RIVETER	179.45	
						98664	INVENTORY	171.48	
						98687	SAFETY INVENTORY	85.42	

# Attachment A

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67660	02/10/20	82.00	E1055		98697	INVENTORY	53.42	
67661	02/10/20	17,452.89	001745		98703	INVENTORY	23.62	
					98746	INVENTORY	21.50	
					98747	INVENTORY	642.39	
					98799	INVENTORY ORDER	643.10	
					98632	DMV RENEWAL	82.00	
					98804	FEB 20 AD&D	6,471.33	
					98805	FEB 20 LTD	10,981.56	
					98707	NON INVENTORY	290.09	
					98726	INVENTORY	286.18	
					98759	NON INVENTORY	10.30	
					98751	INVENTORY	12,601.58	
					98752	INVENTORY	3,485.32	
					98686	RPR VEH PCL1709	758.74	
					98706	RPR VEH PC 1711	903.74	
					98763	RPR VEH PCL705	1,352.74	
					98813	20 ANNUAL MEMBERSHIP	156.00	
					98812	FEB 20 JOB ADS	362.00	
					98691	5339A FY18 FUEL AWN.	7,080.00	
					98682	INVENTORY	40.00	
					98684	CORE CREDIT	-174.80	
					98685	NON INVENTORY	653.88	
					98693	INVENTORY	96.97	
					98694	INVENTORY	9.71	
					98760	INVENTORY	400.75	
					98761	INVENTORY	182.21	
					98762	INVENTORY	40.00	
					98775	INC PART CREDIT	-10.49	
					98776	BLOCK TESTER KIT	34.95	
					98777	RPR VEH PCL126	104.81	
					98810	FEB 20 LEASE	23,627.38	
					98668	NON-INVENTORY	2,304.16	
					98767	EQUIP MAINT.	425.00	
					98690	LAUNDRY SERVICE	10.50	
					98710	LAUNDRY SERVICE	36.25	
					98718	LAUNDRY SERVICE	34.50	
					98719	LAUNDRY SERVICE	220.48	
					98720	LAUNDRY SERVICE	50.00	
					98727	LAUNDRY SERVICE	34.50	
					98737	LAUNDRY SERVICE	50.00	
					98738	LAUNDRY SERVICE	219.02	
					98769	20JAN POSTAGE	400.00	
					98689	NAME PLATE	27.31	
					98676	RPR VEH I116	19.88	
					98770	INVENTORY	25.56	
					98771	RPR VEH I401	146.61	
67669	02/10/20	23,627.38	003366			KEY GOVERNMENT FINANCE INC		
67670	02/10/20	2,304.16	001233			KIMBALL MIDWEST		
67671	02/10/20	425.00	003293			MAKAI SOLUTIONS		
67672	02/10/20	655.25	041			MISSION UNIFORM		
67673	02/10/20	400.00	003061			NEOFUNDS BY NEOPOST DBA		
67674	02/10/20	27.31	003326			NIDAL HALABI & NADA ALGHARIB		
67675	02/10/20	288.93	004			NORTH BAY FORD LINC-MERCURY		

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67676	02/10/20	1,097.30 009		PACIFIC GAS & ELECTRIC		98772	CORE CREDIT	-16.00	
67677	02/10/20	1,264.62 023		PACIFIC TRUCK PARTS, INC.		98800	RPR VEH 1717 PC	112.88	
67678	02/10/20	1,646.38 043		PALACE ART & OFFICE SUPPLY		98655	12/9-1/07 PARACRUZ	820.08	
67679	02/10/20	3,320.25 003376		PASSPORT SOFTWARE INC		98740	12/25-1/24 1122 RIVR	277.22	
67680	02/10/20	1,865.00 002947		PEDX COURIER AND CARGO	7	98677	CORE CREDIT	-4.60	
67681	02/10/20	79.50 481		PIED PIPER EXTERMINATORS, INC.		98678	CORE CREDIT	-13.80	
67682	02/10/20	85.00 187		POLAR RADIATOR SERVICE INC		98798	INVENTORY ORDER	1,283.02	
67683	02/10/20	44,514.60 002939		PREFERRED BENEFIT		98679	OFFICE INVENTORY	238.93	
67684	02/10/20	832.66 107A		PROBUILD COMPANY LLC		98680	OFFICE INVENTORY	58.26	
67685	02/10/20	4,382.02 003154		ROMAINE ELECTRIC CORP		98681	OFFICE INVENTORY	134.09	
67686	02/10/20	121.88 135		SANTA CRUZ AUTO PARTS, INC.		98692	OFFICE INVENTORY	72.08	
67687	02/10/20	40.00 001292		SANTA CRUZ RECORDS MNGMT INC		98704	OFFICE INVENTORY	33.42	
67688	02/10/20	7,087.99 001307		SANTA CRUZ STAFFING, LLC		98717	OFFICE INVENTORY	1,109.60	
67689	02/10/20	1,800.00 001277		SJB GLOBALNET, INC.		98641	2019 ACA FULL SERV.	3,320.25	
67690	02/10/20	8,528.60 003292		SLINGSHOT CONNECTIONS LLP		98748	20JAN DELIVERY SERV	1,865.00	
						98723	20JAN PEST WTC	79.50	
						98736	EQUIP MAINT.	85.00	
						98806	FEB 20 DENTAL	36,009.60	
						98807	FEB 20 VISION	8,505.00	
						98673	IT RPR	69.64	
						98674	CONSTRUCTION RPR	28.95	
						98675	CONSTRUCTION RPR	147.59	
						98683	CONSTRUCTION RPR	321.55	
						98715	CONSTRUCTION RPR	136.04	
						98716	CONSTRUCTION RPR	67.96	
						98724	TOOLS	21.62	
						98766	CONSTRUCTION RPR	39.31	
						98793	INVENTORY ORDER	4,382.02	
						98671	INVENTORY	52.93	
						98698	INVENTORY	54.53	
						98773	INVENTORY	14.42	
						98630	JAN 20 SHREDDING	40.00	
						98528	TEMP WE 1/26/20	1,240.00	
						98637	TEMP WE 01/19/20	1,395.00	
						98643	TEMP WE 1/19/20	2,313.99	
						98735	TEMP WE 1/26/20	899.00	
						98802	TEMP WE 1/26/20	1,240.00	
						98801	FEB 20 SERVICES	1,800.00	
						98634	TEMP WE 11/17/19	1,352.40	
						98648	TEMP WE 12/01/19	266.00	
						98649	TEMP WE 1/26/20	836.00	
						98667	TEMP WE 1/05/20	261.82	
						98741	TEMP WE 11/17/19	1,143.74	
						98742	TEMP WE 11/24/19	881.92	
						98743	TEMP WE 11/24/19	1,352.40	
						98744	TEMP WE 12/01/19	1,081.92	

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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67691	02/10/20	41.35	SNAP-ON INDUSTRIAL		98745	TEMP WE 12/22/19	1,352.40	
67692	02/10/20	40.00	STANIEC, JIM		98753	IMPACT SOCKETS	20.53	
67693	02/10/20	218.88	TERRYBERRY CO., LLC		98754	IMPACT SOCKETS	20.82	
67694	02/10/20	5,721.34	THE AFTERMARKET PARTS CO LLC		98672	REFUND-PZ PASSES	40.00	
					98815	EMP ANNIVERSARY	218.88	
					98644	SHOP TOOLING	102.04	
					98645	CRDT-RTRNRD PARTS	-94.61	
					98646	CREDIT	-54.19	
					98647	RPR VEH 1301	55.08	
					98651	RPR: VEH 2804	156.02	
					98669	RPR VEH 2804	113.68	
					98670	INVENTORY	1,167.41	
					98699	RETURNED PARTS	-105.27	
					98755	SHOP TOOLING	12.95	
					98756	INVENTORY	3,595.50	
					98757	RPR VEH 2333	116.68	
					98791	INVENTORY ORDER	176.84	
					98792	INVENTORY ORDER	479.21	
					98728	RPR 1200 RIVER ST.	1,765.00	
67695	02/10/20	1,765.00	THE GROUT EXPERT		98629	*****-*****-6584	9,847.30	
67696	02/10/20	9,847.30	U.S. BANK		98665	RPR VEH 2215	1,825.93	
67697	02/10/20	6,069.12	VALLEY POWER SYSTEMS, INC.		98666	INVENTORY	4,243.19	
67698	02/10/20	75.00	VU, THANH DR. MD	7	98636	DMV EXAM	75.00	
67699	02/10/20	275.00	WATER TECH SPECIALTIES INC		98764	20JAN CHEM TESTING	275.00	
67700	02/10/20	45.21	WILSON, GEORGE H., INC.		98725	RPR DRIVER LOUNGE	45.21	
67701	02/10/20	48.13	ZEE MEDICAL SERVICE CO.		98650	1ST AID RESTOCK	48.13	
67702	02/17/20	78.00	ANGEL, MIGUEL		98852	DMV RENEWAL	78.00	
67703	02/17/20	18,609.80	ATHENS INSURANCE SERVICE, INC.		98890	JAN 20 WC REPLENISH	18,609.80	
67704	02/17/20	6,354.67	BETTER SOURCE LIQUIDATORS LLC		98823	HR FURN - RESERVES	174.80	
67705	02/17/20	3,457.50	BOWMAN & WILLIAMS INC		98824	HR FURN - RESERVES	1,562.28	
67706	02/17/20	2,918.07	CATTO'S GRAPHICS, INC.		98825	HR FURN - RESERVES	4,617.59	
67707	02/17/20	171.97	CITY OF SANTA CRUZ-FINANCE		98891	JAN 20 VERNON GENRTR	1,043.50	
67708	02/17/20	1,100.00	CITY OF SANTA CRUZ/PARKING		98892	JAN 20 FIRE EGRESS	1,495.00	
67709	02/17/20	9,398.02	CLEAN ENERGY		98893	JAN 20 EV CHARGE	919.00	
67710	02/17/20	82.00	CRUZ, JORGE		98883	BUS DECALS	2,403.50	
67711	02/17/20	32.00	DEPARTMENT OF JUSTICE		98884	HWY 17 XPS BUS DECAL	104.88	
67712	02/17/20	2,170.25	EMPLOYNET INC		98885	BUS STOP DECALS	409.69	
					98868	JAN 20 LANDFILL SVS	171.97	
					98844	MAR 20 PARKING	1,100.00	
					98830	RPR CNG NOZZLE	3,480.20	
					98831	CRANE SERVICES	1,155.87	
					98881	LNG 1/17/2020	4,761.95	
					98854	DMV RENEWAL	82.00	
					98864	JAN 20 FINGERPRINT	32.00	
					98845	TEMP WE 2/02/20	1,073.55	
					98861	TEMP WE 2/09/20	1,096.70	

CHECK # START THRU 9999999 DATE: 02/01/20 THRU 02/29/20

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67713	02/17/20	5,517.36	EXPRESS SERVICES INC.		98848	TEMP WE 1/31/20	1,280.00	
					98855	TEMP WE 9/22/19	1,140.00	
					98856	TEMP WE 11/17/19	960.00	
					98857	TEMP WE 11/10/19	1,200.00	
					98858	TEMP WE 10/20/19	256.00	
					98880	TEMP WE 1/26/20	681.36	
67714	02/17/20	37.95	FASTENAL COMPANY INC		98834	NON INVENTORY	37.95	
67715	02/17/20	9,574.78	FLYERS ENERGY LLC		98882	1/16-1/31 FUEL PC	9,574.78	
67716	02/17/20	6,954.43	GENFARE A DIV OF SPX CORP		98896	TVM-SLV BUDGET	3,806.29	
					98897	TVM-SLV BUDGET	23.35	
					98898	TVM-SLV BUDGET	79.23	
					98899	TVM-SLV BUDGET	82.81	
					98900	TVM-SLV BUDGET	86.41	
					98901	TVM-SLV BUDGET	2,077.95	
					98902	TVM-SLV BUDGET	201.86	
					98903	TVM-SLV BUDGET	20.93	
					98904	TVM-SLV BUDGET	575.60	
67717	02/17/20	85.05	GRANITEROCK COMPANY		98867	CONSTRUCTION RPR	85.05	
67718	02/17/20	829.24	KELLEY'S SERVICE INC.		98840	RPR VEH 2802	34.52	
					98860	INVENTORY ORDER	427.56	
					98862	INVENTORY ORDER	167.16	
					98863	INVENTORY ORDER	200.00	
67719	02/17/20	531.96	LAW OFFICES OF MARIE F. SANG	7	98851	CL 19004440	531.96	
67720	02/17/20	18,661.12	MANSFIELD OIL CO OF GAINSVILLE		98833	1/23 DIESEL FUEL	18,661.12	
67721	02/17/20	597.26	MID VALLEY SUPPLY INC.		98828	CLEANING INVENTORY	597.26	
67722	02/17/20	7,212.50	MILLER MAXFIELD INC		98847	JAN 20 CONSULTING	7,212.50	
67723	02/17/20	32.35	MISSION UNIFORM		98821	LAUNDRY SERVICE	10.50	
					98888	NAME TAGS	21.85	
67724	02/17/20	109.98	NEXTEL COMMUNICATIONS/SPRINT		98816	12/26-1/25 OPS	109.98	
67725	02/17/20	64,123.99	NILFISK INC		98894	FY18 5339(A) SCRUBBR	1,844.27	
					98895	FY18 5339(A) SCRUBBR	62,279.72	
67726	02/17/20	13,244.90	***DO NOT USE*****		98874	12/24-1/23 GOLF	6,178.26	
					98875	12/24-1/23 VERNON	4,720.50	
					98876	1/24-1/23 1122 RIVER	2,346.14	
67727	02/17/20	6,542.07	PALACE ART & OFFICE SUPPLY		98827	OFFICE INVENTORY	127.67	
					98842	OFFICE INVENTORY	11.01	
					98843	OFFICE INVENTORY	29.68	
					98865	OFFICE INVENTORY	730.42	
					98873	OFFICE INVENTORY	5,643.29	
67728	02/17/20	1,840.78	PLATT ELECTRIC SUPPLY		98887	INVENTORY ORDER	1,840.78	
67729	02/17/20	83.34	PROBUILD COMPANY LLC		98829	CONSTRUCTION RPR	83.34	
67730	02/17/20	96.14	RANDY WEST		98889	CARDS-DAWN CRUMMIE	96.14	
67731	02/17/20	639.17	REPUBLIC ELEVATOR COMPANY INC	7	98832	FEB 20 ELEVATOR MAIN	639.17	
67732	02/17/20	377.89	RICOH USA, INC CA		98826	FEB 20 SERVICE	110.17	
					98846	11/1-1/31 COPIES	267.72	
67733	02/17/20	78.00	SAKAE, WAYNE		98853	DMV RENEWAL	78.00	

CHECK # START THRU 9999999

DATE: 02/01/20 THRU 02/29/20

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67734	02/17/20	46.70	SANTA CRUZ AUTO PARTS, INC.		98841	RPR VEH 908	46.70	
67735	02/17/20	9,724.11	SANTA CRUZ STAFFING, LLC		98817	TEMP WE 10/27/19	1,162.40	
					98818	TEMP WE 9/29/19	1,162.40	
					98819	TEMP WE 2/02/20	1,424.06	
					98820	TEMP WE 2/02/20	922.25	
					98877	TEMP WE 1/19/20	2,015.00	
					98878	TEMP WE 2/02/20	1,860.00	
					98879	TEMP WE 01/26/20	1,178.00	
67736	02/17/20	230.76	SCOTTS VALLEY WATER DISTRICT		98886	1/01-1/31 KINGS VLG	230.76	
67737	02/17/20	1,102.00	SLINGSHOT CONNECTIONS LLP		98850	TEMP WE 2/02/20	1,102.00	
67738	02/17/20	26,116.51	SYNCHROMATICS CORPORATION		98822	AVL MILESTONE	26,116.51	
67739	02/17/20	1,951.30	THE AFTERMARKET PARTS CO LLC		98835	RPR VEH 2216	226.83	
					98836	RPR VEH 2804	220.27	
					98837	INVENTORY ORDER	46.14	
					98838	INVENTORY ORDER	1,458.06	
67740	02/17/20	2,698.74	THE HON COMPANY LLC		98866	OFFICE INVENTORY	2,698.74	
67741	02/17/20	61.46	UPS FREIGHT		98839	JAN 20 SHIPPING	61.46	
67742	02/17/20	384.00	UPS STORE #1128		98849	DEC 19 FINGERPRINT	384.00	
67743	02/17/20	50.92	VERIZON WIRELESS	0	98859	1/02-2/01 CS1 & CS2	50.92	
67744	02/17/20	953.40	YP HOLDINGS LLC		98869	DEC 19 YELLOWPAGES	344.50	
					98870	JAN 20 YELLOWPAGES	344.50	
					98872	FEB 20 YELLOWPAGES	264.40	
67745	02/17/20	5,074.25	ATHENS INSURANCE SERVICE, INC.		98905	FEB 20 TPA	5,074.25	
67746	02/24/20	12.78	AA SAFE & SECURITY CO		98958	AUTO DOOR KEY	12.78	
67747	02/24/20	1,500.00	ALLDATA LLC		99040	4/05-4/4/21 SUB RNWL	1,500.00	
67748	02/24/20	229.47	ALLIED ELECTRONICS		98970	INVENTORY ORDER	229.47	
67749	02/24/20	2,714.87	AT&T		99031	1/13-2/12 PT TO PT	1,815.36	
					99032	1/10-2/09 INTERNET	899.51	
67750	02/24/20	6,089.34	CAPITOL CLUTCH & BRAKE, INC.		99053	BRAKE SHOES/DRUMS	6,089.34	
67751	02/24/20	50,318.47	CLEAN ENERGY		98921	LCNG PUMP BASE	4,357.49	
					98922	FEB 20 MAINTENANCE	14,842.00	
					98943	1/27/20 LNG CHARGES	7,334.89	
					98944	1/29/20 LNG CHARGES	6,091.51	
					98945	1/31/20 LNG CHARGES	5,099.73	
					98946	2/04/20 LNG CHARGES	6,819.84	
					98947	2/06/20 LNG CHARGES	5,773.01	
67752	02/24/20	223.04	CLIFFORD, ALEX		98935	JAN 20 TRAVEL EXPENS	123.00	
67753	02/24/20	1,561.40	COAST PAPER & SUPPLY INC.		98936	FEB 20 TRAVEL EXPENS	100.04	
					98933	JANITORIAL INVENTORY	1,363.44	
					98934	JANITORIAL INVENTORY	98.98	
					98959	JANITORIAL INVENTORY	98.98	
67754	02/24/20	44.30	CREATIVE BUS SALES, INC.		98941	RV MIRROR VEH PC1714	44.30	
67755	02/24/20	2,074.87	CUMMINS PACIFIC LLP		98966	INVENTORY ORDER	2,022.89	
					99038	RPR VEH 2318	51.98	
67756	02/24/20	2,673.22	EAST BAY TIRE CO.		99004	REVENUE TIRES	538.76	
					99005	REVENUE TIRES	1,077.51	

CHECK # START THRU 9999999

DATE: 02/01/20 THRU 02/29/20

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67757	02/24/20	20,928.00	003209	ELECTRONIC DATA MAGNETICS INC.			REVENUE TIRES	243.71	
							REVENUE TIRES PC	423.12	
							REVENUE TIRES PC	390.12	
							INVENTORY ORDER	11,772.00	
							INVENTORY ORDER	4,578.00	
							INVENTORY ORDER	4,578.00	
67758	02/24/20	2,092.42	002952	FLYERS ENERGY LLC			2/1-2/15 FUEL	2,092.42	
67759	02/24/20	7,102.96	117	GILLIG LLC			INVENTORY ORDER	841.49	
							CREDIT-PARTS RETURN	-257.28	
							CREDIT-SHIP ERROR	-598.01	
							SERVICE FILTERS	1,743.24	
							INVENTORY ORDER	4,775.51	
							INVENTORY ORDER	598.01	
67760	02/24/20	56.39	M041	GOUEVIA, ROBERT	0		MAR 20 RET SUPHEALTH	56.39	
67761	02/24/20	263.16	003412	GRAFFITI SHIELD INC			INVENTORY ORDER	263.16	
67762	02/24/20	1,959.27	282	GRAINGER			DIESEL PIPE MARKERS	7.55	
							HEADGEAR FACE SHIELD	214.44	
							BROOMS/HANDLES	591.24	
							DUST MOPS	87.60	
							INVENTORY ORDER	72.35	
							INVENTORY ORDER	517.55	
							INVENTORY ORDER	13.11	
							INVENTORY ORDER	92.88	
							RTRN INCORRECT WHEEL	-47.10	
							INVENTORY ORDER	22.90	
							STONE CLEANER- OPS	117.36	
							AL CORE WHEEL	47.10	
							JANITORIAL INVENTORY	172.57	
							PRESSURE WASH WHEEL	49.72	
67763	02/24/20	1,196.38	001097	GREENWASTE RECOVERY, INC.			JAN 20 LOMOND	58.36	
							JAN 20 BIG BASIN	58.36	
							JAN 20 AIRPORT	58.36	
							JAN 20 BLDR CREEK	175.08	
							JAN 20 BOWKER	58.36	
							JAN 20 FREEDOM	58.36	
							JAN 20 MT HERMON	22.59	
							JAN 20 KINGS VILLAGE	289.66	
							JAN 20 RESEARCH PARK	358.89	
							JAN 20 GREEN VALLEY	58.36	
67764	02/24/20	34,845.10	003109	HANSON BRIDGETT LLP			JAN 20 RETAINER	24,000.00	
							M#032117.005001	440.00	
							M#032117.006003	63.40	
							M#032117.006006	2,640.00	
							M#032117.006012	6,959.40	
							M#032117.006013	264.40	
							M#032117.006019	80.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67765	02/24/20	200.47	HOSE SHOP, THE INC		98954	M#032117.006020	397.90	
67766	02/24/20	94.95	IO, RODNEY H		98930	INVENTORY ORDER	200.47	
67767	02/24/20	746.55	JOHNSON CONTROLS INC		98962	ALIGNMENT VEH 802	94.95	
67768	02/24/20	1,337.95	KEISH ENVIRONMENTAL PC CORP		98960	3/1-5/31 RECUR SVS	746.55	
67769	02/24/20	2,446.03	KELLEY'S SERVICE INC.		98987	JAN 20 OUTFALL MIT	1,337.95	
					98988	INVENTORY ORDER PC	192.52	
					98989	CORE CREDIT	-68.83	
					98990	RPR VEH 802	170.49	
					98991	RPR VEH 801, 802	565.62	
					98992	INVENTORY ORDER	52.05	
					98993	RPR VEH PC 1127	344.03	
					98994	FOAM FINISHING	16.17	
					98995	INVENTORY ORDER PC	778.14	
					98996	RPR VEH 505	108.31	
					98997	RPR VEH 505	284.90	
					98998	INVENTORY ORDER	2.63	
67770	02/24/20	4,803.44	KELLY SERVICES, INC.		99050	TEMP WE 2/02/20	1,624.08	
					99051	TEMP WE 1/26/20	1,956.56	
					99052	TEMP WE 1/19/20	1,222.80	
					98910	CONSTRUCTION RPR	198.52	
					99061	RECRUITING COO	10,625.00	
					98937	DMV RENEWAL	78.00	
					99030	DMV EXAM	75.00	
					99060	BAY#8 LIFT RPR	6,200.96	
					98957	2/17 WASTE OIL PU	150.00	
					99039	MAR 20 RENT CAPITOLA	2,155.21	
					98964	LAUNDRY SERVICE	50.00	
					98965	LAUNDRY SERVICE	219.02	
					99057	LAUNDRY SERVICES	36.25	
					99058	LAUNDRY SERVICES	10.50	
67779	02/24/20	21.85	NIDAL HALABI & NADA ALGHARIB		98909	NAME PLATE	21.85	
67780	02/24/20	456.94	NORTH BAY FORD LINC-MERCURY		98925	INVENTORY ORDER	230.74	
					98999	RPR VEH PC 1706	72.38	
					99000	INVENTORY ORDER PC	55.93	
					99001	INVENTORY ORDER PC	97.89	
					98916	12/30-1/28 PACIFIC	2,955.23	
					98939	1/04-2/03 KINGS VLGE	61.11	
					98940	12/30-1/28 RIVER ST	3,560.42	
					98931	OFFICE INVENTORY	234.26	
					98932	OFFICE INVENTORY	96.94	
					98967	OFFICE INVENTORY	15.67	
67783	02/24/20	56.39	PEREZ, CHERYL		99037	MAR 20 RET SUPHEALTH	56.39	
67784	02/24/20	461.50	PIED PIPER EXTERMINATORS, INC.		98911	NOV 19 WTC RESTAURNT	79.50	
					98912	DEC 19 WTC RESTAURNT	79.50	
					98913	NOV 19 GOLF CLUB	67.50	
					98914	FEB 20 1200 RIVER ST	62.50	



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67785	02/24/20	187	3,442.75	POLAR RADIATOR SERVICE INC		98923	FEB 20 1200 RIVER ST	105.00	
67786	02/24/20	002927	1,280.00	PRAXAIR DISTRIBUTION, INC.		98924	FEB 20 GOLF CLUB	67.50	
67787	02/24/20	107A	152.80	PROBUILD COMPANY LLC		98968	SURGE TANK RPR	210.00	
						98969	RADIATOR RPR	3,232.75	
						98986	2/20-2/21 LEASE RNWL	1,280.00	
						98926	CONTRUCTION RPR	44.55	
						98927	BUS WASH RPR	19.70	
						98928	CONSTRUCTION RPR	30.58	
						98929	CONSTRUCTION RPR	44.71	
						98963	NON INVENTORY ORDER	13.26	
						99009	INVENTORY ORDER	67.55	
						99010	INVENTORY ORDER	42.55	
						99011	RPR VEH 504	122.56	
						99012	INVENTORY ORDER PC	128.73	
						99013	RUBBER SQUEEGEE	2.83	
						99014	INVENTORY ORDER PC	3.88	
						99015	RPR VEH 2804	8.90	
						99016	CLEANING SUPPLIES	100.07	
						99017	INVENTORY ORDER	229.80	
						99018	INVENTORY ORDER PC	151.71	
						99019	RETURNED BATTERY PC	-158.27	
67789	02/24/20	079	23.75	SANTA CRUZ MUNICIPAL UTILITIES		99034	1/1-1/31 1200 RIVER	10.71	
67790	02/24/20	001307	9,039.07	SANTA CRUZ STAFFING, LLC		99035	1/1-1/31 VERNON ST	13.04	
						99062	TEMP WE 2/09/20	1,162.50	
						99063	TEMP WE 02/02/20	1,550.00	
						99064	TEMP WE 1/26/20	2,118.54	
						99065	TEMP WE 2/02/20	1,836.64	
						99066	TEMP WE 02/09/20	2,371.39	
67791	02/24/20	122	281.31	SCMTD PETTY CASH - OPS		98907	REPLENISHMENT OPS	281.31	
67792	02/24/20	002267	2,500.00	SHAW YODER ANTWIH		98917	FEB 20 LEGISLATE SVC	2,500.00	
67793	02/24/20	003292	1,111.50	SLINGSHOT CONNECTIONS LLP		99059	TEMP WE 2/09/20	1,111.50	
67794	02/24/20	001817	219.00	SOCIETY FOR HUMAN RESOURCE		98908	3/1-2/28/21 MEMBERSHP	219.00	
67795	02/24/20	002067	1,970.00	SOIL CONTROL LAB		98915	GOLF CLUB/RIVER ST	1,970.00	
67796	02/24/20	001075	15,995.61	SOQUEL III ASSOCIATES	7	98918	MAR 20 RENT	15,995.61	
67797	02/24/20	003465	1,598.48	SWIFT CONSULTING SERVICES INC		98942	JAN 20 PC FAC	1,598.48	
67798	02/24/20	002199	114.58	TACONY CORPORATION		99002	INVENTORY ORDER	114.58	
67799	02/24/20	003415	177.66	TRANSFOR CORPORATION		99067	SECURE STRAPS	177.66	
67800	02/24/20	007	92.33	UNITED PARCEL SERVICE		98956	SHIPPING CHRGS FLEET	92.33	
67801	02/24/20	002829	327.64	VALLEY POWER SYSTEMS, INC.		99041	INVENTORY ORDER	42.51	
						99042	INVENTORY ORDER	153.16	
						99043	INVENTORY ORDER	131.97	
67802	02/24/20	434	1,135.32	VERIZON WIRELESS	0	98919	1/02-2/01/20 PARACRZ	600.36	
						98920	1/02-2/01/20 PARACRZ	308.88	
						98955	1/02-2/01 PT2PT FAC	226.08	
TOTAL			1,094,529.79	ACCOUNTS PAYABLE			TOTAL CHECKS	246	1,094,529.79

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DATE: 03/01/20 THRU 03/31/20

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67803	03/02/20	565.88 002941	565.88	AA SAFE & SECURITY CO		99087	GATE KEYS	565.88	
67804	03/02/20	2,616.81 003151	2,616.81	ABC BUS INC		99105	INVENTORY ORDER	1,707.95	
						99106	INVENTORY ORDER	908.86	
67805	03/02/20	518.00 003089	518.00	ACTION AUTO GLASS DBA FOR		99088	RPR VEH 1704 PC	518.00	
67806	03/02/20	359.38 E636	359.38	AGUIRRE, CIRO		99246	TRAVEL REIMBURSEMENT	359.38	
67807	03/02/20	3,434.00 382	3,434.00	AIRTEC SERVICE INC.		99125	PARACRUZ HEATING RPR	296.00	
						99126	OPS HEATING RPR	666.00	
						99127	MMF HEATING REPAIR	222.00	
						99128	SMC AIR DIFFUSER	518.00	
						99129	PARACRUZ HEATING RPR	1,362.00	
						99221	RPR SMC HEATER	370.00	
67808	03/02/20	4,785.95 001D	4,785.95	AT&T		99090	1/19-2/18 OPS ELEV	142.14	
						99099	1/19-2/18 MAIN ACCT	4,198.41	
						99178	1/19-2/18 DAVENPORT	164.69	
						99179	1/19-2/18 OCEAN LG	280.71	
67809	03/02/20	4,962.00 247	4,962.00	AUTOMATIC DOOR SYSTEMS, INC.		99157	FY 18 5339(a) FTA	4,962.00	
67810	03/02/20	153.15 002689	153.15	B & B SMALL ENGINE CORP		99097	TRIMMER LINE	16.34	
						99098	BLOWER SERVICE KIT	16.34	
						99107	GOAT RPR & MAINT	120.47	
67811	03/02/20	1,654.96 003199	1,654.96	B & H FOTO & ELECTRONICS CORP		99143	WIFI ACCESS POINTS	1,284.74	
						99238	OFFICE SUPPLIES	370.22	
67812	03/02/20	5,805.51 002802	5,805.51	BATTERY SYSTEMS CORP		99163	BATTERIES INVENTORY	5,805.51	
67813	03/02/20	3,000.00 003489	3,000.00	BONFIRE INTERACTIVE LTD.		99240	2/5-5/4 PHASE 1 IMPL	3,000.00	
67814	03/02/20	10,500.00 001324	10,500.00	CAPITALEDDGE ADVOCACY, INC.		99160	JAN 20 LEGISLATE SVS	5,250.00	
						99161	FEB 20 LEGISLATE SVS	5,250.00	
67815	03/02/20	700.00 002034	700.00	CARLON'S FIRE EXTINGUISHER		99108	EXT SERV GOLF CLUB	700.00	
67816	03/02/20	244.72 001159	244.72	CAPTO'S GRAPHICS, INC.		99236	ROUTE STICKERS	244.72	
67817	03/02/20	475.82 002627	475.82	CDW GOVERNMENT, INC.		99239	OFFICE SUPPLIES	475.82	
67818	03/02/20	1,724.17 130	1,724.17	CITY OF WATSONVILLE UTILITIES		99193	1/13-2/11 WATER WTC	56.53	
						99217	1/20-2/20 WTC WASTE	1,011.22	
						99218	1/21-2/18 WTC WATER	492.95	
						99219	1/21-2/19 WTC WATER	87.25	
						99220	1/21-2/18 WTC WATER	76.22	
67819	03/02/20	722.25 733	722.25	CLAREMONT EAP		99200	MAR 20 EAP PREMIUM	722.25	
67820	03/02/20	6,116.06 909	6,116.06	CLASSIC GRAPHICS		99100	RPR VEH 9827	2,298.06	
						99101	RPR VEH 2333	2,628.40	
						99102	RPR VEH 1301	1,189.60	
67821	03/02/20	2,189.04 075	2,189.04	COAST PAPER & SUPPLY INC.		99223	JANITORIAL INVENTORY	1,056.88	
						99234	INVENTORY ORDER	1,132.16	
67822	03/02/20	80.00 003494	80.00	DEX YP		99158	1/29-2/28 ADVERTISE	80.00	
67823	03/02/20	6,950.00 002943	6,950.00	DON CHAPIN COMPANY, INC.		99233	FTA 5339(a) FY18	6,950.00	
67824	03/02/20	24,608.06 954	24,608.06	DOWNTOWN FORD SALES		99154	FY 18 5339(a)	24,608.06	
67825	03/02/20	59,197.30 003458	59,197.30	DUFOR INCORPORATED		99231	FEB EVCHG FY19 LCTOP	42,885.23	

10-01B.1

# Attachment B

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ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 03/01/20 THRU 03/31/20

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67826	03/02/20	3,976.43 003274	EAST BAY TIRE CO.		99232	FEB VERNON GENERATOR	16,312.07		
					99144	JAN 20 DISPOSALS	165.00		
					99145	REVENUE TIRES	258.03		
					99146	REVENUE TIRES	390.12		
					99147	REVENUE TIRES	499.22		
					99148	REVENUE TIRES	634.68		
					99149	REVENUE TIRES	195.06		
					99150	REVENUE TIRES	1,346.89		
					99151	REVENUE TIRES	487.43		
67827	03/02/20	116,488.00 003466	ECOLANE USA INC		99079	NOV 19 ECOLANE LIC	29,122.00		
67828	03/02/20	709.08 001020	EMEDCO INC.		99080	NOV 19 ECOLANE LIC	87,366.00		
67829	03/02/20	1,053.61 003485	EMPLOYNET INC		99091	GATE SIGNAGE MMF	259.48		
67830	03/02/20	961.92 432	EXPRESS SERVICES INC.		99092	GATE SIGNAGE MMF	449.60		
67831	03/02/20	2,160.00 490	FAST RESPONSE ON-SITE		99181	TEMP WE 2/16/20	1,053.61		
67832	03/02/20	25.00 039	FDEX OFFICE		99222	TEMP WE 2/16/20	961.92		
67833	03/02/20	47,947.75 002295	FIRST ALARM SECURITY & PATROL		99140	ANNUAL RESP. TRAIN.	2,160.00		
67834	03/02/20	8,903.66 002952	FLYERS ENERGY LLC		99235	LATE FEE	25.00		
67835	03/02/20	57.26 003279	FRONTIER COMMUNICATIONS - 3025		99068	JAN 20 SECURITY	47,947.75		
67836	03/02/20	57.26 003418	FRONTIER COMMUNICATIONS - 6145		99167	2/1-2/15 PC FUEL	8,903.66		
67837	03/02/20	973.94 001189	GARY KENVILLE LOCKSMITH		99194	2/16-3/15 SKYLN2RIVR	57.26		
					99152	209-091-6033-1126145	57.26		
					99141	REKEY LA MANCHA	193.24		
					99142	KEYED GATE PADLOCKS	780.70		
67838	03/02/20	4,417.63 647	GENFARE A DIV OF SPX CORP		99155	SLV TVM INSTALL	2,078.84		
67839	03/02/20	1,502.58 117	GILLIG LLC		99156	SLV TVM INSTALL	2,338.79		
67840	03/02/20	1,592.48 282	GRAINGER		99165	INVENTORY ORDER	633.68		
					99166	INVENTORY ORDER	868.90		
					99120	DRILL BIT SET	21.85		
					99121	DRILL BIT SET	27.73		
					99122	DRILL KIT	326.66		
					99123	SPLIT/KEY RINGS	22.45		
					99124	CONTAINER/TRASH CAN	40.23		
					99212	AUXILIARY STAND	182.01		
					99213	INVENTORY ORDER	971.55		
					99169	NON INVENTORY ORDER	43.67		
					99170	NON INVENTORY ORDER	761.97		
					99089	MANIFOLD RPR 1111 PC	1,039.70		
					99073	CLASSIFICATION STUDY	750.00		
					99075	ID#:020518-0002	31,472.50		
					99082	4/1-3/31/21 ANNUAL	28,583.86		
					99069	2/5/20 DIESEL FUEL	18,364.91		
					99130	LAUNDRY SERVICE	10.50		
					99131	LAUNDRY SERVICE	34.50		

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67848	03/02/20	003326	34.97	NIDAL HALABI & NADA ALGHARIB		99096	NAME PLATE/HOLDER	34.97	
67849	03/02/20	009	4,860.75	PACIFIC GAS & ELECTRIC		99104	1/4-2/3 SVT WTC PNR	3,193.21	
67850	03/02/20	023	779.79	PACIFIC TRUCK PARTS, INC.		99183	1/9-2/7 RESEARCH PRK	1,667.54	
67851	03/02/20	043	245.16	PALACE ART & OFFICE SUPPLY		98985	CORE CREDIT	-663.69	
67852	03/02/20	001149	3,537.90	PREFERRED PLUMBING, INC.		99070	INVENTORY ORDER	1,196.29	
67853	03/02/20	107A	317.20	PROBUILD COMPANY LLC		99071	INVENTORY ORDER	247.19	
67854	03/02/20	003495	157.62	QUADIANT LEASING USA INC		99083	OFFICE INVENTORY	43.94	
67855	03/02/20	882	288.42	RANDY WEST	7	99229	OFFICE INVENTORY	54.73	
67856	03/02/20	003024	75.56	RICOH USA, INC CA		99230	OFFICE INVENTORY	146.49	
67857	03/02/20	215	267.66	RICOH USA, INC. TX		99195	1/17-1/31 RPR WTC	2,392.90	
67858	03/02/20	536	83.74	RIVERSIDE LIGHTING & ELECTRIC		99196	1/29 SWR RPR SVT	475.00	
67859	03/02/20	E1018	440.38	ROCHA FERNANDEZ, DARIO		99197	SEWER RPR SMC	670.00	
67860	03/02/20	135	162.96	SANTA CRUZ AUTO PARTS, INC.		99084	SMC REMODEL	243.03	
67861	03/02/20	079	11,240.33	SANTA CRUZ MUNICIPAL UTILITIES		99085	INVENTORY ORDER	12.77	
						99086	SMC REMODEL	35.94	
						99093	MISC OPS	21.61	
						99198	CONSTRUCTION RPR	3.85	
						99226	2/28-3/27 POST METER	157.62	
						99227	BUSINESS CARDS	192.28	
						99228	BUSINESS CARDS	96.14	
						99076	2/12-3/11 RIVER ST.	75.56	
						99180	3/3-4/2 PACIFIC	267.66	
						99094	STEP DRILL BIT	55.72	
						99095	BULB FOR MMF	28.02	
						99247	TRAVEL REIMBURSEMENT	440.38	
						99214	INVENTORY ORDER	116.46	
						99215	CREDIT-CLEAN SUPPLY	-12.27	
						99216	NON INVENTORY ORDER	58.77	
						99184	1/8-2/6 PACIFIC	50.55	
						99185	1/8-2/6 RIVER ST.	3,705.99	
						99186	1/8-2/6 RIVER ST.	297.63	
						99187	1/8-2/6 GOLF CLUB	1,436.45	
						99188	1/8-2/6 VERNON ST.	544.38	
						99189	1/8-2/6 PACIFIC	106.15	

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# Attachment B

CHECK JOURNAL DETAIL BY CHECK NUMBER

ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 03/01/20 THRU 03/31/20

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67862	03/02/20	001292	240.00	SANTA CRUZ RECORDS MNGMT INC		99190	1/8-2/6 PACIFIC	4,036.75	
67863	03/02/20	001307	9,537.34	SANTA CRUZ STAFFING, LLC		99191	1/8-2/6 GOLF CLUB	11.83	
						99192	1/8-2/6 CEDAR/WALNUT	1,050.60	
						99199	2/5 SHREDDING	240.00	
						99078	TEMP WE 2/16/20	930.00	
						99153	TEMP WE 2/16/20	1,116.00	
						99241	TEMP W/E 2/9/2020	1,370.78	
						99242	TEMP W/E 2/16/2020	1,501.56	
						99243	TEMP W/E 2/9/2020	1,953.00	
						99244	TEMP W/E 2/23/2020	1,736.00	
						99245	TEMP W/E 2/23/2020	930.00	
67864	03/02/20	003292	1,102.00	SLINGSHOT CONNECTIONS LLP		99159	TEMP WE 2/16/20	1,102.00	
67865	03/02/20	003197	2,844.00	SMARTSHEET.COM INC		99081	2/17-2/16/21 RENEWAL	2,844.00	
67866	03/02/20	001075	5,455.84	SOQUEL III ASSOCIATES	7	99225	CAM CHARGE RECONCIL.	5,455.84	
67867	03/02/20	001008	586.54	SWAGELOK NORTHERN CALIFORNIA		99162	INVENTORY ORDER	586.54	
67868	03/02/20	003465	18.48	SWIFT CONSULTING SERVICES INC		99182	ADDITIONAL COPIES	18.48	
67869	03/02/20	366	158.63	TENNANT COMPANY		99168	DRAIN CAP-TENNANT	158.63	
67870	03/02/20	003285	8,788.90	THE AFTERMARKET PARTS CO LLC		99112	INVENTORY ORDER	361.45	
						99113	RPR VEH 1612	1,042.55	
						99114	INVENTORY ORDER	313.16	
						99115	INVENTORY ORDER	54.33	
						99116	INVENTORY ORDER	2,404.99	
						99117	INVENTORY ORDER	536.85	
						99118	INVENTORY ORDER	54.33	
						99119	RPR VEH 1208	276.22	
						99164	INVENTORY ORDER	809.90	
						99203	KING PIN PRESS TOOL	246.92	
						99204	INVENTORY ORDER	2,572.02	
						99205	INVENTORY ORDER	19.96	
						99206	INVENTORY ORDER	96.22	
						99103	2/6-2/15 SHIPPING	99.46	
						99207	INVENTORY ORDER	167.72	
						99208	INVENTORY ORDER	315.50	
						99209	INVENTORY ORDER	961.66	
						99210	INVENTORY ORDER	570.82	
						99211	INVENTORY ORDER	152.76	
67873	03/02/20	434	912.24	VERIZON WIRELESS	0	99072	1/13-2/12 BUS WIFI	912.24	
67874	03/02/20	001165	542.16	VU, THANH DR. MD	7	99171	DMV EXAM	75.00	
						99172	DMV EXAM	75.00	
						99173	DMV EXAM	75.00	
						99174	DMV EXAM	75.00	
						99175	DMV EXAM	75.00	
						99176	DMV EXAM	92.16	

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	VENDOR NAME	CHECK VENDOR AMOUNT	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67875	03/02/20	003290	WORKFORCEQA LLC	56.00		99177	DMV EXAM	75.00	
67876	03/02/20	003384	MONTEREY SIGNS INC	707.36		99237	JAN 20 DOT DRUG TEST	56.00	
67877	03/09/20	003151	ABC BUS INC	1,965.29		99248	50% DEP. CS SIGNAGE	707.36	
						99291	INVENTORY ORDER	71.40	
						99303	INVENTORY ORDER	1,447.36	
						99341	INVENTORY ORDER	446.53	
67878	03/09/20	382	AIRTEC SERVICE INC.	2,400.00		99327	ROOF LK INSP PACIFIC	2,400.00	
67879	03/09/20	002861	AMERICAN MESSAGING SVCS, LLC	32.60		99302	MAR 20 PAGER SVS	32.60	
67880	03/09/20	001D	AT&T	573.38		99350	2/1-2/29 WTC	573.38	
67881	03/09/20	001348	ATHENS INSURANCE SERVICE, INC.	5,074.25		99347	MAR 20 MONTHLY FEE	5,074.25	
67882	03/09/20	003199	B & H FOTO & ELECTRONICS CORP	76.45		99352	REP STORAGE DRIVE	76.45	
67883	03/09/20	003460	BROOK K MILBURN	1,200.00		99252	TANK BASE COATING	1,200.00	
67884	03/09/20	909	CLASSIC GRAPHICS	2,149.69		99316	RPR VEH 2235	2,149.69	
67885	03/09/20	001124	CLEAN ENERGY	9,786.54		99304	2/14/20 LNG CHARGES	4,459.56	
						99305	2/20/20 LNG CHARGES	5,326.98	
67886	03/09/20	E957	CLIFFORD, ALEX	874.93		99249	ZEBRA INFSTR.RNDTBL	691.01	
						99250	PRE-BRD MEET AGENDA	183.92	
67887	03/09/20	367	COMMUNITY TELEVISION OF	258.00		99286	JAN 20 MEET COVERAGE	258.00	
67888	03/09/20	E1022	CRUMMIE, DAWN	235.68		99287	1/22-2/3 EMP REIMB	235.68	
67889	03/09/20	003274	EAST BAY TIRE CO.	1,778.76		99294	REVENUE TIRES	538.76	
						99295	REVENUE TIRES	487.43	
						99296	REVENUE TIRES	416.01	
						99297	REVENUE TIRES	211.56	
						99298	ALIGN VEH 1715 PC	125.00	
67890	03/09/20	003485	EMPLOYNET INC	880.72		99285	TEMP WE 2/23/20	880.72	
67891	03/09/20	003455	ESQUEDA MINDY	150.00		99288	2/28 MEET INTERPRETR	150.00	
67892	03/09/20	432	EXPRESS SERVICES INC.	3,568.32		99282	TEMP WE 2/16/20	944.64	
						99283	TEMP WE 2/23/20	1,442.88	
						99284	TEMP WE 2/23/20	1,180.80	
67893	03/09/20	002952	FLYERS ENERGY LLC	1,872.47		99301	2/15-2/29 FUEL	1,872.47	
67894	03/09/20	117	GILLIG LLC	699.99		99323	V1901 1902 1904 1905	699.99	
67895	03/09/20	282	GRAINGER	410.67		99264	DOOR LOCK BATTERY PK	260.70	
						99334	BLIND RIVET	12.88	
						99335	CREDIT NON INVENTORY	-5.62	
						99336	CREDIT NON INVENTORY	-326.64	
						99337	NON INVENTORY	239.72	
						99338	INVENTORY ORDER	160.84	
						99339	INVENTORY ORDER	25.84	
						99340	INVENTORY ORDER	42.95	
67896	03/09/20	001745	HARTFORD LIFE AND ACCIDENT INS	15,131.72		99353	MAR 20 LTD	10,893.99	
67897	03/09/20	002979	HUNT & SONS, INC.	2,413.26		99354	MAR 20 LIFE/AD&D	4,237.73	
						99342	INVENTORY ORDER	2,413.26	

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67898	03/09/20	2,685.51 003327	2,685.51	IO, RODNEY H		99332	RPR VEH 1123 PC	2,685.51	
67899	03/09/20	1,749.33 1117	-163.88	KELLEY'S SERVICE INC.		99109	CORE CREDIT	-163.88	
			65.11			99110	RPR VEH 504	65.11	
			194.36			99306	RPR VEH PC 2405	194.36	
			110.04			99307	RPR VEH 2405	110.04	
			15.69			99308	RPR VEH PC 2405	15.69	
			364.54			99309	RPR VEH PC 2405	364.54	
			213.85			99310	INVENTORY ORDER	213.85	
			945.69			99311	INVENTORY ORDER	945.69	
			42.69			99312	INVENTORY ORDER	42.69	
			-42.69			99313	CREDIT-RTRN PARTS	-42.69	
			3.93			99314	NON INVENTORY ORDER	3.93	
67900	03/09/20	1,345.12 878	1,345.12	KELLY SERVICES, INC.		99280	TEMP WE 2/09/20	1,345.12	
67901	03/09/20	1,026.48 852	1,026.48	LAW OFFICES OF MARIE F. SANG	7	99251	2010226708	1,026.48	
67902	03/09/20	17,472.12 003017	17,472.12	MANSFIELD OIL CO OF GAINSVILLE		99290	FEB 20 DIESEL FUEL	17,472.12	
67903	03/09/20	1,738.01 001052	1,738.01	MID VALLEY SUPPLY INC.		99263	INVENTORY ORDER	1,738.01	
67904	03/09/20	312.27 041	312.27	MISSION UNIFORM		99271	LAUNDRY SERVICE	43.25	
			50.00			99272	LAUNDRY SERVICE	50.00	
			219.02			99273	LAUNDRY SERVICE	219.02	
67905	03/09/20	88.41 004	88.41	NORTH BAY FORD LINC-MERCURY		99324	RPR VEH PC 1107	88.41	
67906	03/09/20	163.54 009	163.54	PACIFIC GAS & ELECTRIC		99349	1/25-2/25 1122 RIVER	163.54	
67907	03/09/20	1,693.11 023	1,693.11	PACIFIC TRUCK PARTS, INC.		99325	INVENTORY ORDER	1,693.11	
67908	03/09/20	72.35 043	72.35	PALACE ART & OFFICE SUPPLY		99278	OFFICE INVENTORY	67.74	
			-49.32			99279	CREDIT PC PAPER	-49.32	
			53.93			99300	OFFICE INVENTORY	53.93	
67909	03/09/20	1,740.00 002947	1,740.00	PEDX COURIER AND CARGO	7	99289	FEB 20 COURIER SVS	1,740.00	
67910	03/09/20	1,092.50 481	55.50	PIED PIPER EXTERMINATORS, INC.		99253	DEC 19 PEST MET MRKT	55.50	
			40.00			99254	DEC 19 PEST KIOSK	40.00	
			60.00			99255	DEC 19 PEST BETTYS	60.00	
			260.50			99256	DEC 19 PEST ADMIN	260.50	
			260.50			99257	JAN 20 PEST ADMIN	260.50	
			260.50			99258	FEB 20 PEST ADMIN	260.50	
			60.00			99259	FEB 20 PEST BETTYS	60.00	
			40.00			99260	FEB 20 PEST KIOSK	40.00	
			55.50			99261	FEB 20 PEST MET MRKT	55.50	
			34.95			99265	FAUCET INSTALL WTC	34.95	
			5.44			99266	REMODEL CONST. SMC	5.44	
			31.82			99267	OFS TIGHTEN BUMPER	31.82	
			60.61			99268	REMODEL CONST. SMC	60.61	
			62.85			99269	REMODEL CONST. SMC	62.85	
			31.55			99270	REMODEL CONST. SMC	31.55	
			0.97			99348	MMF LIGHTING	0.97	

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# Attachment B

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67912	03/09/20	003061	400.00	QUADIEN FINANCE USA INC		99351	FEB 20 POSTAGE	400.00	
67913	03/09/20	003154	1,300.08	ROMAINE ELECTRIC CORP		99317	INVENTORY ORDER	1,300.08	
67914	03/09/20	135	249.28	SANTA CRUZ AUTO PARTS, INC.		99318	NON INVENTORY ORDER	12.27	
						99319	INVENTORY ORDER	139.54	
						99320	NON INVENTORY ORDER	49.77	
						99321	INVENTORY ORDER	17.95	
						99333	INVENTORY ORDER	29.75	
67915	03/09/20	001307	4,440.64	SANTA CRUZ STAFFING, LLC		99276	TEMP WE 2/16/20	1,278.64	
						99277	TEMP WE 2/23/20	914.50	
						99345	TEMP WE 2/23/20	1,550.00	
						99346	TEMP WE 3/01/20	697.50	
67916	03/09/20	788	460.68	SCMTD PETTY CASH - FINANCE		99328	EMPLOYEE REIMBURSE	460.68	
67917	03/09/20	003292	2,408.88	SLINGSHOT CONNECTIONS LLP		99281	TEMP WE 2/23/20	836.00	
						99343	TEMP WE 12/1/2019	220.48	
						99344	TEMP WE 1/12/20	1,352.40	
67918	03/09/20	003285	4,072.04	THE AFTERMARKET PARTS CO LLC		99292	INVENTORY ORDER	12.59	
						99293	INVENTORY ORDER	12.08	
						99299	INVENTORY ORDER	4,047.37	
67919	03/09/20	002541	135.00	TINO'S PLUMBING	7	99262	SNAKE SEWER WTC	135.00	
67920	03/09/20	003492	591.55	TRENTMAN CORP		99274	CURB MARKING PAINT	591.55	
67921	03/09/20	007	39.35	UNITED PARCEL SERVICE		99315	2/19 POSTAGE SVS	39.35	
67922	03/09/20	001353	9,379.40	VISION COMMUNICATIONS		99329	BKUP REPTR KITE HILL	8,927.24	
						99331	VEHS1725 2050 REPRGM	452.16	
67923	03/09/20	003316	275.00	WATER TECH SPECIALTIES INC		99326	FEB 20 CHEM TEST	275.00	
67924	03/09/20	002917	23,396.65	SANTA CRUZ METRO TRANSIT W/C		99355	FEB 20 W/C REPLISH	23,396.65	
67925	03/16/20	001712	985.00	ABACHERLI FENCE COMPANY	7	99365	FENCE RPR KINGS VLG	985.00	
67926	03/16/20	E1035	964.38	ACKEMANN, JAYME		99362	APTA WORKSHOP	964.38	
67927	03/16/20	382	7,116.19	AIRTEC SERVICE INC.		99408	PREVENT MAINT OPS	3,077.00	
						99409	PREVENT MAINT PRC	262.00	
						99410	PREVENT MAINT VERNON	864.00	
						99411	PREVENT MAINT SMC	550.41	
						99412	PREVENT MAINT SBF	220.00	
						99413	PREVENT MAINT WTC	416.00	
						99414	PREVENT MAINT MMF	973.00	
						99415	PREVENT MAINT SVT	257.00	
						99471	PC HEATING REPAIR	496.78	
67928	03/16/20	002828	87.29	ALLIED ELECTRONICS		99424	INVENTORY ORDER	87.29	
67929	03/16/20	001D	889.38	AT&T		99454	2/10-3/09 VERNON	889.38	
67930	03/16/20	003105	997.02	AT&T MOBILITY		99455	1/24-2/23 WIFI BUSES	997.02	
67931	03/16/20	003393	207.28	BRASS KEY LOCKSMITH INC		99371	DOOR REPAIR PACIFIC	207.28	
67932	03/16/20	588	4,385.68	CALTIP		99468	FEB 20 CODE = 5100	4,385.68	
67933	03/16/20	003188	825.00	CAREERS IN GOVERNMENT INC		99363	NOV 19 JOB POSTINGS	825.00	
67934	03/16/20	002109	1,100.00	CITY OF SANTA CRUZ/PARKING		99445	MAR 20 EMP PARKING	1,100.00	

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67935	03/16/20	001124	16,227.89	CLEAN ENERGY		99474	2/24/20 LNG CHARGES	6,788.88	
						99475	2/26/20 LNG CHARGES	4,866.19	
						99476	2/28/20 LNG CHARGES	4,572.82	
67936	03/16/20	075	81.94	COAST PAPER & SUPPLY INC.		99396	INVENTORY ORDER	81.94	
67937	03/16/20	003034	2,890.00	COASTAL LANDSCAPING INC. DBA		99469	MAR 20 LANDSCAPING	2,890.00	
67938	03/16/20	003116	20,499.43	CUMMINS PACIFIC LLP		99111	INVENTORY ORDER	149.67	
						99202	CORE CREDIT	-273.13	
						99429	VEH 2811 PISTON UPGD	17,343.68	
						99430	VEH 1302 PRGM ECM	3,199.62	
						99431	VEH 4207 RPR	79.59	
67939	03/16/20	003494	81.17	DEX YP		99453	2/29-3/28 LISTING	81.17	
67940	03/16/20	104	111.20	EDWARD J. PARRAS	0	99425	NON INVENTORY ORDER	111.20	
67941	03/16/20	003485	1,073.55	EMPLOYNET INC		99448	TEMP WE 3/01/20	1,073.55	
67942	03/16/20	432	2,639.20	EXPRESS SERVICES INC.		99375	TEMP WE 3/01/20	1,202.40	
						99376	TEMP WE 3/01/20	1,180.80	
						99377	TEMP WE 1/12/20	256.00	
67943	03/16/20	002952	8,567.46	FLYERS ENERGY LLC		99477	2/16-2/29 PC REV	8,567.46	
67944	03/16/20	647	771.85	GENFARE A DIV OF SPX CORP		99422	TVM105 PWR SUPPLY	235.89	
						99423	INVENTORY ORDER	535.96	
67945	03/16/20	117	648.93	GILLIG LLC		99440	VEH1903 RETRO SUNSHD	175.00	
						99441	INVENTORY ORDER	473.93	
67946	03/16/20	282	1,029.63	GRAINGER		99400	CHEM RESIST GLOVES	26.75	
						99401	HAND DRUM PUMP	74.99	
						99402	BLIND RIVET	22.17	
						99403	PAIS	227.69	
						99404	INVENTORY ORDER	226.76	
						99405	REFLECTIVE TAPE SMC	451.27	
67947	03/16/20	001097	1,196.38	GREENWASTE RECOVERY, INC.		99381	FEB 20 WASTE GRN VLY	58.36	
						99382	FEB 20 WASTE RESRCH	358.89	
						99383	FEB 20 WASTE KNGS VL	289.66	
						99384	FEB 20 WASTE MT HRMN	22.59	
						99385	FEB 20 WASTE FREEDOM	58.36	
						99386	FEB 20 WASTE BOWKER	58.36	
						99387	FEB 20 WASTE BLDR CK	175.08	
						99388	FEB 20 AIRPORT/FREE	58.36	
						99389	FEB 20 WASTE BIG BSN	58.36	
						99390	FEB 20 WASTE LOMOND	58.36	
						99370	VEH 1208 TRANSMISSN	4,535.36	
67949	03/16/20	001196	475.00	JOHN A. DASH & ASSOCIATES		99364	5/20-5/21 WAGE RPRT	475.00	
67950	03/16/20	003468	3,300.00	KANEKO AND KRAMMER CORP		99460	JOB CLASS/COMP STUDY	3,300.00	
67951	03/16/20	003284	415.00	KEISH ENVIRONMENTAL PC CORP		99372	FEB 20 OUTFALL MIT	415.00	
67952	03/16/20	1117	1,079.41	KELLEY'S SERVICE INC.		99426	CORE CREDIT	-65.56	
						99427	VEH 1125 PC RPR	40.17	

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67953	03/16/20	2,690.24	878	KELLY SERVICES, INC.		99428	INVENTORY ORDER	1,104.80	
67954	03/16/20	427.71	036	KELLY-MOORE PAINT CO., INC.		99449	TEMP WE 2/16/20	1,345.12	
67955	03/16/20	23,627.38	003366	KEY GOVERNMENT FINANCE INC		99450	TEMP WE 02/23/20	1,345.12	
67956	03/16/20	2,396.71	003480	KIMLEY-HORN AND ASSOCIATES INC		99399	SVT REPAINT	427.71	
67957	03/16/20	2,657.60	852	LAW OFFICES OF MARIE F. SANG	7	99360	MAR 20 LEASE PAYMENT	23,627.38	
67958	03/16/20	5,225.00	003361	MILLER MAXFIELD INC		99480	PS SITE ANALYSIS	2,396.71	
67959	03/16/20	320.25	041	MISSION UNIFORM		99461	19022275	544.00	
67960	03/16/20	707.43	003384	MONTEREY SIGNS INC		99462	20011033882002103414	2,113.60	
67961	03/16/20	109.98	002721	NEXTEL COMMUNICATIONS/SPRINT		99446	FEB 20 GRAPHIC DESGN	5,225.00	
67962	03/16/20	395.64	004	NORTH BAY FORD LINC-MERCURY		99393	LAUNDRY SERVICE	44.75	
67963	03/16/20	13,934.37	009	PACIFIC GAS & ELECTRIC		99394	LAUNDRY SERVICE	50.00	
67964	03/16/20	78.99	043	PALACE ART & OFFICE SUPPLY		99395	LAUNDRY SERVICE	225.50	
67965	03/16/20	314.50	481	PIED PIPER EXTERMINATORS, INC.		99473	PROMOTIONAL-OUTREACH	707.43	
67966	03/16/20	45,264.30	002939	PREFERRED BENEFIT		99359	1/26-2/25 METROPOL	109.98	
67967	03/16/20	72.27	107A	PROBUILD COMPANY LLC		99442	VEH 1111 PC RPR	131.88	
67968	03/16/20	1,678.08	882	RANDY WEST	7	99443	VEH 1111 PC RPR	131.88	
67969	03/16/20	639.17	001153	REPUBLIC ELEVATOR COMPANY INC		99444	VEH 1107 PC RPR	131.88	
67970	03/16/20	119.40	003024	RICOH USA, INC CA		99378	1/24-2/24 GOLF CLUB	5,988.90	
67971	03/16/20	197.89	135	SANTA CRUZ AUTO PARTS, INC.		99379	1/24-2/24 VERNON	5,144.21	
67972	03/16/20	40.00	001292	SANTA CRUZ RECORDS MNGMT INC		99380	1/24-2/24 RIVER ST	2,801.26	
67973	03/16/20	3,726.08	001307	SANTA CRUZ STAFFING, LLC		99361	OFFICE INVENTORY	51.95	
67974	03/16/20	294.40	003117	SANTA CRUZ SENTINEL	0	99472	OFFICE INVENTORY	27.04	
67975	03/16/20	319.06	002459	SCOTT'S VALLEY WATER DISTRICT		99416	PEST CNTRL OPS PARK	62.50	
67976	03/16/20	1,230.34	003434	SERVPRO OF SANTA CRUZ/SANTA CL		99417	PEST CNTRL MMF	67.50	
						99418	PEST CNTRL WTC REST	79.50	
						99419	PEST CNTRL OPS CREEK	105.00	
						99466	MAR 20 VSP	8,865.00	
						99467	MAR 20 DELTA DENTAL	36,399.30	
						99397	FIELDWORK TORCH	43.69	
						99398	SVT PAINTING	28.58	
						99478	VEH CONDITION SHEET	1,678.08	
						99368	MAR 20 MAINT SVS	639.17	
						99391	MAR 20 COPIER	119.40	
						99420	VEH 1125 PC RPR	154.04	
						99421	INVENTORY ORDER	43.85	
						99392	FEB 20 SHREDDING	40.00	
						99373	TEMP WE 3/01/20	1,147.00	
						99451	TEMP WE 3/01/20	1,278.64	
						99452	TEMP WE 2/23/20	1,300.44	
						99457	FEB 20 CLASS. ADVER.	294.40	
						99366	2/1-2/29 246 KNG VLG	65.13	
						99367	12/5-2/04 KINGS VLG	253.93	
						99470	PACIFIC BIO REMDIATN	1,230.34	

10-01B.9

# Attachment B

CHECK JOURNAL DETAIL BY CHECK NUMBER

ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 03/01/20 THRU 03/31/20

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
67977	03/16/20	002447	356.39	SETON IDENTIFICATION PRODUCTS		99463	SAFETY 1ST SCOREBRD	356.39	
						99464	SAFETY 1ST SCOREBRD	326.44	
						99465	CRD SAFETY 1ST SCRBD	-326.44	
67978	03/16/20	003292	1,102.00	SLINGSHOT CONNECTIONS LLP		99374	TEMP WE 3/01/20	1,102.00	
67979	03/16/20	614	226.51	TESSCO TECHNOLOGIES, INC.		99369	INVENTORY ORDER	226.51	
67980	03/16/20	003285	1,654.76	THE AFTERMARKET PARTS CO LLC		99432	INVENTORY ORDER	17.82	
						99433	INVENTORY ORDER	274.65	
						99434	INVENTORY ORDER	361.45	
						99435	VEH 1208 RPR	19.50	
						99436	VEH2813/1202 RPR	4.37	
						99437	VEH 2322 RPR	152.22	
						99438	INVENTORY ORDER	824.75	
67981	03/16/20	003242	939.55	THE JANEK CORPORATION		99456	RPR GILLIG ELEC ITEM	939.55	
67982	03/16/20	001800	632.46	THERMO KING OF SALINAS, INC		99458	INVENTORY ORDER	418.16	
						99459	INVENTORY ORDER	214.30	
67983	03/16/20	007	229.22	UNITED PARCEL SERVICE		99439	FEB 20 SHIPPING CHRGR	229.22	
67984	03/16/20	434	226.08	VERIZON WIRELESS	0	99447	2/2-3/1 POINT2POINT	226.08	
67985	03/16/20	003334	266.02	YP HOLDINGS LLC		99479	MAR 20 YELLOW PAGES	266.02	
67986	03/16/20	147	308.35	ZEE MEDICAL SERVICE CO.		99406	1ST AID RESTOCK MMF	285.59	
						99407	1ST AID RESTOCK OPS	22.76	
67988	03/19/20	E649	607.17	GUTIERREZ, ALMA		99482	2020 CALACT	607.17	
67989	03/23/20	003151	864.52	ABC BUS INC		99527	INVENTORY ORDER	864.52	
67990	03/23/20	001D	1,815.36	AT&T		99561	2/13-3/12 PT2PT	1,815.36	
67991	03/23/20	001356	4,941.92	BRENCO OPERATING-TEXAS, LP		99530	CNG FUEL INJECTOR	4,941.92	
67992	03/23/20	001089	7,260.76	CASEY PRINTING, INC		99485	3/5-6-10 HDWYS GUIDE	7,260.76	
67993	03/23/20	001159	736.77	CATTO'S GRAPHICS, INC.		99487	SPRING ROUTE STICKER	109.25	
						99488	TVM STICKERS	109.25	
						99546	DECALS VEH #2050	91.77	
						99554	EMBROIDERY HATS	426.50	
67994	03/23/20	001124	14,842.00	CLEAN ENERGY		99559	MAR 20 MAINTENANCE	14,842.00	
67995	03/23/20	075	41.79	COAST PAPER & SUPPLY INC.		99509	COVID SOAP	41.79	
67996	03/23/20	002814	42.33	CREATIVE BUS SALES, INC.		99536	RPRP VEH #1713PC	42.33	
						99578	RPR VEH #1707 PC	65.95	
						99579	CREDIT	-65.95	
						99587	CREDIT	-80.13	
						99588	RPR VEH #1708 PC	80.13	
67997	03/23/20	003116	35.20	CUMMINS PACIFIC LLP		99545	RPR VEH #4207	35.20	
67998	03/23/20	003274	286.56	EAST BAY TIRE CO.		99528	TIRES PC	211.56	
						99529	TIRE DISPOSAL	75.00	
67999	03/23/20	432	1,202.40	EXPRESS SERVICES INC.		99512	TEMP WE 3/08/20	1,202.40	
68000	03/23/20	039	338.77	FEDEX OFFICE		99486	TRANSIT CNTR POSTERS	338.77	
68001	03/23/20	002962	3,367.73	FIS		99537	JAN 20 MERCHANT FEES	1,830.02	
						99589	FEB 20 MERCHANT FEES	1,537.71	

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68002	03/23/20	1,770.24 002952	1,770.24	FLYERS ENERGY LLC		99573	3/1-3/15 FUEL	1,770.24	
68003	03/23/20	770.98 E961	770.98	GARCIA, JAIME P		99543	TRAVEL REIMBURSEMENT	770.98	
68004	03/23/20	10,059.98 001302	10,059.98	GARDA CL WEST, INC.		99542	FEB 20 SERVICES	322.24	
						99575	FEB 20 VAULT SERVICE	9,093.26	
						99576	MAR 20 SERVICES	322.24	
						99577	JAN 20 SERVICES	322.24	
68005	03/23/20	2,814.78 647	2,814.78	GENFARE A DIV OF SPX CORP		99483	TVM POWER SUPPLY	235.89	
						99484	TVM CASH BLOCK OFF	2,533.36	
						99562	GFI PARTS	56.44	
						99585	GFI PARTS & EQUIP	2,831.21	
						99586	CREDIT	-2,842.12	
68006	03/23/20	2,366.27 117	2,366.27	GILLIG LLC		99481	INVENTORY ORDER	1,251.88	
						99547	INVENTORY ORDER	1,114.39	
68007	03/23/20	903.11 282	903.11	GRAINGER		99501	INVENTORY ORDER	55.10	
						99502	TRAFFIC SIGN	24.58	
						99503	UTILITY CART	330.46	
						99553	UTILITY CART	165.22	
						99557	SOAP DISPENSERS	327.75	
68008	03/23/20	33,602.57 003109	33,602.57	HANSON BRIDGETT LLP		99590	FEB 20 RETAINER	24,000.00	
						99591	M# 032117.005001	123.90	
						99592	M# 032117.006001	2,798.40	
						99593	M# 032117.006006	289.10	
						99594	M# 032117.006012	784.80	
						99595	M# 032117.006013	65.40	
						99596	M# 032117.006022	366.50	
						99597	M# 032117.006023	5,091.87	
						99598	M# 032117.008001	82.60	
68009	03/23/20	82.57 003230	82.57	JOBBER'S EQUIPMENT WAREHOUSE		99510	SHOP OIL HOSE REEL	82.57	
68010	03/23/20	892.10 003442	892.10	JOHNSON CONTROLS INC		99581	4/1-6/30 ALARM SMC	370.88	
						99582	4/1-6/30 ALARM SVT	252.71	
						99583	4/1-6/30 ALARM WTC	268.51	
68011	03/23/20	583.50 1117	583.50	KELLEY'S SERVICE INC.		99498	RPR VEH 1125 PC	32.10	
						99499	INVENTORY ORDER	317.94	
						99500	RPR VEH 1501 PC	63.62	
						99552	INVENTORY ORDER	199.02	
						99566	CREDIT	-29.18	
68012	03/23/20	9,274.74 003293	9,274.74	MAKAI SOLUTIONS		99555	LIFT MAINTENANCE	9,274.74	
68013	03/23/20	240.00 003249	240.00	MAXIMUM OIL SERVICE LLC		99556	HAZ MAT PICK UP	240.00	
68014	03/23/20	197.70 001052	197.70	MID VALLEY SUPPLY INC.		99526	COVID 19 SUPPLIES	197.70	
68015	03/23/20	421.02 041	421.02	MISSION UNIFORM		99489	LAUNDRY SERVICES	32.75	
						99490	LAUNDRY SERVICES	30.75	
						99549	TOWELS FOR CUSTODIAL	62.00	
						99550	LAUNDRY SERVICES	253.77	

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68016	03/23/20	003326	49.16	NIDAL HALABI & NADA ALGHARIB		99558	CUSTODIAL SUPPLIES	41.75	
68017	03/23/20	004	117.20	NORTH BAY FORD LINC-MERCURY		99544	NAME PLATE	49.16	
68018	03/23/20	003491	4,788.57	NSS ENTERPRISE DBA CYBER PRESS		99504	RPR VEH 1715 PC	33.21	
68019	03/23/20	009	6,420.13	PACIFIC GAS & ELECTRIC		99505	INVENTORY ORDER	83.99	
68020	03/23/20	023	4,077.18	PACIFIC TRUCK PARTS, INC.		99506	PLATE CHARGE	400.00	
68021	03/23/20	043	133.93	PALACE ART & OFFICE SUPPLY		99513	HOW TO RIDE BROCHURE	4,388.57	
68022	03/23/20	003154	1,638.75	ROMAINE ELECTRIC CORP		99560	2/4-3/4 TVM SVT	62.51	
68023	03/23/20	135	352.23	SANTA CRUZ AUTO PARTS, INC.		99584	2/4-3/4 PNR WTC SVT	2,897.94	
68024	03/23/20	001253	67,401.53	SANTA CRUZ COUNTY REGIONAL		99604	1/29-2/27 PACIFIC	3,459.68	
68025	03/23/20	001307	11,206.50	SANTA CRUZ STAFFING, LLC		99531	INVENTORY ORDER	1,748.16	
68026	03/23/20	002267	2,500.00	SHAW YODER ANTIWIIH		99532	CORE CREDIT	-663.69	
68027	03/23/20	001277	1,800.00	SJB GLOBALNET, INC.		99533	INVENTORY ORDER	2,616.53	
68028	03/23/20	003425	128,738.48	SYNCHROMATICS CORPORATION		99534	INVENTORY ORDER	358.56	
68029	03/23/20	003496	2,990.00	TELEPHONE DOCTOR INC		99535	INVENTORY ORDER	17.62	
68030	03/23/20	003285	3,798.01	THE AFTERMARKET PARTS CO LLC		99507	OFFICE SUPPLIES	88.97	
						99508	OFFICE SUPPLIES	22.09	
						99565	OFFICE SUPPLIES	22.87	
						99492	INVENTORY ORDER	1,283.69	
						99493	INVENTORY ORDER	355.06	
						99515	INVENTORY ORDER	91.08	
						99516	NON INVENTORY	127.82	
						99517	NON INVENTORY	51.13	
						99518	RETURN- SQUEEGEE	-2.83	
						99551	INVENTORY ORDER PC	85.03	
						99514	BUS ON SHOULDER	67,401.53	
						99539	TEMP W/E 3/8/2020	914.50	
						99540	TEMP W/E 3/8/2020	1,550.00	
						99541	TEMP W/E 3/1/2020	1,201.25	
						99580	TEMP W/E 3/1/2020	2,852.00	
						99601	TEMP W/E 3/8/2020	4,688.75	
						99574	MAR 20 LEGISLATE SVC	2,500.00	
						99538	MAR 20 SERVICES	1,800.00	
						99599	AVL ITS 2/28/2020	9,241.80	
						99600	AVL ITS 1/31/2020	119,496.68	
						99491	4/1-3/31 15 TRAINING	2,990.00	
						99519	INVENTORY ORDER	64.08	
						99520	INVENTORY ORDER	50.39	
						99521	RPR VEH 2333	397.80	
						99522	RPR VEH 1208	2,341.39	
						99523	RPR VEH 1208	52.21	
						99524	INVENTORY	139.79	
						99525	RPR VEH 2813 & 1202	3.63	
						99569	SURGE TANK HOSE	235.81	

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68031	03/23/20		15,162.44	U.S. BANK		99602	*****-****-6584	4,736.56	
68032	03/23/20		9,457.10	VALLEY POWER SYSTEMS, INC.		99494	*****-****-4338	10,425.88	
68033	03/23/20		157.43	ZEE MEDICAL SERVICE CO.		99570	SURGE TANK HOSE	403.97	
68034	03/25/20		3,710.74	BRENCO OPERATING-TEXAS, LP		99571	RPR VEH #9811	57.75	
68035	03/25/20		409.69	CATTO'S GRAPHICS, INC.		99572	INVENTORY ORDER	51.19	
68036	03/25/20		56.53	CITY OF WATSONVILLE UTILITIES		99603	*****-****-4338	4,736.56	
68037	03/25/20		34,637.23	CLEAN ENERGY		99494	INVENTORY ORDER	550.31	
68038	03/25/20		75.84	DAY WIRELESS SYSTEMS		99495	INVENTORY ORDER	72.36	
68039	03/25/20		377.97	EAST BAY TIRE CO.		99496	INVENTORY ORDER	27.32	
68040	03/25/20		1,073.55	EMPLOYNET INC		99497	INVENTORY ORDER	4,450.97	
68041	03/25/20		1,724.89	FEDEX OFFICE		99563	CREDIT	-43.70	
68042	03/25/20		45,015.05	FIRST ALARM SECURITY & PATROL		99564	INVENTORY ORDER	1,240.86	
68043	03/25/20		56.39	GOUVEIA, ROBERT		99567	INVENTORY ORDER	3,336.51	
68044	03/25/20		1,345.12	KELLY SERVICES, INC.		99568	CREDIT	-177.53	
68045	03/25/20		16,696.05	MANSFIELD OIL CO OF GAINSVILLE		99511	RESPIRATORS MMF	157.43	
68046	03/25/20		5,239.00	MAYWEATHER, ANSON		99629	INVENTORY ORDER	3,710.74	
68047	03/25/20		2,155.21	MGP XI REIT LLC		99631	BUS STOP STICKERS	409.69	
68048	03/25/20		56.39	PEREZ, CHERYL		99620	2/11-3/9 WATER WTC	56.53	
68049	03/25/20		221.02	SNAP-ON INDUSTRIAL		99621	LNG 3/9/20	6,196.19	
68050	03/25/20		11,867.38	SOQUEL III ASSOCIATES		99622	LNG 3/5/2020	4,304.18	
68051	03/25/20		2,725.68	THE AFTERMARKET PARTS CO LLC		99623	LNG 3/3/2020	6,318.32	
68052	03/25/20		4,042.25	BOWMAN & WILLIAMS INC		99632	LNG 2/10/2020	6,276.73	
						99633	LNG 2/12/20	5,147.59	
						99634	LNG 2/18/20	6,394.22	
						99617	INVENTORY ORDER	75.84	
						99614	TIRES	211.56	
						99615	TIRES	166.41	
						99618	TEMP W/E 3/15/2020	1,073.55	
						99613	LG PRINT HEADWAYS	1,724.89	
						99610	FEB 20 SECURITY	45,015.05	
						99611	APR 20 RETIREE SUPP	56.39	
						99619	TEMP W/E 3/1/2020	1,345.12	
						99616	DIESEL 3/4/2020	16,696.05	
						99635	TUITION REIMBURSEMENT	5,239.00	
						99609	APR 20 RENT	2,155.21	
						99612	APR 20 RETIREE SUPP	56.39	
						99630	TORQUE WRENCH	221.02	
						99608	APR 20 RENT	11,867.38	
						99624	INVENTORY ORDER	102.04	
						99625	INVENTORY ORDER	201.57	
						99626	INVENTORY ORDER	1,755.76	
						99627	INVENTORY ORDER	313.19	
						99628	INVENTORY ORDER	353.12	
						99605	FEB 20 VERNON GENERA	262.25	

10-01B.13

# Attachment B

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68053	03/30/20	2,200.00	003398	ACTS - ALLIANCE CAREER		99606	FEB 20 FIRE EGRESS	1,515.00	
68054	03/30/20	12.73	001346	CITY OF SANTA CRUZ-FINANCE		99607	FEB 20 EV CHARGING	2,265.00	
68055	03/30/20	711.00	733	CLAREMONT EAP		99643	EXCEL CLASS	2,200.00	
68056	03/30/20	15,352.43	003458	DUFOUR INCORPORATED		99638	FEB 20 LANDFILL	12.73	
						99636	APR 20 EAP	711.00	
68057	03/30/20	27,618.87	003274	EAST BAY TIRE CO.		99651	MAR 20 VERN GENERATO	2,599.20	
						99652	MAR 20 EV CHARGING	12,753.23	
						99647	TIRES VTA HYBRIDS	9,234.69	
						99648	TIRES VTA HYBRIDS	10,996.42	
						99649	TIRES VTA HYBRIDS	5,540.82	
						99653	TIRES VTA HYBRIDS	1,846.94	
68058	03/30/20	57.26	003279	FRONTIER COMMUNICATIONS - 3025		99641	3/16-4/15 SKY-RIVER	57.26	
68059	03/30/20	57.26	003418	FRONTIER COMMUNICATIONS - 6145		99642	3/13-4/12 SKY-OCEAN	57.26	
68060	03/30/20	4,048.83	009	PACIFIC GAS & ELECTRIC		99645	1/30-2/28 RIVER ST	4,048.83	
68061	03/30/20	267.66	215	RICOH USA, INC. TX		99646	4/3-5/2 LEASE C/S	267.66	
68062	03/30/20	3,310.19	001379	SAFETY-KLEEN INC		99644	HAZ WASTE	3,310.19	
68063	03/30/20	127.99	079	SANTA CRUZ MUNICIPAL UTILITIES		99639	FEB 20 WATER RIVER	10.71	
68064	03/30/20	4,138.50	001307	SANTA CRUZ STAFFING, LLC		99640	FEB 20 WATER VERNON	117.28	
68065	03/30/20	912.24	434	VERIZON WIRELESS		99637	TEMP W/E 3/15/2020	4,138.50	
						99650	2/13-3/12 WIFI BUSES	912.24	
TOTAL		1,346,786.36		ACCOUNTS PAYABLE			TOTAL CHECKS	262	1,346,786.36





**DATE:** April 24, 2020

**TO:** Board of Directors

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

**SUBJECT: ACCEPT AND FILE MINUTES OF THE FEBRUARY 19, 2020 METRO ADVISORY COMMITTEE (MAC) MEETING, THE FEBRUARY 28, 2020 BOARD OF DIRECTORS MEETING, THE MARCH 13, 2020 FINANCE, BUDGET AND AUDIT STANDING COMMITTEE AND THE APRIL 10, 2020 FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING**

**I. RECOMMENDED ACTION**

**That the Board of Directors Accept and File the Minutes of the February 19, 2020 METRO Advisory Committee (MAC) Meeting, the February 28, 2020 Board of Directors Meeting, the March 13, 2020 Finance, Budget and Audit Standing Committee and the April 10, 2020 Finance, Budget and Audit Standing Committee Meeting**

**II. SUMMARY**

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) February 19, 2020 METRO Advisory Committee (MAC) Meeting, the February 28, 2020 Board of Directors Meeting, the March 13, 2020 Finance, Budget and Audit Standing Committee Meeting and the April 10, 2020 Finance, Budget and Audit 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 METRO Advisory Committee (MAC) Meeting of February 19, 2020

**Attachment B:** Draft minutes for the Board of Directors Meeting of February 28, 2020

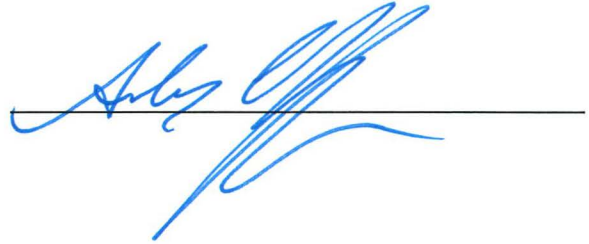
**Attachment C:** Draft minutes for the Finance, Budget and Audit Standing Committee Meeting of March 13, 2020

**Attachment D:** Draft minutes for the Finance, Budget and Audit Standing Committee Meeting of April 10, 2020

Prepared by: Donna Bauer, Administrative Specialist  
Gina Pye, Executive Assistant

**IX. APPROVALS**

Alex Clifford, CEO/General Manager

A handwritten signature in blue ink, appearing to read "Alex Clifford", is written over a solid black horizontal line. The signature is stylized and cursive.

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**MINUTES\***

MAC MEETING OF FEBRUARY 19, 2020



The METRO Advisory Committee (MAC) met on Wednesday, February 19, 2020 in the METRO Administrative Office located at 110 Vernon Street, in Santa Cruz, CA. \*Minutes are "summary" minutes, not verbatim minutes.

**1. CALL TO ORDER**

Meeting called to order at 6:25 PM.

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

Veronica Elsea, Chair  
Joseph Martinez, Vice Chair  
Jessica de Wit

Michael Pisano  
Becky Taylor  
James Von Hendy

Jason Lopez was absent.

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

Jayne Ackemann, METRO  
Brandon Freeman, METRO

Pete Rasmussen, METRO

**2. COMMUNICATIONS TO THE METRO ADVISORY COMMITTEE**

Chair Elsea thanked METRO for the school term announcements that have been made.

Jayne Ackemann, Acting Planning and Development Director, informed the MAC members the Pacific Station is anticipated to be available for MAC meetings in August 2020.

**3. RECEIVE AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF NOVEMBER 20, 2019**

**MOTION: ACCEPT AND FILE THE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF NOVEMBER 20, 2019**

**MOTION: PISANO**

**SECOND: TAYLOR**

**MOTION PASSED WITH 6 AYES: Elsea, Martinez, de Wit, Pisano, Taylor, and Von Hendy. Lopez was absent.**

**4. COMMUNICATIONS FROM METRO ADVISORY COMMITTEE (MAC)**

Chair Elsea reported her January presentation to the Board of Directors was postponed to the February 28, 2020 meeting due to a lack of quorum at the January meeting. She felt the MAC update should be acknowledged and part of the record so opted to give the second half of 2019 update at the February Board meeting instead.

Discussion ensued on recommended changes to the MAC bylaws.

**5. TEMPORARY BUS STOPS ON UCSC CAMPUS**

Director Ackemann mentioned there are seven temporary bus stop poles available to use on the University of California Santa Cruz (UCSC) Campus. If UCSC has a need for this service, METRO requests a week's notice and the number of bus stops required so our Facilities Department can deploy them on the campus. Mr. Pisano said he would relay this information to Dan Henderson, UCSC Transportation and Parking Services (TAPS) Director.

# Attachment A

Minutes – METRO Advisory Committee  
February 19, 2020  
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## 6. FARE POLICY

Director Ackemann discussed three California state legislation bills being contemplated in order to be eligible for state funding. Assembly Bill (AB)1350 would require transit agencies to offer free youth transit passes to persons 18 years of age and under.

AB 2176 would require transit agencies to offer free student transit passes to persons attending the California Community Colleges, the California State University, or the University of California. College students comprise 60% of METRO's ridership and currently pay for our services. These two bills would significantly impact METRO if passed.

AB 2012 would require transit agencies to offer free senior transit passes to persons over 65 years of age.

Discussion ensued on financial savings and costs to METRO. METRO's analysis estimates there will be a \$6 million annual loss in funds if all three bills were to pass. Also discussed were other cities that are experimenting with the free fare service and the challenges they are facing.

Discussion continued on when the deadline was for the markup of the bills.

Vice Chair Martinez asked if someone shows their release paperwork from jail, does the Bus Operator have discretion on whether to allow that person to ride free. Brandon Freeman, Bus Operator, said that is a union directive. If anyone provides release papers from a hospital or government agency, METRO will give them a free ride. It is the hope that the person has gone through the rehabilitation system and we want to give them the opportunity to continue that process. Operations management is on board with this line of thinking.

## 7. SERVICE PLANNING UPDATE

### a. Quarterly Ridership Report

Director Ackemann reported METRO continues to see a small loss of ridership on Hwy. 17, which is bringing down the overall average in ridership. Mr. Von Hendy asked if there is a sense of what is happening to result in this loss of ridership. Pete Rasmussen, Transportation Planner II, said we have seen a shift from 31-day passes to 15-ride passes, which suggests people are not riding the bus every day but only 2-3 days a week because they are telecommuting part of the week.

Mr. Pisano asked if a ridership survey has queried riders if having additional stops on the Hwy. 17 route (i.e., Los Gatos) would help increase ridership. Director Ackemann mentioned that METRO is going to do a community survey for our onboard ridership. It is in the process of working with a contractor to survey nontransit riders to get a better understanding as to why they aren't riding the bus; what would make riding more attractive to them; and if we had service to locations that we currently don't service, would that make a difference.

Director Ackemann said METRO continues to work with the City of Santa Cruz (City) to get the downtown EcoPass into the hands of potential customers. The City has given out 570 EcoPasses, but only half of those are being used. METRO is going to participate with the City in outreach campaigns to make downtown employees aware that the passes are available and teach them how to ride the bus. Mr. Pisano said he was very impressed with the program and inquired if anyone was tracking why people were not using it and if that correlates to working an early or late shift. Director Ackemann wasn't aware of a study done on that information.

Chair Elsea relayed a story of being in Watsonville late at night and calling Lyft to get back to Santa Cruz. She was offered a wait time of 40 minutes with a cost of \$91. The cost of riding

# Attachment A

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the bus seemed very attractive then. It was suggested if other people were encountering this with on-demand rides, perhaps METRO's ridership would increase.

Ms. de Wit asked if there was an opportunity to partner with Google for rides when their offices are built near the Diridon Station (i.e., make a METRO bus a Google bus; is there a pass that a Google employee could use to ride the METRO?) Director Ackemann said those are conversations we will have with Google when they get closer to having employees there. We will also reach out to other employers.

## b. Stops

Director Ackemann mentioned METRO did test the route to Enterprise Technology Center (ETC) and believes it is feasible to have a stop there. We reached out to Dan Henderson, UCSC TAPS Director, and Director Larry Pageler on whether we would be allowed to stop in the loop. The next step is to have a discussion with the property owner because UCSC does not own this property. Mr. Pisano said UCSC has regular meetings with the property owner and he will reach out to Mr. Henderson with this additional information.

Director Ackemann and Mr. Freeman discussed changes on the Hwy. 17 Route that pertain to changes implemented by the City of San Jose. Bollards were placed on San Fernando Street to protect the bike lanes. There is a pocket for buses to use but people are parking in it; this causes the bus lane to be pushed out into the street, making it unsafe for riders to board and disembark from the bus. Santa Clara Valley Transportation Authority (VTA) has stopped serving that corridor. As a result, METRO has relocated some of the San Jose stops by San Jose State University for safety reasons.

Chair Elsea was on a Caltrans committee a few of years ago that was involved in designing these Class IV protected bike lanes. Concerns were raised then about having pedestrians going into unsafe spaces to try to find the buses and going across the bike lanes. She was disappointed to see this happening and will campaign with Caltrans on the design.

Ms. de Wit asked if there was any potential benefit to the BART extension eventually coming to Santa Clara County. Director Ackemann said a connection to BART would certainly be an attractive option for our customers.

Chair Elsea mentioned many people use the light rail stops to catch the airport shuttle. Director Ackemann said VTA has recently made changes to those stops and said there are new directions on METRO's website.

Mr. Pisano asked if there is any movement to putting covered bus shelters at the Pasatiempo Park 'n Ride. Mr. Rasmussen replied that Caltrans controls that area because of its proximity to Hwy. 17. To put in a shelter would require engineering and retaining walls.

## c. Other Projects

Bus-on-Shoulder: Director Ackemann stated bus-on-shoulder would use the auxiliary lanes on Hwy. 1 and allow METRO to operate an express service along that corridor. Mr. Rasmussen reminded the MAC members that METRO did a study a couple of years ago to determine whether it was even feasible to use the shoulders for transit. The study determined that it was and the most feasible way to do that was to incorporate it with Santa Cruz County Regional Transportation Commission's (SCCRTC) auxiliary lanes project. This has been handed off to the SCCRTC since they are leading the project to build the auxiliary lanes. The first phase would be between Morrissey Boulevard and 41<sup>st</sup> Avenue. The goal is to have this phase operational in 2023. Phase 2 is between 41<sup>st</sup> Avenue and Bay/Porter Street and Phase 3 is from State Park Drive to Freedom Boulevard.

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## Transit Corridor Alternatives Analysis:

Mr. Rasmussen has been attending the SCCRTC and consultant project team meetings. In addition, METRO has met with the Planning and Public Works staff at various cities within the county, community organizations and recently held two public open houses. We are currently refining the draft screening criteria. The first milestone is to take the larger list of alternatives for the corridor and pare it down to a smaller list. Feedback collected from the various outreach campaigns will go to SCCRTC's next board meeting. If approved, METRO will perform a deeper study on the smaller list.

Chair Elsea added that the Elderly & Disabled Transportation Advisory Committee (E&D TAC) did discuss this at their last meeting and submitted their comments. Mr. Rasmussen confirmed those comments/concerns were received.

Mr. Pisano brought up the future Kaiser project in Live Oak and a possible overpass being constructed. Mr. Rasmussen said that was not in the scope of the Measure D project and would require additional funding.

Chair Elsea inquired if there was an update on the Code of Conduct campaign. Director Ackemann said she is pressed to get METRO's apps launched; e.g., the overnight parking permit app is now available in Scotts Valley. In March we will launch our mobile ticketing app. She hopes to turn her full attention back to marketing when the new Planning Director arrives.

Mr. Pisano asked for an Automatic Vehicle Locating (AVL) system update. Mr. Freeman said the 9800s (referring to all buses manufactured in 1998) are now installed with AVL and deployed. We are getting more data, but the issues have inflated as well. We had a conference with Synchromatics two weeks ago and they are working on fixes. Director Ackemann said what makes this project so challenging is that we are trying to install new technology on a system that has buses as old as 1998 and of various manufacturers. The systems on the buses are not uniform and we have to customize the program for each of these different kinds of buses.

Mr. Pisano asked for an update on the redesign of Pacific Station. Director Ackemann said METRO is negotiating the Memorandum of Understanding (MOU) with the City of Santa Cruz. We need to agree on the terms of the partnership and how we want the project to unfold. Our current focus is on the grant application. We will submit our application in 2021.

Vice Chair Martinez asked about the Capitola Mall project. Director Ackemann said METRO is working with the mall developers. They are going to redesign the flow of those parking lots so METRO will have to move its current bus stop to a temporary location while construction is going on. Chair Elsea asked if METRO owns the land where the current bus stop is. Mr. Rasmussen said it is an easement. Director Ackemann recommended METRO provide an update at the April MAC meeting.

## **8. LARGE PRINT HEADWAYS**

Director Ackemann, Marketing, Communications & Customer Service Director, told the MAC members that METRO has been producing a large print version of the Headways for those who benefit from the larger print. We mail this version out to about 50 people. Unfortunately, the special printing and mailing costs of this version have tripled over the years. Now that people are more electronic focused on where they get their information, we are wondering if this is still an important tool to offer.

Chair Elsea supports keeping it and suggested this could be a valuable tool for an aging population but didn't see a reason why it needs to be mailed to them. An alternative may be to



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make them aware of the situation and let them know where they can pick up a copy. Not everyone uses METRO's website.

Ms. Taylor added that she thinks of the Headways as being an outreach to the public who may be less familiar with the buses or as a way for people who are familiar with the buses to plan a first trip with someone.

Chair Elsea suggested reaching out to places like La Posada Retirement Community that has a high concentration of seniors but also has a population that does use the bus system.

Mr. Pisano suggested it can be hard to find stuff at the METRO website on his phone (everything is small and hard to read). Is there any plan for METRO to provide an app to find locations and schedules? Director Ackemann said that is an IT question to address on mobile optimization.

## **9. COMMUNICATIONS TO THE METRO CEO**

None.

## **10. COMMUNICATIONS TO THE METRO BOARD OF DIRECTORS**

None.

## **11. ITEMS FOR NEXT MEETING AGENDA**

- Discuss use of alternative fuels for buses
- AVL update
- Mobile optimization app for website
- Preliminary budget
- Update on Transit Corridor Alternatives Analysis
- Update on Enterprise Technology Center
- Update on legislation regarding fare structures
- Update on Capitola Mall

## **12. DISTRIBUTION OF VOUCHERS**

Vouchers distributed by Donna Bauer.

## **13. ADJOURNMENT**

Meeting adjourned at 7:39 PM.

Respectfully submitted,

Donna Bauer  
Administrative Specialist

**10-02A.5**

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# Attachment B



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA MEETING MINUTES\*  
FEBRUARY 28, 2020 – 9:00 AM  
METRO ADMIN OFFICES  
110 VERNON STREET, SANTA CRUZ, CA**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, February 28, 2020 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

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

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## **SECTION I: OPEN SESSION**

**1 CALL TO ORDER** at 9:00AM by Vice Chair Rotkin.

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

Director Ed Bottorff	City of Capitola
<b>Director Trina Coffman-Gomez</b>	<b>City of Watsonville</b>
Director Aurelio Gonzalez	City of Watsonville
<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 Donna Meyers</b>	<b>City of Santa Cruz</b>
<b>Director Bruce McPherson</b>	<b>County of Santa Cruz</b>
<b>Director Larry Pageler</b>	<b>County of Santa Cruz</b>
<b>Director Dan Rothwell</b>	<b>County of Santa Cruz</b> <i>Arrived 9:03AM</i>
<b>Director Mike Rotkin</b>	<b>County of Santa Cruz</b>
<b>Ex-Officio Director Dan Henderson</b>	<b>UCSC</b>
<b>Ex-Officio Director Alta Northcutt</b>	<b>Cabrillo College</b>

Directors Bottorff and Gonzalez were absent.

### STAFF PRESENT:

Alex Clifford  
Julie Sherman

METRO CEO/General Manager  
METRO General Counsel

# Attachment B

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

Joan Jeffries, SEIU SEA  
Debbie Kinslow, SCMTD

Daniel Zaragoza, SCMTD

**3 APPROVE: CONSIDERATION OF (1) ELECTING DIRECTORS TO SERVE AS BOARD OFFICERS; (2) ELECTING DIRECTORS TO POSITIONS ON VARIOUS BOARD COMMITTEES; (3) ELECTING DIRECTORS TO FILL ONE POSITION ON THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC); AND, (4) ELECTING REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC)**

Vice Chair Rotkin introduced Slate 1 proposed by Chair Bottorff and himself.

**ACTION: MOTION TO ACCEPT THE SLATE AS PRESENTED WITH THE ADDITION OF DIRECTOR PAGELER TO THE CAPITAL PROJECTS STANDING COMMITTEE**

**MOTION: DIRECTOR MATHEWS**

**SECOND: DIRECTOR COFFMAN-GOMEZ**

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

**4 ANNOUNCEMENTS**

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

**5 BOARD OF DIRECTORS COMMENTS**

Director McPherson informed the assembly of the February 18-19 meeting he and Director Gonzalez attended with Guy Preston, SCCRTC Executive Director, wherein they discussed five county highway needs – focusing on highway one and the mention of the bus on shoulder (BOS) program. The BOS and highway one auxiliary lanes are high profile and included in the SCCRTC discussions.

**6 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

Hearing none, Chair Rotkin moved to the next item.

**7 LABOR ORGANIZATION COMMUNICATIONS**

Olivia Martinez, SEIU Internal Organizer, expressed concern regarding the Ten Day Memo process and offered to host the HR personnel, managers and leadership team over a lunch meeting to discuss The SEIU has no issues with the proposed Personnel Rules and Regulations changes where the CEO approves the job descriptions, as there exists a process for reviewing job descriptions with the Union. Referencing the CalPERS Circular Letter (#200-050-16) dated November 4, 2016 regarding “Statutory and Regulatory Requirements for Compensation Earnable and Publicly Available Pay Schedules” (see attached), Ms. Martinez expressed concerns with the CEO approving employee salaries as outlined in the proposed Personnel Rules and Regulations.

Michael Rios, PSA President, informed the Board that they are still waiting on a response from METRO regarding “direct pay”.

# Attachment B

Vice Chair Leopold voiced his understanding that the Board approves employee salaries and new job descriptions, but any incremental changes in the job descriptions will not come before the Board.

Chair Rotkin reminded the assembly there is a process for changing job descriptions and reaching agreement. When there is a disagreement, the labor organizations may bring these to the attention of the Board.

- 8 ADDITIONAL DOCUMENTATION - distributed and available at the back of the room.**
- Year in Review Accomplishments
  - News Clips have been posted to the website and are available at the back of the room.

## **CONSENT AGENDA**

- 9-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF JANUARY 2020**
- 9-02 ACCEPT AND FILE: MINUTES OF THE JANUARY 24, 2020 BOARD OF DIRECTORS MEETING, THE FEBRUARY 14, 2020 FINANCE, BUDGET AND AUDIT STANDING COMMITTEE AND THE FEBRUARY 14, 2020 PERSONNEL/HR STANDING COMMITTEE MEETING**
- 9-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2019**
- 9-04 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY20 REVISED CAPITAL BUDGET**
- 9-05 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE AND PENDING GRANTS FOR THE SECOND QUARTER OF FY20**
- 9-06 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2019**
- 9-07 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE SECOND QUARTER OF FY20**
- 9-08 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS**
- 9-09 CONSIDER APPROVAL OF SEIU, LOCAL 521, BASE WAGE SCALES AND RELATED CONTRACT LANGUAGE**
- 9-10 APPROVE: CONSIDERATION OF DESIGNATION OF SAFETY, SECURITY AND RISK MANAGEMENT DIRECTOR TO THE CALIFORNIA TRANSIT INDEMNITY POOL (CALTIP) BOARD OF DIRECTORS**

# Attachment B

- 9-11 APPROVE: CONSIDERATION OF APPROVING THE AMENDED PERSONNEL RULES AND REGULATIONS AND APPROVAL OF THE RESOLUTION REGARDING THIS ACTION**
- 9-12 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
- 9-13 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO FASTENAL COMPANY FOR FASTENERS, ELECTRICAL TERMINALS & MISCELLANEOUS ITEMS NOT TO EXCEED \$60,000**
- 9-14 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO S & A SYSTEMS, INC. FOR A FLUID MANAGEMENT SYSTEM NOT TO EXCEED \$188,054**
- 9-15 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3<sup>RD</sup> CONTRACT AMENDMENT WITH APOLLO VIDEO TECHNOLOGY TO INCREASE THE CONTRACT TOTAL BY \$100,000 FOR ONBOARD BUS VEHICLE SECURITY SURVEILLANCE**
- 9-16 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 1<sup>ST</sup> AMENDMENT WITH HANSON BRIDGETT LLP TO INCREASE THE CONTRACT AUTHORITY FOR GENERAL COUNSEL AND LEGAL SERVICES**

Referencing Agenda Item 9-06, Chair Rotkin spoke of the few recent problems with the transition to the new Ecolane scheduling software. Daniel Zaragoza, Paratransit Division Operations Manager, cited examples of recent productivity improvements as a result of the new software.

In response to Director Mathews' request, CEO Clifford provided a quick update and examples of the good experiences achieved through the onboard bus vehicle security surveillance system. (Agenda Item 9-15).

There was no public comment.

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

**MOTION: DIRECTOR LEOPOLD**

**SECOND: DIRECTOR MATHEWS**

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

## REGULAR AGENDA

**10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR:**

**20 Years:** Raymundo Marquez and Teodoro Guerrero

Chair Rotkin announced and congratulated the employees. Both Mr. Marquez and Mr. Guerrero thanked the Board and management and relayed a few stories of their experiences over the years with METRO.

# Attachment B

## **11 RESOLUTION OF APPRECIATION, RETIREES: DAN STEVENSON & JEFFREY ZENKER**

Chair Rotkin announced and congratulated both employees. Mr. Stevenson spoke briefly of how fast his time has gone with METRO and appealed to the assembly to go out and vote in the upcoming election.

Mr. Rotkin added that Mr. Stevenson, like so many other employees, has done a good job and is interested in the overall well being of the district and service to the customers.

### **ACTION: MOTION TO ACCEPT THE RESOLUTIONS OF APPRECIATION AS PRESENTED**

**MOTION: DIRECTOR LEOPOLD**

**SECOND: DIRECTOR McPHERSON**

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

## **12 ORAL METRO ADVISORY COMMITTEE (MAC) SEMI-ANNUAL REPORT**

Veronica Elsea, MAC Chair, spoke about the efforts and contributions MAC brings to METRO. She asked the Board to consider changes to the MAC bylaws, specifically the wording as it relates to the timing and frequency of the MAC meetings. The MAC is looking forward to once again receiving Planning and Development ridership information. She also stressed the importance of communication from the organization to MAC and to the customer base; e.g., can the capabilities of many apps be combined into a single app?

Chair Rotkin thanked Ms. Elsea and the MAC, adding their input has a direct impact to the organization.

## **13 ORAL CEO UPDATE**

CEO Clifford announced the promotion of Mr. Nathan Misenheimer to Administrative Specialist within the Facilities Department.

Due to the FTA advancing the due date for the bus and bus facilities grant application, CEO Clifford informed the Board of the unfortunate postponement of METRO's ParaCruz grant submittal for a new facility.

In response to Director Mathews' and Coffman-Gomez's inquiries, CEO Clifford and COO Aguirre provided updates regarding the environmental requirements that are being addressed. The overall project cost could be \$6-7 Million; the grant amount may be \$3-4 Million. METRO will be working with a consultant to obtain a better estimate of the overall project costs.

Speaking to the post-its on the walls, CEO Clifford explained the Year in Review process and the accomplishments that were distributed to the Board and the assembly.

After CEO Clifford's introduction, Wondimu Mengistu, Grants/Legislative Analyst, provided an update on a CalTrans discretionary grant in the amount of \$1.3M METRO received to replace two 1998 diesel fuel buses with two CNG buses.

There was no public comment.

## **14 ACCEPT AND FILE: CY20 STATE AND FEDERAL LEGISLATIVE AGENDA**

Alex Clifford, CEO/General Manager, added commentary to the report.

# Attachment B

## **ACTION: MOTION TO ACCEPT AND FILE THE CY20 STATE AND FEDERAL LEGISLATIVE AGENDA AS PRESENTED**

**MOTION: DIRECTOR LIND**

**SECOND: DIRECTOR LEOPOLD**

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

### **15 ACCEPT AND FILE: STATE LEGISLATIVE UPDATE FROM JOSH SHAW OF SHAW, YODER, ANTWIH, SCHMELZER AND LANGE**

Josh Shaw and Michael Pimentel, Shaw, Yoder, Antwih, Schmelzer and Lange, spoke to the presentation. Discussion ensued among the assembly regarding the revenue implications of the free fare transit bills proposed. Mr. Shaw added that they would be communicating with METRO staff as these bills go through the process. A caucus is convening next week with the interested parties, transit agencies, other agencies, etc. to bring increased attention to the potential impact. It's been suggested that the bills be tailored to address specific regions.

Chair Rotkin suggested members of the public, seniors, students, etc. advocate their position to their state representatives.

CEO Clifford reminded the assembly of the service and personnel cuts that loomed a few years ago due to the structural deficit. If these bills are passed, METRO anticipates having to cut one-third to one-half of our service, lay off at least that many, if not more Bus Operators; not to mention the consequences of the upside – more riders. These proposed bills represent a huge downward spiral.

Referencing Agenda Item 17, the Discount Fare Policy, Director McPherson and Mr. Shaw recognize that transit agencies are doing what they can to support their demographic riders through the use of their resources and are good examples to provide the state legislators.

There were no public comments.

### **16 ACCEPT AND FILE: FEDERAL LEGISLATIVE UPDATE FROM CHRIS GIGLIO OF CAPITAL EDGE**

Chris Giglio, Capital Edge, spoke to the presentation. He said Congressmembers Panetta and Eschoo are aware of the potential impact to funding in general and METRO in particular if reclassification were to occur as a result of the 2020 census. Mr. Giglio does not anticipate any big policy changes or funding discussions until 2021.

There were no public comments.

### **17 ADOPT AN AMENDMENT TO METRO'S DISCOUNT FARE POLICY PROVISIONS PERTAINING TO THE FREE FARE PROGRAM FOR LEGALLY BLIND INDIVIDUALS**

Jayne Ackemann, Marketing, Communications & Customer Service Director, spoke to the staff report, adding no complaints have been received; they have responded to many questions from customers. From all indications, the program appears to be a success.

General Counsel Sherman added very few substantive comments came from plaintiff's counsel, some of which are reflected in the revised policy.

There were no public comments.



# Attachment B

**ACTION: MOTION TO ACCEPT THE AMENDMENT TO METRO'S DISCOUNT FARE POLICY PROVISIONS PERTAINING TO THE FREE FARE PROGRAM FOR LEGALLY BLIND INDIVIDUALS AS PRESENTED**

**MOTION: DIRECTOR COFFMAN-GOMEZ**

**SECOND: DIRECTOR MATHEWS**

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

**18 DEMONSTRATION: NEW MOBILE TICKETING APP FOR HIGHWAY 17 – PULLED TO NEXT MONTH AT CHAIR REQUEST.**

**19 ORAL PACIFIC STATION UPDATE**

Jayme Ackemann, Marketing, Communications & Customer Service Director, noted that METRO received input to the draft Memorandum of Understanding (MOU) from the City of Santa Cruz yesterday.

Director Mathews stressed the potential for Pacific Station, but the MOU needs to be in place such that we can begin discussing specifics. She requested the Capital Projects Standing Committee invite others to the Committee meetings.

There was no public comment.

**20 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Julie Sherman, General Counsel, announced the items to be discussed in closed session below.

**21 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MARCH 27, 2020 AT 9:00 AM, AT SCOTTS VALLEY CITY CHAMBERS, ONE CIVIC CENTER DRIVE, SCOTTS VALLEY, CA**

**22 RECESS TO CLOSED SESSION**

**SECTION II: CLOSED SESSION** -The Board recessed to Closed Session at 11:11AM

**23 PUBLIC EMPLOYEE PERFORMANCE EVALUATION GOVERNMENT CODE §54957**

**TITLE: GENERAL COUNSEL – JULIE SHERMAN / HANSON BRIDGETT LLP**

**SECTION III: RECONVENED TO OPEN SESSION – at 11:19AM**

**24 REPORT OF CLOSED SESSION ITEMS**

There was no report out.

**25 ADJOURNMENT**

Chair Rotkin adjourned the meeting at 11:20AM

Respectfully submitted,

Gina Pye  
Executive Assistant

**10-02B.7**

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# Attachment C



## **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING MINUTES\* MARCH 13, 2020 – 8:00AM METRO ADMIN OFFICES 110 VERNON STREET SANTA CRUZ, CA 95060**

A regular meeting of the Finance, Budget and Audit Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, March 13, 2020 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

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

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**1 CALL TO ORDER** at 8:08 AM by Board Chair Rotkin.

Chair Rotkin explained Governor Newsom's recent relaxation of Brown Act regulations to conduct public meetings.

CEO Clifford provided an update to METRO's testing of online meeting software. We anticipate moving the March 27, 2020 Board meeting to METRO's Admin offices.

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

**Director Trina Coffman-Gomez**

Director Donna Lind

**Director Donna Meyers**

**Board Chair Mike Rotkin**

**City of Watsonville**

City of Scotts Valley

**City of Santa Cruz**

**County of Santa Cruz**

**(via phone)**

Alex Clifford

Julie Sherman

METRO CEO/General Manager

METRO General Counsel (via phone)

Director Lind was absent.

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

James Sandoval, SMART Local 23

Vicki Trent, SMART Local 23

# Attachment C

### 3 ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

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

### 4 ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE

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

### 5 MONTHLY FINANCIAL UPDATE AS OF JANUARY 31, 2020

Debbie Kinslow, Finance Deputy Director, provided commentary to the presentation.

Director Coffman-Gomez inquired as to the fiscal impact of the SEIU retro pay. Kristina Mihaylova, Sr. Financial Analyst, responded there are 17 pay periods to process; she is unsure of the completion date. However, the initial pay period estimate is \$14K which would imply a total impact of approximately \$250K.

Chair Rotkin requested Ms. Mihaylova send an email to the committee members with a status update when available.

Ms. Kinslow added that it appears METRO will be unable to fully meet the UAL obligation this year as a result of these retro payments. CEO Clifford reminded the assembly that METRO used the funds originally designated for OPEB payments to pay for the negotiated salary increases. The fallback strategy is to continue managing our budget and use any carryover to fund the OPEB.

The fiscal and other impact of COVID-19, e.g., impact to the sales tax revenue, is unknown at the present time.

There were no public comments.

### 6A FY21 AND FY22 PRELIMINARY OPERATING AND FY21 PRELIMINARY CAPITAL BUDGET PRESENTATION

Ms. Kinslow added commentary to the presentation, stressing the final budget will be presented in June; this is a preliminary glance and an essential step to the TDA SCCRTC process.

CEO Clifford added clarity to the capital budget assumptions.

In response to Director Meyers' inquiry, CEO Clifford provided an update regarding Pacific Station and the MOU with the City of Santa Cruz (City). He hopes to bring an MOU to the March 27, 2020 METRO board meeting. METRO and the City are working together to submit an AHSC grant by the first of the year. METRO remains committed to a contribution of \$4 Million.

Chair Rotkin asked about the option to replace or repair the facility. CEO Clifford clarified that given the grant/construction timeline, we will most likely be repairing the facility until we reach the final decision. The present budget contains \$3M for bus replacement and \$1M for Pacific Station. The present budget reflects a \$1M deficit in the next year. CEO Clifford is optimistic the passage of an increased STIC would result in a non-deficit spending budget.

Ms. Kinslow brought the assembly's attention to the budget timeline on page 6A.15.

Chair Rotkin asked that the timeline be highlighted at the next board meeting

**ACTION: MOTION TO RECOMMEND APPROVAL OF THE FY21 AND FY22 PRELIMINARY OPERATING AND FY21 PRELIMINARY CAPITAL BUDGET TO THE FULL BOARD**

**MOTION: DIRECTOR MEYERS**

**SECOND: CHAIR ROTKIN**

**The motion was unanimous.**

There was no public comment.

# Attachment C

Finance, Budget and Audit Standing Committee Agenda  
March 13, 2020  
Page 3 of 3

**6B FY21 AND FY22 PRELIMINARY OPERATING BUDGET DETAIL**

There was no discussion or public comment.

**6C FY21 PRELIMINARY CAPITAL BUDGET DETAIL FOR REVIEW AND TDA/STA CLAIMS PURPOSES**

There was no discussion or public comment.

**7 ADJOURNMENT**

Board Chair Rotkin adjourned the meeting at 8:40 AM.

DRAFT

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

**10-02C.3**

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING MINUTES\*  
APRIL 10, 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, April 10, 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 8:06 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>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	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:

Joan Jeffries, SEA President

- 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 **ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE**  
Hearing none, Chair Rotkin moved to the next agenda item.

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

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

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

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

**8 ORAL UPDATE ON COVID-19 PANDEMIC**

Alex Clifford, CEO/General Manager, provided a brief chronology of events going back to January 20, 2020.

Director Coffman-Gomez asked if PPE training is available through the local hospital(s). CEO Clifford responded METRO continues to provide PPE training but is open to suggestions from the hospitals as applicable.

Referring to the contracted MST (Monterey-Salinas Transit) employee diagnosed with COVID-19, Director Coffman-Gomez inquired as to any resultant protocols implemented by METRO. CEO Clifford noted this instance was a bit different due to the contracted employment aspect. METRO modeled their protocol on that provided by VTA (Valley Transit Authority).

In response to Chair Rotkin, CEO Clifford and CFO Aitken noted we have been in communication with our partners and their requests for possible refunds and/or reductions in payments due to service reductions.

CEO Clifford provided commentary to the attached presentation that projected various COVID-related signage.

There were no public comments.

**9 REVIEW AND RECOMMEND BOARD APPROVAL OF ACTIONS TO ADDRESS THE IMPACTS OF THE COVID-19 PANDEMIC ON METRO OPERATIONS**

Alex Clifford, CEO/General Manager, spoke to the agenda item and asked the committee to recommend approval at the April 24, 2020 board meeting.

Chair Rotkin thanked METRO staff and employees for their actions to this emergency.

**ACTION: MOTION TO RECOMMEND BOARD APPROVAL OF ACTIONS TO ADDRESS THE IMPACTS OF THE COVID-19 PANDEMIC ON METRO OPERATIONS**

**MOTION: DIRECTOR LIND**

**SECOND: DIRECTOR MEYERS**

**The motion was unanimous.**

Joan Jeffries seconded Chair Rotkin's comment and appreciates the efforts undertaken by METRO management and staff.

**10 MONTHLY FINANCIAL UPDATE**

Angela Aitken, CFO, provided brief commentary to page 7.11 of the presentation, noting all revenues were based on December sales. CFO Aitken cautioned that future monthly sales tax revenue, due to the COVID environment, would most likely be much lower than budgeted.

Discussion among the assembly regarding potential bailout monies available through the federal and state entities, potential unscheduled overtime, sales tax delays, identifying COVID-associated costs for potential reimbursement, etc. Again, these issues and potential impacts are still not completely clear.

There were no public comments.





- ADDITIONAL MATERIALS DISTRIBUTED  
AT COMMITTEE MEETING -

DRAFT

**BOARD REAR DOOR**  
**NO FARE REQUIRED**  
Mobility Devices & Strollers  
Board Front Door





# Worried About

# CORONAVIRUS?

1. Wash your hands often with soap and water, for at least 20 seconds.
2. Cover your cough and sneeze.
3. Stay home when sick.
4. Carry hand sanitizer with at least 60% alcohol.

For more information go to  
[www.cdc.gov](http://www.cdc.gov)



10-02D.6

# ESSENTIAL TRAVEL? ¿VIAJE ESENCIAL?

**YES / SI**



**OK to ride.**  
Usted puede  
abordar el  
autobús.

**NO**



**Why are you here  
reading this?**  
¿Por qué estás aquí  
leyendo esto?



**Please go home.**  
Por favor vete a casa.

**Stay Home. Stop the Spread.**

**Quédate en casa.  
Deten la propagación.**



(831) 425-8600 • [scmtd.com](http://scmtd.com)  

**10-02D.7**

# SHELTER IN PLACE IS NOT A VACATION.

These temporary restrictions are aimed at saving lives.  
We encourage you to go outside in your neighborhoods, but in moderation.

## #KeepCommunity

### STAY LOCAL

Please avoid traveling by car whenever possible, and remember that the shelter in place order encourages everyone to stay as close to home as possible.

### PRACTICE SOCIAL DISTANCING

While it may be tempting to meet up with friends for a day at the beach, we still need to be at least 6 feet away from people outside our household to help prevent COVID-19 from spreading.

### SEEK THE PATH LESS TRAVELED... CLOSE TO YOUR HOME

If we all congregate at the same hiking trail, beach, or park, it will be difficult to practice appropriate social distancing.



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10-02D.8

# PLEASE PRACTICE SOCIAL DISTANCING

Protect yourself and others against infections

**POR FAVOR PRACTICA LA DISTANCIA SOCIAL**

Protéjase y proteja a otros contra las infecciones



**MAINTAIN A  
6' DISTANCE  
FROM OTHERS**



**MANTENER UNA DISTANCIA DE 6 PIES  
DE LAS DEMÁS PERSONAS**



Cover mouth and nose when you cough or sneeze

Cúbrase la boca y la nariz cuando tosa o estornude



Wash hands with soap for at least 20 seconds

Lávese las manos con jabón durante al menos 20 segundos



Avoid touching eyes, nose, and mouth

Evite tocarse los ojos, la nariz y la boca



Disinfect surfaces regularly

Desinfecte las superficies regularmente

**Patients with COVID-19 have experienced mild to severe respiratory illness.**

**Symptoms\* can include**

**FEVER**



**COUGH**



**\*Symptoms may appear 2-14 days after exposure.**

**Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.**

**SHORTNESS OF BREATH**



For more information: [www.cdc.gov/COVID19-symptoms](http://www.cdc.gov/COVID19-symptoms)

**10-02D.10**



# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

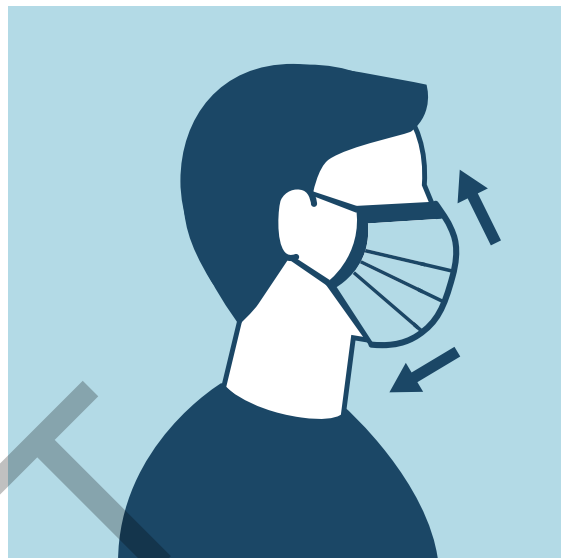
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



# Sewn Cloth Face Covering

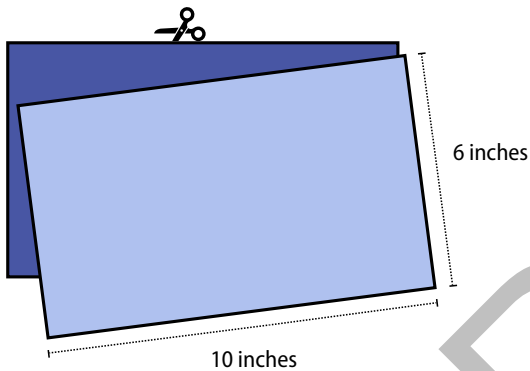
## Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

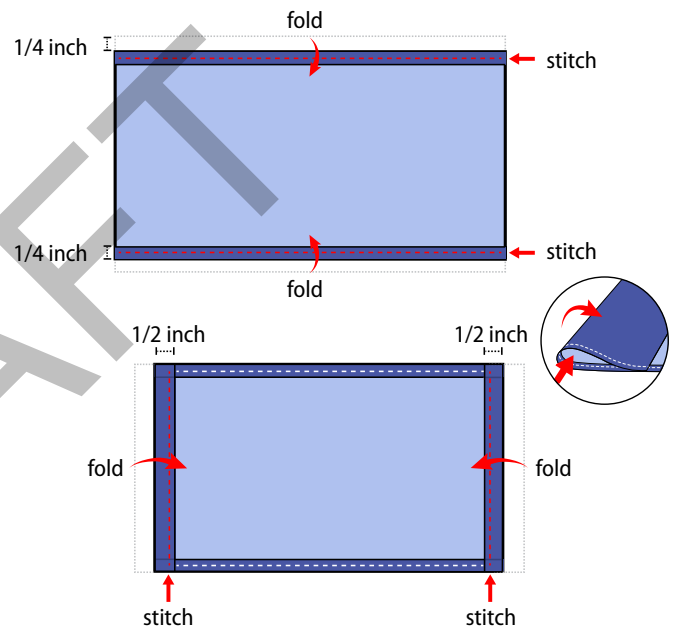


## Tutorial

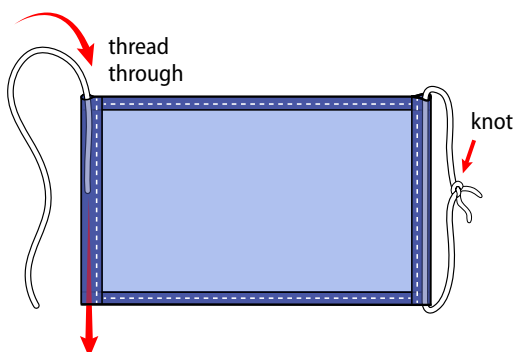
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.



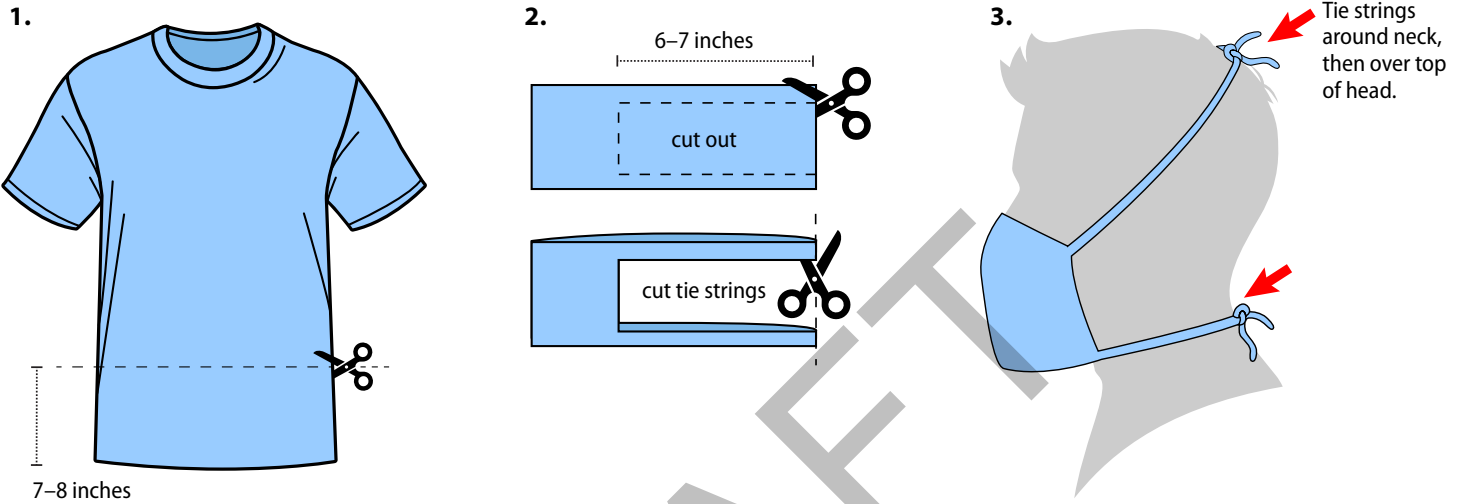
**10-02D.12**

# Quick Cut T-shirt Cloth Face Covering (no sew method)

## Materials

- T-shirt
- Scissors

## Tutorial

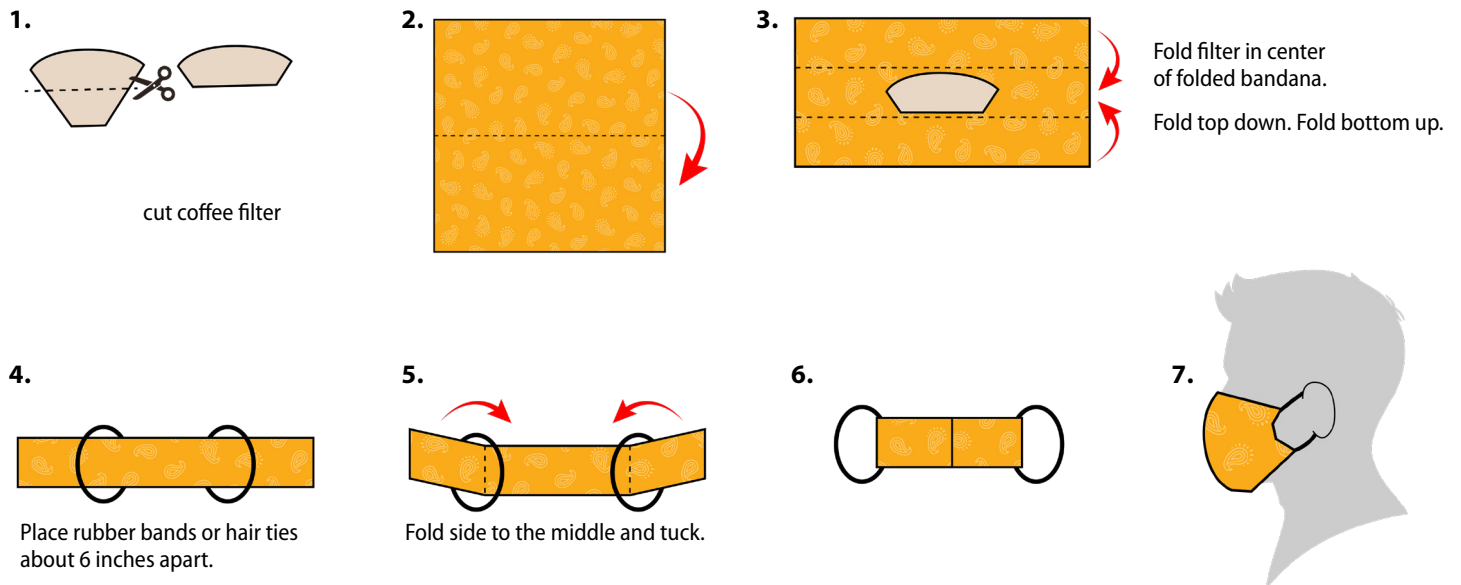


# Bandana Cloth Face Covering (no sew method)

## Materials

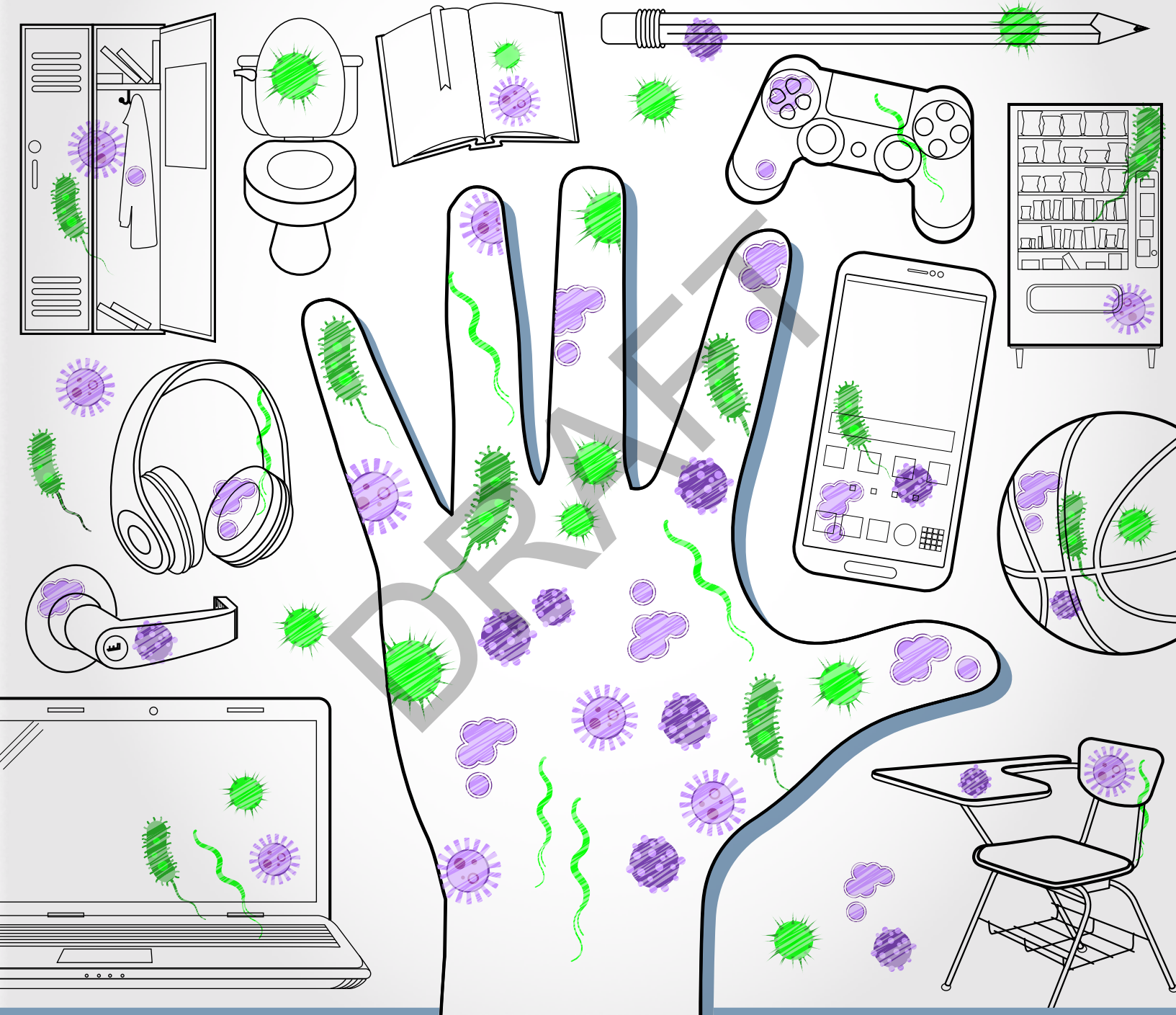
- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

## Tutorial



# GERMS

are all around you.



Stay healthy.  
Wash your hands.



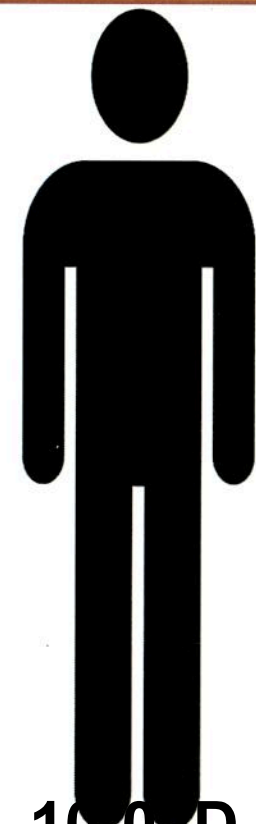
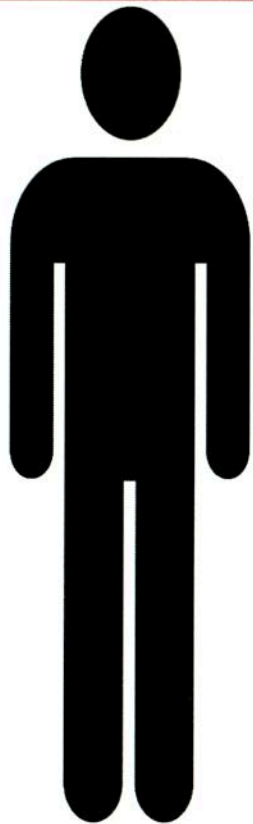




# ELEVATOR CAPACITY

## 2 PERSONS

Remember to Practice Social Distancing





# NOTICE

**In order to be compliant with the County Health Services Agency order, all customers must observe at least 6' of social distancing while boarding the bus, getting off the bus and while seated on the bus**









**All Santa Cruz METRO  
Dedicated Employees  
Are Frontline Heroes  
Delivering Essential Services**

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**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JANUARY 31, 2020**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Year to Date Monthly Financial Report as of January 31, 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 January 31, 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 January 31, 2020. The fiscal year has elapsed 58%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of January 31, 2020

Slide 2

FY20 Operating Revenue and Expenses for the Month Ending January 31, 2020

- Operating Revenues for the month are favorable by \$45K
- Operating Expenses
  - Labor Regular - favorable by \$14K
  - Labor OT - unfavorable by \$123K
  - Fringe Benefits – unfavorable by \$41K
  - Non-Personnel - favorable by \$22K

- Total Operating Expenses – unfavorable by \$127K
- Transfers – favorable by \$19K
- Operating Balance – unfavorable by \$101K

### Slide 3

#### FY20 Operating Revenue and Expenses Year to Date as of January 31, 2020

- Operating Revenues for the month are favorable by \$92K
- Operating Expenses
  - Labor Regular - favorable by \$520K
  - Labor OT - unfavorable by \$950K
  - Fringe Benefits – favorable by \$578K
  - Non-Personnel - favorable by \$97K
- Total Operating Expenses –favorable by \$51K
- Transfers – favorable by \$112K
- Operating Balance – favorable by \$31K

### Slide 4

#### FY20 Operating Revenue by Major Funding Source - Year to Date as of January 31, 2020

- Passenger Fares- actual is \$5,983K while budget is \$6,037K
- Sales Tax Revenue (including Measure D)- actual is \$15,403K while budget is \$15,641K
- Other Revenue- actual is \$671K while budget is \$462K
- TDA – actual is \$4,164K while budget is \$3,766K
- Federal Op Assistance – actual is \$4,442K while budget is \$4,441K
- STA – Op Assistance – actual is \$909K while budget is \$1,133K
- STIC – Op Assistance – actual and budget are both \$2,619K

#### Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of January 31, 2020 are as follows:

- Passenger Fares variance to budget is unfavorable by \$54K due to:
  - Special Transit Fares and Highway 17 Fares under budget.
- Sales Tax Revenue variance to budget is unfavorable by \$238K due to lower than anticipated receipts.

- Other Revenue variance to budget is favorable by \$209K 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 \$223K 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 January 31, 2020

- Labor - Regular- actual is \$9,675K while budget is \$10,195K
- Labor – OT - actual is \$2,038K while budget is \$1,088K
- Fringe Benefits - actual is \$14,473K (*of which \$5,115K is the Retirement Expense YTD due to prepayment of the CalPERS UAL in FY20*) while budget is \$15,051K
- Services - actual is \$2,373K while budget is \$2,323K
- Mobile Materials & Supplies - actual is \$1,690K while budget is \$1,552K
- Other Expenses - actual is \$1,553K while budget is \$1,646K.

Favorable/ (Unfavorable) Expense Variance to Budget Year to Date as of January 31, 2020 are as follows:

- Labor – Regular variance to budget is favorable by \$520K due to:
  - Vacant funded positions
  - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$950K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$578K primarily due to lower medical and retirement costs YTD.
- Services variance to budget is unfavorable by \$51K primarily due to Temp Help (offset by savings in Personnel Expenses).
- Mobile Materials & Supplies variance to budget is unfavorable by \$139K due to Rev Vehicle Parts and Fuel & Lube Rev Veh over budget.
- Other Expenses variance to budget is favorable by \$92K primarily due to Misc. expenses (Employee Training).

Slide 6

FY20 Transfers Year to Date as of January 31, 2020

- Transfer to Capital Budget (2016 Net Sales Tax Measure D)- actual is \$1,306K while budget is \$1,194K.
- Transfer to Capital Budget (2016 Net Sales Tax Measure D) variance to budget is favorable by \$112K.

Slide 7

FY20 Capital Budget Spending Year to Date (by Funding Source) as of January 31, 2020

- Total Capital Spending year to date is \$5,088K; FY20 budget is \$31.1M
  - Low Carbon Transit Operations Program (LCTOP) spending is \$734K
  - Operating and Capital Reserve Fund spending is \$366K
  - Federal Capital Grants (FTA) spending is \$2,830K
  - Transfers from Operating Budget (Measure D) spending is \$368K
  - State Transportation Improvement Plan (STIP) spending is \$214K
  - State – PTMISEA (1B) spending is \$70K
  - Surface Transportation Block Grant (STBG) spending is \$500K
  - STA – SGR spending is \$2K
  - STA – SB1 spending is \$4K.

Slide 8

FY20 Capital Budget Spending Year to Date as of January 31, 2020

- Total Capital Projects spending year to date is \$5,088K; FY20 budget is \$31.1M
  - Revenue Veh Replacement & Campaigns – Electrification Projects spending is \$764K 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 \$68K 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 \$23K for the following project:
  - 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 \$27K 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 \$342K for the following projects:
  - Vernon Generator Replacement Project
  - Facilities Improvements – ADA Handrail (WTC)
  - Fire Egress
  - Awning – Fueling Station
  - Security Cameras Install (JKS)
- Revenue Vehicle Replacements & Campaigns spending is \$3,824K 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 January 2020

- Unemployment Rate % in Santa Cruz County is 3.9%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.47;  
\$ Diesel is \$3.87
- Ridership YTD as of January 2020 changed as follows, year-over-year (FY19 – FY20):
  - 2.4% increase in Total ridership
  - 1.5% decrease in Highway 17 ridership
  - 2.7% increase in Local ridership
  - 6.1% increase in UCSC ridership
  - 2.5% decrease in Cabrillo ridership
  - 0.8% decrease in Non-Student ridership
- Enrollment Information, year-over-year (2018/19 – 2019/20):
  - UCSC: Fall (Total On-campus) enrollment decreased 1.0%
  - Cabrillo: Fall enrollment increased 9.2%

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

Slide 11

FY20 Operating Revenue, Expenses, and Transfers Year to Date as of February 29, 2020: Preliminary

- Revenue – favorable by \$716K
- Operating Expenses:
  - Personnel Expenses - favorable by \$310K
  - Non-Personnel - unfavorable by \$111K
- Total Operating Expenses - favorable by \$200K
- Transfers – favorable by \$215K
- Operating Balance – favorable by \$700K

**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 January 31, 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 January 31, 2020 Presentation

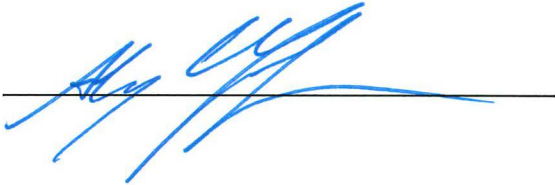
Prepared By: Kristina Mihaylova, Sr. Financial Analyst

**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 January 31, 2020**

Santa Cruz METRO Board of Directors

*April 24, 2020*

Angela Aitken, Chief Financial Officer

# FY20 Operating Revenue and Expenses For the Month Ending January 31, 2020

58% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Operating Revenue:</b>	<b>\$3,157</b>	<b>\$3,112</b>	<b>\$45</b>
<b>Operating Expenses:</b>			
Labor - Regular	\$1,442	\$1,456	\$14
Labor - Overtime	\$278	\$155	(\$123)
Fringe Benefits	\$1,613	\$1,572	(\$41)
Non-Personnel Expenses	\$767	\$789	\$22
<b>Total Operating Expenses:</b>	<b>\$4,100</b>	<b>\$3,973</b>	<b>(\$127)</b>
<b>Transfers:</b>	<b>(\$189)</b>	<b>(\$171)</b>	<b>\$19</b>
<b>Operating Balance:</b>			<b>(\$101)</b>

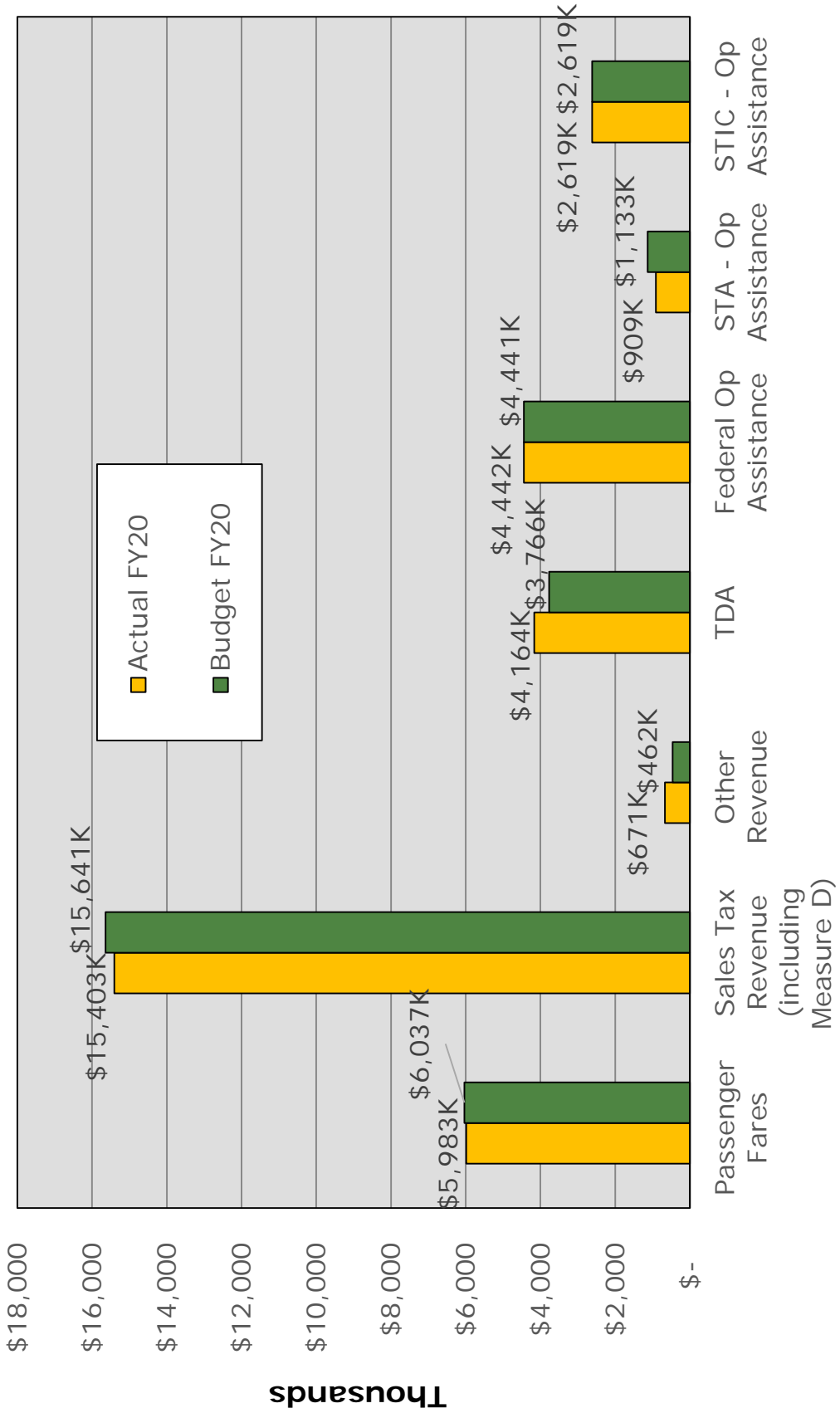
# FY20 Operating Revenue and Expenses

## Year to Date as of January 31, 2020

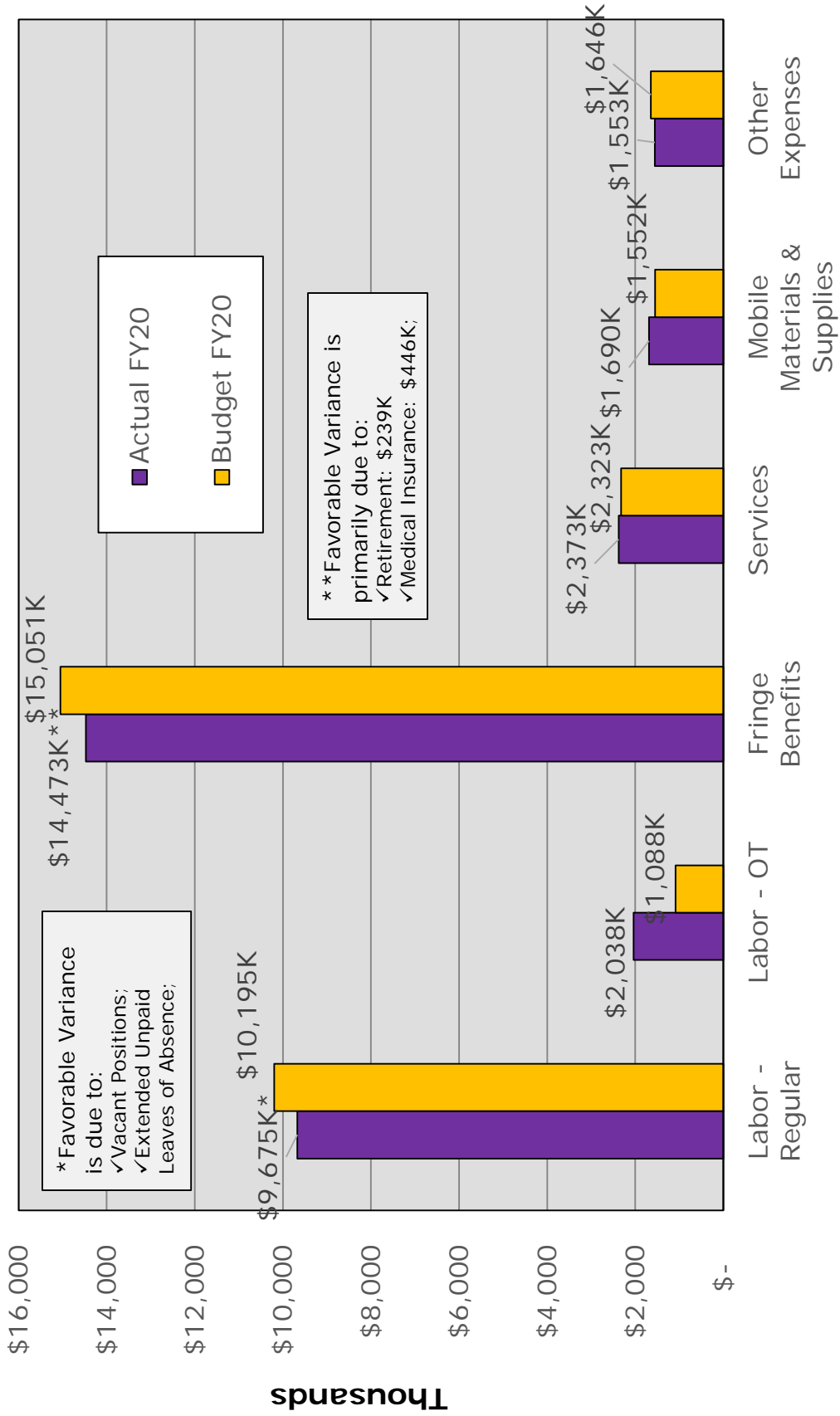
58% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Operating Revenue:</b>	<b>\$34,191</b>	<b>\$34,099</b>	<b>\$92</b>
<b>Operating Expenses:</b>			
Labor - Regular	\$9,675	\$10,195	\$520
Labor - Overtime	\$2,038	\$1,088	(\$950)
Fringe Benefits	\$14,473	\$15,051	\$578
Non-Personnel Expenses	\$5,617	\$5,520	\$97
<b>Total Operating Expenses:</b>	<b>\$31,803</b>	<b>\$31,854</b>	<b>\$51</b>
<b>Transfers:</b>	<b>(\$1,306)</b>	<b>(\$1,194)</b>	<b>\$112</b>
<b>Operating Balance:</b>			<b>\$31</b>

**FY20 Operating Revenue by Major Funding Source**  
**Year to Date as of January 31, 2020:**  
**58% of Fiscal Year Elapsed**

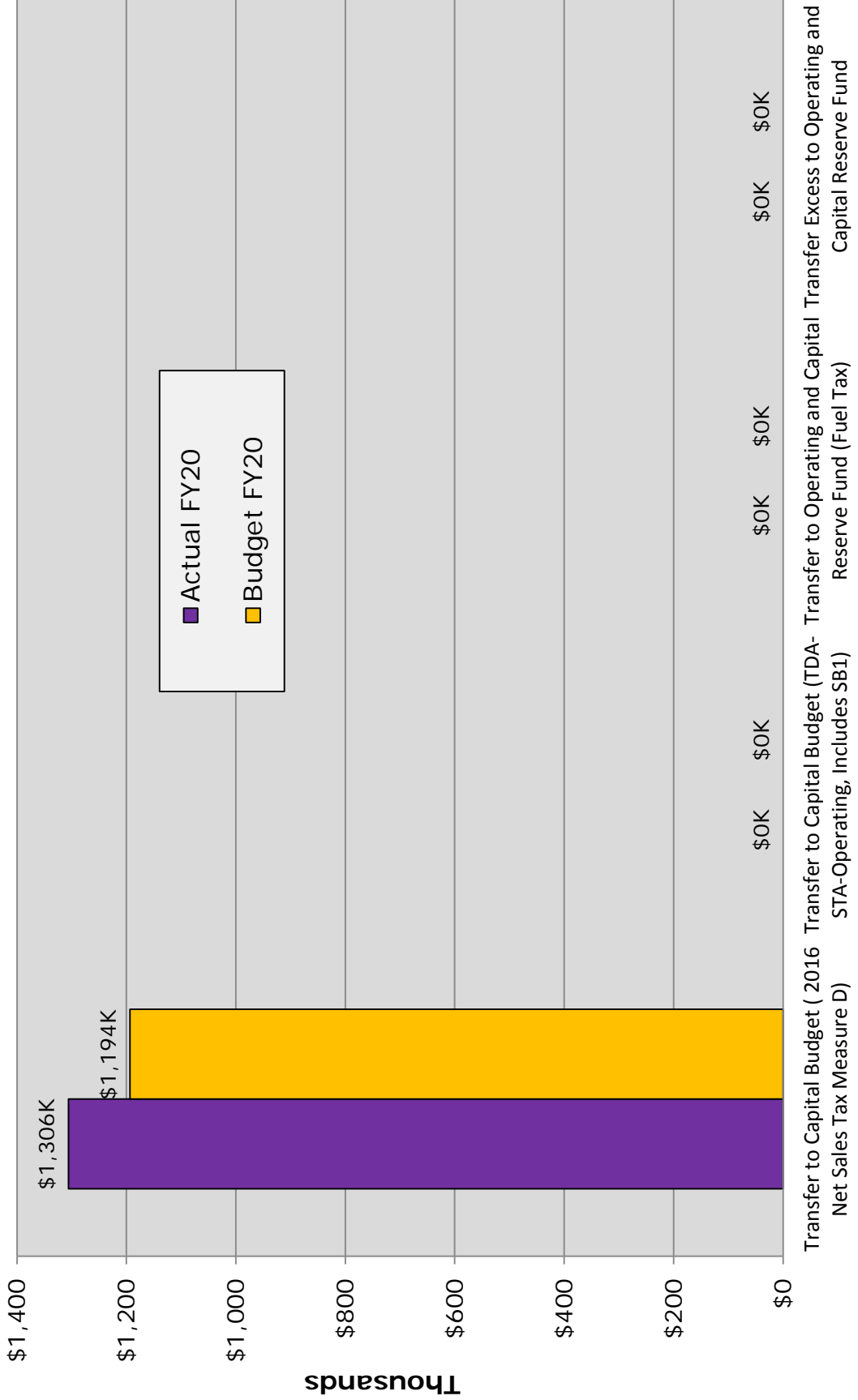


# FY20 Operating Expenses by Major Expense Category Year to Date as of January 31, 2020 58% of Fiscal Year Elapsed



# FY20 Transfers Year to Date as of January 31, 2020

58% of Fiscal Year Elapsed



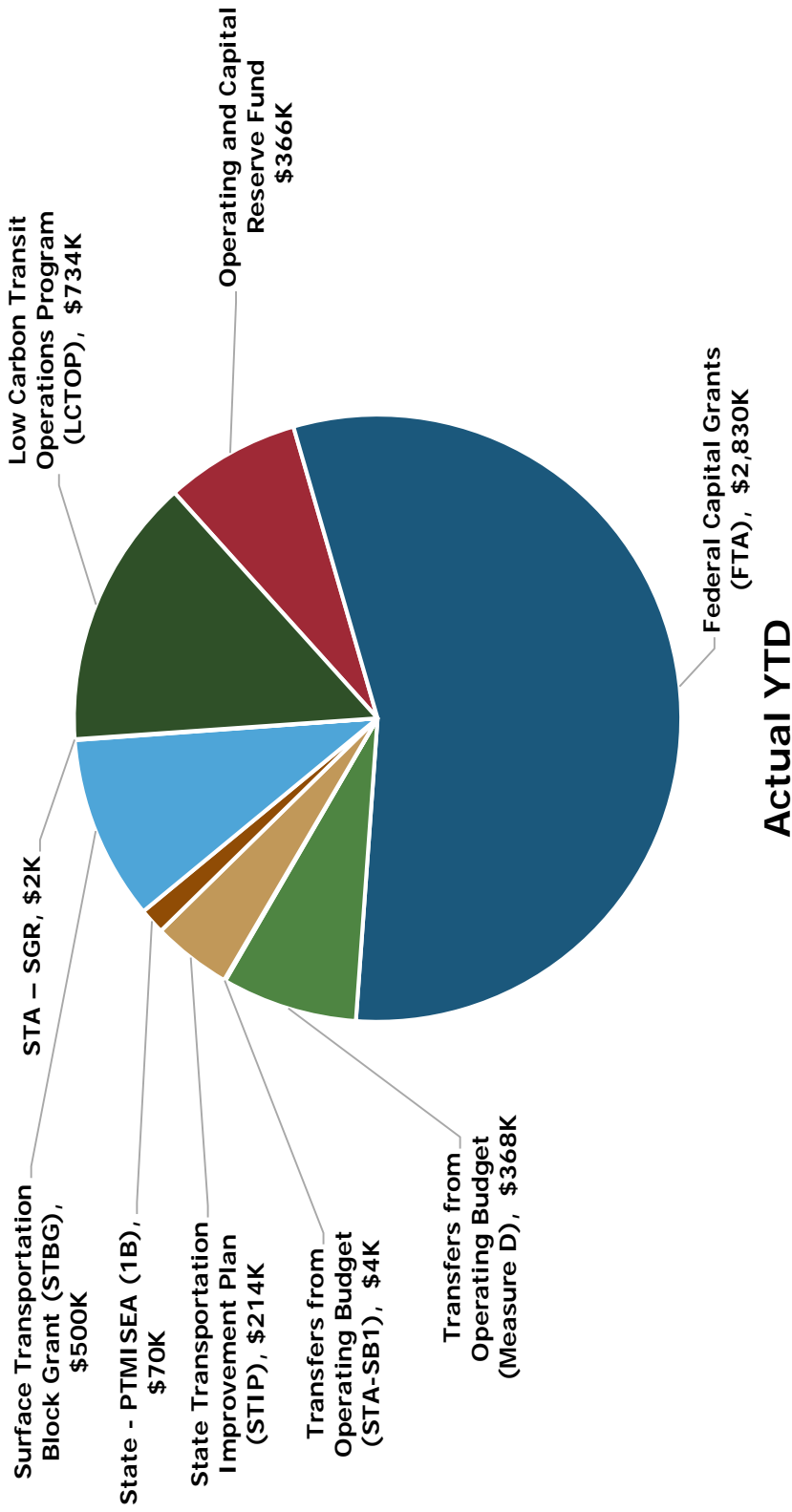


# FY20 Capital Budget:

Spending Year to Date (by Funding Source) as of January 31, 2020

58% of Fiscal Year Elapsed

	Actual YTD	Total FY20 Budget	% Spent YTD
<b>Total Capital Funding:</b>	<b>\$5,088,428</b>	<b>\$31,114,925</b>	<b>16%</b>

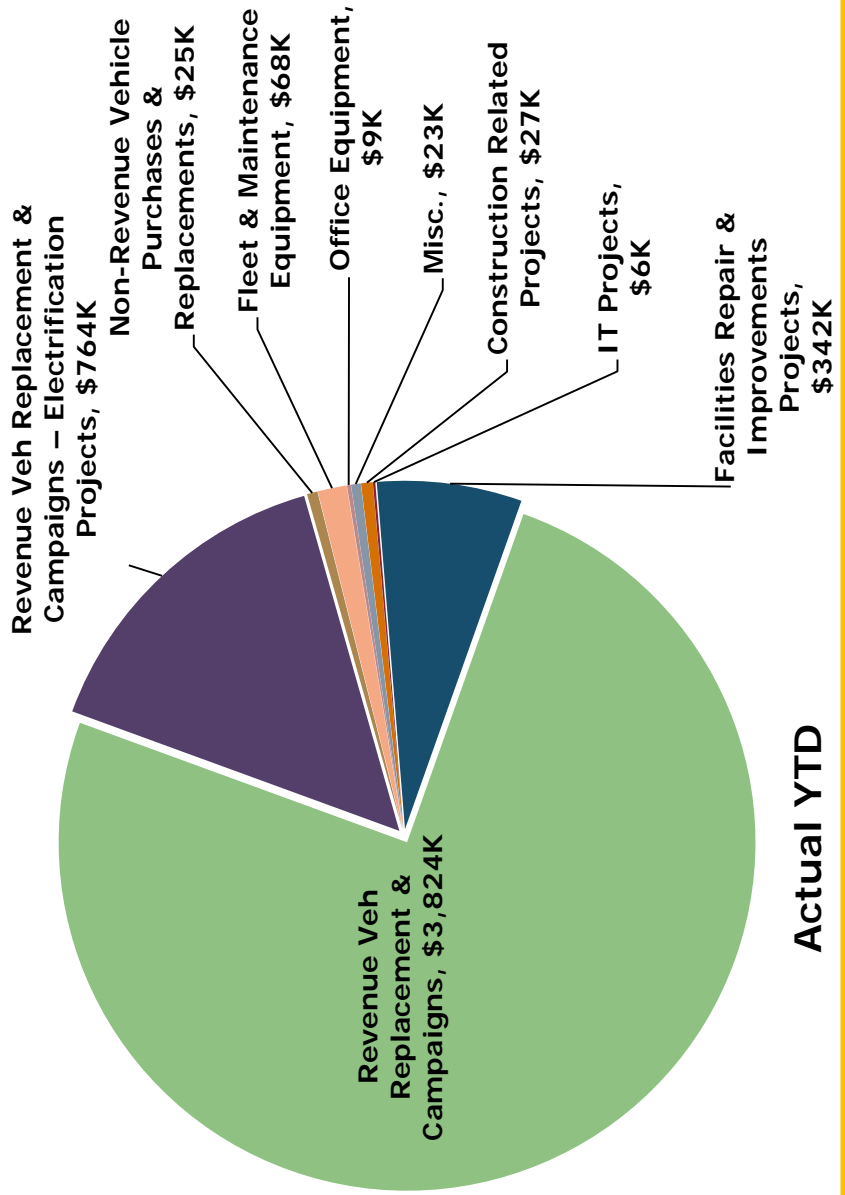


# FY20 Capital Budget:

Spending Year to Date as of January 31, 2020

58% of Fiscal Year Elapsed

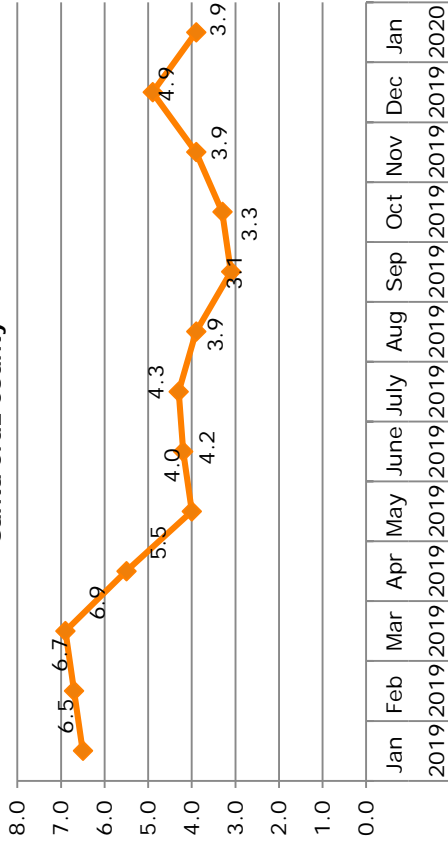
	Actual YTD	Total FY20 Budget	% Spent YTD
Total Capital Projects:	\$5,088,428	\$31,114,925	16%



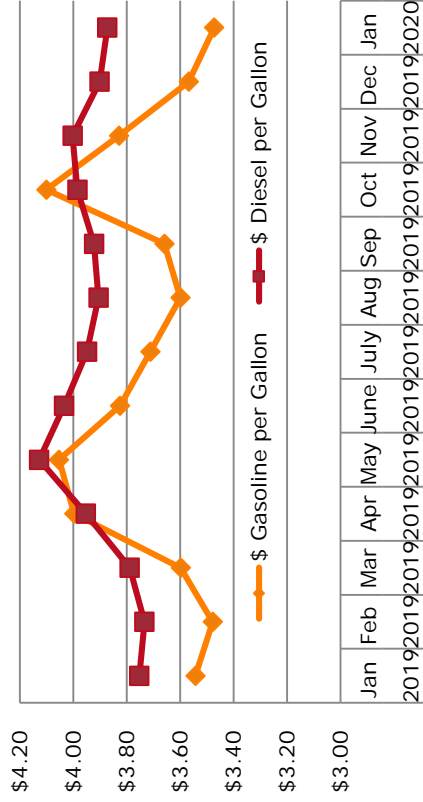
# Additional Information

# Economic Indicators & Ridership:

Unemployment Rate %  
Santa Cruz County



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



## Attachment A

FY19-20 Ridership: January YTD			
Ridership	FY19	FY20	% Change
<b>Total</b>	2,735,573	2,801,973	2.4%
Hwy 17	164,019	161,627	-1.5%
Local	2,571,554	2,640,346	2.7%
UCSC	1,344,118	1,425,618	6.1%
Cabrillo	178,097	173,592	-2.5%
Non-Student	1,049,339	1,041,136	-0.8%

Enrollment Information			
UCSC	Fall (Total On-campus) *		
	2018/19	2019/20	% Change
	19,379	19,180	-1.00%
	Fall*		
Cabrillo	2018/19		
	2019/20	2019/20	% Change
	11,490	12,548	9.2%

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

**FY20 Operating Revenue, Expenses, and Transfers:**  
**Year to Date as of February 29, 2020: PRELIMINARY:**

67% of Fiscal Year Elapsed

<b>\$ In Thousands</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget to Actual Favorable/ (Unfavorable)</b>
<b>Revenue:</b>	<b>\$37,893</b>	<b>\$37,177</b>	<b>\$716</b>
<b>Operating Expenses:</b>			
Personnel Expenses	\$29,208	\$29,518	\$310
Non-Personnel Expenses	\$6,419	\$6,308	(\$111)
<b>Total Operating Expenses:</b>	<b>\$35,627</b>	<b>\$35,827</b>	<b>\$200</b>
<b>Transfers:</b>			
Transfers to Capital Budget	\$1,579	\$1,364	\$215
Transfers to Operating and Capital Reserve Fund	\$0	\$0	\$0
<b>Total Transfers:</b>	<b>\$1,579</b>	<b>\$1,364</b>	<b>\$215</b>
<b>Operating Balance:</b>			<b>\$701</b>

# Questions



**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF FEBRUARY 29, 2020**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Year to Date Monthly Financial Report as of February 29, 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 February 29, 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 February 29, 2020. The fiscal year has elapsed 67%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of February 29, 2020

Slide 2

FY20 Operating Revenue and Expenses for the Month Ending February 29, 2020

- Operating Revenues for the month are favorable by \$676K
- Operating Expenses
  - Labor Regular - favorable by \$81K
  - Labor OT - unfavorable by \$131K
  - Fringe Benefits – favorable by \$204K
  - Non-Personnel - favorable by \$1K

- Total Operating Expenses – favorable by \$157K
- Transfers – favorable by \$92K
- Operating Balance – favorable by \$741K

Slide 3

FY20 Operating Revenue and Expenses Year to Date as of February 29, 2020

- Operating Revenues for the month are favorable by \$770K
- Operating Expenses
  - Labor Regular - favorable by \$603K
  - Labor OT - unfavorable by \$1,079K
  - Fringe Benefits – favorable by \$781K
  - Non-Personnel - favorable by \$97K
- Total Operating Expenses –favorable by \$209K
- Transfers – favorable by \$206K
- Operating Balance – favorable by \$773K

Slide 4

FY20 Operating Revenue by Major Funding Source - Year to Date as of February 29, 2020

- Passenger Fares- actual is \$6,892K while budget is \$6,865K
- Sales Tax Revenue (including Measure D)- actual is \$18,168K while budget is \$17,825K
- Other Revenue- actual is \$752K while budget is \$528K
- 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 \$909K while budget is \$1,133K
- STIC – Op Assistance – actual and budget are both \$2,619K

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of February 29, 2020 are as follows:

- Passenger Fares variance to budget is favorable by \$27K due to:
  - Passenger Fares and Highway 17 Fares over budget.
- Sales Tax Revenue variance to budget is favorable by \$343K due to higher than anticipated receipts.



- Other Revenue variance to budget is favorable by \$224K 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 \$224K 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 February 29, 2020

- Labor - Regular- actual is \$11,049K while budget is \$11,625K
- Labor – OT - actual is \$2,323K while budget is \$1,244K
- Fringe Benefits - actual is \$15,842K (*of which \$5,257K is the Retirement Expense YTD due to prepayment of the CalPERS UAL in FY20*) while budget is \$16,623K
- Services - actual is \$2,779K while budget is \$2,654K
- Mobile Materials & Supplies - actual is \$1,869K while budget is \$1,773K
- Other Expenses - actual is \$1,757K while budget is \$1,881K.

Favorable/ (Unfavorable) Expense Variance to Budget Year to Date as of February 29, 2020 are as follows:

- Labor – Regular variance to budget is favorable by \$603K due to:
  - Vacant funded positions
  - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$1,079K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$781K primarily due to lower medical and retirement costs YTD.
- Services variance to budget is unfavorable by \$125K primarily due to Temp Help (offset by savings in Personnel Expenses).
- Mobile Materials & Supplies variance to budget is unfavorable by \$96K due to Rev Vehicle Parts and Fuel & Lube Rev Veh over budget.
- Other Expenses variance to budget is favorable by \$124K primarily due to Misc. expenses (Employee Training).

Slide 6

FY20 Transfers Year to Date as of February 29, 2020

- Transfer to Capital Budget (2016 Net Sales Tax Measure D)- actual is \$1,570K while budget is \$1,364K.
- Transfer to Capital Budget (2016 Net Sales Tax Measure D) variance to budget is favorable by \$206K.

Slide 7

FY20 Capital Budget Spending Year to Date (by Funding Source) as of February 29, 2020

- Total Capital Spending year to date is \$5,296K; FY20 budget is \$31.1M
  - Low Carbon Transit Operations Program (LCTOP) spending is \$780K
  - Operating and Capital Reserve Fund spending is \$404K
  - Federal Capital Grants (FTA) spending is \$1,432K
  - Transfers from Operating Budget (Measure D) spending is \$1,129K
  - 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 \$671K
  - STA – SB1 spending is \$4K.

Slide 8

FY20 Capital Budget Spending Year to Date as of February 29, 2020

- Total Capital Projects spending year to date is \$5,296K; FY20 budget is \$31.1M
  - Revenue Veh Replacement & Campaigns – Electrification Projects spending is \$812K 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 \$68K 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 \$39K for the following project:
  - 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 \$27K 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 \$373K for the following projects:
  - Vernon Generator Replacement Project
  - Facilities Improvements – ADA Handrail (WTC)
  - Fire Egress
  - Awning – Fueling Station
  - Security Cameras Install (JKS)
  - Concrete Surface Repair – Bus Yard (FTA 5339a FY18)
- Revenue Vehicle Replacements & Campaigns spending is \$3,937K 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 February 2020

- Unemployment Rate % in Santa Cruz County is 6.4%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$3.43;  
\$ Diesel is \$3.79
- Ridership YTD as of February 2020 changed as follows, year-over-year (FY19 – FY20):
  - 0.1% increase in Total ridership
  - 1.1% decrease in Highway 17 ridership
  - 0.2% increase in Local ridership
  - 0.2% increase in UCSC ridership
  - 1.7% decrease in Cabrillo ridership
  - 0.5% increase in Non-Student ridership
- Enrollment Information, year-over-year (2018/19 – 2019/20):
  - UCSC: Fall (Total On-campus) enrollment decreased 1.0%
  - Cabrillo: Fall enrollment increased 9.2%

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

Slide 11

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

- Revenue – favorable by \$50K
- Operating Expenses:
  - Personnel Expenses - favorable by \$60K
  - Non-Personnel - unfavorable by \$108K
- Total Operating Expenses - unfavorable by \$49K
- Transfers – favorable by \$180K
- Operating Balance – unfavorable by \$179K

**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 February 29, 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 February 29, 2020 Presentation


Prepared By: Kristina Mihaylova, Sr. 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 February 29, 2020**

Santa Cruz METRO Board of Directors

*April 24, 2020*

Angela Aitken, Chief Financial Officer

# FY20 Operating Revenue and Expenses For the Month Ending February 29, 2020

67% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Operating Revenue:</b>	<b>\$5,639</b>	<b>\$4,962</b>	<b>\$676</b>
<b>Operating Expenses:</b>			
Labor - Regular	\$1,375	\$1,456	\$81
Labor - Overtime	\$286	\$155	(\$131)
Fringe Benefits	\$1,368	\$1,572	\$204
Non-Personnel Expenses	\$788	\$789	\$1
<b>Total Operating Expenses:</b>	<b>\$3,816</b>	<b>\$3,973</b>	<b>\$157</b>
<b>Transfers:</b>	<b>(\$264)</b>	<b>(\$171)</b>	<b>\$92</b>
<b>Operating Balance:</b>			<b>\$741</b>



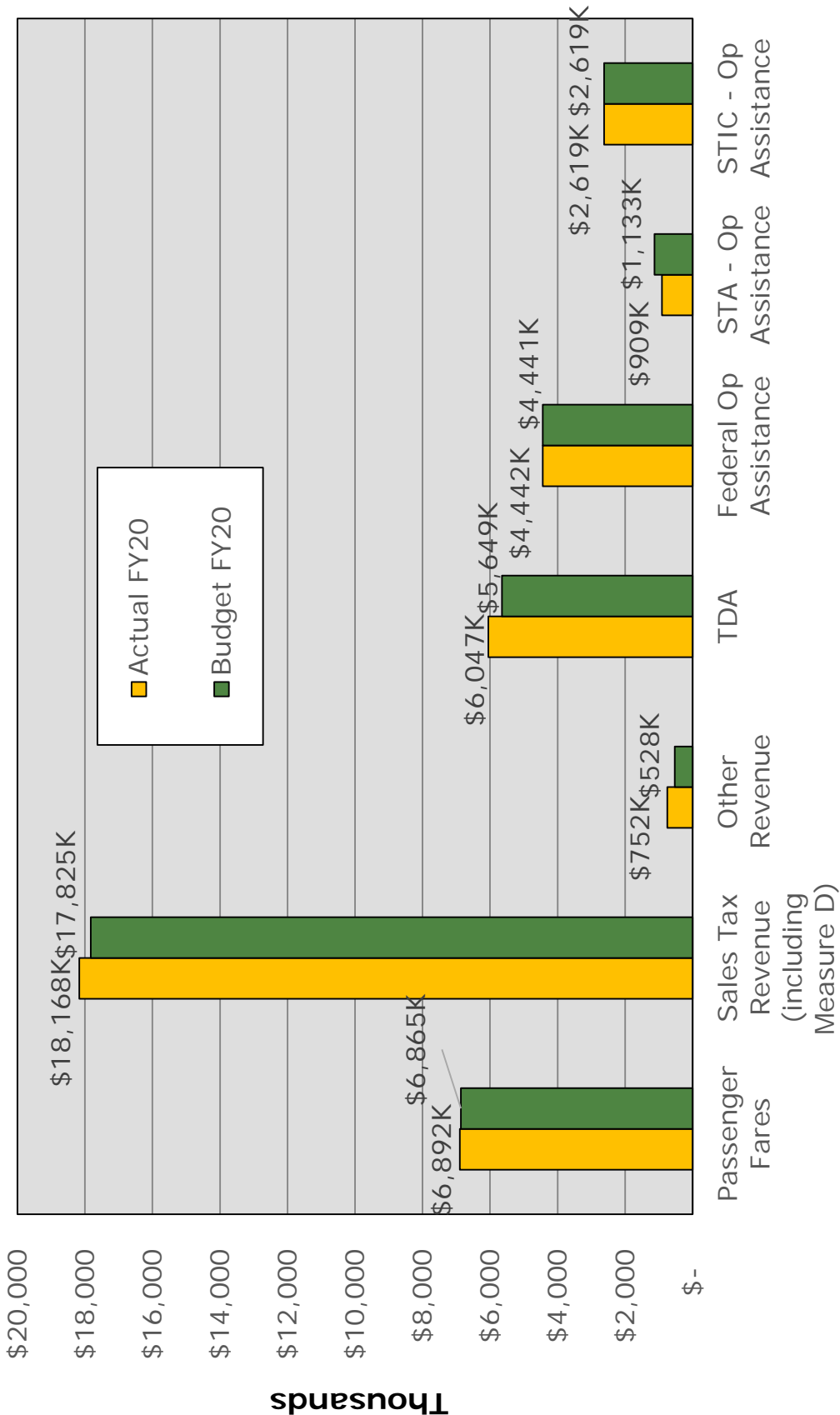
# FY20 Operating Revenue and Expenses

Year to Date as of February 29, 2020

67% of Fiscal Year Elapsed

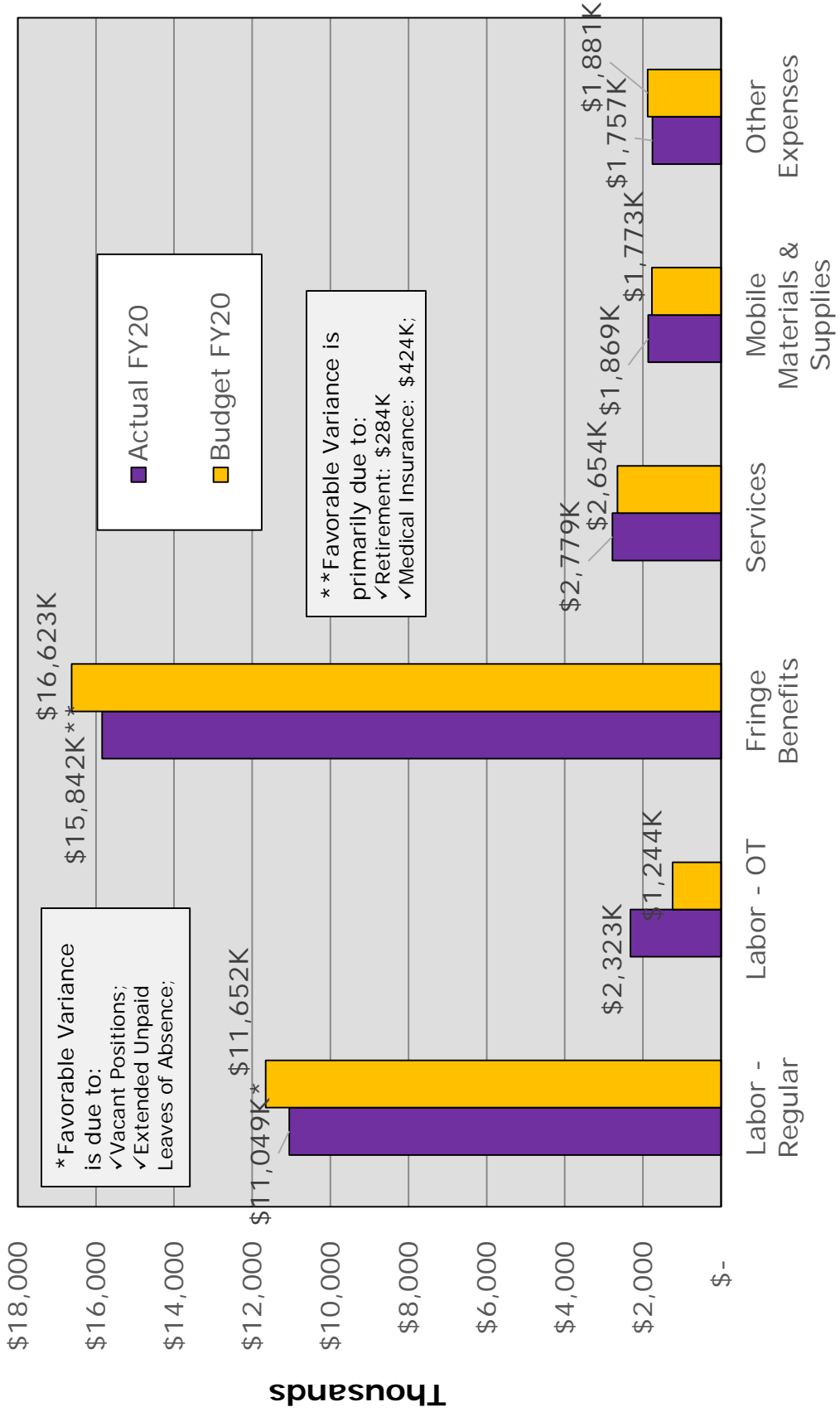
\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Operating Revenue:</b>	<b>\$39,830</b>	<b>\$39,060</b>	<b>\$770</b>
<b>Operating Expenses:</b>			
Labor - Regular	\$11,049	\$11,652	\$603
Labor - Overtime	\$2,323	\$1,244	(\$1,079)
Fringe Benefits	\$15,842	\$16,623	\$781
Non-Personnel Expenses	\$6,405	\$6,308	\$97
<b>Total Operating Expenses:</b>	<b>\$35,619</b>	<b>\$35,827</b>	<b>\$209</b>
<b>Transfers:</b>	<b>(\$1,570)</b>	<b>(\$1,364)</b>	<b>\$206</b>
<b>Operating Balance:</b>			<b>\$773</b>

**FY20 Operating Revenue by Major Funding Source**  
**Year to Date as of February 29, 2020:**  
**67% of Fiscal Year Elapsed**



# FY20 Operating Expenses by Major Expense Category Year to Date as of February 29, 2020

67% of Fiscal Year Elapsed



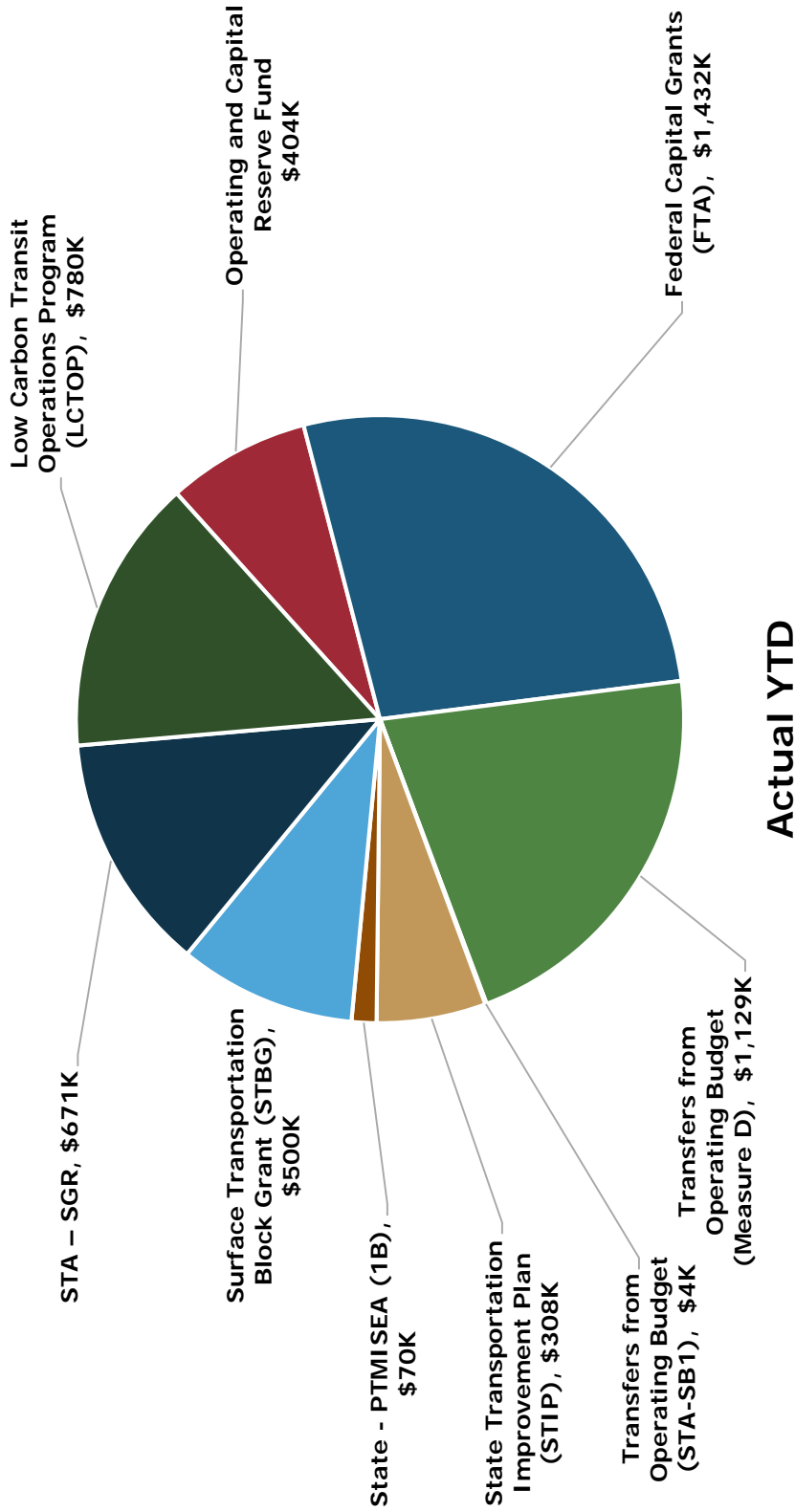


# FY20 Capital Budget:

Spending Year to Date (by Funding Source) as of February 29, 2020

67% of Fiscal Year Elapsed

	Actual YTD	Total FY20 Budget	% Spent YTD
<b>Total Capital Funding:</b>	<b>\$5,296,379</b>	<b>\$31,114,925</b>	<b>17%</b>

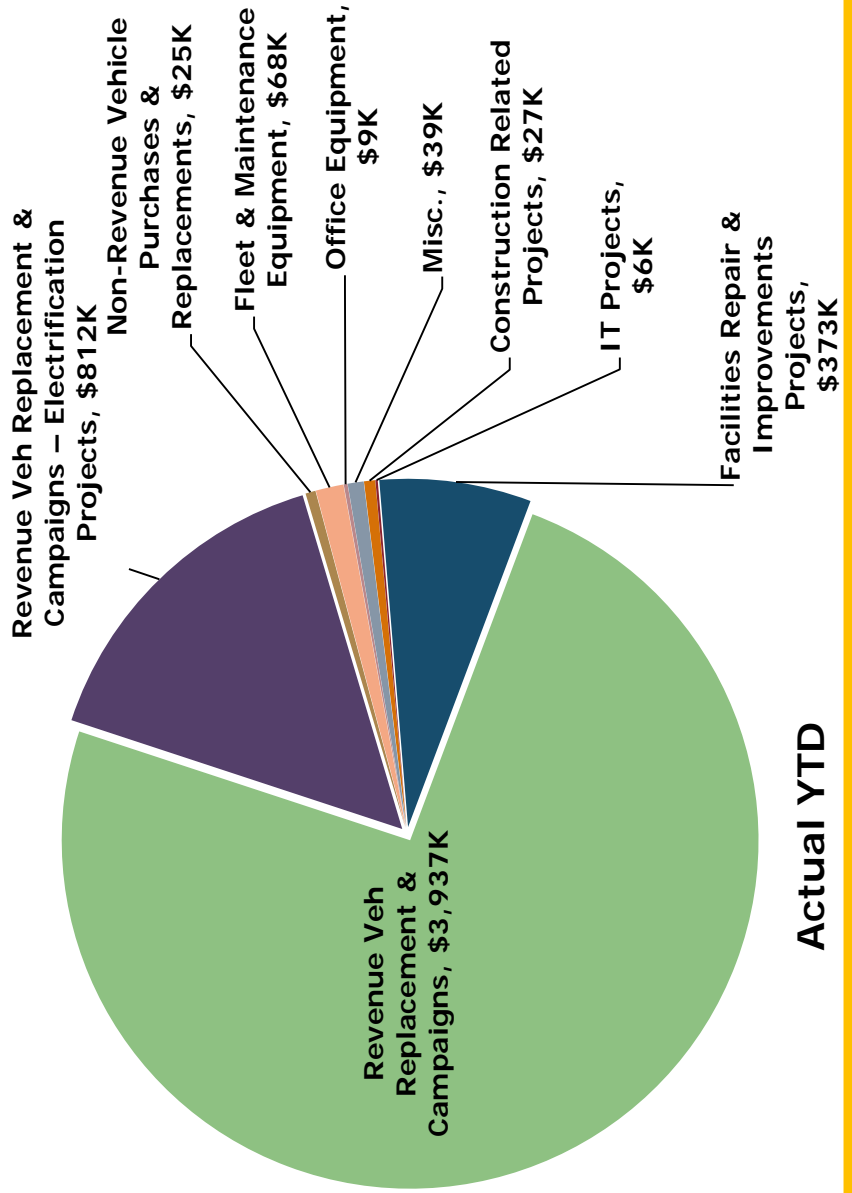


# FY20 Capital Budget:

Spending Year to Date as of February 29, 2020

67% of Fiscal Year Elapsed

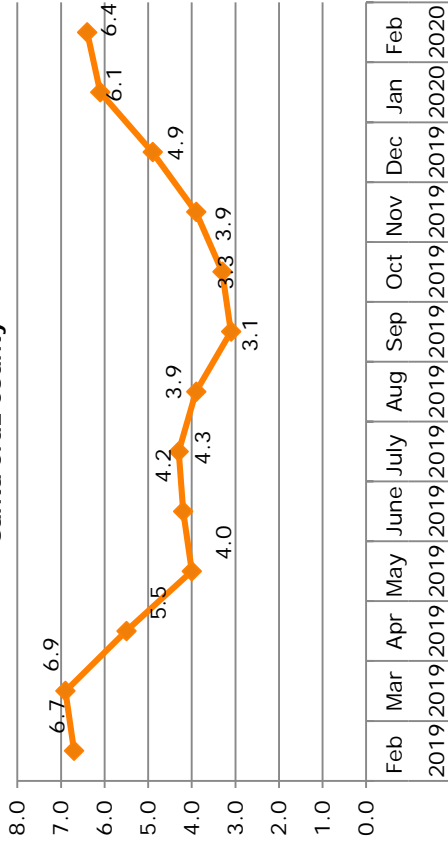
	Actual YTD	Total FY20 Budget	% Spent YTD
Total Capital Projects:	\$5,296,379	\$31,114,925	17%



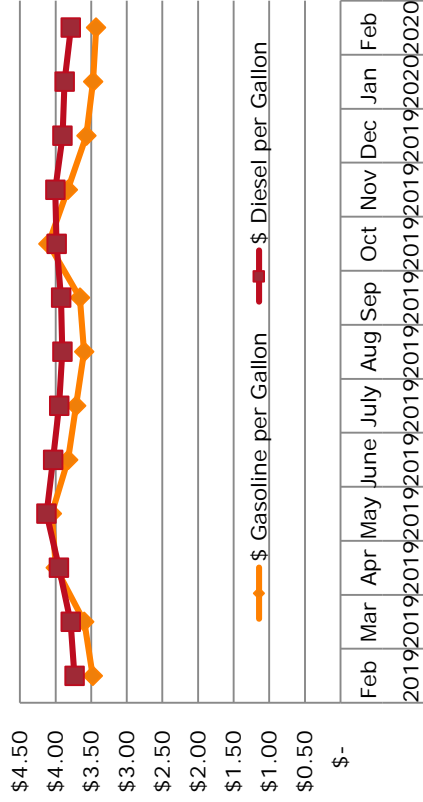
# Additional Information

# Economic Indicators & Ridership:

Unemployment Rate %  
Santa Cruz County



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



FY19-20 Ridership: February YTD

Ridership	FY19	FY20	% Change
<b>Total</b>	3,201,811	3,204,820	0.1%
Hwy 17	186,826	184,862	-1.1%
Local	3,014,985	3,019,958	0.2%
UCSC	1,631,619	1,634,152	0.2%
Cabrillo	207,898	204,367	-1.7%
Non-Student	1,175,468	1,181,439	0.5%

Enrollment Information

UCSC	Fall (Total On-campus) *		% Change
	2018/19	2019/20	
	19,379	19,180	-1.00%
Fall*			
Cabrillo	2019/20		% Change
	2018/19	2019/20	
	11,490	12,548	9.2%

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



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

75% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Budget to Actual Favorable/ (Unfavorable)
<b>Revenue:</b>	<b>\$43,293</b>	<b>\$43,242</b>	<b>\$50</b>
<b>Operating Expenses:</b>			
Personnel Expenses	\$32,643	\$32,703	\$60
Non-Personnel Expenses	\$7,205	\$7,097	(\$108)
<b>Total Operating Expenses:</b>	<b>\$39,848</b>	<b>\$39,799</b>	<b>(\$49)</b>
<b>Transfers:</b>			
Transfers to Capital Budget	\$1,715	\$1,535	\$180
Transfers to Operating and Capital Reserve Fund	\$0	\$0	\$0
<b>Total Transfers:</b>	<b>\$1,715</b>	<b>\$1,535</b>	<b>\$180</b>
<b>Operating Balance:</b>			<b>(\$179)</b>

# Questions



**DATE:** April 24, 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 fourth 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 April 24, 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.
- 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.

The Reconciliation by Project as of April 24, 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 \$13,312,394.

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. 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.

## **VII. ATTACHMENTS**

**Attachment A:** FY20 Capital Budget Resolution

**Attachment B:** FY20 Revised Capital Budget as of April 24, 2020

**Attachment C:** FY20 Revised Capital Budget – Reconciliation by Project as of April 24, 2020

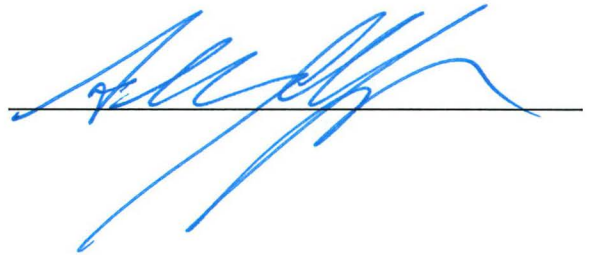
Prepared by: Kristina Mihaylova, Sr. Financial Analyst/ Acting Finance  
Deputy Director  
Sandi Woods, Project Manager

**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 \$13,312,394 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 \$33,674,925.

**PASSED AND ADOPTED** this 24th day of April 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 APRIL 24, 2020

PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	RESTRICTED	BUS REPLACEMENT FUND		TOTAL
							\$3M PER YEAR (MEASURED D + SB1 STA&SGR) RESTRICTED	MEASURED (XFR FROM OPER BUDGET) RESTRICTED	
	FEDERAL FUNDS						STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	OPERATING & CAPITAL RESERVE FUND
<b>struction Related Projects</b>									
19-0001 New METRO Owned Paracruz Facility-FY20 LPP (Grant Match for 5339(b))									\$ 2,300,000
19-0002 Pacific Station/Metro Center Redevelopment w/ City of SC	\$ 136,388						\$ 34,097		\$ 1,000,000
19-0003 Pacific Station/Metro Center-Conceptual Design/MOU (5309)	\$ 136,388						\$ 34,097		\$ 170,485
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,470,485
<b>jects</b>									
19-0004 Replace Financial System (includes \$50K Consulting)									\$ 800,000
19-0005 Replacement Laptops (6)									\$ 6,500
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 806,500
<b>ties Upgrades &amp; Improvements</b>									
19-0006 Maint Yard-Security Hardening/Expanded Parking									\$ 1,000,000
19-0007 Maintenance Facility Roof Replacement (FTA 5339a FY19)	\$ 450,000								\$ 450,000
19-0008 Vernon Generator Replacement Project									\$ 307,732
19-0009 Fuel Management System (FTA 5339a FY17 & FY18)	\$ 180,000								\$ 8,054
19-0010 Bus Stop Improvements (FTA 5339a FY18)	\$ 124,725								\$ 124,725
19-0011 Gate Control at JKS Bus Entry (FTA 5339a FY18)	\$ 100,000								\$ 100,000
19-0012 JKS Facility - Bus Wash Rehab (FTA 5339a FY19)	\$ 100,000								\$ 100,000
19-0013 JKS Facility - Upper Security Gates									\$ 100,000
19-0017 138 Golf Club Fire Egress (FTA 5339a FY17)	\$ 97,523								\$ 97,523
19-0015 Facilities Improvements Orig. \$88K (FTA 5339a FY18)	\$ 44,070								\$ 44,070
19-0015a Fac Imp (FTA 5339a FY18)-ADA Handrail-WTC	\$ 7,300								\$ 7,300
19-0015b Fac Imp (FTA 5339a FY18)-ADA HR Window-Admin	\$ 9,780								\$ 9,780
19-0015c Fac Imp (FTA 5339a FY18)-Fencing @ 138 Golf Club	\$ 23,850								\$ 23,850
19-0016 Paint Exterior-Maint. Facility (FTA 5339a FY18)	\$ 60,000								\$ 60,000
Fire Egress - (Design Only) was Facilities Improvements (FTA 5339a FY15/16)-all FTA funds spent - only local match remains									\$ 34,174
19-0014 Awning @ Fueling Station A&E only (FTA 5339a FY18)	\$ 25,000								\$ 10,000
19-0019 Security Camera Install - JKS - (Carryover fr FY18)									\$ 23,000
19-0020 Admin Bldg. Engineering & Renovations									\$ 20,000
19-0021 Asphalt Repair-Pac Station Layover (FTA 5339a FY18)	\$ 16,000								\$ 16,000
19-0022 Concrete Surface Repair - Bus Yard (FTA 5339a FY18)	\$ 10,000								\$ 10,000
19-0023 Fencing Behind Diesel Tank (FTA 5339a FY18)	\$ 7,000								\$ 7,000
Subtotal	\$ 1,255,248	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,502,960
									\$ 2,758,208

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY20 (REVISED) CAPITAL BUDGET  
 AS OF APRIL 24, 2020

PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	RESTRICTED	STIP	LCTOP	RESTRICTED	RESTRICTED	RESTRICTED	BUS REPLACEMENT FUND		TOTAL
									\$3M PER YEAR (MEASURED D + SB1 STA&SGR)	RESTRICTED	
<b>Vehicle Purchases, Replacements &amp; Campaigns</b>											
19-0024 Xtr approved at the 11/15/19 BOD Meeting		\$ 4,036,017									\$ 4,136,017
19-0025 4.40 CNG Replacements (FTA 5339b FY17)-COMPLETE	\$ 1,206,518										\$ 1,206,518
19-0026 FY18 STIP - 2 ZEBs (STIP, LPP, HVIP = \$300K)			\$ 786,000						\$ 673,297		\$ 2,635,548
19-0028 Refurb 4 Buses @ ~ \$254K (FY18 STIP, Measure D)			\$ 900,000								\$ 2,312,811
19-0027 FY18 STIP - AVLITS (STIP, Measure D)			\$ 904,936								\$ 1,316,493
19-0029 VTA Bus Transfer - Decommission & Retrofit 10 Electric Hybrids, and 4 Diesel Antics											\$ 904,936
19-0030 CNG Bus (1) - (Caltrans FY13-FY17 5339 Statewide Discretionary)	\$ 456,957										\$ 709,569
20-0001 CNG Bus (1) - (STBG FY17 via SCCRTC)-COMPLETE	\$ 500,000	\$ 70,000									\$ 664,799
3 New Flyer Repl, Capital Lease - Year 3 of 6 Prin Only - (Measure D) Interest funded in Operating Budget \$32K			\$ 302,000								\$ 658,867
19-0033 Paracruz Van Replacement (3) (STBG FY19 via RTC)	\$ 200,000										\$ 302,000
19-0034 Mid-Life Bus Engine Overhaul (4) (FTA 5339a FY17)	\$ 160,000										\$ 251,431
19-0035 Completion of Cameras on Buses (6 buses)											\$ 222,940
19-0036 Cameras on Buses #2											\$ 160,000
20-0002 2 35' CNG Buses (FY19 Caltrans Discretionary FTA 5339; Bus Replacement Fund)	\$ 1,088,000										\$ 100,000
14 CNG Buses, Lease to Buy; Capital Lease - Year 1 of 6 Prin Only - (Bus Replacement Fund: SGR: Measure D)											\$ 47,000
Subtotal	\$ 3,611,475	\$ 4,106,017	\$ 2,674,936	\$ -	\$ 1,088,000	\$ -	\$ 1,088,000	\$ -	\$ 1,373,297	\$ 700,000	\$ 800,000
<b>Vehicle Purchases, Replacements &amp; Campaigns-Fleet Electrification Projects</b>											\$ 4,630,706
19-0037 Electric Bus (3) + Infra & Proj Mgmt. (FTA 5339c FY16)	\$ 3,588,622										\$ 1,087,153
Electric Bus (1) - Watsonville Circulator DAC (FY15/16)											\$ 185,051
19-0038 LCTOP) - (Memo Only - HVIP = \$150K)		\$ 357,216	\$ 709,292								\$ 231,843
19-0039 Electric Bus (1) - Watsonville Service (FY17/18 LCTOP)			\$ 863,102								\$ 1,094,945
19-0040 EV Charging Infrastructure @ JKS (10 Bays) (FY19 LCTOP)			\$ 646,496								\$ 646,496
19-0041 Completion of JKS Facility-ZEB Yard Charging Infrastructure											\$ 300,000
19-0042 ZEB Deployment & Fleet Planning (CTE)											\$ 59,500
20-0004 Bus Wrap Electric Buses											\$ 52,000
Subtotal	\$ 3,588,622	\$ 357,216	\$ 2,218,890	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,504,047	\$ -	\$ 411,500
<b>Revenue Vehicle Purchases &amp; Replacements</b>											
19-0043 Replace Custodial Support Vehicle (1) (FTA5339a FY18)	\$ 28,755										\$ -
Subtotal	\$ 28,755	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,755

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY20 (REVISED) CAPITAL BUDGET  
AS OF APRIL 24, 2020**

PROJECT/ACTIVITY	FEDERAL FUNDS	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	RESTRICTED	RESTRICTED	RESTRICTED	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
										STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)		
<b>&amp; Maint Equipment</b>													
19-0044 Bus Yard Scrubber/Sweeper (FTA 5339a FY18)	\$ 76,245												\$ 76,245
19-0045 Floor Scrubber (1) for Maint. Shop (FTA 5339a FY18)	\$ 45,000												\$ 45,000
19-0046 Heavy Duty Opacity Smoke Meter	\$ 121,245												\$ 121,245
Subtotal													\$ 242,490
<b>Equipment</b>													
19-0047 Workstations & Cubicles (HR)													\$ 20,000
Subtotal													\$ 20,000
19-0048 Misc Capital Contingency-\$800K - 11/15/19 BOD													\$ 692,746
19-0048a JKS Repeater Back-Up / Kite Hill Repeater Site													\$ 9,000
19-0048b WTC - Additional Surveillance Cameras													\$ 23,000
19-0048c Pac Station Office Furniture													\$ 5,200
19-0049 TVM Component Upgrades									\$ 17,045				\$ 17,045
19-0050 TVM Pin Pad Bezel 8 Upgrade (6)													\$ 22,185
19-0051 Misc. Emergency Capital Items-\$10K (\$1K to \$5K)													\$ 3,600
19-0051 (2nd) ID Card Printer (Pacific Station)													\$ 3,300
19-0053 Square Cash Registers for C/S (2)													\$ 3,100
19-0054 Watsonville Transit Mural(\$2,700 from Arts Council SC)													\$ 6,600
Subtotal									\$ 17,045				\$ 800,776
<b>ALL CAPITAL PROJECTS</b>	<b>\$ 8,741,733</b>	<b>\$ 4,463,233</b>	<b>\$ 2,674,936</b>	<b>\$ 2,218,890</b>	<b>\$ 1,088,000</b>	<b>\$ 1,373,297</b>	<b>\$ 7,134,753</b>	<b>\$ 51,142</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 5,928,941</b>	<b>\$ 33,674,925</b>	

10-04B.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY20 (REVISED) CAPITAL BUDGET  
 AS OF APRIL 24, 2020

PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	RESTRICTED	BUS REPLACEMENT FUND		TOTAL	
								PTMISEA (1B)	STIP		LCTOP
<b>TOTAL PROGRAM FUNDING</b>											
<b>General Sources of Funds:</b>											
Federal Grants (FTA)	\$ 8,041,733										\$ 8,041,733
Surface Transportation Block Grant (STBG)	\$ 700,000										\$ 700,000
<b>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)									\$ 7,134,753		\$ 7,134,753
<b>Sources of Funds:</b>											
Operating and Capital Reserve Fund										\$ 5,928,941	\$ 5,928,941
<b>ALL CAPITAL FUNDING BY FUNDING SOURCE</b>											
	\$ 8,741,733	\$ 4,463,233	\$ 2,674,936	\$ 2,218,890	\$ 1,088,000	\$ 51,142	\$ 1,373,297	\$ 7,134,753	\$ 5,928,941	\$ 33,674,925	
Restricted Funds	\$ 8,741,733	\$ 4,463,233	\$ 2,674,936	\$ 2,218,890	\$ 1,088,000		\$ 1,373,297	\$ 7,134,753		\$ 27,694,842	
Unrestricted Funds						\$ 51,142			\$ 5,928,941	\$ 5,980,083	
<b>ALL CAPITAL FUNDING</b>	<b>\$ 8,741,733</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>\$ 7,134,753</b>	<b>\$ 5,928,941</b>	<b>\$ 33,674,925</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 APRIL 24, 2020- 4th REVISION**

**Attachment C**

FY20 FINAL CAPITAL BUDGET ADOPTED JUNE 28, 2019:					\$	20,362,532
CAPITAL PROJECT	PJT#	OWNER	SOURCE	AMOUNT	TOTAL	
<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 APRIL 24, 2020- 4th 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 proejct 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 APRIL 24, 2020- 4th 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 APRIL 24, 2020- 4th 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 APRIL 24, 2020- 4th REVISION**

**Attachment C**

CAPITAL PROJECT	PJT#	OWNER	SOURCE	AMOUNT	TOTAL
<b>Add: 2 35' CNG Buses</b>	20-02	EB	FY19 FTA 5339 (discretionary) MEASURE D	\$ 1,088,000 \$ 272,000	
<b>Reason:</b> New Buses					
<b>Add: 14 CNG Buses, Lease to Buy</b>	20-03	EB	STA-SGR MEASURE D	\$ 700,000 \$ 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 Misc. Capital Contingency	\$ 52,000 \$ (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>FUNDING SUMMARY:</b>					
			OP & CAPITAL RESERVE	\$ 5,016,502	
			FTA	\$ 1,638,000	
			LCTOP	\$ 646,496	
			LPP	\$ 302,000	
			MEASURE D	\$ 3,017,494	
			PTMISEA	\$ 1,789,684	
			STA	\$ -	
			STA-SGR	\$ 702,218	
			STBG	\$ 200,000	
			STIP	\$ -	
<b>TOTAL CAPITAL BUDGET REVISIONS THROUGH 4/24/20:</b>				\$	<b>13,312,394</b>

**FY20 REVISED CAPITAL BUDGET AS OF APRIL 24, 2020:** \$ 33,674,925

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**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Greg Willis, Purchasing Manager  
**SUBJECT: ACCEPT AND FILE THE QUARTERLY PROCUREMENT REPORT FOR  
4<sup>TH</sup> QUARTER OF FY20**

**I. RECOMMENDED ACTION**

**That the Board of Directors accept and file the Quarterly Procurement Report for the 4<sup>th</sup> quarter of FY20**

**II. SUMMARY**

- This staff report provides the Board with a Quarterly Procurement Report for the 4<sup>th</sup> quarter of FY20, covering the months of April through June.
- Each quarter staff will provide a Quarterly Procurement Report listing anticipated formal procurements within the upcoming quarter that are not being presented to the Board separately.

**III. DISCUSSION/BACKGROUND**

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

Formal procurements are defined as construction valued at \$10,000 or more, 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 4<sup>th</sup> quarter of FY20 (April through June).

**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

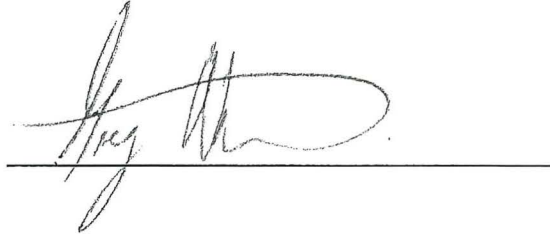
**VIII. ATTACHMENTS**

**Attachment A:** FY20 4<sup>th</sup> Quarter Anticipated Procurements Listing

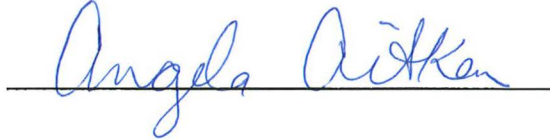
Prepared by: Joan Jeffries, Purchasing Assistant

**IX. APPROVALS**

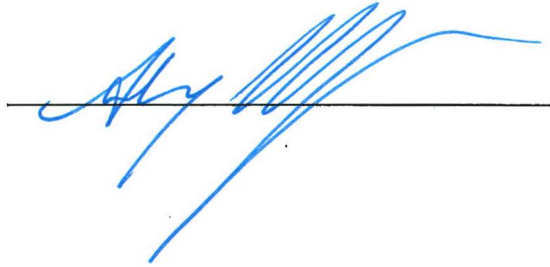
Greg Willis, Purchasing Manager

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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

FY20: 4th Quarter

Month Anticipated to be Issued	Description	Purpose	Department	Funding Source	Anticipated Value (life of contract)	Project No.
<b>Vehicles</b>						
June	6 Gillig CNG Coaches	To replace aging fleet	Fleet	PTMISEA	\$ 4,136,017	19-0024
June	2 35' CNG Coaches	To replace aging fleet	Fleet	FY19 FTA 5339 (discretionary); \$272,000 Bus Replacement Fund	\$ 1,360,000	20-0002
June	7 Paratransit Vans	To replace aging vehicles	Fleet	LPP for \$302K; Measure D for \$302K	\$ 604,000	20-0001
June	3 Paratransit Vans	To replace aging vehicles	Fleet	STGB FY19 via RTC for \$200K; Measure D for \$22,940	\$ 222,940	19-0033
<b>One-Off Contracts</b>						
April	Proterra Bus Wraps	To promote that METRO has electric buses	Fleet / Operations	Capital reserves	\$50,000	20-0004
June	Maintenance Facilities Project, Phase I: Construction	Construction to remediate sink hole and demolish two small housing structures	Facilities	Capital reserves	\$350,000	19-0006

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**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Dawn Crummié, Human Resources Director  
**SUBJECT:** **CONSIDERATION OF RATIFICATION OF A 4<sup>TH</sup> AMENDMENT WITH ATHENS ADMINISTRATORS FOR 3<sup>RD</sup> PARTY ADMINISTRATION OF WORKERS' COMPENSATION CLAIMS, EXTENDING THE CONTRACT FOR ONE YEAR AND INCREASING THE CONTRACT TOTAL BY \$34,989**

## **I. RECOMMENDED ACTION**

**That the Board of Directors ratify the execution of a fourth amendment with Athens Administrators for 3<sup>rd</sup> Party Administration of Workers' Compensation Claims, extending the contract for one year and increasing the contract total by \$34,989 for the additional one-year period, thereby increasing the total contract authority from \$315,000 to \$349,989**

## **II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) is self-insured for workers' compensation insurance. To ensure compliance with complex state workers' compensation law, a third party administrator (TPA) is utilized.
- METRO's contract with Athens Administrators, METRO's TPA for workers' compensation claims, was due to expire on March 29, 2020.
- Athens Administrators agreed to extend the term for one more year with no changes to the current terms and conditions. The escalator proposed for the annual fee is in line with previous years' escalators.
- A new procurement for these services will be issued prior to the new expiration date.
- Due to COVID-19 concerns and the cancellation of the March 27, 2020 Board of Directors (Board) meeting, staff was not able to obtain Board approval prior to the CEO executing the amendment to extend. Staff is recommending that the Board now ratify the execution of the amendment with Athens Administrators.

## **III. DISCUSSION/BACKGROUND**

METRO is self-insured. Due to the complexities of California workers' compensation statutes and the liability METRO would be exposed to by administering the program in-house, a TPA has been used to administer the

program under the direction of METRO Human Resources staff. Athens Administrators is METRO's current provider for these services; however, this contract was due to expire on March 29, 2020.

Although all renewal options had been exercised, as a result of multiple factors staff considered delaying a new formal procurement for these services for one more year. Athens Administrators was willing to extend for this additional period under the current contract terms and conditions. The escalator they proposed for the new annual term, 2.89%, falls within the contract terms and is in line with previous years' escalators.

This staff report was originally slated for the March 27, 2020 Board meeting. Due to its cancellation over COVID-19 concerns, the CEO determined it was in METRO's best interest to execute the amendment. Staff is recommending that the Board now ratify the execution of this amendment. No further amendments to extend the term of this contract will be executed, and a new competitive procurement will be conducted before this extension expires a year from now.

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**

This contract has a total not to exceed of \$315,000. The fourth amendment is adding additional funds in the amount of \$34,989. The new contract total not to exceed is \$349,989.

Funds to support this contract are included in the Human Resources FY20 & FY21 Workers Comp Insurance (502081) Operating Budget.

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

N/A

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

None. METRO is obligated to provide this insurance to employees pursuant to State of California workers' compensation statutes.

**VIII. ATTACHMENTS**

**Attachment A:** Amendment to the Contract with Athens Administrators

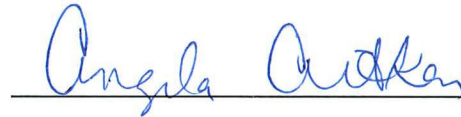
Prepared by: Joan Jeffries, Purchasing Assistant

**IX. APPROVALS**

Dawn Crummié, Human Resources  
Director



Approved as to fiscal impact:  
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



# Attachment A

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FOURTH AMENDMENT TO CONTRACT NO. 15-08  
FOR THIRD PARTY ADMINISTRATION OF WORKERS' COMPENSATION CLAIMS**

This Fourth Amendment to Contract No. 15-08 for Third Party Administration of Workers' Compensation Claims is made effective March 30, 2020 between the Santa Cruz Metropolitan Transit District ("Santa Cruz METRO"), a political subdivision of the State of California, and Athens Administrators ("Consultant").

## **I. RECITALS**

- 1.1 Santa Cruz METRO and Consultant entered into a Contract for Third Party Administration of Workers' Compensation Claims ("Contract") on March 30, 2015.
- 1.2 The Contract is due to expire on March 29, 2020.
- 1.3 The Contract allows for extension upon mutual written consent.
- 1.4 Santa Cruz METRO and Consultant desire to amend the Contract to extend the Contract term, and to increase the Contract total not-to-exceed amount.

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

## **II. TERM**

Article 4.01 is amended to include the following:

Under the terms of the Fourth Amendment, the term of this Contract is extended by one year, to March 29, 2021.

Santa Cruz METRO and Consultant may extend the term of this Contract at any time for any reason upon mutual written consent.

## **III. COMPENSATION**

Article 5.01 is amended to include the following language:

Santa Cruz METRO shall compensate Consultant in the amount of \$62,653 for the next one-year term, as set forth in Consultant's proposal dated March 6, 2020, Attachment A to the Fourth Amendment.

Under the terms of the Fourth Amendment, the Contract total not-to-exceed amount is increased by \$34,989. The new Contract total not-to-exceed amount is \$349,989. Consultant understands and agrees that if it exceeds the maximum amount payable under this Contract, it does so at its own risk.

# Attachment A

## IV. REMAINING TERMS AND CONDITIONS

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

## V. AUTHORITY

Article 7 is amended to include the following language:

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

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

Santa Cruz METRO –  
SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

\_\_\_\_\_

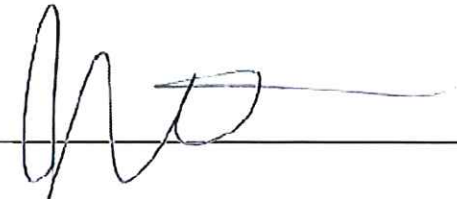
Consultant –  
ATHENS ADMINISTRATORS

James Jenkins, President

  
\_\_\_\_\_

Approved as to Form:

Julie Sherman, General Counsel

  
\_\_\_\_\_



**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Wondimu Mengistu, Grants/Legislative Analyst  
**SUBJECT: CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION AND EXECUTE ACTIONS NECESSARY TO RECEIVE FORMULA FUNDS FROM THE FY20 LOW CARBON TRANSIT OPERATIONS PROGRAM**

**I. RECOMMENDED ACTION**

**That the Board adopt a resolution designating the CEO as the Authorized Agent to submit a grant application and execute all agreements and actions necessary to receive funds from the FY20 Low Carbon Transit Operations Program, including authorizing the CEO to request the SCCRTC pass its allocation of FY20 LCTOP funds to METRO**

**II. SUMMARY**

- The California State Controller's Office (SCO) has allocated funds from the Greenhouse Gas Reduction Fund to the Low Carbon Transit Operations Program (LCTOP) for transit projects that reduce greenhouse gas emissions.
- For FY2019-20 (FY20), the State Controller's Office allocated \$969,394 to Santa Cruz County, \$502,764 to the Santa Cruz County Regional Transportation Commission (SCCRTC) and \$466,630 to the Santa Cruz Metropolitan Transit District (METRO) to implement an LCTOP project.
- METRO needs to install a new fast charging infrastructure at Watsonville Transit Center (WTC) to allow zero-emission buses to stay in operation throughout the day by extending their mileage and operating time. Staff recommends using the FY20 LCTOP funds for installing fast charging infrastructure and using these funds to serve as a match for an \$11 million application for a state Transit and Intercity Rail Capital Program (TIRCP) grant.
- METRO requests that the SCCRTC contribute its allocation amount of \$502,764 to METRO for a qualifying project, which METRO will also bank in a separate, interest-bearing account.
- Staff recommends that the Board of Directors (Board) adopt a resolution designating the CEO as the Authorized Agent to submit an application and to execute all agreements and take all other actions, including executing the Certifications and Assurances, necessary to receive the LCTOP funds.

### III. DISCUSSION/BACKGROUND

In 2006, Governor Schwarzenegger executed the California Global Warming Solutions Act of 2006 (AB 32); landmark legislation that set targets to reduce greenhouse gas emissions to 1990 levels by 2020. AB 32 spawned trailing legislation that created new programs and designated various state agencies to administer them. In 2014, Governor Brown signed the Transit, Affordable Housing and Sustainable Communities Program (SB 862), which distributed revenue from the sale of carbon emission credits to various programs, to increase transit ridership and reduce overall emissions from transportation sources. SB 862 established the Low Carbon Transit Operations Program (LCTOP) to distribute Cap-and-Trade revenue to regional transportation planning agencies and to public transit operators for new services and infrastructure that expand transit service, increase ridership and reduce emissions.

The LCTOP is a formula grant program that receives 5% annually of Greenhouse Gas Reduction Funds generated from the sale of carbon credits in the Cap and Trade program. The State Controller's Office (SCO) then allocates the LCTOP funds to Regional Transportation Planning Agencies (the SCCRTC in Santa Cruz County) and to public transit agencies by the same formula used to allocate State Transit Assistance (STA) funds. For the FY20 program, the SCO allocated \$502,764 to the SCCRTC and \$466,630 to METRO for a total of \$969,394 to Santa Cruz County. METRO requests that SCCRTC allocate 100% of its FY20 LCTOP funds to METRO for zero emission bus-charging infrastructure. If the SCCRTC concurs, METRO will submit an allocation request for the combined total of \$969,394 allocated to Santa Cruz County for FY20.

Programming 100% of the region's FY20 LCTOP funds to METRO is consistent with an agreement made last year between METRO and Lift Line. Lift Line agreed to waive any claims to SCCRTC's share of LCTOP funds this year since the SCCRTC allocated nearly \$300,000 of the SCCRTC's share of FY19 funds to Lift Line to purchase one electric 9-passenger paratransit van and for two level three charging stations in Watsonville and Felton.

The California Air Resources Board, the State Transportation Agency, the California Environmental Protection Agency and the California Department of Transportation (Caltrans) developed the project criteria, which Senate Bill 824 (SB 824) of 2016 subsequently modified. SB 824 allows an LCTOP recipient to accumulate annual LCTOP allocations for up to four years to implement a more substantial project than would otherwise be possible. METRO plans to use 100% of its share of LCTOP funds for zero-emission bus charging infrastructure and is using these funds to serve as a match for an \$11 million application for a state Transit and Intercity Rail Capital Program (TIRCP) grant. Charging electric buses using standard depot yard charging methods can take several hours and requires overnight charging in most cases. METRO's TIRCP application will pursue emerging fast charging technology, which provides the potential to mitigate this challenge. Fast-charging technology, which can recharge a vehicle at the WTC



between trips, will allow buses to stay in operation throughout the day. METRO anticipates that these fast chargers will also improve service frequency and reliability, making transit a more convenient and attractive travel option. In the absence of a WTC fast charger, METRO would need to deploy more buses to provide the same proposed level of service expansion.

If METRO is not awarded a TIRCP grant this year (CalSTA is scheduled to announce TIRCP awards by April 1, 2020), the LCTOP funds will rollover to FY20/21 or METRO may use it as local match for other state and federal grants for zero-emission buses and charging infrastructure.

The deadline to submit the FY20 application is April 8, 2020. The application requires a Board Resolution to approve the project and authorize the CEO as the Authorized Agent to submit an application, execute agreements and receive funds. Caltrans will pay the funds in advance of project implementation.

Staff recommends that the Board approve using LCTOP funds for zero-emission bus charging infrastructure and using these funds to serve as a match for an \$11 million application for a state TIRCP grant and adoption of a resolution (Attachment A) to:

1. Designate the CEO as the Authorized Agent to submit an application and execute all agreements necessary to receive LCTOP funds from Caltrans and authorize the CEO to execute Certifications and Assurances required to participate in the Low Carbon Transit Operating Program (Attachment B).
2. Authorize the CEO to request that the SCCRTC pass its allocation of FY19 LCTOP funds to METRO (Attachment C).
3. Approve using the FY2019-2020 LCTOP funds allocated by the SCO for zero emission bus charging infrastructure and using these funds to serve as a match for an \$11 million application for a state TIRCP.

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

METRO would receive a combined total of \$969,394 from the FY20 LCTOP allocation to Santa Cruz County. METRO will deposit these funds into a segregated, interest-bearing account until they are expended on charging infrastructure, as described in detail above.

#### **V. CHANGES FROM COMMITTEE**

N/A

## **VI. ALTERNATIVES CONSIDERED**

Do not receive the FY20 LCTOP allocation. Staff does not recommend this alternative because METRO would lose critically needed revenue to install zero emission bus charging infrastructure /or purchase a battery-electric replacement bus.

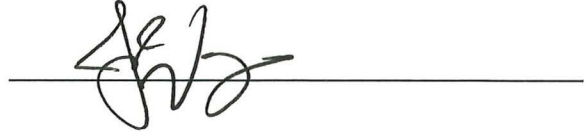
## **VII. ATTACHMENTS**

- Attachment A:** Resolution designating the CEO as the Authorized Agent and authorizing the execution of Certifications and Assurances for the Low Carbon Transit Operating Program
- Attachment B:** Authorized Agent and Certifications and Assurance Forms
- Attachment C:** Letter to SCCRTC requesting its LCTOP transfer to METRO

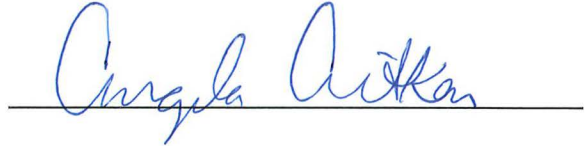
Prepared by: Wondimu Mengistu, Grants/Legislative Analyst

**VIII. APPROVALS**

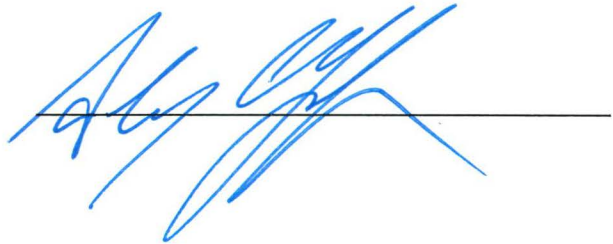
John Urgo, Planning  
and Development Director



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 AUTHORIZING THE EXECUTION OF CERTIFICATIONS AND ASSURANCES AND DESIGNATING ALEX CLIFFORD, CEO/GENERAL MANAGER, AS THE AUTHORIZED AGENT TO EXECUTE ALL ACTIONS NECESSARY TO RECEIVE FY2019 - 2020 FUNDS FROM THE LOW CARBON TRANSIT OPERATIONS PROGRAM

**WHEREAS**, California Governor Brown executed the Transit, Affordable Housing and Sustainable Communities Program (SB 862) in 2014 to reduce greenhouse gas emissions from the transportation sector; and

**WHEREAS**, SB 862 established the Low Carbon Transit Operations Program (LCTOP) to receive revenue from the sale of emission allowances in California's Cap-and-Trade program and distribute these funds to transit operators and regional transportation planning agencies for projects that increase transit ridership; and

**WHEREAS**, SB 862 designated the California Department of Transportation (Caltrans) as the administrative agency to implement, monitor and establish Guidelines for the LCTOP; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District (METRO) is an eligible LCTOP recipient that can receive funds directly from the LCTOP and from other sponsors to which the LCTOP also allocates funds; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District staff proposes Board authorization to claim the FY2019 – 2020 LCTOP funds allocated by the State Controller's Office to Santa Cruz County to METRO for zero emission bus-charging infrastructure project; and

**WHEREAS**, the METRO staff proposes Board authorization to request that the Santa Cruz County Regional Transportation Commission sponsor METRO's project and contribute its FY2019 – 2020 LCTOP allocation to METRO; and

**WHEREAS**, METRO staff recommends the Board authorizes submittal of the following allocation request to the California Department of Transportation for Santa Cruz County's FY2019 - 2020 LCTOP funds:

*Project Name:* FY2019 - 2020 Charging infrastructure at the Watsonville  
Transit Center (WTC)

# Attachment A

*LCTOP Funds Requested:* FY2019 – 2020 Santa Cruz County allocation: \$969,394

*Short Description:* Install fast-charging infrastructure at the WTC and use these funds to serve as a match for an \$11 million application for a state TIRCP grant or rollover to FY20/21 or METRO may use it as local match for other state and federal grants for zero-emission buses and charging infrastructure.

*Contributing Sponsor:* Santa Cruz County Regional Transportation: \$502,764

Populations: Project is within and serves SB535-defined disadvantaged communities

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and the applicable statutes, regulations and guidelines for the LCTOP; and

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby designates Alex Clifford, CEO/General Manager, or designee, as the Authorized Agent to execute all agreements and take all actions necessary to receive funds from the LCTOP; and

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby authorizes Alex Clifford, CEO/General Manager, or designee, to request that the SCCRTC pass its allocation of LCTOP funds to METRO, and authorizes staff to use of FY2019 – 2020 LCTOP funds to METRO for fast-charging infrastructure to support battery electric bus operations and use these funds to serve as a match for an \$11 million application for a state TIRCP grant or rollover to FY20/21 or METRO may use it as local match for other state and federal grants for zero-emission buses and charging infrastructure.

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District this 24<sup>th</sup> Day of April 2020 by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
Mike Rotkin, Board Chair

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

**APPROVED AS TO FORM**

\_\_\_\_\_  
JULIE SHERMAN  
General Counsel

# Attachment B



## FY 2019-2020 LCTOP

### Authorized Agent

**AS THE Board Chair**

(Chief Executive Officer/Director/President/Secretary)

**OF THE Santa Cruz Metropolitan Transit District**

(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

**Alex Clifford, CEO/General Manager**

(Name and Title of Authorized Agent)

OR

**Angela Aitken, CFO**

(Name and Title of Authorized Agent)

OR

**Click here to enter text.**

(Name and Title of Authorized Agent)

OR

**Click here to enter text.**

(Name and Title of Authorized Agent)

OR

**Mike Rotkin**

(Print Name)

**Board Chair**

(Title)

(Signature)

Approved this 24 day of April, 2020

**10-07B.1**

# Attachment B



## FY 2019-2020 LCTOP Certifications and Assurances

**Lead Agency:** Santa Cruz Metropolitan Transit District

**Project Title:** Zero-emission bus charging infrastructure

**Prepared by:** Wondimu Mengistu, Grants/Legislative Analyst

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

### A. General

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

### B. Project Administration

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).



# Attachment B



## FY 2019-2020 LCTOP

9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

### **C. Reporting**

1. The Lead Agency must submit the following LCTOP reports:
  - a. Semi-Annual Progress Reports by May 15th and November 15th each year.
  - b. A Close Out Report within six months of project completion.
  - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
  - d. Project Outcome Reporting as defined by CARB Funding Guidelines.
  - e. Jobs Reporting as defined by CARB Funding Guidelines.
2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

### **D. Cost Principles**

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
  - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
  - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with

# Attachment B



## FY 2019-2020 LCTOP

Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs subject to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

### **A. Record Retention**

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times

# Attachment B



## FY 2019-2020 LCTOP

during the entire project period and for three (3) years from the date of final payment.

The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

### F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

Alex Clifford

*(Print Authorized Agent)*

CEO/General Manager

*(Title)*

*(Signature)*

*(Date)*

# Attachment B



## FY 2019-2020 LCTOP

### Allocation

<b>Lead Agency:</b>	<b>Santa Cruz Metropolitan Transit District</b>
<b>Project Title:</b>	<b>Zero-emission bus charging infrastructure</b>
<b>Regional Entity:</b>	<b>Santa Cruz County Regional Transportation Commission</b>
<b>County:</b>	<b>Santa Cruz</b>

**Lead Agency:** I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, Lead Agency shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

<b>Authorized Agent:</b>	Alex Clifford
<b>Title:</b>	CEO/General Manager
<b>Lead Agency:</b>	Santa Cruz Metropolitan Transit District

<b>Signature:</b>	
<b>PUC Funds Type:</b>	<b>99313 \$ \$502,764</b>
<b>PUC Funds Type:</b>	<b>99314 \$ \$466,630</b>

**Contributing Sponsor(s):** The contributing sponsor is an entity that passes funds to the Lead Agency to support a project. The contributing sponsor could be the regional entity (PUC 99313) passing their funds to a recipient agency within their region or a recipient agency (PUC 99314) passing their funds through to either a regional entity or a recipient agency within their region. The contributing sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) they are contributing the project. Sign below or attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional Contributing Sponsors.

<b>Authorized Agent:</b>	Guy Preston
<b>Title:</b>	Executive Director
<b>Lead Agency:</b>	Santa Cruz County Regional Transportation Commission

<b>Signature:</b>	
<b>PUC Funds Type:</b>	<b>99313 \$ \$502,764</b>
<b>PUC Funds Type:</b>	<b>99314 \$ \$466,630</b>

# Attachment C

## *Santa Cruz Metropolitan Transit District*



February 19, 2020

Mr. Guy Preston, Executive Director  
Santa Cruz County Regional Transportation Commission  
1523 Pacific Avenue  
Santa Cruz, CA 95060-3911

RE: Request for SCCRTC to Sponsor METRO's FY 2019 - 2020 Low Carbon Transit Operations Allocation Request

Dear Mr. Preston:

The Santa Cruz Metropolitan Transit District (METRO) requests that the Santa Cruz County Regional Transportation Commission (RTC) delegate its FY2019 – 2020 allocation of Low Carbon Transit Operations Program (LCTOP) funds to METRO for a public transit project to reduce greenhouse gas emissions. The LCTOP guidelines allow a recipient to contribute its allocation to another eligible recipient which would then be responsible for project implementation in accordance with all guidelines.

The State Controller's Office allocated FY 2019 – 2020 LCTOP funds to regional transportation planning agencies and transit operators using the same distribution formula specified for STA funds under Public Utilities Code 99313 and 99314 (§99313 and §99314). Accordingly, the RTC will receive \$502,764 and METRO will receive \$466,630 in FY 2019 - 2020 LCTOP funds. METRO requests that RTC allocate 100% of FY 2019 – 2020 LCTOP funds to METRO zero emission bus-charging infrastructure. If the RTC concurs, METRO will submit an allocation request for the combined total of \$969,394 allocated to Santa Cruz County for FY 2019 - 2020.

Programming 100% of the region's FY 2019 – 2020 LCTOP funds to METRO is consistent with an agreement made last year between METRO and Lift Line staff. Lift Line agreed to waive any claims to RTC's share of LCTOP funds this year since the RTC allocated nearly \$300,000 of the RTC's share of FY 2018 – 2019 funds to Lift Line to purchase one electric 9-passenger paratransit van and for two level three charging stations in Watsonville and Felton.

METRO plans to use 100% of its share of LCTOP funds for zero-emission bus charging infrastructure and is using these funds to serve as a match for an \$11 million application for a state Transit and Intercity Rail Capital Program (TIRCP) grant. Charging electric buses using standard depot yard charging methods can take several hours and requires overnight charging in most cases. Our TIRCP application will pursue emerging fast charging technology, which provides the potential to mitigate this challenge. Fast-charging technology, which can recharge a vehicle at the Watsonville Transit Center (WTC) between trips and will allow buses to stay in operation throughout the day. It will extend their mileage and operating time, eliminate the need to deploy a second bus to operate the same

*110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117*

*Santa Cruz METRO OnLine at <http://www.scmtd.com>*

**10-07C.1**



## Attachment C

route, and eliminate costly and inefficient deadheading 17 miles back to depot yard in Santa Cruz for midday recharging and bus exchange. METRO anticipates that these fast chargers will also improve service frequency and reliability, making transit a more convenient and attractive travel option.

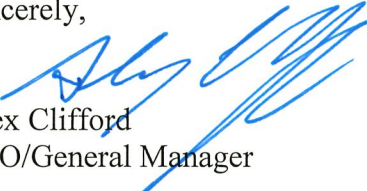
If METRO is not awarded a TIRCP grant this year (CalSTA is scheduled to announce TIRCP awards by April 1, 2020), the LCTOP funds will roll over to FY20/21 or METRO may use it as local match for other state and federal grants for zero-emission buses and charging infrastructure.

The METRO Board of Directors will adopt a resolution authorizing this project at their April 24, 2020 meeting. The application is due to Caltrans by April 17, 2020; therefore, I would request that the RTC consider authorizing the sponsored project at its March 5, 2020 meeting.

If the RTC authorizes sponsorship of METRO's FY2019-2020 LCTOP project, please provide a letter to METRO which specifies that the RTC is a contributing sponsor of \$502,764 in FY2019-2020 LCTOP §99313 funds for the project. The RTC Executive Director will then be asked to sign the application as a contributing sponsor.

Please call me if you would like to discuss any part of this proposal.

Sincerely,



Alex Clifford  
CEO/General Manager



**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Isaac Holly, I.T. and I.T.S. Director  
**SUBJECT: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS  
FOR THE PURCHASE AND INSTALLATION OF A BUILDING ACCESS  
CONTROL SYSTEM FOR THE MAINTENANCE FACILITY**

**I. RECOMMENDED ACTION**

**That the Board of Directors authorize the Purchasing Manager to issue a formal Invitation for Bids for the Purchase and Installation of a Building Access Control System for the Maintenance Facility**

**II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) requires the services of a firm to purchase and install an Access Control System (ACS) for the Maintenance Facility in order to improve site security and ease of access for employees.

**III. DISCUSSION/BACKGROUND**

The Maintenance Facility located at 138 Golf Club Drive is currently equipped with physical, key-based door locks. This has proven to be unwieldy because employees need to regularly access this building and not all employees are issued physical keys.

The reason that most employees are not provided keys to this and other buildings is primarily because when an individual loses a key or leaves METRO without returning the key, Facilities needs to rekey all affected doors. In addition, the interim period in which the key is missing presents a physical security concern until rekeying is complete. Consequently, certain doors to the Maintenance facility shop area remain unlocked during the daytime hours for business continuity.

The Admin and JKS Operations Facilities are both equipped with an ACS that is centrally managed. An ACS at the Maintenance Facility would enhance site security and streamline the management of employee access to the building.

**IV. STRATEGIC PLAN PRIORITIES ALIGNMENT**

1. Safety First Culture
2. Internal and External Technology

**V. FINANCIAL CONSIDERATIONS/IMPACT**

This action will authorize the initiation of a procurement estimated to result in a contract with a value of \$50,000. METRO has budgeted \$50,000 for this project from the FY19 One-Time Carryover funds.

**VI. CHANGES FROM COMMITTEE**

None.

**VII. ALTERNATIVES CONSIDERED**

Do not provide electronic access to the building and continue utilizing physically keyed facility access.

- o Staff does not recommend this action for the reasons set forth in this report.

**VIII. ATTACHMENTS**

None

Prepared by: Isaac Holly, I.T. and I.T.S. Director

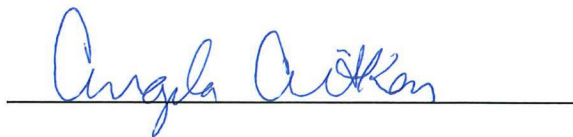


**IX. APPROVALS**

Isaac Holly, I.T. and I.T.S. Director



Approved as to fiscal impact:  
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



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**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Rufus Francis, Safety, Security & Risk Management Director  
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO RI ENGINEERING, INC. FOR ENGINEERING SERVICES AT THE METRO MAINTENANCE FACILITY NOT TO EXCEED \$49,550**

## **I. RECOMMENDED ACTION**

**That the Board of Directors authorize the CEO to execute a contract with RI Engineering, Inc. for Engineering Services at the METRO Maintenance Facility in an amount not to exceed \$49,550**

## **II. SUMMARY**

- The Santa Cruz Metropolitan Transit District (METRO) has a need for engineering services at METRO's Maintenance Facility.
- A formal request for proposals was conducted to solicit proposals from qualified firms. Three firms submitted proposals for METRO's review.
- A five-member evaluation team comprised of METRO staff reviewed and evaluated the proposals, and is recommending an award to RI Engineering, Inc., the highest ranked firm.

## **III. DISCUSSION/BACKGROUND**

METRO requires the services of a civil engineering firm to provide engineering and design analysis at METRO's Maintenance Facility for restoration and security of the grounds and buildings. On November 15, 2019, the Board of Directors (Board) authorized staff to issue a Request for Proposals (RFP) for these services. The project includes both Phase 1 and Phase 2 services, with Phase 1 originally described as: Engineering Analysis to address the following items:

1. Assessment of sink hole, drainage problem/water sources/underground river water;
2. Grading, leveling and paving the employee parking and service vehicle lot;
3. Recommendation of concrete or asphalt for lot;
4. Demolition of houses and removal;
5. Recommendation for appropriately sized conduit for electrical and telecommunications;

6. Assessing utility lines;
7. Access Control recommendation;
8. Ceiling adjustment recommendation for articulated buses; and
9. Future electrical vehicle charging needs.

The understanding at the time was that Phase 2 would be the engineering support services during the actual construction work, which would proceed following the Phase 1 engineering analysis. Both Phase 1 and Phase 2 would be funded by FY19 one-time carryover funds of \$1,000,000.

On November 26, 2019, METRO legally advertised and distributed Request for Proposals (RFP) No. 20-06 to 28 firms and nine builders' exchanges, posted notice on its website, and sent email notices to all GovDelivery subscribers. Following issuance of the RFP, the scope of work and potential costs were reevaluated by staff, and due to concerns that the funds identified would not be adequate to complete the entire scope through to construction, the decision was made to prioritize certain items, and allocate the funds to complete both the engineering and construction phases of just those items at this time. The scope of work in the RFP was then modified by an addendum to the RFP.

The redefined Phase 1 of this project now includes plans for the demolition of the two small houses on the property, an assessment and recommendation to repair the sink hole next to the Rayne building, and a grading plan to redirect the flow of water away from the Rayne building (items 1 and 4 above, and a portion of item 2). Part 2 of Phase 1 will be the actual construction, which will involve the issuance of an Invitation for Bids. It is believed that the FY19 one-time carryover funds of \$1,000,000 will be enough to carry out both the engineering analysis and the construction of the redefined Phase 1.

The redefined Phase 2 of the project, identified via the addendum to the RFP as Optional Services, includes engineering services for the rest of the items listed above. As additional funds will need to be identified before proceeding with Phase 2, it is unknown at this time when this phase will be carried out, but staff is actively working to identify appropriate grant funding. (Part 2 of Phase 2 will be the actual construction, which will involve the issuance of an Invitation for Bids.)

On February 18, 2020, proposals for RFP 20-06 were received and opened from 3 firms. A list of these firms is provided in Attachment A. A five-member evaluation team comprised of METRO staff has reviewed and evaluated the proposals.

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

<b>Evaluation Criteria</b>
Qualifications and recent experience
Understanding of and technical approach to Project requirements
Quality of relevant experience of key staff
Experience with government agencies
References

Staff is recommending that the Board authorize the CEO to execute a contract on behalf of METRO with RI Engineering, Inc. for Engineering Services at METRO Maintenance Facility, for the Phase 1 scope of work only, in an amount not to exceed \$49,550. RI Engineering, Inc. included a cost proposal for the Optional Phase 2 scope of work in the amount of \$61,230. At such time as adequate funds have been identified to proceed with Phase 2, including the construction, staff will return to the Board to recommend such action.

RI Engineering, Inc. will provide all services meeting all METRO's specifications and requirements of the contract. Rufus Francis, Safety, Security & Risk Management Director, will serve as the Contract Administrator and will ensure contract compliance.

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

This project aligns to the following Strategic Priorities:

- Safety First Culture
- State of Good Repair

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

The value of the contract is \$49,550 for the Phase 1 work. Funds to support this contract are available from the FY19 one-time carryover funds, Capital Project #19-0006, Maintenance Yard Security Hardening.

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

N/A

## **VII. ALTERNATIVES CONSIDERED**

- Do not move forward with the award of this contract at this time. This is not recommended. The sink hole has already caused distress to the structure of the Rayne building, which the building owner has addressed, but until the sink hole is remediated and water redirected away from the building, there is the risk of continued damage. Additionally, the two small houses adjacent to the sink hole need to be demolished before METRO can make needed improvements to the parking areas.

## **VIII. ATTACHMENTS**

**Attachment A:** List of Responding Firms

**Attachment B:** Contract with RI Engineering, Inc.

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

Prepared by: Joan Jeffries, Purchasing Assistant

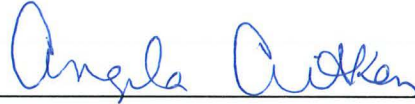
**IX. APPROVALS**

Rufus Francis, Safety, Security  
& 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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# Attachment A



## Responding Firms for RFP No. 20-06

# Engineering Services at METRO Maintenance Facility

Received by February 18, 2020 at 5:00 PM

Bowman & Williams, Inc.	Santa Cruz	CA
MME Civil + Structural Engineering	Santa Cruz	CA
RI Engineering, Inc.	Santa Cruz	CA

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# Attachment B

## PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING SERVICES AT METRO MAINTENANCE FACILITY (20-06)

THIS CONTRACT is made effective on April 24, 2020 between the Santa Cruz Metropolitan Transit District (“Santa Cruz METRO”), a political subdivision of the State of California, and RI Engineering, 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 Santa Cruz METRO’s Need for Engineering Services at METRO Maintenance Facility

Santa Cruz METRO has the need for Engineering Services at the METRO Maintenance Facility. In order to obtain these services, Santa Cruz METRO issued a Request for Proposal dated November 26, 2019, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.3 Contractor’s Proposal

Contractor is a firm/individual qualified to provide Engineering Services at the METRO Maintenance Facility and whose principal place of business is 303 Potrero Street, Suite 42-202, Santa Cruz, California 95060. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Engineering Services at the METRO Maintenance Facility, which is attached hereto and incorporated herein by reference as Exhibit B

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

On March 19, 2020, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Contractor agree as follows:

### 2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

#### 2.1 Documents Incorporated in this Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties’ Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 12.15 of the General Conditions to the Contract.

##### A. Exhibit A

Santa Cruz METRO’s “Request for Proposals” dated November 26, 2020, including the following Addenda:

- Addendum 1 dated December 23, 2019
- Addendum 2 dated January 23, 2020
- Addendum 3 dated January 30, 2020
- Addendum 4 dated February 7, 2020
- Addendum 5 dated February 11, 2020

# Attachment B

## B. Exhibit B (Contractor’s Proposal)

Contractor’s Proposal to Santa Cruz METRO, signed by Contractor and dated February 13, 2020.

### 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. DEFINITIONS

### 3.1 General

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

- 3.1.1 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Part IV, Section 12.15 of the General Conditions to the Contract.
- 3.1.2 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued November 26, 2019.
- 3.1.3 CONTRACTOR’S STAFF - Employees of Contractor.
- 3.1.4 DAYS - Calendar days.
- 3.1.5 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued November 26, 2019.
- 3.1.6 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.
- 3.1.7 SCOPE OF WORK (OR “WORK”) - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

## 4. TIME OF PERFORMANCE

### 4.1 Term

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

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

# Attachment B

## 5. COMPENSATION

### 5.1 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Contractor's written invoice for said work. Contractor understands and agrees that if it exceeds the **\$49,550** (Forty-nine Thousand Five Hundred Fifty Dollars) maximum amount payable for the Phase 1 Scope of Services under this Contract, it does so at its own risk.

### 5.2 Optional Phase 2 Scope of Services

At such time Santa Cruz METRO elects to exercise the Phase 2 Optional Scope of Services outlined in the Revised Specifications, Section 3.2, and per Contractor's Phase 2 Optional Fee Proposal, a separate Notice to Proceed will be issued. Contractor has proposed a not to exceed amount of **\$61,230** (Sixty-one Thousand Two Hundred Thirty Dollars) for the Phase 2 Scope of Services.

### 5.3 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract.

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

## 6. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand, or three (3) days after posting if sent by registered mail, receipt requested, to a party hereto at the address hereinunder set forth, or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

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

Attention: Alex Clifford, CEO

CONTRACTOR

RI Engineering, Inc.  
303 Potrero Street, Suite 42-202  
Santa Cruz, CA 95060

Attention: Richard Irish, President

# Attachment B

**7. 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.

**8. AUTHORITY**

Each party has full power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into 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 –  
RI ENGINEERING, INC.

Richard Irish, President

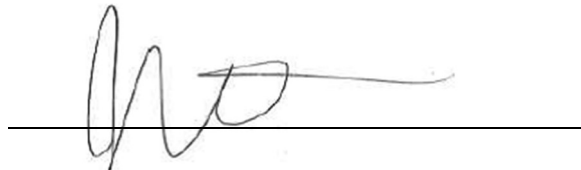


April 8, 2020

\_\_\_\_\_

Approved as to Form:

Julie A. Sherman, General Counsel



**PRESENTATION  
OF EMPLOYEE  
LONGEVITY  
AWARD:**

**RYAN  
MacDONELL  
15 Years**



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# Class of January 16, 2020

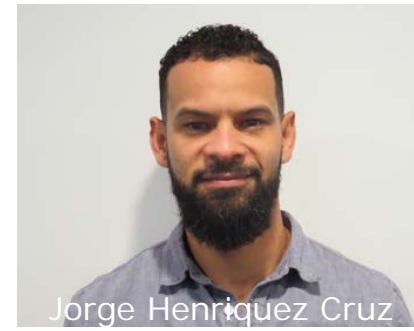
## Bus Operators, VSW & Mechanic



Juan Miguel Garcia



Isidro Gabriel Guevara



Jorge Henriquez Cruz



Miguel Maldonado Aparicio



Elena Zyulina



Jerry Ayala Magana



Justin Correia

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VERBAL PRESENTATION ONLY

INTRODUCTION OF JOHN URGO, NEW  
PLANNING & DEVELOPMENT DIRECTOR

Alex Clifford

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VERBAL PRESENTATION ONLY

CEO UPDATE

Alex Clifford

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# COVID-19 PANDEMIC

Alex Clifford

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**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: DECLARATION OF FISCAL EMERGENCY PURSUANT TO CEQA**

**I. RECOMMENDED ACTION**

**That the Board of Directors adopt a Resolution declaring a fiscal emergency**

**II. SUMMARY OF ISSUES**

- Local, state and national leaders have declared a state of emergency regarding the COVID-19 global pandemic. Mass transportation is considered an essential service and Santa Cruz Metropolitan Transit District (METRO) will continue to provide service to our community with available resources.
- As a result of the pandemic, a number of measures were initiated, including a substantial reduction in METRO daily service.
- Normally, a reduction in transit service requires an evaluation of the potential environmental impacts of such service reductions. However, the California Environmental Quality Act (CEQA) provides a statutory exemption for the reduction or elimination of existing transit service as a result of a declared fiscal emergency caused by failure of agency revenues to sufficiently fund programs and facilities.
- Pursuant to California Public Resources Code §21080.32(2) “fiscal emergency,” when applied to a publicly owned transit agency, means that the agency is projected to have negative working capital within one year from the date the agency makes the finding.
- A declaration of fiscal emergency does not by itself implement service changes or reductions, but is made solely for purposes of applying a CEQA exemption to such service changes or reduction if and when approved by the Board of Directors (Board).
- This resolution signals that METRO is preparing for the local impacts from the global COVID-19 pandemic and that there is a fiscal emergency. After the declaration of the fiscal emergency, the Board will have 30 days in which to respond to suggestions, if any, made by the public at the hearing.
- In order to comply with this exemption, METRO must make a specific finding that there is a fiscal emergency.

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

Because of the COVID-19 pandemic, a number of measures were initiated, including a substantial reduction in METRO daily service in an effort to protect METRO employees and the riding public, as well as METRO assets. Depending on the magnitude of the anticipated revenue shortfall, directly related to the COVID-19 pandemic, in the following months and years, the Board will be asked to consider proposals by staff to reduce or, in some cases, eliminate service.

A reduction in transit service normally requires an evaluation of the potential environmental impacts of such reductions; however, CEQA provides a statutory exemption for the reduction or elimination of existing transit service as result of a declared fiscal emergency. Adopting the resolution following the public hearing and discussion is necessary to effectuate the exemption; it does not implement any service changes or reductions. Those will only be implemented by a separate action of the Board.

Attached to this staff report is a Resolution of Declaration of Fiscal Emergency to be used in the event of future service reductions. Various budget projections, based on revenue losses of 25% to 80%, all result in a negative working capital figure to support the finding of a fiscal emergency.

This resolution signals that METRO is preparing for the local impacts from the global COVID-19 pandemic and that there is a fiscal emergency. After the declaration of the fiscal emergency, the Board will have 30 days in which to respond to suggestions, if any, made by the public at the hearing.

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

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

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

The finding of a fiscal emergency is necessary in order to timely implement future service changes. While the magnitude of the potential budget deficits in the following fiscal years is hard to predict at this point, budget scenarios based on revenue losses of 25% to 80% would all result in a negative working capital within one year.

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

None.

### **VII. ALTERNATIVES CONSIDERED**

Do nothing and require that all future service reductions have a CEQA analysis completed prior to implementation. Staff does not recommend this option as it may significantly delay the implementation of future service changes.

**VIII. ATTACHMENTS**

**Attachment A:** Resolution of Declaration of Fiscal Emergency


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

**IX. APPROVALS**

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

  
\_\_\_\_\_

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: \_\_\_\_\_

### **DECLARATION OF FISCAL EMERGENCY**

**WHEREAS**, Santa Cruz METRO's Board of Directors is considering service reductions in an effort to control potential budget deficits in FY21 resulting from the COVID-19 pandemic; and

**WHEREAS**, the California Environmental Quality Act (CEQA) provides a statutory exemption for the reduction or elimination of existing transit services as a result of a declared fiscal emergency caused by failure of agency revenues to sufficiently fund programs and facilities; and

**WHEREAS**, in order to claim this exemption, Santa Cruz METRO must make a specific finding that there is a fiscal emergency; and

**WHEREAS**, pursuant to California Public Resources Code §21080.32(2) "fiscal emergency," when applied to a publicly owned transit agency, means that the agency is projected to have a negative working capital within one year from the date that the agency makes the finding; and

**WHEREAS**, the Board of Directors held a public hearing on April 24, 2020.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, that Santa Cruz METRO hereby declares a fiscal emergency for its FY21 budget. The finding of fiscal emergency is necessary in order to timely implement future service changes.

# Attachment A

Resolution # \_\_\_\_\_  
Page 2 of 2

**BE IT FURTHER RESOLVED** that any future service changes necessary to balance the budget for FY21 is exempt from the mandates of CEQA.

**BE IT FURTHER RESOLVED** that any Santa Cruz METRO responses to suggestions made by the public, if any, be made within 30 days at a scheduled public meeting.

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District on April 24, 2020, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSTAIN: DIRECTORS –

ABSENT: DIRECTORS –

APPROVED:

---

MIKE ROTKIN  
Board Chair

ATTEST:

---

ALEX CLIFFORD  
CEO/General Manager

APPROVED AS TO FORM:

---

JULIE SHERMAN  
District Counsel



**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Alex Clifford, CEO/General Manager  
**SUBJECT: BOARD RATIFICATION OF THE NECESSARY ACTIONS TAKEN TO ADDRESS THE IMPACTS OF THE COVID-19 PANDEMIC ON METRO OPERATIONS**

**I. RECOMMENDED ACTION**

**That the Board of Directors ratify the necessary immediate actions taken by the Chief Executive Officer from March 1, 2020 through April 10, 2020, as reflected in this report, and that due to the continued state of emergency and the need to act expeditiously, the Board authorize the CEO to continue taking all necessary and appropriate actions required to respond to the COVID-19 pandemic crisis and to continue to protect METRO employees, the public and METRO assets. The CEO shall report all such actions back to the Board each month at their regular meetings**

**II. SUMMARY**

- In timely reaction to a declaration of a national pandemic and the State of California's declaration of a State of Emergency, the CEO initiated a number of measures to protect Santa Cruz Metropolitan Transit District (METRO) employees, the riding public and METRO assets.
- Such measures included a substantial reduction in METRO daily service.
- The CEO closed the Watsonville Transit Center and Pacific Station lobbies until further notice, including the inside and outside food vendors at both Transit Centers.
- The CEO also restricted customers to certain limitations such as essential travel, including work; free fares; rear door boarding; social distancing while boarding and leaving the bus and while on the bus; and limits on carryon items.
- Most, if not all the CEO actions reflected in this report, under normal non-emergency circumstance, would have been reviewed and approved by the METRO Board of Directors (Board) prior to the implementation of such measures.
- Given the national pandemic, the California State of Emergency and the various Orders issued by both Governor Newsom and the Santa Cruz County Health Agency, the CEO requests that the Board ratify his actions going back to March 1, 2020 and provide him continued authority to take such

emergency actions as he deems necessary in order to maintain minimal levels of essential services and to continue to protect METRO employees, the riding public and METRO assets.

- On April 10, 2020, the METRO Finance, Budget and Audit Standing Committee met, reviewed and recommends that the Board approve the requested actions in this report.

### III. DISCUSSION/BACKGROUND

In response to the state's declaration of a State of Emergency because of the threat of COVID-19 (coronavirus), and other recent federal, state and county guidance or legal orders, including the Centers for Disease Control and Prevention (CDC) guidance, METRO made certain changes to the way it delivers its essential service.

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.

<http://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/Shelter%20in%20Place%20Order%20March%2016%202020.pdf?ver=20200318>

**The Order was extended on March 31, 2020 until May 3, 2020.**

<https://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/PHO%20Order%20Extending%20SIP%20March%2031%202020.pdf>

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.

<http://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/Governor%27s%20Executive%20Order%20N-33-20.pdf>

Mass transit is identified as an essential service or critical infrastructure.

<https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>

Various guidance throughout March included several versions of group limitations, recommending initially the limitation of groups or gatherings to no more than 250, and then eventually lowering it to no more than 10. Along the way, the CDC, state and county placed more and more emphasis on six-feet of separation at all times (Social Distancing).



Because of this and other guidance/legal orders, METRO cancelled its March 13, 2020 Board Committee meetings. In addition, over this same period, the Governor issued two Orders providing public agencies relief from the Brown Act (March 12, 2020 N-25-20 & March 17, 2020 N-29-20), eventually allowing public agencies to hold teleconference meetings without having to do so in a location where the public could physically attend.

With so much COVID-19 awareness, prevention and guidance occurring throughout March, severely impacting METRO's operations and personnel, it would have been difficult, if not impossible, to convene multiple emergency METRO Board meetings.

Therefore, the CEO made a decision to endeavor to provide fixed-route and paratransit service for as long as possible during this health pandemic and to take all necessary emergency actions to protect METRO employees, assets and the public during this COVID-19 health pandemic. These actions included:

- March 17, 2020 - In an effort to reduce the number of customers on each ParaCruz vehicle at any given time (Social Distancing), ParaCruz started screening ride requests, prioritizing those rides requested for essential services. In compliance with Federal Regulations, METRO is continuing to serve all ride requests.
- March 18, 2020 - Following UCSC (3/10/20) and the public schools' (3/12/20) suspension of in-person classes, all School Term service (ST) was suspended.
- In an effort to protect METRO Bus Operators and provide social distancing, the CEO suspended the collection of fares until further notice and directed that, to the greatest extent possible, customers board the bus through the rear door.
- March 23, 2020 - All METRO fixed-route bus service was reduced to weekend service levels, until further notice. This resulted in about a 40% decrease in service.
- In an effort to further reduce driver exposure, ParaCruz began an A, B & C Group rotation with drivers working one day on and two days off with District Pay.
- March 26, 2020 – In an effort to further reduce Bus Operator exposure, METRO initiated an A & B Group rotation. Bus Operators work two weeks while the other group is off with two weeks of District Pay, then they rotate.
- March 27, 2020 - A modified Route 4 schedule was put in place in order to ensure service to the County Emeline Complex.

- March 30, 2020 – In order to enforce essential travel only Orders, METRO restricted customers from re-boarding the same bus on the same route once that bus has reached the end of the route.
- METRO required those boarding a bus to identify their essential travel, authorizing Bus Operators, and security personnel at the terminals to decline rides not identified as essential travel.
- Restricted personal carryon items to only items that one can carry on their lap.
- In the coming week (after this report was written), METRO will block sufficient seats on a bus in order to increase social distancing for customers.
- METRO will also restrict the capacity of each bus to between 10 - 15 passengers maximum.
- In accordance with recent CDC guidance, METRO will start encouraging customers to wear either facemasks or face cloths.
- On April 10, 2020, the METRO Finance, Budget and Audit Standing Committee met, reviewed and recommends that the Board approve the requested actions in this report.

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

All actions taken by the CEO support the board's strategic priorities 1, 2, 3, 5 and 7.

1. Safety First Culture
2. Financial Stability, Stewardship & Accountability
3. Service Quality and Delivery
4. Internal and External Technology
5. Employee Engagement: Attract, Retain and Develop
6. State of Good Repair
7. Strategic Alliances and Community Outreach

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

It is impossible at this time to discern the financial impacts of the COVID-19 crisis on METRO. The CARES Act - Federal 5307 and 5311 Program dollars recently approved by Congress and signed by the President may help avert a fiscal crisis in the short-term, but the medium and long-term effects of the COVID-19 and the duration of the economic recovery are all unknown at this time. It is unknown at this time if, or when, METRO will or can return to Pre-COVID-19 service levels and revenue.

METRO should begin preparing for a fiscal crisis that could be longer and more costly than the 2008 great recession.

The impact of temporarily discontinuing fare collection is approximately \$370,000/month.

## **VI. ALTERNATIVES CONSIDERED**

- The Board could direct the CEO to reverse all or part of the actions taken since early March 2020. This is not recommended since all actions taken were in response to the COVID-19 crisis.
- The Board could provide the CEO further direction.

## **VII. ATTACHMENTS**

**Attachment A:** Overview of METRO's Response to the COVID-19 Crisis To Date

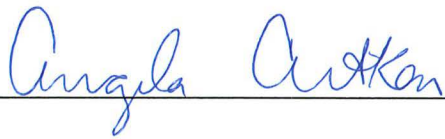
**Attachment B:** Presentation

**Attachment C:** Resolution Approving Actions to Address the Impacts of the COVID-19 Pandemic on METRO's Operations

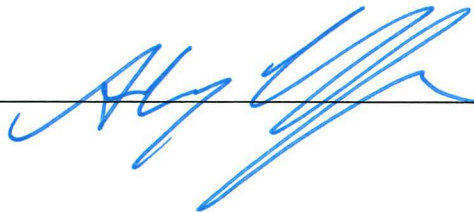
Prepared by: Alex Clifford, CEO/General Manager

**VIII. APPROVALS**

Approved as to fiscal impact:  
Angela Aitken, CFO

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_

## OVERVIEW OF METRO'S RESPONSE TO THE COVID CRISIS - TO DATE

**APRIL 10, 2020**

- January 20, 2020 – The first case of COVID-10 in the United States was confirmed in the State of Washington.
- February 3, 2020 – METRO Safety & Risk Department was tasked with researching a coronavirus disinfectant to use nightly on the buses.
- February 26, 2020 – Disinfectant identified and purchased - The Safety & Risk Department started working with bus Maintenance and Ops to develop a procedure to disinfect the buses and to identify the appropriated Personal Protection Equipment (PPE).
- March 2, 2020 – Started disinfecting the inside of the ParaCruz vehicles
- March 3, 2020 – METRO VSWs started disinfecting buses every night. All high-touch surfaces, stanchions, seats, hands straps, etc.
- March 5, 2020 – Started ordering large quantities of hand sanitizer and disinfecting wipes – Ongoing delays due to sourcing problems.
- March 5, 2020 – Started working with Dominican Hospital to allow them to use the Soquel Park & Ride lot for employee parking that was displaced by the triage tents in their parking lot. Lease signed March 24<sup>th</sup> – No charge.
- March 5, 2020 – METRO started developing the bus interior car cards for COVID-19 Protection – CDC examples
- March 5, 2020 – METRO's custodial personnel start vigorously disinfecting METRO facilities every night
- March 5, 2020 – METRO notified bus operators and ParaCruz drivers that they could wear facemasks, if they so choose, but that the CDC was recommending against it.
- March 5, 2020 – METRO started researching disinfecting foggers
- March 5, 2020 – First COVID prevention CDC document was sent to all METRO employees
- March 5, 2020 – In anticipation of potential future reimbursement, METRO created a special account code to capture all COVID related costs
- March 5, 2020 - Responded to FTA Region IX Administrator request for information about what transit agencies are doing to prepare for COVID
- March 5, 2020 – METRO receives sufficient quantities of one-ounce refillable bottles for hand sanitizer to provide every bus operator and ParaCruz driver with their own personal bottle
- **March 7, 2020 – Santa Cruz County announces its first Coronavirus case**
- March 8, 2020 (Sunday) – METRO closed Pacific Station lobby until Tuesday, March 10<sup>th</sup> due to a Temp CSR stating that she may have been exposed to COVID. Such was later determined to not be the case. METRO management convened an emergency EOC meeting at Vernon and decided to place the CSRs on District Pay for Monday and to hire a disinfecting company to thorough clean the facility. ParaCruz dispatchers handled paratransit ride bookings on Monday. Pacific Station reopened on Tuesday.
- March 9, 2020 – Initiated daily management COVID meetings
- March 9, 2020 – Posted to all safety bulletin boards company-wide the County Health Agency's Interim guidance on Social Distancing and Interim Workplace Guidance
- March 10, 2020 – UCSC announced that in-person classes will end effective March 11<sup>th</sup>
- **March 11, 2020 – The World Health Organization declares COVID-19 a pandemic**

- March 11, 2020 – Bilingual COVID prevention car cards installed inside all buses and COVID prevention flyers posted at all transit centers
- March 11, 2020 – CEO authorized additional Temp VSWs to be hired to assist with bus cleaning
- March 12, 2020 – Governor Newsom issued an Executive Order directing that large gatherings of 250 or more be cancelled
- March 12, 2020 – Public schools announced closure March 16 – 20<sup>th</sup>
- March 13, 2020 – Disinfectant foggers arrived
- March 13, 2020 – Hand sanitizer dispensers installed at Pacific Station and the Watsonville Transit Center for public use
- March 13, 2020 – METRO started sanitizing non-revenue vehicles
- March 15, 2020 – Some non-management employees started telecommuting from home five days/week
- March 15, 2020 – The CEO authorized all METRO employees who are over 65 or “at risk” or having childcare challenges to use sick leave and annual leave without the penalty of being charged with an occurrence or progressive discipline
- March 16, 2020 – County Health Agency issued a Shelter in Place Order until midnight, April 7, 2020
- March 16, 2020 – The CEO initiated a weekly conference call with both the SEIU and SMART leadership
- March 16, 2020 – Managers were provided limited opportunity to telecommute a few days a week
- March 17, 2020 – The remaining non-management employees who could telecommute started doing so from home five days/week.
- March 17, 2020 – In an effort to reduce the number of hours of potential exposure, ParaCruz started their A, B & C Group rotation, with drivers working one day and then off on District Pay for two days.
- March 18, 2020 – METRO’s School Term (ST) service was discontinued
- March 18, 2020 – The President signed the Families First Coronavirus Response Act – Effective April 1, 2020 – December 31, 2020
- March 19, 2020 – Governor Newsom issued Executive Order N-33-20 directing residents to shelter in place until further notice.
- March 23, 2020 –All METRO service changed to weekend levels of service, seven days a week. This included some social distancing to protect the bus operators and the closure of the two transit center lobbies until further notice. METRO also discontinued the collection of fares, until further notice.
- March 26, 2020 - In an effort to reduce the number of hours of potential exposure, the bus operators started an A & B Group rotation, with one Group working for two weeks and then rotating off on District Pay for two weeks.
- March 27, 2020 – A modified Route 4 service was put back in place
- March 27, 2020 – The President signed the CARES Act, providing METRO around \$20M in COVID relief funds.
- March 30, 2020 – METRO further notified customers of additional service changes that limited rides to one ride on the same bus; and customers must identify their purpose of essential travel.
- March 31, 2020 – County Health Agency issues an extension of the shelter in place Order through midnight, May 3<sup>rd</sup>.
- April 2, 2020 – In an effort to further protect all METRO employees, the CEO issued a letter to all employees concerning essential travel and self-quarantine requirements, and requiring that all employees traveling outside their county of residence, except to work, must discuss their travel

plans with HR before traveling, and that if they choose to travel, METRO may not allow them to return to work for up to 14 days following their return from travel.

- April 6, 2020 – METRO started installing at all METRO facilities banners saying: “All Santa Cruz METRO dedicated employees are frontline heroes delivering essential services”
- April 9, 2020 – METRO implemented additional service changes to the Highway 17 service, operating on a further reduced schedule; that bus passenger capacity for the ambulatory customers will be limited to 5 – 12 passengers, depending on the size of the bus; and that customers are strongly recommended to wear a facemask.
- April 10, 2020 – Received UCSC notification that in-person classes are suspended through the Summer Session.

# BOARD REAR DOOR NO FARE REQUIRED

Mobility Devices & Strollers  
Board Front Door







# Worried About

# CORONAVIRUS?

1. Wash your hands often with soap and water, for at least 20 seconds.
2. Cover your cough and sneeze.
3. Stay home when sick.
4. Carry hand sanitizer with at least 60% alcohol.

For more information go to  
[www.cdc.gov](http://www.cdc.gov)



# ESSENTIAL TRAVEL? ¿VIAJE ESENCIAL?

**YES / SI**



**OK to ride.**  
Usted puede  
abordar el  
autobús.

**NO**



**Why are you here  
reading this?**  
¿Por qué estás aquí  
leyendo esto?



**Please go home.**  
Por favor vete a casa.

**Stay Home. Stop the Spread.**

Quédate en casa.  
Deten la propagación.



(831) 425-8600 • [scmtd.com](http://scmtd.com)  

**15B.Attachment B.3**

# SHELTER IN PLACE IS NOT A VACATION.

These temporary restrictions are aimed at saving lives.  
We encourage you to go outside in your neighborhoods, but in moderation.

## #KeepCommunity

### STAY LOCAL

Please avoid traveling by car whenever possible, and remember that the shelter in place order encourages everyone to stay as close to home as possible.

### PRACTICE SOCIAL DISTANCING

While it may be tempting to meet up with friends for a day at the beach, we still need to be at least 6 feet away from people outside our household to help prevent COVID-19 from spreading.

### SEEK THE PATH LESS TRAVELED... CLOSE TO YOUR HOME

If we all congregate at the same hiking trail, beach, or park, it will be difficult to practice appropriate social distancing.



(831) 425-8600 • [scmtd.com](http://scmtd.com)  

15B.Attachment B.4

# PLEASE PRACTICE SOCIAL DISTANCING

Protect yourself and others against infections

**POR FAVOR PRACTICA LA DISTANCIA SOCIAL**

Protéjase y proteja a otros contra las infecciones



**MAINTAIN A  
6' DISTANCE  
FROM OTHERS**



**MANTENER UNA DISTANCIA DE 6 PIES  
DE LAS DEMÁS PERSONAS**



Cover mouth and nose when you cough or sneeze

Cúbrase la boca y la nariz cuando tosa o estornude



Wash hands with soap for at least 20 seconds

Lávese las manos con jabón durante al menos 20 segundos



Avoid touching eyes, nose, and mouth

Evite tocarse los ojos, la nariz y la boca



Disinfect surfaces regularly

Desinfecte las superficies regularmente

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms\* can include

**FEVER**



**COUGH**



\*Symptoms may appear 2-14 days after exposure.

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

**SHORTNESS OF BREATH**



For more information: [www.cdc.gov/COVID19-](http://www.cdc.gov/COVID19-)

symptoms **15B.Attachment B.6**

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

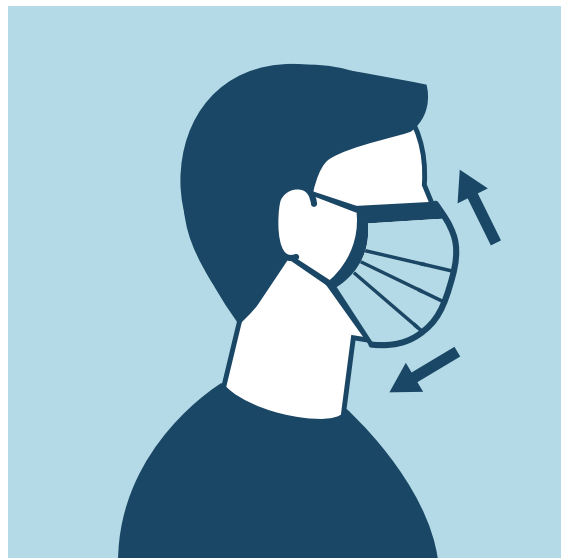
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

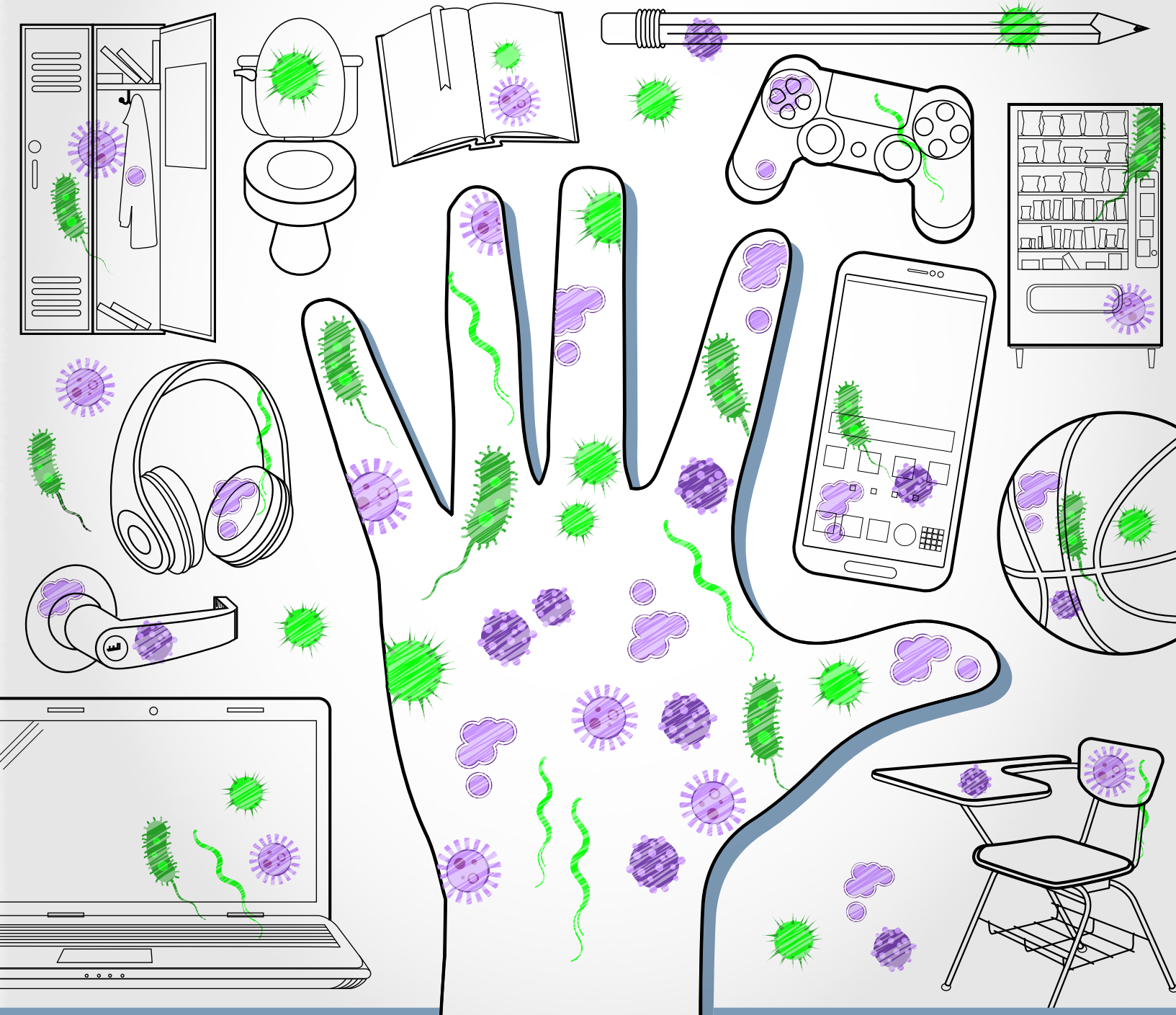
## How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



# GERMS

are all around you.



Stay healthy.

Wash your hands.

15B.Attachment B.8







**15B.Attachment B.9**



# ELEVATOR CAPACITY

## 2 PERSONS

Remember to Practice Social Distancing



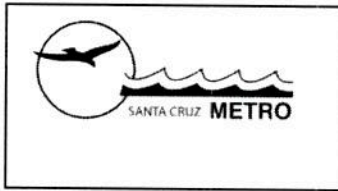


# NOTICE

**In order to be compliant with the County Health Services Agency order, all customers must observe at least 6' of social distancing while boarding the bus, getting off the bus and while seated**

**on the bus**

15B.Attachment B.11



Customer Service  
Contact:  
(831) 425-8600

## **CUSTOMER ALERT**

**UPDATED APRIL 8, 2020**

### **Santa Cruz METRO Announces COVID-19 Service Changes & Other Updated Changes**

NOTE: Please read this Alert through to the end. All changes reflected on all pages are in effect today.

In response to the state's declaration of a State of Emergency because of the threat of COVID-19, and other recent federal, state and county guidance, Santa Cruz Metropolitan Transit District (METRO) is announcing sweeping changes, effective Monday, March 23, 2020.

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. (Extended on March 31, 2020 through May 3, 2020).

<http://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/Shelter%20in%20Place%20Order%20March%2016%202020.pdf?ver=20200318>

<https://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/PHO Order Extending SIP 20200331.pdf>

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 goes into effect immediately and shall stay in effect until further notice.

<http://www.santacruzhealth.org/Portals/7/Pdfs/Coronavirus/Governor%27s%20Executive%20Order%20N-33-20.pdf>

Mass transit is identified as an essential service or critical infrastructure in the State of California. Therefore, METRO will endeavor to provide fixed-route and paratransit service for as long as possible during this health pandemic.

<https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>





15B.Attachment B.13



# **Santa Cruz METRO**

## **Coronavirus Prevention Measures**

Updated: April 10, 2020

METRO is serious about the safety of our employees and our customers. On March 3, 2020, METRO initiated a deeper cleaning of our bus and ParaCruz vehicles by cleaning all high-touch surfaces each night with a disinfectant. This includes seats, handrails, stanchions, hand straps and the bus operator's compartment.

In order to further protect the bus operators and customers, on March 23<sup>rd</sup>, METRO discontinued the collection of fares, until further notice. We also initiated deeper and more frequent cleaning of the transit centers, including the addition of hand sanitizer dispensers for the public, and we initiated rear door boarding and exiting on buses in which the bus operator is capable of actuating the rear door.

If you have traveled through the transit centers, you no doubt noticed that METRO has posted numerous flyers reflecting CDC and County Health Agency COVID-19 prevention tips and other helpful information, including Social Distancing.

On April 9<sup>th</sup>, METRO increased its commitment to Social Distancing by blocking numerous seats in all buses and reducing the ambulatory capacity of each bus to between five and twelve passengers, depending on the bus type. The unfortunate result of this on-board social distancing is that we will not always be able to board everyone who wishes to board the bus at a transit center or bus stop, and, we will likely have to pass-up customers waiting at a bus stop. We apologize in advance for this unfortunate consequence and we request that customers honor the essential travel restriction so those who truly qualify for essential travel can do so.

In addition, customers are no longer allowed to stand while the bus is moving and ambulatory customers are not allowed in the ADA restricted area towards the front of the bus. For passengers with personal carry-on items, the bus operator and security personnel are strictly enforcing the carry-on limit to no more than one item that can be carried on one's lap. Eating or drinking on the bus is also disallowed until further notice.

In an effort to further protect customers and the bus operator, reduce joy riding, and to enforce essential travel only, customers may only ride the bus to the end of the line and they may not re-board the same bus when it returns in the opposite direction. The bus operator, supervisor or security personnel will inquire of each passenger the purpose of their travel and disallow the ride if it is determined to not be essential travel.

Effective April 10, 2020, and until further notice, all METRO Board and Committee meetings are being held using video conferencing. All public participation will also be via video conferencing

and no public participation will be allowed at the METRO offices. Information needed to access the video conference Board/Committee meetings will be made available on Board Agendas, posted as usual on the METRO website.

### **How can customers help?**

- Don't ride METRO if you are sick
- Always wear a face mask/cloth, bandana or other CDC recommended face-wear
- Do not stand while the bus is in motion
- Please do not get upset at the bus operator if he/she has to pass you by due to temporary capacity restrictions. This temporary policy is in place for your safety and the safety of the bus operator.
- Board AND exit through the rear door whenever possible
- Do not attempt to engage the bus operator in conversation and never dwell near the front of the bus when boarding or exiting the bus
- If you do not qualify for "Essential Travel," please stay home. We need to preserve our limited capacity on the buses and ParaCruz for people who must travel for Essential Activities.
- While onboard a bus, always observe "social distancing" (at least 6' between people). If there are too many people on the bus, consider taking the next bus.
- Never try to sit in a blocked seat.
- Do not stand near the bus operator or in the restricted ADA securement area
- Do not consume food or beverages while onboard the bus
- Consider adjusting your Essential Travel trips to off-peak periods (non-commute periods)
- Limit carry-on items. No personal items are allowed in the aisle, restricted areas, on the wheel well or empty seats, and all carry-on items must be carried on one's lap.
- Be considerate and courteous to other riders and the bus operator
- Following the CDC COVID-19 Prevention tips posted on the buses and the CDC website
- Consider that on March 10, 2020, the California Department of Public Health stated in part, that high-risk individuals should "Avoid crowds, mass gatherings or large events, and public transit, and stay home as much as possible."

<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html>

<https://www.cdph.ca.gov/>

<http://santacruzhealth.org/>

<https://www.scmttd.com/>



**PASSENGER  
CAPACITY**

**8 PASSENGERS  
2 MOBILITY DEVICES  
10 MAX CAPACITY**



**1611**

**Kneeling  
Bus**

**AVISO**

Para cumplir con la orden de la Agencia de Servicios de Salud del Condado, todos los clientes deben observar al menos 6' de distancia social mientras suben, bajan del autobus o mientras estan sentados en el bus.

Tarifa No Es Requerida  
Entrar por la Puerta Trasera  
Sillas de Ruedas y Carreolas  
Pueden Entrar por la Puerta  
de Enfrente

**NOTICE**

In order to be compliant with the County Health Services Agency order, customers must observe at least 6' of social distancing while boarding the bus, getting off the bus and while seated on the bus.

**15B.Attachment B.16**





15B.AttachmentB.17





15B.Attachment B.18

## Santa Cruz METRO Facebook



[Santa Cruz METRO Transit District](#)

Published by [Alex Clifford](#) · [21 hrs](#) ·

Dear loyal METRO customers:

We are receiving a number of pass-up complaints. Please understand that if you are trying to ride METRO to a legitimate essential service or work (essential travel), we are doing everything possible to provide you service. If our bus operator passes you by, they are only doing so because their bus has reached its social distancing capacity. All METRO buses are now limited to a maximum of 5 - 8 customers in order to provide both the bus operator and the riding public the proper social distancing while aboard a METRO bus. If our bus passes you up, please assume that the bus is at its rated capacity. We will not stop and notify you of this fact for obvious reasons.

We have also received numerous complaints about "joy riders" taking up the limited space that should be reserved for those needing legitimate essential travel. We are aware of this fact and have implemented a number of rules in an effort to discourage "joy riders." These rules can only go so far and METRO must apply these rules in a fair way.

Finally, please don't get upset at the bus operator or security personnel when they inquire about the nature of your travel. This is the only way for them to try and determine if your travel is essential travel.

We respectfully request that you please do everything possible to limit your rides on METRO to essential travel and please don't get upset at our bus operators when they have to pass you up at a bus stop.

We all look forward to the end of the COVID crisis and the return of normal METRO service. Please hang in there.





**All Santa Cruz METRO  
Dedicated Employees  
Are Frontline Heroes  
Delivering Essential Services**

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# Attachment C



## 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 APPROVING ACTIONS TO ADDRESS THE IMPACTS OF THE COVID-19 PANDEMIC ON METRO OPERATIONS**

**WHEREAS**, on March 4, 2020, the Governor of the State of California (Governor) proclaimed a State of Emergency to exist in California as a result of the threat of the COVID-19 outbreak; and

**WHEREAS**, on March 11, 2020, the Director-General of the World Health Organization characterized and declared that the global outbreak of COVID-19 as a pandemic, in light of the 13-fold increase of cases outside China, and the tripling of affected countries within the prior two weeks and the anticipated acceleration of the disease throughout the world; and

**WHEREAS**, on March 13, 2020, the President of the United States declared a National Emergency due to the COVID-19 outbreak; and

**WHEREAS**, despite sustained efforts at the national, state, and local levels, COVID-19 continues to spread and remains a serious and ongoing threat to public health; and

**WHEREAS**, the Governor issued Executive Order N-25-20 (March 12, 2020) and Executive Order N-29-20 (March 17, 2020), effective immediately, to relieve legislative bodies from certain requirements of the Brown Act in an effort to mitigate the spread of COVID-19 and to facilitate essential government functions; and

**WHEREAS**, on March 16, 2020, the public health officer of Santa Cruz County issued a legal order directing residents to shelter at home for three weeks beginning on March 17, 2020 through April 7, 2020, and which order limits activity, travel and business functions for only the most essential needs; and

**WHEREAS**, on March 31, 2020, the public health officer of Santa Cruz County issued a legal order extending the shelter at home order through May 3, 2020; and

**WHEREAS**, the impacts of COVID-19, and the shelter at home orders, have resulted in an 80 – 95% decrease in Santa Cruz Metropolitan Transit District (METRO) ridership, with a corresponding decrease in fare revenue that constitutes a fiscal emergency; and

**WHEREAS**, due to the immediate need to address the COVID-19 pandemic, emergency action was taken prior to a hearing contemplated under the California Environmental Quality Act (CEQA), Public Resources Code Section 21080.32(d); and

## Attachment C

**WHEREAS**, CEQA exempts specific actions necessary to prevent or mitigate an emergency, including a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to essential public services. (Pub. Res. Code §21080(b)(4); CEQA Guidelines §15269(c); and

**WHEREAS**, it is necessary and appropriate to ratify certain temporary immediate actions taken by the CEO/General Manager in response to the rapidly changing operational needs of METRO due to the COVID-19 pandemic; and

**WHEREAS**, it is necessary and appropriate to temporarily suspend Board procedural policies, including the requirement that a public hearing be held prior to implementing a major reduction in service or change in fares; and

**WHEREAS**, it is necessary and appropriate to reaffirm the authority of the CEO/General Manager to take all necessary and appropriate action during the period of the COVID-19 pandemic to maintain METRO's public transportation system in operation.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby approves the following actions to address the impacts of COVID-19 on METRO operations as follows:

1. Ratify the following necessary immediate actions taken by the CEO/General Manager in response to the impacts of COVID-19 on METRO operations:
  - a. Temporary reduction in weekday bus trips until further notice, including various modified schedules
  - b. Temporary implementation of free fares on fixed routes and paratransit service
  - c. Temporary changes to paratransit operations, as needed
  - d. Temporary modification of administrative procedures and personnel rules and policies, in order to expand paid administrative and sick leave until further notice
  - e. Temporary Social Distancing policies
  - f. Early suspension of School Term (ST) service
  - g. Rear door boarding
  - h. Various alternate schedules, which include employees alternating between working and off on District pay
  - i. Temporary imposition of essential travel upon METRO riders
  - j. Temporary single trip restriction – No re-boarding the same route unless the bus is interlining
  - k. Social distancing for customers – Imposition of temporary seated capacity limits on each bus

## Attachment C

2. Authorize the CEO/General Manager to suspend and/or modify administrative procedures, personnel rules and policies, and procurement policies, and to modify paid administrative and sick leave in accordance with federal law through December 31, 2020, and to expand the leave donation program bank, and to take all other actions necessary and appropriate to protect METRO employees and the public during the declared national, state, and local emergencies resulting from the COVID-19 pandemic.
3. Approve the suspension of the rules pertaining to the requirement that a public hearing must be held prior to implementing a major reduction in service or change in fares, during the period of the COVID-19 pandemic.
4. Authorize the CEO/General Manager to modify transit service and fares, as necessary and appropriate, in response to the COVID-19 pandemic.
5. Authorize the CEO/General Manager, or his designee, to prepare and submit applications on METRO's behalf to federal, state, and local government entities for funding and/or reimbursement related to the fiscal impacts of the COVID-19 pandemic on the METRO's operations.
6. Require the CEO/General Manager to provide periodic reports to the Board of Directors, at every subsequent regular Board meeting, regarding the impacts of the COVID-19 pandemic on METRO operations, and the actions taken by METRO in response.

**PASSED AND ADOPTED** by the Board of Directors of the Santa Cruz Metropolitan Transit District this 24<sup>th</sup> Day of April 2020 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED \_\_\_\_\_  
Mike Rotkin, Board Chair

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

APPROVED AS TO FORM

\_\_\_\_\_  
JULIE SHERMAN  
General Counsel

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**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Wondimu Mengistu, Grants/Legislative Analyst  
**SUBJECT: APPROVE A RESOLUTION TO AUTHORIZE THE CEO TO ACT AS THE AUTHORIZED AGENT FOR RECEIVING STATE AND/OR FEDERAL ASSISTANCE AS REQUIRED BY THE CALIFORNIA OFFICE OF EMERGENCY SERVICES**

**I. RECOMMENDED ACTION**

**That the Board adopt a resolution designating the CEO as the authorized agent for receiving State and/or Federal assistance as required by the California Office of Emergency Services (CalOES)**

**II. SUMMARY**

- On March 13, 2020, the President declared a nationwide emergency and on March 22, 2020, approved Major Declaration FEMA-4482-DR-CA (DR-4482) making Federal emergency aid available for the Coronavirus pandemic.
- 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.
- Santa Cruz Metropolitan Transit District (METRO) is eligible to apply for State and Federal disaster relief funding through the California Office of Emergency Services (CalOES)
- CalOES requires the METRO Board of Directors (Board) to formally adopt a resolution designating a person or persons to service as METRO's Authorized Agent.
- Staff recommends that the Board adopt a resolution designating the CEO as the authorized agent for receiving State and/or Federal assistance as required by the California Office of Emergency Services (CalOES Form 130).

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

On March 13, 2020, the President declared a nationwide emergency and on March 22, 2020, approved Major Declaration FEMA-4482-DR-CA (DR-4482) making Federal emergency aid available for the Coronavirus pandemic. 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, Santa Cruz Metropolitan Transit District (METRO) has been providing fixed-route and paratransit service during this health pandemic.

METRO is eligible to apply for State and Federal disaster relief funding through CalOES. CalOES requires the METRO Board to formally adopt a resolution designating a person or persons to service as the agency's Authorized Agent (Attachment A: CalOES Form 130).

Attachment A is the specific resolution form required by CalOES for the purpose of obtaining Federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or State financial assistance under the California Disaster Assistance Act.

CalOES allows the METRO Board to authorize individuals by title and name. The resolution is universal and effective for all open and future emergencies/disasters up to three years following the date of approval by the Board. Staff recommends that the Board adopt a resolution designating the CEO as the Authorized Agent for receiving State and/or Federal assistance as required by the California Office of Emergency Services

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

The actions taken in this report tie to METRO's Financial Stability, Stewardship and Accountability.

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

Funding amount is currently unknown.

**VI. CHANGES FROM COMMITTEE**

N/A

**VII. ALTERNATIVES CONSIDERED**

The Board could choose not to designate an Authorized Agent, but this alternative would prevent METRO from receiving State and Federal disaster funding through CalOES.

**VIII. ATTACHMENTS**

**Attachment A:** Designation of Applicant's Agent Resolution for Non-State Agencies Form (CalOES Form 130).


Prepared by: Wondimu Mengistu, Grants/Legislative Analyst

**IX. APPROVALS**

Approved as to fiscal impact:  
Angela Aitken, CFO



Alex Clifford, CEO/General Manager



# Attachment A

## DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

### CERTIFICATION

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 20.

\_\_\_\_\_  
(Signature)

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

# Attachment A

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
Cal OES 130 - Instructions

## Cal OES Form 130 Instructions

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

### **Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.  
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.  
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

### **Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.  
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



**DATE:** April 24, 2020  
**TO:** Board of Directors  
**FROM:** Angela Aitken, Chief Financial Officer  
**SUBJECT: APPROVAL OF FY21 AND FY22 PRELIMINARY OPERATING BUDGETS AND  
FY21 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES**

**I. RECOMMENDED ACTION**

**That the Board of Directors adopt the attached FY21 and FY22 preliminary line item Operating Budgets and FY21 Capital Budget, for review and TDA/STA claims purposes.**

**II. SUMMARY OF ISSUES**

- The Board of Directors (Board) must adopt a preliminary line item budget in order to allow submittal of Santa Cruz Metropolitan Transit District's (METRO) Transportation Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1<sup>st</sup> deadline.
- The proposed two-year FY21 and FY22 preliminary line item Operating Budgets – Attachment A - total \$57,891,208 and \$57,940,791 respectively (inclusive of Transfers and Operating Balance). This is a “first-cut” budget. Over the next few months, staff will continue to refine revenue and expense projections, as updated information becomes available. An updated proposed two-year budget will be presented to the Board in May, which will reflect the latest data regarding revenues and expenses.
- The preliminary FY21 Capital Budget – Attachment B - totals \$26,790,924.
- The Board adopted the FY20 and FY21 Final Operating Budgets on June 28, 2019. This budget revises the adopted FY21 Final Operating Budget and is a new FY22 Preliminary Operating Budget.
- At its February 14<sup>th</sup> and March 13<sup>th</sup> meetings the Finance, Budget and Audit Standing Committee received an overview of the FY21 and FY22 Budget assumptions and staff recommendations.
- A Budget Workshop with the Unions will be scheduled for early May to answer questions regarding staff's recommended budget and to obtain input from the employee organizations.

### III. DISCUSSION/BACKGROUND

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

#### A. Operating Revenues

Operating Revenues total \$57,891,208 in FY21 and \$57,940,791 in FY22 (inclusive of Transfers). Major Operating Revenue assumptions in the preliminary 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. The estimated 2.2% decrease is due to the potential loss of Passenger Fares related to the implementation of the new Santa Cruz Downtown employee bus program (ECO-pass). The decrease in Passenger Fares however will be offset by an increase in Special Transit Fares (due to the new contract with the City of Santa Cruz).
- Special Transit Fares – increase of 0.8% or \$43K due to anticipated increase in student enrollment and ridership for fixed routes that serve UCSC. No contract increase is anticipated and/or budgeted for 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 the current 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 will no longer be a valid fare on the Hwy 17 after 12/31/19)
- 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 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 Treasure being much higher than budgeted).



- Other Non-Transportation Revenue – increase of 484% or \$145K due to a parking agreement for the Scotts Valley Transit Center and Parking and Ride Facility.
- 1979 Gross Sales Tax (1/2 cent) – decrease of 1.0% or (\$229K) due to 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 8.4% or \$636K, as per recent allocations (FY20 Actual claim as per RTC 12/05/19), as well as CPI growth projections.
- 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 \$54,906,933 in FY21 and \$56,741,843 in FY22. Major Operating Expense’s assumptions in the preliminary FY21 budget over the FY20 Final budget, adopted in June 2019, include:

- **Personnel Expenses** (Labor and Fringe Benefits) increased by 7.5% or \$3,180K.
- **Non-Personnel Expenses** increased by 0.1% or \$9K.

**Personnel Expenses:**

Personnel Expenses (Labor and Fringe Benefits) increase by 7.5% or \$3,180K 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
- 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.

**Non – Personnel Expenses:**

Non-Personnel Expenses increase by 0.1% or \$9K 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.

Above increase is offset by anticipated budget reductions in the following categories:

- Services – decrease of 4.8% or (\$190K) primarily due to significant reduction in Prof/Tech Fees in the Planning Department (Alternative Service Model Study).
  - Interest Expense – decrease of 24.1% or (\$8K)

Major Operating Expense assumptions in the preliminary FY22 budget over the FY21 budget include:

- **Personnel Expenses** (Labor and Fringe Benefits) increase by 4.5%
  - 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 \$2,984,276 in FY21 and \$1,198,948 in FY22. Assumptions in the preliminary FY21 budget over the FY20 Final budget, adopted in June 2019, include:

- **Transfers to Capital Budget** increase by 2.6% or \$63K. The increase 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 (\$2.4M from the Measure D and TDA-STA transfer from Operating, and \$0.6M from the TDA-STA-SGR that goes directly to the Capital Budget).
- **Transfers to Operating and Capital Reserve Fund** decrease by 79.3% or (\$2,117K) primarily 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, with the exception of the Transfers to Operating and Capital Reserve Fund: 325% decrease due to the need to meet our commitment to the Capital Budget and transfer funds from the Operating and Capital Reserve to the Capital Budget.

### **C. Capital Budget**

The preliminary FY21 Capital Budget as shown in Attachment B totals \$26,790,924.

## **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 preliminary line item Operating Budgets – Attachment A total \$57,891,208 and \$57,940,791, respectively (inclusive of Transfers and Operating Balance). This is a “first-cut” budget. An updated proposed two-year budget will be presented to the Board of Directors in May, which will reflect the latest data regarding revenues and expenses.
- The preliminary FY21 Capital Budget – Attachment B totals \$26,790,924.

## **VI. CHANGES FROM COMMITTEE**

None.

## **VII. ALTERNATIVES CONSIDERED**

- There are no recommended alternatives at this time. The Board must adopt a preliminary line item budget in order to allow submittal of METRO's Transportation

Development Act (TDA) and State Transit Assistance (STA) claims to the Santa Cruz County Regional Transportation Commission (SCCRTC) by the April 1<sup>st</sup> deadline.

- This is a “first-cut” budget. A two-year budget proposal will be presented to the Board of Directors in May, which will reflect the latest data regarding projected revenues and expenses.

## **VIII. ATTACHMENTS**

**Attachment A:** FY21 and FY22 Preliminary Line Item Operating

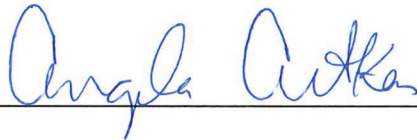
**Attachment B:** Budgets FY21 Preliminary Capital Budget

**Attachment C:** Presentation

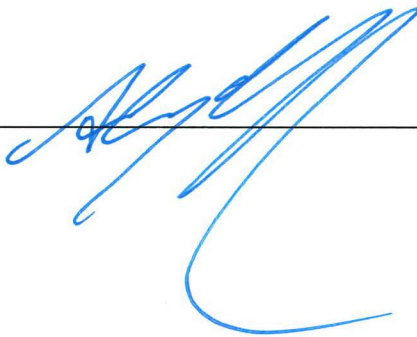
Prepared By: Kristina Mihaylova, Sr. Financial Analyst

**IX. APPROVALS**

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

  
\_\_\_\_\_

Alex Clifford, CEO/General Manager

  
\_\_\_\_\_

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# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 PRELIMINARY OPERATING BUDGET REVENUE SOURCES

	Jun-19		Mar-20		% CHANGE		Mar-20		% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDGET FY21	BUDGET FY22	BUDG FY20	BUDG FY21	BUDGET FY21	BUDGET FY22	BUDG FY21	BUDG FY22
1	2,425,337	2,371,000	2,371,000	2,371,000	-2.2%	-2.2%	2,371,000	2,371,000	0.0%	0.0%
2	5,632,252	5,675,000	5,675,000	5,767,001	0.8%	0.8%	5,767,001	5,767,001	1.6%	1.6%
3	291,566	291,566	291,566	291,566	0.0%	0.0%	291,566	291,566	0.0%	0.0%
4	1,487,489	1,489,600	1,489,600	1,459,808	0.1%	0.1%	1,459,808	1,459,808	-2.0%	-2.0%
5	536,491	517,803	517,803	522,769	-3.5%	-3.5%	522,769	522,769	1.0%	1.0%
6	2,500	2,500	2,500	2,500	0.0%	0.0%	2,500	2,500	0.0%	0.0%
7	275,000	343,750	343,750	429,688	25.0%	25.0%	429,688	429,688	25.0%	25.0%
8	180,000	165,000	165,000	165,000	-8.3%	-8.3%	165,000	165,000	0.0%	0.0%
9	100,000	275,000	275,000	200,000	175.0%	175.0%	200,000	200,000	-27.3%	-27.3%
10	30,000	175,200	175,200	30,000	484.0%	484.0%	30,000	30,000	-82.9%	-82.9%
11	22,617,238	22,388,476	22,388,476	22,612,361	-1.0%	-1.0%	22,612,361	22,612,361	1.0%	1.0%
12	3,358,289	3,500,617	3,500,617	3,535,623	4.2%	4.2%	3,535,623	3,535,623	1.0%	1.0%
13	7,531,910	8,167,962	8,167,962	8,413,001	8.4%	8.4%	8,413,001	8,413,001	3.0%	3.0%
14*	4,441,297	4,582,912	4,582,912	4,683,278	3.2%	3.2%	4,683,278	4,683,278	2.2%	2.2%
15	178,139	191,234	191,234	195,422	7.4%	7.4%	195,422	195,422	2.2%	2.2%
16	205,000	205,000	205,000	5,000	0.0%	0.0%	5,000	5,000	-97.6%	-97.6%
17	2,619,113	2,702,626	2,702,626	2,761,814	3.2%	3.2%	2,761,814	2,761,814	2.2%	2.2%
18	4,530,969	4,494,411	4,494,411	4,494,411	-0.8%	-0.8%	4,494,411	4,494,411	0.0%	0.0%
19	313,126	351,000	351,000	-	12.1%	12.1%	-	-	-100.0%	-100.0%
20	550	550	550	550	0.0%	0.0%	550	550	0.0%	0.0%
<b>TOTAL REVENUE</b>										
<b>56,756,266      57,891,208      57,891,208      57,940,791      2.0%      2.0%      57,940,791      0.1%</b>										
<b>TRANSFERS</b>										
<b>(5,038,620)      (2,984,276)      (2,984,276)      (1,198,948)      -40.8%      -40.8%      (1,198,948)      -59.8%</b>										
<b>TOTAL OPERATING REVENUE</b>										
<b>51,717,646      54,906,933      54,906,933      56,741,843      6.2%      6.2%      56,741,843      3.3%</b>										

\* FTA funding is used solely to fund labor expense

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Consolidated Expenses

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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%	8.7%	10,136,098	3.9%	3.9%
501013 Bus Operator OT	1,249,806	1,000,001	-20.0%	-20.0%	1,039,148	3.9%	3.9%
501021 Other Salaries	8,500,829	8,948,455	5.3%	5.3%	9,232,643	3.2%	3.2%
501023 Other OT	615,696	679,610	10.4%	10.4%	707,273	4.1%	4.1%
<b>Totals</b>	<b>19,343,124</b>	<b>20,384,273</b>	<b>5.4%</b>	<b>5.4%</b>	<b>21,115,162</b>	<b>3.6%</b>	<b>3.6%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	338,125	356,406	5.4%	5.4%	368,527	3.4%	3.4%
502021 Retirement	6,288,626	7,476,815	18.9%	18.9%	8,113,491	8.5%	8.5%
502031 Medical Ins	10,297,885	10,931,645	6.2%	6.2%	11,415,139	4.4%	4.4%
502041 Dental Ins	471,737	446,150	-5.4%	-5.4%	453,363	1.6%	1.6%
502045 Vision Ins	124,091	107,296	-13.5%	-13.5%	110,300	2.8%	2.8%
502051 Life Ins/AD&D	51,735	51,068	-1.3%	-1.3%	52,440	2.7%	2.7%
502060 State Disability Ins (SDI)	234,438	247,194	5.4%	5.4%	264,571	7.0%	7.0%
502061 Long Term Disability Ins	151,493	150,499	-0.7%	-0.7%	157,104	4.4%	4.4%
502071 State Unemployment Ins (SUI)	55,512	40,824	-26.5%	-26.5%	43,444	6.4%	6.4%
502081 Worker's Comp Ins	928,818	956,683	3.0%	3.0%	985,383	3.0%	3.0%
502101 Holiday Pay	655,718	697,537	6.4%	6.4%	723,407	3.7%	3.7%
502103 Floating Holiday	113,993	116,245	2.0%	2.0%	118,374	1.8%	1.8%
502109 Sick Leave	1,005,413	1,069,838	6.4%	6.4%	1,109,569	3.7%	3.7%
502111 Annual Leave	1,966,061	2,148,373	9.3%	9.3%	2,179,570	1.5%	1.5%
502121 Other Paid Absence	153,684	163,485	6.4%	6.4%	169,549	3.7%	3.7%
502251 Phys. Exams	11,183	11,083	-0.9%	-0.9%	11,083	0.0%	0.0%
502253 Driver Lic Renewal	2,911	3,011	3.4%	3.4%	3,411	13.3%	13.3%
502999 Other Fringe Benefits	60,581	76,713	26.6%	26.6%	72,783	-5.1%	-5.1%
<b>Totals</b>	<b>22,912,003</b>	<b>25,050,867</b>	<b>9.3%</b>	<b>9.3%</b>	<b>26,351,508</b>	<b>5.2%</b>	<b>5.2%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Consolidated Expenses

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-20	% CHANGE	
	BUDGET	BUDGET	BUDG FY20	BUDG FY21	BUDGET	BUDG FY21	BUDG FY22
	FY20	FY21			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	589,000	5.4%		600,500	2.0%	
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>3,791,837</b>	<b>-4.8%</b>		<b>3,616,880</b>	<b>-4.6%</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 PRELIMINARY OPERATING BUDGET**  
 Consolidated Expenses

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	10,360	10,320	-0.4%	-0.4%	10,320	0.0%	0.0%
504214 Promotional Items	30,900	25,000	-19.1%	4.2%	25,000	0.0%	0.0%
504215 Printing	53,675	55,950	4.2%	0.0%	51,900	-7.2%	-7.2%
504217 Photo Supp/Process	2,000	2,000	0.0%	0.4%	2,000	0.0%	0.0%
504311 Office Supplies	72,300	72,600	0.4%	7.5%	71,600	-1.4%	-1.4%
504315 Safety Supplies	26,620	28,620	7.5%	16.3%	27,820	-2.8%	-2.8%
504317 Cleaning Supplies	52,100	60,600	16.3%	0.0%	60,600	0.0%	0.0%
504409 Repair/Maint Supplies	120,000	120,000	0.0%	-28.6%	120,000	0.0%	0.0%
504417 Tenant Repairs	14,000	10,000	-28.6%	0.0%	10,000	0.0%	0.0%
504421 Non-Inventory Parts	50,000	50,000	0.0%	7.9%	50,000	0.0%	0.0%
504511 Small Tools	13,900	15,000	7.9%	0.0%	15,000	0.0%	0.0%
504515 Employee Tool Replacement	3,000	3,000	0.0%	0.9%	3,000	0.0%	0.0%
<b>Totals</b>	<b>456,855</b>	<b>461,090</b>	<b>0.9%</b>	<b>0.9%</b>	<b>455,240</b>	<b>-1.3%</b>	<b>-1.3%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	319,000	312,000	-2.2%	-2.2%	312,000	0.0%	0.0%
505021 Water & Garbage	186,400	180,000	-3.4%	13.8%	180,000	0.0%	0.0%
505031 Telecommunications	138,000	157,000	13.8%	0.9%	157,000	0.0%	0.0%
<b>Totals</b>	<b>643,400</b>	<b>649,000</b>	<b>0.9%</b>	<b>0.9%</b>	<b>649,000</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	679,250	686,433	1.1%	1.1%	686,433	0.0%	0.0%
506021 Insurance - Other	40,179	37,216	-7.4%	0.0%	37,216	0.0%	0.0%
506123 Settlement Costs	150,000	150,000	0.0%	0.0%	150,000	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.7%	-	0.0%	0.0%
<b>Totals</b>	<b>933,758</b>	<b>940,279</b>	<b>0.7%</b>	<b>0.7%</b>	<b>940,279</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	22,000	24,000	9.1%	0.0%	24,000	0.0%	0.0%
507999 Other Taxes	15,000	15,000	0.0%	3.8%	15,000	0.0%	0.0%
<b>Totals</b>	<b>52,000</b>	<b>54,000</b>	<b>3.8%</b>	<b>3.8%</b>	<b>54,000</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Consolidated Expenses

ACCOUNT	Jun-19 BUDGET FY20	Mar-20 BUDGET FY21	% CHANGE BUDG FY20 BUDG FY21	Mar-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	168,404	-21.6%	167,404	-0.6%
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	455,771	-0.6%	446,948	-1.9%
<b>INTEREST EXPENSE</b>					
511102 Interest Expense	32,097	24,346	-24.1%	16,356	-32.8%
Totals	32,097	24,346	-24.1%	16,356	-32.8%
<b>LEASES &amp; RENTALS</b>					
512011 Facility Lease	232,533	228,470	-1.7%	229,470	0.4%
512061 Equipment Rental	11,800	11,000	-6.8%	11,000	0.0%
Totals	244,333	239,470	-2.0%	240,470	0.4%
<b>PERSONNEL TOTAL</b>					
	42,255,127	45,435,140	7.5%	47,466,670	4.5%
<b>NON-PERSONNEL TOTAL</b>					
	9,462,519	9,471,793	0.1%	9,275,173	-2.1%
<b>TOTAL OPERATING EXPENSES</b>					
	51,717,646	54,906,933	6.2%	56,741,843	3.3%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET  
TRANSFERS & OPERATING BALANCE**

<b>TRANSFERS</b>	<b>Jun-19 BUDGET FY20</b>	<b>Mar-20 BUDGET FY21</b>	<b>% CHANGE BUDG FY20 BUDG FY21</b>	<b>Mar-20 BUDGET FY22</b>	<b>% CHANGE BUDG FY21 BUDG FY22</b>
<b>Transfers to Capital Budget</b>					
1 Transfer to Capital Budget (2016 Net Sales Tax Measure D)*	2,046,031	2,102,933	2.8%	2,080,686	-1.1%
2 Transfer to Capital Budget (TDA - STA - Operating , Includes SB1)	322,746	328,393	1.7%	361,949	10.2%
<b>Totals</b>	<b>2,368,777</b>	<b>2,431,326</b>	<b>2.6%</b>	<b>2,442,635</b>	<b>0.5%</b>
<b>Transfers to/(from) Operating and Capital Reserve Fund</b>					
3 Transfer to Operating and Capital Reserve Fund (Fuel Tax Credit)**	313,126	351,000	12.1%	-	-100.0%
4 Transfer to Operating and Capital Reserve Fund (Calpers UAL & OPEB	2,000,000	-	-100.0%	-	0.0%
5 Transfer to/(from) Operating and Capital Reserve Fund	356,717	201,950	-43.4%	(1,243,687)	-715.8%
<b>Totals</b>	<b>2,669,843</b>	<b>552,950</b>	<b>-79.3%</b>	<b>(1,243,687)</b>	<b>-324.9%</b>
<b>TOTAL TRANSFERS</b>	<b>5,038,620</b>	<b>2,984,276</b>	<b>-40.8%</b>	<b>1,198,948</b>	<b>-59.8%</b>
<b>TOTAL REVENUE</b>	<b>56,756,266</b>	<b>57,891,208</b>	<b>2.0%</b>	<b>57,940,791</b>	<b>0.1%</b>
<b>TOTAL EXPENSES</b>	<b>51,717,646</b>	<b>54,906,933</b>	<b>6.2%</b>	<b>56,741,843</b>	<b>3.3%</b>
<b>TOTAL TRANSFERS</b>	<b>(5,038,620)</b>	<b>(2,984,276)</b>	<b>-40.8%</b>	<b>(1,198,948)</b>	<b>-59.8%</b>
<b>OPERATING BALANCE</b>	<b>(0)</b>	<b>0</b>	<b>-101.8%</b>	<b>0</b>	<b>98.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
Departmental Expenses

DEPARTMENT	Mar-20	Mar-20	% CHANGE	BUDGET	% CHANGE	BUDGET	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	FY20	BUDG FY21 BUDG FY21	FY22	BUDG FY22 BUDG FY22
1100 Administration	1,203,842	1,287,241	6.9%	1,316,565	2.3%		
1200 Finance	2,603,854	3,003,920	15.4%	2,948,416	-1.8%		
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	1,342,107	0.6%	1,367,311	1.9%		
Planning, Grants, 1600 Governmental Affairs	1,441,837	1,243,105	-13.8%	1,144,349	-7.9%		
1700 District Counsel	406,000	406,000	0.0%	406,000	0.0%		
Safety, Security , and Risk 1800 Management	1,038,443	1,111,915	7.1%	1,117,388	0.5%		
1900 Purchasing	1,062,456	960,947	-9.6%	986,457	2.7%		
2200 Facilities Maintenance	3,199,427	3,441,015	7.6%	3,584,326	4.2%		
3100 Paratransit Program	4,519,959	4,954,733	9.6%	5,184,731	4.6%		
3200 Operations	2,586,980	2,853,658	10.3%	2,984,818	4.6%		
3300 Bus Operators	17,800,434	19,148,193	7.6%	20,048,990	4.7%		
4100 Fleet Maintenance	8,161,588	8,538,011	4.6%	8,790,168	3.0%		
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>54,906,933</b>	<b>6.2%</b>	<b>56,741,843</b>	<b>3.3%</b>		

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
Administration - 1100

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY22
<b>LABOR</b>						
501011 Bus Operator Pay	-	-	0.0%	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	0.0%	-	0.0%
501021 Other Salaries	454,457	476,834	4.9%	4.9%	490,661	2.9%
501023 Other OT	4,545	4,768	4.9%	4.9%	4,907	2.9%
<b>Totals</b>	<b>459,002</b>	<b>481,602</b>	<b>4.9%</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%	5.4%	9,018	2.4%
502021 Retirement	138,899	161,031	15.9%	15.9%	169,710	5.4%
502031 Medical Ins	65,353	96,092	47.0%	47.0%	101,195	5.3%
502041 Dental Ins	4,102	4,003	-2.4%	-2.4%	4,063	1.5%
502045 Vision Ins	1,266	1,112	-12.1%	-12.1%	1,146	3.0%
502051 Life Ins/AD&D	5,072	5,311	4.7%	4.7%	5,401	1.7%
502060 State Disability Ins (SDI)	3,965	4,166	5.1%	5.1%	4,390	5.4%
502061 Long Term Disability Ins	3,053	2,977	-2.5%	-2.5%	3,067	3.0%
502071 State Unemployment Ins (SUI)	683	504	-26.2%	-26.2%	535	6.1%
502081 Worker's Comp Ins	11,946	11,775	-1.4%	-1.4%	12,128	3.0%
502101 Holiday Pay	17,587	18,545	5.5%	5.5%	18,986	2.4%
502103 Floating Holiday	21,717	22,610	4.1%	4.1%	23,144	2.4%
502109 Sick Leave	26,380	27,818	5.5%	5.5%	28,478	2.4%
502111 Annual Leave	47,301	52,568	11.1%	11.1%	51,313	-2.4%
502121 Other Paid Absence	4,122	4,347	5.5%	5.5%	4,450	2.4%
502251 Phys. Exams	-	-	0.0%	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	0.0%	-	0.0%
502999 Other Fringe Benefits	11,965	10,758	-10.1%	-10.1%	10,761	0.0%
<b>Totals</b>	<b>371,764</b>	<b>432,427</b>	<b>16.3%</b>	<b>16.3%</b>	<b>447,785</b>	<b>3.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Administration - 1100

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY22
<b>SERVICES</b>						
503011	-	-	0.0%	0.0%	-	0.0%
503012	-	-	0.0%	0.0%	-	0.0%
503031	75,940	55,000	-27.6%	55,000	55,000	0.0%
503032	101,000	101,000	0.0%	101,000	101,000	0.0%
503033	-	-	0.0%	-	-	0.0%
503034	-	-	0.0%	-	-	0.0%
503041	-	-	0.0%	-	-	0.0%
503161	-	-	0.0%	-	-	0.0%
503162	-	-	0.0%	-	-	0.0%
503171	-	-	0.0%	-	-	0.0%
503221	6,000	4,000	-33.3%	4,000	4,000	0.0%
503222	-	-	0.0%	-	-	0.0%
503225	-	-	0.0%	-	-	0.0%
503351	-	-	0.0%	-	-	0.0%
503352	4,200	15,000	257.1%	15,000	15,000	0.0%
503353	-	-	0.0%	-	-	0.0%
503354	-	-	0.0%	-	-	0.0%
503363	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>187,140</b>	<b>175,000</b>	<b>-6.5%</b>	<b>175,000</b>	<b>175,000</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>						
504011	-	-	0.0%	-	-	0.0%
504012	-	-	0.0%	-	-	0.0%
504021	-	-	0.0%	-	-	0.0%
504161	-	-	0.0%	-	-	0.0%
504191	-	-	0.0%	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 PRELIMINARY OPERATING BUDGET Administration - 1100

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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%	4,000	4,000	0.0%	0.0%
504217 Photo Supp/Process	-	-	0.0%	-	-	0.0%	0.0%
504311 Office Supplies	22,000	20,000	-9.1%	20,000	20,000	0.0%	0.0%
504315 Safety Supplies	-	-	0.0%	-	-	0.0%	0.0%
504317 Cleaning Supplies	-	-	0.0%	-	-	0.0%	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	-	0.0%	0.0%
504417 Tenant Repairs	-	-	0.0%	-	-	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	-	0.0%	0.0%
504511 Small Tools	-	-	0.0%	-	-	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>27,600</b>	<b>28,500</b>	<b>3.3%</b>	<b>28,500</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%
505021 Water & Garbage	-	-	0.0%	-	-	0.0%	0.0%
505031 Telecommunications	-	-	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>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>-</b>	<b>0.0%</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>-</b>	<b>0.0%</b>	<b>0.0%</b>



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Administration - 1100

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
MISC EXPENSE							
509011 Dues/Subscriptions	78,736	86,112	9.4%	9.4%	86,112	0.0%	0.0%
509081 Advertising - District Promo	-	-	0.0%	0.0%	-	0.0%	0.0%
509101 Employee Incentive Program	13,000	18,000	38.5%	38.5%	18,000	0.0%	0.0%
509121 Employee Training	2,000	3,000	50.0%	50.0%	3,000	0.0%	0.0%
509122 BOD Travel	15,000	13,000	-13.3%	-13.3%	13,000	0.0%	0.0%
509123 Travel	25,000	25,000	0.0%	0.0%	25,000	0.0%	0.0%
509125 Local Meeting Expense	10,000	10,000	0.0%	0.0%	10,000	0.0%	0.0%
509127 Board Director Fees	12,600	12,600	0.0%	0.0%	12,600	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>156,336</b>	<b>167,712</b>	<b>7.3%</b>	<b>7.3%</b>	<b>167,712</b>	<b>0.0%</b>	<b>0.0%</b>
INTEREST EXPENSE							
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>
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	0.0%	-	0.0%	0.0%
512061 Equipment Rental	2,000	2,000	0.0%	0.0%	2,000	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>
PERSONNEL TOTAL	830,766	914,029	10.0%	10.0%	943,353	3.2%	3.2%
NON-PERSONNEL TOTAL	373,076	373,212	0.0%	0.0%	373,212	0.0%	0.0%
<b>DEPARTMENT TOTALS</b>	<b>1,203,842</b>	<b>1,287,241</b>	<b>6.9%</b>	<b>6.9%</b>	<b>1,316,565</b>	<b>2.3%</b>	<b>2.3%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY22
<b>LABOR</b>						
501011 Bus Operator Pay	-	-	0.0%	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	0.0%	-	0.0%
501021 Other Salaries	657,933	756,441	15.0%	15.0%	773,314	2.2%
501023 Other OT	3,290	2,210	-32.8%	-32.8%	2,259	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>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	12,026	14,733	22.5%	22.5%	14,117	-4.2%
502021 Retirement	243,277	332,641	36.7%	36.7%	334,715	0.6%
502031 Medical Ins	212,744	268,522	26.2%	26.2%	282,053	5.0%
502041 Dental Ins	11,901	13,334	12.0%	12.0%	13,534	1.5%
502045 Vision Ins	2,532	2,503	-1.2%	-1.2%	2,578	3.0%
502051 Life Ins/AD&D	1,144	1,365	19.3%	19.3%	1,406	3.0%
502060 State Disability Ins (SDI)	7,460	8,747	17.2%	17.2%	9,400	7.5%
502061 Long Term Disability Ins	4,815	5,303	10.1%	10.1%	5,495	3.6%
502071 State Unemployment Ins (SUI)	1,366	1,134	-17.0%	-17.0%	1,069	-5.7%
502081 Worker's Comp Ins	20,906	23,549	12.6%	12.6%	24,256	3.0%
502101 Holiday Pay	25,021	28,593	14.3%	14.3%	29,491	3.1%
502103 Floating Holiday	14,158	17,540	23.9%	23.9%	17,710	1.0%
502109 Sick Leave	37,532	42,889	14.3%	14.3%	44,236	3.1%
502111 Annual Leave	85,559	161,676	89.0%	89.0%	99,653	-38.4%
502121 Other Paid Absence	5,864	6,701	14.3%	14.3%	6,912	3.1%
502251 Phys. Exams	-	-	0.0%	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	0.0%	-	0.0%
502999 Other Fringe Benefits	4,129	6,093	47.6%	47.6%	6,100	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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 PRELIMINARY OPERATING BUDGET

Finance - 1200

ACCOUNT	Jun-19		Mar-20		% CHANGE		Mar-20		% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDGET FY21	BUDGET FY22	BUDG FY20	BUDG FY21	BUDGET 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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 PRELIMINARY OPERATING BUDGET

Finance - 1200

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	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	1,175	1,050	-10.6%	-10.6%	1,000	-4.8%
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>1,175</b>	<b>1,050</b>	<b>-10.6%</b>	<b>-10.6%</b>	<b>1,000</b>	<b>-4.8%</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>0.0%</b>	<b>-</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%
506015 Insurance - PL/PD	536,526	556,011	3.6%	3.6%	556,011	0.0%
506021 Insurance - Other	40,179	37,216	-7.4%	-7.4%	37,216	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>641,034</b>	<b>659,857</b>	<b>2.9%</b>	<b>2.9%</b>	<b>659,857</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>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**

Finance - 1200

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	24,346	-24.1%	-24.1%	16,356	-32.8%	-32.8%
<b>Totals</b>	<b>32,097</b>	<b>24,346</b>	<b>-24.1%</b>	<b>-24.1%</b>	<b>16,356</b>	<b>-32.8%</b>	<b>-32.8%</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>1,309,946</b>	<b>4.6%</b>	<b>4.6%</b>	<b>1,280,120</b>	<b>-2.3%</b>	<b>-2.3%</b>
<b>DEPARTMENT TOTALS</b>	<b>2,603,854</b>	<b>3,003,920</b>	<b>15.4%</b>	<b>15.4%</b>	<b>2,948,416</b>	<b>-1.8%</b>	<b>-1.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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 A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 PRELIMINARY OPERATING BUDGET Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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%	0.0%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	0.0%	0.0%
503031 Prof/Technical Fees	110,864	139,364	25.7%	75,000	75,000	-46.2%	0.0%
503032 Legislative Services	-	-	0.0%	-	-	0.0%	0.0%
503033 Legal Services	-	-	0.0%	-	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%	0.0%
503162 Uniforms/Laundry	1,300	1,300	0.0%	1,300	1,300	0.0%	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%	0.0%
503225 Graphic Services	75,000	50,000	-33.3%	50,000	50,000	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	0.0%
503352 Repair - Equipment	2,000	2,000	0.0%	2,000	2,000	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>189,164</b>	<b>192,664</b>	<b>1.9%</b>	<b>128,300</b>	<b>128,300</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%	-	-	0.0%	0.0%
<b>Totals</b>	<b>500</b>	<b>-</b>	<b>-100.0%</b>	<b>-100.0%</b>	<b>-</b>	<b>0.0%</b>	

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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 PRELIMINARY OPERATING BUDGET**  
 Marketing, Communications, & Customer Service - 1300

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-20	% CHANGE	BUDGET		% CHANGE		
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22	BUDGET FY20	BUDGET FY21	BUDGET FY20	BUDGET FY21	
<b>MISC EXPENSE</b>										
509011 Dues/Subscriptions	1,400	1,000	-28.6%	1,000	0.0%					
509081 Advertising - District Promo	5,000	15,000	200.0%	15,000	0.0%					
509101 Employee Incentive Program	200	200	0.0%	200	0.0%					
509121 Employee Training	16,064	16,064	0.0%	16,064	0.0%					
509122 BOD Travel	-	-	0.0%	-	0.0%					
509123 Travel	6,000	6,700	11.7%	6,700	0.0%					
509125 Local Meeting Expense	200	300	50.0%	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>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	4,000	4,000	0.0%	4,000	0.0%					
<b>Totals</b>	<b>4,000</b>	<b>4,000</b>	<b>0.0%</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>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>-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>1.3%</b>					

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Human Resources - 1400

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	469,780	457,005	-2.7%	473,488	473,488	3.6%	3.6%
501023 Other OT	4,678	5,000	6.9%	5,180	5,180	3.6%	3.6%
<b>Totals</b>	<b>474,458</b>	<b>462,005</b>	<b>-2.6%</b>	<b>478,669</b>	<b>478,669</b>	<b>3.6%</b>	<b>3.6%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	8,366	8,083	-3.4%	8,479	8,479	4.9%	4.9%
502021 Retirement	168,534	181,251	7.5%	199,713	199,713	10.2%	10.2%
502031 Medical Ins	109,087	135,927	24.6%	141,427	141,427	4.0%	4.0%
502041 Dental Ins	7,012	6,840	-2.5%	6,943	6,943	1.5%	1.5%
502045 Vision Ins	1,899	1,669	-12.1%	1,719	1,719	3.0%	3.0%
502051 Life Ins/AD&D	806	910	12.8%	937	937	3.0%	3.0%
502060 State Disability Ins (SDI)	5,424	5,512	1.6%	5,928	5,928	7.6%	7.6%
502061 Long Term Disability Ins	3,773	3,647	-3.3%	3,826	3,826	4.9%	4.9%
502071 State Unemployment Ins (SUI)	1,025	756	-26.2%	802	802	6.1%	6.1%
502081 Worker's Comp Ins	14,933	17,662	18.3%	18,192	18,192	3.0%	3.0%
502101 Holiday Pay	17,548	16,998	-3.1%	17,832	17,832	4.9%	4.9%
502103 Floating Holiday	12,146	10,927	-10.0%	11,473	11,473	5.0%	5.0%
502109 Sick Leave	26,321	25,497	-3.1%	26,748	26,748	4.9%	4.9%
502111 Annual Leave	42,363	38,017	-10.3%	45,828	45,828	20.5%	20.5%
502121 Other Paid Absence	4,113	3,984	-3.1%	4,179	4,179	4.9%	4.9%
502251 Phys. Exams	-	-	0.0%	-	-	0.0%	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	-	0.0%	0.0%
502999 Other Fringe Benefits	4,072	4,062	-0.2%	4,067	4,067	0.1%	0.1%
<b>Totals</b>	<b>427,421</b>	<b>461,741</b>	<b>8.0%</b>	<b>498,094</b>	<b>498,094</b>	<b>7.9%</b>	<b>7.9%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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 PRELIMINARY OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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 PRELIMINARY OPERATING BUDGET**

Human Resources - 1400

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
MISC EXPENSE							
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>
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%		-		0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		<b>-</b>		<b>0.0%</b>
LEASES & RENTALS							
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>
PERSONNEL TOTAL	901,879	923,746	2.4%		976,762		5.7%
NON-PERSONNEL TOTAL	141,131	140,925	-0.1%		138,925		-1.4%
DEPARTMENT TOTALS	<u>1,043,009</u>	<u>1,064,670</u>	<u>2.1%</u>		<u>1,115,686</u>		<u>4.8%</u>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Information Technology - 1500

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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	510,287	5.1%	516,447	1.2%
501023 Other OT	2,427	1,000	-58.8%	1,012	1.2%
<b>Totals</b>	<b>487,835</b>	<b>511,287</b>	<b>4.8%</b>	<b>517,459</b>	<b>1.2%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	8,830	9,210	4.3%	9,353	1.6%
502021 Retirement	178,629	208,078	16.5%	221,933	6.7%
502031 Medical Ins	112,246	82,926	-26.1%	86,483	4.3%
502041 Dental Ins	5,414	5,282	-2.4%	5,362	1.5%
502045 Vision Ins	1,583	1,391	-12.1%	1,432	3.0%
502051 Life Ins/AD&D	1,117	896	-19.8%	923	3.0%
502060 State Disability Ins (SDI)	5,292	5,667	7.1%	6,022	6.3%
502061 Long Term Disability Ins	3,843	3,731	-2.9%	3,843	3.0%
502071 State Unemployment Ins (SUI)	854	630	-26.2%	668	6.1%
502081 Worker's Comp Ins	14,933	14,718	-1.4%	15,160	3.0%
502101 Holiday Pay	18,663	19,514	4.6%	19,816	1.6%
502103 Floating Holiday	19,297	19,297	0.0%	19,297	0.0%
502109 Sick Leave	27,995	29,270	4.6%	29,724	1.6%
502111 Annual Leave	50,813	51,251	0.9%	54,101	5.6%
502121 Other Paid Absence	4,374	4,574	4.6%	4,644	1.6%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	5,993	5,985	-0.1%	5,989	0.1%
<b>Totals</b>	<b>459,875</b>	<b>462,420</b>	<b>0.6%</b>	<b>484,752</b>	<b>4.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Information Technology - 1500

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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%
503033 Legal Services	-	-	0.0%	-	-	0.0%	0.0%
503034 Pre-Employment Exams	-	-	0.0%	-	-	0.0%	0.0%
503041 Temp Help	-	-	0.0%	-	-	0.0%	0.0%
503161 Custodial Services	-	-	0.0%	-	-	0.0%	0.0%
503162 Uniforms/Laundry	-	-	0.0%	-	-	0.0%	0.0%
503171 Security Services	-	-	0.0%	-	-	0.0%	0.0%
503221 Classified/Legal Ads	-	-	0.0%	-	-	0.0%	0.0%
503222 Legal Ads	-	-	0.0%	-	-	0.0%	0.0%
503225 Graphic Services	-	-	0.0%	-	-	0.0%	0.0%
503351 Repair - Bldg & Impr	-	-	0.0%	-	-	0.0%	0.0%
503352 Repair - Equipment	346,300	328,500	-5.1%	328,500	325,200	-1.0%	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>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%
504012 Fuels & Lubricants - Rev Veh	-	-	0.0%	-	-	0.0%	0.0%
504021 Tires & Tubes	-	-	0.0%	-	-	0.0%	0.0%
504161 Other Mobile Supplies	-	-	0.0%	-	-	0.0%	0.0%
504191 Rev Vehicle Parts	-	-	0.0%	-	-	0.0%	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 PRELIMINARY OPERATING BUDGET Information Technology - 1500

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	30,800	30,800	0.0%	0.0%	30,800	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>30,800</b>	<b>30,800</b>	<b>0.0%</b>	<b>0.0%</b>	<b>30,800</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 PRELIMINARY OPERATING BUDGET**  
 Information Technology - 1500

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	1,100	1,100	0.0%	0.0%	1,100	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	2,000	2,000	0.0%	0.0%	2,000	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>3,100</b>	<b>3,100</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3,100</b>	<b>0.0%</b>	<b>0.0%</b>
INTEREST EXPENSE							
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>
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>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
PERSONNEL TOTAL	947,710	973,707	2.7%	2.7%	1,002,211	2.9%	2.9%
NON-PERSONNEL TOTAL	386,600	368,400	-4.7%	-4.7%	365,100	-0.9%	-0.9%
DEPARTMENT TOTALS	<b>1,334,310</b>	<b>1,342,107</b>	<b>0.6%</b>	<b>0.6%</b>	<b>1,367,311</b>	<b>1.9%</b>	<b>1.9%</b>

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 PRELIMINARY OPERATING BUDGET

Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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	443,101	4.4%	419,851	-5.2%
501023 Other OT	4,243	10,000	135.7%	9,475	-5.2%
<b>Totals</b>	<b>428,574</b>	<b>453,101</b>	<b>5.7%</b>	<b>429,326</b>	<b>-5.2%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	7,581	7,925	4.5%	7,588	-4.3%
502021 Retirement	152,723	176,051	15.3%	177,078	0.6%
502031 Medical Ins	103,917	145,184	39.7%	152,277	4.9%
502041 Dental Ins	6,440	7,143	10.9%	6,826	-4.4%
502045 Vision Ins	1,912	1,599	-16.3%	1,432	-10.4%
502051 Life Ins/AD&D	806	777	-3.6%	710	-8.6%
502060 State Disability Ins (SDI)	5,029	5,200	3.4%	5,257	1.1%
502061 Long Term Disability Ins	3,291	3,118	-5.3%	2,892	-7.2%
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	16,449	3.1%	15,750	-4.2%
502103 Floating Holiday	6,568	6,568	0.0%	6,568	0.0%
502109 Sick Leave	23,935	24,674	3.1%	23,626	-4.2%
502111 Annual Leave	44,056	41,930	-4.8%	44,377	5.8%
502121 Other Paid Absence	3,740	3,855	3.1%	3,692	-4.2%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
502999 Other Fringe Benefits	3,322	5,112	53.9%	2,089	-59.1%
<b>Totals</b>	<b>395,063</b>	<b>464,004</b>	<b>17.5%</b>	<b>469,023</b>	<b>1.1%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 PRELIMINARY OPERATING BUDGET Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-20	% CHANGE	Jun-19	Mar-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22	BUDGET FY20	BUDGET FY21	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	0.0%	35,000	15,000	-57.1%
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>0.0%</b>	<b>35,000</b>	<b>15,000</b>	<b>-57.1%</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>-</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>-</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>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Planning, Grants, Governmental Affairs - 1600

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-20	% CHANGE	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY20 BUDG FY21	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	917,105	11.3%	898,349	-2.0%		
NON-PERSONNEL TOTAL	618,200	326,000	-47.3%	246,000	-24.5%		
DEPARTMENT TOTALS	<b>1,441,837</b>	<b>1,243,105</b>	<b>-13.8%</b>	<b>1,144,349</b>	<b>-7.9%</b>		

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 District General Counsel - 1700

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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 PRELIMINARY OPERATING BUDGET**  
 District General Counsel - 1700

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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 PRELIMINARY OPERATING BUDGET**  
 District General Counsel - 1700

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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 PRELIMINARY OPERATING BUDGET**

District General Counsel - 1700

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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>	-	-	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>							
	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>NON-PERSONNEL TOTAL</b>							
	406,000	406,000	0.0%	0.0%	406,000	0.0%	0.0%
<b>DEPARTMENT TOTALS</b>							
	406,000	406,000	0.0%	0.0%	406,000	0.0%	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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 PRELIMINARY OPERATING BUDGET**  
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-20	% CHANGE	Mar-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY21 BUDG FY22	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	575,000	4.9%	586,500	2.0%	-	-
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>605,200</b>	<b>9.1%</b>	<b>596,700</b>	<b>-1.4%</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	-	-	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 PRELIMINARY OPERATING BUDGET**  
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	500	5,000	900.0%	900.0%	3,000	-40.0%	-40.0%
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	2,500	3,500	40.0%	40.0%	2,700	-22.9%	-22.9%
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>3,000</b>	<b>8,500</b>	<b>183.3%</b>	<b>183.3%</b>	<b>5,700</b>	<b>-32.9%</b>	<b>-32.9%</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	150,000	150,000	0.0%	0.0%	150,000	0.0%	0.0%
506127 Repairs - District Prop	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>150,000</b>	<b>150,000</b>	<b>0.0%</b>	<b>0.0%</b>	<b>150,000</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 PRELIMINARY OPERATING BUDGET**  
 Safety, Security, and Risk Management - 1800

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-20	% CHANGE	Mar-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	500	400	-20.0%	400		400	0.0%
509081 Advertising - District Promo	-	-	0.0%	-		-	0.0%
509101 Employee Incentive Program	3,000	3,000	0.0%	3,000		3,000	0.0%
509121 Employee Training	3,000	7,200	140.0%	7,200		7,200	0.0%
509122 BOD Travel	-	-	0.0%	-		-	0.0%
509123 Travel	6,000	8,920	48.7%	8,620		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>19,220</b>	<b>-1.5%</b>
INTEREST EXPENSE							
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>
LEASES & RENTALS							
512011 Facility Lease	-	-	0.0%	-		-	0.0%
512061 Equipment Rental	-	-	0.0%	-		-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>		<b>-</b>	<b>0.0%</b>
PERSONNEL TOTAL	318,341	328,695	3.3%	345,768		345,768	5.2%
NON-PERSONNEL TOTAL	720,102	783,220	8.8%	771,620		771,620	-1.5%
DEPARTMENT TOTALS	<b>1,038,443</b>	<b>1,111,915</b>	<b>7.1%</b>	<b>1,117,388</b>		<b>1,117,388</b>	<b>0.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
Purchasing - 1900

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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	499,651	397,669	-20.4%	409,327	2.9%
501023 Other OT	2,498	1,745	-30.2%	1,796	2.9%
<b>Totals</b>	<b>502,149</b>	<b>399,414</b>	<b>-20.5%</b>	<b>411,123</b>	<b>2.9%</b>
<b>FRINGE BENEFITS</b>					
502011 Medicare/Soc. Sec.	9,047	7,103	-21.5%	7,399	4.2%
502021 Retirement	183,008	160,150	-12.5%	175,228	9.4%
502031 Medical Ins	182,020	239,457	31.6%	233,061	-2.7%
502041 Dental Ins	9,802	8,120	-17.2%	8,242	1.5%
502045 Vision Ins	2,840	2,225	-21.7%	2,292	3.0%
502051 Life Ins/AD&D	1,158	1,041	-10.1%	1,072	3.0%
502060 State Disability Ins (SDI)	6,326	5,046	-20.2%	5,414	7.3%
502061 Long Term Disability Ins	4,149	3,500	-15.6%	3,676	5.0%
502071 State Unemployment Ins (SUI)	1,537	1,008	-34.4%	1,069	6.1%
502081 Worker's Comp Ins	23,892	26,493	10.9%	27,288	3.0%
502101 Holiday Pay	19,121	15,019	-21.5%	15,646	4.2%
502103 Floating Holiday	5,548	4,097	-26.2%	4,302	5.0%
502109 Sick Leave	28,681	22,528	-21.5%	23,469	4.2%
502111 Annual Leave	63,939	45,280	-29.2%	52,086	15.0%
502121 Other Paid Absence	4,481	3,520	-21.5%	3,667	4.2%
502251 Phys. Exams	-	-	0.0%	-	0.0%
502253 Driver Lic Renewal	-	-	0.0%	-	0.0%
<b>502999 Other Fringe Benefits</b>	<b>2,208</b>	<b>2,166</b>	<b>-1.9%</b>	<b>2,172</b>	<b>0.3%</b>
<b>Totals</b>	<b>547,757</b>	<b>546,753</b>	<b>-0.2%</b>	<b>566,085</b>	<b>3.5%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Purchasing - 1900

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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 PRELIMINARY OPERATING BUDGET**  
 Purchasing - 1900

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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 PRELIMINARY OPERATING BUDGET**  
Purchasing - 1900

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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>946,167</b>	<b>-9.9%</b>		<b>977,207</b>		<b>3.3%</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>960,947</b>	<b>-9.6%</b>		<b>986,457</b>		<b>2.7%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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 PRELIMINARY OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	30,000	30,000	0.0%	0.0%	30,000	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	7,000	8,000	14.3%	14.3%	8,000	0.0%	0.0%
503162 Uniforms/Laundry	2,500	2,500	0.0%	0.0%	2,500	0.0%	0.0%
503171 Security Services	10,600	14,000	32.1%	32.1%	14,000	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	53,000	73,000	37.7%	37.7%	73,000	0.0%	0.0%
503352 Repair - Equipment	300,000	330,000	10.0%	10.0%	330,000	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	50,000	63,000	26.0%	26.0%	63,000	0.0%	0.0%
<b>Totals</b>	<b>453,100</b>	<b>520,500</b>	<b>14.9%</b>	<b>14.9%</b>	<b>520,500</b>	<b>0.0%</b>	<b>0.0%</b>
<b>MOBILE MATERIALS &amp; SUPPLIES</b>							
504011 Fuels & Lubricants - Non Rev Veh	-	6,000	100.0%	100.0%	6,000	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>6,000</b>	<b>100.0%</b>	<b>100.0%</b>	<b>6,000</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	1,500	2,000	33.3%	33.3%	2,000	0.0%	0.0%
504315 Safety Supplies	6,000	7,000	16.7%	16.7%	7,000	0.0%	0.0%
504317 Cleaning Supplies	45,000	50,000	11.1%	11.1%	50,000	0.0%	0.0%
504409 Repair/Maint Supplies	120,000	120,000	0.0%	0.0%	120,000	0.0%	0.0%
504417 Tenant Repairs	14,000	10,000	-28.6%	-28.6%	10,000	0.0%	0.0%
504421 Non-Inventory Parts	-	-	0.0%	0.0%	-	0.0%	0.0%
504511 Small Tools	5,400	5,000	-7.4%	-7.4%	5,000	0.0%	0.0%
504515 Employee Tool Replacement	-	-	0.0%	0.0%	-	0.0%	0.0%
<b>Totals</b>	<b>191,900</b>	<b>194,000</b>	<b>1.1%</b>	<b>1.1%</b>	<b>194,000</b>	<b>0.0%</b>	<b>0.0%</b>
<b>UTILITIES</b>							
505011 Gas & Electric	307,000	300,000	-2.3%	-2.3%	300,000	0.0%	0.0%
505021 Water & Garbage	180,000	180,000	0.0%	0.0%	180,000	0.0%	0.0%
505031 Telecommunications	95,000	113,000	18.9%	18.9%	113,000	0.0%	0.0%
<b>Totals</b>	<b>582,000</b>	<b>593,000</b>	<b>1.9%</b>	<b>1.9%</b>	<b>593,000</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	-	-	0.0%	0.0%	-	0.0%	0.0%
507201 Licenses & Permits	12,000	14,000	16.7%	16.7%	14,000	0.0%	0.0%
507999 Other Taxes	15,000	15,000	0.0%	0.0%	15,000	0.0%	0.0%
<b>Totals</b>	<b>27,000</b>	<b>29,000</b>	<b>7.4%</b>	<b>7.4%</b>	<b>29,000</b>	<b>0.0%</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Facilities Maintenance - 2200

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	13,000	13,000	0.0%	0.0%	13,000	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	2,000	7,000	250.0%	250.0%	7,000	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>15,000</b>	<b>20,000</b>	<b>33.3%</b>	<b>33.3%</b>	<b>20,000</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	5,000	5,000	0.0%	0.0%	5,000	0.0%	0.0%
512061 Equipment Rental	3,000	2,000	-33.3%	-33.3%	2,000	0.0%	0.0%
<b>Totals</b>	<b>8,000</b>	<b>7,000</b>	<b>-12.5%</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>7.8%</b>	<b>2,214,826</b>		<b>6.9%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>1,277,000</b>	<b>1,369,500</b>	<b>7.2%</b>	<b>7.2%</b>	<b>1,369,500</b>		<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>3,199,427</b>	<b>3,441,015</b>	<b>7.6%</b>	<b>7.6%</b>	<b>3,584,326</b>		<b>4.2%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Paratransit - 3100

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY22
<b>LABOR</b>						
501011 Bus Operator Pay	1,057,001	1,244,898	17.8%	17.8%	1,295,232	4.0%
501013 Bus Operator OT	249,806	250,000	0.1%	0.1%	260,109	4.0%
501021 Other Salaries	627,579	672,896	7.2%	7.2%	696,680	3.5%
501023 Other OT	60,981	61,000	0.0%	0.0%	63,156	3.5%
<b>Totals</b>	<b>1,995,367</b>	<b>2,228,794</b>	<b>11.7%</b>	<b>11.7%</b>	<b>2,315,176</b>	<b>3.9%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	34,121	38,215	12.0%	12.0%	39,675	3.8%
502021 Retirement	601,479	762,683	26.8%	26.8%	831,494	9.0%
502031 Medical Ins	889,419	911,664	2.5%	2.5%	962,452	5.6%
502041 Dental Ins	48,345	39,782	-17.7%	-17.7%	40,379	1.5%
502045 Vision Ins	13,611	11,680	-14.2%	-14.2%	12,031	3.0%
502051 Life Ins/AD&D	5,142	5,025	-2.3%	-2.3%	5,175	3.0%
502060 State Disability Ins (SDI)	24,194	27,092	12.0%	12.0%	29,013	7.1%
502061 Long Term Disability Ins	14,151	15,336	8.4%	8.4%	16,328	6.5%
502071 State Unemployment Ins (SUI)	7,345	5,292	-27.9%	-27.9%	5,748	8.6%
502081 Worker's Comp Ins	128,422	126,576	-1.4%	-1.4%	130,373	3.0%
502101 Holiday Pay	62,103	70,750	13.9%	13.9%	73,469	3.8%
502103 Floating Holiday	4,960	5,208	5.0%	5.0%	5,208	0.0%
502109 Sick Leave	96,534	110,003	14.0%	14.0%	114,244	3.9%
502111 Annual Leave	179,640	204,209	13.7%	13.7%	210,872	3.3%
502121 Other Paid Absence	14,555	16,582	13.9%	13.9%	17,219	3.8%
502251 Phys. Exams	3,183	3,183	0.0%	0.0%	3,183	0.0%
502253 Driver Lic Renewal	1,061	1,061	0.0%	0.0%	1,061	0.0%
502999 Other Fringe Benefits	3,182	3,084	-3.1%	-3.1%	3,118	1.1%
<b>Totals</b>	<b>2,131,447</b>	<b>2,357,427</b>	<b>10.6%</b>	<b>10.6%</b>	<b>2,501,043</b>	<b>6.1%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Paratransit - 3100

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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%	0.0%	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%	0.0%	-	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>0.0%</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 PRELIMINARY OPERATING BUDGET**  
Paratransit - 3100

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-20	% CHANGE	Mar-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY21	BUDG FY20 BUDG FY21	BUDGET FY22	BUDG FY20 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%	2,000	0.0%	2,000	0.0%
504214 Promotional Items	200	-	-100.0%	-	-	-	0.0%
504215 Printing	3,700	3,700	0.0%	3,700	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%	2,500	0.0%	2,500	0.0%
504315 Safety Supplies	120	120	0.0%	120	0.0%	120	0.0%
504317 Cleaning Supplies	600	600	0.0%	600	0.0%	600	0.0%
504409 Repair/Maint Supplies	-	-	0.0%	-	0.0%	-	0.0%
504417 Tenant Repairs	-	-	0.0%	-	0.0%	-	0.0%
504421 Non-Inventory Parts	-	-	0.0%	-	0.0%	-	0.0%
504511 Small Tools	-	-	0.0%	-	0.0%	-	0.0%
504515 Employee Tool Replacement	-	-	0.0%	-	0.0%	-	0.0%
<b>Totals</b>	<b>9,120</b>	<b>8,920</b>	<b>-2.2%</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%	12,000	0.0%	12,000	0.0%
505021 Water & Garbage	6,400	-	-100.0%	-	-	-	0.0%
505031 Telecommunications	4,000	5,000	25.0%	5,000	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>-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	130,422	-8.6%	130,422	-8.6%	130,422	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>130,422</b>	<b>-8.6%</b>	<b>130,422</b>	<b>-8.6%</b>	<b>130,422</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 PRELIMINARY OPERATING BUDGET**  
Paratransit - 3100

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	-	300	100.0%		300	0.0%	0.0%
509121 Employee Training	2,700	2,700	0.0%	0.0%	2,700	0.0%	0.0%
509122 BOD Travel	-	-	0.0%	0.0%	-	0.0%	0.0%
509123 Travel	3,000	3,000	0.0%	0.0%	3,000	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>5,700</b>	<b>6,000</b>	<b>5.3%</b>	<b>5.3%</b>	<b>6,000</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	201,000	196,470	-2.3%		196,470	0.0%	0.0%
512061 Equipment Rental	1,500	1,500	0.0%	0.0%	1,500	0.0%	0.0%
<b>Totals</b>	<b>202,500</b>	<b>197,970</b>	<b>-2.2%</b>	<b>-2.2%</b>	<b>197,970</b>	<b>0.0%</b>	<b>0.0%</b>
<b>PERSONNEL TOTAL</b>	<b>4,126,815</b>	<b>4,586,221</b>	<b>11.1%</b>	<b>11.1%</b>	<b>4,816,220</b>	<b>5.0%</b>	<b>5.0%</b>
<b>NON-PERSONNEL TOTAL</b>	<b>393,144</b>	<b>368,512</b>	<b>-6.3%</b>	<b>-6.3%</b>	<b>368,512</b>	<b>0.0%</b>	<b>0.0%</b>
<b>DEPARTMENT TOTALS</b>	<b>4,519,959</b>	<b>4,954,733</b>	<b>9.6%</b>	<b>9.6%</b>	<b>5,184,731</b>	<b>4.6%</b>	<b>4.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
Operations - 3200

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY22
<b>LABOR</b>						
501011 Bus Operator Pay	-	-	0.0%	0.0%	-	0.0%
501013 Bus Operator OT	-	-	0.0%	0.0%	-	0.0%
501021 Other Salaries	1,094,833	1,221,116	11.5%	11.5%	1,265,908	3.7%
501023 Other OT	172,409	175,000	1.5%	1.5%	181,417	3.7%
<b>Totals</b>	<b>1,267,242</b>	<b>1,396,117</b>	<b>10.2%</b>	<b>10.2%</b>	<b>1,447,325</b>	<b>3.7%</b>
<b>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	22,150	24,419	10.2%	10.2%	25,311	3.7%
502021 Retirement	399,101	495,123	24.1%	24.1%	539,010	8.9%
502031 Medical Ins	434,961	437,082	0.5%	0.5%	457,070	4.6%
502041 Dental Ins	25,520	25,062	-1.8%	-1.8%	25,438	1.5%
502045 Vision Ins	6,014	5,006	-16.8%	-16.8%	5,156	3.0%
502051 Life Ins/AD&D	2,330	2,316	-0.6%	-0.6%	2,385	3.0%
502060 State Disability Ins (SDI)	15,566	17,240	10.8%	10.8%	18,450	7.0%
502061 Long Term Disability Ins	9,228	8,989	-2.6%	-2.6%	9,319	3.7%
502071 State Unemployment Ins (SUI)	3,074	2,268	-26.2%	-26.2%	2,406	6.1%
502081 Worker's Comp Ins	47,785	52,986	10.9%	10.9%	54,575	3.0%
502101 Holiday Pay	41,506	46,036	10.9%	10.9%	47,731	3.7%
502103 Floating Holiday	8,276	8,430	1.9%	1.9%	8,590	1.9%
502109 Sick Leave	62,259	69,054	10.9%	10.9%	71,597	3.7%
502111 Annual Leave	138,581	153,636	10.9%	10.9%	159,147	3.6%
502121 Other Paid Absence	9,728	10,790	10.9%	10.9%	11,187	3.7%
502251 Phys. Exams	700	700	0.0%	0.0%	700	0.0%
502253 Driver Lic Renewal	300	200	-33.3%	-33.3%	200	0.0%
502999 Other Fringe Benefits	4,416	8,386	89.9%	89.9%	8,401	0.2%
<b>Totals</b>	<b>1,231,495</b>	<b>1,367,721</b>	<b>11.1%</b>	<b>11.1%</b>	<b>1,446,673</b>	<b>5.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Operations - 3200

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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%
503012 Admin/Bank Fees	-	-	0.0%	0.0%	-	-	0.0%
503031 Prof/Technical Fees	-	15,000	100.0%	15,000	15,000	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	600	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	2,000	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>17,600</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>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
Operations - 3200

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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%
504215 Printing	7,000	5,000	-28.6%	5,000	5,000	5,000	0.0%
504217 Photo Supp/Process	-	-	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%
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>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%
505021 Water & Garbage	-	-	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%
506015 Insurance - PL/PD	-	-	0.0%	-	-	-	0.0%
506021 Insurance - Other	-	-	0.0%	-	-	-	0.0%
506123 Settlement Costs	-	-	0.0%	-	-	-	0.0%
506127 Repairs - District Prop	-	-	0.0%	-	-	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</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>-</b>	<b>-</b>	<b>0.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
Operations - 3200

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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>2,763,838</b>	<b>10.6%</b>	<b>10.6%</b>	<b>2,893,998</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>2,853,658</b>	<b>10.3%</b>	<b>10.3%</b>	<b>2,984,818</b>		<b>4.6%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Bus Operators - 3300

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-20	% CHANGE
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY22
<b>LABOR</b>						
501011 Bus Operator Pay	7,919,793	8,511,309	7.5%	7.5%	8,840,866	3.9%
501013 Bus Operator OT	1,000,000	750,000	-25.0%	-25.0%	779,039	3.9%
501021 Other Salaries	-	-	0.0%	0.0%	-	0.0%
501023 Other OT	-	-	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>FRINGE BENEFITS</b>						
502011 Medicare/Soc. Sec.	154,872	160,393	3.6%	3.6%	166,574	3.9%
502021 Retirement	2,851,001	3,383,243	18.7%	18.7%	3,690,266	9.1%
502031 Medical Ins	3,275,290	3,634,156	11.0%	11.0%	3,764,801	3.6%
502041 Dental Ins	182,645	179,074	-2.0%	-2.0%	181,760	1.5%
502045 Vision Ins	48,114	42,271	-12.1%	-12.1%	43,539	3.0%
502051 Life Ins/AD&D	17,707	17,810	0.6%	0.6%	18,345	3.0%
502060 State Disability Ins (SDI)	110,012	113,935	3.6%	3.6%	121,875	7.0%
502061 Long Term Disability Ins	70,760	69,744	-1.4%	-1.4%	72,716	4.3%
502071 State Unemployment Ins (SUI)	25,962	19,152	-26.2%	-26.2%	20,586	7.5%
502081 Worker's Comp Ins	444,997	444,490	-0.1%	-0.1%	457,824	3.0%
502101 Holiday Pay	295,302	314,465	6.5%	6.5%	326,687	3.9%
502103 Floating Holiday	-	-	0.0%	0.0%	-	0.0%
502109 Sick Leave	461,409	491,351	6.5%	6.5%	510,448	3.9%
502111 Annual Leave	854,104	920,794	7.8%	7.8%	954,270	3.6%
502121 Other Paid Absence	69,211	73,703	6.5%	6.5%	76,567	3.9%
502251 Phys. Exams	5,400	5,700	5.6%	5.6%	5,700	0.0%
502253 Driver Lic Renewal	1,300	1,500	15.4%	15.4%	1,900	26.7%
502999 Other Fringe Benefits	5,554	8,104	45.9%	45.9%	8,227	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>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Bus Operators - 3300

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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 PRELIMINARY OPERATING BUDGET**  
Bus Operators - 3300

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</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>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 PRELIMINARY OPERATING BUDGET**  
 Bus Operators - 3300

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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 PRELIMINARY OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	280,000	15.2%	15.2%	292,439	4.4%	4.4%
<b>Totals</b>	<b>2,269,338</b>	<b>2,443,017</b>	<b>7.7%</b>	<b>7.7%</b>	<b>2,551,546</b>	<b>4.4%</b>	<b>4.4%</b>
<b>FRINGE BENEFITS</b>							
502011 Medicare/Soc. Sec.	39,673	42,714	7.7%	7.7%	44,533	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	30,022	7.9%	7.9%	32,294	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>2,481,194</b>	<b>4.2%</b>	<b>4.2%</b>	<b>2,624,822</b>	<b>5.8%</b>	<b>5.8%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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	-	-
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	-	-
503353 Repair - Rev Vehicle	500,000	450,000	-10.0%	-	450,000	-	-
503354 Repair - Non Rev Vehicle	25,000	20,000	-20.0%	-	20,000	-	-
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	-	-
504012 Fuels & Lubricants - Rev Veh	1,500,000	1,600,000	6.7%	-	1,600,000	-	-
504021 Tires & Tubes	188,500	180,000	-4.5%	-	180,000	-	-
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	-	-
<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 PRELIMINARY OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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 PRELIMINARY OPERATING BUDGET**  
 Fleet Maintenance - 4100

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-20	% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22
MISC EXPENSE							
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	80,000	-31.3%		80,000		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>103,000</b>	<b>-19.8%</b>		<b>103,000</b>		<b>0.0%</b>
INTEREST EXPENSE							
511102 Interest Expense	-	-	0.0%		-		0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>		<b>-</b>		<b>0.0%</b>
LEASES & RENTALS							
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>
PERSONNEL TOTAL	4,649,788	4,924,211	5.9%		5,176,368		5.1%
NON-PERSONNEL TOTAL	3,511,800	3,613,800	2.9%		3,613,800		0.0%
DEPARTMENT TOTALS	<b>8,161,588</b>	<b>8,538,011</b>	<b>4.6%</b>		<b>8,790,168</b>		<b>3.0%</b>

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 COBRA Benefits - 9001

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 PRELIMINARY OPERATING BUDGET COBRA Benefits - 9001

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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	-	-	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>	-	-	0.0%	-	0.0%
<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>	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 & FY22 PRELIMINARY OPERATING BUDGET**  
 COBRA Benefits - 9001

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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 PRELIMINARY OPERATING BUDGET  
 COBRA Benefits - 9001**

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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%
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>
INTEREST EXPENSE					
511102 Interest Expense	-	-	0.0%	-	0.0%
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>
LEASES & RENTALS					
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>
PERSONNEL TOTAL	-	-	0.0%	-	0.0%
NON-PERSONNEL TOTAL	-	-	0.0%	-	0.0%
DEPARTMENT TOTALS	-	-	0.0%	-	0.0%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-19		Mar-20		% CHANGE		Mar-20		% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDGET FY21	BUDGET FY22	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG 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	3,295,521	3,460,297	2.8%	2.8%	3,460,297	3,460,297	5.0%	5.0%
502041 Dental Ins	69,649	63,014	63,014	64,905	-9.5%	-9.5%	64,905	64,905	3.0%	3.0%
502045 Vision Ins	20,579	17,539	17,539	18,065	-14.8%	-14.8%	18,065	18,065	3.0%	3.0%
502051 Life Ins/AD&D	7,458	6,532	6,532	6,728	-12.4%	-12.4%	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	1,165	-	-74.6%	-74.6%	-	-	-100.0%	-100.0%
<b>Totals</b>	3,308,678	3,383,772	3,383,772	3,549,996	2.3%	2.3%	3,549,996	3,549,996	4.9%	4.9%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-19		Mar-20		% CHANGE		Mar-20		% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDGET FY21	BUDGET FY22	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG FY21	BUDG FY22	% CHANGE
<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 A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 PRELIMINARY OPERATING BUDGET

Retired Employee Benefits - 9005

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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%
<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%
<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%
<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%

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
FY21 & FY22 PRELIMINARY OPERATING BUDGET**

Retired Employee Benefits - 9005

ACCOUNT	Jun-19		Mar-20		% CHANGE		Mar-20		% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDGET FY21	BUDGET FY22	BUDG FY20	BUDG FY21	BUDGET FY22	BUDG 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>	-	-	-	-	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	3,383,772	3,549,996	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>3,383,772</u>	<u>3,549,996</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 PRELIMINARY OPERATING BUDGET  
 SCCIC - 700**

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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>

# Attachment A

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 & FY22 PRELIMINARY OPERATING BUDGET SCCIC - 700

ACCOUNT	Jun-19		Mar-20		% CHANGE		Mar-20		% CHANGE	
	BUDGET FY20	BUDGET FY21	BUDGET FY21	BUDGET FY22	BUDG FY20	BUDG FY21	BUDGET FY21	BUDGET FY22	BUDG FY21	BUDG FY22
<b>SERVICES</b>										
503011 Accting/Audit Fees	250	250	250	250	0.0%	0.0%	0.0%	250	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>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>0.0%</b>	<b>0.0%</b>	<b>250</b>	<b>250</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>-</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 PRELIMINARY OPERATING BUDGET  
 SCCIC - 700**

ACCOUNT	Jun-19	Mar-20	% CHANGE	Mar-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 PRELIMINARY OPERATING BUDGET  
 SCCIC - 700**

ACCOUNT	Jun-19	Mar-20	% CHANGE		Mar-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>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
INTEREST EXPENSE							
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>
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>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
PERSONNEL TOTAL	-	-	0.0%	0.0%	-	0.0%	0.0%
NON-PERSONNEL TOTAL	250	250	0.0%	0.0%	250	0.0%	0.0%
DEPARTMENT TOTALS	250	250	0.0%	0.0%	250	0.0%	0.0%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 FY21 PRELIMINARY CAPITAL BUDGET  
 AS OF MARCH 13, 2020

PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
						RESTRICTED	RESTRICTED		
						\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED	MEASURE D (XFR FROM OPER BUDGET)	
	FEDERAL FUNDS					STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)		
State Transportation Improvement Program (STIP)			\$ 2,604,796						\$ 2,604,796
Low Carbon Transit Operations Program (LCTOP)				\$ 2,218,890					\$ 2,218,890
Local Partnership Program (LPP)					\$ 1,088,000				\$ 1,088,000
Transfers from Operating Budget (STA-SB1)	*					\$ 48,045			\$ 48,045
STA-SGR (SB1)	*						\$ -		\$ -
Transfers from Operating Budget (Measure D)	*							\$ 5,127,171	\$ 5,127,171
<b>Local Sources of Funds:</b>									
Operating and Capital Reserve Fund								\$ 5,571,034	\$ 5,571,034
<b>TOTAL CAPITAL FUNDING BY FUNDING SOURCE</b>	<b>\$ 5,739,755</b>	<b>\$ 4,393,233</b>	<b>\$ 2,604,796</b>	<b>\$ 2,218,890</b>	<b>\$ 1,088,000</b>	<b>\$ 48,045</b>	<b>\$ -</b>	<b>\$ 5,127,171</b>	<b>\$ 26,790,924</b>
Restricted Funds	\$ 5,739,755	\$ 4,393,233	\$ 2,604,796	\$ 2,218,890	\$ 1,088,000		\$ -	\$ 5,127,171	\$ 21,171,845
Unrestricted Funds						\$ 48,045			\$ 5,619,079
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 5,739,755</b>	<b>\$ 4,393,233</b>	<b>\$ 2,604,796</b>	<b>\$ 2,218,890</b>	<b>\$ 1,088,000</b>	<b>\$ 48,045</b>	<b>\$ -</b>	<b>\$ 5,127,171</b>	<b>\$ 26,790,924</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.									

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# **FY21 & FY22 Preliminary Operating and FY21 Preliminary Capital Budget**

Board of Directors

*April 24, 2020*

Angela Aitken, Chief Financial Officer

# Overview of Today's Presentation

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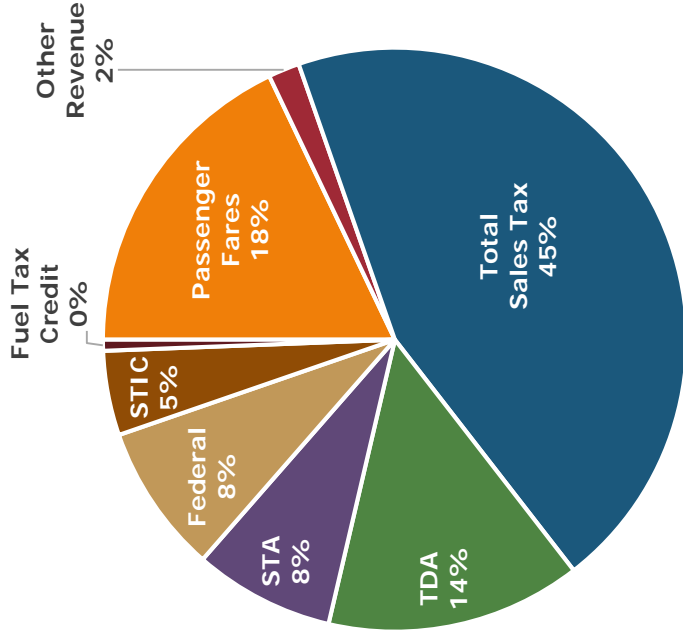
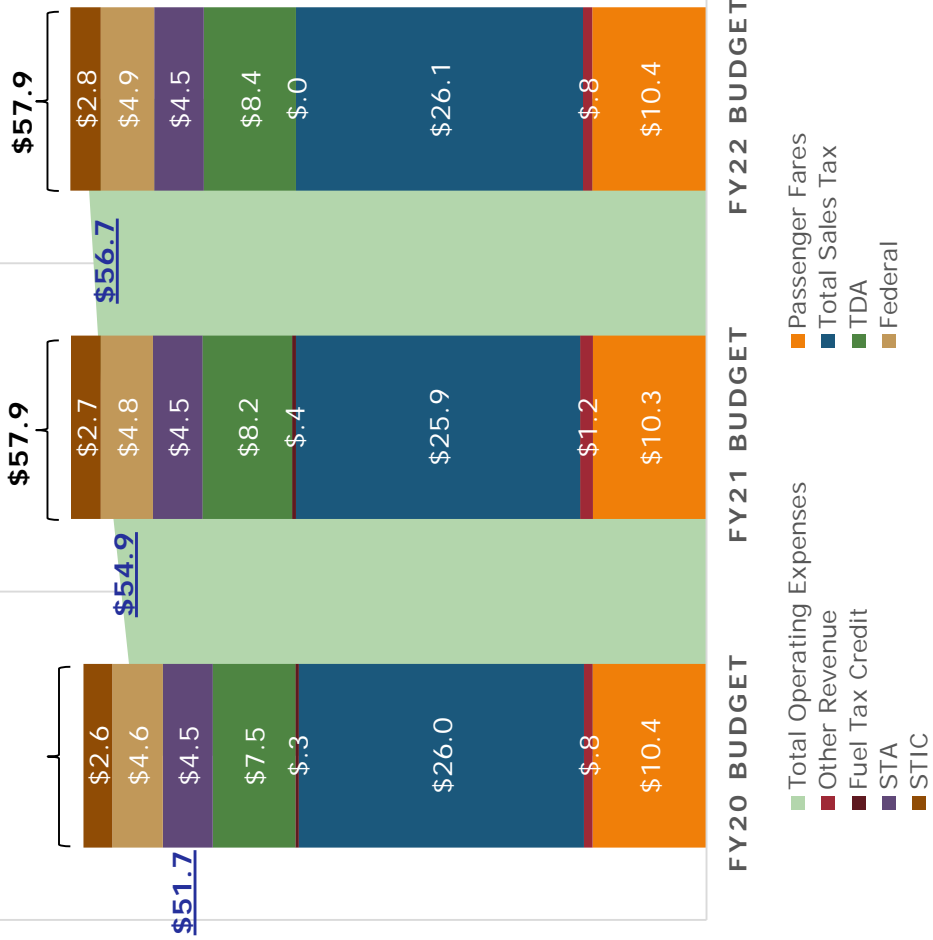
- **FY21 and FY22 Preliminary Operating Budget:**
  - Total Revenue Sources & Assumptions
  - Total Operating Expenses & Assumptions
  - Total Transfers & Assumptions
- **FY21 Preliminary Capital Budget**
- **Budget Timeline**



# FY21 and FY22 Preliminary 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

## Budget Assumptions: Fares

\$ In Thousands	Passenger Fares	Special Transit Fares	Highway 17 Fares	Highway 17 Payments
	UCSC	Cabrillo	City of SC	VTA
FY20 Budget	\$2,425	\$749	\$233	\$350
FY20 Actual (Projection)	\$2,439	\$749	\$233	\$350
FY21 Preliminary Budget	<u>\$2,371</u>	<u>\$749</u>	<u>\$311</u>	<u>\$330</u>
%VAR Budget (FY20-FY21)	-2%	0%	33%	-6%
%VAR (FY20 Actual FY21 Budget)	-3%	0%	33%	-6%
<u>FY22 Preliminary Budget</u>	<u>\$2,371</u>	<u>\$749</u>	<u>\$311</u>	<u>\$330</u>
%VAR Budget (FY20-FY21)	0%	0%	0%	0%

Based on Ridership trends

Based on Ridership trends

Contracts

## Budget Assumptions: Sales Tax & TDA - LTF

\$ In Thousands	Sales Tax		TDA – LTF Funds
	1979 Gross Sales Tax (1/2 cent)	2016 Net Sales Tax (Measure D)	
FY20 Budget	\$22,617	\$3,358	\$7,532
FY20 Actual (Projection)	\$22,388	\$3,500	\$7,930
<u>FY21</u> Preliminary Budget	<u>\$22,388</u>	<u>\$3,500</u>	<u>\$8,168</u>
%VAR Budget (FY20-FY21)	-1%	4%	8%
%VAR (FY20 Actual FY21 Budget)	0%	0%	3%
<u>FY22</u> Preliminary Budget	<u>\$22,612</u>	<u>\$3,536</u>	<u>\$8,413</u>
%VAR Budget (FY20-FY21)	1%	1%	3%

Based on FY20 Actual claim  
as per RTC 12/5/2019 and  
3% est. CPI

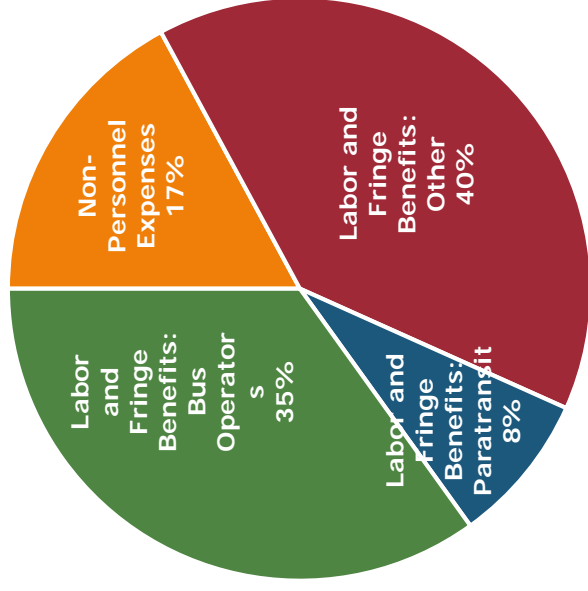
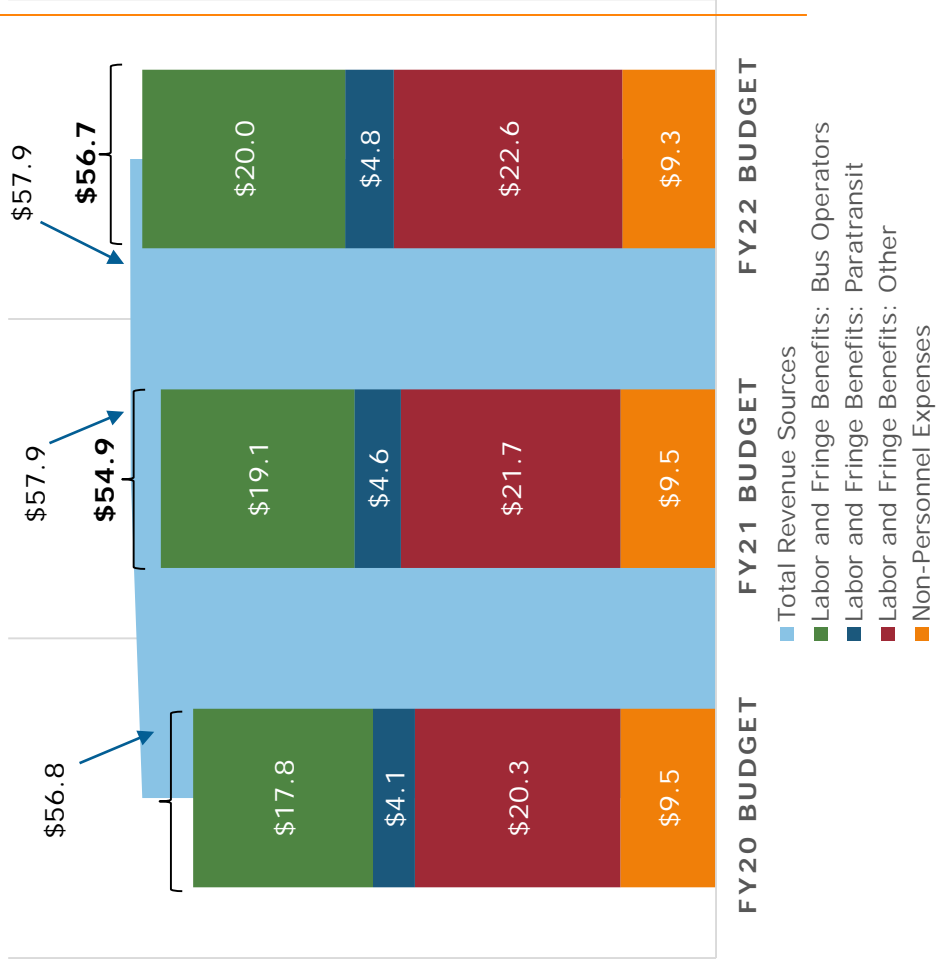
## Budget Assumptions: FTA 5307, STIC & TDA - STA

\$ In Thousands	FTA 5307	STIC	TDA – STA Operating
FY20 Budget	\$4,441	\$2,619	\$4,531
FY20 Actual (Projection)	\$4,441	\$2,619	\$4,523
<u>FY21 Preliminary Budget</u>	<u>\$4,583</u>	<u>\$2,703</u>	<u>\$4,494</u>
%VAR Budget (FY20-FY21)	3%	3%	-1%
%VAR (FY20 Actual FY21 Budget)	3%	3%	-1%
<u>FY22 Preliminary Budget</u>	<u>\$4,683</u>	<u>\$2,762</u>	<u>\$4,494</u>
%VAR Budget (FY20-FY21)	2%	2%	0%

As per SCO estimate, provided in January 2020.

# 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



FY21 & FY22 Budget\*

\*Percentages reflect Total Operating Revenues

## Budget Assumptions: Personnel

	FY21	FY22
Management	No Wage Increase	No Wage Increase
SEIU	1.5%	2.5%
SMART	3%	2.25%

	FY20	FY21	FY22
Normal Cost (% of Payroll)	9.4%	10.4%	10.4%
UAL Payment	\$4,044,782	\$4,434,223	\$4,902,000
Total as a % of Payroll	29.4%	32.8%	34.5%

FY20	FY21	FY22
326 FTEs	324 FTEs	323 FTEs

Budget Assumptions: Non-Personnel

➤ Mobile Material and Supplies: 7.4% anticipated increase in FY21

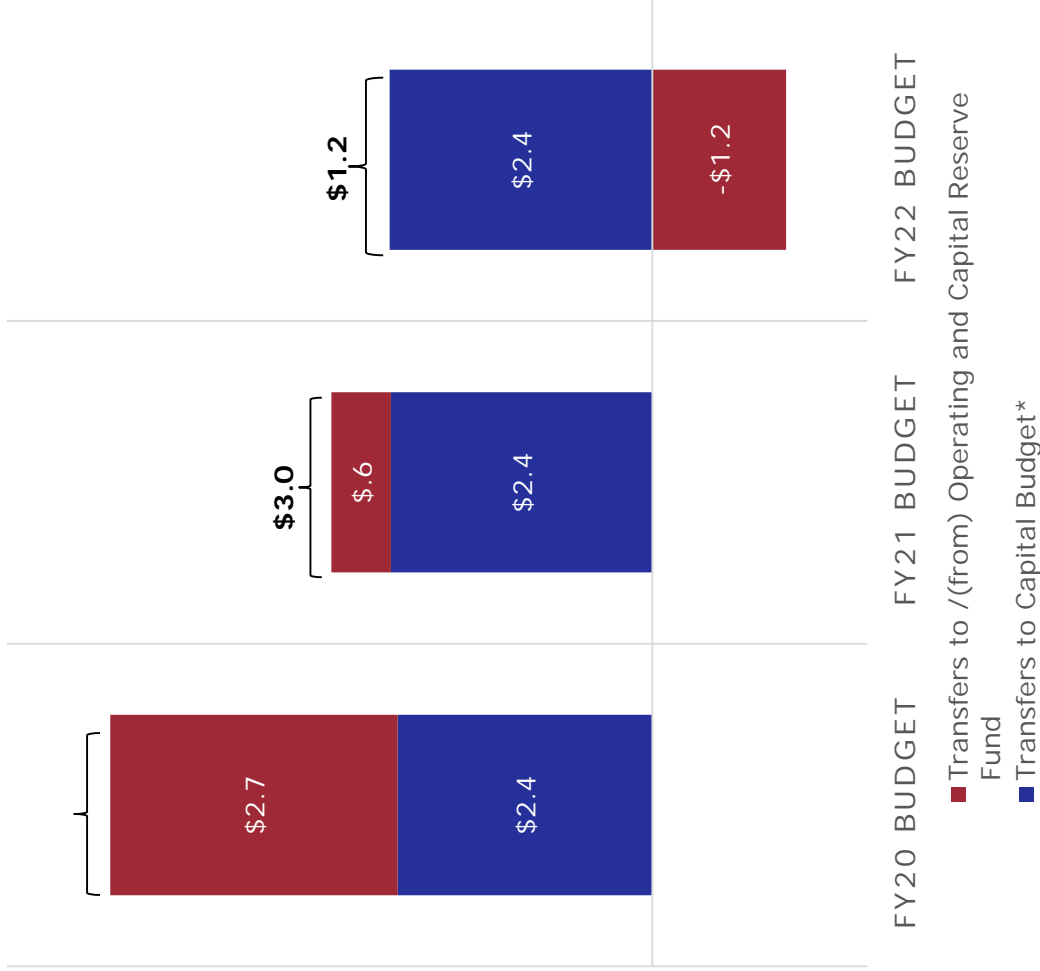
\$ In Thousands	FY20	FY21	FY22
Fuel & Lubricants Rev Vehicles	\$1,500	\$1,600	\$1,600
Rev Veh Parts	\$900	\$1,000	\$1,000

Above increase is offset by:

Prof & Tech Fees	\$932	\$705	\$513
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# Total Transfers FY21 & FY22: (in \$ millions)

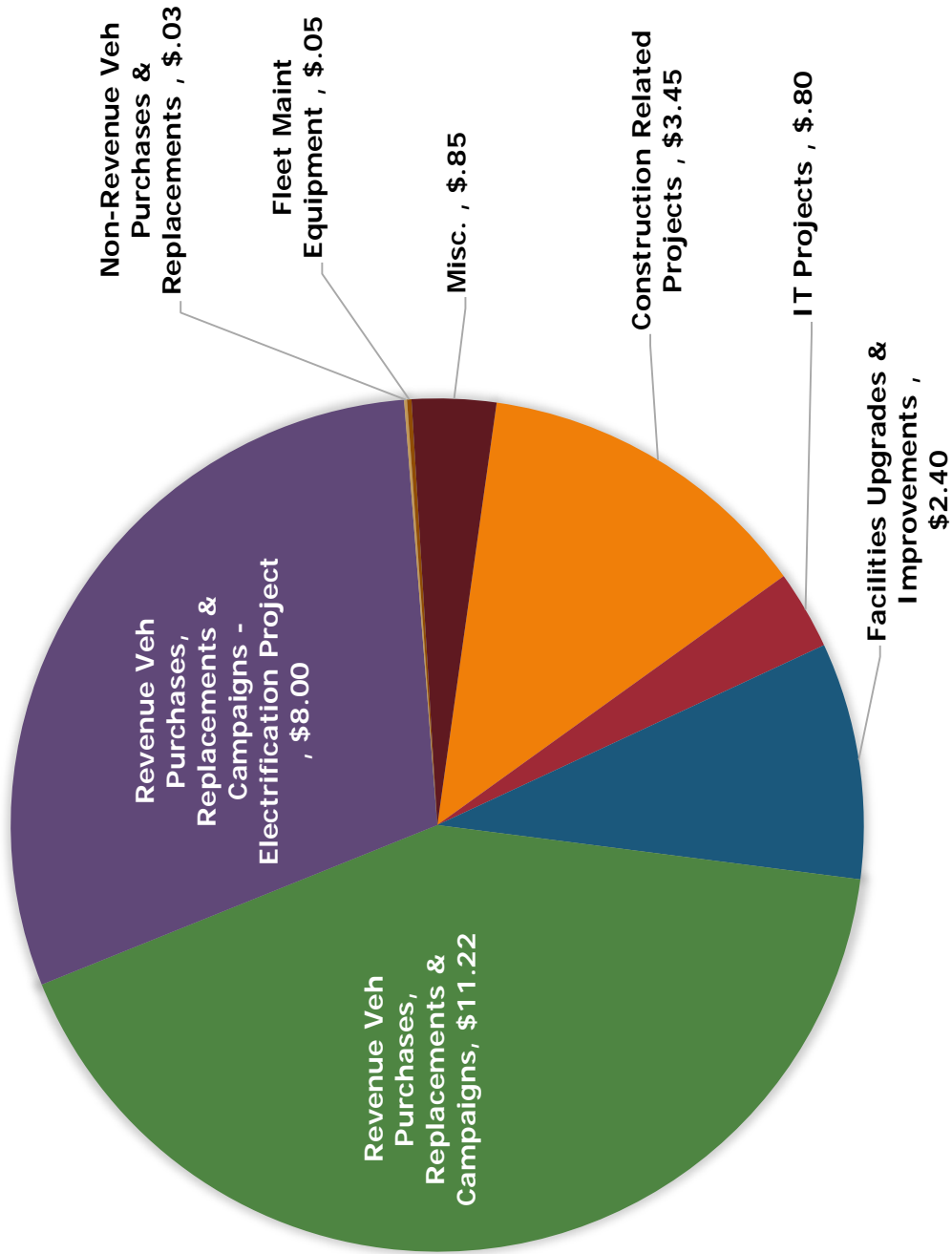


	FY21	FY22
Transfers to Capital Budget (Measure D and STA)		
Transfers to/(from) Operating and Capital Reserve Fund (Fuel Tax Credit, CalPERS UAL & OPEB)		
	<p><b>\$3M Annual Commitments to the Capital Budgets <u>will be met in FY21 and FY22*</u></b></p> <p>Operating Surplus, if available, would be committed to the <b><u>UAL &amp; OPEB Trust Fund.</u></b> ***</p> <p>Operating Deficit (FY22) will 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></p>	

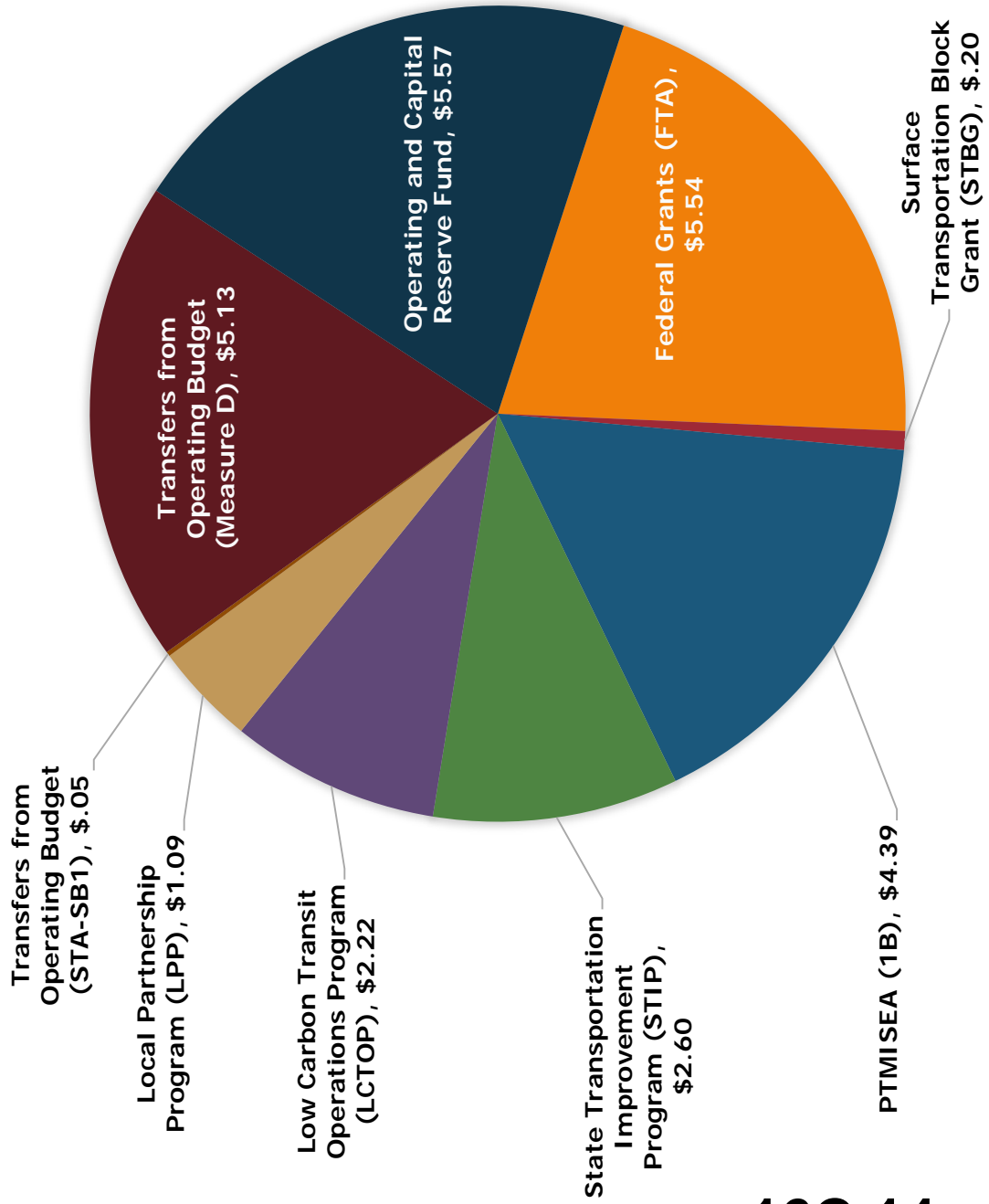
\* Transfers to Capital Budget + STA SGR = \$3M; (STA - SGR goes directly to the Capital Budget).

# FY21 Preliminary Capital Budget

FY21 Capital Budget – Projects: \$26.8M\*  
(in \$ millions)



# FY21 Capital Budget – Projects: \$26.8M\* (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:**

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 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 FY21 and FY22 Operating Budget, and FY21 Capital budget

**06-26-2020: Board Meeting:** Adoption of the Final FY21 and FY22 Budget

# Questions

VERBAL PRESENTATION ONLY

PACIFIC STATION UPDATE

Alex Clifford

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